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Rental Processing For MAS 90/200

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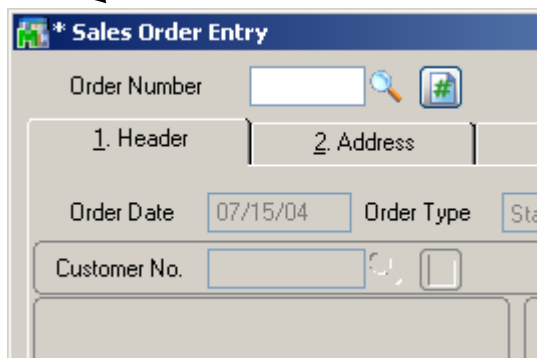
Installation Instructions and Cautions

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**.

The screenshot shows the 'IIG Master Developer Enhancement Registration' window. It includes a 'Registered Customer' field with the value 'Customer'. The 'Registration Information' section contains several input fields: 'Reseller Name' (empty), 'Serial Number' (1111111111), 'Customer Number' (222222222), 'User Key' (33333333333333333333), and 'Product Key' (CCCCC, DDDDD, EEEEE, FFFFF, GGGGG). Below this is a table with columns: Enhancement, Level, Release Date, Serial Number, and Unlocking Key. The table contains one row: 'IIG Enhancement Name', 4.00, 07/19/04, AAAAAAAAAAAAAAAAAA, BBBBBB. At the bottom, there are buttons for 'Print Registration Form', 'Close', 'OK', and 'Undo'. A status bar at the very bottom shows 'ABC' and '7/19/04'.

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:

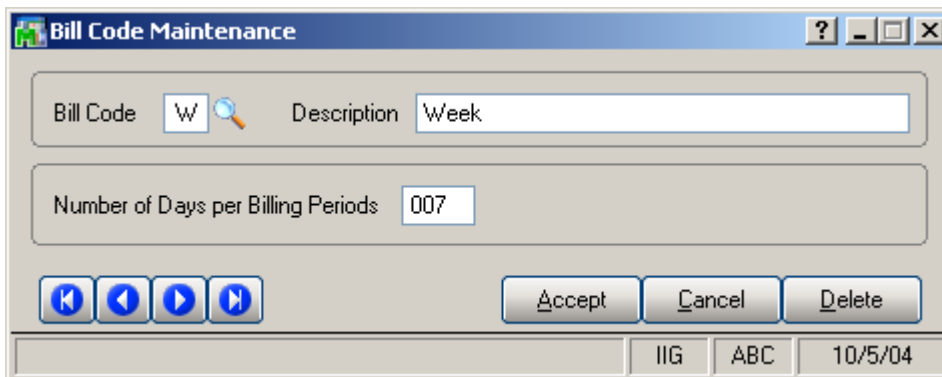
- Separate inventory into items for **rent** and items for **sale**.
- Establish different **pricing** for rental items based on the length of the rental period.
- Determine the **available quantity** for a rental item for a requested rental period.
- Enter customer **rental orders** efficiently.
- Invoice 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.

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.



The screenshot shows a Windows-style dialog box titled "Bill Code Maintenance". It features a search bar with "W" and a magnifying glass icon, and a description field containing "Week". Below this is a field for "Number of Days per Billing Periods" with the value "007". The dialog includes navigation buttons (Home, Back, Forward, End) and "Accept", "Cancel", and "Delete" buttons. A status bar at the bottom displays "IIG", "ABC", and "10/5/04".

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 screenshot shows the 'Sales Order Options' window with the 'Main' tab selected. The 'Default Rent Whse' field is circled in blue. An arrow points to the 'Next Automatic Rental Order Number' field.

Field Name	Value
Default Warehouse	001 EAST WAREHOUSE
Use Alt Warehouse for Out of Stock Items	<input checked="" type="checkbox"/>
Default Rent Whse	000 CENTRAL WAREHO
Current Sales Order Calendar Year	2003
Current Sales Order Period	05
Allow Addition of New Items During Data Entry	<input checked="" type="checkbox"/>
Allow Discount Rate by Detail Line	<input checked="" type="checkbox"/>
Password Required to Override Price	
Check for Quantity on Hand During Data Entry	<input checked="" type="checkbox"/>
Default Special Items to Drop Ship	<input checked="" type="checkbox"/>
Allow Customer Memo Inquiry from Entry	Yes
Credit Limit Margin to Print Warning	50.00
Split Commissions Between Salespersons	<input checked="" type="checkbox"/>
Use Shipping Code to Calculate Freight	Actual
Next Automatic Sales Order Number	0000178
Next Automatic Invoice/Shipping Number	0100060
Include Backordered Lines on Back Order Reports	<input type="checkbox"/>
Password to Delete Rental Orders	DLRNTL
Next Automatic Rental Order Number	000021
Next Automatic Rental Return Number	000004
Next Automatic Rental Invoice Number	000002

Buttons: Accept, Cancel, Help, ?

Footer: IIG ABC 10/5/04

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 screenshot shows the 'Sales Order Options' window with the 'Additional' tab selected. The window is divided into several sections:

- Printing Options:**
 - Post Sales to G/L by Division: Yes (dropdown)
 - Post Customer Deposits by Division:
 - Print Sales Orders:
 - Print Picking Sheets By: Bin Location (dropdown)
 - Include Kit Items on Picking Sheets:
 - Print Rental Picking Sheets By: None (dropdown)
 - Print Shipping Labels:
 - Default Number of Shipping Labels per Order: (text box)
 - Print Daily Drop Ship Report:
 - Print COD Labels:
- Default Bill Code:** W (text box)
- Account Settings:**
 - Customer Deposits Account: 201-00-00 (text box)
 - Default Special Item Sales Account: 400-01-01 (text box)
 - Default Special Item COGS Account: 450-10-00 (text box)
 - Special Item Purchases Account: 450-01-00 (text box)

Buttons at the bottom include 'Accept', 'Cancel', and a help icon. The status bar shows 'IIG ABC 10/5/04'.

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.

The screenshot displays the 'Inventory Maintenance' window for item '1000MOD' (MODEM). The interface includes a navigation bar with tabs for '1. Main', '2. Options', '3. Transactions', '4. Inquiry', and '5. Cost Detail'. The 'Main' tab is active, showing various fields for item configuration:

- Item No.:** 1000MOD
- Description:** MODEM
- Product Line:** DC (DATA COMMUNICATIONS)
- Product Type:** Finished Good
- Valuation:** Serial
- Price Code:** MOD1
- Procurement:** Buy
- Primary Vendor:** 01-UNITED (United Computers)
- Weight:** 3
- Volume:** .0000
- Standard U/M:** EACH
- Purchase U/M:** EACH, No. Of: EACH, 1
- Sales U/M:** EACH, No. Of: EACH, 1
- Default Whse:** 000
- Inventory Cycle:** [Empty]
- Item Type:** Rental (dropdown menu also shows Sales)
- Internet Enabled:** Rental (dropdown menu also shows Sales)
- Warranty Code:** [Empty]
- Last Rcpt:** [Empty]
- Last Sold:** [Empty]
- Costs:** Total: .000, Item: .000, Allocated: .000
- Prices:** Retail Price: 1,650.000, Std Cost: 1,129.850, Std Price: 1,650.000, Avg Cost: .000

Buttons for 'Renumber', 'History...', 'Alias...', 'Quantity...', 'Alternate...', 'IT Item...', 'Sale Info...', 'Pricing...', 'Lot/Serial...', and 'Vendors...' are available. At the bottom, there are navigation arrows, 'Accept', 'Cancel', 'Delete', and a help icon. A status bar at the very bottom shows 'Choose item type', 'ABC', and '1/28/05'.

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.

Step	From Quantity	To Quantity	Unit Price
1	1	999999	100.000
2			.000
3			.000
4			.000
5			.000

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.

Item No.		1000MOD	
Warehouse Code		000	CENTRAL WAREHOUSE
Item Inventory Status			
Unit of Measure	EACH	Qty on Hand	0.00
		Qty on Purch Order	0.00
		Qty on Work Order	0.00
		Qty On Rent	0.00
		On Hand less in Shipping	0.00

Bin Location	
Reorder Method	Economic Quantity
Economic Order Qty	0.00
Reorder Point	0.00
Minimum Order Qty	0.00
Maximum On Hand	0.00

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 Availability by Date

Item No. 1000MOD MODEM
Whse Code 000 CENTRAL WAREHOUSE

Starting Date 10/05/04 Ending Date 10/11/04
Total Qty Avail 95.00

Date	Qty on R/O	Qty Available
10/05/04	5.00	95.00
10/06/04	5.00	95.00
10/07/04	5.00	95.00
10/08/04	5.00	95.00
10/09/04	5.00	95.00
10/10/04	5.00	95.00
10/11/04	5.00	95.00

IIG ABC 10/5/04

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 Item Availability by Date

Item No. MODEM
 Whse Code CENTRAL WAREHOUSE

Starting Date Ending Date
 Total Qty Avail

Date	Qty on R/D	Qty Available
10/01/04	0.00	100.00
10/02/04	0.00	100.00
10/03/04	0.00	100.00
10/04/04	0.00	100.00
10/05/04	5.00	95.00
10/06/04	5.00	95.00
10/07/04	5.00	95.00
10/08/04	5.00	95.00
10/09/04	5.00	95.00
10/10/04	5.00	95.00
10/11/04	5.00	95.00
10/12/04	5.00	95.00

IIG ABC 10/5/04

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.

Order Inquiry

Item No. MODEM
 Whse Code CENTRAL WAREHOUSE

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

Ordered: Shipped: Returned:

Buttons:

Use the **Drill-Down** button to get more detailed information about particular order.

Rental Order Inquiry

Order Number

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

Order Date Time Order Type Repeat.No.

Cust. No. Shepard Motorworks Cust PO

Ship Date

Status Reason

Confirm To

Sales Tax

Wisconsin

Ship To Address

Terms Code 2% Ten Days, Net 30 Days

Ship Via FOB

Warehouse CENTRAL WAREHOUSE

Comment

Salesperson Shelly Westland

Split Commission Batch Fax Fax

Print Order Print Pick Sheets No. of Ship Labels

Buttons:

Footer: IIG ABC 10/5/04

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

Order Inquiry [?] [X]

Item No. MODEM

Whse Code CENTRAL WAREHOUSE

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

Ordered: Shipped: Returned:

Customer Maintenance

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

The screenshot shows the 'Customer Maintenance' window for customer '01-SHEPARD' (Shepard Motorworks). The 'Additional' tab is selected. The 'Insurance Expiration Date' field is highlighted with a black arrow pointing to the date '05/01/05'. Other fields include Customer Type, Price Level, Print Dun Message (checked), Statement Cycle (M), Sales Tax Schedule (WI), Primary Credit Card Information (Number, CC Pymt Type, Cardholder Name, Expiration Date), Dflt Pymt Type (NONE), Discount Rate (.000%), and Fin Charge Rate (1.500%).

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.

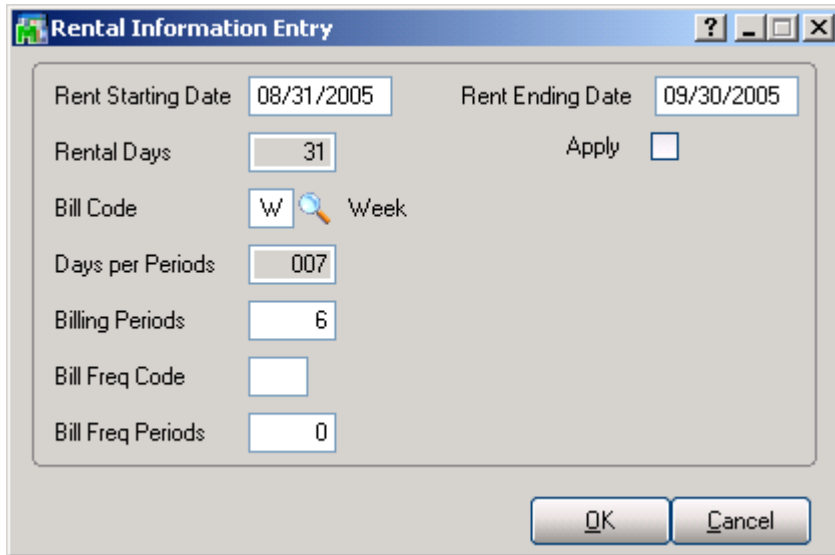
Processing Rental Orders

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.

The screenshot shows the 'Rental Order Entry' window. The 'Customer No.' field is set to '01-SHEPARD' and the customer name is 'Shepard Motorworks'. The 'Rental Inf...' button is highlighted with a blue circle. The 'Order Date' is '10/05/04' and the 'Ship Date' is also '10/05/04'. The 'Status' is 'New' and the 'Whse' is '000'. The 'Ship Via' is 'UPS BLUE'. The 'Salesperson' is '0200' (Shelly Westland). The 'Print Order' and 'Print Rental Sheets' checkboxes are checked. The 'Ins. Exp.' date is '05/01/05'. The bottom status bar shows 'IIG', 'ABC', and '10/5/04'.

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



Rental Information Entry

Rent Starting Date 08/31/2005 Rent Ending Date 09/30/2005

Rental Days 31 Apply

Bill Code W Week

Days per Periods 007

Billing Periods 6

Bill Freq Code

Bill Freq Periods 0

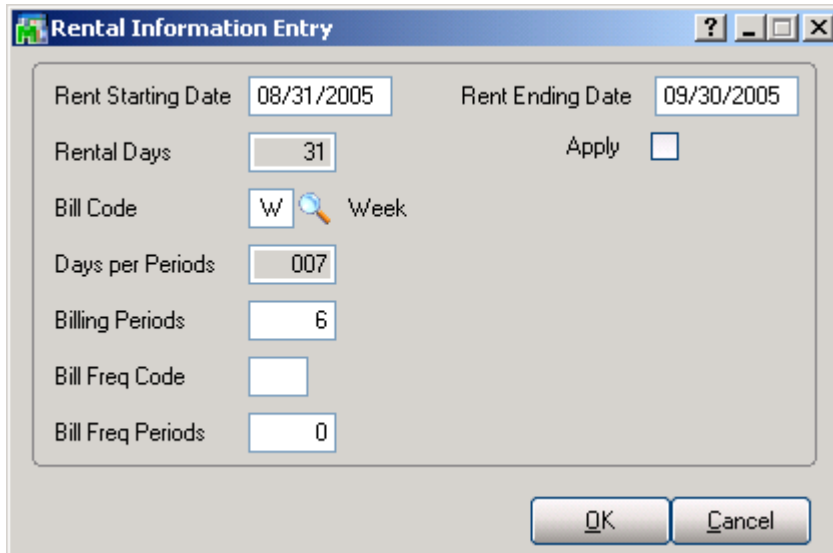
OK Cancel

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 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**.



The screenshot shows a dialog box titled "Rental Information Entry". It contains several input fields and a checkbox. The fields are: "Rent Starting Date" with the value "08/31/2005", "Rent Ending Date" with the value "09/30/2005", "Rental Days" with the value "31", "Bill Code" with the value "W" and a magnifying glass icon next to it, "Days per Periods" with the value "007", "Billing Periods" with the value "6", "Bill Freq Code" which is empty, and "Bill Freq Periods" with the value "0". There is an "Apply" checkbox which is unchecked. At the bottom of the dialog box are "OK" and "Cancel" buttons.

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.

Order Number: R000021

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: IIG

Item Number: 1000MOD | Description: MODEM | Tax Class: TX | DC: | OK

Tickets: Disc %: .00% | Start Date: 08/31/2005 | End Date: 09/30/2005 | Bill Periods: 6 | 007 | CM: | Undo | Add...

Whse: 000 | PL: | U/M: EACH | Qty Ordered: 5.00 | Qty Shipped: 0.00 | Qty Returned: 0.00 | Unit Price: 4500.00 | Extension: 135,000.00

Line	Item Number	Description	Units Ordered	Units Billed	Units To Bill	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	MODEM	30.00	0.00	0.00	Y	TX	Y	Y	.00%	135,000.00

Total Amount: 135,000.00

Enter the Unit Price (Average Cost = 1,129.850), Profit Margin % = 67 | IIG | ABC | 8/31/2005

Quantity Ordered | Bill Periods | Unit Price | Extension

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.

Order Number: R000021

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: IIG

Item Number: [] Description: [] Tax Class: [] DC:

Tickets: [] Disc %: .00% Start Date: [] End Date: [] Bill Periods: 0 CM:

Whse: [] PL: [] U/M: [] Qty Ordered: 0.00 Qty Shipped: 0.00 Qty Returned: 0.00 Unit Price: .000 Extension: .00

Line	Item Number	Description	Units Ordered	Units Billed	Units To Bill	SE	DC	CM	Disc %	Extension
			Qty Ordered	Qty Shipped	Qty Returned					
1	1000MOD	MODEM	30.00	5.00	0.00	Y	TX	Y	.00%	135,000.00

Ins Del Quick Line [] Total Amount: 135,000.00

Recalc Price Accept Cancel Delete

Enter Item Number, / + Miscellaneous or Comment code IIG ABC 8/31/2005

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**.

Order Number: R000021

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: IIG

Item Number: [] Description: [] Tax Class: DC []

Tickets Disc %: .00% Start Date: [] End Date: [] Bill Periods: 0 CM: []

Whse: [] PL: [] U/M: [] Qty Ordered: 0.00 Qty Shipped: 0.00 Qty Returned: 0.00 Unit Price: .000 Extension: .00

Line	Item Number	Description	Units Ordered	Units Billed	Units To Bill	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	MODEM	30.00	0.00	0.00	Y	TX	Y	Y	.00%	135,000.00

Total Amount: 135,000.00

Buttons: Accept, Cancel, Delete

Footer: IIG ABC 8/31/2005

The **Tickets** button displays the **Tickets Data Entry** screen for the selected line.

Original Qty Ordered: 5

Ticket #: NONE Date: 08/31/2005

Qty Shipped: 2.00

Date	Ticket #	Qty Shipped
08/31/2005	NONE	2.00

Remaining Qty To Ship: 3

Qty to be Returned: 2

Remaining Qty to Return: 2

Buttons: Accept, Cancel

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 screenshot shows a software window titled "Tickets Data Entry" with a standard Windows-style title bar (minimize, maximize, close buttons). The window is divided into two main sections: delivery tickets on the left and return tickets on the right.

Left Section (Delivery Tickets):

- Original Qty Ordered: 5
- Ticket #: 456
- Date: 08/31/2005
- Qty Shipped: 1.00
- Buttons: OK, Undo, Del
- Table:

Date	Ticket #	Qty Shipped
08/31/2005	123	2.00
08/31/2005	456	1.00
- Remaining Qty To Ship: 2

Right Section (Return Tickets):

- Qty to be Returned: 2
- Table:

Date	Ticket #	Qty Returned
------	----------	--------------
- Remaining Qty to Return: 2

At the bottom of the window are two buttons: **Accept** and **Cancel**.

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

The screenshot shows the 'Rental Order Entry' application window. At the top, the 'Order Number' is R000021. Below this are navigation tabs: 1. Header, 2. Address, 3. Lines (selected), and 4. Totals. The 'User ID' is IIG.

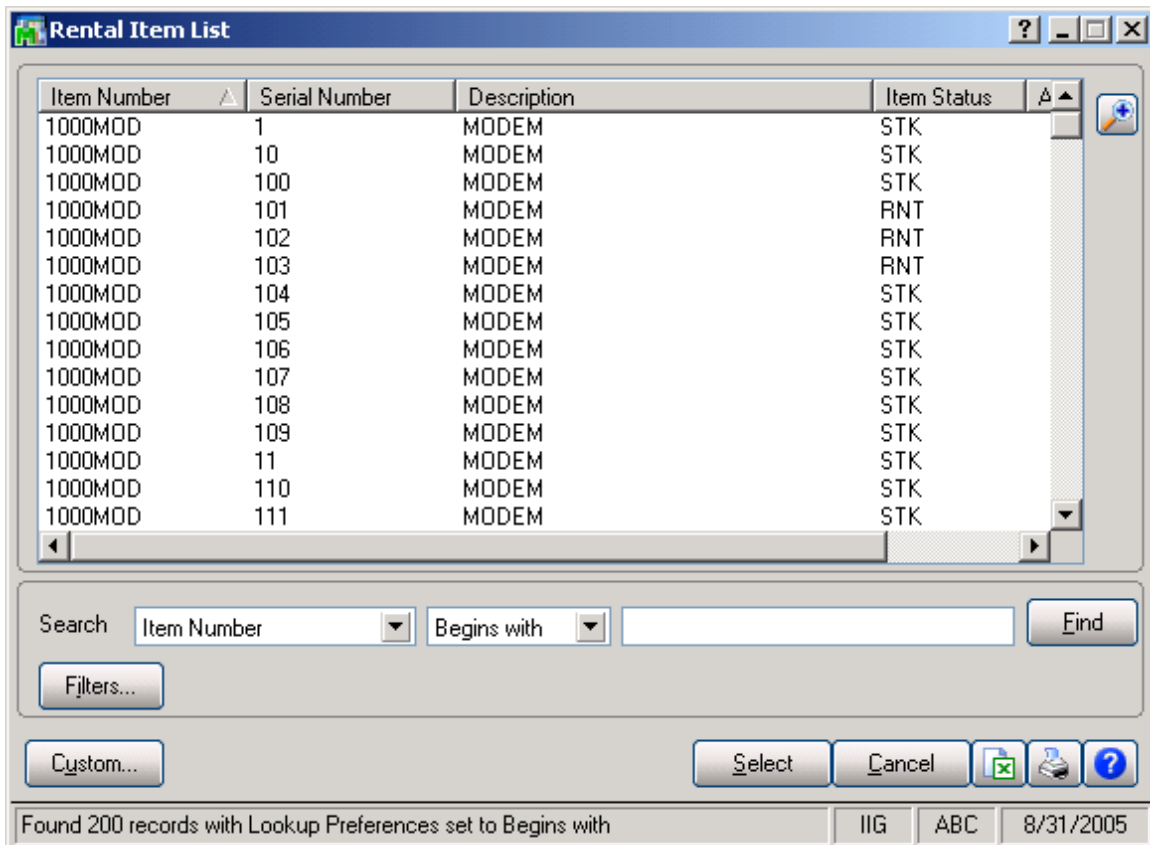
The main area contains a form for item details:

- Item Number: []
- Description: []
- Tax Class: DC []
- Tickets: []
- Disc %: []
- Rental Item List: []
- End Date: []
- Bill Periods: 0
- CM: []
- Whse: []
- PL: []
- U/M: []
- Qty Ordered: 0.00
- Qty Shipped: 0.00
- Qty Returned: 0.00
- Unit Price: .000
- Extension: .00

Below the form is a table with the following data:

Line	Item Number	Description	Units Ordered	Units Billed	Units To Bill	SE	TC	DC	CM	Disc %	Extension
			Qty Ordered	Qty Shipped	Qty Returned			Unit Price			
1	1000MOD	MODEM	30.00	5.00	3.00	18.00	Y	TX	Y	.00%	3,000.00

At the bottom of the window, there are navigation buttons (Back, Forward, Home, Stop), a 'Recalc Price' button, and 'Accept', 'Cancel', and 'Delete' buttons. The status bar at the very bottom shows 'IIG ABC 8/31/2005'.



Item Number	Serial Number	Description	Item Status
1000MOD	1	MODEM	STK
1000MOD	10	MODEM	STK
1000MOD	100	MODEM	STK
1000MOD	101	MODEM	RNT
1000MOD	102	MODEM	RNT
1000MOD	103	MODEM	RNT
1000MOD	104	MODEM	STK
1000MOD	105	MODEM	STK
1000MOD	106	MODEM	STK
1000MOD	107	MODEM	STK
1000MOD	108	MODEM	STK
1000MOD	109	MODEM	STK
1000MOD	11	MODEM	STK
1000MOD	110	MODEM	STK
1000MOD	111	MODEM	STK

Search: Item Number Begins with Find

Filters... Custom... Select Cancel [Print] [Help]

Found 200 records with Lookup Preferences set to Begins with IIG ABC 8/31/2005

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 screenshot shows the 'Rental Order Entry' window with the following details:

- Order Number: R000021
- Item Number: 1000MOD, Description: MODEM, Tax Class: TX
- Start Date: 08/31/2005, End Date: 09/30/2005, Bill Periods: 6
- Whse: 000, U/M: EACH, Qty Ordered: 5.00, Qty Shipped: 3.00, Qty Returned: 0.00, Unit Price: 100.000, Extension: 3,000.00
- Buttons: SN (highlighted with tooltip 'Serial Distribution For Reserve'), OK, Undo, Add...
- Table below:

Line	Item N	Description	Qty Ordered	Units Billed	Units To Bill	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	MODEM	30.00	0.00	18.00	Y	TX	Y	Y	.00%	3,000.00

At the bottom, the Total Amount is 3,000.00.

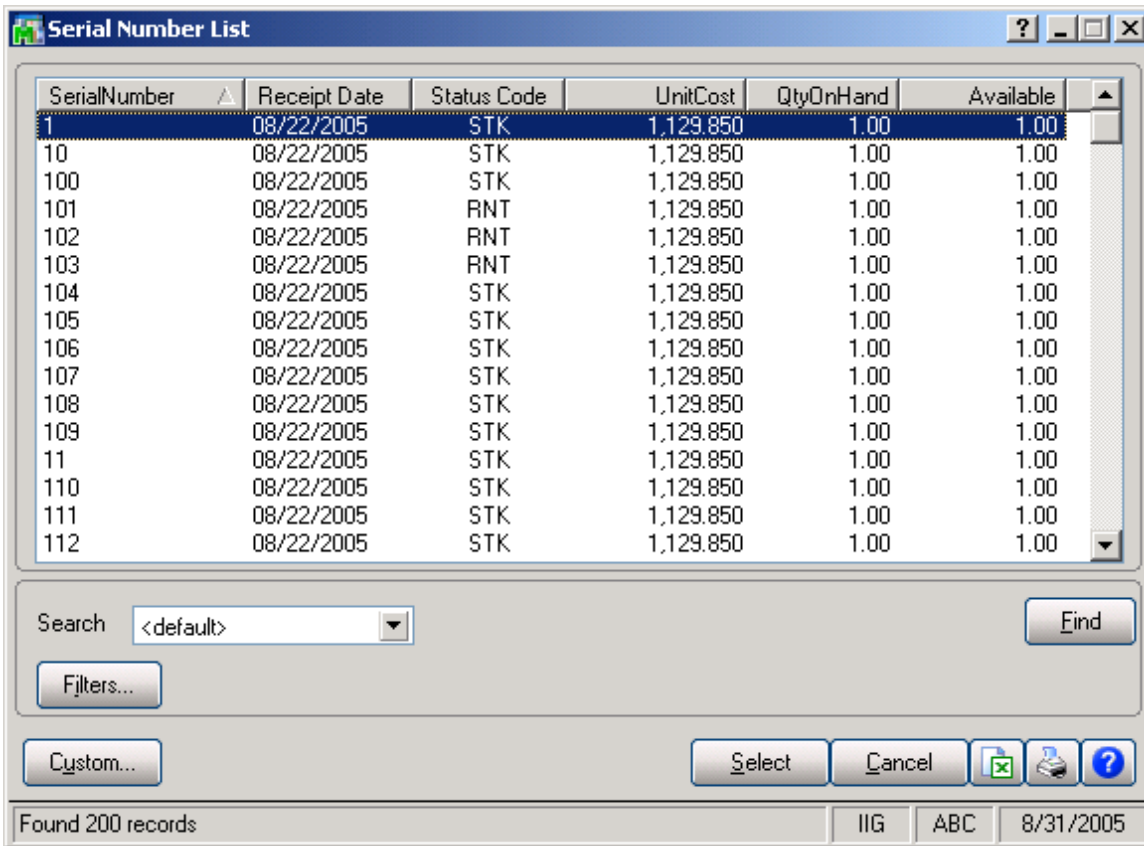
The screenshot shows the '(Reserve) Serial No.- Distribution Entry' window with the following details:

- Item: 1000MOD, Description: MODEM, U/M: EACH
- Serial Number field: empty
- Available: 0.00, Distribute: 0.00
- Buttons: OK, Undo, Range, List...
- Table below:

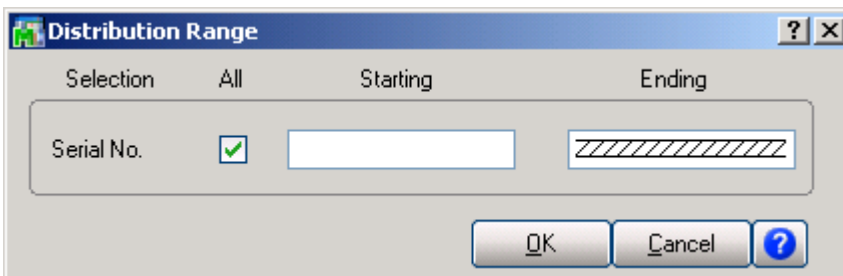
Serial Number	Status	Available	Distribute
001	STK	1.00	1.00
002	STK	1.00	1.00
003	STK	1.00	1.00

Distribution Balance: 2.00

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.

Item Status Maintenance

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: 001

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				
RES	Reserved	R000021	10/05/2004	11/15/2004	Cust#01-SHEPARD, Ord#R000021

End

IIG ABC 10/5/04

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

Order Number: R000021

1. Header | 2. Address | 3. Lines | 4. Totals | User ID: IIG

Item Number: 1000MOD | Description: MODEM | Tax Class: TX

Tickets: Disc % .00% | Start Date: 08/31/2005 | End Date: 09/30/2005 | Bill Periods: 6 | 007

Whse: 000 | PL: | U/M: EACH | Qty Ordered: 5.00 | Qty Shipped: 3.00 | Qty Returned: 0.00 | Unit Price: 100.000 | Extension: 3,000.00

Serial Distribution For Rental

Line	Item Number	Description	Units	Qty Ordered	Qty Shipped	Qty Returned	Units To Bill	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	MODEM		30.00	5.00	3.00	18.00	Y	TX	Y	Y	.00%	3,000.00

Total Amount: 3,000.00

(Rental) Serial No.- Distribution Entry

Item: 1000MOD | Description: MODEM | U/M: EACH

Serial Number: | Available: 0.00 | Distribute: 0.00

Serial Number	Status	Available	Distribute
101	SHP	1.00	1.00
102	SHP	1.00	1.00
103	SHP	1.00	1.00

Distribution Balance: 0.00

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.

Item Status Maintenance

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: 001 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	R000021	10/05/2004	11/15/2004	Cust#01-SHEPARD, Ord#R000021

Navigation: Home, Back, Forward, Stop

End

Status Bar: IIG ABC 10/5/04

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.

The screenshot shows the 'Rental Order Entry' window. At the top, the 'Order Number' is R000021. Below this are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The '3. Lines' tab is active. The main area contains a form for a line item with the following details:

- Item Number: 1000MOD
- Description: MODEM
- Tax Class: TX
- DC:
- Tickets: Disc %: .00%
- Start Date: 08/31/2005
- End Date: 09/30/2005
- Bill Periods: 6
- CM:
- Whse: 000
- PL:
- U/M: EACH
- Qty Ordered: 5.00
- Qty Shipped: 3.00
- Qty Returned: 0.00
- Unit Price: 100.000
- Extension: 3,000.00

Below the form is a table with the following columns: Line, Item Number, Description, Units Ordered, Qty Ordered, Units Billed, Qty Shipped, Units To Bill, Qty Returned, SE, TC, DC, CM, Disc %, and Extension. The table contains one row for the selected item:

Line	Item Number	Description	Units Ordered	Qty Ordered	Units Billed	Qty Shipped	Units To Bill	Qty Returned	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	MODEM	30.00	5.00	0.00	3.00	18.00	0.00	Y	TX	Y	Y	.00%	3,000.00

A 'Qty Avail Detail' button is located to the right of the table row. At the bottom of the window, there are navigation buttons (Back, Forward, Home, Stop), a 'Recalc Price' button, and 'Accept', 'Cancel', and 'Delete' buttons. The status bar at the bottom right shows 'IIG ABC 8/31/2005'.

Rental Item Availability by Date

Item No. MODEM
Whse Code CENTRAL WAREHOUSE

Starting Date Ending Date
Total Qty Avail

Date	Qty on R/D	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

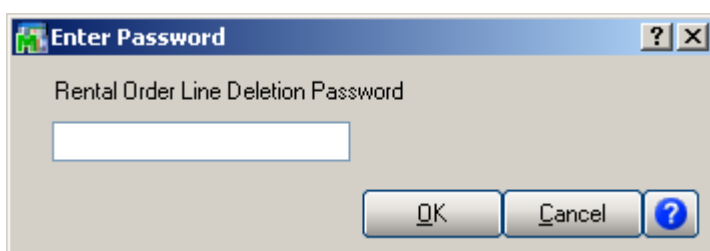
IIG ABC 8/31/2005

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 cannot be shipped 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.

S/O Invoice Data Entry

Inv. Num. R000011 RNT Quick Print... Defaults... Customer... Credit... User ID IIG

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

Item / Kit Number: 1000MOD Description: MODEM Tax Class: TX DC: CM:

Tickets Disc %: .00% Qty To Bill: 3.00 Billing Periods: 6

Whse: 000 PL: U/M Units To Bill: 18.00 Units Billed: 18.00 To Be Billed: 0.00 Unit Price: 1485.0000 Extension: 26,730.00

Line	Item Number	Whse	PL	U/M	Description	Units To Bill	Units Billed	To Be Billed	SE	TC	DC	CM	Disc %	Extension
1	1000MOD	000	W	EACH	MODEM	18.00	18.00	0.00	Y	TX	Y	Y	.00%	26,730.00

Total Amount: 26,730.00

Accept Cancel Delete

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

Tickets Data Inquiry

Original Qty Ordered: 5 Qty to be Returned: 3

Date	Ticket #	Qty Shipped
10/05/2004	123	2.00
10/11/2004	456	1.00

Remaining Qty To Ship: 2

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

Remaining Qty to Return: 3

OK

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.

Rental Return Data Entry

Return Number: 000005

Quick Print... Defaults... Customer...

1. Header | 2. Lines | User ID: IIG

Item Number: [] Description: []

Tickets Qty Missing: 0.00 Qty Damaged: 0.00

Whse: [] U/M: [] Start Date: [] End Date: [] Qty On Rent: 0.00 Qty Returned: 0.00 Qty Remaining: 0.00

Line	Item Number	Whse	U/M	Description	Start Date	End Date	Qty On Rent	Qty Returned	Qty Remaining
1	1000MOD	000	EACH	MODEM	10/05/04	11/15/04	3.00	3.00	0.00

Ins Del

Accept Cancel Delete

Enter Item Number, / + Miscellaneous or Comment code or * + Special code | IIG | ABC | 10/5/04

(Return) Serial No.- Distribution Entry

Item: 1000MOD MODEM U/M: EACH

Serial Number: [] Available: 0.00 Distribute: 0.00

Serial Number	Status	Available	Distribute
001	RNT	1.00	1.00
002	RNT	1.00	1.00
003	RNT	1.00	1.00

Distribution Balance: 0.00

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 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**.

Date	Ticket #	Qty Returned
10/12/2004	ABC	1.00
10/13/2004	DEF	1.00
10/14/2004	GHI	1.00

Date	Ticket #	Qty Shipped
10/05/2004	123	2.00
10/11/2004	456	1.00

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.

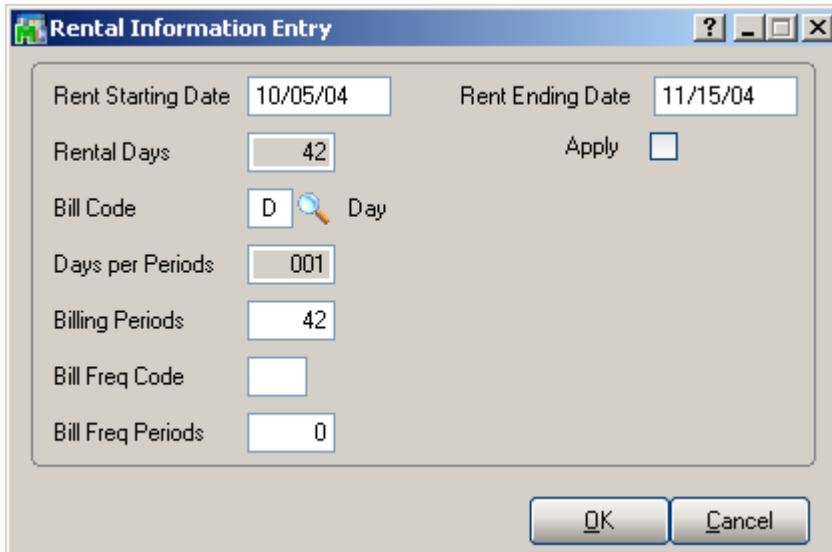
When entering new Rental Order, the **Rental Information Entry** screen is automatically opened. It can be also opened with the **Rental Inf...** button.

The screenshot shows the 'Rental Order Entry' window with the following fields and values:

- Order Number: R000021
- Order Date: 10/05/04
- Time: 14:18
- Order Type: Standard Order
- Repeat No.: (empty)
- Customer No.: 01-SHEPARD
- Customer Name: Shepard Motorworks
- Ship To: (empty)
- Terms Code: 02 (2% Ten Days, Net 30 Days)
- Ship Via: UPS BLUE
- FOB: (empty)
- Confirm To: Alan Shepard
- Comment: (empty)
- Salesperson: 0200 (Shelly Westland)
- Status: New
- Reason: (empty)
- Whse: 000 (CENTRAL WAREHOU)
- Ship Date: 10/05/04
- Sales Tax Schedule: WI
- Wisconsin: (empty)
- Print Order:
- Print Rental Sheets:
- Ins. Exp.: 05/01/05
- Fax: (empty)
- Batch Fax:

Buttons at the bottom include: Recalc Price, Accept, Cancel, Delete, and a help icon. The status bar at the bottom right shows 'IIG ABC 10/5/04'.

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



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

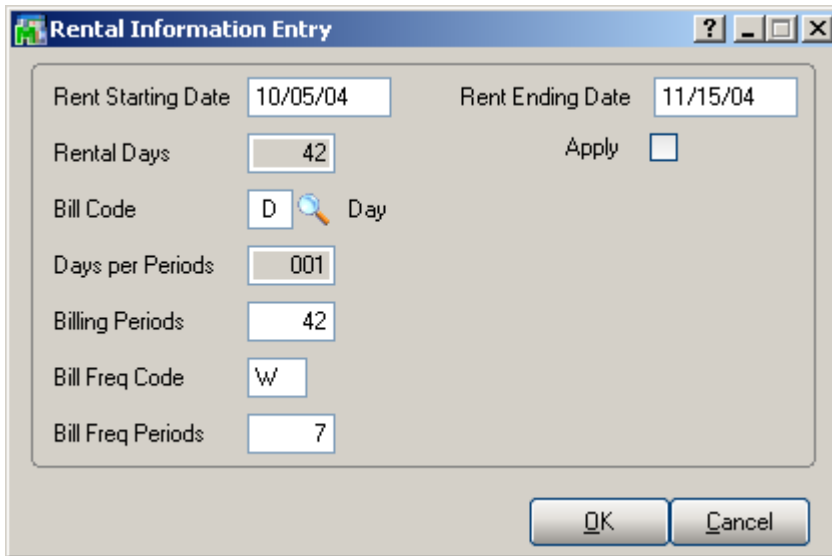
- Rent Starting Date: 10/05/04
- Rent Ending Date: 11/15/04
- Rental Days: 42
- Apply:
- Bill Code: D Day
- Days per Periods: 001
- Billing Periods: 42
- Bill Freq Code: (empty)
- Bill Freq Periods: 0

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

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).



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

- Rent Starting Date: 10/05/04
- Rent Ending Date: 11/15/04
- Rental Days: 42
- Apply:
- Bill Code: D (with a magnifying glass icon) Day
- Days per Periods: 001
- Billing Periods: 42
- Bill Freq Code: W
- Bill Freq Periods: 7
- Buttons: OK and Cancel

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.

Next Automatic Invoice Number: R000017

Bill Freq Code:

Select Orders on Hold:

Selection	All	Starting	Ending
Rental Order Number	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="?????"/>
Rental Order Date	<input checked="" type="checkbox"/>	<input type="text"/>	<input type="text" value="12/31/99"/>
Customer Number	<input checked="" type="checkbox"/>	<input type="text" value="00-"/>	<input type="text" value="99-?????"/>
Salesperson Number	<input checked="" type="checkbox"/>	<input type="text" value="00-"/>	<input type="text" value="99-???"/>

Buttons: Proceed, Clear, Cancel, [Printer Icon]

Status Bar: IIG ABC 10/5/04

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.

Item Status Maintenance

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: 015 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				

Navigation: Home, Back, Forward, Stop

End

IIG ABC 10/6/04

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: 1000MOD Description: MODEM
 Warehouse Code: 000 CENTRAL WAREHOUSE
 Serial Number: 015 Show History

Current Status - STK /In Stock/
 Status: REP Repair Ok
 Start Date: 10/02/04 End Date: 10/08/04 Undo
 Comment: Sent to Jim's for Repair Del

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
REP	Repair		10/02/2004	10/08/2004	Sent to Jim's for Repair

End

IIG ABC 10/6/04

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 Number: 1000MOD Description: MODEM
 Warehouse Code: 000 CENTRAL WAREHOUSE
 Serial Number: 015

Current Status - STK /In Stock/
 Status:
 Start Date: End Date:
 Comment:

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
PM	Preventive Maintenance		10/01/2004	10/02/2004	scheduled maint
REP	Repair		10/02/2004	10/08/2004	Sent to Jim's for Repair

IIG ABC 10/6/04

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

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: 011

Current Status - STK /In Stock/

Status: Start Date: End Date: Comment:

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
RES	Reserved	R000021	10/05/2004	11/15/2004	Cust#01-SHEPARD, Ord#R000021

IIG ABC 10/6/04

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

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: 001

Current Status - RNT /On Rent/

Status: Start Date: End Date: Comment:

Code	Description	Order No.	Start Date	End Date	Comment
RNT	On Rent				
RNT	On Rent	R000021	10/05/2004	11/15/2004	Cust#01-SHEPARD, Ord#R000021

IIG ABC 10/6/04

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 Number: 1000MOD Description: MODEM
Warehouse Code: 000 CENTRAL WAREHOUSE
Serial Number: 015

Current Status - STK /In Stock/
Status: REP Repair
Start Date: 10/02/04 End Date: 10/08/04
Comment: Sent to Jim's for Repair

Code	Description	Order No.	Start Date	End Date	Comment
STK	In Stock				
PM	Preventive Maintenance		10/01/2004	10/02/2004	scheduled maint
REP	Repair		10/02/2004	10/08/2004	Sent to Jim's for Repair

IIG ABC 10/6/04

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

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 Maintenance

Item Number: 1000MOD Description: MODEM

Warehouse Code: 000

Serial Number: 015

Hide History

Code	Description	Order No.	Start Date	End Date	Comment
REP	Repair		10/02/2004	10/08/2004	Sent to Jim's for Repair

Delete End

IIG ABC 10/6/04

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.

Item No. 1000MOD Description MODEM

1. Main 2. Options 3. Transactions 4. Inquiry 5. Cost Detail

Purchase Order Inquiry Rental Order Inquiry

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

Ordered 16.00 Shipped 11.00 Returned .00

Accept Cancel Delete

IIG ABC 10/6/04

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 Order Inquiry [?] [] [X]

Order Number

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

Order Date Time Order Type Repeat.No.

Cust. No. Shepard Motorworks Cust PO

Ship Date

Status Reason

Confirm To

Sales Tax

Schedule

Wisconsin

Ship To Address

Terms Code 2% Ten Days, Net 30 Days

Ship Via FOB

Warehouse CENTRAL WAREHOUSE

Comment

Salesperson Shelly Westland

Split Commission Batch Fax Fax

Print Order Print Pick Sheets No. of Ship Labels

IIG | ABC | 10/6/04

Rental Return History Inquiry

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

The screenshot shows a software window titled "Rental Return History Inquiry". At the top, there is a search field for "Return Number" with the value "000009" and a magnifying glass icon. Below this are two tabs: "1. Header" (selected) and "2. Lines". To the right of the tabs is a "User ID" field containing "IIG".

The main form area contains several input fields and labels:

- "Return Date" field with value "10/06/04".
- "Rental Order Number" field with value "R000023" and a refresh icon.
- "Customer No." field with value "02-CAPRI" and the text "Capri Sailing Ships" next to it.
- "Cust PO" field which is empty.
- A section for "Order Status" with an empty dropdown.
- "Start Date" field with value "10/05/04".
- "End Date" field with value "10/05/04".
- "Warehouse" field with value "JER".
- "Sales Tax" section with a "Schedule" dropdown set to "CA" and the text "California" below it.
- "Ship To Address" field which is empty.
- "Terms Code" field with value "01" and the text "Net 30 Days" next to it.
- "Ship Via" field with value "UPS BLUE" and "FOB" field which is empty.
- "Confirm To" field which is empty.
- "Comment" field which is empty.
- "Salesperson" field with value "0400" and the text "Ginny Hernandez" next to it.

At the bottom of the window, there is a navigation bar with four arrow buttons (back, left, right, forward) and a small icon. To the right of these is an "OK" button. At the very bottom of the window, there is a status bar with three fields: "IIG", "ABC", and "10/6/04".

Rental Return History Inquiry

Return Number

1. Header | 2. Lines | User ID

Item Number: Description:

Qty Missing: Qty Damaged: Code:

Whse: U/M: Start Date: End Date: Qty On Rent: Qty Returned: Qty Remaining:

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

Navigation: [Back] [Previous] [Next] [Forward] [Print] [OK]

Status: IIG | ABC | 10/6/04

Rental Return Printing

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

Return Number :	000009
Return Date :	10/6/04
Order Number :	R000023
Salesperson :	0400
Customer :	02 CAPRI

Start Date	10/5/04	Ship Via	UPS BLUE
End Date	10/5/04	Terms Code	Net 30 Days
Confirm To	Jerry Westmorland	FOB	

Item Number	Unit	Qty On Rent	Qty Returned	Remaining on Rent	Missing	Damaged
1000MOD	EACH	6.00	6.00	0.00	0.00	0.00
MODEM			WHSE 000			
Starting Date	10/5/04	Ending Date	10/15/04	Reason Code		
Total		6.00	6.00	0.00	0.00	0.00

Rental Order Printing

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

Rental Order Printing

Line 1 Message: CALL NOW TO ORDER FOR OUR SPECIAL
 Line 2 Message: MEMORIAL WEEK SALE

Order Form Code: 1
 Copies: 1
 Multi Part Enable

Selection: All Starting Ending

Order Number: R

Printer: \\Laptop3\HP LaserJet 1100 (MS)

Buttons: Print, Preview, Printer Setup...

Footer: IIG ABC 10/6/04

Rental Order Printing

ABC Distribution and Service Corp. R000013
 10/4/04

0200
 02-0000000

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

UPS BLUE Net 30 Days

Order Starting Date 10/4/04 Rental Days 11 Order Time 19.361
 Order Ending Date 10/14/04 Order Billing Periods 2

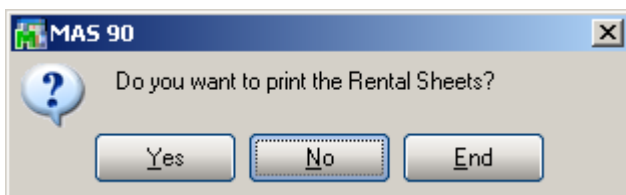
Bill Code Week

R1	EACH	20.00	0.00	0.00	78.120	1,562.40
----	------	-------	------	------	--------	----------

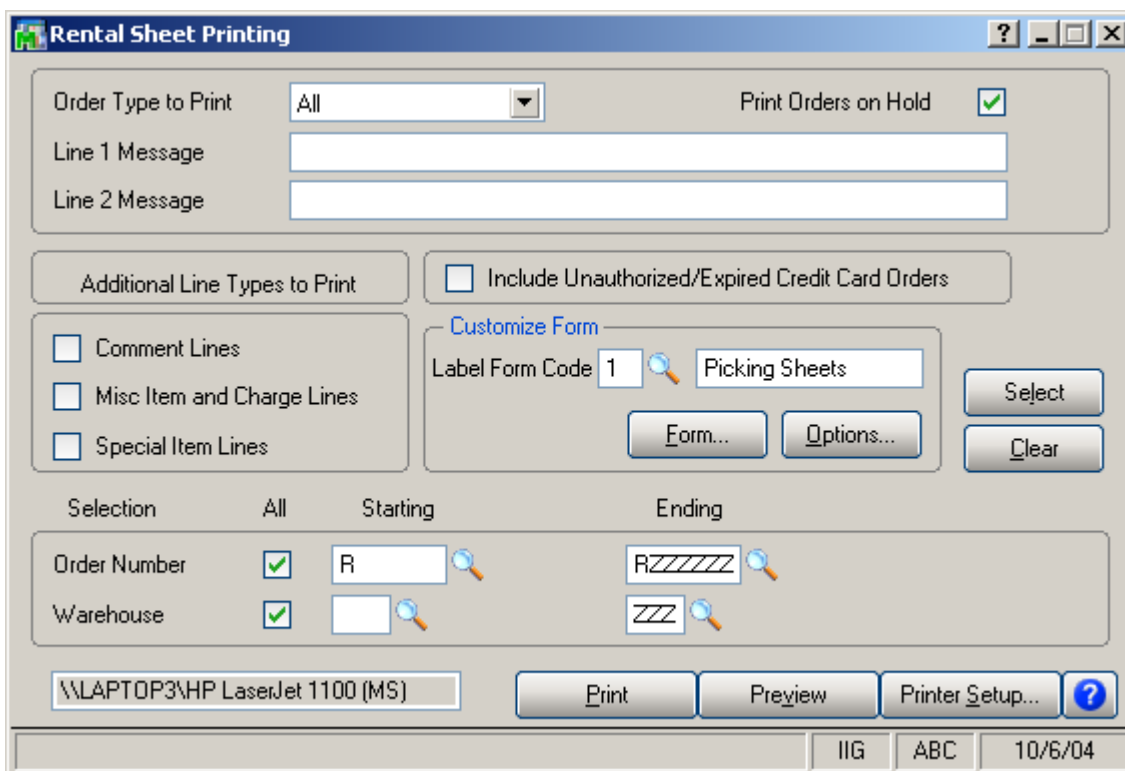
HON 2 DRAWER LETTER FLE W/O LK WHSE: 000

Starting Date: 10/4/04 Ending Date: 10/14/04 Billing Periods: 2

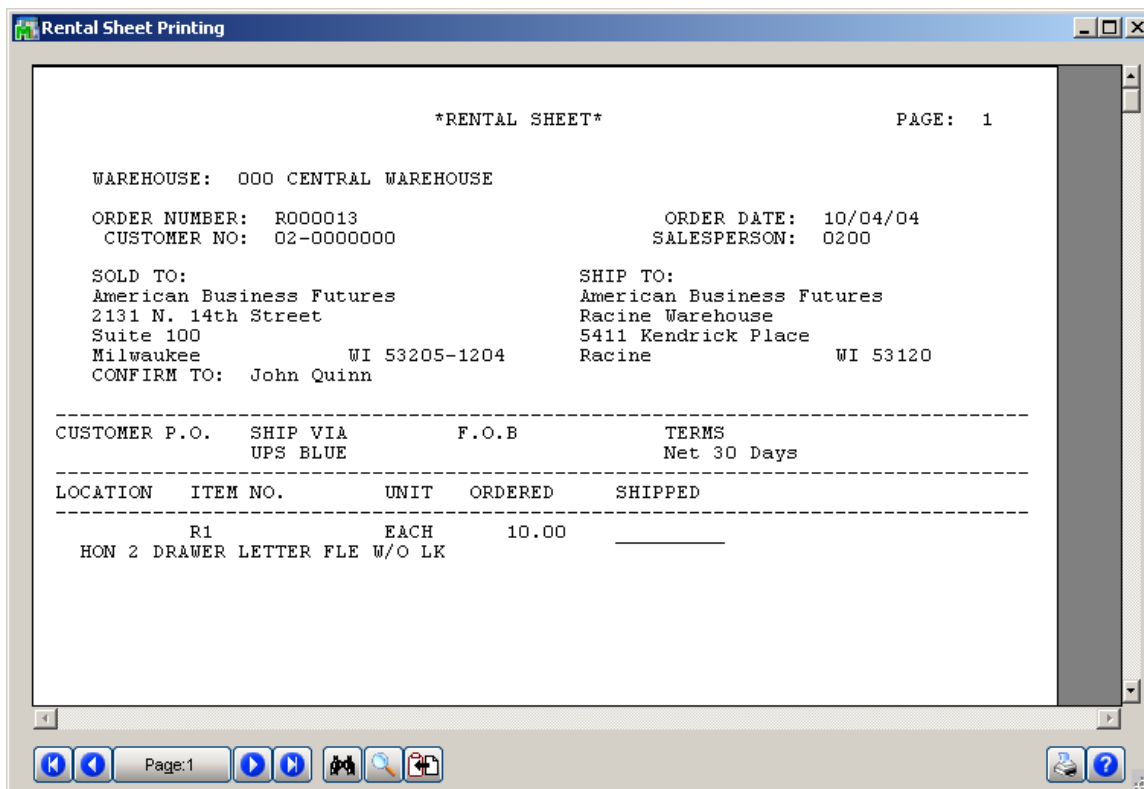
After printing or previewing the selected Rental Orders, the program prompts to print the Rental Sheets:



The **Rental Sheet Printing** is similar to the **Picking Sheet Printing**.



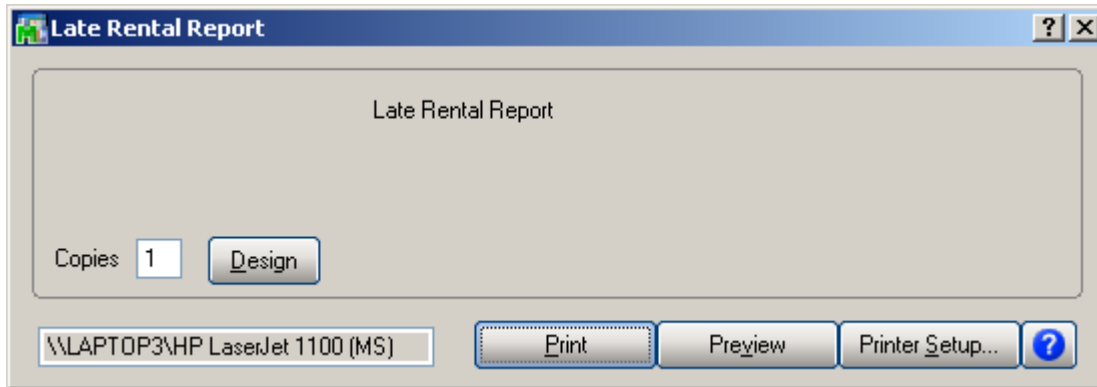
Here is an example of the Rental Sheet printout:



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:

<u>Bill to Name</u>	<u>Item Outstanding</u>	<u>QTY Outstanding</u>	<u>QTY Rented</u>	<u>QTY Returned</u>	<u>Rental End Date</u>
Rental #R00014					
Rental #R00015					
American Business Futures	R1	1	1		10/5/04
American Business Futures	R1	2	2		10/5/04
American Business Futures	RS1	1	1		10/5/04
American Business Futures	RS1	2	2		10/5/04
Rental #R00018					
Rental #R00022					
R & S Supply Corp.	1000MOD	2	2		10/5/04
Rental #R00023					