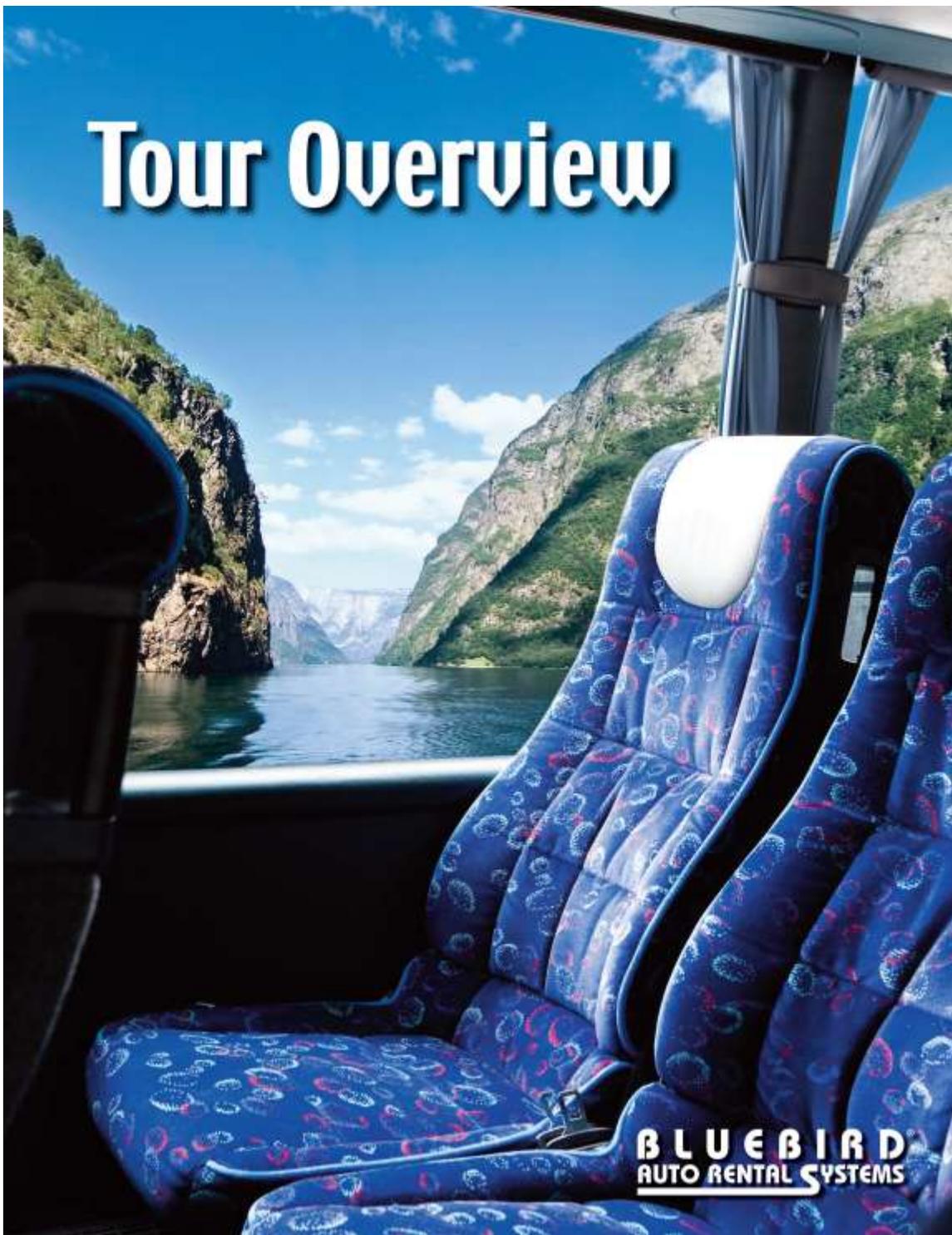


# Tour Overview



**BLUEBIRD**  
AUTO RENTAL SYSTEMS



## RentWorks Version 4.1

# Tour Module User Guide

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## **Overview**

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The tour module is used to process tour vouchers. The user can enter a tour operator, and a voucher that covers a certain number of days.

The program will calculate all charges, splitting them according to what the tour operator pays, as well as what the renter pays.

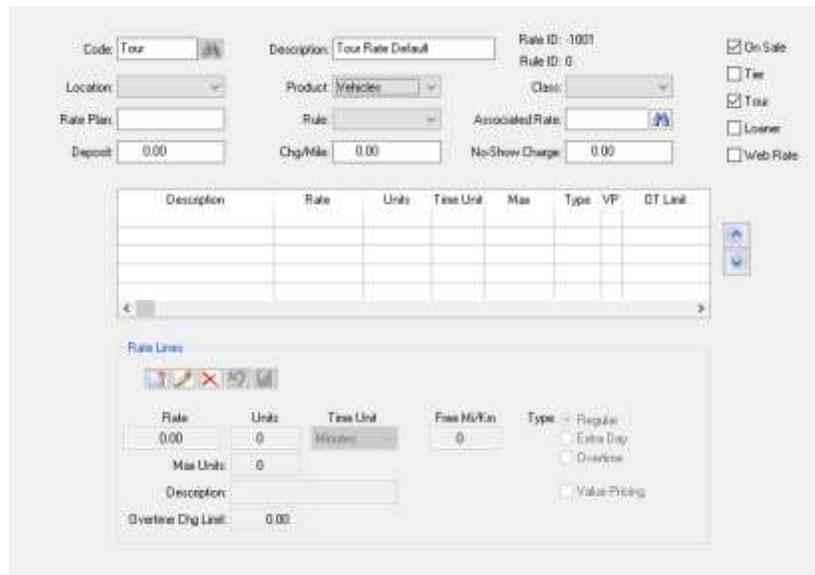
Print programs can be modified to only print the charges for which the renter is responsible and therefore will not be aware of the charges paid by the tour operator.

## Setup

There are several programs which must be accessed and updated before accepting a tour voucher:

1. Time & Mileage Rates. Go to **Marketing->Pricing->Time & Mileage Rates**. A rate must be pre-defined as a **Tour** rate by checking the box in the upper right of the rates maintenance screen. You must ALSO be sure that there is *an associated rate* (for fallback).

### Time and Mileage Rates



Code: Tour Description: Tour Rate Default Rate ID: 1001 Rule ID: 0

Location: Product: Vehicles Class: On Sale:  Tier:  Tour:  Loose:  Web Rate:

Rate Plan: Rate: Associated Rate: No-Show Charge: 0.00

Deposit: 0.00 Chg/Mile: 0.00

Description	Rate	Units	Time Unit	Max	Type	VP	DT Limit

Rate Lines

Rate: 0.00 Units: 0 Time Unit: Hours Free M/Min: 0 Type: Regular Extra Day Overline Value Pricing

Max Units: 0 Description: Overline Chg Limit: 0.00

- Company. Go to Admin->Companies->Local. A company must be pre-defined as Tour by selecting the Type from the drop-down menu box in the upper right of the company maintenance screen

*If this Tour is transmitted by Hertz for Hertz, Thrifty or Dollar Tour reservations, the company name **MUST** be the Tour Code transmitted by Hertz. This code starts with IT and is followed by several numbers. You will need to contact Hertz for this information. You can use the Address1 line for the name of the Tour Company and Address2 for the address of the tour company. Please contact Bluebird Support if you have any question regarding this.*

**Local Company Maintenance**

**General** | Billing | Rates | Corp. Cust.

Company: Tour Company 

Address: 123 Main Street

Address 2:

City: New York St.: NY

Zip: 10001 County:

Country: USA

Code: Type: Tour

Phone: (212) 555-1212 Ext.:

Fax: ( ) -

E-Mail: inquiries@tourcompany.com

SIC Code: 0 Followup: / / 

Sales Rep: None

Categories:

- City Government
- Federal Government
- Military
- Sales Reps Account
- State Government

Inactive

**Insurance Information**

Copy insurance info onto contracts

Insurance Co:

Policy Number: Exp. Date: / / 

Notes:

3. Tour Programs. Go to **Marketing->Tour Programs**.

**Tour Program Maintenance Program**



Charges	Type	Code	Applicable	Included
Misc. Charge	StoleCar		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	Cleaning		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	Credit		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	Damage		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	GARF		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	Map		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	No Show		<input type="checkbox"/>	<input type="checkbox"/>
Misc. Charge	PT		<input type="checkbox"/>	<input type="checkbox"/>
CDW	CDW		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

This program allows the user to create, delete, and edit tour operator records.

- 1) The 'Code' field is a unique code used to distinguish each tour operator along with an appropriate description should be added. Notes about the tour operator can be added if desired.
  - *If this Tour Program is transmitted by Hertz for Hertz, Thrifty or Dollar Tour reservations, the code field **MUST** match the tour code sent by Hertz. This code starts with the letters IT and is followed by several numbers. Please contact Hertz for the IT Tour code. Contact Bluebird Support if you have any questions.*
- 2) The 'Rate Code' field specifies what rate is defaulted when this tour operator is used.
- 3) Check the box to the right if included charges should be deducted from the T&M Rate Lines. This should be checked if taxes are Applicable and Included in the Tour Rate so that your tax reports will show the correct amount.
- 4) Check the box if the Tour Program requires a Voucher.
- 5) The Charges box can list **all** of the miscellaneous charges, fees, and taxes. Alternatively, you can select the radio button to list **only** those marked as Applicable and/or Included.

- The 'Applicable' column shows whether or not (Yes or No) each charge is paid for by the tour operator.
  - The 'Included' column shows whether or not each charge is bundled in the daily rate.
- 6) The Bill To / Payment Type fields are used when the program automatically creates a payment for the tour operator. This must point to the local company setup for this tour.

## Counter Operations

Upon opening the rental agreement, the counter agent must :

- 1) Enter either the number of rental days the voucher presented is good for or the due back date
- 2) Select a car class (unless a tour program exists for ALL car classes)
- 3) Use the binoculars on the “Company” field to select a Company with a Type of “Tour”

Company Lookup

Search By

Company Type:  Name Begins:   Direct Bill Companies Only

A/R#:  Phone:

Green rows indicate corporate local companies with associated sales rep.

Company	Type	City	Company Address	Billing Phone#	A/R#
There are no items to show.					

Once the proper tour company is selected the rate will automatically be applied based on the rate code selected when setting up the Tour record. The rental agreement charges will be broken out between the Tour Company and renter. Tour company charges will be labeled in **GREEN**, renter charges will be labeled in **BLUE**.

**Summary** | Drivers | Charges/Payments | Replacement

Res # [ ] RA # 3001639 RA Status: Open Rental Reason: [ ]

**Pickup Information**

Loc. Out: Main Date Out: 03/03/2011 18:10 Num. Days: 5  
 Loc. Due: Main Date Due: 03/06/2011 18:10  
 Loc. In: [ ] Date In: [ ] 0:00

**Vehicle Information**

Product: Vehicles Class: Mid Fuel Level: [ ]  
 Unit #: 1009 Rented As: Mid  
 Odometer: 12510 Prepaid Fuel: None  
 Reserved: [ ]

**Corporate ID**

Company: Global Rate Plan: [ ] Rollover: [ ] Taxable: [ ]  
 Rate Code: UT Upgrade: 0.00 PCB: [ ]  
 Rate Detail: UT (Unk'd Travel Rate) 150.00/day  
 0.18/mi. - Free Miles: 100/day

CD#: [ ] PAC: [ ] FEC: [ ] SU: [ ]

**Deposit Information**

Type: [ ] CC #: [ ] Exp: [ ]  
 Amount: 0.00 Paid: [ ] CV: [ ] Auth: [ ]

Rented By: [ ] Added By: [ ] Charged By: [ ] Posted: [ ]

**Charge Summary** USD

Description	Rate	Amount
<b>TOUR CHARGES</b>		
UT, Daily	150.00	450.00
<b>TOTAL T&amp;M</b>		450.00
NJ Sales Tax 6%		
<b>TOTAL CHARGES</b>		450.00
<b>TOTAL PAYMENTS</b>		
<b>RENTER CHARGES</b>		
UTFB, Daily	120.00	240.00
<b>TOTAL T&amp;M</b>		240.00
State Surcharge	2.00	10.00

At any time, the tour icon -  - from the tool bar can be used to bring up the Tour Detail Screen:

**Tour Detail**

Code: GLOBAL Notes: Main office is in Morristown, NJ  
 Description: GLOBAL TOURS  
 Bill To: Global

**Voucher Info**

Voucher #: Mar-32009 Days: 3  
 Start: 03/01/2011 End: 03/31/2011

Type	Code	App	Incl
Misc. Charge	Credit	No	No
Misc. Charge	Damage	No	No
Misc. Charge	GARS	No	No
Misc. Charge	Phone	No	No

OK Cancel

The information in the tour record is displayed, and the user can enter the information provided on the tour voucher. The voucher number is kept, and the number of days is used for determining when the renter has exceeded the number of days covered by the voucher. The start and end dates are also used, in case the rental does not fit in the time

frame that the voucher is valid. Anything outside the voucher start and end date will be charged to the renter. In the above screen shot the voucher is good for a three day rental at the expense of the Tour Company. Anything longer than 3 days will be the renter's responsibility. The voucher is good for March 1<sup>st</sup> through March 31<sup>st</sup>. The voucher is NOT valid outside of those dates.

- a) For example, a renter presents a voucher good for 3 days and only valid until 3/31. If the rental begins on 3/30, only TWO days (3/30 and 3/31) will be charged to the tour operator.
- b) Internally, all contract rates, charges, and payments will be flagged as Tour (y/n). The Contract Charges screen will list all non-tour charges (to be paid by the renter), followed by all tour charges (to be paid by the tour operator). A payment will automatically be created to the tour operator, and the user can then enter the payment made by the renter if necessary. There is no need to add a DB, Direct Bill, deposit in the name of the Tour Company. This will happen automatically at the time of check-in.

## Custom Features

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The following Custom Features (Settings->System Configuration) are applicable for the Tour Module:

A1116: Allow tour changes by users without the 'EditTour' privilege, unless the comma-delimited list in value contains the tour code. Value = WEBVCHR, allows edit of all but WEBVCHR tours.

A1117: Don't allow cloning of tour RA/res when the value is blank. Enter a comma-delimited list of tour codes in value when cloning is restricted to specific tours. e.g. Value = WEBVCHR, will not clone WEBVCHR tours.

A1128: Switch the tour revenue report line layout to legacy 12 CPI by removing columns voucher, date-out and #days.

A1129: Validate maximum tour days and tour balance on check-in, and when changing closed tour contracts. Allow override for comma delimited list of employee groups specified in the value field. Blank value allows override to all.

F1010: Unbundle tour rez link charges with company charges. Enter company in value field.

F1011: RezLinks: Tour reservations build all rate lines and don't use the tour rate code.

G1010 (for PPGen): Ask if the user wants to print the tour portion, when printing a tour contract or reservation from update. Enter comma delimited security group(s) in value when only e.g. managers,backOffice should get asked. FYI: Selecting tour for a custom form may print nonsense - it works well with receipts and invoices.

K1000: Create tour package rates (replaces old F1016).

K1008: RezLinks: Create tour rates as calendar day rates with zero grace. Enter 'AddCalDay' in the value field to add one day to the transmitted # of tour days.

R1009: When a tour contract is closed early, charge the number of tour days anyway. Enter 'NoDealership' in the value field to exclude Loaner contracts.