



## Rental Processing For Sage 100 ERP

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## Installation Instructions and Cautions

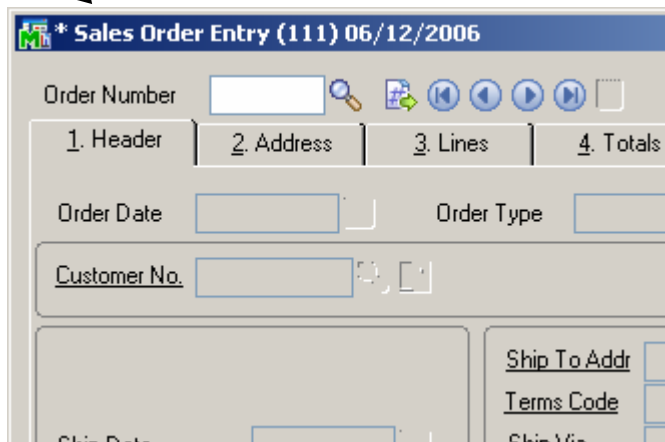
**PLEASE NOTE: SAGE 100 ERP** must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

Once SAGE 100 ERP 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 SAGE 100 ERP 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 SAGE 100 ERP.

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**.

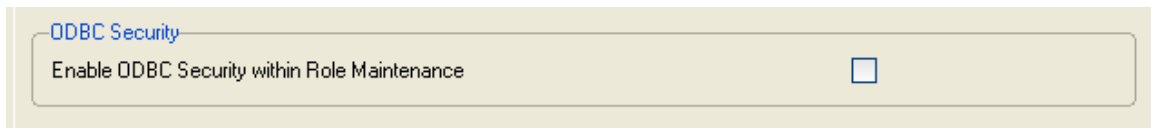
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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

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

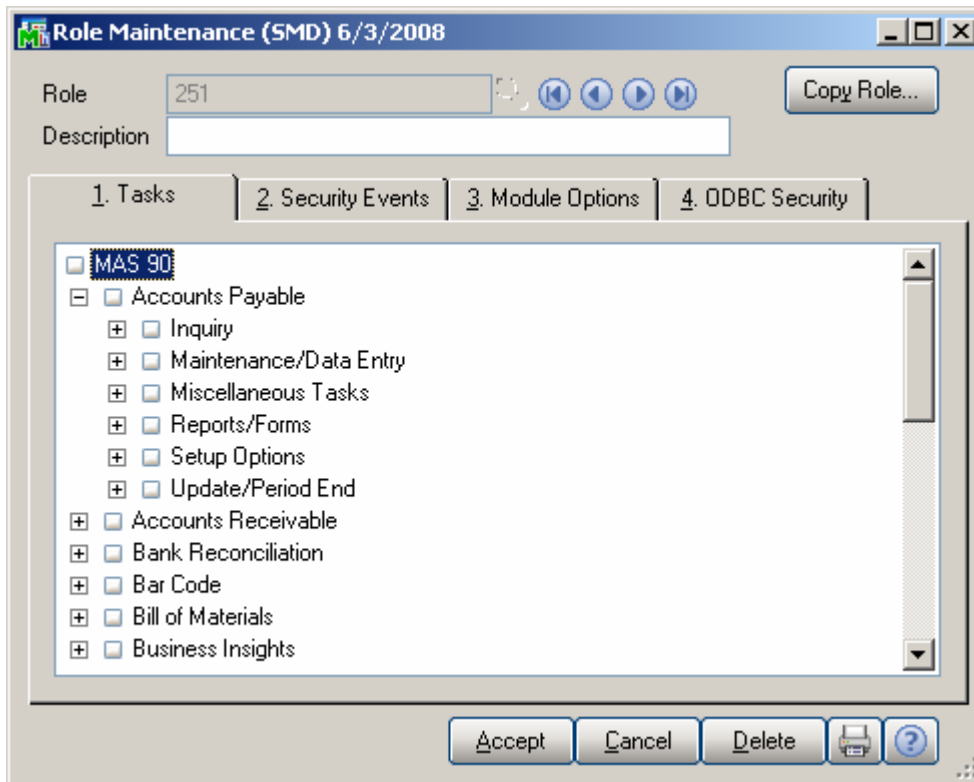
## ODBC Security

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.



## Role Maintenance

After installing an **IIG Enhancement**, permissions must be configured for newly created Tasks and Security Events.



## Introduction

**Rental Processing** allows the user to:

- Set up unlimited **Bill Codes** in the system
- Apply flexible Rental Rates: daily, monthly, weekly, etc.
- Sell and rent out the same Item from the same warehouse
- Sell and rent out items in the same order
- Establish different **pricing** (Time based; Pct. of Sale price) for rental items based on the length of the rental period
- Determine the **available quantity** for a rental item for a requested rental period
- Bill the customer for the rental either periodically or all at once
- Determine exact Billing Periods of extended rentals: Prorating, Round up Cut-Off, Best pricing
- Record **return** of the rental items: Track early, late and partial returns
- Handle Extended Rentals setting during rentals return
- Track current status for each serial number
- Track missing and damaged rentals
- Get detail information about the rentals through the Business Insights Explorer
- Process sub-rentals
- Bill the customer monthly by setting the exact day of billing

**Warning!**

*This enhancement contains new functional features that are not compatible with previous versions of IIG Rental Processing Enhancement (RNT405, RNT410, RNT420, RNT430 with Sage Service Update\_5)*

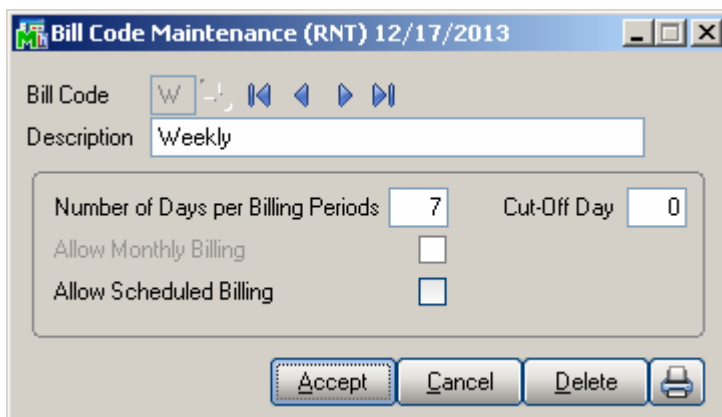


## Set-up Activities

### 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.

The **Bill Code** represents rental time period such as a day, week, month, etc...



Enter the **Number of Days** represented by the specified **Bill Code**. Based on this field the number of billing periods for the rental will be determined.

By the **Bill Codes** setup in your system flexible Rental Rates may be applied: daily, monthly, weekly, etc.

Later those Rates are used in the Sales Order Entry when calculating Rental Rate (Unit price) for the Rental Billing period.

The **Allow Monthly Billing** option is intended for rentals that should be billed monthly. Select the **Allow Monthly Billing** check box if you want to allow monthly billing for the selected Bill Code. In this case you can specify any day of the month as a **Billing Day** in the Sales Order Entry. Checking this option is sensible only for the Billing Codes that have **Number of Days per Billing Periods** at least equal to the number of days in one month.

That is, you can select the **Allow Monthly Billing** checkbox if the **Number of Days per Billing Periods** set for current **Bill Code** is more than 21 and less than 31, otherwise it doesn't make sense.

Bill Code Maintenance (RNT) 12/19/2013

Bill Code: M

Description: Monthly

Number of Days per Billing Periods: 30      Cut-Off Day: 20

Allow Monthly Billing:

Allow Scheduled Billing:

Buttons: Accept, Cancel, Delete, Print

**Cut- Off Day** – this field allows setting up a cut off day for each billing period. It allows for setting the number of days as the cut-off for billing the monthly charge. The rental rate for periods less than the cut-off day (for example 20 days) will be calculated based on the Daily Rate calculated as the **Monthly Rate/ Cut Off Day**.

For example if the Cut off Day is set to 20 and the Monthly Rate is 600 then the rate for a period less than 20 days will be calculated as:  $600/20=30$ .

The **Allow Scheduled Billing** option allows for setup of Bill Codes for Scheduled Billing.

Bill Code Maintenance (RNT) 12/13/2013

Bill Code: S

Description: Scheduled Billing

Number of Days per Billing Periods: 30      Cut-Off Day: 0

Allow Monthly Billing:

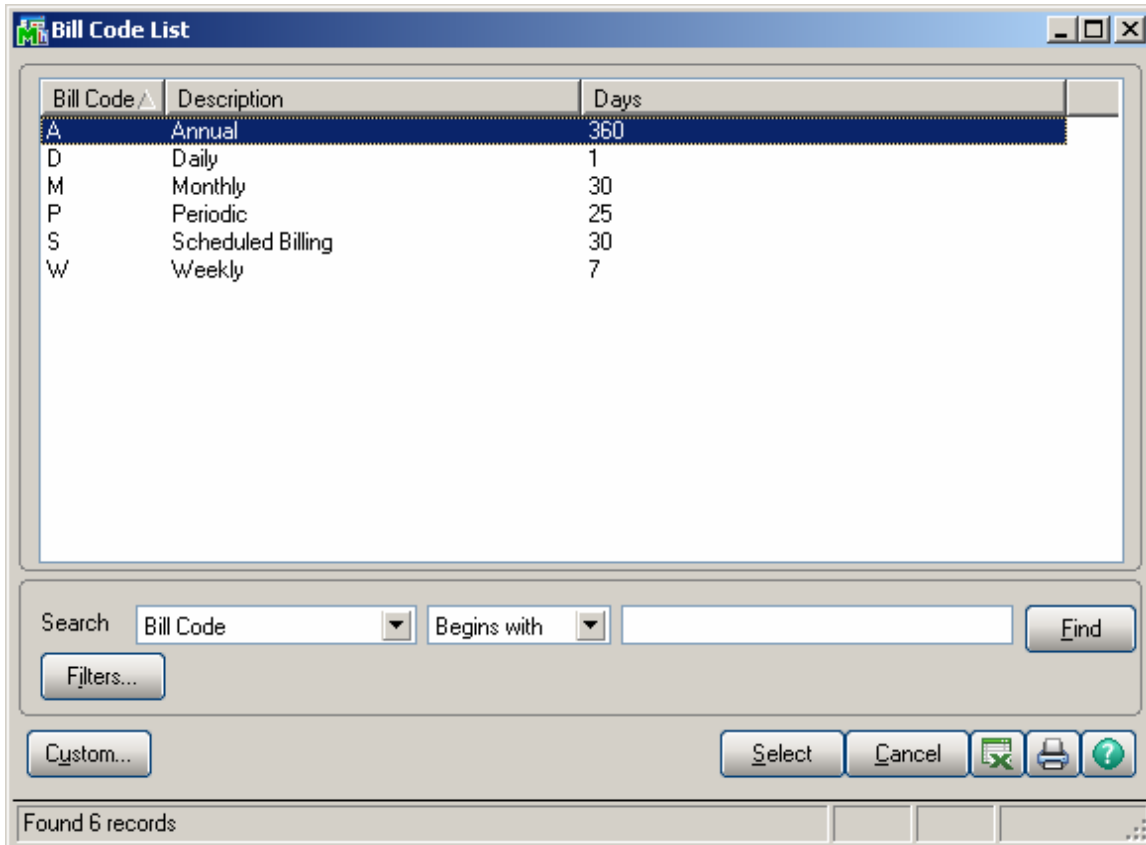
Allow Scheduled Billing:

Buttons: Accept, Cancel, Delete, Print

In the Sales Order Entry selecting the **Scheduled Billing Type** will allow for entry of the desired schedule for Rental Invoice generation.

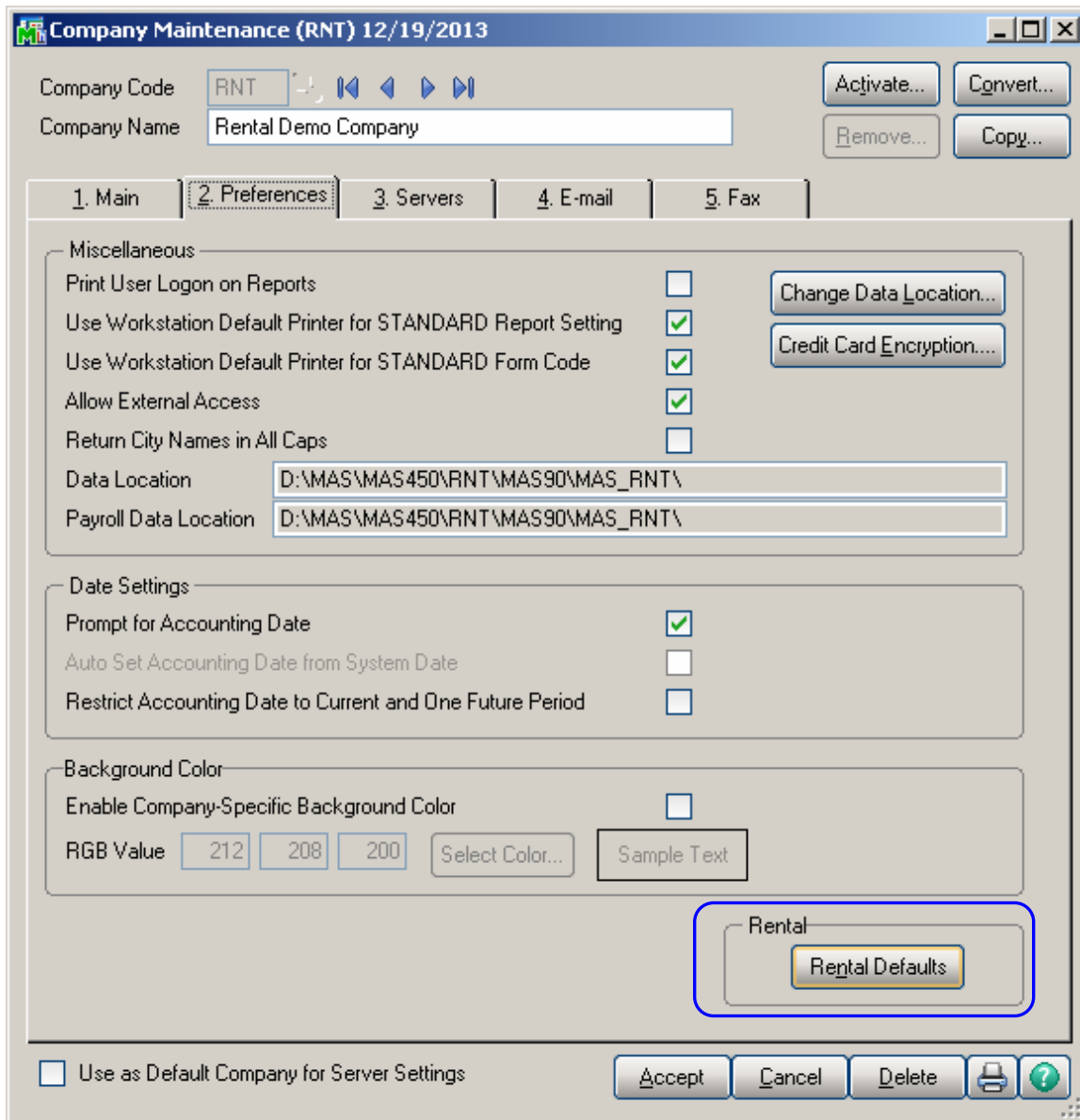
For Scheduled Billing the invoice will be generated for one month based on the Rate specified for current Scheduled Billing Code regardless of the period being 28 or 30 or 33 days.

The lookup button next to the Bill Code field displays a list of all Bill Codes setup in the system. Note, the Bill Code entered cannot be numeric (only letters).

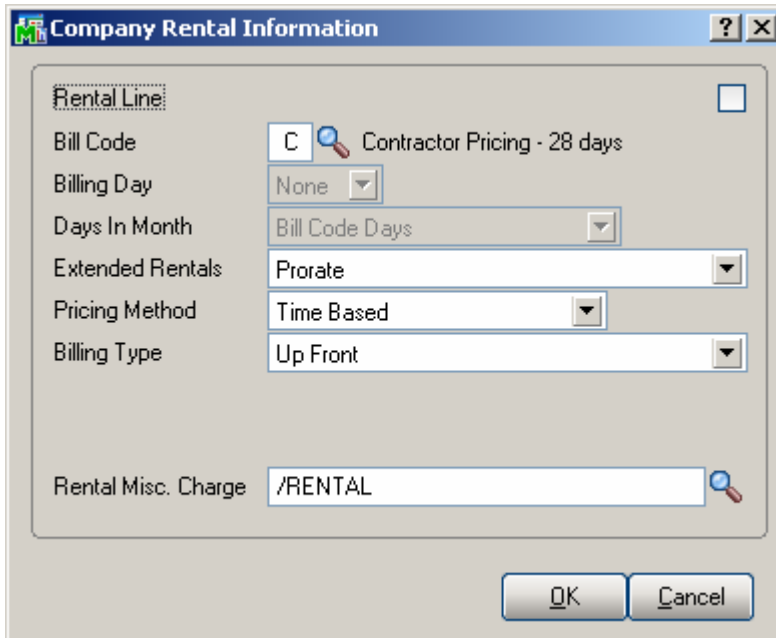


## Company Maintenance

The **Rental Defaults** button has been added to the **Preferences** tab of **Company Maintenance** to allow setting Rental default values for the selected Company. Those settings are defaulted to the Customers added in your system and can be modified for individual customers from the **Customer Maintenance** if necessary.



Click the **Rental Defaults** button to configure Rental settings specific for your company.



Company Rental Information

Rental Line:

Bill Code: C Contractor Pricing - 28 days

Billing Day: None

Days In Month: Bill Code Days

Extended Rentals: Prorate

Pricing Method: Time Based

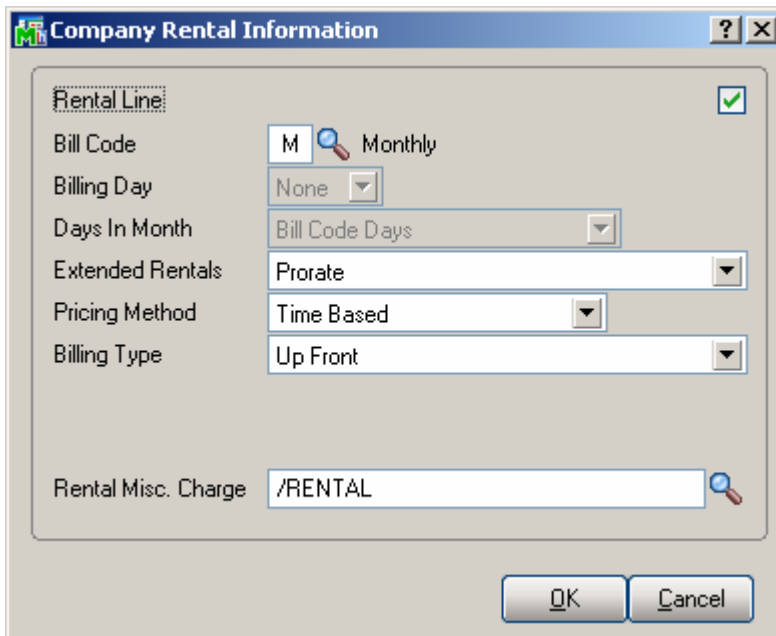
Billing Type: Up Front

Rental Misc. Charge: /RENTAL

OK Cancel

You can select the **Rental Line** checkbox to default the settings specified here on the Sales Order.

Select the **Bill Code** that should be used for determining rental billing periods for the company. Upon selecting the **Rental Line** checkbox the **Bill Code** field will be populated with corresponding **Bill Code** set in the **Sales Order Options**.



Company Rental Information

Rental Line:

Bill Code: M Monthly

Billing Day: None

Days In Month: Bill Code Days

Extended Rentals: Prorate

Pricing Method: Time Based

Billing Type: Up Front

Rental Misc. Charge: /RENTAL

OK Cancel

The **Extended Rentals** drop-down is intended for selecting an option for calculating rental billing periods in the Sales

(Rental) Order Entry. The periods for extended rentals are calculated based on the specified **Bill Code** taking into account the Rental **Start Billing** and **End Billing Dates** and the **Billing Day** if specified. The following options are available for Extended Rentals: **Prorate**, **Best Pricing**, **Round Up** or **Cut-Off Day**.

|                  |              |
|------------------|--------------|
| Extended Rentals | Prorate      |
|                  | Prorate      |
|                  | Best Pricing |
|                  | Round Up     |
|                  | Cut-Off Day  |

**Prorate** means the incomplete period is represented as fraction of the period. For example, if the Bill Code is W (Weekly, Calendar Days = 7), for 25 days rent the Billing Periods are calculated as 3.57W (25 / 7).

**Best Pricing** means that the **Rental Period** is calculated exactly by whole periods. For example, 25 days will be represented as 3W 4D (3 weeks 4 days).

**Round Up** means that the rental period will be increased to the next whole number when an incomplete period remains (for example, for Weekly (W) Bill Code 25 days will be rounded up to 4W (4 weeks)).

**Cut-Off Day**- if the Extended Rental is set to cut-off day and the Cut-off day is setup for current Bill Code the rental billing periods less than the cut-off days will be calculated on the daily basis and the billing periods greater than the cut-off days will be considered a whole period. For example, if the Billing Code is "M" (number of days 30) with **Cut Off** day set to 20, and the Billing Day is set to 5, then for 40 days' rent from 05/21/2012-06/30/2012 the Billing Periods will be represented as 1M 16D.

The Billing periods are calculated as follows:

From 5/21/2012-06/05/2012 (the Billing Day) - 16 days  
and from 06/05/2012-6/30/2012 (actual 25 days, as cut-off is 20) 25 days are considered a month and the Billing periods are: 1M 16D.

The rental Unit Price will be calculated respectively as:

**Monthly Rate+16\*Monthly rate/Cut-Off Days.**

In our example it is  $600+16*30=1080$

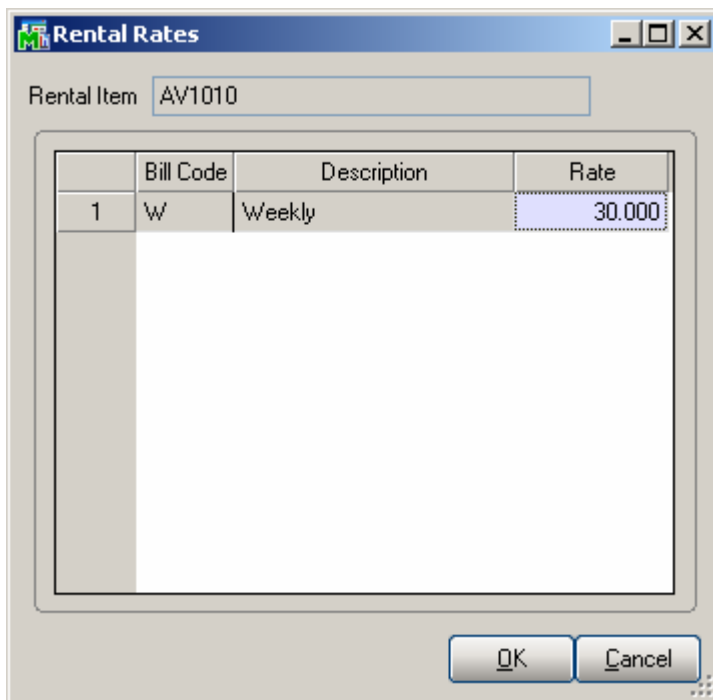
The **Pricing Method** determines how the item prices/rates will be calculated. It can be either **Time Based** or **Pct of Sale Price**.

For **Time Based** pricing, the Item Unit Price will be calculated based on the Rental Rate specified for the Bill Codes.

Pricing Method 

- Time Based
- Pct of Sale Price

For example the Rate of some Item for W (weekly) Bill Code is 30. The Item is ordered for Billing Periods=2W. In this case the Unit Price in the Sales Order Entry will be calculated as  $2 * 30 = 60$



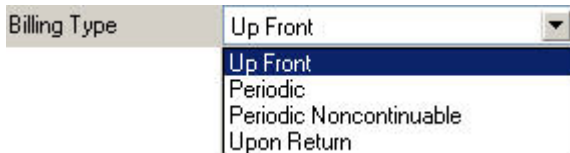
Select the **Pct of Sales Price** if you want the Unit Price in the Sales Order Entry to be calculated based on the Item's Sales Price and the specified percent.

If **Pct of Sale Price** is selected, a (%) field near that list becomes visible. For this **Pricing Method** the Rental rate for one Billing period is calculated as the Sales Price\*X%.

Pricing Method   %

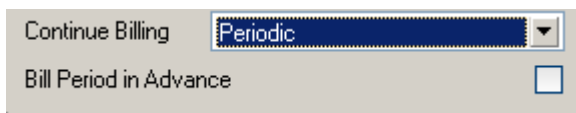
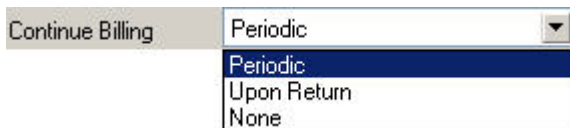
Suppose the Sales Price of the Item is 250 and we have entered 5%. The Rental rate of this Item for one Billing period will be  $250 * 5 / 100 = 12.5$ . When renting out this Item for 2W billing periods the Unit Price in the Sales Order Entry will be calculated as  $2 * 12.5 = 25$ .

Flexible **Billing Types** have been provided. The **Up Front**, **Periodic**, **Periodic Noncontinuable** and **Upon Return** billing types can be selected.



**Up Front** means rentals will be billed in advance for the whole rental period.

The **Continue billing** field is intended for rentals with **Up Front Billing Type** and is visible when Up Front is selected. It determines how to continue billing rentals when rental period is over, that is the rentals should be returned but the customer has not returned them yet (late return). You can choose to continue billing periodically, upon return or none.



If **Continue Billing** is set to **Periodic** the **Bill Period in Advance** field becomes visible. If the customer should be billed for a period in advance, check the **Bill Period in Advance** box. The lines will be billed in advance for the next period.

In case the **Periodic** type is selected rentals will be billed periodically during the whole rental period. For Periodic type Rental Invoice generation is available even if the rental period is over but there are rentals not returned yet.



For **Periodic Noncontinuable** billing type Rental Invoice generation is available only during the rental period and Invoice generation is not available after the period is over.

And if the **Upon Return billing** type is selected rentals are billed when rental items are returned.

If the **Continue Billing** option is set to **None** no Invoice is generated for the rental over days.

The **Rental Misc. Charge** field allows the user to select a Misc. Charge Code to be used for billing rentals. The Misc. Charge Code specified here is defaulted to the corresponding field of the Inventory Rental Information screen when new Item is created and can be changed there.

## Sales Order Options

On the **Entry** tab of the **Sales Order Options** you can select the **Default Bill Code** to be used in the Sales Order Entry for rentals. The Bill Code specified in the Sales Order options is defaulted to the Sales Order and can be changed there.

**Sales Order Options (RNT) 12/17/2013**

1. Main | 2. Entry | 3. Line Entry | 4. Forms | 5. Printing | 6. Quick Print | 7. History | 8. Job Cost

**Batch Processing**

| Description        | Enable                              | Next Batch |
|--------------------|-------------------------------------|------------|
| Invoice Data Entry | <input checked="" type="checkbox"/> | 00082      |

**Commissions**

Split Commissions Between Salespersons

Customer Split Commission to Override Ship-To Salesperson

Default Warehouse for Order/Invoice Header: 001

Use Shipping Code to Calculate Freight: Actual

**Default Bill Code:** M

Transfer Misc. Rental Lines: Always

Ship Rental Item By Invoice Data Entry:

Default Rental Warehouse: RNT

Default Return Status: INS

PM Serial Status Code: PM

Allow Reserving only Instock Rental Serials:

Next Automatic Sales Order Number: 0000186

Next Automatic Invoice/Shipping Number: 0115994

Next Automatic Rental Order Number: RN00102

Next Automatic Rental Shipping Number: RS00061

Next Automatic Rental Return Number: RR00124

**Files to Check for Duplicate Customer PO Numbers**

Check Sales Order Entry

Check Sales Order Invoice Data Entry

Check Sales Order History

Check Accounts Receivable Invoice Data Entry

Check Accounts Receivable Invoice History

Accept Cancel [Print] [Help]

Enter the **Next Automatic Rental Order Number** to be used in the **Sales Order Entry** when creating rental orders through the **Next Rental Order** button added on the Sales Order Entry screen.

Enter the **Next Automatic Rental Return Number** to be used in the **Rental Return Entry**. This field is required and cannot be left blank.

Enter the **Next Automatic Rental Shipping Number** to assign the Shipping Number automatically in **Rental Shipping Data Entry**.

**Default Bill Code-** select the Bill Code to be used in the Rental Order Entry.

The **Transfer Misc. Rental Lines** option provides an ability of carrying over the Rental Comment, Misc Charge and Misc. Item lines to the Invoice generated through the Rental Invoice Generation program.

Three options are provided: **None**, **Always** and **Once**. If **None** is selected the Comment, Misc Charge and Misc. Item lines will not be carried over to the Invoice.

In this case the Rental Order containing any other none rental lines will not be deleted after the Sales Journal update even though the rental lines have been returned and billed completely (Rent Status is set to Close).

If this option is set to **Always** the **Comment lines** are always carried over to the Invoices generated for current order. If **Once** is selected the comment lines will be carried over only to the first Invoice generated for current rental order. ([See Details](#))

**Ship Rental Item by Invoice Data Entry-** check this box to enable Rental Items shipping by the Invoice Data Entry.

**Default Rental Warehouse-** select the default warehouse to be used for rental lines.

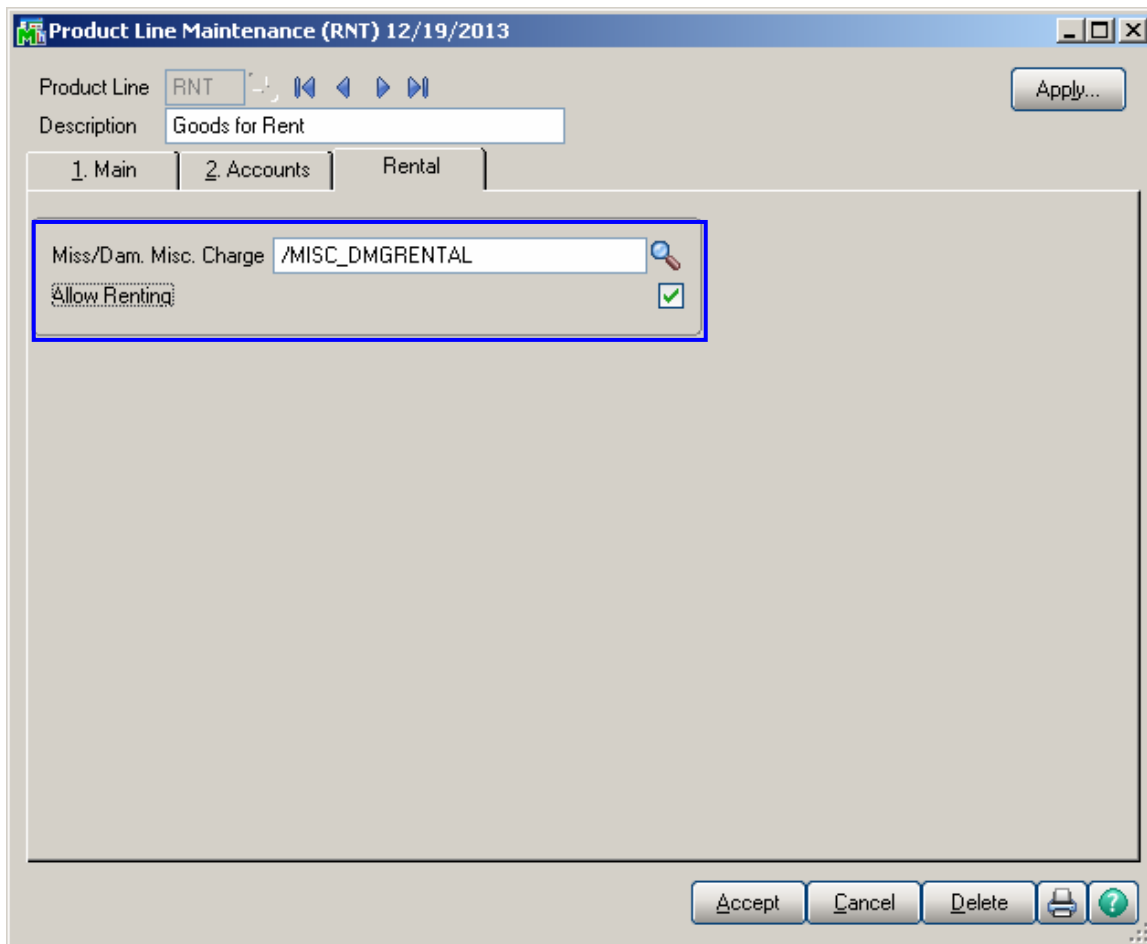
**Default Return Status-** select a status to apply by default during serial Items return in the Rental Return entry.

**PM Serial Status Code-** select a status code to be used when serial Items with Scheduled PM are returned.

**Allow Reserving only Instock Rental Serials** – select this checkbox if you want to be able to reserve only the serials actually available in the warehouse at the time of Order entry, regardless the rental dates. In this case the same serial number cannot be reserved on different Orders. If this checkbox is not selected you can reserve also the serial numbers, which are not actually available in the warehouse but will be available for the specified Rental period.

Product Line Maintenance

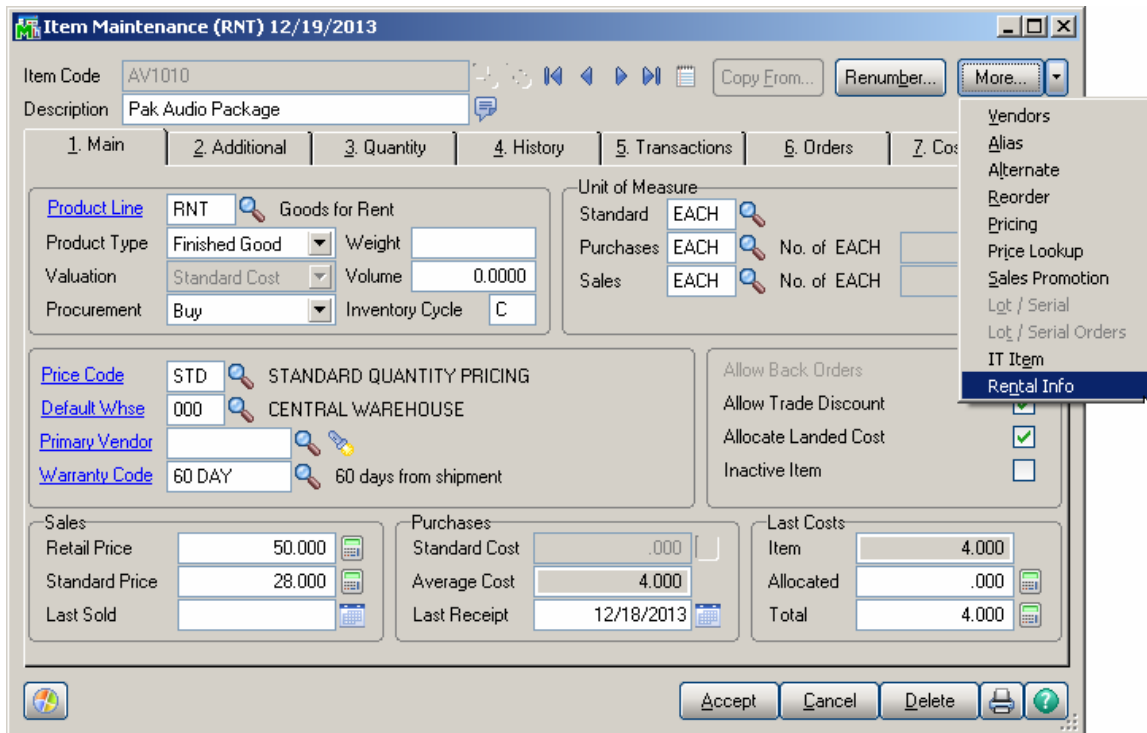
The **Rental** tab added to the **Product Line Maintenance** allows the user to setup a **Product Line** for Rental Items. If the **Allow Renting** checkbox is selected and there is a **Miss/Dam Misc. Charge** code set on the Rental tab the Product line settings will be defaulted to the Item Maintenance Rental Information screen upon entering the Product line for Item.



Item Maintenance

The **Rental Info** button has been added to the **Main** tab of the **Item Maintenance** to allow the user indicating the Items that can be rented out and establish respective rental rates.

Lot valuation Items cannot be rented.



Click the **Rental Info** button to open the **Rental Information screen** and enter the necessary information.

Rental Information (RNT) 12/19/2013

Rental Item: AV1010

Allow Renting:  Default Return Status: [ ]

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: MISC\_DMGRENTAL

Rental Kit:

Sched PM:  PM Unit Interval: 0

Rental Rates

|   | Bill Code | Description                  | Rate    |
|---|-----------|------------------------------|---------|
| 1 | C         | Contractor Pricing - 28 days | 55.000  |
| 2 | D         | Daily                        | 8.000   |
| 3 | F         | Five Day Week Price          | 25.000  |
| 4 | M         | Monthly                      | 120.000 |
| 5 | S         | Scheduled Billing            | 40.000  |
| 6 | W         | Weekly                       | 30.000  |

Min Number of Days... Rates By Customer... Accept Cancel

Set the **Allow Renting** flag to specify the item as rental and enter the Rates for the **Bill Codes**. Rental rates established for each Inventory Item are defaulted to the Sales Order and can be changed there.

Select or enter the **Rental Misc Charge** code that will be used for billing rental item.  
For newly created rental items it is defaulted from the Company Maintenance.

The **Miss/Dam Misc Charge** code is used when Invoice is generated through the **Track Missing/Damaged Rentals** program to bill the customer for Missing/Damaged items.

## Minimum Number of Days

The **Min Number of Days** button is intended to allow setup of minimum number of days for the selected Item rent. Minimum number of days may be setup by Item and/or by Customer.

Min Number of Days

Rental Item: AV1010

Min Num of Days by Item: 25

Min Number of Days by Customer

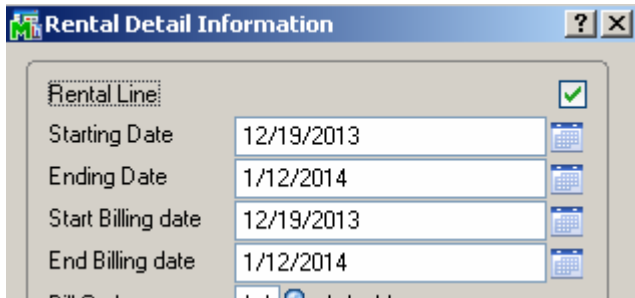
|   | Customer | Number Of Days |
|---|----------|----------------|
| 1 | 01-ABF   | 25             |
| 2 | 01-AVNET | 20             |
| 3 |          | 0              |

Accept Cancel

Press the **Min Number of Days** button to open the Min Number of Days screen and set the number of days. If there is already **Min Num. of Days by Item set** for current Item it is defaulted to the **Number of Days** field in the grid upon selecting a Customer.

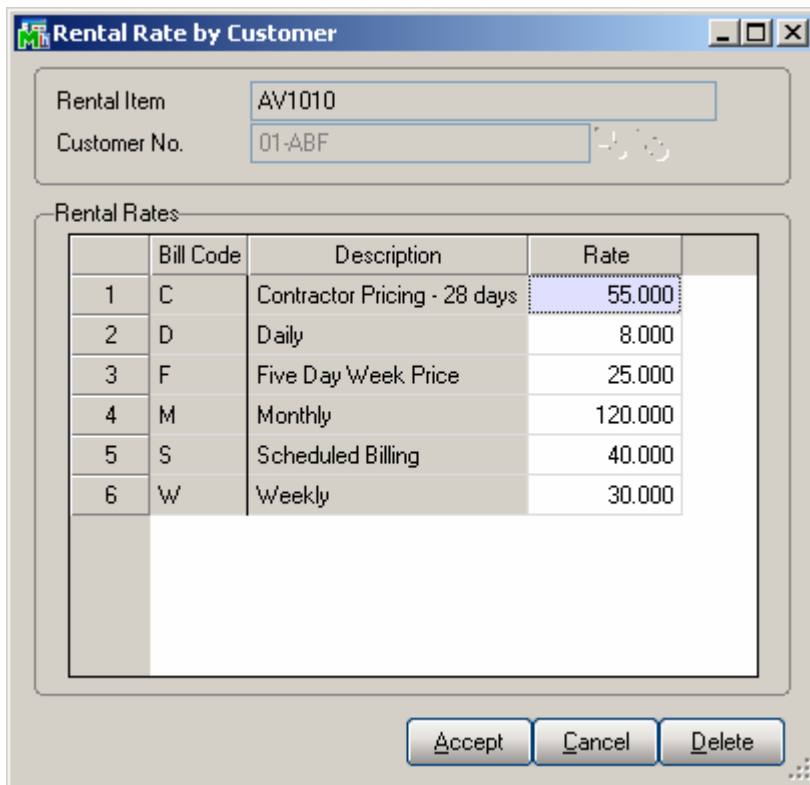
If there is **Min Number of Days** setup for an Item by Item or by Customer the Rental Ending Date and End Billing Date in the Rental Order lines are automatically calculated respectively taking into account those number of days.

Here is an example of how the Ending dates are calculated in a Rental Order created for Customer **01-ABF** and **Item# AV1010**:



### Rental Pricing by Customer by Item

There is an option also for setting rental rates by Customer. Press the Rates by Customer button to setup rental rates for specific customer:



If there is specific Rental Rate setup for a Customer it is used when calculating Unit Price in the Rental Order.



## Rental Item Availability by Date

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

Run the **Rental Item Availability by Date** program from the **Inventory Management Main** menu.

Rental Item Availability By Date (RNT) 12/19/2013

Item No. AV1010 Pak Audio Package Serial Status View...

Whse Code RNT Rental Warehouse  All Whse

UOM EACH

Starting Date From 12/19/2013 To 1/19/2014

By Range  By Day  View...

| Whse | From       | To         | Quantity On RO | Quantity On Rent | Quantity Available |
|------|------------|------------|----------------|------------------|--------------------|
| RNT  | 12/19/2013 | 12/19/2013 | 6.00           | 2.00             | 194.00             |
| RNT  | 12/20/2013 | 1/12/2014  | 2.00           | .00              | 198.00             |
| RNT  | 1/13/2014  | 1/19/2014  | .00            | .00              | 200.00             |

Min Quantity Available 194.00 Max Quantity On RO 6.00

Keep Item No.  OK

For the selected **Item Number** and **Warehouse**, the program displays the **Quantity on RO (Rental Order)**, **Quantity On Rent** (the quantity already shipped) and **Quantity Available** (for renting).

The information can be displayed either for the selected Date Range or for each day in the selected Date Range. To view information for each day select the **By Day** option and click the **View** button.

The **Quantity Available** for a time period means the following: if a customer wants to rent a certain quantity of an item for a particular time period and that quantity is not available even on one of those days in the requested rental period, he will not be able to rent that quantity.

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

Only SO quantities are taken into account in Qty Available, the **I/M Include in Quantity Available** option is not taken into account.

**Rental Item Availability By Date (RNT) 12/19/2013**

Item No.  Serial Status View...  
 Pak Audio Package

Whse Code  Rental Warehouse  All Whse  
 UOM EACH

Starting Date From  To Ending Date   
 By Range  By Day

| Whse | From      | To        | Quantity On RO | Quantity On Rent | Quantity Available |
|------|-----------|-----------|----------------|------------------|--------------------|
| RNT  | 1/8/2014  | 1/8/2014  | 2.00           | .00              | 198.00             |
| RNT  | 1/9/2014  | 1/9/2014  | 2.00           | .00              | 198.00             |
| RNT  | 1/10/2014 | 1/10/2014 | 2.00           | .00              | 198.00             |
| RNT  | 1/11/2014 | 1/11/2014 | 2.00           | .00              | 198.00             |
| RNT  | 1/12/2014 | 1/12/2014 | 2.00           | .00              | 198.00             |
| RNT  | 1/13/2014 | 1/13/2014 | .00            | .00              | 200.00             |
| RNT  | 1/14/2014 | 1/14/2014 | .00            | .00              | 200.00             |
| RNT  | 1/15/2014 | 1/15/2014 | .00            | .00              | 200.00             |
| RNT  | 1/16/2014 | 1/16/2014 | .00            | .00              | 200.00             |
| RNT  | 1/17/2014 | 1/17/2014 | .00            | .00              | 200.00             |
| RNT  | 1/18/2014 | 1/18/2014 | .00            | .00              | 200.00             |

Min Quantity Available  Max Quantity On RO

Keep Item No.

Select All **Whse** checkbox to view the Item availability in all warehouses.

**Rental Item Availability By Date (RNT) 12/19/2013**

Item No.    
 Pak Audio Package

Whse Code   All Whse

UOM EACH

Starting Date From  To Ending Date   
 By Range  By Day

| Whse | From       | To         | Quantity On RO | Quantity On Rent | Quantity Available |
|------|------------|------------|----------------|------------------|--------------------|
| 000  | 12/19/2013 | 1/19/2014  | .00            | .00              | .00                |
| 001  | 12/19/2013 | 1/19/2014  | .00            | .00              | 20.00              |
| RNT  | 12/19/2013 | 12/19/2013 | 6.00           | 2.00             | 194.00             |
| RNT  | 12/20/2013 | 1/12/2014  | 2.00           | .00              | 198.00             |
| RNT  | 1/13/2014  | 1/19/2014  | .00            | .00              | 200.00             |

Min Quantity Available  Max Quantity On RO

Keep Item No.

For Serial Items the Serial Status View button is enabled allowing the user to view the status of a Serial number.

**Rental Item Availability By Date (RNT) 4/3/2012**

Item No.

Serial Test Item

Whse Code  Rental warehouse  All Whse

UOM EACH

---

Starting Date From  To Ending Date

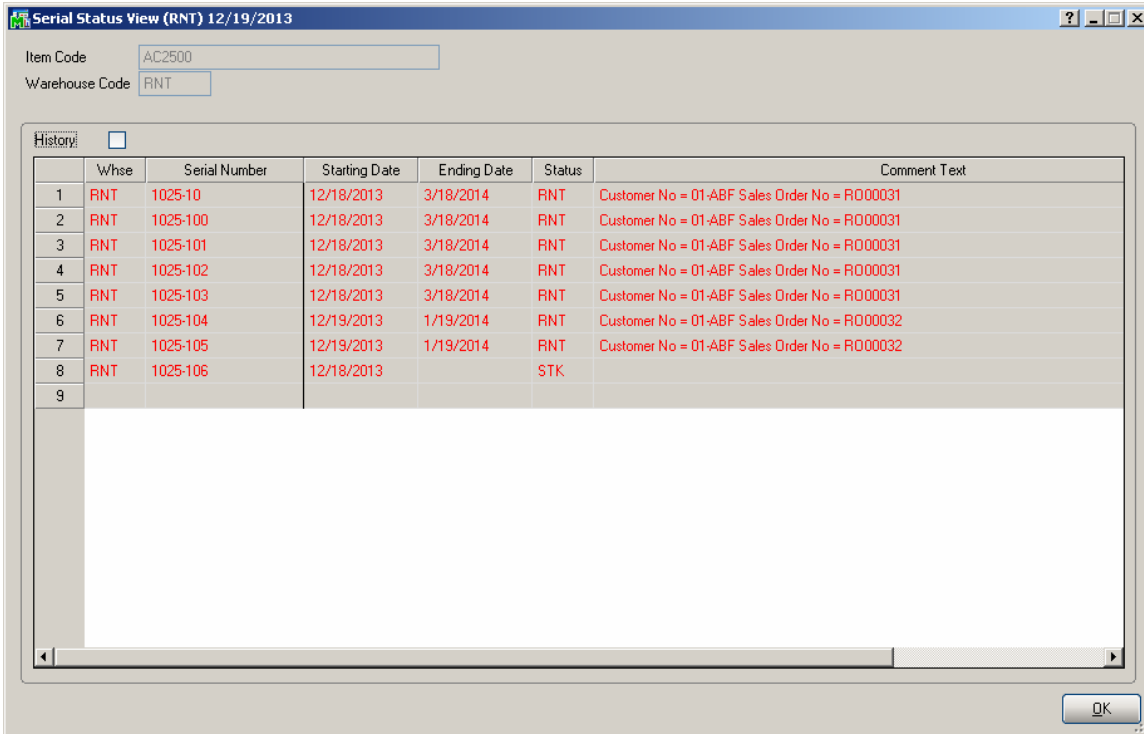
By Range  By Day

| Whse | From     | To       | Quantity On RO | Quantity On Rent | Quantity Available |
|------|----------|----------|----------------|------------------|--------------------|
| RNT  | 3/3/2012 | 4/2/2012 | 2.00           | 2.00             | 13.00              |
| RNT  | 4/3/2012 | 4/3/2012 | .00            | .00              | 15.00              |

Min Quantity Available  Max Quantity On RO

Keep Item No.

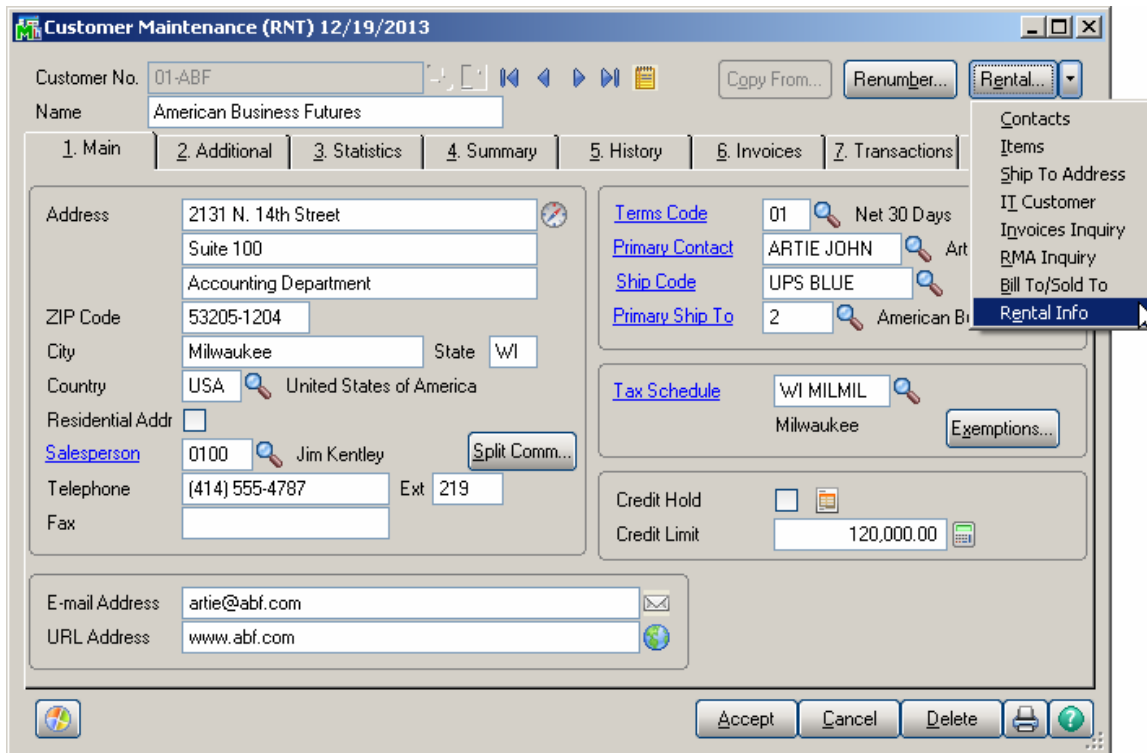
Upon clicking the **Serial Status View** button **Serial Status View** screen is opened:



If the **Keep Item No.** checkbox is selected on the Rental Item Availability screen, the specified Item Code is not cleared after pressing OK.

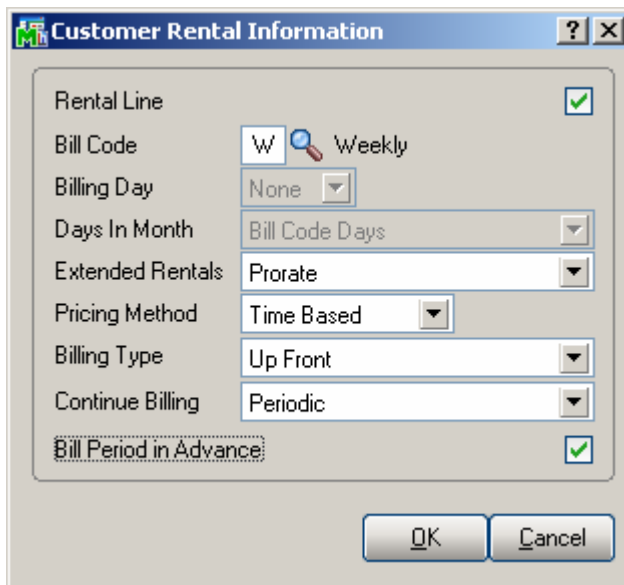
Customer Maintenance

The **Rental Info** button added on the **Customer Maintenance** screen allows specifying rental settings to be used by default when creating an order for particular Customer.



Click the **Rental Info** button.

The **Customer Rental Information** screen is opened.



The screenshot shows a dialog box titled "Customer Rental Information". It contains several fields and checkboxes:

- Rental Line**: A checkbox that is checked.
- Bill Code**: A text box containing "W" with a magnifying glass icon and the word "Weekly" next to it.
- Billing Day**: A dropdown menu with "None" selected.
- Days In Month**: A dropdown menu with "Bill Code Days" selected.
- Extended Rentals**: A dropdown menu with "Prorate" selected.
- Pricing Method**: A dropdown menu with "Time Based" selected.
- Billing Type**: A dropdown menu with "Up Front" selected.
- Continue Billing**: A dropdown menu with "Periodic" selected.
- Bill Period in Advance**: A checkbox that is checked.

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

This screen is identical to the one opened from the **Company Maintenance** (see the [Company Maintenance](#) field descriptions of the **Company Rental Information** screen for more details).

Note, if no **Rental Information** is specified for a particular customer, the **Rental Defaults** set on the corresponding Company will be used (which in their turn can be changed later).

The Company Rental Defaults are automatically applied when creating new Customer. Any changes of Company rental settings do not renew rental settings for the existing customers.

The **Insurance Expiration Date** added to the **Additional** tab of the **Customer Maintenance** screen allows for specifying the **Insurance Expiration Date**. The **Insurance Expiration Date** specified for the customer is validated when creating Sales Order with Rental lines.

The screenshot shows the 'Customer Maintenance (RNT) 12/19/2013' window. The customer information includes Customer No. 01-ABF and Name American Business Futures. The 'Insurance Expiration Date' is set to 12/15/2013 and is highlighted with a blue box. Other fields include Comment (Call Ed for credit approval.), Open Item Customer (checked), Internet Enabled (checked), Price Level (1), Dflt Pymt Type (CREDIT CARD), Discount Rate (.000%), Fin Charge Rate (1.500%), and Item Code (WIDGET). The 'Printing' section shows Sort (AMER), Customer Type (A2), Statement Cycle (M), and Print Dun Message (checked). The 'Primary Credit Card Information' section shows CC Number (\*\*\*\*\*6780), CC Pymt Type (AMEX), Cardholder Name (John Q. Future), and Expiration Date (6/2012).

In case the **Insurance Date** has been expired at the time of creating order the following warning message will appear upon selecting the Customer having **Rental Line** checkbox selected in the Customer Maintenance or upon checking the **Default Rental Line** checkbox on the Sales Order **Rental Header Information** screen.



The Insurance Date is considered expired if it matches the Sales Order Module Accounting Date or is after it.

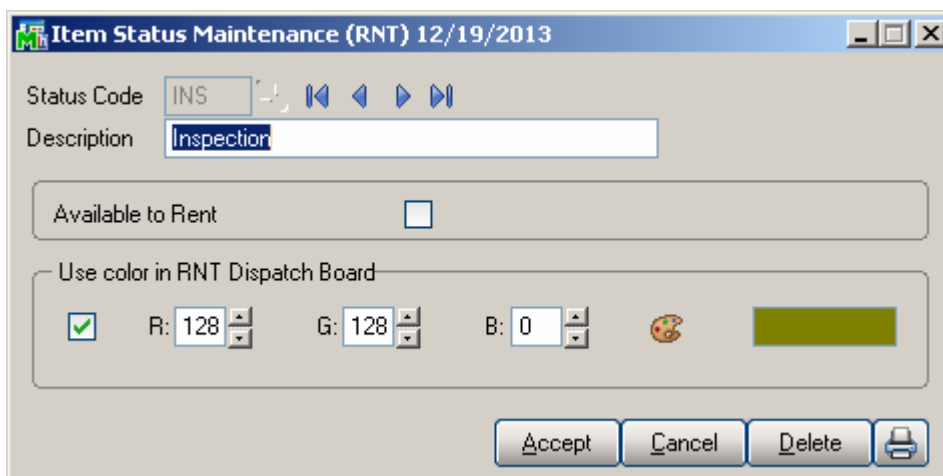


## Item Status Code Maintenance

*Note: Status Code must be setup before starting Rental Processing.*

The **Item Status Code Maintenance** has been added to the **Inventory Management Setup** menu to allow setting up **Status Codes** for serialized items.

The **Status Codes** established here are used in the **Serial Item Status Maintenance** for tracking **serialized** items and determining individual **Serial Number** availability.



Item Status Maintenance (RNT) 12/19/2013

Status Code: INS

Description: Inspection

Available to Rent:

Use color in RNT Dispatch Board:  R: 128 G: 128 B: 0

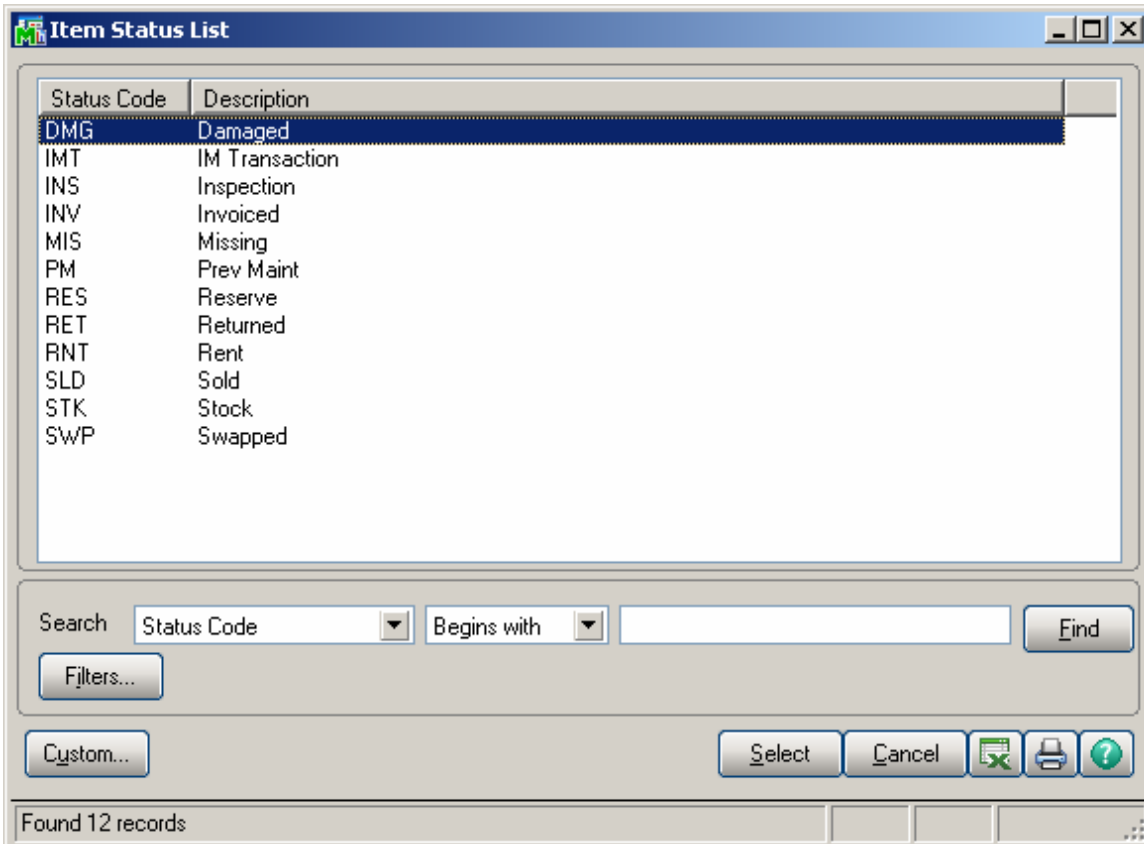
Buttons: Accept, Cancel, Delete, Print

Run the **Item Status Code Maintenance** and the following status codes will be automatically set up in your system to indicate a special situation:

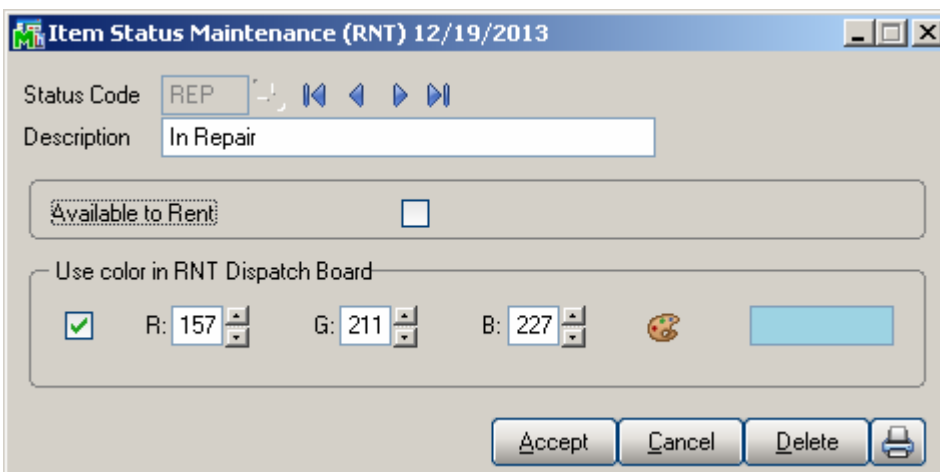
- DMG- Damaged
- IMT- IM Transaction
- INV- Invoiced
- MIS- Missing
- RES- Reserve
- RET- Returned
- RNT- Rent
- SLD- Sold
- STK- Stock
- SWP- Swapped

Each **Status Code** has its specific **Available to Rent** option selected by default.

This option is predefined and automatically disabled/enabled for **Status Codes** setup in the system upon running the **Item Status Code Maintenance**.



You can enter new status codes if necessary. For the **Status Codes** entered anew, the **Available to Rent** checkbox is enabled and the user can define its setting as desired.



## Processing Rental Orders

### Sales Order Entry

The **Inventory Items** are rented out through the **Sales Order Entry** program.

The **Rental Information**, **Invoice Data Entry**, **Rental Shipping Data Entry**, **Rental Return Entry** and **Rental Invoice Generation** menu buttons are available on the Sales Order Entry to allow easily shipping, returning, generating invoice for rentals just from the order entry screen.

Select **Rental Information** from **More...** menu button to open the **Rental Header Information** screen.

Here you can enter current order specific rental information and apply it to all lines added in the Order.

**Rental Header Information**

Default Rental Line

Starting Date 12/20/2013

Ending Date 1/14/2014

Start Billing Date 12/20/2013

End Billing Date 1/14/2014

Bill Code W Weekly

Billing Day None

Days In Month Bill Code Days

Extended Rentals Prorate

Billing Periods 3.7143W

Pricing Method Time Based

Billing Type Periodic

Bill Period in Advance

Minimum One Period Rental Charge

Billing Schedule... Apply to Lines

OK Cancel

The **Starting/Ending Dates and Start/End Billing Dates** fields are defaulted to current accounting date for Sales Order module.

The **Apply to Lines** button allows applying the changes made on the **Rental Header Information** screen to the lines. For the rental lines being shipped only the change of rental Ending Date is applied.

The exact **Billing Day** can be specified and there will be no need to specify the **Billing Type** (the corresponding field will be disabled). The **Billing Day** field is enabled only if the **Allow Monthly Billing** option is enabled for the selected **Billing Code** in the **Bill Code Maintenance**.

The **Default Rental Line, Bill Code, Extended Rentals, Pricing Methods, and Billing Type** fields are defaulted

from the **Customer** record (**Customer Rental Information** screen) if the **Rental Item** checkbox is selected. These fields' values are defaulted as follows:

- If the **Rental Item** is not checked on the **Customer Rental Information**, the defaults of the **Company Rental Information** are used.
- If the **Rental Item** is not checked either on **Customer** or **Company Rental Information**, the default value set on the **S/O Options** for the **Billing Code** is loaded to the corresponding field and the rest of fields should be entered manually.

The **Billing Periods** read-only field displays the billing period calculated automatically based on the **Start/End Billing Dates** taking into account the **Bill Code**, **Billing Day (if specified)** and **Extended Rental** settings

The **Continue billing** field is intended for rentals with **Up Front Billing Type** and is visible when **Up Front** is selected. It determines how to continue billing rentals when rental period is over, that is the rentals should be returned but the customer has not returned them yet (late return). You can choose to continue billing periodically, upon return or none.

The image shows two screenshots of a software interface. The top screenshot shows a dropdown menu for 'Continue Billing' with the following options: 'Periodic', 'Upon Return', and 'None'. The bottom screenshot shows the same dropdown menu with 'Periodic' selected, and a checkbox labeled 'Bill Period in Advance' which is currently unchecked.

If **Continue Billing** is set to **Periodic** the **Bill Period in Advance** field becomes visible. If the customer should be billed for a period in advance, check the **Bill Period in Advance** box. The lines will be billed in advance for the next period.

In case the **Periodic** type is selected rentals will be billed periodically during the whole rental period. For **Periodic** type Rental Invoice generation is available even if the rental period is over but there are rentals not returned yet.

For **Periodic Noncontinuable** billing type Rental Invoice generation is available only during the rental period and Invoice generation is not available after the period is over.

And if the **Upon Return billing** type is selected rentals will be billed after returning rental items.

If the **Continue Billing** option is set to **None** no Invoice is generated for the rental over days.

The **Minimum One Period Rental Charge** checkbox is shown on the Rental Header and Detail Information screens if the Billing type is Periodic. Refer to [Minimum One Period Rental](#) charge title for details.

The **Billing Schedule** button becomes enabled if the Billing Type is set to **Scheduled**, for other billing types it is disabled. The **Billing Type** can be set to **Scheduled** only for a Bill Code marked as **Allowed for Scheduled Billing** in the Bill Code Maintenance.


Refer to [Scheduled Billing Rentals](#) section for details.

After entering the necessary information on the Rental Header Information screen press the **Apply To Lines** button to have the **Rental Header** information automatically loaded into the **Rental Detail Information** screen.

The screenshot shows a dialog box titled "Rental Detail Information" with a close button (X) and a help button (?). The dialog contains the following fields and controls:

- Rental Line:** A checkbox that is checked.
- Starting Date:** 12/20/2013 (with a calendar icon)
- Ending Date:** 1/14/2014 (with a calendar icon)
- Start Billing date:** 12/20/2013 (with a calendar icon)
- End Billing date:** 1/14/2014 (with a calendar icon)
- Bill Code:** W Weekly (with a magnifying glass icon)
- Billing Day:** None (dropdown menu)
- Days In Month:** Bill Code Days (dropdown menu)
- Extended Rentals:** Prorate (dropdown menu)
- Billing Periods:** 3.7143W (text field with a dollar sign icon)
- Pricing Method:** Time Based (dropdown menu)
- Billing Type:** Periodic (dropdown menu)
- Sales Price:** 28.000 (text field)
- Bill Period in Advance:** Checked checkbox
- Minimum One Period Rental Charge:** Unchecked checkbox
- Billing Schedule...:** A button with a small icon to its left.
- OK** and **Cancel** buttons at the bottom.

The **Rental Item** lookup button added on the **Lines** tab allows listing all rental items existing in the system.

The  button placed next to the **Rental Item** button is intended for tracking the rental order activity. This button is enabled after rental order is processed. (Refer to [Rental Order Activity Tracking](#) for details)

Sales Order Entry (RNT) 12/20/2013

Order Number: R000039

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

Quick Row: 1

Rental Items, Alt-X

|   | Item Code | Ordered | Back Ordered | Unit Price | Extension | Co |
|---|-----------|---------|--------------|------------|-----------|----|
| 1 | AV1010    | 2.00    | .00          | 111.429    | 222.86    |    |
| 2 |           | .00     | .00          | .000       | .00       |    |

|                 |                   |
|-----------------|-------------------|
| Description     | Pak Audio Package |
| Warehouse       | RNT               |
| Unit Of Measure | EACH              |
| Shipped         | .00               |
| Disc Level      | 1                 |

Generate PO

Total Amount: 222.86

Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete

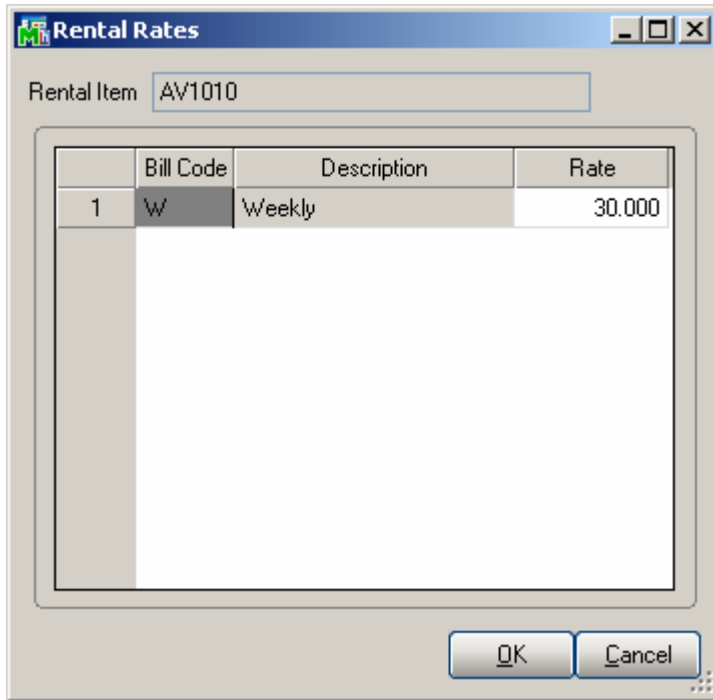


The screenshot shows a dialog box titled "Rental Detail Information" with a standard Windows window title bar (minimize, maximize, close buttons). The dialog contains the following fields and controls:

- Rental Line:** A checkbox that is checked.
- Starting Date:** A text field containing "12/20/2013" with a calendar icon to its right.
- Ending Date:** A text field containing "1/14/2014" with a calendar icon to its right.
- Start Billing date:** A text field containing "12/20/2013" with a calendar icon to its right.
- End Billing date:** A text field containing "1/14/2014" with a calendar icon to its right.
- Bill Code:** A text field containing "W" with a magnifying glass icon and the word "Weekly" next to it.
- Billing Day:** A dropdown menu currently set to "None".
- Days In Month:** A dropdown menu currently set to "Bill Code Days".
- Extended Rentals:** A dropdown menu currently set to "Prorate".
- Billing Periods:** A text field containing "3.7143W" with a green dollar sign icon to its right.
- Pricing Method:** A dropdown menu currently set to "Time Based".
- Billing Type:** A dropdown menu currently set to "Periodic".
- Sales Price:** A text field containing "28.000".
- Bill Period in Advance:** A checkbox that is checked.
- Minimum One Period Rental Charge:** A checkbox that is unchecked.
- Billing Schedule:** A button labeled "Billing Schedule...".
- Buttons:** "OK" and "Cancel" buttons at the bottom of the dialog.

The **Sales Price** of the selected line item is displayed in the corresponding read-only field.

Click the  button near the **Billing Periods** field to open the **Rental Rates** screen.



Rental Item AV1010

|   | Bill Code | Description | Rate   |
|---|-----------|-------------|--------|
| 1 | W         | Weekly      | 30.000 |

OK Cancel

The **Bill Code** with its **Description** is displayed. Only the **Rate** can be changed here; the **Bill Code** and **description** fields are read-only.

The **Unit Price and Extension** of the line will be updated accordingly when changing the **Rental Rate**.

When **Rental Order** is created by using the Copy From feature all rental lines will be copied from the source document to the newly created one with corresponding Rental related information (Start Date, End Date, Bill Code, Billing Day, Pricing method, etc.) carried over to it.

### Scheduled Billing Rentals

The **Scheduled** option has been added to the Billing Type drop-down menu to allow setup of Billing Schedule for Rental Order.

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

- Default Rental Line:
- Starting Date: 12/20/2013
- Ending Date: 4/14/2014
- Start Billing Date: 12/20/2013
- End Billing Date: 4/14/2014
- Bill Code: S Scheduled Billing
- Billing Day: None
- Days In Month: Bill Code Days
- Extended Rentals: Round Up
- Billing Periods: 45
- Pricing Method: Time Based
- Billing Type: Scheduled

At the bottom of the dialog, there are three buttons: "Billing Schedule..." (highlighted with a blue dashed border), "Apply to Lines", and "OK". A "Cancel" button is also present at the bottom right.

The **Billing Schedule** button is enabled only if the Billing Type is set to Scheduled, for other billing types it is disabled.

Once the Billing schedule is defined on the Rental header it may be applied to the order lines by clicking the Apply to lines button.

**Header Billing Schedule**

|   | Starting Date | Ending Date |
|---|---------------|-------------|
| 1 | 12/22/2013    | 1/5/2014    |
| 2 | 1/6/2014      | 2/18/2014   |
| 3 | 2/19/2014     | 3/9/2014    |
| 4 | 3/10/2014     | 4/10/2014   |
| 5 |               |             |

Accept Cancel

**Sales Order Entry (RNT) 12/20/2013**

Order Number: R000039

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

Quick Row: 2

Rental Serial No. Add New  Increment

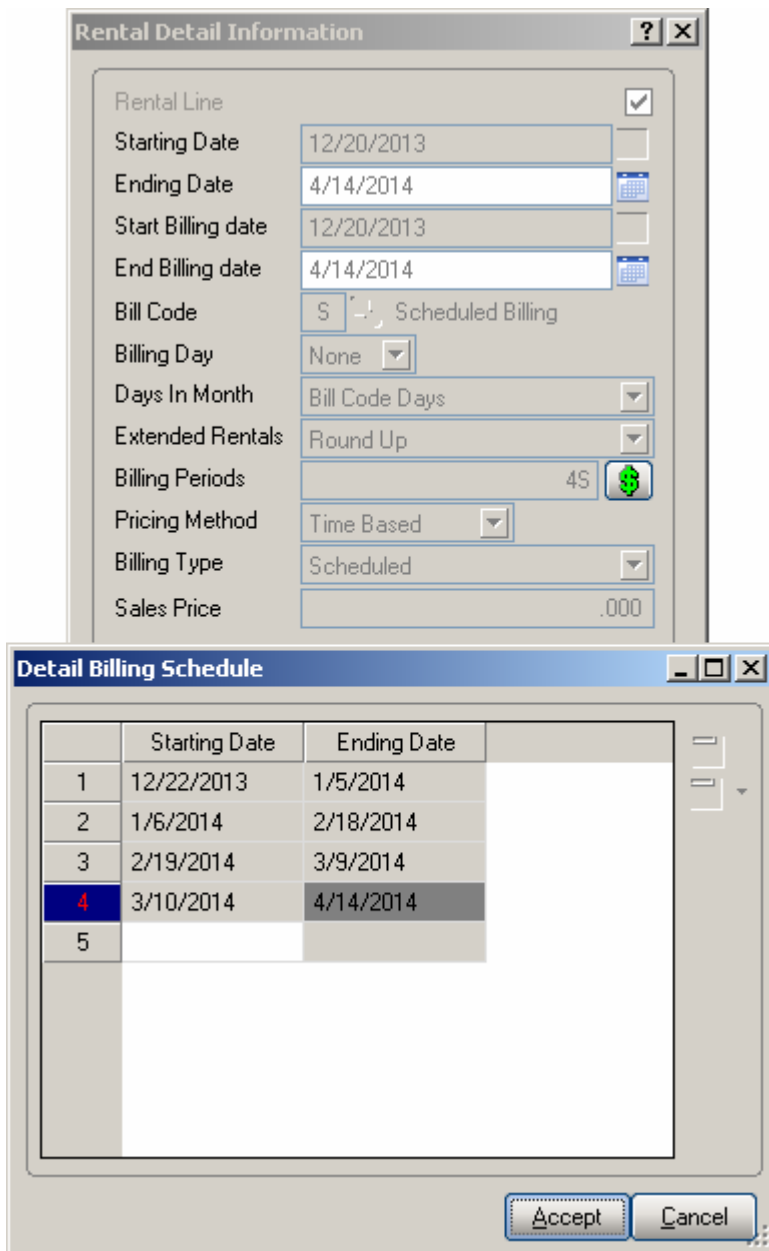
|   | Item Code | Ordered | Back Ordered | Unit Price | Extension | Co |
|---|-----------|---------|--------------|------------|-----------|----|
| 1 | AV1010    | 2.00    | .00          | 160.000    | 320.00    |    |
| 2 | AV2500    | 3.00    | .00          | .000       | .00       |    |
| 3 |           | .00     | .00          | .000       | .00       |    |

Description: AMP / Mix - 40w  
 Warehouse: RNT  
 Unit Of Measure: EACH  
 Shipped: .00

Generate PO

Total Amount: 320.00

Print Order... Print Pick... Recalc Price Accept Cancel Delete



For Scheduled Billing the invoice will be generated for one month based on the Rate specified for current Scheduled Billing Code regardless of the period being 28 or 30 or 33 days.

If the Schedule Billing type is used for paying on per day basis the Billing Periods are calculated based on the number of days in the scheduled period. So if rental schedule is 12/10/2013 to 01/02/2014 the system calculates the Billing periods as "24D".

Below is an example of Invoice Generation for the Billing Schedule defined above.

## Rental Invoice Generation based on Billing Schedule

If the billing schedule in the order header/line is set as follows:

12/22/2013-1/5/2014

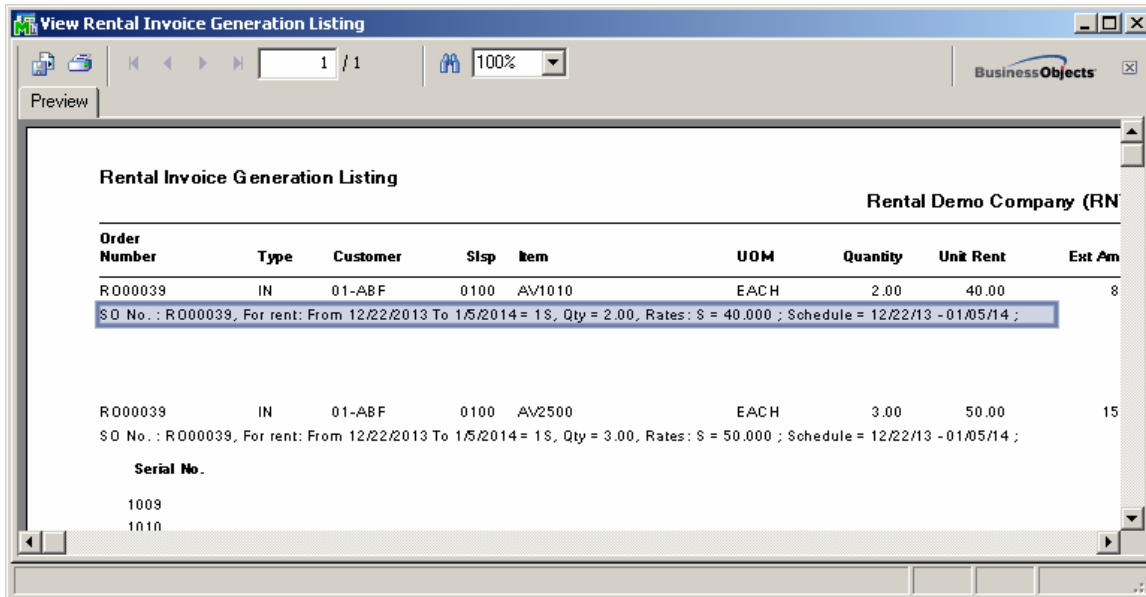
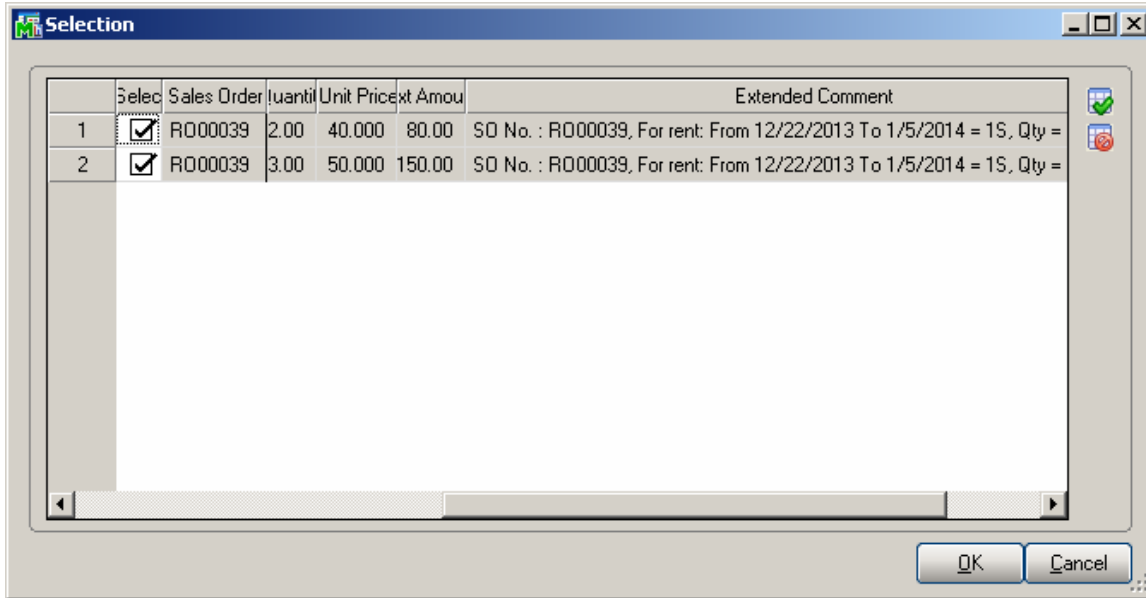
1/6/2014-2/18/2014

2/19/2014-3/9/2014

3/10/2014-4/14/2014

and the Rental Invoice Generation program is run on 12/25/2013; the invoice will be generated for the whole period starting from 12/25/2013 till 1/5/2014. Running the Invoice Generation for any day passed 12/22/2013 will invoice the 12/22/2013 line.

| Select Field       | Operand | Value |
|--------------------|---------|-------|
| Sales Order Number | All     | ▼     |
| Customer Number    | All     | ▼     |
| Rental Return      | All     | ▼     |
| Billing Type       | All     | ▼     |



Next invoice will be generated when the 1/6/2014 date is passed.

*Note: When Rentals billed according to the Billing Schedule are returned before the Ending Billing Date, the Credit Memo Invoice is generated only for the Billed period, which Starting Date is after the actual End Date.*

Processing Rental Orders with Cut-Off Day logic**Bill Code Maintenance**

The **Cut- Off Day** field has been added to the **Bill Code Maintenance** to allow setting up a cut off day for billing period.

It allows for setting the number of days as the cut-off for billing the monthly charge. The rental rate for periods less than the cut-off day (for example 20 days) is calculated based on the Daily Rate calculated as the **Monthly Rate/ Cut Off Day**.

For example if the Cut off Day is set to 20 and the Monthly Rate is 600 then the daily rate (for Cut-off Extended Rental) for a period less than 20 days is calculated as:  $600/20=30$ .

**Extended Rental: Cut-Off**

**Cut-Off Day**- if the Extended Rental is set to cut-off day and the Cut-off day is setup for current Bill Code the rental billing periods less than the cut-off days will be calculated on the daily basis and the billing periods greater than the cut-off days will be considered a whole period. For example, if the Billing Code is "M" (number of days 31) with **Cut Off** day set to 20 and the Billing Day is set to 5, then for 40 days' rent from 05/21/2012-06/30/2012 the Billing Periods will be represented as 1M 16D.

The Billing periods are calculated as follows:

From 5/21/2012-06/05/2012 (the Billing Day)- 16 days and from 06/05/2012-6/30/2012 (actual 25 days, as cut-off is 20) 25 days are considered a month and the Billing periods are: 1M 16D.



Rental Detail Information

Rental Line

Starting Date 5/20/2012

Ending Date 6/30/2012

Start Billing date 5/21/2012

End Billing date 6/30/2012

Bill Code M Monthly

Billing Day 5

Days In Month Bill Code Days

Extended Rentals Cut-Off

Billing Periods 1M 16D

Pricing Method Time Based

Billing Type Periodic

Sales Price .000

Bill Period in Advance

Minimum One Period Rental Charge

OK Cancel

The Unit Price is calculated respectively as: **Monthly Rate+ 16\*Monthly rate/Cut-Off Days.**

In our example it is  $600+16*30=1080$

**Sales Order Entry (RNT) 5/21/2012**

Order Number: RN00038

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

Quick Row: 1

|   | Item Code | Ordered | Back Ordered | Unit Price | Extension | Co |
|---|-----------|---------|--------------|------------|-----------|----|
| 1 | RNT_DEMO  | 1.00    | .00          | 1,080.000  | 1,080.00  |    |
| 2 |           | .00     | .00          | .000       | .00       |    |

|                 |                  |
|-----------------|------------------|
| Description     | Rental Test Item |
| Warehouse       | RNT              |
| Unit Of Measure | EACH             |
| Shipped         | .00              |
| Price Level     | 1                |

Generate PO

Total Amount: 1,080.00

Print Order... | Print Pick... | Recalc Price | Accept | Cancel | Delete

**Rental Rates**

Rental Item: RNT\_DEMO

|   | Bill Code | Description | Rate    |
|---|-----------|-------------|---------|
| 1 | D         | Daily       | 150.000 |
| 2 | M         | Monthly     | 600.000 |

OK | Cancel

So the first Invoice will be generated for the 16D period respectively with Amount of 480 ( $16 * 600 / 20 = 480$ )

Invoice No. 0110740 Batch 00018

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

| Item Code | Extension | Comment   |
|-----------|-----------|---|
| 1 /RENTAL | 480.00    | SO No. : RN00038, For rent: From 5/21/2012 To 6/5/2012 = 16D, Qty = 1.00, Rates: D = 600.000, |
| 2         | .00       |   |

Total Amount 480.00

Quick Print | Update... | Accept | Cancel | Delete

The next Invoice should be generated on 07/05/2012 (after the one generated for the first period is updated) for the 1M period. Here is the Invoice generated for the rest of rental period (1M) respectively with Amount of 600.

S/O Invoice Data Entry (RNT) 5/21/2012

Invoice No. 0110741 Batch 00021

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

| Item Code | Extension | Comment   |
|-----------|-----------|---|
| 1 /RENTAL | 600.00    | SO No. : RN00038, For rent: From 6/6/2012 To 7/5/2012 = 1M, Qty = 1.00, Rates: M = 600.000, |
| 2         | .00       |   |

Description: RNT\_DEMO Rental Test Item

Warehouse:

Unit Of Measure:

Back Ordered: .00

Total Amount: 600.00

If the number of days in the remaining period is greater than or equal to the Cut-off day, the customer is billed for a whole period as follows:

Rental Detail Information

Rental Line

Starting Date: 5/20/2012

Ending Date: 7/25/2012

Start Billing date: 5/21/2012

End Billing date: 7/25/2012

Bill Code: M Monthly

Billing Day: 5

Days In Month: Bill Code Days

Extended Rentals: Cut-Off

Billing Periods: 2M 16D

Pricing Method: Time Based

Billing Type: Periodic

Sales Price: .000

Bill Period in Advance:

Minimum One Period Rental Charge:

In the above example the rental period from 5/21/2012-7/25/2012 with Billing Day set to 5 is represented by 2m 16D billing Periods.

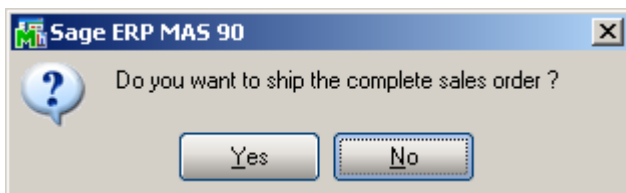
From 05/21/2012-06/05/2012- 16 days

From 06/06/2012-07/05/2012- one month

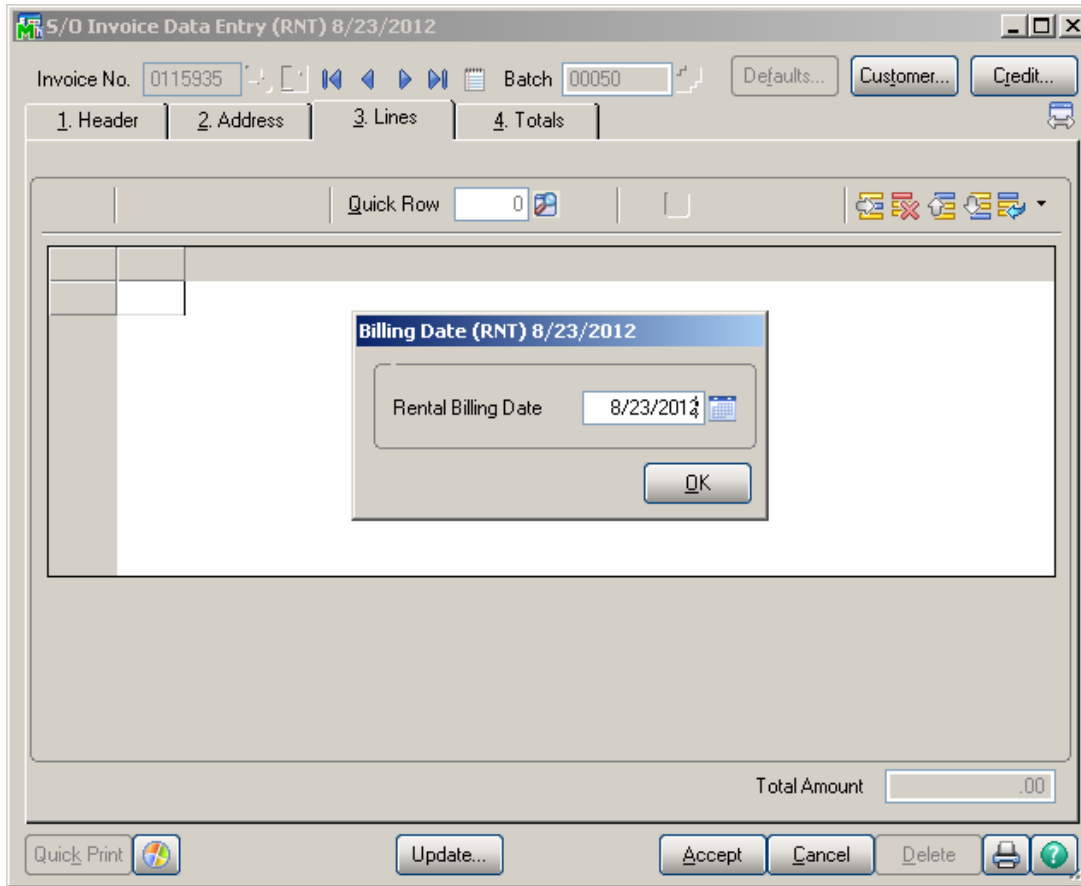
From 07/06/2012-07/25/2012- 20 days is considered 1 month as the cut-off is set to 20.

## Invoice Data Entry

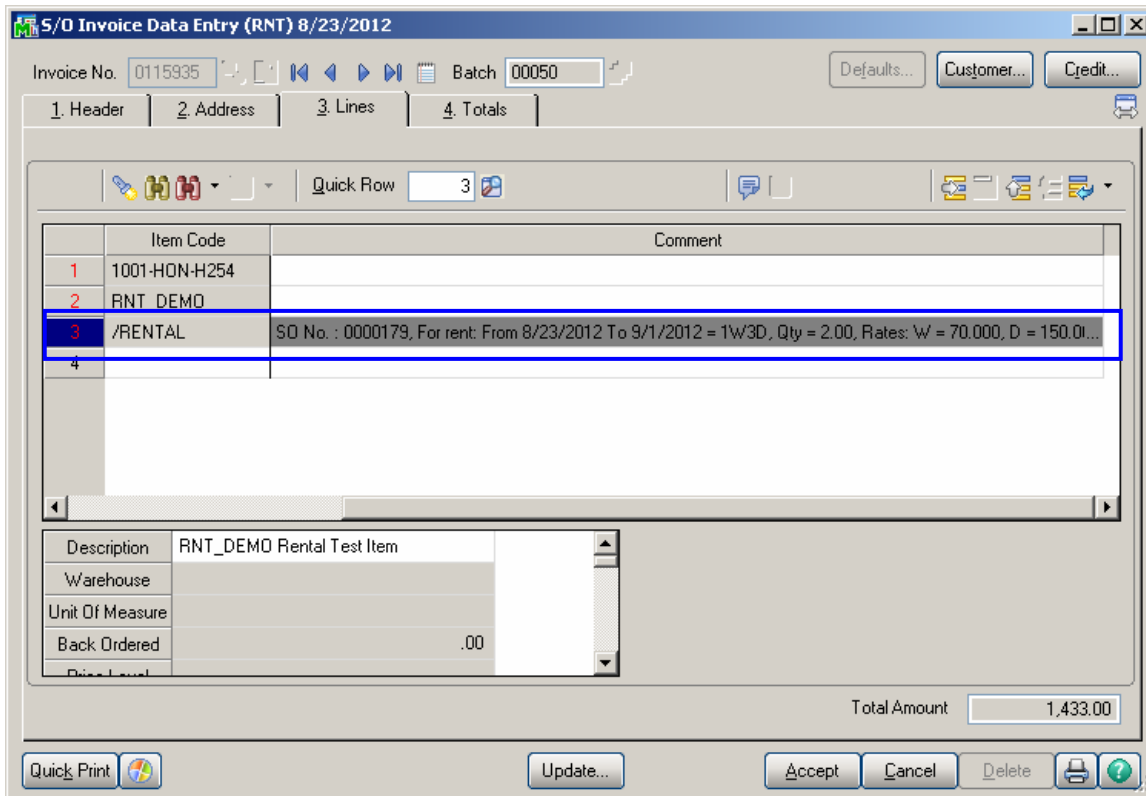
When Rental Order with Rental and Sales Lines is shipped through Invoice Data Entry, the following message is displayed asking whether or not to ship the complete sales order.



Upon selecting Yes the following dialog is displayed to allow entering Rental Billing Date.



After each ship line, a Misc Charge billing line will be generated indicating the charge period.



When the Invoice containing both sales and rental lines is updated the Sales Order is not deleted from the Sales Order data file, it is retained until the rental lines are completely billed and returned.

Rental Shipping Data Entry

The **Rental Shipping Data Entry** has been added to the Shipping menu of the **Sales Order** module.

If the Sales Order contains lines both with sales items and rental items it can be also shipped through the Shipping Data Entry or Invoice Data Entry. But once shipped by one of the shipping programs it cannot be shipped by any other program.

If the Sales Order contains only rental item it should be definitely shipped through the **Rental Shipping Data Entry**.

Rental Shipping Data Entry (RNT) 8/23/2012

Shipper ID: 1    Ship Date: 8/23/2012    Order No.: RN00079  
 Shipping No.: RS00040    Ship Status: New    SO Created By: IIG  
 Customer No.: 01-ABF    American Business Futures

1. Lines    2. Shipping

Item Code: [ ]    Quick Row: 1    Pkg: 0001

|   | Item Code | Ordered | Shipped | Comment |
|---|-----------|---------|---------|---------|
| 1 | RNT_DEMO  | 3.00    | 3.00    |         |

Description: [ ]  
 Warehouse: [ ]  
 U/M: [ ]  
 Package: [ ]

Update...

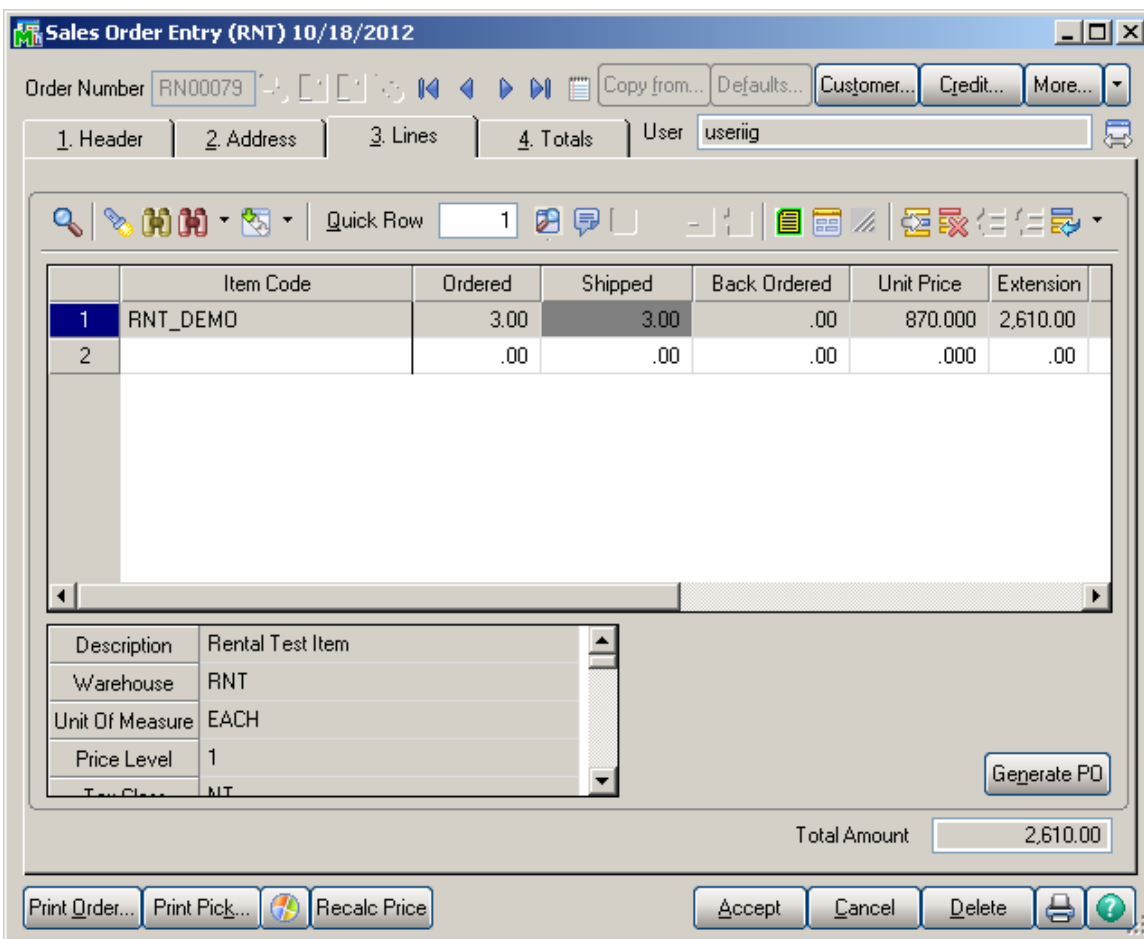
Quick Print    Auto Increment     Update...    Accept    Cancel    Delete



Now if you try to open this Order the following message will popup:

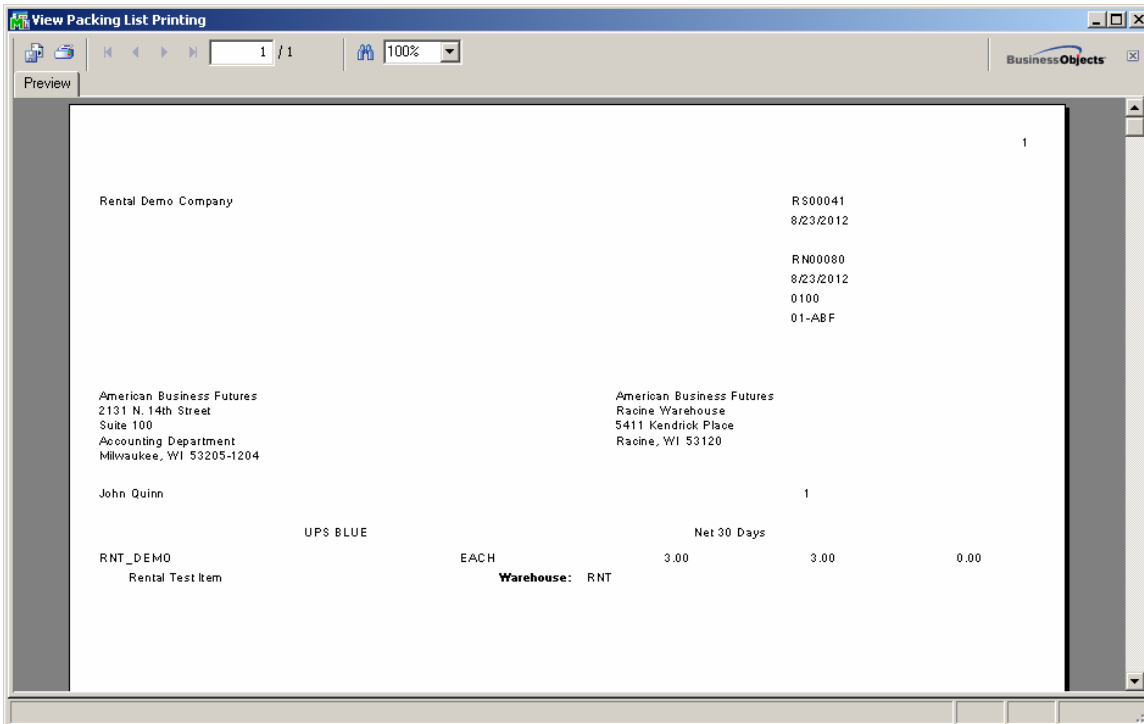


After the shipping is updated through the **Rental Shipping/Reports Update** program you can see the shipped order line on the **Lines** tab.



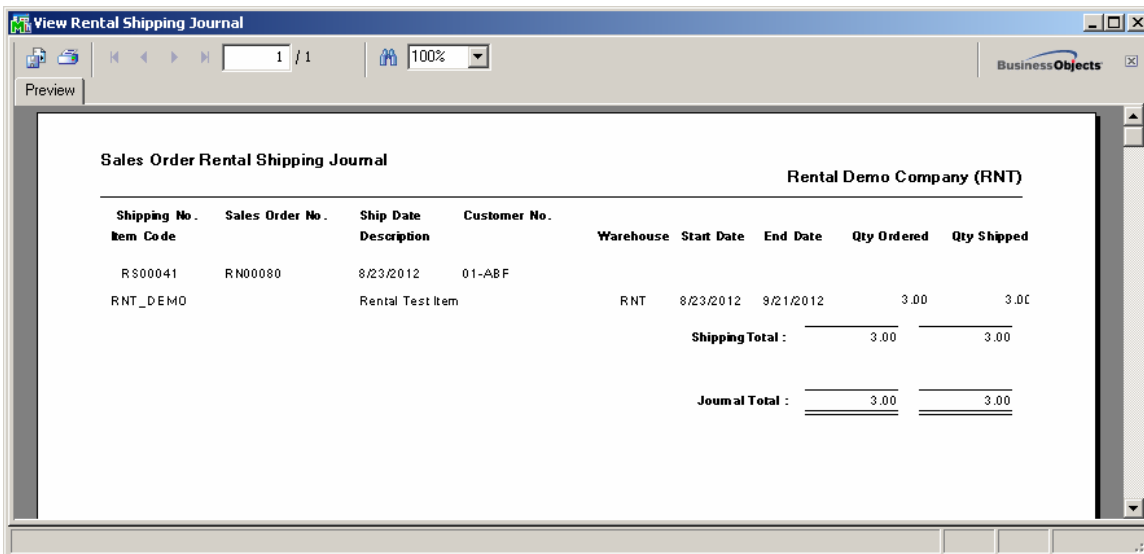
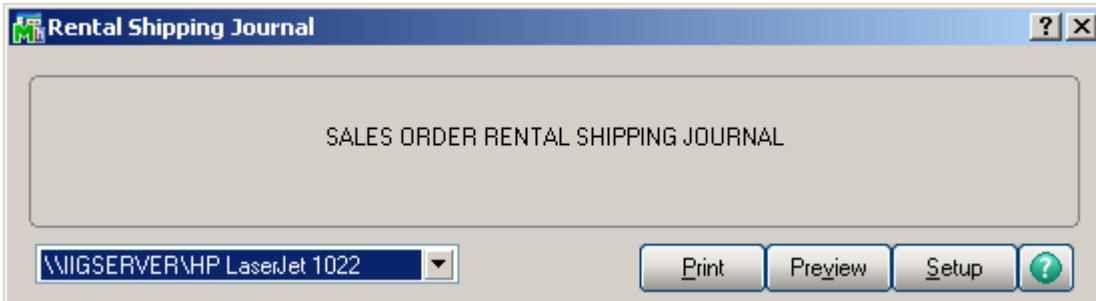
The **Rental Rates** as well as the **Ending Date** and **End Billing Date** can be changed for the rental lines already shipped. The new rate will be applied when generating Invoices for next rental periods.

The **Quick Print** button provides the Packing List and **Additional Packing List** printings for current rental shipment.

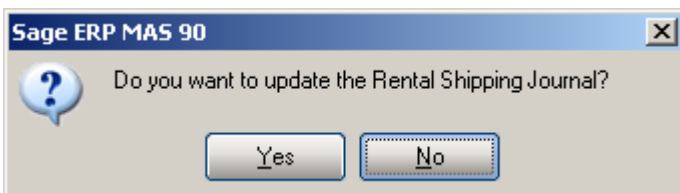


Rental Shipping Reports/Update

The **Rental Shipping Reports/Update** program added under the **Sales Order Shipping** menu allows printing the Rental shipping journal and updating it.



After the Rental Shipping Journal is Printed/Previewed the user is prompted to update it.

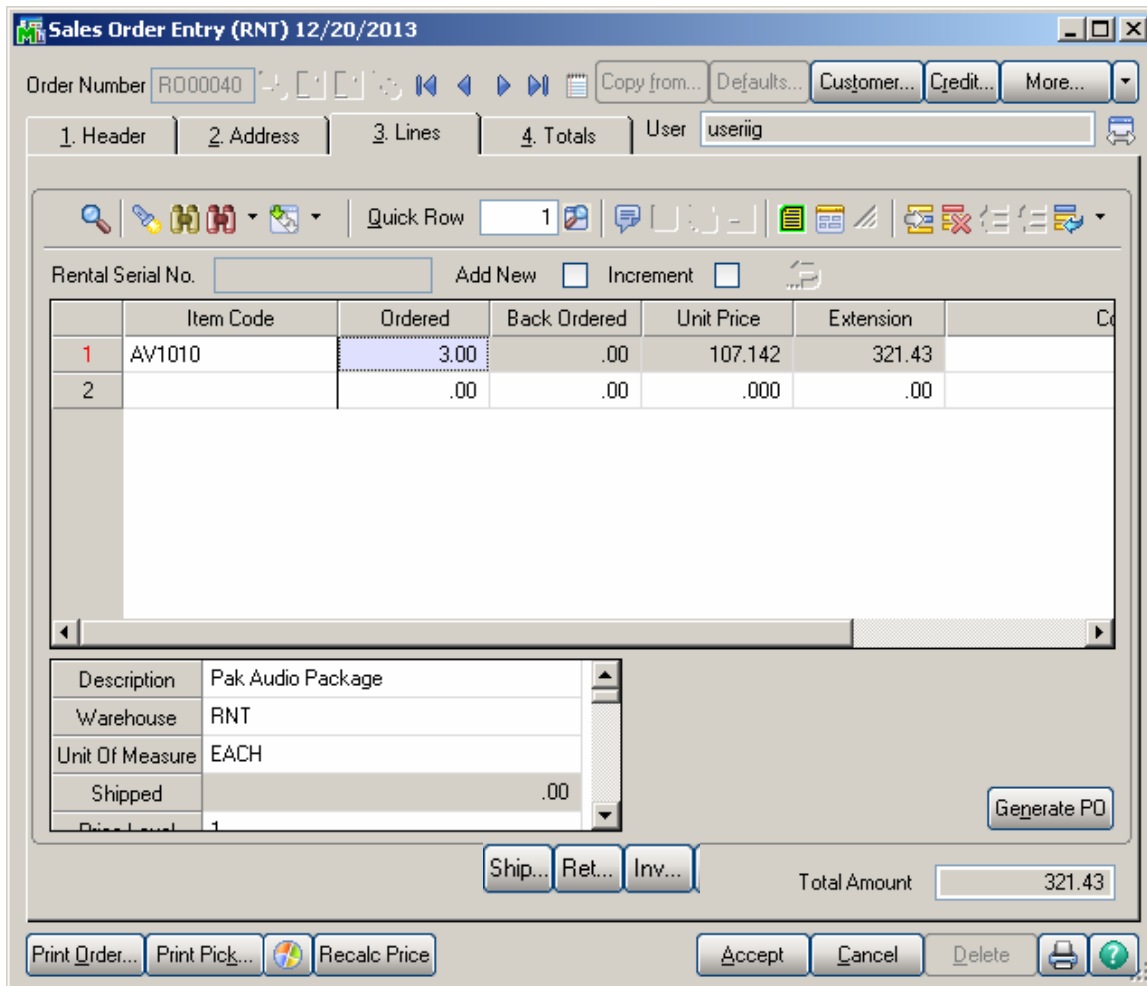


After the shipping Journal is updated corresponding Order line becomes available in the **Rental Status View** of the **Business Insights Explorer**.

### Partial Shipping

Rentals can be shipped completely as well as partially. In case of partial shipping the user is allowed to ship the order until the ordered quantity is completely shipped. After shipping some of the ordered quantity the remaining quantities are not backordered.

Here is an example of an order shipped partially:



Only 1 from total of 3 quantities ordered has been shipped through Shipping# RS00012

**Rental Shipping Data Entry (RNT) 12/20/2013**

Shipper ID: 1    Ship Date: 12/20/2013    Order No.: RD00041  
 Shipping No.: RS00012    Ship Status: New    SO Created By: IIG  
 Customer No.: 01-ABF    American Business Futures

1. Lines    2. Shipping

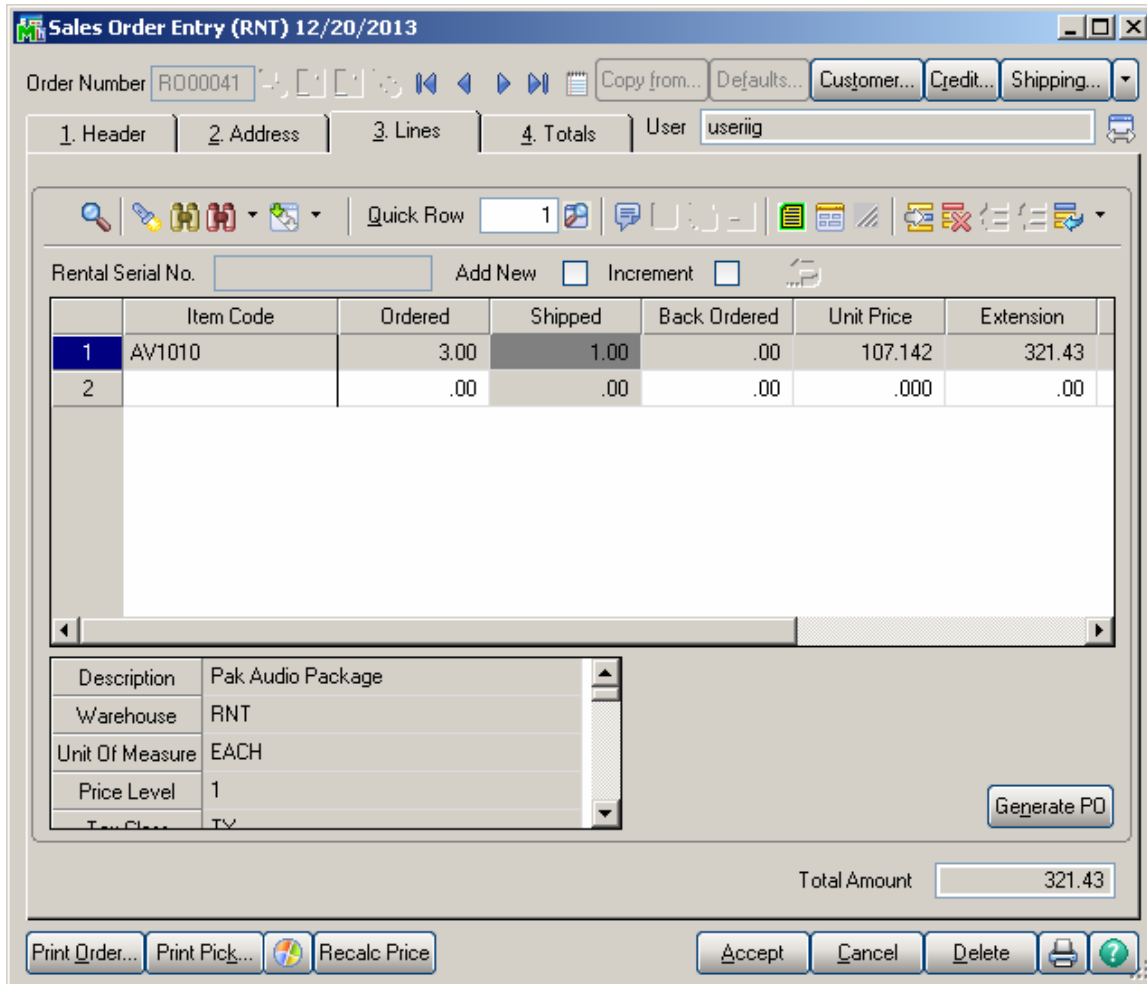
Item Code:     Quick Row: 1    Pkg: 0001

|   | Item Code | Ordered | Shipped | Comment |
|---|-----------|---------|---------|---------|
| 1 | AV1010    | 3.00    | 1.00    |         |

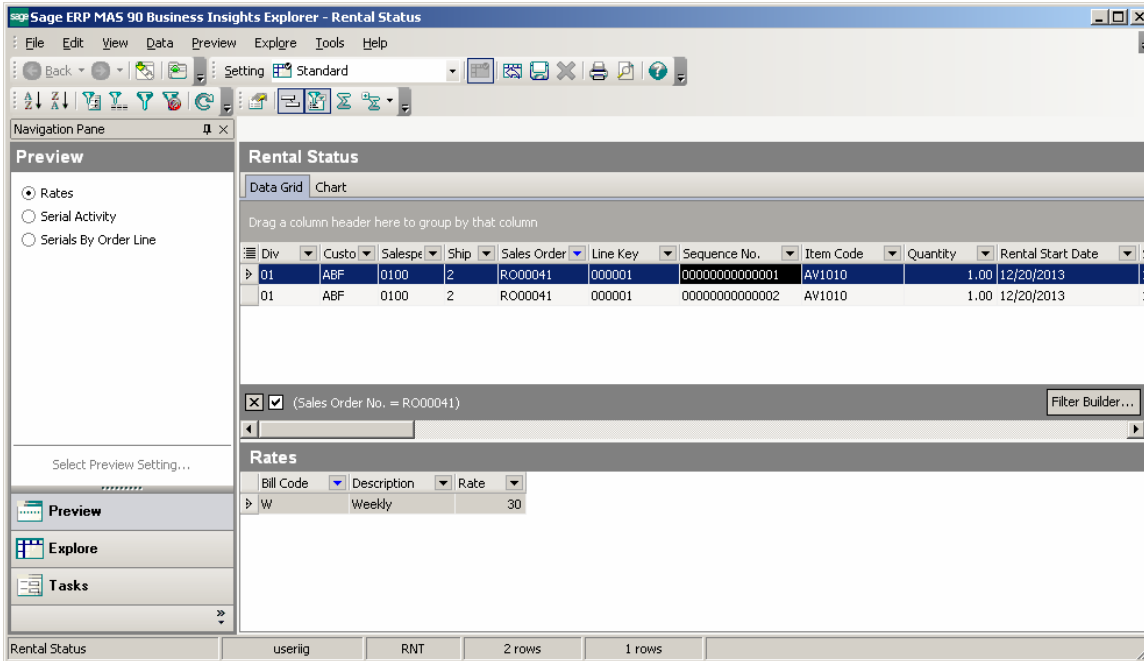
|             |                   |
|-------------|-------------------|
| Description | Pak Audio Package |
| Warehouse   | RNT               |
| U/M         | EACH              |
| Package     | 0001              |

Quick Print    Auto Increment     Update...    Accept    Cancel    Delete    ?

Here is the Sales Order after the shipment has been updated through the **Rental Shipping Reports/Update** program:



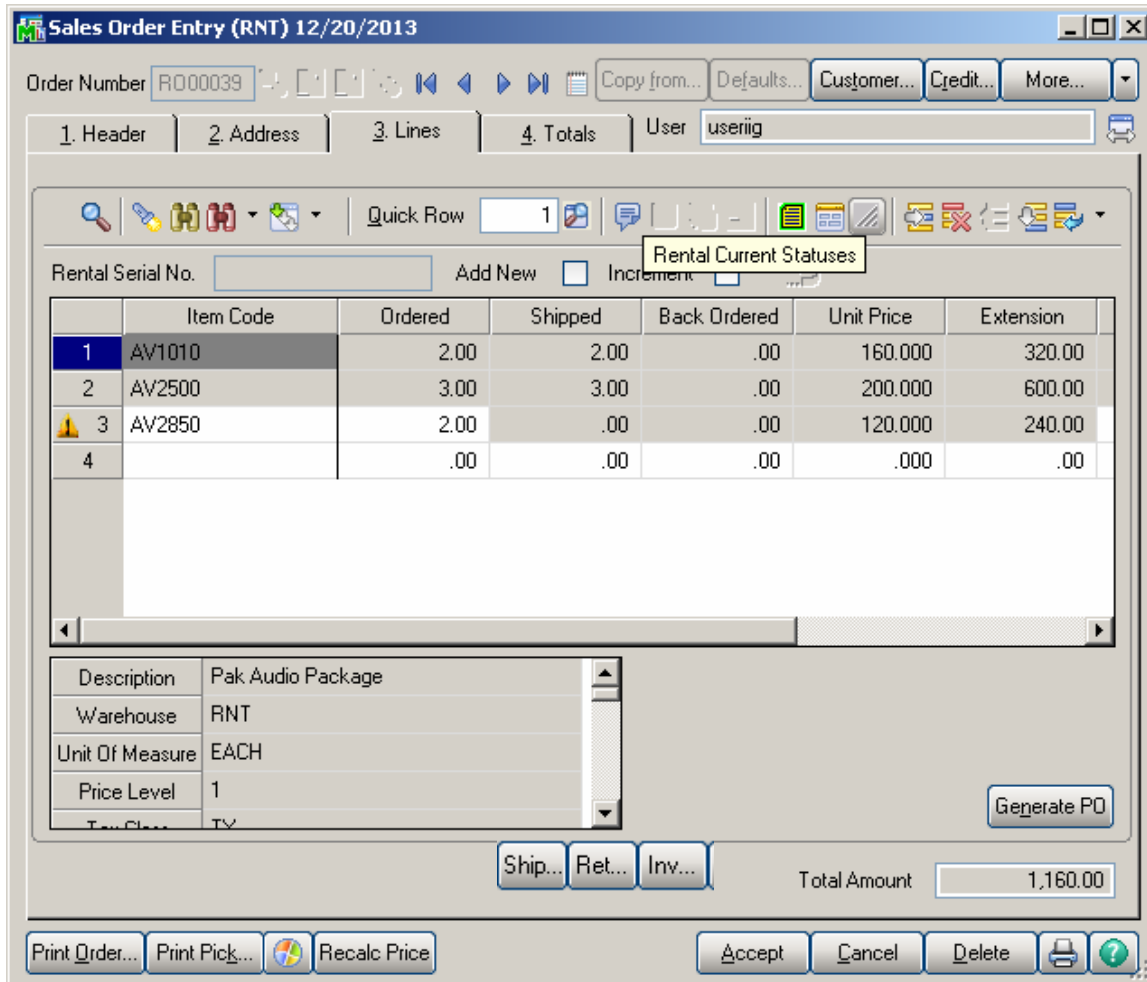
For this shipment only one line with Order#RO00041 and corresponding Sequence number will be available in the **Rental Status View**. After shipping the remaining quantities new line with next sequence number and **Quantity** equal to the quantity shipped will be added for the same order number in the **Rental Status View**. Thus during partial shipping the order lines are split in the **Rental Status View** by Sequence numbers.



The shipped lines are disabled in the Sales Order Entry but the user is allowed to change the **Ending Date**, **End Billing Date** and **Rental Rate**.

Rental Order Activity Tracking

The **Rental Current Statuses** button added on the Lines tab of the **Sales Order Entry** allows for tracking the rental order lines activity. This button is disabled for the newly created orders; it becomes enabled only for the order lines already processed.



The **Current Statuses** window provides information about the Transactions processed for current line as well as the total quantities: Ordered, Rented, Returned, and Missing/Damaged.



**Current Statuses**

Total Quantities

| Ordered | Rented | Returned | Missing | Damaged |
|---------|--------|----------|---------|---------|
| 2.00    | 2.00   | .00      | .00     | .00     |

| Transaction Date | Transaction Type | Transaction No. | Quantity |
|------------------|------------------|-----------------|----------|
| 12/20/2013       | Ordered          | SO-R000039      | 2.00     |
| 12/20/2013       | Shipped/Rent     | RS00009-IN      | 2.00     |

OK

For **Serial Item** the **Current Serial Statuses** window is opened with detail information about each Serial number's current status and the Transactions processed.

**Current Serial Statuses**

Total Quantities

| Reserved | Rented | Returned | Missing | Damaged |
|----------|--------|----------|---------|---------|
| .00      | 3.00   | .00      | .00     | .00     |

| Serial No. | Current Status |
|------------|----------------|
| 1009       | RNT            |
| 1010       | RNT            |
| 1011       | RNT            |

| Transaction Date | Transaction Type | Transaction No. |
|------------------|------------------|-----------------|
| 12/20/2013       | Reserve          | R000039-SO      |
| 12/20/2013       | Shipped/Rent     | RS00009-IN      |

Serial No. Swapping

Current Serial No.  Swapping Serial No.

Swapping Date

OK

Upon selecting a Serial Number line, the Transaction information is loaded in the grid below.

The **Total Quantities** section provides information about the quantities originally ordered, shipped (rented), returned as well as missing and damaged.

The information about the generated transactions is displayed in the grid.

**Serial No. Swapping** group of fields allows for swapping current serial number without doing return for current serial and creating new sales order for its replacement.

The **Current Serial No.** field displays the Serial number rented out by current order. In the **Swapping Serial No.** field select the serial number you want the current one to replace with, specify **Swapping Date** to replace on and press the **Swap** button.

The Current Serial No will be replaced with new one.

### Rental Status View

The **Rental Status view** has been added to the **Explorer** menu of the **Sales Order** module.

The **Rental Status View** provides access to rental data; no need to visit a maintenance screen, call up an inquiry, and run a report to gather the various and detailed information you need regarding your rentals.

| Div | Customer Number | Salesperson Number | Ship To Code | Sales Order No. | Line Key | Sequence No.   | Item Code     | Quantity | Rental Start Date | Start Billing Date |
|-----|-----------------|--------------------|--------------|-----------------|----------|----------------|---------------|----------|-------------------|--------------------|
| 01  | ABF             | 0100               | 2            | RN00053         | 000002   | 00000000000001 | RNT_TEST ITEM | 1.00     | 06/08/2012        | 06/08/2012         |
| 01  | ABF             | 0100               | 2            | RN00053         | 000003   | 00000000000001 | RNT_DEMO      | 2.00     | 06/08/2012        | 06/08/2012         |
| 01  | ABF             | 0100               | 2            | RN00053         | 000004   | 00000000000001 | RNT_SERIAL    | 1.00     | 06/08/2012        | 06/08/2012         |
| 01  | ABF             | 0100               | 2            | RN00056         | 000005   | 00000000000001 | RENTAL_KIT    | 1.00     | 06/11/2012        | 06/11/2012         |
| 01  | ABF             | 0100               | 2            | RN00056         | 000006   | 00000000000001 | RNT_TEST ITEM | 1.00     | 06/11/2012        | 06/11/2012         |
| 01  | ABF             | 0100               | 2            | RN00056         | 000007   | 00000000000001 | RNT_DEMO      | 2.00     | 06/11/2012        | 06/11/2012         |
| 01  | ABF             | 0100               | 2            | RN00056         | 000008   | 00000000000001 | RNT_SERIAL    | 1.00     | 06/11/2012        | 06/11/2012         |
| 01  | ABF             | 0100               | 2            | RN00057         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00059         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00060         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00062         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00066         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00068         | 000001   | 00000000000002 | PICKUP TRUCK  | 2.00     | 06/27/2012        | 06/27/2012         |
| 01  | ABF             | 0100               | 2            | RN00072         | 000001   | 00000000000001 | RNT_DEMO      | 2.00     | 05/09/2012        | 05/09/2012         |
| 01  | ABF             | 0100               | 2            | RN00073         | 000001   | 00000000000001 | RNT_DEMO      | 3.00     | 05/09/2012        | 05/09/2012         |
| 01  | ABF             | 0100               | 2            | RN00074         | 000001   | 00000000000001 | RNT_SERIAL    | 2.00     | 05/09/2012        | 05/09/2012         |
| 01  | ABF             | 0100               | 2            | RN00077         | 000001   | 00000000000001 | TIMEAIR-2000  | 2.00     | 05/09/2012        | 05/09/2012         |
| 01  | ABF             | 0100               | 2            | RN00079         | 000001   | 00000000000002 | RNT_DEMO      | 3.00     | 08/23/2012        | 08/23/2012         |
| 01  | ABF             | 0100               | 2            | RN00079         | 000002   | 00000000000002 | RNT_TEST ITEM | 2.00     | 08/23/2012        | 08/23/2012         |
| 01  | ABF             | 0100               | 2            | RN00080         | 000001   | 00000000000001 | RNT_DEMO      | 1.00     | 08/23/2012        | 08/23/2012         |
| 01  | ABF             | 0100               | 2            | RN00080         | 000001   | 00000000000002 | RNT_DEMO      | 2.00     | 08/23/2012        | 08/23/2012         |
| 01  | ABF             | 0100               | 2            | RN00081         | 000001   | 00000000000001 | RNT_DEMO      | 2.00     | 08/27/2012        | 08/27/2012         |

| Bill Code | Description | Rate |
|-----------|-------------|------|
| D         | Daily       | 150  |
| M         | Monthly     | 600  |

*Note: the **Rental Status** becomes available for a Sales Order line only after updating the **Rental Shipping Journal**.*

The **Rental Status** grid provides with detail information on rentals. Here the user can see to what customer and by what sales order number the item has been rented, what quantities are rented and from what warehouse they are shipped, when will be the rentals returned and whether or not they are returned by that date; up to what date rentals are billed. You can also get information about Missing/Damaged rentals.

Actually here is kept the rental history and it is the main information source for the user. On the **Rental Status** grid each line of Sales (Rental) Order is displayed separately. Though the Sales (Rental) Order is not deleted from the system after it is shipped, the Rental Status grid should be used for getting detailed information regarding rentals.

The **Rental Start Date** and **Due End Date** columns are populated with corresponding Start Date and End Date specified on the rental line when the order is shipped.

| Inbner | Salesp | SF      | Sales Orc | Line Ke          | Sequence No.  | Item Code | Quantity   | Rental Start D | Start Billing | End Billing | Billn      | Due End Date | Billed To Date | Actual End Date |
|--------|--------|---------|-----------|------------------|---------------|-----------|------------|----------------|---------------|-------------|------------|--------------|----------------|-----------------|
| 0100   | 2      | RN00053 | 000002    | 0000000000000001 | RNT_TEST ITEM | 1.00      | 06/08/2012 | 06/08/2012     | 06/17/2012    | NONE        | 06/17/2012 |              |                |                 |
| 0100   | 2      | RN00053 | 000003    | 0000000000000001 | RNT_DEMO      | 2.00      | 06/08/2012 | 06/08/2012     | 06/17/2012    | NONE        | 06/17/2012 |              |                |                 |
| 0100   | 2      | RN00053 | 000004    | 0000000000000001 | RNT_SERIAL    | 1.00      | 06/08/2012 | 06/08/2012     | 06/17/2012    | NONE        | 06/17/2012 |              |                |                 |
| 0100   | 2      | RN00056 | 000005    | 0000000000000001 | RENTAL_KIT    | 1.00      | 06/11/2012 | 06/11/2012     | 07/11/2012    | NONE        | 07/11/2012 |              |                |                 |
| 0100   | 2      | RN00056 | 000006    | 0000000000000001 | RNT_TEST ITEM | 1.00      | 06/11/2012 | 06/11/2012     | 07/11/2012    | NONE        | 07/11/2012 |              |                |                 |
| 0100   | 2      | RN00056 | 000007    | 0000000000000001 | RNT_DEMO      | 2.00      | 06/11/2012 | 06/11/2012     | 07/11/2012    | NONE        | 07/11/2012 |              |                |                 |
| 0100   | 2      | RN00056 | 000008    | 0000000000000001 | RNT_SERIAL    | 1.00      | 06/11/2012 | 06/11/2012     | 07/11/2012    | NONE        | 07/11/2012 |              |                |                 |
| 0100   | 2      | RN00057 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 |              |                | 07/04/2012      |
| 0100   | 2      | RN00059 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 |              |                | 04/04/2013      |
| 0100   | 2      | RN00060 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 |              |                | 07/04/2012      |
| 0100   | 2      | RN00062 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 |              |                | 06/27/2012      |
| 0100   | 2      | RN00066 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 |              |                | 07/04/2012      |
| 0100   | 2      | RN00068 | 000001    | 0000000000000002 | PICKUP TRUCK  | 2.00      | 06/27/2012 | 06/27/2012     | 07/04/2012    | NONE        | 07/04/2012 | 07/04/2012   |                | 07/04/2012      |
| 0100   | 2      | RN00072 | 000001    | 0000000000000001 | RNT_DEMO      | 2.00      | 05/09/2012 | 05/09/2012     | 07/11/2012    | 31          | 07/11/2012 |              |                |                 |
| 0100   | 2      | RN00073 | 000001    | 0000000000000001 | RNT_DEMO      | 3.00      | 05/09/2012 | 05/09/2012     | 06/22/2012    | 31          | 06/22/2012 |              |                |                 |
| 0100   | 2      | RN00074 | 000001    | 0000000000000001 | RNT_SERIAL    | 2.00      | 05/09/2012 | 05/09/2012     | 06/22/2012    | 31          | 06/22/2012 |              |                |                 |
| 0100   | 2      | RN00077 | 000001    | 0000000000000001 | TIMEAIR-2000  | 2.00      | 05/09/2012 | 05/09/2012     | 06/22/2012    | 31          | 06/22/2012 |              |                |                 |
| 0100   | 2      | RN00079 | 000001    | 0000000000000002 | RNT_DEMO      | 3.00      | 08/23/2012 | 08/23/2012     | 09/21/2012    | 31          | 09/21/2012 | 08/31/2012   |                | 09/01/2012      |
| 0100   | 2      | RN00079 | 000002    | 0000000000000002 | RNT_TEST ITEM | 2.00      | 08/23/2012 | 08/23/2012     | 09/06/2012    | NONE        | 09/06/2012 | 09/01/2012   |                | 09/01/2012      |
| 0100   | 2      | RN00080 | 000001    | 0000000000000001 | RNT_DEMO      | 1.00      | 08/23/2012 | 08/23/2012     | 09/21/2012    | 31          | 09/21/2012 | 08/31/2012   |                |                 |
| 0100   | 2      | RN00080 | 000001    | 0000000000000002 | RNT_DEMO      | 2.00      | 08/23/2012 | 08/23/2012     | 09/21/2012    | 31          | 09/21/2012 |              |                |                 |
| 0100   | 2      | RN00081 | 000001    | 0000000000000001 | RNT_DEMO      | 2.00      | 08/27/2012 | 08/27/2012     | 09/27/2012    | 5           | 09/27/2012 |              |                |                 |

The **Billed to Date** column displays the date up to which the rental line has been billed, that is the date when Invoice has been generated through the **Rental Invoice Generation** program. The **Bill To Date** field gets values based on the Billing Type of rental line.

- For **Up front** billing type rentals the **Billed to Date** field is populated with the **End Billing Date** specified for current rental line.
- For **Upon Return** billing type rentals the **Billed to Date** field is populated with the **Actual End Date**, which is formed during **Rental Return Reports/Update**.
- For **Periodic** billing type rentals the **Billed to Date** field is populated with the date of last billing (the **To Date** shown in the Invoice Misc Charge line comment).

The **Actual End Date** is the date when rental is returned. It is the Return Date of the Rental Return Entry that is set during Rental Return Update. The **Actual End Date** blank means the rental has not been returned (the **Actual End Date** is always blank for missing rentals).

The **Miss/Dam** column indicates whether the rental is missing or damaged.

The **Miss/Dam. Billed** flag set on means an invoice has been generated for missing/damaged rental. If the flag is on but the line is not indicated as missing/damaged, credit memo should be generated.

The **Issue Gen flag** set on indicates IM Issue transaction has been generated for missing/damaged rental.

The **Rent Status** can be either **Open** or **Closed**. It indicates whether or not there are any financial or other issues related to current rental that needs to be adjusted.

Open status means there are still some open issues related with rental to be settled.

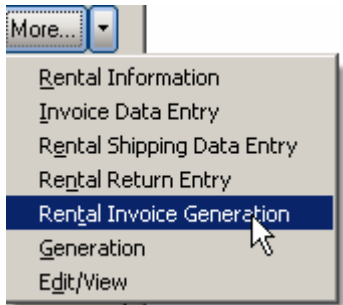
The **Rent Status** column is set to **Closed** in the following cases:

- Rental Line is returned and there isn't any open issue with billing. In case the Item Status is Missing/Damaged (in the Rental Status View) the Missing/Damaged Billed flag should be Yes.
- If the Item Status is Returned and the **Billed To Date** is equal to **Actual End Date**.

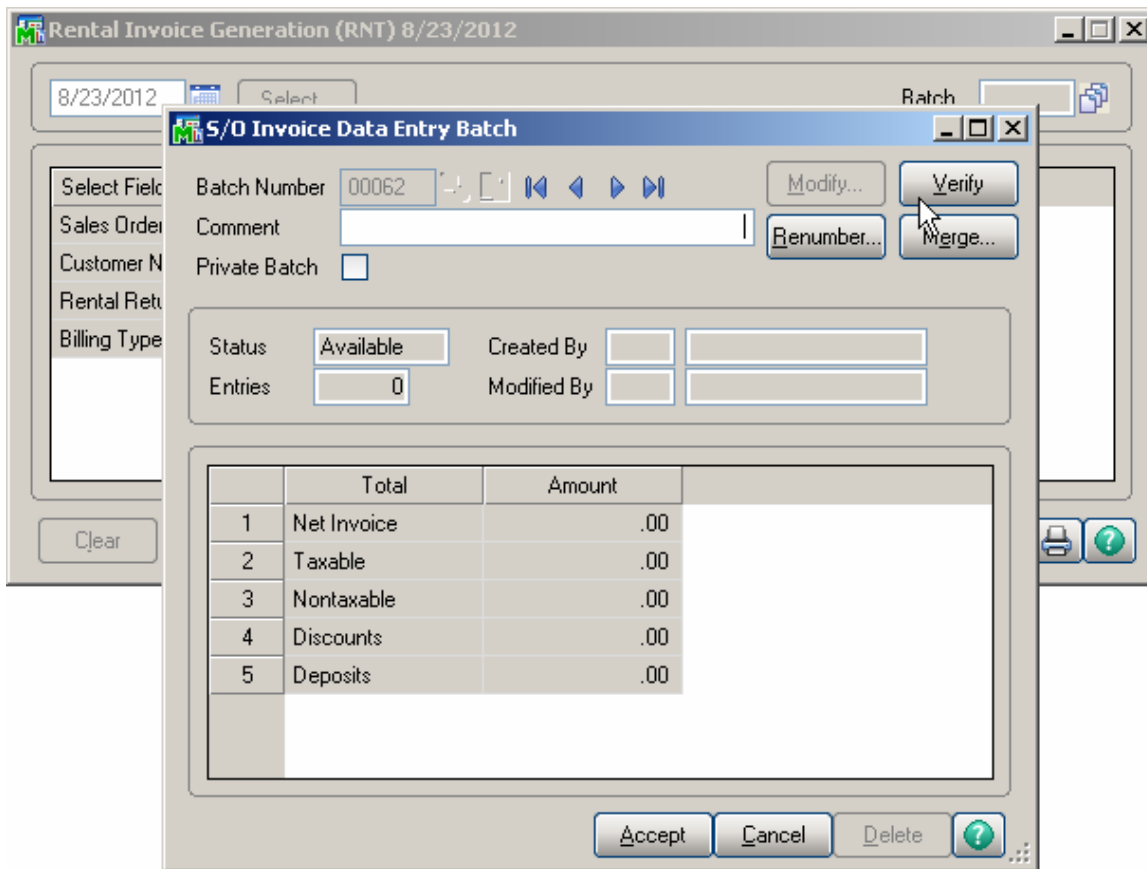
**Rental Order** is closed and removed to History if all Rental Lines are closed and there are not any unshipped Sales Lines in the Order

**Rental Invoice Generation**

The **Rental Invoice Generation** program is intended for billing rentals. It may be run from the Sales **Order Main** menu or just from the Sales Order Entry screen (under the **More...** menu button)



The S/O Invoice batch screen is opened if Batch Processing is enabled in the Invoice Data Entry. Select the Batch Number or click the Next Batch Number to generate the next batch and press Accept.



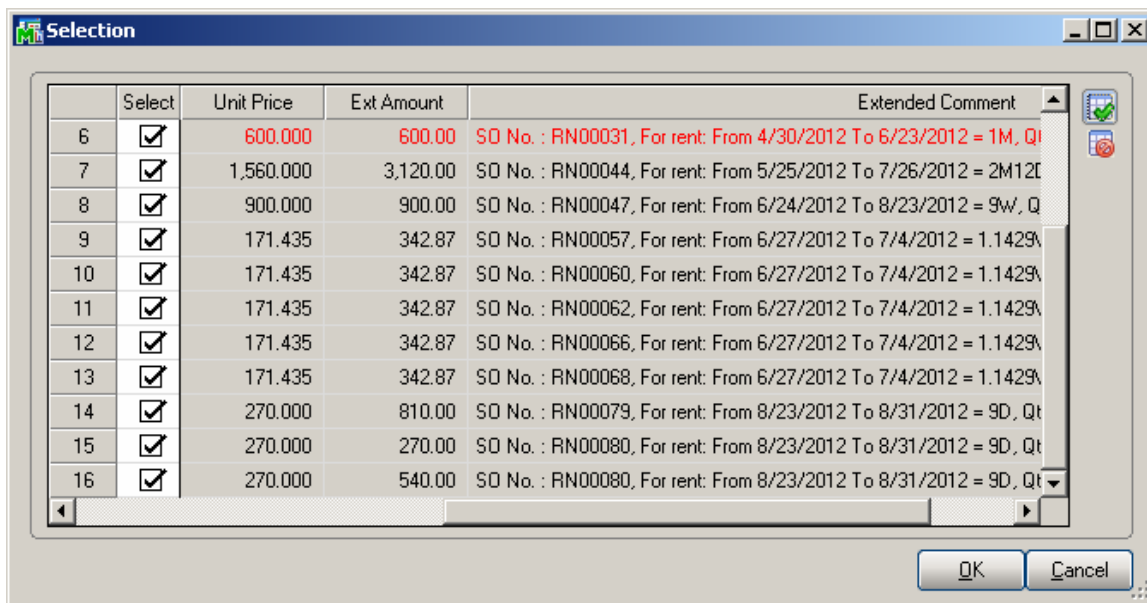
Select the **Date** (is defaulted to SO Module current **Accounting Date**) in the corresponding field and click **Proceed**. You can set also selection criteria by **SO Number, Customer Number, Rental Return** and **Billing Type**.

**Select** button is enabled.

Click **Select** button to open the **Selection** grid.

All lines are selected by default.

In the **Selection** grid, check corresponding order(s) for which you want to generate an invoice.



The **Select All** and **Deselect All** buttons allow selecting/deselecting all lines at once.

In the Selection grid the line is red colored in case the Rental Due End date is over but the Rental line has not been returned yet.

Click the **Print** button in the **Rental Invoice Generation** screen to generate invoices.

View Rental Invoice Generation Listing

Preview

Rental Invoice Generation Listing

Rental Demo Company (RNT)

| Order Number   | Type | Customer | Slsp | Item         | UOM  | Quantity    | Unit Rent       | Ext Amount      |
|--|------|----------|------|--------------|------|-------------|-----------------|-----------------|
| RN00031  | IN   | -        | 0100 | PICKUP TRUCK | EACH | 0.00        | 0.00            | 0.00            |
| SO No. : RN00031, For rent: From 4/30/2012 To 6/23/2012 = 1M, Qty = 1.00, Rates: M = 600.000,    |      |          |      |              |      |             |                 |                 |
| RN00068  | IN   | 01-ABF   | 0100 | PICKUP TRUCK | EACH | 2.00        | 171.44          | 342.87          |
| SO No. : RN00068, For rent: From 6/27/2012 To 7/4/2012 = 1.1429W, Qty = 2.00, Rates: W = 150.000 |      |          |      |              |      |             |                 |                 |
| RN00079  | IN   | 01-ABF   | 0100 | RNT_DEMO     | EACH | 3.00        | 270.00          | 810.00          |
| SO No. : RN00079, For rent: From 8/23/2012 To 8/31/2012 = 9D, Qty = 3.00, Rates: D = 30.000,     |      |          |      |              |      |             |                 |                 |
| RN00080  | IN   | 01-ABF   | 0100 | RNT_DEMO     | EACH | 1.00        | 270.00          | 270.00          |
| SO No. : RN00080, For rent: From 8/23/2012 To 8/31/2012 = 9D, Qty = 1.00, Rates: D = 30.000,     |      |          |      |              |      |             |                 |                 |
| <b>Report Total:</b>   |      |          |      |              |      | <u>7.00</u> | <u>1,311.44</u> | <u>2,022.87</u> |

Open the **S/O Invoice Data Entry** and select the new generated invoice.  
 The invoiced **Rental Sales Order** number is displayed on the Invoice Data Entry header.

S/O Invoice Data Entry (RNT) 8/23/2012

Invoice No. 0115943 Batch 00062

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

Invoice Date 8/23/2012 Invoice Type Standard Invoice Rental Sales Order RN00068

Customer No. 01-ABF American Business Futures

Contract No. Cust PO

Order Status 1 Step

Ship Date 8/23/2012

Due Date 9/22/2012

Discount Date 8/23/2012

Warehouse RNT

Rental warehouse

Sales Tax Schedule WI

Wisconsin

Apply to Inv #

Ship To Addr 2 American Business Futures

Terms Code 01 Net 30 Days

Ship Via UPS BLUE FOB Tracking...

Confirm To John Quinn

E-mail artie@abf.com

Fax No. Batch Fax

Comment RNT : Rentals billing

Salesperson 0100 Jim Kentley

Split Comm. No Split Comm...

Print Invoice

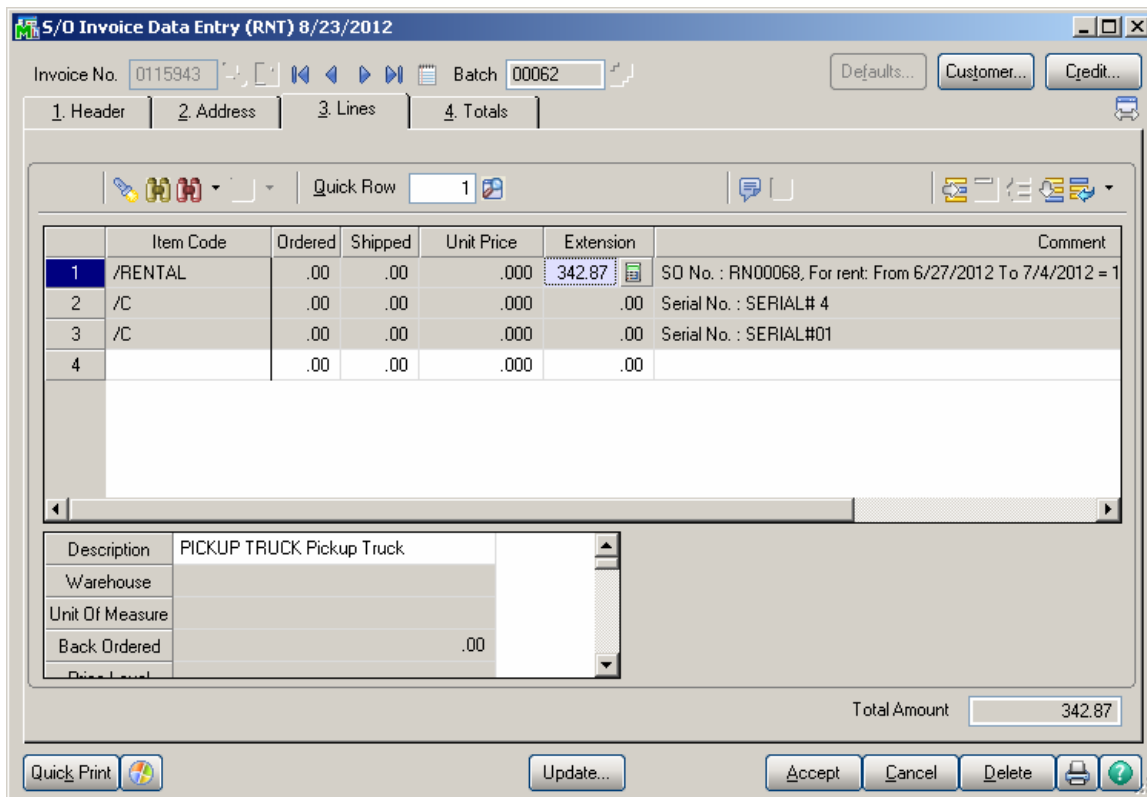
Quick Print Update... Accept Cancel Delete



All fields for that invoice will be disabled in the **S/O Invoice Data Entry**.

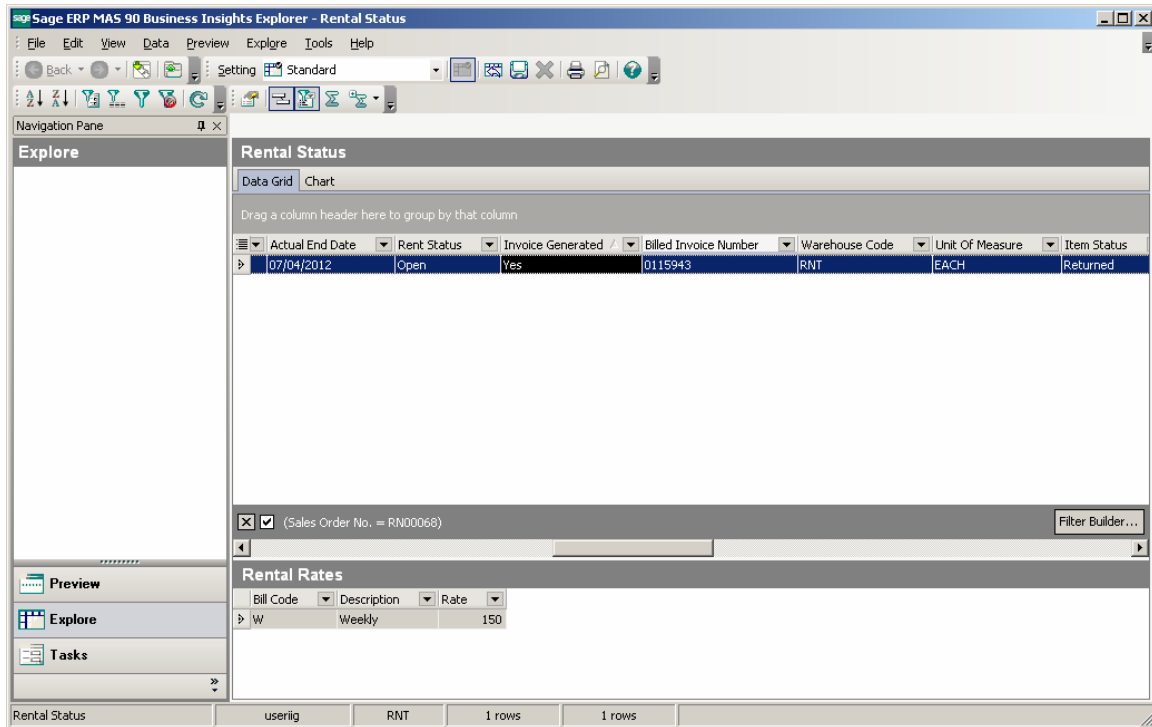
On the **Header** tab the **Comment** field is loaded with the following text: **“RNT: Rentals billing”** indicating the invoice is generated through the **Rental Invoice Generation** for rentals billing.

On the **Lines** tab, the **Miscellaneous Charge Item** specified for the Item in the Item Maintenance is loaded as a comment line. The **Comment** column contains full information about the billing: **Start Billing Date** and **End Billing Date**, **Billing Period**, **Billing Rates**, rental item’s **Sales Price** and the **Sales Order Number**.



After the Rental Invoice Generation the Invoice Generated flag is changed to "Yes" and the **Billed Invoice Number** field is populated with corresponding Invoice Number in the Rental Status View.

If the rental item entered in the Sales Order has **Extended Description** it will be loaded in the Miscellaneous Charge Item’s Extended Description field of the generated Invoice.



In case the generated Invoice is deleted the Invoice Generated flag is set to "No" and the Billed Invoice number field is emptied.

After the Billing Invoice is updated, the Invoice Generated flag is set to "No"; the **Billed to Date** field is updated with respective date and the **Billed Invoice number** is cleared.

The rental Order Number is displayed on the **A/R Invoice History Inquiry** screen after the Invoice, generated through Rental Invoice Generation program, has been updated.

**A/R Invoice History Inquiry (RNT) 8/27/2012**

Invoice No. 0115943 Type INV Date 8/23/2012 Source S/O Order No. RN00068

Customer No. 01-ABF American Business Futures  
 Ship To 2 American Business Futures  
 Source Journal SO-000022 RMA No.

Terms Code 01 Net 30 Days Ship Date 8/23/2012  
 Ship Via UPS BLUE Schedule WI  
 FOB  Ship Zone  Tracking...  
 Customer PO  Weight   
 Salesperson 01-0100 Jim Kentley Apply To   
 Confirm To John Quinn IT User ID   
 Comment RNT : Rentals billing  
 E-mail artie@abf.com  
 Fax  Batch Fax

|               |        |
|---------------|--------|
| Taxable       | .00    |
| Nontaxable    | 342.87 |
| Freight       | .00    |
| Sales Tax     | .00    |
| Discount      | .00    |
| Invoice Total | 342.87 |
| Deposit       | .00    |
| Net Invoice   | 342.87 |

Balance 342.87

### Minimum One Period Rental Charge

The **Minimum One Period Rental Charge** option is available for Periodic Billing type rentals. The **Minimum One Period Rental Charge** checkbox is shown on the Rental Header and Detail Information screens if the Billing type is Periodic.

**Rental Header Information** [?] [X]

Default Rental Line

Starting Date 8/27/2012 [Calendar]

Ending Date 9/27/2012 [Calendar]

Start Billing Date 8/27/2012 [Calendar]

End Billing Date 9/27/2012 [Calendar]

Bill Code M Monthly

Billing Day 5

Days In Month Bill Code Days

Extended Rentals Best Pricing

Billing Periods 1M

Pricing Method Time Based

Billing Type Periodic

Bill Period in Advance

Minimum One Period Rental Charge

Apply to Lines

OK Cancel

**Rental Detail Information** [?] [X]

Rental Line

Starting Date 8/27/2012 [Calendar]

Ending Date 9/27/2012 [Calendar]

Start Billing date 8/27/2012 [Calendar]

End Billing date 9/27/2012 [Calendar]

Bill Code M Monthly

Billing Day 5

Days In Month Bill Code Days

Extended Rentals Best Pricing

Billing Periods 1M 2D [Dollar Sign]

Pricing Method Time Based

Billing Type Periodic

Sales Price .000

Bill Period in Advance

Minimum One Period Rental Charge

OK Cancel

Select this checkbox to charge the minimum amount regardless of the actual rental days that customer keeps the items.

If there is Billing Day specified the minimum period for rental charge is calculated starting from **Start Billing Date** to the specified **Billing Day** based on the **Days in Month** drop box setting.

The **Rental Invoice Generation** program will not allow generating credit memo invoice for early return if the return happens before the first period.

### Rental Return Entry

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

Rental lines cannot be returned unless they have been shipped.

Click the **Next Number** button from toolbar to create new return entry. The next return number is taken from **S/O Options**.

The **Return Date** is the system current date set by default, which can be changed manually. After the rental return is updated this date will be considered as **Actual End Date** for rental.

Return Number: RR00067

Return Date: 10/18/2012

Item Code: [ ]

Sales Order No.: [ ]

Serial No.: [ ]

Customer No.: [ ]

| Sales Order No. | Item Code | Rented | Returned | Missing | Damaged |
|-----------------|-----------|--------|----------|---------|---------|
|                 |           |        |          |         |         |

Description: [ ]

From Warehouse: [ ]

U/M: [ ]

Starting Date: [ ]

Buttons: Quick Print..., Auto Increment , Update..., Accept, Cancel, Delete

Click the **Defaults...** button to view/edit **Default Values for Rental Return Entry.**

Next Return No.: RR00068

Return Date: 10/18/2012

Buttons: OK, Cancel

The following options have been provided to make the return process easier:

1. By selecting/entering the Sales Order number
2. By selecting/entering the Customer Number
3. By scanning the Item number or Serial Number

Only the rental lines already processed and available in the **Rental Status View** can be returned through Rental Return Entry.

| Order No | Customer No | Name                      |
|----------|-------------|---------------------------|
| RN00006  | 02-ATOZ     | A To Z Carpet Supply      |
| RN00012  | 01-ABF      | American Business Futures |
| RN00038  | 01-ABF      | American Business Futures |
| RN00053  | 01-ABF      | American Business Futures |
| RN00056  | 01-ABF      | American Business Futures |
| RN00072  | 01-ABF      | American Business Futures |
| RN00073  | 01-ABF      | American Business Futures |
| RN00074  | 01-ABF      | American Business Futures |
| RN00077  | 01-ABF      | American Business Futures |
| RN00080  | 01-ABF      | American Business Futures |
| RN00081  | 01-ABF      | American Business Futures |
| RN00083  | 01-ABF      | American Business Futures |
| RN00084  | 01-ABF      | American Business Futures |
| RN00086  | 01-ABF      | American Business Futures |

Search Order No Begins with Find

Filters...

Custom... Select Cancel

Found 14 records

When the user enter/select the Sales Order number the following message appears to confirm whether or not the lines will be returned completely.

Rental Return Entry (RNT) 10/18/2012

Return Number: RR00068

Return Date: 10/18/2012

Sales Order No.: RN00056

Item Code: [Empty]

Serial No.: [Empty]


Customer No.: [Empty]


Do you want to return rental lines completely?

Yes No

Quick Print... Auto Increment  Update... Accept Cancel Delete

If **Yes** is selected all lines of the Rental Order are loaded in the grid regardless the Rental Due Date. The **Returned** quantity will be automatically set equal to the quantity **Rented** only for the lines, which rental period is over. For the rental lines, which Rental Due Date is less than the actual Return date the Qty Returned is set to 0.

The  (Remove Zero Quantity Lines) button allows removing the lines with 0 quantities.

The user can remove those lines by clicking the  button or set the returned quantity manually and process those lines as early return.



Rental Return Entry (RNT) 10/18/2012

Return Number: RR00068

Return Date: 10/18/2012

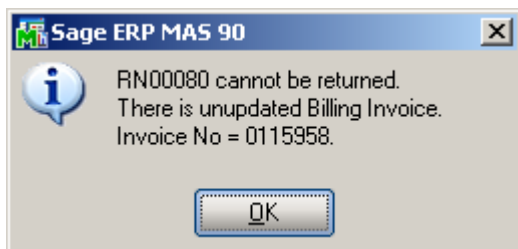
Sales Order No.: RN00056

Customer No.: 01-ABF

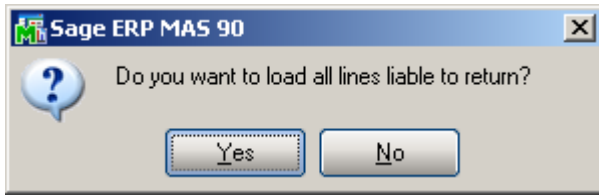
|   | Sales Order No. | Item Code  | Rented | Returned | Missing | Damaged |
|---|-----------------|------------|--------|----------|---------|---------|
| 1 | RN00056         | RENTAL_KIT | 1.00   | 1.00     | .00     |         |
| 2 |                 |            | .00    | .00      | .00     |         |

Description: EXECUTIVE DESK ENSEMBLE  
 From Warehouse: RNT  
 U/M: EACH  
 Starting Date: 6/11/2012

After the lines of the selected order are loaded in the grid the user can select also other orders (if there are such) from the lookup list of the **Sales Order No** field for the selected customer to be returned. The following message appears upon selecting an Order for which an unupdated Invoice is found:



If the user prefers returning rental lines by selecting the Customer, the following message appears:



Upon selecting **Yes** another message is popup to confirm the rental lines will be returned completely. If the user chooses to return rental lines completely, all lines from the Orders created for the selected Customer will be loaded in the grid.

Only the lines, which rental period is over and they should be returned, will be automatically loaded. The following cases are possible:

- The **Due End Date** is equal to the **Return Date**. This is an in time return.
- The **Due End Date** is less than the actual **Return Date**. In this case the return is treated as **Late Return** and the Customer should be billed through the **Rental Invoice Generation** program for additional period.

If the **Due End Date** is greater than the actual **Return Date** the lines of Sales order are not automatically loaded. The user has to select manually the lines being returned. In this case the return is treated as **Early Return** and Credit Memo should be generated through the **Rental Invoice Generation** program for the period(s) already billed. After you have selected the lines to be returned and Accepted Return; the Return number is updated in the **Rental Status View**.

Rental Return Entry (RNT) 10/18/2012

Return Number: RR00069

Return Date: 10/18/2012

Sales Order No.: [ ]

Customer No.: 01-ABF

Item Code: [ ]

Serial No.: [ ]

American Business Futures

Quick Row: 1

|   | Sales Order No. | Item Code     | Rented | Returned | Missing | Dama |
|---|-----------------|---------------|--------|----------|---------|------|
| 1 | RN00053         | RNT_TEST ITEM | 1.00   | 1.00     | .00     |      |
| 2 | RN00053         | RNT_DEMO      | 2.00   | 2.00     | .00     |      |
| 3 | RN00053         | RNT_SERIAL    | 1.00   | 1.00     | .00     |      |
| 4 |                 |               | .00    | .00      | .00     |      |

Description: Rental Test Item

From Warehouse: RNT

U/M: EACH

Starting Date: 6/8/2012

Quick Print... Auto Increment  Update... Accept Cancel Delete

The **Rented** field displays the quantity being on rent. The **Returned** field shows the quantity customer is returning currently.

When the Items are listed in the grid, the **Item Code** field is enabled for scanning item codes. When entering a Serial Item Code the **Serial No.** field becomes enabled to allow scanning the Serial Number being returned. When Serial No is scanned and the **Auto Increment** option is on, the **Returned** quantity of current Item is incremented by one. If the **Auto Increment** option is not selected the **Returned** quantity of current Item will not be incremented, but the focus will go to the **Returned** column of the current Item (this is similar to the Auto Increment logic of Shipping Data Entry).

Click the **Auto Return** button to automatically set all lines quantity returned to quantity rented and set the serial number of the items RET from RNT in the distribution screen.

**Quick Print** – allows for previewing/printing current Return. The following options are available:

- **All**
- **On Rent**
- **Returned**
- **Missing**
- **Damaged**

Here is an example of printout:

| SO No   | Item Code     | Description      | Whse | On Rent | Returned | Missing | Damaged |
|---------|---------------|------------------|------|---------|----------|---------|---------|
| RN00053 | RNT_TEST ITEM | Rental Test Item | RNT  | 0.00    | 1.00     | 0.00    | 0.00    |
| RN00053 | RNT_DEMO      | Rental Test Item | RNT  | 0.00    | 2.00     | 0.00    | 0.00    |
| RN00053 | RNT_SERIAL    | Serial Test Item | RNT  | 0.00    | 1.00     | 0.00    | 0.00    |

SR001-118      Returned

**Update** – this button allows for launching the Rental Return Journal.

The Serial No field is intended for Serial Items return just by scanning the Serial Number. Upon scanning the serial number the Order Selection screen is opened with the list of all open rental orders containing current serial number.

The screenshot shows the 'Rental Return Entry (RNT) 10/18/2012' window. The 'Order Selection' dialog box is active, showing a table with the following data:

|   | Sales Order No. |
|---|-----------------|
| 1 | RN00084         |

The dialog also displays 'Customer No. 01-ABF' and buttons for 'OK', 'Cancel', and 'Delete'.

All orders are selected by default. The user may select the **Sales Order Numbers** that should be returned and press the **OK** button. The selected orders will be loaded in the Lines grid.

The Sales Order Number which contains current Serial Number is displayed in blue color.

The **Starting** and **Ending Dates** are populated from Sales Order header.

The **Missing** quantity is entered if you are sure the customer will not return that item any more.

The **Damaged** quantity is entered in case the customer returns the item but it is damaged.

The **Return** is treated as partial if the Customer decides to keep on rent some quantities and return them later.

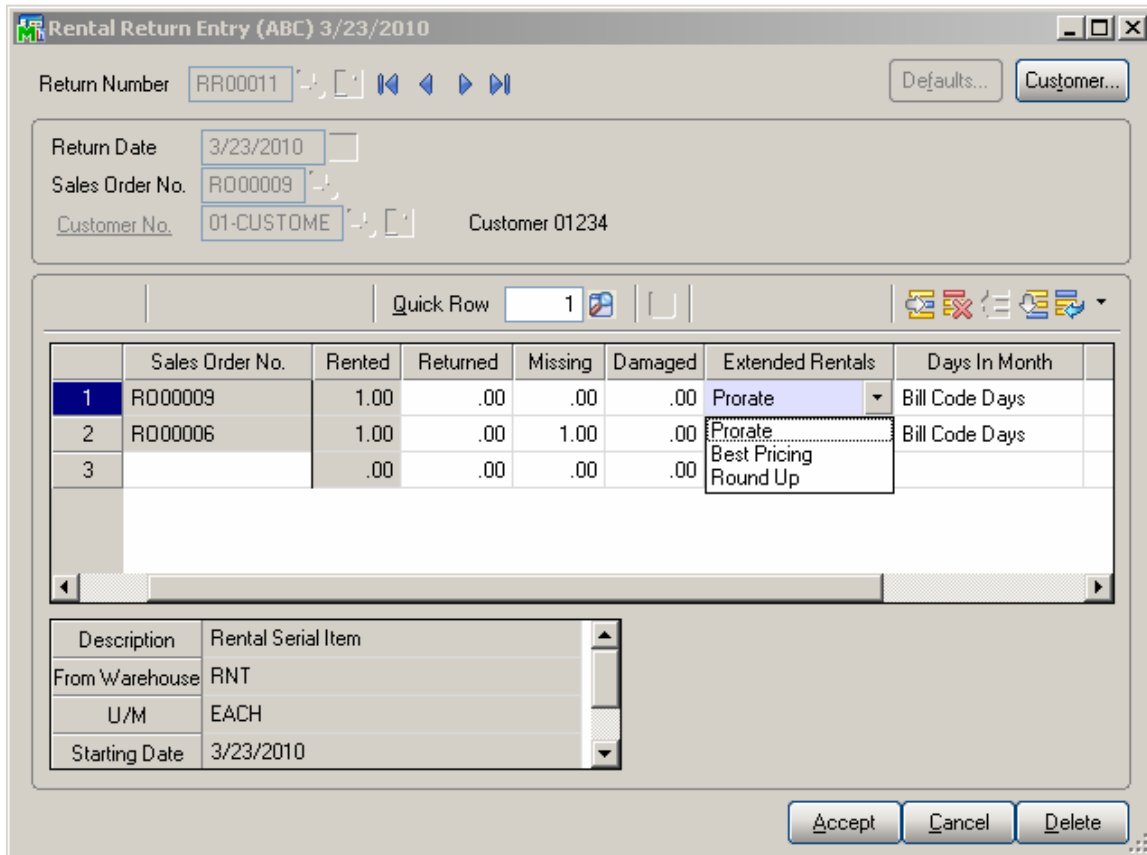
The user is given an opportunity to bill the Customer for Missing/Damaged quantities as well as to enter issue of items out of inventory. For details go to [Track Missing/Damaged Rentals](#).

Note that in case of partial return as well as return with Missing/Damaged quantities corresponding rental lines are split during Return Update.

The Sales Order is split into corresponding lines with Item Statuses set correspondingly: returned, rent, and damaged.

### Extended Rentals Setting During Return

The **Extended Rental** field added to the Rental Return grid allows handling extended rentals effectively. The Extended Rental value is defaulted from the Sales Order and can be changed while returning rentals. Changing the Extended Rental value will not affect its original settings in the Sales Order Entry.



The **Extended Rentals** new value is applied only to the quantities actually returned.

Rental Return Entry (ABC) 3/23/2010

Return Number: RR00011

Return Date: 3/23/2010

Sales Order No.: R000009

Customer No.: 01-CUSTOMER Customer 01234

Quick Row: 2

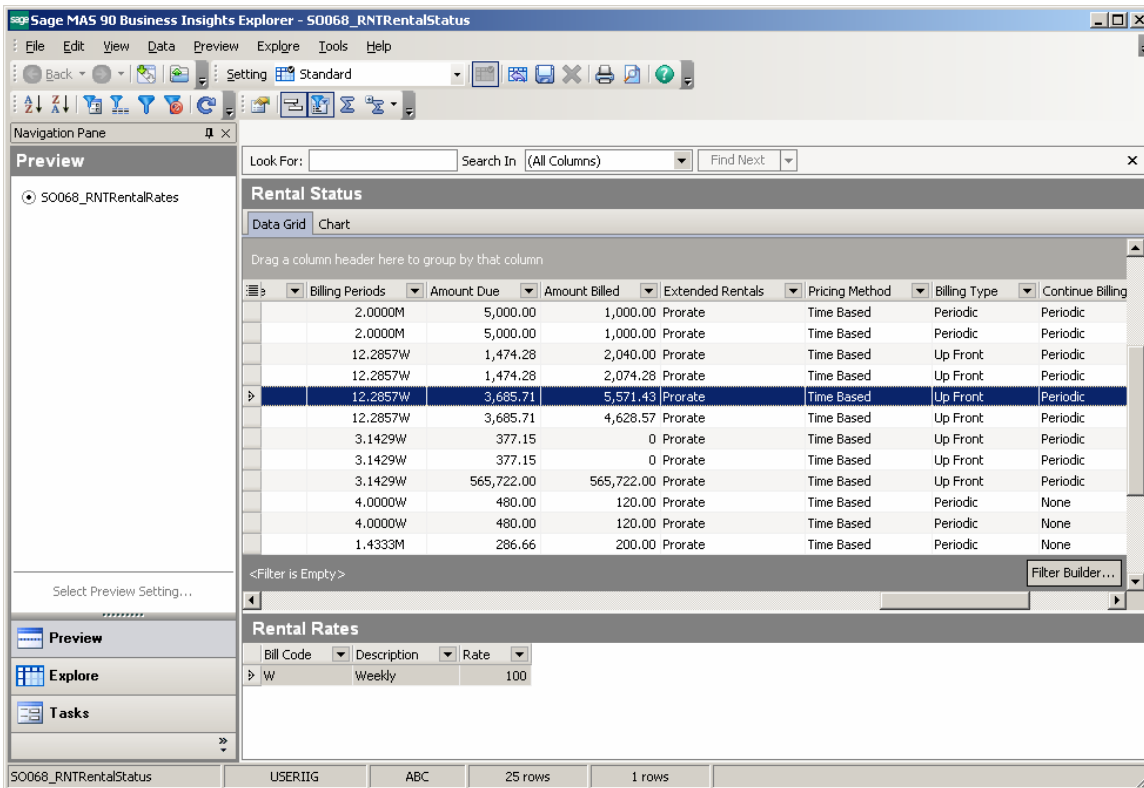
|   | Sales Order No. | Rented | Returned | Missing | Damaged | Extended Rentals | Days In Month  |
|---|-----------------|--------|----------|---------|---------|------------------|----------------|
| 1 | R000009         | 1.00   | .00      | .00     | .00     | Prorate          | Bill Code Days |
| 2 | R000006         | 1.00   | 1.00     | .00     | .00     | Prorate          | Bill Code Days |
| 3 |                 | .00    | .00      | .00     | .00     |                  |                |

|                |                     |
|----------------|---------------------|
| Description    | Rental Demo Item 01 |
| From Warehouse | RNT                 |
| U/M            | EACH                |
| Starting Date  | 3/1/2010            |

Accept Cancel Delete

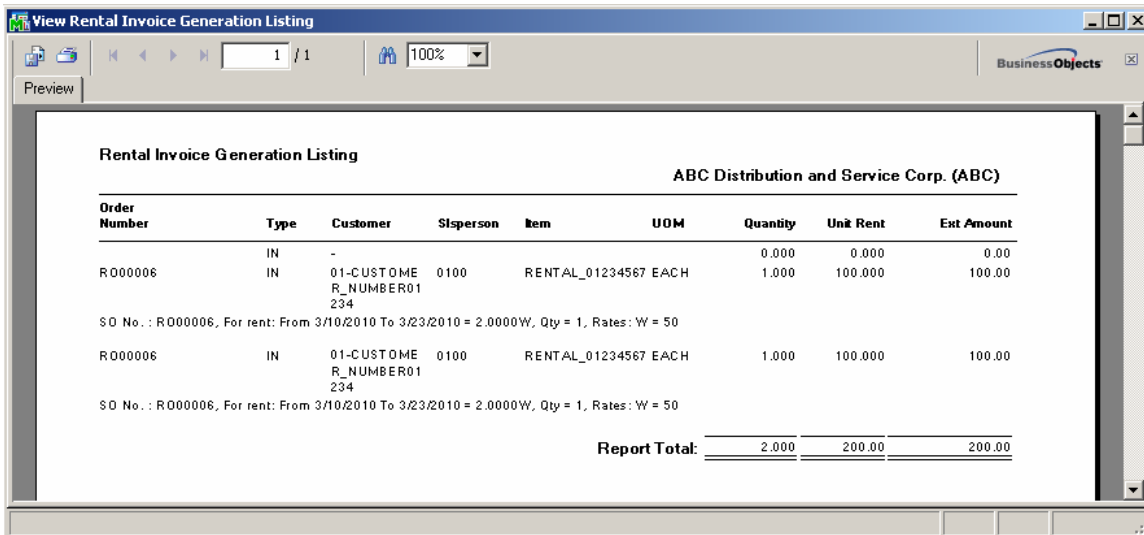
The Extended Rental new value is updated in the **Rental Status** view only for the quantity(s) actually returned.





Ability to change the Extended Rentals value in the Return Data Entry makes the billing process more effective especially for early returns.

Here is an example of Invoice generated for the Sales (Rental) Order some quantity of which has been returned earlier than the Due End Date and the Extended Rental value has been changed to **Best Pricing** during return.



5/0 Invoice Data Entry (ABC) 3/23/2010

Invoice No. 0100072 Defaults... Customer... Credit...

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

Quick Row 3

|   | Item Code             | Comment  | E |
|---|-----------------------|--|---|
| 1 | /RENTAL_0123456789_02 | SO No. : R000006, For rent: From 3/10/2010 To 3/23/2010 = 2.000... |   |
| 2 | /RENTAL_0123456789_02 | SO No. : R000006, For rent: From 3/10/2010 To 3/23/2010 = 2.000... |   |
| 3 |                       |  |   |

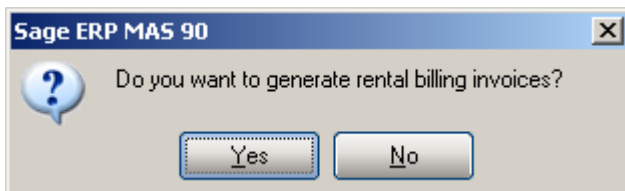
Warehouse  
Unit Of Measure  
Description  
Back Ordered .00  
Disc Level

Total Amount 200.00

Quick Print Accept Cancel Delete

## Rental Invoice Generation during Rental Return Reports/Updates

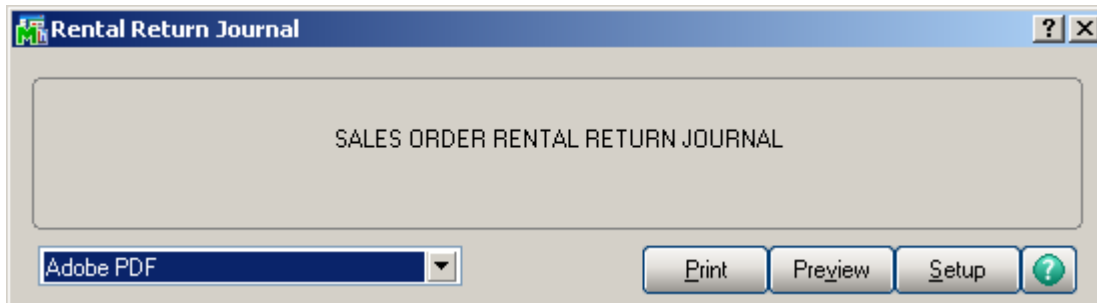
After returning the Rental Line, which Billing Type was Upon Return, after running Rental Return Reports/Updates the following message is displayed allowing to generate billing invoice:



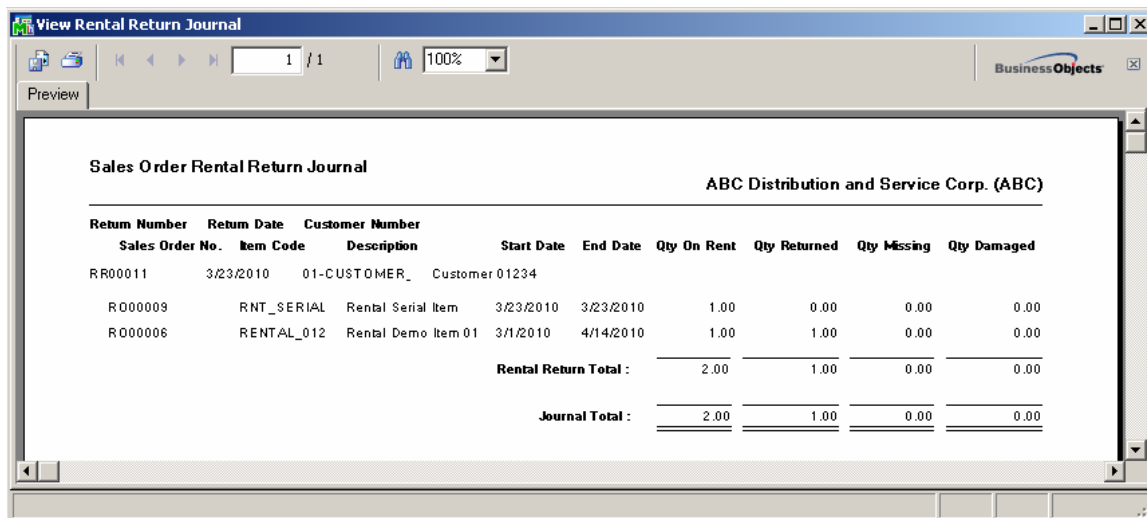
Click Yes to generate Invoices for corresponding lines.

Rental Return Reports/Update

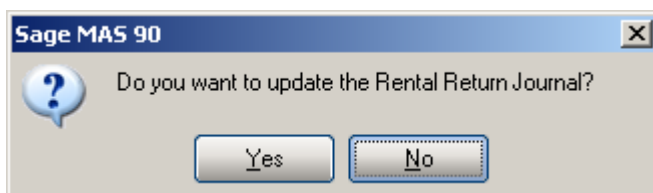
After Returns have been created, select the **Rental Return Reports/Update** from **Sales Order Main** menu to print/preview the rental return journal.



You can preview/print the Return Journal prior to updating in order to be sure the return data has been entered accurately.



The following message appears after printing the journal:



Select Yes to update the Rental Return Journal.

After the Rental Return Journal update, the rental information displayed in the Rental Status View is updated for corresponding lines.

For partial returns and returns containing missing/damaged items the order lines are split in the Rental Status View.

### Track Missing/Damaged Rentals

The **Track Missing/Damaged Rentals** program has been added to the **Main** menu of the **S/O** module to allow generating Invoices/Credit Memos, IM Issue transactions for missing/damaged rentals or just closing the line without any action.

| Select Field       | Operand | Value |
|--------------------|---------|-------|
| Sales Order Number | All     |       |
| Customer Number    | All     |       |
| Rental Return      | All     |       |
| Billing Type       | All     |       |

Select the **Action** and click the **Proceed** button.  
After clicking **Proceed** the **Select...** button will become enabled to allow opening the **Selection** grid.

Choose the **Issue Inventory** action to generate IM Issue transaction for selected lines. Transaction will be generated for the warehouse the rentals have been shipped from.

Track Missing/Damaged Rentals (ABC) 3/23/2010

Action: Issue Inventory [Select...]

| Select Field       | Operand | Value |
|--------------------|---------|-------|
| Sales Order Number | All     | ▼     |
| Customer Number    | All     | ▼     |
| Rental Return      | All     | ▼     |
| Billing Type       | All     | ▼     |

Clear Proceed Cancel [Printer Icon]

Selection

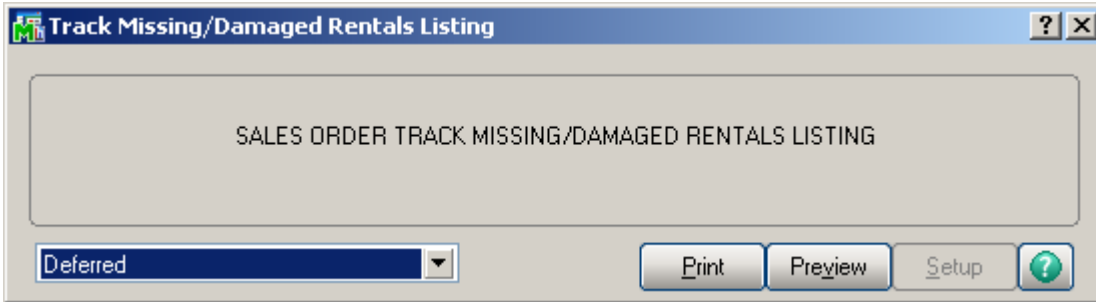
| Select                              | Sales Order | Div | Customer             | Item                     |
|-------------------------------------|-------------|-----|----------------------|--------------------------|
| <input checked="" type="checkbox"/> | RO00003     | 01  | ABF                  | RNT_DEMO                 |
| <input checked="" type="checkbox"/> | RO00003     | 01  | ABF                  | RNT_DEMO                 |
| <input checked="" type="checkbox"/> | RO00006     | 01  | CUSTOMER_NUMBER01234 | RENTAL_0123456789_ITEM01 |
| <input checked="" type="checkbox"/> | RO00006     | 01  | CUSTOMER_NUMBER01234 | RENTAL_0123456789_ITEM01 |

OK Cancel

The quantities treated as missing or damaged during return are loaded in the grid.

Check the lines you want to process and click **Ok**.

Now through the **Track Missing/Damaged Rentals Listing** (opened through the **Print** button in the **Track Missing/Damaged Rentals** screen) the selected **Action** will be performed.



You can Preview/Print the Missing/Damaged Rentals listing prior to I/M Issue transaction is generated.

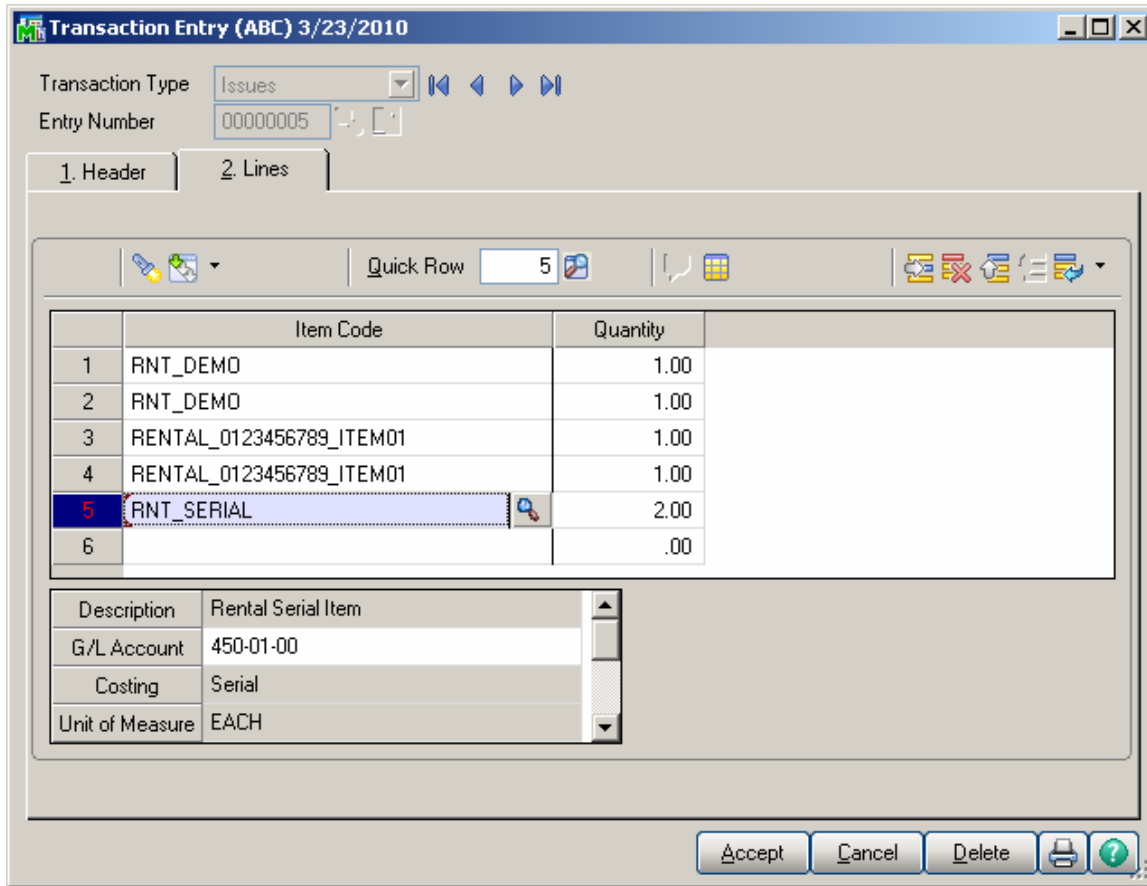
| Track Missing/Damaged Rentals Listing    |                  |           |                 |      |             |               |               |
|--|------------------|-----------|-----------------|------|-------------|---------------|---------------|
| ABC Distribution and Service Corp. (ABC) |                  |           |                 |      |             |               |               |
| Order Number                             | Customer         | Slsperson | Item            | UOM  | Quantity    | Sale Price    | Ext Amount    |
| R000003                                  | 01-ABF           | 0100      | RNT_DEMO        | EACH | 1.00        | 84.00         | 84.00         |
| R000003                                  | 01-ABF           | 0100      | RNT_DEMO        | EACH | 1.00        | 84.00         | 84.00         |
| R000006                                  | 01-C UST O<br>ME | 0100      | RENTAL_01234567 | EACH | 1.00        | 84.00         | 84.00         |
| R000006                                  | 01-C UST O<br>ME | 0100      | RENTAL_01234567 | EACH | 1.00        | 84.00         | 84.00         |
| <b>Report Total:</b>                     |                  |           |                 |      | <u>4.00</u> | <u>336.00</u> | <u>336.00</u> |

Here is the Transaction generated for the selected Miss./Damaged rentals.

The screenshot shows a software window titled "Transaction Entry (ABC) 3/23/2010". The window contains several input fields and buttons. At the top, there are navigation buttons (back, forward, etc.). Below that, the "Transaction Type" is set to "Issues" and the "Entry Number" is "00000005". There are two tabs: "1. Header" and "2. Lines", with "1. Header" selected. The "Transaction Date" is "3/23/2010". The "Default Warehouse" is "RNT Rental Warehouse". The "Comment" field contains the text "Generated by Mis/Dam Rentals". At the bottom right, there are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

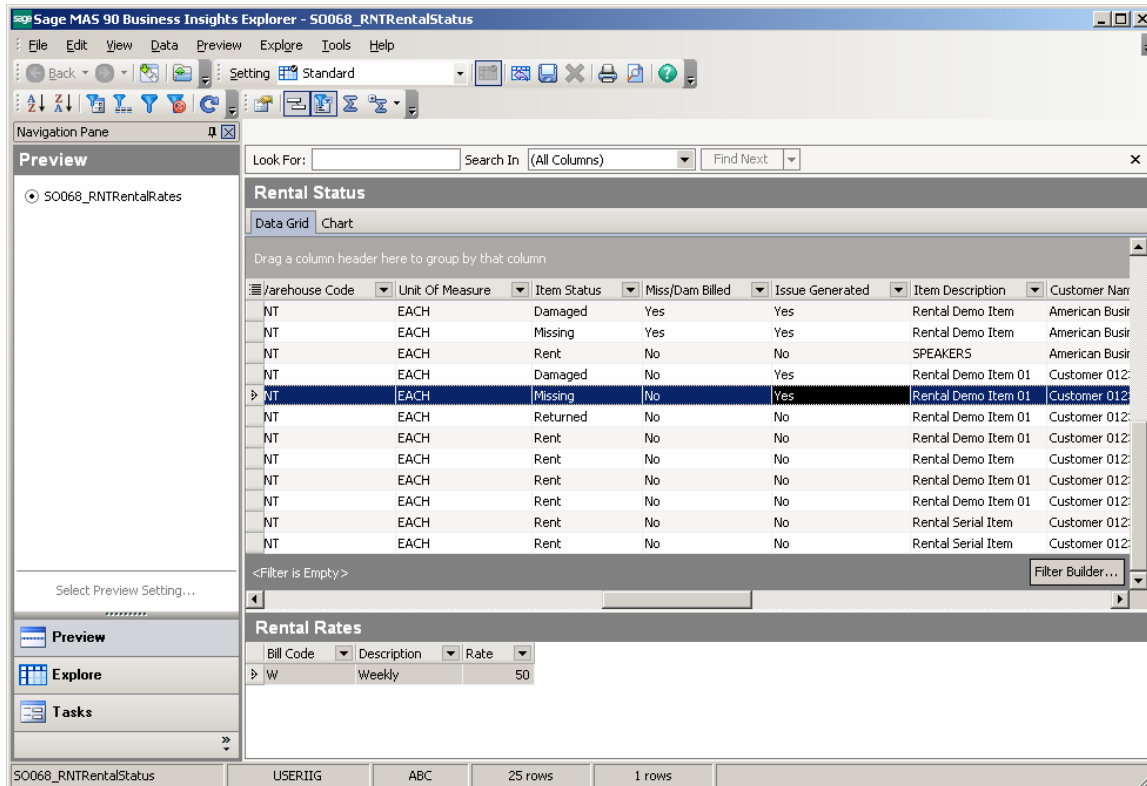
The **Comment** field of the generated Issue transaction is populated with “Generated by Miss/Dam Rentals” text.





The Serial Items will be automatically distributed (Distribution of the Return Entry is carried over to the Transaction entry) in the generated Issue Transaction if there is Qty Available for current Serial number during the Issue Generation.

After the Issue Transaction is updated the Issue Generated flag is set to "Yes" in the **Rental Status View**.



Select **Generate Invoice** action to bill the customer for missing/damaged rentals. The **Unit Price** for a missing/damaged item will default to the **Sales Price** specified on the line of order.

Here is an example of generated invoice for missing/damaged rentals.

For missing/damaged rentals the **Comment** field on the **Header** tab of the **S/O Invoice Data Entry** always displays the following: *RTN: Missing/Damaged rentals.*

5/O Invoice Data Entry (ABC) 3/23/2010

Invoice No. 0100067 Defaults... Customer... Credit...

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

Invoice Date 3/23/2010 Invoice Type Standard Invoice Rental Sales Order R000006

Customer No. 01-CUSTOMER\_NUMBER01234 Customer 01234  
Cust PO

Order Status 1 Step  
Ship Date 3/23/2010  
Due Date 4/22/2010  
Discount Date 3/23/2010  
Warehouse RNT  
Rental Warehouse

Sales Tax  
Schedule WI MILMIL  
Milwaukee

Apply to Inv #  
Ship To Addr  
Terms Code 01 Net 30 Days  
Ship Via UPS BLUE FOB Tracking...  
Confirm To Artie Johnson  
E-mail artie@abf.com  
Fax No. Batch Fax  
Comment RNT : Missing/Damaged rentals  
Salesperson 0100 Jim Kentley  
Split Comm. No Split Comm...

Print Invoice

Quick Print Accept Cancel Delete

On the **Lines** tab you can see the comment lines for missing and damaged units.

S/O Invoice Data Entry (ABC) 3/23/2010

Invoice No. 0100067

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

Quick Row 2

|   | Item Code                   | Comment   | E |
|---|-----------------------------|---|---|
| 1 | /MISCDAMAGEDITEM_1263456789 | Charge for Damaged rental returned by 0000001 number. SO No. = R ...  |   |
| 2 | /MISCDAMAGEDITEM_1263456789 | Charge for Missing rental returned by 0000001 number. SO No. = ROC... |   |
| 3 |                             |   |   |

|                 |                                |
|-----------------|--------------------------------|
| Warehouse       |                                |
| Unit Of Measure |                                |
| Description     | RENTAL_0123456789_ITEM01 Renta |
| Back Ordered    | .00                            |
| Price Level     |                                |

Total Amount 168.00

Quick Print | Accept | Cancel | Delete

After Invoice is generated for Miss./Damaged lines corresponding Invoice number is set in the **Miss/Dam Invoice Number** field in the **Rental Status View**.

If the generated Invoice is deleted the **Miss/Dam Invoice Number** field in the **Rental Status View** is emptied.

After the generated Invoice is updated the **Miss/Dam Invoice Number** field is cleared and the **Miss/Dam Billed** flag is set to "Yes" in the **Rental Status View**.

If the **Close Only** action is selected the missing/damaged rental is considered as billed/issued but invoice/IM Issue transaction is not actually generated.

## Rental Processing for Kit Items

The **Rental Kit** checkbox on the Item **Rental Information** screen is enabled to allow specifying whether or not Kit Pricing should be applied in the **Sales Order Data Entry** when current Kit is rented.

Rental Information (RNT) 6/8/2012

Rental Item: RENTAL\_KIT

Allow Renting:  Default Return Status: [ ]

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: MISSDMGRENTALS

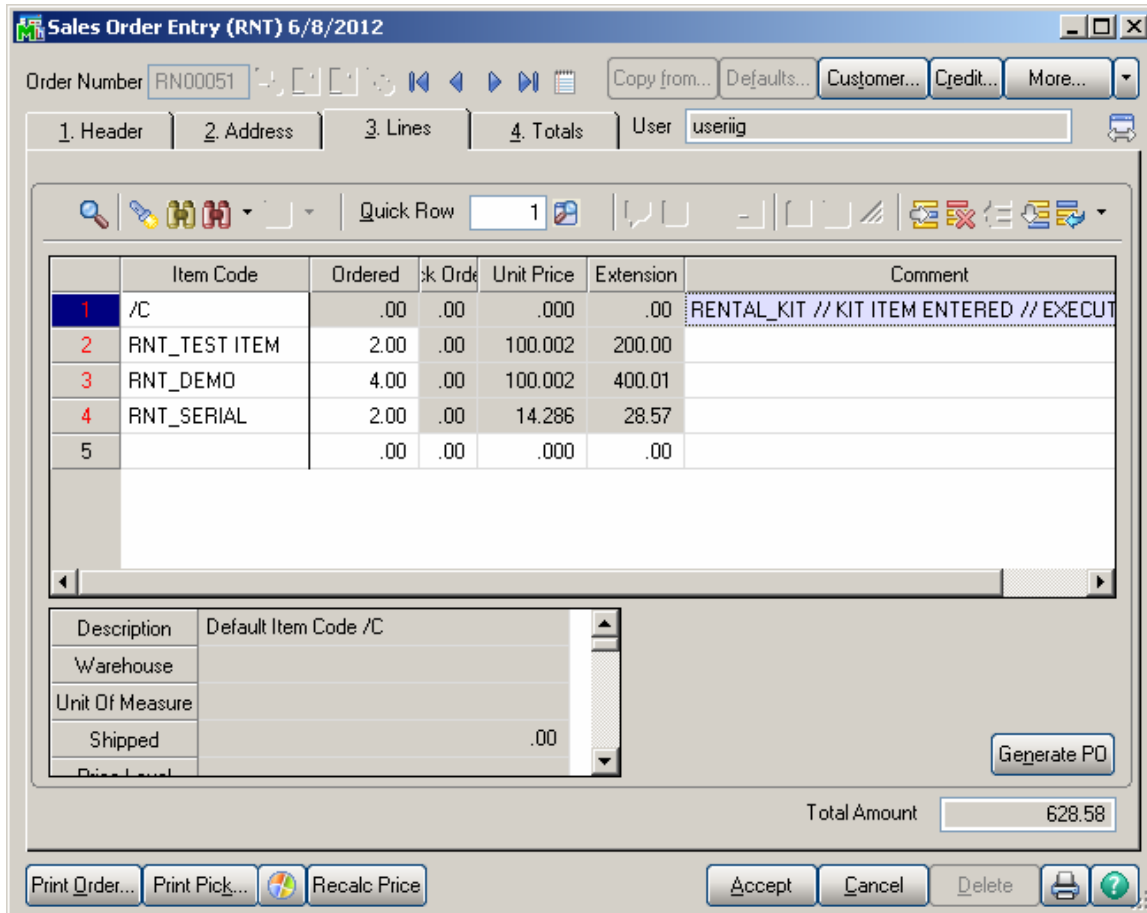
Rental Kit:

Sched PM:  PM Unit Interval: 0

|   | Bill Code | Description | Rate   |
|---|-----------|-------------|--------|
| 1 | A         | Annual      | 50.000 |
| 2 | D         | Daily       | 70.000 |
| 3 | M         | Monthly     | 60.000 |
| 4 | P         | Periodic    | .000   |
| 5 | W         | Weekly      | 75.000 |

Buttons: Min Number of Days..., Rates By Customer..., Accept, Cancel

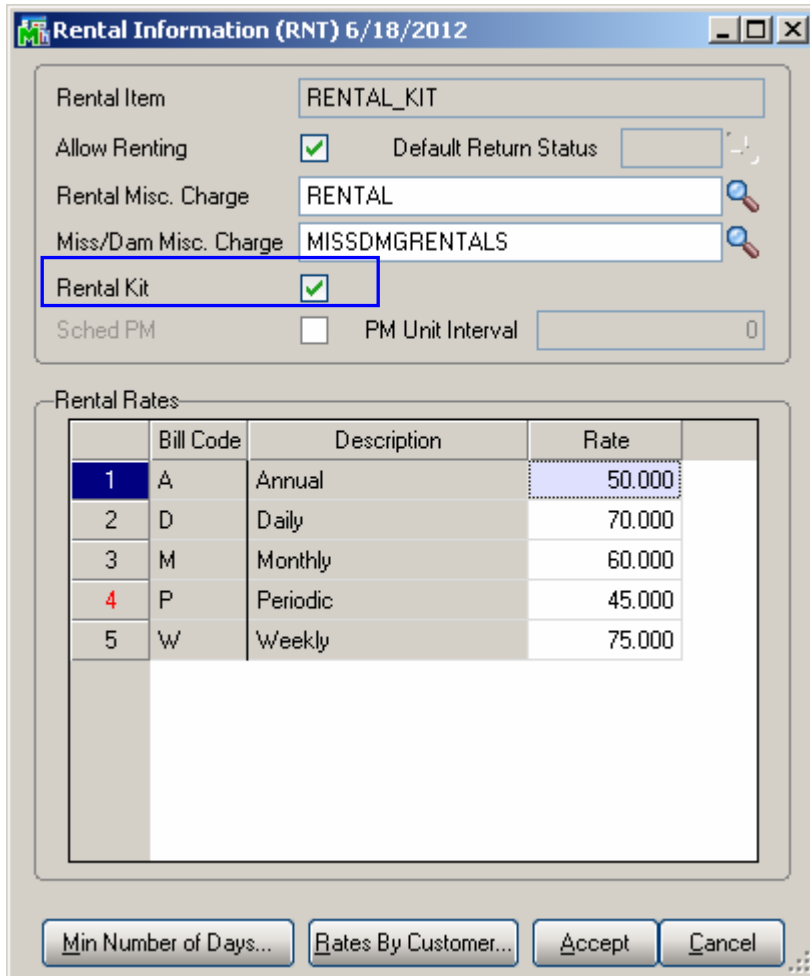
If the **Rental Kit** checkbox is not selected the Kit Item allowed for rent is automatically exploded in the Rental Order irrespective of the **Explode Kit Items** option set in the **Item Maintenance Additional** tab.



Upon entering a Kit Item in the rental order the parent Item number is replaced with a comment line indicating sales kit number. All the components of that kit are presented as regular line items. The components allowed for rent are processed as regular rental items.

**Kit Pricing**

If the Rental **Kit** checkbox is selected on the **Rental Information** screen Kit Pricing is applied for current kit in the Sales Order Entry.



Rental Information (RNT) 6/18/2012

Rental Item: RENTAL\_KIT

Allow Renting:  Default Return Status: [ ]

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: MISSDMGRENTALS

Rental Kit:

Sched PM:  PM Unit Interval: 0

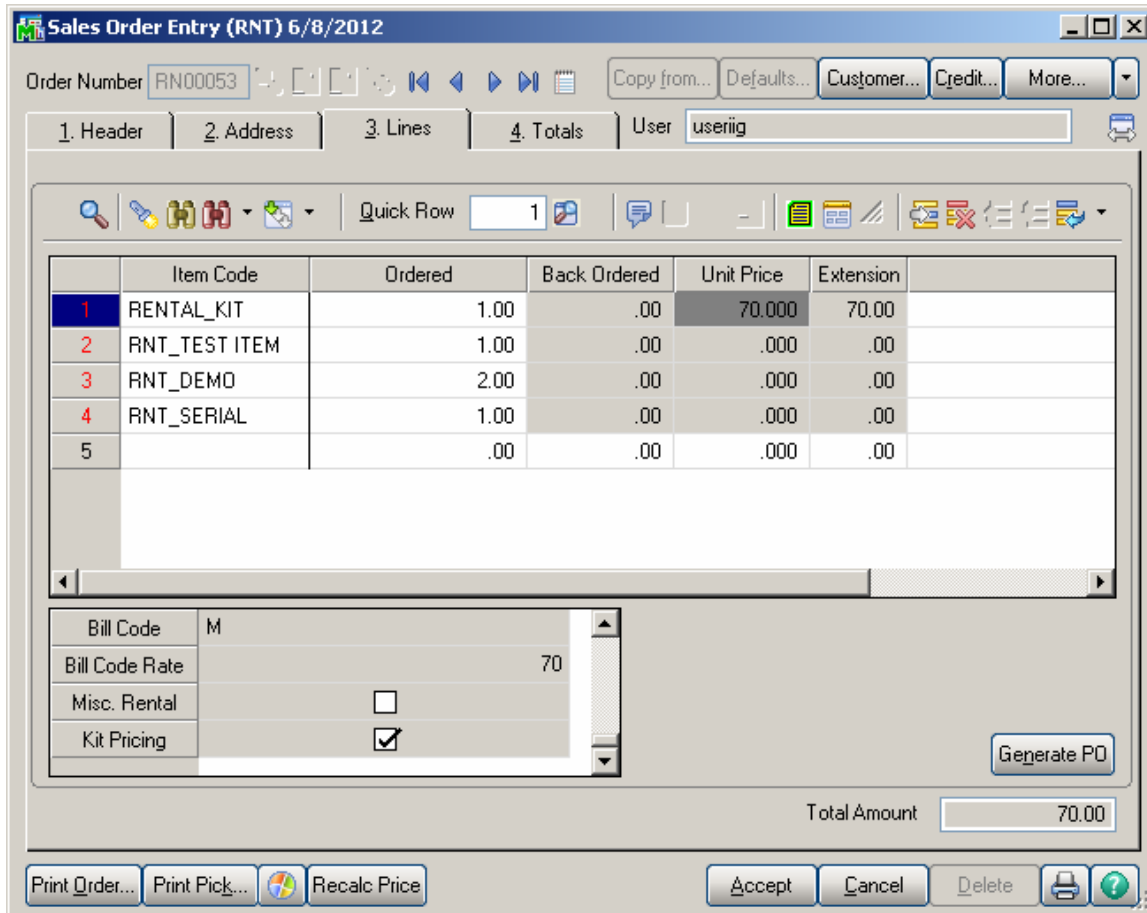
Rental Rates

|   | Bill Code | Description | Rate   |
|---|-----------|-------------|--------|
| 1 | A         | Annual      | 50.000 |
| 2 | D         | Daily       | 70.000 |
| 3 | M         | Monthly     | 60.000 |
| 4 | P         | Periodic    | 45.000 |
| 5 | W         | Weekly      | 75.000 |

Buttons: Min Number of Days..., Rates By Customer..., Accept, Cancel

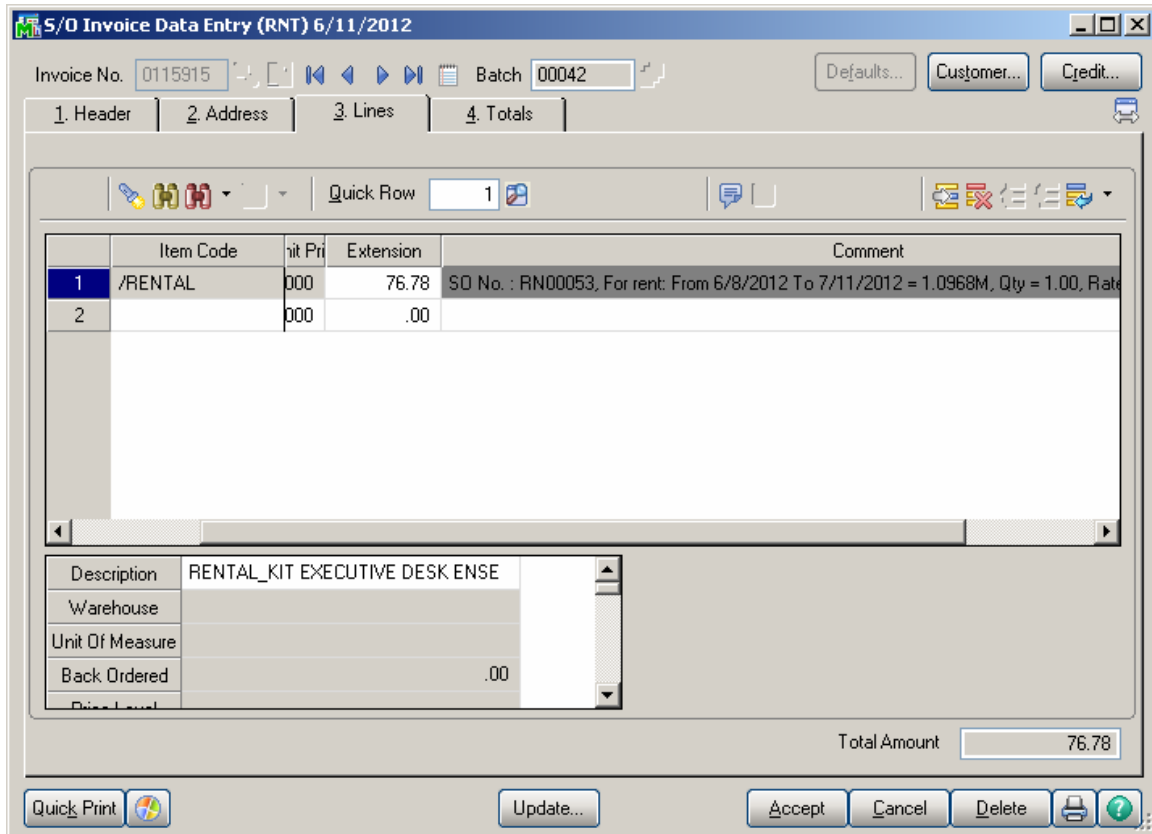
Select the Rental Kit checkbox if you want to apply Kit Pricing logic for current Kit Item in the Sales Order Entry.

It is necessary to select the **Kit Pricing** checkbox added in the secondary grid of the Sales Order Entry when entering a Kit Item if you want the Unit Price to be calculated only for Kit parent Item.

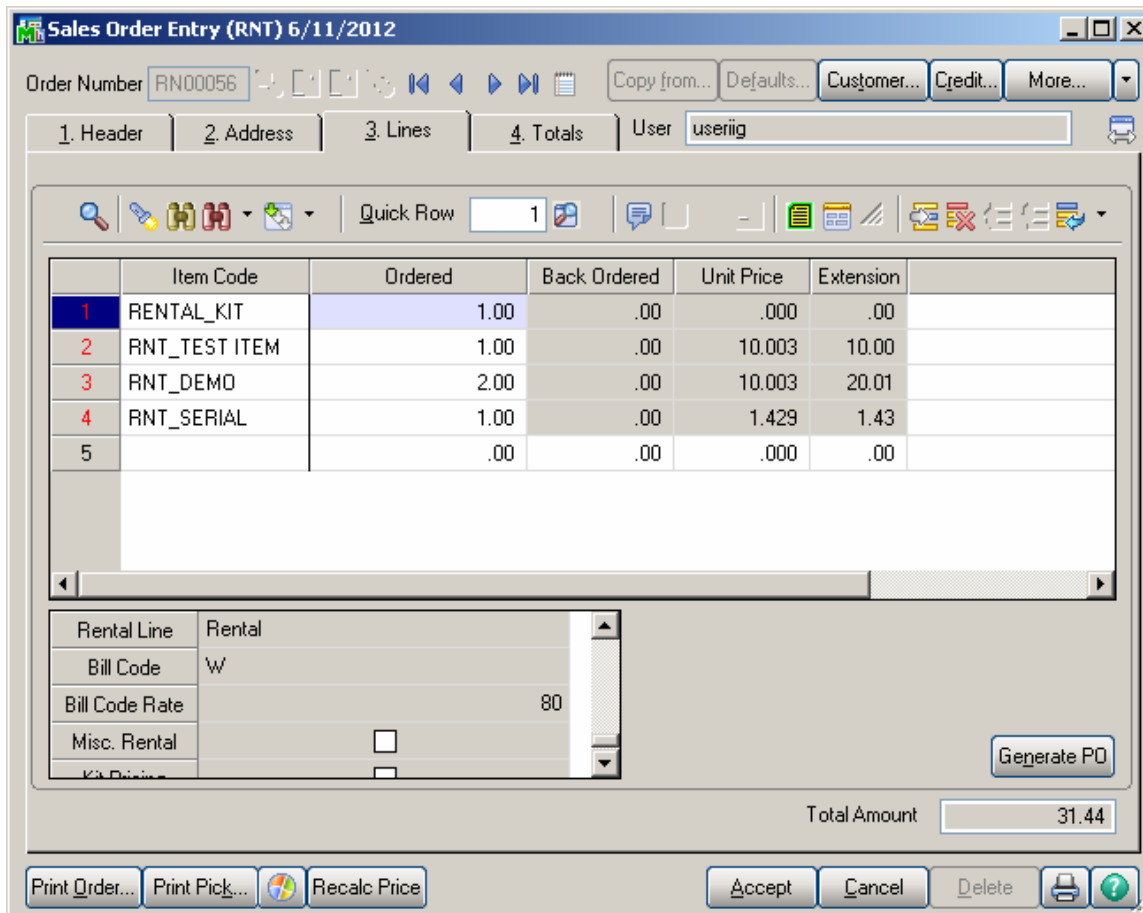


In this case when generating Invoice (from Invoice Data Entry or by the Rental Invoice Generation program) the Rental Misc Charge line with respective Extension Amount is added only for the parent Item.





If the **Kit Pricing** checkbox is not selected while entering a Kit Item the Unit Price is calculated only for Kit components and the parent Item Unit Price is zero.



In this case, when rental order is invoiced either by the Invoice Data Entry or by the Rental Invoice Generation program, Rental Misc. Charge lines with respective Extension Amounts are loaded into the Invoice lines only for the component rental Items.  
 Here is an example of the Invoice created by the Invoice Data Entry:

S/O Invoice Data Entry (RNT) 6/11/2012

Invoice No. 0115916 Batch 00043

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

Quick Row 3

|   | Item Code     | Ordered | Shipped | Unit Pri | Extension | Comment   |
|---|---------------|---------|---------|----------|-----------|---|
| 1 | RENTAL_KIT    | 1.00    | 1.00    | 000      | .00       |   |
| 2 | RNT_TEST ITEM | 1.00    | 1.00    | 000      | .00       |   |
| 3 | /RENTAL       | .00     | .00     | 000      | 730.00    | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4 |
| 4 | RNT_DEMO      | 2.00    | 2.00    | 000      | .00       |   |
| 5 | /RENTAL       | .00     | .00     | 000      | 1,460.00  | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4 |
| 6 | RNT_SERIAL    | 1.00    | 1.00    | 000      | .00       |   |
| 7 | /RENTAL       | .00     | .00     | 000      | 190.00    | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4 |
| 8 |               | .00     | .00     | 000      | .00       |   |

Description: RNT\_TEST ITEM Rental Test Item

Warehouse:

Unit Of Measure:

Back Ordered: .00

Total Amount: 2,380.00

Quick Print | Update... | Accept | Cancel | Delete

Here is the Invoice generated by the Rental Invoice generation program.

S/O Invoice Data Entry (RNT) 6/11/2012

Invoice No. 0115917 Batch 00044

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

Quick Row 1

|   | Item Code | Ordered | Shipped | Unit Pri | Extension | Comment   |
|---|-----------|---------|---------|----------|-----------|---|
| 1 | /RENTAL   | .00     | .00     | 000      | 730.00    | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4W3 |
| 2 | /RENTAL   | .00     | .00     | 000      | 1,460.00  | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4W3 |
| 3 | /RENTAL   | .00     | .00     | 000      | 190.00    | SO No. : RN00056, For rent: From 6/11/2012 To 7/11/2012 = 4W3 |
| 4 | /C        | .00     | .00     | 000      | .00       | Serial No. : SR001-119  |
| 5 |           | .00     | .00     | 000      | .00       |   |

Description: RNT\_TEST ITEM Rental Test Item

Warehouse:

Unit Of Measure:

Back Ordered: .00

Total Amount: 2,380.00

Quick Print | Update... | Accept | Cancel | Delete

Rental Processing for Serial Items

**Serial Item Rental Information**

For **Serial Items** additional fields are available on the Rental Information screen to allow setting Default Return Status to enable serial statuses inspection after they are returned, allow creating preventive maintenance tasks in case the **PM Unit Interval** specified for current serial Item is over.

Rental Information (RNT) 5/23/2012

Rental Item: PICKUP TRUCK

Allow Renting:  Default Return Status: INS

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: MISSDMGRENTALS

Sched PM:  PM Unit Interval: 5

|   | Bill Code | Description | Rate    |
|---|-----------|-------------|---------|
| 1 | A         | Annual      | 120.000 |
| 2 | D         | Daily       | 20.000  |
| 3 | M         | Monthly     | 600.000 |
| 4 | P         | Periodic    | .000    |
| 5 | W         | Weekly      | 150.000 |

Buttons: Min Number of Days..., Rates By Customer..., Accept, Cancel

**Sched PM-** select this checkbox if you need a PM task to be generated for current serial. If this box is selected and the PM Unit Interval is over for current Serial during Rental Return the user is prompted about generating a PM task during the Return Journal Update.

The status of a serial number due to PM task generation is defaulted to the **PM Serial Status Code** setup in the Sales Order Options.

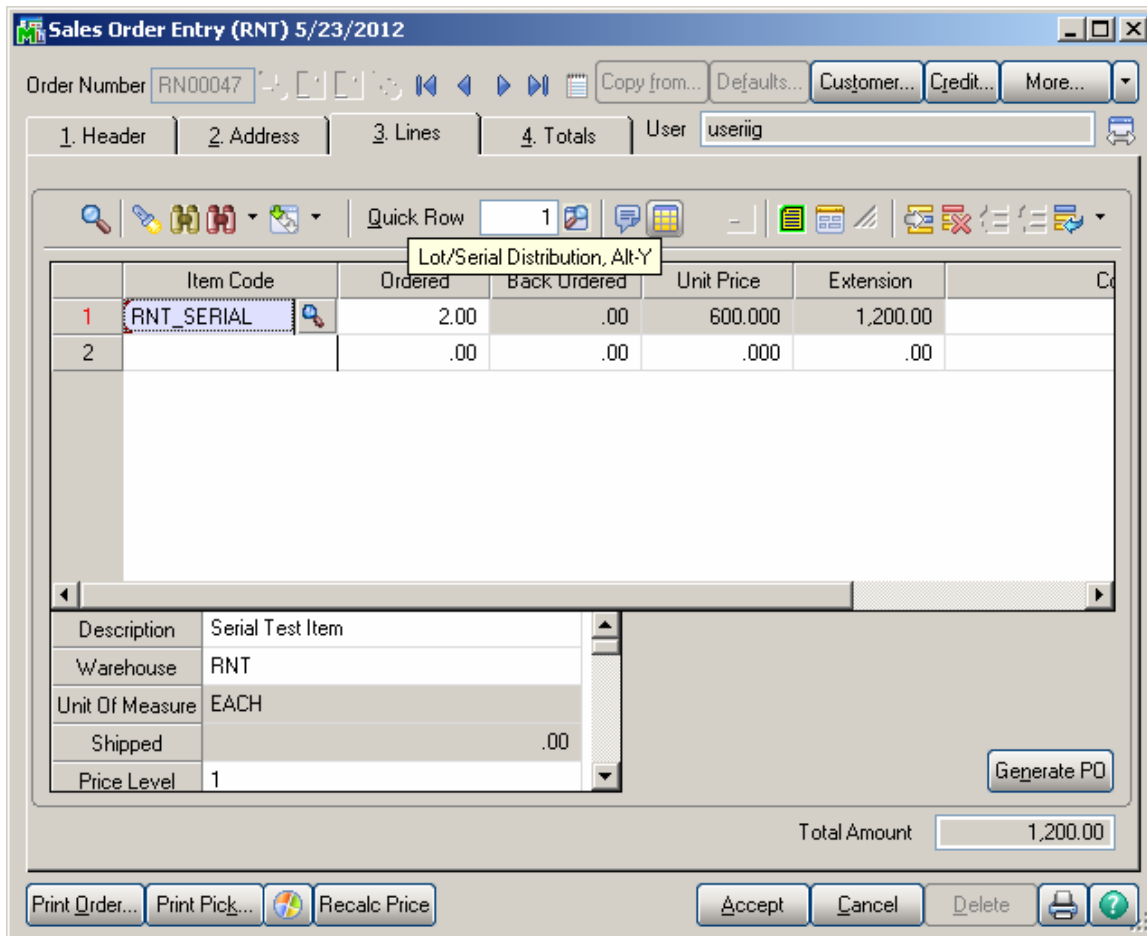
*Note The preventive maintenance task will be automatically generated if you have IIG's Service Management integrated in your rental system.*

**PM Unit Interval**-enter a number to indicate the unit interval for performing preventive maintenance.

During rental Return Update, the program will check for the difference of **PM Last Unit (meter)** and current **Meter Reading** ) and if it is greater than the PM Unit Interval set for current Serial a prompt about PM Task generation will popup.

Rental Order Processing for Serial Items

For serial rentals distribution by Serial number is available in the Sales Order entry if the **Lot/Serial Distribution** for Sales Order Entry is enabled in the **Sales Order Option**. For Serial Items not indicated as Rental in the Item Maintenance the original Lot/Serial Distribution is processed.  
 Select a serial rental item.



Press the **Rental Detail Information** button to enter the rental terms:

**Rental Detail Information**

Rental Line:

Starting Date: 5/23/2012

Ending Date: 6/23/2012

Start Billing date: 5/23/2012

End Billing date: 6/23/2012

Bill Code: W Weekly

Billing Day: None

Days In Month: Bill Code Days

Extended Rentals: Best Pricing

Billing Periods: 4w 4D

Pricing Method: Time Based

Billing Type: Up Front

Sales Price: .000

Continue Billing: Periodic

Bill Period in Advance:

OK Cancel

The Unit Price for current Rental line will be calculated as  
 $4 * 100$  (Weekly Rate) +  $4 * 50$  (Daily Rate) = 600

**Rental Rates**

Rental Item: RNT\_SERIAL

|   | Bill Code | Description | Rate    |
|---|-----------|-------------|---------|
| 1 | D         | Daily       | 50.000  |
| 2 | W         | Weekly      | 100.000 |

OK Cancel



After entering the rental detail information click the **Rental Serial Distribution** button to distribute Rental Item by Serial Numbers.

(Rental Reserve) Serial Number Distribution

Item Code: RNT\_SERIAL Serial Test Item

Unit of Measure: EACH

|   | Serial Number | Available | Reserve |
|---|---------------|-----------|---------|
| 1 | SR001-117     | .00       | 1.00    |
| 2 | SR001-120     | .00       | 1.00    |
| 3 |               | .00       | .00     |

Distribution Balance: .00

Buttons: OK, Cancel, ?

Just after the serial is distributed in the Sales Order, a record is added in the **Serial Item status Maintenance** for current serial number with Status Code set to RES (Reserved) and a comment showing the Customer and Sales Order number.

Serial Item Status Maintenance (RNT) 5/23/2012

Item Code: RNT\_SERIAL Serial Test Item

Warehouse Code: RNT Rental warehouse

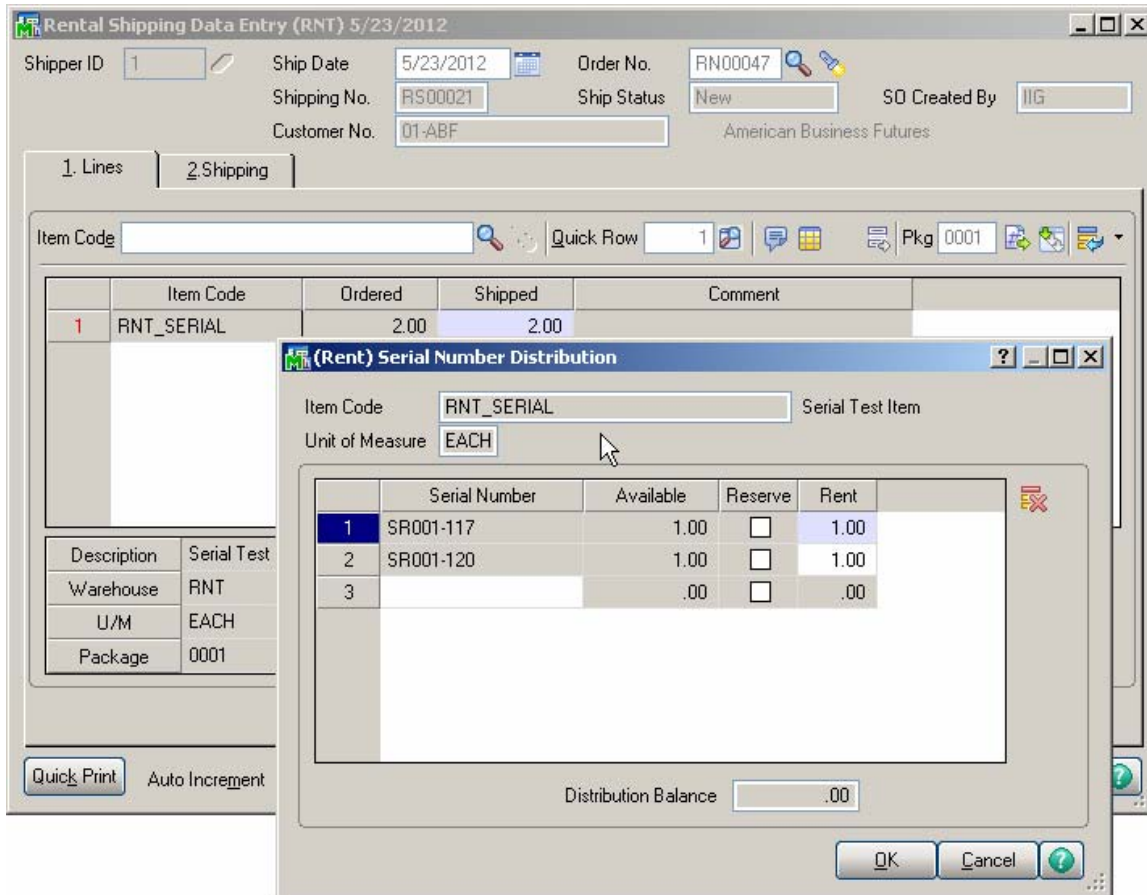
Serial Number: SR001-117

History:  Meter Reading: 0 Last PM Unit (Meter): 0

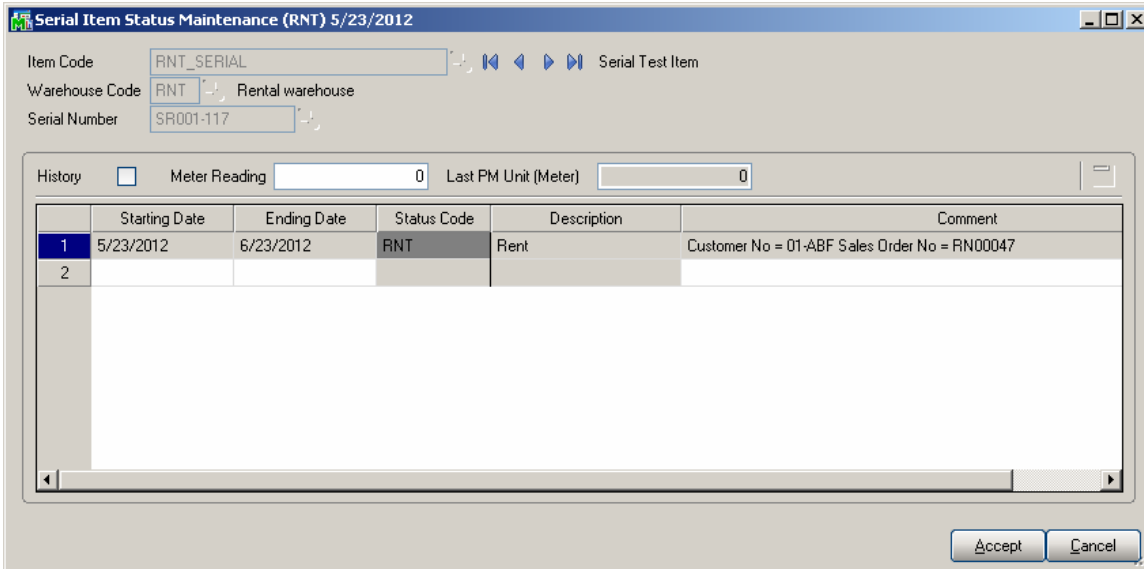
|   | Starting Date | Ending Date | Status Code | Comment                                       |
|---|---------------|-------------|-------------|---|
| 1 | 5/23/2012     | 6/23/2012   | RES         | Customer No = 01-ABF Sales Order No = RN00047 |
| 2 |               |             |             |   |

Buttons: Accept, Cancel

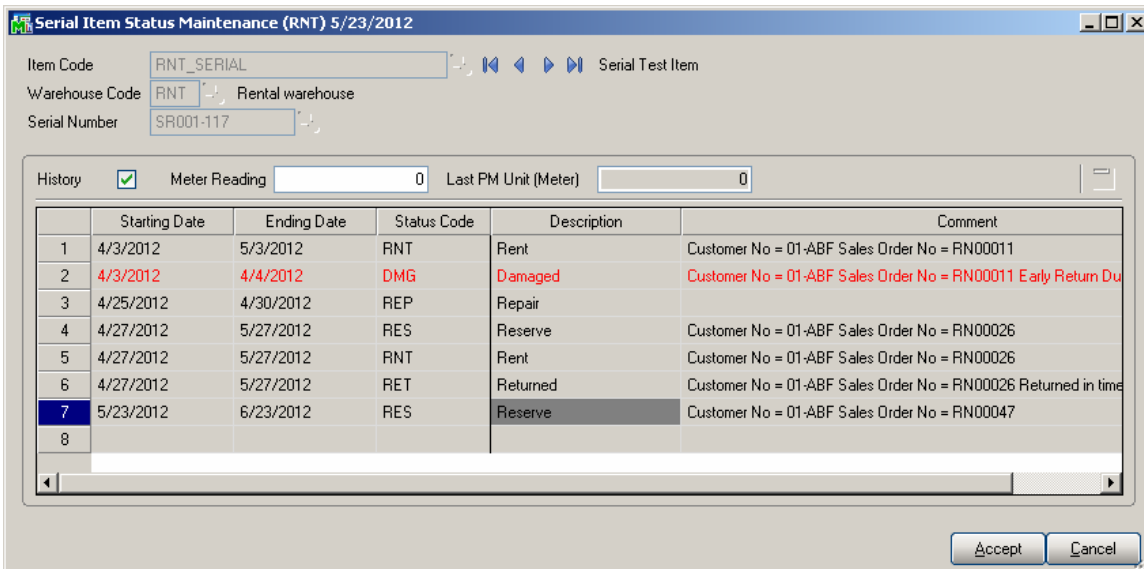
When rental is shipped through the **Rental Shipping Data Entry** program the serial numbers distributed in the **(Reserve) Serial Number Distribution** screen are loaded into the **(Rent) Serial No. Distribution** screen.



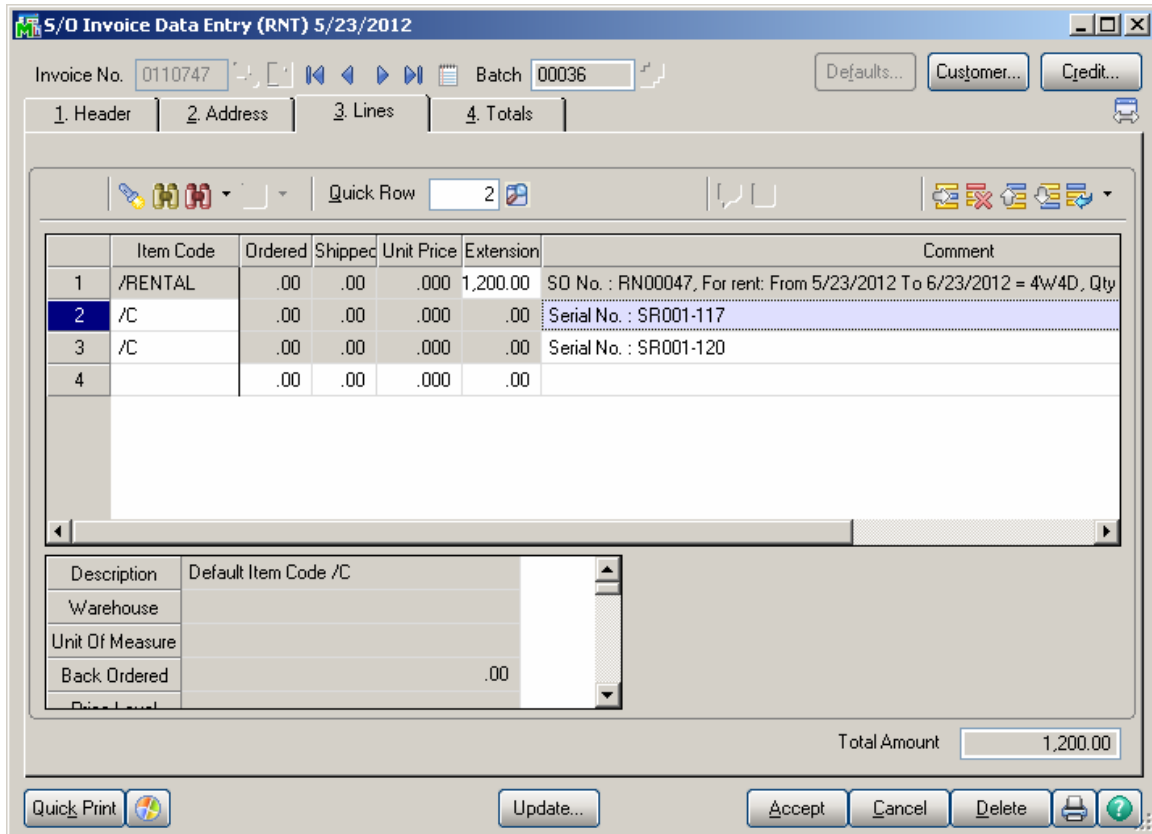
The **Serial Item Status Maintenance** is updated with a new record added for current Serial Number with Status Code set to **RNT (Rented)** and the previous status code record (RES) is moved to the History.



Check the History checkbox to see all Status codes for current Serial number:



When Invoice is generated through the **Rental Invoice Generation** program for billing the Serial Items being rented a comment line is added in the Lines grid of the Invoice for each Serial number.



When Invoice is generated for **Missing/Damaged Rentals** through the **Track Missing/Damaged Rentals** program a Comment line is added in the Lines grid for each Serial number.

S/O Invoice Data Entry (RNT) 5/23/2012

Invoice No. 0115913 Batch 00038

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

Quick Row 2

|   | Item Code  | Order | Shipped | Unit Price | Extension | Comment   |
|---|------------|-------|---------|------------|-----------|---|
| 1 | /MISSDMGRE | 00    | .00     | .000       | 250.00    | Charge for Missing rental returned by RR00036 number. SO No. = RN00047, L |
| 2 | /C         | 00    | .00     | .000       | .00       | Serial No. : SR001-117  |
| 3 |            | 00    | .00     | .000       | .00       |   |

Description: Default Item Code /C

Warehouse: [ ]

Unit Of Measure: [ ]

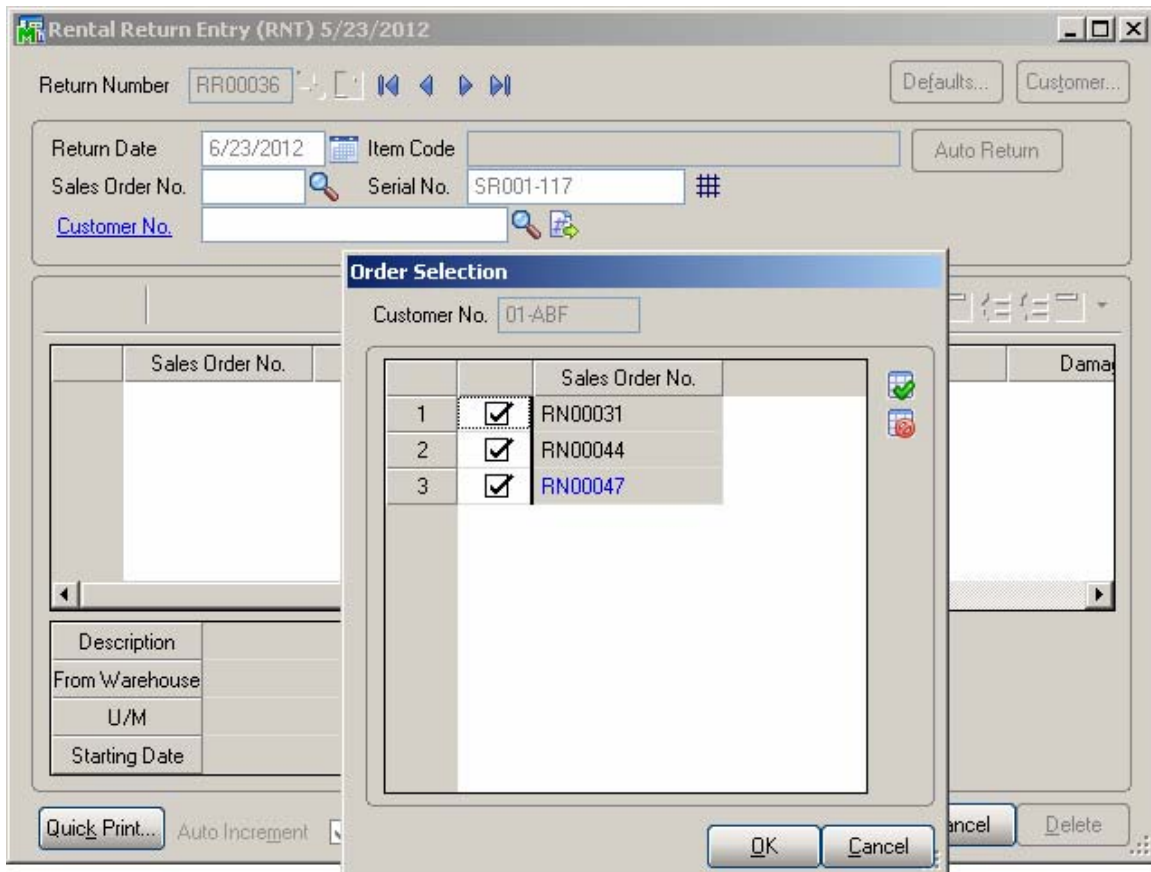
Back Ordered: .00

Total Amount: 250.00

Buttons: Quick Print, Update..., Accept, Cancel, Delete, [Print], [Help]

### Serial Rentals Return

The **Serial No.** field added on the Rental return entry allows the user to easily find and return all open rental orders, which are due to return by the specified Return Date, of a Customer at once just by scanning one of the Serial numbers.



After scanning the Serial Number, Order Selection screen is opened with open rental order numbers loaded in the grid. All orders are selected by default. The Rental Order containing the Serial number scanned is highlighted blue. Press Ok to load the selected orders in the Rental Return Lines.

Rental Return Entry (RNT) 5/23/2012

Return Number: RR00036

Return Date: 6/23/2012

Sales Order No.: [ ]

Customer No.: 01-ABF

Item Code: [ ]

Serial No.: [ ]

Auto Return

Quick Row: 1

|   | Sales Order No. | Item Code    | Rented | Returned | Missing | Dama |
|---|-----------------|--------------|--------|----------|---------|------|
| 1 | RN00031         | PICKUP TRUCK | 2.00   | 1.00     | 1.00    |      |
| 2 | RN00047         | RNT_SERIAL   | 2.00   | 1.00     | 1.00    |      |
| 3 |                 |              |        |          |         |      |

(Return) Serial Number Distribution

Item Code: PICKUP TRUCK Pickup Truck

Unit of Measure: EACH

|   | Serial Number | Status | Distribute | Meter Reading |
|---|---------------|--------|------------|---------------|
| 1 | SERIAL# 6     | RET    | 1.00       | 10            |
| 2 | SERIAL# 8     | MIS    | 1.00       | 0             |

Distribution Balance: .00

OK Cancel

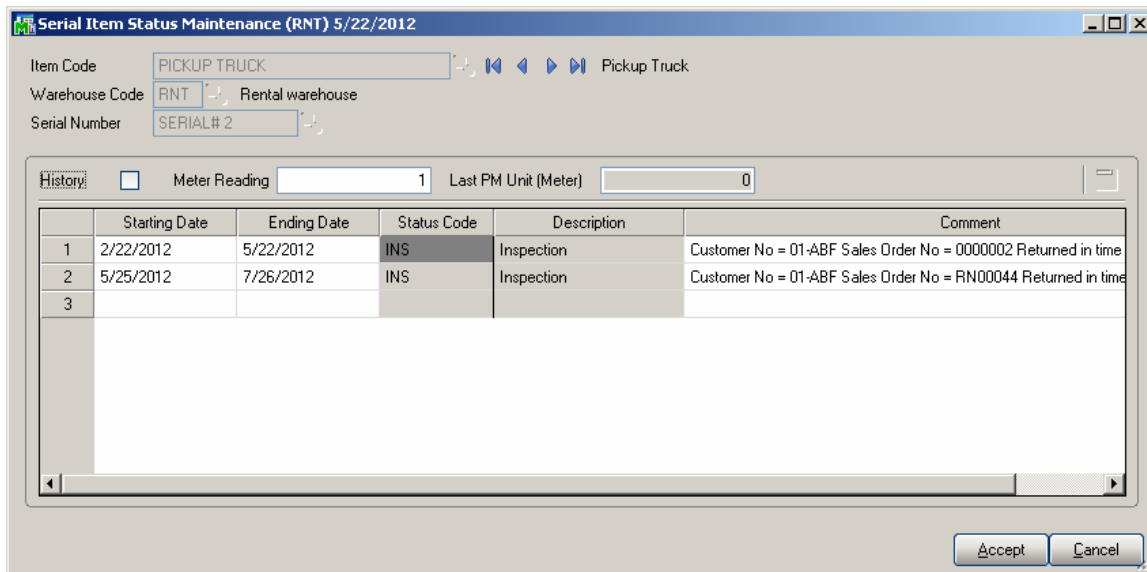
Serial Item Status Maintenance

The **Serial Item Status Maintenance** added to the **Inventory Management Main** menu is intended for keeping track of Serialized Items statuses for current system date as well as reviewing the statuses history.

It is possible to assign some Status Codes to the serial number for the specified date range. REP, DL status codes can be assigned manually since the user can forecast specific Serial number to be in repair for some date range (e.g. from 04/25/2012 - 04/30/2012). In this case the REP status code should be assigned to the Serial number for 04/25/2012 - 04/30/2012 period.

Some status codes (RES, RNT, INV, MIS, DMG) cannot be assigned to the serial number manually. Those statuses are updated correspondingly for each serial number during rental processing.

Just after the selected Serial Number is entered in the Sales Order Entry its Status Code is set to RES (reserved). Corresponding Status Codes will be set in case the selected Serial Number has been invoiced (INV), damaged (DMG), and missing (MIS). The Damaged and Missing Status Codes are updated during the Rental Return update process.





The current status of each Serial Number is validated before it is processed. And depending on its status the system determines whether or not it can be processed currently.

Select the History checkbox to view all statuses of the Selected Serial Number that have been deleted or updated during Rental processing.

|   | Starting Date | Ending Date | Status Code | Description | Comment                                       |
|---|---------------|-------------|-------------|-------------|---|
| 1 | 2/22/2012     | 5/22/2012   | RNT         | Rent        | Customer No = 01-ABF Sales Order No = 0000002 |
| 2 | 5/25/2012     | 7/26/2012   | RNT         | Rent        | Customer No = 01-ABF Sales Order No = RN00044 |
| 3 |               |             |             |             |   |

The **Meter Reading** field is intended for entering current meter reading for a serial number.

The current Meter Reading is loaded to the Serial Distr  
The **Last PM Unit (Meter)** field indicates current serial's meter reading at the time the last preventive maintenance was performed.

These fields' values are updated as follows:

The current **Meter Reading** value entered here is automatically loaded into the **Meter Reading** field on the **(Return) Serial Number Distribution** screen during Serial number return and the user may change it. If the difference of meter reading value ( at the time of return entry) and the initial meter reading is greater than the **PM Unit interval** set on the Serial Item's Rental Detail Information screen the user is prompted about PM Task generation. If the user confirms task generation the Serial status is changed to PM and both the **Meter Reading** and **Last PM Unit (Meter)** values are updated on the **Serial Item Status Maintenance**.

If the difference of Meter Reading at the time of return and the initial Meter Reading doesn't exceed the **PM Unit Interval** no prompt appears about PM task generation. In this case only current Meter Reading value is updated with respective meter reading value entered at the time of return.

### Serial Statuses Inspection

The **Serial Status Inspection** program has been added to the **Inventory Management Main** menu to allow for inspection of Serial Items being returned. It is necessary to have respective Status Code selected for Rental Return Default Status in the Sales Order Options.

| Item Code | Whse | Serial Number | Status Code | Starting Date | Ending Date |
|-----------|------|---------------|-------------|---------------|-------------|
|-----------|------|---------------|-------------|---------------|-------------|

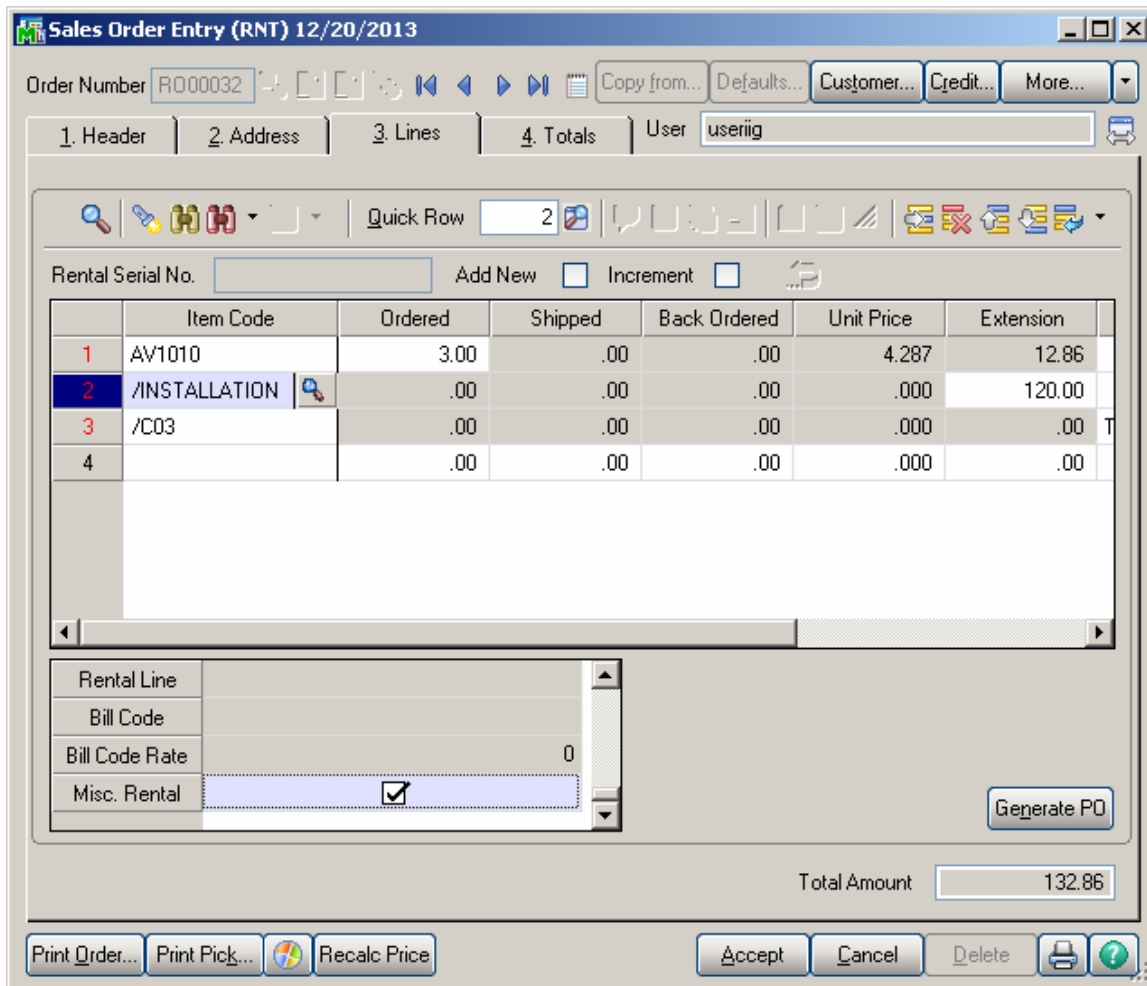
Select the **Status to Inspect** checkbox. Upon selecting this checkbox the Default Return Status set in the SO options is selected. In the **Sales Order No** field select the Order.

|   | Item Code  | Whse | Serial Number | Status Cod | Starting Date | Ending Date | Customer No = 01-ABF Sa |
|---|------------|------|---------------|------------|---------------|-------------|-------------------------|
| 1 | RNT_SERIAL | RNT  | SR001-114     | INS        | 5/27/2012     | 6/27/2012   | Customer No = 01-ABF Sa |

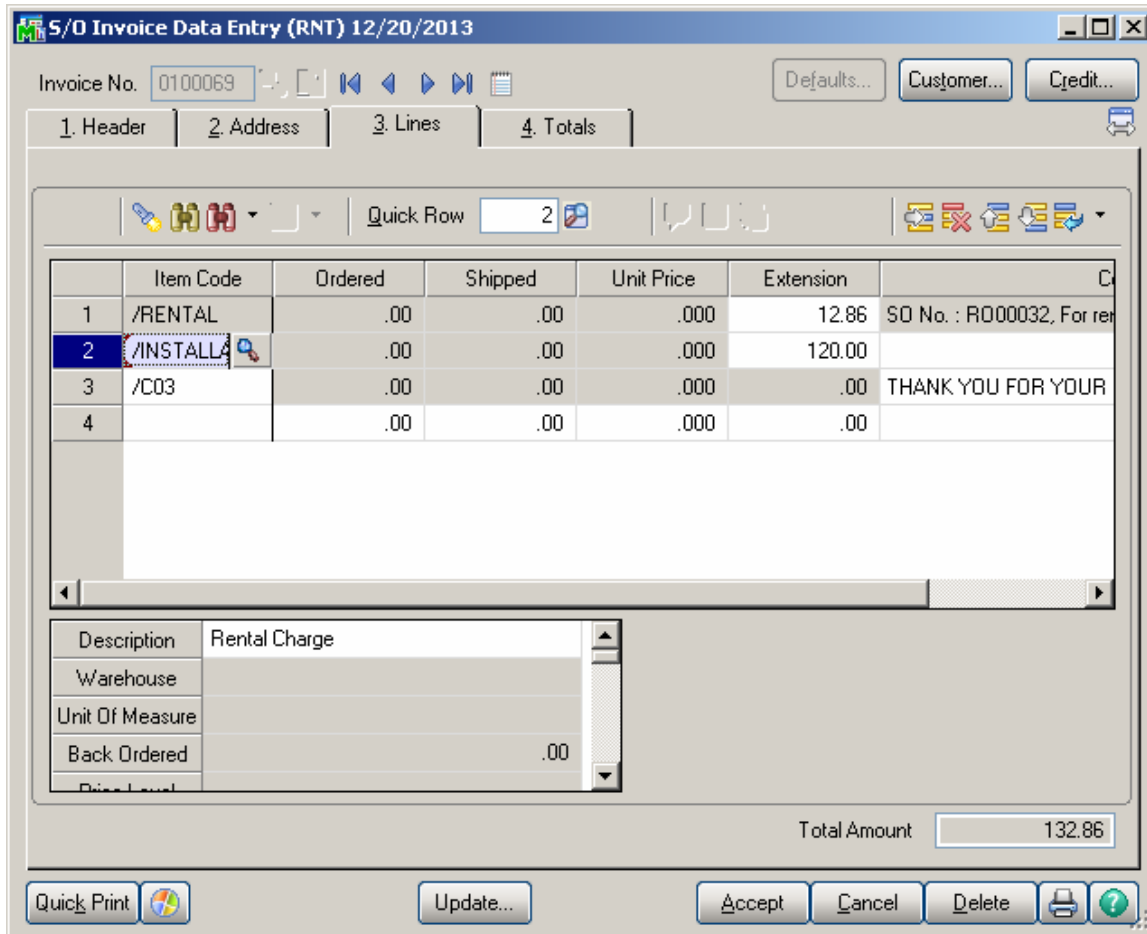
The Set Status To field is defaulted to RET (Returned) allowing the user to easily set the status to returned. If during inspection it is found out that the Item is damaged, needs repair or something else then it's necessary to select corresponding status code from the lookup list and press the Set button.

Comment Lines in Rental Order/Invoice

The **Misc. Rental** checkbox added to the secondary grid of Sales Order Entry allows the user to mark the comment, or Masc. Charge/Item line entered in the Sales Order as **Misc. Rental** and provides carrying over those comment lines to the Invoice generated for current order.



Here is the Invoice generated for the above rental order:



After the Invoice is updated and the order lines' Rent Status is set to Closed, the Order will be automatically deleted and saved in the History.

*Note: The Rental order will not be deleted if it contains any other none rental lines and the **Transfer Misc. Rental Lines** option is set to **None** in the Sales Order Options.*

## Shipping Rental Orders Grouped by Rental Job Number

### Sales Order Entry

The **Rental Job Number** field added to the Sales Order header allows the user to assign a Job Number to the Sales Order. This allows grouping all orders of the customer for the same job for shipping.

**Sales Order Entry (ABC) 2/16/2011**

Order Number: R000041

Order Date: 2/16/2011 | Order Type: Standard Order | Master/Repeating No.:

Customer No.: 01-ABF (American Business Futures)

Cust PO: | Rental Job No.: RJ#001

Ship Date: 2/16/2011

Status: New | Reason: | Whse: 001 (EAST WAREHOUSE)

Sales Tax Schedule: WI | Wisconsin:

Ship To Addr: 2 (American Business Futures)

Terms Code: 01 (Net 30 Days)

Ship Via: UPS BLUE | FOB:

Confirm To: John Quinn | E-mail: artie@abf.com

Fax No.: | Batch Fax:

Comment:

Salesperson: 0100 (Jim Kentley) | Split Comm.: No | Split Comm...

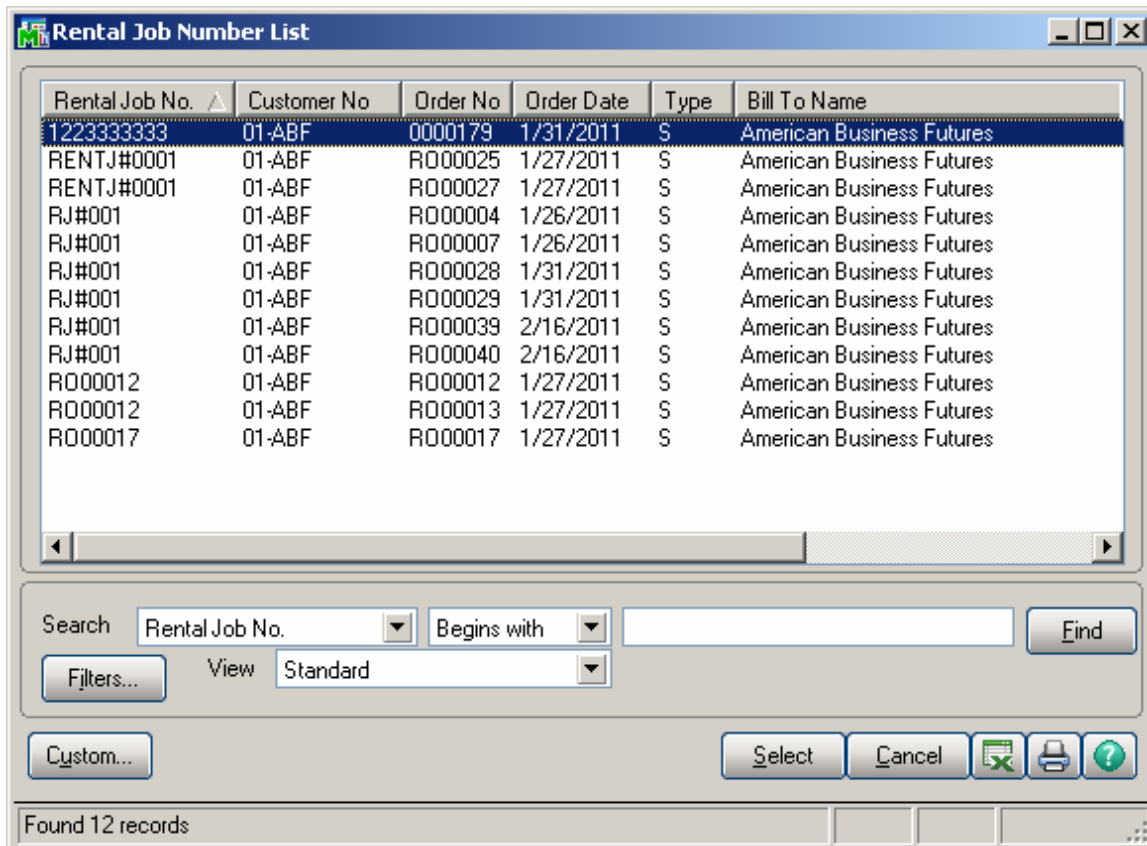
Print Order:  | Job No.:

Print Pick Sheets:

Buttons: Quick Print..., Recalc Price, Accept, Cancel, Delete, Help

The **Rental Job No** field supports up to 10 alphanumeric characters.

The Rental Job No lookup lists all the Rental job numbers for the selected customer allowing the user to tie the order to proper rental job.



The following message will appear in case of entering a job number already assigned to another Customer's Order.



The **Rental Job No** field is emptied upon changing the Customer.

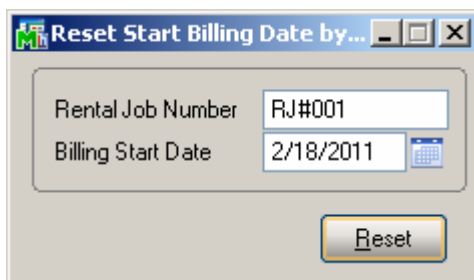
The user will not be able to start Invoicing of the orders tied to a Rental Job until the lines' Billing Start date is reset by the **Reset Start Billing Date** program for all the Orders tied to that job.

So in order to be able to update Rental Shipping and proceed with Invoice generation it is necessary to run the **Reset Start Billing Date** program and set the same Start Billing Date on all rental lines of the orders associated with current job.

### *Reset Start Billing Date*

The **Reset Start Billing Date** program has been added to the **Sales Order Main** menu to allow setting a **Billing Start Date** on all Rental Orders with the specified **Rental Job Number** assigned.

The **Billing Start Date** is defaulted to the Sales Order module's current accounting date.



Enter the **Rental Job Number** and click the **Reset** button. The program will go through all rental orders stored with the job number and set the **Start Billing Date** to the date entered. The **Start Billing Date** will be reset only on the rental lines having the **Minimum One Period Rental Charge** checkbox selected on the **Rental Detail Information** screen.

*Note: The Billing Start Date must necessarily fall in the Rental Starting and Ending Dates range.*

The rental **Starting Date** will not be changed.



## Sub Rental Processing

In the rental industry it is common to rent out items that are not actually available in the Warehouse but are just rented from vendors for some period.

Sub-Rental processing enables renting items from Vendors (Sub-Rental PO Generation) for the purpose of renting out those items.

The Sub-Rental processing provides automatic and manual **Sub-Rental PO Generation**.

This enhancement provides the products to be brought in the Sub Rental warehouse at zero cost.

The user should setup a warehouse for sub-rental inventory.

### Warehouse Code Maintenance

The **Sub Rental Warehouse** check box added on the **Warehouse Code Maintenance** allows the user to specify the warehouse intended for Sub Rental Processing.

The screenshot shows a software window titled "Warehouse Code Maintenance (RNT) 5/24/2012". The window contains the following fields and controls:

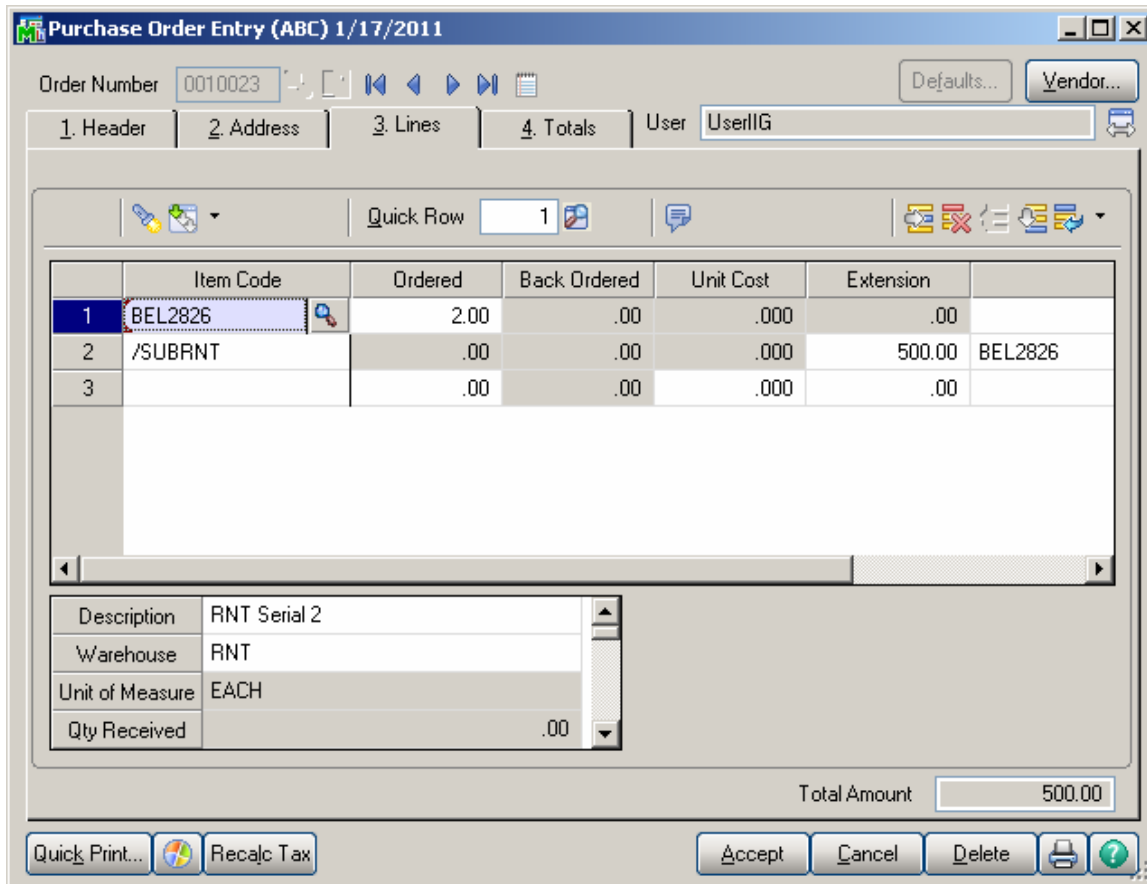
- Warehouse Code:** SRN
- Description:** Sub Rental Warehouse
- Name:** SRN warehouse
- Address:** 1101 W. MACARTHUR BLVD.
- ZIP Code:** 91202
- City:** Glendale
- State:** CA
- Country:** USA
- Telephone:** (empty)
- Ext:** (empty)
- Fax:** (empty)
- E-mail Address:** (empty)
- Contact:** (empty)
- Post to Location:** (empty)
- Sub Rental Warehouse:**

At the bottom of the window are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

All Rental Items received in the Sub Rental Warehouse will have zero cost.

Manual PO Generation

In case of manual PO generation the user should generate Purchase Order with the needed items for the Sub Rental warehouse.



A **Misc. Charge Code** with corresponding amount should be entered for the rent charges.

The **Unit Cost** of the Item received for the Sub Rental warehouse is set to 0.

Item Maintenance (ABC) 1/17/2011

Item Code: BEL2826  
Description: RNT Serial 2

Warehouse: RNT Sub Rental Warehouse

| Whse | Description          | Trans Date | Type | Ref No. | Quantity | Unit Cost | Extension |
|------|----------------------|------------|------|---------|----------|-----------|-----------|
| RNT  | Sub Rental Warehouse | 1/17/2011  | PO   | G001010 | 2.00     | .000      | .00       |

| Beginning Qty | Received | Adjusted/Sold | Issued | Ending Qty |
|---------------|----------|---------------|--------|------------|
|               | 2.00     | .00           | .00    |            |

The Sub-rental Items can be returned to the vendor through the **Return Of Goods Entry** transaction.

### Automatic PO Generation

#### **Sales Order Entry**

When Sales Order is created for rental items from the Sub Rental Warehouse the user can generate Purchase Order(s) for the Sales Order rental lines just from the Sales Order Lines tab through the **Generate PO** button.

Order Number: R000014

User: USERIIG

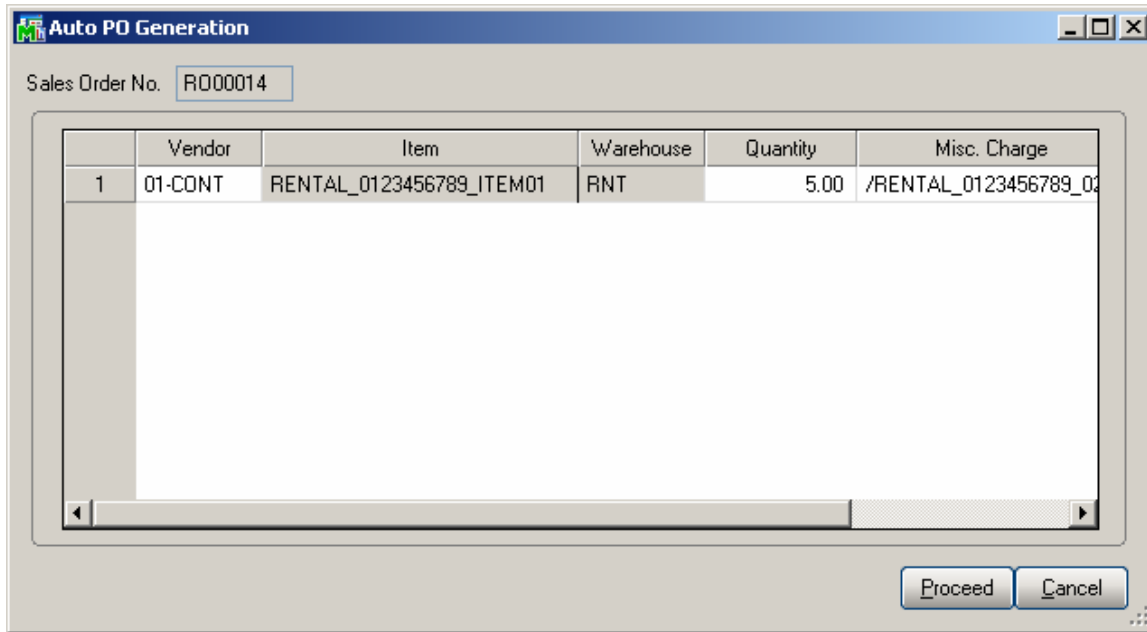
|   | Item Code                | Extension | Comment |
|---|--------------------------|-----------|---------|
| 1 | RENTAL_0123456789_ITEM01 | 42.87     |         |
| 2 |                          | .00       |         |

|                 |                     |
|-----------------|---------------------|
| Description     | Rental Demo Item 01 |
| Warehouse       | RNT                 |
| Shipped         | .00                 |
| Unit Of Measure | EACH                |
| Price Level     | 1                   |

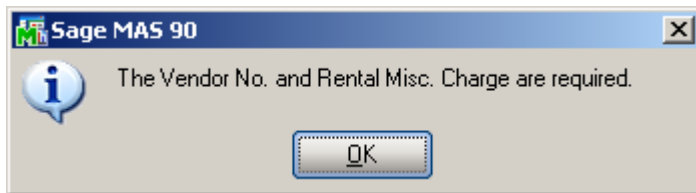
Total Amount: 42.87

Buttons: Quick Print..., Recalc Price, Accept, Cancel, Delete, [Printer Icon]

Upon clicking the **Generate PO** button the **Auto PO Generation** screen is opened. On this screen the user should enter the **Vendor** number and the **Misc. Charge Code** with corresponding Extension amount.



These fields are required and the following message will appear if the user leaves them blank.



The **Quantity** is set to the quantity Ordered by default but it can be changed for PO Generation.

Here is the PO generated for the Sales Order rental line. During PO generation the rental lines are grouped by Vendor Number.

**Purchase Order Entry (ABC) 3/24/2010**

Order Number: 0010020 | User: USERIIG

Order Date: 3/24/2010 | Order Type: Standard Order | Master/Repeat PO:

Vendor No.: 01-CONT | Container Corporation Of Usa

Order Status: New | Required Date: 3/24/2010

1099 Form: None | 1099 Box:

Sales Tax Schedule:  | Use Tax:

Purchase Address:  | Ship-To Address: 0000 | ABC Distributing Company

Terms Code: 03 | NET END OF MONTH | Ship Via:  | FOB:

Warehouse: 000 | CENTRAL WAREHOUSE

Confirm To:  | E-mail:

Telephone: (312) 555-7721 | Ext:  | Fax:  | Batch Fax:

Comment: **Generated from SO# R000014** | On Hold:  | Print Order:

Buttons: Quick Print..., Accept, Cancel, Delete, Print, Help

The Comment field on the PO header displays the Sales Order number the PO is generated from.

The **Unit Cost** for the rental line ordered for Sub Rental Warehouse is equal to zero.

**Purchase Order Entry (ABC) 3/24/2010**

Order Number: 0010020    Defaults...    Vendor...

1. Header    2. Address    3. Lines    4. Totals    User: USERIIG

Quick Row: 1

|   | Item Code           | Ordered | Back Ordered | Unit Cost | Extension |             |
|---|---------------------|---------|--------------|-----------|-----------|-------------|
| 1 | RENTAL_0123456789_I | 5.00    | .00          | .000      | .00       |             |
| 2 | /RENTAL_0123456789_ | .00     | .00          | .000      | .00       | RENTAL_0123 |
| 3 |                     | .00     | .00          | .000      | .00       |             |

Description: Rental Demo Item 01  
 Warehouse: RNT  
 Unit of Measure: EACH  
 Qty Received: .00

Total Amount: .00

Quick Print...    Accept    Cancel    Delete    [Print]    [Help]

**Item Maintenance (ABC) 3/24/2010**

Item Code: RENTAL\_0123456789\_ITEM01    Copy From...    Renumber...    More...

Description: Rental Demo Item 01

1. Main    2. Additional    3. Quantity    4. History    5. Transactions    6. Orders    7. Cost Detail

Warehouse: RNT    All    Rental Warehouse

| Whse | Description      | Trans Date | Type | Ref No.  | Quantity | Unit Cost | Extension | Item C |
|------|------------------|------------|------|----------|----------|-----------|-----------|--------|
| RNT  | Rental Warehouse | 5/31/2010  | II   | 00000005 | 1.00-    | 32.750    | 32.75-    | 32.7   |
| RNT  | Rental Warehouse | 5/31/2010  | II   | 00000005 | 1.00-    | 32.750    | 32.75-    | 32.7   |

| Beginning Qty | Received | Adjusted/Sold | Issued | Ending Qty |
|---------------|----------|---------------|--------|------------|
| .00           | .00      | .00           | 2.00-  | 2.00-      |

Accept    Cancel    Delete    [Print]    [Help]

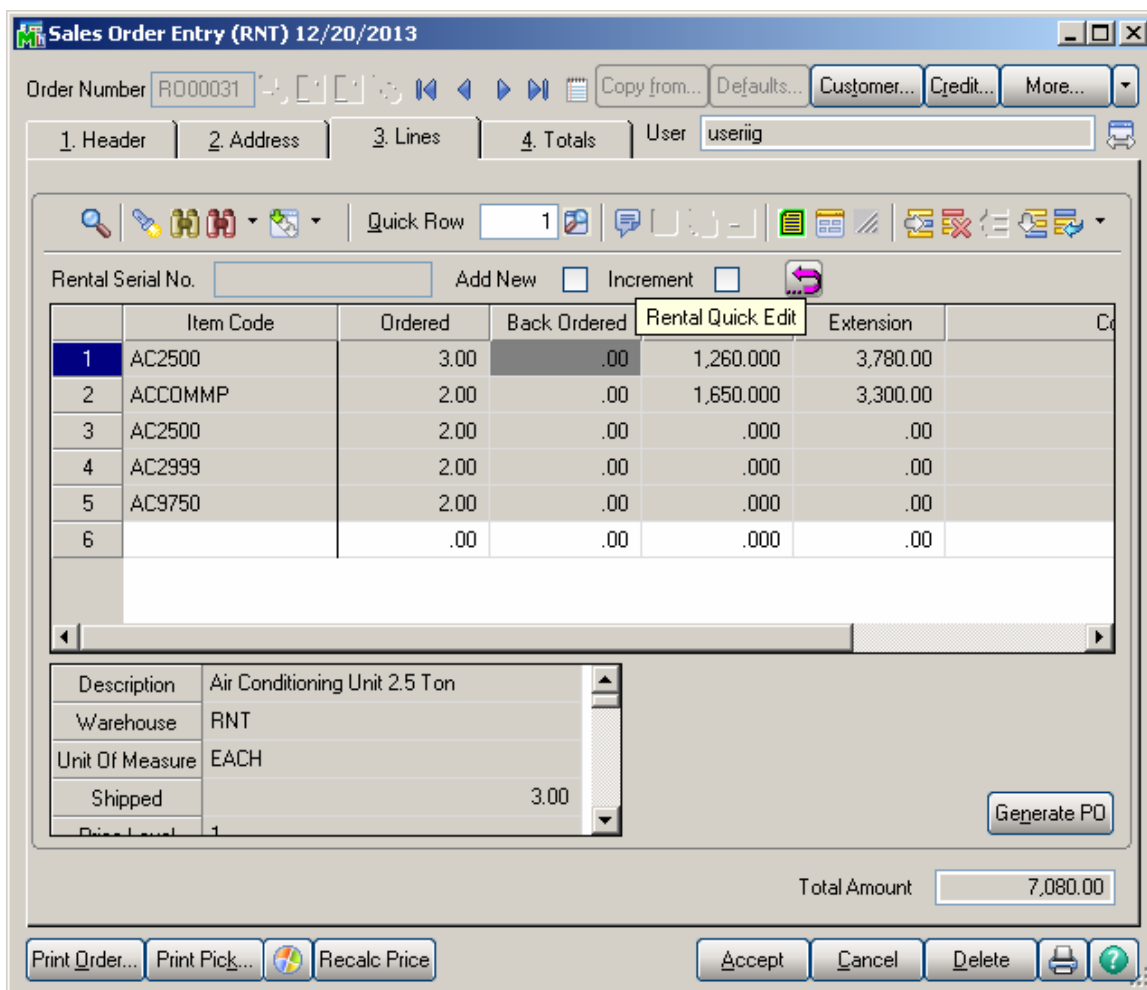


The **Unit Cost** is zero for all Rental Item PO Transactions processed for Sub Rental Warehouse.

## Rental Quick Editing

### Sales Order Entry

The **Rental Quick Edit** button has been added on the Lines tab of Sales **Order Entry** to allow changing the actual Rental Return Date for orders already returned.

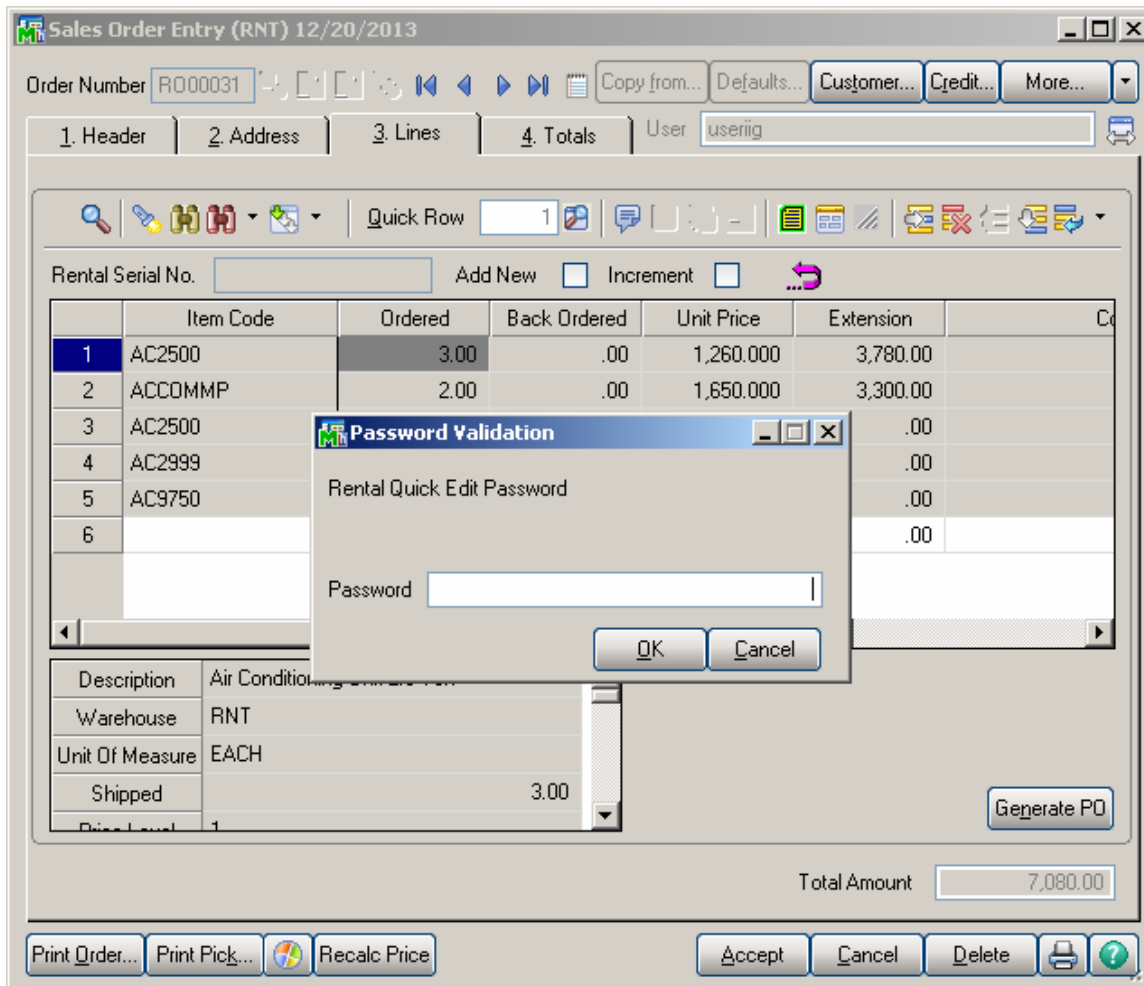


This button is enabled only if the **Allow Rental Quick Editing checkbox** is selected on the Line Entry tab of the **Sales Order Options**. It is necessary to enter a **Password** to prevent unauthorized access to this function.

The **Rental Quick Edit** button on the Sales Order line will be disabled in the following cases:

- The Allow Rental Quick Editing checkbox is not selected in the SO Options.
- The line has not been returned yet.
- If there is an Invoice generated for the SO line (Invoice Generated flag is Yes in the Rental status View).
- The Rental Status is closed for current line.

Upon pressing the **Rental Quick Edit** button the user is prompted for password:



After entering valid password the Rental Quick Edit screen is opened with the item Code selected and the Return Date field opened for editing:

**Rental Quick Edit**

Item: AC2500 AIR CONDITIONING UNIT 2.5 TON

|   | Line Seq. No.   | Return Date |
|---|-----------------|-------------|
| 1 | 000000000000002 | 2/20/2014   |

Accept Cancel

## Reports

### Open Sales Order Report

The **Print Orders** drop box with **Sales, Rental and Both options** has been added on the **Open Sales Order Report** to allow printing only **Sales Orders** (the orders with Default Rental Line flag turned Off on the Rental Header Information screen), only **Rental Orders** (the orders with **Default Rental Line** flag turned On the Rental Header Information screen) and both Sales and Rental Orders.

The **Print Rental Info** checkbox is enabled if Rental is selected in the Print orders drop box.

**Open Sales Order Report (RNT) 6/27/2012**

Report Setting: STANDARD [Save]

Description: Open Sales Order Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sort Report By: Sales Order Number

Print Orders: Rental (Menu: Sales, Rental, Both)

Print Rental Info: 

Sales Order Types to Print:

- All Types:
- Standard Orders:
- Back Orders:
- Price Quotes:
- Master Repeating Orders:
- Internet Orders:
- RMA Orders:

Extension Calculation: Quantity On Order

Sales Order Statuses to Print:

- All Statuses:
- New:
- Open:
- Hold:

Print Summary Report:  Print Tax Detail:  Only Print Unauthorized or Expired Credit Card Orders:

Include Component Lines:  Print Comments: Partial Print Lot/Serial Distributions:

Selections:

| Select Field       | Operand | Value |
|--------------------|---------|-------|
| Sales Order Number | All     |       |
| Customer Number    | All     |       |
| Shipping Date      | All     |       |

Adobe PDF [Keep Window Open After] Print  Preview  [Print] [Preview] [Setup]

The following information is printed for Rental Order lines if the **Print Rental Info** checkbox is selected:

- Starting Date
- Ending Date
- Start Billing date
- End Billing date
- Bill Code
- Billing Day
- Extended Rentals
- Billing Periods
- Billing Type
- Continue Billing
- Bill Period in Advance
- Min One Per Rental Charge

Here is an example of printout for Rental Orders with **Print Rental Info** checkbox selected:

**Open Sales Order Report**

Rental Demo Company (RNT)

| Order Number                | Type /eBM | Customer /Name | Item Description          | P           | Unit         | Price   | Quantity On Order | Quantity Shipped           | Quantity Back Order | Extension         |          |
|-----------------------------|-----------|----------------|---------------------------|-------------|--------------|---------|-------------------|----------------------------|---------------------|-------------------|----------|
| RN00051                     | Std       | 01-ABF         | American Business Futures |             |              |         |                   |                            |                     |                   |          |
|                             |           | Cust PO:       | Salesperson: 0100         | Order Date: | 6/8/2012     |         | Status:           | New                        |                     | Ship Date:        | 6/8/2012 |
| Rnt                         | 6/8/2012  | RNT_TEST ITEM  | Rental Test Item          | RNT 1       | EACH         | 100.002 | 2.000             | 0.000                      | 0.000               | 200.00            |          |
| Starting Date:              |           | 6/8/2012       | Start Billing date:       | 6/8/2012    | Bill Code:   | W       | Extended Rentals: | Prorate                    |                     | Billing Type:     | Up Front |
| Ending Date:                |           | 6/7/2012       | End Billing date:         | 6/7/2012    | Billing Day: | NONE    | Billing Periods:  | 1.4286W                    |                     | Continue Billing: | Periodic |
|                             |           |                |                           |             |              |         |                   | Min One Per Rental Charge: |                     | No                |          |
| Rnt                         | 6/8/2012  | RNT_DEMO       | Rental Test Item          | RNT 1       | EACH         | 100.002 | 4.000             | 0.000                      | 0.000               | 400.01            |          |
| Starting Date:              |           | 6/8/2012       | Start Billing date:       | 6/8/2012    | Bill Code:   | W       | Extended Rentals: | Prorate                    |                     | Billing Type:     | Up Front |
| Ending Date:                |           | 6/7/2012       | End Billing date:         | 6/7/2012    | Billing Day: | NONE    | Billing Periods:  | 1.4286W                    |                     | Continue Billing: | Periodic |
|                             |           |                |                           |             |              |         |                   | Min One Per Rental Charge: |                     | No                |          |
| Rnt                         | 6/8/2012  | RNT_SERIAL     | Serial Test Item          | RNT 1       | EACH         | 14.286  | 2.000             | 0.000                      | 0.000               | 28.57             |          |
| Starting Date:              |           | 6/8/2012       | Start Billing date:       | 6/8/2012    | Bill Code:   | W       | Extended Rentals: | Prorate                    |                     | Billing Type:     | Up Front |
| Ending Date:                |           | 6/7/2012       | End Billing date:         | 6/7/2012    | Billing Day: | NONE    | Billing Periods:  | 1.4286W                    |                     | Continue Billing: | Periodic |
|                             |           |                |                           |             |              |         |                   | Min One Per Rental Charge: |                     | No                |          |
| <b>Order RN00051 Total:</b> |           |                |                           |             |              |         |                   |                            |                     | 628.58            |          |
| RN00053                     | Std       | 01-ABF         | American Business Futures |             |              |         |                   |                            |                     |                   |          |
|                             |           | Cust PO:       | Salesperson: 0100         | Order Date: | 6/8/2012     |         | Status:           | New                        |                     | Ship Date:        | 6/8/2012 |
| Rnt / (Kit)                 | 6/8/2012  | RENTAL_KIT     | EXECUTIVE DESK ENSEMBLE   | RNT 1       | EACH         | 70.000  | 1.000             | 1.000                      | 0.000               | 70.00             |          |
| Starting Date:              |           | 6/8/2012       | Start Billing date:       | 6/8/2012    | Bill Code:   | M       | Extended Rentals: | Prorate                    |                     | Billing Type:     | Periodic |
| Ending Date:                |           | 7/8/2012       | End Billing date:         | 7/8/2012    | Billing Day: | 11      | Billing Periods:  | 1.0000M                    |                     | Continue Billing: | None     |
|                             |           |                |                           |             |              |         |                   | Min One Per Rental Charge: |                     | No                |          |

Here is an example of printout for **Both** option:

View Open Sales Order Report

1 / 1 100%

BusinessObjects

Preview

**Open Sales Order Report**  
**Sorted By Sales Order Number**  
**For Order Types: Back Orders, Standard Orders**

**Rental Demo Company (RNT)**

| Order Number   | Type / eBM / Rm Date | Customer / Name / Item Code | Item Description              | P Wts. L | Unit Mass | Price   | Quantity On Order | Quantity Shipped | Quantity Back Order | Extension |
|--|----------------------|-----------------------------|-------------------------------|----------|-----------|---------|-------------------|------------------|---------------------|-----------|
| 0000178  | Std                  | 01-ABF                      | American Business Futures     |          |           |         |                   |                  |                     |           |
|  |                      | Cust PO: 11111              | Salesperson: 0100             |          |           |         |                   |                  |                     |           |
| Srs  | 6/27/2012            | 1001-HON-H252LK             | HON 2 DRAWER LETTER FLE W/LCK | 001      | 1         | 87.000  | 2.00              | 0.00             | 0.00                | 174.00    |
| Srs  | 6/27/2012            | 1001-HON-H254LK             | HON 4 DRAWER LETTER FLE W/LCK | 001      | 1         | 135.000 | 3.00              | 0.00             | 0.00                | 405.00    |
| <b>Order 0000178 Total:</b>  |                      |                             |                               |          |           |         |                   |                  |                     | 579.00    |
| RN00005  | Std                  | 01-AVNET                    | Avnet Processing Corp         |          |           |         |                   |                  |                     |           |
|  |                      | Cust PO: 11111              | Salesperson: 0200             |          |           |         |                   |                  |                     |           |
| Rnt  | 2/29/2012            | RNT_DEMO                    | Rental Test Item              | RNT1     | EACH      | 249.998 | 2.00              | 0.00             | 0.00                | 500.00 *  |
| <b>Starting Date:</b> 2/29/2012 <b>Start Billing date:</b> 2/29/2012 <b>Bill Code:</b> W <b>Extended Rentals:</b> Prorate <b>Billing Type:</b> Up Front <b>Bill Period in Advance:</b> No<br><b>Ending Date:</b> 3/24/2012 <b>End Billing date:</b> 3/24/2012 <b>Billing Day:</b> NONE <b>Billing Periods:</b> 3:57:14W <b>Continue Billing:</b> Periodic <b>Min One Per Rental Charge:</b> No |                      |                             |                               |          |           |         |                   |                  |                     |           |
| Rnt  | 2/29/2012            | RNT_TEST ITEM               | Rental Test Item              | RNT1     | EACH      | 214.283 | 3.00              | 0.00             | 0.00                | 642.85 *  |
| <b>Starting Date:</b> 2/29/2012 <b>Start Billing date:</b> 2/29/2012 <b>Bill Code:</b> W <b>Extended Rentals:</b> Prorate <b>Billing Type:</b> Up Front <b>Bill Period in Advance:</b> No<br><b>Ending Date:</b> 3/19/2012 <b>End Billing date:</b> 3/19/2012 <b>Billing Day:</b> NONE <b>Billing Periods:</b> 2:85:71W <b>Continue Billing:</b> Periodic <b>Min One Per Rental Charge:</b> No |                      |                             |                               |          |           |         |                   |                  |                     |           |
| <b>Order RN00005 Total:</b>  |                      |                             |                               |          |           |         |                   |                  |                     | 1142.85   |
| RN00006  | Std                  | 02-ATOZ                     | A To Z Carpet Supply          |          |           |         |                   |                  |                     |           |
|  |                      | Cust PO: 11111              | Salesperson: 0400             |          |           |         |                   |                  |                     |           |
| Rnt  | 2/29/2012            | RNT_TEST ITEM               | Rental Test Item              | RNT1     | EACH      | 210.000 | 3.00              | 0.00             | 0.00                | 630.00 *  |
| <b>Starting Date:</b> 2/29/2012 <b>Start Billing date:</b> 2/29/2012 <b>Bill Code:</b> W <b>Extended Rentals:</b> Round Up <b>Billing Type:</b> Up Front <b>Bill Period in Advance:</b> No<br><b>Ending Date:</b> 3/29/2012 <b>End Billing date:</b> 3/19/2012 <b>Billing Day:</b> NONE <b>Billing Periods:</b> 3W <b>Continue Billing:</b> Periodic <b>Min One Per Rental Charge:</b> No      |                      |                             |                               |          |           |         |                   |                  |                     |           |
| <b>Order RN00006 Total:</b>  |                      |                             |                               |          |           |         |                   |                  |                     | 630.00    |
| RN00007  | Std                  | 01-AVNET                    | Avnet Processing Corp         |          |           |         |                   |                  |                     |           |
|  |                      | Cust PO: 11111              | Salesperson: 0200             |          |           |         |                   |                  |                     |           |
| Rnt  | 3/22/2012            | RNT_SERIAL                  | Serial Test Item              | RNT1     | EACH      | 45.714  | 2.00              | 2.00             | 0.00                | 91.43 *   |

Open Orders by Item Report

The **Open Orders by Item** report has been modified to provide an option of printing Sales Orders, Rental Orders as well as both.

Report Setting: STANDARD [Save]

Description: Open Orders by Item Report

Setting Options:

- Type: Public
- Print Report Settings:
- Number of Copies: 1
- Default Report:
- Three Hole Punch:
- Collated:

Sales Order Types to Print:

- All Types:
- Back Orders:
- Master Orders:
- Internet Orders:
- Standard Orders:
- Price Quotes:
- Repeating Orders:
- RMA Orders:

Print Orders: Rental (selected)

Additional Line Types to Print: Misc. & Special

Include Kit Lines: Both

Print Summary Report:

Print Lot/Serial Distributions:

Selections:

| Select Field | Operand | Value |
|--------------|---------|-------|
| Item Code    | All     |       |
| Product Line | All     |       |
| Warehouse    | All     |       |

Adobe PDF [Keep Window Open After] Print  Preview  [Print] [Preview] [Setup] [Help]

Select Rental in the **Print Orders** drop box to print only those orders, which **Default Rental Line** flag is turned “On” on the Rental Header Information screen.

Select **Sales** to print only those orders, which **Default Rental Line** flag is turned “Off” on the Rental Header Information screen.

Select both to print all orders regardless the **Default Rental Line** flag setting on the Rental Header Information screen.



Here is an example of printouts respectively for Sales, Rental and Both options:

View Open Orders By Item Report

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BusinessObjects

Open Orders By Item Report  
For Order Types: Back Orders, Standard Orders

Rental Demo Company (RNT)

| Item Code                          | Order No | Type | eBM | Description                   | Order Date | Promise Date | Customer Number/Name      | Whse | Quantity |         |              | Net Order | Extension |  |
|------------------------------------|----------|------|-----|-------------------------------|------------|--------------|---------------------------|------|----------|---------|--------------|-----------|-----------|--|
|                                    |          |      |     |                               |            |              |                           |      | Ordered  | Shipped | Back Ordered |           |           |  |
| 1001-HON-H252                      |          |      |     | HON 2 DRAWER LETTER FLE W/LCK |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 12.00    | 0.00    | 0.00         | 12.00     | 937.44    |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 35.00    | 25.00   | 10.00        | 10.00     | 750.00    |  |
| 0000156                            | Std/Sls  |      |     | 5/15/2010                     | 5/31/2010  | 02-ATOZ      | A To Z Carpet Supply      | 001  | 2.00     | 0.00    | 0.00         | 2.00      | 159.60    |  |
| 0000171                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 01-ABF       | American Business Futures | 001  | 1.00     | 0.00    | 0.00         | 1.00      | 81.48     |  |
|                                    |          |      |     | RMA 0000002                   |            |              |                           |      |          |         |              |           |           |  |
| <b>Item 1001-HON-H252 Total:</b>   |          |      |     |                               |            |              |                           |      | 50.00    | 25.00   | 10.00        | 25.00     | 1,934.52  |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 1001-HON-H252LK                    |          |      |     | HON 2 DRAWER LETTER FLE W/LCK |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 14.00    | 0.00    | 0.00         | 14.00     | 1,132.74  |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 2.00     | 2.00    | 0.00         | 0.00      | 0.00      |  |
| 0000178                            | Std/Sls  |      |     | 6/27/2012                     | 6/27/2012  | 01-ABF       | American Business Futures | 001  | 2.00     | 0.00    | 0.00         | 2.00      | 174.00    |  |
| <b>Item 1001-HON-H252LK Total:</b> |          |      |     |                               |            |              |                           |      | 18.00    | 2.00    | 0.00         | 16.00     | 1,306.74  |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 1001-HON-H254                      |          |      |     | HON 4 DRAWER LETTER FLE W/LCK |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 25.00    | 0.00    | 0.00         | 25.00     | 2,947.50  |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 5.00     | 3.00    | 2.00         | 2.00      | 254.14    |  |
| <b>Item 1001-HON-H254 Total:</b>   |          |      |     |                               |            |              |                           |      | 30.00    | 3.00    | 2.00         | 27.00     | 3,201.64  |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 1001-HON-H254LK                    |          |      |     | HON 4 DRAWER LETTER FLE W/LCK |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000116                            | Std/Sls  |      |     | 5/19/2010                     | 5/31/2010  | 01-BRESLIN   | Breslin Parts Supply      | 001  | 3.00     | 0.00    | 0.00         | 3.00      | 405.00    |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 3.00     | 0.00    | 0.00         | 3.00      | 405.00    |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 6.00     | 4.00    | 2.00         | 2.00      | 261.90    |  |
| 0000178                            | Std/Sls  |      |     | 6/27/2012                     | 6/27/2012  | 01-ABF       | American Business Futures | 001  | 3.00     | 0.00    | 0.00         | 3.00      | 405.00    |  |
| <b>Item 1001-HON-H254LK Total:</b> |          |      |     |                               |            |              |                           |      | 15.00    | 4.00    | 2.00         | 11.00     | 1,476.90  |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 2480-8-50                          |          |      |     | DESK FILE 8" CAP 50           |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 100.00   | 0.00    | 0.00         | 100.00    | 3,145.50  |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 25.00    | 5.00    | 20.00        | 20.00     | 629.10    |  |
| <b>Item 2480-8-50 Total:</b>       |          |      |     |                               |            |              |                           |      | 125.00   | 5.00    | 20.00        | 120.00    | 3,774.60  |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 2481-5-50                          |          |      |     | DESK FILE 5 1/4" CAP 50       |            |              |                           |      |          |         |              |           |           |  |
|                                    |          |      |     |                               |            |              |                           |      |          |         |              |           |           |  |
| 0000143                            | Std/Sls  |      |     | 5/15/2010                     | 5/15/2010  | 02-ALLENAP   | Allen's Appliance Repair  | 002  | 75.00    | 0.00    | 0.00         | 75.00     | 1,346.63  |  |
| 0000149                            | Back/Sls |      |     | 5/23/2010                     | 5/23/2010  | 02-AMERCON   | American Concrete Service | 002  | 10.00    | 10.00   | 0.00         | 0.00      | 0.00      |  |
| <b>Item 2481-5-50 Total:</b>       |          |      |     |                               |            |              |                           |      | 85.00    | 10.00   | 0.00         | 75.00     | 1,346.63  |  |

View Open Orders By Item Report

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BusinessObjects

Open Orders By Item Report  
For Order Types: Back Orders, Standard Orders

Rental Dem

| Item Code                       | Order No | Type | eBM | Description  | Order Date | Promise Date | Customer Number/Name      | Whse | Quantity |         |              | Net O |
|---------------------------------|----------|------|-----|--------------|------------|--------------|---------------------------|------|----------|---------|--------------|-------|
|                                 |          |      |     |              |            |              |                           |      | Ordered  | Shipped | Back Ordered |       |
| PICKUP TRUCK                    |          |      |     | Pickup Truck |            |              |                           |      |          |         |              |       |
|                                 |          |      |     |              |            |              |                           |      |          |         |              |       |
| RN00024                         | Std/Rnt  |      |     | 4/25/2012    | 4/25/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00025                         | Std/Rnt  |      |     | 4/27/2012    | 4/27/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00031                         | Std/Rnt  |      |     | 5/3/2012     | 5/3/2012   | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00032                         | Std/Rnt  |      |     | 5/3/2012     | 5/3/2012   | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00033                         | Std/Rnt  |      |     | 5/3/2012     | 5/3/2012   | 01-ABF       | American Business Futures | RNT  | 2.00     | 1.00    | 0.00         | 0.00  |
| RN00034                         | Std/Rnt  |      |     | 5/10/2012    | 5/10/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 0.00    | 0.00         | 0.00  |
| RN00042                         | Std/Rnt  |      |     | 5/25/2012    | 5/25/2012  | 01-ABF       | American Business Futures | RNT  | 1.00     | 1.00    | 0.00         | 0.00  |
| RN00044                         | Std/Rnt  |      |     | 5/22/2012    | 5/22/2012  | 01-ABF       | American Business Futures | RNT  | 3.00     | 3.00    | 0.00         | 0.00  |
| RN00045                         | Std/Rnt  |      |     | 5/23/2012    | 5/23/2012  | 01-ABF       | American Business Futures | RNT  | 1.00     | 1.00    | 0.00         | 0.00  |
| RN00057                         | Std/Rnt  |      |     | 6/27/2012    | 6/27/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00059                         | Std/Rnt  |      |     | 6/27/2012    | 6/27/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00060                         | Std/Rnt  |      |     | 6/27/2012    | 6/27/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| RN00062                         | Std/Rnt  |      |     | 6/27/2012    | 6/27/2012  | 01-ABF       | American Business Futures | RNT  | 2.00     | 2.00    | 0.00         | 0.00  |
| <b>Item PICKUP TRUCK Total:</b> |          |      |     |              |            |              |                           |      | 25.00    | 22.00   | 0.00         | 0.00  |

View Open Orders By Item Report

Open Orders By Item Report  
For Order Types: Back Orders, Standard Orders

Rental Demo

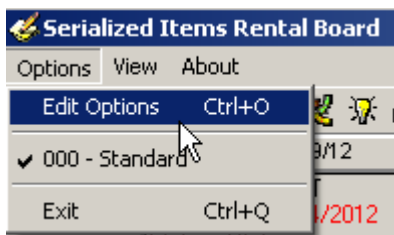
| Item Code                       | Order No | Type | eBM | Description  | Order Date | Promise Date | Customer Number/Name             | Whse | U.M. | Quantity     |              |              | Net Order    |
|---------------------------------|----------|------|-----|--------------|------------|--------------|----------------------------------|------|------|--------------|--------------|--------------|--------------|
|                                 |          |      |     |              |            |              |                                  |      |      | Ordered      | Shipped      | Back Ordered |              |
| PICKUP TRUCK                    |          |      |     | Pickup Truck |            |              | Product Line: RNT                |      | EACH |              |              |              |              |
| 000002                          | Std      | Rnt  |     |              | 2/22/2012  | 2/22/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00024                         | Std      | Rnt  |     |              | 4/25/2012  | 4/25/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00025                         | Std      | Rnt  |     |              | 4/27/2012  | 4/27/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00031                         | Std      | Rnt  |     |              | 5/3/2012   | 5/3/2012     | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00032                         | Std      | Rnt  |     |              | 5/3/2012   | 5/3/2012     | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00033                         | Std      | Rnt  |     |              | 5/3/2012   | 5/3/2012     | 01-ABF American Business Futures | RNT  |      | 2.00         | 1.00         | 0.00         | 2.00         |
| RN00034                         | Std      | Rnt  |     |              | 5/10/2012  | 5/10/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 0.00         | 0.00         | 2.00         |
| RN00042                         | Std      | Rnt  |     |              | 5/25/2012  | 5/25/2012    | 01-ABF American Business Futures | RNT  |      | 1.00         | 1.00         | 0.00         | 1.00         |
| RN00044                         | Std      | Rnt  |     |              | 5/22/2012  | 5/22/2012    | 01-ABF American Business Futures | RNT  |      | 3.00         | 3.00         | 0.00         | 3.00         |
| RN00045                         | Std      | Rnt  |     |              | 5/23/2012  | 5/23/2012    | 01-ABF American Business Futures | RNT  |      | 1.00         | 1.00         | 0.00         | 1.00         |
| RN00057                         | Std      | Rnt  |     |              | 6/27/2012  | 6/27/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00059                         | Std      | Rnt  |     |              | 6/27/2012  | 6/27/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00060                         | Std      | Rnt  |     |              | 6/27/2012  | 6/27/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00062                         | Std      | Rnt  |     |              | 6/27/2012  | 6/27/2012    | 01-ABF American Business Futures | RNT  |      | 2.00         | 2.00         | 0.00         | 2.00         |
| RN00065                         | Std      | Sls  |     |              | 6/28/2012  | 6/28/2012    | 01-ABF American Business Futures | RNT  |      | 3.00         | 0.00         | 0.00         | 3.00         |
| <b>Item PICKUP TRUCK Total:</b> |          |      |     |              |            |              |                                  |      |      | <b>30.00</b> | <b>24.00</b> | <b>0.00</b>  | <b>30.00</b> |

The **Sls**, **Rnt** note next to the Order type (e.g. Std/Sls) indicates whether the Order is sales or Rental order.

## Serialized Items Rental Board

The **Serialized Items Rental Board** is intended for displaying information about Rental Serials and their statuses. A rental period for a serial is represented as a range of cells. The start of a range is rental **Starting Date**. The end of a range is the **Ending Date**. Each rental status in the cell (e.g. Returned, On Rent, Damaged, Missing, etc) may be displayed in respective color setup in the **Item Status Code Maintenance**.

The **main menu** located in the upper left corner of the Rental Board screen, contains the following submenus:



In the **Options** menu, you can select an existing **Options Type**, and **Edit Options** in the **Options for User** dialog box (described later). Current Options Type is indicated with a checkmark.

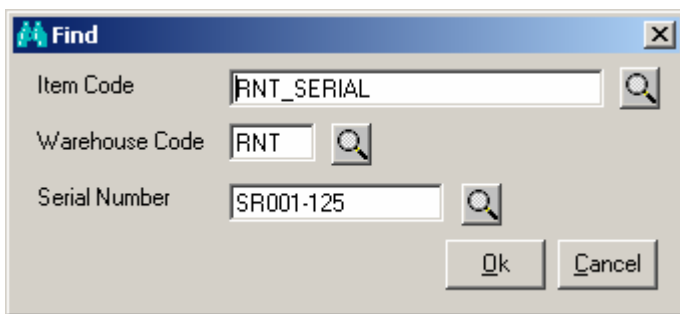
In the **View** menu, you can select to Show/Hide **Toolbar**, **Grid Lines**, **Fields**, **Blanks** (blank rows and columns), **Show History**, **Go To Date** you want, **Find** a specific Item/Serial on the Board and **Refresh** the **Rental Board** view.



The **Toolbar** enables you to quickly **Exit** the Rental Board, **Refresh** the view, **Edit Options**, select **Options Type**, **Show/Hide Grid Lines**, **Show/Hide Fields** (below the grid), **Blanks**, **Show/Hide History**, **Find Serial**. Current Options Type is unavailable (already selected).

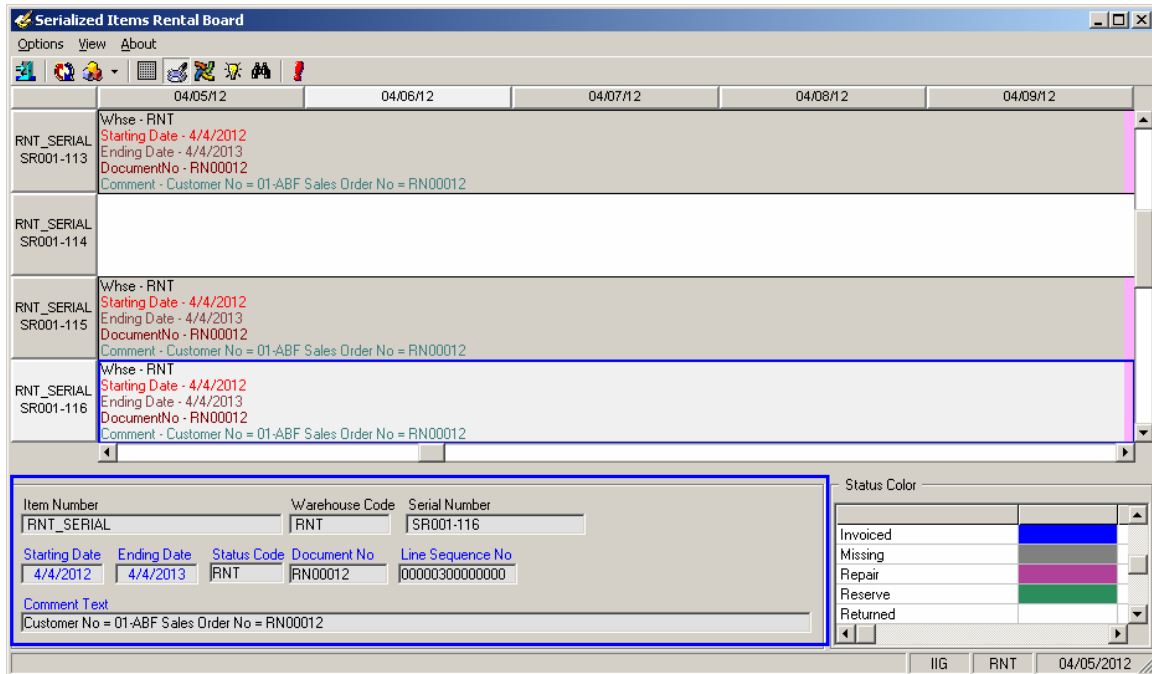


**Find** allows searching a specific Serial number on the Board.



The information for each Serial number is displayed in a cell or span of cells. Each type of data in the cell (e.g., Warehouse Code, Rental Starting Date, Ending Date, Document No, and Status) can be color-coded for better visibility. Also display names of data fields can be changed (for example, shortened). Color bars for Serial Number Statuses can be displayed in each cell. The user can also filter the records loaded in the board to meet certain selection criteria.

Click on a cell to view details of a Serial:



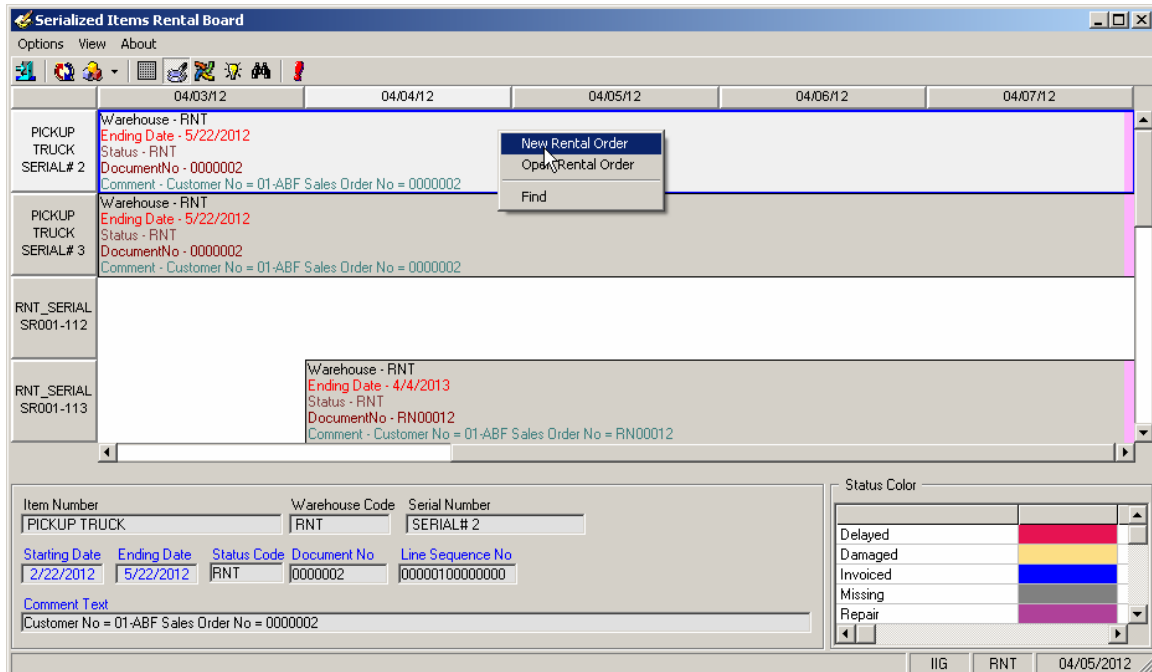
You can place Serials horizontally across the top and the Dates vertically on the board or vice versa

You can also view the duration of rent for each serial. The span of the cells displays the Starting and Ending Dates for current Serial's rent.

Cells can be selected using keyboard Arrows, Page Up, Page Down keys.

Double clicking in a cell opens the Rental Order for the selected Serial Number.

Right-clicking on a cell displays popup menu, from which you can quickly run some programs:



**New Rental Order** opens the **Sales Order Entry** screen with the **Next Rental Order Number** selected and ready for new order entry.

**Open Rental Order** launches the **Sales (Rental ) Order Entry** for current Serial Number.

**Find** allows to easily find the Serial Number.

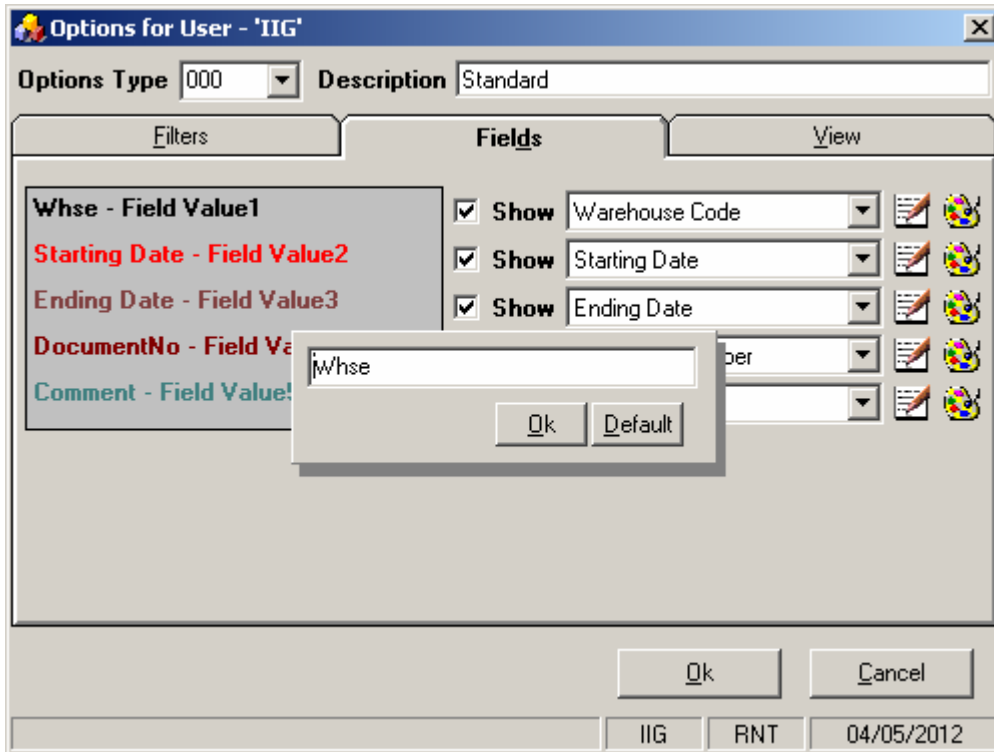
The **Edit Options** submenu allows the user to control the data fields displayed in the cells (and their colors). Select the **Edit Options** submenu from the **Options** menu.

Click the **Fields** tab in the displayed **Options for User** dialog box.

You can choose five data fields to be displayed in the cells of the board. Select fields from the drop-down lists, and see preview on the left.

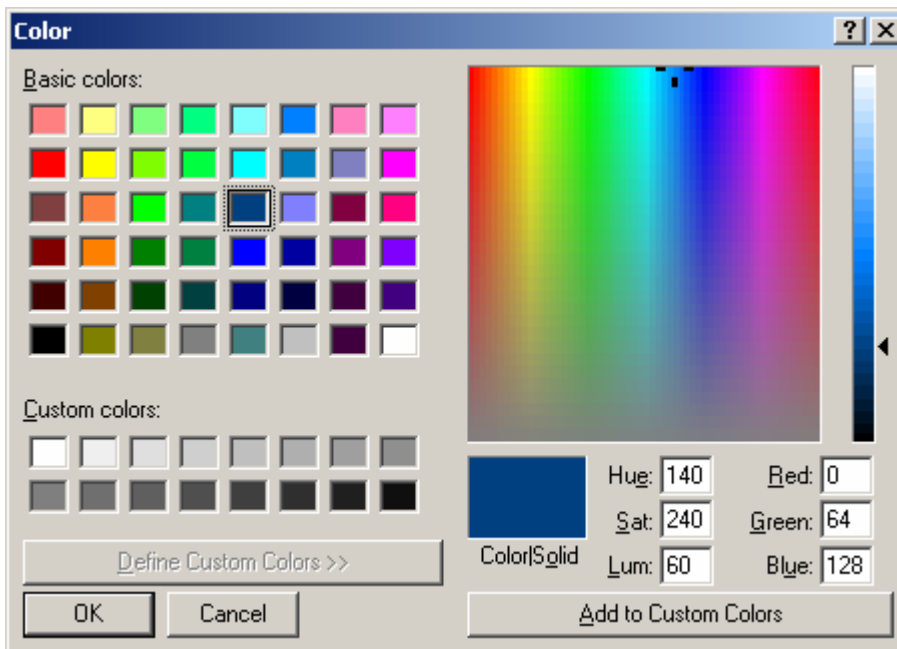
You can hide fields if you do not need all five fields displayed. Uncheck the boxes next to fields that you do not want to be displayed.

Besides, you can change the display name of selected fields. Click the **Edit** button. An edit box is displayed, where you can type a shorter or more convenient name for the field. (You can even delete the name at all, if you have highlighted the field with color or simply remember which one it is.)



Click the **Default** button to reset the name to the default.  
 Click **OK** to save the new display name.

To change the color of a field, click its **Color** button.  
 Select color in the standard Windows **Color** dialog box.





On the **Filters** tab, you may filter the data to see only the records meeting certain criteria.

**Options for User - 'IIG'**

Options Type: 000 Description: Standard

**Filters** | Fields | View

| Field Name      | All                                 | Starting   | Ending     |
|-----------------|-------------------------------------|------------|------------|
| Date            | <input checked="" type="checkbox"/> | 01/01/2000 | 12/31/2099 |
| Serial Number   | <input checked="" type="checkbox"/> |            | ////       |
| Document Number | <input checked="" type="checkbox"/> |            | ////       |
| Item Number     | <input checked="" type="checkbox"/> |            | ////       |
| CommentText     | <input checked="" type="checkbox"/> |            | ////       |
| Serial Status   | <input checked="" type="checkbox"/> |            | ///        |
| Warehouse Code  | <input checked="" type="checkbox"/> |            | ///        |

Show Unchecked Lines Only

Ok Cancel

IIG RNT 04/05/2012

Select the **Serial Number** line to set a range of Serial Numbers or just a Serial Number

**Options for User - 'IIG'**

Options Type: 000 Description: Standard

**Filters** | Fields | View

Field Name: Serial Number All Starting: SR001-123 Ending: SR001-125

| Fields  | Starting   | Ending      |
|---|------------|-------------|
| <input checked="" type="checkbox"/> Date            | 01/01/2000 | 12/31/2099  |
| <input checked="" type="checkbox"/> Serial Number   |            | //////      |
| <input checked="" type="checkbox"/> Document Number |            | //////      |
| <input checked="" type="checkbox"/> Item Number     |            | //////..... |
| <input checked="" type="checkbox"/> CommentText     |            | //////..... |
| <input checked="" type="checkbox"/> Serial Status   |            | ///         |
| <input checked="" type="checkbox"/> Warehouse Code  |            | ///         |

Show Unchecked Lines Only

Ok Cancel

IIG RNT 04/05/2012

Enter the Starting and Ending **Serial Numbers** and click the **Save Change** icon on the right hand.

To undo the range selection, place a check in the box to the left of the field name. This checkbox means that all possible values of the field will be displayed on the board.

You can select a range of data for any other fields you may wish to limit. Use the **OK** button when you are done.

Check the **Show Unchecked Lines Only** box to display only lines with filters set.

Go to the **View** tab.

Check the corresponding boxes in the **Show on Startup** section to show **Toolbar, Grid Lines, Fields, Blanks, History** each time the Rental Board starts.

The **Show History** option enables displaying **Serial Statuses history (from Serial status Maintenance)**

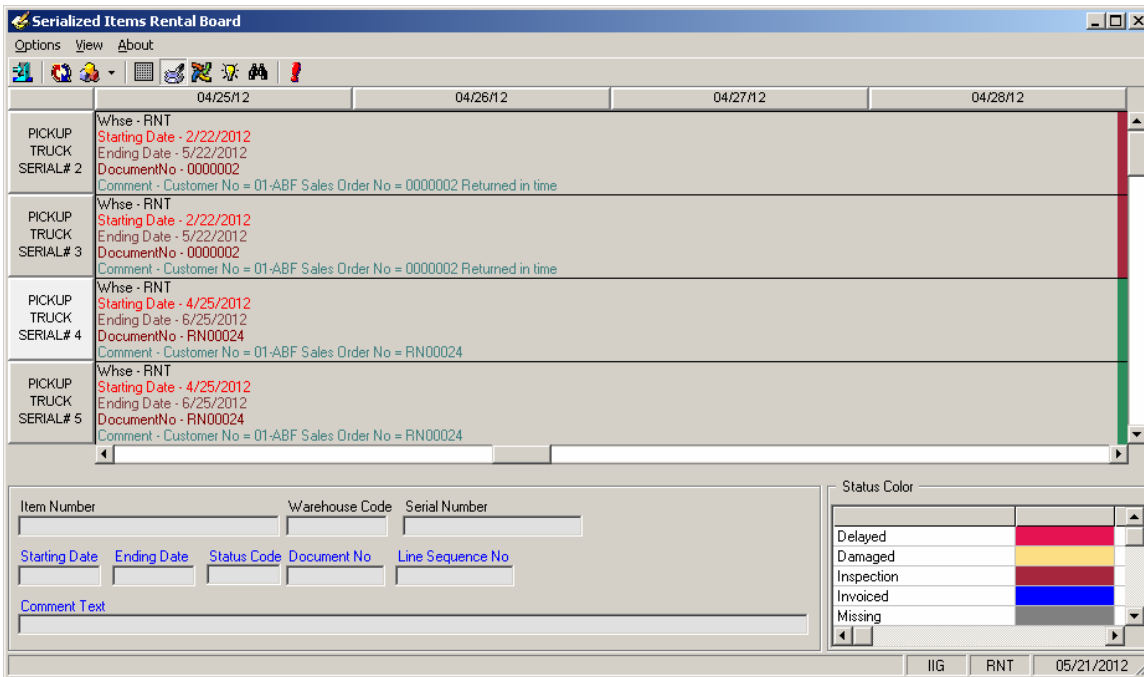
The **Current Week** checkbox is intended for displaying only the data of current week. If this checkbox is selected the display is from Sunday to Saturday of the current week based on the system date.

You can set the **Numbers Of Days Before and After Current Date**. This can be useful to locate serials more easily and also to shorten refresh time of the Board. If both are set to 0, all the Dates are displayed.

You can form the Board based on the **Show as Column** and **Show as Row** fields. Select what should be displayed on the top across the board (for instance, it can be serial number or dates), and what should be displayed vertically. Select the **Duplicate** checkbox if you want to see duplicated columns or rows.

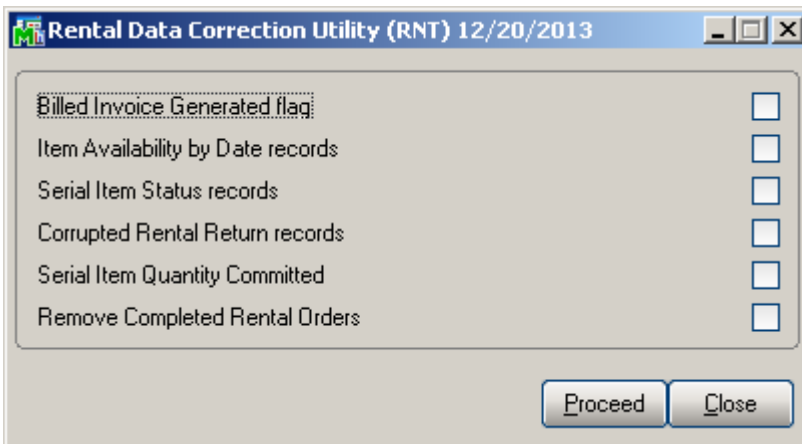
Check the **Use color for Serials in Color Bars** boxes to display the color bars with the colors corresponding to the

one assigned to current status in the Item Status Code Maintenance.



## Rental Data Correction Utility

The **Rental Data Correction Utility** has been added under the Sales Order **Utilities** menu to allow rebuilding rental data if needed.



**Billed Invoice Generated Flag** –This option allows the user to reset the Invoice Generated flag on a Sales Order line.

**Item Availability by Date records-** running the utility with this option selected rebuilds the Rental Item Availability table.

**Serial Item Status records-** this option allows for fixing the serial number statuses in the Serial Item Status Maintenance.

**Corrupted Rental Return Records-** this option allows for removing corrupted return data (if fore some reason Return Journal Update has been interrupted) from the Rental Status Register.

**Serial Item Quantity Committed-** this option allows for correcting Serial Item quantity committed in the IM\_ItemCost table.

**Remove Completed Rental Order-** allows for removing closed rental orders from the Rental Status Register.

## A/R Invoice History Inquiry

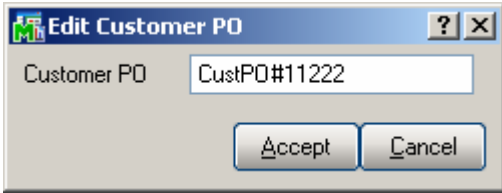
The **A/R Invoice History Inquiry** program has been modified to allow editing the Customer PO field after Invoice has been posted. The **Edit Customer PO** button has been added next to the **Customer PO** field.

The screenshot shows the 'A/R Invoice History Inquiry (ABC) 12/16/2013' window. At the top, there are fields for Invoice No. (0100076), Type (INV), Date (12/16/2013), Source (S/O), and Order No. Below this, there are tabs for '1. Main' and '2. Lines'. The main section contains fields for Customer No. (01-ABF), Ship To (2), Source Journal (SO-000015), and RMA No. A summary table on the right shows Taxable (.00), Nontaxable (84.00), Freight (.00), Sales Tax (.00), Discount (.00), Invoice Total (84.00), Deposit (.00), and Net Invoice (84.00). A 'Balance' field at the bottom right shows 84.00. The 'Edit Customer PO' button is highlighted next to the Customer PO field (Z2345678901234A).

The **Edit Customer PO** dialogue is opened upon pressing the button:

The 'Edit Customer PO' dialog box is shown with the Customer PO field containing 'Z2345678901234A'. There are 'Accept' and 'Cancel' buttons at the bottom.

Change the Po number and press Accept:



The Customer PO number is updated with the new one:

