



Novtel[®]

Self-Storage



Novtel[®] Self-Storage



The Basics of Novtel Self Storage

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Self-Storage



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Introduction



Introduction

Novtel Self Storage can manage the following:

- ✓ Long Term Storage Rentals for which a definite start and end date applies.
- ✓ Month-To-Month rentals which will either be continued or terminated at the end of the current month.
- ✓ Short Term Rentals for temporary storage on a daily or weekly basis.

A specific percentage can be set for a rental escalation to come into effect automatically during a specified month.

Novtel Self Storage also incorporates a Retail POS system from which items can be sold using one of the following tender methods for immediate payment:

- ✓ Cash;
- ✓ Credit card;
- ✓ Cheque (If permitted)
- ✓ And bank transfers

Various reports are available from Novtel, and since Novtel integrates with various financial systems, detailed financial reporting is obtained from the financial system it is linked to.

In this document, we will only demonstrate the basic functionality of Novtel, but please note that Novtel is capable of a lot more, but which is not demonstrated here.



Introduction – 3rd Party Integration

Financial Systems

Novtel integrates with the following financial systems and comprehensive reporting is derived from:

- Sage Pastel Xpress
- Sage Pastel Partner
- Sage Evolution Ultimate Standard
- Sage Evolution Ultimate Enterprise

As a result of integrating with these financial systems, the use of Multi-stores / Warehouses; Agent Codes and Cost Codes can be activated in Novtel when these are set up in the financial system.

Microsoft Office

- Some reports can be exported, edited and saved in **Microsoft Word**.
- Novtel allows for some reports to be exported to **Microsoft Excel**.
- Customer Statements and / or Invoices can be emailed directly from the system, using **Microsoft Outlook**.
 - ✓ Please note that up to 10 additional attachments can be selected to be send with the email automatically.
- **Microsoft Access** is used as the basis for Novtel's databases (except for when SQL is used).

Novtel Products

Novtel Self Storage also integrates with:

- ✓ Novtel Relations Management by which communication from and to Customers / Suppliers / Prospects and Employees are captured and a complete communication history is obtained.
- ✓ Novtel Access Control by which access to a facility is granted by means of 'Access Tags'.

Internet Interface (Kiosk)

When registered and activated, bookings via the internet can be administrated and will directly be reflected in Novtel.

TPN
(Tenant Profile Network)



Introduction – Grid Statuses

<input type="checkbox"/> Reserved	<input checked="" type="checkbox"/>
<input type="checkbox"/> Current	<input checked="" type="checkbox"/>
<input type="checkbox"/> Internet Booking	<input type="checkbox"/>
<input type="checkbox"/> Internet Notice	<input type="checkbox"/>
<input type="checkbox"/> Invoiced	<input checked="" type="checkbox"/>
<input type="checkbox"/> Notice Period	<input checked="" type="checkbox"/>
<input type="checkbox"/> Suspended	<input checked="" type="checkbox"/>
<input type="checkbox"/> Paid	<input checked="" type="checkbox"/>
<input type="checkbox"/> Partially Paid	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cancelled	<input type="checkbox"/>

In Novtel, each reservation is displayed in a distinctive colour on the Grid.

These colours represent a specific status.

By simply glancing at the Grid, the User will know exactly which stage the reservation is currently linked to, without opening any reservation.

Note: *ONLY if the checkboxes next to the following statuses (visible at the bottom of the grid) are ticked, will the contracts / reservations containing the selected status, be displayed on the grid.*

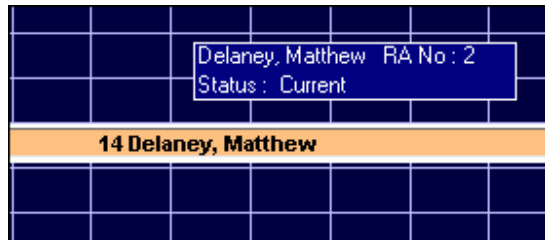


Introduction – Grid Statuses



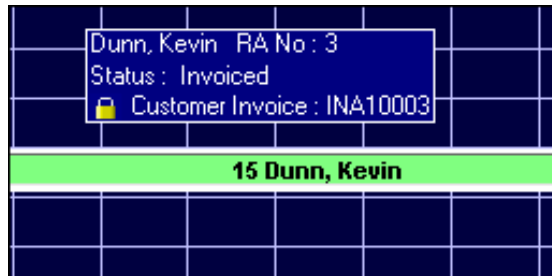
Reserved

A contract or reservation has been created and the Storage Unit is now **'Reserved'** for the duration of the selected term.



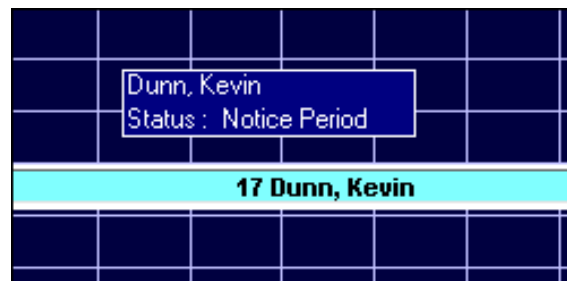
Current

When a Customer has taken occupancy of the Storage Unit, the status is changed to **'Current'**, and will also display this status for the reservation after the last month's invoicing.



Invoiced

The Customer has been invoiced for the month, but no payment has yet been received. The status is **'Invoiced'**.



Notice Period

Reservations in the 'Notice Period' of the contract, is displayed in this Status Colour.



Introduction – Grid Statuses

Dunn, Kevin Status : Suspended
17 Dunn, Kevin

Suspended

Reservations or contracts which have been suspended, will display in yellow.

<input checked="" type="checkbox"/> Reserved	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Current	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Internet Booking	<input type="checkbox"/>
<input type="checkbox"/> Internet Notice	<input type="checkbox"/>
<input checked="" type="checkbox"/> Invoiced	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Notice Period	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Suspended	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Partially Paid	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cancelled	<input type="checkbox"/>

Internet Booking

Only if the option is activated to 'Use Internet Interface (Kiosk)', will this option be activated, and reservations can be made for Storage Units by the Customer via the internet.

These reservations will be displayed in this status colour.

<input checked="" type="checkbox"/> Reserved	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Current	<input checked="" type="checkbox"/>
<input type="checkbox"/> Internet Booking	<input type="checkbox"/>
<input checked="" type="checkbox"/> Internet Notice	<input type="checkbox"/>
<input checked="" type="checkbox"/> Invoiced	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Notice Period	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Suspended	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Partially Paid	<input checked="" type="checkbox"/>
<input type="checkbox"/> Cancelled	<input type="checkbox"/>

Internet Notice

As with 'Internet Booking' status, this option will be activated or deactivated depending on the 'Use Internet Interface (Kiosk)' option being activated and in use.

When 'Notice' is given on internet reservations, it will be displayed in this status colour.



Introduction – Grid Statuses

Papenfus, Gary RA No : 29				
Status : Paid				
🔒 Customer Invoice : INA10021				
94 Papenfus, Gary				

Paid

Dark green indicates that the Reservation has been paid in full, and no outstanding balance is present.

Lessing, Duncan RA No : 28				
Status : Partially Paid				
🔒 Customer Invoice : INA10019				
79 Lessing, Duncan				

Partially Paid

When a Reservation is not fully paid, and an outstanding amount is present, the Reservation will be displayed in dark grey since this colour is linked to the 'Partially Paid' status.

Thiart, Steven				
Status : Cancelled				
18 Thiart, Steven				

Cancelled

Whenever a reservation or contract is cancelled, and the option is ticked to show 'Cancelled' reservations on the Grid, the reservation will be displayed in this status and colour.



Self-Storage

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Setup Procedures





Setup Procedures - Documents

The following document options are available from the Novtel system:

➤ **Invoices**

There are 2 options to choose from, namely:

- **Plain Paper**

This is a standard A4 Invoice layout and no logo will be displayed on the document

- **Novtel Forms Designer**

Novtel incorporates the Forms Designer feature by which a custom invoice can be created and used.

➤ **Word Documents**

Novtel Self Storage is fully integrated with Microsoft Word, Excel and Outlook. For this reason, 'Word Documents' (letters) can be added to the system and selected when needed.

It uses 'Bookmarks' which will derive the information from the Customer's Master File, as well as the Contract; Reservation and Storage Unit.

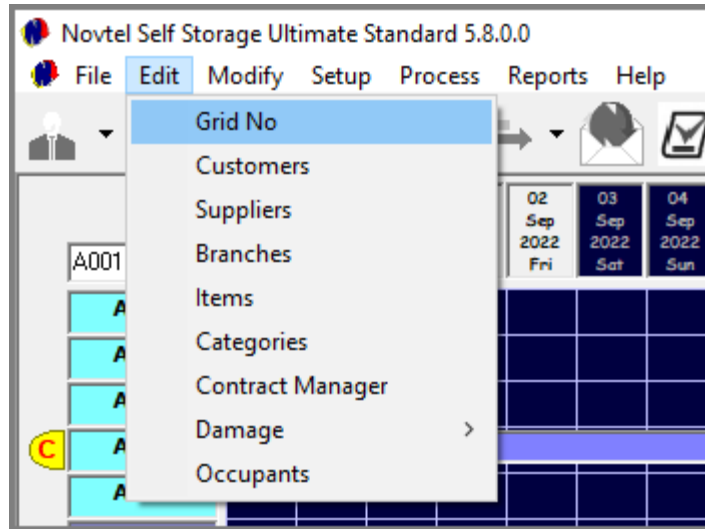
Please note that this excludes any financial type of documents such as Tax Invoices and Customer Statements.

➤ **Documents Notes**

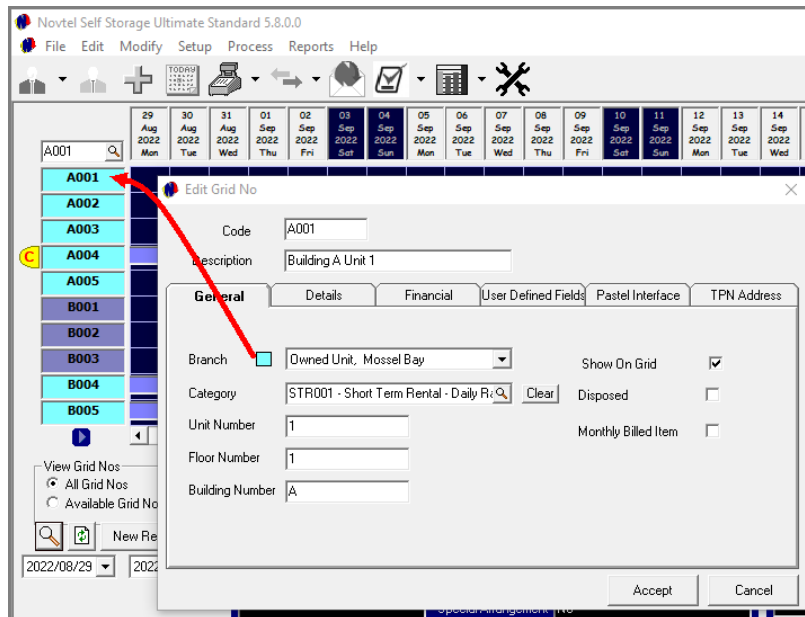
Notes to be displayed on the Plain Paper Invoice Layout, and Customer Statement respectively, can be captured and saved.



Setup Procedures – Storage Units (Grid Numbers)



All new storage units are created from the 'Edit – Grid No' menu option, and clicking 'Add New' in the 'Grid No Setup' screen.



Branches

In Novtel, 'Branches' can be created in order to link Storage Units with the same size or whatever criteria preferred, to the same Branch which is colour coded.

The Unit's Code will then be displayed in the selected Branch colour on the Grid – provided that the option is selected to 'Show on Grid'.



Setup Procedures – Storage Units (Grid Numbers)

Code: A001
Description: Building A Unit 1

Branch: Owned Unit, Mossel Bay
Category: STR001 - Short Term Rental - Daily Rate
Unit Number: 1
Floor Number: 1
Building Number: A

Select Category

Code	Description	Rate
ANR001	Annual Rate	6000.00/ Annually
STR001	Short Term Rental - Daily Rate	35.00/ Day
STR002	Short Term Rental - Weekly Rate	150.00/ Week
STR003	Short Term Rental - Monthly Rate	550.00/ Month

Search By: Code Search For:

Categories

'Categories' can be set up in order to categorize different sized storage units, and to set up rates according to which a storage unit is to be invoiced.

However: Please note that the Category price will not be inserted on the contract automatically when a rental contract is created. The rental amount is entered on the contract manually and an annual escalation percentage can be set which will automatically come into effect when the set month is reached.

Where Categories *will* be used for billing purposes, is when a short-term reservation is created, and the 'Category' price calculation option is selected to bill a daily or weekly rate as set on the Category Master File.



Setup Procedures – Storage Units (Grid Numbers)

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

Height Width Depth
Door Height Door Width

Area
Capacity

Dimensions

The specific dimensions of a Storage Unit are entered in the 'Details' tab.

Novtel will automatically calculate the 'Area' and 'Capacity' according to the dimensions entered and draw a diagram of the unit.

Edit Grid No

Code
Description

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

User Defined Fields

Additional information pertaining to the Storage Unit can be entered in the 5 User Defined Fields, respectively.

If these fields are not customized, it will display the wording: 'User Defined Field' 1 – 5 in the respective lines.

Edit Grid No

Code
Description

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

Ownership
Long or Short Term Rental?
Windows?
.
.
.
Accept Cancel

However: Should 1 or more of the fields have been customized, the corresponding information can be entered in each field next to the customized filed.

We have created 3 customized fields in our database, and the information is entered as follows:



Setup Procedures – Storage Units (Grid Numbers)

The screenshot shows the 'Add New Grid No' dialog box. The 'Code' field contains 'A001' and the 'Description' field contains 'Building A Unit 1'. The 'Create Grid No In Pastel' checkbox is unchecked. The 'Pastel Interface' tab is selected and circled in red. Below the tabs, there are two input fields: 'Pastel Inventory Code' and 'Pastel Cost Code', each with a 'Clear' button. A red arrow points from the 'Create Grid No In Pastel' checkbox to the 'Pastel Inventory Code' field.

This screenshot shows the 'Add New Grid No' dialog box with the 'Create Grid No In Pastel' checkbox checked. The 'Import Inventory Item' dialog box is open over it. The 'Import Inventory Item' dialog has the following fields: 'Code' (A001), 'Description' (Building A Unit 1), 'Inventory Group' (001 - Services), and 'Excl Selling Price' (0.00). There are radio buttons for 'Physical Item' and 'Service Item', with 'Service Item' selected. There is also a 'Create Cost Code' checkbox. The 'Accept' button in the 'Import Inventory Item' dialog is circled in red. A red arrow points from the 'Create Grid No In Pastel' checkbox in the main dialog to the 'Accept' button in the 'Import Inventory Item' dialog.

Financial System Inventory Code

If a specific Inventory Code exists in your financial system to which the Novtel Storage Units are to be linked to obtain a complete record of revenue earned from this Unit, the 'Create Grid No in Pastel' checkbox is not selected.

Proceeding to the 'Pastel Interface' tab, the specific 'Pastel Inventory Code' can be searched for and selected here.

When the newly created item is saved, the 'Import Inventory Item' window will not appear as in the case when the 'Create Grid No in Pastel' option is selected.

If no Storage Units are created yet in Pastel, the 'Create Grid No in Pastel' option – when checked – will use the code and description as created in Novtel, and import the Storage Unit to Pastel automatically upon saving the new unit.

Storage Units can be linked to a specific 'Inventory Group' in the financial system and is classified as a 'Service' item.



Setup Procedures – Storage Units (Grid Numbers)

Import Inventory Item

Code: A001

Description: Building A Unit 1

Inventory Group: 001 - Services

Excl Selling Price: 0.00

Physical Item

Service Item

Create Cost Code

Cost Code

Code: A001

Description: Building A Unit 1

Accept Cancel

Cost Code

Please note that a 'Cost Code' can also be created from the 'Import Inventory Item' window if required.

Simply tick the 'Create Cost Code' checkbox. Novtel will automatically insert the Storage Unit's code and description here as the Cost Code's Code and Description. To save the settings, click 'Accept'.

The Pastel Inventory code, as well as the Cost Code – if created – will be linked to this Storage Unit automatically in the 'Pastel Interface' tab.

Edit Grid No

Code: A001

Description: Building A Unit 1

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

Pastel Inventory Code: A001 ✓ Building A Unit 1 Clear

Pastel Cost Code: A001 ✓ Building A Unit 1 Clear

Accept Cancel



Self-Storage



3

Creating Items (Charges)



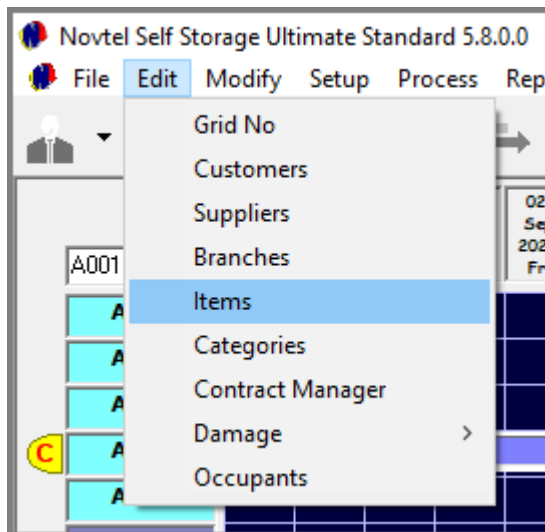
Creating Items (Charges)

There are various charges which may be necessary to be created in order to:

- ✓ Sell it directly to a Customer from either or both of the POS systems
- ✓ To add fixed costs to a reservation's invoice
- ✓ Or to pay for items from the petty cash.

Please note that if 'Multi-Stores / Warehouses' are activated; set up, and in use, charges can be linked to a specific Warehouse or Multistore from where stock is obtained, and to which the financial posting will be done.

Charges can be classified as 'POS Items'; 'Shop Items'; 'Payout Items', or 'Workshop Items', but please note that some items may not even be linked to a classification in the 'Properties' tab, such as the 'Deposit Forfeit' charge; Access Tags charge, etc.



Charges are created from the 'Edit – Items' menu option and clicking 'Add New' in the 'Item Setup' screen.



Creating Items (Charges)

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

- Code:** A text input field with a red circle '1' next to it.
- Description:** A text input field with a red circle '1' next to it.
- Barcode:** A text input field with a red circle '2' next to it.
- Options:** Create Item In Pastel (with a red circle '3'), Display On Invoice (with a red circle '4'), and Blocked.
- General Tab:** A red box highlights the 'General' tab. It contains:
 - Rate Incl:** A numeric input field with a red circle '5' next to it, showing '0.00'.
 - Item Excl:** A numeric input field showing '0.00'.
 - Allow Tax:** A checked checkbox with a red circle '6' next to it.
 - Supplier 1, Supplier 2, VAT Applicable?:** A table with three rows and one column.
- Pastel Inventory Code:** A text input field with a red circle '7' next to it and a search icon.
- Buttons:** 'Accept' and 'Cancel' buttons at the bottom.

1. A Unique Charge code and description must be created per charge item.
2. If the Item is to be scanned by means of a barcode scanner, the 13-digit barcode number is to be entered in the 'Barcode' field.
3. If the Item is to be imported to the financial system upon saving it, the 'Create Item in Pastel' option is to be selected.
4. The 'Display on Invoice' option is to be selected to indicate the charge on the invoice issued.

The General Tab

5. The rate associated with this charge, must be captured in the 'Rate Incl' field.
6. Where VAT is applicable on a charge, the 'Allow Tax' checkbox must be selected. Novtel will then automatically calculate and insert the item's price exclusive of VAT in the 'Item Excl' field according to:
 - ✓ The 'Rate Including' amount inserted
 - ✓ And the VAT percentage set in the Company Setup – Financial Tab.
7. If the charge is to be linked to an existing Inventory Code in the financial system, the 'Create Item in Pastel' option is deselected, and the inventory code can be selected here.

However: If the charge is imported to the financial system when saving it, the newly created Pastel Inventory Code will be linked here automatically when re-accessing the charge after it was saved.



Creating Items (Charges)

The Properties Tab

As said previously: Charges can be linked to a specific classification where applicable.

And if not applicable, no classification is selected.

POS Item

Novtel incorporates 2 POS systems, of which 1 is accessed from the Grid. All items classified as a 'POS Item', will be available for selection here.

Add New Item

Code: Create Item In Pastel

Description: Display On Invoice

Barcode: Blocked

Properties

POS Item

Shop Item

Payout Item

Workshop Item

Pastel Inventory Code:

Accept Cancel

Novtel Self Storage Ultimate Standard 5.8.0.0

File Edit Modify Setup Process Reports Help

Novtel
www.novtel.com
Chris
Store: Default Store

Select Item(s):

Code	Description	Rate Inclusive	Barcode
BUB001	Bubble Wrap per meter	10.00	1234567891
BUB002	Bubble Wrap - 50m roll	450.00	
CAR001	Carton Box 1x1m	10.00	
CAR002	Carton Box 1x1.5m	15.00	
CAR003	Carton Box 75x50cm	7.50	
CLE001	Clear Tape - 20m	20.00	
CLE002	Clear Tape - 50m	50.00	
CLE003	Clear Tape - 200m	100.00	
STY001	Styrofoam Sheet - 1x1m	30.00	
STY002	Styrofoam Sheet - 2x2m	45.00	

Selected Item(s):

Qty	Code	Description	Price I...
-----	------	-------------	------------

View Grid Nos
 All Grid Nos
 Available Grid Nos

New Reservation
2022/08/29 2022/10/02

Reservation
LES001 Le
PO Box 12
Mossel Bay
6500
duncan@l

Search by: Code Search for:

Payment Type: Cash Sales Code: Payment Received: 0.00
Change: 0.00
Overall Discount: 0.00
PAYMENT DUE
0.00

Payment Date: 2022/08/29

<F2> - Accept <F3> - New Cash Up <F4> - Reprint Receipt Payout Shift #: SFT00010 Close



Creating Items (Charges)

Add New Item

Code Create Item In Pastel

Description Display On Invoice

Barcode Blocked

General **Properties**

POS Item

Shop Item

Payout Item

Workshop Item

Pastel Inventory Code

Shop Item

Items classified as a 'Shop Item' will be available for selection from the dedicated Retail Shop system, and only Users linked to the 'Shop' permission type will have access to this POS system.

Novtel Self Storage Ultimate Standard 5.8.0.0

File

Sales

NOVTEL
www.novtel.com
Ruan
Store: Default Store

Select Item(s):

Code	Description	Rate Inclusive	Barcode
BUB001	Bubble Wrap per meter	10.00	1234567891
BUB002	Bubble Wrap - 50m roll	450.00	
CAR002	Carton Box 1x1.5m	15.00	
CAR003	Carton Box 75x50cm	7.50	
CLE001	Clear Tape - 20m	20.00	
CLE002	Clear Tape - 50m	50.00	
CLE003	Clear Tape - 200m	100.00	
FRA001	Fragile Stickers - 50	150.00	
STY001	Styrofoam Sheet - 1x1m	30.00	
STY002	Styrofoam Sheet - 2x2m	45.00	
TSU001	Stickers - This Side Up	68.00	

Search by: Code Search for:

Payment Type: Cash Sales Code:

Payment Received: 0.00
Change: 0.00
Overall Discount: 0

PAYMENT DUE
0.00

Payment Date: 2022/08/29

Shift #: SFT00009

User: Ruan Database Path: C:\Users\User\NovtelData\SelfStorage\StorageManuals.mdb



Creating Items (Charges)

Add New Item

Code Create Item In Pastel

Description Display On Invoice

Barcode Blocked

General | **Properties**

POS Item
 Shop Item
 Payout Item
 Workshop Item

Pastel Inventory Code

Accept

Payout Item

'Payout' charges can be created to – for example - pay for office supplies from the petty cash.

These items are available for selection from the 'POS – Payouts' window.

Payouts

www.novtel.com

Cash
 Customer
 Supplier
 Current
 Credit Card

Supplier Code :

Supplier

0.00

Accept New Close

Select Items :

Code	Description	Rate Incl	Be
COF001	Coffe for Office Use	60.00	
SUG001	Sugar for Office Use	35.00	
TEA001	Tea for Office Use	40.00	

Payout Items

Selected Items :

Qty	Code	Description	Price Incl
-----	------	-------------	------------



Creating Items (Charges)

Workshop Item

Items classified as a 'Workshop Item', will be available for selection from the 'Workshop Module'.

Add New Item

Code Create Item In Pastel

Description Display On Invoice

Barcode Blocked

General | **Properties**

POS Item

Shop Item

Payout Item

Workshop Item

Pastel Inventory Code

Accept Cancel

Novtel Workshop

Work Order Number Date Created Work Order Type Unit **NEW**

Customer: Description: Date Started Time Started

JOB CARD #1 FOR WORK ORDER #7

Select Item(s):

Code	Description	Price (Inclusive)
WS001	Labour per Hour	250
WS002	White Paint 1L	150
WS003	White Paint 5L	500
WS004	Ceiling Board - 1 Unit	350
WS006	Light Fixture	210
WS007	Light Bulb - 6W LED	20
WS008	Light Switch	98
WS009	Garage Door	12500

Selected Item(s):

Qty	Code	Description	Price (Inclusive)	Cover	Subtotal

Search By: Search For:

Job Card Total:

Job Completed

Cancel Save Job Card

Tax Total Job Card (A4) Invoice (A4)

Invoice Details

Transaction #	Date	Document #	Invoice #	Inclusive

Total Amount:

Credit Note Invoice

Historical Work Order Cancel Accept



Self-Storage



4

Customers

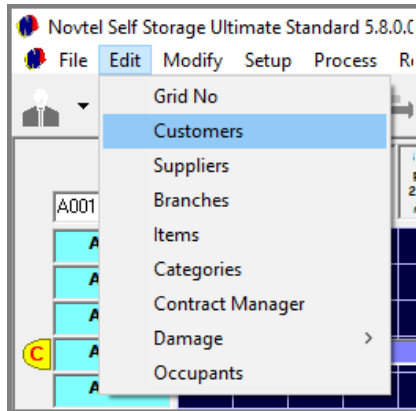


Customers

'Customers' refer to any company or individual renting a Storage Unit at your facility, or purchasing stock from any one of the 2 POS systems.

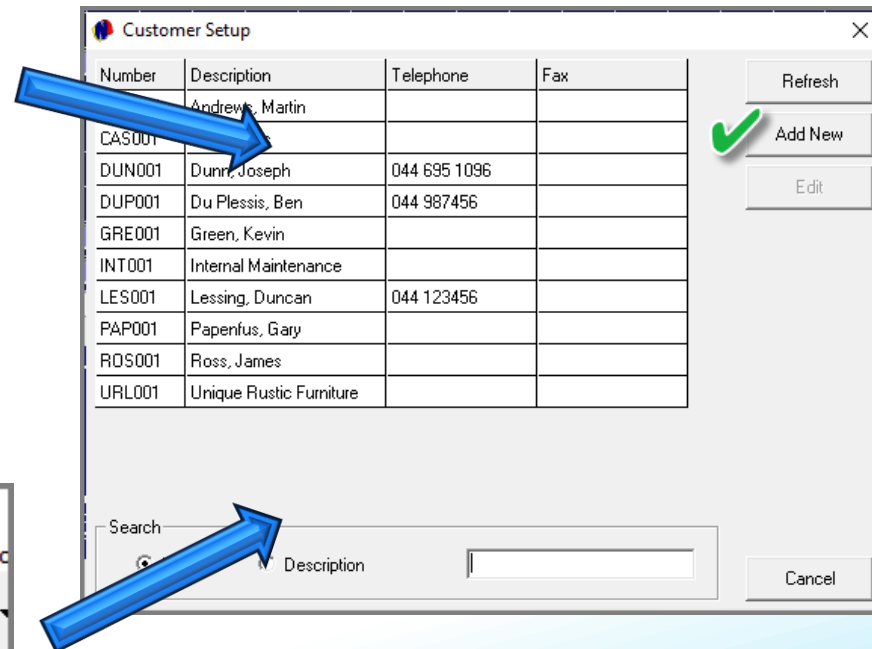
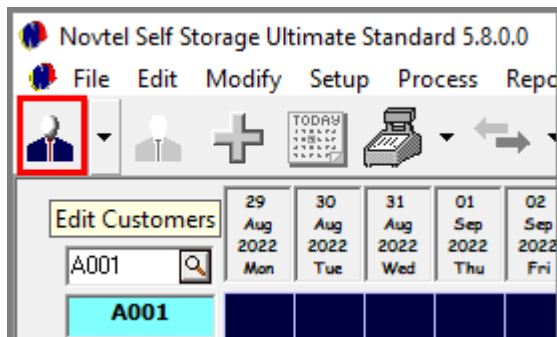
Customers can be created and managed from either the:

Edit Customers menu option



OR

Edit Customers Icon



Both options give access to the 'Customer Setup' window.

By clicking 'Add New' a new Customer can be added to the system.



Customers

The following information are to be entered on a Customer Master File:

1. Account Code and Description

The Account Code and Description is mandatory for ALL Customer Master Files.

If the 'Use Customer Autonumber' option is ticked, the User will only be required to enter the 3 letter Alpha code in the 'Account Code' field. Novtel will then automatically check for and insert the next available numeric code.

2. Customer Category

Customer Categories are created in the financial system. If no Categories are present in the financial system, then Novtel will display only the 'No Category' option here.

When Customer Categories are created and saved in the financial system, it will be available in Novtel for selection.

In Novtel, a Rental Statistics report can be obtained over a specified period of time, based on Customers linked to a specific Customer Category.

Add New Customer

Account Code	DUN001	<input checked="" type="checkbox"/> Use Customer AutoNumber
Description	Dunn, Kevin	

Add New Customer

Account Code	DUN001	<input checked="" type="checkbox"/> Use Customer AutoNumber
Description	Dun, Kevin	
Customer Category	00 - No category	
Pastel Foreign Currency	00 - Home Currency	

Add New Customer

Account Code	DUN001	<input checked="" type="checkbox"/> Use Customer AutoNumber
Description	Dunn, Kevin	
Customer Category	02 - Long Term Private Tenant	
Pastel Foreign Currency	00 - Home Currency	

General

- 00 - No category
- 01 - Long Term Corporate Tenant
- 02 - Long Term Private Tenant
- 03 - Short Term Corporate Tenant
- 04 - Short Term Private Tenant



Customers

3. Foreign Currency

Novtel Self Storage is in essence a single currency system, and all reports will be displayed in Rand Value in South Africa, or in the currency set up on your pc's regional settings.

When Foreign Currencies are set up in Pastel, the specific currency for a **new** Customer can be set on the Master File in Novtel.

The Foreign Currency for existing Customers cannot be changed.

The Customer's set currency will only be taken into consideration when importing data to the financial system. The SDK will convert the Rand Value to the Customer's set currency – and according to the exchange rate set up in the financial system.

In the financial system, the documentation will be displayed in the currency set on the master file.

However: If 'Multi Currencies' have not been set up in the Financial system, only the 'Home 'Currency' option will be displayed here.

Add New Customer

Account Code	<input type="text" value="DUN001"/>	<input checked="" type="checkbox"/> Use Customer AutoNumber
Description	<input type="text" value="Dunn, Kevin"/>	
Customer Category	<input type="text" value="02 - Long Term Private Tenant"/>	
Pastel Foreign Currency	<input type="text" value="00 - Home Currency"/> 3	

General | Delivery Addresses



Customers

Add New Customer

Account Code	<input type="text" value="DUN001"/>	<input checked="" type="checkbox"/> Use Customer AutoNumber	<input type="checkbox"/> Inactive Customer
Description	<input type="text" value="Dunn, Kevin"/>		<input type="checkbox"/> Monthly Customer
Customer Category	<input type="text" value="02 - Long Term Private Tenant"/>		<input type="checkbox"/> Access Control Suspended
Pastel Foreign Currency	<input type="text" value="00 - Home Currency"/>		

4. Inactive Customer

Whenever a Customer is no longer renting a Storage Unit, and / or will not be purchasing items on account anymore, this checkbox is selected to mark them as 'Inactive'.

This will cause their Customer Master File not to appear in the list of Customers window when a reservation is made, or a contract created.

5. Monthly Customer

If a Customer is renting a Storage Unit on a Month-to-Month basis and not on a fixed contract, this option is selected – provided that the 'Monthly Billing' option is activated in the Company Setup screen.

6. Access Control Suspended

Only when Access Control is activated in the Company Setup screen, will this option be available. Should the checkbox be ticked, the Access Control Tags allocated to the Customer will no longer give the Customer access to the facility.



Customers

The General Tab

In this tab, the Customer's contact information is entered, as well as the Customer's:

- ✓ Tax Reference
- ✓ Payment Reference
- ✓ And Contract Month's start date

Add New Customer

Account Code: DUN001 Use Customer AutoNumber Inactive Customer

Description: Dunn, Joseph Monthly Customer

Customer Category: 02 - Private Tenant Access Control Suspended

Pastel Foreign Currency: 00 - Home Currency

General | Delivery Addresses | User Defined Fields | Banking Details

Postal Address: PO Box 123
Mossel Bay
6500

Telephone No: 044 695 1096

Fax No:

Mobile Phone: 082 695 111

Contact Person: Joseph Dunn

Email Address:

Tax Reference:

Payment Reference: DUN001

Keep emails the same:

Contact Documents: Joseph Dunn

Email Documents:

Contact Statements: Joseph Dunn

Email Statements:

Please note that when the option is selected to 'Keep Emails the same', the info entered in the 'Contact Person' field will automatically be entered in the 'Contact Documents' and 'Contact Statements' fields too.

Contact Person: Joseph Dunn

Email Address: joseph@dunn.co.za

Keep emails the same:

Contact Documents: Joseph Dunn

Email Documents: joseph@dunn.co.za

Contact Statements: Joseph Dunn

Email Statements: joseph@dunn.co.za

The 'Email Address' entered, will also be entered by Novtel in the 'Email Documents' and 'Email Statement' fields, and this email address will be used to email the relevant Documents and Statements to *this* Customer from Novtel via Microsoft Outlook.



Customers

If the Account Holder is also the Occupant of the Storage Unit, the 'Use Tenant as 'Occupant' option is ticked to activate the fields in this section.

The person's first and last names are to be entered; their date of birth selected, and their 13-digit South-African ID number captured.

Use Tenant As Occupant

First Name: ID Number:

Last Name:

Date Of Birth:

ID Number:



Customers

General	Delivery Addresses	User Defined Fields	Banking Details
Delivery Address			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			
<input type="text"/>			

The Delivery Address Tab

In this tab, the Customer's physical address is captured.

General	Delivery Addresses	User Defined Fields	Banking Details
Company VAT Number			
<input type="text"/>			
ID Number			
<input type="text"/>			
Payment Method			
<input type="text"/>			
Settlement Date			
<input type="text"/>			
Special Arrangement			
<input type="text"/>			

The User Defined Fields Tab

In the 'User Defined Fields' tab, additional information is captured.

Custom descriptions can be set up to be displayed on all Customer Master Files, and the corresponding information can then be captured per field, and per Customer.



The Banking Details Tab

The banking details of the Tenant, who will be responsible for the payment of the daily/monthly rent, will be requested from the Tenant, and captured here.

The fields marked with an asterisk (*) are mandatory and must be captured here.

General	Delivery Addresses	User Defined Fields	Banking Details		
Transaction Code	<input type="text" value="0000000"/>	*	Account Number	<input type="text" value="00000000000000000000"/>	*
Branch Number	<input type="text" value="000000"/>	*	Account Name	<input type="text"/>	*
Method of Payment	<input type="text" value="2 = Bank Transfer"/>		User Reference	<input type="text"/>	
Account Type	<input type="text" value="1 = Current"/>		Debit Order Action Day	<input type="text" value="0"/>	Use 0 to set no debit order
<input type="checkbox"/> Use Electronic Payment / Save Bank Details		<input checked="" type="checkbox"/>	Debit Order Set Amount	<input type="text" value="0"/>	
Mandatory fields indicated by *					



Self-Storage



5

Suppliers

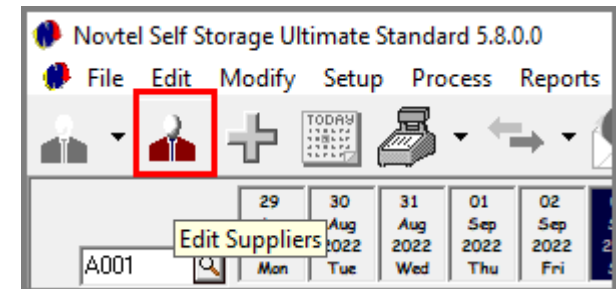
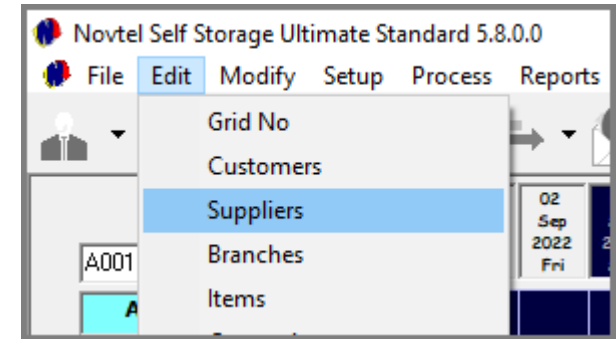


Suppliers

Any person or company can be created as a 'Supplier', and examples may include:

- ✓ Companies supplying goods that are sold in the shop
- ✓ Courier Services for transporting those goods from the above mentioned 'Supplier' to your shop
- ✓ A local Supermarket supplying goods for Company use, such as coffee; tea; sugar etc
- ✓ Service Providers who is maintaining the facilities, such as:
 - Garden Services
 - Key and Lock Services
 - Electricians
 - Plumbers

New Suppliers can constantly be added, and existing ones edited, but Suppliers can never be deleted from Novel.





Suppliers

Suppliers

Account Code

Description

Pastel Foreign Currency

General | Delivery Addresses | User Defined Fields

Postal Address

Telephone No

Fax No

Mobile Phone

Email Address

Save Cancel

1. Account Code and Description

A Unique Account Code and Description is to be created for each Supplier respectively.

2. Foreign Currency

As explained in the 'Customers' section, foreign currencies can be set up in the financial system.

If set up, the various currencies will be displayed here, and can only be selected when a new Supplier is being created. Upon saving the Supplier Master File, the currency can no longer be changed.

3. The General Tab

In this tab, the Supplier's Postal Address; Contact Numbers and Email Address is entered.



Suppliers

The Delivery Address Tab

In this tab, the Supplier's Physical address is captured.

The screenshot shows a software interface with three tabs: 'General', 'Delivery Addresses', and 'User Defined Fields'. The 'Delivery Addresses' tab is selected and highlighted with a red border. Below the tabs, the text 'Delivery Address' is followed by a vertical stack of five empty text input fields.

The User Defined Fields Tab

And in the last tab, the 'User Defined Fields' tab, additional information pertaining to each Supplier respectively, is captured.

The screenshot shows the same software interface with the 'User Defined Fields' tab selected and highlighted with a red border. Below the tabs, there are five rows, each consisting of a label ('User Defined Field 1' through 'User Defined Field 5') and an empty text input field.



Self-Storage

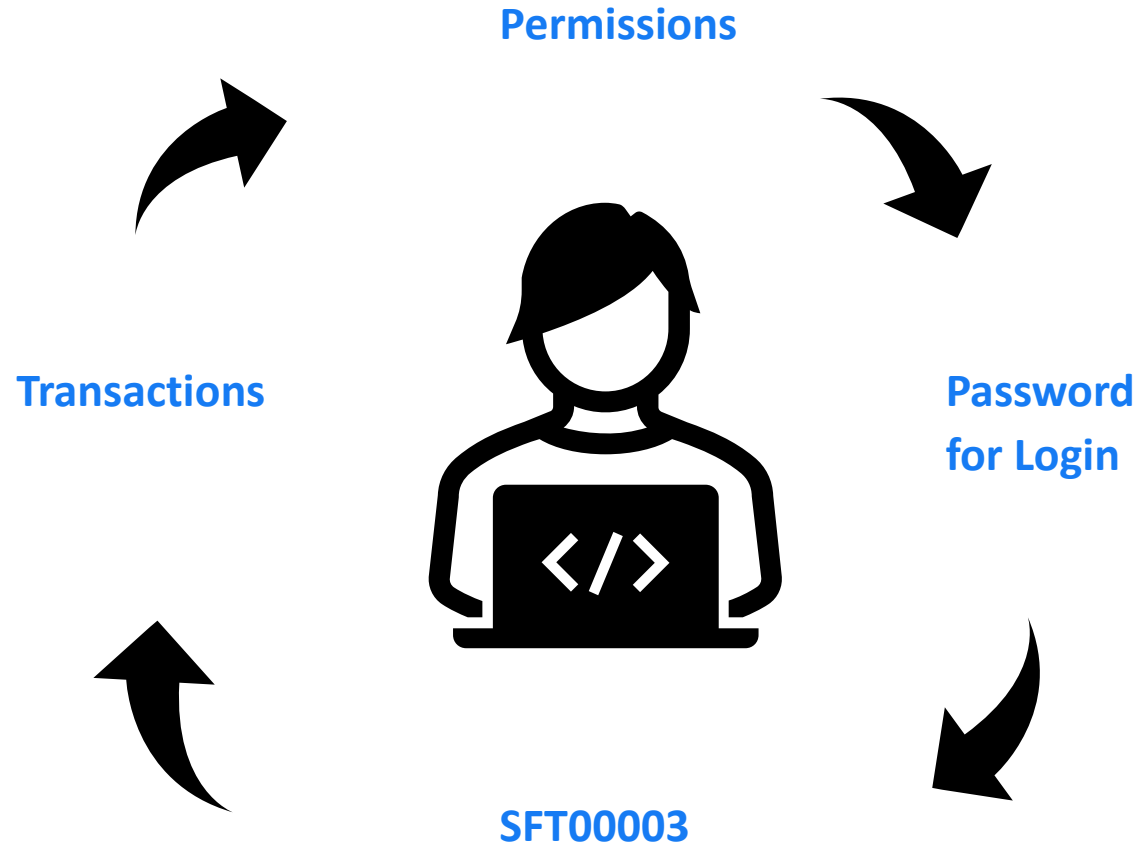
6

Users and Passwords





Users and Passwords

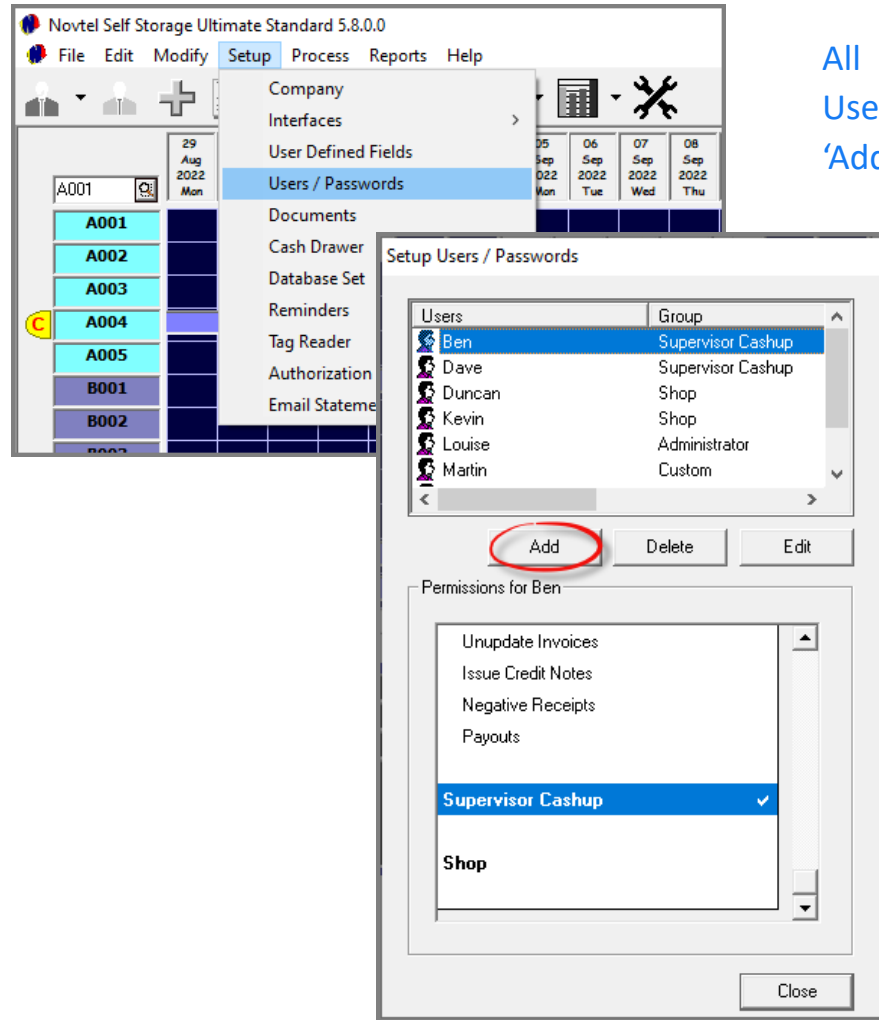


A User Master File is created for the purpose of:

- ✓ Linking a person to a specific set of permissions;
- ✓ To link a password to their Username for them to gain access to the applicable part of the system;
- ✓ A new sequential and unique Shift Number is allocated per System User, and whenever a User performs transactions during their shift, an audit trail is obtained.



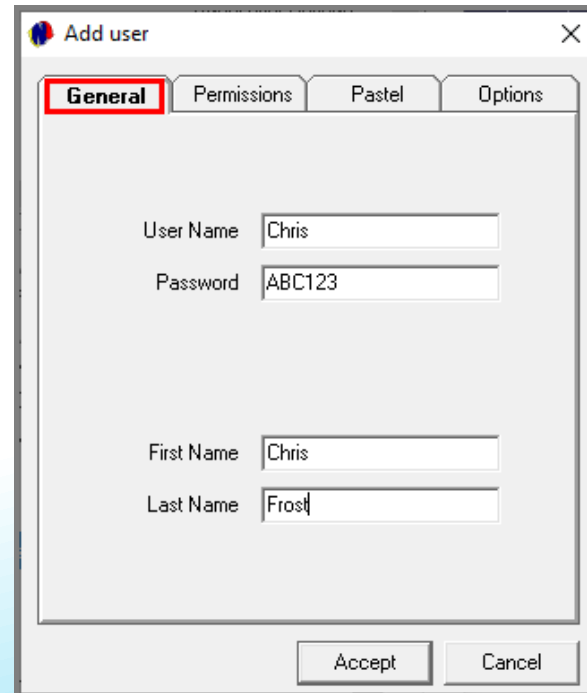
Users and Passwords



All User Master Files are created from the 'Setup – Users / Passwords' menu option, and then clicking 'Add'.

The General Tab

The Username and Password fields are mandatory fields to be entered in the 'General' tab – regardless of creating an Administrator; Supervisor; Shop, or Custom User.



The User's first and last names are also to be entered.



Users and Passwords

Add user

General | Permissions | **Pastel** | Options

1 Multi-Store
001 [icon] Default Store

This multi-store code is used when the user's shift is cashed up by the supervisor.

2 Import Customer Documents to Pastel User
00 - Louise

Import Supplier Documents to Pastel User
00 - Louise

Accept Cancel

The Pastel / Evolution Tab

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

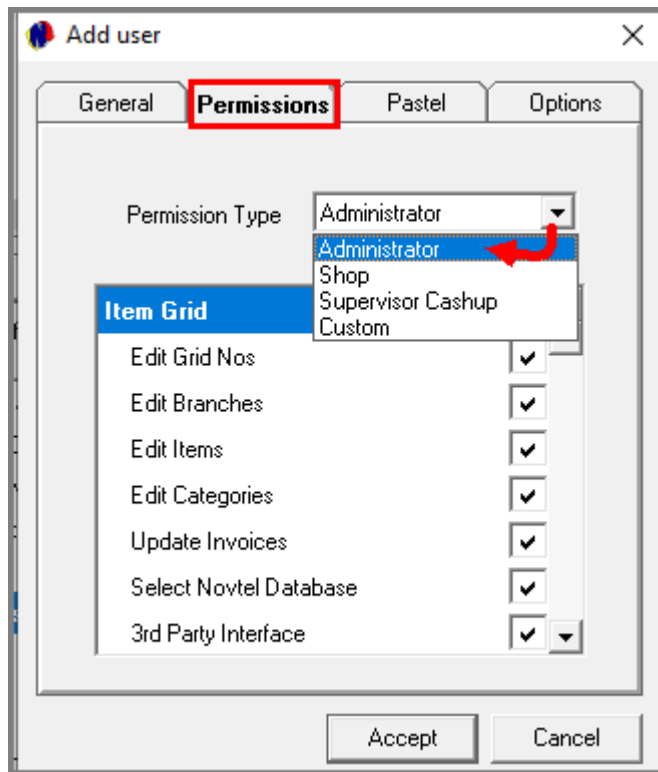
1. When your system is not activated for the use of 'Multi-Stores / Warehouses', the 'Default Store' is applicable for all Users in the system.
 - ✓ However: Should Multi-Stores or Warehouses be set up and in use, select the applicable Warehouse per User Master File.
2. Select the specific User in the financial system to whom this User's documents must be imported.



Users and Passwords

The Permissions Tab

In the 'Permissions' tab, the option selected here will determine the permissions a User will be allocated to them, and they will access the relevant part of the system when entering their password.



Administrators

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

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



Users and Passwords

Supervisors

A Supervisor has the ability to:

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

This is the screen the Supervisor will access to when entering their password.



Add user

General **Permissions** Pastel Options

Permission Type: **Supervisor Cashup**

Issue Credit Notes
Negative Receipts
Payouts

Supervisor Cashup ✓

Shop

Accept Cancel

Supervisor Shift Cashup

File Reports

View Location: All Supervisor: Duncan Shift #:

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

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Open Shift Cashup Close



Users and Passwords

Edit user

General **Permissions** Pastel Options

Permission Type: Custom

Item Grid	<input checked="" type="checkbox"/>
Edit Grid Nos	<input type="checkbox"/>
Edit Branches	<input type="checkbox"/>
Edit Items	<input type="checkbox"/>
Edit Categories	<input type="checkbox"/>
Update Invoices	<input checked="" type="checkbox"/>
Select Novtel Database	<input type="checkbox"/>
3rd Party Interface	<input type="checkbox"/>

Accept Cancel

Custom Users

As the 'Setup' and 'Edit' menus are available from the Grid, it is recommended that all Front Desk Users be classified as 'Custom' Users and some permissions be restricted.

The reason being that if not restricted, the Users can access information and settings which must only be accessed by persons in authority, such as the facility's Owner; CEO or top-level Managers.

When an option is **unticked**, it means that the Custom Users will **not have access** to it.

Please consider the options carefully and untick the required items.

The options are to restrict the ability to:

- Edit or create Grid Numbers (Storage Units); Branches; Items (Charges) and Categories
- Update Invoices
- Select a different Novtel Database
- Change the Interface settings
- Access; edit or create User Master Files and passwords
- Un-update Invoices and making changes to a previously invoiced booking
- Issue Credit Notes and Negative Receipts
- Perform a Pay-out procedure



Users and Passwords

Shop Users

A User for whom the 'Shop' permission option is selected, will ONLY have access to the dedicated Retail POS system, and their Username and Shift number is displayed here as follows:

Edit user

General **Permissions** Pastel Options

Permission Type Shop

Issue Credit Notes
Negative Receipts
Payouts

Supervisor Cashup

Shop ✓

Accept Cancel

Novtel Self Storage Ultimate Standard 5.6.0.2

File

Sales

NOVTEL
www.novtel.com

Greg
Store: Default Store

Select Item(s):

Code	Description	Rate Inclusive	Barcode
------	-------------	----------------	---------

Selected Item(s):

Qty	Code	Description	Price L...
-----	------	-------------	------------

Search by: Code Search for:

Payment Type: Cash

Payment Received: 0.00
Change: 0.00
Overall Discount: 0

PAYMENT DUE
0.00

Shift #: SFT00002

Close

User: Greg Database Path: C:\Users\Louise\NovtelData\Storage\BasicManual.mdb

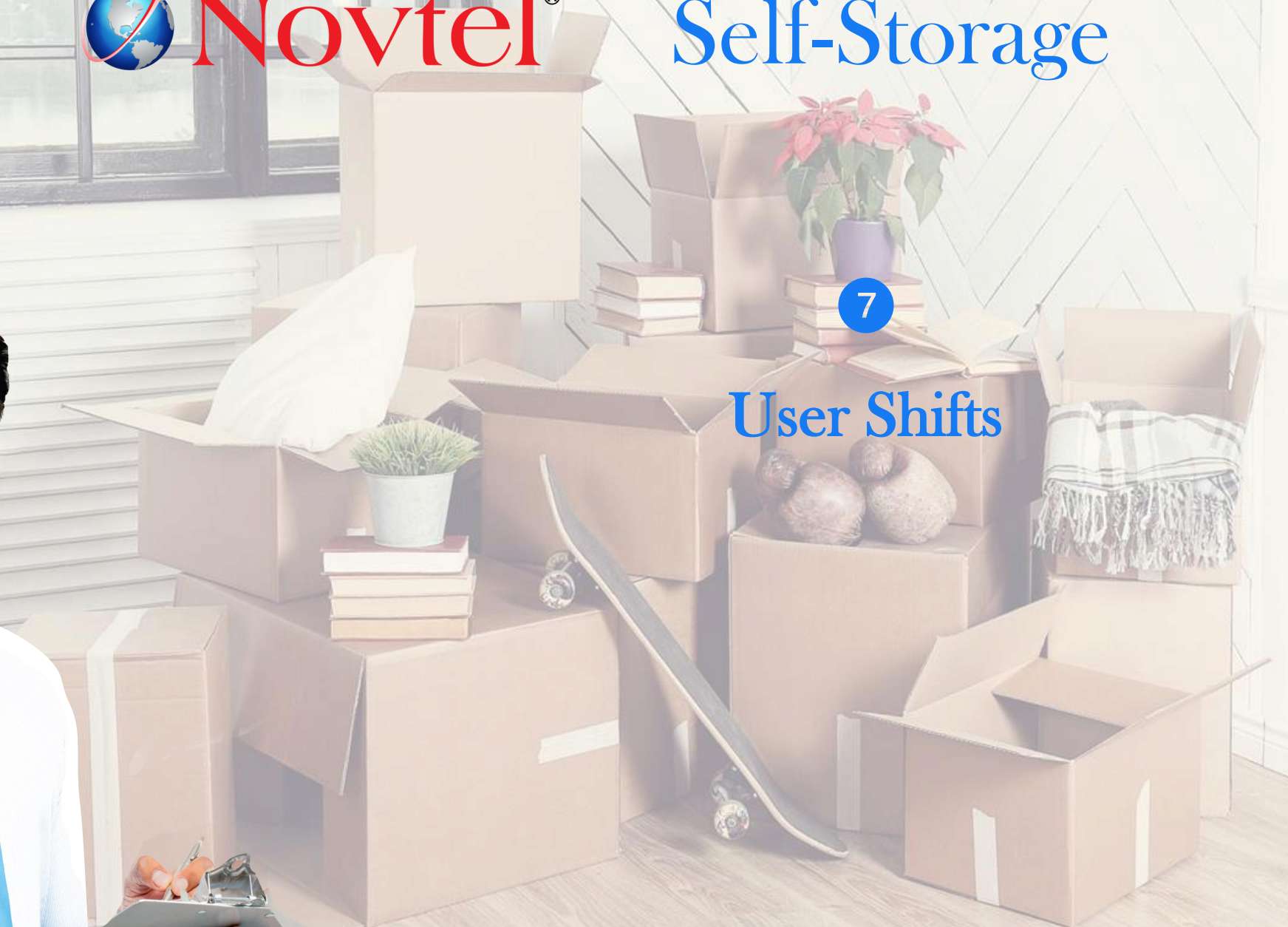


Self-Storage



7

User Shifts





User Shifts

A new shift is opened by the Supervisor when a User is on duty. A shift number is linked to the User's name which is date and time stamped.

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

In this case, Shift 'SFT00010' is linked to Chris.

The shift started on 29 August 2022 at 10:38am and was cashed up on the 30 August 2022 at 12:44pm.

Shift Pre-Import Summary - Supervisor

Cashier : Chris - Shift : SFT00010

Shift Start : 2022/08/29 10:38:18 - Shift End : 2022/08/30 12:41:26

Time and date report was printed : 2022/08/30 12:44:10



User Shifts

Supervisor Shift Cashup

File Reports

View Location: All Supervisor Ben Shift #

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

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Open Shift Cashup Close

Opening a Shift

Please note that no transactions can be performed without an open shift.

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

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

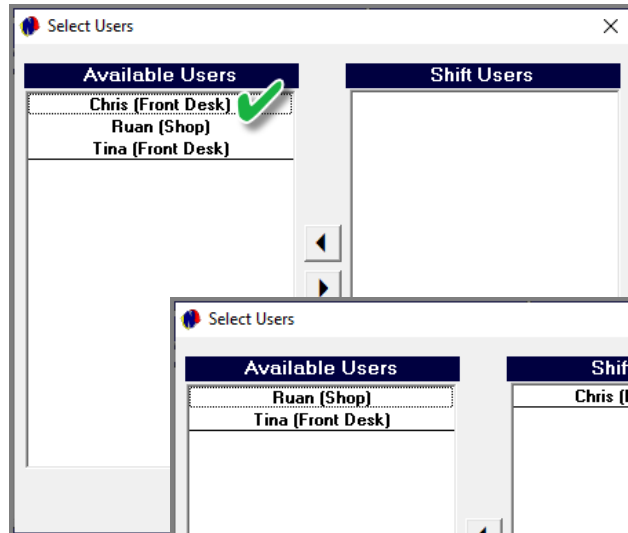
Batch Shift Single Shift

Open Shift Shift Total: 0.00

Edit Shift Cashup Close

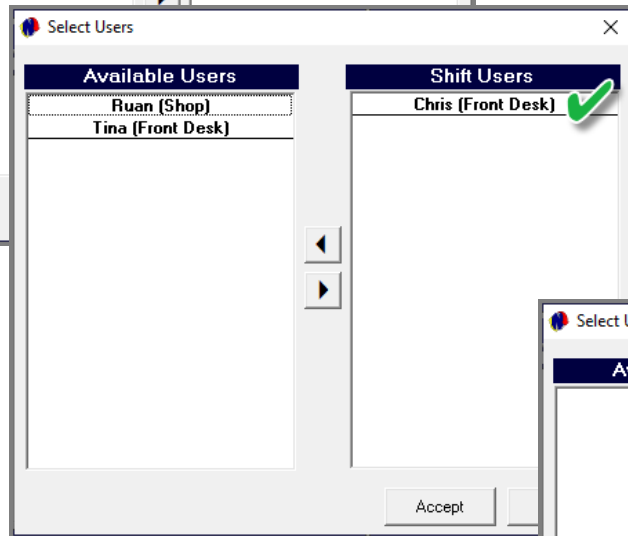


User Shifts

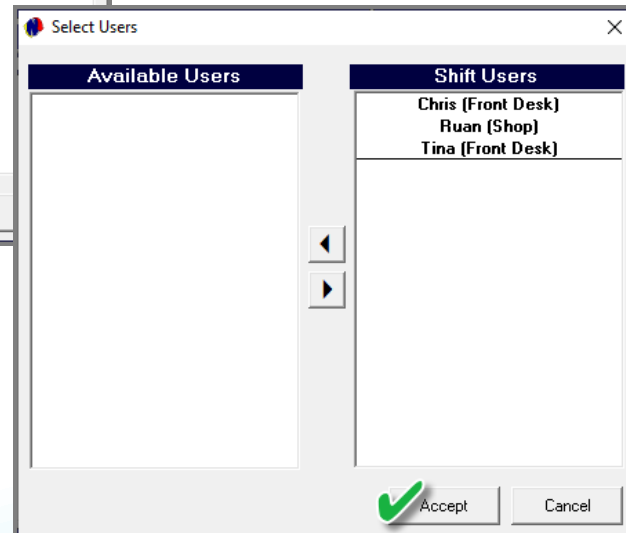


All available Users without an open shift at present, are displayed in the left-hand side of this screen.

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



Immediately, the selected User will be displayed in the right-hand side of the window.



Repeat the process for all other relevant Users and click 'Accept'.



User Shifts

Supervisor Shift Cashup

File Reports

View Location: All

Supervisor Ben Shift # SUP00003 1

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

1. A unique Supervisor Shift Number has now been allocated to this Supervisor.
2. The Users for whom the shift was opened, do not yet display in this window, since they have not yet logged into the system.

Supervisor Shift Cashup

File Reports

View Location: All

Supervisor Ben Shift # SUP00003

Transaction					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
					Front Desk			
					SFT00010	Chris	0.00	
					Shop			
					SFT00009	Ruan	0.00	

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Edit Shift Cashup Close

Viewing the Supervisor screen after the Users start to log into Novtel, a shift number has been linked to each username, and the shifts are displayed in a pink background colour which indicates that the shifts are open.



User Shifts

As these Users perform transactions, the Supervisor can track the actions by clicking on the open shift. All transactions are displayed here in real time.

Supervisor Shift Cashup

File Reports

View Location: All

Supervisor Ben Shift # SUP00003

Transaction (SFT00010)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
54	LES001	Acc. Payment	700.00				
56	ROS001	Deposit Raised	950.00				
57	ROS001	Deposit Paid	950.00				
58	ROS001	Acc. Payment	1000.00				
59	AND001	Acc. Payment	950.00				
60		Sales	650.00				
61		Sales	450.00				

Front Desk

SFT00010	Chris	5650.00	
----------	-------	---------	--

Shop

SFT00009	Ruan	100.00	
----------	------	--------	--

Batch Shift Single Shift

Open Shift Shift Total: 5750.00

Edit Shift Cashup Close



Self-Storage

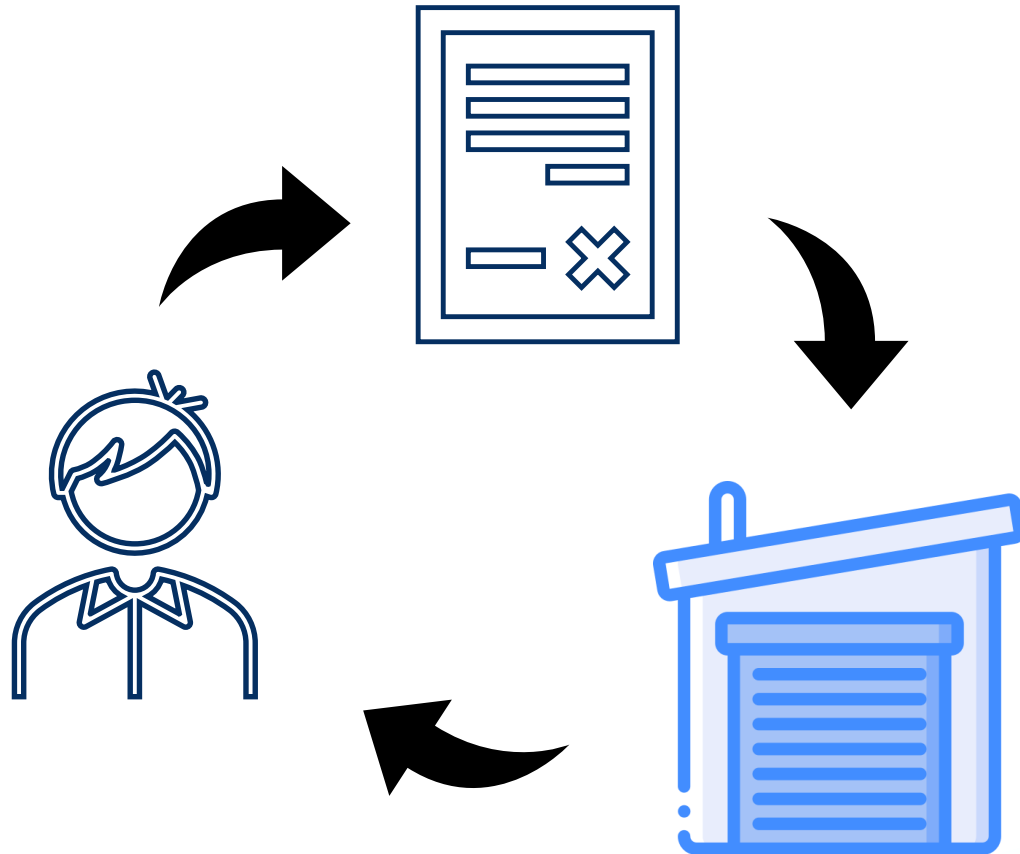


8

Creating Contracts



Creating Contracts



Contracts are created to link a Storage Unit to a specific Tenant.

A Contract consists of a Global Contract Number, and a specific rental number per month in order to manage each month's rent and additional charges individually.



Creating Contracts

There are 2 types of contracts which can be created in Novtel, namely:

Fixed Monthly Contracts

- Fixed start and end date
- Fixed rental period (i.e.,3, 6 or 12 months)
- The contract is billed monthly up until the last set contract month

The screenshot shows the 'Contract Manager' window for a 'Fixed Monthly' contract. The 'Contract Number' is 11. The 'Type' is 'Fixed Monthly'. The 'Customer' is 'AND001' (Andrews, Martin). The 'Date Start' is '1 January 2022' and the 'Date End' is '30 June 2022'. The rental period is set to '6 Months'. A red arrow points from the 'Fixed Monthly' dropdown menu to the 'Date End' field.

Month-To- Month Contracts

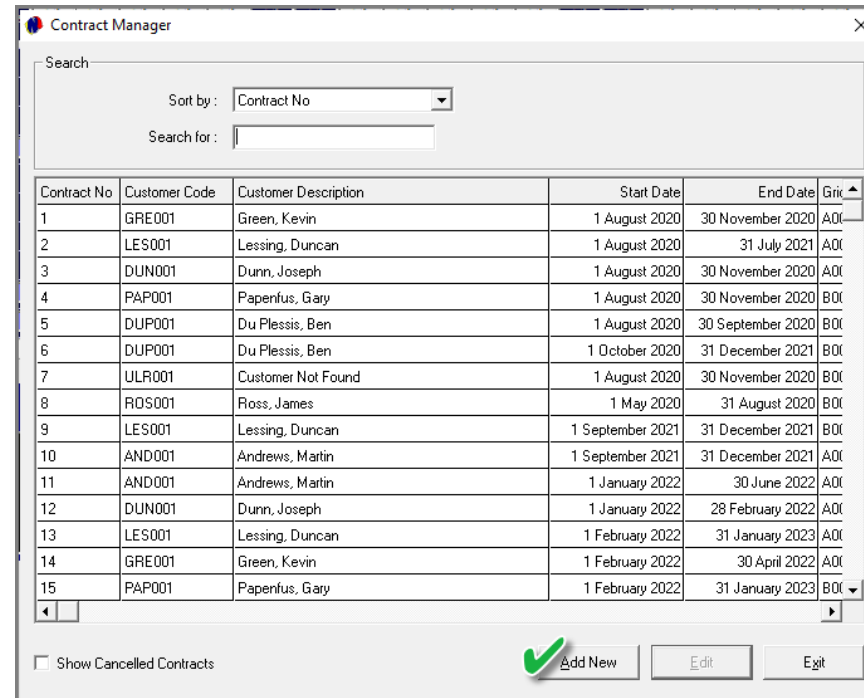
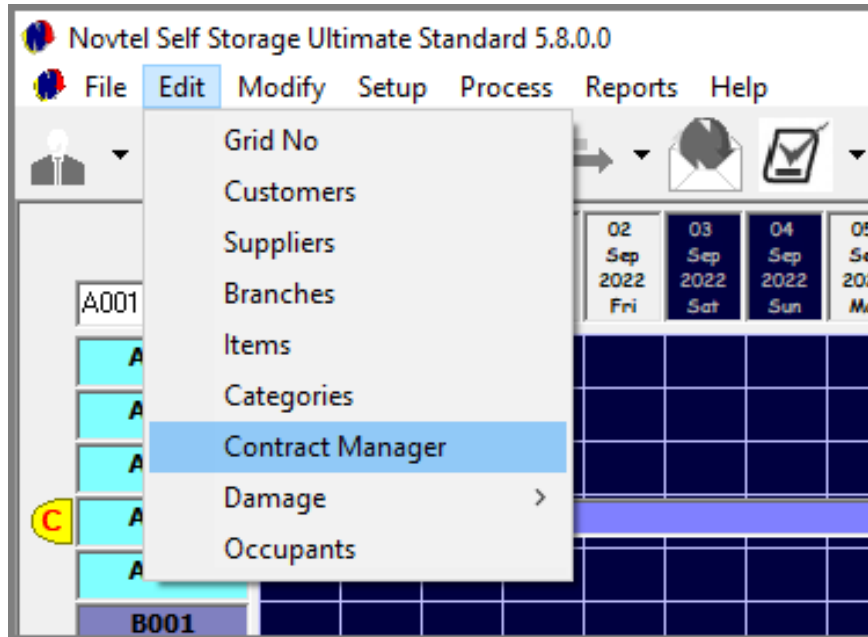
- Fixed start date
- Open-ended end date
- When the billing is performed, the contract can either be continued for another month, or terminated.

The screenshot shows the 'Contract Manager' window for a 'Month-To-Month' contract. The 'Contract Number' is 12. The 'Type' is 'Month-To-Month'. The 'Customer' is 'DUN001' (Dunn, Joseph). The 'Date Start' is '1 January 2022'. The 'Contract Completed' checkbox is unchecked. The rental period is set to '1 Months'. A red arrow points from the 'Month-To-Month' dropdown menu to the 'Contract Completed' checkbox.



Creating Contracts

New contracts are created by clicking on 'Edit – Contract Manager' and clicking 'Add New'.





Creating Contracts

Number	Description	Telephone	Fax
AND001	Andrews, Martin		
CAS001	Cash Sales		
DUN001	Dunn, Joseph	044 695 1096	
DUP001	Du Plessis, Ben	044 987456	
GRE001	Green, Kevin		
INT001	Internal Maintenance		
LES001	Lessing, Duncan	044 123456	
PAP001	Papenfus, Gary		
ROSS001	Ross, James		
URL001	Unique Rustic Furniture		

Search: Number Description

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

Please note that the existing relevant Customer Master File can be searched for and selected here.

Or: If this is a new Customer, the Customer Master File can first be created by clicking 'Add New' in the Customer Setup' window; creating the new Customer and selecting it after being saved to Novtel.

1. In the 'Contract Manager' screen, the selected Customer will be linked to this contract.
2. A contract number is only allocated once the contract is saved. But until then, the 'Contract Number' is displayed as 'New'.

Contract Number: New 2 Type: Fixed Monthly

Customer: ROSS001 1



Creating FIXED Contracts

Fixed Monthly Contracts have a definite start and end date – although the end date can be changed if the contract is renewed for a longer rental period.

1. Contract Type

The 'Contract Type' in this case, is selected as 'Fixed Monthly'.

2. Contract Dates and Duration

A specific start date is linked to the contract. By entering the number of months in the field provided, the end date will be inserted automatically.

3. Payment Day

The date upon which the rent is payable, is selected from the list and entered in this field.

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

- Contract Number:** New
- Type:** Fixed Monthly (1)
- Customer:** ROS001 (Ross, James)
- Date Start:** 1 September 2022 (2)
- Date End:** 31 August 2023
- Duration:** 12 Months
- Payment Day:** 1 (3)

A red arrow points from the 'Date Start' field to the 'Date End' field, indicating the automatic calculation of the end date based on the start date and duration.



Creating FIXED Contracts

Contract Manager

Contract Number: New Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022

Payment Day: 1

Grid Nos

Add Grid No

Code	Description
A001	Building A Unit 1
A002	Building A Unit 2
A003	Building A Unit 3
A005	Building A Unit 5
B001	Building B Unit 1
B002	Building B Unit 2
B003	Building B Unit 3
B006	Building B Unit 6
ZIM001	Internal Workshop Unit

Search By: Code Search For: _____

Accept Cancel

Add the Grid Number

By clicking on the 'Add Grid No' button, a list of all available Storage Units – for the selected period - is displayed.

The applicable Storage Unit can now be selected.

By clicking on the 'Escalations' button, the initial rental amount can be set, as well as the escalation percentage and month.

Contract Manager

Contract Number: New Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Escalations

Escalation Percentage: 100

Escalation Month: July

Initial Amount: 950.00

Apply Escalation To All Contracted Grid Nos

Accept Cancel

Escalations

Save Cancel



Creating FIXED Contracts

Contract Manager

Contract Number: New Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos: A001 - Building A Unit 1 Make Reservations ✓

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
------------	------------	----------	--------	-----------

Escalations

Save Cancel

The reservations for each month can be now be created by clicking on the 'Make Reservations' button.

At present, no rental numbers have been allocated since the contract has not yet been saved.

For demonstration purposes, we will now first save the changes by clicking 'Save'.

Contract Manager

Contract Number: New Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos: A001 - Building A Unit 1

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
0	2022/09/01	2022/09/30	Reserved	950.00
0	2022/10/01	2022/10/31	Reserved	950.00
0	2022/11/01	2022/11/30	Reserved	950.00
0	2022/12/01	2022/12/31	Reserved	950.00
0	2023/01/01	2023/01/31	Reserved	950.00
0	2023/02/01	2023/02/28	Reserved	950.00
0	2023/03/01	2023/03/31	Reserved	950.00

Escalations

Save ✓ Cancel



Creating FIXED Contracts

Contract Manager

Search

Sort by: Contract No

Search for:

Contract No	Customer Code	Customer Description	Start Date	End Date	Grid
3	DUN001	Dunn, Joseph	1 August 2020	30 November 2020	A00
4	PAP001	Papenfus, Gary	1 August 2020	30 November 2020	B00
5	DUP001	Du Plessis, Ben	1 August 2020	30 September 2020	B00
6	DUP001	Du Plessis, Ben	1 October 2020	31 December 2021	B00
7	ULR001	Customer Not Found	1 August 2020	30 November 2020	B00
8	RDS001	Ross, James	1 May 2020	31 August 2020	B00
9	LES001	Lessing, Duncan	1 September 2021	31 December 2021	B00
10	AND001	Andrews, Martin	1 September 2021	31 December 2021	A00
11	AND001	Andrews, Martin	1 January 2022	30 June 2022	A00
12	DUN001	Dunn, Joseph	1 January 2022	28 February 2022	A00
13	LES001	Lessing, Duncan	1 February 2022	31 January 2023	A00
14	GRE001	Green, Kevin	1 February 2022	30 April 2022	A00
15	PAP001	Papenfus, Gary	1 February 2022	31 January 2023	B00
16	GRE001	Green, Kevin	1 February 2022	31 January 2023	B00
17	RDS001	Ross, James	1 September 2022	31 August 2023	A00

Show Cancelled Contracts

Add New Edit Exit

The contract has now been saved and is displayed in the 'Contract Manager' Screen.

To access the contract, click on it, and click 'Edit'.

A contract number has been allocated and sequential reservation numbers have now been created for each month linked to the contract.

The status of each reservation is 'Reserved' at present.

Contract Manager

Contract Number 17 Type Fixed Monthly Cancel Contract

Customer RDS001 Ross, James

Date Start 1 September 2022 Date End 31 August 2023 12 Months

Payment Day 1

Grid Nos Fixed Items Deposit

A001 - Building A Unit 1

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
118	2022/09/01	2022/09/30	Reserved	950.00
119	2022/10/01	2022/10/31	Reserved	950.00
120	2022/11/01	2022/11/30	Reserved	950.00
121	2022/12/01	2022/12/31	Reserved	950.00
122	2023/01/01	2023/01/31	Reserved	950.00
123	2023/02/01	2023/02/28	Reserved	950.00
124	2023/03/01	2023/03/31	Reserved	950.00

View Reservation Escalations

Save Cancel



Creating FIXED Contracts

The reservations will be displayed on the Grid next to the selected Grid Number as from the start date selected on the contract, until the end date – each month linked to a dedicated rental number.

The screenshot displays the Novtel Self Storage Ultimate Standard 5.8.0.0 software interface. The main window shows a grid of reservations for various grid numbers (A001 to B005) from August 2022 to October 2022. A red arrow points to the reservation for grid number A001, which is linked to rental number 118 for Ross, James, starting from 2022/08/30 to 2022/10/28. The reservation is marked as 'Reserved'.

Reservation Details:

- Reservation Number: 118
- Customer: Ross, James
- Status: Reserved
- Start Date: 2022/08/30
- End Date: 2022/10/28

Grid Reservations:

Grid No.	Start Date	End Date	Customer	Rental No.
A001	2022/08/30	2022/10/28	Ross, James	118
A002				
A003				
A004	2022/08/30	2022/10/28	Lessing, Duncan	85
A005				
B001				
B002				
B003				
B004	2022/08/30	2022/10/28	Papenfus, Gary	101
B005	2022/08/30	2022/10/28	Green, Kevin	113

Outstanding Deposits: R 0.00
Unallocated Funds: R 0.00

Date	Description	Debit	Credit	Balance

View Grid Nos:

- All Grid Nos
- Available Grid Nos

Legend:

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



Creating Month-To-Month Contracts

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

- Contract Number: New
- Type: Month-To-Month (highlighted with a red callout '2')
- Customer: AND001 (search icon), Andrews, Martin
- Date Start: 1 September 2022 (highlighted with a red callout '1')
- Contract Completed: (highlighted with a red callout '3')
- Payment Day: 1

A Month-to-Month contract is created as follows:

1. When creating a Month-to-Month contract, first select the contract 'Start' date.
2. Now select the contract type as 'Month-to-Month'.
3. In doing so, the 'End Date' field is replaced with the 'Contract Completed' field, and the checkbox must not be ticked unless the contract is to be terminated.

The number of months is indicated as 1 and cannot be altered manually.

This number will increase as the recurring billing process is performed and the contract is continued for another month.



Creating Month-To-Month Contracts

Select the applicable payment date for this contract, and search for and select an available 'Grid number'.

Set the rental escalation percentage and month – if applicable - and set the 'Initial Rental Amount' before clicking 'Accept'.

Clicking the 'Make Reservations' button, only 1 reservation is created.

Contract Manager

Contract Number: New | Type: Month-To-Month | Cancel Contract

Customer: AND001 | Andrews, Martin

Date Start: 1 September 2022 | Contract Completed: | 1 Months

Payment Day: 1 ✓

Grid Nos: A002 - Building A Unit 2 ✓

Escalations dialog:

Escalation Percentage: 0

Escalation Month: January

Initial Amount: 950

Buttons: Accept, Cancel

Apply Escalation To All Contracted Grid Nos

Buttons: Save, Cancel

Contract Manager

Contract Number: New | Type: Month-To-Month | Cancel Contract

Customer: AND001 | Andrews, Martin

Date Start: 1 September 2022 | Contract Completed: | 1 Months

Payment Day: 1

Grid Nos: A002 - Building A Unit 2

Buttons: Add Grid No, Remove Grid No, Make Reservations ✓

Contract Manager

Contract Number: New | Type: Month-To-Month | Cancel Contract

Customer: AND001 | Andrews, Martin

Date Start: 1 September 2022 | Contract Completed: | 1 Months

Payment Day: 1

Grid Nos: A002 - Building A Unit 2

Rental Num	Date Start	Date End	Status	Inv Total
0	2022/09/01	2022/09/30	Reserved	950.00

Buttons: Add Grid No, Remove Grid No, Escalations

Buttons: Save ✓, Cancel



Creating Month-To-Month Contracts

Saving the reservation and returning to the Grid, the reservation is displayed on the Grid, and next to the selected Storage Unit.

The screenshot shows the Novtel Self Storage Ultimate Standard 5.8.0.0 software interface. The main window displays a reservation grid with columns for dates from August 30 to October 28, 2022. The grid shows reservations for various storage units (A001 to B005) and their respective occupants. A red arrow points to reservation 130 for Andrews, Martin, which is highlighted in blue and labeled 'Status: Reserved'. Below the grid, there are three panels: a 'View Grid Nos' panel with radio buttons for 'All Grid Nos' and 'Available Grid Nos'; a reservation details panel for reservation number 130, including contact information for Andrews, Martin; and an 'Outstanding Deposits' table showing a balance of 2,800.00 as of 2022.08.01 and a payment of 2,800.00 on 2022.08.30. A legend on the right side of the interface lists reservation statuses such as Reserved, Current, Internet Booking, Internet Notice, Invoiced, Notice Period, Suspended, Paid, Partially Paid, and Cancelled, each with a corresponding color-coded box.

Date	Description	Debit	Credit	Balance
2022.08.01	Balance B/F	2 800.00		2 800.00
2022.08.30	Rpt RDN00039		2 800.00	0.00



Adding Fixed Items to Contracts

Contract Manager

Contract Number: 17 Type: Fixed Monthly Cancel Contract

Customer: RDS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos **Fixed Items** Deposit

Line Type	Item	Description	Qty	Excl	Tax	Incl
-----------	------	-------------	-----	------	-----	------

0.00 0.00 0.00

Add Items To Grid Nos Add Remark Add ✓ Delete

Save Cancel

From the 'Fixed Items' tab on the contract, any additional charges to be added to the invoice, can be inserted by clicking 'Add' and selecting the required charge or charges from the 'Select Item' window.

When done, the items must be updated to all reservations linked to the contract, by clicking the 'Add Items To Grid Nos' button.

Contract Manager

Contract Number: 17 Type: Fixed Monthly Cancel Contract

Customer: RDS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos **Fixed Items** Deposit

Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ACC001	Access Tags	2	34.78	5.22	40.00
Item	SEC001	Security Charge	1	43.48	6.52	50.00
Item	WAT001	Water Charge	1	130.43	19.57	150.00
Item	ELE001	Electricity	1	217.39	32.61	250.00

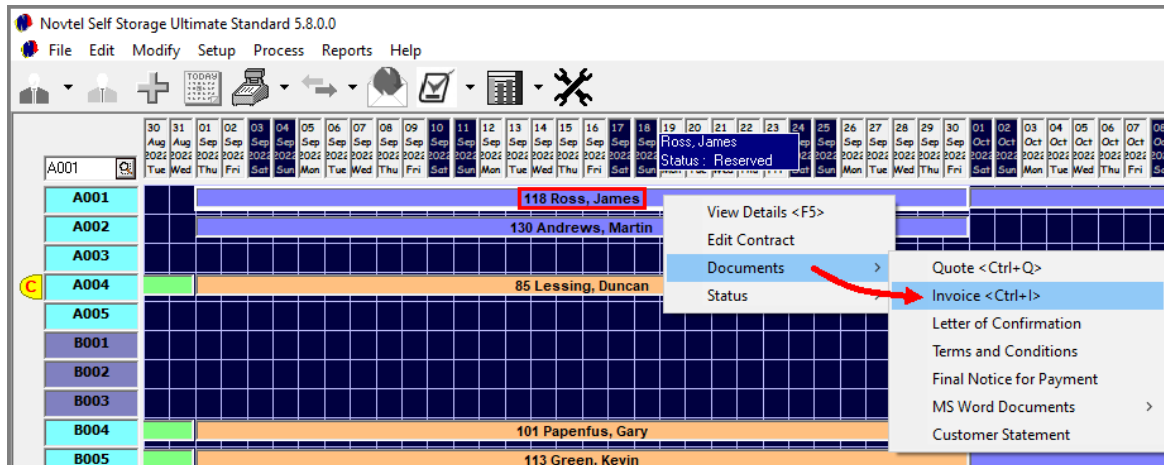
426.09 63.91 490.00

Add Items To Grid Nos ✓ Add Remark Add Delete

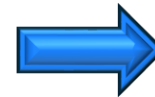
Save Cancel



Adding Fixed Items to Contracts



Right-clicking on any reservation linked to the contract, and selecting 'Documents – Invoice', the charges added to the contract will be displayed as follows:



Tax Invoice - [Bullzip PDF Printer]

MOSSSEL BAY STORAGE

TAX INVOICE

From: MBS
Address: Diaz Office Park nr 20
Beach Boulevard West
Diaz Beach
Mossel Bay
6500
Email: finance@novtel.com
VAT Nr: 123456789

To: Ross, James
Address: PO Box 123
Mossel Bay
6500

Tax Ref:

Description	Excl VAT	VAT	Total Incl VAT
Building A Unit 1	826.09	123.91	950.00
Access Tags	34.78	5.22	40.00
Security Charge	43.48	6.52	50.00
Water Charge	130.43	19.57	150.00
Electricity	217.39	32.61	250.00

Please use the following Banking Details:

Mossel Bay Storage
ABSA
123456789

Total EX Vat	R 1252.17
VAT	R 187.83
Total Incl VAT	R 1440.00



Raising a Deposit

Contract Manager

Contract Number: 17 Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos	Fixed Items	Deposit
<input checked="" type="checkbox"/>	1.) Deposit Raised	Shift: SFT00010 User: Chris Deposit Amount: 950
<input type="checkbox"/>	2.) Deposit Paid	
<input type="checkbox"/>	3.) Deposit Applied to Unallocated	
OR		
<input type="checkbox"/>	3.) Deposit Refunded	

Contract Manager

Contract Number: 17 Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos	Fixed Items	Deposit
<input checked="" type="checkbox"/>	1.) Deposit Raised	2022/08/30 Shift: SFT00010 User: Chris Deposit Amount: 950.00 Deposit Due: 2022/08/30
<input type="checkbox"/>	2.) Deposit Paid	
<input type="checkbox"/>	3.) Deposit Applied to Unallocated	
OR		
<input type="checkbox"/>	3.) Deposit Refunded	

Calendar: August 2022
Today: 2022/08/30

Save Cancel

A Deposit is raised in the 'Deposits' tab of both fixed and month-to-month contracts.

The deposit amount raised will automatically be indicated in the 'Customer Receipts' window for this Customer and Contract.

Normally, a deposit – which equals one month's rent' is raised on a contract. In order to do so, an open shift is required for the User performing the action.

Now simply enter the deposit amount in the field indicated and click on the checkmark next to the 'Deposit Raised' field.

1. Immediately, the 'Deposit Raised' field is indicated in a blue colour and the date upon which the deposit was raised, is linked to the completed action.
2. The date upon which the deposit is due, can be selected from the calendar.



Self-Storage

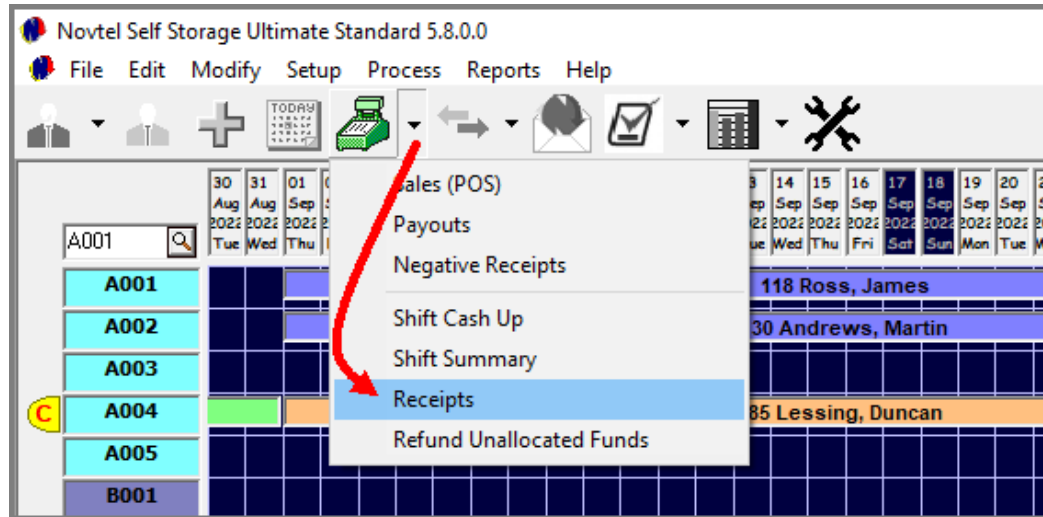
9

Receipting Deposit Payments

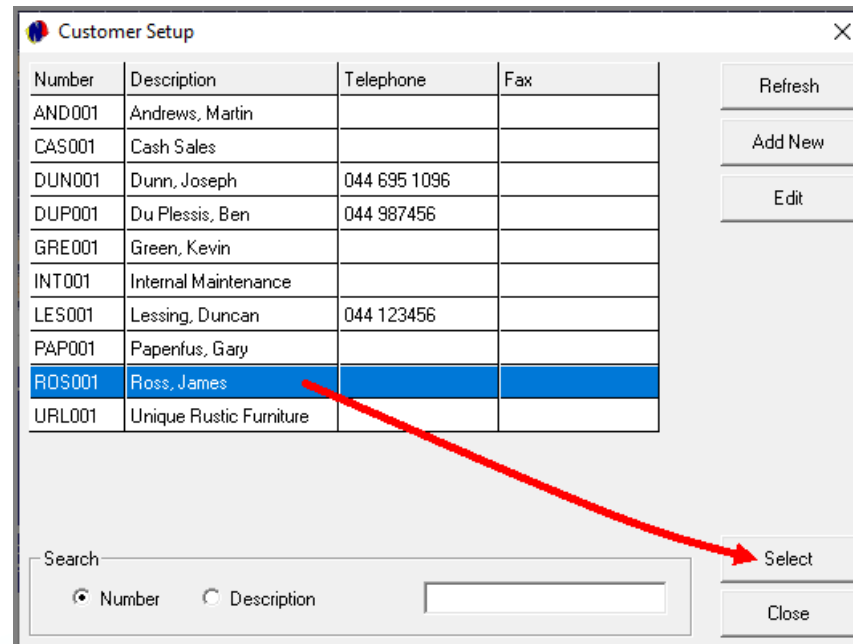




Receipting Deposit Payments



As we have activated the 'Receipting' system in our database, we will receipt ALL deposit and account payments by clicking on the menu adjacent to the POS icon and select 'Receipts'.



Search for and select the applicable Customer from whom proof of payment has been received.

In this case, it is Mr Ross.



Receipting Deposit Payments

Customer Receipts

Customer: RDS001 Ross, James
Balance In Pastel: 0.00 View Statement

Receipt Total: Auto-Allocate

Unallocated Amount: 0.00
Available Credit Matching: 0.00

Deposit Payments Outstanding Total: 2 950.00

Description	Outstanding Amount	Allocated Amount
Contract 17 - Building A Unit 1 (2022/09/01 to 2023/08/31)	950.00	0.00

Account Payments Outstanding Total: 1 0.00

1. As we have not yet run the Recurring Billing process, the outstanding amount for 'Account Payments' is currently zero.
2. However: As we have raised a deposit on Contract number 17, the outstanding total is indicated here as raised.

Customer Receipts

Customer: RDS001 Ross, James
Balance In Pastel: 0.00 View Statement

Receipt Total: 950.00 Auto-Allocate

Unallocated Amount: 0.00
Available Credit Matching: 0.00

Deposit Payments Outstanding Total: 0.00

Description	Outstanding Amount	Allocated Amount
Contract 17 - Building A Unit 1 (2022/09/01 to 2023/08/31)	0.00	950.00

The amount – as received from the Customer – is entered in the 'Receipt Total' field in the top right-hand side of the 'Customer Receipts' window.

If the amount is not automatically allocated against the outstanding amount, then the User has the option to click the 'Auto-Allocate' button – which will immediately allocate the receipt total against the oldest outstanding amount.



Receipting Deposit Payments

Customer Receipts

Customer: ROS001 Ross, James
Balance In Pastel: 0.00 View Statement

Receipt Total: 950.00 Auto-Allocate

Unallocated Amount: 0.00
Available Credit Matching: 0.00

Deposit Payments		Outstanding Total	0.00
Description	Outstanding Amount	Allocated Amount	
Contract 17 - Building A Unit 1 (2022/09/01 to 2023/08/31)	0.00	950.00	

Account Payments Outstanding Total 0.00

Payment Date: 2022/08/30 1
Payment Type: Direct Transfer 2
Reference: ROS001 3

Outstanding Total: -950.00
Allocated Total: 950.00
Unallocated Total: 0.00

Accept Cancel

1. Now enter the date upon which the payment was received.
2. Select the applicable 'Payment Type' used by the Customer to make the payment.
3. And enter a reference here according to your company's criteria.

Now click 'Accept' to produce the Receipt Document.

Receipt : RDN00040

MBS
Diaz Office Park nr 20
Beach Boulevard West
Diaz Beach
Mosssel Bay
Tel : +27 44 695 4886
Fax : n/a
Vat : 123456789

RECEIPT

Customer : ROS001 - Ross, James
Grid No : A001 - Building A Unit 1
Payment Type : Direct Transfer
Reference : ROS001

Payment Due : 950.00
Vat Total : -123.91
Payment Received : 950.00
Change :

User : Chris
Payment Date : 2022/08/30
Date : 2022/08/30
Time : 09:54:27
Shift Number : SFT00010
Receipt Number : RDN00040

Thank You.

The User logged into the system, and who has receipted the payment, is linked to this transaction, as well as their Shift Number.

The document is also date and time stamped.



Receipting Deposit Payments

Contract Manager

Contract Number: 17 Type: Fixed Monthly Cancel Contract

Customer: ROS001 Ross, James

Date Start: 1 September 2022 Date End: 31 August 2023 12 Months

Payment Day: 1

Grid Nos Fixed Items **Deposit**

Shift: SFT00010
User: Chris

1.) Deposit Praised 2022/08/30
Deposit Amount: 950.00 Deposit Due: 2022/08/30

2.) Deposit Paid
Paid Amount: 950.00

3.) Deposit Applied to Unallocated Applied On: 2022/08/30
OR
3.) Deposit Refunded Refunded On: 2022/08/30

Amount Forfeit: 0.00
Amount Refunded: 0.00

When viewing this contract's 'Deposit' tab, Novtel indicates that the Deposit amount of R950.00 was paid.

Please note that after receipting a deposit payment, the status of the reservation is not changed automatically, and will remain 'Reserved' until the Customer moves into the Storage Unit.

Only then will the User manually change the first month's reservation's status to 'Current' by right clicking on the reservation and selecting this status.

Novtel Self Storage Ultimate Standard 5.8.0.0

File Edit Modify Setup Process Reports Help

30 Aug 2022 31 Aug 2022 01 Sep 2022 02 Sep 2022 03 Sep 2022 04 Sep 2022 05 Sep 2022 06 Sep 2022 07 Sep 2022 08 Sep 2022 09 Sep 2022 10 Sep 2022 11 Sep 2022 12 Sep 2022 13 Sep 2022 14 Sep 2022 15 Sep 2022 16 Sep 2022 17 Sep 2022 18 Sep 2022 19 Sep 2022 20 Sep 2022 21 Sep 2022 22 Sep 2022 23 Sep 2022 24 Sep 2022 25 Sep 2022 26 Sep 2022 27 Sep 2022 28 Sep 2022 29 Sep 2022 30 Sep 2022 01 Oct 2022 02 Oct 2022 03 Oct 2022 04 Oct 2022 05 Oct 2022 06 Oct 2022 07 Oct 2022 08 Oct 2022 09 Oct 2022 10 Oct 2022 11 Oct 2022 12 Oct 2022 13 Oct 2022 14 Oct 2022 15 Oct 2022 16 Oct 2022 17 Oct 2022 18 Oct 2022 19 Oct 2022 20 Oct 2022 21 Oct 2022

A001 Ross, James RA No: 51 Status: Current

A001	118 Ross, James	119 Ross, James
A002	130 Andrews, Martin	
A003		
C A004	85 Lessing, Duncan	86 Lessing, Duncan
A005		
B001		
B002		

View Details <F5>
Edit Contract
Documents >
Status >
Reserved
Current
Internet Booking



Self-Storage

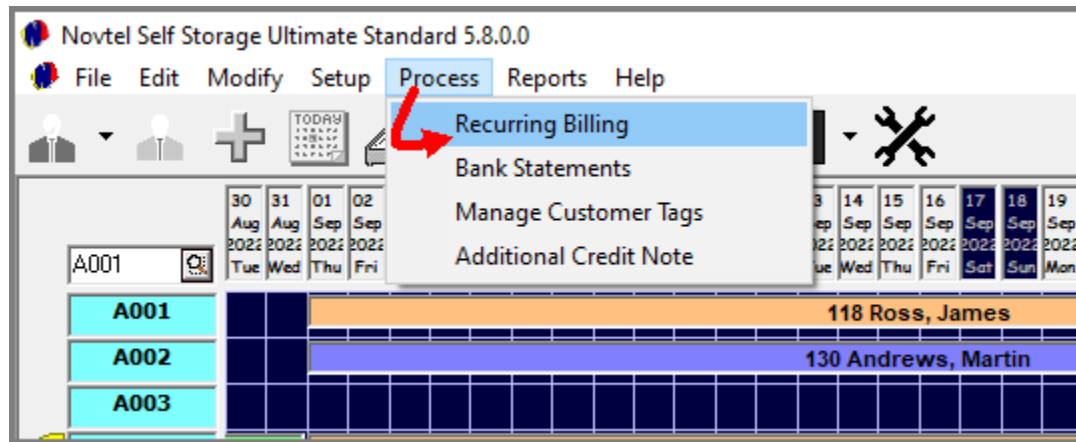


10

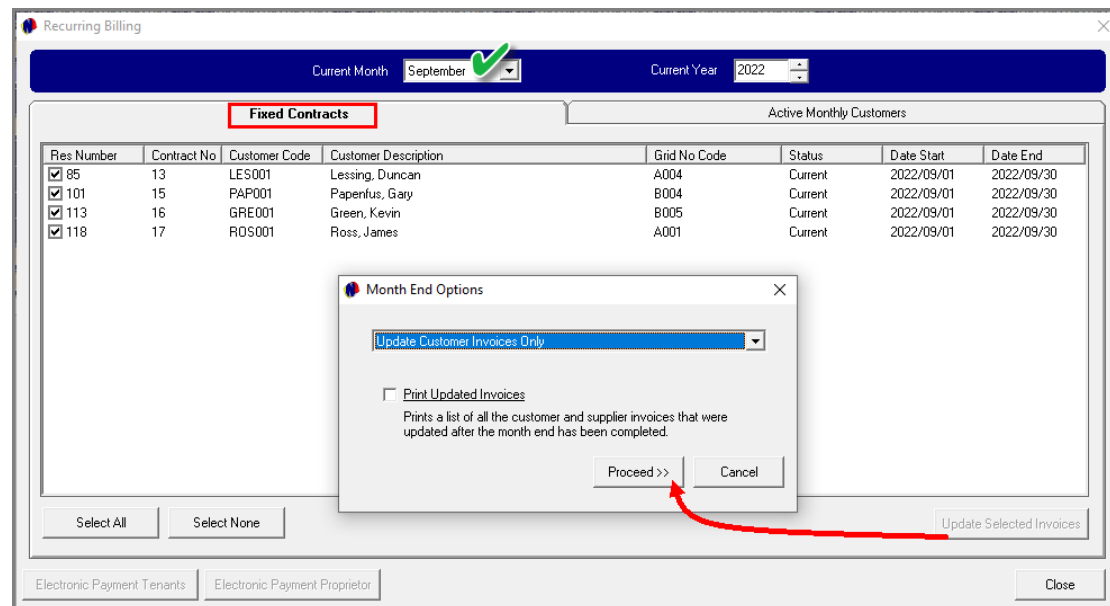
Invoicing



Invoicing



Both 'Fixed' and 'Month-to-Month' contracts are invoiced by means of the 'Process – Recurring Billing' menu option.



Invoicing Fixed Contracts

In order to bill 'Fixed Contracts' for the selected month and year, select the 'Fixed Contracts' tab.

All reservations linked to contracts for this month – and which are selected – can be invoiced by clicking 'Update Selected Invoices'.

Click 'Proceed'.



Invoicing

Pre-Import List For September 2022
PRINTED DATE: 30 AUGUST 2022 TIME: 10:17:14

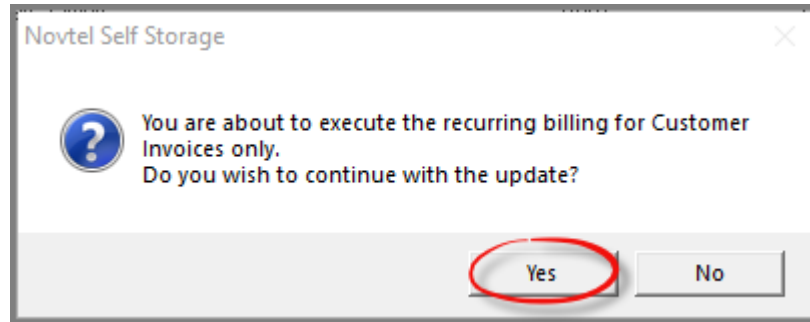
CUSTOMER INVOICES

RESERVATION	CONTRACT	CUSTOMER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL	
85	13	LES001 - Lessing, Duncan	A004	1000.00	150.00	1150.00	
101	15	PAP001 - Papenfus, Gary	B004	782.61	117.39	900.00	
113	16	GRE001 - Green, Kevin	B005	782.61	117.39	900.00	
118	17	ROS001 - Ross, James	A001	1252.17	187.83	1440.00	
NUMBER OF INVOICES TO BE UPDATED - 4				TOTALS	3817.59	572.61	4390.00

ITEM SIZE TOTALS

CODE	DESCRIPTION	RESNUM	AREA m ²	CAPACITY m ³	MONTHLY INCOME
A001	Building A Unit 1	118	24.00	84.00	1440.00
A004	Building A Unit 4	85	36.00	129.60	1150.00
B004	Building B Unit 4	101	0.00	0.00	900.00
B005	Building B Unit 5	113	0.00	0.00	900.00
			60.00	213.60	4390.00

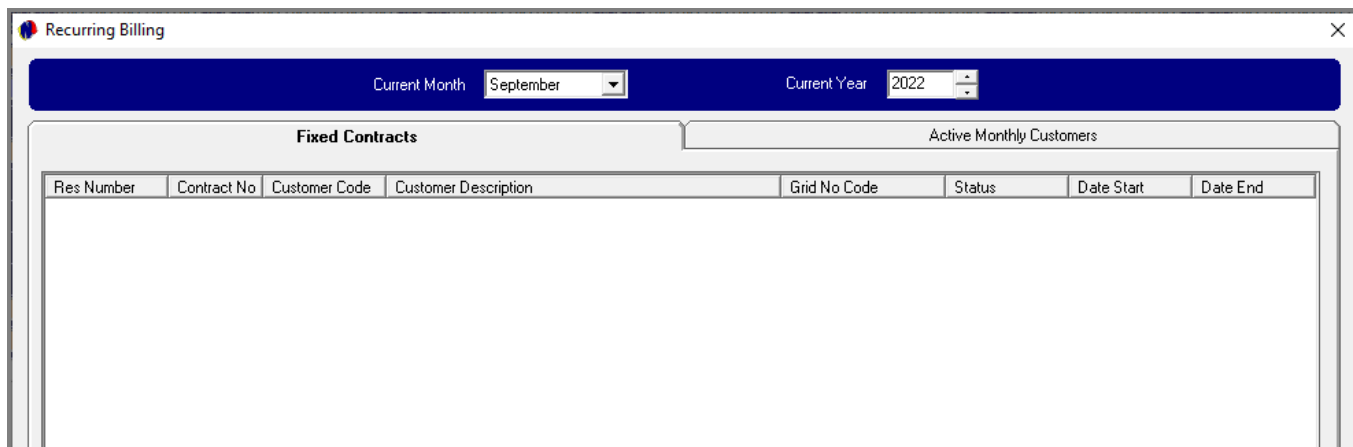
First check the 'Pre-Import List' for the selected month before continuing. If any discrepancies are found, cancel the billing process; rectify the discrepancies, and start the billing process again.



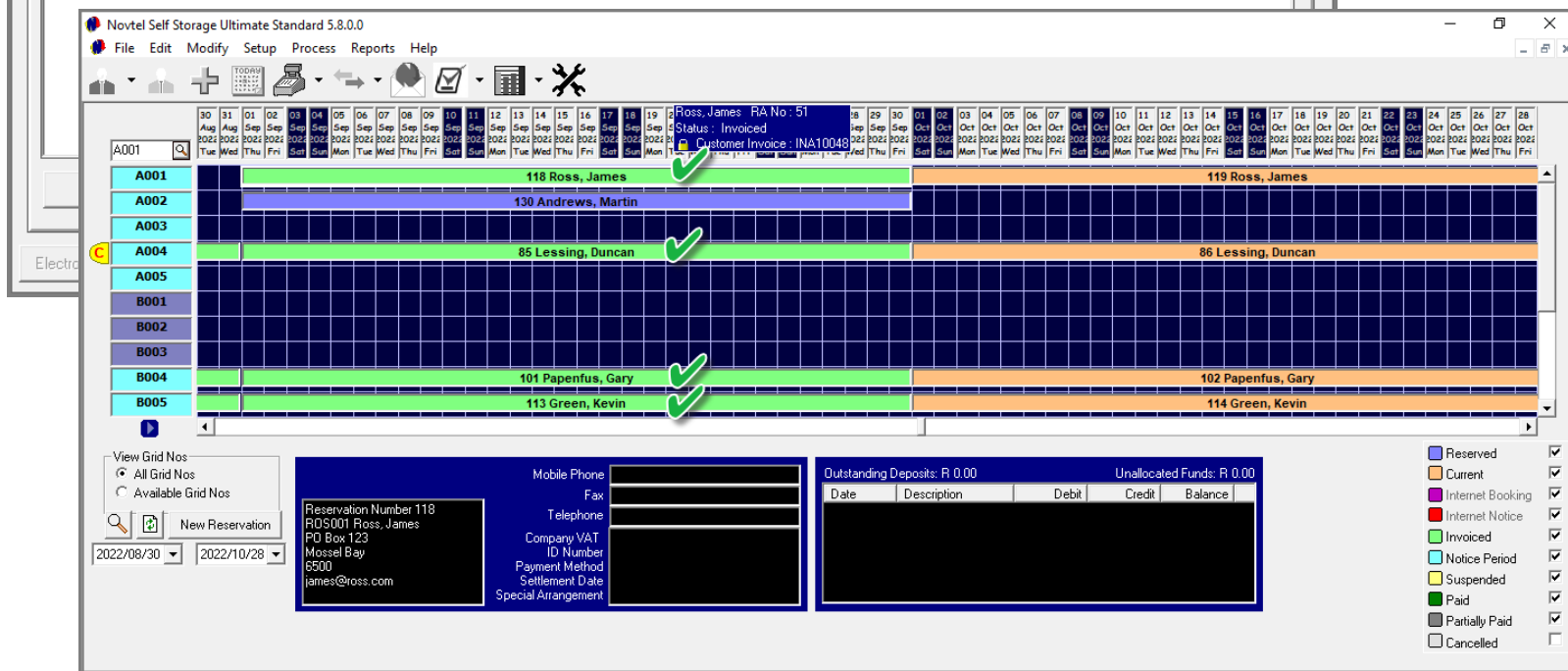
If all is found to be in order, click 'Yes' to continue.



Invoicing



The 'Fixed Contracts' tab will now be cleared for the selected month as all reservations linked to Fixed Contracts have successfully been invoiced.



The status and colour of all invoiced reservations linked to fixed monthly contracts in September, are now displayed in light green on the Grid, and an official Invoice Number has been allocated to each reservation, respectively.

The reservation status for all of these reservations for the month of October, has changed to 'Current' automatically.



Invoicing

Invoicing Active Monthly Customers

To invoice all selected reservations linked to 'Month-To-Month' contracts, click on the 'Update Selected Invoices' button.

If the option to continue the reservation is unticked, then the contract will be terminated at the end of the invoicing month.

The contract must be marked manually by the User as 'Completed', and the date is selected upon which the contract is ending.

The screenshot shows the 'Recurring Billing' application window. At the top, there are dropdown menus for 'Current Month' (September) and 'Current Year' (2022). Below this, there are two tabs: 'Fixed Contracts' and 'Active Monthly Customers' (the latter is highlighted with a red box). A table lists reservations with columns: Res Number, Customer Code, Customer Description, Grid No Code, Status, Date Start, and Date End. One reservation is selected (checked): Res Number 130, Customer Code AND001, Customer Description Andrews, Martin, Grid No Code A002, Status Reserved, Date Start 2022/09/01, Date End 2022/09/30. A 'Month End Options' dialog box is open in the foreground, containing a dropdown menu set to 'Update Customer Invoices Only', two checkboxes: 'Continue Reservation' (which is checked and has a red arrow pointing to it) and 'Print Updated Invoices', and 'Proceed >>' and 'Cancel' buttons. At the bottom of the main window, there are buttons for 'Select All', 'Select None', 'Update Selected Invoices', 'Electronic Payment Tenants', 'Electronic Payment Proprietor', and 'Close'.

Res Number	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 130	AND001	Andrews, Martin	A002	Reserved	2022/09/01	2022/09/30



Invoicing

Recurring Billing

Current Month: **September** Current Year: **2022**

Fixed Contracts | **Active Monthly Customers**

Res Number	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 130	AND001	Andrews, Martin	A002	Reserved	2022/09/01	2022/09/30

Month End Options

Update Customer Invoices Only

Continue Reservation
All selected monthly contracts are extended to the end of the next month.

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

Proceed >> **Cancel**

Select All | Select None | Update Selected Invoices

Electronic Payment Tenants | Electronic Payment Proprietor | Close

By checking the option to 'Continue Reservation' and clicking 'Proceed', the 'Pre-Import List' is checked by the User first before continuing.

Pre-Import List For September 2022

PRINTED DATE: 30 AUGUST 2022 TIME: 10:35:31

CUSTOMER INVOICES

RESERVATION	CUSTOMER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL
130	AND001 - Andrews, Martin	A002	826.09	123.91	950.00
NUMBER OF INVOICES TO BE UPDATED - 1			TOTALS	826.09	950.00

ITEM SIZE TOTALS

CODE	DESCRIPTION	RESNUM	AREA m ²	CAPACITY m ³	MONTHLY INCOME
A002	Building A Unit 2	130	24.00	84.00	950.00
			24.00	84.00	950.00

Novtel Self Storage

You are about to execute the recurring billing for Customer Invoices only. Do you wish to continue with the update?

Yes **No**



Invoicing

Contract Manager

Contract Number: 18 Type: Month-To-Month Cancel Contract

Customer: AND001 Andrews, Martin

Date Start: 1 September 2022 Contract Completed: 2 Months

Payment Day: 1

Grid Nos Fixed Items Deposit

A002 - Building A Unit 2

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
130	2022/09/01	2022/09/30	Invoiced	950.00
131	2022/10/01	2022/10/31	Current	950.00

View Reservation Escalations

Save Cancel

Accessing Contract 18, the number of months have increased to 2, and a rental number for October 2022 has been allocated.



Self-Storage

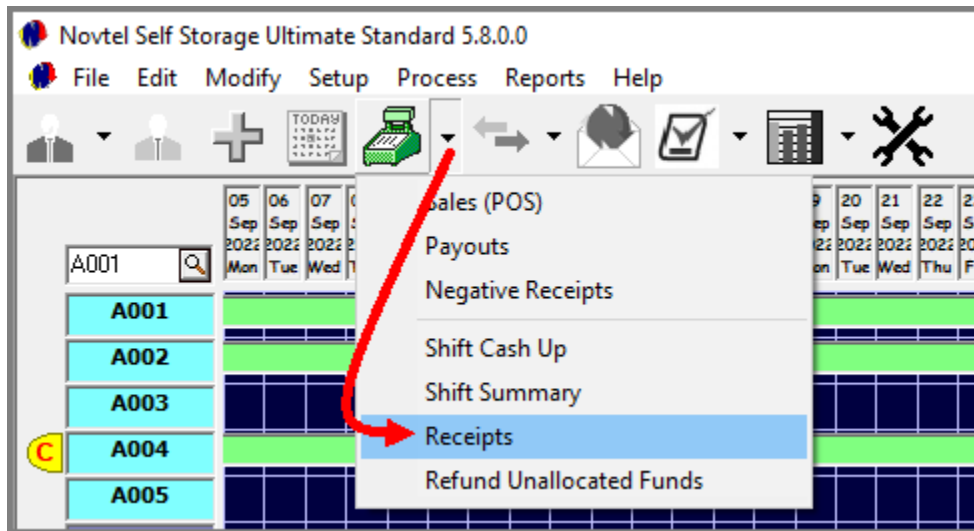
11

Account Payments

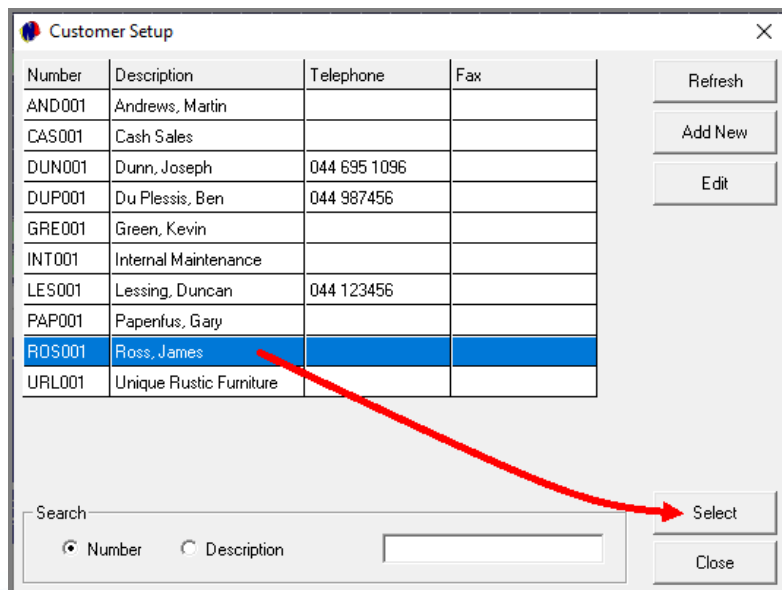




Account Payments



As we have activated the 'Receiving System', all Deposit and Account Payments are processed via the 'POS – Receipts' menu option.



The required Customer can now be searched for and selected.



Account Payments

Customer Receipts

Customer: ROS001 Ross, James

Balance In Pastel: 0.00

Receipt Total: [] Auto-Allocate

Unallocated Amount: 0.00

Available Credit Matching: 0.00

Deposit Payments Outstanding Total: 0.00

Account Payments Outstanding Total: 1440.00

Description	Outstanding Amount	Allocated Amount
Reservation 118 - Building A Unit 1 (2022/09/01 to 2022/09/30)	1440.00	0.00

Payment Date: 2022/08/30

Outstanding Total: 1440.00

Allocated Total: 0.00

As the Recurring Billing procedure has been performed, the outstanding 'Account' balance is displayed in this section of the 'Customer Receipts' window – and which corresponds with the status colour of the Invoiced Status.

Partial Payments

In the case where a Customer only settles a portion of the outstanding total, an outstanding balance will remain on the Customer's account.

Customer Receipts

Customer: ROS001 Ross, James

Balance In Pastel: 0.00

Receipt Total: 1000.00

Unallocated Amount: 0.00

Available Credit Matching: 0.00

Deposit Payments Outstanding Total: 0.00

Account Payments Outstanding Total: 440.00

Description	Outstanding Amount	Allocated Amount
Reservation 118 - Building A Unit 1 (2022/09/01 to 2022/09/30)	440.00	1000.00

Processing the receipt, the reservation on the Grid will be displayed in the colour of the 'Partially Paid' status and will remain as such until the outstanding balance for this month is settled in full.

Grid view showing reservation status for Ross, James (RA No: 51). Status: Partially Paid. Customer Invoice: INA10048.

Unit	29 Aug 2022	30 Aug 2022	31 Aug 2022	01 Sep 2022	02 Sep 2022	03 Sep 2022	04 Sep 2022	05 Sep 2022	06 Sep 2022	07 Sep 2022	08 Sep 2022	09 Sep 2022	10 Sep 2022	11 Sep 2022	12 Sep 2022	13 Sep 2022	14 Sep 2022	15 Sep 2022	16 Sep 2022	17 Sep 2022	18 Sep 2022	19 Sep 2022	28 Sep 2022	29 Sep 2022	30 Sep 2022	01 Oct 2022	02 Oct 2022	03 Oct 2022	
A001																													
A002																													
A003																													
A004																													
A005																													
B001																													



Account Payments

Customer Receipts

Customer: AND001 Andrews, Martin
Balance In Pastel: 1180.23 View Statement

Receipt Total: 950.00 Auto-Allocate
Unallocated Amount: 0.00
Available Credit Matching: 0.00

Deposit Payments Outstanding Total: 0.00

Account Payments Outstanding Total: 0.00

Description	Outstanding Amount	Allocated Amount
Reservation 130 - Building A Unit 2 (2022/09/01 to 2022/09/30)	0.00	950.00

Payment Date: 2022/08/30 Outstanding Total: -950.00
Payment Type: Credit Card Allocated Total: 950.00
Unallocated Total: 0.00

Reference: ROS001

Payments Received in Full

When a Customer has settled the entire outstanding balance, their reservation will be displayed in the colour of the 'Paid' status.

Novtel Self Storage Ultimate Standard 5.8.0.0

File Edit Modify Setup Process Reports Help

Calendar view showing reservation status for Andrews, Martin RA No: 55. Status: Paid. Customer Invoice: INA10049.

Reservation ID	Start Date	End Date	Status
A001	2022-08-29	2022-09-01	Paid
A002	2022-09-01	2022-09-30	Paid
A003	2022-09-01	2022-09-30	Paid



Self-Storage

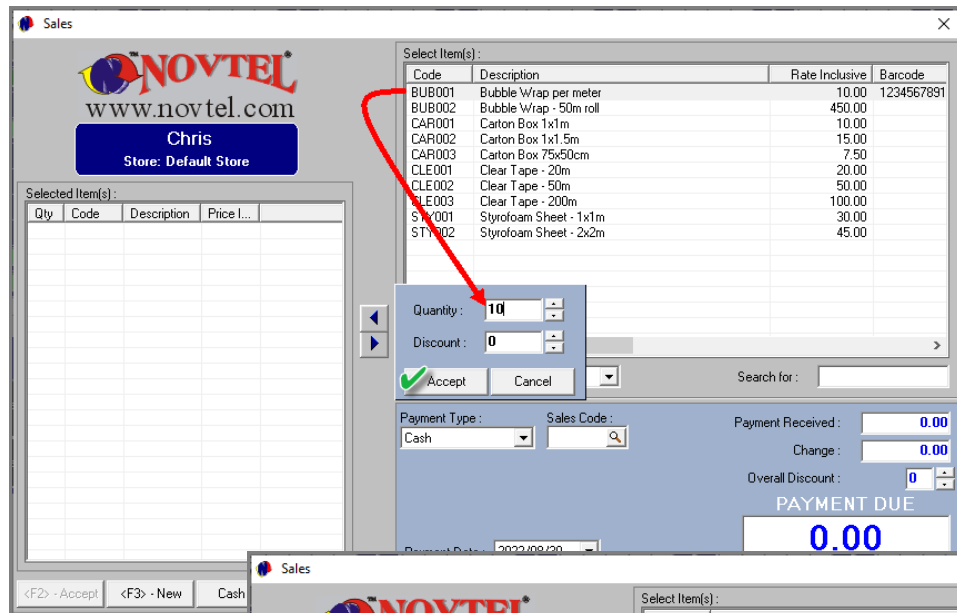
12

POS Transactions





POS Transactions

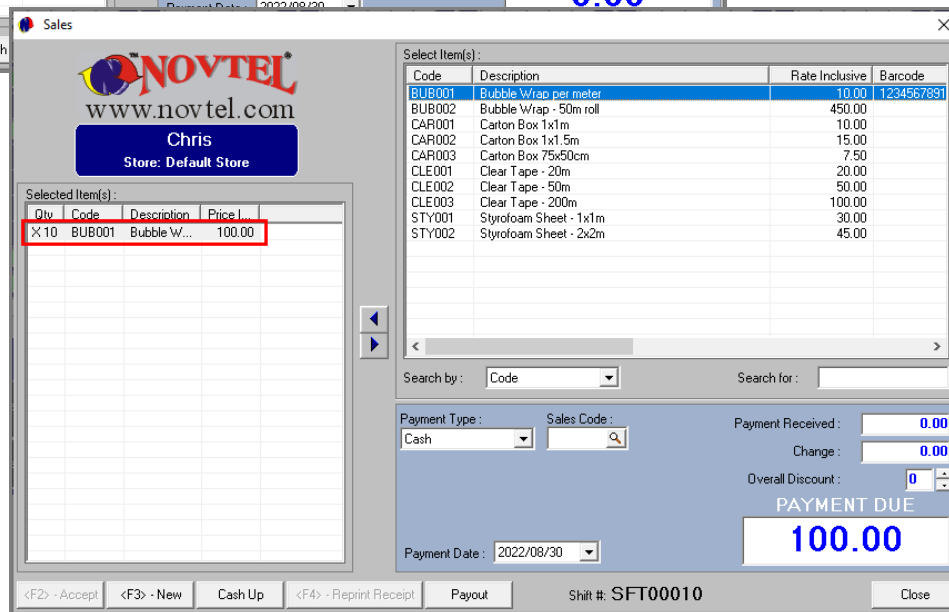


Whether the Grid's POS System is accessed, or the dedicated Shop POS system, the processes are exactly the same when selling items.

Please note that in our system, we do not allow discount; the quick scan option is not activated, and the inventory details are not displayed on the POS screen.

As we do not sell a wide variety of items, the list is very short in the 'Select Items' frame. By double clicking on the required item, the quantity can be set before clicking 'Accept'.

In this case, the Customer is purchasing 10 meters of bubble wrap.



Novtel instantly calculates the selling price and displays the selected item in the left-hand side of the screen.

The 'Payment Due' amount is also displayed according to the calculated price.



POS Transactions

Novtel
www.novtel.com
Chris
Store: Default Store

Selected Item(s):

Qty	Code	Description	Price
X 10	BUB001	Bubble W...	100.00
X 1	CLE003	Clear Tap...	100.00
X 10	STY002	Styrofoam...	450.00

Select Item(s):

Code	Description	Rate Inclusive	Barcode
BUB001	Bubble Wrap per meter	10.00	1234567891
BUB002	Bubble Wrap - 50m roll	450.00	
CAR001	Carton Box 1x1m	10.00	
CAR002	Carton Box 1x1.5m	15.00	
CAR003	Carton Box 75x50cm	7.50	
CLE001	Clear Tape - 20m	20.00	
CLE002	Clear Tape - 50m	50.00	
CLE003	Clear Tape - 200m	100.00	
STY001	Styrofoam Sheet - 1x1m	30.00	
STY002	Styrofoam Sheet - 2x2m	45.00	

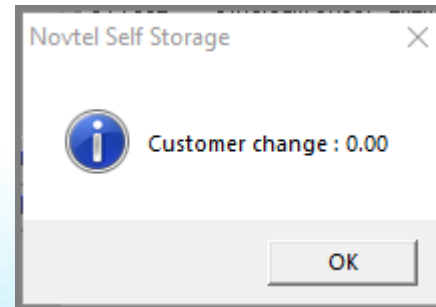
Payment Type: Credit Card (1) Sales Code: 07 Payment Received: 2 650.00
Change: 0.00
Credit Card Number: Overall Discount: 0
Credit Card Type: Master Card PAYMENT DUE 650.00
Payment Date: 2022/08/30

<F2> - Accept <F3> - New Cash Up <F4> - Reprint Receipt Payout Shift #: SFT00010 Close

The process is repeated to add more items, and this will increase the 'Payment Due' amount accordingly.

1. The specific payment method used by the Customer to settle the bill, is selected here.
2. For credit card, cheque and bank transfer payments, the exact amount is to be entered in the 'Payment Received' field.

Clicking 'Accept', the Receipt' is produced, and no change is applicable.



Receipt : RDN00043
Zoom 100%

MBS
Diaz Office Park nr 20
Beach Boulevard West
Diaz Beach
Mossel Bay
Tel : +27 44 695 4886
Fax : n/a
Vat : 123456789

RECEIPT

Qty	Description	Price
X 10	BUB001 - Bubble Wrap per meter	100.00
X 1	CLE003 - Clear Tape - 200m	100.00
X 10	STY002 - Styrofoam Sheet - 2x2m	450.00

Payment Type : Credit Card
Credit Card Number : xxxxx-xxxx-xxxx-
Credit Card Type : Master Card
Payment Due : 650.00
Vat Total : 84.78
Payment Received : 650.00
Change : 0.00

User : Chris
Payment Date : 2022/08/30
Date : 2022/08/30
Time : 11:05:07
Shift Number : SFT00010
Receipt Number : RDN00043

Thank You.



POS Transactions

NOVTEL
www.novtel.com
Chris
Store: Default Store

Select Item(s):

Code	Description	Rate Inclusive	Barcode
BUB001	Bubble Wrap per meter	10.00	1234567891
BUB002	Bubble Wrap - 50m roll	450.00	
CAR001	Carton Box 1x1m	10.00	
CAR002	Carton Box 1x1.5m	15.00	
CAR003	Carton Box 75x50cm	7.50	
CLE001	Clear Tape - 20m	20.00	
CLE002	Clear Tape - 50m	50.00	
CLE003	Clear Tape - 200m	100.00	
STY001	Styrofoam Sheet - 1x1m	30.00	
STY002	Styrofoam Sheet - 2x2m	45.00	

Selected Item(s):

Qty	Code	Description	Price I...
X 1	BUB002	Bubble W...	450.00

Payment Type: Cash Sales Code: 07 Payment Received: 500.00
Change: 50.00
Overall Discount: 0
PAYMENT DUE: 450.00
Payment Date: 2022/08/30

<F2> - Accept <F3> - New Cash Up <F4> - Reprint Receipt Payout Shift #: SFT00010 Close

Entering a Cash amount greater than the 'Payment Due' amount, Novtel will automatically calculate the amount in change to be handed to the Customer.

Receipt : RDN00044
Zoom 100%

MBS
Diaz Office Park nr 20
Beach Boulevard West
Diaz Beach
Mossel Bay
Tel: +27 44 695 4886
Fax: n/a
Vat: 123456789

RECEIPT

X 1	BUB002 - Bubble Wrap - 50m roll	450.00
-----	---------------------------------	--------

Payment Type: Cash

Payment Due : 450.00
Vat Total : 58.70
Payment Received : 500.00
Change : 50.00

User: Chris
Payment Date: 2022/08/30
Date: 2022/08/30
Time: 11:09:27
Shift Number: SFT00010
Receipt Number: RDN00044

Thank You.

Novtel Self Storage

Customer change : 50.00

OK



Self-Storage

13

Short Term Reservations





Short Term Reservations

Short term rentals can also be managed by Novtel, and a daily or weekly rate applied according to the Category selected.

A short-term reservation is not linked to a contract, and is created directly on the Grid.

It is also not billed by means of the Recurring Billing feature, but directly updated from the Grid.

The screenshot shows the Novtel Self Storage Ultimate Standard 5.8.0.0 software interface. The top menu bar includes File, Edit, Modify, Setup, Process, Reports, and Help. Below the menu is a toolbar with icons for user selection, adding units, printing, navigation, and settings. The main area is a calendar grid for September 2022, with columns for each day from the 29th of August to the 18th of September. A list of storage units is visible on the left, with A001 through A005 and B001 through B003. Unit A004 is highlighted in yellow. A red double-headed arrow labeled 'New Reservation' spans from the 5th of September to the 14th of September, indicating the reservation period.

The process of creating a short-term reservation is as easy as:

1. Click and hold the mouse button in the column next to the applicable storage unit on the Grid, and on specific day the rental is to start. In this case, it is Unit B001, and the start date is 5 September 2022.
2. Drag the cursor to the intended end date – which is the 14th of September - and release the mouse button on this date.



Short Term Reservations

Reservation Details

Grid No Number: B001 Building B Unit 1

Reservation Number: [Empty]

Order Number: [Empty]

Customer Code: [Empty]

Description: [Empty]

Comments: [Empty]

Remarks: [Empty]

Creation Timestamp: [Empty]

Number	Description	Telephone	Fax
AND001	Andrews, Martin		
CAS001	Cash Sales		
DUN001	Dunn, Joseph	044 695 1096	
DUP001	Du Plessis, Ben	044 987456	
GRE001	Green, Kevin		
INT001	Internal Maintenance		
LES001	Lessing, Duncan	044 123456	
PAP001	Papenfus, Gary		
RDS001	Ross, James		
URL001	Unique Rustic Furniture		

Search: [Empty] Select Close

The Reservations Details window will open, followed by the Customer Setup window.

Either create a new Customer if a Customer Master File was not yet created for them – after which it is selected; or, search for and select the applicable existing Customer Master File.

Reservation Details

Grid No Number: B001 Building B Unit 1

Reservation Number: New Reservation 1

Category: STR001 Short Term Rental

Order Number: [Empty]

Customer Code: DUN001

Description: Dunn, Joseph

Comments: [Empty]

Remarks: [Empty]

Move-In Date: 2022/09/05

Move-In Time: 08:00:00

Move-Out Date: 2022/09/14

Move-Out Time: 08:00:00

Payment Type: [Empty]

Creation Timestamp: 2022/08/30 11:15:27

Status: Reserved

Accept Cancel

1. An official reservation number has not yet been allocated to this reservation as it has not yet been saved.
2. The selected Customer is linked to this reservation.
3. Any 'Comments' and 'Remarks' entered in these fields by the User, will be printed on the 'Comments and Remarks' report.



Short Term Reservations

Reservation Details

General Financial Additional Costs Quick View

Grid No Number: B001 Building B Unit 1

Reservation Number: New Reservation Category: TR001 Short Term Rental

Order Number:

Customer Code: DUN001 Search <F5>

Description: Dunn, Joseph

Comments:

Remarks:

Creation Timestamp: 2022/08/30 11:15:27

Status: Reserved

Payment Type:

Move-In Date: 2022/09/05 Move-In Time: 08:00:00

Move-Out Date: 2022/09/14 Move-Out Time: 08:00:00

Accept Cancel

4. If a Category was linked to the Storage Unit's Master File, this Category will be displayed here, and the Customer will be billed accordingly. Alternatively: A different Category can be selected if applicable.
5. The 'Move-In Date and Time' is displayed in this field.
6. The 'Move-Out Date and Time' is displayed here.
7. As this is a new reservation and the Customer has not yet moved in, the status is displayed as 'Reserved'.
8. For now, let's first save the reservation by clicking 'Accept'.

Novtel Self Storage Ultimate Standard 5.8.0.0

File Edit Modify Setup Process Reports Help

29 Aug 2022 30 Aug 2022 31 Aug 2022 01 Sep 2022 02 Sep 2022 03 Sep 2022 04 Sep 2022 05 Sep 2022 06 Sep 2022 07 Sep 2022 08 Sep 2022 09 Sep 2022 10 Sep 2022 11 Sep 2022 12 Sep 2022 13 Sep 2022 14 Sep 2022 15 Sep 2022 16 Sep 2022 17 Sep 2022 18 Sep 2022 19 Sep 2022 20 Sep 2022 21 Sep 2022

A001 118 Ross, James

A002 130 Andrews, Martin

A003

A004 81 Dunn, Joseph Status: Reserved

A005

B001 132 Dunn, Joseph

B002

B003

Immediately, a reservation number is allocated to this reservation, and the Customer's description is displayed on the reservation.



Short Term Reservations

Reservation Details

General **Financial** Additional Costs Quick View

Price Calculation

Category
 Grid No
 Manual

Price (Excl) 304.35
Tax 45.65
Price (Incl) 350.00

Duration Charged 10

Agent Details
Agent Code
Description

Invoice Total: 350.00

Allocated Tags

Tag No	Tag Holder Description
--------	------------------------

Add Tag
Remove Tag

Receipt History

Document Num	Transaction	Amount	TimeStamp	PaymentDate
--------------	-------------	--------	-----------	-------------

Accept Cancel

The reservation is accessed by simply double clicking on it.

In the 'Financial' tab, the 'Price Calculation' is selected as 'Category' since the 'Short Term Daily Rate' Category is linked to the reservation.

Category STR001 Short Term Rental - Daily Rate 35.00/Daily

Clear

As the duration is 10 days, and the rate is R35.00 per day, the 'Invoice Total' is automatically calculated as R350.00.



Short Term Reservations

Reservation Details

General Financial **Additional Costs**

Line Type	Item	Description	Qty	Excl	Tax
Item	ACC001	Access Tags	2	34.78	5.22

34.78 5.22

Add Remark Add

Select Item

Search

Search By Code

Search For

Code	Description	Excl	Tax	Incl
ACC001	Access Tags	17.39	2.61	20.00
BUB001	Bubble Wrap per meter	8.70	1.30	10.00
BUB002	Bubble Wrap - 50m roll	391.30	58.70	450.00
CAR001	Carton Box 1x1m	8.70	1.30	10.00
CAR002	Carton Box 1x1.5m	13.04	1.96	15.00
CAR003	Carton Box 75x50cm	6.52	0.98	7.50
CDF001	Cash Deposit Fee per R100.00	1.00	0.00	1.00
CLE001	Clear Tape - 20m	17.39	2.61	20.00
CLE002	Clear Tape - 50m	43.48	6.52	50.00
CLE003	Clear Tape - 200m	86.96	13.04	100.00
CON001	Contract Fee	326.09	48.91	375.00
DAM001	Damages and Maintenance	0.00	0.00	0.00
DFC001	Deposit Forfeiture	0.00	0.00	0.00
ELE001	Electricity	217.39	32.61	250.00
FRA001	Fragile Stickers - 50	130.43	19.57	150.00
MUN001	Municipal Charge	86.96	13.04	100.00
OFF001	Office Use - Jacobs Coffee 500g	82.61	12.39	95.00
SEC001	Security Charge	43.48	6.52	50.00
STY001	Styrofoam Sheet - 1x1m	26.09	3.91	30.00
STY002	Styrofoam Sheet - 2x2m	39.13	5.87	45.00
TSU001	Stickers - This Side Up	59.13	8.87	68.00
WAT001	Water Charge	130.43	19.57	150.00
WS001	Labour per Hour	217.39	32.61	250.00
WS002	White Paint 1L	130.43	19.57	150.00
WS003	White Paint 5L	434.78	65.22	500.00
WS004	Ceiling Board - 1 Unit	304.35	45.65	350.00
WS005	Lock and Keys	282.61	42.39	325.00
WS006	Light Fixture	182.61	27.39	210.00

Accept Cancel

In the 'Additional Costs' tab, any applicable items can be added.

Simply click 'Add' to access the 'Select Item' window.

Reservation Details

General Financial **Additional Costs** Quick View

Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ACC001	Access Tags	2	34.78	5.22	40.00
Item	SEC001	Security Charge	1	43.48	6.52	50.00

78.26 11.74 90.00

Add Remark Add Delete

Accept Cancel



Short Term Reservations

Reservation Details

General Financial Additional Costs **Quick View**

Description	Qty	Tax	Excl	Incl
Building B Unit 1	10	45.65	304.35	350.00
ACC001 - Access Tags	2	5.22	34.78	40.00
SEC001 - Security Charge	1	6.52	43.48	50.00
TOTAL DUE		57.39	382.61	440.00

Accept Cancel

Proceeding to the 'Quick View' tab, the Total Due amount is indicated here, and all relevant charges are listed.

The 'Invoice Total' in the 'Financial' tab has also been amended to include the items added in the 'Additional Cost' tab.

Reservation Details

General **Financial** Additional Costs Quick View

Price Calculation

Category Price (Excl) 304.35 Duration Charged 10

Grid No Tax 45.65

Manual Price (Incl) 350.00

Agent Details

Agent Code []

Description []

Invoice Total : 440.00

Allocated Tags

Tag No	Tag Holder Description
--------	------------------------

Add Tag

Remove Tag

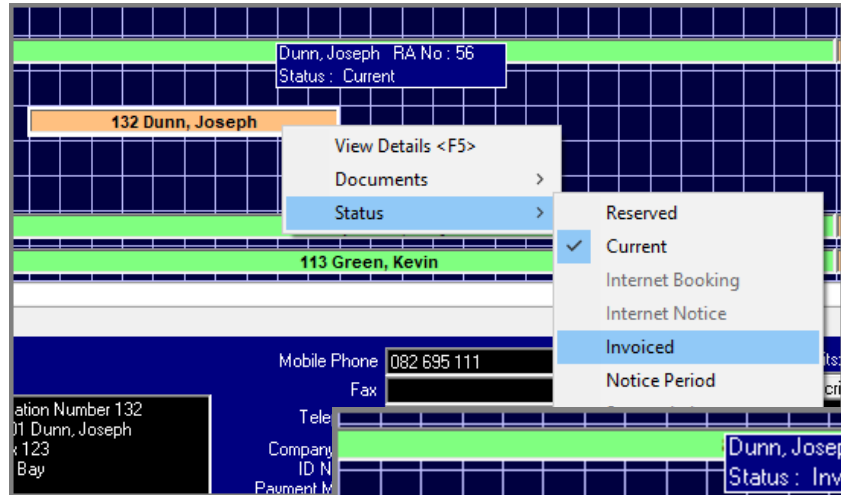
Receipt History

Document Num	Transaction	Amount	TimeStamp	PaymentDate
--------------	-------------	--------	-----------	-------------

Accept Cancel

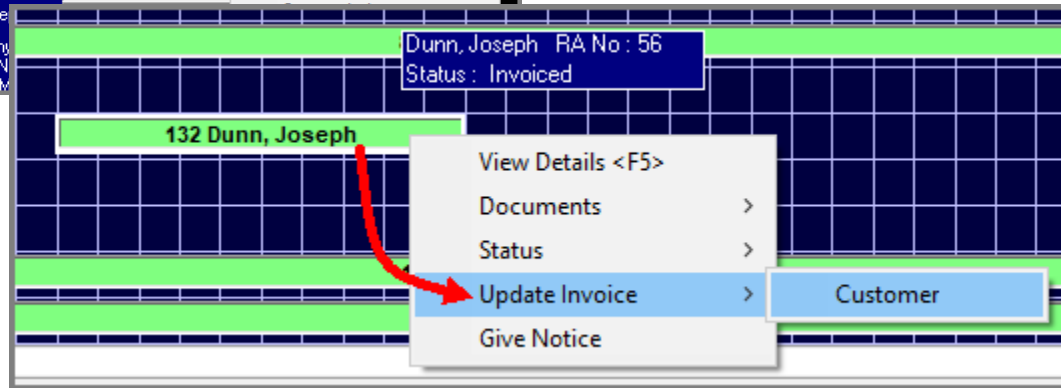


Short Term Reservations

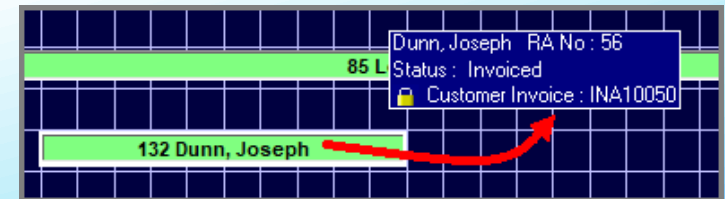
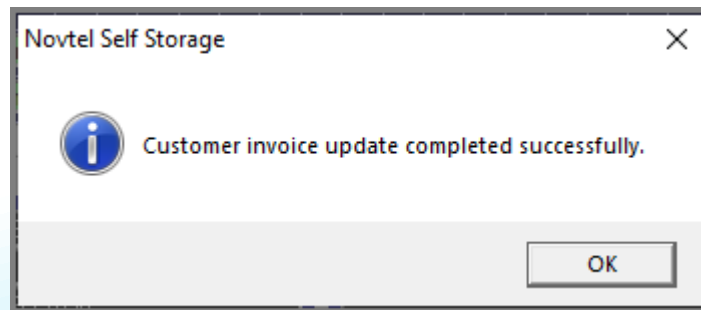
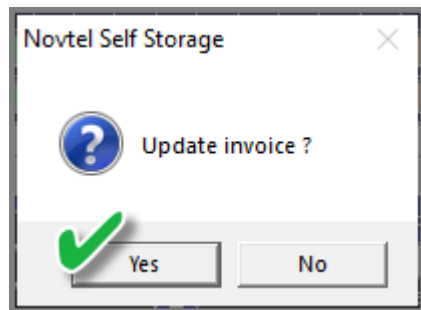


Upon moving out of the storage unit on the day the reservation ends, the status is changed to 'Invoiced' manually by right-clicking on the reservation and selecting 'Status – Invoiced'.

The reservation is right-clicked again, and the 'Update Invoice – Customer' option is selected.



Clicking 'Yes' to update the invoice, an official Invoice number is issued for this reservation.





Self-Storage

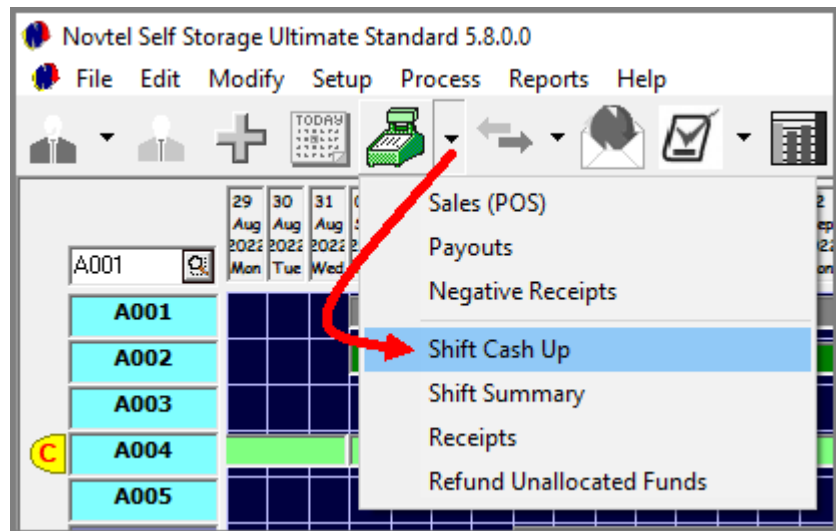
14

The Shift Cash Up Procedure



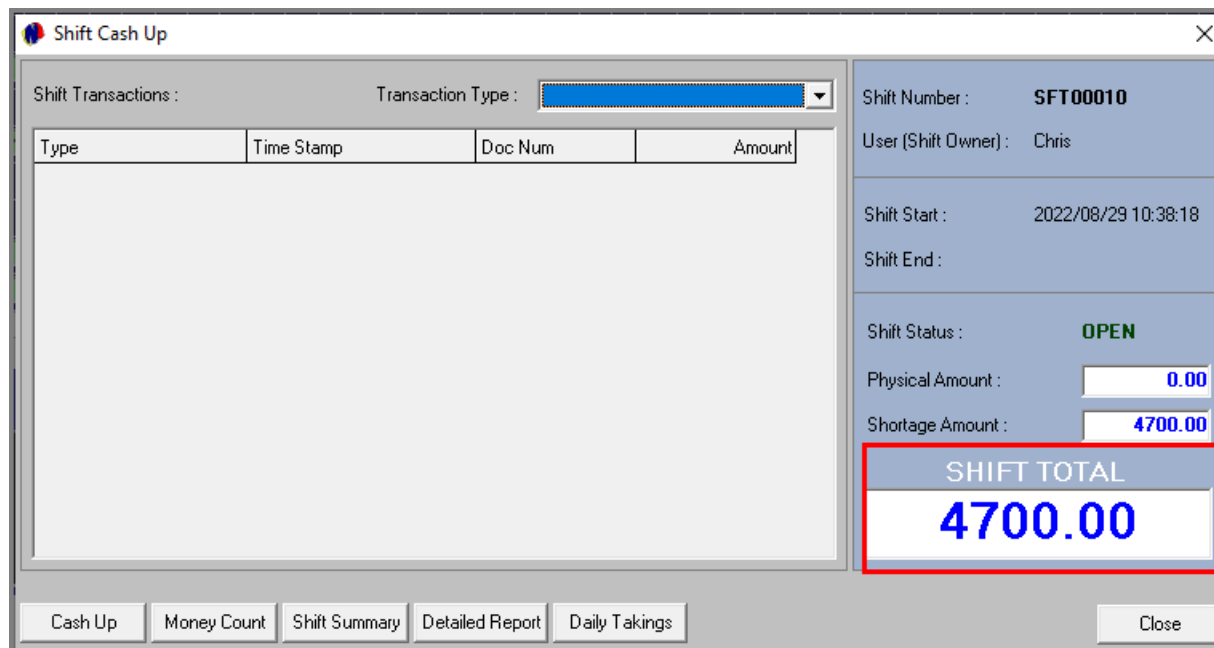


The Shift Cash Up Procedure



In order to cash up a shift at the end of the day, proceed to the POS menu, and select 'Shift Cash Up'.

In this case, the Shift Total is displayed as R4 700.00.





The Shift Cash Up Procedure

Shift Cash Up

Shift Transactions : Transaction Type :

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

Shift Number : **SFT00010**
User (Shift Owner) : Chris
Shift Start : 2022/08/29 10:38:18
Shift End :
Shift Status : **OPEN**
Physical Amount :
Shortage Amount :
SHIFT TOTAL
4700.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

Performing the Money Count Procedure

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

Money Count

R		c		Cash :	0.00
200.00	<input type="text" value="0"/>	0.50	<input type="text" value="0"/>	Cheque :	<input type="text" value="0.00"/>
100.00	<input type="text" value="0"/>	0.20	<input type="text" value="0"/>	Credit Card :	<input type="text" value="0.00"/>
50.00	<input type="text" value="0"/>	0.10	<input type="text" value="0"/>	Bank Transfer :	<input type="text" value="0.00"/>
20.00	<input type="text" value="0"/>	0.05	<input type="text" value="0"/>	Vouchers :	<input type="text" value="0.00"/>
10.00	<input type="text" value="0"/>	0.02	<input type="text" value="0"/>	Other :	<input type="text" value="0.00"/>
5.00	<input type="text" value="0"/>	0.01	<input type="text" value="0"/>	Total :	0.00
2.00	<input type="text" value="0"/>			- Float :	<input type="text" value="0.00"/>
1.00	<input type="text" value="0"/>			Physical :	0.00

Comments :

Shortage : 4700.00
Shift Total : 4700.00

Report Accept Cancel

At present, the Money Count window indicates the following information:

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

According to Novtel, the 'Shift Total' amount is the same than the 'Shortage' amount. Only payments received in cash; by credit card; cheque and Bank Transfers will be counted and entered in the relevant fields.



The Shift Cash Up Procedure

Money Count

R		c	
200.00	1	0.50	0
100.00	2	0.20	0
50.00	3	0.10	0
20.00	6	0.05	0
10.00	11	0.02	0
5.00	8	0.01	0
2.00	10		
1.00	10		

Cash :	850.00
Cheque :	0.00
Credit Card :	0.00
Bank Transfer :	0.00
Vouchers :	0.00
Other :	0.00
Total :	850.00
- Float :	0.00
Physical :	850.00
Shortage :	3850.00
Shift Total :	4700.00

Comments :

Report Accept Cancel

As we now count all the money in the cash register (which includes the cash float), we will insert the exact **physical number** of notes or coins in the corresponding fields (and *not* the value of the notes or coins).

In this case, the cash in our till is counted and inserted as follows:

- ✓ R200.00 notes x 1
- ✓ R100.00 notes x 2
- ✓ R50.00 notes x 3
- ✓ R20.00 notes x 6
- ✓ R10.00 notes x 11
- ✓ R5.00 coins x 8
- ✓ R2.00 coins x 10
- ✓ R1.00 coins x 10

The total Cash amount, as well as the Total and Physical amounts are all indicated as R850.00 at present, and the system indicates a shortage amount of R3850.00.



The Shift Cash Up Procedure

R	c	Field	Value
200.00	0.50	Cash	850.00
100.00	0.20	Cheque	0.00
50.00	0.10	Credit Card	650.00
20.00	0.05	Bank Transfer	3600.00
10.00	0.02	Vouchers	0.00
5.00	0.01	Other	0.00
2.00		Total	5100.00
1.00		- Float	0.00
		Physical	5100.00
		Surplus	400.00
		Shift Total	4700.00

1. Our company policy dictates that no cheques will be accepted, and this field is left at zero as it is not applicable.
2. The combined total for all credit card payments – as manually calculated by adding up the credit card slip totals – is entered here when such payments were received.
3. The amount in Bank Transfers received are calculated and inserted here. The total for bank transfers received during this shift, is R3 600.00.
4. The Total and Physical amounts both increased to R5100.00
5. The 'Surplus' amount is R400.00 and is displayed in blue. This is due to the float amount which has not yet been deducted.

R	c	Field	Value
200.00	0.50	Cash	850.00
100.00	0.20	Cheque	0.00
50.00	0.10	Credit Card	650.00
20.00	0.05	Bank Transfer	3600.00
10.00	0.02	Vouchers	0.00
5.00	0.01	Other	0.00
2.00		Total	5100.00
1.00		- Float	400.00
		Physical	4700.00
		Surplus	0.00
		Shift Total	4700.00

By entering the float amount of R400.00 in the designated field, the amount is deducted from the total of R5100.00 for a physical amount of R4700.00.

The surplus amount is zero, which means that the cash up is in balance.

Any comments relevant to this cash up or shift, can be entered in the 'Comments' field, and will be displayed on the 'Operator Cash-Up Report'.

Clicking on the 'Report' button, the Operator Cash Up report is produced in A4 format.



The Shift Cash Up Procedure

Money Count

Date : 2022/08/30
Operator : Chris

Operator Cash Up

CLOSING TOTAL :	4700.00
Cash	850.00
- Float	400.00
	450.00
Cheques	0.00
Credit Cards	650.00
Bank Transfer	3600.00
Other	0.00
	4700.00
Vouchers	
	0.00
Short / Over	4700.00
	0.00
BALANCING TOTAL :	4700.00

Comments

Operator Sign _____

Supervisor Sign _____

Both the 'Operator' and the Supervisor will sign the report after checking the cash and all the relevant documents.

The Supervisor will now be responsible for the pre-mentioned.

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

Money Count

R		c		Cash :	850.00
200.00	1	0.50	0	Cheque :	0.00
100.00	2	0.20	0	Credit Card :	650.00
50.00	3	0.10	0	Bank Transfer :	3600.00
20.00	6	0.05	0	Vouchers :	0.00
10.00	11	0.02	0	Other :	0.00
5.00	8	0.01	0	Total :	5100.00
2.00	10			- Float :	400.00
1.00	10			Physical :	4700.00

Comments :

Surplus : 0.00

Shift Total : 4700.00

Report Accept Cancel



The Shift Cash Up Procedure

Shift Cash Up

Shift Transactions : Transaction Type :

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

Shift Number : **SFT00010**
User (Shift Owner) : Chris

Shift Start : 2022/08/29 10:38:18
Shift End :
Shift Status : **OPEN**

Physical Amount :
Shortage Amount :

SHIFT TOTAL
4700.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

Cashing up and closing the Shift

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

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

Shift Cash Up

Shift Transactions : Transaction Type :

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

Shift Number : **SFT00010**
User (Shift Owner) : Chris

Shift Start : 2022/08/29 10:38:18
Shift End : 2022/08/30 12:41:26

Shift Status : **CLOSED**

Physical Amount :
Shortage Amount :

SHIFT TOTAL
4700.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close



The Shift Cash Up Procedure

Only the 'Reports' buttons are active in this screen, and the reporting options are as follow:

Detailed Report

Detailed Shift Summary - Supervisor:
MBS
 Cashier: Chris - Shift #:SFT00010
 Shift Start 2022/08/29 10:38:18 - Shift End 2022/08/30 12:41:26
 Time and date report was printed: 2022/08/30 12:49:08

TRANSACTION #	CODE	DESCRIPTION	QTY	RATE	
60 (RDN00043)	BUB001	Bubble Wrap per meter	10	100.00	
	CLE003	Clear Tape - 200m	1	100.00	
	STY002	Styrofoam Sheet - 2x2m	10	450.00	
	TRANSACTION TOTAL:			21	650.00
61 (RDN00044)	BUB002	Bubble Wrap - 50m roll	1	450.00	
	TRANSACTION TOTAL:			1	450.00
	SHIFT TOTAL:				1100.00

Account Payments

TRANSACTION #	DOC NO	CUSTOMER	BOOKING #	CONTRACT #	AMOUNT
54	RDN00038	LES001	0	0	700.00
58	RDN00041	ROS001	0	0	1000.00
59	RDN00042	AND001	0	0	950.00
					2650.00

Deposits

DEPOSIT	BOOKING #	CONTRACT #	DOC NO	CUSTOMER	AMOUNT
Paid	0	17	RDN00040	ROS001	950.00
					950.00
Raised	0	17	DEP00013	ROS001	950.00
					950.00

Daily Takings Report

Daily Takings Payment Summary
 Cashier: Chris - Shift #:SFT00010
 Shift Start 2022/08/29 10:38:18 - Shift End 2022/08/30 12:41:26

CASH

#	DOCUMENT #	TYPE	AMOUNT
61	RDN00044	Sales	450.00
Total :			450.00

CREDIT CARD

#	DOCUMENT #	TYPE	PAYMENT DETAILS	AMOUNT
60	RDN00043	Sales	Master Card	650.00
Total :				650.00

Shift Summary Report

Shift Pre-Import Summary - Supervisor
 Cashier : Chris - Shift : SFT00010
 Shift Start : 2022/08/29 10:38:18 - Shift End : 2022/08/30 12:41:26
 Time and date report was printed : 2022/08/30 12:44:10

Cash Sales

CODE	DESCRIPTION	QTY	INCL AMOUNT
BUB001	Bubble Wrap per meter	10	100.00
BUB002	Bubble Wrap - 50m roll	1	450.00
CLE003	Clear Tape - 200m	1	100.00
STY002	Styrofoam Sheet - 2x2m	10	450.00
			1100.00
+ Account Payments			2650.00
+ Unallocated Funds			0.00
+ Deposits (Paid)			950.00
- Negative Receipts			0.00
Total :			4700.00



The Shift Cash Up Procedure

The Supervisor's Screen

Shift number 10 is no longer displayed in pink since it has been closed on the date captured next to it.

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

Supervisor Shift Cashup

View Location: All

Supervisor Ben Shift # SUP00003

Transaction				Shift				
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
Front Desk								
SFT00010	Chris			5650.00				2022/08/30 ✓
Shop								
SFT00009	Ruan			100.00				

Batch Shift Single Shift

Open Shift Shift Total: 5750.00

Edit Shift Cashup Close

Supervisor Shift Cashup

View Location: All

Supervisor Ben Shift # SUP00003

Transaction (SFT00010)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
54	LES001	Acc. Payment	700.00				
56	ROS001	Deposit Raised	950.00				
57	ROS001	Deposit Paid	950.00				
58	ROS001	Acc. Payment	1000.00				
59	AND001	Acc. Payment	950.00				
60		Sales	650.00				
61		Sales	450.00				

Batch Shift Single Shift

Open Shift Shift Total: 5750.00

Edit Shift Cashup Close

Novel Self Storage

Continue Cashup?

Yes No



The Shift Cash Up Procedure

Import Status

Shift Number	Status	Error
SFT00010	Successful	

Done.

Successful Failed Documents Report Close

If no errors are found, the shift will be imported to the financial system successfully and will be removed from the 'Supervisor Shift Cashup' screen.

Supervisor Shift Cashup

File Reports

View Location: Supervisor **Ben** Shift # **SUP00003**

Transaction (SFT00010)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
Shop							
				SFT00009	Ruan	100.00	

Batch Shift Single Shift Open Shift Shift Total: **100.00**

Edit Shift Cashup Close



Property Management



Hospitality Management



Novtel
Equipment Hire



Relations Management



Self-Storage



Vehicle Hire



The Invoice Module and Job Tracker Utility

(For the Glass Cutting Industry)



Contract Management



Bank Manager



Access Control



Property Management Mobile Application

For Recording Maintenance
Onsite and In-yr. Cost



Relations Management Mobile App



The Invoicing App



The Online Application Website



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