



Bank Manager



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1. Introduction

The Novtel Bank Manager Software package was developed with the purpose of managing multiple bank accounts (Evolution Companies) with a single Novtel Database.

System Users can be created as either an Administrator or Accountant, and each permission set will activate or de-activate certain features – as we will discuss in chapter 3.

Novtel can filter information by means of its powerful search capabilities.

- ✓ A primary search can be performed to list the search criteria only.
- ✓ From the primary search results, a second and third search can also be performed to further filter information.

Novtel Bank Manager also integrates with Microsoft Excel.

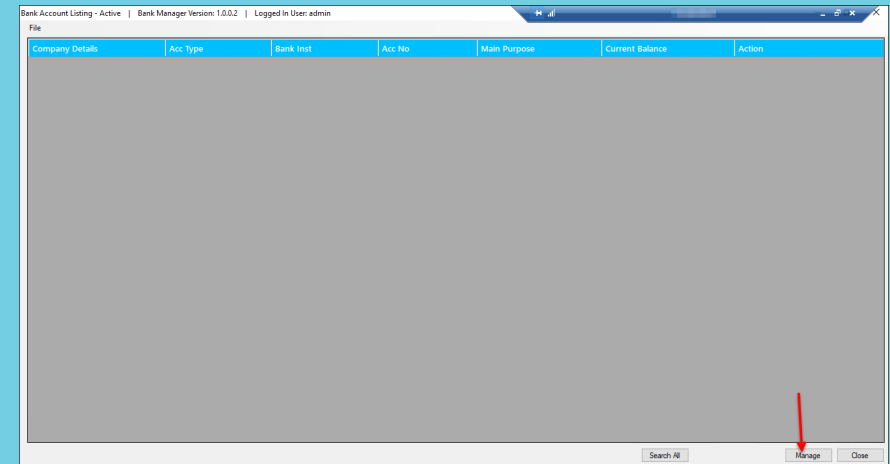
- ✓ Search results can be exported to Excel to sort and customize information – if required.
- ✓ All transactions for a selected company can be exported to Excel.
- ✓ And bank statements (In Excel format) can be imported to Novtel from Excel.

Cash Book transactions can be exported to Evolution, and the Cash Book History report can be obtained to indicate when a transaction was inserted (I), updated (U) or deleted (D).

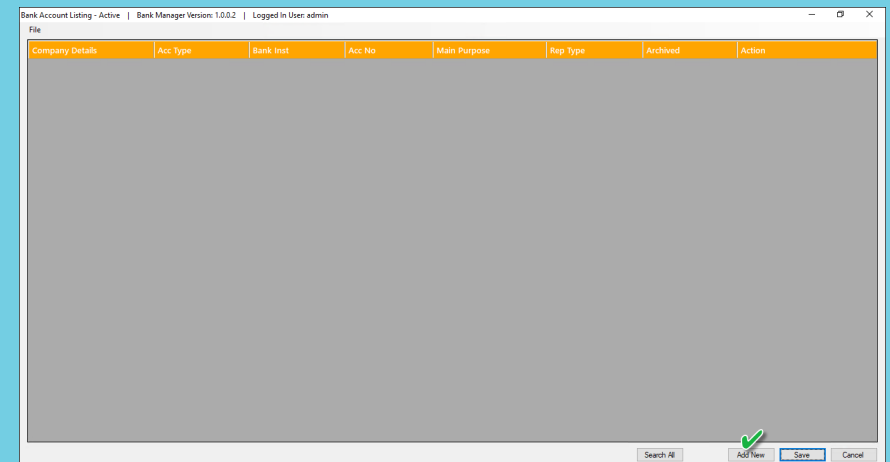
2. Creating a new Company

An unlimited number of companies and bank accounts can be set up and managed by Users classified as an Administrator.

To create a new company, click on 'Manage' in the bottom right-hand side of the screen.



In doing so, the colour of the column headers turn orange. From this window, click 'Add New'.



The following details are now to be captured per company:

2.1 Company Information

In this section, the Company Name and 'Purpose' are to be entered, and the relevant 'Entity Type' and 'Group Association' options are to be selected from the drop-down lists.

MANAGE COMPANY DETAILS

Company Information

Company Name: ABC Company (PTY) Ltd

Entity Type: Body Corporate

Purpose: Property Development

Group Association: Development - Residential - 100%

2.2 Registration Numbers

Here, the Company's various registration numbers are to be entered in the applicable fields, and the preferred tax period set.

Registration Numbers

Registration No: 123456789

VAT Number: 987654321 VAT Period: Monthly

SARS Tax Ref: ABCC123

PAYE Ref: XYZ987

UIF Ref: QQ001

SDL Ref:

2.3 Internal Controls and Information

1. By clicking on the drop-down option in the 'Evolution DB' field, a specific Evolution database is to be selected and linked to this company.
2. If the database had a different name previously, the name can be captured.
3. The status – relevant to this company – is also entered.
4. Only if a company is no longer active, will the 'In-Active' checkbox be ticked.

Internal Controls and Information

Evolution DB: 1 ABC Company (PTY) Ltd 2 Manage Evo DBs

Previous Name: 2 n/a

Status: 3 Newly Purchased

In Active: 4 ☐

The 'Manage Evo DBs' button gives access to all existing Evolution Databases.

Internal Controls and Information

Evolution DB: ABC Company (PTY) Ltd Manage Evo DBs

Previous Name: n/a

Status: Newly Purchased

In Active: ☐

All Databases with the 'Ignore' checkbox selected, will not be displayed in the list of available Evolution Databases to be linked to the Company.

Manage Evolution DBs

Ignore	EVO_DB	Description
☒	EquipmentInterfaceClean	Equipment Interface Clean
☒	EvolutionInterfaceProperty	Evolution Interface Property
☐	GLAccounts	GL Accounts
☐	HQ_Taxrel	HQ Taxrel
☒	Jordan	Jordan

Save Close

However: By de-selecting a specific database option, renaming, and saving it, it will be available for selection from the databases list.

Manage Evolution DBs

Ignore	EVO_DB	Description
☐ 1	EquipmentInterfaceClean	Equipment Masters 2
☒	EvolutionInterfaceProperty	

3 Save Close

MANAGE COMPANY DETAILS

Company Information

Company Name: [blurred]

Entity Type: [blurred]

Purpose: [blurred]

Group Association: [blurred]

Registration Numbers: Equipment Masters

Registration No: [blurred]

VAT Number: [blurred]

SARS Tax Ref: [blurred]

PAYE Ref: [blurred]

UIF Ref: [blurred]

SDL Ref: [blurred]

Internal Controls and Information

Evolution DB: [blurred] Manage Evo DBs

Previous Name: n/a

Status: Newly Purchased

In Active: ☐

2.4 Directors

The Directors of this company can be added in this section. One of 2 options can be used, namely:

- **Add Existing**

Clicking on this option, and clicking on the drop-down list, all previously created 'Directors' will be listed, and the applicable person selected.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. Below the table, there are two buttons: 'Add Existing' and 'Add New'. A red arrow points to the 'Add Existing' button.

The details previously captured, will be displayed in the corresponding fields.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. The details are displayed in the corresponding fields: Title (Mrs), Initials (AB), Surname (Ross), ID Number (69010203040506), Appointed On (2021/02/01), and Resigned On (empty).

By clicking on the 'Edit' button, the details can be altered and updated.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. The details are displayed in the corresponding fields. A red arrow points to the 'Edit' button. Below the table, there are two buttons: 'Add Existing' and 'Add New'.

A selected person can also be removed instantly by clicking 'Delete'.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. The details are displayed in the corresponding fields. A red circle highlights the 'Delete' button.

- **Add New**

A new 'Director' can be created and added here, by clicking the 'Add New' button.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. The details are displayed in the corresponding fields. A red arrow points to the 'Add New' button.

The 'title' can be selected, and all other details entered before clicking the 'Update' button.

The screenshot shows the 'Add Director' dialog box with fields for Title, Initials, Surname, ID Number, Appointed On, and Resigned On. The 'Update' button is highlighted with a green checkmark.

The newly created 'Director' will now be displayed here.

The screenshot shows the 'Directors' section with a table containing one entry: Mrs AB Ross. The details are displayed in the corresponding fields.

2.5 Shareholding and Profit Share

In this section – if relevant for this company – multiple Shareholders can be added.

An existing Shareholder can be selected by using the ‘Add Existing’ button, or a new one created, using the ‘Add New’ button.

The name is entered first, and the applicable ‘Entity Type’ is selected from the list.

The 'Shareholding and Profit Share' window displays a table with columns: Name, Type, Reg No, % Share, % Profit Share, Edit, and Delete. An 'Add Shareholder' dialog box is open, showing the following fields:

- Name: XYZ Holdings
- Entity Type: Trust (selected from a dropdown menu)
- Reg/ID Number: (empty)
- Share %: (empty)
- Profit Share %: (empty)

The 'Add New' button is circled in red. The 'Update' and 'Cancel' buttons are also visible.

Next, the official registration number, or individual’s ID number is entered, followed by the company share percentage, and profit share percentage.

The 'Add Shareholder' dialog box is shown with the following values:

- Name: XYZ Holdings
- Entity Type: Trust
- Reg/ID Number: XYZ111
- Share %: 50
- Profit Share %: 50

The 'Update' button is circled in red.

Clicking ‘Update’, the details are displayed as follow:

Shareholding and Profit Share						
Name	Type	Reg No	% Share	% Profit Share	Edit	Delete
XYZ Holdings	Trust	XYZ111	50%	50%	Edit	Delete

This newly created company can now be saved, and the screen closed.

The 'MANAGE COMPANY DETAILS' window shows various sections including Company Information, Registration Numbers, Internal Controls and Information, Directors, and Shareholding and Profit Share. The 'Shareholding and Profit Share' section displays a table with columns: Name, Type, Reg No, % Share, % Profit Share, Edit, and Delete. The 'Add New' button is circled in red.

2.6 Capturing the Banking Details

Next, the following banking details are to be added to this company from this screen:

- The Bank Account Type

The 'Bank Account Listing - Active' window shows the 'Acc Type' dropdown menu with the following options:

- BCA
- BCA Cheque
- Bond Account
- Business Cheque Account
- Cheque
- Credit Card
- Investment
- Market Link
- Money Market
- TPFA Trust
- Trust
- Petty Cash

- Bank

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: admin

File

Company Details	Acc Type	Bank Inst	Acc No
ABC Company (PTY) Ltd	Business Cheque ...		

Standard Bank
Nedbank
ABSA
FNB
Investec

- Bank Account Number

The bank account number is typed into this field.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: admin

File

Company Details	Acc Type	Bank Inst	Acc No
ABC Company (PTY) Ltd	Business Cheque ...	Nedbank	111 2222 3333

- The Company's main purpose

Custom information can be captured here.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: admin

File

Company Details	Acc Type	Bank Inst	Acc No	Main Purpose
ABC Company (PTY) Ltd	Business Cheque ...	Nedbank	111 2222 3333	Payments

- The Representative Type

An existing option can be selected from the list in this column, or a custom description can be entered here.

When done, the changes can be saved.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: admin

File

Company Details	Acc Type	Bank Inst	Acc No	Main Purpose	Rep Type	Archived	Action
ABC Company (PTY) Ltd	Business Cheque ...	Nedbank	111 2222 3333	Payments	Other	☐	Edit

Search All Add New Save Cancel

2.7 Capturing the Current Balance

The newly created company is now displayed in the main screen, displaying the following details:

- ✓ The company name
- ✓ Account type
- ✓ Bank
- ✓ Account number
- ✓ And the main purpose of this account

The 'Current Balance' field is still blank since the opening balance has not yet been captured. The balance cannot be simply entered here manually, and to capture it, the 'Transact' button is clicked in the 'Action' column.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: admin

File

Company Details	Acc Type	Bank Inst	Acc No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	0.00	Transact

Search All Manage Cancel

The current balance is displayed as zero at present.

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance	Exp Proj Link
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	0.00	

Company	Invoice	Invoice Date	Invoice Description	Invoice Amount	Invoice Status	Invoice Date	Invoice Description	Invoice Amount	Invoice Status
2021/02/01									

Search Clear All Searches Current Bank Balance 0.00 Reconciled Total 0.00 Outstanding Cheques 0.00 Unreconciled Difference 0.00 Import Data Export to Excel Save Data

The balance can now be captured, which will be displayed at the bottom of the screen too, and the data can now be saved. This screen is closed by clicking on the 'x' in the top right-hand side of the screen.

The screenshot shows the 'BANK ACCOUNT MANAGER' window. A 'Success' dialog box with 'Data Saved' is displayed. A red arrow points from the 'Current Bank Balance' field in the bottom right to the 'Current Bank Balance' field in the top right table.

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance	Exe Prog Link
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	

Search: Clear All Searches
Column: [v] [X] Search

Current Bank Balance: 152 456.21
Reconciled Total: 0.00
Outstanding Cheques: 0.00
Unreconciled Difference: 152 456.21

Buttons: Import Data, Export to Excel, Save Data

The 'Current Balance' field is now populated with the amount entered and saved in the previous screen.

The screenshot shows the 'Bank Account Listing - Active' window. It displays a table with the following data:

Company Details	Acc Type	Bank Inst	Acc No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	Transact

Buttons: Search All, Manage, Cancel

From here, the 'Manage' button can be clicked, and more companies and bank accounts created by clicking 'Add New' and repeating the steps as explained.

The screenshot shows the 'Bank Account Listing - Active' window. It displays a table with the following data:

Company Details	Acc Type	Bank Inst	Acc No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	Transact
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment	780 741.00	Transact
EFG Property Development	Trust	Standard Bank	333 4444 5555		3 568 123.58	Transact
HHH Company	Credit Card	FNB	444 5555 6666		325.02	Transact
JKL Holdings	Business Cheque Account	Investec	777 8888 9999		98 724.85	Transact

3. Setting up Users and Passwords

From the 'File' menu, Users are set up and managed by Administrator Users.

The screenshot shows the 'Bank Account Listing - Active' window. The 'File' menu is open, and 'User Manager' is selected. The table below shows the current bank accounts:

Company Name	Acc Type	Bank Inst
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank
DDD Holdings	Money Market	ABSA
EFG Property Development	Trust	Standard Bar
HHH Company	Credit Card	FNB
JKL Holdings	Business Cheque Account	Investec

By clicking 'Add New', the following fields are activated to create a new User Profile:

- ✓ Name and Surname
- ✓ The Username to be displayed at the top of the screen when logged into Novtel
- ✓ The unique password to unlock Novtel
- ✓ The User Type is to be selected as either 'Administrator' or 'Accountant'

The screenshot shows the 'User Manager' dialog box. It contains the following fields:

- Name: Peter
- Surname: Anderson
- Username: Peter
- Password: [masked]
- User Type: [dropdown menu]
- Companies: [dropdown menu]

Buttons: Add New, Edit, Delete, Cancel, Select All, Select None, Save, Close

Administrators

Details

Name: Kevin

Surname: Peterson

Username: Kevin

Password: ●●●

User Type: Administrator

Companies:

All Companies

Administrators will have access to set up and manage:

- ✓ Companies and bank accounts
- ✓ User profiles – But User passwords will never be visible

Administrators will also have access to:

- ✓ The 'Cashbook History Report'
- ✓ Importing Data from Excel
- ✓ Saving and loading Templates for importing data from Excel

However: Administrators will not be able to Export the Cash Book Data to Evolution, since they will not have the ability to select a Customer, Supplier or GL Account option, and the relevant account to which the Data is to be posted in Evolution. This function is reserved for 'Accountant Users' ONLY.

Accountants

Accountants will only have access to the Companies selected on their User profile.

Details

Name: Peter

Surname: Anderson

Username: Peter

Password: ●●●●●

User Type: Accountant

Companies:

- ☒ ABC Company (PTY) Ltd
- ☐ DDD Holdings
- ☒ EFG Property Development
- ☐ HHH Company
- ☐ JKL Holdings

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: Peter

Company Details	Acc. Type	Bank Inst	Acc. No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	Transact
EFG Property Development	Trust	Standard Bank	333 4444 5555		3 568 123.58	Transact

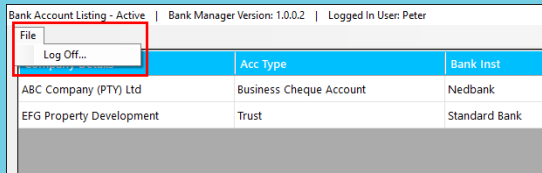
The 'Manage' button will not be visible, and therefore they will not have access to the setup or management of companies and bank accounts.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: Peter

Company Details	Acc. Type	Bank Inst	Acc. No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	Transact
EFG Property Development	Trust	Standard Bank	333 4444 5555		3 568 123.58	Transact

Search All X Close

From the 'File' menu, the 'User Manager' option is not available at all.

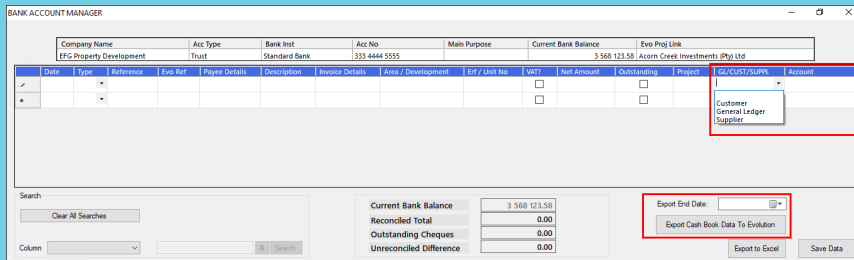


Accountant Users will not have access to:

- ✓ The Cash Book History Report
- ✓ Import Data from Excel

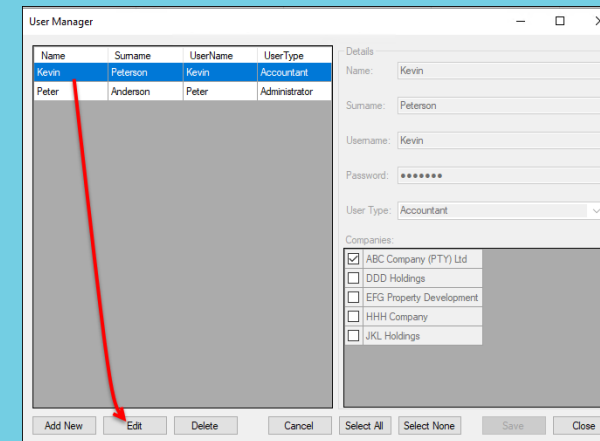
They will be able to:

- ✓ Perform searches and export the search results to Excel
 - ✓ Export Cash Book Data to Evolution.
- These options will be available for Accountant Users ONLY, and will not be visible for an Administrator at all:

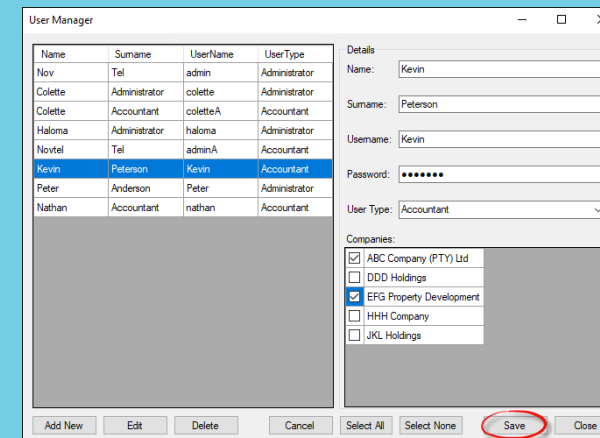


3.1 Editing User Profiles

To access any existing User Profile to make changes to it, simply click on the required Used, and click 'Edit'.

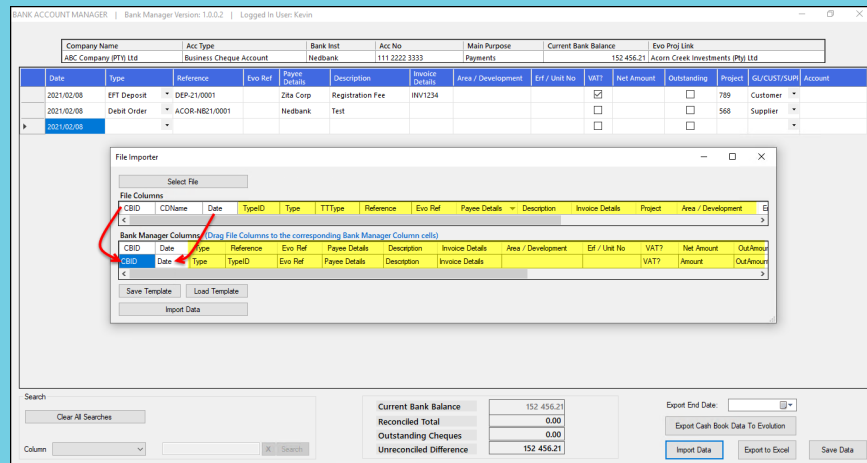


The necessary changes can now be made and saved.

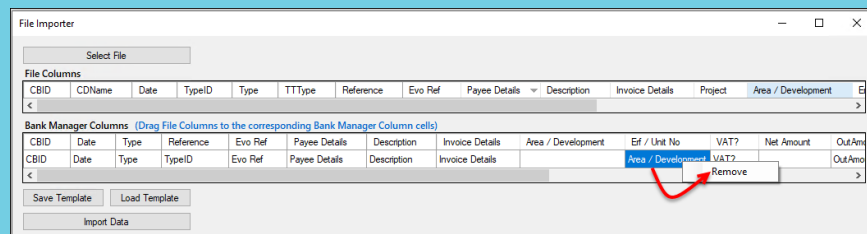


The sequence for the data to be imported, is displayed in the 'Bank Manager Columns' section.

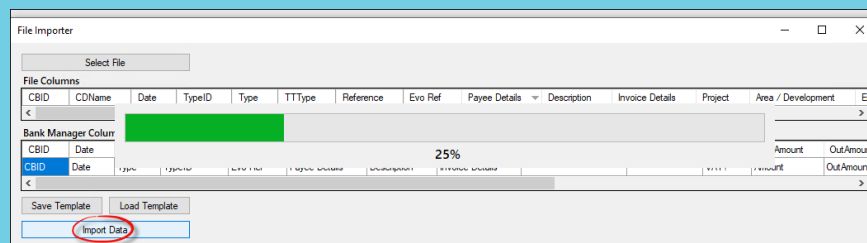
Now simply continue to drag and drop the Excel File columns to the corresponding Bank Manager Columns to import the data correctly.



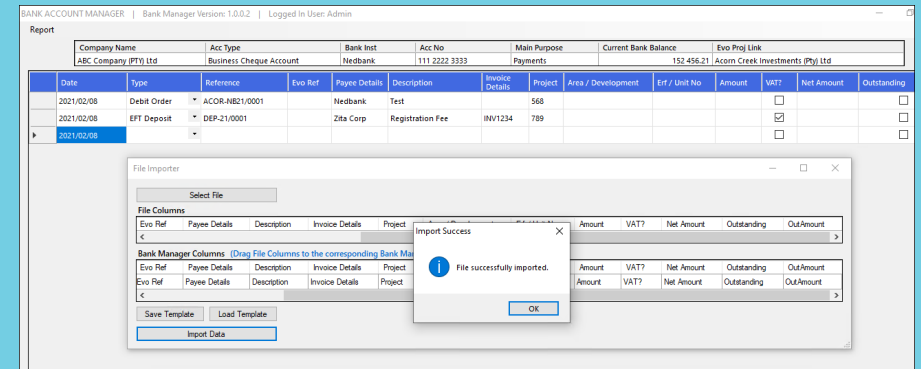
Should an Excel column be wrongfully matched to a Bank Manager column, the option can be removed by right-clicking on it and clicking 'Remove'.



When done, click 'Import Data'.



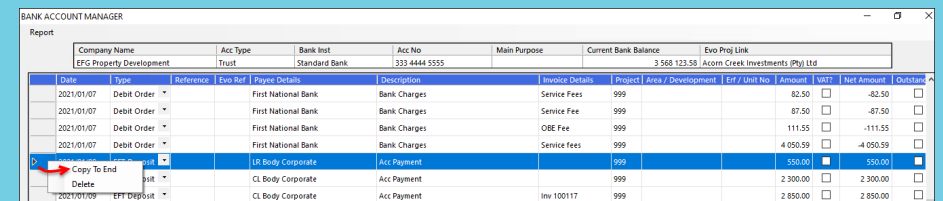
When successfully imported, click 'OK'.



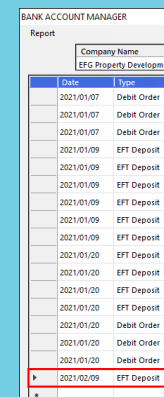
The transactions have now been imported to this Company and bank account successfully.

4.3 Copying Transactions

By right-clicking on the first column of a specific transaction line, it can be copied to be inserted at the end of the list.

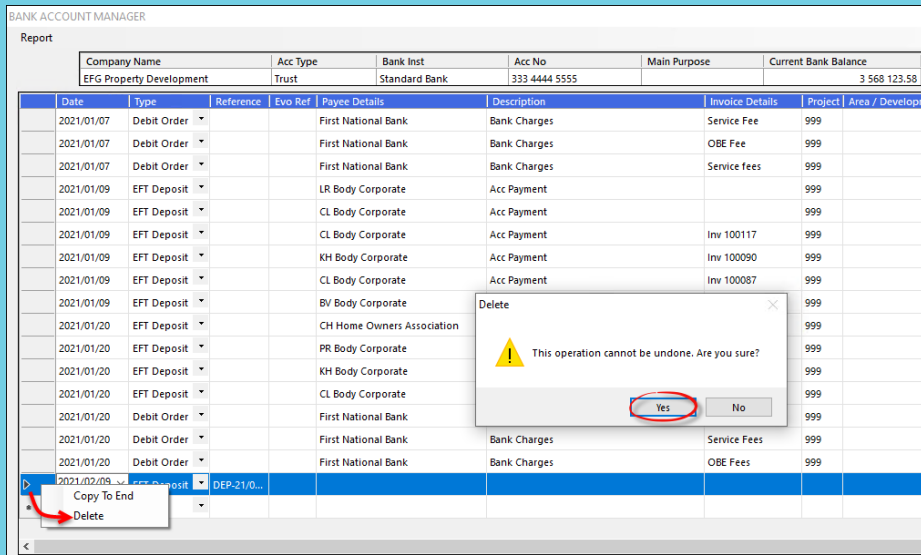


The transaction will now be displayed at the bottom of the list too.



4.4 Deleting Transactions

By right-clicking in the first column next to a specific transaction, it can be deleted. Clicking 'Yes', the transaction line is removed from the database instantly.



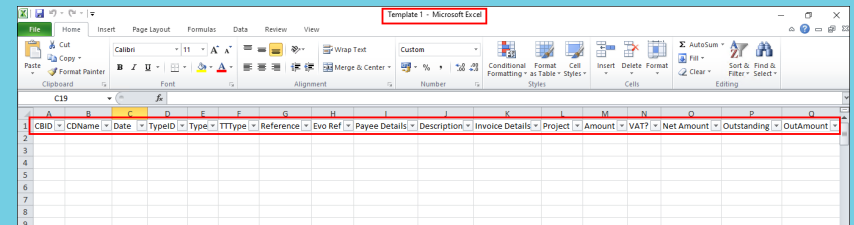
5. Importing Templates

As we have demonstrated previously: The relevant Excel column headers must be matched to the Bank Manager Columns to enable Novtel to import the required data from Excel into Bank Manager.

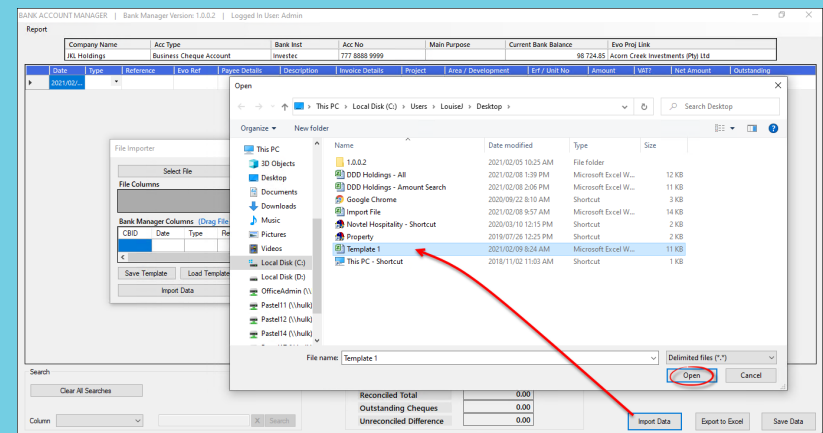
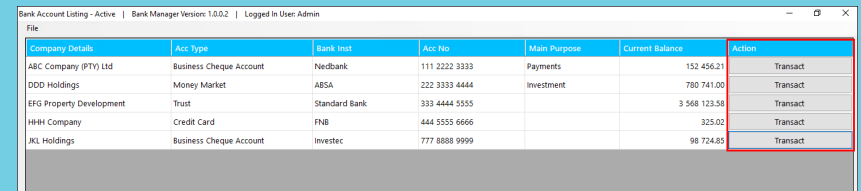
This process can either be repeated each time data is imported, or, when the format might be the same with every import, a template can be saved and used to save time.

5.1 Saving a Template

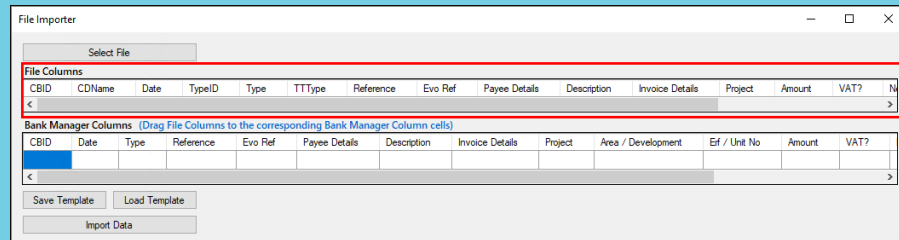
For demonstration purposes, we have created this file containing column headers only - without any data - and will now import it to Novtel to save it as a template.



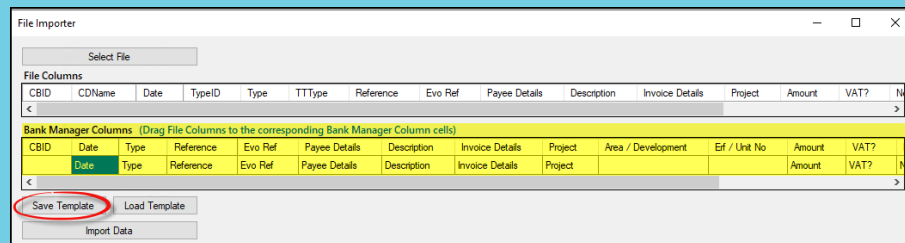
Clicking on any of the 'Transact' buttons, the 'Import Data' button is accessed in the next screen, from where the required file can be searched for and selected.



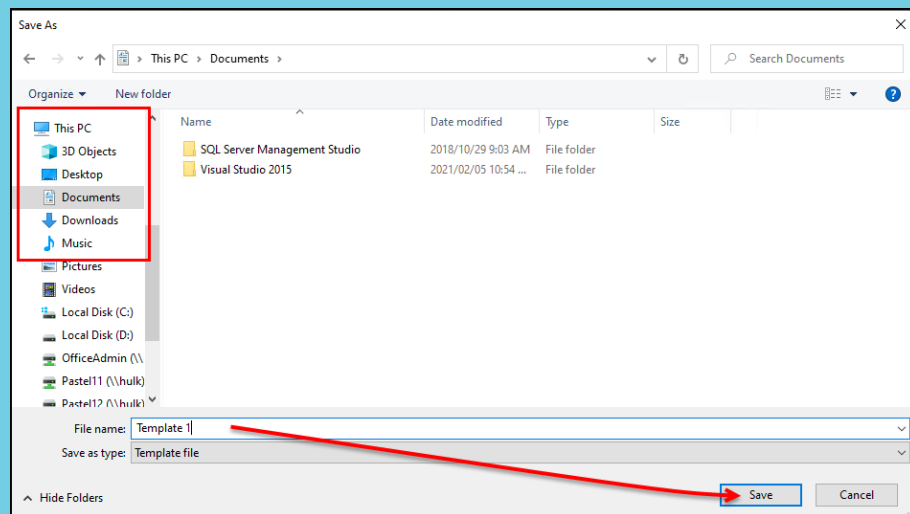
Novtel will now load all column headers from the Excel sheet and display it here.



Now simply drag and drop the Excel column headers to match the corresponding Bank Manager columns before clicking 'Save Template'.

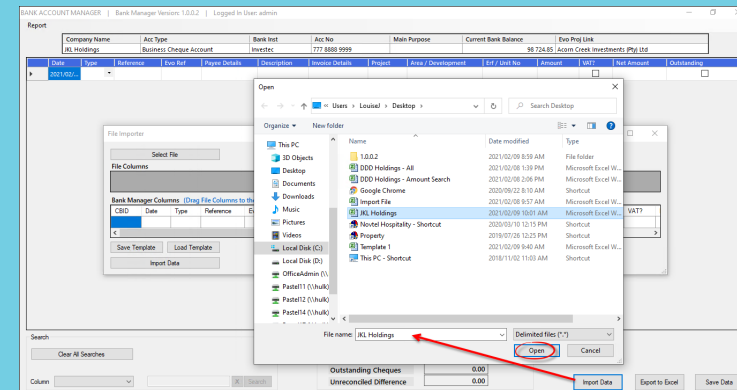


You will be required to select the specific location the template is to be saved to; rename the template and save it.

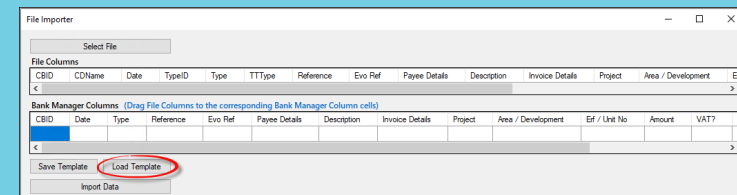


5.2 Loading a Template for Use

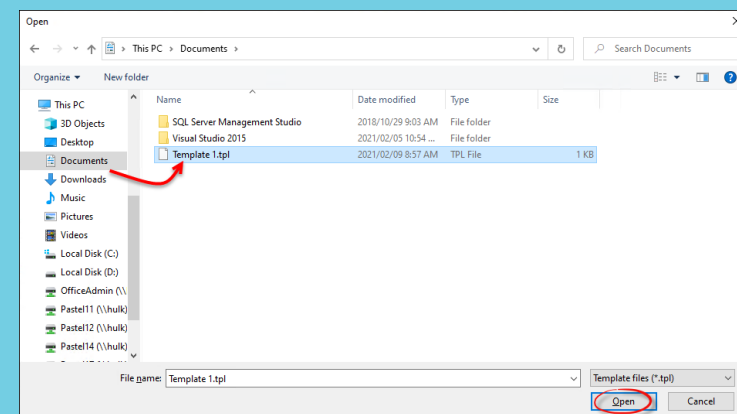
By clicking the 'Import Data' button, the required import file must be selected first.



To now select the required saved Template to be applied before importing the data, click on the 'Load Template' button.



Browse for the file location and select the required template.



The 'File Columns and the Bank Manager columns are now matched automatically, and the data can be imported to the selected Company's transactions list.

File Importer

Select File

File Columns	CDName	Date	TypeID	Type	TTType	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	GL / Unit No	Amount	VAT	Net Amount	Outstanding
Bank Manager Columns (Drag File Columns to the corresponding Bank Manager Column cells)	CDID	Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	GL / Unit No	Amount	VAT?				

Save Template Load Template

Import Data

Search

Clear All Searches

Column

Current Bank Balance: 98 724.85
Reconciled Total: 0.00
Outstanding Cheques: 0.00
Unreconciled Difference: 0.00

Import Data Export to Excel Save Data

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance	Evo Proj Link
ABC Holdings	Business Cheque Account	Investec	777 8888 9999		98 724.85	Accom Creek Investments (Pty) Ltd

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	GL / Unit No	Amount	VAT	Net Amount	Outstanding
2021/01/07	Debit Order	*		First National Bank	Bank Charges	Service Fees	999			82.50		-82.50	
2021/01/07	Debit Order	*		First National Bank	Bank Charges	Service Fee	999			87.50		-87.50	
2021/01/07	Debit Order	*		First National Bank	Bank Charges	OBE Fee	999			111.55		-111.55	
2021/01/07	Debit Order	*		First National Bank	Bank Charges	Service Fees	999			4 050.59		-4 050.59	
2021/01/09	EFT Deposit	*		LR Body Corporate	Acc Payment		999			550.00		550.00	
2021/01/09	EFT Deposit	*		CL Body Corporate	Acc Payment		999			2 300.00		2 300.00	
2021/01/09	EFT Deposit	*		CL Body Corporate	Acc Payment	Inv 100117	999			2 850.00		2 850.00	
2021/01/09	EFT Deposit	*		KH Body Corporate	Acc Payment	Inv 100090	999			2 914.00		2 914.00	
2021/01/09	EFT Deposit	*		CL Body Corporate	Acc Payment	Inv 100087	999			3 806.00		3 806.00	
2021/01/09	EFT Deposit	*		BV Body Corporate	Acc Payment	Inv 100081	999			4 751.00		4 751.00	
2021/01/20	EFT Deposit	*		CH Home Owners Association	Acc Payment	Inv 100154	999			1 650.00		1 650.00	
2021/01/20	EFT Deposit	*		PR Body Corporate	Acc Payment	Inv 100138	999			2 067.00		2 067.00	
2021/01/20	EFT Deposit	*		KH Body Corporate	Acc Payment	Inv 100135	999			2 914.00		2 914.00	
2021/01/20	EFT Deposit	*		CL Body Corporate	Acc Payment	Inv 100132	999			3 806.00		3 806.00	
2021/01/20	Debit Order	*		First National Bank	Bank Charges	OBE Fees	999			2.70		-2.70	
2021/01/20	Debit Order	*		First National Bank	Bank Charges	Service Fees	999			87.50		-87.50	
2021/01/20	Debit Order	*		First National Bank	Bank Charges	OBE Fees	999			151.81		-151.81	

Search

Clear All Searches

Column

Current Bank Balance: 98 724.85
Reconciled Total: 15 728.07
Outstanding Cheques: 0.00
Unreconciled Difference: 82 996.78

Import Data Export to Excel Save Data

6. The 'Export Cash Book Data to Evolution' Option

The option to Export the Cash Book Data to Evolution, will be available for 'Accountant' Users ONLY. For Administrators, the option will not be visible at all.

Export End Date:

Export Cash Book Data To Evolution

Export to Excel Save Data

The data will not be exported directly to Evolution, but to a format which can then be uploaded to Evolution in a separate process.

Also note that transactions captured to a specific Company by an Administrator User, can only be exported to Evolution if the 'Accountant' User has access to the company.

As per our current example, an Admin User has posted transactions to the company 'EFG Property Development' company'.

We have now logged in as Kevin, who has been assigned the 'Accountant' User permission type, and he has access to 2 companies only – of which 'EFG Property Development' is one of them. The 'Transact' button is selected for this company to proceed.

Bank Account Listing - Active | Bank Manager Version: 1.0.0.2 | Logged In User: Kevin

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	152 456.21	Transact
EFG Property Development	Trust	Standard Bank	333 4444 5555		3 568 123.58	Transact

IMPORTANT:

Please check that the cells in the 'Project', 'Net Amount', 'GL / CUST / SUPPL' and 'Account' columns are populated before proceeding.

In some of the fields are missing information, the following communication will appear:

BANK ACCOUNT MANAGER

Company Name: EFG Property Development | Acc Type: Trust | Bank Inst: Standard Bank | Acc No: 333 4444 5555 | Main Purpose: Payments | Current Bank Balance: 3 568 123.58 | Evo Proj Link: Accom Creek Investments (Pty) Ltd

Ref	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	GL / Unit No	Amount	VAT	Net Amount	Outstanding	Account
Int Dr...	First National Bank		Bank Charges	Service fees					-4 050.59		999		
Depo...	AM (PTY) Ltd		Transfer from Std Bank Cheque acc						1 000.00		999		
Int Dr...	First National Bank		Bank Charges	Service Fee					-87.50		999		
Int Dr...	First National Bank		Bank Charges	OBE Fee					-111.55		999		
Depo...	CL Body Corporate		Acc Payment	Inv 100087					3 806.00		999		
Depo...	KH Body Corporate		Acc Payment	Inv 100080					2 914.00		999		
Depo...	BV Body Corporate		Acc Payment	Inv 100081					4 751.00		999		
Depo...	LR Body Corporate		Acc Payment						550.00		999		
Depo...	CL Body Corporate		Acc Payment	Update Failed					2 300.00		999		
Depo...	CL Body Corporate		Acc Payment						2 850.00		999		
Depo...	CL Body Corporate		Acc Payment						3 806.00		999		
Depo...	KH Body Corporate		Acc Payment						2 914.00		999		
Depo...	PR Body Corporate		Acc Payment						2 067.00		999		
Int Dr...	First National Bank		Bank Charges	OBE Fees					-87.50		999		
Int Dr...	First National Bank		Bank Charges	OBE Fees					-151.81		999		
Int Dr...	First National Bank		Bank Charges	OBE Fees					-2.70		999		
Depo...	CH Home Owners Association		Acc Payment	Inv 100154					1 650.00		999		

Update Failed, Resolve the data issues and re-export the batch.

OK

Search

Clear All Searches

Column

Current Bank Balance: 3 568 123.58
Reconciled Total: 15 728.07
Outstanding Cheques: 0.00

Export End Date: 2021/01/20

Export Cash Book Data To Evolution

To avoid that data is duplicated, an 'Export End Date' can be selected here before clicking on the 'Export Cash Book Data to Evolution' button.

The screenshot shows the 'BANK ACCOUNT MANAGER' window. At the top, there's a header with 'Bank Manager Version: 1.0.0.2' and 'Logged In User: Kevin'. Below this is a summary table with columns: Company Name, Acc Type, Bank Inst, Acc No, Main Purpose, Current Bank Balance, and Evo Proj Link. The main area is a large table with columns: Date, Type, Reference, Description, Invoice Details, Area / Development, Evt / Unit No, VAT, Net Amount, Outstanding, and Project. The bottom right corner has a summary section with 'Current Bank Balance', 'Reconciled Total', 'Outstanding Cheques', and 'Unreconciled Difference'. A red arrow points to the 'Export End Date' dropdown menu, which is currently set to '2021-01-20'.

The User will now be required to save the export file in the preferred location after renaming it. Please note that the file type is selected as 'Tab Delimited' automatically and cannot be altered.

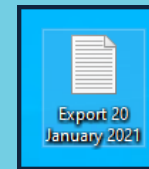
The screenshot shows a 'Save As' dialog box. The 'File name' field contains 'Export 20 January 2021'. The 'Save as type' dropdown menu is set to 'Tab Delimited'. A red arrow points to the 'Save' button.

The screenshot shows an 'Export Success' dialog box. It contains a message icon and the text 'File successfully exported.' Below the message is an 'OK' button.

The exported data will now be removed from this screen.

The screenshot shows the 'BANK ACCOUNT MANAGER' window. The 'Export Cash Book Data to Evolution' button is highlighted with a red arrow.

The text file can now be accessed from the saved location.



7. The Cashbook History Report

The 'Report – Cash Book History' option will only be available for selection by Administrators.

To access this option, and to view the Cash Book History data per Company, an Administrator User will access the required company's 'Transact' button.

Bank Account Listing - Active						
Company Details	Acc Type	Bank Inst	Acc No	Main Purpose	Current Balance	Action
ABC Company (PTY) Ltd	Business Cheque Account	Nedbank	111 2222 3333	Payments	157 456.21	Transact
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment	780 741.00	Transact
EFG Property Development	Trust	Standard Bank	333 4444 5555		3 568 123.58	Transact
HGH Company	Credit Card	FNB	444 5555 6666		325.02	Transact
JKL Holdings	Business Cheque Account	Investec	777 8888 9999		98 724.85	Transact

At the top of this screen, the 'Report' menu gives access to the 'Cash Book History' report option – which can now be selected.

BANK ACCOUNT MANAGER

Report

Cash Book History

EFG Property Development

Trust

Date	Type	Reference	Evo Ref
2021/01/07	Debit Order		
2021/01/07	Debit Order		

All transactions for this company – exported to Evolution – will be displayed here.

BANK ACCOUNT MANAGER												
Report												
Report: Cash Book History												
Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Erf / Unit No	VAT	Net Amount	Outstanding
2020/04/27	EFT Deposit			TLe Body Corporate	Acc Payment	Inv 100	999				3 040.80	
2020/05/27	EFT Deposit			TLe Body Corporate	Acc Payment	Inv 100	999				3 040.80	
2020/05/27	Debit Order			First National Bank	Bank Charges		999				-80.00	
2020/05/27	Debit Order			First National Bank	Bank Charges		999				-80.00	
2020/05/27	EFT Paym...			First National Bank	Tft to investment acc - 74643		999				-15 000.00	
2020/05/27	EFT Paym...			First National Bank	Tft to investment acc - 74643		999				-15 000.00	
2021/01/05	EFT Paym...			EAAB	Registration Fee		999				-250.00	
2021/01/05	EFT Paym...			EAAB	Registration Fee		999				-250.00	
2021/01/05	EFT Paym...			Council for Deb Collectors	Registration Fee		999				-5 700.00	
2021/01/05	EFT Paym...			Council for Deb Collectors	Registration Fee		999				-5 700.00	
2021/01/05	EFT Deposit			ZZZ Holdings (PTY) Ltd	Loan		999				10 000.00	
2021/01/05	EFT Deposit			ZZZ Holdings (PTY) Ltd	Loan		999				10 000.00	
2021/01/05	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-63.38	
2021/01/05	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-63.38	
2021/01/05	Debit Order			First National Bank	Bank Charges	Service Fees	999				-82.50	
2021/01/05	Debit Order			First National Bank	Bank Charges	Service Fees	999				-82.50	
2021/01/07	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-44.00	
2021/01/07	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-44.00	
2021/01/07	Debit Order			First National Bank	Bank Charges	Service Fees	999				-82.50	

Scrolling to the far-right hand side of the screen, the Users performing the actions, are listed.

In this case, the admin User inserted the transactions – indicated by an 'I'.

The Accountant User – Kevin – updated the transactions and exported the Cash Book Transactions. The actions are indicated by the 'U'.

User	Username	ChangeType	Updated
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...
Nov Tel	admin	I	2021/02/09 12:2 ...
Kevin Peterson	Kevin	U	2021/02/09 1:27 ...

The report can be exported to Excel as is, and /or search filters can be applied, and the search results exported.

BANK ACCOUNT MANAGER												
Report												
Report: Cash Book History												
Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Erf / Unit No	VAT	Net Amount	Outstanding
2021/01/09	EFT Deposit			CL Body Corporate	Acc Payment		999				2 300.00	
2021/01/09	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100117	999				2 850.00	
2021/01/09	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100117	999				2 850.00	
2021/01/20	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100132	999				3 806.00	
2021/01/20	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100132	999				3 806.00	
2021/01/20	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100135	999				2 914.00	
2021/01/20	EFT Deposit			CL Body Corporate	Acc Payment	Inv 100135	999				2 914.00	
2021/01/20	EFT Deposit			PR Body Corporate	Acc Payment	Inv 100138	999				2 067.00	
2021/01/20	EFT Deposit			PR Body Corporate	Acc Payment	Inv 100138	999				2 067.00	
2021/01/20	Debit Order			First National Bank	Bank Charges	Service Fees	999				-87.50	
2021/01/20	Debit Order			First National Bank	Bank Charges	Service Fees	999				-87.50	
2021/01/20	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-151.81	
2021/01/20	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-151.81	
2021/01/20	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-2.70	
2021/01/20	Debit Order			First National Bank	Bank Charges	OBE Fees	999				-2.70	
2021/01/20	EFT Deposit			CH Home Owners Association	Acc Payment	Inv 100154	999				1 650.00	
2021/01/20	EFT Deposit			CH Home Owners Association	Acc Payment	Inv 100154	999				1 650.00	

8. Search Capabilities

Novtel Bank Manager has powerful search capabilities, and secondary or tertiary searches can be performed to further filter an existing search result.

Any search result can then be exported to Excel if required.

The 'Column' search options include the following, which are listed in alphabetical order:

Selecting a column option, additional filtering options can be entered as follow:

• Amount

Any amount between the required range can be entered here, and the 'Search' button clicked.

Novtel will list all amounts within this range.

BANK ACCOUNT MANAGER Bank Manager Version: 1.0.0.2 Logged In User: Admin												
Report												
Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance	Evo Proj Link						
DDG Holdings	Money Market	ABSA	222 3333 4444	Investment	780 741.00	Acorn Creek Investments (Pty) Ltd						
Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Eft / Unit No	Amount	VAT	Outstanding
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			2.70		
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00		
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00		
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			63.38		

If no further filtering options are to be applied, simply click on the 'Clear All Searches' button.

• Area / Development

Selecting this column option, the required criteria can be entered and searched for.

• Date

A specific date, or date range can be searched for.

- **Description**

A specific 'Description' can be searched for to list all transactions linked to this description.

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment

Date	Type	Reference	Evo Ref	Payee Details	Description
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges

Search

Clear All Searches

Column: Description Bank Charges X Search

Current Bank Balance
Reconciled Total
Outstanding Cheques
Unreconciled Difference

- **Erf / Unit No**

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance	Evo Proj Link
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment	780 741.00	Accom Creek Investments (Pty) Ltd

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Proj / Area / Development	Erf / Unit No	Amount	VAT	Net Amount	Outstand
2020/05/27	EFF Deposit	Credit		ZZZ Holdings (Pty) Ltd	Loan			AAA001	10 000.00		10 000.00	

Search

Clear All Searches

Column: Erf / Unit No AAA X Search

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: 0.00
Unreconciled Difference: 765 012.93

Import Data Export to Excel Save Data

- **Evo Ref**

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment

Date	Type	Reference	Evo Ref	Payee Details
2020/05/27	Debit Order	Debit	XYZ01	First National Bank

Search

Clear All Searches

Column: Evo Ref XYZ01 X Search

- **Invoice Details**

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Company Name	Acc Type	Bank Inst	Acc No	Main Purpose	Current Bank Balance
DDD Holdings	Money Market	ABSA	222 3333 4444	Investment	

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Proj
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fee	999
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999

Search

Clear All Searches

Column: Invoice Details Service X Search

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: 0.00
Unreconciled Difference: 765 012.93

- **Net Amount**

Search

Clear All Searches

Between: 250.00

And: 1000.00 X Search

Column: Net Amount

- Outstanding

Only transactions for which the 'Outstanding' checkbox is ticked, will be displayed when selecting the 'True' option from the list, and clicking the 'Search' button.

All transactions with an unticked 'Outstanding' checkbox will be displayed when searching for the 'False' criteria.

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Eft / Unit No	Amount	WAT	Net Amount	Outstanding
2020/05/27	EFT Deposit	Credit		KH Body Corporate	Acc Payment	Inv 100135	999			2 914.00		2 914.00	☒
2020/05/27	EFT Deposit	Credit		KH Body Corporate	Acc Payment	Inv 100090	999			2 914.00		2 914.00	☒

Search

Clear All Searches

Column: Outstanding | |

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: -5 828.00
Unreconciled Difference: 770 840.93

Input Data | Export to Excel | Save Data

- Payee Details

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description
2020/05/27	EFT Deposit	Credit		PR Body Corporate	

Search

Clear All Searches

Column: Payee Details | |

- Project

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	111	

Search

Clear All Searches

Column: Project | |

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: -5 828.00
Unreconciled Difference: 770 840.93

- Reference

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details
2020/05/27	EFT Deposit	Credit		LR Body Corporate
2020/05/27	EFT Deposit	Credit		AM (PTY) Ltd
2020/05/27	EFT Deposit	Credit		CH Home Owners Association
2020/05/27	EFT Deposit	Credit		PR Body Corporate
2020/05/27	EFT Deposit	Credit		CL Body Corporate
2020/05/27	EFT Deposit	Credit		CL Body Corporate
2020/05/27	EFT Deposit	Credit		KH Body Corporate
2020/05/27	EFT Deposit	Credit		KH Body Corporate
2020/05/27	EFT Deposit	Credit		TLe Body Corporate
2020/05/27	EFT Deposit	Credit		CL Body Corporate
2020/05/27	EFT Deposit	Credit		CL Body Corporate
2020/05/27	EFT Deposit	Credit		BV Body Corporate
2020/05/27	EFT Deposit	Credit		ZZZ Holdings (PTY) Ltd

Search

Clear All Searches

Column: Reference | |

- Type

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details
2020/05/27	EFT Paym...	Debit		EAA8
2020/05/27	EFT Paym...	Debit		Council for Deb Collectors
2020/05/27	EFT Paym...	Debit		First National Bank

Search

Clear All Searches

Column: Type | |

- VAT?

- True = VAT column checkbox ticked
- False = VAT column checkbox unticked

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Proj	Area / Development	Erf / Unit No	Amount	VAT	Net Amount	Outstanding
2020/05/27	EFT Deposit	Credit		ZZZ Holdings (PTY) Ltd	Loan		999			10 000.00	☒	10 000.00	
2020/05/27	EFT Payment	Debit		EAAB	Registration Fee		999			250.00	☒	-250.00	

Search

Clear All Searches

Column: VAT? True X Search

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: -5 828.00
Unreconciled Difference: 770 840.93

Import Data Export to Excel Save Data

9. Exporting Data to Excel

The data currently displayed on the screen, can be exported to Excel.

9.1 Exporting All Company Transactions

In this case, we want to export all transactions linked to the company, 'DDD Holdings', and therefore, no active search has been performed before clicking the 'Export to Excel' button.

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Proj	Area / Development	Erf / Unit No	Amount	VAT	Net Amount	Outstanding
2020/05/27	EFT Deposit	Credit		BV Body Corporate	Acc Payment	Inv 10001	999			4 751.00	☐	4 751.00	
2020/05/27	EFT Deposit	Credit		ZZZ Holdings (PTY) Ltd	Loan		999			10 000.00	☐	10 000.00	
2020/05/27	EFT Payment	Debit		EAAB	Registration Fee		999			250.00	☐	-250.00	
2020/05/27	EFT Payment	Debit		Council for Deb Collectors	Registration Fee		999			5 700.00	☐	-5 700.00	
2020/05/27	EFT Payment	Debit		First National Bank	Tfr to investment acc - 74643		999			15 000.00	☐	-15 000.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			2.70	☐	-2.70	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00	☐	-44.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00	☐	-44.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			63.38	☐	-63.38	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			80.00	☐	-80.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999	Gordons Bay		82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fee	999			87.50	☐	-87.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			87.50	☐	-87.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fee	999			111.55	☐	-111.55	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			151.81	☐	-151.81	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			4 050.59	☐	-4 050.59	

Search

Clear All Searches

Column: VAT? True X Search

Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: -5 828.00
Unreconciled Difference: 770 840.93

Import Data Export to Excel Save Data

The file can be renamed and saved to the required location.

Save As

File name: DDD Holdings - All

Save as type: Excel Workbook

Save Cancel

When the status bar is indicated as 100%, the Excel file will be exported and can be accessed from the saved location.

BANK ACCOUNT MANAGER | Bank Manager Version: 1.0.0.2 | Logged In User: Admin

Report

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Proj	Area / Development	Erf / Unit No	Amount	VAT	Net Amount	Outstanding
2020/05/27	EFT Deposit	Credit		BV Body Corporate	Acc Payment	Inv 10001	999			4 751.00	☐	4 751.00	
2020/05/27	EFT D									10 000.00	☐	10 000.00	
2020/05/27	EFT P									250.00	☐	-250.00	
2020/05/27	EFT P									5 700.00	☐	-5 700.00	
2020/05/27	EFT P									15 000.00	☐	-15 000.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			2.70	☐	-2.70	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00	☐	-44.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00	☐	-44.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			63.38	☐	-63.38	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			80.00	☐	-80.00	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999	Gordons Bay		82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			82.50	☐	-82.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fee	999			87.50	☐	-87.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			87.50	☐	-87.50	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fee	999			111.55	☐	-111.55	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	OBE Fees	999			151.81	☐	-151.81	
2020/05/27	Debit Order	Debit		First National Bank	Bank Charges	Service Fees	999			4 050.59	☐	-4 050.59	

Search

Clear All Searches

Column: VAT? True X Search

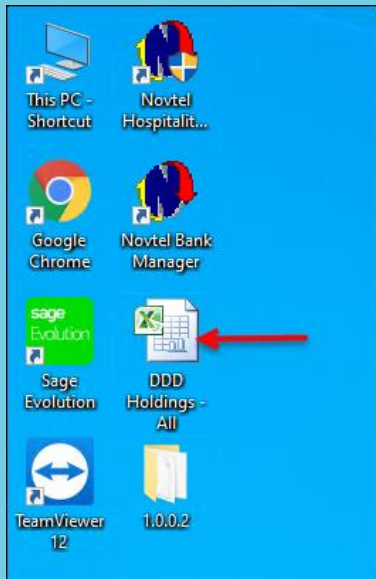
Current Bank Balance: 780 741.00
Reconciled Total: 15 728.07
Outstanding Cheques: -5 828.00
Unreconciled Difference: 770 840.93

Import Data Export to Excel Save Data

Export Success

File successfully exported.

OK



The Excel file is displayed as follows:

CBID	CDName	Date	TypeID	Type	TTType	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Amount
106349	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		LR Body Corporate	Acc Payment		999		
102576	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		AM (PTY) Ltd	Transfer from Std Bank Cheque acc		999		
109851	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		CH Home Owners Association	Acc Payment	Inv 100154	999		
106689	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		PR Body Corporate	Acc Payment	Inv 100138	999		
106250	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		CL Body Corporate	Acc Payment	Inv 100117	999		
106696	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		CL Body Corporate	Acc Payment	Inv 100135	999		
106688	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		KH Body Corporate	Acc Payment	Inv 100090	999		
105915	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		KH Body Corporate	Acc Payment	Inv 100	999		
109852	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		Tle Body Corporate	Acc Payment	Inv 100132	999		
106687	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		CL Body Corporate	Acc Payment	Inv 100087	999		
105902	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		BV Body Corporate	Acc Payment	Inv 10081	999		
106348	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		ZZZ Holdings (PTY) Ltd	Loan		999		
90591	262	2020/05/27 0:00	6	EFT Deposit	Credit	Credit		EAAB	Registration Fee		999		
90666	262	2020/05/27 0:00	1	EFT Payment	Debit	Debit		Council for Deb Collectors	Registration Fee		999		
90667	262	2020/05/27 0:00	1	EFT Payment	Debit	Debit		First National Bank	Trf to investment acc - 74643		999		
110098	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
109528	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
98337	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
98339	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
93244	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
109684	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999		
94997	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999	Gordons Bay	
98338	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999		
100713	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fee	999		

9.2 Exporting Search Results

Date	Type	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Erf / Unit No	Amount	VAT	Net Amount	Outstanding
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			2.70		-2.70	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00		-44.00	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00		-44.00	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			63.38		-63.38	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			80.00		-80.00	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	Service Fees	999	Gordons Bay		82.50		-82.50	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	Service Fees	999			82.50		-82.50	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	Service Fees	999			82.50		-82.50	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	Service Fees	999			87.50		-87.50	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	Service Fees	999			87.50		-87.50	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fee	999			111.55		-111.55	
2020/05/27	Debit Or...	Debit		First National Bank	Bank Charges	OBE Fees	999			151.81		-151.81	
2020/05/27	EFT Paym...	Debit		EAAB	Registration Fee		999			250.00		-250.00	

The required search results can also be exported to Excel, and the Excel file will only list the items displayed on the screen in Bank Manager.

CBID	CDName	Date	TypeID	Type	TTType	Reference	Evo Ref	Payee Details	Description	Invoice Details	Project	Area / Development	Erf / Unit No	Amount
109528	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			2.70
98337	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00
98339	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			44.00
93244	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			63.38
109684	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			80.00
94997	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999	Gordons Bay		82.50
98338	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999			82.50
100713	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999			87.50
105900	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fee	999			87.50
106690	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	Service Fees	999			111.55
105901	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fee	999			151.81
109527	262	2020/05/27 0:00	2	Debit Order	Debit	Debit		First National Bank	Bank Charges	OBE Fees	999			

The advertisement features a central logo for Novtel, consisting of a blue globe with a red orbital ring. Below the logo, the text "Novtel®" is written in a large, red, serif font, and "Product Range" is written in a large, black, cursive font. The background is a light blue gradient with abstract white and blue circular patterns. Seven business-related images are arranged around the central logo, each with a corresponding service label in a curved banner:

- Hospitality**: A man in a grey suit holding a small silver trophy.
- Property Management**: A woman holding a small model house.
- Vehicle Hire**: A woman holding a set of car keys.
- Equipment Hire**: A man holding a small yellow tractor.
- Relations Management**: A group of five smiling people.
- Contract Management**: A woman talking on a phone while looking at a laptop.
- Self Storage**: A man in a white shirt and blue tie holding a clipboard.

At the bottom left, there is a small text credit: "Background Image designed by: www.freepik.com">Designed by coolvector".