Novtel®

STEPS TO

Mastering the Basics

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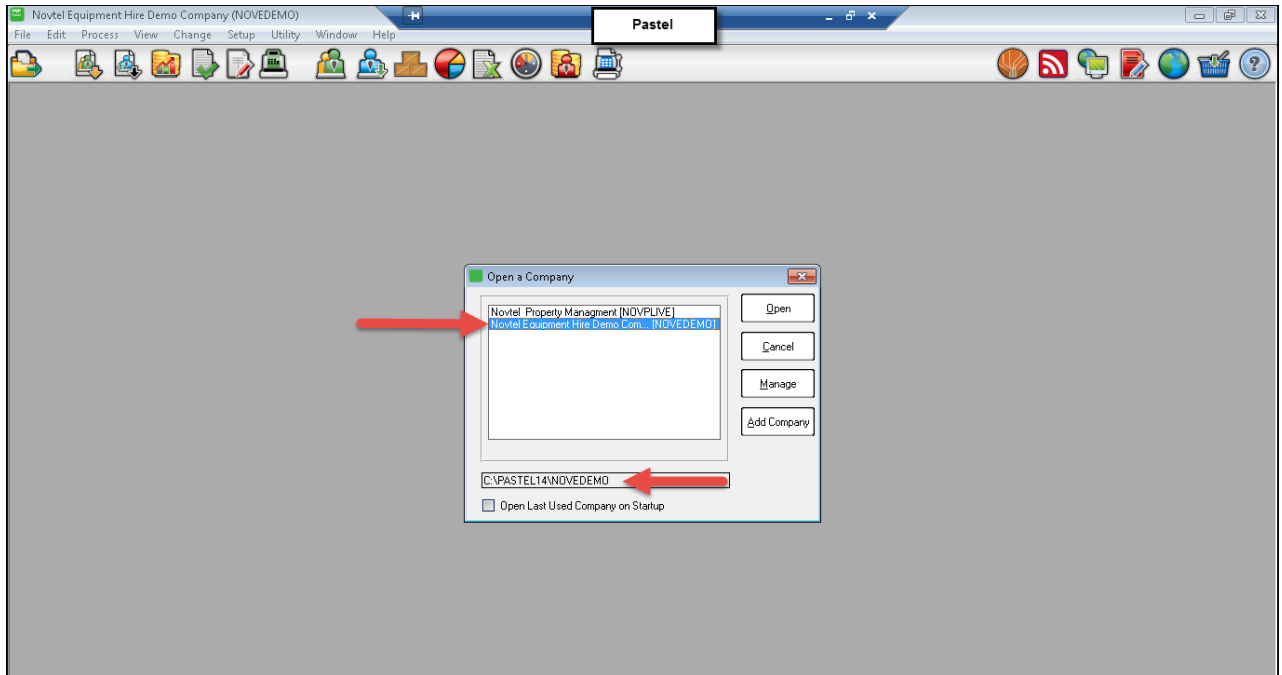
EQUIPMENT HIRE (CONTAINER HIRE)

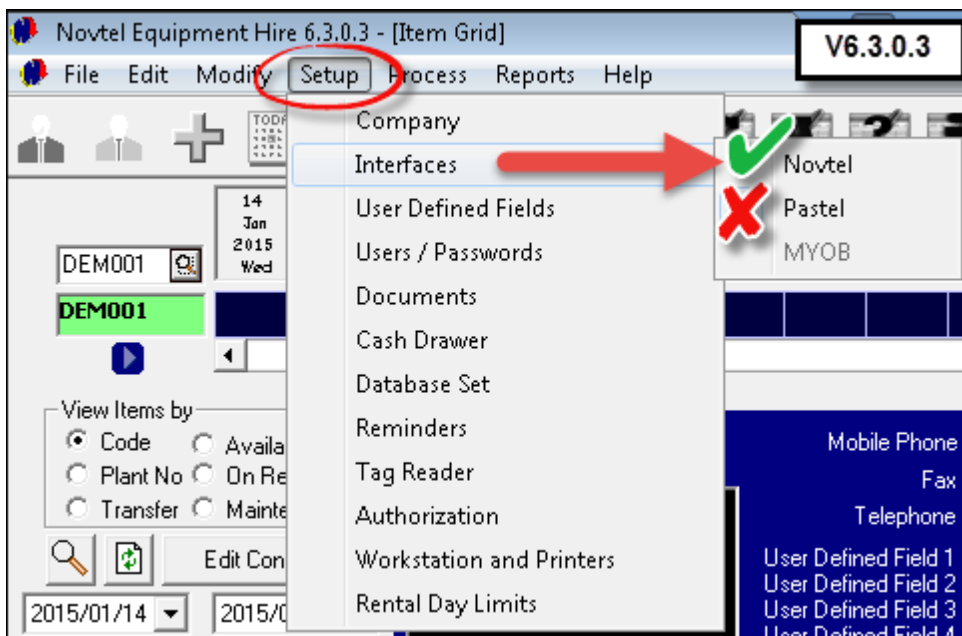# Table of Contents

1 Step 1 - Creating Users and Passwords

Please make sure that Novtel Equipment Hire is linked to a Pastel Company if interfaced with Pastel. The system will not allow you to add a User if the linking was not done first
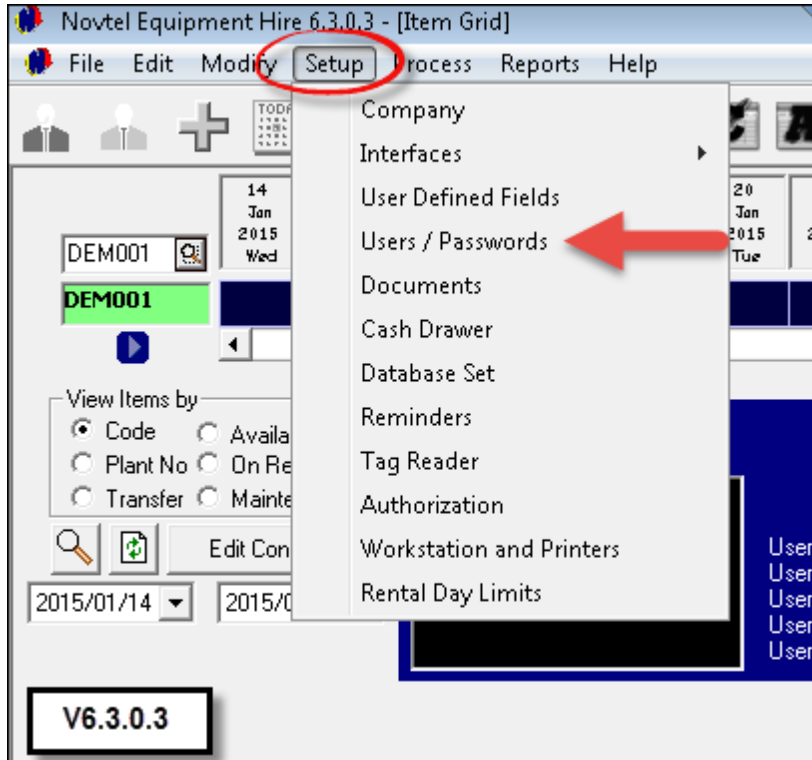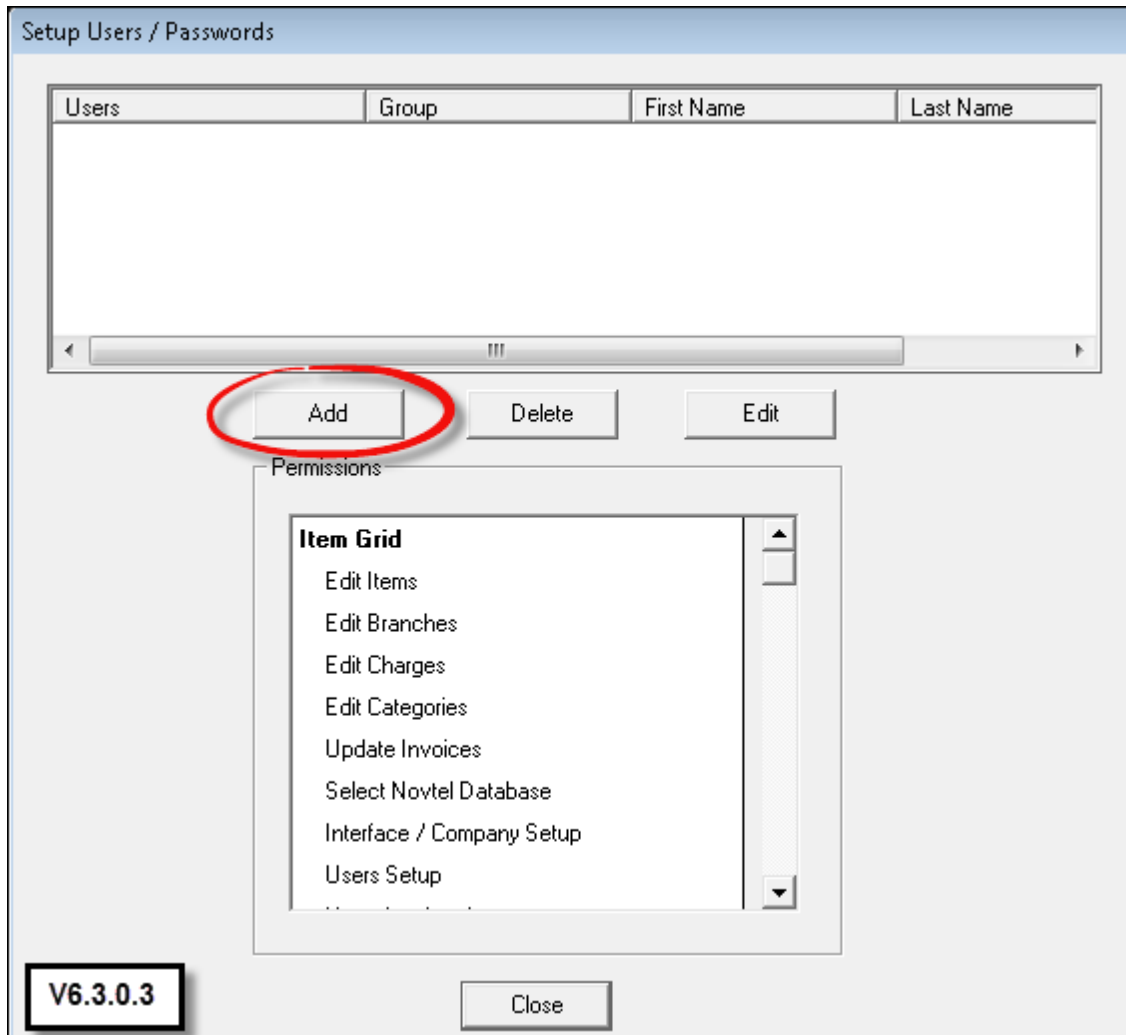

At this stage, also make sure that the Pastel Interface in Novtel is off - Click on "**Setup - Interface - Novtel**"

In order to get started with Novtel Equipment Hire, **"Users"** must be created. The first **"User"** created, will always be the **"Administrator"** with full rights to the system. **"Users"** can also be linked to different "**Branches**" according to where they are employed
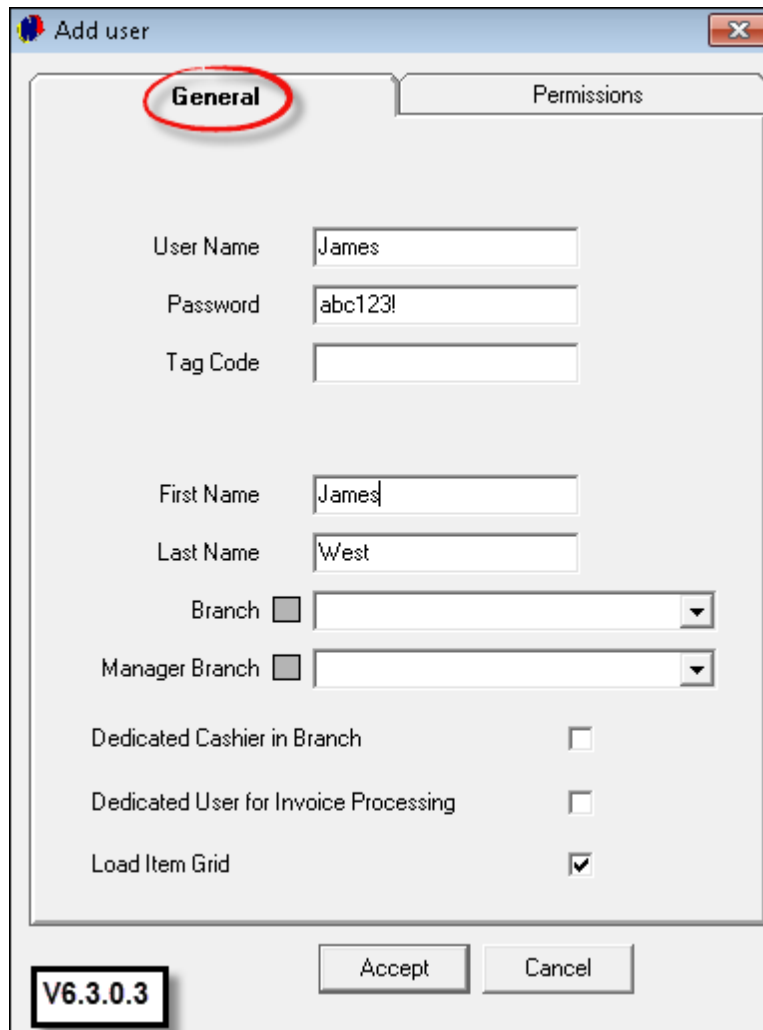
- Click on "**Setup - Users / Passwords**", and then "**Add**"

Setup Users / Passwords

Users	Group	First Name	Last Name

Add   Delete   Edit

Permissions

Item Grid

Edit Items

Edit Branches

Edit Charges

Edit Categories

Update Invoices

Select Novtel Database

Interface / Company Setup

Users Setup

V6.3.0.3

Close

In the "**General**" tab, enter the following:

- User Name
- Password
- Should "**Access Control**" be used, enter the "**Tag Code**" that will serve as a "key" for access to the facility
- The First and Last Name of the "**User**"
- "**Creating Branches**" are explained in Step 4, and you will need to return to each "**User**" to connect them to a "**Branch**" - when you have created it
- Tick the check-boxes if the "**User**" is this branch's dedicated Cashier and Invoice Processor
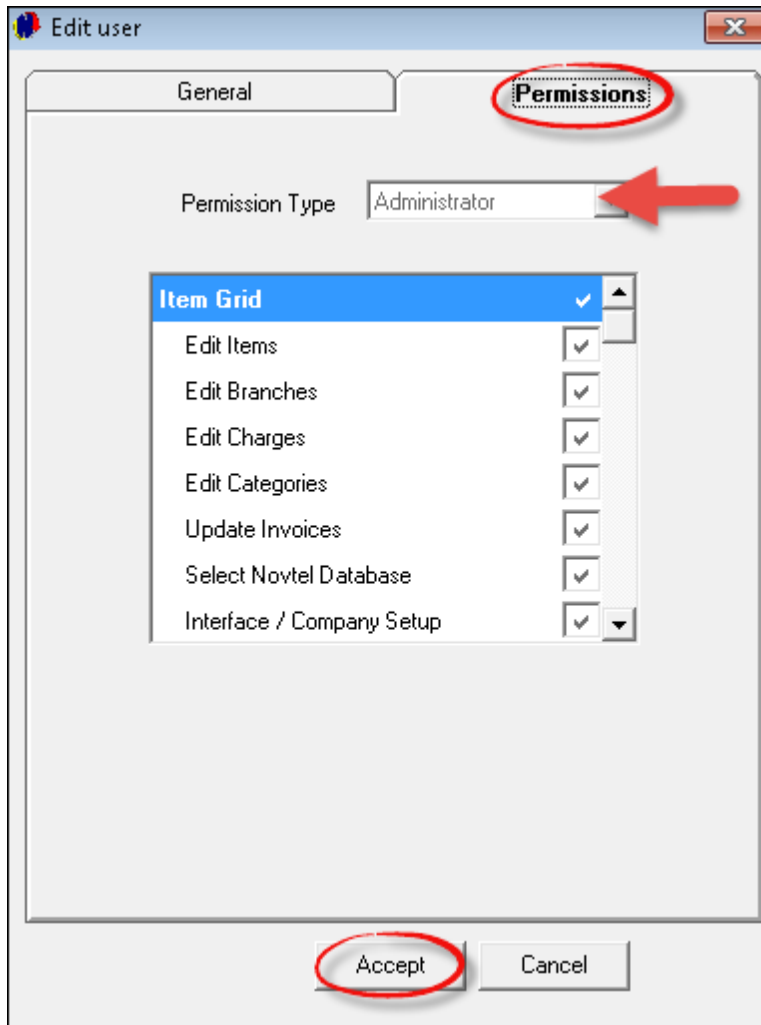- Select the "**Load Item Grid**" option

- In the "**Permissions**" tab, you will notice that the "**Permission Type**" for the first user is "**Administrator**", and cannot be edited - therefor it is very important that the appropriate person is created as the "**Administrator**"

- Click "**Accept**"

- James now displays as the first "**User**" in the top part of the window. In order to create the next "**User**", simply click "**Add**"
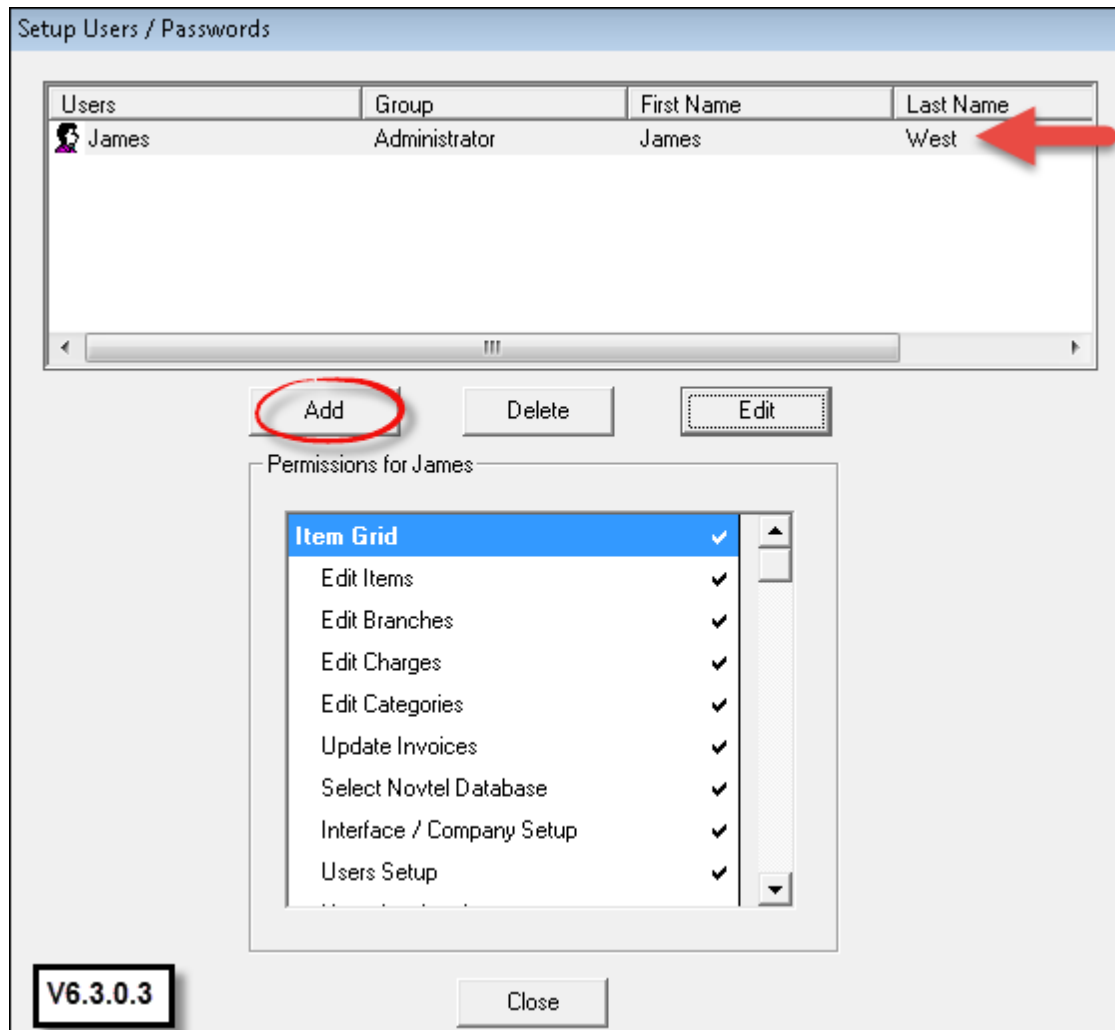
- Enter all details for this "**User**" in the "**General**" tab - In this case it is Shawn - and proceed to the "**Permissions**" tab. Shawn will be working in the "**Shop**", and this must be selected for his "**Permission Type**". Click "**Accept**" to save this profile
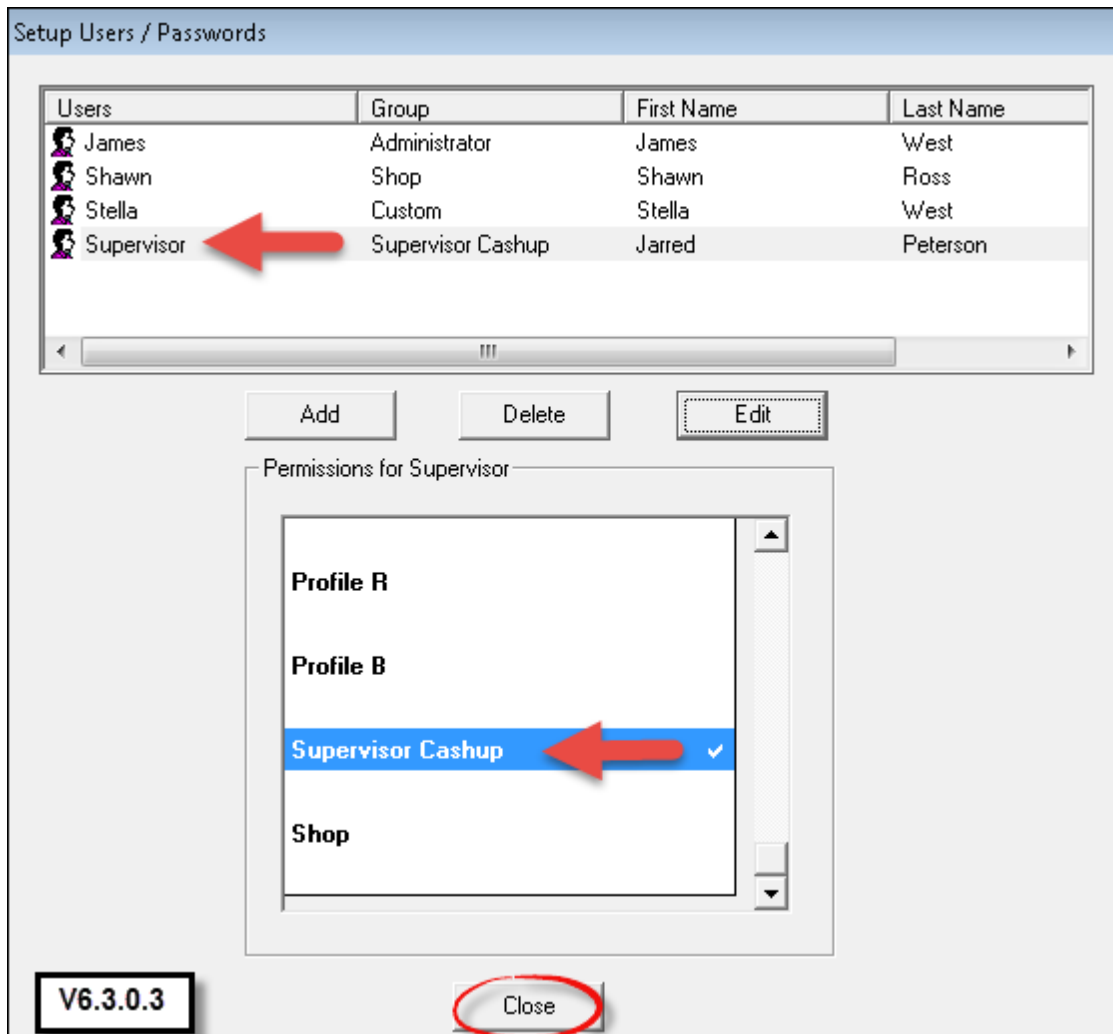
- If you want certain "**Users**" to have selected "**Permissions**" only, choose "**Custom**" for the "**Permission Type**", and un-tick the permissions that the "**User**" do not have access to

- Set up a "**Supervisor**" for each "**Branch**" as well, and click "**Close**" when you are done

2   Step 2 - Creating Charges

- Please make sure that if Pastel is used, the interface has been done in "**Setup - Interfaces - Pastel**", and that the "**Company Path**" is correct

- Before we can set up the Company Details; Create "**Customers**" and "**Branches**", there are certain charges that must be created first, in order to insert it in "**Setup - Company - POS**" tab, and we will code it as follows:

➢ WOR001 - Workshop Charge

➢ POS001 - POS/Shop In-house Charge

➢ POS002 - POS/Shop In-house Payout Charge

➢ LAT001 - Late Return Charge

➢ REP001 - Replacement Charge

➢ REP002 - Repair Charge

➢ HYG001 - Hygiene Service Charge (This is used for "Toilet Hire", but the system requires this charge code)

- Click on "**Edit - Charges**" and then "**Add New**"
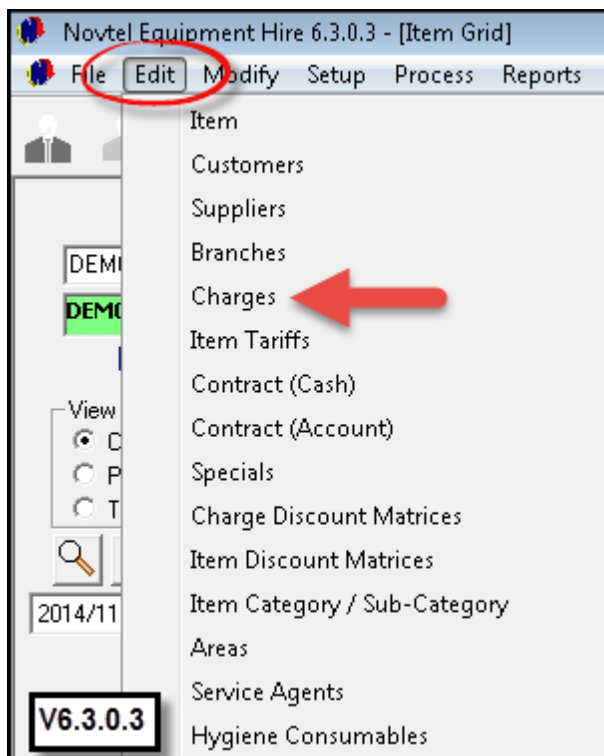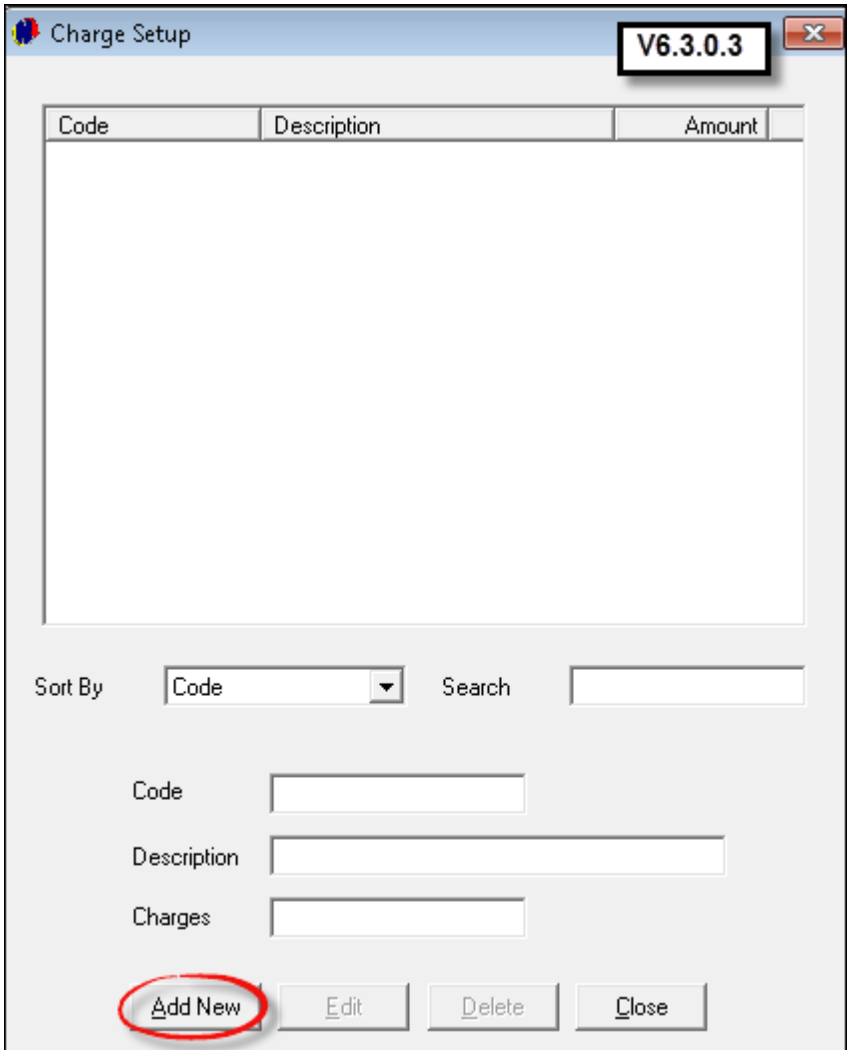
- Enter the "**Code**" for the first charge, and then the "**Description**". Novtel uses a 3 letter alpha code, in conjunction with a 3 digit numeric code. For example: POS001
- In order for the item to be created in Pastel as well, tick the corresponding check-box. If this option is not selected, then you will have to create each charge manually in Pastel, and link it in Novtel
- Tick the check-box to "**Display on Invoice**" if you want to utilize this option
- A "**Physical Item**" is something tangible that can be handled and sold. The check-box for this option must be left blank in this case
- In the "**General**" tab, tick the check-box to "**Allow Tax**", and set the default Tax percentage
- Leave the prices blank, since charges will vary and the appropriate price can be entered manually when the charge is selected. When creating charges that requires a cost price and selling price, you can simply enter these rates as follow: The "**Rate Incl**" is the selling price including Tax to the customer. When the "**Cost Price Excluding**" tax is entered, the system will automatically calculate the "**Markup %**" as well as the "**Charge Excluding**" tax

- The "**Pastel Inventory Code**" will be created when the "**Import**" is done
- Should you make use of "Multi- Stores", the "**Store**" can be selected by clicking on the magnifying glass and browsing for it
- The charge can be linked to an "**Inventory Category**". The setup is done in Pastel: "**Edit - Inventory - Categories**". After the "**Categories**" have been set up, you need to select "**Modify - Update Inventory Categories**" in Novtel, in order to import those Pastel created "**Categories**" to Novtel

- In the "**Properties**" tab, select the type of item the charge represents. We have selected "**POS/Shop Inhouse Charge**"
- Click "**Accept**" to save the charge

- In order to import the item to Pastel, select **"Services"** for the **"Inventory Group"**, and then **"Service Item"**
- Click **"Accept"** to complete the import

- Now when we return to the charge created, the **"Pastel Inventory Code"** has been created and linked to the Novtel charge
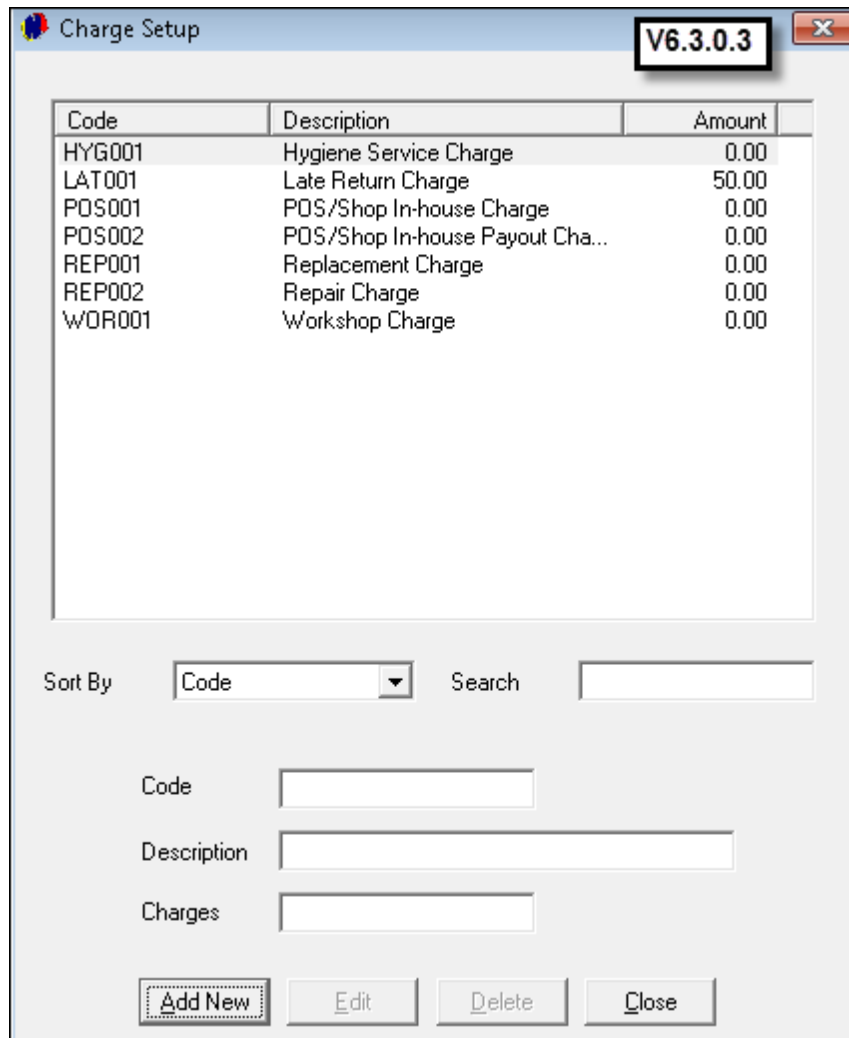
- Create all the other charges as mentioned before, by repeating the process

- Other charges to be created, include:

➢ Delivery to Site

➢ Any item that will be sold in the shop - if applicable - and select "**POS Item**" and "**Shop Item**" in the "**Properties**" tab when the charge is created. These items will then be imported to Pastel as "**Physical Items**"

3   Step 3 - Creating Customers

- Click on "**Edit - Customers**" and then "**Add New**"
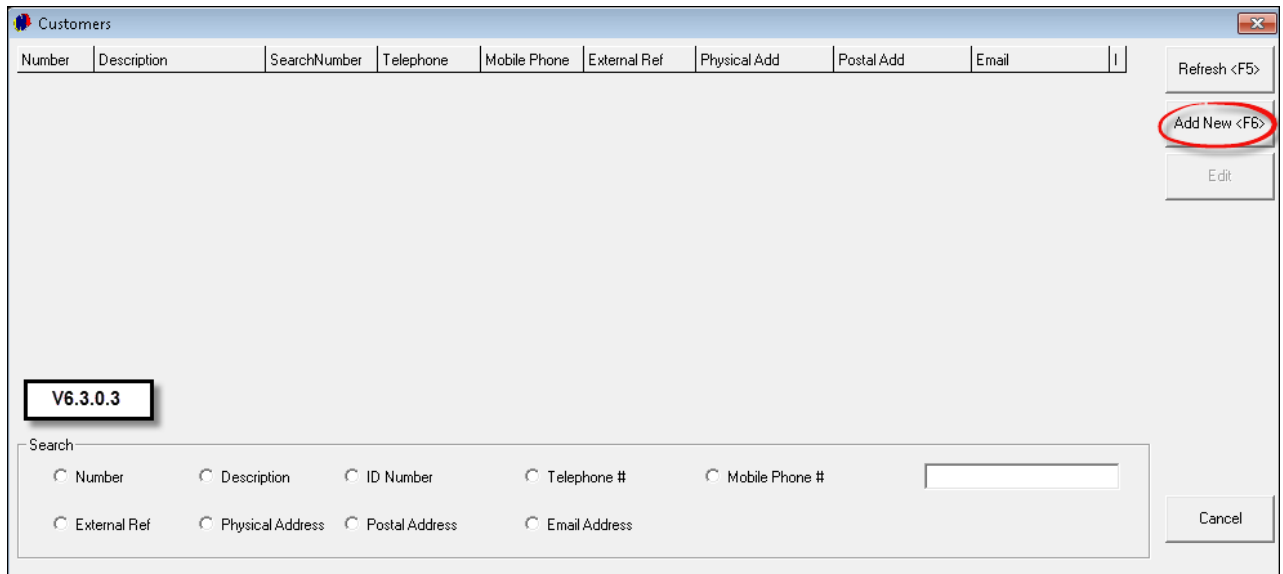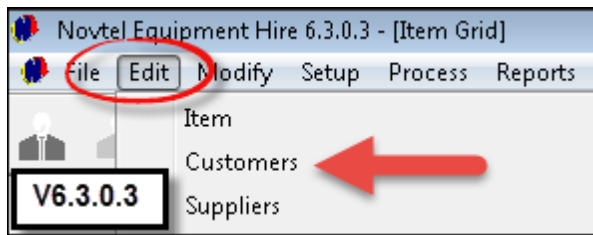
1. Tick the check-box for "**Corporate Customers**" when it is a Company. This tick is significant, because when contracts are created, either a "**Cash Contract**" or "**Account Contract**" can be selected. When this check-box is ticked, only "**Corporate Customers**" will appear in the window for "**Account Contracts**". The rest will automatically be "**Cash Customers**".

2. Very Important - Tick the check-box for "**Monthly Container Hire**"

3. If an "**Order Number**" is required for this "**Customer**", select this option

4. Select the "**Billing Interval**" by clicking on the arrow, and selecting one of the following: On Month End / On 25th Day / On 28th Day / No Month End

5. You do not need to enter any "**Code**" or "**Description**" for Customer, since the system will automatically enter the "**Description**" for the Customer when you enter their Last Name and First Name for Private Customers; or the Company Name for "**Corporate Customers**"

If all "**Mandatory Fields**" are not entered, the system will not allow you to move to the next tab. The fields are marked with a *****

1. In the "**General**" Tab, enter the Postal and Physical Addresses
2. Make sure that you enter the correct ID number for this Customer, and tick the check-box for "**RSA ID**". Novtel Equipment Hire incorporates an "ID Checker" program that will instantly alert you whether the ID number entered, is "**False**" (In Red Letters), or "**Valid**" (In Green Letters). **Please Note that no contacts can be created if the ID is "False"**
3. The "**Date of birth**" will be inserted automatically by the system when the ID is entered
4. Enter the following:
   - Company Registration Number
   - Telephone Number
   - Fax Number
   - Mobile Number
   - E-Mail Address
   - Contact Person

➤ A picture of the Customer can be taken via the web-cam, by clicking "**Start Camera**"

➤ Also remember to set the "**Credit Limit**" for the Customer. For "**Corporate Customers**" the limit may be high, since they will sometimes rent more than one Container at a time for different "**Sites**", and will have "**Payment Terms**" of 30, 60 or 90 days, and that limit will have to accommodate those monthly amounts - without being blocked by the system

- When you click on "**Site Details**" Tab, see how the system now entered the "**Account Code**" automatically
- The "**Physical Address**" of the Customer is entered as the "**Site**". We will show you how to add a site when contracts are created

1. There are no "**Contract Details**" yet for this "**Customer**", but for future reference, all contracts pertaining to this Customer can be viewed in this tab
2. In order to create specific "**User Defined Fields**" where details can be entered in the "**User Defined Fields**" tab of the "**Customer**", click on "**Setup - User Defined Fields**"
3. The "**Private Customer**" tab, contains the person's details that have been entered in the "**General**" tab
4. Click "**Accept**" to save the details in all the tabs

- Create all other "**Customers**", as well as a "Maintenance" Customer (Normally your own Company). You will see how this be used when "**Branches**" are created

4   Step 4 - Creating Branches

➢ Different "**Branches**" can be created and managed by one system. Should it happen that a "**Branch**" in one town has available Containers for rent, and another "**Branch**" urgently needs a Container for a Customer, the Container can be transferred from the one "**Branch**" to the other

➢ A "**Maintenance Branch**" must also be created - all containers that must be modified or repaired, can be transferred to this "**Branch**"

➢ Each "**Branch**" is created in it's own distinctive color

• In order to create the above, click on "**Edit - Branches**", and then "**Add New**"
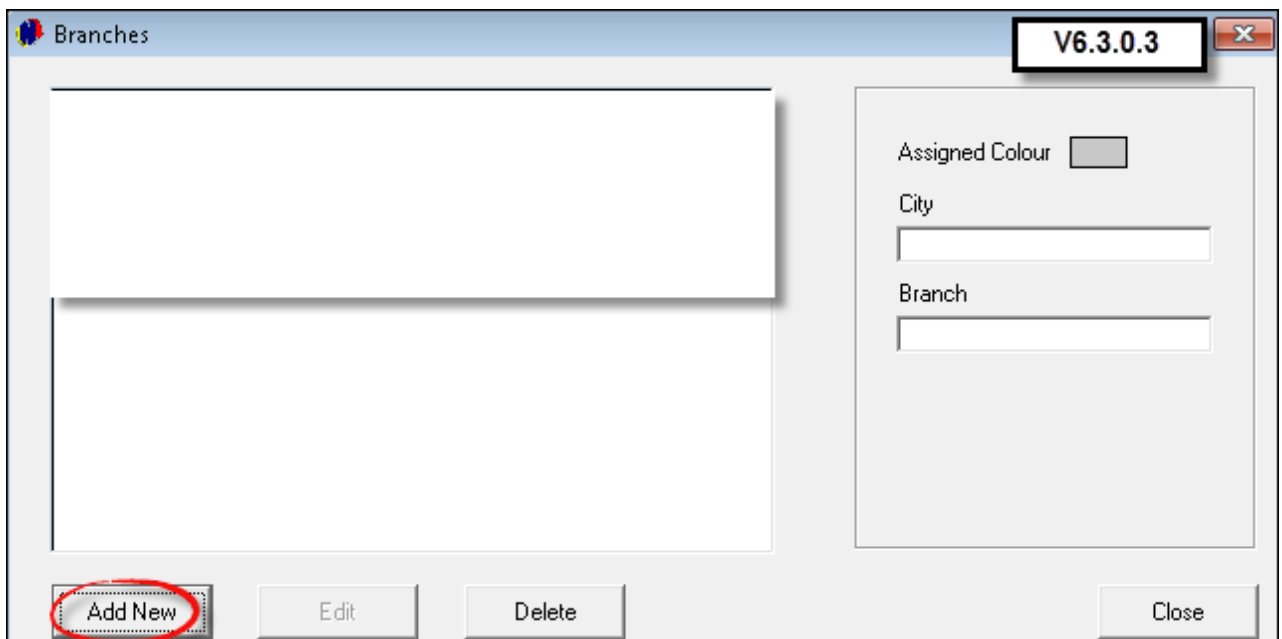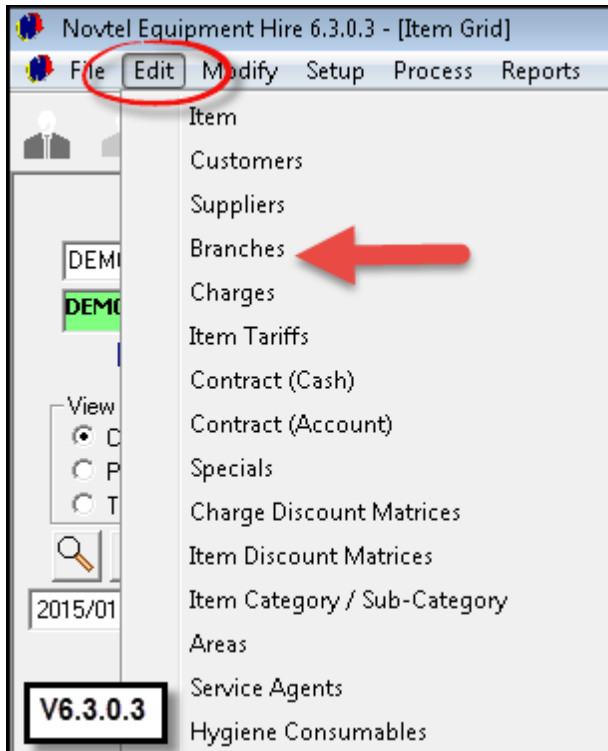
- Click on a color for the containers to display in "**Branch**" colors - as light as possible in order to be able to see the Container Codes clearly. Click "**OK**" to select the color
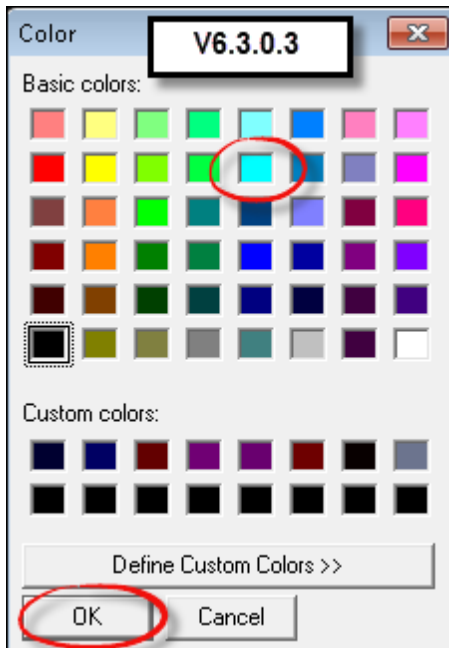
The "**Branch**" color now displays at the top of the screen. Enter the following:

1. City (Or Town)
2. Branch (The area within the city or town's parameters where this "**Branch**" is located)
3. Enter all contact details and address for this "**Branch**"
4. The "**Maintenance Branch**" check-box must be selected when the "**Maintenance Branch**" is created

· Click on the magnifying glass next to "**Maintenance Customer**"

· Click on one of the "**Search**" options in order to search for the "**Maintenance Customer**" (As mentioned at the end of Step 3)

- We have selected "**Number**" for the "**Search Option**", and all "**Customers**" in the system now appears in the window. Click on the "**Maintenance Customer**", and then "**Select**"

1. Tick the check-box if all maintenance will be done by an "**External Supplier**", and not internally by your own personnel

2. Now we need to select the "**Maintenance Supplier**". Click on the magnifying glass next to "**Maintenance Supplier**" in order to open the window containing all "**Suppliers**"

3. If the appropriate "**Supplier**" was not created yet, click "**Add New**" and enter all details

4. For an existing "**Supplier**", click on the "**Supplier**" and then on "**Select**"

If the "**Pastel Multi Stores**" Module is installed on your computer, and "**Multi Stores**" have been created in Pastel:

1. Click on the magnifying glass

2. Click on the "**Multi Store**" for THIS "**Branch**", and then on "**Accept**"

3. Do the same with the "**Maintenance Multi Stores**"

If the "**Multi Stores**" module is not installed in Pastel, select the "**Default Store**" for both
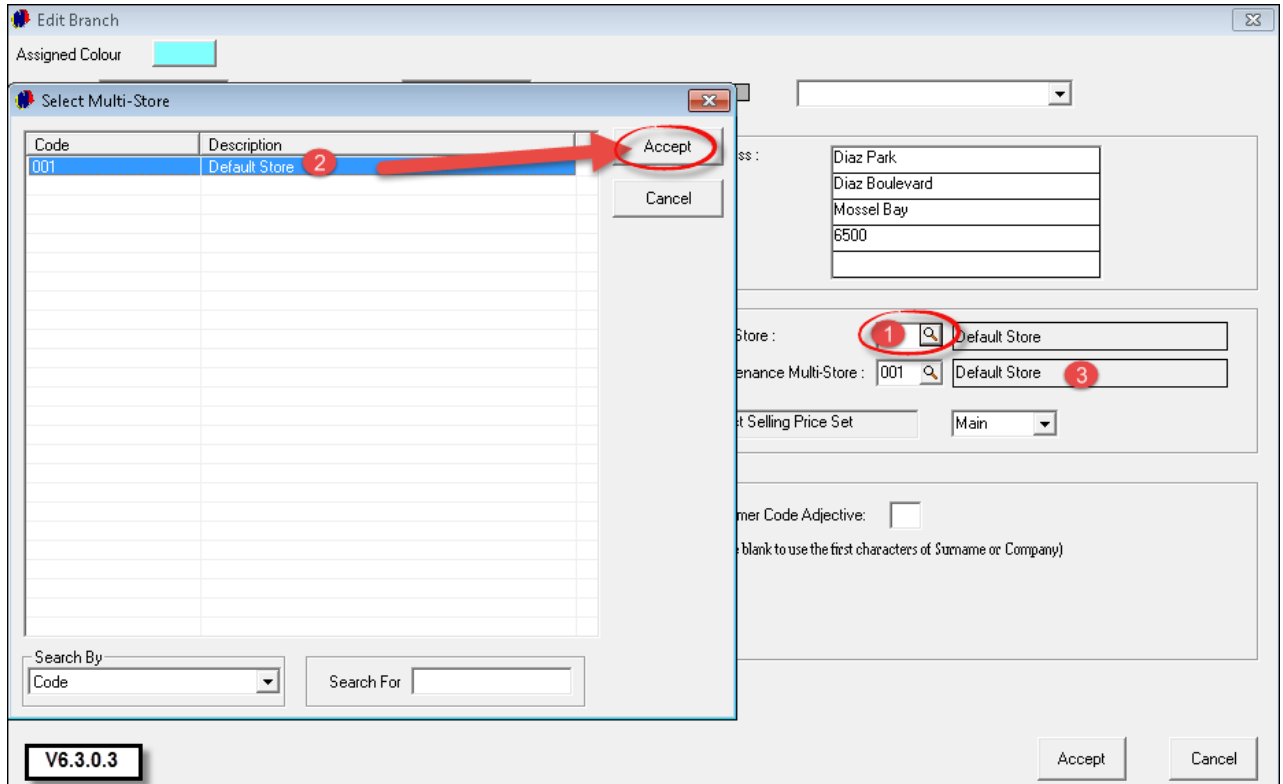
- In Pastel, different selling prices can be created. Insert the appropriate "**Price List**" here
- The "**Default Cashbook Entry Types**" will be entered automatically
- Click "**Accept**" to save this "**Branch**"

- Create all other "**Branches**", as well as the "**Maintenance Branch**"

Remember to return to "**Setup - Users/Passwords**", and "**Edit**" each "**User**" in order to select the "**Branch**" they are connected to

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5   Step 5 - Setup Company

Please note that the same program is used for the hiring of different types of Equipment; Containers and the Hygiene Industry. Not all of the Company Settings will be applicable for Container Hire. Please consider all the settings carefully

- Click on "**Setup - Company**"
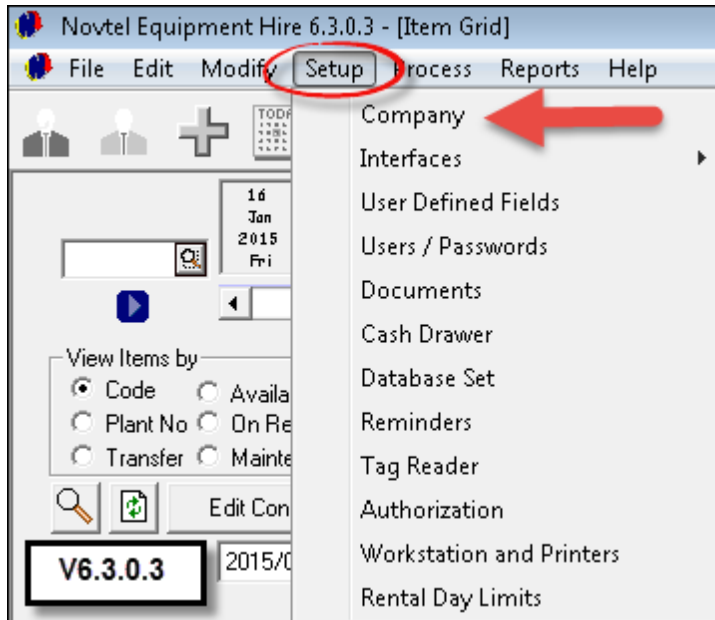
- In the "**Company Details**" tab, complete all information correctly, since this information will reflect on all company documentation such as Invoices; Quotes; Customer Statements etc.

1. Proceed to the "**General**" tab and enter the "**Automatic Refresh Interval**". We have set the interval at 60 seconds

2. The number of rows on the Grid represent the number of items to be viewed simultaneously - we have selected 15. Please note that this will only come into effect when items have been inserted into the system. The number of columns represent the number of days to be viewed in advance - we have selected 45

3. Activate Monthly Billing (Very Important for Container Hire)

4. Select the "**Cross Hire Branch**" - we have selected our own "**Branch**"

5. Tick the check-box if you want to activate the option to allow discount on contracts

1. Proceed to the "**Financial**" tab, and select the option to "**Use Tax**"

2. Enter your Company's Tax Number

3. Set the Tax percentage

4. The "**Service Charge**" field will normally not be used in Container Hire

5. The "**Update Cost/Selling Prices**" field will be used only when you are selling physical items

6. Set the formats for Customer and Supplier Invoices, and set the "**Invoice Date Method**"

- The "**Preferences**" tab represent "**Maintenance**", and on containers there are no recurring maintenance on a regular basis - as the case would be with power tools etc.
- If you use multiple "**Branches**", select the path to synchronize your database

1. In the "**POS**" tab - Front Desk section - tick the check-box to "**Enable Discount**", and set the "**Maximum Percentage**" for discount to be given

2. "**Enable Quick Scan**" if you are using a bar-code scanner (This will be used when you have a shop where physical items are sold)

3. Tick the check-box if you want to "**Show Inventory Details**" on the Front Desk documents

4. Enable the "**Allow Line Amount Change**" option in order to enter another amount for an item

5. Enable the option to send "**POS Invoice / Credit Note to Slip Printer**"

6. Tick the check-box to send "**Work Order POS Invoice to Slip Printer**" (For Maintenance)

7. In the "**General**" Field of the "**POS**" tab, select the option you prefer, or simply leave it blank

8. The following charges must have been created in "**Edit - Charges**", and inserted in the appropriate fields (As explained in Step 2):

   - POS / Shop In-House Charge
   - POS / Shop In-House Payout/ Credit Note
   - Late Return Charge
   - Replacement Charge
   - Repair Charge
   - Hygiene Service Charge
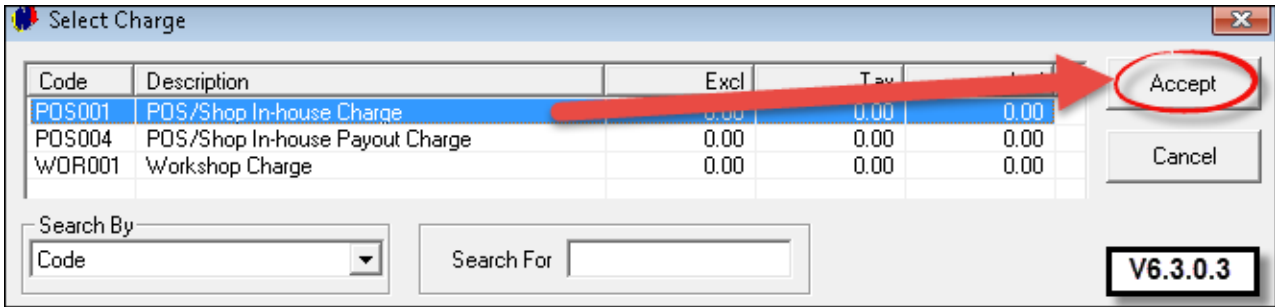

- In order to insert the codes, click on the magnifying glass to open the "**Charges**" window

- Browse for the appropriate charge; click on it, and then "**Accept**"

- When you take pictures with a digital camera of the items in the system, it can be downloaded to your computer, and insert the path to the pictures in the "**Images**" Tab. Select the "**Item Images Path**", as well as the "**Customer Photo Path**". Enter the format for the "**Customer Photo Type**" – JPEG is recommended
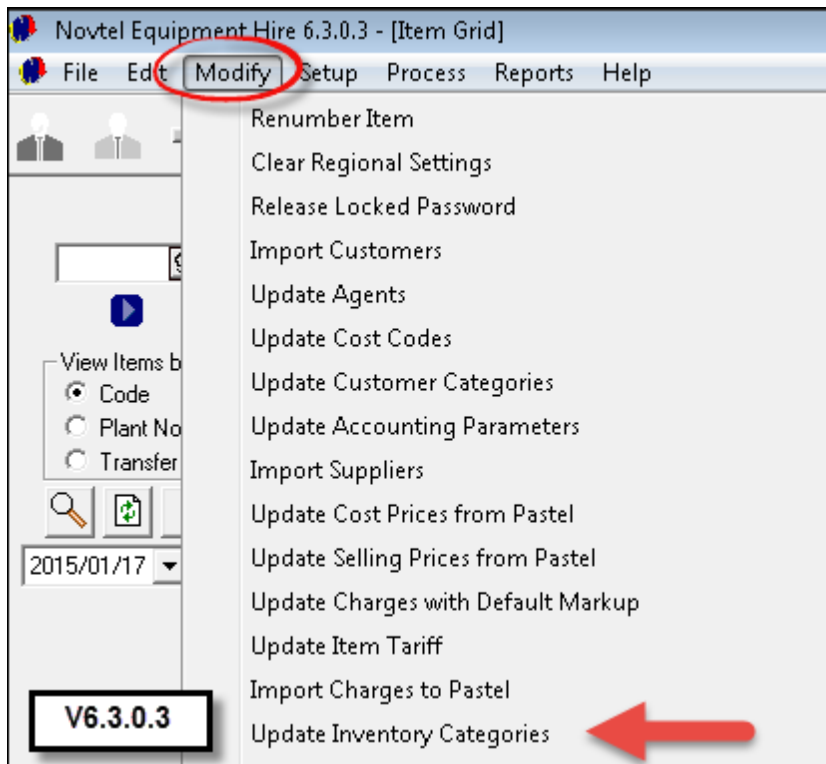- Click "**Accept**" to save the details in all the tabs
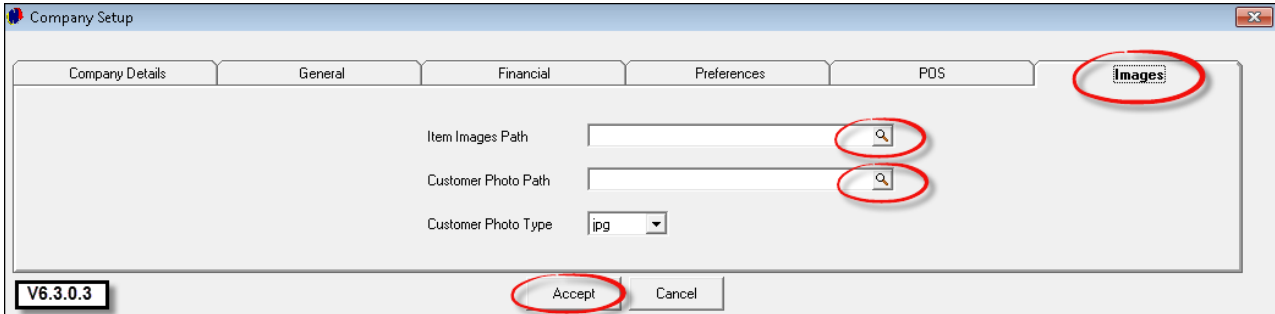
# 6 Step 6 - Creating Item Categories / Sub-Categories

- If Novtel is integrated with Pastel, first create Inventory Categories in Pastel ("**Edit – Inventory – Categories**")
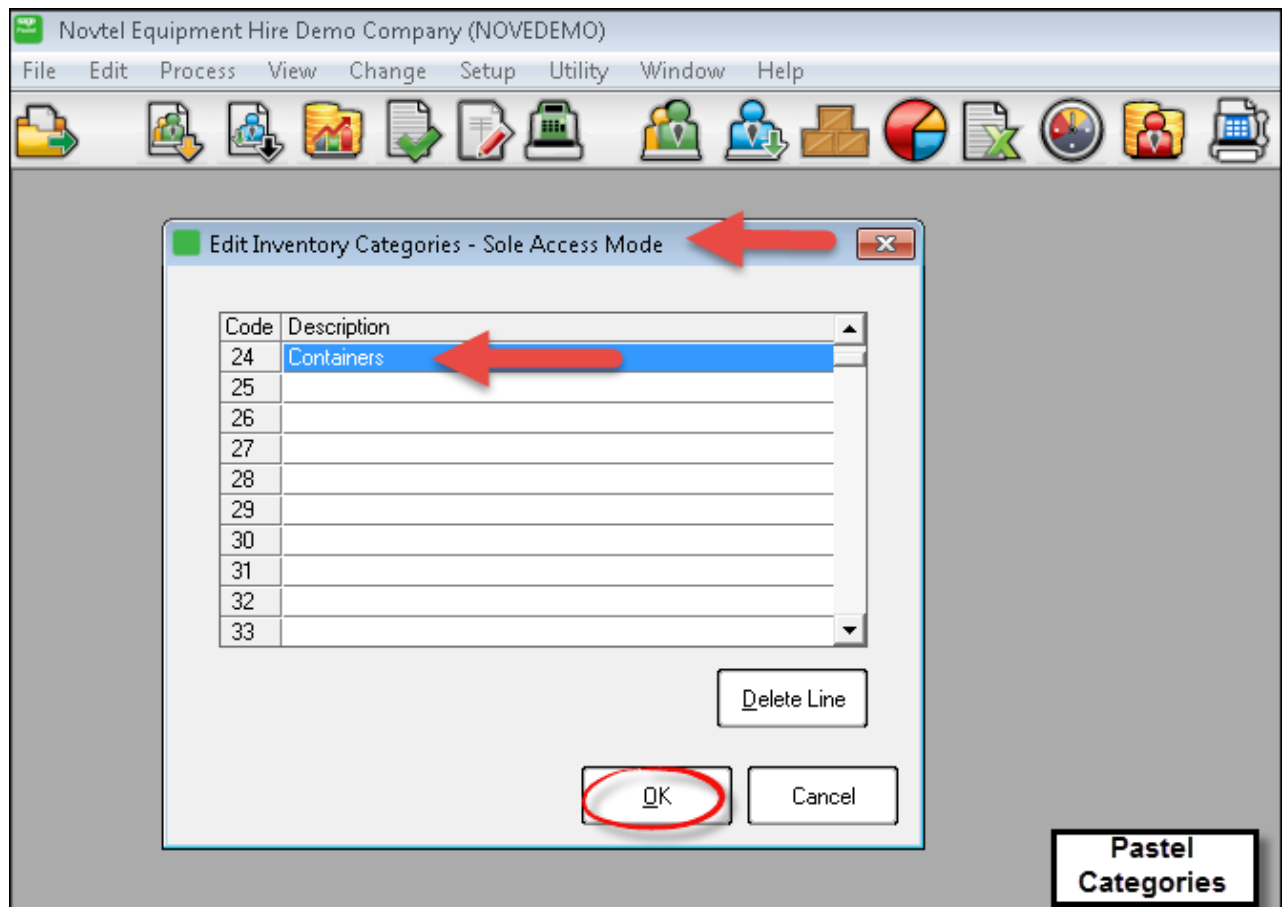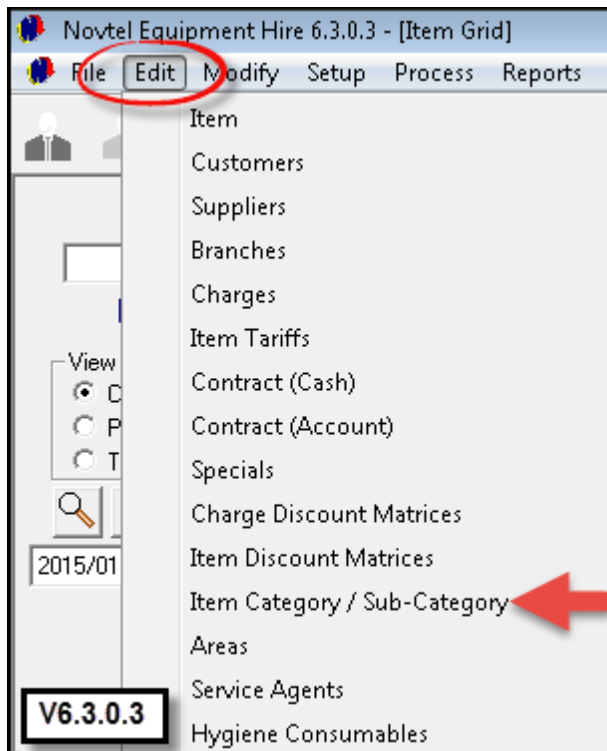
- In Novtel, update the created "**Categories**" from Pastel in "**Modify - Update Inventory Categories**"
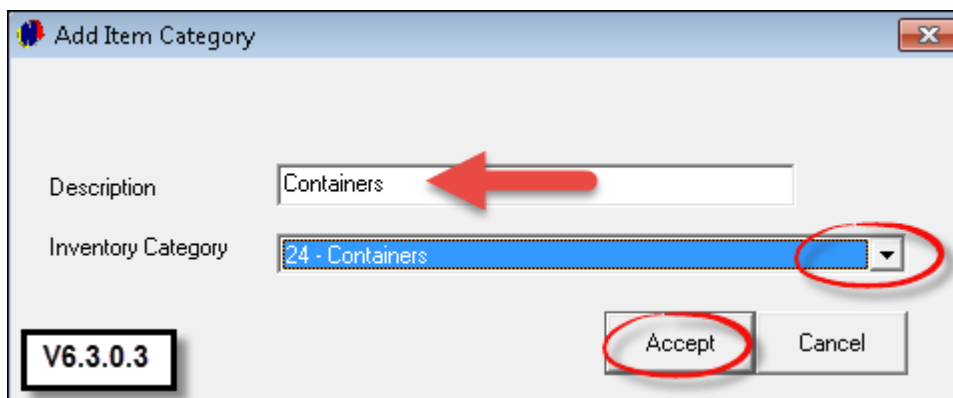

- Click "**Yes**" to confirm the import to Novtel. The system will automatically do the update with no further communication to you
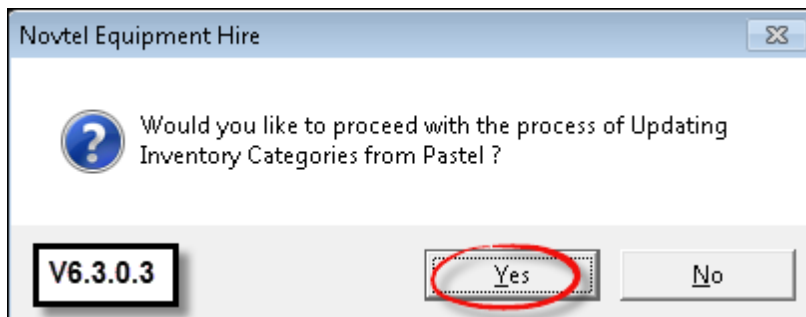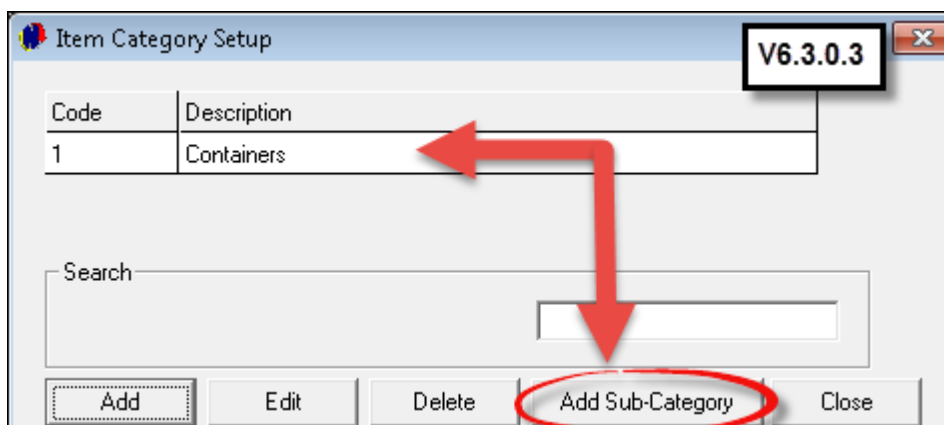
- Click on "**Edit - Item Category / Sub Category**", and then "**Add**"

- Enter the "**Category Description**" - in this case it is "**Containers**"
- Click on the arrow next to "**Inventory Category**" and select the "**Container**" category, and then "**Accept**"

- The "**Container Category**" is now entered, and the Containers itself must be created as "**Sub-Categories**"

- In order to create the first Container in this Category, click **"Add"**

The "**Item Category**" has been entered already. Now enter:

1. The "**Description**" for this first Container
2. The Tax Rate
3. The rental price per month
4. The suggested deposit amount, payable when the Container is rented
5. In the "**Detailed Description**" field, enter the Container's dimensions; weight; opening size etc.
6. None of the other details in this screen are applicable for Containers. Click "**Accept**"

In order to create the other Containers as "**Sub-Categories**", click "**Add**" and follow the steps above until all Containers are entered

Whenever you need to make changes to the "**Sub-Categories**", click on it; click "**Edit**"; make the changes, and click "**Accept**"

7 Step 7 - Creating Items

➤ Before any item can be added to the system, the following MUST be created already:
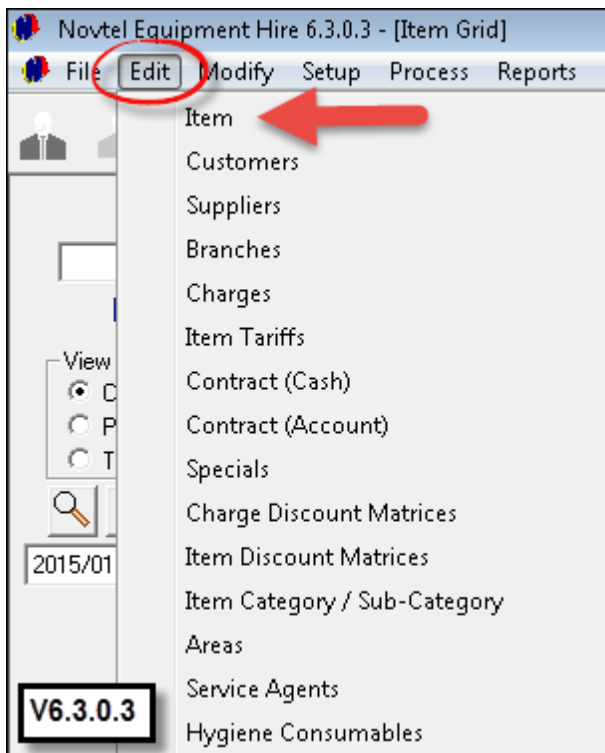
- Branches
- Item Categories and Sub-Categories

Very important to remember: If the Company is using Pastel Multi-Stores, the User must run "**Import Charges to Pastel**" from the "**Modify Menu**" after creating any new items. "**Items**" are linked to an "**Item Category**" and "**Sub-Category**", therefor we need to create the specific "**Items**" that have been created as "**Sub-Categories**" as well.

This is the empty Grid before any "**Items**" have been created
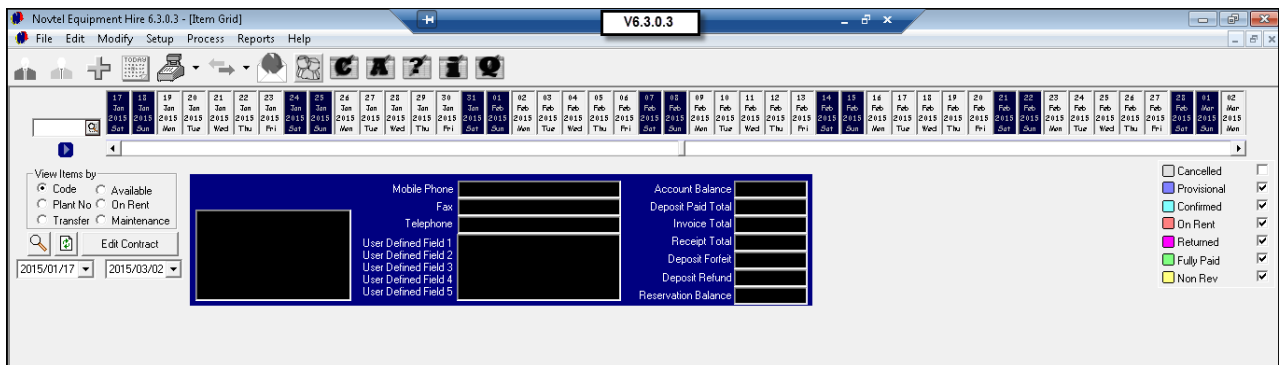
- In order to start adding "**Items**" to the system, click on "**Edit – Item**", and click "**Add New**"

➢ Tick the check-box to "**Create Item in Pastel**". If the option is not selected, you will have to create each **'Item'** manually in Pastel. But if the check-box is ticked, it will automatically be created when the **"Inventory Item Import"** is done as we will explain at the end of Step 7

➢ You do not need to enter an **"Item Code"** – the system will generate it. The system also generates the description according to the information that is entered for the "**Plant Number**"; "**Manufacturer**" and "**Sub-Category**". See how the description changes with each of the above entries

➢ Select the following in the "**General Tab**":

1. The "**Branch**" to which this item is added (Please note that "**Items**" for each "**Branch**" must be added separately)

2. "**Plant Number**" (This number is allocated by the company, and is unique to the "**Item**")

3. Enter the "**Manufacturer's**" name

4. Click on the arrow next to the "**Type**", and select "**Container**"

5. Click on the magnifying glass next to "**Item Category**", in order to open the window containing all "**Categories**"

• Click on the "**Category**" the Item belongs to, and then "**Accept**"

- The window containing all the "**Sub-Categories**" will open immediately. Click on the "**Sub-Category**" to be inserted, and "**Select**" it
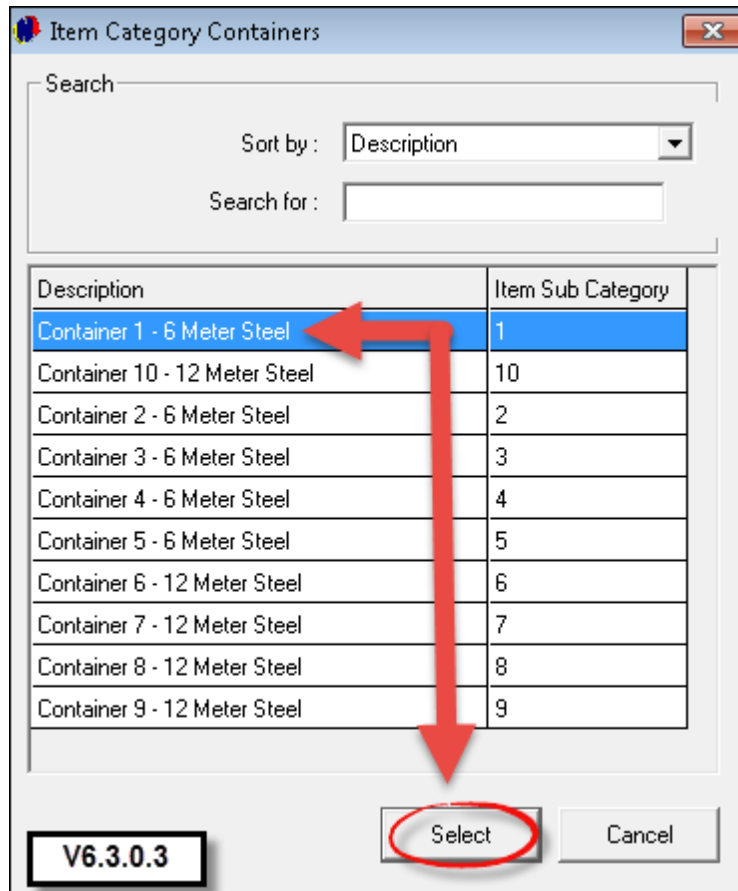
1. See how the "**Description**" has now been entered
2. The "**Category**" and "**Sub Category**" has been inserted
3. The following will ALWAYS be the same when an "**Item**" is created:
   - In Stock: 1
   - On Rent: 0
   - Available: 1
4. Tick the check-box to "**Show On Grid**"
5. The "**Monthly Billed**" check-box must also be selected

- In the "**Details**" tab, there is nothing to complete, except for the "**Detailed Description of the Item**"

- In the "**Financial**" tab, enter the Container's cost price - the price the company paid for it
- The Rental amount will be inserted automatically, since we have entered the amount when the "**Sub-Category**" was created, and selected that "**Sub-Category**" in the "**General**" tab

- In order to setup "**User Defined Fields**" where additional information pertaining to "**Items**" can be entered in the "**User Defined Fields**", click on "**Setup - User Defined Fields**". This is not part of this tutorial. Please register on Novtel's Forum at http://www.novtel.com/forum/index.php for more information

- In the "**Pastel Interface**" tab, the "**Pastel Inventory Code**" and "**Pastel Cost Code**" has not been entered yet, since the "**Import**" to Pastel has not been completed. Also: the "**Item Code**" has not yet been created. (This will all be created as soon as the "**Pastel Import**" is done)

- Click "**Accept**"

➢ In the "**Import Inventory to Pastel**" window:

1. See how the "**Item Code**" has now been created

2. Select "**Services**" for the "**Inventory Group**"

3. Select "**Service Item**" - since the Container will not be sold, but rented

4. Tick the check-box to "**Create a Cost Code**" in Pastel

5. When "**All Multi Stores**" are selected, the "**Default Store**" will be ticked

6. Alternatively, tick "**Selected Stores**" for specific "**Multi Stores**" if it is setup in Pastel

7. Click "**Accept**"

- Returning to the Item's "**Pastel Interface**" Tab, the Pastel Inventory and Cost Codes have been entered

- Now click "**Add New**" in order to add all other Containers

- All the "**Items**" are now displayed on the Grid

8   Step 8 - Creating Areas

"**Areas**" must be set up in order to categorize different areas that the company operates within. For instance: in the greater Mossel Bay area, the following surrounding "**Areas**" can be created:

➢ Mossel Bay Business District

➢ Little Brak River

➢ Heiderand
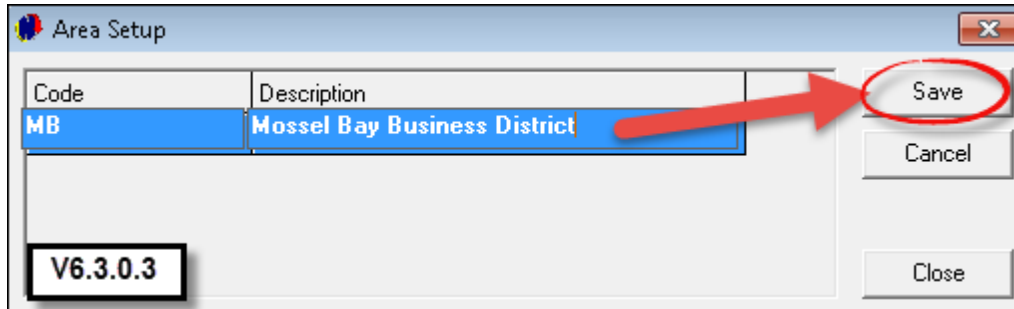
➢ Dana Bay

➢ Great Brak River

➢ Hartenbos

• In order to set up the above mentioned, click on "**Edit - Areas**", and click "**Add**"
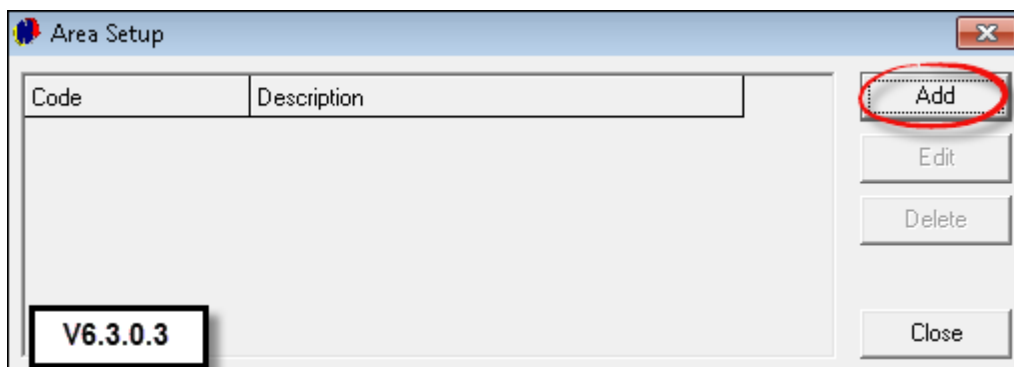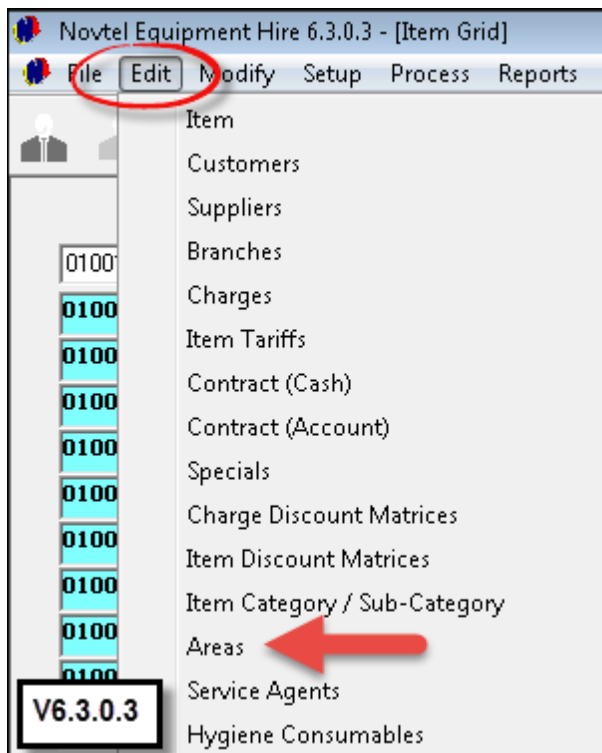
- Enter the "**Code**" that you would like to allocate to the "**Area**" (We are using MB), as well as the "**Description**" - in this case it is "**Mossel Bay Business District**"
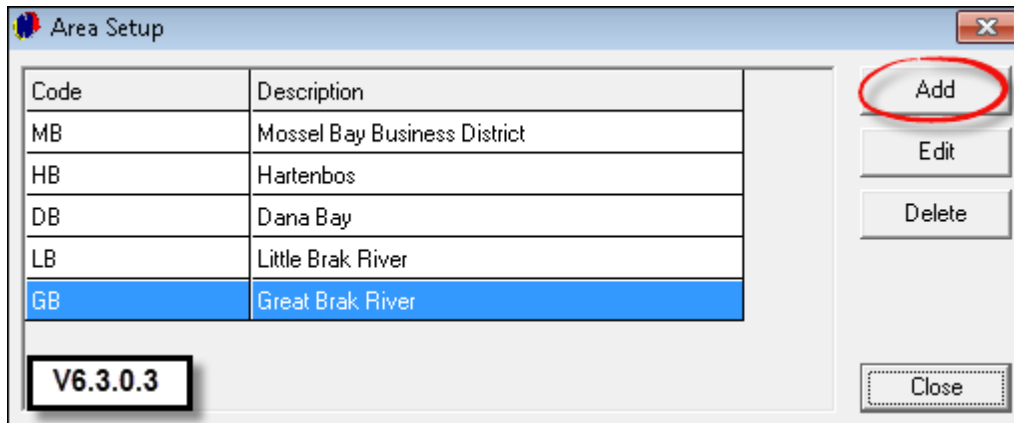

- Click "**Add**" again in order to complete setting up all other "**Areas**"
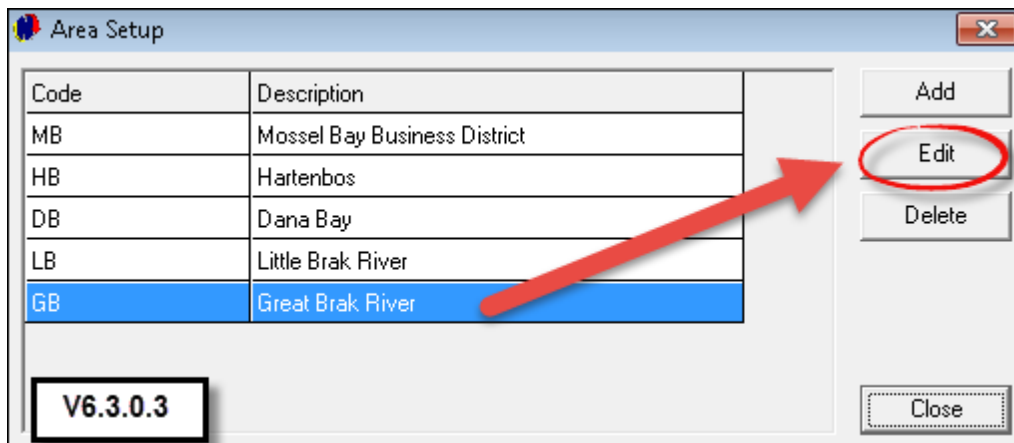
- In order to make changes to an "**Area**", click on it, and then "**Edit**". After the changes was made, click "**Save**"

- Should you wish to remove an "**Area**", click on it and then on "**Delete**". When all "**Areas**" have been entered, click "**Close**"
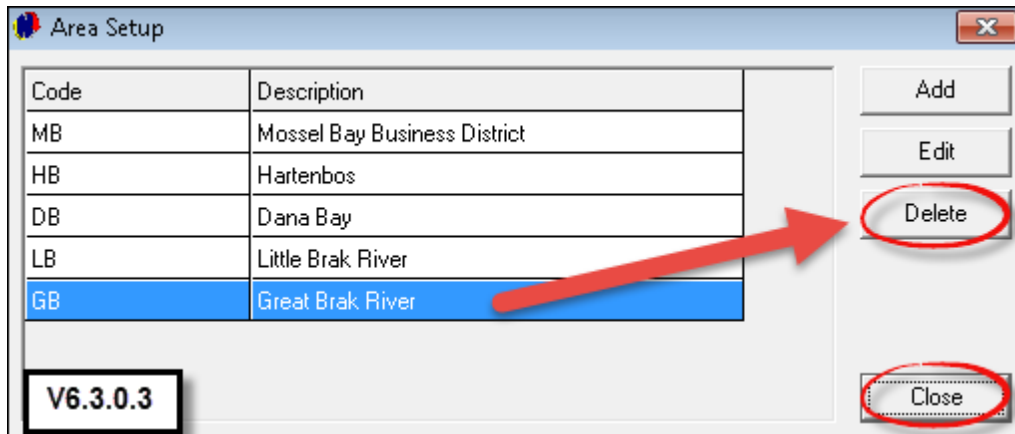
9 Step 9 - Opening a Shift

➢ It is important to know that transactions can only be done when the Supervisor has opened a shift for the User on duty. For Container Hire, a "Shift" must be open when raising and receiving Deposits, as well as receiving Account Payments.

➢ Novtel Equipment Hire incorporates an entire shift opening and cash-up procedure function. What this means, is that the "**Cash-up Supervisor**" will log on using his / her password, and open shifts for each of the other users for each day

➢ The receptionist, for example, may then log on and do transactions throughout the day, and at the end of the day, the day's takings must correspond with the transactions done in Novtel. The supervisor then double checks that the money count is correct, and also that there were no mistakes made in any transactions

➢ This is a very powerful and safe way of checking that your business' daily takings are handled correctly

➢ Cash-up supervisors are able to see exactly how much money was taken - and exactly which transactions were done - for each employee during the day

➢ Once you have created your "**Cash-up Supervisor**" (Setup - Users / Passwords), you will need to log on as the supervisor (File menu - Log Off)
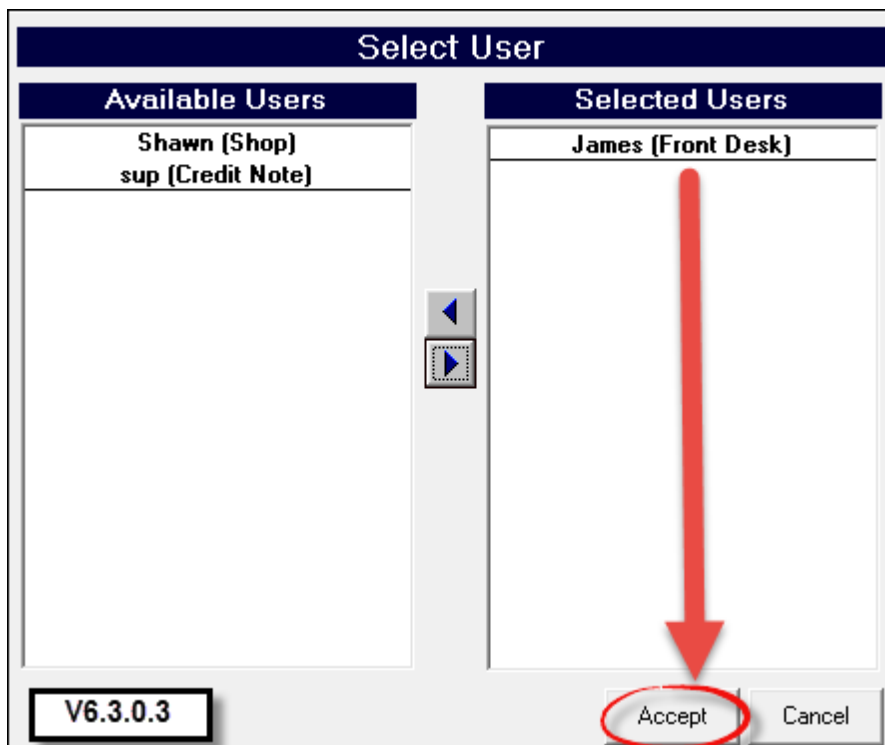
How to open a shift:

• Click on "**Supervisor Open Shift**"

- Select the "**User**" whose shift is to be opened and click on the arrow pointing to the right
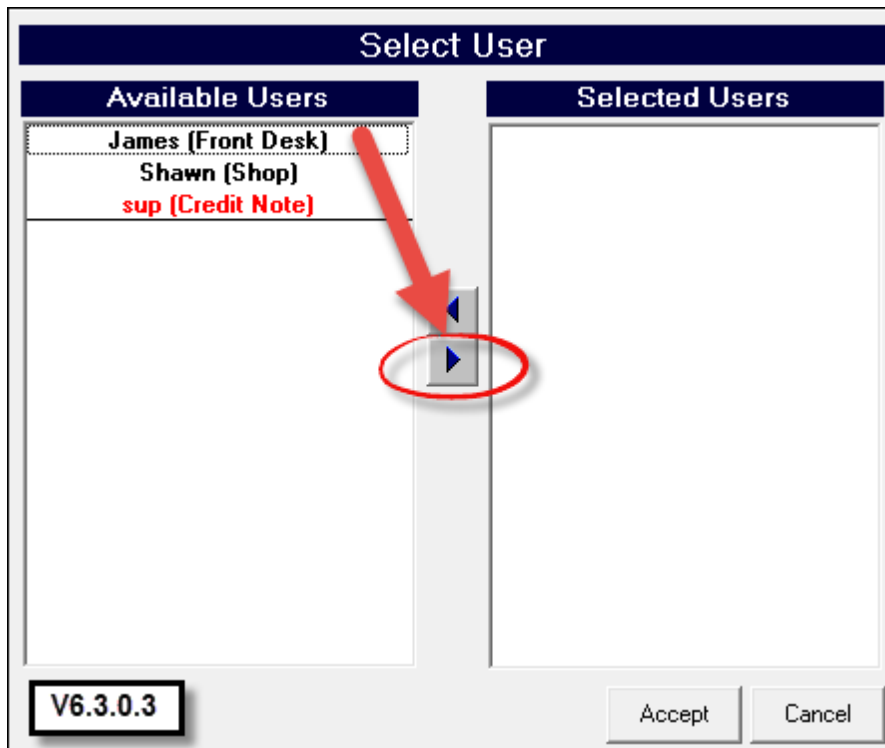
- The "**User**" will now be displayed in the right hand block under "**Selected Users**". Should more "**Shifts**" be opened, select the "**User**"; move them to the right and click "**Accept**"

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

10   Step 10 - Creating Contracts

The are two types of contracts to be created:

● Cash Contracts ("**Edit - Contract Cash**"). These contracts are for private Customers, paying on the spot for the Container Rental

● Account Contracts ("**Edit - Contract - Account**"). These Customers are allowed to have an outstanding balance when Containers have been returned

We are going to create an "**Account Contract**". Please note that both the types of contracts are done in the same manner

● Click on "**Edit - Contract (Account)**"
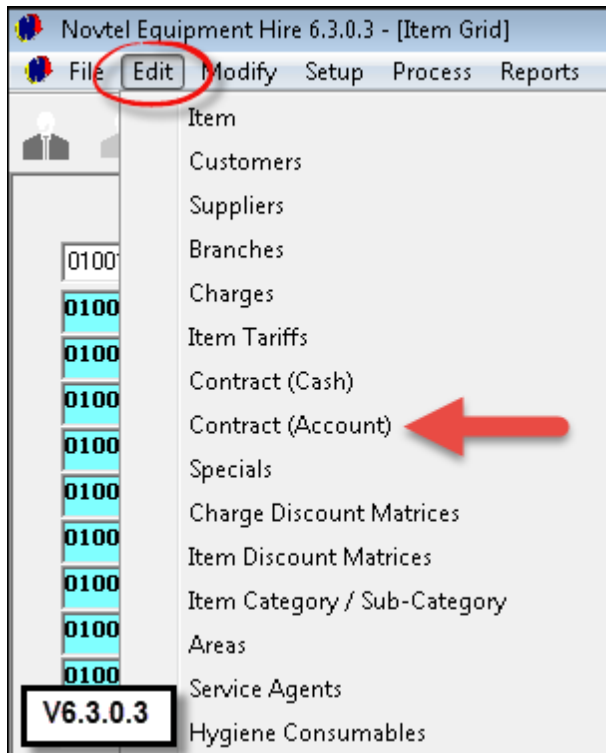
1. To create a contract for a new Customer, click on "**Add New**", and follow the steps in "**Edit - Customer**". As soon as the customer has been created, the "**Contract Screen**" will open for the contract to be created.

2. In order to create a contract for an existing customer, click on any of the search options for the "**Account Customers**" window to open

3. Click on the Customer, and then on "**Select**"
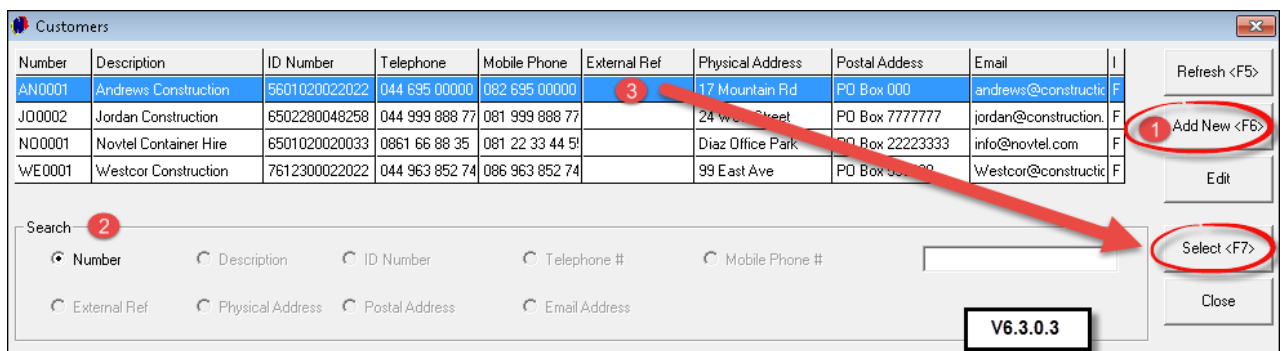
- Novtel Equipment Hire incorporates an ID Checker, and it will alert you if the ID number is not valid, by displaying "**False**" in red letters. If the ID is not valid, the system will not allow you to create a contract. First rectify the ID before continuing

1. Click on the "**Site Details**" tab. The "**Site**" is the physical address where the Container will be stored, and will normally not be the same as the Customer's physical address

2. Click on "**Add**" in order to create a new "**Site**" (Please note that there is no restriction on the number of "**Sites**" to be added)

- Click on the magnifying glass next to "**Area Code**" in order to open the window containing all "**Areas**" as set up in Step 8
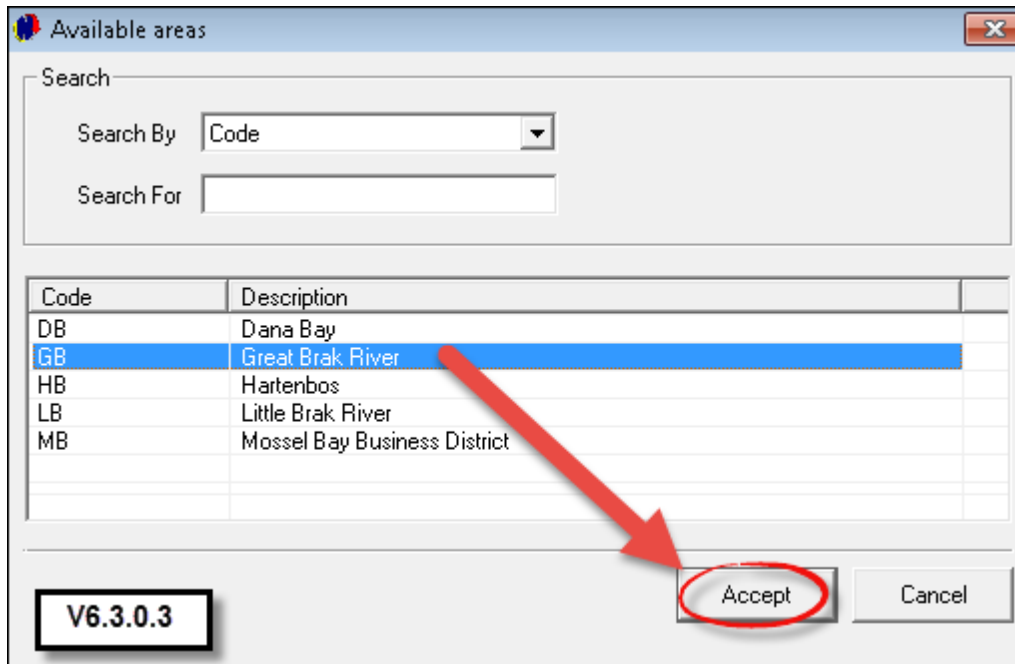
1. Enter the "**Site Description**"
2. GPS Co-ordinates can be entered if necessary
3. Enter the "**Contact Person's**" name
4. The mobile number of the contact person must be entered
5. The contact person's e-mail address is entered here for on-sit e-mail communication
6. Enter the Site's Address as the "**Delivery Address**"
7. Click "**Accept**" to save the "**Site**"

• Click on the newly created "**Site**", and then on "**New Contract**"

- See how this contract displays "**Account Customer**" in bold letters (Remember that in order for the "**Customer**" to be classified as an "**Account Customer**", the "**Corporate Customer**" check-box is ticked as shown in the previous screen shot)

- Select whether the customer are collecting the Container, or if it is to be delivered to the site (It is normally delivered)

- Select the start and end dates for the contract (Please note that we have selected the entire month of February, but the current date is the 9th. You will see how the system automatically adjust the rental period and price in order to accommodate the date change, and not to bill the Customer for an entire month if the month has progressed)

- The "**Contract Status**" is "**Provisional**" at present, since no deposit has been raised as of yet. (Deposits are not normally required for "**Account Contracts**" - This is mostly for "**Cash Contracts**", and deposits can be raised and received directly from the "**Deposit**" tab. Please register on Novtel's Forum for more information on the subject at http://www.novtel.com/forum/index.php)

- Enter the order number supplied by the customer - should it be relevant

- Set the discount percentage - if any

- Should you make use of agents, click on the magnifying glass in order to browse for, and select the relevant agent

The "**Hire Item**" tab:

1. VERY IMPORTANT: Select "**Monthly Container Hire**"

2. If the above mentioned tick is not selected, you will not be able to see the Containers in the "**Available Items**" window when you click "**Add New**" in the "**Hire Item**" tab

- Click on the correct Container, and then "**Accept**" in order to insert it

- If the Container is being delivered to the **"Site"** immediately, click **"On Rent"**, and then **"Apply Action"**

➢ The following window will pop up, containing the information as follows:
  • The First Month's rent is calculated automatic as 19 days, since it is the 9th of the month already (As previously mentioned)
  • The Monthly Fixed Rent is the full rate as entered by you when the "**Item Sub-Category**" was created
  • Click "**Accept**"

On Rent Date	
1 -- Container 1 - 6 Meter Steel, C Factory, 1	
Container Item Details	
Container per Day Incl.	71.43
Container Rent TAX	8.77
Container per Day Excl.	62.66
Fixed Monthly Rent	
Hire days First Month	19
First Month Rent Incl.	1357.14
First Month Rent TAX	166.67
First Month Rent Excl.	1190.47
Monthly Fixed Rent	2000.00
Month Fixed Rent TAX	245.61
Monthly Fixed Rent Excl.	1754.39
Notes	

22 Accept   Cancel

- Click "**Save**" to finalize the contract

- The Contract now displays on the Grid - from the 9th until the 28th of February, and in the color of the "**On Rent**" status

- In front of the Contract is the letter "**M**" - meaning that it is a "**Monthly Contract**"

- Please remember that one "**Corporate Customer**" may have a few "**Sites**", and Containers can be rented for the different "**Sites**", simply by adding those "**Sites**" to the "**Customer**", and linking the Container to the "**Site**" as explained above. The Grid will then display as follow:

11   Step 11 - Recurring Billing

When using the Pastel Interface, open Pastel and click on "**View - Open Batches**", and make sure there are no open batches
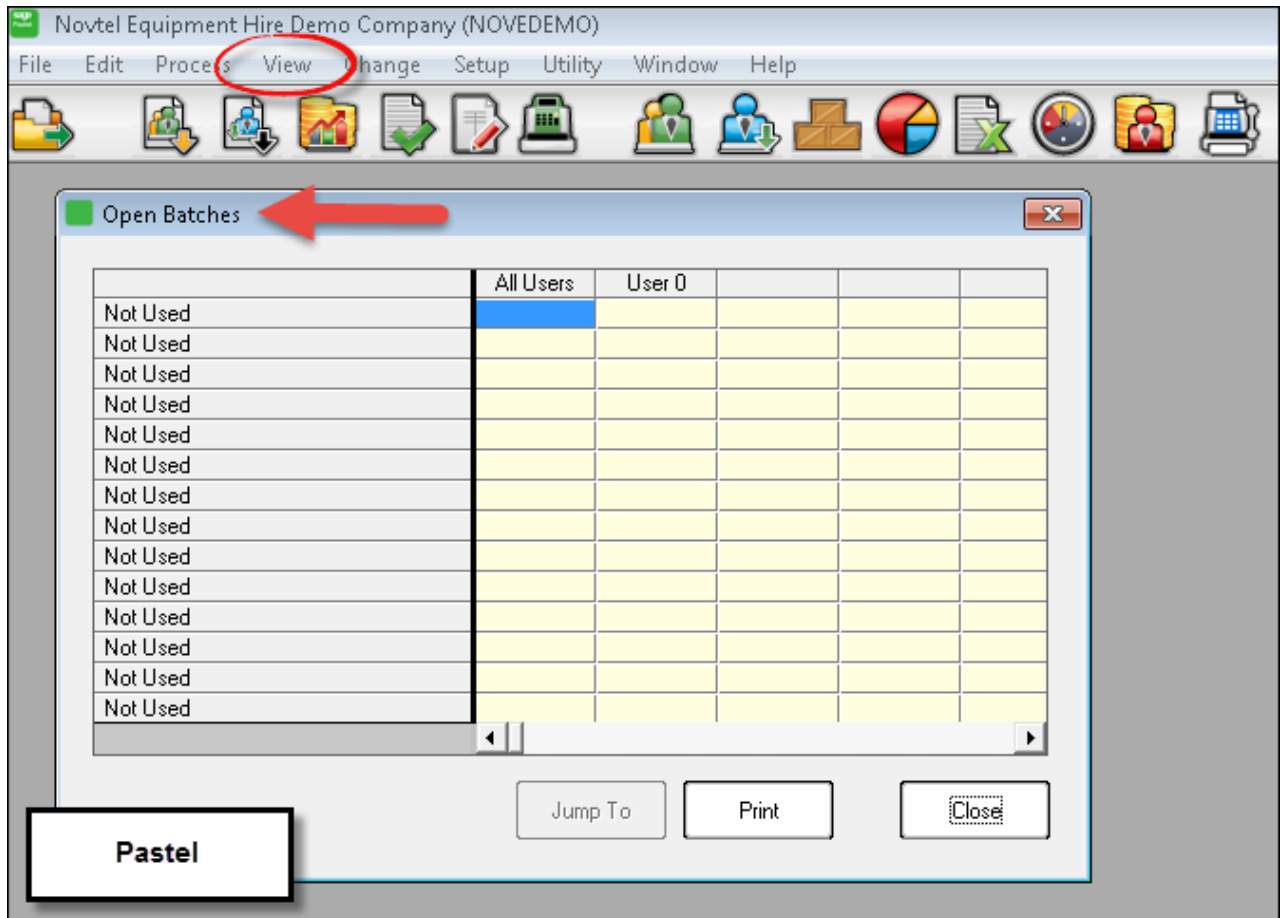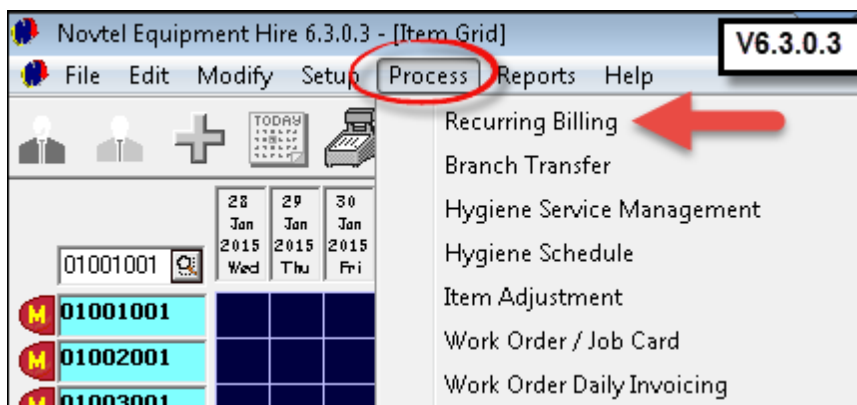

Containers are rented on a monthly basis, and the billing is done in Novtel as follow:

- Click on "**Process - Recurring Billing**"

- Select the "**Process Monthly Contracts**" tab
  1. Check that the "**Branch**" which this container is rented from, is correct
  2. Select the correct day and month for the billing to be done
  3. Click on "**Select All**" if you want to process all of the contracts simultaneously. (Alternatively, if you only want to do the billing for a specific contract, click on "**Select None**", and then tick the check-box next to the contract to be billed)
 4. Click on "**Process Monthly Contracts**"

There are option selections to be made in the "**Month End Options**" window:

➢ **Print Detailed Pre-Import List**

➢ **Continue Hire** - When this option is selected, the system will automatically reserve the Container for the customer for the next month, and the rental continues. If there are customers that will be returning the Container at the end of the current month, they must be billed separately, and this check-box must be un-ticked.

➢ **Print Updated Invoices** - This option will automatically have the system print a list of all updated invoices, and you can keep this for your own records

• Click "**Proceed**"
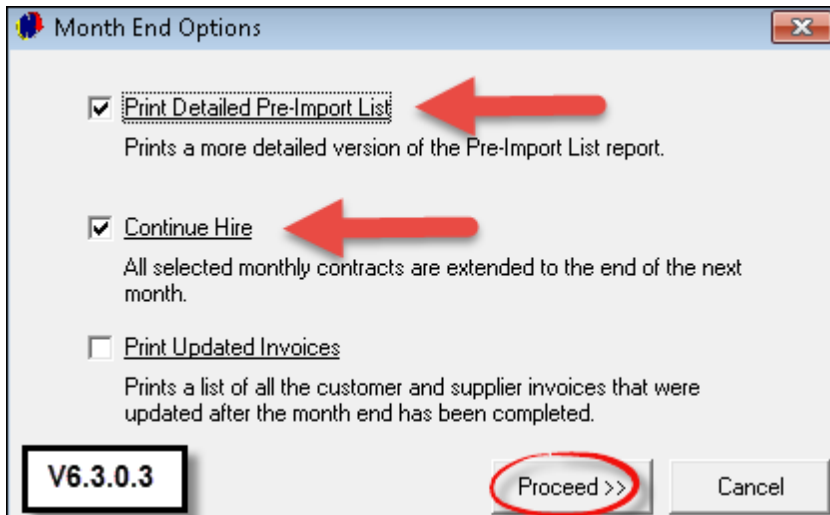
• The "**Pre-Import List**" will be generated in HTML format, and minimized to your internet browser. Remember that the contracts did not run from the first of the month. It has not been billed for a full month - only partially. The billing for March will be the full amount.


Pre-Import List For February 2015

PRINTED DATE: 18 FEBRUARY 2015   TIME: 09:59:47 AM

CUSTOMER INVOICES

CONTRACT	VOLUME	CUSTOMER	EXCL TOTAL	TAX	INCL TOTAL
3	3	AN0001 - Andrews Construction	1127.82	157.89	1285.71
2	2	AN0001 - Andrews Construction	1127.82	157.89	1285.71
1	1	AN0001 - Andrews Construction	1190.47	166.67	1357.14
4	4	JO0002 - Jordan Construction	689.22	96.49	785.71
NUMBER OF INVOICES TO BE UPDATED - 4		TOTALS	4135.32	578.95	4714.27

- The "**Process Monthly Contracts**" tab are now cleared of contracts for February and the billing is done. Click on "**Close**"
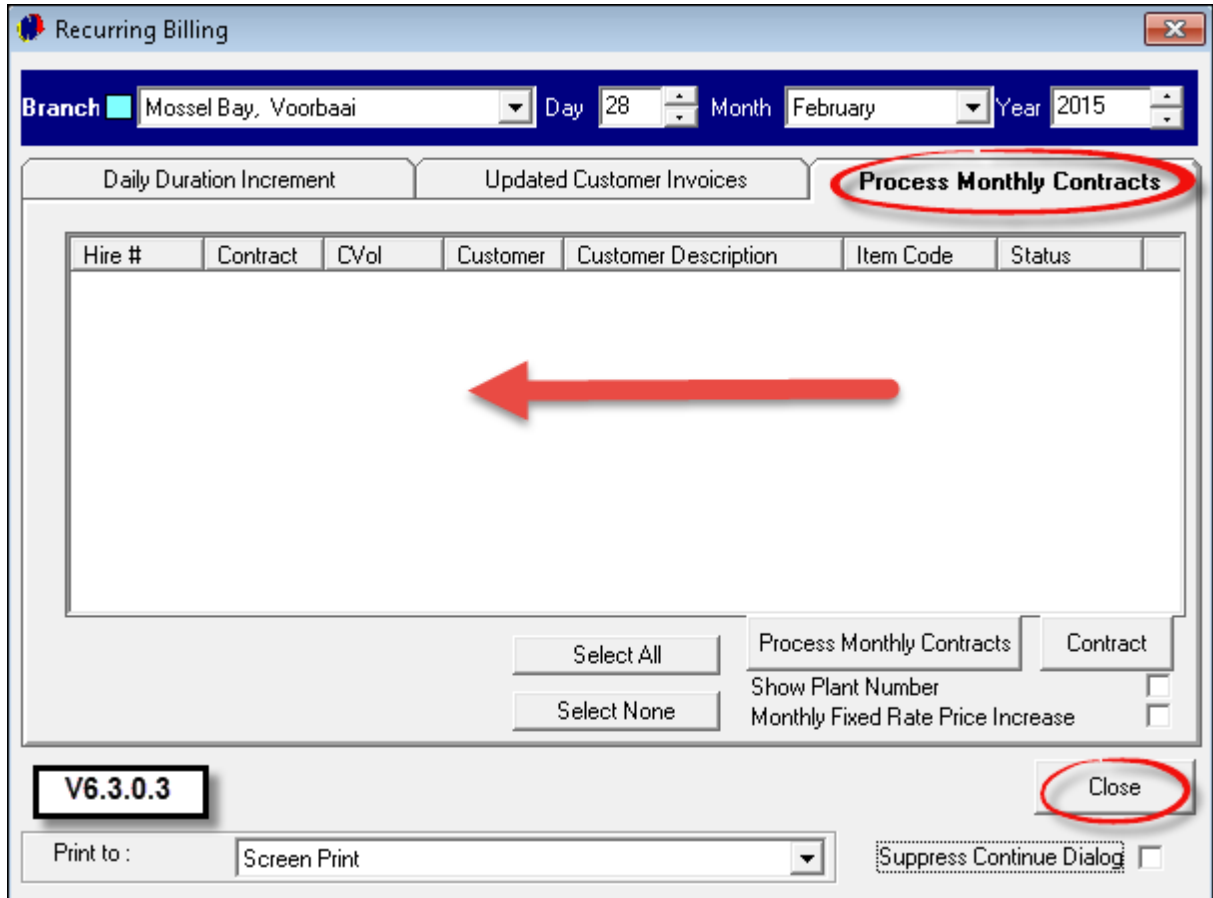
➢ Returning to the Grid, you will notice the following:

1. When the mouse is moved over any of the February contracts, an Invoice Number is connected to the contract, and the information for that contract is displayed in the blue and black blocks at the bottom of the screen

2. The color of the February contracts have changed to dark pink - the color of the "**Returned**" status

3. The March Contracts are now displaying on the Grid, in the color of the "**On Rent**" status
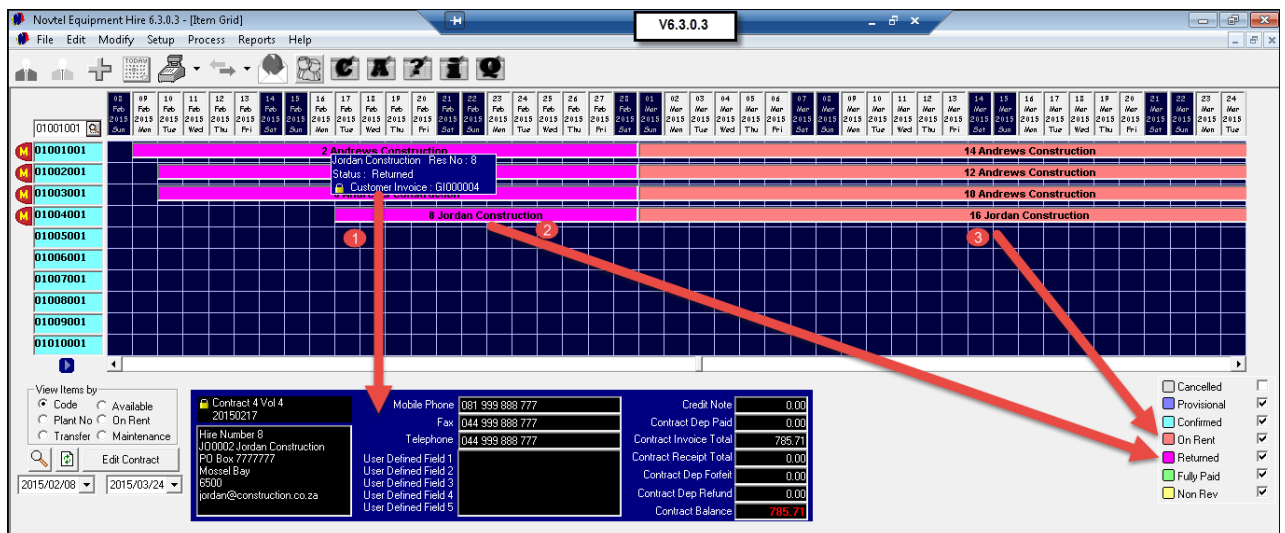
- When you right-click on any of the "**Returned**" contracts on the grid - and open the contract - you will not be able to "**Edit**" it. You will only be allowed to receive payments on it
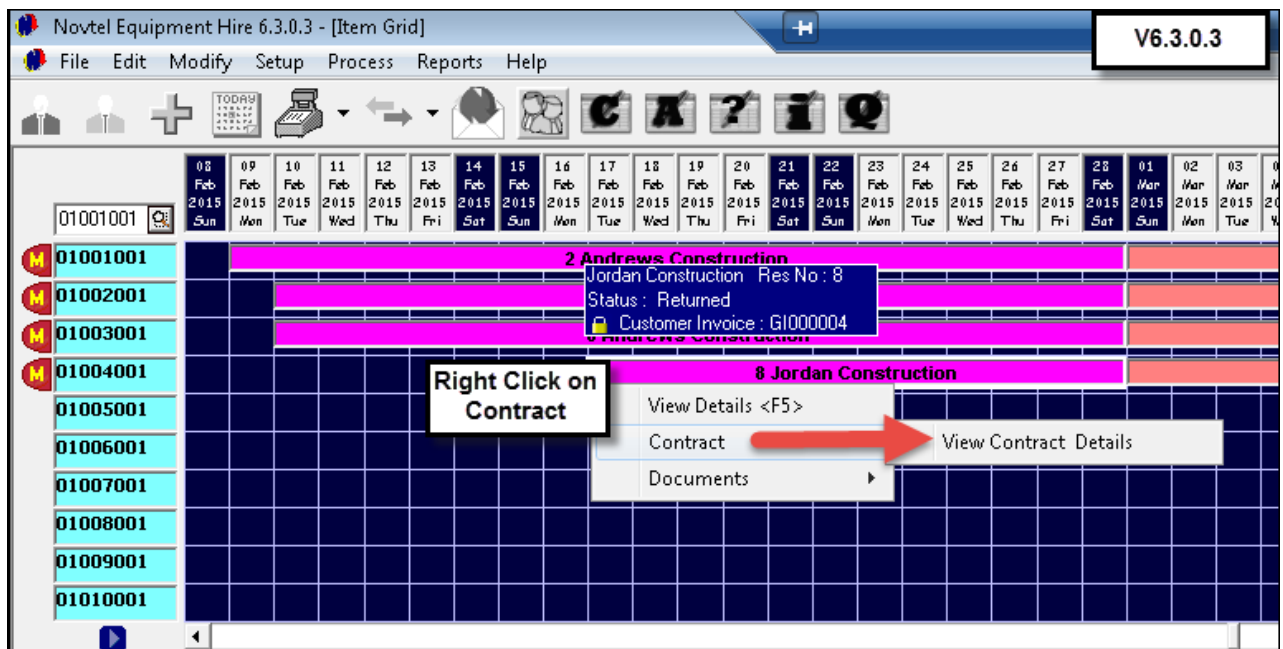
12 Step 12 - Receiving Payments

The are two ways in which contract payments can be received:

➢ Option 1: Directly on the contract in the "**Payment**" tab

➢ Option 2: Through Point of Sale

Option 1

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

- Click on the "**Payment**" tab of the contract. The "**Payment Due**" amount will be displayed in red
- Click on "**Contract Payment**"

When the "**Contract Payment**" window opens, see how the "**Contract Volume**"; "**Customer Description**" and the "**Payment Due**" amount has been entered automatically.

1. Select the "**Payment Type**"
2. Enter the date when payment was received
3. Enter the amount that was received
4. Click "**Accept**"

- The receipt will now be displayed, and can be printed

Novtel Container Hire

Diaz Park

Diaz Boulevard

Mossel Bay

6500

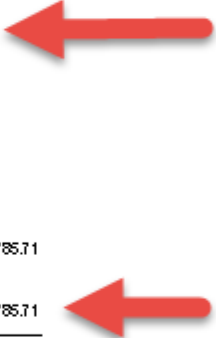Tel : 0861 66 8835

Fax : 0861 66 8835

VAT :123456789

RECEIPT
_____

Cust Description :	Jordan Construction
Cust Code :	JO0002
Contract Vol	4
Payment Type :	Cash

Payment Due :	785.71
Payment Received :	785.71
Change :	0.00

Staff member :	James
Payment Date :	2015/02/18
Print Date :	2015/02/18
Time :	12:36:00 PM
Shift Number :	SFT00001
Receipt Number :	REC00001

Thank You.

- As soon as the "**Receipt**" window is closed, the "**Customer Change**" window will appear with the amount of change that is due. Click "**OK**".

Novtel Equipment Hire

ⓘ Customer change : 0.00

OK
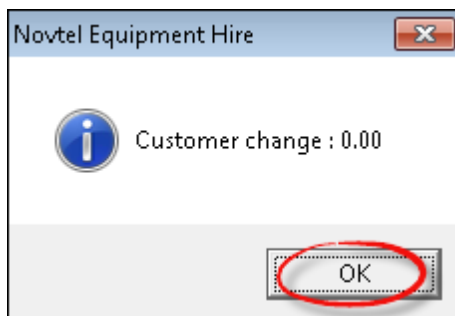
- The payment will be reflected in the "**Payment**" tab, and the "**Payment Due**" amount - if paid in full - will display in green
- Click "**Save**"

- For demonstration purposes, the "**Financial**" tab will reflect the Receipt number; Amount paid, and the time and date the transaction was done

• In the "**Detailed View**" tab, the "**Invoice/Credit Note History**" of all transactions can be viewed for this Customer

As mentioned earlier, there are two ways in which payments can be received. For the second option, please register on Novtel's Forum at http://www.novtel.com/forum/index.php, and select http://www.novtel.com/forum/index.php?board=1164.0

13   Step 13 - Shift Cash Up

In order for the "**Shift Cash-Up**" to be completed successfully, the following is of utmost importance:

➢ If Novtel is integrated with Pastel, all accounts in the "**Setup - Interface**" tabs must have been entered

➢ As explained in "**Step 7 - Creating Items**", all "**Items**" must be linked to a "**Pastel Inventory Code**"

- Click on the arrow next to the Point of Sale Icon, and click on "**Shift Cash Up**"
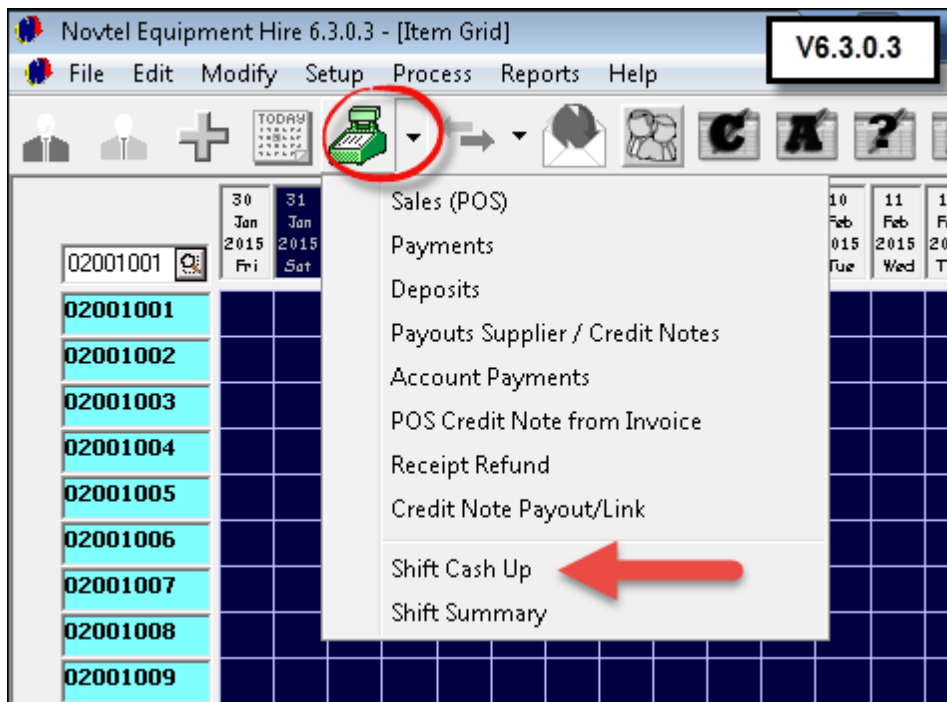
- Click on the "**Money Count**" tab
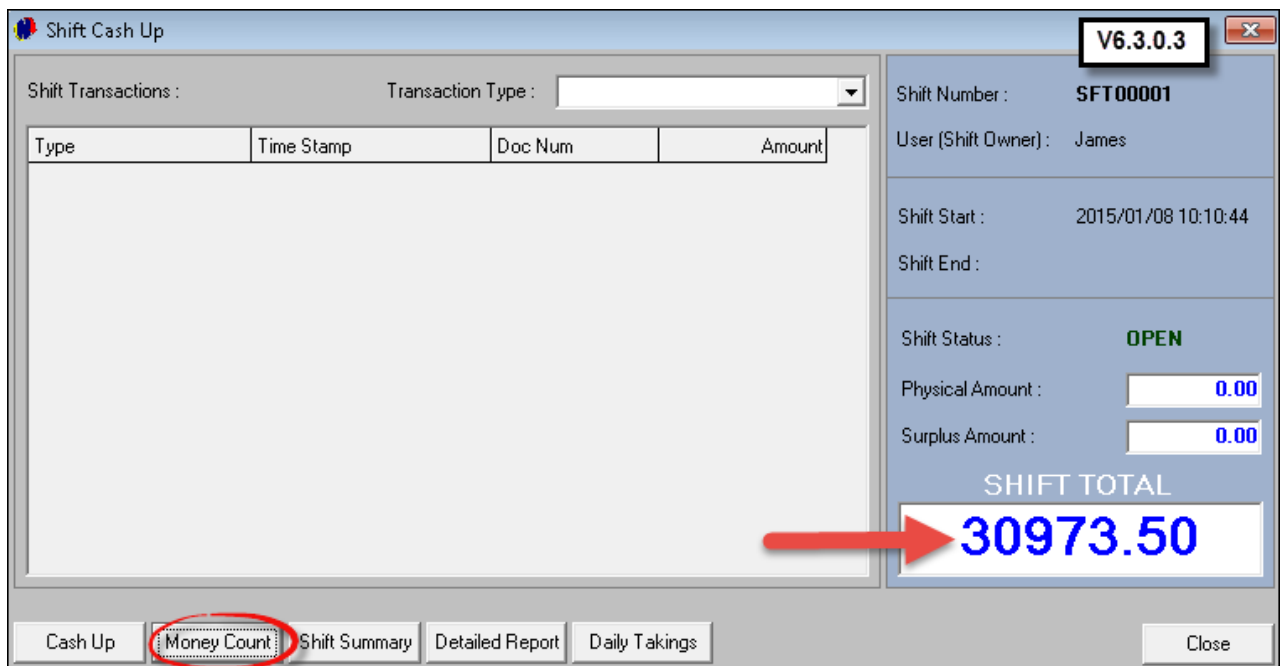
1. Enter the number of notes and coins counted - not the amount. The system will automatically calculate the cash total. Please note that ONLY payments received via "**Point of Sale**", will be indicated as the "**Physical**" total. Also remember to enter the Credit Card; Cheque and Bank Transfer Totals if received in "**Point of Sale**"

2. Enter the amount for the float kept in the till

3. The system will indicate if there is a "**Surplus**" amount (In blue), or a "**Shortage**" (It will be printed in red)

4. The amount next to "**Other Total**", is "**Contract Payments**" received directly on the contract - as explained in Step 12

5. In order to print a Shift Report, click on the "**Report**" tab

6. When the "**Screen Capture**" button is clicked, an exact image of the "**Money Count**" can be printed

7. Click "**Accept**"

➢ The buttons below will enable you to print the following reports:

- Shift Summary Report
- Detailed Report
- Daily Takings Report

- See how the Shift is still "**Open**". Also notice that the "**Shift Total**" is R30 973.50, but the "**Physical Amount**" is R17 925.25 (Received via POS). There is no "**Surplus Amount**".
- Click on "**Cash-Up**"

- The Shift for James is now "**Closed**"
- Click on "**Close**" to exit the window

- The "**User**" must log out, and the "**Supervisor**" must now log in with his or her password
- Click on the "**User's**" Shift and see how all of the transactions done during that shift, displays in the left hand side of the window
- Click on "**Supervisor Shift Cash-Up**"

- Click "**Yes**" to continue the Cash-Up

- The system will inform you whether the "**Cash-Up**" has been successful, or if it had failed. If the "**Cash-Up**" failed, it will be due to one of the 2 reasons mentioned at the beginning of Step 13
- In the case of a successful "**Cash-Up**", all data will automatically be send to Pastel
- Click on "**Documents**" in order to see the documents connected to this shift
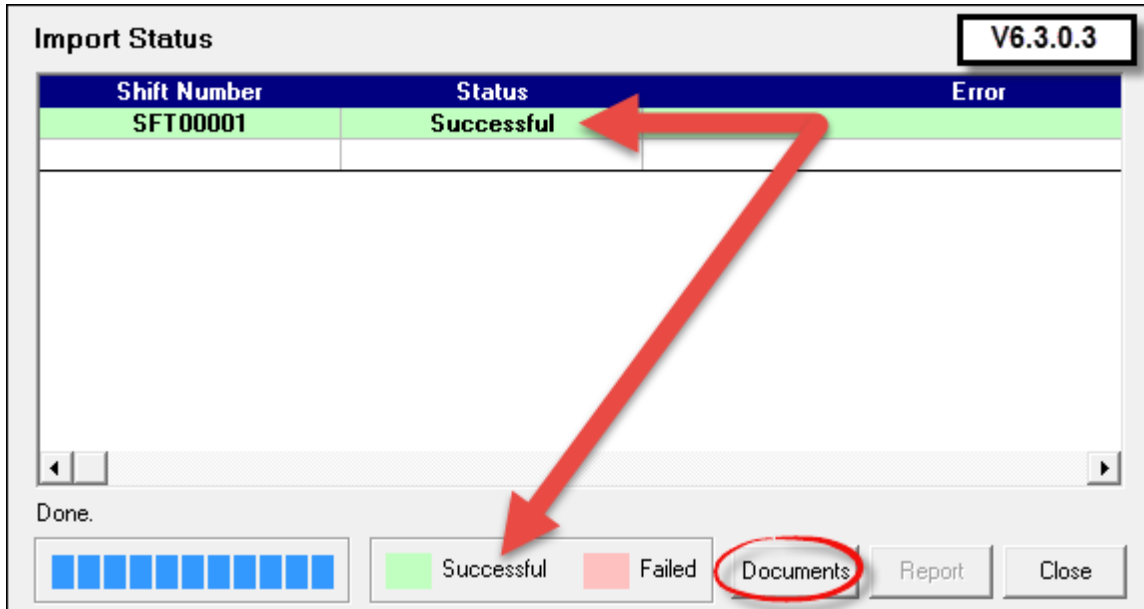
- The "**Documents**" report displayed
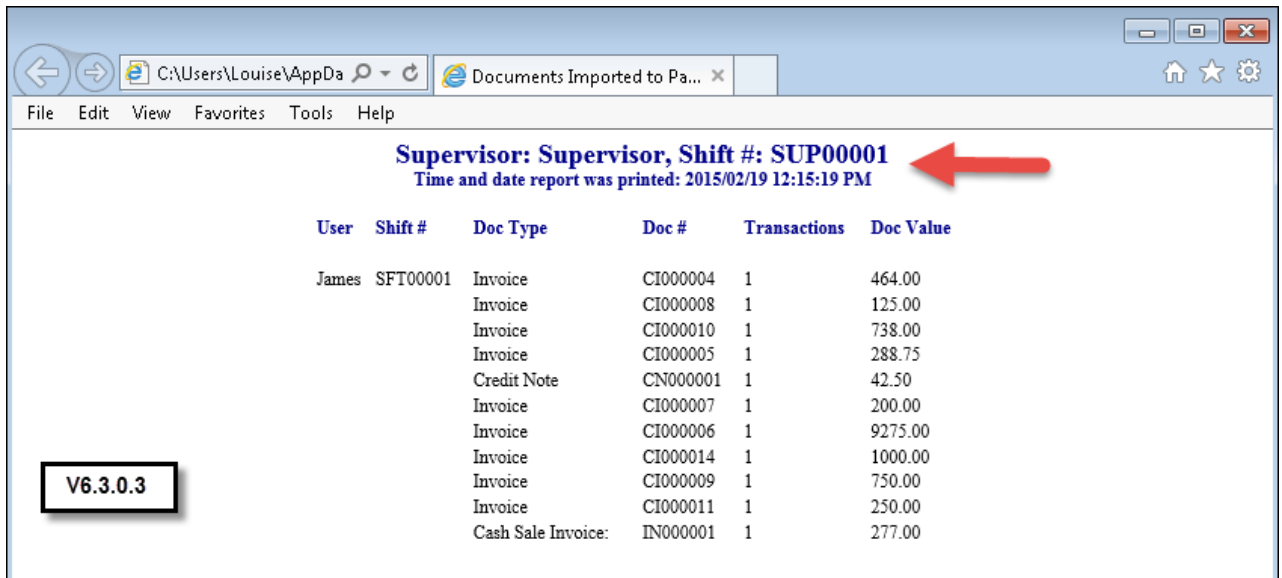
- Close the report

- Click on "**Close**" to exit the "**Import Status**" window
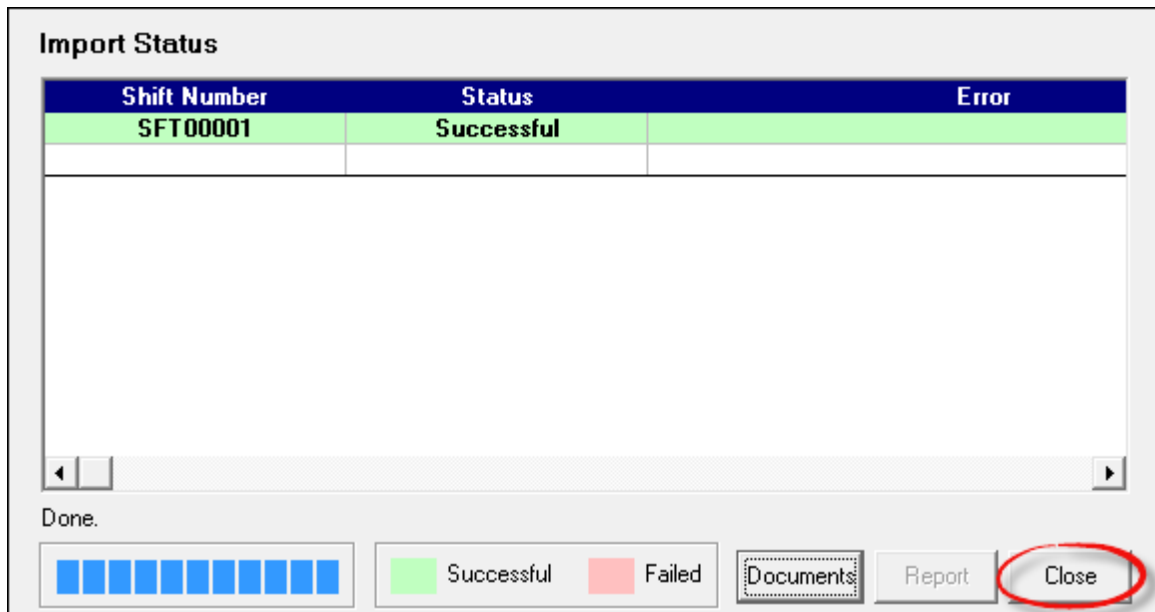
- In the "**Supervisor Shift Cash-Up**" window, various reports can be viewed and printed by clicking on "**Reports**", and selecting the applicable option
- Click "**Close**" to exit the "**Supervisor Shift Cash-Up**" window
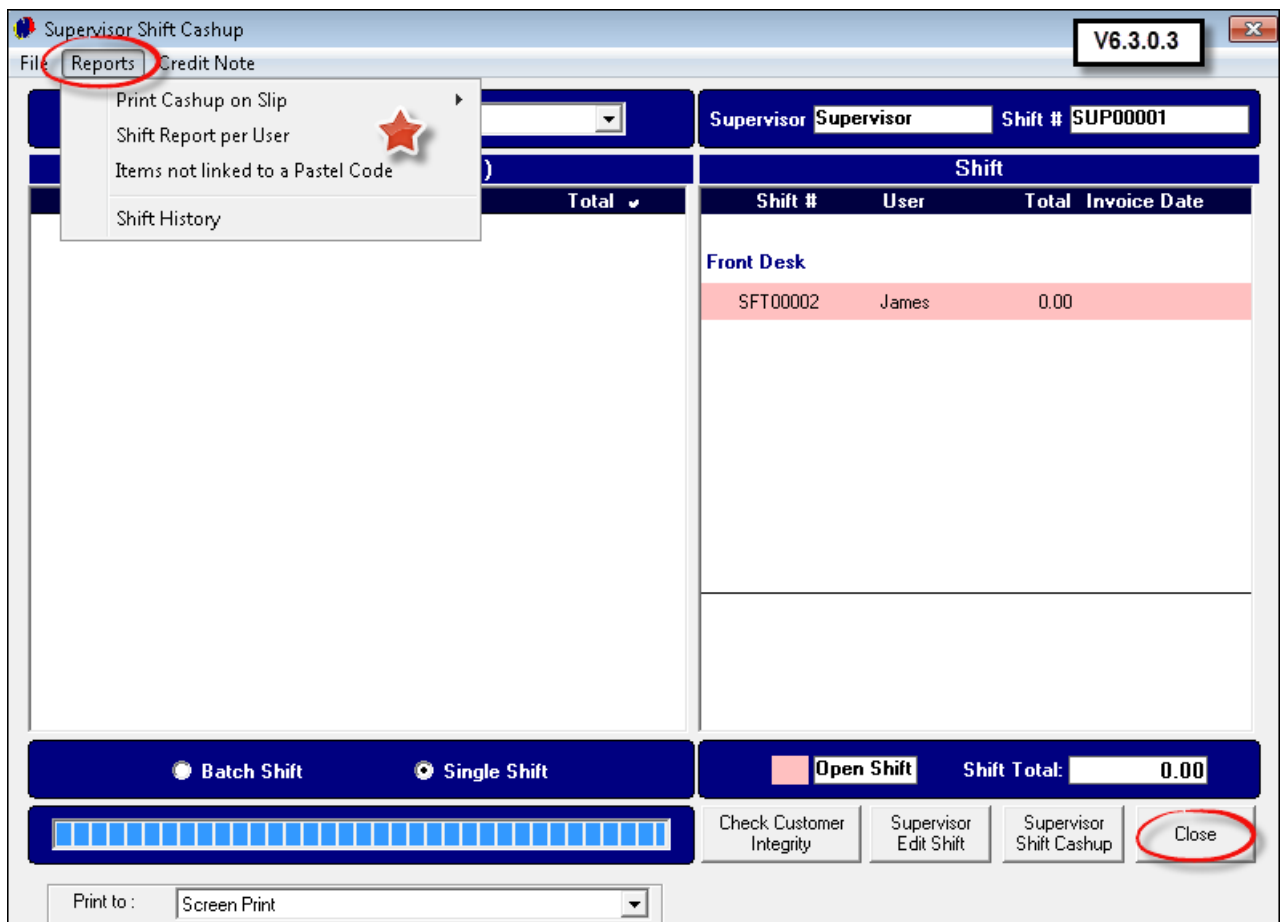
- The "**Supervisor**" will be logged out, and the next "**User**" can log in for his or her Shift
- Remember that a Shift must be opened by the "**Supervisor**" if the "**User**" will be raising deposits and receiving payments
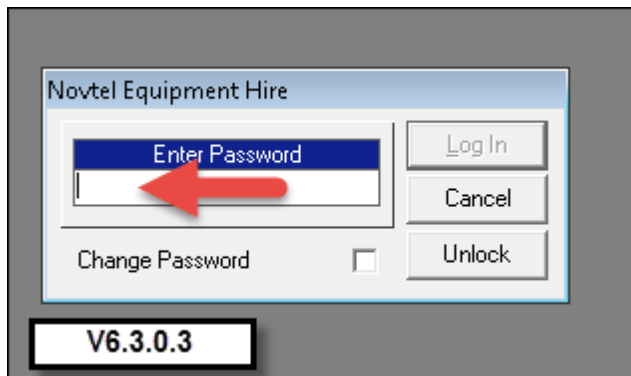
This concludes the basic "**Container Hire**" Tutorial. Please register on Novtel's Forum for more information, at http://www.novtel.com/forum/index.php

Novtel®

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