Closing a Tour Rental

Retrieve our tour rental. For the sake of this tutorial, we will check in the contract one day late.

The *Rental Charges* in the *Actual Rental Cost* section does not include the tour voucher amount, but it does include the extra day charge and non-package charges that the customer is responsible to pay for, as shown in Figure 11. Collect the outstanding balance and proceed to close the contract.

IMPORTANT

You need not split the rental charges manually and assign them to direct bill to reach the voucher amount.
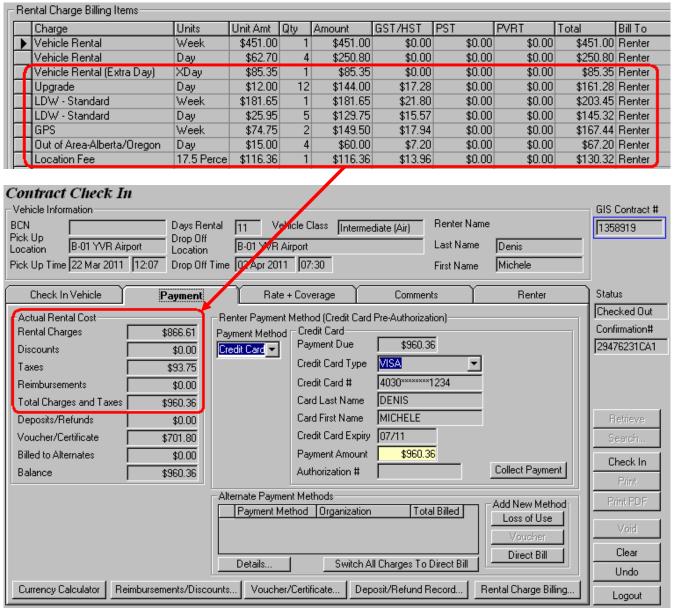

Rental Charge Billing Items

Charge	Units	Unit Amt	Qty	Amount	GST/HST	PST	PVRT	Total	Bill To
Vehicle Rental	Week	$451.00	1	$451.00	$0.00	$0.00	$0.00	$451.00	Renter
Vehicle Rental	Day	$62.70	4	$250.80	$0.00	$0.00	$0.00	$250.80	Renter
Vehicle Rental (Extra Day)	XDay	$85.35	1	$85.35	$0.00	$0.00	$0.00	$85.35	Renter
Upgrade	Day	$12.00	12	$144.00	$17.28	$0.00	$0.00	$161.28	Renter
LDW - Standard	Week	$181.65	1	$181.65	$21.80	$0.00	$0.00	$203.45	Renter
LDW - Standard	Day	$25.95	5	$129.75	$15.57	$0.00	$0.00	$145.32	Renter
GPS	Week	$74.75	2	$149.50	$17.94	$0.00	$0.00	$167.44	Renter
Out of Area-Alberta/Oregon	Day	$15.00	4	$60.00	$7.20	$0.00	$0.00	$67.20	Renter
Location Fee	17.5 Perce	$116.36	1	$116.36	$13.96	$0.00	$0.00	$130.32	Renter

Contract Check In

Vehicle Information

BCN

Pick Up Location: B-01 YVR Airport

Pick Up Time: 22 Mar 2011   12:07

Days Rental: 11

Drop Off Location: B-01 YVR Airport

Drop Off Time: 02 Apr 2011   07:30

Vehicle Class: Intermediate (Air)

Renter Name

Last Name: Denis

First Name: Michele

GIS Contract #: 1358919

Tabs: Check In Vehicle | **Payment** | Rate + Coverage | Comments | Renter

Actual Rental Cost

Rental Charges	$866.61
Discounts	$0.00
Taxes	$93.75
Reimbursements	$0.00
Total Charges and Taxes	$960.36
Deposits/Refunds	$0.00
Voucher/Certificate	$701.80
Billed to Alternates	$0.00
Balance	$960.36

Renter Payment Method (Credit Card Pre-Authorization)

Payment Method: Credit Card

Credit Card

Payment Due	$960.36
Credit Card Type	VISA
Credit Card #	4030********1234
Card Last Name	DENIS
Card First Name	MICHELE
Credit Card Expiry	07/11
Payment Amount	$960.36
Authorization #	

Collect Payment

Alternate Payment Methods

Payment Method	Organization	Total Billed

Details...   Switch All Charges To Direct Bill

Add New Method
- Loss of Use
- Voucher
- Direct Bill

Status

Checked Out

Confirmation#: 29476231CA1

Retrieve
Search...
Check In
Print
Print PDF
Void
Clear
Undo
Logout

Currency Calculator | Reimbursements/Discounts... | Voucher/Certificate... | Deposit/Refund Record... | Rental Charge Billing...

Figure 11: The *Rental Charges* field does not include the prepaid tour voucher amount.

Like the rental agreement, the contract receipt has also been modified to accommodate the new changes in this voucher implmentation. Please refer to the receipt of contract 1358919.

In the *Non-Pkg Rental* section of the receipt:
1. The base rate structure of the tour rate is not displayed but any additional day rate (refer back to Figure 8) will be shown.

In the *Prepaid Rental Cover* section of the receipt:
2. The receipt will print the prepaid rental period that the reservation was made for (regardless of when the contract was checked out).

3. The receipt will specify any taxes, surcharges, LDW, PAI, PEC, Additional Driver, GPS that are included in the rental.

In the *Non-Package Charges* section of the receipt:
4. This section will only display any extra day charge and non-package charges that the customer is responsible for paying.

In the *Payments & Refunds* section of the receipt:
5. The receipt will not display the tour voucher amount that was assigned to the contract through the *Voucher/Certificate* window.

In the *Amount Owing* section of the receipt:
6. Package Charge will always show $0.00 for tour rentals.