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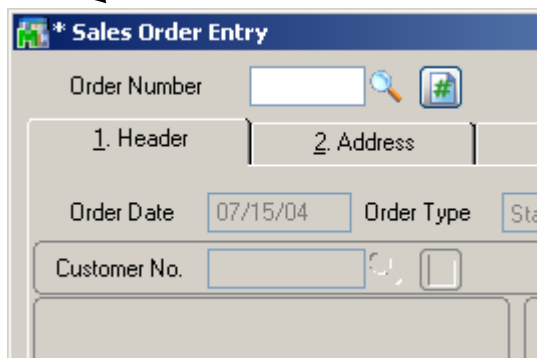
An *asterisk* in a window's title bar indicates that the screen has been modified. This means that **Custom Office** is installed.

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

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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**.

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.

IIG Registration Form can be printed by using the **Print Registration Form** button.

Overview

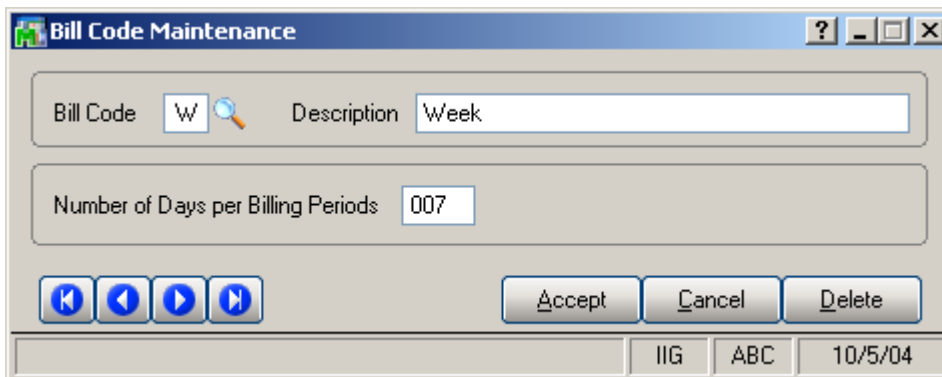**Rental Processing** allows user to:

- 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.

- Enter customer **rental orders** efficiently.

- Invoice the customer for the rental either periodically or all at once.

- Direct the program to **generate invoices automatically** for selected rental orders.

- 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 has been added under the **Sales Order Setup** menu.

The **Bill Codes** are used when billing for rental items. Typically, the Codes represent rental time periods such as a day, week, or month.

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 **Default Rent Whse** field has been added on the **Main**
tab of the **Sales Order Options** screen.

The **Next Automatic Number** fields have been added on
the **Main** tab of the **Sales Order Options** screen, to specify
the **Next Numbers** for **Rental Orders**, **Returns**, **Invoices**.

The **Password to Delete Rental Orders** field has been
added to allow deletion of lines with shipped and either not
returned or not invoiced items.
If no **Password** has been set here, lines with shipped and
either not returned or not invoiced items cannot be deleted.

In the **Rental Order Entry**, when you try to delete a line,
and **Quantity Returned** is less than **Quantity Shipped**, or
Quantity Shipped has not been entirely **billed**, the
program will prompt for **Password**.
The same prompt will be displayed when trying to delete an
order containing such lines.

Note: the lines with no quantity shipped, or with quantity shipped and completely returned, can be safely deleted independent of the password setting.

The **Default Bill Code** field has been added on the **Additional** tab of the **Sales Order Options** screen.

The **Default Bill Code** is suggested by default when creating new Rental Orders.

The **Print Rental Picking Sheets By** field has been added on the **Additional** tab of the **Sales Order Options** screen.

This setting determines the sorting to be used for printing Rental Picking Sheets.

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.

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.

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.

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.

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.

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 **Drill-Down** 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.

Order Number	Customer Number/Name	Start Date	End Date	Whse	Ordered	Shipped	Returned
R000021	01-SHEPARD Shepard Motorworks	10/05/04	11/15/04	000	5.00	3.00	.00
R000022	01-RSSUPPL R & S Supply Corp.	10/05/04	10/05/04	000	4.00	2.00	.00
R000023	02-CAPRI Capri Sailing Ships	10/05/04	10/15/04	000	7.00	6.00	.00

Order Inquiry

Item No. 1000MOD   MODEM

Whse Code 000   CENTRAL WAREHOUSE

Ordered	Shipped	Returned
16.00	11.00	.00

OK

Customer Maintenance

IIG has added a new field to the **Additional** tab of the
Customer Maintenance screen.

Enter the date in the **Insurance Expiration Date** field.

The **Insurance Expiration Date** field also displays the
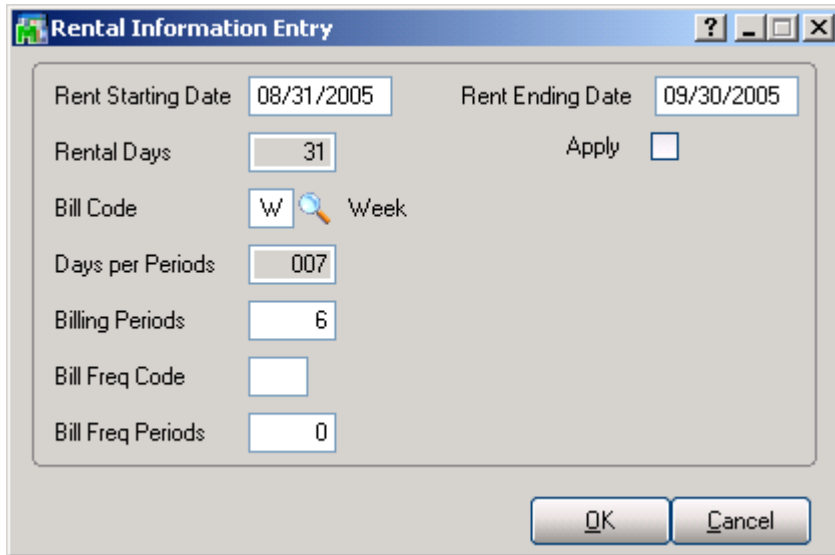date on the **Additional** tab of the **Customer Inquiry**
screen.

Processing Rental Orders

Rental Order Entry

In **Rental Order Entry,** user creates an order to rent one or more items to a customer for a designated period of time.

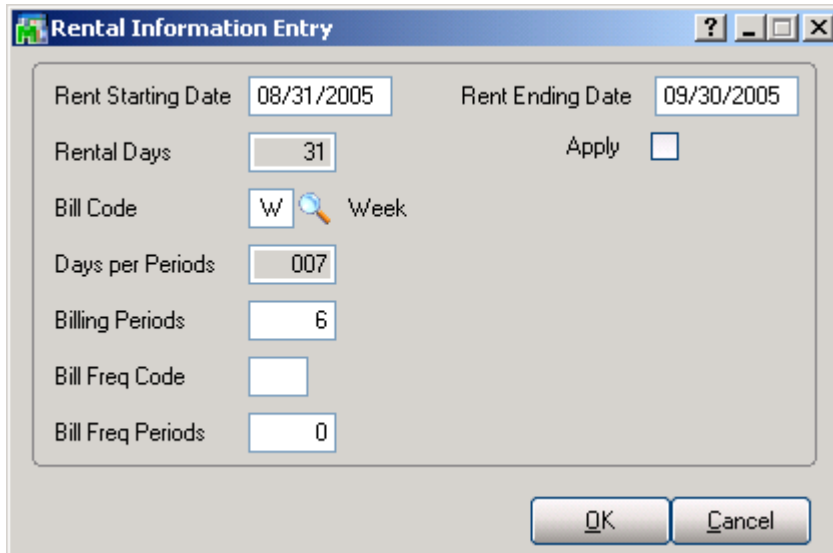After the Customer Number is entered, the **Rental Information Entry** screen is automatically opened. It can be also opened with the **Rental Inf…** button.

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 either new lines only, or to new and all previously entered lines.

Check the **Apply** box to apply the change of the **Rent Ending Date** to all existing lines. If the box is cleared, newly entered lines will display the new setting, but the lines previously entered will not reflect the new **Rent Ending Date**. Note that when applying to entered lines, the rental period can only be extended, not shortened. If the new Ending Date falls before the old Ending Date, the date will not be changed.

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

Assign a **Bill Code** to the order. Based on this code, and the pricing entered in **Inventory Maintenance,** the appropriate price of each item on the order will be determined.

In the **Days per Period** field, the program will display 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.

The **Rental Information Entry** screen can be accessed later by using the **Rental Info** button on the **Header** tab of the **Rental Order Entry** screen.

To enter rental items on the order, use the **Lines** tab.

Start Date
End Date

Bill Periods

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 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 on a Sales Order, where the **Unit Price** represents the price of simply buying the quantity of one item, on a Rental Order, the **Unit Price** represents the price of renting the quantity of one item **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 displays the **Tickets Data Entry** screen for the selected line.

The left part of the window is for delivery, and the right part for pick up tickets. From the **Rental 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.

You cannot enter tickets for quantity exceeding the ordered quantity.

The **Rental Item List** button on the **Lines** tab displays the
Item Status of Rental Items in the **Rental Item List**
lookup.

Clicking the **Zoom** button displays the **Item Status Inquiry** for the selected Serial Number.

When a **serialized** rental item is ordered, user can enter its
Serial Numbers by using the **SN** button next to the **Qty
Ordered** field.

The **Serial Number** lookup lists all the Serial Numbers
with their **Statuses**.
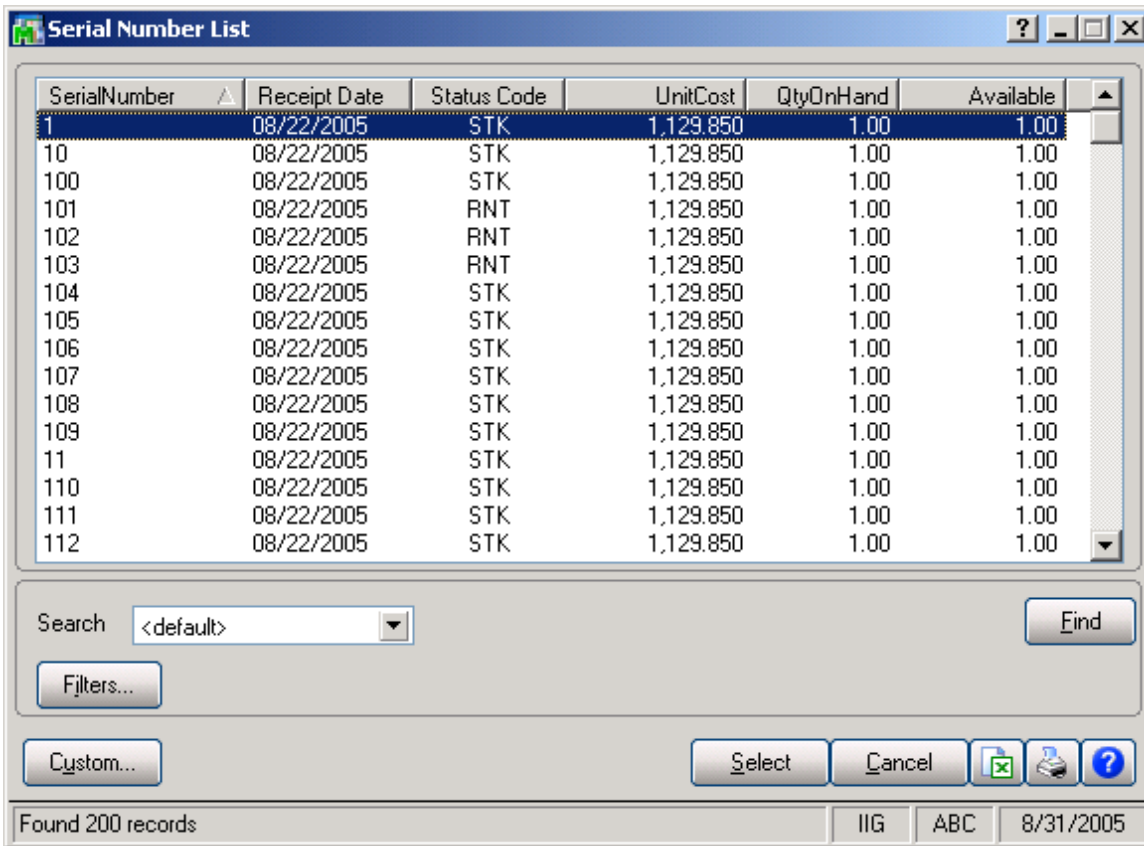
The **Range** button can be used to select multiple serial
numbers, by entering the **Starting** and **Ending** Serial
Numbers.
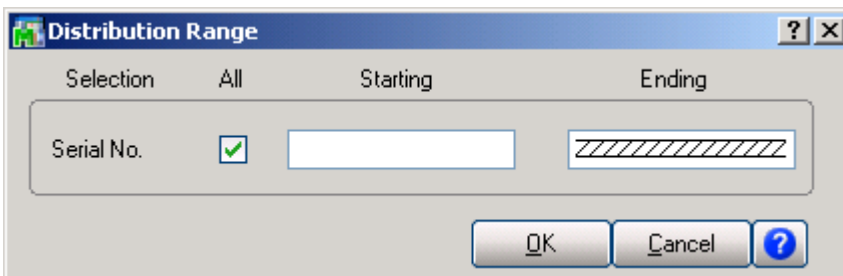
On the **Item Status Maintenance** screen, the **Serial Numbers** distributed in the **(Reserve) Serial Number – Distribution Entry** are displayed as **Reserved** on the Rental Order.

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

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 Reserved on the
Rental Order.

The **Qty Avail Detail** button has been added to the **Lines List** on the **Lines** tab to allow quick access to the **Rental Item Availability by Date** screen.

Date	Qty on R/O	Qty Available
08/31/05	10.00	190.00
09/01/05	10.00	190.00
09/02/05	10.00	190.00
09/03/05	10.00	190.00
09/04/05	10.00	190.00
09/05/05	10.00	190.00
09/06/05	10.00	190.00
09/07/05	10.00	190.00
09/08/05	10.00	190.00
09/09/05	10.00	190.00
09/10/05	10.00	190.00
09/11/05	10.00	190.00

Rental Item Availability by Date

Item No. 1000MOD   MODEM
Whse Code 000   CENTRAL WAREHOUSE

Starting Date 08/31/2005   Ending Date 09/30/2005
Total Qty Avail 190.00

IIG   ABC   8/31/2005

In the **Rental Order Entry** screen, to be able to delete lines with quantity shipped that have not been completely invoiced or returned, you must have a password specified for that purpose in the **Sales Order Options**.

If no password has been specified in the **Password to Delete Rental Orders** field of the **Sales Order Options**, lines with shipped and either not returned or not invoiced items cannot be deleted. If a Rental Order contains such lines, it cannot be deleted.

If you have specified a password, when you try to delete a line, which has **Quantity Returned** less than **Quantity Shipped**, or **Quantity Shipped** not entirely **billed**, the program will prompt for password.
The same prompt will be displayed when trying to delete an order containing such lines.
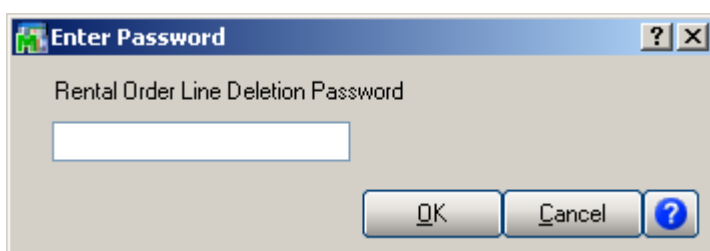
The line will be deleted after you type in the correct password and click **OK**.

Note: the lines with no quantity shipped, or with quantity shipped and completely returned, can be safely deleted independent of the password setting.

Invoice Data Entry

Rental Orders can be invoiced using the same screen used
for Sales Orders (**Invoice Data Entry**).

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.

Click the newly added **RNT** button to start an invoice for a
Rental Order.

Rental Invoice Numbers start with **R**.

You can select only Rental Orders in the **Serial/Rental
Order Number** field, for Rental Invoices.

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

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

In our example, the line had five (5) ordered, but only three (3) shipped. Therefore, the **Units to Bill** is **Quantity Shipped (3) x Billing Periods (6)** totaling **18.** The **Units Billed** on this invoice is, therefore, set to 18, since the order is being billed completely (and can be changed for partial billing).

However, note that to totally close out this line item 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. The **Unit Prices** will be updated on the order accordingly. If the order has already been partly invoiced, the Unit Prices are no longer allowed to be changed.

No Item can be added to an Invoice, referencing a Rental Order, except for comment lines.

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

Rental Return Entry

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

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

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

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 Rental Order will be deleted from the system.

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

In the **Rental Return 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 **Rental Order Entry**.

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

Auto Generate Rental Invoice Selection

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

These two important fields are the **Bill Frequency Code** and the **Bill Frequency Periods** fields.
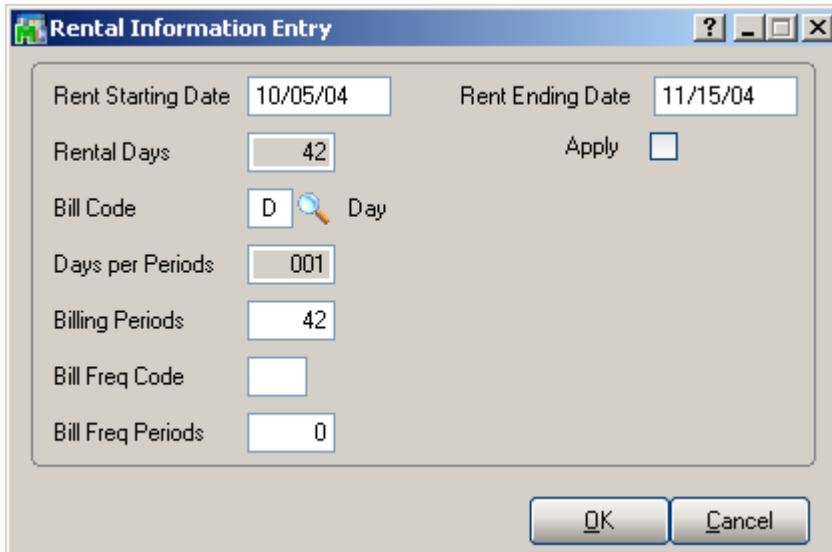
When entering new Rental Order, the **Rental Information Entry** screen is automatically opened. It can be also opened with the **Rental Inf…** button.

Suppose this is a daily rental for the next 42 days.
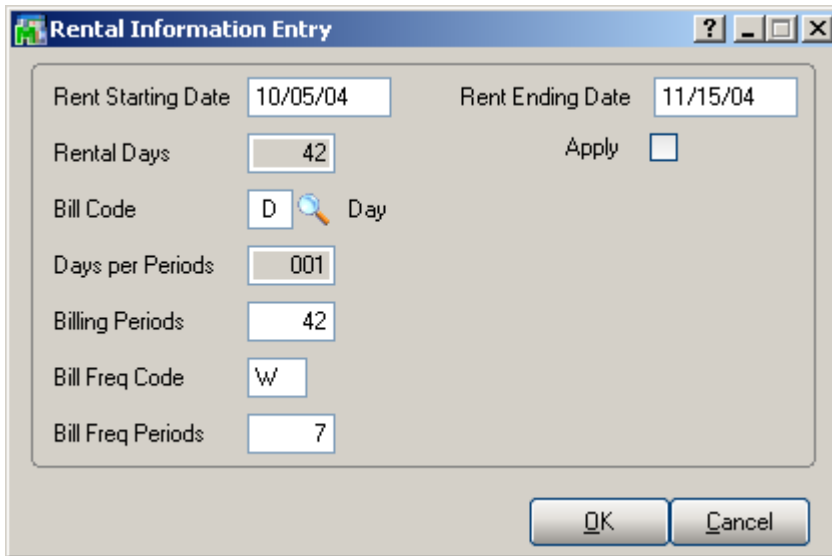
Suppose user does not want to send the customer an invoice every day for this rental. Instead, he wants the program to automatically generate a weekly invoice, billing the customer for seven (7) "billing periods" (in this case, 7 days).

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, the number "7" is placed 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).

Generating Invoices

Using these two codes from **Rental Order Entry,** the program can automatically generate Rental Order invoices in the **Auto Generate Rental Invoice Selection** program under the **Sales Order Main** menu.

In addition to the starting and ending range of dates, user is asked to fill in the **Bill Freq Code**. If user wants to have the program create invoices for all Rental Orders with a particular **Bill Freq Code**, the code is entered at this time.

By filling in the **Bill Freq Code** with "W", user tells the program to generate necessary invoices for all Rental Orders (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.**

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.

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

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.

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

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.**

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.

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

Inquiries and Printings

Inventory Rental Inquiry

The **Sales Order Inquiry** has been replaced with the
Rental Order Inquiry on the **Inquiry** tab of the
Inventory Maintenance and **Inventory Inquiry** screens,
for Rental Items.

Checking the **Rental Order Inquiry** box lists the Rental
Orders. You can use the **Zoom** button to open the selected
order in the **Rental Order Inquiry** screen.

Rental Return History Inquiry

The **Rental Return History Inquiry** program has been
added under the **Sales Order Inquiries** menu.

Rental Return History Inquiry

Return Number 000009

1. Header | 2. Lines | User ID IIG

Item Number | Description
1000MOD | MODEM

Qty Missing 0.00 | Qty Damaged 0.00 | Code

Whse	U/M	Start Date	End Date	Qty On Rent	Qty Returned	Qty Remaining
000	EACH	10/05/04	10/15/04	6.00	6.00	0.00

Line	Item Number	Description	Qty On ...	Qty Retu...	Qty Rem...
00000	1000MOD	MODEM	6.000	6.000	0.000

OK

IIG | ABC | 10/6/04

Rental Return Printing

The **Rental Return Printing** has been added under the
Sales Order Main menu.

Rental Order Printing

The **Rental Order Printing** has been added under the
Sales Order Main menu.

After printing or previewing the selected Rental Orders, the
program prompts to print the Rental Sheets:
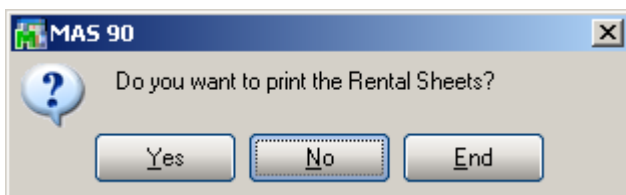
The **Rental Sheet Printing** is similar to the **Picking Sheet Printing**.
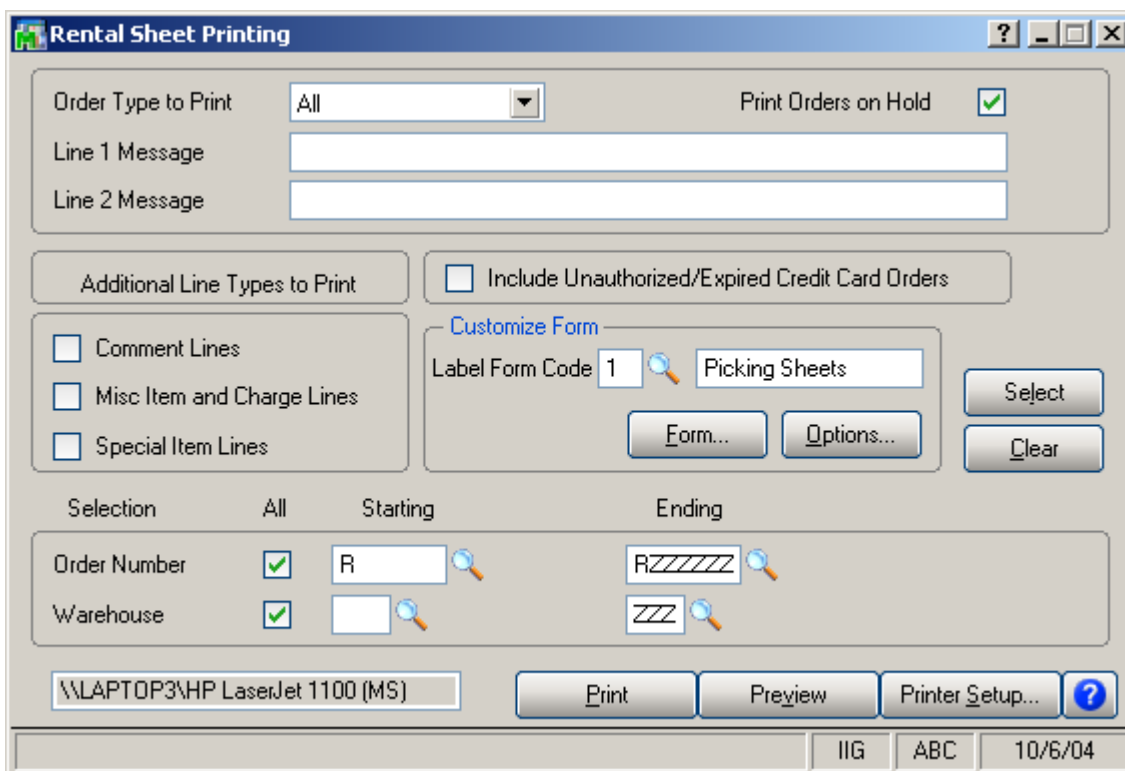
Here is an example of the Rental Sheet printout:

```
Rental Sheet Printing                                                    _ □ X

                              *RENTAL SHEET*                        PAGE:  1


    WAREHOUSE:  000 CENTRAL WAREHOUSE

    ORDER NUMBER:  R000013                          ORDER DATE:  10/04/04
     CUSTOMER NO:  02-0000000                       SALESPERSON:  0200

    SOLD TO:                              SHIP TO:
    American Business Futures             American Business Futures
    2131 N. 14th Street                   Racine Warehouse
    Suite 100                             5411 Kendrick Place
    Milwaukee           WI 53205-1204     Racine              WI 53120
    CONFIRM TO:  John Quinn

  ------------------------------------------------------------------------
  CUSTOMER P.O.    SHIP VIA        F.O.B           TERMS
                   UPS BLUE                        Net 30 Days
  ------------------------------------------------------------------------
  LOCATION    ITEM NO.        UNIT   ORDERED    SHIPPED
  ------------------------------------------------------------------------
         R1                   EACH    10.00     _____
    HON 2 DRAWER LETTER FLE W/O LK




  ◄◄ ◄   Page:1   ► ►►  🔍 ⚙                                        🖨 ❓
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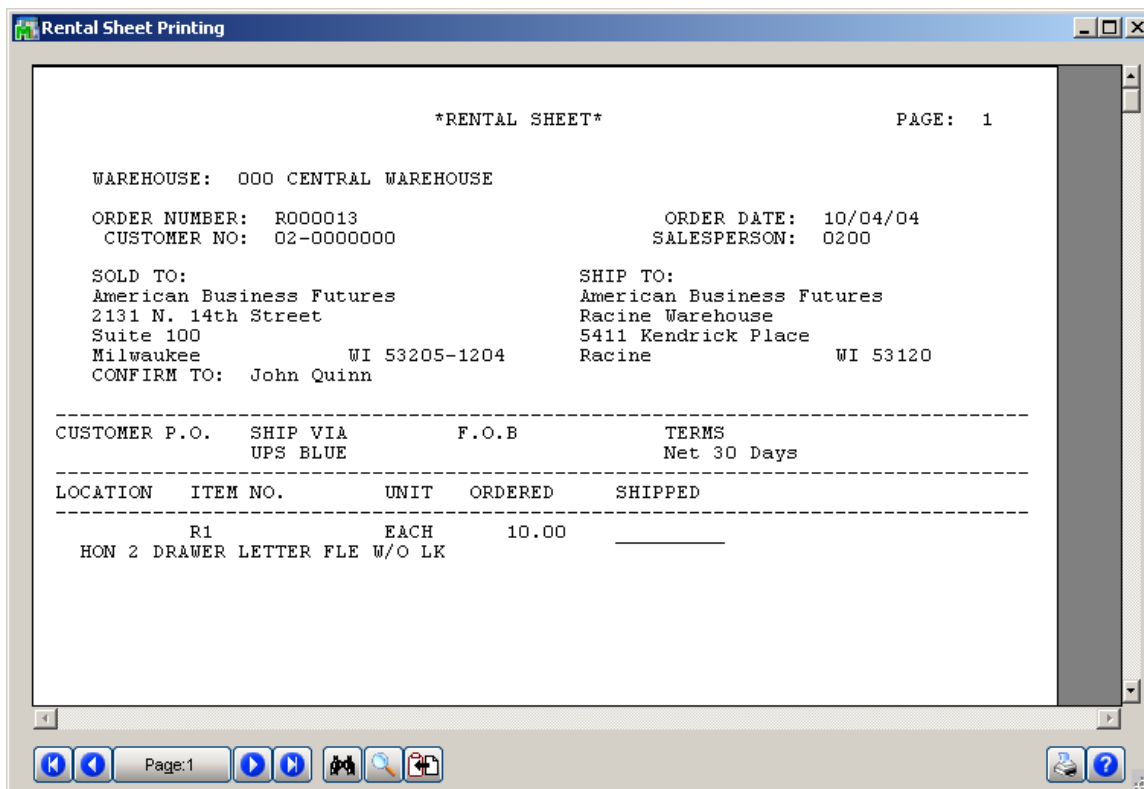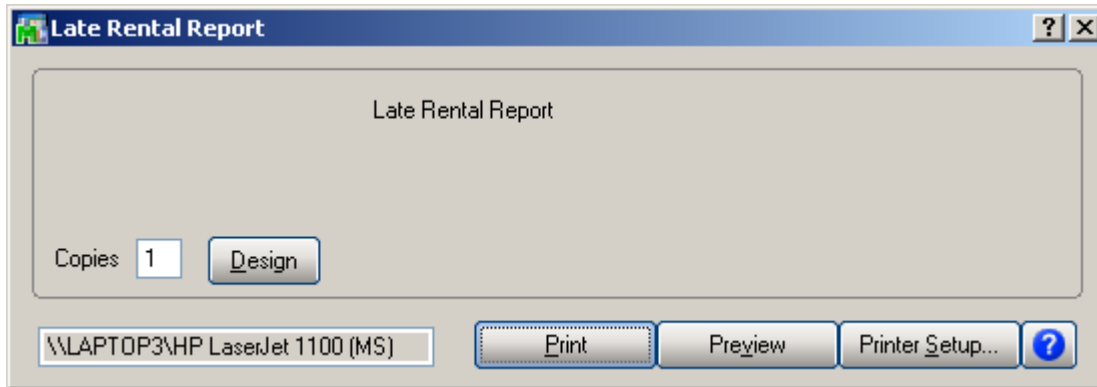
Created 1/28/2005 2:10 PM   Last Updated 9/1/05 11:05 AM

Late Rental Report

The **Late Rental Report** program has been added under
the **Sales Order Custom 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.

Here is an example of printout: