



Novtel[®]

**Property
Management**





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Property Management

The Basics of Novtel Property Management



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Property Management

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Introduction





Introduction

Novtel Property Management is a specialized system by which long term rental properties can be managed. This includes:

- ✓ Properties owned by your company.
- ✓ Properties managed on behalf of a single Landlord, or multiple Landlords.
- ✓ Body Corporate and Home-Owners Association Properties for which Levies apply.
- ✓ Residential / Commercial and /or Industrial Properties.

Owned and Sub-Rented Short Term / Holiday Rental Properties can also be managed for which a Restaurant and Diet Report, as well as the Housekeeping Report can be printed daily.

Properties can be rented on a Month-to-Month basis, and a monthly escalation amount can be charged if required.

Please note that there are many features in Novtel which are not included in this basic manual. To only name a few:

- ✓ **The Meter Reader System**
- ✓ **The Open Item System**
- ✓ **Setting up Assets and linking it to the various properties**
- ✓ **Charging Interest on accounts in arrears**
- ✓ **Setting up and using TPN**
- ✓ **The Workshop Module**
- ✓ **Setting up and using the Reminder System**
- ✓ **Managing Body Corporate Properties for which Levies apply**
- ✓ **Scheduling Property Inspections and capturing the findings**
- ✓ **The Debit Order System**
- ✓ **Novtel Forms Designer**
- ✓ **Short Term / Holiday Rentals**



Introduction – Third Party Integration

Financial Systems

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

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

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

Microsoft Office

- Reports can be exported, edited and saved in **Microsoft Word**
- Novtel allows for reports to be exported to **Microsoft Excel**, while some Excel files can be imported into Novtel - such as Bulk Charges and Door Rentals
- Tenant and Landlord Invoices and Statements; Deposit Statements, as well as reports for management are emailed directly from the system, using **Microsoft Outlook**
- ✓ Please note that up to 10 additional attachments for Customers and Suppliers respectively, can be send with the Invoice and / or statement when the billing process is performed.
- **Microsoft Access** is used as the basis for Novtel's databases (except for when SQL is used)



Introduction – Third Party Integration

TPN (Tenant Profile Network)

When registered with TPN and the required settings have been entered in Novtel, an export file is submitted to TPN - which will return several reports including a report indicating which Tenants:

- Paid on Time
- Are still in the 'Grace Period'
- Made a Partial Payment
- Paid Late
- Did not pay at all

Novtel Products

Novtel Property Management also integrates with:

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



Introduction - Documents

Invoices

In Novtel, one of various invoice options can be selected as the default Invoice layout, namely:

1. Plain Paper

No Logo can be added to this layout.

2. Invoice Logo Layout 1 or 2

When Logo Layout 1 is selected, the Company logo – as selected per the path entered – will be displayed on the top left-hand side of the document.

Logo Layout 2 displays the logo on the top right-hand side of the document.

3. Forms Designer

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

Word Documents

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

It uses 'Bookmarks' which will derive the information from the Tenant Master File, as well as the Contract; Reservation and Property.

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

Document Notes

The purpose of setting up 'Document Notes' is to create a standard note to be displayed on each of the following document types:

- ✓ Custom Invoices
- ✓ Provisional Invoices
- ✓ Customer Invoices
- ✓ Landlord Statements

When an invoice is printed or e-mailed, the note created here, will display at the bottom of the document



Introduction - Documents

Customer Statements

There are 6 different Customer Statement Layouts to choose from, and a custom message to be displayed on all Customer Statements, can be entered.

Supplier Reports

For Supplier Statements, there are 3 layouts to choose from, namely the:

- ✓ Standard Layout
- ✓ Summary Layout
- ✓ Split Layout

Work Orders

In Novtel, Work Orders for Maintenance can be created.

One of 5 layouts can be selected, and if a custom message is set, it will appear on all created Work Order Documents.

Service Provider Quotes

Quotations can be requested from one or more Service Providers before a Work Order is created.

The preferred Quote Request Document Layout can be selected, and the default email settings configured.



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Grid Statuses





Grid Statuses

<input type="checkbox"/> Cancelled	<input type="checkbox"/>
<input checked="" type="checkbox"/> Reserved	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Confirmed	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Current	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Invoiced	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Partially Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Supplier Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/> Communal (U)	<input checked="" type="checkbox"/>
<input type="checkbox"/> Communal (P)	<input checked="" type="checkbox"/>

In Novtel, each reservation is displayed in a distinctive colour on the Grid. These colours represent a specific status. By simply glancing at the Grid, the User will know exactly which stage the reservation is currently linked to, without opening any reservation.

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

Reserved

A contract has been created; and the property is now **'Reserved'** for the duration of the contract term.

				Andrews, Shawn
				Status : Reserved
419 Andrews, Shawn				

Confirmed

A contract is **'Confirmed'** once the Tenant linked to this contract, has paid the deposit.

				Andrews, Shawn
				Status : Confirmed
419 Andrews, Shawn				



Grid Statuses

Current

When a Tenant has taken occupancy of the property, the contract status is changed to **'Current'** upon performing the recurring billing process.

Andrews, Shawn RA No : 125
Status : Current
419 Andrews, Shawn

Invoiced

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

Andrews, Shawn RA No : 125
Status : Invoiced
Customer Invoice : INA10020
419 Andrews, Shawn

Partially Paid

The Tenant has made a payment, but a portion of the invoiced amount is still outstanding. The status of the specific month's reservation is therefore **'Partially Paid'**.

Andrews, Shawn RA No : 127
Status : Partially Paid
Customer Invoice : INA10021
Supplier Invoice : PNA10017
421 Andrews, Shawn

Paid

The Tenant has settled the full outstanding amount as billed, and the status is **'Paid'**.

Andrews, Shawn RA No : 126
Status : Paid
Customer Invoice : INA10019
Supplier Invoice : PNA10016
420 Andrews, Shawn



Grid Statuses

Andrews, Shawn	RA No : 126
Status :	Supplier Paid
Customer Invoice :	INA10019
Supplier Invoice :	PNA10016
420 Andrews, Shawn	

Supplier Paid

The Landlord has received full payment, and the status is **'Supplier Paid'**.

403 COMMUNAL PROPERTY (SHARED SERVICES)
17 COMMUNAL PROPERTY (SHARED ACCOMMODATION)

Communal (U) and Communal (P)

These statuses pertain to Communal properties, both Shared Accommodation and Shared Services.

An **unprocessed** property will display in yellow; and will cause the Recurring Billing process to be halted until the property is right-clicked and marked as **'Processed'**. Only then, will the **'Processed'** property's status colour, change to white.



Novtel[®] Property Management

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Users and Passwords





Users and Passwords

A User Master File is created for the purpose of:

- ✓ Linking a person to a specific set of permissions.
- ✓ To link a password to their Username in order for them to gain access to the permissions set up for them.
- ✓ Whenever they perform transactions during their shift, a Shift number is allocated, and an audit trail is obtained.

The screenshot shows a dialog box titled "Add user" with a close button (X) in the top right corner. It features four tabs: "General", "Permissions", "Pastel", and "Options". The "General" tab is currently selected and highlighted with a red border. Below the tabs, there are five input fields: "User Name", "Password", "First Name", "Last Name", and "Email Address". At the bottom of the dialog, there are two buttons: "Accept" and "Cancel".

The General Tab

When adding Users to the system from the 'Setup – Users/Passwords' menu, all details are mandatory to be entered in the 'General' tab – regardless of creating an Administrator; Supervisor or Custom User.



Users and Passwords

The 'Add user' dialog box has four tabs: General, Permissions, Pastel, and Options. The 'Pastel' tab is selected and highlighted with a red box. The 'Multi-Store' section contains a text box with '001' and a search icon, and a dropdown menu with 'Default Store'. Below this is a text box explaining the multi-store code. There are two dropdown menus for 'Import Customer Documents to Pastel User' and 'Import Supplier Documents to Pastel User', both set to '00 - Louise'. At the bottom are 'Accept' and 'Cancel' buttons.

The Pastel / Evolution Tab

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

When your system is not activated for the use of 'Multi-Stores / Warehouses', the 'Default Store' is applicable here.

If Multi Stores / Warehouses are set up, the relevant Warehouse is selected.

Select the specific User in Pastel or Evolution to whom this User's documents must be imported.

The 'Add user' dialog box has four tabs: General, Permissions, Pastel, and Options. The 'Permissions' tab is selected and highlighted with a red box. The 'Permission Type' dropdown is set to 'Administrator'. Below it is an 'Item Grid' table with columns for permission names and checkboxes. At the bottom are 'Accept' and 'Cancel' buttons.

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

The Permissions Tab

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



Users and Passwords - Administrators

The screenshot shows the 'Add user' dialog box with the 'Permissions' tab selected. The 'Permission Type' dropdown menu is open, showing 'Administrator' as the selected option, which is highlighted with a red arrow. Below the dropdown is an 'Item Grid' with the following permissions and checkboxes:

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

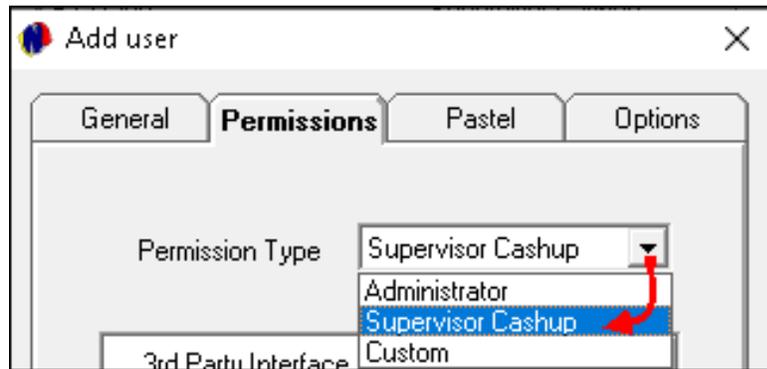
At the bottom of the dialog are 'Accept' and 'Cancel' buttons.

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

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

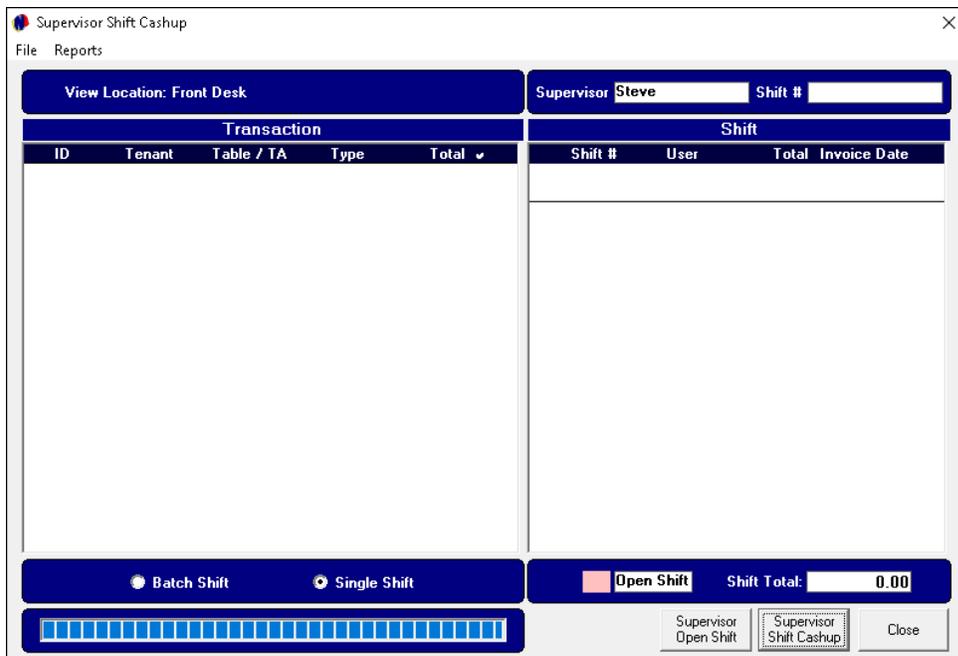


Users and Passwords - Supervisors



A Supervisor has the ability to:

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



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





Users and Passwords – Custom Users

The screenshot shows the 'Add user' dialog box with the 'Permissions' tab selected. The 'Permission Type' dropdown is set to 'Custom'. Below it is an 'Item Grid' with the following items and checkboxes:

Item	Checked
Edit Properties	<input type="checkbox"/>
Edit Branches	<input type="checkbox"/>
Edit Charges	<input type="checkbox"/>
Edit Categories	<input type="checkbox"/>
Update Invoices	<input checked="" type="checkbox"/>
Select Novtel Database	<input type="checkbox"/>
3rd Party Interface	<input type="checkbox"/>

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

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

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



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User Shifts





User Shifts

Detailed Shift Summary - Supervisor:

Cashier: Tiaan - Shift #:SFT00001
Shift Start 2022/09/05 13:47:06 - Shift End 2022/09/07 09:14:48
Time and date report was printed: 2022/09/07 09:16:01

Account Payments

ID	DOC NO	REFERENCE	TENANT	AMOUNT
165	REC00003	AND001	AND001	12850.00
166	REC00004	WAL001	WAL001	7400.00
167	REC00005	STE001	STE001	39050.00
				59300.00

Deposits

DEPOSIT	BOOKING	CONTRACT	DOC NO	REFERENCE	CUSTOMER	AMOUNT
Paid	0	53	REC00002	AND001	AND001	12500.00
						12500.00
Raised	0	53	DEP00001		AND001	12500.00
						12500.00

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

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

In this case, Shift 'SFT00001' is linked to the User, Tiaan.

The shift started on 5 September 2022 at 13:47pm, and was cashed up on the 7th of September 2022 at 9:14am.



User Shifts – Opening a Shift

Supervisor Shift Cashup

File Reports

View Location: Front Desk

Supervisor: Dave Shift #:

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

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Supervisor Open Shift Supervisor Shift Cashup Close

Please note that Front Desk personnel will not even be able to raise a deposit without an open shift linked to their name.

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

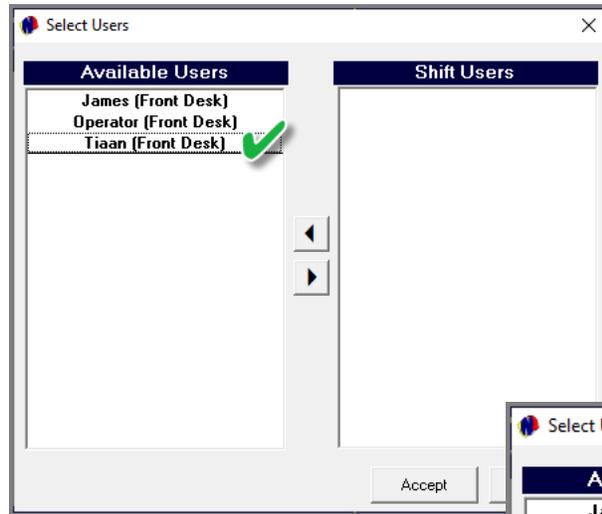
Should either open or closed shifts be displayed in this window, the button's caption will read: 'Supervisor **Edit** Shift'.

Open Shift Shift Total: 628327.50

Supervisor Edit Shift Supervisor Shift Cashup Close



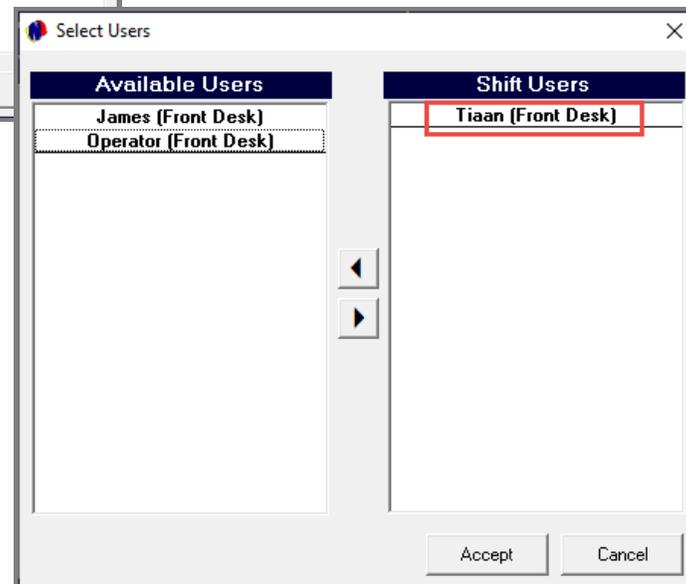
User Shifts – Opening a Shift



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

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

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



If applicable, shifts for other Users can also be opened in the same manner before clicking 'Accept'.



User Shifts – Opening a Shift

Supervisor Shift Cashup

View Location: Front Desk Supervisor Dave Shift # SUP00001 1

Transaction	Shift
	2 X

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Supervisor Open Shift Supervisor Shift Cashup Close

1. A Supervisor Shift has now also been opened and linked to the logged in Supervisor.
2. The User for whom the shift was opened, does not yet display in this window, since he has not yet logged into the system.

However: When the User logs into Novtel and starts processing Transactions, the Shift will be displayed here in a pink background – indicating that the shift is open - and all transactions can be tracked in real time.

Supervisor Shift Cashup

View Location: Front Desk Supervisor Dave Shift # SUP00001

Transaction (SFT00001)				Shift			
ID	Tenant	Type	Total	Shift #	User	Total	Invoice Date
152	AND001	Deposit Raised	12500.00				
				Front Desk			
				SFT00001	Tiaan	0.00	

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Supervisor Edit Shift Supervisor Shift Cashup Close



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Property Management

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**Residential, Industrial and
Commercial Properties**





Residential, Industrial and Residential Properties

Add New Property

Code Create Item In Pastel

Description

Rental Property
 Levy Property
 Billing Unit Only

Properties can be classified as either a:

1. Rental Property
2. Levy Property, or
3. A Billing Unit only

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

05 Sep 2022 06 Sep 2022 07 Sep 2022 08 Sep 2022 09 Sep 2022 10 Sep 2022 11 Sep 2022 12 Sep 2022 13 Sep 2022 14 Sep 2022 15 Sep 2022 16 Sep 2022 17 Sep 2022 18 Sep 2022 19 Sep 2022 20 Sep 2022 21 Sep 2022 22 Sep 2022 23 Sep 2022 24 Sep 2022 25 Sep 2022 26 Sep 2022 27 Sep 2022 28 Sep 2022

CP	Code	Branch	...
	SSER0000	C	
	BLUE0007	N	
	BLUE0030	N	
	BLUE0042	N	
	BLUE0045	N	
	BLUE0060	N	
	MARU0022	N	
	MOUN0025	N	
	UNI001	N	
	UNTT0003	N	

Edit Property

Code BLUE0007 Rental Property
Description Blue Anchor Apartment 7 Levy Property
 Billing Unit Only

General Details Financial FAC Guest User Defined Fields Pastel Interface

Branch Atlantic Seaboard - South Africa

In Novtel, 'Branches' can be created in order to link Properties in the same Suburb; Town; City or whatever criteria preferred, to the same Branch which is colour coded.

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



Residential, Industrial and Residential Properties

Properties can be linked to a specific pre-created Category for the purpose of:

1. Distributing Bulk Charges – such as water; electricity usage; security costs etc. - between properties linked to the same category.
2. To link the same sized Properties to a specific category.
3. To link Properties in the same building or complex to a specific category.
4. When managing short term rental Properties, specific seasonal category rates can be set up and which is linked to a specific Property or Properties.

The screenshot shows the 'Edit Property' window with the following details:

- Code: BLUE0007
- Description: Blue Anchor Apartment 7
- Property Type: Rental Property, Levy Property, Billing Unit Only
- Branch: Atlantic Seaboard - South Africa
- Type: Apartment
- Area: C02 - Camps Bay

The 'Select Category' dialog box is open, displaying a table of categories:

Code	Description
BLUEA	Blue Anchor Apartments
HSD16	High Season Owned
LSM16	Low Season 2021 (Managed)
LSO016	Low Season 2016 (Owned)
MSM16	Mid Season Managed
MSO16	Mid Season Owned
SEA001	Seaview Apartment Building
ZAN001	Zane Building Phase 1

A red arrow points to the 'BLUEA' row in the table. The dialog box also includes 'Accept' and 'Cancel' buttons.



Residential, Industrial and Residential Properties

1. Different Types of Properties can be created in the Novtel system and depending on the classification selected in the 'Type' field, the information in some of the tabs will differ from those on other Property Master Files.

Properties can be linked to one of the following default 'Types':

- ✓ Apartment
- ✓ Bachelor's Flat
- ✓ Country Estate
- ✓ Complex
- ✓ Guest House (Specifically For Short Term Rentals)
- ✓ House
- ✓ Small Holding
- ✓ Town House
- ✓ Vacant Land
- ✓ Industrial (Industrial Park; Light or Heavy Manufacturing; Warehousing or Research and Development)
- ✓ Commercial (Office Buildings; Retail Shops etc.)

Branch Atlantic Seaboard - South Africa

Category BLUEA - Blue Anchor Apartments

Type Apartment

Maintenance Image (Outside + Inside) (Default)

Area

ERF Number

Inspection Interval

Floorspace: 75.00 m²

Guest House

House

Small Holding

Town House

Vacant Land

Business - Commercial

Industrial



Residential, Industrial and Residential Properties

Edit Property

Code: BLUE0007
Description: Blue Anchor Apartment 7

Rental Property
 Levy Property
 Billing Unit Only

General | Details | Financial | FAC Guest | User Defined Fields

Branch: Atlantic Seaboard - South Africa
Category: BLUEA - Blue Anchor Apartments
Type: Apartment
Maintenance Image (Outside + Inside): (Default)
Area: C02 - Camps Bay

Select Area

Code	Description
B01	Bellville
C01	Clifton
C02	Camps Bay
D01	Durbanville
H01	Hout Bay
N01	Newlands

The 'Area' refers to a more specific region/part of a city or town. Depending on the Branch/Suburb already selected for this property, more specific areas within this suburb will be displayed for selection.

In the rental contract between the Tenant and the Landlord / Rental Agency, provision can be made for a set interval for inspections of the property during the rental period.

An appointment will be made with the Tenant for the date upon which the inspection is to be performed.

Novtel Property Management can manage these Inspections, by setting up the following:

1. The inspection Interval on the Property's Master File.
2. Scheduling the Inspection.
3. Setting up an Inspection Reminder.
4. Printing the Inspections Report for a specified period.
5. Documenting the Inspection findings.
6. Processing the Inspection and creating a Work Order for maintenance if applicable.

Branch: Atlantic Seaboard - South Africa
Category: BLUEA - Blue Anchor Apartments
Type: Apartment
Floorspace: 75.00 m²
Maintenance Image (Outside + Inside): (Default)
Area: C02 - Camps Bay
ERF Number: 22558899
Inspection Interval: 90 Days



Residential, Industrial and Residential Properties

Edit Property

Code: BLUE0007
Description: Blue Anchor Apartment 7

Rental Property
 Levy Property
 Billing Unit Only

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

Branch: Atlantic Seaboard - South Africa
Category: BLUEA - Blue Anchor Apartments
Type: Apartment | Floorspace: 75.00 m²
Maintenance Image (Outside + Inside): (Default) | (Default)
Area: C02 - Camps Bay
ERF Number: 22558899
Inspection Interval: 90 Days
Communal Type: None (N)

Show On Grid:
Sub Rented Item:
Monthly Billed Item:
Disposed:
Record Meter:
Meter Number: 147

Images | Accept | Cancel

Owned Properties VS Managed Properties

For Properties owned by your company, the 'Sub Rented Item' checkbox is NOT selected, and therefore, the 'Commission' tab will be deactivated.

This will cause the 'Ownership' in the 'Details' tab to be displayed as 'Owned'.

Edit Property

Code: BLUE0007
Description: Blue Anchor Apartment 7

Rental Property
 Levy Property
 Billing Unit Only

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

Ownership: Managed | Owner: LAN001 - Landon, Peter

Bedrooms: 3 | Bars & Braais: 0 | Garden: Yes No
Bathrooms: 1 | Studies: 0 | Granny Flat: Yes No
Kitchens: 1 | Garages: 1 | Loft: Yes No
Living Rooms: 1 | Car Ports: 0 | Swimming Pool: Yes No

Period Start	Period End	Door Rental p/m
2018/01/01	2018/12/31	5000.00
2019/01/01	2019/12/31	5500.00

Add Period | Edit Period | Remove

Detailed Description: Sea Front Apartment. Balcony Accessible from the Master Bedroom and Living Room. Communal Swimming Pool and Braai Area for use by Occupants only.

Images | Accept | Cancel

Should the 'Sub-Rented Item' checkbox be selected, Novtel will immediately require a 'Supplier' (Landlord) to be selected and linked to this Property.

The 'Details' tab will then display the 'Ownership' as 'Managed' and indicate the owner of the property as selected.

The 'Commission' tab will be activated to select the applicable commission settings for this property specifically.



Residential, Industrial and Residential Properties

The Details Tab

Commercial and Industrial Properties

If the 'Size m2' User Defined fields were customized, the rentable spaces on all of the 'Commercial' and 'Industrial' Properties will be displayed as follow, and per the customization set in our system:

- ✓ The descriptions for the first 5 fields are default and cannot be changed.
- ✓ The other 10 fields were customized.

The size of each area can be entered and selected as a rented space for which the Tenant will pay.

All Other Property Types

The 'Details' tab of all other Property Types will be displayed as follow:





Residential, Industrial and Residential Properties

The Financial Tab

The following details can be entered in the 'Financial' Tab:

- ✓ The Property's purchase price and the date upon which it was purchased.
- ✓ Whether or not tax will be applicable on the rental amount for this property specifically.
- ✓ The current value.
- ✓ The original rental amount, and the current rental amount per month (for long term rental properties) and daily rental amount (for short term or holiday rental properties).
- ✓ The original date upon which the property was first rented.
- ✓ The Municipality from which the municipal bill is obtained (Supplier), as well as the property's municipal account number.

General	Details	Financial	FAC Guest	User Defined Fields	Pastel Interface	Commission	TPN Address	FAC Supplier	Assets
		Cost Price	<input type="text" value="0.00"/>	Municipality	<input type="text"/>				
		Allow Tax	<input checked="" type="checkbox"/>	Account Number	<input type="text"/>				
		Original Rental Amount	<input type="text" value="0"/>	Original Date	<input type="text" value="2019-10-30"/>				
		Current Value	<input type="text" value="0.00"/>	Date of Purchase	<input type="text" value="2019-10-30"/>				
				Per Month	Per Day				
		Rental Excl Tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
		Tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				
		Rental Incl Tax	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>	<input type="text" value="0.00"/>				



Residential, Industrial and Residential Properties

Fixed Added Costs for a Guest and the Supplier

The 'FAC Guest' and 'FAC Supplier' tabs are identical in appearance and are relevant to Short Term or Holiday rentals ONLY in order to:

➤ **FAC Guest**

Add fixed costs to the Tenant's rental invoice automatically when a short-term reservation is created

Charge Code	Description	Link	Quantity
KEY001	Key Deposit (Refundable)	Quantity	1

Description	Qty	Tax	Excl	Incl
Blue Anchor Apartment 7	2	169.57	1130.43	1300.00
KEY001 - Key Deposit (Refundable)	1	0.00	500.00	500.00
TOTAL DUE		169.57	1630.43	1800.00

➤ **FAC Supplier**

Add charges to be deducted from the rental amount payable to the Landlord / Supplier.

Charge Code	Description	Link	Quantity
CLE001	Cleaning Charges	Quantity	1

Description	Qty	Tax	Excl Price	Incl Price
Blue Anchor Apartment 7	2	154.82	1032.14	1186.96
CLE001 - Cleaning Charges	1	-26.09	-173.91	-200.00
Total		128.73	858.23	986.96



Residential, Industrial and Residential Properties

User Defined Fields Tab

If set up, Specific customized information can be entered in this tab.

The first 5 fields will display the Information set up in the 'Property' tab of the 'User Defined Fields' setup window, and the additional info can be entered here.

The other 2 fields are displayed as set up in the 'Reminders' tab of the 'User Defined Fields' setup window.

Pastel Interface Tab

When a Property Master File is saved, and the 'Create Item in Pastel' checkbox is selected, the Property will be imported to Pastel as a 'Service' Item. The Property Code and Description will automatically be created in Pastel as an 'Inventory Item'.

The Property can also be linked to a specific Cost Code – upon importing it to Pastel.

The Pastel Inventory Code is now linked to this Property.

The relevant 'Bond / Mortgage' GL account – as set up in Pastel – can be selected here.



Residential, Industrial and Residential Properties

TPN

TPN is short for **Tenant Profile Network** – a registered credit bureau that specializes in vetting tenants for rental properties. Their systems and services help companies make better decisions on which tenants to place, and assists them in collecting their rent each month.

To benefit from this functionality, your company must be registered with TPN.

Assets

The 'Assets' module is used to manage and keep track of items linked to specific hostel rooms, such as kettles, toasters, etc.

Assets are created in a different part of the system, and linked to the applicable property – after which it will be displayed on the Property Master File's Assets tab.

A warranty period and expiry date can be linked to electric and electronic devices in order to return faulty devices within the warranty period.

The Manufacturer; Serial number and Model number is also captured on the relevant Asset Master Files.

The screenshot shows the 'Edit Property' window with the 'TPN Address' tab selected. The form contains the following fields:

- Code: BLUE0007
- Description: Blue Anchor Apartment 7
- Property Type: Rental Property (selected), Levy Property, Billing Unit Only
- Building: Blue Anchor Apartment nr 7
- Street: Blue Anchor Apartment 7
- City/Town/Suburb: Camps Bay
- Province: Western Cape
- Postal Code: 8888
- Address Type: Building Address (selected), Street Address

The screenshot shows the 'Edit Property' window with the 'Assets' tab selected. The form displays a table with the following columns:

AssetCode	AssetType	Manufacturer	SerialNumber	Model	Supplier	PurchaseDate	WarrantyPer	WarrantyExp	Replacem	CostExcl	CostIncl
[Empty table area]											

Buttons: Images, Print List, Accept, Cancel

6

Communal Properties





Communal Properties

Two types of Communal Properties can be created in Novtel, namely:

- ✓ Shared Services
- ✓ And Shared Accommodation

	05 Sep 2022	06 Sep 2022	07 Sep 2022	08 Sep 2022	09 Sep 2022	10 Sep 2022	11 Sep 2022	12 Sep 2022	13 Sep 2022	14 Sep 2022	15 Sep 2022	16 Sep 2022	17 Sep 2022	18 Sep 2022	19 Sep 2022	20 Sep 2022	21 Sep 2022	22 Sep 2022	23 Sep 2022	24 Sep 2022	25 Sep 2022	26 Sep 2022	27 Sep 2022	28 Sep 2022	29 Sep 2022
SSER0000																									
CF SSER0000 C	745 COMMUNAL PROPERTY (SHARED SERVICES)																								
BLUE0007 N																									
C BLUE0030 N	664 Stevens, Martin																								
BLUE0042 N																									
C BLUE0045 N	724 Green, Jane																								
C BLUE0060 N	670 Walters David																								

Shared Services Property

Novtel only allows one Shared Services Property to be created per Dataset, and it will always be displayed at the top of the Grid.

This property indicates 'CP' to the left of the Property Code on the Grid, which is short for 'Communal Property'.

It also indicates a 'C' to the right of the Property Code, while 'Non-Communal' properties display an 'N'.

This type of Property is created in order to distribute bulk charges (such as electricity and water usage in common areas; Security costs, etc.) between tenants, and the following filters can be used in order to do so:

- ✓ Tenant Category
- ✓ Property Category
- ✓ Property Area Category
- ✓ Property Code Range

One of the following options can be selected by which the charges are distributed:

- ✓ Apply whole amount to each linked booking
- ✓ Distribute equally between linked bookings
- ✓ Specify division percentage
- ✓ Distribute on unit size (m2)



Communal Properties

CP	HOST0000	A	742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)
C	HOST0001	-	686 Stevens, Martin
C	HOST0002	-	698 Webb, Dan
	HOST0003	-	
	HOST0004	-	
	HOST0005	-	

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

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

BLUE0045

BLUE0045 N
BLUE0060 N
MARU0022 N
MOUN0025 N
UNI0001 N
UNIT0003 N
HOST0000 A
HOST0001 -
HOST0002 -
HOST0003 -
HOST0004 -
HOST0005 -

View Properties
All Properties
Available Properties

New Rental
2022/09/05 2022/10/24
Go To Top Go To Bottom

Hostel Venita

Code: HOST0000
Description: Hostel Venita

Rental Property
Levy Property
Billing Unit Only

General Linked Properties Assets Layout

Properties currently linked to HOST0000:

Property	Description	Branch
HOST0001	Hostel Venita Room 1	Southern Suburbs
HOST0002	Hostel Venita Room 2	Southern Suburbs
HOST0003	Hostel Venita Room 3	Southern Suburbs
HOST0004	Hostel Venita Room 4	Southern Suburbs
HOST0005	Hostel Venita Room 5	Southern Suburbs

Available Properties:

Property	Description	Branch
BLUE0007	Blue Anchor Apartment 7	Atlantic Seaboard
BLUE0030	Blue Anchor Apartment 30	Atlantic Seaboard
BLUE0042	Blue Anchor Apartment ...	Atlantic Seaboard
BLUE0045	Blue Anchor Apartment 45	Atlantic Seaboard
BLUE0060	Blue Anchor Apartment 60	Atlantic Seaboard
INT001	Internal Property for Mai...	
MARU0022	Marula Street 22	Southern Suburbs
MOUN0025	Mountain Rd 25	Northern Suburbs
UNI0001	Unit 1, Business Park	Northern Suburbs
UNIT0003	Unit 3, Sunset Park	Northern Suburbs

Images Accept Cancel

Shared Accommodation Property

A 'Shared Accommodation' property is created as a 'Parent' property for the purpose of linking 'Non-Communal' Properties' to it in order to:

- ✓ Rent out different rooms in the same building to individual Tenants.
- ✓ To produce an invoice for each Tenant individually since individual contracts will be created.
- ✓ Bulk Charges can also be distributed between these Tenants or properties linked to a Shared Accommodation 'Parent' property.

An example of where this option will be applicable, is for students at boarding school or in a Hostel.



Property Management

7

Charges





Charges

The 'Add New Charge' dialog box is shown with the 'General' tab selected. It contains the following fields and options:

- Code: []
- Description: []
- Workshop Item
- Create Item In Pastel
- Display On Invoice
- Blocked
- Barcode: []
- Charge Incl: 0.00
- Charge Excl: 0.00
- Allow Tax:
- User Defined Field 1-5: []
- Pastel Inventory Code: []
- Buttons: Accept, Cancel

The 'Add New Charge' dialog box is shown with the 'Properties' tab selected. It contains the following options:

- POS Item
- Payout Item
- Third Party Charges
- Add Before Comm Item (R)
- Deduct Before Comm Item (R)
- Pastel Inventory Code: []
- Buttons: Accept, Cancel

Different types of charges can be created in the Property system, and depending on the classification selected, will the corresponding action be applied by Novel.

The 'Add New Charge' dialog box is shown with the 'Reporting' tab selected. It contains the following fields and options:

- Code: []
- Description: []
- Workshop Item
- Create Item In Pastel
- Display On Invoice
- Blocked
- Report Group: Other
- Subcategory: Electricity, Water, Effluent, Gas, Refuse, Rent (Charge), Turnover Rent
- Pastel Inventory Code: []
- Buttons: Accept, Cancel

Charges must also be linked to a 'Reporting Group' to obtain even more detailed information at month end.

Some charges will not be linked to a specific classification in the 'Properties' tab, but it will be linked to a Report Group.



Charges

General Properties Reporting

POS Item

Payout Item

Third Party Charges

Add Before Comm Item (R)

Deduct Before Comm Item (R)

POS Items

Charges classified as a 'POS Item' will be available to be sold from the POS system accessed from the Grid.

This means that any item classified as such, can be sold directly to a Tenant / Occupant / Supplier / Employee or any other person, for immediate payment.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

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

BLU0045

C	BLUE0045	N	
C	BLUE0060	N	
C	MARU0022	N	
C	HOUN0025	N	
C	UNI001	N	
C	UNIT0003	N	
C	HOST0000	A	
C	HOST0001		
C	HOST0002		
C	HOST0003		
C	HOST0004		
C	HOST0005		

View Properties
 All Properties
 Available Properties

New Rental

2022/09/05 2022/10/24

Go To Top Go To Bottom

Rental Nu
GRE001 G
PO Box 56
Johannest
2323
jane@gre

NOVTEL
www.novtel.com
Tiaan
Store: Default Store

Select Item(s):

Barcode	Code	Description	Rate Incl.
	ADM001	Admin Fee	20
	CDK001	Coke 340ml	
	DAM001	Damages (General)	
	LAY001	Lays Plainly Salted 30g	

Search by: Barcode Search for:

Payment Type: Cash
Cash
Credit Card
Cheque
Bank Transfer

Payment Received: 0.00
Change: 0.00
Overall Discount: 0

PAYMENT DUE
0.00

Payment Date: 2022/09/05

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



Charges

General Properties Reporting

POS Item

Payout Item

Third Party Charges

Add Before Comm Item (R)

Deduct Before Comm Item (R)

Payout Items

Items paid for from the petty cash – for example - are classified as 'Payout' items and will be accessed from the 'POS – Payouts' window.

NOVTEL
www.novtel.com

Cash

Customer

Tenant Code :

Tenant Description

Supplier

Current

Credit Card

0.00

Accept New Close

Select Items :

Code	Description	Rate Incl	Us
COF001	Coffee for Office Use	50.00	
DIS001	Dish washing Liquid	20.00	
KEY001	Key Deposit (Refundable)	500.00	
MIL001	Milk for Office Use	15.00	
SUG001	Sugar for Office Use	30.00	
TEA001	Tea for Office Use	25.00	

Payout Items Search by :

Selected Items :

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



Charges

Add New Charge

Code

Description

Workshop Item

Create Item In Pastel

Display On Invoice

Blocked

Workshop Items

Novtel incorporates a Workshop Module by which damages can be recorded and Job Cards linked to a specific technician responsible for completing the job.

Only charges classified as a 'Workshop Item', will be available for selection in the 'Workshop Module'.

Properties

POS Item

Payout Item

Third Party Charges

Add Before Comm Item (R)

Deduct Before Comm Item (R)

Third Party Charges

When your company is responsible for settling an account with a Service Provider directly (e.g. Municipality), will charges such as municipal rates, taxes, electricity and refuse be categorised as 'Third Party Charges'.

Such charges will first be payable by the Tenant as it is included in the rental invoice; and then be paid by your company, to the Municipality.



Charges

Refundable Charge Item

Any charge that is refundable to a Tenant, must be categorised as a Refundable Charge Item.

For example, in short term/holiday rentals, a 'Key Deposit' will be classified as a Refundable Charge Item as it is charged to the guest at the start of a booking; and refunded to the guest at the end of their reservation period once the key was returned.

The screenshot shows a software interface with three tabs: 'General', 'Properties', and 'Reporting'. The 'Properties' tab is active and contains a list of options with checkboxes:

- Add Before Comm Item (R)
- Deduct Before Comm Item (R)
- Refundable Charge Item
- Add Before Comm Item (S)
- Deduct Before Comm Item (S)

The 'Refundable Charge Item' option is highlighted with a red rectangular box.

A complete list of all created charges in the system can be obtained, indicating the:

- ✓ Charge Code and Description.
- ✓ The Pastel Inventory Code it is linked to.
- ✓ The rate linked to it.
- ✓ Whether or not tax is applicable – as set on the Charge Master File.



Novtel[®] Property Management

8

Tenants and Occupants





Tenants and Occupants

The Tenant is the person or entity liable for the rental invoice, thus ensuring an income to both the Landlord and the Property Management Company/ Rental Agency that is managing the rental property on behalf of the Landlord. As the responsible party, it is always the Tenant's name that will appear on the rental contract.

The Occupant on the other hand, is specified as the person/s who will occupy and stay in the rental property during the agreed rental period. In many cases, the Tenant will also be the Occupant of the rental property.

However, a Tenant may be renting a property for someone else to occupy (e.g. for their children or parents to live in), in which case the Tenant will not be the Occupant of the property. Whatever the situation, the details of the Occupant/s of the rental property will always be specified under; and added to; the responsible Tenant's Account in Novtel.



Tenants and Occupants

Edit Tenant

Account Code	<input type="text" value="AND001"/>	<input type="checkbox"/> Corporate Tenant
Description	<input type="text" value="Andrews, Shawn"/>	<input type="checkbox"/> Monthly Tenant
Tenant Category	<input data-bbox="708 335 1421 378" type="text" value="06 - Gold Membership"/> 1	<input type="checkbox"/> Inactive Tenant
Pastel Foreign Currency	<input data-bbox="708 382 1421 425" type="text" value="00 - Home Currency"/> 2	

1. Tenant Category

If Tenant Categories were set up in the financial system, a Tenant can be linked to the applicable category.

- ✓ Bulk Charges can be distributed by means of a Tenant Category
- ✓ Rental Statistics per Tenant Category can be obtained for the selected period or month

2. Pastel Foreign Currency

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

When Foreign Currencies are set up in Pastel or Evolution and the exchange rate kept up to date, the specific currency for a **new** Customer or Supplier can be set on the respective Master Files in Novtel.

The Foreign Currency for existing Customers and Suppliers cannot be changed.

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

In Sage Pastel, the documentation will be displayed in the currency set on their master file.



Tenants and Occupants

The General Tab

In this tab, the general information of the Tenant who will be responsible for the payment of the rental property, will be entered. This will include general contact details such as:

- ✓ The Tenant's postal address
- ✓ Telephone and Mobile Numbers
- ✓ E-mail address

Please note that Novtel integrates with Microsoft Outlook, and when the billing process is performed, Invoices and Statements can either be emailed to all Tenants directly, or saved to the Drafts folder to send the documents later, if so selected.

The email address as entered on the Tenant's master file - will automatically be inserted by Novtel in the 'To' field in Microsoft Outlook.

The screenshot shows a software interface with several tabs: General, Delivery Addresses, User Defined Fields, Waiting List Details, Banking Details, Occupant, and Vehicle Registration. The 'General' tab is active and contains the following fields:

- Postal Address: PO Box 55, Newlands, 6565
- Telephone No: 029 232 252 252
- Fax No: (empty)
- Mobile Phone: 088 147 258 369
- Email Address: shawna@gmail.com
- Tax Reference: (empty)
- Payment Reference: MOUN0025, with a 'Generate Payment Reference' button below it.
- Use Tenant As Occupant:
- Separator: Space, Comma
- First Name: Shawn
- Last Name: Andrews
- Date of Birth: 1958/01/15
- ID Number: 5801151112223, with a 'Non South African Citizen' button below it.
- Email/Print Setup: Print and Email Documents (dropdown menu)

Use Tenant as Occupant

If the Tenant is renting *and* living in / doing business from the rental property, the Tenant will be specified as the Occupant of the property as well, by ticking this checkbox.

The 'Occupant's' name; surname; date of birth and ID number must be captured in the corresponding fields.



Tenants and Occupants

The Delivery Address Tab

In this tab, the Tenant's Physical address will be captured.

General	Delivery Addresses	User Defined Fields	Waiting List Details	Banking Details
Delivery Address		<input type="text" value="Mountain Rd 25"/>		
		<input type="text" value="Bellville"/>		
		<input type="text" value="2222"/>		
		<input type="text"/>		
		<input type="text"/>		

The User Defined Fields Tab

The custom User Defined Fields entered for all Tenants in the system, will be displayed in this tab.

For each Tenant respectively, the custom information can be entered.

General	Delivery Addresses	User Defined Fields	Waiting List Details	Banking Details
Contract Term		<input type="text" value="24 Months"/>		
Additional Cell Number		<input type="text" value="081 123456"/>		
Alternative Contact		<input type="text" value="Trish"/>		
		<input type="text"/>		
		<input type="text"/>		



Tenants and Occupants

dit Tenant

Account Code: AND001
 Description: Andrews, Shawn
 Tenant Category: 06 - Gold Membership
 Pastel Foreign Currency: 00 - Home Currency

Corporate Tenant
 Monthly Tenant
 Inactive Tenant

General | Delivery Addresses | User Defined Fields | **Waiting List Details** | Banking Details | Occupant | Vehicle Registration

Date Added	Area Code	Unit Type
2016/08/22 14:30:36	D01	House

Edit Waiting List Entry

Tenant Code: AND001
 Description: Andrews, Shawn
 Date Added: 2016/08/22 14:30:36

General | Layout

Area Code: D01
 Description: Durbanville
 Unit Type: House
 Range of Rental: 6000.00 To 10000.00

Accept Cancel

The Waiting List Details Tab

If there is no rental property available that meets this Tenant’s requirements, the details of the desired property type and description; area; rent within a specific range, and the layout can be entered here.

The Banking Details Tab

The banking details of the Tenant, who will be responsible for the payment of the daily/monthly rent, will be captured here. The fields marked with an asterisk (*) are mandatory.

Please note that if the option to ‘Use Electronic Payment / Save Bank Details’ is not selected, the banking details will not be saved here, and the details will have to be re-entered after saving the Tenant’s Master File.

General | Delivery Addresses | User Defined Fields | Waiting List Details | **Banking Details** | Occupant | Vehicle Registration

Transaction Code: 0001010 * Account Number: 123456789 *
 Branch Number: 523654 * Account Name: SHAWN ANDREWS *
 Method of Payment: 2 = Bank Transfer
 Account Type: 1 = Current
 Use Electronic Payment / Save Bank Details:

User Reference: MONTHLY RENT
 Debit Order Action Day: 31 Use 0 to set no debit order
 Debit Order Set Amount: 12000
 Sage Pay Customer Code:
 Sage Pay Customer Account Name:

Mandatory fields indicated by *

If the Tenant chooses to pay via a bank transfer or a cash payment, the ‘Debit Order Action Day’ and ‘Debit Order Set Amount’ fields will not apply.

However, if the Tenant has selected his method of payment as ‘debit order’, the Tenant will be required to sign a debit order for the rental amount to be deducted from his bank account. Enter the day on which the money will be deducted from his account, here; and specify the debit order amount to be deducted, in the next line.



Tenants and Occupants

Default	Lastname	Initials	Firstname	Id Number	
<input checked="" type="checkbox"/>	Andrews	S A	Shawn	5801151112223	<input type="button" value="Add"/>
<input type="checkbox"/>	Andrews	TA	Trish	6802151234567	<input type="button" value="Edit"/>
					<input type="button" value="Remove"/>

The Occupant Tab

More than 1 'Occupant' can be captured on single a Tenant Master File, and designated parking spots can be allocated to each person where applicable.

Contract Manager

Contract Number: 11 Type: Fixed Monthly Tax Rate %

Tenant: AND001 Andrews, Shawn

Occupant: Shawn, Andrews

Date Start: 1 June 2019

OCCUPANTS:
Trish, Andrews
Shawn, Andrews

Properties Sub-Rentals Fixed C Fixed Rates

When a contract is created, an Occupant is linked to it in addition to the Tenant's name.

Moving the cursor across the 'Occupants' field, all 'Occupants' linked to the selected Tenant Master File, will be displayed.



Tenants and Occupants

Edit Occupant

Last Name:

First Name:

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

ID Number:

Passport:

Title:

Initials:

Date of Birth:

Gender: Maiden Name:

Marital Status: Date Married:

Ethnicity:

There are 8 tabs present for a host of information to be captured per Occupant in the 'Add / Edit Occupant' window, namely:

1. General Information

Edit Occupant

Last Name:

First Name:

General | **Photo** | Spouse | Employment | Dependants | References | Access Tags | Parking



2. Photo

Please note that a default 'Images' path must be pre-setup in the 'Company Setup – Images' screen from where Occupant photos are to be retrieved. The specific Occupant's picture can then be selected to be displayed here.

General | Photo | **Spouse** | Employment | Dependants | References | Access Tags | Parking

Last Name:

First Name:

Initials:

ID Number:

Employment Type:

Date of Birth:

3. Spouse

Details of the Occupant's Spouse are entered in this tab.



Tenants and Occupants

General Photo Spouse **Employment** Dependants References Access Tags Parking

Current Employer

Telephone no

Employment Type Salary

Previous Employer

Telephone no

4. Employment

The details of the Occupant's current and previous employers are entered in this tab

General Photo Spouse Employment **Dependants** References Access Tags Parking

Andrews, Daniel
Andrews, Daniel
Andrews, Kate

Add
Delete

First Name

Relationship

Age

Id Number

5. Dependants

The details of multiple dependants can be captured here if required.

General Photo Spouse Employment Dependants **References** Access Tags Parking

1 - Mr West
1 - Mr West
2 - Mrs Fourie
3 - Mr Pretorius

Address

Telephone no

6. References

The name, address and contact number of 3 references can be captured here.



Tenants and Occupants

General Photo Spouse Employment Dependants References **Access Tags** Parking

Tag Holder Desc:

Tag Number:

7. Access Tags

When entry to a property or facility is to be obtained by means of 'Access Tags', the specific Tag Number for this Occupant is entered and saved in this tab.

Edit Occupant

Last Name:

First Name:

General Photo Spouse Employment Dependants References Access Tags **Parking**

Dataset: Parking: Dataset: Details:

Unassigned Parkings: -1

Open Parking Units

Parking Bay	Code	Occupant Name
<input checked="" type="checkbox"/>	OP 047	Iris Group
<input checked="" type="checkbox"/>	OP 048	Iris Group
<input checked="" type="checkbox"/>	OP 049	Iris Group
<input checked="" type="checkbox"/>	OP 050	Iris Group
<input type="checkbox"/>	OP 051	
<input type="checkbox"/>	OP 052	
<input type="checkbox"/>	OP 053	
<input type="checkbox"/>	OP 054	
<input type="checkbox"/>	OP 055	
<input checked="" type="checkbox"/>	OP 056	AND001 Trish Andrews
<input type="checkbox"/>	OP 057	
<input type="checkbox"/>	OP 058	

Undercover Parking Units

Parking Bay	Code	Occupant Name

8. Parking

When set up, open and undercover parking spaces can be assigned to the specific Occupant.



Tenants and Occupants

General | Delivery Addresses | User Defined Fields | Waiting List Details | Banking Details | Occupant | **Vehicle Registration**

Registration Number	Manufacturer	Model Name	Model Year	Color
CBS 123456	Volkswagen	Golf	2017	Silver
CBS 654321	Ford	Focus	2012	White

Add
Edit
Remove

Vehicle Registration

Vehicle Details:

Registration Number: CBS 123456

Manufacturer: Volkswagen

Model Name: Golf

Model Year: 2017

Color: Silver

Accept Cancel

The Vehicle Registration Tab

When vehicles are captured to a Tenant's Master File, a report can be printed to list the vehicles linked to the Tenant.

Tenant / Occupants

Novtel Property Management

Printed: 2019-11-01 10:46:27

Property	Tenant/Occupant	Occupant Description	Occupant ID/Passport	Default	Tenant Vehicle List
MOUN0025 - Mountain Rd 25	AND001 - Andrews, Shawn	Shawn - Andrews	5801151112223	✓	[CBS 123456] Volkswagen Golf 2017 (Silver) [CBS 654321] Ford Focus 2012 (White)
	Occupant	Trish - Andrews	6802151234567	-	-



Novtel[®] Property Management

9

Suppliers





Suppliers

In Novtel Property Management, one of 2 classifications can be selected:

- 1. A Landlord (or Property Owner)** lists their property with your agency to advertise, rent out and manage on their behalf. As your company will pay the rental income received from the Tenant (the Customer), over to the Landlord (minus the agency commission and other relevant costs), a Landlord is classified as a Supplier.
- 2. Service Providers** deliver services to the Properties / Tenants that your agency manages. As your company will usually source and pay for these goods or service (regardless whether the Tenant or Landlord is liable for the payment thereof), the following Service Providers will typically be listed as Suppliers on your system:
 - Maintenance companies (supplying taps, geysers, paint, carpets, tiles, windows, etc.)
 - Electricians
 - Plumbers
 - Gardening services; and
 - Municipalities (i.e. municipal services)

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

- Account Code: [Text Field]
- Description: [Text Field]
- Pastel Foreign Currency: 00 - Home Currency [Dropdown]
- Type: [Dropdown Menu] (highlighted with a red box, showing options: Landlord / Proprietor, Service Provider)
- Postal Address: [Text Field]
- Telephone No: [Text Field]
- Fax No: [Text Field]
- Mobile Phone: [Text Field]
- Email Address: [Text Field]
- Use Tax: Yes No
- Tax Number: [Text Field]
- Service: [Dropdown]
- Supplier Category: [Text Field]

Buttons: Save, Cancel



Suppliers

Reports which can be produced - pertaining to Suppliers in the system – are:

1. List All Suppliers

All Suppliers – whether a Landlord or Service Provider - are listed on this report.

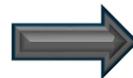
2. List Supplier Categories and Services

Specific pre-created Categories and Services can be linked to a Service Provider's master file. By printing this report, a complete listing is obtained of those services and categories linked to each Supplier Master File.

3. Service Quality

When a Supplier Invoice is received and a Work Order is completed, a service quality rating is linked to the specific Work Order.

A report can be produced to list the ratings linked to the Supplier for the selected period.



Supplier Works Order - Service Quality

Service Date

From 2022/09/05 to 2022/09/05

Ratings

- Outstanding-100%
- Good-80%
- Fair-50%
- Poor-20%
- Appaling-0%

Accept Close

Other Supplier Reports:

4. Supplier Payments

5. Supplier Monthly Report

6. Payment Summary to:

- ✓ The Landlord
- ✓ Municipality
- ✓ Maintenance (Service Providers)

7. Detailed Landlord Report



Novtel[®] Property Management

10

Contracts





Contracts

Rental contracts are created to link a specific Tenant to a specific Property, and to determine the following:

- ✓ The amount payable by the Tenant for rent and additional costs.
- ✓ The amount payable to the Landlord – in the case of the property being a sub-rented item.
- ✓ The amount retained by your company for managing a sub-rented property on behalf of the Landlord.

Only 1 contract per Property is allowed. Should the Tenant rent more than 1 property, a contract for each property will apply.

While in the process of creating a new contract, the 'Contract Number' field will be indicated as 'New', and a contract number is only allocated upon saving it.

Contract Manager

Contract Number: New | Type: Fixed Monthly | Tax Rate %: 1 15.00 (where applicable) | Hold Over Costs: | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 2 | Louise

Occupant: | Clear Occupant

Date Start: 1 September 2022 | Payment Day: 1 3 | Date End: 31 August 2023 | 12 Months

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

BLUE0007 - Blue Anchor Apartment 7 | Contract Comments...

1. The Tax Rate to be applied is indicated here.
 - ✓ Please note that Novtel takes into account whether or not the 'Allow Tax' option is selected on the Property Master File, as well as on the charges added to the contract, and will only apply the tax where applicable.
2. If Agent Codes are set up in the financial system, and activated in Novtel, a specific 'Agent' can be linked to this contract.
3. The Payment date is significant, especially when your company is registered with TPN. This date will be checked against the dates upon which payments were received from the Tenant, and a complete payment history can be obtained – whether good or bad.



Fixed Monthly Contracts

Contract Manager

Contract Number: New | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs: | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

Properties: BLUE0007 - Blue Anchor Apartment 7

Sub-Rentals | Fixed Charges | SH Fixed Rates | Deposit

Today: 2022/09/05

When the 'Fixed Monthly' contract type is selected, the contract term can be set by entering a definite 'Start' and 'End' Date.

Novtel will calculate the number of months according to the dates selected and it will be displayed in this field.

Contract Manager

Contract Number: New | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs: | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

Properties: BLUE0007 - Blue Anchor

Sub-Rentals | Fixed Charges | SH Fixed Rates | Deposit | Deposit Interest | Additional Invoices

Rent Escalations

Escalation Settings:

- Escalation Percentage: 10%
- Escalation Month: August | Yearly Escalation

Existing Rental Base Amount:

- Initial Amount: 12500.00

Apply Escalation To All Contracted Properties

Accept | Cancel

Calculate Commission: 0% | Apply Commission

Charge Escalations | Rent Escalations

Save | Cancel

Annual Escalations

A set escalation percentage can be set up to increase a Tenant's rent during the same month each year, and the initial rental amount is entered before clicking 'Accept'.



Fixed Monthly Contracts

Contract Manager

Contract Number: New | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

BLUE0007 - Blue Anchor Apartment 7 | Contract Comments...

Add Property | Remove Property | **Make Reservations** ✓

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

Calculate Commission: 0 | Apply Commission | Charge Escalations | Rent Escalations

Save | Cancel

To create the individual reservations for each month as set for the rental period, click the 'Make Reservations' button.

Immediately, 12 reservations are created for this single contract, but no rental number has been linked to it yet. This will only be created once the contract is saved.

Contract Manager

Contract Number: New | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

BLUE0007 - Blue Anchor Apartment 7 | Contract Comments...

Add Property | Remove Property

Rental Num	Date Start	Date End	Status	Inv Total
0	2022/09/01	2022/09/30	Reserved	12500.00
0	2022/10/01	2022/10/31	Reserved	12500.00
0	2022/11/01	2022/11/30	Reserved	12500.00
0	2022/12/01	2022/12/31	Reserved	12500.00
0	2023/01/01	2023/01/31	Reserved	12500.00
0	2023/02/01	2023/02/28	Reserved	12500.00
0	2023/03/01	2023/03/31	Reserved	12500.00
0	2023/04/01	2023/04/30	Reserved	12500.00
0	2023/05/01	2023/05/31	Reserved	12500.00
0	2023/06/01	2023/06/30	Reserved	12500.00
0	2023/07/01	2023/07/31	Reserved	12500.00
0	2023/08/01	2023/08/31	Reserved	13750.00

Calculate Commission: 0 | Apply Commission | Charge Escalations | Rent Escalations

Save | Cancel



Fixed Monthly Contracts

Calculate Commission

10

Calculate Commission (For Sub-rented Properties Only)

As the contract determines the amount payable **by** the Tenant; the amount payable **To** the Landlord, and the amount to be retained by your company, the percentage in commission to be applied to this contract, is entered here, and the 'Apply Commission' button is clicked.

Contract Manager

Contract Number Type Tax Rate % (where applicable) Hold Over Costs

Tenant Agent

Occupant

Date Start Payment Day Date End Months

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

BLUE0007 - Blue Anchor Apartment 7

SR Num	Supplier	Date Start	Date End	Inv Total
0	LAN001 - Landon, Peter	2022/09/01	2022/09/30	11250.00
0	LAN001 - Landon, Peter	2022/10/01	2022/10/31	11250.00
0	LAN001 - Landon, Peter	2022/11/01	2022/11/30	11250.00
0	LAN001 - Landon, Peter	2022/12/01	2022/12/31	11250.00
0	LAN001 - Landon, Peter	2023/01/01	2023/01/31	11250.00
0	LAN001 - Landon, Peter	2023/02/01	2023/02/28	11250.00
0	LAN001 - Landon, Peter	2023/03/01	2023/03/31	11250.00
0	LAN001 - Landon, Peter	2023/04/01	2023/04/30	11250.00
0	LAN001 - Landon, Peter	2023/05/01	2023/05/31	11250.00
0	LAN001 - Landon, Peter	2023/06/01	2023/06/30	11250.00
0	LAN001 - Landon, Peter	2023/07/01	2023/07/31	11250.00
0	LAN001 - Landon, Peter	2023/08/01	2023/08/31	12375.00

When viewing the 'Sub Rentals' tab, Novtel has automatically calculated the amount due to the Landlord.

- ✓ Also note that specific 'Sub-Rental' numbers will be allocated to each reservation when the contract is saved.



Fixed Monthly Contracts

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn

Occupant: [Empty] | Clear Occupant

Agent: 07 | Louise

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

Properties: BLUE0007 - Blue Anchor Apartment 7

Rental Num	Date Start	Date End
746	2022/09/01	2022/09/30
747	2022/10/01	2022/10/31
748	2022/11/01	2022/11/30
749	2022/12/01	2022/12/31
750	2023/01/01	2023/01/31
751	2023/02/01	2023/02/28
752	2023/03/01	2023/03/31
753	2023/04/01	2023/04/30
754	2023/05/01	2023/05/31
755	2023/06/01	2023/06/30
756	2023/07/01	2023/07/31
757	2023/08/01	2023/08/31

Calculate Commission: 10 | Apply Commission

Checklist | Contract Schedule | Change Contract Type

Accessing the saved contract, a definite contract number is now created, as well as sequential rental numbers linked to each month's reservation individually.

Sub-Rental numbers are also created.

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn

Occupant: [Empty] | Clear Occupant

Agent: 07 | Louise

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

Properties: BLUE0007 - Blue Anchor Apartment 7

Sub-Rentals

SR Num	Supplier	Date Start	Date End	Inv Total
276	LAN001 - Landon, Peter	2022/09/01	2022/09/30	11250.00
277	LAN001 - Landon, Peter	2022/10/01	2022/10/31	11250.00
278	LAN001 - Landon, Peter	2022/11/01	2022/11/30	11250.00
279	LAN001 - Landon, Peter	2022/12/01	2022/12/31	11250.00
280	LAN001 - Landon, Peter	2023/01/01	2023/01/31	11250.00
281	LAN001 - Landon, Peter	2023/02/01	2023/02/28	11250.00
282	LAN001 - Landon, Peter	2023/03/01	2023/03/31	11250.00
283	LAN001 - Landon, Peter	2023/04/01	2023/04/30	11250.00
284	LAN001 - Landon, Peter	2023/05/01	2023/05/31	11250.00
285	LAN001 - Landon, Peter	2023/06/01	2023/06/30	11250.00
286	LAN001 - Landon, Peter	2023/07/01	2023/07/31	11250.00
287	LAN001 - Landon, Peter	2023/08/01	2023/08/31	12375.00

View Subhire | SH Escalations

Checklist | Contract Schedule | Change Contract Type | Save | Cancel



Month-To Month Contracts

1. When creating a 'Month-To-Month' contract, the start date is selected first.
2. The 'Contract Type' is selected as 'Month-To-Month'.
3. This will cause the 'End Date' option to be changed to 'Contract Completed' – which must NOT be selected unless the contract is to be terminated.
4. The number of months will be indicated as '1' and cannot be changed manually here.

In the 'Rent Escalations' window, the rental amount is set, and if an annual escalation is relevant, the percentage and month is set for the rent to automatically increase when the month is reached.

The screenshot shows the 'Contract Manager' window with the following details: Contract Number: New; Type: Month-To-Month (marked with a red '2'); Tax Rate %: 15.00; Hold Over Costs: unchecked; Cancel Contract button. Tenant: WAL001 (Walters, Johan); Occupant: (empty); Clear Occupant button. Date Start: 1 September 2022 (marked with a red '1'); Payment Day: (empty). Contract Completed: (checked, marked with a red '3'); 1 Months (marked with a red '4'). Navigation tabs: Properties, Sub-Rentals, Fixed Charges, SH Fixed Rates, Deposit, Deposit Interest, Additional Invoices.

The screenshot shows the 'Contract Manager' window with the 'Rent Escalations' dialog box open. The dialog box contains: Escalation Settings: Escalation Percentage: 0; Escalation Month: January; Yearly Escalation: unchecked; Existing Rental Base Amount: Initial Amount: 13000.00; Next Recurring Billing Base Amount: Base Amount: 13000.00; Fetch Latest Reservation Rent Amount button; Apply Escalation To All Contracted Properties: unchecked. The 'Accept' button is circled in red. A red arrow points from the 'Rent Escalations' button in the main window to the dialog box. The main window shows the same contract details as the first screenshot.



Month-To Month Contracts

Contract Manager

Contract Number: Type: Tax Rate %: (where applicable) Hold Over Costs

Tenant: Agent:

Occupant:

Date Start: Payment Day:

Contract Completed: Months

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

Contract Comments...

Rental Num	Date Start	Date End	Status
------------	------------	----------	--------

When the 'Make Reservations' button is clicked, only 1 reservation will be created for the month linked to the 'Start Date'.

Contract Manager

Contract Number: Type: Tax Rate %: (where applicable) Hold Over Costs

Tenant: Agent:

Occupant:

Date Start: Payment Day:

Contract Completed: Months

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

Contract Comments...

Rental Num	Date Start	Date End	Status	Inv Total
0	2022/09/01	2022/09/30	Reserved	13000.00

Calculate Commission:



Month-To Month Contracts

Month-To-Month' contracts display 'CM' in front of the Property Code on the Grid, and only 1 reservation is created and displayed on the Grid in the colour of the 'Reserved' status.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

	31	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	
	Aug	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Oct											
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	
	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
SSER0000																																										
CP	SSER0000	C	745 COMMUNAL PROPERTY (SHARED SERVICES)																																							
C	BLUE0007	N	746 Andrews, Shawn																																							
C	BLUE0030	N	664 Stevens, Martin																																							
CM	BLUE0042	N	758 Walters, Johan																																							
C	BLUE0045	N	724 Green, Jane																																							
C	BLUE0060	N	670 Walters David																																							
	MARU0022	N																																								



Fixed Additional Costs for the Tenant's Account

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

Line Type	Charge	Description	Qty	Excl	Tax	Incl
				0.00	0.00	0.00

Update Existing Rental Charges | Add Remark | Add  | Delete

Checklist | Contract Schedule | Change Contract Type | Save | Cancel

All monthly Charges which will be billed to the Tenant, in addition to the rent as agreed upon, can be inserted under the 'Fixed Charges' tab. Depending on the agreement, these charges may include a fixed monthly amount, charged for water and/or electricity usage.

However: Novtel incorporates a Meter Reader system by which the exact readings for water and / or electricity are captured, and the Tenant is charged accordingly.

For demonstration purposes, we will insert an 'Open Parking' charge to be added at a cost of R50.00 per month for the 'Tenant's Account'.

By clicking 'Add' in the 'Fixed Charges' tab, all pre-created charges are displayed.



Fixed Additional Costs for the Tenant's Account

Select Charge

Search

Search By: Code

Search For: PAR001

Code	Description	Excl	Tax	Incl
ADM001	Admin Fee	173.91	26.09	200.00
BDT001	Bad Debt	0.00	0.00	0.00
CAL001	Callout Fee	391.30	58.70	450.00
CLE001	Cleaning Charges	173.91	26.09	200.00
COF001	Coffee for Office Use	43.48	6.52	50.00
CDK001	Coke 340ml	5.22	0.78	6.00
CWT001	Cold Water Tap	104.35	15.65	120.00
DAM001	Damages (General)	0.00	0.00	0.00
DEP001	Deposit Forfeiture Charge	0.00	0.00	0.00
DIS001	Dish washing Liquid	17.39	2.61	20.00
ELE001	Electricity	695.65	104.35	800.00
FTD001	Front Door	678.26	101.74	780.00
GEY001	Geyser	2608.70	391.30	3000.00
HIN001	Hinges	86.96	13.04	100.00
HWT001	Hot Water Tap	117.39	17.61	135.00
INT001	Interest Charged	0.00	0.00	0.00
KEY001	Key Deposit (Refundable)	500.00	0.00	500.00
LAB001	Labor Charge per Hour	173.91	26.09	200.00
LAN001	Landlord Municipal Rates and Taxes	0.00	0.00	0.00
LAY001	Lays Plainly Salted 30g	3.48	0.52	4.00
MAI001	Maintenance Invoiced Amount	0.00	0.00	0.00
MIL001	Milk for Office Use	13.04	1.96	15.00
MUN001	Refuse and Sewerage	260.87	39.13	300.00
PAR001	Parking - Open	43.48	6.52	50.00
PAR002	Parking - Undercover	69.57	10.43	80.00
REF001	Refuse	86.96	13.04	100.00
REM001	Remote Control	304.35	45.65	350.00
RIT001	Rit	173.91	26.09	200.00

Accept Cancel

The applicable charge can now be searched for and selected.

1. The selected item is now displayed in the 'Fixed Charges' tab, and at a quantity of 1. If more parking spaces are required, the quantity is increased by entering the required number in the 'QTY' field.
2. A Parking space can directly be assigned to this Occupant from this window.
3. To update the selected charge to ALL reservations linked to this contract, click the 'Update Existing Rental Charges' button.

Contract Manager

Contract Number: 53 Type: Fixed Monthly Tax Rate %: 15.00 (where applicable) Hold Over Costs: Cancel Contract

Tenant: AND001 Andrews, Shawn Agent: 07 Louise

Occupant: Clear Occupant

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

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

Line Type	Charge	Description	Qty	Excl	Tax	Incl
Item	PAR001	Parking - Open 1	1	43.48	6.52	50.00
Item	MUN001	Refuse and Sewerage	1	260.87	39.13	300.00

304.35 45.65 350.00

3 Update Existing Rental Charges Assign Parking 2 Add Remark Add Delete

Checklist Contract Schedule Change Contract Type Save Cancel



Fixed Additional Costs for the Tenant's Account

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

BLUE0007 - Blue Anchor Apartment 7 | Contract Comments...

Add Property | Remove Property

Rental Num	Date Start	Date End	Status	Inv Total
746	2022/09/01	2022/09/30	Reserved	12550.00
747	2022/10/01	2022/10/31	Reserved	12550.00
748	2022/11/01	2022/11/30	Reserved	12550.00
749	2022/12/01	2022/12/31	Reserved	12550.00
750	2023/01/01	2023/01/31	Reserved	12550.00
751	2023/02/01	2023/02/28	Reserved	12550.00
752	2023/03/01	2023/03/31	Reserved	12550.00
753	2023/04/01	2023/04/30	Reserved	12550.00
754	2023/05/01	2023/05/31	Reserved	12550.00
755	2023/06/01	2023/06/30	Reserved	12550.00
756	2023/07/01	2023/07/31	Reserved	12550.00
757	2023/08/01	2023/08/31	Reserved	13800.00

Calculate Commission: 10 | Apply Commission

View Reservation | Charge Escalations | Rent Escalations

Checklist | Contract Schedule | Change Contract Type | Save | Cancel

1. Immediately, the selected cost is added to every reservation linked to this contract.
2. To view the effect on the first reservation for the month of September 2022, click on the reservation and select the 'View Reservation' button.

Proceeding to the 'Quick View' tab, the charge is displayed, and added to the rental amount.

Reservation Details

General | Financial | Deposit | Additional Costs | Quick View

Description	Qty	Tax	Excl	Incl
Blue Anchor Apartment 7	1	1630.43	10869.57	12500.00
PAR001 - Parking - Open	1	6.52	43.48	50.00
TOTAL DUE		1636.96	10913.04	12550.00

View Audit Log | Accept | Cancel



Fixed Additional Costs Payable to the Landlord

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs: | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

Line Type	Charge	Description	Qty	Excl	Tax	Incl
				0.00	0.00	0.00

Update Existing Sub-Rental Charges | Add Remark | Add | Delete

Checklist | Contract Schedule | Change Contract Type | Save | Cancel

In the 'SH Fixed Rates' tab, charges for which the Tenant is billed and to be added to the Landlord's amount payable, are added.

- ✓ Please note that charges classified as a 'Third Party Charge' will not be displayed here.

The applicable charge can now be searched for and selected.

Select Charge

Search By: Code | Search For:

Code	Description	Excl	Tax	Incl
COF001	Coffee for Office Use	43.48	6.52	50.00
COK001	Coke 340ml	5.22	0.78	6.00
CWT001	Cold Water Tap	104.35	15.65	120.00
DAM001	Damages (General)	0.00	0.00	0.00
DEP001	Deposit Forfeiture Charge	0.00	0.00	0.00
DIS001	Dish washing Liquid	17.39	2.61	20.00
ELE001	Electricity	695.65	104.35	800.00
FTD001	Front Door	678.26	101.74	780.00
GEY001	Geyser	2608.70	391.30	3000.00
HIN001	Hinges	86.96	13.04	100.00
HW001	Hot Water Tap	117.39	17.61	135.00
INT001	Interest Charged	0.00	0.00	0.00
KEY001	Key Deposit (Refundable)	500.00	0.00	500.00
LAY001	Lays Plainly Salted 30g	3.48	0.52	4.00
MAI001	Maintenance Invoiced Amount	0.00	0.00	0.00
MIL001	Milk for Office Use	13.04	1.96	15.00
MUN001	Refuse and Sewerage	260.87	39.13	300.00
PAR001	Parking - Open	43.48	6.52	50.00
PAR002	Parking - Undercover	69.57	10.43	80.00
REM001	Remote Control	304.35	45.65	350.00
RIT001	Rit	173.91	26.09	200.00
RNA001	Roof Nails - 50	521.74	78.26	600.00
RTI001	RTI001	17.39	2.61	20.00
SEA001	Sealant 2L	173.91	26.09	200.00
SUG001	Sugar for Office Use	26.09	3.91	30.00
TEA001	Tea for Office Use	21.74	3.26	25.00
WAT001	Water	0.00	0.00	0.00
WIN001	Window 1000 x 700mm	608.70	91.30	700.00

Accept | Cancel



Fixed Additional Costs Payable to the Landlord

Contract Manager

Contract Number: 53 Type: Fixed Monthly Tax Rate %: 15.00 (where applicable) Hold Over Costs: Cancel Contract

Tenant: AND001 Andrews, Shawn Agent: 07 Louise

Occupant: Clear Occupant

Date Start: 1 September 2022 Payment Day: 1 Date End: 31 August 2023 T2 Months

Line Type	Charge	Description	Qty	Excl	Tax	Incl
Item	MUN001	Refuse and Sewerage	1	260.87	39.13	300.00

260.87 39.13 300.00

Checklist Contract Schedule Change Contract Type Save Cancel

Always remember to click the 'Update Existing Sub Rental Charges' button to add the charge to all Sub-Rental' reservations.

In the 'Sub-Rentals' tab, the charge is added to the amount payable to the Landlord. To view the effect on the first 'Sub-Rental' reservation, click on it, and select the 'View Subhire' button.

Contract Manager

Contract Number: 53 Type: Fixed Monthly Tax Rate %: 15.00 (where applicable) Hold Over Costs: Cancel Contract

Tenant: AND001 Andrews, Shawn Agent: 07 Louise

Occupant: Clear Occupant

Date Start: 1 September 2022 Payment Day: 1 Date End: 31 August 2023 T2 Months

Sub-Rentals

SR Num	Supplier	Date Start	Date End	Inv Total
276	LAN001 - Landon, Peter	2022/09/01	2022/09/30	11550.00
277	LAN001 - Landon, Peter	2022/10/01	2022/10/31	11950.00
278	LAN001 - Landon, Peter	2022/11/01	2022/11/30	11950.00
279	LAN001 - Landon, Peter	2022/12/01	2022/12/31	11950.00
280	LAN001 - Landon, Peter	2023/01/01	2023/01/31	11950.00
281	LAN001 - Landon, Peter	2023/02/01	2023/02/28	11950.00
282	LAN001 - Landon, Peter	2023/03/01	2023/03/31	11950.00
283	LAN001 - Landon, Peter	2023/04/01	2023/04/30	11950.00
284	LAN001 - Landon, Peter	2023/05/01	2023/05/31	11950.00
285	LAN001 - Landon, Peter	2023/06/01	2023/06/30	11950.00
286	LAN001 - Landon, Peter	2023/07/01	2023/07/31	11950.00
287	LAN001 - Landon, Peter	2023/08/01	2023/08/31	12675.00

Checklist Contract Schedule Change Contract Type Save Cancel

Proceeding to the 'Quick View' tab, the following is observed for the month of September 2022; sub-rental number 276, and rental number 746:

1. The amounts for the rent and the added charge are displayed here, and the total payable to the Landlord is R 11 550.00 inclusive of VAT.
2. The amount – exclusive of VAT – which is payable by the Tenant, is displayed here.
3. The amount – exclusive of VAT – payable to the Landlord, is indicated here
4. And the amount in Commission to be retained by our company for managing the property, is displayed here.

Sub-Rental Property

Sub-Rental Number: 276 Rental: 746

Date Start: 2022/09/01 Property: BLUE0007 Blue Anchor Apartment 7

Date End: 2022/09/30 Tenant: AND001 Andrews, Shawn

Supplier: LAN001 Landon, Peter

Financial Additional Costs Maintenance

Description	Qty	Tax	Excl Price	Incl Price
Blue Anchor Apartment 7	1	1467.39	9782.61	11250.00
MUN001 - Refuse and Sewerage	1	39.13	260.87	300.00
Total		1506.52	10043.48	111550.00

Net Profit/Loss

Tenant Invoice Excl Total 11173.91

Supplier Invoice Excl Total 10043.48 Commission Incl 1250.00

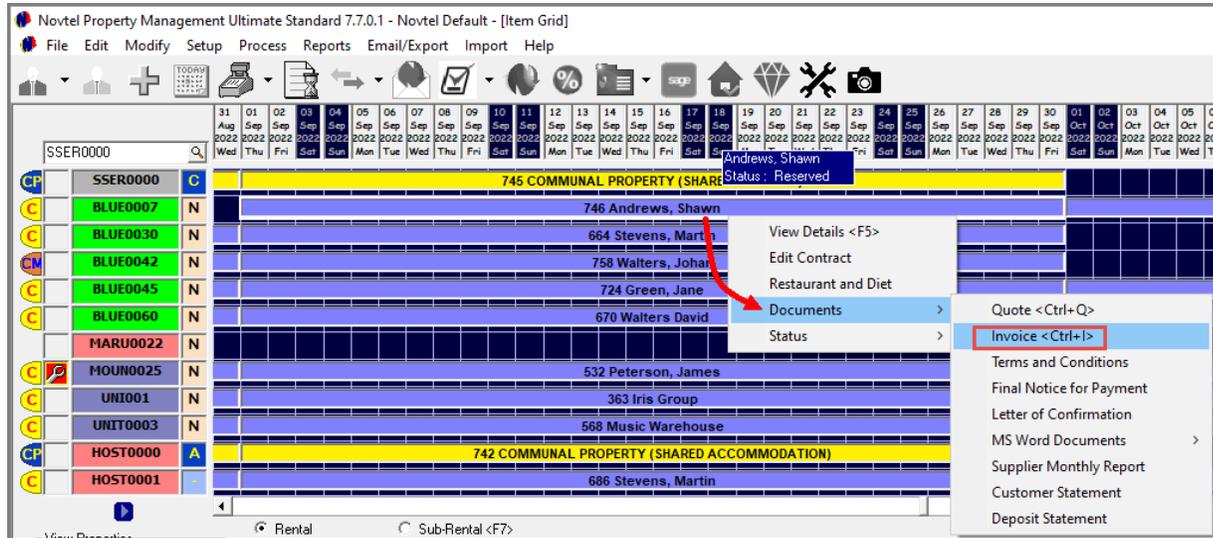


Accessing Customer and Supplier Documents

Tenant Invoices and Statements, as well as the Supplier's Monthly Report can be accessed during any stage of the Contract.

However: Official Invoice Numbers are ONLY invoiced when the monthly recurring billing procedure is performed.

The Tenant's Invoice is obtained by right-clicking on the required reservation on the Grid, and selecting 'Documents – Invoice'.





Expert Property Management

TAX INVOICE

From: Expert Property Management
Address: Office Park
Unit 30
Diaz Boulevard
Mossel Bay
6500
Email: sales@novtel.com
VAT Nr: 123456789

To: Andrews, Shawn
Address: PO Box 55
Newlands
6565

Invoice Date: 2022/09/05
Invoice Number:
Reservation Nr: 746

Tax Ref:

Description	Excl VAT	VAT	Total Incl VAT
Blue Anchor Apartment 7	10869.57	1630.43	12500.00
Parking - Open	43.48	6.52	50.00
Refuse and Sewerage	260.87	39.13	300.00

Please use the following Banking Details:

Account Name: Expert Property Management	Total EX Vat	R 11173.91
Account Number: 123456789	VAT	R 1676.09
Bank: Nedbank	Total Incl VAT	R 12850.00
Branch: Mossel Bay		
Branch Code: 1234		

Payment Reference: Blue Anchor Apartment 7



Novtel[®] Property Management

11

Deposits





Raising a Deposit

In practice, the equivalent of one month's rent is usually payable by the Tenant upon acceptance of the rental contract. The deposit is generally payable via a bank transfer, cheque, cash or credit card before the Tenant is permitted to take occupation of the property.

At the end of the contract term, the deposit will either be applied to the contract, or refunded to the Tenant; and may a part thereof be forfeited in the case of damages to the property, depending on the terms of the agreement.

A bank guarantee can also be offered by the Tenant, and is a promise from the Tenant's bank or other lending institution, confirming that the institution will cover the loss should the Tenant default on a payment.

Note: Either a deposit or bank guarantee will be processed for a contract, but not both.

To raise a deposit or process a bank guarantee in Novtel, an open shift is required.

The amount to be raised is entered in the 'Deposit Amount' field, after which the checkmark next to the 'Deposit Raised' field is clicked.

The screenshot displays the 'Contract Manager' interface with the following details:

- Contract Information:** Contract Number 53, Type Fixed Monthly, Tax Rate % 15.00 (where applicable), Hold Over Costs checkbox, Cancel Contract button.
- Tenant/Agent:** Tenant AND001 Andrews, Shawn; Agent 07 Louise.
- Dates:** Date Start 1 September 2022, Payment Day 1, Date End 31 August 2023, 12 Months.
- Navigation Tabs:** Properties, Sub-Rentals, Fixed Charges, SH Fixed Rates, **Deposit**, Deposit Interest, Additional Invoices.
- Contract Deposit Section:**
 - 1.) Deposit Raised (Deposit Amount: 12500)
 - 2.) Deposit Paid
 - 3.) Deposit Applied
 - OR
 - 3.) Deposit Refunded
- Bank Guarantee Section:**
 - 1.) Bank Guarantee Captured (Amount, Bank, Ref Num, Captured: 2022/09/05, Expires: 2022/09/06)
 - 2.) Bank Guarantee Cancelled
- User Shift:** Shift: SFT00001, User: Tiaan
- Bottom Navigation:** Checklist, Contract Schedule, Change Contract Type, Save, Cancel.



Raising a Deposit

Contract Manager

Contract Number: 53 Type: Fixed Monthly Tax Rate %: 15.00 (where applicable) Hold Over Costs Cancel Contract

Tenant: AND001 Andrews, Shawn Agent: 07 Louise

Occupant: Clear Occupant

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

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

Contract Deposit

1.) Deposit Raised 2 2022/09/05

Deposit Amount : 3 12500.00

Deposit Due : 4 2022/09/05

2.) Deposit Paid

3.) Deposit Applied

OR

3.) Deposit Refunded

User Shift

Shift : SFT00001

User : Tiaan

1

Checklist Contract Schedule Change Contract Type Save Cancel

Upon raising the deposit, the 'Deposit' tab is displayed as follows:

1. The 'Bank Guarantee' option is totally removed from this window.
2. The 'Deposit Raised' field turns blue, and the date upon which the deposit was raised is linked to it.
3. The deposit amount is captured here and can be edited in the future to increase the deposit amount when an escalation occurred.
4. The date by which the deposit amount is payable, is selected here.



Raising a Deposit

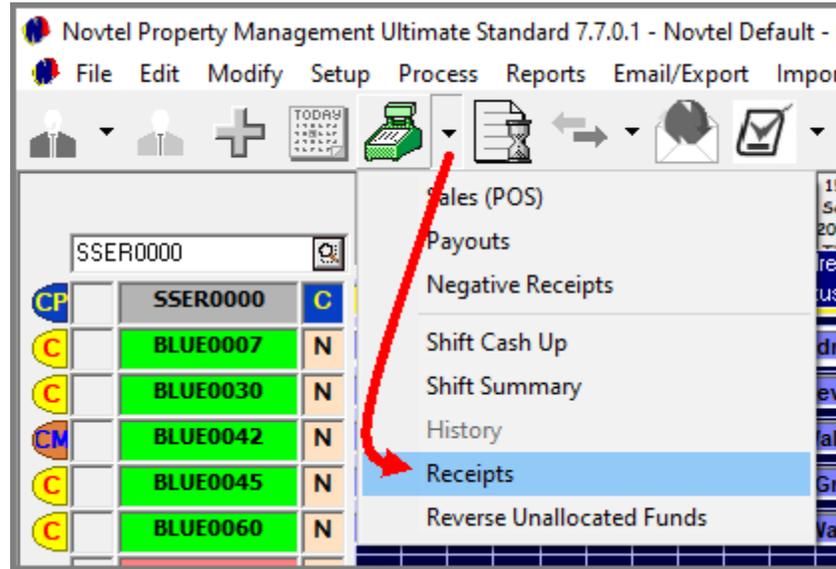
Please note that the 'Raised Deposits Transaction Listing' report can be printed for all contractual deposits which was raised, but not yet fully paid, and which will display the following information:

- ✓ The Contract Number
- ✓ The Tenant Description and Property linked to them by means of this contract
- ✓ The date upon which the Tenant is scheduled to take occupation of the property
- ✓ The date the deposit was raised
- ✓ The date upon which the deposit is due
- ✓ The deposit amount raised on the contract
- ✓ Whether or not any payments were received
- ✓ And the amount still due by the Tenant

Raised								
List all the deposits which have been raised, but not yet fully paid.								
EXPERT PROPERTY MANAGEMENT								
Contractual Deposits								
<u>No</u>	<u>Tenant Description</u>	<u>Property</u>	<u>Moved-In Date</u>	<u>Raised Date</u>	<u>Due Date</u>	<u>Raised Amount</u>	<u>Paid Amount</u>	<u>Due Amount</u>
26	KEE001 - Keenan, Ben	BLUE0007 - Blue Anchor Apartment 7	2021/03/01	2021/03/10	2021/03/10	8500.00	0.00	8500.00
27	MUS001 - Music Warehouse	UNIT0003 - Unit 3, Sunset Park	2021/03/01	2021/03/11	2021/03/11	23000.00	0.00	23000.00
52	GRE001 - Green, Jana	BLUE0045 - Blue Anchor Apartment 45	2022/08/01	2022/06/20	2022/06/20	14000.00	0.00	14000.00
53	AND001 - Andrews, Shawn	BLUE0007 - Blue Anchor Apartment 7	2022/09/01	2022/09/05	2022/09/05	12500.00	0.00	12500.00
Total :						58000.00	0.00	58000.00
Grand Total :						58000.00	0.00	58000.00



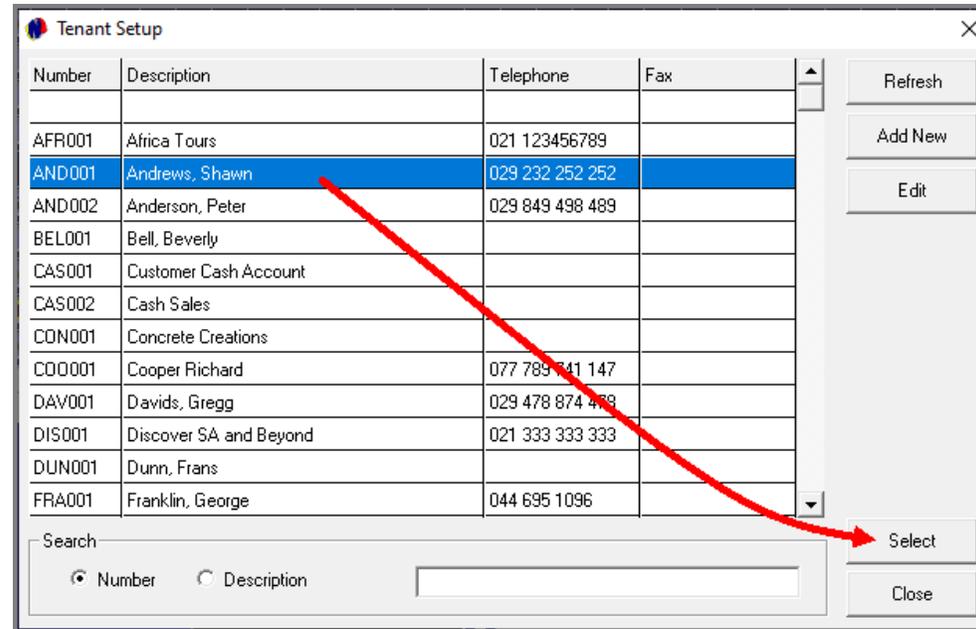
Processing a Deposit Receipt



As soon as proof of payment is received, the amount will be received from the 'POS – Receipts' window.

The specific Tenant can now be searched for by means of either the 'Tenant Code' or 'Tenant Description'.

The Tenant is to be selected to capture a receipt against their Tenant Account.





Processing a Deposit Receipt

Tenant Receipts

Tenant:
Balance In Pastel:

Receipt Total: 12500.00
Unallocated Amount:
Available Credit Matching: 24000.00

Account Payments Outstanding Total 0.00

- Deposit Payments Outstanding Total 12500.00

Description	Outstanding Amount	Allocated Amount
Contract 53 - Blue Anchor Apartment 7 (2022/09/01 to 2023/08/31) 1	12500.00	0.00

Payment Date:
Payment Type:
Reference:

Outstanding Total 0.00
Allocated Total 0.00
Unallocated Total 12500.00

1. The 'Tenant Receipts' window is displayed, and in the 'Deposit Payments' field, the deposit amount raised on contract 53, is displayed as the 'Outstanding Total'.
2. In the 'Receipt Total' field, the exact amount – as received from the Tenant – is entered.



Processing a Deposit Receipt

Tenant Receipts

Tenant: AND001 Andrews, Shawn
Balance In Pastel: 0.00 View Statement

Receipt Total: 12500.00 Auto-Allocate
Unallocated Amount: 0.00
Available Credit Matching: 24000.00

Account Payments		Outstanding Total
		0.00

Deposit Payments		Outstanding Total
		0.00
Description	Outstanding Amount	Allocated Amount
Contract 53 - Blue Anchor Apartment 7 (2022/09/01 to 2023/08/31)	0.00	12500.00

Payment Date: 2022/09/05
Payment Type: Direct Transfer
Reference: AND001

Outstanding Total: 0.00
Allocated Total: 12500.00
Unallocated Total: 0.00

Accept Cancel

To now directly allocate the receipt total against the outstanding Deposit balance, click on the 'Auto-Allocate' button.

This will immediately allocate the amount against the outstanding total in the Deposit Payments field, and clear the outstanding balance as we have received the full outstanding amount.

Now enter the date upon which the payment occurred, as well as the method by which payment was received.

Enter the payment reference as stipulated by your company, and click 'Accept' to process the receipt.



Processing a Deposit Receipt

Expert Property Management

Office Park
Unit 30
Diaz Boulevard
Mossel Bay
6500

Tel: 0881 66 88 35
Fax:
Tax: 123456789

AND001 - Andrews, Shawn 1

DEPOSIT RECEIPTS

PROPERTY	DESCRIPTION	AMOUNT
BLUE0007	Contract 53 - Blue Anchor Apartment 7 (2022/09/01 to 2023/08/31)	R 12 500.00

PAYMENT TYPE : Direct Transfer 3
Reference : AND001 4

PAYMENT DUE : 5 12 500.00
TAX / VAT TOTAL : 0.00
PAYMENT RECEIVED : 6 12 500.00

CHANGE: 0.00

USER:	Tiaan
PAYMENT DATE :	2022/09/05
DATE:	2022/09/05
TIME:	14:22:05
SHIFT NUMBER:	SFT00001
RECEIPT NUMBER:	REC00002

THANK YOU

The deposit receipt is printed, indicating the following information:

1. The Tenant Linked to the Property.
2. The Contract Number; Property; Rental Period and Deposit raised amount.
3. The Payment Type – as selected by the system User.
4. The Reference as manually entered by the system User.
5. The total payment due amount.
6. And the amount received and receipted .

At the bottom of the Receipt, the following information is displayed:

- ✓ The User logged into Novtel at the time the transaction was processed.
- ✓ The payment date.
- ✓ The date and exact time upon which the payment was processed.
- ✓ The Shift Number linked to the User.
- ✓ And the Receipt Number.



Processing a Deposit Receipt

The moment a Deposit payment is received, it becomes a liability to your company. The 'Deposit Transaction Listing' report for deposits which have either been partially or fully paid, but not yet been applied or refunded, will be displayed as follows:

Liability							
List all the deposits which have been partially or fully paid, but not yet applied or refunded.							
EXPERT PROPERTY MANAGEMENT							
Contractual Deposits							
<u>No</u>	<u>Tenant</u>	<u>Property</u>	<u>Moved-In Date</u>	<u>First Payment Date</u>	<u>Paid Amount</u>	<u>Interest Accrued</u>	<u>Total</u>
53	AND001 - Andrews, Shawn	AND001 - Blue Anchor Apartment 7	2022/09/01	2022/09/05 14:22:05	12500.00	0.00	12500.00
						<u>Total :</u>	12500.00
						<u>Grand Total :</u>	12500.00



Processing a Deposit Receipt

Contract Manager

Contract Number: 53 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Hold Over Costs: | Cancel Contract

Tenant: AND001 | Andrews, Shawn | Agent: 07 | Louise

Occupant: | Clear Occupant

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

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

Contract Deposit

1.] Deposit Raised 2022/09/05
Deposit Amount: 12500.00
Deposit Due: 2022/09/05

2.] Deposit Paid 2022/09/05
Paid Amount: 12500.00
Interest Accrued: 0.00

3.] Deposit Applied Applied On: 2022/09/05
OR
3.] Deposit Refunded Refunded On: 2022/09/05
Amount Forfeit: 0.00
Amount Refunded: 0.00

User Shift: SFT00001
Shift: Tiaan
User:

Checklist | Contract Schedule | Change Contract Type | Save | Cancel

Viewing the 'Deposit' tab for contract 53, the 'Deposit Paid' field displays the date upon which the payment was received, as well as the amount paid by the Tenant.

As this is a new contract, no interest on the paid deposit has been accrued.

The status of the first reservation does not change to 'Confirmed' automatically when a deposit payment is received. The User will right click on the reservation and change the status to 'Confirmed' manually, which will immediately update the status and colour of this reservation on the Grid, accordingly.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

SSER0000	CP	SSER0000	C	745 COMMUNAL PROPERTY (SHARED SE)	Status: Reserved
BLUE0007	N	746 Andrews, Shawn			
BLUE0038	N	664 Stevens, Martin			
BLUE0042	N	758 Walters, Johan			
BLUE0045	N	724 Green, Jane			
BLUE0060	N	670 Walters David			
MARU0022	N				
MOUN0025	N	532 Peterson, James			
UNI0001	N	363 Iris Group			
UNIT0003	N	556 Music Warehouse			
HOST0000	N	742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)			

View Details <F5>
Edit Contract
Restaurant and Diet
Documents
Status
Cancelled
Reserved
Confirmed
Current
Invoiced

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

SSER0000	CP	SSER0000	C	745 COMMUNAL PROPERTY (SHARED SE)	Status: Confirmed
BLUE0007	N	746 Andrews, Shawn			



Deposit Interest

2.) Deposit Paid 2016-06-30

Paid Amount : 12000.00

Interest Accrued : 736.36 ✓

Novtel incorporates the function to set up Deposit Interest Rates, and to perform the monthly interest roll.

The total for interest accrued will be listed in the 'Deposit' tab – 'Deposit Paid' section:

Contract Manager

Contract Number: 2 | Type: Fixed Monthly | Tax Rate %: 15.00 (where applicable) | Cancel Contract

Tenant: MUS001 | Agent: [Search]

Occupant: [Clear Occupant]

Date Start: 1 July 2016 | Payment Day: 1 | Date End: 30 November 2018 | 29 Months

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

From	To	Calculated On	Amount
2017-02-01	2017-02-28	2018-03-09 08:14:38	32.92
2017-03-01	2017-03-31	2018-03-09 08:15:22	36.55
2017-04-01	2017-04-30	2018-11-05 11:20:59	34.52
2017-05-01	2017-05-31	2018-11-05 11:20:59	35.67
2017-06-01	2017-06-30	2018-11-05 11:21:07	34.53
2017-07-01	2017-07-31	2018-11-05 11:21:07	35.98
2017-08-01	2017-08-31	2018-11-05 11:21:16	35.98
2017-09-01	2017-09-30	2018-11-05 11:21:24	34.82
2017-10-01	2017-10-31	2018-11-05 11:21:24	35.98
2017-11-01	2017-11-30	2018-11-05 11:21:33	34.82
2017-12-01	2017-12-31	2018-11-05 11:23:00	35.98
2018-01-01	2018-01-31	2018-11-05 11:23:08	35.98
2018-02-01	2018-02-28	2018-11-05 11:23:08	32.50
2018-03-01	2018-03-31	2018-11-05 11:23:17	35.98
			736.36

Checklist | Save | Cancel

The monthly interest is captured in the 'Deposit Interest' tab.

The 'Deposit Interest Statement' can be produced for a specific month.



Novtel[®] Property Management

12

Invoicing





Invoicing

Only contract reservations linked to the following statuses, can be invoiced from the 'Recurring Billing' window:

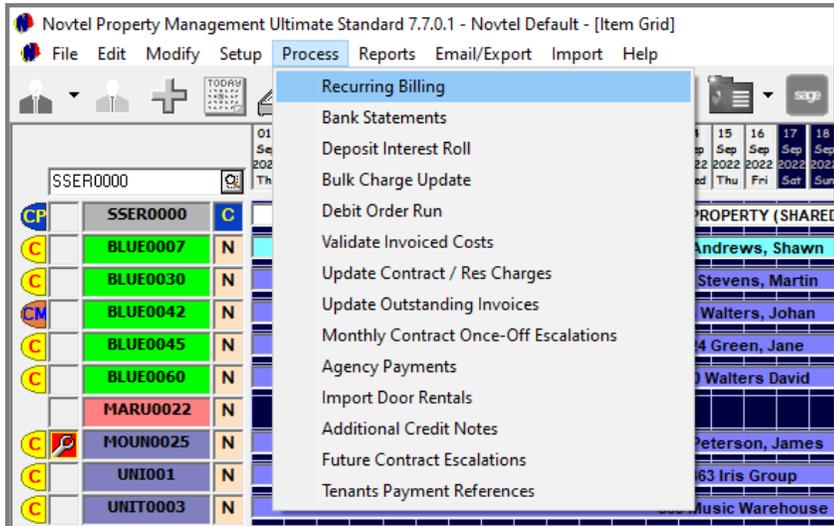
- ✓ Reserved
- ✓ Confirmed
- ✓ And Current

Also note that when using the Bulk Charges Update feature to distribute charges between Tenants / Properties, it must be completed first and the 'Communal Properties' processed, which will display the reservation in white.

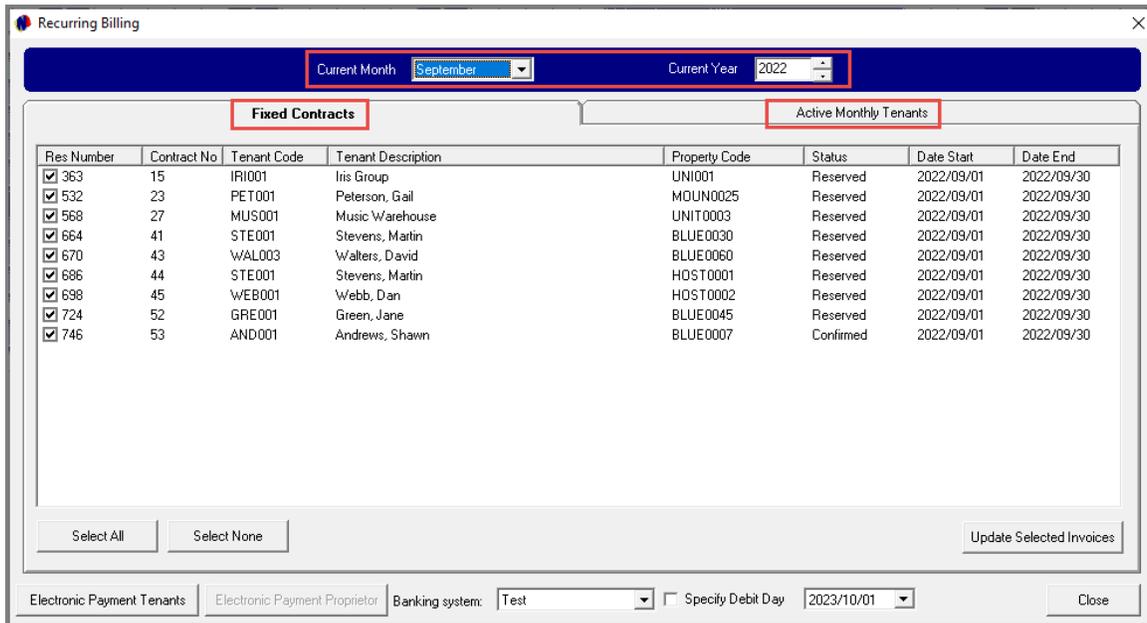
The screenshot displays the Novtel Property Management software interface. At the top, there is a menu bar with options: File, Edit, Modify, Setup, Process, Reports, Email/Export, Import, Help. Below the menu is a toolbar with various icons. The main area shows a calendar grid for the month of September 2022, with columns for days of the week and rows for dates. A reservation for '745 COMMUNAL PROPERTY (SHARED SERVICES)' is highlighted in white, indicating it is processed. A context menu is open over this reservation, showing options: View/Record Bulk Charges, Status (Unprocessed), Record Maintenance (Communal) (checked), Record Maintenance Vacant Units, and Show Dashboard. Other reservations are listed below, including '746 Andrews, Shawn', '664 Stevens, Martin', '758 Walters, Johan', '724 Green, Jane', '670 Walters David', '532 Peterson, James', '363 Iris Group', '568 Music Warehouse', and '742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)'.



Invoicing



To perform the billing process, click on 'Process – Recurring Billing'.



At the top of the 'Recurring Billing' screen, the month and year can be selected.

As we have created 'Fixed Contracts', as well as a 'Month-to-Month' contract, two tabs are visible in this screen, namely:

- ✓ Fixed Contracts – which will display all reservations still to be billed, and linked to the 'Fixed Contract' type.
- ✓ Active Monthly Tenants – which will display reservations linked to the 'Month-To-Month' contract type, and is yet to be billed for the selected month.



Invoicing Fixed Contracts

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

SSER0000

	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	
	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Oct	Oct	Oct		
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022		
CP	SSER0000	C	745 COMMUNAL PROPERTY (SHARED SERVICES)																										
C	BLUE0007	N	746 Andrews, Shawn																										
C	BLUE0030	N	664 Stevens, Martin																										
CM	BLUE0042	N	758 Walters, Johan																										
C	BLUE0045	N	724 Green, Jane																										
C	BLUE0060	N	670 Walters, David																										
	MARU0022	N																											
C	MOUN0025	N	532 Peterson, James																										
C	UNI001	N	363 Iris Group																										
C	UNIT0003	N	568 Music Warehouse																										
CP	HOST0000	A	742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)																										
C	HOST0001	-	686 Stevens, Martin																										
C	HOST0002	-	698 Webb, Dan																										
	HOST0003	-																											
	HOST0004	-																											

In the 'Fixed Contracts' tab these reservations are displayed, and all are selected.

To invoice all of the reservations linked to this tab, click on the 'Update Selected Invoices' button.

Recurring Billing

Current Month: September | Current Year: 2022

Fixed Contracts | Active Monthly Tenants

Res Number	Contract No	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End	
<input checked="" type="checkbox"/>	363	15	IRI001	Iris Group	UNI001	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	532	23	PET001	Peterson, Gail	MOUN0025	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	568	27	MUS001	Music Warehouse	UNIT0003	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	664	41	STE001	Stevens, Martin	BLUE0030	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	670	43	WAL003	Walters, David	BLUE0060	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	686	44	STE001	Stevens, Martin	HOST0001	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	698	45	WEB001	Webb, Dan	HOST0002	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	724	52	GRE001	Green, Jane	BLUE0045	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	746	53	AND001	Andrews, Shawn	BLUE0007	Confirmed	2022/09/01	2022/09/30

Select All | Select None | Update Selected Invoices

Electronic Payment Tenants | Electronic Payment Proprietor | Banking system: Test | Specify Debit Day: 2023/10/01 | Close



Invoicing Fixed Contracts

1. The 'Month End Options' window will now be displayed, and we have selected the option to update the Customer and Supplier invoices simultaneously.

Month End Options

1 Update Customer And Supplier Invoices

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

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

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

Setup Customer Email Setup Supplier Email Proceed >> Cancel

2. Print Detailed Pre-Import List

By selecting this option, the 'Pre-Import Report' will indicate more details than when unticked.

3. Email Statements

As Novtel integrates with Microsoft Outlook, Statements and invoices can be emailed to all Tenants and Suppliers upon executing the billing process, provided that:

- ✓ Valid email addresses are entered on all Tenant and Supplier Master Files.
- ✓ The email setup has been done for Customer and Supplier Documents.
- ✓ The 'Email Statements' option is selected.

The email settings for both Customers and Suppliers can be set up and saved before clicking 'Accept'.



Invoicing Fixed Contracts

Before executing the billing process, first check the 'Pre-Import List' (opened in your internet browser) for any discrepancies. If any are found, first click 'No'; rectify the problem and re-start the billing process.

The screenshot displays the 'Recurring Billing' window in the Novtel Property Management software. The window is titled 'Recurring Billing' and shows the current month as 'September' and the current year as '2022'. It contains two tabs: 'Fixed Contracts' and 'Active Monthly Tenants'. The 'Fixed Contracts' tab is active, showing a list of contracts with columns for Res Number, Contract No, Tenant Code, Tenant Description, Property Code, Status, Date Start, and Date End. A confirmation dialog box is overlaid on the window, asking: 'You are about to execute the recurring billing for both Customer and Supplier Invoices. Are you sure you wish to continue?'. The dialog box has 'Yes' and 'No' buttons. The background window shows a list of contracts with checkboxes, and a 'View Properties' section on the left. The bottom of the screen shows the Windows taskbar with the system tray displaying the date and time as 12:44 on 2022/09/06.

Res Number	Contract No	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End	
<input checked="" type="checkbox"/>	363	15	IRI001	Iris Group	UNI001	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	532	23	PET001	Peterson, Gail	MOUN0025	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	568	27	MUS001	Music Warehouse	UNIT0003	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	664	41	STE001	Stevens, Martin	BLUE0030	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	670	43	WAL003	Walters, David	BLUE0060	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	686	44	STE001	Stevens, Martin	BLUE0030	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	698	45	WEB001	Webster, John	BLUE0030	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	724	52	GRE001	Greene, John	BLUE0030	Reserved	2022/09/01	2022/09/30
<input checked="" type="checkbox"/>	746	53	AND001	Anderson, John	BLUE0030	Confirmed	2022/09/01	2022/09/30



Invoicing Fixed Contracts

Pre-Import List For September 2022

Expert Property Management
 PRINTED DATE: 08 SEPTEMBER 2022 TIME: 12:52:14

CUSTOMER INVOICES

RENTAL	CONTRACT	TENANT	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
363	15	IRI001 - Iris Group	UNI001	66 956.52	10 043.48	77 000.00
			Parking - Open	869.57	130.43	1 000.00
532	23	PET001 - Peterson, James	MOUN0025	11 956.52	1 793.48	13 750.00
568	27	MUS001 - Music Warehouse	UNIT0003	22 000.00	3 300.00	25 300.00
664	41	STE001 - Stevens, Martin	BLUE0030	10 913.04	1 636.96	12 550.00
			Parking - Open	43.48	6.52	50.00
670	43	WAL003 - Walters, David	BLUE0060	12 315.22	1 734.78	14 050.00
			Electricity	695.65	104.35	800.00
			Water	750.00	0.00	750.00
686	44	STE001 - Stevens, Martin	HOST0001	6 710.87	39.13	6 750.00
			Electricity	260.87	39.13	300.00
			Water	200.00	0.00	200.00
698	45	WEB001 - Webb, Dan	HOST0002	5 895.65	854.35	6 750.00
			Electricity	260.87	39.13	300.00
			Water	200.00	0.00	200.00
724	52	GRE001 - Green, Jane	BLUE0045	12 173.91	1 826.09	14 000.00
746	53	AND001 - Andrews, Shawn	BLUE0007	11 173.91	1 676.09	12 850.00
			Parking - Open	43.48	6.52	50.00
			Refuse and Sewerage	260.87	39.13	300.00
TOTALS				160 095.65	22 904.35	183 000.00

NUMBER OF INVOICES TO BE UPDATED - 9

The pre-import list for September displays the following information:

Customer Invoices

These are the invoices for all Tenants selected to be billed for the billing month. In this case, 9.

SUPPLIER INVOICES

SUB-RENTAL	CONTRACT	SUPPLIER	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
179	23	WER01 - Wernich Developers	MOUN0025	10 760.87	1 614.13	12 375.00
215	27	LAN001 - Landon, Peter	UNIT0003	20 086.96	3 013.04	23 100.00
280	43	WER01 - Wernich Developers	BLUE0060	11 228.26	1 571.74	12 800.00
			Electricity	695.65	104.35	800.00
			Water	750.00	0.00	750.00
276	53	LAN001 - Landon, Peter	BLUE0007	10 043.48	1 506.52	11 550.00
			Refuse and Sewerage	260.87	39.13	300.00
TOTALS				52 119.57	7 705.43	59 825.00

NUMBER OF SUPPLIER INVOICES TO BE UPDATED - 4

Supplier Invoices

As 4 of the 9 properties are sub-rented, the relevant Landlords will receive documentation for the properties owned by them.



Invoicing Fixed Contracts

Summary of Managed Properties

In this section, the following information is displayed pertaining to properties managed by your company on behalf of the Landlords:

- ✓ The total payable by the Tenant.
- ✓ The total to be paid to the respective Landlords.
- ✓ And the total to be retained by your company as commission for managing the properties.

SUMMARY OF MANAGED PROPERTIES			
PROPERTY	TENANT TOTAL	LANDLORD TOTAL	COMMISSION TOTAL (TAX INCL)
BLUE0007 - Blue Anchor Apartment 7	12 850.00	11 550.00	1 250.00
BLUE0060 - Blue Anchor Apartment 60	14 050.00	12 800.00	1 250.00
MOUN0025 - Mountain Rd 25	13 750.00	12 375.00	1 375.00
UNIT0003 - Unit 3, Sunset Park	25 300.00	23 100.00	2 200.00
TOTALS	65 950.00	59 825.00	6 075.00

OWNED PROPERTIES						
RENTAL	CONTRACT	TENANT	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
363	15	IRI001 - Iris Group	UNI001	66 956.52	10 043.48	77 000.00
664	41	STE001 - Stevens, Martin	BLUE0030	10 913.04	1 636.96	12 550.00
686	44	STE001 - Stevens, Martin	HOST0001	6 710.87	39.13	6 750.00
698	45	WEB001 - Webb, Dan	HOST0002	5 895.65	854.35	6 750.00
724	52	GRE001 - Green, Jane	BLUE0045	12 173.91	1 826.09	14 000.00
NUMBER OF INVOICES TO BE UPDATED - 5				TOTALS	102 650.00	14 400.00
						117 050.00

Owned Properties

All properties owned by your company will be displayed in this section.



Invoicing Fixed Contracts

TOTAL RENT PER PROPERTY

RENTAL	CONTRACT	TENANT	PROPERTY	EXCL TOTAL	TAX	INCL TOTAL
363	15	IRI001 - Iris Group	UNI001	66 086.96	9 913.04	76 000.00
532	23	PET001 - Peterson, James	MOUN0025	11 956.52	1 793.48	13 750.00
568	27	MUS001 - Music Warehouse	UNIT0003	22 000.00	3 300.00	25 300.00
664	41	STE001 - Stevens, Martin	BLUE0030	10 869.57	1 630.43	12 500.00
670	43	WAL003 - Walters, David	BLUE0060	10 869.57	1 630.43	12 500.00
686	44	STE001 - Stevens, Martin	HOST0001	6 250.00	0.00	6 250.00
698	45	WEB001 - Webb, Dan	HOST0002	5 434.78	815.22	6 250.00
724	52	GRE001 - Green, Jane	BLUE0045	12 173.91	1 826.09	14 000.00
746	53	AND001 - Andrews, Shawn	BLUE0007	10 869.57	1 630.43	12 500.00
TOTALS				156 610.87	22 639.13	179 050.00

Total Rent per Property

Only the rental amounts are displayed in this section, and no additional costs are listed or included in the totals.

TOTAL PER CHARGE

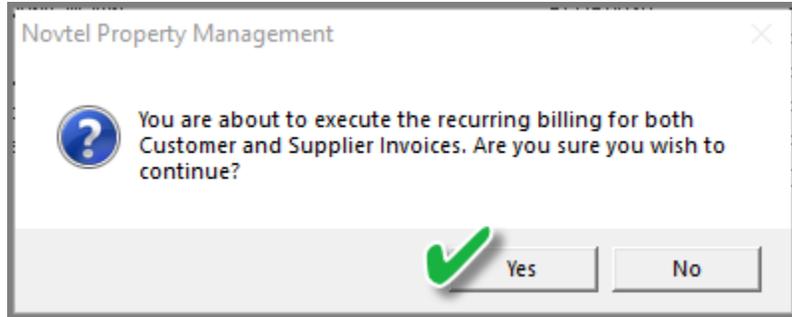
CHARGE	QUANTITY	EXCL	TAX	INCL
ELE001 - Electricity	3	1 217.39	182.61	1 400.00
MUN001 - Refuse and Sewerage	1	260.87	39.13	300.00
PAR001 - Parking - Open	52	956.52	143.48	1 100.00
WAT001 - Water	3	1 150.00	0.00	1 150.00
TOTALS		3 584.78	365.22	3 950.00

Total per Charge

And lastly, only fixed additional costs added to the rental contract and updated to the reservations, are listed here.

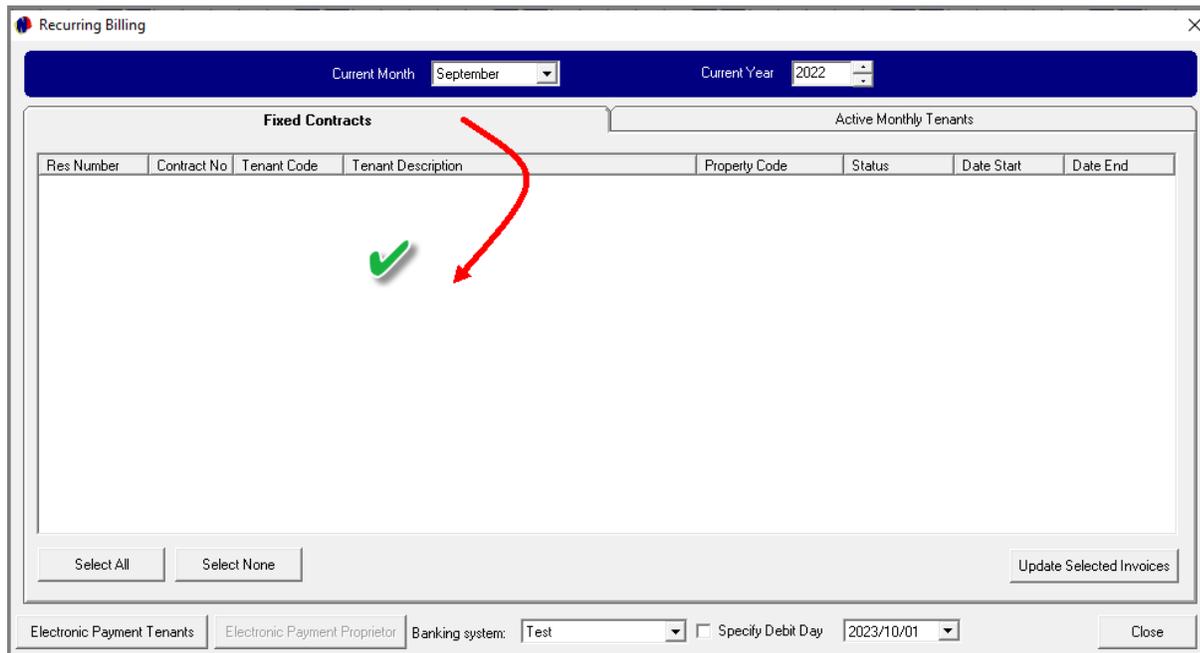


Invoicing Fixed Contracts



When all is found to be in order, click 'Yes' to execute the billing process.

The Invoices are now being processed, after which the 'Fixed Contracts' screen is cleared since the billing for September has been completed successfully.





Invoicing Fixed Contracts

September Fixed Contracts

Viewing the impact of the billing process on the reservation's statuses, the invoiced reservations for the month of September are displayed in the colour of the 'Invoiced' status.

Moving the cursor across any of the reservations for sub-rented properties, both the Customer Invoice and Supplier invoice numbers are displayed.

For owned properties, only the Customer Invoice Number is displayed.

October Fixed Contracts

The statuses and colour of the reservations in October, have automatically changed to 'Current'.

The screenshot shows the Novtel Property Management software interface. The main window displays a calendar grid for September and October 2022. The interface is divided into two main sections: '745 COMMUNAL PROPERTY (SHARED SERVICES)' and '759 COMMUNAL PROPERTY (SHARED SERVICES)'. The reservations are listed in a table with columns for dates and reservation details. The status of reservations is indicated by color: green for 'Invoiced' and orange for 'Current'. A tooltip for reservation 746 Andrews, Shawn is visible, showing 'Status: Invoiced', 'Customer Invoice: INA10028', and 'Supplier Invoice: PNA10013'. The interface also includes a menu bar with options like File, Edit, Modify, Setup, Process, Reports, Email/Export, Import, and Help, and a toolbar with various icons.

Property	Reservation ID	Status	Guest Name	Start Date	End Date
745 COMMUNAL PROPERTY (SHARED SERVICES)	SSER0000	C			
746 Andrews, Shawn	BLUE0007	N	Andrews, Shawn	07 Sep 2022	10 Sep 2022
747 Andrews, Shawn	BLUE0030	N	Andrews, Shawn	11 Sep 2022	14 Sep 2022
748 Andrews, Shawn	BLUE0042	N	Andrews, Shawn	15 Sep 2022	18 Sep 2022
749 Andrews, Shawn	BLUE0045	N	Andrews, Shawn	19 Sep 2022	22 Sep 2022
750 Andrews, Shawn	BLUE0060	N	Andrews, Shawn	23 Sep 2022	26 Sep 2022
759 COMMUNAL PROPERTY (SHARED SERVICES)	MARU0022	N			
759 COMMUNAL PROPERTY (SHARED SERVICES)	MOUN0025	N	Peterson, James	07 Sep 2022	10 Sep 2022
759 COMMUNAL PROPERTY (SHARED SERVICES)	UNIT0001	N	Iris Group	11 Sep 2022	14 Sep 2022
759 COMMUNAL PROPERTY (SHARED SERVICES)	UNIT0003	N	Music Warehouse	15 Sep 2022	18 Sep 2022
742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)	HOST0000	A			
742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)	HOST0001	N	Stevens, Martin	07 Sep 2022	10 Sep 2022
742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)	HOST0002	N	Webb, Dan	11 Sep 2022	14 Sep 2022
742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)	HOST0003	N			
742 COMMUNAL PROPERTY (SHARED ACCOMMODATION)	HOST0004	N			
760 COMMUNAL PROPERTY (SHARED ACCOMMODATION)					
760 COMMUNAL PROPERTY (SHARED ACCOMMODATION)					
760 COMMUNAL PROPERTY (SHARED ACCOMMODATION)					
760 COMMUNAL PROPERTY (SHARED ACCOMMODATION)					
760 COMMUNAL PROPERTY (SHARED ACCOMMODATION)					



Invoicing Month-To Month Contracts

Reservation number 758 is linked to contract 54 for Mr Walters, and a month-to-month contract was created, starting in September. Therefore, only 1 reservation is displayed on the Grid.

This property is owned by our company.

The screenshot displays the Novtel Property Management Ultimate Standard 7.7.0.1 interface. The main window shows a calendar grid for September and October 2022. A 'Contract Manager' dialog box is open, showing details for Contract Number 54, which is a 'Month-To-Month' contract. The tenant is 'WAL001' (Walters, Johan) and the contract starts on 1 September 2022. The contract is for 1 month. The dialog also shows the property 'BLUE0042 - Blue Anchor Apartment nr 42' and a table of reservations.

Rental Num	Date Start	Date End	Status	Inv Total
758	2022/09/01	2022/09/30	Reserved	13000.00



Invoicing Month-To Month Contracts

Recurring Billing

Current Month: September | Current Year: 2022

Fixed Contracts | **Active Monthly Tenants**

Res Number	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 758	WAL001	Walters, Johan	BLUE0042	Reserved	2022/09/01	2022/09/30

Month End Options

Update Customer And Supplier Invoices

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

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

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

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

Update Selected Invoices (with green checkmark)

Close

Setup Customer Email | Setup Supplier Email | Proceed >> | Cancel

Proceeding to the 'Active Monthly Tenants' tab in the Recurring Billing window for September, this reservation is displayed here.

To start the billing process, click on the 'Update Selected Invoices' button.

The same principle will apply to the selecting of the 'Print Detailed Pre-Import List', as well as the 'Email Statements' option.

However: please note that an extra option is displayed here which will determine whether or not the rental will continue.

If the 'Continue Rental' option is selected, Novtel will automatically create a reservation for October on the Grid.

Unticked, the action will require a Supervisor's permission to confirm the termination request for this contract.

For demonstration purposes, we will continue the rental, and click 'Proceed'.



Invoicing Month-To Month Contracts

Once again: First check the 'Pre-Import List' before executing the billing process.

Pre-Import List For September 2022
Expert Property Management
PRINTED DATE: 08 SEPTEMBER 2022 TIME: 13:34:22

CUSTOMER INVOICES

RENTAL	CONTRACT	TENANT	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
758	54	WAL001 - Walters, Johan	BLUE0042	11 304.35	1 695.65	13 000.00
NUMBER OF INVOICES TO BE UPDATED - 1				TOTALS	1 695.65	13 000.00

OWNED PROPERTIES

RENTAL	CONTRACT	TENANT	PROPERTY CODE	EXCL TOTAL	TAX	INCL TOTAL
758	54	WAL001 - Walters, Johan	BLUE0042	11 304.35	1 695.65	13 000.00
NUMBER OF INVOICES TO BE UPDATED - 1				TOTALS	1 695.65	13 000.00

TOTAL RENT PER PROPERTY

RENTAL	CONTRACT	TENANT	PROPERTY	EXCL TOTAL	TAX	INCL TOTAL
758	54	WAL001 - Walters, Johan	BLUE0042	11 304.35	1 695.65	13 000.00
TOTALS				11 304.35	1 695.65	13 000.00

TOTAL PER CHARGE

CHARGE	QUANTITY	EXCL	TAX	INCL
TOTALS		0.00	0.00	0.00

Recurring Billing

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

Fixed Contracts | **Active Monthly Tenants**

Res Number	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 758	WAL001	Walters, Johan	BLUE0042	Reserved	2022/09/01	2022/09/30

Novtel Property Management

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

Select All | Select None | Update Selected Invoices

Electronic Payment Tenants | Electronic Payment Proprietor | Banking system: Test | Specify Debit Day | 2023/10/01 | Close



Invoicing Month-To Month Contracts

Recurring Billing

Current Month: September | Current Year: 2022

Fixed Contracts | **Active Monthly Tenants**

Res Number	Tenant Code	Tenant Description	Property Code	Status	Date Start	Date End
✓						

Select All | Select None | Update Selected Invoices

Immediately, this tab is cleared too since the billing process was executed successfully.

Returning to the Grid, the reservation for September has changed to the 'Invoiced' status and colour, and the invoice number is linked to the reservation.

The reservation for October has been created and is displayed in the colour of the 'Current' status.

For November, no reservation is present, since this contract is continued from month to month.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

		09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04	05	06	07	08	09	10	11	12				
		Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Oct	Nov	Nov	Nov												
		102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102	102			
		Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	
SSER0000	CP	SSER0000	C	745 COMMUNAL PROPERTY (SHARED SERVICES)													759 COMMUNAL PROPERTY (SHARED SERVICES)																						
	C	BLUE0007	N	746 Andrews, Shawn													747 Andrews, Shawn												7										
	C	BLUE0030	N	664 Stevens, Martin																																			
	CM	BLUE0042	N	758 Walters, Johan													761 Walters, Johan												✓										
	C	BLUE0045	N	724 Green, Jane													725 Green, Jane																						
	C	BLUE0060	N	670 Walters, David													671 Walters, David																						
		MARU0022	N																																				



Novtel[®] Property Management

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Maintenance

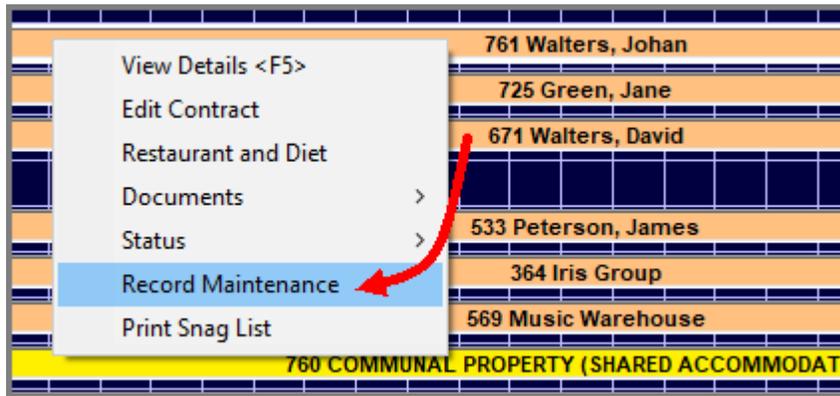
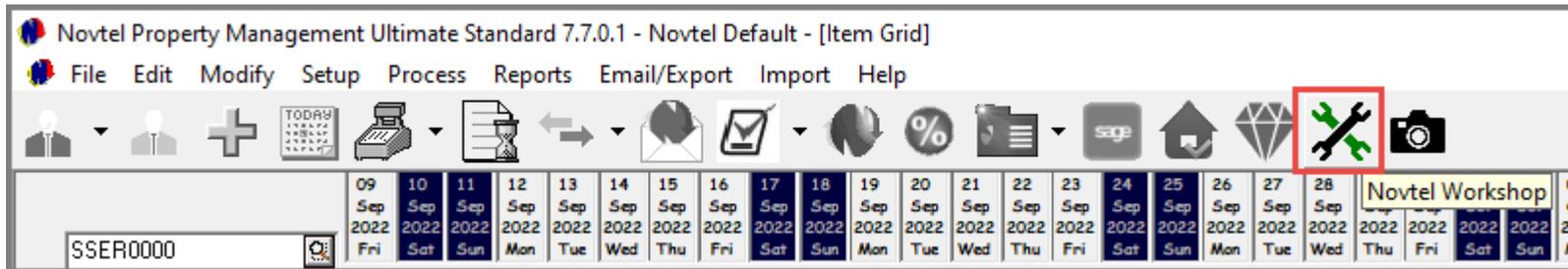




Maintenance

Maintenance and damages can be recorded via the 'Workshop Module' – which is an 'Add-On' module in Novtel.

A job card can be created and linked to a specific Technician responsible for the job allocated to them.



Or Maintenance can be recorded on a property by simply right-clicking on the specific reservation when linked to the 'Current' status.



Maintenance

As with the reservations being linked to specific status colours, the stage linked to the maintenance is also colour coded:

Record Property Maintenance

Maintenance Description
 Property : HOST0001 - Hostel Venita Room 1
 Tenant : STE001 - Stevens, Martin

Outside

Inside

Recorded Maintenance Works Order Created Repaired Only Billed Only WO Updated Only WO Updated and Billed

No	Date	Tenant	Reservation	Maintenance Item	Maintenance Type	Category	Importance	Loca
7	2019-11-06	Stevens, Martin	477	Roof Tiles	Replace and Seal	Structural	Critical	Noni
6	2019-11-06	Stevens, Martin	477	Lock	Repair	General	Medium	Noni
5	2019-11-06	Stevens, Martin	477	Geyser	Replace	Electrical	Critical	Noni
4	2019-11-06	Stevens, Martin	477	Hinges	Replace	General	Medium	Noni
3	2019-11-06	Stevens, Martin	477	Cold Water Tap	Replace	Plumbing	Critical	Noni
2	2019-11-06	Stevens, Martin	477	Door	Replace	Structural	High	Noni
1	2019-11-05	Stevens, Martin	477	Cold Water Tap	Replace	Plumbing	Critical	Noni

View Options
 All
 Recorded
 Works Order
 Repaired Only
 Billed Only
 WO Updated Only
 WO Updated and Billed

Snag List & Maintenance
 Work Order Document

Edit Damage Delete Damage Bill Damage Change Billable Booking Send Maintenance Notifications Send Works Order Notifications Send Quote Request Notifications Close

Recorded Maintenance:

This status indicates that the required maintenance was captured in Novtel (and no other action has been taken).

Works Order Created:

The damage is now tied to a Works Order. However, the Works Order has no Invoice Number (and has therefore *not* yet been opened and saved).

Repaired Only:

The damage is tied to a Works Order, with an Invoice Number (and has therefore been opened and saved at least once).

Billed Only:

The damage tied to the work order with an Invoice Number, has been billed to either the reservation (Tenant), sub-hire (Supplier) or office. The work order has *not* yet been updated.

WO (Work Order) Updated Only:

The damage tied to the work order with an Invoice Number, has been updated only. The work order has *not* yet been billed.

WO (Work Order) Updated and Billed:

The damage tied to the work order with an invoice Number, has been billed to the either the reservation (Tenant), sub-hire (Supplier) or office; and was updated accordingly.



Maintenance

On the Grid, and in front of the property for which maintenance were recorded, Novtel will display a 'spanner' icon. The background colour is significant, since it indicates whether or not the maintenance logged is still within the set allowed time frame.

If displayed in a green background colour, the job to be completed is still within the set time allowance.

		BLUE0007	N	
C		BLUE0030	N	410 Dunn, Frank
C		BLUE0042	N	446 Peterson, James



If displayed in a red background colour, the allowed time limit has been exceeded.

The moment the maintenance is completed and processed, the 'spanner icon' on the Grid in front of this property, will be removed.



Maintenance

Building Manager

A Building manager is set up in order to be notified whenever maintenance is recorded; Work orders, and Quote Requests are created.

The emails are sent to the Building Manager, and will be displayed as follows:

Maintenance Recorded:

Novtel Property Management: Maintenance Recorded On Property MOUN0025

 Louise@novtel.com
To: louise@novtel.com

The following maintenance has been recorded:

Maintenance Notification		
Damage Id: 6	Record Date: 06 September 2022	Recorded By: Tiaan
Property:	MOUN0025	
Booking Number:	533	
Importance:	Critical	
Category:	Plumbing	
Maintenance Part:	Geyser	
Maintenance Type:	Replace	
Location One:	Ground Floor,	
Location Two:	Master Bedroom	
Description:	Please replace the geyser ASAP.	
Recorded on Layout:	Ground Floor, Master Bathroom	

Service Provider Quote Request:

Novtel Property Management: Service Provider Quote Request created on Property MOUN0025

 Louise@novtel.com
To: louise@novtel.com

The following Service Provider Quote Request has been processed by Tiaan:

Quote Request Number: 4						Due Date: 07 September 2022	
Property: MOUN0025						Supplier: MAI001	
Damage Id	Maintenance Part	Maintenance Type	Location One	Location Two	Description		
6	Geyser	Replace	Ground Floor	Master Bedroom	Please replace the geyser ASAP.		

Work Order Created:

Novtel Property Management: Works Order Recorded On Property MOUN0025

 Louise@novtel.com
To: louise@novtel.com

The following works order has been recorded by Tiaan:

Work Order Number: 19							Due Date: 07 September 2022			
Property: MOUN0025							Supplier: MAI001			
Damage Id	Maintenance Part	Maintenance Type	Location One	Location Two	Description	Layout	Cost Excl	Tax	Cost Incl	
6	Geyser	Replace	Ground Floor	Master Bedroom	Please replace the geyser ASAP.		3500.00	0.00	3500.00	
							3500.00	0.00	3500.00	



Maintenance

Sub-Rental Property

Sub-Rental Number: 277 Rental: 747
Date Start: 2022/10/01 Property: BLUE0007 Blue Anchor Apartment 7
Date End: 2022/10/31 Tenant: AND001 Andrews, Shawn

Supplier: LAN001 Landon, Peter

Financial Additional Costs **Maintenance** Quick View

Maintenance	Date	Part	Type Of Maintenance	Category	Amount
34	2022/09/07	Geyser	Replace	Plumbing	7000.00

Nett Profit/Loss

Tenant Invoice Excl Total	11173.91
Supplier Invoice Excl Total	3956.52

Commission

The Supplier

Should the Supplier be liable for the payment of damage or maintenance, the amount will be deducted from the amount payable to them. For example:

The Geyser's replacement of R7000.00 was billed to the Landlord's account, and this is displayed in the 'Maintenance' tab of the 'Sub-Rental' reservation.

Sub-Rental Property

Sub-Rental Number: 277 Rental: 747
Date Start: 2022/10/01 Property: BLUE0007 Blue Anchor Apartment 7
Date End: 2022/10/31 Tenant: AND001 Andrews, Shawn

Supplier: LAN001 Landon, Peter

Financial Additional Costs Maintenance **Quick View**

Description	Qty	Tax	Excl Price	Incl Price
Blue Anchor Apartment 7	1	1467.39	9782.61	11250.00
MUN001 - Refuse and Sewerage	1	39.13	260.87	300.00
Maintenance				
GEY001 - Geyser		-913.04	-6086.96	-7000.00
Total		593.48	3956.52	4550.00

Nett Profit/Loss

Tenant Invoice Excl Total	11173.91
Supplier Invoice Excl Total	3956.52
Commission Incl	1250.00

Accept Cancel

In the 'Quick View' tab, the maintenance total is deducted from the amount payable to the Landlord.

The 'Maintenance Billed To Owner' report lists maintenance billed to a Landlord within a specified period.



Novtel[®] Property Management

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Account Payments





Account Payments

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

POS Receipts

Account	Description	Status
SSER0000		C
BLUE0007		N
BLUE0030		N
BLUE0042		N
BLUE0045		N
BLUE0060		N
MARU0022		N

745 COMMUNAL PROPERTY (SHARED SERVICES)

Reservation	Tenant
746	Andrews, Shawn
664	Stevens, Martin
758	Walters, Johan
724	Green, Jane
670	Walters, David

All receipts – whether issued for Deposit Payments or Account Payments – are performed from the ‘POS – Receipts’ window.

The Tenant from which the proof of payment was received, is now searched for and selected – In this case, Mr Andrews for Reservation 746.

All reservations for which the Recurring Billing process was performed, and for which an outstanding amount is present, will be listed in the ‘Account Payments’ section.

Tenant Setup

Number	Description	Telephone	Fax
AFR001	Africa Tours	021 123456789	
AND001	Andrews, Shawn	029 232 252 252	
AND002	Anderson, Peter	029 849 498 489	
BEL001	Bell, Beverly		
CAS001	Customer Cash Account		
CAS002	Cash Sales		
CON001	Concrete Creations		
COO001	Cooper Richard	077 789 741 147	
DAV001	Davids, Gregg	029 478 874 478	
DIS001	Discover SA and Beyond	021 333 333 333	
DUN001	Dunn, Frans		
FRA001	Franklin, George	044 695 1096	

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

Tenant Receipts

Tenant: AND001 Andrews, Shawn

Balance In Pastel: 0.00

Receipt Total: [] Auto-Allocate

Unallocated Amount: 0.00

Available Credit Matching: 24000.00

Account Payments		Outstanding Total	12850.00
Description	Outstanding Amount	Allocated Amount	
Rental 746 - Blue Anchor Apartment 7 (2022/09/01 to 2022/09/30)	12850.00	0.00	

Buttons: Deposit Payments, Outstanding Total, 0.00



Account Payments

Tenant Receipts

Tenant: AND001 Andrews, Shawn
Balance In Pastel: 0.00 View Statement

Receipt Total: 12850.00 Auto-Allocate
Unallocated Amount: 0.00
Available Credit Matching: 24000.00

Account Payments Outstanding Total 0.00

Description	Outstanding Amount	Allocated Amount
Rental 746 - Blue Anchor Apartment 7 (2022/09/01 to 2022/09/30)	0.00	12850.00

Deposit Payments Outstanding Total 0.00

Payment Date: 2022/09/07
Payment Type: Direct Transfer
Reference: AND001

Outstanding Total: 0.00
Allocated Total: 12850.00
Unallocated Total: 0.00

Accept Cancel

The exact same principles apply as described in the 'Deposit Payment' section of this document, namely:

1. Enter the amount as received from the Tenant in the 'Receipt Total' field. In this case, we received the full outstanding amount from the Tenant by means of an EFT payment.
2. By clicking the 'Auto Allocate' button, the receipt total is allocated against the outstanding balance.
3. Now simply select the date upon which the payment was received; select the applicable 'Payment Type' and enter the payment reference before clicking 'Accept'.



Account Payments

Expert Property Management

Office Park
Unit 30
Diaz Boulevard
Mosel Bay
6500

Tel: 0861 66 88 35
Fax:
Tax: 123456789

AND001 - Andrews, Shawn

RENT RECEIPTS

PROPERTY	DESCRIPTION	AMOUNT
BLUE0007	Rental 746 - Blue Anchor Apartment 7 (2022/09/01 to 2022/09/30)	R12 850.00

PAYMENT TYPE: Direct Transfer
Reference: AND001

PAYMENT DUE :	12 850.00
TAX / VAT TOTAL :	0.00
PAYMENT RECEIVED :	12 850.00
CHANGE:	0.00

USER: Tiaan
PAYMENT DATE: 2022/09/07
DATE: 2022/09/07
TIME: 08:25:28
SHIFT NUMBER: SFT00001
RECEIPT NUMBER: REC00003

THANK YOU

The receipt will now be printed.

Please note that since we have received full payment from the Tenant, the reservation's status and colour will change to that of the 'Paid' status.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

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	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04
	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Sep	Oct	Oct	Oct	Oct
	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	2022	
	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	
SSER0000																																	
CP SSER0000 C	745 COMMUNAL PROPERTY (SHARED)																																
C BLUE0007 N	746 Andrews, Shawn																																
C BLUE0030 N	664 Stevens, Martin																																
CM BLUE0042 N	758 Walters, Johan																																
C BLUE0045 N	724 Green, Jane																																
C BLUE0060 N	670 Walters, David																																

🔍 SSER0000 📄 🖨️ 📧 📁 📊 📈 🏠 🔧 📷

Status: Paid
 Customer Invoice: INA10028
 Supplier Invoice: PNA10013



Account Payments

Tenant Receipts

Tenant: WAL001 Walters, Johan
Balance In Pastel: 0.00 View Statement

Receipt Total: 7400.00 Auto-Allocate

Unallocated Amount: 0.00
Available Credit Matching: 0.00

Account Payments Outstanding Total: 5600.00

Description	Outstanding Amount	Allocated Amount
Rental 758 - Blue Anchor Apartment nr 42 (2022/09/01 to 2022/09/30)	5600.00	7400.00

Deposit Payments Outstanding Total: 0.00

Payment Date: 2022/09/07 Outstanding Total: 5600.00
Payment Type: Direct Transfer Allocated Total: 7400.00
Reference: WAL001 Unallocated Total: 0.00

Should the Tenant pay less than what is outstanding, the reservation on the Grid will indicate the 'Partially Paid' status.

It will remain as such until the outstanding balance has been settled in full.

Novtel Property Management Ultimate Standard 7.7.0.1 - Novtel Default - [Item Grid]

File Edit Modify Setup Process Reports Email/Export Import Help

SSER0000

	02 Sep 2022	03 Sep 2022	04 Sep 2022	05 Sep 2022	06 Sep 2022	07 Sep 2022	08 Sep 2022	09 Sep 2022	10 Sep 2022	11 Sep 2022	12 Sep 2022	13 Sep 2022	14 Sep 2022	15 Sep 2022	16 Sep 2022	17 Sep 2022	18 Sep 2022	19 Sep 2022	20 Sep 2022	21 Sep 2022	22 Sep 2022	23 Sep 2022	24 Sep 2022	25 Sep 2022	26 Sep 2022	27 Sep 2022
CP																										
C																										
C																										
CM																										
C																										
C																										

745 COMMUNAL PROPERTY (SHARED SERVICES)

Walters, Johan	RA No : 222
Status : Partially Paid	
Customer Invoice : INA10029	

746 Andrews, Shawn
664 Stevens, Martin
758 Walters, Johan
724 Green, Jane
678 Walters, David



Novtel[®] Property Management

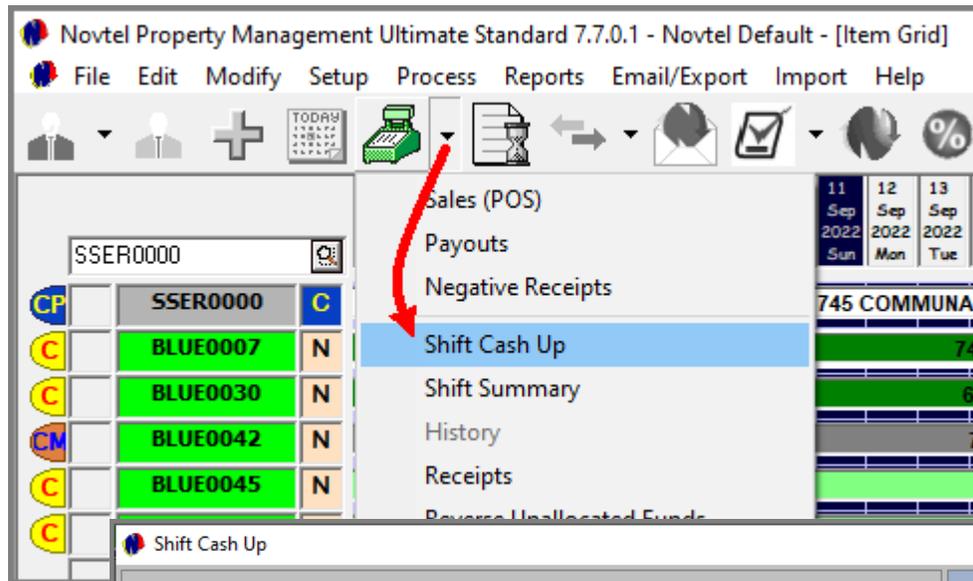
15

The Shift Cash-Up Procedure



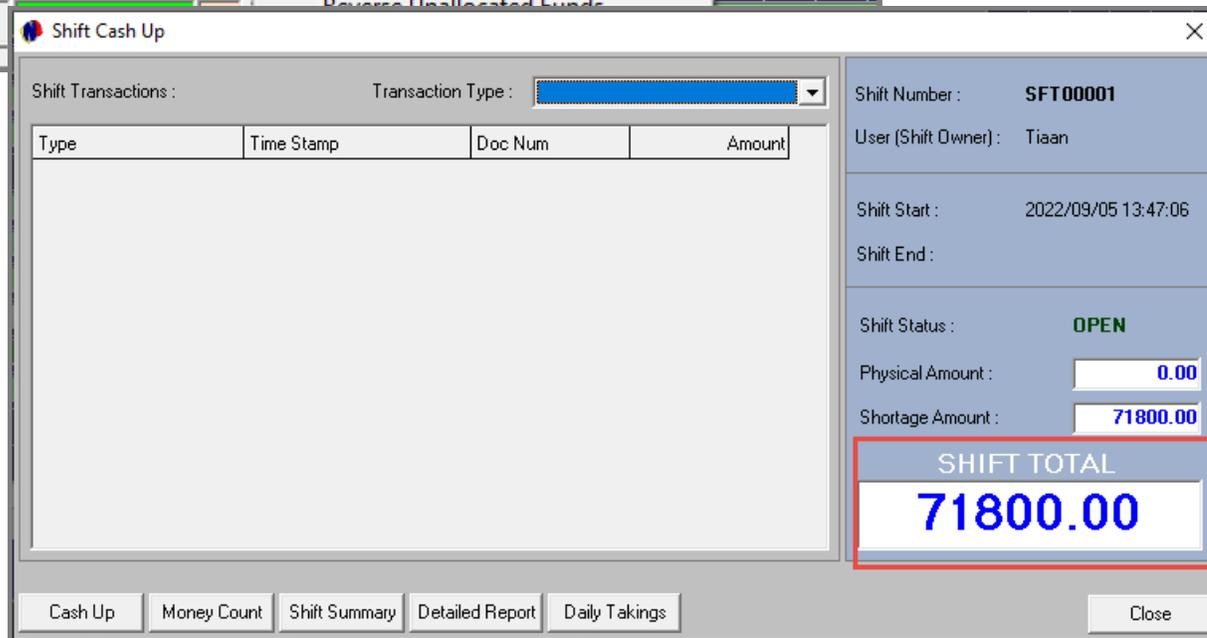


The Shift Cashup Procedure



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

In this case, the Shift Total is displayed as R71 800.00.



The User will count the physical amounts in the cash drawer and capture:

- ✓ The amount of cash – if applicable
- ✓ The combined total for payments received by credit cards
- ✓ Cheque payments – if allowed by your company
- ✓ And Bank Transfers

Credit card slips – if any - will be included in the cash up documents.



The Shift Cashup Procedure

Shift Cash Up

Shift Transactions:

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

Transaction Type: [Dropdown]

Shift Number: SFT00001

User (Shift Owner): Tiaan

Shift Start: 2022/09/05 13:47:06

Shift End:

Shift Status: OPEN

Physical Amount: 0.00

Shortage Amount: 71800.00

SHIFT TOTAL

71800.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings Close

Performing the Money Count Procedure

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

Money Count

R

200.00 [Spinner]

100.00 [Spinner]

50.00 [Spinner]

20.00 [Spinner]

10.00 [Spinner]

5.00 [Spinner]

2.00 [Spinner]

1.00 [Spinner]

c

0.50 [Spinner]

0.20 [Spinner]

0.10 [Spinner]

0.05 [Spinner]

0.02 [Spinner]

0.01 [Spinner]

Cash: 0.00

Cheque: 0.00

Credit Card: 0.00

Bank Transfer: 0.00

Vouchers: 0.00

Other: 0.00

Total: 0.00

- Float: 0.00

Physical: 0.00

Comments: [Text Area]

Shortage : 71800.00

Shift Total : 71800.00

Report Accept Cancel

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

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

According to Novtel, the 'Shift Total Cash' amount is the same than the 'Shortage' amount.

Only payments received in cash; by credit card; cheque and Bank Transfers will be counted and entered in the relevant fields.



The Shift Cashup Procedure

R	c	Field	Value
200.00	0.50	Cash	400.00
100.00	0.20	Cheque	0.00
50.00 (3)	0.10	Credit Card	0.00
20.00 (6)	0.05	Bank Transfer	0.00
10.00 (13)	0.02	Vouchers	0.00
5.00	0.01	Other	0.00
2.00		Total	400.00
1.00		- Float	0.00
		Physical	400.00
		Shortage	71400.00
		Shift Total	71800.00

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

Please note that we did not receive any cash during this shift, and only the float amount of R400.00 will be counted and inserted.

- ✓ R50.00 notes x 3
- ✓ R20.00 notes x 6
- ✓ R10.00 notes x 13

The total Cash amount, as well as the Total and Physical amounts are all indicated as R400.00 at present, and the system indicates a shortage amount of R71 400.00.



The Shift Cashup Procedure

Money Count

R	c		
200.00	0.50	Cash :	400.00
100.00	0.20	Cheque :	0.00
50.00	0.10	Credit Card :	6500.00
20.00	0.05	Bank Transfer :	65300.00
10.00	0.02	Vouchers :	0.00
5.00	0.01	Other :	0.00
2.00		Total :	72200.00
1.00		- Float :	0.00
		Physical :	72200.00
		Surplus :	400.00
		Shift Total :	71800.00

Comments :

Report

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

Money Count

R	c		
200.00	0.50	Cash :	400.00
100.00	0.20	Cheque :	0.00
50.00	0.10	Credit Card :	6500.00
20.00	0.05	Bank Transfer :	65300.00
10.00	0.02	Vouchers :	0.00
5.00	0.01	Other :	0.00
2.00		Total :	72200.00
1.00		- Float :	400.00
		Physical :	71800.00
		Surplus :	0.00
		Shift Total :	71800.00

Comments :

Report

Accept Cancel

By entering the float amount in the designated field, the amount is deducted from the total of R72 200.00 for a physical amount of R71 800.00.

The 'Surplus' amount is now indicated as zero.

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

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



The Shift Cashup Procedure

Money Count

Zoom 100%

Date : 2022/09/07
Operator : Tiaan

Operator Cash Up

CLOSING TOTAL :	71800.00
Cash	400.00
- Float	400.00
	<u>0.00</u>
Cheques	0.00
Credit Cards	6500.00
Bank Transfer	65300.00
Other	0.00
	<u>71800.00</u>
Vouchers	_____

	0.00
	<u>71800.00</u>
Short / Over	0.00
BALANCING TOTAL :	71800.00
Comments	
Operator Sign	_____
Supervisor Sign	_____

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

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

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

Money Count

R		c		Cash :	400.00
200.00	0	0.50	0	Cheque :	0.00
100.00	0	0.20	0	Credit Card :	6500.00
50.00	3	0.10	0	Bank Transfer :	65300.00
20.00	6	0.05	0	Vouchers :	0.00
10.00	13	0.02	0	Other :	0.00
5.00	0	0.01	0	Total :	72200.00
2.00	0			- Float :	400.00
1.00	0			Physical :	71800.00

Comments : _____

Surplus : 0.00

Shift Total : **71800.00**

Report Accept Cancel



The Shift Cashup Procedure

Shift Cash Up

Shift Transactions : Transaction Type :

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

Shift Number : **SFT00001**
User (Shift Owner) : Tiaan
Shift Start : 2022/09/05 13:47:06
Shift End :
Shift Status : **OPEN**
Physical Amount :
Shortage Amount :
SHIFT TOTAL
71800.00

Cash Up Money Count Shift Summary Detailed Report Daily Takings

Cashing up and closing the Shift

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

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

Shift Cash Up

Shift Transactions : Transaction Type :

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

Shift Number : **SFT00001**
User (Shift Owner) : Tiaan
Shift Start : 2022/09/05 13:47:06
Shift End : 2022/09/07 09:14:48
Shift Status : **CLOSED**
Physical Amount :
Shortage Amount :
SHIFT TOTAL
71800.00

Money Count Shift Summary Detailed Report Daily Takings



The Shift Cashup Procedure

The Supervisor's Screen

Shift number 1 is no longer displayed in pink since it has been closed on the date captured next to it.

Supervisor Shift Cashup

View Location: Front Desk Supervisor: Dave Shift #: SUP00001

Transaction					Shift			
ID	Tenant	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
Front Desk					SFT00001	Tiaan	71800.00	2022/09/07
					SFT00002	James	6000.00	
					SFT00003	Operator	0.00	

Batch Shift Single Shift Open Shift Shift Total: 77800.00

Supervisor Shift Cashup

View Location: Front Desk Supervisor: Dave Shift #: SUP00001

Transaction (SFT00001)				Shift			
ID	Tenant	Type	Total	Shift #	User	Total	Invoice Date
162	AND001	Deposit Raised	12500.00	SFT00001	Tiaan	71800.00	2022/09/07
164	AND001	Deposit Paid	12500.00	SFT00002	James	6000.00	
165	AND001	Acc. Payment	12850.00	SFT00003	Operator	0.00	
166	WAL001	Acc. Payment	7400.00				
167	STE001	Acc. Payment	39050.00				

Batch Shift Single Shift Open Shift Shift Total: 77800.00

Supervisor Edit Shift Supervisor Shift Cashup Close

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



Novtel[®] Property Management

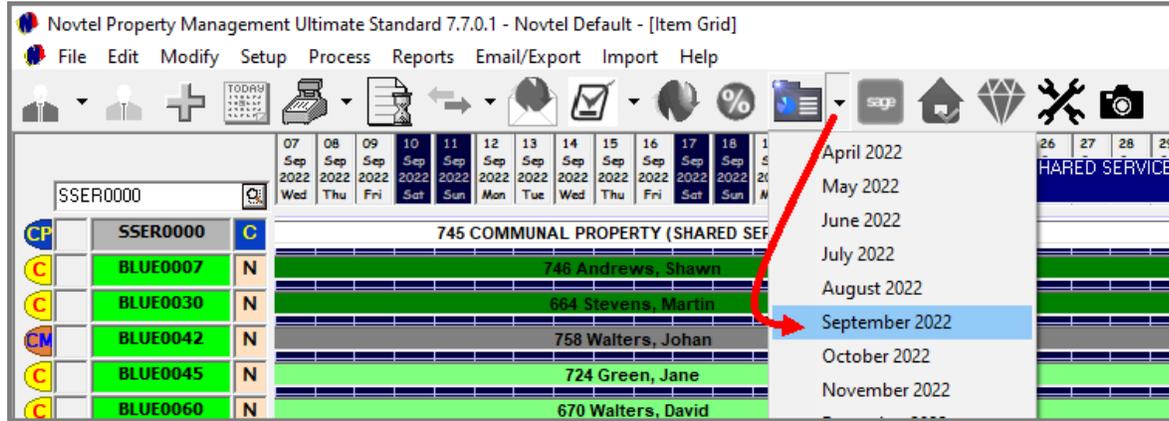
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The Novtel Dashboard





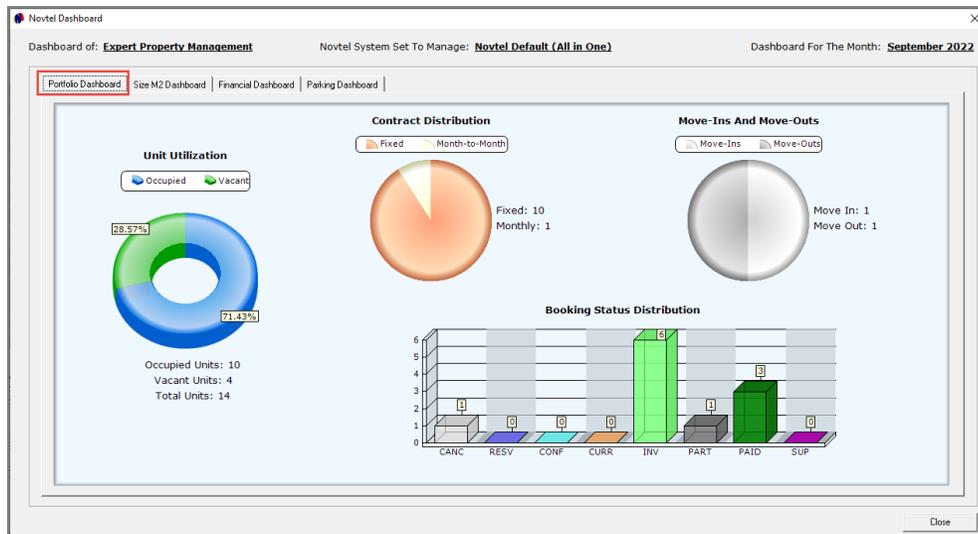
The Novtel Dashboard



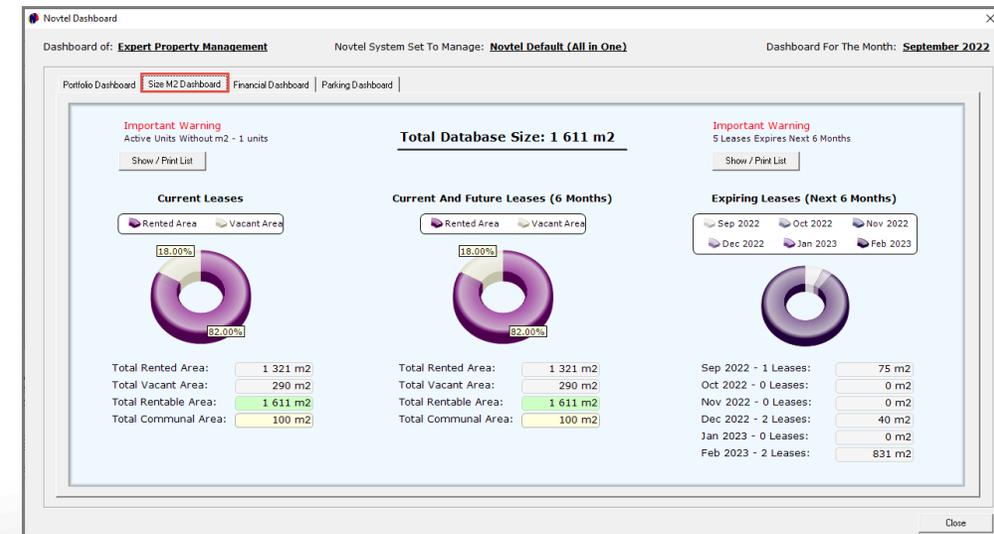
Novtel incorporates the 'Dashboard' feature, and statistics can be obtained for a specific month.

There are 4 tabs to be viewed, and are displayed as follows:

1. Portfolio Dashboard



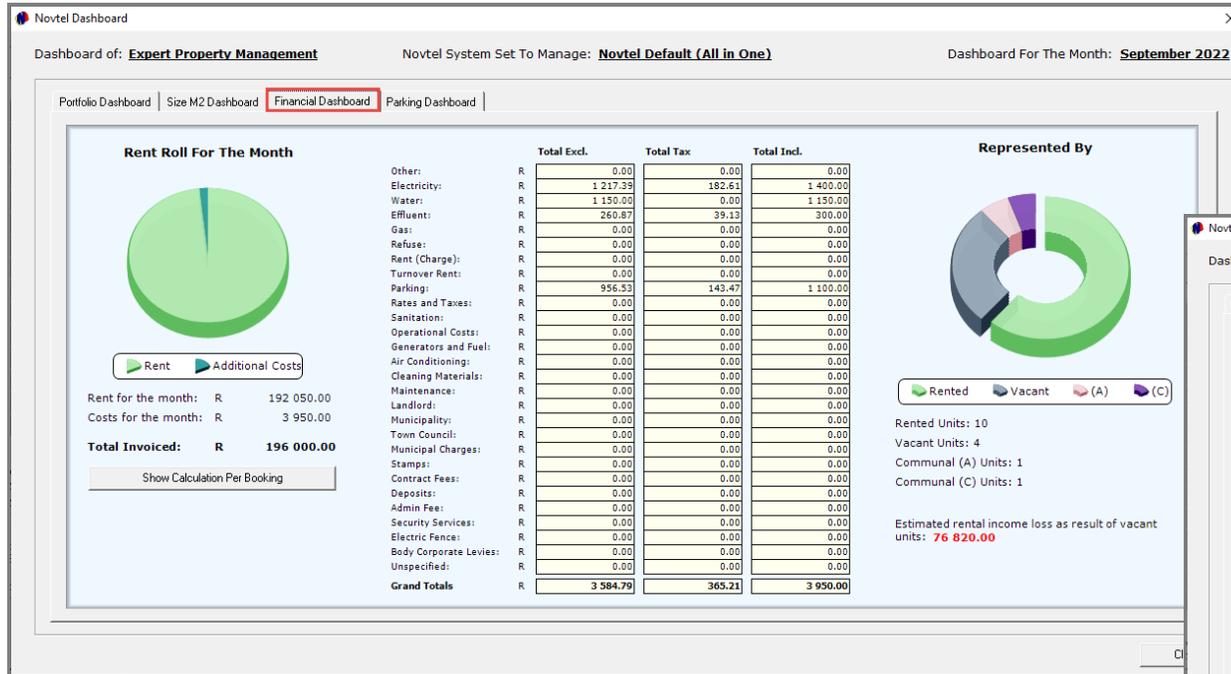
2. Size M2 Dashboard



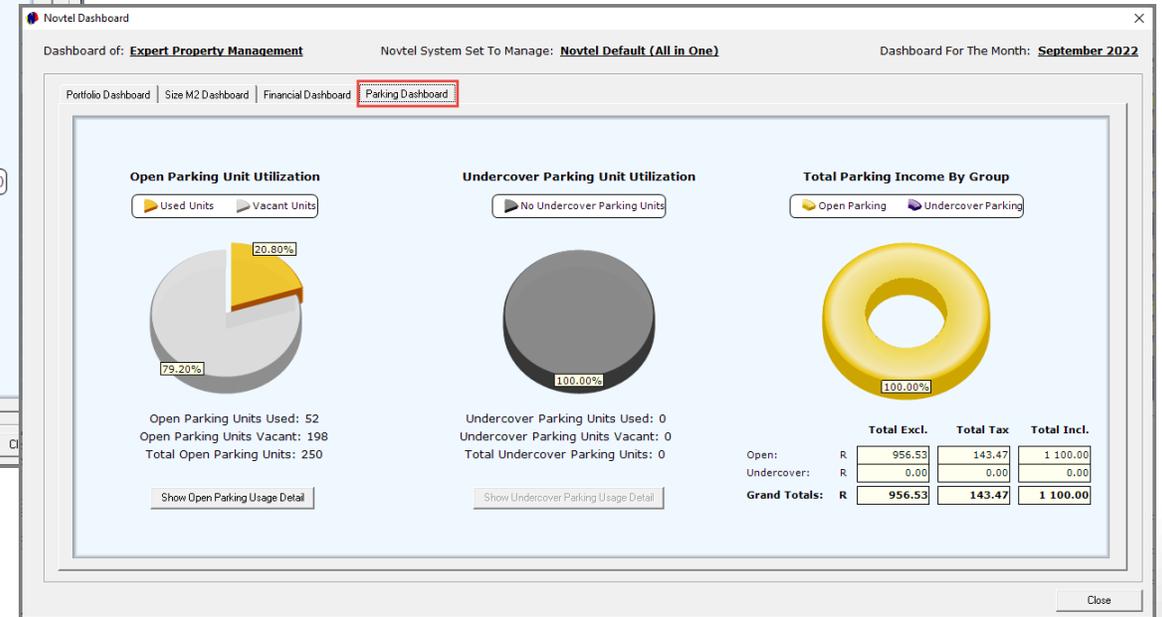


The Novtel Dashboard

3. Financial Dashboard



4. Parking Dashboard





Novtel[®] Property Management

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The Novtel Property Management App

(For Recording Maintenance Onsite and in Real Time)





The Novtel Property Management App

The Novtel Property Management app takes existing desktop application statistics and features to the cloud, enabling you to view important rental information and perform key tasks whilst out-of-office.

Novtel clients can now also view and communicate with their Sage Pastel or Sage Evolution customers through the Novtel app.

The entire Novtel dashboard can be accessed from the app in real-time, providing the user with important information regarding unit utilization, expiring rental agreements, rental income, rental cost distribution, and much more.

Take your existing Sage Pastel or Sage Evolution customer and supplier list out of the office and view information from anywhere.

Easily view and navigate to your Sage Pastel or Sage Evolution customer and supplier addresses. Simply tap a customer or supplier postal or delivery address to set a pin in Google maps.

The maintenance feature allows the user to manage the existing collection of maintenance items, types, and locations used in the Novtel Property Management damages system.

The damages feature allows the user to quickly view all damages captured on all rental properties.

This list can also be filtered by repair status to determine how much work is still outstanding and what has already been completed.

The user can also record new rental property damages whilst performing an inspection at a rental premises.

This allows for detailed information to be captured and photos to be taken whilst with the tenant.

Upon completion, the new damage record and all attached photos are automatically uploaded to the Novtel Property Management desktop application for later examination by the office staff.

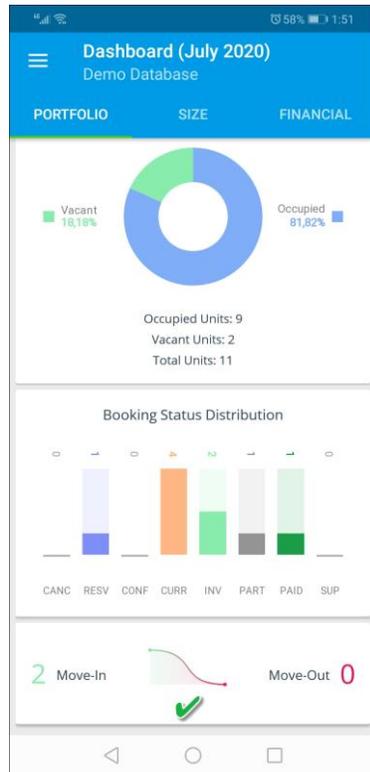
The app can display information from, and perform work in, any of the user's existing list of Novtel datasets, making it quick and easy to manage a large list of properties on any dataset.



The Novtel Property Management App

The Dashboard contains 3 tabs, namely:

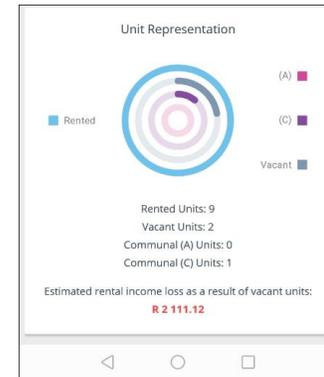
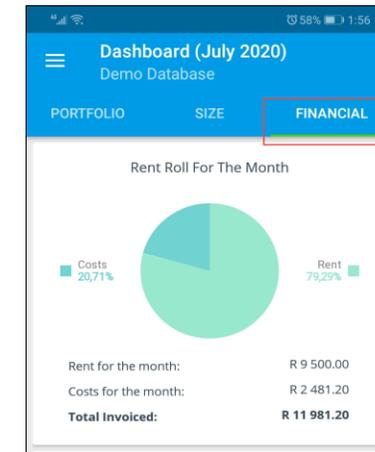
1. Portfolio



2. Size



3. Financial

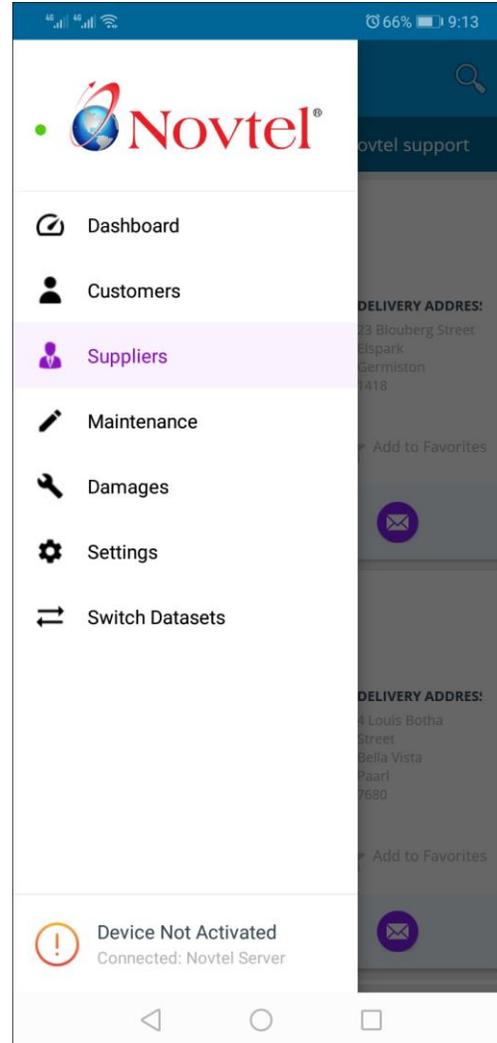
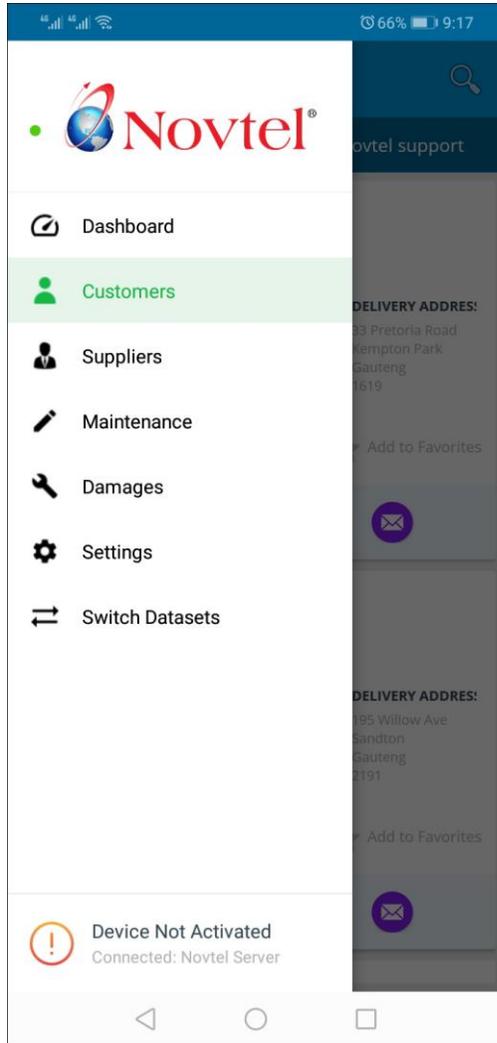


Rent Roll Cost Distribution

	Total Excl	Total Tax	Total Incl
Other:	R 1 400.00	0.00	1 400.00
Effluent:	R 120.25	0.00	120.25
Gas:	R 960.95	0.00	960.95
Grand Totals:	R 2 481.20	0.00	2 481.20

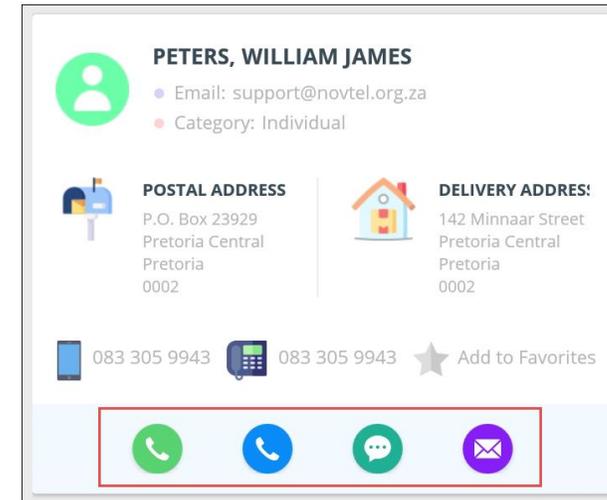


The Novtel Property Management App



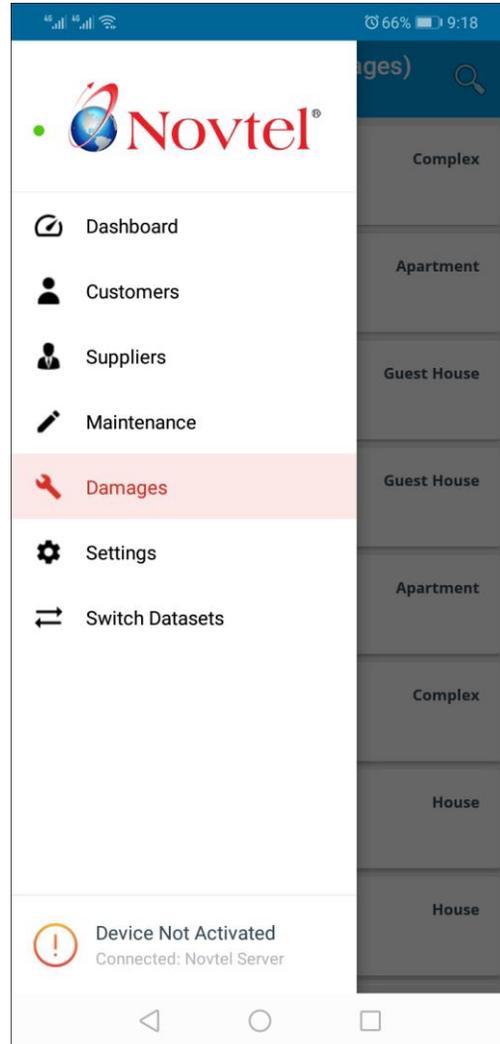
Your Customers and Suppliers will be available from the app, and they can be:

- **Phoned** (Landline or Mobile)
- **Messaged** (SMS or WhatsApp)
- **Emailed** via your Android app

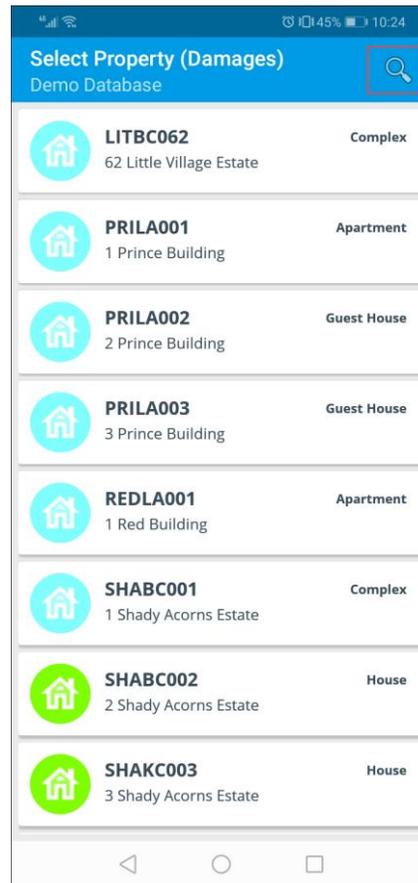




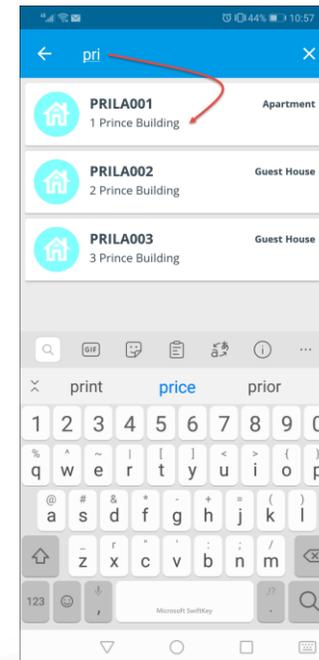
The Novtel Property Management App



By tapping the 'Damages' menu option, damages and / or maintenance can be recorded on a specifically selected property.



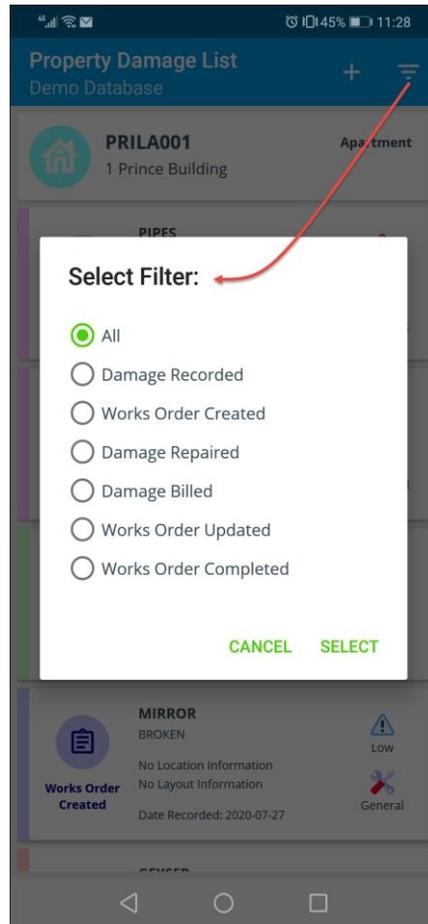
The required Property can be searched for by tapping on the search option in the top right-hand side of the screen, and entering either the Property code, or part thereof, the Property Description, or the Property Type.



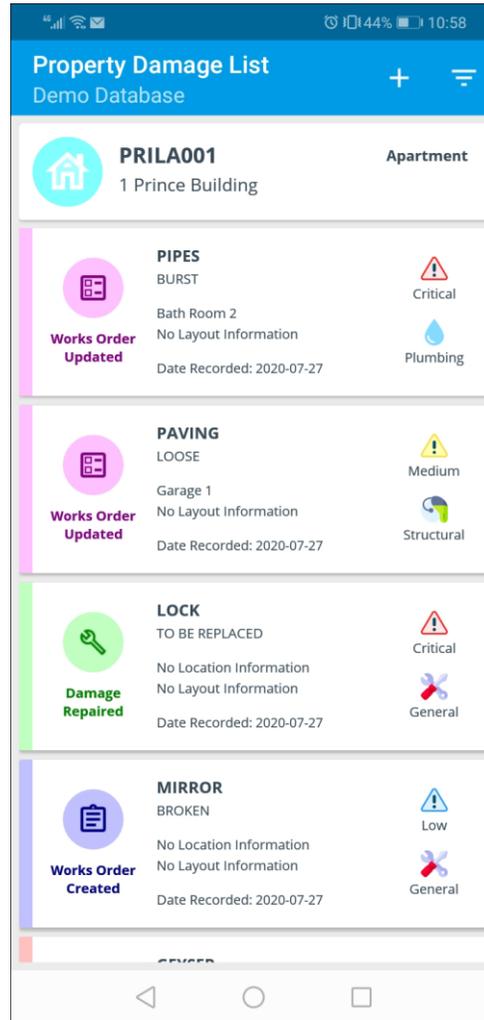
The required property can then be selected by tapping it.



The Novtel Property Management App



Existing damages recorded on the property can be filtered by means of the status.



Photos can be uploaded for existing damages, but the damages cannot be altered; updated or invoiced from the app.

This is only possible from the Novtel System itself.



Property Management



Hospitality Management



Equipment Hire



Relations Management



Self-Storage



Vehicle Hire



The Invoice Module and Job Tracker Utility

(For the Glass Cutting Industry)



Contract Management



Bank Manager

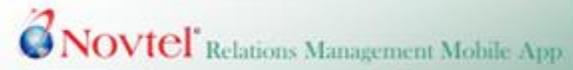


Access Control



Property Management Mobile Application

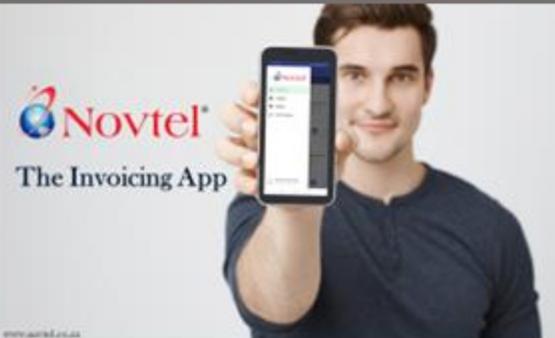
For Resolving Maintenance
Onsite and In your Time



Relations Management Mobile App



The Invoicing App



The Online Application Website



info@novtel.com

sales@novtel.com



www.novtel.co.za



086 166 8835