

# RENTWORKS4 FEATURES & REPORTS

Loaded with time-saving features and reports, RentWorks4 was designed with direct input from auto rental operators like you. We understand where you're coming from and where you want to go! And RentWorks4 will help you get there by providing tools that will streamline your operation and increase your bottom line. In today's highly competitive economy, why be satisfied with merely staying in the race? With RentWorks4, you'll own the road!

## KEY FEATURES

RentWorks4 is packed with so many features we can't possibly list them all, but here are some key reasons to select the #1 auto rental management software available:

### RENTAL

- Unlimited rate types, calculations, and quotes:
  - Hourly, daily, weekly, monthly, long term
  - Insurance replacement/calendar day rates
  - Corporate customer rates
  - Seasonal rates
  - Bundled rates
  - Time slot rates
  - Calendar day rates
  - Rate blackouts
  - User-defined rate periods
- Rate yield management tools
- Creates renter and customer file – collects and stores all relevant information about customers including name, address, phone, company name, car type, coverages and email address
- Insures accurate calculation of rental charges
- Allows you to void rental agreements
- Handles multiple fuel types, including pre-paid gas
- Enforces policies for excess mileage, late charges beyond user-defined grace periods, fuel charges, and excess charges for clean-up and damages
- Calculates sales tax, city taxes, airport and state/province surcharges
- Closes and prints accurate laser-generated rental agreements
- Laser forms can be emailed
- Checks vehicle availability and pricing for walk-ups
- Allows you to define Rate Rules to determine deposit requirements, pick-up day, min/max number of days
- Handles tax-exempt rentals
- Prints multiple rental forms (hundreds to choose from!)
- Credit card authorization and settlement module
- User-defined minimum age and underage drivers
- Unlimited notes for each reservation, contract, vehicle, renter, or local company
- System can automatically issue rental agreement numbers
- Captures lost and found items
- Translation table available so screens can be displayed in other languages
- Provides menu level and field level security
- Process one-way rentals and split revenue with user-defined matrices
- Tracks non-revenue movement of vehicles and prints non-revenue tickets
- Allows for sale of miscellaneous items (such as boxes, maps, etc.) that are not attached to a rental agreement
- Comprehensive audit trail of contract changes from initiation through posting
- Allows for Optional Equipment to be inventoried, rented and tracked

### Corporate Customer Processing:

- Stores corporate profile accessible by company name, number or authorized drivers
- Stores Accounts Receivable customer number
- Allows you to assign specific rates to corporate accounts

### Insurance Replacement:

- Allows multiple split billing among insurance and direct bill customers
- Captures and tracks extensions
- Stores insurance claims information, including claim #, adjuster and rate allowed

### LoanerTrack:

- Process service loaner agreements in one easy screen
- Stores dealership service rental information, including service order #, service advisor and rate allowed

### RESERVATIONS

- **ResPlanner** can assign vehicles to reservations
- Print or email reservation confirmations and quotes
- Reservation links to franchise systems
- No-show processing

### FLEET OPERATIONS & MAINTENANCE

- Stores detailed vehicle information, such as key codes, depreciation, optional equipment, as well as images
- Look-up button gives you the ability to find a vehicle by Unit #, License # or VIN
- Maintains repair orders along with labor and parts costs
- Allows you to set up recurring maintenance procedures
- Retains full service history by vehicle
- Provides detailed transaction history by vehicle

### Projected Availability Forecasting:

- Analyzes availability on an hourly basis
- Allows you to include forecasted fleet acquisitions and turn-backs

### Parking/Toll Violation Management:

- Identifies responsible renter based on vehicle license, violation date and time
- Exports rental information to a form letter
- Interfaces with parking ticket and toll management systems such as HTA, VMS, and Rent-a-Toll.

### Cash Drawer Reconciliation:

- Links cash drawer to a terminal or counter agent
- Stores starting balance for a drawer
- Maintains running starting/ending cash balances by shift
- Allows for petty cash items
- Supports cash drops and balance outs

### Key Interfaces:

- Microsoft Excel®: Several RentWorks reports can be downloaded into an Excel spreadsheet, giving you the opportunity to analyze important data and to create charts and graphs.
- Microsoft Word®: Allows you to perform customer mailing label merge
- Progress Results®: Create queries and generate custom reports
- Other Accounting Interfaces: Intuit QuickBooks™ Pro, Sage MAS200®, Peachtree, Reynolds & Reynolds Performance Path ERA2®, and ADP Open Elite

### INQUIRIES & REPORTS

In addition to the following reports, you can custom design your own reports to meet the specific needs of your business.

#### INQUIRIES

- Cash Drawer Inquiry • Contract Inquiry

- Contract & Reservation Audit
- Credit Card Inquiry
- Due Back Inquiry
- Extension Inquiry
- Rates & Availability Inquiry
- Reservation Inquiry
- Source Referrals Inquiry
- Fleet Inquiries: By Date/Time/License, By Status, Foreign Vehicles, Maintenance Due, Repair Orders, Ready Lines, Transactions, Vehicle Problems

#### FLEET REPORTS

- Additions Report
- Depreciation Report
- Payment Processing Report • Sales Report
- Contract Revenue by Vehicle Report
- Profit/Loss by Vehicle Report
- License Expirations Report
- Maintenance Alerts Report
- Maintenance Due Report
- Problems Report • Repair Order Report
- Fleet Due Back Report • Fleet Overdue Report
- Fleet Status Report • Fleet Summary Report
- Fleet Financials and Statistics Report
- Incoming/Outgoing Units Report
- Net Available Vehicles Report
- Projected Utilization Report
- Transactions Report

#### MANAGEMENT REPORTS

- Accounts Receivable Report
- Accrual Report
- Booked Revenue Entries Report
- Deposits Report • Payments Report
- Daily Transaction Report
- Daily Location Summary Report
- Location Performance Report
- Revenue Management Report
- Revenue Report • Tour Revenue Report
- Year-To-Year Revenue Report
- Commissions Report
- Corporate Rentals Report
- Customer Report • Reasons Report
- 35-Day Roll Report
- Reservation Source of Business Report
- Source of Business Report
- Taxes and Fees Report • Tax Exempt Report
- Cash Drawer Report • Daily Business Report
- Daily Cash Report • Draft Capture Report
- Contract Receipts Report
- Invoice Report
- Statement Report
- Extension Report
- Lost and Found Report
- Detailed Reservation Report
- No-Show Processing Report
- Reservation Report

#### EXCEPTION REPORTS

- Additional Deposits Report
- Contract Discrepancy Report
- Contract Report • Missing Miles Report
- Payment & Deposit Exception Report
- Rate Exception Report • Turndown Report

**BLUEBIRD®**  
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