



Rental Processing For MAS 90/200

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Installation Instructions and Cautions

PLEASE NOTE: *MAS 90 must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.*

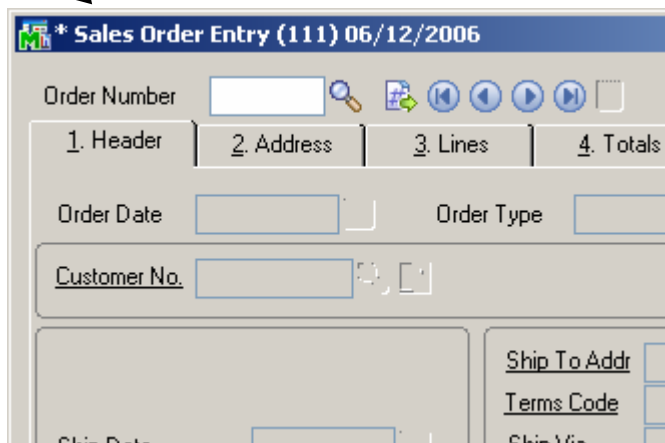
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: *If you have Custom Office installed, and if you have modified any MAS 90 screens, you must run **Customizer Update** after you do an enhancement installation.*

But wait! BEFORE you run **Customizer Update**, it is very important that you **print all of your tab lists**. Running **Customizer Update** will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. **Custom Office** is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

An **asterisk** in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

Follow all the instructions on this page before you run **Customizer Update!**



Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the MAS 90.

If this option is not listed under the Library Master Setup menu, go to the main menu, and select **Run** from the **File** menu. Type in SVIIGR and click **OK**.

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.1	07/19/2004	AAAAAAAAAAAAAAAAAAAA	BBBBBB

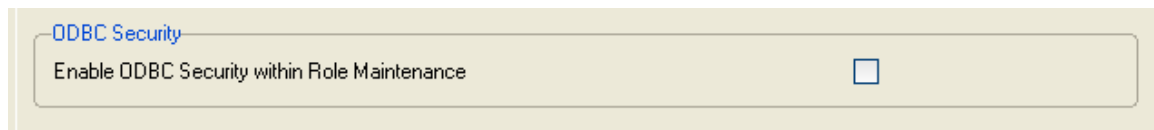
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

If multiple IIG Enhancements are installed, Serial Numbers and Unlocking Keys should be entered for each enhancement.

Use the **Print Registration Form** button to print IIG Registration Form.

ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Overview

Rental Processing allows user to:

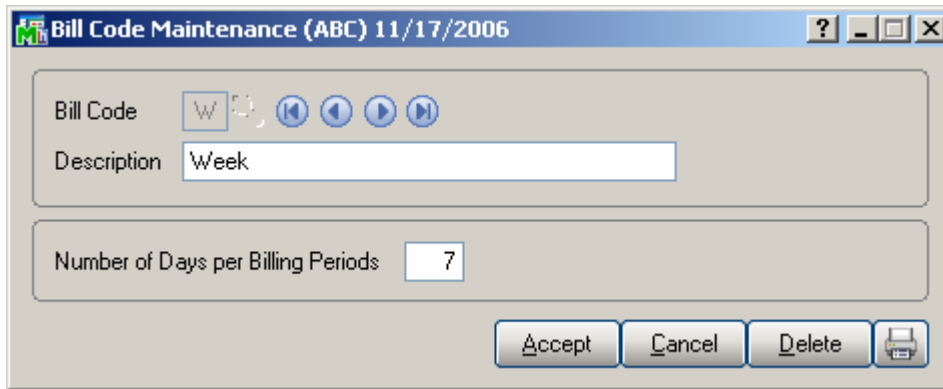
- Separate inventory into items for **rent** and items for **sale**.
- Establish different **pricing** for rental items based on the length of the rental period.
- Determine the **available quantity** for a rental item for a requested rental period.
- Sell and rent items in the same order/invoice.
- Invoice the customer for the rental either periodically or all at once.
- Record the **customer return** of the rental items.
- Print a report of **overdue rentals**.
- Track the status of **serialized** rental items.

Set-up Activities

Bill Code Maintenance

The **Bill Code Maintenance** program added under the **Sales Order Setup** menu is intended for setting the **Bill Codes** to be used when billing for rentals.

Bill Code represents rental time period such as a day, week, or month.



The screenshot shows a Windows-style dialog box titled "Bill Code Maintenance (ABC) 11/17/2006". It has a standard Windows title bar with a question mark, minimize, maximize, and close buttons. The dialog contains three main input areas: 1. A "Bill Code" field with the letter "W" and four navigation buttons (back, forward, left, right). 2. A "Description" field containing the text "Week". 3. A "Number of Days per Billing Periods" field containing the number "7". At the bottom of the dialog are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

Enter the **Number of Days per Billing Period** represented by this Bill Code. Based on this field, and the rental order's starting and ending dates, the number of billing periods for the rental will be determined (e.g., if the Number of Days Per Billing Period is 7, and the rental is for 35 days, the order would have 5 billing periods to be invoiced).

Sales Order Options

The **Sales Order Options** program has been modified to allow rental items in the **Sales Order Entry**.

Check the **Allow Rental Items in Sales Order Entry** box and you can enter rental items along with sales items in the same order.

Select the **Default Whse for Rental Items** and **Default Bill Code** in the **Sales Order Options** and they will be defaulted to the created Sales Order.

Sales Order Options (ABC) 5/17/2007

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. History

Batch Processing

Description	Enable	Next Batch
Invoice Data Entry	<input checked="" type="checkbox"/>	00068

Require Job Number During Data Entry
 Allow Jobs to be Created Automatically

Allow Rental Items in Sales Order Entry

Default Warehouse for Rental Items: 000
 Default Bill Code: W

Next Automatic Sales Order Number: 0000243
 Next Automatic Invoice/Shipping Number: 0100312
 Next Automatic Rental Return Number: RET0001
 Next Automatic Rental Order Number: RNT0001

Check for Duplicate Customer PO Numbers
 Split Commissions Between Salespersons
 Default Warehouse for Order/Invoice Header: 001
 Use Shipping Code to Calculate Freight: Actual

Accept Cancel [Print] [Help]

You can specify the **Next Automatic Rental Order Number** if you want your rental orders to be numbered separately.

User Maintenance

The **Include Rental Items** and **Allow Rental Items in Sales Order Entry** checkboxes have been added to the Preferences tab of the User Maintenance. The **Allow Rental Items in Sales Order Entry** checkbox selected indicates the user is allowed to enter rental lines in the Sales Order. Select also the **Include Rental Items** checkbox for such users and corresponding checkbox will be selected by default on the **Sales Order Entry**. The **Include Rental Items** checkbox is enabled only when the **Allow Rental Items in Sales Order Entry** checkbox is selected otherwise it is disabled.

User Maintenance (ABC) 6/7/2007

User Logon: USERIIG
 First Name: First Name User IIG
 Last Name: Last Name User IIG
 User Code: IGG
 Password:
 Confirm Password:
 Customization Group:
 Expires:

1. Maintenance | **2. Preferences**

Automatic Logoff	<input type="checkbox"/>	Automatic Logoff Delay in Minutes	<input type="text"/>
Implied Decimal Point	<input checked="" type="checkbox"/>	Use Graphic Report Format	<input checked="" type="checkbox"/>
Low Speed Connection	<input type="checkbox"/>	Partial Lookup Default	Begin with <input type="text"/>
Lookup Limit for Initial Display	<input type="text" value="0"/>	Prompt for Company Code	<input type="checkbox"/>
[ENTER] Key like [TAB] Key for Grid	<input checked="" type="checkbox"/>		
Display Reduction Amounts in Red	<input checked="" type="checkbox"/>		
Allow Rental Items in Sales Order Entry	<input checked="" type="checkbox"/>		
Include Rental Items	<input checked="" type="checkbox"/>		

[ACT! Link Preferences](#)

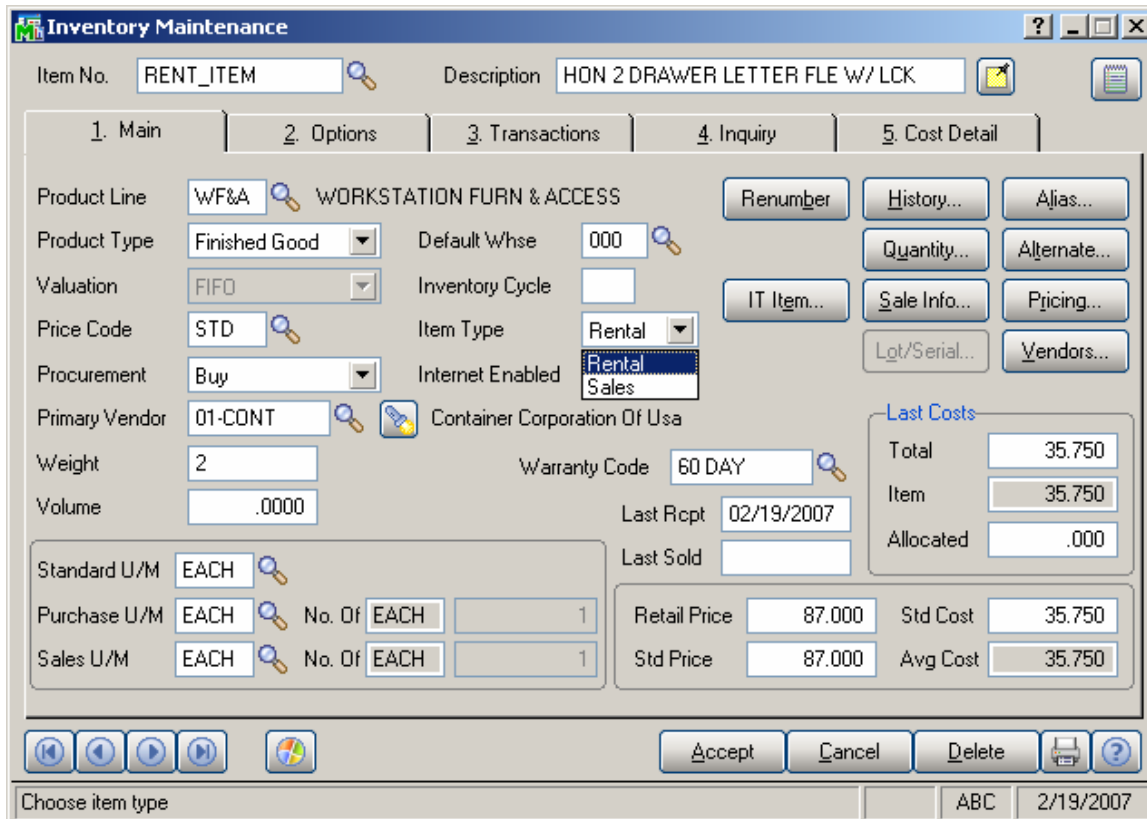
Allow Access Through ACT! Link:
 Link UserLogon to ACT! User ID:
 ACT! User ID:

User Account Locked

Accept Cancel Delete Print Help

Inventory Maintenance

Before IIG’s Rental Processing can be used, the business’s inventory items must be set up in the system. This means identifying each item as being either a **Rental Item** or a **Sales Item**. These are rigid definitions. Rental Items can never be sold; Sales Items can never be rented. Once the **Item Type (Sales or Rental)** has been established in **Inventory Maintenance**, it cannot be changed.



Kits specified in either **I/M** or **B/M** module for **Rental** items cannot contain component **Sales** items, and kits for **Sales** items cannot contain component **Rental** items.

Use the **Pricing** button to assign different rental prices for the item.

Item Pricing Maintenance

Pricing Option: Item Pricing Item No.: RENT_ITEM

Price Level: W Standard Price: 87.000

Pricing Method: Price Override Standard Cost: 35.750

Step	From Quantity	To Quantity	Unit Price
1	1	50	85.000
2	51	500	80.000
3	501	999999	87.000
4			.000
5			.000

Buttons: Accept, Cancel, Delete, ?

Use the **Price Level** to assign rental prices for each **Bill Code** (i.e., the **Bill Codes** should be used for the **Price Levels**). For example, the longer the time period represented by the **Bill Code**, the higher the item would be priced.

Inventory Inquiry

If the Item is a rental Item, the **On SO** field will be renamed with **On RO**. That **On RO** displays the rental item Qty on Sales Orders.

The screenshot shows the 'Inventory Inquiry' window for item RENT126. The description is 'HON 2 DRAWER LETTER FLE W/O LK'. The 'On RO' field in the inventory table is highlighted with a blue box.

Whse	On Hand	On PO	On RO	On BO	Committed	On WD	Qty Avail						
000	0.00	0.00	0.00	0.00	0.00	0.00	0.00						
100	80.00	0.00	2.00	0.00	0.00	0.00	78.00						
Totals							80.00	0.00	2.00	0.00	2.00	0.00	78.00

The On RO is calculated as follows:
Qty Ordered - Qty returned.

Rental Item Availability

A major feature of **Rental Processing** is the ability to track the availability of a rental item for a requested range of dates.

To access the **Rental Item Availability by Date** screen, use the **Quantity** button on the **Inventory Maintenance** screen to enter the **Quantity on Hand & Reorder** screen.

The screenshot displays the 'Quantity on Hand & Reorder' window. At the top, the title bar reads 'Quantity on Hand & Reorder'. Below the title bar, the 'Item No.' is 'RENTAL_ITEM' and the 'Warehouse Code' is '100'. There are four buttons: 'Avail Detail', 'Totals', 'Recap', and 'Qty History...'. A tooltip 'Qty Avail Detail' is shown over the 'Avail Detail' button. The window is divided into two main sections. The left section contains fields for 'Bin Location', 'Reorder Method' (set to 'Economic Quantity'), 'Economic Order Qty', 'Reorder Point', 'Minimum Order Qty', and 'Maximum On Hand', all with values of 0.00. The right section, titled 'Item Inventory Status', shows 'Unit of Measure' as 'EACH' and five quantity fields: 'Qty on Hand', 'Qty on Purch Order', 'Qty on Work Order', 'Qty On Rent', and 'On Hand less in Shipping', all with values of 0.00. At the bottom, there are navigation buttons (back, forward, etc.) and 'OK', 'Cancel', and '?' buttons.

For a requested warehouse, the screen will display **Quantity on Hand**, **Quantity on Purchase Orders**, and **Quantity on Rental Orders**.

Use the **Avail Detail** button to access the **Rental Availability by Date** window.

Date	Qty on R/O	Qty Available
07/12/07	16.00	4.00
07/13/07	0.00	20.00
07/14/07	0.00	20.00
07/15/07	0.00	20.00
07/16/07	4.00	16.00
07/17/07	0.00	20.00
07/18/07	0.00	20.00

Data is displayed for the current week. For each day, the screen shows the quantity of the item on Rental Orders, as well as the quantity available for additional orders. To view information for different dates, enter the **Starting Date** and **Ending Date**, and then press the **List** button.

Item No. Test Rental Item

Whse Code Rental Whse

Starting Date Ending Date

Total Qty Avail

Date	Qty on R/D	Qty Available
07/06/07	0.00	20.00
07/07/07	0.00	20.00
07/08/07	0.00	20.00
07/09/07	0.00	20.00
07/10/07	0.00	20.00
07/11/07	0.00	20.00
07/12/07	16.00	4.00
07/13/07	0.00	20.00
07/14/07	0.00	20.00
07/15/07	0.00	20.00
07/16/07	4.00	16.00
07/17/07	0.00	20.00
07/18/07	0.00	20.00

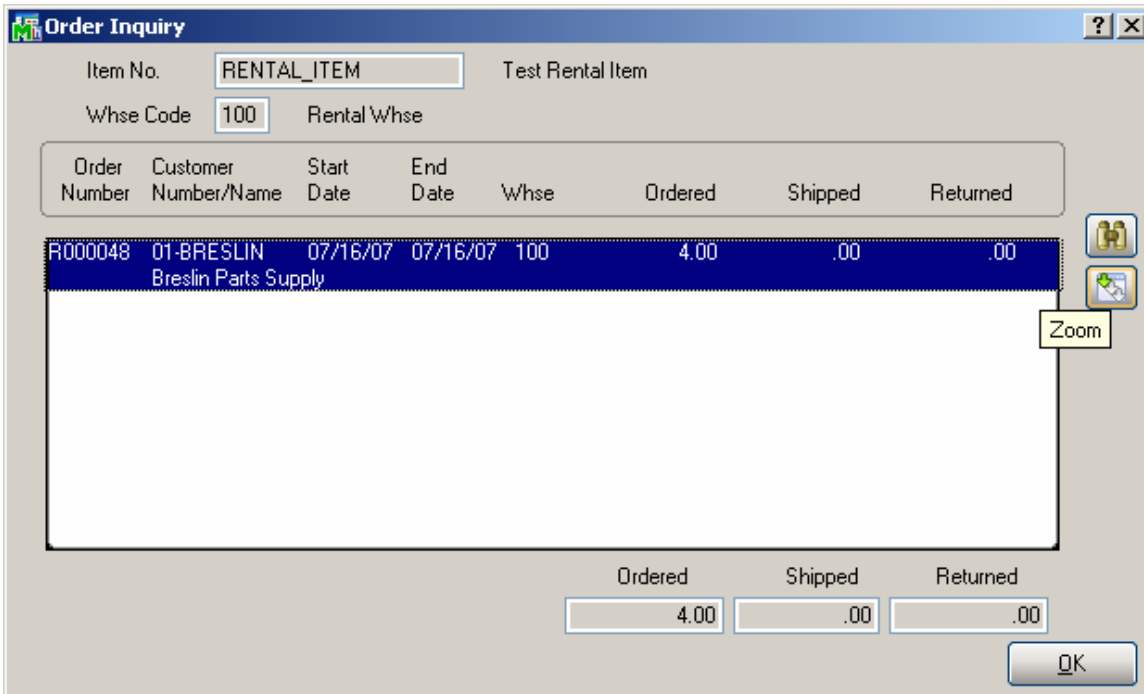
IGG ABC 7/12/2007

The concept of **Total Quantity Available** for a time period can be explained as follows:

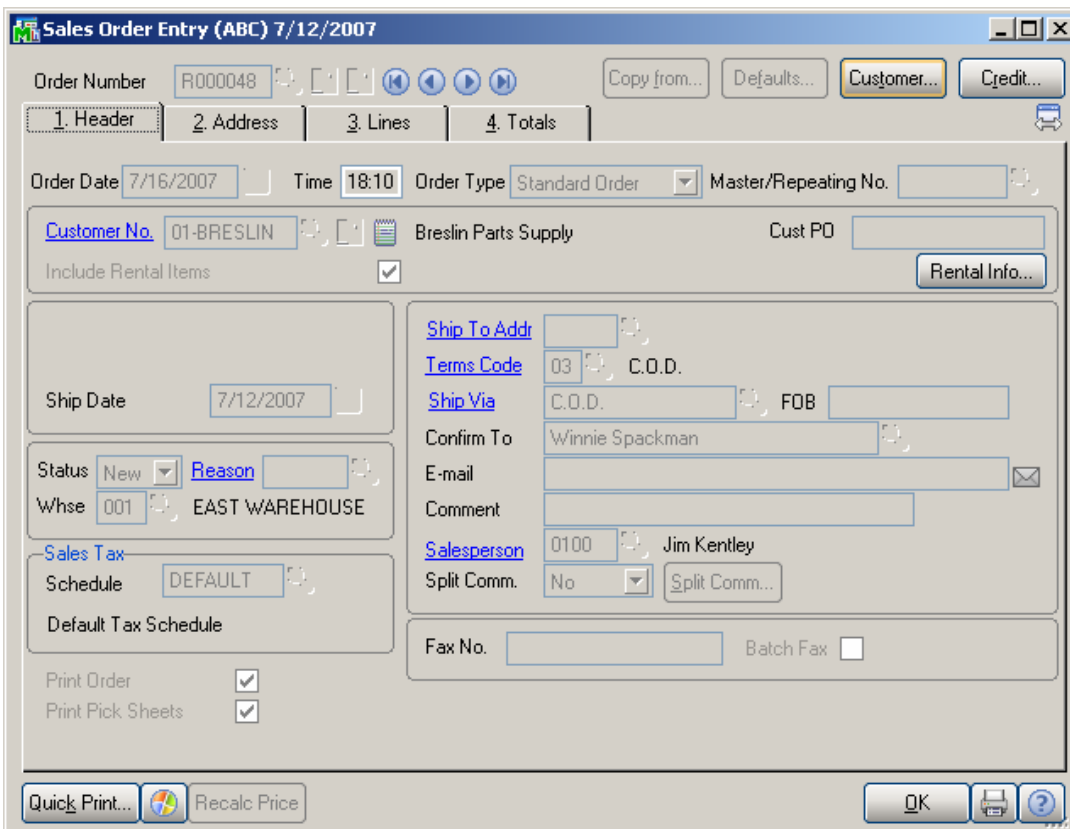
Suppose a customer wants to rent a certain quantity of an item for a particular time period. If that quantity is not available on even one of those days in the requested rental period, he will not be able to rent that quantity.

The **Total Quantity Available** for a time period is defined as the **smallest** amount available on any day in that period.

After highlighting the information for a particular day, use the **Detail** button to display the Rental Orders for that day that include the item.



Use the **Zoom** button to get more detailed information about particular order.



Use the **Range** button to show **all** the orders, including the item, for the range of dates specified.

The screenshot shows the 'Order Inquiry' window with the following details:

- Item No.: RENTAL_ITEM (Test Rental Item)
- Whse Code: 100 (Rental Whse)

Order Number	Customer Number/Name	Start Date	End Date	Whse	Ordered	Shipped	Returned
R000045	01-BRESLIN Breslin Parts Supply	07/12/07	07/12/07	100	10.00	.00	.00
R000046	01-ABF American Business Futures	07/12/07	07/12/07	100	5.00	.00	.00
R000047	01-AVNET Avnet Processing Corp	07/12/07	07/12/07	100	5.00	.00	.00
R000048	01-BRESLIN Breslin Parts Supply	07/16/07	07/16/07	100	4.00	.00	.00

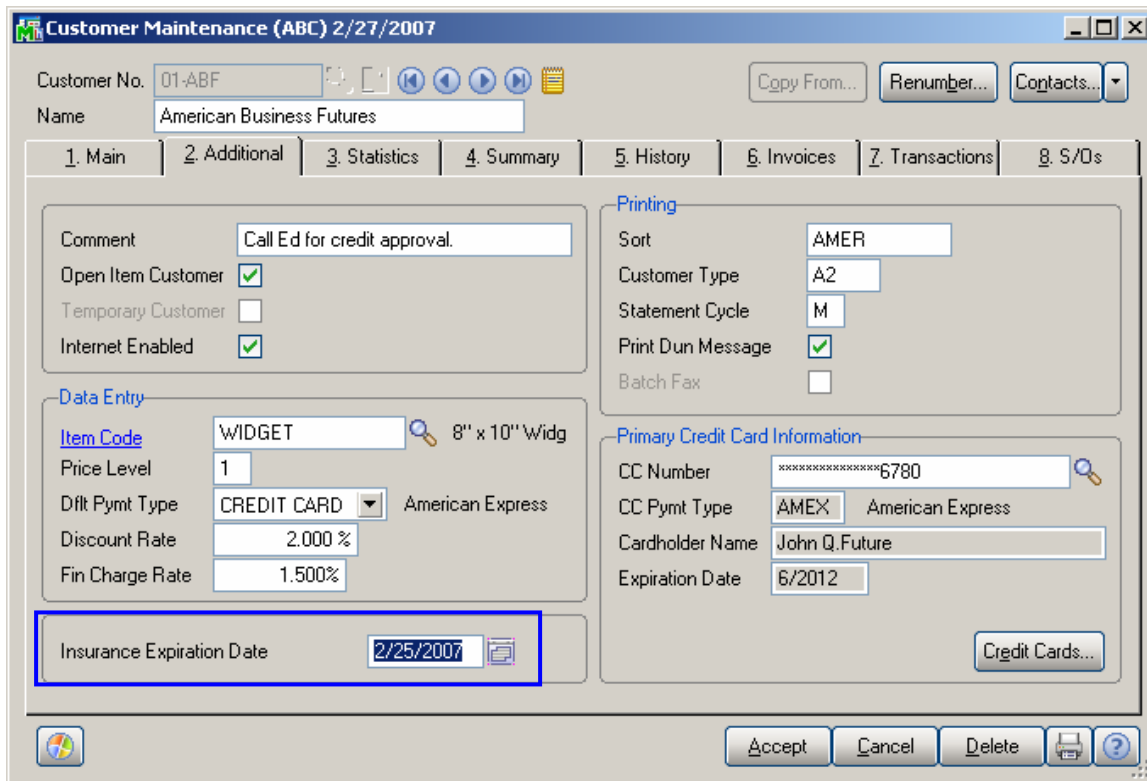
Summary Totals:

- Ordered: 24.00
- Shipped: .00
- Returned: .00

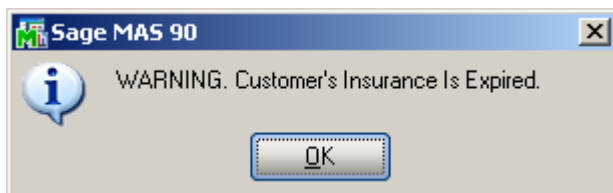
Buttons: OK

Customer Maintenance

The **Insurance Expiration Date** field has been added to the **Additional** tab of the **Customer Maintenance** screen. The Insurance Expiration Date specified for the customer is validated when creating Sales Order with Rental Items.



In case the Insurance Date has been expired at the time of creating order the following warning message will appear upon checking the **Include Rental Items** box on the Sales order **Header**.



Processing Rental Orders

Sales Order Entry

You can use **Sales Order Entry** for renting items. Check the **Include Rental Items** box on the Header of the Sales Order and you can enter both **Sales** and **Rent** lines in the same Order.

The **Next Rental Order No** button has been added to the Sales Order Entry screen to allow sorting out Sales Orders and Rental Orders. The **Next Rental Order** button is enabled only for the users authorized for entering rental lines.

You can select the **Include Rental Items** checkbox on the User Maintenance and set it by default on the Sales Order Entry or select it manually just while entering the Sales Order. The Include Rental Items checkbox is enabled only for the users allowed to enter rentals.

Order Number 0000187 Copy from... Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals

Order Date 2/20/2007 Time 12:33 Order Type Standard Order Master/Repeating No.

Customer No. Cust PO

Include Rental Items Rental Info...

Ship Date 2/20/2007

Status New Reason Whse 001 EAST WAREHOUSE

Sales Tax Schedule

Print Order Print Pick Sheets

Ship To Addr Terms Code 00 No Terms Ship Via FOB Confirm To E-mail Comment Salesperson Split Comm. No Split Comm... Fax No. Batch Fax

Quick Print... Recalc Price Accept Cancel Delete

After the **Include Rental Items** box is checked, the **Rental Information Entry** screen is automatically opened. It can be also opened through the **Rental Info...** button.

The screenshot shows a dialog box titled "Rental Information Entry". It contains the following fields and values:

Rent Starting Date	2/20/2007	Rent Ending Date	2/27/2007
Rental Days	8	Rental Whse	RN
Bill Code	W		Week
Days Per Periods	7		
Billing Periods	2		
Bill Frequency Code			
Bill Freq Periods			

Buttons: OK, Cancel

Enter the **Rent Starting** and **Ending Dates** covering the rental time period.

If the **Rental Information Entry** screen is opened after entering items in the **Lines** tab, the changes to the **Rent Ending Date** can be applied to new lines only.

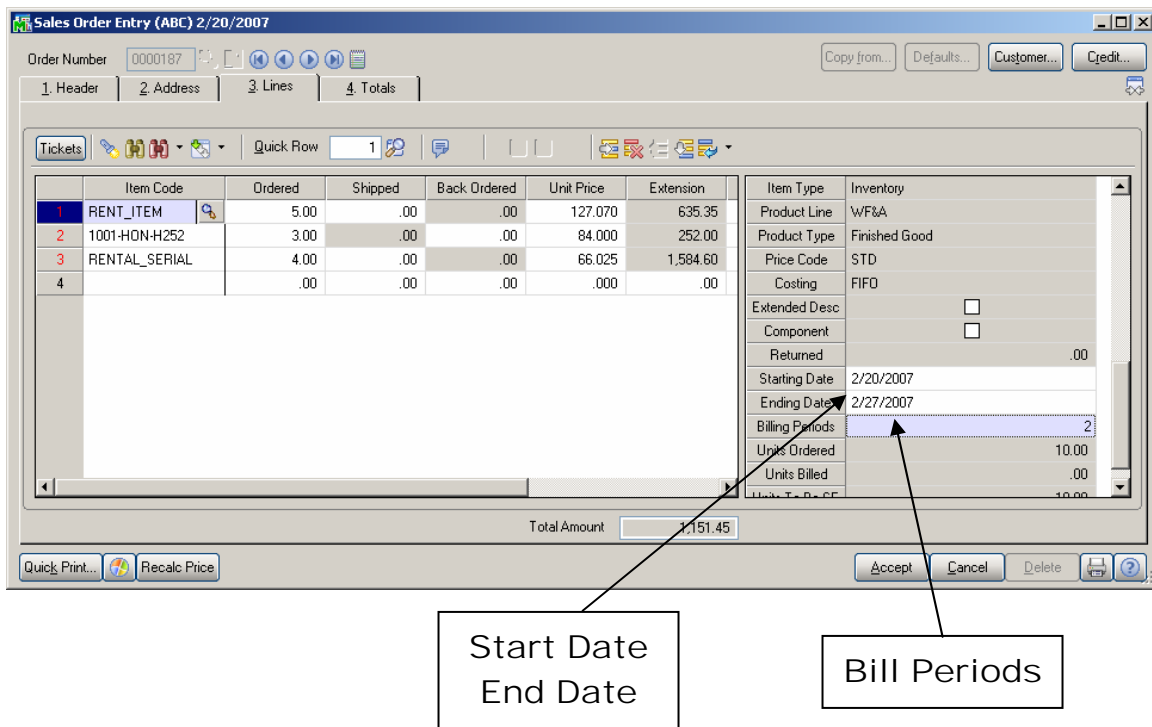
Based on the **Rent Starting** and **Ending Dates**, the program will calculate the number of **Rental Days**.

The **Bill Code** is defaulted from the Sales Order Options but you can assign another **Bill Code** to the order. Based on this code, and the pricing entered in the **Inventory Maintenance**, the appropriate price of each item on the order will be determined.

In the **Days Per Periods** field, the program displays the number of days in a billing period for the order's **Bill Code**.

The number of **Billing Periods** for the rental is calculated by dividing the **Rental Days** by the **Days per Period**. If the result is fractional, it will be rounded up to the next integer.

The **Bill Freq Code/Bill Freq Periods** fields are used in the **Auto Generate Rental Invoice Selection** program, and will be discussed later in this manual.



Enter the number of the item the customer wants to rent. The program defaults the **Start Date**, **End Date**, and **Bill Periods** to the data previously entered on the **Rental Information Entry** screen. These fields can be changed for each item.

Enter the **Quantity Ordered**. Based on the **Rental Item Availability by Date** calculation described earlier, the program will determine if the quantity ordered is available for the specified rental time period. If it is not available, user will be warned.

As items are shipped to the customer, the **Quantity Shipped** should be entered. Items cannot be invoiced until they are shipped.

The screenshot shows the 'Sales Order Entry (ABC) 2/20/2007' window. The main table displays the following data:

	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension
1	RENT_ITEM	5.00	5.00	.00	127.070	1,270.70
2	1001-HON-H252	3.00	.00	.00	84.000	252.00
3	RENTAL_SERIAL	2.00	2.00	.00	69.500	278.00
4		.00	.00	.00	.000	.00

The detailed view on the right shows the following fields:

Product Line	WF&A
Product Type	Finished Good
Price Code	STD
Costing	FIFO
Extended Desc	<input type="checkbox"/>
Component	<input type="checkbox"/>
Returned	.00
Starting Date	2/20/2007
Ending Date	2/27/2007
Billing Periods	2
Units Ordered	10.00
Units Billed	.00
Units To Be SE	10.00

Labels below the screenshot point to the following fields:

- Quantity Ordered (points to the 'Ordered' column in the main table)
- Unit Price (points to the 'Unit Price' column in the main table)
- Extension (points to the 'Extension' column in the main table)
- Bill Periods (points to the 'Billing Periods' field in the detailed view)

The program will determine the item's **Unit Price**. Generally, this price will have been tied to the order's **Bill Code** through the **Price Level** in **Inventory Maintenance**, as described earlier in this manual.

The program will calculate the **Extension** as the **Quantity Ordered x Bill Periods x Unit Price**. Eventually, this amount will be invoiced for the rental item.

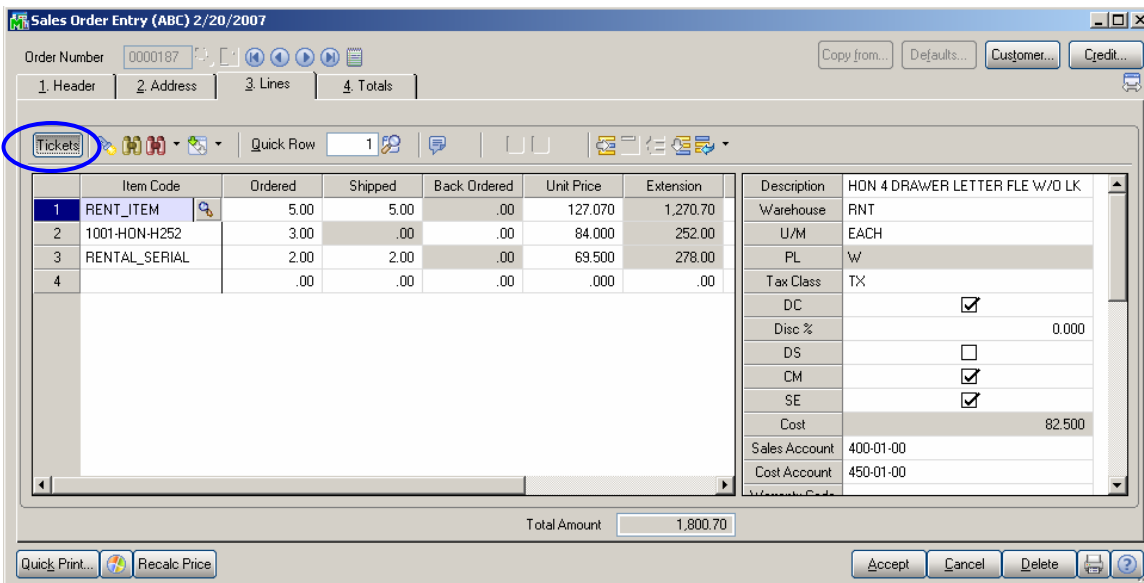
Unlike the Sales lines where the **Unit Price** represents the price of simply buying the quantity of one item, for **Rental Lines** the **Unit Price** represents the price of renting the item with **Quantity=1** for a **certain period of time**.

Thus, there was a need for the concepts of **Units Ordered**, **Units Billed**, and **Units to Bill**. The number of **Units Ordered** is defined as **Quantity Ordered x Billing Periods**. That amount, when multiplied by the **Unit Price**, results in the **Extension**.

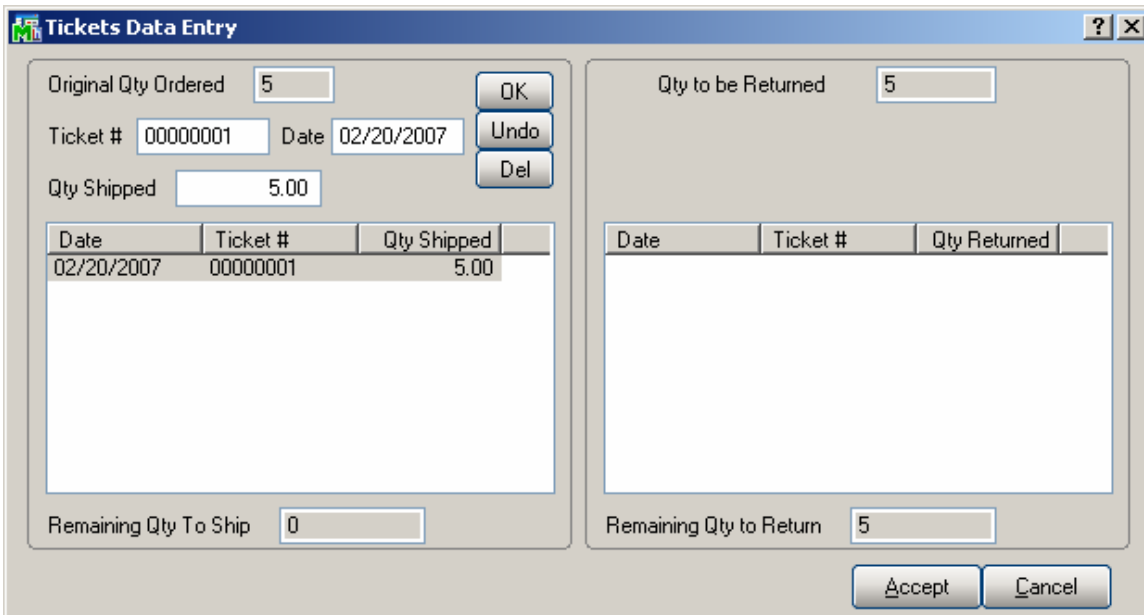
It is expected that items will not be invoiced until they are shipped. Thus, at any time, the program expects the total number of units, which could have been billed, to be the

Quantity Shipped x Billing Periods. When added together, the **Units Billed** and the **Units to be Billed** should equal this number. For the Rental Order to be removed from the system, the **Units Billed** must be greater than or equal to the **Units Ordered**.

The **Tickets** button is enabled for **Rental Lines** only.



Click the **Tickets** button to open the **Tickets Data Entry** screen and enter corresponding information for the selected line.



The left part of the window is for delivery, and the right part for pick up tickets. From the **Sales Order Entry**, you can only enter delivery tickets.

The **Original Qty Ordered** displays the quantity ordered of the line.

The **Remaining Qty To Ship** is the difference from Qty Ordered and Qty Shipped.

Enter **Ticket #**, change the **Date** (defaulted to current date), enter the **Qty Shipped** with the Ticket, and click **OK**.

When the Tickets are entered, click the **Accept** button. The program will set the **Qty Shipped** of the line to the sum of the quantities shipped with delivery tickets.

If the **Qty Shipped** is changed in the **Lines** tab, "special ticket" is automatically created for the quantity not entered with a ticket. This default ticket has NONE as **Ticket #**.

You can change the number of the "NONE" special ticket, the quantity shipped, or delete it, as well as with any other ticket.

Tickets Data Entry

Original Qty Ordered: 2

Ticket #: NONE Date: 02/20/2007

Qty Shipped: 1.00

Date	Ticket #	Qty Shipped
02/20/2007	1111111	1.00
02/20/2007	NONE	1.00

Remaining Qty To Ship: 0

Qty to be Returned: 2

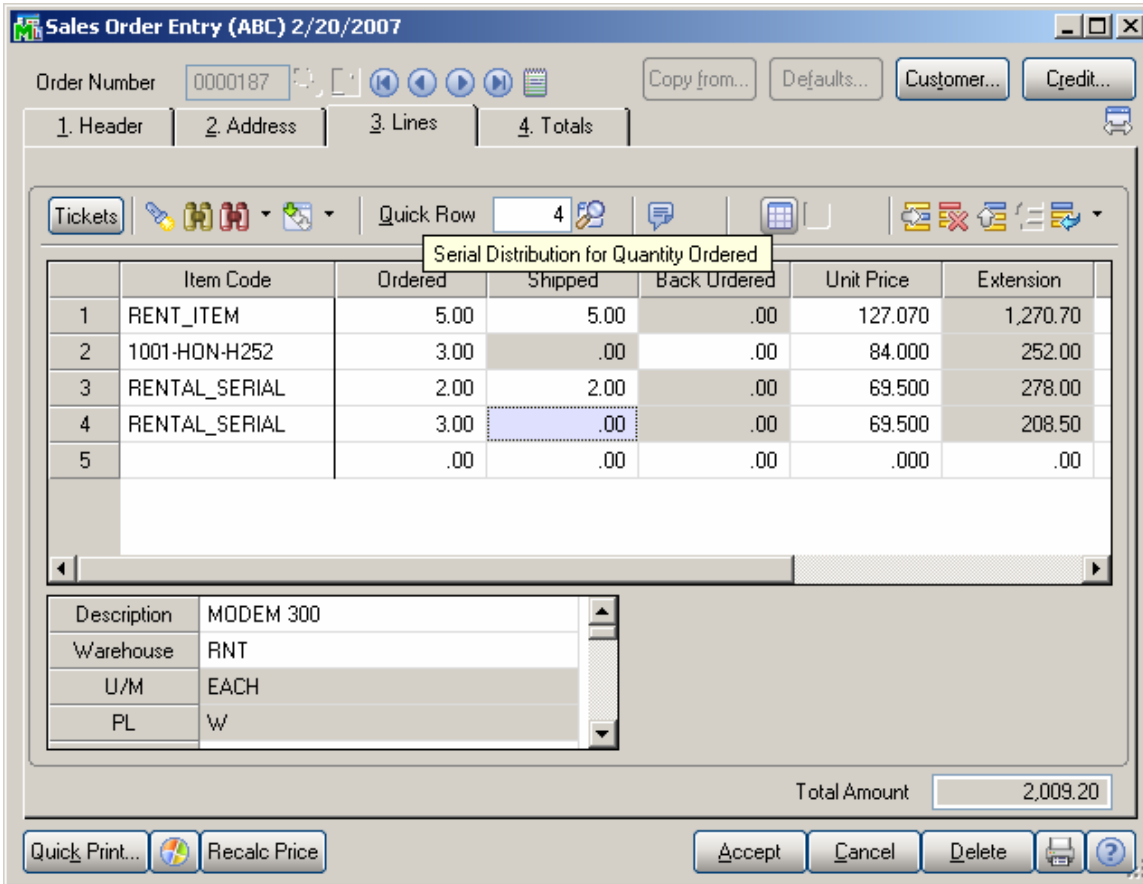
Date	Ticket #	Qty Returned
------	----------	--------------

Remaining Qty to Return: 2

Buttons: Accept, Cancel

You cannot enter tickets for quantity exceeding the ordered quantity.

When a **serialized** item is rented, user can enter its **Serial Numbers** by using the **Serial Distribution for Quantity Ordered** button.



Item RENTAL_SERIAL MODEM 300 U/M EACH

Serial Number Available Distribute

Serial Number	Status	Available	Distribute
00-02	STK	1.00	1.00
01-06	STK	1.00	1.00
01-07	STK	1.00	1.00

Distribution Balance

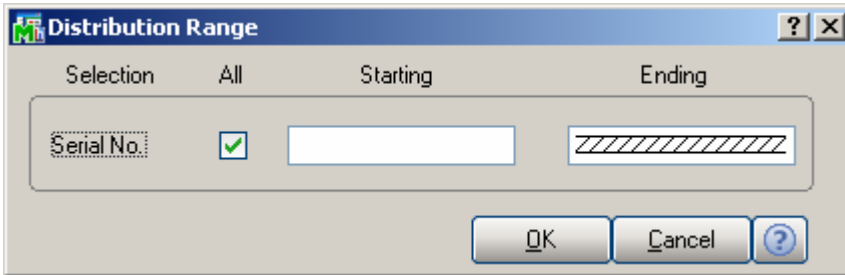
The **Serial Number** lookup lists all the Serial Numbers with their **Statuses**.

SerialNumber	Receipt Date	Status Code	UnitCost	QtyOnHand	Available
00-01	2/20/2007	RNT	38.750	1.00	1.00
00-02	2/20/2007	STK	38.750	1.00	.00
00-03	2/20/2007	RNT	38.750	1.00	1.00
01-01	2/20/2007	RNT	38.750	1.00	1.00
01-02	2/20/2007	STK	38.750	1.00	1.00
01-03	2/20/2007	RES	38.750	1.00	1.00
01-04	2/20/2007	RNT	38.750	1.00	1.00
01-05	2/20/2007	RES	38.750	1.00	1.00
01-06	2/20/2007	STK	38.750	1.00	.00
01-07	2/20/2007	STK	38.750	1.00	.00

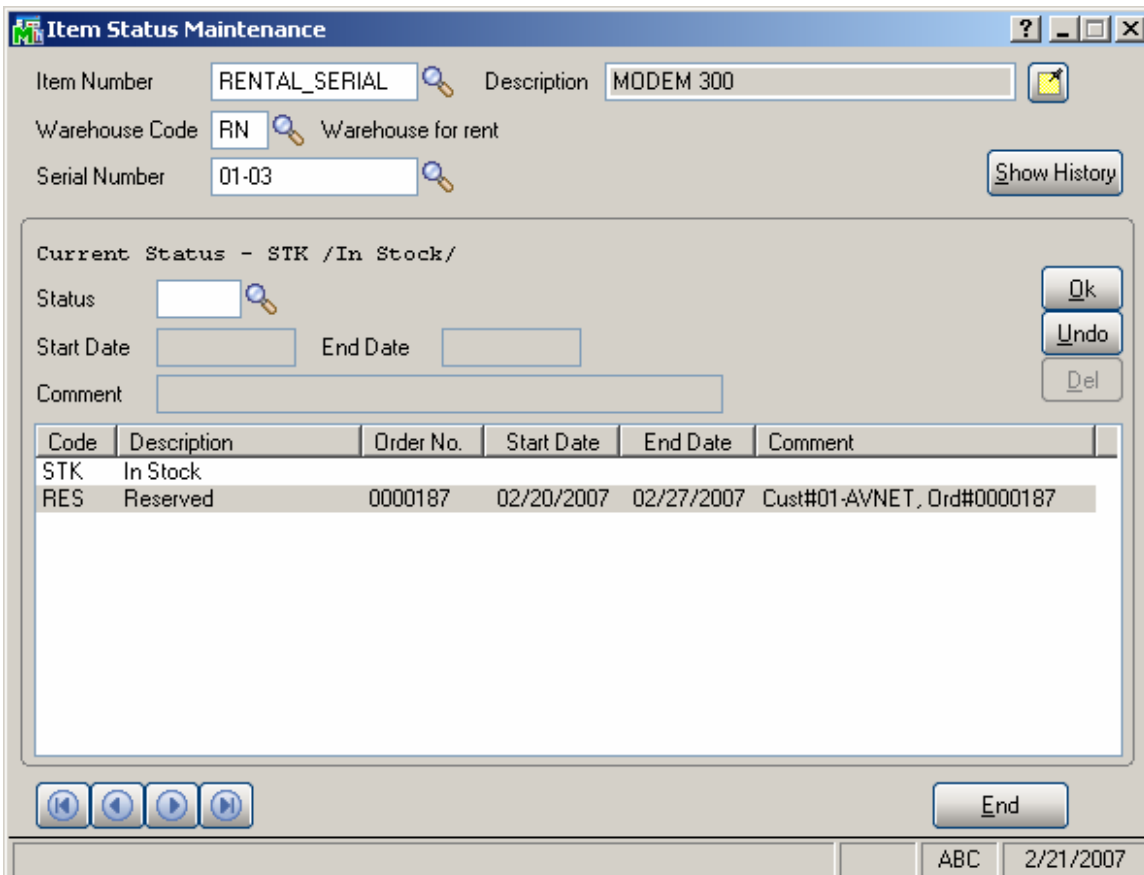
Search

Found 10 records

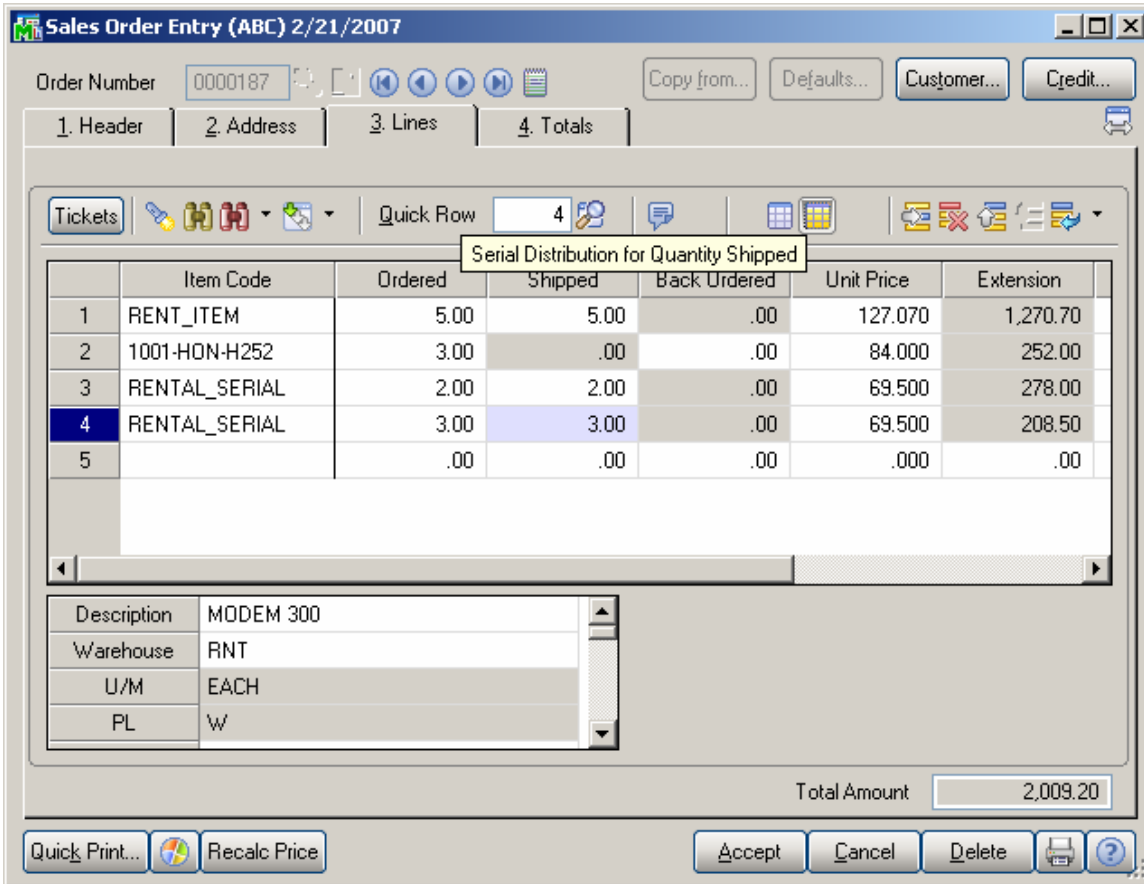
The **Range** button can be used to select multiple serial numbers, by entering the **Starting** and **Ending** Serial Numbers.



On the **Item Status Maintenance** screen, the **Serial Numbers** distributed in the **(Reserve) Serial Number – Distribution Entry** are displayed as **Reserved** on the Sales Order.



When a **serialized** rental item is shipped, user can enter its **Serial Numbers** by using the **Serial Distribution for Quantity Shipped** button next to the **Shipped** field.



Item RENTAL_SERIAL MODEM 300 U/M EACH

Serial Number Available Distribute

Serial Number	Status	Available	Distribute
00-02	SHP	1.00	1.00
01-06	SHP	1.00	1.00
01-07	SHP	1.00	1.00

Distribution Balance

The **(Rental) Serial No. – Distribution Entry** screen displays the ordered (reserved) **Serial Numbers**. To ship against those **Serial Numbers**, click the **Accept** button; otherwise change the distribution as necessary.

On the **Item Status Maintenance** screen, the **Serial Numbers** distributed in the **(Rental) Serial Number – Distribution Entry** are displayed as **Rented** on the Rental Order.

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: RN Warehouse for rent

Serial Number: 01-06 Show History

Current Status - RNT /On Rent/

Status: Ok

Start Date: End Date: Undo

Comment: Del

Code	Description	Order No.	Start Date	End Date	Comment
RNT	On Rent				
RNT	On Rent	0000187	02/20/2007	02/20/2007	Cust#01-AVNET, Ord#0000187

End

ABC 2/21/2007

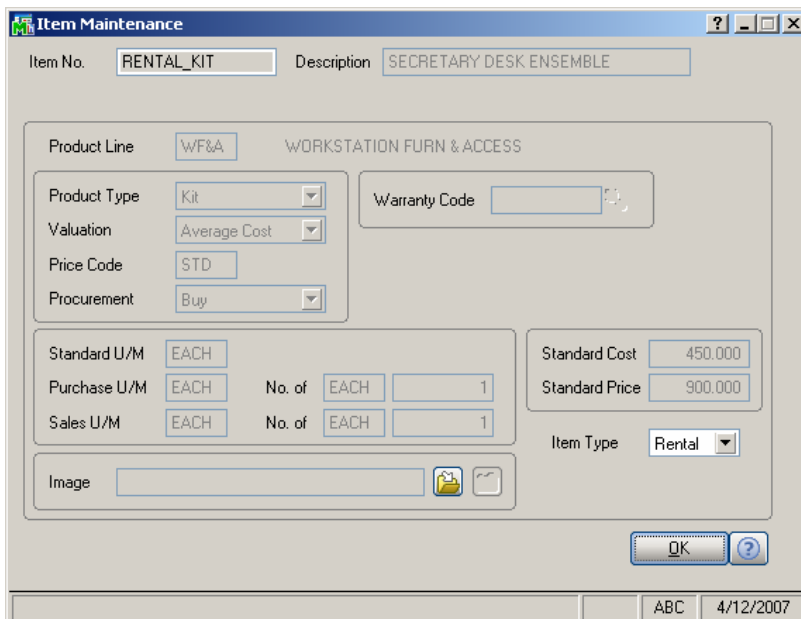
If the Sales Order contains shipped rental line it cannot be deleted.

Kit Items Rent

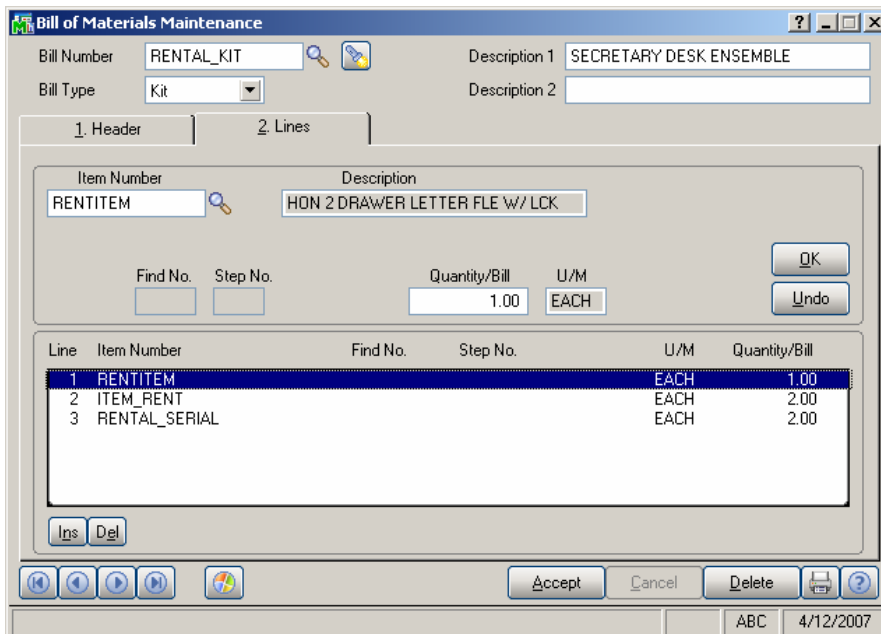
Kit items rental is also available.

In order to rent Kit item, the following preconditions are required.

1. Specify the Kit item as **Rental** in the **Item Maintenance** of the **Bill of Materials Maintenance**. Note: If **B/M** module is not available you can do the same through the **Sales Kit Maintenance** from the **Kits** menu of **I/M** module.

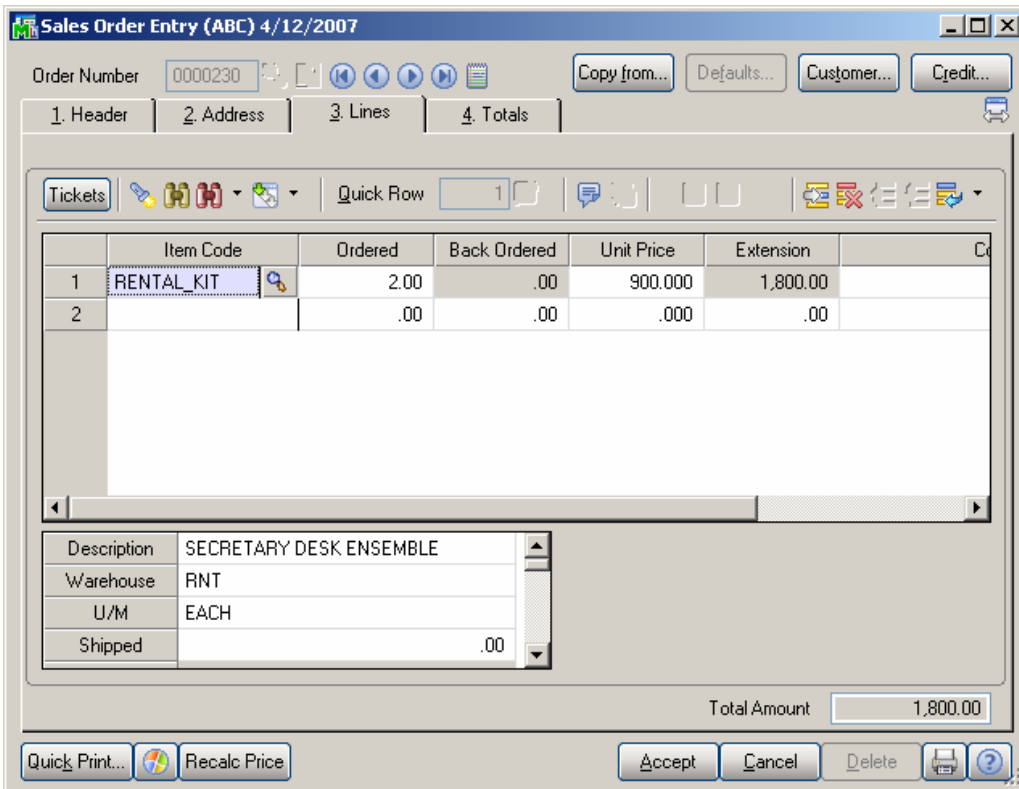
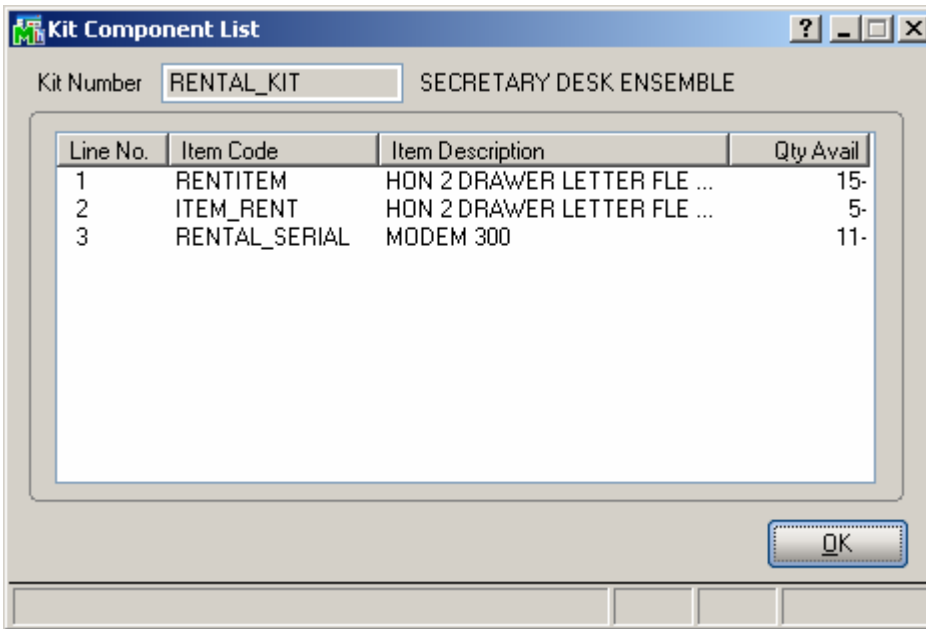


2. Select only rental items as components for that Kit item.



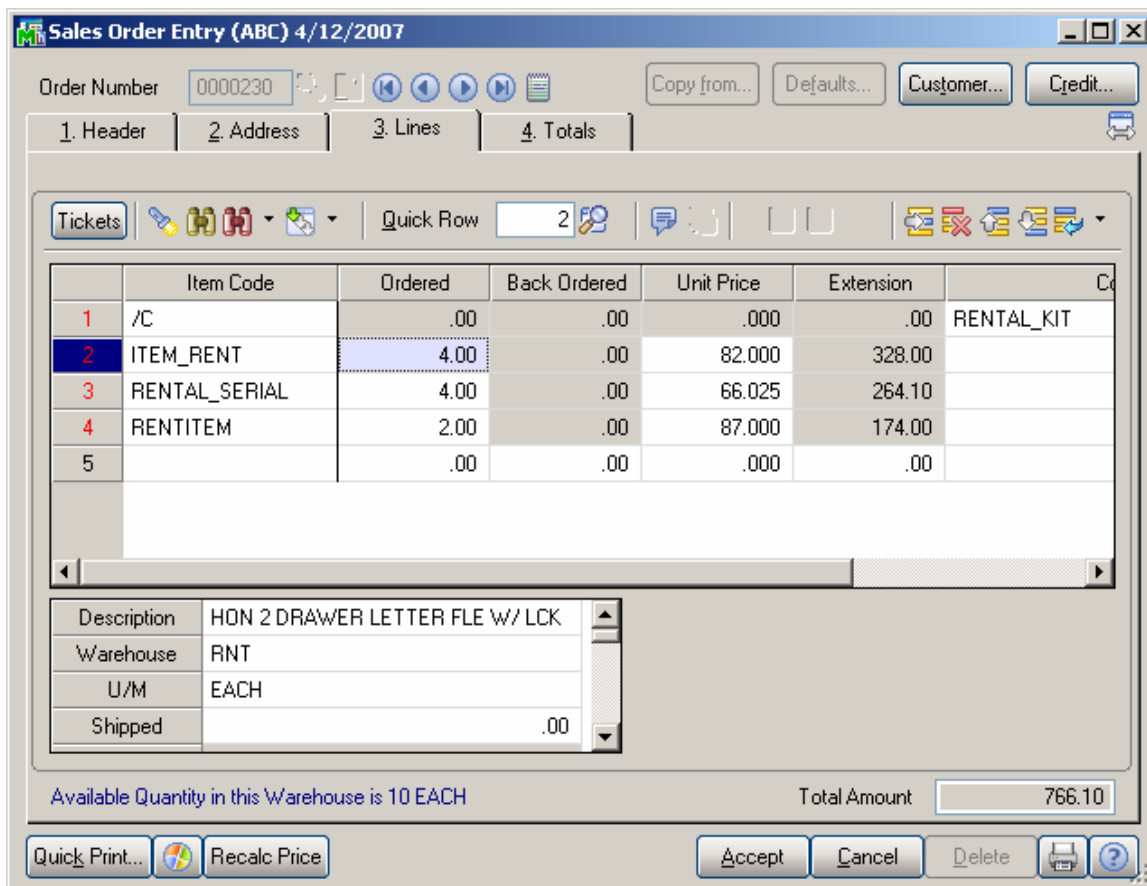
Now enter the **Kit** item in the **Sales Order Entry** as rental item. Select the **Include Rental Items** box on the **Header** tab to include also rental items in the sales order.

On the **Lines** tab enter a **Kit** item. The **Kit Component List** will be displayed.



When changing focus, the **Kit** item line is split into item lines based on its components and the **Kit** item line becomes a comment line. The **Kit item code** along with **description** is loaded to the **Comment** field of that line automatically.

The **Ordered/Shipped** quantity for each component is calculated based on the **Kit** item **Ordered** quantity and **Quantity/Bill** of that component in the **Kit** Item. For **Serial** items the **Shipped Quantity** will be zero.



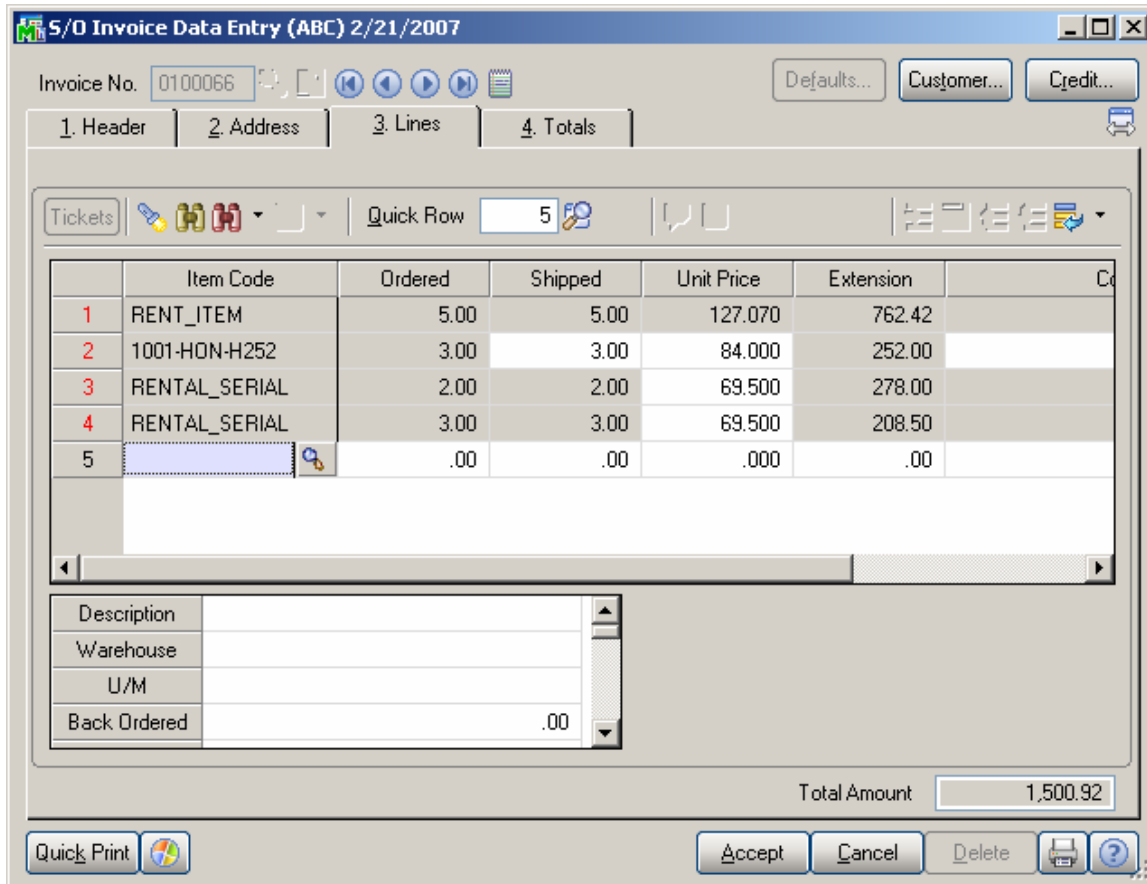
Invoice Data Entry

Sales Orders with Rental lines can be invoiced as usual Sales Order.

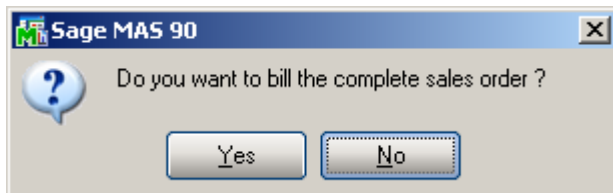
Rental Orders cannot be shipped and invoiced with the **Shipping Data Entry** program.

Select **Invoice Data Entry** under the **Sales Order Main** menu.

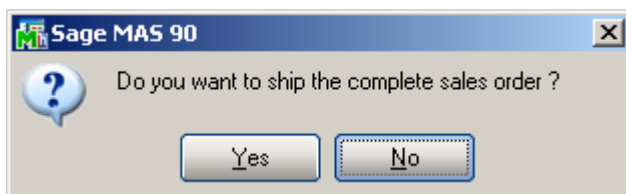
Select a Sales Order that contains Rental Lines.



Go to the **Lines** tab. The following message will be displayed:



If the Sales Order contains sales lines along with rentals, the following message will appear after the first one.



If the complete billing is selected, the program will look at each item separately and invoice the **Units to Bill**.

S/O Invoice Data Entry (ABC) 2/21/2007

Invoice No. 0100066 Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals

Tickets Quick Row 1

	Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	RENT_ITEM	5.00	5.00	127.070	1,270.70	
2	1001-HON-H252	3.00	3.00	84.000	252.00	
3	RENTAL_SERIAL	2.00	2.00	69.500	278.00	
4	RENTAL_SERIAL	3.00	3.00	69.500	208.50	
5		.00	.00	.000	.00	

Component

Units To Bill 10.00

Units To Be Billed .00

Billing Periods 2

Total Amount 2,009.20

Quick Print Accept Cancel Delete

In our example, the line had five (5) ordered, and 5 shipped. Therefore, the **Units to Bill** is **Quantity Shipped (5) x Billing Periods (2)** totaling **10**. The **Units Billed** on this invoice is, therefore, set to 10, since the order is being billed completely (and can be changed for partial billing).

Invoice No. 0100067

1. Header | 2. Address | 3. Lines | 4. Totals

	Item Code	Ordered	Shipped	Unit Price	Extension	Co
1	RENT_ITEM	5.00	3.00	127.070	762.42	
2	1001-HON-H252	3.00	3.00	84.000	252.00	
3	RENTAL_SERIAL	2.00	.00	69.500	278.00	
4	RENTAL_SERIAL	3.00	.00	69.500	208.50	
5		.00	.00	.000	.00	

Component

Units To Bill	6.00
Units To Be Billed	.00
Billing Periods	2

Total Amount 1,500.92

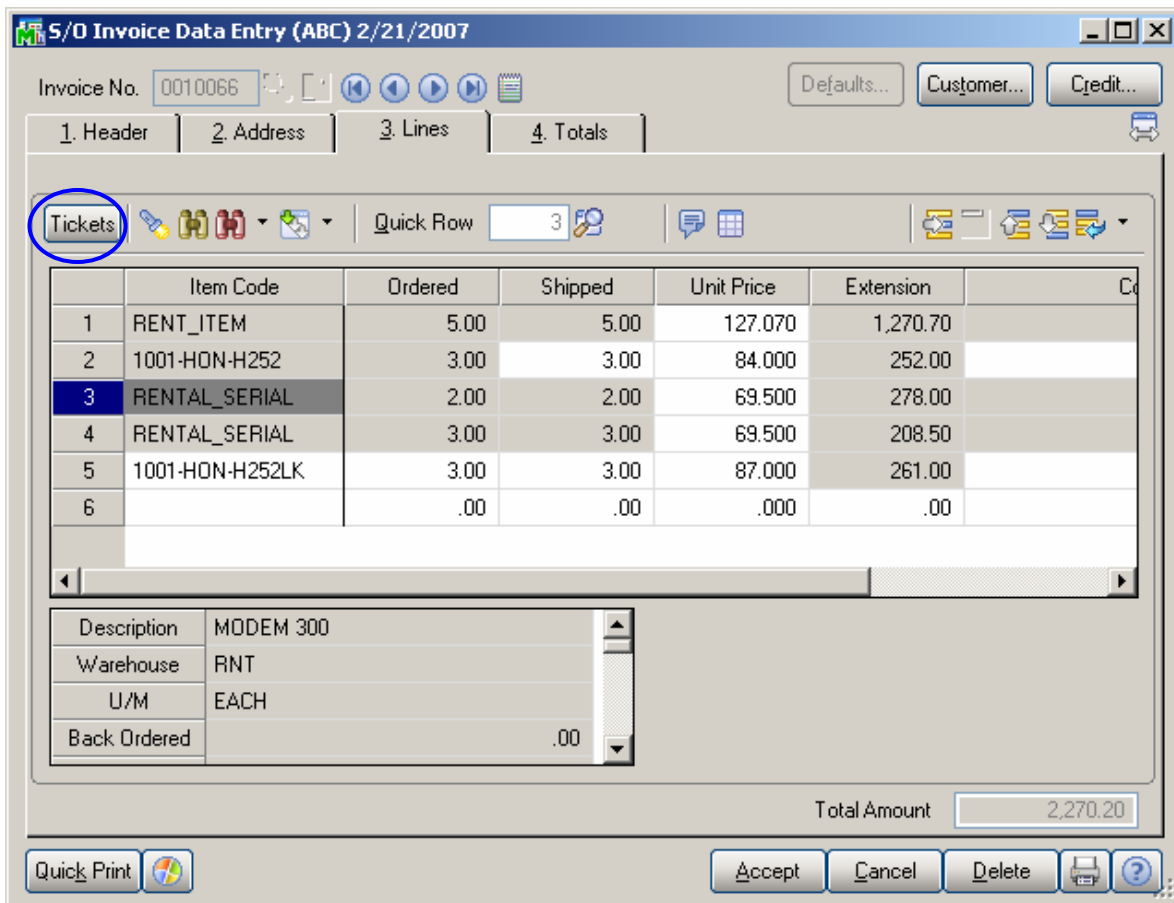
Quick Print | Accept | Cancel | Delete

Here is an example of Invoice with Qty shipped less than Qty Ordered. **Units to Bill** is equal to 6, since only 3 items have been shipped: **Quantity Shipped (3) x Billing Periods (2)** totaling **6**.

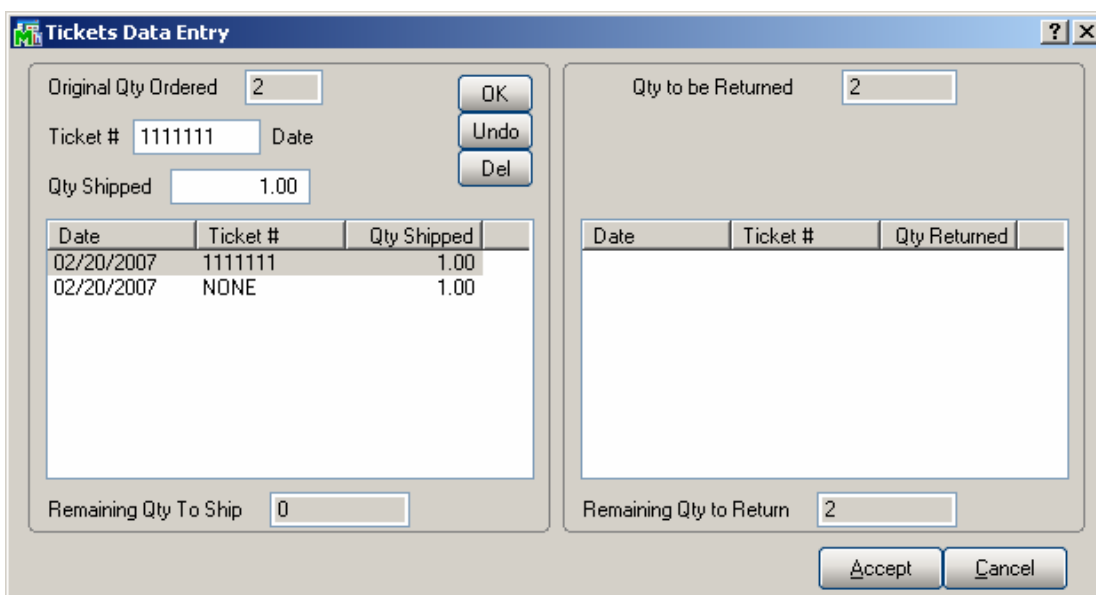
Note that to totally close out this rental line in the order, the remaining quantity of two (2) must be shipped later and then invoiced.

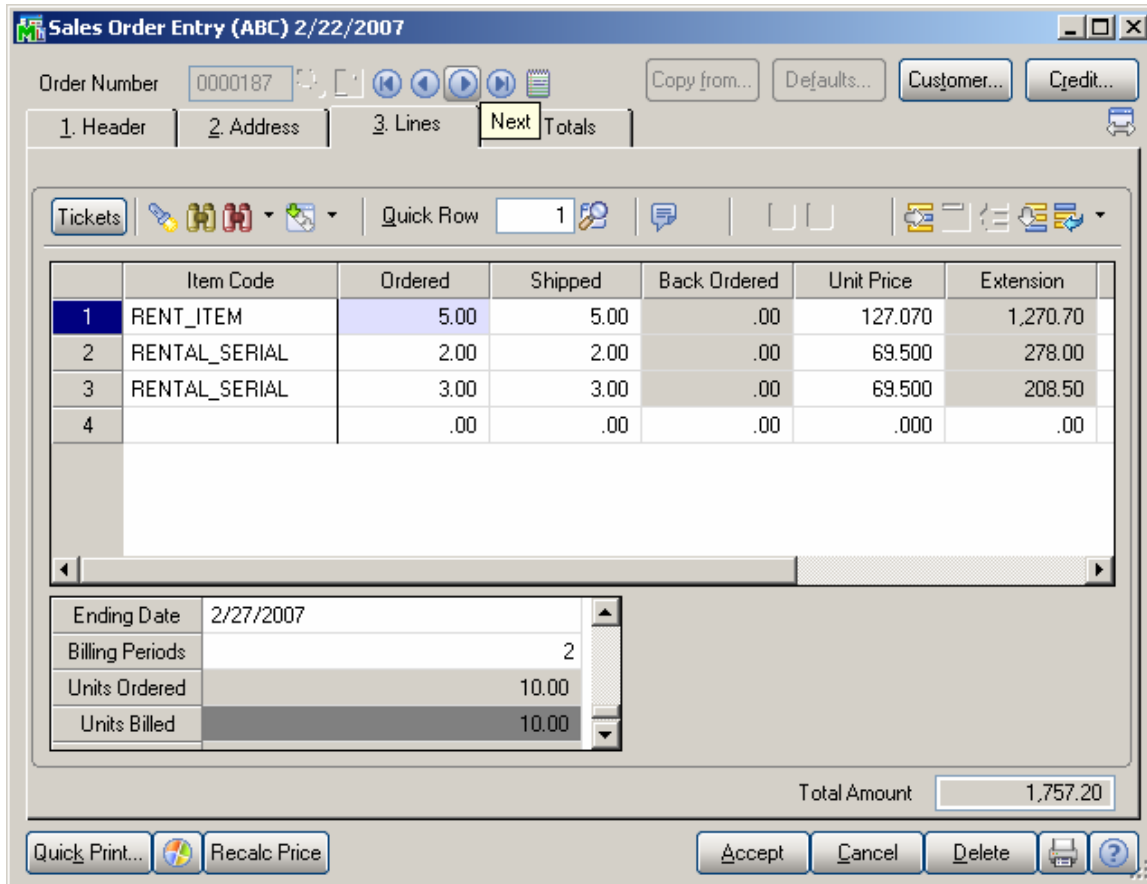
Unit Price can be changed for the lines only if the invoice is created first time for the order. If the order has already been partly invoiced, the Unit Prices no longer can be changed.

Only Sales Items can be added in the Invoice, you cannot add rental lines here.



The tickets information can be viewed for the selected line by clicking the **Tickets** button.





After the Invoice is updated the **Units Billed** will be displayed for corresponding line of the Sales Order. After all units are billed and returned completely the order will be deleted from the system.

Rental Return Entry

When the customer returns Rental items, the return must be recorded in the **Rental Return Entry** program added under the **Sales Order Main** menu.

Rental Return Entry (ABC) 2/21/2007

Return Number: 0000001

Return Date: 2/27/2007

Sales/Rental Order Number: 0000187

Customer No.: 01-AVNET, Avnet Processing Corp

Start Date: 2/20/2007

End Date: 2/20/2007

Status: New

Whse: RNT, Warehouse for rent

Ship To Addr: 2, Irvine Warehouse

Terms Code: 01, Net 30 Days

Ship Via: UPS BLUE, FOB:

Confirm To: Terry Stafford

Comment:

Salesperson: 0200, Shelly Westland

Sales Tax Schedule: CA, California

Buttons: Accept, Cancel, Delete

After entering the **Sales Order Number**, use the **Lines** tab to return the items. The following message is displayed:

Sage MAS 90

Do you want to return rental lines completely?

Buttons: Yes, No

Click **Yes**, to load the **Quantity Returned** equal to the **Quantity Shipped** on the order.

Return Number: 0000001

1. Header | 2. Lines

Tickets | Quick Row: 1

	Item Code	Shipped	Returned	Missing	Damaged
1	RENT_ITEM	5.00	5.00	.00	.00
2	RENTAL_SERIAL	2.00	2.00	.00	.00
3	RENTAL_SERIAL	3.00	3.00	.00	.00
4		.00	.00	.00	.00

Description	HON 4 DRAWER LETTER FLE W/O LK
Warehouse	RNT
U/M	EACH
Starting Date	2/20/2007

Accept | Cancel | Delete

During Return you can enter also the Quantities that are missing or damaged so that to exclude them from Available quantities.

Item RENTAL_SERIAL MODEM 300 U/M EACH

Serial Number Available Distribute

00-03 1.00 1.00

Serial Number	Status	Available	Distribute	<input type="button" value="Range"/>
00-03	RNT	1.00	1.00	
01-02	RNT	1.00	1.00	

Distribution Balance

After running the **Rental Return Reports/Updates**, the returned items will become available again.

If an item has been completely invoiced and returned, it will be deleted from the order.

If all the items have been completely invoiced and returned, the Sales Order will be deleted from the system.

To enter pick up tickets for the selected line, click the **Tickets** button.

In the **Tickets Data Entry**, the left part of the window is for pick up, and the right part for delivery tickets. Here you can enter pick up tickets.

The pick up tickets entry here is done similar to delivery tickets entry in the **Sales Order Entry**.

Tickets Data Entry

Qty to be Returned
Ticket # Date
Qty Returned

Date	Ticket #	Qty Returned
02/27/2007	0013	5.00

Remaining Qty to Return

Original Qty Ordered

Date	Ticket #	Qty Shipped
02/20/2007	000111	4.00
02/20/2007	000112	1.00

Remaining Qty To Ship

Rental Returns are updated with the new **Rental Return Reports/Updates** program.

Auto Generate Invoice Selection

Based on data entered in two fields on the **Rental Information Entry** window in **Sales Order Entry**, the **Auto Generate Rental Invoice Selection** program will be able to create invoices for a group of Orders with rental Lines.

These two important fields are the **Bill Frequency Code** and the **Bill Frequency Periods** fields.

Upon checking the Include Rental Items box on the newly created Sales Order, the **Rental Information Entry** screen is automatically opened. It can be also opened through the **Rental Info...** button.

Sales Order Entry (ABC) 3/23/2007

Order Number: 0000217

Order Date: 3/23/2007 Time: 17:17 Order Type: Standard Order Master/Repeating No.:

Customer No.: 01-AVNET Avnet Processing Corp Cust PO:

Include Rental Items **Rental Info...**

Ship Date: 3/23/2007

Status: New Reason: Whse: 002 WEST WAREHOUSE

Sales Tax: CA California

Print Order Print Pick Sheets

Ship To Addr: 2 Irvine Warehouse

Terms Code: 01 Net 30 Days

Ship Via: UPS BLUE FOB

Confirm To: Terry Stafford

E-mail: tonys@avnet.com

Comment:

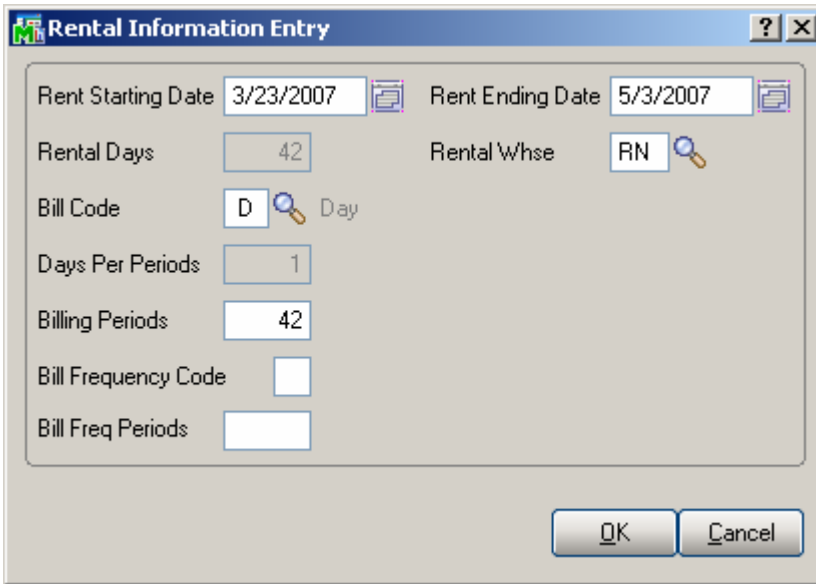
Salesperson: 0200 Shelly Westland

Split Comm.: No **Split Comm...**

Fax No.: (949) 753-7880 Batch Fax

Quick Print... Recalc Price Accept Cancel Delete

Suppose this is a daily rental for the next 42 days.



Rental Information Entry

Rent Starting Date: 3/23/2007 Rent Ending Date: 5/3/2007

Rental Days: 42 Rental Whse: RN

Bill Code: D Day

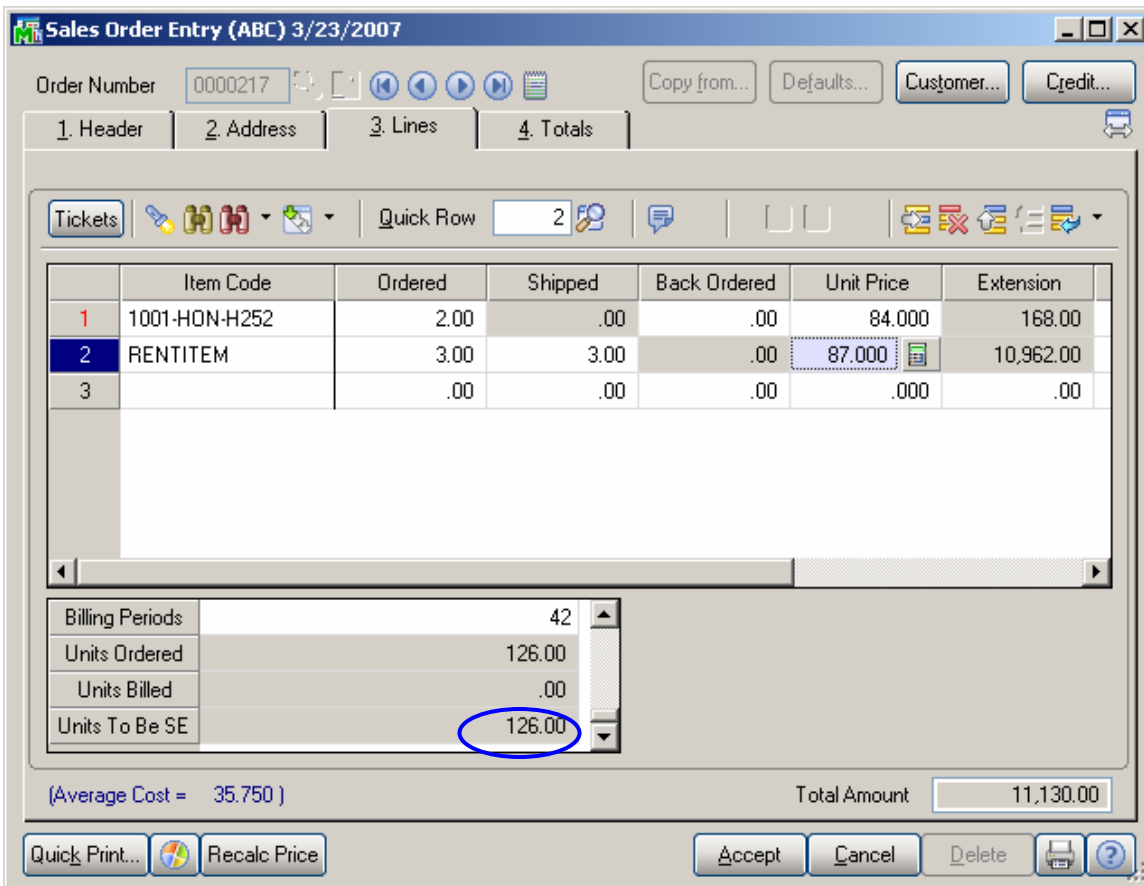
Days Per Periods: 1

Billing Periods: 42

Bill Frequency Code: []

Bill Freq Periods: []

OK Cancel



Sales Order Entry (ABC) 3/23/2007

Order Number: 0000217 Copy from... Defaults... Customer... Credit...

1. Header 2. Address 3. Lines 4. Totals

Tickets Quick Row: 2

	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension
1	1001-HON-H252	2.00	.00	.00	84.000	168.00
2	RENTITEM	3.00	3.00	.00	87.000	10,962.00
3		.00	.00	.00	.000	.00

Billing Periods: 42

Units Ordered: 126.00

Units Billed: .00

Units To Be SE: 126.00

(Average Cost = 35.750) Total Amount: 11,130.00

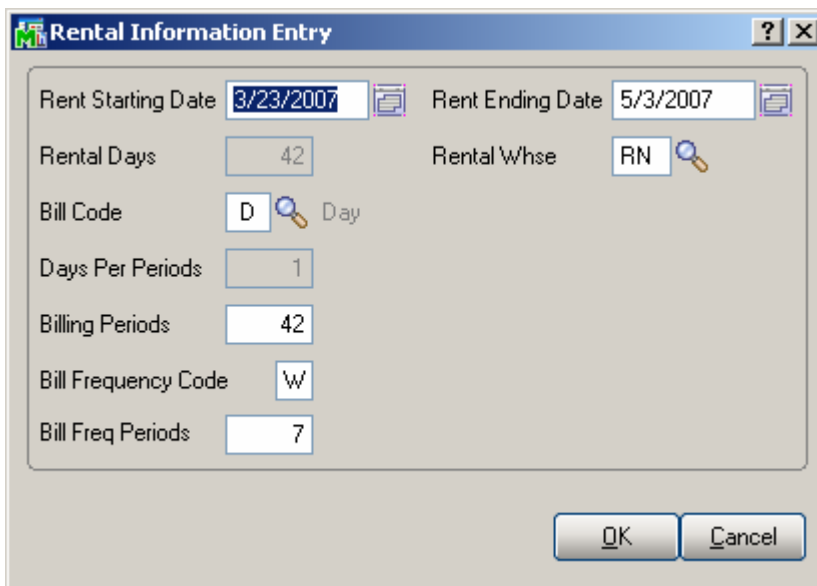
Quick Print... Recalc Price Accept Cancel Delete

The Units to be Billed=126 (Qty Shipped (3)*Billing Periods (42)).

Suppose the user does not want to send the customer an invoice every day for this rental. Instead, he wants the program to automatically generate a weekly invoice, billing the customer for seven (7) “billing periods” (in this case, 7 days).

A **Bill Freq Code**, such as “W” for weekly, is assigned, indicating that user wants to have the program automatically bill the customer on a weekly basis. (Note that the “W” itself is not tied into anything – it could just as easily be called “J”, as long as user knows what it means).

Finally, 7 is entered in the **Bill Freq Periods** field, indicating that each time the program generates an automatic invoice for this order, it will bill for 7 billing periods (or in this case, 7 days).



The screenshot shows a dialog box titled "Rental Information Entry". It contains several input fields and buttons:

- Rent Starting Date: 3/23/2007
- Rent Ending Date: 5/3/2007
- Rental Days: 42
- Rental Whse: RN
- Bill Code: D (with a magnifying glass icon and the word "Day" next to it)
- Days Per Periods: 1
- Billing Periods: 42
- Bill Frequency Code: W
- Bill Freq Periods: 7

At the bottom of the dialog box are two buttons: "OK" and "Cancel".

Generating Invoices

Using these two codes from **Sales Order Entry**, the program can automatically generate Invoices for Sales Orders containing rental lines by the **Auto Generate Invoice Selection** program under the **Sales Order Main** menu.

Order Type to Generate From: Standard/Back Orders

Batch: 00023

Ship Invoice Complete:

Select Expired Orders:

Select Orders on Hold:

Bill Frequency Code for Rental Items: W

Select Field	Operand	Value
Sales Order Number	Equal to	0000217
Sales Order Date	All	
Customer Number	All	
Salesperson	All	
Cycle Code	All	
Ship Date	All	
Promise Date	All	

Buttons: Clear, Proceed, Cancel, Help

Enter the code in the **Bill Frequency Code for Rental Items** field if you want to have the program create invoices with a particular **Bill Freq Code** for all Sales Orders containing rental lines.

By filling in the **Bill Freq Code for Rental Items** field with “W”, user tells the program to generate necessary invoices for all Sales Orders with Rental lines (including our example), which are coded with a “W” **Bill Freq Code** (invoices will be generated if all the other criteria is met).

If the box for **Select Orders on Hold** is **not** checked, Rental Orders on hold **will not** have invoices generated for them, even if they meet all the other requested criteria.

Note that the amount invoiced for an item is the amount normally invoiced in one billing period multiplied by the number of **Bill Frequency Periods** from the **Rental Order Entry**.

Here is an Invoice generated for Sales Order of our example

	Item Code	Shipped	Unit Price	Extension	Comment	Units Billed
1	1001-HON-H252	2.00	84.000	168.00		.00
2	RENTITEM	3.00	87.000	1,827.00		21.00
3		.00	.000	.00		.00

Component	<input type="checkbox"/>
Units To Bill	126.00
Units To Be Billed	105.00
Billing Periods	42

Total Amount 1,995.00

Now **Units to be Billed = 126 (Units To Bill) – 21 (Units Billed)**. The **Units Billed** is calculated as **Qty Shipped * Bill Frequency Periods**. In our example it is $3 * 7 = 21$

Item Status Maintenance

The status of **serialized** rental items can be tracked through the **Item Status Maintenance** program added under the **Inventory Management Main** menu.

The status of each individual **Serial Number** can be viewed and changed for determining its availability.

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: RN Warehouse for rent

Serial Number: 01-02 Show History

Current Status - STK /In Stock/

Status: [] Ok

Start Date: [] End Date: [] Undo

Comment: [] Del

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				

End

ABC 3/23/2007

Although a **Serial Number** may be in stock, it could be unavailable. The following status codes can be entered to indicate a special situation:

- DMG – Damaged
- HLD - Hold
- MIS – Missing
- PM – Preventive Maintenance
- REP – Repair
- STK – In Stock

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: RN Warehouse for rent

Serial Number: 01-02 [Show History](#)

Current Status - STK /In Stock/

Status: **REP** Repair [Ok](#)

Start Date: 03/23/2007 End Date: 03/28/2007 [Undo](#)

Comment: Sent to John for repair [Del](#)

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
REP	Repair		03/23/2007	03/28/2007	Sent to John for repair

[End](#)

ABC 3/23/2007

Enter the **Item Number**, **Warehouse Code**, and **Serial Number** to display or set the status of an Item. A **Start Date**, **End Date**, and **Comment** can be specified to describe a special situation.

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: RN Warehouse for rent

Serial Number: 01-02

Show History

Current Status - STK /In Stock/

Status: REF Repair

Start Date: 03/23/2007 End Date: 03/28/2007

Comment: Sent to John for repair

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
PM	Preventive Maintenance		03/19/2007	03/22/2007	
REP	Repair		03/23/2007	03/28/2007	Sent to John for repair

End

ABC 3/23/2007

If the **End Date** of a status line is before the system date, the status line will be displayed in a different color.

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: RN Warehouse for rent

Serial Number: 00-01 [Show History](#)

Current Status - RNT /On Rent/

Status: [Ok](#)

Start Date: End Date: [Undo](#)

Comment: [Del](#)

Code	Description	Order No.	Start Date	End Date	Comment
RNT	On Rent				
RNT	On Rent	0000185	02/20/2007	02/27/2007	Cust#01-AVNET, Ord#0000185
RNT	On Rent	0000213	03/13/2007	03/13/2007	Cust#01-ABF, Ord#0000213
RES	Reserved	0000220	03/23/2007	03/23/2007	Cust#01-ABF, Ord#0000220

[End](#)

ABC 3/23/2007

When a **Serial Number** is placed on a Rental Order, the **Reserved** status of the item for that order is displayed.

When a specific **Serial Number** is shipped, the **On Rent** status is displayed for that Rental Order. In addition, the **Current Status** is changed from **In Stock** to **On Rent**.

Item Status Maintenance

Item Number: RENTAL_SERIAL Description: MODEM 300

Warehouse Code: NT Warehouse for rent

Serial Number: 00-03

Current Status - STK /In Stock/

Status: REF Repair

Start Date: 03/23/2007 End Date: 03/28/2007

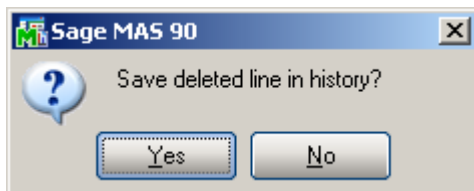
Comment:

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
REF	Repair		03/23/2007	03/28/2007	

Buttons: Show History, Ok, Undo, Del, End

Footer: ABC 3/23/2007

Manually entered, “special situation” status can be deleted by highlighting it and clicking the **Del** button. The following prompt will be displayed:



By clicking **Yes**, the deleted line will be saved in a history file.

To view the history records, click the **Show History** button.

The screenshot shows a software window titled "Item Status Maintenance". It contains several input fields: "Item Number" with the value "RENTAL_SERIAL", "Description" with "MODEM 300", "Warehouse Code" with "NT", and "Serial Number" with "00-03". There is a "Hide History" button. Below these fields is a table with the following data:

Code	Description	Order No.	Start Date	End Date	Comment
RNT	On Rent	0000187	02/20/2007	02/27/2007	Cust#01-AVNET, Ord#0000187
REP	Repair		03/23/2007	03/28/2007	

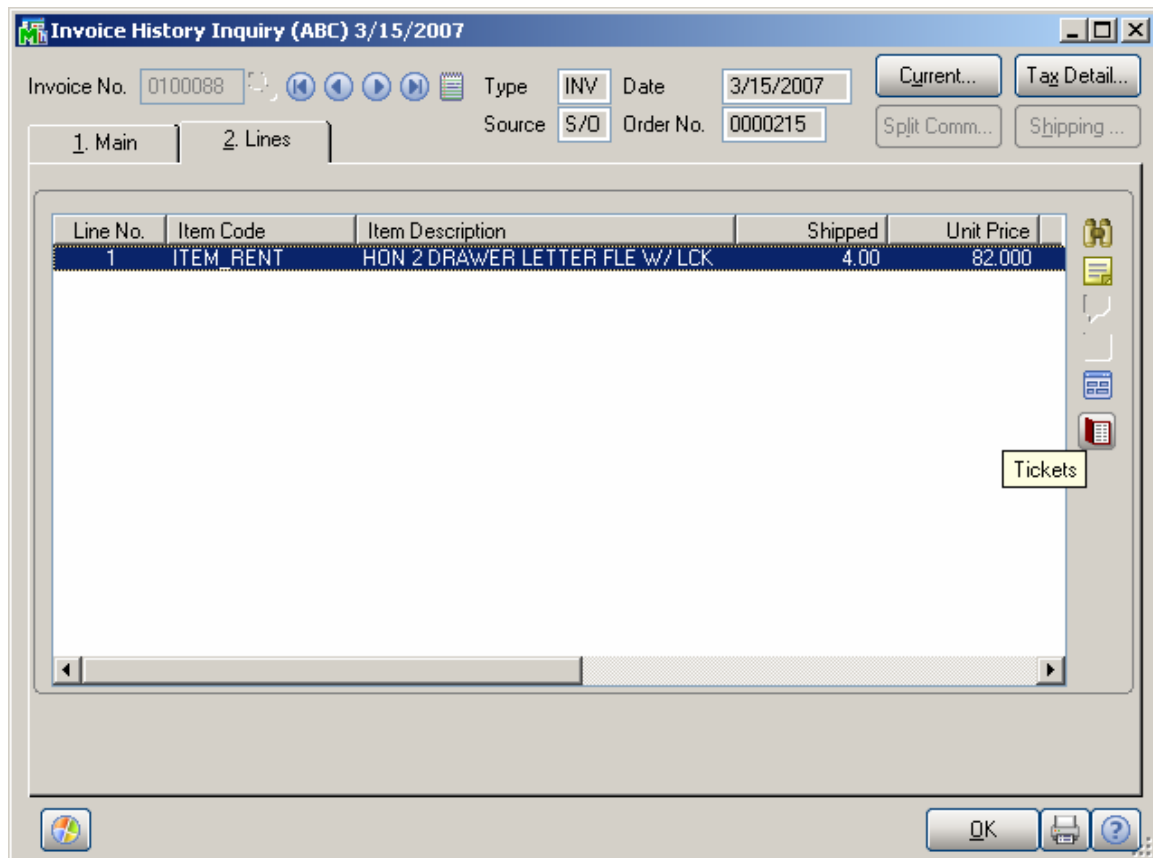
At the bottom of the window, there are navigation buttons (back, forward, etc.) and "Delete" and "End" buttons. A status bar at the very bottom shows "ABC" and "3/23/2007".

To remove a record from the History use the **Delete** button at the bottom of the screen, for the selected record.

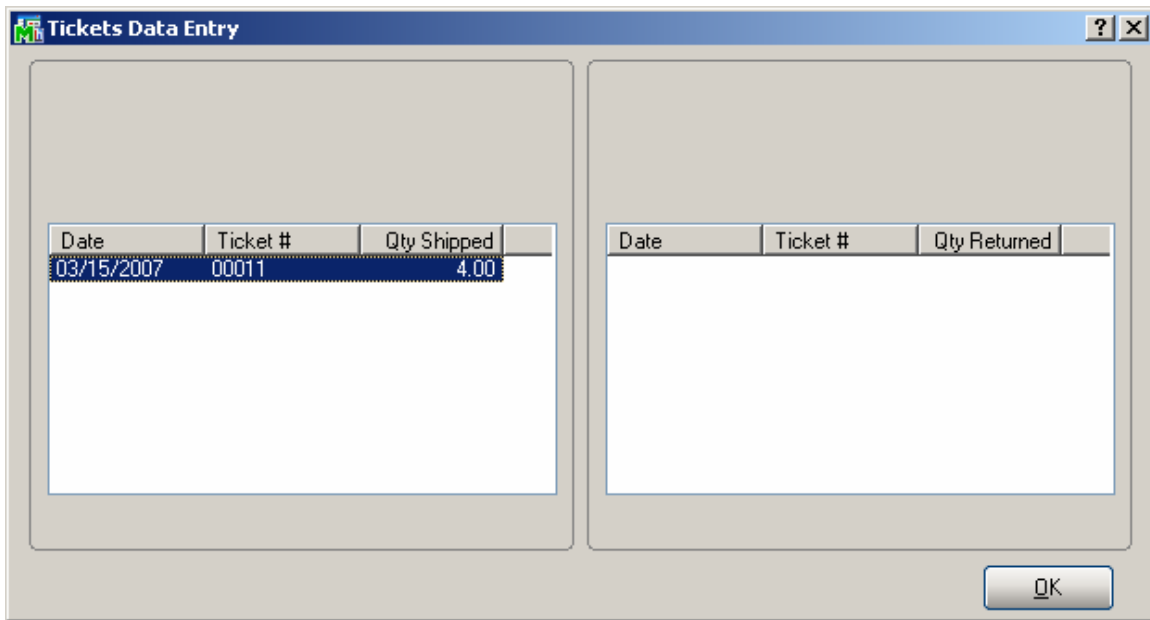
Inquiries and Printings

Invoice History Inquiry

The **Tickets** button added to the **Lines** tab of the Invoice History Inquiry screen allows viewing the delivery ticket numbers for rental lines.



Select the line and click on the **Tickets** button. The **Tickets** button is enabled for rental lines only.



The screenshot shows a window titled "Tickets Data Entry" with two data entry tables. The left table has columns for Date, Ticket #, and Qty Shipped. The right table has columns for Date, Ticket #, and Qty Returned. An OK button is located at the bottom right of the window.

Date	Ticket #	Qty Shipped
03/15/2007	00011	4.00

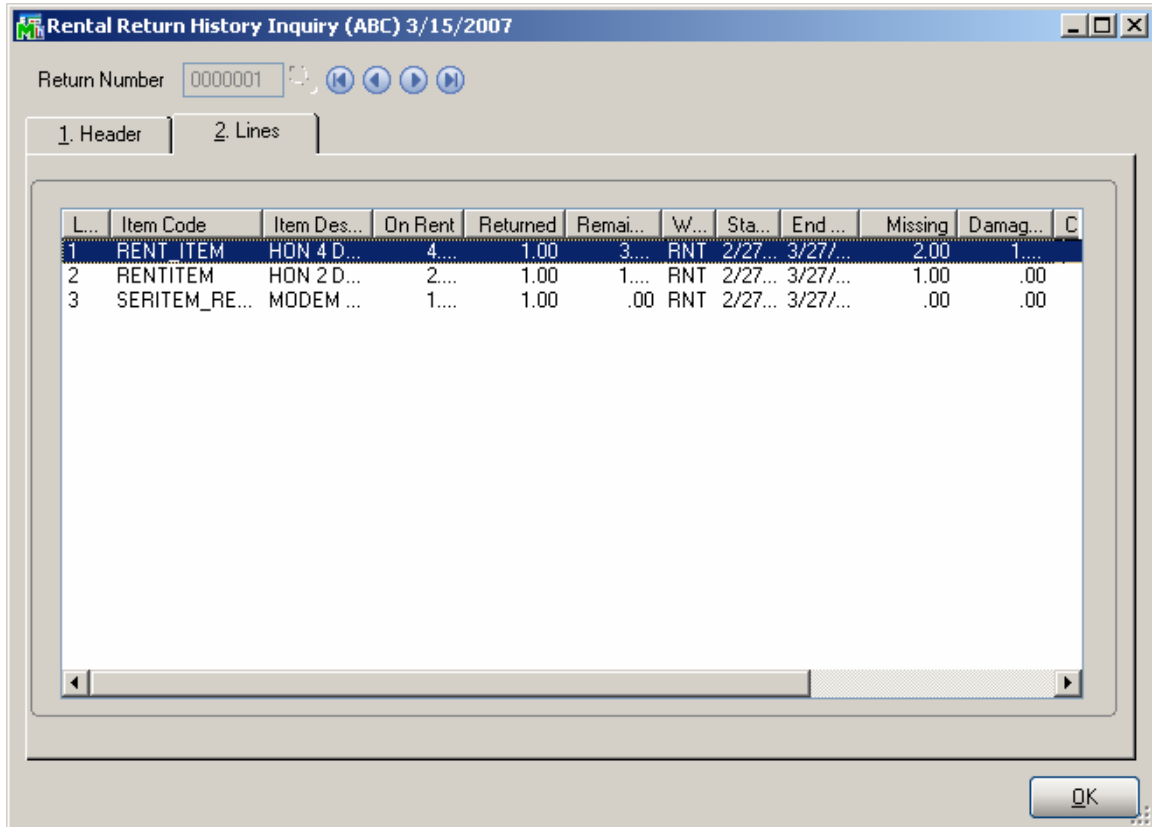
Date	Ticket #	Qty Returned
------	----------	--------------

OK

If there are not delivery tickets entered in the **Sales Order Entry** for the selected rental line no information will be displayed on the **Tickets Data Entry** screen.

Rental Return History Inquiry

The **Rental Return History Inquiry** program has been added under the **Sales Order Inquiries** menu. Use **Rental Return History Inquiry** to view detailed or summary return information.



Rental Return History Inquiry (ABC) 3/15/2007

Return Number: 0000001

1. Header | 2. Lines

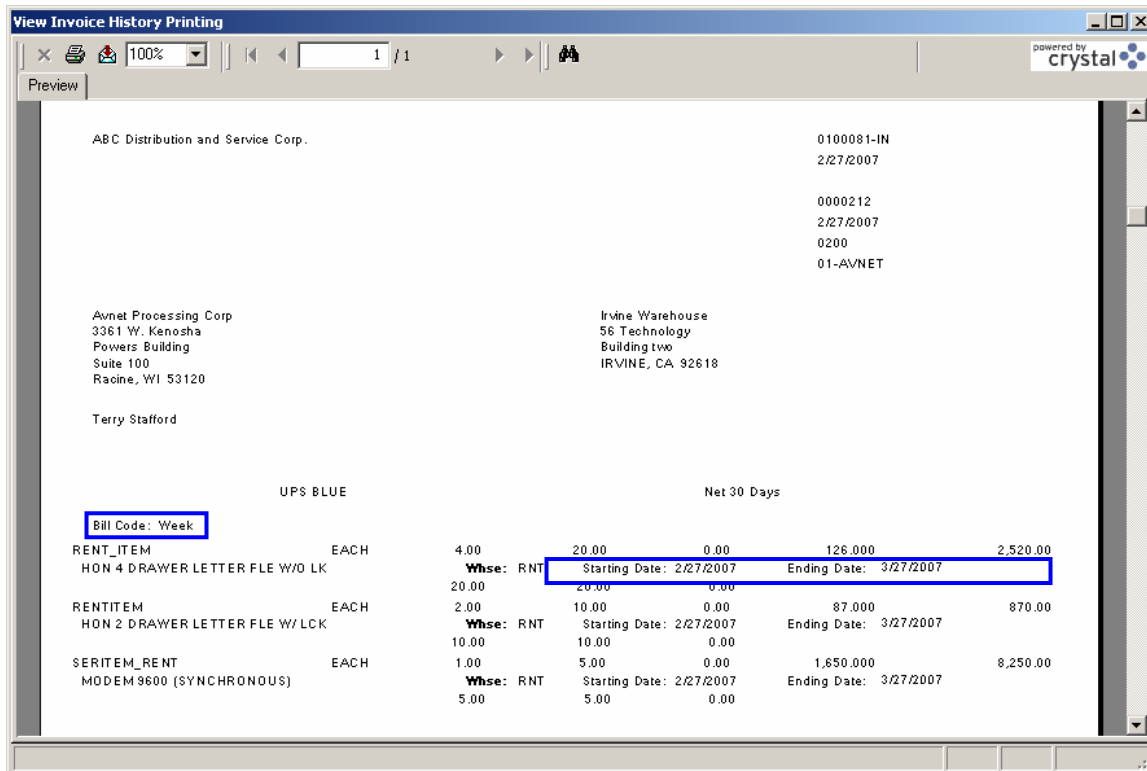
L...	Item Code	Item Des...	On Rent	Returned	Remai...	W...	Sta...	End ...	Missing	Damag...	C
1	RENT_ITEM	HON 4 D...	4...	1.00	3...	RNT	2/27...	3/27/...	2.00	1...	
2	RENTITEM	HON 2 D...	2...	1.00	1...	RNT	2/27...	3/27/...	1.00	.00	
3	SERITEM_RE...	MODEM ...	1...	1.00	.00	RNT	2/27...	3/27/...	.00	.00	

OK

Invoice History Printing

After the Invoice has been updated you can see the Rental Info (Bill Code, Rent Starting and Ending Dates) printed on the Invoice History report.

Click the **Print** button on the **Invoice History Inquiry** or run the **Invoice History Printing** report from the **Accounts Receivable Reports** menu.



The Bill Code is the one specified on the **Rental Info** screen of the rental Order. The **Starting** and **Ending Dates** are rent starting and ending dates specified on the lines.

The Rental info is provided also in the **Invoice Printing**.

Sales Order Printing

The **Sales Order Printing** program has been modified to include rental information for corresponding rental items.

Sales Order Printing (ABC) 3/15/2007

Form Code: STANDARD [Select] [Clear] [Designer...]
Description: Preprinted Laser

Number of Copies: 1 [Collated] [checked] Multi-Part Form Enabled [] [Multi Part...]

1. Main | 2. Select

Select Field	Operand	Value
Order Number	All	
Warehouse Code	Begins with	RNT []

\\ligserver\HP LaserJet 1022 [Alignment] [Print] [Preview] [Setup] [?]

Here is an example of printout:

0200
01-AVNET

Avnet Processing Corp
3361 W. Kenosha
Powers Building
Suite 100
Racine, WI 53120

Irvine Warehouse
56 Technology
Building two
IRVINE, CA 92618

Terry Stafford

UPS BLUE Net 30 Days

2/27/2007 29.00
3/27/2007 5.00
Week 6:45 pm

RENT_ITEM	EACH	4.00	4.00	0.00	126.000	2,520.00
HON 4 DRAWER LETTER FLE W/O LK						
2/27/2007	5.00	20.00	20.00	0.00		
3/27/2007						
RENTITEM	EACH	2.00	2.00	0.00	87.000	870.00
HON 2 DRAWER LETTER FLE W/ LCK						
2/27/2007	5.00	10.00	10.00	0.00		
3/27/2007						

From this report you can get information about the Rental Lines included in the Sales Order. The **Bill Code, Billing Periods, Rent Starting and Ending Dates, Units ordered, Units Billed and Units to be Billed** information is represented.

The time (in our example 6:45 pm) of Order entry is displayed on the report.

Rental Return Printing

The **Rental Return Printing** program has been added under the Sales Order Main menu. This report includes information about the quantities already returned, quantities missing or damaged and the quantities left over until next return.

Rental Return Printing (ABC) 3/15/2007

Form Code: STANDARD

Description: Rental Return Report

Number of Copies: 1

Collated:

Multi-Part Form Enabled:

1. Main | 2. Select

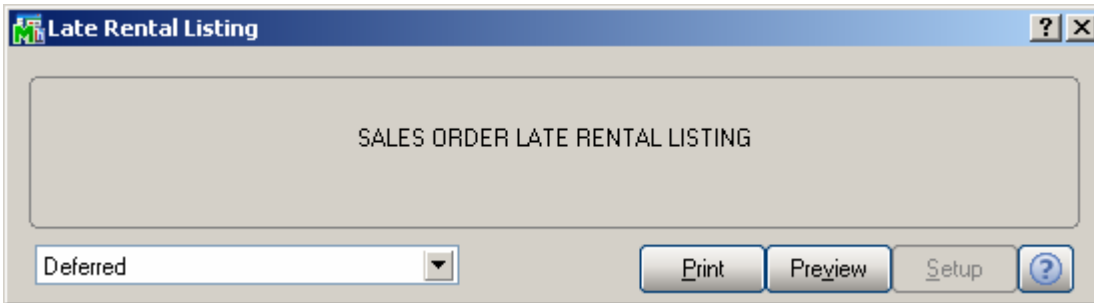
Select Field	Operand	Value
Return Number	All	

Deferred

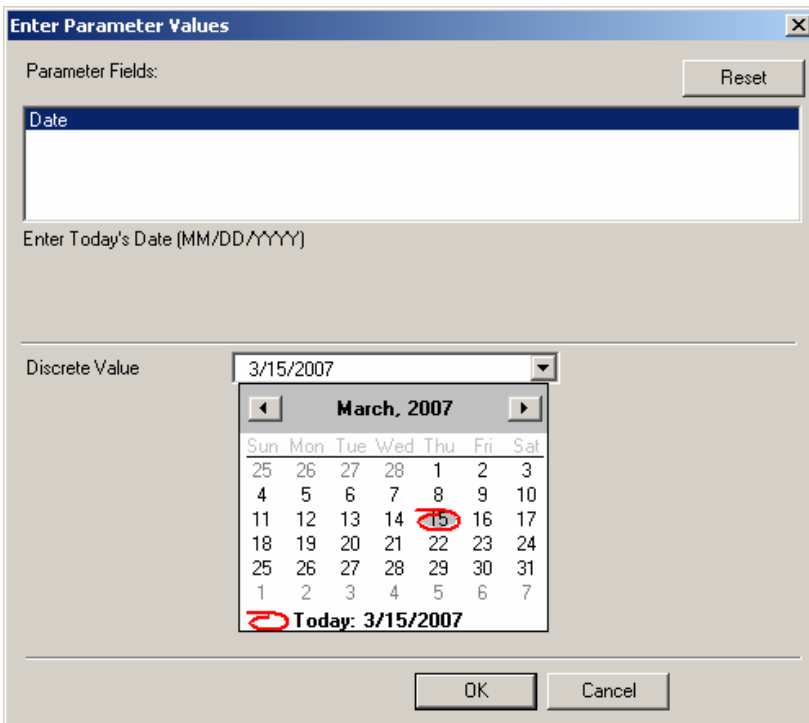
Print Preview Setup ?

Late Rental Listing

The **Late Rental Listing** program has been added under the **Sales Order Reports** menu.



The report prints information on the rented items not returned on time, that is, the Rental End Date of the item is before the current Date, but the item has not been returned.



You can select the date and Print/Preview the overdue rentals for the specified date.

View Late Rental Listing

powered by crystal

Preview

0000179
0000182
0000183
0000185
0000191
0000193
0000194
0000200
0000202
0000206
0000209
0000212
0000213
0000214
0000215

Outstanding Rental Orders as of 3/15/2007

Item Outstanding	QTY Outstanding	QTY Rented	QTY Returned	Rental End Date
Rental #0000182				
Bill to Name: American Business Futures				
RENTITEM	4.00	4.00	0.00	2/24/2007
Rental #0000183				
Bill to Name: American Business Futures				
RENTITEM	4.00	4.00	0.00	2/19/2007
Rental #0000185				
Bill to Name: Avnet Processing Corp				
RENTAL_SERIAL	2.00	2.00	0.00	2/27/2007
RENT_ITEM	5.00	5.00	0.00	2/27/2007
Rental #0000191				
Bill to Name: Avnet Processing Corp				
RENT_ITEM	4.00	4.00	0.00	3/2/2007
RENTITEM	2.00	2.00	0.00	3/2/2007
Rental #0000193				
Bill to Name: Avnet Processing Corp				

Utilities

Rebuild Sort Files

The **Rebuild Sort Files** utility has been modified to not calculate the Qty On SO in the IM2 file for rental items.