



# Novtel<sup>®</sup>

## Vehicle Hire



**Novtel**<sup>®</sup> Vehicle Hire

## The Basics of Novtel Vehicle Hire



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# Novtel<sup>®</sup> Vehicle Hire

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## Introduction





# Introduction

**This document is intended to give a quick overview of the basics of Novtel Vehicle Hire.**

**However: Please note that Novtel has a wide range of capabilities and is feature rich.**

**Feel free to request a product demonstration for more details.**

## Third Party Integration

Novtel Vehicle Hire manages your fleet with ease, and integrates with:

- ✓ Microsoft Office
- ✓ Sage Pastel Partner and Xpress
- ✓ Sage Evolution
- ✓ Webfleet
- ✓ Novtel Access Control
- ✓ And Novtel Relations Management

## Multi Branch Management

Novtel Vehicle Hire supports multi-branch management where a vehicle can be checked out at one branch and checked in at another.

## Multi-Currency

If the Multi-Currency Module is installed and active in Sage Pastel or Evolution; different currencies have been set up and exchange rates updated, a specific foreign currency can be linked to the Customer master file in Novtel when the Customer is created.

In Novtel, Invoices and Statements will be produced in the home currency, BUT in the financial system, the Invoice will be produced in the foreign currency linked to the Customer's master file.

## Customer Categories

We recommend that 'Customer Categories' are set up in the financial system in order to link the relevant Category to each Customer master file in Novtel to obtain a rental statistics report based on Customer Category.



# Introduction

## Reservation Statuses

On the Grid, the status of a reservation can be tracked by means of specific status colours linked to it – as indicated below:

<input type="checkbox"/>	Cancelled	<input type="checkbox"/>
<input checked="" type="checkbox"/>	Provisional	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Confirmed	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	On Rent	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Termed	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Non Rev	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Non Rev Return	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Paid	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Pax Container	<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	Replaced	<input checked="" type="checkbox"/>

## Agents and Commission

Agent Codes can be set up in the financial system, and commission structures set up.

Range	Periodic Target Amount	Commission %
From 10 000.00 to 19 999.99	10 000.00	5.00
From 20 000.00 to 39 999.99	20 000.00	10.00
From 40 000.00 onward	40 000.00	20.00
		0.00
		0.00

These codes will be available in Novtel to be linked to a reservation.

Complete commission and sales reporting are obtained from the financial system.

In Novtel, a Rental Statistics Report can be obtained to list the total 'sales' per Agent.

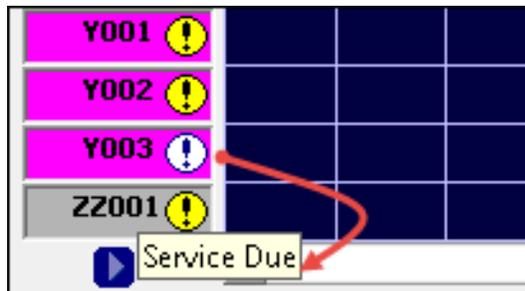
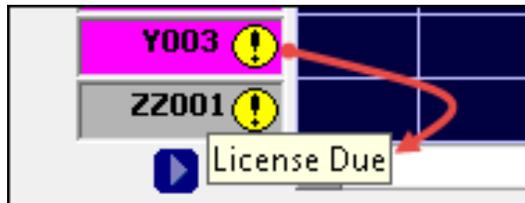


# Introduction

## Reminders

Novtel incorporates the feature to notify the User prior to an expiring licence; when a service is due, and when a contract is about to end.

On the Grid, next to the vehicle code, an exclamation mark will indicate that an action is needed, and when hovering on the exclamation mark, the action is listed as follows:



Reports can also be obtained which will indicate:

- ✓ Which vehicle licences have already expired, and which are still valid.
- ✓ Services due - and if overdue - how many kilometres the service is overdue.
- ✓ And contracts expiring within a selected date range.

In addition, 2 custom reminders can be set up for all Vehicles in the system.

Dates are linked to the custom reminders; the notification period set, and exclamation marks will appear next to the vehicle code on the grid to notify the User of an action to be taken.



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**Vehicle Hire**

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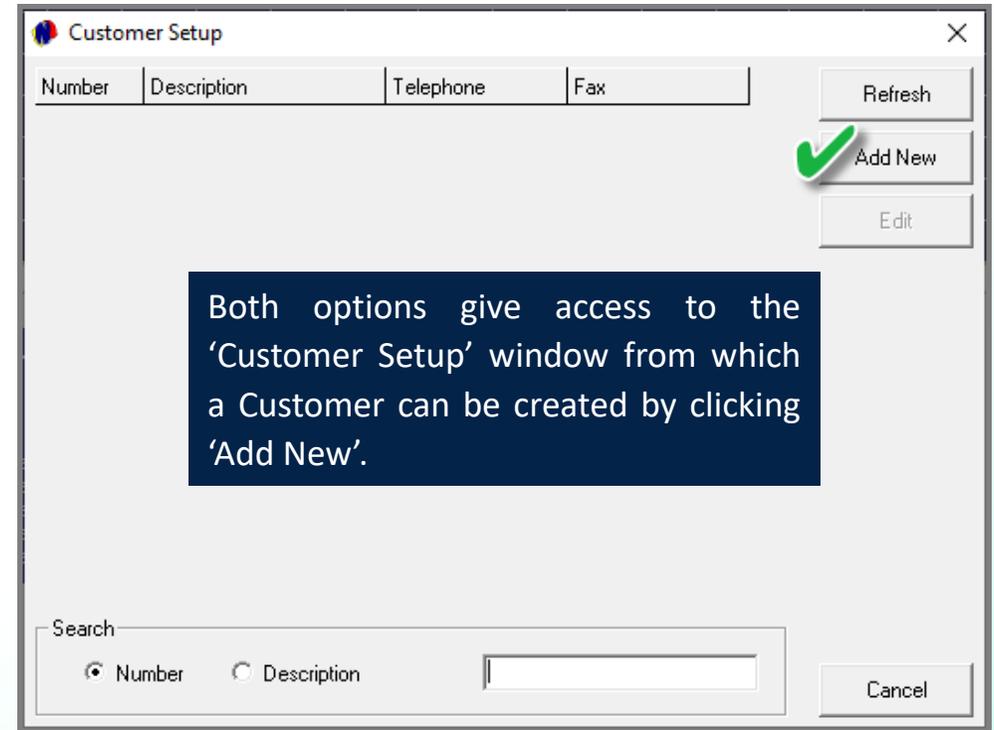
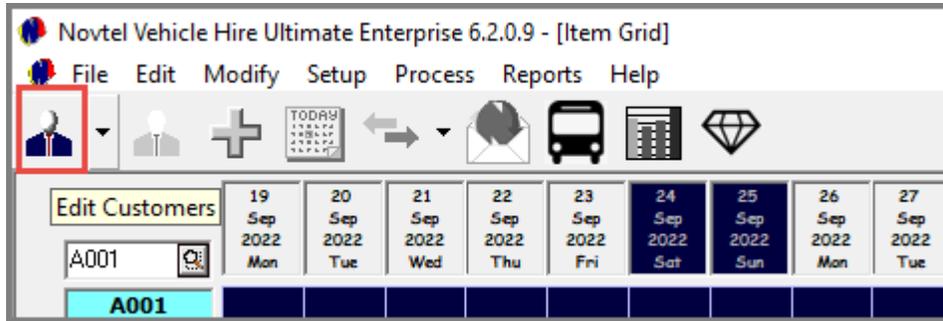
**Creating and  
Managing Customers**



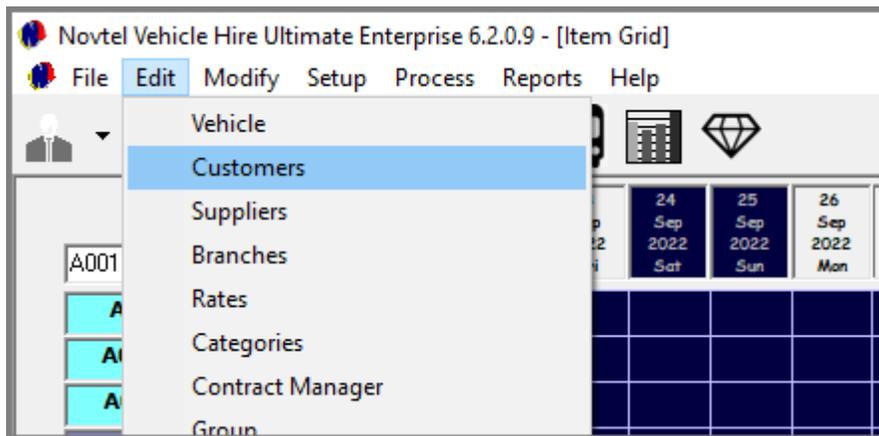


# Customers

New Customers can be created, and existing ones accessed by clicking on the 'Edit Customer' icon.



Or: From the 'Edit' menu, select 'Customers'.





# Customers

An unlimited number of Customers can be set up in Novtel and will also automatically be saved in the financial system simultaneously.

1. By using the 'Customer AutoNumber' functionality, the system User will only type the 3 letters 'Alpha-Code', and Novtel will check for and insert the next available numeric code.
2. Enter the Customer Description in this field.
3. Select the relevant Customer Category to be linked to this Customer.
4. And if 'Multi-Currency' is set up in the financial system, select the applicable currency here while in the process of creating the Customer Master File. Once saved, the currency CANNOT be changed.

**Add New Customer**

Account Code	AND001 <span>1</span>	<input checked="" type="checkbox"/> Use Customer AutoNumber	<input type="checkbox"/> Corporate Customer
Description	Anderson, Peter <span>2</span>		<input type="checkbox"/> Monthly Customer
Customer Category	02 - Private Sector <span>3</span>		<input type="checkbox"/> Inactive Customer
Pastel Foreign Currency	00 - Home Currency <span>4</span>		



# Customers

**General** | Delivery Addresses | User Defined Fields | Additional Contacts

Postal Address: PO Box 123  
Bellville  
Cape Town  
0100

Tax Reference:

Telephone No: 021 456123  
Fax No:   
Mobile Phone: 082 123654  
Email Address: peter@anderson.com

Contract Month Start Day: 1

Customer Notes | Accept | Cancel

In the 'General' tab, all contact details must be captured.

General | **Delivery Addresses** | User Defined Fields | Additional Contacts

Delivery Address: 44 West Street  
Bellville  
Cape Town  
0100

Customer Notes | Accept | Cancel

Enter the Customer's physical address in the 2<sup>nd</sup> tab.



# Customers

In the User Defined Fields tab, Novtel has made provision for additional information to be entered in 5 fields.

By default, the line descriptions are indicated as 'User Defined Field 1 – 5'. However, we have customised lines 1 – 3 in the User Defined Fields Setup screen as follows:



Field Label	Value
Customer User Defined Field 1	ID Number
Customer User Defined Field 2	Nationality
Customer User Defined Field 3	Frequent Customer?
Customer User Defined Field 4	.
Customer User Defined Field 5	.

Therefore, the customised descriptions are displayed on all Customer Master Files, and the relevant information can now be entered per line, and per Customer respectively.

Field Label	Value
ID Number	740302010405
Nationality	South-African
Frequent Customer?	Yes
.	.
.	.





# Customers

General   Delivery Addresses   User Defined Fields   **Additional Contacts**

Default	Lastname	Initials	Firstname	Id Number

Add

In the 'Additional Contacts' tab, the User will be able to add more contact persons to this Customer master file by clicking 'Add' here, and 'Add' again in the next screen.

Additional Contact List

Id/Passport No	Last Name	First Name
----------------	-----------	------------

**Add Contact**

Last Name   
First Name

**General**   Spouse

ID Number   
Passport   
Title   
Initials   
Date of Birth   
Gender    Maiden Name   
Marital Status    Date Married   
Cellphone Number    Valid Drivers

All relevant details must be captured for this contact before clicking 'Accept'.



# Customers

**Additional Contact List**

Id/Passport No	Last Name	First Name
78010203040506	Anderson	Sandra

Buttons: Add, Edit, Delete

Search: Search By  Search For

Buttons: Select, Cancel

The newly created contact can now be clicked and the 'Select' button selected to add this contact to the current Customer Master File – after which it will be displayed in the 'Additional Contacts' tab.

Please note that Customer Notes can also be captured per Customer Master File, but this can only be done after the Customer Master File was saved initially by clicking 'Accept'.

**Add New Customer**

Account Code:   Use Customer AutoNumber

Description:

Customer Category:

Pastel Foreign Currency:

Corporate Customer  
 Monthly Customer  
 Inactive Customer

General | Delivery Addresses | User Defined Fields | **Additional Contacts**

Default	Lastname	Initials	Firstname	Id Number
<input type="checkbox"/>	Anderson	S.A	Sandra	78010203040506
<input type="checkbox"/>				

Buttons: Add, Remove

Customer Notes

Buttons: Accept, Cancel



# Customers

Number	Description	Telephone	Fax
AND001	Anderson, Peter	021 456123	

Buttons: Refresh, Add New, Edit

The newly created Customer Master File can now be selected and the 'Edit' button clicked to access it.

Clicking on the 'Customer Notes' button, a new note can be captured by clicking 'Add'.

Account Code: AND001  
Description: Anderson, Peter  
Customer Category: 02 - Private Sector  
Pastel Foreign Currency: 00 - Home Currency

Postal Address: PO Box 123, Bellville, Cape Town, 0100

Tax Reference: [Empty]

Buttons: Add, Edit, Delete

The note is to be captured and saved.

Client Code: AND001    Date: 2022/09/19

The Customer will ONLY rent automatic vehicles.

Buttons: Accept, Cancel



# Customers

Setup Customer Note

Client Code	Note Date	User	Note
AND001	2022/09/19	Louise	The Customer will ONLY rent automatic vehicles.

Buttons: Add, Edit, Delete, Close

The note is now visible for any system User to access from the Customer's Master File.

**CUSTOMER LISTING**  
Date and Time Report printed : 2022/09/19 10:13:39

Code	Description	Telephone	Fax	Cell	Email
AND001	Anderson, Peter	021 456 123		082 123654	peter@anderson.com

**NOTES:**  
The Customer will ONLY rent automatic vehicles.

If selected in the 'Setup Company – Preferences' tab, the Notes entered per Customer, will be displayed on the 'Customer Listing' report.

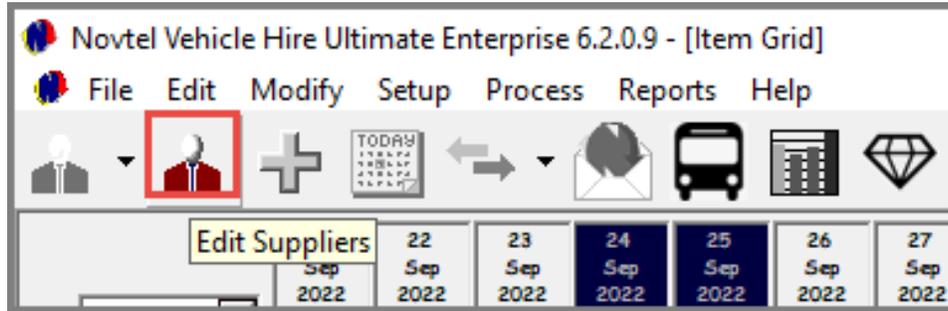
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**Suppliers;  
Supplier Prices,  
and Sub-Hires**





# Suppliers



## Supplier Master Files

An unlimited number of Suppliers can be created in Novtel.

Any person or company rendering a service to your company can be classified as a Supplier. Examples may include the following:

- ✓ Plumbers
- ✓ Electricians
- ✓ Garden Services – if applicable
- ✓ As well as companies from which a vehicle can be sub-hired in the case where your fleet, or required vehicles are not available for the period requested.

Supplier Master Files requires a unique account code and description, and in the 'General' tab, all contact details are captured.



# Suppliers

Suppliers

Account Code: BES001

Description: Best Car Rental

Pastel Foreign Currency: 00 - Home Currency

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

Delivery Address:

98 Best Street
Durbanville
Cape Town
0100

Save Cancel

In the 'Delivery Address' tab, the Supplier's physical address is entered, and in the 'User Defined Fields' tab, custom information is captured as required, and as set up by the system Administrator.

Suppliers

Account Code: BES001

Description: Best Car Rental

Pastel Foreign Currency: 00 - Home Currency

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

Office Hours	7am - 6pm
Trading Days	Monday - Sunday
Type of Supplier	Sub-Rental
Contact Person	Riaan
24 Hour Contact Nr	082 258852

Save Cancel



# Supplier Prices

Supplier: BES001 Best Car Hire

Category: AS02 Cost per Day: 210 Rate per Day: 275.00 Profit: 65.00

Cancel Accept

Details

Category	Cost	Rate	Profit
A	350.00	500.00	150.00
B	400.00	550.00	150.00
C	500.00	700.00	200.00
D	600.00	850.00	250.00
BS30	195.00	255.00	60.00
AS02	210.00	275.00	65.00

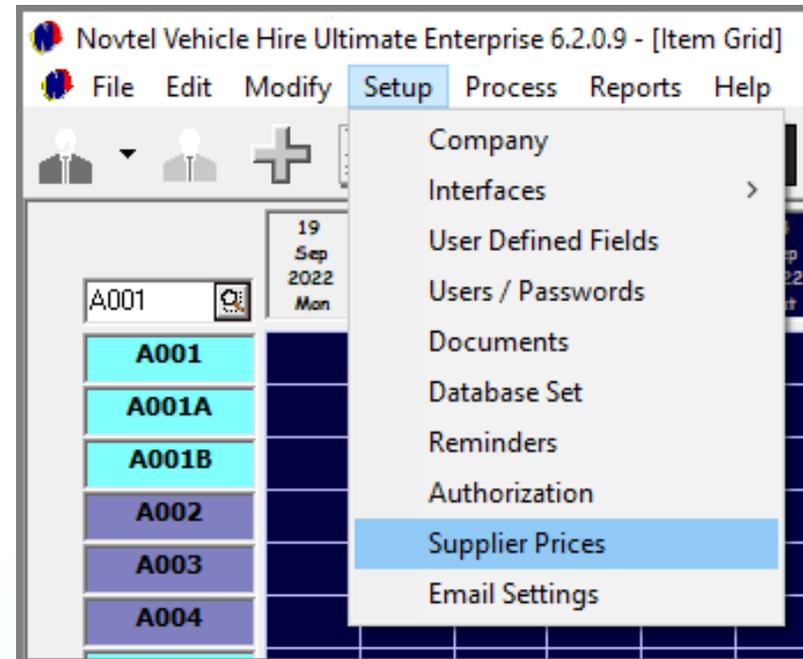
Remove Add

Exit Save

## Setting up Supplier Prices

Supplier prices for sub-rented vehicles can be imported from an Excel spreadsheet, or it can be set up manually directly in Novtel.

It can be accessed; viewed; edited or deleted from the 'Setup – Supplier Prices' menu option – if activated in the Setup – Company' menu.





# Sub-Hire Reservations

The screenshot shows a calendar interface with a date range from Sep 29 to Oct 16, 2022. A reservation for 'Anderson, Peter' is highlighted for Oct 01. Below the calendar, a 'Reservation Details' window is open, showing the 'General' tab. The reservation number is 32, and the vehicle is a Datsun Go. The category is 'A1 - 1-7 Days'. The date out is 2022/09/30 and the time out is 08:00:00. A red arrow points from the reservation number '32' in the calendar to the 'Reservation Number' field in the details window.

## Sub-Hire Reservations

In our example, we have created a reservation for a vehicle classified as a 'Sub-hire Item'.

The Category – A1 – 1-7 Days – has been linked to the reservation.

The screenshot shows the 'Financial' tab of the 'Reservation Details' window. It displays pricing information: Price (Incl) 900.00, Price (Excl) 782.61, Tax 117.39, and Invoice Total 900.00. The duration charged is 3 days. There are checkboxes for 'Date Raised' (selected, 2022-09-19), 'Deposit Paid', and 'Deposit Applied'. The 'Subhire Details' section shows the 'SH Number' field, which is highlighted with a red arrow pointing from the 'SH Number' field in the 'General' tab above.

Proceeding to the 'Financial' tab, the search option is selected in the 'SH Number' field.



# Sub-Hire Reservations

Select Best Price

BES001	GRE001	PRE001
Cost per Day 250.00	Cost per Day 275.00	Cost per Day 310.00
Rate per Day 300.00	Rate per Day 300.00	Rate per Day 300.00
Profit per Day 50.00	Profit per Day 25.00	Profit per Day -10.00

Skip >> Accept

This will display the 'Select Best Price' screen, indicating the 3 best prices in sequence from the lowest to the highest, and the preferred price can now be selected and confirmed.

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Are you sure that the selected supplier is correct?

Yes No

Subhire Vehicle

Subhire Number: New Reservation: 32

Date Start: 30 September 2022 Vehicle to be subhired: Datsun Go

Date End: 03 October 2022 Customer: AND001 Anderson, Peter

Supplier: BES001 Best Car Rental

**Financial** Additional Costs Quick View

Contact Person

Registration Number

Supplier Reservation Number

Order Number

Supplier Invoice Number

Remarks

Duration Charged: 3 Price Lists

Buy Price Per Day		Selling Price Per Day	
Price (Excl)	217.39	Rental Total (Excl)	652.17
Tax	32.61	Rental Total Tax	97.83
Price (Incl)	250.00	Rental Total (Incl)	750.00
		Price (Incl)	300.00

Nett Profit/Loss

Customer Invoice Excl Total	782.61		
Supplier Invoice Excl Total	652.17	Gross Excl Profit	130.44

Accept Cancel

1. The selected Supplier is now displayed at the top of the 'Sub-Hire Vehicle' screen.
2. The buying price per day is indicated here.
3. And the amount – exclusive of VAT – owed to the supplier, is indicated at the bottom of the screen.

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## Rates (Charges)





# Rates (Charges)

The screenshot shows the 'Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]' application. The 'Edit' menu is open, and 'Rates' is selected. The 'Rate Setup' dialog box is displayed, showing a table of existing rates and input fields for a new rate.

Code	Description	Amount
AD001	Additional Driver	100.00
C001	Car Seat	20.00
EXC001	Excess Kilometers	10.00
R001	Roof Rack	20.00

Sort By: Code Search:

Code:   
Description:   
Rates:

Buttons: Add New, Edit, Delete, Close

Any charge to be added to the reservation or contract, can be created in the 'Edit – Rates' menu.

Such charges may include the following:

- ✓ A Contract Charge
- ✓ Excess Km / Miles per vehicle grouping
- ✓ Basic Insurance per vehicle grouping
- ✓ Additional Insurance per vehicle grouping
- ✓ Super Insurance per vehicle grouping
- ✓ Car Seat Rental
- ✓ Roof Rack
- ✓ Pick-up / drop-off fees
- ✓ Additional Driver
- ✓ Young Driver, etc



# Rates (Charges)

**Add New Rate**

Code:  (1)

Description:  (3)

Create Item In Pastel (2)

Display On Invoice (3)

Blocked

Workshop Item

**General**

Rate Incl:  (4)

Rate Excl:   Allow Tax (5)

User Defined Field 1:

User Defined Field 2:

User Defined Field 3:

User Defined Field 4:

User Defined Field 5:

Pastel Inventory Code:

1. A unique code and description must be created for each charge individually.
2. If the item does not yet exist in the financial system, the option is selected to 'Create Item in Pastel'. This will cause the item to be imported to Pastel once the charge is saved in Novtel.
3. To display the charge on the Customer's invoice, tick this checkbox.
4. Enter the amount inclusive of VAT to be charged.
5. And if VAT is applicable, tick the option to 'Allow Tax'. Novtel will then automatically calculate and insert the tax amount in the activated field.

To save the charge, click 'Accept'.

**Import Inventory Item**

Code:

Description:

Inventory Group:

Excl Selling Price:

Physical Item

Service Item

In this case the User will only classify the item to be imported to the financial system as a 'Service Item' and select the relevant Inventory Group before clicking 'Accept'.



# Rates (Charges)

**Rate Setup**

Code	Description	Amount
AD001	Additional Driver	100.00
C001	Car Seat	20.00
EXC001	Excess Kilometers	10.00
<b>INS001</b>	<b>Basic Insurance Group A Vehicles</b>	<b>600.00</b>
R001	Roof Rack	20.00

Sort By: Code    Search:

Code:

Description:

Rates:

The charge will now be created and when accessed, the Pastel Inventory Code it is linked to, is displayed at the bottom of the screen.

**Edit Rate**

Code:

Description:

Display On Invoice  
 Blocked  
 Workshop Item

**General**

Rate Incl:     Rate Excl:     Allow Tax:

User Defined Field 1:

User Defined Field 2:

User Defined Field 3:

User Defined Field 4:

User Defined Field 5:

Pastel Inventory Code:



# Rates (Charges)

**Add New Rate**

Code: BRE001  
 Description: Break Pads - Datsun Go 2015 Model

Create Item In Pastel  
 Display On Invoice  
 Blocked  
 Workshop Item

**General**

Rate Incl: 350.00    Rate Excl: 304.35    Allow Tax:

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

Pastel Inventory Code:

Accept    Cancel

Other charges to be created, include:

- ✓ Damaged parts of a vehicle such as a Right Fender; Left Taillight; Bonnet; Front Left Indicator Light, etc.
- ✓ Items needed to service a vehicle, such as Spark Plugs; Fan Belt; Brake Pads, etc.

Should the Workshop Module be used in Novtel to record, track and repair damages or perform services on vehicles, these charges will be classified as 'Workshop Items' to make it available for selection in the Workshop Module.

**List Rates**

PRINTED DATE: 20 September 2022    TIME: 07:33:08

CODE	DESCRIPTION	RATE	ALLOW TAX
AD001	Additional Driver	100.00	YES
BRE001	Break Pads - Datsun Go 2015 Model	350.00	YES
C001	Car Seat	20.00	YES
EXC001	Excess Kilometers	10.00	YES
INS001	Basic Insurance Group A Vehicles	600.00	YES
R001	Roof Rack	20.00	YES

NUMBER OF RATES: 6

A complete list of all charges in the Novtel System can be obtained by clicking on the -Reports – List – Rates' menu option.



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Categories





# Categories

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

Vehicle  
Customers  
Suppliers  
Branches  
Rates  
Categories  
Contract Manager  
Group

31 Anderson.

### Edit Category

Name:   Subhire Category  
 Non VAT-Able

Description:

Detailed Notes:

Applicable Rates Incl Tax

Rental Charge Per Day	300.00
Insurance Charge Per Day	40.00
Contract Fee	60.00
Free KM	300.00

	Premium	Amount
Standard Insurance	0.00	0.00
Super Cover Insurance	0.00	0.00

Accept Cancel

Categories must be planned well before creating it in Novtel.

Vehicles are not all charged at the same rates, and therefore we need to create price structures for each group individually.

Rates may also vary for the rental of a vehicle for different rental periods.

On the Category Master File, you will be able to capture the following information:

- ✓ The Category Code and Description
- ✓ Detailed Notes pertaining to the Category
- ✓ The rental charge per day
- ✓ The Insurance amount per day (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ The Contract Fee (Which will not automatically be charged when a vehicle is rented, but it is an indication of the price to be charged)
- ✓ And the number of free kilometres allowed before the Customer will be charged for the excess kilometres upon returning the vehicle.
- ✓ Standard and Super Cover Insurance amounts.



# Categories

The following may be an example of how to set up the Categories, but please note that it is an indication ONLY.

## GROUP A VEHICLES

Code	Rental Period	Rental/ Day	Insurance / day	Contract Fee	Free KM
A1	1 – 7 Days	300.00	40.00	60.00	300
A2	8 – 14 Days	290.00	35.00	60.00	450
A3	15 – 21 Days	280.00	30.00	60.00	600
A4	22 – 28 Days	270.00	25.00	60.00	750

## GROUP B VEHICLES

Code	Rental Period	Rental/ Day	Insurance / Day	Contract Fee	Free KM
B1	1 – 7 Days	450.00	80.00	60.00	500
B2	8 – 14 Days	440.00	70.00	60.00	650
B3	15 – 21 Days	430.00	60.00	60.00	800
B4	22 – 28 Days	420.00	50.00	60.00	1000

## GROUP C VEHICLES

Code	Rental Period	Rental/ Day	Insurance / Day	Contract Fee	Free KM
C1	1 – 7 Days	500.00	120.00	60.00	700
C2	8 – 14 Days	590.00	110.00	60.00	900
C3	15 – 21 Days	580.00	100.00	60.00	1200
C4	22 – 28 Days	570.00	90.00	60.00	1500



# Categories

When created, the 'Category Setup' window will be displayed as follows:

**Category Setup**

A	Group A
<b>A1</b>	<b>1-7 Days</b>
A2	8-14 Days
A3	15-21 Days
A4	22-28 Days
ADD	Additional Trips
B	Group B
B1	1-7 Days
B2	8-14 Days
B3	15-21 Days
B4	22-28 Days
C	Group C
C1	1-7 Days
C2	8-14 Days
C3	15-21 Days
C4	22-28 Days
MULTI	Multitrips

Name:

Description:

Detailed Notes:

Buttons: Add New, Edit, Delete, Close

The 'List Categories' report will display all created Categories, and the details linked to it.

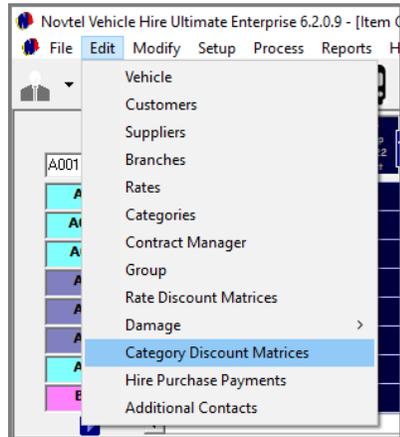
**List Categories**

PRINTED DATE: 20 September 2022 TIME: 07:54:13 AM

CODE	DESCRIPTION	DETAILED NOTES	RENTAL CHARGE PER DAY	INSURANCE CHARGE PER DAY	CONTRACT FEE	FREE KM
A	Group A		0.00	0.00	0.00	0
A1	1-7 Days		300.00	40.00	60.00	300
A2	8-14 Days		290.00	35.00	60.00	450
A3	15-21 Days		280.00	30.00	60.00	600
A4	22-28 Days		270.00	25.00	60.00	750
ADD	Additional Trips		100.00	0.00	0.00	0
B	Group B		0.00	0.00	0.00	0
B1	1-7 Days		450.00	80.00	60.00	500
B2	8-14 Days		440.00	70.00	60.00	650
B3	15-21 Days		430.00	60.00	60.00	800
B4	22-28 Days		420.00	50.00	60.00	1000
C	Group C		0.00	0.00	0.00	0
C1	1-7 Days		500.00	120.00	60.00	700
C2	8-14 Days		590.00	110.00	60.00	900
C3	15-21 Days		580.00	100.00	60.00	1200
C4	22-28 Days		570.00	90.00	60.00	1500
MULTI	Multitrips		250.00	0.00	0.00	20
NUMBER OF CATEGORIES :			17			



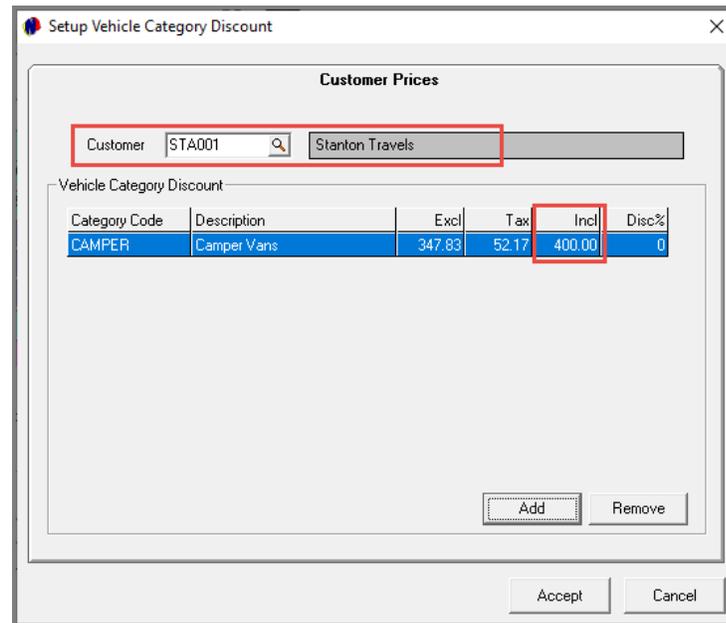
# Categories



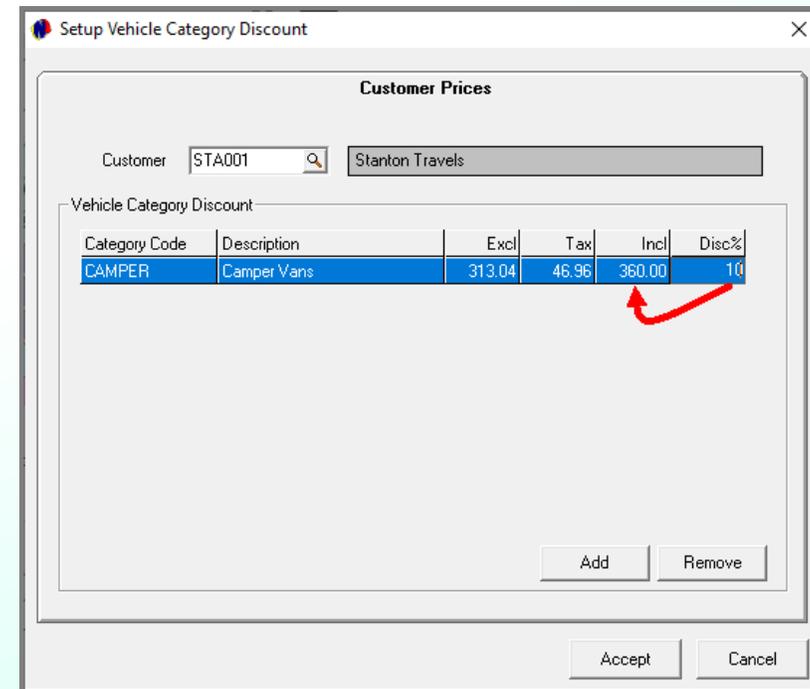
## Discount per Category

It is possible to create discount structures for specific Vehicle Categories, and for a specific Customer.

For example: We have selected Stanton Travels here and added the 'Camper Vans' Category – which is normally charged at R400.00 per day.



Entering the discount percentage of 10% in the 'Discount' column, the normal price is reduced to R360.00.





# Categories

Whenever a reservation is created for this Customer, and the 'Camper Vans' Category is linked to a reservation, the discounted daily price will be charged instead of the normal price as inserted on the Category itself.

**Reservation Details**

General | Financial | Additional Costs | Additional Drivers | Quick View

Vehicle Number: CAM001 | Camper Van | Duration Charged: 4

Reservation Number: New Reser | RA Number: | Category: CAMPER - Camper Var | Clear

Order Number: |

Customer Code: STA001 | Search <F5>

Description: Stanton Travels

Comments: |

Delivery Address: |

Pickup Address: |

KM Out: 0  
KM In: 0  
KM Used: 0  
KM Free: 1200  
KM Charged: 0  
Fuel Used: 0

Date Out: 2022/09/20  
Time Out: 08:00:00

Date In: 2022/09/24  
Time In: 08:00:00

Estimated Time Due: 08:00:00  
Payment Type: |

Remarks: | Status: Provisional

Accept | Cancel

**Reservation Details**

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

Price (Incl): 1440.00 ✓  
Price (Excl): 1252.17  
Tax: 187.83  
Invoice Total: 1440.00

Duration Charged: 4

Deposit Calculated By:  
 Percentage  Amount

Deposit Amount: 0.00

Date Raised: 2022/09/20

Deposit Paid  
 Deposit Applied

Rental Charge Incl / Excl:  
Rental Charge Per Day (Incl): 360.00 ✓  
Rental Charge Per Day (Excl): 313.04

Agent Code: |  
Description: |

Applicable Rates Incl Tax:

	Premium	Amount
Insurance Charge Per Day		100.00
Contract Fee		50.00
Standard Insurance	0.00	200.00
Super Cover Insurance	0.00	520.00

Accept | Cancel

6

Vehicles





# Vehicles

New Vehicles can be created continually as and when it is added to your fleet.

When a vehicle is sold, it will be classified as 'Disposed', and will no longer be available for rental.

BUT: Vehicles can never be deleted from the system because of a history linked to it.

Vehicle Codes must be planned well, and this is an indication of how it can be set up:

## GROUP A TYPE VEHICLES

Vehicle Code	Vehicle Description
A001	Datsun Go
A002	Chev Spark
A003	Fiat Palio
A004	Opel Corsa Lite
A005	Toyota Tazz

## GROUP B TYPE VEHICLES

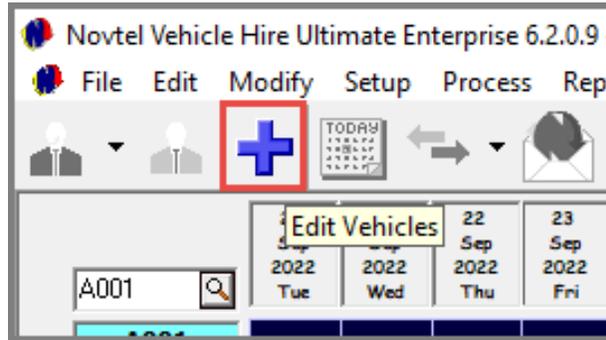
Vehicle Code	Vehicle Description
B001	Volkswagen Polo Sedan (M)
B002	Volkswagen Polo Sedan (A)
B003	Hyundai Accent
B004	Chev Aveo Sedan
B005	Opel Corsa Sedan

## GROUP C TYPE VEHICLES

Vehicle Code	Vehicle Description
C001	Toyota Fortuner
C002	Nissan Qashqai
C003	Ford Ranger 4x4 Double Cab
C004	Volkswagen Tiguan
C005	Mazda CX-3



# Vehicles



When a new vehicle is created, and it has not yet been created in the financial system, the checkbox is ticked to 'Create Item in Pastel'. When the vehicle is saved, it will be imported to Pastel automatically.

The Vehicle Master File is displayed as follows, and the details for each vehicle must be entered and selected correctly:

## The General Tab:

**Add New Vehicle**

Code: B002  
 Description: Volkswagen Polo Sedan (A)  Create Vehicle In Pastel

**General** | Details | Financial | User Defined Fields | Pastel Interface | Assets

Branch:  Cape Town, South Africa  
 Registration Number: CA412  
 Manufacturer: Volkswagen  
 Category: B - Group B  
 Type: Car/Automobile  
 PAX Vehicle:

Show On Grid:   
 Subhire Item:   
 Hire Purchase:   
 Monthly Billed Item:   
 Maintenance Item:   
 Additional Daily Hire Item:   
 Disposed:

Accept | Cancel

## The Details Tab:

**Add New Vehicle**

Code: B002  
 Description: Volkswagen Polo Sedan (A)  Create Vehicle In Pastel

General | **Details** | Financial | User Defined Fields | Pastel Interface | Assets

**General Details**

Tyres Make: Dunlop  
 Spare Tyre Make: Dunlop  
 Battery Make: Willard  
 License Due: 2023/09/20

**Recurring Maintenance**

Current KM: 10235  
 First Maintenance: 15000 km  
 Recurring Interval: 15000 km  
 Next Maintenance: 15000 km

**Maintenance**

Under Maintenance Plan:  Yes  No  
 KM's Covered: 100000  
 Expiry Date: 2019/07/10

Accept | Cancel



# Vehicles

The screenshot shows the 'Add New Vehicle' window with the 'Financial' tab selected. The 'Code' field contains 'B002' and the 'Description' is 'Volkswagen Polo Sedan (A)'. The 'Create Vehicle In Pastel' checkbox is checked. The 'Financial' tab is highlighted with a red box. The form contains the following fields:

Cost Price	369000.00
Rental Per Day Excl Tax	391.30
Tax	58.70
Rental Per Day Incl Tax	450.00
Date Of Purchase	2021/09/20
Replacement Value	352000.00
Supplier Code	
Monthly Payment	0.00

Default Charges section:

Insurance Charge		Clear
Contract Charge		Clear
Excess KM Charge		Clear

Buttons: Setup Payments, Only available for Hire Purchased Items

## The Financial Tab:

Please note that if specific charges are linked to the Vehicle Master File in this tab, it will be added to the contract or reservation automatically.

The screenshot shows the 'Add New Vehicle' window with the 'User Defined Fields' tab selected. The 'Code' field contains 'B002' and the 'Description' is 'Volkswagen Polo Sedan (A)'. The 'Create Vehicle In Pastel' checkbox is checked. The 'User Defined Fields' tab is highlighted with a red box. The form contains the following fields:

Vin No:	321456987
Engin No:	123456987
Model and colour	2021 White
Stock Number	B2
Previous Registration No:	New Car
Vehicle User Defined Reminder 1	2022/09/20
Vehicle User Defined Reminder 2	2022/09/20

Buttons: Accept, Cancel

## The User Defined Fields Tab:

Here, 5 fields are available to capture custom information.

By default, the line descriptions are indicated as 'User Defined Field 1- 5'. However: If custom User Defined Fields for all Vehicles have been created from the 'Setup – User Defined Fields – Vehicles' window, the line descriptions for all vehicles will be exactly the same.

In this case, we have set up Custom descriptions and entered the corresponding information per line for this vehicle.



# Vehicles

**Add New Vehicle**

Code: B002  
Description: Volkswagen Polo Sedan (A)  Create Vehicle In Pastel

General | Details | Financial | User Defined Fields | **Pastel Interface** | Assets

Pastel Inventory Code: [ ] [ ] Clear  
Pastel Cost Code: [ ] [ ] Clear

Accept Cancel

**Import Inventory Item**

Code: B002  
Description: Volkswagen Polo Sedan (A)  
Inventory Group: 001 - Services  
Excl Selling Price: 391.30

Physical Item  
 **Service Item**

Create Cost Code

Accept Cancel

## The Pastel Interface Tab

This tab will be void of information as the vehicle was not yet imported to Pastel. By saving the Vehicle Master File, the import will take place.

Returning to the Vehicle Master File, the Pastel Inventory Code is displayed here:

**Edit Vehicle**

Code: B002  
Description: Volkswagen Polo Sedan (A)

General | Details | Financial | User Defined Fields | **Pastel Interface** | Assets

Pastel Inventory Code: B002 Volkswagen Polo Sedan (A) Clear  
Pastel Cost Code: [ ] [ ] Clear

Accept Cancel



# Vehicles

## The Assets Tab

Code: B002  
Description: Volkswagen Polo Sedan (A)

General | Details | Financial | User Defined Fields | Pastel Interface | **Assets**

AssetType	Manufacture	SerialNumbe	Model	Supplier	PurchaseDe	WarrantyPei	WarrantyExt	Replacem
-----------	-------------	-------------	-------	----------	------------	-------------	-------------	----------

Print List

Accept Cancel

The 'Assets' module is used to manage and keep track of items linked to a vehicle, such as a car radio; roof rack, or any other item you wish to track.

The Item's Serial Number; Model Number; Manufacturer; Supplier Details and the purchase date can be entered on the Asset Master File to effectively keep track the warranty period.

This vehicle's 'Assets' are set up in the 'Assets' module and will then be displayed in this tab afterwards.



**Novotel<sup>®</sup>**

**Vehicle Hire**

**7**

**Contracts and  
Recurring Billing**

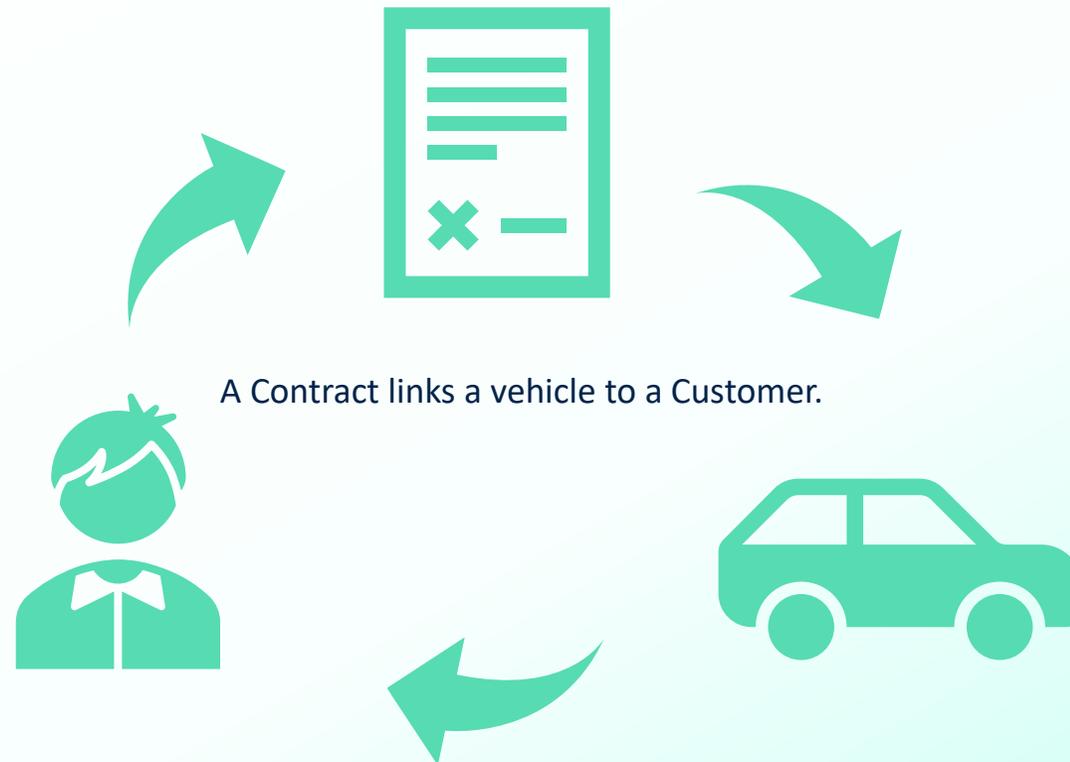




# Contracts

In Novtel Vehicle Hire, the following types of contracts can be created by using the 'Contract Manager' option:

- ✓ Fixed Monthly Contracts
- ✓ Month-to-Month Contracts
- ✓ Fixed Weekly Contracts
- ✓ Week-to-Week Contracts





# Contracts

**Contract Manager**

Contract Number: 6    Type: Fixed Monthly    Cancel Contract

Customer: AND001    Anderson, Peter

Date Start: 1 September 2022    Date End: 28 February 2023    6 Months

Vehicles    Subhires    **Fixed Rates**    SH Fixed Rates

Line Type	Rate	Description	Qty	Excl	Tax	Incl
	0.00		0.00	0.00		

Add Rates To Vehicles    Add Remark    Add ✓    Delete

Save    Cancel

In the 'Fixed Rates' tab of all contracts, specific charges can be added to be charged for the duration of the contract. The Customer will be liable for the payment of these charges, as it will be added to their Invoice.

Clicking 'Add', the window containing all pre-created charges in the system, will be displayed, and the applicable charges can be selected and added individually.

Select Rate

Search

Search By: Code

Search For:

Code	Description	Excl	Tax	Incl
AD001	Additional Driver	86.96	13.04	100.00
BRE001	Break Pads - Datsun Go 2015 Model	304.35	45.65	350.00
C001	Car Seat	17.39	2.61	20.00
EXC001	Excess Kilometers	8.70	1.30	10.00
INS001	Basic Insurance Group A Vehicles	521.74	78.26	600.00
<b>INS002</b>	<b>Insurance - Monthly</b>	<b>1043.48</b>	<b>156.52</b>	<b>1200.00</b>
R001	Roof Rack	17.39	2.61	20.00

Accept    Cancel



# Contracts

**Contract Manager**

Contract Number: 6    Type: Fixed Monthly    Cancel Contract

Customer: AND001    Anderson, Peter

Date Start: 1 September 2022    Date End: 28 February 2023    6 Months

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS002	Insurance - Monthly	1	1043.48	156.52	1200.00

1043.48    156.52    1200.00

Add Rates To Vehicles ✓    Add Remark    Add    Delete

Save    Cancel

By selecting the 'Add Rates to Vehicle' option, the charge will be added to every reservation linked to the contract.

The 'Invoice Total' amount will now also be amended for all reservations accordingly.

**Contract Manager**

Contract Number: 6    Type: Fixed Monthly    Cancel Contract

Customer: AND001    Anderson, Peter

Date Start: 1 September 2022    Date End: 28 February 2023    6 Months

**Vehicles**    Subhires    Fixed Rates    SH Fixed Rates

B002 - Volkswagen Polo Sedan (A)

Add Vehicle    Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
34	2022/09/01	2022/09/30	Provisional	5100.00
35	2022/10/01	2022/10/31	Provisional	5100.00
36	2022/11/01	2022/11/30	Provisional	5100.00
37	2022/12/01	2022/12/31	Provisional	5100.00
38	2023/01/01	2023/01/31	Provisional	5100.00
39	2023/02/01	2023/02/28	Provisional	5100.00

Calculate Commission: 0    Apply Commission    View Reservation    Escalations

Save    Cancel



# Fixed Monthly Contracts

Fixed Monthly Contracts can be created with a definite start and end date.

A Global Contract Number is created by Novtel automatically, and for each of the contract months, a reservation exists.

Individual reservation numbers enable the system user to manage each reservation separately and bill specific charges to the reservation as, and when needed.

In this case, we have created a 6-month contract, starting on the 1<sup>st</sup> of September 2022, and ends on 28 February 2023.



The screenshot shows the 'Contract Manager' window. At the top, the 'Contract Number' is 6 and the 'Type' is 'Fixed Monthly'. The customer is 'AND001 Anderson, Peter'. The 'Date Start' is '1 September 2022' and the 'Date End' is '28 February 2023' for a duration of 6 months. The vehicle selected is 'B002 - Volkswagen Polo Sedan (A)'. Below this is a table of reservations:

Rental Num	Date Start	Date End	Status	Inv Total
34	2022/09/01	2022/09/30	Provisional	5100.00
35	2022/10/01	2022/10/31	Provisional	5100.00
36	2022/11/01	2022/11/30	Provisional	5100.00
37	2022/12/01	2022/12/31	Provisional	5100.00
38	2023/01/01	2023/01/31	Provisional	5100.00
39	2023/02/01	2023/02/28	Provisional	5100.00

At the bottom, there are buttons for 'Calculate Commission' (set to 0), 'Apply Commission', 'View Reservation', 'Escalations', 'Save', and 'Cancel'.



# Fixed Monthly Contracts

On the Grid, all reservations linked to the created contract, will be displayed.

Hovering on any of the reservations for the selected vehicle, the reservation number, as well as the client's contact details, and User Defined info are displayed below the grid.

The screenshot displays the Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 interface. The main window shows a grid of reservations for vehicle A001, spanning from September 1st to October 30th, 2022. The grid is divided into two sections: a blue section for reservations 34 and 35, and a purple section for reservation 33. A tooltip is visible over reservation 34, displaying the following details:

Reservation Number	34
AND001	Anderson, Peter
PO Box	123
	Bellville
	Cape Town
	0100
	peter@anderson.com
Mobile Phone	082 123654
Fax	
Telephone	021 456123
ID Number	740302010405
Nationality	South-African
Frequent Customer?	Yes

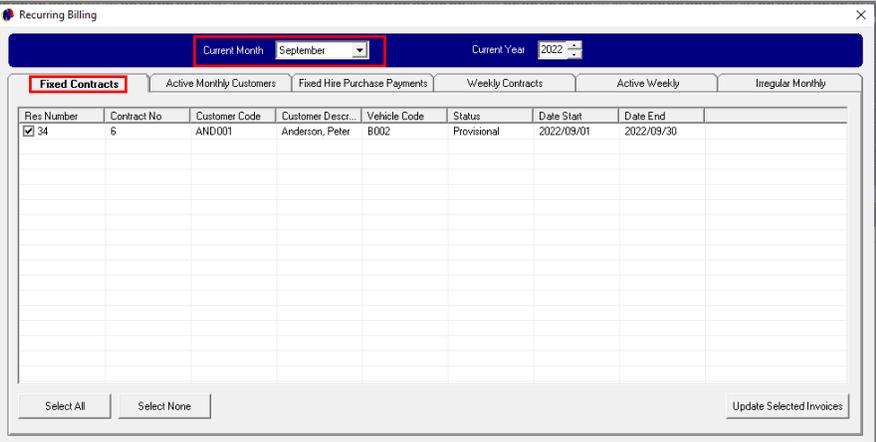
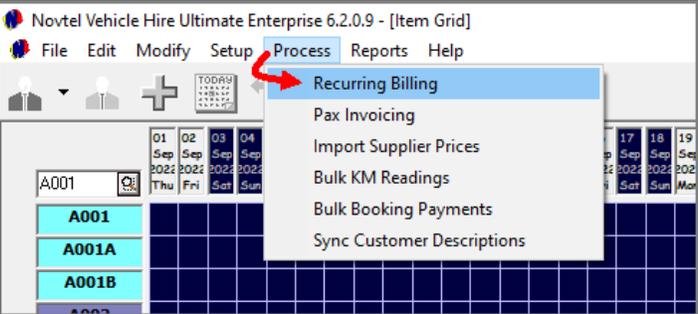
Below the grid, there are controls for viewing vehicles by code or registration number, a 'New Reservation' button, date pickers for 2022/09/01 to 2022/10/31, and a tooltip display dropdown set to 'Customer Info'. A legend on the right side of the interface lists reservation statuses with corresponding color-coded boxes: Cancelled (white), Provisional (blue), Confirmed (cyan), On Rent (magenta), Termed (green), Non Rev (yellow), Non Rev Return (dark green), Paid (red), Pax Container (pink), and Replaced (orange).



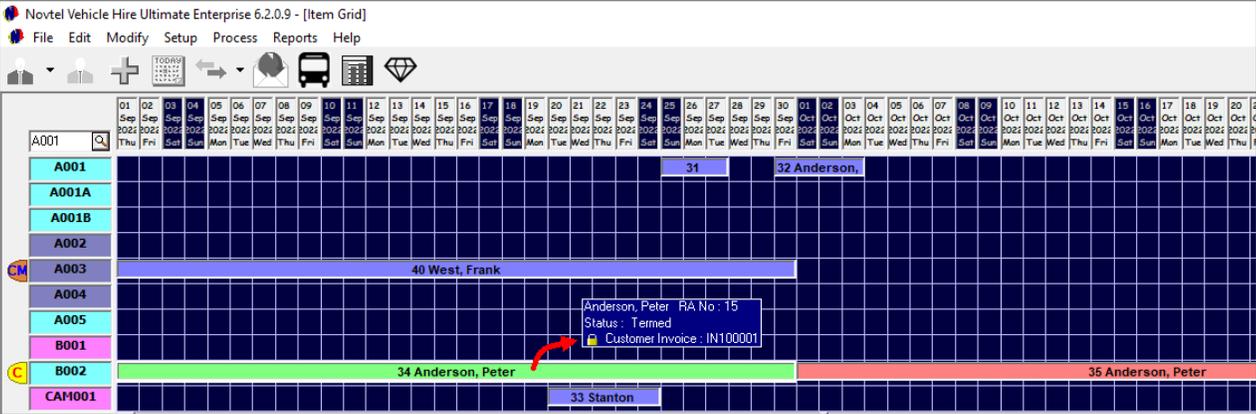
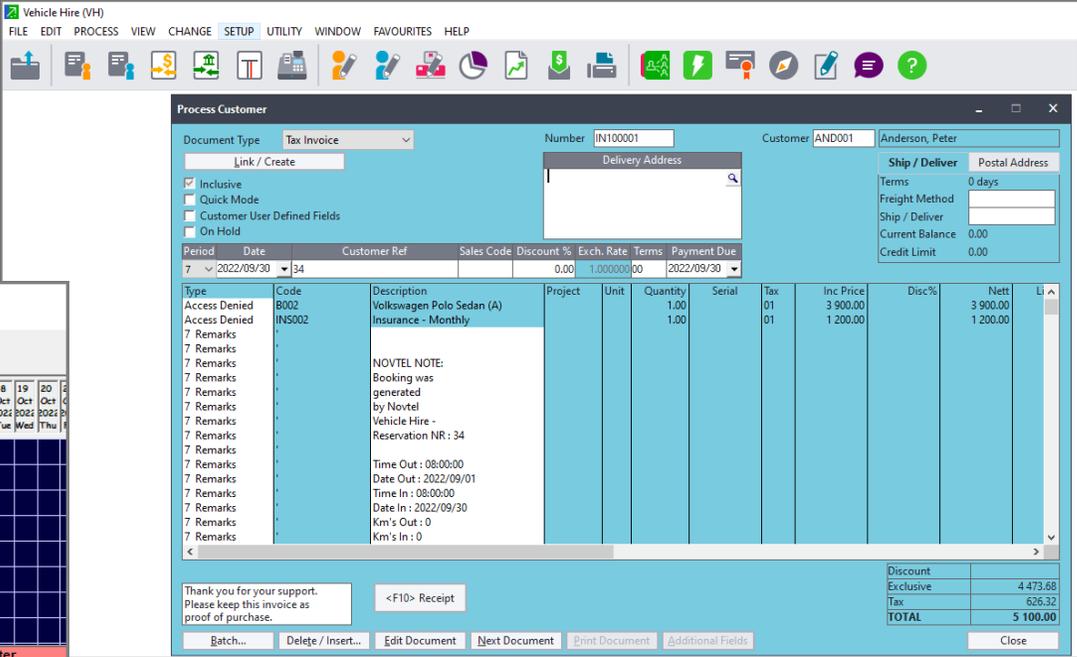
# Billing Fixed Monthly Contracts

All contract Types are billed by means of the 'Recurring Billing' Feature.

All reservations linked to a fixed contract during the selected billing month, will be displayed in the 'Fixed Contracts' tab.



All reservations in this tab can be billed simultaneously – if so selected - and once invoiced in Novtel, the invoices will be created in the Financial system too.





# Month-To-Month Contracts

**Contract Manager**

Contract Number: 7    Type: **Month-To-Month**    Cancel Contract

Customer: WES001    West, Frank

Date Start: 1 September 2022    Contract Completed:     1 Months

**Vehicles**    Subhires    Fixed Rates    SH Fixed Rates

A003 - Fiat Palio

Add Vehicle    Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
40	2022/09/01	2022/09/30	Provisional	3500.00

Calculate Commission: 0    Apply Commission    View Reservation    Escalations

Save    Can

When the Contract Type is selected as 'Month-to-Month', only 1 reservation is created.

The contract can either be continued for another month or terminated when the recurring billing process is performed.

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

TODAY: 2022/09/01

	01	02	03	04	05	06	07	08	09	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	01	02	03	04		
	Sep	Oct	Oct	Oct	Oct																															
	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue		
A001																																				
A001A																																				
A001B																																				
A002																																				
CM A003																																				
A004																																				
A005																																				



# Billing Month-To-Month Contracts (Continue Rental)

Recurring Billing

Current Month: September | Current Year: 2022

Fixed Contracts | **Active Monthly Customers** | Fixed Hire Purchase Payments | Weekly Contracts | Active Weekly | Irregular Monthly

Res Number	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 40	WES001	West, Frank	A003	Provisional	2022/09/01	2022/09/30

Month End Options

Update Customer And Supplier Invoices

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

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

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

Select All | Select None

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

If the option is selected to 'Continue Rental', Novtel will create another monthly reservation for all selected 'Month-To-Month' reservations.

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File | Edit | Modify | Setup | Process | Reports | Help

Contract Manager

Contract Number: 7 | Type: Month-To-Month | Cancel Contract

Customer: WES001 | West, Frank

Date Start: 1 September 2022 | Contract Completed:  | 2 Months

Vehicles: Subhires | Fixed Rates | SH Fixed Rates

A003 - Fiat Palio

Add Vehicle | Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
40	2022/09/01	2022/09/30	Termed	3500.00
41	2022/10/01	2022/10/31	On Rent	3500.00

View Vehicles by: Code | Registration Number

New Reservation

2022/09/01 | 2022/10/30

Tooltip Display: Customer Info

Reservation Number 41  
WES001 West, Frank



# Billing Month-To-Month Contracts (Terminate Rental)

Recurring Billing

Current Month: October | Current Year: 2022

Fixed Contracts | **Active Monthly Customers** | Fixed Hire Purchase Payments | Weekly Contracts | Active Weekly | Irregular Monthly

Res Number	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 41	WES001	West, Frank	A003	On Rent	2022/10/01	2022/10/31

**Month End Options**

Update Customer And Supplier Invoices

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

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

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

Select All | Select None | Setup Customer Email | Setup Supplier Email | Proceed >> | Cancel

If the 'Continue Rental' option is ***not*** selected at the next recurring billing process, the contract will ***not*** be continued. The User will mark the contract as completed and the 'End Date' will be inserted.

Contract Manager

Contract Number: 7 | Type: Month-To-Month | Cancel Contract

Customer: WES001 | West, Frank

Date Start: 1 September 2022 | Date End: 31 October 2022 | 2 Months

**Contract Completed**

**Vehicles** | Subhires | Fixed Rates | SH Fixed Rates

A003 - Fiat Palio

Add Vehicle | Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
40	2022/09/01	2022/09/30	Termed	3500.00
41	2022/10/01	2022/10/31	Termed	3500.00

Calculate Commission: 0 | Apply Commission | View Reservation | Escalations

Save | Cancel



# Fixed Weekly Contracts

**Contract Manager**

Contract Number: 8    Type: Fixed Weekly    Cancel Contract

Customer: WES001    West, Frank

Date Start: 5 September 2022    Date End: 18 September 2022    2 Weeks

**Vehicles**    Subhires    Fixed Rates    SH Fixed Rates

A002 - Chev Spark

Add Vehicle    Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
42	2022/09/05	2022/09/11	Provisional	1000.00
43	2022/09/12	2022/09/18	Provisional	1000.00

Calculate Commission: 0    Apply Commission    View Reservation    Escalations

Save    Cancel

Fixed weekly contracts can be created and billed on a weekly basis too.

The 'Fixed Weekly' Contract Option is selected in this case, and the number of weeks will be calculated according to the date range selected.

In this case, 2 reservations will be created for the selected vehicle to manage each reservation individually.

The 2 reservations are now displayed on the Grid and linked to individual reservation numbers.

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

TODAY: 01 Sep 2022

	01 Sep 2022	02 Sep 2022	03 Sep 2022	04 Sep 2022	05 Sep 2022	06 Sep 2022	07 Sep 2022	08 Sep 2022	09 Sep 2022	10 Sep 2022	11 Sep 2022	12 Sep 2022	13 Sep 2022	14 Sep 2022	15 Sep 2022	16 Sep 2022	17 Sep 2022	18 Sep 2022	19 Sep 2022	20 Sep 2022	21 Sep 2022
A001	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed
A001A																					
A001B																					
A002																					

42 West, Frank    43 West, Frank





# Week-To Week Contracts

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

Contract Manager

Contract Number 9 Type **Week-To-Week** Cancel Contract

Customer AND001 Anderson, Peter

Date Start 1 September 2022 Contract Completed  1 Weeks

Vehicles Subhires Fixed Rates SH Fixed Rates

A004 - Opel Corsa Lite

Add Vehicle Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
44	2022/09/01	2022/09/04	Provisional	1000.00

Calculate Commission 0 Apply Commission View Reservation Escalations

Save Cancel

When creating a 'Week-to-Week' contract, only 1 reservation will be created for the selected vehicle when the contract is saved.

In the Recurring Billing window, the 'Active Weekly' tab displays this type of contract and can either be continue for another week if so selected, or the rental contract can be completed upon performing the billing process.

Recurring Billing

From 2022/09/01 To 2022/09/30

Fixed Contracts Active Monthly Customers Fixed Hire Purchase Payments Weekly Contracts **Active Weekly** Irregular Monthly

Res Number	Contract No	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 44	9	AND001	Anderson, Peter	A004	Provisional	2022/09/01	2022/09/04

Week End Options

Update Customer And Supplier Invoices

**Continue Reservation**  
All selected weekly contracts are extended to the end of the next week.

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

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

Select All Select None

Setup Customer Email Setup Supplier Email Proceed >> Cancel

Update Selected Invoices

Close



# Irregular Monthly Reservations

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.6 - [Item Grid]

File Edit Modify Setup Process Reports Help

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

A001 A001A A001B A002 A003 A004 A005 B001

View Vehicles by Code Registration Number

New Reservation

2022/06/01 2022/07/06

Tooltip Display Customer Info

Reservation Number 15 AND003 Andena, Walter 18 Kent Street Bellville 0003 walter@sandena.co.za

Reservation Details

General Financial Additional Costs Additional Drivers Quick View

Vehicle Number A001 Datsun Go Duration Charged 29

Reservation Number 15 RA Number 0 Category A4 - 22-28 Days Clear

Order Number

Customer Code AND003 Search <F5>

Description Andena, Walter

Comments

Delivery Address

KM Out 0 KM In 0 KM Used 0 KM Free 21750 KM Charged 0 Fuel Used 0

Pickup Address

Date Out 2022/06/04 Time Out 08:00:00

Date In 2022/07/03 Time In 08:00:00

Estimated Time Due 08:00:00 Payment Type

Cancelled Provisional Confirmed On Rent Termed Non Rev Non Rev Return Paid Replaced

An 'Irregular Monthly' reservation refers to a reservation which does not start on the first day of the month, and does not end on the last day of the month.

This type of reservation is created directly on the Grid for a period of 1 month, but the date range starts within 1 month and ends in another.

For example:

Reservation 15 was created from the 4<sup>th</sup> of June until the 3<sup>rd</sup> of July.

Recurring Billing

Current Month July Current Year 2022

Fixed Contracts Active Monthly Customers Fixed Hire Purchase Payments Weekly Contracts Active Weekly Irregular Monthly

Res Number	Customer Code	Customer Description	Vehicle Code	Status	Date Start	Date End
<input checked="" type="checkbox"/> 15	AND003	Andena, Walter	A001	On Rent	2022/06/04	2022/07/03

Select All Select None Update Selected Invoices Close

In the 'Recurring Billing' screen, the reservation will be displayed in the 'Irregular Monthly' tab during the month the reservation ends, but not in the reservation's start month.



# Contracts for Sub-Rented Vehicles

The 'Edit Vehicle' window shows the 'General' tab. The 'Code' is A006 and the 'Description' is Datsun Go. The 'Branch' is Cape Town, South Africa. The 'Registration Number' is Subhired, 'Manufacturer' is Datsun, and 'Type' is Car/Automobile. The 'Subhire Item' checkbox is checked and highlighted with a red box. Other options like 'Show On Grid', 'Hire Purchase', 'Monthly Billed Item', 'Maintenance Item', 'Additional Daily Hire Item', and 'Disposed' are also visible.

When your fleet's availability is depleted, a vehicle can be sub-rented from another company.

The vehicle is created in Novtel and classified as a 'Subhire Item'.

The 'Supplier' will also be linked to this vehicle in the 'Financial' tab.

The 'Edit Vehicle' window shows the 'Financial' tab. The 'Code' is A006 and the 'Description' is Datsun Go. The 'Cost Price' is 0.00, 'Rental Per Day Excl Tax' is 260.87, 'Tax' is 39.13, and 'Rental Per Day Incl Tax' is 300.00. The 'Supplier Code' is PRE001 and the 'Supplier Name' is Premium Car Rentals, both highlighted with a red box. The 'Date Of Purchase' is 2022/09/23 and 'Replacement Value' is 0.00. The 'Monthly Payment' is 0.00. The 'Default Charges' section includes 'Insurance Charge' (INS001 - Basic Insurance Group) and 'Excess KM Charge' (EXC001 - Excess Kilometers).



# Contracts for Sub-Rented Vehicles

When the vehicle is selected on the contract, the rental amount is set in the 'Escalations' screen.

This is the rental amount charged to the Customer.

In the 'Sub-Hires' tab, the subrental reservations are also created automatically – and the amount inserted according to the applied commission percentage set in the 'Vehicles' tab.

The amount indicated here, is payable to the Supplier of the vehicle.

Contract Manager

Contract Number: 10 Type: Fixed Monthly Cancel Contract

Customer: PAT001 Patterson, Elize

Date Start: 1 September 2022 Date End: 31 December 2022 4 Months

Vehicles Subhires Fixed Rates SH Fixed Rates

A006 - Datsun Go

Add Vehicle Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
50	2022/09/01	2022/09/30	Provisional	3500.00
51	2022/10/01	2022/10/31	Provisional	3500.00
52	2022/11/01	2022/11/30	Provisional	3500.00
53	2022/12/01	2022/12/31	Provisional	3500.00

Calculate Commission 10 Apply Commission View Reservation Escalations

Save Cancel

Contract Manager

Contract Number: 10 Type: Fixed Monthly Cancel Contract

Customer: PAT001 Patterson, Elize

Date Start: 1 September 2022 Date End: 31 December 2022 4 Months

Vehicles **Subhires** Fixed Rates SH Fixed Rates

A006 - Datsun Go

SR Num	Supplier	Date Start	Date End	Inv Total
2	PRE001 - Premium Car Rentals	2022/09/01	2022/09/30	3150.00
3	PRE001 - Premium Car Rentals	2022/10/01	2022/10/31	3150.00
4	PRE001 - Premium Car Rentals	2022/11/01	2022/11/30	3150.00
5	PRE001 - Premium Car Rentals	2022/12/01	2022/12/31	3150.00

View Subhire Escalations

Save Cancel



# Contracts for Sub-Rented Vehicles

**Contract Manager**

Contract Number: 10    Type: Fixed Monthly    Cancel Contract

Customer: PAT001    Patterson, Elize

Date Start: 1 September 2022    Date End: 31 December 2022    4 Months

Vehicles		Subhires		Fixed Rates		SH Fixed Rates	
Line Type	Rate	Description	Qty	Excl	Tax	Incl	
Item	AD001	Additional Driver	1	86.96	13.04	100.00	
Item	INS002	Insurance - Monthly	1	1043.48	156.52	1200.00	

1130.43    169.57    1300.00

Add Rates To Vehicles     Add Remark    Add    Delete

Save    Cancel

In the 'Fixed Rates' tab, additional costs can be added and updated to the reservations linked to the contract.

The Invoice total to the Customer will now be increased accordingly.

**Contract Manager**

Contract Number: 10    Type: Fixed Monthly    Cancel Contract

Customer: PAT001    Patterson, Elize

Date Start: 1 September 2022    Date End: 31 December 2022    4 Months

**Vehicles**    Subhires    Fixed Rates    SH Fixed Rates

A006 - Datsun Go

Add Vehicle    Remove Vehicle

Rental Num	Date Start	Date End	Status	Inv Total
50	2022/09/01	2022/09/30	Provisional	4800.00
51	2022/10/01	2022/10/31	Provisional	4800.00
52	2022/11/01	2022/11/30	Provisional	4800.00
53	2022/12/01	2022/12/31	Provisional	4800.00

Calculate Commission: 10    Apply Commission    View Reservation    Escalations

Save    Cancel



# Contracts for Sub-Rented Vehicles

Contract Manager

Contract Number: 10    Type: Fixed Monthly    Cancel Contract

Customer: PAT001    Patterson, Elize

Date Start: 1 September 2022    Date End: 31 December 2022    4 Months

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	AD001	Additional Driver	1	86.96	13.04	100.00
Item	INS002	Insurance - Monthly	1	1043.48	156.52	1200.00

1130.43    169.57    1300.00

Add Rates To Subhires ✓    Add Remark    Add    Delete

Save    Cancel

Fixed rates payable to the Supplier, will be added to the 'SH Fixed Rates' tab and updated to the Sub-rental reservations.

The Invoice Total for all Sub-Rental Reservations will now also be increased accordingly.

Contract Manager

Contract Number: 10    Type: Fixed Monthly    Cancel Contract

Customer: PAT001    Patterson, Elize

Date Start: 1 September 2022    Date End: 31 December 2022    4 Months

Vehicles    **Subhires**    Fixed Rates    SH Fixed Rates

A006 - Datsun Go

SR Num	Supplier	Date Start	Date End	Inv Total
2	PRE001 - Premium Car Rentals	2022/09/01	2022/09/30	4450.00
3	PRE001 - Premium Car Rentals	2022/10/01	2022/10/31	4450.00
4	PRE001 - Premium Car Rentals	2022/11/01	2022/11/30	4450.00
5	PRE001 - Premium Car Rentals	2022/12/01	2022/12/31	4450.00

View Subhire    Escalations

Save    Cancel



# Contracts for Sub-Rented Vehicles

Subhire Vehicle

Subhire Number : 2      Reservation : 50  
Date Start : 2022/09/01      Vehicle to be subhired : Datsun Go  
Date End : 2022/09/30      Customer : PAT001      Patterson, Elize

Supplier: PRE001      Premium Car Rentals

**Financial**      Additional Costs      Quick View

Contact Person  
Registration Number  
Supplier Reservation Number  
Order Number  
Supplier Invoice Number  
Remarks  
Duration Charged: 1      Price Lists

Buy Price Per Day  
Price (Excl) 2739.13      Rental Total (Excl) 2739.13  
Tax 410.87      Rental Total Tax 410.87  
Price (Incl) 3150.00      Rental Total (Incl) 3150.00

Selling Price Per Day  
Price (Excl) 0.00  
Tax 0.00  
Price (Incl) 0.00

Net Profit/Loss  
Customer Invoice Excl Total 4173.91  
Supplier Invoice Excl Total 3869.56      Gross Excl Profit 304.35

Accept      Cancel

Viewing the actual Sub-rental reservation for September 2022, the 'Nett Profit/Loss' section indicates the following:

- ✓ The Customer Invoice amount exclusive of VAT - payable to your company.
- ✓ The amount exclusive of VAT payable to the Supplier.
- ✓ And the Commission amount – exclusive of VAT – to be retained by your company.

Subhire Vehicle

Subhire Number : 2      Reservation : 50  
Date Start : 2022/09/01      Vehicle to be subhired : Datsun Go  
Date End : 2022/09/30      Customer : PAT001      Patterson, Elize

Supplier: PRE001      Premium Car Rentals

Financial      Additional Costs      **Quick View**

Description	Qty	Tax	Excl Price	Incl Price
Datsun Go	1	410.87	2739.13	3150.00
AD001 - Additional Driver	1	13.04	86.96	100.00
INS002 - Insurance - Monthly	1	156.52	1043.48	1200.00
Total		580.44	3869.56	4450.00

Net Profit/Loss  
Customer Invoice Excl Total 4173.91  
Supplier Invoice Excl Total 3869.56      Gross Excl Profit 304.35

Accept      Cancel

In the 'Quick View' tab, the overview of the Supplier's costs due, is listed.



**Novotel<sup>®</sup>**

**Vehicle Hire**

8

**Accessing the Reservations  
linked to a Contract**





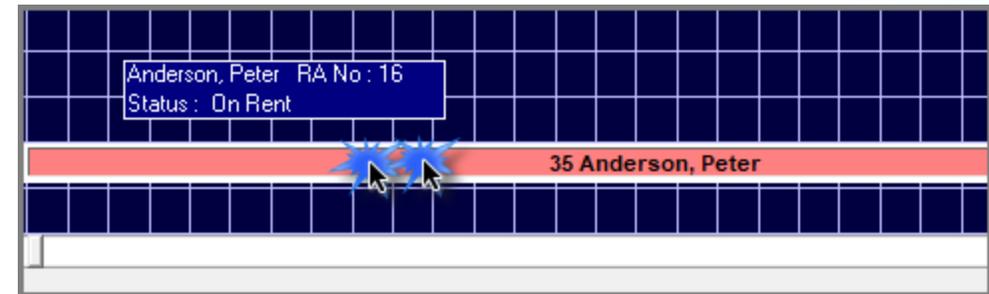
# Accessing Reservations Linked to a Contract

A reservation can be accessed by means of these methods:

1. From the contract by clicking on the reservation and then on 'View Reservation'.

2. Or by simply double clicking on the reservation directly on the Grid.

Rental Num	Date Start	Date End	Status	Inv Total
34	2022/09/01	2022/09/30	Termed	5100.00
35	2022/10/01	2022/10/31	On Rent	5100.00
36	2022/11/01	2022/11/30	Provisional	5100.00
37	2022/12/01	2022/12/31	Provisional	5100.00
38	2023/01/01	2023/01/31	Provisional	5100.00
39	2023/02/01	2023/02/28	Provisional	5100.00





# Accessing Reservations Linked to a Contract

The selected reservation contains 5 tabs, namely:

## 1. The 'General' Tab

Reservation Details - General Tab

Vehicle Number: B002 Volkswagen Polo Sedan (A) Duration Charged: 1

Reservation Number: 35 RA Number: 16 Category: B - Group B

Order Number: [Empty]

Customer Code: AND001 Description: Anderson, Peter

Date Out: 2022/10/01 Time Out: 08:00:00

Date In: 2022/10/31 Time In: 08:00:00

Estimated Time Due: 00:00:00

Payment Type: [Empty]

Status: On Rent

Buttons: View Audit Log, Accept, Cancel

## 2. Financial

Reservation Details - Financial Tab

Price (Incl): 3900.00 Price (Excl): 3391.30 Tax: 508.70

Duration Charged: 1 Invoice Total: 5100.00

Deposit Calculated By:  Percentage  Amount

Deposit Amount: 0.00

Date Raised: [Empty] Deposit Paid:  Deposit Applied:

Rental Charge Incl / Excl: Rental Charge Per Day (Incl): 3900.00 Rental Charge Per Day (Excl): 3391.3

Applicable Rates Incl Tax: Insurance Charge Per Day: 0.00 Contract Fee: 0.00

	Premium	Amount
Standard Insurance	0.00	0.00
Super Cover Insurance	0.00	0.00

Agent Code: [Empty] Description: [Empty]

Buttons: View Audit Log, Accept, Cancel

## 3. Additional Costs

Reservation Details - Additional Costs Tab

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS002	Insurance - Monthly	1	1043.48	156.52	1200.00

Summary: 1043.48 156.52 1200.00

Buttons: Add Remark, Add, Delete, View Audit Log, Accept, Cancel



# Accessing Reservations Linked to a Contract

## 4. Additional Drivers

Reservation Details

General Financial Additional Costs **Additional Drivers** Quick View

Driver 1

First & Last Name   
Licence Number  ID Number   
Passport Number

Driver 2

First & Last Name   
Licence Number  ID Number   
Passport Number

Driver 3

First & Last Name   
Licence Number  ID Number   
Passport Number

Copy Additional Drivers From Previous Reservation

View Audit Log Accept Cancel

## 5. Quick View

Reservation Details

General Financial Additional Costs Additional Drivers **Quick View**

Description	Qty	Tax	Excl	Incl
Volkswagen Polo Sedan (A)	1	508.70	3391.30	3900.00
INS002 - Insurance - Monthly	1	156.52	1043.48	1200.00
<b>TOTAL DUE</b>		<b>665.22</b>	<b>4434.78</b>	<b>5100.00</b>

View Audit Log Accept Cancel

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**Short Term  
Reservations**





# Short Term Reservations

The screenshot displays the Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 interface. On the left, a grid shows vehicle codes (A001, A001A, A001B, A002, A003, A004, A005, B001, B002, CAM001) and dates from Sep 17 to Sep 22, 2022. A red arrow points from the 'New Reservation' button in the grid to the 'Customer Setup' dialog box. The dialog box has tabs for 'General', 'Financial', 'Additional Costs', 'Additional Drivers', and 'Quick View'. The 'General' tab is active, showing a table of customers:

Res#	Number	Description	Telephone	Fax
	AND001	Anderson, Peter	021 456123	
	PAT001	Patterson, Elize	011 741258	
	STA001	Stanton Travels	011 123456	
	WES001	West, Frank		

Below the table is a search field with radio buttons for 'Number' (selected) and 'Description'. Buttons for 'Refresh', 'Add New', 'Edit', 'Select', and 'Close' are on the right. 'Accept' and 'Cancel' buttons are at the bottom of the dialog.

Short Term Reservations are created directly on the Grid.

In the date column next to the required vehicle, and on the start date, click; hold; drag and release the mouse button on the requested end date.

For example: A reservation is made for vehicle code A005, and from 17 - 20 September 2022.

Upon releasing the mouse button, a Customer must be selected. If the Customer already exists in the Novtel system, search for and select the Customer.

If not, create the Customer, save the master file, and select it.



# Short Term Reservations

Reservation Details

General | Financial | Additional Costs | Additional Drivers | Quick View

Vehicle Number: A005 Toyota Tazz Duration Charged: 4

Reservation Number: **New Reser** RA Number: Category: A1 - 1-7 Days Clear

Order Number: Date Out: 2022/09/17 Time Out: 08:00:00

Customer Code: PAT001 Search <F5> Date In: 2022/09/21 Time In: 08:00:00

Description: Patterson, Elize

Comments:

Delivery Address: KM Out: 0 KM In: 0 KM Used: 0 KM Free: 1200 KM Charged: 0 Fuel Used: 0

Pickup Address: Estimated Time Due: 08:00:00 Payment Type:

Remarks: Status: Provisional

Accept Cancel

A reservation number is only created once the reservation is saved.

Now the reservation on the Grid displays the allocated Reservation Number, as well as the Customer's name.

To access the reservation, simply double-click on it.

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

Reservation Details

General | Financial | Additional Costs | Additional Drivers | Quick View

Vehicle Number: A005 Toyota Tazz Duration Charged: 4

Reservation Number: 45 RA Number: 0 Category: A1 - 1-7 Days Clear

Order Number: Date Out: 2022/09/17 Time Out: 08:00:00

Customer Code: PAT001 Search <F5> Date In: 2022/09/21 Time In: 08:00:00

Description: Patterson, Elize

Comments:

Delivery Address: KM Out: 0 KM In: 0 KM Used: 0 KM Free: 1200 KM Charged: 0 Fuel Used: 0

Pickup Address: Estimated Time Due: 08:00:00 Payment Type:

Remarks: Status: Provisional

Accept Cancel



# Short Term Reservations

**Reservation Details**

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

Vehicle Number: A005 Toyota Tazz Duration Charged: 4

Reservation Number: 45 RA Number: 0 Category: A1 - 1-7 Days

Order Number: Customer Code: PAT001 Search <F5>

Description: Patterson, Elize

Comments: The Vehicle must be ready at 7am sharp.

Delivery Address: Pickup Address:

KM Out: 0  
KM In: 0  
KM Used: 0  
KM Free: 1200  
KM Charged: 0  
Fuel Used: 0

Date Out: 2022/09/17  
Time Out: 08:00:00

Estimated Time D: Payment Type:

Remarks: Request: Roof Rack and Car Seat

View Audit Log | Accept | Cancel

In the General tab, the following information can be entered:

Comments and Remarks – which will be displayed on the 'Comments and Remarks' report

**Booking Comments and Remarks**

Date From 17/09/2022 To 21/09/2022

Booking No	Vehicle	Customer	Comments	Remarks
45	Toyota Tazz	Patterson, Elize	The Vehicle must be ready at 7am sharp.	Request: Roof Rack and Car Seat



# Short Term Reservations

**Reservation Details**

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

Vehicle Number: A005 Toyota Tazz Duration Charged: 4 **2**

Reservation Number: 45 RA Number: 0 Category: A1 - 1-7 Days **1**

Order Number: [Empty]

Customer Code: PAT001 Search <F5>

Description: Patterson, Elize

Comments: The Vehicle must be ready at 7am sharp.

Delivery Address: [Empty] **1**

Pickup Address: [Empty]

Remarks: Request: Roof Rack and Car Seat

View Audit Log

1. If applicable, a delivery and pickup address can be added, and which will be displayed on the 'Deliveries' and 'Collection' reports respectively for the selected dates.

## 2. Duration Charged VS Category

In this case, the vehicle is rented for 4 days, and the daily rate as entered on the selected category, will be charged.

**Reservation Details**

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

Price (Incl): 1200.00 Duration Charged: 4

Price (Excl): 1043.48

Tax: 156.52 Invoice Total: 1200.00

Deposit Calculated By:  Percentage  Amount

Date Raised: 2022-09-21

Deposit Paid

Deposit Applied

Deposit Amount: 0.00

Rental Charge Incl / Excl

Rental Charge Per Day (Incl)	300.00
Rental Charge Per Day (Excl)	260.87

Applicable Rates Incl Tax

	Premium	Amount
Insurance Charge Per Day		40.00
Contract Fee		60.00
Standard Insurance	0.00	0.00
Super Cover Insurance	0.00	0.00

Agent Code: [Empty]

Description: [Empty]

View Audit Log

Accept Cancel

The rental amount - as derived from the linked Category - is displayed in the 'Financial' tab.

In this case, the daily rental amount of R300.00 - inclusive of VAT - is charged, and therefore the Price Inclusive of VAT total for the rental ONLY, is R1200.00.



# Short Term Reservations

Reservation Details

General Financial **Additional Costs** Additional Drivers Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
-----------	------	-------------	-----	------	-----	------

0.00    0.00    0.00

Add Remark    Add     Delete

View Audit Log    Accept    Cancel

In the Additional Costs tab, any relevant charge can be added by clicking 'Add'.

The 'Select Rate' window is now displayed, and the relevant charges can be added individually.

Select Rate

Search

Search By Code

Search For

Code	Description	Excl	Tax	Incl
AD001	Additional Driver	86.96	13.04	100.00
BRE001	Break Pads - Datsun Go 2015 Model	304.35	45.65	350.00
C001	Car Seat	17.39	2.61	20.00
EXC001	Excess Kilometers	8.70	1.30	10.00
INS001	Basic Insurance Group A Vehicles	521.74	78.26	600.00
INS002	Insurance - Monthly	1043.48	156.52	1200.00
R001	Roof Rack	17.39	2.61	20.00

Accept    Cancel

Reservation Details

General Financial **Additional Costs** Additional Drivers Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	C001	Car Seat	1	17.39	2.61	20.00
Item	R001	Roof Rack	1	17.39	2.61	20.00
Item	INS001	Basic Insurance Group A Vehicles	1	521.74	78.26	600.00

556.52    83.48    640.00

Add Remark    Add    Delete

View Audit Log    Accept    Cancel



# Short Term Reservations

Reservation Details

General **Financial** Additional Costs Additional Drivers Quick View

Price (Incl)  Duration Charged

Price (Excl)

Tax  Invoice Total

The added charges will now influence the 'Invoice Total' amount in the 'Financial' tab.

Proceeding to the 'Quick View' tab, all added items are listed, and which will currently be displayed on the Invoice.

Reservation Details

General Financial Additional Costs Additional Drivers **Quick View**

Description	Qty	Tax	Excl	Incl
Toyota Tazz	4	156.52	1043.48	1200.00
C001 - Car Seat	1	2.61	17.39	20.00
R001 - Roof Rack	1	2.61	17.39	20.00
INS001 - Basic Insurance Group A Vehic	1	78.26	521.74	600.00
<b>TOTAL DUE</b>		<b>240.00</b>	<b>1600.00</b>	<b>1840.00</b>

View Audit Log Accept Cancel

However: please note that the excess kilometres and fuel used will be added when the vehicle is returned, and before issuing the final invoice.



# Short Term Reservations

Reservation Details

General Financial Additional Costs **Additional Drivers** Quick View

Driver 1

First & Last Name   
Licence Number  ID Number   
Passport Number

Driver 2

First & Last Name   
Licence Number  ID Number   
Passport Number

Driver 3

First & Last Name   
Licence Number  ID Number   
Passport Number

Copy Additional Drivers From Previous Reservation

View Audit Log Accept Cancel

## ADDITIONAL DRIVERS

Up to 3 additional drivers can be added to this reservation if required, and the costs can be added to the 'Additional Costs' tab as well.



# Short Term Reservations

The screenshot shows a reservation management interface. At the top, a table lists reservations, with one highlighted in red: '45 Patterson, Elize'. A context menu is open over this row, with 'Status' selected. The status dropdown menu shows options: Cancelled, Provisional, Confirmed, On Rent (checked with a green checkmark), Termed, and Non Rev.

The 'Reservation Details' window is open, showing the following information:

- General:** Vehicle Number: A005, Toyota Tazz, Duration Charged: 4. Reservation Number: 45, RA Number: 18, Category: A1 - 1-7 Days. Date Out: 2022/09/17, Time Out: 07:00:00. Date In: 2022/09/21, Time In: 08:00:00. Estimated Time Due: 08:00:00. Status: On Rent.
- Customer:** PAT001, Patterson, Elize. Comments: The Vehicle must be ready at 7am sharp.
- Kilometres:** KM Out: 145230, KM In: 0, KM Used: 0, KM Free: 1200, KM Charged: 0, Fuel Used: 0.
- Remarks:** Request: Roof Rack and Car Seat.

## On Rent Vehicles

When the vehicle is handed to the Customer, they will be required to sign the rental agreement, and their credit card details must be verified.

The status of the reservation will be changed to 'On Rent', and the reservation's colour will also change accordingly.

The current kilometres are recorded in the 'KM Out' field.



# Short Term Reservations

**Reservation Details**

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

Vehicle Number: A005 | Toyota Tazz | Duration Charged: 4

Reservation Number: 45 | RA Number: 18 | Category: A1 - 1-7 Days | Clear

Order Number: | Date Out: 2022/09/17 | Time Out: 07:00:00

Customer Code: PAT001 | Search <F5> | Date In: 2022/09/21 | Time In: 08:00:00

Description: Patterson, Elize | Estimated Time Due: 08:00:00 | Payment Type: |

Comments: The Vehicle must be ready at 7am sharp.

KM Out	145230
KM In	148952
KM Used	3722
KM Free	1200
KM Charged	2522
Fuel Used	15

Delivery Address: | Pickup Address: | Remarks: Request: Roof Rack and Car Seat | Status: On Rent

View Audit Log | Accept | Cancel

## Returning a Vehicle

When a vehicle is returned, the status cannot be changed to 'Termed' if the current kilometres have not been recorded.

1. Therefore, the User will access the reservation, and enter the odometer reading as at present in the 'KM In' field.
2. Novtel will automatically calculate the number of kilometres used and deduct the free kilometres to indicate the number of excess kilometres to be charged.
3. If the vehicle is filled up upon return, the fuel used will be entered and must also be charged.



# Short Term Reservations

Reservation Details

General Financial **Additional Costs** Additional Drivers Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	C001	Car Seat	1	17.39	2.61	20.00
Item	R001	Roof Rack	1	17.39	2.61	20.00
Item	INS001	Basic Insurance Group A Vehicles	1	521.74	78.26	600.00
Item	EXC001	Excess Kilometers	2522	5482.61	822.39	6305.00
Item	FUE001	Fuel Used (Petrol)	15	316.04	47.41	363.45

6355.17      953.28      7308.45

Add Remark   Add   Delete

View Audit Log      Accept   Cancel

## PLEASE NOTE:

If the default charge for excess kilometres to be charged were linked to the Vehicle Master File, Novtel will instantly insert the charge as a line item and calculate the total in the 'Additional Cost' tab.

However: If not, it must be added here, and the quantity entered as the actual kilometres used.

The fuel charge will also be selected, and the litres used, entered in the 'QTY' column.

Reservation Details

General Financial Additional Costs Additional Drivers **Quick View**

Description	Qty	Tax	Excl	Incl
Toyota Tazz	4	156.52	1043.48	1200.00
C001 - Car Seat	1	2.61	17.39	20.00
R001 - Roof Rack	1	2.61	17.39	20.00
INS001 - Basic Insurance Group A Vehic	1	78.26	521.74	600.00
EXC001 - Excess Kilometers	2522	822.39	5482.61	6305.00
FUE001 - Fuel Used (Petrol)	15	47.41	316.04	363.45
<b>TOTAL DUE</b>		<b>1109.80</b>	<b>7398.65</b>	<b>8508.45</b>

View Audit Log      Accept   Cancel

The 'Invoice Total' in the 'Financial Tab' will correspond with the total indicated in the 'Quick View' tab.

Reservation Details

General **Financial** Additional Costs Additional Drivers Quick View

Price (Incl)      1200.00      Duration Charged      4

Price (Excl)      1043.48

Tax      156.52

Invoice Total      8508.45



# Short Term Reservations

**Reservation Details**

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

Vehicle Number: A005 Toyota Tazz Duration Charged: 4

Reservation Number: 45 RA Number: 18 Category: A1 - 1-7 Days

Order Number: [ ]

Customer Code: PAT001 Search <F5>

Description: Patterson, Elize

Comments: The Vehicle must be ready at 7am sharp.

Delivery Address: [ ]

Pickup Address: [ ]

KM Out	145230
KM In	148952
KM Used	3722
KM Free	1200
KM Charged	2522
Fuel Used	0

Date Out: 2022/09/17  
Time Out: 07:00:00

Date In: 2022/09/21  
Time In: 08:00:00

Estimated Time Due: 08:00:00  
Payment Type: [ ]

Remarks: Request: Roof Rack and Car Seat

Status: **Termed** (1)

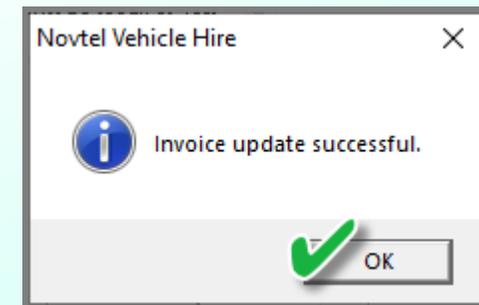
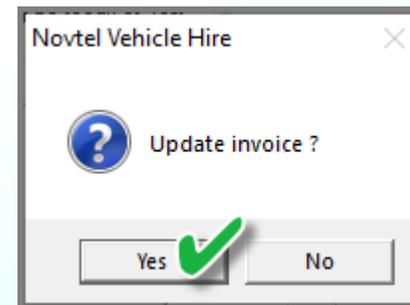
Update Invoice (2) | View Audit Log | Cancel

The final invoice can now be issued - PROVIDED that no damages occurred for which the Customer is liable for the payment thereof.

A Checklist is also produced to check that the battery; tyres and spare tyre brands, as well as all other items listed for this vehicle, are correct; present and in good order.

## Invoicing reservations

1. Upon changing the status of the reservation to 'Termed', the 'Update Invoice' button is activated.
2. Clicking on the button, the Invoice can be updated by clicking 'Yes', and 'OK'.





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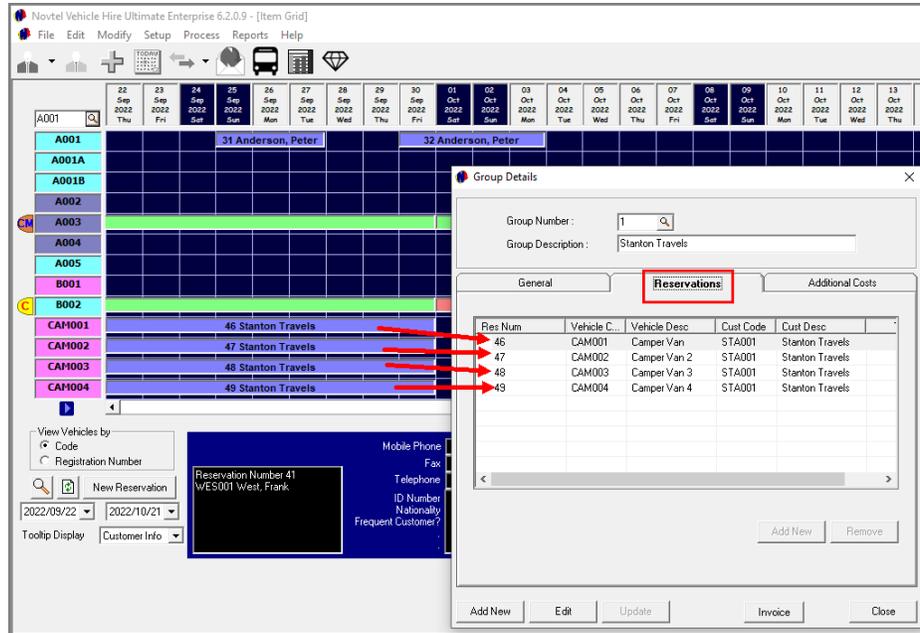
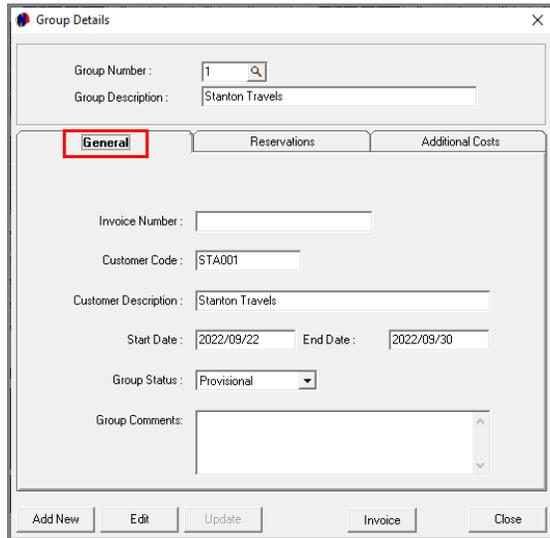
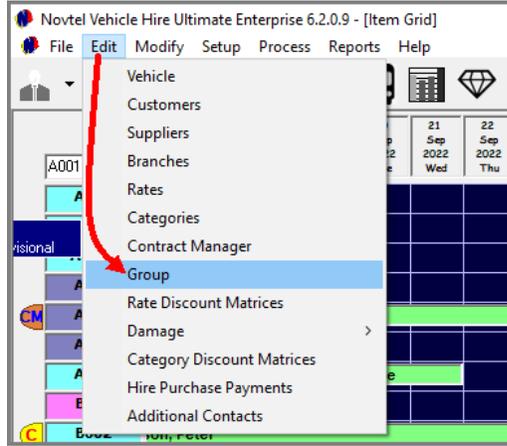
## Group Reservations





# Group Reservations

A Group Reservation can be created for more than 1 vehicle to be rented, and a single invoice will be issued to the Group 'Owner' for all selected vehicles.



TAX INVOICE	
Date :	2022/09/22
Start Date :	9/22/2022
End Date :	9/30/2022
Invoice Number :	
EVH	
44 Great Avenue Bellville Cape Town 0000	
Stanton Travels PO Box 854 Sandton Johannesburg 0200	Tel : 044 895 123 Fax : Email : Expert@vehiclehire.co.za
VAT No :	VAT No : 123456789

RESERVATIONS				
Code	Description	Duration	Tax	Incl
CAM 001	Camper Van Stanton Travels Booking Number : 46	8	R375.65	R2 880.00
CAM 002	Camper Van 2 Stanton Travels Booking Number : 47	8	R375.65	R2 880.00
CAM 003	Camper Van 3 Stanton Travels Booking Number : 48	8	R375.65	R2 880.00
CAM 004	Camper Van 4 Stanton Travels Booking Number : 49	8	R375.65	R2 880.00

ADDITIONAL COSTS				
Code	Description	Qty	Tax	Incl
AD001	Additional Driver	9	R117.39	R900.00
INS003	Insurance - Camper Vans	91	R2 373.91	R18 200.00

Page :	1	Tax Total :	R3 993.91
		Excl Total :	R26 626.09
		Incl Total :	R30 620.00



**Novtel<sup>®</sup>**

**Vehicle Hire**

11

**Managing Damages**





# Managing Damages

Novtel keeps a complete record of all damages on a vehicle – whether on the outside, or inside.

An unlimited number of 'Damaged Parts' can be created. This may include items such as:

- ✓ Door – Left Front
- ✓ Door – Right Front
- ✓ Headlight – Left
- ✓ Headlight - Right

Various 'Damage Types' can also be created and may include examples such as:

- ✓ Burned
- ✓ Chipped
- ✓ Cracked
- ✓ Dented
- ✓ Torn

There are 2 ways in which damages can be recorded, namely:

- ✓ On a reservation linked to the 'On Rent' status for a specific vehicle
- ✓ Or by means of the Vehicle Hire Workshop Module



# Managing Damages

## Recording Damages to a vehicle directly on a 'On Rent' Reservation

Specific damages can be billed to a Customer when they are liable for the payment thereof. When recording the damages, the option is ticked to 'Invoice Customer for Damage'.

Clicking 'Accept', the damage is immediately and automatically added to the reservation.

The screenshot illustrates the workflow for recording a damage to a reservation. It is divided into three main sections:

- Reservation List:** A table showing reservation details for Anderson, Peter (RA No: 16, Status: On Rent). A red arrow points to the 'Record Damages' option in the context menu.
- Record Damages Dialog:** A window for recording a damage on a Volkswagen Polo Sedan (A) with registration CA412. It includes a diagram of the vehicle and a 'Record Damage Number 1' sub-dialog. The sub-dialog shows:
  - Reservation Number: 35
  - Customer: Anderson, Peter
  - Vehicle Code: B002
  - Vehicle Description: Volkswagen Polo Sedan (A) - CA412
  - Method of Payment: Direct Method (selected)
  - Damaged Part: Front Fender
  - Damage Type: Smashed
  - Applicable Rate: FF01 Polo Front Fender 2650.00
  - Amount: 2650.00
  - Date Recorded: 22 September 2022, 09:52:53
  - Invoice Customer For Damage (highlighted with a red box)
- Reservation Details:** A window showing a summary table of costs for the reservation. The 'FF01 - Polo Front Fender' row is highlighted with a red box, showing a total cost of 2650.00.

Description	Qty	Tax	Excl	Incl
Volkswagen Polo Sedan (A)	1	508.70	3391.30	3900.00
INS002 - Insurance - Monthly	1	156.52	1043.48	1200.00
<b>FF01 - Polo Front Fender</b>	<b>1</b>	<b>345.65</b>	<b>2304.35</b>	<b>2650.00</b>
<b>TOTAL DUE</b>		<b>1010.87</b>	<b>6739.13</b>	<b>7750.00</b>



# Managing Damages

Reservation Details

General Financial **Additional Costs** Additional Drivers Quick View

Line Type	Rate	Description	Qty	Excl	Tax	Incl
Item	INS002	Insurance - Monthly	1	1043.48	156.52	1200.00
Item	FF01	Polo Front Fender	1	2304.35	345.65	2650.00
Remark		Damage caused by Customer when				
Remark		pulling into a parking area.				

3347.83      502.17      3850.00

Add Remark   Add   Delete

View Audit Log      Accept   Cancel

A remark can be added to the 'Additional Costs' tab to capture the extend of the damages, and will be displayed on the Invoice as entered.

Tax Invoice - [ Bullzip PDF Printer ]

**Expert**  
Vehicle and Trailer Hire



**TAX INVOICE**

From: EVH  
Address: 44 Great Avenue  
Bellville  
Cape Town  
0000

Email: Expert@vehiclehire.co.za  
VAT Nr: 123456789

Invoice Date: 2022/09/22  
Invoice Number:  
Reservation Nr: 35

To: Anderson, Peter  
Address: PO Box 123  
Bellville  
Cape Town  
0100

Tax Ref:

Description	Excl VAT	VAT	Total Incl VAT
Volkswagen Polo Sedan	3391.30	508.70	3900.00
Insurance - Monthly	1043.48	156.52	1200.00
Polo Front Fender	2304.35	345.65	2650.00
Damage caused by Customer pulling into a parking area.	0.00	0.00	

**Please use the following Banking Details:**

Account Name: Expert Vehicle and Trailer Hire  
Account Number: 123456789  
Bank: ABSA  
Branch: Mossel Bay

Total EX Vat	R 6739.13
VAT	R 1010.87
Total Incl VAT	R 7750.00



# Managing Damages

## The Workshop Module

Novtel also incorporates a Workshop Module. This feature is an add-on module and activated by Novtel Support at a small monthly fee.

Damages can be recorded; vehicle services managed, and job cards issued for specific jobs to be completed by a selected Technician.

And the damages can be billed to the selected Customer for payment.

Novtel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

File Edit Modify Setup Process Reports Help

Novtel Workshop for Vehicle Hire

Work Order Number 15 Date Created 20/08/2020

Customer: 001 Description: Stanton Travels  
Email Address: stanton@travels.com  
Phone Number: 088 789 456 123

Damages Recorded to Vehicle

Damaged Part	Type of Damage
<input type="checkbox"/> Taillight - Right	Cracked

Record Damages Link Damages

Totals

	Open Job Cards	Invoiced
Incl Total	2850.00	0.00
Tax Total	371.74	0.00

Invoice Details

Transaction #	Date	Document #	Invoice #
---------------	------	------------	-----------

Record Damages

Item Code: B0118 Item Type: Car  
Item Description: Datsun Go  
Registration Number: CAW1256

Click on the images below to record a damage.

Outside: Inside:

Current Damages Works Order Created Works Order Completed Works Order Updated Cancelled Damages

No.	Damaged Part	Type of Damage	Date Recorded
1	Taillight - Right	Cracked	2020/08/25 8:42

Close



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Vehicle Hire

12

Hire Purchases





# Hire Purchases

Hire-Purchase is an agreement between two parties in which one party purchase an asset from the other party by means of paying a set monthly charge to 'hire' the item.

When the buyer settled the total price of the asset in the form of hire charges, the asset is transferred to the buyer.

Novtel manages 'Hire-Purchase' vehicles with ease.

- ✓ A Vehicle is classified as a 'Hire-Purchase' item and a monthly payment amount is added to the Vehicle Master File.
- ✓ A Contract is created in Contract Manager for the required period.
- ✓ Then, a payment schedule is set up, and the Customer is billed monthly for the selected period until the full outstanding amount has been settled.

Hire Purchase Payments

Item: A0011 Chev Spark

Supplier: ABC001 ABC Company

Date Start: 01/09/2019 Date End: 31/08/2022 36 Months

Rate per Month: 3500.00

Date Start	Date End	Rate	Status	Invoice #
2019-09-01	2019-09-30	3500	Invoiced	PN102214
2019-10-01	2019-10-31	3500	Not Invoiced	N/A
2019-11-01	2019-11-30	3500	Not Invoiced	N/A
2019-12-01	2019-12-31	3500	Not Invoiced	N/A
2020-01-01	2020-01-31	3500	Not Invoiced	N/A
2020-02-01	2020-02-29	3500	Not Invoiced	N/A
2020-03-01	2020-03-31	3500	Not Invoiced	N/A
2020-04-01	2020-04-30	3500	Not Invoiced	N/A
2020-05-01	2020-05-31	3500	Not Invoiced	N/A

The Recurring Billing process will only be available when interfaced with Pastel or Evolution.

Accept Cancel

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## The Pax System





# The PAX System

Novel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

File Edit Modify Setup Process Reports

**DAILY TRIPS PLANNING**

Type: Weekly Date Start: 2020/08/20 Time out: 9:27:11 am Passengers: 0 Pickup: [ ] Group: [ ]  
 Client: Daily Date End: 2020/08/20 Time in: 9:27:11 am Vehicle: [ ]  
 Monthly Ad-Hoc Drop-Off: [ ] Driver: Default Driver

Note: Only vehicles that is part of the "Pax System" will be available.

Scheduled Containers

BookingNum	Trip Type	Date Start	Date End	Time Out	Time In	Passengers	Pickup Address	Drop Off A
14431	Weekly	20 August 2020	27 August 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14432	Weekly	27 August 2020	27 August 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14433	Weekly	03 September 2020	03 September 2...	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14434	Weekly	10 September 2020	10 September 2...	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14435	Weekly	17 September 2020	17 September 2...	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14436	Weekly	24 September 2020	24 September 2...	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14437	Weekly	01 October 2020	01 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14438	Weekly	08 October 2020	08 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14439	Weekly	15 October 2020	15 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air
14440	Weekly	22 October 2020	22 October 2020	8:00 pm	2:00 pm	10	Cape Town Office	George Air

Clear List Remove Container

Finish Scheduled trips: 10 Book Containers

The Pax System is used to schedule trips for the transportation of a set number of people per vehicle from one location to another, in bulk.

The applicable vehicles are classified as a 'Pax item' and the maximum number of passengers are captured per vehicle – which cannot be exceeded when a trip is scheduled.

Trips can be scheduled on either a daily, weekly, or monthly basis. Or schedule an Ad-Hoc' trip when needed.

Novel Vehicle Hire Ultimate Enterprise 6.0.0.0 - [Item Grid]

File Edit Modify Setup Process Reports Help

27 Aug 2020 Thu 28 Aug 2020 Fri 29 Aug 2020 Sat 30 Aug 2020 Sun 01 Sep 2020 Mon 02 Sep 2020 Tue 03 Sep 2020 Wed 04 Sep 2020 Thu 05 Sep 2020 Fri 06 Sep 2020 Sat 07 Sep 2020 Sun 08 Sep 2020 Mon 09 Sep 2020 Tue 10 Sep 2020 Wed 11 Sep 2020 Thu 12 Sep 2020 Fri 13 Sep 2020 Sat 14 Sep 2020 Sun 15 Sep 2020 Mon 16 Sep 2020 Tue 17 Sep 2020 Wed 18 Sep 2020 Thu 19 Sep 2020 Fri 20 Sep 2020 Sat 21 Sep 2020 Sun 22 Sep 2020 Mon 23 Sep 2020 Tue 24 Sep 2020 Wed 25 Sep 2020 Thu 26 Sep 2020 Fri 27 Sep 2020 Sat 28 Sep 2020 Sun 29 Sep 2020 Mon 30 Sep 2020 Tue 01 Oct 2020 Wed 02 Oct 2020 Thu 03 Oct 2020 Fri 04 Oct 2020 Sat 05 Oct 2020 Sun

D0069 [ ]  
 D0069 [ ]  
 D0070 [ ]  
 D0071 [ ]  
 E0064 [ ]  
 E0065 [ ]  
 E0066 [ ] (Daily Trip Container Status: Pax Container)  
 J0005 [ ]  
 PB001 [ ] 14432 14432 14432 14432 14432  
 PB002 [ ]  
 PB003 [ ]  
 NQ000 [ ]  
 Y001 [ ]

View Vehicles by: Code Registration Number

Reservation Number 14432  
 001 Stanton Travels  
 PO Box 7521  
 Shekton  
 Pretoria  
 0000  
 Stanton@stravels.com

Mobile Phone 082 785 456 123  
 Fax 012 785 456 123  
 Telephone 012 785 456 123

Contact name ID/ passport nr Licence Nr Local Contact Nr User Defined Field 5

Cancelled Provisional Confirmed On Rent Termined Non Rev Non Rev Return Pax Container

The Pax Container bookings are accessed individually to add a specific driver; add the kilometres at the start and end of the trip, as well as times of departure and arrival as it happened.

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## The Dashboard





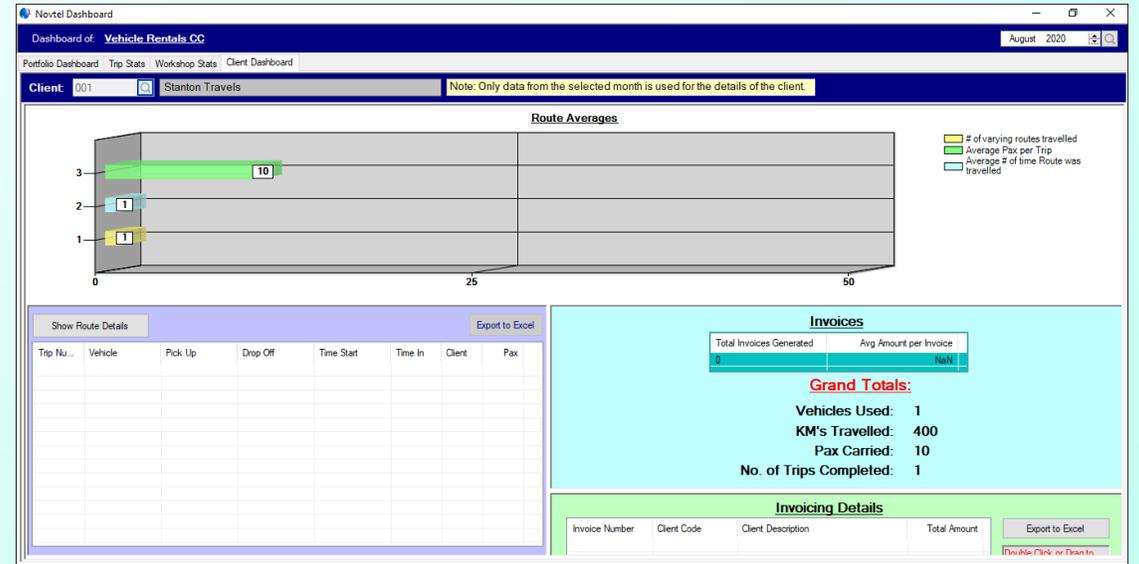


# The Dashboard

## 3. Workshop Stats



## 4. Client Dashboard



Please do not hesitate to contact us for more information, and to request a quotation or product demo.



Property Management



Hospitality Management



Equipment Hire



Relations Management



Self-Storage



Vehicle Hire



The Invoice Module and Job Tracker Utility

(For the Glass Cutting Industry)



Contract Management



Bank Manager

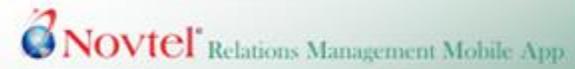


Access Control



Property Management Mobile Application

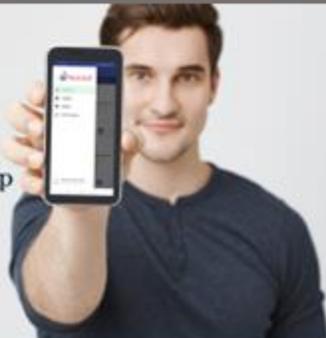
For Resolving Maintenance  
Overseas and Local Sites



Relations Management Mobile App



The Invoicing App



The Online Application Website



[info@novtel.com](mailto:info@novtel.com)

[sales@novtel.com](mailto:sales@novtel.com)



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



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