

The Basics of the Restaurant POS System

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Hospitality Management – Restaurant POS

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Introduction



Introduction

Novtel Hospitality is a comprehensive system by which the entire facility can be managed.

From the Restaurant POS System, the following actions can be taken:

- ✓ Selling from the Table Sitting; Takeaways; Deliveries and Bar tabs
- ✓ Processing Account Payments
- ✓ Selling Event Tickets
- ✓ Converting Event Reservations into Tickets
- ✓ Selling items from the Retail POS system accessed from the Restaurant to produce a single invoice

Novtel integrates with Sage Pastel and Sage Evolution, and detailed financial reporting is obtained from the financial system when transactions are performed from Novtel.

In this document, we will focus on key features associated with the Restaurant POS system as part of the Novtel Hospitality software package.



Introduction

The following posting methods are available with Novtel's Restaurant POS System:

- **Cash Sales**

These sales require immediate payment.

- **'On Account' Sales**

The Customer can either:

- ✓ Pay immediately
- ✓ Settle the account on the agreed date – such as on the last day of the month
- ✓ Or make a payment when the Credit Limit set on their account, has been reached

- **In-House sales**

When a guest is checked in for accommodation, items purchased from the Restaurant or Bar can be billed to the reservation for payment upon departure.

- **In-House Group sales**

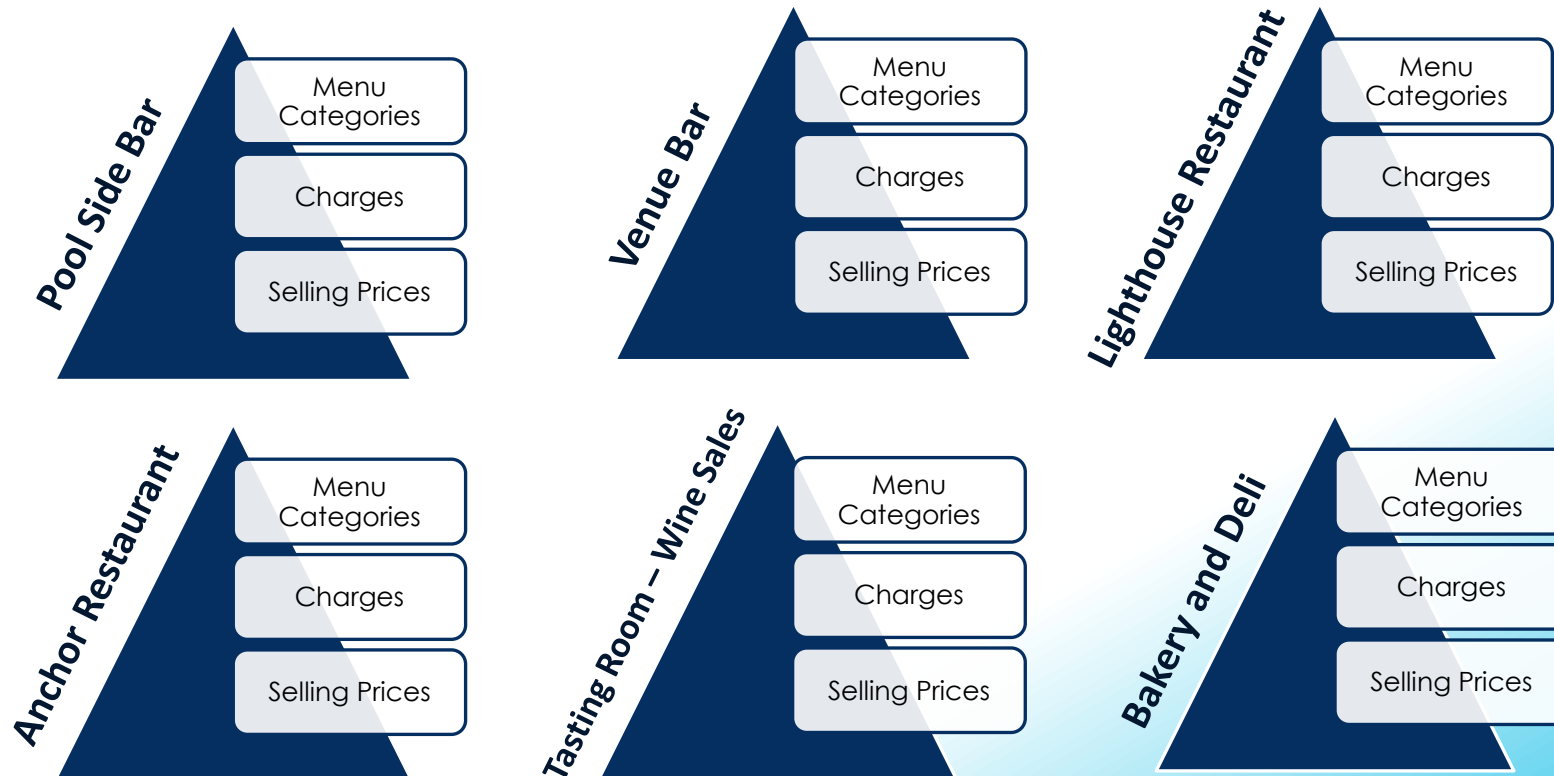
This posting method is used when a person or company is liable for the payment of all Guests linked to the Group and checked into the facility.



Introduction

Multiple Restaurants can be managed with this one system, by setting up:

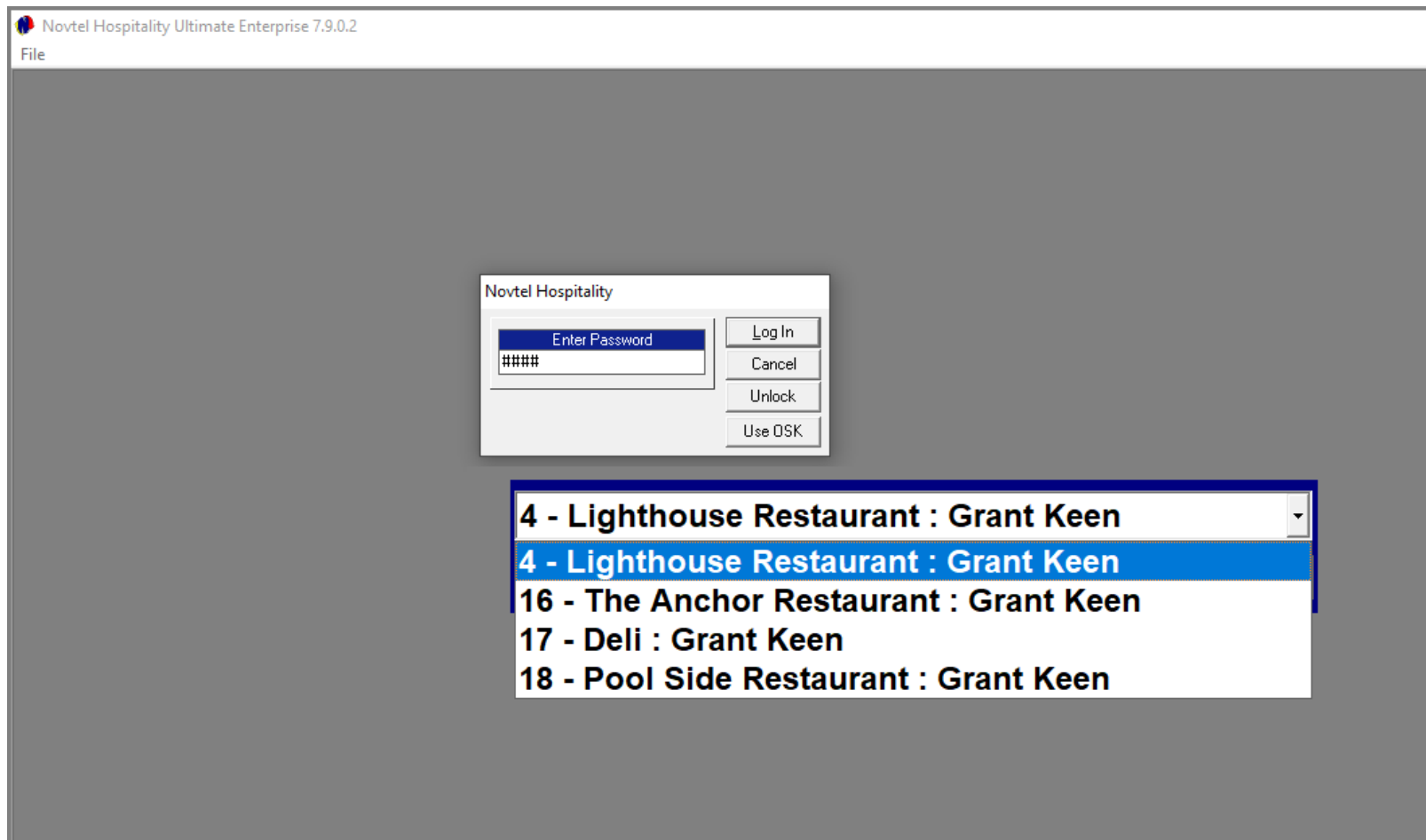
- ✓ Individual departments
- ✓ Creating dedicated menu categories per Department
- ✓ Linking charges and selling prices to each menu category and department





Introduction

Multiple User profiles can be created per person, and access granted to the required Department by means of a Master Password or Fingerprint.





Introduction

Set up Discount Structures per Customer Category – where applicable – and the discounted price will be charged automatically from the Bar, Restaurant and / or Shop's POS System.





Introduction

Create Restaurant POS Specials to be charged automatically at the set days / dates / times.

200g Rump Steak and Chips
Normal Price = R150.00

Special Price Every
Monday
from 11am to 2pm
= R125.00

Edit Special

Description: 200g Rump Steak and Chips

In Effect :

Description	Start	End
Daily	11:00:00	14:00:00

Add Remove

Type: Time Start: Time End:

Accept Cancel



Introduction

Edit Charge

Code: COK010
Description: Coke 350ml
Barcode:

☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☒ Master Price
☐ Blocked

General Properties Voucher **Price Update** Foreign Currency Activity Tracker

Update Cost Price Update Selling Price Update VAT/Tax Code ☒ Select All Select None

	Code	Description	Rate Type	Cost Excl	Selling Incl	
0	COK002	Coke 350ml	Shop	5.00	12.00	
1	HRCOKE01	Coke 350ml	Menu	0.00	10.00	
2	LRCOKE01	Coke 350ml	Menu	0.00	14.00	
3	ARCOKE350ML	Coke 350ml	Menu	0.00	15.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	
				0.00	0.00	

<< First < Previous Next > Last >> Apply Changes

Accept Pastel Inventory Code: COK002 Coke 350ml Cancel

View Audit Log Multi Store code for retrieving Cost Price: 001

As only 1 Menu Category can be linked per charge, and different multi-stores may apply, a charge must be created multiple times with unique codes for each to be linked to the applicable Restaurant and or Bar Department to make it available for selection.

Selling prices may differ per Department.

Novtel incorporates the functionality to create a 'Master Price' charge, and link all of the same items to this charge code – provided that the Pastel Inventory Code is the same for all.

From the Master Price Charge, the cost and selling prices can be updated simultaneously when changes occur.



Introduction

If set up, a Restaurant or Bar User can only perform certain actions if a Supervisor gives consent by either entering their password or scanning their fingerprint.

The following are examples for which supervisor permission may be necessary:

- ✓ Printing or reprinting the bill
- ✓ Removing Items from the bill
- ✓ Transferring a Table from one User to another
- ✓ Reprinting the Preparation note
- ✓ On Account Postings
- ✓ In-House Postings
- ✓ In-House Group Postings
- ✓ Closing a table and cashing up a sale
- ✓ Cashing up a User's Shift

On a Global level, the following can be allowed or denied for all Departments using the Restaurant POS System:

- ✓ Closing a Table without Transactions
- ✓ No Charge Transactions
- ✓ Using the Bulk Quantity option
- ✓ Setting up and Forcing the Use of Agent Codes
- ✓ Setting up and Forcing the Use of Cost Codes for specific Agents
- ✓ Set up and allow a maximum discount percentage
- ✓ Setting up a Fixed Gratuity Percentage to be added to all Restaurant and Bar Transactions
- ✓ Allow Multiple Shifts per POS User
- ✓ Customer Note Editing or Deleting when a Customer Master File is selected on the 'In-House'; 'In-House Group; and 'On Account' tender methods
- ✓ Activate the use of the Special Preparation Note
- ✓ Activating the use of a Dedicated Cashier
- ✓ Notify the Kitchen or Bar of Cancelled Order Items
- ✓ Enabling the Selling Price on Buttons



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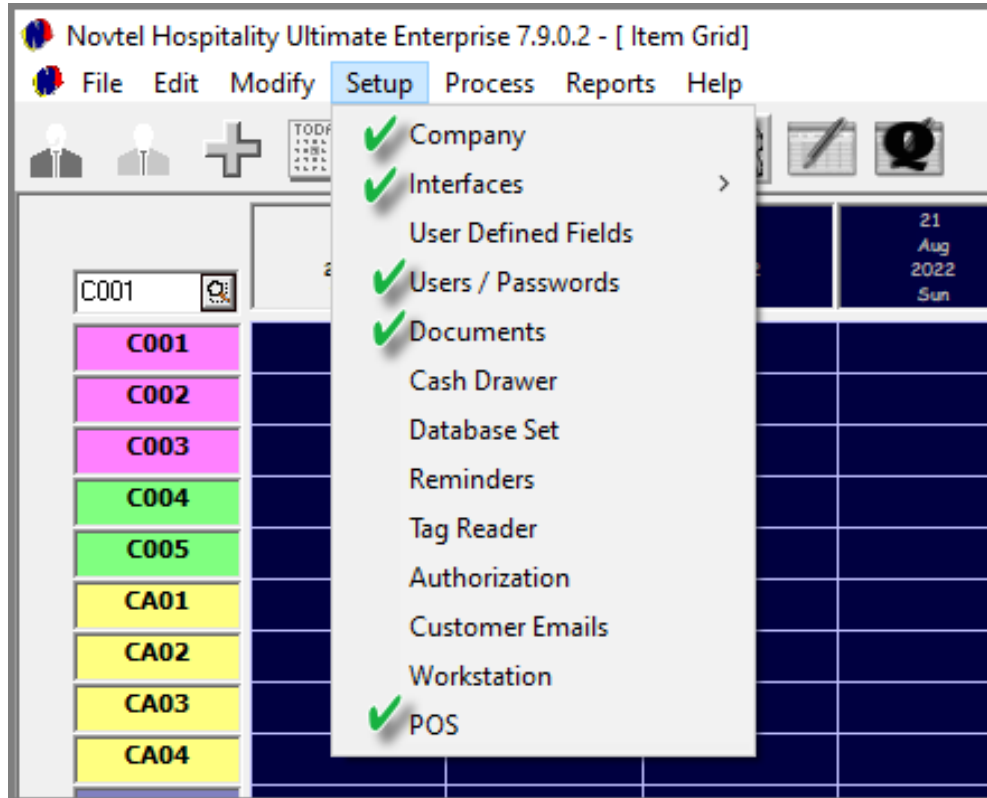
Hospitality Management – Restaurant POS

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Company and Restaurant POS Setup



Company and Restaurant POS Setup



From the Setup Menu option, the following setup procedures must be performed:

➤ **Company:**

- ❖ The company details and financial tabs are especially important.

➤ **Interfaces:**

- ❖ Here, the Company's Accountant **MUST** be involved, since the settings determine which accounts in the financial system will be affected.

➤ **Users and Passwords:**

- ❖ System Users are to be set up. Administrators; Supervisors and Restaurant Users must be created. For Restaurant Users, the specific Department (Restaurant) where they are employed, must be selected.
- ❖ Pre-created 'Gratuity' Charges (No Tax) must exist to be selected on a Restaurant or Bar User's Master File.

➤ **Documents:**

- ❖ The required POS Invoice Slip Layout must be selected, and document notes captured to be displayed on the documents.



Company and Restaurant POS Setup

POS Setup

Front Desk/Shop

Enable Discount ☒ Use Default POS Shop ☐
Max Discount Percentage 5 Show Inventory Details ☐
Print Access Permit ☐ Enable Quick Scan ☐
Display Footnote on Front Desk Documents ☒ Remove item without Supervisor permission ☒
Display Footnote on Shop Documents ☒ Force Cost Code for specific Agent (Front Desk) ☐
Force Cost Code for specific Agent (Shop) ☐

In House Charge

Allow Back Posting of In-House Charges ☒ Allow In-House Transactions for Departed Reservations (Supervisor) ☒
Restaurant/Bar In House Charge Code INH001 Inhouse Restaurant Transaction Clear
POS/Shop In House Charge Code INH002 Inhouse Shop Transaction Clear
POS/Shop In House Payout/Credit Note CRE002 Credit Issued Clear

Restaurant/Bar

Print Bill with Supervisor permission ☒ Allow close table without Transactions ☒ On Account Transaction with Supervisor permission ☐
Reprint Bill with Supervisor permission ☒ Display Footnote on Bar Documents ☐ In-House Transaction with Supervisor permission ☐
Remove item without Supervisor permission ☐ Display Footnote on Restaurant Documents ☐ In-House Group Transaction with Supervisor permission ☐
Remove item with Supervisor permission After Bill ☐ Set Focus on Payment instead of Gratuity ☒ Enable Quick Scan ☐
Print Bill/Receipt combination instead of Receipt ☒ Allow No Charge Transactions ☒ Display Selling Price on buttons ☒
Print Kitchen slip on Kitchen and Waitron printer ☐ Use Bulk Quantity (Touch-Screen keypad) All Departments ☐ Close Table With Supervisor Permission ☐
Enable Confirmation Before Printing Bill/Receipt ☐ Table Transfer With Supervisor Permission ☐ Fixed Gratuity Percentage 0
Hide POS Package Details On Bill/Invoice ☐ Force Cost Code for specific Agent (Restaurant) ☐ Dedicated Cashier ☐
Allow Restaurant/Bar Discount ☐ Reprint Preparation With Supervisor Permission ☐ Delay after Card Read (Seconds) 0
Discount with Supervisor permission ☒ Activate Special Preparation Note ☒ Notify Kitchen/Bar of Cancelled Order Items ☒
Number of Tables 50 Keep Only Latest Special Preparation Note ☒ Max Discount Percentage 10

Restaurant Accommodation Packages

Allow Extra Charges On Accommodation Package Items ☐

General

Posting of Shortages/Over Journal by Supervisor Shift Cashup ☐ Display Receipt as Invoice (Not recommended) ☐
Hide Shift totals on Money count ☐ Negative Stock NOT allowed (Evolution Interface Global) ☐
Use Detailed Shift Report (Unchecked - Detailed Cash Split Report) ☐ Allow Multiple Shifts For POS User ☐
Supervisor Cashup - Force Negative Stock Validation ☐ Hide Daily Takings Button (Shift Cash Up) ☐
Supervisor Cashup - Negative Stock Validation per Shift ☐

Accept Cancel

➤ POS Setup:

- ❖ The number of tables are to be set up in the restaurant, as transactions are performed per table.
- ❖ All other settings must be considered carefully; implemented and saved.



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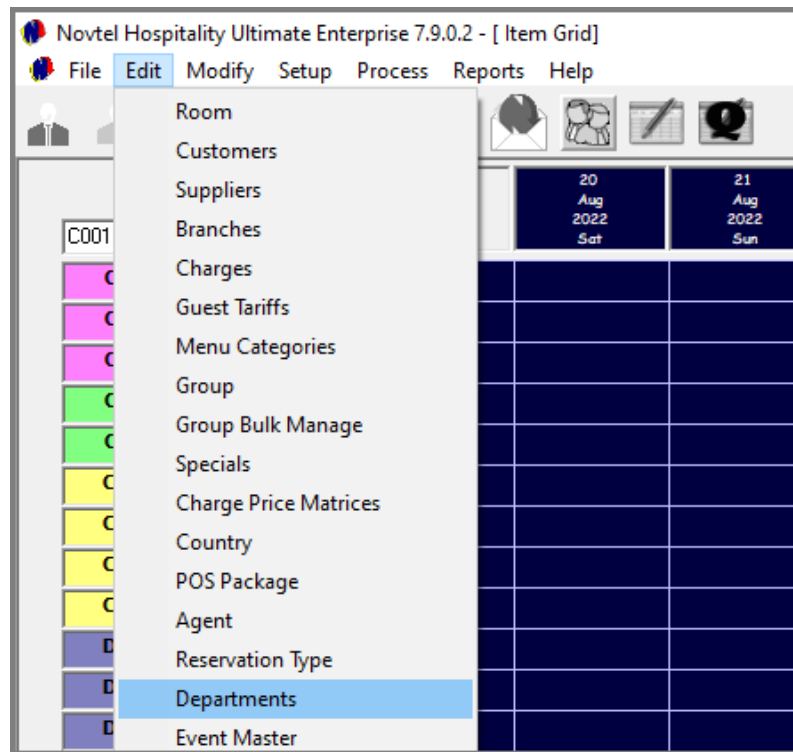
Setting up Restaurant Departments



Setting Up Restaurant Departments

Multiple Departments can be created – each linked to a specific Multi-Store or Warehouse in the Financial System - if required.

By creating each restaurant as a Department, a unique set of menu categories and charges can be created for each Department and accessed by the applicable Users employed at the various Departments.



To create a new 'Department', click 'Add'.





Setting Up Restaurant Departments

Add Departments

Department Code **1** 9

Description **2** Hotel Restaurant

Department Related To Restaurant Module **3** ☒

Restaurant Module Settings

Display Stock On Hand ☐

Use Department Menu ☐

Options below only active if not set global at Setup POS

Negative Stock NOT allowed (Evolution Interface) ☐

Use Bulk Quantity (Touch-Screen keypad) ☒

Accept Cancel

Departments

Code	Description
1	Lighthouse Restaurant
2	Curio Shop
3	Wine Tasting Room
4	Deli
5	The Anchor Restaurant
6	Pirates Pub
8	Pool Side Restaurant
9	Hotel Restaurant

Add Edit Delete Close

1. A Unique Department Code is to be entered in the first field.
2. Next, the department's description is required. We recommend that the description is entered as the restaurant or bar's name.

The following will be linked to Departments:

- ✓ Menu Categories and Charges.
 - ✓ Users to access the Department's unique set of buttons to perform transactions.
3. Since the department is related to the Restaurant module, this checkbox is to be selected – which will activate the 'Restaurant Module Settings' below it.

Per Department, the following options can be activated if required, by ticking the relevant option(s):

- Display Stock On Hand
- Use Department Menu (For an extra level of buttons on the Restaurant or Bar menu)

Please note that the 'Negative Stock NOT allowed (Evolution Interface)', and 'Use Bulk Quantity (Touch Screen Keypad)' options can only be activated per selective Department if not globally activated in the 'Setup – POS' screen.

Clicking 'Accept', the Department has been created successfully.



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Creating Menu Categories



Creating Menu Categories

The Restaurant POS System can be set up to either contain 2 or 3 levels.

To activate an extra level of buttons to be created, the 'Use Department Menu' option must be selected on the Department Master File:

- ✓ Level 1: Department Level Menu Category
- ✓ Level 2: Category Level Menu Categories
- ✓ Level 3: Charges

Level 1 Categories may include grouping options such as:

- | | |
|---|---|
| ☐ Main Meals | ☐ Alcoholic Drinks |
| ☐ Deserts | ☐ Hot Drinks |
| ☐ Kiddies Meals | ☐ Cold Drinks and Juices |
| ☐ Kiddies Drinks | |





Creating Menu Categories

As we have not activated the 'Department Menu' option on the Department, there will only be 1 Level of Menu Categories, and charges linked to each respectively.

This means that all Menu Categories will be listed as follow in the Restaurant Module:

The screenshot displays the Restaurant Module interface. At the top, there is a navigation bar with icons for a calendar, a lightning bolt, a plus sign, a minus sign, a left arrow, and a right arrow. Below this is a grid of menu categories:

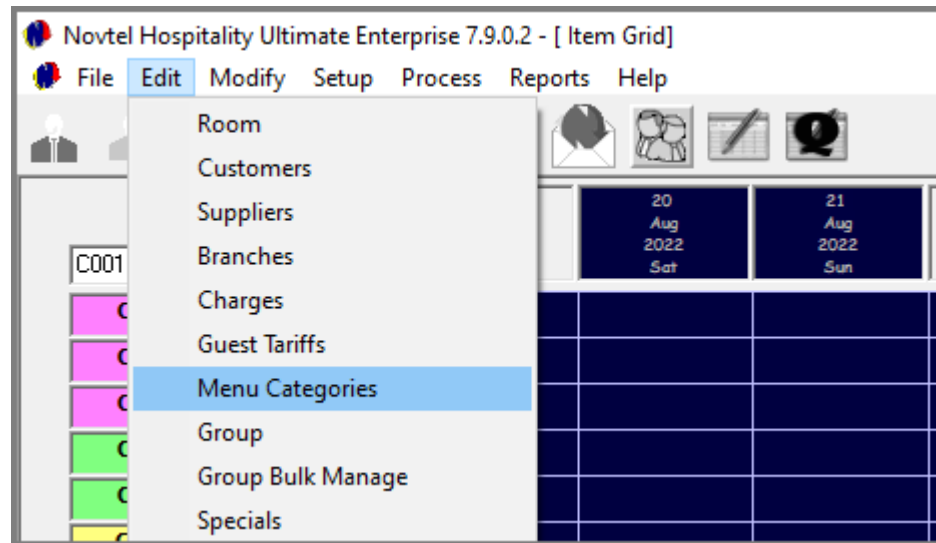
Beers	Beverages - Hot	Beverages - Milkshakes	Beverages - Soft Drinks	Breakfast	Burgers	Conferencing	Delivery
Deserts	School Lunch Packs	Pastas	Pizzas	Salads	Seafood	Steaks and Ribs	Toasted Sandwiches
Vouchers	Venue Meals	Wines - Red	Wines - White				

On the right side, there is a table with the following columns: DESCRIPTION, QTY, and PRICE. The table is currently empty. Below the table, there are buttons for 'NC ALL', 'NC', and arrows for navigation. A red '0.00' is displayed at the bottom right of the table area.

At the bottom of the screen, there is a navigation bar with buttons for 'Sale Cash Up', 'Print Bill', 'Print Group', 'Print Kitchen', 'Line Discount', 'Document Discount', 'TENDER - CASH', 'Drawer', and 'Accept'.



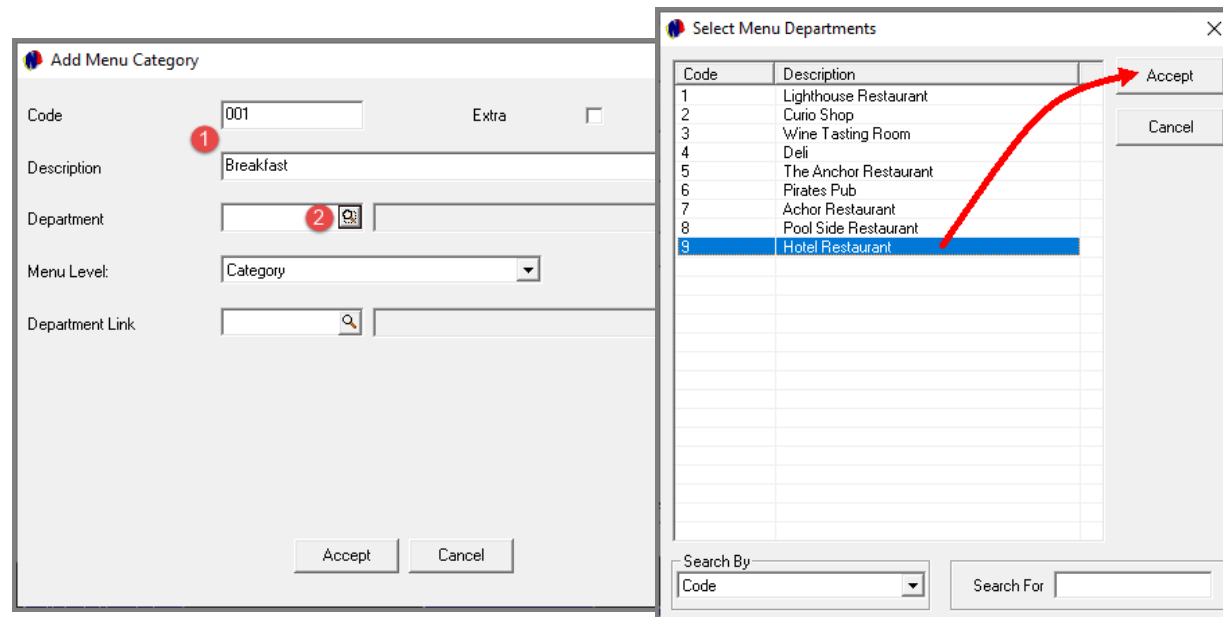
Creating Menu Categories



Menu Categories for a specific Department are created to group certain items together.

This means that a button can be created as 'Breakfast', and all breakfast Charges can be linked to the same button.

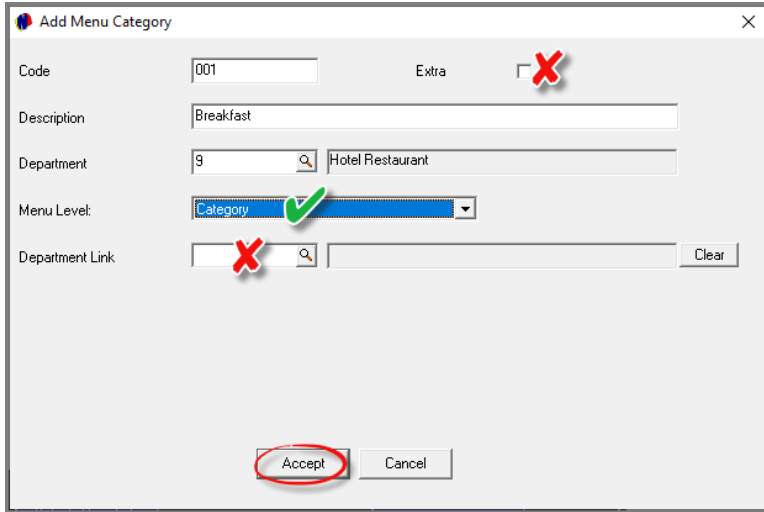
From the 'Edit' menu, select 'Menu Categories', and click 'Add' in the 'Menu Categories Setup' screen.



1. A Unique Code and Description is to be created first.
2. The specific Department where this button is to be added, must now be selected. In this case, Department 9 - the Hotel Restaurant'.



Creating Menu Categories



The 'Add Menu Category' dialog box is shown. It contains the following fields and controls:

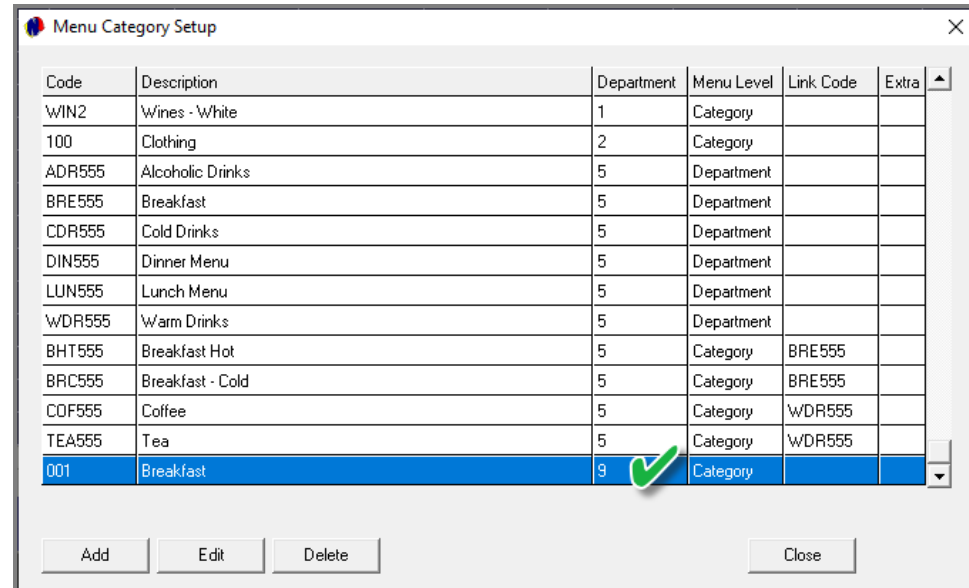
- Code:** 001
- Extra:** ☐ (marked with a red X)
- Description:** Breakfast
- Department:** 9 (Hotel Restaurant)
- Menu Level:** Category (selected, marked with a green checkmark)
- Department Link:** (empty, marked with a red X)
- Buttons:** Accept (circled in red), Cancel

The 'Menu Level' is selected as 'Category' since we have not opted for an extra level of buttons in this Department, and therefore, the 'Department Link' is not applicable.

The 'Extras' option is not selected, since it is not applicable to this menu category.

Clicking 'Accept', the Menu Category is created and linked to Department 9.

To create all other Menu Categories for this Department, simply repeat the process.



The 'Menu Category Setup' table displays the following data:

Code	Description	Department	Menu Level	Link Code	Extra
WIN2	Wines - White	1	Category		
100	Clothing	2	Category		
ADR555	Alcoholic Drinks	5	Department		
BRE555	Breakfast	5	Department		
CDR555	Cold Drinks	5	Department		
DIN555	Dinner Menu	5	Department		
LUN555	Lunch Menu	5	Department		
WDR555	Warm Drinks	5	Department		
BHT555	Breakfast Hot	5	Category	BRE555	
BRC555	Breakfast - Cold	5	Category	BRE555	
COF555	Coffee	5	Category	WDR555	
TEA555	Tea	5	Category	WDR555	
001	Breakfast	9	Category		

Buttons at the bottom: Add, Edit, Delete, Close. A green checkmark is visible next to the last row (001 Breakfast).



Creating Menu Categories

Menu Category Setup					
Code	Description	Department	Menu Level	Link Code	Extra
TEA555	Tea	5	Category	WDR555	
001	Breakfast	9	Category		
002	Beverages - Beer	9	Category		
003	Beverages - Hot	9	Category		
004	Beverages Cold	9	Category		
005	Pizzas	9	Category		
006	Burgers	9	Category		
007	Ribs and Steaks	9	Category		
008	Pastas	9	Category		
009	Salads	9	Category		
010	Deserts	9	Category		
011	Wines - Red	9	Category		
012	Wines - White	9	Category		

Buttons: Add, Edit, Delete, Close

We have created 12 Menu Categories (Buttons) under the 'Hotel Restaurant's' POS system.

Logging into this POS System, and opening a table sitting, the Menu Categories are displayed as set up.

The POS system interface displays a table setup for Table 24. The menu categories are organized into two rows of buttons:

- Row 1: Breakfast, Beverages - Beer, Beverages - Hot, Beverages Cold, Pizzas, Burgers, Ribs and Steaks, Pastas
- Row 2: Salads, Deserts, Wines - Red, Wines - White

The interface also includes a top bar with navigation icons, a bottom bar with transaction buttons (Sale Cash Up, Print Bill, Print Kitchen, Line Discount, Document Discount, TENDER - CASH, Drawer, Accept), and a right sidebar with a table description and price.



Creating Menu Categories - EXTRAS

Add Menu Category

Code: 050 ☒ Extra

Description: Preparation - Meat

Department: 9 Hotel Restaurant

Menu Level: Category

Department Link: Clear

Accept Cancel

In Novtel, specific preparation methods; extra items to be added to a meal, and even food allergies can be linked per plate for the attention of the chef.

To achieve this, Menu Categories – classified as ‘Extra’ – must have been pre-created.

If the ‘Extra’ checkbox is selected on a Menu Category, the ‘Menu Level’ and ‘Department Link’ options are deactivated.

Menu Category Setup

Code	Description	Department	Menu Level	Link Code	Extra
005	Pizzas	9	Category		
006	Burgers	9	Category		
007	Ribs and Steaks	9	Category		
008	Pastas	9	Category		
009	Salads	9	Category		
010	Deserts	9	Category		
011	Wines - Red	9	Category		
012	Wines - White	9	Category		
050	Preparation - Meat	9	Category		✓
051	Preparation - Eggs	9	Category		✓
052	Preparation - Fish	9	Category		✓
053	Food Allergies	9	Category		✓
054	Add	9	Category		✓

Add Edit Delete Close



Creating Menu Categories - EXTRAS

The screenshot shows a POS system interface with a blue background. At the top, there is a navigation bar with icons for a notepad, a lightning bolt (highlighted with a green arrow), a plus sign, a minus sign, a left arrow, and a right arrow. Below this, there is a grid of buttons: 'Preparation - Meat', 'Preparation - Eggs', 'Preparation - Fish', 'Food Allergies', and 'Add'. On the right side, there is a panel for 'Table 24' showing a list of items. The first item is 'Hotel Buffet Breakfast - Adults' with a price of 180.00. Below this is a 'DESCRIPTION' header. At the bottom of the panel, there is a '1 of 1' indicator and a 'NC ALL' button. The total amount '180.00' is displayed in red. At the very bottom, there is a row of buttons: 'Sale Cash Up', 'Print Bill', 'Print Group', 'Print Kitchen', 'Line Discount', 'Document Discount', 'TENDER - CASH', 'Drawer', and 'Accept'.

‘Extra’ Menu Categories will not appear with the ‘Non-Extra’ categories.

These are only accessible from the activated ‘Lightning Bolt’ button – as we will explain in another chapter.



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**Creating Charges and Linking it to
the Applicable Menu Categories**



Creating Charges

Different types of charges to be used in the Restaurant POS system can be created in Novtel.

Novtel Hospitality Ultimate Enterprise 7.9.0.2 - [Item Grid]

File Edit Modify Setup Process Reports Help

Room
Customers
Suppliers
Branches
Charges
Guest Tariffs
Menu Categories
Group
Group Bulk Manage

Code Description Amount

BBRE01	Buffet Breakfast	
BD001	Bad Debt Write-Off	
BEER01	Windhoek Light 375ml	
BEER02	Windhoek Lager 375ml	
BEER03	Castle Light 375ml	
BEER04	Castle Lager 375ml	
BRE001	Sunrise Breakfast	
BRE002	Farmers Breakfast	
BRE003	Bankers Breakfast	
BRE004	Plain Omelette and Toast	
BRE005	Breakages	
BRE010	Breakfast Included	
BUF001	Buffet Breakfast - Adults	
BUF002	Buffet Breakfast - Children	
BUF555	Breakfast Buffet	
BUR001	Cheese Burger and Chips	
BUR002	Pepper Burger and Chips	

Sort By: Code Search

Code: Description: Charges:

Add New Edit Delete

From the 'Edit' menu, click 'Charges', and click 'Add New' in the 'Charge Setup' window.

Add New Charge

Code: HRBUR001 Description: Hamburger and Chips Barcode:

☒ Create Item In Pastel ☒ Physical Item
☒ Display On Invoice ☐ Use Custom Rate
☐ Service Charge Item ☐ Master Price
☐ Event Item ☐ Blocked

General Properties Voucher Price Update Foreign Currency Activity Tracker

Allow Tax ☒ 15 - Vat - Standard rated (15%)

Cost Price Excl: 0.00 Markup %: 0.00
Charge Incl: 85.00 Charge Excl: 73.91

User Defined Field 1: User Defined Field 2: User Defined Field 3: User Defined Field 4: User Defined Field 5:

Customer Category: 0 - No category

Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)

Accept Pastel Inventory Code: View Audit Log Multi Store code for retrieving Cost Price: Cancel

The Charge code must always be unique, but if allowed, the description does not have to be – meaning that the same description can be allocated to a charge to be linked to another Restaurant too.

The selling price is entered in the 'Charge Including' field.



Creating Charges – Menu Items

Add New Charge

Code: HRBUR001
Description: Hamburger and Chips
Barcode: []

☒ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

Properties

☐ POS Item
☐ Bar Item
☐ Shop Item
☒ **Menu Item**
☐ Component Item
☐ Payout Item
☐ Scale Item
☐ Refundable Charge Item
☐ Recipe Item

POS Category: []

Breakfast ☐ Lunch ☐ Dinner ☐ Other ☐ Not Meal ☐

Department: []

POS Menu Categories

Code	Description	Dept
100	Clothing	2
ADR555	Alcoholic Drinks	5
BHT555	Breakfast Hot	5
BRC555	Breakfast - Cold	5
BRE555	Breakfast	5
CDR555	Cold Drinks	5
COF555	Coffee	5
DIN555	Dinner Menu	5
LUN555	Lunch Menu	5
TEA555	Tea	5
WDR555	Warm Drinks	5
001	Breakfast	9
002	Beverages - Beer	9
003	Beverages - Hot	9
004	Beverages Cold	9
005	Pizzas	9
006	Burgers	9
007	Ribs and Steaks	9
008	Pastas	9
009	Salads	9
010	Deserts	9
011	Wines - Red	9
012	Wines - White	9

Search By: Code Search For: []

Accept Cancel

A charge classified as a Menu Item, is linked to the applicable pre-created menu category – which in turn, is linked to a specific Department.

The charge will then be available for selection in the specified Department, and under the selected Menu Category.

Add New Charge

Code: HRBUR001
Description: Hamburger and Chips
Barcode: []

☒ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

Properties

☐ POS Item
☐ Bar Item
☐ Shop Item
☒ **Menu Item**
☐ Component Item
☐ Payout Item
☐ Scale Item
☐ Refundable Charge Item
☐ Recipe Item

POS Category: 006
Burgers
Split Bulk QTY Items For Preparation: []

Breakfast ☐ Lunch ☒ Dinner ☐ Other ☐ Not Meal Type ☐

Department: 9 Hotel Restaurant

Accept Cancel

View Audit Log

Pastel Inventory Code: []
Multi Store code for retrieving Cost Price: []



Creating Charges – Component Items

Component Items are created in order to link the following to a specific plate as instruction to the chef when the order is printed in the kitchen:

- ✓ A specific meat / fish / eggs preparation method (Non-Chargeable).
- ✓ To add an extra item such as fries; toast; sausage, etc. which is chargeable and is linked to a Menu Item.
- ✓ To remove an item as requested by the Guest.
- ✓ To inform of a specific food allergy.



Creating Charges – Component Items – NON-Chargeable

The screenshot shows the 'Add New Charge' window with the following details:

- Code: HRPREP001
- Description: Eggs Sunny-Side Up
- Barcode: (empty)
- Properties tab selected.
- Checkboxes: ☒ Create Item In Pastel, ☒ Display On Invoice, ☐ Physical Item, ☐ Use Custom Rate, ☐ Service Charge Item, ☐ Master Price, ☐ Event Item, ☐ Blocked.
- POS Category: (empty)
- Department: (empty)
- Buttons: Accept, View Audit Log, Pastel Inventory Code, Multi Store code for retrieving Cost Price.

The 'POS Extra / Component Categories' window is open, showing a list of categories:

Code	Description	Dept
EXT	Add Extras	1
FAL001	Food Allergies	1
PRE	Meat Preparation	1
PRE002	Eggs Preparation	1
PRE003	Fish Preparation	1
REX01	Remove Item	1
050	Preparation - Meat	9
051	Preparation - Eggs	9
052	Preparation - Fish	9
053	Food Allergies	9
054	Add	9

A red arrow points from the 'Component Item' checkbox in the 'Add New Charge' window to the '051 Preparation - Eggs' row in the 'POS Extra / Component Categories' window.

When classifying a charge as a 'Component Item', only Menu Categories for which the 'Extra' checkbox was ticked, will be available for selection.

Ensure the correct menu category – as linked to the relevant Department – is selected here.

In this case, it is the Egg Preparation Extra Category.

Please note that no price is applicable to these items, and even though it is not an actual charge in the true sense of the word, it must be linked to an Inventory Category in the financial system to prevent the Cashup process from failing.

We recommend that a single 'Preparation' inventory item be set up for ALL Novtel preparation and food allergy charges to be linked to it.



Creating Charges – Component Items – Chargeable

Add New Charge

Code: HREXT001
Description: Extra Fries
Barcode:

☐ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

Menu Item | **Properties** | Voucher | Price Update | Foreign Currency | Activity Tracker

☐ POS Item
☐ Bar Item
☐ Shop Item
☐ Menu Item
☒ Component Item
☐ Payout Item
☐ Scale Item
☐ Refundable Charge Item
☐ Recipe Item

POS Category:

Breakfast ☐ Lunch ☐ Dinner ☐ Not Me

Department:

Pastel Inventory Code:

Multi Store code for retrieving Cost Price:

Database Path: C:\Users\U...

POS Extra / Component Categories

Code	Description	Dept
EXT	Add Extras	1
FAL001	Food Allergies	1
PRE	Meat Preparation	1
PRE002	Eggs Preparation	1
PRE003	Fish Preparation	1
REX01	Remove Item	1
050	Preparation - Meat	9
051	Preparation - Eggs	9
052	Preparation - Fish	9
053	Food Allergies	9
054	Add	9

Accept | Cancel

Items to be added to a meal, and which are chargeable, will also be classified as a 'Component' item, and linked to an 'Extra' Menu Category.

In addition, the charge must be linked to an existing charge in the 'Menu Item' tab.

When this item is added to a meal, the price will also be added to the bill.

Add New Charge

Code: HREXT001
Description: Extra Fries
Barcode:

☐ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

Menu Item | Properties | Voucher | Price Update | Foreign Currency | Activity Tracker

Menu Item: Clear Menu Item

Select Charge

Code	Description	Excl	Tax	Incl
ADD001	Fries - Half Portion	13.04	1.96	15.00
ARCOK...	Coke 350ml	13.04	1.96	15.00
BAC001	Bacon	13.04	1.96	15.00
BBRE01	Buffet Breakfast	108.70	16.30	125.00
BEER01	Windhoek Light 375ml	21.74	3.26	25.00
BEER02	Windhoek Lager 375ml	21.74	3.26	25.00
BEER03	Castle Light 375ml	21.74	3.26	25.00
BEER04	Castle Lager 375ml	21.74	3.26	25.00
BRE001	Sunrise Breakfast	34.78	5.22	40.00
BRE002	Farmers Breakfast	60.00	9.00	69.00
BRE003	Bankers Breakfast	77.39	11.61	89.00
BRE004	Plain Omelette and Toast	43.48	6.52	50.00
BUF001	Buffet Breakfast - Adults	130.43	19.57	150.00
BUF002	Buffet Breakfast - Children up to 15	69.57	10.43	80.00

Accept | Cancel



Creating Charges - Vouchers

The 'Add New Charge' dialog box is shown with the 'Properties' tab selected. The 'Code' field contains 'HRV00U001' and the 'Description' is 'Hotel Restaurant Voucher'. The 'Barcode' field is empty. The 'Create Item In Pastel' checkbox is checked. The 'Display On Invoice' checkbox is checked. The 'Use Custom Rate' checkbox is checked. The 'Physical Item' checkbox is unchecked. The 'Service Charge Item' checkbox is unchecked. The 'Master Price' checkbox is unchecked. The 'Event Item' checkbox is unchecked. The 'Blocked' checkbox is unchecked. The 'POS Item' checkbox is unchecked. The 'Bar Item' checkbox is unchecked. The 'Shop Item' checkbox is unchecked. The 'Menu Item' checkbox is checked. The 'Component Item' checkbox is unchecked. The 'Payout Item' checkbox is unchecked. The 'Scale Item' checkbox is unchecked. The 'Refundable Charge Item' checkbox is unchecked. The 'Recipe Item' checkbox is unchecked. The 'POS Category' is '013'. The 'Split Bulk QTY Items For Preparation' checkbox is unchecked. The 'Breakfast' radio button is selected. The 'Lunch' radio button is selected. The 'Dinner' radio button is selected. The 'Other' radio button is selected. The 'Not Meal Type' radio button is selected. The 'Department' is '9' and 'Hotel Restaurant'.

A single Voucher charge can be created, and the 'Custom Rate' option selected in order to sell it at a specific amount – as requested by the Guest.

The Voucher will be classified as:

- ✓ A 'Menu Item' in the 'Properties' tab and linked to the 'Vouchers' Menu Category.
- ✓ A Voucher Item in the 'Voucher' tab, and the relevant settings entered.

The 'Add New Charge' dialog box is shown with the 'Voucher' tab selected. The 'Code' field contains 'HRV00U001' and the 'Description' is 'Hotel Restaurant Voucher'. The 'Barcode' field is empty. The 'Create Item In Pastel' checkbox is checked. The 'Display On Invoice' checkbox is checked. The 'Use Custom Rate' checkbox is checked. The 'Physical Item' checkbox is unchecked. The 'Service Charge Item' checkbox is unchecked. The 'Master Price' checkbox is unchecked. The 'Event Item' checkbox is unchecked. The 'Blocked' checkbox is unchecked. The 'Voucher Item' checkbox is checked. The 'Single Voucher' checkbox is unchecked. A green box contains the text: 'Single Voucher checked will create only one voucher irrespective of quantity set. Unchecked will create individual voucher to the total of the quantity set.' The 'Voucher Description' is 'Hotel Restaurant Voucher'. The 'Display Voucher Number On Receipt' checkbox is checked. The 'Print Voucher Document' checkbox is checked. The 'Valid Start' radio button is selected. The 'Issue Date' radio button is selected. The 'Specific Date' radio button is selected. The 'Valid End' radio button is selected. The 'Days' radio button is selected. The 'Specific Date' radio button is selected. The '365' value is entered in the 'Days' field. The 'Voucher Redeem - Accommodation' checkbox is unchecked. The 'Voucher Redeem - Restaurant' checkbox is checked. The 'Voucher Redeem - Bar' checkbox is unchecked. The 'Voucher Redeem - Takeaway' checkbox is unchecked. The 'Voucher Redeem - Delivery' checkbox is unchecked. The 'Voucher Redeem - POS Shop' checkbox is unchecked.

A specific period can be set within which it can be redeemed at the selected departments. The date upon which it is sold, is day 1.

If the voucher is valid for 365 days, the last day it can be redeemed, is on day 365.



Creating Charges - Gratuity

Edit Charge

Code: GRA005
Description: Gratuity
Barcode:

☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General | Properties | Voucher | Price Update | Foreign Currency | Activity Tracker

Allow Tax: ☒ Tax Type: 0 - Tax Type 0 (0%)

Cost Price Excl: 0.00
Rate: 0.00
Markup %: 0.00

User Defined Field 1:
User Defined Field 2:
User Defined Field 3:
User Defined Field 4:
User Defined Field 5:

Customer Category: 0 - No category

Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)

Accept | Pastel Inventory Code: GRA005 Gratuity | Cancel
View Audit Log | Multi Store code for retrieving Cost Price:

Gratuity amounts can be awarded by Guests to Restaurant and Bar Users specifically.

A Gratuity charge:

1. IS NOT a physical item
2. Is NOT taxable
3. Is NOT linked to a specific rate
4. Is NOT classified as anything in the 'Properties' tab and not linked to a Menu Category.

Edit Charge

Code: GRA005
Description: Gratuity
Barcode:

☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General | **Properties** | Voucher | Price Update | Foreign Currency | Activity Tracker

☐ POS Item
☒ Bar Item
☐ Shop Item
☐ Menu Item
☐ Component Item

☐ Payout Item
☐ Scale Item
☐ Refundable Charge Item
☐ Recipe Item

POS Category: 0 - No category

Breakfast: ☒ Other: ☐
Lunch: ☐ Not Meal Type: ☒
Dinner: ☐

Department:

Accept | Pastel Inventory Code: GRA005 Gratuity | Cancel
View Audit Log | Multi Store code for retrieving Cost Price:



Creating Charges - Gratuity

Edit user

General Permissions Pastel **Restaurant** Departments

Cashier User ☐ (Activate Dedicated Cashier At Setup POS Must Be Activated)

Transaction Cashup Only By Dedicated Cashier ☐

Use Keyboard ☐ Use On-Screen Keyboard ☐

Gratuity Charge

GRA005

Gratuity

Gratuity GL Account (Short And Over)

Clear

Department

9

Hotel Restaurant

Cost Code

Clear

Accept Cancel

A single Gratuity charge can be created and linked to all Restaurant / Bar Users in the 'Restaurant' tab.

OR: A gratuity charge can be created for each Restaurant / Bar User individually and linked accordingly.



Creating Charges – Event Charges

The 'Edit Charge' window (General tab) shows the following details:

- Code: ZWR001
- Description: White Water Rafting - Adults
- Barcode: 7878787454545
- Event Code: 2 (Falcon River - White Water Rafting)
- Attendee Description: Adults
- Checkboxes: ☒ Display On Invoice, ☐ Service Charge Item, ☒ Event Item, ☐ Physical Item, ☐ Use Custom Rate, ☐ Master Price, ☐ Blocked
- Tax: Allow Tax ☒ 15 - Vat - Standard rated (15%)
- Cost Price Excl: 0.00, Markup %: 0.00
- Charge Incl: 350.00, Charge Excl: 304.35
- User Defined Fields 1-5: Empty
- Customer Category: 0 - No category
- Buttons: Accept, View Audit Log
- Pastel Inventory Code: ZWR001, White Water Rafting - Adults
- Multi Store code for retrieving Cost Price: [Empty]

Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/ Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)

Novtel incorporates an event system where tickets to events can be sold from the 'Retail POS System' linked to the Restaurant POS System.

It is classified as an 'Event Item' and linked to a pre-created Event Code.

The Attendee Description can be entered as 'Adults'; 'Pensioners'; 'Kids', etc.

The 'Edit Charge' window (Properties tab) shows the following details:

- Code: ZWR001
- Description: White Water Rafting - Adults
- Barcode: 7878787454545
- Event Code: 2 (Falcon River - White Water Rafting)
- Attendee Description: Adults
- Checkboxes: ☒ Display On Invoice, ☐ Service Charge Item, ☒ Event Item, ☐ Physical Item, ☐ Use Custom Rate, ☐ Master Price, ☐ Blocked
- Classification: ☐ POS Item, ☐ Bar Item, ☒ Shop Item, ☐ Menu Item, ☐ Component Item, ☐ Payout Item, ☐ Scale Item, ☐ Refundable Charge Item, ☐ Recipe Item
- POS Category: [Empty]
- Breakfast: ☐ Lunch: ☐ Dinner: ☐ Other: ☐ Not Meal Type: ☒
- Department: TO-FR, Ticket Office - Falcon River
- Buttons: Accept, View Audit Log, Cancel
- Pastel Inventory Code: ZWR001, White Water Rafting - Adults
- Multi Store code for retrieving Cost Price: [Empty]

In the 'Properties' tab, the Charge is classified as a 'Shop Item', and is NOT linked to a Menu Category, since it is NOT a menu item.



Saving Charges – Linked to Existing Inventory Code

Add New Charge

Code: HRBUR001
Description: Hamburger and Chips
Barcode:

☐ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General | **Properties** | Voucher | Price Update | Foreign Currency | Activity Tracker

☐ POS Item
☐ Bar Item
☐ Shop Item
☒ Menu Item
☐ Component Item

POS Category: 006
Burgers
Split Bulk QTY Items For Preparation: ☐

Breakfast: ☐ Other: ☐
Lunch: ☒ Not Meal Type: ☐
Dinner: ☐

Department: 9 Hotel Restaurant

Accept | Pastel Inventory Code:

View Audit Log | Multi Store code for retrieving Cost Price:

When a charge is to be linked to an existing Pastel Inventory code, the option to 'Create Item In Pastel' must be **unticked**.

By selecting the search option in the 'Pastel Inventory Code' field, the list of existing Pastel Inventory Codes is displayed.

Simply search for and select the applicable code.

Select Pastel Inventory Code

Code	Description
BAC001	Bacon
BAN001	Bandages
BAR002	Bar One Chocolate Bar
BD001	Bad Debt Charge
BDT001	Bad Debt
BEER01	Windhoek Light 375ml
BEER02	Windhoek Lager 375ml
BEER03	Castle Light 375ml
BEER04	Castle Lager 375ml
BLA001	Chocolate Cake and Filter Coffee
BLUE0060	Blue Anchor Apartment 60
BRE001	Buffet Breakfast
BRE002	Farmers Breakfast
BRE003	Bankers Breakfast
BRE004	Plain Omelette and Toast
BRE005	Breakages
BRE010	Breakfast Included
BUR001	Cheese Burger and Chips
BUR002	Pepper Burger and Chips
BUR003	Hamburger and Chips
BWO001	Boerewors
C001	Chalet 1 - 2 Bedroom
C001B	Chalet 1 - Split Booking
C002	Chalet 2 - 2 Bedroom
C003	Chalet 3 - 2 Bedroom

Search By: Code Search For: bur

Accept | Cancel

The code is now displayed in the 'Pastel Inventory Code' field, and the charge is saved by clicking 'Accept'.

Add New Charge

Code: HRBUR001
Description: Hamburger and Chips
Barcode:

☐ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General | **Properties** | Voucher | Price Update | Foreign Currency | Activity Tracker

☐ POS Item
☐ Bar Item
☐ Shop Item
☒ Menu Item
☐ Component Item

POS Category: 006
Burgers
Split Bulk QTY Items For Preparation: ☐

Breakfast: ☐ Other: ☐
Lunch: ☒ Not Meal Type: ☐
Dinner: ☐

Department: 9 Hotel Restaurant

Accept | Pastel Inventory Code: BUR003 Hamburger and Chips | Cancel

View Audit Log | Multi Store code for retrieving Cost Price:



Saving Charges – Create in the Financial System

Add New Charge

Code: HRBUR002
Description: Cheeseburger and Chips
Barcode:

☒ Create Item In Pastel
☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General Properties Voucher Price Update Foreign Currency Activity Tracker

POS Item
Bar Item
Shop Item
☒ Menu Item
Component Item
Payout Item
Scale Item
Refundable Charge Item
Recipe Item

POS Category: Burgers
Split Bulk
Breakfast
Lunch
Dinner

Department: 9 Hotel

☒ Accept
View Audit Log

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

If the 'Create Item in Pastel' option is ticked upon clicking 'Accept' to save the charge, the 'Import Inventory Item' screen is displayed, and the Item will be imported to the linked financial system as an inventory item automatically.

Re-accessing the charge after saving it, the created inventory code is linked to it.

Import Inventory Item

Code: HRBUR002
Description: Cheeseburger and Chips
Inventory Group: 002 - Inventory Goods
Excl Selling Price: 78.26

☒ Physical Item
☐ Service Item

Multi-Store Select
All Multi-Stores
Selected Multi-Stores

Edit Charge

Code: HRBUR002
Description: Cheeseburger and Chips
Barcode:

☒ Display On Invoice
☐ Service Charge Item
☐ Event Item

☒ Physical Item
☐ Use Custom Rate
☐ Master Price
☐ Blocked

General Properties Voucher Price Update Foreign Currency Activity Tracker

Allow Tax: ☒ 15 - Vat - Standard rated (15%)
Cost Price Excl: 0.00 Markup %: 0.00
Charge Incl: 90.00 Charge Excl: 78.26

User Defined Field 1
User Defined Field 2
User Defined Field 3
User Defined Field 4
User Defined Field 5

Customer Category: 0 - No category

Customer Category - Implemented at Reservation and Group Additional Cost when selecting Charges. The Customer Category as setup for the Customer/ Guest will be used to only display Charges with the same Customer Category selected here. Default is No Category for Charge. (Activated per Customer)

Pastel Inventory Code: HRBUR002 Cheeseburger and Chips
Multi Store code for retrieving Cost Price:



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Hospitality Management – Restaurant POS

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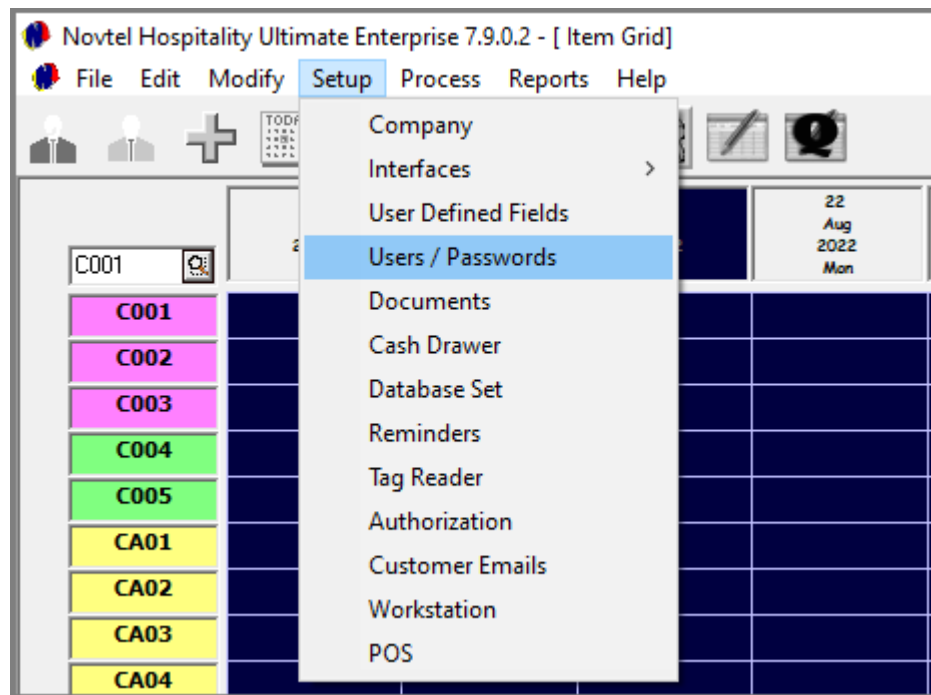
Creating User Master Files



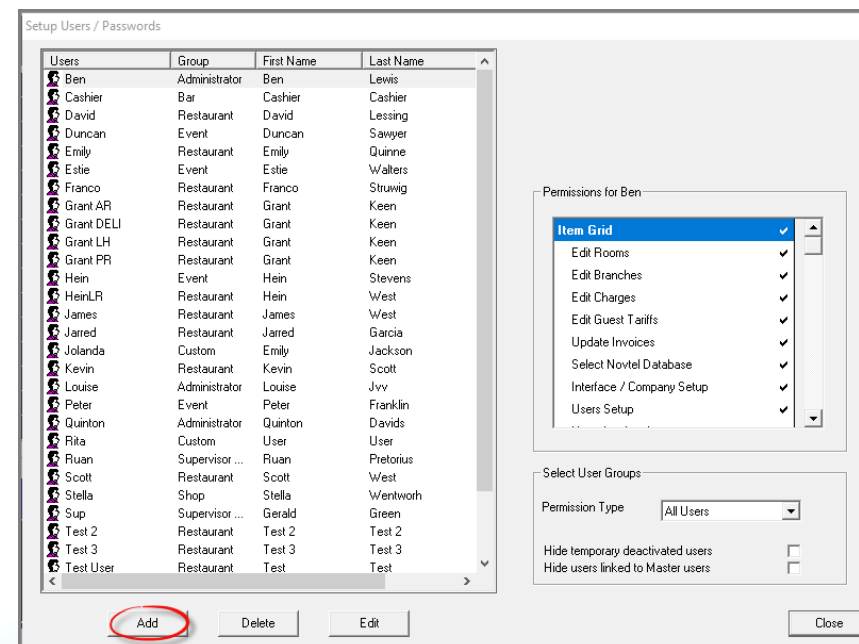
Creating User Master Files

System Users are created and linked to the specific department where they are employed. Restaurant and Bar Staff may be rotated throughout the facility – in which case a User Master File is created per User for each department to unlock the specific set of menu categories and charges associated with the different departments.

A Master Password can be created, and when logging in with this password – or by means of a fingerprint scanner, a list of the Departments they are linked to, will be displayed and the applicable department can be selected.



All Users are created from the 'Setup – Users / Passwords' menu option, and clicking 'Add'.





Creating User Master Files

The screenshot shows a software window titled "Add user" with a close button (X) in the top right corner. The window has four tabs: "General", "Permissions", "Pastel", and "Departments". The "General" tab is selected and highlighted with a red box. Inside the "General" tab, there are several input fields and checkboxes. The "User Name" field contains "Carina", the "Password" field contains "ABC123", and the "Tag Code" field is empty. The "First Name" field contains "Carina" and the "Last Name" field contains "Wassenaar". There is a "Capture Fingerprint" button, which is highlighted with a red box. Below the input fields, there are several checkboxes: "Hide User From Displaying on Select Lists", "Cashup With Supervisor Permission", "Master User Profile", "Master Supervisor", and "Allow Supervisor Access to User Shift". The "Master User ID" field contains the number "0". At the bottom of the window, there are "Accept" and "Cancel" buttons.

Field	Value
User Name	Carina
Password	ABC123
Tag Code	
First Name	Carina
Last Name	Wassenaar
Hide User From Displaying on Select Lists	☐
Cashup With Supervisor Permission	☐
Master User Profile	☐
Master Supervisor	☐
Allow Supervisor Access to User Shift	☐
Master User ID	0

The General Tab

The Username; Password; First and Last Name is mandatory to be entered in the 'General' tab – regardless of creating an Administrator; Supervisor; Restaurant or Bar User.

Please note that fingerprints can be captured in order for Users to log into Novtel using a fingerprint scanner.

If the option is not set up, the 'Capture Fingerprint' button is deactivated on all User Master Files.



Creating User Master Files

The screenshot shows the 'Add user' dialog box with the 'Pastel' tab selected. The dialog has four tabs: General, Permissions, Pastel, and Departments. The 'Pastel' tab is highlighted with a red box. The 'Pastel' tab contains the following fields:

- Service Multi-Store: 001 | Default Store
- Restaurant Multi-Store: 001 | Default Store
- Bar Multi-Store: 001 | Default Store
- Shop Multi-Store: 001 | Default Store
- Import Customer Documents to Pastel User: 00 - Louise
- Import Supplier Documents to Pastel User: 00 - Louise
- Link to Pastel Database: ☒
- Daily Takings Control Account (Balance Sheet Account): 8100/000 | Clear
- POS Cash Control: |
- Sales/Agent Code: 005 | Clear | Carina

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

The Pastel / Evolution Tab

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

When your system is not activated for the use of 'Multi-Stores / Warehouses', the 'Default Store' is applicable for all Users, as the 'Service; Restaurant; Bar; and Shop Multi-Stores'.

However: If Multi Stores / Warehouses are set up in your system, the relevant Warehouse is selected for each option individually.

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

Always tick the option to 'Link to Pastel Database' for both Administrators and Supervisors.

Select the 'Daily Takings Control Account' in Pastel to which this User's transactions are to be imported, if a CUSTOM account is required. This account may be:

- ✓ A global account used for all Users in the system;
- ✓ OR a separate account can be created for every User or Department in the system, and selected here.

Should the default account be applicable as setup in the 'Interfaces' screen for either Pastel or Evolution, this field can be left void.

And lastly: A dedicated Agent Code can be linked per User Master File, and when a transaction is performed by this User, the selected Agent Code will be linked to all of this User's transactions.



Creating User Master Files - Administrators

The screenshot shows the 'Add user' dialog box with the 'Permissions' tab selected. The 'Permission Type' dropdown menu is open, showing options: Administrator, Administrator (highlighted with a red arrow), Restaurant, Bar, Shop, Supervisor Cashup, Event, and Custom. Below the dropdown is an 'Item Grid' with a list of permissions and checkboxes:

Item Grid	
Edit Rooms	☒
Edit Branches	☒
Edit Charges	☒
Edit Guest Tariffs	☒
Update Invoices	☒
Select Novtel Database	☒
Interface / Company Setup	☒

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

The Permissions Tab

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

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

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



Creating User Master Files - Supervisors

Add user

General Permissions Pastel Departments

Permission Type: Supervisor Cashup

Bar: [Dropdown]

Shop: [Dropdown]

Event: [Dropdown]

Accept Cancel

A Supervisor has the ability to:

- ✓ Set up Printer settings
- ✓ Open new shifts for Users when applicable
- ✓ Perform the Supervisor cash-up process – which sends the shift's data to Pastel or Evolution
- ✓ Obtain the list of items to be manufactured when 'Recipes' are in use
- ✓ Release locked User passwords
- ✓ Issue credit notes
- ✓ Produce various reports
- ✓ Track sales as it is processed by the Restaurant or Bar User in real time
- ✓ Re-open a shift which was accidentally and prematurely closed by a User
- ✓ Approve or deny actions by the Restaurant or Bar personnel that requires a Supervisor's permission to continue



Creating User Master Files – Restaurant / Bar Users

Add user

General Permissions Pastel **Restaurant** Departments

Permission Type: Restaurant (selected), Administrator, Bar, Shop, Supervisor Cashup, Event, Custom

Supervisor Cashup: [dropdown]

Shop: [dropdown]

Accept Cancel

When classified as either a Restaurant or Bar User, the ‘Restaurant’ tab is activated on the User Master File.

In this tab, the following must be selected:

1. The Gratuity Charge to be displayed on the Goods Issued Note and Tax Invoice when a gratuity amount is entered on the Sale Cash Up screen.

When clicking on the ‘Gratuity Charge’ search option, the system will indicate that only charges for which tax are not allowed, will be displayed.

Add user

General Permissions Pastel **Restaurant** Departments

Cashier User: ☐ (Activate Dedicated Cashier At Setup POS Must Be Activated)

Transaction Cashup Only By Dedicated Cashier: ☐

Use Keyboard: ☐ Use On-Screen Keyboard: ☐

Gratuity Charge: [search icon]

Novtel Hospitality

Note - Use Charges with TAX set to zero. Only Service Charges with Use Custom Rate un-checked are displayed

OK

Cost Code: [search icon] [Clear]

Accept Cancel

Search for and select the applicable charge.

Add user

General Permissions Pastel **Restaurant** Departments

Select Charge

Code	Description	Excl	Tax	Incl
BD001	Bad Debt Write-Off	0.00	0.00	0.00
CAS001	Cash Deposit Fee	0.00	0.00	0.00
CFC001	Chocolate Cake and Filter Coffee	60.00	0.00	60.00
CLE001	Cleaning Fees	86.96	13.04	100.00
CRE002	Credit Issued	0.00	0.00	0.00
DAM001	Damages	0.00	0.00	0.00
DEL001	Delivery - Mossel Bay CBD	17.39	2.61	20.00
DEL002	Delivery - Heiderand	34.78	5.22	40.00
DEL003	Harterbos	17.39	2.61	20.00
DEL004	Delivery - Diaz Beach	8.70	1.30	10.00
DEL005	Room Delivery	4.35	0.65	5.00
EXC001	Extension Cord - 10m	17.39	2.61	20.00
EXH001	Exhibition	47.83	7.17	55.00
FDV001	Voucher	0.00	0.00	0.00
FFA001	Facial - Full	173.91	26.09	200.00
FOR001	Forfeit Fee	0.00	0.00	0.00
GRA001	Gratuity - Grant	0.00	0.00	0.00
GRA004	Gratuity - Jarred	0.00	0.00	0.00
GRA005	Gratuity	0.00	0.00	0.00
HRPRE...	Eggs Sunny-Side Up	0.00	0.00	0.00
INH001	Inhouse Restaurant Transaction	0.00	0.00	0.00
INH002	Inhouse Shop Transaction	0.00	0.00	0.00
MUL001	Multi Plug	17.39	2.61	20.00
NOB001	NO BACON	0.00	0.00	0.00
NOE001	NO EGG	0.00	0.00	0.00

Search By: [dropdown] Search For: gra

Accept Cancel



Creating User Master Files – Restaurant / Bar Users

The screenshot shows the 'Add user' window with the 'Restaurant' tab selected. The 'Gratuity Charge' is set to 'GRA005'. The 'Gratuity GL Account (Short And Over)' field is empty. The 'Department' field is empty. A red arrow points from the 'Department' field to the 'Select Menu Departments' dialog box. The dialog box lists the following departments:

Code	Description
1	Lighthouse Restaurant
2	Curio Shop
3	Wine Tasting Room
4	Deli
5	The Anchor Restaurant
6	Pirates Pub
7	Achor Restaurant
8	Pool Side Restaurant
9	Hotel Restaurant
TO-EX	Ticket Office

The 'Hotel Restaurant' (Code 9) is selected. The 'Accept' button is highlighted with a green checkmark.

Select the Gratuity GL Account to which gratuity charges are to be posted in the financial system.

Select the specific department this User will access with the password set in the 'General' tab.

When done, click 'Accept' to save the User to the system.



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User Shifts



Opening a New Shift

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor Carina2 Shift #

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

Batch Shift Single Shift

Open Shift

Check Customer Integrity Supervisor Open Shift

A new shift is opened by the Supervisor when a User is on duty.

A shift number is linked to the User's name which is date and time stamped.

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

The Supervisor will log into the system and click on the 'Supervisor Open Shift' button.

Select User

Available Users	Selected Users
Carina1 (Front Desk)	
Carina2 (Credit Note)	
Carina3 (Restaurant)	
Cashier (Bar)	
Duncan	
Estie	
Grant DELI (Restaurant)	
Grant PR (Restaurant)	
Hein	
HeinHR (Restaurant)	
Louise (Front Desk)	
Peter	

Accept Cancel

All available Users without an open shift at present, are displayed in this screen.

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



Opening a New Shift

Select User

Available Users	Selected Users
Carina1 (Front Desk)	HeinHR (Restaurant) ✓
Carina2 (Credit Note)	
Carina3 (Restaurant)	
Cashier (Bar)	
Duncan	
Estie	
Grant DELI (Restaurant)	
Grant PR (Restaurant)	
Hein	
Louise (Front Desk)	
Peter	

Accept Cancel

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

Repeat the process for all other relevant Users, and click 'Accept'.

1. A Shift Number has now been allocated to the Supervisor.
2. The User for whom the shift was opened, does not yet display in this window, since he has not yet logged into the system. As soon as he logs in, the shift number and date will be displayed here.

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All Supervisor: Carina2 Shift #: SUP00003 1

Transaction	Shift
	2 X

Batch Shift Single Shift Open Shift Shift Total: 0.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close



Opening a New Shift

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor Carina2 Shift # SUP00003

Transaction					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
					Restaurant			
SFT00076	HeinHR			0.00				

Batch Shift Single Shift

Open Shift Shift Total: 0.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close

Viewing the Supervisor screen after Hein has logged into Novtel with his dedicated password, a shift number has been linked to his name, and the shift is displayed in a pink background colour which indicates that the shift is open.

As Hein performs transactions, the Supervisor can track the sales by clicking on the open shift. All transactions are displayed here in real time.

Novtel Hospitality Ultimate Enterprise 7.9.0.2

File

Supervisor Shift Cashup - Interface: Pastel

File Reports Credit Note

View Location: All

Supervisor Carina2 Shift # SUP00003

Transaction (SFT00076)					Shift			
ID	Customer	Table / TA	Type	Total	Shift #	User	Total	Invoice Date
881	CAS001	Table 7	Sales	540.00				
882	MAA001	Table 26	Sales	88.00				
884	MAA001	Table 0	ccount Paymer	361.00				
885	DAV001	Table 5	Sales	570.00				
886	DUN001	Table 22	Sales	1300.00				
887	CAS001	Table 26	Sales	1440.00				

Batch Shift Single Shift

Open Shift Shift Total: 4299.00

Check Customer Integrity Supervisor Edit Shift Supervisor Shift Cashup Close



Novtel[®]

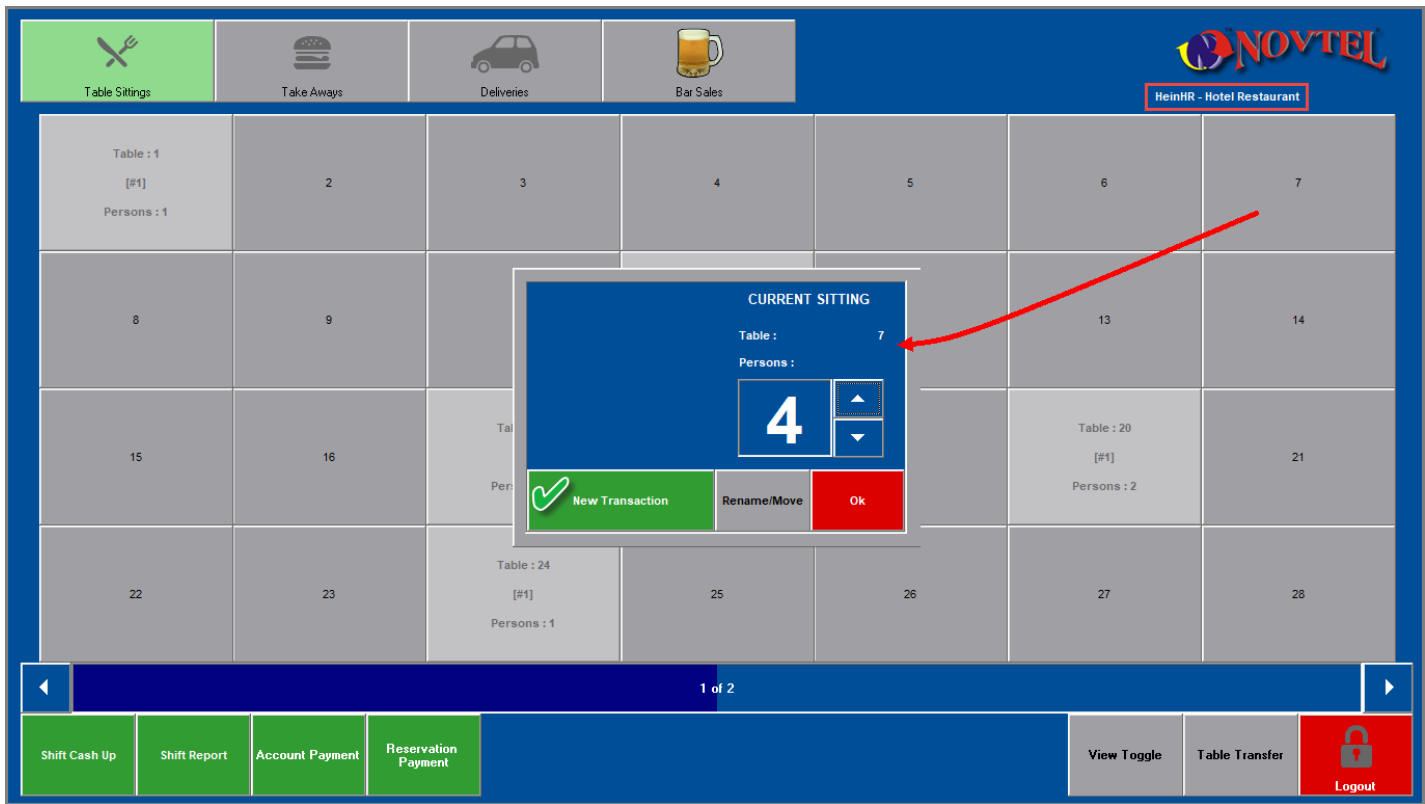
Hospitality Management – Restaurant POS

8

Opening a Table and Adding Items to the Transaction



Opening a Table Sitting



Transactions can only be performed once a table is opened.

In this case, the Guests have been seated at table 7.

By clicking on this table number, the 'Current Sitting' window is opened, and the selected table number displayed.

By default, the number of persons are indicated as 1, and the correct number can now be selected by clicking on the 'up' arrow to increase the number to reflect the exact number of people seated.

- ✓ Please note that this number is used for statistical reporting, and is important to be selected correctly.

Now click on 'New Transaction' to continue.



Opening a Table Sitting

Enter transaction description :

#1

.	0	1	2	3	4	5	6	7	8	9	a	b
c	d	e	f	g	h	i	j	k	l	m	n	o
p	q	r	s	t	u	v	w	x	y	z	-	⬅
Cancel	Accept											

Depending on your company's settings, one of various options will be activated to enable the User to enter a custom description – if required.

In this case, the default keyboard is displayed to the screen, indicating #1 in the description field.

If this customer is a Walk-in guest who will settle the bill immediately, no description may be needed, and the 'Accept' button can be clicked immediately without entering a description.

However: Any applicable description can be entered here, such as an In-House Guest's name or room number.

Table 7

Breakfast	Beverages - Beer	Beverages - Hot	Beverages Cold	Pizzas	Burgers	Ribs and Steaks	Pastas
Salads	Deserts	Wines - Red	Wines - White	Vouchers			

DESCRIPTION QTY PRICE

NC ALL NC ⬆ ⬇ ✕

1 of 1

0.00

Save Cash Up Print Bill Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept

Immediately, the table number will be displayed at the top right-hand corner of this window, and the menu categories – as set up by the system administrator for this department - will be displayed.



Opening a Table Sitting

Please note that it is extremely important to select the correct 'Tender' option in order to obtain the correct posting results.

Cash Sales

By default, the 'Tender – Cash' option is displayed, and is left un-altered when the Customer will settle the bill immediately.

On Account Sales

This option is mostly used when managers or authorized personnel can charge items to their account, and for payment at the end of the month.

On Account Postings has NO LINK to reservations for accommodation.

Customer and Customer Category discounts can be set up, and by selecting the 'On Account' tender option, Novtel will check for the best price according to the Customer, or the Category they are linked to, and automatically charge the discounted price.

'On Account' postings can be settled immediately too.

In-House Postings

Charges can also be billed to a Guest's In-House Reservation for Accommodation, and to be paid upon departure. In this case, the 'In-House' tender option will be selected; the Guest's 'In-House' reservation selected, and then will the charges be added to the transaction.

This will cause the transaction to be displayed as 'In-House Unprocessed' on the reservation itself when the Front Desk Personnel opens the reservation.

In-House Group Postings

Charges can also be billed to an In-House Group Reservation for Accommodation, and to be paid upon departure. In this case, the 'In-House Group' tender option will be selected.



Adding Items to a Transaction

The screenshot displays a restaurant POS system interface. At the top, there is a navigation bar with icons for a calendar, a lightning bolt, a plus sign, a minus sign, a left arrow, and a right arrow. Below this is a grid of menu categories: Breakfast, Beverages - Beer, Beverages - Hot (marked with a green checkmark), Beverages Cold, Pizzas, Burgers, Ribs and Steaks, Pastas, Salads, Deserts, Wines - Red, Wines - White, and Vouchers. To the right of the menu grid is a table with columns for DESCRIPTION, QTY, and PRICE. The table is currently empty. Below the table is a row of buttons: NC ALL, NC, an up arrow, a down arrow, and a close button (X). At the bottom of the screen, there is a status bar showing '1 of 1' and a total amount of '0.00'. Below the status bar is a row of buttons: Sale Cash Up, Print Bill, Print Receipt, Print Kitchen, Line Discount, Document Discount, TENDER - CASH, Drawer, and Accept.

DESCRIPTION	QTY	PRICE
-------------	-----	-------

As the menu categories for each establishment can differ to display the unique setup for items to be sold, the layout of the restaurant where you work may differ, but the concept is the same.

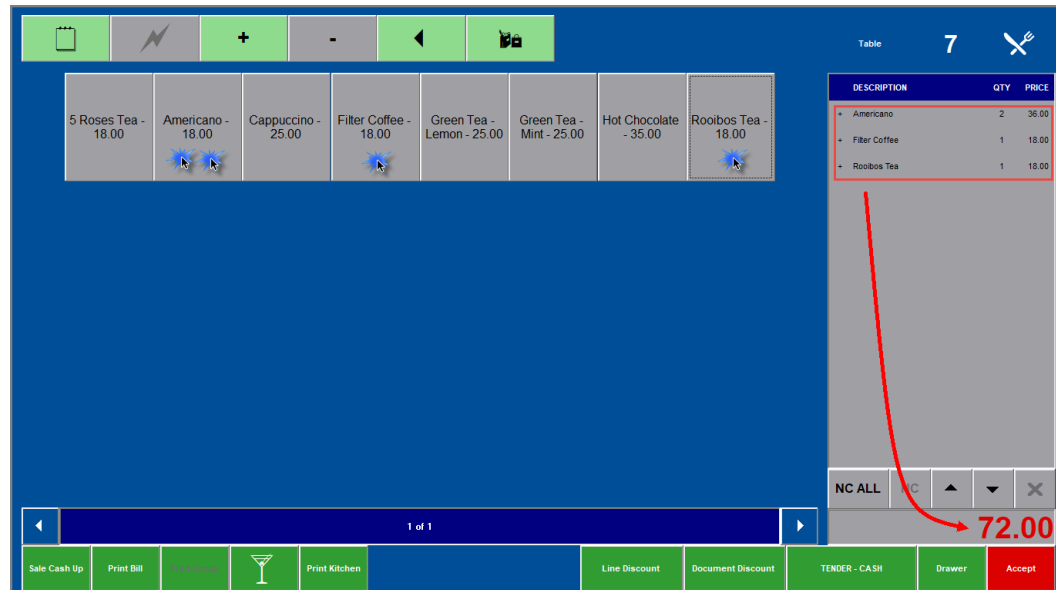
Charges are grouped together by means of a menu category.

Should the guest order 2 Americano coffees; 1 Filter Coffee and 1 Rooibos Tea, the process of selecting these items, are as follows:

First click on the 'Hot Beverages' button in order to display all beverages linked to this category.



Adding Items to a Transaction



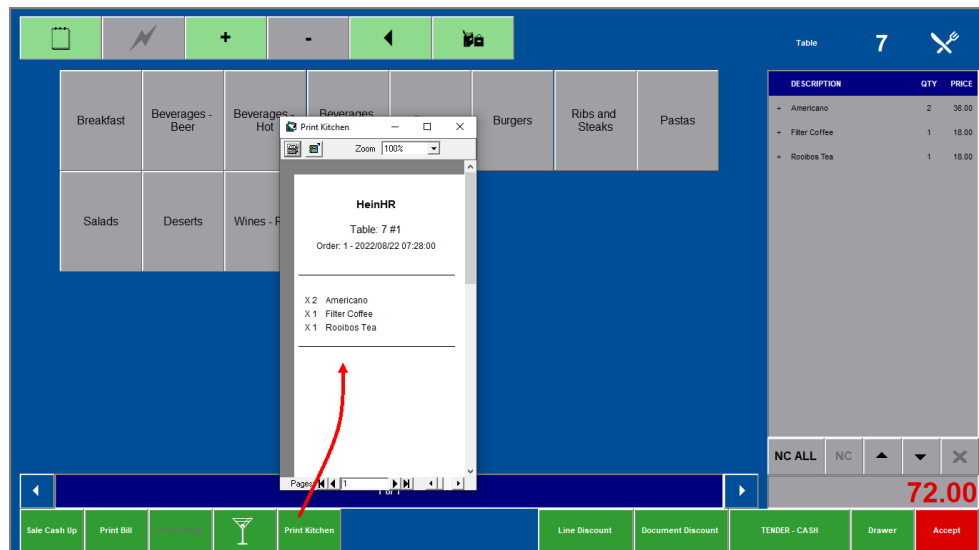
If the 'Bulk Quantity' option is not activated, click on the 'Americano' option twice to insert 2 of these charges.

However: If the 'Bulk Quantity' feature is activated, the default keyboard will be displayed after each selection, and the quantity is to be inserted by clicking on the number required, and clicking 'Accept'.

The Filter Coffee and Rooibos Tea buttons are also clicked to capture the ordered items.

As charges are added, the amount at the bottom of the screen will increase.

To return to the main menu, click on the 'Notepad' Icon in the top left-hand side of the screen.



If a slip printer is installed in the Kitchen, and the items are to be prepared in the Kitchen, select the 'Print Kitchen' button. The slip will be printed in the Kitchen, indicating the following information:

- ✓ The Waitron placing the order
- ✓ The table number and description linked to the transaction for which the order is placed
- ✓ The order number linked to this document
- ✓ The exact date and time the order is placed in the Kitchen



Adding Items to a Transaction

The screenshot shows the Hospitality POS system interface. At the top, there's a navigation bar with icons for a calendar, a lightning bolt, a plus sign, a minus sign, a left arrow, and a printer. Below this is a menu grid with categories: Breakfast, Beverages - Beer, Beverages - Hot, Beverages Cold, Pizzas, Burgers, Ribs and Steaks, Pastas, Salads, Deserts, Wines - Red, Wines - White, and Vouchers. On the right, there's a table summary for Table 7, showing a list of items sent to the kitchen: 2 Americano (36.00), 1 Filter Coffee (18.00), and 1 Roobos Tea (18.00). The total for the table is 72.00. At the bottom, there's a bar with buttons for 'Sale Cash Up', 'Print Bill', 'Print Kitchen', 'Line Discount', 'Document Discount', 'TENDER - CASH', 'Drawer', and 'Accept' (with a green checkmark).

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Roobos Tea	1	18.00

1 of 1

72.00

The items sent to the kitchen for preparation turned white – indicating that the order was already sent.

Should more items be added to this table sitting, it will be displayed in black until the order is printed in the kitchen.

To exit the screen to either tend to another table or fetch this table's the drinks order, first click 'Accept'.

The screenshot shows the 'CURRENT SITTING' screen. It displays 'Table : 7' and 'Persons : 4'. There are buttons for 'New Transaction' (green), 'Rename/Move' (grey), and 'Ok' (red). The background is blue with a large white number '4' in the center.

CURRENT SITTING

#1

Table : 7

Persons : 4

New Transaction Rename/Move Ok

Now click 'OK' in this screen.



Adding Items to a Transaction

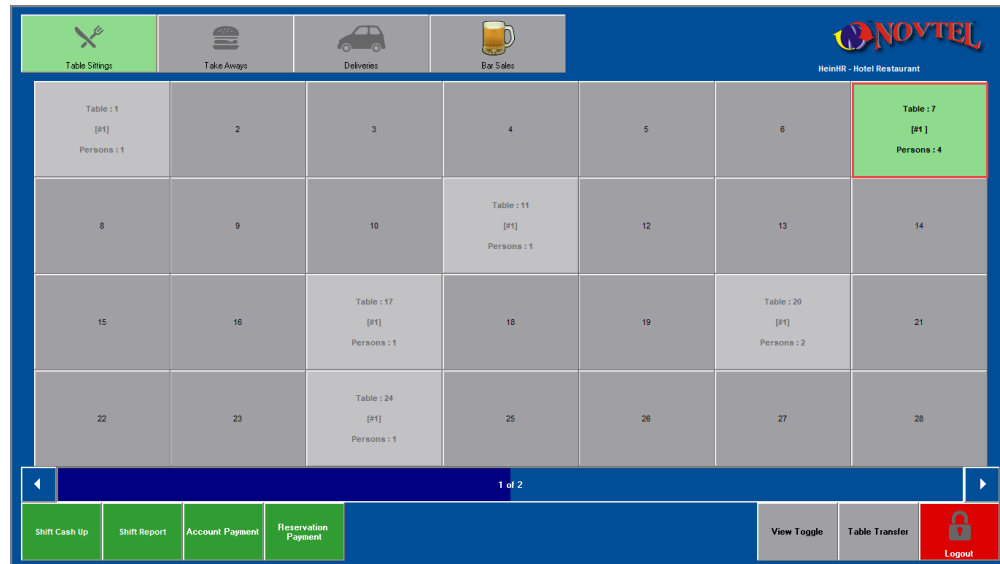
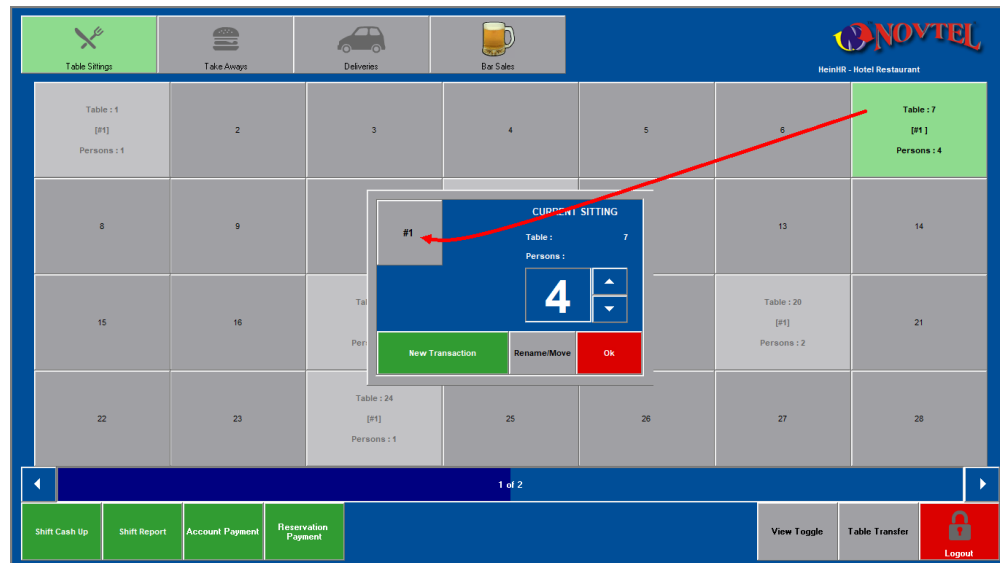


Table number 7 is now displayed in a green background colour. This means that the table is open, and the Guests seated here, are served by the current User logged into Novtel.

The number of people linked to this table sitting, is 4.

Should a table be displayed in a light grey colour, as in the case of tables 1, 11, 17, 20 and 24, it means that it is open under another User's name and cannot be accessed by the current User.



To access the open table again, simply click on it and select the table sitting.



Adding Items to a Transaction

The screenshot displays a two-screen POS interface. The top screen shows a menu with categories: Breakfast (checked), Beverages - Beer, Beverages - Hot, Beverages Cold, Pizzas, Burgers, Ribs and Steaks, Pastas, Salads, Deserts, Wines - Red, Wines - White, and Vouchers. The bottom screen shows a list of breakfast items: Bankers Breakfast - 70.00 (checked), Buffet - Kids under 12 - 120.00, Farmers Breakfast - 95.00 (checked), Hotel Buffet Breakfast - Adults - 180.00, Omelette - Ham and Cheese - 65.00, Omelette - Ham, Cheese and Tomato - 75.00, and Sunrise Breakfast - 55.00. The bill on the right shows the items added: 2x Americano (36.00), 1x Filter Coffee (18.00), 1x Rooibos Tea (18.00), 1x Bankers Breakfast (70.00), and 1x Farmers Breakfast (95.00). The total bill amount is 237.00.

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
+ Bankers Breakfast	1	70.00
+ Farmers Breakfast	1	95.00

1 of 1

237.00

Buttons: Sale Cash Up, Print Bill, Print Receipt, Print Kitchen, Line Discount, Document Discount, TENDER - CASH, Drawer, Accept.

For demonstration purposes, we will select 2 breakfasts to show you how to add 'Egg Preparation' per plate.

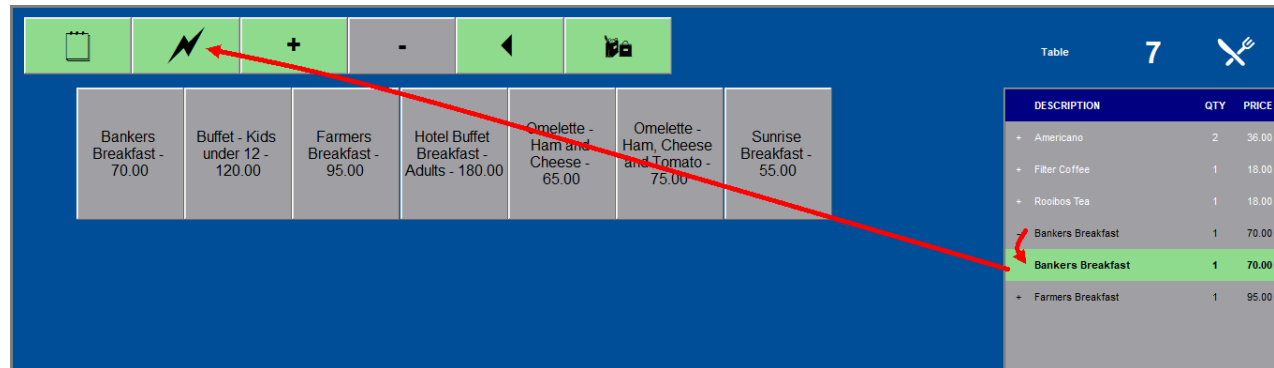
The Guests have also ordered a Pizza and a Burger.

Clicking on the 'Breakfast' button, all Breakfast charges linked to this Men Category, are displayed.

By selecting the ordered items, it is added to the bill immediately.



Adding Items to a Transaction

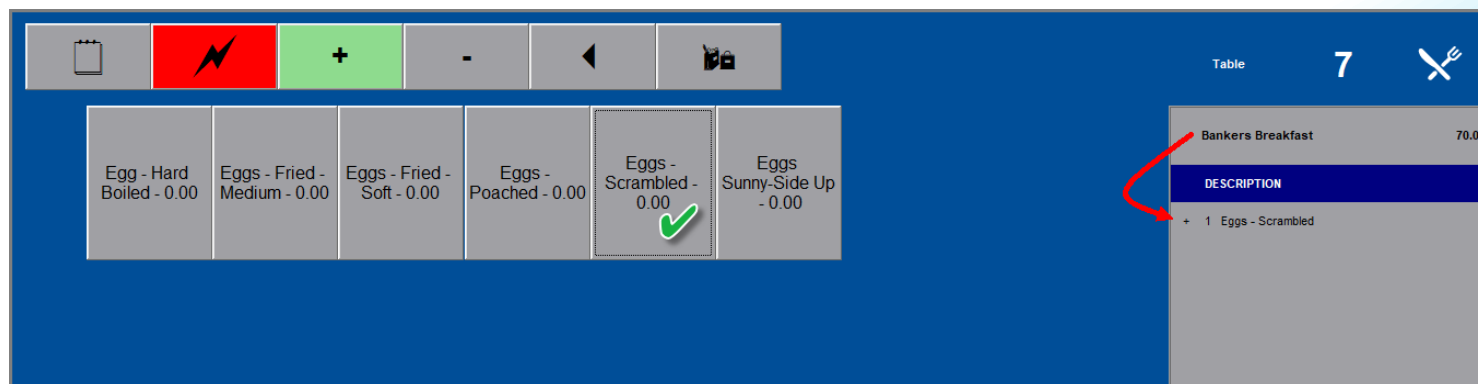
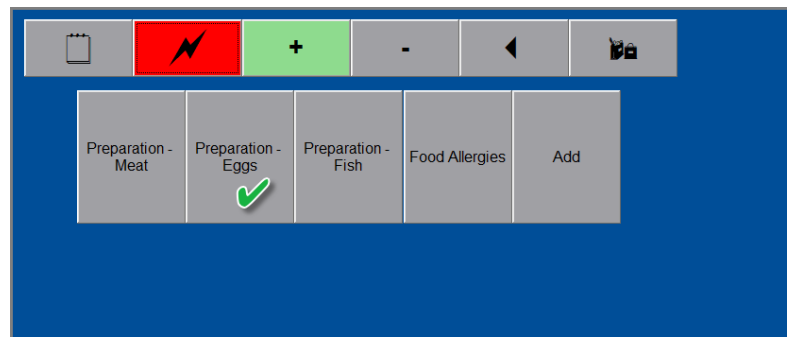


Clicking on an item, a line is duplicated beneath it.

And by clicking on the duplicated line, the 'Lightning Bolt' icon is activated.

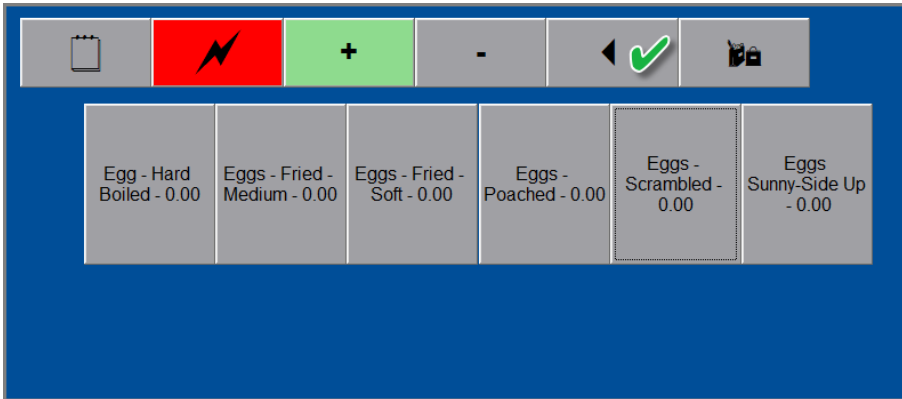
By clicking on this activated icon, it turns red, and the 'Extra' categories are displayed.

The 'Preparation - Eggs' button is now selected, and the ordered preparation method for this plate can be selected.

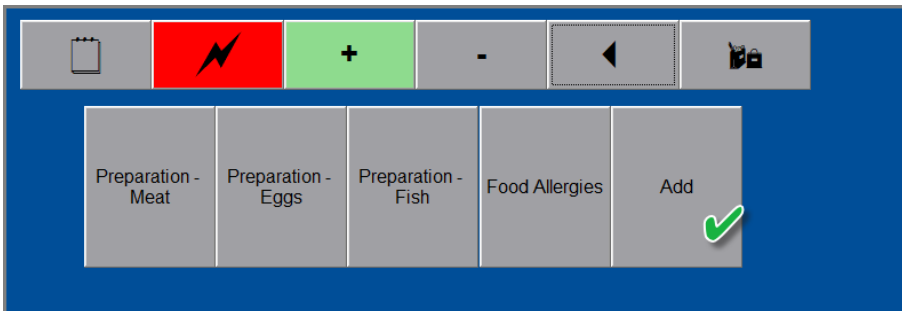




Adding Items to a Transaction



If this guest also ordered additional items to be added to the order, simply click on the arrow pointing to the left to return to the previous screen.



All of our additional item – which are chargeable – are linked to the 'Add' menu category.

Clicking on it, the extra charges are displayed.





Adding Items to a Transaction

Table 7

Bankers Breakfast 70.00

DESCRIPTION

- + 1 Eggs - Scrambled
- + 1 Extra Fries
- + 1 Add Pork Banger

Breakfast Beverages - Beer Beverages - Hot Beverages Cold Pizzas Burgers Ribs and Steaks Pastas

Salads Deserts Wines - Red Wines - White Vouchers

1 of 1

264.00

NC ALL NC ▲ ▼ ✕

Accept

Line Discount Document Discount TENDER - CASH Drawer

Print Bill Print Group Print Kitchen

Sale Cash Up

Selecting the chargeable items, it is added to the plate specifically, and the additional costs are added to the bill.



Adding Items to a Transaction

Table 7

Breakfast Beverages - Beer Beverages Hot Beverages Cold Pizzas Burgers Ribs and Steaks Pastas

Salads Deserts Wines - Red Wines - White Vouchers

DESCRIPTION QTY PRICE

- Americano 2 36.00
- Filter Coffee 1 18.00
- Roobos Tea 1 18.00
- Bankers Breakfast 3 97.00
- Bankers Breakfast 1 70.00
- [+ 1 Eggs - Scrambled]
- [+ 1 Extra Fries]
- [+ 1 Add Pork Banger]
- Fries - Half Portion 1 15.00
- Pork Banger 1 12.00
- Farmers Breakfast 1 95.00
- Farmers Breakfast 1 95.00

NC ALL NC 264.00

1 of 1

Sale Cash Up Print Bill Print Group Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept

To add the 'Egg Preparation' method to the 'Farmers Breakfast', click on the charge, and click on the duplicated charge beneath it to activate the 'Lightning Bolt' icon, and select the order items.

Table 7

Preparation - Meat Preparation - Eggs Preparation - Fish Food Allergies Add

Farmers Breakfast 95.00

DESCRIPTION

- 1 Eggs - Fried - Medium
- 1 Add Bacon

1 of 1

NC ALL NC 279.00

1 of 1

Sale Cash Up Print Bill Print Group Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept

Table 7

Breakfast Beverages - Beer Beverages Hot Beverages Cold Pizzas Burgers Ribs and Steaks Pastas

Salads Deserts Wines - Red Wines - White Vouchers

DESCRIPTION QTY PRICE

- Americano 2 36.00
- Filter Coffee 1 18.00
- Roobos Tea 1 18.00
- Bankers Breakfast 3 97.00
- Bankers Breakfast 1 70.00
- [+ 1 Eggs - Scrambled]
- [+ 1 Extra Fries]
- [+ 1 Add Pork Banger]
- Fries - Half Portion 1 15.00
- Pork Banger 1 12.00
- Farmers Breakfast 2 110.00
- Farmers Breakfast 1 95.00
- [+ 1 Eggs - Fried - Medium]
- [+ 1 Add Bacon]
- Bacon 1 15.00

NC ALL NC 279.00

1 of 1

Sale Cash Up Print Bill Print Group Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept



Adding Items to a Transaction

Table 7

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
- Bankers Breakfast	3	97.00
Bankers Breakfast	1	70.00
[+ 1 Eggs - Scrambled]		
[+ 1 Extra Fries]		
[+ 1 Add Pork Banger]		
Fries - Half Portion	1	15.00
Pork Banger	1	12.00
- Farmers Breakfast	2	110.00
Farmers Breakfast	1	95.00
[+ 1 Eggs - Fried - Medium]		
[+ 1 Add Bacon]		
Bacon	1	15.00

279.00

Next, the ordered Pizza is to be selected.

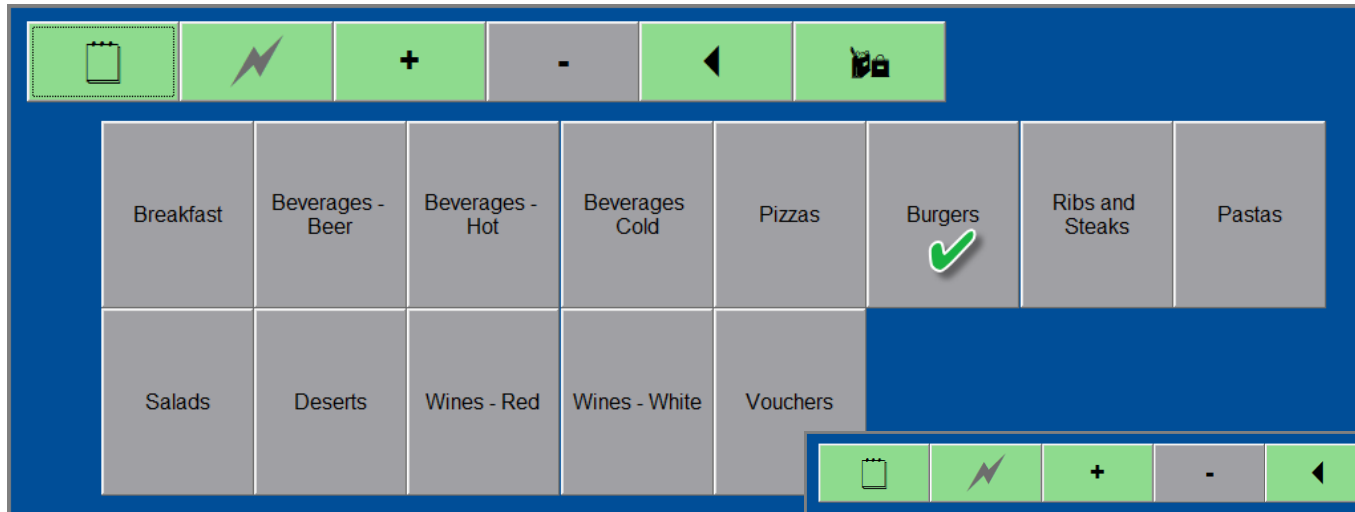
Table 7

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
+ Bankers Breakfast	1	70.00
+ Farmers Breakfast	1	95.00
+ Fries - Half Portion	1	15.00
+ Pork Banger	1	12.00
+ Bacon	1	15.00
+ Bacon and Feta Pizza	1	120.00

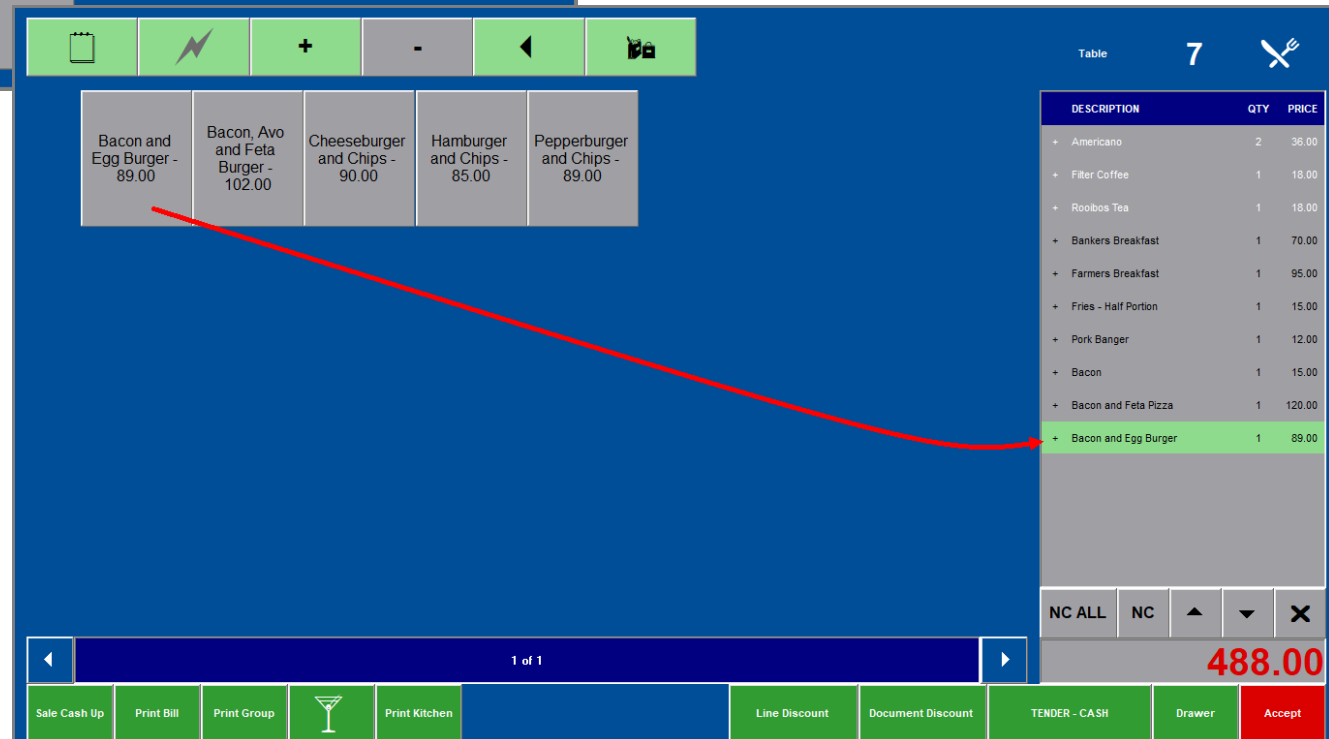
399.00



Adding Items to a Transaction



And lastly, the ordered burger is added to the table sitting.





Adding Items to a Transaction

Print Kitchen

HeinHR

Table: 7 #1

Order: 1 - 2022/08/22 08:36:34

- X 1 Bankers Breakfast
[+ 1 Eggs - Scrambled]
[+ 1 Extra Fries]
[+ 1 Add Pork Banger]
- X 1 Farmers Breakfast
[+ 1 Eggs - Fried - Medium]
[+ 1 Add Bacon]
- X 1 Fries - Half Portion
- X 1 Pork Banger
- X 1 Bacon
- X 1 Bacon and Feta Pizza
- X 1 Bacon and Egg Burger

Pages: 1 of 1

1 of 1

Print Kitchen

Clicking the 'Print Kitchen' button, the order is sent to the kitchen printer for preparation – after which these items also turns white as the order has been placed.

Table 7

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
+ Bankers Breakfast	1	70.00
+ Farmers Breakfast	1	95.00
+ Fries - Half Portion	1	15.00

Table 7

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
+ Bankers Breakfast	1	70.00
+ Farmers Breakfast	1	95.00
+ Fries - Half Portion	1	15.00
+ Pork Banger	1	12.00
+ Bacon	1	15.00
+ Bacon and Feta Pizza	1	120.00
+ Bacon and Egg Burger	1	89.00

NC ALL NC 488.00

1 of 1

Print Kitchen



Novtel[®]

Hospitality Management – Restaurant POS

9

Printing the Bill, and Closing a Table



Printing the Bill and Closing a Table

The screenshot displays the Hospitality POS system interface. On the left, a 'Print Bill' window is open, showing the bill for 'Table: 7'. The bill includes a list of items ordered, their quantities, and prices. The total amount is 488.00. The bill also shows the date and time of the transaction (2022/08/22 09:43:10) and the waiter's name (HeinHR). The main table interface on the right shows the table number '7' and a list of items ordered, including Americano, Filter Coffee, Rooibos Tea, Bankers Breakfast, Farmers Breakfast, Fries - Half Portion, Pork Banger, Bacon, Bacon and Feta Pizza, and Bacon and Egg Burger. The total amount is displayed as 488.00. The interface includes buttons for 'Sale Cash Up', 'Print Bill', 'TENDER - CASH', 'Drawer', and 'Accept'.

Print Bill Window:

Oasis Lodge
77 Long Beach Road
Long Beach
044 123456789
044 123456789
Invoice : IN00881
VAT Number : 123456789

Table: 7

DESCRIPTION	QTY	PRICE
Americano	2	4.70
Filter Coffee	1	2.35
Rooibos Tea	1	2.35
Bankers Breakfast	1	9.13
Farmers Breakfast	1	12.39
Fries - Half Portion	1	1.96
Pork Banger	1	1.57
Bacon	1	1.96
Bacon and Feta Pizza	1	15.65
Bacon and Egg Burger	1	11.61
Total Excl :		424.33
Tax :		63.67
Gratuity :		0.00
Total :		488.00
Discount Included :		0.00

Gratuity:
Waitron : HeinHR
2022/08/22 09:43:10
SFT00076
Thank You.

Main Table Interface:

Table 7

DESCRIPTION	QTY	PRICE
+ Americano	2	36.00
+ Filter Coffee	1	18.00
+ Rooibos Tea	1	18.00
+ Bankers Breakfast	1	70.00
+ Farmers Breakfast	1	95.00
+ Fries - Half Portion	1	15.00
+ Pork Banger	1	12.00
+ Bacon	1	15.00
+ Bacon and Feta Pizza	1	120.00
+ Bacon and Egg Burger	1	89.00

488.00

Buttons: NC ALL, NC, ▲, ▼, X, Line Discount, Document Discount, TENDER - CASH, Drawer, Accept

When the Guest requests their bill, it is obtained by clicking on the 'Print Bill' button in the table sitting screen.

The bill is date and time stamped for the exact moment it was produced.

The Guest can now check the bill and award a gratuity by entering the amount in the 'Gratuity' field.



Cash Sales

SALES CASH UP - Cash

TRANSACTION TOTAL: 488.00

GRATUITY: 0.00

SERVICE CHARGE: 0.00

DISCOUNT: 0.00

INCLUDED: 0.00

PAYMENT DUE: 488.00

PAYMENT RECEIVED: 0.00

BALANCE DUE: 0.00

CHANGE: 0.00

Buttons: DRAWER, CANCEL, ACCEPT

Bottom Bar: Sale Cash Up, Print Bill, Print Receipt, Print Kitchen, Line Discount, Document Discount, TENDER - CASH

If the Guest is settling the bill immediately, the 'Tender' method is selected as 'Cash'.

By now clicking on the 'Sale Cash Up' button, the 'Sale Cash Up' screen indicates that this is a 'Cash' transaction.

By entering the 'Gratuity' amount – as awarded by the Guest – the 'Payment Due' amount increases accordingly.

SALES CASH UP - Cash

TRANSACTION TOTAL: 488.00

GRATUITY: 52.00

SERVICE CHARGE: 0.00

DISCOUNT: 0.00

INCLUDED: 0.00

PAYMENT DUE: 540.00

PAYMENT RECEIVED: 0.00

BALANCE DUE: 540.00

CHANGE: 0.00

Buttons: DRAWER, CANCEL, ACCEPT

Bottom Bar: REMOVE SERVICE CHARGE, AGENT CODE, SELECT AGENT, REDEEM VOUCHER, CUSTOMER NOTE



Cash Sales

SALES CASH UP - Cash

CASH	600	1
CREDIT CARD	0.00	
ADDITIONAL PAYMENT TYPES	Cheque	
VOUCHER (External)	0.00	
VOUCHER (Internal)	0.00	

TRANSACTION TOTAL: 488.00

GRATUITY: 52.00

SERVICE CHARGE: 0.00

DISCOUNT: 0.00

Included: 0.00

PAYMENT DUE: 540.00

PAYMENT RECEIVED: 600.00

BALANCE DUE: -60.00

CHANGE: 60.00

DRAMER

REMOVE SERVICE CHARGE

AGENT CODE

SELECT AGENT

REDEEM VOUCHER

CUSTOMER NOTE

CASH PAYMENT

1. Should the Guest pay cash, the amount received will be entered in the 'Cash' payment field.
2. The 'Payment Received' amount is indicated according to the cash amount entered.
3. And Novtel will indicate the amount in change to be handed to the Guest.

SALES CASH UP - Cash

CASH	0.00	
CREDIT CARD	540.00	
ADDITIONAL PAYMENT TYPES	Cheque	
VOUCHER (External)	0.00	
VOUCHER (Internal)	0.00	

TRANSACTION TOTAL: 488.00

GRATUITY: 52.00

SERVICE CHARGE: 0.00

DISCOUNT: 0.00

Included: 0.00

PAYMENT DUE: 540.00

PAYMENT RECEIVED: 540.00

BALANCE DUE: 0.00

CHANGE: 0.00

DRAMER

CANCEL

ACCEPT

REMOVE SERVICE CHARGE

AGENT CODE

SELECT AGENT

REDEEM VOUCHER

CUSTOMER NOTE

CREDIT CARD PAYMENT

Should the Guest pay by credit card, the exact outstanding amount is entered in the 'Credit Card' payment field.

The amount in change, is therefore zero.



Cash Sales

SALES CASH UP - Cash

CASH	300	TRANSACTION TOTAL	488.00
CREDIT CARD	0.00	GRATUITY	52.00
VISA		SERVICE CHARGE	0.00
ADDITIONAL PAYMENT TYPES		DISCOUNT	0.00
Cheque		INCLUDED	0.00
	0.00	PAYMENT DUE	540.00
VOUCHER (External)	0.00	PAYMENT RECEIVED	300.00
VOUCHER (Internal)	0.00	BALANCE DUE	240.00
		CHANGE	0.00

Buttons: DRAWER, CANCEL, ACCEPT (deactivated)

CASH AND CREDIT CARD PAYMENT

A Guest can also request to settle the bill as follows:

- ✓ Cash – R300.00
- ✓ Credit Card – R240.00

By entering the cash amount as R300.00, the 'Balance Due' amount is indicated as R240.00, and the 'Accept' button remains deactivated as the exact outstanding amount has not been covered by the cash payment alone.

SALES CASH UP - Cash

CASH	300.00	TRANSACTION TOTAL	488.00
CREDIT CARD	240	GRATUITY	52.00
VISA		SERVICE CHARGE	0.00
ADDITIONAL PAYMENT TYPES		DISCOUNT	0.00
Cheque		INCLUDED	0.00
	0.00	PAYMENT DUE	540.00
VOUCHER (External)	0.00	PAYMENT RECEIVED	540.00
VOUCHER (Internal)	0.00	BALANCE DUE	0.00
		CHANGE	0.00

Buttons: DRAWER, CANCEL, ACCEPT (activated)

By entering the balance due amount in the 'Credit Card' field, the 'Balance Due' amount is displayed as zero; the 'Accept' button activates, and can now be selected to produce the receipt.

Receipt: REC00409

Zoom: 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
2	Americano	18.00	36.00
1	Filter Coffee	18.00	18.00
1	Rooibos Tea	18.00	18.00
1	Bankers Breakfast	70.00	70.00
1	Farmers Breakfast	95.00	95.00
1	Fries - Half Portion	15.00	15.00
1	Pork Banger	12.00	12.00
1	Bacon	15.00	15.00
1	Bacon and Feta Pizza	120.00	120.00
1	Bacon and Egg Burger	89.00	89.00
1	Gratuity	52.00	52.00

Description : Table - 7 #1
Customer : CAS001
Payment Type : Cash

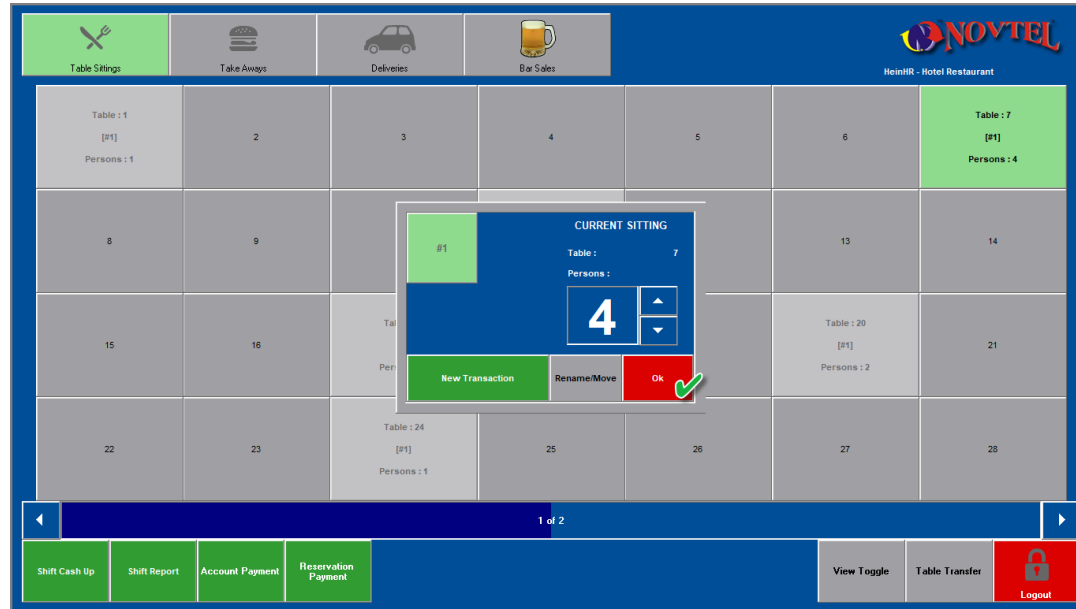
Payment Due :	540.00
Tax/VAT Total :	63.67
Payment Received :	540.00
Change :	0.00
Discount(0%) :	0.00
Voucher :	0.00

Staff member : HeinHR
Payment Date : 2022/08/22
Print Date : 2022/08/22
Time : 07:27:46
Shift Number : SFT00076
Invoice Number : IN000323

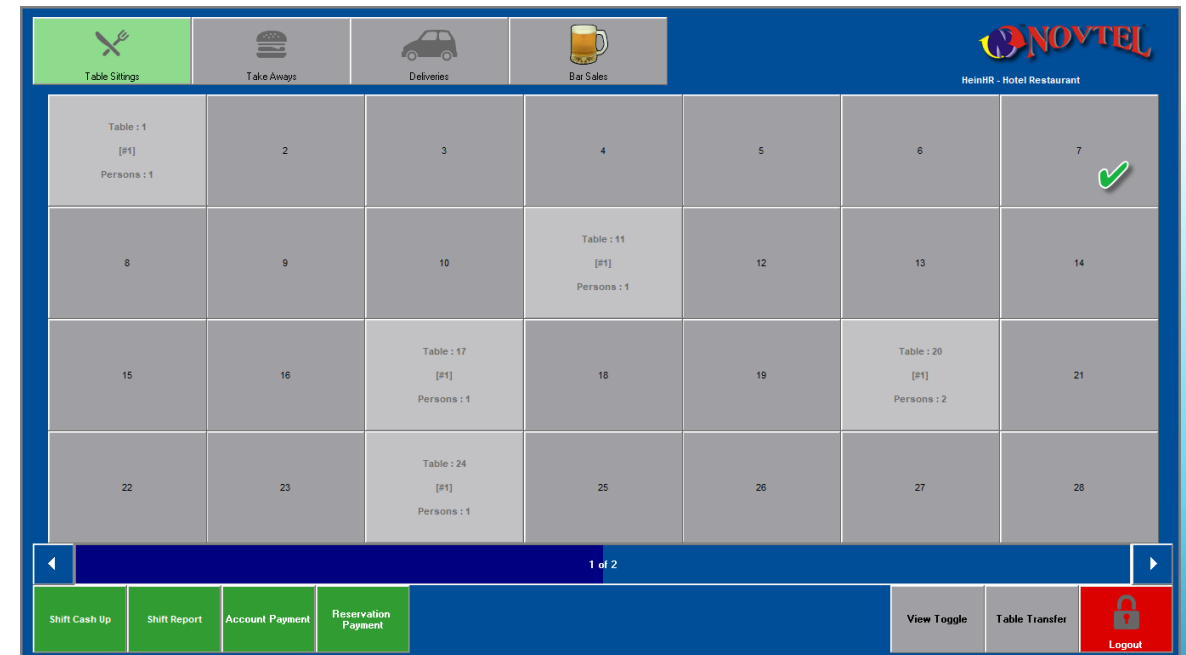
Thank You.



Cash Sales



Clicking 'OK' in the 'Current Sitting' screen, the table is closed, and is immediately available again for selection by either the same waitron to seat new guests, or by another waitron.





On Account Postings

The screenshot shows the Novtel POS interface. A menu titled 'SELECT PAYMENT METHOD' is open, displaying options: CASH, ON ACCOUNT, IN-HOUSE, IN-HOUSE GROUP, and CASH MEMBER. A red arrow points from the 'ON ACCOUNT' option to the 'TENDER - CASH' button in the bottom bar. The top bar shows 'Table 26' and a total of '0.00'.

The 'On Account' tender option is mostly used when managers or authorized personnel may charge items to their account, and for payment at the end of the month.

On Account Postings has NO LINK to reservations for accommodation.

Customer and Customer Category discounts can be set up, and by selecting the 'On Account' tender option and selecting the Guest from the list BEFORE adding any items, Novtel will check for the best price according to the Customer, or the Category they are linked to, and automatically charge the discounted price.

The 'Customers' window displays a list of customers. The customer 'Maartens, Danielle' with ID 'MAA001' is highlighted. A red arrow points from this entry to the 'Select <F7>' button. The window includes search filters for 'Number' and 'Description'.

Number	Description	Telephone	Fax	Country
DEL001	Delpont, Francois			South Africa
DIS001	Discover SA, and Beyond	021 333 333 333		South Africa
DUN001	Duncanville High School	011 123 456 789		South Africa
DUN002	Dunn, Frank			South Africa
GRE001	Green, Jane	011 123 456 789		South Africa
GRE002	Great High School	021 111 222 333		South Africa
JOH001	Johnson, Chris	029 558 885 558		Namibia
JOR001	Jordan, Celeste			South Africa
KEE001	Keen, Mike	077 789 789 852		United Kingdom
LEW001	Lewis, Francine	044 885 123456		South Africa
MAA001	Maartens, Danielle			South Africa
MOS001	Mossel Bay High School			South Africa
PET001	Peterson, Gail			

The 'ON ACCOUNT' window displays the details for the selected customer, Maartens, Danielle (Customer Code: MAA001). The details include address, telephone, cellphone, email, credit limit, and account balance. A red arrow points from the 'Accept' button in the bottom bar to the 'ON ACCOUNT' window.

ON ACCOUNT

Customer Code : MAA001
Description : Maartens, Danielle

Address : Staff Room 2
Oasis Lodge
70 Long Beach Road
Mossel Bay
6500

Telephone :
Cellphone : 077 147 258 369
Email : maartens@danielle.com
Credit Limit : 500.00
Account Balance : -126.00

Payment Methods [Search] **Accept**



On Account Postings

The screenshot shows the Novtel POS interface. On the left, the 'SALES CASH UP - On Account Customer Number 199801 Maartens, Danielle' screen is visible. It displays a list of items: 5 Roses Tea - 18.00 and Americano - 18.00. The transaction total is 80.00, with a gratuity of 8.00, resulting in a payment due of 88.00. The payment received is 0.00, leaving a change of 0.00. The 'TENDER - ON ACCOUNT' button is highlighted in red. On the right, the receipt for 'Oasis Lodge' is shown, detailing the items and their amounts, and the payment type 'On Account'. The receipt also includes staff member information, payment date, and a signature line.

Receipt : NAS00051

Oasis Lodge
77 Long Beach Road
Long Beach
Mosel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
1	Sunrise Breakfast	55.00	55.00
1	Cappuccino	25.00	25.00
1	Gratuity	8.00	8.00

Description : Table - 26 #1
Customer : MAA001 - Maartens, Danielle

Payment Type : On Account

Payment Due	88.00
Tax/VAT Total	10.43
Payment Received	0.00
Change	0.00
Discount(0%)	0.00
Voucher	0.00

Staff member : HeinHR
Payment Date : 2022/08/22
Print Date : 2022/08/22
Time : 10:44:21
Shift Number : SFT00076
Invoice Number : IN000324

Thank You.

Signature

When the sale is cashed up, the 'On Account' tender method will be displayed at the top of the 'Sale Cash Up' screen.

A gratuity amount can be entered if awarded by the Guest.

Now please note that 'On Account' transaction *can* be settled immediately – if requested by the guest.

But for demonstration purposes, we will now simply click 'Accept' to post the charges to the Guest's account in Novtel.

The 'Payment Received' amount is zero, since no payment has been received for this transaction.

The Guest must also sign the slip in recognition of receiving the items, and to be posted to their account.

The Waitron will include this slip in their Cash-Up Documents at the end of their shift.



On Account Postings

The screenshot displays the Hospitality POS interface. The 'Account Payments' dialog box is open, showing the following details:

- Customer Code: MAA001
- Customer Description: Maartens, Danielle
- Payment Type: Credit Card
- Credit Card Number: [Redacted]
- Credit Card Type: VISA
- Payment Date: 2022/08/22
- Amount Owed: 361.00
- Amount Paid: 361
- Amount Outstanding: 0.00
- User: HeinHR
- Shift #: SFT00076

A red arrow points from the 'Account Payment' button in the bottom navigation bar to the 'Account Payments' dialog box. The bottom navigation bar includes buttons for 'Shift Cash Up', 'Shift Report', 'Account Payment', and 'Reservation Payment'. The 'Receipt' screen on the right shows the following information:

Receipt : REC00410

Zoom: 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Vat : 123456789

RECEIPT

Description :	Account Payment
Customer :	MAA001 - Maartens, Danielle
Payment Type :	Credit Card
Credit Card Number :	
Credit Card Type :	VISA
Account Balance	361.00
Payment Received :	361.00
New Balance	0.00

Staff member : HeinHR
Payment Date : 2022/08/22
Print Date : 2022/08/22
Time : 11:02:18
Shift Number : SFT00076
Receipt Number : REC00410

Thank You.

At the agreed upon time, the Guest will settle their Account, and the payment can be processed directly from the 'Restaurant POS screen, and by:

- ✓ Clicking the 'Account Payments' button;
- ✓ Selecting the applicable Guest Account;
- ✓ Selecting the method of payment used by the Guest;
- ✓ Entering the payment amount in the 'Amount Paid' field;
- ✓ And clicking 'Accept'.

The account payment has now been processed successfully.



In-House Postings

Novtel Hospitality Ultimate Enterprise 7.9.0.2 - [Item Grid]

File Edit Modify Setup Process Reports Help

TODAY 22 Aug 2022 Mon

23 Aug 2022 Tue

24 Aug 2022 Wed

25 Aug 2022 Thu

26 Aug 2022 Fri

C001 646 Davids, Gregg Res No : 646 Status : In House

C001	646 Davids, Gregg				
C002					
C003					
C004					
C005					
CA01					
CA02					
CA03					

Whenever an individual guest is staying at the facility, and the reservation is linked to the 'In-House' status, 'In-House' charges can be posted from any department to the reservation, for payment upon departure.

We recommend that the Restaurant and Diet report is obtained daily, to indicate which Guests are In-House, and to enable the Waitron to post the charges to the correct reservation.

Table 5

DESCRIPTION QTY PRICE

Breakfast Beverages - Beer Beverages - Hot Beverages - Cold Dinner Dinner More Ribs and Pastas

Salads Deserts Wines - Red Wines

SELECT PAYMENT METHOD

CASH

ON ACCOUNT

IN-HOUSE

IN-HOUSE GROUP

CASH MEMBER

NC ALL NC 0.00

1 of 1

Sale Cash Up Print Bill Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept

Before selecting any charges, first select the 'Tender' method as 'In-House'.



In-House Postings

Select Reservation

Rese Num	Room Code	Customer Code	Customer Description
19	C001A	GRE001	Green, Jane
51	C001A	JOH001	Johnson, Chris
134	ZCA001	MOS001	Mossel Bay High School
135	ZCA002	SSS001	Southern Shores Shipping Company
615	C004	JOH001	Johnson, Chris
616	HMS001	JOR001	Jordan, Celeste
646	C001	DAV001	Davids, Gregg

Accept
Cancel

Search By
Rese Num

Search For

The list of all individual reservations which are currently 'In-House', is now displayed, and the correct reservation is to be selected.

IN-HOUSE

Reservation # : 646
Room Code : C001
Description : Chalet 1 - 2 Bedroom
Customer Code : DAV001
Description : Davids, Gregg
Silver Membership

Payment Methods

Accept

The selected reservation is indicated here, and the posting method is displayed as 'In-House'.

Clicking 'Accept', the ordered items can be selected.



While this table remains open in the restaurant, the reservation will display that there is an unprocessed transaction in the restaurant, which has not yet posted to the reservation.

Page 77



In-House Postings

Selecting the 'Sale Cash Up' button, the tender method is displayed as 'In-House' at the top of the 'Sale Cash Up' window. The Guest and Reservation number is also indicated.

As these charges are posted to an In-House Reservation, no immediate payment can be received, and the 'Accept' button is to be clicked after entering the gratuity amount awarded by the Guest.

The 'Goods Issue Note' is produced, and the charges are successfully posted to the reservation. The Guest must sign this document to confirm that they received the items listed, and the document must be retained to be included in the Cash Up documents at the end of the Waitron's Shift.

SALES CASH UP - In House Customer Number: DAV001 Davids, Gregg Bookings: 646

Transaction Total: 520.00

Gratuity: 50.00

Service Charge: 0.00

Discount: 0.00

Payment Due: 570.00

Payment Received: 0.00

Balance Due: 570.00

Change: 0.00

Tender: IN-HOUSE

Buttons: ACCEPT, DRAWER, CANCEL, REDEEM VOUCHER, CUSTOMER NOTE, REMOVE SERVICE CHARGE, AGENT CODE, SELECT AGENT

Bottom Bar: Sale Cash Up, Print Bill, Print Kitchen, Line Discount, Document Discount, TENDER - IN-HOUSE, Drawer, Accept

Receipt: GIN00114

Zoom: 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel: 044 123456789
Fax: 044 123456789
Tax: 123456789

GOODS ISSUE NOTE

QTY	DESCRIPTION	PRICE
4	Coke 350ml	40.00
2	Salami Pizza	270.00
2	Chicken and Avo Pizza	210.00
1	Gratuity	50.00

Description: Table - 5 #1

Customer: DAV001 - Davids, Gregg

Room: C001 - Chalet 1 - 2 Bedroom

Payment Type: In-House: Res # 646

Payment Due: 570.00

Tax/VAT Total: 67.83

Payment Received: 0.00

Change: 0.00

Discount(0%): 0.00

Voucher: 0.00

Staff member: HeinHR

Payment Date: 2022/08/22

Print Date: 2022/08/22

Time: 11:23:42

Shift Number: SFT00076

Invoice Number: IN000326

Thank You.

Signature



In-House Postings

Novtel Hospitality Ultimate Enterprise 7.9.0.2 - [Item Grid]

File Edit Modify Setup Process Reports Help

Reservation Details

Serial Financial Deposits Additional Costs Quick View **In-House**

In-House Detail

☒ In-House Purchases ☐ Invoice/Credit Note History

Transaction #	Date	Document #	Invoice #	Shift #	Department	Inclusive
895	2022/08/22	GIN00114	IN000326	SFT00076	Restaurant/Bar	570.00 ✓

Display Refresh

IN-HOUSE PROCESSED Created: 2022/08/22 11:07:04

EDIT ACCEPT CANCEL EVENT CLOSE

Redeem Voucher Customer Notes Manage Credits View Audit Log

View Rooms by
☒ Code
☐ Rate Per Person
☐ Rate Per Room

New Reservation

2022/08/22 2022/09/04

Reservation Number 646
DAV001 Davids, Gregg
PO Box 889
Springs
2222
gregg@davids.co.za

Viewing the reservation's 'In-House' tab, the transaction was successfully posted, and the amount is added to the Guest's total bill for payment upon departure.



In-House Group Postings

Table 22

SELECT PAYMENT METHOD

- CASH
- ON ACCOUNT
- IN-HOUSE
- IN-HOUSE GROUP
- CASH MEMBER

NC ALL NC TENDER - CASH Drawer Accept

0.00

Document Discount

Select Group

Number	Description	Customer Code	Customer
103	Bellville High Teambuilding	DUN001	Duncanville High School

Accept Cancel

Search By: Number Search For:

When a Group Booking for accommodation is made, and the Group is currently 'In-House', restaurant charges can be posted to the Group reservation.

Selecting the 'In-House Group' option, all Groups linked to the 'In-House' status, will be displayed. The required Group can now be selected.

Next, the reservation linked to the Group, must be selected.

Now please note that different scenarios may apply, for which person linked to the Group Booking will be liable for the payment of the accumulated 'In-House Group' charges.

In this case, the Group Owner is liable for the charges of all reservations listed here, and any of these reservations can be selected. But we prefer to post the charges to the Group Container booking.

Select Reservation

Reservation	Room Code	Customer Code	Customer Description
629	D203	DUN001	Duncanville High School
630	D204	DUN001	Duncanville High School
631	S101	DUN001	Duncanville High School
632	S102	DUN001	Duncanville High School
633	S103	DUN001	Duncanville High School
634	S104	DUN001	Duncanville High School
635	ZGROUP01	DUN001	Duncanville High School

Accept Cancel



In-House Group Postings

IN-HOUSE GROUP

Group Number : 103
Group Description : Bellville High Teambuilding
Reservation # : 635
Customer Code : DUN001
Customer Description : DUN001 - Duncanville High School
No Category

Payment Methods

The 'In-House Group' tender method is now displayed at the top of the screen, and the selected Group number and Reservation is displayed here. To continue, click 'Accept'.

The items ordered can now be captured as received from the Guests.

The bill can be produced upon request, and when the Guest has confirmed that everything is in order, the table can be closed upon posting the charges to the Group Reservation.

SALES CASH UP - In House Group Customer Number: DUN001 Duncanville High School Group

5 Roses Tea - 18.00 Americano - 18.00

TRANSACTION TOTAL
1198.00
GRATUITY: 102.00
SERVICE CHARGE: 0.00
DISCOUNT: 0.00
Included: 0.00
PAYMENT DUE
1300.00
PAYMENT RECEIVED: 0.00
BALANCE DUE: 1300.00
CHANGE: 0.00

Payment Methods: CASH, CREDIT CARD, ADDITIONAL PAYMENT TYPES, Cheque, VOUCHER (External), VOUCHER (Internal)

Payment Received: 0.00

Payment Due: 1300.00

Change: 0.00

Table 22

DESCRIPTION	QTY	PRICE
Farmers Breakfast	10	950.00
Americano	3	54.00
Hot Chocolate	4	140.00
Rooibos Tea	3	54.00

1198.00

Accept

Receipt : GIN00115

Zoom: 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mossel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

GOODS ISSUE NOTE

10	Farmers Breakfast	123.91	950.00
3	Americano	7.04	54.00
4	Hot Chocolate	18.26	140.00
3	Rooibos Tea	7.04	54.00
1	Gratuity	0.00	102.00

Description : Table - 22 #1
Customer : DUN001 - Duncanville High School
Room : ZGROUP01 - Group Container
Payment Type : Group # 103 Res # 635

Payment Due : 1300.00
Tax/VAT Total : 156.25
Payment Received :
Change : 0.00
Discount(0%) : 0.00
Voucher : 0.00

Staff member : HeinHR
Payment Date : 2022/08/22
Print Date : 2022/08/22
Time : 12:12:08
Shift Number : SFT00076
Invoice Number : IN000327

Thank You.

Signature



Novtel[®]

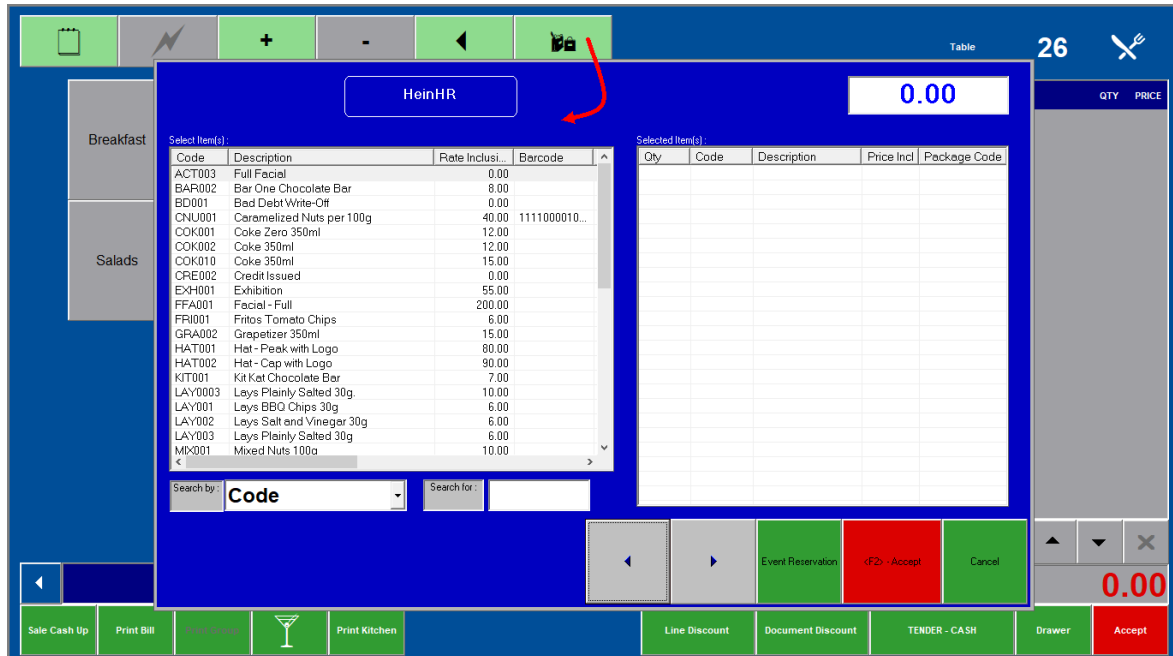
Hospitality Management – Restaurant POS

10

**The Retail POS System
Accessed from the
Restaurant's POS System**



The Retail POS System Accessed from the Restaurant's POS System



From the Restaurant's POS System, the Retail POS can be accessed. Examples of where these systems will be used in conjunction, are:

- **Facilities where the shop is situated within the Restaurant.**
Items ordered in the restaurant, and items sold from the shop, will appear on the same invoice, and a single payment can be received.
- **Novtel incorporates a complete Event system where tickets are sold from the Retail POS system accessed from the restaurant's POS system specifically.**
The Guest can have a meal in the restaurant, and also buy tickets to events such as a Zip Line Activity; Exhibition Tour; Concert etc. – for a once off payment and a single invoice.

Please note:

- ✓ A barcode scanner can be used to scan items from the Retail POS system, provided that the barcode is set up and a scanner is in use.
- ✓ These combined transactions can be sold on all of the Tender Methods.



The Retail POS System Accessed from the Restaurant's POS System

Table 26

HeinHR

540.00

5 Roses Tea 18.00

Code	Description	Rate Includ...	Barcode
LAY003	Lays Plainly Salted 30g	6.00	
MX001	Mixed Nuts 100g	10.00	
OLV001	Oasis Lodge Voucher - Shop	0.00	
PAR001	National Park Fees	20.00	
PEA001	Salted Peanuts 250g	6.00	
PEA002	Peanuts and Raisins 250g	6.00	
SPR001	Sprite 350ml	12.00	
SUN001	Sunscreen Cream 50ml	75.00	
SUN002	Sunscreen Spray 50ml	99.00	
SW001	Sparkling Water	15.00	
TCOM01	Ticket Combo Adults	470.00	
TCOM02	Ticket Combo Children	300.00	
TCOM03	School Group Package	245.00	
TEX001	Tex Chocolate Bar	7.00	
TSH002	T-Shirt with Logo Size Medium	130.00	
TSH003	T-Shirt with Logo Size Large	140.00	
VOU002	Voucher - All Departments	0.00	
VOU005	Voucher for Accommodation	0.00	
WTT001	Wine Tasting Tours	0.00	
ZLA001	Zio Line Adult	200.00	1234567891...

Search by: Code Search for:

Selected Item(s):

Qty	Code	Description	Price Incl	Package Code
X 2	TSH002	T-Shirt with Logo ...	260.00	
X 2	TSH003	T-Shirt with Logo ...	280.00	

QTY PRICE

2 240.00

2 210.00

4 100.00

Event Reservation

<F2> - Accept

Sale Cash Up

Print Bill

Print Group

Print Kitchen

Line Discount

Document Discount

TENDER - CAS

A practical example may be that a family is having lunch in the restaurant.

While the order is being prepared, the teenagers decided to browse through the shop and came across t-shirts they would like their parents to purchase for the family of 4.

The Waitron will be able to access the Retail POS system; search for, and select the items to be added to the bill.

Table 26

5 Roses Tea - 18.00

Americano - 18.00

Cappuccino - 25.00

Filter Coffee - 18.00

Green Tea - Lemon - 25.00

Green Tea - Mint - 25.00

Hot Chocolate - 35.00

Rooibos Tea - 18.00

DESCRIPTION	QTY	PRICE
+ 4 Seasons Pizza	2	240.00
+ Hawaiian Pizza	2	210.00
+ Cappuccino	4	100.00
+ T-Shirt with Logo Size Medium	2	260.00
+ T-Shirt with Logo Size Large	2	280.00

NC ALL

NC

1090.00

Sale Cash Up

Print Bill

Print Group

Print Kitchen

Line Discount

Document Discount

TENDER - CASH

Drawer

Accept



The Retail POS System Accessed from the Restaurant's POS System

The screenshot shows the Retail POS System interface. At the top, there's a header with a table number '26' and a total amount '0.00'. Below this, there's a list of items with columns for Code, Description, Rate Incl., and Barcode. The 'Exhibition' item is highlighted with a green checkmark. To the right of the list, there's a search bar with the text 'Code' and a search button. Below the list, there are buttons for 'Event Reservation', '<F2> - Accept', and 'Cancel'. At the bottom, there's a row of buttons: 'Sale Cash Up', 'Print Bill', 'Print Group', 'Print Kitchen', 'Line Discount', 'Document Discount', and 'TENDER - CASH'.

Code	Description	Rate Incl.	Barcode
BD001	Bad Debt Write-Off	0.00	
CNU001	Caramelized Nuts per 100g	40.00	1111000010...
COK001	Coke Zero 350ml	12.00	
COK002	Coke 350ml	12.00	
COK010	Coke 350ml	15.00	
CRE002	Credit Issued	0.00	
EX-H001	Exhibition	55.00	
FFA001	Facel - Full	200.00	
FRI001	Fritos Tomato Chips	6.00	
GRA002	Grapetizer 350ml	15.00	
HAT001	Hat - Peak with Logo	80.00	
HAT002	Hat - Cap with Logo	90.00	
KIT001	Kit Kat Chocolate Bar	7.00	
LAY003	Lays Plainly Salted 30g	10.00	
LAY001	Lays BBQ Chips 30g	6.00	
LAY002	Lays Salt and Vinegar 30g	6.00	
LAY003	Lays Plainly Salted 30g	6.00	
MIX001	Mixed Nuts 100g	10.00	
OLV001	Oasis Lodge Voucher - Shop	0.00	
PAR001	National Park Fees	20.00	

Tickets can also be purchased from the Retail POS System linked to the Restaurant POS System – if an 'Event Master File' has been set up, and Event charges are linked to the Master.

Selecting an 'Event Charge', a specific timeslot can be booked on a specified date.

The screenshot shows the Event Reservation screen. At the top, there's a header with a table number '26' and a total amount '1090.00'. Below this, there's a form for 'Main Building Exhibition'. The form includes fields for 'Event Date' (2022/08/22), 'Capacity' (50), and 'Not Capped at Capacity'. There are also checkboxes for 'Event Reservation Only', 'Print Reservation Confirmation', and 'Print Ticket'. Below the form, there's a table of timeslots with columns for Time, Capacity, and Price. The '6 - 15:00:00' timeslot is highlighted with a green checkmark. At the bottom, there's a row of buttons: 'Sale Cash Up', 'Print Bill', 'Print Group', 'Print Kitchen', 'Line Discount', 'Document Discount', 'TENDER - CASH', 'Drawer', and 'Accept'.

Time	Capacity	Price
0 - 09:00:00	50	0
1 - 10:00:00	50	0
2 - 11:00:00	50	0
3 - 12:00:00	50	0
4 - 13:00:00	50	0
5 - 14:00:00	50	0
6 - 15:00:00	50	0
7 - 16:00:00	50	0



The Retail POS System Accessed from the Restaurant's POS System

Main Building
Exhibition

Event Date: 2022/08/22 Time Slot: 15:00:00

Attendees: 4 Available: 46 Capacity: 50 Not Capped at Capacity

CAS001 Customer Name: Contact Number: Country: Email Address:

Accept ✓

The number of Attendees are to be set, and the ticket charges are also added to the Restaurant bill.

Table 26

HeintHR 220.00

5 Roses Tea 18.00

Code	Description	Rate Incl.	Barcode
BD001	Best Deal White-Of	0.00	
CNU001	Caramelized Nuts per 100g	40.00	1111000010...
COK001	Coke Zero 350ml	12.00	
COK002	Coke 350ml	12.00	
COK010	Coke 350ml	15.00	
CRE002	Credit Issued	0.00	
EXH001	Exhibition	55.00	
FFA001	Facel - Full	200.00	
FRU001	Fries Tomato Chips	6.00	
GRA002	Grapetizer 350ml	15.00	
HAT001	Hat - Peak with Logo	80.00	
HAT002	Hat - Cap with Logo	90.00	
KIT001	Kit Kat Chocolate Bar	7.00	
LAY0003	Lays Plainly Salted 30g	10.00	
LAY001	Lays BBQ Chips 30g	6.00	
LAY002	Lays Salt and Vinegar 30g	6.00	
LAY003	Lays Plainly Salted 30g	6.00	
ME001	Mixed Nuts 100g	10.00	
OLV001	Oasis Lodge Voucher - Shop	0.00	
PAP001	National Park Fees	20.00	

Search by: Code Search for:

Event Reservation rFD - Accept Cancel

1090.00

Sale Cash Up Print Bill Print Group Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept

Table 26

DESCRIPTION	QTY	PRICE
4 Seasons Pizza	2	240.00
Hawaiian Pizza	2	210.00
Cappuccino	4	100.00
T-Shirt with Logo Size Medium	2	280.00
T-Shirt with Logo Size Large	2	280.00
Exhibition	4	220.00

NC ALL NC

1310.00

Sale Cash Up Print Bill Print Group Print Kitchen Line Discount Document Discount TENDER - CASH Drawer Accept



The Retail POS System Accessed from the Restaurant's POS System

Print Bill

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
044 123456789
044 123456789

Invoice : IN00887
VAT Number : 123456789

Table: 26

4 Seasons Pizza	2	31.30	240.00
Hawaiian Pizza	2	27.39	210.00
Cappuccino	4	13.04	100.00
T-Shirt with Logo Size Medium	2	33.91	260.00
T-Shirt with Logo Size Large	2	36.52	280.00
Exhibition	4	28.70	220.00

Total Excl : 1139.14
Tax : 170.86
Gratuity : 0.00
Total : 1310.00
Discount Included : 0.00

Gratuity:
Waitron : HeinHR
2022/08/22 12:59:56
SFT00076

Thank You.

←
The Bill

Receipt : REC00411

Zoom 100%

Oasis Lodge
77 Long Beach Road
Long Beach
Mosssel Bay
6500
Tel : 044 123456789
Fax : 044 123456789
Tax : 123456789

TAX INVOICE

QTY	Description	Unit	Amount
2	4 Seasons Pizza	120.00	240.00
2	Hawaiian Pizza	105.00	210.00
4	Cappuccino	25.00	100.00
2	T-Shirt with Logo Size Medium	130.00	260.00
2	T-Shirt with Logo Size Large	140.00	280.00
4	Exhibition	55.00	220.00
1	Gratuity	130.00	130.00

Description : Table - 26 #1
Customer : CAS001

Payment Type : Credit Card
Credit Card Number :

Credit Card Type :

Payment Due :	1440.00
Tax/VAT Total :	170.86
Payment Received :	1440.00
Change :	0.00
Discount(0%) :	0.00
Voucher :	0.00

Staff member : HeinHR
Payment Date : 2022/08/22
Print Date : 2022/08/22
Time : 12:34:52
Shift Number : SFT00076
Invoice Number : IN000328

Thank You.

←
The Tax Invoice

→
The Event Ticket

Event Ticket

Zoom 100%

Oasis Lodge
EVENT TICKET
Tel : 044 123456789
Fax : 044 123456789

Main Building
Exhibition

Event Date : 2022/08/22
Event Start Time : 15:00:00
Valid for any Event Start Time on Date specified
Ticket Number : 2022081500133
Allow Entry : 4

Ticket Number : 2022081500133
Event Ticket ID : 133
EMID : 35862
Reprint : 0

Thank You.



Novtel[®]

Hospitality Management – Restaurant POS

11

The Shift Cashup Procedure



The Shift Cashup Procedure

The screenshot shows the Novotel HR - Hotel Restaurant software interface. At the top, there are icons for Table Settings, Take Aways, Deliveries, and Bar Sales. The main area displays a grid of tables with their respective numbers and the number of persons. A 'Shift Summary' dialog box is open in the center, showing a table of transactions and a 'Shift Total' of 4299.00. A red arrow points to the 'Shift Cash Up' button in the bottom navigation bar.

Shift Summary	
Transactions	Items in Transaction
Table: 7	
Table: 26	
Table: 0	
Table: 5	
Table: 22	
Table: 26	

Shift Total: 4299.00
Shift Gratuity: 342.00

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

Bottom navigation bar: Shift Cash Up, Shift Report, Account Payment, Reservation Payment, View Toggle, Table Transfer, Logout

In order to cash up a shift at the end of the day, click on the 'Shift Cash Up' button.

In this case, the Shift Total is displayed as R4299.00 which includes Cash Sales; In-House and In-House Group Transactions; Account Postings and Payments; Voucher Sales, and Vouchers Redeemed.

The Gratuity amount of R342.00 – which forms part of the cash-up - cannot be removed from the till. In doing so, the shift totals will not balance.

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

- ✓ The amount of cash
- ✓ The combined total for payments received by credit cards
- ✓ Cheque payments – if allowed by your company
- ✓ And the total for Vouchers redeemed during the shift.

The credit card slips; redeemed voucher documents and signed Goods Issued Notes will be included in the cash up documents.



The Shift Cashup Procedure

Shift Summary	
Transactions	Items in Transaction
Table: 7	
Table: 26	
Table: 0	
Table: 5	
Table: 22	
Table: 26	

Double click on line to re-print Transaction Press <Enter> transaction on the left to view Items.

Shift Total: **4299.00** **Print** **Detailed** **Money**

Shift Gratuity: **342.00** **Summary** **Report** **Count**

Performing the Money Count Procedure

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

Money Count

1000.00	0.50	Cash :	0.00
500.00	0.25	Cheque :	0.00
200.00	0.20	Credit Card :	0.00
100.00	0.10	Bank Transfer :	0.00
50.00	0.05	Vouchers :	0.00
20.00	0.02	Other :	0.00
10.00	0.01	PayPal	0.00
5.00		BitPay	0.00
2.00		GiroPay	0.00
1.00		Total :	0.00
		- Float :	0.00
		Physical :	0.00

Comments :

Shortage : 2341.00

Shift Total Cash : 2341.00

Account Total : 88.00

In House Total : 570.00

Group Total : 1300.00

Other Total : 0.00

Shift Total : 4299.00

Report Screen Capture Report (Slip) Accept Cancel

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

1. Shortage and Shift Total Cash

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

According to Novtel, the 'Shift Total Cash' amount is the same than the 'Shortage' amount. Only payments received in cash; by credit card; cheque and Vouchers, will be counted and entered in the relevant fields.



The Shift Cashup Procedure

Shortage :	2341.00
Shift Total Cash :	2341.00
Account Total :	88.00 2
In House Total :	570.00 3
Group Total :	1300.00 4
Other Total :	0.00 5
Shift Total :	4299.00 6

2. Account Total (R88.00)

Any transactions posted, using the 'On Account' tender method and for which no immediate payment was received, will be automatically be calculated and inserted here. Although part of the Shift Total, 'On Account' postings are not 'counted' by the Waitron.

3. In-House Total (R570.00)

The combined total for transactions posted during this shift - using the 'In-House' tender method – is displayed here.

4. Group Total (R1300.00)

The combined total for transactions posted during this shift - using the 'In-House Group' tender method – is displayed in this field.

5. Other Total (R0.00)

Should payment have been received by means of an alternative posting method, the total will be reflected here.

6. Shift Total (R4299.00)

The Shift Total is the combined total of all amounts indicated – which includes the gratuities captured.



The Shift Cashup Procedure

Money Count

Denomination	Count
1000.00	0
500.00	0
200.00	2
100.00	6
50.00	3
20.00	4
10.00	3
5.00	5
2.00	6
1.00	4

Denomination	Count
0.50	0
0.25	0
0.20	0
0.10	0
0.05	0
0.02	0
0.01	0

Payment Method	Amount
Cash	1301.00
Cheque	0.00
Credit Card	1440.00
Bank Transfer	0.00
Vouchers	0.00
Other	0.00
PayPal	0.00
BitPay	0.00
GiroPay	0.00
Total	2741.00
- Float	400
Physical	2341.00
Surplus	0.00
Shift Total Cash	2341.00
Account Total	88.00
In House Total	570.00
Group Total	1300.00
Other Total	0.00
Shift Total	4299.00

Comments :

Report Screen Capture Report (Slip) Accept Cancel

As Hein now counts all the money in his cash register (which includes his cash float), he will be required to insert the exact **physical number** of notes or coins, in the corresponding field here (and *not* the value of the notes or coins).

In this case, the following number of notes and coins are present in the cash register, which includes a R400.00 float:

- ✓ R200.00 notes x 2
- ✓ R100.00 notes x 6
- ✓ R50.00 notes x 3
- ✓ R20.00 notes x 4
- ✓ R10.00 notes x 3
- ✓ R5.00 coins x 5
- ✓ R2.00 coins x 6
- ✓ R1.00 coins x 4

The 'Float' amount of R400.00 is entered in the 'Float' field, and is deducted from the cash sales amount.

Our company policy dictates that no cheques will be accepted, and this field is left blank as it is not applicable.

The combined total for all credit card payments – as manually calculated by adding up the credit card slip totals for this shift – is entered as R1440.00.



The Shift Cashup Procedure

Money Count

Date : 2022/08/22 Operator : HeinHR Shift : SFT00076
Shift Start : 2022/08/19 12:24:40 Shift End : OPEN

Operator Cash Up

CLOSING TOTAL : 4299.00

Cash	1301.00
- Float	400.00
	901.00
Cheques	0.00
Credit Cards	1440.00
Bank Transfer	0.00
Other	0.00
PayPal	0.00
BitPay	0.00
GiroPay	0.00
	2341.00

Vouchers

Short / Over 0.00

BALANCING TOTAL : 2341.00

On Account	88.00
In House	570.00
Group	1300.00
Other	0.00

SHIFT TOTAL : 4299.00

Comments

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

The 'Report (Slip)' option will print the report to the slip printer.

Both the Waitron and the Supervisor will sign the report after checking the cash and documents. The Supervisor will now be responsible for the pre-mentioned.

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

Money Count

1000.00	0	0.50	0	Cash :	1301.00
500.00	0	0.25	0	Cheque :	0.00
200.00	2	0.20	0	Credit Card :	1440.00
100.00	6	0.10	0	Bank Transfer :	0.00
50.00	3	0.05	0	Vouchers :	0.00
20.00	4	0.02	0	Other :	0.00
10.00	3	0.01	0	PayPal	0.00
5.00	5			BitPay	0.00
2.00	6			GiroPay	0.00
1.00	4			Total :	2741.00

Comments :

Physical : 2341.00

Surplus : 0.00

Shift Total Cash : 2341.00
Account Total : 88.00
In House Total : 570.00
Group Total : 1300.00
Other Total : 0.00
Shift Total : 4299.00

Report Screen Capture Report (Slip) Accept Cancel



The Shift Cashup Procedure

The Detailed Report is displayed as follows:

Shift Summary	
Transactions	Items in Transaction
Table: 7	
Table: 26	
Table: 0	
Table: 5	
Table: 22	
Table: 26	

Double click on line to re-print Transaction

Shift Total: 4299.00

Shift Gratuity: 342.00

Print Summary

Detailed Report

Detailed Shift Summary - Supervisor:

Cashier: HeinHR - Shift #:SFT00076

Shift Start 2022/08/19 12:24:40 - Shift End 2022/08/22

Time and date report was printed: 2022/08/22 13:39:07

Cash Invoices and Credit Notes

TRANS #	CODE	DESCRIPTION	QTY	RATE
881 (IN000323)				
Table #7	ADD001	Fries - Half Portion	1	15.00
Table #7	BAC001	Bacon	1	15.00
Table #7	GRA005	Gratuity	1	52.00
Table #7	HRBRA002	Bunkers Breakfast	1	70.00
Table #7	HRBRE003	Farmers Breakfast	1	95.00
Table #7	HRBUR004	Bacon and Egg Burger	1	89.00
Table #7	HRCOF001	Filter Coffee	1	18.00
Table #7	HRCOF003	Americano	2	36.00
Table #7	HRPIZ005	Bacon and Feta Pizza	1	120.00
Table #7	HRTEA004	Rosibos Tea	1	18.00
Table #7	PBA001	Pork Banger	1	12.00
TRANSACTION TOTAL:			12	540.00
SHIFT TOTAL:				540.00

Credit Card Invoices and Credit Notes

TRANS #	CODE	DESCRIPTION	QTY	RATE
887 (IN000325)				
Table #26	EXH001	Exhibition	4	220.00
Table #26	GRA005	Gratuity	1	130.00
Table #26	HRCOF002	Cappuccino	4	100.00
Table #26	HRPIZ001	Hawaiian Pizza	2	210.00
Table #26	HRPIZ003	4 Seasons Pizza	2	240.00
Table #26	TSH002	T-Shirt with Logo Size Medium	2	260.00
Table #26	TSH003	T-Shirt with Logo Size Large	2	280.00
VOID	TSH002	T-Shirt with Logo Size Medium		260.00
VOID	TSH003	T-Shirt with Logo Size Large		280.00
TRANSACTION TOTAL:			17	1440.00
SHIFT TOTAL:				1440.00

Account Sales

TRANS #	DOC NO	CUSTOMER	AMOUNT
882	IN000324	MAA001 - Maartens, Danielle	88.00
			88.00

In-House Sales

TRANS #	DOC NO	ROOM	CUSTOMER	AMOUNT
885	IN000326	C001	DAV001 - Davids, Gregg	570.00
				570.00

In-House Sales Group

TRANS #	DOC NO	GROUP	CUSTOMER	AMOUNT
886	IN000327	103	DUN001 - Duncannville High School	1300.00
				1300.00

Account Payments

TRANS #	DOC NO	CUSTOMER	AMOUNT
884	REC00410	MAA001 - Maartens, Danielle	361.00
			361.00



The Shift Cashup Procedure

The Daily Takings – Payment Summary Report:

Shift Summary			
Transactions	Items in Transaction		
Table: 7		881	
Table: 26		882	
Table: 0		884	
Table: 5		885	
Table: 22		886	
Table: 26		887	

Double click on line to re-print Transaction Press <Enter> on a transaction on the left to view Items.

Shift Total: **4299.00** Print Detailed Money Cash Up **Daily Takings** ✓

Shift Gratuity: **342.00** Summary Report Count

Daily Takings Payment Summary				
Cashier: HeinHR - Shift #:SFT00076				
Shift Start 2022/08/19 12:24:40 - Shift End 2022/08/22				
CASH				
#	DOCUMENT #	TYPE	AMOUNT	
881	REC00409	Sales	300.00	
			Total :	300.00
CREDIT CARD				
#	DOCUMENT #	TYPE	PAYMENT DETAILS	AMOUNT
887	REC00411	Sales		1440.00
881	REC00409	Sales	VISA	240.00
884	REC00410	Account Payments	VISA	361.00
			Total :	2041.00



The Shift Cashup Procedure

The screenshot shows the 'Shift Summary' window with a table of transactions. A confirmation dialog box is overlaid, asking 'Are you sure you want to cash up your shift?'. The 'Yes' button is highlighted with a red arrow. Below the table, there are buttons for 'Print Summary', 'Detailed Report', 'Money Count', and 'Cash Up'. The 'Cash Up' button is also highlighted with a red arrow.

Transactions	Items in Transaction
Table: 7	881
Table: 26	882
Table: 0	884
Table: 5	885
Table: 22	886
Table: 26	887

Shift Total: 4299.00
Shift Gratuity: 342.00

Buttons: Print Summary, Detailed Report, Money Count, Cash Up

Cashing up and closing the Shift

By clicking on the 'Cash-Up' button, Novtel will confirm if you wish to cash up the shift. Selecting 'Yes', the 'Shift Summary Report' will print automatically.

The screenshot shows the 'Shift Summary' report window. It displays the shift details for HeinHR, including the shift start date and time, and a table of transactions. The total shift amount is 4299.00. The report ends with 'End of Shift Summary'.

Shift Summary
Shift#: SFT00076
HeinHR

Shift Start: 2022/08/19 12:24:40
Date: 2022/08/22

Transaction#	Table# / TA ID	Table Total:
881	Table: 7	540.00
882	Table: 26	88.00
884	Table: 0	361.00
885	Table: 5	570.00
886	Table: 22	1300.00
887	Table: 26	1440.00
Table Total:		4299.00
Take Away Total:		0.00
Delivery Total:		0.00
Bar Sales Total:		0.00
Total:		4299.00

End of Shift Summary

Hein's Shift is now closed, and he is logged out of Novtel.

The screenshot shows the 'Novtel Hospitality' login window. It has a text input field for 'Enter Password' and four buttons: 'Log In', 'Cancel', 'Unlock', and 'Use OSK'.

Novtel Hospitality

Enter Password

Log In
Cancel
Unlock
Use OSK



The Shift Cashup Procedure

The Supervisor's Screen

Hein's Shift is no longer displayed in pink since it has been closed on the date captured next to it.

The Supervisor will now perform the 'Supervisor Shift Cash-up' procedure for Hein's shift in order to send the data to the financial system – after which the shift will be removed from the Supervisor screen.

ID	Customer	Table / TA	Type	Total
881	CAS001	Table 7	Sales	540.00
882	MAA001	Table 26	Sales	88.00
884	MAA001	Table 0	ccount Paymer	361.00
885	DAV001	Table 5	Sales	570.00
886	DUN001	Table 22	Sales	1300.00
887	CAS001	Table 26	Sales	1440.00

Shift Number	Status	Error
SFT00076	Successful	





Property
Management



Hospitality
Management



Equipment Hire



Relations
Management



Self-Storage



Vehicle Hire



The Invoice Module
and Job Tracker Utility

(For the Glass Cutting Industry)



Contract
Management



Bank Manager



Access Control



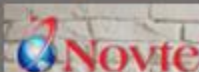
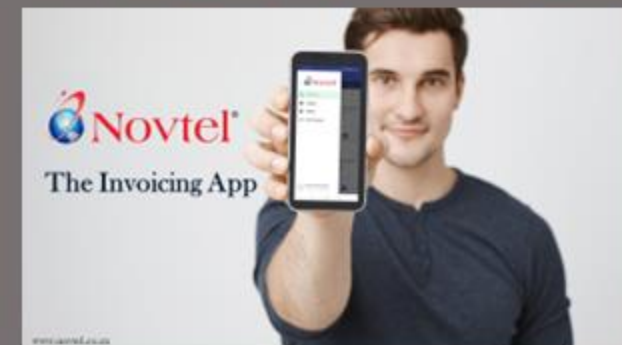
Property Management
Mobile Application



Relations Management
Mobile App



The Invoicing App



The Online
Application
Website



info@novtel.com

sales@novtel.com



www.novtel.co.za



086 166 8835





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Rental Software Specialists