

Rental Processing For MAS 90/200

457 Palm Drive Glendale, CA 91202 818-956-3744 818-956-3746 sales@iigservices.com

www.iigservices.com



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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.

R	🚡 * Sales Orde	r Entry (111) O	5/12/2006			
	Order Number	<u> </u>	🛃 💽 (•) 💽 🗍	
	<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Line	is]	<u>4</u> . Tota	als
	Order Date		Orde	er Type	,	
	Customer No.		9, <u>E 1</u>			
				_		_
					<u>p To Addr</u>	
					<u>ms Code</u>	
	Ship Data				n Via	

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**.

🎦 IIG Master Develope	Enhancement I	Registration			? <u> </u>
Registered Customer (Customer				
-Registration Information-					
Reseller Name					
Serial Number	1111111111				
Customer Number	2222222222				
User Key	3333333333	3333		ן ר	
Product Key	CCCCC D	DDDD EEEEE	FFFFF GGGGG	j	
Enhancement	Level	Release Date	Serial Number	Unlocking Key	<u> </u>
IIG Enhancement Name	4.1	07/19/2004		BBBBBB	Undo
Enhancement	Level	Release D			△ Unlocking Key
IIG Enhancement Name	4.1	07/19/04	۵۵۵۵۵۵۵	مممممممممم	BBBBBB
•					F
Print Registration Form					<u>C</u> lose
					IIG ABC 11/28/2005

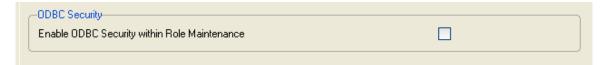
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.



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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.

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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.

🚮 Bill Code Ma	aintenance (ABC) 11/17/2006	?_□×
Bill Code		
Description	Week	
Number of D	ays per Billing Periods 7	
	<u>Accept</u>	elete 📮

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 Op	tions (ABC)	5/17/2007					? <u> </u>
<u>1</u> . Main	<u>2</u> . Entry	3. Line Entry	<u>4</u> . Forms	s	5. Printing	<u>6</u> . History	
-Batch Processing Descript Invoice Data En	tion	Enable Next F				ber During Data Entry Created Automatically	
Next Automatic S Next Automatic Ir			0000243 0100312			s in Sales Order Entry se for Rental Items	
Next Automatic F			RET0001 RNT0001				
Check for Duplica Split Commissions Default Warehou Use Shipping Cod	s Between Sale ise for Order/In	espersons voice Header	001 Actual				
						Accept	Cancel

You can specify the **Next Automatic Rental Order Number** if you want your rental orders to be numbered separately. 8

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 Main	tenance (ABC) 6/7/2	:007		
User Logon First Name	USERIIG First Name User IIG	📄 💽 🕢	Ast Name User IIG	Cop <u>y</u> <u>R</u> ename User Code IGG
Password	Cor	nfirm Password	Customization Group	
<u>1</u> . Maintena	nce 2. Preferences			
Low Spee Lookup L [ENTER] Display R Allow Rer	: Logoff ecimal Point ed Connection imit for Initial Display Key like [TAB] Key for Gr eduction Amounts in Rec ntal Items in Sales Order B ental Items	ı 🗹	Automatic Logoff Delay in Minutes Use Graphic Report Format Partial Lookup Default Prompt for Company Code	✓ Begins with ▼
Allow Acc	Preferences cess Through ACT! Link Logon to ACT! User ID r ID			
User Ac	count Locked			<u>Cancel</u> <u>D</u> elete

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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.

🚮 Inventory M	aintenance ? - 🗆 🗙
Item No. REI	NT_ITEM 🔍 Description HON 2 DRAWER LETTER FLE W/ LCK 🗾 🧾
<u>1</u> . Main	<u>2</u> . Options <u>3</u> . Transactions <u>4</u> . Inquiry <u>5</u> . Cost Detail
Product Line	WF&A 💊 WORKSTATION FURN & ACCESS Renumber History Alias
Product Type	Finished Good 🔽 Default Whse 000 🔍 Quantity Alternate
Valuation	FIFO Inventory Cycle IT Item Sale Info Pricing
Price Code	STD 🔍 Item Type Rental 💌 Lat/Savial Mandata
Procurement	Buy Internet Enabled Rental Sales
Primary Vendor	01-CONT 🔍 🗞 Container Corporation Of Usa
Weight	2 Warranty Code 60 DAY 🔍 Total 35.750
Volume	.0000 Last Rcpt 02/19/2007 Item 35.750
Standard U/M	EACH Q Last Sold Allocated000
Purchase U/M	EACH 🔍 No. Of EACH 1 Retail Price 87.000 Std Cost 35.750
Sales U/M	EACH 🔍 No. Of EACH 1 Std Price 87.000 Avg Cost 35.750
	Accept Cancel Delete 📇 📀
Choose item type	ABC 2/19/2007

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.

Rental Processing 4.10

Item Pricing	Maintenance					?	
Pricing Option	Item Pricing	•	Item No.	RENT_IT	EM		
Price Level	w Q				Standard Price	87.000	
Pricing Method	Price Override	•			Standard Cost	35.750	
Step	From Quantity	To Quantity	Unit P	nce			
1	1	50		85.000			
2	51	500		80.000			
3	501	999999		87,000			
4				.000			
5				.000			
				Acc	cept <u>C</u> ancel	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.

👫 Inventory I	(nquir y							?	
Item No. REI	NT126	<u>Q</u>	Descripti	n HON	N 2 DRAW	ER LETTER I	FLE W/O LK		
<u>1</u> . Main	<u>2</u> .	Additional	<u>]</u> <u>3</u> . Tra	isactions	;]	<u>4</u> . Inquiry	<u>5</u> . Co:	st Detail	
Product Line	WF&A WOR	KSTATION FL	JRN & ACC	ss [IT <u>I</u> tem	Price Loc	<u>kup H</u> isto	ry A	ļias
Product Type	Finished Good	Weigh	it 35	IT	Enabled	Lot/Seri	al Vendo	ors Al <u>t</u> e	rnate
Valuation	FIFO	Volum	e .(000 _W	/arranty Co	de 30 DAY	<u>S</u> ale Ir	nfo Pri	cing
Price Code	STD	Vendor	01-CONT						
Retail Price	84.000	Std Cost	32.7	50	Standard L				
Std Price	84.000	Avg Cost	32.7	50	Purchase l		No. Of EAC		1
Last Sold		Last Ropt	12/12/200		Sales U/M	EACH	No. Of EAC	Н	1
Whse	On Hand	On PO	On RO	On	BO Co	ommitted	0n W0 (Qty Avail	
000	0.00 80.00	0.00 0.00	0.00 2.00	-).00).00	0.00 0.00	0.00 0.00	0.00 78.00	
Totals	80.00	0.00	2.00	C	0.00	2.00	0.00	78.00	
)							<u>0</u> K	2
							IIG	ABC 12	2/12/2007

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.

🁫 Quantity on Hand &	Reorder					? ×
Item No. REN1	AL_ITEM		ail Detail	<u>T</u> otals	<u>R</u> ecap	Qty <u>H</u> istory
Warehouse Code 100	🔍 📐 Rent 🔍	/ail De	etail		~	
			- Item Inv	ventory Status		
Bin Location			Unit of N	Measure	EACH	
Reorder Method	Economic Quantity 🖉 💌		Qty on H	Hand		0.00
Economic Order Qty	0.00		Qty on F	Purch Order		0.00
Reorder Point	0.00					
Minimum Order Qty	0.00					
Maximum On Hand	0.00		Qty on \	Work Order		0.00
			Qty On I	Rent		0.00
			On Han	d less in Shipp	bing	0.00
					<u>ok (</u>	ancel

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.

Rental Item #	wailability by Date		? _ 🗆
ltem No. Whse Code	RENTAL_ITEM Te 100 Rental Whse	st Rental Item	
Starting Date Total Qty Avail	07/12/2007 Endin 4.00	g Date 07/18/2007	<u>L</u> ist
Date	Qty on R/O	Qty Available	
07/12/07 07/13/07 07/14/07 07/15/07 07/16/07 07/17/07 07/18/07	16.00 0.00 0.00 4.00 0.00 0.00	4.00 20.00 20.00 16.00 20.00 20.00	<u>D</u> etail <u>R</u> ange
			<u> </u>
		IGG A	.BC 7/12/2007

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.

Rental Processing 4.10

Rental Item # Item No. Whse Code	RENTAL_ITEM Test Rer	ntal Item
Starting Date Total Qty Avail	07/01/2007 Ending Date 4.00	e 07/18/2007
Date	Qty on R/O	Qty Available
07/06/07 07/07/07 07/09/07 07/10/07 07/11/07 07/12/07 07/13/07 07/14/07 07/15/07 07/16/07 07/17/07 07/18/07	0.00 0.00 0.00 0.00 0.00 16.00 0.00 0.00	20.00 20.00 20.00 20.00 20.00 20.00 4.00 20.00 20.00 20.00 20.00 20.00 20.00 20.00 20.00 20.00 ↓ 0 ↓ ↓ ↓
		<u>OK</u> IGG ABC 7/12/200

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.

Rental Processing 4.10

窳	Order Inq	uiry								? ×
	Item No.		RENTAL	_ITEM		Test Re	ental Item			
	Whse	Code	100	Rental Wł	nse					
	Order Number	Custon Numbe	ner er/Name	Start Date	End Date	Whse	Ordered	Shipped	Returned	
	R000048	01-BRI Breslin	ESLIN Parts Sup	07/16/07 ply	07/16/07	7 100	4.00	.00	.00	
										loom
							Ordered	Shipped	Returned	
							4.00	.00	.00	<u>o</u> k

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

🔚 Sales Order Entry (ABC) 7/12/2007		
Order Number R000048	Copy from Defaults.	Customer Credit
Customer No. 01-BRESLIN	Order Type Standard Order 🗾 Master/Rep Breslin Parts Supply Cust	P0
Ship Date 7/12/2007	Ship To Addr C. Terms Code 03 Ship Via C.O.D. Confirm To Winnie Spackman E-mail Confirm To	B
Whee 001 EAST WAREHOUSE Sales Tax Schedule DEFAULT Default Tax Schedule	Comment Salesperson O100 Jim Kentley Split Comm. No Split Comm.	
Print Order ✓ Print Pick Sheets ✓ Quick Print (?) Recalc Price	Fax No. Batch F	

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

Order Inq	uiry								? ×
Item N	lo. F	RENTAL	_ITEM		Test R	ental Item			
Whse	Code 1	100	Rental Wh	se					
Order Number	Custome Number/		Start Date	End Date	Whse	Ordered	Shipped	Returned]
R000045	01-BRES Breslin P		07/12/07 ply	07/12/07	100	10.00	.00	.00	
R000046	01-ABF		07/12/07 ss Futures	07/12/07	100	5.00	.00	.00	r 🖭
R000047	01-AVNE Avnet Pr	T	07/12/07	07/12/07	100	5.00	.00	.00	
R000048	01-BRES Breslin P	SLIN -	07/16/07	07/16/07	100	4.00	.00	.00	
						Ordered	Shipped	Returned	-
						24.00	.00	.00	
									<u>o</u> k

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.

🔚 Customer Maintenance (ABC) 2/27/2007					
Customer No. 01-ABF	Copy From Renumber Contacts				
1. Main 2. Additional 3. Statistics 4. Summary	<u>5</u> . History <u>6</u> . Invoices <u>7</u> . Transactions <u>8</u> . S/Os				
	- Printing				
Comment Call Ed for credit approval.	Sort AMER				
Open Item Customer 🔽	Customer Type A2				
Temporary Customer	Statement Cycle M				
Internet Enabled 🔽	Print Dun Message 🔽				
-Data Entry-	Batch Fax				
Item Code WIDGET & 8" x 10" Widg	Primary Credit Card Information				
Price Level 1	CC Number *****6780				
Dflt Pymt Type CREDIT CARD 💌 American Express	CC Pymt Type AMEX American Express				
Discount Rate 2.000 %	Cardholder Name John Q.Future				
Fin Charge Rate 1.500%	Expiration Date 6/2012				
Insurance Expiration Date 2/25/2007	Credit Cards				
	Accept Cancel Delete 🕞 📀				

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**.

🔚 Sage MAS 90							
(j)	WARNING. Customer's Insurance Is Expired.						
	<u> </u>						

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.

🔚 Sales Order Entry (ABC) 6/7/2007							
Order Number Stress Contract Number Contract Number Contract Next Rental Order No. 3. Line	Image: Copy from Defaults Customer Credit s <u>4</u> . Totals Image: Copy from Image: Copy from </th						
Order Date Time	Order Type Standard Order 💽 Master/Repeating No.						
Customer No. C. Include Rental Items C.	Cust PO Rental Info						
Ship Date	Ship To Addr Iems Code Ship Via Ship Via Confirm To E-mail Comment Salesperson Split Comm. No Split Comm.						
Print Order	Fax No. Batch Fax Accept Delete Operation Delete						

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.

Rental Processing 4.10

🚮 Sales Order Entry (ABC) 2/20/2007	
Order Number 0000187 [] [] ()	
Order Date 2/20/2007 👸 Time 12:33	Order Type Standard Order 💌 Master/Repeating No.
Customer No.	Cust P0
	Ship To Addr Rental Information Entry Terms Code 00 Q
Ship Date 2/20/2007	Ship Via Q FOB Confirm To Q
Status New 💌 <u>Reason</u> 😳 Whse 001 🔍 EAST WAREHOUSE	E-mail Somment
Sales Tax Schedule	Split Comm. No Split Comm
Print Order 🗹 Print Pick Sheets 🗹	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.

20

R	🖁 Rental Informa	tion Entry			<u>?</u> ×
	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				
			_		
				<u>DK C</u> ar	icel

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.

Sales (Irder Nu	Drder Entry (ABC) 2/20/ Imber 0000187 0, [Cop	oy <u>f</u> rom) De <u>f</u>	aults Cus <u>tomer</u>	
<u>1</u> . Hea	ader <u>2</u> . Address	<u>3</u> . Lines	4. Totals							
Ticket	s 🗞 🕅 🕅 • 🐼 •	Quick Row	1 🌮	P []		k(= 6 5, •				
	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	Item Type	Inventory		-
1	RENT_ITEM 🔍	5.00	.00	.00	127.070	635.35	Product Line	WF&A		
2	1001-HON-H252	3.00	.00	.00	84.000	252.00	Product Type	Finished Good		
3	RENTAL_SERIAL	4.00	.00	.00	66.025	1,584.60	Price Code	STD		
4		.00	.00	.00	.000	.00	Costing	FIFO		
							Extended Desc			
							Component			
							Returned			.00
							Starting Date	2/20/2007		
							Ending Date Billing Periods	2/2//2007		
							Units Ordered	P		2
							Units Billed			.00
•						Y				10.00
					Total Amount	1,151.45]			
							-			
iic <u>k</u> Prii	nt 🥐 Recalc Price				/			Accept	<u>Cancel</u> <u>D</u> elet	•
							_		1	-
					rt Date			Bill P	eriods	
				∣ Ene	d Date					

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.

Sales Order Entry (ABC) 2/20 rder Number 0000187 1. Header 2. Address	/2007) 🗐 <u>4</u> . Totals				Cor	by from) Defaults.	
Tickets 📎 🕅 🕅 🝷 🐯 🔹	Quick Row	1 😥 🛛			€ 6 5 -			
Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	Product Line	WF&A	_
1 RENT_ITEM	7 5.00	5.00	.00	127.070	1,270,70	Product Type	Finished Good	
2 1001-HON-H252	3.00	.00	.00	84.000	252 00	Price Code	STD	
3 RENTAL_SERIAL	2.00	2.00	.00	69.500	278.00	Costing	FIFO	
4	.00	.00	.00	.000	.00	Extended Desc		
	/		/			Component		
	/					Returned		.00
					1	Starting Date	2/20/2007	
						Ending Date	2/27/2007	
					1	Billing Periods		2
					1	Units Ordered		10.00
			/		1	Units Billed		.00
• [/]					4	Units To Be SE		10.00
/								\
			'	otal Amount	1,800.70			<u> </u>
ic <u>k</u> Print 🥐 Regalc Price							Accept Ca	ncel Delete 😽 (
Quanti	-	Uni	t Price	•	Exte	nsion	Bi	II Periods
Ordere	a							

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**.

Order Number Copy from Defaults Customer Customer									
Ticket	🛛 🔊 🗛 🖓 🖉 🖓	Quick Row	1 🎾	P []		1 (d G 🕹 •			
	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	Description	HON 4 DRAWER LETTER FLE W/O	LK 🔺
1	RENT_ITEM 🔍	5.00	5.00	.00	127.070	1,270.70	Warehouse	BNT	
2	1001-HON-H252	3.00	.00	.00	84.000	252.00	U/M	EACH	
3	RENTAL_SERIAL	2.00	2.00	.00	69.500	278.00	PL	W	
4		.00	.00	.00	.000	.00	T ax Class	TX	
							DC		
							Disc %	0.	000
							DS		
							CM	I I I I I I I I I I I I I I I I I I I	
							SE	I I I I I I I I I I I I I I I I I I I	
							Cost	82	500
							Sales Account	400-01-00	
•						Þ	Cost Account	450-01-00	
<u> </u>						•	Automouto Code	1	
					Total Amount	1,800.70			

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.

👫 Tickets Data Entry	<u>? ×</u>
Original Qty Ordered 5	Qty to be Returned 5
Ticket # 00000001 Date 02/20/2007 Undo	
Qty Shipped 5.00	
Date Ticket # Qty Shipped 02/20/2007 00000001 5.00	Date Ticket # Qty Returned
0272072001 0000001 0.00	
Remaining Qty To Ship 0	Remaining Qty to Return 5
	<u>Accept</u> <u>C</u> ancel

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	<u>? ×</u>
Original Qty Ordered 2	Qty to be Returned 2
Ticket # NONE Date 02/20/2007 Undo	
Qty Shipped 1.00	
Date Ticket # Qty Shipped	Date Ticket # Qty Returned
02/20/2007 1111111 1.00 02/20/2007 NONE 1.00	
Remaining Qty To Ship 0	Remaining Qty to Return 2
	Accept <u>C</u> ancel

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.

Sales Order Entry (ABC) 2/20/2007 × Inder Number 0000187 () () () () () () () ()							
<u>1</u> . Hea	der	2. Address	<u>3</u> . Lines	4. Totals			5
Tickets) 🇞 🛙	1000 - 😒 -	<u>Q</u> uick Row	4 52	P) 🛃	 ≹@(:₽,•
				Distribution for Qu			
	lt	em Code	Ordered	Shipped	Back Urdered	Unit Price	Extension
1	RENT_	ITEM	5.00	5.00	.00	127.070	1,270.70
2	1001-H	DN-H252	3.00	.00	.00	84.000	252.00
3	RENTA	L_SERIAL	2.00	2.00	.00	69.500	278.00
4	RENTA	L_SERIAL	3.00	.00	.00	69.500	208.50
5			.00	.00	.00	.000	.00
•							Þ
Desc	cription	MODEM 300		_			
Ware	ehouse	BNT					
U	I/M	EACH					
F	PL	W		•			
						Total Amount	2,009.20
Quic <u>k</u> Prin	nt 🦪	Recalc Price			Accept	<u>C</u> ancel	Delete

🚮 (Reserve) Serial No	Distributi	on Entry		? ×
Item RENTAL_SERIAL	MODEM	300		U/M EACH
Serial Number	4 م	vailable .00	Distribute	<u>O</u> K <u>U</u> ndo
Serial Number 00-02 01-06 01-07	Status STK STK STK	Available 1.00 1.00 1.00	Distribute 1.00 1.00 1.00	<u>R</u> ange List
	Di	istribution Balance	e .00	
				Accept

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

👫 Serial Number	r List				? <u> </u>
SerialNumber	A 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	BNT	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 01-04	2/20/2007 2/20/2007	RES RNT	38.750 38.750	1.00 1.00	1.00 1.00
01-04	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 <defau< td=""><td>ult> 💌</td><td>]</td><td></td><td></td><td><u> </u></td></defau<>	ult> 💌]			<u> </u>
Custom			Se	lect <u>C</u> ancel	
Found 10 records					

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

Ň	Distribution	Range		<u>? ×</u>
	Selection	All	Starting	Ending
	Serial No.			
				<u>OK</u> <u>Cancel</u>

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.

🔚 Item Status Maintenance	? <u> </u>
Item Number RENTAL_SERIAL 🔍 Description MODEM 300	
Warehouse Code RN 🔍 Warehouse for rent	
Serial Number 01-03	<u>S</u> how History
Current Status - STK /In Stock/ Status	<u>_</u> k <u>⊥</u> ndo el
Code Description Order No. Start Date End Date Comment	
STK In Stock	
RES Reserved 0000187 02/20/2007 02/27/2007 Cust#01-AVNET, Ord#	0000187
	End
ABC	C 2/21/2007

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.

irder Nur	_	try (ABC) 2/21		•	Copy <u>f</u> rom)efaults Cust	omer
<u>1</u> . Head	der	2. Address	<u>3</u> . Lines	4. Totals			Į
Tickets) 🇞 🛿	19 019 - 🐼 -		4 🎾	-		🗙 🔁 (H 🛼 🔹
	11	em Code	Suburd		r Quantity Shipper	J Unit Price	Extension
			Ordered	Shipped	Back Urdered		
1	RENT_		5.00	5.00	.00	127.070	1,270.70
2	1001-H	DN-H252	3.00	.00	.00	84.000	252.00
3	RENTA	L_SERIAL	2.00	2.00	.00	69.500	278.00
4	RENTA	L_SERIAL	3.00	3.00	.00	69.500	208.50
5			.00	.00	.00	.000	.00
•		4					Þ
Desc	ription	MODEM 300		_			
Ware	house	BNT					
U.	/М	EACH					
F	2	W		_			
						Total Amount	2,009.20
uic <u>k</u> Prin	t 🕜	Recalc Price			Accept	Cancel	Delete

🚮 (Rental) Serial No	Distribution I	intry		<u>? ×</u>
Item RENTAL_SERIAL	MODEM 3	300		U/M EACH
Serial Number	Av	ailable D)istribute	
00-02	%	1.00	1.00	Undo
Serial Number	Status	Available	Distribute	
00-02	SHP	1.00	1.00	<u>R</u> ange
01-06	SHP	1.00	1.00	List
01-07	SHP	1.00	1.00	
	Dist	ribution Balance	.00]
<u></u>				
				Accept

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.

Rental Processing 4.10

🔚 Item Status M	aintenance				? <u>-</u> ×
Item Number	RENTAL_SERIAL	Description	MODEM 300		
Warehouse Code	RN 🔦 Warehouse for	rent			
Serial Number	01-06				Show History
Current Statu Status Start Date Comment	as - RNT /On Rent/				k ndo el
Code Descript	ion 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.

 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.

Item Maintena	nce				? _ 🗆
em No. REN	TAL_KIT	Description	SECRETARY DESI	K ENSEMBLE	
Product Line	WF&A	WORKSTATI	ON FURN & ACCESS	3	
Product Type	Kit		Warranty Code	<u></u>	
Valuation	Average Cost				
Price Code	STD				
Procurement	Buy	-			
Standard U/M	EACU]	Chandrad Cash (155	
	EACH).000
Purchase U/M		b. of EACH	1	Standard Price 900).000
Sales U/M	EACH No	b. of EACH	1	Item Type Rental	_
Image					
				<u>D</u> K	2
				ABC	4/12/200

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

👫 Bill of Materials Maintenance				? _ 🗆 🗙
Bill Number RENTAL_KIT	<u> </u>	Description 1 SECR	ETARY DESK EN	ISEMBLE
Bill Type Kit		Description 2		
<u>1</u> . Header <u>2</u> .	Lines			
Item Number RENTITEM	Description HON 2 DRAWER LET	TER FLE W/LCK		
Find No. Step No.	(Quantity/Bill U/M 1.00 EACH		<u>Q</u> K <u>U</u> ndo
Line Item Number	Find No.	Step No.	U/M	Quantity/Bill
1 RENTITEM 2 ITEM_RENT			EACH EACH	1.00
3 RENTAL_SERIAL			EACH	2.00
		Accept	<u>C</u> ancel	Delete
				ABC 4/12/2007

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.

👫 Kit Compo	onent List		? _ 🗆 🗙
Kit Number	RENTAL_KIT	SECRETARY DESK ENSEMBLE	
Line No. 1 2 3	Item Code RENTITEM ITEM_RENT RENTAL_SERIAL	Item Description HON 2 DRAWER LETTER FLE HON 2 DRAWER LETTER FLE MODEM 300	Qty Avail 15- 5- 11-
			<u><u> </u></u>

👫 Sales Oi	Sales Order Entry (ABC) 4/12/2007						
Order Num	Order Number 0000230 C [0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0						
<u>1</u> . Head	1. Header 2. Address 3. Lines 4. Totals						
Tickets) 🇞 🕻	1 (H) - -	Quick Row				—————————————————————————————————————
	lti	em Code	Ordered	Back Ordered	Unit Price	Extension	C
1	RENTA	KIT 🔍	2.00	.00	900.000	1,800.00	
2			.00	.00	.000	.00	
4							Þ
Desci	ription	SECRETARY	ESK ENSEMBLE	- -			
Warel	Warehouse RNT						
U/	/M	EACH					
Shipped .00							
Total Amount 1,800.00							
Quick Print 🚯 Recalc Price 🔒 💿							

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.

ß	🔚 Sales Order Entry (ABC) 4/12/2007								
	Order Number 0000230 Image: Compute state								
	Tickets) 🗞 🕽	0 00 · 😒 ·	Quick Row	2 😥	₽ L		. 695	•
Ιſ		lt	em Code	Ordered	Back Ordered	Unit Price	Extension		Ce 📗
	1	7C		.00	.00	.000	.00	RENTAL_KIT	
	2	ITEM_R	ENT	4.00	.00	82.000	328.00		
	3	RENTA	L_SERIAL	4.00	.00	66.025	264.10		
	4	RENTIT	EM	2.00	.00	87.000	174.00		
	5			.00	.00	.000	.00		
								•	
	Description HON 2 DRAWER LETTER FLE W/ LCK								
	Warehouse RNT								
	U/M EACH								
	Shipped .00								
1	Available Quantity in this Warehouse is 10 EACH Total Amount 766.10						10		
Qu	Quick Print 🛞 Recalc Price								

Invoice Data Entry

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

Rental Orders <u>cannot be shipped</u> and invoiced with the **Shipping Data Entry** program.

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

🔚 5/0 Invoice Data Entry (ABC) 2/21/2007						
	9 🕑 🕑 🗒). Lines 🔰 <u>4</u> . Totals 🗍	Defaults Customer Credit				
Invoice Date 2/21/2007 Invoice Type Standard Invoice Sales/Rental Order Number 0000187 Image: Complex						
Order Status New Ship Date 2/20/2007 Due Date 3/23/2007 Discount Date 2/21/2007 Warehouse 002 WEST WAREHOUSE Sales Tax Schedule CA California	Apply to Inv # Ivine Water Ship To Addr 2 Ivine Water Terms Code 01 Net 30 Days Ship Via UPS BLUE Ivine Water Confirm To Terry Stafford E-mail tonys@avnet.com Comment Salesperson Split Comm. No Split Comm. Split Comm	FOB Tracking				
Fax No.	Batch Fax	pt <u>C</u> ancel Delete 🛃 ② ;				

Select a Sales Order that contains Rental Lines.

<u>1</u> . Hea	der 2. A	ddress	🕙 🕙 💽 🕲 🗓 <u>3</u> . Lines		_	efaults	
<u> </u>			- I.	1			
Fickets	🔊 🗞 🕅	• +	Quick Row	5 🎾			- (= (= - -
	ltem C	ode	Ordered	Shipped	Unit Price	Extension	0
1	RENT_ITEM		5.00	5.00	127.070	762.42	
2	1001-HON-H	252	3.00	3.00	84.000	252.00	
3	RENTAL_SE	RIAL	2.00	2.00	69.500	278.00	
4	RENTAL_SE	RIAL	3.00	3.00	69.500	208.50	
5		9	.00	.00	.000	.00	
∢ [•
Desc	ription						
	shouse						
U/M							
Back Ordered .00							
						Total Amount	1,500.92

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.

🚮 Sage	MA5 90	×
?	Do you want to ship the complete sales order ?	
	Yes No	

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

5/0 Inv	o. 0100066) 2/21/2007]	refaults	omer) Credit
<u>1</u> . Head		<u>3</u> . Lines	4. Totals			5
Tickets	🗞 (A) (A) - 😒 -	<u>Q</u> uick Row	1 😥	P [_]](:@ ₽•
	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	
•						Þ
Comp	ponent		<u> </u>			
	ToBill		10.00			
Units To Be Billed .00						
Billing	Periods		2 🔽			
					Total Amount	2,009.20
Quic <u>k</u> Prin	t 🔗			Accept	Cancel	

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).

5/0 Inv Invoice N	voice Data Entry (AB o. 0100067 😳 [*	C) 2/21/2007		[efaults	omer) Credit
<u>1</u> . Head	der <u>2</u> . Address	<u>3</u> . Lines	4. Totals			Ş
Tickets	🇞 H) H) - 🐼 -	Quick Row	1 🞾	P [8](∃ @ ₽∙
	Item Code	Ordered	Shipped	Unit Price	Extension	Cd
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	
•						Þ
	oonent To Bill		6.00			
) Be Billec Periods		.00 2 🔽			
					Total Amount	1,500.92
Quic <u>k</u> Prin	t 🖪			Accept	<u>C</u> ancel	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.

/oice N						efaults	mer C <u>r</u> edit
<u>1</u> . Hea	der	<u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals			
ickets	N 🗞 🕅) (f) - 🐼 -	Quick Row	3 🎾	P		'de Ge ≅, •
ickets) % UR			0	🖓 🎟	12 _	
	lt	em Code	Ordered	Shipped	Unit Price	Extension	
1	RENT_	ITEM	5.00	5.00	127.070	1,270.70	
2	1001-H	DN-H252	3.00	3.00	84.000	252.00	
3	RENTA	L_SERIAL	2.00	2.00	69.500	278.00	
4	RENTA	L_SERIAL	3.00	3.00	69.500	208.50	
5	1001-H	DN-H252LK	3.00	3.00	87.000	261.00	
6			.00	.00	.000	.00	
•]
Desc	ription	MODEM 300		_			
Ware	ehouse	RNT					
U	/M	EACH					
Back	Ordered			.00 💌			
						Total Amount	2,270.20

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

🔚 Tickets Data Entry	<u>? ×</u>
Original Qty Ordered 2 OK Ticket # 1111111 Date Undo Qty Shipped 1.00 Del	Qty to be Returned 2
Date Ticket # Qty Shipped 02/20/2007 1111111 1.00 02/20/2007 NONE 1.00	Date Ticket # Qty Returned
Remaining Qty To Ship 0	Remaining Qty to Return 2
	<u>Accept</u>

Sales O Irder Nun <u>1</u> . Head	nber [cry (ABC) 2/22 0000187 2. Address) () Next Totals	Copy from)	e <u>f</u> aults Cus <u>i</u>	omer) Credit
Tickets) 🗞 🖡	î (f) - 🐼 -	Quick Row	1 🎾	P [_		
	lte	em Code	Ordered	Shipped	Back Ordered	Unit Price	Extension
1	RENT_I	TEM	5.00	5.00	.00	127.070	1,270.70
2	RENTAL	L_SERIAL	2.00	2.00	.00	69.500	278.00
3	RENTAL	L_SERIAL	3.00	3.00	.00	69.500	208.50
4			.00	.00	.00	.000	.00
∢ Endin	g Date	2/27/2007					Þ
	- Periods			2			
	Ordered			10.00			
Units Billed 10.00							
						Total Amount	1,757.20

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.

40

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 []' (e) (f) (f) <th(f)< th=""> (f) (f)</th(f)<>	Defaults Customer
Return Date 2/27/2007	Sales/Rental Order Number 0000187 🔍
Customer No. 01-AVNET Avnet Processing Co	orp Cust P0
Start Date 2/20/2007 End Date 2/20/2007 Status New Whse RNT Warehouse for rent Confirm To Sales Tax California	e O1 Net 30 Days UPS BLUE FOB Terry Stafford
	<u>Accept</u>

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

🚮 Sage	MA5 90	×
2	Do you want to return rental lines completely?	
	Yes No	

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

eturn Ni <u>1</u> . Hea					Defaults Custome
Tickets)	Quick Row	1 😥		ॡ ≅(:1 6 ₽,•
	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
•					
	·	ER LETTER FLE W			
	house RNT				
U/M EACH					
Starting Date 2/20/2007					

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

👫 (Return) Serial No I	Distributio	on Entry		<u>? ×</u>
Item RENTAL_SERIAL	MODEN	M 300		U/M EACH
Serial Number 00-03	Q [Available 1.00	Distribute	<u>O</u> K Undo
Serial Number 00-03 01-02	Status RNT RNT	Available 1.00	Distribute 1.00 1.00	<u>R</u> ange
	D)istribution Balance	e .0	0
				Accept

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	? X
Qty to be Returned 5 OK Ticket # 0013 Date 02/27/2007 Undo Qty Returned 5.00 Del	Original Qty Ordered 5
Date Ticket # Qty Returned 02/27/2007 0013 5.00	Date Ticket # Qty Shipped 02/20/2007 000111 4.00 02/20/2007 000112 1.00
Remaining Qty to Return 0	Remaining Qty To Ship 0
	<u>Accept</u>

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	Image: Copy from Defaults Customer Credit s 4. Totals Image: Copy from Image: Customer
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	Ship To Addr 2 Irvine Warehouse Terms Code 01 Net 30 Days Ship Via UPS BLUE FOB Confirm To Terry Stafford Image: Comparison of the stafford of th
Print Order Print Pick Sheets	Fax No. (949) 753-7880 Batch Fax 🔽
Quick Print	Accept Cancel Delete 🖶 🔇

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

Rental Informa	tion 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				
		<u>(</u>	<u>0</u> K <u>C</u> ar	ncel

🖫 Sales Order Entry (ABC) 3/23/2007						
Order Number 0000217 Image: Marcology Copy from Defaults Customer Credit 1. Header 2. Address 3. Lines 4. Totals Image: Address Image: Address						
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	
4						
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	
Quic <u>k</u> Print 🥐 Recalc Price			Accept	<u>C</u> ancel	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).

R	🖡 Rental Informa	tion Entry			<u>?</u> ×
	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	e W			
	Bill Freq Periods	7			
				<u>0</u> K <u>C</u> ar	ncel

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		Stand	ard/Back Orders 💌				Batch	000	123	ഷ
Ship Invoice Complete		Stanu					aton	000	23	ייבו
Select Expired Orders Select Orders on Hold										
				[Bill Frequen	cy Code	e for Re	ental I	tems	W
Select Field	Operand		Value							
Select Field Sales Order Number	Operand Equal to	-	Value 0000217	Q,						
				Q						
Sales Order Number	Equal to	-		Q						
Sales Order Number Sales Order Date	Equal to All	•		Q						
Sales Order Number Sales Order Date Customer Number	Equal to All All	•		Q						
Sales Order Number Sales Order Date Customer Number Salesperson	Equal to All All All	•		G						

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

S/O Invoice Data Entry (ABC)) 3/23/2007	Batch 0002	4 rj (C	re <u>f</u> aults)	tomer) Credit
<u>1</u> . Header <u>2</u> . Address	<u>3</u> . Lines	4. Totals			5
Tickets 🗞 🕅 🕅 🔹 🖏 🔹	Quick Row	2 🎾	P	2	_64₽.
Item Code	Shipped	Unit Price	Extension	Comment	Units Billec
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					
Units To Bill		126.00			
Units To Be Billec		105.00			
Billing Periods		42 🗸			
				Total Amount	1,995.00
Quic <u>k</u> Print 🚯			Accept	Cancel	Delete

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			? <u> </u>
Item Number RENTAL_SER	RIAL 🔍 Description	MODEM 300	
Warehouse Code 🛛 RN 🔍 Wa	arehouse for rent		
Serial Number 01-02	Q		Show History
Current Status - STK /In Status Status End Comment	n Stock/ dDate		<u>D</u> k <u>U</u> ndo 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	? <u> </u>
Item Number RENTAL_SERIAL 🔍 Description MODEM 300	
Warehouse Code RN 🔦 Warehouse for rent	
Serial Number 01-02	<u>S</u> how History
Current Status - STK / In Stock/ Status Repair Start Date 03/23/2007 End Date 03/28/2007 Comment Sent to John for repair	k ndo el
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	r 📗
	End
AB	IC 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	<u>S</u> how History
Current Status - STK /In Stock/ Status Repair Start Date 03/23/2007 End Date 03/28/2007	<u>k</u> <u></u> Indo
Comment Sent to John for repair	Del
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 rep	Dair
	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.

Current Status - RNT /On Rent/ Status	Item Status	s Maintenanc	e				? _ 🗆 :
Serial Number 00-01 Show Histor Current Status - RNT /On Rent/ Status Start Date End Date End Date Comment Code Description Order No. Start Date End Date Comment RNT On Rent RNT On Rent O000185 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 Cust#01-ABF, Ord#0000220	Item Number	RENTAL_	SERIAL 🔍	Description	MODEM 300		
Current Status - RNT /On Rent/ Status	Warehouse Co	ode RN 🔍	Warehouse for r	rent			
Status Image: Construction of the state of the sta	Serial Number	00-01	Q				Show History
Start Date End Date Comment Image: Comment Code Description Order No. Start Date End Date Image: Comment 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	Current St	atus - RNT	/On Rent/				
Start Date End Date Comment Image: Comment in the image: Co	Status	9					<u>k</u>
Comment Order No. Start Date End Date Comment 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	Start Date		End Date				Undo
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	Comment						Del
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	Code Desc	cription	Order No.	Start Date	End Date	Comment	
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							
RES Reserved 0000220 03/23/2007 03/23/2007 Cust#01-ABF, Ord#0000220							
ABC 3/23/20		ച്ച					End

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	? <u> </u>
Item Number RENTAL_SERIAL 🔍 Description MODEM 300	
Warehouse Code NT 🔦 Warehouse for rent	
Serial Number 00-03	<u>S</u> how History
Current Status - STK /In Stock/ Status Repair Start Date 03/23/2007 End Date 03/28/2007	Qk Undo Del
Code Description Order No. Start Date End Date Comment	
REP Repair 03/23/2007 03/28/2007	
	End
AE	3C 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:

👫 Sage MAS 90	×
Save deleted line in history?	
Yes No	

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

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

🚮 Item Status M	aintenance					? <u> </u>
Item Number	RENTAL_SEF	RIAL 🔍	Description	MODEM 300		
Warehouse Code	NT 🔍					
Serial Number	00-03	Q				Hide History
Code Descript RNT On Rent REP Repair		Order No. 0000187	Start Date 02/20/2007 03/23/2007	7 02/27/2007	Comment Cust#01-AVNET	, Ord#0000187
	١				<u>D</u> elete	End
						ABC 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.

👫 Invoice History Inquiry (ABC)	3/15/2007	
Invoice No. 0100088 😳 📢 🔇 <u>1</u> . Main <u>2</u> . Lines	Image: Weight of the state Type Image: Weight of the state 3/15/2007 Source S/0 Order No. 0000215	7 Current Tax Detail Split Comm Shipping
Line No. Item Code	Item Description S HON 2 DRAWER LETTER FLE W/ LCK	ihipped Unit Price in the second seco
		Tickets

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

🔚 Tickets Data Entry	<u>? ×</u>
Date Ticket # Qty Shipped 03/15/2007 00011 4.00	Date Ticket # Qty Returned

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.

(iii	Ren	tal Re	eturn	History	Inquiry ((ABC) 3/1	5/2007							_ 🗆 🗙	J
F	Returi	n Num	iber 🛛	0000001	, (D								
	1. F	leade	r]	<u>2</u> . Lin	es)										
					1									1	
	L	Ite	em Coo	le	Item Des	On Rem	it Returne	d Remai	W	Sta	End	Missing	Damag		
	1	RE	NT_IT	ГЕМ	HON 4 D. HON 2 D.	4	1.(0 3	RNT	2/27	3/27/ 3/27/	2.00 1.00	1		l
	3			-™ 4_RE	MODEM .						3/277	.00			I
															l
															l
															l
															l
															l
															l
															l
											_				l
	1														l
														<u>o</u> k ,	:

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.

View Invoice History Printing - 🗆 🗵 × 😂 🏡 100% 💽 🛛 🖪 🔺 1 / 1 A crystal 📲 Preview ABC Distribution and Service Corp 0100081-IN 2/27/2007 0000212 2/27/2007 0200 01-AVNET Avnet Processing Corp 3361 W. Kenosha Irvine Warehouse 56 Technology Building two IRVINE, CA 92618 Powers Building Suite 100 Racine, WI 53120 Terry Stafford UPS BLUE Net 30 Days Bill Code: Week RENT_ITEM EACH 4.00 20.00 0.00 126.000 2,520.00 HON 4 DRAWER LETTER FLE W/O LK Starting Date: 2/27/2007 Ending Date: 3/27/2007 Whse: RNT 20.00 Z II. III RENTITEM EACH 2.00 10.00 0.00 87.000 870.00 Starting Date: 2/27/2007 HON 2 DRAWER LETTER FLE W/ LCK Whse: RNT Ending Date: 3/27/2007 10.00 10.00 0.00 SERITEM RENT 1,650.000 EACH 1.00 5.00 0.00 8,250.00 MODEM 9600 (SYNCHRONOUS) Starting Date: 2/27/2007 Ending Date: 3/27/2007 Whse: RNT 5.00 5.00 0.00

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	3/15/2007		×
Form Code STANDARD Description Preprinted Laser	Q	Select <u>C</u> lear <u>D</u> esigner	
Number of Copies 1 💌	Collated 🔽	Multi-Part Form Enabled	ļ
<u>1</u> . Main <u>2</u> . Select			1
Select Field	Operand	Value	
Order Number	All	•	
Warehouse Code	Begins with	- BNT 💊	
Wigserver\HP LaserJet 1022	•	Alignment <u>Prev</u> iew <u>S</u> etup (?)]

Here is an example of printout:

		/ 1	▶ ▶] #			crysta
riew					LILIILOUI	
Avnet Processing Corp 3361 W. Kenosha Powers Building Suite 100				Irvine Warehouse 56 Technology Building two	0200 01-AVNET	
Suite 100 Racine, WI 53120				IRVINE, CA 92618		
Terry Stafford						
	UPS BLUE			Net 30 Day	's	
2/27/2007 3/27/2007 Week	29.00 5.00 6:45 pm					
RENT_ITEM	EACH	4.00	4.00	0.00	126.000	2,520.00
HON 4 DRAWER LETTE			Whse: RNT			
2/27/2007 3/27/2007	5.00	20.00	20.00	0.00		
RENTITEM	EACH	2.00	2.00	0.00	87.000	870.00
HON 2 DRAWER LETTE		2.00	Whse: RNT	0.00	07.000	070.00
2/27/2007 3/27/2007	5.00	10.00	10.00	0.00		

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 Rep	oort				Designer
Number of Copies	Collated 🔽	Multi-Part Form	Enabled		i Part
<u>1</u> . Main <u>2</u> . Select					
Select Field	Operand	Value			
Return Number	All 🔹				
Deferred	_		<u>P</u> rint	Pre <u>v</u> iew	Setup 💽

/iew Rental Return × 🖨 🏝 🏗 10		1 / 1+	▶ ▶] #				
view							
0000001 0000002							
	Start Date : 2/27/2007 End Date : 3/27/2007 Confirm To : Terry Stafford			Ship Via: Terms Co FOB:	UPS BLUE de: Net 30 Days		
		Unit	Qty On Rent Qty F	leturned	Remaining on Rent	Missing	Damaged
	RENT_ITEM HON 4 DRAWER LETTER F Starting Date: 2/27/2007	EACH LEW/OLK Ending Date: 3/27/201	4.00 WHSE: RNT 07 Comment:	1.00	3.00	2.00	1.00
	RENTITEM HON 2 DRAWER LETTER F Starting Date: 2/27/2007	EACH LE W/ LCK Ending Date: 3/27/201	2.00 WHSE: RNT 07 Comment:	1.00	1.00	1.00	0.00
	SERITEM_RENT MODEM 9600 (SYNCHRON Starting Date: 2/27/2007	EACH	1.00 Whse: RNT	1.00	0.00	0.00	0.00
	 Total		7.00	3.00	4.00	3.00	1.00
	•						

The sum of Qty Missing and Qty Damaged cannot exceed the Qty Remaining on Rent.

Late Rental Listing

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

🚮 Late Rental Listing		<u>?</u> ×
	SALES ORDER LA	TE RENTAL LISTING
Deferred	•	Print Pre <u>v</u> iew Setup (?)

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.

Enter Parameter Values						×
Parameter Fields:						Reset
Date						
Enter Today's Date (MM/D	D/1111)					
Discrete Value	3/15/200	7		-		
	•	March, 3	2007			
	Sun Mon 25 26	Tue Weo 27 28	Thu Fri 1 2	Sat 3		
	4 5	67	8 9	10		
	11 12 18 19	13 14 20 21	22 23	17 24		
	25 26	27 28	29 30	31		
		3 4 lay: 3/15 /	5 6 /2007	7		
			OK		Cancel	

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

		1 /1 ► ►] #				crystal					
Preview 0000179											
		Outstanding Rental Orders as of 3/15/2007									
0000193 0000194 0000200		ltem Outstanding	QTY Outstanding QT	Y Rented	QTY Returned	Rental End Date					
0000202 0000206 0000209	Rental #0000182 Bill to Name: American Bu	isiness Futures									
0000212		RENTITEM	4.00	4.00	0.00	2/24/2007					
0000213 0000214	Rental #0000183										
0000215	Bill to Name: American Bu	isiness Futures									
		RENTITEM	4.00	4.00	0.00	2/19/2007					
	Rental #0000185										
	Bill to Name: Avnet Proce	ssing 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 Proce	ssing 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 Proce	ssing Corp									
						<u> </u>					

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.