



Rental Processing For Sage 100 2016

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

www.iigservices.com



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Installation Instructions and Cautions

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

sage * Sales Order Entry (ABC) 5/22/2015

Order Number

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Order Date Order Type

Customer No.

Cust PO

Ship Date

Ship To Addr

Terms Code

Ship Via

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.

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

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement	5.30		AAAAAAAAAAAAAAAAAA	BBBBB

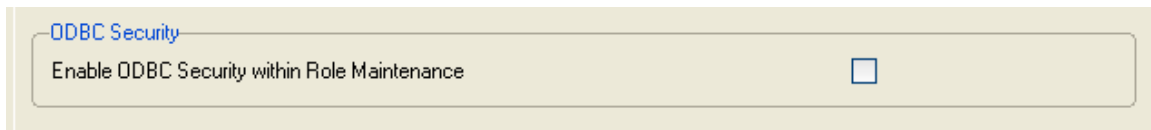
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

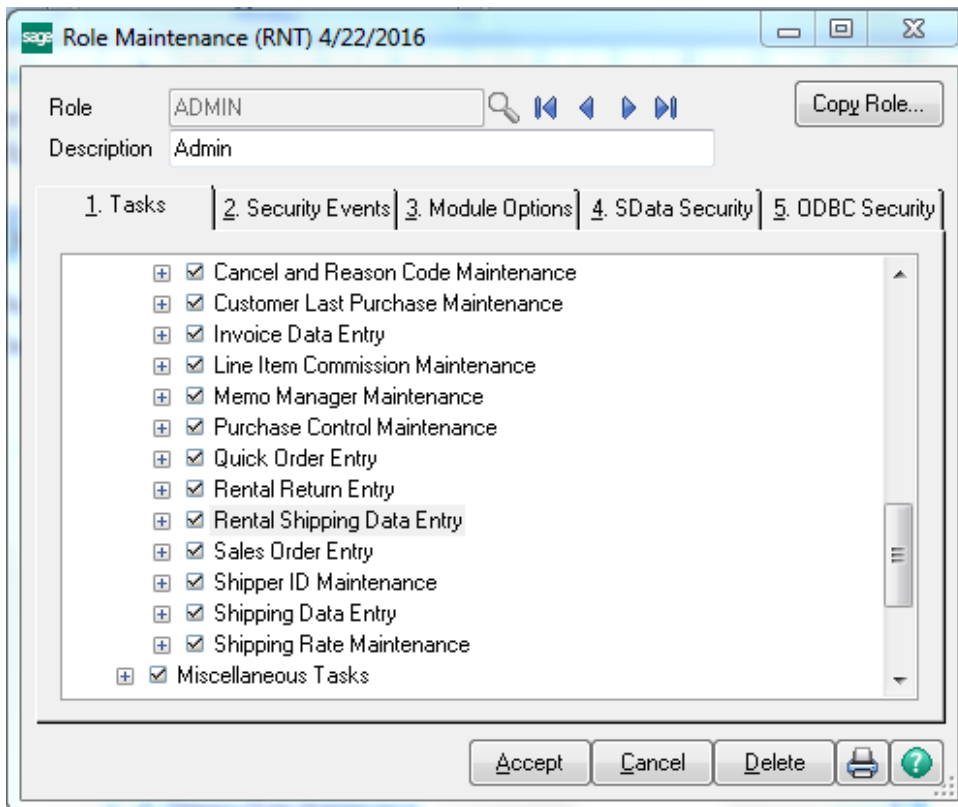
ODBC Security

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:

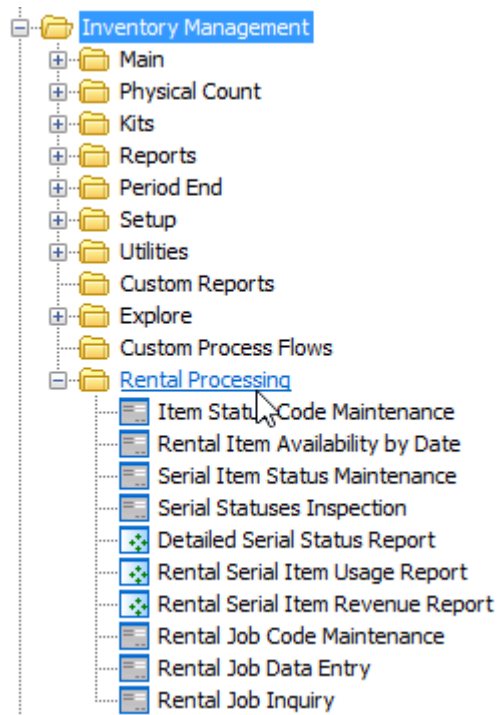
- Set up unlimited **Bill Codes** in the system
- Apply flexible Rental Rates: daily, monthly, weekly, etc.
- Sell and rent out the same Item from the same warehouse
- Sell and rent out items in the same order
- Establish different **pricing** (Time based; Pct. of Sale price) for rental items based on 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 or according to the exact billing schedule.

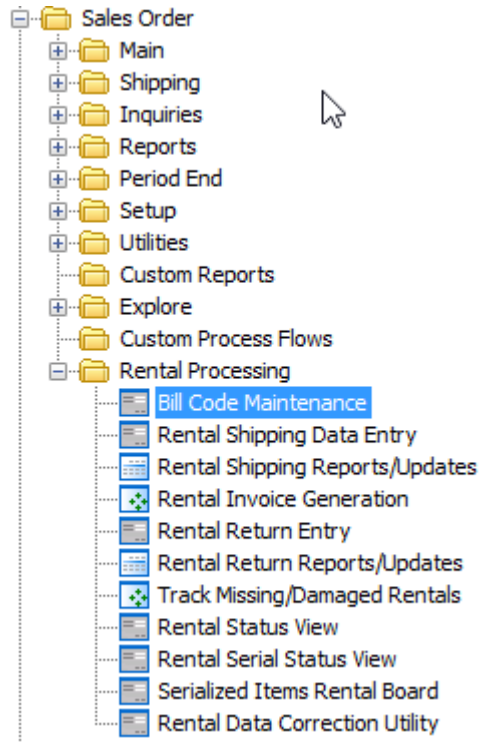
Warning!

This enhancement contains new functional features that are not compatible with previous versions of IIG Rental Processing Enhancement (RNT405, RNT410 and RNT420.0.5)

Rental Processing Menu

This enhancement adds **Rental Processing** menus with respective programs to the **Inventory Management** and **Sales Order** Modules:

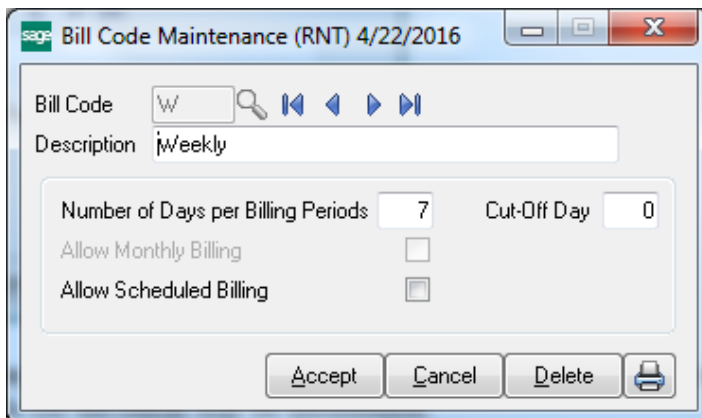




Set-up Activities

Bill Code Maintenance

The **Bill Code Maintenance** program added under the **Sales Order-> Rental Processing** 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, and 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.

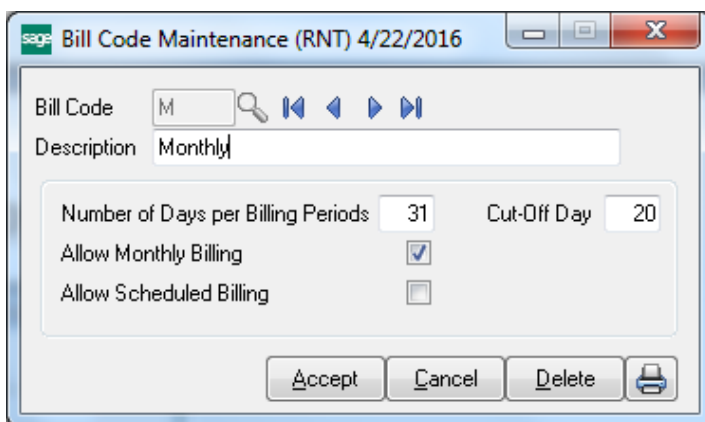
By the **Bill Codes** setup in your system flexible Rental Rates may be applied: daily, monthly, weekly, etc.

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.

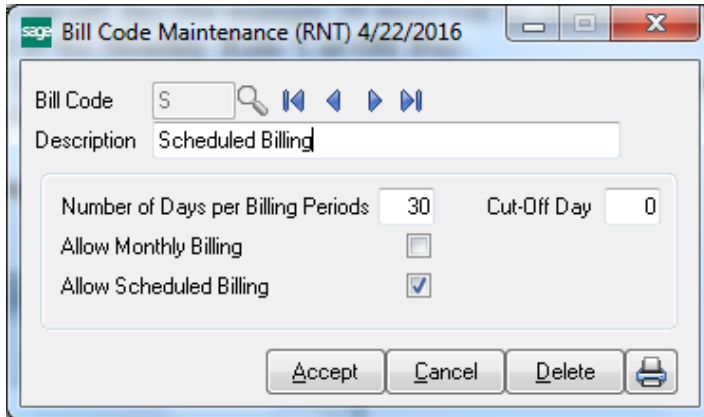


The screenshot shows a software window titled "Bill Code Maintenance (RNT) 4/22/2016". It contains a search bar with "M" and navigation icons. Below is a description field with "Monthly". A section contains two input fields: "Number of Days per Billing Periods" set to 31 and "Cut-Off Day" set to 20. There are two checkboxes: "Allow Monthly Billing" which is checked, and "Allow Scheduled Billing" which is unchecked. At the bottom are buttons for "Accept", "Cancel", "Delete", and a printer icon.

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: $600/20=30$.

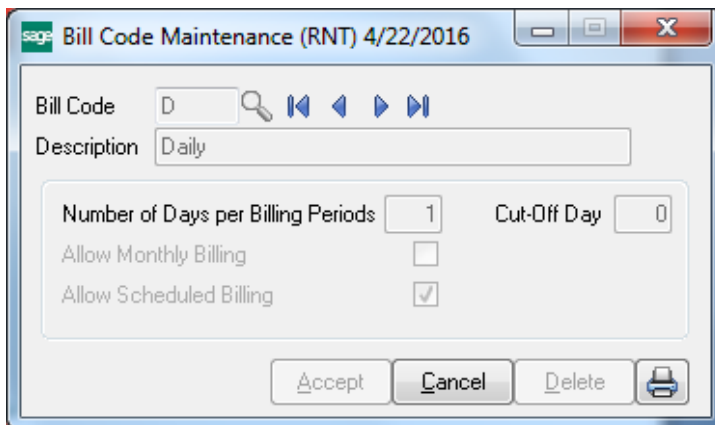
The **Allow Scheduled Billing** option allows for setup of Bill Codes for Scheduled Billing.



The screenshot shows the 'Bill Code Maintenance (RNT) 4/22/2016' window. The 'Bill Code' field contains 'S' and the 'Description' field contains 'Scheduled Billing'. The 'Number of Days per Billing Periods' is set to 30 and the 'Cut-Off Day' is set to 0. The 'Allow Monthly Billing' checkbox is unchecked, and the 'Allow Scheduled Billing' checkbox is checked. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

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

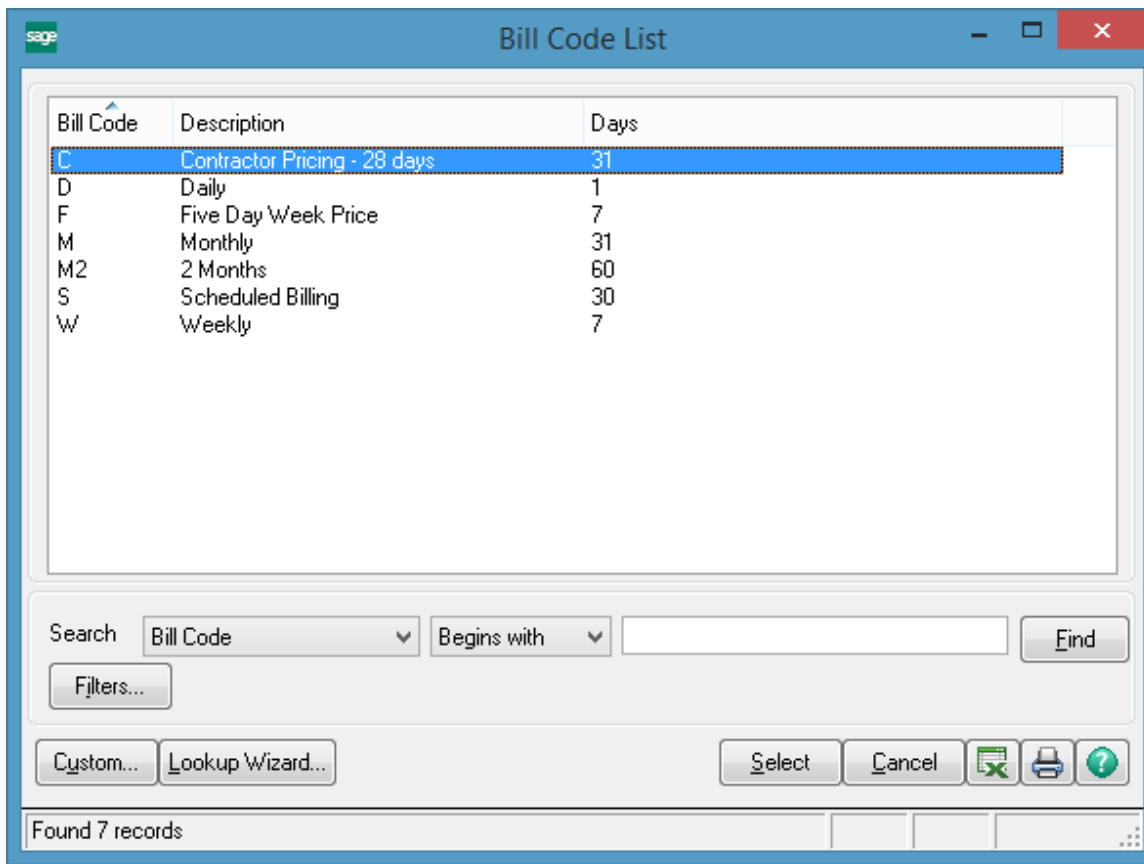
For Scheduled Billing type the invoice will be generated when the date entered in the Rental Invoice Generation program is equal or greater than the starting date for a billing schedule line. The amount to charge will be based on the bill code entered for the rental order line.



The screenshot shows the 'Bill Code Maintenance (RNT) 4/22/2016' window. The 'Bill Code' field contains 'D' and the 'Description' field contains 'Daily'. The 'Number of Days per Billing Periods' is set to 1 and the 'Cut-Off Day' is set to 0. The 'Allow Monthly Billing' checkbox is unchecked, and the 'Allow Scheduled Billing' checkbox is checked. At the bottom, there are buttons for 'Accept', 'Cancel', 'Delete', and a printer icon.

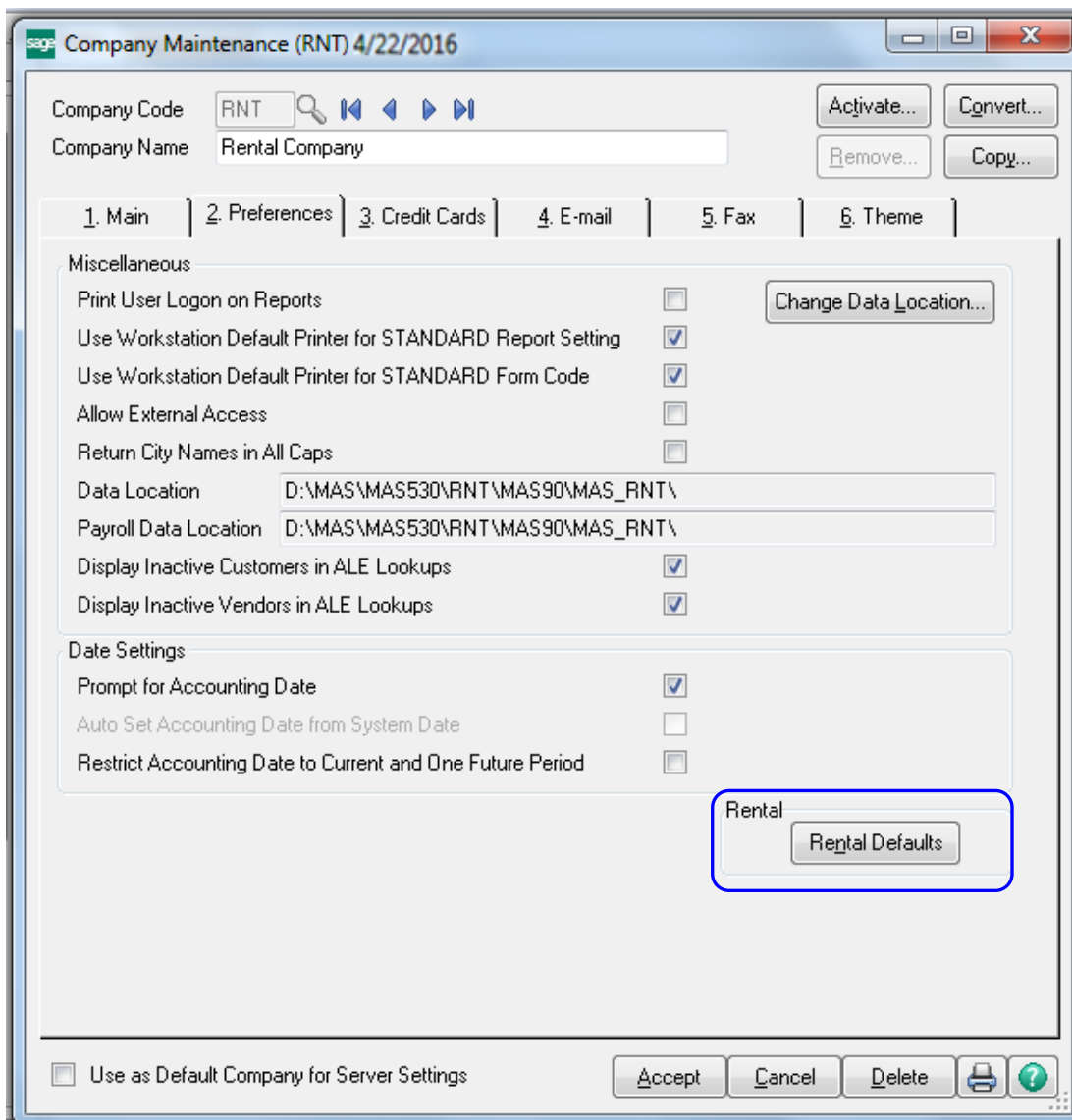
For Daily Bill Code the **Allow Schedule Billing** option is turned on by default.

The lookup button next to the Bill Code field displays a list of all Bill Codes setup in the system. Note that the Bill Code cannot start with numeric value.



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.

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

Select **Unlimited Rental** to be able to rent out items for unlimited period. **Only Periodic** and **Upon Return** Billing Types are allowed for unlimited rentals.

The **Expected Period** field is enabled upon selecting the Unlimited Rental checkbox to allow for entry of periods to be used for calculating preliminary Billing periods during rental order entry.

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**.

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** and **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 05/21/2016-06/30/2016 the Billing Periods will be represented as 1M 16D.

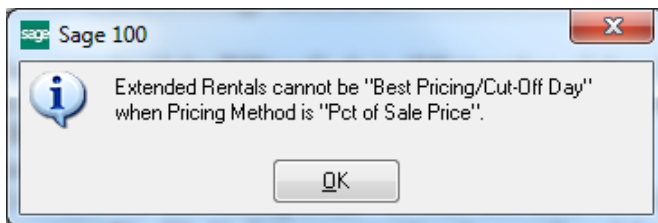
The Billing periods are calculated as follows:

From 5/21/2016-06/05/2016 (the Billing Day) - 16 days and from 06/05/2016-6/30/2016 (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.**

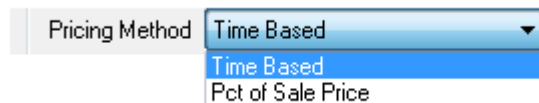
In our example it is $600+16*30=1080$

Best Pricing and Cut-Off Day Extended Rentals are not allowed if Pricing method is “**Pct of Sales Price**”:



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.



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%.



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.

Billing Type: Up Front

- Up Front
- Periodic
- Periodic Noncontinuable
- Upon Return

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.

Continue Billing: Periodic

- Periodic
- Upon Return
- None

Continue Billing: Periodic

Bill Period in Advance

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 of **Periodic** type 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.

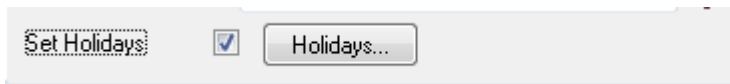
And if the **Upon Return billing** type is selected rentals are billed when rental items are returned.

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

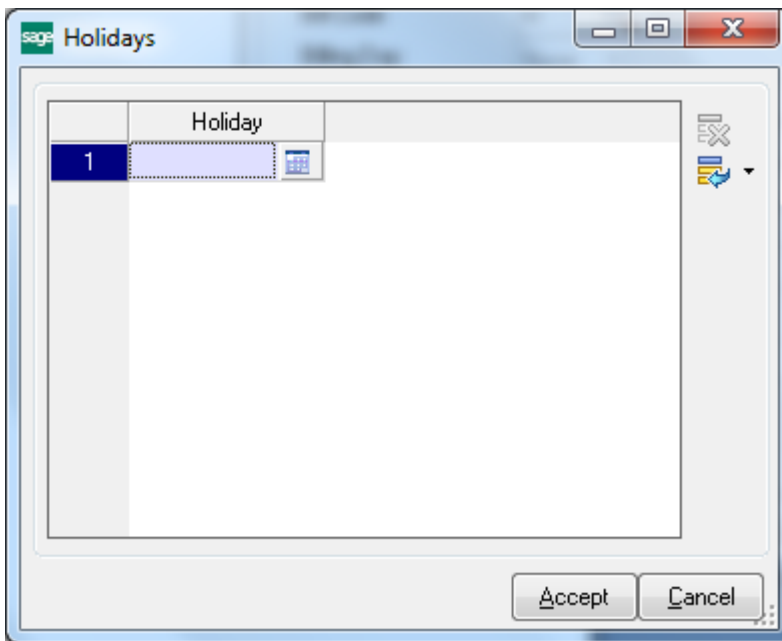
The **Rental Misc. Charge** field allows the user to select a Misc. Charge Code to be used for billing rentals.

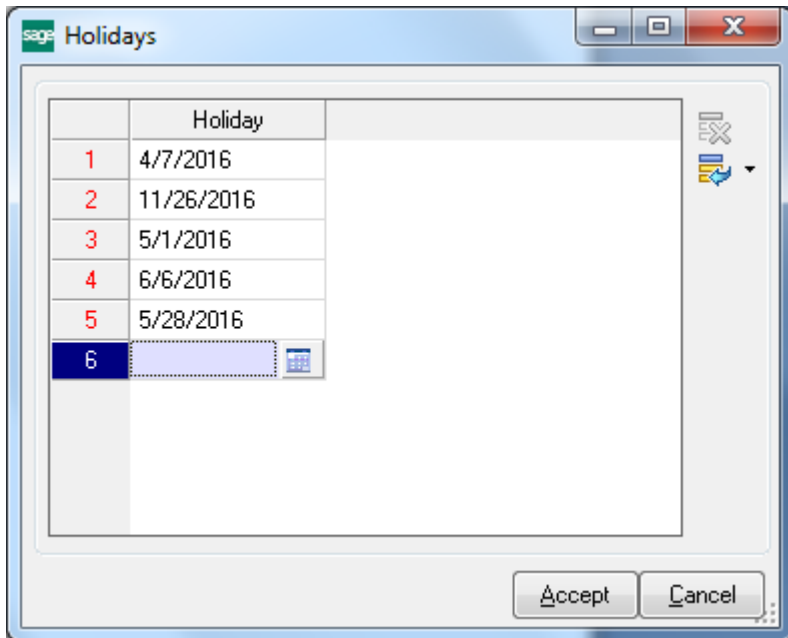
The Misc. Charge Code specified here is defaulted to the corresponding field of the Inventory Rental Information screen when new Item is created and can be changed there.

Select the **Set Holidays** checkbox to have the **Holidays** button enabled if you need to setup holidays for current Company.



Upon pressing Holiday button a screen is opened for entry of Holiday dates.





The dates setup as Holidays for a Company are taken into account when calculating Rental Billing periods. The Holidays set up for a Company are automatically applied for Customers not having specific Holidays setup in the **Customer Rental Information** screen.

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.

The Manual button allows for viewing RNT enhancement document in a PDF format.

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 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 be able to create Invoice from the **Sales Order** when Items in the **Sales Order** lines are only **Rental Items**.

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.

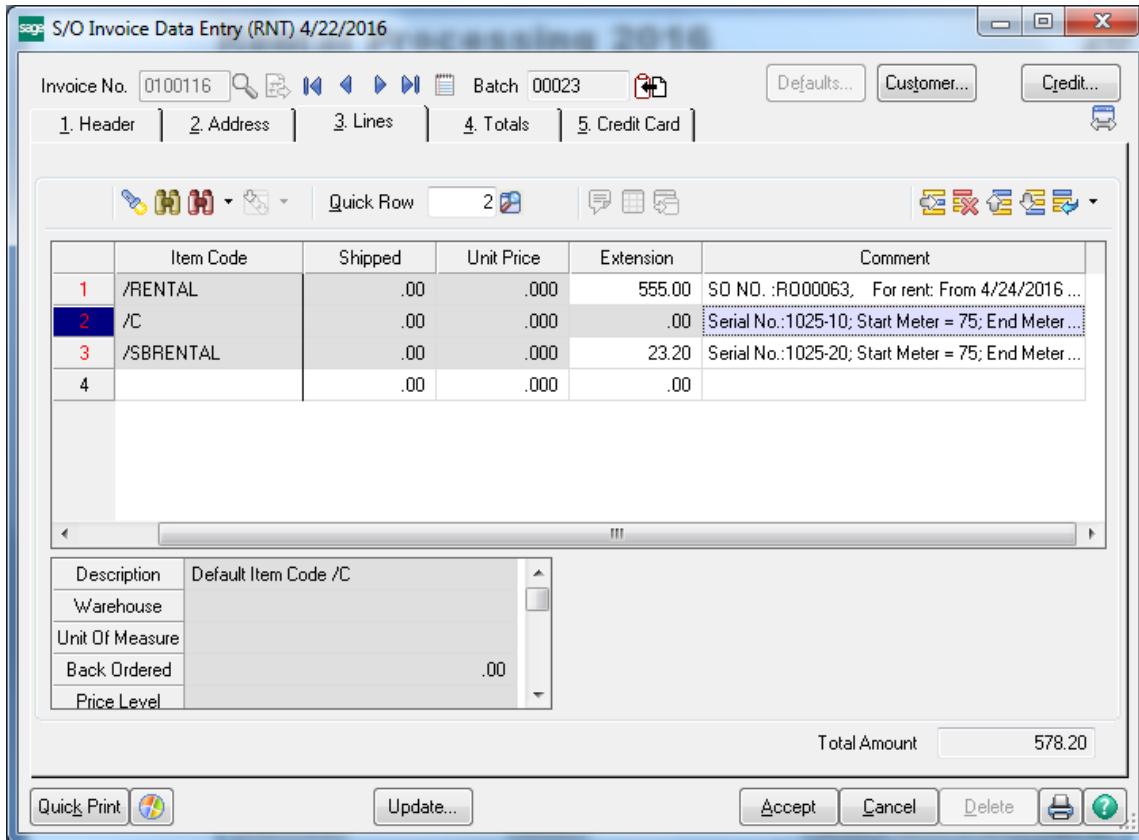
The **Post Rental Revenue By Warehouse** checkbox and **Rental Revenue Sharing Percent** field are intended for sharing of rental revenue between two branches. If the checkbox is selected respective segment of GL account number used for posting the revenue by warehouse is substituted by the value of the segment entered in the Warehouse Code Maintenance.

The percentage amount entered in the **Rental Revenue Sharing Percent** field is used for calculating the revenue. Refer to [Revenue Sharing between Two Branches](#) title for details.

Force Meter Reading Entry in Rental Return- Select this checkbox if you need the meter reading entry to be required when returning Serial Items.

Show Meter Reading in Comment Text for Serial Lines – Select this checkbox if you need the starting meter reading and ending meter reading added to the Comment text of the Invoice Comment line created for each serial number. Here is an example of Meter

Readings displayed in the Invoice Data Entry for each comment line created for serial numbers:



If the Invoice is generated prior to the Rental return the End Meter will not be shown.

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.

Product Line Maintenance (RNT) 4/22/2016

Product Line: C&A

Description: Audio Rental System

1. Main | 2. Accounts | 3. Rental

Miss/Dam. Misc. Charge: /DMGD

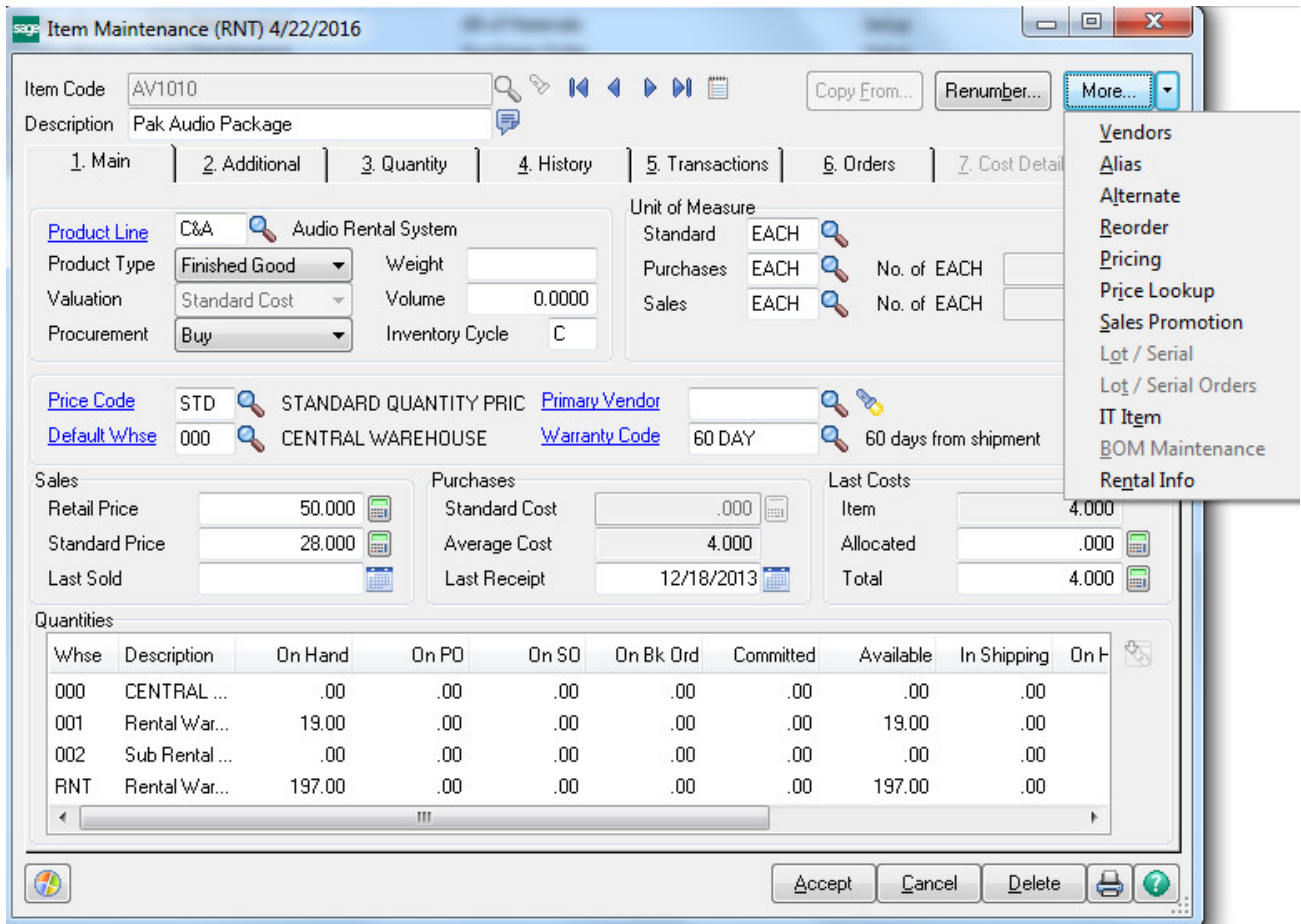
Allow Renting:

Accept Cancel Delete

Item Maintenance

The **Rental Info** button has been added to the **Item Maintenance** under the **More** drop-down menu to allow indicating the Items that can be rented out and establishing 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) 4/22/2016

Rental Item: AV1010

Allow Renting: Default Return Status:

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit: Kit Pricing:

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

Buttons: 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.

The **On RO** and **On Rent** columns added in the **Quantity** grid on the **Main** tab and on the **Quantity** tab display respectively Item quantities ordered and rented for the selected warehouse:

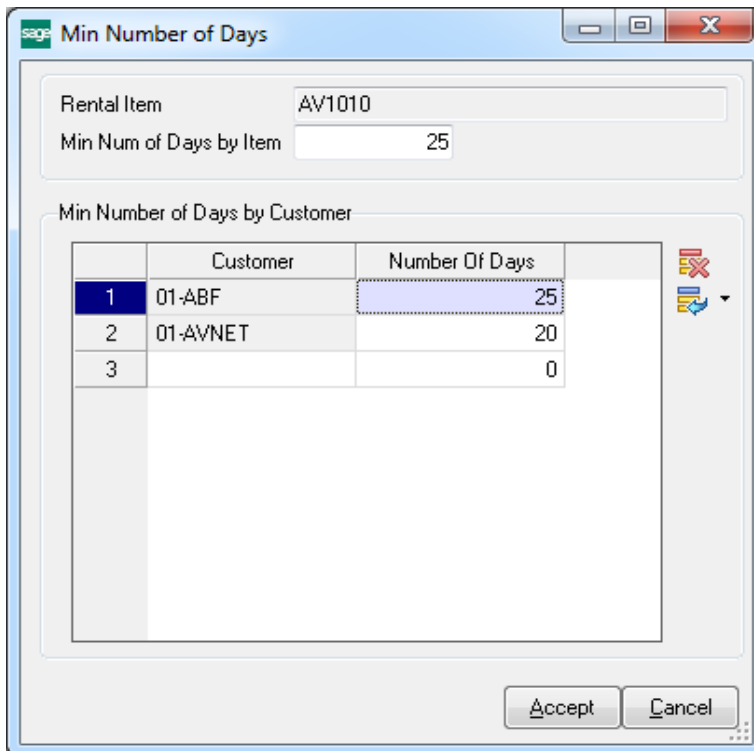
The screenshot shows the SAP Item Maintenance window for item AV1010, 'Pak Audio Package'. The 'Quantity' tab is active, displaying a table of inventory data. The 'On Rent' field is populated with 25.00 for the 'RNT' location. The 'Totals' row at the bottom shows an 'On Rent' value of 25.00.

Whse	Description	On Hand	On PO	On SO	On Bk Ord	Committed	Available	In Shipping	On Hand Less Ship	On RO	On Rent
000	CENTRAL ...	1.00	.00	.00	.00	.00	1.00	.00	1.00	.00	.00
001	Rental War...	19.00	.00	.00	.00	.00	19.00	.00	19.00	.00	.00
002	Sub Rental00	.00	.00	.00	.00	.00	.00	.00	.00	.00
RNT	Rental War...	179.00	.00	21.00	.00	21.00	158.00	.00	179.00	21.00	25.00
Totals		199.00	.00	21.00	.00	21.00	178.00	.00	199.00		

The quantity **On Rent** field is populated after the Rental Shipping is updated.

Minimum Number of Days

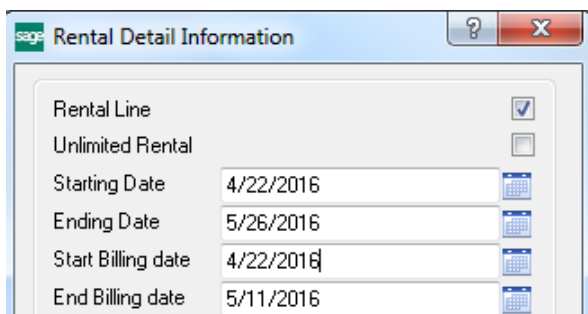
The **Min Number of Days** button is intended to allow setup of minimum number of days for the selected Item rent. Minimum number of days may be setup by Item and/or by Customer.



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:

	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

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) 4/22/2016

Item No. AV1010

Pak Audio Package

Whse Code RNT Rental Warehouse All Whse

UOM EACH

Starting Date From 4/22/2015 Ending Date To 4/22/2016

By Range By Day

Whse	From	To	Quantity On RO	Quantity On Rent	Quantity Available
RNT	4/22/2016	4/22/2016	11.00	4.00	178.00

Min Quantity Available 178.00 Max Quantity On RO 11.00

Keep Item No.

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.

The **I/M Include in Quantity Available** option is not taken into account and only SO quantities are taken into account in Qty Available.

Rental Item Availability By Date (RNT) 4/22/2016

Item No.

Pak Audio Package

Whse Code All Whse

UOM EACH

Starting Date From

Ending Date To

By Range By Day

Whse	From	To	Quantity On RO	Quantity On Rent	Quantity Available
RNT	4/1/2016	4/1/2016	.00	.00	193.00
RNT	4/2/2016	4/2/2016	.00	.00	193.00
RNT	4/3/2016	4/3/2016	.00	.00	193.00
RNT	4/4/2016	4/4/2016	.00	.00	193.00
RNT	4/5/2016	4/5/2016	.00	.00	193.00
RNT	4/6/2016	4/6/2016	.00	.00	193.00
RNT	4/7/2016	4/7/2016	.00	.00	193.00
RNT	4/8/2016	4/8/2016	.00	.00	193.00

Min Quantity Available Max Quantity On RO

Keep Item No.

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

Item No. AV1010 Serial Status View...

Pak Audio Package

Whse Code 001 Rental Warehouse All Whse

UOM EACH

Starting Date From 4/22/2015 Ending Date To 4/22/2016

By Range By Day View...

Whse	From	To	Quantity On RO	Quantity On Rent	Quantity Available
001	4/22/2015	4/22/2015	.00	.00	19.00
001	4/23/2015	4/23/2015	.00	.00	19.00
001	4/24/2015	4/24/2015	.00	.00	19.00
001	4/25/2015	4/25/2015	.00	.00	19.00
001	4/26/2015	4/26/2015	.00	.00	19.00
001	4/27/2015	4/27/2015	.00	.00	19.00
001	4/28/2015	4/28/2015	.00	.00	19.00
001	4/29/2015	4/29/2015	.00	.00	19.00

Min Quantity Available 19.00 Max Quantity On RO .00

Keep Item No.

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

Item No. AC2500

Air Conditioning Unit 2.5 Ton

Whse Code RNT Rental Warehouse All Whse

UOM EACH

Starting Date From 4/22/2013 Ending Date To 4/22/2016

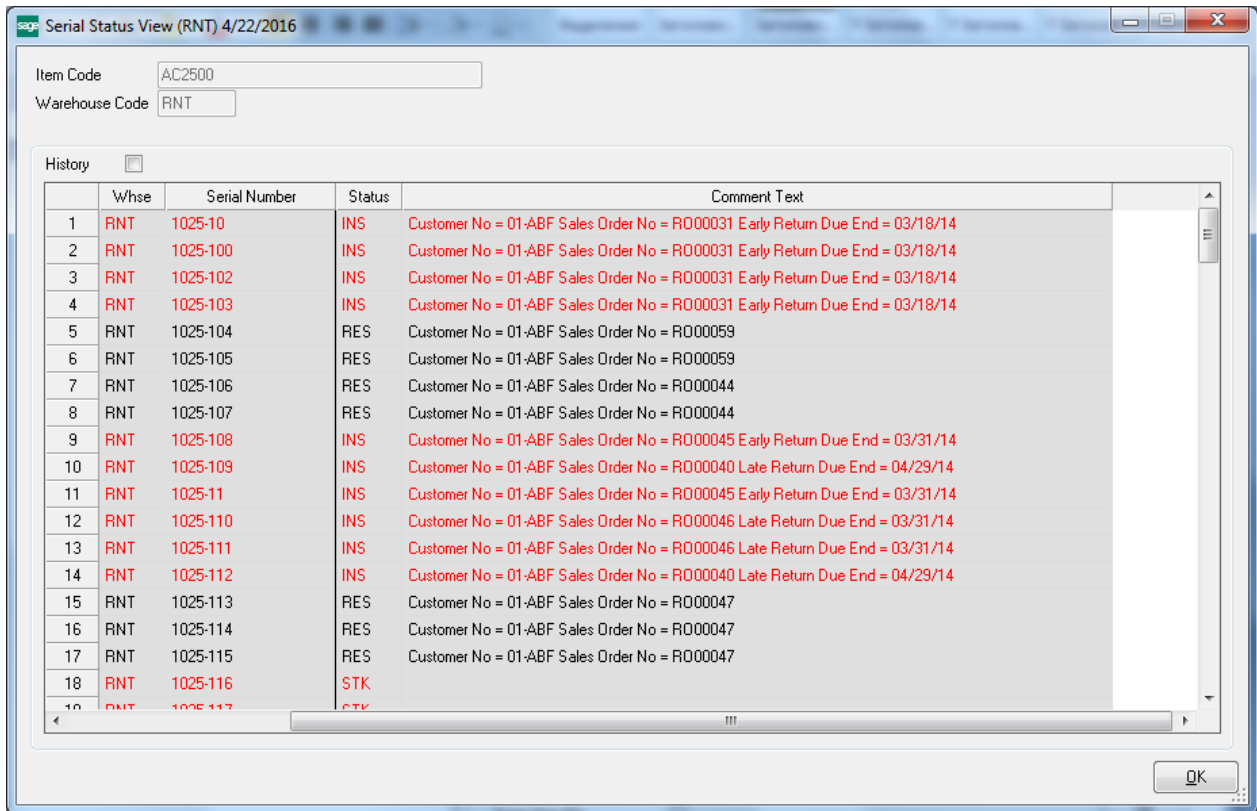
By Range By Day

Whse	From	To	Quantity On RO	Quantity On Rent	Quantity Available
RNT	4/22/2016	4/22/2016	2.00	.00	147.00

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 a Customer.

Customer No. 01-ABF
Name American Business Futures

1. Main | 2. Additional | 3. Statistics | 4. Summary | 5. History | 6. Invoices | 7. Transactions

Address 2131 N. 14th Street
Suite 100
Accounting Department
ZIP Code 53205-1204
City Milwaukee State WI
Country USA United States
Residential Addr
Salesperson 0100 Jim Kentley Split Comm...
Telephone (414) 555-4787 Ext 219
Fax

Terms Code 01 Net 30 Days
Primary Contact ARTIE JOHN
Ship Code UPS BLUE
Primary Ship To 2 American B

Tax Schedule WI MILMIL Milwaukee Exemptions...

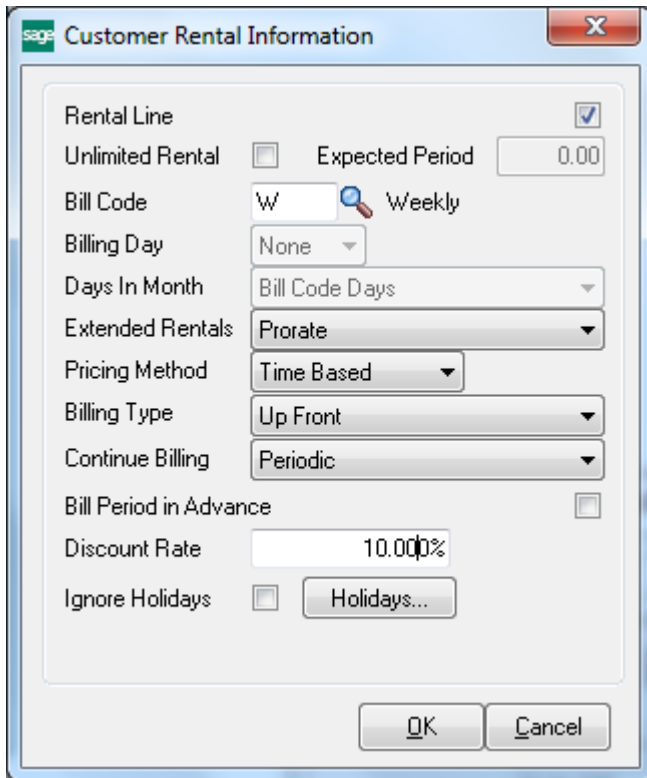
Credit Hold
Credit Limit 120,000.00

E-mail Address artie@abf.com
URL Address www.abf.com

Accept Cancel Delete

Click the **Rental Info** button.

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



The screenshot shows a dialog box titled "Customer Rental Information" with a Sage logo in the top left corner. The dialog contains the following fields and controls:

- Rental Line**: A checked checkbox.
- Unlimited Rental**: An unchecked checkbox. To its right is the **Expected Period** field with a value of 0.00.
- Bill Code**: A text box containing "W" with a magnifying glass icon and the label "Weekly" to its right.
- 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".
- Pricing Method**: A dropdown menu currently set to "Time Based".
- Billing Type**: A dropdown menu currently set to "Up Front".
- Continue Billing**: A dropdown menu currently set to "Periodic".
- Bill Period in Advance**: An unchecked checkbox.
- Discount Rate**: A text box containing "10.000%".
- Ignore Holidays**: An unchecked checkbox next to a "Holidays..." button.

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

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

If the **Unlimited Rental** checkbox is selected the **Expected Period** field is enabled to allow for entry of periods to be used for calculating preliminary Billing periods during rental order entry.

If no **Expected Period** is specified for a Customer, the one setup in Company Rental Information will be used for calculating preliminary Billing periods during rental order entry.

The screenshot shows the 'Customer Rental Information' dialog box with the following settings:

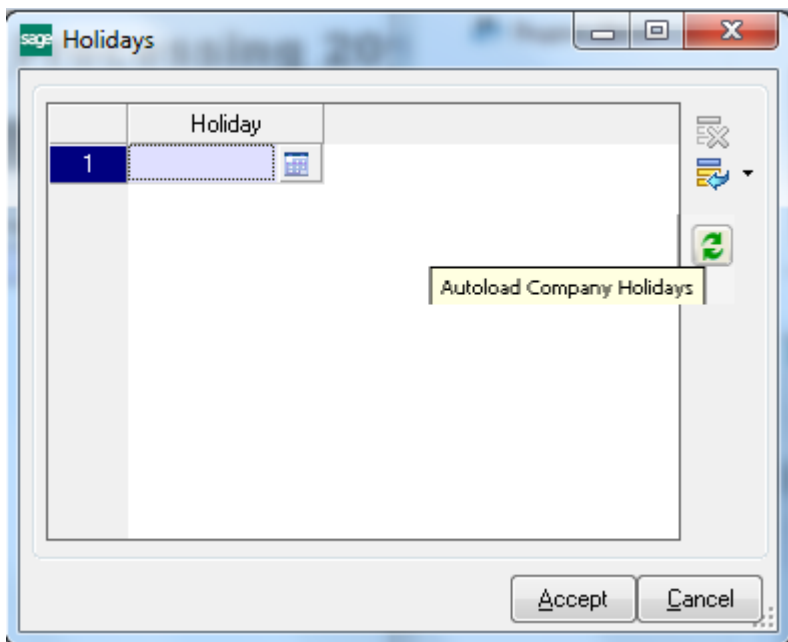
- Rental Line:
- Unlimited Rental: Expected Period: 2.00
- Bill Code: W Weekly
- Billing Day: None
- Days In Month: Bill Code Days
- Extended Rentals: Prorate
- Pricing Method: Time Based
- Billing Type: Upon Return
- Discount Rate: 10.000%
- Ignore Holidays: Holidays...
- Return Whse: 000 CENTRAL WAREHOU!

For example, if 2.00 is entered for **Expected Period** in the **Customer Rental Information** screen and Bill Code is set to “M”, during Rental Order Entry for unlimited rent the Billing Periods will be calculated as “2M” and respective amount loaded in the Rental Price field.

The **Discount Rate** field is intended for entry of discount percent to be applied to the Bill Code Rate when creating rental order for current customer.

Ignore Holidays – select this checkbox if you don’t want the holidays to be taken into account in calculation of billing periods.

If this checkbox is not selected for a Customer, the Holidays setup for Company is taken into account. The Holidays button opens a screen allowing the user to automatically load the Holidays setup for the Company and make changes for current customer if needed.

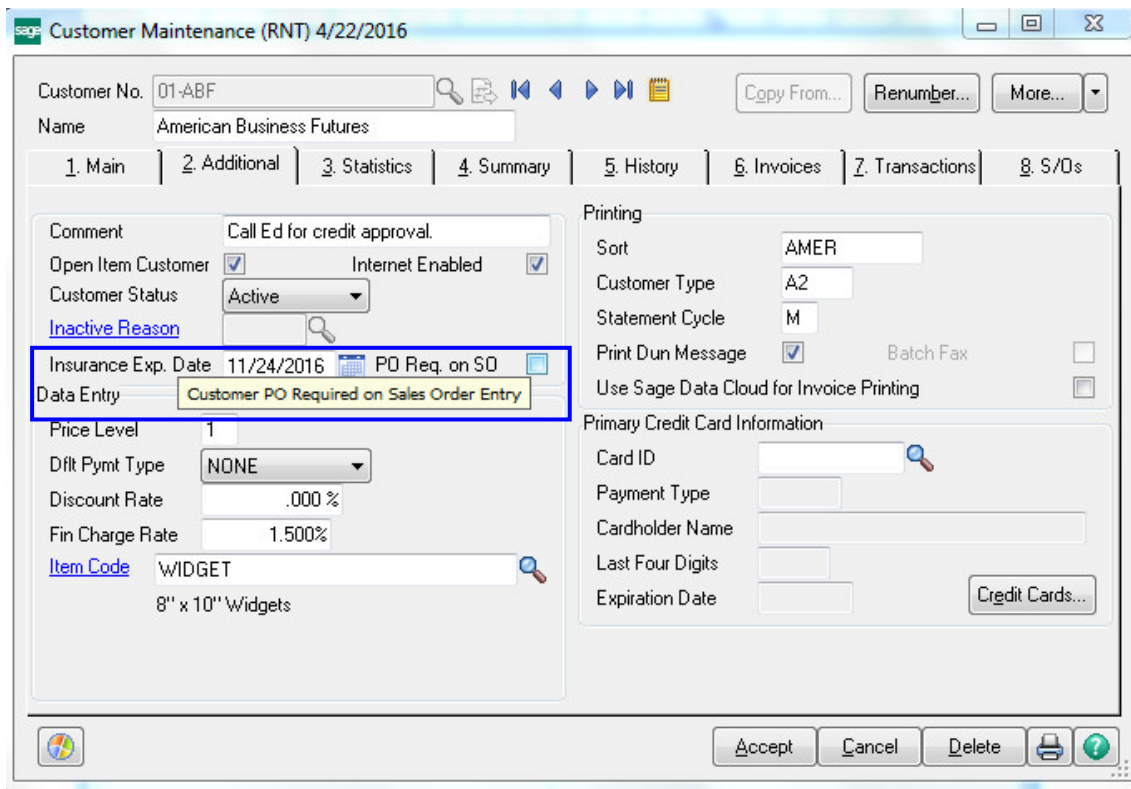


Return Whse – this field allows for specifying a warehouse for each customer to be used during Rental Return. It is mainly used for tracking of inventory in cases the customer returns rental but the inventory is not actually returned to the rental company warehouse and remains at the customer side. Refer to the [Auto Transfer of Warehouse during Rental Return Process](#) for details.

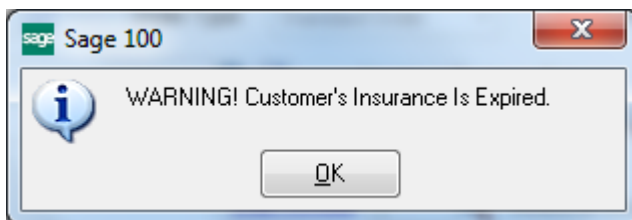
Note, if no **Rental Information** is specified for a particular customer, the **Rental Defaults** set on the corresponding Company will be used (which in their turn can be changed later).

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.



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.



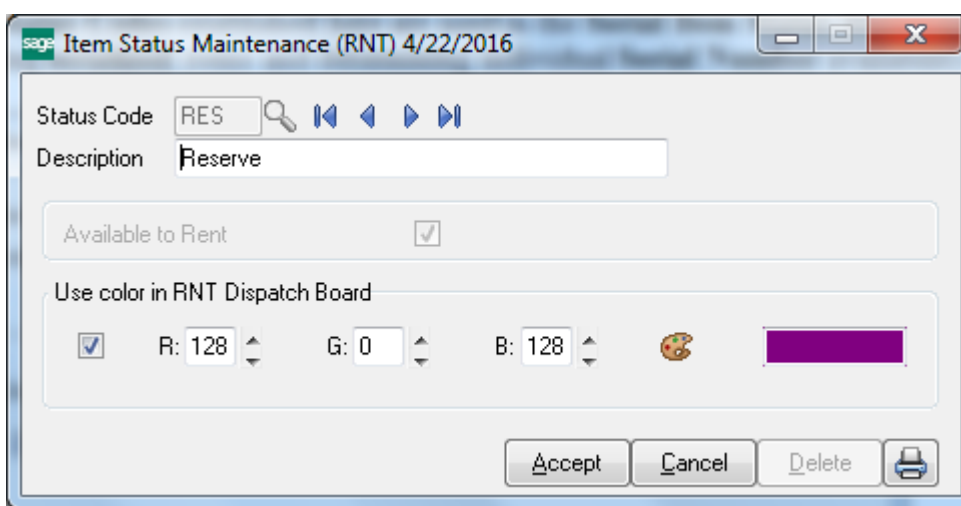
The Insurance Date is considered expired if it matches the Sales Order Module Accounting Date or is after it. Select the **PO Req. on SO** checkbox if you need to force the user to enter the Customer PO number when creating Sales Order.

Item Status Code Maintenance

Note: Status Codes 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.

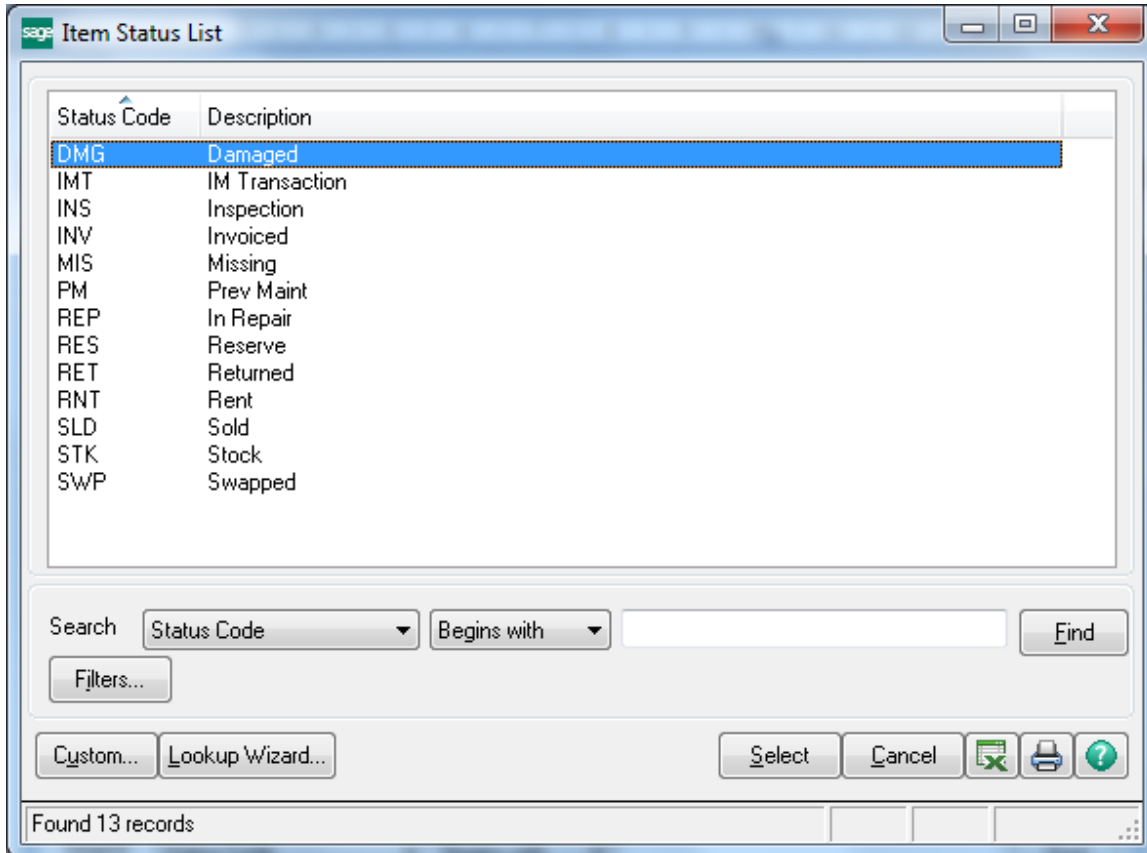


The screenshot shows a software window titled "sage Item Status Maintenance (RNT) 4/22/2016". It features a search bar with "RES" entered and a magnifying glass icon. Below the search bar is a text field containing "Reserve". A section labeled "Available to Rent" has a checked checkbox. Another section labeled "Use color in RNT Dispatch Board" also has a checked checkbox, followed by three spinners for "R: 128", "G: 0", and "B: 128", a color palette icon, and a purple color swatch. At the bottom, there are buttons for "Accept", "Cancel", "Delete", and a printer icon.

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**.

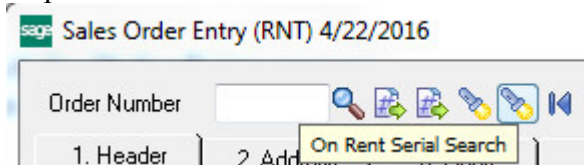


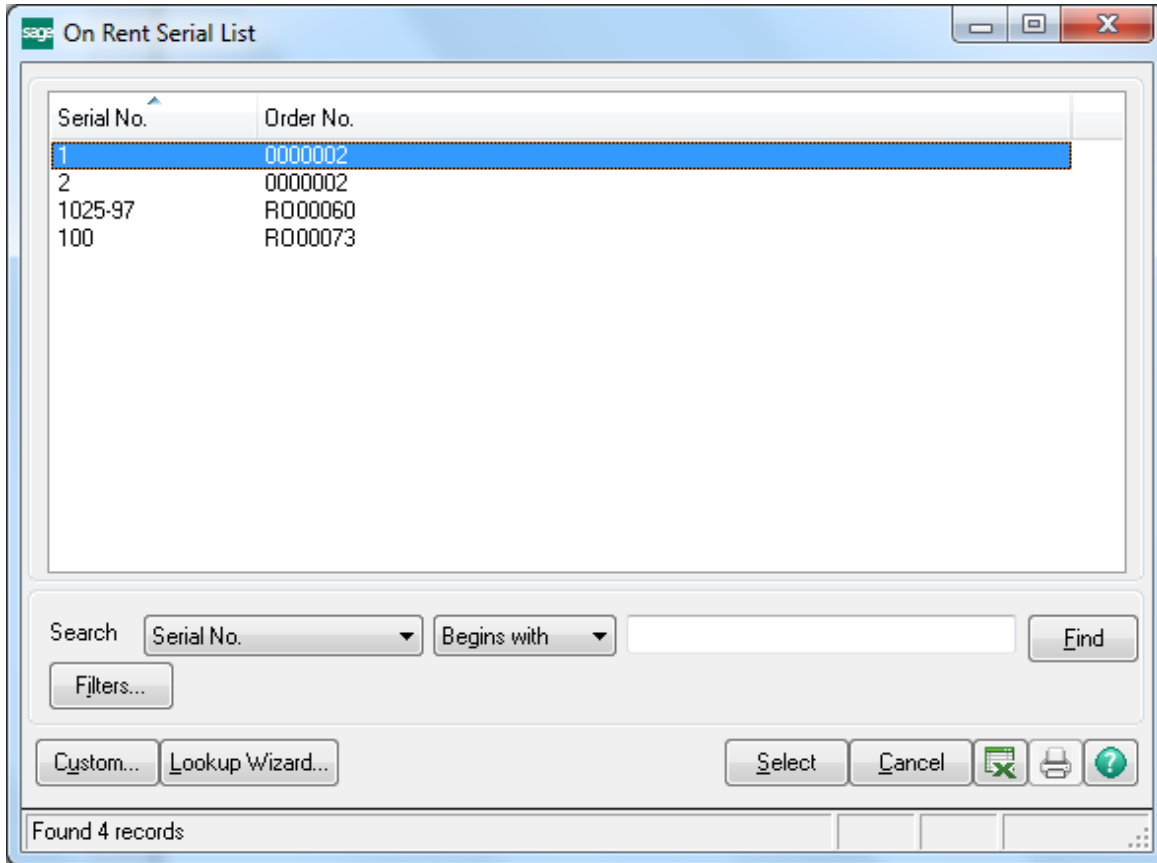
You can enter new status codes if necessary. For the **Status Codes** entered anew, the **Available to Rent** checkbox is enabled and the user can define its setting as desired.

Processing Rental Orders

Sales Order Entry

The **Inventory Items** are rented out through the **Sales Order Entry** program. The **On Rent Serial Search** button opens the list of on rent Serial numbers with respective Order Numbers.





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

The screenshot displays the 'Sales Order Entry (RNT) 4/22/2016' window. The 'More...' menu is open, showing the following options: Rental Information, Invoice Data Entry, Rental Shipping Data Entry, Rental Return Entry, Rental Invoice Generation, and Rental Quick Shipping Data Entry. The 'Rental Quick Shipping Data Entry' option is highlighted. The main window contains the following fields and sections:

- Order Number:** R000060
- Order Date:** 4/1/2016
- Order Type:** Standard Order
- Customer No.:** 01-ABF
- Ship Date:** 4/1/2016
- Status:** Open
- Whse:** RNT
- Sales Tax Schedule:** WI
- Print Order:** *printed
- Print Pick Sheets:**
- Quick Print Without Displaying Printing Window:**
- Ship To Addr:** 2
- Terms Code:** 01
- Ship Via:** UPS BLUE
- Confirm To:** John Quinn
- E-mail:** artie@abf.com
- Salesperson:** 0100
- Split Comm.:** No

The **Rental Quick Shipping Data Entry** allows the user to ship rentals (create rental shipping and update it automatically) from Sales Order Entry just by clicking on the **Rental Quick Shipping Data Entry** button.

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.

The screenshot shows the 'Rental Header Information' dialog box with the following fields and values:

- Default Rental Line:
- Unlimited Rental:
- Starting Date: 4/22/2016
- Ending Date: 4/22/2016
- Start Billing Date: 4/22/2016
- End Billing Date: 4/22/2016
- Bill Code: M Monthly
- Billing Day: None
- Days In Month: Bill Code Days
- Extended Rentals: Prorate
- Billing Periods: .0323M'
- Pricing Method: Pct of Sale Price 0.00%
- Billing Type: Up Front
- Continue Billing: Periodic
- Bill Period in Advance:
- Discount Rate: .000%

Buttons at the bottom: 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 'Periodic' selected. The dropdown list is open, showing 'Periodic', 'Upon Return', and 'None'. The bottom screenshot shows the same 'Continue Billing' 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.

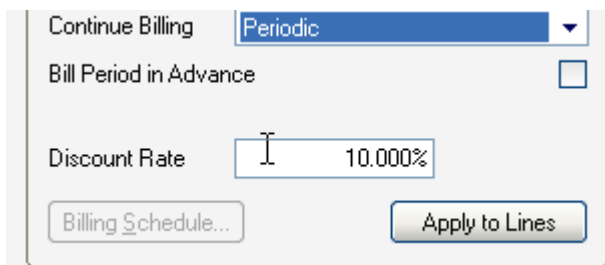
In case the **Periodic** type is selected rentals will be billed periodically during the whole rental period. For Periodic type Rental Invoice generation is available even if the rental period is over but there are rentals not returned yet.

For **Periodic Non continuable** 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 screenshot shows a software interface with the following elements:

- A dropdown menu labeled "Continue Billing" with "Periodic" selected.
- A checkbox labeled "Bill Period in Advance" which is currently unchecked.
- A text input field labeled "Discount Rate" containing the value "10.000%".
- A button labeled "Billing Schedule..." which is disabled.
- A button labeled "Apply to Lines" which is enabled.

The **Discount Rate** is defaulted from the Customer Rental Info setup in the Customer Maintenance. The discount percentage is applied to the original rate and the price calculation is done based on the discounted rate. Please, refer to [Rentals with Discount Percentage](#) 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 Header Information** screen.

The screenshot shows a software dialog box titled "Rental Detail Information" with a Sage logo in the top left corner. The dialog contains several fields and controls for configuring rental details:

- Rental Line:** A checked checkbox.
- Unlimited Rental:** An unchecked checkbox.
- Starting Date:** A date field set to 4/22/2016 with a calendar icon.
- Ending Date:** A date field set to 10/16/2016 with a calendar icon.
- Start Billing date:** A date field set to 4/22/2016 with a calendar icon.
- End Billing date:** A date field set to 10/16/2016 with a calendar icon.
- 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 set to "Bill Code Days".
- Extended Rentals:** A dropdown menu set to "Best Pricing".
- Billing Periods:** A text field containing "25F'" with a green dollar sign icon.
- Pricing Method:** A dropdown menu set to "Time Based".
- Billing Type:** A dropdown menu set to "Up Front".
- Sales Price:** A text field containing "28.000".
- Continue Billing:** A dropdown menu set to "Periodic".
- Bill Period in Advance:** An unchecked checkbox.
- Discount Rate:** A text field containing ".000%".
- Billing Schedule...:** A button with a small icon to its left.

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

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) 4/22/2016

Order Number: R000074

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: useradmin

Quick Row: 1

Rental Serial No. Add New Increment

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	AV1010	2.00	.00	85.713	171.43	
2		.00	.00	.000	.00	

Description	Pak Audio Package
Warehouse	RNT
Unit Of Measure	EACH
Shipped	.00
Price Level	1

Sub-Rental PO...

Total Amount: 171.43

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

Rental Detail Information

Rental Line

Unlimited Rental

Starting Date: 4/22/2016

Ending Date: 10/16/2016

Start Billing date: 4/22/2016

End Billing date: 10/16/2016

Bill Code: W Weekly

Billing Day: None

Days In Month: Bill Code Days

Extended Rentals: Best Pricing

Billing Periods: 25F

Pricing Method: Time Based

Billing Type: Up Front

Sales Price: 28.000

Continue Billing: Periodic

Bill Period in Advance:

Discount Rate: .000%

Billing Schedule...

OK Cancel

Rental Item: AV1010
Discount Rate: .000%

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

OK Cancel

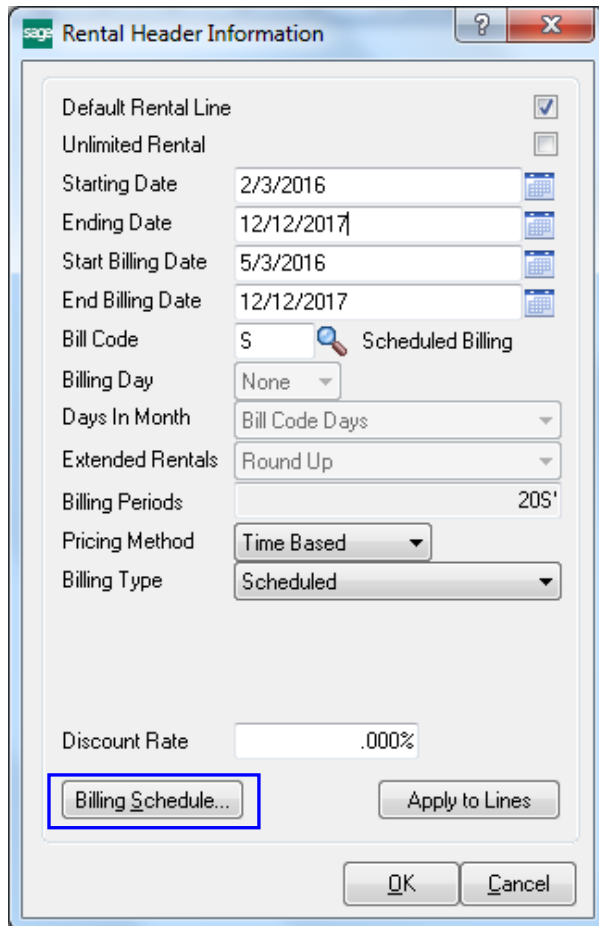
The **Bill Code** with its **Description** is displayed. Only the Rate can be changed here; the Bill Code and description fields are read-only.

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 setting up Billing Schedule for Rental Order.



The screenshot shows the 'Rental Header Information' dialog box with the following fields and values:

- Default Rental Line:
- Unlimited Rental:
- Starting Date: 2/3/2016
- Ending Date: 12/12/2017
- Start Billing Date: 5/3/2016
- End Billing Date: 12/12/2017
- Bill Code: S (Scheduled Billing)
- Billing Day: None
- Days In Month: Bill Code Days
- Extended Rentals: Round Up
- Billing Periods: 20S'
- Pricing Method: Time Based
- Billing Type: Scheduled
- Discount Rate: .000%
- Buttons: Billing Schedule... (highlighted), Apply to Lines, OK, Cancel

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	5/3/2016	5/13/2016
2	5/15/2016	10/10/2016
3	11/12/2016	11/20/2016
4	5/3/2017	12/5/2017
5		

Accept Cancel

Sales Order Entry (RNT) 4/22/2016

Order Number: R000052

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: useradmin

Quick Row: 1

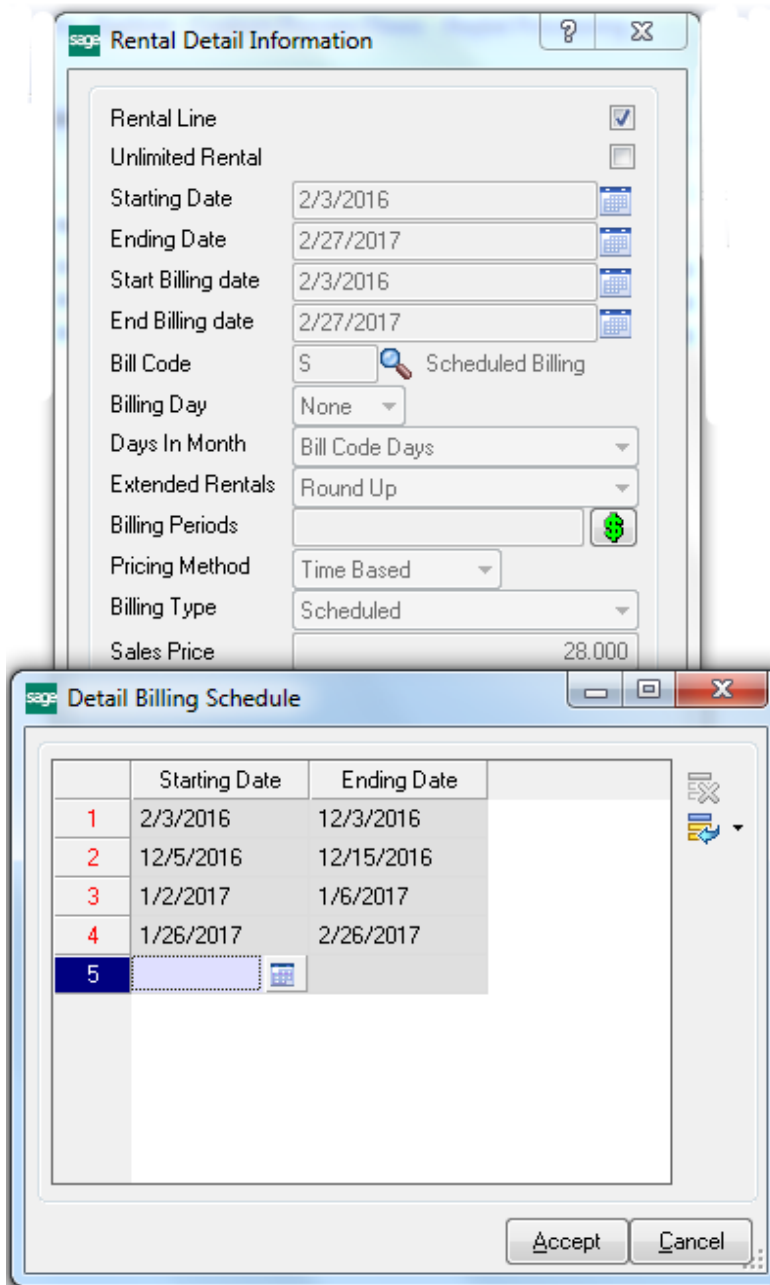
Rental Serial No. Add New Increment

	Item Code	Ordered	Back Ordered	Unit Price	Extension
1	AV1010	4.00	.00	160.000	640.00
2		.00	.00	.000	.00

Description	Pak Audio Package
Warehouse	RNT
Unit Of Measure	EACH
Shipped	.00
Price Level	1

Total Amount: 640.00

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



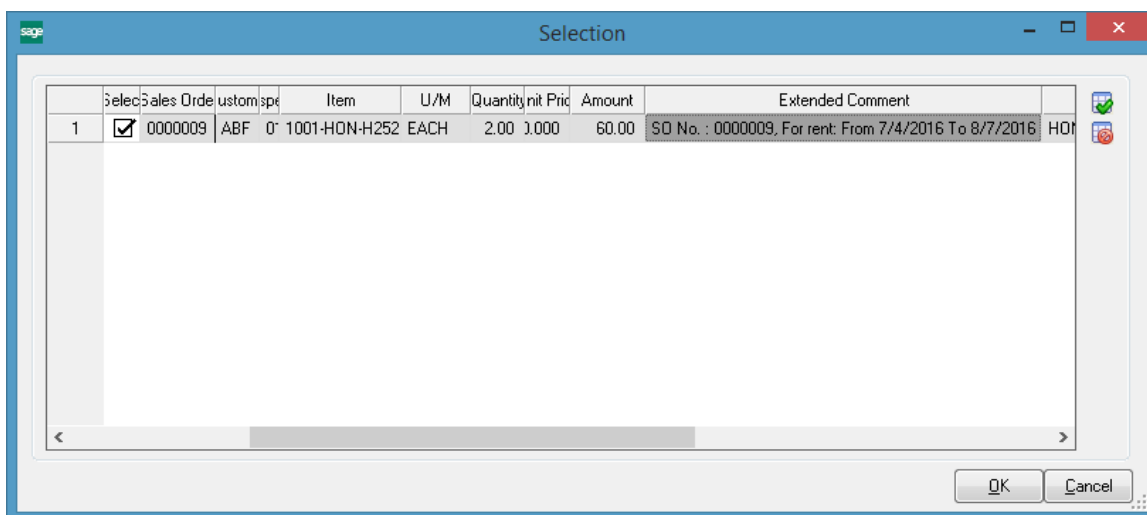
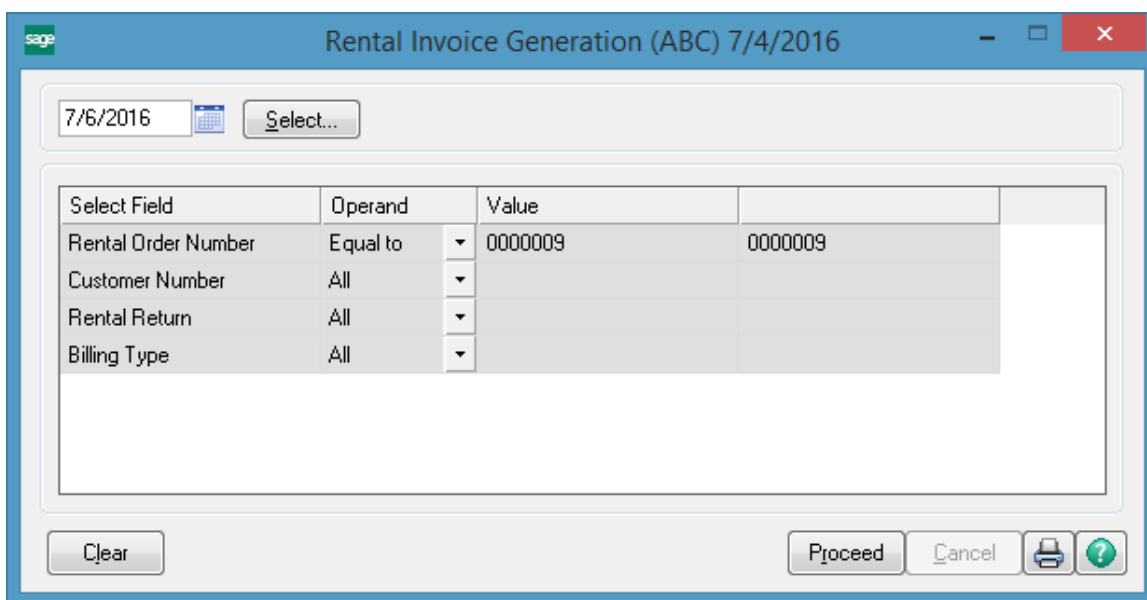
For **Scheduled Billing** the invoice is generated if the date entered in the Rental Invoice Generation program is equal or greater than the starting date for a billing schedule line. The amount to charge will be based on the bill code entered for the rental order line. Below is an example of Invoice 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:

- 7/4/2016-8/7/2016
- 8/8/2016-9/3/2016
- 9/4/2016-10/4/2016

And the Rental Invoice Generation program is run for example on 7/6/2016; the invoice will be generated for the whole period starting from 7/6/2016 till 8/7/2016. Running the Invoice Generation for any day passed 7/4/2016 will invoice the 7/4/2016 line. Next invoice will be generated when the 8/8/2016 date is passed.




Rental Invoice Generation Listing
- □ ×

1 /1

Main Report

Rental Invoice Generation Listing		ABC Distribution and Service Corp. (ABC)						
Order Number	Type	Customer	Slip	Item	UOM	Quantity	Unit Price	Amount
0000009	IN	01-ABF	0100	1001-HON-H252	EACH	2.00	30.000	60.00
SO No : 0000009, For rent From 7/4/2016 To 8/7/2016 = 1S, Qty = 2.00, Rates: S = 30.000 ; Schedule = 07/04/16 - 08/07/16 ; ; Whse: 001								
Report Total:						<u>2.00</u>	<u>30.00</u>	<u>60.00</u>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Processing Rental Orders with Cut-Off Day logic

Bill Code Maintenance

The **Cut- Off Day** field added to the **Bill Code Maintenance** allows for 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 12/21/2016-1/30/2017 the Billing Periods will be represented as 1M 16D.

The Billing periods are calculated as follows:

From 12/21/2016 to 01/05/2017 (the Billing Day)- 16 days and from 01/05/2017 to 1/30/2017 (actual 25 days) as cut-off day is 20, 25 days are considered a month and the Billing periods are: 1M 16D.

Rental Detail Information

Rental Line

Unlimited Rental

Starting Date 12/21/2016

Ending Date 1/30/2017

Start Billing date 12/21/2016

End Billing date 1/30/2017

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 1,234.000

Bill Period in Advance

Minimum One Period Rental Charge

Discount Rate .000%

Billing Schedule...

OK Cancel

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

In our example it is $120+16*6=216$

Rental Rates

Rental Item: AV1010

	Bill Code	Description	Rate
1	D	Daily	8.000
2	M	Monthly	120.000

OK Cancel

Sales Order Entry (RNT) 4/22/2016

Order Number: R000078

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: useradmin

Quick Row: 1

Rental Serial No. Add New Increment

	Item Code	Ordered	Back Ordered	Unit Price	Extension	Comment
1	AV1010	2.00	.00	120.000	240.00	
2		.00	.00	.000	.00	

Description: Pak Audio Package
 Warehouse: RNT
 Unit Of Measure: EACH
 Shipped: .00
 Price Level: 1

Total Amount: 240.00

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

So the first Invoice will be generated for the 16D period respectively with Unit Rent amount calculated as : $16 * 120 / 20 = 96$

Rental Invoice Generation Listing

Rental Demo Company (RNT)

Order Number	Type	Customer	Sisp	Item	UOM	Quantity	UnitRent	ExtAmount	
RO00176	IN	01-ABF	0100	AV1010	EACH	2.00	96.00	192.00	
SO No.: RO00176, For rent: From 12/21/2013 To 1/5/2014 = 16D, Qty = 2.00, Rates: D = 6.000.									
Report Total :							<u>2.00</u>	<u>96.00</u>	<u>192.00</u>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Here is the generated Invoice:

S/O Invoice Data Entry (RNT) 4/22/2016

Invoice No. 0100120 Batch 00031

1. Header 2. Address 3. Lines 4. Totals 5. Credit Card

Item Code	Ordered	Shipped	Units	Comment
1 AC2500	2.00	2.00	.00	
2 /RENTAL	.00	.00	7.14	SO No. : RO00059, For rent: From 2/17/2015 To 2/27/2015 = 1.5714w, Qty = 2.00, Rates...
3	.00	.00	.00	

Description: AC2500 Air Conditioning Unit 2

Warehouse: [Empty]

Unit Of Measure: [Empty]

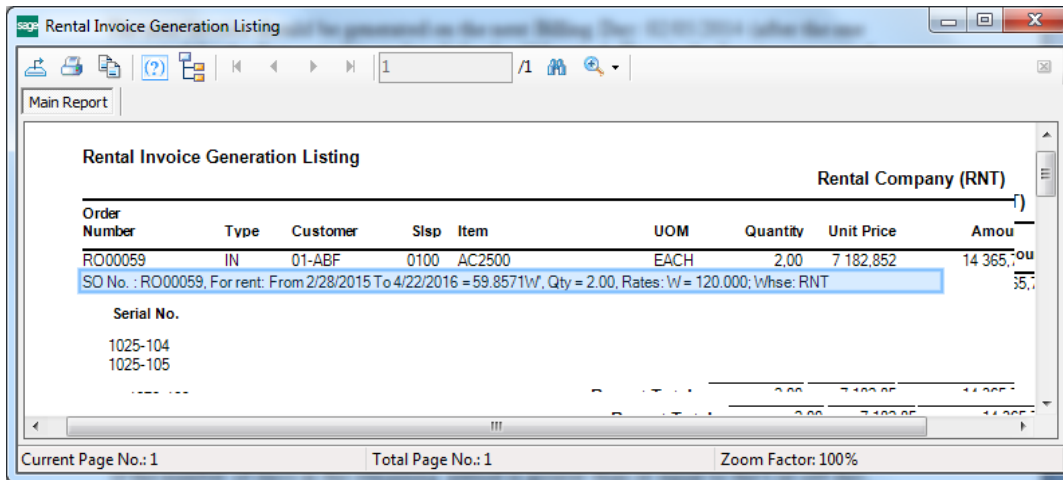
Back Ordered: .00

Price Level: [Empty]

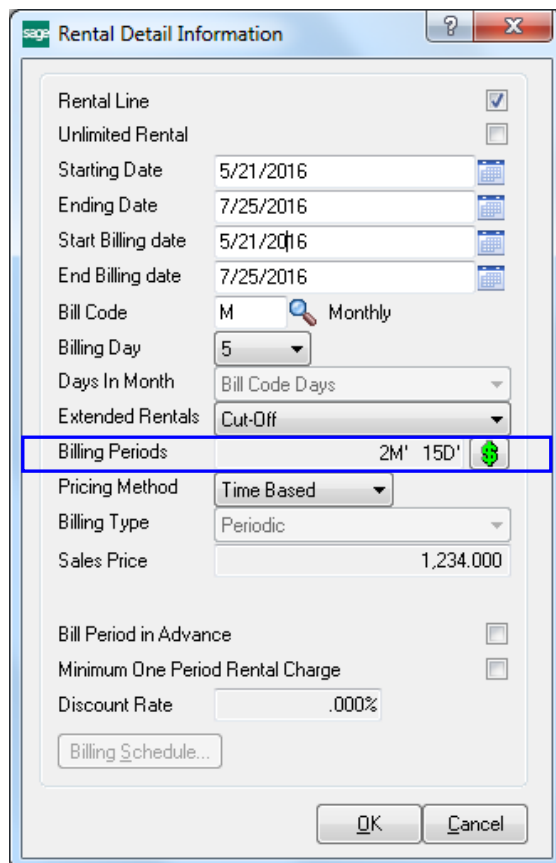
Total Amount: 377.14

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

The next Invoice should be generated on the next Billing Day: 4/22/2016 (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 Unit Rent Amount of 120.



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:



In the above example the rental period from 5/21/2016-7/25/2016 with Billing Day set to 5 is represented by 2M and 15D billing Periods.

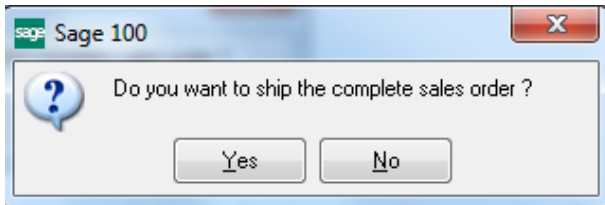
From 05/21/2016-06/05/2016- 16 days

From 06/06/2016-07/05/2016- one month

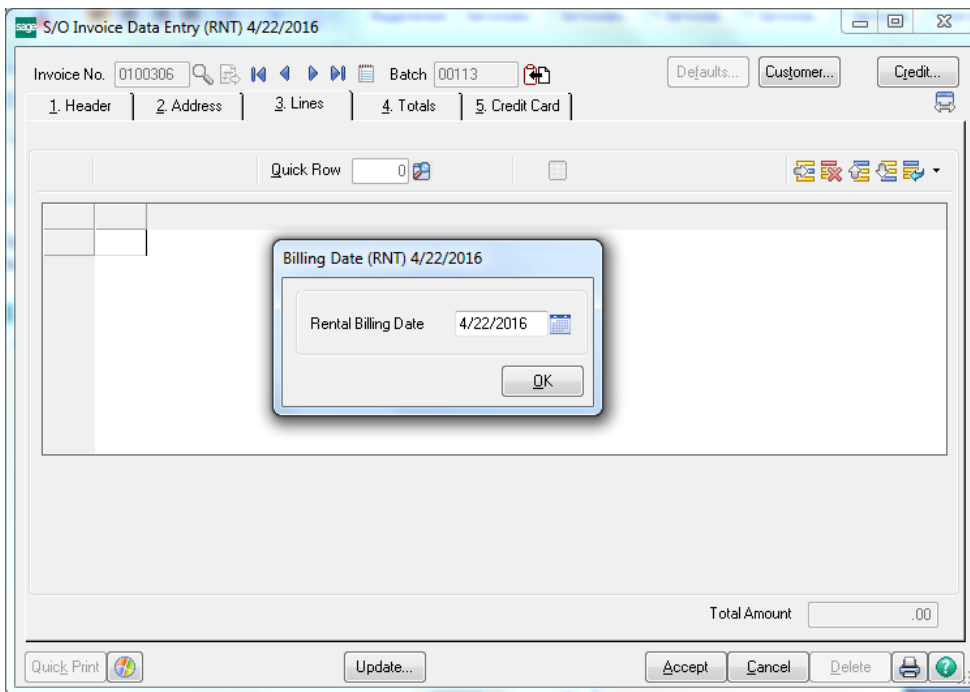
From 07/06/2016-07/25/2016- 20 days is considered 1 month as the cut-off is set to 20.

Invoice Data Entry

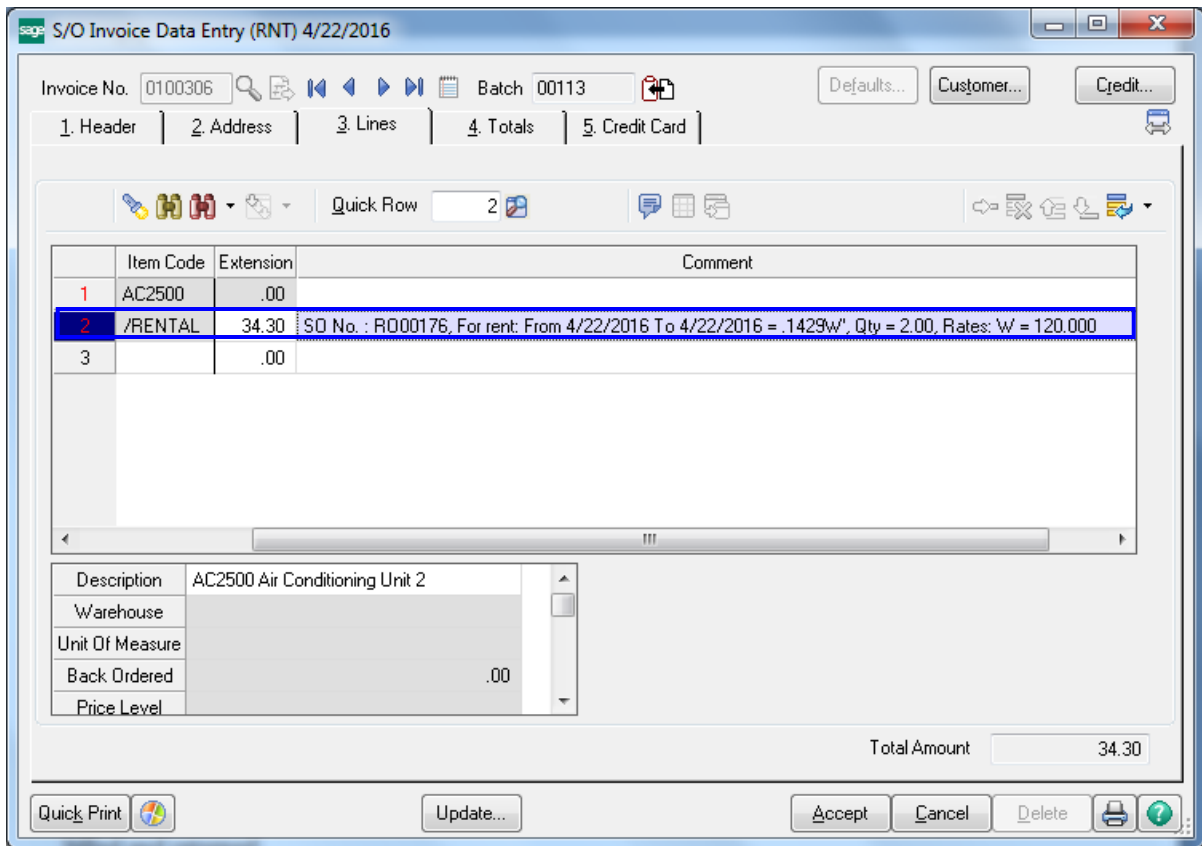
When Rental Order having Rental and Sales Lines is shipped through Invoice Data Entry, the following message is displayed asking whether or not to ship the complete sales order.



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



After each rental ship line, a Misc Charge billing line is generated indicating the billing period.



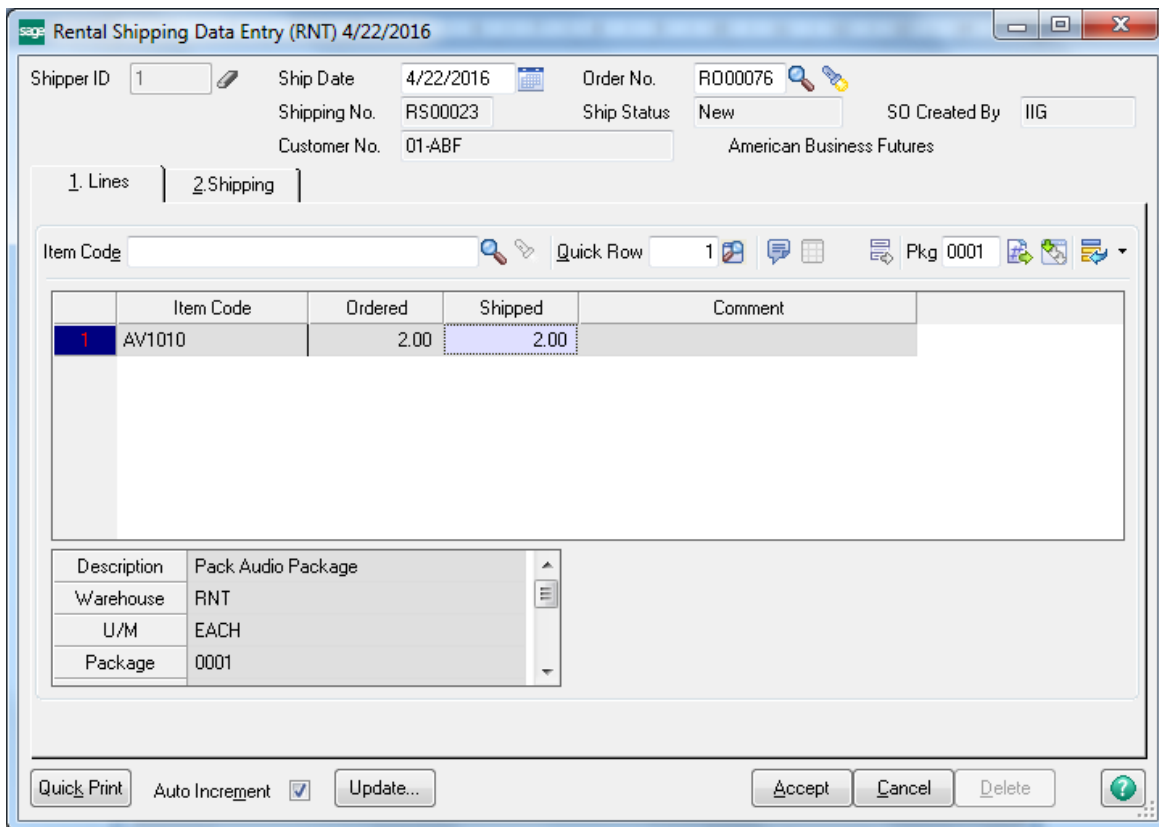
When the Invoice containing both sales and rental lines is updated the Sales Order is not deleted from the Sales Order data file, it is retained until the rental lines are completely billed and returned.

Rental Shipping Data Entry

The **Rental Shipping Data Entry** has been added to the **Rental Processing** 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.

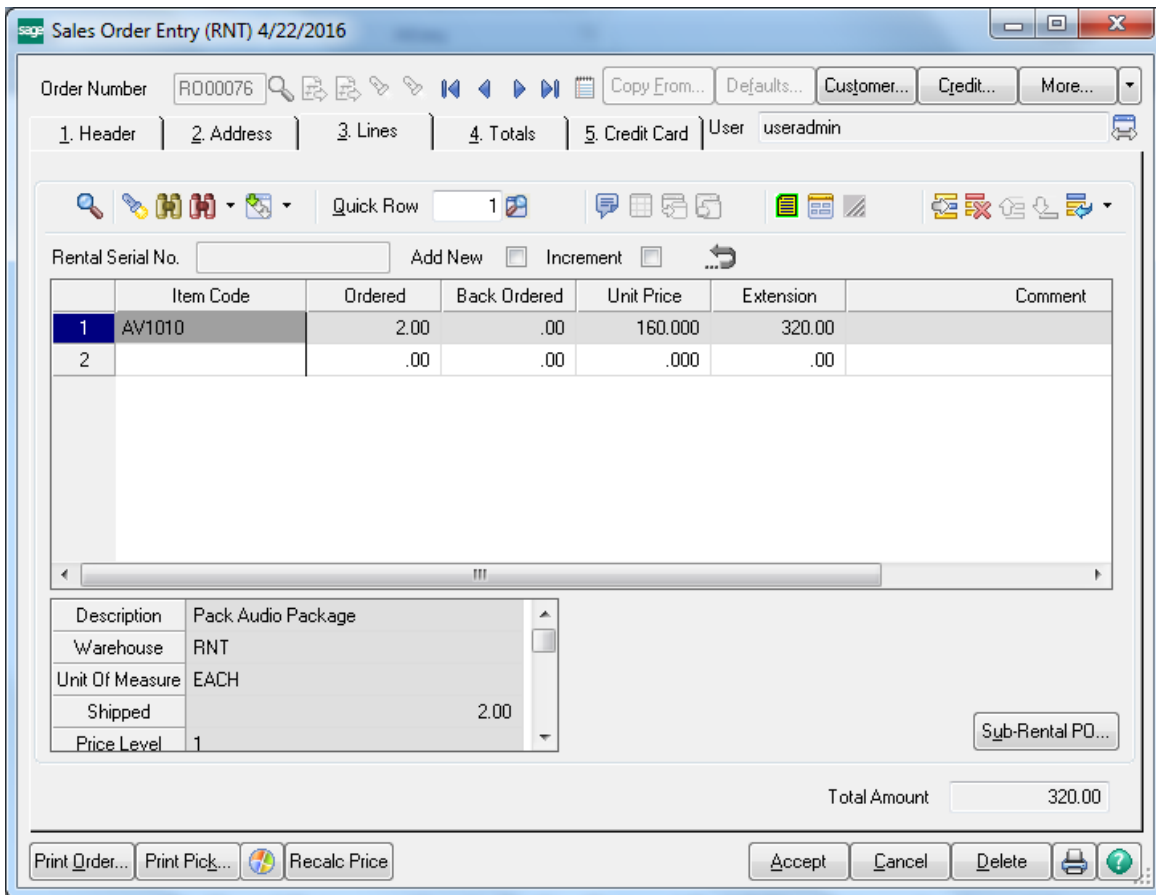
If the Sales Order contains only rental lines it can be shipped by Shipping Data Entry or Invoice Data Entry if the **Ship Rental Item by Invoice Data Entry** checkbox is selected in the Sales Order Options, otherwise it may be shipped only through the **Rental Shipping Data Entry**.



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

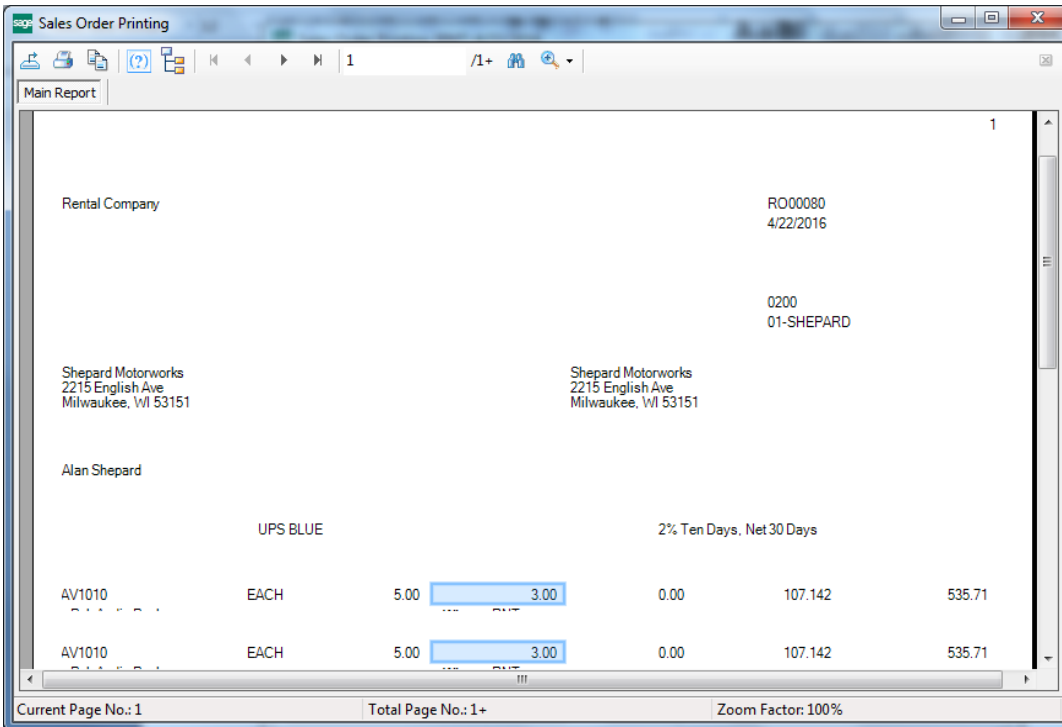


After the shipping is updated through the **Rental Shipping/Reports Update** program you can see the shipped order line on the Lines tab.



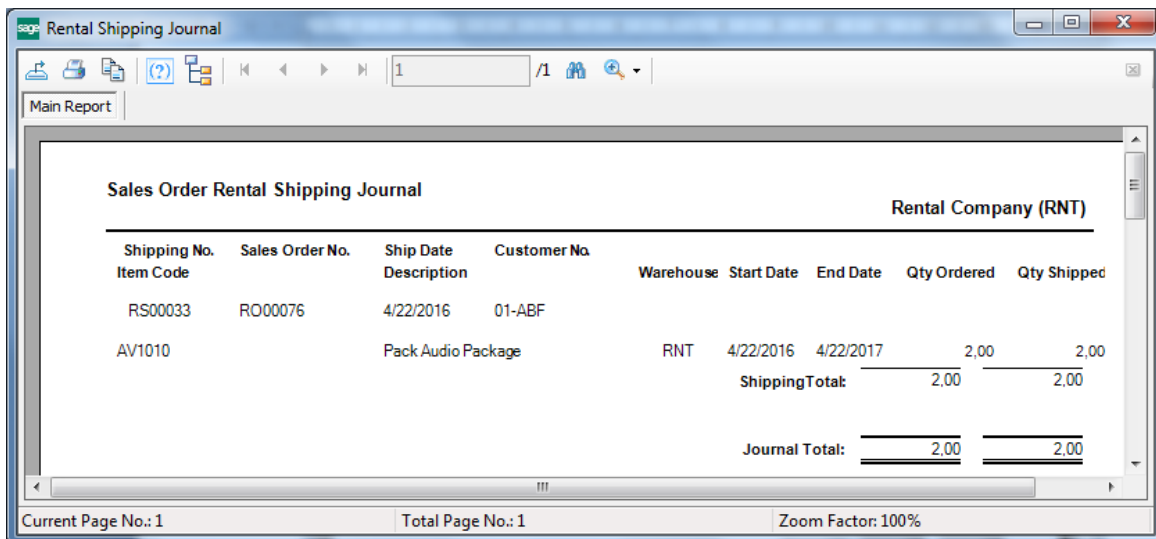
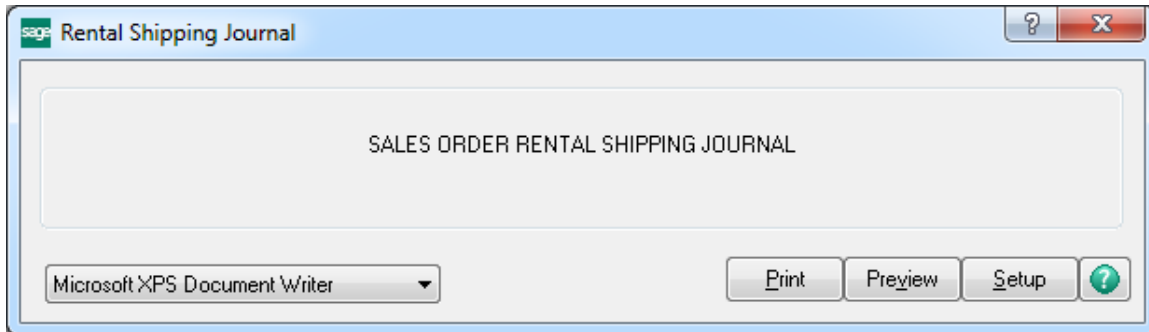
The **Rental Rates** as well as the **Ending Date** and **End Billing Date** can be changed for the rental lines already shipped. The new rate will be applied when generating Invoices for next rental periods.

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

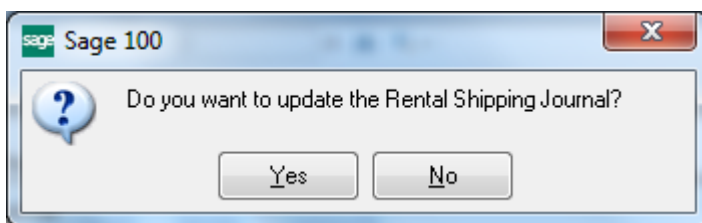


Rental Shipping Reports/Update

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.

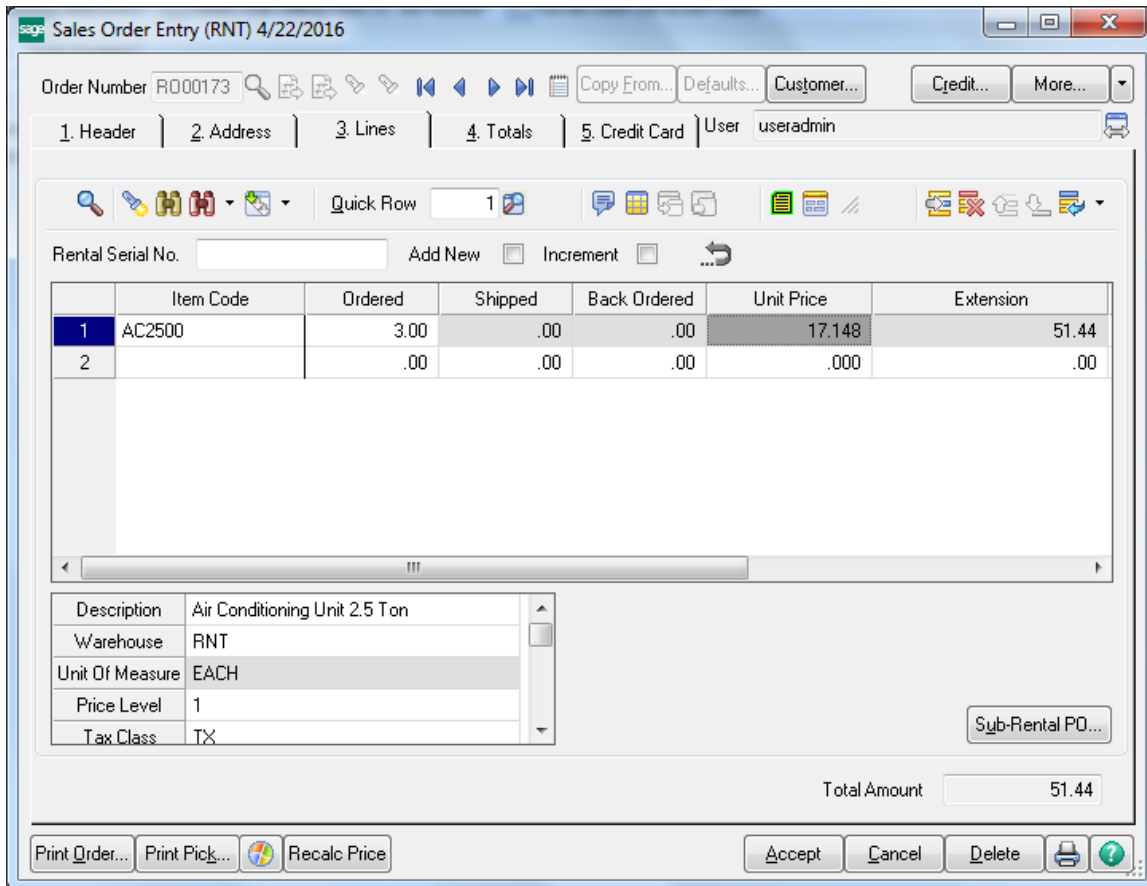


After the shipping Journal is updated corresponding Order line becomes available in the **Rental Status View** of the **Business Insights Explorer**.

Partial Shipping

Rentals can be shipped also 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 # RS00067

The screenshot shows the Sage Rental Shipping Data Entry (RNT) window for 4/22/2016. The window title is "sage Rental Shipping Data Entry (RNT) 4/22/2016".

Fields at the top include:

- Shipper ID: 1
- Ship Date: 4/22/2016
- Order No.: R000173
- Shipping No.: RS00067
- Ship Status: New
- SO Created By: IIG
- Customer No.: 01-AVNET
- Avnet Processing Corp

Navigation tabs: 1. Lines | 2. Shipping

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

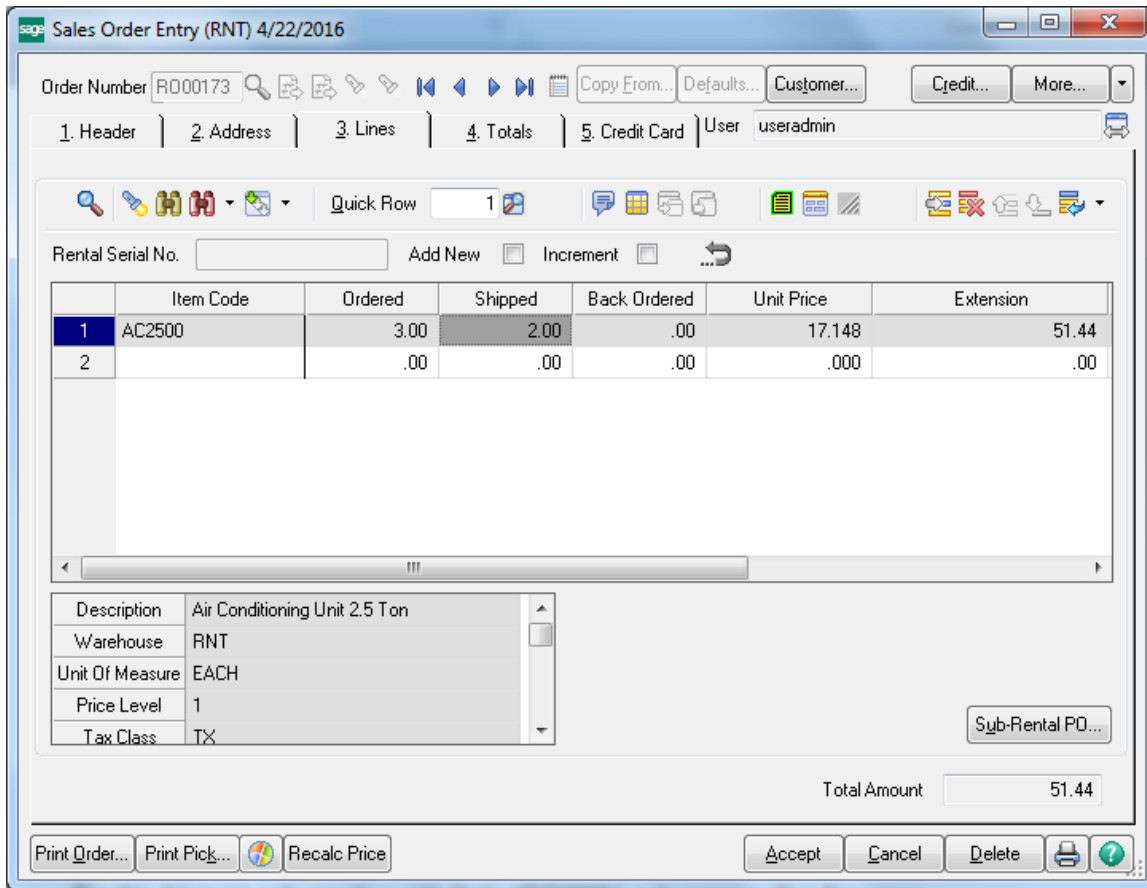
	Item Code	Ordered	Shipped	Comment
1	AC2500	3.00	2.00	

Item Details:

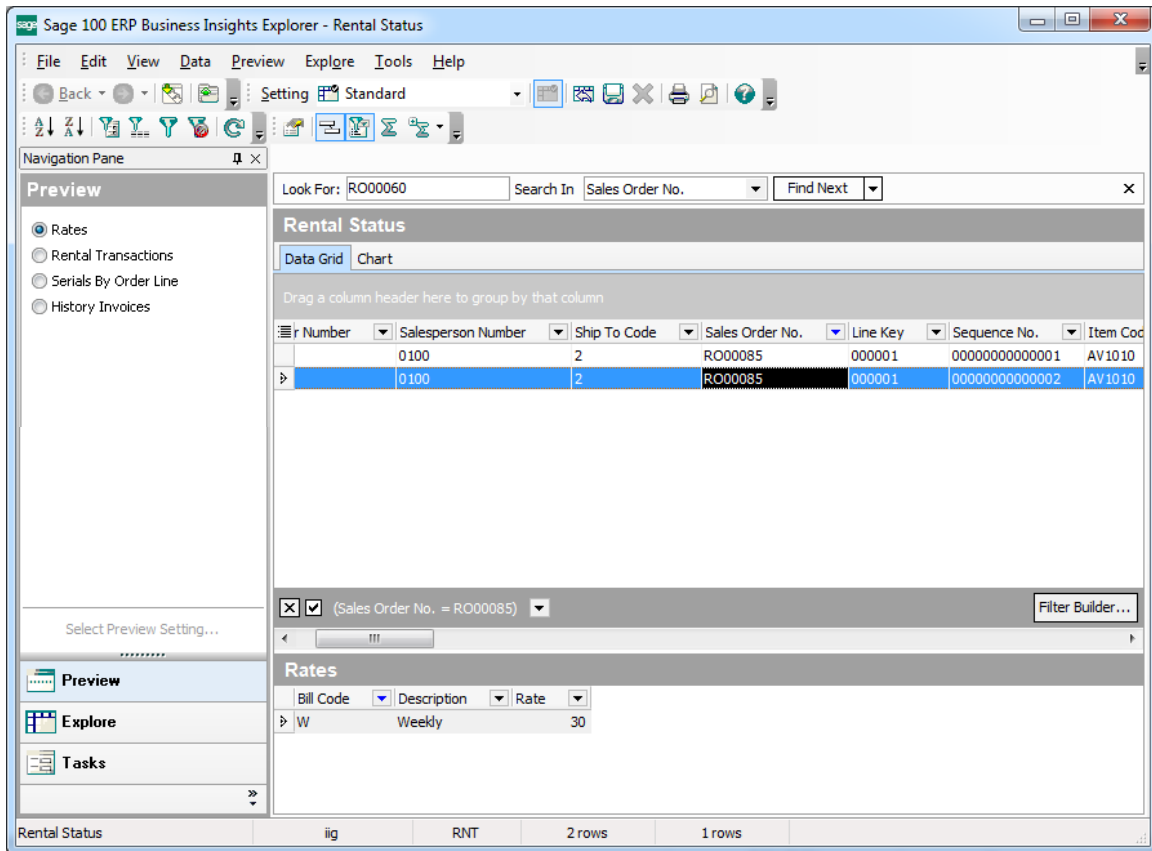
- Description: Air Conditioning Unit 2.5 Ton
- Warehouse: RNT
- U/M: EACH
- Package: 0001

Buttons at the bottom: Quick Print, Auto Increment (checked), Update..., Accept, Cancel, Delete.

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



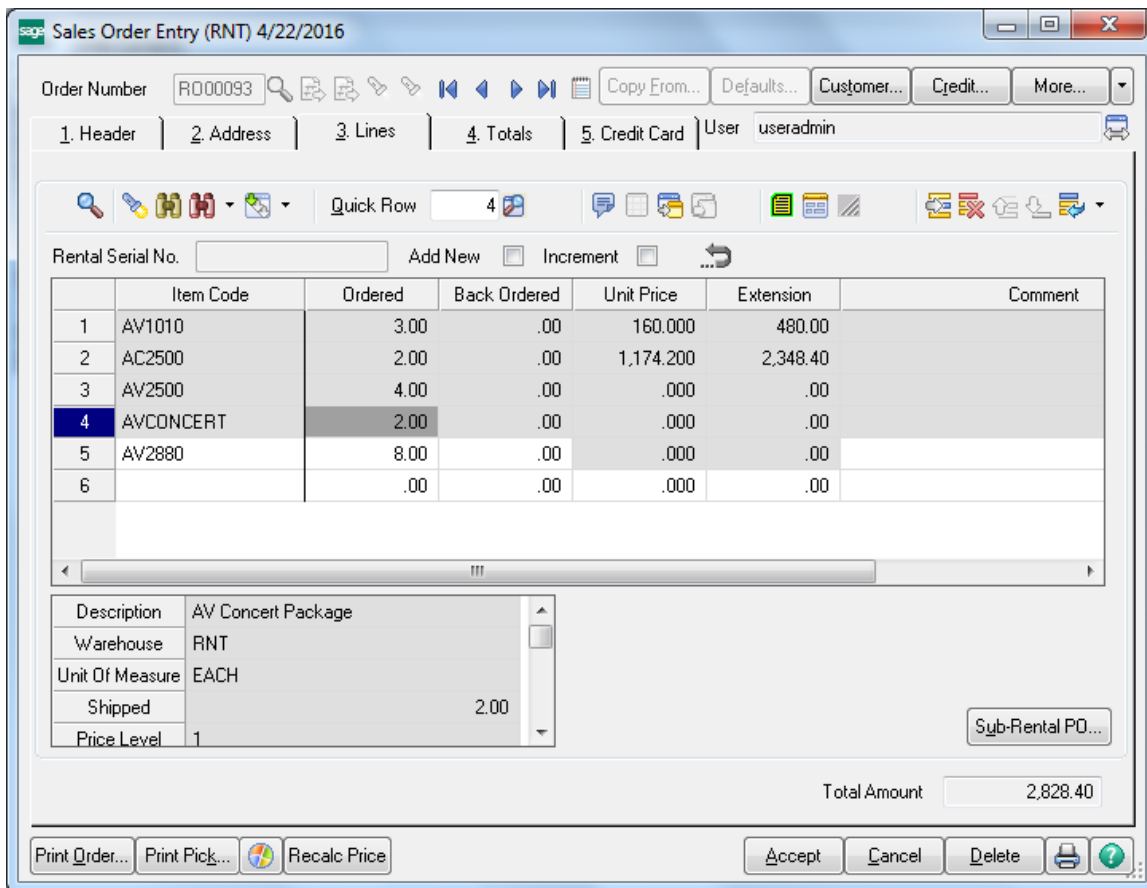
For this shipment only one line with Order#RO00173 and corresponding Sequence number will be available in the **Rental Status View**. After shipping the remaining quantities new line with next sequence number and **Quantity** equal to the quantity shipped will be added for the same order number in the **Rental Status View**. Thus during partial shipping the order lines are split in the **Rental Status View** by Sequence numbers.



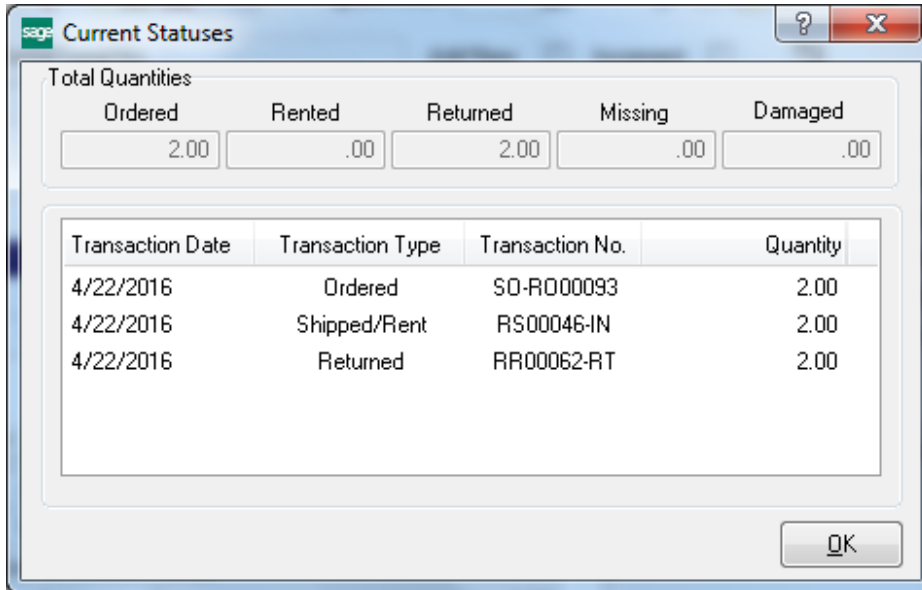
The shipped lines are disabled in the Sales Order Entry but the user is allowed to change the **Ending Date**, **End Billing Date** and **Rental Rate**.

Rental Order Activity Tracking

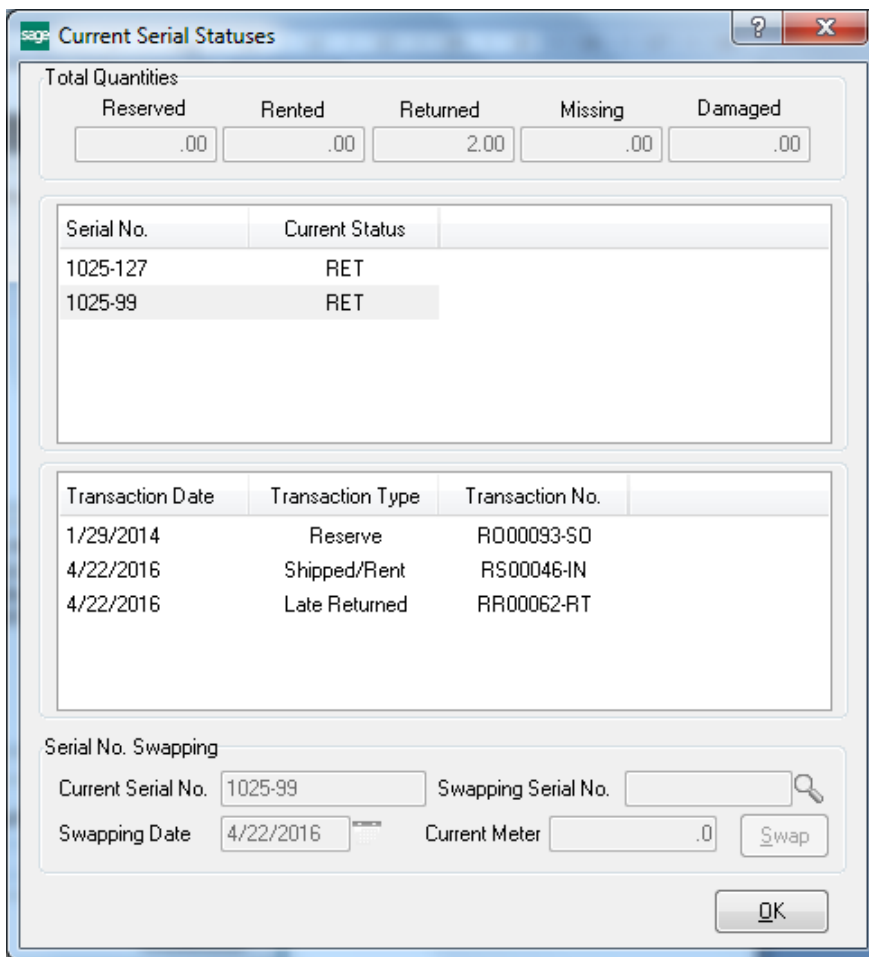
The **Rental Current Statuses** button added on the Lines tab of the **Sales Order Entry** allows for tracking the rental order lines activity. This button is disabled for the newly created orders; it becomes enabled only for the order lines already processed.



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.



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



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.

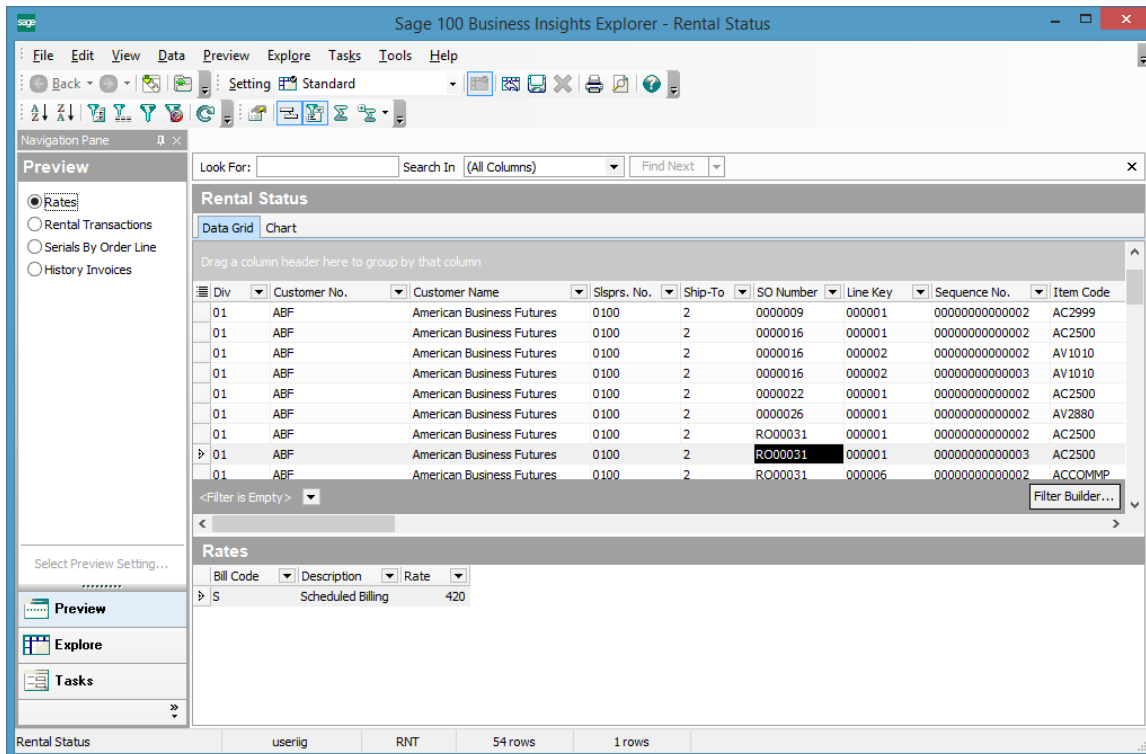
The Current Serial No will be replaced with new one.

Business Insights Explorer

Rental Status View

The **Rental Status view** has been added to the **Rental Processing** 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.



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

The screenshot displays the Sage 100 ERP Business Insights Explorer interface for 'Rental Status'. The main window contains a data grid with the following columns: Div, Customer, Customer Name, Slprs., SO Number, Line, Sequence No., Item C, Item Description, Whse, Valuat, and Quantity. The data grid shows multiple rows for American Business Futures and Breslin Parts Supply. Below the data grid is a 'Rates' section with columns for Bill Code, Description, and Rate. The status bar at the bottom indicates 'Rental Status', 'Userrig', 'RNT', '71 rows', and '2 rows'.

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 **Billed 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 **Return 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 **Return 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 to “Y” indicates 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 to “Y” 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.

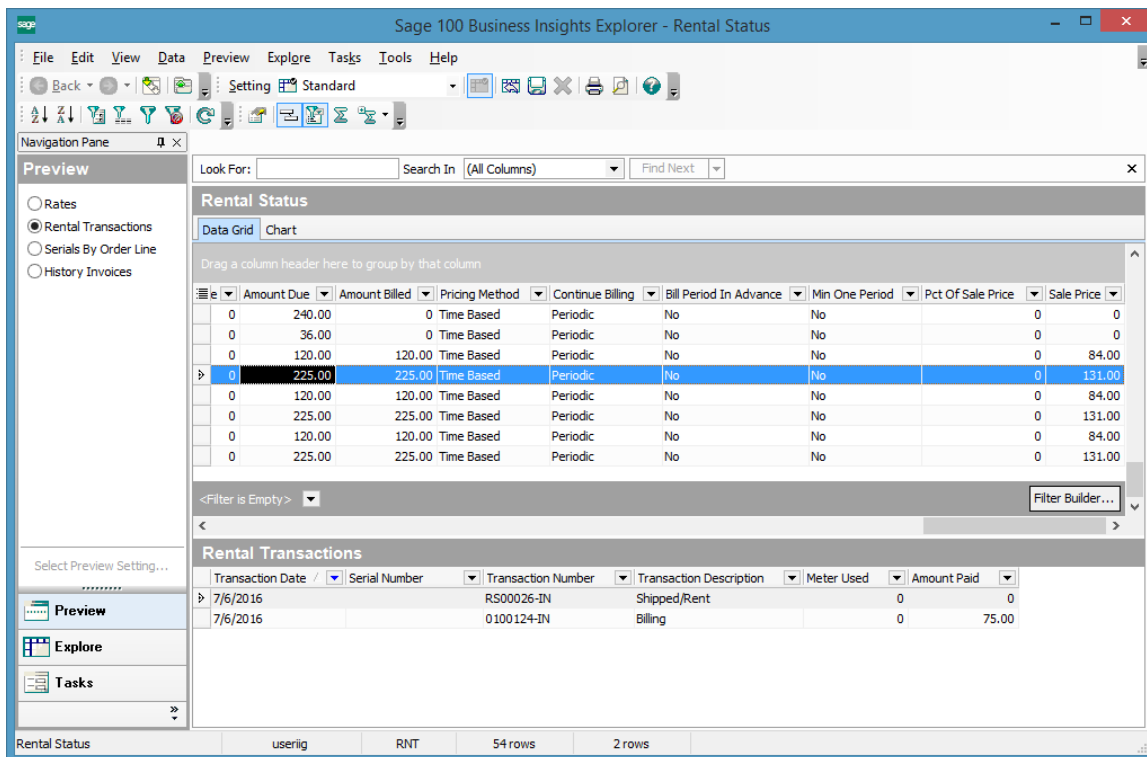
Open status means there are still some open issues related with rental to be settled.

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

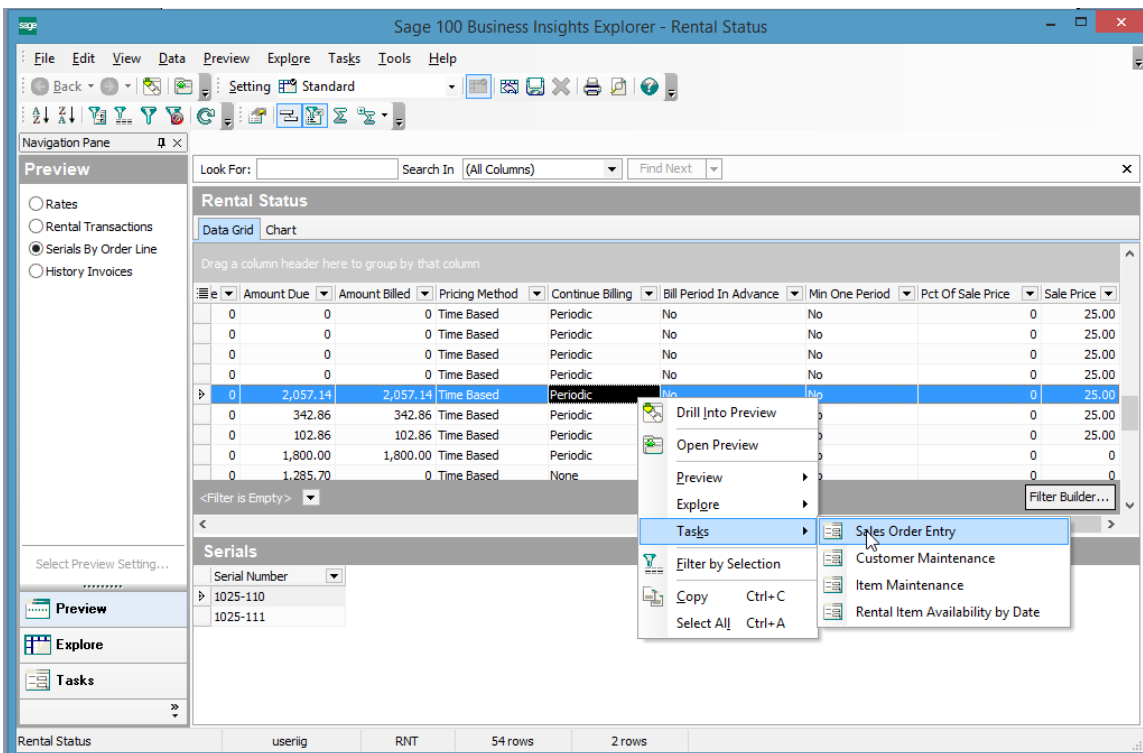
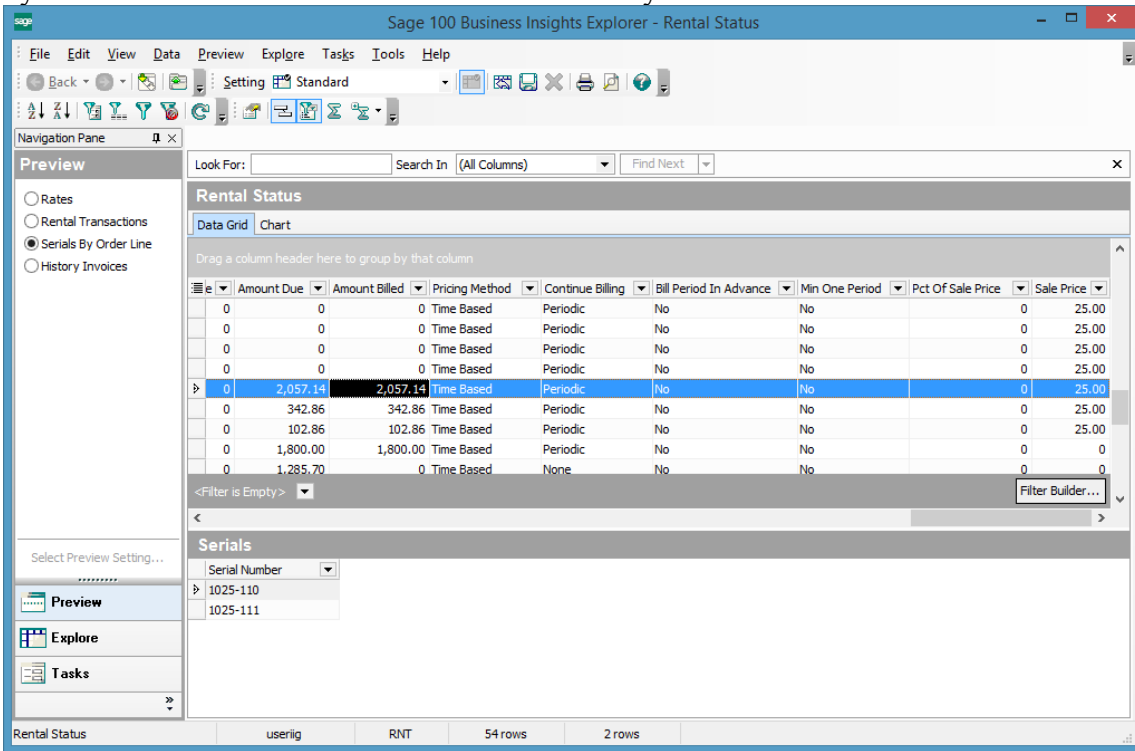
- Rental Line is returned and there isn't any open issue with billing. In case the Item Status is Missing/Damaged (in the Rental Status View) the Missing/Damaged Billed flag should be Yes.
- If the Item Status is Returned and the **Billed To Date** is equal to **Return Date**.

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.

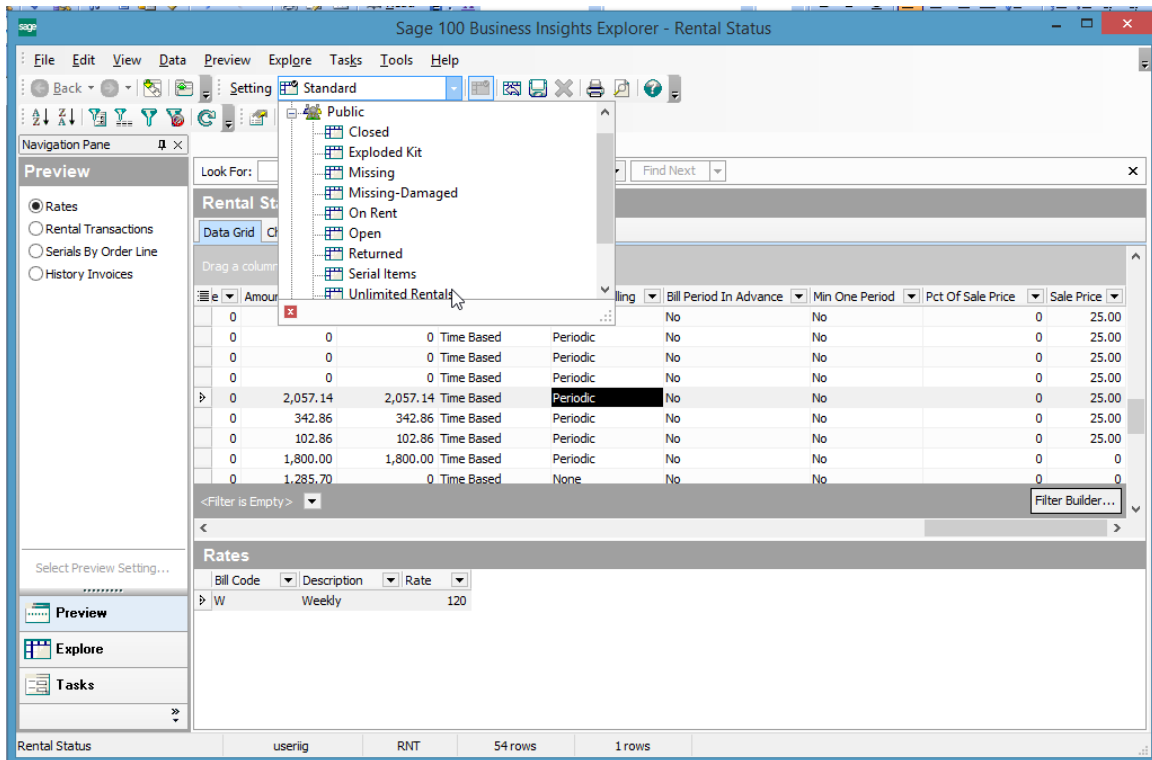
The **Rental Transactions** allows the user to view rental transactions for the selected line:



The Serials grid provides information about the serial numbers by sales order line. If the Serials By Order Line option is enabled the Serial Number information is displayed by the Sales Order number and the Order Line Key.

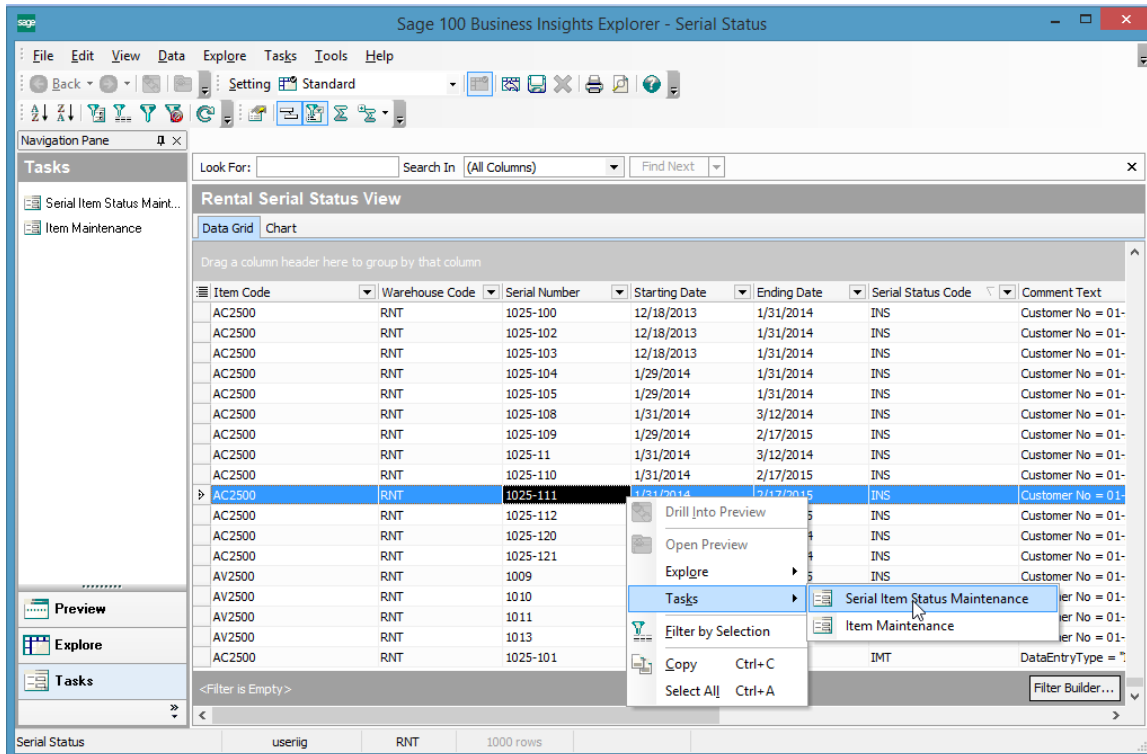


Additional views are available for displaying only Closed, Open, Damaged, Missing, On Rent, etc rentals.



Rental Serial Status View

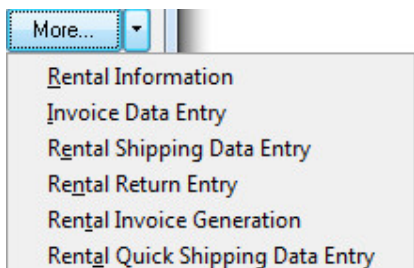
The **Rental Serial Status View** provides information about each serial status:



There is an option to drill down to the Serial Item Status Maintenance for the selected Serial Number.

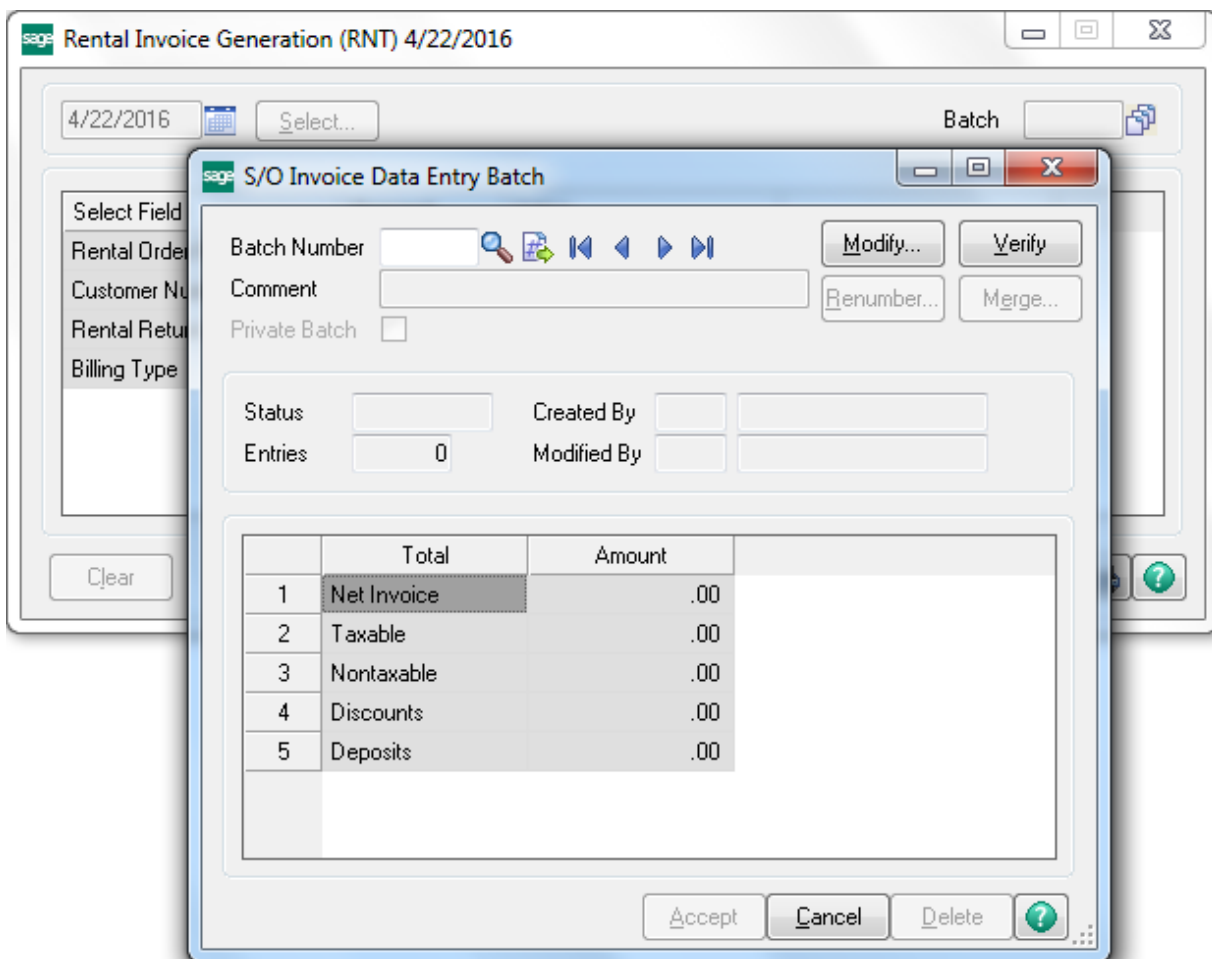
Rental Invoice Generation

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



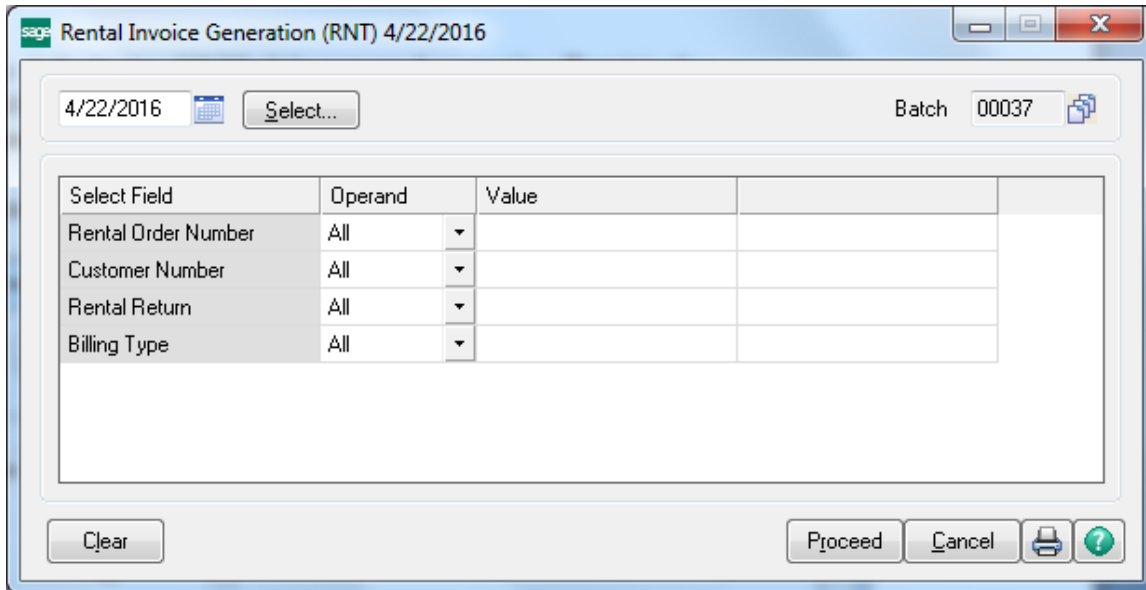
The S/O Invoice batch screen is opened if Batch Processing is enabled in the Invoice Data Entry.

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**.

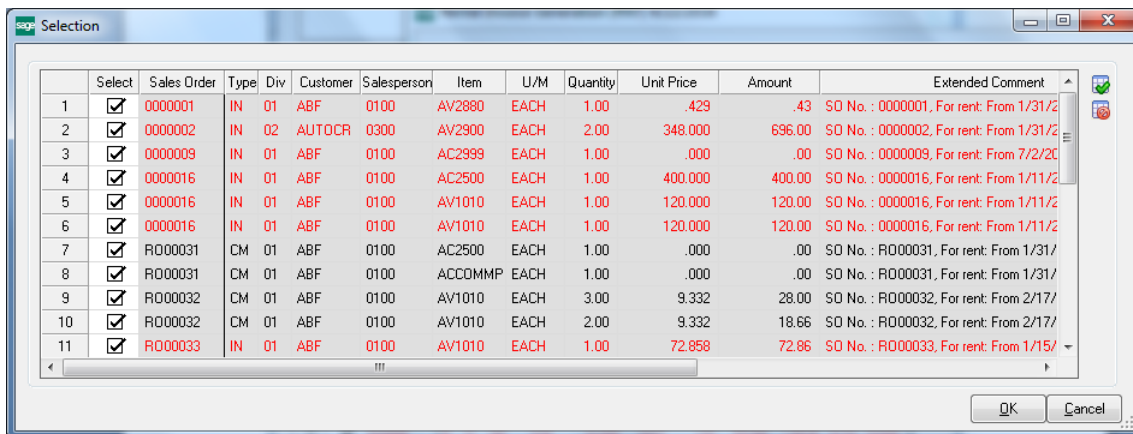
Select button is enabled.



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.

Rental Invoice Generation Listing

Rental Company (RNT)

Order Number	Type	Customer	Sisp	Item	UOM	Quantity	Unit Price	Amount
0000001	IN	01-ABF	0100	AV2880	EACH	1,00	0,429	0,43
SO No. : 0000001, For rent: From 1/31/2014 To 1/31/2014 = .1429W, Qty = 1.00, Rates: W = 3.000; Whse: 001								
0000002	IN	02-AUTOCR	0300	AV2900	EACH	2,00	348,000	696,00
SO No. : 0000002, For rent: From 1/31/2014 To 4/22/2016 = 116.0000W, Qty = 2.00, Rates: W = 3.000; Whse: 001								
Serial No.								
1								
2								
0000009	IN	01-ABF	0100	AC2999	EACH	1,00	0,000	0,00
SO No. : 0000009, For rent: From 7/2/2013 To 2/17/2015 = 85.1429W, Qty = 1.00, Rates: W = .000; Whse: 001								
0000016	IN	01-ABF	0100	AC2500	EACH	1,00	400,000	400,00
SO No. : 0000016, For rent: From 1/11/2014 To 1/31/2014 = 1M, Qty = 1.00, Rates: M = 400.000; Whse: 001								
Serial No.								
1025-9								
0000016	IN	01-ABF	0100	AV1010	EACH	1,00	120,000	120,00
SO No. : 0000016, For rent: From 1/11/2014 To 1/31/2014 = 1M, Qty = 1.00, Rates: M = 120.000; Whse: 001								

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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.

Sage S/O Invoice Data Entry (RNT) 4/22/2016

Invoice No. 0100292 Batch 00104

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Invoice Date 4/22/2016 Invoice Type Standard Invoice Rental Sales Order R000047

Customer No. 01-ABF American Business Futures

Cust PO

Order Status 1 Step

Ship Date 4/22/2016

Due Date 5/22/2016

Discount Date 4/22/2016

Warehouse RNT

Rental Warehouse

Sales Tax Schedule WI

Wisconsin

Apply to Inv No.

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

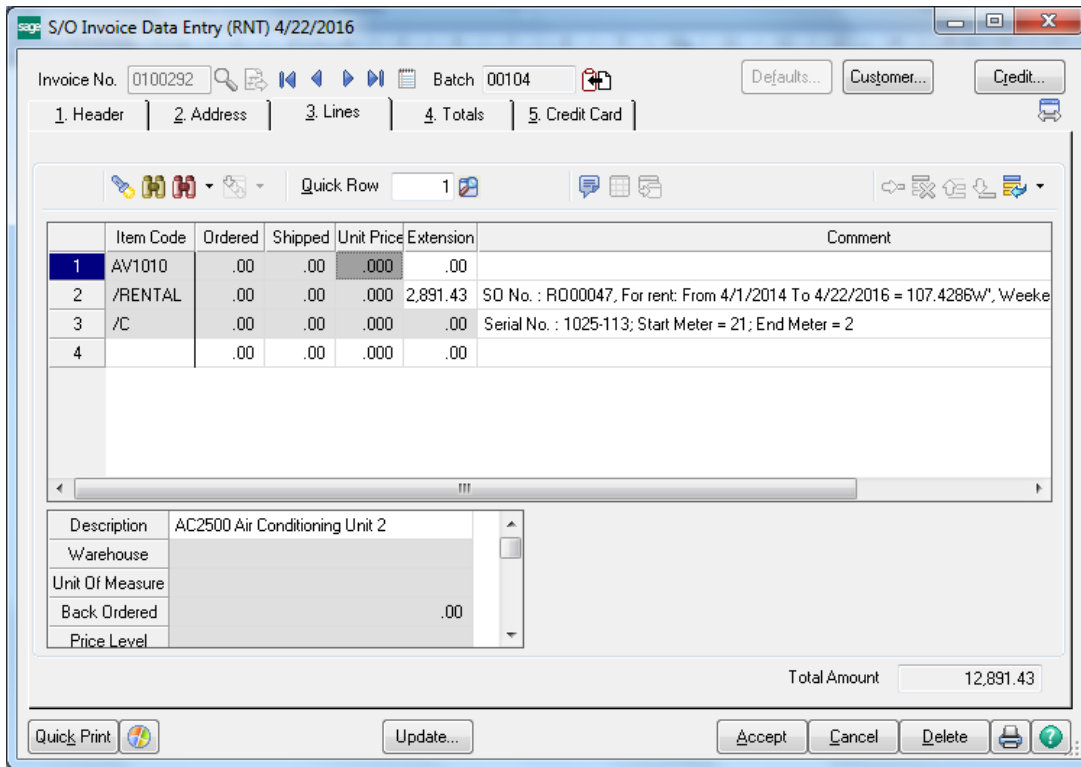
Split Comm. No Split Comm...

Print Invoice

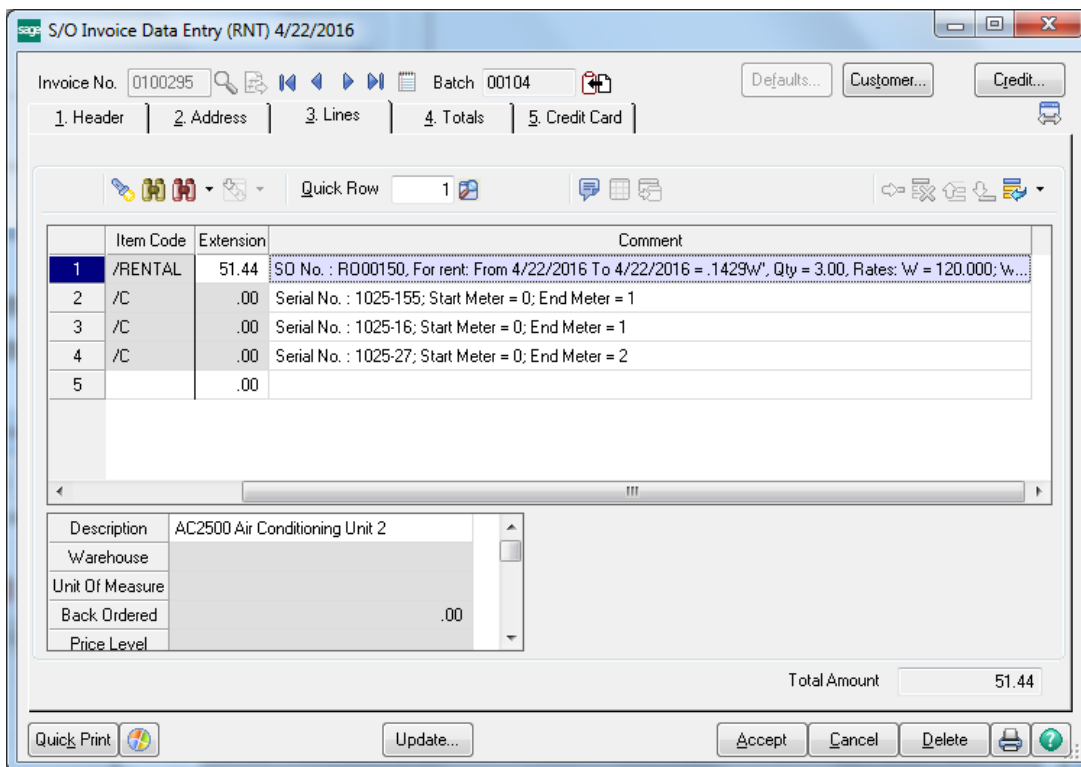
Quick Print Update... Accept Cancel Delete

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.

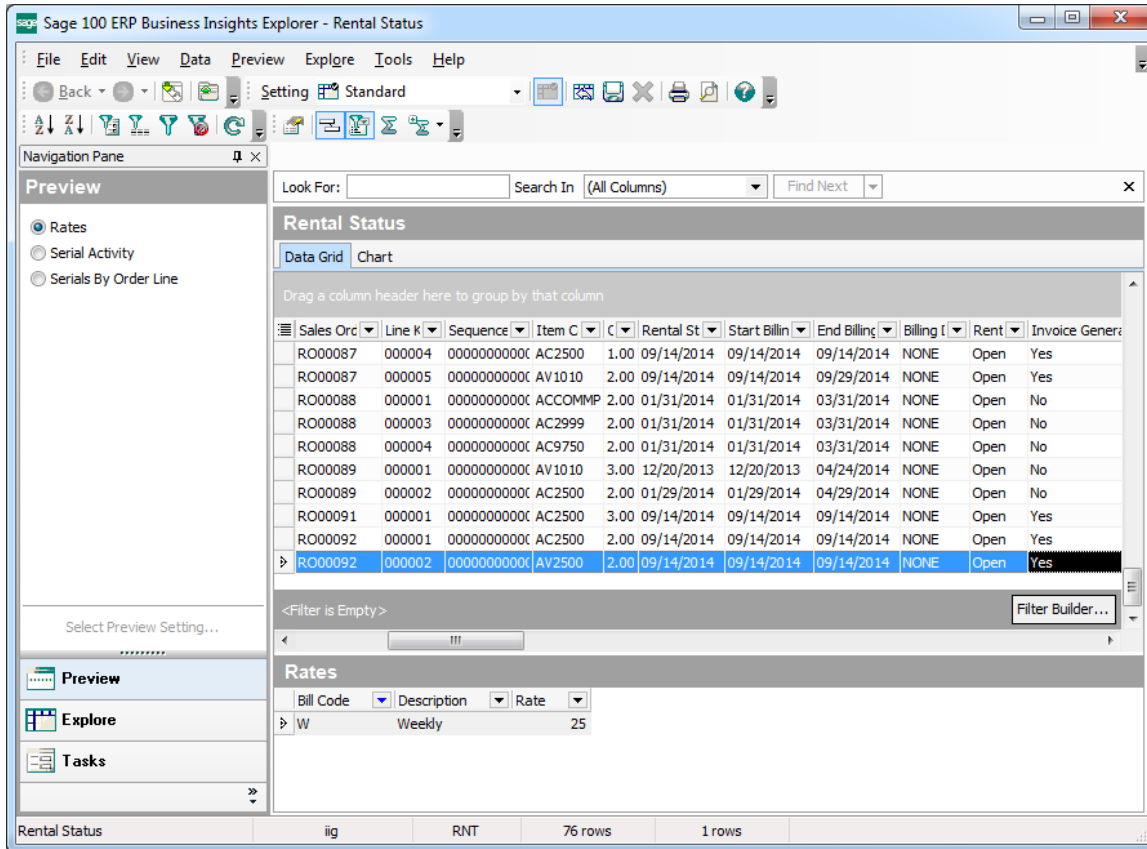
On the **Lines** tab, the **Miscellaneous Charge Item** specified for the Item in the Item Maintenance is loaded as a comment line. The **Comment** column contains full information about the billing: **Start Billing Date** and **End Billing Date**, **Billing Period**, **Billing Rates**, rental item’s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



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.



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.



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.

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.

The screenshot shows a 'Rental Header Information' dialog box with the following fields and options:

- Default Rental Line:
- Unlimited Rental:
- Starting Date: 4/22/2016
- Ending Date: 4/20/2017
- Start Billing Date: 4/22/2016
- End Billing Date: 4/22/2016
- Bill Code: M Monthly
- Billing Day: 15
- Days In Month: Bill Code Days
- Extended Rentals: Round Up
- Billing Periods: 1M'
- Pricing Method: Time Based
- Billing Type: Periodic
- Bill Period in Advance:
- Minimum One Period Rental Charge:
- Discount Rate: .000%

Buttons at the bottom: Billing Schedule..., Apply to Lines, OK, Cancel.

Rental Detail Information

Rental Line

Unlimited Rental

Starting Date 4/22/2016

Ending Date 4/20/2017

Start Billing date 4/22/2016

End Billing date 5/11/2016

Bill Code M Monthly

Billing Day 15

Days In Month Bill Code Days

Extended Rentals Round Up

Billing Periods 1M

Pricing Method Time Based

Billing Type Periodic

Sales Price 28.000

Bill Period in Advance

Minimum One Period Rental Charge

Discount Rate .000%

Billing Schedule...

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.

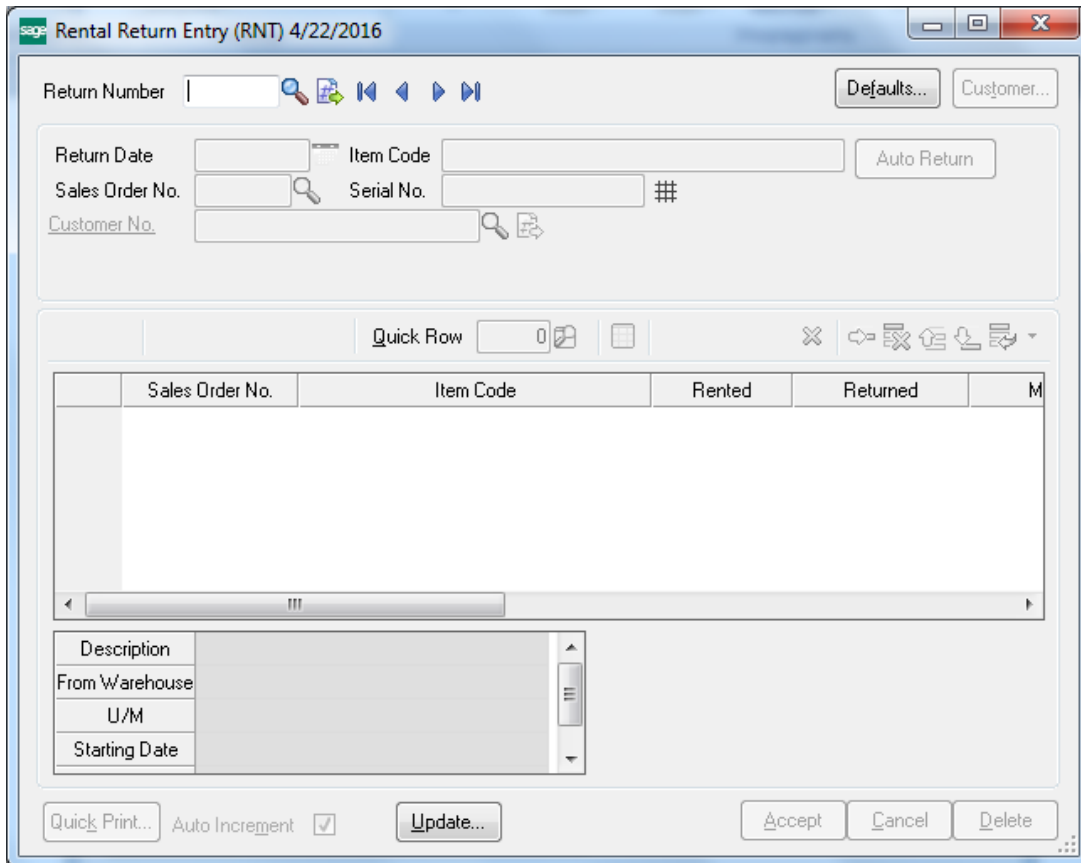
Rental Return Entry

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

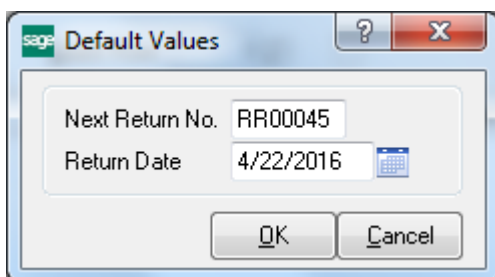
Rental lines cannot be returned unless they have been shipped.

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.



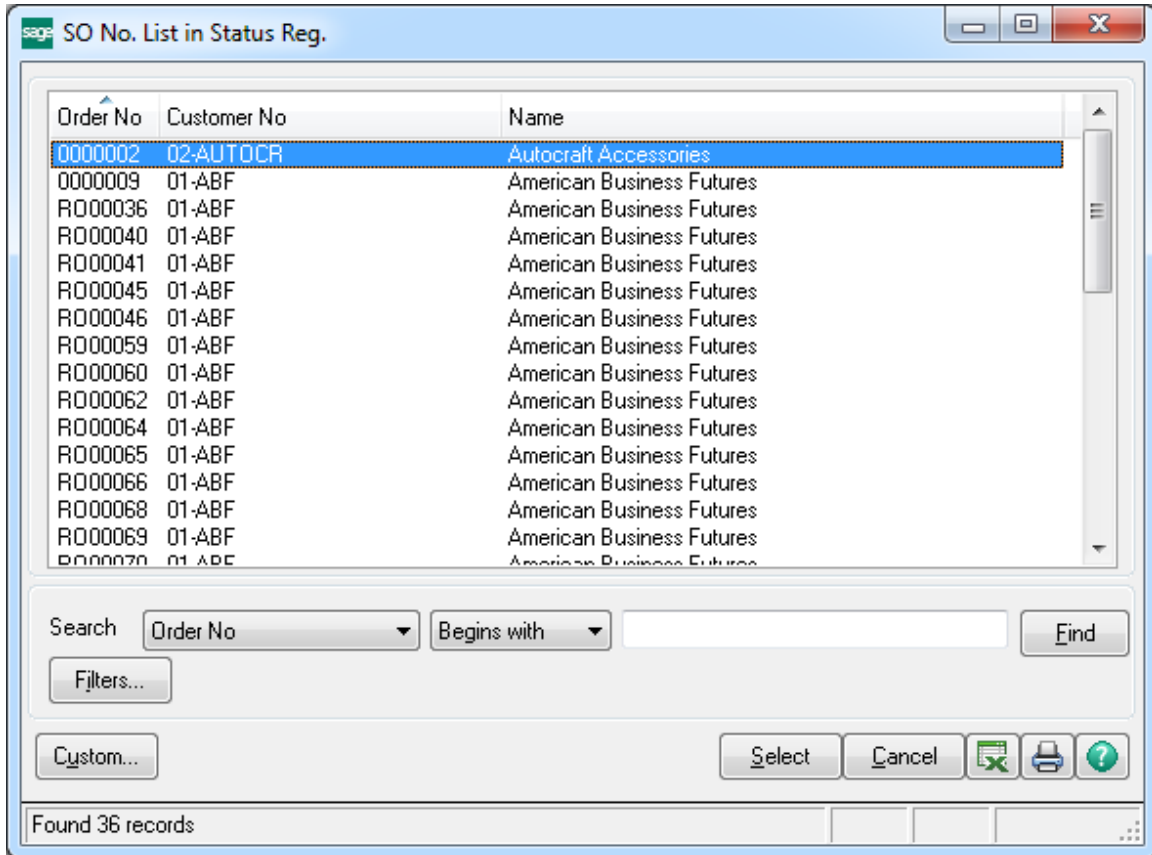
Click the Defaults... button to view/edit Default Values for Rental Return Entry.



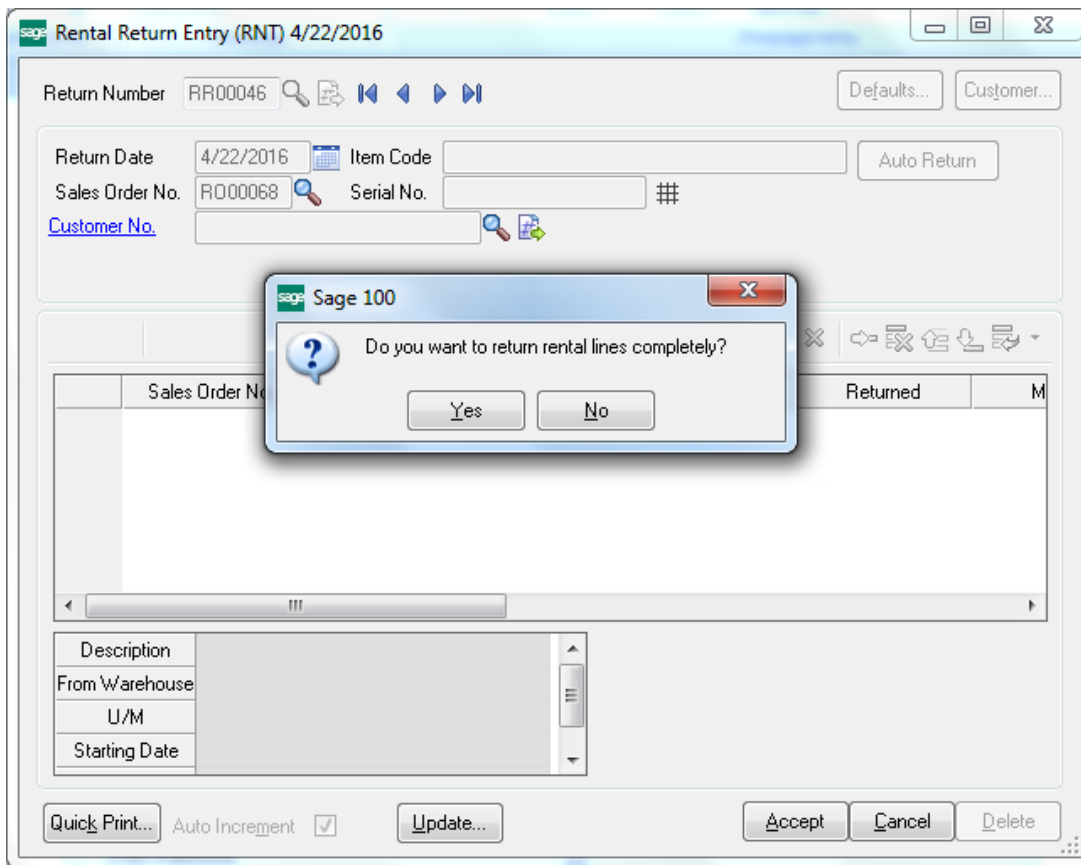
The following options have been provided to make the return process easier:

- By selecting/entering the Sales Order number
- By selecting/entering the Customer Number
- 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.




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



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.

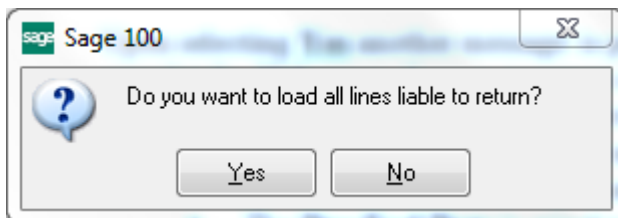
The  (Remove Zero Quantity Lines) button allows removing the lines with 0 quantities.

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



After the lines of the selected order are loaded in the grid the user can select also other orders (if there are such) for the selected customer to be returned.

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 before 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) 4/22/2016

Return Number: RR00069

Return Date: 4/22/2016

Sales Order No.: []

Serial No.: []

Customer No.: 01-BRESLIN

Item Code: []

Auto Return: []

Breslin Parts Supply

	Sales Order No.	Item Code	Rented	Returned	Missing
1	RD00073	AV2900	1.00	.00	
2	RD00087	AV1010	1.00	1.00	
3	RD00081	AV1010	2.00	2.00	
4	RD00087	AV1010	2.00	1.00	
5			.00	.00	

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

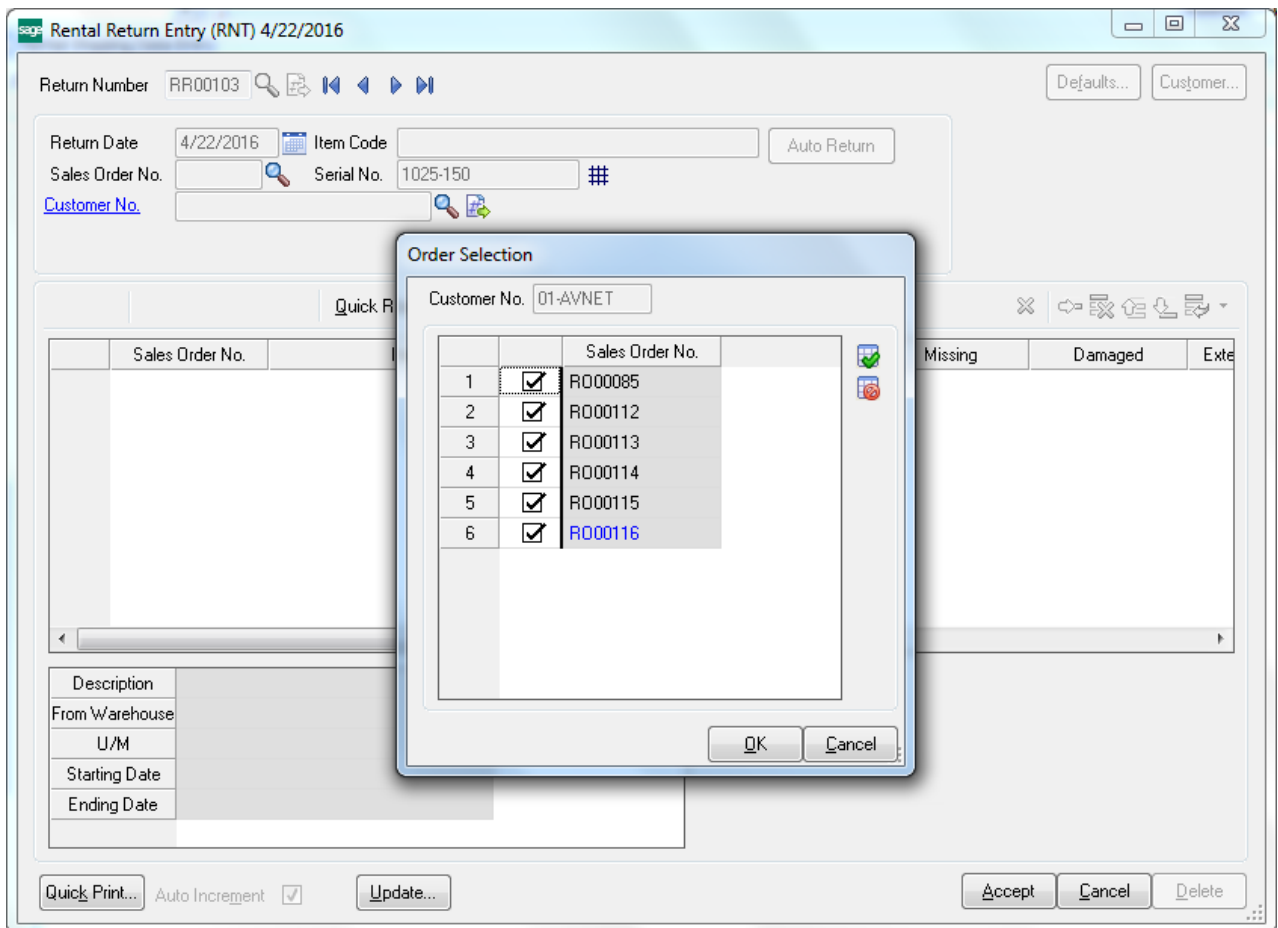
The **Rented** field displays the quantity being on rent. The **Returned** field shows the quantity customer is returning currently.

When the Items are loaded 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 fall into the **Returned** column for 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.

The Serial No field is intended for returning rentals for a Customer just by scanning a Serial Number rented by that Customer. Upon scanning the serial number the Order Selection screen is opened loaded with all open rental orders for current Customer. The Sales Order Number which contains current Serial Number is displayed in **blue**.



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 **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. Refer to [Track Missing/Damaged Rentals](#) section for details.

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.

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

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

The screenshot shows the 'Rental Return Printing' dialog box. The 'Form Code' is 'STANDARD' and the 'Description' is 'Preprinted'. The 'Number of Copies' is set to 1, and the 'Collated' checkbox is checked. The 'Multi-Part Form Enabled' checkbox is unchecked. The 'Print' dropdown menu is open, showing the following options: All, On Rent, Returned, Missing, and Damaged. The 'Line 1' field contains 'message' and the 'Line 2 Message' field is empty. At the bottom, there are buttons for 'Alignment', 'Print', 'Preview', and 'Setup', and a printer selection dropdown set to 'Microsoft XPS Document Writer'.

Here is an example of printout:

Rental Return

Return Number: RR00062
 Return Date: 9/15/2014
 Customer Number: 01-ABF

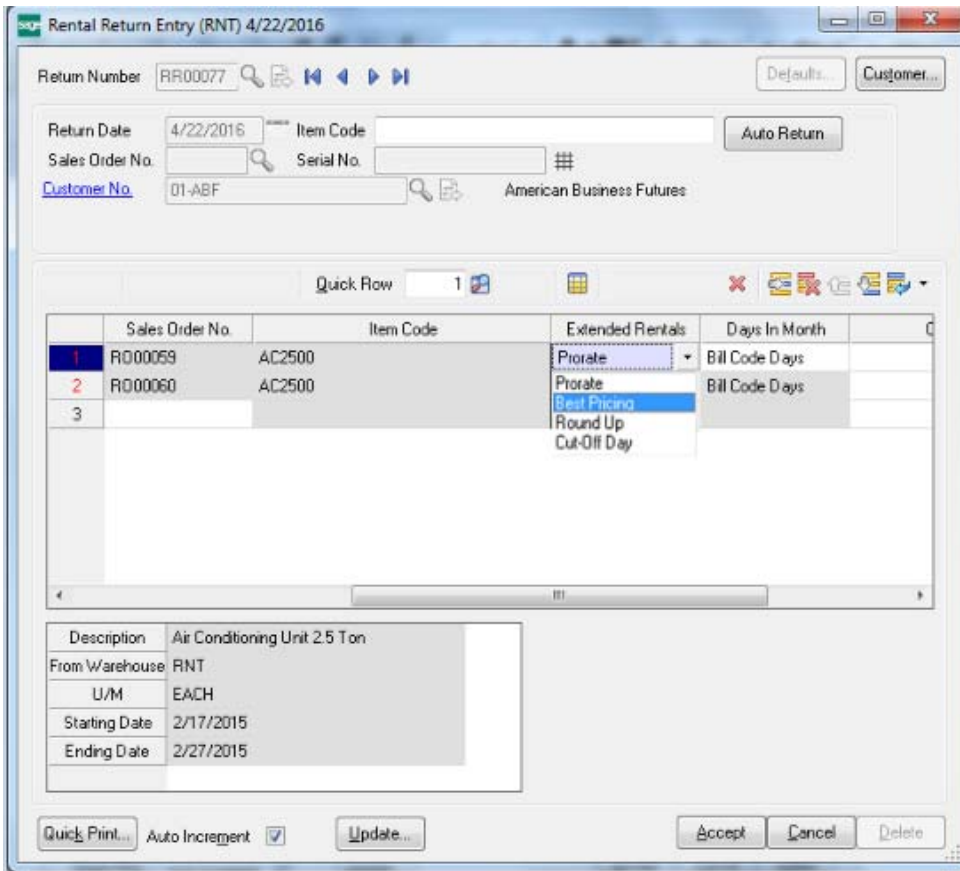
SO No	Item Code	Description	Whse	On Rent	Returned	Missing	Damaged
RO00103	AC2500	Air Conditioning Un	RNT	2.00	0.00	0.00	0.00
	1025-128	On Rent					
	1025-18	On Rent					
RO00104	AC2500	Air Conditioning Un	RNT	1.00	0.00	0.00	0.00
	1025-154	On Rent					
RO00105	AV1010	Pak Audio Packgae	RNT	2.00	0.00	0.00	0.00
RO00106	AV1010	Pak Audio Packgae	RNT	1.00	0.00	0.00	0.00
RO00107	AV1010	Pak Audio Packgae	RNT	3.00	0.00	0.00	0.00
RO00108	AC2500	Air Conditioning Un	RNT	1.00	0.00	0.00	0.00
	1025-135	On Rent					
RO00109	AV1010	Pak Audio Packgae	RNT	2.00	0.00	0.00	0.00
RO00110	AV1010	Pak Audio Packgae	RNT	2.00	0.00	0.00	0.00

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

Update – this button allows for running the Rental Return Journal.

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 (RNT) 4/22/2016

Return Number: RR00077

Return Date: 4/22/2016

Sales Order No.: []

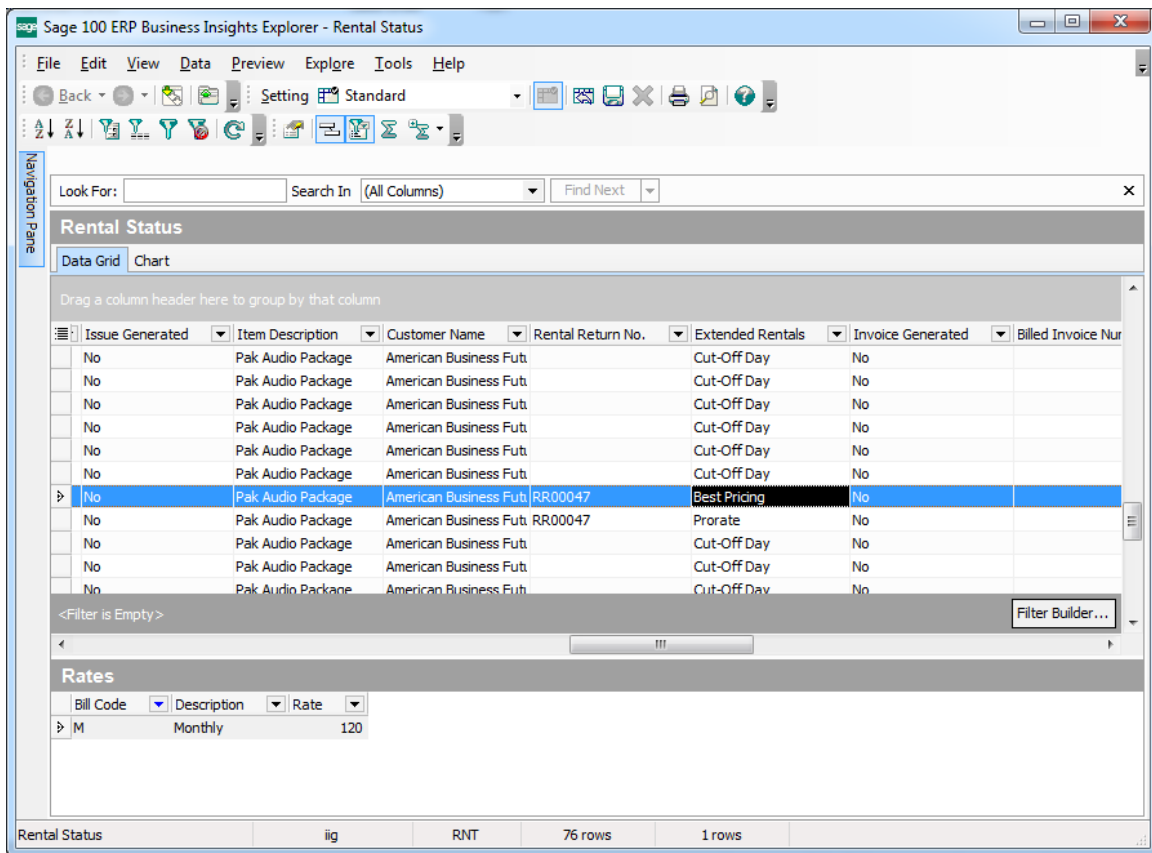
Customer No.: 01-ABF

	Sales Order No.	Item Code	Extended Rentals	Days In Month
1	RD00059	AC2500	Best Pricing	Bill Code Days
2	RD00060	AC2500	Prorate	Bill Code Days
3				

Description	Air Conditioning Unit 2.5 Ton
From Warehouse	RNT
U/M	EACH
Starting Date	2/17/2015
Ending Date	2/27/2015

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

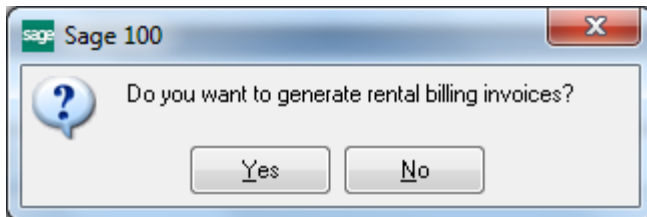
The Extended Rental new value is updated in the **Rental Status** view only for the quantity(s) actually returned.



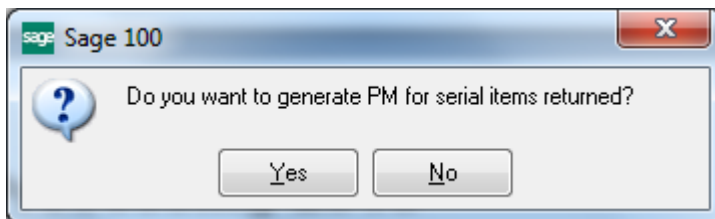
Ability to change the Extended Rentals value in the Return Data Entry makes the billing process more effective especially for early returns.

Rental Invoice Generation during Rental Return Reports/Updates

After returning Rental Line having Billing Type set to Upon Return a message is displayed allowing generating billing invoice after Rental Return is updated:

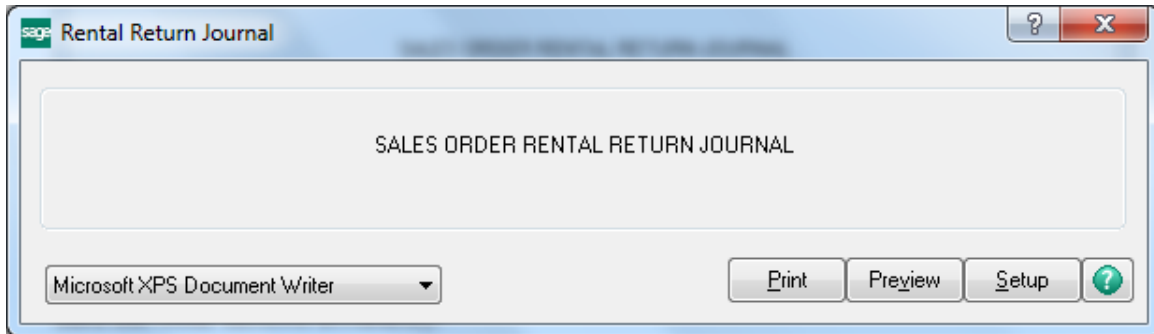


Click Yes to generate Invoices for corresponding lines.



Rental Return Reports/Update

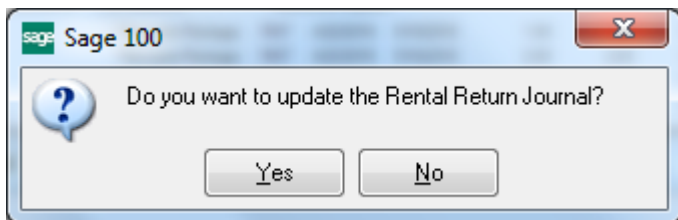
Select the **Rental Return Reports/Update** from **Sales Order Main** menu to print/preview the rental return journal.



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

Sales Order Rental Return Journal						Rental Company (RNT)			
Return Number	Return Date	Customer Number	Customer Name	Return Whse		Qty	Qty	Qty	Qty
SO No.	Item Code	Description	Whse	Start Date	End Date	On Rent	Returned	Missing	Damaged
RR00065	4/22/2016	01-ABF	American Business Futures						
RO00076	AV1010	Pak Audio Package	RNT	4/22/2016	4/22/2017	2.00	2.00	0.00	0.00
Rental Return Total:						2.00	2.00	0.00	0.00
RR00069	4/22/2016	01-BRESLIN	Breslin Parts Supply						
RO00073	AV2900	Mic	RNT	4/22/2016	4/22/2016	1.00	0.00	1.00	0.00
RO00087	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	1.00	1.00	0.00	0.00
RO00081	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	2.00	2.00	0.00	0.00
RO00087	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	2.00	1.00	0.00	0.00
Rental Return Total:						6.00	4.00	1.00	0.00
RR00071	4/22/2016	01-MAVRK	Maverick Papers						
RO00089	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	1.00	1.00	0.00	0.00
RO00090	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	2.00	2.00	0.00	0.00
RO00090	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	2.00	2.00	0.00	0.00
RO00091	AV1010	Pak Audio Package	RNT	4/22/2016	5/16/2016	2.00	2.00	0.00	0.00

The following message appears after printing the journal:



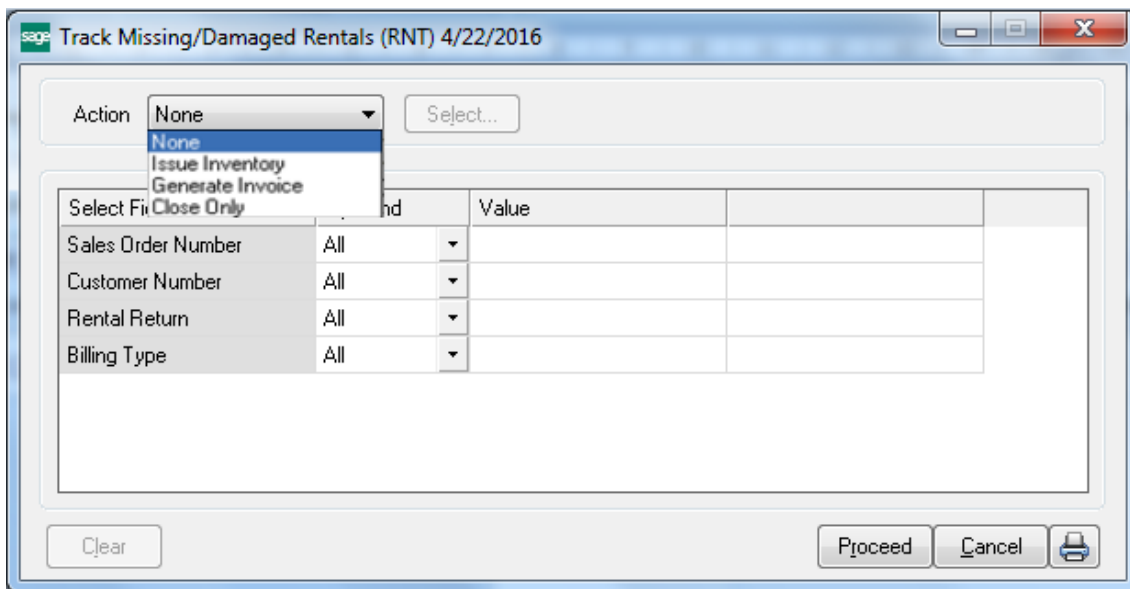
Select Yes to update the Rental Return Journal.

After the Rental Return Journal is updated, respective rental information displayed in the Rental Status View is refreshed 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

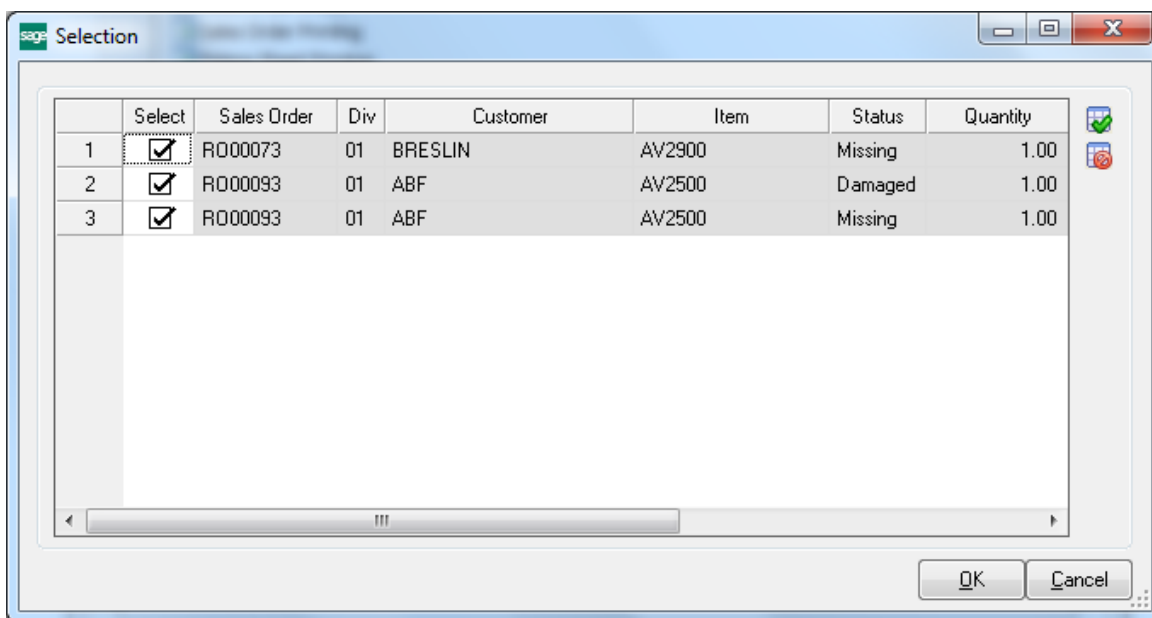
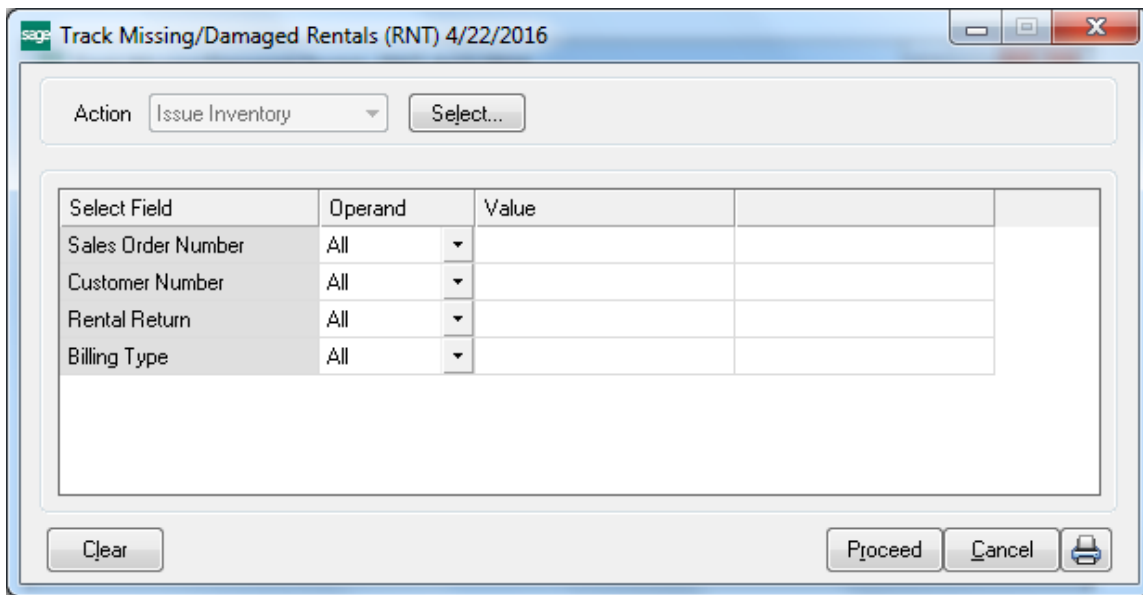
The **Track Missing/Damaged Rentals** program has been added to the **Rental Processing** menu of the **S/O** module to allow generating Invoices/Credit Memos, IM Issue transactions for missing/damaged rentals or just closing the line without any action.



Select the **Action** and click **Proceed** button.

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

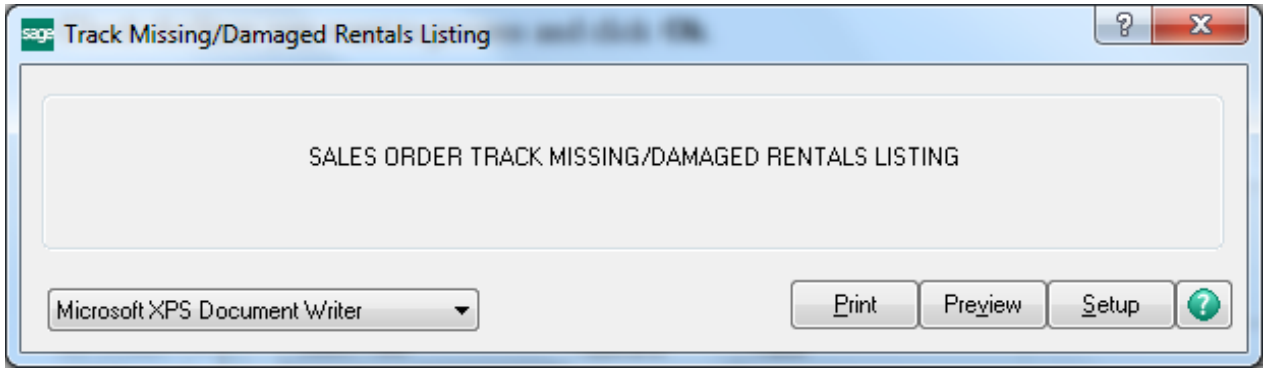
Choose the **Issue Inventory** action to generate IM Issue transaction for selected lines. Transaction will be generated for the warehouse the rentals have been shipped from.



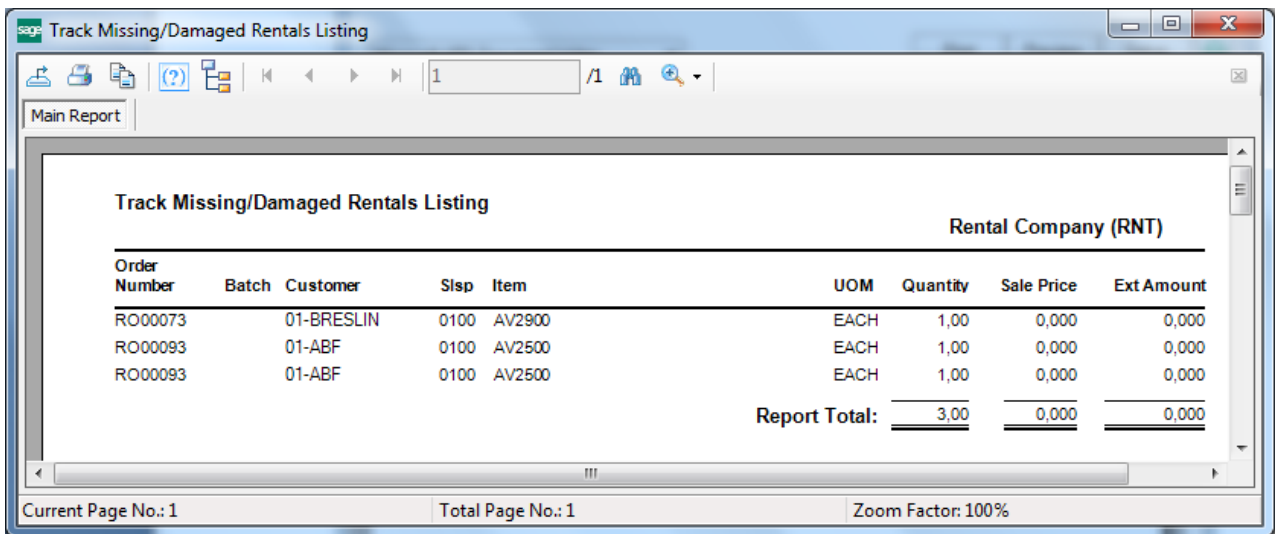
The quantities treated as missing or damaged during return are loaded in the grid.

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

Press Print button to process the selected Sales Orders.



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

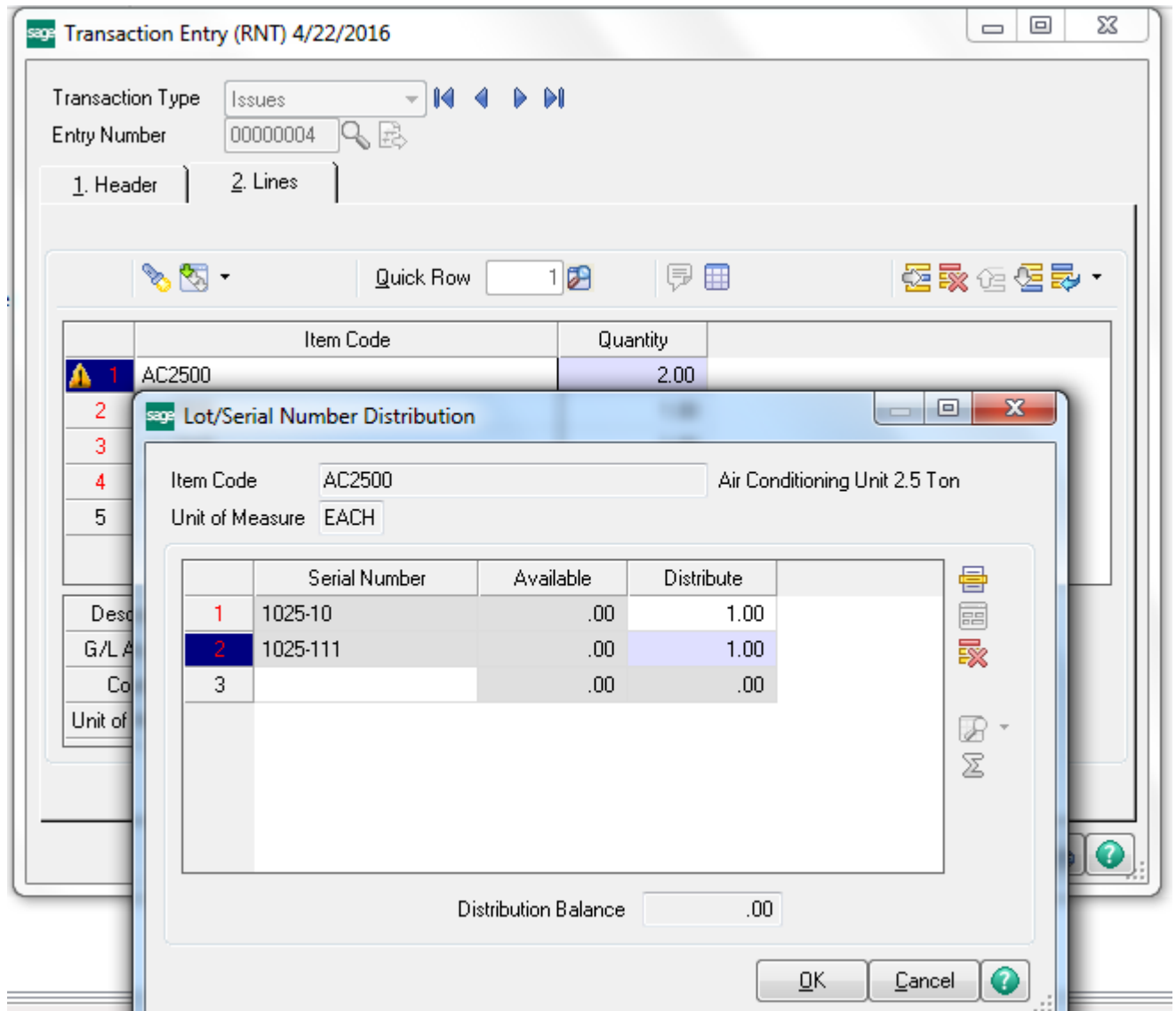


Here is the Transaction generated for the selected Miss./Damaged rentals.

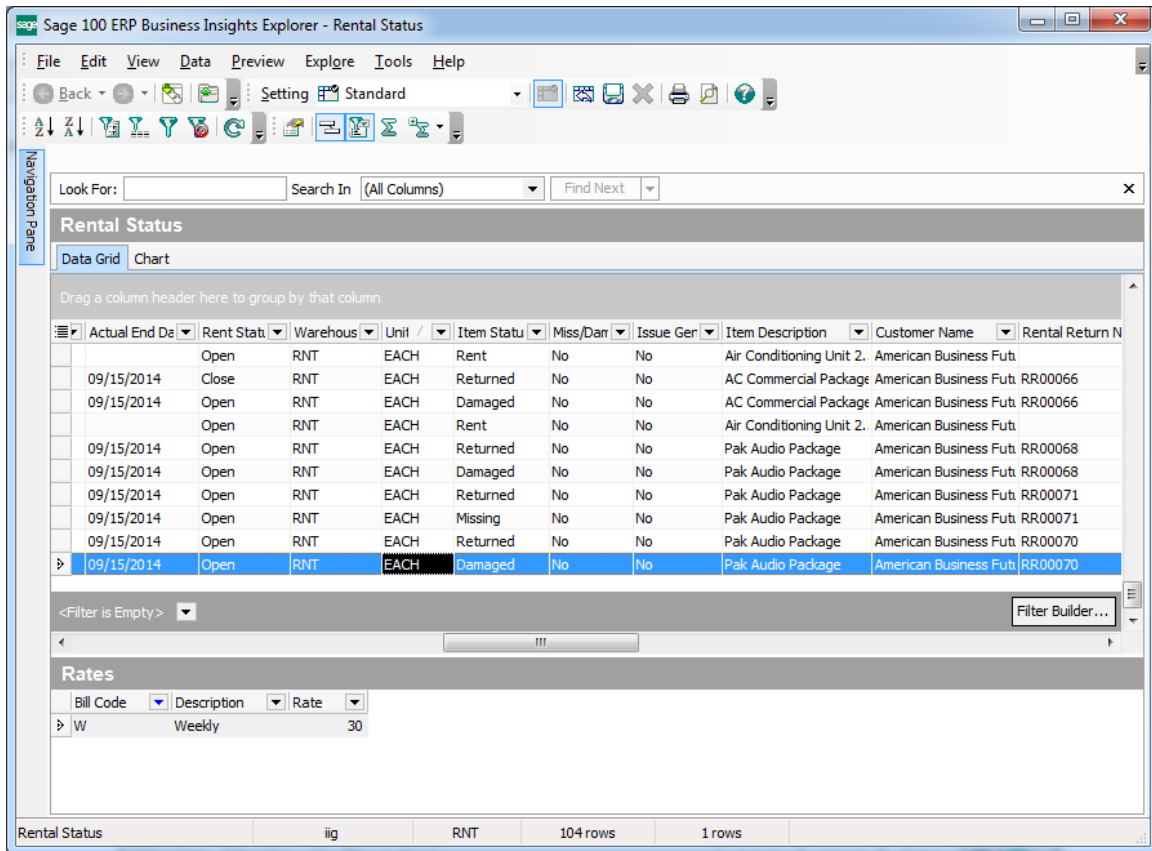
The screenshot shows a software window titled "sage Transaction Entry (RNT) 4/22/2016". The window contains several input fields and buttons. At the top, there are navigation buttons (back, forward, search, etc.). Below these, the "Transaction Type" is set to "Issues". The "Entry Number" is "00000004". The "Transaction Date" is "4/22/2016". The "Default Warehouse" is "RNT Rental Warehouse". The "Comment" field contains the text "Generated by Mis/Dam Rentals". At the bottom of the window, there are buttons for "Accept", "Cancel", "Delete", 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.*

The screenshot shows the Sage S/O Invoice Data Entry window for an invoice dated 4/22/2016. The window title is "S/O Invoice Data Entry (RNT) 4/22/2016". At the top, there are navigation tabs: "1. Header", "2. Address", "3. Lines", "4. Totals", and "5. Credit Card". The "Header" tab is active. The invoice number is 0100179, and the batch number is 00051. The invoice date is 4/22/2016, and the invoice type is "Standard Invoice". The customer is "American Business Futures" with customer number 01-ABF. The order status is "1 Step". The ship date is 4/22/2016, and the due date is 5/22/2016. The discount date is 4/22/2016. The warehouse is "RNT". The sales tax schedule is "WI". The ship to address is "2 American Business Futures", and the terms code is "01 Net 30 Days". The ship via is "UPS BLUE" with FOB. The confirm to is "John Quinn" and the email is "artie@abf.com". The comment is "RNT : Missing/Damaged rentals". The salesperson is "0100 Jim Kentley". The split comment is "No". At the bottom, there are buttons for "Quick Print", "Update...", "Accept", "Cancel", "Delete", and a help icon.

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

S/O Invoice Data Entry (RNT) 4/22/2016

Invoice No. 0100179 Batch 00051

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

Quick Row 1

Item Code	Ordered	Shippe	Extension	Comment
1 /DMGD	.00	.00	.00	Charge for Damaged rental returned by Return No. = RR00062; SO No. = R000093.
2 /C	.00	.00	.00	Serial No. : 1028
3 /DMGD	.00	.00	.00	Charge for Missing rental returned by Return No. = RR00062; SO No. = R000093.
4 /C	.00	.00	.00	Serial No. : 1032
5	.00	.00	.00	

Description AV2500 AMP / Mix - 40W

Warehouse

Unit Of Measure

Back Ordered .00

Price Level

Total Amount .00

Quick Print Update... 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 available 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) 4/22/2016

Rental Item: ACCOMMP

Allow Renting: Default Return Status: []

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit: Kit Pricing:

Sched PM: PM Unit Interval: .0

	Bill Code	Description	Rate
1	C	Contractor Pricing - 28 days	440.000
2	D	Daily	30.000
3	F	Five Day Week Price	150.000
4	M	Monthly	500.000
5	S	Scheduled Billing	550.000
6	W	Weekly	180.000

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

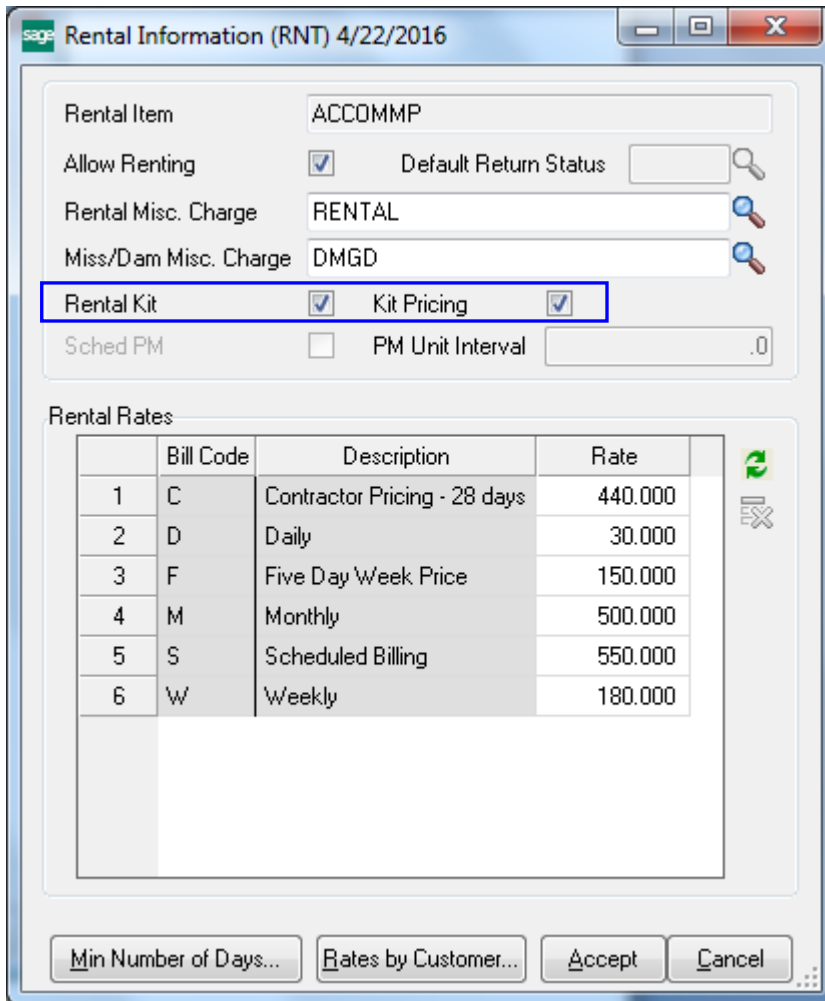
If the **Rental Kit** checkbox is not selected the Kit Item allowed for rent is automatically exploded in the Rental Order irrespective of the **Explode Kit Items** option set in the **Item Maintenance Additional** tab.

After selecting the **Rental Kit** checkbox, the **Kit Pricing** checkbox is selected automatically.

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.

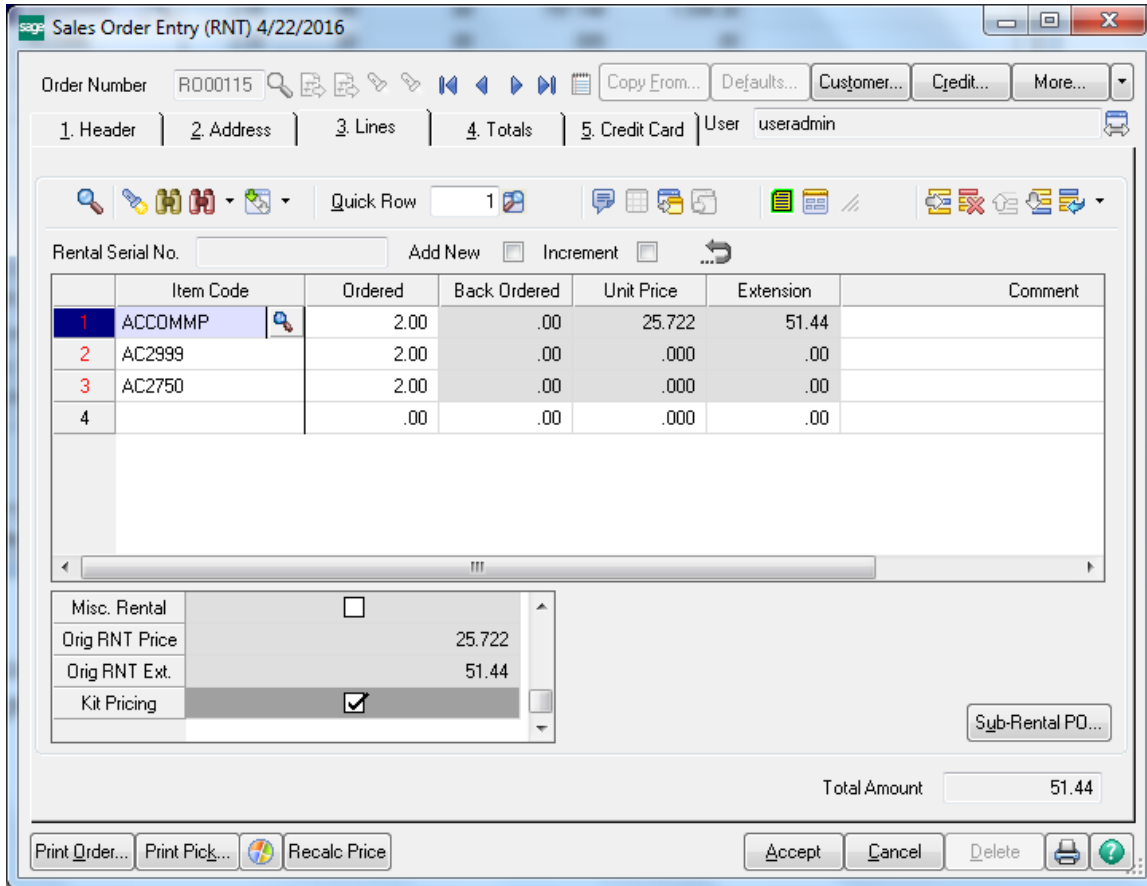
Kit Pricing

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

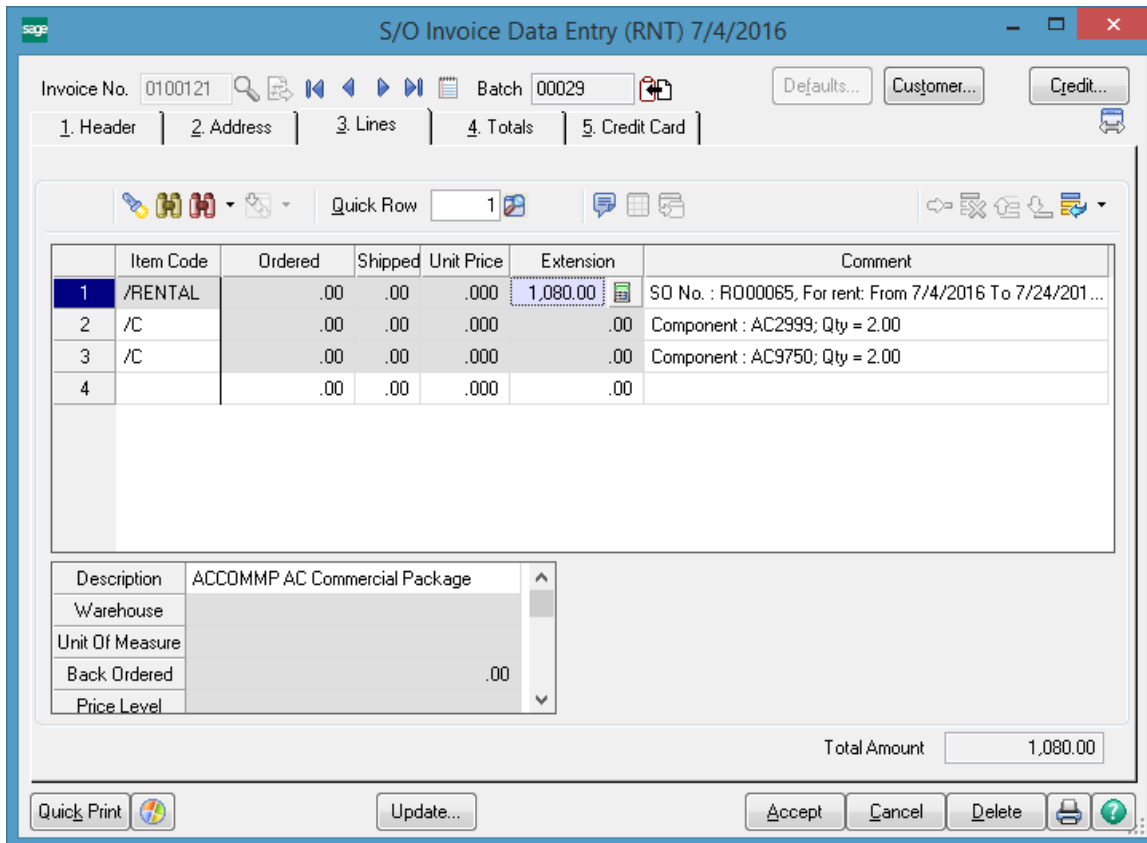


Select the Rental Kit checkbox if you want to apply Kit Pricing logic for current Kit Item in the Sales Order Entry.

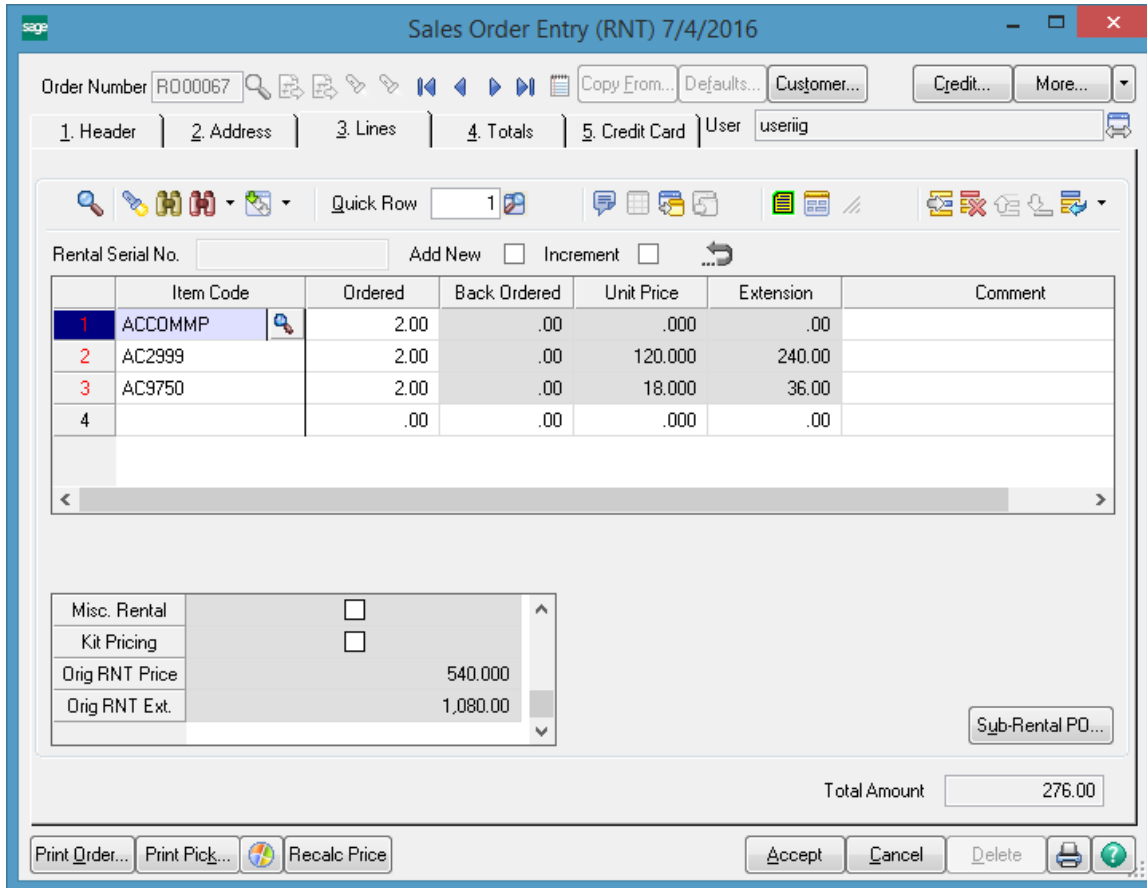
The **Kit Pricing** checkbox is added in the secondary grid of the Sales Order Entry and by default it is the same as set in the **Item Maintenance Rental Information** screen. When this checkbox is selected the Unit Price will be calculated only for Kit parent Item. The **Kit Pricing** checkbox is selected automatically upon selecting the **Rental Kit** checkbox.



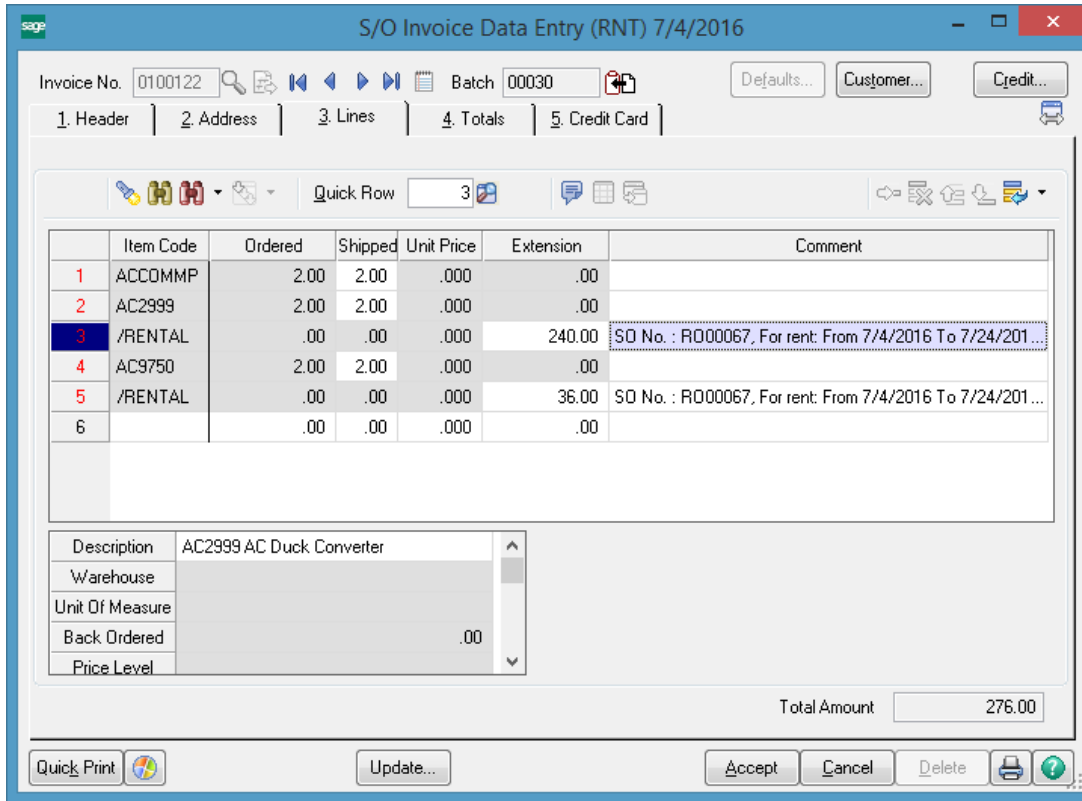
In this case the Rental Misc Charge line with respective Extension Amount is added only for the parent Item when generating Invoice.



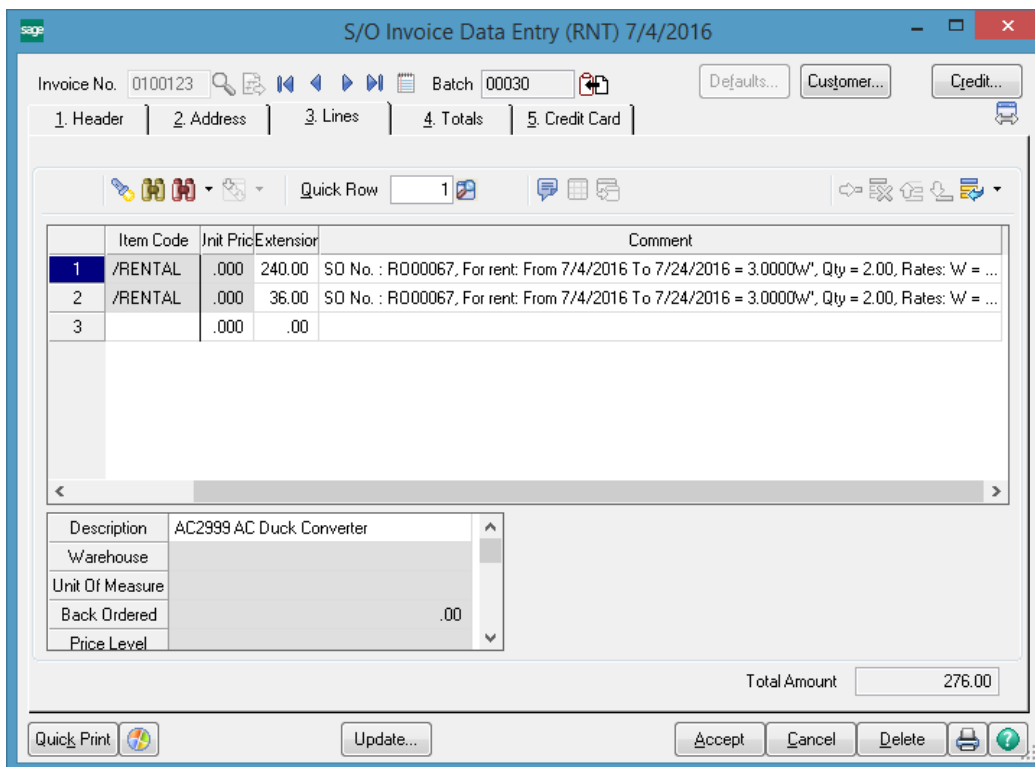
If the **Kit Pricing** checkbox is not selected while entering a Kit Item the Unit Price is calculated only for Kit components and the parent Item Unit Price is zero.



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:



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



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) 4/22/2016

Rental Item: AC2500

Allow Renting: Default Return Status: INS

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit: Kit Pricing:

Sched PM: PM Unit Interval: 10.0

	Bill Code	Description	Rate
1	C	Contractor Pricing - 28 days	360.000
2	D	Daily	20.000
3	F	Five Day Week Price	90.000
4	M	Monthly	400.000
5	S	Scheduled Billing	420.000
6	W	Weekly	120.000

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

Sched PM- select this checkbox if you need a preventive maintenance to be performed for current serial. If this box is selected, there is **PM Serial Status Code** set in the **Sales Order Options** and the **PM Unit Interval** is over for current Serial, the user is prompted about generating PM during the Return Journal Update.

The status of a serial number due to PM 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 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 generation will popup.

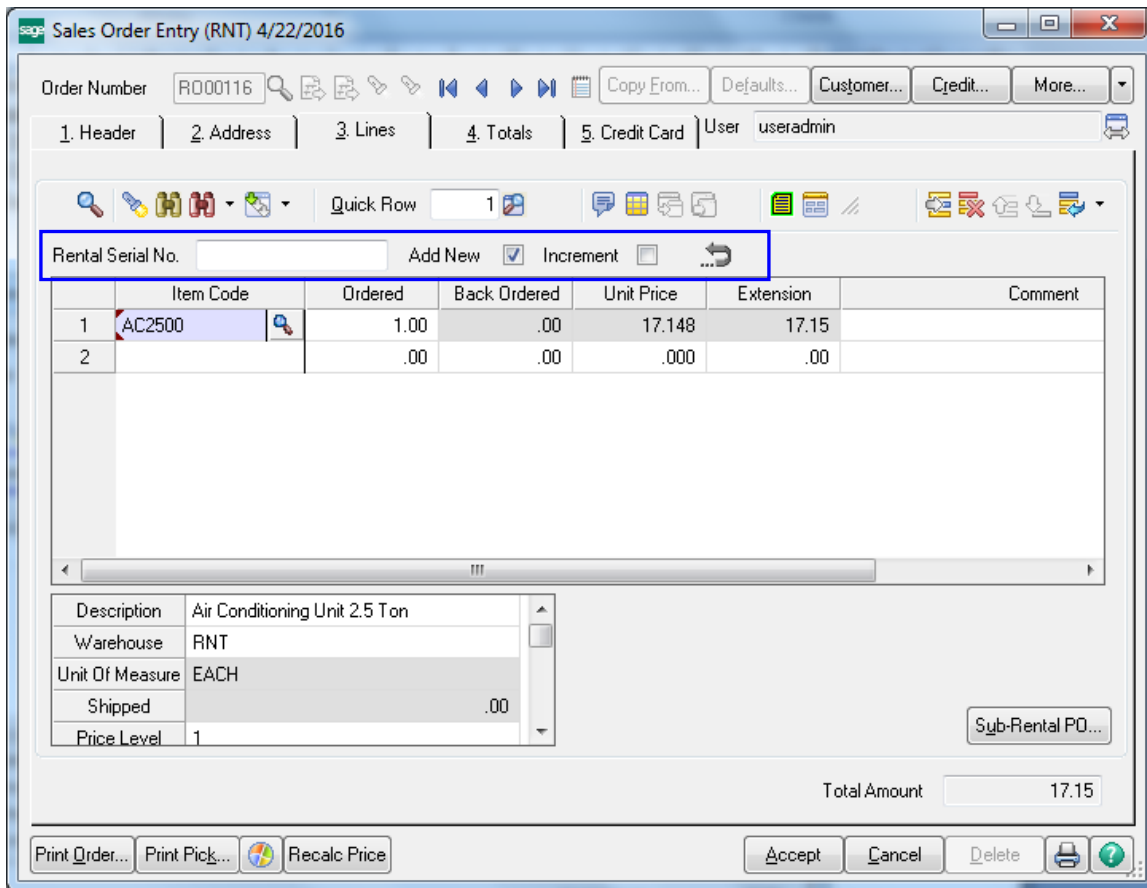
Rental Order Entry for Serial Items

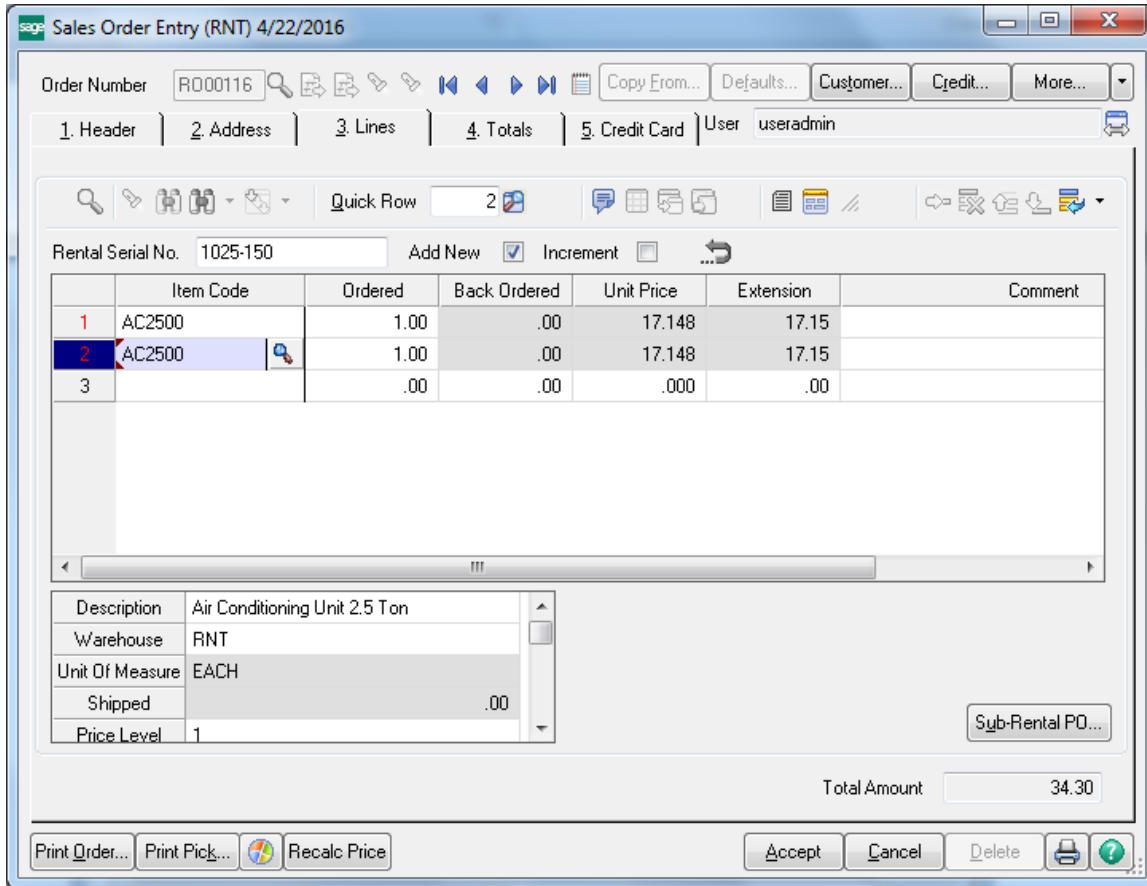
Serial Scanning

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**.

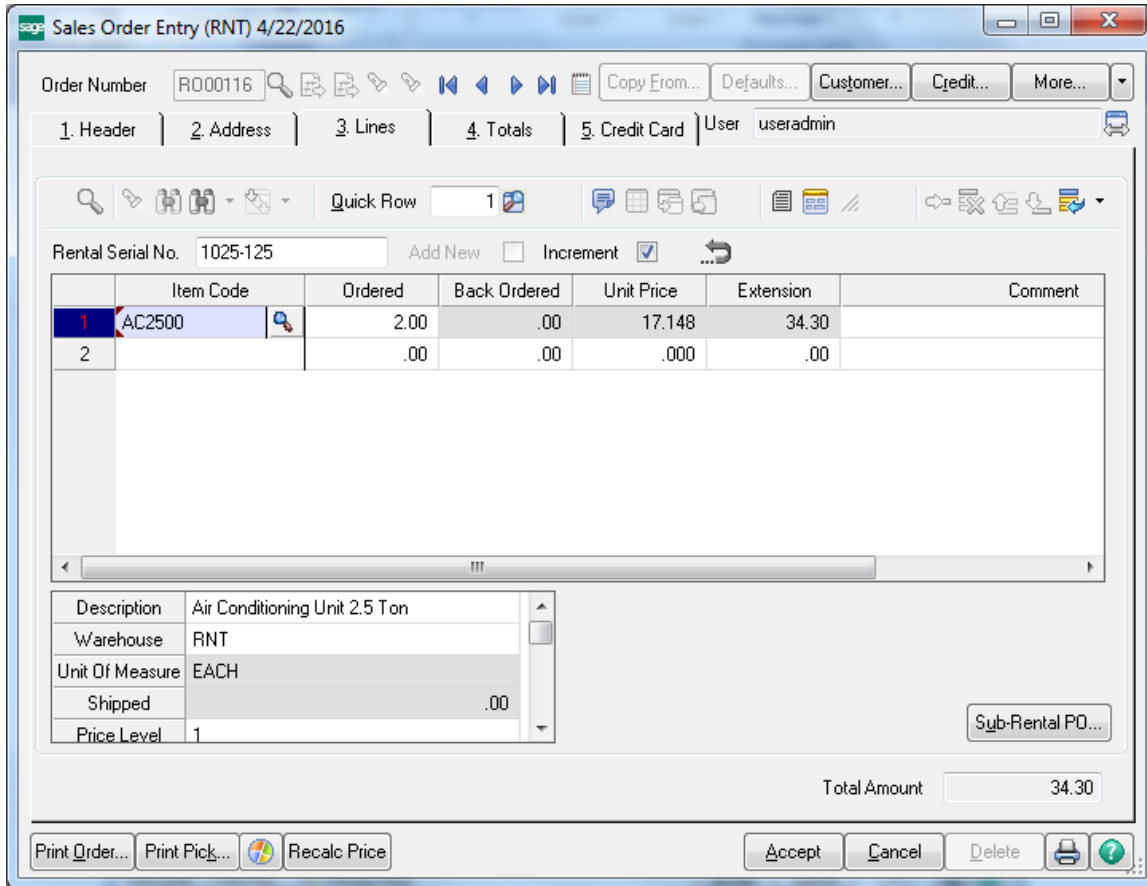
For Serial Items not indicated as Rental in the Item Maintenance the original Lot/Serial Distribution is processed.

The **Rental Serial No** field is intended for adding order lines just by scanning the Serial number. If **Add new** checkbox is selected upon scanning the Serial Number a new line with Qty Ordered = 1 will be added after each Serial Number scanning even if the scanned Serial Numbers are associated with the same Item.

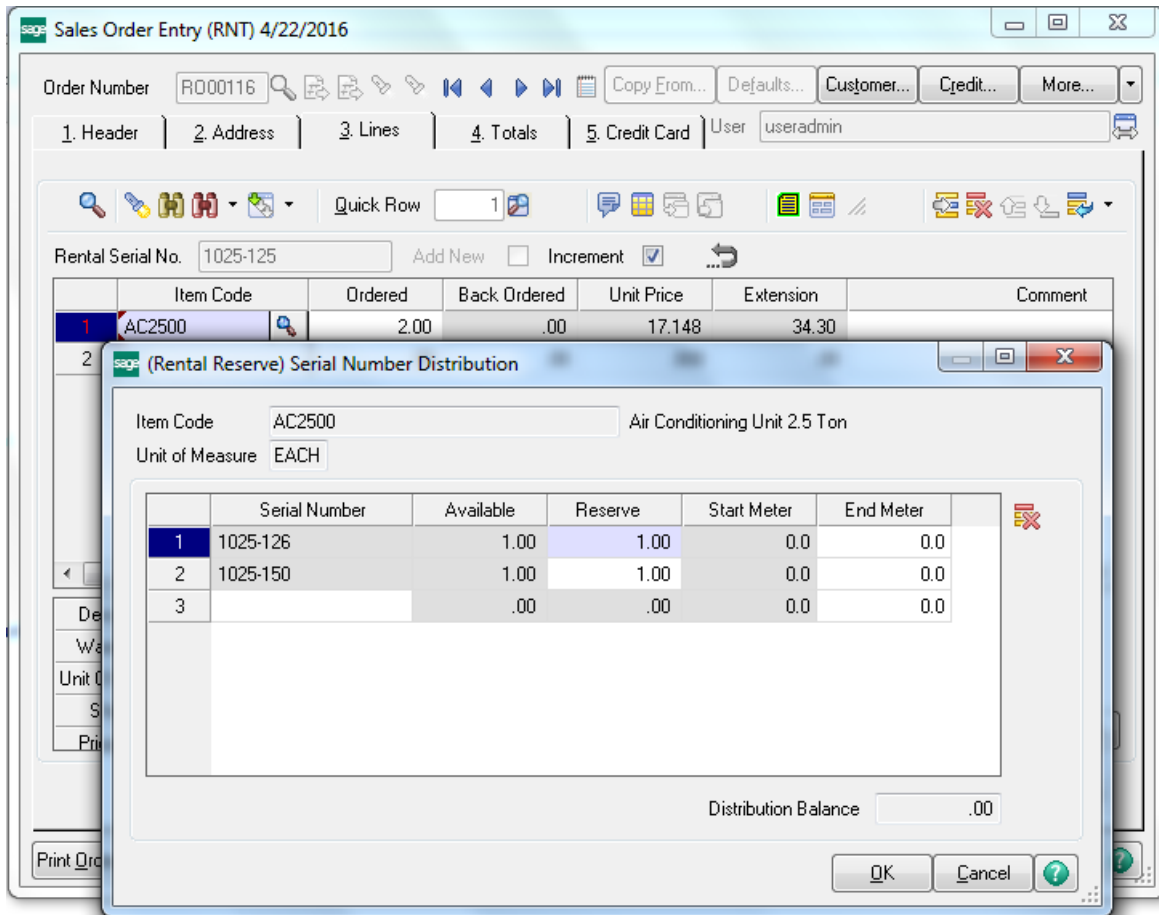




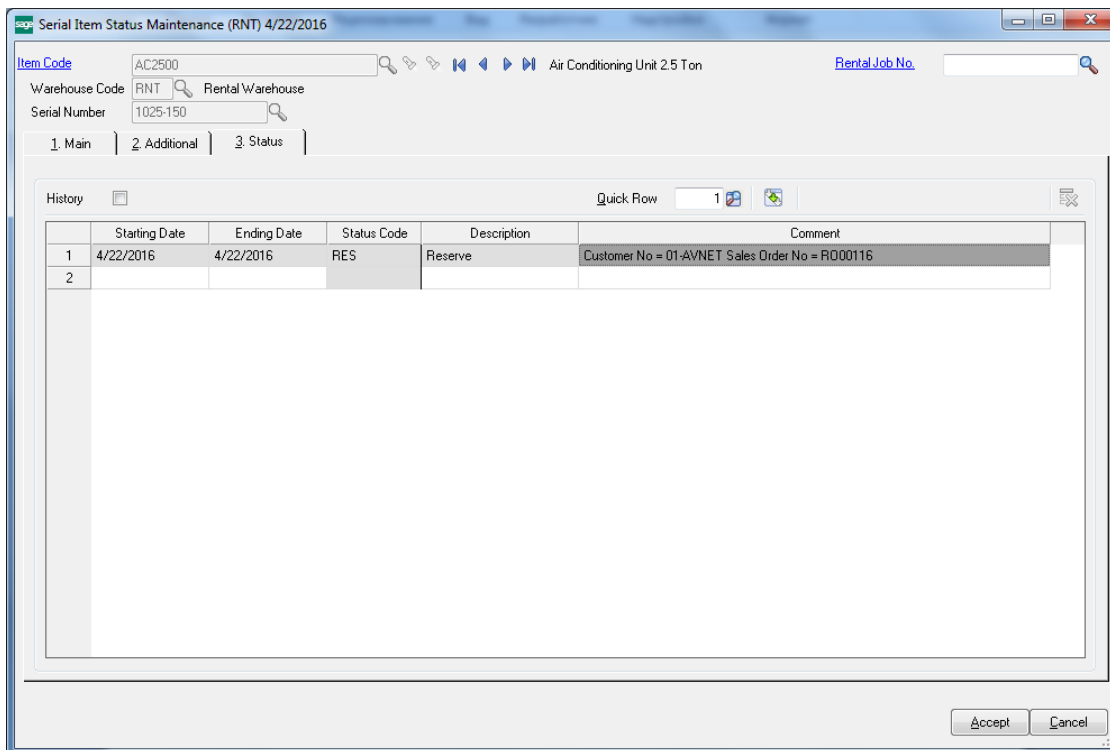
If the Increment checkbox is selected the quantity ordered will be incremented after each Serial Number scanning and the Item will be automatically distributed by the Serial numbers being scanned.



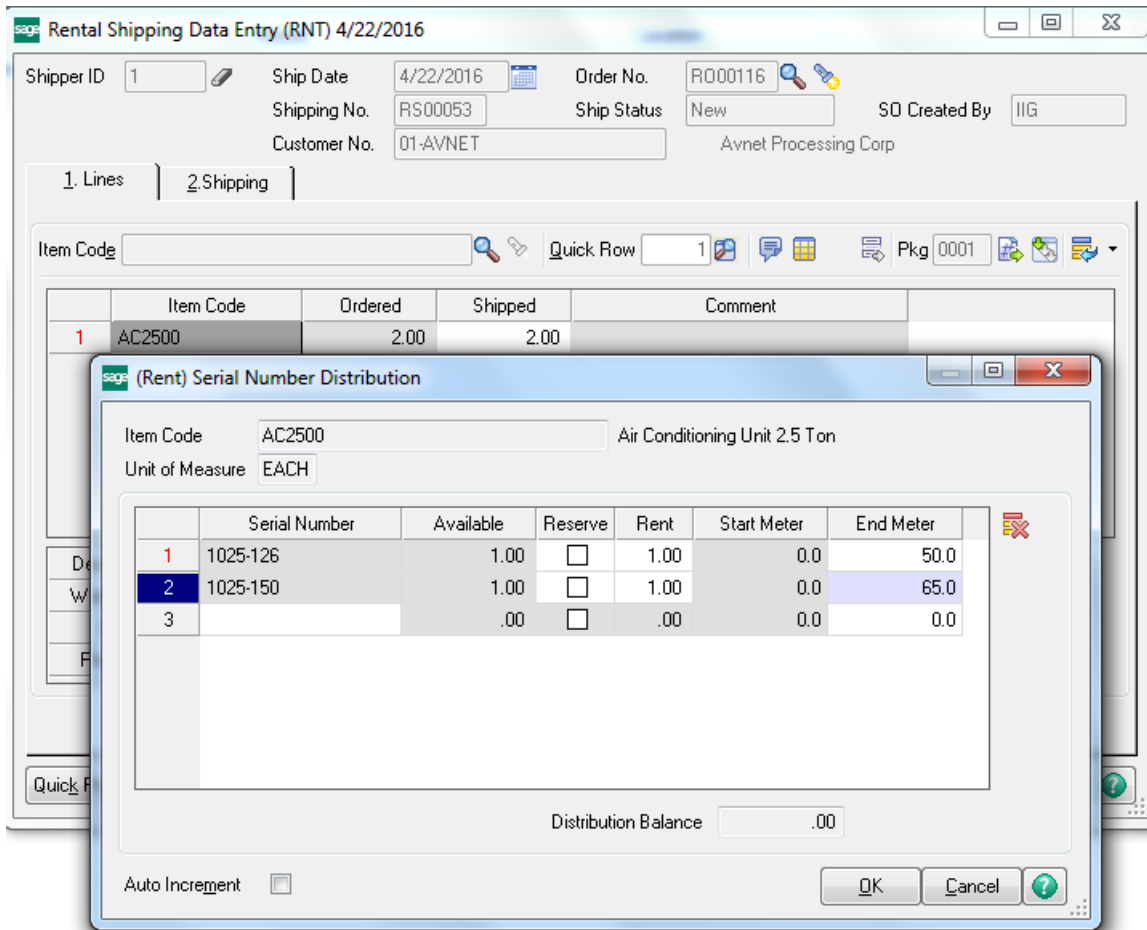
The scanned serial numbers are automatically distributed/reserved in the Serial Number Distribution grid:



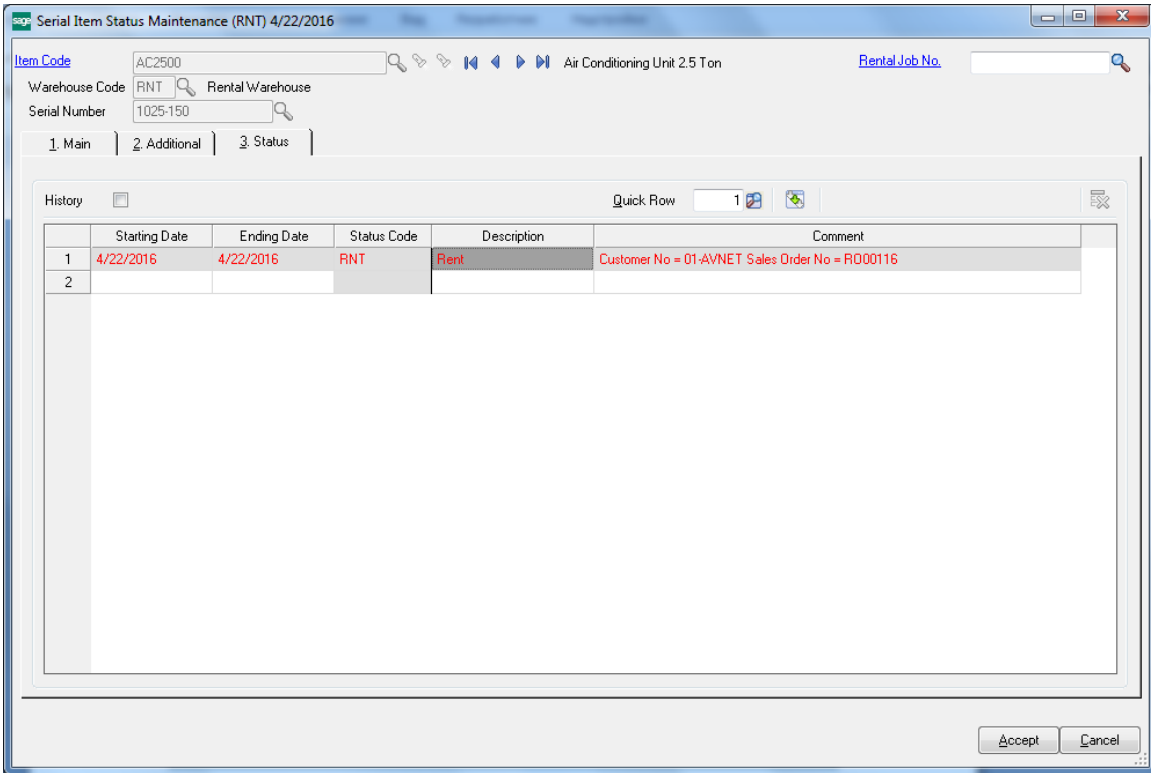
Just after the serial is distributed in the Sales Order, a record is added in the **Serial Item Status Maintenance** for current serial number with Status Code set to RES (Reserved) and a comment showing the Customer and Sales Order number.



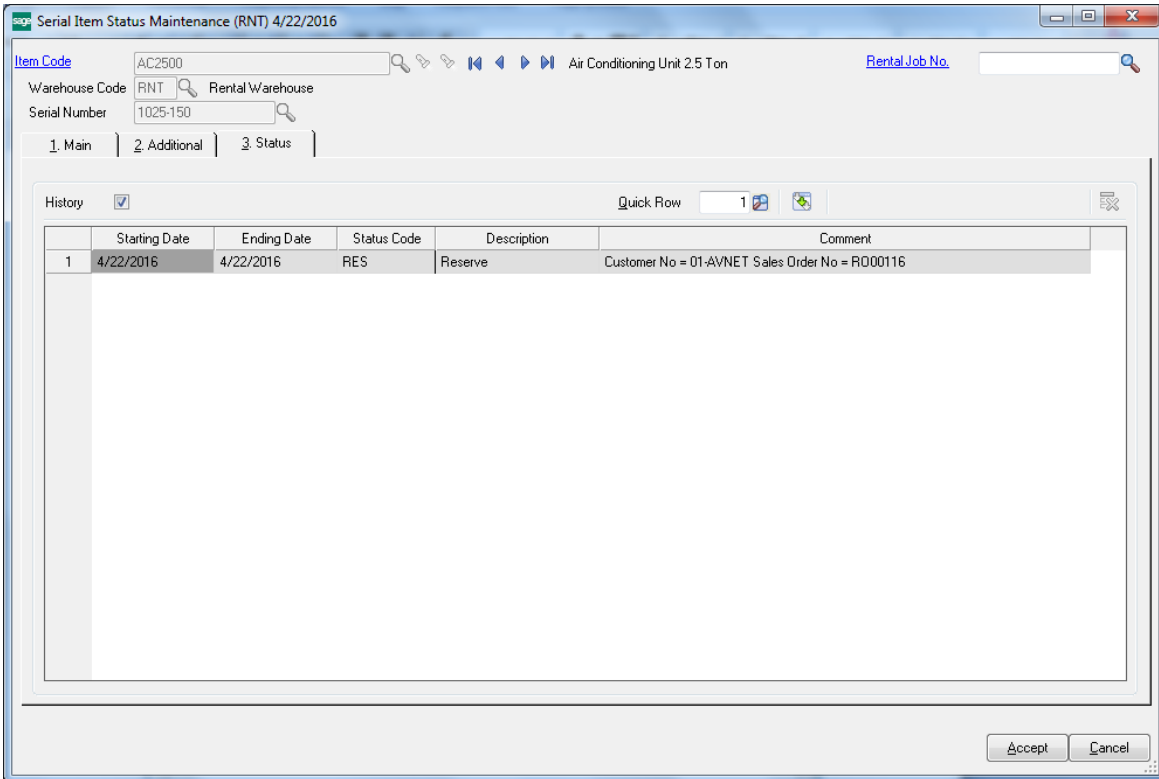
When rental is shipped through the **Rental Shipping Data Entry** program the serial numbers distributed in the **(Reserve) Serial Number Distribution** screen are loaded into the **(Rent) Serial No. Distribution** screen.



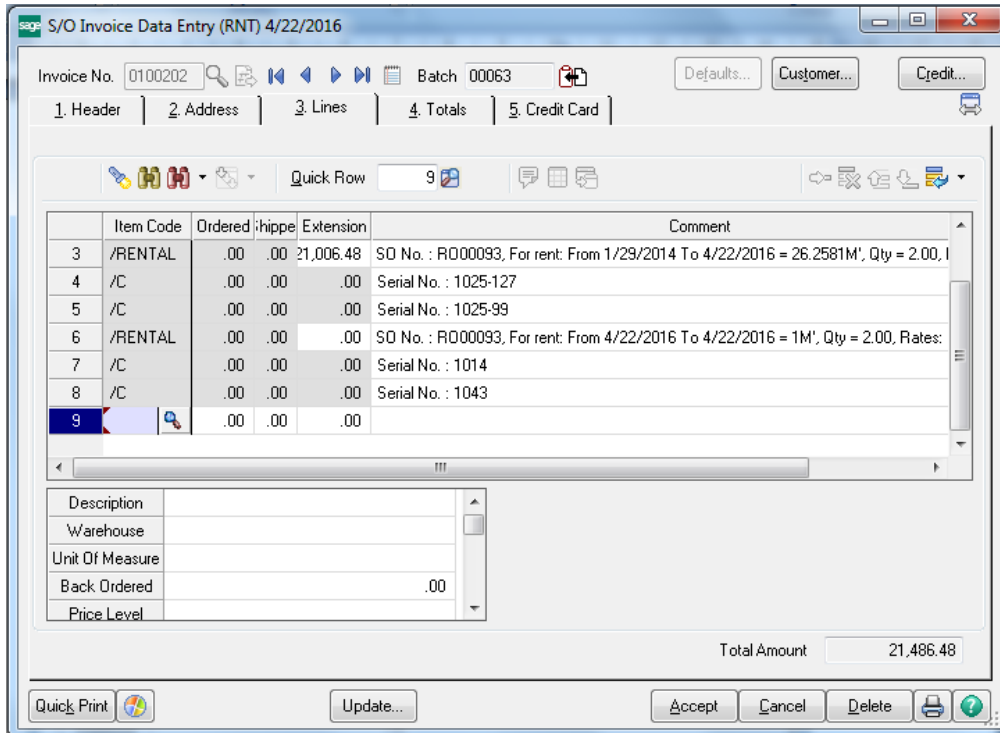
The **Serial Item Status Maintenance** is updated with a new record added for current Serial Number with Status Code set to **RNT (Rented)** and the previous status code record (RES) is moved to the History.



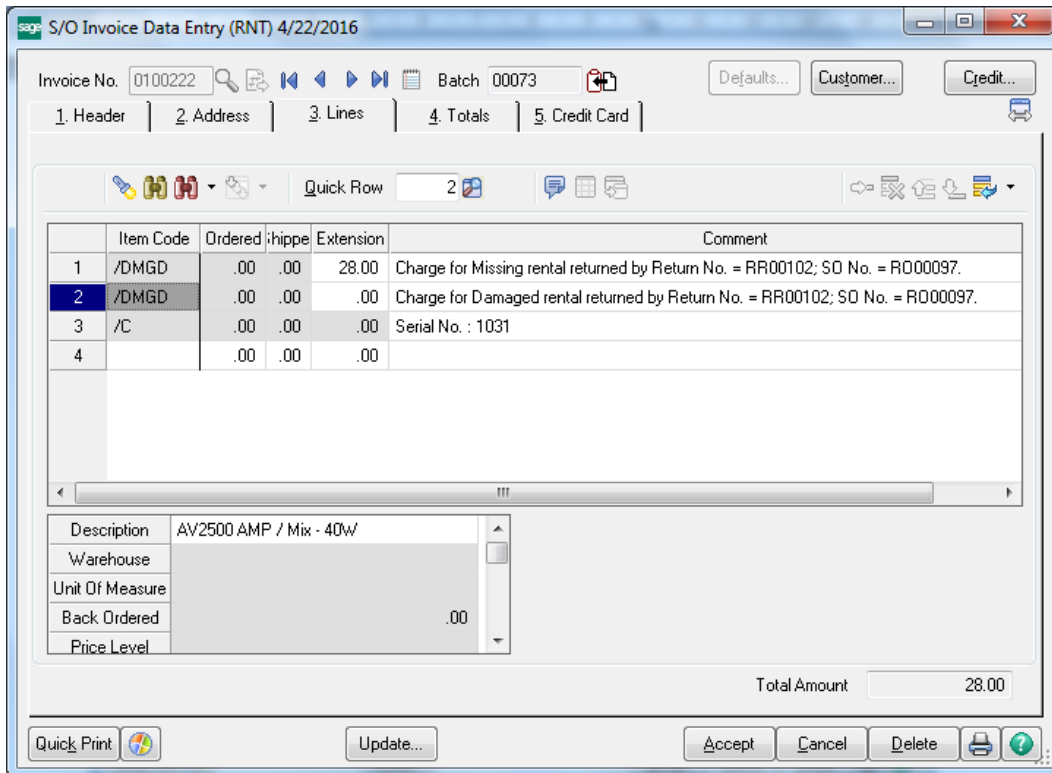
Check the History checkbox to see all Status codes for current Serial number:



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

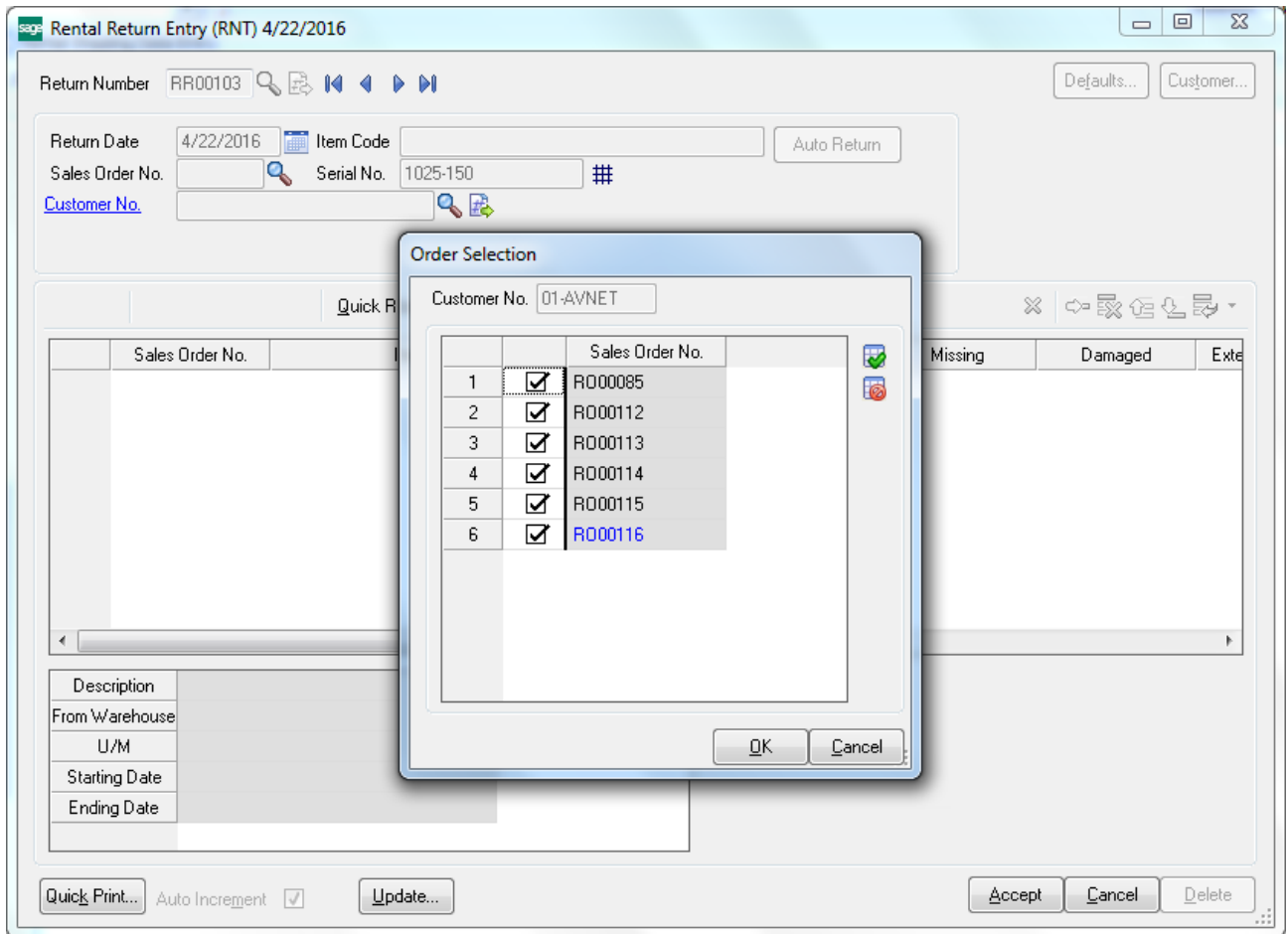


When Invoice is generated for **Missing/Damaged Rentals** through the **Track Missing/Damaged Rentals** program a Comment line is added in the Lines grid for each Serial number.

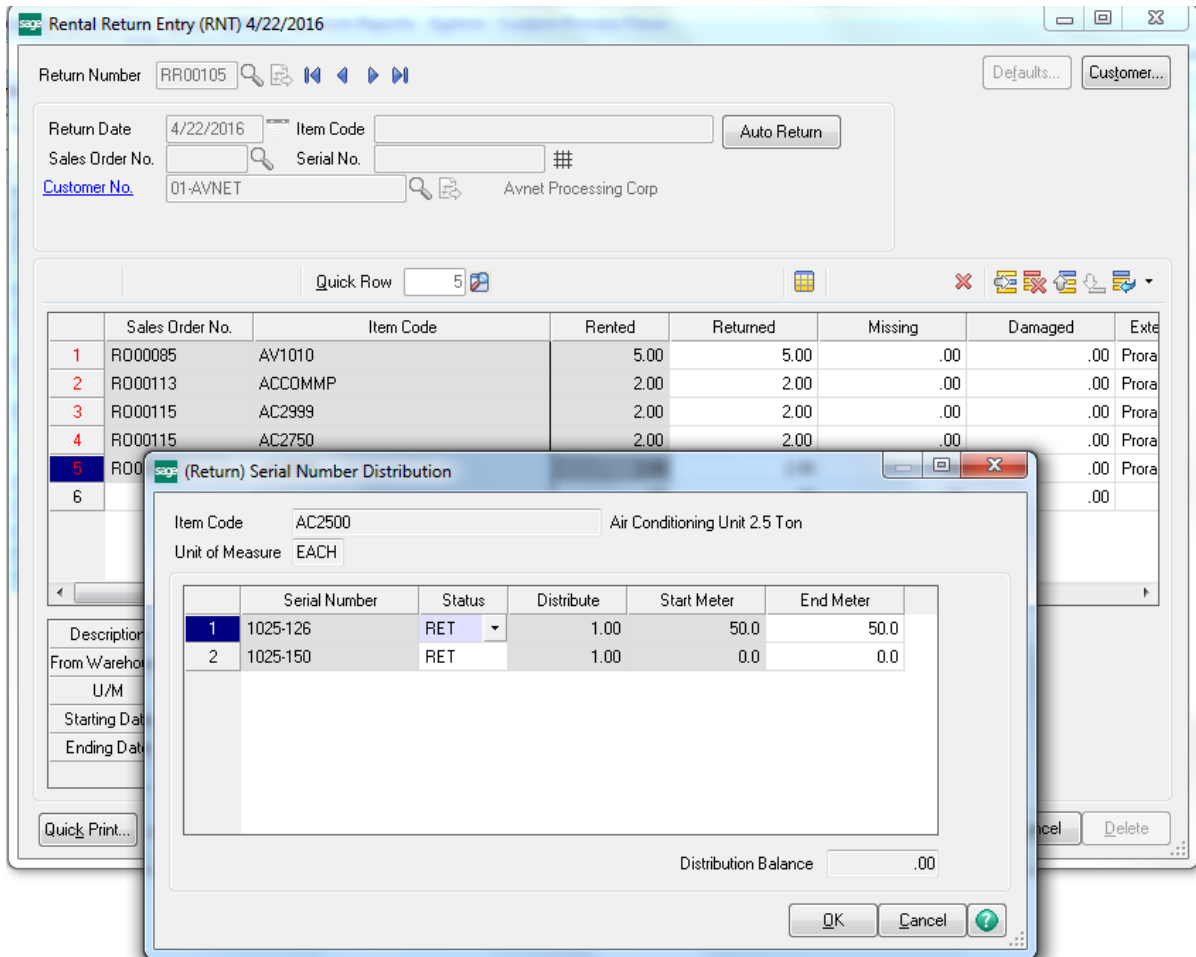


Serial Rentals Return

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



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.

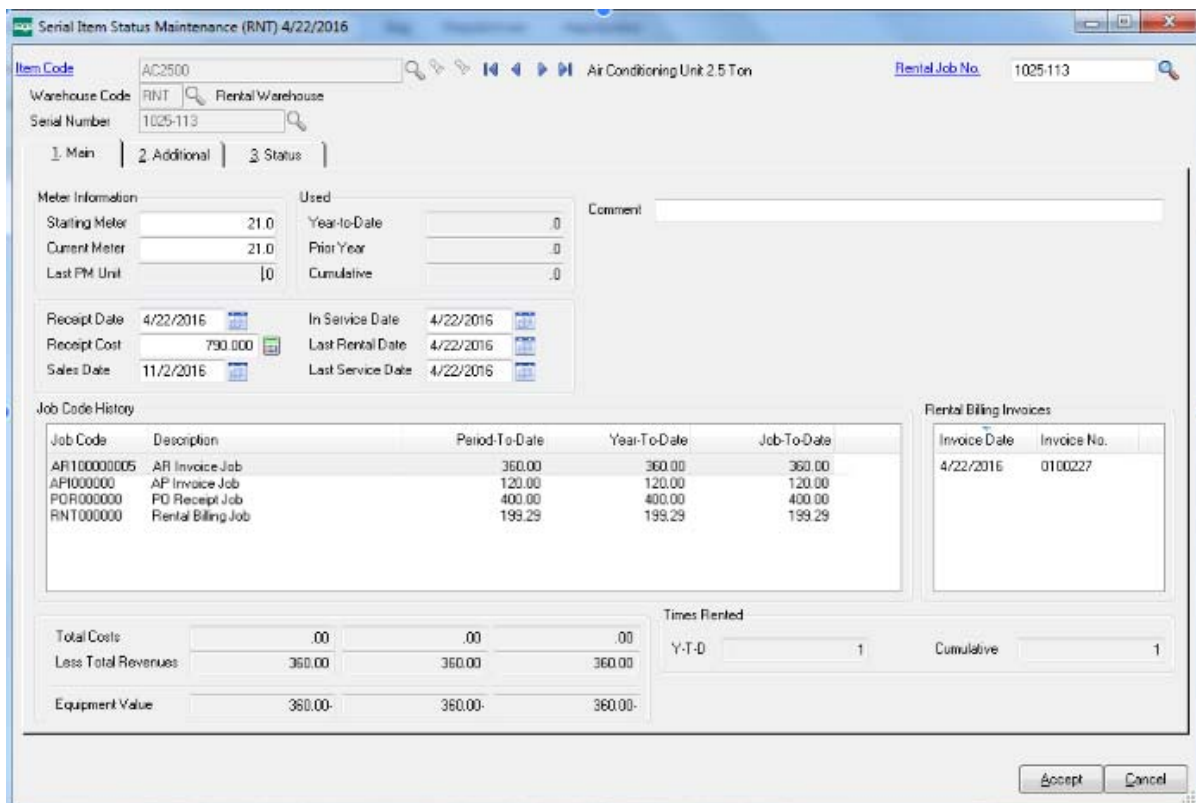


The End Meter reading entered during Shipping is loaded as Start Meter in the Return Serial Distribution screen and here the user can enter the End Meter reading at the time of return for each serial.

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.

The Main tab of **Serial Item Status Maintenance** provides information about the selected Serial Number Meter reading, Receipt date and Receipt Cost as well as information about the Rental Billing Invoices.

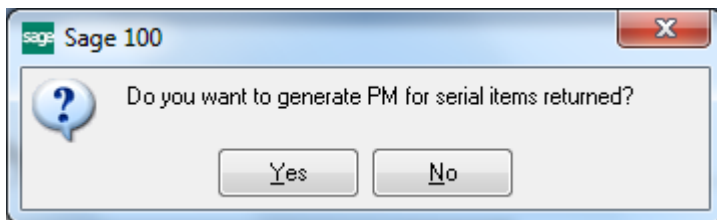


The **Current Meter** field is intended for entering current meter reading for a serial number.

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** 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.

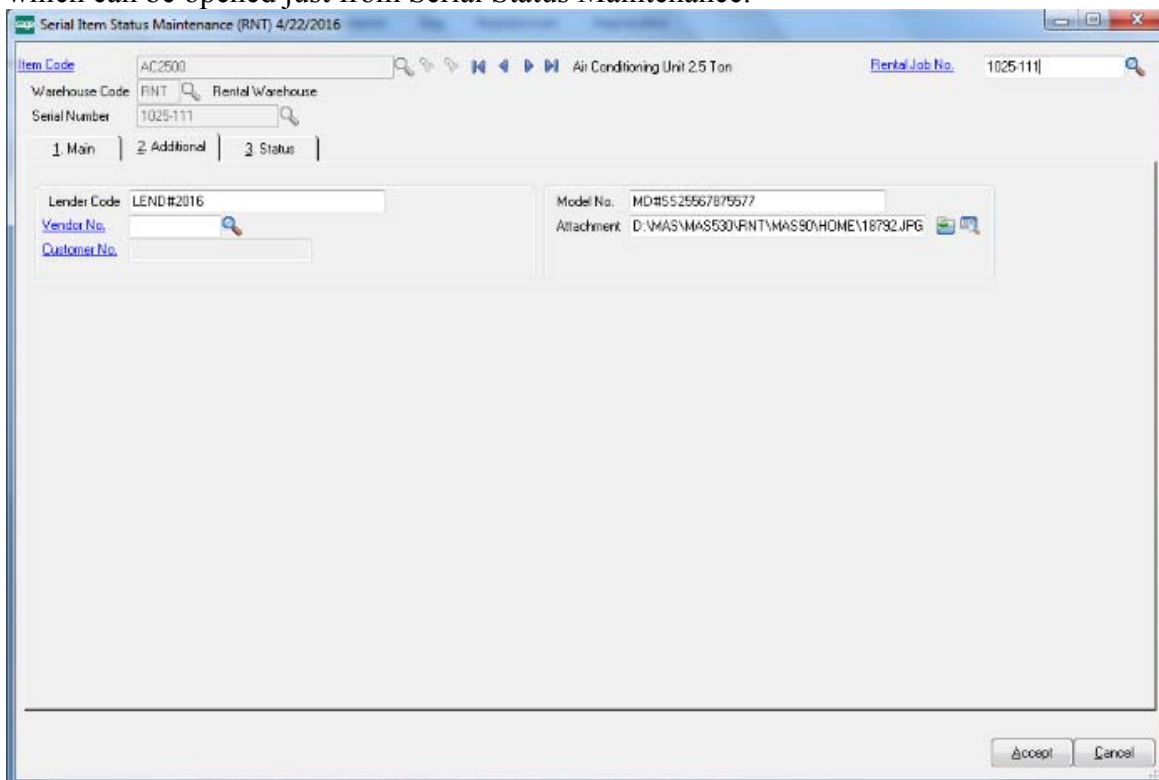


If the user confirms task generation the Serial status is changed to PM and both the **Meter Reading** and **Last PM Unit (Meter)** values are updated on the **Serial Item Status Maintenance**.

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.

Additional Tab

On the additional tab the user may enter the **Lender Code**, **Model No** and attach any file, which can be opened just from Serial Status Maintenance.



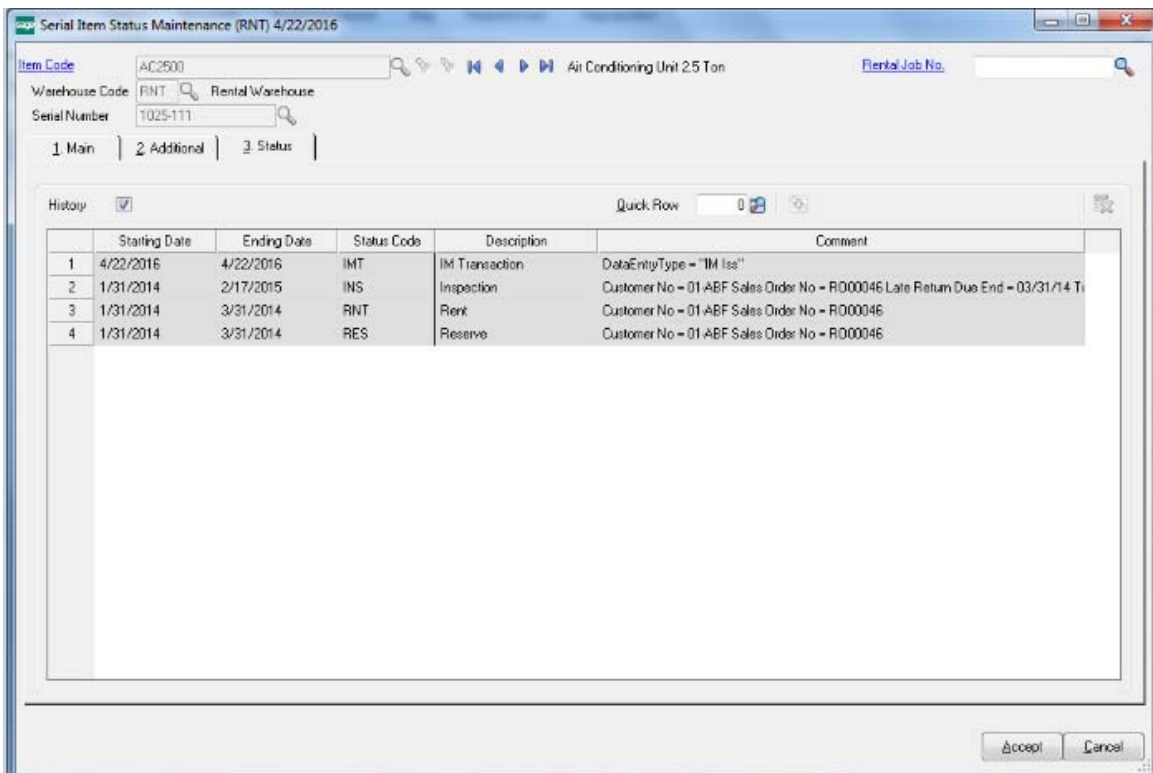
Status Tab

The **Status tab** provides information about the statuses of Serial numbers

Some status codes (STK, RES, RNT, INV, IMT, MIS, DMG, “SLD”, “SWP”) 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 damaged (DMG) and missing (MIS). The Damaged and Missing Status Codes are updated during the Rental Return update process.

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



If the Serial Number is processed as Sales Line, its status is set to “INV” (Invoiced) just after the Order is invoiced.

Serial Item Status Maintenance (RNT) 4/22/2016

Item Code: AC2500 Air Conditioning Unit 2.5 Ton

Warehouse Code: 001 Rental Warehouse

Serial Number: 1025-8

Rental Job No.:

1. Main | 2. Additional | 3. Status

History Quick Row: 2

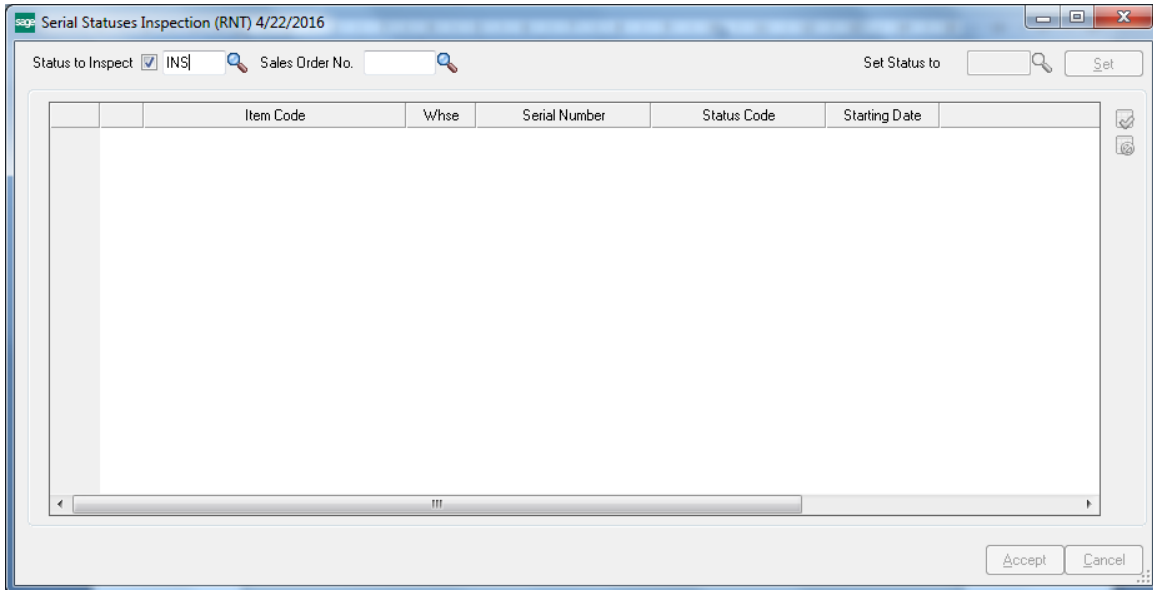
	Starting Date	Ending Date	Status Code	Description	Comment
1	10/2/2013	10/14/2013	RES	Reserve	Customer No = 02-AMERCON Sales Order No = 0000012
2	4/22/2016		INV	Invoiced	Customer No = 01-BRESLIN Invoice No = 0100235
3					

Accept Cancel

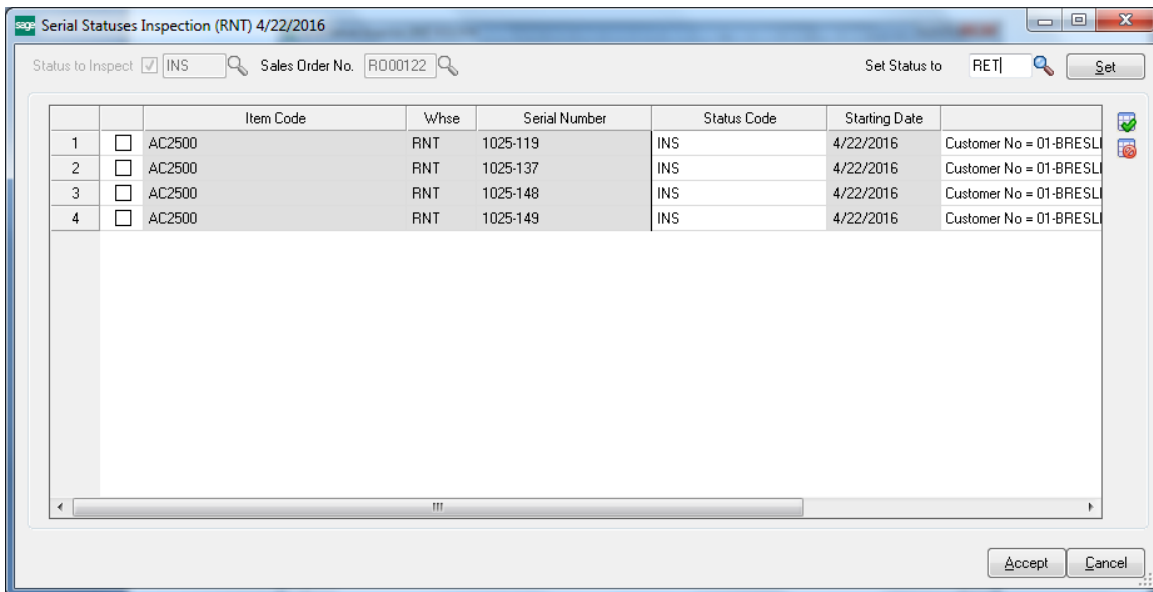
The current status of each Serial Number is validated before it is processed. And depending on its status the system determines whether or not it can be processed currently.

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.



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.

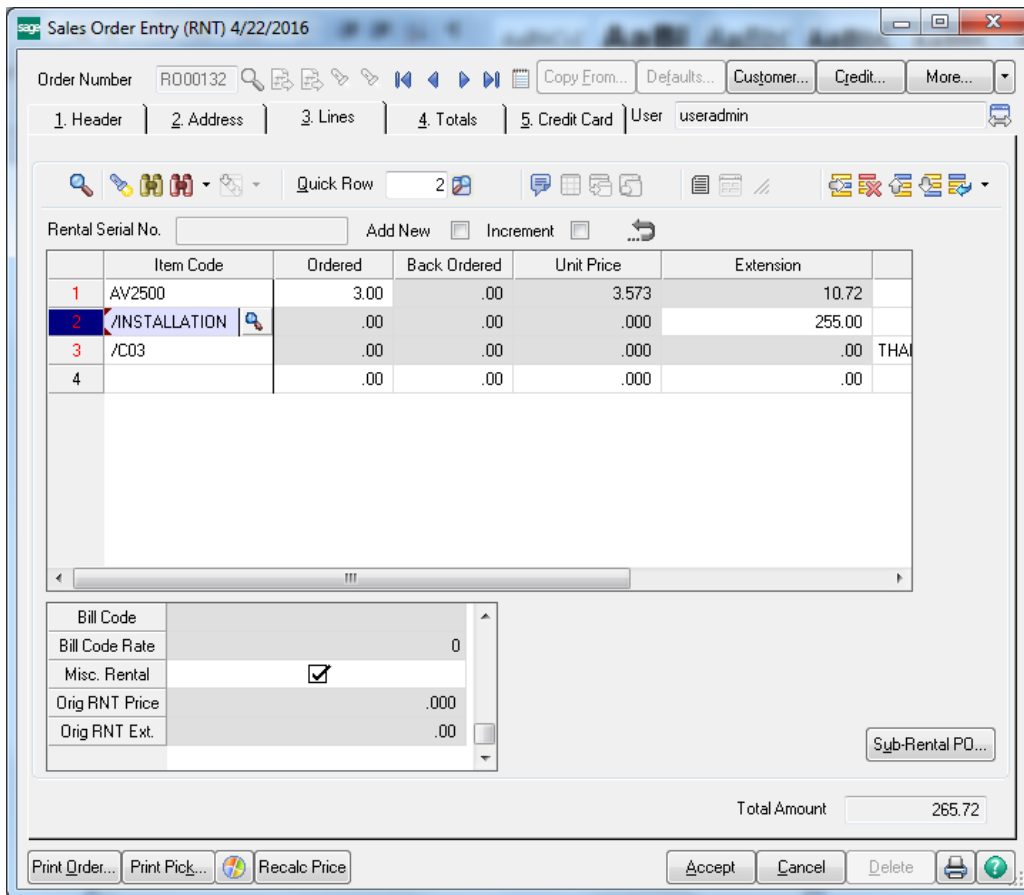


The **Set Status To** field is defaulted to RET (Returned) allowing the user to easily set the status to returned. If during inspection it is found out that the Item is damaged, needs repair or something else then it's necessary to select corresponding status code from the lookup list and press the Set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

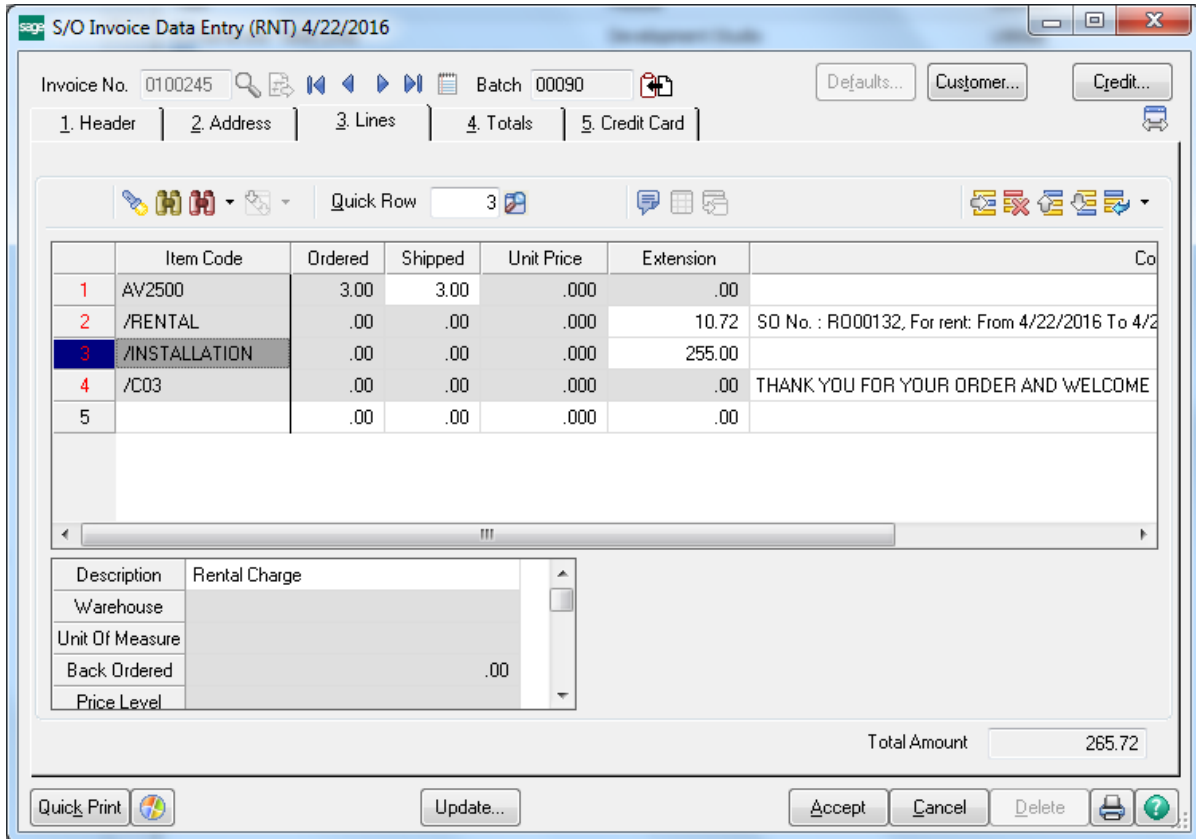
		Item Code	Whse	Serial Number	Status Code	Starting Date	Customer No = 01-BRESL
1	<input checked="" type="checkbox"/>	AC2500	RNT	1025-119	DMG	4/22/2016	Customer No = 01-BRESL
2	<input checked="" type="checkbox"/>	AC2500	RNT	1025-137	RET	4/22/2016	Customer No = 01-BRESL
3	<input checked="" type="checkbox"/>	AC2500	RNT	1025-148	INS	4/22/2016	Customer No = 01-BRESL
4	<input checked="" type="checkbox"/>	AC2500	RNT	1025-149	RET	4/22/2016	Customer No = 01-BRESL

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 Misc. 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 Misc line and the **Transfer Misc. Rental Lines** option is set to **None** in the **Sales Order Options**.*

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.

Warehouse Code Maintenance (RNT) 4/22/2016

Warehouse Code: 002

Description: Sub Rental Whse

Name: Sub Rental Warehouse

Address: 1101 W. MAC ARTHUR BLVD.

ZIP Code: 92626

City: Costa Mesa State: CA

Country: USA

Telephone: Ext:

Fax:

E-mail Address:

Contact:

Post to Location:

Sub Rental Warehouse

Use color in RNT Dispatch Board

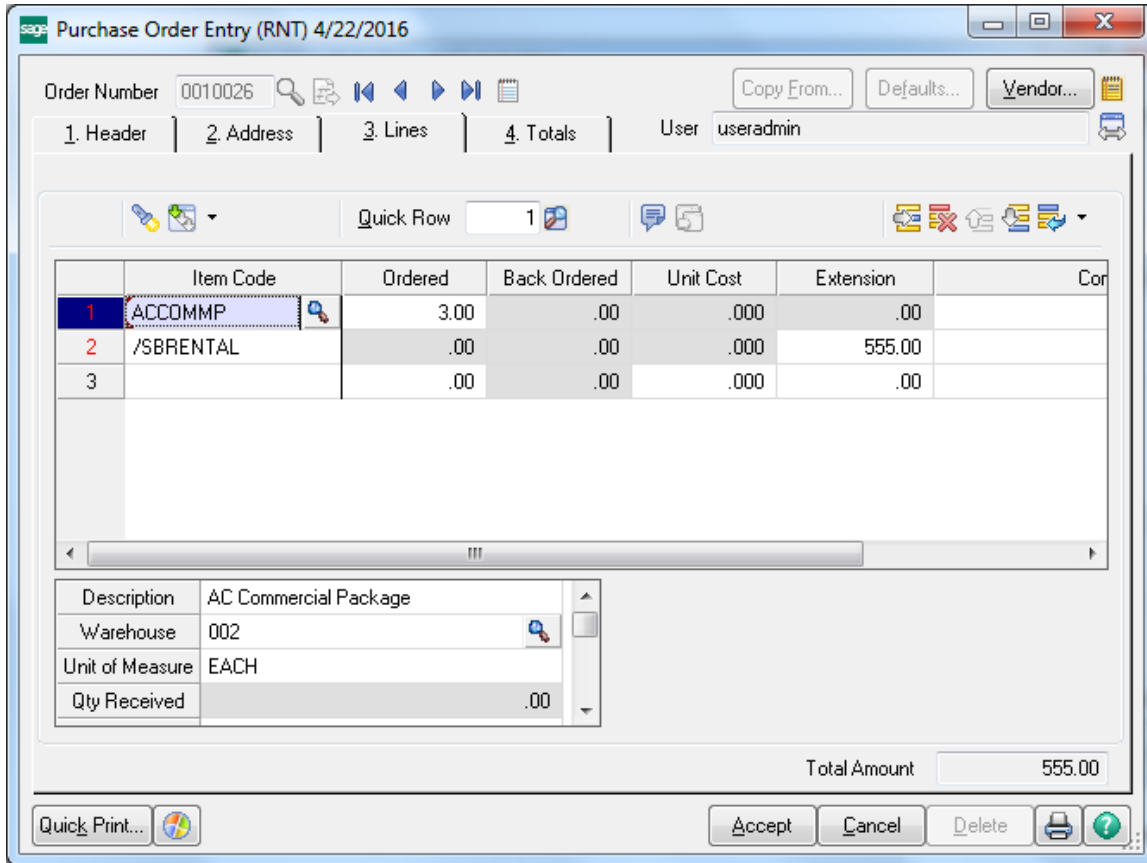
R: 0 G: 0 B: 0

Accept Cancel Delete

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

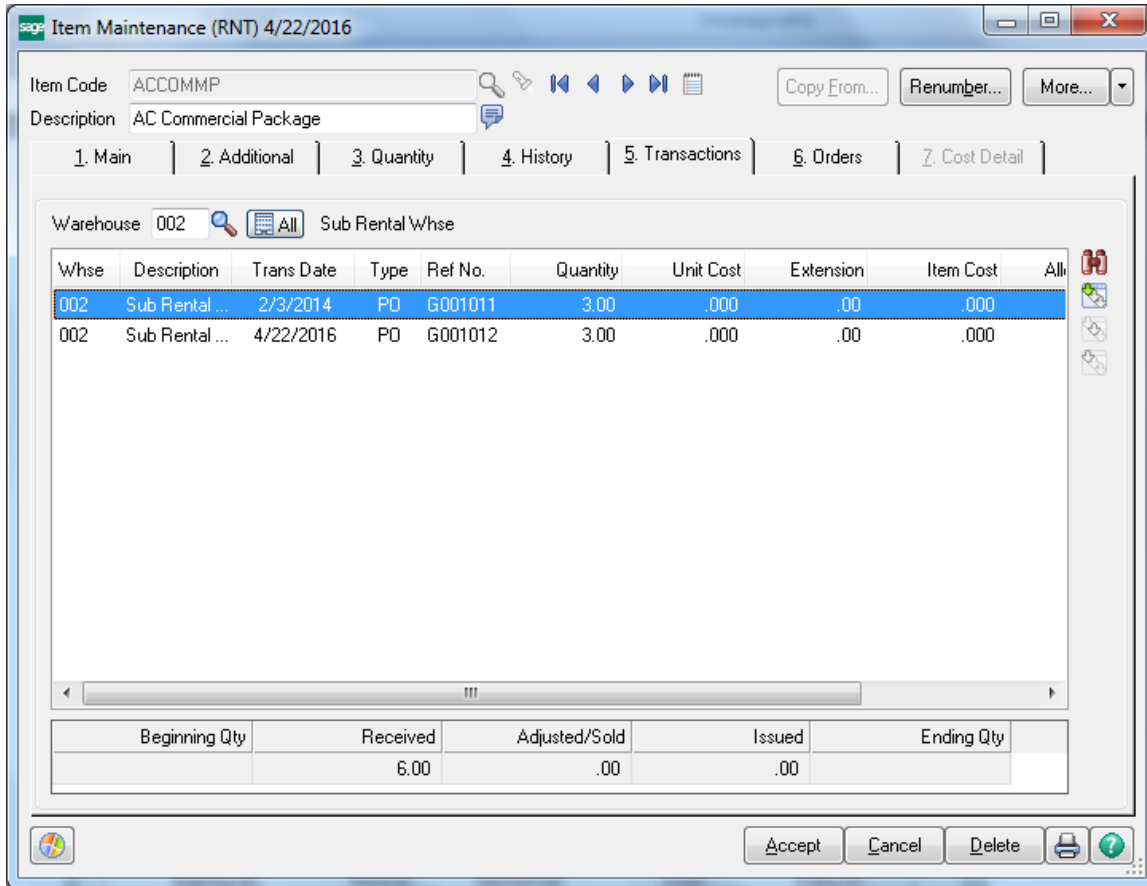
Manual PO Generation

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.

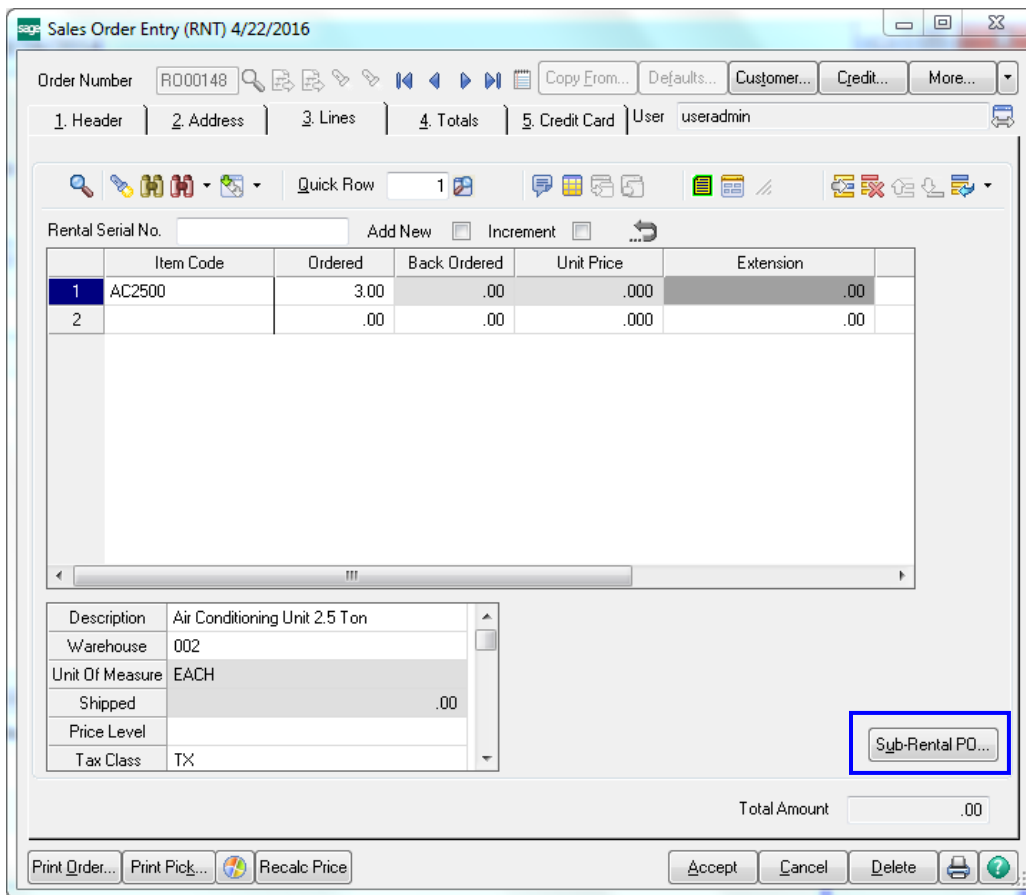


The Sub-rental Items can be returned to the vendor through the **Return of Goods Entry** transaction.

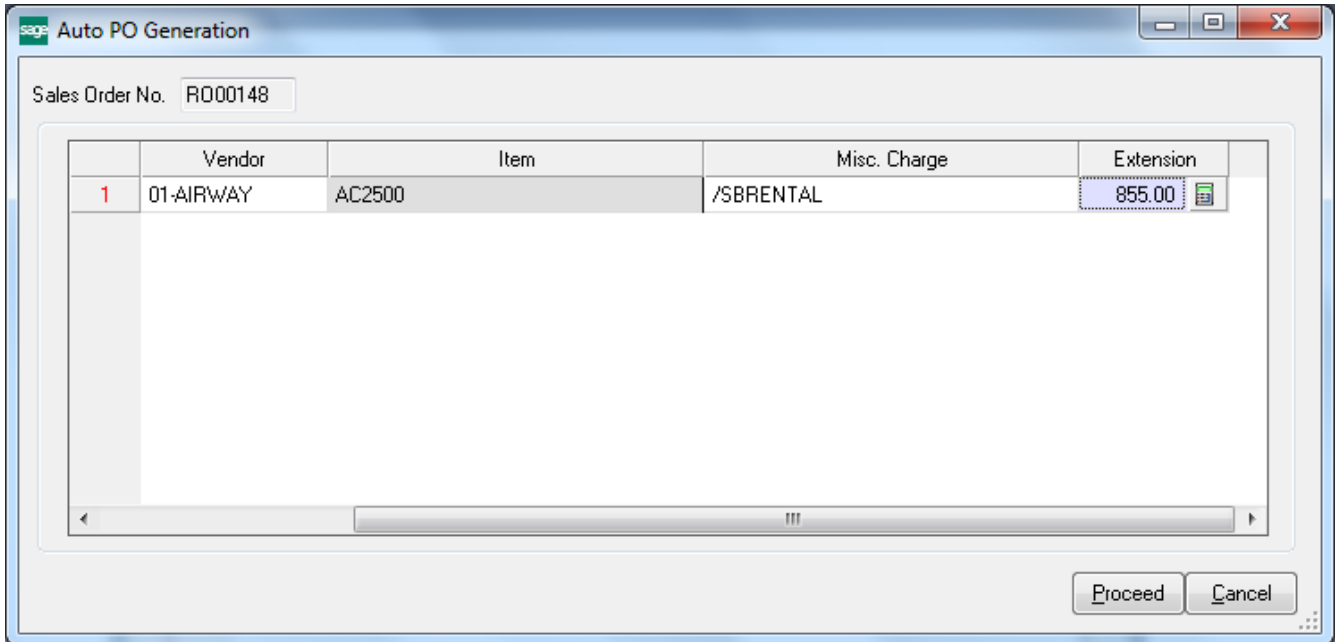
Automatic PO Generation

Sales Order Entry

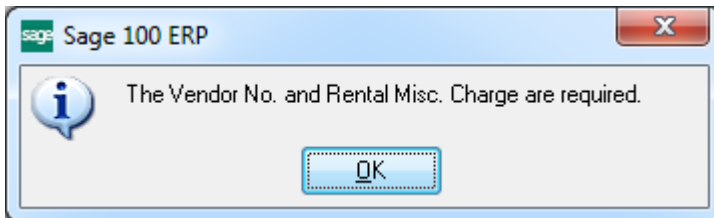
When Sales Order is created for rental items from the Sub Rental Warehouse the user can generate Purchase Order(s) for the Sales Order rental lines just from the Sales Order Lines tab through the **Sub-Rental PO** button.



Upon clicking the **Sub-Rental 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.

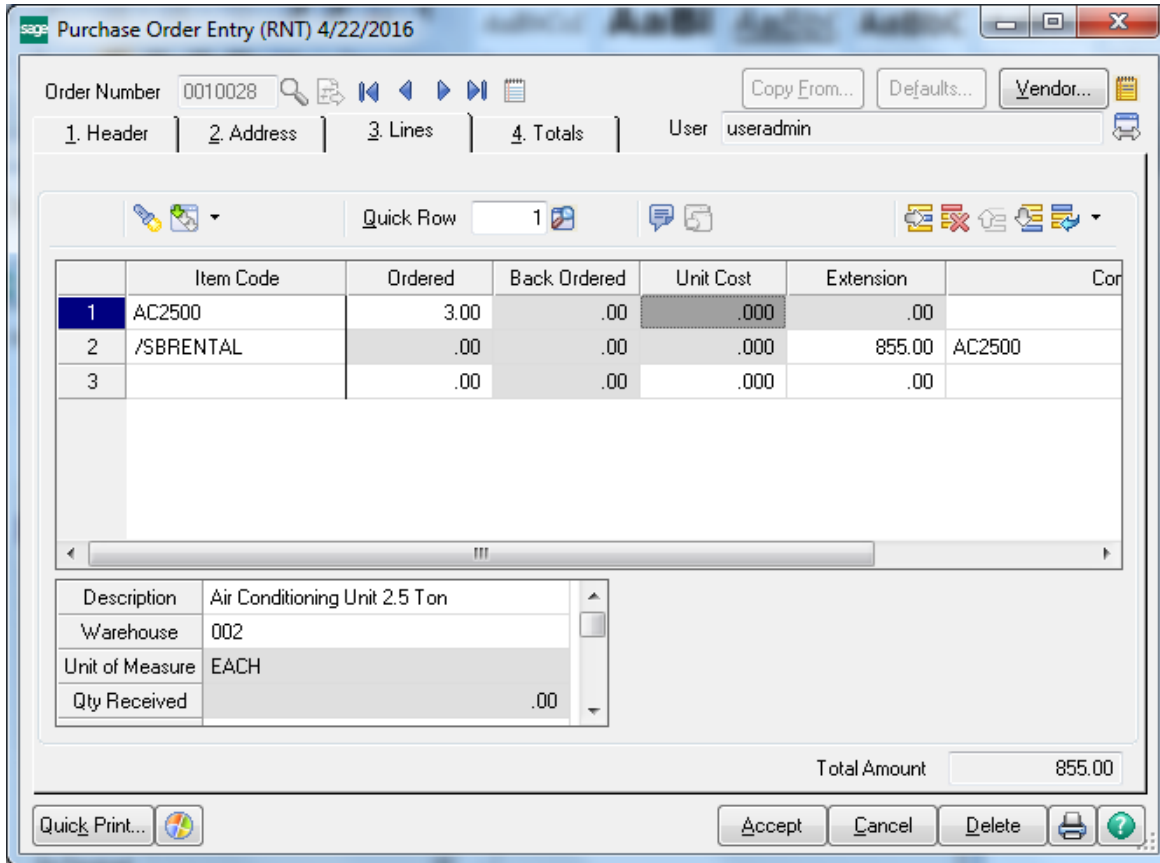
The screenshot shows the Sage Purchase Order Entry (RNT) 4/22/2016 window. The interface includes a top navigation bar with tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. The 'Header' tab is active. Key fields include:

- Order Number: 0010028
- Order Date: 4/22/2016
- Order Type: Standard Order
- Vendor No.: 01-AIRWAY (Airway Property)
- Order Status: New
- Required Date: 4/22/2016
- 1099 Form: None
- 1099 Box: (empty)
- Sales Tax Schedule: CA
- California Use Tax: (unchecked)
- Purchase Address: (empty)
- Ship-To Address: 0000 (ABC Distributing Company)
- Terms Code: 03 (NET END OF MONTH)
- Ship Via: (empty) (FOB)
- Warehouse: 000 (CENTRAL WAREHOUSE)
- Confirm To: Leo Henry
- E-mail: lhenry@bestsoftwareinc.com
- Telephone: (714) 555-0980 (Ext: 5852)
- Fax: (714) 555-0900 (Batch Fax: unchecked)
- Comment: Generated from SO# R000148 (highlighted with a blue box)
- On Hold: (unchecked)
- Print Order: (checked)

Buttons at the bottom include 'Quick Print...', 'Accept', 'Cancel', 'Delete', and a help icon.

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.



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

Rental Quick Editing

Sales Order Entry

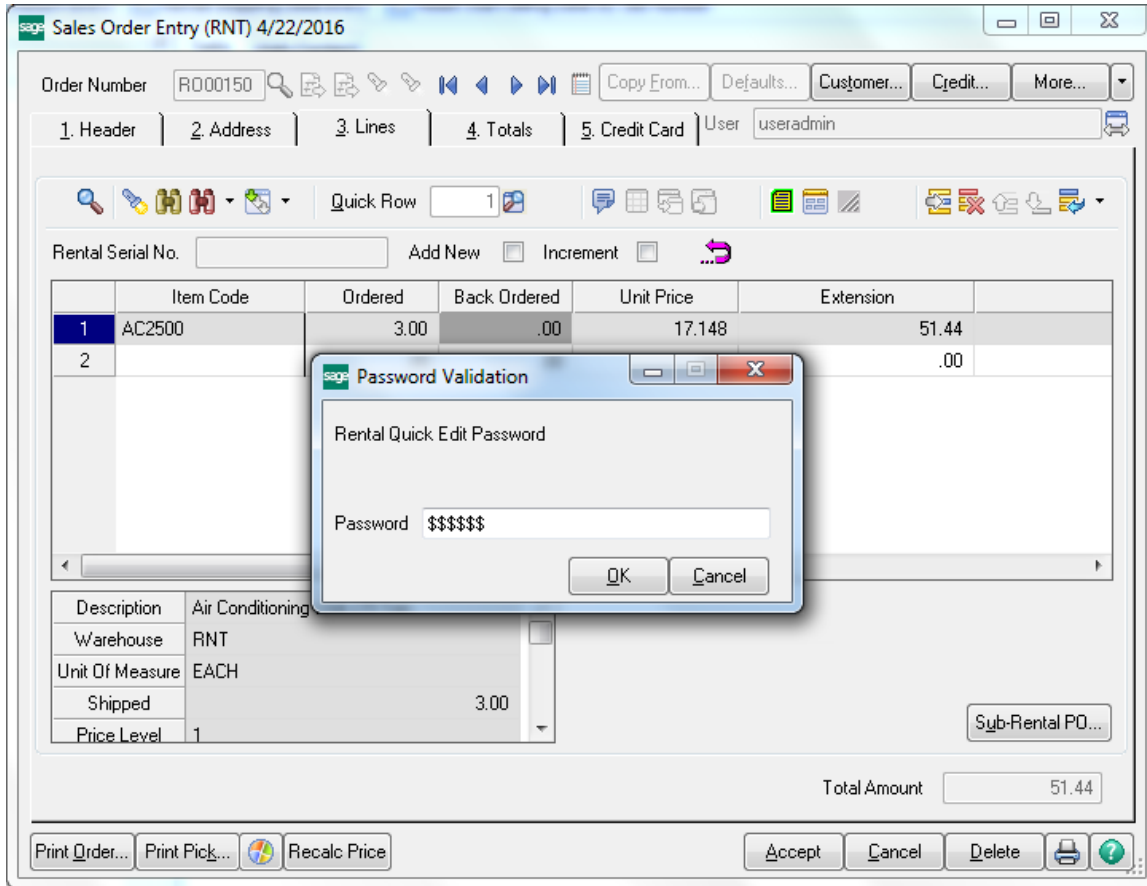
The **Rental Quick Edit** button added on the Lines tab of **Sales Order Entry** allows for changing the actual Rental Return Date for orders already returned.

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 (The **Unupdated Invoice No** field is not blank 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:

The screenshot shows a software window titled "Rental Quick Edit" with a Sage logo. At the top, there is a text field for "Item" containing "AC2500" and a label "AIR CONDITIONING UNIT 2.5 TON". Below this is a table with the following data:

	Serial No.	Start Billing Date	Return Date
1	1025-155	4/22/2016	4/30/2016

At the bottom right of the window are "Accept" and "Cancel" buttons.

Reports

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**, only **Rental Orders** (the orders containing only Rental lines) 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) 4/22/2016

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 Lines: Rental (dropdown menu showing Rental, Both, Sales)

With Qty: All

Rental Info:

Sales Order Types to Print:

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

Microsoft XPS Document Writer

Keep Window Open After: Print Preview

Print Preview Setup

The **With Qty** option allows for printing:

All – all orders

Shipped- only the lines of the Orders that are shipped. (Qty Shipped>0)

Non Shipped – only the lines that are not shipped.

(Qty Shipped=0)

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

Rental Company (RNT)

Order Number	Type	Customer / Name	Item Description	P	Unit	Price	Quantity On Order	Quantity Shipped	Quantity Back Order	Extension
0000002	Std	02-AUTOCR	Autocraft Accessories							
	Rnt	6/28/2013 AV2900	Mic	0300	001	13.286	2.00	0.00	0.00	26.57 *
			Sales Tax							1.93
Order 0000002 Total:										28.50
0000006	Std	01-ABF	American Business Futures							
	Rnt	7/2/2013 AC2500	Air Conditioning Unit 2.5 Ton	0100	001	360.000	1.00	0.00	0.00	360.00 *
Order 0000006 Total:										360.00
0000007	Std	01-AVNET	Avnet Processing Corp							
	Rnt	7/2/2013 AC2750	Air Conditioning Unit 2.75 Ton	0200	001	679.994	2.00	0.00	0.00	1,359.99 *
			Sales Tax							93.67
			Less Trade Discount							68.00-
Order 0000007 Total:										1,385.66
0000008	Std	01-ABF	American Business Futures							
	Rnt / (KG)	7/2/2013 ACCOMMP	AC Commercial Package	0100	001	0.000	1.00	0.00	0.00	0.00 *
Order 0000008 Total:										0.00
0000011	Std	01-ABF	American Business Futures							
	Rnt	7/2/2013 AC2999	AC Duck Converter	0100	001	0.000	1.00	0.00	0.00	0.00
Order 0000011 Total:										0.00
0000012	Std	02-AMERCON	American Concrete Service							
	Rnt / (KG)	7/2/2013 ACCOMMP	AC Commercial Package	0400	001	0.000	1.00	0.00	0.00	0.00 *
			Sales Tax							15.27

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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

Open Sales Order Report

Main Report

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

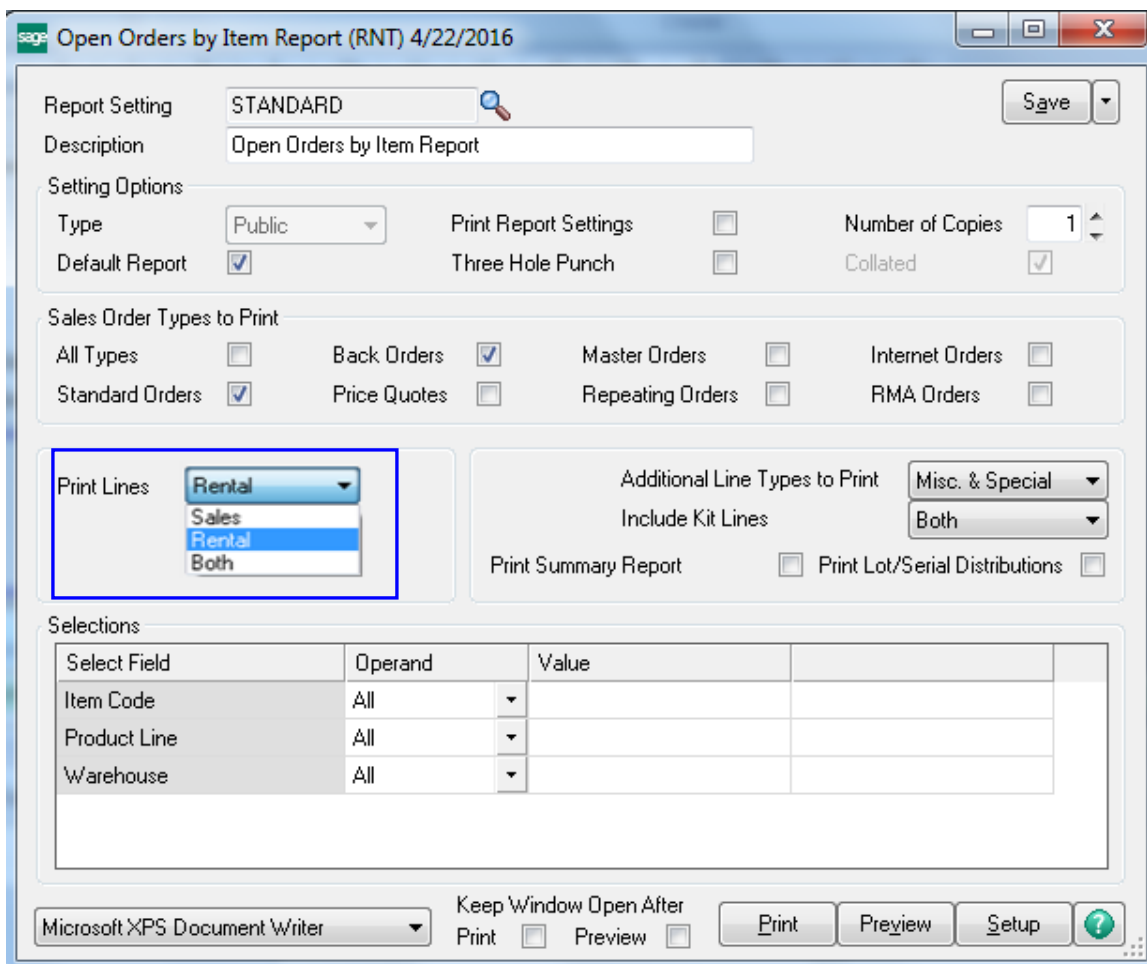
Rental Company (RNT)

Order Number	Type	Customer / Name	Item Description	P	Unit	Price	Quantity On Order	Quantity Shipped	Quantity Back Order	Extension
0000002	Std	02-AUTOOCR	Aircraft Accessories							
	Cust PO:						Order Date: 6/28/2013	Status: Open	Ship Date: 6/28/2013	
	Rnt	6/28/2013 AV2900	Mic	Salesperson: 0300	001	EACH	13.286	2.00	0.00	26.57 *
			Sales Tax							1.93
										Order 0000002 Total: 28.50
0000006	Std	01-ABF	American Business Futures				Order Date: 7/2/2013	Status: Open	Ship Date: 7/2/2013	
	Cust PO:			Salesperson: 0100			Last Invoice:	Last Invoice Date:		
	Rnt	7/2/2013 AC2500	Air Conditioning Unit 2.5 Ton	001	1	EACH	360.000	1.00	0.00	360.00 *
										Order 0000006 Total: 360.00
0000007	Std	01-AVNET	Avnet Processing Corp				Order Date: 7/2/2013	Status: Open	Ship Date: 7/2/2013	
	Cust PO:			Salesperson: 0200			Last Invoice:	Last Invoice Date:		
	Rnt	7/2/2013 AC2750	Air Conditioning Unit 2.75 Ton	001	1	EACH	679.994	2.00	0.00	1,359.99 *
			Sales Tax							93.67
			Less Trade Discount							68.00-
										Order 0000007 Total: 1,385.66
0000008	Std	01-ABF	American Business Futures				Order Date: 7/2/2013	Status: Open	Ship Date: 7/2/2013	
	Cust PO:			Salesperson: 0100			Last Invoice:	Last Invoice Date:		
	Rnt / (KG)	7/2/2013 ACCOMMP	AC Commercial Package	001	1	EACH	0.000	1.00	0.00	0.00 *
										Order 0000008 Total: 0.00
0000011	Std	01-ABF	American Business Futures				Order Date: 7/2/2013	Status: Open	Ship Date: 7/2/2013	
	Cust PO:			Salesperson: 0100			Last Invoice:	Last Invoice Date:		
	Rnt	7/2/2013 AC2999	AC Duck Converter	001	1	EACH	0.000	1.00	0.00	0.00
										Order 0000011 Total: 0.00
0000012	Std	02-AMERCON	American Concrete Service				Order Date: 7/2/2013	Status: Open	Ship Date: 7/2/2013	
	Cust PO:			Salesperson: 0400			Last Invoice:	Last Invoice Date:		
	Rnt / (KG)	7/2/2013 ACCOMMP	AC Commercial Package	001	1	EACH	0.000	1.00	0.00	0.00 *
			Sales Tax							15.27
			Less Trade Discount							23.40-
										Order 0000012 Total: 8.13-

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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.



Select Rental in the **Print Lines** drop box to print only the orders with Rental Lines (having **Rental Line** flag set in the Rental Header Information screen).

Select **Sales** to print the orders, which contain only sales lines.

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

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

Open Orders By Item Report
For Order Types: Back Orders, Standard Orders
Rental Company (RNT)

Item Code	Order No	Type	eBM	Description	Order Date	Promise Date	Customer Number/Name	Whse	Quantity						
									Ordered	Shipped	Back Ordered	Net Order	Extension		
1001-HON-H252				HON 2 DRAWER LETTER FILE W/O LK					Product Line: WF&A	U/M:	EACH				
0000024	Std/Sls				12/12/2013	12/12/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	84.00	
									Item 1001-HON-H252 Total:	1.00	0.00	0.00	1.00	84.00	
2480-9-50				DESK FILE 8" CAP 50					Product Line: FD&A	U/M:	EACH				
0000143	Back/SI				5/15/2010	5/15/2010	02-ALLENAP	Aller's Appliance Repair	002	100.00	0.00	100.00	100.00	3,146.00	
0000149	Back/SI				5/23/2010	5/23/2010	02-AMERCON	American Concrete Service	002	25.00	5.00	20.00	20.00	629.20	
									Item 2480-9-50 Total:	125.00	5.00	120.00	120.00	3,775.20	
2481-5-50				DESK FILE 5 1/4" CAP 50					Product Line: FD&A	U/M:	EACH				
0000143	Back/SI				5/15/2010	5/15/2010	02-ALLENAP	Aller's Appliance Repair	002	75.00	0.00	75.00	75.00	1,347.00	
									Item 2481-5-50 Total:	75.00	0.00	75.00	75.00	1,347.00	
2551-3-50				DESK FILE 3 1/2" CAP 50					Product Line: FD&A	U/M:	EACH				
0000149	Back/SI				5/23/2010	5/23/2010	02-AMERCON	American Concrete Service	002	10.00	5.00	5.00	5.00	116.00	
									Item 2551-3-50 Total:	10.00	5.00	5.00	5.00	116.00	
8953				UNIVERSAL 3 1/2" SSDD FLEX DSK					Product Line: FD&A	U/M:	EACH				
0000152	Back/SI				5/11/2010	5/11/2010	01-BRESLIN	Breslin Parts Supply	001	100.00	0.00	100.00	100.00	422.80	
									Item 8953 Total:	100.00	0.00	100.00	100.00	422.80	
8971				UNIVERSAL 5 1/4" SSDD FLEX DSK					Product Line: FD&A	U/M:	EACH				
0000161	Back/SI				5/14/2010	5/31/2010	01-HILLSB	Hillsboro Service Center	001	15.00	0.00	15.00	15.00	35.25	
									Item 8971 Total:	15.00	0.00	15.00	15.00	35.25	
8972				UNIVERSAL 5 1/4" DSDD FLEX DSK					Product Line: FD&A	U/M:	EACH				
0000153	Back/SI				5/11/2010	5/13/2010	01-ABF	American Business Futures	001	100.00	80.00	20.00	20.00	56.06	
									Item 8972 Total:	100.00	80.00	20.00	20.00	56.06	
AV1010				Pak Audio Package					Product Line: C&A	U/M:	EACH				
RO00141	Std/Sls				4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	5.00	0.00	0.00	5.00	135.80	
RO00142	Std/Sls				4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	5.00	0.00	0.00	5.00	135.80	
RO00143	Std/Sls				4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	5.00	0.00	0.00	5.00	135.80	
RO00142	Std/Sls				4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	5.00	0.00	0.00	5.00	135.80	
RO00143	Std/Sls				4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	5.00	0.00	0.00	5.00	135.80	
									Item AV1010 Total:	15.00	0.00	0.00	15.00	407.40	

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

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

Rental Company (RNT)

Item Code Order No	Type	eBM	Description Order Date	Promise Date	Customer Number/Name	Where	Quantity				Extension	
							Ordered	Shipped	Back Ordered	Net Order		
AC2500 Air Conditioning Unit 2.5 Ton							Product Line: C&A	U/M: EACH				
0000006	Std Rnt		7/2/2013	7/2/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	380.00
0000008	Std Rnt		7/2/2013	7/2/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	48.00
0000012	Std Rnt		7/2/2013	7/2/2013	02-AMERCON	American Concrete Service	001	1.00	0.00	0.00	1.00	222.85
0000014	Std Rnt		8/22/2013	8/22/2013	01-ABF	American Business Futures	001	2.00	0.00	0.00	2.00	4,354.30
0000021	Std Rnt		12/12/2013	12/12/2013	01-ABF	American Business Futures	001	2.00	0.00	0.00	2.00	34.30
RO00044	Std Rnt		1/31/2014	1/31/2014	01-ABF	American Business Futures	RNT	2.00	0.00	0.00	2.00	752.00
RO00047	Std Rnt		1/31/2014	1/31/2014	01-ABF	American Business Futures	RNT	3.00	1.00	0.00	3.00	2,931.45
RO00049	Std Rnt		2/1/2014	2/1/2014	01-ABF	American Business Futures	RNT	3.00	0.00	0.00	3.00	2,931.45
RO00070	Std Rnt		4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	2.00	0.00	0.00	2.00	34.30
RO00093	Std Rnt		4/22/2016	4/22/2016	01-ABF	American Business Futures	RNT	2.00	2.00	0.00	2.00	2,348.40
RO00094	Std Rnt		4/22/2016	4/22/2016	01-ABF	American Business Futures	RNT	2.00	2.00	0.00	2.00	2,348.40
RO00145	Std Rnt		4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	002	2.00	0.00	0.00	2.00	34.30
RO00146	Std Rnt		4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	002	2.00	0.00	0.00	2.00	34.30
RO00148	Std Rnt		4/22/2016	4/22/2016	01-BRESLIN	Breslin Parts Supply	002	3.00	3.00	0.00	3.00	0.00
RO00150	Std Rnt		4/22/2016	4/22/2016	01-AVNET	Avnet Processing Corp	RNT	3.00	3.00	0.00	3.00	51.44
Item AC2500 Total:								31.00	11.00	0.00	31.00	16,485.49
AC2750 Air Conditioning Unit 2.75 Ton							Product Line: C&A	U/M: EACH				
0000007	Std Rnt		7/2/2013	7/2/2013	01-AVNET	Avnet Processing Corp	001	2.00	0.00	0.00	2.00	1,359.99
0000014	Std Rnt		8/22/2013	8/22/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	2,540.01
RO00055	Std Rnt		2/3/2014	2/3/2014	01-ABF	American Business Futures	002	2.00	0.00	0.00	2.00	40.01
RO00056	Std Rnt		2/3/2014	2/3/2014	01-ABF	American Business Futures	002	2.00	0.00	0.00	2.00	40.01
Item AC2750 Total:								7.00	0.00	0.00	7.00	3,980.02
AC2999 AC Duck Converter							Product Line: C&A	U/M: EACH				
0000008	Std Rnt		7/2/2013	7/2/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	0.00

Current Page No.: 1 Total Page No.: 1+ Zoom Factor: 100%

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

Rental Company (RNT)

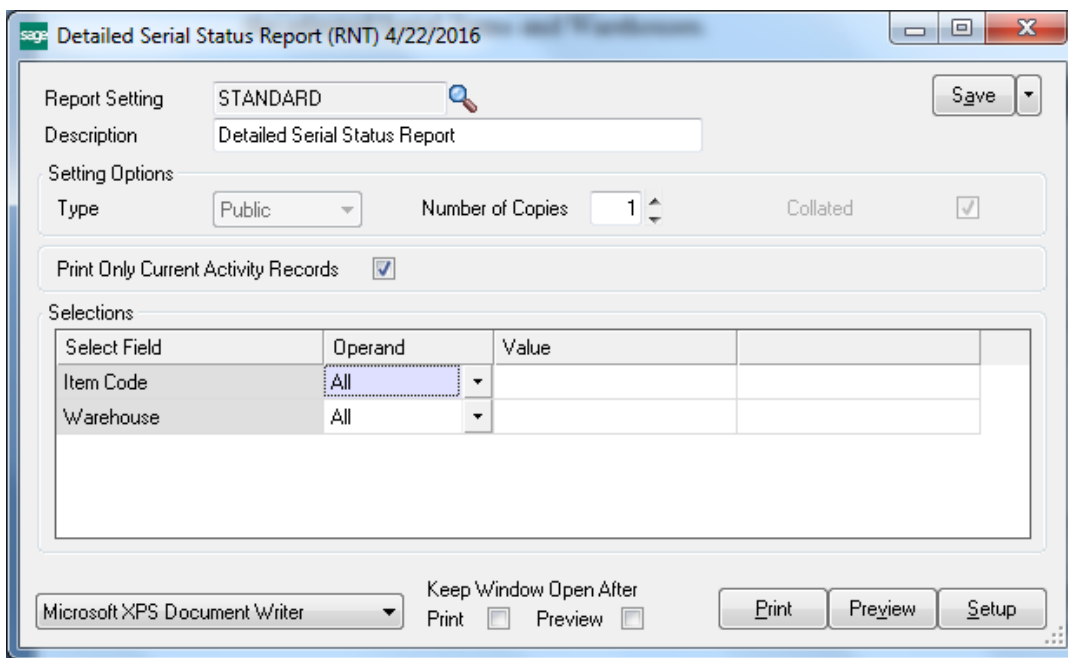
Item Code Order No	Type	eBM	Description Order Date	Promise Date	Customer Number/Name	Where	Quantity				Extension	
							Ordered	Shipped	Back Ordered	Net Order		
1001-HON-H282 HON 2 DRAWER LETTER FILE W/O LK							Product Line: WF&A	U/M: EACH				
0000024	Std/Sls		12/12/2013	12/12/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	84.00
Item 1001-HON-H282 Total:								1.00	0.00	0.00	1.00	84.00
2480-8-50 DESK FILE 8" CAP 50							Product Line: FD&A	U/M: EACH				
0000143	Back/SI		5/15/2010	5/15/2010	02-ALLENAP	Allen's Appliance Repair	002	100.00	0.00	100.00	100.00	3,146.00
0000149	Back/SI		5/23/2010	5/23/2010	02-AMERCON	American Concrete Service	002	25.00	5.00	20.00	20.00	629.20
Item 2480-8-50 Total:								125.00	5.00	120.00	120.00	3,775.20
2481-5-50 DESK FILE 5 1/4" CAP 50							Product Line: FD&A	U/M: EACH				
0000143	Back/SI		5/15/2010	5/15/2010	02-ALLENAP	Allen's Appliance Repair	002	75.00	0.00	75.00	75.00	1,347.00
Item 2481-5-50 Total:								75.00	0.00	75.00	75.00	1,347.00
2551-3-50 DESK FILE 3 1/2" CAP 50							Product Line: FD&A	U/M: EACH				
0000149	Back/SI		5/23/2010	5/23/2010	02-AMERCON	American Concrete Service	002	10.00	5.00	5.00	5.00	116.00
Item 2551-3-50 Total:								10.00	5.00	5.00	5.00	116.00
8953 UNIVERSAL 3 1/2" SSDD FLEX DSK							Product Line: FD&A	U/M: EACH				
0000152	Back/SI		5/11/2010	5/11/2010	01-BRESLIN	Breslin Parts Supply	001	100.00	0.00	100.00	100.00	422.80
Item 8953 Total:								100.00	0.00	100.00	100.00	422.80
8971 UNIVERSAL 5 1/4" SSDD FLEX DSK							Product Line: FD&A	U/M: EACH				
0000161	Back/SI		5/14/2010	5/31/2010	01-HILLSB	Hillsboro Service Center	001	15.00	0.00	15.00	15.00	35.25
Item 8971 Total:								15.00	0.00	15.00	15.00	35.25
8972 UNIVERSAL 5 1/4" DSDD FLEX DSK							Product Line: FD&A	U/M: EACH				
0000153	Back/SI		5/11/2010	5/13/2010	01-ABF	American Business Futures	001	100.00	80.00	20.00	20.00	56.06
Item 8972 Total:								100.00	80.00	20.00	20.00	56.06
AC2500 Air Conditioning Unit 2.5 Ton							Product Line: C&A	U/M: EACH				
0000006	Std Rnt		7/2/2013	7/2/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	380.00
0000008	Std Rnt		7/2/2013	7/2/2013	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	48.00
0000012	Std Rnt		7/2/2013	7/2/2013	02-AMERCON	American Concrete Service	001	1.00	0.00	0.00	1.00	222.85
0000014	Std Rnt		8/22/2013	8/22/2013	01-ABF	American Business Futures	001	2.00	0.00	0.00	2.00	4,354.30
0000021	Std Rnt		12/12/2013	12/12/2013	01-ABF	American Business Futures	001	2.00	0.00	0.00	2.00	34.30
RO00044	Std Rnt		1/31/2014	1/31/2014	01-ABF	American Business Futures	RNT	2.00	0.00	0.00	2.00	752.00
RO00047	Std Rnt		1/31/2014	1/31/2014	01-ABF	American Business Futures	RNT	3.00	1.00	0.00	3.00	2,931.45
RO00049	Std Rnt		2/1/2014	2/1/2014	01-ABF	American Business Futures	RNT	3.00	0.00	0.00	3.00	2,931.45

Current Page No.: 1 Total Page No.: 2 Zoom Factor: 100%

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

Detailed Serial Status Report

The **Detailed Serial Status Report** has been added to the **Inventory Management Rental Processing** menu to allow printing detail information about the Serial Number statuses for the selected Serial Items and Warehouses.



Here is an example of printout:

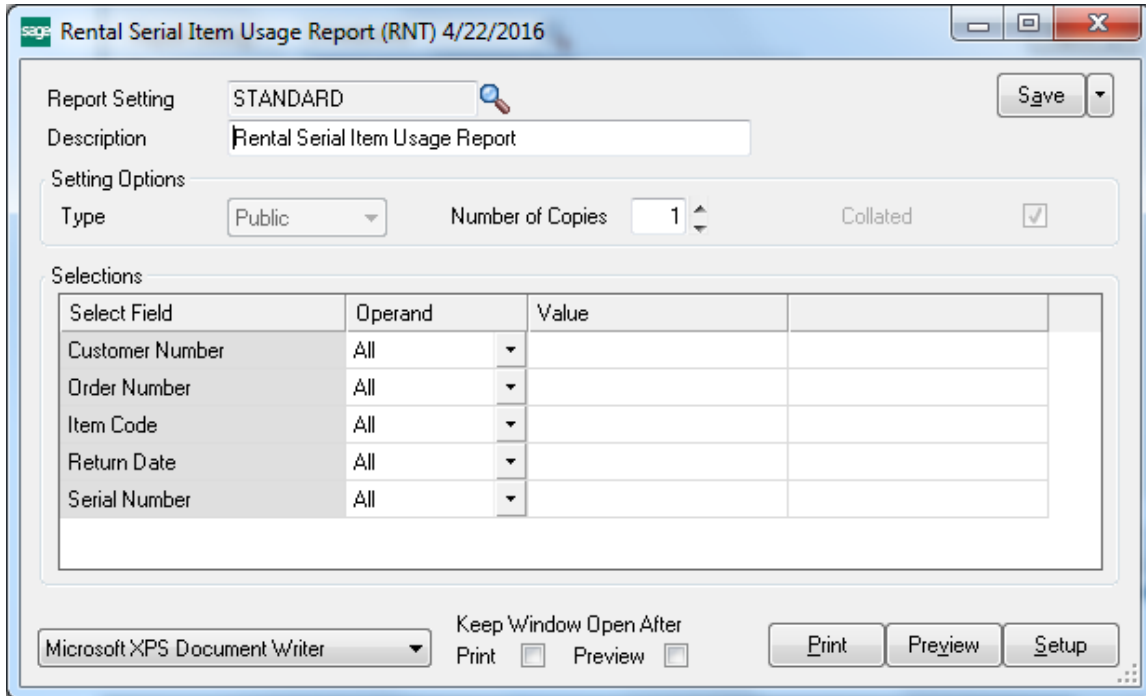
Detailed Serial Status Report

Item Code	Item Description		
Serial No.	Whse	Whse Description	Current Status
AC2500	Air Conditioning Unit 2.5 Ton		
1025-	001	Rental Warehouse	INS - 000022
1025-100	RNT	Rental Warehouse	INS - RO00031
1025-102	RNT	Rental Warehouse	INS - RO00031
1025-103	RNT	Rental Warehouse	INS - RO00031
1025-104	RNT	Rental Warehouse	INS - RO00059
1025-105	RNT	Rental Warehouse	INS - RO00059
1025-106	RNT	Rental Warehouse	RES - RO00044
1025-107	RNT	Rental Warehouse	RES - RO00044
1025-108	RNT	Rental Warehouse	INS - RO00045
1025-109	RNT	Rental Warehouse	INS - RO00040
1025-11	RNT	Rental Warehouse	INS - RO00045
1025-110	RNT	Rental Warehouse	INS - RO00046
1025-112	RNT	Rental Warehouse	INS - RO00040
1025-113	RNT	Rental Warehouse	INS - RO00047

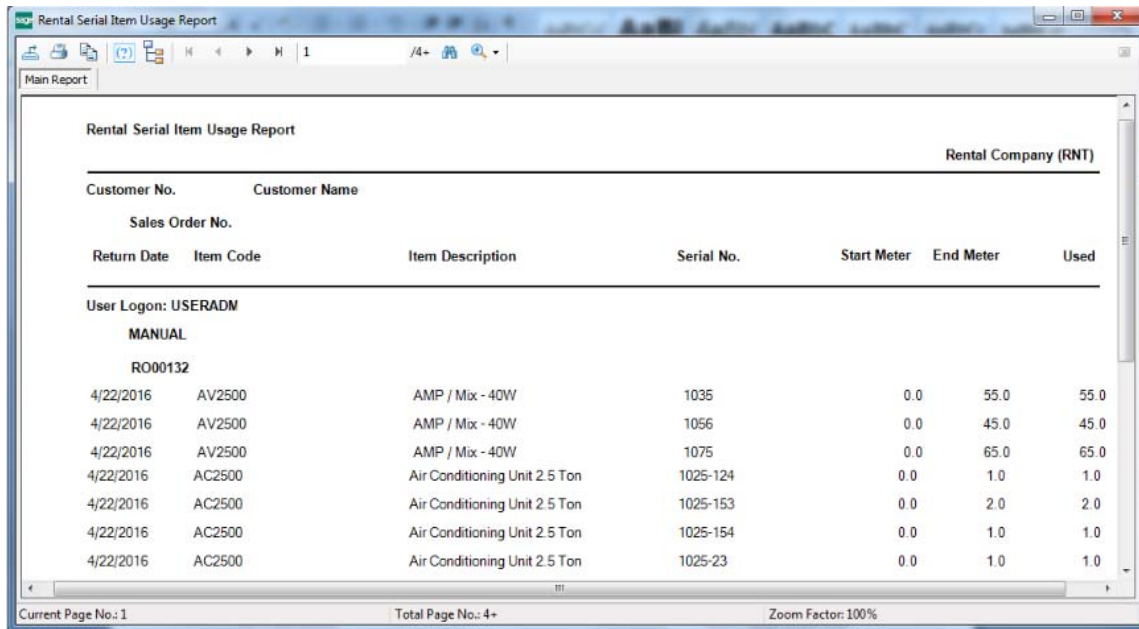
Current Page No.: 1 Total Page No.: 2+ Zoom Factor: 100%

Rental Serial Item Usage Report

The **Rental Serial Item Usage Report** added under the **Inventory Management-> Rental Processing** menu provides information about the usage of the selected serial numbers by Customer Number, Order Number and Return Date.



Here is an example of printout:



If the meter readings for a Serial Number are entered in the Serial Item Status Maintenance, **Manual** is shown instead of the Sales Order number:

Return Date	Item Code	Item Description	Serial No.	Start Meter	End Meter	Used
5/31/2016	AC2500	Air Conditioning Unit 2.5 Ton	1025-126	0.0	50.0	50.0
6/2/2016	AC2500	Air Conditioning Unit 2.5 Ton	1025-100	0.0	55.0	55.0

Current Page No.: 1 Total Page No.: 9 Zoom Factor: 100%

Rental Serial Item Revenue Report

The **Rental Serial Item Revenue Report** added under the **Inventory Management Rental Processing** menu provides information about the rented item code and serial number with totals of revenue billed by month.

Select Field	Operand	Value
Customer Number	All	
Lender Code	All	
Model Number	All	
Item Code	All	
Serial Number	All	

The **Year** field is defaulted to current year. (Based on the I/M Module Accounting Date.)

If the **Print Grouped** checkbox is selected, the report prints the serial numbers grouped by Customer, Item Code, Lender Code and Model Code.

Here is an example of printout:

The screenshot shows a software window titled "Rental Serial Item Revenue Report" with a standard toolbar and a "Main Report" tab. The report content is as follows:

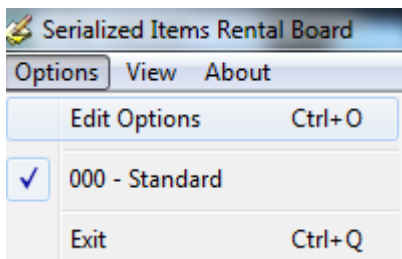
Rental Serial Item Revenue Report												Rental Company (RNT)	
Customer No.	Customer Name		ItemCode		Item Description				Lender Code		Model Number		
Serial No.	January	February	March	April	May	June	July	August	September	October	November	December	
01-ABF	American Business Futures		AC2500		Air Conditioning Unit 2.5 Ton								
1025-101	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-104	0.00	0.00	0.00	6 235.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-105	0.00	0.00	0.00	6 235.94	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-109	0.00	0.00	0.00	3 793.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-110	0.00	0.00	0.00	5 537.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-111	0.00	0.00	0.00	5 537.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-112	0.00	0.00	0.00	3 793.56	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-113	0.00	0.00	0.00	977.15	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-116	0.00	0.00	0.00	9 470.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-117	0.00	0.00	0.00	10 503.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-127	0.00	0.00	0.00	10 503.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-13	0.00	0.00	0.00	10 503.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-132	0.00	0.00	0.00	10 374.20	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-134	0.00	0.00	0.00	10 503.24	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
1025-20	0.00	0.00	0.00	7 028.57	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	

At the bottom of the window, the status bar shows: Current Page No.: 1, Total Page No.: 10, and Zoom Factor: 100%.

Serialized Items Rental Board

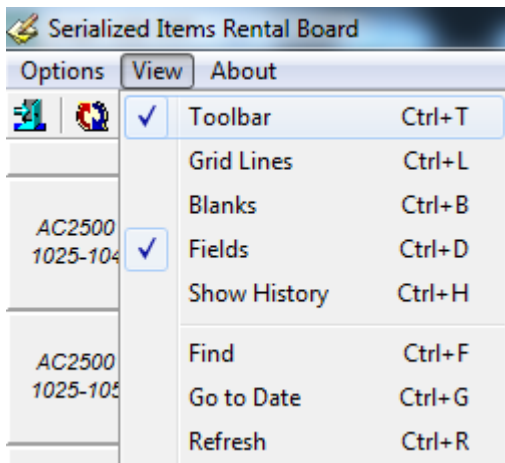
The **Serialized Items Rental Board** added to the **Sales Order -> Rental Processing menu** is intended for displaying information about Rental Serials and their statuses. A rental period for a serial is represented as a range of cells. The start of a range is rental **Starting Date**. The end of a 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:



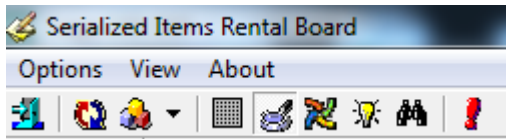
In the **Options** menu, you can select an existing **Options Type**, and **Edit Options** in the **Options for User** dialog box (described later). Current Options Type is indicated with a checkmark.

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.

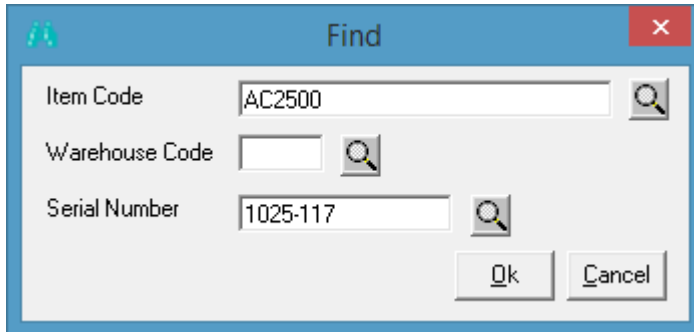


The **Toolbar** enables you to quickly **Exit** the Rental Board, **Refresh** the view, **Edit Options**, select **Options Type**, **Show/Hide Grid Lines**, **Show/Hide Fields** (below the

grid), **Blanks**, **Show/Hide History**, **Find Serial**. Current Options Type is unavailable (already selected).

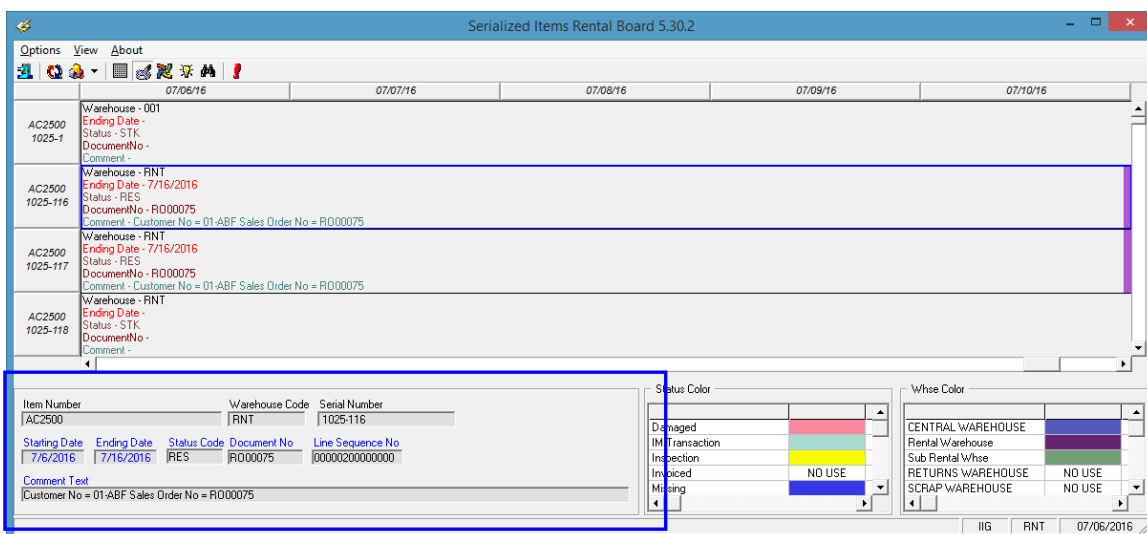


Find allows searching a specific Serial number on the Board.



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:



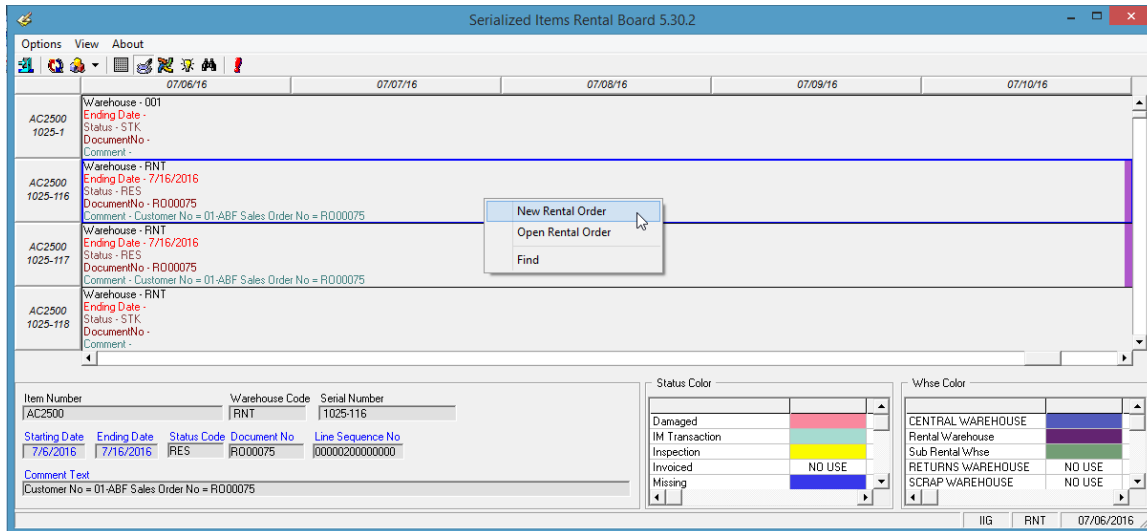
You can place Serials horizontally across the top and the Dates vertically on the board or vice versa

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:



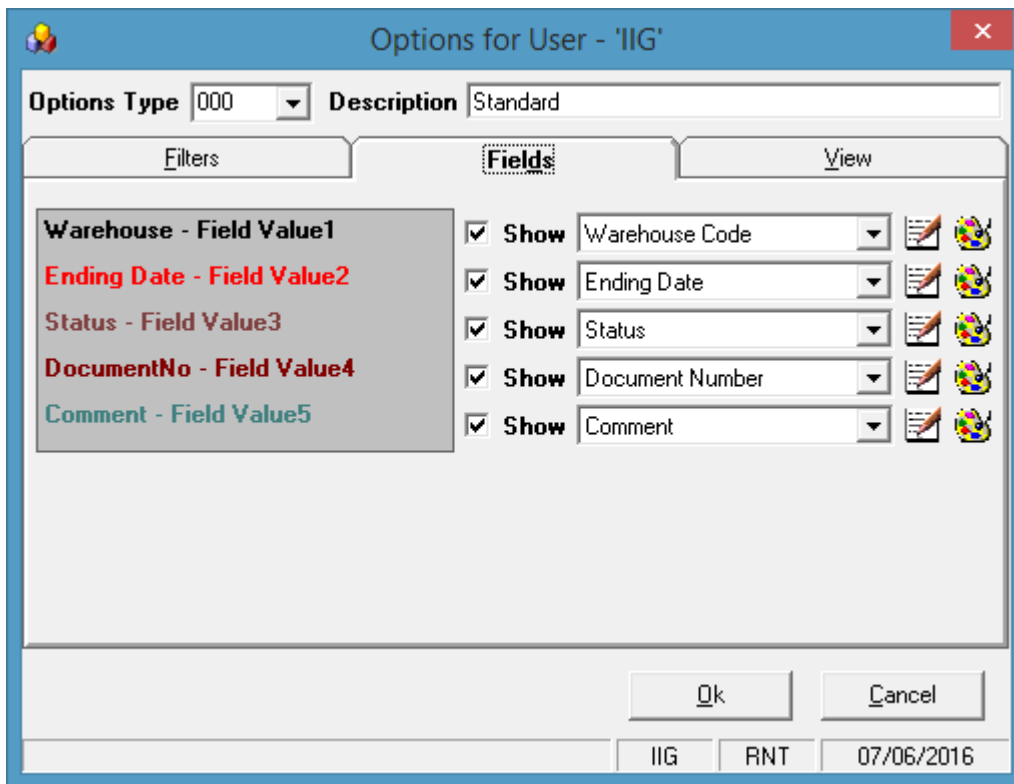
New Rental Order opens the Sales Order Entry screen with the Next Rental Order Number selected and ready for new order entry.

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.

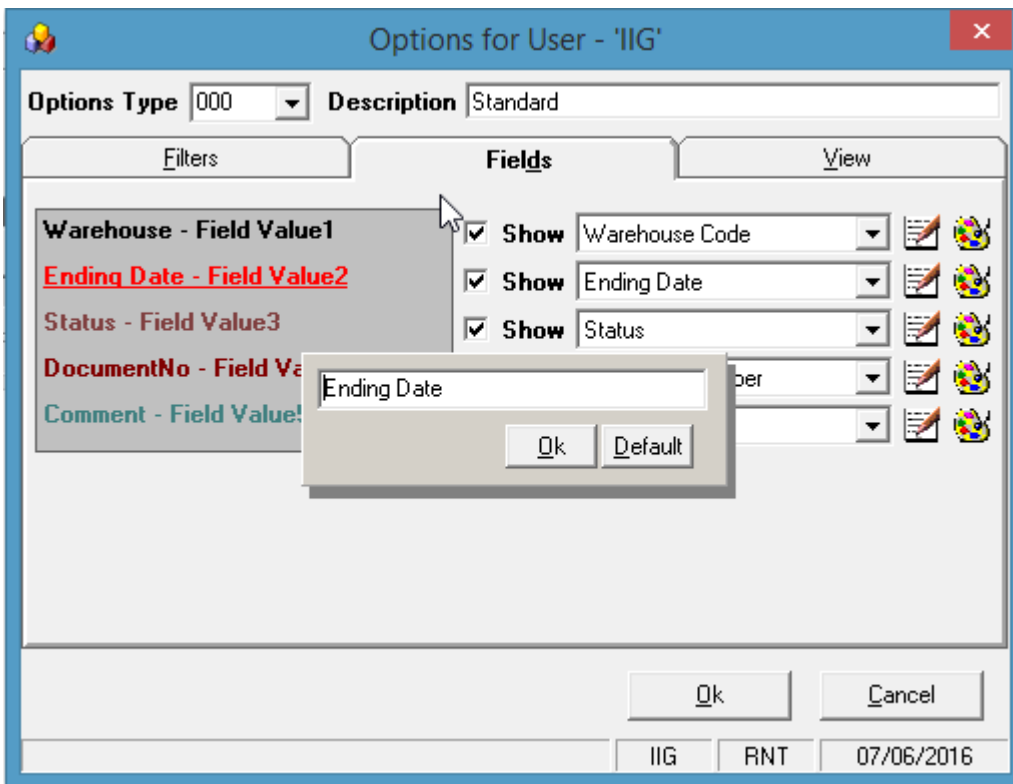
Click the Fields tab in the displayed Options for User dialog box.



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.

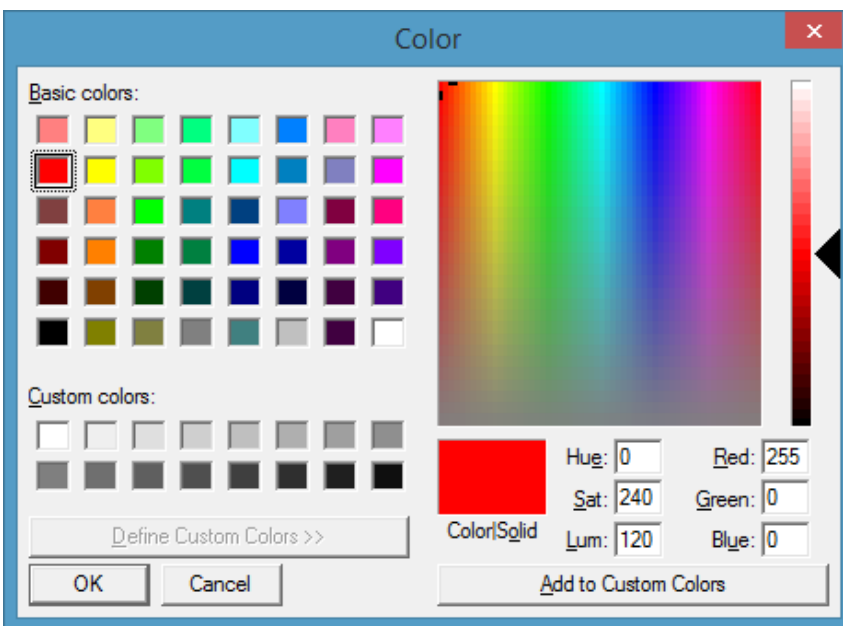
You can hide fields if you do not need all five fields displayed. Uncheck the boxes next to fields that you do not want to be displayed.

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.)

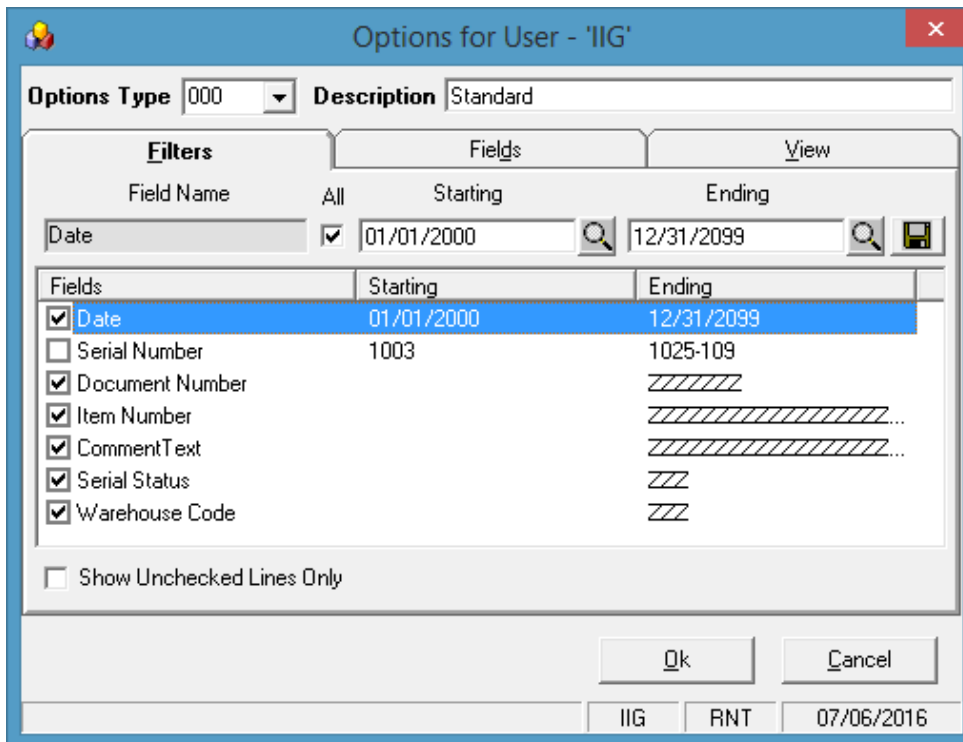


Click the **Default** button to reset the name to the default. Click **OK** to save the new display name.

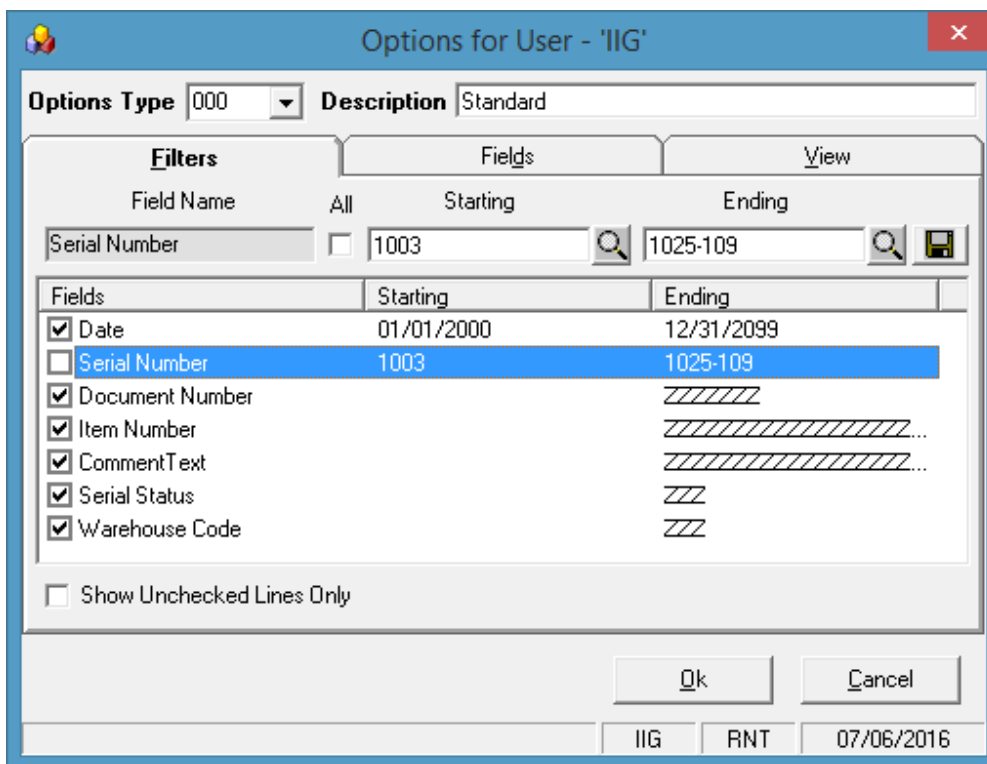
To change the color of a field, click its **Color** button. Select color in the standard Windows **Color** dialog box.



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



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



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.

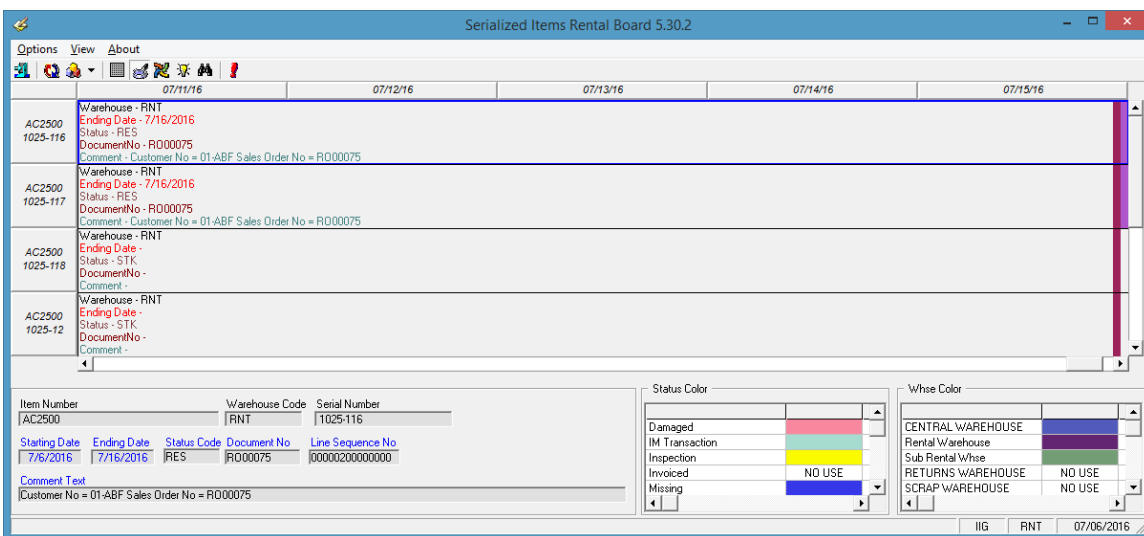
Check corresponding boxes in the **Show on Startup** section to show **Toolbar, Grid Lines, Fields, Blanks, History** each time the Rental Board starts. The **Show History** option enables displaying **Serial Statuses history (from Serial status Maintenance)**

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.

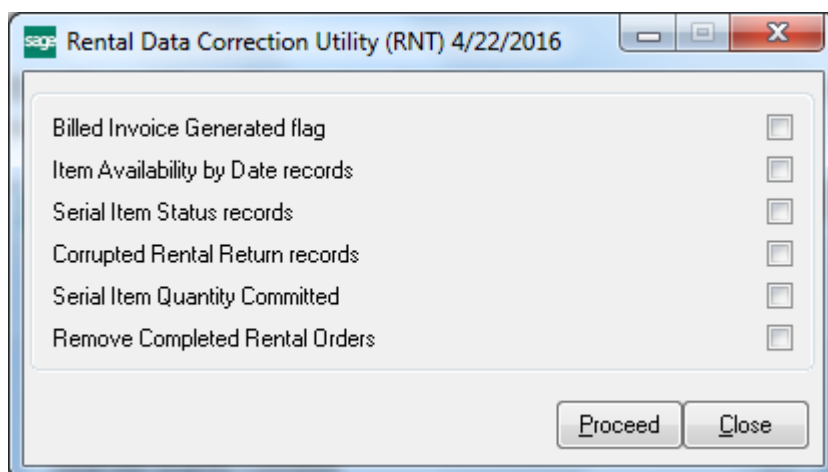
You can form the Board based on the **Show as Column** and **Show as Row** fields. Select what should be displayed on the top across the board (for instance, it can be serial number or dates), and what should be displayed vertically. Select the **Duplicate** checkbox if you want to see duplicated columns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

Check the **Use color for Serials in Color Bars** and **Use color for Whses 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 and to the Warehouse code in the Warehouse Code Maintenance.



Rental Data Correction Utility

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



Billed Invoice Generated Flag –This option allows resetting the Invoice Generated flag on a Sales Order line based on the Unupdated Invoice field value.

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 for 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.

Revenue Sharing between Two Branches

If the **Post Rental Revenue By Warehouse** checkbox is selected in the Sales Order Options screen respective segment of GL account number used for posting the revenue by warehouse will be substituted by the value of the segment entered in the Warehouse Code Maintenance.

The percentage amount entered in the **Rental Revenue Sharing Percent** field is used to calculate the revenue amount to be allocated to the branch shipping the rental product.

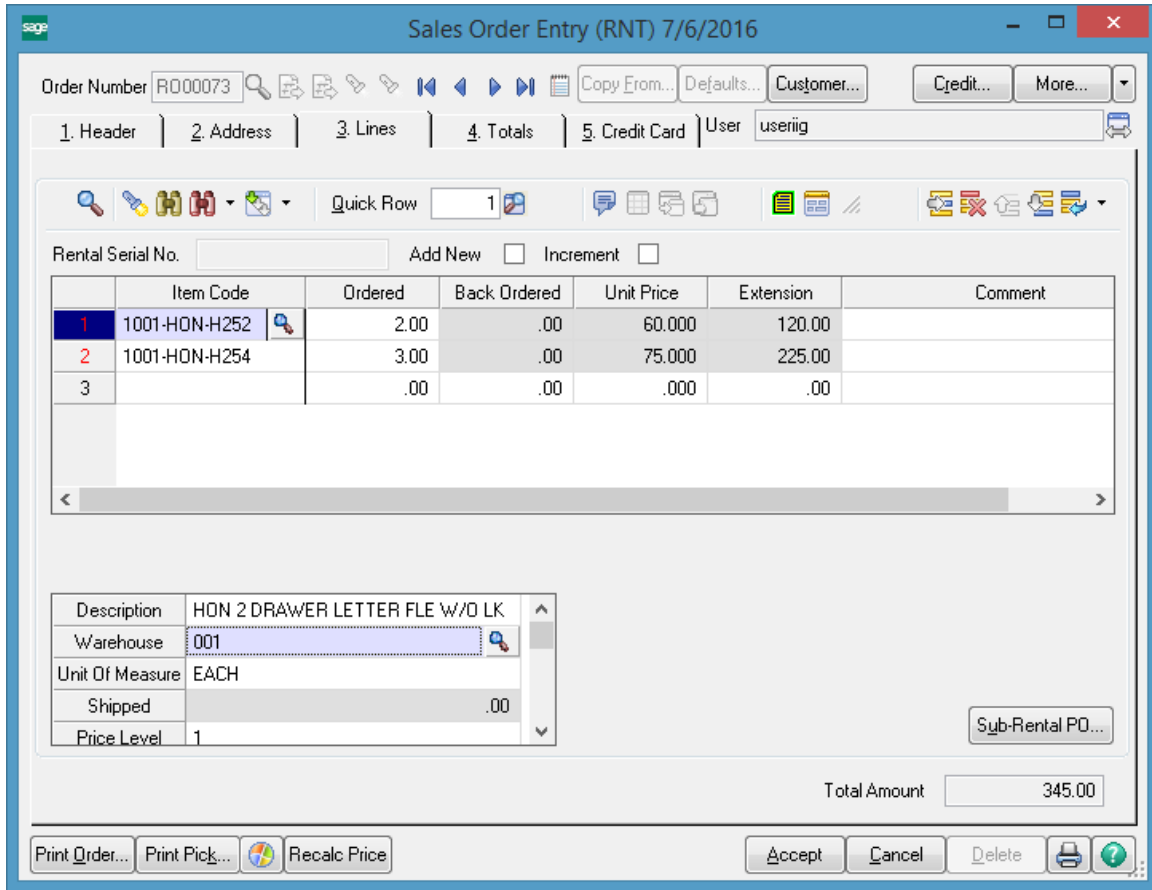
The screenshot shows a 'Rental Options' window with the following settings:

Option	Value
Default Bill Code	M
Transfer Misc. Rental Lines	Always
Ship Rental Item By Invoice Data Entry	<input checked="" type="checkbox"/>
Default Rental Warehouse	RNT
Default Return Status	INS
PM Serial Status Code	PM
Allow Reserving only Instock Rental Serials	<input checked="" type="checkbox"/>
Post Rental Revenue By Warehouse	<input checked="" type="checkbox"/>
Rental Revenue Sharing Percent	60.00
Force Meter Reading Entry in Rental Return	<input type="checkbox"/>
Show Meter Reading in Comment Text for Serial Lines	<input type="checkbox"/>
Availability by Date Checkings	<input type="checkbox"/>

Here is an example of Rental Order Processing with revenue shared between two branches:

The screenshot displays the Sage Sales Order Entry interface for a rental order. The window title is "Sales Order Entry (RNT) 7/6/2016". The order number is R000073, and the order date is 7/6/2016. The customer is identified as 01-ABF, American Business Futures. The warehouse is set to "RNT Rental Warehouse". Shipping information includes "Ship To Addr" 2, "Terms Code" 01 (Net 30 Days), and "Ship Via" UPS BLUE. The contact person is John Quinn, and the email is artie@abf.com. The salesperson is Jim Kentley. The window includes various navigation and action buttons at the bottom, such as "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", and "Delete".

The Order contains two lines: the first from Warehouse "001" and the other one from Warehouse "002".



Here is the Invoice generated for current Order:

S/O Invoice Data Entry (RNT) 7/6/2016

Invoice No. 0100128 Batch 00035

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card

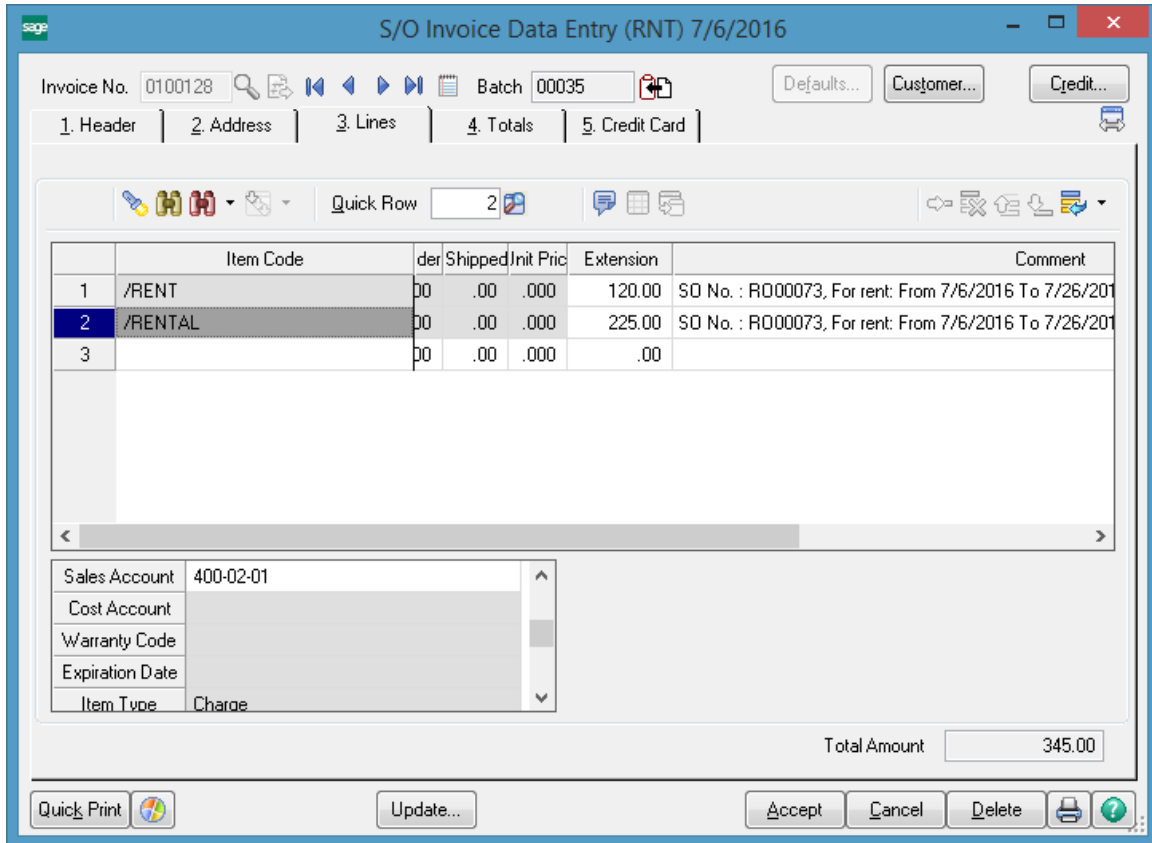
Quick Row 1

	Item Code	der	Shipped	Unit Pric	Extension	Comment
1	/RENT	00	.00	.000	120.00	SO No. : RD00073, For rent: From 7/6/2016 To 7/26/2016
2	/RENTAL	00	.00	.000	225.00	SO No. : RD00073, For rent: From 7/6/2016 To 7/26/2016
3		00	.00	.000	.00	

Sales Account 400-01-01
 Cost Account
 Warranty Code
 Expiration Date
 Item Type Charge

Total Amount 345.00

Quick Print Update... Accept Cancel Delete



The **Daily Sales/Journal Update** program has been modified to split the rental revenue amount posted to GL based on the revenue sharing percentage entered in the SO Options. The Order header's main warehouse is considered as the originating branch to share the revenue by the percent specified in the SO Options and the line item's warehouse is used as the branch to receive the rest.

In our example it's 60% and here is how the shared revenue is posted:

Daily Transaction Register Company Rental New (RNT)

Postings For: 7/6/2016

Source Journal	Account Number	Account Description/Posting Comment	Debit	Credit
SO-000020	105-00-01	Accts. receiv. - East Warehse S/O Invoice Entry - 7/6/2016	345.00	
	400-01-01	Distribution sales - East American Business REF: 0100128 BATCH: 00035		48.00
	400-01-RN	Distribution sales (-Rental) American Business REF: 0100128 BATCH: 00035		72.00
	400-02-02	Service fees - West American Business REF: 0100128 BATCH: 00035		90.00
	400-02-RN	Distribution sales (-Rental) American Business REF: 0100128 BATCH: 00035		135.00
Journal 000020 Totals:			<u>345.00</u>	<u>345.00</u>
Source SO Totals:			<u>345.00</u>	<u>345.00</u>
7/6/2016 Totals:			<u>345.00</u>	<u>345.00</u>
Report Totals:			<u>345.00</u>	<u>345.00</u>

Current Page No.: 1 Total Page No.: 1 Zoom Factor: 100%

60% percent of the first line's extension amount: $120 * 60 / 100 = 72$ is posted to the Invoice lines G/L Account with the warehouse segment substituted by the Post To Location value specified for the Header warehouse in the Warehouse Code Maintenance:

The screenshot shows a software window titled "Warehouse Code Maintenance (RNT) 7/6/2016". The window contains several input fields and sections:

- Warehouse Code:** RNT
- Description:** Rental Warehouse
- Name:** RNT Warehouse
- Address:** (Empty field)
- ZIP Code:** (Empty field)
- City:** (Empty field) **State:** (Empty dropdown)
- Country:** USA
- Telephone:** (Empty field) **Ext:** (Empty field)
- Fax:** (Empty field)
- E-mail Address:** (Empty field)
- Contact:** (Empty field)
- Post to Location:** RN
- Sub Rental Warehouse:**
- Use color in RNT Dispatch Board:** R: 0 G: 0 B: 0

At the bottom of the window are buttons for "Accept", "Cancel", "Delete", "Print", and "Help".

The rest (40%) of the Amount: $120 - 72 = 48$ is posted to the same G/L Account with the warehouse segment substituted by the Post To Location value specified for the line's warehouse.

So for each line shared revenue posting is done separately.

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.

Invoice No. 0100286 Type INV Date 4/22/2016
 Source S/O Order No. R000155
 1. Main 2. Lines
 Customer No. 01-AVNET Avnet Processing Corp
 Ship To 2 Irvine Warehouse Bill To
 Source Journal SO-000052 RMA No.
 Terms Code 01 Net 30 Days Ship Date 4/22/2016
 Ship Via UPS BLUE Schedule CA
 FOB Ship Zone Tracking...
 Customer PO Weight 140
 Salesperson 01-0200 Shelly Westland **Edit Customer PO**
 Confirm To Terry Stafford IT User ID
 Comment
 E-mail tonys@avnet.com
 Fax (949) 555-2223 Batch Fax
 Taxable 598.00
 Nontaxable .00
 Freight .00
 Sales Tax 41.19
 Discount 29.90
 Invoice Total 609.29
 Deposit .00
 Net Invoice 609.29
 Balance 609.29

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

Customer PO AV00052
 Accept Cancel

Change the PO number and press Accept:

The Customer PO number is updated with the new one:

sage A/R Invoice History Inquiry (RNT) 4/22/2016

Invoice No. 0100286 Type INV Date 4/22/2016 **Current...** **Tag Detail...**
 Source S/O Order No. R000155 **Split Comm...** **Shipping ...**

1. Main 2. Lines

Customer No. 01-AVNET Avnet Processing Corp **Addresses...**
 Ship To 2 Irvine Warehouse Bill To
 Source Journal SO-000052 RMA No.

Terms Code 01 Net 30 Days Ship Date 4/22/2016 Taxable 598.00
 Ship Via UPS BLUE Schedule CA Nontaxable .00
 FOB Ship Zone **Tracking...** Freight .00
 Customer PD AV00052 Weight 140 Sales Tax 41.19
 Salesperson 01-0200 Shelly Westland Apply To Discount 29.90
 Confirm To Terry Stafford IT User ID Invoice Total 609.29
 Comment Deposit .00
 E-mail tonys@avnet.com Net Invoice 609.29
 Fax (949) 555-2223 Batch Fax

Balance 609.29

OK **Print** **?**

Auto Transfer to Warehouse during Rental Return Process

In the **Inventory Management Options** screen select the **Batch Processing** checkbox to enable auto transferring of Items to the Return Warehouse assigned to the Customer during Rental Return process.

Inventory Management Options (RNT) 4/22/2016

1. Main | 2. Additional | 3. Entry | 4. Printing

Batch Processing

Description	Enable	Next Batch
Transaction Entry	<input checked="" type="checkbox"/>	00001

Count Card Entry

Next Automatic Count Card Number: 000000001

Default Unit of Measure for Quantity: Standard

Transaction Entry

Next Automatic Sales Entry Number: 00000007

Next Automatic Issue Entry Number: 00000008

Next Automatic Transfer Entry Number: 00000002

Next Automatic Adjustment Entry Number: 00000009

Next Automatic Receipt Entry Number: 00000023

Accept Cancel [Printer Icon] [Help Icon]

The **Rental Return Entry** program has been modified to automatically load the Return warehouse assigned to the Customer in the Customer Rental Information screen. If there is no **Return Warehouse** assigned to the Customer the Return Warehouse field is blank and the user may select any warehouse. If no warehouse is selected, the Items will be returned to the warehouse (From Warehouse on the line) from where they are shipped.

If the Return Warehouse is not blank, I/M Transfer Transaction will be automatically processed during Return update to transfer the returned Items to that warehouse. Leave the Return Whse blank if you want to skip the Auto Transfer processing.

Note: If some lines of customer should be transferred to warehouse assigned to customer and some of them not, it's necessary to create two separate Rental Return Entries.

Below is demonstrated an example of rental return processing with auto transfer to the Return Warehouse assigned to the Customer.

Rental Return Entry (RNT) 4/22/2016

Return Number: RR00160

Return Date: 4/22/2016

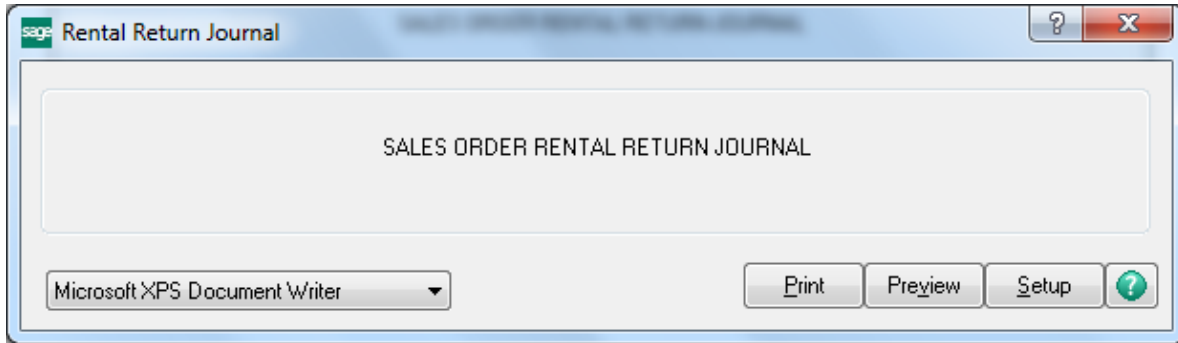
Sales Order No.: R000094

Customer No.: 01-ABF American Business Futures

Return Whse: 001 Rental Warehouse

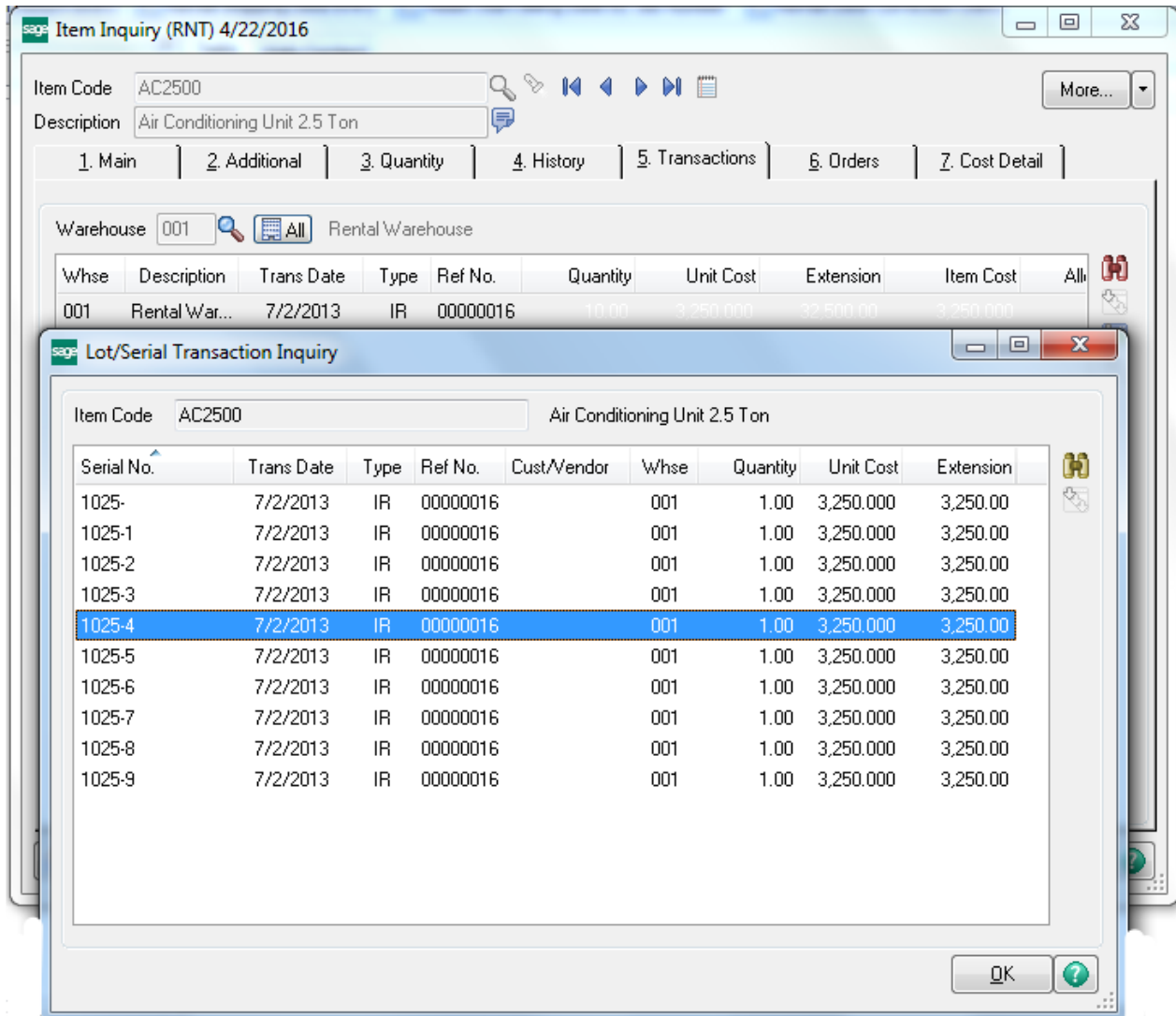
	Sales Order No.	Item Code	Rented	Returned	M
1	R000094	AC2500	1.00	1.00	
2			.00	.00	

Description: Air Conditioning Unit 2.5 Ton.
 From Warehouse: RNT
 U/M: EACH
 Starting Date: 1/29/2014



You can preview/print the Return Journal to be sure the Return Whse entered is the right one.

Sales Order Rental Return Journal						Rental Company (RNT)			
Return Number	Return Date	Customer Number	Customer Name	Return Whse		Qty On Rent	Qty Returned	Qty Missing	Qty Damaged
SO No.	Item Code	Description	Whse	Start Date	End Date				
RR00160	4/22/2016	01-ABF	American Business Futures						
RO00094	AC2500	Air Conditioning Unit	RNT	1/29/2014	4/29/2014	1.00	1.00	0.00	0.00
Rental Return Total:						<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>
Journal Total:						<u>1.00</u>	<u>1.00</u>	<u>0.00</u>	<u>0.00</u>



The **Serial Item Status Maintenance** is updated with a new record added for current Serial Number with Status Code set to **STK (Stock)** and the warehouse Code is the same as the one set in the Rental Return Entry screen.

Serial Item Status Maintenance (RNT) 4/22/2016

Item Code: AC2500
Warehouse Code: 001 Rental Warehouse
Serial Number: 1025-4

1. Main | 2. Additional | 3. Status

History

	Starting Date	Ending Date	Status Code	Description	Comment
1	7/2/2013		STK	Stock	
2					

Quick Row: 1

Accept Cancel

For rentals to be automatically transferred to the Customer's warehouse checking is performed in the Sales Order Entry program and a prompt appears when entering the Item.

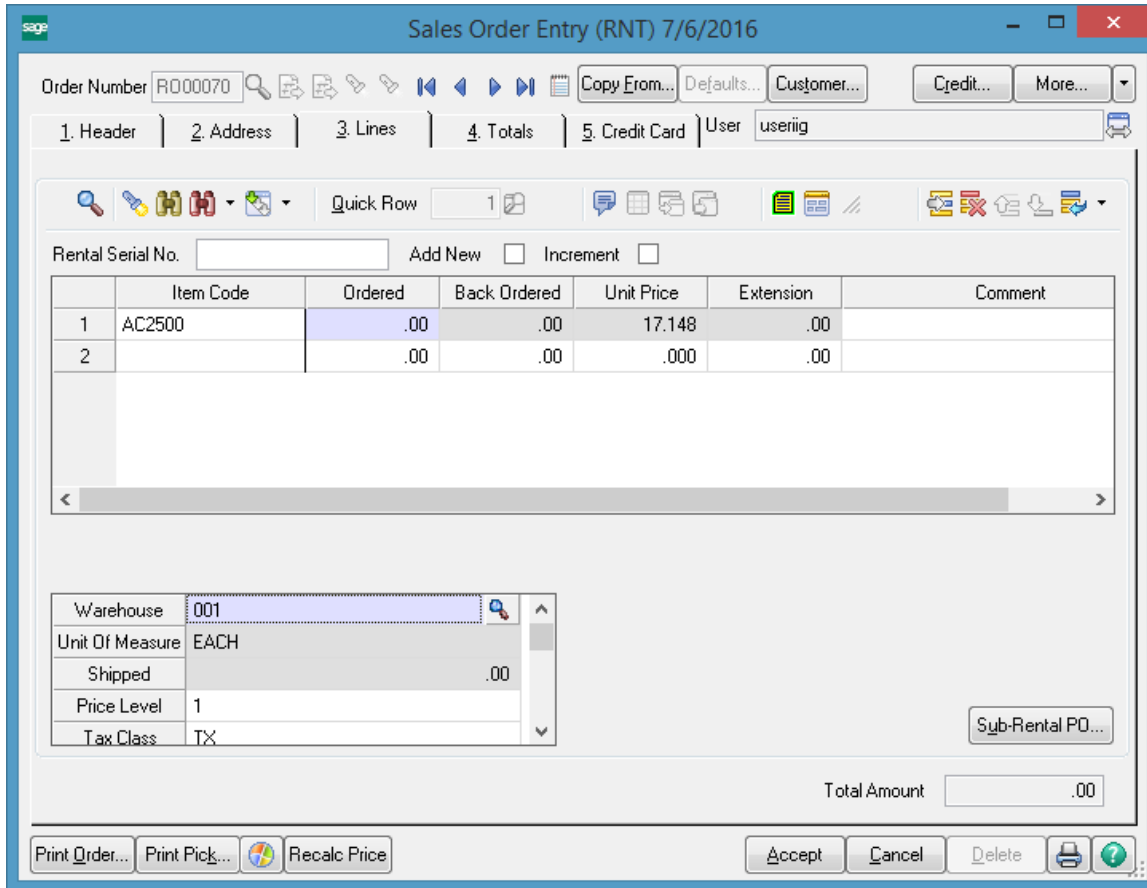
Sage 100

This Item is available in "001" warehouse assigned to the Customer. Do you want to change the warehouse on the line?

Yes No

The user may select **Yes** to change the line warehouse to the Customer's Return Warehouse or select **No** to order from the Sales Order header warehouse.

Upon selecting Yes, the line warehouse is changed:



The **Use Color in RNT Dispatch Board** field has been added on the **Warehouse Code Maintenance** screen to allow assigning colors to warehouse codes. It will allow users to easily view on the Rental Board the Items at the Customer's site:

Warehouse Code Maintenance (RNT) 4/22/2016

Warehouse Code: 000

Description: CENTRAL WAREHOUSE

Name: ABC CENTRAL WAREHOUSE

Address: 1101 W. MAC ARTHUR BLVD.
Suite 100
Accounting Department

ZIP Code: 92626

City: COSTA MESA State: CA

Country: USA

Telephone: (414)555-4787 Ext:

Fax:

E-mail Address: artie@abc.com

Contact: www.abc.com

Post to Location:

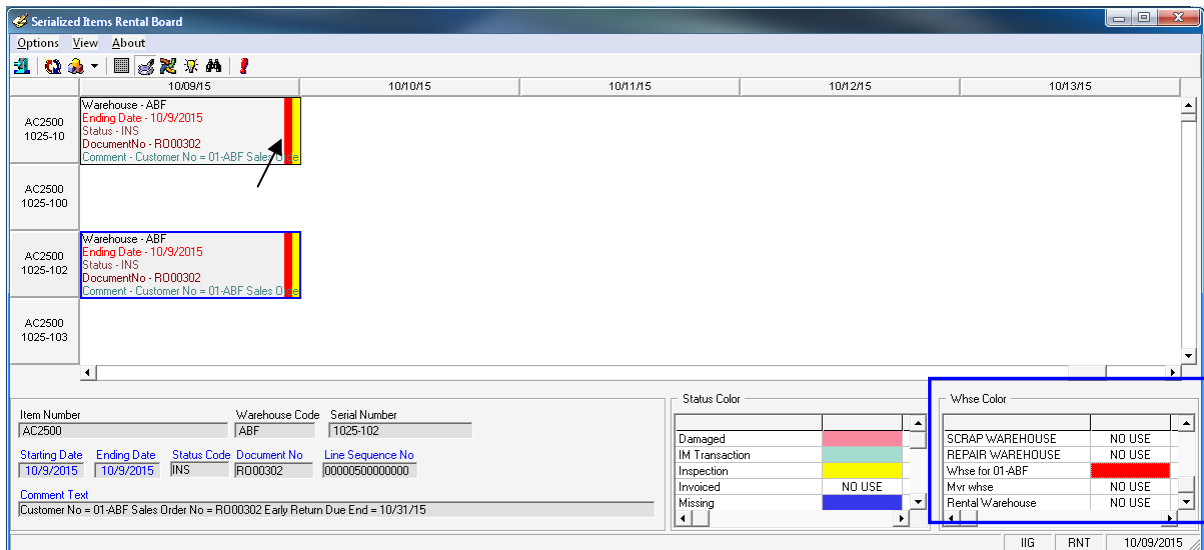
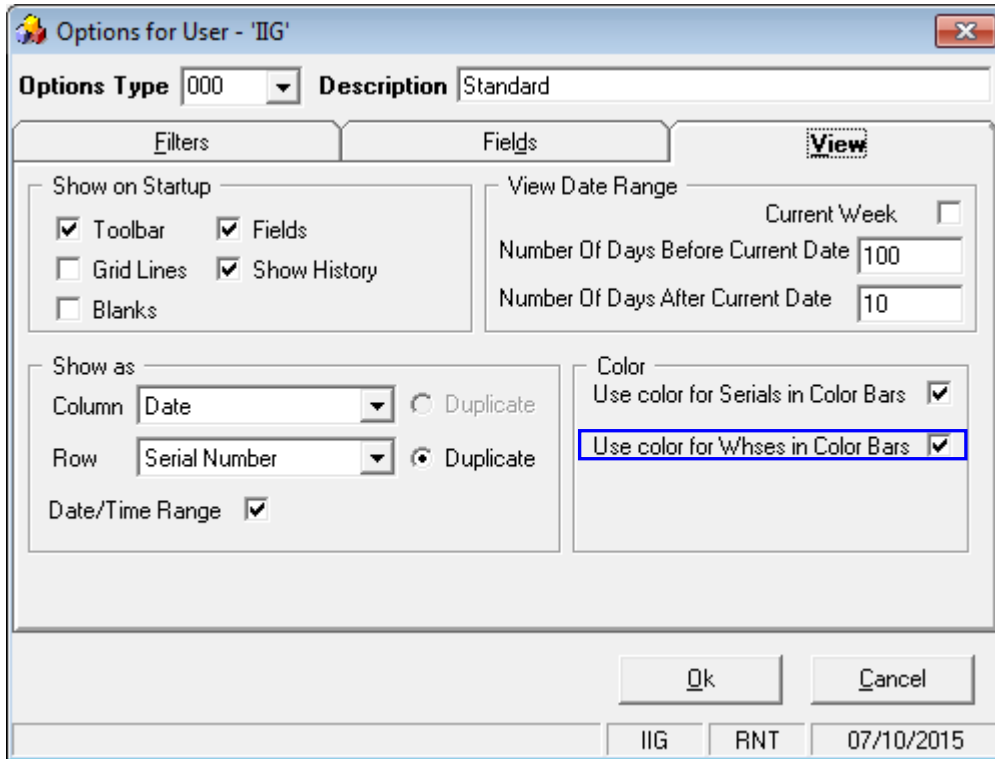
Sub Rental Warehouse:

Use color in RNT Dispatch Board

R: 255 G: 128 B: 128 [Color Palette Icon] [Red Color Bar]

Accept Cancel Delete [Print Icon] [Help Icon]

The **Use Color for Whses in Color Bars** checkbox has been added on the View tab of the **Rental Board Options**. Select this checkbox to see the Warehouse color in the color bar.



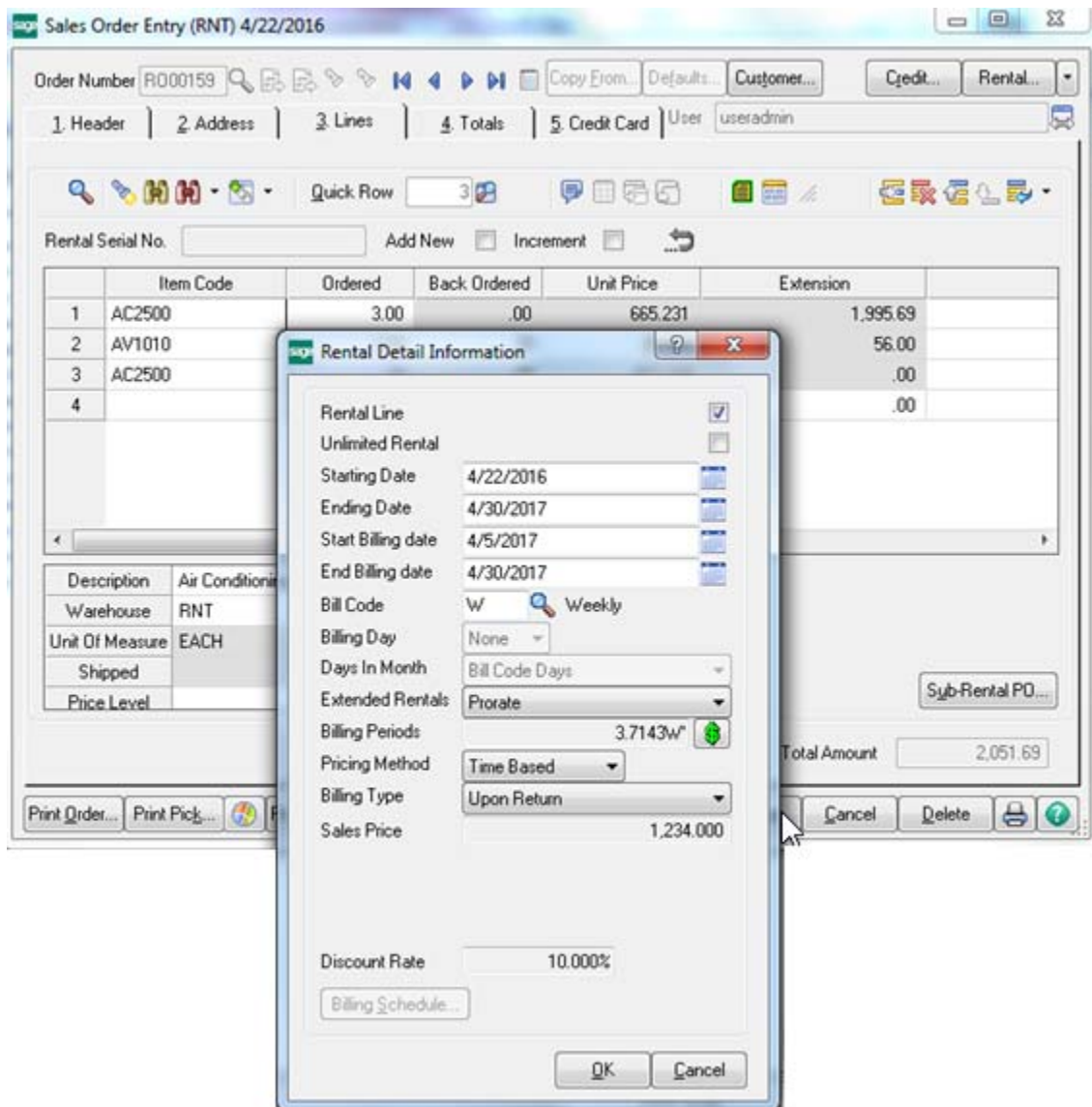
Rentals with Discount Percentage

Sales Order Entry

The **Rental Order Entry** program has been modified to load customer's Rental Discount Rate to the Rental Order's Rental Information screen. User is allowed changing the discount percentage.

The screenshot displays the Sage Rental Order Entry (RNT) interface for order RO00159, dated 4/22/2016. The main window shows order details such as Customer No. 01-BRESLIN and Whse 000. A modal dialog box titled "Rental Header Information" is open, allowing configuration of rental terms. The dialog includes fields for Starting Date (4/22/2016), Ending Date (4/30/2017), Start Billing Date (4/5/2017), and End Billing Date (4/30/2017). It also features a Bill Code dropdown set to "W" (Weekly), a Billing Day dropdown set to "None", and Days In Month set to "Bill Code Days". Other settings include Extended Rentals (Prorate), Billing Periods (3.7143w'), Pricing Method (Time Based), and Billing Type (Upon Return). A Discount Rate field is set to 10.000%. Buttons for "Billing Schedule...", "Apply to Lines", "OK", and "Cancel" are visible at the bottom of the dialog.

The Discount Rate can be applied to rental lines.



The program applies the discount percentage to the original rate and the price calculation is done based on the discounted rate. The Discount rate field has been added also on the Rental rates screen. User is allowed changing only the discount percentage and original rental rate.

Rental Item: AC2500
Discount Rate: 10.000%

	Bill Code	Description	Rate	Discounted Rate
1	C	Contractor Pricing - 28 days	360.000	324.000
2	D	Daily	20.000	18.000
3	F	Five Day Week Price	90.000	81.000
4	M	Monthly	400.000	360.000
5	S	Scheduled Billing	420.000	378.000
6	W	Weekly	199.000	179.100

OK Cancel

The Original Rental Price and Original Rental Extension fields have been added to the Sales Order Lines grid to display the Price and Extension based on the original Bill Code Rate (without discount applied).

Sage Sales Order Entry (RNT) 4/22/2016

Order Number: R000159

1. Header | 2. Address | 3. Lines | 4. Totals | 5. Credit Card | User: useradmin

Quick Row: 1

Rental Serial No. Add New Increment

	Item Code	Ordered	Original Rental Price	Shipped	Back Ordered	Unit Price
1	AC2500	3.00	739.146	3.00	.00	665.231
2	AV1010	2.00	.000	.00	.00	28.000
3		.00	.000	.00	.00	.000

Description: Air Conditioning Unit 2.5 Ton
 Warehouse: RNT
 Unit Of Measure: EACH
 Price Level:
 Tax Class: TX

Sub-Rental PO...

Total Amount: 2,051.69

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

The screenshot shows the Sage Sales Order Entry (RNT) 4/22/2016 window. The 'Totals' tab is selected, and a blue box highlights the 'Rental' section. The window displays various order details including Order Number (R000159), Order Date (4/22/2016), Order Type (Standard Order), Customer (01-BRESLIN), and various financial amounts.

Financial Summary	
Amount Subject to Discount	56.00
Discount Rate	.000%
Discount Amount	.00
Taxable Amount	2,051.69
Non-Taxable Amount	.00
Commission Rate	10.000%
Sales Tax Amount	102.58
Order Total	2,164.27

Rental	
Original Rental Total	2,217.44
Discounted Rental Total	1,995.69
Rental Discount Amount	221.75

The **Original Rental Total**, **Discounted Rental Total** and **Rental Discount Amount** fields have been added on the Totals tab of the **Sales Order Entry**.

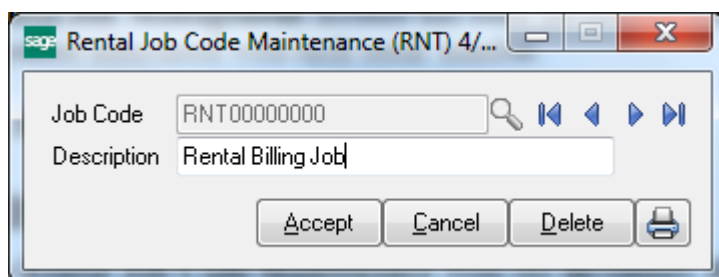
Rental Job Management

The **Rental Job Management** module has been developed to allow tracking the revenues and expenses associated with each serial number.

Setup Menu

Rental Job Code Maintenance

Run the **Rental Job Code Maintenance** from the **Inventory Management Rental Processing** menu to set up **Rental Job Codes**.



Inventory Management Options

The **Job Code** fields respectively for **Sales Order (SO)**, **Rental Order (RO)**, **Purchase Order (PO)**, **Inventory Management (IM)** and **Accounts Payable (AP)** have been added to the Additional tab of the **Inventory Management Options** to allow for setup of Job Codes to be used for tracking revenues and expenses.

SO Job Code -When **Rental Serial Item** is sold through the **SO Invoice Data Entry** the amount will be posted to the specified **SO Job Code** during Daily Sales Reports/Updates. If the Item is sold through the **I/M Sales Transaction**, respective amount will be posted to the same **SO Job Code** during **I/M Transaction Register** update.

RO Job Code – The amount is posted to this Job Code when billing Invoice created for the Serial Item rent is updated.

PO Job Code- the amount is posted to the **Job Code** specified for PO Job Code when the Receipt created for Rental Serial is updated during **Daily Sales Reports/Updates**.

IM Job Code- the amount is posted to the **Job Code** specified for **IM Job Code** during **I/M Transaction Register** update when Serial Item (Rental) is received through the **I/M Receipt Transaction**.

AP Job Code - the amount is posted to the **Job Code** specified for **AP Job Code** during **A/P Invoice Register Update**. This modification works only if the **Accounts Payable** module is not integrated with **Job Cost**. See below for details.

A/P Invoice Data Entry

The **Rental Job No.** field on the Header tab of the **A/P Invoice Data Entry**. Click the field hyperlink to launch the **Rental Job Entry**.

The screenshot displays the 'A/P Invoice Data Entry (RNT) 4/22/2016' window. It features a header section with fields for 'Vendor No.' (01-ALLCLIM), 'Name' (Allclimate Maintenance), and 'Invoice No.' (INV#55). Below this, there are tabs for '1. Header' and '2. Lines'. The main area is divided into several sections: 'Invoice Date' (4/22/2016), 'Invoice Amount' (5,567.00), 'Subject to Discount' (5,567.00), and 'Prepaid Invoice'. To the right, there's a 'Terms Code' section with '01 NET 10', 'Invoice Due Date' (5/2/2016), 'Discount Due Date', and 'Discount Amount' (.00). Below that is the 'Rental Job No.' field (000000000000012) with a search icon, a 'Separate Check' checkbox, and a '1099 Payment' section with 'Form' (None) and 'Box' dropdowns. At the bottom, there's a 'Comment' field and a row of buttons: 'Accept', 'Cancel', 'Delete', a printer icon, and a help icon.

The **Rental Job No** specified on the **Invoice Header** is defaulted to the lines and can be changed on the line.

The **Rental Job Code** is defaulted to the **A/P Job Code** setup in the **Inventory Management Options**.

The screenshot displays the SAP A/P Invoice Data Entry interface for RNT on 4/22/2016. The window title is "sapp A/P Invoice Data Entry (RNT) 4/22/2016".

Vendor information is shown at the top: Vendor No. 01-ALLCLIM, Name Allclimate Maintenance, and Invoice No. INV#55. A "Vendor..." button is located to the right.

Navigation tabs for "1. Header" and "2. Lines" are visible. Below them is a "Quick Row" field set to 1 and a set of icons for row operations.

The main table lists G/L Accounts with their respective amounts and comments:

	G/L Account	Amount	Comment
1	525-00-03	5,000.00	
2	111-00-00	567.00	
3		.00	

Below the table, a description field shows "Equipment maintenance". Other fields include RNT Job No. 000000000000012 and RNT Job Code AP000000000.

Summary fields at the bottom show "Distribution Balance" as 0.00 and "Total" as 5,567.00.

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

During the **Invoice Register Update** the Invoice Amount is posted to respective Job Number:

Rental Job Data Entry (RNT) 4/22/2016

Job No. 0000000000000012 AMP / Mix - 40w

1. JC History

Job Code AP0000000000 AP Invoice Job

Period	Ending	Dollars Billed
01	Jan 31	.00
02	Feb 29	.00
03	Mar 31	.00
04	Apr 30	5,567.00
05	May 31	.00
06	June 30	.00
07	July 31	.00
08	Aug 31	.00
09	Sept 30	.00
10	Oct 31	.00
11	Nov 30	.00
12	Dec 31	.00
Total		5,567.00

2016

J.C. Totals

Year Totals

Accept Cancel Delete

Rental Job Data Entry

Use **Rental Job Data Entry** to create and maintain a file of Jobs to be processed by the system. **Job Numbers** are entered manually and then assigned to a Serial number in the **Serial Item Status Maintenance**. **Job Number** corresponding to the **Serial Number** is automatically created during **Daily Receipt Registers/Update**.

When Serial Item is received through the **Receipt of Goods Entry**, respective Job Numbers (matching the Serial Numbers) will be automatically created during **Daily Receipt Registers/Update** for each Serial number received.

Job No.

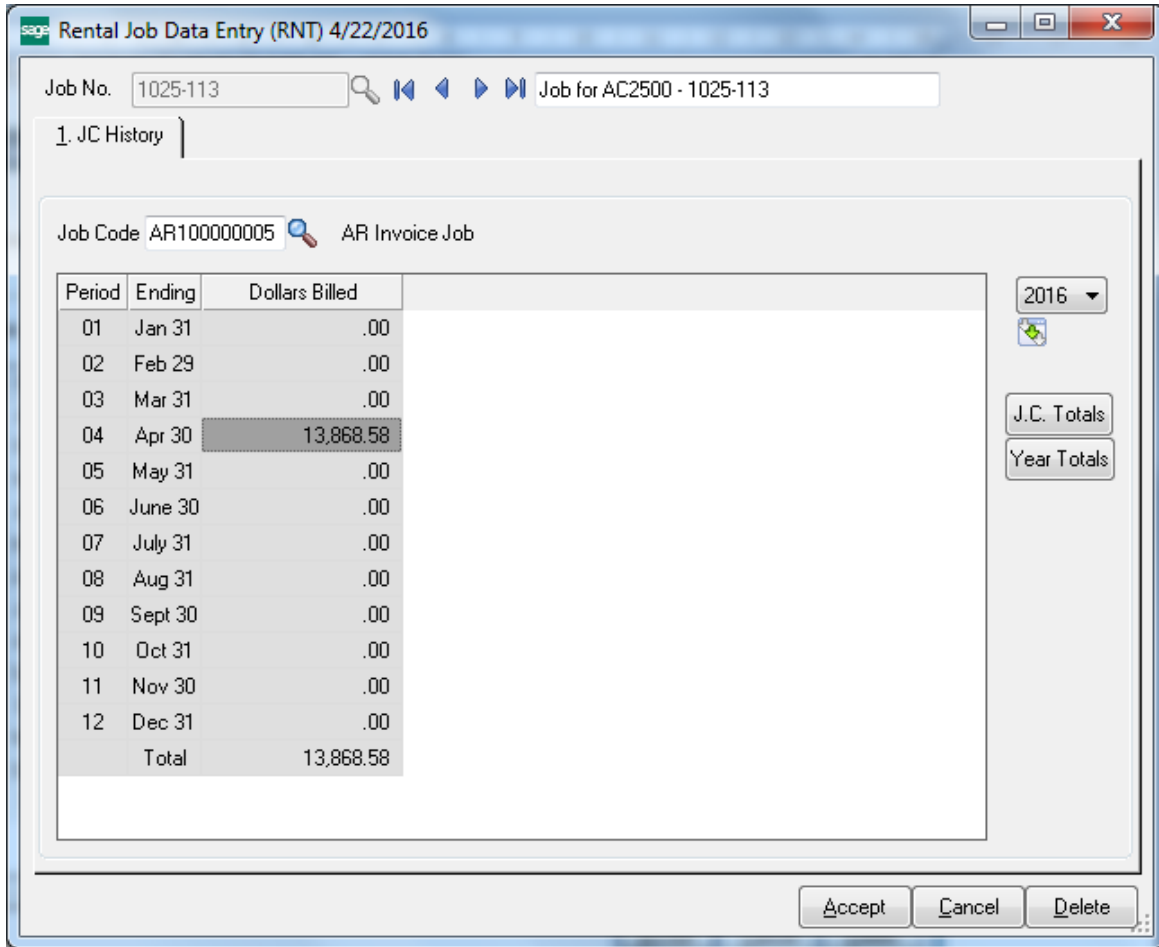
1. JC History

Job Code

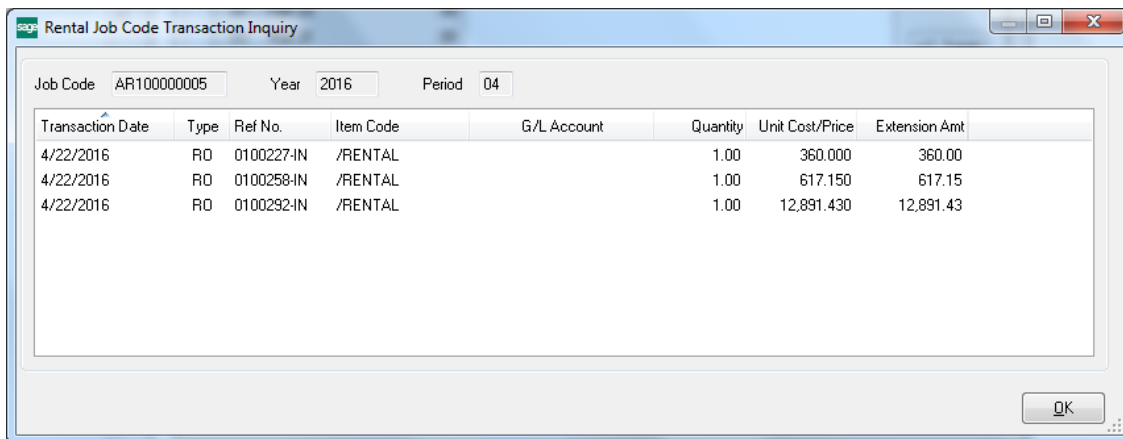
Period	Ending	Dollars Billed
01	Jan 31	.00
02	Feb 29	.00
03	Mar 31	.00
04	Apr 30	.00
05	May 31	.00
06	June 30	.00
07	July 31	.00
08	Aug 31	.00
09	Sept 30	.00
10	Oct 31	.00
11	Nov 30	.00
12	Dec 31	.00
	Total	.00

2016

The **JC History** tab displays information about the Dollars Billed for the selected Job No (Serial Number) by Job Code.



Select the Zoom button to drill down to the **Job Code Transaction Inquiry**:



The Rental Job Code History information for a Serial Number is available also in the Serial Item Status Maintenance:

Serial Item Status Maintenance (RNT) 4/22/2016

Item Code: AC2500 Air Conditioning Unit 2.5 Ton Rental Job No. 1025-113

Warehouse Code: RNT Rental Warehouse Serial Number: 1025-113

1. Main | 2. Additional | 3. Status

Meter Information: Starting Meter 21.0, Current Meter 2.0, Last PM Unit .0
 Used: Year-to-Date 2.0, Prior Year .0, Cumulative 2.0
 Comment: []

Receipt Date: 4/22/2016 Receipt Cost: 790.000 Sales Date: 11/2/2016
 In Service Date: 4/22/2016 Last Rental Date: 4/22/2016 Last Service Date: 4/22/2016

Job Code	Description	Period-To-Date	Year-To-Date	Job-To-Date
AP000000000	AP Invoice Job	11.00	11.00	11.00
AR100000005	AR Invoice Job	13,868.58	13,868.58	13,868.58

Invoice Date	Invoice No.
4/22/2016	0100227
4/22/2016	0100258
4/22/2016	0100292

Total Costs	11.00	11.00	11.00
Less Total Revenues	13,868.58	13,868.58	13,868.58
Equipment Value	13,857.58	13,857.58	13,857.58

Times Rented: Y-T-D 1 Cumulative 1

Accept Cancel

The Sales Job Codes are not listed here.