

Novtel Property Management Software

STARTER PRODUCT MANUAL

17 STEPS TO MASTERING THE BASICS

VERSION 3.03 | NOVTEL COPYRIGHT 2016

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1 Introduction

Novtel Property Management is a leading, feature rich, flexible and extremely easy to use software solution for everyone who is involved with managing properties on a regular basis. Novtel ships in four versions:

1. The Free Version

- This version is free of charge, and can list a maximum of 20 Properties;

2. Novtel Property Management Professional Version

- This version integrates with Pastel Partner or Xpress, and has no limitations

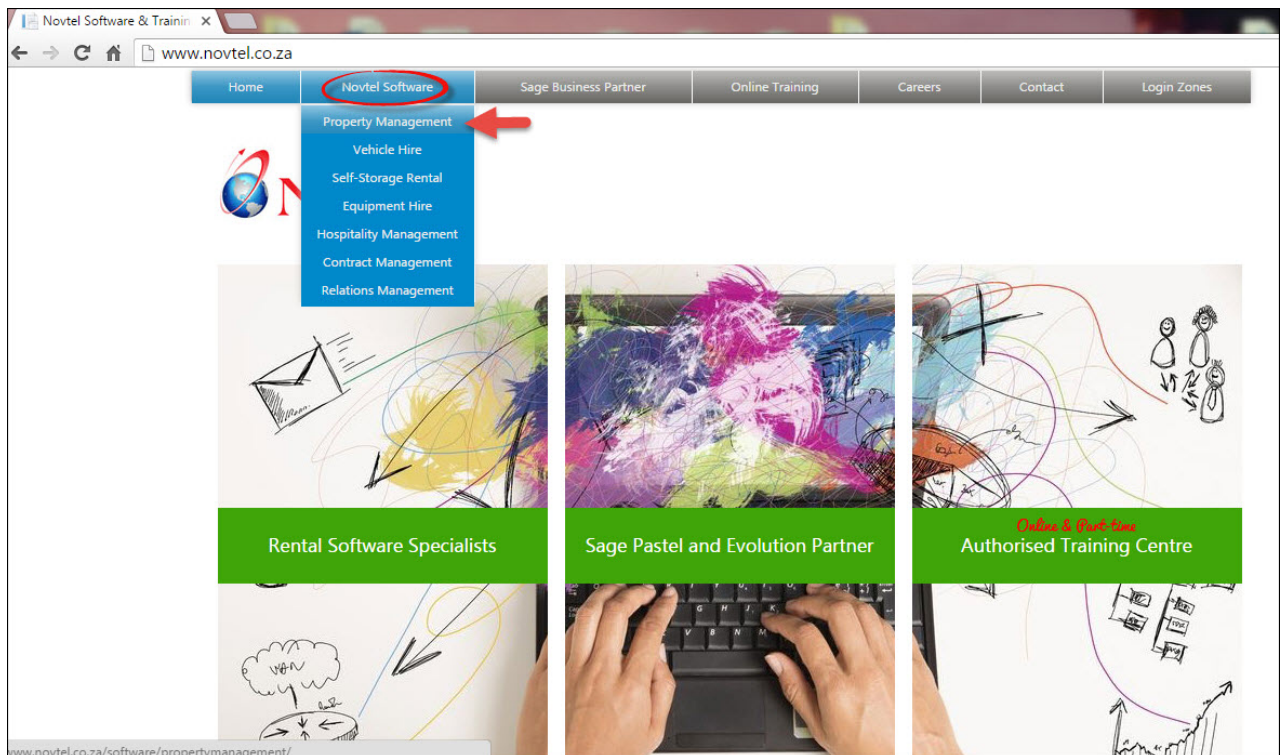
3. Novtel Property Management Ultimate Standard Version

- This version integrates with Evolution Ultimate Standard, and has no limitations

4. Novtel Property Management Ultimate Enterprise Version

- This version integrates with Evolution Ultimate Enterprise, and has no limitations

The software can be downloaded from Novtel's website, by selecting Property Management in the Novtel Software tab....



..... and click on "Download Full Install".

Lite vs Full Version Novtel Property Management Software is available in a:

1. **Lite Version:** Free, with limitations
2. **Professional Version:** Full functionality, offering Sage Pastel Partner & Xpress integration
3. **Ultimate Version:** Full functionality, offering Sage Evolution integration


[Download Full Install](#)

[Download Free Starter Manual](#)

The download will now run

Downloads CLEAR ALL OPEN DOWNLOADS FOLDER

Today

 **novpropfull.exe**
http://www.novtel.co.za/downloads/software/property/full/novpropfull.exe
220 KB/s - 15.4 MB of 305 MB, 22 mins left

[PAUSE](#) [CANCEL](#)

Right-click on the downloaded application, and select "Run as Administrator"

Computer > WINDOWS (C:) > Users > Louise > Downloads

Organize Open Share with E-mail Burn New folder

Name	Date modified	Type	Size
novpropfull	2016/01/14 09:59	Application	312 407 KB

Open
Run as administrator
Troubleshoot compatibility

You will be required to enter your cellphone number and email address in order to receive a registration code to activate the software on your computer

This manual only serves as an introduction to Novtel Property Management. For more information, please visit www.novtel.co.za; click on the "Contact" tab and request to be registered on Novtel's Forum

The information in this manual is based on versions up to 6.1.0.7

2 Step 1 - Pastel Accounts Setup

To ensure that the financial side of the business is handled correctly, it is of the utmost importance that the following is set up ***by the Company's accountant*** before any work in Novtel is done:

1. A Company must have been set up and opened in Pastel first, since this company path will be linked to Novtel
2. The accounts listed below must be created in Pastel. If these accounts are not set up and linked in Novtel, the User will not be able to perform successful cash-ups, and the financial reporting will be incorrect.

➤ **For Suppliers:**

- ✓ A Supplier Payment (Balance Sheet Account)
- ✓ A Supplier Payment Entry Type
- ✓ Supplier Payment (Balance Sheet Account)

➤ **Commission:**

- ✓ Commission Control Account (Balance Sheet Account)
- ✓ Commission Income Account (Income Statement Account)
- ✓ Commission Transfer Entry Type

➤ **Deposits Accounts:**

- ✓ Deposit Control Account (Balance Sheet Account)
- ✓ Deposit Forfeiture Account (Income Statement Account)
- ✓ Deposit Refund Due Account (Balance Sheet Account)
- ✓ Deposit Interest Expense Account (Income Statement account)

➤ **Entry Types for:**

- ✓ Deposit Received
- ✓ Deposit Refund
- ✓ Deposit Applied
- ✓ Deposit Interest

➤ **POS Accounts:**

- ✓ Daily Takings Control Account (Balance Sheet Account)
- ✓ Discount Account

➤ **Entry Types for:**

- ✓ Customer Receipt Journal
- ✓ Customer Receipts Cash Book
- ✓ Receipt Reallocation Journal
- ✓ Negative Customer Receipts

➤ **Receipts GL Accounts:**

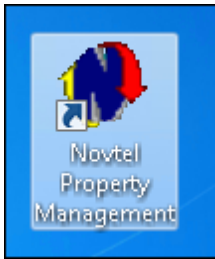
- ✓ Cash
- ✓ Cheque
- ✓ Credit Card
- ✓ Debit Order
- ✓ Direct Transfer
- ✓ Voucher
- ✓ Other
- ✓ Deposit Allocation
- ✓ Deposit Transfer
- ✓ Cash Deposit Fee

➤ **Charges:**

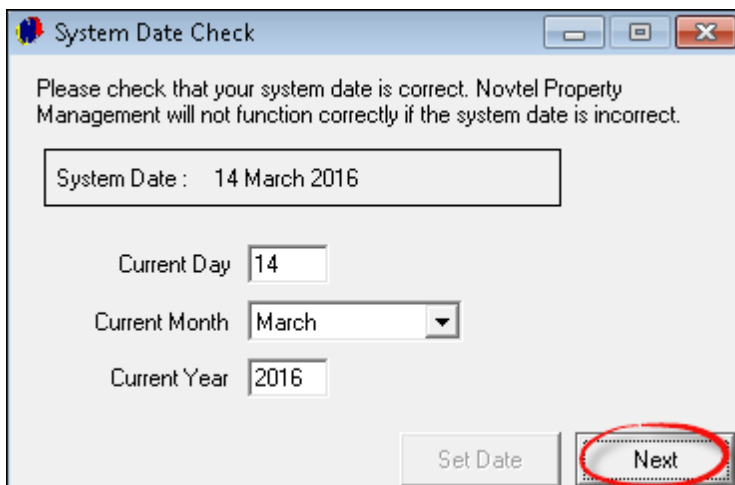
- ✓ Refundable Charges Control Account (Balance Sheet Account)
- ✓ Entry Type for Refundable Charges

3 Step 2 - Novtel / Pastel Link

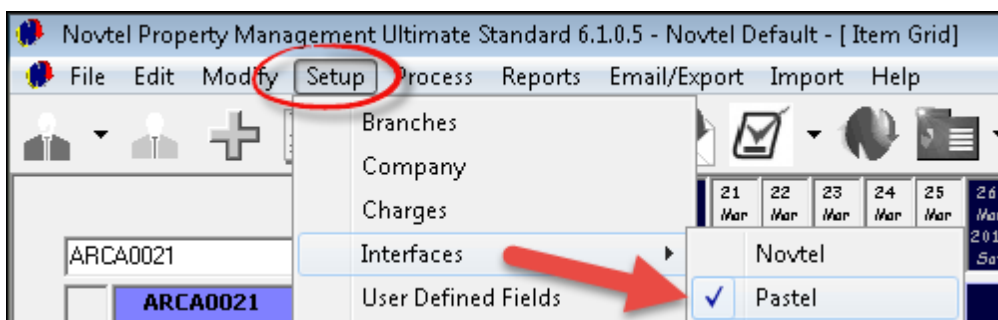
Open Novtel by double clicking on the Icon created on the Desktop



Check that the system date is correct and click "Next"

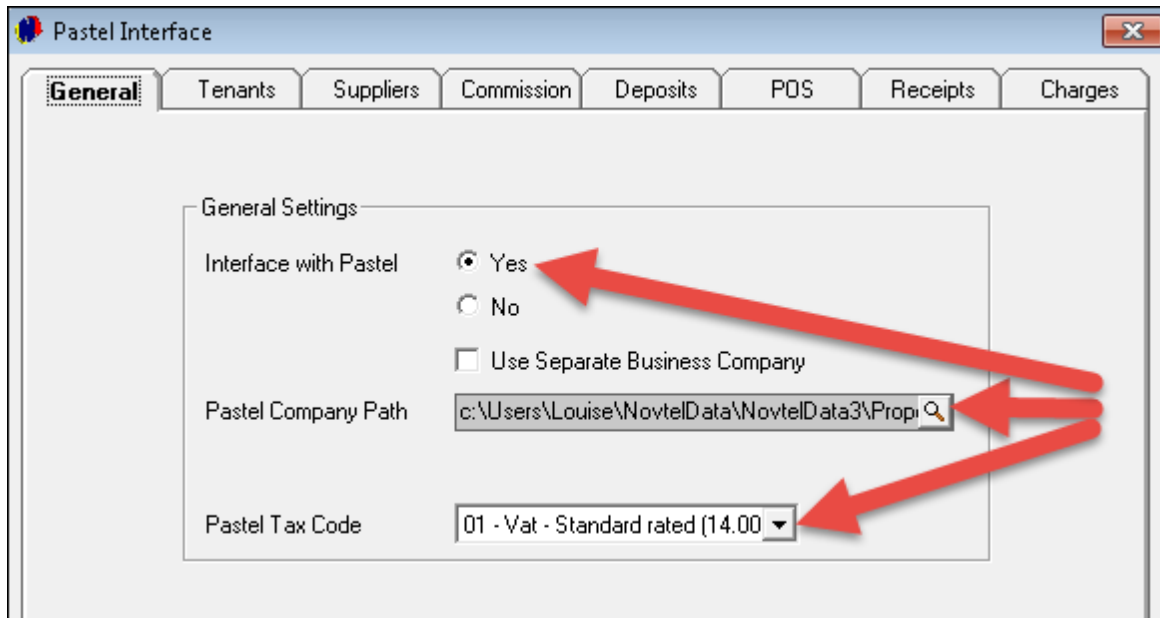


Since no Users and Passwords have been set up yet, you will be allowed access to the system immediately. In order to now establish the link between Novtel and Pastel, click on "Setup - Interfaces - Pastel"



In the **"General"** Tab, select the **"Yes"** option if Novtel is to be integrated with Pastel, and then select the applicable Pastel Company Path - as created by your company's accountant. Now simply select your country's standard Tax rate, as set up in Pastel

Please note that this Pastel Path MUST be correctly linked. Secondly, ensure that the Pastel company is open in order to send the data to the correct set of books.



Pastel Interface

General | Tenants | Suppliers | Commission | Deposits | POS | Receipts | Charges

General Settings

Interface with Pastel Yes No

Use Separate Business Company

Pastel Company Path c:\Users\Louise\NovtelData\NovtelData3\Propri

Pastel Tax Code 01 - Vat - Standard rated (14.00)

For now click "Accept" to save the Pastel Company Path

3.1 Pre-requisites for Integration and Company Setup

The following is required to be inserted in Novtel when the Pastel Interface is done. Therefor it must be created before you can proceed:

Novtel Charges: (Please refer to Step 4 on how to create charges)

➤ LAN001 - Landlord Rates and Tax Account

- ✓ Tick the check-box to create the item in Pastel, and to be Displayed on the Invoice
- ✓ This "Charge" will be created without a rate since the amount can be customized for each rental contract individually, and will be linked to the "Deduct before Commission Item (S)" in the "Properties" tab.
- ✓ In the "Reporting" tab, this charge is linked to "Rates and Taxes"
- ✓ Import the charge to Pastel as "Services" in the Inventory Group field, and select "Service Item"

➤ FOR001 - Forfeiture Charge

- Tick the check-box to create the item in Pastel, and to be Displayed on the Invoice
- This charge is created for the purpose of different scenarios:
 - ✓ Should a Tenant cancel on short notice for short term accommodation, they will forfeit the deposit percentage as set up in the Pastel Interface Deposits tab
 - ✓ This charge will also apply when damage occurred to a property after occupation, and the deposit will be retained
- The Forfeiture charge will also be created without a rate linked to it, since not all of the deposit forfeiture amounts will be exactly the same. This charge is not linked to an item in the Properties tab, and reports to the Group of "Other"
- Import the charge to Pastel as "Services" in the Inventory Group field, and select "Service Item"

➤ CAS001 - Cash Deposit Fee

- ✓ Tick the check-box to create the item in Pastel, and to be Displayed on the Invoice
- ✓ There is a fee payable at the bank for all cash payments made into the company's bank account, therefor a charge must be created to bill the tenant in the case of a cash payment
- ✓ The charge is linked to the "Third Party Charges" item in the "Properties" tab, and to the "Reporting Group" of "Other"

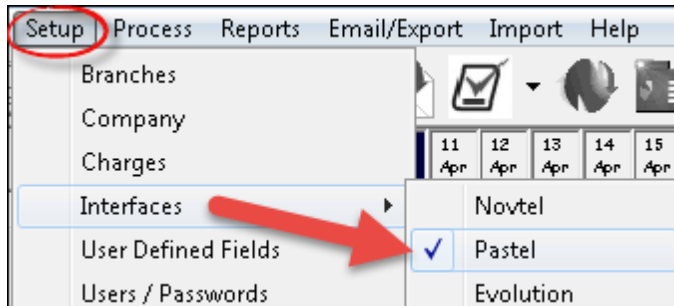
Novtel Customer Account: (Please refer to Step 9 - Creating Tenants / Occupants)

➤ CAS001 - Cash Sales Account

3.2 GL accounts and Entry Types linking

We strongly advice that you do not attempt to set up the rest of the tabs in the Pastel Interface window, unless you have extensive knowledge of accounting.

Click on "Setup - Interfaces - Pastel"



The Novtel Charges created previously, as well as the GL accounts and Entry types created in Pastel as instructed in Step 1, will be selected in the following tabs:

- Suppliers
- Commission
- Deposits
- POS
- Receipts
- Charges

When all fields are populated, click on "Accept" to save the settings

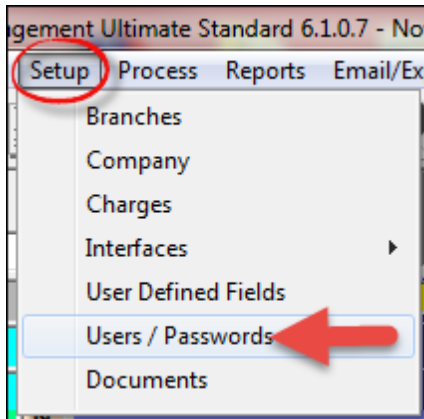
4 Step 3 - Creating Users and Passwords

Novtel Property Management comes with complete "Users and Passwords" functionality. You may setup as many users as you wish - each with his/her own unique password and privileges.

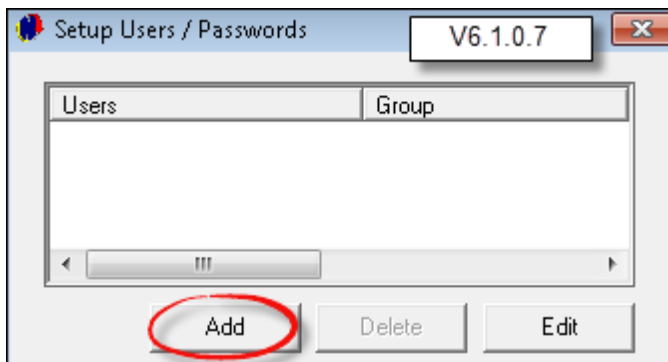
The first user created will automatically be the "Administrator", and will have access to all functions in the Novtel program (usually the Owner, Supervisor or Manager). It is imperative that the "Administrator's" password is kept secret.

The Username and Password is case sensitive - if the Password is entered in the setup as "James1234#", and it is typed as "james1234#" or "JAMES1234#", the user will not be granted access to the system.

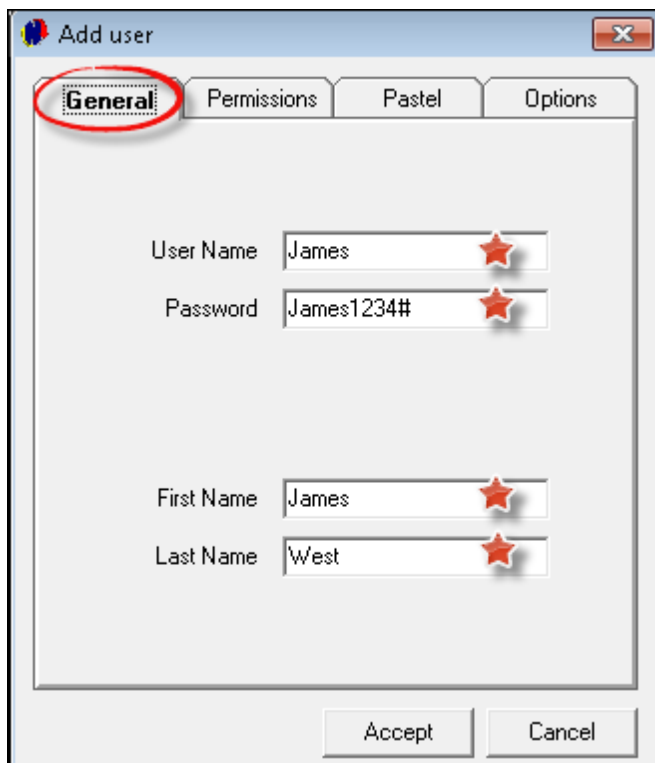
- Click on "Setup" and then "Users / Passwords"



- Select "Add"

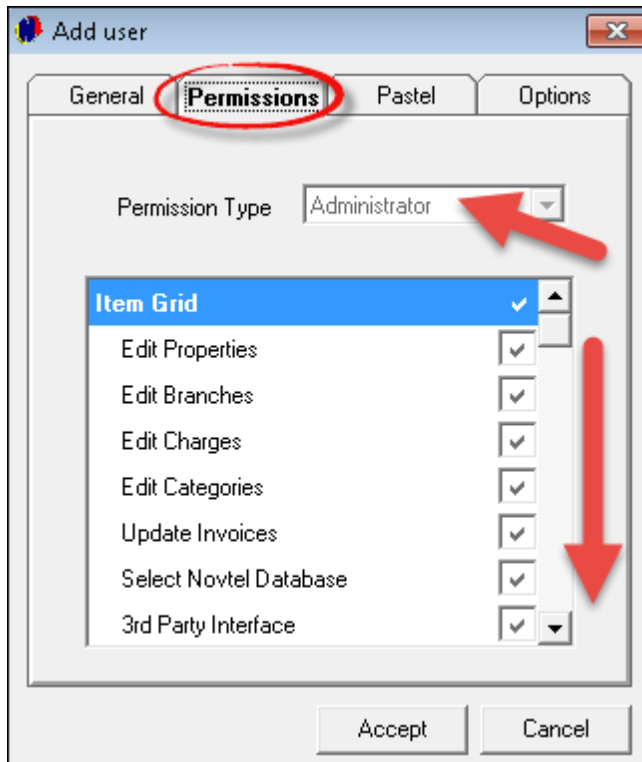


- In the "General" Tab enter the following:
 - User Name (The Login Name); Password; First and Last Name of the User

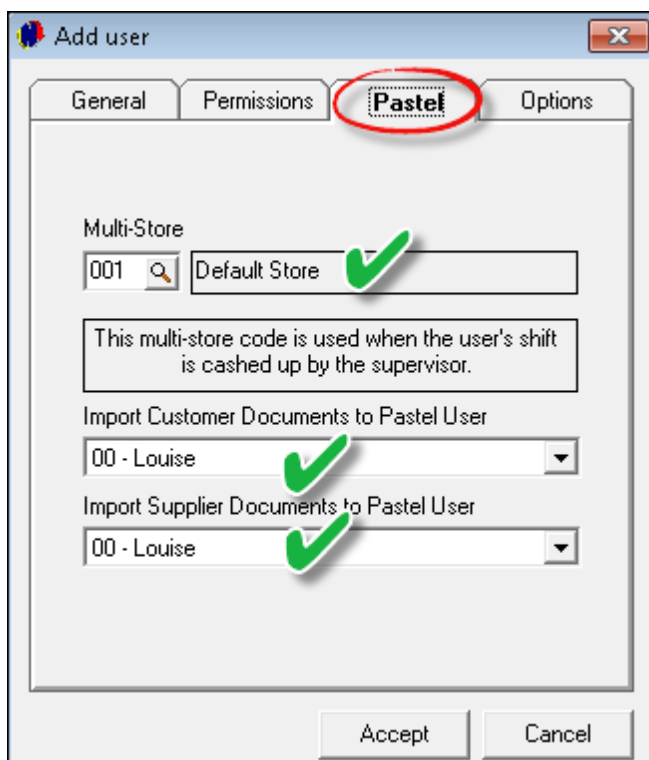


The screenshot shows a dialog box titled "Add user" with a close button (X) in the top right corner. The dialog has four tabs: "General", "Permissions", "Pastel", and "Options". The "General" tab is selected and highlighted with a red circle. Inside the "General" tab, there are four text input fields, each with a red star icon to its right. The fields are: "User Name" containing "James", "Password" containing "James1234#", "First Name" containing "James", and "Last Name" containing "West". At the bottom of the dialog, there are two buttons: "Accept" and "Cancel".

- Proceed to the "Permissions" Tab. The first user created will always be the "Administrator". All privileges are ticked in the check-boxes, since he/she will have access to all aspects of the system, being:
 - Edit Properties; Branches; Charges and Categories
 - Update and un-update Invoices
 - Select Novtel Database
 - To Setup 3rd Party Interface and Users
 - Issue Credit Notes and Negative Receipts

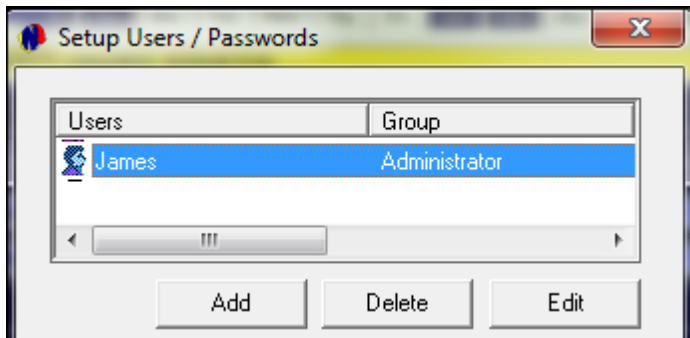


- Proceed to the "Pastel" Tab. Please note that this tab will only be available if Novtel is integrated with Pastel.
- The "Multi-Store" option will always be set as "001 - Default Store" if the Multi-Stores module is not installed or in use in Pastel. Alternatively - if Multi-Stores are setup in Pastel, select the applicable Store by clicking on the magnifying glass; clicking on the correct store, and click on "Accept"
- In the "Import Customer Documents to Pastel User" Field and "Import Supplier Documents to Pastel User" Field, an accountant can be linked to the set of books related to this specific user. It is important to know that you can make use of different Accountants, for different Users, Customers and Suppliers

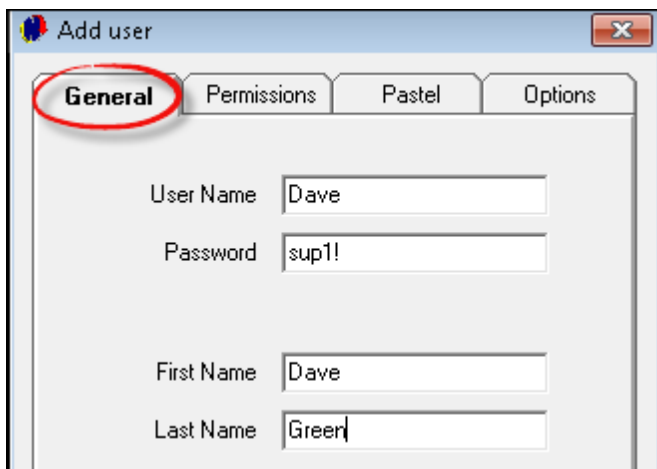


- In the "Options" Tab, there are different options to be selected:
 - "Always Keep an Open Shift". This is not recommended, since an User can log in for his or her shift, and the shift can stay open for a few days until the Supervisor closes the shift. The Cash-Up can then only be done after the shift was closed
 - Should you want the shift to be kept open, you need to select the "Supervisor for the Open Shift". Please note that you will have to return to this tab once a Cashup Supervisor has been created as a User
 - When you have a company with multiple Legal Entities, and there are different Database Sets - each password protected - you can tick the check-box in order to "Allow Password Switching on Database Sets". Each user can then log in with their same username and password for all the Database Sets
 - Click on "Accept" to save all changes made, and to close the window

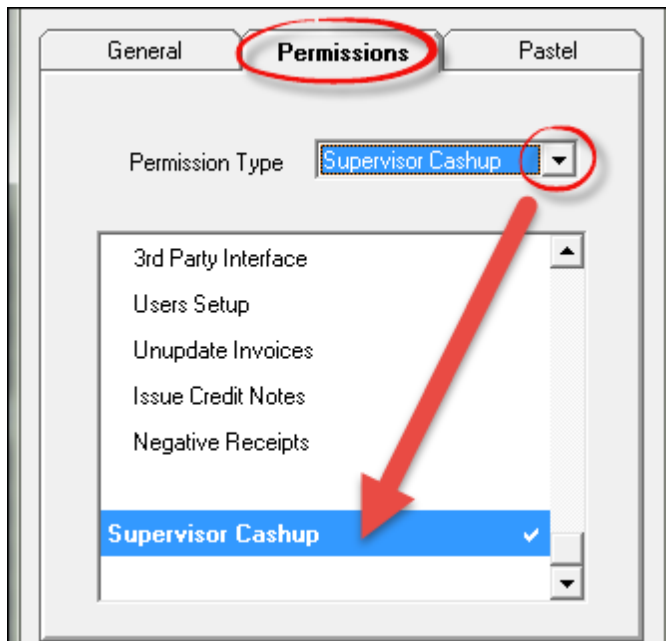
James now displays in the Setup Users / Passwords window. In order to now create the Cashup Supervisor, click on "Add"



Once again, in the General tab, enter the Username; Password; First and Last Name for this User

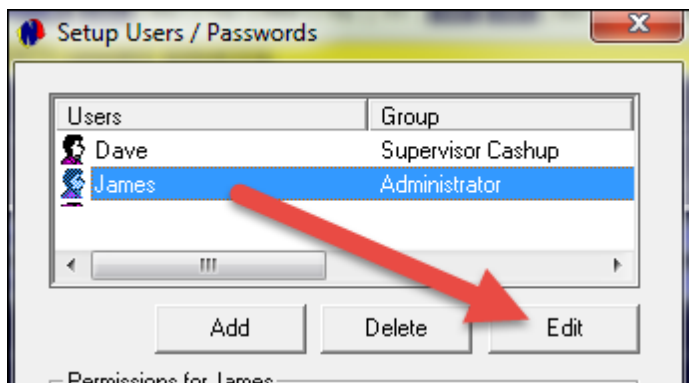


In the "Permissions" tab, select the "Supervisor Cashup" option from the list. Dave will now have access to the "Supervisor" screen only. He will be responsible for opening and closing shifts, and to perform the part of the cashup where the data from Novtel is send to Pastel.

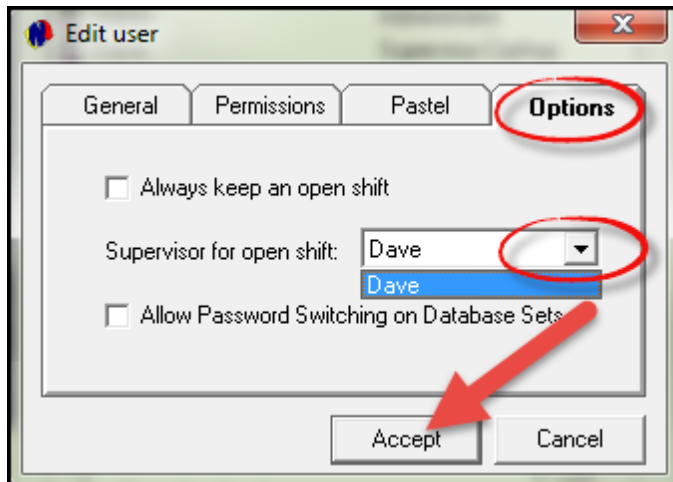


In the "Pastel" tab, select the User in Pastel to which Dave's transactions will be imported, and click "Accept"

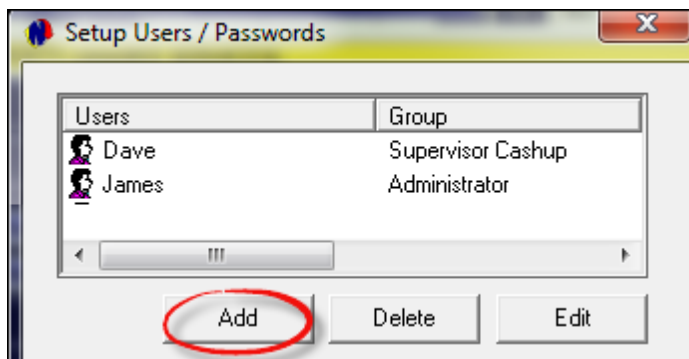
In order to now link Dave as the Cashup Supervisor to James' profile, click on James and then on "Edit"



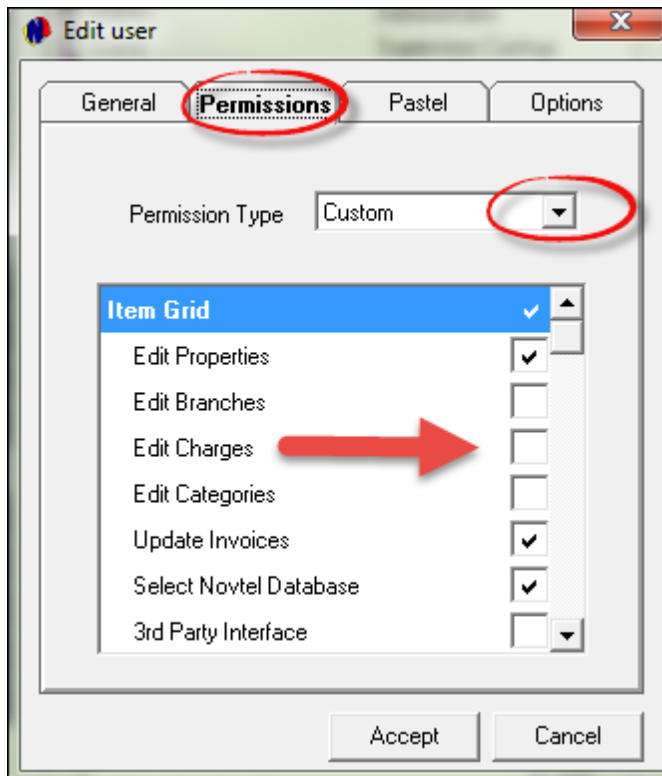
Proceed to the "Options" tab and click on the arrow here to select Dave as the Supervisor to open shifts for James. Click "Accept" to save the changes



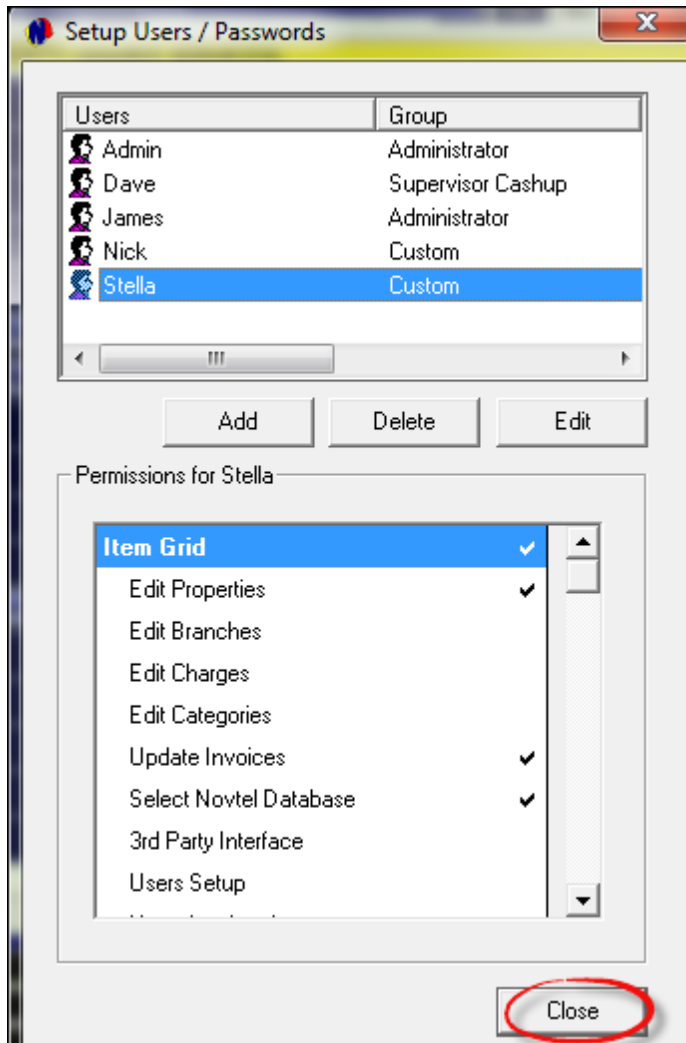
In order to create Users with limited permissions to the system, click on "Add"



The manner in which this User type differs from the process of creating Administrators and Cashup Supervisors, is to select the "Permission Type" as "Custom". By default all the "permissions" are ticked. Un-tick all the aspects you do NOT want the specific user to have access to.



Populate all of the other fields of information in the rest of the tabs and click "Accept" to save this User. When all Users are created, click on "Close" to exit the "Setup Users / Passwords" window



5 Step 4 - Setup Charges

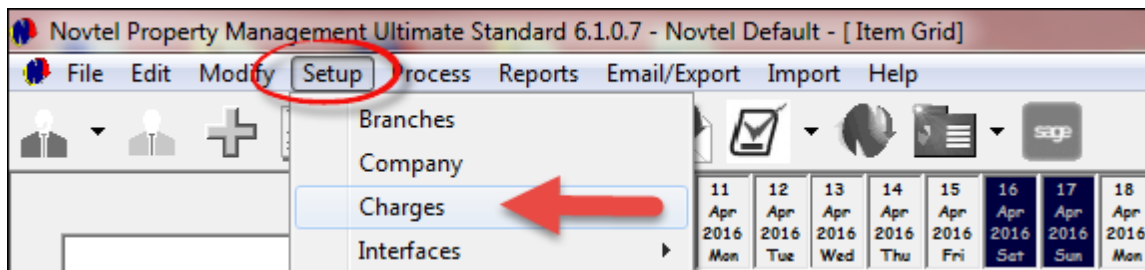
There are various charges associated with the business of Property Management. These charges can be described as items that are billed - either to the **tenant, office or owner** of the property. Plan the codes and descriptions before creating them in Novtel. There are no limit to the number of Charges to be created. Some charges may even be created without a rate connected to it.

Examples of Charges include:

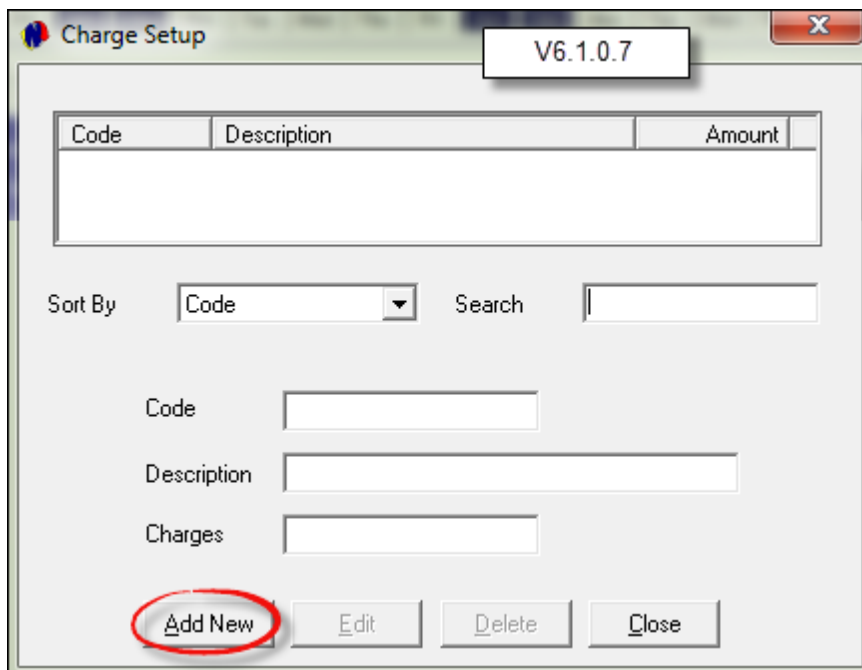
- Damages
- Water
- Electricity
- Cleaning before and after Occupancy
- Admin
- Contract Fee

Also note that some companies sell refreshments in the office, and these items must also be created as Charges

- On the top menu, click on "**Setup**" and "**Charges**"



- Click on "Add New"



- Enter the Code (Normally a 3 letter Alpha Code in conjunction with a 3 digit numeric code) and the charge description
- Tick the check-box to "**Create the Item in Pastel**". If this is not done, each charge will have to be created in Pastel manually, and then linked to the corresponding charge in Novel.
- If you don't want the amount of a charge to be displayed on the tenant's account in a separate line, un-tick the "**Display on Invoice**" tick box. The amount will automatically be added to the rental amount
- Always enter the rate to be charged to the tenant in the Rate Incl field. If VAT is applicable, tick the check-box to "Allow Tax", and the system will automatically calculate and enter the amount excluding VAT

The screenshot shows the 'Add New Charge' dialog box with the following details:

- Code:** ADM001
- Description:** Admin
- Options:**
 - Create Item In Pastel
 - Display On Invoice
 - Blocked
- General Tab:**
 - Rate Incl:** 150.00
 - Charge Excl:** 131.58
 - Allow Tax:**
 - User Defined Field 1
 - User Defined Field 2
 - User Defined Field 3
 - User Defined Field 4
 - User Defined Field 5
- Pastel Inventory Code:** [Empty field]
- Buttons:** Accept, Cancel

- In the "**Properties**" Tab you can select one or more of the options presented to you when creating each charge:
 - ✓ POS item are selected when the item is sold or billed by means of the Point of Sale System
 - ✓ The Shop Item option is selected when physical inventory items are sold. When this option is selected, the POS Item is also selected
 - ✓ The Payout Item option is selected when items are paid for via the company's petty cash
 - ✓ A Third Party Charge is a charge to be paid to a supplier such as the Municipality; Garden Services; Repair and Maintenance Companies etc.
 - ✓ The Add before Commission Item (R) option: When this option is selected and the specific Charge is inserted on a reservation's "Additional Costs" tab, the commission will be calculated on the entire excluding VAT amount of the rent as well as the "Additional Charge". However, with this option, The "Additional Cost" is not added to the "Landlord/Supplier's" amount, but your company will receive the amount
 - ✓ Deduct Before Commission Item (R): Please note that with this option, your company will also receive any additional cost amounts entered on the reservation's additional costs tab. When this option is selected, the "Commission" will be calculated on rent only, and not on the "Additional Charge" as well.
 - ✓ Refundable Charge Items are charges such as Refundable Key- and Breakage charges
 - ✓ Add before Commission Item (S): When this selection is made, commission is calculated on the combined excluding Vat totals of the reservation and the Additional Costs. But in this case, the Additional Costs will be paid to the Supplier, and is not an income for your company.

- ✓ Deduct Before Commission Item (S): When this selection is made, commission is calculated on the Rent minus Additional Cost excluding VAT amount. Any Additional Costs will be paid to the Supplier, and is not an income for your company, nor will your company receive commission on the full rental amount and additional cost.

Add New Charge

Code: ADM001

Description: Admin

Create Item In Pastel

Display On Invoice

Blocked

General **Properties** Reporting

POS Item

Shop Item

Payout Item

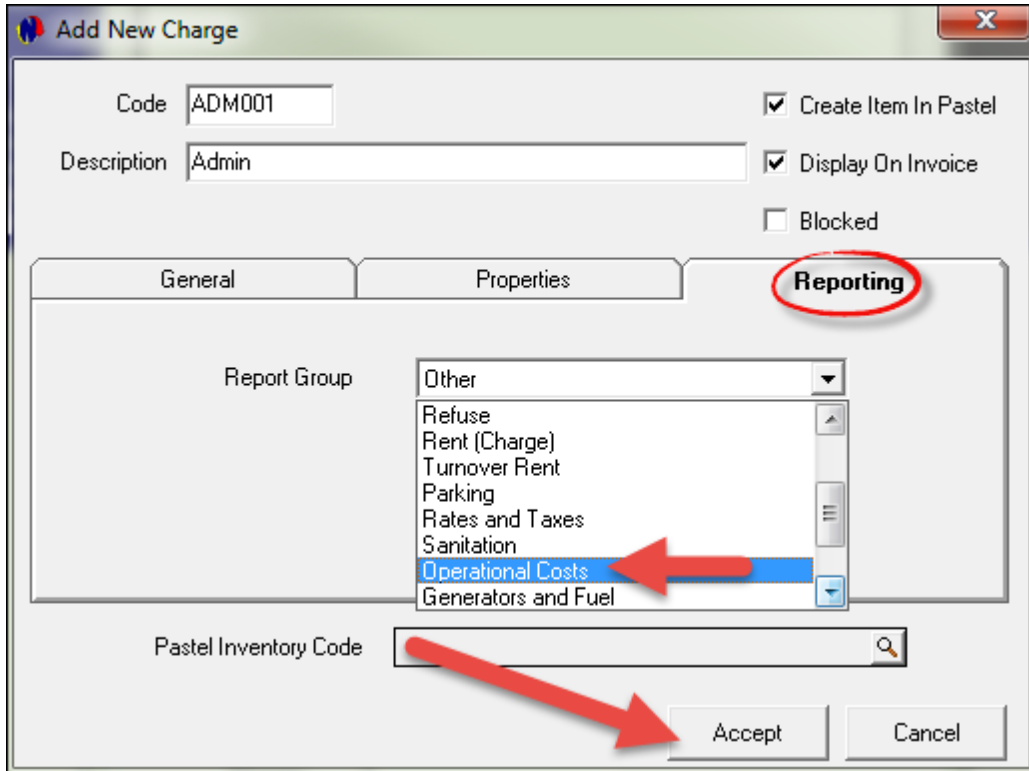
Third Party Charges

Add Before Comm Item (R)

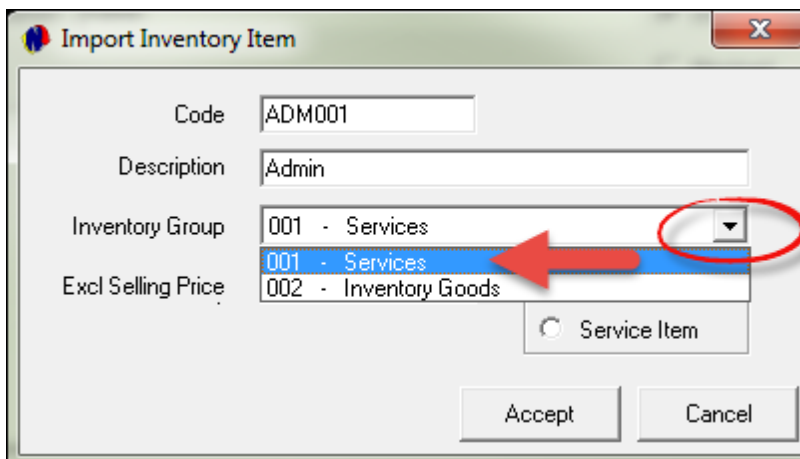
Pastel Inventory Code

Accept Cancel

- In the "Reporting" Tab, select the group to which this "Charge" will report in Pastel.
- Notice that the Pastel inventory code does not display on the charge yet. This is due to the fact that the importing process will only happen now as we click "Accept"

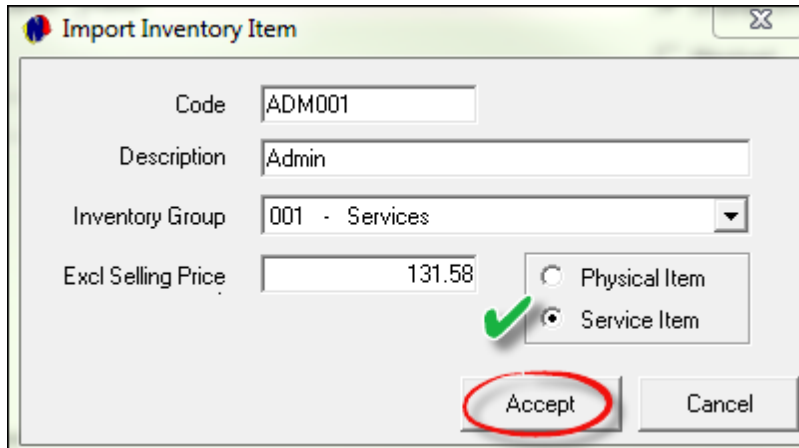


- The "Import Inventory Item" screen will only appear once for each created charge. Ensure that the selections are made correctly, since it will never be accessible in Novtel again after clicking "Accept"
- The Charge code and description to be imported to Pastel is entered here as created by the User. Customized Inventory Groups are setup in Pastel, but 2 default groups are available for selection, namely:
 - 001 - Services
 - 002 - Inventory Goods



The Excluding selling price is also entered automatically. Now select either "Physical or Service Item" to classify the charge correctly. A physical item is selected when the Inventory Group is selected as "Inventory Goods". These items are tangible items that are kept in stock and sold to a customer. Service items however, are charges such as municipal charges; advertising; research; administration fees; insurance; transport; medical and hygienic services etc.

Click "Accept" to complete the import process



Import Inventory Item

Code: ADM001

Description: Admin

Inventory Group: 001 - Services

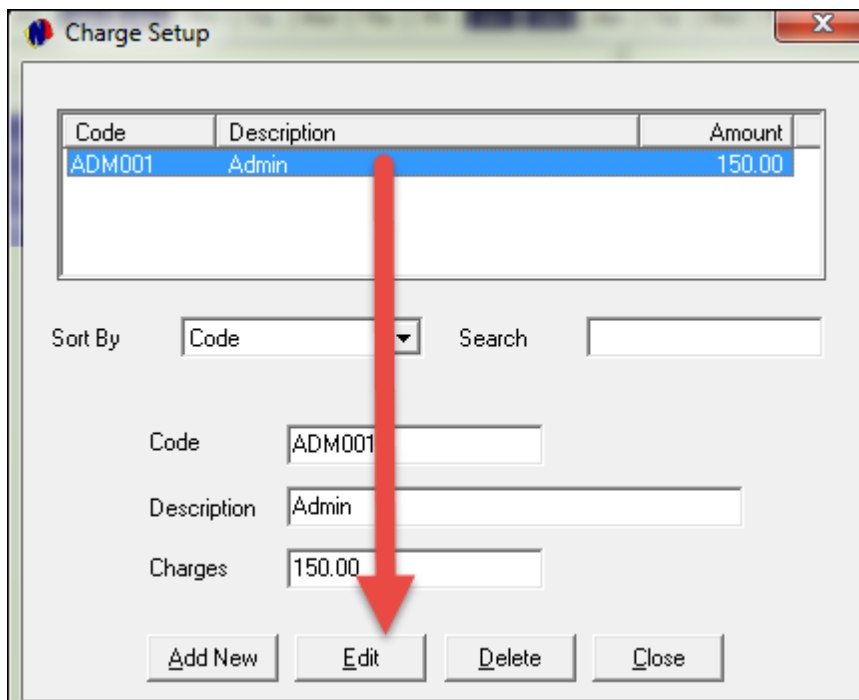
Excl Selling Price: 131.58

Physical Item

Service Item

Accept Cancel

The first charge has now been created. In order to view how the Pastel inventory code was created and inserted on the Charge master file, click on the charge and then on Edit



Charge Setup

Code	Description	Amount
ADM001	Admin	150.00

Sort By: Code Search:

Code: ADM001

Description: Admin

Charges: 150.00

Add New Edit Delete Close

The Pastel Code is now visible here. Please note that if any charge is not linked to Pastel, it will influence the cash-up process negatively

Edit Charge

Code: ADM001
 Description: Admin Display On Invoice
 Blocked

General | Properties | Reporting

Rate Incl: 150.00 Charge Excl: 131.58 Allow Tax:

User Defined Field 1
 User Defined Field 2
 User Defined Field 3
 User Defined Field 4
 User Defined Field 5

Pastel Inventory Code: ADM001 Admin

Accept Cancel

Click Cancel to exit the window. In order to create the next charge, click on "Add New" again.

Charge Setup

Code	Description	Amount
ADM001	Admin	150.00

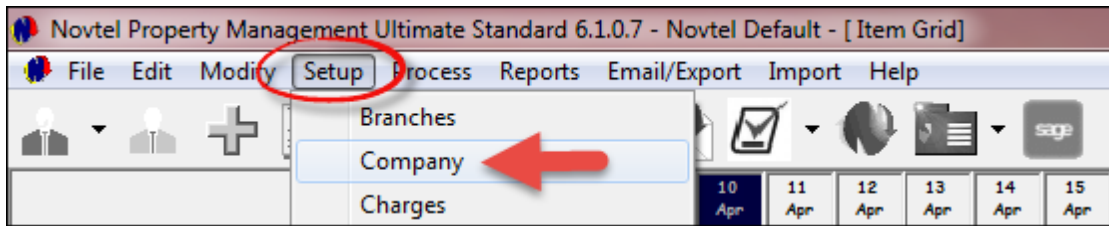
Sort By: Code Search:

Code:
 Description:
 Charges:

Add New Edit Delete Close

6 Step 5 - Setup Company

On the top menu, click "**Setup - Company**", and enter the details in the tabs as shown below:



In the Company Details tab, enter all the details correctly, since it will be reflected on all correspondence to your Tenants and Suppliers. The company e-mail address refers to the e-mail address where you want Novtel to send all correspondence, and the e-mail address of the computer refers to the address of the specific computer if - it's on a network.

Company Setup

POS Images Banking Detail Receipting

Company Details General Financial Preferences

Name : Novtel Property Demo

Tel : 0861 66 88 35

Fax :

Cell :

Company Email : info@novtel.com

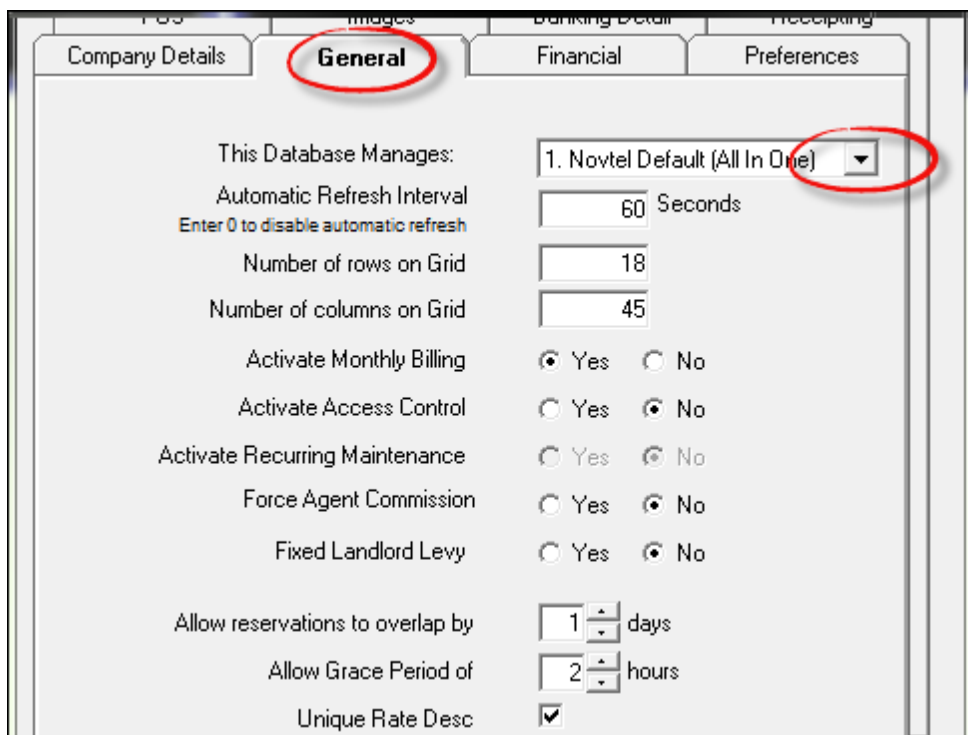
Address : Office Park
Unit 30
Diaz Boulevard
Mossel Bay
6500

Email Address : admin@novtel.com
(for this computer)

Computer Location : Administrator

V6.1.0.7 Accept Cancel

- Proceed to the "General" tab. Novtel is equipped to manage not only your own company's properties, but also acts as a rental agency where different Landlords can list their properties with your company to manage rentals. Novtel is also not limited to manage a certain type of property, but can manage Industrial, Commercial; Residential; Communal; Short Term; Long Term; Levied and Body Corporate properties simultaneously. For demonstration purposes, we have selected the "Novtel Default (All in One)" option.
- The Automatic Refresh Interval will prevent two employees adding the same tenant or property to the system at the same time. We have this interval at 60 seconds
- The number of rows allow you to change the number of properties you want to see on the main grid. This will only come into effect when the actual properties are added to the system.
- The number of columns represent the number of days on the Grid to be viewed in advance
- You also need to activate certain features in the system such as:
 - Monthly billing - This feature is used when a Tenant rents a property on a month-to-month basis.
 - Access control system - if applicable. The feature is used if you have a security complex to manage, with an installed security system which includes a boom gate at the entrance. If the tenant has not paid his/her account the system will deny access to the complex. (This is not part of this tutorial, since it is highly specialized hardware and software)
 - Force Agent Commission. Agents are created in Pastel, and if your company makes use of Agents, activate the Agent Commission option
 - If your company manages Levied properties, activate the option to charge a Fixed Landlord Levy
 - Should you choose to set a booking "**Overlapping Period**," the number of days can be set here. This will come into effect when the "**Overlapping Period**" is set to 1, and a Tenant's arrival is on the same date as the departure of the previous Tenant
 - A "**Grace Period**" can be set for a certain number of hours to allow for late departures from a property - especially in the case of short term/holiday bookings. Departures after the "**Grace Period**" has elapsed, will result in an extra day charged
 - When the "**Unique Rate Description**" check-box is ticked, the system will prevent the User from entering the same description more than once.



Company Details	General	Financial	Preferences
This Database Manages: 1. Novtel Default (All In One) ▼			
Automatic Refresh Interval: 60 Seconds <small>Enter 0 to disable automatic refresh</small>			
Number of rows on Grid: 18			
Number of columns on Grid: 45			
Activate Monthly Billing: <input checked="" type="radio"/> Yes <input type="radio"/> No			
Activate Access Control: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Activate Recurring Maintenance: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Force Agent Commission: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Fixed Landlord Levy: <input type="radio"/> Yes <input checked="" type="radio"/> No			
Allow reservations to overlap by: 1 days			
Allow Grace Period of: 2 hours			
Unique Rate Desc: <input checked="" type="checkbox"/>			

1. Proceed to the "Financial" tab. If your company is VAT registered, tick "Yes" to use tax, and set the percentage VAT on your transactions
2. Enter the company's Tax Number
3. Should you manage short term or holiday rentals, the "**Allow Season**" option must be selected
4. According to your company's requirements, select or de-select the option to use the detailed open item system. This however, is not part of this tutorial. Please consult your company accountant and management on which option to select
5. Should you make use of electronic payments, select the option and enter the company code in the field provided. Also select the bank of preference from the list

Company Setup

PDS Images Banking Detail Receiving
Company Details General **Financial** Preferences

Remove Remarks from exported Pastel Documents

VAT / GST / Sales Tax
Use Tax Yes **1** Tax Percentage **2**
 No

Tax Number **2**

3 Allow Seasons **4** Use detailed open item system

Debit Order / Electronic Payment
5 Use Electronic Payment
Company Code:

Standard Bank
 ABSA
 Nedbank
 First National Bank

Accept Cancel

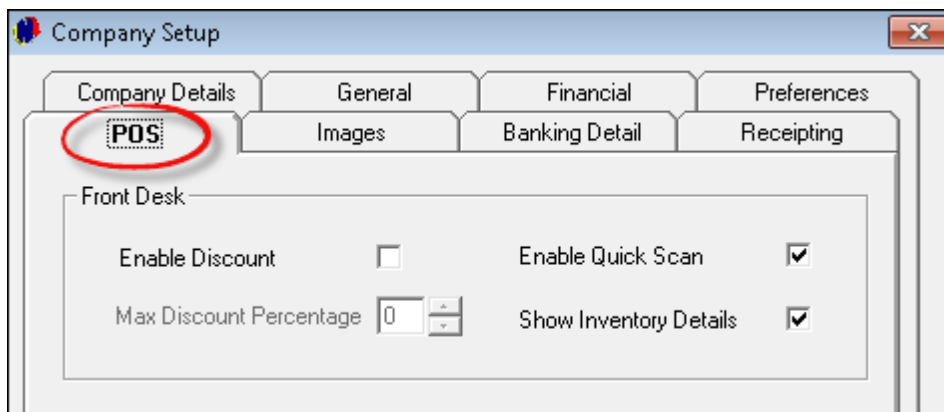
- In the "Preferences" tab, there are different selections to be made. The first section pertains to "Meter Readings". Novtel Property Management incorporates a Water Meter reading system which is not part of this Basic Manual.
- In the "Booking Editing" field, the option is presented to disable the deposit tab when a booking is made and when it is linked to a contract. It is not recommended to select this option, because a deposit can be raised directly on the booking when it is made.
- The "Recurring Billing" section presents the options to:
 - Bill communal bookings separately from all other bookings
 - To create a database backup before each recurring billing roll
- The Customer Invoices section lets you select the option to "Show total due amount on the Customer Invoice"
- One of the features of Property Management, is that a full record of maintenance can be kept on each property. In order to manage the maintenance effectively, Maintenance items; types and locations are created. It is important to know that different companies can be managed by means of datasets in Novtel. When the option to sync all of the maintenance items, types and locations across all datasets when it is created, edited or deleted, the action will be applied to all datasets simultaneously. If this is not supposed to happen, leave the option un-ticked

The screenshot shows the 'Company Setup' dialog box with the 'Preferences' tab selected. The 'Preferences' tab is circled in red. The dialog box contains several sections with checkboxes:

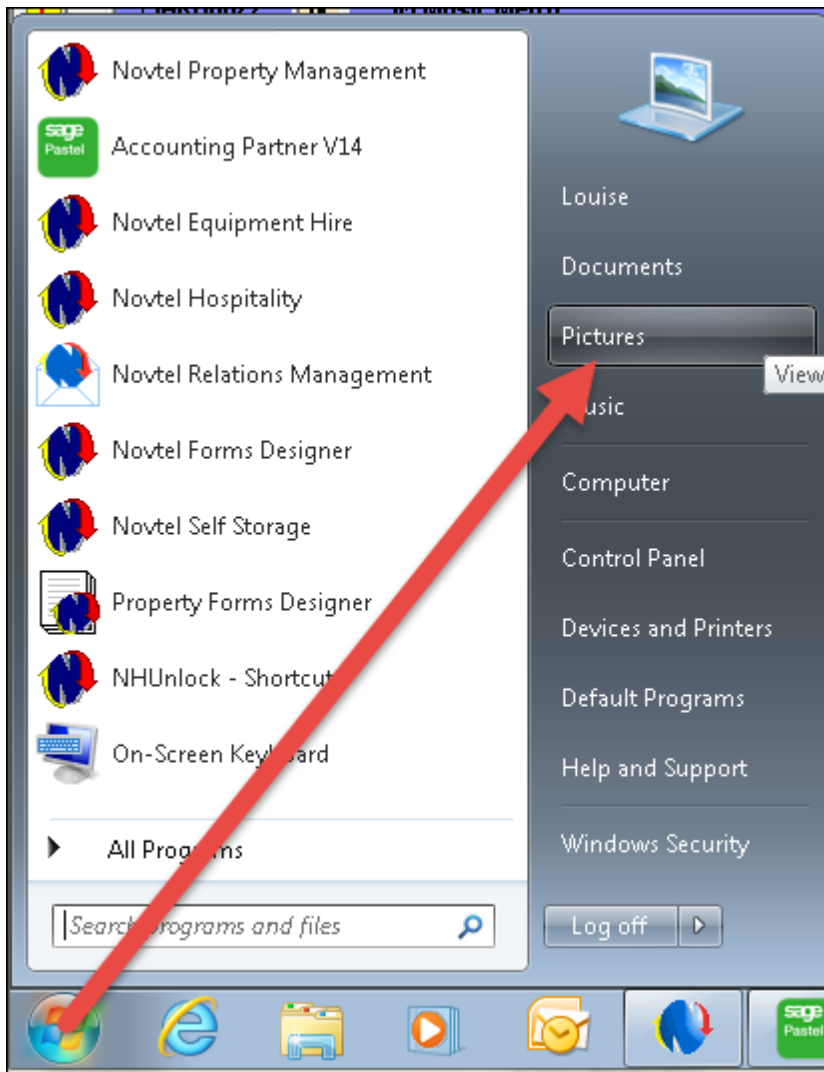
- Meter Readings:**
 - Post detailed price to Pastel
 - Post remark to Pastel
- Booking Editing:**
 - Disable deposit tab in booking when linked to contract
- Recurring Billing:**
 - Process communal linked bookings separately
 - Create a database backup before each recurring billing roll
- Customer Invoices:**
 - Show total due amount on customer invoice
- Maintenance:**
 - Sync all Maintenance Items, Types, and Locations across all datasets when created, edited, or deleted

At the bottom of the dialog box, there are 'Accept' and 'Cancel' buttons.

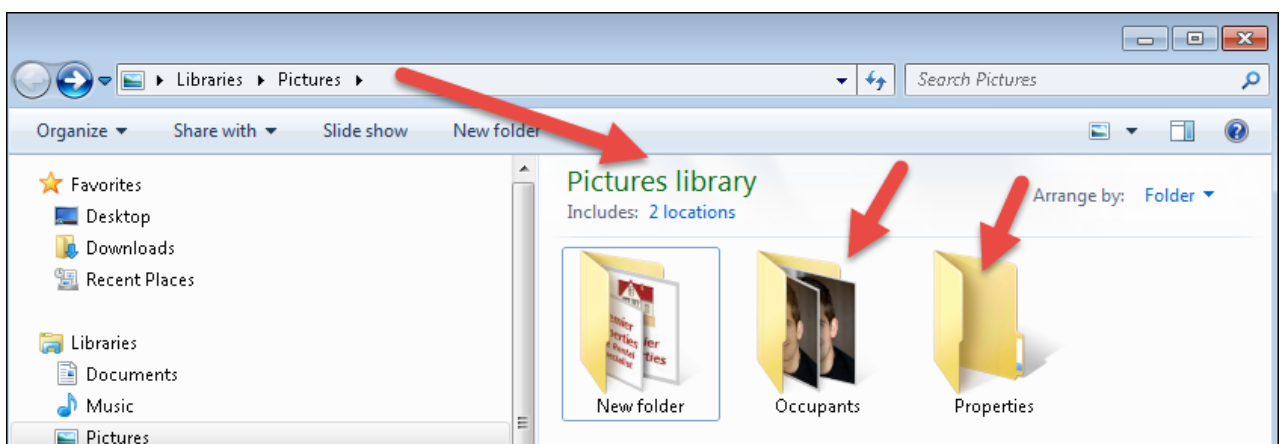
- Now proceed to the “POS” tab in the Company Setup window. Novtel Property Management is equipped with a “Point of Sale” system. As explained in Step 4, “Charges” are created and classified as either a:
 - POS Item
 - Shop Item
 - Payout Item
 - Third Party Charges etc.
- When a Charge is classified as a “POS and Shop Item” it will display in the “Point of Sale” screen when such a transaction is processed. The settings on how the “POS” system can be utilized, is setup here.
 - If the user is allowed to allocate discount, tick the check-box in order to enable discount, and then set the maximum discount percentage to be allocated on a sale. We have entered 5%. In the “Point of Sale” window itself, the user can then allocate the discount up to 5% when a transaction is processed.
 - If discounted sales are not allowed, leave the check-box unticked. The “Maximum Discount Percentage” option will now be inaccessible in the Company Setup POS tab. In the “Point of Sale” screen itself, the option to allocate discount will now also be disabled.
 - The function of enabling or disabling the quick scan option is as follows:
 - ❖ When the check-box is selected and a transaction is in progress in the “Point of Sale” window, an item can be selected for selling by double clicking on it. The quantity can then be increased by either double clicking on it again, or to keep on clicking on the arrow pointing to the left, until the correct quantity to be sold, is reached
 - ❖ Alternatively: When the “Quick Scan” option is not selected, a communication box will open where the quantity can be inserted after selecting each individual item to be sold.
 - Inventory is captured in Pastel, and it then reflects in Novtel. In order to be able to view the quantities on hand; quantities sold, and quantities on Sales Order and Purchase Order in Pastel – directly from the “Point of Sale” window in Novtel – select the check-box to show the inventory details. This way, the user will always be aware of inventory levels and enables them to alert the appropriate department to re-order stock



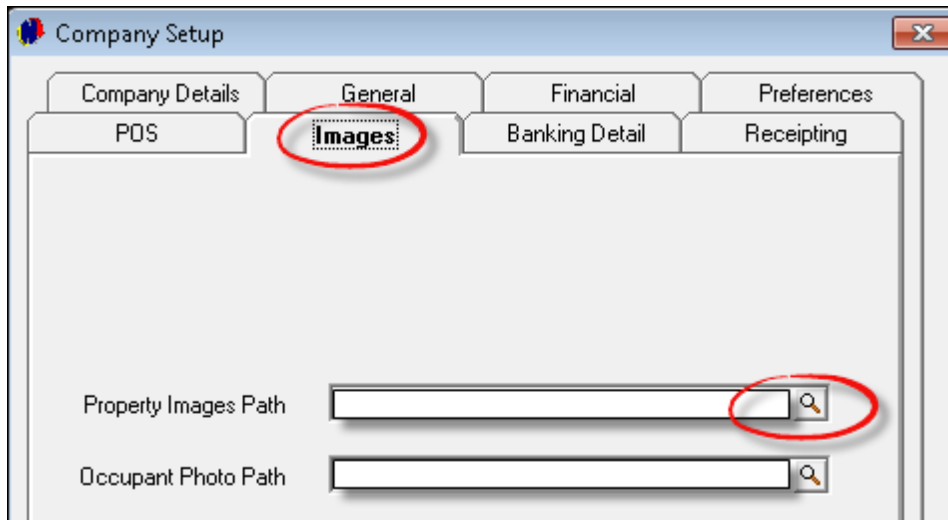
- Click on the "Images" tab. Some companies download digital images to the "Pictures" folder on the C-drive. Simply create these folders by clicking on the "Start Menu" and selecting "Pictures".....



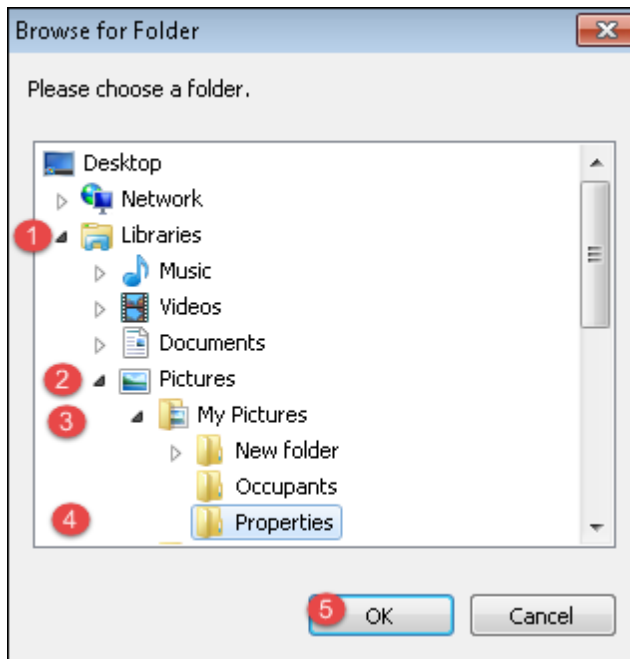
.... and creating folders for "Properties" and "Occupants"



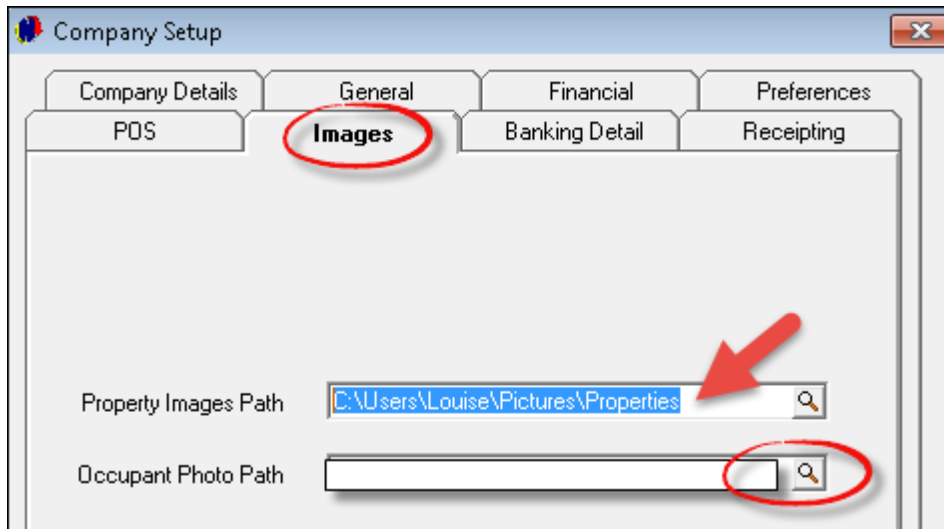
Now click on the magnifying glass next to "Property Images Path"....



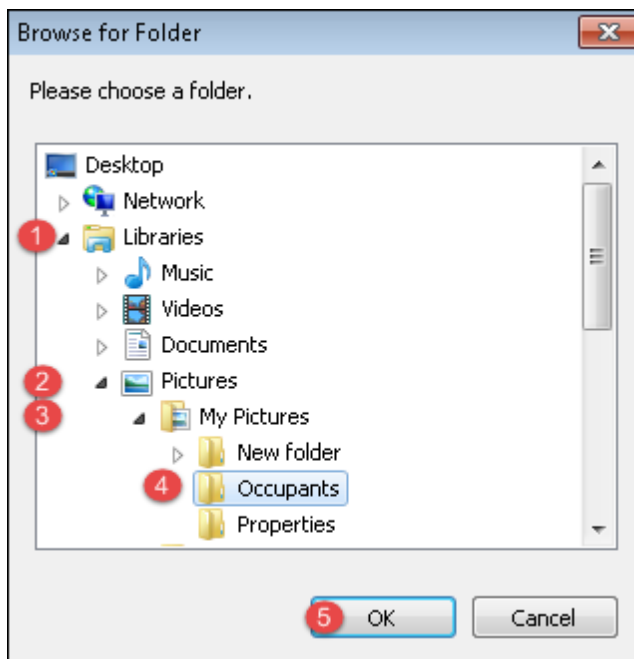
.... Browse for the path as follows: Libraries - Pictures - My Pictures - Properties" and click OK



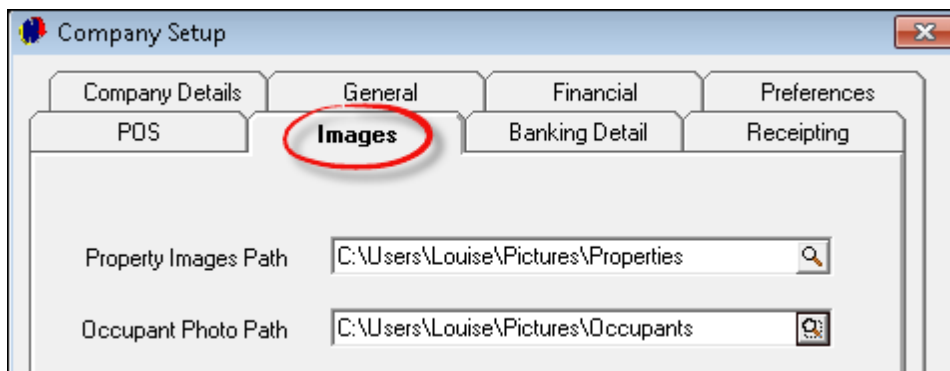
The path has now been inserted. Click on the magnifying glass next to the "Occupant Photo Path"...



.... and follow the exact same procedure as described above - but select the "Occupant" folder before clicking OK



Both Images paths have now been inserted



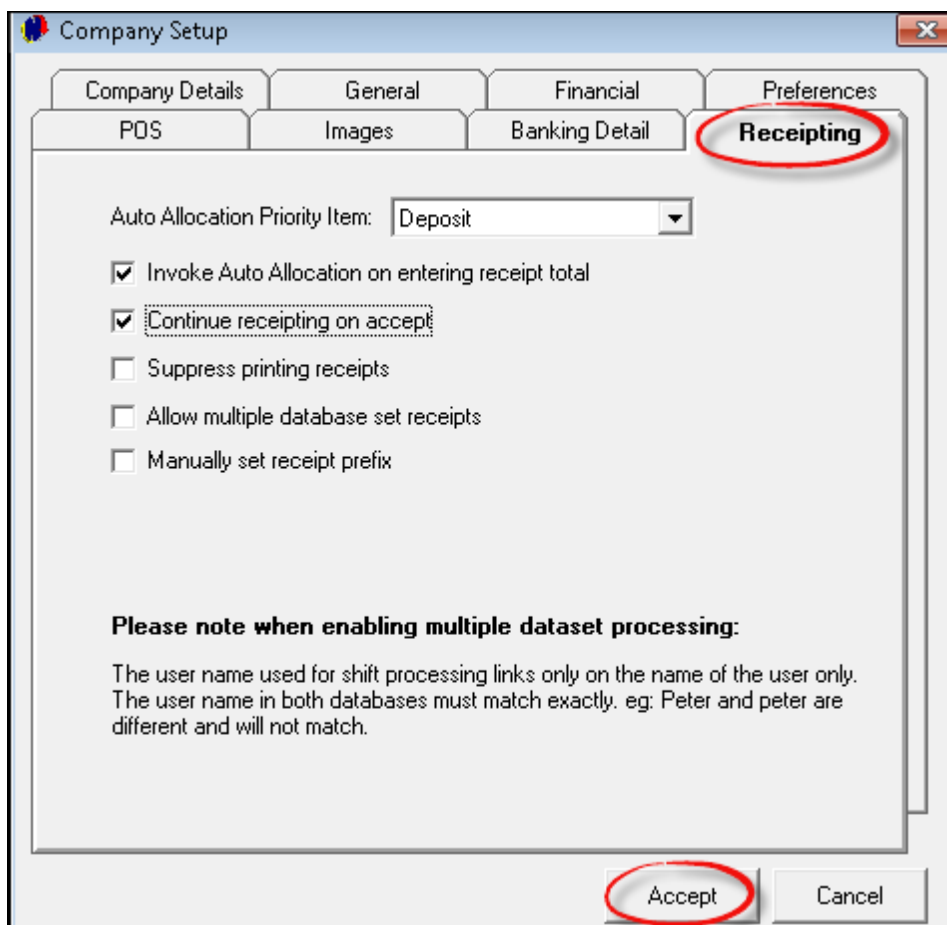
The Banking Detail tab represents the Company's Banking details, and all details must be entered correctly



The screenshot shows the 'Company Setup' dialog box with the 'Banking Detail' tab selected. The tab is circled in red. The dialog has a title bar with a close button. Below the title bar are several tabs: 'Company Details', 'General', 'Financial', 'Preferences', 'POS', 'Images', 'Banking Detail', and 'Receipting'. The 'Banking Detail' tab contains the following fields:

Heading	<input type="text"/>
Bank	<input type="text"/>
Branch	<input type="text"/>
Branch Code	<input type="text"/>
Account Name	<input type="text"/>
Account No	<input type="text"/>

And finally, click on the "Receipting" tab and set your company preferences pertaining to how receipts are handled. Now click "Accept" to save the entries in all of the tabs.



The screenshot shows the 'Company Setup' dialog box with the 'Receipting' tab selected. The tab is circled in red. The dialog has a title bar with a close button. Below the title bar are several tabs: 'Company Details', 'General', 'Financial', 'Preferences', 'POS', 'Images', 'Banking Detail', and 'Receipting'. The 'Receipting' tab contains the following settings:

Auto Allocation Priority Item:

- Invoke Auto Allocation on entering receipt total
- Continue receipting on accept
- Suppress printing receipts
- Allow multiple database set receipts
- Manually set receipt prefix

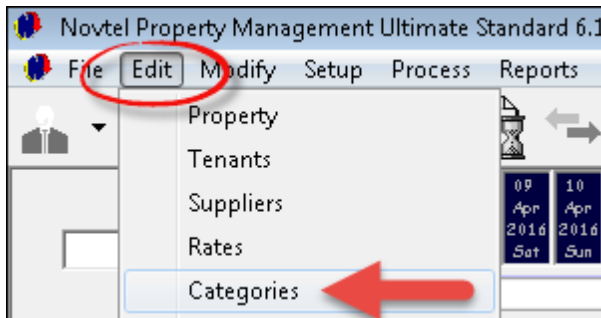
Please note when enabling multiple dataset processing:

The user name used for shift processing links only on the name of the user only.
The user name in both databases must match exactly. eg: Peter and peter are different and will not match.

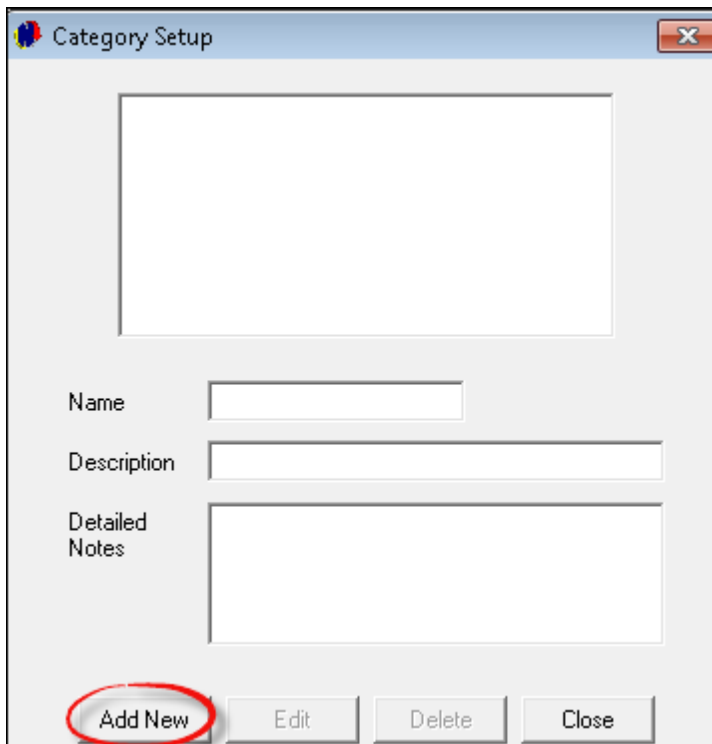
At the bottom of the dialog, there are two buttons: 'Accept' (circled in red) and 'Cancel'.

7 Step 6 - Creating and Editing Categories

- The purpose of creating categories, is to enable the User to print reports according to "Categories", and ultimately to link rates to specific categories by which all properties linked to this category, can be billed. Examples of Categories may include:
 - Different stages in a building project, such as Phase 1: Block A; Phase 2: Block B etc.
 - Different floors in the same multi-storey building can be created as categories
- In order to set up categories for properties owned by your company, click on "Edit - Categories"



- Click on "Add New"



- The coding and descriptions are up to your company management, but for demonstration purposes, we will use the following:
 1. The name of the Category is coded: A1
 2. The description is "Phase 1: Block A"
 3. In the Detailed Notes section, the details pertaining to category is entered. In this case the notes state that this Apartment building consists of 2 bedroom apartments
 4. Should some of the apartments in this category be the property of your own company, the "Sub Rental Category" check-box is not ticked, and for the purpose of this basic manual, the Customer Rental Amount including VAT is the only amount to be entered. When this category is linked to a property, and the billing method is selected on the contract to bill the tenant by means of the category price, the amount of R5700.00 including VAT will be selected automatically.
 5. Click Accept to save the category

The first category now displays in the "Category Setup" window, and when this category is highlighted, the name, description and detailed notes are displayed as entered. In order to now create a category for sub-rented properties in the same building, click on "Add New"

Management decided that all categories for properties owned by our company, will be coded as either A1; A2, A3 etc. The sub-rented property categories will be coded as B1; B2; B3 etc.

- Therefore, this Category is coded as B1;
- The description is entered as Phase 1: Block A (SR);
- And the detailed notes are: "Apartment Building A consists of Sub Rented 2 Bedroom Apartments;
- The amount due to the Supplier of the property is R5700.00. However, the Customer Rental Amount is R6270.00. The difference is R570.00 - which is the 10% commission fee due to our company for managing the rental property
- Click "Accept" to save the category

Add Category

Name: Sub-Rental Category

Description:

Detailed Notes:

Customer Rental Amount (Incl):

Supplier Rental Amount (Incl):

Market-Related Tariff Per m²:

Subsidized Tariff Per m²:

- In order to edit your categories, click on the specific category and then on Edit. After making the relevant changes, click "Accept"
- To remove a Category, click on it, and then on Delete. Please note that if a Category is linked to a property, it cannot be deleted
- Click on "Close" to exit the Category Setup window

Category Setup

A1	Phase 1: Block A
B1	Phase 1: Block A (SR)

Name:

Description:

Detailed Notes:

8 Step 7 - The Fictitious Supplier List

LANDLORDS

Mr Vernon Black
Address: 789 Rodeo Drive, Claremont, 8888
Cell no: 077 123 456 789
[Email: vblack@hotmail.com](mailto:vblack@hotmail.com)

Mr Ken Marshall
Address: 36 Denver Street, Newlands, 8887
Cell no: 071 123 456 789
[Email: kenmar@telkomsa.net](mailto:kenmar@telkomsa.net)

Mr Jake Espin
Address: 4 Mitchell Street, Bellville, 0000
Cell no: 078 123 456 789
[Email: jake.e@telkomsa.net](mailto:jake.e@telkomsa.net)

Novtel Property Managers
Address: Unit 30, Diaz Office Park, Diaz Boulevard West, Mossel Bay
Cell no: 0861 66 88 35
[Email: info@novtel.com](mailto:info@novtel.com)

SERVICE PROVIDERS

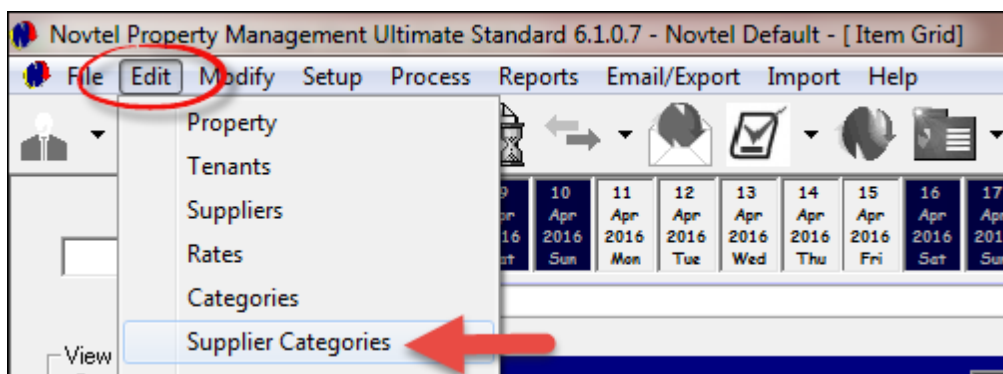
Fred's Electrical
Supplier Category: Electrical
Supplier Services: Fixed Swimming Pool Pump
Address: 25 Fourth Street, Bellville, 2222
Cell no: 083 123 456 789
[Email: fred@electrical.co.za](mailto:fred@electrical.co.za)

Pete's Plumbing
Supplier Category: Plumbing
Supplier Services: Replaced Geyser; Replaced Tap
Address: 14 January Street, Durbanville, 2223
Cell no: 082 123456789
[Email: pete@plumbing.co.za](mailto:pete@plumbing.co.za)

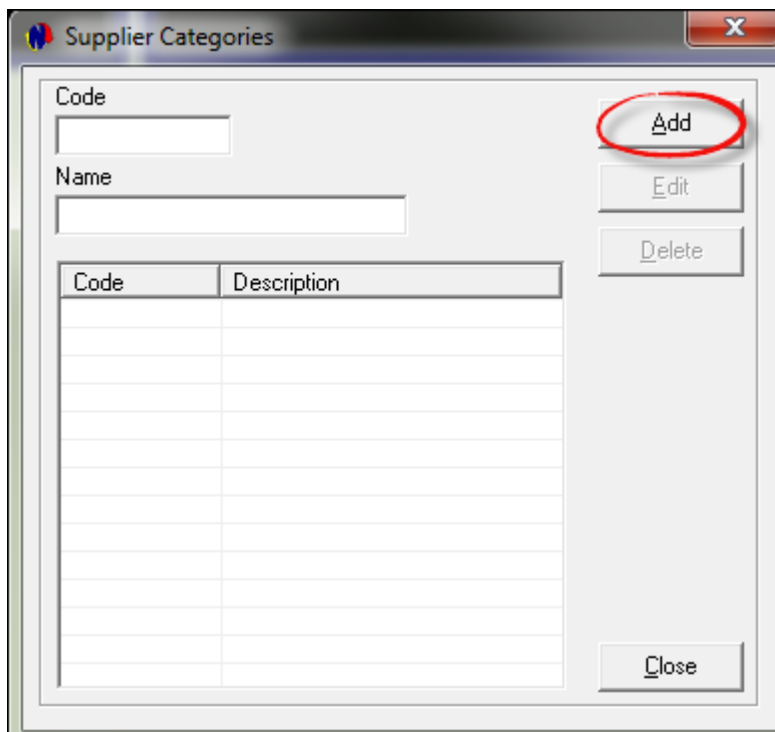
Anton's Repairs
Supplier Category: Maintenance
Supplier Services: Replaced Lock; Replaced Door Hinges
Address: 55 Lakeview Street, Panorama, 5555
Cell no: 082 123 456 789
[Email: anton@maintenance.co.za](mailto:anton@maintenance.co.za)

8.1 Creating Suppliers

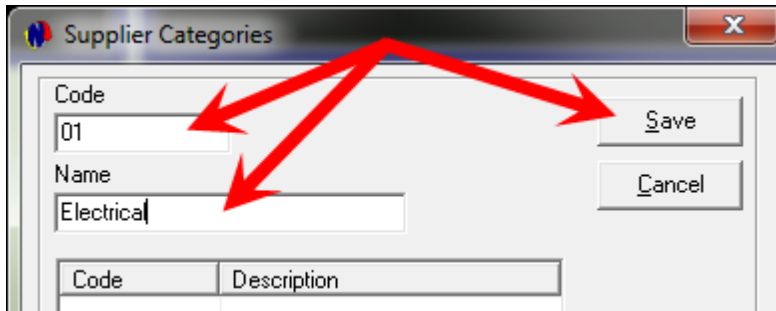
- In Novtel Property Management, "**Suppliers**" refer to any person or business that offers a service to your business in exchange for money. "**Suppliers**" can also refer to "**Landlords**" or "**Property Owners**"
- There are different types of suppliers - For example:
 1. Plumbing and Electrical companies are supplying a service
 2. "**Landlords**" are suppliers of properties
 3. Your own company as a Property Managing entity, will be paid by the "**Landlord**" for rendering a service
 4. The local Municipality is a Supplier of water and electricity
- In order to manage all "**Suppliers**" effectively, you need to create "**Supplier Categories**" and "**Supplier Services**" first, for these will be linked to the Supplier on the Supplier Master form. On the top menu, click on "**Edit - Supplier Categories**"



- Click on "**Add**" to create a new "**Category**"



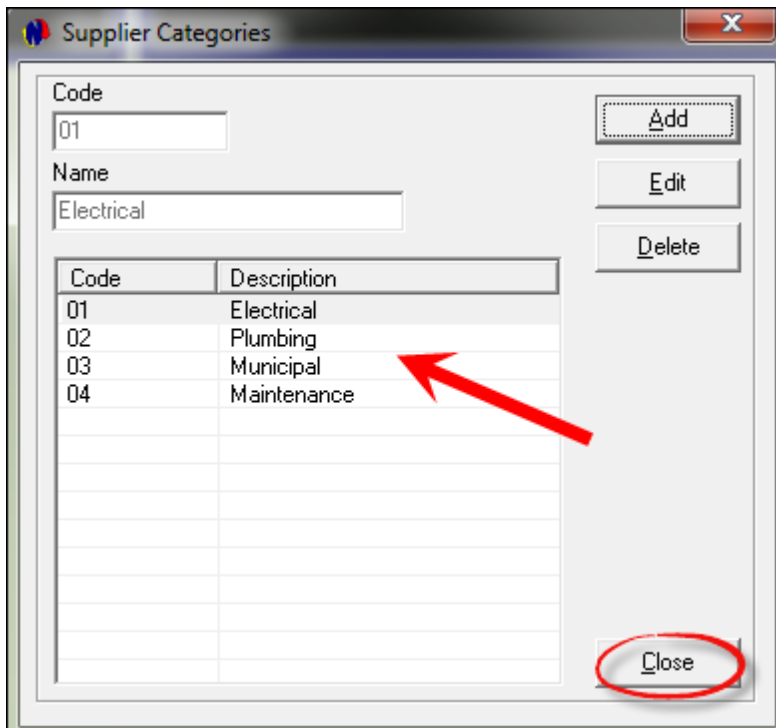
- Enter the code and the "Category" name, and click on "Save"



The screenshot shows the 'Supplier Categories' dialog box. The 'Code' field contains '01' and the 'Name' field contains 'Electrical'. The 'Save' button is highlighted with a red arrow. The 'Cancel' button is also visible. Below the input fields is a table with columns 'Code' and 'Description'.

Code	Description

- Click on "Add" again, and repeat the process until all your "Categories" have been created. Click "Close" when it is done

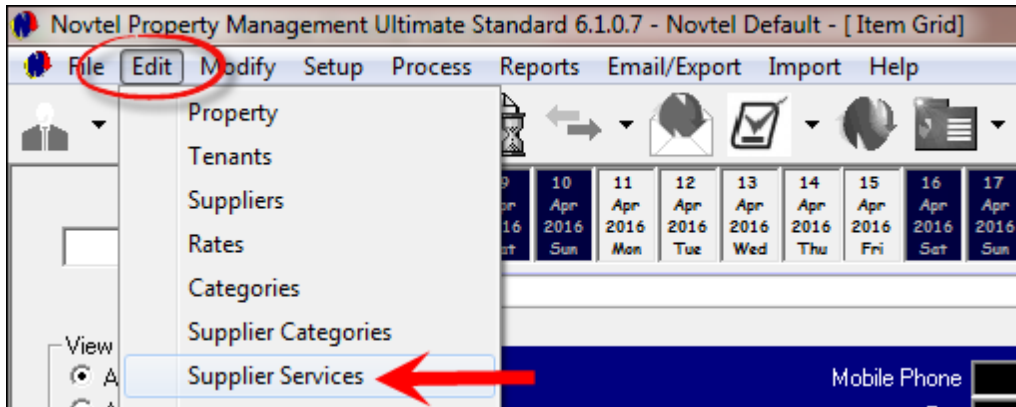


The screenshot shows the 'Supplier Categories' dialog box with the 'Add', 'Edit', and 'Delete' buttons visible. The 'Code' field contains '01' and the 'Name' field contains 'Electrical'. The table below shows the following data:

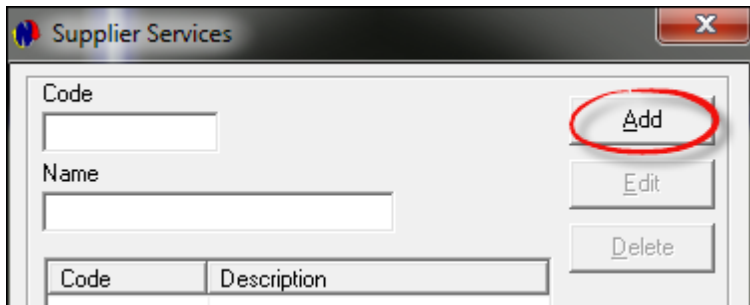
Code	Description
01	Electrical
02	Plumbing
03	Municipal
04	Maintenance

The 'Close' button is circled in red. A red arrow points to the 'Municipal' row in the table.

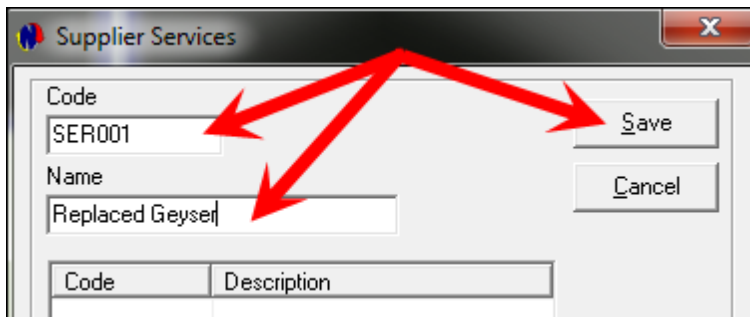
- The second step is to create the types of services one would expect to be performed by service providers. Click on "**Edit - Supplier Services**"



- Select "**Add**" to enter the first new "**Service**"



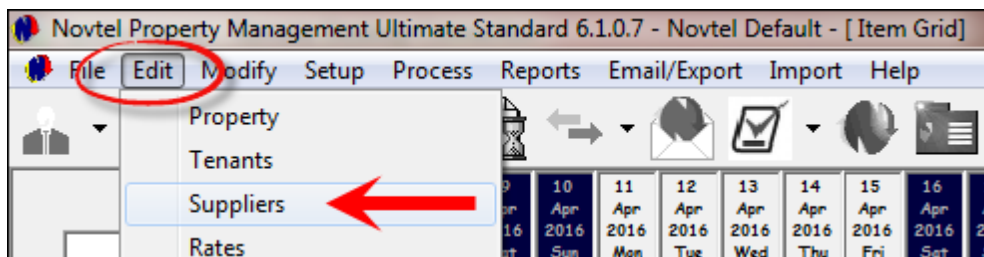
- Enter the code and description for the service, and click on "Save"



- Click on "Add" again, and repeat the process until all your "Services" have been created

Code	Description
SER001	Replaced Geyser
SER002	Replaced Lock
SER003	Repaired Swimming Pool Pump
SER004	Replaced Door Hinges
SER005	Replaced Tap
SER006	Municipal

- Click "Close" when you are done
- In the future, when you need to create more "Categories" and "Services", simply add to the lists
- Now we will use the supplied list in the beginning of Step 7, to create the "Landlords/Service Providers". Click on "Edit" and then "Suppliers".



- Click on "Add New"

We will now create all Landlords first, starting with Mr Black.

- Standard practice dictates that the account code consists of a 3 letter alpha code - which will be the first 3 letters of Mr Black's Surname - followed by 3 numbers such as 001. In this case, the code is created as BLA001
- The account description is: Black, Vernon
- Now click on the arrow next to "Type, and select "Landlord / Proprietor"

The screenshot shows the 'Suppliers' form with the following fields:

- Account Code: BLA001 (marked with a red circle and '1')
- Description: Black, Vernon (marked with a red circle and '2')
- Type: A dropdown menu is open, showing 'Landlord / Proprietor' (marked with a red circle and '3') and 'Service Provider'.

- In the General tab, enter the Postal address (In Mr Black's case, the postal address is also the delivery address, since he does not have a Post Office Box). Enter all contact numbers and the e-mail address. We will not link Landlords to a Supplier Category and Service

The screenshot shows the 'Suppliers' form with the 'General' tab selected (circled in red). The fields are:

- Account Code: BLA001
- Type: Landlord / Proprietor
- Description: Black, Vernon
- Postal Address: 789 Rodeo Drive, Claremont, 8888
- Telephone No: 077 123 456 789
- Fax No: (empty)
- Mobile Phone: 077 123 456 789
- Email Address: vblack@hotmail.com
- Supplier Category: (empty, marked with a red X)
- Service: (empty, marked with a red X)

 Buttons for 'Save' and 'Cancel' are at the bottom right.

Now proceed to the Delivery Address tab. The physical address of Mr Black must be entered here, and as explained previously, his postal address and delivery addresses are the same.

Suppliers

Account Code: BLA001 Type: Landlord / Proprietor

Description: Black, Vernon

General **Delivery Address** User Defined Fields Bank Details

Delivery Address: 789 Rodeo Drive
Claremont
8888

Save Cancel

- The User Defined Fields tab is only used if customized fields for Suppliers have been created. This is not part of the Basic Manual, but for information purposes, the fields are created in "Setup - User Defined Fields"
- Proceed to the Bank Details tab. In this tab there are mandatory fields to be populated, such as the Transaction Code; Branch Number; Account Number and Account Name. It is important to enter the banking details correctly, since most companies are making use of EFT's. Also enter the User Reference and tick the check-box to Use Electronic Payment
- Click Save in order to add Mr Black's account to the system

Suppliers

Account Code: BLA001 Type: Landlord / Proprietor

Description: Black, Vernon

General Delivery Address User Defined Fields **Bank Details**

Transaction Code: * 0000011 Account Number: * 0000000000123456789

Branch Number: * 123456 Account Name: * VERNON BLACK

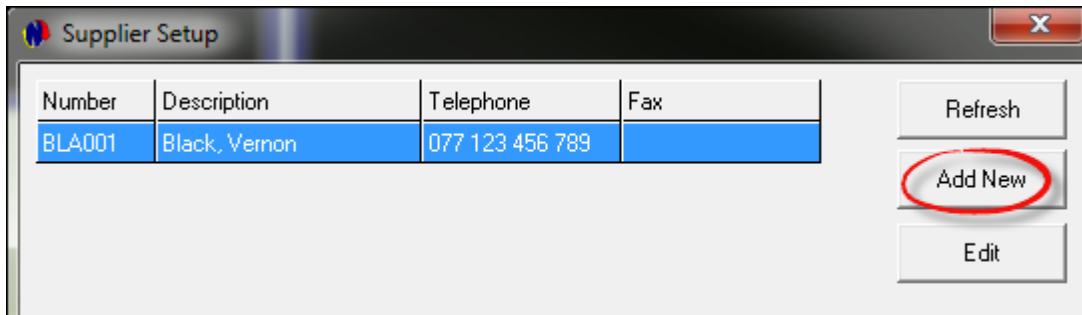
Method of Payment: 2 = Bank Transfer User Reference: BLA001

Account Type: 1 = Current **Use Electronic Payment / Save Bank Details**

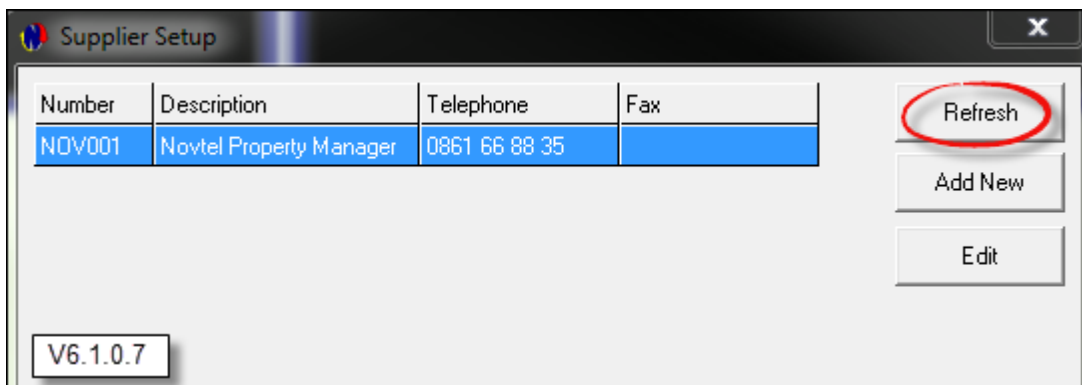
Mandatory Fields *

V6.1.0.7 **Save** Cancel

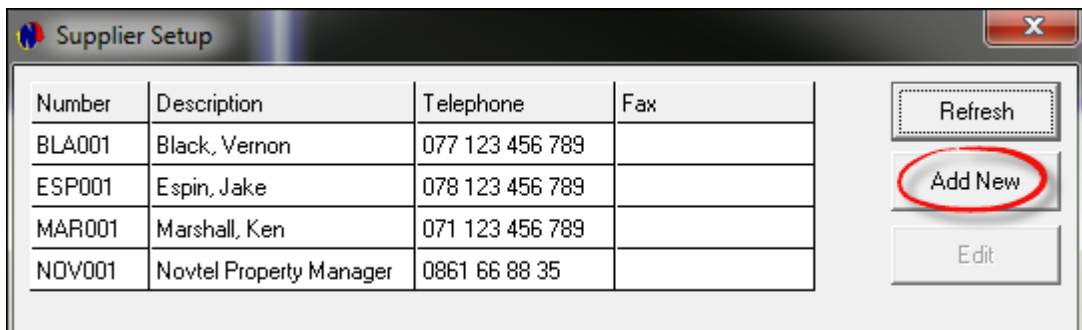
Mr Black is now the first created Landlord. In order to create Mr Marshall, Mr Espin and Novtel as Landlords, click on "Add New" and follow the same steps as explained previously.



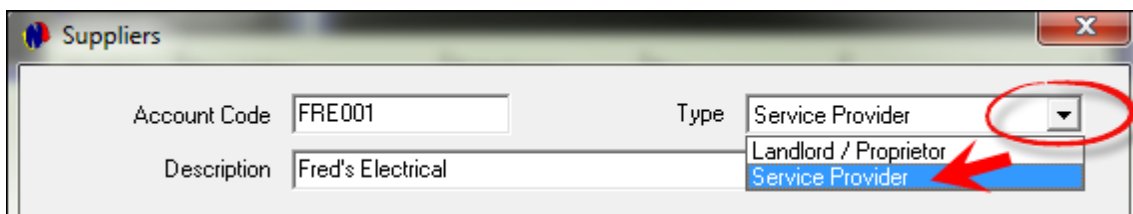
After creating the last landlord, click on "Refresh"



All created Suppliers will now be displayed in the Supplier Setup window. In order to now create all the Service Providers, click on "Add New"



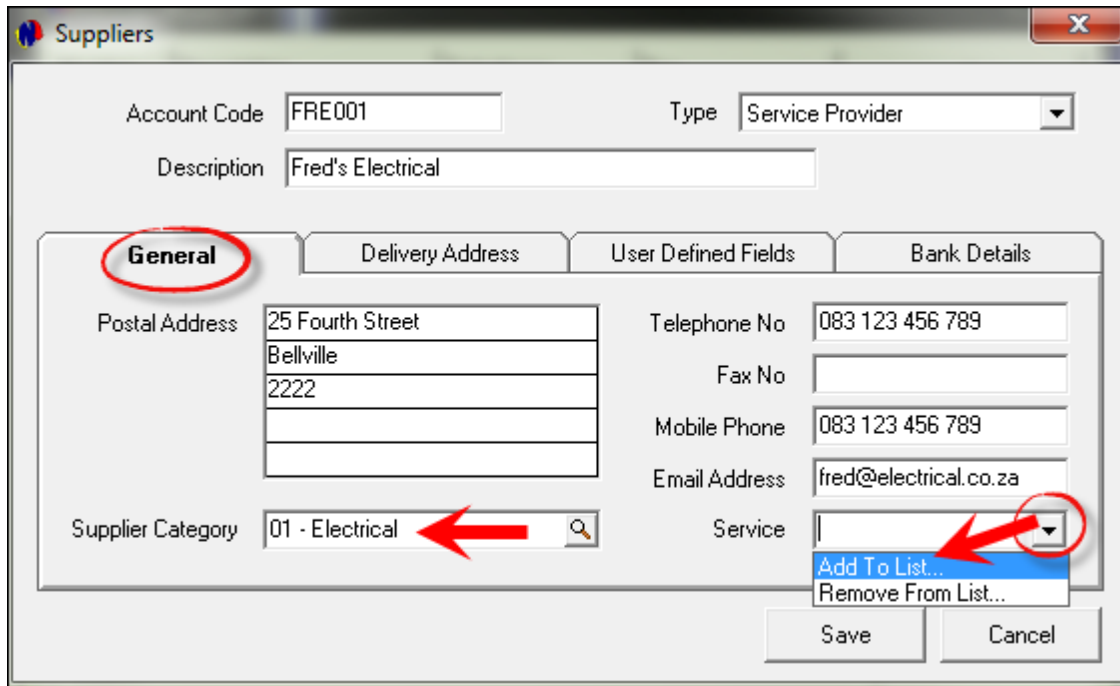
Fred's Electrical is the first Service Provider on the list, and the type must be selected as such.



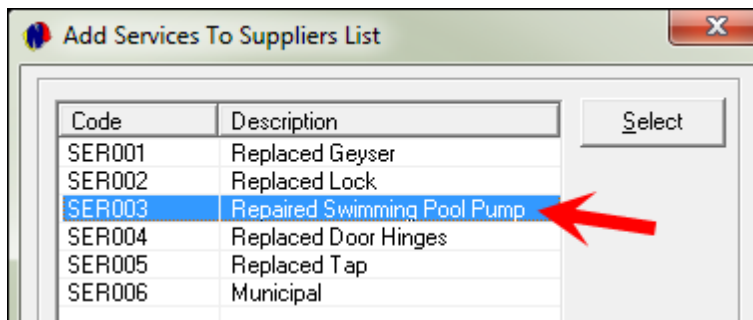
Enter the Postal Address; Contact Numbers and E-mail address, and click on the search option next to Supplier Category. This is now where the main difference occurs between creating Landlords, and creating Service Providers.

The window containing all created Supplier Categories will now be displayed. Double click on the 01 - Electrical category to select it.

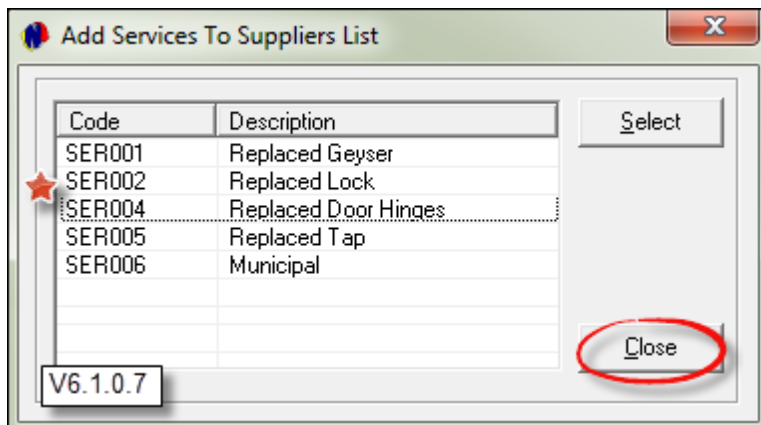
The Category has now been inserted on the Supplier Master File. Now click on the arrow next to "Service", and select "Add to List". This process will now link the service, category and Service Provider



The list containing all created Supplier Services will open, and the service to be linked is: Repaired Swimming Pool Pump. Double click to select it.



The particular service has now been removed from the list. If there were more "Electrical Services" to be linked to Fred's Electrical, those services could also have been double clicked to be selected. Click Close to exit the window



When we click on the arrow next to services, SER003 - as selected - is linked to the Electrical Category, as well as Fred's Electrical

Proceed to enter the details in the other tabs as explained previously, and click "Accept" to save this account

Suppliers

Account Code: FRED001 Type: Service Provider

Description: Fred's Electrical

General Delivery Address User Defined Fields Bank Details

Postal Address: 25 Fourth Street
Bellville
2222

Telephone No: 083 123 456 789

Fax No:

Mobile Phone: 083 123 456 789

Email Address: fred@electrical.co.za

Supplier Category: 01 - Electrical

Service: Add To List... (dropdown arrow circled in red)

 Add To List...

 Remove From List...

 SER003 - Repaired Swimm (highlighted)

 Save Cancel

V6.1.0.7

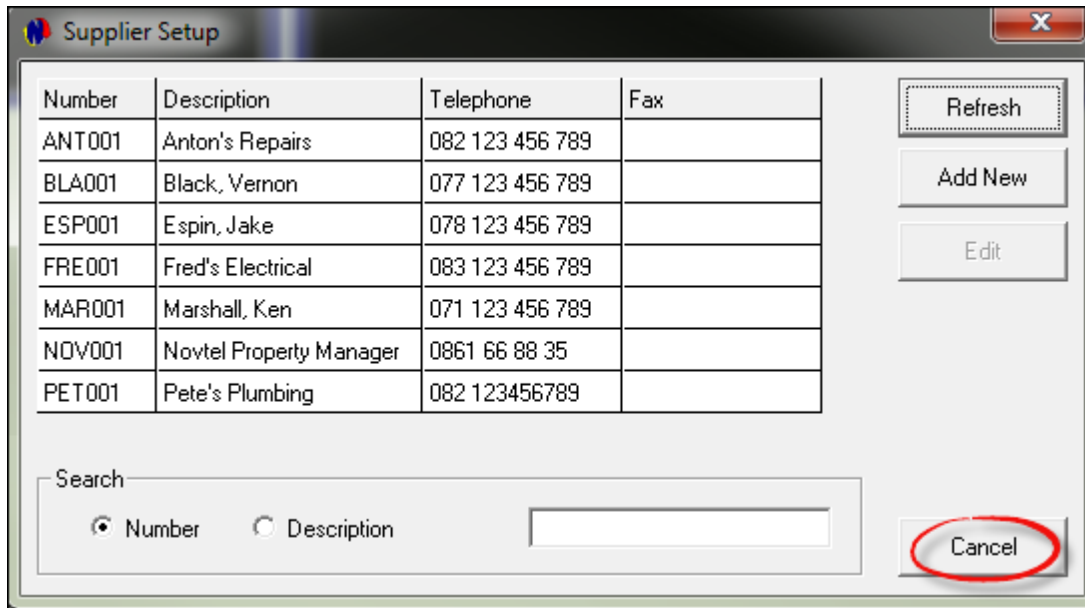
When the "Refresh" button is clicked, all Suppliers will be displayed in Alphabetical order, and not according to the classification as either Landlord or Service Provider. Now click on "Add New", and create "Pete's Plumbers" and Anton's Repairs as explained

Supplier Setup

Number	Description	Telephone	Fax
BLA001	Black, Vernon	077 123 456 789	
ESP001	Espin, Jake	078 123 456 789	
FRE001	Fred's Electrical	083 123 456 789	
MAR001	Marshall, Ken	071 123 456 789	
NOV001	Novtel Property Manager	0861 66 88 35	

Buttons: Refresh (circled in red), Add New (circled in red), Edit

Click Cancel when all of the Suppliers were created



The screenshot shows a window titled "Supplier Setup" with a close button (X) in the top right corner. The window contains a table with the following data:

Number	Description	Telephone	Fax
ANT001	Anton's Repairs	082 123 456 789	
BLA001	Black, Vernon	077 123 456 789	
ESP001	Espin, Jake	078 123 456 789	
FRE001	Fred's Electrical	083 123 456 789	
MAR001	Marshall, Ken	071 123 456 789	
NOV001	Novtel Property Manager	0861 66 88 35	
PET001	Pete's Plumbing	082 123456789	

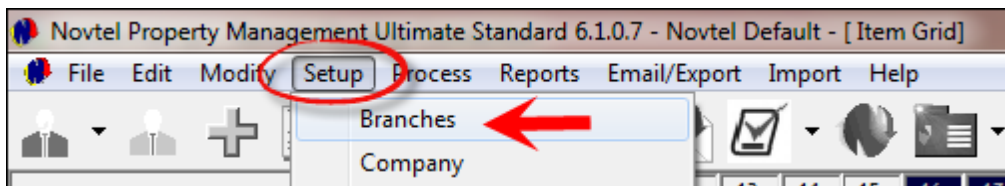
Below the table is a search section with a text input field and two radio buttons: "Number" (selected) and "Description". To the right of the search section are three buttons: "Refresh", "Add New", and "Edit". At the bottom right of the window, the "Cancel" button is circled in red.

9 Step 8 - Property Master Files - Creating Branches

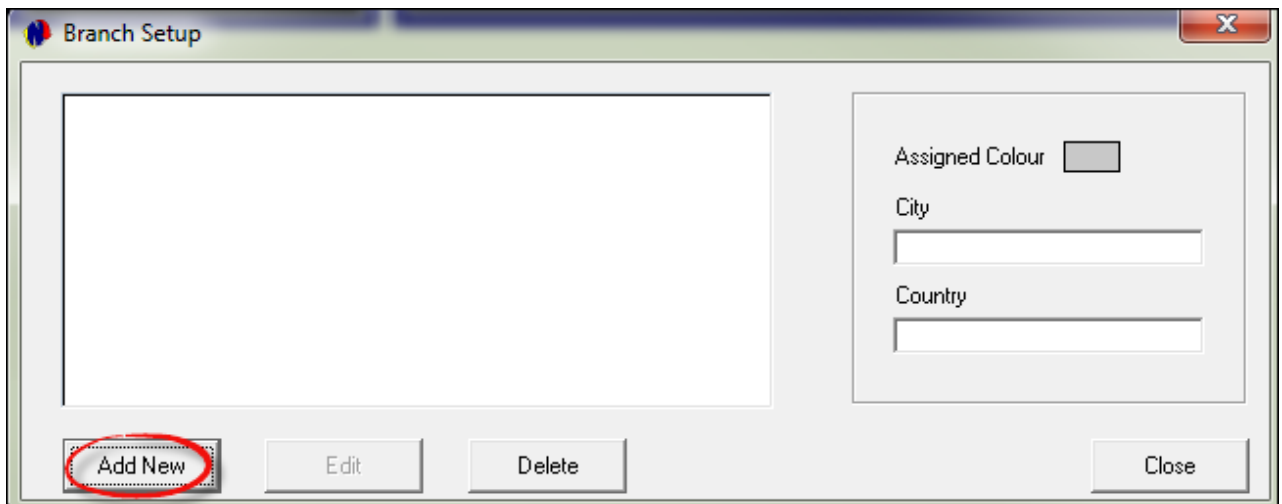
The functionality of creating "Branches", is to setup regions within a city or town to which the properties are linked. According the "Branch" color displayed on the Grid, the User can ascertain the region where the property is located, without actually opening the Property Master file. In a city like Cape Town, some of the "Regions" are:

- Atlantic Seaboard
- Northern Suburbs
- Southern Suburbs

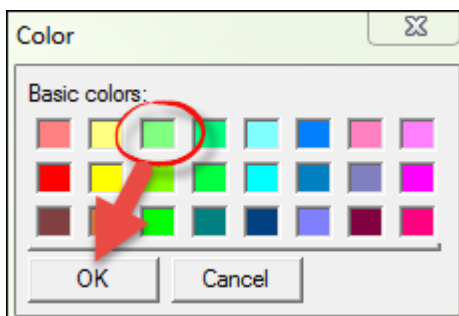
To start creating these Branches, click on "Setup - Branches"



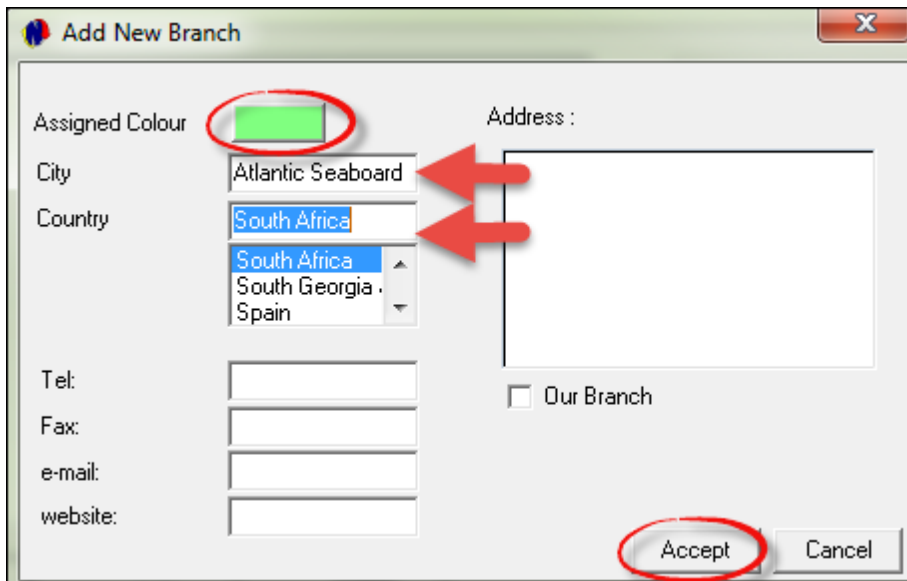
In the Branch Setup window, click "Add New"



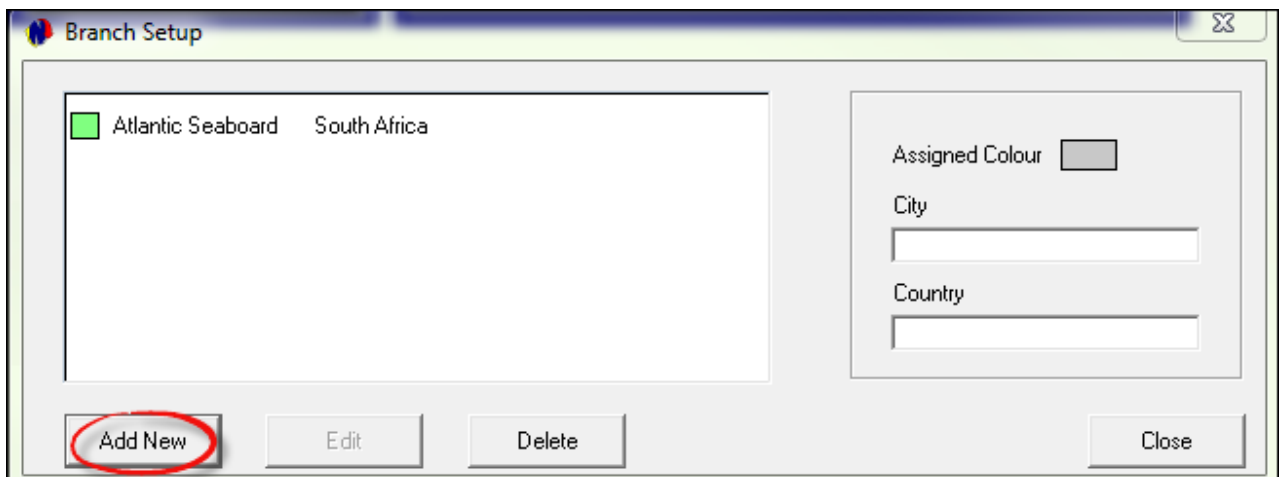
We recommend that a light color be selected for all Branch colors, since the Property Code is printed in black within the Branch Color on the Grid. Click on a color and then on OK



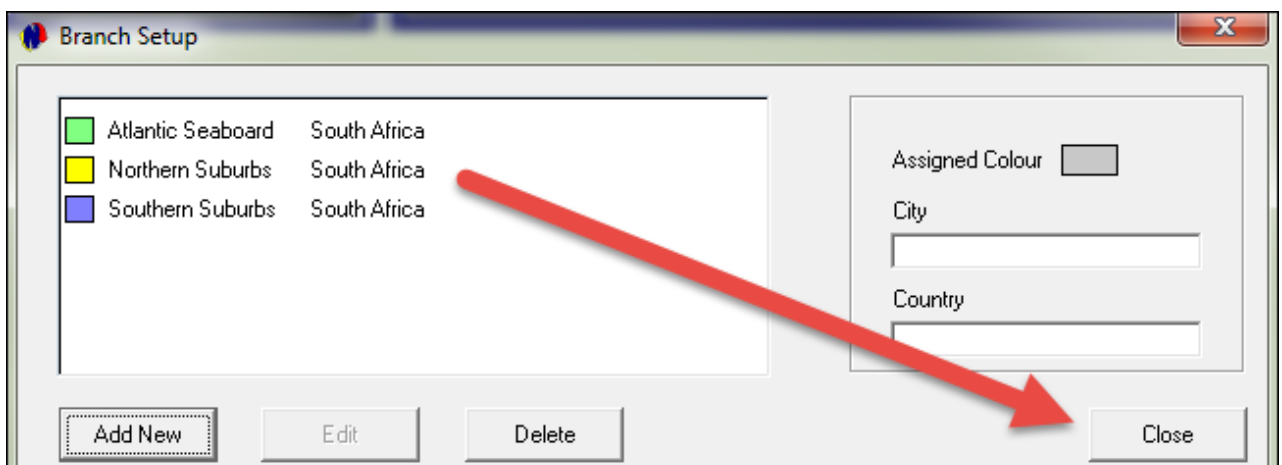
The assigned color is displayed at the top of the window. In the "City" field, enter the suburb's name. We will start with Atlantic Seaboard, and the country is selected as South-Africa. Now simply click "Accept" to save the Branch



Now click on "Add New" again and create the Branch for the Northern Suburbs, and then for the Southern Suburbs. Remember that you will not be allowed to select the same branch color more than once.

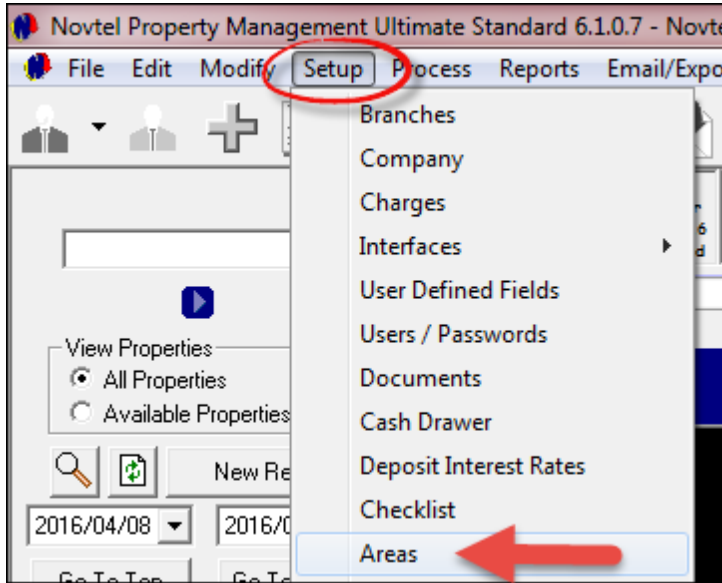


Click Close when all of the Branches have been created

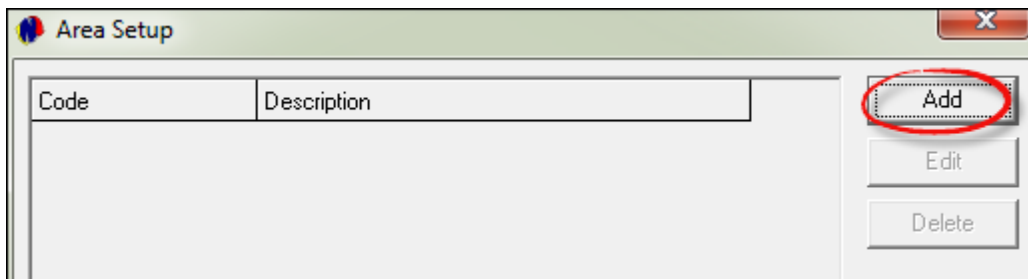


9.1 Creating Areas

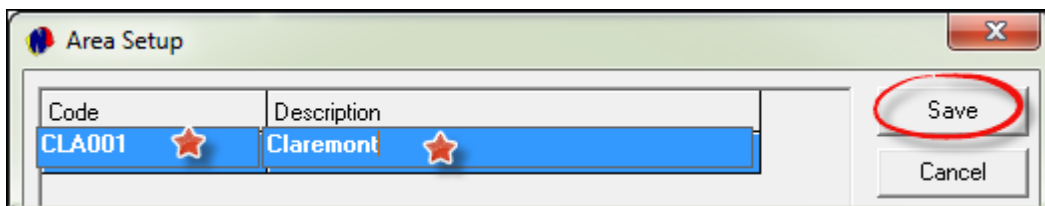
- In a City like Cape Town, there are many Areas within a Suburb. For demonstration purposes, we will only create the following Areas:
 - Claremont
 - Newlands
 - Bellville
 - Durbanville
- To start creating the Areas, click on "Setup - Areas"



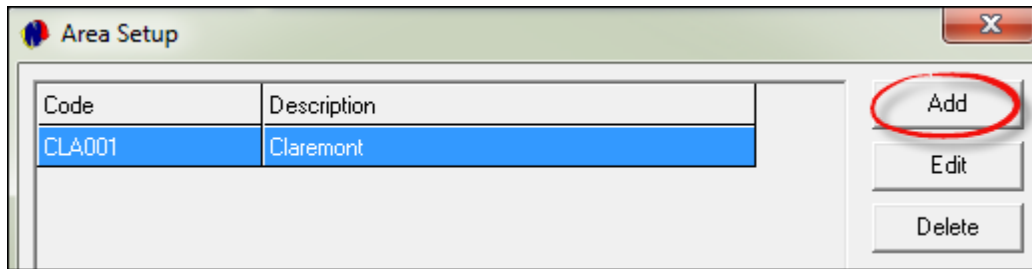
- Click on "Add"



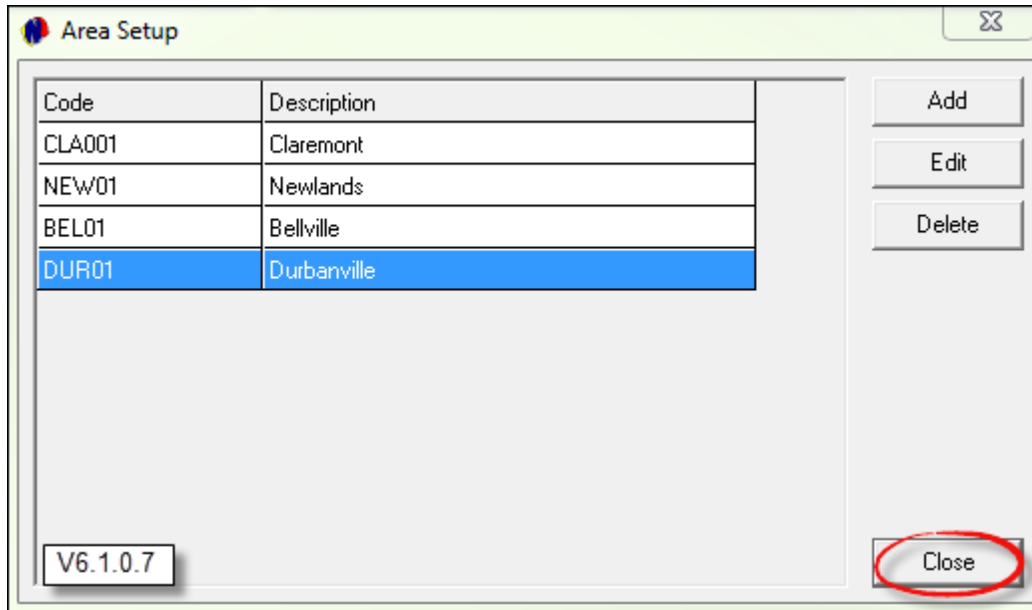
- The line beneath the Code and Description columns will now be highlighted. Simply click in the line beneath "Code".
 - We will use the first three letters of each Area and add 01 for the Code.
 - The Description is the Area name.
 - Click Save



- Click on Add again in order to enter the next Area, and repeat the process until all Areas have been created



- In the future, you will be able to add more Areas to the list. In order to exit the window, click on Close



9.2 The fictitious Property List

Address: 17 Mountain Rd, Claremont, 8888
Branch: Southern Suburbs
Type: House
Floorspace: 128
Area: Claremont
Erf Number: 123
Ownership: Managed
Owner: BLA001
Original Rental Amount: R5000.00 per month - No VAT charged

Address: Shop 47, Maritz Building, 10th Avenue, Newlands, 7000
Branch: Southern Suburbs
Type: Commercial
Floorspace:
Area: Newlands
Erf Number: 789
Ownership: Managed
Owner: BLA001
Original Rental Amount: R8000.00 - Allow Tax

Address: Shop 22, Marula Street, Bellville, 8888
Branch: Northern Suburbs
Ownership: Owned
Rental Type: Commercial
Area: Bellville
Erf Number: 147
Original Rental Amount: R6000.00 - Allow Tax

Address: Warehouse 4, Harry Circle, Durbanville, 7000
Branch: Northern Suburbs
Ownership: Owned
Rental Type: Industrial
Erf Number: 963
Area: Durbanville
Original Rental Amount: R10 000.00 - Allow Tax

Address: 55 Sunset Crescent; Unit 4, Industrial Park, Bellville, 7000
Branch: Northern Suburbs
Ownership: Managed
Owner: MAR001
Rental Type: Industrial
Area: Bellville
Erf Number: 258
Original Rental Amount: R10 000.00 - Allow Tax

Address: 11 Park Street, Newlands, 8000
Branch: Southern Suburbs
Type: House
Area: Newlands

Erf Number: 7425

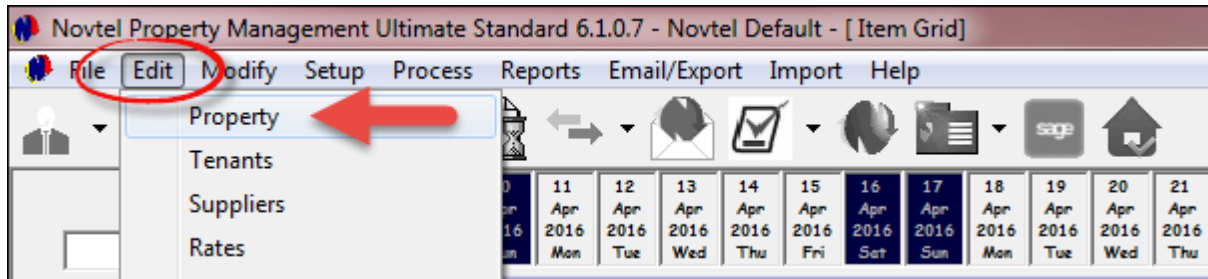
Ownership: Managed

Owner: ESP001

Original Rental Amount: R9000.00 - NO Tax

9.3 Creating Residential Properties

- Note that up to this point, the Grid itself has not changed at all. We are now ready to start creating properties, by clicking on "Edit - Property".



- Click "Add New"

The screenshot shows the 'Property Setup' dialog box with the title 'V6.1.0.7'. The 'Add New' button is circled in red. The form contains the following fields and controls:

- Code:
- Category:
- Serial Number:
- Cost Price:
- Rental per day (Excl):
- Tax:
- Rental per day (Incl):
- Auto Create:
- Supplier Code:
- Description:
- Replacement Value:
- Date Of Purchase:
- Description:
- Branch:
- Buttons: Add New, Edit, Delete, Close

- Property Codes generally consist of an 4 letter Alpha Code, in conjunction with a 4 digit numeric code. The first property we will be creating, is 17 Mountain Rd. The code is created as MOUN0017.
- The Property Description will be entered as Mountain Rd 17. The reason for not entering the property number first, is that when a search is done according to property description, it will be difficult to get the desired result.
- When interfaced with Pastel, ensure that the check-box is selected to "Create Item in Pastel". If this is not done, each property will have to be created in Pastel manually.
- One of the following options must be selected to classify the property:
 - Rental Property - This option is selected for all "Normal" type of rentals; including Residential; Industrial; Commercial and Communal Property rentals
 - Levy Property - This option must be selected where levies are charged on rental properties
 - Billing Unit Only - This option is selected where only a portion of a property is rented. For example: The roof of a building where a "Cellular Company" rents the space per square meter for erecting a cellphone tower

- In the General tab, click on the arrow next to "Branch" and select the Branch this property must be linked to. In this case, it is the "Southern Suburbs"

- The Branch Color for the Southern Suburbs has now been inserted
- None of the properties created for the purpose of this manual, will be linked to a Category
- Now click on the arrow next to "Type", and classify the property as a house. Enter the floorspace of the house. In this case it is 128 square meters

Click on the search option next to Area.....

Area 

ERF Number

.... and select Claremont from the list by double clicking on it.

Code	Description
BEL01	Bellville
CL001	Claremont
DUR01	Durbanville
NEW01	Newlands

Accept

Cancel

1. Enter the ERF number as indicated on the Municipal account
2. Novtel provides an option to set an inspection interval on all properties. Reminders can be created in order to keep track of all inspections due. This can also be linked to Maintenance to be done on the property. This however, is not part of the Basic Manual.
3. Please note that all properties created for the purpose of this manual, will be a Non Communal Type.
4. Now tick the check-box to display the property on the Grid
5. When a property is owned by your company, the Sub rented Item check-box is left void. This will then result in the "Commission" tab to be inaccessible since commission is not applicable.

General | Details | Financial | FAC Guest | User Defined Fields | Pastel Interface | ~~Commission~~ | TPN Address | FAC Supplier

Branch Southern Suburbs - South Africa

Category

Type House Floorspace: 128.00 m²

Maintenance Image (Outside + Inside) (Default) (Default)

Area CLA001 - Claremont

ERF Number 123 **1**

Inspection Interval 0 Days **2**

Communal Type: None (N) **3**

Show On Grid **4**

Sub Rented Item **5**

Monthly Billed Item

Disposed

Record Meter

V6.1.0.7

- But when the property is managed by your company on behalf of the Owner, the "Sub-rented Item" check-box must be selected. As soon as this is done, the "Supplier Setup" window will be displayed. Since Mr Black is the owner of this property, double click on his account in order to select it.

Number	Description	Telephone	Fax
ANT001	Anton's Repairs	082 123 456 789	
BLA001	Black, Vernon	077 123 456 789	
ESP001	Espin, Jake	078 123 456 789	

Refresh

Add New

- Since the owner was selected previously, the Details tab will now be open by default. The ownership has automatically been selected as "Managed", and Mr Black displays as the selected owner
- Now enter the number of Bedrooms; bathrooms; kitchens; Living Rooms; Bars and Braais; Studies; Garages and Car Ports
- Also select whether or not the property has a garden; Granny flat; Loft and Swimming Pool
- Enter a detailed description on all relevant information pertaining to the property

The screenshot shows the 'Add New Property' window with the 'Details' tab selected. The 'Code' is MDUN0017 and the 'Description' is Mountain Rd 17. The 'Ownership' is set to 'Managed' and the 'Owner' is 'BLA001 - Black, Vernon'. The property features are: 3 Bedrooms, 1.5 Bathrooms, 1 Kitchens, 1 Living Rooms, 1 Bars & Braais, 1 Studies, 2 Garages, 1 Car Ports, Garden (Yes), Granny Flat (No), Loft (No), and Swimming Pool (No). The 'Detailed Description' is 'Wheelchair accessible. Pets Allowed.'

1. Proceed to the Financial tab, and enter the cost price of the property - this is the price the owner paid for the property
2. It is very important to know that Tax is NOT applicable on residential rentals. The "Allow Tax" check-box must be un-ticked
3. The Original Rental amount is the amount that was first charged when the property was rented for the first time. The date the property was added to the system, is also set here. When a property is only now rented for the first time, the Original Rental amount and the "Rental per month" amounts will be the same
4. A specific Municipality can be selected if created as a Supplier, and the property's municipal account number entered here

The screenshot shows the 'Add New Property' window with the 'Financial' tab selected. The 'Cost Price' is 1200000.00, 'Allow Tax' is unchecked, 'Original Rental Amount' is 5000, and 'Original Date' is 2016/04/08. The 'Municipality' and 'Account Number' fields are empty. The 'Rental Incl Tax' is 5000 and 'Per Day' is 0.00.

- The FAC Guest tab is used to capture fixed added costs payable by the Tenant
- The User Defined Fields tab is intended to enter additional information not covered by the system
- In the Pastel Interface Tab, all fields will be blank at present. The reason being that only at the end of creating a property, the importing process to Pastel will be performed. We will return to this tab later.

Financial	FAC Guest	User Defined Fields	Pastel Interface	Commission	T
Inventory Rental Income	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Inventory Commission COS	<input type="text"/>	<input type="text"/>	<input type="text"/>		
Cost Code	<input type="text"/>	<input type="text"/>	<input type="text"/>		

Proceed to the Commission tab. As said previously, the Commission tab will only be accessible if the "Sub-Rented Item" check-box was selected in the General tab. Now select one of the options on how commission will be charged:

- No Fixed Commission
 - Fixed Commission Amount. If this option is selected, enter the amount
 - Fixed Commission Percentage. If this option is selected, enter the default commission percentage
- The TPN Address tab is intended for the Property's full address
 - The FAC Supplier tab is used to enter fixed added cost for the supplier's account
 - Now click "Accept" to save the property

Code: MDUN0017 Create Item In Pastel Rental Property Levy Property Billing Unit Only

Description: Mountain Rd 17

General Details Financial FAC Guest User Defined Fields Pastel Interface **Commission** TPN Address FAC Supplier

No Fixed Commission
 Fixed Commission Amount
 Fixed Commission Percentage

V6.1.0.7

- This is now where the property is imported to Pastel. The Code, Description and "Selling Price" has been inserted automatically - as created in Novtel.
- Click on the arrow next to "Inventory Group", and select 001 - Services
- Now also select "Service Item"
- Tick the check-box to Create Cost Code, and see how these codes have been entered automatically by the system.
- Now click "Accept"

Import Inventory Item

Code: MOUN0017
 Description: Mountain Rd 17
 Inventory Group: 001 - Services
 Excl Selling Price: 5000.00
 Physical Item
 Service Item
 Create Cost Code
 Cost Code
 Code: MOUN0
 Description: Mountain Rd 17
 V6.1.0.7
 Accept Cancel

- The property has now been created, and displays in the "Property Setup" window. In order to now view the Pastel Interface tab on the Property Master File, click on the property and then on Edit.

Property Setup V6.1.0.7

MOUN0017	Mountain Rd 17	0.00
----------	----------------	------

Code: MOUN0017
 Category:
 Serial Number:
 Auto Create
 Cost Price: 1200000.00
 Rental per day (Excl): 0.00
 Tax: 0.00
 Rental per day (Incl): 0.00
 Description: Mountain Rd 17
 Branch: Southern Suburbs, South Africa
 Add New Edit Delete Close

- Click on the Pastel Interface tab. These two Pastel codes have been created and inserted by the system:
 - Inventory Rental Income, and
 - The Cost Code
- Now the Inventory Commission Code must be selected in Pastel. Click on the Search option.....

The screenshot shows the 'Edit Property' window with the 'Pastel Interface' tab selected. The 'Code' field contains 'MOUN0017' and the 'Description' is 'Mountain Rd 17'. The 'Inventory Rental Income' field is set to 'MOUN0017' and 'Mountain Rd 17'. The 'Inventory Commission CDS' field is empty, and its search button is circled in red. The 'Cost Code' field is set to 'MOUN0' and 'Mountain Rd 17'. The 'Accept' and 'Cancel' buttons are at the bottom right.

.... and select MOUN0017 from the list by double clicking on it.

The code is now inserted. Click "Accept" to save the change.

The screenshot shows the 'Edit Property' window with the 'Pastel Interface' tab selected. The 'Code' field contains 'MOUN0017' and the 'Description' is 'Mountain Rd 17'. The 'Inventory Rental Income' field is set to 'MOUN0017' and 'Mountain Rd 17'. The 'Inventory Commission CDS' field is now populated with 'MOUN0017' and 'Mountain Rd 17', highlighted with a red oval. The 'Cost Code' field is set to 'MOUN0' and 'Mountain Rd 17'. The 'Accept' and 'Cancel' buttons are at the bottom right.

9.4 Commercial and Industrial Properties

The process of creating Industrial and Commercial properties are mostly the same, but with these differences:

- In the General Tab, select the "Type" as either Commercial for Retail Shops; Offices etc,
- Or Industrial for Warehouses and manufacturing

The screenshot shows the 'Add New Property' window with the 'General' tab selected. The 'Type' dropdown menu is set to 'Commercial' and is circled in red. The 'Rented Space' field is set to 0.00 m². Other fields include Code (SHOP0047), Description (Shop 47 Maritz Building), Branch (Southern Suburbs - South Africa), Area (NEW01 - Newlands), and ERF Number (789). The 'Create Item In Pastel' checkbox is checked, and the 'Rental Property' radio button is selected.

In the Details tab - on a "Commercial" property's master form - select either "Office" or "Retail" to specify the type of Commercial business

The screenshot shows the 'Add New Property' window with the 'Details' tab selected. The 'Ownership' dropdown menu is set to 'Managed' and is circled in red. The 'Commercial Property' radio button is selected and circled in red. The 'Office' and 'Retail' radio buttons are also visible. The 'Code' field is SHOP0047 and the 'Description' field is Shop 47 Maritz Building.

- Should the "Type" have been selected as Industrial in the General tab, the Details tab will be displayed as follows, and one of these options must then be selected:
 - Industrial Park
 - Light Manufacturing
 - Heavy Manufacturing
 - Warehousing
 - Research and Development

Add New Property V6.1.0.7

Code: SHOP0047 Create Item In Pastel Rental Property
 Levy Property
 Billing Unit Only

Description: Shop 47 Maritz Building

General **Details** Financial FAC Guest User Defined Fields Pastel Interface Comm

Ownership: Managed **Industrial Property**

Industrial Park Light Manufacturing Heavy Manufacturing Warehousing Research and Development

- In the rest of the Details tab - for both Commercial and Industrial Properties - there are 15 fields where the size of each area within the property can be specified. Only 5 of these fields are activated. The rest of the fields will only be activated and can be used if the setup was done in "Setup - User Defined Fields - Size M2". This is however not part of this tutorial.
- Now enter the floorspace of each of the following in the block provided, and tick the check-box next to each applicable space. For example:
 - The Office is 100 square meters
 - The Toilet - 5
 - The Kitchen - 10
 - The Storage space - 400
 - Other (Not specified) - 500
 - The total floorspace will be added up according to what you have entered (1015 square meters)
- Enter "**Detailed Notes**" in the field provided

Office	100.00	<input checked="" type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	Total:	1015.00
Toilet	5.00	<input checked="" type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	Rented:	1015.00
Kitchen	10.00	<input checked="" type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	Non-Chargeable:	0.00
Storage	400.00	<input checked="" type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	*Select the checkbox to set size as Rented	
Other	500.00	<input checked="" type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>	User Defined:	0.00	<input type="checkbox"/>		

Detailed Notes:

- In the "Financial" tab, remember to check the "Allow Tax" check-box when entering the details. When all of the fields in all of the tabs have been populated, click Accept and import the property to Pastel.
- When all of the properties are created, click on "Close" to exit the window

The screenshot shows the 'Property Setup' window with a list of properties at the top and detailed input fields below. A red arrow points from the 'Close' button to the 'Close' button in the list.

Code	Description	Cost Price
MOUN0017	Mountain Rd 17	0.00
PARK0011	Park Street 11	0.00
SHOP0022	Shop 22, Marula Street	0.00
SHOP0047	Shop 47 Maritz Building	0.00
UNIT0004	Unit 4, Sunset Cres	0.00
WARE0004	Warehouse 4 Harry Circle	0.00

Code: Cost Price:
 Category: Rental per day (Excl):
 Serial Number: Tax:
 Rental per day (Incl):
 Supplier Code:
 Description:
 Replacement Value: Date Of Purchase:
 Description:
 Branch: Southern Suburbs, South Africa

Now, all of the created properties are displayed on the Grid - in Alphabetical Order, and in the selected Branch colors

The screenshot shows the 'Novtel Property Management Ultimate Standard 6.1.0.7 - Novtel Default - [Item Grid]' window. The grid displays properties in alphabetical order, with a red arrow pointing to the 'SHOP0022' row.

Code	Description	Branch
MOUN0017	Mountain Rd 17	N
PARK0011	Park Street 11	N
SHOP0022	Shop 22, Marula Street	N
SHOP0047	Shop 47 Maritz Building	N
UNIT0004	Unit 4, Sunset Cres	N
WARE0004	Warehouse 4 Harry Circle	N

10 Step 9 - The Fictitious Tenant List

Shawn Andrews

Postal Address: PO Box 000, Claremont, 8888

Cell No: 061 123 456 789

Email: shawna@gmail.com

Rental Property: MOUN0017

Duvet and Pillows

Contact Person: George Martins

Postal Address: PO Box 001, Cape Town, 8888

Cell No: 061 222 333 444

Email: willem@dpm.co.za

Rental Property: SHOP0047

Taylor Engineering

Contact Person: Stuart Taylor

Postal Address: PO Box 002, Cape Town, 8888

Cell No: 021 123 456 789

Email: stuart@tayloreng.co.za

Rental Property: UNIT0004

Bellville Art And Craft Suppliers

Contact Person: John Wilson

Postal Address: PO Box 000, Bellville, 8888

Cell No: 081 123 456 789

Email: johnwilson@art.co.za

Rental Property: SHOP0022

Dave Snell

Postal Address: PO Box 500, Bellville, 8888

Cell No: 081 123 456 789

Email: ds@hotmail.com

Rental Property: PARK0011

Concrete Creations

Contact Person: Ruben Towers

Postal Address: PO Box 200, Cape Town, 8000

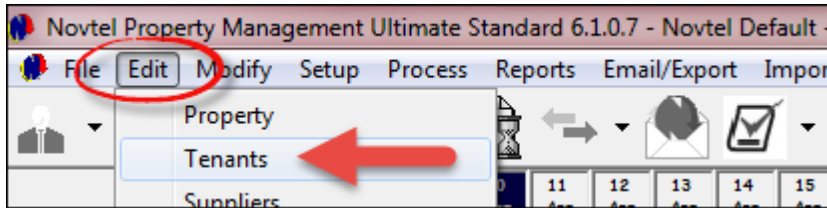
Cell No: 083 123 456 789

Email: concrete@creations.co.za

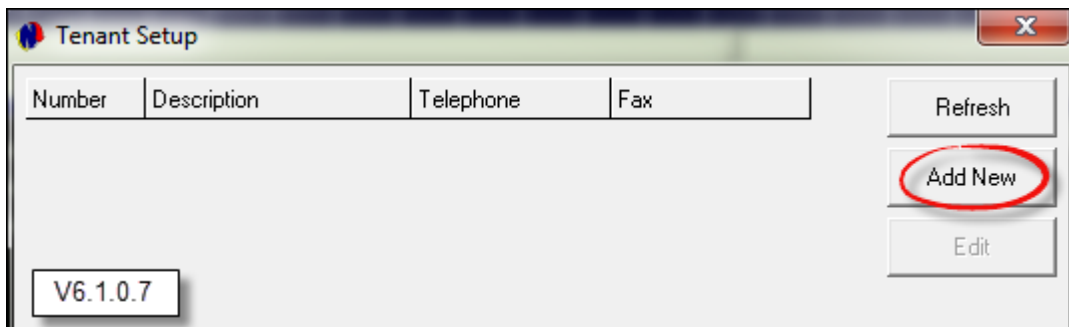
Rental Property: WARE0004

10.1 Creating Tenants / Occupants

- "Tenants" are always liable for the monthly rental payment of the property
- On the top menu, click on **Edit - Tenants**



Click on "Add New"

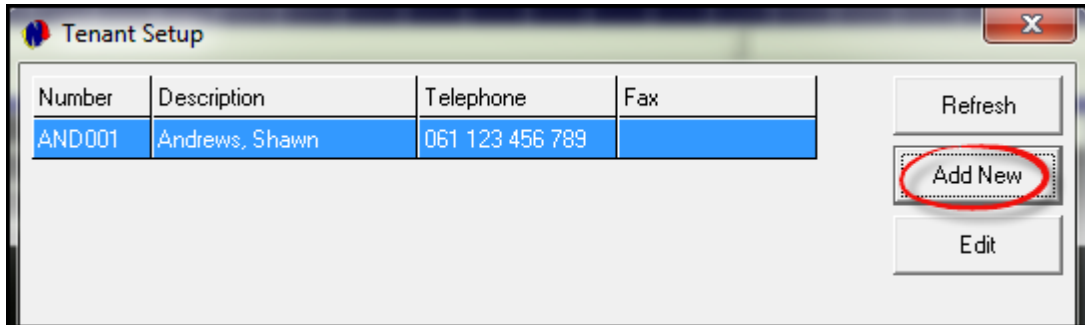


1. First tick the **"Use Tenant AutoNumber"**. The functionality of this is: When you type a 3 letter Alpha Code in the Account Code field, the system will automatically search for, and insert the next available numeric code.
2. For Example: The code for Mr Andrews as shown below, will be entered as **"AND"** - Novtel will enter the **"001"** automatically.
3. Now enter the Tenant's description as the surname first, and then the last name
4. Tenant Categories are setup in Pastel, and can then be selected in Novtel. This however, is not part of this tutorial.
5. Only check the applicable check-box if:
 - Corporate Tenant - An Industrial or Commercial Company is liable for the rental of the property
 - Monthly Tenant - A Tenant with this classification rents a property on a month to month basis, and not on a fixed contract
 - Inactive Tenant - The Tenant is no longer renting a property with this company

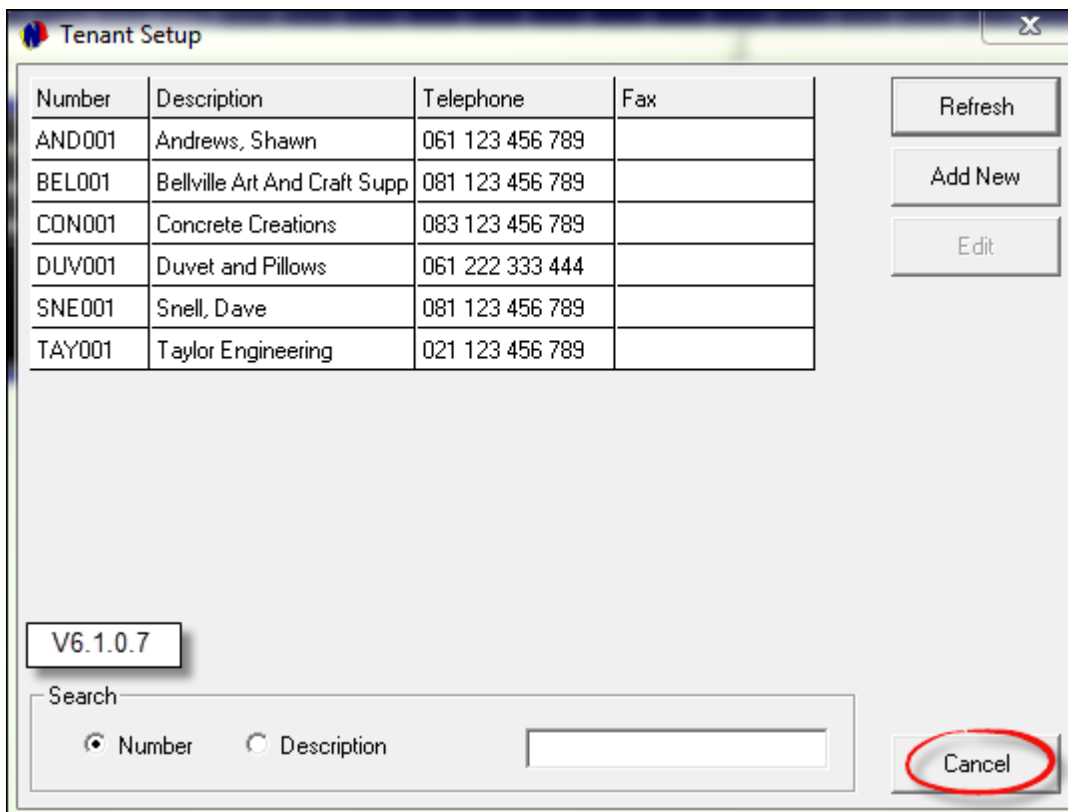
- In the General Tab, enter the Tenant's
 - Postal Address
 - Contact Details and E-mail Address
 - Enter the day on which the contract is to start. In this case, it is on the first of the month
 - Now tick the check-box to use the Tenant as Occupant, since Mr Andrews are going to live in the property - 17 Mountain Rd - himself
 - Enter his Name and Surname; his date of birth, and ID Number

Since we already know which Property Mr Andrews are going to be renting, we will enter the Delivery address as follow:

- You will also need to complete the following tabs:
 - Banking Details - Note that there are mandatory fields that needs to be completed
 - Occupant - In this case the "**Tenant**" is the "**Occupant**"
- Click on "**Accept**" when you are done
- Now click on "Add New" again to create the next Tenant

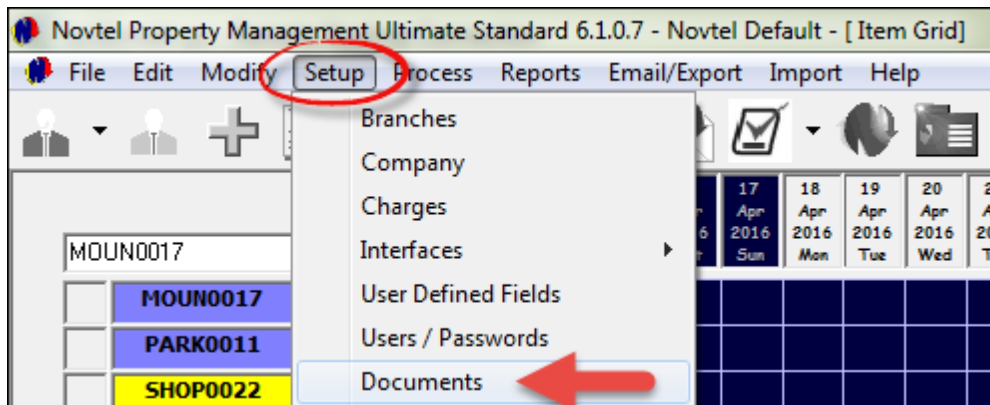


When all Tenants have been created, click on "Cancel" to exit the window



11 Step 10 - Setting up Documents

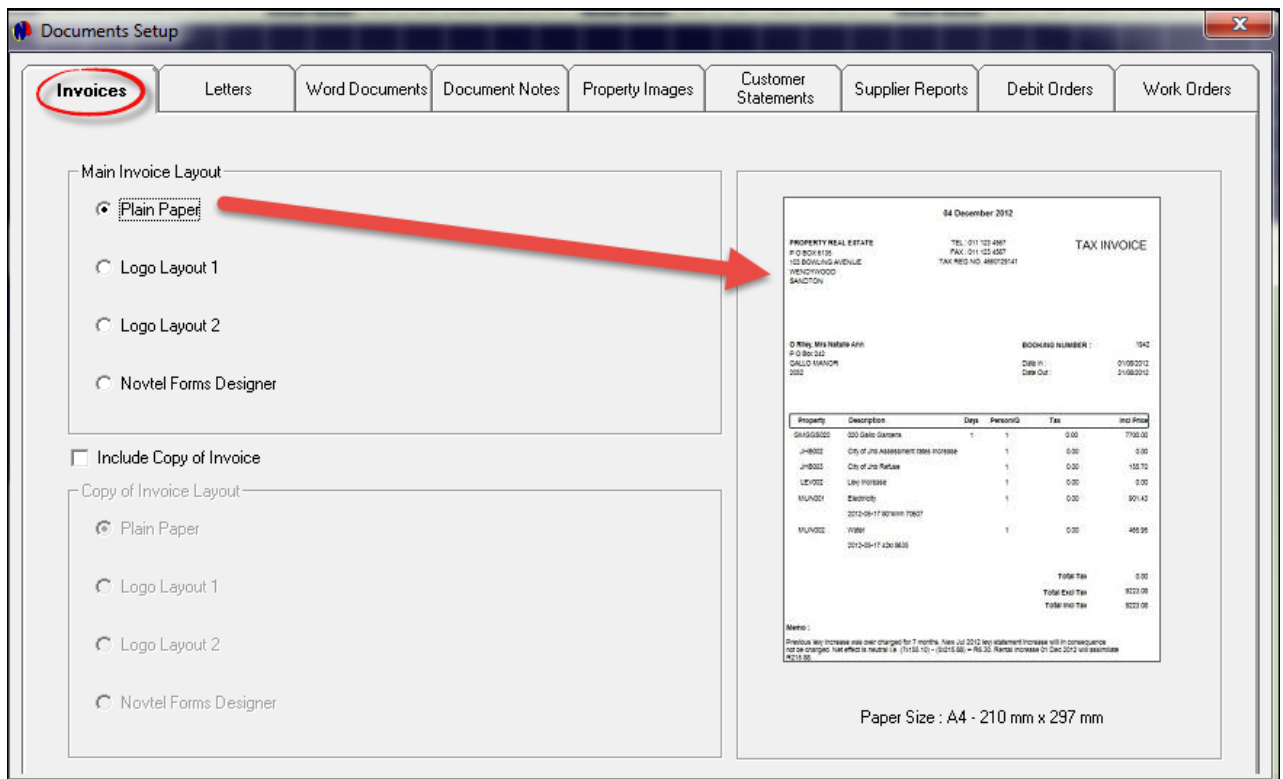
Click on "Setup - Documents"



There are 3 standard invoice layouts to choose from:

- Plain Paper
- Logo Layout 1
- Logo Layout 2

When the options are selected in the "Main Invoice Layout" field, the layout will be displayed in the right hand side of the window.



- The **Novtel Forms Designer** option enables the user to create a customized invoice layout. This however, is not part of this tutorial
- Should the need arise to "Include a Copy of the Invoice", tick the check-box to enable the layout options below it. Please note that the copy may have a different layout than the original.

The screenshot shows the 'Documents Setup' window with the 'Invoices' tab selected. The 'Main Invoice Layout' section has 'Plain Paper' selected. The 'Include Copy of Invoice' checkbox is checked and circled in red. The 'Copy of Invoice Layout' section also has 'Plain Paper' selected. A preview of a tax invoice is shown on the right, and the paper size is set to A4 - 210 mm x 297 mm.

Property	Description	Days	Person(s)	Tax	Inv. Price
DAVGG020	200 Daino Gardens	1	1	0.00	1700.00
JH8002	City of JHB Assessment 2009 Increase	1	1	0.00	0.00
JH8003	City of JHB Refuse	1	1	0.00	155.70
LEV002	Levy Increase	1	1	0.00	0.00
MUN001	Electricity	1	1	0.00	901.43
MUN002	2012-09-17 SCREEN 79027	1	1	0.00	489.99
MUN002	Water	1	1	0.00	489.99
	2012-09-17 4200.0000				
				Total Tax	0.00
				Total Excl Tax	3223.08
				Total Inv Tax	3223.08

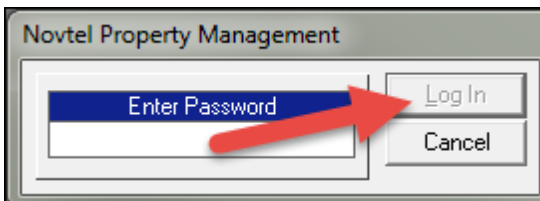
Proceed to the other tabs to setup the document preferences for:

- Letters
- Word Documents. Novtel Property Management integrates with Microsoft Office, and all "Letter" type of documents can be imported to Novtel to be printed or edited directly from the system. Please refer to our Property Management Basic Course for more information on the subject.
- Document Notes to be displayed on the various Document Types
- Property Images
- Customer Statements
- Supplier Reports
- Debit Orders
- Work Orders

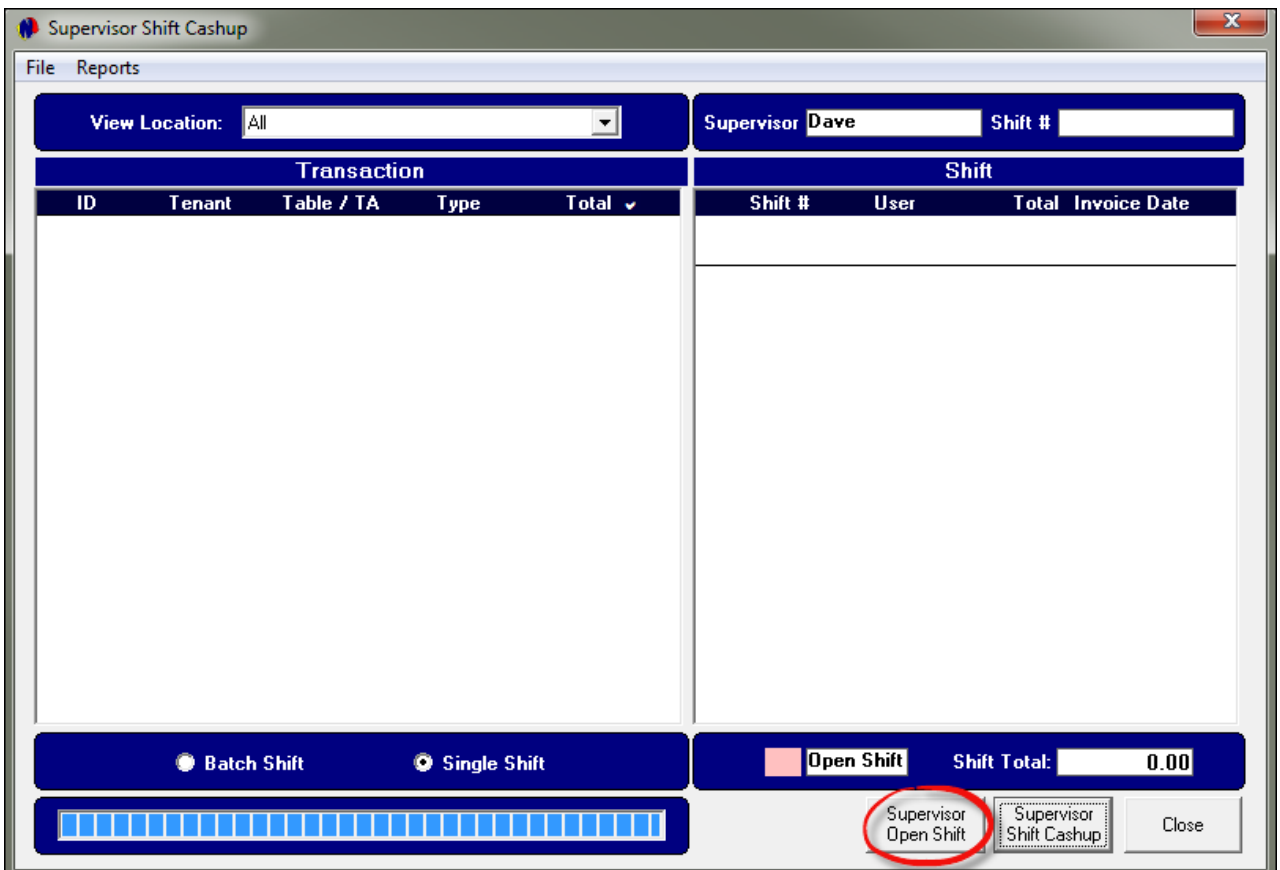
Click on Accept to save the settings in all of the tabs

12 Step 11 - Opening a Shift

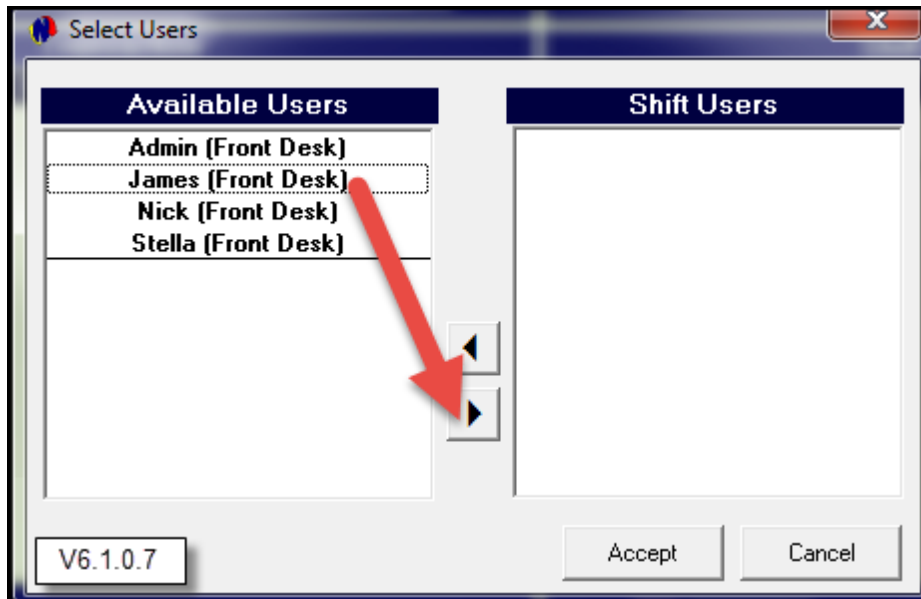
- It is important to know that transactions can only be done when the Supervisor has opened a shift for the User on duty. Novel Property Management incorporates an entire shift opening and cash-up procedure function. What this means, is that the cash-up supervisor will log into the system - using his/her password - and open shifts for each of the other users for each day. The receptionist, for example, may then log in and perform transactions throughout the day and at the end of the day, the money she has received must correspond with the transactions done in Novel.
- You may even have different supervisors, supervising different sections of your business. Each supervisor then has his/her allocated users reporting to them.
- Once you have created your cash-up supervisor (see "**Step 3 - Creating Users / Passwords**"), you will need to log on as the supervisor and open the shift



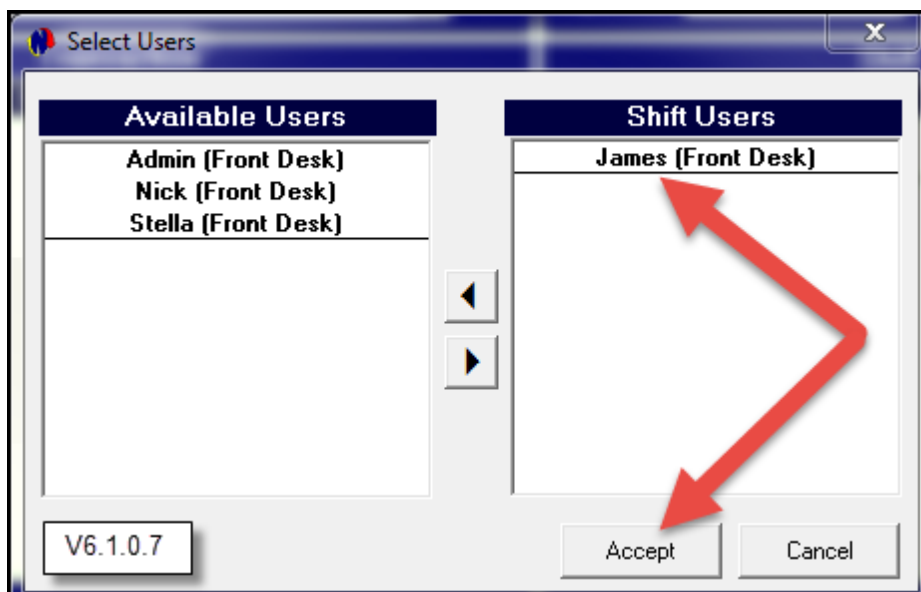
- Click on "**Supervisor Open Shift**"



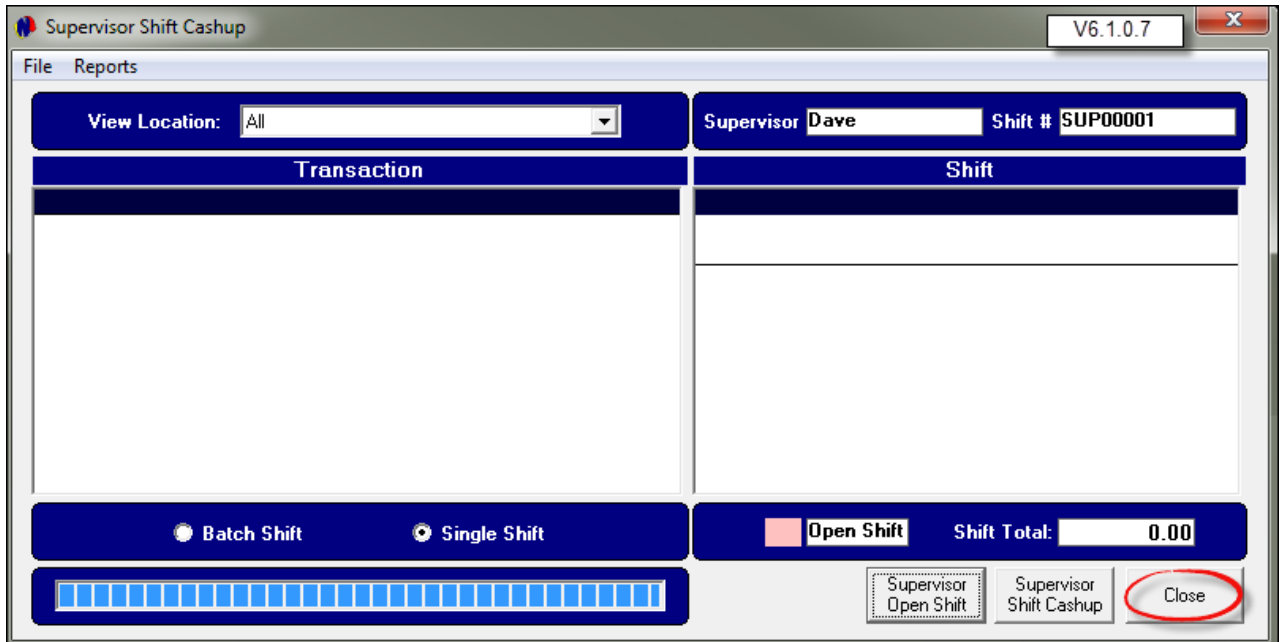
- All Users reporting to this Supervisor, will be displayed in the left side of the window. Select the User for whom a shift is to be opened - in this case it is James - and click on the arrow pointing to the right



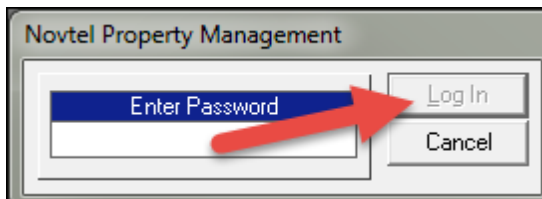
- James will now be displayed in the "Shift Users" column. A shift for all other Users on duty, can be opened by selecting them as well. Click "Accept"



- Now click "Close" to exit the Supervisor window



- The Supervisor will now be logged out. The User will be able to start performing transaction immediately



13 Step 12 - The Contract List

The following contracts will now be created for demonstration purposes:

1. Tenant: BEL001
Contract Type: Fixed Monthly
Date End: 31/03/2018
Date Start: 1/04/2016
Months: 24
Property: SHOP0022
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): 6000
Deposit Amount: R6000.00

2. Tenant: AND001
Contract Type: Fixed Monthly
Date End: 31/03/2017
Date Start: 1/04/2016
Months: 12
Property: MOUN0017
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): 5 000.00
Deposit Amount: 5 000.00
10% Commission - Apply Commission

3. Tenant: DUV001
Contract Type: Fixed Monthly
Date End: 31/03/2017
Date Start: 1/04/2016
Months: 12
Property: SHOP0047
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): R10 000.00
Deposit Amount: R 10000.00

4. Tenant: TAY001

Contract Type: Fixed Monthly
Date End: 31/03/2017
Date Start: 1/04/2016
Months: 12
Property: UNIT0004
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): R10 000.00
Deposit Amount: R10 000.00

5. Tenant: SNE001

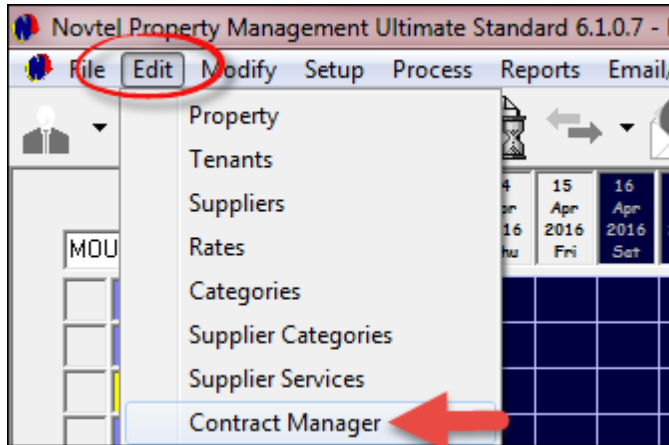
Contract Type: Fixed Monthly
Date End: 31/03/2017
Date Start: 1/04/2016
Months: 12
Property: PARK0011
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): R9 000.00
Deposit Amount: R 9 000.00

6. Tenant: CON001

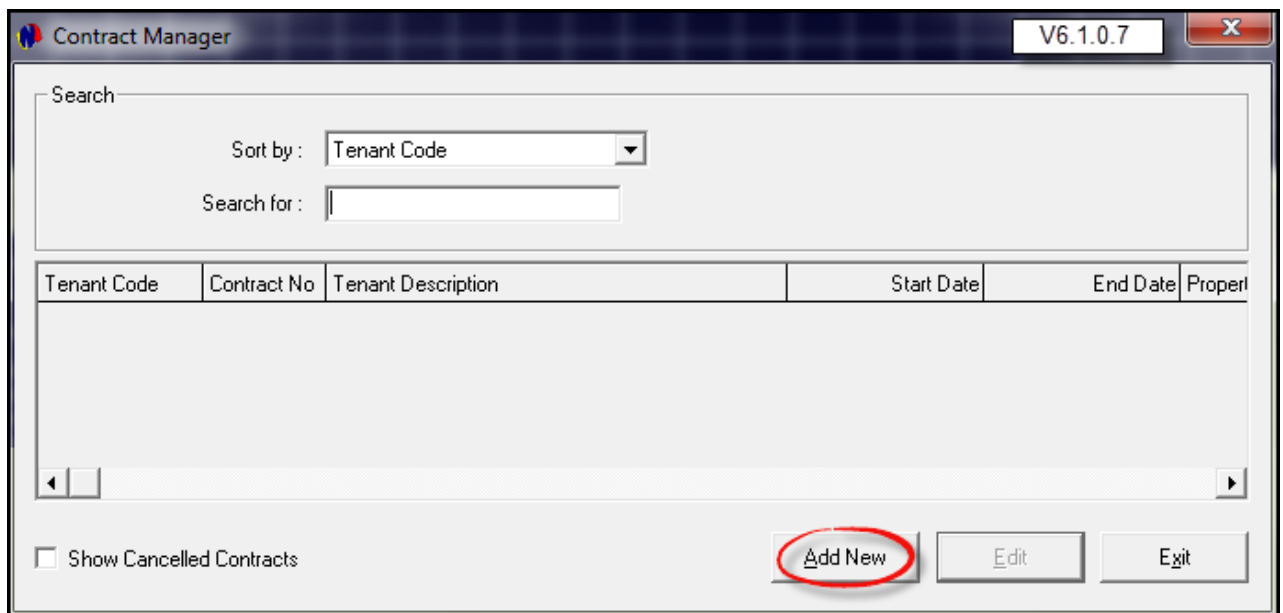
Contract Type: Fixed Monthly
Date End: 31/03/2017
Date Start: 1/04/2016
Months: 12
Property: WARE0004
Escalation %: 10
Escalation Month: April
Yearly Escalation: Ticked
Initial Negotiated Amount (Incl): R10 000.00
Deposit Amount: R 10 000.00

13.1 Creating Contracts and Raising Deposits On Properties Owned by your Company

A booking to rent a property, is seen as the contract. In order to create the contract, click on "Edit - Contract Manager"



- Click "Add New"



- Click on the specific "Customer" for whom the contract is to be created, and click on "Select"

Number	Description	Telephone	Fax
AND001	Andrews, Shawn	061 123 456 789	
BEL001	Bellville Art And Craft Supp	081 123 456 789	
CAS001	Cash Sales		
CON001	Concrete Creations	083 123 456 789	
DUV001	Duvet and Pillows	061 222 333 444	
SNE001	Snell, Dave	081 123 456 789	
TAY001	Taylor Engineering	021 123 456 789	

Buttons: Refresh, Add New, Edit, Select, Close

Search: Number Description

- "Contract Manager" will open and the Contract type is selected as "Fixed Monthly"
- The Tenant's Name has been inserted as selected previously
- This Tenant has signed a contract to rent the property for 24 months. Now: FIRST enter the end date for the contract as 31 March 2018

Contract Number: New | Type: Fixed Monthly (1) | Cancel Contract

Tenant: BEL001 | Bellville Art And Craft Suppliers (2)

Date Start: 1 April 2016 | Payment Day: | Date End: 31 March 2018 (3) | 24 Months

Calendar: March 2018 (3)

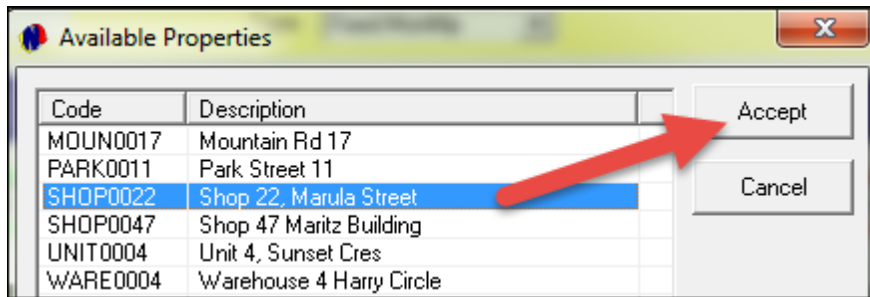
Buttons: Add Property, Remove Property, Make Reservations

- When the number of months are adjusted to 24, the contract start date is entered as the 1st of April 2016 automatically
- Enter the "Payment Day" on which payment is due each month, and then click on "Add Property"

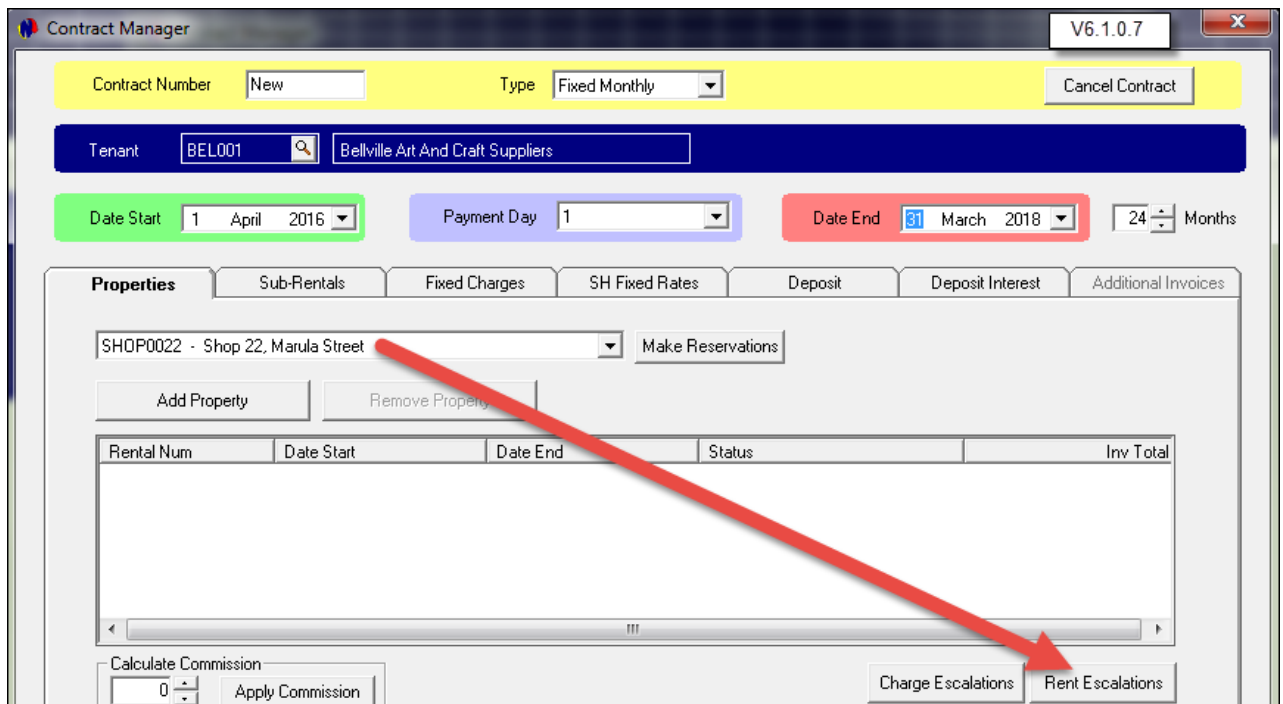
Date Start: 1 April 2016 | Payment Day: 1 | Date End: 31 March 2018 | 24 Months

Buttons: Add Property, Remove Property, Make Reservations

- Bellville Art and Craft Suppliers are going to rent the property: SHOP0022. Now click on the property and click "Accept"



The property has been inserted on the contract. Click on "Rent Escalations"



In the property rental business, there will be a guaranteed escalation in the rent annually. We have set this percentage at 10% for the month of April. By ticking the "Yearly Escalation" check-box, the escalation will be effective as from the month of April in the following year. Now enter the Initial Negotiated Amount (Incl) as R6000.00, and the system will calculate and insert the rental amount excluding tax - as well as the actual tax amount. The reason why tax is applicable: This is a Commercial property, and on the Property's master form, we have selected to allow tax on the rental amount.

Click Accept to save the settings

Click on the "Make Reservations" button

The reservations for 24 months have been created. Up until the 31st of March 2017, the rent per month is R6000.00. As from the 1st of April 2017, the rent is R6600.00 per month - This is due to the 10% escalation we have set previously.

Rental Num	Date Start	Date End	Status	Inv Total
0	2016/12/01	2016/12/31	Reserved	6000.00
0	2017/01/01	2017/01/31	Reserved	6000.00
0	2017/02/01	2017/02/28	Reserved	6000.00
0	2017/03/01	2017/03/31	Reserved	6000.00
0	2017/04/01	2017/04/30	Reserved	6600.00
0	2017/05/01	2017/05/31	Reserved	6600.00
0	2017/06/01	2017/06/30	Reserved	6600.00

Proceed to click on the "Deposit" tab. Normally, a deposit equal to a full month's rental fee is required. Enter the amount of 6000.00, and click on the check-mark next to the "Deposit Raised" field.

Contract Manager V6.1.0.7

Contract Number: New Type: Fixed Monthly Cancel Contract

Tenant: BEL001 Bellville Art And Craft Suppliers

Date Start: 1 April 2016 Payment Day: 1 Date End: 31 March 2018 24 Months

Properties Sub-Rentals Fixed Charges SH Fixed Rates **Deposit** Deposit Interest Additional Invoices

Deposit Raised

Deposit Amount: 6000

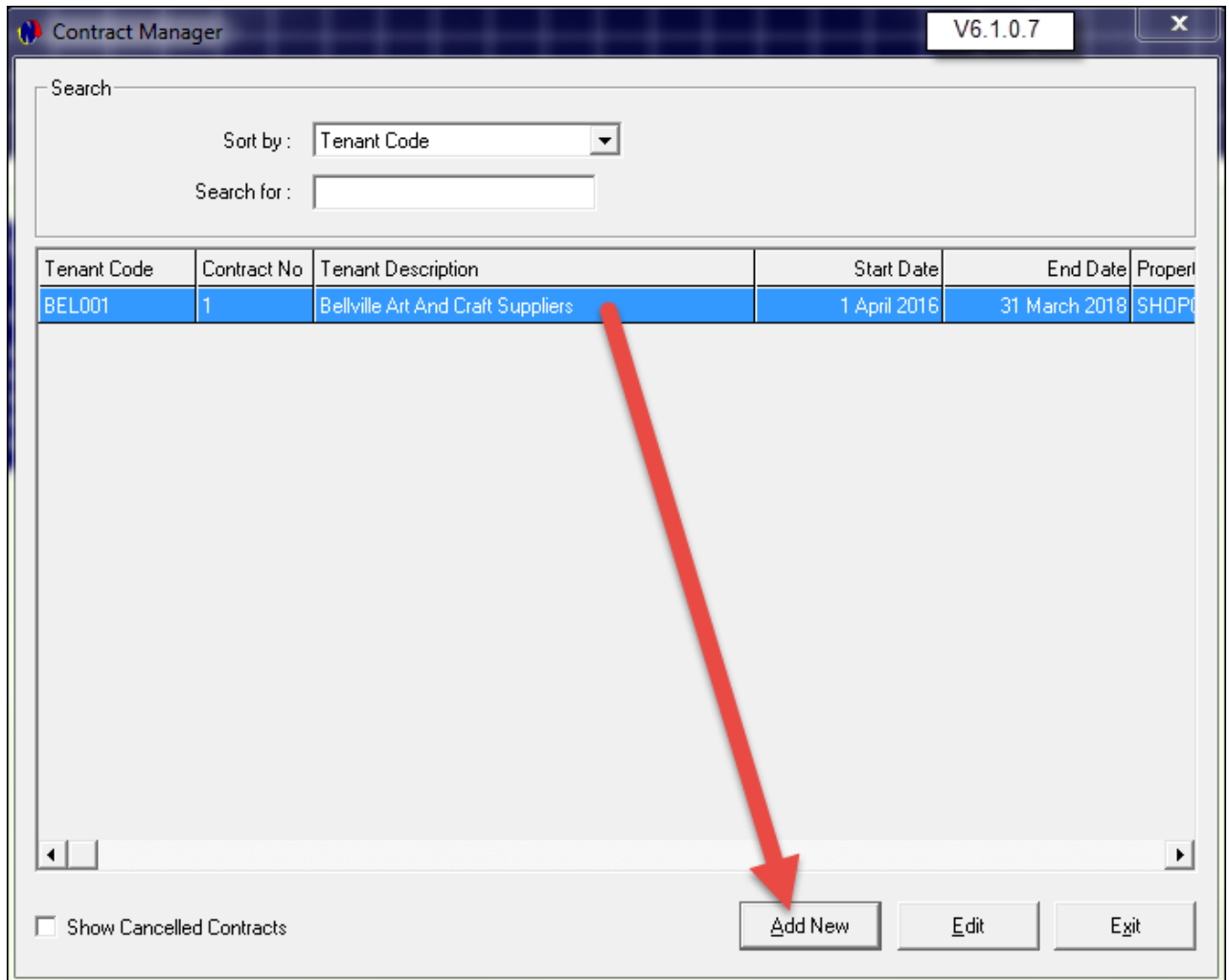
- Enter the date by which the deposit is due, and click Save to conclude the contract

SH Fixed Rates **Deposit** Deposit Interest Additional Invoices

Deposit Due: 2016/03/31

V6.1.0.7 Save Cancel

The contract just created now displays in the "Contract Manager" window. In order to create the next contract, click on "Add New" again



13.2 Creating Contracts on Properties managed by your company

The second contract we are going to create, is for Mr Andrews, renting the residential property of 17 Mountain Road - which belongs to Mr Black

Number	Description	Telephone	Fax
AND001	Andrews, Shawn	061 123 456 789	
BEL001	Bellville Art And Craft Supp	081 123 456 789	
CAS001	Cash Sales		
CON001	Concrete Creations	083 123 456 789	
DUV001	Duvet and Pillows	061 222 333 444	
SNE001	Snell, Dave	081 123 456 789	
TAY001	Taylor Engineering	021 123 456 789	

Search:

Number Description

Buttons: Refresh, Add New, Edit, Select, Close

- The process of creating a sub-rented contract, is for the first part the same that when creating a contract for properties owned by your company:
 - Select Fixed Contract
 - Select the contract End Date
 - Adjust the number of months
 - Set the payment date for this contract
 - Click on "Add Property" and select MOUN0017 from the list
 - Click on "Rent Escalations"

Contract Number: New Type: Fixed Monthly ✓

Tenant: AND001 Andrews, Shawn

Date Start: 1 April 2016 Payment Day: 1 ✓ Date End: 31 March 2017 ✓ 12 Months

Properties: MOUN0017 - Mountain Rd 17

Buttons: Add Property ✓, Remove Property

Rental Num	Date Start	Date End	Status	Inv Total
[Empty Table]				

Buttons: Calculate Commission, Apply Commission, Charge Escalations, Rent Escalations ✓

- The "Rent Escalation" window for residential properties display differently than that of Commercial and Industrial properties.
- The check-box to Allow Tax on the Property's Master File was left un-ticked, since tax is not applicable on residential rentals. Now enter the escalation percentage and month; tick the check-box next to Yearly Escalation; Enter the rental amount, and click Accept.

Click on "Make Reservations"

A reservation for each month has been created at a rate of R5000.00 per month, for the duration of 12 months. Since this is a sub-rented property, enter the commission percentage as 10% and click on Apply Commission.

Rental Num	Date Start	Date End	Status	Inv Total
0	2016/04/01	2016/04/30	Reserved	5000.00
0	2016/05/01	2016/05/31	Reserved	5000.00
0	2016/06/01	2016/06/30	Reserved	5000.00
0	2016/07/01	2016/07/31	Reserved	5000.00
0	2016/08/01	2016/08/31	Reserved	5000.00
0	2016/09/01	2016/09/30	Reserved	5000.00
0	2016/10/01	2016/10/31	Reserved	5000.00

Click on the "Sub-Rentals" tab, and see how the system automatically calculated the monthly amount due to Mr Black. The Tenant will pay R5000.00, of which R500.00 is commission, and therefore Mr Black will receive R4500.00 rental income from this property. Escalations on the Sub-hire will also be applicable when the contract exceeds 12 months.

Contract Manager V6.1.0.7

Contract Number: Type:

Tenant:

Date Start: Payment Day: Date End: Months

Properties: **Sub-Rentals** Fixed Charges SH Fixed Rates Deposit Deposit Interest Additional Invoices

MOUN0017 - Mountain Rd 17

SR Num	Supplier	Date Start	Date End	Inv Total
0	BLA001 - Black, Vernon	2016/04/01	2016/04/30	4500.00
0	BLA001 - Black, Vernon	2016/05/01	2016/05/31	4500.00
0	BLA001 - Black, Vernon	2016/06/01	2016/06/30	4500.00
0	BLA001 - Black, Vernon	2016/07/01	2016/07/31	4500.00
0	BLA001 - Black, Vernon	2016/08/01	2016/08/31	4500.00
0	BLA001 - Black, Vernon	2016/09/01	2016/09/30	4500.00
0	BLA001 - Black, Vernon	2016/10/01	2016/10/31	4500.00
0	BLA001 - Black, Vernon	2016/11/01	2016/11/30	4500.00
0	BLA001 - Black, Vernon	2016/12/01	2016/12/31	4500.00
0	BLA001 - Black, Vernon	2017/01/01	2017/01/31	4500.00

Proceed to the Deposit tab. Raise the deposit of R5000.00 and set the date by which the deposit is due. Click save to complete the contract

Now both the contracts we have created, display in the "Contract Manager" window. In order to create more contracts, click on "Add New". Alternatively, click on "Exit"

Contract Manager V6.1.0.7

Search:

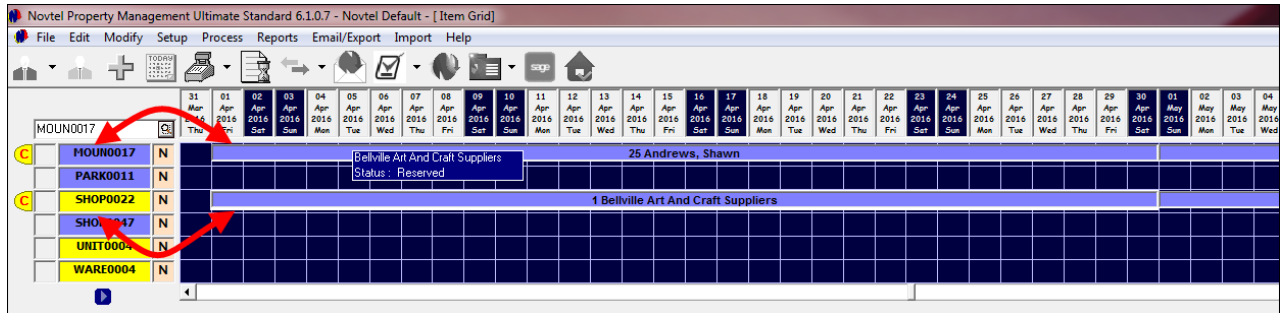
Sort by:

Search for:

Tenant Code	Contract No	Tenant Description	Start Date	End Date	Propert
AND001	2	Andrews, Shawn	1 April 2016	31 March 2017	MOUN
BEL001	1	Bellville Art And Craft Suppliers	1 April 2016	31 March 2018	SHOP

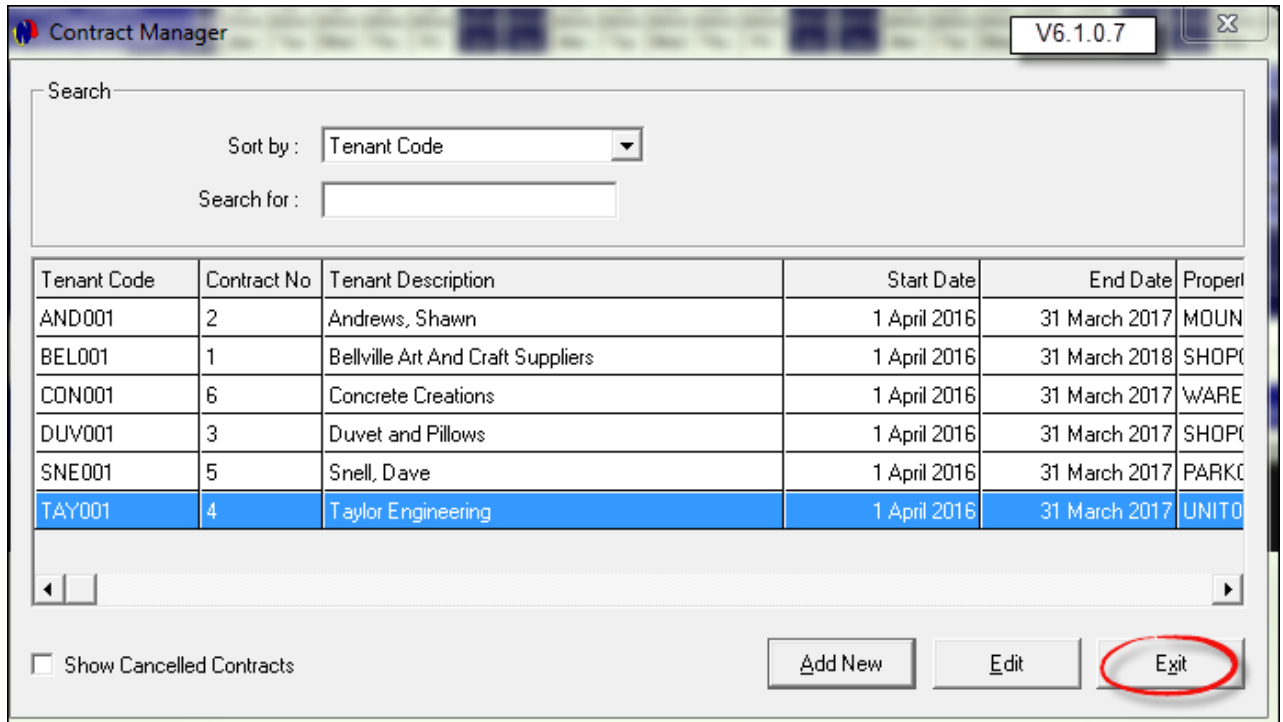
Show Cancelled Contracts

- Both Contracts now display on the Grid next to each property, as of the first of April 2016 - in the color of the "Reserved" status



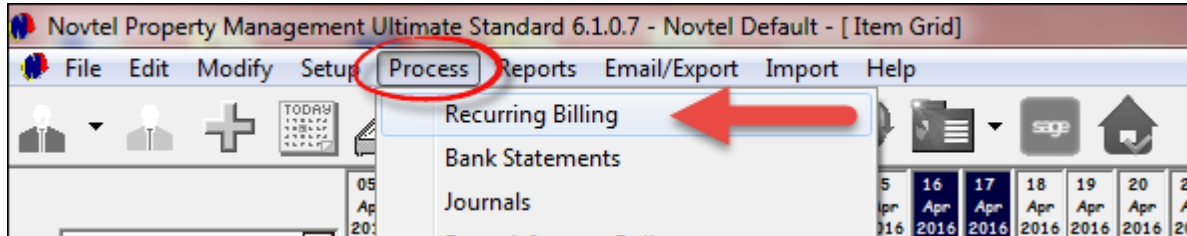
- Please note that when sub rented contracts are created on Industrial and Commercial properties where Tax is applicable, the calculation by the system is as follow:
 - On a rental amount of R10 000.00 - which already includes 10% commission and Tax -, the commission is calculated on the rental amount **excluding** Tax. Therefore, the Supplier will receive R 9 122.81, and the commission amount is R 877.19

For demonstration purposes, we have created the other Contracts in the beginning of Step 12, as well

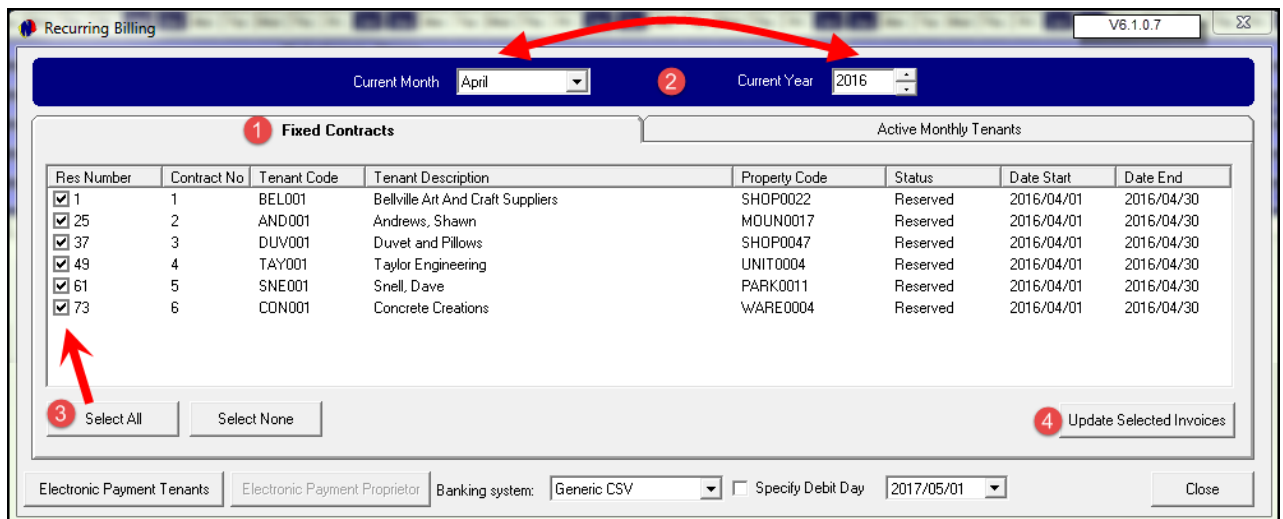


14 Step 13 - Recurring Billing

- Before the Recurring Billing procedure is performed, all open batches in Pastel must be updated. In this case, it is a new company, and no financial transactions have occurred yet. In Novtel, click on "Process - Recurring Billing"



1. Since we have only created fixed contracts, the contracts will all be displayed in this tab
2. Ensure that the correct month and year is selected
3. In order to bill all contracts simultaneously, click on "Select All"
4. Click on "Update Selected Invoices"



1. The option to "Update Customer and Supplier Invoices" must now be selected, since we need to bill the Tenants, and present the Supplier with an Invoice as well.
2. Tick the option to print a detailed Pre-Import List. This will open the report in your internet browser which can be checked for discrepancies before the actual billing is done
3. If the "Print Updated Invoices" option is selected, all invoices will be send to the default printer
4. By selecting the "E-mail Statements" option, the invoices will be send immediately upon completing the billing process - to each Customer and Supplier's respective e-mail address as set up on their Master Files.
5. Click on "Proceed"

Month End Options V6.1.0.7

Update Customer And Supplier Invoices 1

2 Print Detailed Pre-Import List
Prints a more detailed version of the Pre-Import List report.
Report Sort Order: Rental Number
Report Layout: Layout 1

3 Print Updated Invoices
Prints a list of all the customer and supplier invoices that were updated after the month end has been completed.

4 Email Statements
Mail customer/supplier statement directly after the reservation has rolled

Setup Customer Email Setup Supplier Email 5 Proceed >> Cancel

1. The Pre-Import List will be minimized to your Internet browser. FIRST check this list before continuing
2. The report first displays the Customer Invoices - 6 in total. Note that there are 2 properties where no tax is charged. Those are residential properties where tax is not applicable.
3. The Supplier Invoices are displayed beneath the Customer invoices. There are only 4 invoices to be updated, since 2 of the 6 properties belong to our company
4. Close the report when you are satisfied that all invoices will be updated correctly

Pre-Import List For April 2016
 Novtel Property Demo
 PRINTED DATE: 15 APRIL 2016 TIME: 08:17:37 AM

2 CUSTOMER INVOICES

RENTAL	CONTRACT	TENANT	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
1	1	BEL001 - Belville Art And Craft Suppliers	SHOP0022	5 263.16	736.84	6 000.00
25	2	AND001 - Andrews, Shawn	MOUN0017	5 000.00	0.00	5 000.00
37	3	DUV001 - Duvet and Pillows	SHOP0047	8 771.93	1 228.07	10 000.00
49	4	TAY001 - Taylor Engineering	UNIT0004	8 771.93	1 228.07	10 000.00
61	5	SNE001 - Snell, Dave	PARK0011	9 000.00	0.00	9 000.00
73	6	CON001 - Concrete Creations	WARE0004	8 771.93	1 228.07	10 000.00
TOTALS				45 578.95	4 421.05	50 000.00

NUMBER OF INVOICES TO BE UPDATED - 6

3 SUPPLIER INVOICES

SUB-RENTAL	CONTRACT	SUPPLIER	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
1	2	BLA001 - Black, Vernon	MOUN0017	4 500.00	0.00	4 500.00
13	3	BLA001 - Black, Vernon	SHOP0047	8 002.46	1 120.35	9 122.81
25	4	MAR001 - Marshall, Ken	UNIT0004	8 002.46	1 120.34	9 122.81
37	5	ESP001 - Espin, Jake	PARK0011	8 210.53	0.00	8 210.53
TOTALS				28 715.45	2 240.69	30 956.14

NUMBER OF SUPPLIER INVOICES TO BE UPDATED - 4

Now click "Yes" to execute the recurring billing for both Customer and Supplier Invoices

Recurring Billing

Current Month: April | Current Year: 2016

Fixed Contracts

Res Number	Contract No	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 1	1	BEL001	Belville Art And Craft Suppliers	SHOP0022	Reserved	2016/04/01	2016/04/30
<input checked="" type="checkbox"/> 25	2	AND001	Andrews, Shawn	MOUN0017	Reserved	2016/04/01	2016/04/30
<input checked="" type="checkbox"/> 37	3	DUV001	Duvet and Pillows	SHOP0047	Reserved	2016/04/01	2016/04/30
<input checked="" type="checkbox"/> 49	4	TAY001				2016/04/01	2016/04/30
<input checked="" type="checkbox"/> 61	5	SNE001				2016/04/01	2016/04/30
<input checked="" type="checkbox"/> 73	6	CON001				2016/04/01	2016/04/30

Novtel Property Management

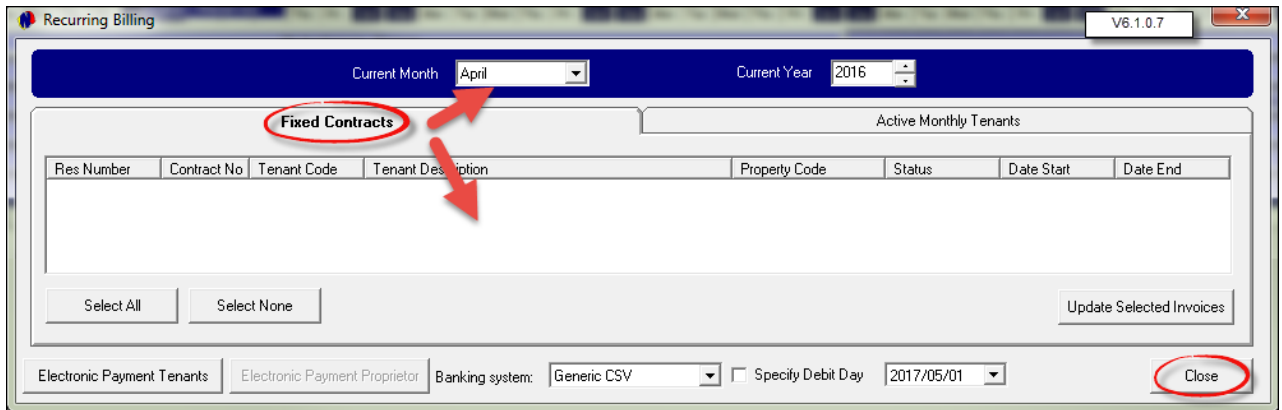
You are about to execute the recurring billing for both Customer and Supplier Invoices. Are you sure you wish to continue?

Yes No

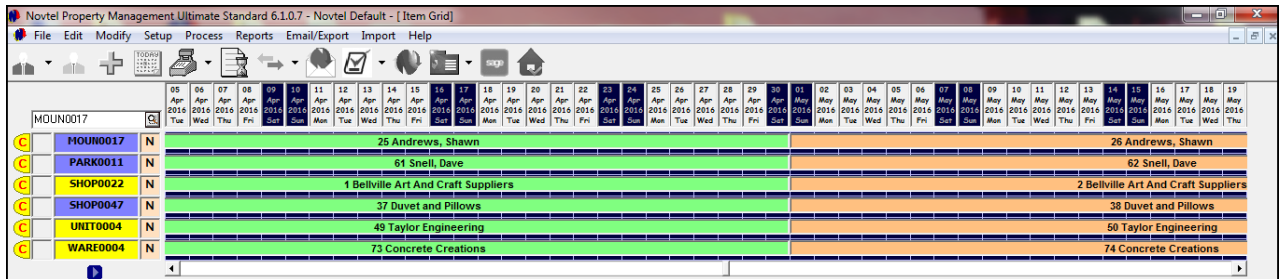
Select All | Select None | Update Selected Invoices

Electronic Payment Tenants | Electronic Payment Proprietor | Banking system: Generic CSV | Specify Debit Day: 2017/05/01 | Close

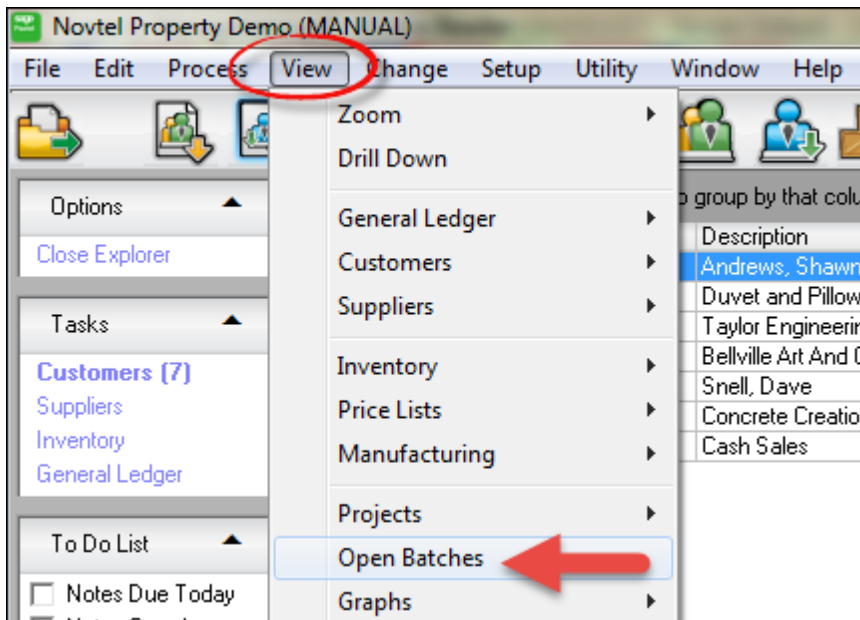
The "Fixed Contracts" tab for April 2016 has now been cleared. Click Close to exit the window



Returning to the Grid, the status color for April has changed to light green - the color of the "Invoiced" status - and the color of the contracts for the month of May has turned orange - the color of the "Current" status

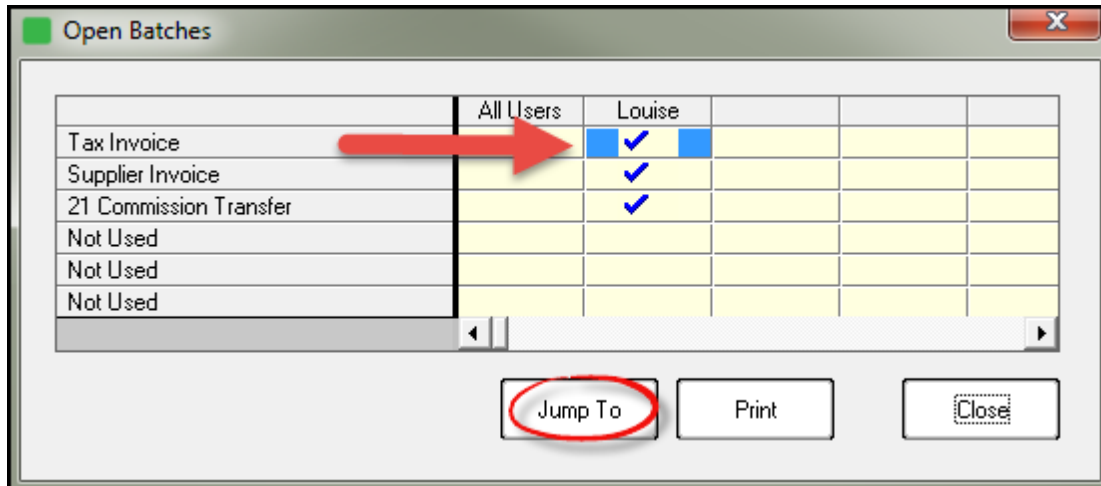


Proceed to Pastel in order to view the effect the Recurring Billing had on Pastel. Click on "View - Open Batches"

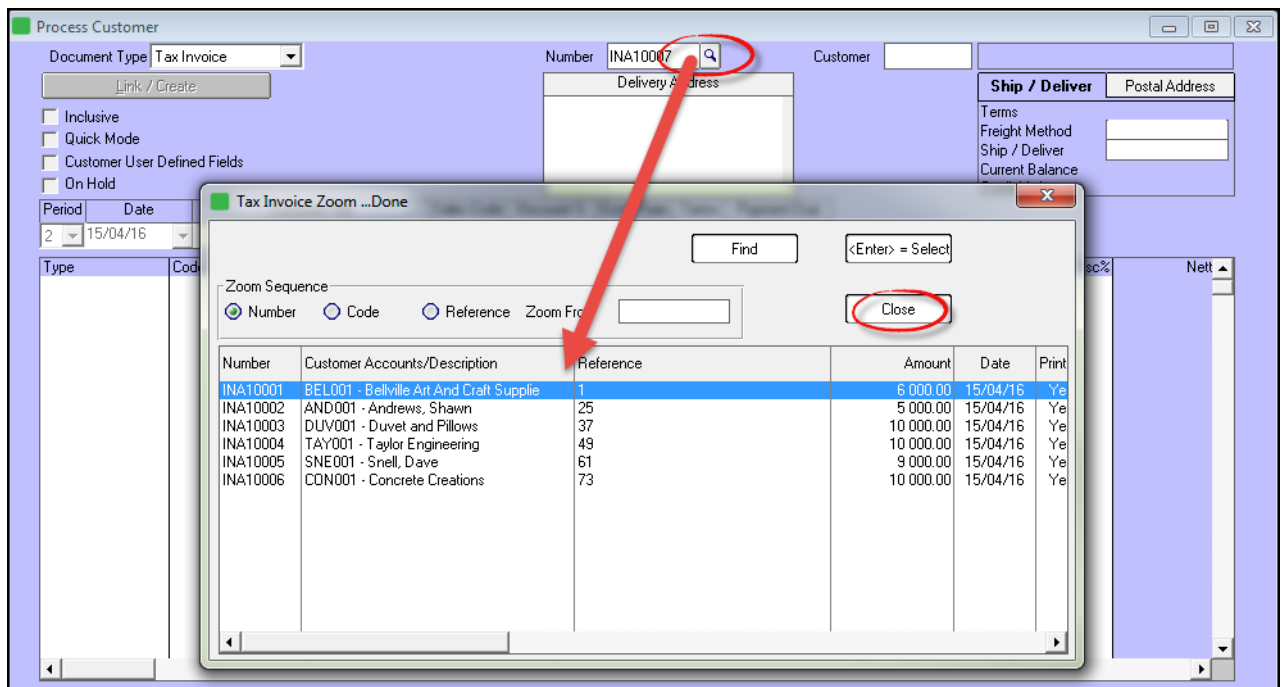


- There are now 3 affected batches:
 - Tax Invoice
 - Supplier Invoice
 - Commission Transfer

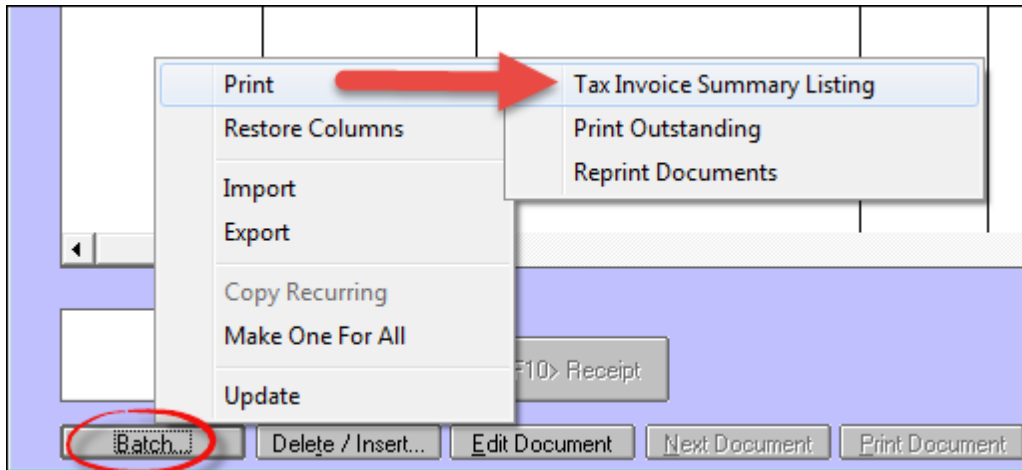
Click on the check-mark beneath the Pastel User in the Tax Invoice line, and then on "Jump To"



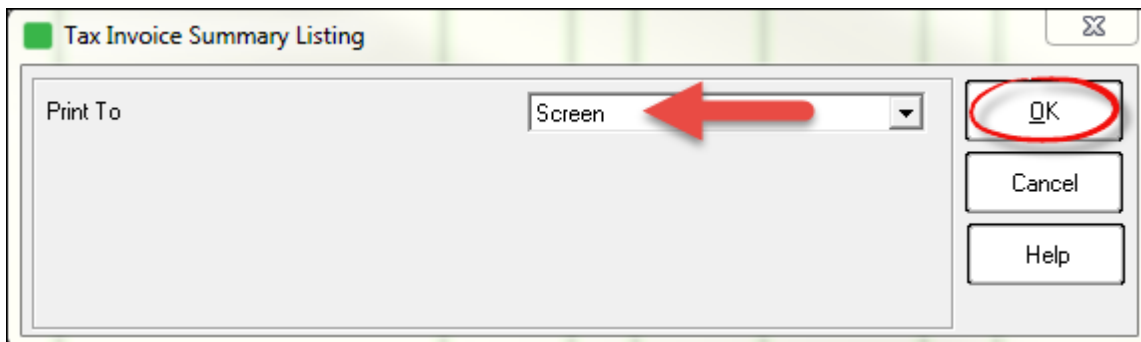
When the search option next to "Number" is clicked, all Customer Invoices created in Novtel, can be viewed in Pastel as well. Click on "Close"



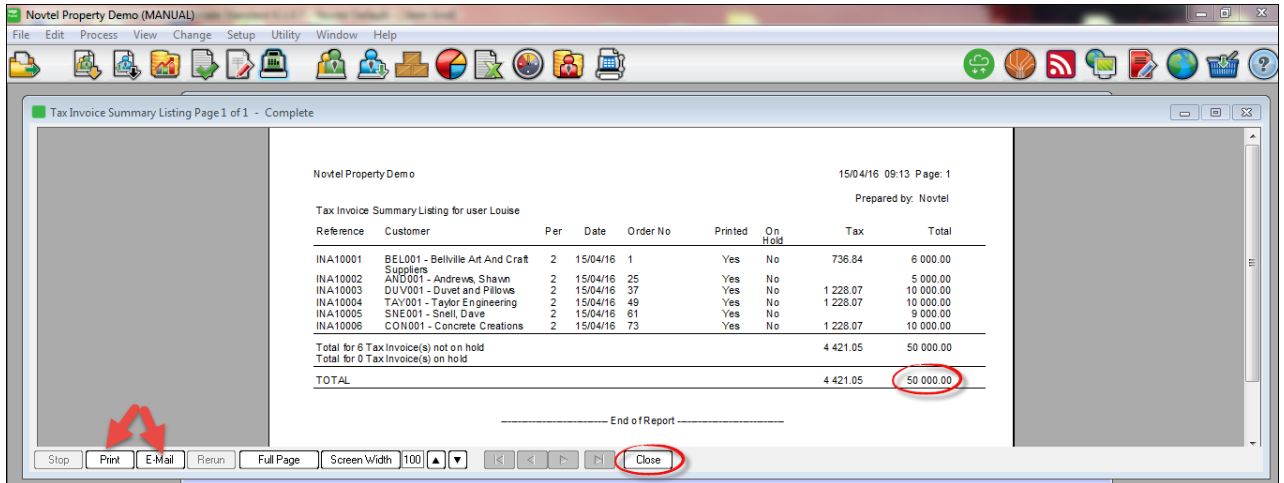
In order to print a report for audit purposes, click on "Batch - Print - Tax Invoice Summary Listing"



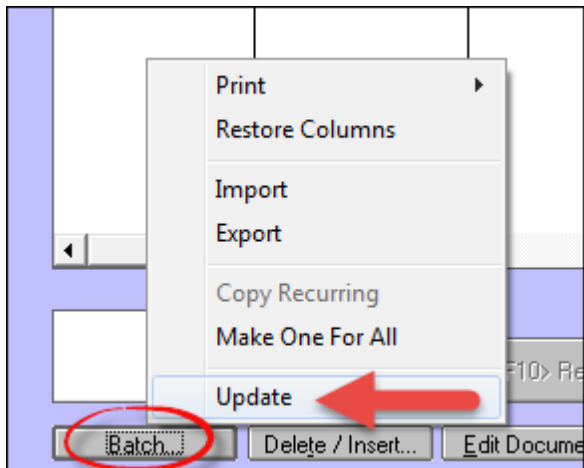
Click "OK" in order to print the report to the screen



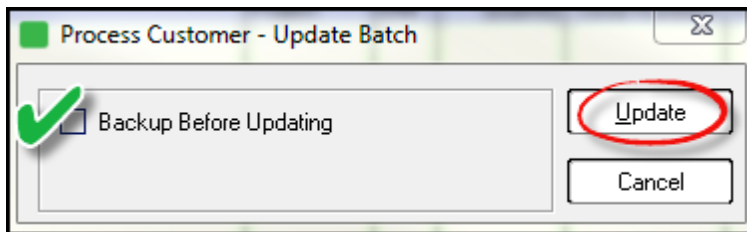
This amount for Customer Invoices on this report corresponds with the amount on the Novtel Pre-import list. The report can now be printed or e-mailed directly from this screen. Click "Close" to exit the report



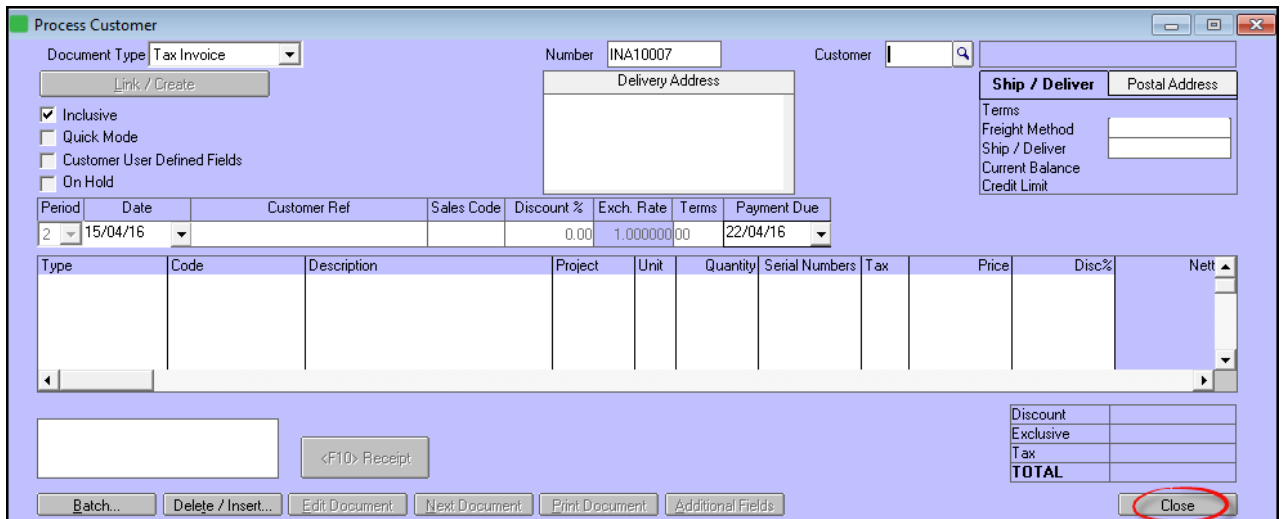
Click on "**Batch**" again, and select "**Update**"



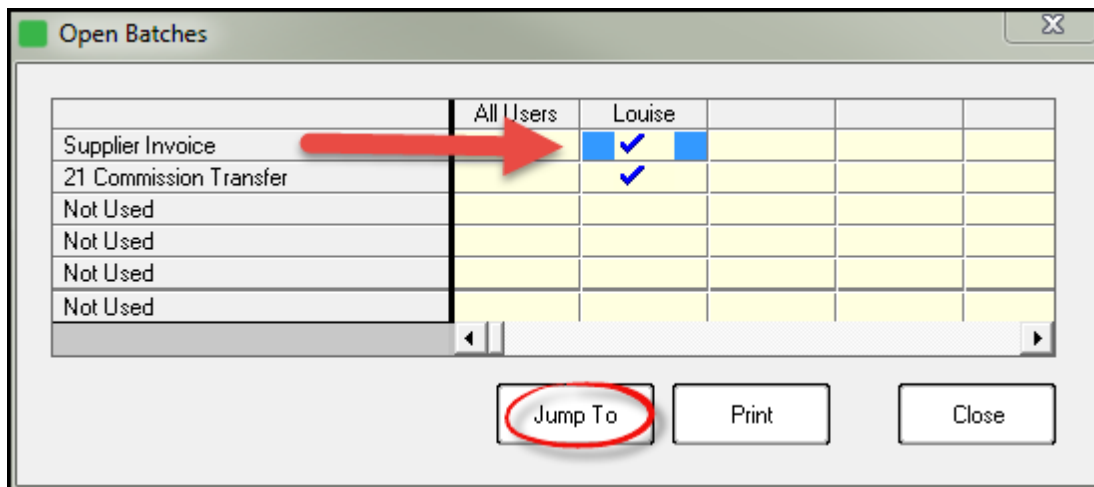
You will have the option to "**Backup Before Updating**". We recommend that a backup is made, and then click on "**Update**"



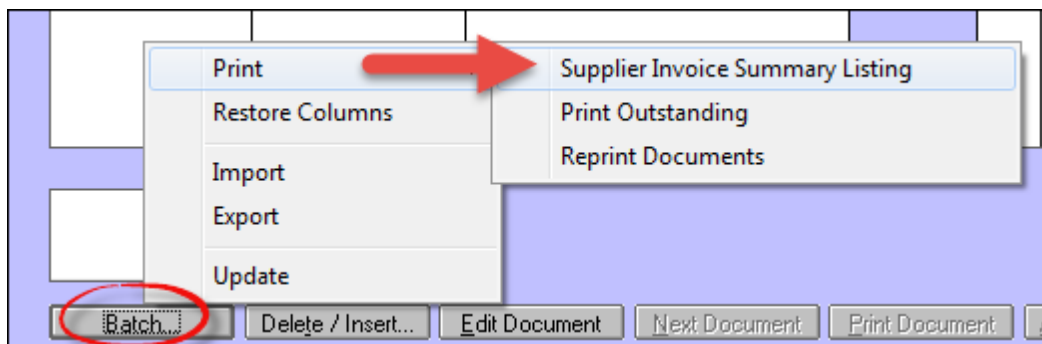
Click on "Close" to exit the window



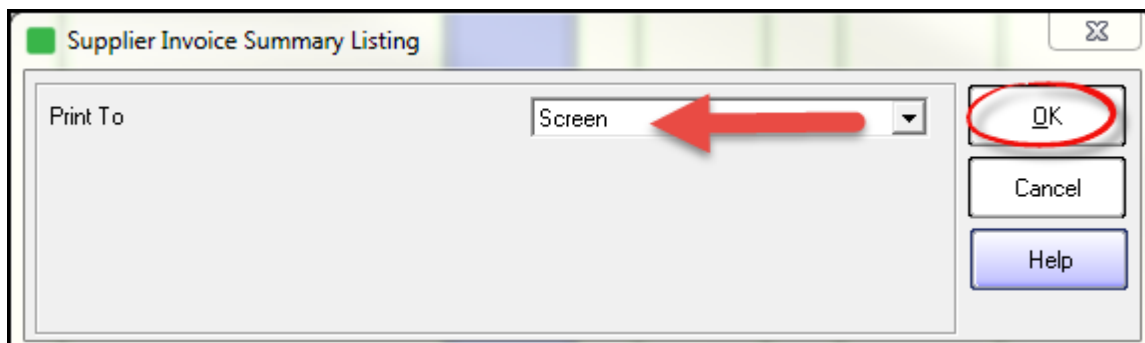
Click on the check-mark in the "Supplier Invoice" line, and then on "Jump To"



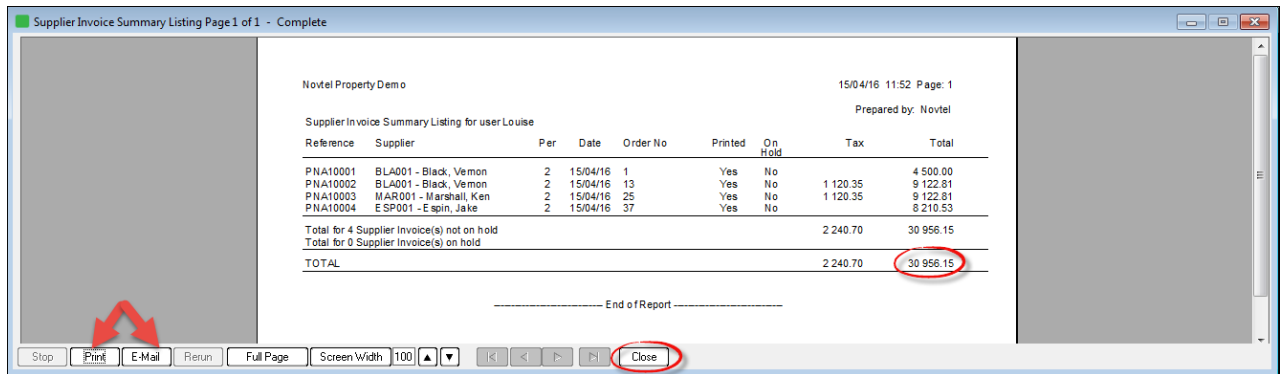
Click on "Batch - Print - Supplier Invoice Summary Listing"



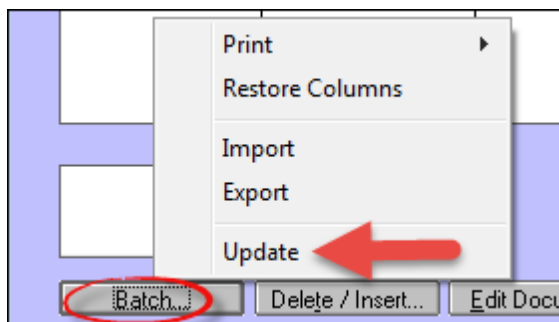
Once again, click "OK" to print the report to the screen



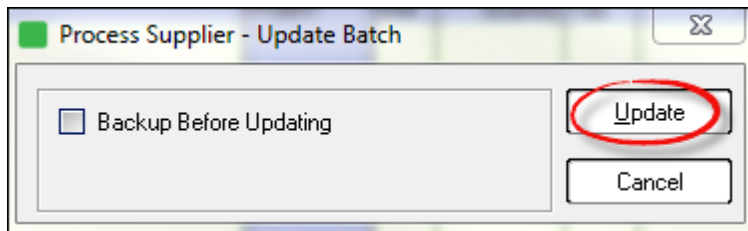
The report can now also be printed or e-mailed from this screen. The Pastel total amount for the Supplier Invoices corresponds with the amount posted in Novtel. Now click "Close" to exit the report



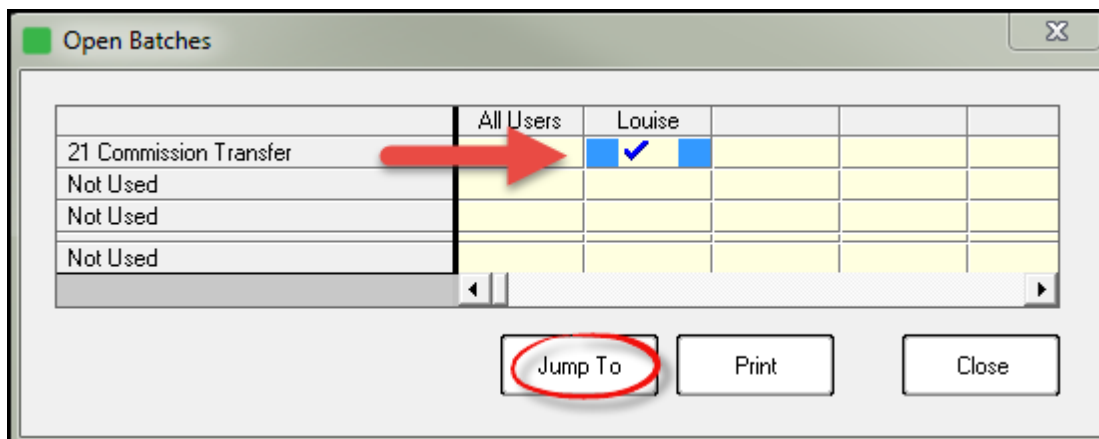
Click on "Batch" and then on Update"



.... and "Update" again



And finally, "Jump To" the last open batch



Click on "Update"

The 'Process Journals' window shows a table with the following data:

	Per	Date	GCS	Account	Reference	Description	Tax	Exclusive
1	02	15/04/16	G	2600/000	NCT00025	Property: MOUN0017, Supp	00	500.00
2	02	15/04/16	G	2600/000	NCT00037	Property: SHOP0047, Suppli	00	877.19
3	02	15/04/16	G	5300/000	NCT00049	Property: UNIT0004, Supplie	00	877.19
4	02	15/04/16	G	5300/000	NCT00061	Property: PARK0011, Suppli	00	789.47

Buttons at the bottom include: Delete <Ctrl-D>, Insert <Ctrl>, Match <F3>, Inc / Exc <FB>, Preview..., Print..., **Update...** (circled in red), Batch..., and Settings... The status bar shows 'NCT00025=500.00D' and 'Commission Expense Account'.

Click on "Update this Journal Batch"

The dropdown menu for the 'Update...' button contains two options: 'Update this Journal Batch' (highlighted with a red arrow) and 'Update all Journal Batches'.

And close the window

The window title bar shows standard window controls (minimize, maximize, close) and a 'Close' button circled in red. Below the title bar, a table is partially visible:

Inclusive	DC	Project	Contra Account
	D		0000/000

There are now no more open batches in Pastel

The 'Open Batches' window displays a table with columns for 'All Users' and 'Louise'. The 'Louise' column has a blue highlight. The 'Close' button at the bottom right is circled in red.

	All Users	Louise			
Not Used					
Not Used					
Not Used					
Not Used					

Buttons at the bottom include: Jump To, Print, and **Close** (circled in red).

15 Step 14 - Viewing Documents from the Grid

- The following standard documents can be viewed directly from the Grid
 - Quotation
 - Invoice
 - Supplier Monthly Report
 - Customer Statement
 - Deposit Statement

In order to view the Invoice for Taylor Engineering, right-click on the reservation; move the mouse across Documents, and click on Invoice

The screenshot displays the Novtel Property Management software interface. At the top, there is a menu bar with options: File, Edit, Modify, Setup, Process, Reports, Email/Export, Import, Help. Below the menu bar is a toolbar with various icons. The main area shows a calendar grid for April 2016, with the 16th of April highlighted. Below the calendar is a list of reservations. The reservation for '49 Taylor Engineering' is selected, and a context menu is open over it. The menu items are: View Details <F5>, Edit Contract, Restaurant and Diet, Documents, Unupdate, and Give Notice. The 'Documents' option is expanded, showing a sub-menu with: Quote <Ctrl+Q>, Invoice <Ctrl+I>, MS Word Documents, Supplier Monthly Report, Customer Statement, and Deposit Statement. A red arrow points to the 'Invoice <Ctrl+I>' option. The reservation details for '49 Taylor Engineering' are visible in a pop-up window, including the rental number, address, and contact information.

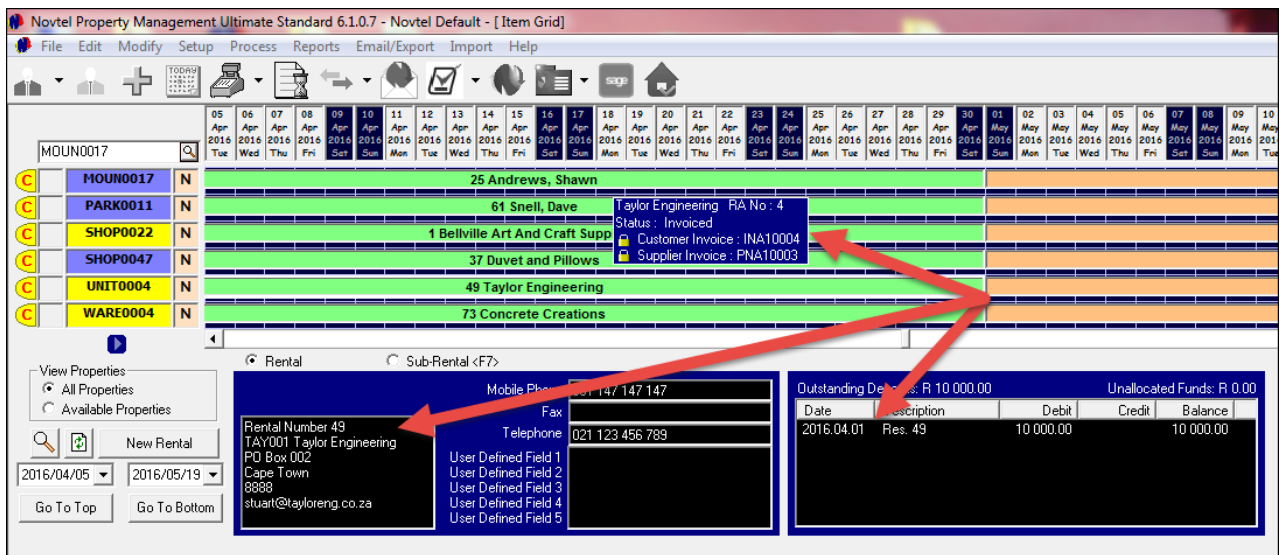
The invoice will be displayed according to the selected layout in "Setup - Documents". For information purposes, this is the format for Logo Layout 2.

NOVEL PROPERTY DEMO OFFICE PARK UNIT 30 DIAZ BOULEVARD MOSSEL BAY	TEL : 0881 66 88 35 FAX : TAX REG NO. 123456789	TAX INVOICE <div style="border: 1px dashed black; padding: 10px; text-align: center;">  </div>
Taylor Engineering PO Box 002 Cape Town 8888	INVOICE NUMBER: INA10004 BOOKING NUMBER: 49 Date In: 2016/04/01 Date Out: 2016/04/30	

Property	Description	Days	Person\Q	Tax	Incl Price
UNIT0004	Unit 4, Sunset Cres (Rental)	1	1	1228.07	10000.00

Total Tax	1228.07
Total Excl Tax	8771.93
Total Incl Tax	10000.00
TOTAL DUE:	10000.00

When the mouse is moved across a reservation, the "Status" of the reservation is displayed, as well as the Customer Invoice Number and Supplier Invoice Number. The details pertaining to the reservation also displays in the blue and black block beneath the Grid.



The screenshot shows the Novtel Property Management software interface. At the top, there is a menu bar (File, Edit, Modify, Setup, Process, Reports, Email/Export, Import, Help) and a toolbar with various icons. Below the toolbar is a calendar grid for the month of April 2016. The main area displays a grid of reservations. The reservation for 'UNIT0004' is highlighted in blue. A tooltip is visible over this reservation, displaying the following information:

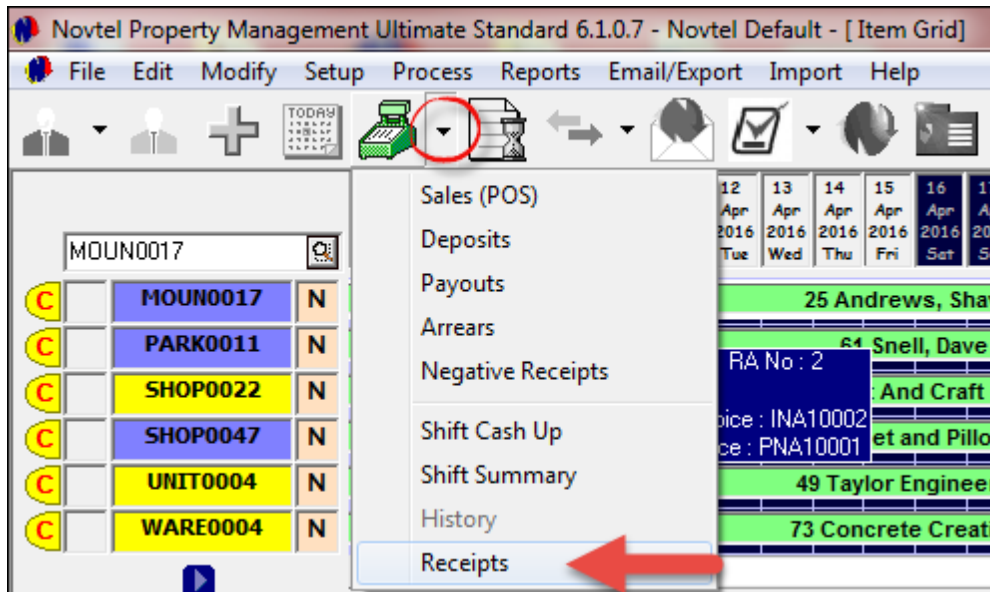
- Property: UNIT0004
- Description: 49 Taylor Engineering
- Status: Invoiced
- Customer Invoice: INA10004
- Supplier Invoice: PNA10003

Below the grid, there are two detailed view panels. The left panel shows rental details for 'Rental Number 49', including the property name 'TAY001 Taylor Engineering', address 'PO Box 002, Cape Town, 8888', and contact information 'stuart@tayloreng.co.za'. The right panel shows financial details, including 'Outstanding Debt: R 10 000.00' and 'Unallocated Funds: R 0.00'. A table below this shows the invoice details:

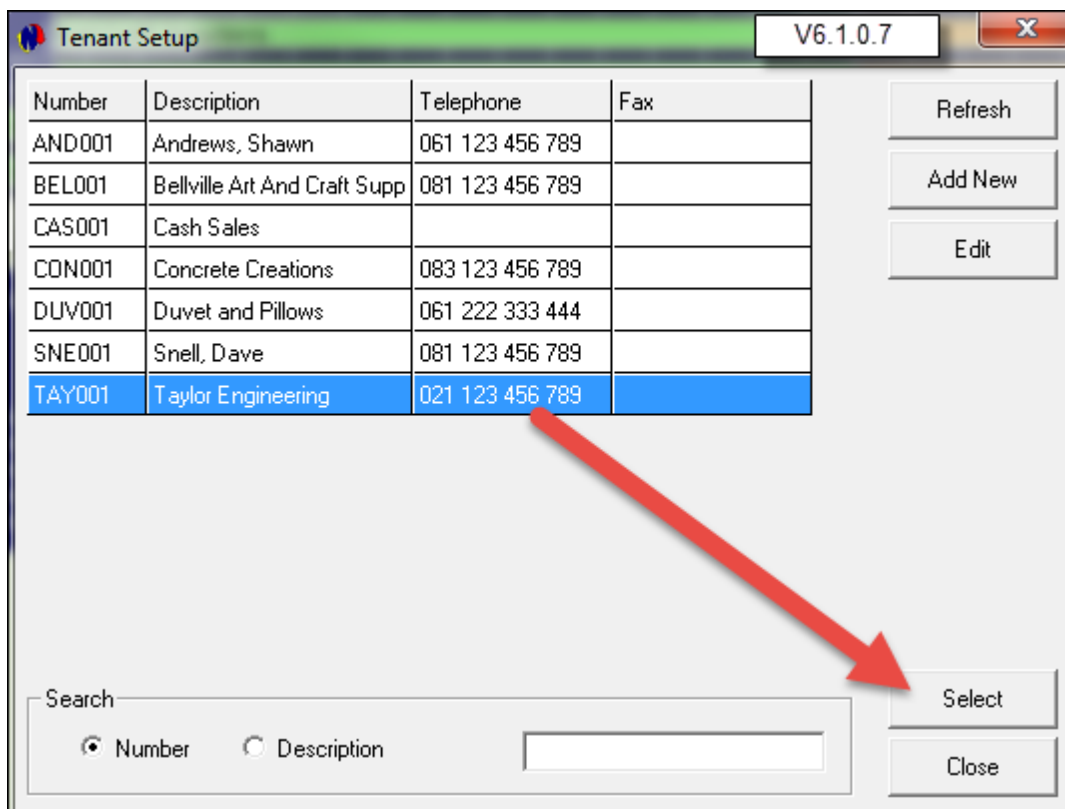
Date	Description	Debit	Credit	Balance
2016.04.01	Res. 49	10 000.00		10 000.00

16 Step 15 - How to Receive Payments

Deposits and Reservation payments are received in exactly the same manner. Click on the arrow next to the POS Icon, and select "Receipts"



- We will now use Taylor Engineering for demonstration purposes - by selecting their account from the list



1. The "Balance in Pastel" is R 10 000.00, since the recurring billing occurred and the batch was updated to Pastel
2. Note that there is an outstanding balance of R10 000.00 in both the Account Payments, as well as the Deposit Payments fields. This is due to the fact that we have raised a deposit on the contract, but not yet received the amount into the system. Likewise, the first month's rent has been invoiced, and the amount is outstanding on the Tenant's account.

Tenant Receipts

Tenant: TAY001 Taylor Engineering

Balance In Pastel: 10000.00

Receipt Total: Auto-Allocate

Unallocated Amount: 0.00

Account Payments Outstanding Total: 10000.00

Description	Outstanding Amount	Allocated Amount
Rental 49 - Unit 4, Sunset Cres (2016/04/01 to 2016/04/31)	10000.00	0.00

Deposit Payments Outstanding Total: 10000.00

Description	Outstanding Amount	Allocated Amount
Contract 4 - Unit 4, Sunset Cres (2016/04/01 to 2017/03/31)	10000.00	0.00

Payment Date: 2016/04/18

V6.1.0.7

Outstanding Total: 20000.00

- Taylor Engineering made a payment of R20 000.00 for the combined totals of the rent and the deposit. We will now capture the payment as follows:
 1. Enter the Receipt Total at the top of the screen, and click on "Auto Allocate"
 2. This action will now clear the Outstanding Totals for both the Account Payments and Deposit Payments fields
 3. The allocated amounts now display in the like-named columns of each of the fields
 4. The full amount is indicated as the allocated amount
 5. Enter the date on which the actual payment was received; the Payment Type and the Payment Reference
 6. Click Accept to finalize the payment

Tenant Receipts

Tenant: TAY001 Taylor Engineering
 Balance In Pastel: 10000.00 View Statement

Receipt Total: 20000.00 Auto-Allocate
 Unallocated Amount: 0.00

Account Payments Outstanding Total: 0.00

Description	Outstanding Amount	Allocated Amount
Rental 49 - Unit 4, Sunset Cres (2016/04/01 to 2016/04/30)	0.00	10000.00

Deposit Payments Outstanding Total: 0.00

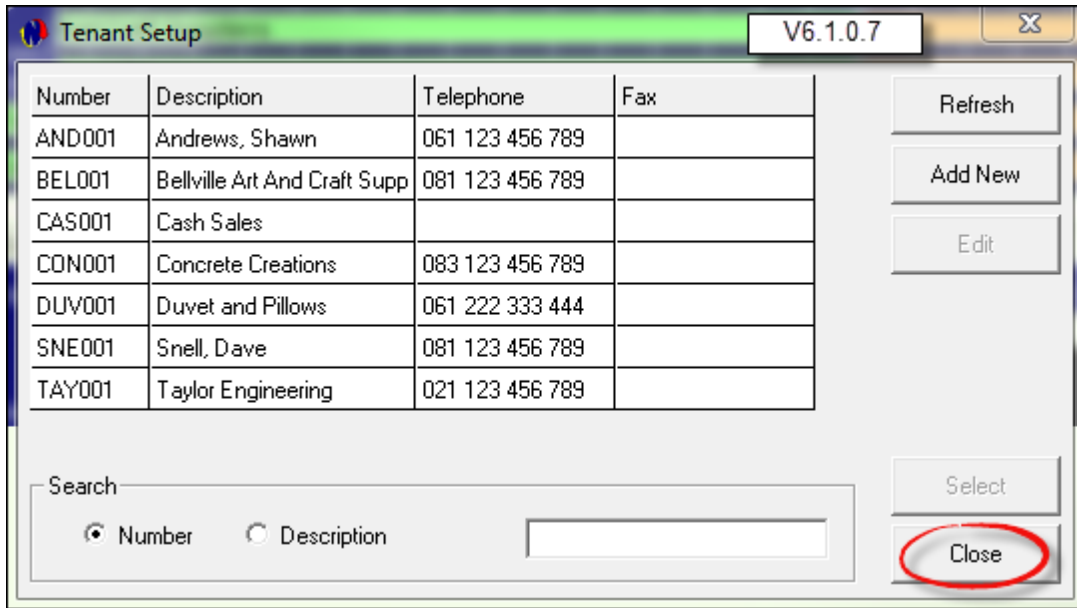
Description	Outstanding Amount	Allocated Amount
Contract 4 - Unit 4, Sunset Cres (2016/04/01 to 2017/03/31)	0.00	10000.00

Payment Date: 2016/04/01
 Payment Type: Direct Transfer
 Reference: TAY001

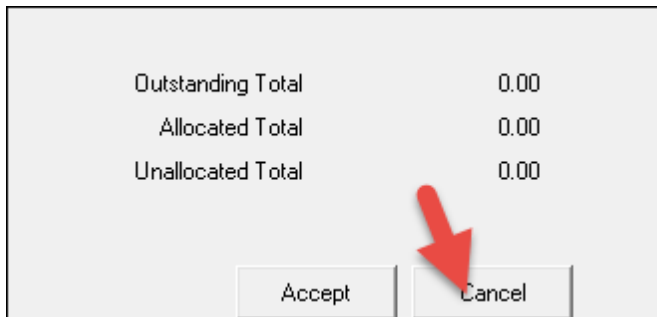
Outstanding Total: 0.00
 Allocated Total: 20000.00
 Unallocated Total: 0.00

V6.1.0.7 Accept Cancel

Immediately the next Tenant account can be selected to capture a payment. Alternatively, click Close

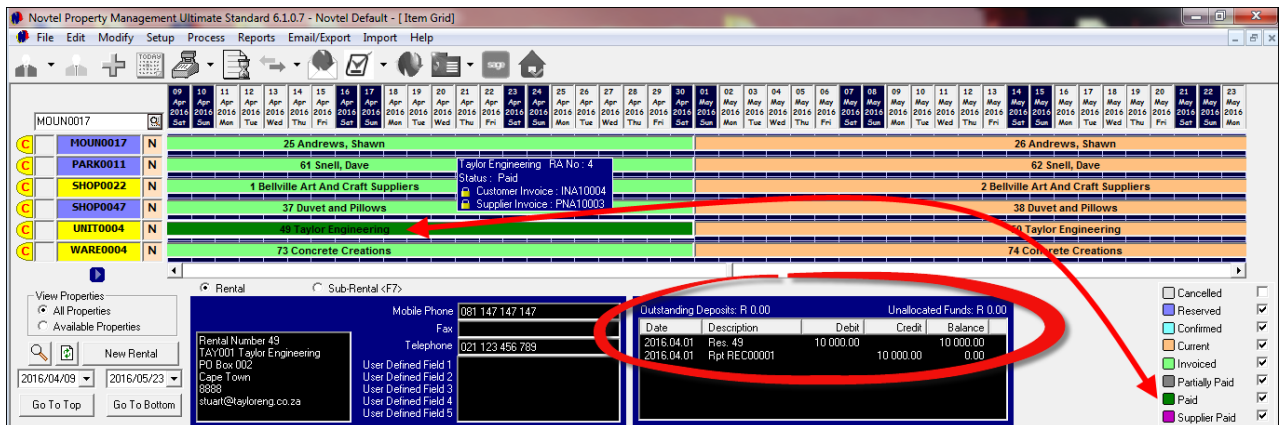


....And click Cancel to exit the Tenant Receipts window



The status has changed to "Paid", and the color of the reservation also changed to dark green - the color of the Paid status

In the blue and black block, the system indicates that there are no Outstanding Deposits, and no unallocated funds. There is also a credit on this account as a result of the deposit payment of R10 000.00

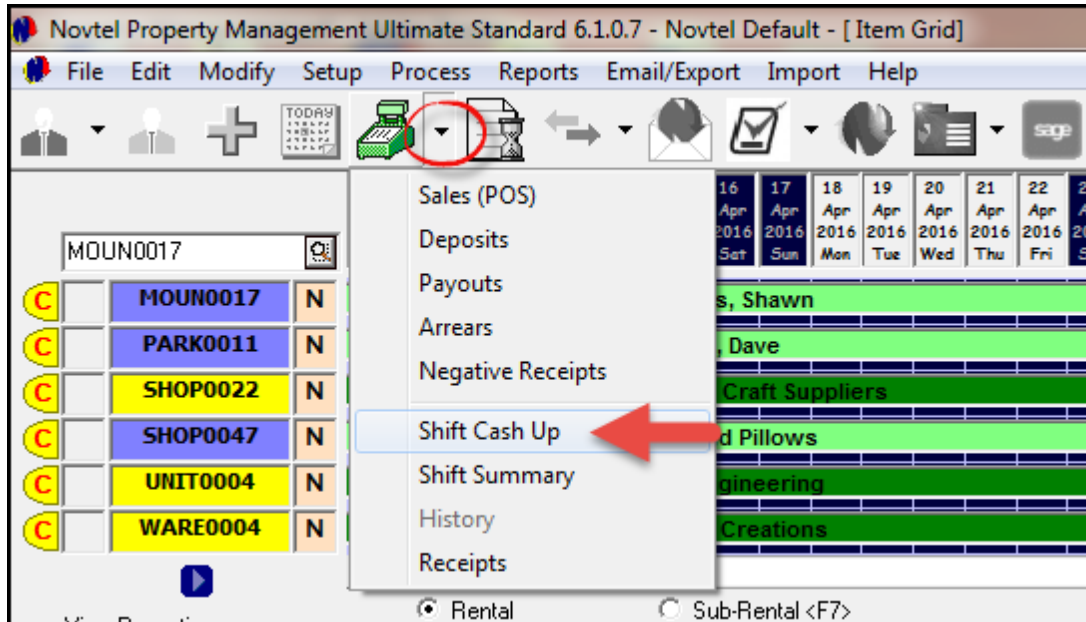


Now "receive" the amounts of:

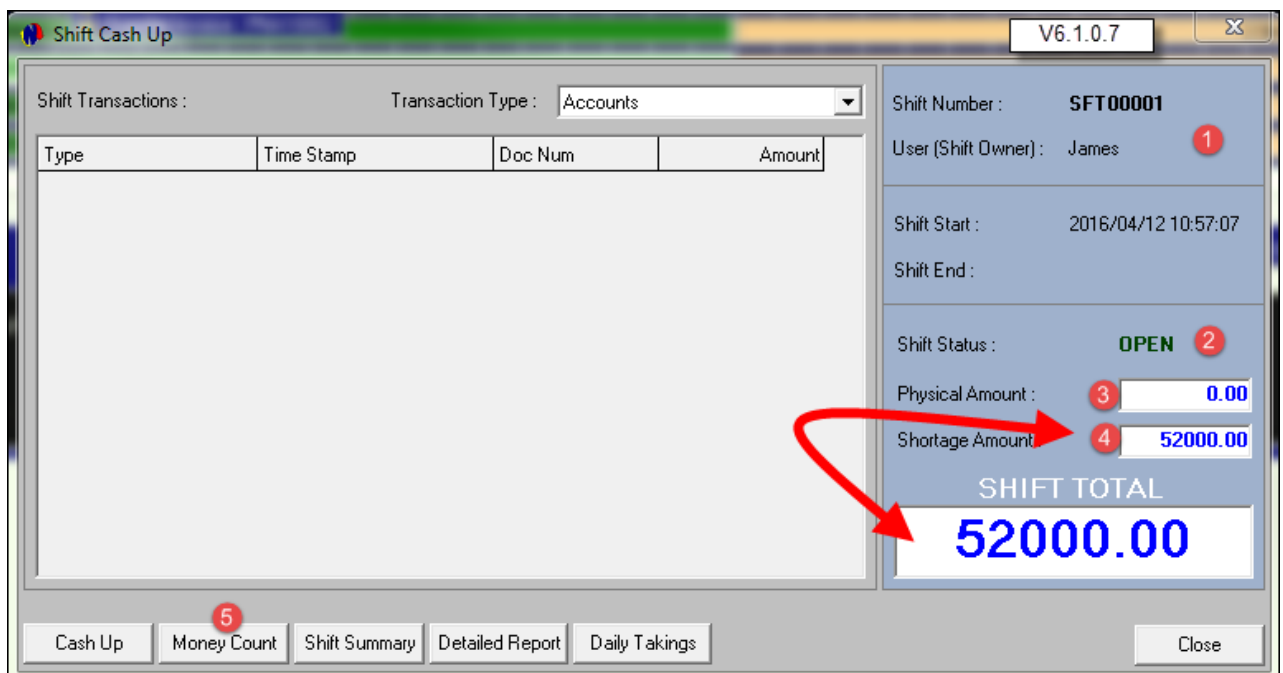
- R 12 000.00 in Cash for Bellville Art and Craft Suppliers
- R 20 000.00 Credit Card Payment for Concrete Creations

17 Step 16 - The Shift Cashup Procedure

- The Shift Cashup procedure is done in 2 parts. The first part is done by the User on duty, and the second part by the Cashup Supervisor. This process will then send the data through to Pastel.
- Click on the arrow next to the POS icon, and select "Shift Cash Up"



1. The Shift Number and the User for this shift is displayed at the top right hand side of the Shift Cash up window
2. The Shift Status is open at present
3. For now, the "Physical Amount" is zero, since the money count has not been performed yet
4. Therefore, the shortage amount will be displayed as the full shift total amount
5. Click on "Money Count"



In the money count window, the number of notes and coins are entered in the fields next to the applicable values. The system will automatically calculate the combined amount. At this stage - after capturing the cash amount - there is a shortage amount of R39 600.00.

Money Count V6.1.0.7

R	c		
200.00	0.50	Cash :	12400.00
100.00	0.20	Cheque :	0.00
50.00	0.10	Credit Card :	0.00
20.00	0.05	Bank Transfer :	0.00
10.00	0.02	Vouchers :	0.00
5.00	0.01	Other :	0.00
2.00		Total :	12400.00
1.00		- Float :	0.00
		Physical :	12400.00
		Shortage :	39600.00
		Shift Total :	52000.00

Comments :

Report Accept Cancel

When the Credit Card payment of R20 000.00 is entered, the "Shortage" amount changes to R19 600.00

Money Count V6.1.0.7

R	c		
200.00	0.50	Cash :	12400.00
100.00	0.20	Cheque :	0.00
50.00	0.10	Credit Card :	20000.00
20.00	0.05	Bank Transfer :	0.00
10.00	0.02	Vouchers :	0.00
5.00	0.01	Other :	0.00
2.00		Total :	32400.00
1.00		- Float :	0.00
		Physical :	32400.00
		Shortage :	19600.00

Comments :

- The Bank Transfer amount of R20 000.00 is now entered in the like named field. Now a **Surplus** amount of R400.00 is displayed

The screenshot shows the 'Money Count' dialog box with the following data:

R		c			
200.00	40	0.50	0	Cash :	12400.00
100.00	27	0.20	0	Cheque :	0.00
50.00	22	0.10	0	Credit Card :	20000.00
20.00	15	0.05	0	Bank Transfer :	20000.00
10.00	20	0.02	0	Vouchers :	0.00
5.00	20	0.01	0	Other :	0.00
2.00	0			Total :	52400.00
1.00	0			- Float :	0.00
				Physical :	52400.00
				Surplus :	400.00

Comments :

- Our company carries a Float amount of R400.00, and when this amount is entered in the corresponding field, the amount next to "Surplus" is now zero and the cash up balances
- Click on "Accept"

The screenshot shows the 'Money Count' dialog box with the following data:

R		c			
200.00	40	0.50	0	Cash :	12400.00
100.00	27	0.20	0	Cheque :	0.00
50.00	22	0.10	0	Credit Card :	20000.00
20.00	15	0.05	0	Bank Transfer :	20000.00
10.00	20	0.02	0	Vouchers :	0.00
5.00	20	0.01	0	Other :	0.00
2.00	0			Total :	52400.00
1.00	0			- Float :	400.00
				Physical :	52000.00
				Surplus :	0.00
				Shift Total :	52000.00

Comments :

Buttons: Report, **Accept**, Cancel

1. The Shift status is still "Open"
2. Note that the "Physical Amount" now displays as R52 000.00, and corresponds with the Shift Total amount
3. The "Shortage Amount" has changed to zero
4. There are different reports to be printed - pertaining to this shift - before the cashup is finalized. After printing those reports, click on Cash Up

The screenshot shows the 'Shift Cash Up' window with the following details:

- Transaction Type: Accounts
- Shift Number: SFT00001
- User (Shift Owner): James
- Shift Start: 2016/04/12 10:57:07
- Shift End:
- Shift Status: **1 OPEN**
- Physical Amount: **2 52000.00**
- Shortage Amount: **3 0.00**
- SHIFT TOTAL: **52000.00**
- Buttons: Cash Up (highlighted with a red circle and arrow), Money Count, Shift Summary, Detailed Report, Daily Takings, Close

The Shift Status is now "Closed". Click "Close" to exit the window

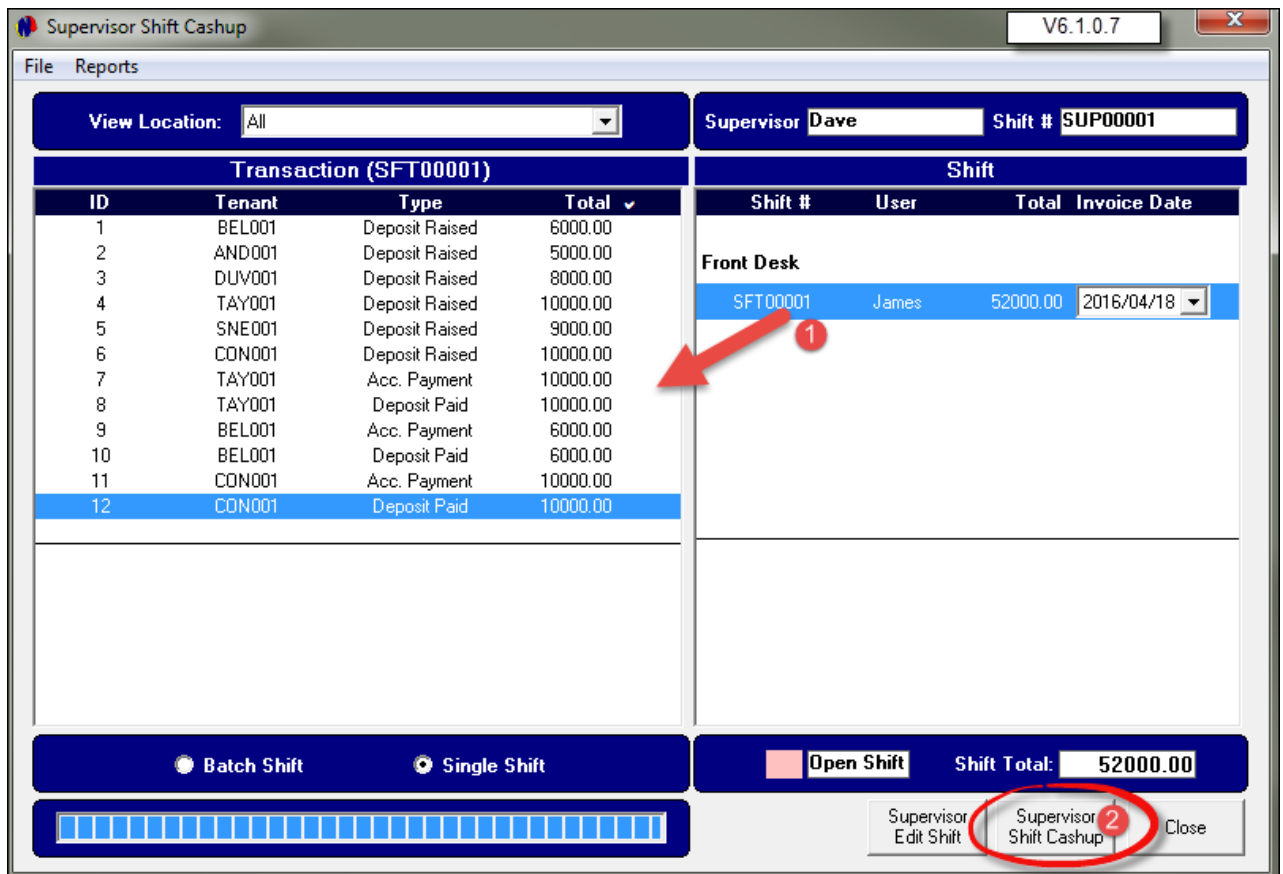
The screenshot shows the 'Shift Cash Up' window with the following details:

- Transaction Type: Accounts
- Shift Number: SFT00001
- User (Shift Owner): James
- Shift Start: 2016/04/12 10:57:07
- Shift End: 2016/04/18 10:53:18
- Shift Status: **CLOSED** (circled in red)
- Physical Amount: **52000.00**
- Shortage Amount: **0.00**
- SHIFT TOTAL: **52000.00**
- Buttons: Cash Up, Money Count, Shift Summary, Detailed Report, Daily Takings, **Close** (circled in red)

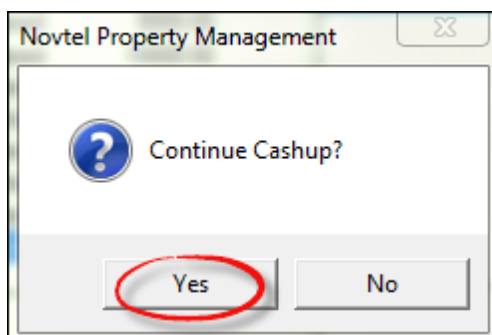
The Supervisor now needs to log into the system, using his Supervisor Cashup password



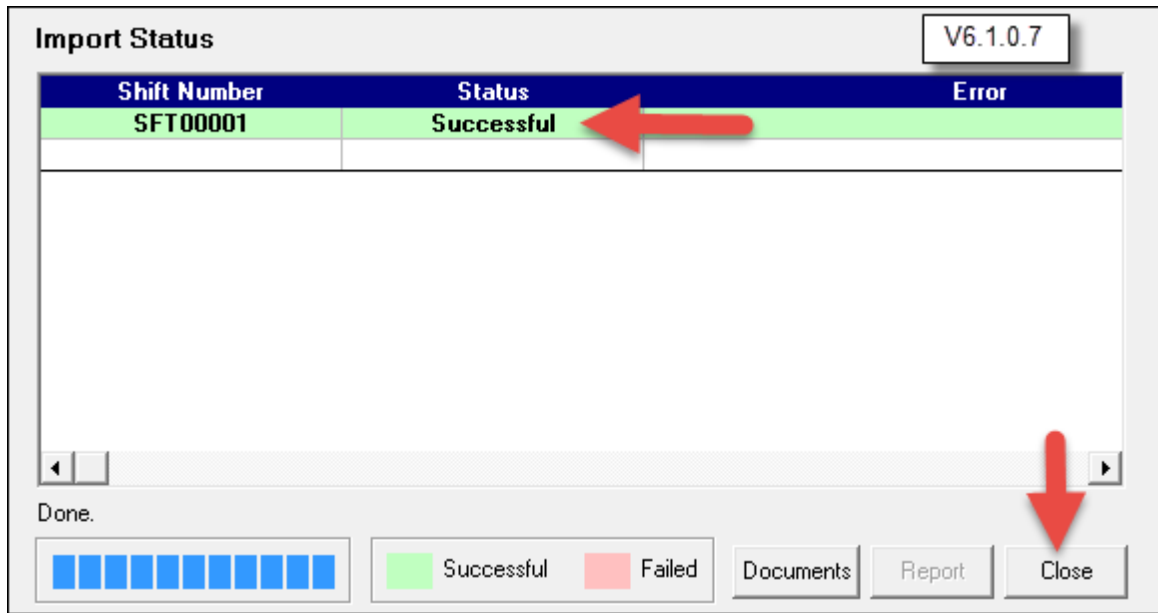
1. Click on the User's shift to be processed. All transactions linked to this User will be displayed in the left-hand side of the window
2. Click on "Supervisor Shift Cashup"



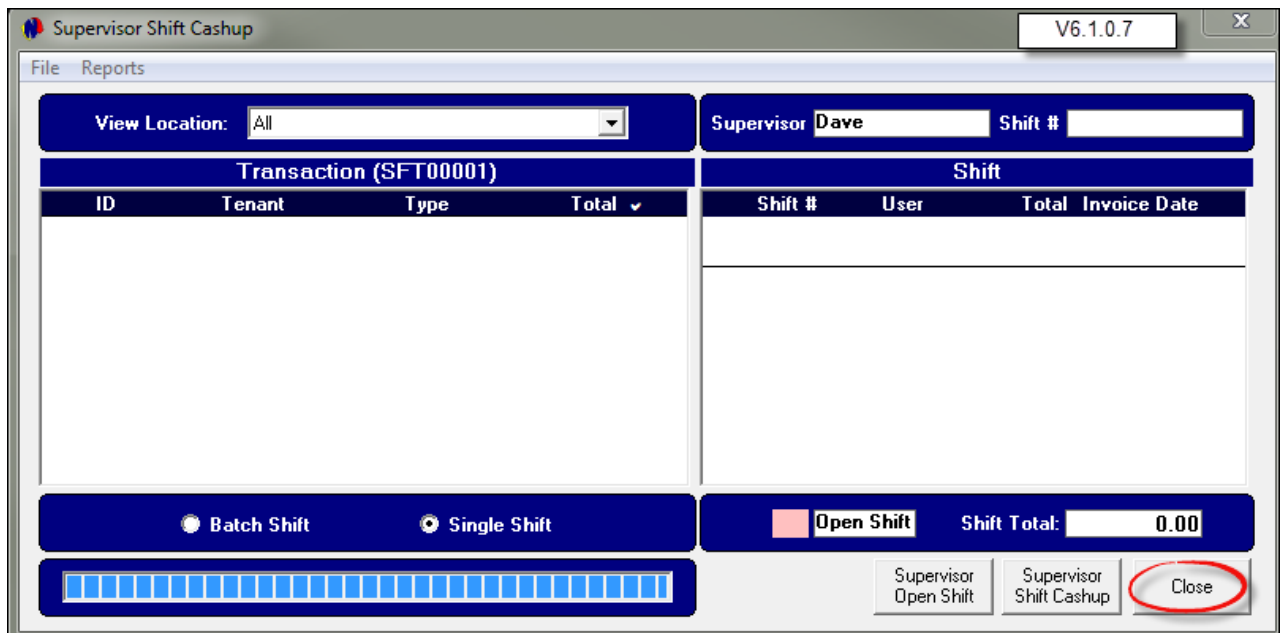
Click "Yes" to continue with the cashup process



The data has been imported to Pastel successfully. Click Close



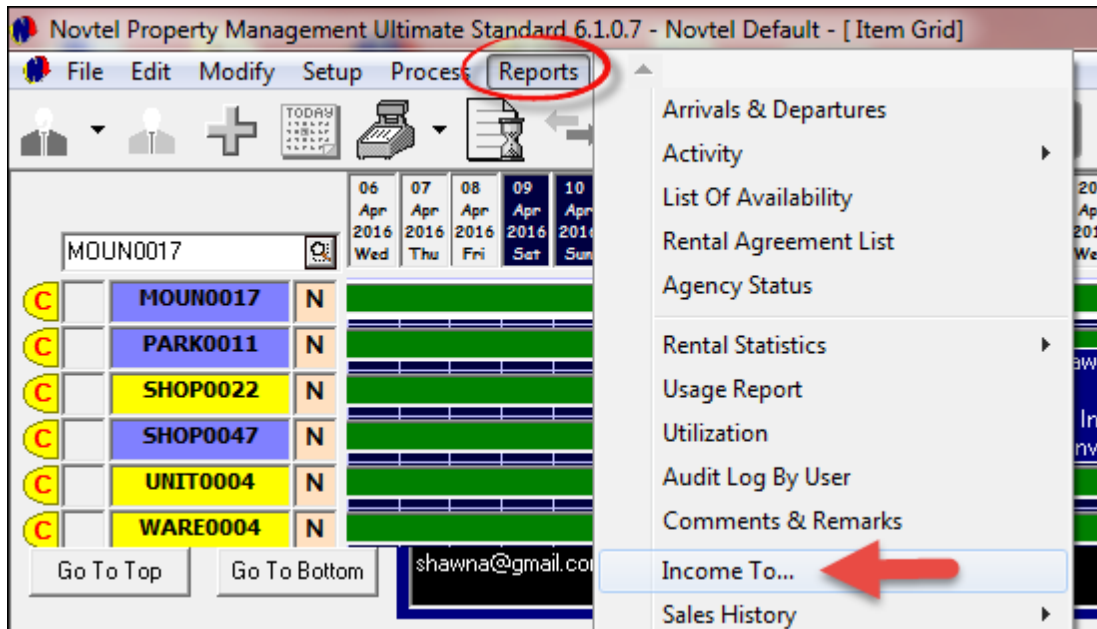
There is now no open shifts to be processed. Click on "Close" to exit the Supervisor Shift Cashup window



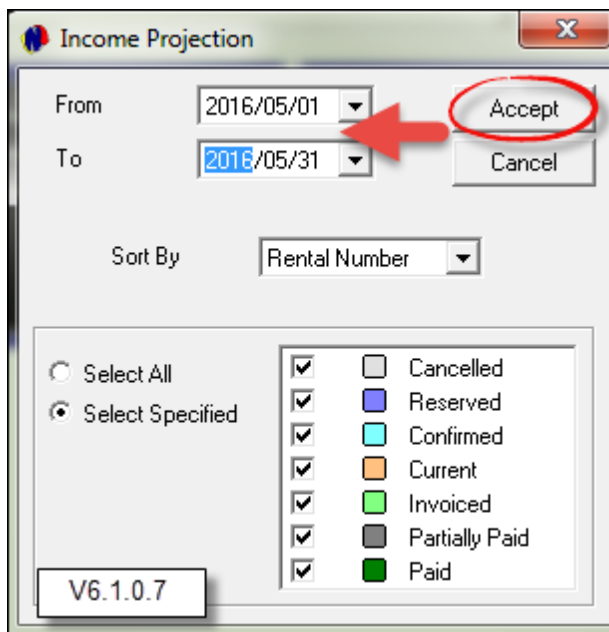
18 Step 17 - Reports

Currently, Novtel Property Management incorporates 81 different reports in total. We will now only view a few report options:

➤ Click on Reports - Income To



In order to print a report for the estimated Income Projection for the month of May, select the specific date range and click Accept



This report can now be printed or exported to PDF and saved to the preferred location on the computer

Res	Tenant	Arrival Date	Departure Date	Status	Total
2	BEL001 - Bellville Art And Craft Suppliers	01/05/2016	31/05/2016	Current	R 6 000.00
26	AND001 - Andrews, Shawn	01/05/2016	31/05/2016	Current	R 5 000.00
38	DUV001 - Duvet and Pillows	01/05/2016	31/05/2016	Current	R 10 000.00
50	TAY 001 - Taylor Engineering	01/05/2016	31/05/2016	Current	R 10 000.00
62	SNE001 - Snel, Dave	01/05/2016	31/05/2016	Current	R 9 000.00
74	COR001 - Concrete Creations	01/05/2016	31/05/2016	Current	R 10 000.00
					R 50 000.00

- In order to view a report on commission from rentals during a specific month, click on Reports - Monthly Rental Commission

Novtel Property Management Ultimate Standard 6.1.0.7 - Novtel Default - [Item Grid]

File Edit Modify Setup Process **Reports**

Arrivals & Departures
Activity
List Of Availability
Rental Agreement List
Agency Status
Rental Statistics
Usage Report
Utilization
Audit Log By User
Comments & Remarks
List
List Property Links
List Un Posted Rentals
Deposits
Month-End
Monthly Rental Commission

- There are 2 options on which the report can be based:
 - Reservations made or
 - Payments received
- Select the month and year to be viewed, and click on Accept

- On this report, the commission amounts will be displayed next to each property; the amount the customer paid; as well as the amount payable to the Landlord. If the Suppliers have been paid, the payment amounts would have been included on this report

Monthly Rental Commission Report V6.1.0.7

For The Month Of April of 2016

PRINTED DATE: 18 APRIL 2016 TIME: 01:58:54 PM

NOVTEL PROPERTY DEMO

PROPERTY	TENANT	PROPRIETOR	COMM EXCL	COMM TAX	COMM INCL	CUST PAID	PAID TO SUPP	PAYABLE AMOUNT
MOUN0017 Mountain Rd 17	25 AND001 - Andrews, Shawn (Contract : 2)	5000.00 1 BLA001 - Black, Vernon	4500.00	500.00	0.00	500.00	5000.00	0.00 4500.00
PARK0011 Park Street 11	61 SNE001 - Snell, Dave (Contract : 5)	9000.00 37 ESP001 - Espin, Jake	8210.53	789.47	0.00	789.47	9000.00	0.00 8210.53
SHOP0047 Shop 47 Maritz Building	37 DUV001 - Duvet and Pillows (Contract : 3)	10000.00 13 BLA001 - Black, Vernon	9122.81	877.19	0.00	877.19	10000.00	0.00 9122.81
UNIT0004 Unit 4, Sunset Cres	49 TAY001 - Taylor Engineering (Contract : 4)	10000.00 25 MAR001 - Marshall, Ken	9122.81	877.19	0.00	877.19	10000.00	0.00 9122.81
TOTALS		34000.00	30956.14	3043.86	0.00	3043.86	34000.00	0.00 30956.14

- There are a host of other reports to be viewed, for example:
- Novtel Property Management incorporates a full maintenance system. All maintenance can be captured on each individual property, and reports can be printed on:
 1. All maintenance listings;
 2. Work orders sent to the Building Manager;
 3. The set time allowed in which the maintenance must be completed,
 4. And reports on those liable for the payment of the recorded maintenance
- Under the Customer reports heading, there are 16 reports to be viewed
- All Contracts can be listed on one report and Contract Escalations can be viewed by Contract Escalations and by Sub-Hire Escalations
- Housekeeping Notes, and the Restaurant and Diet reports are but a few of the reporting capabilities of the Novtel Property Management System

This concludes the starter manual for Novtel Property Management. For more information, please visit our website at ww.novtel.co.za; click on the Contact Tab, and click on the link to send a request to be registered on the Forum under the "Support" heading

Online Training

training@novtel.com

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Our online [Discussion Board Forum](#) is an excellent resource from which to acquire free online Product support. (Registration is subject to approval. To find out more, please [click here](#).)

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Our Sage Pastel integrating software include products for:

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- Self-Storage*
- Equipment Hire*
- Relations Management*
- Contract Management*
- Hospitality*
- Point of Sale: Retail*
- Point of Sale: Restaurant*
- Gate / Facility Access Control*

* Can also be used as stand-alone applications

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