



Novtel[®]

Vehicle Hire



The Basics of Novtel Vehicle Hire



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Novtel[®] 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.

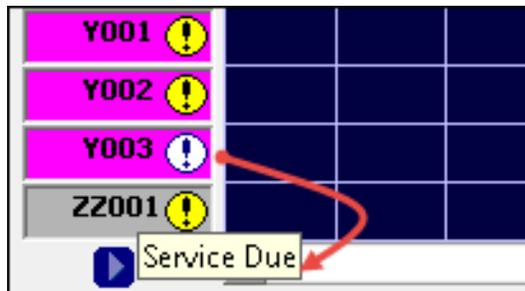
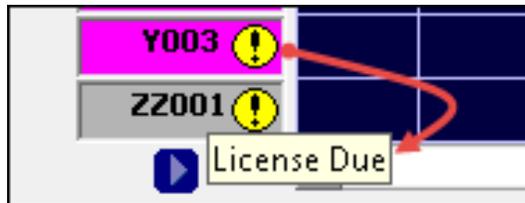


Introduction

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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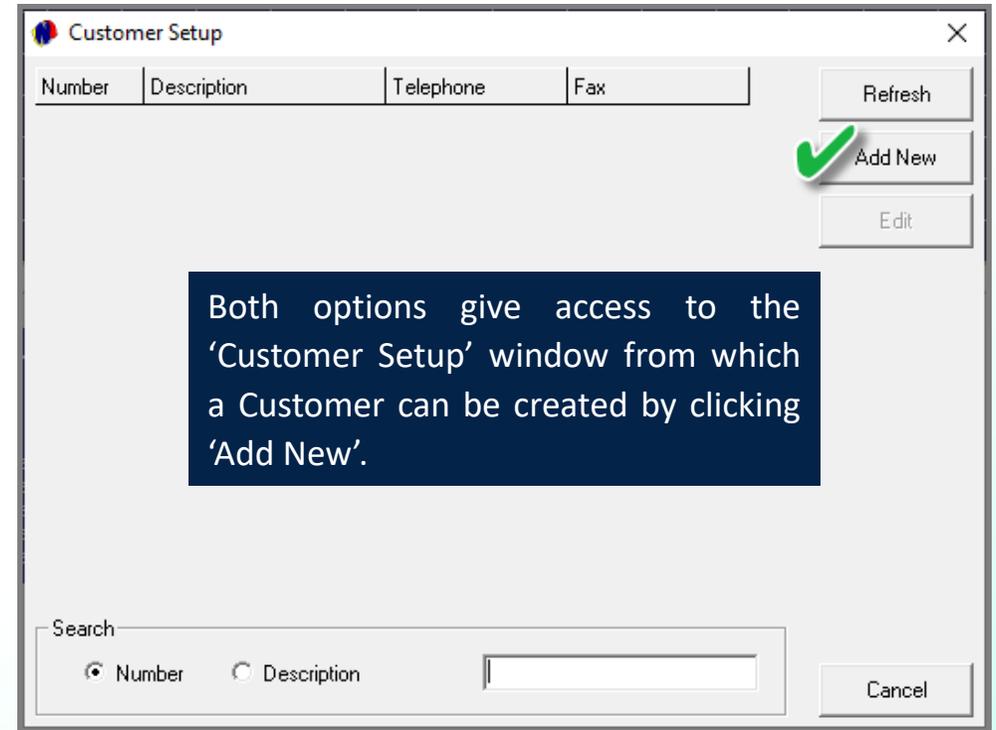
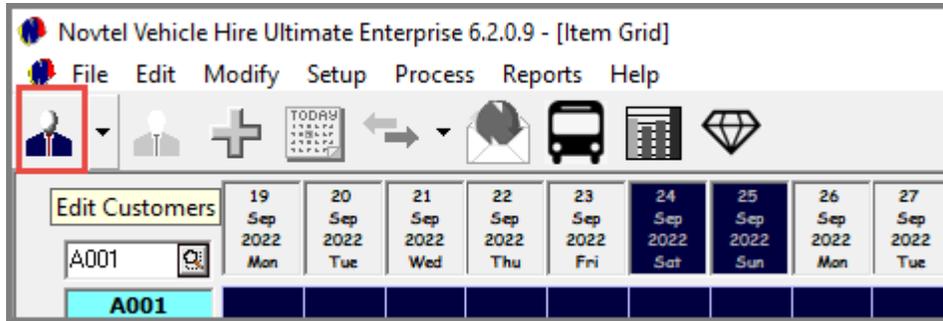
**Creating and
Managing Customers**



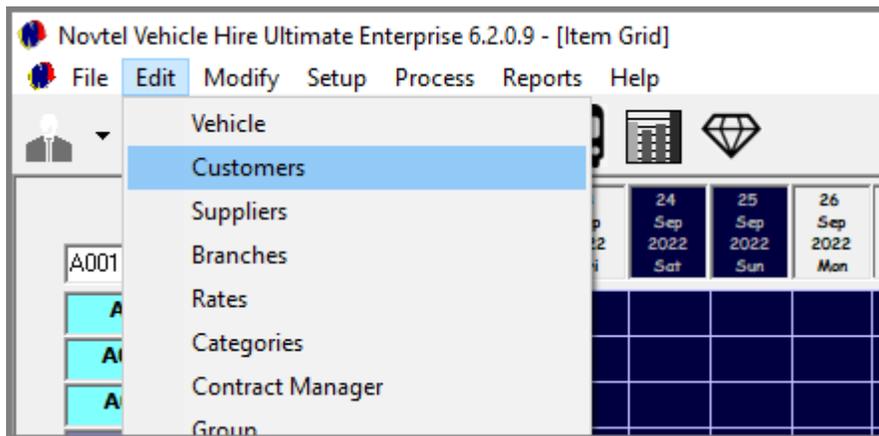


Customers

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



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 2nd 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:



Customer User Defined Field	Description
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

Default	Lastname	Initials	Firstname	Id Number

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: Anderson
First Name: Sandra

General | Spouse

ID Number: 78010203040506
Passport:
Title: Mrs
Initials: S.A
Date of Birth: 1978/01/02
Gender: F
Maiden Name: Potgieter
Marital Status: Married in community of property
Date Married: 2018/09/08
Cellphone Number: 081 010402
Valid Drivers: Yes

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:

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.

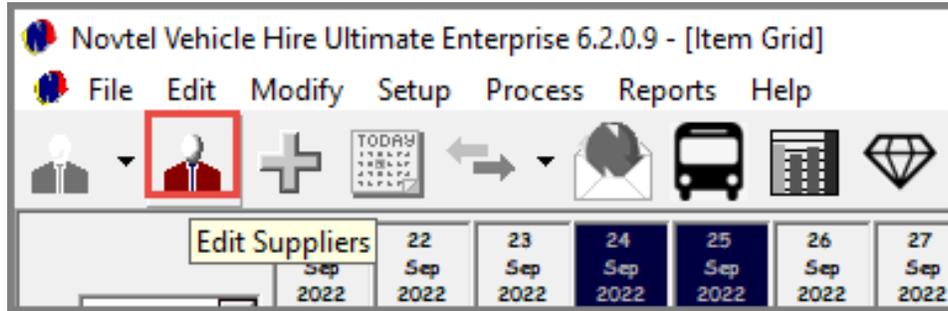
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**Suppliers;
Supplier Prices,
and Sub-Hires**





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

The 'Setup Supplier Prices' dialog box is shown with the following details:

- Supplier: BES001 (Best Car Hire)
- Category: AS02
- Cost per Day: 210
- Rate per Day: 275.00
- Profit: 65.00

Buttons: Cancel, Accept

Details Table:

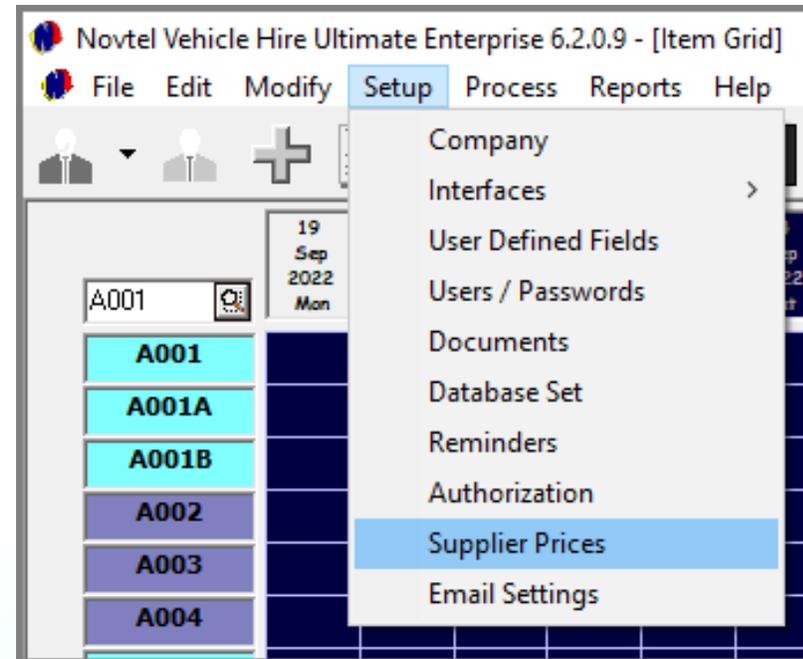
Category	Cost	Rate	Profit
A	350.00	500.00	150.00
B	400.00	550.00	150.00
C	500.00	700.00	200.00
D	600.00	850.00	250.00
BS30	195.00	255.00	60.00
AS02	210.00	275.00	65.00

Buttons: 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

Calendar: 29 Sep 2022, 30 Sep 2022, 01 Oct 2022, 02 Oct 2022, 03 Oct 2022, 04 Oct 2022, 05 Oct 2022, 06 Oct 2022, 07 Oct 2022, 08 Oct 2022, 09 Oct 2022, 10 Oct 2022, 11 Oct 2022, 12 Oct 2022, 13 Oct 2022, 14 Oct 2022, 15 Oct 2022, 16 Oct 2022

Anderson, Peter
Status: Provisional

32 Anderson, Peter

Reservation Details

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

Vehicle Number: A001 | Datsun Go | Duration Charged: 3

Reservation Number: 32 | RA Number: 0 | Category: A1 - 1-7 Days | Clear

Date Out: 2022/09/30 | Time Out: 08:00:00

Order Number: | Customer Code: AND001 | Search <F5>

Description: Anderson, Peter

Comments:

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.

Reservation Details

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

Price (Incl): 900.00 | Duration Charged: 3 | Invoice Total: 900.00

Price (Excl): 782.61 | Tax: 117.39

Deposit Calculated By: Percentage Amount

Deposit Amount: 0.00

Rental Charge Incl / Excl

	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

Subhire Details

SH Number: | Supplier: | Cost Code: Use Item Cost Code Override: |

Agent Code: | Description: |

View Audit Log | Accept | Cancel

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.

Novtel Vehicle Hire

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 (Excl)	260.87
		Tax	39.13
		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. The 'Add New' button is circled in red.

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:

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
INS001	Basic Insurance Group A Vehicles	600.00
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: A1 Subhire Category
 Non VAT-Able

Description: 1-7 Days

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
A1	1-7 Days
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:

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

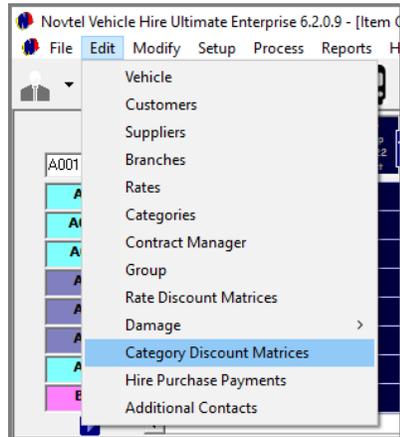
List Categories

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			



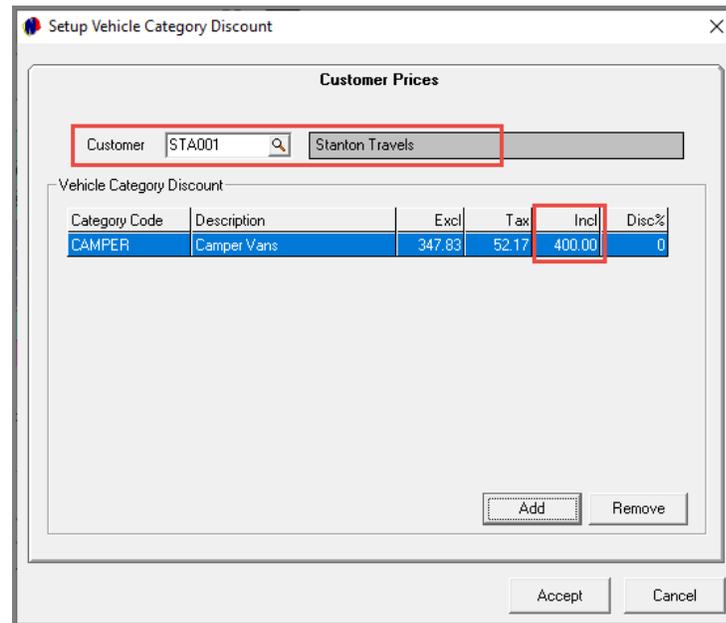
Categories



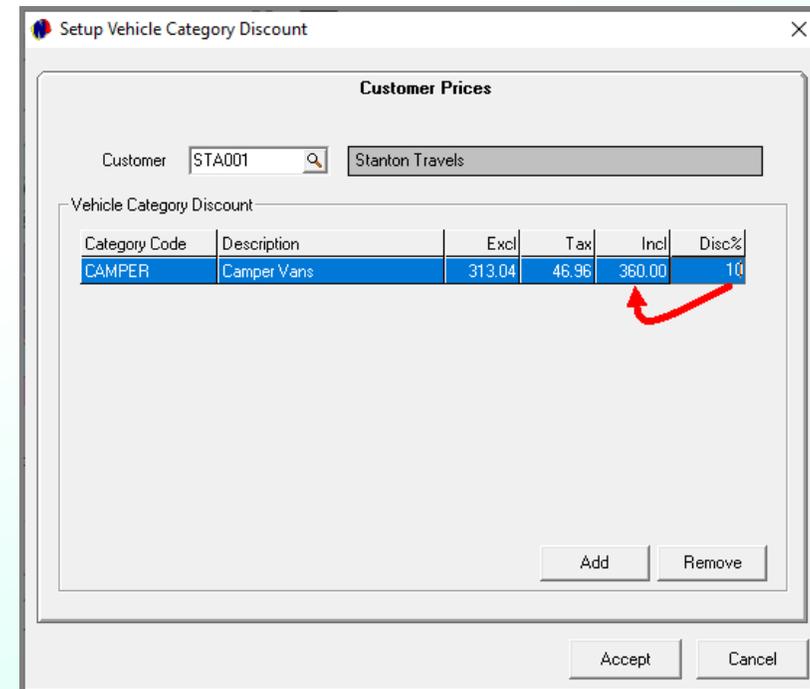
Discount per Category

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



Novotel[®] Vehicle Hire

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

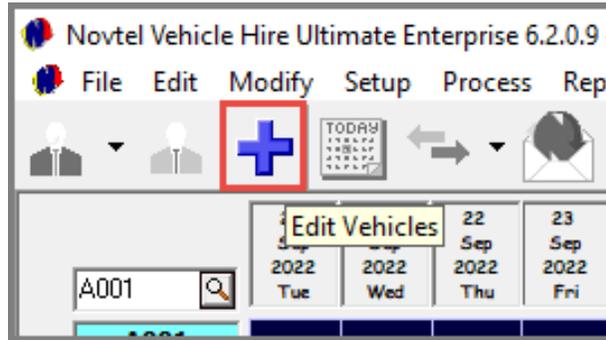
Vehicle Code	Vehicle Description
B001	Volkswagen Polo Sedan (M)
B002	Volkswagen Polo Sedan (A)
B003	Hyundai Accent
B004	Chev Aveo Sedan
B005	Opel Corsa Sedan

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

Add New Vehicle

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

Financial | User Defined Fields | Pastel Interface | Assets

Cost Price	369000.00	Default Charges	
Rental Per Day Excl Tax	391.30	Insurance Charge	<input type="text"/> <input type="button" value="Clear"/>
Tax	58.70	Contract Charge	<input type="text"/> <input type="button" value="Clear"/>
Rental Per Day Incl Tax	450.00	Excess KM Charge	<input type="text"/> <input type="button" value="Clear"/>

Date Of Purchase: 2021/09/20 | Replacement Value: 352000.00
Supplier Code:
Monthly Payment: 0.00 |

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.

Add New Vehicle

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

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

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

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[®]

Vehicle Hire

7

**Contracts and
Recurring Billing**

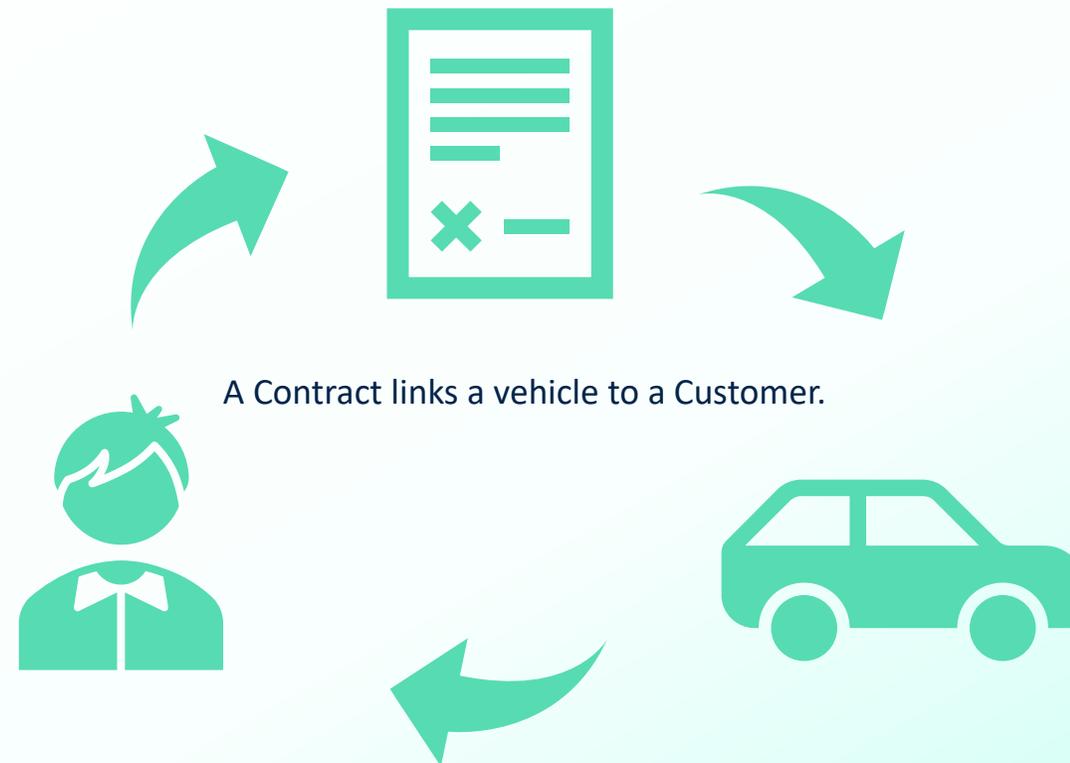




Contracts

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



A Contract links a vehicle to a Customer.



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
INS002	Insurance - Monthly	1043.48	156.52	1200.00
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 1st of September 2022, and ends on 28 February 2023.



The screenshot shows the 'Contract Manager' window. At the top, 'Contract Number' is 6 and 'Type' is Fixed Monthly. Below, the customer is AND001 (Anderson, Peter). The 'Date Start' is 1 September 2022 and 'Date End' is 28 February 2023, with a duration of 6 months. The 'Vehicles' tab is active, showing a Volkswagen Polo Sedan (A). A table below lists reservations 34 through 39 with their respective dates and status. At the bottom, there are buttons for 'Calculate Commission', 'Apply Commission', 'View Reservation', 'Escalations', 'Save', and 'Cancel'.

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



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.

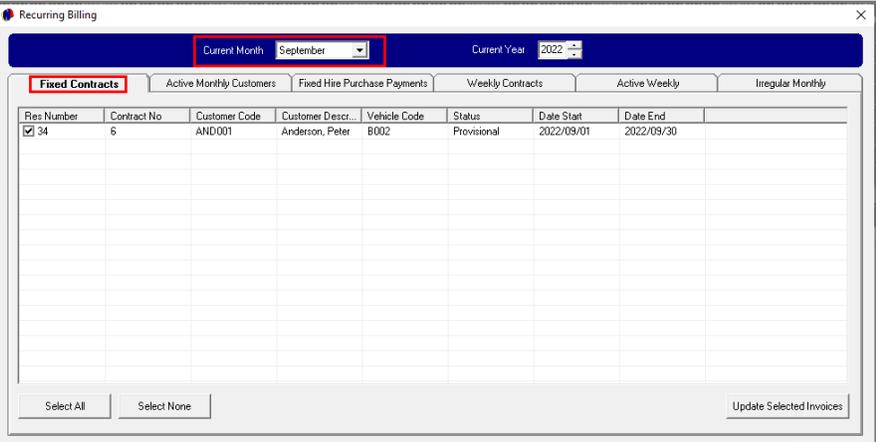
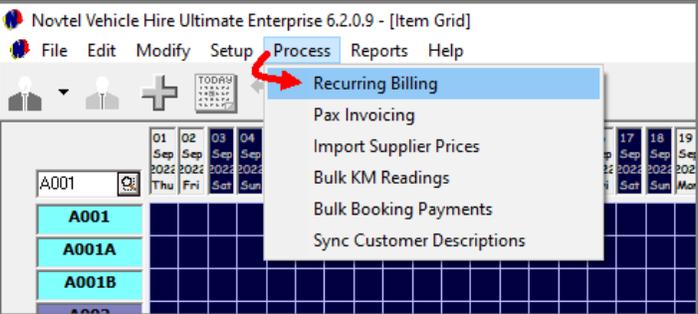
The screenshot displays the Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 interface. The main window shows a grid of reservations for vehicle A001, spanning from September 1st to October 30th, 2022. The grid is color-coded by reservation status. A tooltip is visible over the grid, displaying details for reservation 34, including the client's name (Anderson, Peter), mobile phone (082 123654), telephone (021 456123), ID number (740302010405), and nationality (South-African). The tooltip also shows the reservation number (34) and the client's contact information (PO Box 123, Bellville, Cape Town, 0100, peter@anderson.com). The interface includes a menu bar (File, Edit, Modify, Setup, Process, Reports, Help) and a toolbar with various icons. A legend on the right side of the screen lists reservation statuses with corresponding color-coded boxes: Cancelled (white), Provisional (blue), Confirmed (cyan), On Rent (red), Termined (green), Non Rev (yellow), Non Rev Return (dark green), Paid (orange), Pax Container (magenta), and Replaced (dark orange).



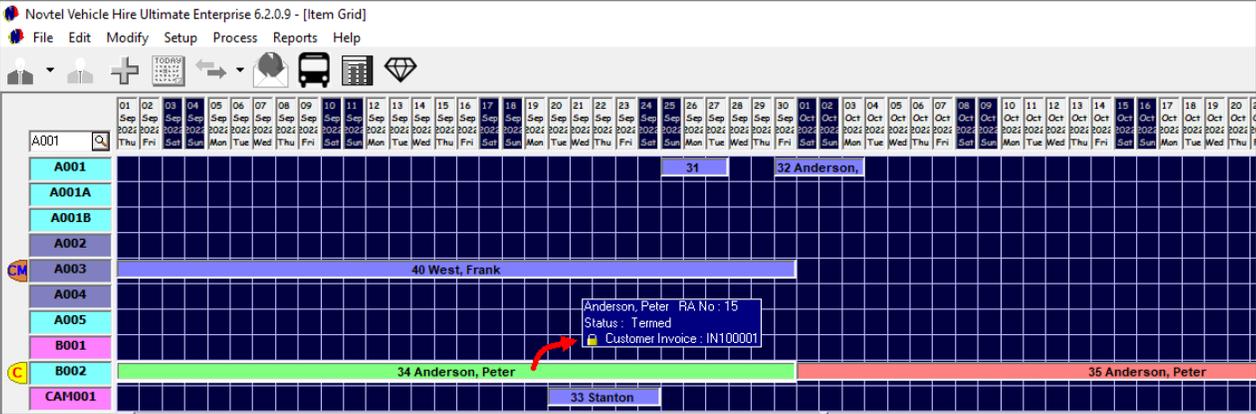
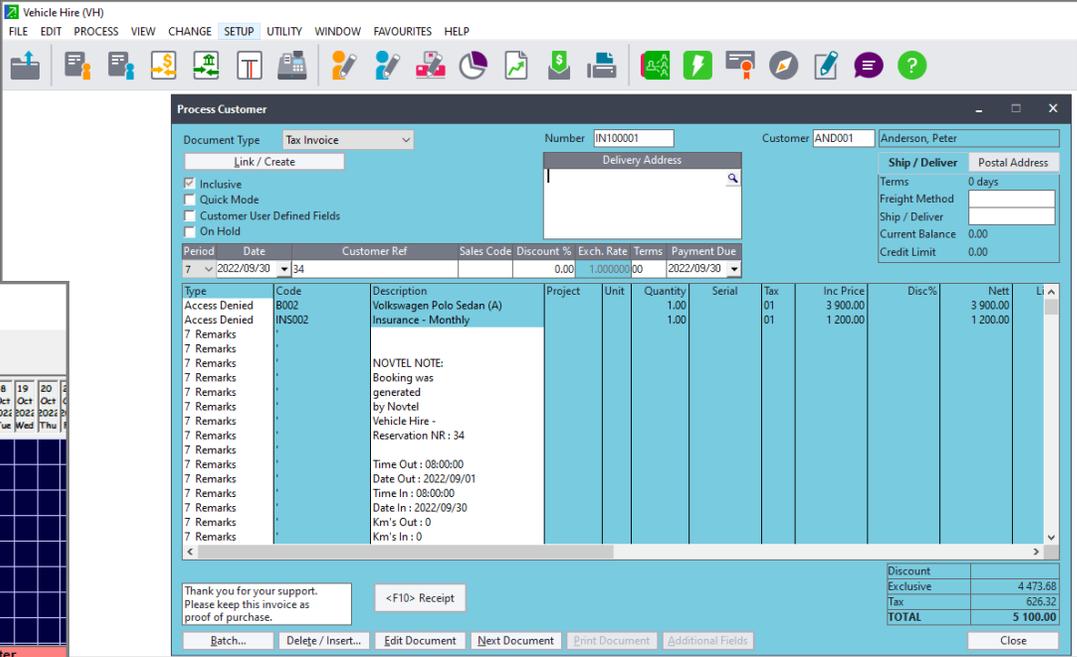
Billing Fixed Monthly Contracts

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 (selected) | 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
Belville
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

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 4th of June until the 3rd 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

Edit Vehicle

Code: A006
Description: Datsun Go

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

Branch: Cape Town, South Africa
Registration Number: Subhired
Manufacturer: Datsun
Category:
Type: Car/Automobile
PAX Vehicle:

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

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.

Edit Vehicle

Code: A006
Description: Datsun Go

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

Cost Price: 0.00
Rental Per Day Excl Tax: 260.87
Tax: 39.13
Rental Per Day Incl Tax: 300.00

Default Charges:
Insurance Charge: INS001 - Basic Insurance Group
Contract Charge:
Excess KM Charge: EXC001 - Excess Kilometers

Date Of Purchase: 2022/09/23
Replacement Value: 0.00
Supplier Code: PRE001 | **Premium Car Rentals**
Monthly Payment: 0.00



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.

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.

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: 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	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

Calculate Commission: 0 Apply Commission View Reservation Escalations

Save Cancel





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

	Premium	Amount
Insurance Charge Per Day	0.00	0.00
Contract Fee	0.00	0.00
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

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
TOTAL DUE		665.22	4434.78	5100.00



Novotel[®]

Vehicle Hire

9

**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 availability for various codes (A001, A001A, A001B, A002, A003, A004, A005, B001, B002, CAM001) from September 17 to 22, 2022. A red arrow points to the 'New Reservation' button in the A005 row. A 'Reservation Details' dialog box is open, showing the 'General' tab with a 'Customer Setup' sub-dialog. The 'Customer Setup' dialog lists existing customers: AND001 (Anderson, Peter), PAT001 (Patterson, Elize), STA001 (Stanton Travels), and WES001 (West, Frank). A red arrow points from the 'PAT001' row in the table to the 'Select' button. The 'Customer Setup' dialog also includes fields for Number, Description, Telephone, and Fax, along with buttons for Refresh, Add New, Edit, Search, and Close. The 'Reservation Details' dialog has tabs for General, Financial, Additional Costs, Additional Drivers, and Quick View, and buttons for Accept and Cancel.

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

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

	17 Sep 2022 Sat	18 Sep 2022 Sun	19 Sep 2022 Mon	20 Sep 2022 Tue	21 Sep 2022 Wed	22 Sep 2022 Thu
A001						
A001A						
A001B						
A002						
A003						
A004						
A005						
B001						
B002						
CAH001						

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: 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

View Audit Log Accept Cancel

View Vehicles by: Code Registration Number

New Reservation

2022/09/17 2022/10/16

Tooltip Display: Customer Info

Reservation Number 45
PAT001 Patterson, Elize
PO Box 4213
56 Jasper Street
Sandton
Johannesburg
elize@patterson.com



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
TOTAL DUE		240.00	1600.00	1840.00

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, and a sub-menu showing 'On Rent' as the chosen status, marked with a green checkmark. Below the table, a 'Reservation Details' window is open, showing the following information:

- General Tab:**
 - Vehicle Number: A005, Toyota Tazz
 - 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
- KM Mileage:**
 - KM Out: 145230 (highlighted in red)
 - 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:

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	15

Estimated Time Due: 08:00:00

Payment Type:

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
TOTAL DUE		1109.80	7398.65	8508.45

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

View Audit Log 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: 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

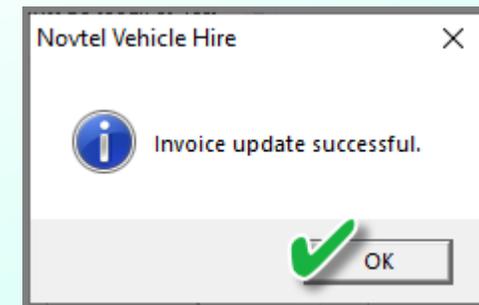
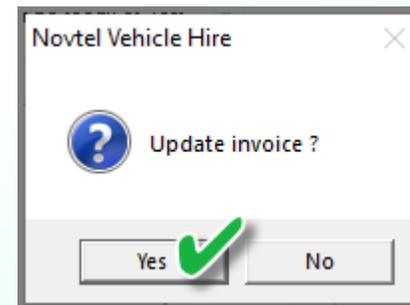
Update Invoice View Audit Log

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'.





Short Term Reservations

Novtel Vehicle Hire Ultimate Enterprise 6.2.0.9 - [Item Grid]

File Edit Modify Setup Process Reports Help

16 Sep 2022 Fri 17 Sep 2022 Sat 18 Sep 2022 Sun 19 Sep 2022 Mon 20 Sep 2022 Tue 21 Sep 2022 Wed 22 Sep 2022 Thu 23 Sep 2022 Fri 24 Sep 2022 Sat 25 Sep 2022 Sun

A001										31 Am
A001A										
A001B										
A002	ank									
A003	t, Frank									
A004										
A005		45 Patterson, Elize								
B001										
B002	son, Peter									
CAM001										33 Stanton Travels

Vehicle Hire (VH)
FILE EDIT PROCESS VIEW CHANGE SETUP UTILITY WINDOW FAVOURITES HELP

Patterson, Elize RA No : 18
Status : Termed
Customer Invoice : IN10004

The status of the reservation is now indicated as 'Termed' and the colour has been changed accordingly.

The Invoice number is also displayed when hovering on the reservation.

The invoice will also be available in Sage Pastel immediately.

Process Customer

Document Type Tax Invoice Number IN100004 Customer PAT001 Patterson, Elize

Inclusive Quick Mode Customer User Defined Fields On Hold

Period	Date	Customer Ref	Sales Code	Discount %	Exch. Rate	Terms	Payment Due
7	2022/09/21	45		0.00	1.000000	00	2022/09/21

Type	Code	Description	Project	Unit	Quantity	Serial	Tax	Inc Price	Disc%	Nett	Li
Access Denied	RENT	Toyota Tazz			4.00		01	300.00		1 200.00	
Access Denied	RENT	Car Seat			1.00		01	20.00		20.00	
Access Denied	RENT	Roof Rack			1.00		01	20.00		20.00	
Access Denied	INS001	Basic Insurance Group A Vehicles			1.00		01	600.00		600.00	
Access Denied	B002	Excess Kilometers			2 522.00		01	2.50		6 305.00	
Access Denied	FUE001	Fuel Used (Petrol)			15.00		01	24.23		363.45	
7 Remarks											
7 Remarks											
7 Remarks		NOVTEL NOTE:									
7 Remarks		Booking was									
7 Remarks		generated									
7 Remarks		by Novtel									
7 Remarks		Vehicle Hire -									
7 Remarks		Reservation NR : 45									
7 Remarks											
7 Remarks		Time Out : 07:00:00									
7 Remarks		Date Out : 2022/09/17									

Thank you for your support. Please keep this invoice as proof of purchase. <F10> Receipt

Discount	
Exclusive	7 463.55
Tax	1 044.90
TOTAL	8 508.45

Batch... Delete / Insert... Edit Document Next Document Print Document Additional Fields Close

10

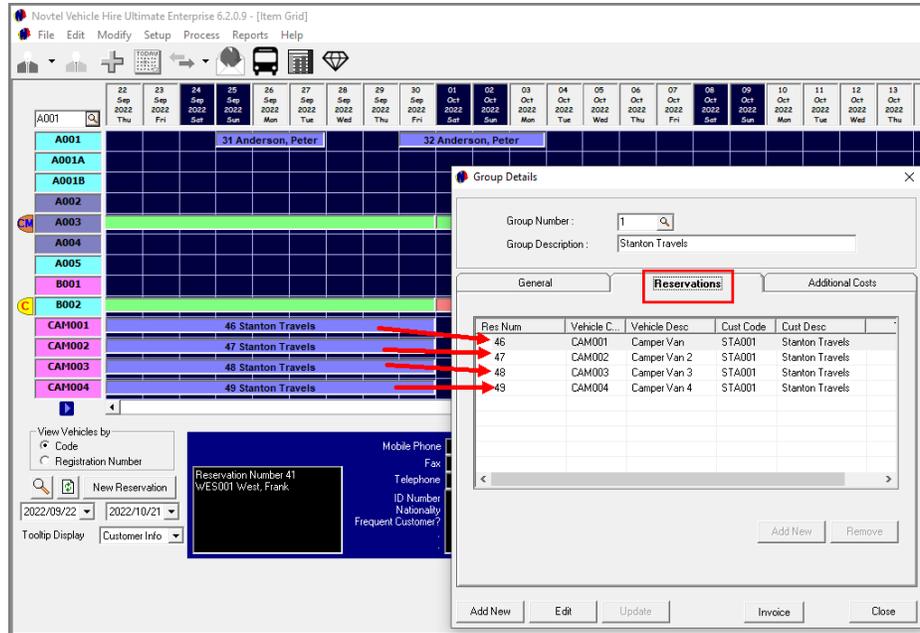
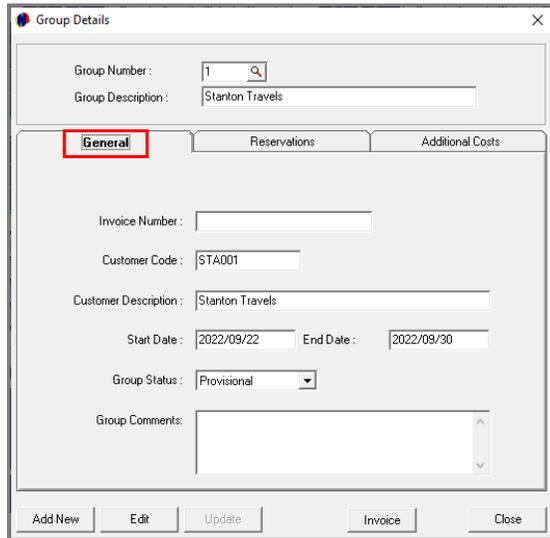
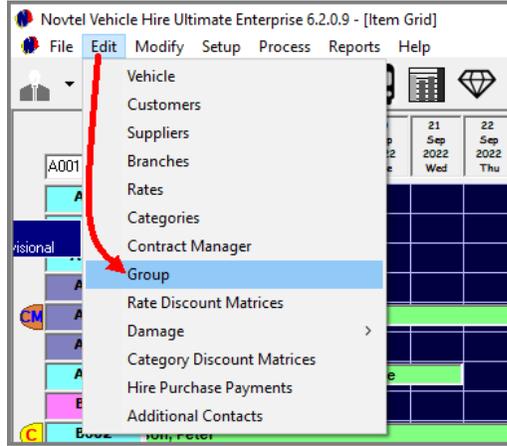
Group Reservations





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 :	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



Novotel[®]

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. A red arrow points to the 'Record Damages' option in the context menu for reservation 35, 'Anderson, Peter'.
- Record Damages Dialog:** A window for recording a damage. It includes fields for Vehicle Code (B002), Vehicle Description (Volkswagen Polo Sedan (A)), and Registration Number (CA412). A red box highlights the 'Invoice Customer For Damage' checkbox, which is checked. The 'Accept' button is also visible.
- Record Damage Number 1 Dialog:** A sub-dialog for recording a specific damage. It shows Reservation Number 35, Customer Anderson, Peter, Vehicle Code B002, and Vehicle Description Volkswagen Polo Sedan (A) - CA412. The 'Method of Payment' is set to 'Direct Method'. The 'Damaged Part' is 'Front Fender', the 'Damage Type' is 'Smashed', and the 'Applicable Rate' is 'FF01 Polo Front Fender 2650.00'. The 'Amount' is 2650.00 and the 'Date Recorded' is 22 September 2022 at 09:52:53. The 'Invoice Customer For Damage' checkbox is checked and highlighted with a red box.
- Reservation Details Dialog:** A window showing the reservation details. A table lists the items and their costs:

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
FF01 - Polo Front Fender	1	345.65	2304.35	2650.00
TOTAL DUE		1010.87	6739.13	7750.00



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



Novotel[®]

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



Novtel[®] Vehicle Hire

13

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 []

FB001 [] 14432 14431 14430 14429 14428

FB002 []

FB003 []

NQ000 []

Y001 []

View Vehicles by: Code Registration Number

New Reservation

2020/08/27 2020/10/06

Tooltip Display Customer Info

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.

14

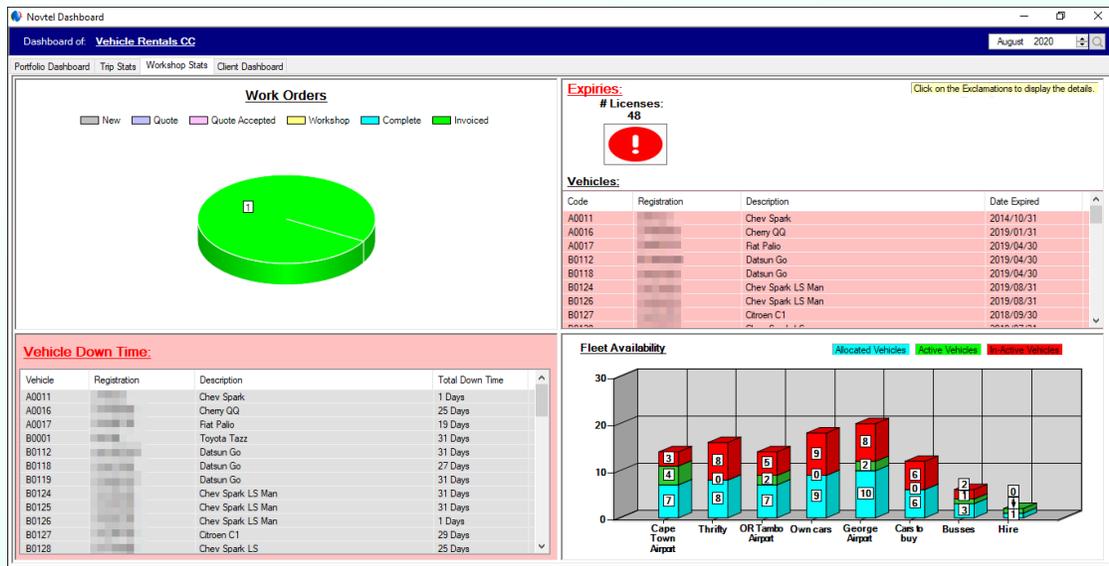
The Dashboard



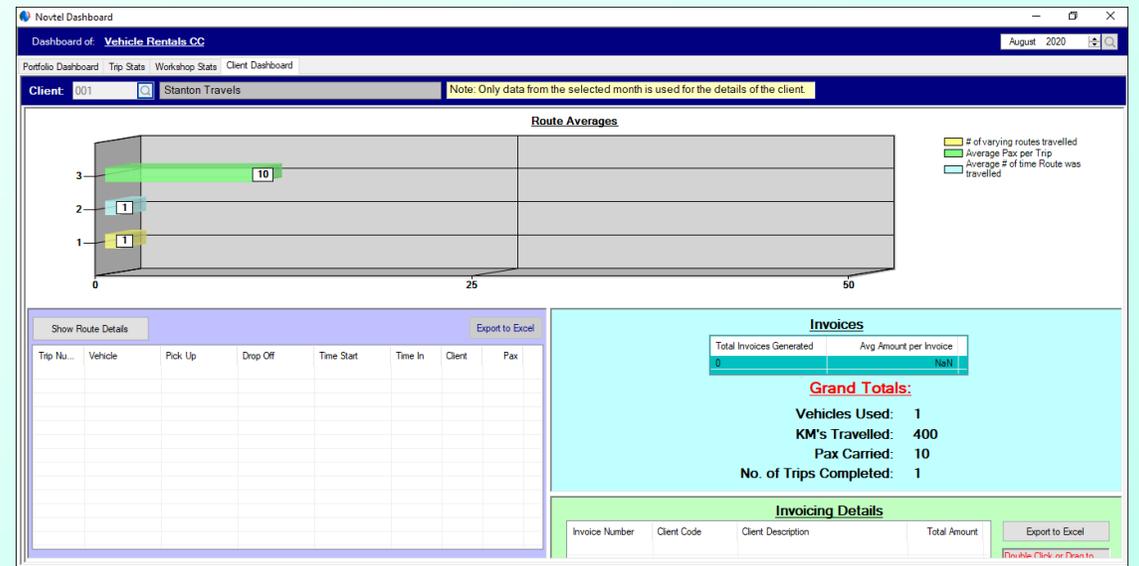


The Dashboard

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

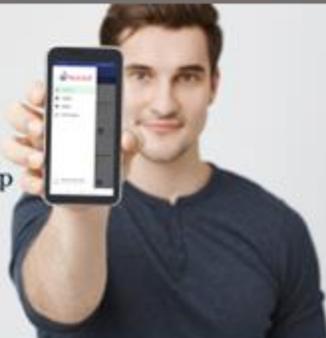
For Resolving Maintenance Requests and LA 1731 Ticket



Relations Management Mobile App



The Invoicing App



The Online Application Website



info@novtel.com

sales@novtel.com



www.novtel.co.za



086 166 8835