



Rental Software Specialists

www.novtel.com



Equipment Hire



Container Hire



The Basics

(Part of Equipment Hire)

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1. Introduction

The Novtel Equipment Hire Software package can be used to manage the following:

- ✓ Tool Hire
- ✓ Heavy Machinery Hire
- ✓ Suit Hire
- ✓ Photography or Video Equipment Hire
- ✓ Lighting and Sound Equipment Hire
- ✓ Garden Tool Hire
- ✓ Ablution Hire
- ✓ Catering and Party Items Hire
- ✓ And much more

However: in this document, we will demonstrate the basics of how Novtel Container Hire **can** be used, **but please note that it is an indication ONLY.**

The software can be set up according to your company's hire items and specifications within the software parameter.

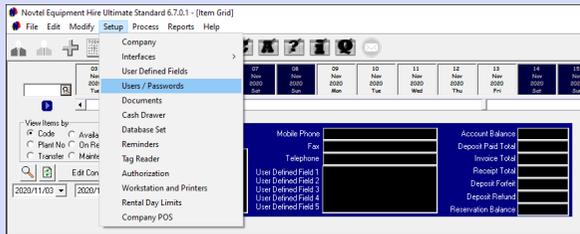
- ✓ Hire Items are to be created and linked to specific Categories and Sub-Categories
- ✓ A Contract per site is created and linked to a Customer. One contract can manage the rental of multiple hire items per site
- ✓ Deposits can be raised and paid on a contract
- ✓ A monthly rental fee is charged, and the rental can either be continued or terminated at the end of the billing month
- ✓ Novtel incorporates the feature to sell physical items from either the Grid, or dedicated Retail POS system
- ✓ If the Deposit paid amount exceeds the Invoice total, a deposit refund can be done from the Contract, and the affected accounts in the financial system will be listed on the contract's Deposit Tab
- ✓ A Contract payment for an outstanding balance can be processed from the Contract itself

2. Setup Procedures

To successfully set up your system, there are various procedures to perform first, and careful planning is advised.

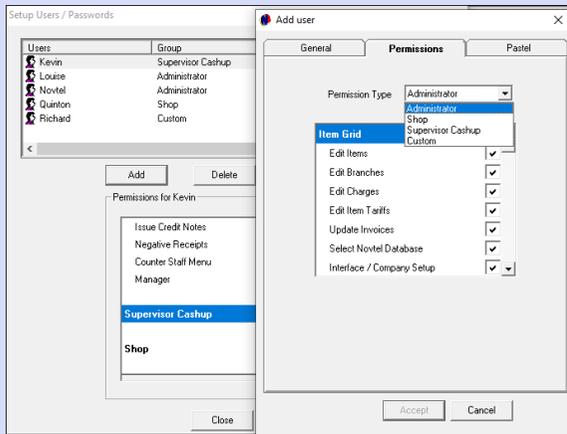
We recommend that your Company's Accountant, or person with extensive knowledge of the financial system be involved in the setup of the Multi-Stores (if Applicable); GL Accounts; Inventory Groups; Entry Types, etc. These must be linked to Novtel to ensure that transactions are posted correctly.

2.1 Users and Passwords



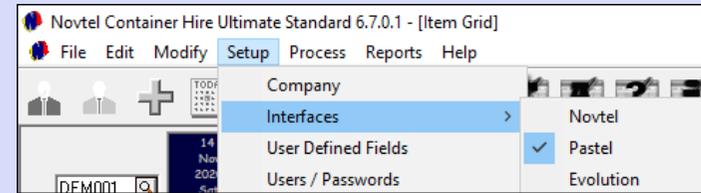
From the 'Setup' menu, Usernames and Passwords are set up for the following types of Users:

- ✓ **Administrators** with full access to the setup procedures
- ✓ **Shop Users** to access the dedicated Retail POS system ONLY
- ✓ **Supervisors** to open and manage User Shifts; To give permission for certain actions in the system when the Supervisor Password is required, and to post shifts to the financial system
- ✓ **Custom Users** for which certain permissions are deactivated



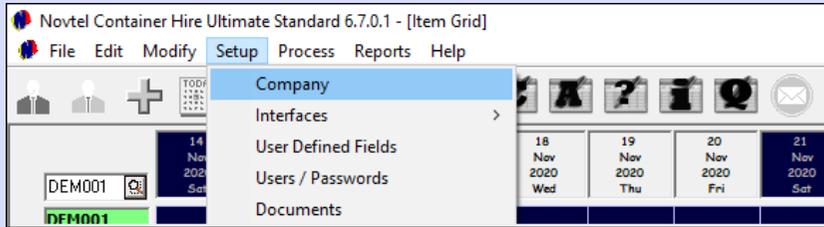
Shifts are to be opened for all Users actively working on the system, for transactions to be linked to their Username and Shift Number – thus creating a complete audit trail.

2.2 Financial System Interface



- Novtel seamlessly integrates with Sage Pastel Xpress, Sage Pastel Partner and Sage Evolution.
- GL Accounts and Entry Types are set up in the financial system and are linked to Novtel to ensure accurate financial posting.
- Inventory Categories and Groups can be created to be linked to charges and hire items.
- Extensive financial reporting is then also obtained from the Financial system.
- Multi-Stores / Warehouses can be set up if installed and activated in your financial system.
- Agent Codes can be set up; imported to Novtel and linked to contracts.
- Customer Categories are set up and linked to Customer Master Files in Novtel

2.3 Company Setup

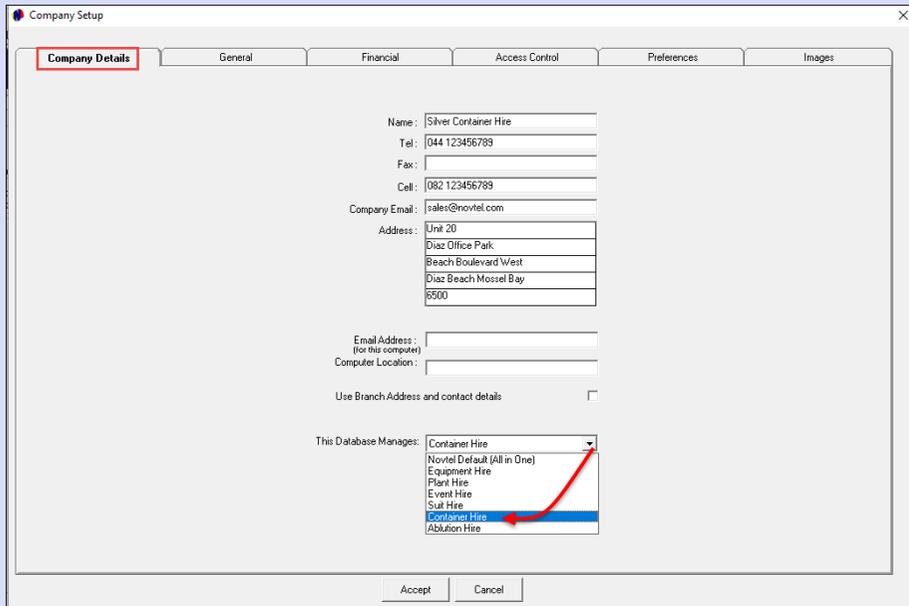


From the 'Setup - Company' menu option, the following details can be set up:

Company Details Tab

The company's contact details are to be inserted here and will be displayed on all system documents.

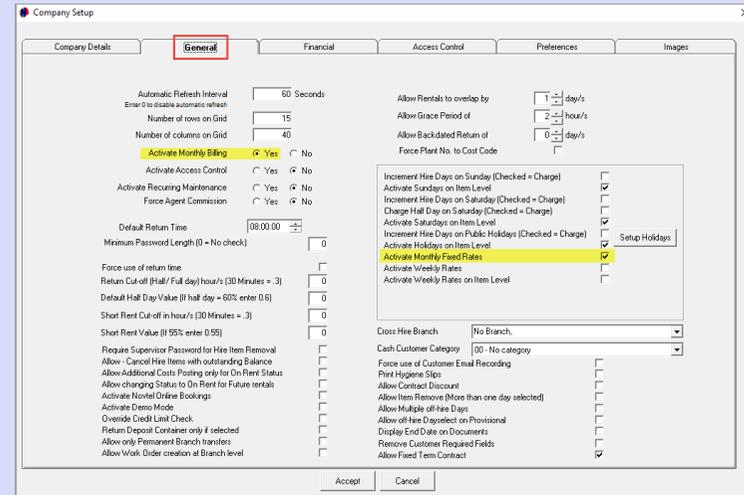
By selecting the 'Database Management' setting applicable to this specific database, some features are activated or de-activated in the menu options. As we are demonstrating a company renting out Containers, the 'Containers' option is selected.



General Tab

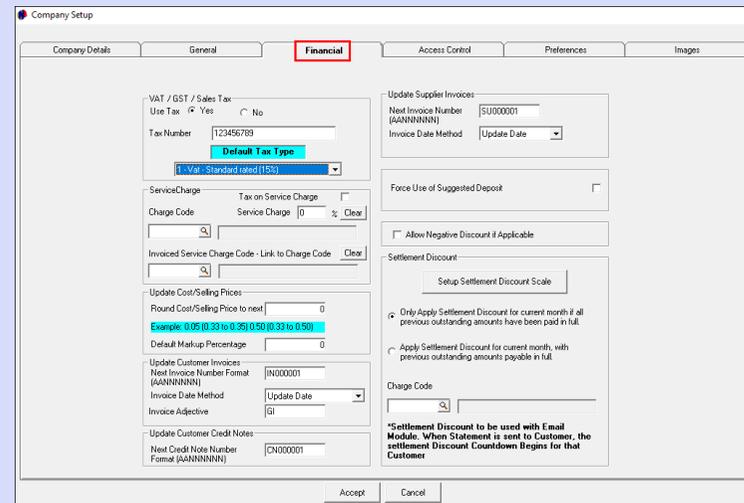
In this tab, a host of settings can be entered and selected to determine how your system will function.

As we charge monthly rates for all containers owned by our company, the 'Activate Monthly Billing' and 'Activate Monthly Fixed Rates' options are ticked.



Financial Tab

Here, your company's Tax number and default tax type is set; Document Numbers set; the use of the suggested deposit activated or de-activated; and settlement discount scales set up.



Access Control Tab

In this tab, there are 2 options to be considered.

The screenshot shows the 'Company Setup' window with the 'Access Control' tab selected. The window title is 'Company Setup'. The tabs are 'Company Details', 'General', 'Financial', 'Access Control', 'Preferences', and 'Images'. The 'Access Control' tab contains two checkboxes:

- Allow only Admins to Print Item Stock Take Report
- Require Supervisor Password for Adjusting Hire Days on Contracts

Preferences Tab

Maintenance defaults are set up in this tab for the first maintenance and recurring maintenance intervals.

The screenshot shows the 'Company Setup' window with the 'Preferences' tab selected. The window title is 'Company Setup'. The tabs are 'Company Details', 'General', 'Financial', 'Access Control', 'Preferences', and 'Images'. The 'Preferences' tab contains the following fields:

- Maintenance Defaults:**
 - First Maintenance: 0 DAYS
 - Recurring Interval: 0 DAYS
- Automatic Deletion of Quotations Interval: 60 Days
Enter '0' to disable automatic deletion
- A text box with a search icon: **Please select or enter the path to the database used for synchronisation of your equipment database**

Buttons: Accept, Cancel

Images Tab

Here, the respective paths from where Item and Customer Images are to be retrieved, are selected.

The format for the Customer Image is also to be selected here.

The screenshot shows the 'Company Setup' window with the 'Images' tab selected. The window title is 'Company Setup'. The tabs are 'Company Details', 'General', 'Financial', 'Access Control', 'Preferences', and 'Images'. The 'Images' tab contains the following fields:

- Item Images Path: [Text box with search icon]
- Customer Photo Path: [Text box with search icon]
- Customer Photo Type: [Dropdown menu with options: jpg, bmp, gif, png]

Buttons: Accept, Cancel

2.4 Setup Company POS

In the 'Setup Company POS' screen, there are 6 charges to be selected after creating it. These charges are necessary to enable the system user to perform other functions in the system, and the user will not be able to place items 'On-Rent' if these fields are not populated.

The default settings for the POS systems accessed from the Grid and the dedicated POS system can be set here too.

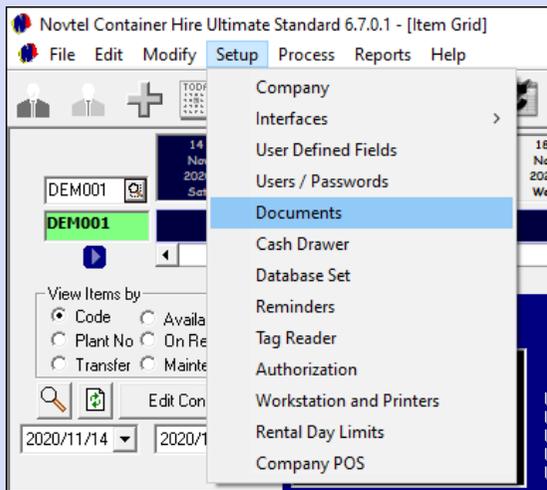
The screenshot shows the 'Setup Company POS' window. The window title is 'Setup Company POS'. It contains several sections with checkboxes and text boxes:

- Front Desk:**
 - Enable Discount:
 - Enable Quick Scan:
 - Max Discount Percentage: 0
 - Show Inventory Details:
 - Print Access Permit:
 - Allow Line Amount Change:
 - POS Invoice / Credit Note to Slip Printer:
- Work Order:**
 - Work Order POS Invoice to Slip Printer:
- General:**
 - Posting of Shortages/Over Journal by Supervisor Still Cashup:
 - Hide Shift totals on Money count:
 - Override Force Charge on Account Payments:
- In House Charge:**
 - POS/Shop In House Charge Code: [Text box with search icon] [Clear]
 - POS/Shop In House Payout/Credit Note: [Text box with search icon] [Clear]
- Late Return Charge Code:** [Text box with search icon] [Clear]
- Replacement Charge Code:** [Text box with search icon] [Clear]
- Repair Charge Code:** [Text box with search icon] [Clear]
- Hygiene Service Charge Code:** [Text box with search icon] [Clear]

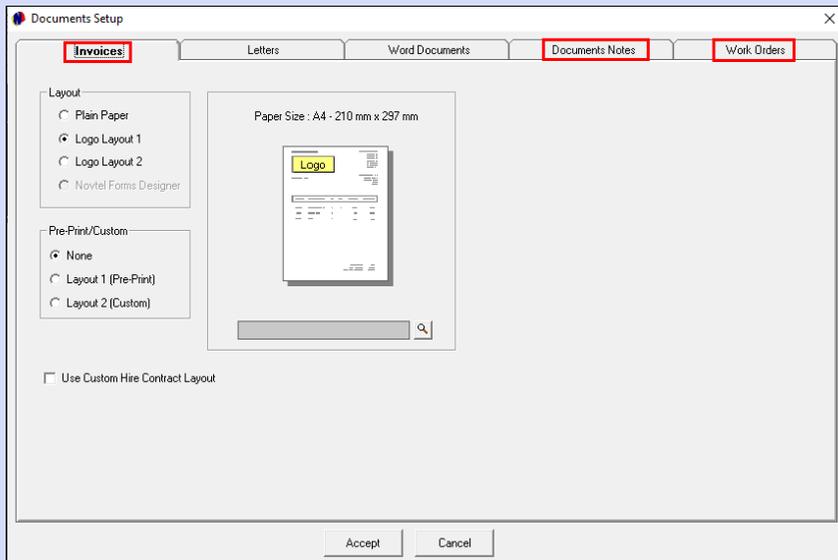
Buttons: Accept, Cancel

2.5 Document Setup

Clicking on the 'Setup – Documents' menu option, the Invoice and Work Order Document Layout can be selected.



Standard document notes can be added to be displayed on Invoices and Quotations, and your company's terms and conditions can be captured and saved.



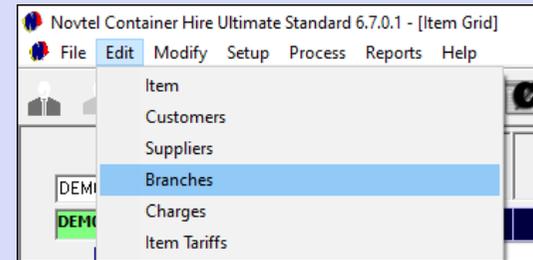
2.6 Branches

Multiple Branches can be set up in the Novtel system. A Branch can refer to different towns or cities; countries; a Maintenance Branch to which items can be transferred and serviced; repaired or discarded, and sub-hire branches where items can be sourced from and sub-rented by your company.

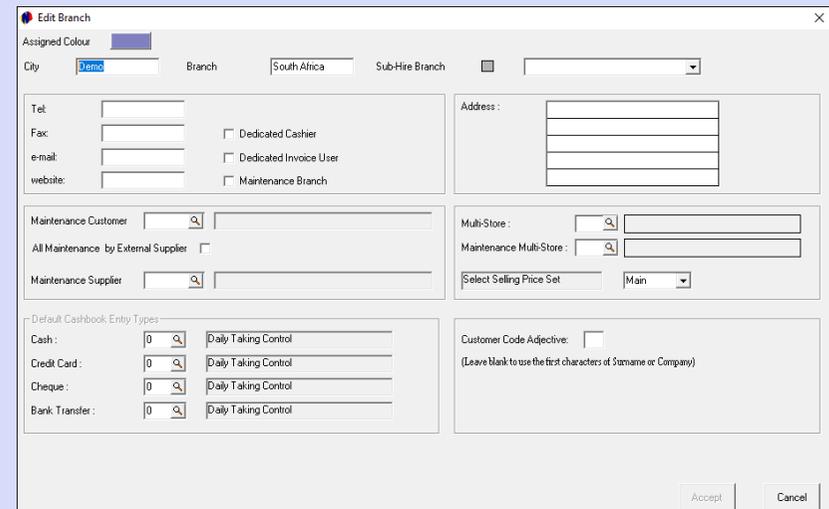
Users are linked to specific Branches to which they must have access.

Items are linked to specific Branches and will be accessible from this branch only – unless transferred to another branch.

From the 'Edit' menu Branches can be added.

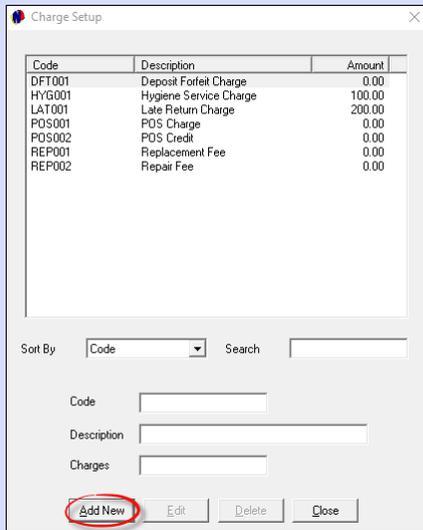
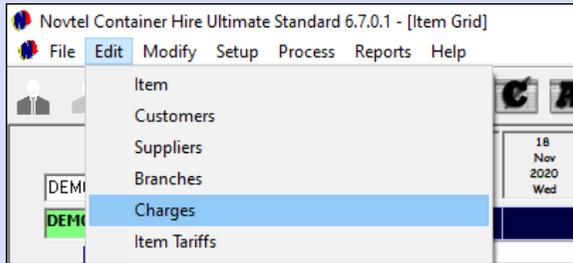


Specific contact details can be added per branch, as well as other custom settings.



2.7 Charges

Charges are created by clicking on the 'Edit – Charges' menu option and click 'Add New' to continue.



An unlimited number of charges can be created. Charges can be linked to contracts as 'Non-Rental' items and will be displayed as 'Additional Costs'.

Charges can also be classified as 'POS Items' to sell it from the Grid's POS system, or 'Shop Items' to be sold from the dedicated Retail POS system.

Items used for maintaining, servicing and repairing hire items must also be created as charges and classified as 'Maintenance Items'.

Please note that any charge applicable to your company can be set up.

1. Charge Code

A unique alpha-numeric code must be created per charge. For example: a 3-letter alpha code followed by a 3-digit numeric code inserted as 'PAD001'.

2. Description

The charge description in this case, is entered as 'Padlock and Key - 76mm'.

3. Barcode

The Item's barcode can be inserted here if a barcode scanner is used at your POS Terminals.

4. Create Item in Pastel

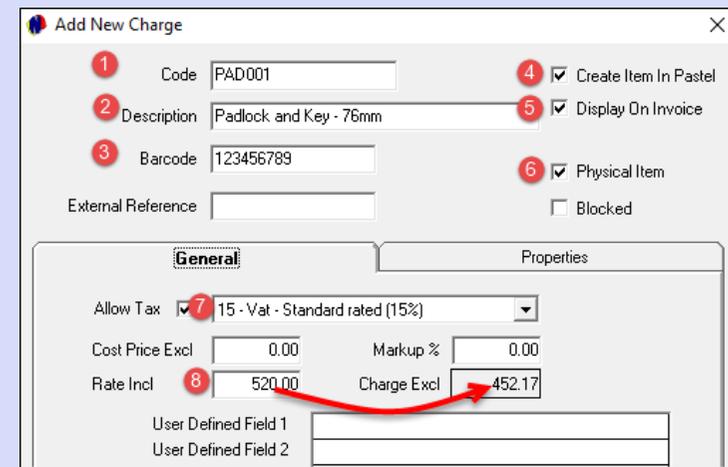
By ticking the checkbox to 'Import Item to Pastel', the item will automatically be imported in Pastel upon saving the charge without it having to be created manually in **both** systems.

5. Display on Invoice

For this charge to be displayed on the Customer Invoice, this checkbox must be selected

6. Physical Item

Any item bought by your company to be re-sold, must be classified as a 'Physical Item'



7. Allow Tax

Where tax is applicable, this checkbox must be selected. Novtel will also indicate the Standard VAT rate as selected in the 'Company Setup – Financial' tab.

8. Rate Including VAT

Entering the rate – inclusive of VAT - at which the item is to be sold, Novtel will calculate and insert the amount exclusive of VAT.

9. Pastel Inventory Code

When the 'Create Item in Pastel' checkbox is selected, this field is left blank, since Novtel will automatically insert the Pastel Inventory Code after importing the charge to the financial system.

10. Multi-Store for Retrieving Cost Price

If Multi-Stores are set up in the financial system, and activated in Novtel, the specific Multi-Store from where this charge's cost price is to be retrieved, must be selected here.

If the option to use Multi-Stores have not been activated and set up, the search button will be deactivated.

11. Inventory Category

If set up in the financial system and imported to Novtel, a custom Inventory Category can be selected here to which the charge is to be linked.

Code: PAD001 Create Item In Pastel
Description: Padlock and Key - 76mm Display On Invoice
Barcode: 123456789 Physical Item
External Reference: Blocked

General | **Properties**

Allow Tax 15 - Vat - Standard rated (15%)
Cost Price Excl: 0.00 Markup %: 0.00
Rate Incl: 520.00 Charge Excl: 452.17

User Defined Field 1-5

Pastel Inventory Code:
Multi Store code for retrieving Cost Price:
Inventory Category:

- 000 - No category
- 001 - Services
- 002 - Inventory Goods
- 003 - cat 3
- 004 - cat 4
- 005 - cat 5

12. Classifying a Charge

If this charge is to be sold from the Retail POS system, it MUST be classified as a 'Shop Item' to be available for selection from the Retail POS screen.

However: Please note that this charge will also be available for selection from the Contract form to add it as a 'Non-Rental' charge.

Code: PAD001 Create Item In Pastel
Description: Padlock and Key - 76mm Display On Invoice
Barcode: 123456789 Physical Item
External Reference: Blocked

General | **Properties**

- POS Item
- Shop Item
- Payout Item
- Refundable Charge Item
- Maintenance Item

13. Importing the Charge to Pastel

Upon clicking 'Accept', the 'Import Inventory Item' screen is displayed, and the code, description and selling price exclusive of VAT is indicated here. The 'Physical Item' option is also selected since we have previously checked the 'Physical Item' checkbox.

In this case, no Multi-Stores have been set up, and therefore the 'Default Store' option is automatically selected.

Click 'Accept' to continue.

Code: PAD001 Create Item In Pastel
Description: Padlock and Key - 76mm Display On Invoice
Barcode: 123456789 Physical Item

Import Inventory Item

Code: PAD001
Description: Padlock and Key - 76mm
Inventory Group: 002 - Inventory Goods
Excl Selling Price: 452.17 Physical Item Service Item

Multi-Store Select: All Multi-Stores

001 Default Store

Inventory Category: 002 - Inventory Goods

The charge has now been created successfully.

Code	Description	Amount
DFT001	Deposit Forfeit Charge	0.00
HYG001	Hygiene Service Charge	0.00
INT001	Internal Posting	0.00
LAT001	Late Return Charge	200.00
PAD001	Padlock and Key - 76mm	520.00
POS001	POS Credit Note	0.00
REP001	Replacement Fee	0.00
REP002	Repair Fee	0.00

Sort By: Code Search:

Code: PAD001
Description: Padlock and Key - 76mm
Charges: 520.00

Buttons: Add New, Edit, Delete, Close

All other relevant charges can now also be created by clicking 'Add New' and entering and selecting the applicable settings.

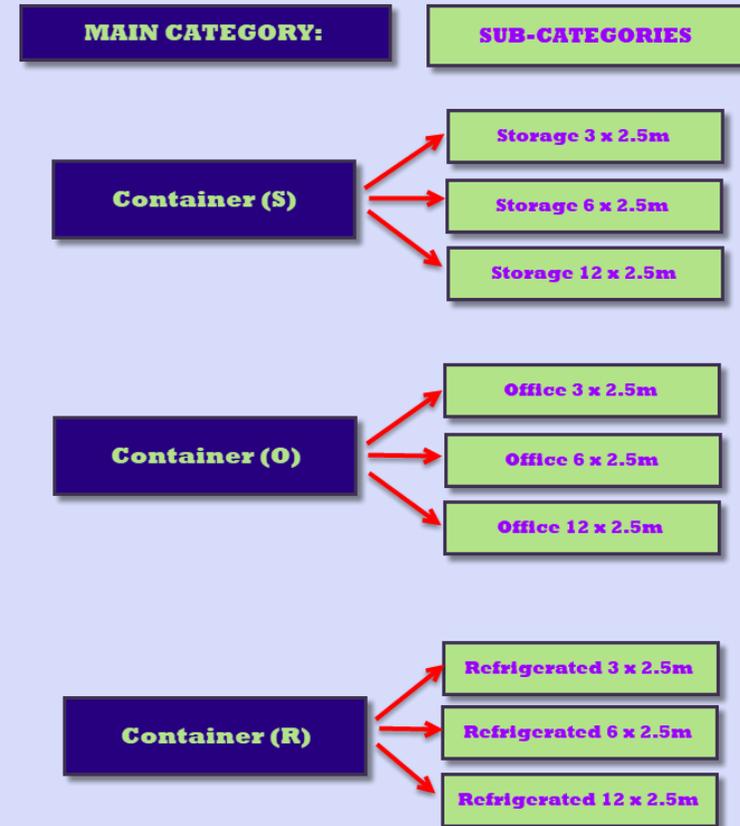
When done, click 'Close' to exit.

2.8 Item Categories and Sub-Categories

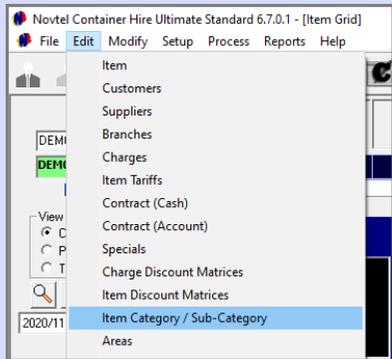
Item Categories are to be created, as well as Sub-Categories to be linked to a main category.

These are required fields to be populated when creating an Item (To be rented). The Sub-Category also forms part of the Item Description, and therefore it is important to enter a clear and descriptive Category and Sub-Category name in the 'Description' field.

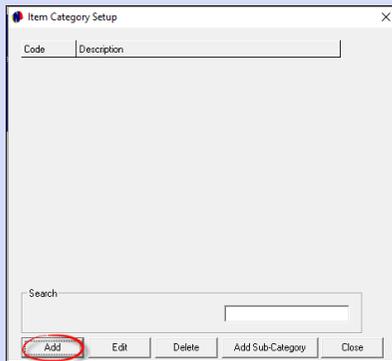
Examples of Item Categories and Sub-Categories may include the following, but are not limited to these only:



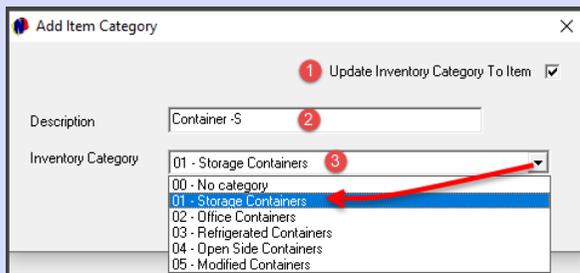
To start the process of first creating the main categories, click 'Edit – Item Category / Sub-Category'.



Click 'Add' here.

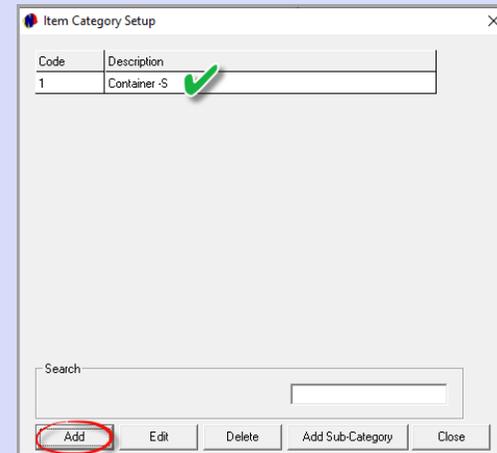


1. By default, the 'Update Inventory Category to Item' checkbox is ticked. This will cause the Inventory Category linked to the Main Category below, to be updated to any item this Main Category is linked to.
2. Enter the description for the Main Category
3. And select the 'Inventory Category' as created in the financial system to which this Category is to be linked before clicking 'Accept'.

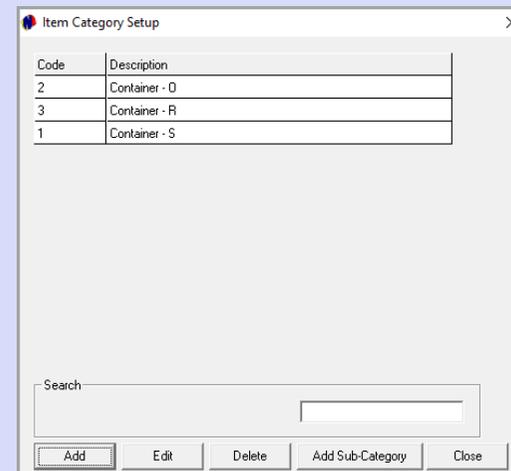


This Main Category has now been created successfully.

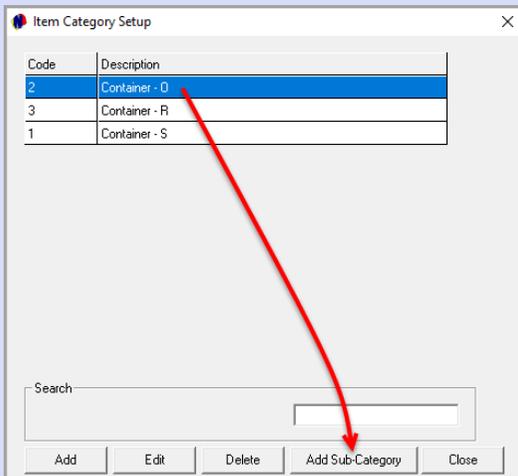
All other main Categories can now be created by repeating the process.



In this case, we have created 3 main Categories.

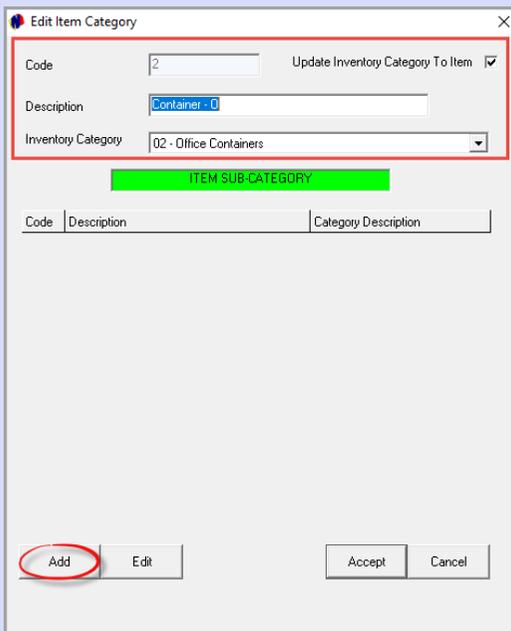


We will now select the 'Container - O' main Category and click on the 'Add Sub-Category' button to link various 'Sub-Categories' to this main one.



The selected Main Category, and the Inventory Group it is linked to, is displayed at the top of this window.

To create the first 'Sub-Category' linked to it, click 'Add'.



1. Code

At present, no code has been allocated to this Sub-Category yet since it has not yet been saved

2. Item Category

The Item Category has been inserted automatically as selected previously

3. Description

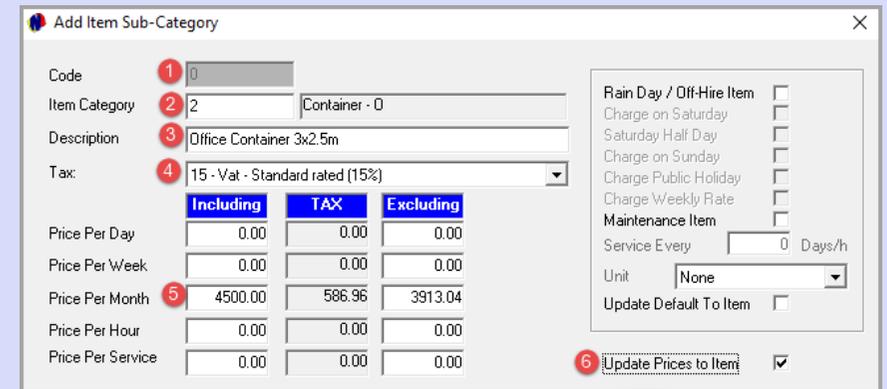
Enter a descriptive name for this Sub-Category to distinguish it from the rest of the Sub-Categories to be created. In this case: 'Office Container 3x2.5m'.

4. Tax

The tax rate, as set up in the 'Setup – Company – Financial' tab is displayed in this field

5. Price Setup

Daily, weekly, monthly and / or per hour rates can be set up if applicable. However, in this case we have only entered a set price to be charged per month.



The following defaults are now to be set up and can be updated to the Item itself by ticking the 'Update Default to Item' checkbox.

6. Update Price to Item

Selecting the 'Update Price to Item' checkbox, the prices will be linked to the item's master file

7. Weight

The weight of this Item Sub-Category (3x2.5m Office Container) can be entered here and updated to the Item itself

8. Detailed Description

A detailed description of the 'Item Sub-Category' can now be entered in this field

To save the changes and to create this Item Sub-Category, click 'Accept'.

Suggested deposit: 0.00 × Price

Weight: 1500 Update Weight to Item

Detailed Description:

Length: 3m
Width: 2.5m
Height: 2.6m

Accept Cancel

This Item Sub-Category has now been created successfully.

Code: 2 Update Inventory Category To Item

Description: Container - O

Inventory Category: 04 - Office Containers

ITEM SUB-CATEGORY

Code	Description	Category Description
1	Office Container 3x2.5m	Container - O

Add Edit Accept Cancel

To add more Item Sub-Categories to this Main Category, click 'Add' and create it in the same manner as explained previously.

Code: 2 Update Inventory Category To Item

Description: Container - O

Inventory Category: 02 - Inventory Goods

ITEM SUB-CATEGORY

Code	Description	Category Description
1	Office Container 3x2.5m	Container - O
2	Office Container 6x2.5m	Container - O
3	Office Container 12x2.5m	Container - O

Add Edit Accept Cancel

To make changes to an Item Sub-Category, select it and click 'Edit'. Make the changes and save it.

All Main Categories can now be selected individually, and the applicable Sub-Categories added in the same manner.

Code	Description
2	Container - O
3	Container - R
1	Container - S

Search:

Add Edit Delete Add Sub-Category Close

Code: 3 Update Inventory Category To Item

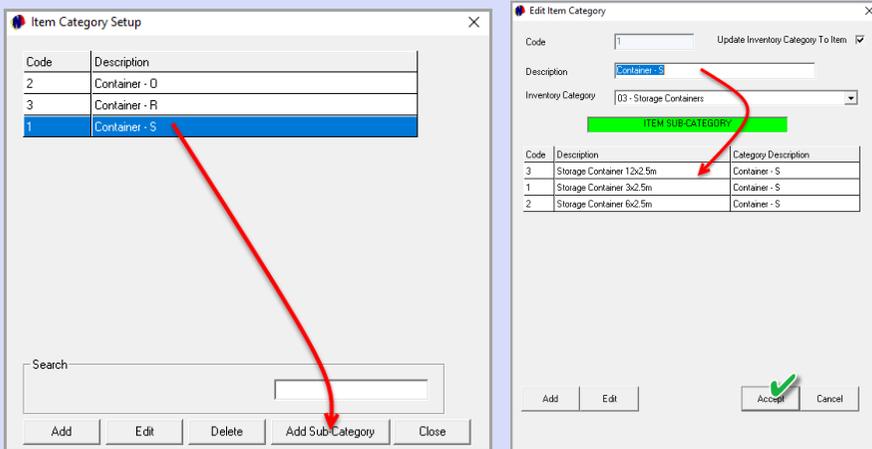
Description: Container - R

Inventory Category: 05 - Refrigerated Containers

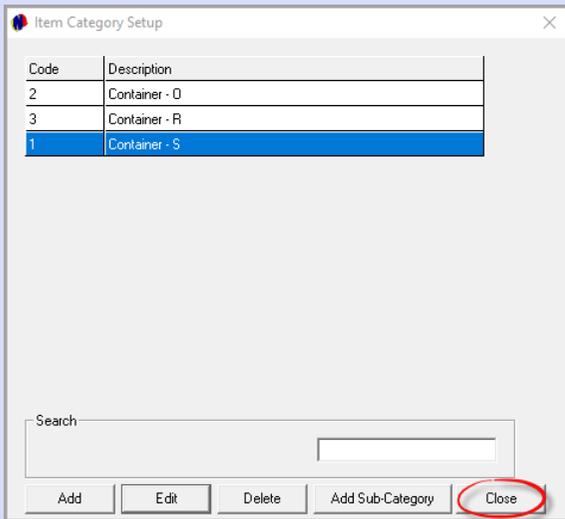
ITEM SUB-CATEGORY

Code	Description	Category Description
3	Refrigerated Container 12x2.5m	Container - R
1	Refrigerated Container 3x2.5m	Container - R
2	Refrigerated Container 6x2.5m	Container - R

Add Edit Accept Cancel



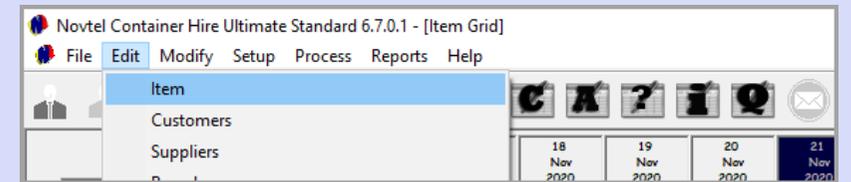
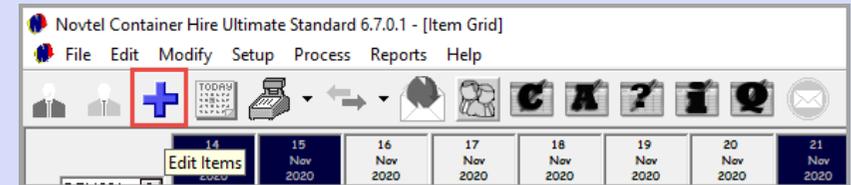
When done, click 'Close'.



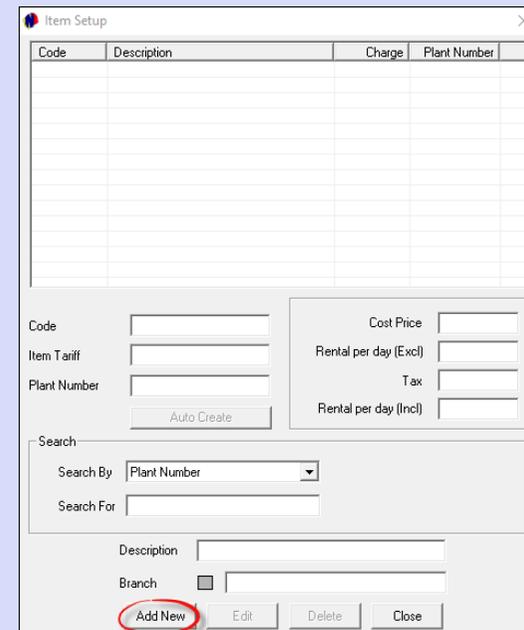
2.9 Creating Items

To rent out a Container, it must be created as an 'Item'. If your company has multiple Units of a specific Item, it will be created individually.

Either click on the '+' icon or click on the 'Edit' menu and select 'Item'.



Both options give access to the 'Item Setup' screen from where new Items can be added, or existing Items can be edited.

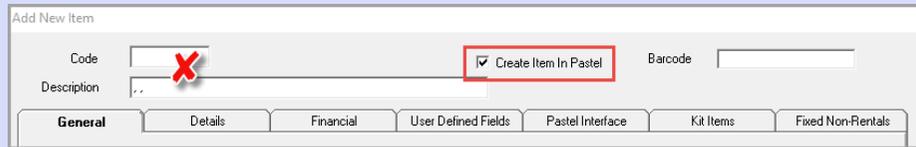


The Code and Description cannot be entered directly in these first two fields.

Novtel creates the Item Description according to the settings entered in the 'Plant Number', 'Sub-Category' and 'Manufacturer' fields.

The Item Code is only created once the Item is saved to the system.

If the Item has not yet been created in the financial system, the checkbox to 'Create Item in Pastel' must be ticked for the item to be imported to Pastel when saving it to Novtel.



The General Tab

In this tab, the following information and settings is to be entered or selected:

1. Branches

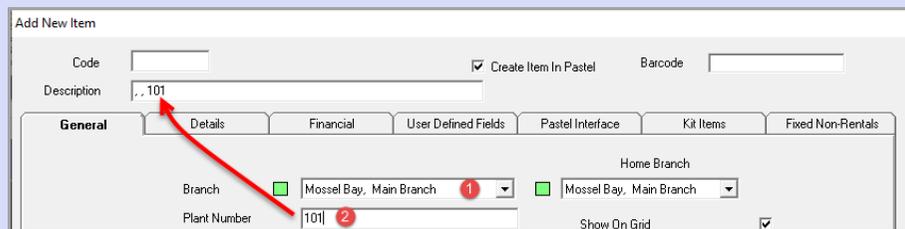
The branch logged into will be inserted here by default for both 'Branch' options.

The first Branch cannot be changed, but the 'Home Branch' option can be changed if applicable.

2. Plant Number

The 'Plant Number' is allocated as per your company's requirement and must be unique to the item.

By entering this number, it is also automatically entered in the 'Description' field as follows:



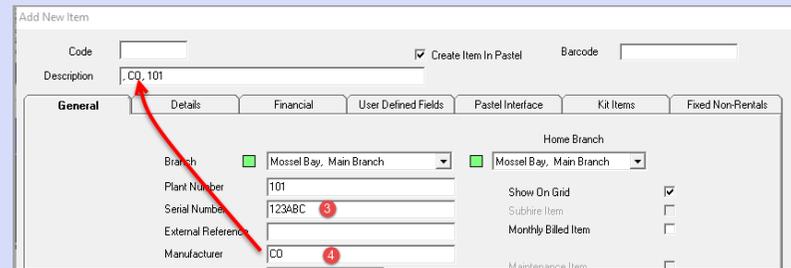
3. Serial Number

Where applicable, the Item's serial number is to be entered in this field to keep track of Items owned by your company.

For all items with a dedicated serial number, the serial number will be captured here.

4. Manufacturer

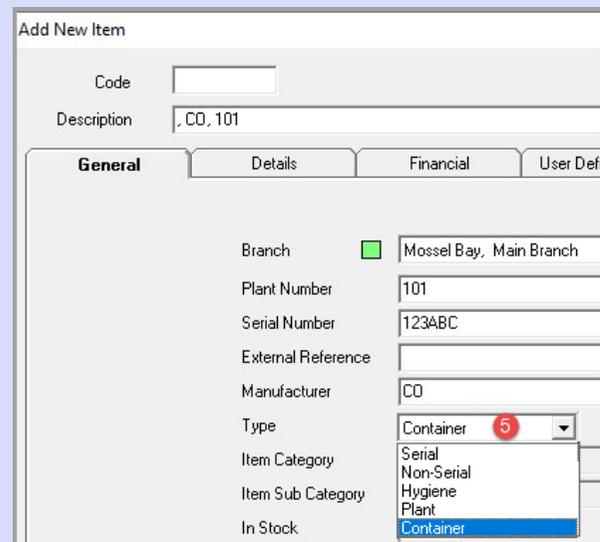
Enter the supplier company / manufacturer of the item in this field. In doing so, it will now form part of the Item's description.



5. Type

Items are to be classified as a specific 'Type', and in this case the 'Container' option is selected from the list of options since this demonstration database is dedicated to 'Container Hire'.

Please note that if any other 'Type' is selected here, and a contract is created for 'Monthly Container Hire', the Container will not be available for selection in the 'Available Items' window when attempting to add it to the contract.



6. Item Category

Clicking on the search option in the 'Item Category' field, the relevant Item Category for this Item is to be selected. In this case, the 'Container - O' option.

Code	Description
2	Container - O
3	Container - R
1	Container - S

7. Item Sub-Category

Immediately, the following window is displayed, indicating all Sub-Categories linked to the selected Item Category. Now select the specific option and click 'Select'.

Description	Item Sub Category
Office Container 12x2.5m	3
Office Container 3x2.5m	1
Office Container 6x2.5m	2

Both the Item Category and Item Sub-Category has been captured here. Also note that the Item Description now contains the 'Item Sub-Category's' wording as well.

Code: [] Create Item In Paste [x]

Description: Office Container 3x2.5m, CO, 101

General	Details	Financial	User Defined Fields	Pastel Int
Branch	Mossel Bay, Main Branch			
Plant Number	101			
Serial Number	123ABC			
External Reference				
Manufacturer	CO			
Type	Container			
Item Category	2	Container - O		
Item Sub Category	1	Office Container 3x2.5m		

8. In Stock, On Rent and Available

The 'In-Stock' value will ALWAYS be displayed as 1 at this stage, since only 1 item is created and in stock and it is not linked to a contract at present.

Therefore, the 'On-Rent' value is zero, and the Item is 'Available'.

For 'Non-Serial' items, the 'In-Stock' number can be changed according to the number of items in stock.

9. Show on Grid

Items are linked to Contracts, and the status of the contract will be reflected on the Grid next to the Item. Therefore, we always recommend that the option is selected to 'Show on Grid'.

10. Monthly Billed Item

Items can be billed monthly if set up. If this Item is to be billed at the monthly rate, the checkbox must be selected.

Branch: Mossel Bay, Main Branch

Plant Number: 101

Serial Number: 123ABC

External Reference: []

Manufacturer: CO

Type: Container

Item Category: 2 Container - O

Item Sub Category: 1 Office Container 3x2.5m

In Stock: 1

On Rent: 0

Available: 1

Show On Grid: [x]

Subhire Item: []

Monthly Billed Item: [x]

Maintenance Item: []

Rain Day/Off-Hire Item: []

1. Let's first save this Item by clicking 'Accept'.

Note the following:

- Novtel has now automatically created the Item Code, and it will be imported to the financial system with the same code and description allocated to it in Novtel.
- The specific Inventory Group it is to be linked to in the financial system, must be selected here.

- As the item is not to be sold, but rented, it is classified as a 'Service Item'.
- If a 'Cost Code' is to be created for this Item, the checkbox is to be selected. Novtel will automatically populate the Cost Code's 'Code' and 'Description' fields.
- Should the option be activated in your system and Multi-Stores have been set up, the applicable Multi Store this Item is to be linked to, must be selected. However, in this case, Multi-Stores are not set up in our system, and the 'Default Store' is automatically selected.

To continue, click 'Accept'.

Our first 'Item' has now been created. To continue editing this Item Master File, click on it, and click 'Edit'.

The Financial Tab

- In the Financial tab, the Cost Price of the Item is to be entered. If an Item were rented and damaged beyond repair, the Customer can be charged for the replacement thereof. The Cost Price entered here, will be charged in such a case.
- The prices as entered on the Item Sub-Category linked to this Item, has successfully been updated to the Item since we have selected the option on the 'Sub-Category's' master file.

	Per Day	Per Week	Per Month	Per Hour
Rental Excl Tax	0.00	0.00	3913.04	0.00
Tax	0.00	0.00	586.96	0.00
Rental Incl Tax	0.00	0.00	4500.00	0.00

Create all other Items in the same manner by entering and selecting the relevant settings.

When done, click 'Close'.

Returning to the Grid, all Items for which the 'Show on Grid' option were selected, will be displayed here.

The Item Code is indicated in the colour of the selected Branch, which in this case, is the Mossel Bay Main Branch.

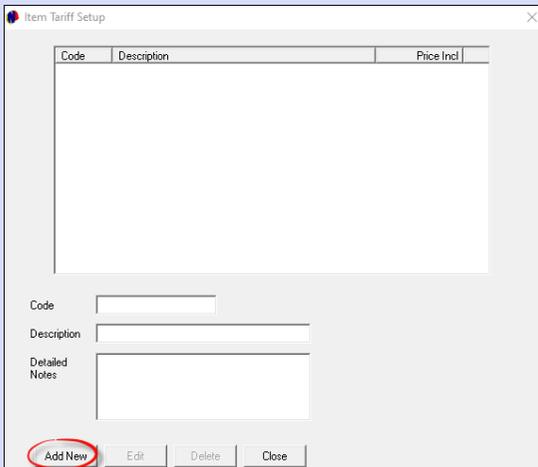
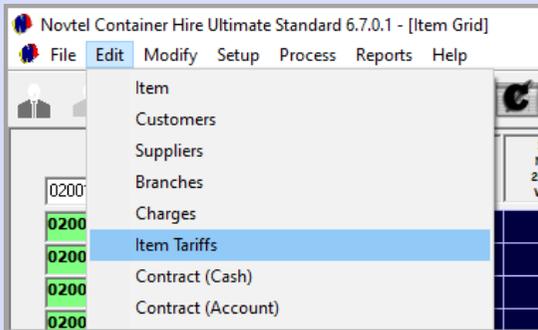
By clicking on the arrow pointing to the right, below the Grid, the Item Descriptions are indicated next to the Item Code.

2.10 Item Tariffs

Item Tariffs can also be set up per individual Customer Category, and per Item Category and Sub-Category.

On a Customer's master file, the option can be selected to use the Item Tariff Prices instead of the price set on the Item Sub-Category or Item itself.

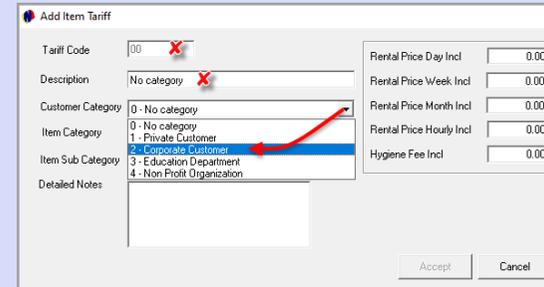
From the 'Edit' menu, select 'Item Tariffs', and click 'Add New' in the next screen.



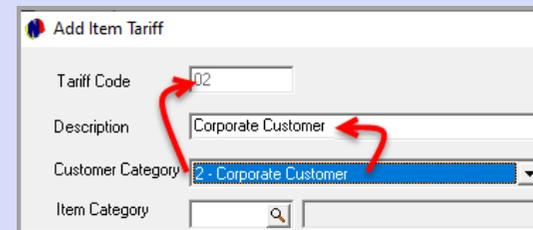
The Code and Description cannot be entered manually, and will consist of the selected Customer Category, Item Category, and Item Sub-Category.

Customer Categories are set up in the Financial system and imported to Novtel. Clicking on the down arrow here, the list of Customer Categories is displayed, and the applicable option can now be selected.

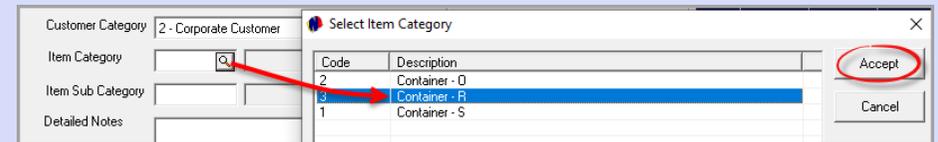
In this case, we are setting up an Item Tariff for the 'Corporate Customer' Category.



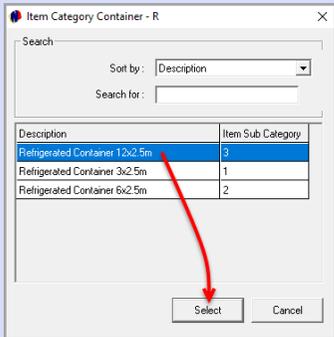
Immediately, Novtel inserts the Customer Category Code in the 'Code' field, and the Customer Category itself in the 'Description' field.



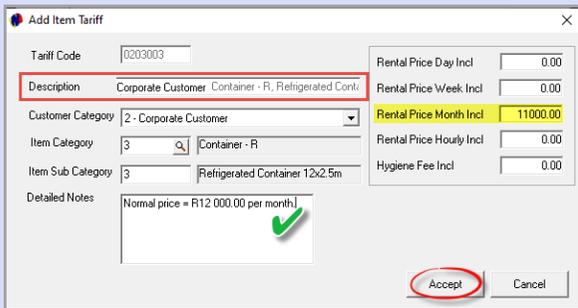
Next, click on the search option in the 'Item Category' field. Search for and select the applicable Item Category from the list.



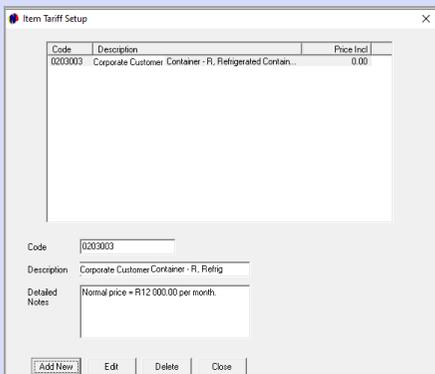
All 'Item Sub-Categories' linked to the selected 'Item Category' are now displayed, and the applicable option is to be selected.



The 'Item Tariff's' description now contains the Item Category and Sub-Category too. Detailed notes can be added, and the applicable rates entered before clicking 'Accept'.

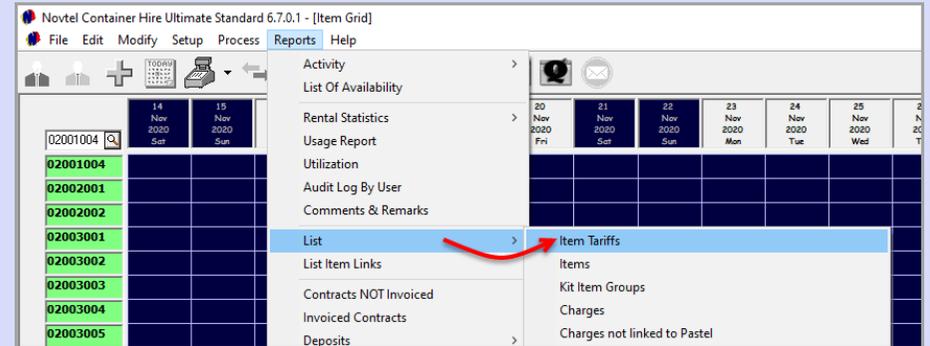


The Item Tariff for the selected Refrigerated Container, and for the Corporate Customer Category, has been created successfully.



Rates for all other Item Categories and Sub-Categories, as well as Customer Categories, can now be created in the same manner.

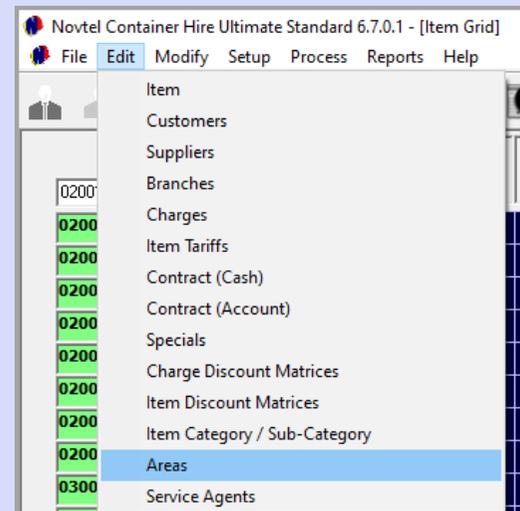
A report listing all created Item Tariffs in the system can be produced whenever required.



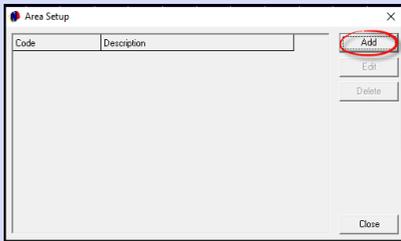
2.11 Areas

'Areas' are to be created since it is linked to a site on the Customer's master file – which in turn is linked to a contract.

For demonstration purposes, we will now create areas in the greater Mossel Bay and surrounding towns by clicking 'Edit – Areas'.

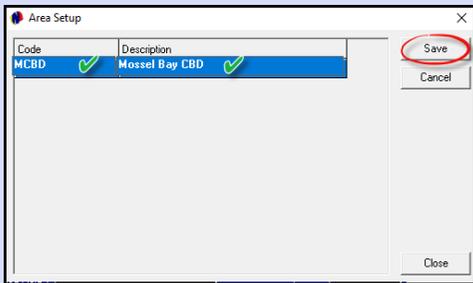


In the 'Area Setup' window, click 'Add'.



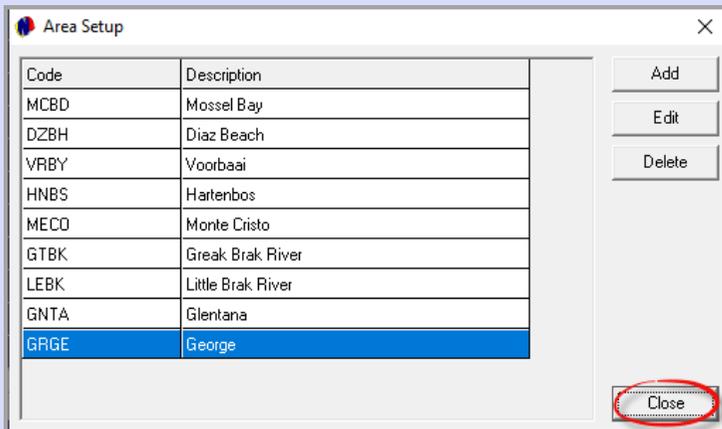
Click in the activated line in the 'Code' field and enter a unique code.

Then, click in the 'Description' line and enter the corresponding description for this area before clicking 'Save'.



The first area is now created, and the process is repeated until all relevant Areas have been created.

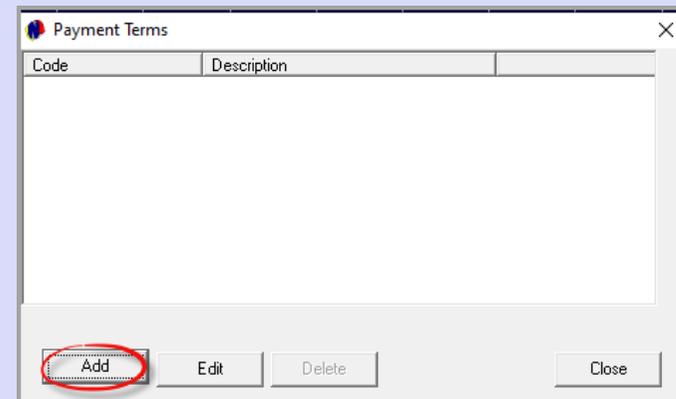
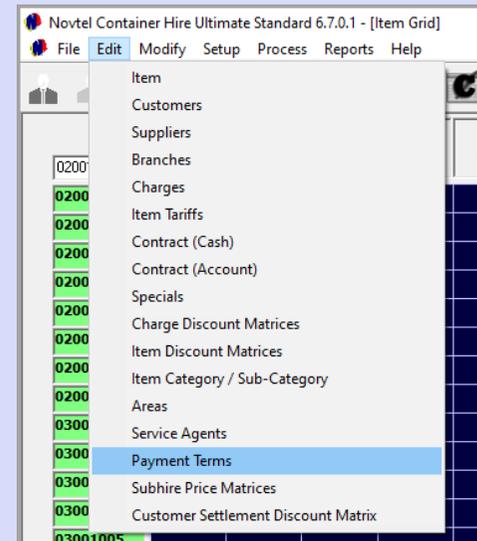
When done, click 'Close'.



2.12 Payment Terms

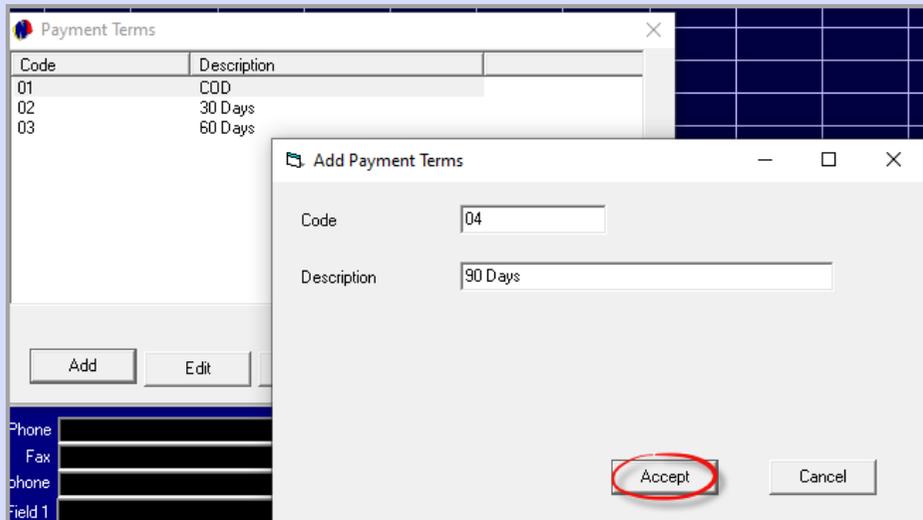
Payment terms can be set up and linked to each Customer's Master File, respectively.

Click on 'Edit – Payment Terms' and click 'Add' in the next screen.



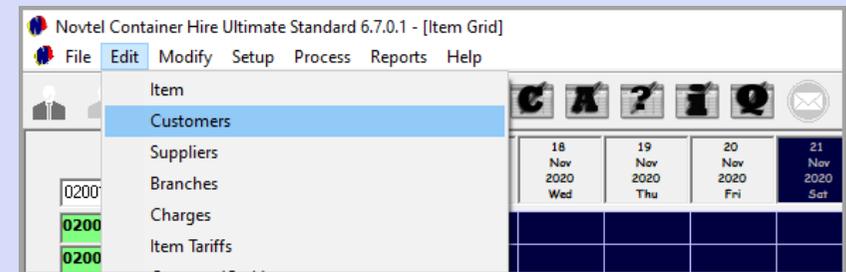
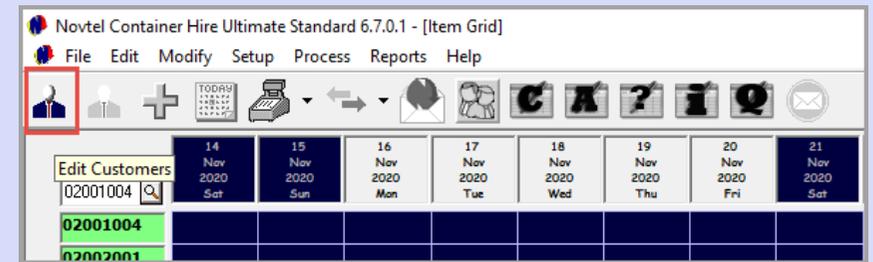
A unique code and description must be created for each 'Payment Terms' option, and the settings saved.

A Code can only consist of 2 characters, while the Description can accommodate a maximum of 30 characters.

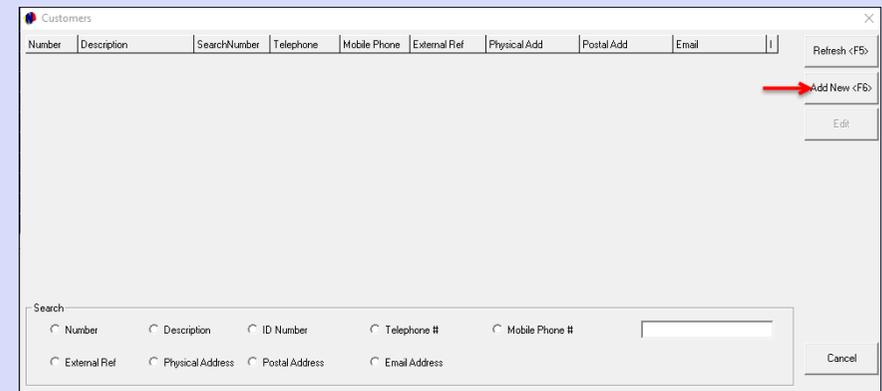


2.13 Customers

Customer Master Files are created by either clicking on the 'Customers' icon, or from the 'Edit' menu.



Both options give access to this screen from which the 'Add New' button is to be clicked.



1. Account Code

An Account Code cannot be entered manually, and Novtel will automatically create the Code when all settings have been captured and the account is saved.

2. Description

The Description field will be populated by Novtel according to the settings entered in the following fields:

- If this Customer's Master File is to be created for a private customer and not a company, the entries made in the 'Last Name' and 'First Name' fields will be entered by Novtel as the 'Description'.

The screenshot shows the 'Add New Customer' form. The 'Description' field contains 'Smith Ben'. The 'Last Name' field contains 'Smith' and the 'First Name' field contains 'Ben'. A red arrow points from the 'Description' field to the 'Last Name' and 'First Name' fields, indicating that the description is populated from these fields.

- If a Company Name is entered, this field will be used to populate the 'Description' field

The screenshot shows the 'Add New Customer' form. The 'Description' field contains 'Smith Construction'. The 'Company Name' field contains 'Smith Construction'. A red arrow points from the 'Company Name' field to the 'Description' field, indicating that the description is populated from the company name.

However: By clicking on the 'Copy To Description' button, the Customer's Last and first names will be set as the 'Description' instead of the Company Name.

A close-up screenshot of the 'Copy To Description' button, which is highlighted with a red box. This button is used to copy the last and first names into the description field.

3. Customer Category

Customer Categories are created in the financial system and updated to Novtel. Each Customer can then be linked to a specific Category, relevant to the individual or company.

4. Use Item Tariff Prices

As explained in [chapter 2.10](#):

Item Tariffs can be set up per Customer Category, and for specific Item Categories and Sub-Categories.

By ticking the 'Use Item Tariff Prices' checkbox, the Item Tariff price will automatically be used instead of the normal price linked to the Item Sub-Category or Item itself.

The screenshot shows the 'Add New Customer' form. The 'Description' field contains 'Smith Construction'. The 'Customer Category' dropdown menu is open, showing options: '0 - No category', '1 - Private Customer', '2 - Corporate Customer', '3 - Education Department', and '4 - Non Profit Organization'. The '2 - Corporate Customer' option is selected. A red arrow points from the 'Customer Category' dropdown to the 'Description' field, indicating that the description is populated from the selected category.

5. Corporate Customer

• Unticked

If the 'Corporate Customer' option is unticked, the options are available to set whether or not a deposit will be raised and will be payable by this Customer.

The Customer Master File will not be available for selection when attempting to create an 'Account Contract'.

The screenshot shows the 'Corporate Customer' section of the form. The 'Corporate Customer' checkbox is unticked. The 'Billing Interval' is set to 'On Month End'. The 'Deposit Required' section shows 'No Deposit Required' selected. A red arrow points from the 'Corporate Customer' checkbox to the 'Deposit Required' section, indicating that the deposit options are visible when the checkbox is unticked.

• Ticked

If the 'Corporate Customer' checkbox is ticked, the 'Deposit' options are hidden, and the Customer will be available for selection when creating an 'Account Contract'.

The screenshot shows the 'Corporate Customer' section of the form. The 'Corporate Customer' checkbox is ticked. The 'Billing Interval' is set to 'On Month End'. The 'Deposit Required' section is hidden. A red arrow points from the 'Corporate Customer' checkbox to a red 'X' mark, indicating that the deposit options are hidden when the checkbox is ticked.

6. Monthly Container Hire

As we have selected the option in the Company Setup – General tab that this database is to manage ‘Container Hire’, the ‘Monthly Container Hire’ option is activated on the Customer Master File.

And because of the fact our company rents out containers on a monthly basis, this option is selected.

7. Order Number Required

If an order number is required for a Customer, this option is selected. If not, leave the option unticked.

8. Billing Interval

The specific option according to which this Customer is to be billed, can be selected as either:

- On the Month End
- On the 25th
- On the 28th
- Or no month end may be applicable since the Customer may be billed by using the daily increment option or weekly billing option.

Add New Customer

Account Code: [] Corporate Customer Monthly Container Hire Billing Interval: On Month End [8] [0]

External Account Ref: []

Description: Smith Construction Order Number Required Use Item Tariff Prices

Customer Category: 2 - Corporate Customer

General | Site Details | Contract Details | User Defined Fields | Private Customer

9. Postal Address vs Physical Address

The Postal address may differ from the physical address, in which case, the fields will be populated with the respective information.

However: If the Postal Address is the same than the Physical Address, only the ‘Postal Address’ field will be populated, and by clicking on the ‘Copy Postal Address to Physical’ button, the details will be copied and inserted in the ‘Physical Address’ field by Novtel.

General | Site Details

Postal Address * 44 Peter Rd
Hartenbos
6520

Physical Address * 44 Peter Rd
Hartenbos
6520

Copy Postal Address to Physical

10. Tax Reference

The Company’s tax refence number is to be inserted here to display on the Tax Invoice issued to the Customer.

11. Credit Limit

By entering a credit limit amount in this field, the Customer will be allowed to only accumulate charges up to this amount. If reached, no further transactions can be performed unless the outstanding amount is settled or significantly reduced.

Tax Reference: 9876543210 [10]

Credit Limit: 250000 [11]

Payment Terms: []

Notes: []

* Required Fields

Account Balance	On Rent Total	Total Due	Available Credit
0.00	0.00	0.00	250000.00

Novtel Equipment Hire

Information Credit Limit exceeded. Customer must make a payment or apply for additional credit.

OK

If no credit limit is applicable, a zero amount is entered.

Credit Limit: 0 [✓]

Payment Terms: []

Notes: []

* Required Fields

Account Balance	On Rent Total	Total Due	Available Credit
0.00	0.00	0.00	0.00

12. Payment Terms

Specific Payment Terms can be set up in the ‘Edit’ menu, and the terms applicable to this Customer, can be selected.

Physical: []

Tax Reference: 9876543210

Credit Limit: 250000

Payment Terms: []

Notes: []

Select Payment Terms

Code	Description
01	CDD
02	30 Days
03	60 Days
04	90 Days

Accept

Cancel

13. Personal Details

The title for this Customer can be selected as either 'Mr', 'Ms', or 'Mrs'.

The initials are automatically derived from the 'First Name' field as entered by the system User.

The date of birth is to be entered and the 'Male' or 'Female' option is to be selected.

By ticking the 'RSA ID' field and entering an ID number, Novtel will check whether the ID number is valid. If not, Novtel will indicate in red that the ID number is false.

Company Name: Smith Construction
 Last Name *: Smith
 First Name *: Ben
 Title: Mr
 Initials *: B
 Date of Birth: 1970/01/02
 ID Number *: 700102030104
 RSA ID:
 False 13

If the ID number is valid, Novtel will indicate this fact in green.

Title: Mr
 Initials *: B
 Date of Birth: 1976/12/30
 ID Number *: 76123
 RSA ID:
 Valid

14. Other Details

All other details – of which some are mandatory fields to be populated - are to be entered.

Company Reg No: 369258147
 Telephone No *: 044123456789
 Fax No:
 Mobile Phone *: 082123456789
 AH Telephone:
 Email Address: smith@construction.co.za
 Search Number:
 Contact Person *: Ben Smith 14

For demonstration purposes, we will now first save this Customer Account by clicking 'Accept'.

The 'Customers' window is now displayed, and the newly created account is highlighted.

To access the account, select the 'Edit' button.

Number	Description	ID Number	Telephone	Mobile Phone	External Ref	Physical Address	Postal Address	Email
SM0001	Smith Construction	7001020203040	044123456789	082123456789		44 Peter Rd	44 Peter Rd	smith@construction.co.za

Buttons: Refresh <F5>, Add New <F6>, Edit

The Customer Master File is displayed and is classified as an 'Account Customer' since the 'Corporate Customer' checkbox is selected.

ACCOUNT CUSTOMER

Account Code: SM0001
 External Account Ref:
 Description *: Smith Construction
 Customer Category: 2 - Corporate Customer

Corporate Customer
 Monthly Container Hire
 Order Number Required
 Use Item Tariff Prices

Customer Notes can be created and saved by clicking on the 'Notes' button. Existing notes can be edited or deleted as well.

ACCOUNT CUSTOMER

Account Code: SM0001
 Corporate Customer
 Billing Interval: On Month End

Setup Customer Note

Client Code	Note Date	User	Note
-------------	-----------	------	------

Buttons: Add, Edit, Delete, Close

Notes

Required Fields

Start Camera

Account Balances: 0.00
 On Rev Total: 0.00
 Total Due: 0.00
 Available Credit: 250000.00

Buttons: Provisional Customer Statement, Partial Customer Statement, Accept, Cancel

Private Customer Tab

The last tab contains the default information for this Customer – as entered in the ‘General’ tab.

ACCOUNT CUSTOMER

Account Code: SM0001
 External Account Ref: []
 Description: Smith Construction
 Customer Category: 2 - Corporate Customer

Corporate Customer
 Monthly/Container Hire
 Billing Interval: On Month End | 0

Order Number Required
 Use Item Tariff Prices

ID	ID Number	Lastname	Firstname	Title
SM0001/001	70010202030402	Smith	Ben	Mr

Buttons: Add, Edit, Delete

Summary: Account Balance: 0.00, On Rent Total: 0.00, Total Due: 0.00, Available Credit: 250000.00

Clicking on the line and clicking ‘Edit’, more information can be added for this person in the 7 available tabs:

Edit Person

Code: SM0001/001 | 001
 Last Name: Smith | Default Contact:
 First Name: Ben
 Customer Code: SM0001 | Smith Construction

General | Photo | Employment | Dependants | References | Access Tags

ID Number: 70010202030402
 Title: Mr
 Initials: B
 Date of Birth: 1970/01/02
 Gender: M | Maiden Name: []
 Marital Status: Single | Date Married: 1899/12/30

Buttons: Accept, Cancel

Also note that more persons – like Employees of this company for example - can be created here by clicking ‘Add’, capturing the details and saving the files.

When done, click ‘Accept’ to save all changes made to this Customer Master File.

2.14 Email Setup and Management

Emails containing a Customer’s attached invoices and statement for the selected month, as well as up to 10 additional attachments, can be sent from Novtel via your email program, to:

- ✓ Either a single Customer ONLY
- ✓ A selected range of Customers
- ✓ Or ALL Customers simultaneously

Very Important:

ACCOUNT CUSTOMER

Account Code: PE0001
 External Account Ref: []
 Description: Peterson Construction
 Customer Category: 0 - No category

Corporate Customer
 Order Number Required
 Use Item Tariff Prices
 Billing Interval: On Month End | 0

General | Site Details | Contract Details | User Defined Fields | Private Customer

Postal Address: 14 New Frontier Rd, Heiderand, Mossel Bay, 6500
 Company Name: Peterson
 Last Name: Peterson
 First Name: Dave
 Title: Mr | Initials: D
 Date of Birth: 1976/12/30 | M/F: M
 ID Number: 76123 | RSA ID: Valid

Company Reg No: 1234BC456DEF
 Telephone No: 044 693 123456
 Fax No: []
 Mobile Phone: 082 123456789
 AH Telephone: []
 Email Address: peterson@construct.com
 Search Number: 700608123456789
 Contact Person: Dave Peterson

Tax Reference: 123456789
 Credit Limit: 100000
 Payment Terms: 2 | 30 Days

Buttons: Notes, Start Camera

Summary: Account Balance: -223.00, On Rent Total: 1752.00, Total Due: 1529.00, Available Credit: 98471.00

Always ensure that the correct email address for all Customers have been inserted on the respective Customer Master Files, as this email address will be used by Novtel automatically and entered on the email to the Customer.

All Unread | By Date ↑

Send

To: peterson@construct.com

Cc: []

Bcc: []

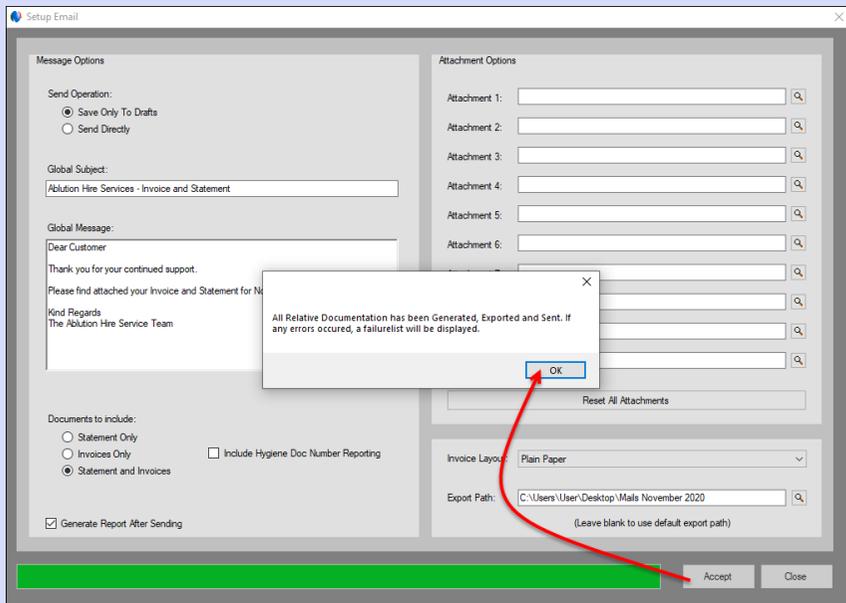
Subject: Ablution Hire Services - Invoice and Statement

Attachments: peterson@construct... Ablution Hire Services - Inv... (None), mb@funfair.co.za Ablution Hire Services - Inv... (None)

By clicking on the 'Email' icon, a date and customer range can be selected before continuing.

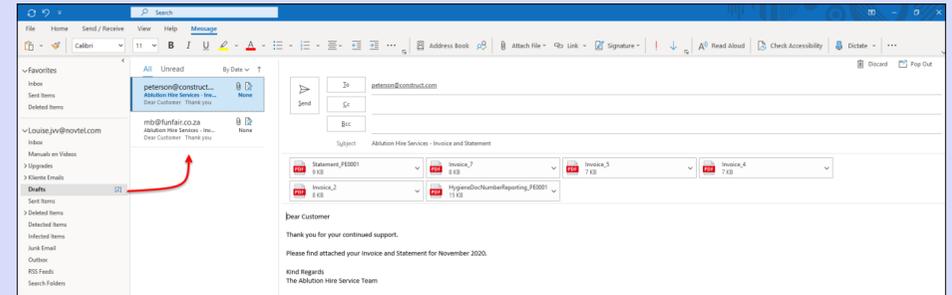


- The default 'Send Operation' can be selected as either:
 - ✓ Save to Drafts Only
 - ✓ Or Send the emails directly to the selected Customers
- A global subject and message can be entered and will be displayed on the emails sent to all selected Customers.
- The document options to include per email are:
 - ✓ Statement Only
 - ✓ Invoices Only
 - ✓ Statement and Invoices



Clicking 'Accept', the emails will either be saved to the Drafts folder in your email program, or it will be sent directly – depending on the 'Send Operation' option selected.

In this case, we have selected the option to save the emails to the Drafts folder, and the emails per Customer selected, are displayed as follows:



2.15 Sub-Hire Items

Novtel has the capacity to manage items sourced from the Cross-Hire branch when your Company's stock is depleted.

These Items are sub-rented to your Customers – who will then receive an invoice from your company to be settled.

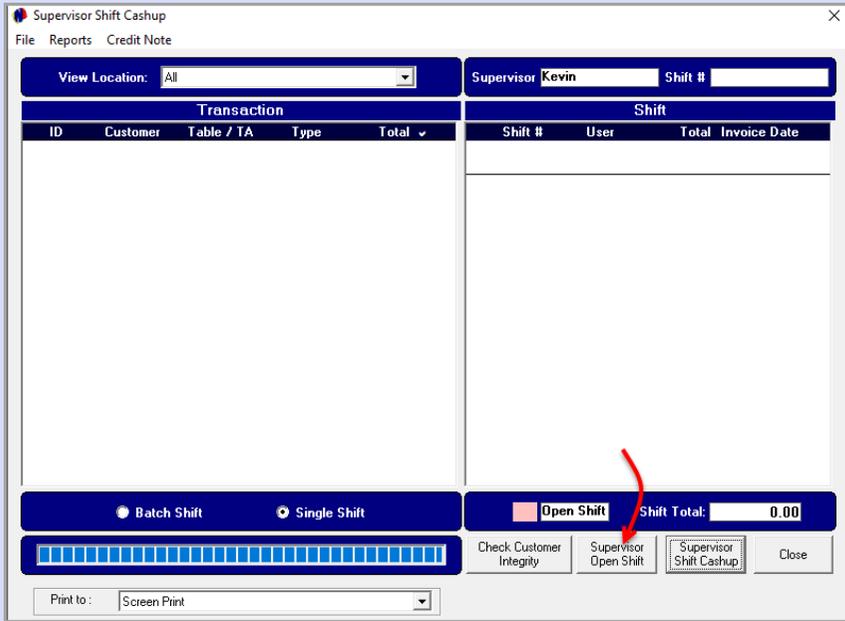
Suppliers are to be created before Sub-Hire Price Matrices can be set up for daily and hourly rates as charged by the selected Supplier.

Only Items transferred from the Cross-Hire branch will be considered as 'Sub-Hired' Items.

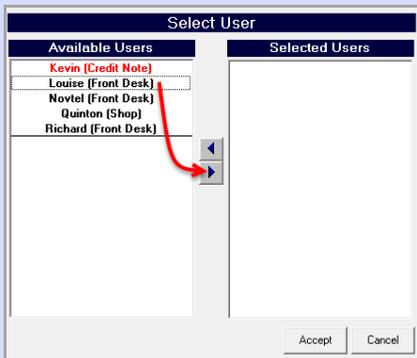
3. Opening a Shift

A Shift must be opened for the User to raise a deposit and to perform financial transactions such as processing payments.

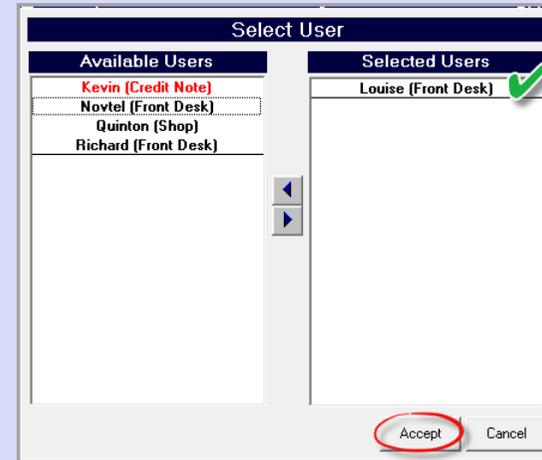
The Supervisor will log into Novtel using their Supervisor password and click on 'Supervisor Open Shift'.



All available Users will be displayed on the left-hand side of the window. Simply double click on the User for whom a shift is to be opened or click on the User and click on the arrow pointing to the right.

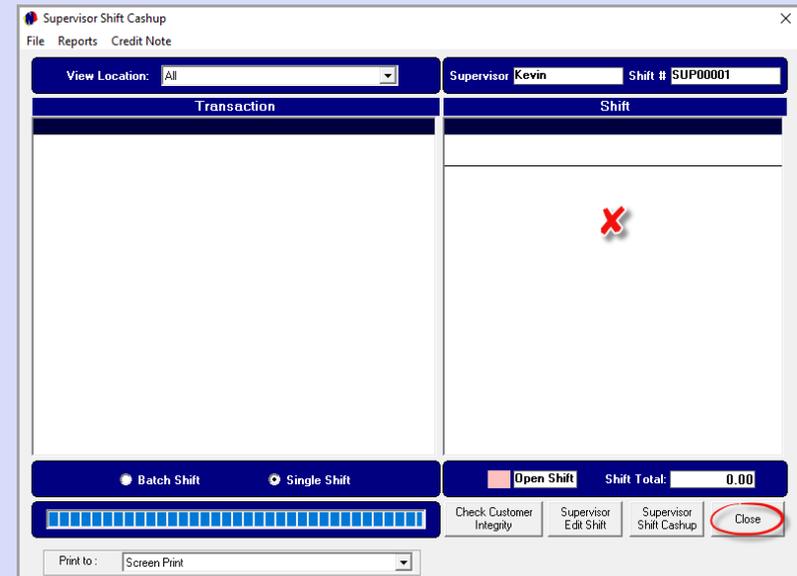


The User is now displayed on the right-side of the window, and the Supervisor can click 'Accept' if no other shift is to be opened at present.



Note that no information is yet displayed in this screen since the User has not yet logged in after the shift were opened.

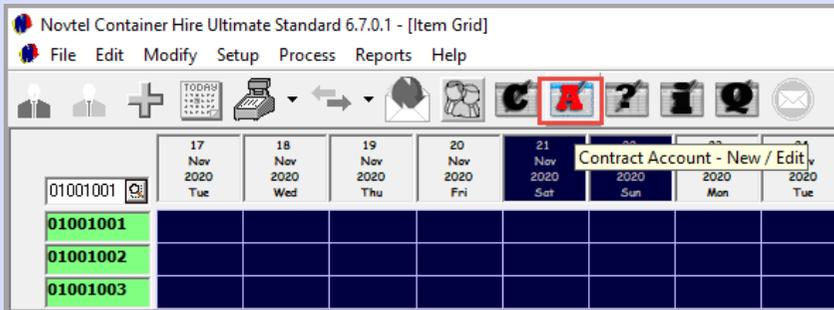
To proceed, click 'Close'.



4. Creating Contracts

Contracts are linked to Customers, and the Customer will receive an Invoice for all rented items, and other charges added to the contract.

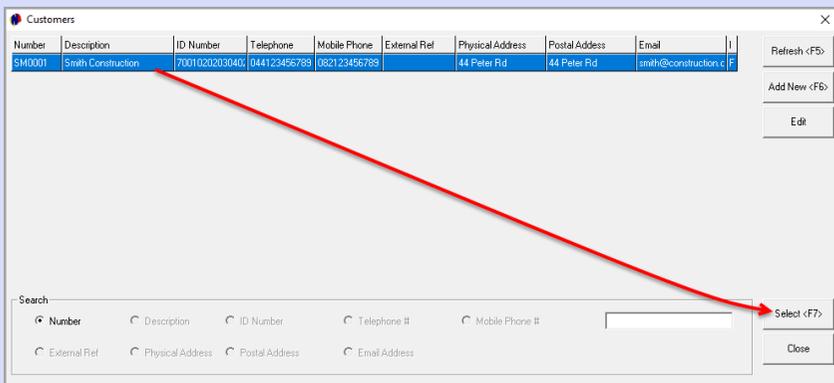
Either a Cash or Account Contract can be created, and if a Customer is classified as a 'Corporate Customer', the 'Contract Account' icon is selected.



Immediately, the 'Customers' window is displayed. If the Customer do not have an existing Customer Master File yet, click 'Add New', create, and save the account before selecting it.

However: An existing Customer Master File can be searched for and selected by clicking on any of the 'Search' options in the bottom part of the window.

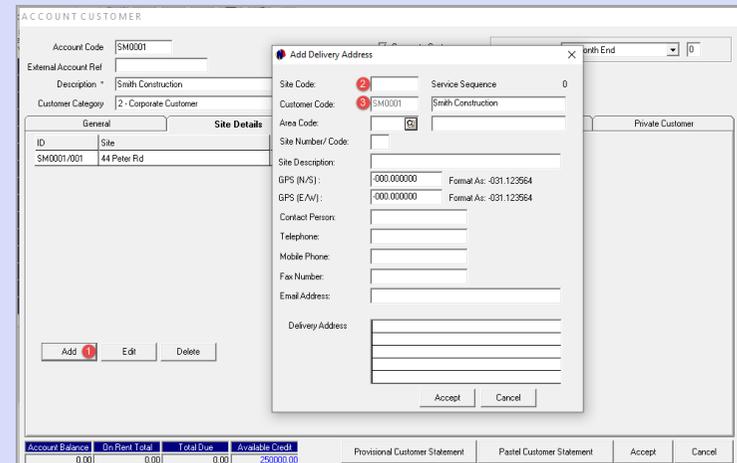
Clicking on the required Customer, the 'Select' button is clicked to link this Customer to the new Contract.



4.1 Adding a Site

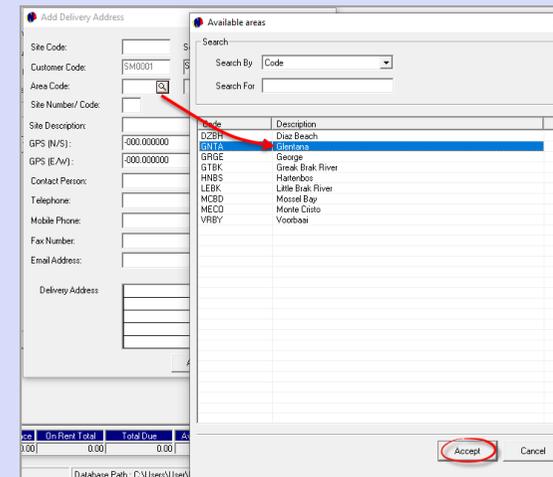
Proceeding to the 'Site Details' tab, the specific site to which a rented item is to be linked, must be created.

1. By clicking 'Add', the 'Add Delivery Address' screen is opened.
2. The 'Site Code' cannot be created manually, but Novtel will allocate this code when the site is saved.
3. The Customer Code and Description is automatically entered according to the Customer selected.



4. Area Code

Clicking on the search option in the 'Area' field, the list of all pre-created 'Areas' is opened, and the applicable option is to be selected. In this case, Monte Cristo.



5. Site Number / Code

This field cannot be populated manually, and Novtel will allocate a unique code here upon saving the site.

6. Site Description

Enter a description for this site which will easily be recognizable by the service agent when performing their duties. In this case, we have entered the street address as 32 West Street.

7. GPS Coordinates

Enter the specific GPS Coordinates for this site in the format indicated.

8. Contact Details

Enter the contact person for this site, as well as their contact details.

9. Delivery Address

Enter the physical address for this site and click 'Accept' to save it.

Add Delivery Address

Site Code: Service Sequence: 0

Customer Code: SM0001 Smith Construction

Area Code: GNTA Glentana

Site Number/ Code: 5

Site Description: 6 27 Westcoast Street, Gentana

GPS (N/S): 7 -000.000000 Format As: -031.123564

GPS (E/W): -000.000000 Format As: -031.123564

Contact Person: 8 Henk Cloete

Telephone:

Mobile Phone: 062 123456789

Fax Number:

Email Address: henk@smithconstruct.com

Delivery Address: 9 27 Westcoast Street
Gentana
1111

Accept **Cancel**

The site has now been created successfully.

Clicking on the Site and clicking 'Edit', the 'Site Code' and 'Site Number/Code' fields have been populated by Novtel, and the Customer's Site is now identifiable by this code.

ACCOUNT CUSTOMER

Account Code: SM0001 Corporate Customer Monthly Container Hire Billing Interval: On Month End 0

External Account Ref: Smith Construction Order Number: Use Item Tariff:

Description: Smith Construction Order Number Required: Use Item Tariff Prices:

Customer Category: 2 - Corporate Customer

ID	Site	Contact	Mobile	Site #
SM0001/001	44 Peter Rd		0821 23456789	001
SM0001/002	27 Westcoast Street, Gentana	Henk Cloete	062 123456789	002

Site Description: 27 Westcoast Street, Gentana

GPS (N/S): -000.000000 Formal As: -031.123564

GPS (E/W): -000.000000 Formal As: -031.123564

Contact Person: Henk Cloete

Telephone:

Mobile Phone: 062 123456789

Fax Number:

Email Address: henk@smithconstruct.com

Delivery Address: 27 Westcoast Street
Gentana
1111

Accept **Cancel**

ACCOUNT CUSTOMER

Account Balance: 0.00 On Rent Total: 0.00 Total Due: 0.00 Available Credit: 250000.00

Provisional Customer Statement Pastel Customer Statement **Accept** **Cancel**

Please note that multiple sites can be added per Customer, and a contract per site is to be created.

4.2 Creating a Contract per Site

A contract can now be created for a specific Site by clicking on it, and then clicking on the 'New Contract' button.

ACCOUNT CUSTOMER

Account Code: SM0001 Corporate Customer Monthly Container Hire Billing Interval: On Month End 0

External Account Ref: Smith Construction Order Number: Use Item Tariff:

Description: Smith Construction Order Number Required: Use Item Tariff Prices:

Customer Category: 2 - Corporate Customer

ID	Site	Contact	Mobile	Site #
SM0001/001	44 Peter Rd		0821 23456789	001
SM0001/002	27 Westcoast Street, Gentana	Henk Cloete	062 123456789	002

Add **Edit** **Delete** **New Contract**

ACCOUNT CUSTOMER

Account Balance: 0.00 On Rent Total: 0.00 Total Due: 0.00 Available Credit: 250000.00

Provisional Customer Statement Pastel Customer Statement **Accept** **Cancel**

1. The selected Customer's Code and Description is linked to this contract, and the 'Customer Category' the Customer is linked to, is displayed in a green background colour
2. The 'Site Number and Description' is displayed here
3. The 'Branch' for which the contract is created, is indicated here
4. And since this contract is created for a container to be rented by the selected Customer, the 'Monthly Container Hire' option is to be ticked.

The General Tab

5. Invoice and Credit Note Number

At this stage of the contract, these 2 fields are blank, and no information can be entered here manually. Once Items are returned, Novtel will automatically create and insert an official Invoice Number.

6. Deliver / Collect

If the Hire Items are to be delivered to the site, the 'Deliver' option is selected. If the Customer is collecting the Hire Items themselves, the 'Collect' option is selected.

7. The Month, Start and End Dates

The specific month for the rental of the Hire Item(s) is to be selected, and only the contract 'Start Date' can be set. The 'End Date' field is disabled and will display the last day of the current month.

Please note that when 'Container Hire' is activated in the Equipment Hire system, the 'Fixed Date Contract' option is not supported.

8. Order Number

If an order number is supplied by the Customer, it is to be entered in this field. Or, if the option is selected on the Customer Master File that an order number is **required**, the User MUST enter the order number before the contract can be saved.

9. Contract Status

The status of a new contract will by default be displayed as 'Provisional' since no deposit payment has been received yet.

10. Agent Code and Description

Agent Codes are set up in the Financial System and updated to Novtel. Contracts can then be linked to a specific person for a purely statistical value to determine how many contracts are linked to a specific sales person over a set period of time, or to set up commission structures based on the level of performance.

The Hire Item Tab

In this tab, the 'Deposit container' is displayed as 'Hire Number 1', and the Contract and Volume numbers have also been allocated.

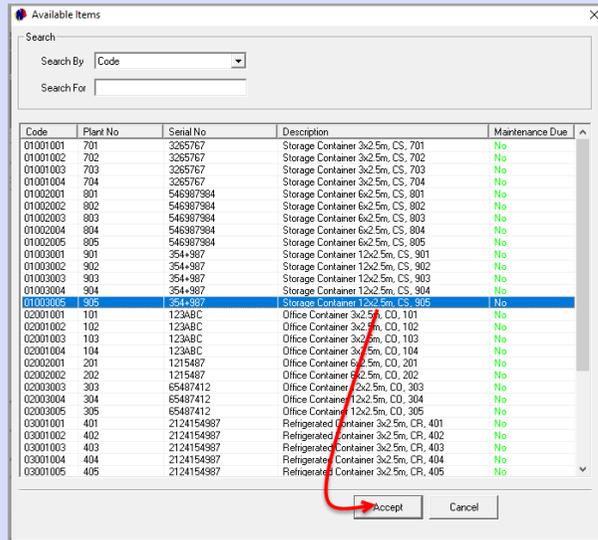
To add actual item or items to be rented, click 'Add New'.

Hire Num	Item Code	Item Desc	Tarif Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	OHD	S	P	HDA	HD	Rate PH	Hours
1	ZGR00...	Deposit - 0.00		0.00	0.00	N	Provisio...	Deliver		0	0	0.00	0	0	0.00	31.00	0.00	0.00

The 'Available Items' window is opened, listing all Items marked as the 'Container Type', and which are available for the selected contract period.

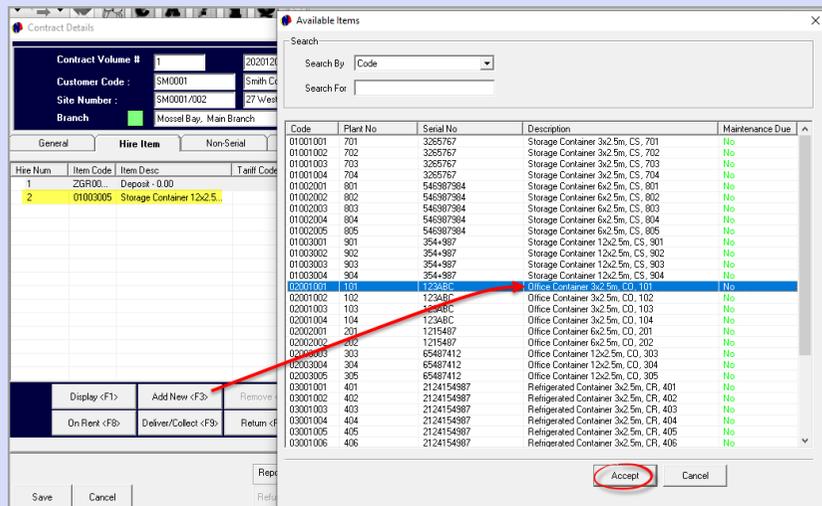
This Customer requested one 12x2.5m Storage Container, and one 3x2.5m Office Container.

Therefore, we will first click on the required Storage Container and click 'Accept'.

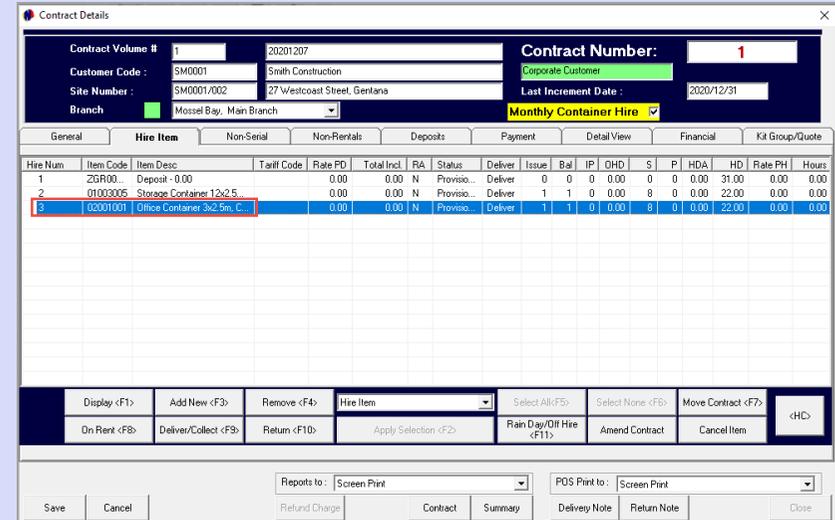


Rental number 2 has been allocated to the selected hire item.

Now click 'Add New' again and select the applicable Office Container from the list.



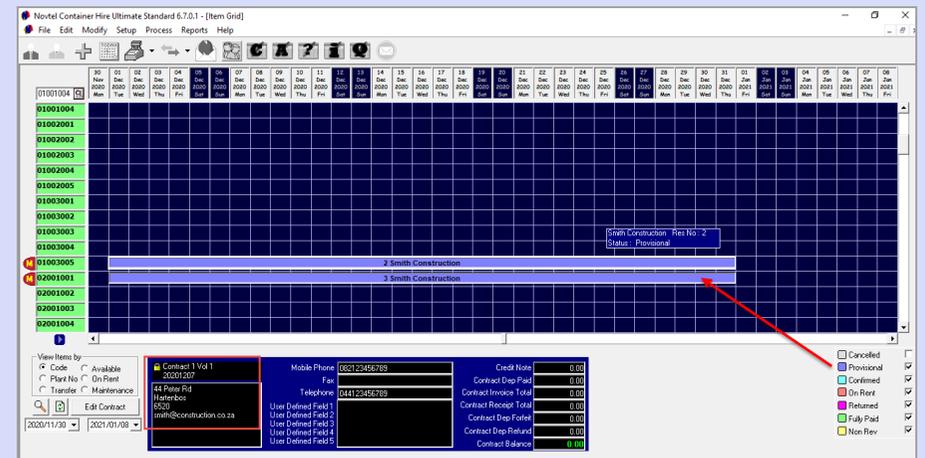
Rental number 3 has been allocated to the selected Office Container.



By saving the Contract and returning to the Grid, the letter 'M' is displayed in front of all items linked to this contract, indicating that it is a 'Monthly' contract.

The contract has also been created for the period of 1 – 31 December 2020 and is currently displayed in the colour of the 'Provisional' status.

Below the Grid, the contract number for this contract is displayed when hovering over any of the items linked to the contract, on the Grid.



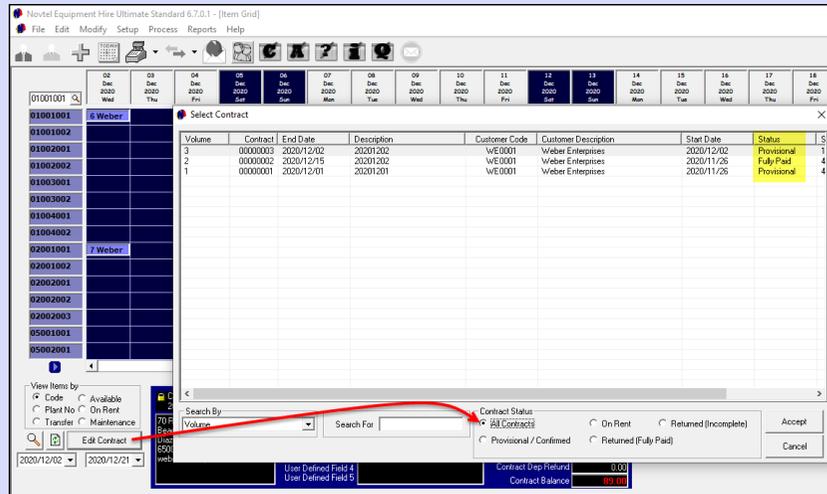
5. Accessing a Contract

There are various methods to access an existing contract, namely:

Method 1: By clicking on the 'Edit Contract' button on the Grid

There are different status options to search for the required contract:

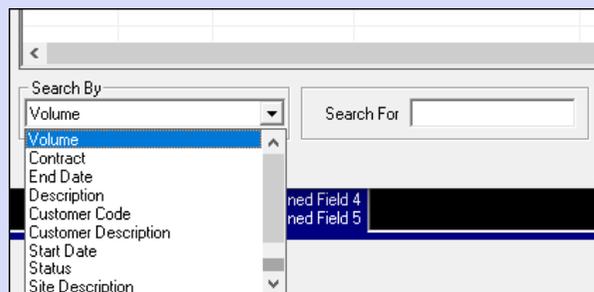
The 'All Contracts' option displays contracts linked to all statuses.



The other options are to search for contracts which are:

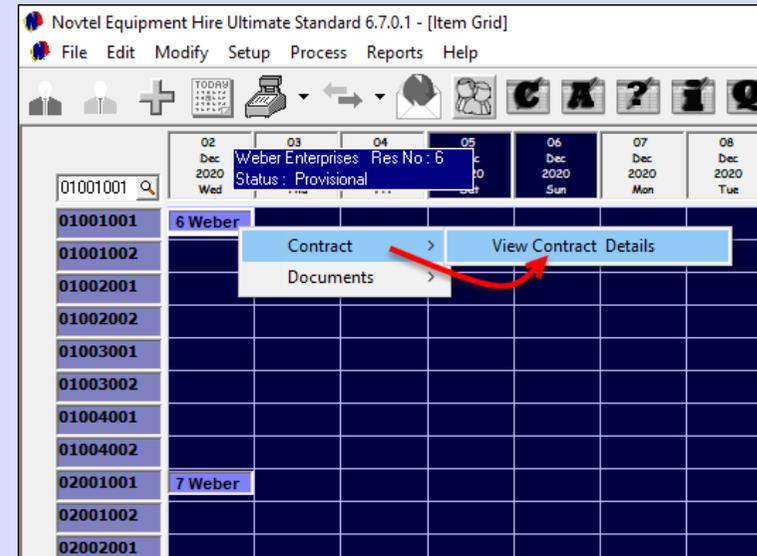
- ✓ On Rent
- ✓ Returned but incomplete
- ✓ Provisional or Confirmed
- ✓ Or Returned and fully paid

A specific contract can also be searched for by means of the following Search Criteria:



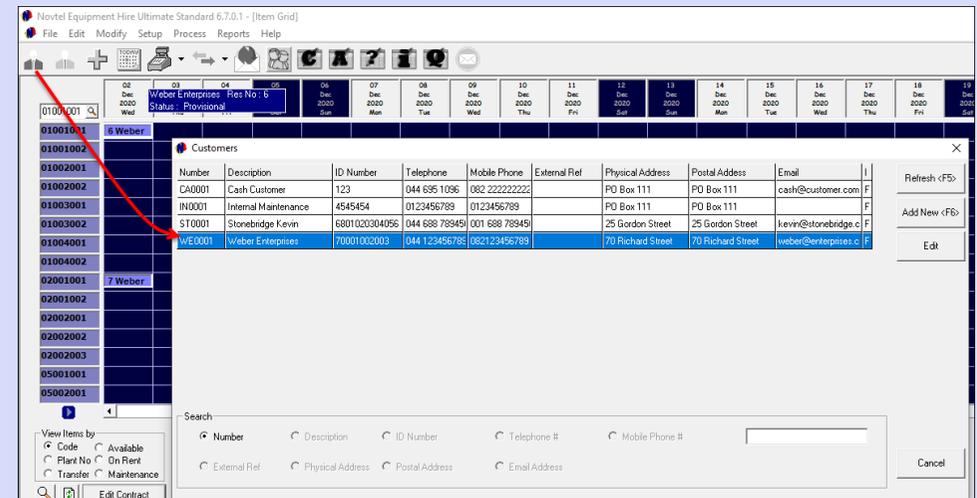
Method 2: From the Grid

By right-clicking on any of the reservations linked to a contract, and selecting 'Contract – View Contract Details', the Contract is opened.



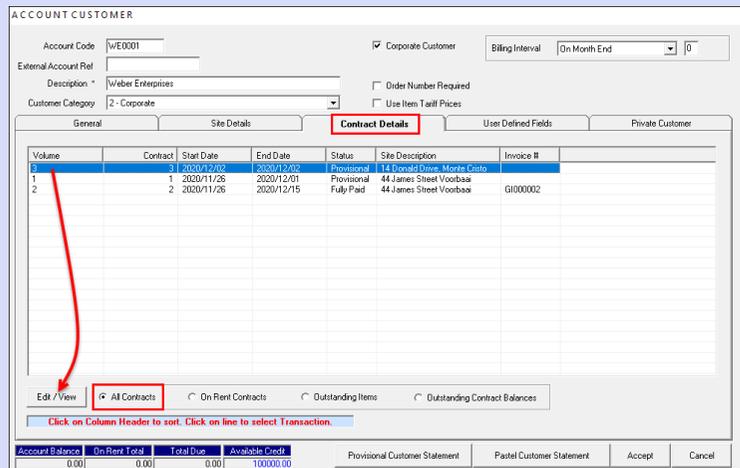
Method 3: From the Customer Master File

Clicking on the 'Customer' Icon, the specific Customer can be searched for, selected, and 'Edited'.



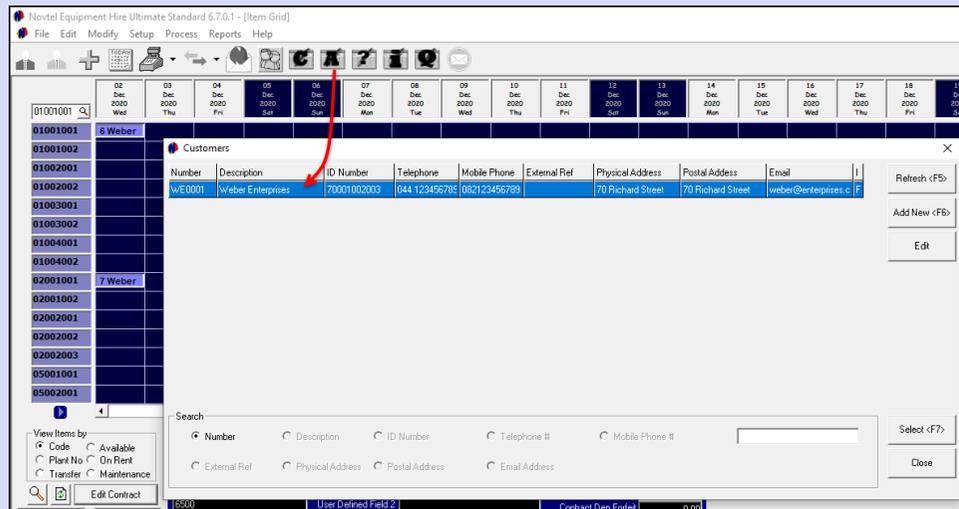
From the 'Contract Details' tab, the option is selected to view 'All Contracts'.

Double clicking on the contract, the 'Contract Details' screen is opened.



Method 4: From the Contract Icon

Clicking on the 'Account Contract' or 'Cash Contract' icon and selecting any of the search methods, a specific Customer can be searched for and selected.

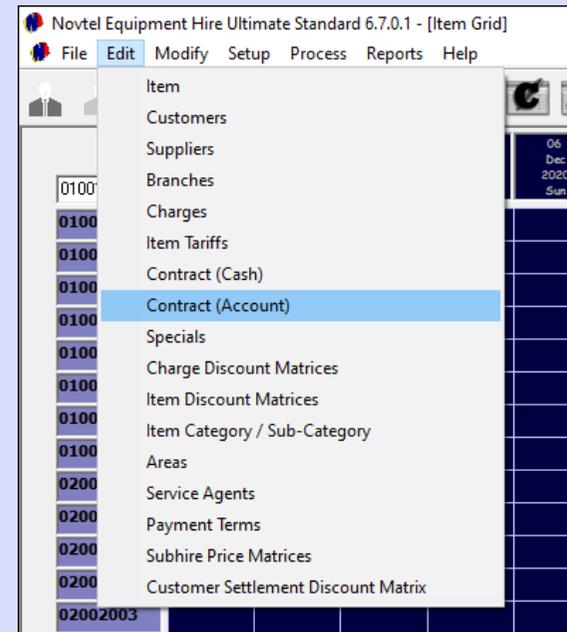


From the 'Contract Details' tab, the option is selected to view 'All Contracts'.

Double clicking on the contract, the 'Contract Details' screen is opened.

Method 5: From the 'Edit' Menu

Clicking on either the 'Contract Cash' or 'Contract Account' options, a specific Customer can be selected, and the Contract accessed from their Customer Master File.



6. Raising a Deposit

A deposit can now be raised on the Items added to the contract.

Normally, the equivalent of 1 month's rent is raised as the deposit amount and is payable by the Customer in addition to the monthly rental amount.

To raise the deposit, the contract is accessed, and the 'Edit' button clicked. Now proceed to the 'Deposits' tab and enter the amount to be raised on this contract. In this case, R9000.00 since both these containers are charged at a monthly rate of R4500.00.

To now raise the deposit amount, click on the checkmark in front of the 'Deposit Raised' field.

Immediately, the 'Deposit Raised' field is displayed in the colour of the 'Provisional' status, and the date upon which the deposit was raised, is inserted within this field.

The date by which the deposit is payable, can now be set in the activated field.

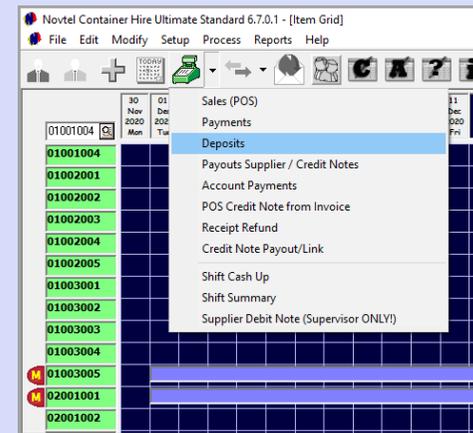
Please note that the 'Pay Deposit' button must NEVER be clicked, and a deposit receipt issued if **proof of payment was not yet received from the Customer**. The reason being that a User must give account of all transactions at the end of their shift, and receipting a payment which was not yet received, will cause the Cashup amount to be short.

The changes can now be saved, and the Contract form closed.

The status of the Contract is still displayed as 'Provisional' since no payment has yet been received at this stage, and the deposit was only raised.

7. Processing a Deposit Payment

Once a deposit payment has been received, the System User will issue a receipt by clicking on the dropdown menu next to the POS Icon and selecting 'Deposits'.



Clicking on the search button in the 'Contract Volume Number' field, ONLY contracts for which a deposit was raised, and with an outstanding deposit payment, will be listed.

The applicable contract can be searched for by means of either the Contract Number or Description, or the Customer Code or Description.

1. The selected contract will now be inserted here.
2. The deposit amount raised on this contract will be displayed in both the 'Amount Raised' and 'Payment Due' fields.
3. Select the payment method as used by the Customer and enter the payment date and other payment details.

Please note that the 'Accept' button will remain disabled unless an amount is entered in the 'Payment Received' field.

Enter the exact amount as received from the Customer and click 'Accept' to print the receipt.

The deposit receipt displays the information captured by the system user, as well as the User who has processed the transaction, their shift number and the exact date and time the receipt was issued.

1. Since a Deposit Payment was received and receipted, the status of the items linked to the contract has been changed to 'Confirmed' automatically.
2. The deposit paid amount is displayed below the Grid for this contract.

Accessing the contract's 'Deposits' tab, the 'Deposit Paid' field is displayed in the colour of the 'Confirmed' status, and the date and amount paid is linked to it.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentana | Last Increment Date: 2020/12/31

Branch: Mossel Bay, Main Branch | Monthly Container Hire

General | Hire Item | Non-Serial | Non-Rentals | **Deposits** | Payment | Detail View | Financial | Kit Group/Quote

1.) Deposit Raised 2020/12/07 Shift #: SFT00001 User: Louise

Deposit Amount: 9000.00 Deposit Due: 2020/12/07 Pay Deposit

2.) Deposit Paid 2020/12/07 0.00 <<< Suggested Deposit

Paid Amount: 9000.00

3.) Deposit Applied

3.) Dep Fully Refunded

Amount Forfeit: 0.00

Amount Refunded: 9000.00

Forfeit Percentage: 0

Reports to: Screen Print | POS Print to: Screen Print

Edit | Refund Charge | Contract | Summary | Delivery Note | Return Note | Close

The 'Payment' tab indicates the payment made, as well as the receipt total.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentana | Last Increment Date: 2020/12/31

Branch: Mossel Bay, Main Branch | Monthly Container Hire

General | Hire Item | Non-Serial | Non-Rentals | Deposits | **Payment** | Detail View | Financial | Kit Group/Quote

Code	Description	Dur	Qty	Tax	Inclusive
01003005	Storage Container 12x2.5m, CS, 905	22	1	0.00	0.00
02001001	Office Container 3x2.5m, CD, 101	22	1	0.00	0.00
.	Additional Costs			0.00	0.00
.	Payments Made			0	-9000.00

DEPOSIT PAID: 9000.00

INVOICE TOTAL: 0.00

RECEIPT TOTAL: 9000.00

DEPOSIT REFUND: 0.00

DEPOSIT FORFEIT: 0.00

PAYMENT DUE: -9000.00

CREDIT NOTE: 0.00

C N REFUND: 0.00

Recalculate Totals

Refund Deposit

Refund Due

Contract Payment

Reports to: Screen Print | POS Print to: Screen Print

Edit | Refund Charge | Contract | Summary | Delivery Note | Return Note | Close

The 'Financial' tab displays the receipt number, amount, type of transaction and the date and time when the transaction was processed.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentana | Last Increment Date: 2020/12/31

Branch: Mossel Bay, Main Branch | Monthly Container Hire

General | Hire Item | Non-Serial | Non-Rentals | Deposits | Payment | Detail View | **Financial** | Kit Group/Quote

Document Num	Amount	Transaction	Time Stamp
REC00001	9000.00	Deposit	2020/12/07 10:20:06 am

Reports to: Screen Print | POS Print to: Screen Print

Edit | Refund Charge | Contract | Summary | Delivery Note | Return Note | Close

The 'Hire Items' tab displays the status of all Items, as well as the Deposit Container, as 'Confirmed'.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentana | Last Increment Date: 2020/12/31

Branch: Mossel Bay, Main Branch | Monthly Container Hire

General | **Hire Item** | Non-Serial | Non-Rentals | Deposits | Payment | Detail View | Financial | Kit Group/Quote

Hire Num	Item Code	Item Desc	Tarif Code	Rate PD	Total Incl.	RA	Status	Deliver	Issue	Bal	IP	DHD	S	P	HDA	HD	Rate PH	Hours
1	ZGR00..	Deposit - 9000.00		0.00	0.00	N	Confirmed	Deliver	0	0	0	0.00	0	0	0.00	31.00	0.00	0.00
2	01003005	Storage Container 12x2.5...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00
3	02001001	Office Container 3x2.5m, C...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00

Display <F1> | Add New <F3> | Remove <F4> | Hire Item | Select All <F5> | Select None <F6> | Move Contract <F7> | <HC>

On Rent <F8> | Deliver/Collect <F9> | Return <F10> | Apply Selection <F2> | Plain Day/Off Hire <F11> | Amend Contract | Cancel Item

Reports to: Screen Print | POS Print to: Screen Print

Edit | Refund Charge | Contract | Summary | Delivery Note | Return Note | Close

8. On Rent Items

Whenever Hire Items are collected or delivered, the status of the items must be changed to 'On-Rent'.

To do so, click 'Edit' first to enable changes to the contract.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentiana

Branch: Mossel Bay, Main Branch

Hire Num	Item Code	Item Desc	Tarif Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	DHD	S	P	HDA	HD	Rate PH	Hours
1	ZGR00...	Deposit - 9000.00		0.00	0.00	N	Confirmed	Deliver	0	0	0	0.00	0	0	0.00	31.00	0.00	0.00
2	01003005	Storage Container 12x2.5...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00
3	02001001	Office Container 3x2.5m, C...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00

Buttons: Display <F1>, Add New <F3>, Remove <F4>, Hire Item, Select All <F5>, Select None <F6>, Move Contract <F7>, On Rent <F8>, Deliver/Collect <F9>, Return <F10>, Apply Selection <F2>, Rain Day/Off Hire <F11>, Amend Contract, Cancel Item

Reports to: Screen Print | POS Print to: Screen Print

Buttons: Refund Charge, Contract, Summary, Delivery Note, Return Note, Close

Edit (circled in red)

By changing the 'Action' to 'On-Rent', all line items are selected automatically. To change the status of all items simultaneously, none of it must be unticked.

However: Should some of the items be delivered or collected at a later stage, those items must be unticked.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentiana

Branch: Mossel Bay, Main Branch

Hire Num	Item Code	Item Desc	Tarif Code	Rate PD	Total Incl	RA	Status	Deliver	Issue	Bal	IP	DHD	S	P	HDA	HD	Rate PH	Hours
<input checked="" type="checkbox"/>	ZGR00...	Deposit - 9000.00		0.00	0.00	N	Confirmed	Deliver	0	0	0	0.00	0	0	0.00	31.00	0.00	0.00
<input checked="" type="checkbox"/>	01003005	Storage Container 12x2.5...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00
<input checked="" type="checkbox"/>	02001001	Office Container 3x2.5m, C...		0.00	0.00	N	Confirmed	Deliver	1	1	0	0.00	8	0	0.00	22.00	0.00	0.00

Buttons: Display <F1>, Add New <F3>, Remove <F4>, Action - On Rent, Select All <F5>, Select None <F6>, Move Contract <F7>, On Rent <F8>, Deliver/Collect <F9>, Return <F10>, Apply Selection <F2>, Rain Day/Off Hire <F11>, Amend Contract, Cancel Item

Reports to: Screen Print | POS Print to: Screen Print

Buttons: Refund Charge, Contract, Summary, Delivery Note, Return Note, Close

Save, Cancel

Click on the 'Apply Selection' button.

1. This screen is now displayed for the first hire item, namely the Storage Container.
2. **Very Important!!**

Should the Contract not start on the first of the month, then Novtel calculates the rate pro-rata for the first month.

Here, it is indicated that the 'Hire Days for the first month' is 30, since the container to be returned on the 31st of December. Therefore, Novtel calculates the rate at R145.16 x 30 Days. The first month's rent is therefore indicated as R4354.84, for 1 day's rent has been deducted from the full monthly rate of R4500.00.

3. Notes can be entered if required, and the 'Accept' button clicked to save the settings for this item.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentiana

Branch: Mossel Bay, Main Branch

Hire Num	Item Code	Item Desc	Tarif Code	Rate PD	Total Incl	RA	Status
<input checked="" type="checkbox"/>	ZGR00...	Deposit - 9000.00		0.00	0.00	N	Confirmed
<input checked="" type="checkbox"/>	01003005	Storage Container 12x2.5...		0.00	0.00	N	Confirmed
<input checked="" type="checkbox"/>	02001001	Office Container 3x2.5m, C...		0.00	0.00	N	Confirmed

Buttons: Display <F1>, Add New <F3>, Remove <F4>, Action - On Rent, On Rent <F8>, Deliver/Collect <F9>, Return <F10>, Apply Selection <F2>

Reports to: Screen Print

Buttons: Refund Charge, Contract, **Accept** (circled in red), Cancel, Close

On Rent Date

905 - Storage Container 12x2.5m, CS, 905

Container Item Details

Container per Day Incl. 145.16

Container Rent TAX 18.93

Container per Day Excl. 126.23

Fixed Monthly Rent

Hire days First Month 30

First Month Rent Incl. 4354.84

First Month Rent TAX 568.02

First Month Rent Excl. 3786.82

Monthly Fixed Rent 4500.00

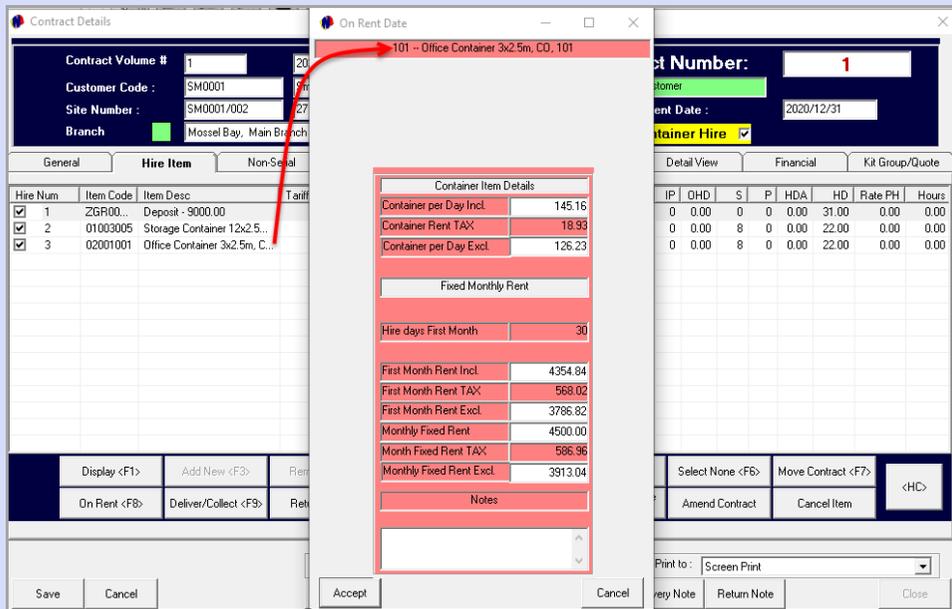
Monthly Fixed Rent TAX 586.96

Monthly Fixed Rent Excl. 3913.04

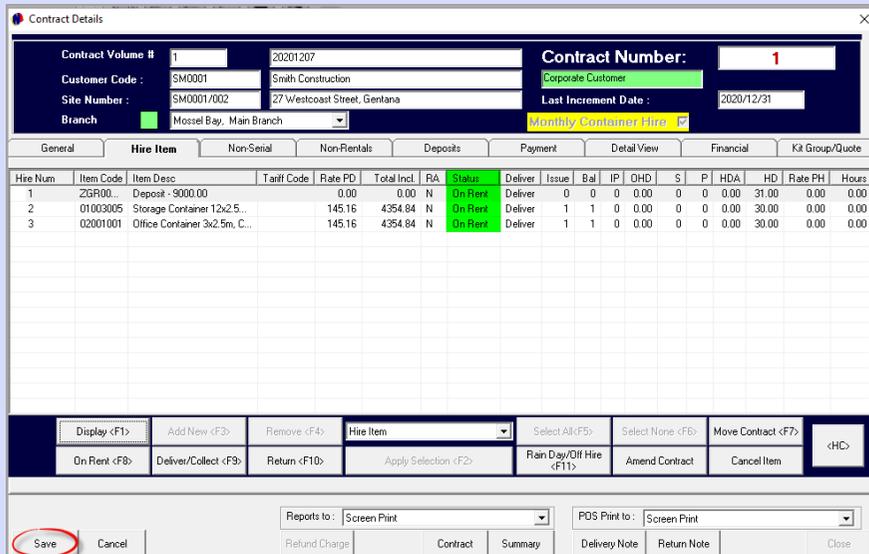
Notes

Accept (circled in red)

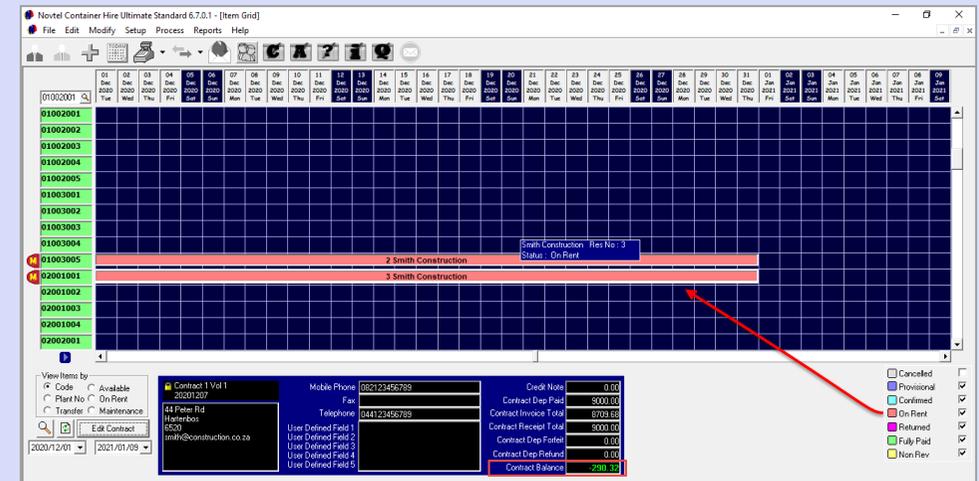
As we have linked 2 items to this contract and placed both 'On-Rent', the next item's screen is displayed automatically for which the settings are to be applied. Click 'Accept' to continue.



The status of both containers is now indicated as 'On-Rent' and the changes are to be saved.



Returning to the Grid, the Items linked to Contract 1, Volume 1 is now displayed in the colour of the 'On-Rent' status, and the 'Contract Balance' is indicated as minus R290.32.



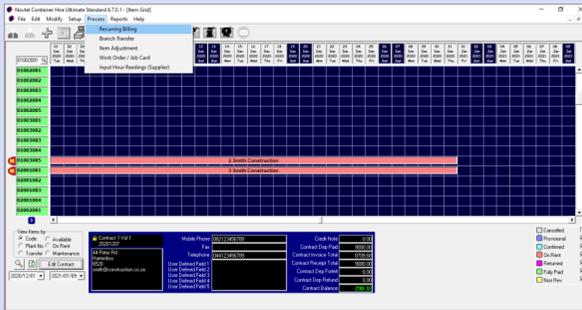
9. The Recurring Billing Procedure

The recurring billing process is to be performed:

1. To allocate an official Invoice Number for the items linked to the contract for the billing month
2. And to either continue the rental for another month, or to end the contract at the end of the billing month

Please note that we have made a backup of the data and will demonstrate both the options of continuing the contract, and to end it at the end of the current billing month.

The process is started by clicking on the 'Process' menu and select 'Recurring Billing'.

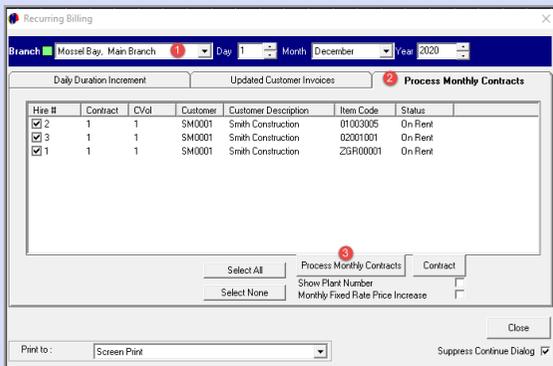


1. At the top of the window, the Branch currently logged into is displayed, as well as the billing month.
2. Because we have activated the options to use monthly billing, and fixed monthly rates, the 'Process Monthly Contracts' tab has been activated here.

Our Customer has been classified as a 'Monthly Customer'; The Items linked to the Contract are classified as 'Monthly Billed Items'; And the 'Monthly Container Hire' option was selected on the Contract.

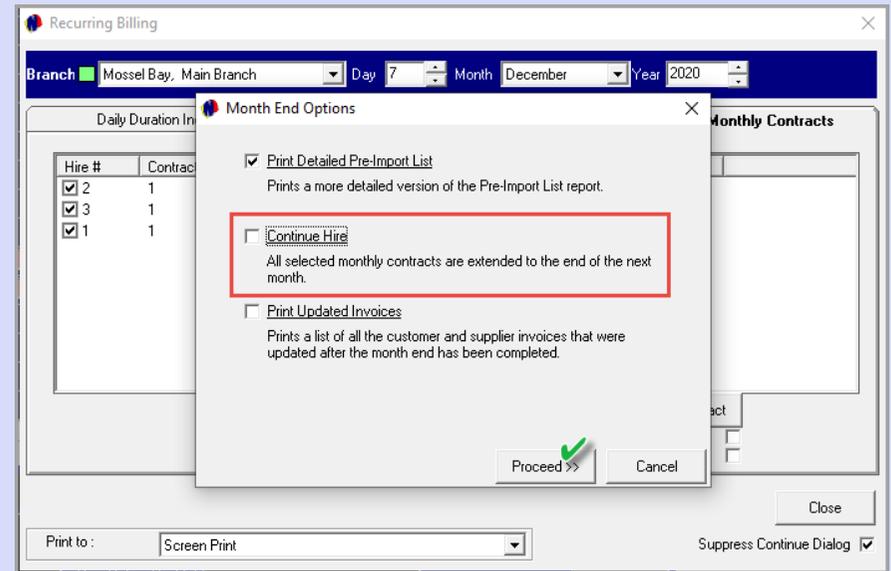
Therefore, the items linked to contract 1, volume 1 are displayed in this tab.

3. To continue with the billing process, ensure that all applicable items are selected, and click 'Process Monthly Contracts'.



9.1 Ending the Contract at the End of the Billing Month

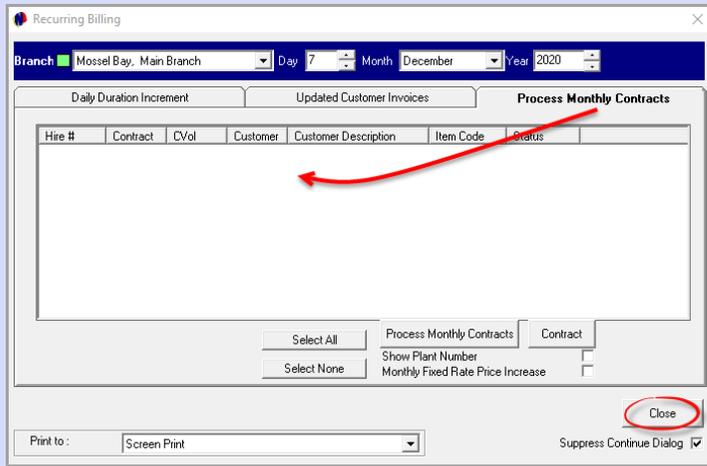
In the 'Month-End Options' window, the option to 'Continue Hire' **must NOT be selected** if the contract is to be ended at the end of the selected billing month.



Clicking 'Proceed', the 'Pre-Import List' for the selected month is produced, which can be either be printed, saved, or both.

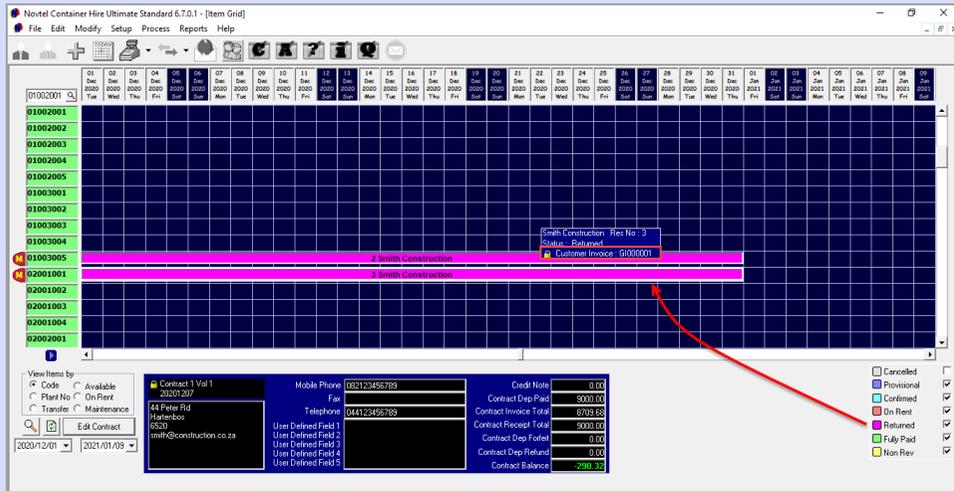


The 'Process Monthly Contracts' tab for the selected month is now cleared.

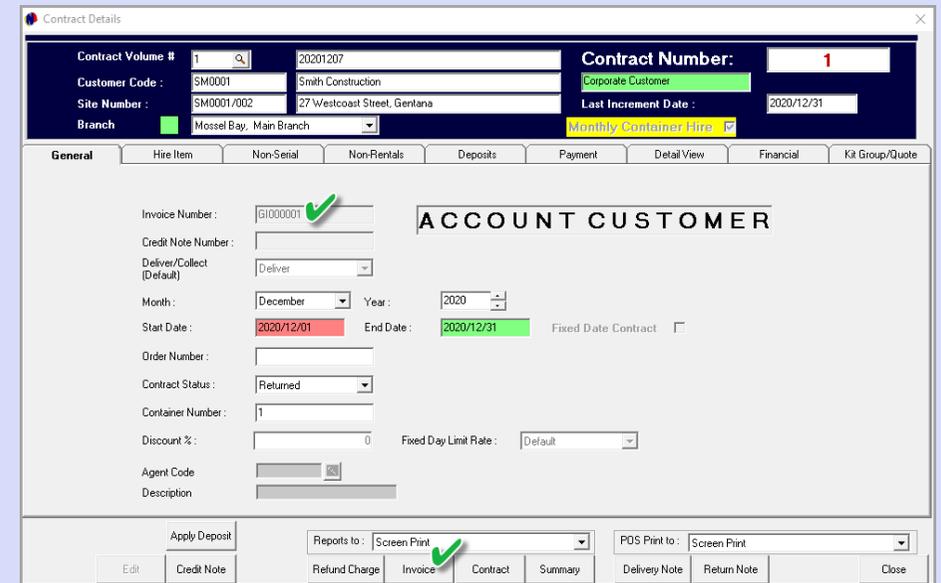


Returning to the Grid, the items linked to contract 1, volume 1 are displayed in the colour of the 'Returned' Status.

An official Invoice number has also been allocated.



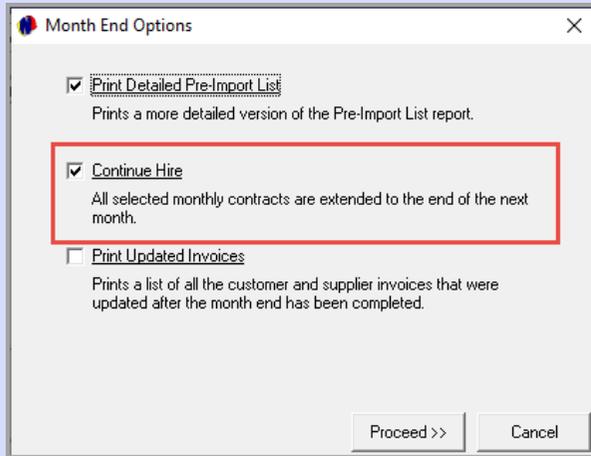
The Invoice Number is now also displayed in the contract's 'General Tab' and the invoice itself can be produced by clicking on the 'Invoice' button.



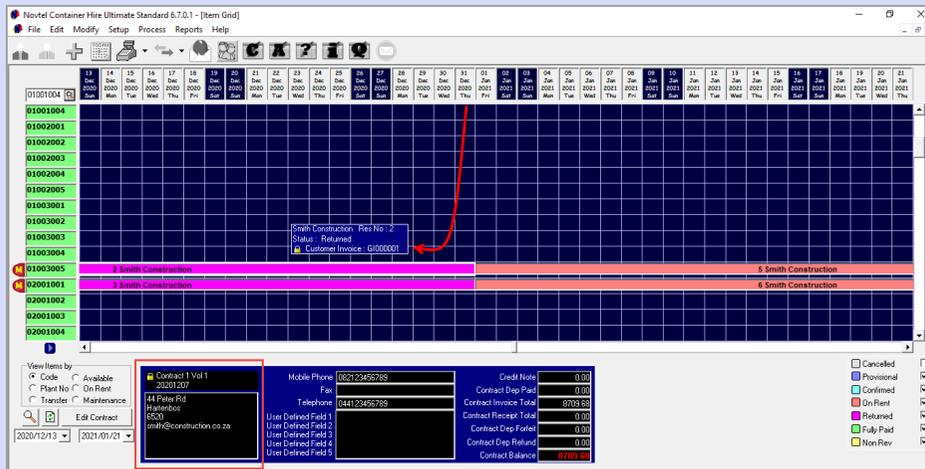
9.2 Continuing the Contract for another Month

We have now restored the backup and will demonstrate the affect on the system when the contract is continued instead of terminated.

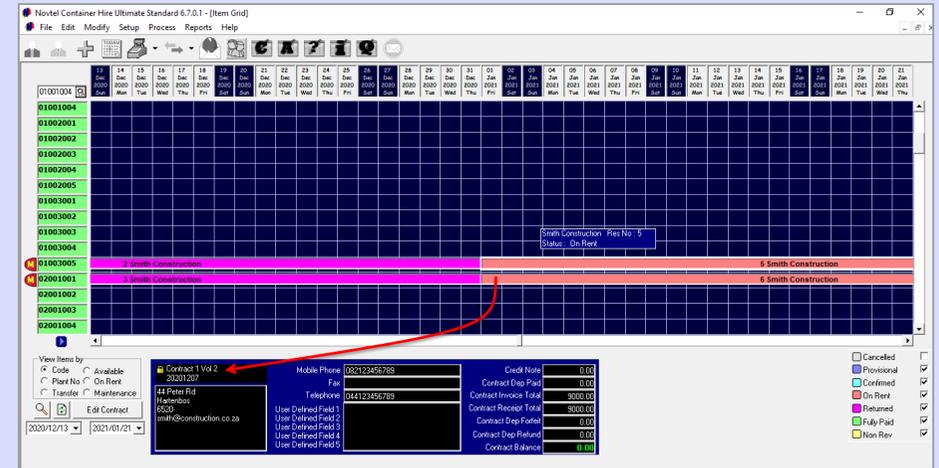
In the case where the rental is to be continued, the option is selected to 'Continue Hire' before clicking 'Accept'.



Returning to the Grid, the items linked to contract 1 volume 1 for the month of December, has been invoiced, and the colour of the contract volume is displayed as 'Returned'.



However: As from 1 – 31 January, the Contract volume is now indicated a '2', and the items are linked to the colour of the 'On-Rent' status.

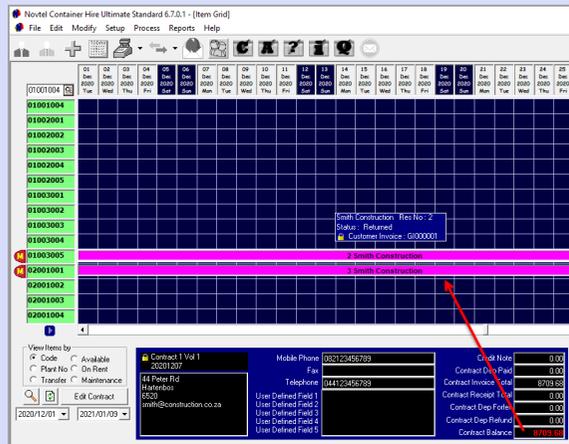


Now please note that when the next recurring billing process is performed, and the contract is not continued for February, the status of the contract items will be indicated as 'Returned', and will be invoiced too.

10. Contract Payments

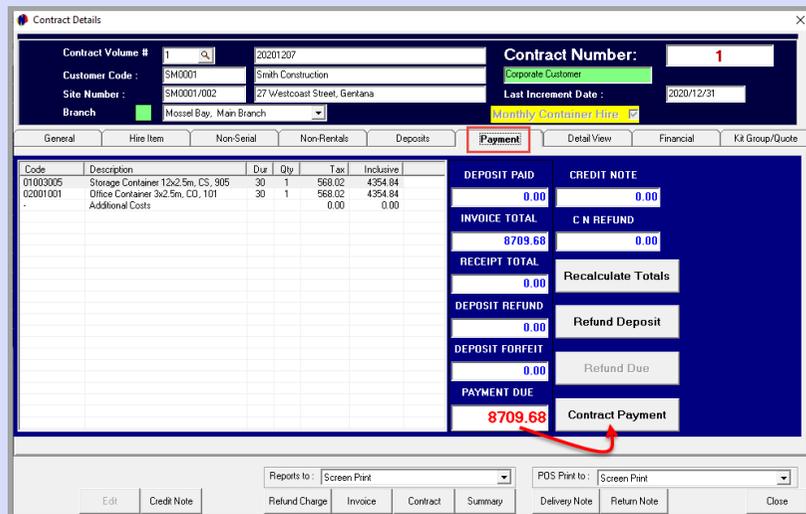
Please note that ONLY once the actual payment is received, must this step be performed to receipt the payment amount as received by the Customer.

The status of a specific month's contract will remain 'Returned' until the outstanding balance is settled in full.



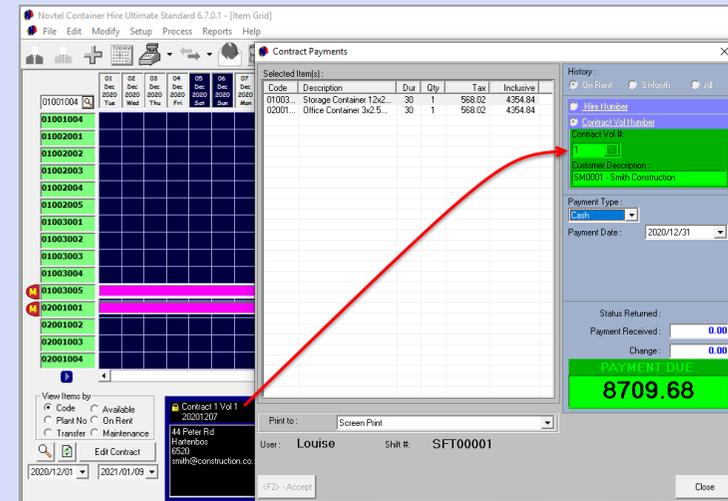
To settle the balance, double click on any item linked to the contract volume for which payment was received from the Customer, and proceed to the 'Payments' tab.

The outstanding balance is displayed in red in the 'Payment Due' field. To process the receipt, click on the 'Contract Payment' button.

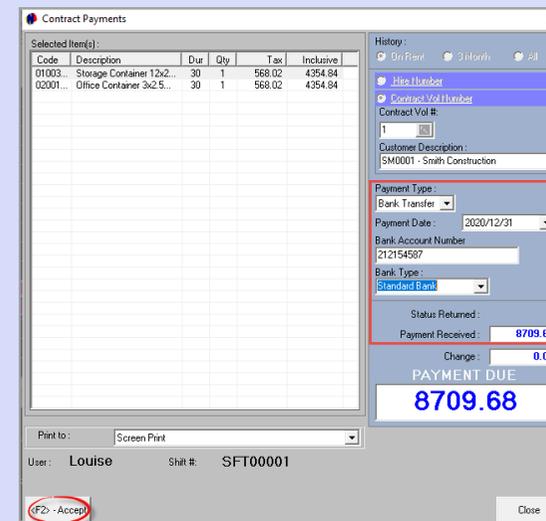


The 'Contract Payments' screen is opened, and the following information is automatically entered by Novtel:

- ✓ The Contract Volume Number – which in this case, is volume 1
- ✓ The Customer
- ✓ And the 'Payment Due' amount



The User will select the payment method as used by the Customer, select the date upon which the payment was received, and double check that the 'Payment Received' amount corresponds with the amount received from the Customer before clicking 'Accept' to process the payment.



The receipt is displayed as follows:

Receipt: REC00002

Zoom: 100%

Silver Container Hire

Unit 20
Diaz Office Park
Beach Boulevard West
Diaz Beach Mossel Bay
Tel: 044 123456789
Fax:
VAT: 123456789

RECEIPT

Cust Description: Smith Construction
Cust Code: SM0001
Contract Vol: 1
Payment Type: Bank Transfer

Payment Due: 8709.68
Payment Received: 8709.68
Change: 0.00

Staff member: Louise
Payment Date: 2020/12/31
Print Date: 2020/12/07
Time: 1:37:14 pm
Shift Number: SFT00001
Receipt Number: REC00002

Thank You.

The payment is now captured, and the payment amount is displayed in the Receipt Total field.

Contract Details

Contract Volume #: 1 | 20201207 | Contract Number: 1

Customer Code: SM0001 | Smith Construction | Corporate Customer

Site Number: SM0001/002 | 27 Westcoast Street, Gentana | Last Increment Date: 2020/12/31

Branch: Mossel Bay, Main Branch | Monthly Container Hire

Code	Description	Dur	Qty	Tax	Inclusive
01003005	Storage Container 12x2.5m, CS, 905	30	1	568.02	4354.84
02001001	Office Container 3x2.5m, CD, 101	30	1	568.02	4354.84
.	Additional Costs			0.00	0.00
.	Payments Made			0	-8709.68

DEPOSIT PAID 0.00 | **CREDIT NOTE** 0.00

INVOICE TOTAL 8709.68 | **C N REFUND** 0.00

RECEIPT TOTAL 8709.68 | **Recalculate Totals**

DEPOSIT REFUND 0.00 | **Refund Deposit**

DEPOSIT FORFEIT 0.00 | **Refund Due**

PAYMENT DUE 0.00 | **Contract Payment**

Reports to: Screen Print | PDS Print to: Screen Print

Buttons: Edit, Credit Note, Refund Charge, Invoice, Contract, Summary, Delivery Note, Return Note, Close

All Items linked to Contract 1, Volume 1 are now displayed in the status colour of the 'Fully Paid' status since no outstanding amount is present.

Novtel Container Hire Ultimate Standard 6.7.0.1 - [Item Grid]

File Edit Modify Setup Process Reports Help

01 Dec 2020 02 Dec 2020 03 Dec 2020 04 Dec 2020 05 Dec 2020 06 Dec 2020 07 Dec 2020 08 Dec 2020 09 Dec 2020 10 Dec 2020 11 Dec 2020 12 Dec 2020 13 Dec 2020 14 Dec 2020 15 Dec 2020 16 Dec 2020 17 Dec 2020 18 Dec 2020 19 Dec 2020 20 Dec 2020 21 Dec 2020 22 Dec 2020 23 Dec 2020 24 Dec 2020 25 Dec 2020 26 Dec 2020

01001001
01001001
01001002
01001003
01001004
01002001
01002002
01002003
01002004
01002005
01003001
01003002
01003003
01003004
01003005
02001001

Smith Construction Res No.: 2
Status: Fully Paid
Customer Invoice: G1000001

2 Smith Construction
3 Smith Construction

View Items by:
Code Available
Plant No On Rent
Transfer Maintenance

Contract 1 Vol 1 20201207
44 Peter Rd Hasterbos 6520 smith@construction.co.za
Mobile Phone: 082123456789
Fax:
Telephone: 044123456789
User Defined Field 1
User Defined Field 2
User Defined Field 3
User Defined Field 4
User Defined Field 5

Credit Note 0.00
Contract Dep Paid 0.00
Contract Invoice Total 8709.68
Contract Receipt Total 8709.68
Contract Dep Forfeir 0.00
Contract Dep Refund 0.00
Contract Balance 0.00

11. The User Cash-Up Procedure

At the end of the User's Shift, they will be required to perform the 'Shift Cashup' procedure.

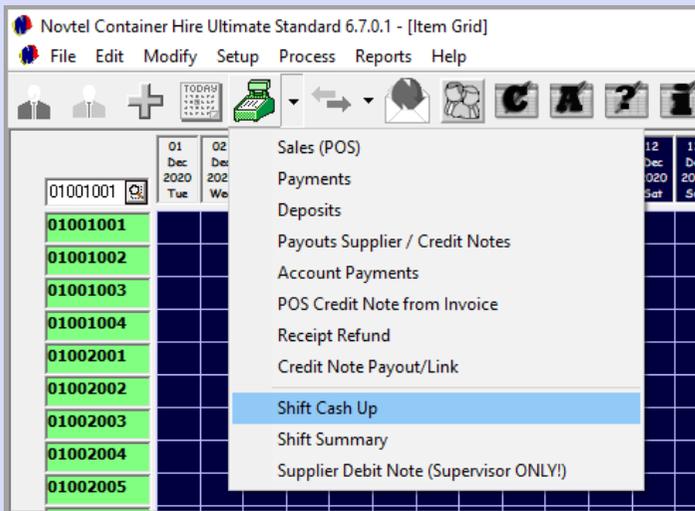
This will require:

- ✓ Counting the physical amounts in the cash drawer
- ✓ Entering the amount of cash; and the amounts for payments received by credit cards and cheque.

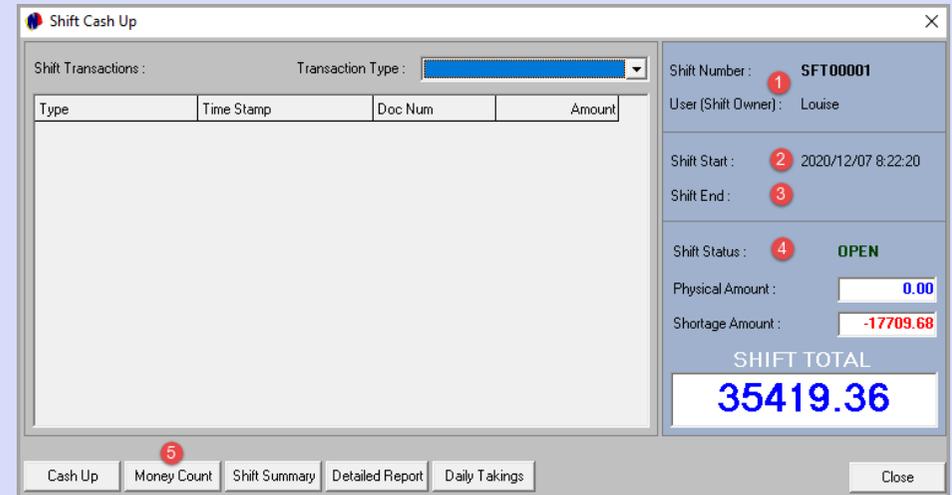
Novtel will match these amounts and totals with the system totals generated during the user's shift. At the end of your shift, you will need to generate a POS Cash-Up Report, which will display all the system totals of the float as well as any payments received from customers when cash sales, or 'Deposit' and 'Contract Payments' were processed.

Any variances or differences between the system totals and the amounts cashed up in the drawer, could indicate a possible shortage or a surplus; of which variances should be followed up and rectified immediately.

The process is started by clicking on the drop-down menu adjacent to the POS Icon and select 'Shift Cash Up'.



1. In this case, the Shift Total for Louise (SFT00001) is displayed as R35 419.36 which includes Cash Sales performed from the Grid's POS system; Deposit Payments; Contract Payments and Deposits Refunded
2. This Shift Started on 7 December 2020 at 8:22am.
3. As the Shift is still ongoing, an end date and time has not yet been captured
4. At present, the Shift Status is indicated as 'Open'
5. To proceed with the Cash-Up procedure, the 'Money Count' button is to be selected.



- The 'Shortage Amount' is currently displayed as R 17 709.68, and this amount corresponds with the 'Shift Total Cash' amount.
- The total amount for all invoices **updated** during this shift, is calculated, and inserted by Novtel in this field automatically.
- The Shift Total is the combined total of all amounts indicated from the 'Shift Total Cash' amount to the 'Other Total' amount.

- As the User now counts all the money in her cash register (which includes the cash float), she will be required to insert the exact physical number of notes or coins, in the corresponding field here (and not the value of the notes or coins).
- In this case, the following number of notes and coins are present in the cash register, which includes a R400.00 float:
 - ✓ R200.00 notes x 1
 - ✓ R100.00 notes x 0
 - ✓ R50.00 notes x 2
 - ✓ R20.00 notes x 4
 - ✓ R10.00 notes x 2

- The total Cash amount and the Total amount is indicated as R400.00, however, the Physical amount is zero since the R400.00 float has been entered and deducted. This means that no cash transactions have been processed during this shift.
- The shortage amount of R17 709.68 is displayed in red.

- Our company policy dictates that no cheques will be accepted, and this field is left blank as it is not applicable.
- The combined total for all credit card payments – as manually calculated by adding up the credit card slip totals – is entered here.
- The total amount for payments received by means of a Bank Transfer during this shift, is entered here.
- The shift is in balance since the 'Surplus' amount is indicated as zero. The 'Physical' and 'Shift Total Cash' amounts correspond.
- Any applicable notes can be entered in this field and will be displayed on the report.
- To print the 'Money Count Report', click on this button.

Both the User and the Supervisor will sign the report after checking the cash and documents – which will now be handed to the Supervisor.

Money Count

Date: 2020/12/08 Branch: Mossel Bay, Main Branch
Operator: Louise

Operator Cash Up

CLOSING TOTAL :	35419.36
Cash	400.00
- Float	400.00
	0.00
Cheques	0.00
Credit Cards	2545.00
Bank Transfer	15164.68
Other	0.00
	17709.68
Vouchers	
	0.00
	17709.68
Short / Over	0.00
BALANCING TOTAL :	17709.68
On Account	0.00
Internal Maintenance Clearing	0.00
Internal Maintenance Invoicing	0.00
Other	17709.68
SHIFT TOTAL :	35419.36

Comments

Operator Sign _____

Supervisor Sign _____

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

Money Count

200.00	1	0.50	0	Cash:	400.00
100.00	0	0.25	0	Cheque:	0.00
50.00	2	0.20	0	Credit Card:	2545.00
20.00	4	0.10	0	Bank Transfer:	15164.68
10.00	2	0.05	0	Vouchers:	0.00
5.00	0	0.02	0	Other:	0.00
2.00	0	0.01	0	Total:	18109.68
1.00	0			- Float:	400.00
				Physical:	17709.68
				Surplus:	0.00

Comments:

Shift Total Cash: 17709.68
Account Total: 0.00
Maintenance Clear: 0.00
Internal Maintenance: 0.00
Other Total: 17709.68
Shift Total: 35419.36

Buttons: Report, Screen Capture, **Accept**, Cancel

Print to: Screen Print

11.1 Cashing up and closing the Shift

1. At present, this User's shift is still open, and no end date and time has been captured yet.
2. The Shift Summary, Detailed, and Daily Takings reports can be accessed from these buttons and either printed or saved, or both.
3. Clicking on the 'Cashup' button, the shift is closed, and no transactions can be performed under this shift number anymore.

Shift Cash Up

Shift Transactions: Transaction Type: [Dropdown]

Type	Time Stamp	Doc Num	Amount

Shift Number: SFT00001
User (Shift Owner): Louise
Shift Start: 2020/12/07 8:22:20
Shift End: [Empty]
Shift Status: **1 OPEN**
Physical Amount: 17709.68
Surplus Amount: 0.00

SHIFT TOTAL
35419.36

Buttons: Cash Up, Money Count, Shift Summary, Detailed Report, Daily Takings, Close

The Shift End Date and Time is now captured.

Shift Cash Up

Shift Transactions: Transaction Type: [Dropdown]

Shift Number: **SFT00001**

User (Shift Owner): Louise

Shift Start: 2020/12/07 8:22:20

Shift End: 2020/12/08 7:55:57

Shift Status: **CLOSED**

Physical Amount: 17709.68

Surplus Amount: 0.00

SHIFT TOTAL
35419.36

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

11.2 The Supervisor's Screen

Louise's Shift now displays the current date next to it – indicating that it was closed on this date.

Supervisor Shift Cashup

View Location: All Supervisor: Kevin Shift #: SUP00001

Transaction				Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total Invoice Date
Front Desk							
SFT00001	Louise			35419.36			2020/12/08

Batch Shift Single Shift Open Shift Shift Total: 35419.36

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Print to: Screen Print

Clicking on the Shift, all transactions performed by this User during her shift, are displayed in the left-hand side of the screen.

Supervisor Shift Cashup

View Location: All Supervisor: Kevin Shift #: SUP00001

Transaction (SFT00001)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
1	SM0001	Deposit Paid	9000.00	Front Desk			
2	SM0001	Contract Invoice	8709.68	SFT00001	Louise	35419.36	2020/12/08
3	SM0001	Contract Invoice	9000.00				
4	SM0001	Payment	8703.68				

Batch Shift Single Shift Open Shift Shift Total: 35419.36

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Print to: Screen Print

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

Supervisor Shift Cashup

View Location: All Supervisor: Kevin Shift #: SUP00001

Transaction (SFT00001)				Shift			
ID	Customer	Type	Total	Shift #	User	Total	Invoice Date
1	SM0001	Deposit Paid	9000.00	Front Desk			
2	SM0001	Contract Invoice	8709.68	SFT00001	Louise	35419.36	2020/12/08
3	SM0001	Contract Invoice	9000.00				
4	SM0001	Payment	8703.68				

Novtel Equipment Hire

Continue Cashup?

Yes No

Batch Shift Single Shift Open Shift Shift Total: 35419.36

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Print to: Screen Print

Import Status

Shift Number	Status	Error
SFT00001	Successful	

Done.

Progress bar: 10 blue segments

Buttons: Successful Failed Documents Report Close

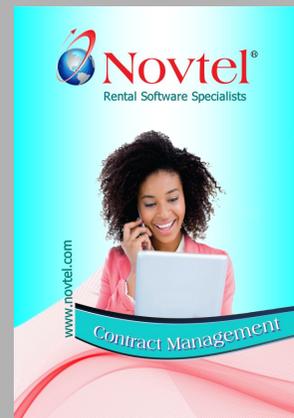
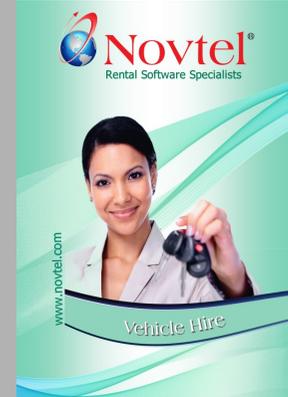
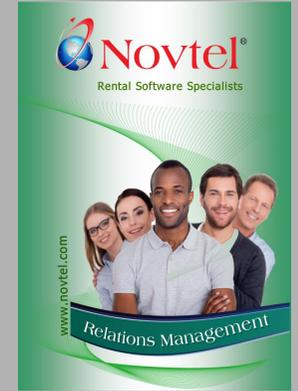
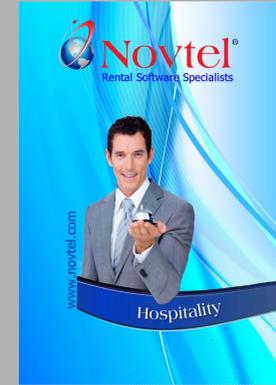
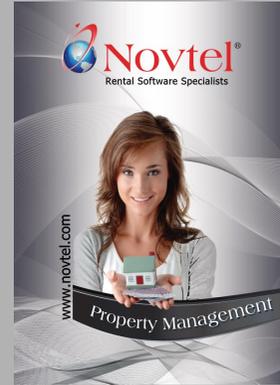
For more information or a product demo, please contact our office.

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