

Rental Processing For Sage 100 ERP 2013

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Installation Instructions and Cautions

PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically. Once SAGE 100 ERP installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

Wait! Before You Install - Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any SAGE 100 ERP screens, you must run **Customizer Update** after you do an enhancement installation.

But wait! BEFORE you run Customizer Update, it is very important that you print all of your tab lists. Running Customizer Update will clear all Tab settings; your printed tab list will help you to reset your Tabs in Customizer Update. Custom Office is installed on your system if there is an asterisk in the title bar of some of the screens. The asterisk indicates that the screen has been changed.

	+						
ľ	攝 * Sales Order Entry (111) 06/12/2006						
	Order Number	Q.	🛃 💽 🤇		0		
	<u>1</u> . Header	<u>2</u> . Address	<u>3</u> . Line:	s]	<u>4</u> . Totals		
	Order Date		Orde	r Type			
	Customer No.		9, <u>E 1</u>				
				<u>Ship</u>	<u>To Addr</u>		
				<u>Term</u>			
	L Ship Data			Shin.	Via		

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

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

Registering IIG products

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode for a limited time period. The registration can be still done during the demo period.

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the SAGE 100 ERP.

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

🔓 IIG Master Developer En	hancement R	egistration			? _ 🗆 🗙
Registered Customer IIG					
-Registration Information Reseller Name					
Serial Number	1111111				
Customer Number	2222222222				
User Key	333333333333	33333333			
Product Key	55555 55	555 55555	55555 55555		
Enhancement	Level	Release Date	Serial Number	Unlocking Key	<u> </u>
IIG Enhancement	5.00		ممممممممممممم	BBBBBB	Undo
Enhancement	Level	Release Date	Serial Number	Unlocking Key	Status
IIG Enhancement	5.00			. BBBBBB	Invalid
Print Registration Form					
					IG TST 5/24/2013

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.

-ODBC Security-

Enable ODBC Security within Role Maintenance

Role Maintenance

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

see Role Main	htenance (ABC) 1/15/2014	<
Role	Admin 🔄 🖌 📢 🌒 🕨 Copy Role]
Description	Admin	
<u>1</u> . Tasks	s 2. Security Events 3. Module Options 4. SData Security 5. ODBC Security	ļ
	eturn Merchandise Authorization ales Order ≧ Explorer View ≧ Inquiry ≧ Maintenance/Data Entry ∰ ✓ Allocate Inventory ∰ ✓ Cancel and Reason Code Maintenance ∰ ✓ Customer Last Purchase Maintenance ∰ ✓ Luse Item Commission Maintenance ∰ ✓ Line Item Commission Maintenance ∰ ✓ Memo Manager Maintenance ∰ ✓ Purchase Control Maintenance ∰ ✓ Quick Order Entry ♥ Unice Data Entry	
	Accept Cancel Delete 🔒 🕢]

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)

Set-up Activities

Bill Code Maintenance

The **Bill Code Maintenance** program added under the **Sales Order Setup** menu is intended for setting the **Bill Codes** to be used when billing for rentals. The **Bill Code** represents rental time period such as a day, week, and month, etc...

ब्ख् Bill Code	Maintenance (RNT) 1/23/2014	- 🗆 🗙
Bill Code Description	₩, 14 4 ► ►1 Weekly	
Number o Allow Mor Allow Sch	f Days per Billing Periods 7 Cut-Off Day hthly Billing	0
	Accept Cancel Delete	A

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.

ब्ख् Bill Code	Maintenance (RNT) 1/23/2014 📃	
Bill Code Description	M -, II I I I II Monthly	
Number of Allow Mon Allow Sch	f Days per Billing Periods 30 Cut-Off Day nthly Billing meduled Billing	20
	Accept Cancel Delete	₿

Cut- Off Day – this field allows setting up a cut off day for each billing period. It allows for setting the number of days as the cut-off for billing the monthly charge. The rental rate for periods less than the cut-off day (for example 20 days) will be calculated based on the Daily Rate calculated as the **Monthly Rate/ Cut Off Day**. For example if the Cut off Day is set to 20 and the Monthly Rate is 600 then the rate for a period less than 20 days will be calculated as: 600/20=30.

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

🔓 Bill Code Maintenance (RNT) 1/23/2014	_ 🗆 🗙
Bill Code S 2 14 4 6 61 Description Scheduled Billing	
Number of Days per Billing Periods 30 Cut-Off Days Allow Monthly Billing Allow Scheduled Billing	ay O
<u>Accept</u> <u>C</u> ancel <u>D</u> ele	te 😝

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.

9

Bill Code Maintenance (RNT) 4/15/2014	<u>- </u>
Bill Code D - I A P II Description Daily	
Number of Days per Billing Periods 1 Cut-Off Day Allow Monthly Billing Allow Scheduled Billing	
Accept Cancel Delete	Ð

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 entered cannot be numeric (only letters).

s	🥶 Bill Code L	ist					<u>- 0 ×</u>
	Bill Code ∧ D F M S W	Description Contractor Pricing - 20 Daily Five Day Week Price Monthly Scheduled Billing Weekly	3 days	Days 31 1 7 30 30 7			
	Search Bi Filters Custom	ll Code)	Begins with		<u>S</u> elect	Cancel	
F	Found 6 record	ls					.::

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.

🔓 Company Maintenanc	e (RNT) 1/23/2014		
Company Code RNT Company Name Rental]→, I4 4 D DI Demo Company	_	Activate
1 Main 2 Prefer	ances] o cruth cruth]] =	
		<u> </u>	1
Miscellaneous			
Print User Logon on Rep	ports		Change Data Location
Use Workstation Defaul	t Printer for STANDARD Report Settin	g 🗹 🗌	
Use Workstation Defaul	t Printer for STANDARD Form Code		
Allow External Access			
Return City Names in All	Caps		
Data Location	D:\MAS\MAS500\RNT\MAS90\MAS	S_RNT\	
Payroll Data Location	D:\MAS\MAS500\RNT\MAS90\MAS	S_RNT\	
Display Inactive Custom	ers in ALE Lookups		
Display Inactive Vendor:	s in ALE Lookups		
Date Settings			
Prompt for Accounting D)ate		
Auto Set Accounting Da	ite from System Date		
Restrict Accounting Dat	e to Current and One Future Period		
Background Color			
Enable Company-Specif	ic Background Color		
RGB Value 212	208 200 Select Color	Sample Text	
		Re	ntal Re <u>n</u> tal Defaults
Use as Default Compa	ny for Server Settings	Accept Ca	incel Delete 🔒 🕢

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

sage Con	npany Rental In	formation		×
Rer	ntal Line			
Bill	Code	Q		
Billir	ng Day	None 💌		
Day	vs In Month	Bill Code Days	-	
Exte	ended Rentals	Prorate		•
Pric	ing Method	Time Based	-	
Billir	ng Type	Up Front		•
Rer	ntal Misc. Charge	/RENTAL		
				ancel

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

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

🔓 Company Rental Ir	formation	×				
Rental Line	Rental Line					
Bill Code	M 🔍 Monthly					
Billing Day	None 💌					
Days In Month	Bill Code Days	~				
Extended Rentals	Prorate	_				
Pricing Method	Time Based					
Billing Type	Up Front	_				
Rental Misc. Charge	/RENTAL	Q				
l						
		<u>O</u> K <u>C</u> ancel				

The **Extended Rentals** drop-down is intended for selecting an option for calculating rental billing periods in the Sales (Rental) Order Entry. The periods for extended rentals are calculated based on the specified **Bill Code** taking into account the Rental **Start**

Billing and **End Billing Dates** and the **Billing Day** if specified. The following options are available for Extended Rentals: **Prorate, Best Pricing, Round Up** or **Cut-Off Day**.

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

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

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

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

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

The Billing periods are calculated as follows:

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

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

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

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

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

Pricing Method	Time Based 📃
- noing motiod	Time Based
	Pct of Sale Price

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

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

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

Driving Mathed	Det of Cale Drive with	E 00 🔹
Flicing Method	Fot of sale Flice	0.00 Z

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	V 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 Adva	nce

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.

Sales Order Options

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

🕸 Sales Order Options (RNT) 1/23/2014		
1. Main 2. Entry 3. Line Entry	4. Forms	5. Printing <u>6</u> . Quick Print <u>7</u> . History <u>8</u> . Job Cost
Batch Processing Description Enable Next Batch Invoice Data Entry 00001		Commissions Split Commissions Between Salespersons Customer Split Commission to Override Ship-To Salesperson
Next Automatic Sales Order Number Next Automatic Invoice/Shipping Number Next Automatic Rental Order Number	0000183 0100069 R000032	Default Warehouse for Order/Invoice Header 001 Use Shipping Code to Calculate Freight Actual Default Bill Code M Transfer Misc. Rental Lines Always
Next Automatic Rental Shipping Number Next Automatic Rental Return Number	RS00008 RR00009	Ship Rental Item By Invoice Data Entry Default Rental Warehouse Default Return Status INS
Files to Check for Duplicate Customer PO Numbers Check Sales Order Entry Check Sales Order Invoice Data Entry		PM Serial Status Code PM Q Allow Reserving only Instock Rental Serials 🗹
Check Sales Urder History Check Accounts Receivable Invoice Data Entry Check Accounts Receivable Invoice History		
		Accept Cancel 🔒 😧

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

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

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

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

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

Three options are provided: **None, Always** and **Once.** If **None** is selected the Comment, Misc Charge and Misc. Item lines will not be carried over to the Invoice. In this case the Rental Order containing any other none rental lines will not be deleted after the Sales Journal update even though the rental lines have been returned and billed completely (Rent Status is set to Close).

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

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

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

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

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

Allow Reserving only Instock Rental Serials – select this checkbox if you want to be able to reserve only the serials actually available in the warehouse at the time of Order entry, regardless the rental dates. In this case the same serial number cannot be reserved on different Orders.

If this checkbox is not selected you can reserve also the serial numbers, which are not actually available in the warehouse but will be available for the specified Rental period.

Product Line Maintenance

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

See Product Line Maintenance (RNT) 1/23/2014	
Product Line C&A J J J Description Audio Rental System 1. Main 2. Accounts Rental	Apply
Miss/Dam. Misc. Charge /DMGD Q Allow Renting]
	Accept Cancel Delete 🔒 🕢

Item Maintenance

The **Rental Info** button has been added to the **Item Maintenance** under the **More** dropdown menu to allow indicating the Items that can be rented out and establishing respective rental rates.

Lot valuation Items cannot be rented.

sep Item Maintenance (RNT) 1/23/2014	
Item Code AV1010 AV1010 Copy Erom Renumber	ore
Description Pak Audio Package 🤴	<u>V</u> endors
1. Main 2. Additional 3. Quantity 4. History 5. Transactions 6. Orders 7. Cost Detail 6	<u>A</u> lias
lini ettionum	Alternate
Product Line C&A Q Audio Rental System Standard EACH Q	<u>R</u> eorder
Product Tune Einished Good V Weight Durchasse FACH A No. of FACH	Pricing
	Price Lookup Salaa Buasaakiaa
Valuation Standard Lost Volume 0.0000 Sales EACH V No. of EACH	ot / Serial
Procurement Buy Inventory Lycie L	Lot / Serial Orders
	IT Item
Price Code STD 🔍 STANDARD QUANTITY PRIC Primary Vendor	Re <u>n</u> tal Info
Default Whse 000 🔍 CENTRAL WAREHOUSE Warranty Code 60 DAY 🔍 60 days from shipment 🧮	nš I
Sales Curchases Last Costs	<u> </u>
Retail Price 50.000 🗐 Standard Cost .000 🚺 Item 4.00	00
Standard Price 28.000 Average Cost 4.000 Allocated .000	0 📾 📗
Last Sold Last Beceipt 12/18/2013	
Vuluentities	<u></u>
001 Rental War 20.00 .00 .00 .00 .00 .00 .00 .00	
RNT Rental War 200.00 .00 .00 .00 .00 .00 .00 .00	
<u>Accept</u> <u>Cancel</u> <u>D</u> elete	∃ [0]

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

Rental It	em		AV1010						
Allow Re	nting		Default Return	🔽 🔹 Default Return Status 👘 🖂					
Rental M	isc. Charge	;	RENTAL		9				
Miss/Da	n Misc. Cha	arge	DMGD		Q				
Rental K	it								
Sched P	м		PM Unit Interval		0				
Hental H	Bill Code		Description	Bate					
1	C	Con	tractor Pricing - 28 days	55.000					
2	D	Dail	y	8.000					
3	F	Five	- Day Week Price	25.000					
4	м	Mon	nthly	120.000					
5	S	Sch	eduled Billing	40.000					
6	W	Wee	ekly	30.000					

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.

On the **Quantity** tab the **Rental Quantity** button allows for viewing quantities ordered and rented for current Item Code and the selected warehouse:

sage	Item Ma	intenance (RN	NT) 3/12/2014	4							_ 🗆 ×
lte Di	em Code escription	AV1010 Pak Audio Pac	kage		-,`s ⋈ - ₽	4 D DI		Copy <u>F</u> rom.	. Renum <u>b</u> e	er M	lore 💌
<u>1</u> . Main <u>2</u> . Additional <u>3</u> . Quantity		Quantity	<u>4</u> . History	<u>5</u> . Trans	sactions	<u>6</u> . Orders	<u>7</u> . Cost	Detail ㅣ			
ſ	Standard	Unit of Measure	EACH								
	Whse	Description	On Hand	On PO	On SO 0	On Bk Ord	Committed	Availat	ble In Shipp	ing On I	H 🗞 🛛
	000	CENTRAL	.00	.00	.00	.00	.00) . 10	00	.00	
	001	Sub Rental	.00	.00	.00	.00	.00	i 13. I .	.00	.00	a
	RNT	Rental War	197.00	.00	.00	.00	.00) 197.	00	.00	i 👼
									P	etal Ouael	
									Ke	intai Quan	acy
	•										J
		On Hand	On PO	On SO	On Bk Or	rd Comr	mitted	Available	In Shipping	On Han	dl
	Totals	216.00	.00	.00	.0	0	.00	216.00	.00		
	•										
L											
(2						A	ccept (Cancel [elete	80

🔓 Rental Qu	antity		×
Item Code	AV1010		
Warehouse	RNT		
Dupetitu Dr	Pontal Order	9.00	ן ר
Quantity Or	i nerital Oldel	3.00	
Quantity Or	n Rent	5.00	
			J
		<u>_</u> K	

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.

sage <mark>M</mark>	1in Num	ber of Days				_	
F	Rental Ite Min Num	m of Days by Item	AV101	10 25			
-M	1in Numb	er of Days by Cu	stomer				
		Customer		Number Of Day	s		R
	1	01-ABF			25		. - 📙
	2	01-AVNET			20		
	3				0		
					Accept	<u>C</u> a	incel

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:**

M	🖁 Rental Detail In	formation	<u>? ×</u>
	Rental Line		
	Starting Date	12/19/2013	
	Ending Date	1/12/2014	
	Start Billing date	12/19/2013	
	End Billing date	1/12/2014	
	D710 1		

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:

Rates by Customer						
R	lental Ite	m	AV1010			
С	ustomer	No.	01-ABF	-JJ.		
-R	ental Ra	tes				
		Bill Code	Description	Rate		
	1	С	Contractor Pricing - 28 days	55.000		
	2	D	Daily	8.000		
	3	F	Five Day Week Price	25.000		
	4	М	Monthly	120.000		
	5	S	Scheduled Billing	40.000		
	6	W	Weekly	30.000		
			Accept	Cancel	Delete	

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 Ite	m Availability By Date	(RNT) 1/23/2014		_ 🗆 🗙
Item No. Whse Code UOM	AV1010 Pak Audio Package RNT - Rental Wa EACH	arehouse	<u>S</u> erial Status View All Whse	•
Fro	Starting Date 1/23/2014 By Range O	Tc	Ending Date 3/23/2014 By Day O	View)
Whse F RNT 1 RNT 2	From To /23/2014 2/23/2014 /24/2014 3/23/2014	Quantity On R0 10.00 .00	Quantity On Rent 5.00 .00	Quantity Available 190.00 200.00
м	in Quantity Available	190.00 N	/lax Quantity On RO	10.00
Keep Item N	lo.			<u>0</u> K

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 It	tem Availab	ility By Date	(RNT) 1/23/2014		
Item No.	AV1010			<u>S</u> erial Status View	
	Pak Audio) Package			/
Whee Cor	de BNT	- Bental Wa	rehouse	All Wh	~~ 🗌
		- Hondar Ha	ionouse		··· 🗋
UUM	EACH				
	Star	ting Date		Ending Date	
F	rom 1/23	/2014 📑	To	3/23/2014 📷	
	BuBa	ange O		Bu Dau 🔘	View
	byin	ungo O		by b dy	
Whse	From	То	Quantity On RO	Quantity On Rent	Quantity Available 🔺
BNT	1/23/2014	1/23/2014	10.00	5.00	190.00
BNT	1/24/2014	1/24/2014	10.00	5.00	190.00 💳
BNT	1/25/2014	1/25/2014	10.00	5.00	190.00
BNT	1/26/2014	1/26/2014	10.00	5.00	190.00
BNT	1/27/2014	1/27/2014	10.00	5.00	190.00
BNT	1/28/2014	1/28/2014	10.00	5.00	190.00
BNT	1/29/2014	1/29/2014	10.00	5.00	190.00
BNT	1/30/2014	1/30/2014	10.00	5.00	190.00
BNT	1/31/2014	1/31/2014	10.00	5.00	190.00
BNT	2/1/2014	2/1/2014	10.00	5.00	190.00
BNT	2/2/2014	2/2/2014	10.00	5.00	190.00 工
	Min Quantity	Available	190.00 M	1ax Quantity On RO	10.00
Keep Item	n No.				

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

Rental Iter	n Availab	ility By Dat	te (RNT) 1/23/2014				_ []
ltem No.	AV1010 Pak Audio	Package		<u>S</u> eri-	al Status View)	
Whse Code UOM	EACH	- ¹ ,			All Wh	se 🗸	
Fro	Star	ting Date	3	T- 2	Ending Date		
110	By Ra	72014 🚺	_ >	10 3. By	Day C)	View
Whse F	rom	То	Quantity On R	O Qua	antity On Rent	Quantity /	Available
000 1.	/23/2014	3/23/2014		00 00	.00 00		.00
RNT 1	/23/2014	2/23/2014	 10.1	.0 00	5.00		190.00
RNT 2	/24/2014	3/23/2014		00	.00		200.00
м	in Quantity	Available	20.0) Max Q	uantity On RO		10.00
Keep Item N	0.						<u>0</u> K

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

Rental Ite	m Availab	ility By Dat	e (RNT) 1/23/201	14				
Item No.	AC2500 Air Conditi	onina Unit 2.5	j Ton		<u>S</u> erial Status Vie	w		
Whse Code UOM	e RNT EACH	Rental W	/arehouse		All	Whse		
Fro	Starl	ting Date /2014 👘		То	Ending Dat 3/23/2014	e		
Whse RNT	By Ra From	inge 💿 To 3/18/2014	Quantity On RO	Qua	By Day Intity On Rent	O Quant	View	
RNT (3/19/2014	3/23/2014	.00		.00		150.00	
Μ	fin Quantity.	Available	145.	.00 Ma	x Quantity On F	10	5.0	0
Keep Item N	No.						<u>о</u> к)

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

Serial S em Code	itatus Vi	ew (RNT) 1/23/2014					
/arehou:	se Code	RNT					
0257-53							
History	Whse	Serial Number	Starting Date	Ending Date	Status	Comment Text	
1	BNT	1025-10	12/18/2013	3/18/2014	BNT	Customer No = 01-ABF Sales Order No = R0000031	
2	BNT	1025-100	12/18/2013	3/18/2014	BNT	Customer No = 01-ABF Sales Order No = R000031	
3	BNT	1025-101	12/18/2013	3/18/2014	BNT	Customer No = 01-ABF Sales Order No = R000031	
4	BNT	1025-102	12/18/2013	3/18/2014	BNT	Customer No = 01-ABF Sales Order No = R000031	
5	BNT	1025-103	12/18/2013	3/18/2014	BNT	Customer No = 01-ABF Sales Order No = R000031	
6							
. 1							
•							•
							<u>0</u> K

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 Ma	intenance (RNT) 1/24/2014	
Customer No.	1-ABF 2, 🔛 14 - A - A	More
Name A	merican Business Futures	Contacts
<u>1</u> . Main	<u>2</u> . Additional <u>3</u> . Statistics <u>4</u> . Summary	5. History <u>6</u> . Invoices <u>7</u> . Transactions <u>I</u> tems
		Ship To Address
Address	2131 N. 14th Street 🧭	Terms Code 01 🔍 Net 30 Days II Customer
	Suite 100	Primary Contact ARTIE JOHN A Art RMA Inquiry
	Accounting Department	Ship Code UPS BLUE Sill To/Sold To
ZIP Code	53205-1204	Primary Ship To 2 Q American B Rental Info
City	Milwaukee State WI	
Country	USA 🔍 United States of America	Tax Schedule WI MILMIL
Residential Add	dr 🗌	Milwaukee
Salesperson	0100 🔍 Jim Kentley Split Comm	
Telephone	(414) 555-4787 Ext 219	
Fax		
E-mail Address	artie@abt.com	
URL Address	www.abf.com	🚱 🛛
		Accept Cancel Delete 🖶 🕢

Click the **Rental Info** button.

The Customer Rental Information screen is opened.

sege Cust	tomer Renta	Information				
Ren	tal Line					
Bill C	Code	W 🔍 Weekly				
Billin	ig Day	None 💌				
Day	s In Month	Bill Code Days				
Exte	nded Rentals	Prorate				
Prici	ng Method	Time Based				
Billin	д Туре	Up Front				
Con	tinue Billing	Periodic				
Bill F	Bill Period in Advance					
		<u>OK</u> <u>C</u> ancel				

This screen is identical to the one opened from the **Company Maintenance** (see the <u>Company Maintenance</u> field descriptions of the **Company Rental Information** screen for more details).

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

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

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

🔓 Customer M	1ainten	ance (RNT)) 1/24/2014			
Customer No. Name	01-ABF America	an Business F	 Futures			Copy From Renumber Rental •
<u>1</u> . Main	<u>]</u> <u>2</u> . Ad	dditional	<u>3</u> . Statistics	4. Summary	<u>5</u> . History	<u>6</u> . Invoices <u>7</u> . Transactions <u>8</u> . S/Os
Comment Open Item Cu Customer Sta Inactive Rea Insurance Ex Data Entry Price Level Dflt Pymt Typ Discount Rat Fin Charge R Item Code	ustomer itus piration [pe N e ate WIDGE 8'' x 10''	Call Ed for of Active	Internet Enat		Printing Sort Customer Type Statement Cycle Print Dun Messag Batch Fax Primary Credit Card Card ID Payment Type Cardholder Name Last Four Digits Expiration Date	AMER A2 M ge Information Crgdit Cards
						Accept Cancel Delete 🔒 🕢

In case the **Insurance Date** has been expired at the time of creating order the following warning message will appear upon 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.

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

Item Status Code Maintenance

Note: Status 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.

🔓 Item Stat	us Maintena	nce (RNT) 1/	24/2014		_ 🗆 🗙
Status Code Description	RES 1.	14 4 6 6)		
Available to	Rent				
	n RNT Dispate	ch Board	p 200 t	~	
	174 🗐	G: 86 🖃	B: 203 🖃	6	
			Accept	<u>C</u> ancel	

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

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- 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**.

🔓 Item Status	List				
Status Code	Description Damaged				
IMT INS INV MIS PM RES RET RNT SLD STK SWP	IM Transaction Inspection Invoiced Missing Prev Maint Reserve Returned Rent Sold Stock Swapped				
Search Statu Filters	ıs Code	Begins with			<u> </u>
C <u>u</u> stom			<u>S</u> elect	<u>C</u> ancel	
Found 12 records					

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.

🔓 Sales Order Entry (RNT) 1/24/2014					
Order Number	🕅 📋 Copy from) Defaults Customer Credit	More			
1. Header 2. Address 3. Lines 4. To	otals] 5. Credit Card User useriig	<u>R</u> ental Information			
	Invoice Data Entry				
Order Date 1/24/2014 🛅 Order Type Standard Order 💌 Master/Repeating No. 🔍 🔍 Rental Shipping Data Entry					
Customer No. 01 APE	American Dusiness Futures	Rental Return Entry Reptal Invoice Caparation			
	American business Futures	Ken <u>t</u> ar myölce deneration			
Cust PO Rental Job No.	~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~				
Ship To	Addr 2 Q American Business Futures				
	ode UI 🔨 Net 30 Days				
Ship Date 1/24/2014 5hip Vi					
Confirm	To John Quinn				
Status New 💌 <u>Reason</u> E-mail	artie@abf.com	1			
Whse RNT 🔍 Rental Warehouse Fax No.	Batch Fax				
Comme	nt				
Schedule WI Q Salespe	rson 0100 🔍 Jim Kentley				
Wisconsin Split Co	mm. No 🔽 Split Comm				
Print Order 🔽					
Print Pick Sheets 🔽					
_					
Quick Print Without Displaving Printing Window					
Print Order Print Pick 🔗 Recalc Price	Accept Cancel Delete	· 🖶 🕢 ;			

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

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

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

^{sage} Rental Header In	formation	? ×
Default Rental Line		
Starting Date	12/20/2013	
Ending Date	1/14/2014	
Start Billing Date	12/20/2013	
End Billing Date	1/14/2014	
Bill Code	👿 🔍 Weekly	
Billing Day	None 💌	
Days In Month	Bill Code Days	-
Extended Rentals	Prorate	•
Billing Periods	3.714	13W
Pricing Method	Time Based 💌	
Billing Type	Up Front	-
Continue Billing	Periodic	-
Bill Period in Advance		
Billing Schedule Apply to Lines		
	<u> </u>	ncel

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.

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

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

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

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

The **Minimum One Period Rental Charge** checkbox is shown on the Rental Header and Detail Information screens if the Billing type is Periodic. Refer to <u>Minimum One</u> <u>Period Rental</u> Charge title for details.
The **Billing Schedule** button becomes enabled if the Billing Type is set to **Scheduled**, for other billing types it is disabled. The **Billing Type** can be set to **Scheduled** only for a Bill Code marked as **Allowed for Scheduled Billing** in the Bill Code Maintenance. Refer to <u>Scheduled Billing Rentals</u> section for details.

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

🔓 Rental Detail Inf	ormation
Rental Line	
Starting Date	12/20/2013
Ending Date	1/14/2014
Start Billing date	12/20/2013
End Billing date	1/14/2014
Bill Code	W 🔍 Weekly
Billing Day	None 💌
Days In Month	Bill Code Days 💌
Extended Rentals	Prorate 💌
Billing Periods	3.7143W 😝
Pricing Method	Time Based 💌
Billing Type	Up Front
Sales Price	28.000
Continue Billing	Periodic
Bill Period in Advan	ce 🗌
Billing <u>S</u> chedule	
	<u>OK</u> <u>Cancel</u>

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 <u>Rental</u> <u>Order Activity Tracking</u> for details)

🔓 Sales Order Entr	r y (RNT) 1/24	4/2014					
Order Number	000033	Erieriks 📦	4 D DI 📺	Copy from	De <u>f</u> aults Cu :	stomer Credit	Rental 🔻
1. Header	2. Address	<u>3</u> . Lines	4. Totals	5. Credit Card	Jser useriig		
-	- 1	1	- 1	- 1			
🛛 🔍 🗞 🕅	<mark>10 - </mark> - 1	Quick Row	1 🛃	₽∪::-	1 🗐 📰 ,	// 🛛 🔁 🛱	【日日日 - 】
Rental Item Rental Senariyo.	s, Alt-X	Add	INew 🗌 Inci	rement 🔲 🕺	2		
lte	m Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	ן ר
1 AV1010		2.00	.00	.00	111.429	222.86	
2		.00	.00	.00	.000	.00	
						1	
Description	Pak Audio Pac	:kage					-
Warehouse	BNT	-					
Unit Of Measure	EACH						
Price Level	1						Generate PO
LTender	TV						
					To	ital Amount	222.86
Drink Oxday Drink D	21. (4) [D.					Connect 1	
	·IC <u>K</u> [√] [⊓				Accept		
🔓 Rental Detail 1	Information		? ×				
Rental Line							
Starting Date	12/20/20	013					
Ending Date	1/14/201	4					
Start Billing date	12/20/20	013					
End Billing date	1/14/201	4					
Bill Code	w 🔍 '	Weekly					
Billing Day	None	~					
Days In Month	Bill Code	Days	-				
Extended Renta	ls Prorate		•				
Billing Periods		3.71	43W 😵				
Pricing Method	Time Bas	ed 💌					
Billing Type	Up Front						
Sales Price			28.000				
Continue Billing	Periodic		_				
Bill Period in Adv	/ance						
Billing <u>S</u> chedul	e						
			Cancal				

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

Click the **3** button near the **Billing Periods** field to open the **Rental Rates** screen.



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

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

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

Scheduled Billing Rentals

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

🔓 Rental He	ader Infor	rmation
Default Re	ntal Line	
Starting Da	ite 12	2/20/2013
Ending Dat	te 4/	24/2014
Start Billing	Date 12	2/20/2013
End Billing	Date 4/	24/2014
Bill Code	S	🔍 Scheduled Billing
Billing Day	No	one 💌
Days In Mo	onth Bil	l Code Days 💌
Extended F	Rentals Ro	ound Up 🗾
Billing Perio	ods	4S
Pricing Me	thod Tir	me Based 💌
Billing Type	e So	cheduled 🗾 🗾
Billing Sc	hedule	Apply to Lines
		<u>OK</u> ancel

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.

sag	P Heade	er Billing Schedul	e		<u>- 0 ×</u>
ſ		Starting Date	Ending Date		
	1	12/22/2013	1/5/2014		🚆 - 🛛
	2	1/6/2014	2/18/2014		~
	3	2/19/2014	3/9/2014		
	4	3/10/2014	4/10/2014		
	5				
0					
				<u>Accept</u>	ancel

🔓 Sales Order Entry (RNT) 1/24	4/2014					
Order Number R000034	etetiks 🖬	4 D DI 🖂	Copy from	De <u>f</u> aults Cu s	stomer Credit	Rental 🔻
<u>1</u> . Header <u>2</u> . Address	<u>3</u> . Lines	4. Totals	5. Credit Card	Jser useriig		
🔍 🗞 H) H) - 😒 -	Quick Row	1 ව			// 🛛 🔁 🛼 🕯	(∃(∃¦⊒•
Rental Serial No.	Add	INew 📃 Incr	Rental Detail Infor	rmation		
Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	
AV1010	2.00	.00	.00	160.000	320.00	
2	.00	.00	.00	.000	.00	
•					Þ	
Description Pak Audio Pac	:kage					
Warehouse RNT						
Unit Of Measure EACH						
Price Level 1						Generate BD
T Class TV						Generate PO
				To	tal Amount	320.00
Print Order Print Pick 🔗 R	ecalc Price			Accept	<u>C</u> ancel <u>D</u> el	

	sage Ro	ental Detail Info	rmation		<u>? ×</u>
	R	ental Line			
	S	tarting Date	12/20/2013		
	E	nding Date	4/24/2014		
	S	tart Billing date	12/20/2013		
	E	nd Billing date	4/24/2014		
	B	ill Code	S 🔍 Scheduled	Billing	
	B	illing Day	None 💌		
	D	ays In Month	Bill Code Days		
	E	xtended Rentals	Round Up	7	
	B	illing Periods		4S 😫	
	P	ricing Method	Time Based 📃 📘	-	
	B	illing Type	Scheduled	-	
	S	ales Price		28.000	
	abail	will of L L L			
sade D	etaii	Billing Schedule			- 비스
sage ()	etali	Billing Schedule			
sor D	ecan	Starting Date	Ending Date		
	1	Starting Date	Ending Date		
	1 2	Starting Date 12/22/2013 1/6/2014	Ending Date 1/5/2014 2/18/2014		
	1 2 3	Starting Date 12/22/2013 1/6/2014 2/19/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014		
	1 2 3 4	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014 1	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		
	1 2 3 4 5	Starting Date 12/22/2013 1/6/2014 2/19/2014 3/10/2014	Ending Date 1/5/2014 2/18/2014 3/9/2014 4/10/2014		

For Scheduled Billing the invoice is generated when for the entered date 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:

12/22/2013-1/5/2014 1/6/2014-2/18/2014 2/19/2014-3/9/2014 3/10/2014-4/14/2014

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

■Rental Invoice Genera	ation (RNT)	1/24/2	014		_ _ _ ×
12/25/2013 🛅 🧕	elect				
Select Field	Operand	1	Value		
Sales Order Number	All	-			
Customer Number	All	-			
Rental Return	All	-			
Billing Type	All	-			
Clear				Proce	eed Cancel 🔒 📀

					1									1
	Selec	Sales Order	Туре	Div	Dustome	alesperso	Item	U/M	luanti	UnitPrice	xt Amou			
1	☑	R000034	IN	01	ABF	0100	AV1010	EACH	2.00	40.000	80.00	SO No. : I	R000034, F	
1														

≊ा Rental	Invoice Generatio	on Listing								<u> </u>
占 🎒	🖹 🕐 📴	н н н	▶ 1		/1 👫 🤨	\ •				X
Main Repo	rt									
	Rental Invo	ice Genera	tion Listing				Renta	l Demo Com	pany (RNT)	
	Order Number	Туре	Customer	Slsp	ltem	UOM	Quantity	UnitRent	ExtAmount	
	R000034	IN	01-ABF	0100	AV1010	EACH	2.00	40.00	80.00	
	50 No.: R0000	34. For rent: Fr	om 12/22/2013 1	<u>o 175/201</u>	4=15.Qv=2.0	0. Rates: S = 40.000; Sche Report Total:	dule = 12/22/1	<u>3-01/05/14;</u> 40.00	80.00	
Current Pag	je No.: 1			Total Page	No.: 1		Zoom	Factor: 100%		

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

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

Processing Rental Orders with Cut-Off Day logic

Bill Code Maintenance

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

ब्ख् Bill Code	Maintenance (RNT) 1/24/2014	- 🗆 🗵
Bill Code Description	M - III II III	
Number o Allow Mor Allow Sch	f Days per Billing Periods 31 Cut-Off Day hthly Billing 🖌	20
L	Accept Cancel Delete	B

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 12/21/2013-1/30/2014 the Billing Periods will be represented as 1M 16D.

The Billing periods are calculated as follows:

From 12/21/2013 to 01/05/2014 (the Billing Day)- 16 days and from 01/05/2014 to 1/30/2014 (actual 25 days) as cut-off day is 20, 25 days are considered a month and the Billing periods are: 1M 16D.

🔓 Rental Detail Inf	ormation	? ×
Rental Line		
Starting Date	12/21/2013	
Ending Date	1/30/2014	
Start Billing date	12/21/2013	
End Billing date	1/30/2014	
Bill Code	M 🔍 Monthly	
Billing Day	5 💌	
Days In Month	Bill Code Days	-
Extended Rentals	Cut-Off	-
Billing Periods	1M 16D	8
Pricing Method	Time Based 💌	
Billing Type	Periodic	-
Sales Price	28.0	00
Bill Period in Advar	ice	
Minimum One Perio	d Rental Charge	
Billing <u>S</u> chedule		
	<u> </u>	cel

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 R						-		
ental Item	AV1010)						
	Bill Code		Description		Rate			
1	D	Daily			8.000			
2	м	Monthle	J		120.000			
				<u>K</u>)		
Gales Order Inder Number <u>1</u> . Header	r Entry (RN R00003 2. Add	(T) 1/24 , 35 [→, [Iress]	/2014		Copy from.	Defaults Cu User useriig	ıstomer) Credit	
iales Order Ider Number <u>1</u> . Header Q N Rental Serial	r Entry (RN R00003 2. Add	NT) 1/24, 35 [, [dress] 25 •	/2014 1 [1] 5 [4] 3. Lines Quick Row		Copy from.	Defaults Cu User useriig - IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	istomer) Credit.	
Gales Order Ider Number <u>1</u> . Header Q N Rental Serial	r Entry (RN R00000 2. Add 00 00 * No.	NT) 1/24, 35 [, [iress] & +	/2014 1 [1] 5 [4] 3. Lines Quick Row Add Ordered	 ♦ ▶ ▶ ■ ■ <u>4</u>. Totals 1 ₽ 1 № 1 № 1 № 	Copy from.	Defaults Cu User useriig IIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIIII	istomer) Credit. Extension	
Sales Order rder Number <u>1</u> . Header Q N Rental Serial 1 AV1	r Entry (RN R00003 2. Add 0. 00 00 ~ No. Item Cod 1010	17) 1/24 , 35 [2], [tress] 1 1 1 1 1	/2014 1 [1] 5 [4] 3. Lines Quick Row Add Ordered 2.00		Copy from. 5. Credit Card	Defaults Cu User useriig - 🗐 📰 	istomer) Credit. Extension 432.00	<u>(</u>
Sales Order rder Number 1. Header Rental Serial 1 AV1 2	r Entry (RN R00003 2. Add 00 00 ~ No. Item Cod 1010	4 T) 1/24 , 35 [, [dress] € ▼	/2014 1 [1] 5 № 3. Lines Quick Row Add Ordered 2.00 .00) Copy from. 5. Credit Card F Credit Card Recement Back Ordered 0 .00	Defaults Cu User useriig	Istomer) Credit.	
iales Order der Number <u>1</u> . Header Rental Serial <u>1</u> AV1 2	r Entry (RN R00003 2. Add 0. 00 00 * No. Item Cod 1010	<pre>xT) 1/24, 35 [-2, _ tress] tress] tress tress</pre>	/2014 1 €1 5 № 3. Lines Quick Row Add Ordered 2.00 .00		Copy from. 5. Credit Card Image: Copy from. <	User useriig	Istomer) Credit.	
iales Order der Number 1. Header Rental Serial 1 AV1 2 AV1	r Entry (RN R00003 2. Add 00 00 * No. Item Cod 1010	I/24, 35 -/ iress - iress - le - udio Pack -	/2014 1 [1] 5 [4] 3. Lines Quick Row Ordered 2.00 .00	4 D D C	Copy from.	Defaults Cu User useriig	Istomer) Credit.	
ales Order der Number 1. Header Rental Serial 1 AV1 2 Descriptio Warehous	r Entry (RN R00003 2. Add 00 00 ~ No. Item Cod 1010	Image: Arror of the second	/2014 1 [1] 5 [4] 3. Lines Quick Row 0rdered 2.00 .00	4 D D C	Copy from. 5. Credit Card Frement Back Ordered 0 .00 .00	. Defaults Cu User useriig 	Istomer Credit.	··· (= '
ales Order der Number 1. Header Rental Serial 1 AV1 2 Descriptio Warehous Unit Of Meas	r Entry (RN R00003 2. Add 0. 0. 0. 0. 100 0. 1010 1010 1010 1010	(T) 1/24 , 35	/2014 1 [1] 5 [4] 3. Lines Quick Row Add Ordered 2.00 .00	4 P P C) Copy from. 5. Credit Card F Credit Card Copy from. 5. Credit Card D Copy from. 5. Credit Card 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00 0. 00	Defaults Cu User useriig 	Istomer Credit.	···
Sales Order I. Header I. Header Rental Serial I AV1 2 Descriptio Warehous Unit Of Meas Price Leve	r Entry (RN R00003 2. Add 00 00 * No. Item Cod 1010	Image: Arror of the second	/2014 3. Lines Quick Row Ordered 2.00 .00	4 D D C	Copy from. 5. Credit Card Generation Back Ordered D 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	Defaults Cu User useriig 	Istomer Credit.	

Print <u>O</u>rder... Print Pic<u>k</u>... 🥐 Recalc Price

<u>D</u>elete

Accept

<u>C</u>ancel

- U ×

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

see Rental Ir	nvoice Generatio	n Listing								
占 遇 🎙	à 🕐 📴	н н н			/1 🚜 🤇	₽ , +				X
Main Report					_					
	Destallaria		c 1 :c							
	Rental Invo	ice Genera	ion Listing				Renta	l Demo Com	pany (RNT)	
	Order Number	Туре	Customer	Slsp	ltem	UOM	Quantity	UnitRent	ExtAmount	
	R000035	IN	01-ABF	0100	AV1010	EACH	2.00	96.00	192.00	
	SO.No.: R0000	35. For rent: Fr	om 12/21/2013	To 1/5/201	4 = 16D. Qtv =	2.00. Rates: D = 6.000.				
						_				
						Report Total:	2.00	96.00	192.00	
Current Page	No.: 1			Total Page	No.: 1		Zoom	Factor: 100%		

Here is the generated Invoice:

🔓 S/O Invoice Da	ta Entry (RNT) 1	/29/2014				
Invoice No. 0100 <u>1</u> . Header]	0071 [-4, [_1] 🚺 2. Address		5. Credit Card	D	efaults Custom	ner) Credit
8	1 16 - 🗌 - 📕	Quick Row 1 🔀	₽∪\)			<= (= ↓ •)
Item	Code Extension			Comment		i
1 /RENTA	AL 192.00	SO No. : R000035, For ren	: From 12/21/2013 To 1	1/5/2014 = 16	D, Qty = 2.00, Rate:	s: D = 6.000,
2	.00					
1			7			
Description	AV1010 Pak Aud	io Package				
Warehouse Unit Of Measure						
Back Ordered		.00	-			
				1	Fotal Amount	192.00
Quic <u>k</u> Print		Update		Accept	<u>C</u> ancel [elete 👌 🕢

The next Invoice should be generated on the next Billing Day: 02/05/2014 (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.

🔓 Rental Invo	pice Generation	Listing								
占 🖨 🖣	🕐 🚼 🖌 🛛		▶ 1		/1 🎢 🔍	•				×
Main Report										
										_
	Rental Invoi	ce Generat	on Listing				Renta	l Demo Com	pany (RNT)	
	Order Number	Туре	Customer	Slsp	ltem	UOM	Quantity	UnitRent	ExtAmount	
	R000035 S0 No. : R00003	IN 35, For rent: Fro	01-ABF om 1/6/2014 To	0100 2/5/2014	AV1010 = 1M, Qty = 2.00	EACH 0, Rates: M = 120.000,	2.00	120.00	240.00	
						Report Total:	2.00	120.00	240.00	.
Current Page No	ol 1		1	otal Page	No.: 1		Zoor	n Factor: 100%		

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

🔓 Rental Detail Inf	ormation	? ×
Rental Line		
Starting Date	5/20/2014	
Ending Date	7/25/2014	
Start Billing date	5/21/2014	
End Billing date	7/25/2014	
Bill Code	M 🔍 Monthly	_
Billing Day	5 🔻	
Days In Month	Bill Code Days	
Extended Rentals	Cut-Off	-
Billing Periods	2M 16D	\$
Pricing Method	Time Based 💌	
Billing Type	Periodic	-
Sales Price	28.0	000
Bill Period in Advan	ce	
Minimum One Perio	d Rental Charge	
Billing Schedule	<u> </u>	
	J	
		ncel

In the above example the rental period from 5/21/2014-7/25/2014 with Billing Day set to 5 is represented by 2M and 16D billing Periods. From 05/21/2014-06/05/2014- 16 days From 06/06/2012-07/05/2012- one month

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

Invoice Data Entry

When Rental Order 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.

00 ERP	X
o you want to ship the complete sales order ?	
	DO ERP o you want to ship the complete sales order ? Yes <u>N</u> o

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

😎 S/O Invoice Data Entry (RN1	7) 1/29/2014	
Invoice No. 0100075	14 4 6 1 1 3. Lines 4. Totals 5. Credit Card 1	Defaults Customer) Credit
	Quick Row 0	☎₨ ๔ ๔ଋ •
	Billing Date (RNT) 1/29/2014 Rental Billing Date 6/05/2014 QK	
		Total Amount

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

<mark>‱</mark> S/O Inv	voice Data Entry (RNT) 1/29/2014	l i			
Invoice N <u>1</u> . Head	lo. 0100077 [2], [1] der <u>2</u> , Address	14 4 🕨 1 3. Lines	▶ [™] <u>4</u> . Totals	5. Credit Card	Defaults	Customer Credit
	8 0 0 - 🗍 -	Quick Ro	w 2 🔀	₽□\]		
	Item Code	Extension			Comment	
1	AV1010	.00				
2	/RENTAL	192.00	SO No. : R0000	36, For rent: From 5/21/2	2014 To 6/5/2014 = 16D	, Qty = 2.00, Rates: D = 6.000
3	1001-HON-H252	407.40				
4		.00				
•						
Desc	cription AV1010 Pak A	udio Package		_		
Ware	ehouse					
Unit Of	Measure					
Back	Ordered		.00			
نىم ا	-1			<u> </u>		
					Total A	mount 599.40
Quic <u>k</u> Prin	nt 👧		Update		Accept C	ancel Delete 🔒 🕜

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

Rental Shipping Data Entry

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

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

If the Sales Order contains only rental 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**.

🔓 Rental Shippin	g Data Entry (RNT) 1/29/2	2014					
Shipper ID 1	Ship Ship Cus 2.Shipping	p Date 1 pping No. F stomer No. C	/29/2014 3S00011)1-ABF		Order No. Ship Status	R000036 🔍 🗞 New American Busine	SO Created By ss Futures	liG
Item Cod <u>e</u>			Q	, این Qu	ick Row	1 🛃 🕞 🗌	🛃 Pkg 0001	🗟 😒 🛃 🔹
lt	em Code	Ordered	Shi	pped		Comment		
1 AV1010		2.	00	2.00				
Description	Pak Audio Pac	ckage		-				
Warehouse	RNT							
U/M	EACH							
Package	0001			•				
Quick Print Auto	o Incre <u>m</u> ent 🔽] Update					<u>Cancel</u> Dela	ete 🕢.

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

sege Sage	: 100 ERP	X
į)	This order is currently being shipped by Rental Shipping Data Entry	

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

PSales Order Entry (RNT) 1/29	9/2014					_ [] >
Order Number R000036	eren 🔊 📦	4 D DI 🖂	Copy from	De <u>f</u> aults Cu	s <u>t</u> omer C <u>r</u> edit	. More 🔻
1. Header 2. Address	<u>3</u> . Lines	<u>4</u> . Totals	5. Credit Card	Jser useriig		Ę
			1			
💊 🕅 M 🕶 🐼 🗸	Quick Row	1 🔁			//. 🛛 🔁 🛼	信任長・
Rental Serial No.	Add	New 📃 Incr	ement 📃 🦼	.2		
Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension]
1 AV1010	2.00	2.00	.00	336.000	672.00	
2	.00	.00	.00	.000	.00	
					•	1
Description Pak Audio Pac	:kage	_				
Warehouse RNT						
Unit Of Measure EACH						
Price Level 1						Generate PD
		_				
				To	atal Amount	672.00
Print <u>O</u> rder Print Pic <u>k</u> 🥐 R	ecalc Price			Accept	<u>C</u> ancel <u>D</u>	elete 🔒 🕜

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.

🔓 Packing List Prin	iting						<u>- 0 ×</u>
🛃 🎒 🖹 [(2)] 🔓 🗷 🔺 →	▶ 1	/1 🚜 🔍 -				×
Main Report							
Rental	iemo Company				RS00012 1/29/2014 R000033 1/24/2014 0100 01-ABF	1	
America 2131 N. Suite 10 Account Milwauk	n Business Futures 14th Street 0 ing Department ee, WI 53205-1204			American Business F RacineWarehouse 5411 Kendrick Place Racine, WI 53120	Futures		
John Qu	inn				1		
AV(1010		UPS BLUE	FACU	Net 30	IDays	0.00	
Pal	kAudio Package		EAUH Warehouse:	2.00 RNT	2:00	0.00	
Current Page No.: 1			Total Page No.: 1		Zoom Factor: 100%		

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.

sege Rent	tal Shipping	Journal							1	<u>ı x</u>
		SA	LES ORD	ER RENTAL	SHIPPING	G JOURN	JAL			
Adob	e PDF		•]		<u>P</u> rint	Prey	view	<u>S</u> etup	
PRental Sh	nipping Journal	Rental Shipping	1 Journal	/1 ∰						
	Shipping No. Item Code	Sales Order No.	ShipDate Description	CustomerNo.	Warehouse	StartDate	Renta. EndDate	Demo Comp Qtv Ordered	any (RNT) OtvShipped	-
	RS00012 AV1010	R000033	1/29/2014 Balu Aurija Dau	01-ABF	DUT	10,00,0010		.,	.,	
			FakAudioFai	скаде	RNI	ShippingT	1/14/2014 otal :	2.00	2.00	
			rakAudo ra	ckage	HNI	ShippingT JournalT	1/14/2014 otal :	2.00	2.00 2.00 2.00	

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

see Sage	2 100 ERP	×
?	Do you want to update the Rental Shipping Journal?	

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:

Sales Order Ent	ry (RNT) 1/29)/2014					_ 0
Order Number	R000037 🗐	HENS N	4 Þ ÞI 🔲	Copy <u>f</u> rom	De <u>f</u> aults Cu	stomer Credit	More
<u>1</u> . Header	2. Address	<u>3</u> . Lines	<u>4</u> . Totals	5. Credit Card	Jser useriig		Ę
۴) 🎤 🔎	H - 🕾 -	Quick Row	1 🛃	 ₽□\]_			(d)(d) 🛃 🔹
Rental Serial No.		Add	New 📃 Incr	ement 📃 🎡	ē		
lte	em Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	
1 AV1010		3.00	.00	.00	160.000	480.00	
2		.00	.00	.00	.000	.00	
•						Þ	
Description	Pak Audio Pac	kage					
Warehouse	BNT						
Unit Of Measure	EACH						
Price Level	1						Generate PO
T Class	TV		_				dollorger e
					To	tal Amount	480.00
int <u>O</u> rder Print f	Pic <u>k</u>) 🕐 (Re	ecalc Price			Accept	<u>C</u> ancel <u>D</u> e	elete 🛛 🖶 🕜

Only 1 from total of 3 quantities ordered has been shipped through Shipping# RS00014

🔓 Rental Shippir	ng Data Entry	(RNT) 1/29/	2014				
Shipper ID 1	SI SI Cu 2.Shipping	hip Date hipping No. ustomer No.	1/29/2014 📰 RS00014 01-ABF	Order No. Ship Status	R000037 🔍 🗞 New American Busine	SO Created By ss Futures	liG
Item Cod <u>e</u>			% [5]	Quick Row	1 🛛 🖗 🗌	🗟 Pkg 0001	🕹 😒 👼 •
1 AV101	ltem Code O	Ordered 3	Shipped		Comment		
Description Warehouse U/M Package	Pak Audio Pa RNT EACH 0001	ackage					
Quic <u>k</u> Print Au	to Incre <u>m</u> ent [Update.				<u>C</u> ancel <u>D</u> ele	ete 🕢

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

Sales Order En	try (RNT) 1/29)/2014					_ 0
Order Number	R000037 🖓	eren 😽 🙀	4 D DI 🖂	Copy from	De <u>f</u> aults Cu	stomer Credit	. Shipping
<u>1</u> . Header	2. Address	<u>3</u> . Lines	<u>4</u> . Totals	5. Credit Card	Jser useriig		5
Q 🇞 🕅	10 - 🐼 -	Quick Row	1 🔁	₽U\]_		//	:(∃(1⊳ •
Rental Serial No.		Add	New 🗌 Incr	rement 🔲 🦼	2		
lt	em Code	Ordered	Shipped	Back Ordered	Unit Price	Extension]
1 AV1010	I	3.00	1.00	.00	160.000	480.00	
2		.00	.00	.00	.000	.00	
Description	Pak Audio Pac	kane					,
Warehouse	RNT		=				
Unit Of Measure	EACH						
Price Level	1						[C DO]
T Class	ту		-				Generate PU
					To	otal Amount	480.00

For this shipment only one line with Order#RO00037 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.

🔓 Sage 100 ERP Business Insigh	ts Explorer - Rental St	atus					_ 🗆 🗵			
Elle Edit View Data Preview Explore Iools Help										
🗄 🔘 Back 🗸 🔘 🗧 🗒 📔 🖞 Setting 🎬 Standard 🛛 👻 👹 🖾 😓 💥 😓 🖉 🚱										
Navigation Pane A ×										
Preview	Rental Status	Rental Status								
Rates	Data Grid Chart									
Serial Activity	Dran a column beade	r bere to group by tha	t colump							
🔿 Serials By Order Line										
	:=pmer Number	Datesperson Number	Ship To Code	 Sales Order No. 	Line Key	Sequence No.	Quantity Vitem Code			
	b	0100	2	R000037	000001	000000000000000	2.00 AV1010			
		0100	2	10000007	000001	0000000000000	2,00 471010			
	🗙 🗹 (Sales Order	No. = RO00037)					Filter Builder			
	•						F			
Select Preview Setting	Rates									
	Bill Code 💌 De	scription 💌 Rate	•							
Preview	B S Sc	heduled Billing	40							
	-									
Explore										
Tasks										
»										
			-							
Rental Status	useriig	RNT	2 rows	1 rows			li.			

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.

🔓 Sales Order Entry (RNT)	1/29/2014					<u>_ [] ×</u>
Order Number R000037	RELEYS N	4 Þ ÞI 🗐	Copy <u>f</u> rom	De <u>f</u> aults Cus	tomer Credit	Shipping 🔻
<u>1</u> . Header <u>2</u> . Addres	s <u>3</u> . Lines	<u>4</u> . Totals	5. Credit Card	Jser useriig		
🤍 🗞 HH - 🖄	. ▼ <u>Q</u> uick Row	1 🔁	- 		3 2 2	(:45 , •
Rental Serial No.	Add	d New 📃 Incr	ement Rent	al Current Statuses]	
Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension	
1 AV1010	3.00	3.00	.00	160.000	480.00	
2 AC2500	2.00	2.00	.00	1,174.200	2,348.40	
3	.00	.00	.00	.000	.00	
•					Þ	
Description Pak Audi	o Package					
Warehouse RNT						
Unit Of Measure EACH						
Price Level 1		•				Generate PO
				To	tal Amount	2,828.40
Print <u>O</u> rder) Print Pic <u>k</u>)	Recalc Price				<u>Cancel</u>	elete 🔒 🕜

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

Current Statuses			?
Ordered 3.00	Rented R	eturned Mis	ssing Damaged
Transaction Date 12/20/2013 1/29/2014 1/29/2014 1/29/2014 1/29/2014	Transaction Type Ordered Shipped/Rent Shipped/Rent Billing	Transaction No. SO-R000037 RS00014-IN 0100086-IN 0100086-IN	Quantity 3.00 1.00 2.00 2.00

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

罕 Current Serial Stat	uses			? ×
Total Quantities Reserved	Rented Rel	turned Missi	ng D	amaged .00
Serial No. 1025-104 1025-105	Current Status RNT RNT			
Transaction Date 1/29/2014 1/29/2014	Transaction Type Reserve Shipped/Rent	Transaction No. R000037-S0 RS00015-IN		
Serial No. Swapping Current Serial No. 10 Swapping Date 17	025-104	Swapping Serial No		<u>Swap</u>
(

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 **Explorer** menu of the **Sales Order** module.

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

🔓 Sage 100 ERP Business Insights	Explorer - Rental S	tatus						- 🗆 🗵		
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Preview	Rental Status									
Rates	Data Grid Chart									
Serial Activity	Drag a column head	er here to aroup by t						_		
 Serials By Order Line 	·= Div. I Curbos	an Markan 🗐 🕬	lun and a lat	in the Calma Onder Ma	Line Key	Converse No.	These Code			
		ier Number 💌 5	alesperson 💌 5	PO00025	. • Line Key	 Sequence No. 000000000000000000000000000000000000	Item Code			
	01 ABE	01	100 2	R000035	000001	000000000000000000000000000000000000000	AV1010			
	▶ 01 ABF	01	100 2	R000037	000001	000000000000000000000000000000000000000	AV1010			
	01 ABF	01	100 2	R000037	000001	00000000000000	AV1010			
	01 ABF	01	100 2	R000037	000002	000000000000000000000000000000000000000	AC2500			
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Note: the **Rental Status** becomes available for a Sales Order line only after updating the **Rental Shipping** Journal.

The **Rental Status** grid provides with detail information on rentals. Here the user can see to what customer and by what sales order number the item has been rented, what quantities are rented and from what warehouse they are shipped, when will be the rentals returned and whether or not they are returned by that date; up to what date rentals are billed. You can also get information about Missing/Damaged rentals. Actually here is kept the rental history and it is the main information source for the user. On the **Rental Status** grid each line of Sales (Rental) Order is displayed separately. Though the Sales (Rental) Order is not deleted from the system after it is shipped, the Rental Status grid should be used for getting detailed information regarding rentals.

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

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(A) Bater	Data Grid Chart							
Serial Activity								
Serials By Order Line								
	🗐 Rental Start Date	 Start Billing Date 	💌 End Billing Date	💌 Billing Day	💌 Due End Date	 Billed To Date 	 Actual End Date 	
) 12/21/2013	12/21/2013	01/30/2014	5	01/30/2014	02/05/2014		
	05/20/2014	05/21/2014	07/25/2014	5	07/25/2014			
	12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014			
) 12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014	02/18/2014		
	01/29/2014	01/29/2014	04/29/2014	NONE	04/29/2014			
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The **Billed to Date** column displays the date up to which the rental line has been billed, that is the date when Invoice has been generated through the **Rental Invoice Generation** program. The **Bill To Date** field gets values based on the Billing Type of rental line.

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

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

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

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

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

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

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

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

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

For Serial Items the Rental Status provides an option for viewing Serial Item activity by serial number:

see 100 ERP Business Insight	🖙 Sage 100 ERP Business Insights Explorer - Rental Status								
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24 X 1 V3 X. Y V3 C . : : : : : : : : : : : : : : : : : :									
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Preview	Rental Status								
O Rates	Data Grid Chart								
Serial Activity Serials Ru Order Line	Drag a column header l						_		
Serials by Order Line	🔳 Rental Start Date	💌 Start Billing Date	💌 End Billing Date	💌 Billing Day	💌 Due End Date	 Billed To Date 	 Actual End Date 		
) 12/21/2013	12/21/2013	01/30/2014	5	01/30/2014	02/05/2014			
	05/20/2014	05/21/2014	07/25/2014	5	07/25/2014				
) 12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014				
) 12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014	02/18/2014			
	▶ 0 01/29/2014	01/29/2014	04/29/2014	NONE	04/29/2014				
	<filter empty="" is=""></filter>						Filter Builder		
Select Preview Setting	Serial Activity								
	Serial Number	Transaction Number	 Transaction De 	scription 💌 T	ransaction Date 🛛 💌]			
Preview	▶ 1025-104	R000037-50	Reserve	1,	/29/2014				
	1025-104	RS00015-IN	Shipped/Rent	1,	/29/2014				
Explore	1025-105	R000037-50	Reserve	1	/29/2014				
	1025-105	RS00015-IN	Shipped/Rent	1,	/29/2014				
Tasks	-								
Rental Status	useriig	RNT 20	rows 4 n	ows			li.		

Serial Activity grid provides information about each serial number by Transaction Number, Transaction Date and Transaction Description.

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.

🔓 Sage 100 ERP Business Insight	s Explorer - Rental Sta	tus					🖙 Sage 100 ERP Business Insights Explorer - Rental Status								
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O Rates	Data Grid Chart														
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	≣ Rental Start Date	💌 Start Billing Date	💌 End Billing Date	💌 Billing Day	💌 Due End Date	 Billed To Date 	 Actual End Date 								
) 12/21/2013	12/21/2013	01/30/2014	5	01/30/2014	02/05/2014									
	05/20/2014	05/21/2014	07/25/2014	5	07/25/2014										
) 12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014										
) 12/20/2013	12/20/2013	04/24/2014	NONE	04/24/2014	02/18/2014									
	> 0 01/29/2014	01/29/2014	04/29/2014	NONE	04/29/2014										
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Solect Teview Security	Serial Number	 Serial Status Code 	🗸 🔽 Document Number	Documer	it Line Key 📃 🔻										
- Proview	▶ 1025-104	RNT	R000037	000002											
	1025-105	RNT	R000037	000002											
Explore															
Tasks	-														
Rental Status	useriig	RNT 20	rows 2 ro	AIS			li								

Rental Serial Status View

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

🔓 Sage 100 ERP Business Insight	s Explorer - Serial St	atus					
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2 + X + 1 2 1 1 V 🕲 😋 📮	: 김 (고종) & .	2.1					
Navigation Pane $\qquad \qquad \ensuremath{\mathfrak{P}} imes$							
Preview	Rental Serial S	Status View					
 On Rent Serials 	Data Grid Chart						
C Reserved Serials	Drag a column heade						-
	🔳 Item Code	💌 Warehouse Code 💌	Serial Number	 Starting Date 	 Ending Date 	 Serial Status Code 	∇ Comment Text
		001	1025-1	8/22/2013	9/30/2013	SWP	Customer No = 01-ABF Sales
	AC2500	001	1025-1	7/2/2013	7/2/2013	STK	
	AC2500	RNT	1025-104	2/3/2014		STK	
	AC2500	RNT	1025-105	2/3/2014		STK	
	AC2500	RNT	1025-118	12/18/2013		STK	
	AC2500	RNT	1025-120	2/3/2014		STK	
	AC2500	RNT	1025-121	2/3/2014		STK	
	AV2500	RNT	1012	12/18/2013		STK	
	AV2500	RNT	1016	12/18/2013		STK	
	<filter empty="" is=""></filter>						Filter Builder
	•						Þ
Select Preview Setting	On Rent Seria	ls					
	Item Code	💌 Warehouse Code 💌	Serial Number	 Starting Date 	💌 Ending Date	 Document Number 	
Preview		RNT	1025-108	1/31/2014	3/31/2014	R000045	
	AC2500	RNT	1025-109	1/29/2014	4/29/2014	RO00040	
Explore	AC2500	RNT	1025-11	1/31/2014	3/31/2014	R000045	
	AC2500	RNT	1025-110	1/31/2014	3/31/2014	R000046	
Tasks	AC2500	RNT	1025-111	1/31/2014	3/31/2014	RO00046	
×	AC2500	RNT	1025-112	1/29/2014	4/29/2014	R000040	
Serial Status	useriig	RNT 101 rows	6 rov	IS			

On Rent Serials- this option provides information about the serials that are already in Rent.

Reserved Serials – this option provides information about the serials distributed (reserved) on the Sales Orders.

Rental Invoice Generation

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

More
Rental Information
Invoice Data Entry
Rental Shipping Data Entry
Re <u>n</u> tal Return Entry
Ren <u>t</u> al Invoice Generation

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.

saga	Rental Invo	oice	Genera	tion (RNT) 1/30/20	14			_ 🗆 X					
	1/30/2014		Batch										
	Select Field Sales Order	sage E	See 5/0 Invoice Data Entry Batch Batch Number Q Batch Number Q										
	Customer Nu	(Comment			Renumber	Merge						
	Rental Retu	F	Private B	atch 📃			,						
		Status Created By Crea											
ſ	Clear			Total	Amount								
l			1	Net Invoice	.00								
			2	Taxable	.00								
			3	Nontaxable	.00								
			4	Discounts	.00								
			5	Deposits	.00								
						<u>C</u> ancel D	elete 🕜 .::						

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.

sage	Rental Invoice Generation	on (RNT) 1/3	0/2	2014			_ 🗆 🗙
	1/30/2014 🛅 <u>S</u> elec	ž)				Batch 0	0001 🔊
	Select Field	Operand		Value			
	Sales Order Number	All	•				
	Customer Number	All	•				
	Rental Return	All	•				
	Billing Type	All	•				
(Clear				Proceed	d <u>C</u> ancel	

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.

	Select	Sales Order	Div	Custome	alespersc	Item	U/M	!uantil	UnitPrice	Amo		
1		0000001	01	ABF	0100	AV2880	EACH	1.00	15.000	.00	SO No. : 0000001, For rent: From 12/23/2013 To 1/	
2		000002	02	AUTOC	0300	AV2900	EACH	2.00	15.000	.00	SO No. : 0000002, For rent: From 12/23/2013 To 1/	
3	⊿	0000016	01	ABF	0100	AC2500	EACH	1.00	400.000	.00	SO No. : 0000016, For rent: From 12/11/2013 To 1/	
4		0000016	01	ABF	0100	AV1010	EACH	2.00	120.000	.00	SO No. : 0000016, For rent: From 12/11/2013 To 1/	
5	⊻	R000031	01	ABF	0100	AC2500	EACH	3.00	420.000	.00	SO No. : R000031, For rent: From 1/14/2014 To 2/	
6		R000031	01	ABF	0100	ACCOMME	EACH	2.00	550.000	.00	SO No. : R000031, For rent: From 1/14/2014 To 2/	
7		R000032	01	ABF	0100	AV1010	EACH	5.00	42.668	.34	SO No. : R000032, For rent: From 1/23/2014 To 2/	
8	☑	R000033	01	ABF	0100	AV1010	EACH	2.00	111.429	.86	S0 No. : R000033, For rent: From 12/20/2013 To 1	
9	☑	R000034	01	ABF	0100	AV1010	EACH	2.00	40.000	.00	SO No. : R000034, For rent: From 1/6/2014 To 2/1	
10		R000037	01	ABF	0100	AV1010	EACH	1.00	80.000	.00	SO No. : R000037, For rent: From 12/22/2013 To 2	
11		R000037	01	ABF	0100	AC2500	EACH	2.00	174.200	.40	SO No. : R000037, For rent: From 1/29/2014 To 4/	
											F	

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.

Kental Invoic	e Genera	tion Listing				Renta	l Demo Com	pany (RNT)
Drder Number	Туре	Customer	Slsp	ltem	UOM	Quantity	UnitRent	ExtAmount
000001 O No. : 0000001,	IN For rent: Fro	01-ABF om 12/23/2013 T	0100 o 1/30/20	AV2880 14 = 5.0000W, Qty =	EACH 1.00, Rates: W = 3.000	1.00	15.00	15.00
00002) No. : 0000002,	IN For rent: Fro	02-AUTOCR om 12/23/2013 T	0300 o 1/30/20	AV2900 4 = 5.0000W, Qty =	EACH 2.00, Rates: W = 3.000	2.00	15.00	30.00
SerialNo. 1 2 000016	IN	01-ABF	0100	AC2500	EACH	1.00	400.00	400.00
0 No.: 0000016, Serial No.	For rent: Fro	om 12/11/2013 T	o 1/10/20	14 = 1M, Qty = 1.00,	Rates: M = 400.000			
1025-9 000016 0 No. : 0000016,	IN For rent: Fro	01-ABF om 12/11/2013T	0100 o 1/10/20	AV1010 14=1M, Qty=2.00,	EACH Rates: M = 120.000	2.00	120.00	240.00
1000031 10 No. : R000031	IN , For rent: Fr	01-ABF om 1/14/2014 To	0100 5 2/8/2014	AC2500 = 1S, Qty = 3.00, Ra	EACH ates: S = 420.000 ; Schedu	3.00 ile = 01/14/1	420.00 4 - 02/08/14 ;	1,260.00
Serial No.								

Open the S/O Invoice Data Entry and select the new generated invoice.

The invoiced **Rental Sales Order** number is displayed on the Invoice Data Entry header.

S/O Invoice Dat	a Entry (RNT) 1/30/ 194 🔤 🔄 🚺 🚺 🔌	2014	00001 <u>-</u>	De <u>f</u> aults	Customer
Invoice Date 1/3	<u>2</u> . Address <u>3</u> . Li 30/2014 🛅	nes <u>4</u> . Totai Invoice Type S	s <u>3</u> . Credit Card	Rental Sales Order	R000037
Customer No. 01- Cust PO	ABF	민	American Business Futures		
Order Status	1 Step	Apply to Inv #	[]D,		Print Invoice 🔽
Ship Date	1/30/2014 🛅	Ship To Addr	2 🔍 American Busi	iness Futures	
Due Date	3/1/2014 🛅	Terms Code	01 🔍 Net 30 Days		
Discount Date	1/30/2014 🛅	Ship Via	UPS BLUE	FOB	Tracking
Warehouse	BNT 🔍	Confirm To	John Quinn	Q	
Rental Warehouse	•	E-mail	artie@abf.com		
– Sales Tax –––––		Fax No.	F	Batch Fax	
Schedule	wi 🔍	Comment	RNT : Rentals billing		
Wisconsin		Salesperson	0100 🥰 Jim Kentley		
		Split Comm.	No <u>Split Comm.</u>		
Quic <u>k</u> Print		Update		Accept Cano	el <u>D</u> elete 📇 🕢

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.

sage	5/0 In	voice Data Entry (RNT) 1/30/2	014					>
	nvoice N <u>1</u> . Hea	lo. 0100094 ¹ -2, [_1] der <u>2</u> . Address	14 4 <u>3</u> . Lir	▶ ▶ 1 [™] Batch 00 es <u>4</u> . Totals	0001 <u>-</u>] <u>5</u> . Credit Card]			De <u>f</u> aults	Customer) Credit
[.		≈hh •⊡ -	Quick	Row 1 🔁					<u>Z</u> ,(_Z,, , , , , , , , , , , , , , , , , , ,
		Item Code	Extension			C	omment		
	1	/RENTAL	80.00	SO No. : R000037, Fo	or rent: From 12/22/20	13 To 2/18/2014 = 2S,	Qty = 1.00, Rates: S = 40.0	00 ; Schedule = 12/3	22/13 - 01/05/14 ; 01/0
	2	/RENTAL	,348.40	SO No. : R000037, Fo	or rent: From 1/29/201	4 To 4/29/2014 = 2.93	55M, Qty = 2.00, Rates: M =	400.000	
	3	/C	.00	Serial No. : 1025-104					
	4	/C	.00	Serial No. : 1025-105					
	5		.00						
	Desi	cription AV1010 Pak A	udio Pacl	age					
	Ware	chouse		-					
	Unit Of	Measure							
	Back	Ordered		.00					
l	Deine	- I aval			-				
								Total Amour	nt 2,428.40
Q	uic <u>k</u> Prir	nt 🥐				Update		Accept Cance	el Delete 📇 🕜

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.

≈9° <mark>5/01</mark>	(nvoice Data Entry (RN1	i) 1/31/2	D14				<u>_ 0 ×</u>
Invoice	•No. 0100101 🖓 📋		🕨 🕅 🔲 Batch	00010			Defaults Customer Credit
<u>1</u> . H	eader <u>2</u> . Address	<u>3</u> . Line	es <u>4</u> . Totals	: <u>5</u> . Credit Card			₽
	🔰 🗞 HO HO 🔹 🛄 🕤	Quick	Row 4 🔁				년 <u>1</u> 년년 <mark>录</mark> ·
	Item Code	Extensior			Ca	omment	
1	/RENTAL	160.00	SO No. : R000041,	, For rent: From 1/31/20	14 To 3/15/2014 = 2M, (Qty = 2.00, Rates: M = 40.0	00
2	/C	.00	Serial No. : 1009				
3	/C	.00	Serial No. : 1010				
4	/RENTAL	160.00	SO No. : R000041,	, For rent: From 1/31/20	14 To 3/15/2014 = 2M, 0	Qty = 2.00, Rates: M = 40.0	00
5	/C	.00	Serial No. : 1011				
6	/C	.00	Serial No. : 1013				
7		.00					
	1 / AV(2E00 AMD	7 Millio - 400 -	1		1		
	escription AV2000 AMP	7 MIX - 40V	/	=			
W	arenouse						
Unit	Ur Measure						
Bac	x Urdered		.00	-			
					<u> </u>		Total Amount 200.00
							10tar Aniburit 320.00
Quic <u>k</u> P	Print 🚯				Update		Accept Cancel Delete 🔒 🕢

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.

877.475.4092

WWW.IIGSERVICES.COM
🔓 Sage 100 ERP Business Insights	Explorer - Rental St	atus									
Eile Edit View Data Preview	Explore <u>T</u> ools <u>i</u>	<u>+</u> elp									Ŧ
🕴 🕒 Back 🔹 🔘 🔹 🐯 🖭 📕 🗄 Se	etting 💾 Standard	•	📰 🖾 🖵 🗙	🖶 🖻 😧 📮							
i 41 XI Vi V. 7 V C.	· 🚰 🖃 🖉 🖉	z.		_							
Navigation Pane 🛛 🗘 🗙		_									
Preview	Rental Status										
Rates	Data Grid Chart										
 Serial Activity 	Drag a column heade										_
Serials By Order Line	:≣ Sales Order No	V Billed T	Sen 💌 Iterr 💌 i	Qua 💌 Rental Sta 💌	Start 💌 End Billin 💌	Billior 💌	Due I 💌 Ac 💌	Rent 💌	Invoice Get 💌	Billed Invoice N	li 💌 Warebour
	R000037	000	000000 AV1010	1.00 12/20/2013	12/20/20 04/24/2014	NONE	04/24/20	Open	Yes	0100094	RNT
	R000037	000 02/18/20	01 000000 AV1010	2.00 12/20/2013	12/20/20 04/24/2014	NONE	04/24/20	Open	No		RNT
	R000037	000	000000 AC2500	2.00 01/29/2014	01/29/20 04/29/2014	NONE	04/29/20	Open	Yes	0100094	RNT
	RO00040	000	000000 AV1010	3.00 12/20/2013	12/20/20 04/24/2014	NONE	04/24/20	Open	Yes	0100095	RNT
	<filter empty="" is=""></filter>									F	ilter Builder
	•										
Select Preview Setting	Rates										
	Bill Code 💌 De	scription 💌 R	ate 💌								
Preview	▶ 5 Scl	heduled Billing	40								
Explore											
Tasks											
» *											
Rental Status	useriig	RNT	22 rows	1 rows							

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.

🔓 Rental He	ader Inform	nation		? ×		
Default Rer	ntal Line					
Starting Dal	te 1/31	/2014				
Ending Date	e 3/31	/2014				
Start Billing	Date 1/31	/2014				
End Billing (Date 3/31	/2014				
Bill Code	М	🔍 Monthly	ı			
Billing Day	15	-				
Days In Mo	nth Bill C	ode Days		-		
Extended R	lentals Rou	nd Up		-		
Billing Perio	ds			ЗМ		
Pricing Met	hod Time	Based	•			
Billing Type	Perio	odic		-		
Bill Period in	n Advance					
Minimum Or	ne Period Rer	ital Charge				
Billing <u>S</u> ch	redule)		Apply to	o Lines		
			<u>ok</u>	<u>C</u> ancel		

🔓 Rental Detail Inf	ormation	<u>? ×</u>	
Rental Line			
Starting Date	1/31/2014		
Ending Date	3/31/2014		
Start Billing date	1/31/2014		
End Billing date	3/31/2014		
Bill Code	M 🔍 Monthly	-	
Billing Day	15 💌		
Days In Month	Bill Code Days	-	
Extended Rentals	Round Up	-	
Billing Periods	ЗМ	8	
Pricing Method	Time Based 💌	_	
Billing Type	Periodic	-	
Sales Price		.000	
Bill Period in Advan	Bill Period in Advance		
Minimum One Perio	Minimum One Period Rental Charge		
Billing <u>S</u> chedule	〕		
		incel	

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

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

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

Rental Return Entry

When the customer returns Rental Order items, the return should be created in the **Rental Return Entry** program added under the **Sales Order Main** menu. Rental lines cannot be returned unless they have been shipped.

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

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

sege Rental	Return Entry (RNT)	1/31/2014			- D ×
Return N	umber	1 🚯 14 4 10 101		De <u>f</u> aults	Cus <u>t</u> omer
Return Date Item Code Auto Return Sales Order No. 1-, Serial No. ## Customer No. 1-, []					ım
		Quick Row		*[2]@	(= =)
	Sales Order No.	Item Code	Rented	Returned	м
•					•
Desc From W U Startir	ription 'arehouse I/M ng Date				
Quic <u>k</u> Pr	int Auto Increment	✓ <u>U</u> pdate	Ac	cept <u>C</u> ancel	<u>D</u> elete

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

sa	₽Default ¥alues		<u>?×</u>			
	Next Return No.	RR00010				
	Return Date	1/31/2014				
	<u></u> Ancel					

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.

see 50 No. Li	st in Status Reg.		
Order No 0000001 0000002 000009 0000016 R000031 R000032 R000033 R000034 R000035 R000036 R000037 R000040	Customer No 01-ABF 02-AUTOCR 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF 01-ABF	Name American Business Futures Autocraft Accessories American Business Futures American Business Futures	
Search Filters Custom	Order No	Begins with	<u>Find</u>

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

Return D Sales Or <u>Custom</u>	Date 1/31/2014 ider No. R0000037 er No.	Item Code Serial No.	#	Auto Return	
	1	Quick Row		% <u>t</u> = = (= (= t	- +
	Sales Order No.	Item Code	Rented	Returned	М
		Yes N	,]	
•					
∢ Desc	ription	-			
∢ Desc From W	ription arehouse /M				

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

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

Rental Return Return Number Return Date Sales Order No. <u>Customer No.</u>	RR00010 ⁷ - 1/31/2014 R000037 01-ABF) 1/31/2014	, [1] Americ	## an Business Futures	Defaults Cus	
Sale 1 RD000 2	es Order No. 037	Quick Row Item Co AV1010	1 🗗 📔	Zero Quantity Lines neriteu 2.00	Returned 2.00	№ •
Description	Pak Audio I	Package				Þ
U/M Starting Date	EACH	3	•			

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:

se Sage	2 100 ERP	X
2	Do you want to load all lines liable to return?	
	Yes <u>N</u> o	

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 N	Return Entry (RNT)	1/31/2014 ↓[_] 14 4 D D1		De <u>f</u> aults	ustomer	
Return Sales C <u>Custon</u>	Return Date 1/31/2014 Item Code Auto Return Sales Order No. / Serial No. ## Customer No. 01-ABF / -/ American Business Futures					
		Quick Row 1 🛃 🗐		× 🗷 🕵 🖂 🖉	₽.	
	Sales Order No.	Item Code	Rented	Returned	м	
1	R000031	AC2500	2.00	2.00		
2	R000031	AC2999	2.00	2.00		
3	R000031	AC9750	2.00	2.00		
4			.00	.00		
↓ Des From W L Starti	Image: Construction of the second					
Quic <u>k</u> P	rint Auto Increment	✓ Update		cept <u>C</u> ancel	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.

			Logidate	Serrior
Return Date 1/31/2014	Item Code	1.000	Auto Return]
Sales Order No.	🔍 Serial No. 10.	25-10		
Lustomer No.				
	Order Selection			
	Customer No.	01-ABF		
Sales Urder No.		Sales Order No	ned	M
	1	7 0000001		
	2 🗸	0000016		
	3 🔽	R000031		
	4 🗸	R000032		
•1	5 🗸	R000033		•
<u></u>	6 🔽	7 R000034		
Description	7 🔽	7 R000035		
rom Warehouse	8 🗸	R000036		
U/M	9 🗸	7 R000037		
Starting Date	10 🔽	R000041		

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 <u>Track Missing/Damaged Rentals</u> 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

🔓 Rental Retu	urn Printing	۲
Form Code Description	STANDARD	
Number of Co	opies 1 Collated 🗸 Multi-Part Form Enabled 🔲 Multi Part	
Print All All On R Retu Missi Line Dama	ent med ng aged	
Line 2 Mes	sage	
Adobe PDF	✓ <u>Alignment</u> <u>Print</u> Preview <u>S</u> etup)

Here is an example of printout:

🔓 Retal Return Quick Print			
≝ ∰ [?] <mark>¦</mark> K ∢ → N 1	/1 🎢 🔍 🗸		×
Main Report			
	Bental Beturn		
	R	Return Number: RR00020	
		Return Date: 1/31/2014	
	Cust	tomer Number: 01-ABF	
SO No Item Code	Description Whse	On Rent Returned Missing Damage	
R000031 AC2500	Air Conditionina Un RNT	0.00 2.00 0.00 0.00	
1025-102 Return	ned		
1025-103 Return	ned		
R000031 AC2999	AC Duck Converter RNT	0.00 2.00 0.00 0.00	
R000031 AC9750	AC Power Adapter RNT	0.00 2.00 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.

Return Sales (<u>Custor</u>	Date 1/31/2 Order No. mer No. 01-ABI	2014 Ite - Se	m Code erial No.	· Ame] ## rican Business Futu	Auto Retur	n
			Quick Row	1 🖉 🛛 🔳)	× 🗠 🛠 🗇	25, ·
	Sales Order No.	Item Code	Returned	Missing	Damaged	Extended Rentals	Days
1	R000031	AC2500	2.00	1.00	.00	Round Up 🔹 💌	Bill Code
2	R000031	ACCOMMP	1.00	.00	1.00	Prorate	Bill Code
3			.00	.00	.00	Round Up k Cut-Off Day	
•							Þ
Des	scription Air Cor	nditioning Unit	2.5 Ton	-			
From V	Varehouse RNT						
I	U/M EACH						
	ina Data 12/19	/2012		-			

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

53	Presental Return Entry (RNT) 1/31/2014 Image: Customer Return Number BR00028 Image: Customer								
	Return Sales I <u>Custo</u>	n Date 1/31/ Order No. mer No. 01-AB	2014 -', S	tem Code ierial No.	· A	群 merican Business Futu	Auto Retur	n	
	Quick Row 1 🗗 🔛 🔛 🛠 🔁 🐯 🖅 🧟 👼 🔹								
		Sales Order No. Item Code		Returned	Missing	Damaged	Extended Rentals	Days	
	1	R000031	AC2500	2.00	1.00	.00	Best Pricing 🗾 🝷	Bill Code	
	2	R000031	ACCOMMP	1.00	.00	1.00	Prorate	Bill Code	
	3			.00	.00	.00			
	•								
	De: From \ Star	scription Air Co Warehouse RNT U/M EACH ting Date 12/18	nditioning Uni :/2013	t 2.5 Ton					
l	Quic <u>k</u> f	Print Auto Incre	e <u>m</u> ent 🔽	Update			cept <u>C</u> ancel	Delete	

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

se 100 ERP Business Insi	ghts Explorer - Rent	al Status				
Eile Edit View Data Pre	view Expl <u>o</u> re <u>T</u> ool	s <u>H</u> elp				÷
🗄 🕜 Back 🔹 🌍 🔹 🔯 📘	Setting 🎬 Standar	d 🔹	📰 🖾 💭 🗙	a 🖻 🕜 🖡		
		s ⊕, .				
Dontal Status						
Rental Status						
Data Grid Chart						
Drag a column header here to gro						
🗐 💌 Issue Generated 💌	Item Description 🛛 💌	Customer Name	Rental Return No.	Extended Rental	s 💌 Invoice Generated	💌 Billed In
No	Air Conditioning Unit 2.!	American Business Fut	I RR00028	Best Pricing	No	
No	Air Conditioning Unit 2.!	American Business Fut	ι RR00028	Best Pricing	No	
No	AC Commercial Package	American Business Fut	I RR00028	Prorate	No	
No	AC Commercial Package	American Business Fut	1 RR00028	Prorate	No	
No	Air Conditioning Unit 2.!	American Business Fut	1 RR00020	Round Up	No	
No .	AC Duck Converter	American Business Fut	RR00020	Round Up	No	
No	AC Power Adapter	American Business Fut	RR00020	Round Up	No	
Sales Order No. = RO00	031)				Filt	er Builder
•						
Rates						
Rill Code	T Data					
Bin Code Description						
Scheddied blinn	y 330					
Rental Status	useriig	RNT	7 rows	1 rows		1.

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.

🔓 Rental Return Journal			<u>? ×</u>
SALE	S ORDER RENTAL RETUR	JOURNAL	
Adobe PDF		<u>P</u> rint Pre <u>v</u>	iew <u>S</u> etup

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 Re	turn Journal			Rental Demo Company (RNT)					
Return SONo.	Number Return Date Item Code	e CustomerNumber Description	StartDate	EndDate	Q ty On Rent	QtyReturned	Qty Missing	Q ty Damaged		
RR0003	3 1/31/2014	01-ABF America	n Business Fu	tures						
000000	AC2500	Air Conditioning Unit 2	2 8/22/2013	9/30/2013	1.00	1.00	0.00	0.00		
000001	6 AC2500	Air Conditioning Unit 2	2 8/22/2013	9/30/2013	1.00	1.00	0.00	0.00		
000001	6 AV1010	PakAudio Package	8/22/2013	9/30/2013	2.00	2.00	0.00	0.00		
R00003	2 AV1010	PakAudio Package	1/23/2014	2/23/2014	5.00	5.00	0.00	0.00		
R00003	3 AV1010	PakAudio Package	12/20/2013	1/14/2014	2.00	2.00	0.00	0.00		
R00003	4 AV1010	PakAudio Package	12/20/2013	4/24/2014	2.00	2.00	0.00	0.00		
R00003	5 AV1010	PakAudio Package	12/21/2013	1/30/2014	2.00	2.00	0.00	0.00		
R00003	7 AV1010	PakAudio Package	12/20/2013	4/24/2014	1.00	1.00	0.00	0.00		
R00003	7 AV1010	PakAudio Package	12/20/2013	4/24/2014	2.00	2.00	0.00	0.00		
R00003	7 AC2500	Air Conditioning Unit 2	2 1/29/2014	4/29/2014	2.00	2.00	0.00	0.00		
			RentalRetu	um Total :	20.00	20.00	0.00	0.00		
			Jour	nalTotal :	20.00	20.00	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 **Main** menu of the **S/O** module to allow generating Invoices/Credit Memos, IM Issue transactions for missing/damaged rentals or just closing the line without any action.

🔓 Track Missing/Damaged	Rentals (RNT)	1/31/2014	_	
Action Issue Inventory Issue Inventory Generate Invoice Close Only	Seje	ct Value		
Sales Order Number	All 🔹			
Customer Number	All 🔹			
Rental Return	All 🔹			
Billing Type	All 🔹			
Clear			P <u>r</u> oceed <u>C</u> ancel	8

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.

Select Field	Operand	1	Value		
Sales Order Number	All	-			
Customer Number	All	-	ĺ		
Rental Return	All	-	1		
Billing Type	All	-			
			-		

	Select	Sales Order	Div	Customer	Item	Status	Qua
1		0000016	01	ABF	AV1010	Damaged	
2	⊿	R000031	01	ABF	AC2500	Missing	
3	⊿	R000031	01	ABF	ACCOMMP	Damaged	
4	⊿	R000032	01	ABF	AV1010	Missing	
5	3	R000033	01	ABF	AV1010	Damaged	

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.

🔓 Track Missing	g/Damaged Rentals Listing	<u>?×</u>
	SALES ORDER TRACK MISSING/DAMAGED RENTALS LIST	ING
Adobe PDF		iew <u>S</u> etup 🕜

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

😎 Track Missi	ng/Damaged F	Rentals	Listing							<u>_ ×</u>
占 🍜 🔖	🕐 📴 +	< - (► N 1		/1 👫 🔍 -					X
Main Report										
	-		10							
	I rack Mis	ising/Di	amaged Hen	als Listing	1		Rental De	emo Compar	ıy (RNT)	
	Order Number	Batch	Customer	Slsp	Item	UOM	Quantity	S ale Price	ExtAmount	
	0000016		01-ABF	0100	AV1010	EACH	1.00	28.000	28.000	
	R000031		01-ABF	0100	AC2500	EACH	1.00	0.000	0.000	
	R000031		01-ABF	0100	ACCOMMP	EACH	1.00	25.000	25.000	
	R000032		01-ABF	0100	AV1010	EACH	2.00	26.040	52.080	
	R000033		01-ABF	0100	AV1010	EACH	1.00	28.000	28.000	
						Report Total:	6.00	107.040	133.080	
										-
Current Page No	.: 1			Total	Page No.: 1		Zoom Fa	ctor: 100%		

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

^{sage} Transaction Entry (RNT) 1/31/2014	
Transaction Type Issues 🗾 📢 🌒 🕨	
1. Header 2. Lines	
Transaction Date 1/31/2014	
Derault Warehouse	
Comment Generated by Mis/Dam Rentals	
	elete

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.

Header]	<u>2</u> . Lines	1		6	
8	•	Quick Row	1 🔁 🛛 [,	2 🗰	@™ (: @₽
	Ite	m Code	Quantity		
1 AC2500)		1.0	00	
3 AV1 AV1	₽ <mark>Lot/Serial</mark> Item Code	Number Distributio	n	Air Conditio	ning Unit 2.5 Ton
5	Unit of Measu	re EACH		D'ultra -	
Description	1 10	25-101			
G/L Accou	2		.00	.00	
nit of Meas					

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

see Sag	e 100 ERP Bu	isiness In	sights Explo	rer - Rental St	atus								<u>_ ×</u>
E File	Edit <u>V</u> iew	<u>D</u> ata P	review Exp	lore <u>T</u> ools <u>H</u>	telp								Ŧ
: G B	ack • 👩 •	5. M	Setting	T ⁹ Standard	-		8 0 0						_
: A I 3													
Ż∳.	(† 🖪 🏪	Y 🔊 I	G 🗧 💷	202-	¥ * ;								
Ren	tal Status												
Data	Grid Chart												
Drag													
≣) ▼	End Billin 💌	Billing (💌	Due End I 💌	Billed To Dat 🔻	Actual End Date	💌 Rent Status	▼ Warehouse Code	💌 Unit Of Measure	💌 Item Status	▼ Mis: ▼	Issue (🔻	Item Description	ΨC
3	09/28/2013	NONE	09/28/2013	01/30/2014	01/31/2014	Open	001	EACH	Returned	No	No	Speaker Stand	A
3	07/28/2013	NONE	07/28/2013	01/30/2014		Open	001	EACH	Rent	No	No	Mic	A
3	07/02/2013	NONE	07/02/2013			Open	001	EACH	Rent	No	No	AC Duck Converter	A
3	09/30/2013	10	09/30/2013	01/10/2014	01/31/2014	Open	001	EACH	Returned	No	No	Air Conditioning Unit	t 2.! A
3	09/30/2013	10	09/30/2013	01/10/2014	01/31/2014	Open	001	EACH	Returned	No	No	Pak Audio Package	A
≥ 3	09/30/2013	10	09/30/2013	01/10/2014	01/31/2014	Open	001	EACH	Damaged	No	Yes	Pak Audio Package	A
3	12/26/2013	NONE	12/26/2013	12/22/2013	12/22/2013	Close	001	EACH	Returned	No	No	Air Conditioning Unit	t 2.! A
3	12/30/2013	NONE	12/30/2013	12/30/2013	12/30/2013	Close	001	EACH	Returned	No	No	Speaker Stand	A
3	03/18/2014	NONE	03/18/2014	02/08/2014	01/31/2014	Close	RNT	EACH	Returned	No	No	Air Conditioning Unit	t 2.! A
<filter< td=""><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td>Filter Builde</td><td>er 🔻</td></filter<>												Filter Builde	er 🔻
•													►
Rat	es												
Bill	Code 🛛 🔽 Di	escription	💌 Rate	-									
≥ M	M	onthly		120									
					5417								
Rental	status			useriig	RNT	30 rows	1 rows						

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.*

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sep <mark>5/0 Invoice Data Entry (RNT)</mark> 1/31/	2014	
Invoice No. 0100104	🕨 🕅 📋 Batch	00014 " Defaults Customer Credit
<u>1. Header</u> <u>2</u> . Address <u>3</u> . L	ines <u>4</u> . Total	ls <u>5</u> . Credit Card
Invoice Date 1/31/2014	Invoice Type	Standard Invoice 💌 Rental Sales Order R000031 👘
Customer No. 01-ABF	2, [1	American Business Futures
Cust PO		
Order Status 1 Step	Apply to Inv #	Print Invoice 🗸
Ship Date 1/31/2014 🛅	Ship To Addr	2 American Business Futures
Due Date 3/2/2014 🛅	Terms Code	01 🔍 Net 30 Days
Discount Date 1/31/2014	Ship Via	UPS BLUE Q FOB Tracking
Warehouse 001 🔍	Confirm To	John Quinn 🔍
Rental Warehouse	E-mail	artie@abf.com
- Sales Tax	Fax No.	Batch Fax
Schedule WI 🔍	Comment	RNT : Missing/Damaged rentals
Wisconsin	Salesperson	0100 🔍 Jim Kentley
	Split Comm.	No Split Comm
Quic <u>k</u> Print	Update	Accept Cancel Delete 🔒 🕢

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

	voice Data Entry (RN1) 1/31/2014		
Invoice N	No. 0100104	📢 🌒 🕨 🕅 🛗 Batch 00014		Defaults Customer Credit
<u>1</u> . Hea	ader <u>2</u> . Address	<u>3</u> . Lines <u>4</u> . Totals	5. Credit Card	
	🔪 🕅 H) 🕶 🛄 🕤	Quick Row 1 🔁		◎◎◎白@◎・
	Item Code		Comm	ent
1	/DMGD	Charge for Missing rental returned by	y RR00028 number. SO No. = R0000	031, LineSeqNo = 00000000000003 Qty = 1
2	/C	Serial No. : 1025-101		
3	/DMGD	Charge for Damaged rental returned	by RR00028 number. SO No. = RO0	00031, LineSeqNo = 00000000000003 Qty = 1
4				
•				Þ
Desc	cription AC2500 Air Co	onditioning Unit 2	_	
Ware	ehouse			
Ware Unit Of	ehouse Measure			
Ware Unit Of Back	ehouse Measure Ordered	.00		
Ware Unit Of Back	ehouse Measure Ordered	.00	1	
Ware Unit Of Back	ehouse Measure Ordered	.00	-	Total Amount25.00

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.

95

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.

sage <mark>R</mark>	ental II	nformatio	on (RNT) 1/31/2014								
F	ental Ite	m	ACCOMMP								
A	llow Rer	nting	🔽 🛛 Default Return	n Status							
F	Rental Mi	sc. Charge	RENTAL	RENTAL							
N	liss/Dam	n Misc. Cha	arge DMGD		Q						
Ē	ental Kit										
S	iched PN	4	PM Unit Interval		0						
E	lental Ba	ites									
		Bill Code	Description	Rate							
	1	С	Contractor Pricing - 28 days	440.000							
	2	D	Daily	30.000							
	3	F	Five Day Week Price	150.000							
	4	м	Monthly	500.000							
	5	S	Scheduled Billing	550.000							
	6	W	Weekly	180.000							
[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.

Sales O	order Entry (Ri	NT) 1/31	/2014							
Order Nur	mber R0000	44 []	<u>n en s</u>	3 🛯	D D D 📰	Сору	from] Defaults Customer] Credit Rental			
<u>1</u> . Hea	der <u>2</u> . Add	dress)	<u>3</u> . Line	es Ì	4. Totals	<u>5</u> . Credit (Card User useriig			
Newtel C				 						
Hental 3		0.4	China a du							
1			on ppea	CK Urder		Extension				
2	AC2500	2.00	.00	.00	376.000	752.00				
3	AC2999	2.00	.00	.00	.000	.00				
4	AC9750	2.00	.00	.00	21.500	43.00				
5		.00	.00	.00	.000	.00				
•							Þ			
Desc	cription Defau	ult Item Co	ode /C		•					
Ware	ehouse									
Unit Of	Measure									
Price	e Level				-		Generate PO			
т	Cl									
							Total Amount 795.00			
int <u>O</u> rder	r Print Pic <u>k</u>	🕐 Re	ecalc Price	•]			Accept Cancel Delete 😝 🤇			

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.

<u>Kit Pricing</u>

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

v Rer tal Mi /Dan tal Kit	nting sc. Charge n Misc. Cha	Default Return RENTAL	Status	12						
tal Mi :/Dam tal Kit	sc. Charge n Misc. Cha	RENTAL								
:/Dam tal Kit	n Misc. Cha	the second se	RENTAL							
tal Kit		arge DMGD								
ea Fr	Sched PM PM Unit Interval 0									
	ites Bill Code	Description	Bate							
1	C	Contractor Pricing - 28 days	440.000							
2	D	– – – – – – – – – – – – – – – – – – –	30.000							
3	F	Five Day Week Price	150.000							
4	м	Monthly	500.000							
5	S	Scheduled Billing	550.000							
6	W	Weekly	180.000							
	al Ra 1 2 3 4 5 6	al Rates Bill Code 1 C 2 D 3 F 4 M 5 S 6 W	Bill Code Description 1 C Contractor Pricing - 28 days 2 D Daily 3 F Five Day Week Price 4 M Monthly 5 S Scheduled Billing 6 W Weekly	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						

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

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

Sales (Order Entry (RNT)) 1/31/2014						_ 🗆			
)rder Nu	mber R000045] E E ·	S 🛛 🖣		Copy from	De <u>f</u> aults Cu	ustomer Credit	. Rental			
<u>1</u> . Hea	der <u>2</u> . Addre:	ss <u>3</u> . Lin	ies	<u>4</u> . Totals	5. Credit Card	User useriig		Į			
9	🇞 H H - 🖄	S ▼ <u>Q</u> uick	Row	1 🎾	🖗 🗆 🚰			:(E)(E) 🛼 🔹			
Rental 9	Serial No.		Add N	ew 🗌	Increment	ía.					
	Item Code	Ordered	Shipped	ack Order	Unit Price	Extension]			
1	ACCOMMP	2.00	.00	.00	1,320.000	2,640.00					
2	AC2500	2.00	.00	.00	.000	.00					
3	AC2999	2.00	.00	.00	.000	.00					
4	AC9750	2.00	.00	.00	.000	.00					
5		.00	.00	.00	.000	.00					
Bill	Code W			100	-		•				
Misc.	Rental			180							
Kit F	Pricing	 			-			Ge <u>n</u> erate PO			
						Te	otal Amount	.00			
int <u>O</u> rdei	r Print Pic <u>k</u> (Recalc Pric	e			Accept	<u>C</u> ancel <u>D</u>	elete 🔒 🤇			

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

ജ <mark>₽</mark> 5/0 Invoice Da	ta Entry (RNT) 1	1/31/2014			
Invoice No. 0100	107 🖓 🗋 🖡	1 4 🕨 🕅 🛅 Ba	atch 00015	ب 	Defaults Customer Credit
<u>1</u> . Header	2. Address	<u>3</u> . Lines <u>4</u> . T	Totals <u>5</u> . Credit 0	Card	
	M • [_] • [Quick Row 1	Ø		a=aa ⊳ •
ltem (Code			Comment	
1 /RENTA	AL SO No. :	: R000045, For rent: Fr	om 1/31/2014 To 3/3	81/2014 = 8F4D, Qty = 2	2.00, Rates: F = 150.000, D = 30.000,
2					
•					► [►
Description	ACCOMMP AC C	ommercial Package			
Warehouse					
Back Ordered		.(00		
			•		
					Total Amount 2,640.00
Quic <u>k</u> Print 👧			Update		Accept Cancel Delete 🔒 🕜

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.

5ales O)rder Entry (RNT)) 1/31/2014								
rder Nur	mber R000046]9. ET ET '	S 🛛 🖣		" Copy from] De <u>f</u> aults Cus	tomer Credit	More		
<u>1</u> . Hea	ider Ì <u>2</u> . Addre:	ss <u>]</u> . Lir	nes	<u>4</u> . Totals	5. Credit Card	User useriig				
~										
Rental 9	Serial No.		Add N	ew 🗌	ncrement	Ĵ.				
	Item Code	Ordered	Shipped	ack Order	Unit Price	Extension				
1	ACCOMMP	2.00	.00	.00	.000	.00				
2	AC2500	2.00	.00	.00	1,028.568	2,057.14				
3	AC2999	2.00	.00	.00	171.428	342.86				
4	AC9750	2.00	.00	.00	51.428	102.86				
5		.00	.00	.00	.000	.00				
Rent Bill D Misc.	tal Line Rental Code W de Rate Rental			0				Generate PC		
						Tot	al Amount	2,502.86		
nt <u>O</u> rder	r Print Pic <u>k</u>	Recalc Price	;e			Accept	<u>Cancel</u> <u>D</u> el	ete 🔒		

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:

🤓 5/0 In	≤5/0 Invoice Data Entry (RNT) 1/31/2014											
Invoice I	No. 0100108	D, Er		📲 📰 Batch 000	16			De <u>f</u> aults	Customer	C <u>r</u> edit		
<u>1</u> . Hea	ader <u>2</u> . Add	lress .	<u>3</u> . Lines	4. Totals	<u>5</u> . Credit Car	i)						
	🗞 H H -	` *	Quick Row	3 🛃		PUU			별미(e)	:=₽•		
	Item Code	it Pr	Extension					Comment		<u> </u>		
1	ACCOMMP	00	.00									
2	AC2500	00	.00									
3	/RENTAL	00	2,057.14	SO No. : R000046	, For rent: From	1/31/2014 To	3/31/2014 =	8.5714W, Qty =	2.00, Rates: W	= 120.		
4	AC2999	00	.00									
5	/RENTAL	00	342.86	SO No. : R000046	, For rent: From	1/31/2014 To	3/31/2014 =	8.5714W, Qty =	2.00, Rates: W	/ = 20.0		
6	AC9750	00	.00									
7	/RENTAL	00	102.86	SO No. : R000046	, For rent: From	1/31/2014 To	3/31/2014 =	8.5714W, Qty =	2.00, Rates: W	' = 6.00		
8		00	.00									
Des	cription AC250	00 Air C	onditioning Unit	2	_							
War	rehouse											
Unit O	f Measure											
Back	: Ordered			.00								
- نام 🗆	-				<u> </u>							
								Total Amoun	2	,502.86		
Quic <u>k</u> Pri	int 🕐			Update]			ept <u>C</u> ancel	Delete	80		

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

‱ 5/0 I	🕸 5/0 Invoice Data Entry (RNT) 1/31/2014											
Invoice	No 0100109	J EX		Defaults	Credit							
1 He	ader 2 Add		3 Lines	A Totals 5 Gredit Card								
<u></u> . ne		1633	<u>.</u>									
	- M M 🗸 -	*	Uuick Rov		∃≅, .							
	Item Code	it Pr	Extension	Comment								
1	/RENTAL	00	2,057.14	SO No. : R000046, For rent: From 1/31/2014 To 3/31/2014 = 8.5714W, Qty = 2.00, Rates: W	= 120.000							
2	/C	00	.00	Serial No. : 1025-110								
3	/C	00	.00	Serial No. : 1025-111								
4	/RENTAL	00	342.86	SO No. : R000046, For rent: From 1/31/2014 To 3/31/2014 = 8.5714W, Qty = 2.00, Rates: W	= 20.000							
5	/RENTAL	00	102.86	SO No. : R000046, For rent: From 1/31/2014 To 3/31/2014 = 8.5714W, Qty = 2.00, Rates: W	= 6.000							
6		00	.00									
De	scription AC250	IO Air C	onditioning Unit	it 2								
Wa	arehouse											
Unit (Of Measure											
Bac	k Ordered			.00								
				_								
				Total Amount 2	,502.86							
Quic <u>k</u> P	'rint 🕐			Update								

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.

sage R	ental I	nformatio	on (F	RNT)	1/31/2014			<u>_ X</u>		
F	ental Ite	m		AC2	AC2500					
ä	Allow Renting				nn (RNT) 1/31/2014 AC2500 ✓ Default Return Status INS RENTAL rge DMGD ✓ PM Unit Interval 10 Description Rate Contractor Pricing - 28 days 360.000 Daily 20.000					
E R	ental Mi	sc. Charge		REN	ITAL			Q		
M	liss/Dan	n Misc. Cha	ngi ✓ Default Return Status INS Charge RENTAL Misc. Charge DMGD ✓ PM Unit Interval 10 S Sill Code Description Rate							
B	ental Kit									
S	iched PN	4			PM Unit Interval			10		
B	ental Ba	ites.								
		Bill Code		D	escription	Rate				
	1	С	Con	tracto	r Pricing - 28 days	360.000				
	2	D	Dail	y		20.0	000			
	3	F	Five	Day	Week Price	90.0	000			
	4 M Mon			nthly		400.000				
	5	S	Sch	edule	d Billing	420.0	000			
	6	W	We	ekly		120.0	000			
1	<u>M</u> in Num	ber of Day	s	<u>R</u> at	es 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.

sage	Sales O	rder Entry (RNT) 1/31/2014										
(Order Number R000048 🖓 📑 🔄 🖓 📢 🗳 🕨 🛗 Copy from Defaults Customer Credit More 💌												
	<u>1</u> . Hea	der <u>2</u> . Addre	- :ss <u>]</u> .Li	ines	<u>4</u> . Totals	5. Credit Card	User useriig	^					
2													
	🔍 🗞 🕅 🕈 📉 🔹 🛛 Quick Row 🔄 1 😥 🛛 🐺 🔛 🗍 🗐 🚍 🖉 🔤 🖓 🔤 😂 🖉												
ſ	Rental S	Serial No.		Add N	ew 🔽	Increment	ía						
ľ		Item Code	Ordered	Shipped	ack Order	Unit Price	Extension]				
	1	AC2500	1.00	.00	.00	17.148	17.15						
	2		.00	.00	.00	.000	.00						
	4												
	Desc	cription Air Cond	litioning Unit 2.5	5 Ton		-							
	Ware	ehouse RNT				_							
	Unit Of	Measure EACH											
	Price	ELevel 1				<u>-</u>			Ge <u>n</u> erate P(ונפ			
								Total Amount	17.15]			
P	rint <u>O</u> rder	r Print Pic <u>k</u> (🤔 Recalc Pri	ce				<u>C</u> ancel D	elete 🔒	0			

Sales 0	Order Entry (RN	NT) 1/31/2014						
Order Nur	mber R00004	48 [°] -4, <u>E 1 E 1</u> °	S 🖬 🖣		Copy <u>f</u> rom	De <u>f</u> aults Cus	tomer Credit	More
<u>1</u> . Hea	ider <u>2</u> . Add	tress <u>3</u> . Lii	nes	<u>4</u> . Totals	<u>5</u> . Credit Card	User useriig		
							·	
	⊚333)≛		< Row	2 🔁				= (= 🛃 🔸
Rental 9	Serial No. 1025	5-120	Add N	ew 🔽	Increment	í.		
	Item Code	Ordered	Shipped	ack Order	Unit Price	Extension		
1	AC2500	1.00	.00	.00	17.148	17.15		
2	AC2500	L 1.00	.00	.00	17.148	17.15		
3		.00	.00	.00	.000	.00		
■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■ ■	cription Air Co shouse RNT	nditioning Unit 2.5	j Ton	-			Þ	
Price	e Level 1				-		ĺ	Generate PO
					<u> </u>	Tot	al Amount	34.30
Print <u>O</u> rder	r Print Pic <u>k</u>	🥐 Recalc Prid	ce				<u>Cancel</u> <u>D</u> ela	te 🔒 🕜

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.

Sales Or	der Ent	ry (RNT)	1/31/201	1					
Order Num	iber F	R000048	12. E1 E1	⊙ N ∢		Copy from	De <u>f</u> aults C	ustomer Credit	More
<u>1</u> . Head	er Ì	2. Addres	s <u>3</u> .	Lines	<u>4</u> . Totals	5. Credit Card	User useriig		
	<u>ie 20</u>	<u> </u>	J ▼ <u>Q</u> ui	ck Row	1 🎾				信信器・
Rental Se	erial No.	1025-12	21	Add N	lew 🗌	Increment 🔽			
	Item	Code	Ordered	Shipped	ack Order	Unit Price	Extension		
1	AC2500	٩	2.00	.00	.00	17.148	34.30		
2			.00	.00	.00	.000	.00		
•		Als Caudit						Þ	
Warek	iption	BNT	lioning Unit 2	.o ion		3			
Unit Of N	/leasure	EACH							
Price I	Level	1 т∨				-			Ge <u>n</u> erate PO
							т	otal Amount	34.30

The scanned serial numbers are automatically distributed/reserved in the Serial Number Distribution grid:
<u>3</u> Lines <u>4</u> Quick Row Add New red Shipped ac	4. Totals <u>5</u> . Cr 1 29 5 . Cr	edit Card User	useriig	85	Į
Quick Row Add New	1 🙆 🛛 🗭				NAMES OF A DESCRIPTION OF
Add New	w 🔲 Increment				(= (= 🌄 -
ered Shipped ac					
2.00	sk Order 🛛 Unit F	Price E:	tension		
3.00 .00	.00	17.148	51.44		
rve) Serial Numb	er Distribution			? _ 🗆 🗙	1
EACH Serial Number	Available	Beserve			
.119	1.00	1.00		÷%	
·120	1.00	1.00			
-121	1.00	1.00			
	.00	.00			
					Generate PO
_ Die	stribution Balance	.00			51.44
D.K.					Fran
	Di	Distribution Balance	Distribution Balance .00	Distribution Balance .00	Distribution Balance .00

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

🔓 Serial Item St	atus Mainte	nance (RNT) 2/1/2	014			
Item Code Warehouse Code Serial Number	AC2500 RNT	Rental Warehouse		🎲 📢 🌒 👂 🕅 Air Conditioning Unit 2.5 To	on	
History	Meter Re	ading	0 Last P	M Unit (Meter)		
Sta	ting Date	Ending Date	Status Code	Comme	ent	
1 1/31/2	014	2/28/2014	RES	Customer No = 01-ABF Sales Order No = R000	0048	
2						
•						
					<u>R</u> efresh <u>Accept</u>	Cancel

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

🕫 Rental Shippir	ng Data Er	ntry (RNI	T) 2/1/2014							
Shipper ID 1 <u>1</u> . Lines	<u>2</u> .Shippir	Ship Da Shippin Custom	ate 2/1/2 ng No. RS00 ner No. 01-AB	014 📰 021 F	Order No Ship Stat	us New	0048 🔍 🗞	SO Creat	ed By	llG
Item Cod <u>e</u>				Q (15) 1	Quick Row	1	9	R Pkg (001	8 .
	Item Code		Ordered	Shipped		Cor	nment			
1 AC250	0		3.00	3.0)					
	lte Ur	m Code nit of Meas	AC2500 sure EACH Serial Numb	per A	vailable	Reserve	Air Conditionir	ng Unit 2.5 Ton		
	T	1 10	025-119		1.00		1.00		-~~	
Description	AI	2 10	025-120		1.00		1.00			
Warehouse	- HI	3 10	025-121		1.00		1.00			
U/M	- E/	4			.00		.00			
Quick Print Au	to In			Distribut	ion Balance		.00	Cancel		

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.

Serial It: Item Code Warehouse Serial Num	e Code RNT 2, iber 1025-119	Rental Warehouse	2014 [],	🔅 🕪 🌒 🕨 🕅 Air Cond	litioning Unit 2.5 Ton	<u> </u>
History	Meter Re	ading	0 Last P	M Unit (Meter)	0	
	Starting Date	Ending Date	Status Code	Description	Comment	
1	1/31/2014	2/28/2014	RNT	Rent	Customer No = 01-ABF Sales Order No = R000048	
•					<u>R</u> efresh	<u>C</u> ancel

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

sag	Serial I	tem Status Mainte	enance (RNT) 2/1/2	2014			_ 🗆 🗡
	ltem Code Warehou Serial Nur	e AC2500 se Code RNT [] mber 1025-119	Rental Warehouse	Q, \	🖒 🕅 🌒 👂 🖗 Air Conc	itioning Unit 2.5 Ton	
	History	🗹 🛛 Meter Re	ading	0 Last P	M Unit (Meter)	0	
		Starting Date	Ending Date	Status Code	Description	Comment	
	1	1/31/2014	2/28/2014	RES	Reserve	Customer No = 01-ABF Sales Order No = R000048	
	2						
l							
						<u>R</u> efresh <u>A</u> ccept	Cancel

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.

^{sage} S/O I	invoice Da	ta Entry (RN	T) 2/1/2014					<u>_ </u>
Invoice	No. 0100	110 🗇 E -		Batch 00018	<u>د</u> ا		De <u>f</u> aults	istomer Credit
<u>1</u> . He	eader]	2. Address] <u>3</u> . Lines	4. Totals] 5	. Credit Card			
		-			· ·			1
	N 🗞	00 • 🗍 •	Quick Row	2 🔁	P		4- 2-	╡╝╡╡╔╸
	ltem l	Code Jnit	Price Extension				Comment	
1	/RENT/	κL .C	1,800.0	0 SO No. : R00004	18, For rent: From 1	/31/2014 To 2/20	3/2014 = 5W, Qty = 3.0	0, Rates: W = 120.000
2	/C		0. 000	Serial No. : 1025	119			
3	/C	.0	0. 000	Serial No. : 1025	120			
4	/C	.0	0. 000	Serial No. : 1025	121			
5		.0	0. 000)				
								F
De	escription	Default Item	Code /C	-				
Wa	arehouse							
Unit (Of Measure							
Bac	k Ordered			.00				
نا ال	ine Level				1]
							Total Amount	1,800.00
Quic <u>k</u> F	Print 🕐			Update			Accept Cancel	

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

‱ S/O In	voice Data Entr	(RNT) 2/1/2014	
Invoice N <u>1</u> . Hea	No. 0100104 ader <u>2</u> . Addr	-, [I4 4	Defaults) Customer) Credit
	📎 H H - 1	_ * <u>Q</u> uick Row 2 ₽ [,] [.]	중 👷 중 중 •
	Item Code	Comment	
1	/DMGD	Charge for Missing rental returned by RR00028 number. SO No. = R000031, Lir	neSeqNo = 0000000000003 Qty = 1
2	/C	Serial No. : 1025-101	
3	/DMGD	Charge for Damaged rental returned by RR00028 number. SO No. = R000031,	LineSeqNo = 0000000000003 Qty = 1
4			
			
Des	cription Default	Item Code /C	
War Unit Ol	ehouse f Measure		
Back	Ordered	.00	
			Total Amount 25.00
Quic <u>k</u> Pri	int 🖪	Update	Accept Cancel Delete

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.

Rental Return Entry (R	NT) 1/31/2014	_03
Return Number RR00014	in a d di	Defaults
Return Date 1/31/20 Sales Order No.	14 Tim Code Serial No. 1025-10 ##	Auto Return
Sales Order No Sales Order No Oescription From Warehouse U/M Starting Date	Order Selection Customer No. 01-ABF Sales Order No. 1 R000031 2 R000036	
Quick Print Auto Increm		Cancel Delete

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.

Return I Sales O <u>Custorr</u>	Date)rder N ner No.	0.	2014 Item Code Serial No.		American Bus	iness Futures	Auto Return	n
	1		Quick F	Row 1	9 🔲	×	₩ \$\$(={	25) ·
	Sa	ales Order I	No.	Item Code	R	ented	Returned	١
1	ROO	0031	AC2500			2.00	2.00	
3	RC	⊕ (ketur	n) Serial Number Di	scribution				비즈
4		Item Loa	ie AU2500			Air Conditioning	Unit 2.5 I on	
		Unit of M	leasure EACH					
•		Unit of M	feasure EACH Serial Number	Status	Distribute	Meter Readin		
∢ Desi	cripti	Unit of M	Leasure EACH Serial Number 1025-102	Status RET	Distribute 1.00	Meter Readin	<u>c</u>	
∢ Desc	cripti	Unit of M	EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00	Meter Readin 0 0	<u>c</u>	
▲ Desc From W	cripti /areł	Unit of M	Leasure EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00 1.00	Meter Readin 0 0 0 0		
▲ Desc From W U Startin	cripti /areł J/M ing C	Unit of M	EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00 1.00	Meter Readin 0 0		
✓ Desc From W U Startin	cripti /areł J/M ing D	Unit of M	Leasure EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00	Meter Readin 0 0 0 0		
IDesc From W U Startin Quic <u>k</u> Pr	cripti /areł J/M ing D	Unit of M	EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00 1.00	Meter Readin 0 0		e
I Desc From W U Startin	cripti /areł J/M ing D Print	Unit of M	Ieasure EACH Serial Number 1025-102 1025-103	Status RET RET	Distribute 1.00	Meter Readin		e

Serial Item Status Maintenance

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

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

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

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

Serial I tem Code Warehou Serial Nui Qty On H	ttem Status Maint e AC2500 ise Code RNT ' mber 1025-101 and is Zero	enance (RNT) 2/1/: , Rental Warehouse	2014	🔆 🕅 🌒 🕨 🕅 Air Con					
History 🔽 Meter Reading 0 Last PM Unit (Meter) 0									
	Starting Date	Ending Date	Status Code	Description	Comment	٦.			
1	12/18/2013	3/18/2014	RES	Reserve	Customer No = 01-ABF Sales Order No = R000031				
2	12/18/2013	3/18/2014	BNT	Rent	Customer No = 01-ABF Sales Order No = R000031				
3	12/18/2013	1/31/2014	MIS	Missing	Customer No = 01-ABF Sales Order No = R000031 Early Return [Du			
4	1/31/2014		IMT	IM Transaction	DataEntryType = "IM Iss"				
5									
•						•			
					<u>R</u> efresh <u>Accept</u> <u>C</u> anc	el			

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

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Rerial Item Cod Warehou Serial Nu	Item Status Mainte de AV2500 use Code RNT 2, umber 1020	nance (RNT) 2/1/2 Rental Warehouse	2014	3 14 4 D DI AMP7	Mix - 40W	
History	Meter Re	ading	0 Last P	M Unit (Meter)	0	
	Starting Date	Ending Date	Status Code	Description	Comr	nent
1	2/1/2014		INV	Invoiced	Customer No = 01-ABF Invoice No = 010011	1
2						
					<u> </u>	Accept <u>C</u> ancel

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

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

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

sege Sage	2 100 ERP	X
?	Do you want to generate PM for serial items returned?	

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**.

See Serial Item Sta Item Code Warehouse Code Serial Number	AC2500 RNT, 1025-119	Rental Warehouse	014 	3 14 0 0	▶)) Air Cond	itioning Unit :	2.5 Ton		<u> </u>
History	Meter Re	ading	50 Last P	M Unit (Meter)		50	Change Status to	🔍 C <u>h</u> ange	
Star	ting Date	Ending Date	Status Code	Descript	tion			Comment	
1/31/2	014	2/28/2014	PM	Prev Maint		Customer N	o = 01-ABF Sales Order	r No = R000048 Return	ied in time
2									
							<u>R</u> efresh		Cancel

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

Serial Statuses Inspection

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

Serial Statuses Inspect	tion (RNT) 2/3/2014						
Status to Inspect 🔽 INS	🔍 Sales Order No.	Q			Set Status to	RET L.	Set
	Item Code	Whse	Serial Number	Status Code	Starting Date	Ending Date	
							- Ū
•							F
						Accept	Cancel

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.

sage S	Serial Status to In	atuses ispect 💽	Inspection (RNT) 2/3,	/ 2014 Drder No. R000	048 '',				Set Status to	D RET Q		
			Item Code	e	Whse	Serial Number		Status Code	Starting Date	Ending Date		
	1		AC2500		BNT	1025-120	INS		1/31/2014	2/28/2014	Custon	a
	2		AC2500		RNT	1025-121	INS		1/31/2014	2/28/2014	Custon	- I
	-										P	
										Accept	Cance	

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.

sage <mark>9</mark>	ierial St	atuses	Inspection	n (RNT) 2/3/2014							_	미지
SI	atus to In	nspect [INS INS	🦾 Sales Order No. 🛛 ROOO	0048 [°] -1				Set Status to	RET	<u><u>s</u></u>	et
				Item Code	Whse	Serial Number	Status Code		Starting Date	Ending Date		
	1	V	AC2500		RNT	1025-120	RET	٩	1/31/2014	2/28/2014	Custon	
	2		AC2500		RNT	1025-121	RET		1/31/2014	2/28/2014	Custon	- -
	4											
										Accept		

Comment Lines in Rental Order/Invoice

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

The second seco												
Order Num	ber R000032	E1165 🖬 🜒	🕨 🕅 🛅 Сору	from Defaults.	Cus <u>t</u> omer C <u>ı</u>	redit More	ŀ					
<u>1</u> . Hea	der <u>2</u> . Address	<u>3</u> . Lines	<u>4</u> . Totals	User useriig								
				r en el c								
Rental Serial No. Add New 🗌 Increment 🗌 🍰												
	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Extension						
1	AV1010	3.00	.00	.00	4.287	12.86						
2	/INSTALLATION 🔍	.00	.00	.00	.000	120.00						
3	/C03	.00	.00	.00	.000	.00	T					
4		.00	.00	.00	.000	.00						
1							·					
Rental Line Bill Code Bill Code Rate												
Misc. Rental Generate PD Total Amount 132.86												
Print <u>O</u> rder	r Print Pic <u>k</u> 🥐 R	ecalc Price		Accept	<u>C</u> ancel	Delete	0					

Here is the Invoice generated for the above rental order:

¢ī,	S/O Inv	voice Data Entr	y (RNT) 12/20/	2013			_ _ _ ×
I	nvoice N	lo. 0100069 (-	SET NATA T	> > =		De <u>f</u> aults	Customer Credit
	<u>1</u> . Hea	der <u>2</u> . Addr	ess <u>3</u> . Line	es <u>4</u> . Tota	als		3
		🗞 H) H) - [* <u>Q</u> uick	Row 2 💈	9 VC		<u> 25</u> , 25 25 •
		Item Code	Ordered	Shipped	Unit Price	Extension	C
	1	/RENTAL	.00	.00	.000	12.86	SO No. : RO00032, For ret
	2	/INSTALLA 🔍	.00	.00	.000	120.00	
	3	/C03	.00	.00	.000	.00	THANK YOU FOR YOUR
	4		.00	.00	.000	.00	
	- -						
	Desc	cription Rental	Charge				
	Ware	ehouse					
	Unit Of	Measure					
	Back	Ordered		.00			
	Deine				<u> </u>]
						Total Am	ount 132.86
)uic <u>k</u> Prir	nt 🥐	(Update		Accept Can	cel Delete 🔒 🕢

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

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

Shipping Rental Orders Grouped by Rental Job Number

Sales Order Entry

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

🔓 Sales Order Entry (RNT) 2/3/2014	
Order Number R000047 L L L K 1. Header 2. Address 3. Lines	4 Image: Copy from Defaults Customer Credit More 4. Totals 5. Credit Card
Order Date 1/31/2014 📰 Order T	ype Standard Order Master/Repeating No.
Customer No. 01-ABF Cust PO Rental Jo	American Business Futures bb No. RJ#001
Ship Date 1/31/2014 Status New Reason Whse RNT Rental Warehouse Sales Tax Schedule WI Wisconsin	Ship To Addr 2 American Business Futures Terms Code 01 Net 30 Days Ship Via UPS BLUE FOB Confirm To John Quinn Confirm To E-mail artie@abf.com Image: Comment Salesperson 0100 Jim Kentley Split Comm. No Split Comm
Print Order Print Pick Sheets Quick Print Without Displaying Printing Window	
Print <u>O</u> rder Print Pic <u>k</u> 🤲 Recalc Price	Accept Cancel Delete 🖶 🕢

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

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

M	Rental Job Numb	oer List					
	Rental Job No. 🛆	Customer No	Order No	Order Date	Туре	Bill To Name	
	1223333333 RENT (#0001	01-ABF	0000179 B000025	1/31/2011	S	American Business Futures	
	BENT.I#0001	01-ABF	R000023	1/27/2011	S	American Business Futures	
	RJ#001	01-ABF	R000004	1/26/2011	Š	American Business Futures	
	RJ#001	01-ABF	R000007	1/26/2011	S	American Business Futures	
	RJ#001	01-ABF	R000028	1/31/2011	S	American Business Futures	
	RJ#001	01-ABF	R000029	1/31/2011	S	American Business Futures	
	RJ#001	01-ABF	R000039	2/16/2011	S	American Business Futures	
	RJ#UUI PO00012		RUUUU40	2/16/2011	5	American Business Futures	
	B000012	01-ABF	B000012	1/27/2011	о С	American Business Futures	
	R000017	01-ABF	R000017	1/27/2011	S	American Business Futures	
					-		
ſ							
	Search Rental Jo	b No. 📃 💽	Begins (with 💌			<u>F</u> ind
	Filters Vie	w Standard		-		,	
l	T jitera						J
ſ	Custom				ſ	Select Cancel	AO
C					U		
F	ound 12 records						.:

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



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

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

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

Reset Start Billing Date

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

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



Enter the **Rental Job Number** and click the **Reset** button. The program will go through all rental orders stored with the job number and set the **Start Billing Date** to the date entered.

sage 100 ERP						
į)	Reset of Start Billing Date by Job Number is successfully completed.					

The **Start Billing Date** will be reset only on the rental lines having the **Minimum One Period Rental Charge** checkbox selected on the **Rental Detail Information** screen.

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

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

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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) 2/3/2014
Warehouse Code	002 🗇 📢 🌒 🕨 📦
Description	Sub Rental Whse
Name	Sub Rental Warehouse
Address	1101 W. MAC ARTHUR BLVD.
ZIR Code	2020
	32620
City	Costa Mesa State CA
Country	USA 🔍
Telephone	Ext
Fax	
E-mail Address	
Contact	
L	
Post to Location	0
FUSI IU LUCAIION	
Sub Rental Warehou	use 🖌
	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.

₽Purchase Order Entry (RNT) 2/3/2014										
order Numb	per 00	10019	14 4 D D1 3. Lines	4. Totals	User useriig	De	efaults) Vendor			
<u>1</u> . moddo	"		L	<u>-</u>			/-			
0	8	•	Quick Row	1 🔁	₽ -		≈ (1 65 •			
	ļ	tem Code	Ordered	Back Ordered	Unit Cost	Extension	Cor			
1 4	ACCOM	MP 🔍	3.00	.00	.000	.00				
2 /	/SBREN	ITAL	.00	.00	.000	500.00				
3			.00	.00	.000	.00				
	ption	AC Commercial P	Dack are				Þ			
Wareh	ouse	AC COMINCICIAN	ackago							
Upit of M	oasuro	FACH								
Qty Rec	easure eived			.00 💌						
						Total Amount	500.00			

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

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

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🔓 Item Ma	intenance (RN	T) 2/3/201	4					
Item Code	ACCOMMP			<u> -</u> • • • • • •	> 🕅 🛄	Copy <u>F</u> rom.	Renum <u>b</u> er	More
Description	AC Commercial	Package		₽				
<u>1</u> . Mair	n <u>2</u> . Addi	tional	<u>3</u> . Quantity	4. History	5. Transactions	<u>6</u> . Orders	<u>7</u> . Cost Detail	1
Warehous	se 002 🔍 (All Sut	Rental Whse	lo Quantitu	Linit Cost	Extension	Item Cost	Alle 👪
002	Sub Rental	2/3/2014	PO G0010	011 3.00	.000	.00	.000	
•								
	Beginning Qty		Received	Adjusted/Sold		Issued	Ending Qty	_
			3.00	.00		.00		
					(Accept	<u>Cancel</u> <u>D</u> elete	

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

Automatic PO Generation

Sales Order Entry

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

🔓 Sales Order Ent	ry (RNT)	2/3/2014							
Order Number	R000056]2. <u>E1 E1</u> [ি 14 ৰ		Copy from	De <u>f</u> aults Cu	ustomer Credit	More	Ð
<u>1</u> . Header	2. Addres	ss) <u>3</u> . Li	nes	<u>4</u> . Totals	<u>5</u> . Credit Card	User useriig			8
🧠 🗞 🕅	040 - 🖄	5 ▼ <u>Q</u> uicl	k Row	1 🛃		🗐 📰	// 🦉 🕵	(d (d ⊳ •	
Rental Serial No.			Add N	lew 🗌 I	ncrement	í.			
Item	Code	Ordered	Shipped	ack Order	Unit Price	Extension]	
🔒 1 AC2750		2.00	.00	.00	20.006	40.01			
2		.00	.00	.00	.000	.00			
					1		•	I	
Description	Air Condi	tioning Unit 2.7	75 Ton						
Warehouse	002								
Unit Of Measure	EACH						_		
Price Level	1							Generate PO	וו
L T-u Class	ТУ]				
						T	otal Amount	40.01	
Print <u>O</u> rder Print	Pic <u>k</u>	Recalc Prid	ce			Accept	<u>C</u> ancel <u>D</u> e	elete 🔒 🤇	0

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

sage ,	Auto PO	Generation						
Sa	les Order	No. R000056						
		Vendor	Item	Warehouse	Quantity	Misc. Charge	Extension	
	1	01-AIRWAY 🔍	AC2750	002	2.00	/SBRENTAL	800.00	
							Proceed	Cancel
								.::

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

see Sage	2 100 ERP	X
į)	The Vendor No. and Rental Misc. Charge are required.	

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

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

🔓 Purchase Order Entry (RNT) 2/3/20	014	_ 🗆 ×
Order Number 0010023 → [1 (4 → 1. Header <u>2</u> . Address <u>3</u> . Li	♦ ▶ ■ □ Defaults. Lines <u>4</u> . Totals User Useriig	<u>V</u> endor
Order Date 2/3/2014 🛅 Orr	rder Type Standard Order 💌 Master/Repeat PO	
Vendor No. 01-AIRWAY 🔍 🛗 A	Airway Property	
Order Status New Required Date 2/3/2014	Purchase Address Q Ship-To Address 0000 Q ABC Distributing Company Terms Code 03 Q NET END OF MONTH Ship Via Q FOB Warehouse 000 Q CENTRAL WAREHOUSE	
1099 Form None 1099 Box Image: Comparison of the second s	Confirm To Leo Henry Q E-mail Ihenry@bestsoftwareinc.com Telephone (714) 555-0980 Ext 5852 Fax (714) 555-0900 Batch Fax Image: Comment Comment Cenerated from S0# R000056 Image: Comment Image: Comment	
Quic <u>k</u> Print	Un Hold Print Urder ✓ 	ete 🔒 🕢

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.

Purcha	ise Ordei	r Entry (RNT) 2,	/3/2014				_ [] >
Order Nu <u>1</u> . Hea	mber 00 ader	010023 [, <u>[-</u> <u>2</u> . Address]	14 4 🕨 🕅 3. Lines	() <u>4</u> . Totals	User useriig	D	efaults) <u>V</u> endor
	8	•	Quick Row	1 🛃	₽-		≈ (1 2₽ •)
		tem Code	Ordered	Back Ordered	Unit Cost	Extension	Cor
1	AC2750		2.00	.00	.000	.00	
2	/SBREN	ITAL	.00	.00	.000	800.00	AC2750
3			.00	.00	.000	.00	
•							
Desc	cription	Air Conditioning	Unit 2.75 Ton	_			
Ware	ehouse	002					
Unit of	Measure	EACH					
Qty R	eceived			.00 🔻			
						Total Amount	800.00
Quick Prin	nt 🚮					ot <u>C</u> ancel	

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

Rental Quick Editing

Sales Order Entry

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

🚮 Sales O	rder Entry (RNT) 12/2	20/2013				<u>_ ×</u>
Order Num	ber R000031 [] [] [Et is ia a	De De 📺 Cop	y from Defaults	Cus <u>t</u> omerC	redit More 💌
<u>1</u> . Hea	der <u>2</u> . Address	<u>3</u> . Lines	4. Totals	User useriig		
Q	🗞 H H • 🐯 •	Quick Row	1 🛃 📮	이다는 🖆		\$<:42 5 •
Rental 9	Serial No.	Add	New 🗌 Inc	rement 🔲 [5	
	Item Code	Ordered	Back Ordered	Rental Quick Edit	Extension	Cq
1	AC2500	3.00	.00	1,260.000	3,780.00	
2	ACCOMMP	2.00	.00	1,650.000	3,300.00	
3	AC2500	2.00	.00	.000	.00	
4	AC2999	2.00	.00	.000	.00	
5	AC9750	2.00	.00	.000	.00	
6		.00	.00	.000	.00	
Desc	cription Air Conditioning	g Unit 2.5 Ton	_			
Ware Ware	ehouse RNT					
Unit Of	Measure EACH					
Shi	pped		3.00			Generate PO
	. I. a al. 1					
					Total Amount	7,080.00
Print <u>O</u> rder	Print Pic <u>k</u> 🧖 R	ecalc Price		Accept	<u>C</u> ancel	

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.

1. Main 2. Entry 3. Line Entry 4. Forms 5. Printing 6. Quick Print Z. History 8. Job Cost Use Alternate Warehouse for Out-of-Stock Items Image: Control Stock Items Im	Sales Order Options (RNT) 2/3/2014				?	
Use Alternate Warehouse for Out-of-Stock Items Use Item Default Warehouse Check for Available Quantity Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning Purchase Control Enable Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Item Pricing by Total Quantity Tem Pricing by Total Quantity Yes Allow Discount Rate by Detail Line Default Special Items to Drop Ship Warranty Warranty Warranty Warranty Warranty Warranty Calculation Based On Ship Date Recale Expiration if Ship/Invoice Date Changed Price Level by Customer Enable Default Price Level by Customer Enable Default Price Level Bo Customer Enable Lot/Serial Distribution in Sales Order Entry Enable Lot/Serial Distribution Require Lines to be Fully Distributed Allow Rental Quick Editing Password Setters Standard Apply Item Pricing Automatically Yes	<u>1</u> . Main <u>2</u> . Entry <u>3</u> . Line Entry <u>4</u>	4. Forms	<u>5</u> . Printing	<u>6</u> . Quick Print <u>7</u> . H	istory 🏾 🔒. Job C	Cost 丨
Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning 10 Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Items Not Allowed Herms Not Allowed Apply Item Pricing Automatically Yes Warranty Calculation Based On Ship Date Recalc Expiration if Ship/Invoice Date Changed Price Level by Customer Enable Default Price Level by Customer Enable Default Price Level Becords On Price Code Price	Use Alternate Warehouse for Out-of-Stock Items Use Item Default Warehouse Check for Available Quantity	>	Allow Disco Default Spe Warranty	unt Rate by Detail Line cial Items to Drop Ship		>
Purchase Control Enable Purchase Control of Items Select Items Based On Control Purchases Based On Items Not Allowed Items Not Allowed Items Pricing by Total Quantity Enable Based On None Unit of Measure for Total Apply Item Pricing Automatically Yes Item Price Code Price Code Price Code Price Code Item Price Code Items Not Allowed Items Not Allowed Items Not Allowed Items Not Allowed Item Pricing Automatically Yes	Display Unit Cost Display Profit Margin Percent Profit Margin Percent to Display Warning	♥ ♥ 10	Warranty Co Recalc Exp Price Level Enable Def	alculation Based On iration if Ship/Invoice Date by Customer	Ship Date	
Item Pricing by Total Quantity Enable Based On None Unit of Measure for Total Standard ▼ Apply Item Pricing Automatically Yes ▼	Purchase Control Enable Purchase Control of Items Select Items Based On Custom Control Purchases Based On Items Not Al	er V	Lindble Den Base New F Lot/Serial D Enable Lot/	Price Level Records On Istribution in Sales Order Er Serial Distribution	Price Code	
	Item Pricing by Total Quantity Enable Based On None Unit of Measure for Total Apply Item Pricing Automatically Yes		Allow Renta	al Quick Editing 🗹 F	Password	5 5

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

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

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

M	Sales O	rder Ent	ry (RNT) 1:	2/20/2013						_ 🗆 ×
On	der Numl	ber ROO	0031 ⁽ -), [i Etilis 🖬	4	d	" [Copy]	fromDe <u>f</u> aults.	Cus <u>t</u> omer C	redit More 🔻
	<u>1</u> . Hea	der 🗎	<u>2</u> . Address	<u>3</u> . Lines	Ì	<u>4</u> . Tota	als) (Jser useriig		
_										
_	9	8 H	19 - 🐼	• Quick R	ow	1 💈		<u>ا اے نہ</u> تا		▧▯◙ਲ਼੶
	Rental S	Serial No.			Add	New 🗌	Incre	ment 📃 🦼	5	
		lti	em Code	Ordere	d	Back Or	dered	Unit Price	Extension	Ca
	1	AC2500			3.00		.00	1,260.000	3,780.00	
	2	ACCOM	MP		2.00		.00	1,650.000	3,300.00	
	3	AC2500		👫 Password	d Vali	dation		_ [00. ×	
	4	AC2999		Dentel Ociela	E JA E				.00	
	5	AC9750		Rental Quick	Ealth	-assword			.00	
	6								.00	
				Password						
	4						_	· ·		
							<u> </u>	K <u>C</u> ancel		
	Desc	ription	Air Conditio							
	Ware	house	RNI							
	Unit Of	Measure	EACH							
	Shi	pped				3.00	_			Generate PO
	Deie e	1	1							
									Total Amount	7,080.00
Pr	int <u>O</u> rder	Print	Pic <u>k</u> 🧖	Recalc Price				Accept	Cancel	

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

🚮 Renta	al Quick Edit		
Item AC	2500		AIR CONDITIONING UNIT 2.5 TON
	Line Seq. No.	Return Date	
1	0000000000002	2/20/2014 📃	
			<u>Accept</u> <u>Cancel</u>

Reports

Open Sales Order Report

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

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

🚡 Open Sales Orde	er Report (R	NT) 6/27/201	12				
Report Setting Description	STANDARD Open Sales	Drder Report	٩				S <u>a</u> ve 🔻
Setting Options — Type Default Report	Public	Prin Thr	nt Report Se ee Hole Pui	ettings nch		Number of Copie Collated	s 1. ✓
Sort Report By	Sales Order N	umber 💌	Print C)rders Rer	ntal 💌	Print Rental Info	
All Types Standard Orders	to Print B	ack Orders [rice Quotes [Master Boti Repeating (nital h Drders	Internet Ord RMA Orders	
Extension Calculat Sales Order Status All Statuses	ion Quar ses to Print — New	tity On Order	D pen	✓	Hold 💽	2	
Print Summary Rep Include Componen	oort 📃 It Lines 📃	Print Tax Detail Print Comments	Dn On Partial	ly Print Una	uthorized or E Pri	xpired Credit Card Or nt Lot/Serial Distributi	ders
Selections ——							
Select Field		Operand	Value	9			-
Sales Order Number	ber		•				
Shipping Date		All	•				
Adobe PDF		Ke Tri	ep Window nt 🗌 F	Open After Preview	<u>Print</u>	Pre <u>v</u> iew	<u>S</u> etup

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:

🌇 Yiew Open	Sales Order Re	port											- 🗆 🗵
Preview	н н н	1 / 1	1 🥐 150	% 🔹								Business OI	ojects 🛛 🗙
	Onen Sale	e Order B	enort										
	Open Sale	SOLUCITY	ероп										
										Re	ntal Demo C	ompany	(RNT)
	0 rder Number	Type /eBM Prm Date	Customer/Nar Item Code	me Item Descri	ption		P Unit Whs L Meas	Price	Quantity On Order	Q vantity Shipped	Q uantity Back Order	Exter	nsion
	RN00051	Std	01-ABF Cust P	American Business F O:	utures Sales	sperson: 0100	Order Date: Last Inv	6/8/2012 voice:	Status: New Last	Invoice Date:	Ship Date:	6./8./2012	
	Bint	6,8,2012	RNT_TEST ITEM	Rental Test Iten	n	•	RNT1 EACH	100.002	2.000	0.000	0.000		200.00
	Starting Date:	6,/8/2012	Start Billing date:	6.8.2012 Bill Code:	W	Extended Rentals	: Prorate	Billing Type:	Up Front	Bill Perio	id in Advance:	Yes	
	Ending Date:	6/17/2012	End Billing date:	6/17/2012 Billing Day:	NONE	Billing Periods:	1.4286W	Continue Billin	g: Periodic	Min O ne	Per Rental Cha	nqe: No	
	Bnt	6/8/2012	RNT_DEMO	Rental Test Iten	ı		RNT1 EACH	100.002	4.000	0.000	0.000		400.01
	Starting Date:	6,/8/2012	Start Billing date:	6.8.2012 Bill Code:	W	Extended Rentals	: Prorate	Billing Type:	Up Front	Bill Perio	d in Advance:	Yes	
	Ending Date:	6/17/2012	End Billing date:	6/17/2012 Billing Day:	NONE	Billing Periods:	1.4286W	Continue Billin	g: Periodic	Min O ne	Per Rental Cha	nqe: No	
	Bnt	6/8/2012	RNT_SERIAL	Serial Test Item			RNT1 EACH	14.286	2.000	0.000	0.000		28.57
	Starting Date:	6,8,2012	Start Billing date:	6.8.2012 Bill Code:	W	Extended Rentals	Prorate	Billing Type:	Up Front	Bill Perio	d in Advance:	Yes	
	Ending Date:	6/17/2012	End Billing date:	6/17/2012 Billing Day:	NONE	Billing Periods:	1.4286W	Continue Billin	g: Periodic	Min One	Per Rental Cha	nqe: No	
	BN00053	Sid	01-ABE	American Business F	utures		Arder Date:	6.8/2012	Status: New	Order F	N00051 Total: ` Shin Date:	6.8.2012	628.58
		0.0	Cust P	0:	Sales	sperson: 0100	Last Inv	voice:	Last	Invoice Date:	omp o dio.	01012012	
	Rnt ∕(Kit)	6,8,2012	RENTAL_KIT	EXECUTIVE DE	ESK ENS	SEMBLE	RNT1 EACH	1 70.000	1.000	1.000	0.000		70.00
	Starting Date:	6,8,2012	Start Billing date:	6/8/2012 Bill Code:	м	Extended Rentals	: Prorate	Billing Type:	Periodic	Bill Perio	od in Advance:	No	
	Ending Date:	7/8/2012	End Billing date:	7/8/2012 Billing Day:	11	Billing Periods:	1.0000M	Continue Billin	g:None	Min O ne	Per Rental Cha	nqe:No	-

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

Open Sal Sorted By	es Order F Sales Or	Report der Number										
For Order	Types:Ba	ack Orders, Sta	ndard Orders						Rer	ntal Demo C	ompany (RNT)	,
Order Number	Type / eBM Prm Date	Customer/Nam	e Item Descrij	pton	P What L	Unit Meas	Price	Quantity On Order	Quantity Shipped	Quantity Back Order	Extension	
0000178	Std	01-ABF	American Business F	utures	Orde	Date: 6/27	/2012 5	Ratus: New	unice Date:	Ship Date:	6/27/2012	
Sis	6/27/2012	1001-HON-H252L	K HON 2 DRAWE	R LETTER FLEW	LCK 001 1	EACH	87.000	2.00	0.00	0.00	174.00	
Sis	6/27/2012	1001-HON-H254L	K HON 4 DRAWE	R LETTER FLE W	LCK 001.1	EACH	135.000	3.00	0.00 Order 0	0.00 1000178 Total:	405.00 579.00	
RN00005	Std	01-AVNET	Avnet Processing Co	rp Seleseese	Orde	Date: 2/29	/2012 5	Ratus: New	nine Date	Ship Date:	2/29/2012	
Rnt	2/29/2012	RNT_DEMO	Rental Test Iten	salesperson:	0200 RNT 1	EACH	249.998	2.00	0.00	0.00	500.00 *	
Starting Date	a: 2/29/2012	Start Billing date:	2/29/2012 Bill Code:	W Extende	d Rentals: Prorate	6	illing Type:	Up Front	Bill Perio	d in Advance:	No	
Ending Date	£ 3/24/2012	End Billing date:	3/24/2012 Billing Day:	NONE Billing P	eriods: 3.5714	w c	antinue Billing	Periodic	Min One	Per Rental Char	ae: No	
Rnt	2/29/2012	RNT_TEST ITEM	Rental Test Iten	n	RNT 1	EACH	214.283	3.00	0.00	0.00	642.85 *	
Starting Date	e: 2/29/2012	Start Billing date:	2/29/2012 Bill Code:	W Extende	d Rentals: Prorate	5	illing Type:	Up Front	Bill Perio	d in Advance:	No	
Ending Date	£ 3/19/2012	End Billing date:	3/19/2012 Billing Day:	NONE Billing P	eriods: 2.8571	w c	antinue Billing	Periodic	Min One	Per Rental Char	ge: No	
DNI00006	214	02 4707	A To 7 Cornel Supple		~	- Date: 202		National Marca	Order R	N00005 Total:	1,142.85	
11400000	Und -	Cust PC	:	Salesperson:	64.00	Last Invoice	:	Last In	voice Date:	unp bab	aradiad ta	
Rnt	2/29/2012	RNT_TEST ITEM	Rental Testilten	n	RNI 1	EACH	210.000	3.00	3.00	0.00	630.00 *	
Starting Date	e: 2/29/2012	Start Billing date:	2/29/2012 Bill Code:	W Extende	d Rentals: Round	Up B	illing Type:	Up Front	Bill Perio	d in Advance:	No	
		had billing distant	37 127/2011/2 INTERNATION	NUNE BILLING	COC 100	C	contour Hillioc	r Pendac	MinOne	Per Rental Citat	de NO	

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.

🚮 Open Orders by 🛾	Item Repor	t (RNT) 6/2	8/201:	2			- 🗆 🗵
Report Setting Description	STANDARD Open Orders	by Item Repo	Q ort]		S <u>a</u> ve 🔻
 Setting Options — Type Default Report 	Public	P T	rint Rep hree Ho	oort Settings	Nur Coll	nber of Copies	
All Types Standard Orders	to Print	ack Orders Yrice Quotes		Master Orders Repeating Orders		nternet Orders 3MA Orders	
Print Orders Ren Sale Ber Bot	ntal _ es ntal h			Additional Line Include Kit Lin Print Summary Print Lot/Seria	e Types to Print les I Report al Distributions	Misc. & Spe Both	
- Selections							
Select Field		Operand		Value			
Item Code		All	-				_
Product Line		All	-				_
Warehouse		All	(een \./	indow Open After			
Adobe PDF		▼ F	Print	Preview	<u>Print</u> Pr	e <u>v</u> iew <u>S</u> el	tup 🕜

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

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

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

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

🍜 🛛 🕅	< > H	1 / 3	646	100% 💌								Business Objects
						_			_			
	Open Orders By I	em Report										
	For Order Types:	Back Orders	5, Standar	d Orders					Reni	tal Demo Co	noany (RNT)	
	item Code	Description	Promise					Quar	ntiv			
	Order No Type eB	I Order Date	Date	Customer Numb	erName	Whee	Ordered	Shipped	Back Ordered	Net Order	Extension	
	1001-HON-H252	HON 2 DR	AWER LETT	ER FLE W/O LK	Product Line: WF&A	U/M:	EACH					
	0000143 Std/Sis	5/15/2010	5/15/2010	02-ALLENAP	Allen's Appliance Repair	00.2	12.00	0.00	0.00	12.00	937.44	
	0000149 Back/Sis	5/23/2010	5/23/2010	02-AMERCON	American Concrete Service	00.2	35.00	25.00	10.00	10.00	756.00	
	0000156 Std/Sis	5/15/2010	5/31/2010	02-ATOZ	A To Z Carpet Supply	001	2.00	0.00	0.00	2.00	159.60	
	0000171 Std/Sis	5/1/2010	5/1/2010	01-ABF	American Business Futures	001	1.00	0.00	0.00	1.00	81.48	
	RMA: 0000002						50.00		40.00	07.00	1 00 1 50	
					Item 1001-HON-H	252 Total	50.00	25.00	10.00	25.00	1,934.52	
	1001-HON-H252LK	HON 2 DR	AWER LETT	ER FLE W/ LCK	Product Line: WF&A	U/M:	EACH		0.00	11.00		
	0000143 Std/Sis	5/15/2010	5/15/2010	02-ALLENAP	Alleri's Appliance Repair	002	14.00	0.00	0.00	14.00	1,132.74	
	0000149 Back/Sis	5/23/2010	5/23/2010	01-ARE	American Concrete Service	002	2.00	2.00	0.00	2.00	174.00	
	0000118 30036	0/27/2012	0/2/12012	01-9401-	Anterical busiless Fubles	2001	42.00	0.00	0.00	2.00	104.00	
	10.01 HOM HOEA	HON A DE			Item 1001-mUN-m25	2LK 10591	EA CH	2.00	0.00	16.00	1,300.74	
	0000142_0400	EUE 100.10	EUE IOD TO	02 ALLENAD	Allenia Amilianas Densis	000	25.00	0.00	0.00	25.00	2.047.50	
	0000143 Storals	5/13/2010	5/13/2010	02-ALLERAP	American Concepto Concepto	002	25.00	0.00	0.00	23.00	2,947.00	
	0000 149 backais	3/23/2010	3/23/2010	02-MMERCON	American Concrete Service	002	3.00	3.00	2.00	2.00	234.14	
					Item 1001-HON-H	254 1013	30.00	3.00	2.00	27.00	3,201.64	
	1001-HON-H254LK	HON 4 DR	AWER LETT	ER FLE W/LCK	Product Line: WF&A	U/M:	EACH					
	0000116 Std/Sis	5/19/2010	5/31/2010	01-BRESLIN	oresin Parts Supply Alleria Amelianea Remain	001	3.00	0.00	0.00	3.00	405.00	
	0000143 St0/SIS	5/15/2010	a/13/2010	02-ALLENAP	America Appliance Repair	002	3.00	4.00	2.00	3.00	405.00	
	0000149 Backbis	6/23/2010	6/23/2010	01-ARE	American Concrete Service	002	3.00	4.00	2.00	2.00	201.90	
	0000178 30236	0/27/2012	0/2//2012	01-00-	Anterican business Futures		3.00	0.00	0.00	3.00	400.00	
	24.00-0.50	DEEK FIL	E 97 C AD 50		Destruct Lines 5000	ALK (025)	TS.UU EA.CH	4.00	2.00	11.00	1,476.90	
	2480-8-00 0000143_04400a	EITE 120 10	EHEIDONO	02-ALLENA D	Product Line: PD&A	002	100.00	0.00	0.00	10.0.00	2 145 50	
	0000143 Starsis 0000149 Back/Ste	5/3/2010	5/23/2010	02-ALLERMP 02-AMERCON	American Concrete Service	002	25.00	5.00	20.00	20.00	a, 140.00 629.10	
	5000 H43 (bdC//SIS	Gazanzo id	G-20120-10	SE MILENGUN	renander Genuele Genue	002	23.00	5.00	20.00	20.00	0.23.10	
	0101 5 50				Item 2480-3	s-ou lotal:	125.00	5.00	20.00	120.00	a,774.80	
	2481-5-50	DESK FILE	2 0 1/4" CAP	00	Product Line: FD&A	U/M:	EACH	0.00	0.00	75.00	101000	
	0000143 Std/Sis	5/15/2010	5/15/2010	02-ALLENAP	Alterns Appliance Repair	002	75.00	0.00	0.00	75.00	1,346.63	
	0000149 BBCKSIS	3/23/2010	arza/2010	02-MMERCON	American Concrete Service	002	10.00	10.00	0.00	0.00	0.00	
5 million (1997)					item 2481-5	5-50 Total:	85.00	10.00	0.00	75.00	1.346.63	

H 4 > H	1 / 1	150% 💌]					Business	Object
Open Orders B For Order Type	y Item Report •s: Back Orders	s, Standar	d Orders					Ren	tal C
Item Code	Description	Promise					Qu	uantity	
Urder No lype	eBM Urder Date	Date	Customer N	umber#Name	Whse	Urdered	Shipped	Back Urdered	N
PICKUP TRUCK	Pickup Tru	ck		Product Line: HNI	UMH:	EACH			
RN00024 Std/Rnt	4/25/2012	4/25/2012	01-ABF	American Business Futures	RNT	2.00	2.00	0.00	
RN00025 Std/Rnt	4/27/2012	4/27/2012	01-ABF	American Business Futures	RNT	2.00	2.00	0.00	
RN00031 Std/Rnt	5/3/2012	5/3/2012	01-ABF	American Business Futures	BNT	2.00	2.00	0.00	
RNUUU32 Std/Rnt	5/3/2012	5/3/2012	U1-ABF	American Business Futures	HNI	2.00	2.00	0.00	
RN00033 Std/Rnt	5/3/2012	5/3/2012	01-ABF	American Business Futures	RNT	2.00	1.00	0.00	
RN00034 Std/Rnt	5/10/2012	5/10/2012	01-ABF	American Business Futures	BNT	2.00	0.00	0.00	
RNUUU42 Std/Rnt	5/25/2012	5/25/2012	U1-ABF	American Business Futures	HNI	1.00	1.00	0.00	
HNUUU44 Std/Rnt	5/22/2012	5/22/2012	U1-ABF	American Business Futures	HNI	3.00	3.00	0.00	
HNUUU45 Std/Hnt	5/23/2012	5723/2012	UI-ABF	American Business Futures	HNI	1.00	1.00	0.00	
HINUUUS/ Std/Rint	6/2//2012 C P7 P012	6/27/2012 C D7 D01 C	UT-ABF	American Business Futures	HNI	2.00	2.00	0.00	
HINUUU59 Std/Rint	6/27/2012	ь/27/2012 о.р.7.рото	UT-ABF	American Business Futures	BNI	2.00	2.00	0.00	
HINUUUBU Sta/Rint	6/27/2012	6/27/2012 c.p7.pot.o	UT-ABF	American Business Futures	BNI	2.00	2.00	0.00	
D NOODCO C M P 🕐	6/27/2012	6/27/2012	UT-ABF	American Business Futures	HNI	2.00	2.00	0.00	
RN00062 Std/Rnt									
RN00062 Std/Rnt				Item PICKUP TR	UCK Total:	25.00	22.00	0.00	

Orders By Item Report									
	/1 🕅	150% 💌]					Busin	essObje
Onen Orders By I	tem Benort								
For Order Types:	Back Orders	s, Standar	d Orders						
<i>,</i>		,						Ren	tal De
Item Code	Description	Promise					Qu	uantity	
Urder No Type eB	M Urder Date	Date	Customer N	umber/Name	Whse	Urdered	Shipped	Back Urdered	Net
PICKUP THUCK	Pickup Iru	ck		Product Line: HNI	UM:	EACH			
DUDUUU2 Std/Hint	2/22/2012	2/22/2012	UI-ABF	American Business Futures	BNI	2.00	2.00	0.00	
RINUUU24 Sta/Rint	4/25/2012	4/25/2012	UT-ABF	American Business Futures	BNI	2.00	2.00	0.00	
HNUUU25 Std/Hnt	4/2//2012	4/27/2012	UT-ABF	American Business Futures	BNI	2.00	2.00	0.00	
RNUUU31 Std/Hnt	5/3/2012	5/3/2012	UI-ABF	American Business Futures	BNI	2.00	2.00	0.00	
RINUUU32 Sta/Rint	5/3/2012	5/3/2012	UT-ABF	American Business Futures	BNI	2.00	2.00	0.00	
RINUUU33 Sta/Rint	5/3/2012	5/3/2012	UT-ABF	American Business Futures	BNI	2.00	1.00	0.00	
FINUUU34 Std/Fint	5/10/2012	5/10/2012	01-ABF	American Business Futures	DNT	2.00	1.00	0.00	
FINUUU42 Std/Fint	5/25/2012	5/25/2012	UI-ABF	American Business Futures	DNT	1.00	1.00	0.00	
DN00044 Stuthit	5/22/2012	5/22/2012		American Business Futures	DNT	3.00	1.00	0.00	
DN00043 Stubhit	572372012 C 07 001 0	5/23/2012 C 07/0012	01 ADE	American Business Futures	DNT	2.00	2.00	0.00	
DN00007 Sturnit	6/27/2012	6/27/2012 6/27/2012	01-ADF	American Business Futures	DNI	2.00	2.00	0.00	
RN00053 Std/Prit	6/27/2012	6.07.0012	01.485	American Business Futures	RNT	2.00	2.00	0.00	
BN00062 Std Bat	6/27/2012	6/27/2012	01.485	American Business Futures	BNT	2.00	2.00	0.00	
BN00065 Std &ls	6/28/2012	6/28/2012	01-4BF	American Business Futures	BNT	3.00	0.00	0.00	
11100000 010/010	0.20.2012	012012012	01101		ICK T-I-L		24.00	0.00	
				Item PICKUP I R	ULK Fotal:	30.00	24.00		

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

Serialized Items Rental Board

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

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

🎸 Serialized Items Rental Board							
Options	View	About					
Edit O	🛛 🔮 沢 ı						
✓ 000 -	9/12						
Exit		Ctrl+Q	//2012				

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.

🚧 Find			×
Item Code	AC2500		্
Warehouse Code			
Serial Number	1025-120	্	
		<u>0</u> k	Cancel

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:

🎸 Serialize	d Items Rental Board				
Options <u>V</u> ie	w <u>A</u> bout				
🛃 🙆 💰) - 🔲 🥑 🔀 🕅 🕴				
	01/31/14	02/01/14	02/02/14	02/03/14	02/04/14
AC2500 1025-112	Warehouse - RNT Ending Date - 4/29/2014 Status - RNT DocumentNo - R000040 Comment - Customer No = 01-ABF	Sales Order No = R000040			
AC2500 1025-113	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF	Sales Order No = R000047			_
AC2500 1025-114	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF	Sales Order No = R000047			-
AC2500 1025-115	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF	Sales Order No = R000047			
AC2500 1025-118					-
	•				
Item Numbe	<u>ا</u> W	arehouse Code Serial Number			
J AU2500	JR	NI 1025-119		Damaged	NO USE
Starting Date	e Ending Date Status Code Do	cument No Line Sequence No		IM Transacti	on NO USE
173172014	272872014 PM RI	JUUUU48 JUUUUUUUUUUUUUU		Inspection	NOUSE
Comment Te	ext	10 D		Missing	NO USE
Customer No	o = UT-ABF Sales Urder No = ROOOO	J48 Heturned in time			
[IIG RNT 02/03/2014

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:

🎸 Serialize	d Items Rental Board					
Options Vie	w About					
3. 😡 🖇	🕽 - 📖 🧭 🎘 🛠 🛤 🥊					
	01/31/14	02/01/14	02/02/14	02/03/14	02	/04/14
AC2500 1025-112	Warehouse - RNT Ending Date - 4/29/2014 Status - RNT DocumentNo - R000040 Comment - Customer No = 01-ABF :	Sales Order No = R000040				
AC2500 1025-113	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF :	Sales Order No = R000047				
AC2500 1025-114	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF :	Sales Order No = R000047				
AC2500 1025-115	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF !	Sales Order No = R000047		Vew Rental Order		
AC2500 1025-118			- La	Spen Rental Order		
	•					•
Item Numbe AC2500 Starting Dat 1/31/2014 Comment Te	r W R E Ending Date Status Code Do 3/31/2014 RES R(ext	arehouse Code Serial Number NT 1025-115 poument No Line Sequence No 000047 00000200000000		Damaged IM Transact Inspection Invoiced	ion	NO USE NO USE NO USE
Customer N	o = U1-ABF Sales Order No = ROOOC	J47				
					IIG RNT	02/03/2014

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.
Rental Processing 5.00

ntions for User - 'IIG'			×			
Options Type 000 Description Standard						
<u>F</u> ilters	(Fiel <u>d</u> s	⊻iew			
Warehouse - Field Value1	٦l	Show	Warehouse Code 🔍 📝 🐼			
Ending Date - Field Value2	- -	Show	Ending Date			
Status - Field Value3		Show	Status 💽 🛃 🔡			
DocumentNo - Field Value4		Show	Document Number 🔄 🛃 🔡			
Comment - Field Value5		Show	Comment 🗾 🛃 😼			
			<u>O</u> k <u>C</u> ancel			
			IIG RNT 02/03/2014			

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.)

Rental Processing 5.00

灥 Options for User - 'IIG'			X
Options Type 000 💌 Description	Standard		
<u> </u>	Fiel <u>d</u> s	<u>⊻</u> iew	
Warehouse - Field Value1 Ending Date - Field Value2 Status - Field Value3 DocumentNo - Field Va Comment - Field Value!	 ✓ Show ✓ Show ✓ Show 	Warehouse Code Ending Date Status Default	QE QE QE QE QE
		<u></u>	

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.

Color	<u>? </u> ×
Basic colors:	
	•
	Hug: 140 <u>R</u> ed: 0
	<u>Sat:</u> 240 <u>G</u> reen: 64
Define Custom Colors >>	Color Solid Lum: 60 Blue: 128
OK Cancel	Add to Custom Colors

뤘 Options for User - 'IIG'			X
Options Type 000 💌	Description Standa	ard	
<u>F</u> ilters	Field	s	⊻iew
Field Name	All Starting	Ending	
Date	☑ 01/01/2000	12/31/2099	<u> </u>
Fields	Starting	Ending	
☑ Date	01/01/2000	12/31/2099	
🗹 Serial Number		777777777	
Document Number		7777777	
Item Number		7//////////////////////////////////////	
CommentText		777777777	777777777777777777777777777777777777777
🗹 Serial Status		ZZZ	
☑ Warehouse Code		ZZZ	
C Show Unchecked Lines O	inly		
		<u>D</u> k	<u>C</u> ancel
		IIG RNT	02/03/2014

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.

👶 Options for User - 'IIG' 🛛 🔀						
Options Type 000 💌	Description Standard					
<u>Filters</u>	Fiel <u>d</u> s	⊻iew				
Field Name	All Starting	Ending				
Serial Number	10	Q 1025-129 Q 🔛	I			
Fields	Starting	Ending	1			
🗹 Date	01/01/2000	12/31/2099				
Serial Number	10	1025-129	H			
Document Number		777777	H			
🛛 🗹 Item Number		<u> </u>	II.			
CommentText		<u> </u>	II.			
🛛 🗹 Serial Status		ZZZ	II.			
Warehouse Code		ZZZ	I			
Show Unchecked Lines	Only					
		<u>O</u> k <u>C</u> ancel				
		IIG RNT 02/03/2014				

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.

灥 Options for User - 'IIG'		×				
Options Type 000 Description Standard						
<u>F</u> ilters Show on Startup ✓ Toolbar ✓ Fields ✓ Grid Lines ✓ Show History	Fiel <u>d</u> s View Date Rang Number Of Days B	E Current Week				
☐ Blanks Show as Column Date	Puplicate	or for Serials in Color Bars 🔽				
		<u>Ok</u> <u>C</u> ancel RNT 02/03/2014				

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** boxes to display the color bars with the colors corresponding to the one assigned to current status in the Item Status Code Maintenance.

🎸 Serialize	d Items Rental Board				
Options Vie	w <u>A</u> bout				
🏄 🔕 🌡) • 🔲 🥳 🎘 🕅 🕴	l.			
	02/04/14	02/05/14	02/06/14	02/07/14	02/08/14
AC2500 1025-110	Warehouse - RNT Ending Date - 3/31/2014 Status - RNT DocumentNo - R000046 Comment - Customer No = 01-ABF	Sales Order No = R000046			<u> </u>
AC2500 1025-111	Warehouse - RNT Ending Date - 3/31/2014 Status - RNT DocumentNo - R000046 Comment - Customer No = 01-ABF	Sales Order No = R000046			
AC2500 1025-112	Warehouse - RNT Ending Date - 4/29/2014 Status - RNT DocumentNo - R000040 Comment - Customer No = 01-ABF	Sales Order No = R000040			
AC2500 1025-113	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF	Sales Order No = R000047			
AC2500 1025-114	Warehouse - RNT Ending Date - 3/31/2014 Status - RES DocumentNo - R000047 Comment - Customer No = 01-ABF	Sales Order No = R000047			
	•				
Item Number	, W	arehouse Code - Serial Number		Status Color	
AC2500		INT 1025-114		Demand	
Starting Date 1/31/2014 Comment Te	e Ending Date Status Code Do 3/31/2014 RES R(ext = 01-APE Sales Order No = B0000	Document No Line Sequence No D00047 00000200000000		IM Transaction Inspection Invoiced Missing	NO USE
					Þ
					IIG RNT 02/03/2014 //.

Rental Data Correction Utility

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



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

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

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

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

Serial Item Quantity Committed- this option allows for correcting Serial Item quantity committed in the IM_ItemCost table.

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

A/R Invoice History Inquiry

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

🔓 A/R Invoice H	listory Inquiry (RNT) 3/13/	2014			_ _ _ ×
Invoice No. 0100	1094 🕑 🖄 📢 🌒 🕨 🕅 <u>2</u> . Lines) 🦳 Type Sourd	INV Date 1/ ce S/O Order No. R	/30/2014 G	Current Tax Detail plit Comm Shipping
Customer No. Ship To Source Journal	01-ABF 2 American Business Ful SO-000013 RMA	America tures No.	an Business Futures Bill To		Addresses
Terms Code	01 Net 30 Days	Ship Date	1/30/2014	Taxable	
Ship Via	UPS BLUE	Schedule	WI	Nontaxable	2.428.40
FOB		Ship Zone	Tracking	Freight	.00
Customer PO	<u>S</u>	Weight		Sales Tax	.00
Salesperson	01-010 Edit Customer PO	Apply To		Discount	.00
Confirm To	John Quinn	IT User ID		Invoice Total	2,428.40
Comment	RNT : Rentals billing			Deposit	.00
E-mail	artie@abf.com			Net Invoice	2,428.40
Fax		Batch Fax			
				Balance	2,428.40

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

🔓 Edit Custom	<u>? ×</u>	
Customer PO	AZ00144	
	Accept	<u>C</u> ancel

Change the PO number and press Accept:

The Customer PO number is updated with the new one:

Rental Processing 5.00

Section 4/R Invoice H	listory Inquiry (RNT) 3/13/	2014			
Invoice No. 0100	1094 🔤 🕤 🚺 🌢 🕨	📋 Туре	INV Date 17	30/2014	Current Tax Detail
<u>1</u> . Main	<u>2</u> . Lines	Sourc	e S/O Order No. RO	3 00037 Sp	pli <u>t</u> Comm
Customer No.	01-ABF	America	n Business Futures		Addresses
Ship To	2 American Business Fu	tures	Bill To		
Source Journal	S0-00013 BMA	No			
Terms Code	01 Net 30 Days	Ship Date	1/30/2014	Taxable	.00
Ship Via	UPS BLUE	Schedule	WI	Nontaxable	2,428.40
FOB		Ship Zone	Tracking	Freight	.00
Customer PO	4200144 😒	Weight		Sales Tax	.00
Salesperson	01-0100 Jim Kentley	Apply To		Discount	.00
Confirm To	John Quinn	IT User ID		Invoice Total	2,428.40
Comment	RNT : Rentals billing			Deposit	.00
E-mail	artie@abf.com			Net Invoice	2,428.40
Fax		Batch Fax			
			_		
				Balance	2,428.40