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# FleetWare Contract Management



This comprehensive, versatile module covers all aspects of the contract management process from when the vehicle is delivered until the contract expires, handling all of the Operational processes whatever products and services you offer.

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FleetWare Contract Management Module will manage your vehicle and contracts throughout their operational life from when the vehicle is delivered until the contract terminates, whether that is at its normal end date, terminates early or runs on as an extension. It:

Keeps a record of dates and amounts for a range of transactions from regular rental invoices and maintenance work on the vehicle, to administrative functions such as supplying road fund licences and recording parking and motoring offences.

Stores a full maintenance history of the vehicle, including dates when parts were replaced and policy claims information - putting valuable information at your maintenance controller's fingertips.

Offers the facility to create various invoices, and transfers financial information to the Accounts module.

Allows you to change the terms of a contract part-way through its life.

Provides interfaces to external suppliers' systems, allowing you to automate some key areas. For example, in obtaining RFL, or giving your customers the flexibility to approach service and maintenance or tyre suppliers directly when work is needed (the suppliers can then provide you with electronic records of the work undertaken for uploading into the vehicle record and the associated Accounting entries).

Allows you to extend contracts and produce early termination quotations.



## Processing Vehicle Records

The vehicle record consists of a number of tabbed screens or pages: Vehicle, Admin, Details, Supplier, Insurance (feature), Driver, Contract, Funding, Outsourcing, Fleet Management, Budgets, Payments (Customer and Funder), Maintenance and Key Dates

Each of these tabs contains information relevant to that part of the vehicle and/or contract and will include information read from the original Quote and the Order Processing areas of the system and pass information to the Terminations Module when the time comes.

## Manual Entry

It is possible to load vehicle data manually into the Contract Management module, thus creating a vehicle record without having to use Quotes Browser and Order Processing.

## Special Operations

There are a number of Special Operations within Contract Management which handle items not normally regarded as standard functions:

**Change a Vehicle's Customer** - used, for example, if the hirer has changed but the contract is to keep running

**Change a Vehicle's Reg. No** - if a cherished plate is transferred and it needs to be returned to its original plate, or vice versa

**Change a vehicle's Fleetnet Code** - changing the Fleetnet Code of a vehicle will change its description etc.

**Change a vehicle's VAT Reclaimed status** - change the VAT Reclaimed status of a vehicle if its use changes, new Government legislation is introduced or an error has occurred

**Change a vehicle's taxation class** - if a vehicle has been allocated the wrong taxation class, or there has been a change in the rules meaning the vehicle can be moved to another class

**Change a vehicle's CO<sup>2</sup>/Engine Size** - if the incorrect CO<sup>2</sup> figure or engine size was allocated when the vehicle record was created.

**Change a vehicle's insurance details** - if, for example, the customer has changed to a different scheme

**Automatic Update of Customer Payment Methods** - the customer may decide to change the method by which they pay their regular rentals and management fee invoices

**Edit Volume Related Bonus Amount** - Sometimes the VRB amount on a vehicle may change or the amount included in the rental differs to the amount to be claimed. This option allows you to do that without having to go into each vehicle record in turn.

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## Features Available for Contract Management are

<b>Fleet Management Outsourcing</b>	Allows the leasing company to offer Fleet Management services
<b>Daily Car Hire Module</b>	Used where details of other leasing company vehicles are being managed A short version of Daily Hire functionality
<b>Pool Car Hire Module</b>	Enables the management and allocation of pool cars, whether owned by the leasing company or a customer
<b>Insurance Companies</b>	Enhanced insurance functionality
<b>Detailed Maintenance Authorities</b>	A second option for the processing of maintenance authorities
<b>OASIS RFL Interface</b>	Interface for automated road fund renewals
<b>Kwik-Fit Interface</b>	Interface to the tyre supplier
<b>Overdrive Interface</b>	Interface to their maintenance authorisation process
<b>Recharge RFL</b>	Manages the rules behind recharging RFL increases
<b>Policy Claims</b>	Manages maintenance policy claims
<b>HGV Management</b>	For managing heavy goods vehicles
<b>Late Hire Billing</b>	A semi-automated arrangement to continue billing beyond the normal end of contract
<b>Ancillary Budgets</b>	Additional self-balancing budgets to change Income Recognition
<b>Daily Hire Module</b>	Links to the full Daily Hire functionality
<b>ATS Interface</b>	Interface to the tyre supplier
<b>Maint. Auth. Limits</b>	Allows limits to be placed on the amount maintenance controllers are allowed to authorise
<b>Auto Payment Authorities</b>	Enables payments to be automatically authorised without amendment in the Accounts module
<b>True Cost Settlement</b>	Calculates the actual cost to the contract hire company when a contract is early terminated

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IDS Europe is a member of the IDS Group plc, world market leaders in the provision of software and services to the leasing and asset based finance sectors. We supply software systems, data management and consultancy services to contract hire and leasing companies, fleet operators and manufacturers. Our FleetWare software and data provide a unique single-supplier solution for vehicle and contract management, with an interactive modular suite of programs that deliver the flexibility to meet your operational and accounting needs.