



Novtel<sup>®</sup>

Self-Storage

Sage



LTPN<sup>7</sup>  
from MRI Software

[www.novtel.co.za](http://www.novtel.co.za)  
[www.novtel.com](http://www.novtel.com)



# Novtel

# Self-Storage



# The Basics of Novtel Self Storage

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# Self-Storage

***1***

**Introduction**

# Introduction

The screenshot displays the Novtel Self Storage Ultimate Enterprise 5.9.0.5 software interface. The main window shows a calendar grid for January 2026, with reservation bars for various units. The units listed are A001 through C001. The reservation bars are color-coded: green for 'Unique Rustic Furniture', orange for 'Du Plessis, Ben', blue for 'Green, Kevin', and purple for 'Stevens, James'. The summary table at the bottom right shows the following data:

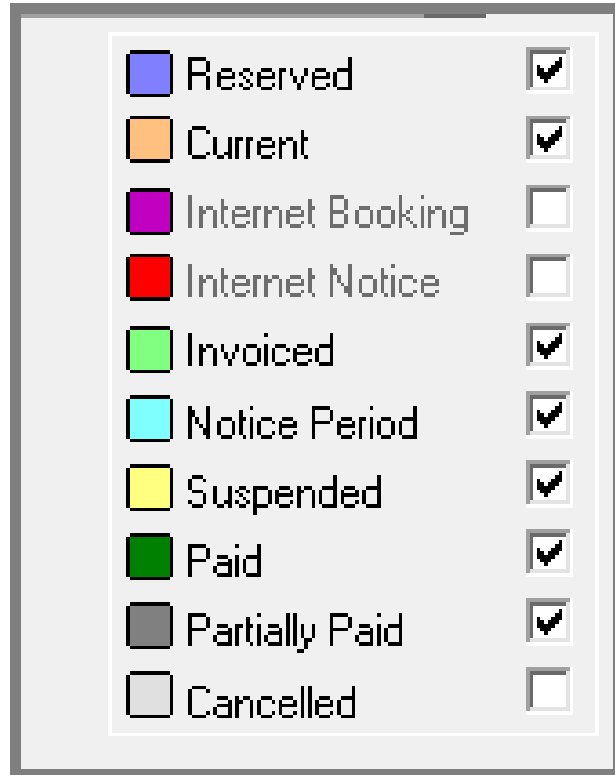
Outstanding Deposits: R 2 100.00		Unallocated Funds: R 0.00	
Date	Description	Debit	Credit
2026.01.01	Balance B/F	2 100.00	
2026.01.01	Res. 183	600.00	
2026.01.06	Rpt RDN00073		2 100.00
			600.00

Novtel Self Storage can manage the following:

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

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

# Introduction



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

These colours represent a specific status.

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

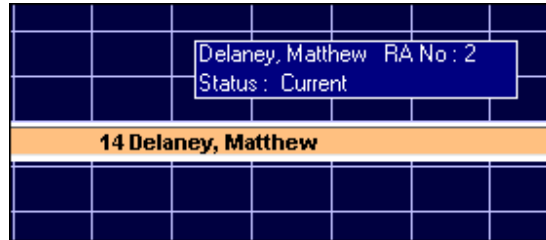
**Note:** *ONLY if the checkboxes next to the following statuses (visible at the bottom of the grid) are ticked, will the contracts / reservations containing the selected status, be displayed on the grid.*

# Introduction



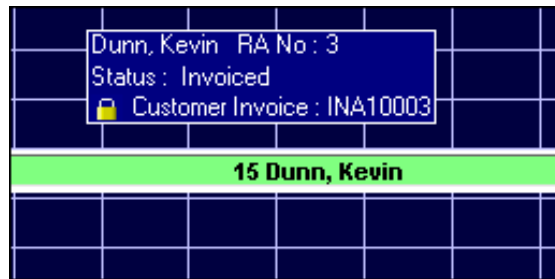
## Reserved

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



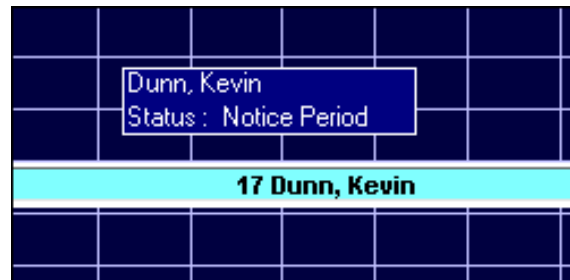
## Current

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



## Invoiced

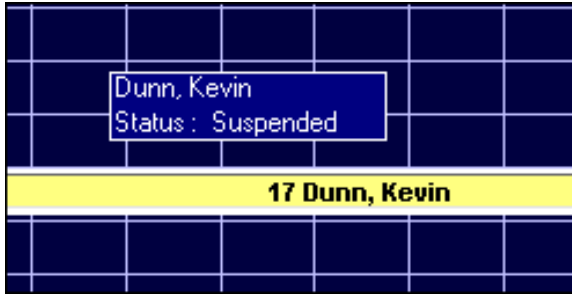
The Customer has been invoiced for the month, but no payment has yet been received. The status is **'Invoiced'**.



## Notice Period

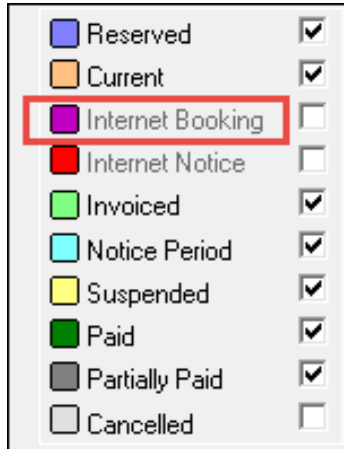
Reservations in the **'Notice Period'** of the contract, is displayed in this Status Colour.

# Introduction



## Suspended

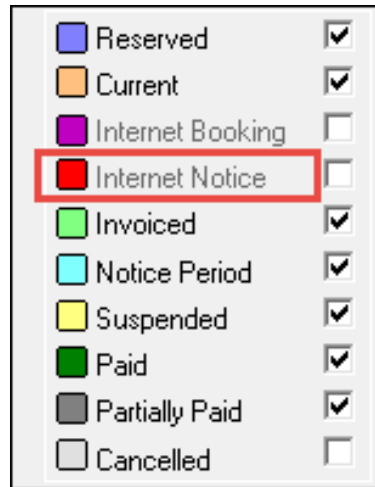
Reservations or contracts which have been suspended, will display in yellow.



## Internet Booking

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

These reservations will be displayed in this status colour.



## Internet Notice

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

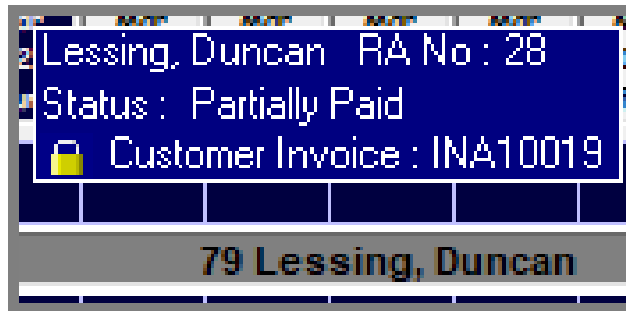
When 'Notice' is given on internet reservations, it will be displayed in this status colour.

# Introduction



## Paid

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



## Partially Paid

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



## Cancelled

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

# Introduction

Barcode	Code	Description	Rate Incl
1234567891011	BUB001	Bubble Wrap per meter	1
	BUB002	Bubble Wrap - 50m roll	45
	BUB003	Bubble Wrap - 25 Meter Roll	30
	CAR001	Carton Box 1x1m	1
	CAR002	Carton Box 1x1.5m	1
	CAR003	Carton Box 75x50cm	
	CLE001	Clear Tape - 20m	2
	CLE002	Clear Tape - 50m	5
	CLE003	Clear Tape - 200m	10
	STY001	Styrofoam Sheet - 1x1m	3
	STY002	Styrofoam Sheet - 2x2m	4

On Hand: -57   On Order: 0   Sold: 83   Balance: -140

Payment Type: Cash   Sales Code:   Payment Received: 0.00  
Change: 0.00  
Overall Discount: 0  
PAYMENT DUE: 0.00  
Payment Date: 2026/01/14

Shift #: SFT00017

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

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

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

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



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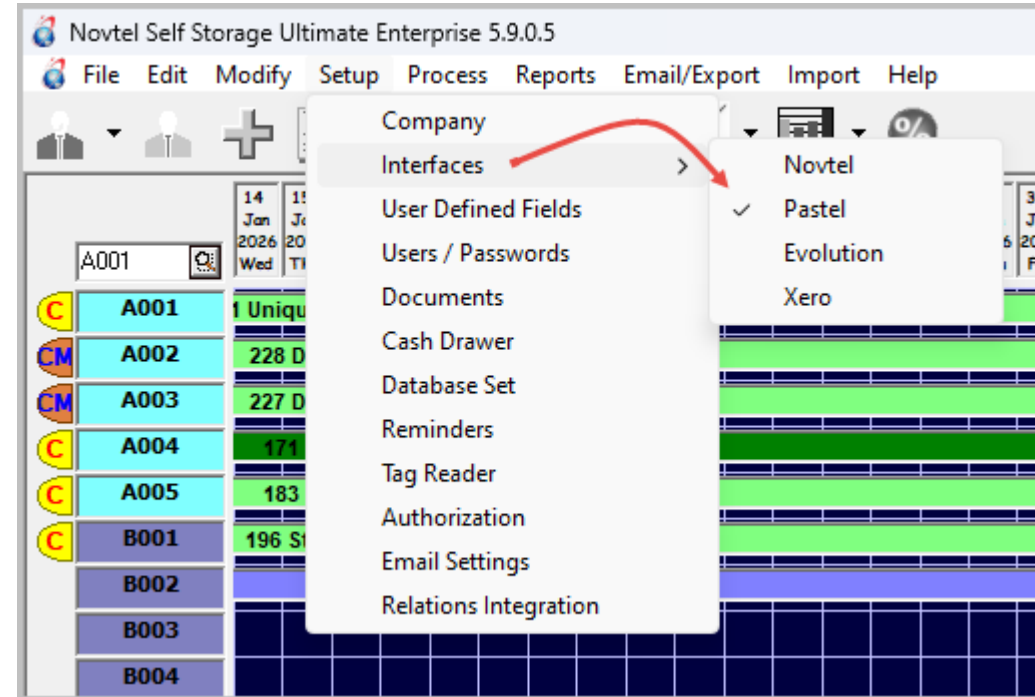
2

3<sup>rd</sup> Party Integration

## Financial Systems

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

- Sage 50C (Pastel Partner)
- Sage 200 (Evolution)
- Xero

The Sage logo is displayed in a green, stylized font.

For demonstration purposes, we are using a few screenshots from the Pastel Integration tabs:

The screenshot shows the 'Deposits' tab in the Pastel Interface. The 'General' tab is selected. The 'Account Numbers' section contains the following fields:

Deposit Control Account (Balance Sheet Account)	5000/000	Deposits Control Account
Deposit Forfeiture Income Account (Income Statement Account)	0400/000	Deposit Forfeiture Income
Deposit Refund Due Account (Balance Sheet Account)	5010/000	Deposit Refunds

The 'Entry Types (3 Unique Entry Types Recommended)' section contains the following fields:

Entry Type For Deposit Received	19	Receiving Journal
Entry Type For Deposit Refunds	22	Deposits Refund
Entry Type For Deposit Applied	23	Deposits Applied

The 'Deposit Forfeiture Invoice' section contains the following fields:

Forfeiture Charge (Inventory Service Item)	DFC001	Deposit Forfeiture
Default Forfeiture Percentage	50	

Buttons for 'Accept' and 'Cancel' are at the bottom.

The screenshot shows the 'POS' tab in the Pastel Interface. The 'General' tab is selected. The 'Account Numbers' section contains the following fields:

Cash Sales Account (Customer Account)	CAS001	Cash Sales
Daily Takings Control Account (Balance Sheet Account)	5300/000	Daily Takings Control Account
Discount Account	2700/000	Discount Received for Cash

The 'Invoice Options' section contains the following fields:

<input checked="" type="checkbox"/> Acc Payments and Deposits to Payment Type Account		
Entry Type For Customer Receipts Journal	19	Receiving Journal
Entry Type For Customer Receipts Cash Book	2	CB 1 Receipts
Entry Type For Negative Customer Receipts	9	Sales Credits

The 'Receipt Options' section contains the following fields:

<input checked="" type="checkbox"/> Enable Multi Store	
<input type="checkbox"/> Ignore Date Rules	
<small>NB: This option is temporary for the current login session. Click Cancel on this form to prevent an auto logout.</small>	

The 'Cost Code' section contains the following fields:

<input checked="" type="radio"/> Disable Cost Code
<input type="radio"/> Enable Cost Code per Document
<input type="radio"/> Enable Cost Code per Line

The 'Sales Code' section contains the following fields:

<input checked="" type="checkbox"/> Enable Sales / Rep Code
---

Buttons for 'Accept' and 'Cancel' are at the bottom.

The screenshot shows the 'Receipts' tab in the Pastel Interface. The 'General' tab is selected. The 'Cash Control Account' and 'Bank Account' sections contain the following fields:

Cash	5300/000	
Cheque	5300/000	
Credit Card	5300/000	
Debit Order	5300/000	
Direct Transfer	5300/000	
Voucher	5300/000	
Other	5300/000	
Deposit Allocation	01	
Deposit Transfer	01	
Cash Deposit Fee	01	CDF001

Buttons for 'Accept' and 'Cancel' are at the bottom.

The settings applied here will determine how transactions are posted to the financial system.



Some reports can be exported, edited and saved in **Microsoft Word**.



Novtel allows for some reports to be exported to **Microsoft Excel**.



Customer Statements and / or Invoices can be emailed directly from the system, using **Microsoft Outlook**.

- ✓ Please note that up to 10 additional attachments can be selected to be send with the email automatically.



**Microsoft Access** is used as the basis for Novtel's databases (except for when SQL is used).



## Novtel Products

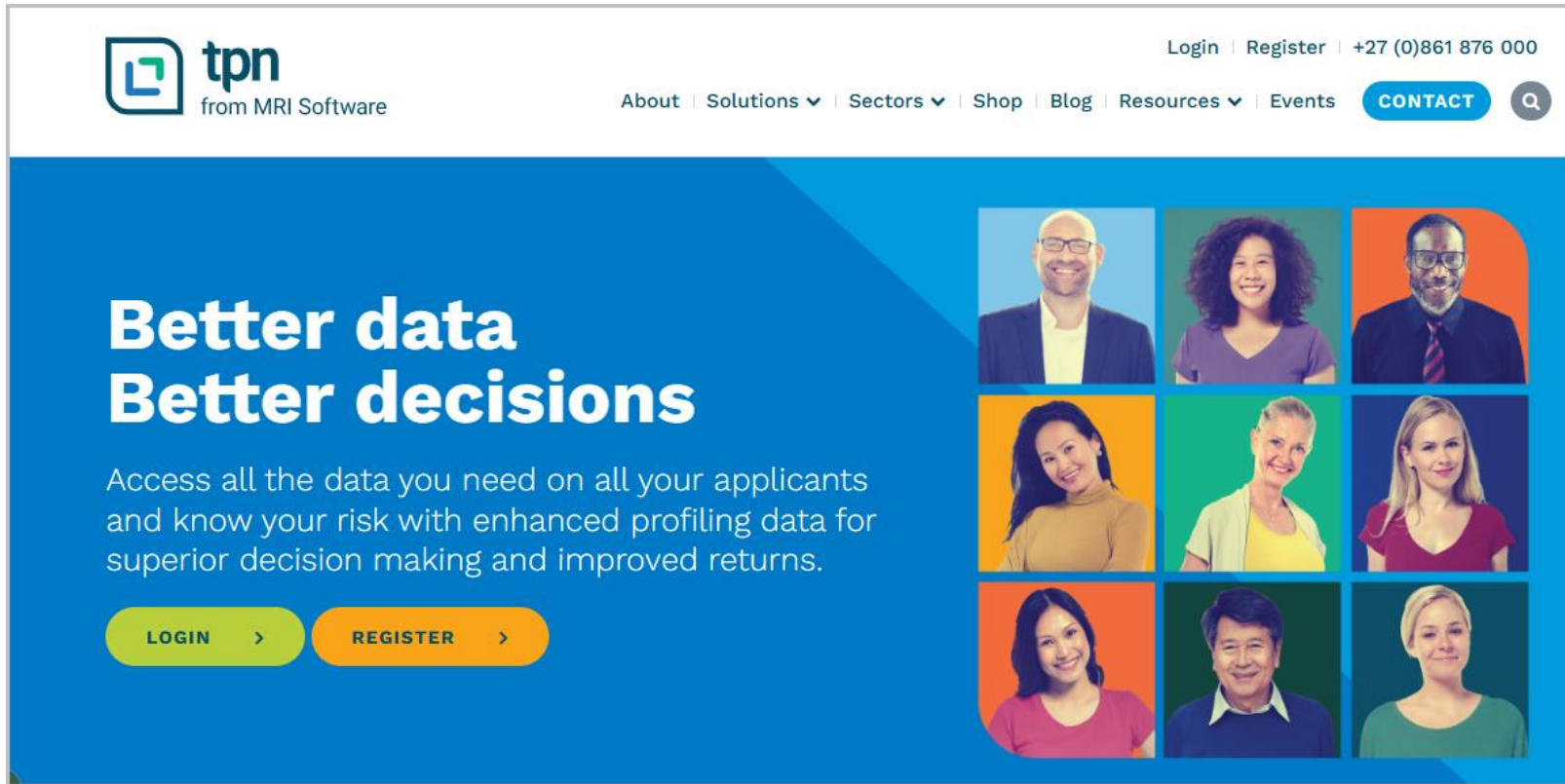
Novtel Self Storage also integrates with:

- ✓ Novtel Relations Management by which communication from and to Customers / Suppliers / Prospects and Employees are captured and a complete communication history is obtained.



- ✓ Novtel Access Control by which access to a facility is granted by means of 'Access Tags'.





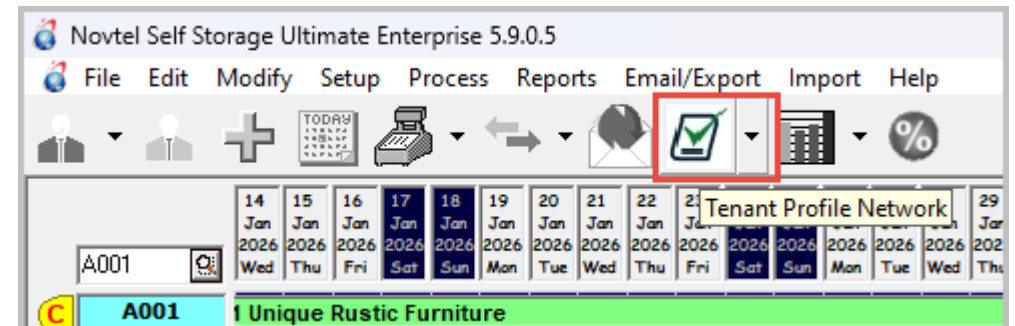
The image shows the top portion of the TPN website. The header includes the TPN logo (a square with a stylized 't' and 'p') and the text 'tpn from MRI Software'. To the right of the logo are links for 'Login', 'Register', and a phone number '+27 (0)861 876 000'. Below the header is a navigation menu with 'About', 'Solutions', 'Sectors', 'Shop', 'Blog', 'Resources', 'Events', and a 'CONTACT' button. The main content area has a blue background with the headline 'Better data Better decisions'. Below the headline is a sub-headline: 'Access all the data you need on all your applicants and know your risk with enhanced profiling data for superior decision making and improved returns.' At the bottom of this section are two buttons: 'LOGIN' and 'REGISTER'. To the right of the text is a grid of nine diverse people's faces.

## TPN

TPN is short for 'Tenant Profile Network'.

This company specializes in vetting prospective Tenants in order for you to make informed decisions whether or not to place Tenants.

TPN has been incorporated into the Novtel system, and when your Company is registered with TPN, you will be able to send a monthly report to TPN to help you recover outstanding rental balances from the Tenants in the system.



The screenshot shows the Novtel Self Storage Ultimate Enterprise 5.9.0.5 software interface. The menu bar includes 'File', 'Edit', 'Modify', 'Setup', 'Process', 'Reports', 'Email/Export', 'Import', and 'Help'. The 'Email/Export' menu is open, and a red box highlights a checkmark icon. Below the menu is a toolbar with various icons. The main window displays a calendar for January 2026, with the date 21st highlighted. The calendar title is 'Tenant Profile Network'. Below the calendar, there is a search bar containing 'A001' and a table of data. The first row of the table is highlighted in green and contains the text 'A001 Unique Rustic Furniture'.



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# Self-Storage

**3**

**Storage Units**

# Storage Units

1. Each Storage Unit (Grid Number) must be allocated a unique code and description.

## 2. Branch Settings

Branches are set up for either of the following purposes, but are not limited to these only:

### ✓ Colour coding the same sized Storage Units

Storage Units may differ in size.

The same sized units can therefore be linked to the same Branch colour. For example:

- Branch: 6x6 Units
- Branch: 4x8 Units

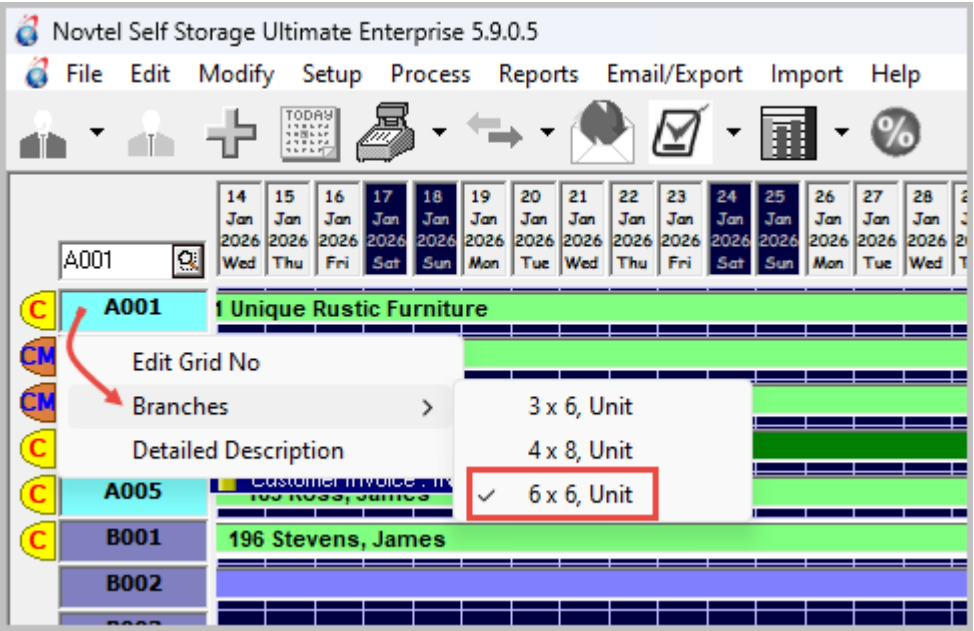
### ✓ Colour Coding Storage Units per Country; Town; City or Suburb

Should it happen that your company has a central reservations database for Storage Units in different countries; towns; cities or suburbs, a specific colour can be allocated to all Storage Units situated in the same area. For example:

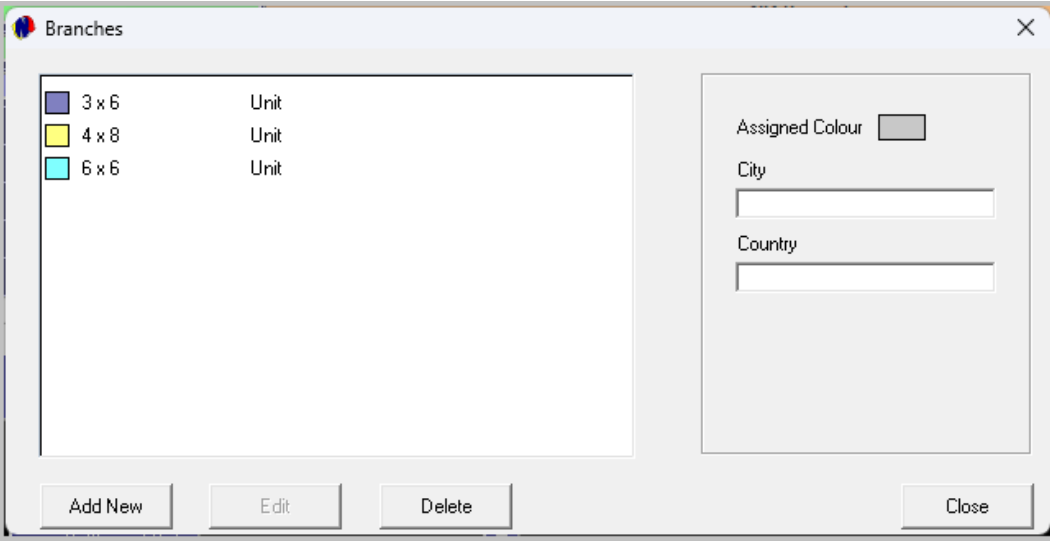
- Branch: Mossel Bay
- Branch: George
- Branch: Cape Town

The screenshot shows the 'Edit Grid No' dialog box. The 'Code' field contains 'A001' and the 'Description' field contains 'Building A Unit 1'. The 'General' tab is selected, showing the following fields: 'Branch' (6 x 6, Unit), 'Show On Grid' (checked), 'Category' (STR001 - Short Term Rental - Daily R...), 'Disposed' (unchecked), 'Unit Number' (1), 'Floor Number' (1), 'Monthly Billed Item' (unchecked), and 'Building Number' (A). The 'Accept' and 'Cancel' buttons are at the bottom right.

# Storage Units



The Code of created Storage Units will be displayed in the colour of the linked Branch on the Grid.



# Storage Units

Code: A001  
Description: Building A Unit 1

Height: 3.5 Width: 6 Depth: 6  
Door Height: 3 Door Width: 3

Area: 36 m<sup>2</sup>  
Capacity: 126 m<sup>3</sup>

In the 'Details' tab, the dimensions of the storage unit is captured, and the capacity is automatically calculated by Novtel.

The 'Financial' tab contains the VAT settings, and the 'Pastel/Evolution/Xero Interface' tab displays the linked financial system's Inventory code to which the rental and additional costs per unit is posted.

Code: A001  
Description: Building A Unit 1

Allow Tax:   
Tax Code: 1 - Vat - Standard rated (15%)

Rental Per Day Excl Tax: 0.00  
Tax: 0.00  
Rental Per Day Incl Tax: 0.00

Code: A001  
Description: Building A Unit 1

Pastel Inventory Code: SUNIT Storage Units Clear  
Cost Code: SUCC1 Storage Units 3x6 Clear

# Storage Units

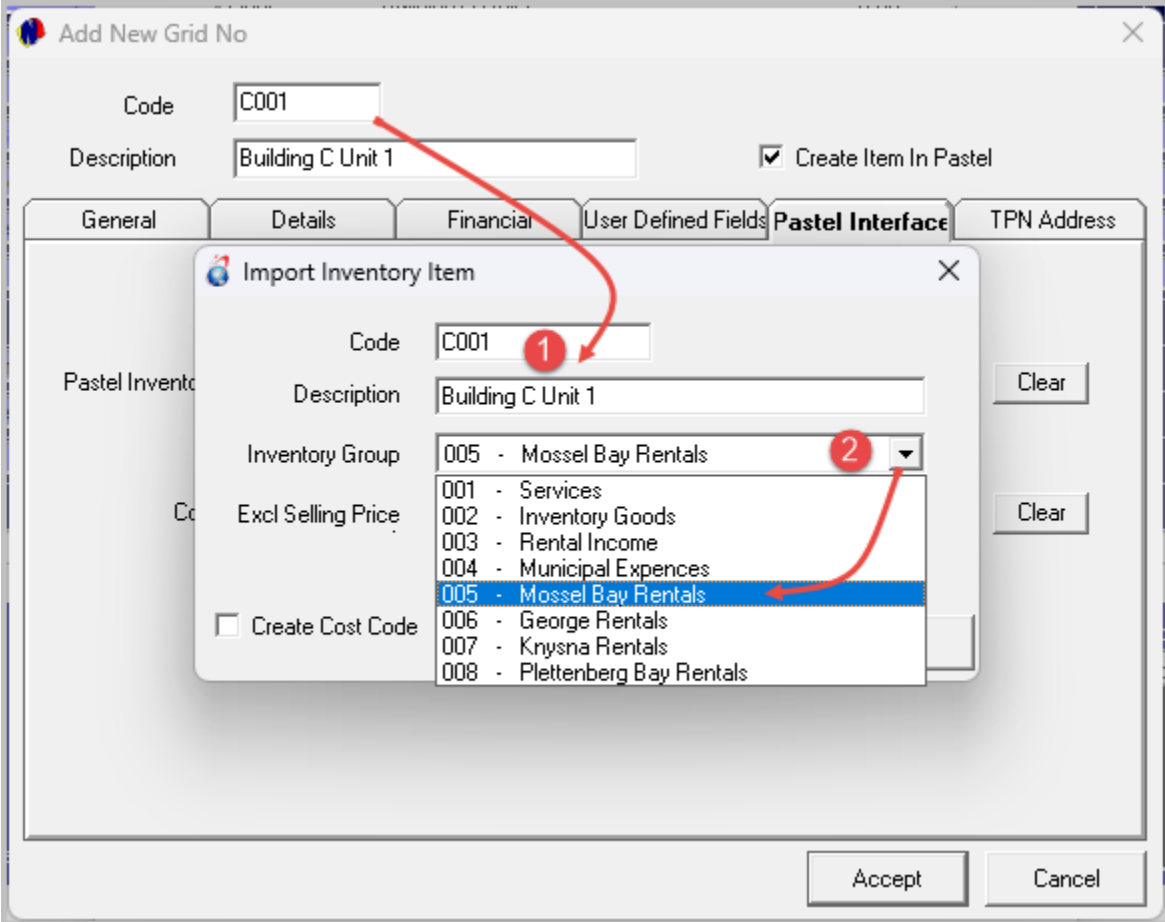
In Sage 50C and Sage 200, Inventory groups are created and dedicated GL Accounts can be linked to it.

When a new storage unit is created in Novtel, it can be linked to the relevant Inventory Group in the linked financial system, and when saved, the storage unit is automatically created as an Inventory Item in Sage too.

- 1. The 'Inventory Item's' Code and Description is inserted as set up in the 'Add Grid No' window.

However: The Inventory Item's Code and Description can be changed if required, but keep in mind that Inventory Codes cannot be duplicated in the financial system and must be unique.

- 2. The Storage Unit can then be linked to the required Inventory Group as set up in the financial system by your company's accountant.



3. Storage Units must always be classified as 'Service Items'.

4. If required, the 'Create Cost Code' option can be ticked – which will automatically insert the Unit's Code and Description as the 'Cost Code's' Code and Description too.

**If the creation of a cost code is not required, the checkbox is left unticked.**

Clicking 'Accept', the Storage Unit is created in both Novtel and Pastel / Evolution.

The Unit's 'Pastel Interfaces' tab will automatically reflect the Pastel Inventory Code - and if created, the Cost Code too.

Item Code	Group	Category	Store Code	Description	Blocked
WS001	001		001	Labour per Hour	N
WS002	002		001	White Paint - 1L	N
WS003	002		001	White Paint - 5L	N
WS004	002		001	Ceiling Board - 1 Unit	N
WS005	002		001	Lock and Keys	N
WS007	002		001	Light Bulb	N
WS008	002		001	Light Switch	N
WS009	002		001	Garage Door	N
DAM001	002		001	Damages and Mainten	N
WS006	002		001	Light Fixture	N
SUNIT	001		001	Storage Units	N
CDF001	002		001	Cash Deposit Fee per F	N
DFC001	001		001	Deposit Forfeiture	N
TSU001	002		001	Stickers - This Side Up	N
B006	003		001	Building B Unit 6	N
WAT001	004		001	Water Charge	N
OFF001	001		001	Office Use - Jacobs Co	N
ELE001	001		001	Electricity	N
CON001	001		001	Contract Fee	N
DFC002	001		001	Deposit Forfeited	N
CDF002	001		001	Cash Deposit Fee per F	N
BD001	001		001	Bad Debt	N
MBR001	005	Rent	001	Mossel Bay Rentals	N
GRE001	006	Rent	001	George Rentals	N
KAR001	007	Rent	001	Knysna Rentals	N
PBR001	008	Rent	001	Plettenberg Bay Rental	N
K002	007		001	Knysna Building A Uni	N
TR001	001		001	Take-On Balance	N
C001	005		001	Building C Unit 1	N

The 'Add New Grid No' dialog box contains the following fields and options:

- Code: K001
- Description: Knysna Building A Unit 1
- Create Item In Xero
- General tab selected
- Building Name: A-Z Storage
- Street: 14 First Street
- City / Town / Suburb: Knysna
- Province: Western Cape
- Postal Code: 6500
- Building Address
- Street Address
- Buttons: Accept, Cancel

When integrated with Xero, the Item is also imported to Xero upon saving the Unit in Novtel.

A dedicated 'Sales Account' – as pre-setup in Xero – is to be linked to this Item.

The 'Import Xero Inventory Item' dialog box contains the following fields and options:

- Code: K001
- Description: Knysna Building A Unit 1
- Track Inventory Item
- Track the quantity and value of stock on hand.
- Inventory Asset Account: [Empty]
- Sell
- Add item to invoices, quotes and other sales transactions.
- Sale Price: 35.00
- Sales Account: [Empty]
- Select Account dropdown menu:

Account	Description	Type
200	Sales	Revenue
260	Other Revenue	Revenue
270	Interest Income	Revenue

Accessing the 'Business – Products and Services' option in Xero, the Storage Unit has been imported to Xero successfully.

The screenshot shows the Xero navigation bar with 'Business' selected. The dropdown menu is open, and 'Products and services' is highlighted with a red arrow pointing to it. Other menu items include Analytics, Short-term cash flow, Business snapshot, Invoices, Online payments, Quotes, Sales overview, Bills to pay, Purchase orders, Purchase overview, Expense claims, and Pay run.

Code	Name	Cost price	Sale price	Quantity
K001	Knysna Building A Unit 1		35.00	

**Knysna Building A Unit 1**  
K001

**Sell**

Sale price: 35.00

Sales account: 200 - Sales

Tax rate: Standard Rate Sales

Description: Knysna Building A Unit 1

**Latest transactions**

Date	Type	Reference	Quantity	Price	Amount
------	------	-----------	----------	-------	--------

When this item is purchased or sold, transactions will appear here

The Completed Task has been performed successfully in the Xero Companion App, namely:  
The import of the Inventory Item: Storage Unit **K001**.

**Filters**

Novtel Product

- Novtel Equipment Hire
- Novtel Hospitality
- Novtel Property Management
- Novtel Relations
- Novtel Self Storage
- Novtel Vehicle Hire
- Xero Companion

Category

- Contacts
- Inventory
- Invoicing
- Synchronization
- Transactions

Status

- Completed
- Failed

**Xero Tasks**

0

Recorded

0%

0

Failed

0%

2

Completed

100%

DATE RECORDED	WORKSTATION	USERNAME	NOVTEL PRODUCT	NOVTEL DATASET	NOVTEL SOURCE	XERO TASK TYPE	XERO ORGANIZATION	TASK STATUS	REFERENCE	ACTIONS
04 Jun 2024 @ 13:04	LOUISE	User	Self Storage	Xero	None	Import Contact	A-Z Storage	Completed	CAS001	⬆️ ⬇️ ⬅️
05 Jun 2024 @ 12:29	LOUISE	User	Self Storage	Xero	None	Import Inventory	A-Z Storage	Completed	K001	⬆️ ⬇️ ⬅️



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# Self-Storage

**4**

**Charges**

# Charges

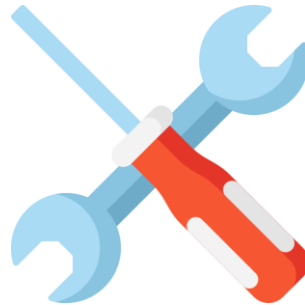
Various charges are applicable in the Novtel system, according to which a Customer is to be invoiced for physical or service inventory items. Charges are also imported to the Financial System when saving the charge to Novtel - if not already created in Sage or Xero.

Examples may include the following:

**Items to be sold from the POS System**  
(Bubble Wrap, Boxes, Stickers, etc.)



**Items used for the maintenance of Storage Units**  
(Paint, Crack Filler, Roof Sealant, etc.)



**Fixed Items to be added to a contract or reservation, such as electricity, water, security, etc.**



# Charges

**Edit Item**

Code:

Description:   Display On Invoice

Barcode:   Blocked

General | **Properties**

POS Item

## POS Items:

From the Grid, the POS System can be accessed from which sales can be performed.

By classifying a charge as a 'POS Item', it will be available for selection from the Grid's POS system.

Novtel Self Storage Ultimate Enterprise 5.9.0.5

File Edit Modify Setup **Process** Reports Email/Export Import Help

17 Dec 2025 18 Dec 2025 19 Dec 2025 20 Dec 2025 21 Dec 2025 22 Dec 2025 23 Dec 2025 24 Dec 2025 25 Dec 2025 26 Dec 2025 27 Dec 2025 28 Dec 2025 29 Dec 2025 30 Dec 2025 31 Dec 2025 01 Jan 2026 02 Jan 2026 03 Jan 2026 04 Jan 2026 05 Jan 2026 06 Jan 2026 07 Jan 2026 08 Jan 2026 09 Jan 2026 10 Jan 2026 11 Jan 2026 12 Jan 2026 13 Jan 2026 14 Jan 2026 15 Jan 2026 16 Jan 2026 17 Jan 2026 18 Jan 2026 19 Jan 2026 20 Jan 2026 21 Jan 2026 22 Jan 2026 23 Jan 2026 24 Jan 2026 25 Jan 2026 26 Jan 2026 27 Jan 2026 28 Jan 2026 29 Jan 2026 30 Jan 2026 31 Jan 2026 01 Feb 2026 02 Feb 2026 03 Feb 2026 04 Feb 2026

A002

View Grid Nos  
 All Grid Nos  
 Available Grid Nos

Reservation DUP001 D PO Box 78 Hartenbos 6520 dup@ben.

2025/12/17 2026/02/04

**NOVTEL**  
www.novtel.com  
Louise  
Store: Default Store

Select Item(s):

Code	Description	Rate Inclusive	Barcode
BUB001	Bubble Wrap per meter	110.00	11234567891
BUB002	Bubble Wrap - 50mm roll	450.00	
CAR001	Carton Box 1x1.5m	15.00	
CAR002	Carton Box 1x1.5m	15.00	
CAR003	Carton Box 75x50cm	7.50	
CLE001	Clear Tape - 20m	20.00	
CLE002	Clear Tape - 50m	50.00	
CLE003	Clear Tape - 200m	100.00	
STY001	Styrofoam Sheet - 1x1m	30.00	
STY002	Styrofoam Sheet - 2x2m	45.00	

Search by: Code Search for:

**Pastel Inventory Details**

On Hand: -22 On Order: 0 Sold: 83 Balance: -105

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

Payment Date: 2025/12/04

Shift #: SFT00006

Reserved  Current  Invoiced  Notice Period  Suspended  Paid  Partially Paid  Cancelled

# Charges

Code: CLE003  
Description: Clear Tape - 200m  
Barcode: [Empty]  
 Display On Invoice  
 Blocked

**General** | **Properties**

POS Item  
 **Shop Item**  
 Payout Item

## Shop Items:

Dedicated 'Shop Users' can be set up to ONLY have access to the Shop's POS System. These Users will not have access to any other part of the Novtel System.

Classifying the Charge as a 'Shop Item', it will be available for selection in the Shop's POS System.

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

On Hand: -1 | On Order: 0 | Sold: 8 | Balance: -9

Payment Type: Cash | Sales Code: [Empty] | Payment Received: 0.00 | Change: 0.00 | Overall Discount: 0 | **PAYMENT DUE: 0.00**

However: To make a charge available in both the POS Systems, the 'POS' and 'Shop' options are selected.

Code: CLE003  
Description: Clear Tape - 200m  
Barcode: [Empty]  
 Display On Invoice  
 Blocked

**General** | **Properties**

**POS Item**  
 **Shop Item**  
 Payout Item  
 Workshop Item

# Charges

Code: OFF001  
Description: Office Use - Jacobs Coffee 500g  
Barcode:   
Display On Invoice:   
Blocked:

Properties:  
 POS Item  
 Shop Item  
 Payout Item  
 Workshop Item

## Payout Items:

Office supplies, or any item to be paid for from the petty cash, is classified as a 'Payout Item'.

A 'Payout' can also be performed against a Customer or Supplier's Account.

Novtel Self Storage Ultimate Enterprise 5.9.0.5  
File Edit Modify Setup Process Reports Email/Export Import  
Sales (POS)  
Payouts  
Negative Receipts  
Shift Cash Up  
Shift Summary  
Receipts  
Reverse Unallocated Funds  
Deposit Negative Receipts

NOVTEL  
www.novtel.com

Select Items:

Code	Description	Rate Incl	Balance
OFF001	Office Use - Jacobs Coffee 500g	95.00	

Payout Items:   
Search by:   
Selected Items:   
Search for:   
Qty Code Description Price Incl

0.00

Accept New Close

# Charges

**Edit Item**

Code: WS004

Description: Ceiling Board - 1 Unit  Display On Invoice

Barcode:   Blocked

**Properties**

- PDS Item
- Shop Item
- Payout Item
- Workshop Item

## Workshop Items:

From the Workshop Module, maintenance and damages can be billed to the applicable person or company liable for the payment thereof.

For Items to be available for selection in the Workshop Module, it must be classified as 'Workshop' items.

**Novtel Workshop**

Work Order Number: 7 Date Created: 2021/09/21 Work Order Type: Internal Unit: A001 NEW

Customer: INT001 Description: Internal Maintenance

Date Started: 2021/09/21 Time Started: 11:41

Date Completed: 2021/09/21 Time Completed: 11:41

**JOB CARD#1 FOR WORK ORDER #7**

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

Selected Item(s):					
Qty	Code	Description	Price (Inclusive)	Cover	Subtotal

Job Card Total: 0.00

Job Completed

Cancel Save Job Card

Historical Work Order  Cancel Accept

# Charges

Contract Manager

Contract Number: 30 Type: Month-To-Month

Customer: DUP001 Du Plessis, Ben

Date Start: 1 December 2025 Contract Completed:

Payment Day: 1

Line Type	Item	Description	Qty	Excl
				0.00

Fixed Items

Code	Description	Excl	Tax	Incl
ACC001	Access Tags	17.39	2.61	20.00
BD001	Bad Debt	0.00	0.00	0.00
BUB001	Bubble Wrap per meter	8.70	1.30	10.00
BUB002	Bubble Wrap - 50m roll	391.30	58.70	450.00
CAR001	Carton Box 1x1m	8.70	1.30	10.00
CAR002	Carton Box 1x1.5m	13.04	1.96	15.00
CAR003	Carton Box 75x50cm	6.52	0.98	7.50
CDF001	Cash Deposit Fee per R100.00	1.00	0.00	1.00
CLE001	Clear Tape - 20m	17.39	2.61	20.00
CLE002	Clear Tape - 50m	43.48	6.52	50.00
CLE003	Clear Tape - 200m	86.96	13.04	100.00
CON001	Contract Fee	326.09		
DAM001	Damages and Maintenance	0.00		
DFC001	Deposit Forfeiture	0.00		
ELE001	Electricity	217.39		
FRA001	Fragile Stickers - 50	130.43		
MUN001	Municipal Charge	86.96		
OFF001	Office Use - Jacobs Coffee 500g	82.61		
SEC001	Security Charge	43.48		
STY001	Styrofoam Sheet - 1x1m	26.09		
STY002	Styrofoam Sheet - 2x2m	39.13		
TOB001	Take-On Balance	0.00		
TSU001	Stickers - This Side Up	59.13		
WAT001	Water Charge	130.43		
WS001	Labour per Hour	217.39		
WS002	White Paint 1L	130.43		
WS003	White Paint 5L	434.78		
WS004	Ceiling Board - 1 Unit	304.35		

Select Item

Search By: Code

Search For:

All charges will be available for selection on a Reservation or Contract – except for charges which were blocked.

Reservation Details

General Financial **Additional Costs** Quick View

Line Type	Item	Description	Qty	Excl	Tax	Incl
				0.00	0.00	0.00

Additional Costs

Code	Description	Excl	Tax	Incl
ACC001	Access Tags	17.39	2.61	20.00
BD001	Bad Debt	0.00	0.00	0.00
BUB001	Bubble Wrap per meter	8.70	1.30	10.00
BUB002	Bubble Wrap - 50m roll	391.30	58.70	450.00
CAR001	Carton Box 1x1m	8.70	1.30	10.00
CAR002	Carton Box 1x1.5m	13.04	1.96	15.00
CAR003	Carton Box 75x50cm	6.52	0.98	7.50
CDF001	Cash Deposit Fee per R100.00	1.00	0.00	1.00
CLE001	Clear Tape - 20m	17.39	2.61	20.00
CLE002	Clear Tape - 50m	43.48	6.52	50.00
CLE003	Clear Tape - 200m	86.96	13.04	100.00
CON001	Contract Fee	326.09	48.91	375.00
DAM001	Damages and Maintenance	0.00	0.00	0.00
DFC001	Deposit Forfeiture	0.00	0.00	0.00
ELE001	Electricity	217.39	32.61	250.00
FRA001	Fragile Stickers - 50	130.43	19.57	150.00
MUN001	Municipal Charge	86.96	13.04	100.00
OFF001	Office Use - Jacobs Coffee 500g	82.61	12.39	95.00
SEC001	Security Charge	43.48	6.52	50.00
STY001	Styrofoam Sheet - 1x1m	26.09	3.91	30.00
STY002	Styrofoam Sheet - 2x2m	39.13	5.87	45.00
TOB001	Take-On Balance	0.00	0.00	0.00
TSU001	Stickers - This Side Up	59.13	8.87	68.00
WAT001	Water Charge	130.43	19.57	150.00
WS001	Labour per Hour	217.39	32.61	250.00
WS002	White Paint 1L	130.43	19.57	150.00
WS003	White Paint 5L	434.78	65.22	500.00
WS004	Ceiling Board - 1 Unit	304.35	45.65	350.00

Select Item

Search By: Code

Search For:

0.00 0.00 0.00

Add Remark Add Delete

Accept Cancel



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## Self-Storage

5

Customers

# Customers

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

A specific Customer will be linked to a contract or reservation.

Ensure that you obtain ALL details from the Customer as specified by your company – especially the contact details; ID Number etc.

## Very Important:

- ✓ New Customers can continually be created
- ✓ Existing Customers can be edited to apply changes when and where required
- ✗ Customers can be marked as 'Inactive' **but can never be deleted**

# Customers

**Edit Customer**

Account Code: DUP001  Inactive Customer  
 Description: Du Plessis, Ben  Monthly Customer  
 Customer Category: 00 - No category  Access Control Suspended  
 Pastel Foreign Currency: 00 - Home Currency

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

Postal Address: PO Box 789  
 Hartenbos  
 6520  
 Telephone No: 044 987456  
 Fax No:   
 Mobile Phone: 082 987456  
 Contact Person: Ben du Plessis  
 Email Address: dup@ben.com  
 Keep emails the same:   
 Contact Documents: Ben du Plessis  
 Email Documents: dup@ben.com  
 Contact Statements: Valerie du Plessis  
 Email Statements: dup@valerie.com

Tax Reference:   
 Payment Reference:   
 Use Tenant As Occupant  
 First Name: Ben ID Number: 7001020304050  
 Last Name: du Plessis  Non South African Citizen  
 Date Of Birth: 1970/01/02

View Pastel Statement | View Novtel Statement | Accept | Cancel

These details can be captured to a Customer's master file.

Note that the User Defined Fields Tab can be customized according to the details your company wishes to capture.

When saved in Novtel, the Customer is imported to the linked Financial system automatically.

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

Company VAT Number: n/a  
 ID Number: 770102010201  
 Payment Method: Bank Transfer  
 Settlement Date: 1st of the month  
 Special Arrangement: No

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

Delivery Address: 95 Yster Street  
 Vleesbaai  
 4560

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

Transaction Code: 0012345 \*  
 Branch Number: 000025 \*  
 Method of Payment: 2 = Bank Transfer  
 Account Type: 1 = Current  
 Use Electronic Payment / Save Bank Details:

Account Number: 000000000789654123 \*  
 Account Name: BEN DU PLESSIS \*  
 User Reference: STORAGE RENTAL  
 Debit Order Action Day: 25 Use 0 to set no debit order  
 Debit Order Set Amount: 600

Mandatory fields indicated by \*



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## Self-Storage

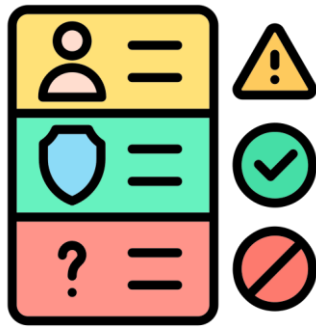
6

Users and Passwords

# Users and Passwords

We recommend that only the company's owner and high-level Managers have access to the function of accessing User Master Files since each User's password is linked to their profile.

A User Master File is created for the purpose of:



## 1. Permissions

Linking a person to a specific set of permissions.



## 2. Password

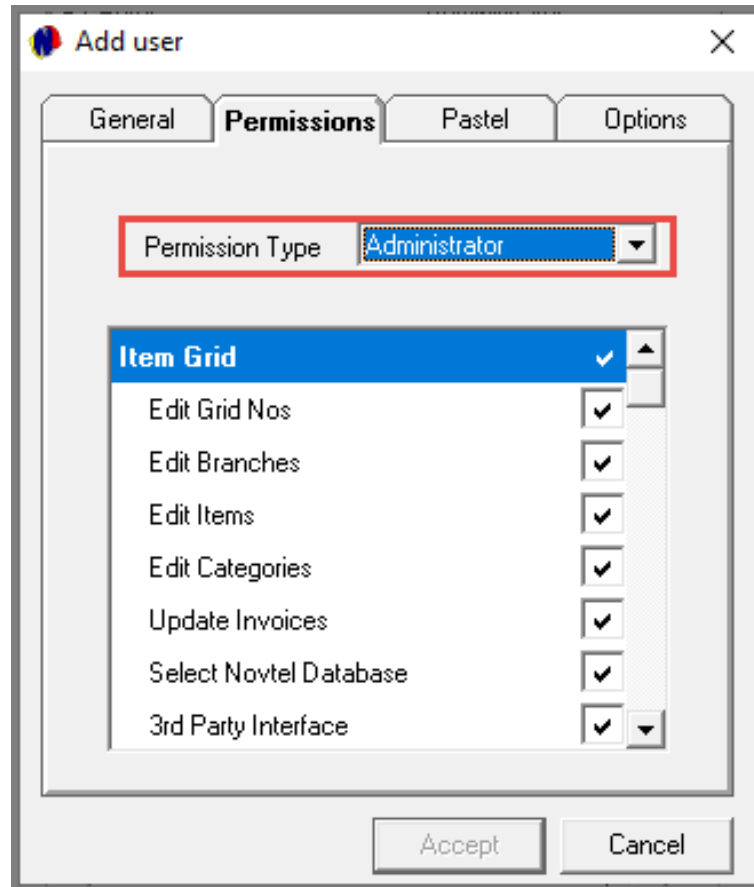
To link a password to their Username for them to gain access to the applicable part of the system .



## 3. Audit Trail

Whenever they perform transactions during their shift, a Shift number is allocated, and an audit trail is obtained.

# Users and Passwords



## Administrator

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

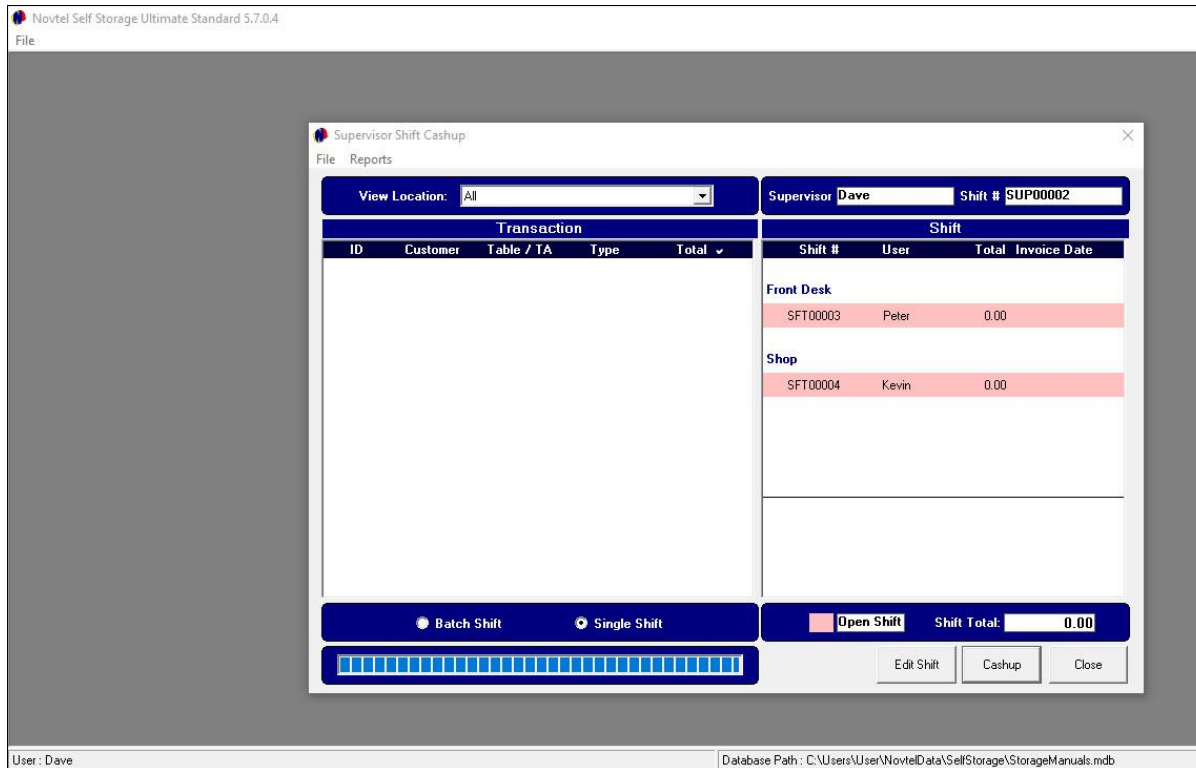
Although Novtel allows for an unlimited number of Administrators to be created, we recommend that the number is limited for the simple reason of control and security.

# Users and Passwords



## Supervisor

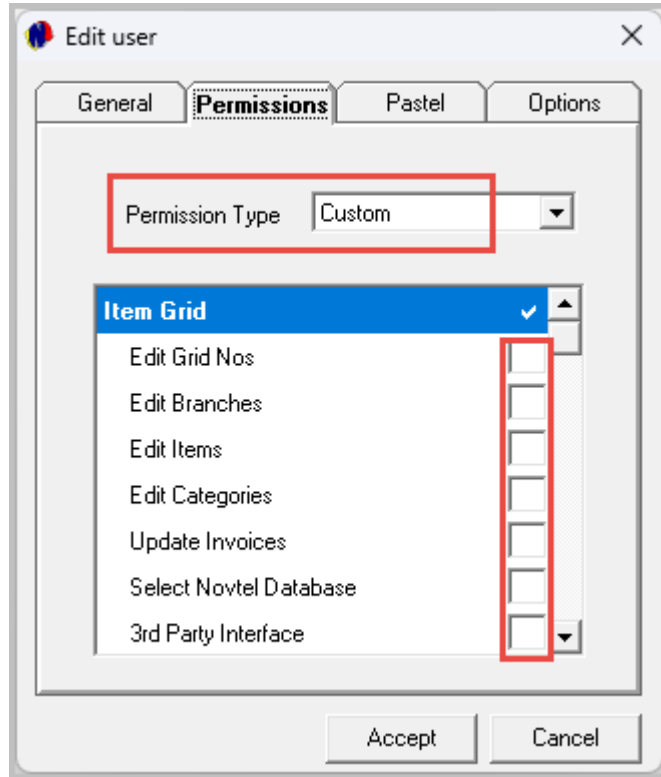
The 'Supervisor Shift Cashup' screen is ONLY accessed by Users classified as a Supervisor.



Such a User 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 Sage Pastel, Sage Evolution or Xero.
- ✓ Issue credit notes.
- ✓ Produce various Cashup reports.
- ✓ Track transactions as it is processed - in real time.
- ✓ Re-open a shift which was accidentally and prematurely closed by a User.

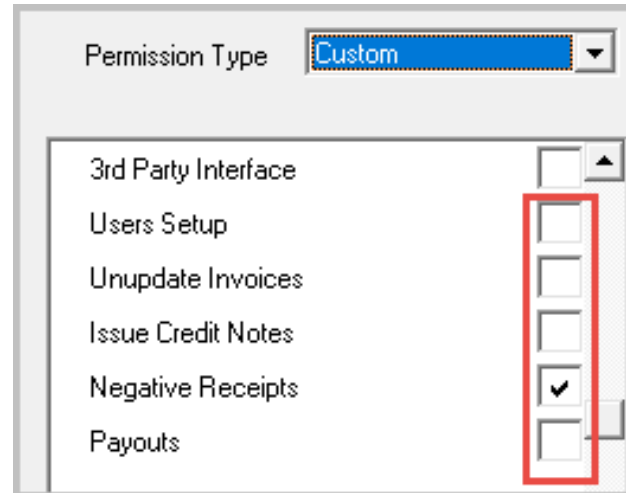
# Users and Passwords



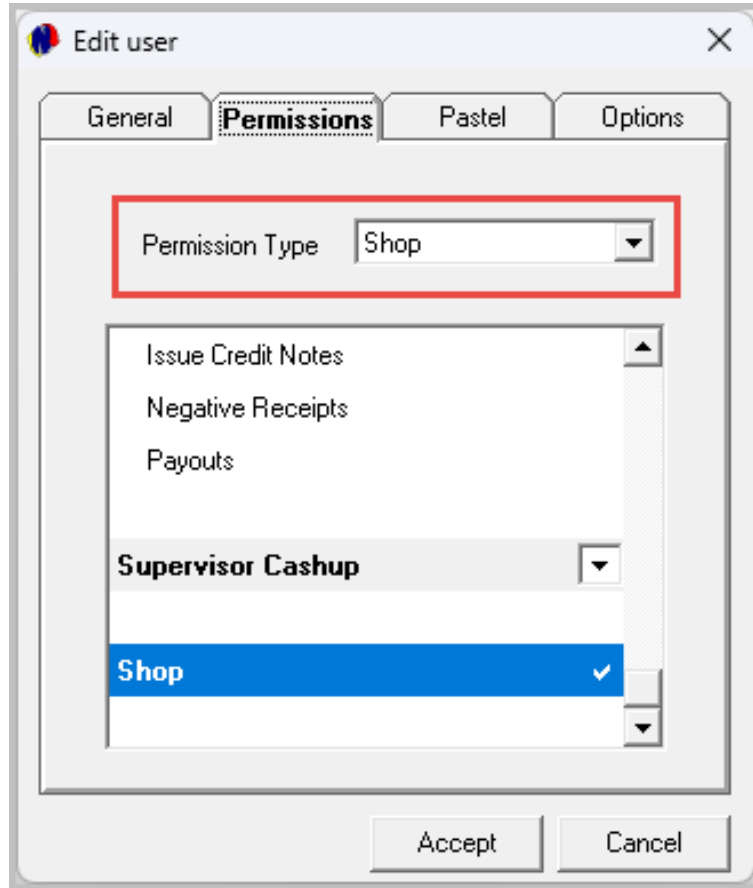
## Custom Users

When classified as a 'Custom User', some permissions can be disabled to restrict the User from accessing it.

By deselecting an option, the option is disabled for the User.

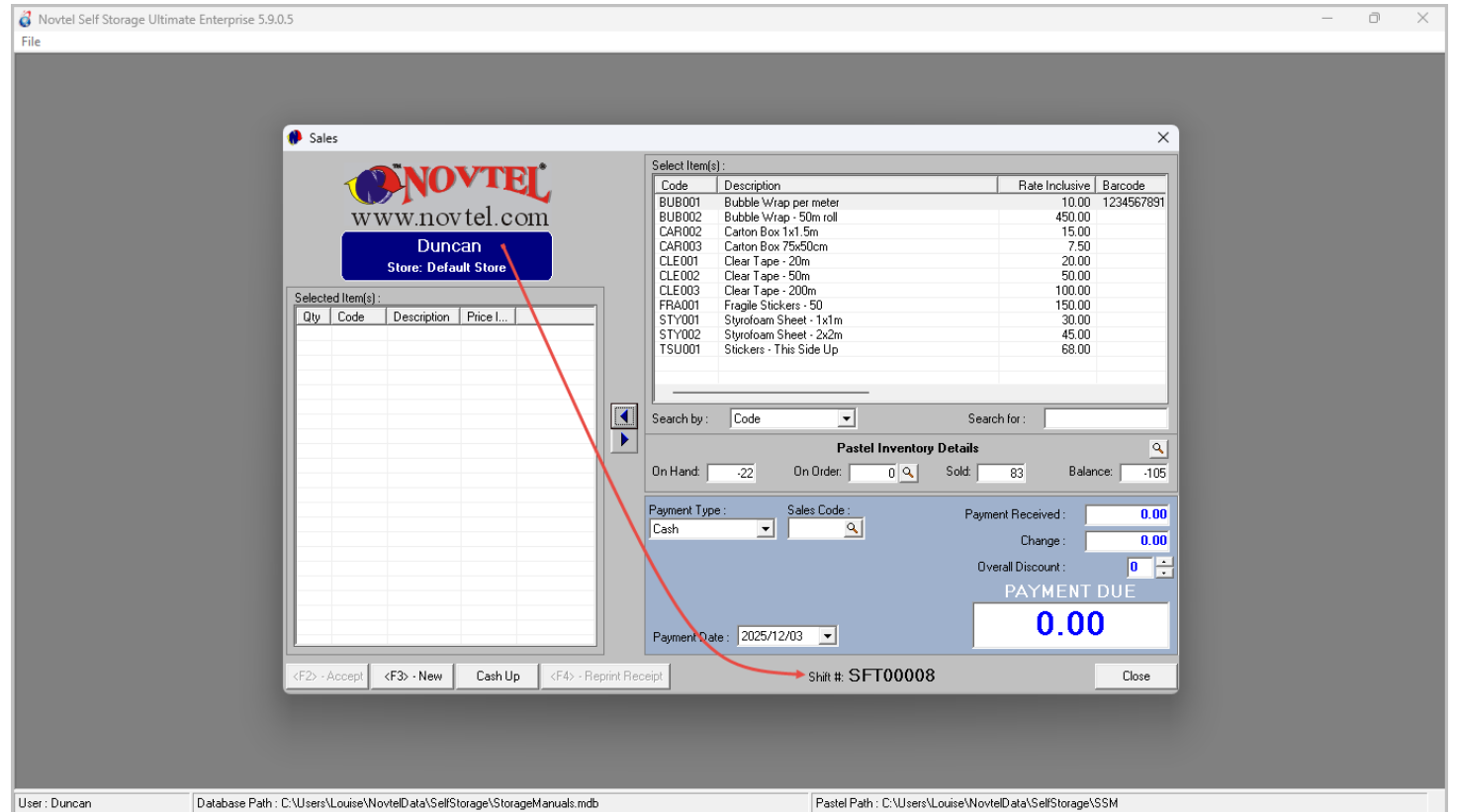


# Users and Passwords



A User for whom the 'Shop' permission option is selected, will ONLY have access to the dedicated Retail POS system.

When logging into Novtel with their dedicated password, their Username and Shift Number is displayed in this window.



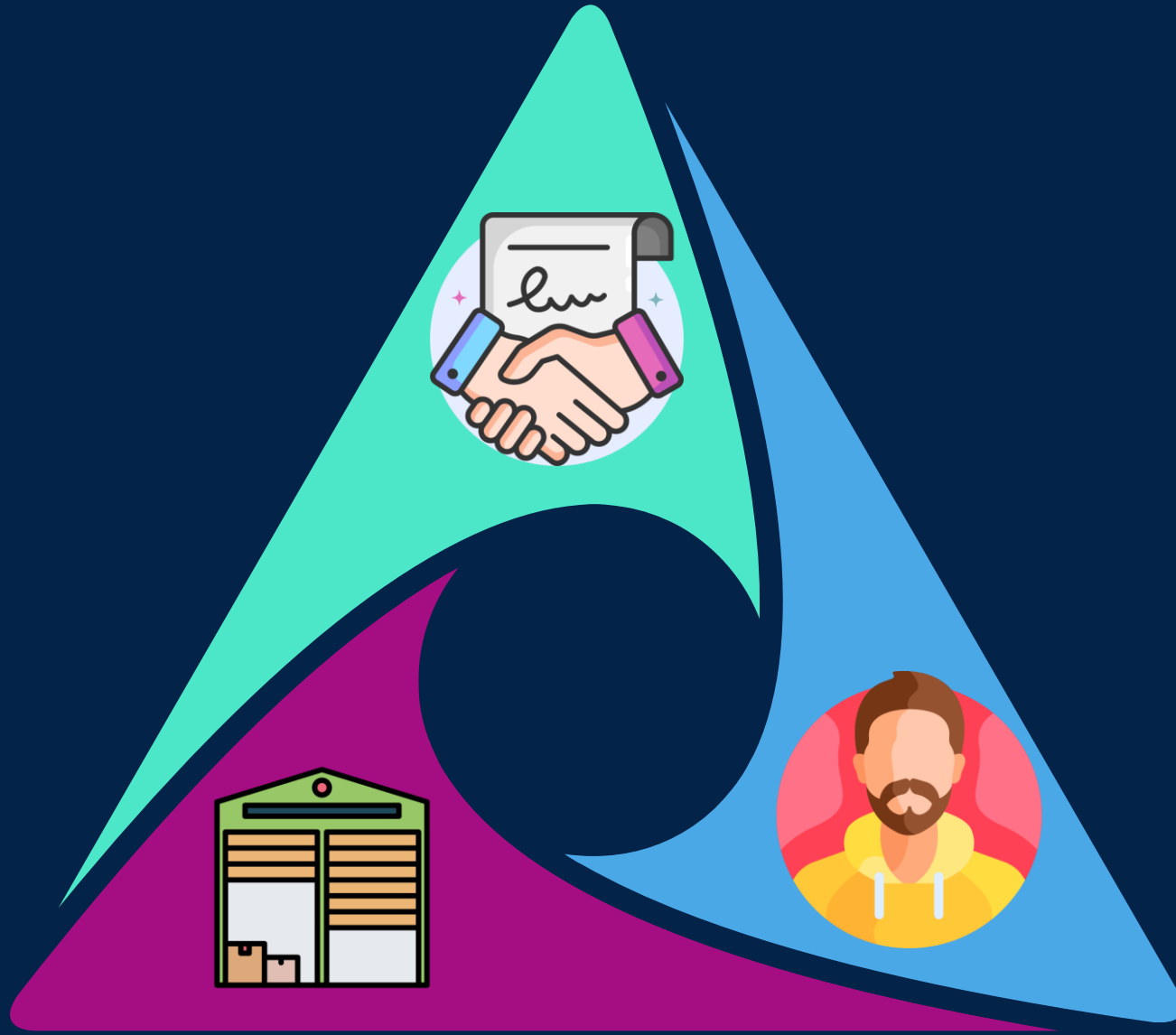


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## Self-Storage

7

Contracts



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

# Contracts

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

For Example:

The screenshot shows the 'Contract Manager' window with the following details:

- Contract Number: 31
- Type: Fixed Monthly
- Customer: GRE001, Green, Kevin
- Date Start: 1 December 2025
- Date End: 31 May 2026
- Months: 6
- Payment Day: 1
- Grid No: A004 - Building A Unit 4
- Table of Rental Details:

Rental Num	Date Start	Date End	Status	Inv Total
170	2025/12/01	2025/12/31	Reserved	600.00
171	2026/01/01	2026/01/31	Reserved	600.00
172	2026/02/01	2026/02/28	Reserved	600.00
173	2026/03/01	2026/03/31	Reserved	600.00
174	2026/04/01	2026/04/30	Reserved	600.00
175	2026/05/01	2026/05/31	Reserved	600.00

Buttons at the bottom include: Change Contract Type, Move To Unit, View Reservation, Escalations, Save, and Cancel.



# Contracts

In Novtel, there are 2 types of contracts that can be created, namely:

## Fixed Monthly Contracts

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

The screenshot shows the 'Contract Manager' window for a 'Fixed Monthly' contract. The 'Contract Number' is 33 and the 'Type' is 'Fixed Monthly'. The customer is 'STE001 Stevens, James'. The 'Date Start' is '1 December 2025' and the 'Date End' is '30 November 2026'. The rental period is set to '12 Months'. A red box highlights the 'Date Start', 'Date End', and '12 Months' fields. A red arrow points from the 'Fixed Monthly' dropdown menu to the '12 Months' field.

## Month-to-Month Contracts

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

The screenshot shows the 'Contract Manager' window for a 'Month-To-Month' contract. The 'Contract Number' is 27 and the 'Type' is 'Month-To-Month'. The customer is 'AND001 Andrews, Martin'. The 'Date Start' is '1 December 2025'. The 'Contract Completed' checkbox is checked with a red 'X' over it. The rental period is set to '1 Months'. A green checkmark is next to the 'Date Start' field. A red arrow points from the 'Month-To-Month' dropdown menu to the '1 Months' field.

# Contracts

Fixed items to be billed on a monthly basis, can be added to the contract and updated to all reservations linked to it.

Contract Manager

Contract Number 34 Type Fixed Monthly Cancel Contract

Customer STE002 Steenkamp, Ruan

Date Start 1 January 2026 Date End 31 December 2026 12 Months

Payment Day 1

Grid Nos	Fixed Items	Deposit				
Line Type	Item	Description	Qty	Excl	Tax	Incl

0.00 0.00 0.00

Add Items To Grid Nos Add Remark Add Delete

Change Contract Type Move To Unit Save Cancel

These fixed items are set up per contract, and in the 'Fixed Items' tab.

Simply click 'Add' to open the window containing all pre-created Items; search for, and select the required item.

Select Item

Search

Search By Code

Search For

Code	Description	Excl	Tax	Incl
ACC001	Access Tags	17.39	2.61	20.00
BD001	Bad Debt	0.00	0.00	0.00
BUB001	Bubble Wrap per meter	8.70	1.30	10.00
BUB002	Bubble Wrap - 50m roll	391.30	58.70	450.00
BUB003	Bubble Wrap - 25 Meter Roll	260.87	39.13	300.00
CAR001	Carton Box 1x1m	8.70	1.30	10.00
CAR002	Carton Box 1x1.5m	13.04	1.96	15.00
CAR003	Carton Box 75x50cm	6.52	0.98	7.50
CDF001	Cash Deposit Fee per R100.00	1.00	0.00	1.00
CLE001	Clear Tape - 20m	17.39	2.61	20.00
CLE002	Clear Tape - 50m	43.48	6.52	50.00
CLE003	Clear Tape - 200m	86.96	13.04	100.00
CON001	Contract Fee	326.09	48.91	375.00
DAM001	Damages and Maintenance	0.00	0.00	0.00
DFO001	Deposit Forfeiture	0.00	0.00	0.00
<b>ELE001</b>	<b>Electricity</b>	<b>217.39</b>	<b>32.61</b>	<b>250.00</b>
FRA001	Fragile Stickers - 50	130.43	19.57	150.00
MUN001	Municipal Charge	86.96	13.04	100.00
OFF001	Office Use - Jacobs Coffee 500g	82.61	12.39	95.00
SEC001	Security Charge	43.48	6.52	50.00
STY001	Styrofoam Sheet - 1x1m	26.09	3.91	30.00
STY002	Styrofoam Sheet - 2x2m	39.13	5.87	45.00
TOB001	Take-On Balance	0.00	0.00	0.00
TSU001	Stickers - This Side Up	59.13	8.87	68.00
WAT001	Water Charge	130.43	19.57	150.00
WS001	Labour per Hour	217.39	32.61	250.00
WS002	White Paint 1L	130.43	19.57	150.00
WS003	White Paint 5L	434.78	65.22	500.00

Accept Cancel

# Contracts

Contract Manager

Contract Number: 34 Type: Fixed Monthly Cancel Contract

Customer: STE002 Steenkamp, Ruan

Date Start: 1 January 2026 Date End: 31 December 2026 12 Months

Payment Day: 1

Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ELE001	Electricity	1	217.39	32.61	250.00

217.39 32.61 250.00

Add Items To Grid Nos Add Remark Add Delete

Change Contract Type Move To Unit Save Cancel

The first Item will now be displayed in this tab.

The amount can be left as is, or it can be changed if required.

To add more items, click 'Add', search for, and select it.

Contract Manager

Contract Number: 34 Type: Fixed Monthly Cancel Contract

Customer: STE002 Steenkamp, Ruan

Date Start: 1 January 2026 Date End: 31 December 2026 12 Months

Payment Day: 1

Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ELE001	Electricity	1	217.39	32.61	250.00
Item	SEC001	Security Charge	1	43.48	6.52	50.00
Item	WAT001	Water Charge	1	130.43	19.57	150.00

391.30 58.70 450.00

Add Items To Grid Nos Add Remark Add Delete

Change Contract Type Move To Unit Save Cancel

# Contracts

Contract Manager

Contract Number: 34 Type: Fixed Monthly Cancel Contract

Customer: STE002 Steenkamp, Ruan

Date Start: 1 January 2026 Date End: 31 December 2026 12 Months

Payment Day: 1

Line Type	Item	Description	Qty	Excl	Tax	Incl
Item	ELE001	Electricity	1	217.39	32.61	250.00
Item	SEC001	Security Charge	1	43.48	6.52	50.00
Item	WAT001	Water Charge	1	130.43	19.57	150.00

391.30 58.70 450.00

Add Items To Grid Nos ✓ Add Remark Add Delete

Change Contract Type Move To Unit Save Cancel

To update these Items to all reservations linked to the contract, click the 'Add Items To Grid Nos' button.

Proceeding to the 'Grid Nos' tab, the Invoice Total per reservation has increased accordingly.

The changes can now be saved and the Contract closed.

Contract Manager

Contract Number: 34 Type: Fixed Monthly Cancel Contract

Customer: STE002 Steenkamp, Ruan

Date Start: 1 January 2026 Date End: 31 December 2026 12 Months

Payment Day: 1

Grid Nos Fixed Items Deposit

C001 - Building C Unit 1

Add Grid No Remove Grid No

Rental Num	Date Start	Date End	Status	Inv Total
214	2026/01/01	2026/01/31	Reserved	1250.00
215	2026/02/01	2026/02/28	Reserved	1250.00
216	2026/03/01	2026/03/31	Reserved	1250.00
217	2026/04/01	2026/04/30	Reserved	1250.00
218	2026/05/01	2026/05/31	Reserved	1250.00
219	2026/06/01	2026/06/30	Reserved	1250.00
220	2026/07/01	2026/07/31	Reserved	1250.00

View Reservation Escalations

Change Contract Type Move To Unit Save ✓ Cancel



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## Self-Storage

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Deposit Management

# Deposit Management

By Raising a deposit on a contract, and receipting the payment when received from the Customer, the deposit can either be:

- Applied to unallocated funds;
- Refunded at the end of the contract term when no damages occurred,
- Or Forfeited when the Tenant is in breach of the contract.

Per Contract, a Deposit Statement can be produced and sent to the Tenant.

The System User will also be able to manage Deposits by regularly checking the various Deposit Transaction Listing reports.

List Deposits

Options

- Raised
- Liability
- Applied
- Refunded
- Paid
- Refunded / Forfeited

Include Historic Data

List all the deposits which have been raised, but not yet fully paid.

Accept

Cancel

# Deposit Management

A deposit is raised on each Contract's 'Deposits' tab.

For demonstration purposes, we will raise the equivalent of 1 month's rent on Contract 33.

**Very Important:**

A Deposit Payment CANNOT be receipted if a Deposit was not raised first!

According to your company's policy, the deposit amount is to be entered, and the checkbox in front of the 'Deposit Raised' field, ticked.

The screenshot shows the 'Contract Manager' window with the following details:

- Contract Number: 33
- Type: Fixed Monthly
- Customer: STE001, Stevens, James
- Date Start: 1 December 2025
- Date End: 30 November 2026
- Duration: 12 Months
- Payment Day: (empty dropdown)

The 'Deposit' section contains the following options:

Grid Nos	Fixed Items	Deposit
<input checked="" type="checkbox"/>	1.) Deposit Raised	Shift: SFT00013 User: Wendy
	Deposit Amount: 800	
	2.) Deposit Paid	
	3.) Deposit Applied to Unallocated	
	OR	
	3.) Deposit Refunded	

Buttons at the bottom: Change Contract Type, Move To Unit, Save, Cancel.

# Deposit Management

The screenshot shows the 'Contract Manager' window with the following details:

- Contract Number:** 33
- Type:** Fixed Monthly
- Customer:** STE001, Stevens, James
- Date Start:** 1 December 2025
- Date End:** 30 November 2026
- Duration:** 12 Months
- Payment Day:** (Dropdown menu)
- Deposit Section:**
  - Shift:** SFT00013
  - User:** Wendy
  - 1.) Deposit Raised:** 2025/11/27 (highlighted in blue)
  - Deposit Amount:** 800.00
  - Deposit Due:** 2025/11/27 (highlighted with a red circle)
  - 2.) Deposit Paid:** (Empty field)
  - 3.) Deposit Applied to Unallocated:** (Empty field)
  - OR**
  - 3.) Deposit Refunded:** (Empty field)
- Calendar:** November 2025. The date 27 is circled in red, and 'Today: 2025/11/27' is also circled in red.

Buttons at the bottom include: Change Contract Type, Move To Unit, Save, and Cancel.

1. Immediately, the 'Deposit Raised' field turns blue, and the date upon which the deposit was raised, is inserted by Novtel.
2. The 'Deposit Due' field is activated, and a specific date by which the deposit must be paid, is to be selected and saved.

# Deposit Management

Only once proof of payment has been received and the bank statement reflects the payment, will the User proceed to receipt the deposit payment.

- 1. In the 'Customer Receipts' window, the selected Customer is displayed.
- 2. In the 'Deposit Payments' section, the contract number, storage unit, contract period, and outstanding balance for the deposit raised amount is displayed.

Customer Receipts

Customer: STE001 Stevens, James 1

Balance In Pastel: 0.00 View Statement

Receipt Total: Auto-Allocate

Unallocated Amount: 0.00 Available Credit Matching: 0.00

Account Payments Outstanding Total: 0.00

Deposit Payments Outstanding Total: 800.00

Description	Outstanding Amount	Allocated Amount
Contract 33 - Building B Unit 1 (2025/12/01 to 2026/11/30) 2	800.00	0.00

Payment Date: 2025/11/27 Dataset: Manual Data Outstanding Total: 800.00

Payment Type: Direct Transfer Novtel: C:\Users\Louise\NovtelData\SelfStorage\StorageManuals.mdb Allocated Total: 0.00

Reference: Pastel: C:\Users\Louise\NovtelData\SelfStorage\SSM Unallocated Total: 0.00

Accept Cancel

# Deposit Management

Customer: STE001 Stevens, James  
Balance In Pastel: 0.00  
Receipt Total: 800.00  
Unallocated Amount: 0.00  
Available Credit Matching: 0.00

Account Payments Outstanding Total 0.00

Deposit Payments Outstanding Total 800.00

Description	Outstanding Amount	Allocated Amount
Contract 33 - Building B Unit 1 (2025/12/01 to 2026/11/30)	800.00	0.00

1. The amount received from the Tenant must be entered in the 'Receipt Total' field.
2. The amount can then be allocated against the outstanding Deposit raised amount by entering the amount here, and pressing the 'Tab' key.

Customer: STE001 Stevens, James  
Balance In Pastel: 0.00  
Receipt Total: 800.00  
Unallocated Amount: 0.00  
Available Credit Matching: 0.00

Account Payments Outstanding Total 0.00

Deposit Payments Outstanding Total 0.00

Description	Outstanding Amount	Allocated Amount
Contract 33 - Building B Unit 1 (2025/12/01 to 2026/11/30)	0.00	800.00

Payment Date: 2025/11/27 Dataset: Manual Data Outstanding Total: 0.00  
Payment Type: Direct Transfer Novtel: C:\Users\Louise\NovtelData\SelfStorage\StorageManuals.mdb Allocated Total: 800.00  
Reference: Pastel: C:\Users\Louise\NovtelData\SelfStorage\SSM Unallocated Total: 0.00

Accept Cancel

If the receipt amount matches the raised amount, the outstanding balance will now be indicated as zero.

The amount is also listed as 'Allocated'.

# Deposit Management

Receipt : RDN00061

Zoom 100%

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

**RECEIPT**

---

Customer : STE001 - Stevens, James  
Grid No : B001 - Building B Unit 1  
Payment Type : Direct Transfer  
Reference : B001 - STE001

Payment Due : 800.00  
Vat Total : 0.00  
Payment Received : 800.00  
Change : \_\_\_\_\_

User : Wendy  
Payment Date : 2025/11/27  
Date : 2025/11/27  
Time : 12:13:28  
Shift Number : SFT00013  
Receipt Number : RDN00061

**Thank You.**

The receipt is issued upon clicking 'Accept', and the User performing the transaction, is linked to it.

The Shift Number is captured to the receipt, and the transaction is date-and- time stamped.

Viewing the 'Deposit' tab for Contract 33, the 'Deposit Paid' field reflects the amount paid.

Contract Manager

Contract Number 33 Type Fixed Monthly Cancel Contract

Customer STE001 Stevens, James

Date Start 1 December 2025 Date End 30 November 2026 12 Months

Payment Day

**Deposit**

Grid Nos Fixed Items Shift : SFT00013 User : Wendy

1.) Deposit Raised 2025/11/27  
Deposit Amount : 800.00 Deposit Due : 2025/11/27

2.) Deposit Paid 2025/11/27  
Paid Amount : 800.00

3.) Deposit Applied to Unallocated Applied On : 2025/11/27  
 Partial Apply Refund: 0.00

OR

3.) Deposit Refunded Refunded On : 2025/11/27  
Amount Forfeit : 0.00  
Amount Refunded : 0.00

Change Contract Type Move To Unit Save Cancel

# Deposit Management

After receipting the Deposit Payment, the 'Deposit Statement' for this Customer indicates the date upon which the Deposit was paid, as well as the receipt number and amount.

**Deposit Statement**  
MBS  
REPORT PRINTED: 2025-11-27 12:17:32 PM

Contractual Deposits								
Contract Number : 33								
Customer : STE001 - Stevens, James								
Grid No : B001 - Building B Unit 1								
Deposit Raised Amount : R800.00								
Date Raised : 2025/11/27								
Deposit Raised By (Staff) : Wendy								
Deposit Transactions								
Date	Transaction	Reference No	Staff	DT	CR	Balance	Total Interest	Due
2025/11/27	Deposit Paid	RDN00061	Wendy	R 0.00	R 800.00	R 800.00	R 0.00	R 0.00

# Deposit Management

List Deposits

Options

Raised  
 **Liability**  
 Applied  
 Refunded  
 Paid  
 Refunded / Forfeited

To: 2025/11/27

Accept Cancel

List all the deposits which have been partially or fully paid, but not yet applied or refunded.

As the Deposit was paid in full – as raised on the Contract - the deposit will no longer be displayed on the ‘Raised Deposits’ report.

Both the ‘Liability’ and ‘Paid’ Deposit Transaction Listing Reports will now reflect the Paid Deposit.

**Liability**

List all the deposits which have been partially or fully paid, but not yet applied or refunded.

MBS

**Contractual Deposits**

No	Customer	Grid No	Move-In Date	First Payment Date	Paid Amount	Total
1	GRE001 - Green, Kevin	GRE001 - Building A Unit 1	2020/08/01	2020/08/17	900.00	900.00
2	LES001 - Lessing, Duncan	LES001 - Building A Unit 2	2020/08/01	2020/08/17	900.00	900.00
3	DUN001 - Dunn, Joseph	DUN001 - Building A Unit 3	2020/08/01	2022/02/02	1200.00	1200.00
4	PAP001 - Papenfus, Gary	PAP001 - Building B Unit 1	2020/08/01	2020/08/17	1265.00	1265.00
5	DUP001 - Du Plessis, Ben	DUP001 - Building B Unit 2	2020/08/01	2020/08/17	1265.00	1265.00
6	DUP001 - Du Plessis, Ben	DUP001 - Building B Unit 5	2020/10/01	2020/08/17	900.00	900.00
7	ULR001 - Customer not found	ULR001 - Building B Unit 4	2020/08/01	2020/08/17	900.00	900.00
8	ROS001 - Ross, James	ROS001 - Building B Unit 5	2020/05/01	2022/02/07	1200.00	1200.00
9	LES001 - Lessing, Duncan	LES001 - Building B Unit 1	2021/09/01	2022/01/31	3000.00	3000.00
13	LES001 - Lessing, Duncan	LES001 - Building A Unit 4	2022/02/01	2022/01/31	1150.00	1150.00
15	PAP001 - Papenfus, Gary	PAP001 - Building B Unit 4	2022/02/01	2022/02/07	900.00	900.00
16	GRE001 - Green, Kevin	GRE001 - Building B Unit 5	2022/02/01	2022/02/07	900.00	900.00
17	ROS001 - Ross, James	ROS001 - Building A Unit 1	2022/09/01	2022/08/30	950.00	950.00
22	AND001 - Andrews, Martin	AND001 - Building A Unit 1	2025/05/01	2025/05/29	2500.00	2500.00
23	DUN001 - Dunn, Joseph	DUN001 - Building A Unit 3	2025/05/01	2025/05/29	2500.00	2500.00
33	STE001 - Stevens, James	STE001 - Building B Unit 1	2025/12/01	2025/11/27	800.00	800.00
<b>Total:</b>					21330.00	

List Deposits

Options

Raised  
 Liability  
 Applied  
 Refunded  
 **Paid**  
 Refunded / Forfeited

From: 2025/11/27

To: 2025/11/27

Accept Cancel

List all the deposits which have been fully paid.

**Paid**

List all the deposits which have been fully paid but not yet refunded or applied.

MBS

**Contractual Deposits**

No	Customer Description	Grid No	Deposit Date	Amount
33	STE001 - Stevens, James	B001 - Building B Unit 1	2025/11/27	800.00
<b>Total:</b>				800.00
<b>Grand Total:</b>				800.00

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## Self-Storage

9

Invoicing

# Invoicing

Fixed Monthly and  
Month-To-Month  
Reserved  
Reservations

Fixed Monthly and  
Month-To-Month  
Current  
Reservations

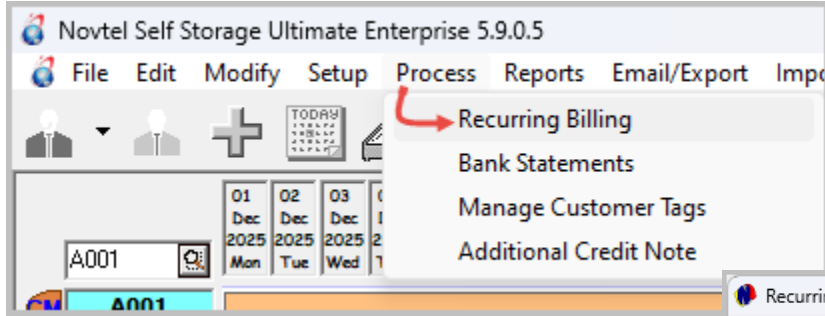
=  
Invoiced by  
Recurring  
Billing  
Procedure

The Status of Reservations will automatically change to 'Invoiced' when the recurring billing procedure is performed - regardless of the fact that the reservation's status is linked to either the 'Reserved' or 'Current' status at present.

Res Number	Contract No	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 170	31	GRE001	Green, Kevin	A004	Reserved	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 182	32	ROS001	Ross, James	A005	Reserved	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 195	33	STE001	Stevens, James	B001	Reserved	2025/12/01	2025/12/31

Res Number	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 167	AND001	Andrews, Martin	A001	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 194	DUP001	Du Plessis, Ben	A002	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 189	DUP001	Du Plessis, Ben	A003	Reserved	2025/12/01	2025/12/31

Fixed Monthly Contracts and Month-To-Month contract reservations are billed respectively from the 'Recurring Billing' Screen, and for the selected month.



Accessing the Recurring Billing Screen for December 2025, and for Fixed Monthly Contracts, Reservations 170, 182 and 195 are displayed and ticked by default.

To invoice all of these reservations simultaneously, click on the 'Update Selected Invoices' button.

Res Number	Contract No	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 170	31	GRE001	Green, Kevin	A004	Reserved	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 182	32	ROS001	Ross, James	A005	Reserved	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 195	33	STE001	Stevens, James	B001	Reserved	2025/12/01	2025/12/31

**Month End Options**

Update Customer Invoices Only

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

2  **Email Statements**  
Mail customer statements directly after the reservation has rolled

3 **Proceed >>** **Cancel**

**Setup Customer Email**

1. Should you wish to print all updated invoices after running the billing process, this option is to be selected.
2. Customer Invoices and Statements can be emailed to the Customers – provided that a valid email address is linked to their Customer Master File.

By ticking the ‘Email Statements’ option, the ‘Setup Customer Email’ button is activated. Selecting it, the ‘Setup Email’ screen is opened and the setup can be performed.

3. To continue, click ‘Proceed’.

**Pre-Import List For December 2025**

**CUSTOMER INVOICES**

RESERVATION	CONTRACT	CUSTOMER	GRID NO CODE	EXCL TOTAL	TAX	INCL TOTAL
170	31	GRE001 - Green, Kevin	A004	521.74	78.26	600.00
182	32	ROS001 - Ross, James	A005	521.74	78.26	600.00
195	33	STE001 - Stevens, James	B001	695.65	104.35	800.00
NUMBER OF INVOICES TO BE UPDATED - 3				<b>TOTALS</b>	<b>1739.13</b>	<b>260.87</b>
<b>ITEM SIZE TOTALS</b>						
CODE	DESCRIPTION	RESNUM	AREA m <sup>2</sup>	CAPACITY m <sup>3</sup>	MONTHLY INCOME	
A004	Building A Unit 4	170	36.00	129.60	600.00	
A005	Building A Unit 5	182	36.00	126.00	600.00	
B001	Building B Unit 1	195	0.00	0.00	800.00	
			<b>72.00</b>	<b>255.60</b>	<b>2000.00</b>	

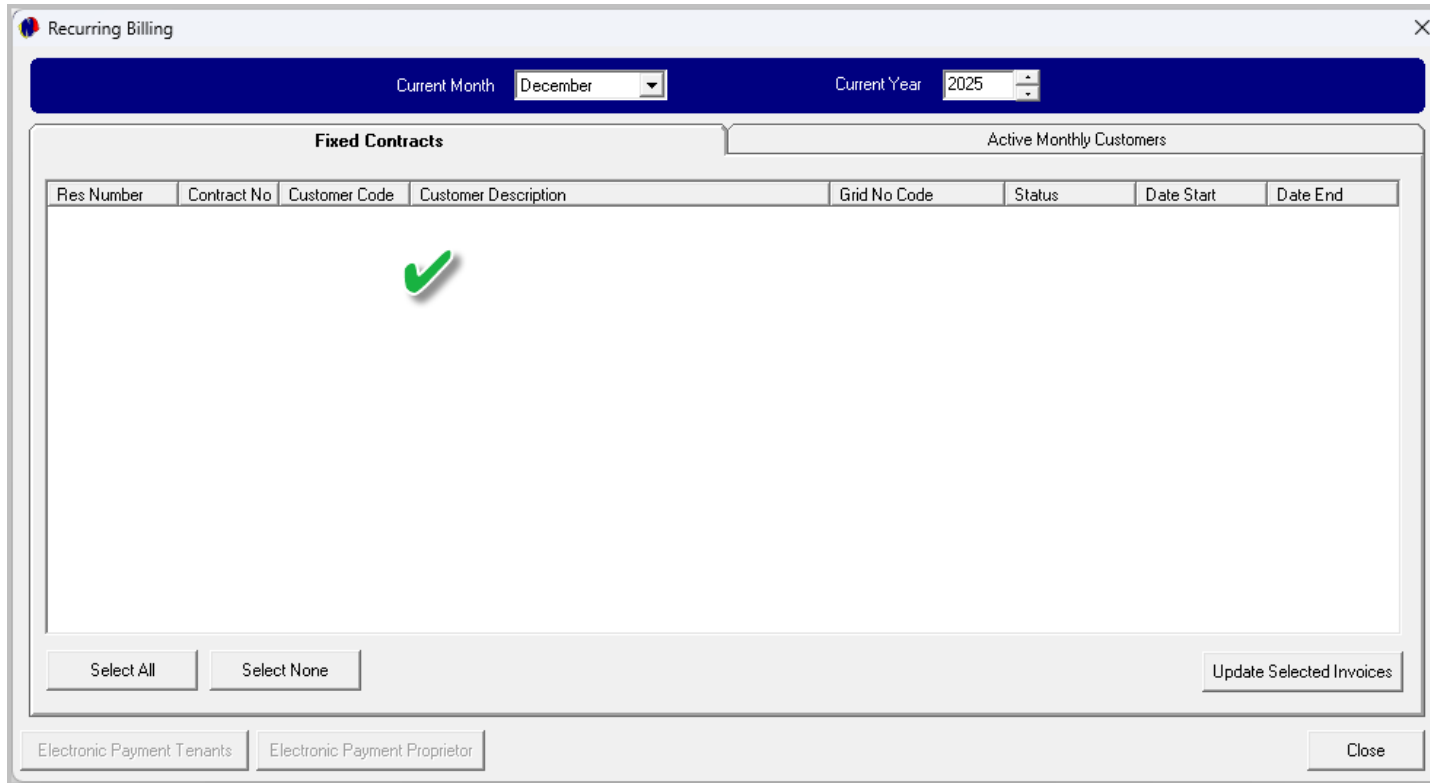
The ‘Pre-Import List’ for the selected billing month is produced and must first be checked.

If all is found to be in order, click ‘Yes’ to proceed with the update.

**Novtel Self Storage**

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

**Yes** **No**



The update will now run and when done, this tab will be cleared for the selected month.

We will now close this window to demonstrate the effect on the reservations on the Grid.

## December Reservations

Reservation 170, 182 and 195 has been invoiced successfully, and per reservation, a dedicated Invoice Number has been allocated.

The status has changed to 'Invoiced', and the colour of the reservations changed to green.

Novtel Self Storage Ultimate Enterprise 5.9.0.5

File Edit Modify Setup Process Reports Email/Export Import Help

	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	31	0	
	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	Dec	J
	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	2025	20	
	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	T	
A001	167 Andrews, Martin																																
CM A001	Green, Kevin																																
CM A002	194 Du Plessis, Ben																																
CM A003	169 Du Plessis, Ben																																
C A004	170 Green, Kevin																																
C A005	182 Ross, James																																
C B001	195 Stevens, James																																

Tooltip for 170 Green, Kevin:  
 Status : Invoiced  
 Customer Invoice : INA10080

# January Reservations

The reservations for January has automatically changed to the 'Current' Status and Colour.

Novtel Self Storage Ultimate Enterprise 5.9.0.5

File Edit Modify Setup Process Reports Email/Export Import Help

	14 Dec 2025 Sun	15 Dec 2025 Mon	16 Dec 2025 Tue	17 Dec 2025 Wed	18 Dec 2025 Thu	19 Dec 2025 Fri	20 Dec 2025 Sat	21 Dec 2025 Sun	22 Dec 2025 Mon	23 Dec 2025 Tue	24 Dec 2025 Wed	25 Dec 2025 Thu	26 Dec 2025 Fri	27 Dec 2025 Sat	28 Dec 2025 Sun	29 Dec 2025 Mon	30 Dec 2025 Tue	31 Dec 2025 Wed	01 Jan 2026 Thu	02 Jan 2026 Fri	03 Jan 2026 Sat	04 Jan 2026 Sun	05 Jan 2026 Mon	06 Jan 2026 Tue	07 Jan 2026 Wed	08 Jan 2026 Thu	09 Jan 2026 Fri	10 Jan 2026 Sat	11 Jan 2026 Sun	12 Jan 2026 Mon	13 Jan 2026 Tue	14 Jan 2026 Wed	15 Jan 2026 Thu	16 Jan 2026 Fri	17 Jan 2026 Sat	18 Jan 2026 Sun	19 Jan 2026 Mon	20 Jan 2026 Tue	21 Jan 2026 Wed	22 Jan 2026 Thu	23 Jan 2026 Fri	24 Jan 2026 Sat	25 Jan 2026 Sun	26 Jan 2026 Mon	27 Jan 2026 Tue	28 Jan 2026 Wed	29 Jan 2026 Thu	30 Jan 2026 Fri	31 Jan 2026 Sat	01 Feb 2026 Sun
A001																																																		
CM A001	167 Andrews, Martin																																																	
CM A002	194 Du Plessis, Ben																																																	
CM A003	169 Du Plessis, Ben																																																	
C A004	170 Green, Kevin																																																	
C A005	182 Ross, James																																																	
C B001	195 Stevens, James																																																	
	171 Green, Kevin																																																	
	183 Ross, James																																																	
	196 Stevens, James																																																	

Green, Kevin  
Status: Current

The screenshot shows the Novtel Self Storage Ultimate Enterprise 5.9.0.5 software interface. The main window displays a calendar grid for the period from November 30, 2025, to January 17, 2026. The grid is organized by day, with columns for each day of the week. Three reservations are visible in the grid, each represented by a horizontal bar:

- A001:** Reservation for 167 Andrews, Martin, starting on December 17, 2025, and ending on December 28, 2025.
- A002:** Reservation for 194 Du Plessis, Ben, starting on December 17, 2025, and ending on December 28, 2025.
- A003:** Reservation for 169 Du Plessis, Ben, starting on December 17, 2025, and ending on December 28, 2025.

The reservation bars for A001, A002, and A003 are highlighted in orange. A red 'X' is visible in the grid on January 6, 2026, indicating a conflict or termination point for the contracts.

These 3 reservations are linked to Month-To-Month Contracts.

The contracts have been made for a single month only, and can either be continued or terminated when performing the Recurring Billing Process.

Therefore: If it is continued, another reservation for January 2026 will be added to the respective contracts, and on the Grid.

If terminated, the contract will end on the last day of the current month.

The screenshot shows a software window titled "Recurring Billing". At the top, there are two dropdown menus: "Current Month" set to "December" and "Current Year" set to "2025". Below these are two tabs: "Fixed Contracts" and "Active Monthly Customers". The "Active Monthly Customers" tab is selected and contains a table with the following data:

Res Number	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 167	AND001	Andrews, Martin	A001	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 194	DUP001	Du Plessis, Ben	A002	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 169	DUP001	Du Plessis, Ben	A003	Reserved	2025/12/01	2025/12/31

Below the table are buttons for "Select All", "Select None", and "Update Selected Invoices". At the bottom of the window are buttons for "Electronic Payment Tenants", "Electronic Payment Proprietor", and "Close".

1. By default, the current month and year is selected at the top.
2. Now proceed to click on the 'Active Monthly Customers' tab to list all Month-To-Month contract reservations.
3. By default, all reservations are selected here.

Recurring Billing

Current Month: December | Current Year: 2025

Fixed Contracts | Active Monthly Customers

Res Number	Customer Code	Customer Description	Grid No Code	Status	Date Start	Date End
<input type="checkbox"/> 167	AND001	Andrews, Martin	A001	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 194	DUP001	Du Plessis, Ben	A002	Current	2025/12/01	2025/12/31
<input checked="" type="checkbox"/> 169	DUP001	Du Plessis, Ben	A003	Reserved	2025/12/01	2025/12/31

Select All | Select None | Update Selected Invoices

Electronic Payment Tenants | Electronic Payment Proprietor | Close

In this case, we want to invoice the 2 reservations for Mr. Du Plessis only since the rentals are to be continued, while Reservation 167 must be terminated.

Therefore, Reservation number 167 is unticked to process it separately.

Then, the 'Update Selected Invoices' button is clicked.

In the 'Month End Options' window, the option to 'Continue Reservation' is selected before clicking 'Proceed'.

Month End Options

Update Customer Invoices Only

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

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

Email Statements  
Mail customer statements directly after the reservation has rolled

Setup Customer Email | Proceed >> | Cancel

Month End Options


Update Customer Invoices Only

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

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


Email Statements  
Mail custome statement directly after the reservation has rolled


Setup Customer Email

 Proceed >> Cancel

However: To terminate the rental at the end of the billing month, the **'Continue Rental' option must be unticked** before clicking 'Proceed'.

Novtel Self Storage

 The option to continue the selected monthly contracts has not been checked.  
The selected monthly contracts will not be extended. Do you wish to proceed ?

 Yes No



**Novtel**<sup>®</sup>

# Self-Storage

**10**

**Receipts**

# Receipts

## INVOICED RESERVATIONS

When the recurring billing process has been performed, the Invoiced reservations will be displayed in this shade of green on the Grid.

Payments can be receipted and allocated against specific reservations, which will effect the reservation status as follows:

Novtel Self Storage Ultimate Enterprise 5.9.0.5

File Edit Modify Setup Process Reports Email/Export Import Help

	01 Dec 2025	02 Dec 2025	03 Dec 2025	04 Dec 2025	05 Dec 2025	06 Dec 2025	07 Dec 2025	08 Dec 2025	09 Dec 2025	10 Dec 2025	11 Dec 2025	12 Dec 2025	13 Dec 2025	14 Dec 2025	15 Dec 2025	16 Dec 2025	17 Dec 2025	18 Dec 2025	19 Dec 2025	20 Dec 2025	21 Dec 2025	22 Dec 2025	23 Dec 2025	24 Dec 2025	25 Dec 2025	26 Dec 2025	27 Dec 2025	28 Dec 2025	29 Dec 2025	30 Dec 2025	01 Dec 2026	02 Jan 2026	03 Jan 2026	04 Jan 2026	
A001																																			
A002																																			
A003																																			
A004																																			
A005																																			
B001																																			
B002																																			
B003																																			
B004																																			
B005																																			
B006																																			
C001																																			



# Receipts

The screenshot shows the 'Customer Receipts' window. At the top, the 'Customer' field is set to 'GRE001' and 'Green, Kevin'. The 'Balance In Pastel' is 14450.00. The 'Receipt Total' is empty, and the 'Auto-Allocate' button is visible. The 'Unallocated Amount' and 'Available Credit Matching' are both 0.00.

The 'Account Payments' section is highlighted in green and shows an 'Outstanding Total' of 600.00. It contains a table with one row:

Description	Outstanding Amount	Allocated Amount
Reservation 170 - Building A Unit 4 (2025/12/01 to 2025/12/31)	600.00	0.00

The 'Deposit Payments' section is highlighted in blue and shows an 'Outstanding Total' of 0.00.

At the bottom, there are fields for 'Payment Date' (2025/12/12), 'Payment Type' (Direct Transfer), 'Reference', 'Dataset' (Manual Data), 'Novtel' (C:\Users\Louise\NovtelData\SelfStorage\StorageManuals.mdb), and 'Pastel' (C:\Users\Louise\NovtelData\SelfStorage\VSSM). A summary table shows 'Outstanding Total' (600.00), 'Allocated Total' (0.00), and 'Unallocated Total' (0.00). 'Accept' and 'Cancel' buttons are at the bottom right.

1. In the Customer Receipts window, the selected Customer is displayed at the top of the screen.
2. The 'Account Payments' section is displayed in green – the colour of the 'Invoiced' status.  
All invoiced reservations will be displayed in this section, and the total outstanding amount is indicated to the top right of the green block.

# Receipts

Customer Receipts

Customer: GRE001 Green, Kevin  
Balance In Pastel: 14450.00 View Statement

Receipt Total: 350.00 Auto-Allocate  
Unallocated Amount: 0.00  
Available Credit Matching: 0.00

Account Payments		Outstanding Total 250.00	
Description	Outstanding Amount	Allocated Amount	
Reservation 170 - Building A Unit 4 (2025/12/01 to 2025/12/31)	250.00	350.00	

Deposit Payments Outstanding Total 0.00

Payment Date: 2025/12/12 Dataset: Manual Data Outstanding Total: 250.00  
Payment Type: Direct Transfer Novtel: C:\Users\Louise\NovtelData\SelfStorage\StorageManuals.mdb Allocated Total: 350.00  
Reference: Pastel: C:\Users\Louise\NovtelData\SelfStorage\SSM Unallocated Total: 0.00

Accept Cancel

1. The total amount – as received from the Customer – will be entered in the ‘Receipt Total’ field.

In this case, the amount received, is R350.00.

2. The amount can now be allocated against the reservation by either clicking on the ‘Auto-Allocate’ button, or by entering the receipt total amount in the ‘Allocated Amount’ field next to the reservation.

3. The outstanding total is reduced accordingly.

# Receipts

The payment reference is to be entered according to your company's requirements, and by clicking 'Accept', the receipt is processed.

Customer Receipts

Customer: GRE001 Green, Kevin  
Balance In Pastel: 14450.00 View Statement

Receipt Total: 350.00 Auto-Allocate  
Unallocated Amount: 0.00  
Available Credit Matching: 0.00

Account Payments		Outstanding Total	250.00
Description	Outstanding Amount	Allocated Amount	
Reservation 170 - Building A Unit 4 (2025/12/01 to 2025/12/31)	250.00	350.00	

Deposit Payments Outstanding Total 0.00

Payment Date: 2025/12/01 Dataset: Manual Data Outstanding Total: 250.00  
Payment Type: Direct Transfer Novtel: C:\Users\Louise\NovtelData\SelfStorage\StorageManuals.mdb Allocated Total: 350.00  
Reference: GRE001 Pastel: C:\Users\Louise\NovtelData\SelfStorage\SSM Unallocated Total: 0.00

Accept Cancel

Receipt : RDN00068

Zoom: 100%

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

**RECEIPT**

Customer : GRE001 - Green, Kevin  
Grid No : A004 - Building A Unit 4  
Payment Type : Direct Transfer  
Reference : GRE001

Payment Due : 600.00  
Vat Total : 0.00  
Payment Received : 350.00  
Change :

User : Louise  
Payment Date : 2025/12/01  
Date : 2025/12/12  
Time : 10:44:22  
Shift Number : SFT00006  
Receipt Number : RDN00068

**Thank You.**

# Receipts

Reservation Details

General | **Financial** | Additional Costs | Quick View

Price Calculation:  
 Category Price (Excl) 521.74 Duration Charged 1  
 Grid No Tax 78.26  
 Manual Price (Incl) 600.00

Invoice Total : 600.00

Agent Details:  
Agent Code  
Description

Allocated Tags:  
Tag No Tag Holder Description Add Tag Remove Tag

Receipt History:

Document Num	Transaction	Amount	TimeStamp	PaymentDate
RDN00068	Acc Payment	350.00	2025/12/12	2025/12/01

View Audit Log Accept Cancel

The reservation's status has changed to 'Partially Paid' automatically.

Accessing the reservation's 'Financial' tab, the 'Receipt History' section displays the transaction.

The 'Quick View' tab displays the payment received, and the outstanding balance due.

Reservation Details

General | Financial | Additional Costs | **Quick View**

Description	Qty	Tax	Excl	Incl
Building A Unit 4	1	78.26	521.74	600.00
Payment (s) Received				350.00
<b>TOTAL DUE</b>		<b>32.61</b>	<b>217.39</b>	<b>250.00</b>

**Contract Deposits Report**  
Deposit Raised - 2025/11/27 600.00

View Audit Log Accept Cancel

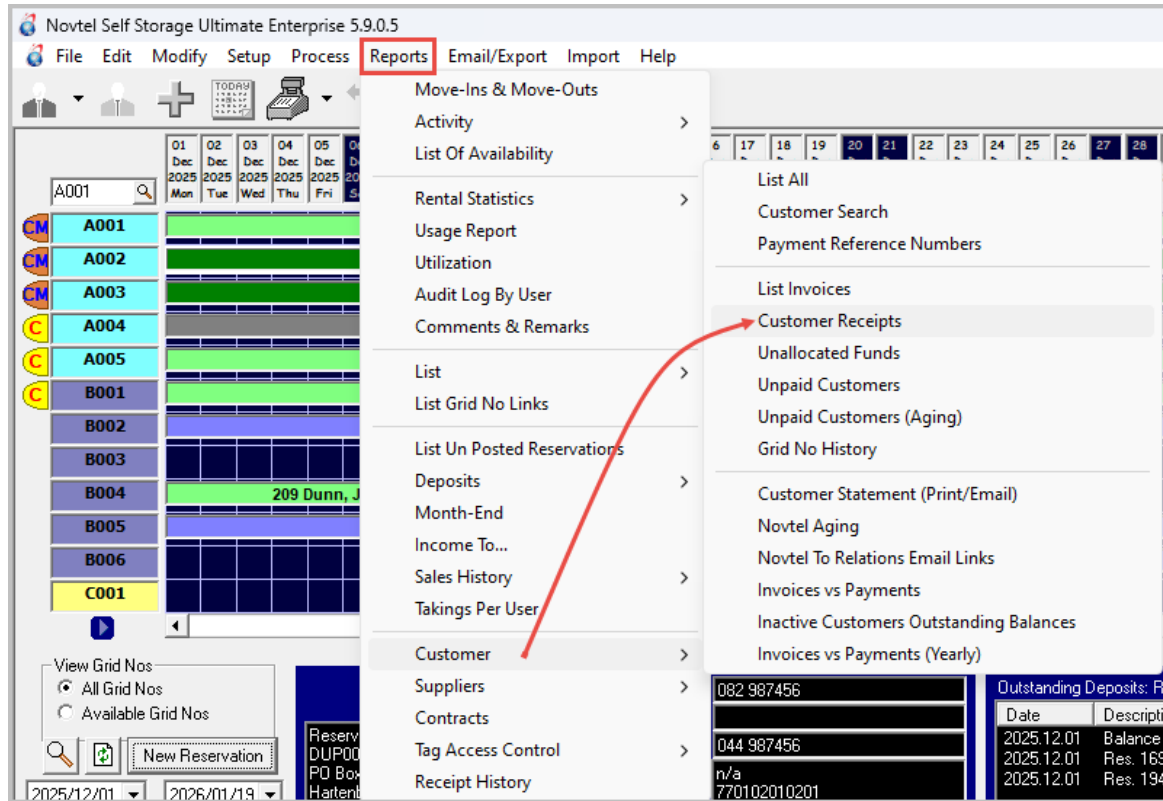
# Receipts

From the 'Reports' menu, the 'Receipt History' option is selected to produce a report for all receipts issued during the selected period.

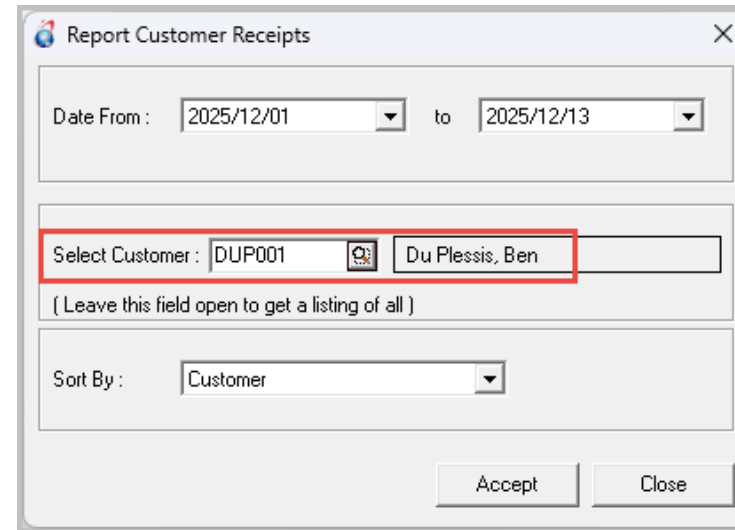
**Receipt History Report**  
From 2025/12/01 To 2025/12/13

ITEM	BOOKING #	CUSTOMER #	CUSTOMER DESCRIPTION	AMOUNT	DOCUMENT #	PAYMENT DATE
A003 - Building A Unit 3	169	DUP001	Du Plessis, Ben	600.00	RDN00069	1 December 2025
A002 - Building A Unit 2	194	DUP001	Du Plessis, Ben	600.00	RDN00069	1 December 2025
A004 - Building A Unit 4	170	GRE001	Green, Kevin	350.00	RDN00068	1 December 2025
A005 - Building A Unit 5	156	GRE001	Green, Kevin	2250.00	RDN00067	12 December 2025
A005 - Building A Unit 5	155	GRE001	Green, Kevin	1800.00	RDN00067	12 December 2025
B005 - Building B Unit 5	116	GRE001	Green, Kevin	900.00	RDN00067	12 December 2025
B005 - Building B Unit 5	114	GRE001	Green, Kevin	900.00	RDN00067	12 December 2025
B005 - Building B Unit 5	113	GRE001	Green, Kevin	870.00	RDN00065	12 December 2025

# Receipts



A report can be produced to list the receipts for a specific Customer, and for a selected period from the 'Reports – Customer – Customer Receipts' menu option.



Receipt History for the period : 2025/12/01 to 2025/12/13								
Customer	Document Num	Reference Num	Booking Num	Contract Num	Transaction	Grid No	Staff	Payment Date
<b>Acc Payments</b>								
DUP001 - Du Plessis, Ben	RDN00069	DUP001	0	0	Acc Payment		Louise	01/12/2025

In Sage Pastel, the Receipting Journal Open Batch is created after the Cashup has been performed.

The screenshot shows the Sage Pastel 'Open Batches' window. The window title is 'Open Batches' and it has a close button (X). The window is divided into two main sections: a list of batches on the left and a grid of users on the right. The batch list includes 'Tax Invoice', '19 Receipting Journal', and several 'Not Used' entries. The '19 Receipting Journal' entry has a blue checkmark in the 'Louise' column. A red arrow points from this checkmark to the 'Jump To' button at the bottom of the window. Below the window, there is a note: 'Double-click or press Enter on the check mark to jump to that batch. Note you cannot jump to POS batches.' and buttons for 'Jump To', 'Print', and 'Close'.

The screenshot shows the 'Process Journals' window. The window title is 'Process Journals' and it has a close button (X). The window has a dropdown for 'Entry Type' set to '19 - Receipting Journal' and a dropdown for 'Batch Type' set to 'Normal batch entry'. Below these are buttons for 'Delete <Ctrl-D>', 'Insert <Ctrl-I>', 'Match <F3>', and 'Inc / Exc <F8>'. There are also buttons for 'Preview...', 'Print...', 'Update...', 'Batch...', and 'Settings...'. The main area is a table with the following columns: Per, Date, G/CS, Account, Reference, Description, Tax, Exclusive, Inclusive, D/C, Home Amount, and Exchange Rate. The table contains 26 rows of data, including entries for ROS001, AND001, LES001, GRE001, PAP001, DUP001, and various accounts like 5300/000 and 5000/000. The bottom of the window shows a summary bar with 'RDN00023=R1 370.000C', 'Ross, James', and 'R51 990.000C'.

Per	Date	G/CS	Account	Reference	Description	Tax	Exclusive	Inclusive	D/C	Home Amount	Exchange Rate
4	02 - 2025/12/01		ROS001	RDN00023	Receipt: ROS001	00	R1 370.000	R1 370.000	C	R1 370.000	
5	02 - 2025/12/01		AND001	RDN00039	Receipt: AND001	00	€162.791	€162.791	C	R2 800.000	0.05814
6	02 - 2025/12/01		LES001	RDN00045	Receipt: LES001	00	R250.000	R250.000	C	R250.000	
7	02 - 2025/12/01		LES001	RDN00046	Receipt: LES001 (REF: L	00	R13 750.000	R13 750.000	C	R13 750.000	
8	02 - 2025/12/01		ROS001	RDN00047	Receipt: ROS001 (REF: L	00	R3 320.000	R3 320.000	C	R3 320.000	
9	02 - 2025/12/01		GRE001	RDN00048	Receipt: GRE001	00	R5 430.000	R5 430.000	C	R5 430.000	
10	02 - 2025/12/01		PAP001	RDN00049	Receipt: PAP001	00	R7 200.000	R7 200.000	C	R7 200.000	
11	02 - 2025/12/01		LES001	RDN00050	Receipt: LES001	00	R8 050.000	R8 050.000	C	R8 050.000	
12	02 - 2025/12/01		DUP001	RDN00051	Receipt: DUP001 (REF: L	00	R1 150.000	R1 150.000	C	R1 150.000	
13	02 - 2025/12/01		5300/000	RDN00063	Andrews, Martin (AND	00	R600.000	R600.000	D	R600.000	
14	02 - 2025/12/01		5000/000	RDN00063	Andrews, Martin (AND	00	R600.000	R600.000	C	R600.000	
15	02 - 2025/12/01		5300/000	RDN00064	Du Plessis, Ben (DUP0	00	R1 150.000	R1 150.000	D	R1 150.000	
16	02 - 2025/12/01		5000/000	RDN00064	Du Plessis, Ben (DUP0	00	R1 150.000	R1 150.000	C	R1 150.000	
17	02 - 2025/12/01		5300/000	RDN00064	Du Plessis, Ben (DUP0	00	R600.000	R600.000	D	R600.000	
18	02 - 2025/12/01		5000/000	RDN00064	Du Plessis, Ben (DUP0	00	R600.000	R600.000	C	R600.000	
19	02 - 2025/12/01		GRE001	RDN00065	Receipt: GRE001	00	R870.000	R870.000	C	R870.000	
20	02 - 2025/12/01		5300/000	RDN00066	Green, Kevin (GRE001)	00	R1 800.000	R1 800.000	D	R1 800.000	
21	02 - 2025/12/01		5000/000	RDN00066	Green, Kevin (GRE001)	00	R1 800.000	R1 800.000	C	R1 800.000	
22	02 - 2025/12/01		5300/000	RDN00066	Green, Kevin (GRE001)	00	R600.000	R600.000	D	R600.000	
23	02 - 2025/12/01		5000/000	RDN00066	Green, Kevin (GRE001)	00	R600.000	R600.000	C	R600.000	
24	02 - 2025/12/01		GRE001	RDN00067	Receipt: GRE001	00	R5 850.000	R5 850.000	C	R5 850.000	
25	02 - 2025/12/01		GRE001	RDN00068	Receipt: GRE001 (REF: L	00	R350.000	R350.000	C	R350.000	
26	02 - 2025/12/01		DUP001	RDN00069	Receipt: DUP001 (REF: L	00	R1 200.000	R1 200.000	C	R1 200.000	



# Integration

After performing the Supervisor’s Cash-up, the transaction is imported to Xero via the Xero Companion App.

The Novtel Source displays the wording: ‘Reservation Payment’, as well as the Shift Number and Transaction ID.

The Xero Task Type is ‘Invoice Payment’, and the reference is the Invoice number for which payment was received.

The screenshot displays the Xero Tasks interface. On the left, there are filters for Novtel Product, Category, Status, Xero Organization, Workstation, and Username. The main area shows a table of tasks with columns for Date Recorded, Workstation, Username, Novtel Product, Novtel Dataset, Novtel Source, Xero Task Type, Xero Organization, Task Status, Reference, and Actions. Three summary cards at the top show 0 Recorded, 0 Failed, and 17 Completed tasks. The last row in the table is highlighted with a red box.

DATE RECORDED	WORKSTATION	USERNAME	NOVTEL PRODUCT	NOVTEL DATASET	NOVTEL SOURCE	XERO TASK TYPE	XERO ORGANIZATION	TASK STATUS	REFERENCE	ACTIONS
10 Jun 2024 @ 11:34	LOUISE	User	Self Storage	Xero	Deposit Paid (SFT00001, ID 2)	Bank Transaction	A-Z Storage	Completed	REC00001	▲ ↻ ✕
10 Jun 2024 @ 12:44	LOUISE	User	Self Storage	Xero	Deposit Applied (SFT00002, ID 3)	Bank Transaction	A-Z Storage	Completed	DEP00002	▲ ↻ ✕
10 Jun 2024 @ 13:57	LOUISE	User	Self Storage	Xero	Deposit Paid (SFT00003, ID 6)	Bank Transaction	A-Z Storage	Completed	REC00002	▲ ↻ ✕
10 Jun 2024 @ 13:57	LOUISE	User	Self Storage	Xero	Deposit Full Refund (SFT00003, ID 7)	Manual Journal	A-Z Storage	Completed	DEP00004	▲ ↻ ✕
11 Jun 2024 @ 07:16	LOUISE	User	Self Storage	Xero	Deposit Paid (SFT00004, ID 1003)	Bank Transaction	A-Z Storage	Completed	REC00003	▲ ↻ ✕
11 Jun 2024 @ 07:16	LOUISE	User	Self Storage	Xero	Deposit Full Forfeit (SFT00004, ID 1004)	Bank Transaction	A-Z Storage	Completed	DEP00006	▲ ↻ ✕
11 Jun 2024 @ 08:15	LOUISE	User	Self Storage	Xero	Deposit Paid (SFT00005, ID 1006)	Bank Transaction	A-Z Storage	Completed	REC00004	▲ ↻ ✕
11 Jun 2024 @ 08:15	LOUISE	User	Self Storage	Xero	Deposit Partial Refund (SFT00005, ID 1007)	Bank Transaction	A-Z Storage	Completed	DEP00008	▲ ↻ ✕
18 Jun 2024 @ 08:41	LOUISE	User	Self Storage	Xero	Reservation Payment (SFT00006, ID 2002)	Invoice Payment	A-Z Storage	Completed	INV-0011	▲ ↻ ✕
18 Jun 2024 @ 08:41	LOUISE	User	Self Storage	Xero	Reservation Payment (SFT00006, ID 2003)	Invoice Payment	A-Z Storage	Completed	INV-0005	▲ ↻ ✕
18 Jun 2024 @ 08:41	LOUISE	User	Self Storage	Xero	Unallocated Funds (SFT00006, ID 2005)	Bank Transaction	A-Z Storage	Completed	REC00007	▲ ↻ ✕
18 Jun 2024 @ 09:14	LOUISE	User	Self Storage	Xero	Unallocated Funds Used (SFT00007, ID 2006)	Overpayment Allocation	A-Z Storage	Completed	INV-0016	▲ ↻ ✕
18 Jun 2024 @ 09:40	LOUISE	User	Self Storage	Xero	Unallocated Funds (SFT00008, ID 2008)	Bank Transaction	A-Z Storage	Completed	REC00009	▲ ↻ ✕
18 Jun 2024 @ 09:54	LOUISE	User	Self Storage	Xero	Unallocated Funds Used (SFT00009, ID 2009)	Overpayment Allocation	A-Z Storage	Completed	INV-0019	▲ ↻ ✕
18 Jun 2024 @ 09:54	LOUISE	User	Self Storage	Xero	Unallocated Funds Used (SFT00009, ID 2009)	Overpayment Allocation	A-Z Storage	Completed	INV-0020	▲ ↻ ✕
18 Jun 2024 @ 09:54	LOUISE	User	Self Storage	Xero	Unallocated Funds Used (SFT00009, ID 2009)	Overpayment Allocation	A-Z Storage	Completed	INV-0021	▲ ↻ ✕
18 Jun 2024 @ 11:02	LOUISE	User	Self Storage	Xero	Reservation Payment (SFT00010, ID 2011)	Invoice Payment	A-Z Storage	Completed	INV-0022	▲ ↻ ✕



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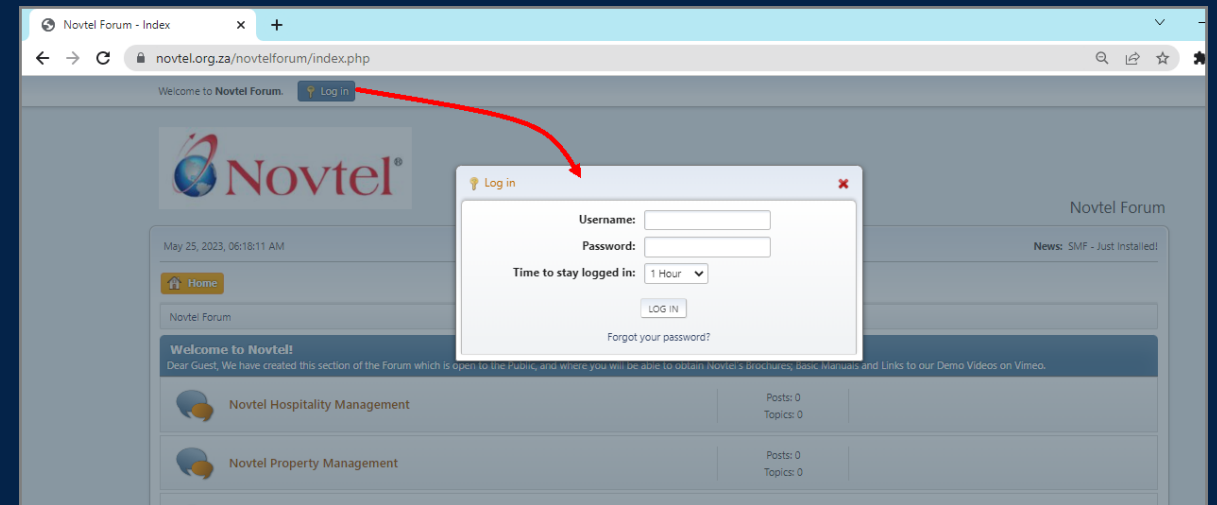


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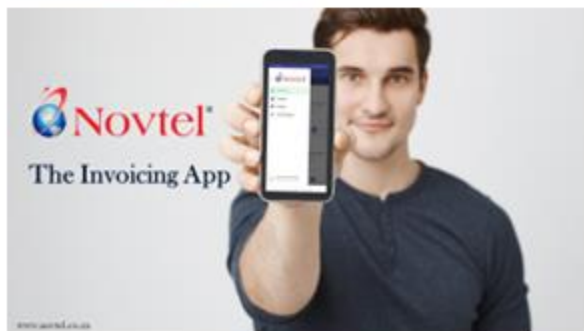
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