



13 STEPS TO
Mastering the Basics

Version 3.00 | Novtel Copyright 2015

SELF-STORAGE
MANAGEMENT

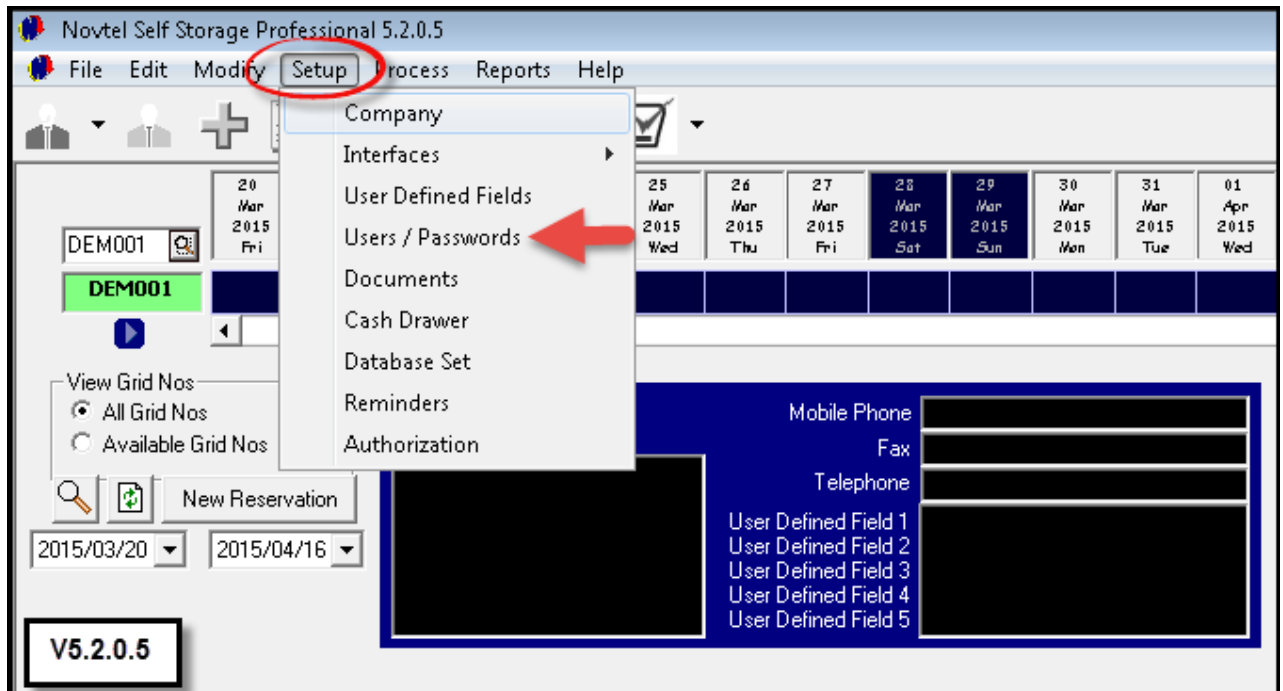
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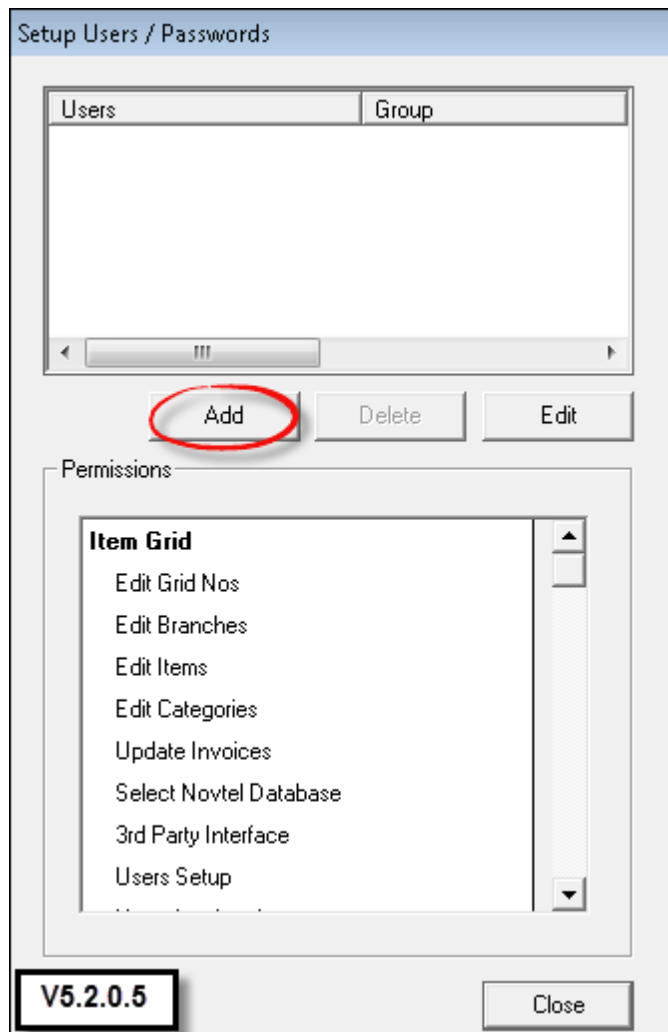
1 Step 1 - Setup Users and Passwords

When different people are using the same system, it is very important to create "**Users**" and unique passwords for all of them. Novtel keeps record of every action on the system, therefore "**Users**" must log off whenever they leave their workstation

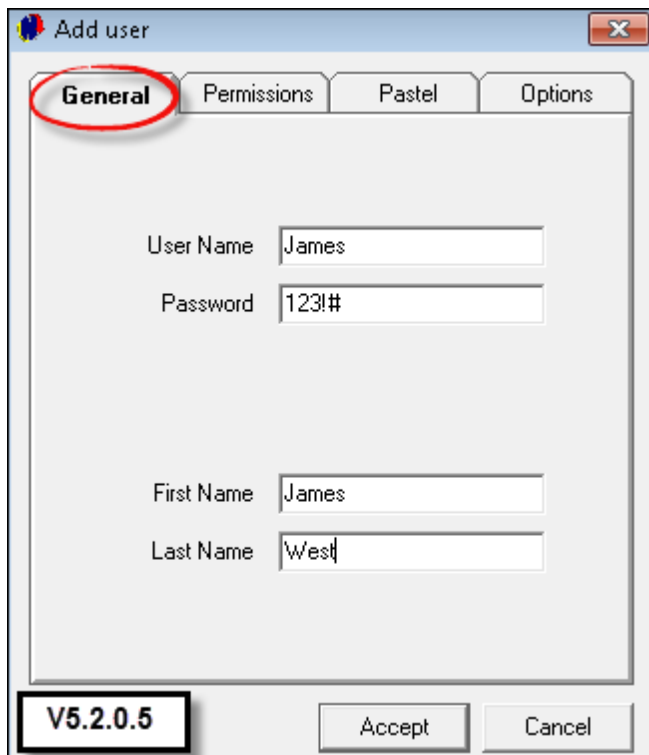
- Click on "**Setup - Users / Passwords**"



- The first "User" created, will always be the "Administrator" who will have full rights to the system - usually the Company Owner
- Click on "Add"

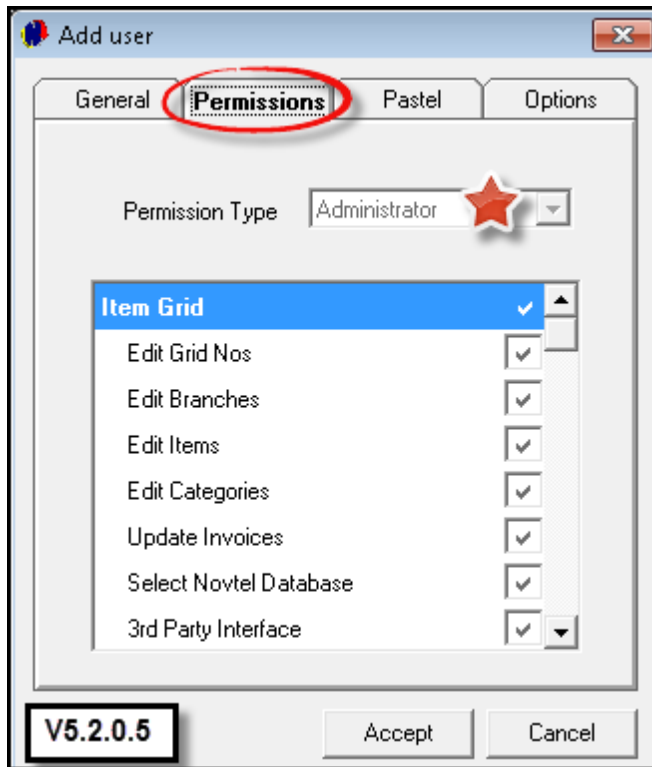


- In the "General" Tab, enter the following:
 - The "User Name"
 - Password - Novtel is case sensitive. When logging into the system, the password should at all times be entered exactly the way it was created. If not, access to the system will be denied
 - Enter the "User's" first and last name



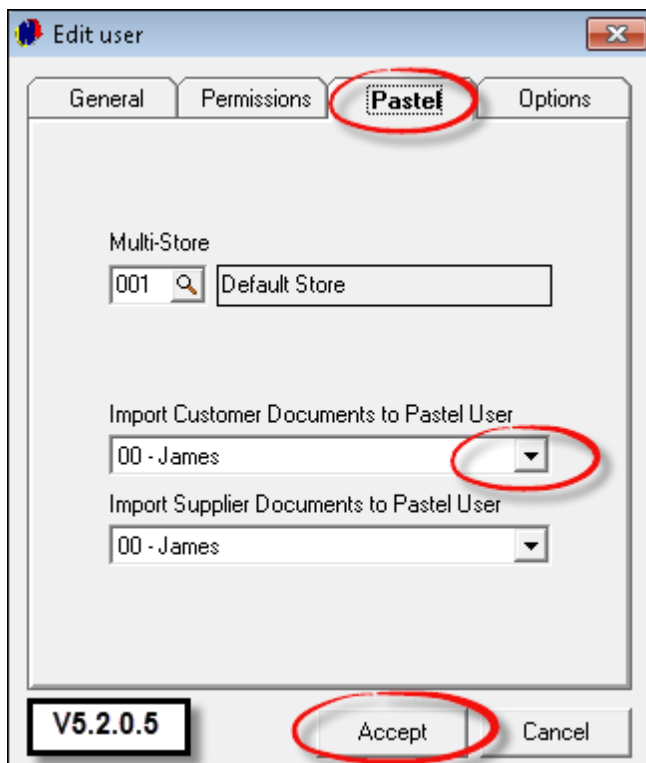
The screenshot shows a dialog box titled "Add user" with a close button (X) in the top right corner. The dialog has four tabs: "General", "Permissions", "Pastel", and "Options". The "General" tab is selected and highlighted with a red circle. Below the tabs are four text input fields: "User Name" (containing "James"), "Password" (containing "123!#"), "First Name" (containing "James"), and "Last Name" (containing "West"). At the bottom left, there is a version number "V5.2.0.5" in a black box. At the bottom right, there are two buttons: "Accept" and "Cancel".

- As said before, the first "User" is always the "Administrator". In the "Permissions" tab, notice how the "Permission Type" is "Administrator" by default, and cannot be edited

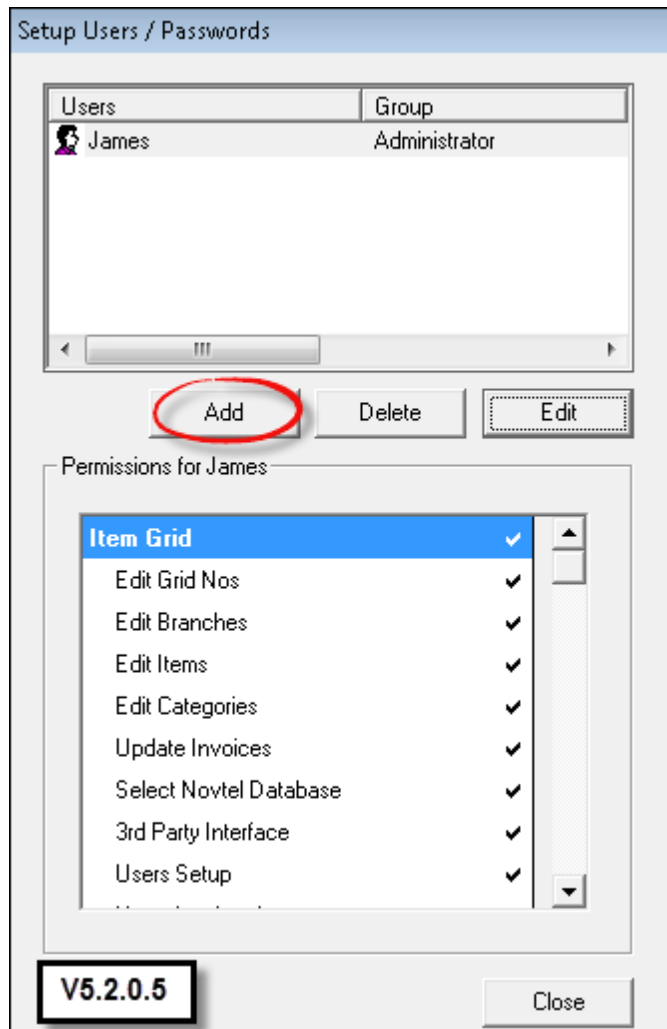


- Novtel Integrates with Pastel

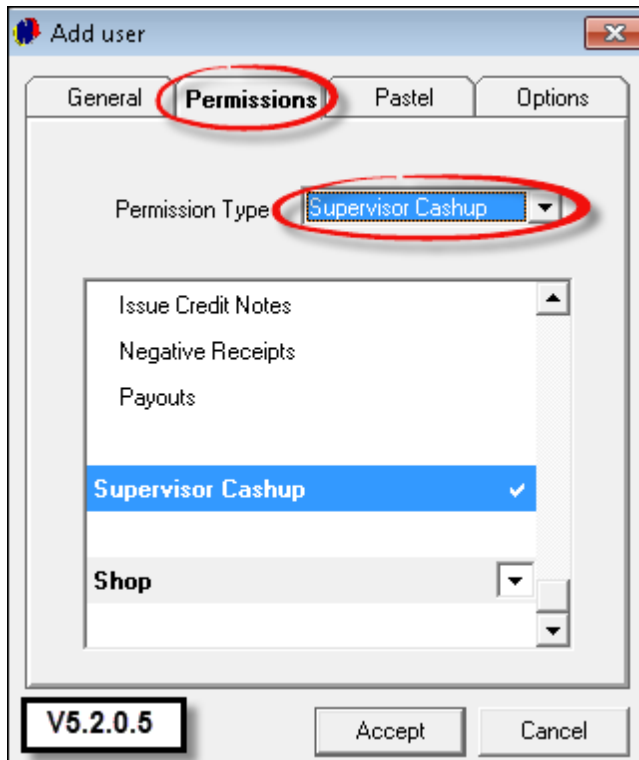
"Multi-Stores" (if the module is installed), and "Pastel Users" are setup in Pastel itself. When "Users" are created in Novtel, the "Multi-Store" and "Pastel User" can be linked to this current "User" being created, by clicking on the magnifying glass; browse for the appropriate "Multi-Store" and "Pastel User", and selecting it



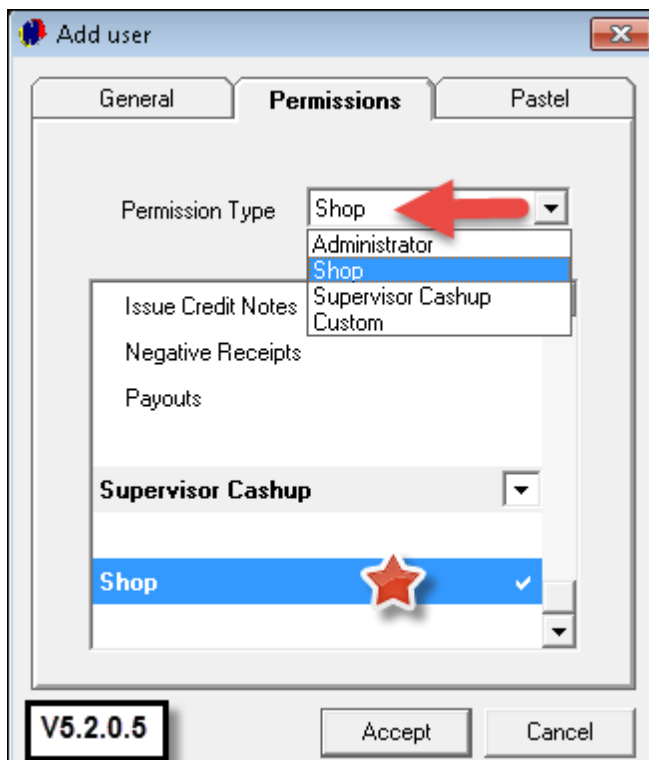
- The "Administrator" has now been created. Click "Add" to create the next "User"



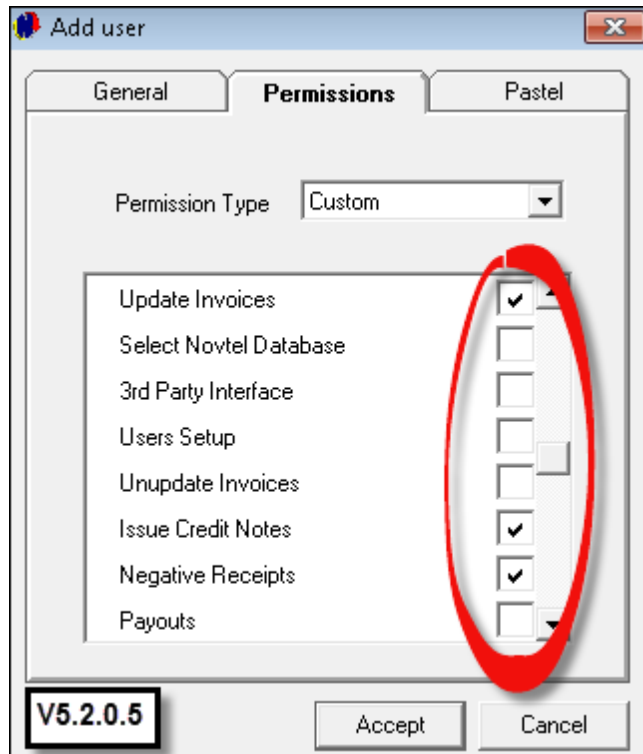
- A "Supervisor" must be created who will manage "Shifts" and "Cashup" procedures
- Enter all details in the "General" tab as explained previously, and proceed to the "Permissions" tab
- Select "Supervisor Cashup" for the "Permission Type"



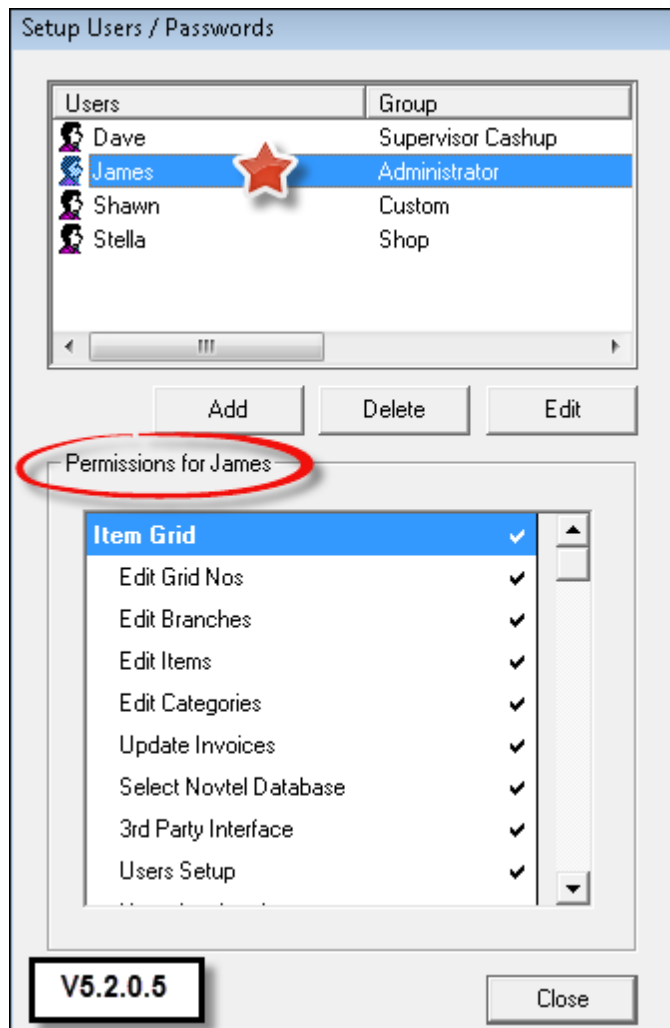
- Create a "User" for the "Shop" - if applicable



- When the "Custom" option is selected, you can tick only the check-boxes for functions that you would want this "User" to be able to access



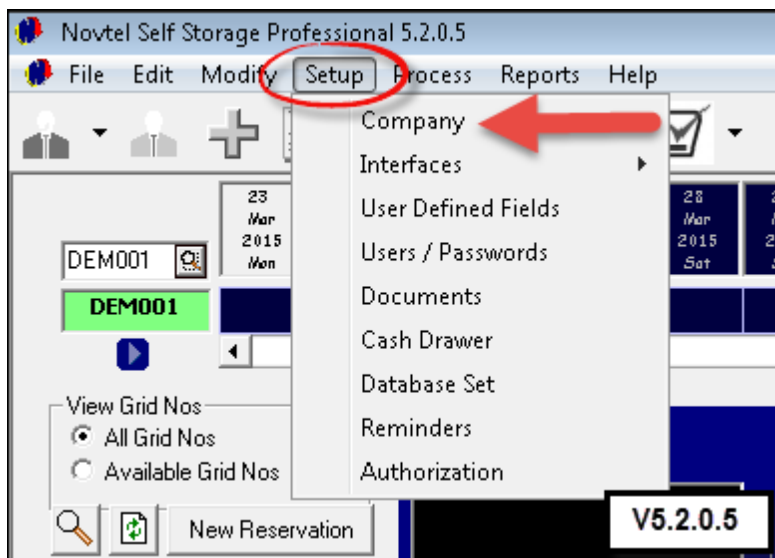
- When the "Users" are created, and a "User's" name is selected, his/her permissions are displayed in the bottom half of the screen



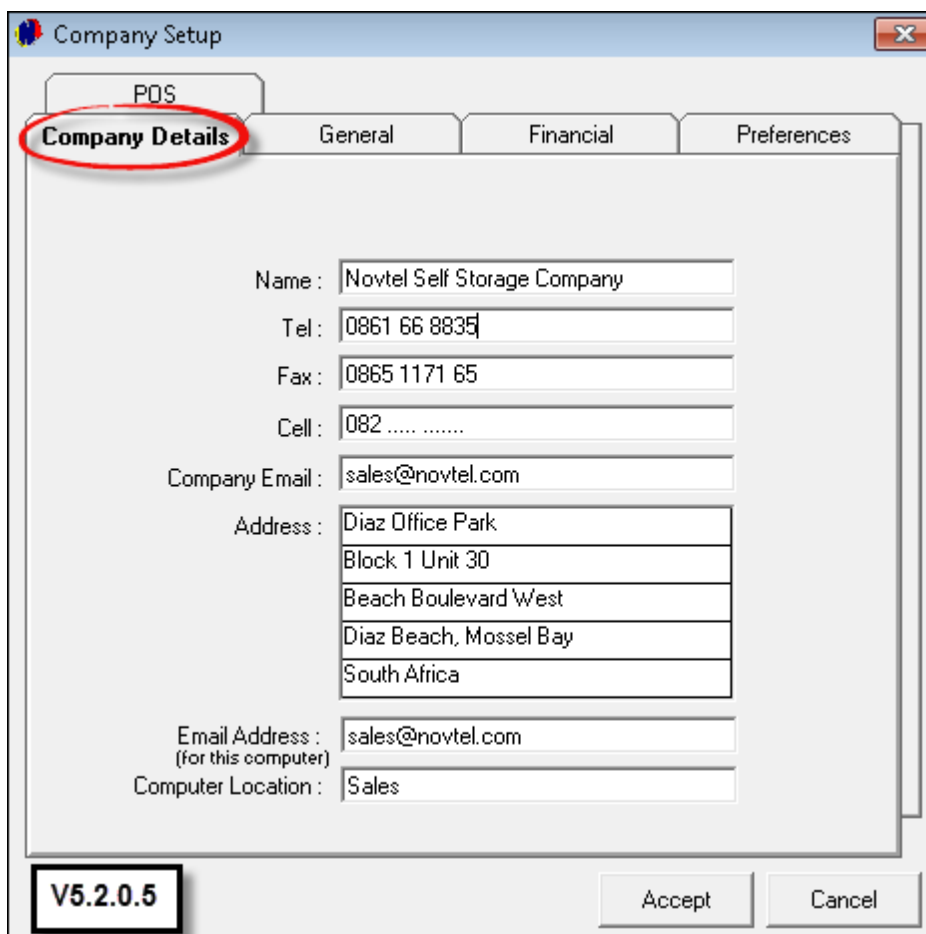
- In order to make changes to a "User", click on the name and then "Edit". Make the changes and save it
- To remove a "User", click on the name and then "Delete"
- Create as many "Users" as needed

2 Step 2 - Setup Company

- Click on "Setup - Company"



- Select the "Company Details" tab and enter all details correctly, since these details will be displayed on all documentation to your "Customers" and "Suppliers"



Company Setup

POS

Company Details General Financial Preferences

Name : Novtel Self Storage Company

Tel : 0861 66 8835

Fax : 0865 1171 65

Cell : 082

Company Email : sales@novtel.com

Address : Diaz Office Park
Block 1 Unit 30
Beach Boulevard West
Diaz Beach, Mossel Bay
South Africa

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

Computer Location : Sales

V5.2.0.5

Accept Cancel

- In the "General" tab, the following must be set up:
 1. Automatic Refresh Interval. We have set the interval at every 60 seconds
 2. The number of rows on the grid represent the number of "Storage Units" to be viewed simultaneously - 15 rows will allow you to see the entire screen at one glance - including the blue and block containing booking details when the mouse is moved over the booking on the grid. Also note that the number of rows will only come into effect when the "Storage Units" have been created
 3. The number of columns on the grid represent the number of days to be viewed simultaneously. We always select 45, since it allows us to view bookings that stretches over a month and a half
 4. When a Unit is rented on a month-to-month basis - and not a 6 month or 12 month contract - the "Monthly Billing" option must be activated
 5. Novtel Software also incorporates a full "Access Control" system, using Tags for entrance to the facility. If this is used in conjunction with "Novtel Self Storage", "Access Control" can be activated here
 6. Should your company make use of "Agents", the option to "Force Agent Commission" can be selected here
 7. Set the "Reservations overlap" - should you choose to do so
 8. Set the "Grace Period" on the time when a Unit must be vacated
 9. Tick the check-box to activate the "Unique Rate Description". When this option is selected, you will not be allowed to enter the same description twice pertaining to naming "Units"

Company Setup

POS

Company Details **General** Financial Preferences

Automatic Refresh Interval **1** 60 Seconds
Enter 0 to disable automatic refresh

Number of rows on Grid **2** 15

Number of columns on Grid **3** 45

Activate Monthly Billing **4** Yes No

Activate Access Control **5** Yes No

Force Agent Commission **6** Yes No

Allow reservations to overlap by **7** 1 days

Allow Grace Period of **8** 2 hours

Unique Rate Desc **9**

V5.2.0.5

Accept Cancel

- In the "Financial" tab:
 1. Select "Yes" to "Use Tax", and enter your company's Tax number
 2. Set the Tax percentage
 3. Tick the check-box to "Use Detailed Open Item System"

Company Setup

POS

Company Details General **Financial** Preferences

VAT / GST / Sales Tax

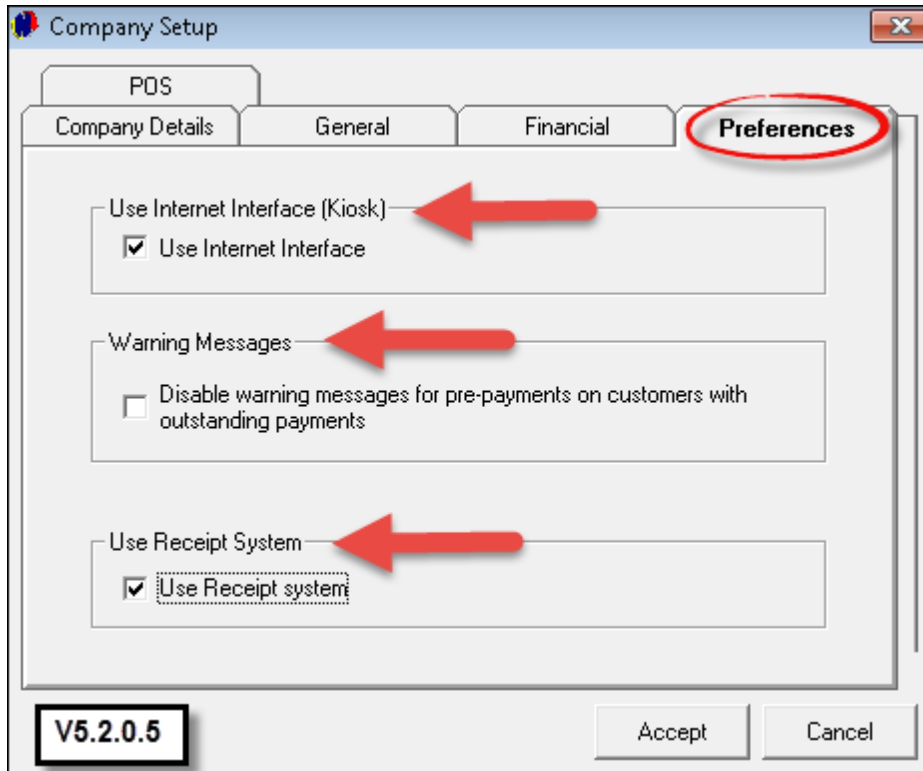
1 Use Tax Yes 2 Tax Percentage 14 %
 No 3 Use detailed open item system

Tax Number 123456789

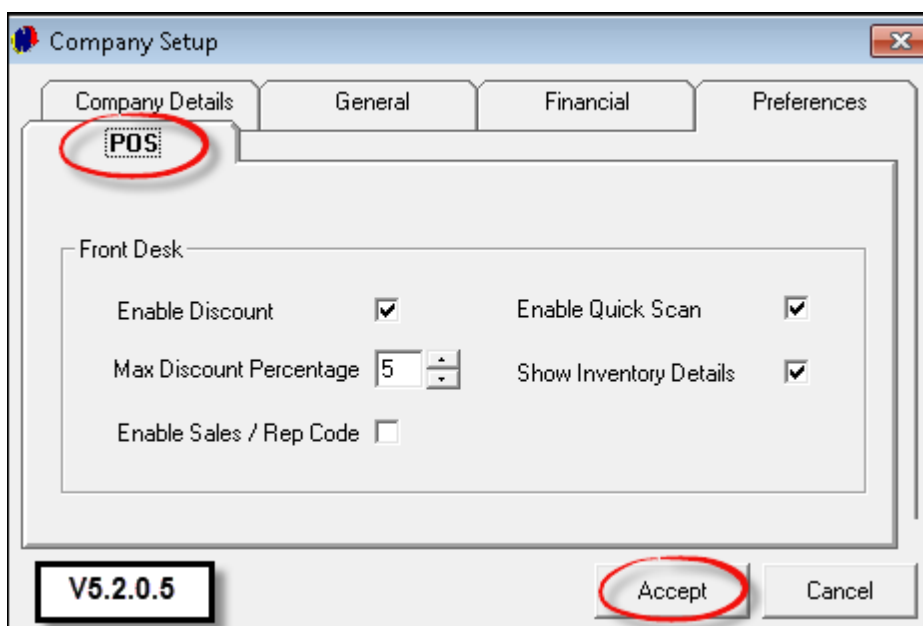
V5.2.0.5

Accept Cancel

- In the "**Preferences**" tab, enable or disable the following:
 1. Use Internet Interface (Kiosk)
 2. Warning messages
 3. Receipt System



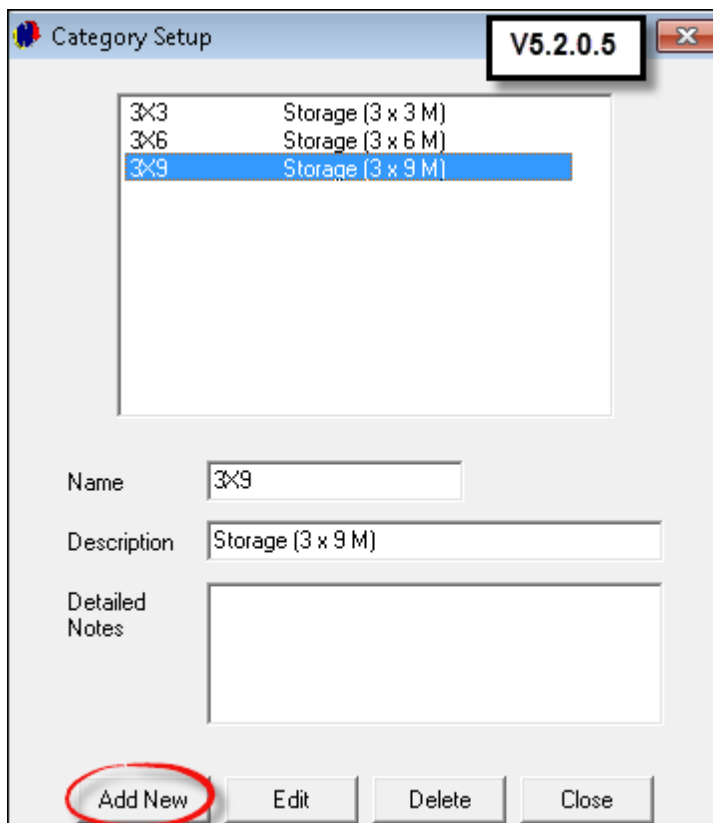
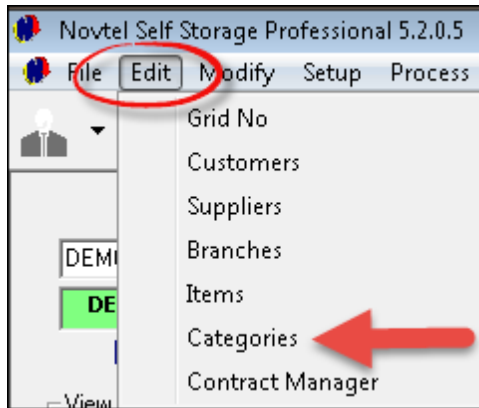
- Proceed to the "**POS**" tab, and "**Enable Discount**" if it is allowed. Set the "**Maximum Discount Percentage**"
- If a bar code scanner is used, tick the check-box to "**Enable Quick Scan**"
- Should the company make use of Sales Reps, the option to "**Enable Sales/Rep Code**" are selected
- Click "**Accept**" to save the changes in all the tabs



3 Step 3 - Creating Categories

"Categories" are created in order to categorize different types of storage units. The rates are setup per "Category" and the "Units" within the "Category" can be billed either daily, weekly or monthly

- Click on "Edit - Categories - Add New"

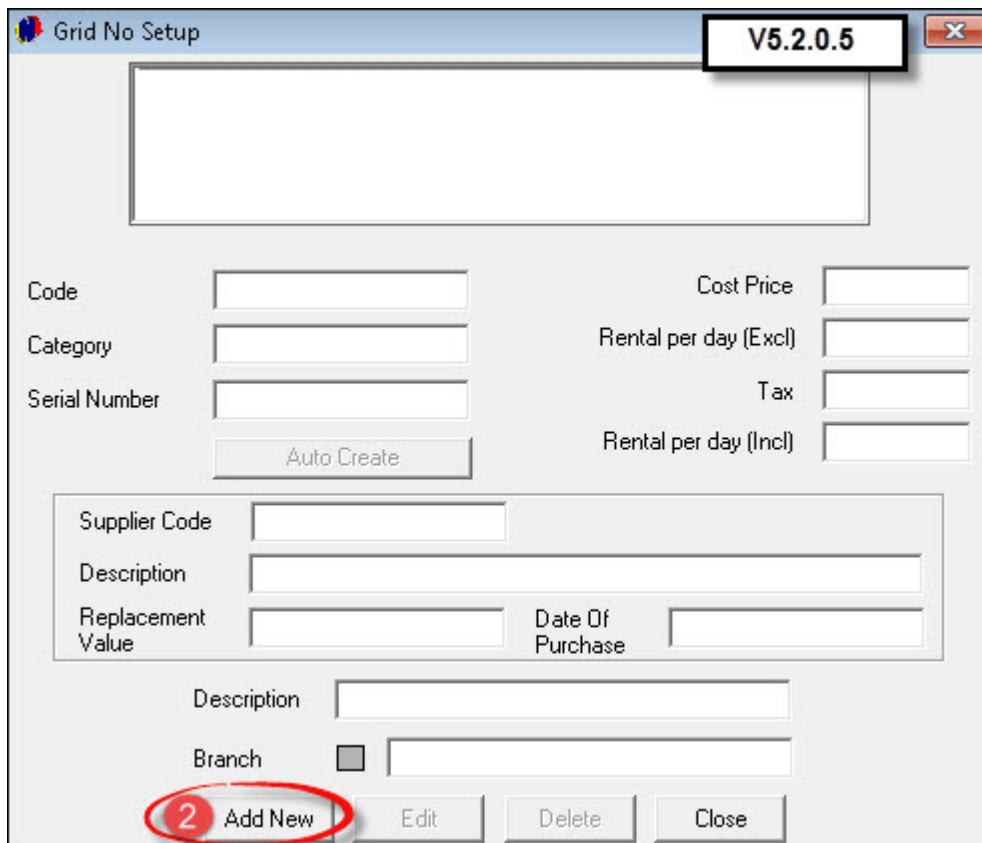
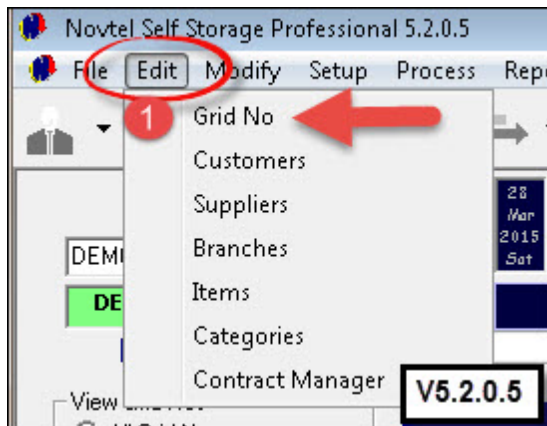


1. Enter the "Name" for the "Category"
2. Enter the "Description"
3. In the "Detailed Notes" field, enter all important details pertaining to this "Category"
4. Enter the Daily; Weekly and Monthly rates - Larger Units will always be more expensive than the smaller Units
5. Select the "Rate" to be charged
6. Click "Accept" to save this "Category"

- In order to create more "Categories", click "Add New"
- To make changes to a "Category", click on it; then "Edit"; make the changes and click "Accept"
- In order to remove a "Category", click on it and then "Delete"
- Click "Close" to exit the window

4 Step 4 - Creating Storage Units

In order to create the "Storage Units" that will be shown on the Grid, click on "Edit - Grid No - Add New"



1. Enter the "**Unit Code**" - normally an alpha numeric code - in this case the "**Code**" is BA01
2. The "**Description**" that will explain the "**Code**", is Block A Unit 1
3. Tick the check-box to "**Create Grid Number in Pastel**" - if this option is not selected, every "**Unit**" will have to be created manually in Pastel
4. Select the "**Branch**" this Storage Unit belongs to. The setup is done in "**Edit - Branches**", and explained on the Forum at <http://www.novtel.com/forum/index.php?topic=1531.0> (We created the "**Branches**" according to "**Storage Size**" - this way all of the same size "**Storage Units**" will be grouped together on the Grid)
5. Click on the magnifying glass next to "**Category**"

Add New Grid No

Code: BA01 (1)

Description: Block A Unit 1 (2)

Create Grid No In Pastel (3)

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

Branch: Unit 3 x 3, South Africa (4)

Category: (5)

Unit Number:

Floor Number:

Building Number:

Show On Grid:

Subhire Item:

Disposed:

Monthly Billed Item:

V5.2.0.5 | |

- Select the appropriate "**Category**" this Unit belongs to, and click "**Accept**"

Select Category

Code	Description	Rate
3x3	Storage (3 x 3 M)	350.00/ Month
3x6	Storage (3 x 6 M)	700.00/ Month
3x9	Storage (3 x 9 M)	1000.00/ Month
6x12	Storage (6 x 12 M)	1500.00/ Month

|

Search By: Code

Search For:

V5.2.0.5

- Still in the "**General**" tab, enter the "**Unit**" and "**Building Number**". Should the building have more than one storey, enter the "**Floor**" where this "**Unit**" is located
- Tick the check-box to show this "**Unit**" on the Grid
- The "**Sub-hire Item**" option will only be selected when the "**Unit**" is owned by another Company or individual (Who will then be referred to as a "**Supplier**")
- The "**Monthly Billed Item**" check-box will only be ticked when the "**Unit**" is rented out on a month-to-month basis, and not on a fixed contract (Explained in Step 9)

Code: BA01
Description: Block A Unit 1 Create Grid No In Pastel

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

Branch: Unit 3 x 3, South Africa
Category: 3x3 - Storage (3 x 3 M)
Unit Number: A1
Floor Number:
Building Number: A

Show On Grid:
Subhire Item: ★
Disposed:
Monthly Billed Item: ★

V5.2.0.5 | Accept | Cancel

- The "Details" tab - before any information is entered - displays as follow:

Code: BA01
Description: Block A Unit 1 Create Grid No In Pastel

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

Height: 0 Width: 0 Depth: 0
Door Height: 0 Door Width: |

Area: 0 m²
Capacity: 0 m³

V5.2.0.5 Accept Cancel

- As soon as the details pertaining to the "Unit's" height; width; depth; door height and width is entered, a diagram of the "Unit" appears in the block on the left side of the window
- The "Area" and "Capacity" will automatically be calculated by the system, according to the particulars entered by the "User"

Code: BA01
Description: Block A Unit 1 Create Grid No In Pastel

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

Height: 2.5 Width: 3 Depth: 3
Door Height: 2 Door Width: 2.4

Area: 9 m²
Capacity: 22.5 m³

V5.2.0.5 Accept Cancel

1. In the "Financial" tab, enter the "Rental Price Per Day Excluding Vat" amount - this price will be used in short term rentals
2. If this is a "Sub-Rented Unit", select the "Supplier" (The owner of the "Unit")
3. Enter the "Replacement Value" of this "Unit" - we have entered R100 000.00

Add New Grid No

Code: BA01
 Description: Block A Unit 1 Create Grid No In Pastel

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

Rental Per Day Excl Tax: 1 20.00
 Tax: 2.80
 Rental Per Day Incl Tax: 22.80

Date Of Purchase: 2015/03/24
 Replacement Value: 3 100 000.00
 Supplier Code: 2

V5.2.0.5 Accept Cancel

- "User Defined Fields" are created in "Setup - User Defined Fields - Grid Nos". This refers to any additional information not covered by the system, which you would like to add. These details can be entered in this tab. However, this is not part of this tutorial.

Add New Grid No

Code: BA01
 Description: Block A Unit 1 Create Grid No In Pastel

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

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

V5.2.0.5 Accept Cancel

- In the "**Pastel Interface**" tab, the Pastel Inventory and Cost Codes for this "**Unit**" has not been entered yet, since the "**Import**" has not been done. This will happen as soon as the "**User**" click "**Accept**" to save this "**Unit**"

Code: BA01
Description: Block A Unit 1 Create Grid No In Pastel

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

Pastel Inventory Code Clear

Pastel Cost Code Clear

V5.2.0.5

This is now where the Import to Pastel will take place:

1. Click on the drop-down arrow next to the "**Inventory Group**", and select "**Services**"
2. Select "**Service Item**" - the reason being that the "**Unit**" will not be sold, but rented - thus rendering a "**Service**" to the customer renting the "**Unit**"
3. Tick the check-box to "**Create Cost Code**"
4. Click "**Accept**"

Code: BA01
Description: Block A Unit 1
Inventory Group: 001 - Services Physical Item Service Item

Excl Selling Price: 20.00

Create Cost Code

Cost Code
Code: BA01
Description: Block A Unit 1

V5.2.0.5

- The first "Unit" has been created. Click on it and then on "Edit"

Code	Description	Price
BA01	Block A Unit 1	22.80

Code: BA01, Category: 3X3, Serial Number: [empty], Cost Price: 0.00, Rental per day (Excl): 20.00, Tax: 2.80, Rental per day (Incl): 22.80

Supplier Code: [empty], Description: [empty], Replacement Value: 10000.00, Date Of Purchase: 2015/03/24

Description: Block A Unit 1, Branch: Unit 3, South Africa

Buttons: Add New, Edit, Delete, Close

V5.2.0.5

- In the "Pastel Interface" tab, the "Pastel Inventory Code" and "Pastel Cost Code" has now been entered

Code: BA01, Description: Block A Unit 1

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

Pastel Inventory Code: BA01 Block A Unit 1

Pastel Cost Code: BA01 Block A Unit 1

V5.2.0.5

Buttons: Accept, Cancel

- The first "Unit" now displays on the Grid

The screenshot shows the Novtel Self Storage Professional 5.2.0.5 software interface. The main window displays a calendar grid for the month of March 2015. The unit BA01 is highlighted in green in the first column of the grid, corresponding to the date 24 Mar 2015. A red arrow points to this highlighted unit. The interface includes a menu bar (File, Edit, Modify, Setup, Process, Reports, Help) and a toolbar with various icons. Below the calendar, there are fields for 'View Grid Nos' (All Grid Nos selected), 'New Reservation', and date pickers for '2015/03/24' and '2015/05/07'. A version box shows 'V5.2.0.5'. On the right side, there are input fields for 'Mobile Phone', 'Fax', 'Telephone', and five 'User Defined Field' entries.

- Follow the same steps to enter all other "Units"

- The "Units" are displayed on the Grid in "Branch" colors

Novtel Self Storage Professional 5.2.0.5 V5.2.0.5

File Edit Modify Setup Process Reports Help

24 25 26 27 28 29 30 31 01 02 03 04 05 06 07 08 09 10 11 12 13 14
 Mar 2015 Apr 2015
 Tue Sun Mon Tu

DEM001

BA01
BA02
BA03
BB01
BB02
BB03
BC01
BC02
BC03
BD01
BD02
BD03

View Grid Nos
 All Grid Nos
 Available Grid Nos

2015/03/24

Grid No Setup

BA01	Block A Unit 1	22.80
BA02	Block A Unit 2	22.80
BA03	Block A Unit 3	22.80
BB01	Block B Unit 1	45.60
BB02	Block B Unit 2	45.60
BB03	Block B Unit 3	45.60
BC01	Block C Unit 1	68.40
BC02	Block C Unit 2	68.40
BC03	Block C Unit 3	68.40
BD01	Block D Unit 1	114.00
BD02	Block D Unit 2	114.00
BD03	Block D Unit 3	114.00

Code Cost Price
 Category Rental per day (Excl)
 Serial Number Tax
 Rental per day (Incl)

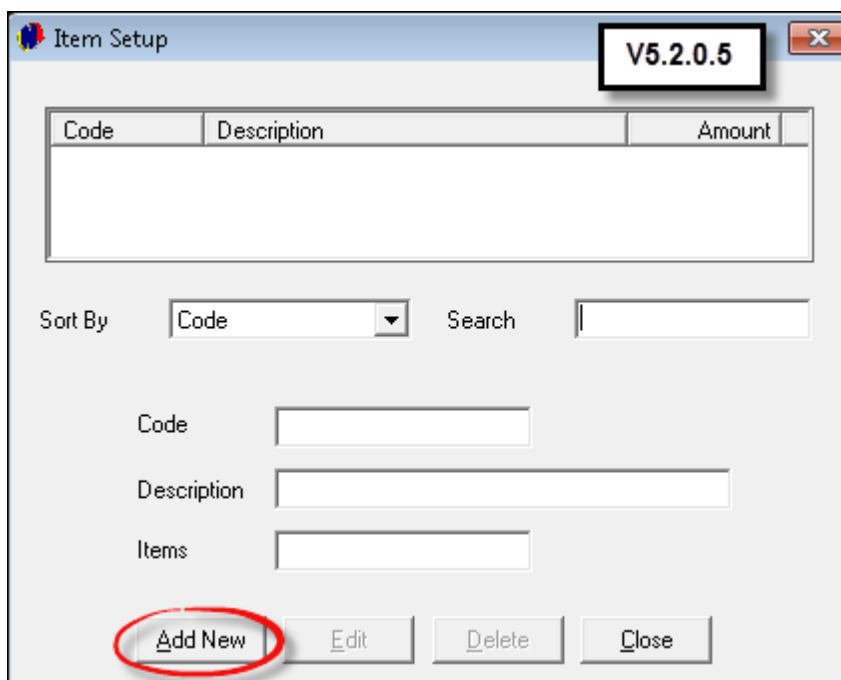
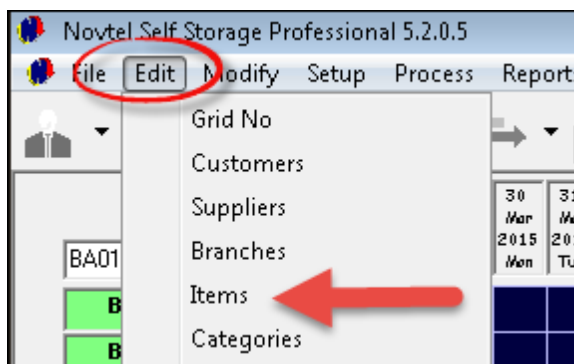
Supplier Code
 Description
 Replacement Value Date Of Purchase

Description
 Branch

5 Step 5 - Creating Items

- Some Storage Companies sell packaging materials in the shop, and all **"Items"** are created and categorized as **"POS and Shop Items"**, which will include:
 - Bubble wrap per roll or per meter
 - Corrugated Cartons
 - Tapes
 - Labels
 - Hand Tape Dispensers
 - Stapling Pliers (Office and Industrial)
 - Staples (Office and Industrial)
- **"Payout Items"** include the following:
 - Transport Costs
 - Items for company use, such as coffee; tea; sugar; printing paper and any other **"Item"** that will be paid from the **"Petty Cash"** (The function of all **"Items"** created, will be demonstrated in Step 11 - POS Transactions)

In order to create the above mentioned, click on **"Edit - Item - Add New"**



1. Enter the "**Code**" for this "**Item**"
2. The "**Description**" is the "**Item**" itself
3. Enter the bar-code (In "**Setup - Company**" the option can be selected to use a bar-code scanner)
4. Tick the check-box to "**Create the Item in Pastel**". If this option is not selected, each "**Item**" will have to be created in Pastel manually
5. Tick the check-box to display the "**Item**" on the invoice when it is bought
6. In the "**General**" tab, enter the "**Rate including Tax**" - which is the selling price to the "**Customer**"
7. Tick the check-box to "**Allow Tax**". The system will automatically calculate the price excluding Vat
8. In "**Setup - User Defined Fields - Items**" tab, additional information fields can be set up, and that information can be entered here
9. The "**Pastel Inventory Code**" has not been created yet, since the "**Item Import**" still needs to be done

The screenshot shows the "Add New Item" dialog box with the following fields and options:

- Code:** BUB001 (1)
- Description:** Bubble Wrap per meter (2)
- Barcode:** 12345 (3)
- Create Item In Pastel** (4)
- Display On Invoice** (5)
- Blocked**
- General Tab (circled in red):**
 - Rate Incl:** 7.50 (6)
 - Item Excl:** 6.58
 - Allow Tax** (7)
 - User Defined Field 1
 - User Defined Field 2
 - User Defined Field 3 (8)
 - User Defined Field 4
 - User Defined Field 5
- Pastel Inventory Code:** (9)

Buttons: V5.2.0.5, Accept, Cancel

- Proceed to the "**Properties Tab**"

- Tick the check-boxes next to "Pos Item" and "Shop Item", and click "Accept"

- This is where the "Item" is imported to Pastel. Next to "Inventory Group", select "Inventory Goods" from the drop-down menu
- Select "Physical Item" - since this is a tangible item that will be sold - and click "Accept"

- The first "Item" has been created. Click on it, and then "Edit"

The screenshot shows the 'Item Setup' window with a table containing one item. A red arrow points from the 'Edit' button at the bottom to the 'Items' field in the form below the table.

Code	Description	Amount
BUB001	Bubble Wrap per meter	7.50

Sort By: Code Search:

Code:

Description:

Items:

Buttons: Add New, Edit (circled in red), Delete, Close

- See how the "Pastel Inventory Code" has now been inserted after the import was done

The screenshot shows the 'Edit Item' window with various fields and a 'Pastel Inventory Code' field at the bottom circled in red.

Code:

Description: Display On Invoice

Barcode: Blocked

General **Properties**

Rate Incl: Item Excl: 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:

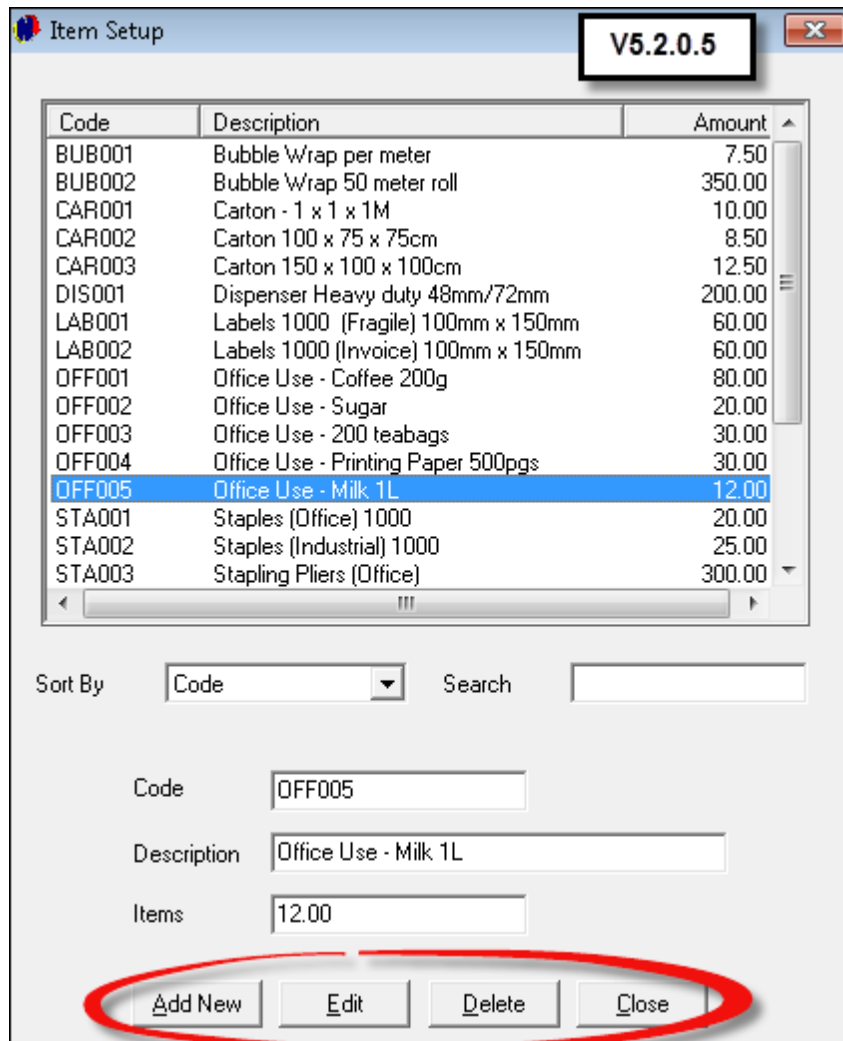
Buttons: Accept, Cancel

- When creating "Payout Items", the process is the same but in the "Properties" tab, the "Payout Item" check-box is selected

The screenshot shows the "Add New Item" dialog box with the following fields and options:

- Code:** OFF001
- Description:** Office Use - Coffee 200g
- Barcode:** (empty)
- Options:**
 - Create Item In Pastel
 - Display On Invoice
 - Blocked
- Tabs:** General (selected), Properties (circled in red)
- Item Type Selection:**
 - POS Item
 - Shop Item
 - Payout Item (circled in red)
 - Add Before Comm Item
- POS Category:** (empty search field with a magnifying glass icon)
- Pastel Inventory Code:** (empty search field with a magnifying glass icon)
- Buttons:** Accept, Cancel
- Version:** V5.2.0.5 (boxed in black)

- In order to make changes to an "Item", click on it and then on "Edit". Make the changes and click "Accept"
- To remove an "Item", click on it, and then "Delete"



The screenshot shows the 'Item Setup' window with a table of items. The 'OFF005' item is selected. Below the table are input fields for 'Code', 'Description', and 'Items'. At the bottom, four buttons are circled in red: 'Add New', 'Edit', 'Delete', and 'Close'.

Code	Description	Amount
BUB001	Bubble Wrap per meter	7.50
BUB002	Bubble Wrap 50 meter roll	350.00
CAR001	Carton - 1 x 1 x 1M	10.00
CAR002	Carton 100 x 75 x 75cm	8.50
CAR003	Carton 150 x 100 x 100cm	12.50
DIS001	Dispenser Heavy duty 48mm/72mm	200.00
LAB001	Labels 1000 (Fragile) 100mm x 150mm	60.00
LAB002	Labels 1000 (Invoice) 100mm x 150mm	60.00
OFF001	Office Use - Coffee 200g	80.00
OFF002	Office Use - Sugar	20.00
OFF003	Office Use - 200 teabags	30.00
OFF004	Office Use - Printing Paper 500pgs	30.00
OFF005	Office Use - Milk 1L	12.00
STA001	Staples (Office) 1000	20.00
STA002	Staples (Industrial) 1000	25.00
STA003	Stapling Pliers (Office)	300.00

Sort By: Code Search:

Code:

Description:

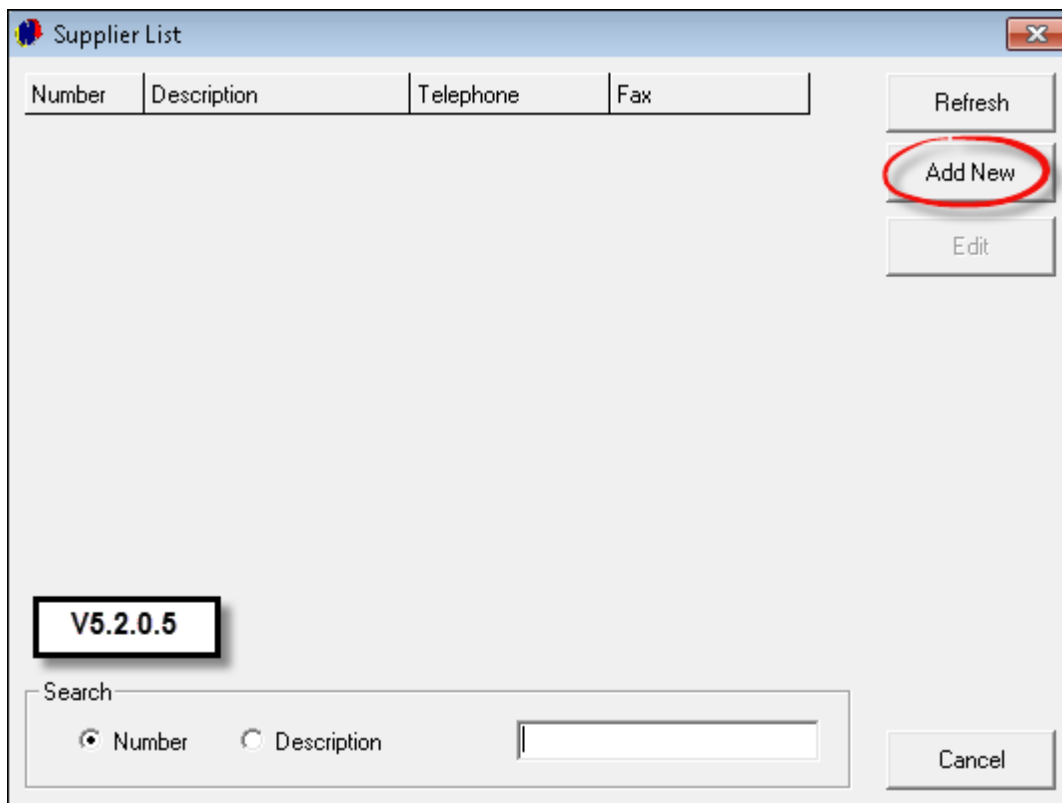
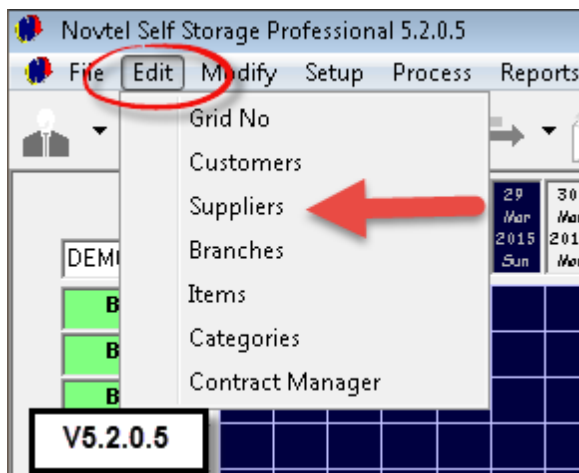
Items:

6 Step 6 - Creating Suppliers

"Suppliers" can refer to the following:

- Companies supplying goods that are sold in the shop
- Courier Services for transporting those goods from the above mentioned "Supplier" to your shop
- Service Providers who is maintaining the facilities, such as:
 - Garden Services
 - Key and Lock Services
- The owners of "Storage Units" which are sub-rented
- A local Supermarket that is supplying goods for Company use, such as coffee; tea; sugar etc

Click on "Edit - Suppliers - Add New"



1. Enter the "**Account Code**"
2. The "**Description**" is the "**Supplier Company's**" name
3. Enter the following in the "**General**" tab:
 - The Postal Address
 - Telephone Number
 - Fax Number
 - Mobile Number
 - Email Address

Suppliers

Account Code DEE001

Description Dee's Packaging Supplies

General Delivery Addresses User Defined Fields

Postal Address PO Box 777
Cape Town
4444

Telephone No 021 123 456 789
Fax No 021 123 456 789
Mobile Phone 082 123 456 789
Email Address dee@packaging.com

V5.2.0.5 Save Cancel

- Enter the physical address in the "**Delivery Address**" tab

Suppliers

Account Code DEE001

Description Dee's Packaging Supplies

General **Delivery Addresses** User Defined Fields

Delivery Address 40 Green Street
Bellville
Cape Town
4444

V5.2.0.5 Save Cancel

- The "User Defined Fields" tab are used to enter all additional information pertaining to "Suppliers". (Creating these fields, are done in "Setup - User Defined Fields - Suppliers" tab)

Suppliers

Account Code: DEE001

Description: Dee's Packaging Supplies

General | Delivery Addresses | **User Defined Fields**

Delivery Days: Mon, Wed, Fri

Contact Person: []

Additional Cell Nr: []

Service Days: []

Payment Terms: []

V5.2.0.5

Save | Cancel

- The first "Supplier" has been created. Click on "Add New" to add more "Suppliers"
- In order to make changes to a "Supplier", click on the account and then "Edit"

Supplier List

Number	Description	Telephone	Fax
DEE001	Dee's Packaging Supplies	021 123 456 789	021 123 456 789

Refresh

Add New

Edit

V5.2.0.5

Cancel

Search: []

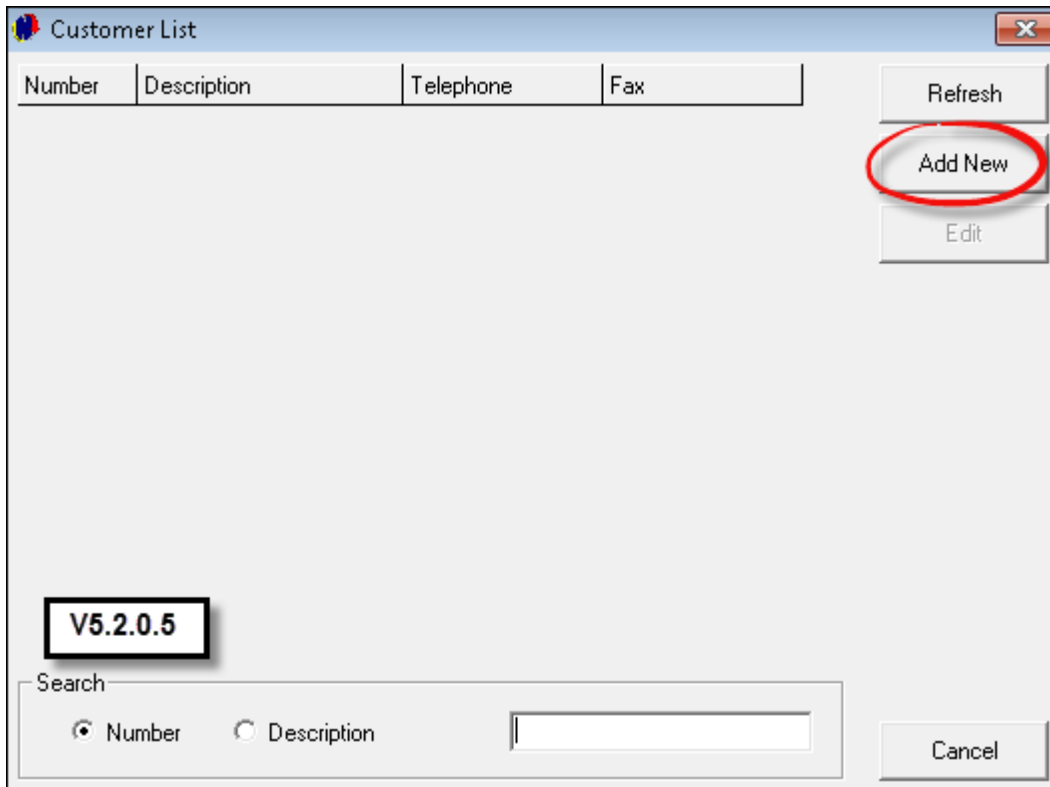
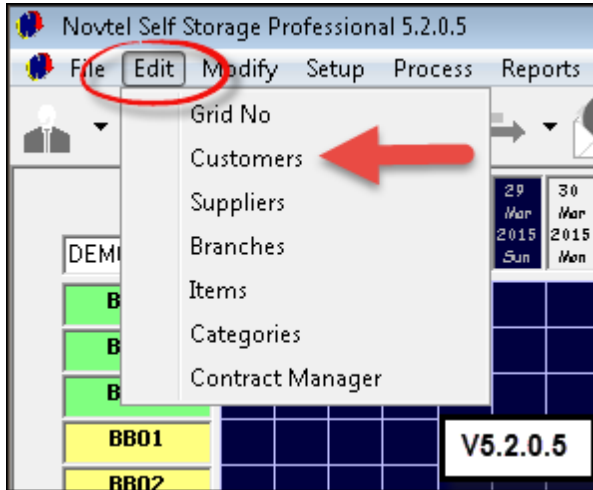
Number Description

DEE001

7 Step 7 - Creating Customers

"Customers" refer to any Company or individual renting a "Unit", or buying stock from the shop

- Click on "Edit - Customer - Add New"



1. Tick the check-box to **"Use Customer AutoNumber"**. The functionality of this option is: whenever an Account Code is created, only the alpha part of the code needs to be typed. The system will automatically check for the next available numeric code, and insert it.
2. Enter the **"Description"**
3. **"Customer Categories"** are created in Pastel, and selected in Novtel - should you choose to use this option
4. The tick for the **"Monthly Customer"** will only be selected when the **"Customer"** rents a unit from month-to-month, and not on a fixed contract basis
5. In the **"General"** tab, enter the **"Customer's"** Postal Address
6. Enter the **"Tax Reference"**
7. Select the **"Contract Start Date"**
8. Enter all contact numbers for this **"Customer"**
9. Email Addresses are important, since much of the correspondence will be sent electronically
10. Tick the check-box to **"Keep E-mails the same"** (Or leave it un-checked if different e-mail addresses are used) for the following types of documents:
 - Contact Documents
 - E-mail Documents
 - Contact Statements
 - E-mail Statements

Add New Customer

Account Code: FRA001 1 Use Customer AutoNumber 4 Inactive Customer

Description: Franklin, Douglas 2 Monthly Customer 4

Customer Category: 00 - No category 3

General | Delivery Addresses | User Defined Fields

Postal Address: 25 Hope Street 5
 Mossel Bay
 4444

Tax Reference: 6

Contract Month Start Day: 1 7

Telephone No: 044 222 333 444 8

Fax No: 9

Mobile Phone: 082 123 456 789

Contact Email: dougfranklin@hotmail.coi 9

Email Address: dougfranklin@hotmail.coi

Keep emails the same: 10

Contact Documents: dougfranklin@hotmail.coi

Email Documents: dougfranklin@hotmail.coi

Contact Statments: dougfranklin@hotmail.coi

Email Statements: dougfranklin@hotmail.coi

V5.2.0.5 Accept Cancel

- In the "Delivery Address" tab, enter the "Customer's" physical address

Add New Customer

Account Code: FRA001 Use Customer AutoNumber Inactive Customer

Description: Franklin, Douglas Monthly Customer

Customer Category: 00 - No category

General **Delivery Addresses** User Defined Fields

Delivery Address: 25 Hope Street
Mossel Bay
4444

V5.2.0.5

- "User Defined Fields" are created in "Edit - User Defined Fields - Customer" tab, and the additional information can be inserted in this tab

Add New Customer

Account Code: FRA001 Use Customer AutoNumber Inactive Customer

Description: Franklin, Douglas Monthly Customer

Customer Category: 00 - No category

General Delivery Addresses **User Defined Fields**

User Defined Field 1 ★

ID Number

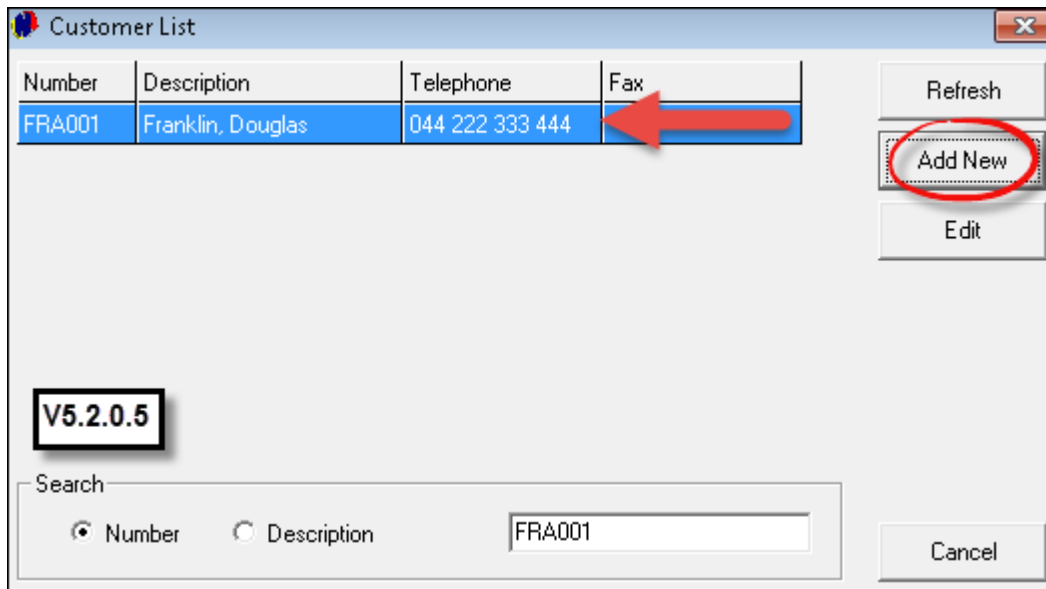
User Defined Field 3 ★

User Defined Field 4

User Defined Field 5

V5.2.0.5

- The first "Customer" has been inserted. Click on "Add New" in order to create more "Customers"



Customer List

Number	Description	Telephone	Fax
FRA001	Franklin, Douglas	044 222 333 444	

Refresh

Add New

Edit

V5.2.0.5

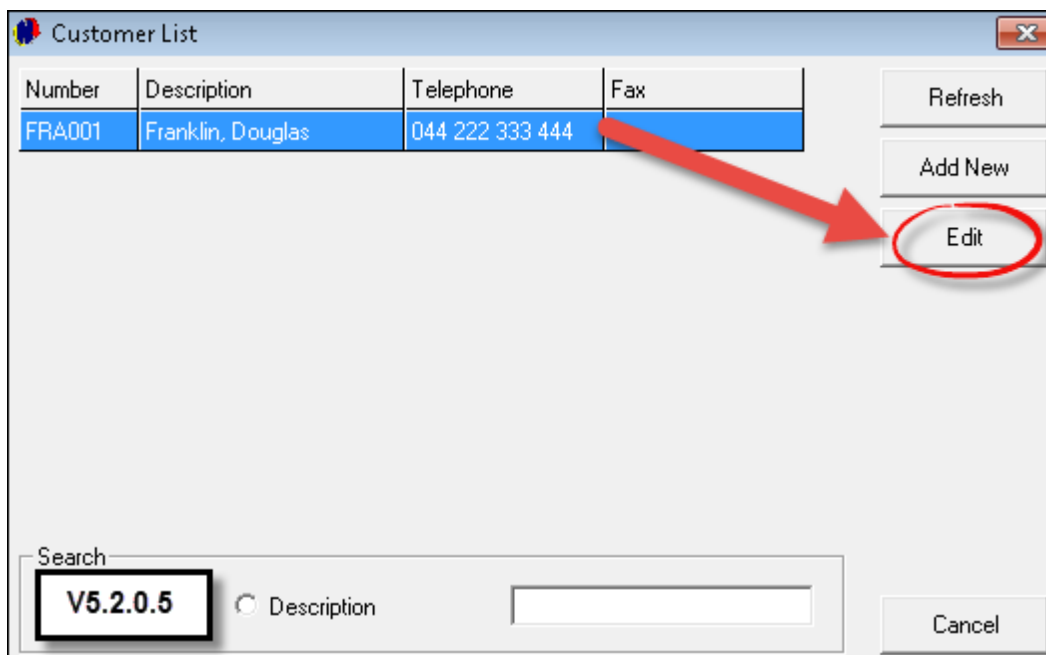
Search

Number Description

FRA001

Cancel

- In order to make changes to a "Customer Account", click on it, and then "Edit". Make the changes and click "Accept"



Customer List

Number	Description	Telephone	Fax
FRA001	Franklin, Douglas	044 222 333 444	

Refresh

Add New

Edit

Cancel

V5.2.0.5

Search

Description

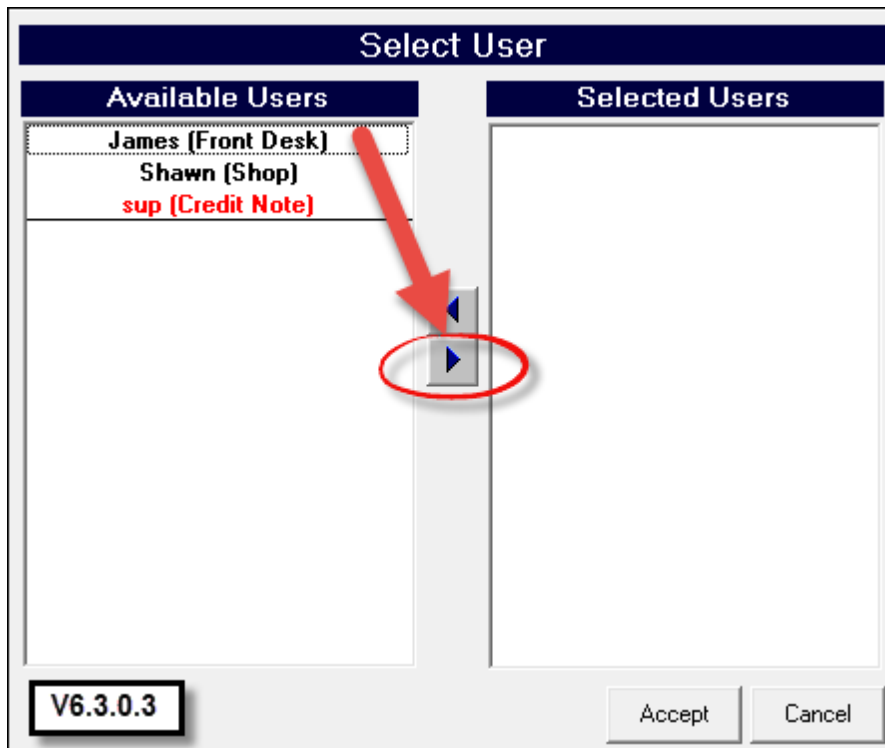
8 Step 8 - Opening a Shift

- It is important to know that transactions can only be done when the Supervisor has opened a shift for the User on duty. A "**Shift**" must be open when raising and receiving Deposits, as well as receiving Account Payments.
- Novel Self Storage incorporates an entire shift opening and cash-up procedure function. What this means, is that the "**Cash-up Supervisor**" will log on using his / her password, and open shifts for each of the other users for each day
- The "**User**" may then log in and perform transactions throughout the day, and at the end of the day, the day's takings must correspond with the transactions done in Novel. The supervisor then double checks that the money count is correct, and also that there were no mistakes made in any transactions
- This is a very powerful and safe way of checking that your business' daily takings are handled correctly
- Cash-up supervisors are able to see exactly how much money was taken - and exactly which transactions were done - for each employee during the day
- Once you have created your "**Cash-up Supervisor**" (Setup - Users / Passwords), the "**Supervisor**" must log in (File menu - Log Off)

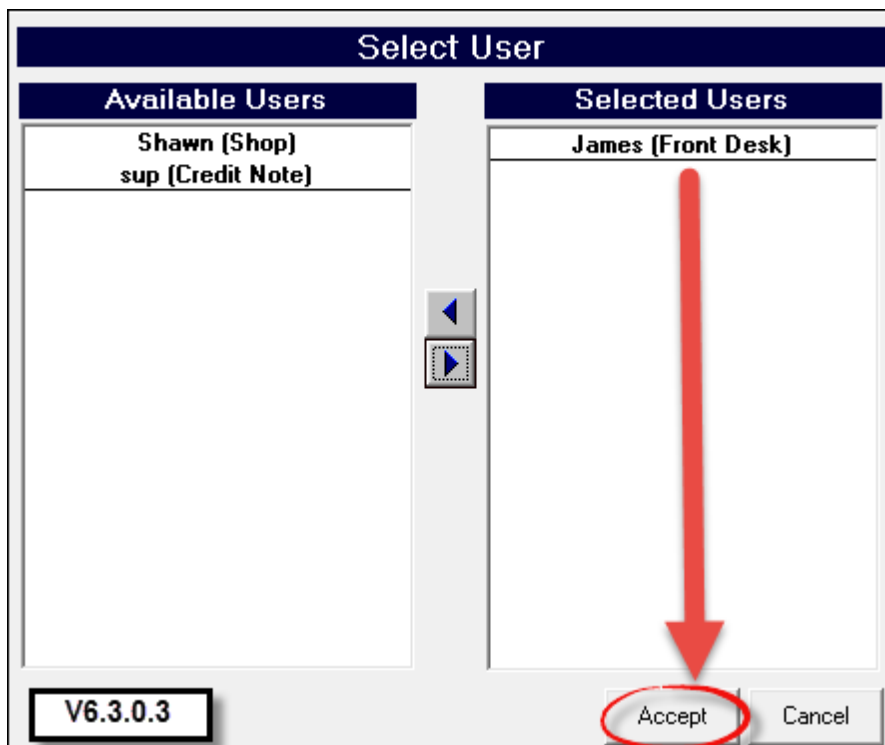
How to open a shift:

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

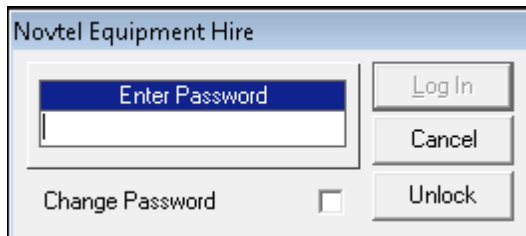
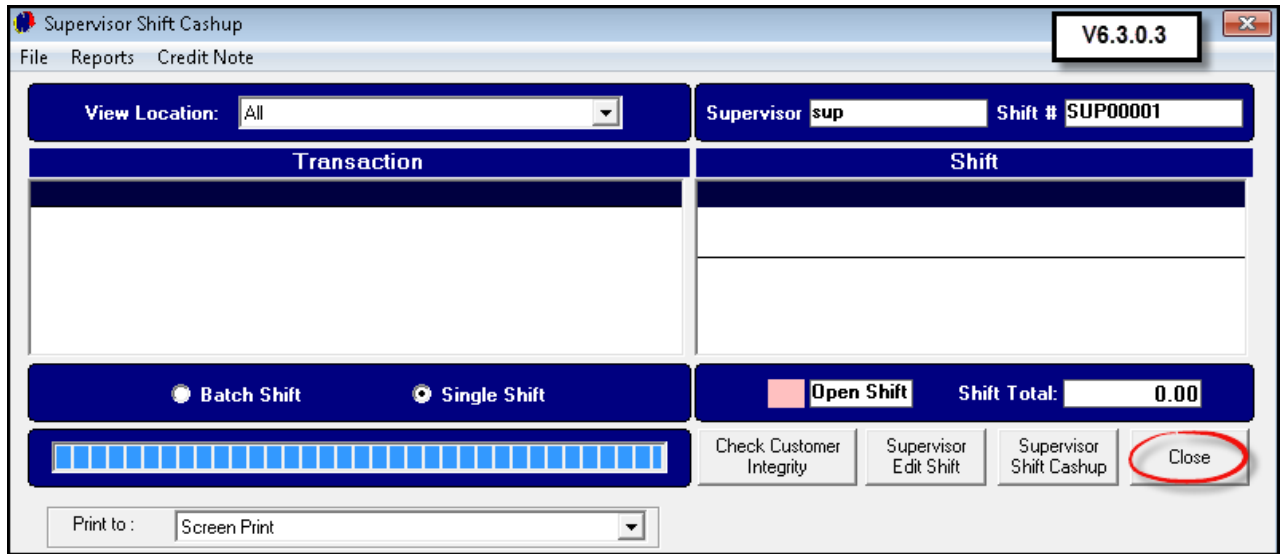
- Select the "User" whose shift is to be opened and click on the arrow pointing to the right



- The "User" will now be displayed in the right hand block under "Selected Users". Should more "Shifts" be opened, select the "User"; move them to the right and click "Accept"



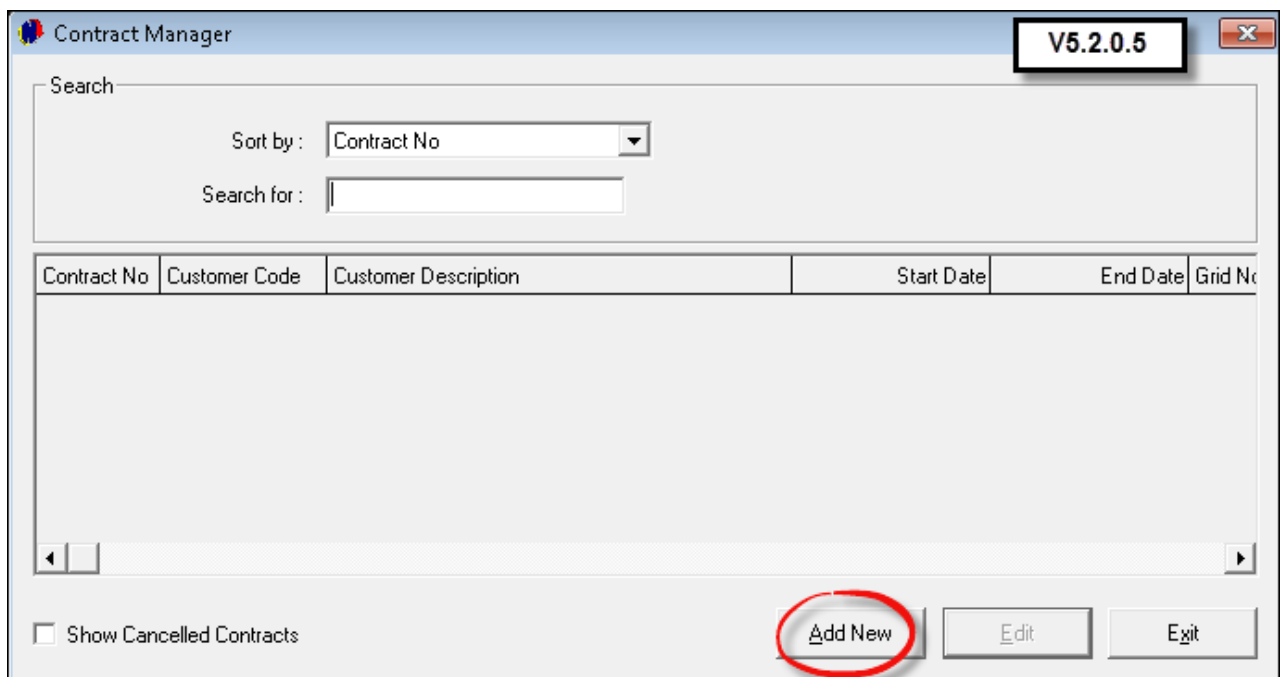
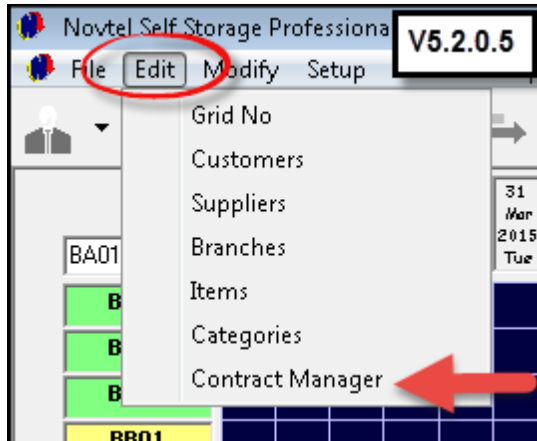
- Now you can "Close" the window, and the "User" can Log On for his/her shift



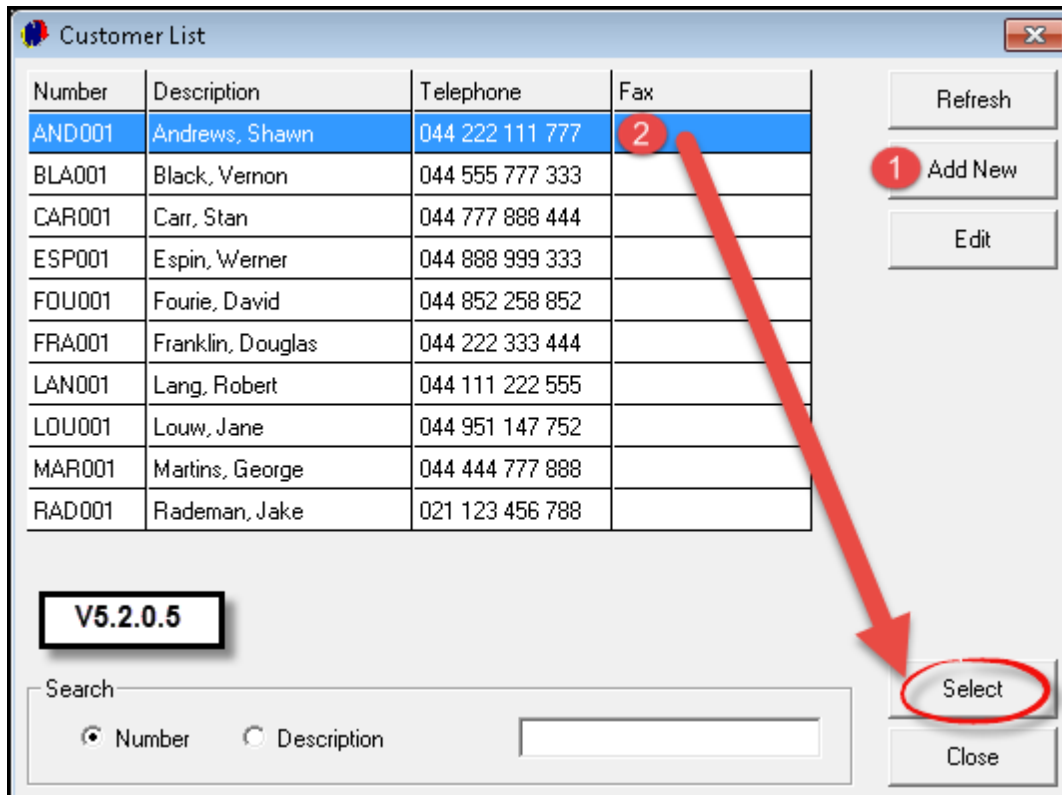
9 Step 9 - Creating Fixed Contracts

"Fixed Contracts" are created when a "Customer" is renting a Storage Unit for a period of 3, 6, 12, or 24 months (Or longer)

- Click on "Edit - Contract Manager - Add New"



1. The "**Customer List**" screen will open. For a new "**Customer**", click "**Add New**" and follow the instructions in Step 7
2. For an existing "**Customer**", click on the account, and then "**Select**"



1. Select "Fixed Contract" for the type of contract being created
2. The "Customer" selected in the previous window, will be inserted
3. Select the start and end dates for the contract. The system will adjust the number of months according to your selections
4. Select the payment date for this contract - usually the first of the month
5. Click on "Add Grid No"

The screenshot displays the 'Contract Manager' window with the following fields and controls:

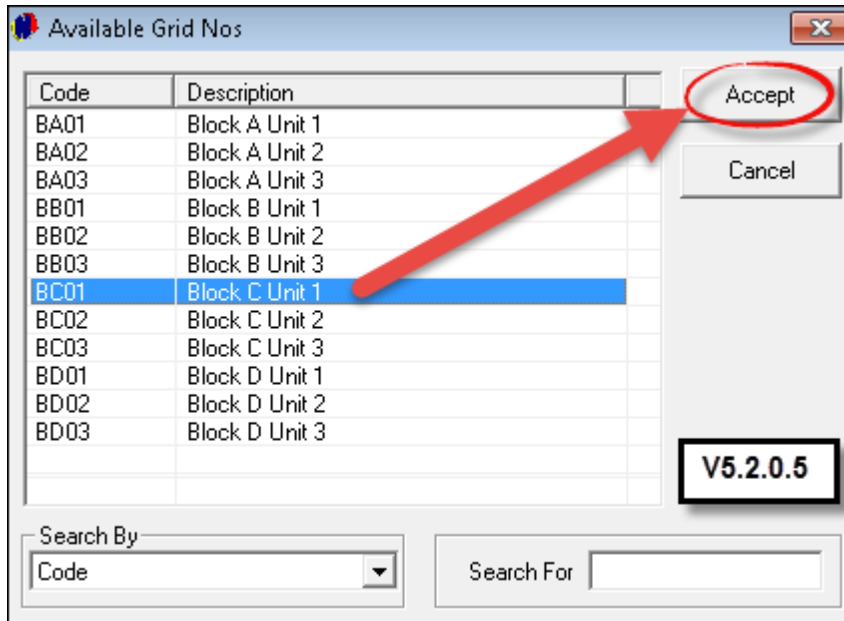
- Contract Number:** New
- Type:** Fixed Monthly (1)
- Customer:** AND001 (Andrews, Shawn) (2)
- Date Start:** 26 March 2015 (3)
- Date End:** 30 September 2015 (3)
- Months:** 7
- Payment Day:** 1 (4)

The interface includes a table for grid management:

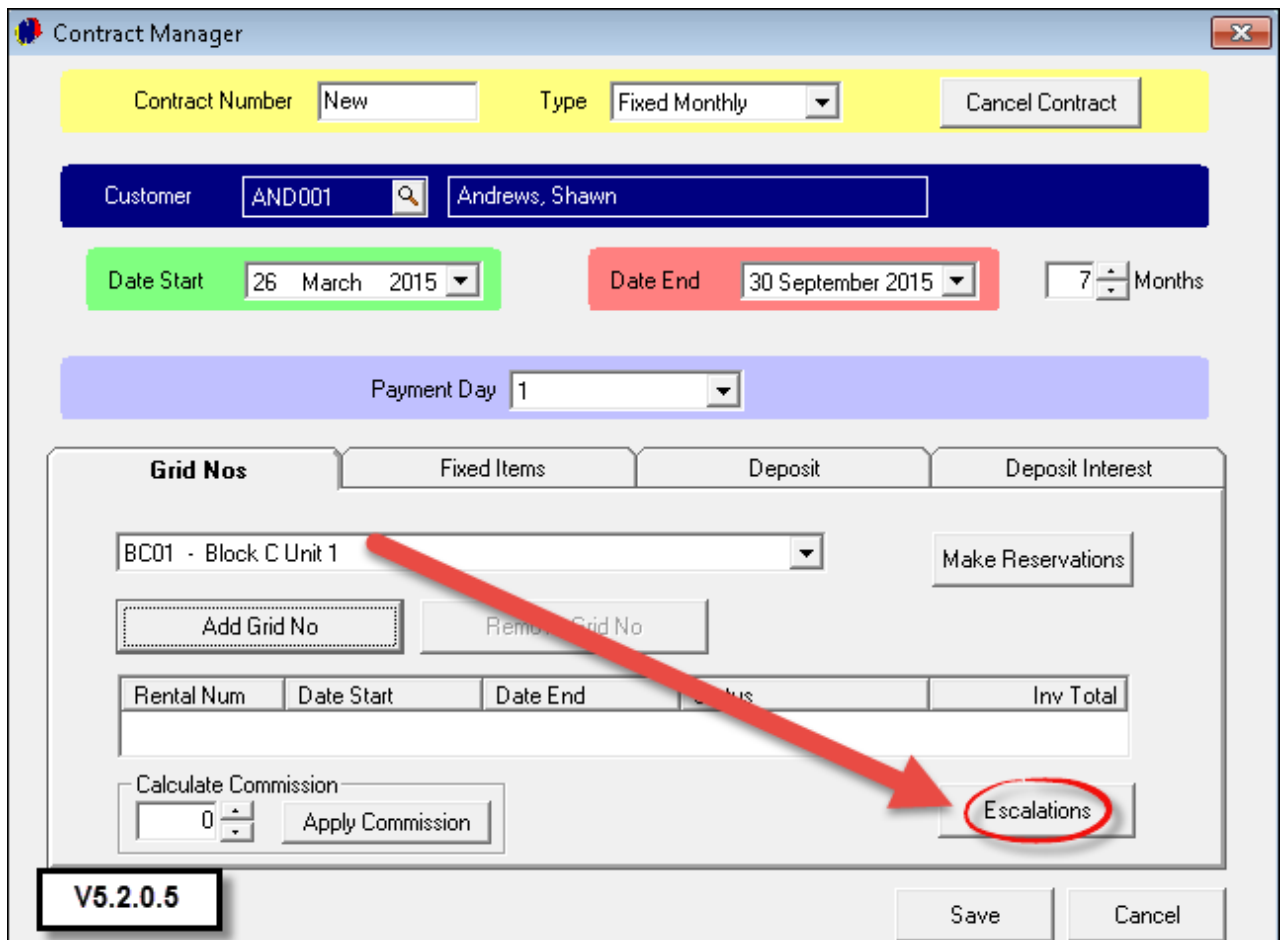
Grid Nos	Fixed Items	Deposit	Deposit Interest	
<input type="text"/>				
<input (5)<="" input="" type="button" value="Add Grid No"/>	<input type="button" value="Remove Grid No"/>			
Rental Num	Date Start	Date End	Status	Inv Total

Additional controls include 'Make Reservations', 'Escalations', 'Calculate Commission' (0), and 'Apply Commission' buttons. The version number 'V5.2.0.5' is shown in the bottom left, and 'Save' and 'Cancel' buttons are in the bottom right.

- The window containing all available units, will open. Click on the unit to be rented, and "Accept" it



- The Unit has been inserted. Click on the "Escalations" button. If this step is skipped, there will be no rental amount inserted when the actual reservation is made



1. Enter the "Escalation Percentage" - normally 10% annually
2. Enter the "Escalation Month"
3. The "Initial Amount" is the rent payable by the "Customer" for this unit. (Different sized units warrant different monthly rental amounts). Click "Accept"

Escalations

Escalation Percentage **1** 10

Escalation Month **2** January

Initial Amount **3** 1000.00

Apply Escalation To All Contracted Grid Nos

V5.2.0.5

- As soon as the "Make Reservations" button is clicked (Next to the selected unit), the reservation for the 7 months will be inserted

Contract Manager

Contract Number New Type Fixed Monthly Cancel Contract

Customer AND001 Andrews, Shawn

Date Start 26 March 2015 Date End 30 September 2015 7 Months

Payment Day 1

Grid Nos	Fixed Items	Deposit	Deposit Interest
BC01 - Block C Unit 1			

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
0	2015/03/26	2015/03/31	Reserved	1000.00
0	2015/04/01	2015/04/30	Reserved	1000.00
0	2015/05/01	2015/05/31	Reserved	1000.00
0	2015/06/01	2015/06/30	Reserved	1000.00
0	2015/07/01	2015/07/31	Reserved	1000.00
0	2015/08/01	2015/08/31	Reserved	1000.00
0	2015/09/01	2015/09/30	Reserved	1000.00

Calculate Commission 0 Apply Commission Escalations

V5.2.0.5 Save Cancel

- In the "Fixed Items" tab, any extra "Items" can be added such as Electricity, Water, etc. Click "Add"

Contract Manager

Contract Number: Type:

Customer:

Date Start: Date End: Months

Payment Day:

Fixed Items			Deposit	Deposit Interest		
Line Type	Item	Description	Qty	Excl	Tax	Incl
				0.00	0.00	0.00

V5.2.0.5

- Select the "Item", and click "Accept"

Select Item

Code	Description	Excl	Tax	Incl
BUB001	Bubble Wrap per meter	6.58	0.92	7.50
BUB002	Bubble Wrap 50 meter roll	307.02	42.98	350.00
CAR001	Carton - 1 x 1 x 1M	8.77	1.23	10.00
DIS001	Dispenser Heavy duty 48mm/72mm	175.44	24.56	200.00
ELE001	Electricity (Units 3 x 3)	87.72	12.28	100.00
ELE002	Electricity (Units 3 x 6 M)	131.58	18.42	150.00
ELE003	Electricity (Units 3 x 9M)	175.44	24.56	200.00
ELE004	Electricity (Units 6 x 12M)	219.30	30.70	250.00
LAB001	Labels 1000 (Fragile) 100mm x 150mm	52.63	7.37	60.00
TRA002	Transport Charges from JHB	526.32	73.68	600.00
WAT001	Water (Units 3 x 3M)	26.32	3.68	30.00

V5.2.0.5

- In order to insert more "Fixed Items", click "Add". When all "Items" are added, click "Add Items to Grid Nos"

Contract Manager

Contract Number Type

Customer

Date Start Date End Months

Payment Day

Grid Nos		Fixed Items	Deposit		Deposit Interest	
Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ELE003	Electricity (Units 3 x 9M)	1	175.44	24.56	200.00
				175.44	24.56	200.00

V5.2.0.5

Proceed to the **"Deposit"** tab. Important to remember, is that the **"User"** will not be able to raise a deposit on this contract if a shift has not been opened by the Supervisor

1. Enter the **"Deposit Amount"** (Usually a full month's rent)
2. Click on the check-mark next to **"Deposit Raised"**

The screenshot shows the 'Contract Manager' window with the following fields and settings:

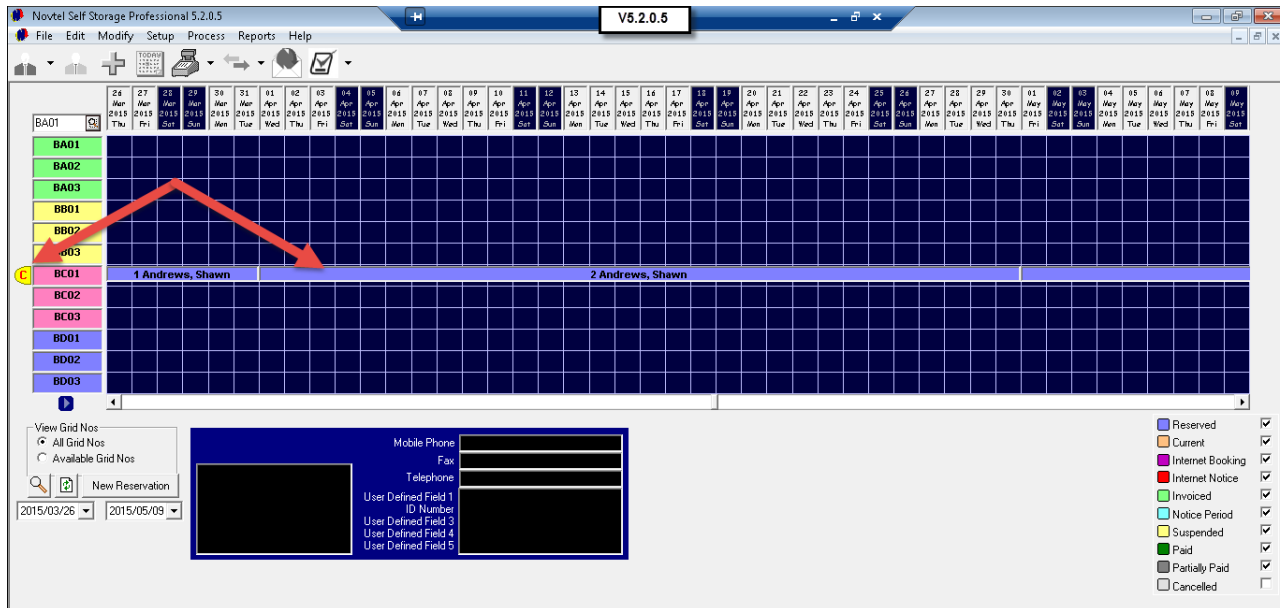
- Contract Number:** New
- Type:** Fixed Monthly
- Customer:** AND001 (Andrews, Shawn)
- Date Start:** 26 March 2015
- Date End:** 30 September 2015
- Duration:** 7 Months
- Payment Day:** 1
- Grid Nos:** (Empty)
- Fixed Items:** (Empty)
- Deposit:** (Active tab, circled in red)
- Deposit Interest:** (Empty)
- Deposit Raised:** (Checked, circled in red with a '2')
- Deposit Amount:** 1000 (Circled in red with a '1')
- Buttons:** Save, Cancel
- Version:** V5.2.0.5

- The **"Deposit Raised"** field will be highlighted. Enter the **"Deposit Due Date"**, and click **"Save"** at the bottom of the screen, in order to conclude the contract

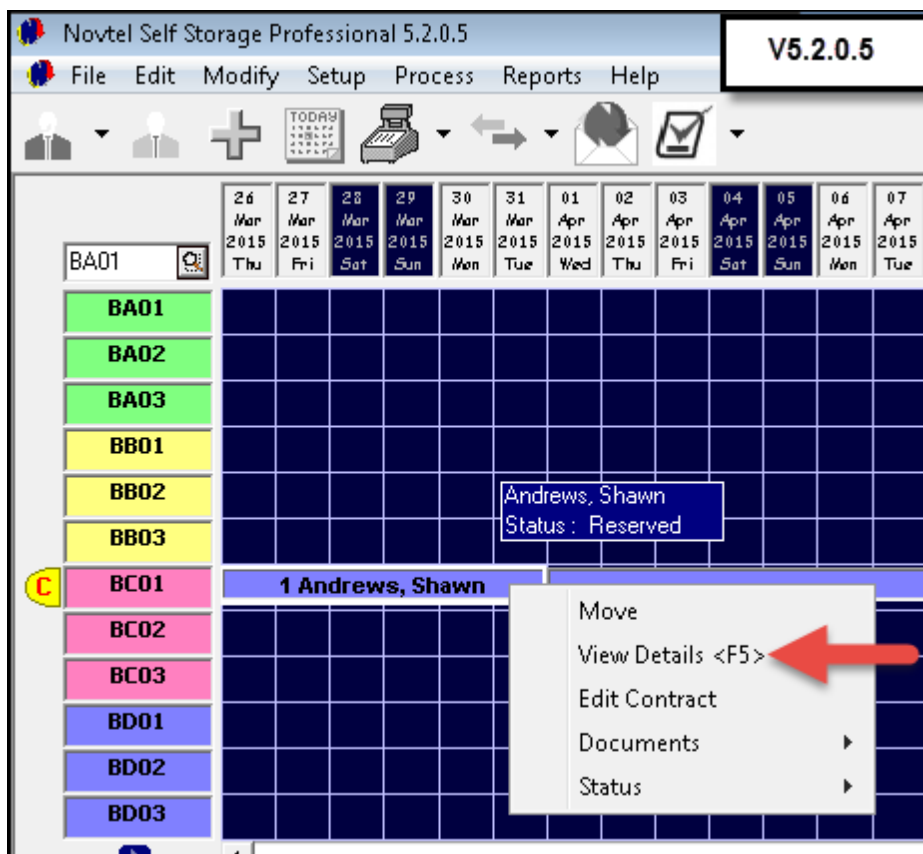
The screenshot shows the 'Contract Manager' window with the following fields and settings:

- Grid Nos:** (Empty)
- Fixed Items:** (Empty)
- Deposit:** (Active tab, highlighted in blue)
- Deposit Interest:** (Empty)
- Deposit Raised:** (Checked, highlighted in blue)
- Deposit Amount:** 1000.00
- Deposit Due:** 2015/03/26 (Highlighted in blue with a red arrow pointing to it)
- Buttons:** Save, Cancel
- Version:** V5.2.0.5

- The contract is now displayed on the Grid, and the "C" in front of the contract, indicates that it is a "Fixed Contract"



- In order to link this reservation to a "Category", right-click on the reservation on the grid, and select "View Details"




- Click on the magnifying glass next to "Category"

Reservation Details

General | Financial | Deposits | Additional Costs | Quick View

Grid No Number: BC01 | Block C Unit 1

Reservation Number: 1 | Category: 

Order Number:

Customer Code: AND001 | Search <F5>

Description: Andrews, Shawn

Comments:

Remarks:

Move-In Date: 2015/03/26

Move-In Time: 08:00:00

Move-Out Date: 2015/03/31

Move-Out Time: 08:00:00

Payment Type:

Creation Timestamp: 2015/03/26 14:26:03

Status: Reserved

V5.2.0.5

Accept | Cancel

- Click on the "Category" and then "Accept" to insert it

Select Category

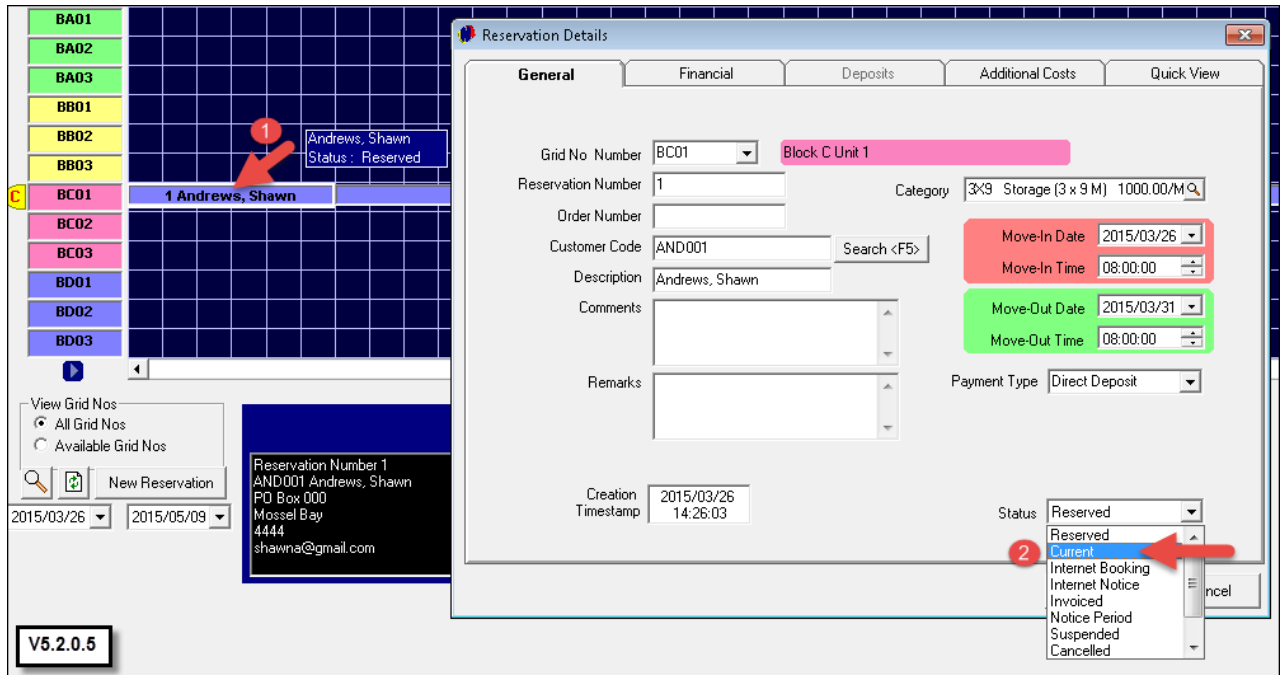
Code	Description	Rate
3x3	Storage (3 x 3 M)	350.00/ Month
3x6	Storage (3 x 6 M)	700.00/ Month
3x9	Storage (3 x 9 M)	1000.00/ Month
6x12	Storage (6 x 12 M)	1500.00/ Month

Accept | Cancel

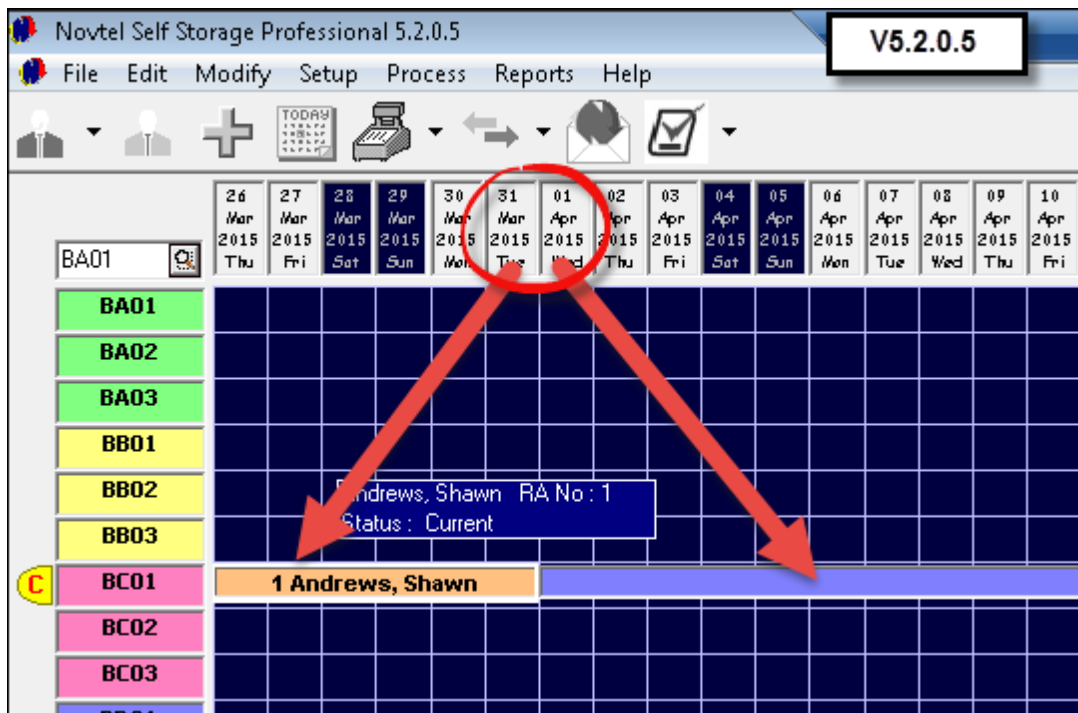
Search By: Code | Search For:

V5.2.0.5

1. The reservation is currently on the "Reserved" status
2. When the Unit is occupied, set the status to "Current", and click "Accept"



- Notice how only the part of the current month on the contract has changed to orange - the color of the "Current" status. The rest of the reservation is still purple - the color of the "Provisional" status



9.1 Creating Monthly Contracts

When creating "Monthly Contracts", there are three important check-boxes that must be ticked:

1. The specific "Customer" must be classified as a "Monthly Customer"

Account Code: FOU001
Description: Fourie, David
Customer Category: 00 - No category

Inactive Customer
 Monthly Customer

General | Delivery Addresses | User Defined Fields

2. The specific "Storage Unit" must be classified as a "Monthly Billed Item"



3. In "Setup - Company - General Tab", the "Activate Monthly Billing" must be selected as "Yes"



- In order to create the contract that will run on a month-to-month basis, click on "Edit Contract Manager"



- Click "Add New"



- Select the "Monthly Customer"



- Select "**Month-to-Month**" as the type of contract, and select the start date
- We will not set "**Escalations**" on "**Month-to-Month**" contracts
- As with "**Fixed Contracts**", select the payment date; "**Add Grid No**"; Add fixed items; Raise the deposit; Make the reservation, and "**Save**" the contract



- Right-click on the contract, and select "**View Details**"



- In the "**General**" tab, click on the magnifying glass next to "**Category**"



- Click on the "**Category**" this Unit belongs to, and then "**Accept**"



The "**Category**" has been inserted

1. Enter any "**Comments and Remarks**" pertaining to this contract, in the fields provided
2. The date and time that the contract was created, displays in this window
3. Enter the "**Move-in and move-out**" times. The dates are inserted automatically according to your selections when the contract was created
4. Select the "**Payment Type**" from the drop-down list for this "**Customer**"
5. In this case, we will leave the "**Status**" on "**Reserved**", since the Unit will only be moved into on the 1st of April. The "**Status**" can be changed on the day of occupancy when the "**Customer**" collects the key to move in



1. Click on the "**Financial**" tab and see how the "**Category**" that has been selected, is now used in the "**Price Calculation**" field
2. The "**Price (Incl)**" is the price for the Unit's monthly rental
3. The "**Invoice Total**" is the total amount, including the "**Fixed Items**" that has been added to the contract



- Have a look at the other tabs as well before clicking "**Accept**" to close the "**Reservation Details**" window
- On the grid, in front of the "**Month-to-Month**" contract, "**CM**" will display - short for "**Contract Monthly**"



There is a second way in which "**Monthly Contracts**" can be created - Directly on the Grid



- Select the "**Customer**" from the list



- Enter all details in the "**Reservation Details**" window's tabs, and click "**Accept**"

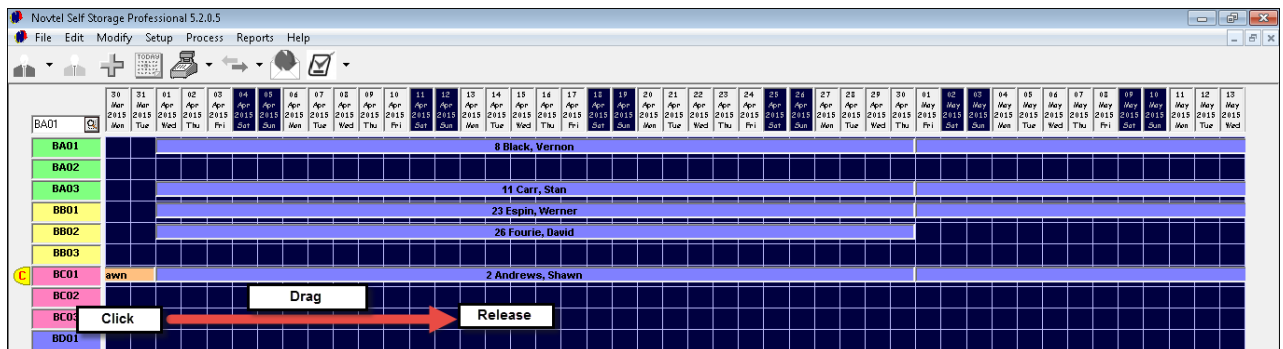


- The reservation will be displayed on the Grid, with a "**M**" in front of the reservation

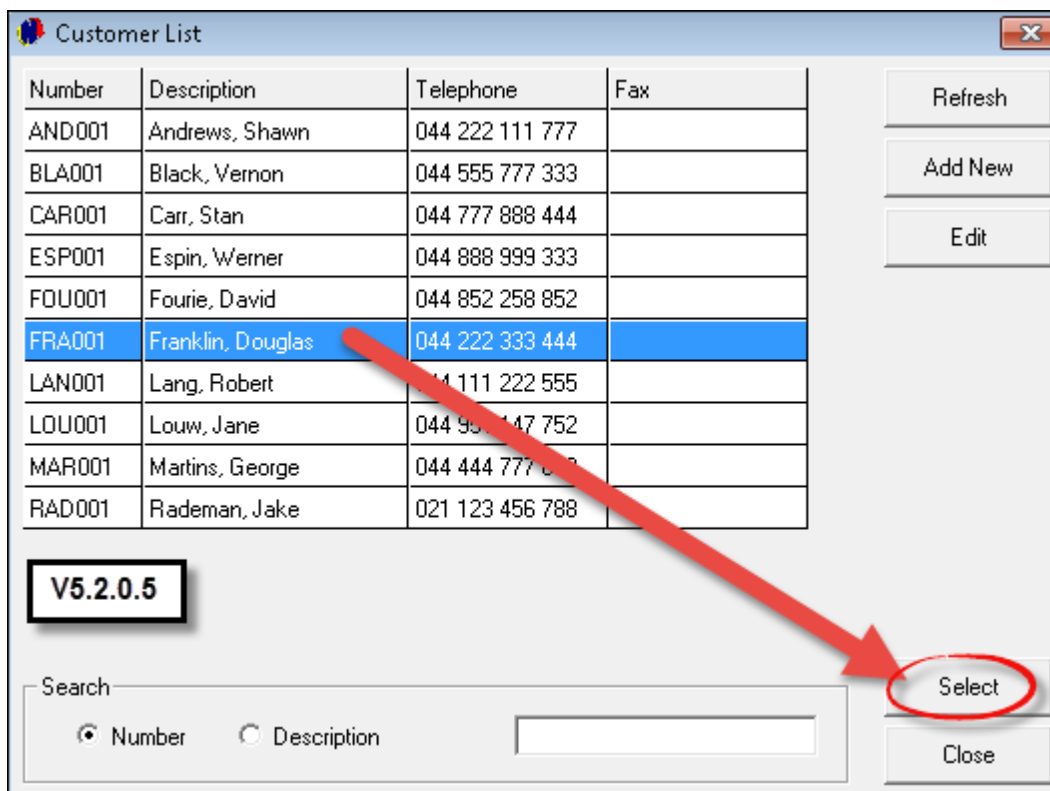


9.2 Creating Short Term Contracts

Short Term bookings are done directly on the grid. Click on the appropriate date when the reservation is to start; hold the mouse down; drag and release of the end date



- Select the "Customer" for this reservation from the "Customer List", or click "Add New" in order to create a new customer



1. In the "General" tab, enter all "Comments and Remarks" pertaining to this reservation
2. Click on the magnifying glass next to the "Category", and select the "Category" this unit belongs to
3. The "Move-in and Move-out" dates are entered by the system automatically. Enter the times the "Customer" is allowed to move in and out
4. Enter the "Payment Type" in which this reservation are to be paid
5. Leave the status on "Reserved" if the unit is not occupied right away. Alternatively, change the status to "Current" if the "Customer" is moving in immediately

Reservation Details

General Financial Deposits Additional Costs Quick View

Grid No Number BC03 Block C Unit 3

Reservation Number New Reservation Category 3x9 Storage (3 x 9 M) 1000.00/M 2

Order Number

Customer Code FRA001 Search <F5>

Description Franklin, Douglas

Comments Rental from 1 - 12 April, with the option to extend the lease 1

Remarks

Move-In Date 2015/04/01 3

Move-In Time 10:00:00

Move-Out Date 2015/04/12 3

Move-Out Time 10:00:00

Payment Type Cash 4

Creation Timestamp 2015/03/30 10:31:03 AM

Status Reserved 5

V5.2.0.5

Accept Cancel

1. In the "Financial" tab, select "Grid No" for the "Price Calculation". The unit will be charged per day, as entered by the "User" when the Unit was created
2. Enter the number of days for the unit to be charged
3. The system will automatically calculate the "Invoice Total"

Reservation Details

General **Financial** Deposits Additional Costs Quick View

Price Calculation

Category

Grid No (1)

Manual

Price (Excl) 720.00

Tax 100.80

Price (Incl) 820.80

Duration Charged 12 (2)

Agent Details

Agent Code

Description

Invoice Total: (3) 820.80

V5.2.0.5

Accept Cancel

- In the "Additional Costs" tab, enter all extra costs to be added - if applicable
- The "Quick View" tab will display all details pertaining to the rent and "Additional Costs"

Reservation Details

General Financial Deposits Additional Costs **Quick View**

Description	Qty	Tax	Excl	Incl
Block C Unit 3	12	100.80	720.00	820.80
TOTAL DUE		100.80	720.00	820.80

V5.2.0.5

Accept Cancel

- The "Reservation" now displays on the grid

The screenshot displays the Novtel Self Storage Professional 5.2.0.5 software interface. The title bar shows the application name and version. The menu bar includes File, Edit, Modify, Setup, Process, Reports, and Help. The toolbar contains icons for user selection, adding units, a calendar, a printer, navigation arrows, a mail icon, and a checkmark. The main window shows a calendar grid for the month of April 2015, with the current date (April 4th) highlighted. Below the calendar is a reservation grid for unit BA01. The grid has columns for each day of the month and rows for different units. A reservation for 'Franklin, Douglas' is shown for unit BA01, starting on April 4th and ending on April 12th. A red arrow points to the reservation bar for unit BA01, which is labeled '27 Franklin, Douglas'. A tooltip for the reservation shows 'Franklin, Douglas' and 'Status: Reserved'. The reservation bar for unit BA01 is highlighted in blue, and the reservation bar for unit BC01 is highlighted in pink.

Unit	30 Mar 2015	31 Mar 2015	01 Apr 2015	02 Apr 2015	03 Apr 2015	04 Apr 2015	05 Apr 2015	06 Apr 2015	07 Apr 2015	08 Apr 2015	09 Apr 2015	10 Apr 2015	11 Apr 2015	12 Apr 2015	13 Apr 2015	14 Apr 2015	15 Apr 2015	16 Apr 2015	17 Apr 2015	18 Apr 2015
BA01																				
BA02																				
BA03																				
BB01																				
BB02																				
BB03																				
BC01			awn			Franklin, Douglas														
BC02						Status: Reserved														
BC03																				
BD01																				
BD02																				
BD03																				

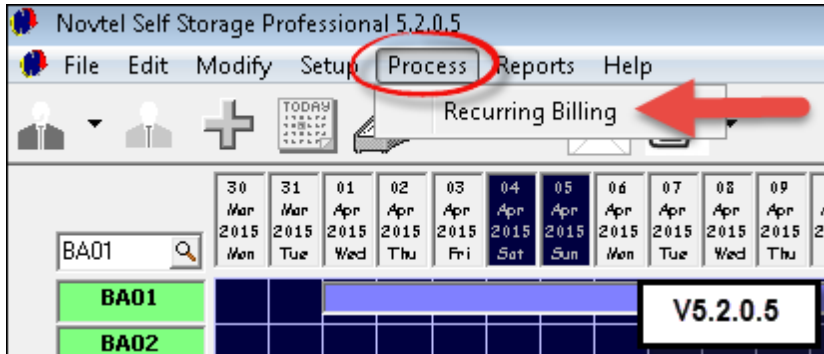
- "Sub-Rented" Contracts are not part of this tutorial. Please register on Novtel's Forum at <http://www.novtel.com/forum/index.php>, and follow this link for more information on the subject: <http://www.novtel.com/forum/index.php?board=1277.0>

10 Step 10 - Recurring Billing

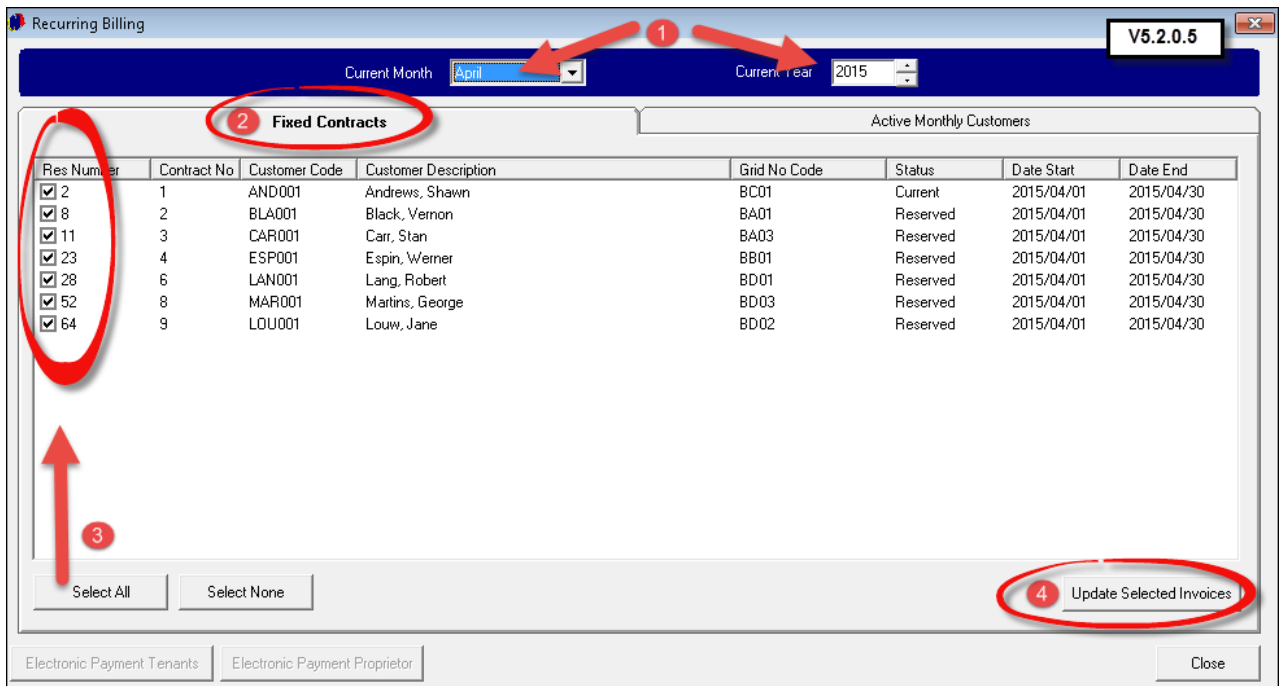
Open Pastel and make sure that there are no "Open Batches"

In Novtel, the process for monthly billing for "Fixed Monthly"; "Month-to-Month" and "Sub-hire" contracts, are as follow:

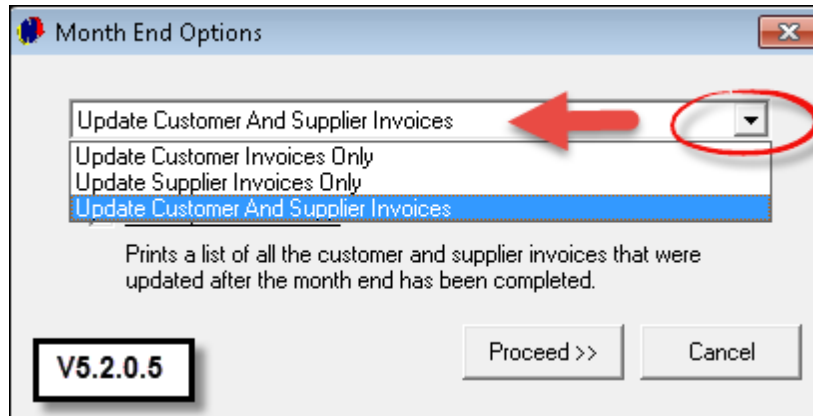
- Click on "Process - Recurring Billing"



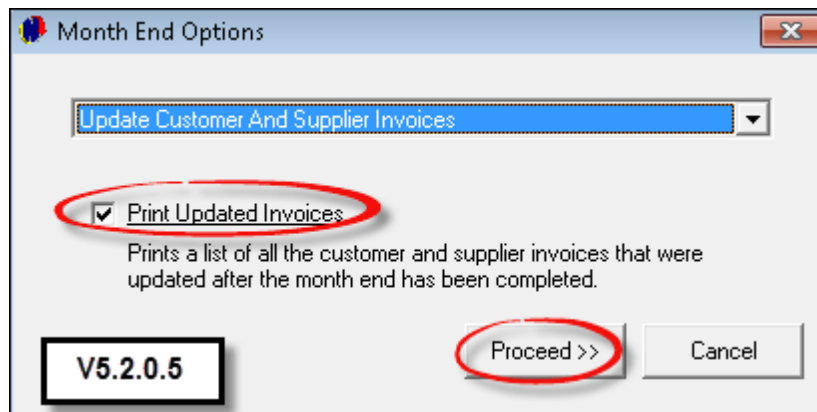
1. Select the Month and Year to be billed
2. Click on the "Fixed Contracts" tab
3. Click on "Select All" in order to process all invoices
4. Click "Update Selected Invoices"



- Select one of the following options:
 - Update Customer and Supplier Invoices
 - Update Customer Invoices Only
 - Update Supplier Invoices Only



- Tick the check-box to "**Print Updated Invoices**", and click "**Proceed**"



- The "Pre-Import List" will be minimized to your Internet Browser. First check it before proceeding
- The "Customer Invoices" represent fixed, monthly as well as sub-hire contracts
- The "Supplier Invoices" are invoices for the suppliers of the sub-hire Units

Pre-Import List For April 2015
PRINTED DATE: 30 MARCH 2015 TIME: 04:15:35 PM

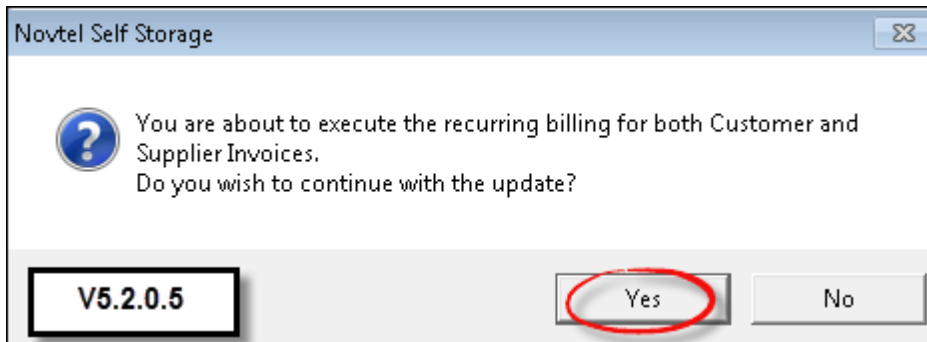
CUSTOMER INVOICES

RESERVATION	CONTRACT	CUSTOMER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL	
2	1	AND001 - Andrews, Shawn	BC01	1052.63	147.37	1200.00	
8	2	BLA001 - Black, Vernon	BA01	421.05	58.95	480.00	
11	3	CAR001 - Carr, Stan	BA03	421.05	58.95	480.00	
23	4	ESP001 - Espin, Werner	BB01	166.67	23.33	190.00	
28	6	LAN001 - Lang, Robert	BD01	1587.72	222.28	1810.00	
52	8	MAR001 - Martins, George	BD03	1754.39	245.61	2000.00	
64	9	LOU001 - Louw, Jane	BD02	1719.30	240.70	1960.00	
NUMBER OF INVOICES TO BE UPDATED - 7				TOTALS	7122.81	997.19	8120.00

SUPPLIER INVOICES

SUBHIRE	CONTRACT	SUPPLIER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL	
13	8	MAR001 - Marshall, Ken	BD03	1500.00	210.00	1710.00	
39	9	MAL001 - Malan, James	BD02	1500.00	210.00	1710.00	
NUMBER OF SUPPLIER INVOICES TO BE UPDATED - 2				TOTALS	3000.00	420.00	3420.00

- Click "Yes" to continue with the recurring billing



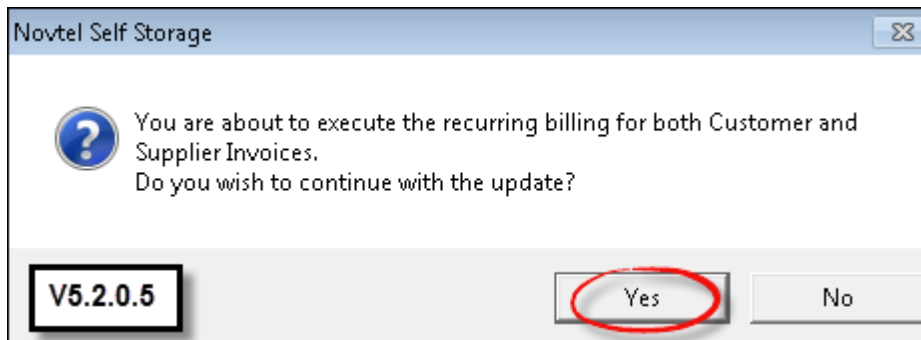
- In order to do the "Recurring Billing" for the month-to-month contracts, click on the "Active Monthly Customers" tab, and click on "Update Selected Invoices"

- Select which Invoices to Update (Customer / Supplier / Customer and Supplier)
- Tick the check-box to "Continue Rental" if the reservation will continue for another month
- Select the option to "Print updated Invoices" (Pre-Import List)
- Click "Proceed"

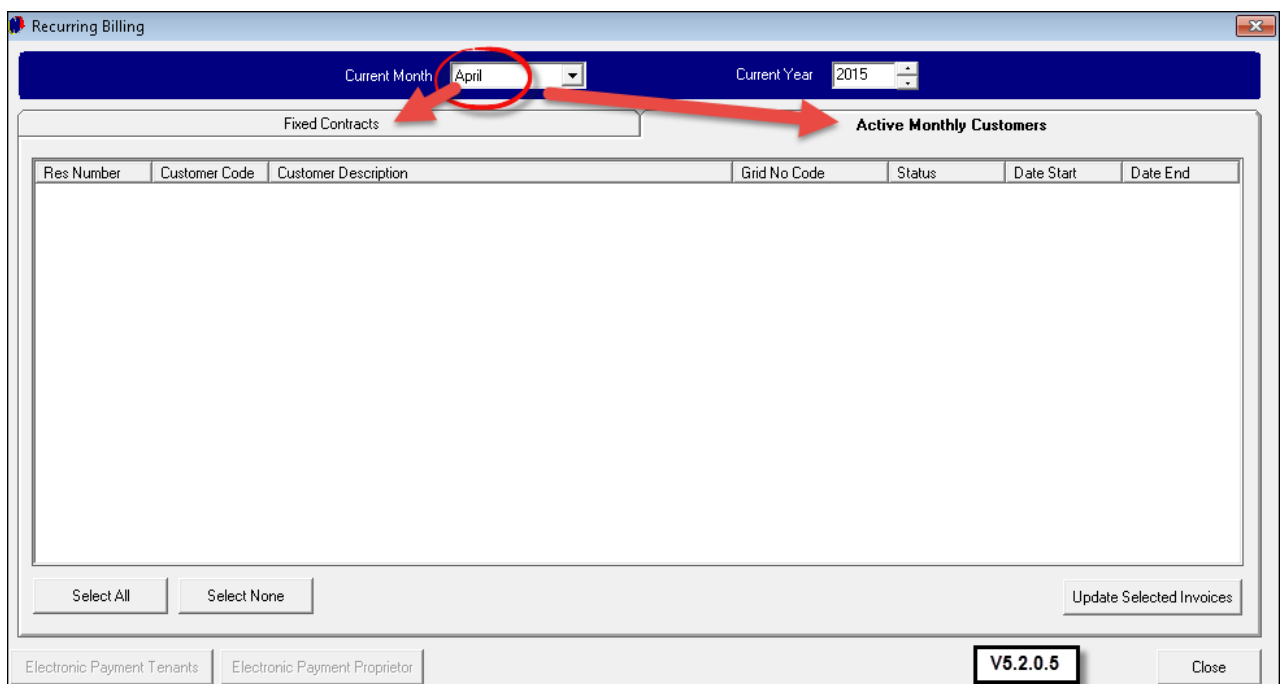
- Check the "Pre-Import List" before continuing

RESERVATION	CUSTOMER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL
26	FOU001 - Fourie, David	BB02	780.70	109.30	890.00
NUMBER OF INVOICES TO BE UPDATED - 1			TOTALS	780.70	890.00

- Click "Yes" in order to proceed with the billing process



- The window for both "Fixed Contracts" and "Active Monthly Customers" are now clear, since the billing was completed for April



1. Returning to the Grid, the color of the contracts on the grid that have been billed through the "Recurring Billing" process, has turned light green - the color of the "Invoiced" status. Right click on each contract and click on "Update Invoice - Customer"
2. Notice that the "Short Term" reservation was not processed

Novtel Self Storage Professional 5.2.0.5

File Edit Modify Setup Process Reports Help

View Grid Nos
 All Grid Nos
 Available Grid Nos

New Reservation

2015/03/31 2015/05/14

V5.2.0.5

Mobile Phone
 Fax
 Telephone

User Defined Field 1
 ID Number
 User Defined Field 2
 User Defined Field 4
 User Defined Field 5

Reserved
 Current
 Internet Booking
 Internet Notice
 Invoiced
 Notice Period
 Suspended
 Paid
 Partially Paid
 Cancelled

- Right-click on the booking on the grid (The Status color is purple at this stage - still reserved). Move the mouse over "Status" and select "Invoiced"

Novtel Self Storage Professional 5.2.0.5

File Edit Modify Setup Process Reports Help

View Grid Nos
 All Grid Nos
 Available Grid Nos

New Reservation

2015/03/31 2015/05/14

V5.2.0.5

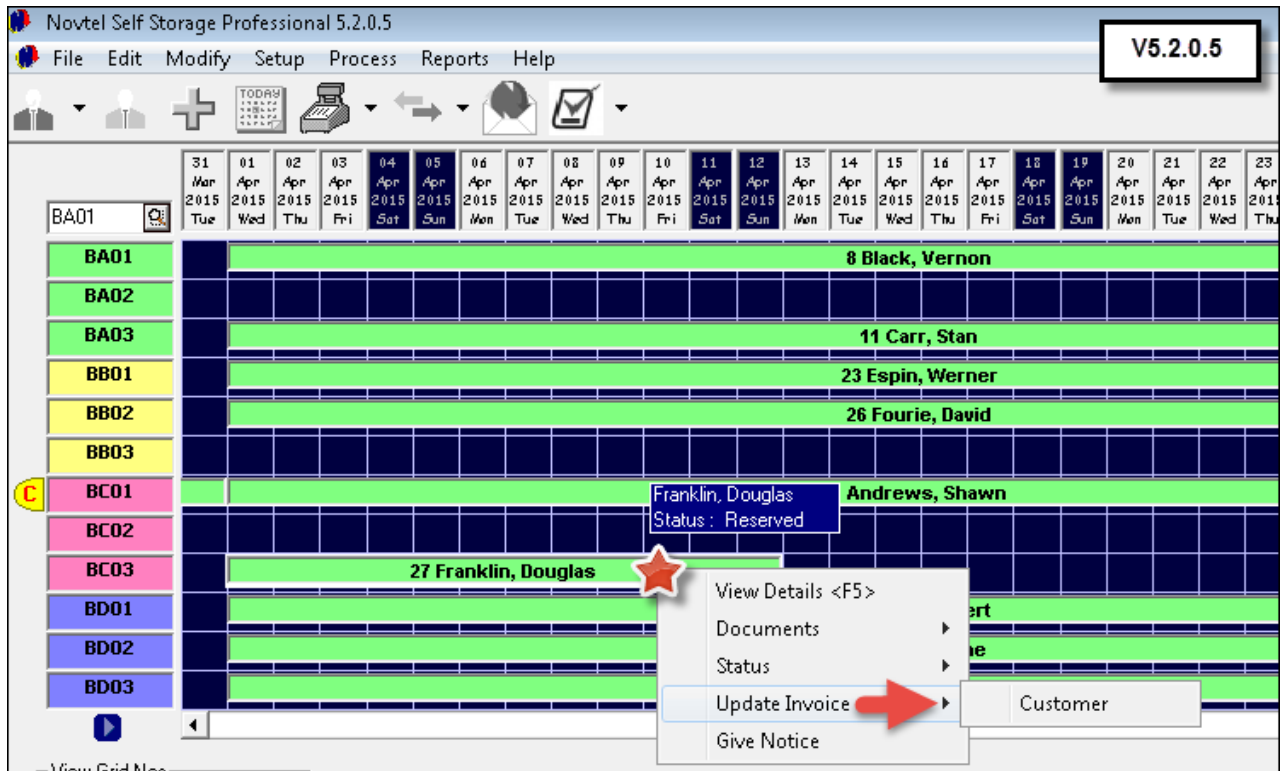
Reservation Number 27
 FRA001 Franklin, Douglas
 25 Hope Street
 Mossel Bay
 4444
 dougfranklin@hotmail.com

Mobile Phone 082 122 456 789
 Fax
 Telephone 044 222 333 444

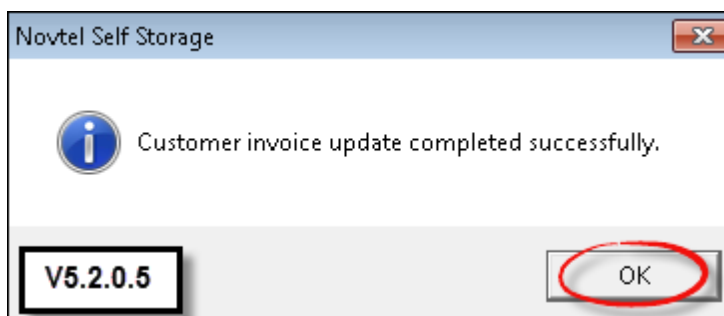
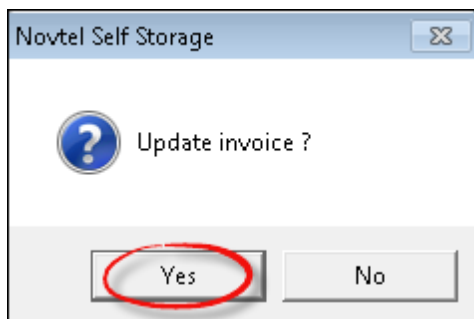
User Defined Field 1
 ID Number
 User Defined Field 3
 User Defined Field 4
 User Defined Field 5

Reserved
 Current
 Internet Booking
 Internet Notice
 Invoiced
 Notice Period
 Suspended
 Cancelled

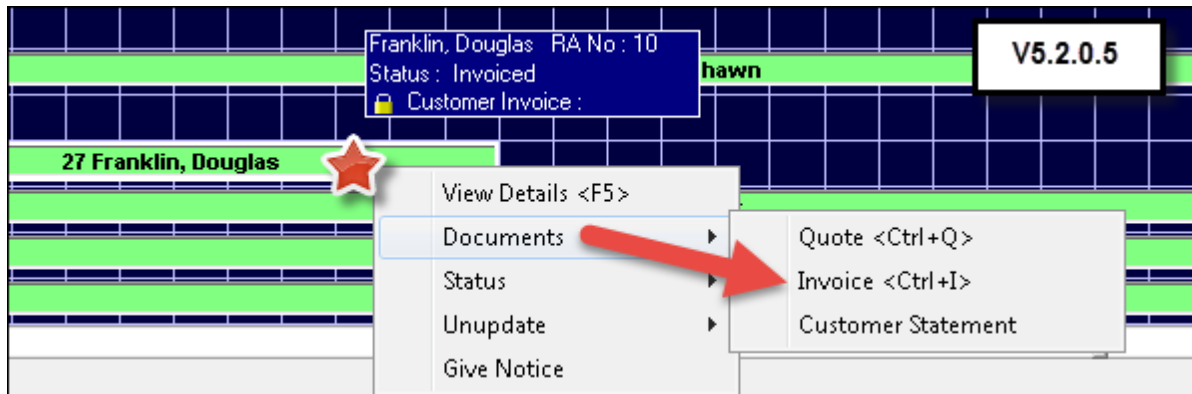
- The reservation has turned light green - the color of the "Invoiced" status. Right-click on the reservation again; move the mouse over "Update Invoice" and select "Customer"



- Click "Yes" to update the invoice



- In order to print the Customer Invoice, right-click on the reservation; move the mouse over "Documents" and select "Invoice"



VAT No : 123456789
Tel No : 0861 66 8835
Fax No : 0865 1171 65
Cell No : 082

Novtel Self
Diaz Office Park
Block 1 Unit 30
Beach Boulevard
Diaz Beach,
South Africa

Customer Details
Franklin,
25 Hope Street
Mossel Bay
4444

Date 31 March 2015
Pro Forma Invoice 27

Contact Details
Fax :
Tel : 044 222 333 444
Rental Date From
01 April 2015 to 12 April 2015

Code	Description	Days	Qty	Excl Price	VAT	Nett Price
BC03	Block C Unit 3	12	1	720.00	100.80	820.80
Total VAT						100.80
Total Excl VAT						720.00
Total Incl VAT						820.80

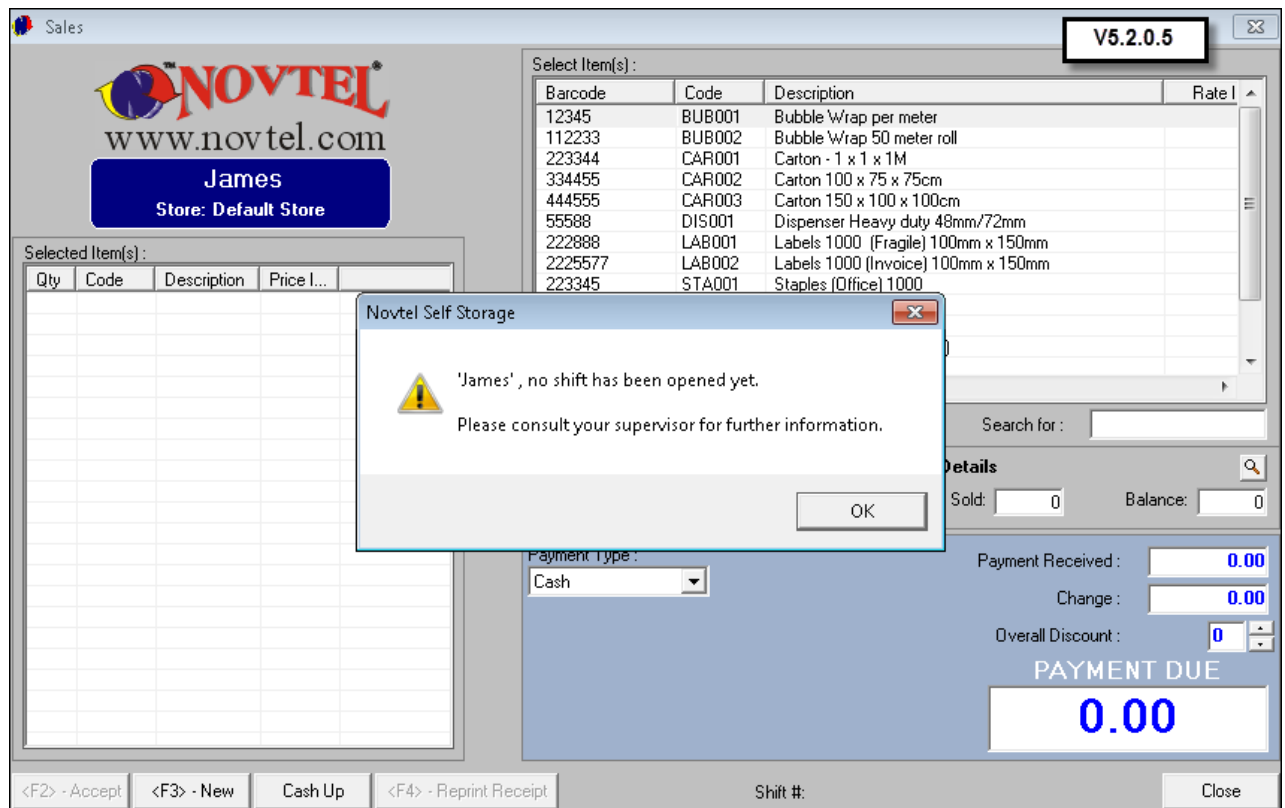
Signed _____ Date _____

Items received by the customer on behalf of the above mentioned production

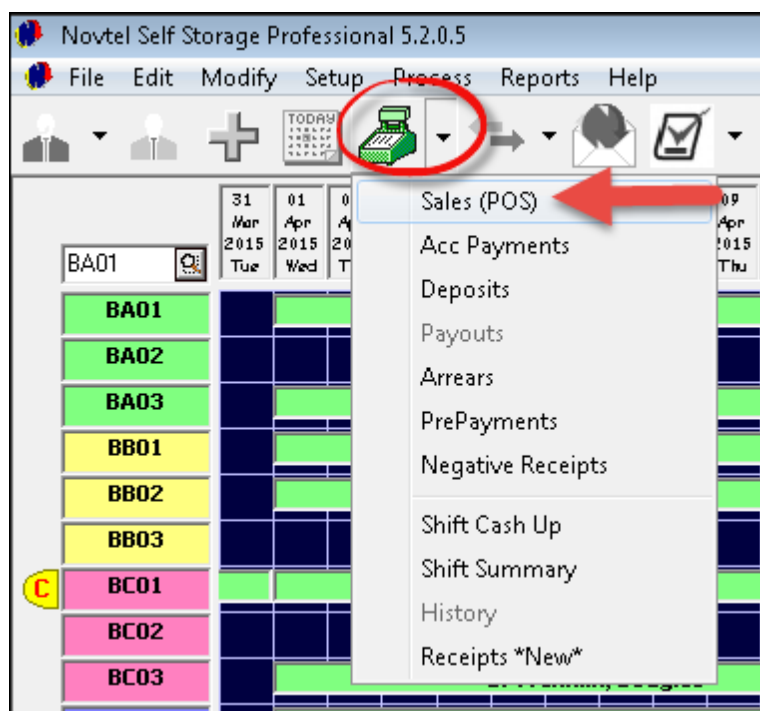
- 1) In case of any loss and/or damages, a 20% (twenty per centum) excess on the item's risk value will be levied.
- 2) A standard 10% (ten per centum) cleaning charge on all wardrobe items will apply.
- 3) The customer warrants that he/she has read, understood and accepts the "CONDITIONS OF HIRE" as contained overleaf.

11 Step 11 - POS Transactions

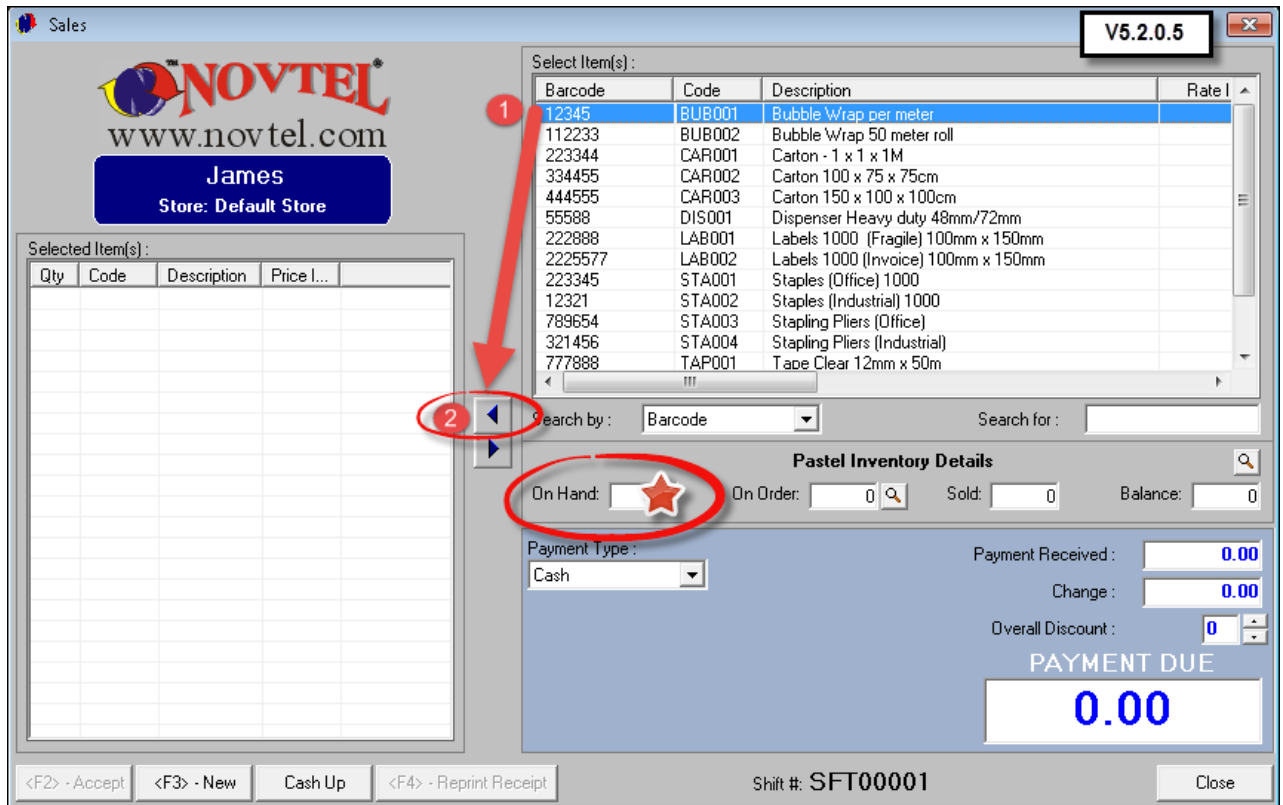
Please note that no transactions can be done without an open Shift (See Step 8 for instructions on opening a shift)



- Click on the arrow next to the "POS Icon", and select "Sales (POS)" in order to "sell" any shop item to a customer



- Stock is received in Pastel, and the quantity "On Hand" will display in Novtel
- When using a bar-code scanner, the item can be scanned. But if not, "Shop Items" are added manually in this manner:
 1. Click on the "Item" to be sold
 2. Click on the arrow pointing to the left



- The item now displays in the left side of the window, and the "Payment Due" reflects this single item's selling price

The screenshot shows the Novtel POS software interface. At the top left, the Novtel logo and website URL are displayed. The store name is "James" and the store type is "Default Store". The version number "V5.2.0.5" is in the top right corner.

The "Selected Item(s)" table on the left contains the following data:

Qty	Code	Description	Price I...
1	BUB001	Bubble W	7.50

The "Select Item(s)" table on the right lists various items with their barcodes, codes, descriptions, and rates. The "Bubble Wrap per meter" item (Barcode 12345, Code BUB001) is highlighted.


The "Pastel Inventory Details" section shows: On Hand: 0, On Order: 0, Sold: 0, Balance: 0.

The "Payment Type" is set to "Cash". The "Payment Received" is 0.00, and the "Change" is 0.00. The "Overall Discount" is 0. The "PAYMENT DUE" is 7.50.

At the bottom, there are buttons for "<F2> - Accept", "<F3> - New", "Cash Up", and "<F4> - Reprint Receipt". The shift number is "SFT00001" and there is a "Close" button.

1. Follow the same steps to enter more items, and see how the "Payment Due" amount is adjusted automatically
2. If an item has been wrongly inserted and it must be removed, click on it and then on the arrow pointing to the right

Sales V5.2.0.5



www.novtel.com

James
Store: Default Store

Select Item(s):

Barcode	Code	Description	Rate
334455	CAR002	Carton 100 x 75 x 75cm	
444555	CAR003	Carton 150 x 100 x 100cm	
55588	DIS001	Dispenser Heavy duty 48mm/72mm	
222888	LAB001	Labels 1000 (Fragile) 100mm x 150mm	
2225577	LAB002	Labels 1000 (Invoice) 100mm x 150mm	
223345	STA001	Staples (Office) 1000	
12321	STA002	Staples (Industrial) 1000	
789654	STA003	Stapling Pliers (Office)	
321456	STA004	Stapling Pliers (Industrial)	
777888	TAP001	Tape Clear 12mm x 50m	
778899	TAP002	Tape Clear 18mm x 50m	
779900	TAP003	Tape Clear 24mm x 50m	
6987	TAP004	Clear Tape 72mm x 50m	

Search by: Barcode Search for:

Selected Item(s):

Qty	Code	Description	Price
X 1	BUB001	Bubble W...	7.50
X 1	LAB001	Labels 10...	60.00
X 1	STA001	Staples (O...	20.00
X 1	STA003	Stapling P...	300.00
X 1	TAP001	Tape Clea...	20.00
X 1	TAP004	Clear Tap...	27.50

Pastel Inventory Details

On Hand: On Order: Sold: Balance:

Payment Type:

Payment Received:
Change:
Overall Discount:

PAYMENT DUE
435.00

<F2> - Accept
<F3> - New
Cash Up
<F4> - Reprint Receipt
Shift #: SFT00001
Close

1. The item has been removed, and the "Payment Due" amount adjusted
2. Select the "Payment Type"
3. Enter the "Payment Received" amount
4. The system will calculate the "Change" due to the Customer
5. Click "Accept" to finalize the transaction

Novtel
www.novtel.com
James
Store: Default Store

Selected Item(s):

Qty	Code	Description	Price I...
X 1	BUB001	Bubble W...	7.50
X 1	LAB001	Labels 10...	60.00
X 1	STA001	Staples (O...	20.00
X 1	STA003	Stapling P...	300.00
X 1	TAP001	Tape Clea...	20.00

Select Item(s):

Barcode	Code	Description	Rate I
334455	CAR002	Carton 100 x 75 x 75cm	
444555	CAR003	Carton 150 x 100 x 100cm	
555888	DIS001	Dispenser Heavy duty 48mm/72mm	
222888	LAB001	Labels 1000 (Fragile) 100mm x 150mm	
2225577	LAB002	Labels 1000 (Invoice) 100mm x 150mm	
223345	STA001	Staples (Office) 1000	
12321	STA002	Staples (Industrial) 1000	
789654	STA003	Stapling Pliers (Office)	
321456	STA004	Stapling Pliers (Industrial)	
777888	TAP001	Tape Clear 12mm x 50m	
778899	TAP002	Tape Clear 18mm x 50m	
778887	TAP003	Tape Clear 24mm x 50m	
78987	TAP004	Clear Tape 72mm x 50m	

Search by: Barcode Search for:

Pastel Inventory Details
On Hand: 0 On Order: 0 Sold: 0 Balance: 0

Payment Type: Cash
Cash
Credit Card
Cheque
Bank Transfer
Account
In-House

Payment Received: 3 450.00
Change: 4 42.50
Overall Discount: 0

PAYMENT DUE
407.50

<F2> - Accept <F3> - New Cash Up <F4> - Reprint Receipt Shift #: SFT00001 Close

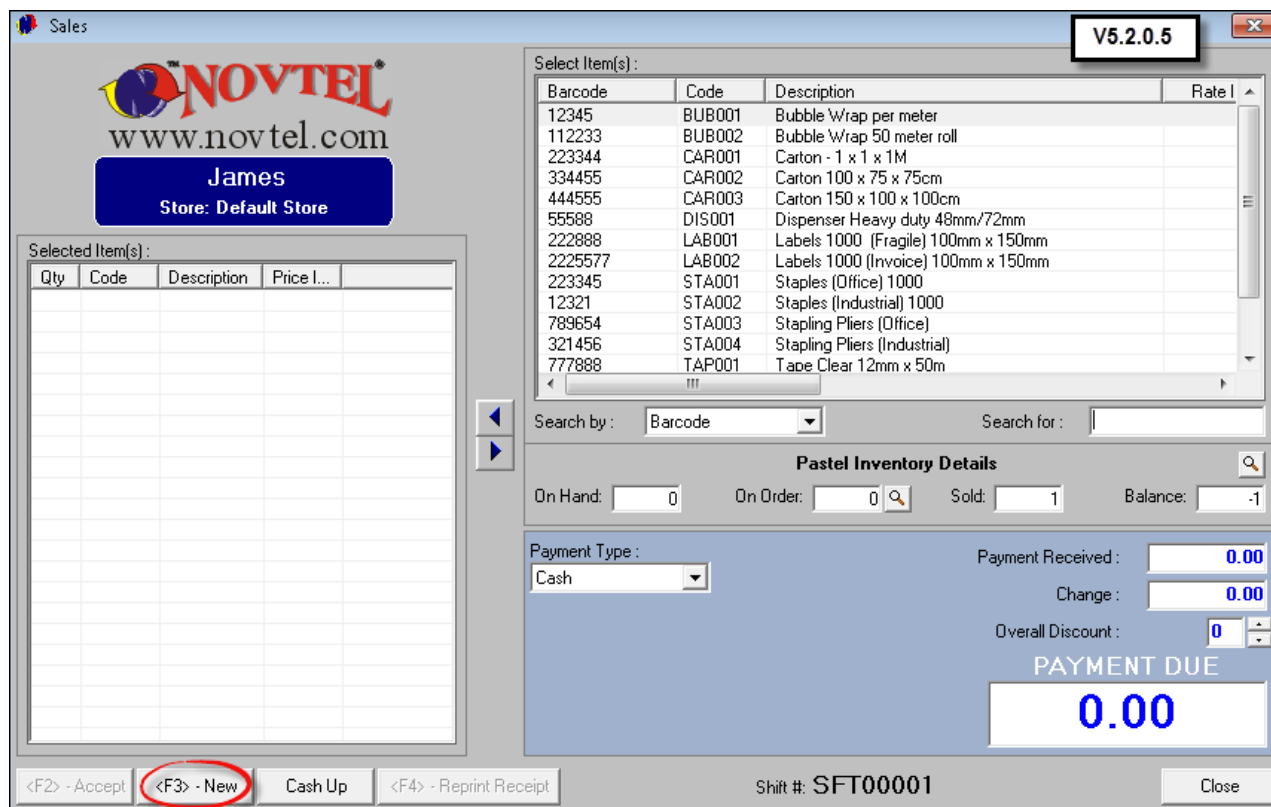
- The receipt will print, and the amount in "Change" to be paid to the customer will be displayed. Click "OK"

Novtel Self Storage

Customer change : 42.50

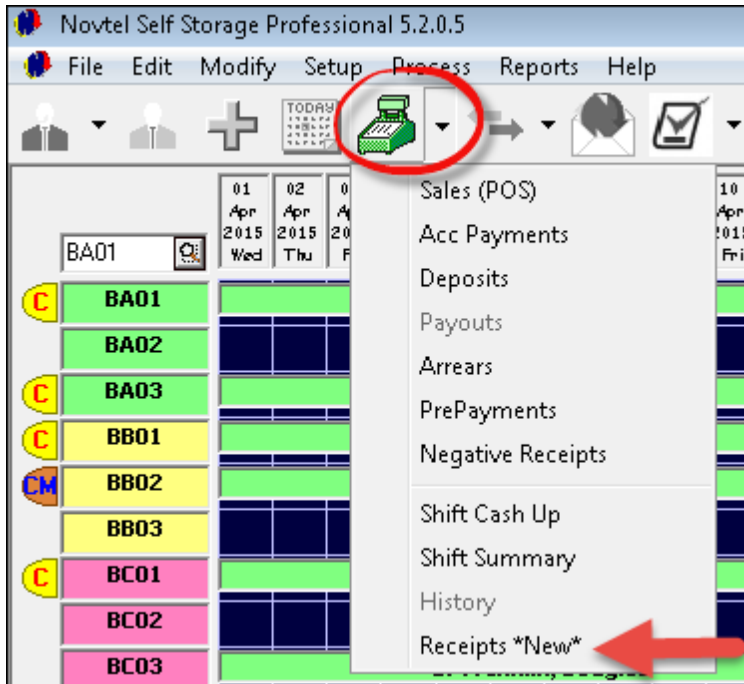
V5.2.0.5 OK

- Click "New" to start a new transaction

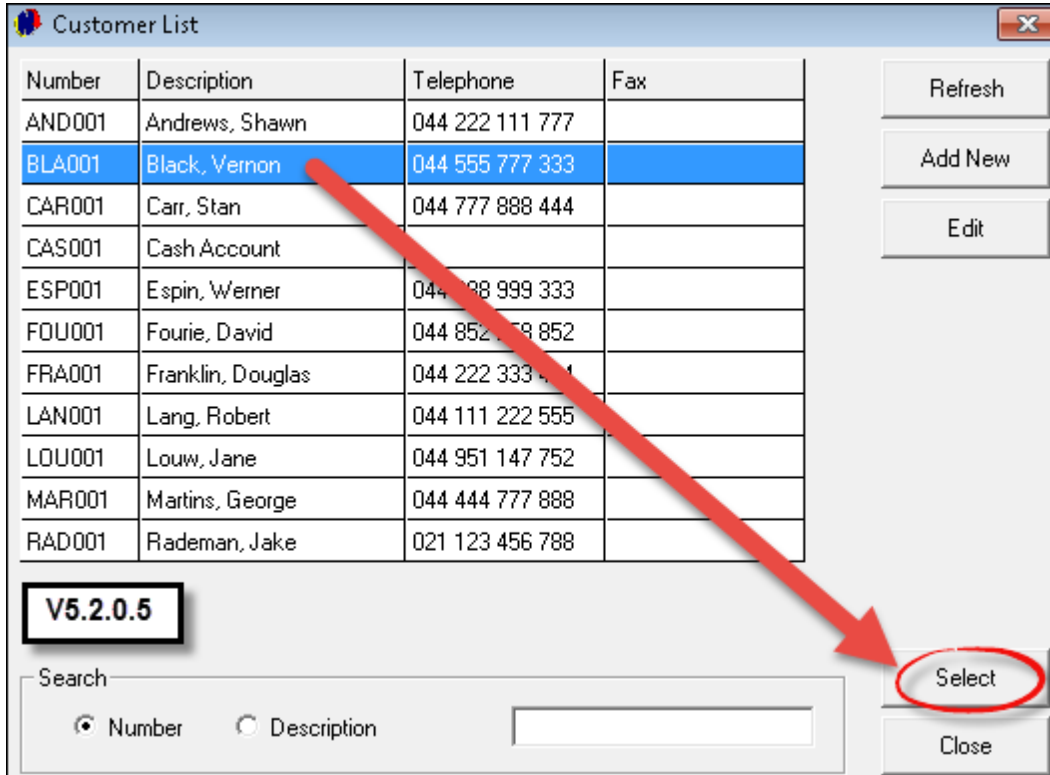


12 Step 12 - Payments

- Deposits and Account Payments can both be done by clicking on the arrow next to the "POS" icon, and selecting "Receipt New"



- Select the "Customer" from the list from whom the payment is received



- Mr Black has outstanding amounts of R400.00 for the Deposit, as well as R480.00 for the Account when the "Recurring Billing" was done. The total outstanding amount is R880.00

Customer Receipts

Customer: BLA001 Black, Vernon
 Balance In Pastel: 0.00
 Receipt Total: 0.00
 Unallocated Amount: 0.00

Account Payments → Outstanding Total: 480.00

Description	Outstanding Amount	Allocated Amount
Reservation 8 - Block A Unit 1 (2015/04/01 to 2015/04/30)	480.00	0.00

Deposit Payments → Outstanding Total: 400.00

Description	Outstanding Amount	Allocated Amount
Contract 2 - Block A Unit 1 (2015/04/01 to 2015/06/30)	400.00	0.00

Payment Date: 2017/03/01
 Payment Type: Cash
 Reference:

Outstanding Total: 880.00
 Allocated Total: 0.00
 Unallocated Total: 0.00

V5.2.0.5

Accept Cancel

1. Enter the "Receipt Total"
2. Click on "Auto Allocate"
3. Enter the "Payment Date"
4. Select the "Payment Type" from the drop-down list
5. Enter the "Reference" for this payment
6. The total amount of R880 will be allocated to the outstanding amounts
7. Click "Accept" in order to print a Receipt

Customer Receipts

Customer: BLA001 Black, Vernon
Balance In Pastel: 0.00
View Statement

Receipt Total: 880.00
Unallocated Amount: 0.00

Account Payments Outstanding Total: 0.00

Description	Outstanding Amount	Allocated Amount
Reservation 8 - Block A Unit 1 (2015/04/01 to 2015/04/30)	0.00	480.00

Deposit Payments Outstanding Total: 0.00

Description	Outstanding Amount	Allocated Amount
Contract 2 - Block A Unit 1 (2015/04/01 to 2015/06/30)	0.00	400.00

Payment Date: 2017/04/01
Payment Type: Direct Transfer
Reference: Vernon Black

Outstanding Total: 0.00
Allocated Total: 880.00
Unallocated Total: 0.00

V5.2.0.5
Accept Cancel

- The color of Mr Black's reservation on the Grid, has turned Dark Green - the color of the "Paid Status"

Novtel Self Storage Professional 5.2.0.5

File Edit Modify Setup Process Reports Help

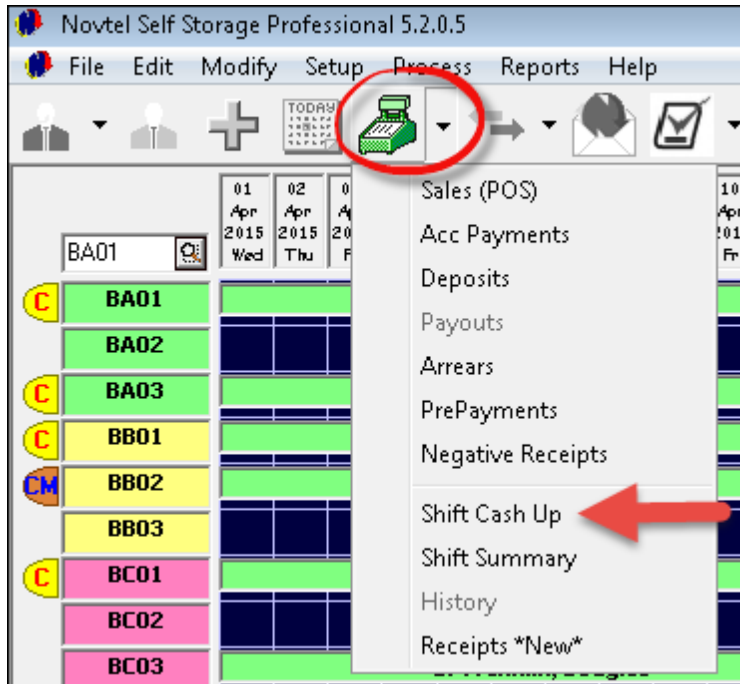
TODAY

	01 Apr 2015	02 Apr 2015	03 Apr 2015	04 Apr 2015	05 Apr 2015	06 Apr 2015	07 Apr 2015	08 Apr 2015	09 Apr 2015	10 Apr 2015	11 Apr 2015	12 Apr 2015	13 Apr 2015	14 Apr 2015	15 Apr 2015	16 Apr 2015	17 Apr 2015	18 Apr 2015	19 Apr 2015	20 Apr 2015	21 Apr 2015	22 Apr 2015	23 Apr 2015	24 Apr 2015	25 Apr 2015	26 Apr 2015	27 Apr 2015	28 Apr 2015	29 Apr 2015	30 Apr 2015
BA01																														
BA01	8 Black, Vernon																													
BA02																														
BA03	11 Carr, Stan																													
BB01	23 Espin, Werner																													

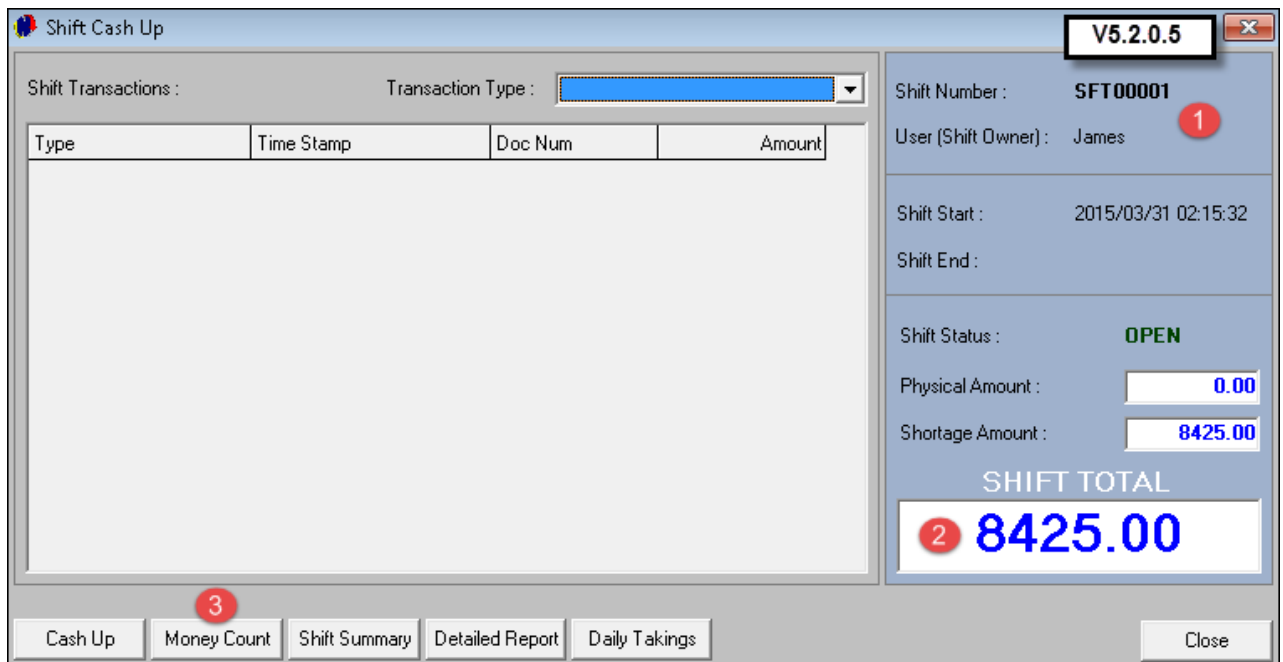
Paid Status Color

13 Step 13 - Shift Cashup

- In order to finalize a shift at the end of each "User's" workday, click on the arrow next to the "POS" icon, and select "Shift Cash Up"



- The "Shift Number" and "User" displays in the top right-hand side of the window
- The "Shift Total" is R8425.00. Notice how the same amount is displayed next to "Shortage Amount". This is due to the fact that the "Money Count" has not been done yet
- Click on the "Money Count" tab



1. When the cash is counted, enter the number of notes and coins next to each value, and not the amount the notes and coins represents
2. The system will automatically calculate the "**Cash Total**"
3. Calculate the total for "**Credit Card**" payments, as well as the "**Bank Transfers**" and enter the amounts
4. When you enter the "**Float**" amount, it will be subtracted from the Total. The "**Physical**" amount is the combined total for the cash, bank transfers and credit card payments received during the shift
5. Should there be a "**Shortage**" amount, the system will indicate the amount in red for a shortage

Money Count V5.2.0.5

R		c	
200.00	10	0.50	20
100.00	24	0.20	0
50.00	4	0.10	0
20.00	5	0.05	0
10.00	10	0.02	0
5.00	55	0.01	0
2.00	20		
1.00	10		

Comments :

Cash :	5135.00
Cheque :	0.00
Credit Card :	880.00
Bank Transfer :	2800.00
Vouchers :	0.00
Other :	0.00
Total :	8815.00
- Float :	400.00
Physical :	8415.00
Shortage :	10.00
Shift Total :	8425.00

Report Accept Cancel

- A "Surplus" amount (Or no surplus) will display in blue
- Click "Accept"

Money Count V5.2.0.5

R	c
200.00 10	0.50 20
100.00 24	0.20 0
50.00 4	0.10 0
20.00 5	0.05 0
10.00 11	0.02 0
5.00 55	0.01 0
2.00 20	
1.00 10	

Cash : 5145.00
 Cheque : 0.00
 Credit Card : 880.00
 Bank Transfer : 2800.00
 Vouchers : 0.00
 Other : 0.00
 Total : 8825.00
 - Float : 400.00
 Physical : 8425.00
 Surplus : 0.00
 Shift Total : 8425.00

Comments :

Report Accept Cancel

- The previous "Shortage Amount" has become the "Physical Amount" after the "Money Count"
- Click on the "Detailed Report" tab

Shift Cash Up V5.2.0.5

Shift Transactions : Transaction Type :


Type	Time Stamp	Doc Num	Amount

Shift Number : SFT00001
 User (Shift Owner) : James
 Shift Start : 2015/03/31 02:15:32
 Shift End :
 Shift Status : OPEN
 Physical Amount : 8425.00
 Shortage Amount : 0.00
 SHIFT TOTAL
 8425.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

- The report will be minimized to the Internet Browser, and displays the following details:
 - All POS transactions done during the specific shift (Part 1 of the Report)
 - Account Payments (Part 2 of the Report)
 - Deposit Payments

Part 1


Detailed Shift Summary - Supervisor:

Cashier: James - Shift #:SFT00001
Shift Start 2015/03/31 02:15:32 PM - Shift End 2015/04/01
Time and date report was printed: 2015/04/01 04:46:29 PM

TRANSACTION #	CODE	DESCRIPTION	QTY	RATE
8 (REC00001)				
	BUB001	Bubble Wrap per meter	1	7.50
	LAB001	Labels 1000 (Fragile) 100mm x 150mm	1	60.00
	STA001	Staples (Office) 1000	1	20.00
	STA003	Stapling Pliers (Office)	1	300.00
	TAP001	Tape Clear 12mm x 50m	1	20.00
		TRANSACTION TOTAL:	5	407.50
9 (REC00002)				
	CAR002	Carton 100 x 75 x 75cm	1	8.50
	LAB001	Labels 1000 (Fragile) 100mm x 150mm	1	60.00
	STA003	Stapling Pliers (Office)	1	300.00
	TAP001	Tape Clear 12mm x 50m	3	60.00
	TAP002	Tape Clear 18mm x 50m	1	22.00
		TRANSACTION TOTAL:	7	450.50
10 (REC00003)				
	CAR002	Carton 100 x 75 x 75cm	2	17.00
	LAB001	Labels 1000 (Fragile) 100mm x 150mm	1	60.00
		TRANSACTION TOTAL:	3	77.00
			SHIFT TOTAL:	935.00

Account Payments

Part 2

TRANSACTION #	DOC NO	CUSTOMER	BOOKING #	CONTRACT #	AMOUNT
11	REC00004	BLA001	0	0	480.00
13	REC00005	AND001	0	0	2400.00
15	REC00006	CAR001	0	0	480.00
17	REC00007	ESP001	0	0	190.00
19	REC00008	FOU001	0	0	890.00
					4440.00

Deposits

DEPOSIT	BOOKING #	CONTRACT #	DOC NO	CUSTOMER	AMOUNT
Paid	0	5	REC00008	FOU001	650.00
Paid	0	4	REC00007	ESP001	600.00
Paid	0	3	REC00006	CAR001	400.00
Paid	0	1	REC00005	AND001	1000.00
Paid	0	2	REC00004	BLA001	400.00
					3050.00

- Click on the "Daily Takings" tab

Shift Cash Up
V5.2.0.5
✕

Shift Transactions : Transaction Type :

Type	Time Stamp	Doc Num	Amount

Shift Number : **SFT00001**

User (Shift Owner) : James

Shift Start : 2015/03/31 02:15:32

Shift End :

Shift Status : **OPEN**

Physical Amount :

Shortage Amount :

SHIFT TOTAL

8425.00

Cash Up
Money Count
Shift Summary
Detailed Report
Daily Takings
Close

- The "Daily Takings Payment Summary" report will display the totals for the different payment types when goods was purchased in the shop

V5.2.0.5



Daily Takings Payment Summary

Cashier: James - Shift #:SFT00001
Shift Start 2015/03/31 02:15:32 PM - Shift End 2015/04/02

CASH

#	DOCUMENT #	TYPE	AMOUNT
10	REC00003	Sales	77.00
8	REC00001	Sales	407.50
Total :			484.50

CREDIT CARD

#	DOCUMENT #	TYPE	PAYMENT DETAILS	AMOUNT
9	REC00002	Sales	123456789 VISA	450.50
Total :				450.50

- Notice that the Shift is still open at this moment. Click on "Cash Up"

V5.2.0.5

Shift Transactions : Transaction Type :

Type	Time Stamp	Doc Num	Amount

Shift Number : **SFT00001**

User (Shift Owner) : James

Shift Start : 2015/03/31 02:15:32

Shift End :

Shift Status : **OPEN**

Physical Amount : **8425.00**

Shortage Amount : **0.00**

SHIFT TOTAL

8425.00

Cash Up

Money Count

Shift Summary

Detailed Report

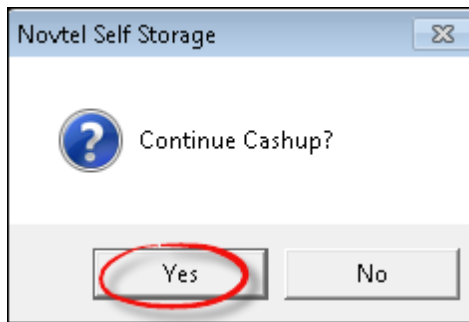
Daily Takings

Close

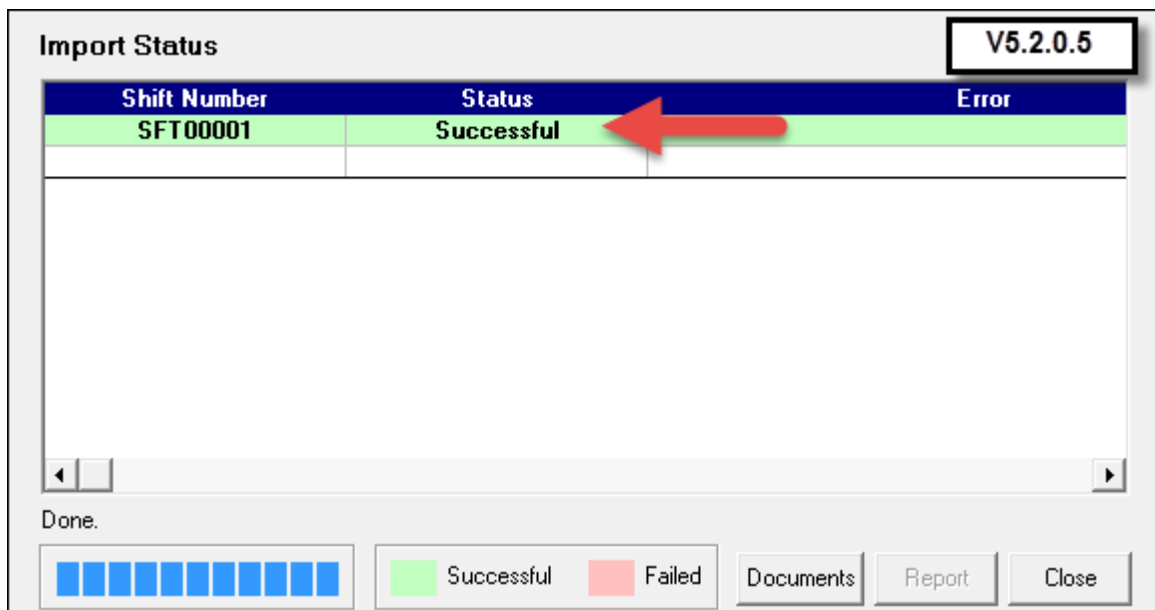
- The shift is now "Closed". Click on "Close" to exit the window

- The "Supervisor" must now log in. The following process performed by the "Supervisor" will send all data to Pastel
 - Click on the "User" whose shift is being finalized, in order to display all transactions during their shift in the left hand side of the window
 - Click "Cashup"

- Click "Yes" to continue the cash up procedure



- The import will run, and the system will indicate whether or not the import was successful



- If the import had failed, it would have been due to one these reasons:
 1. The accounts in "**Setup - Interface - Pastel**" has not been entered
 2. The Pastel Path is not correct
 3. When the "**Grid Numbers**" were created, the check-box to "**Create the Item in Pastel**", were not selected - and must be created manually in Pastel
 4. The Shop and POS Items were not imported to Pastel as explained, and must be created in Pastel manually

- Click on the "Documents" tab

Import Status **V5.2.0.5**

Shift Number	Status	Error
SFT00001	Successful	

Done.

Successful
Failed
Documents
Report
Close

- The total for cash sales will be displayed on this report. It can be saved or printed for reference

Supervisor: Dave, Shift #: SUP00001 **V5.2.0.5**

Time and date report was printed: 2015/04/02 11:53:26 AM

User	Shift #	Doc Type	Doc #	Transactions	Doc Value
James	SFT00001	Cash Sale Invoice:	INA10001	3	935.00

- Click "Close" in the "Import" window

- In the "Supervisor Shift Cashup" window:
 1. In order to open another "User's" shift" click on "Open Shift"
 2. Click on "Close" to exit the window

Supervisor Shift Cashup V5.2.0.5

File Reports

View Location: All

Supervisor Dave Shift #

Transaction (SFT00001)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date

Batch Shift Single Shift

Open Shift Shift Total: 0.00

1 Open Shift Cashup Close 2

- This concludes the "Novtel Self Storage - 13 Steps to Mastering the Basics" PDF Manual
- Please register on Novtel's Forum at <http://www.novtel.com/forum/index.php> for more information



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