



Rental Processing For Sage 100 ERP 2013

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Installation Instructions and Cautions

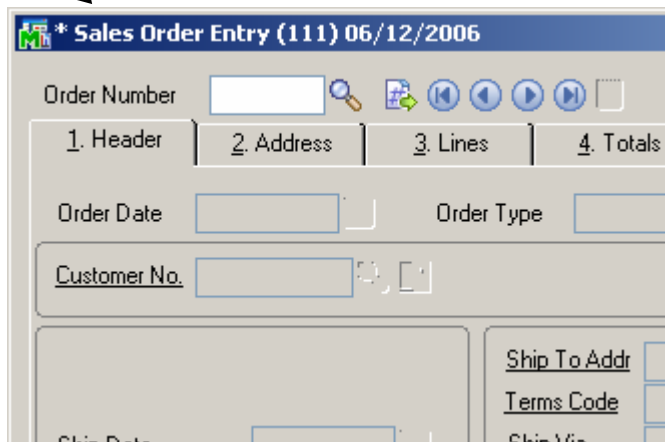
PLEASE NOTE: SAGE 100 ERP must already be installed on your system before installing any IIG enhancement. If not already done, perform your SAGE 100 ERP installation and setup now; then allow any updating to be accomplished automatically.

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.



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**.

| Enhancement | Level | Release Date | Serial Number | Unlocking Key | Status |
|-----------------|-------|--------------|-------------------|---------------|---------|
| IIG Enhancement | 5.00 | | AAAAAAAAAAAAAAAAA | BBBBBB | Invalid |

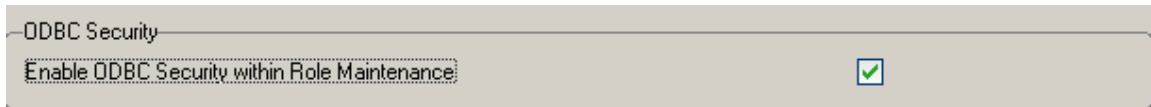
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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

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

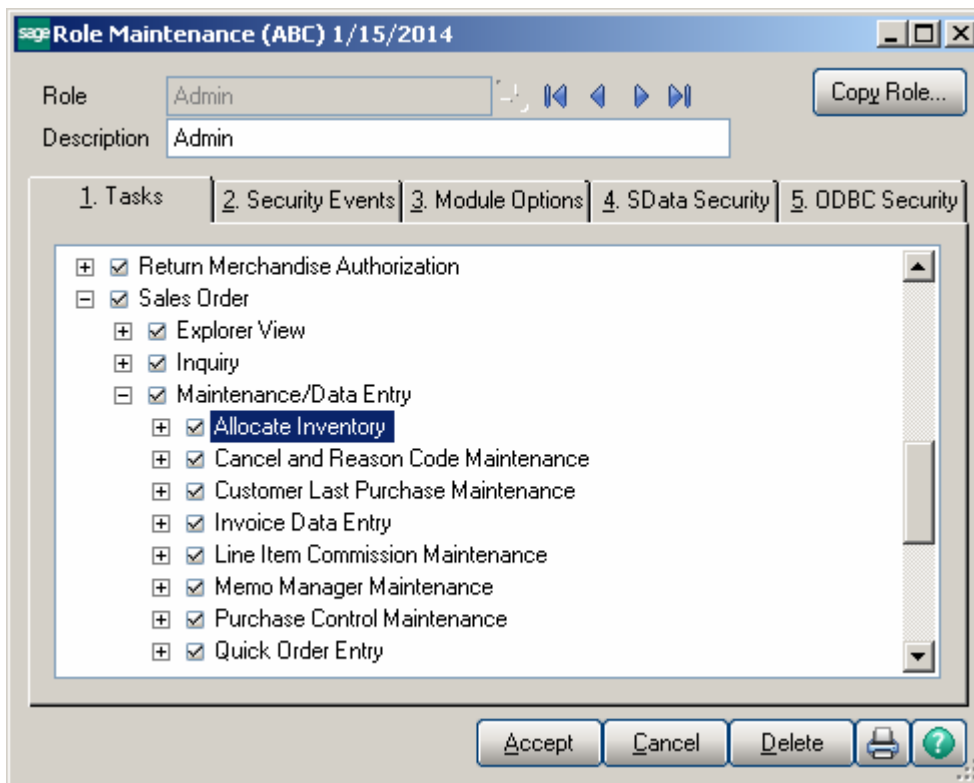
ODBC Security

After installing an **IIG Enhancement**; it is **very important to verify** whether or not the **Enable ODBC Security within Role Maintenance** check box is selected in the **System Configuration** window of your system. If it is selected you must assign ODBC security permissions and allow access to custom data tables/fields for the Roles defined in your system.



Role Maintenance

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



Introduction

Rental Processing allows the user to:

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

Warning!

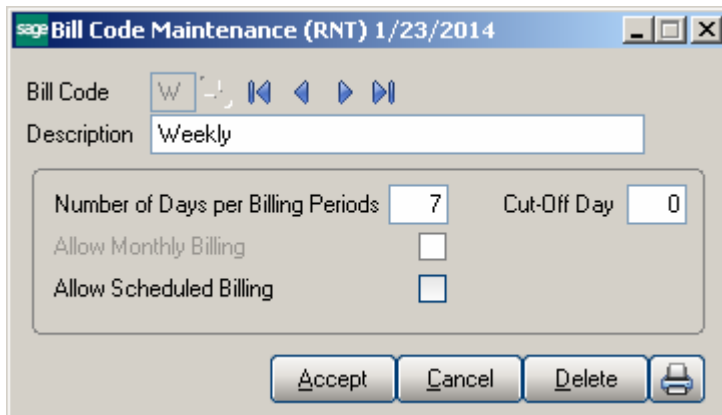
This enhancement contains new functional features that are not compatible with previous versions of IIG Rental Processing Enhancement (RNT405, RNT410 and RNT420.0.5)

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...



The screenshot shows a window titled "SAP Bill Code Maintenance (RNT) 1/23/2014". Inside the window, there is a "Bill Code" field containing "W" and a "Description" field containing "Weekly". Below these fields, there are two numeric input fields: "Number of Days per Billing Periods" set to "7" and "Cut-Off Day" set to "0". There are two checkboxes: "Allow Monthly Billing" and "Allow Scheduled Billing", both of which are currently unchecked. At the bottom of the window, there are four buttons: "Accept", "Cancel", "Delete", and a printer icon.

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

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

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

The **Allow Monthly Billing** option is intended for rentals that should be billed monthly. Select the **Allow Monthly Billing** check box if you want to allow monthly billing for the selected Bill Code. In this case you can specify any day of the month as a **Billing Day** in the Sales Order Entry.

Checking this option is sensible only for the Billing Codes that have **Number of Days per Billing Periods** at least equal to the number of days in one month.

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

The screenshot shows the Sage Bill Code Maintenance window for a 'Monthly' bill code. The Bill Code field contains 'M' and the Description field contains 'Monthly'. The Number of Days per Billing Periods is set to 30, and the Cut-Off Day is set to 20. The 'Allow Monthly Billing' checkbox is checked, and the 'Allow Scheduled Billing' checkbox is unchecked. The window includes 'Accept', 'Cancel', 'Delete', and a printer icon button.

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

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

The screenshot shows the Sage Bill Code Maintenance window for a 'Scheduled Billing' bill code. The Bill Code field contains 'S' and the Description field contains 'Scheduled Billing'. The Number of Days per Billing Periods is set to 30, and the Cut-Off Day is set to 0. The 'Allow Monthly Billing' checkbox is unchecked, and the 'Allow Scheduled Billing' checkbox is checked. The window includes 'Accept', 'Cancel', 'Delete', and a printer icon button.

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.

Bill Code Maintenance (RNT) 4/15/2014

Bill Code: D

Description: Daily

Number of Days per Billing Periods: 1 Cut-Off Day: 0

Allow Monthly Billing:

Allow Scheduled Billing:

Buttons: Accept, Cancel, Delete, Print

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).

| Bill Code | Description | Days |
|-----------|------------------------------|------|
| C | Contractor Pricing - 28 days | 31 |
| D | Daily | 1 |
| F | Five Day Week Price | 7 |
| M | Monthly | 30 |
| S | Scheduled Billing | 30 |
| W | Weekly | 7 |

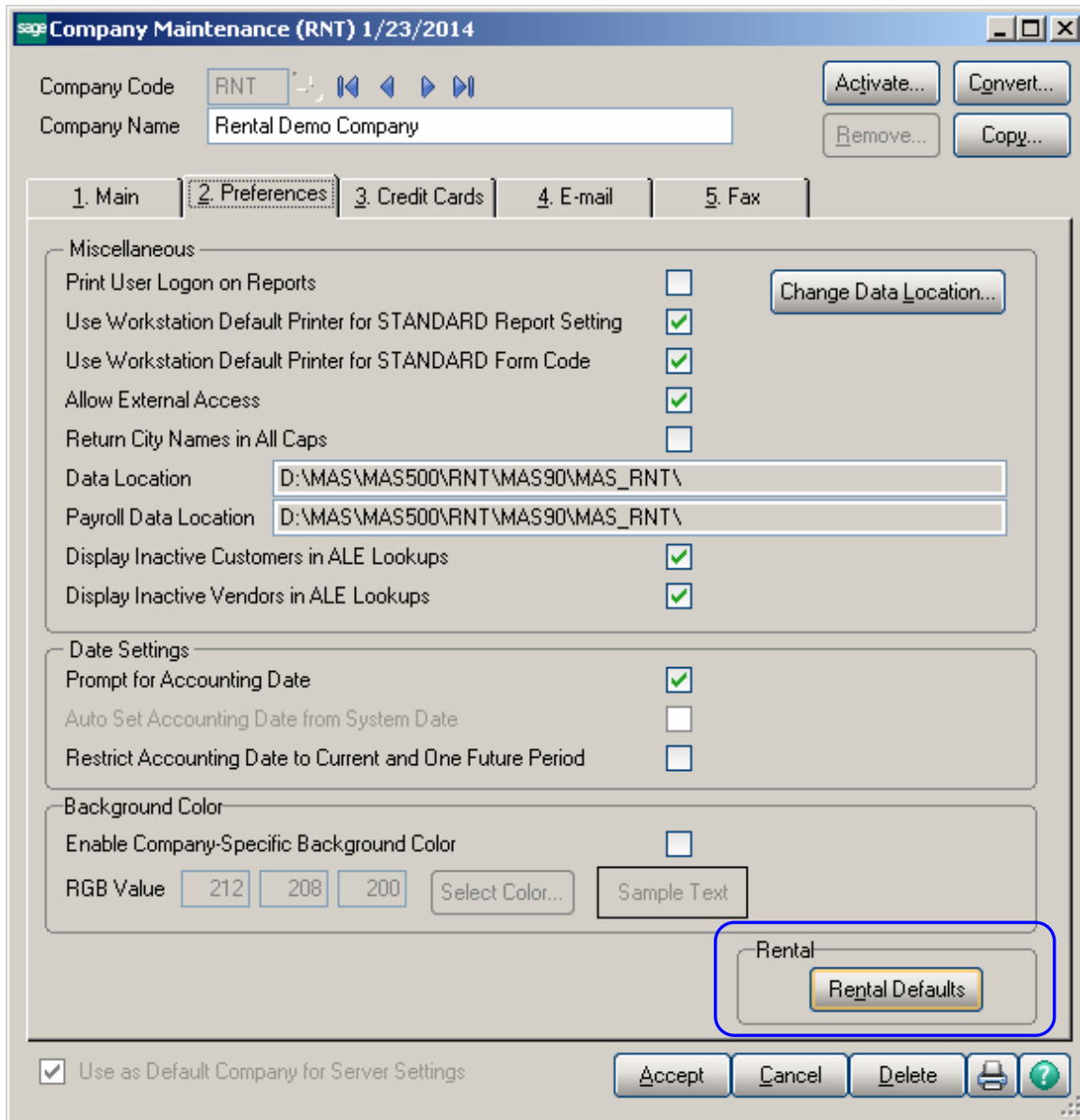
Search: Bill Code (dropdown) Begins with (dropdown) [] Find

Buttons: Filters..., Custom..., Select, Cancel, Print, Help

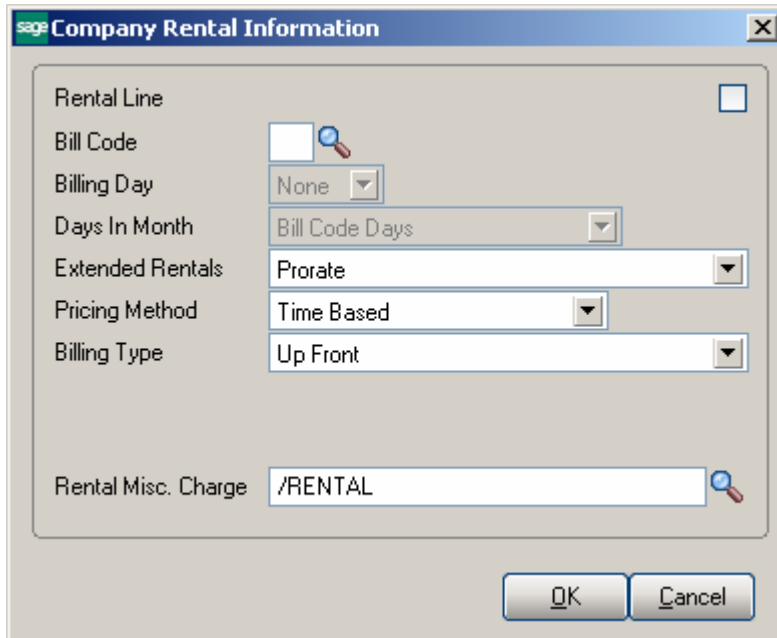
Found 6 records

Company Maintenance

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



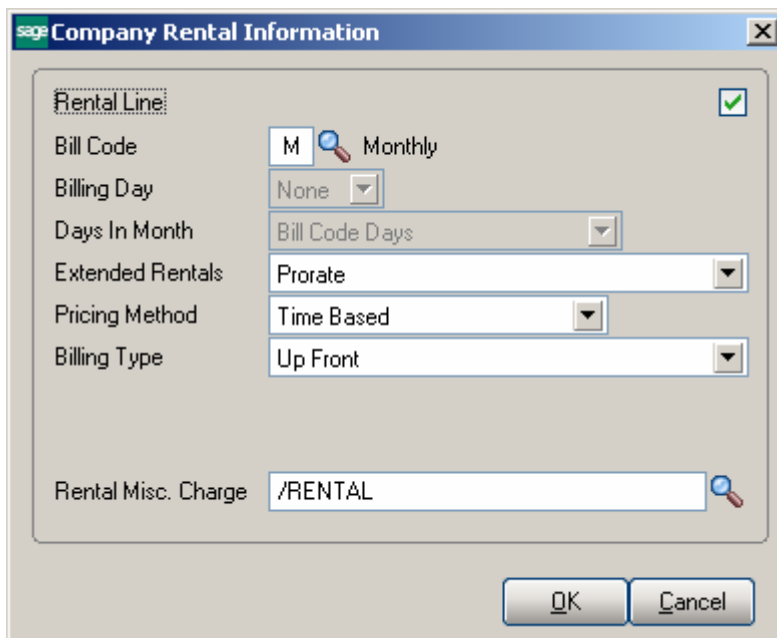
Click the **Rental Defaults** button to configure Rental settings specific for your company.



The screenshot shows the 'Company Rental Information' dialog box. The 'Rental Line' checkbox is unchecked. The 'Bill Code' field is empty. The 'Billing Day' is set to 'None'. The 'Days In Month' is set to 'Bill Code Days'. The 'Extended Rentals' is set to 'Prorate'. The 'Pricing Method' is set to 'Time Based'. The 'Billing Type' is set to 'Up Front'. The 'Rental Misc. Charge' is set to '/RENTAL'. The 'OK' and 'Cancel' buttons are at the bottom.

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**.



The screenshot shows the 'Company Rental Information' dialog box. The 'Rental Line' checkbox is checked. The 'Bill Code' field is populated with 'M Monthly'. The 'Billing Day' is set to 'None'. The 'Days In Month' is set to 'Bill Code Days'. The 'Extended Rentals' is set to 'Prorate'. The 'Pricing Method' is set to 'Time Based'. The 'Billing Type' is set to 'Up Front'. The 'Rental Misc. Charge' is set to '/RENTAL'. The 'OK' and 'Cancel' buttons are at the bottom.

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**.



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:

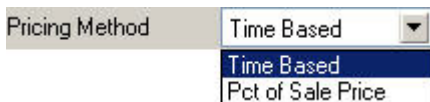
From 5/21/2012-06/05/2012 (the Billing Day) - 16 days and from 06/05/2012-6/30/2012 (actual 25 days, as cut-off is 20) 25 days are considered a month and the Billing periods are: 1M 16D.

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.



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

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

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

Pricing Method: Pct of Sale Price 5.00%

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

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

Billing Type: Up Front

Up Front 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

Continue Billing: Periodic
Bill Period in Advance

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

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

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

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

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

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

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

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.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Product Line Maintenance

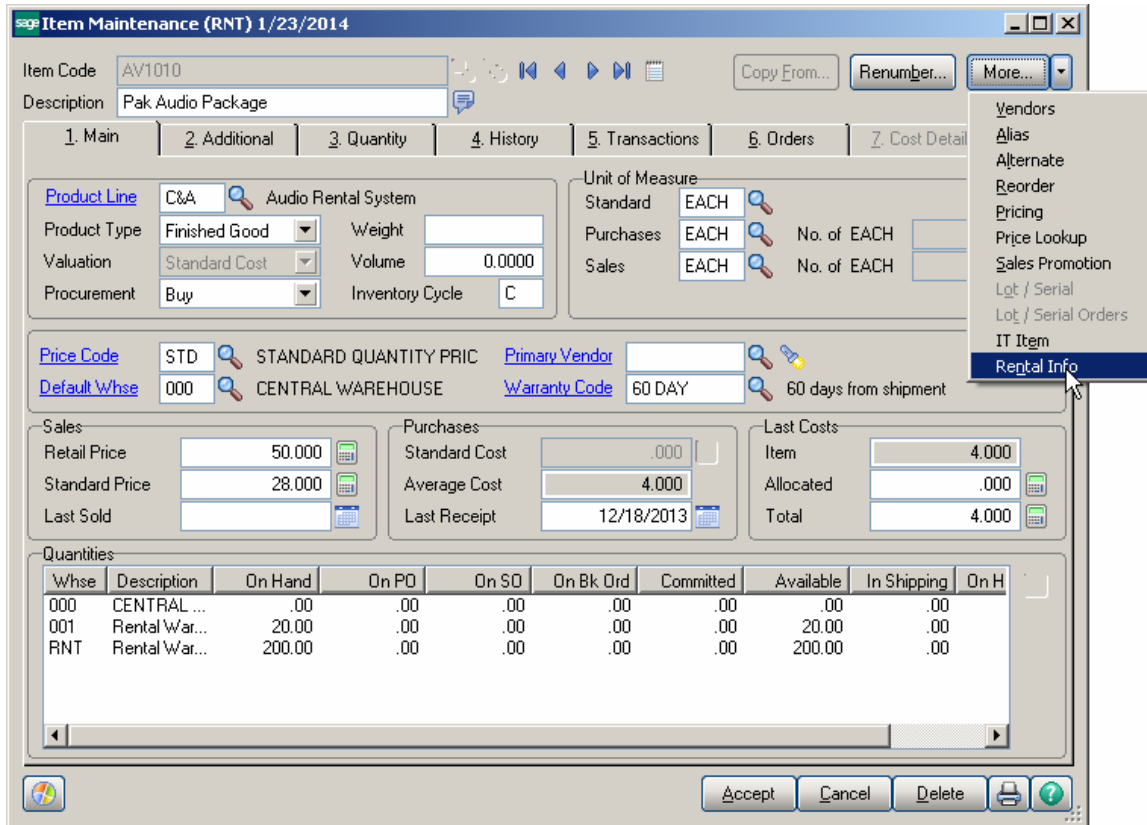
The **Rental** tab added to the **Product Line Maintenance** allows the user to setup a **Product Line** for Rental Items. If the **Allow Renting** checkbox is selected and there is a **Miss/Dam Misc. Charge** code set on the Rental tab the Product line settings will be defaulted to the Item Maintenance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

The screenshot shows a software window titled "sage Product Line Maintenance (RNT) 1/23/2014". At the top, there are window control buttons (minimize, maximize, close). Below the title bar, the "Product Line" is set to "C&A" and the "Description" is "Audio Rental System". There are navigation buttons (back, forward, home, end) and an "Apply..." button. Below this, there are three tabs: "1. Main", "2. Accounts", and "Rental". The "Rental" tab is active. A blue-bordered box highlights a section containing "Miss/Dam. Misc. Charge /DMGD" with a search icon and "Allow Renting" with a checked checkbox. At the bottom of the window, there are buttons for "Accept", "Cancel", "Delete", a printer icon, and a help icon.

Item Maintenance

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

Lot valuation Items cannot be rented.



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

sage Rental Information (RNT) 1/23/2014

Rental Item: AV1010

Allow Renting: Default Return Status: []

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit:

Sched PM: PM Unit Interval: 0

Rental Rates

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

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

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

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

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

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 Maintenance (RNT) 3/12/2014

Item Code: AV1010
 Description: Pak Audio Package

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

Standard Unit of Measure: EACH

| Whse | Description | On Hand | On PO | On SO | On Bk Ord | Committed | Available | In Shipping | On H |
|------|---------------|---------|-------|-------|-----------|-----------|-----------|-------------|------|
| 000 | CENTRAL ... | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| 001 | Rental War... | 19.00 | .00 | .00 | .00 | .00 | 19.00 | .00 | .00 |
| 002 | Sub Rental... | .00 | .00 | .00 | .00 | .00 | .00 | .00 | .00 |
| RNT | Rental War... | 197.00 | .00 | .00 | .00 | .00 | 197.00 | .00 | .00 |

Rental Quantity

| | On Hand | On PO | On SO | On Bk Ord | Committed | Available | In Shipping | On Hand |
|--------|---------|-------|-------|-----------|-----------|-----------|-------------|---------|
| Totals | 216.00 | .00 | .00 | .00 | .00 | 216.00 | .00 | |

Accept Cancel Delete

sage Rental Quantity

Item Code: AV1010
 Warehouse: RNT

Quantity On Rental Order: 9.00
 Quantity On Rent: 5.00

OK

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.

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

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

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

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

Rental Pricing by Customer by Item

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

The screenshot shows a window titled "sage Rates by Customer". It contains two input fields: "Rental Item" with the value "AV1010" and "Customer No." with the value "01-ABF". Below these is a section titled "Rental Rates" containing a table with the following data:

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

At the bottom of the window are three buttons: "Accept", "Cancel", and "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.

sage Rental Item Availability By Date (RNT) 1/23/2014

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

Whse Code RNT Rental Warehouse All Whse

UOM EACH

Starting Date From 1/23/2014 Ending Date To 3/23/2014

By Range By Day

| Whse | From | To | Quantity On RO | Quantity On Rent | Quantity Available |
|------|-----------|-----------|----------------|------------------|--------------------|
| RNT | 1/23/2014 | 2/23/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 2/24/2014 | 3/23/2014 | .00 | .00 | 200.00 |

Min Quantity Available Max Quantity On RO

Keep Item No.

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

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

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

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

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

sage Rental Item Availability By Date (RNT) 1/23/2014

Item No. Serial Status View...

Pak Audio Package

Whse Code Rental Warehouse All Whse

UOM EACH

Starting Date From To Ending Date

By Range By Day View...

| Whse | From | To | Quantity On RO | Quantity On Rent | Quantity Available |
|------|-----------|-----------|----------------|------------------|--------------------|
| RNT | 1/23/2014 | 1/23/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/24/2014 | 1/24/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/25/2014 | 1/25/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/26/2014 | 1/26/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/27/2014 | 1/27/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/28/2014 | 1/28/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/29/2014 | 1/29/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/30/2014 | 1/30/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 1/31/2014 | 1/31/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 2/1/2014 | 2/1/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 2/2/2014 | 2/2/2014 | 10.00 | 5.00 | 190.00 |

Min Quantity Available Max Quantity On RO

Keep Item No. OK

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

Pak Audio Package

Whse Code
All Whse

UOM EACH

Starting Date: From
Ending Date: To

By Range
By Day

| Whse | From | To | Quantity On RO | Quantity On Rent | Quantity Available |
|------|-----------|-----------|----------------|------------------|--------------------|
| 000 | 1/23/2014 | 3/23/2014 | .00 | .00 | .00 |
| 001 | 1/23/2014 | 3/23/2014 | .00 | .00 | 20.00 |
| RNT | 1/23/2014 | 2/23/2014 | 10.00 | 5.00 | 190.00 |
| RNT | 2/24/2014 | 3/23/2014 | .00 | .00 | 200.00 |

Min Quantity Available
Max Quantity On RO

Keep Item No.

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

Air Conditioning Unit 2.5 Ton
 Whse Code Rental Warehouse All Whse
 UOM EACH

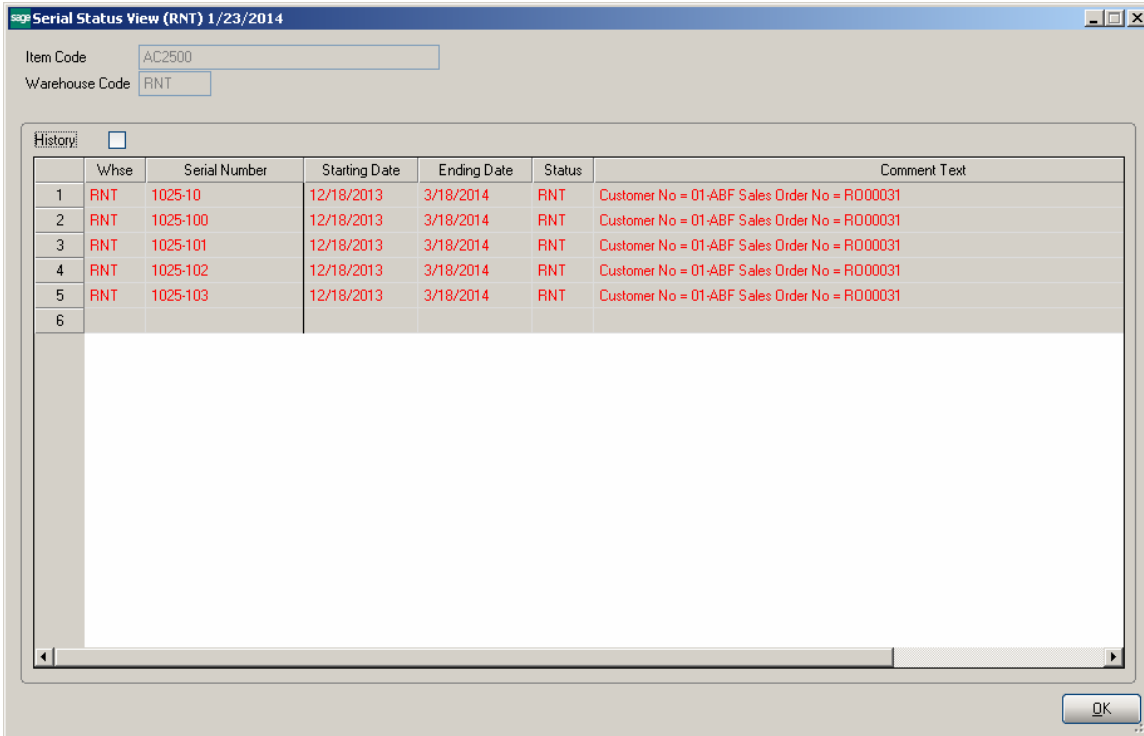
Starting Date From To
 By Range By Day

| Whse | From | To | Quantity On RO | Quantity On Rent | Quantity Available |
|------|-----------|-----------|----------------|------------------|--------------------|
| RNT | 1/23/2014 | 3/18/2014 | 5.00 | 5.00 | 145.00 |
| RNT | 3/19/2014 | 3/23/2014 | .00 | .00 | 150.00 |

Min Quantity Available Max Quantity On RO

Keep Item No.

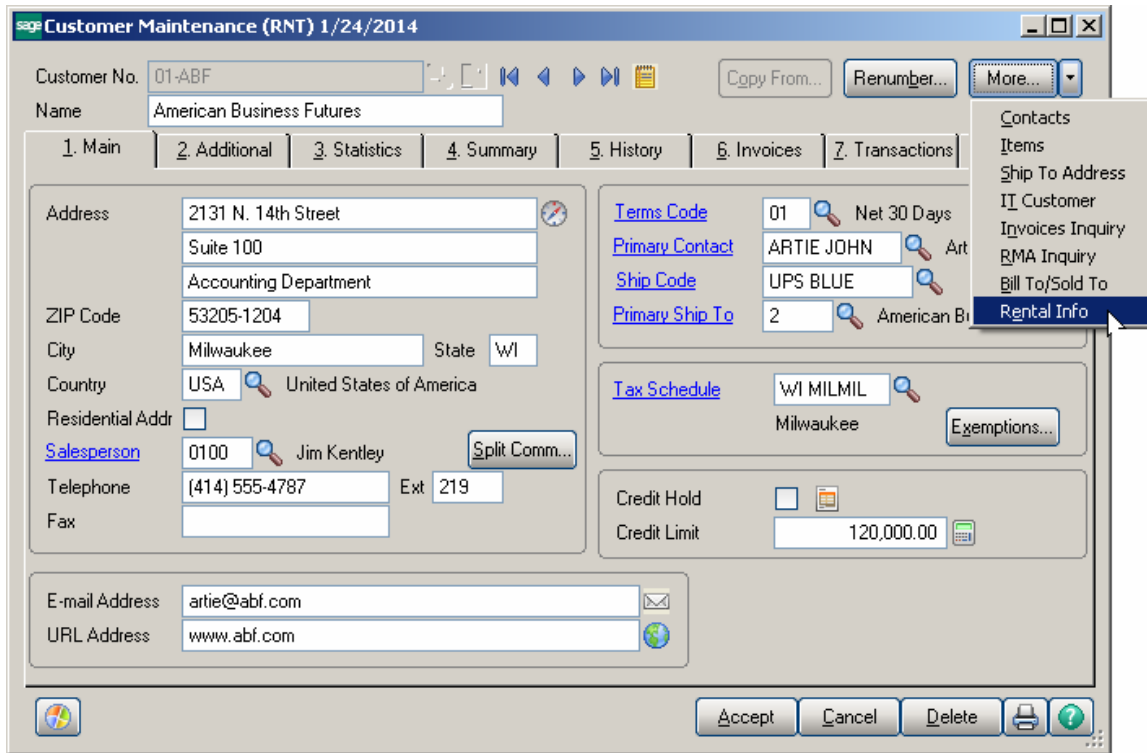
Upon clicking the **Serial Status View** button **Serial Status View** screen is opened:



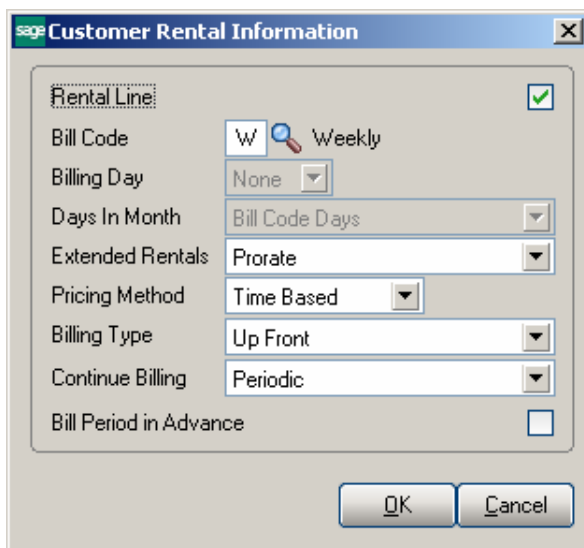
If the **Keep Item No.** checkbox is selected on the Rental Item Availability screen, the specified Item Code is not cleared after pressing OK.

Customer Maintenance

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



Click the **Rental Info** button.
The **Customer Rental Information** screen is opened.

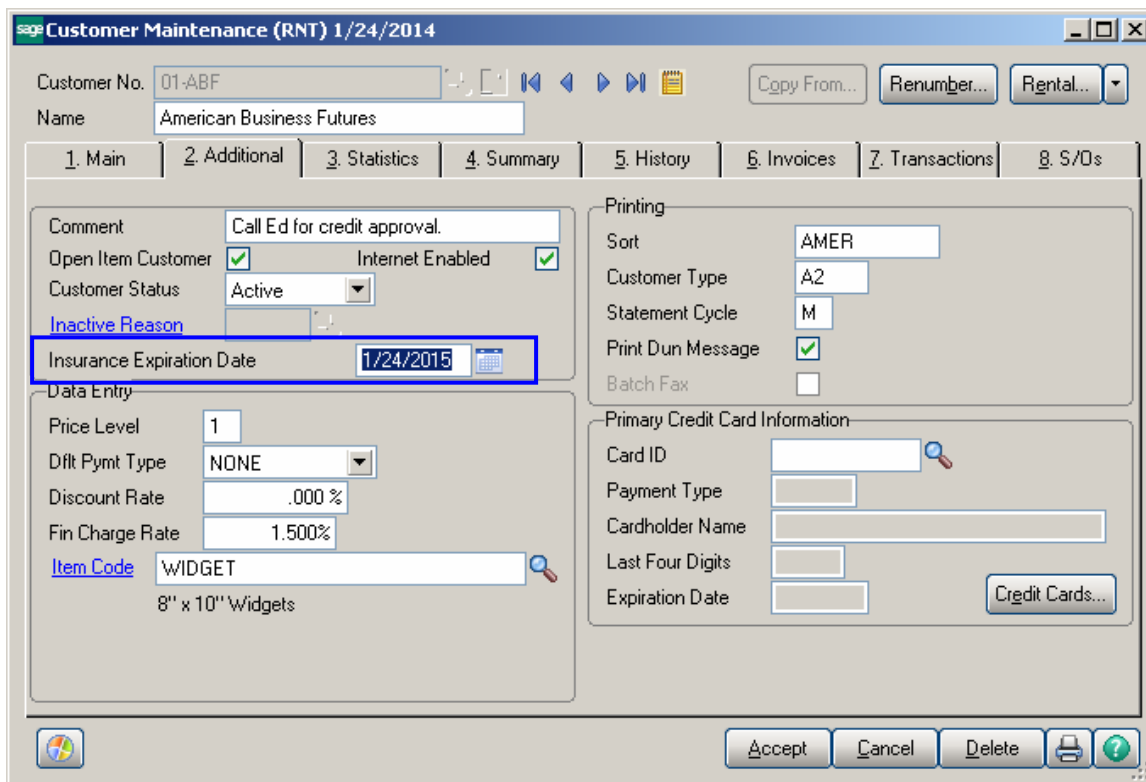


This screen is identical to the one opened from the **Company Maintenance** (see the [Company Maintenance](#) field descriptions of the **Company Rental Information** screen for more details).

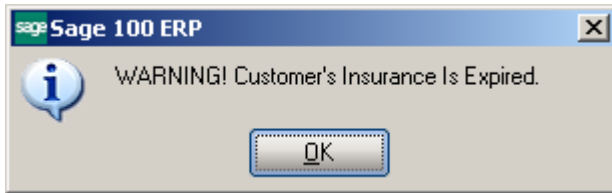
Note, if no **Rental Information** is specified for a particular customer, the **Rental Defaults** set on the corresponding Company will be used (which in their turn can be changed later).

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

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



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



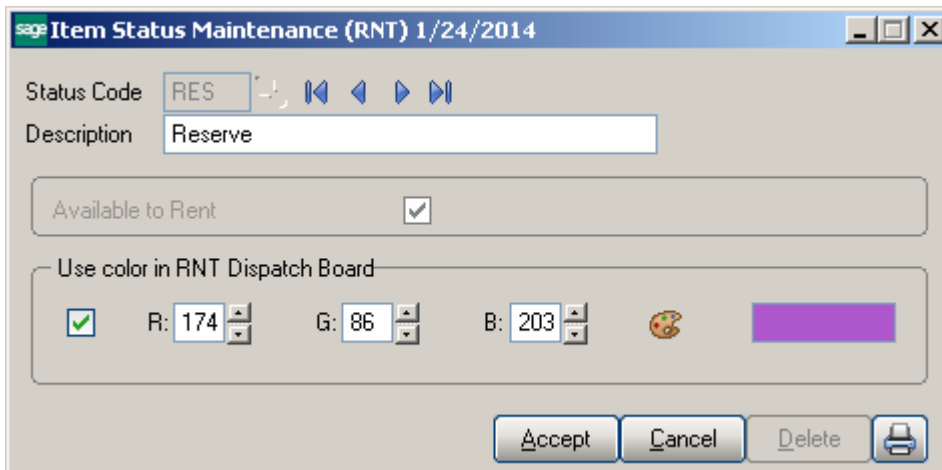
The Insurance Date is considered expired if it matches the Sales Order Module Accounting Date or is after it.

Item Status Code Maintenance

Note: Status 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.

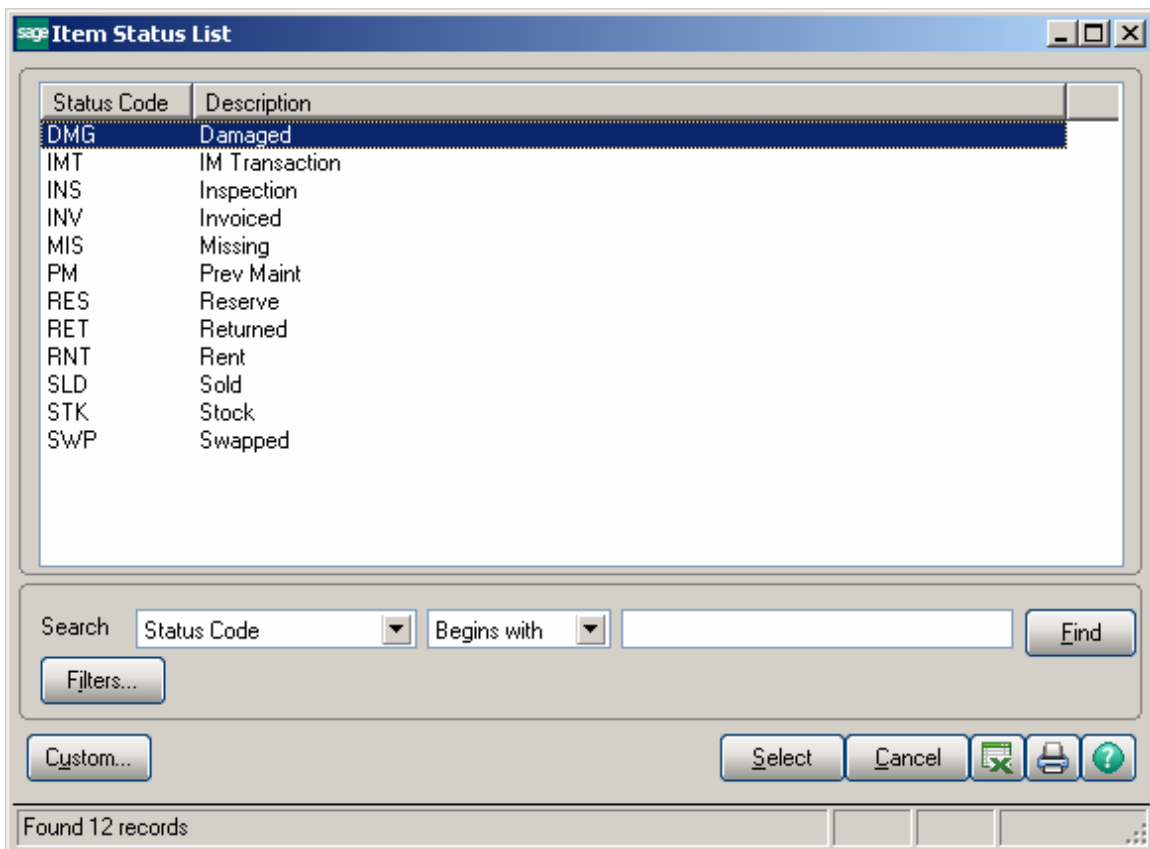


Run the **Item Status Code Maintenance** and the following status codes will be automatically set up in your system to indicate a special situation:

- DMG- Damaged
- IMT- IM Transaction
- INV- Invoiced
- MIS- Missing
- RES- Reserve

- RET- Returned
- RNT- Rent
- SLD- Sold
- STK- Stock
- SWP- Swapped

Each **Status Code** has its specific **Available to Rent** option selected by default. This option is predefined and automatically disabled/enabled for **Status Codes** setup in the system upon running the **Item Status Code Maintenance**.



The screenshot shows the 'sage Item Status List' window. It contains a table with the following data:

| Status Code | Description |
|-------------|----------------|
| DMG | Damaged |
| IMT | IM Transaction |
| INS | Inspection |
| INV | Invoiced |
| MIS | Missing |
| PM | Prev Maint |
| RES | Reserve |
| RET | Returned |
| RNT | Rent |
| SLD | Sold |
| STK | Stock |
| SWP | Swapped |

Below the table is a search section with a 'Search' label, a dropdown menu set to 'Status Code', a 'Begins with' dropdown menu, and an empty text input field. To the right is a 'Find' button. Below the search section is a 'Filters...' button. At the bottom of the window are buttons for 'Custom...', 'Select', 'Cancel', and a help icon. The status bar at the bottom indicates '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.

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

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

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

Rental Header Information

Default Rental Line

Starting Date: 12/20/2013

Ending Date: 1/14/2014

Start Billing Date: 12/20/2013

End Billing Date: 1/14/2014

Bill Code: 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

Continue Billing: Periodic

Bill Period in Advance:

Buttons: Billing Schedule..., Apply to Lines, OK, Cancel

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

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

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

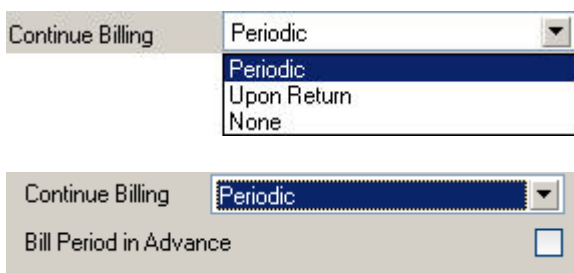
The **Default Rental Line, Bill Code, Extended Rentals, Pricing Methods, and Billing Type** fields are defaulted from the **Customer** record (**Customer Rental Information** screen) if the **Rental Item** checkbox is selected. These fields' values are defaulted as follows:

- If the **Rental Item** is not checked on the **Customer Rental Information**, the defaults of the **Company Rental Information** are used.

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

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

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



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

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

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

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

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

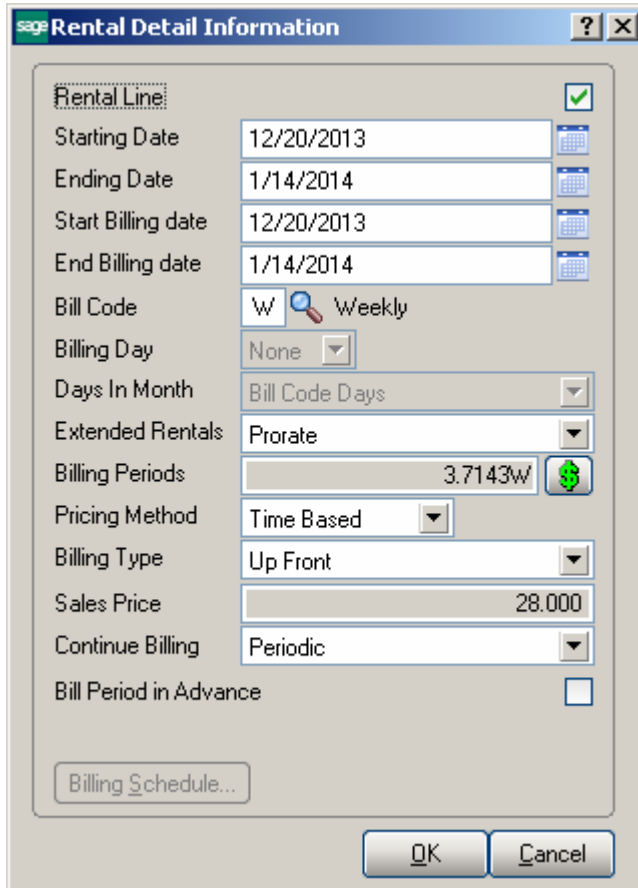
If the **Continue Billing** option is set to **None** no Invoice is generated for the rental over days.

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

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

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

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




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

| Field | Value |
|------------------------|-------------------------------------|
| Rental Line | <input checked="" type="checkbox"/> |
| 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 Advance | <input type="checkbox"/> |

Buttons: Billing Schedule..., OK, Cancel

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

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

SAP Sales Order Entry (RNT) 1/24/2014

Order Number: R000033

Copy from... Defaults... Customer... Credit... Rental...

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

Quick Row: 1

Rental Items, Alt-X

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

Add New Increment

| | |
|-----------------|-------------------|
| Description | Pak Audio Package |
| Warehouse | RNT |
| Unit Of Measure | EACH |
| Price Level | 1 |
| Tax Class | TX |

Generate PO

Total Amount: 222.86

Print Order... Print Pick... Recalc Price

Accept Cancel Delete

SAP Rental Detail Information

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

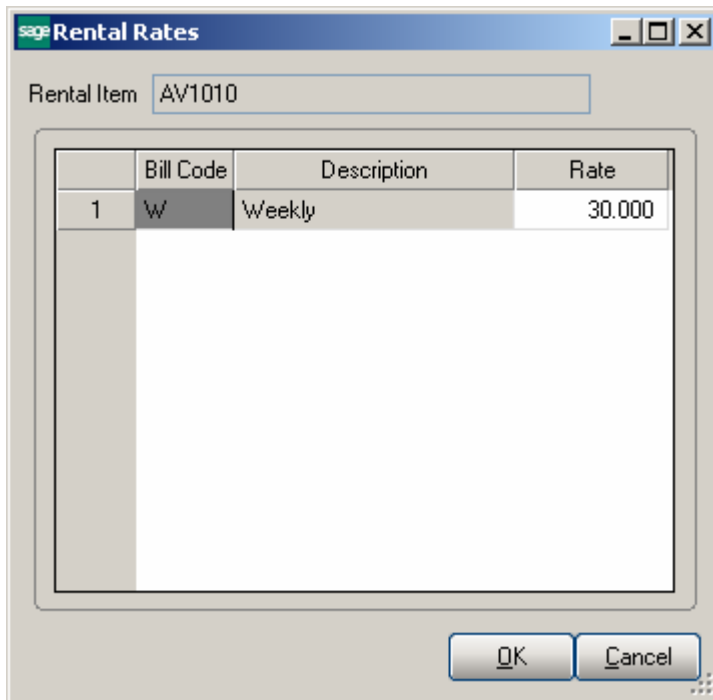
Bill Period in Advance:

Billing Schedule...

OK Cancel

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

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



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

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

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

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

Scheduled Billing Rentals

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

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

- Default Rental Line:
- Starting Date: 12/20/2013
- Ending Date: 4/24/2014
- Start Billing Date: 12/20/2013
- End Billing Date: 4/24/2014
- Bill Code: S Scheduled Billing
- Billing Day: None
- Days In Month: Bill Code Days
- Extended Rentals: Round Up
- Billing Periods: 45
- Pricing Method: Time Based
- Billing Type: Scheduled

Buttons: Billing Schedule... (highlighted with a red box), Apply to Lines, OK, Cancel.

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

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

sage Header Billing Schedule

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

Accept Cancel

sage Sales Order Entry (RNT) 1/24/2014

Order Number: R000034

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

Quick Row: 1

Rental Serial No. Add New Increment

| | Item Code | Ordered | Shipped | Back Ordered | Unit Price | Extension |
|---|-----------|---------|---------|--------------|------------|-----------|
| 1 | AV1010 | 2.00 | .00 | .00 | 160.000 | 320.00 |
| 2 | | .00 | .00 | .00 | .000 | .00 |

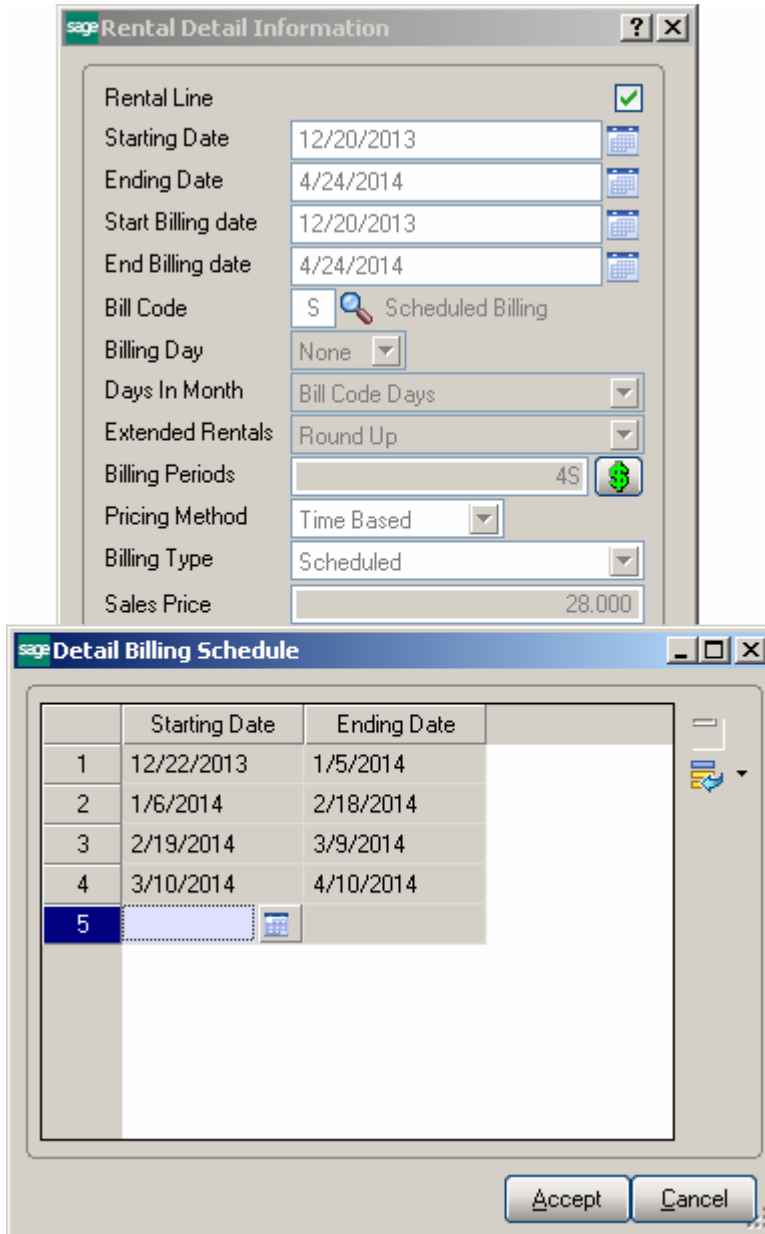
Rental Detail Information

| | |
|-----------------|-------------------|
| Description | Pak Audio Package |
| Warehouse | RNT |
| Unit Of Measure | EACH |
| Price Level | 1 |
| Tax Class | TV |

Generate PO

Total Amount: 320.00

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



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 Generation (RNT) 1/24/2014

12/25/2013 [Select...]

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

[Clear] [Proceed] [Cancel] [Print] [Help]

Selection

| Select | Sales Order | Type | Div | Custome | alespersc | Item | U/M | Iuantil | UnitPrice | xt Amou |
|-------------------------------------|-------------|------|-----|---------|-----------|--------|------|---------|-----------|---------|
| <input checked="" type="checkbox"/> | R000034 | IN | 01 | ABF | 0100 | AV1010 | EACH | 2.00 | 40.000 | 80.00 |

SO No. : R000034, F

[OK] [Cancel]

Rental Invoice Generation Listing Rental Demo Company (RNT)

| Order Number | Type | Customer | Sisp | Item | UOM | Quantity | Unit Rent | Ext Amount |
|--|------|----------|------|--------|------|----------|-----------|------------|
| R000034 | IN | 01-ABF | 0100 | AV1010 | EACH | 2.00 | 40.00 | 80.00 |
| SO No.: R000034, For rent From 12/22/2013 To 1/5/2014 = 15, Qty = 2.00, Rates: S = 40.000, Schedule = 12/22/13 - 01/05/14; | | | | | | | | |
| Report Total: | | | | | | 2.00 | 40.00 | 80.00 |

Current Page 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.

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 Information

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

Pricing Method: Time Based

Billing Type: Periodic

Sales Price: 28,000

Bill Period in Advance:

Minimum One Period Rental Charge:

Billing Schedule...

OK Cancel

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

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

sage Rental Rates

Rental Item AV1010

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

OK Cancel

sage Sales Order Entry (RNT) 1/24/2014

Order Number R000035

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

Quick Row 1

Rental Serial No. Add New Increment

| | Item Code | Ordered | Shipped | Back Ordered | Unit Price | Extension |
|---|-----------|---------|---------|--------------|------------|-----------|
| 1 | AV1010 | 2.00 | .00 | .00 | 216.000 | 432.00 |
| 2 | | .00 | .00 | .00 | .000 | .00 |

Description Pak Audio Package
 Warehouse RNT
 Unit Of Measure EACH
 Price Level 1
 Tax Class TV

Generate PD

Total Amount 432.00

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

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

| Order Number | Type | Customer | Ssp | Item | UOM | Quantity | Unit Rent | ExtAmount | |
|---|------|----------|------|--------|------|----------|-----------|-----------|--------|
| R000035 | IN | 01-ABF | 0100 | AV1010 | EACH | 2.00 | 96.00 | 192.00 | |
| SO No.: R000035, For rent: From 12/21/2013 To 1/5/2014 = 16D, Qty = 2.00, Rates: D = 6.000. | | | | | | | | | |
| Report Total: | | | | | | | 2.00 | 96.00 | 192.00 |

Here is the generated Invoice:

| Item Code | Extension | Comment |
|-----------|-----------|---|
| 1 /RENTAL | 192.00 | SO No.: R000035, For rent: From 12/21/2013 To 1/5/2014 = 16D, Qty = 2.00, Rates: D = 6.000, |
| 2 | .00 | |

Description: AV1010 Pak Audio Package

Total Amount: 192.00

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 Invoice Generation Listing | | | | | | | | |
|--|------|----------|------|--------|------|-------------|---------------|---------------|
| Rental Demo Company (RNT) | | | | | | | | |
| Order Number | Type | Customer | Sls | Item | UOM | Quantity | Unit Rent | ExtAmount |
| RD00035 | IN | 01-ABF | 0100 | AV1010 | EACH | 2.00 | 120.00 | 240.00 |
| SD No.: RD00035, For rent: From 1/6/2014 To 2/5/2014 = 1M, Qty = 2.00, Rates: M = 120.000. | | | | | | | | |
| Report Total: | | | | | | <u>2.00</u> | <u>120.00</u> | <u>240.00</u> |

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 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: 28.000

Bill Period in Advance:

Minimum One Period Rental Charge:

Billing Schedule...

OK Cancel

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.

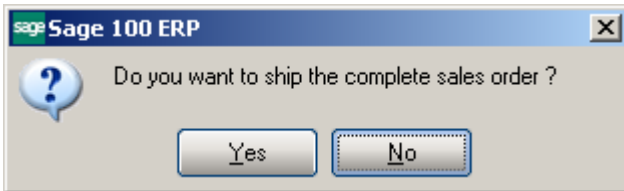
From 05/21/2014-06/05/2014- 16 days

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

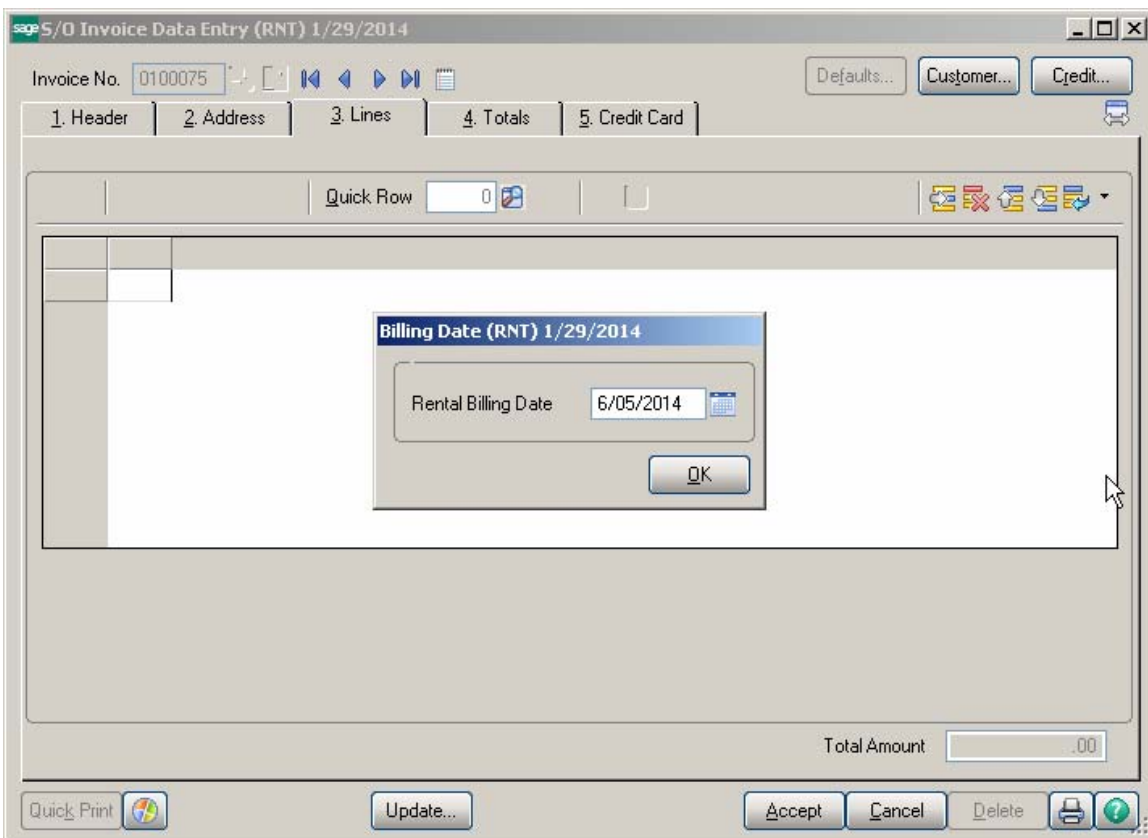
From 07/06/2012-07/25/2012- 20 days is considered 1 month as the cut-off is set to 20.

Invoice Data Entry

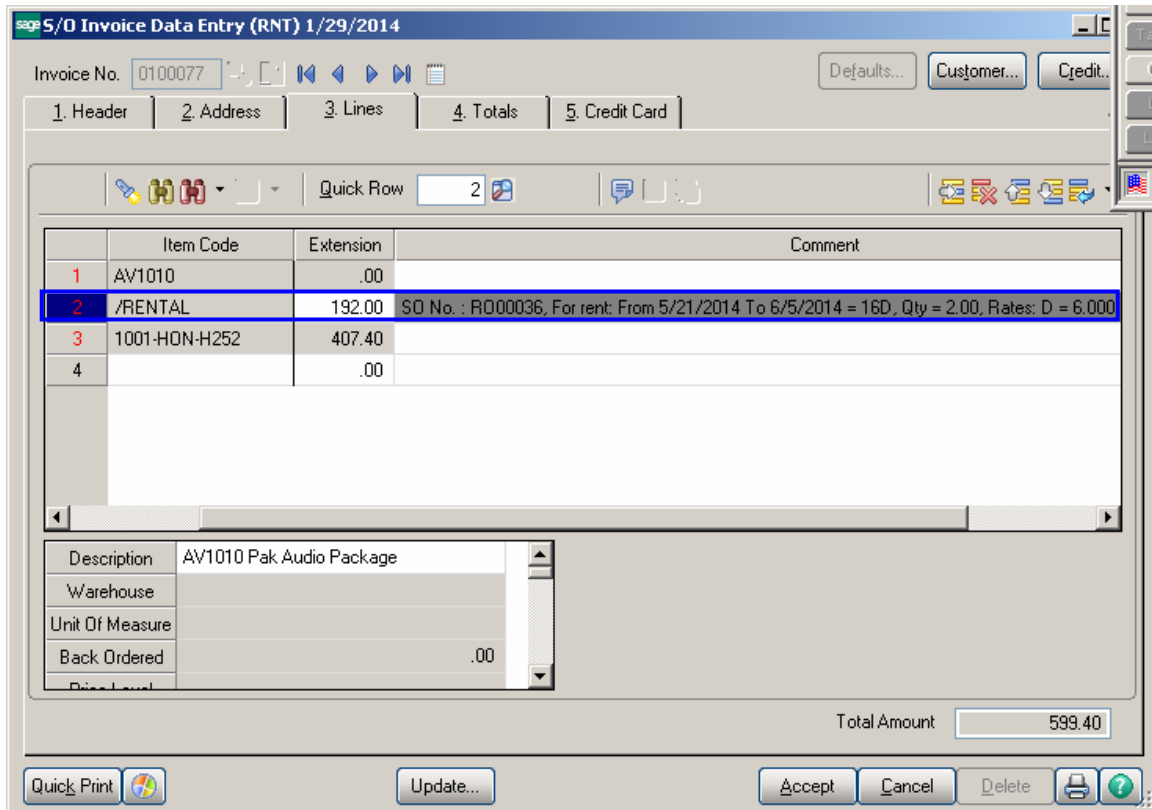
When Rental Order having Rental and Sales Lines is shipped through Invoice Data Entry, the following message is displayed asking whether or not to ship the complete sales order.



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



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



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

Rental Shipping Data Entry

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

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

If the Sales Order contains only rental 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**.

SAP Rental Shipping Data Entry (RNT) 1/29/2014

Shipper ID: 1 Ship Date: 1/29/2014 Order No.: R000036
 Shipping No.: RS00011 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

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

| | Item Code | Ordered | Shipped | Comment |
|---|-----------|---------|---------|---------|
| 1 | AV1010 | 2.00 | 2.00 | |

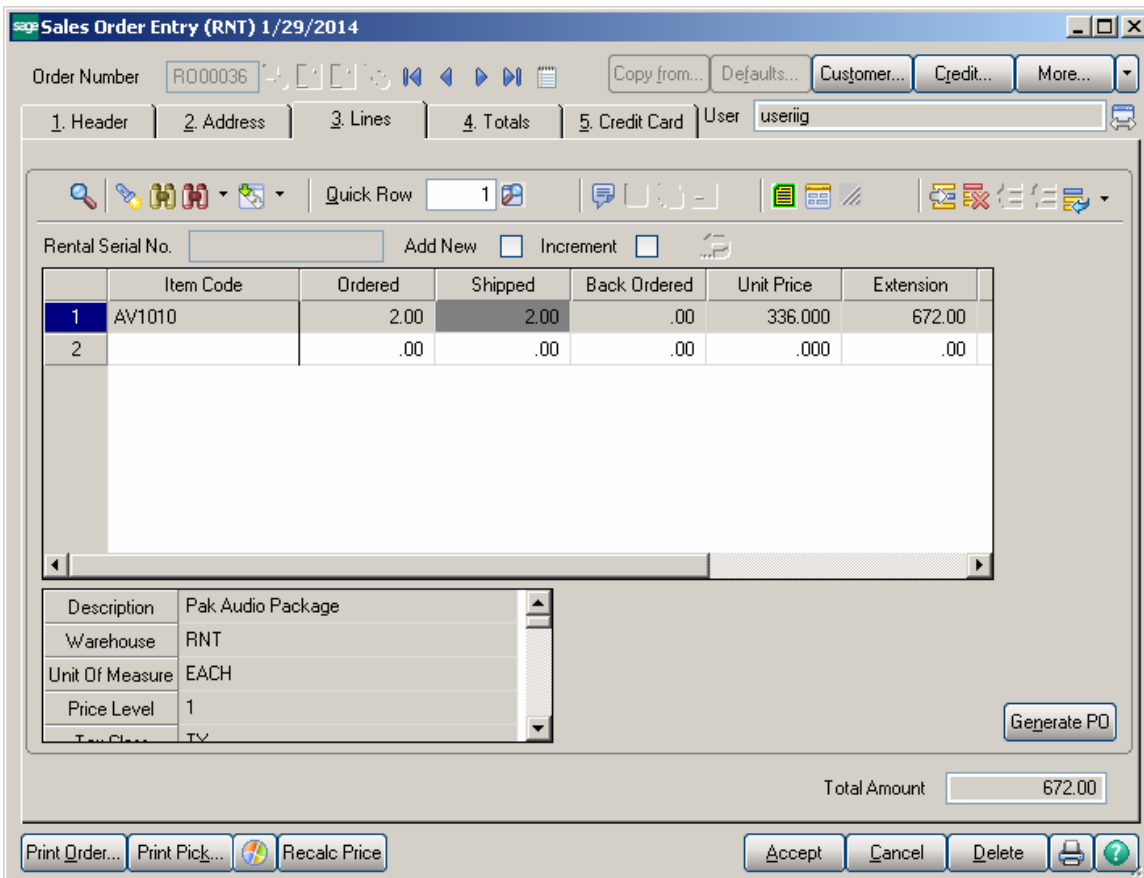
Description: Pak Audio Package
 Warehouse: RNT
 U/M: EACH
 Package: 0001

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

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

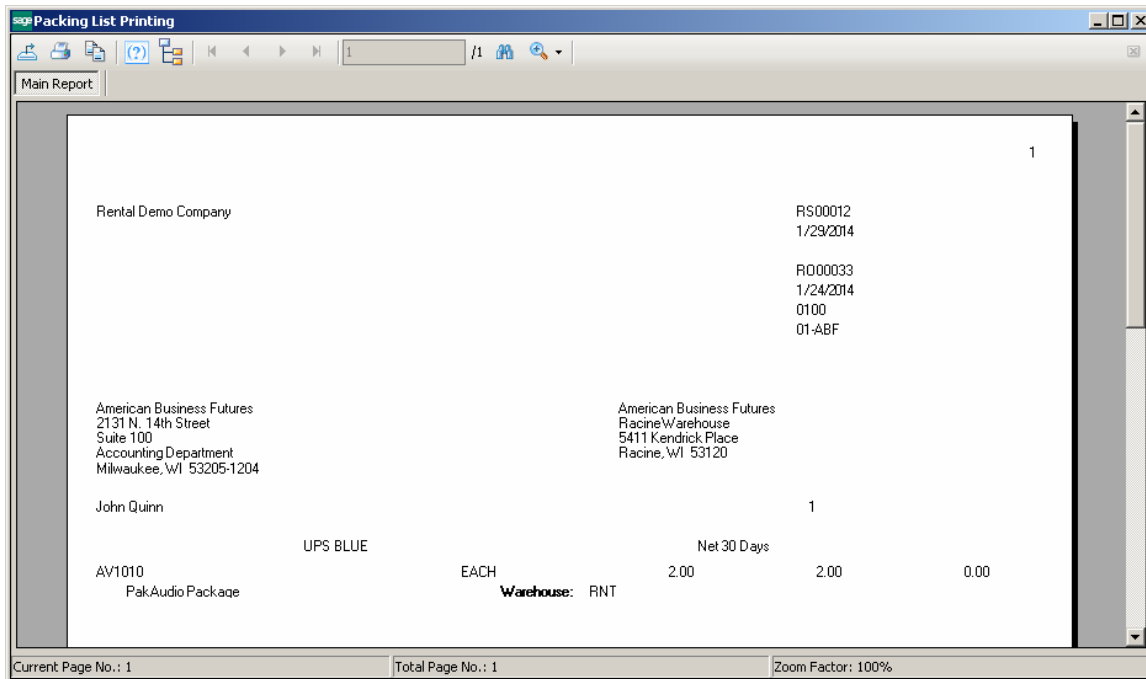


After the shipping is updated through the **Rental Shipping/Reports Update** program you can see the shipped order line on the Lines tab.



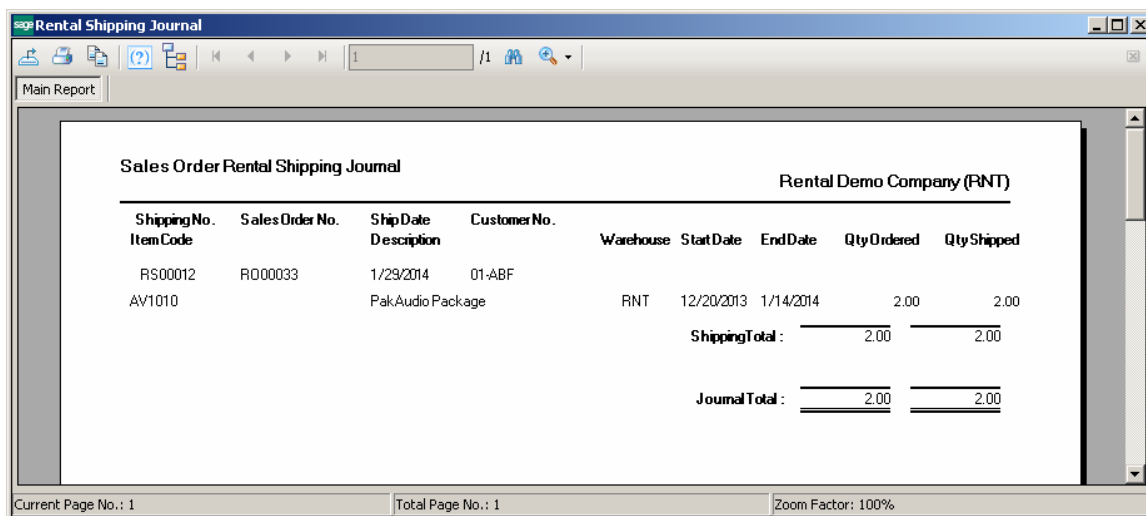
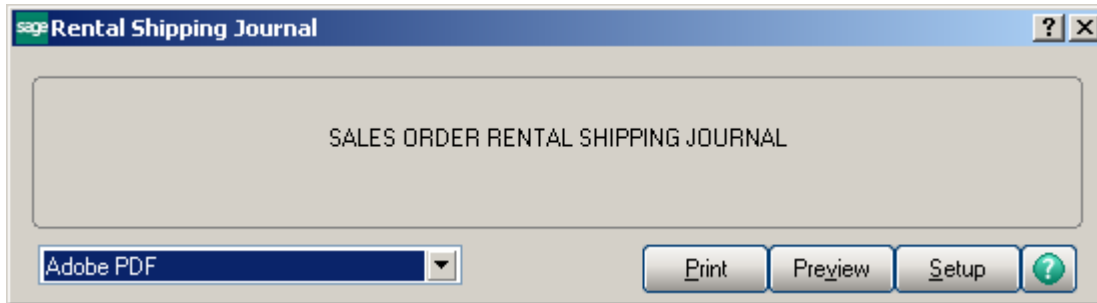
The **Rental Rates** as well as the **Ending Date** and **End Billing Date** can be changed for the rental lines already shipped. The new rate will be applied when generating Invoices for next rental periods.

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

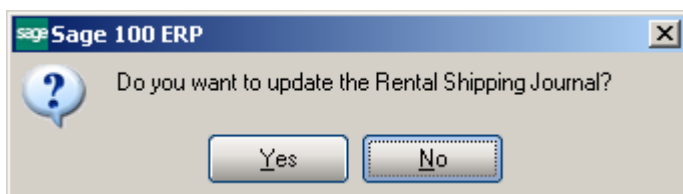


Rental Shipping Reports/Update

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



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

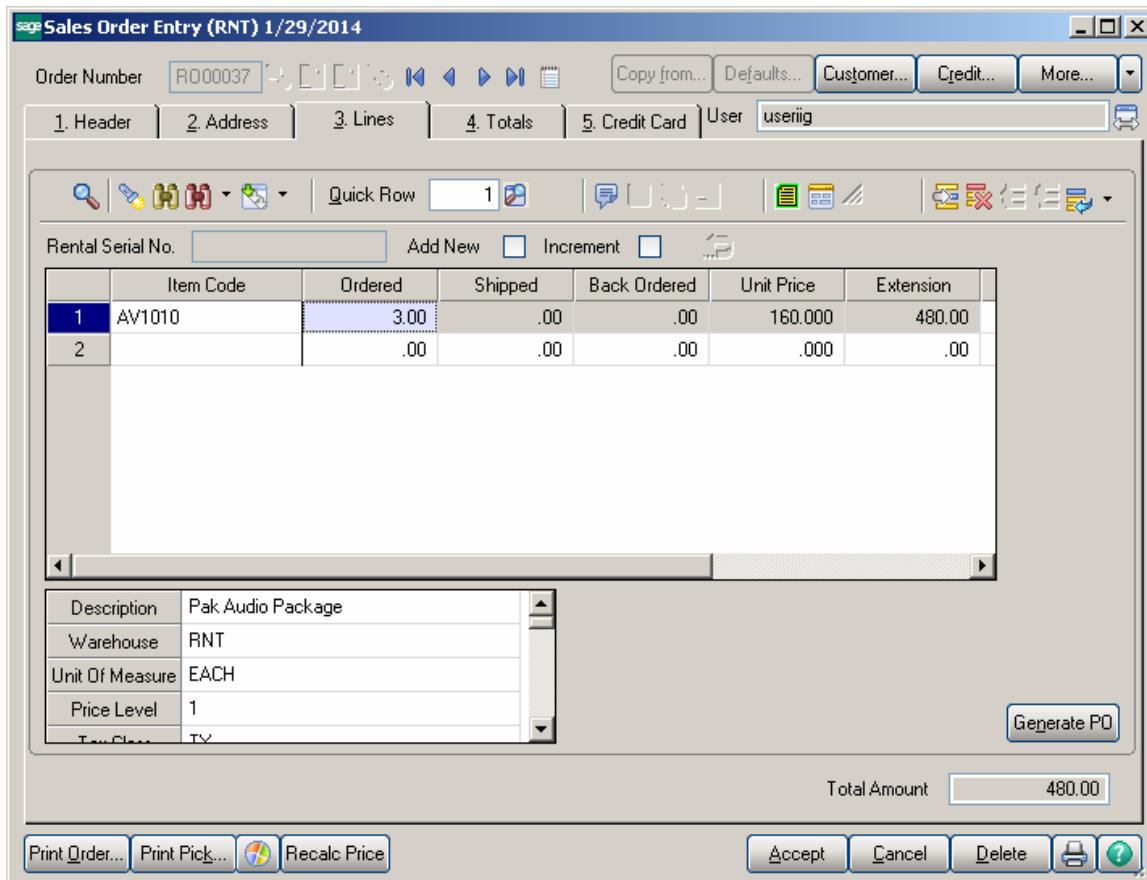


After the shipping Journal is updated corresponding Order line becomes available in the **Rental Status View** of the **Business Insights Explorer**.

Partial Shipping

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

Here is an example of an order shipped partially:



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

Sage Rental Shipping Data Entry (RNT) 1/29/2014

Shipper ID: 1 Ship Date: 1/29/2014 Order No.: RD00037
 Shipping No.: RS00014 Ship Status: New SO Created By: IIG
 Customer No.: 01-ABF American Business Futures

1. Lines 2. Shipping

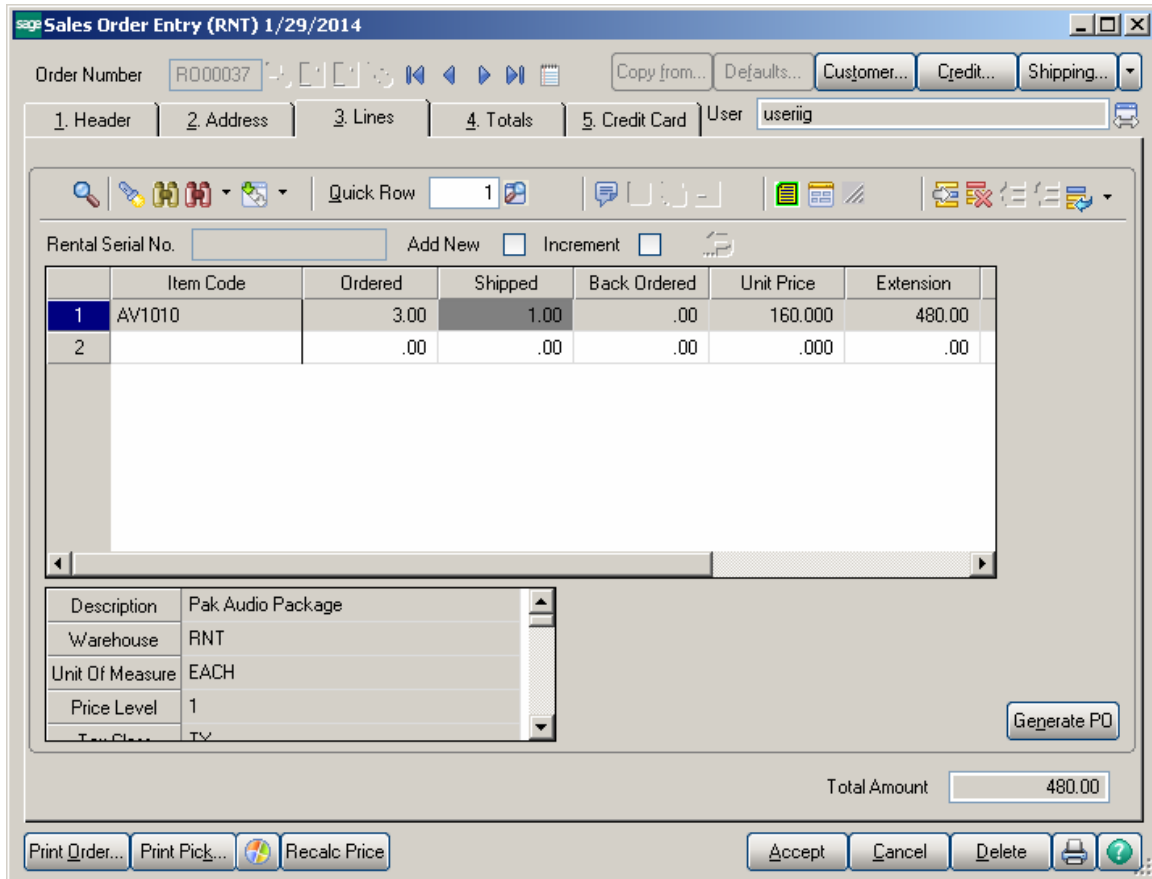
Item Code: Quick Row: 1 Pkg: 0001

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

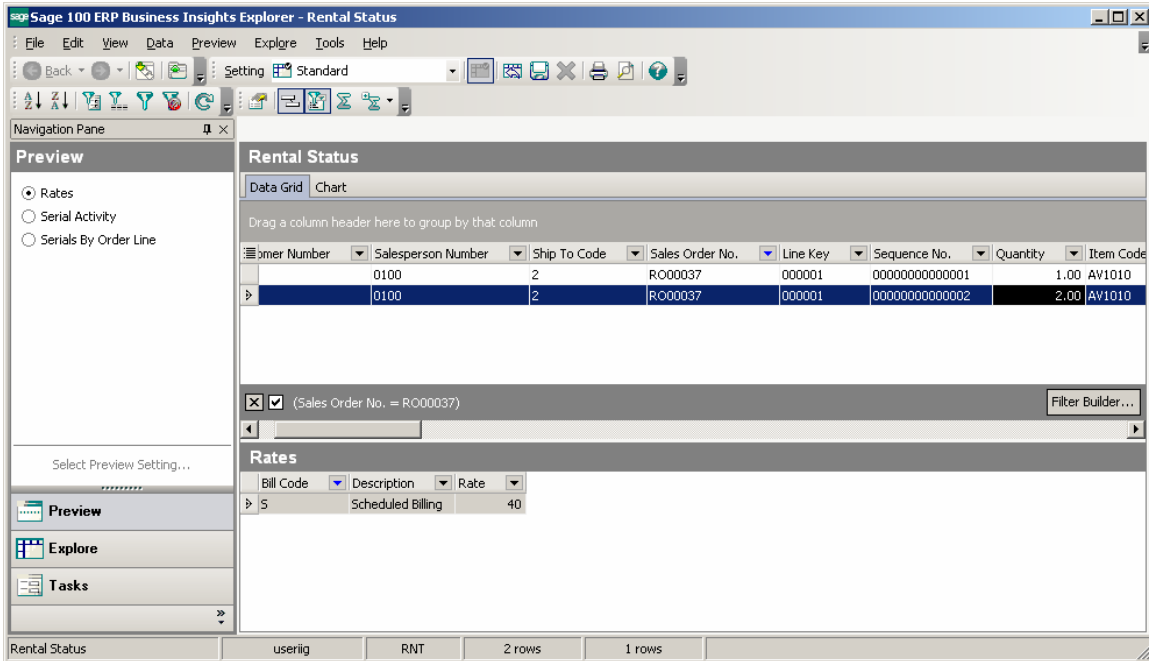
| | |
|-------------|-------------------|
| Description | Pak Audio Package |
| Warehouse | RNT |
| U/M | EACH |
| Package | 0001 |

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

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



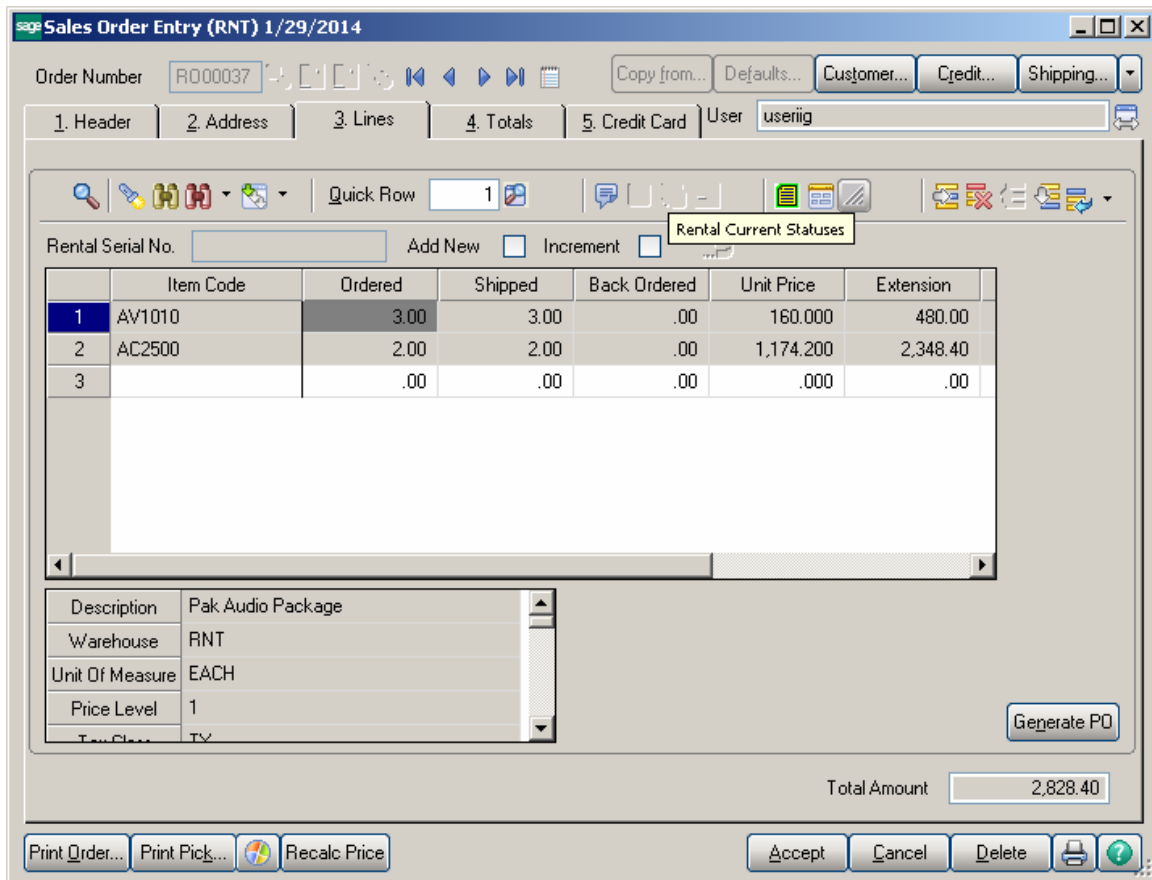
For this shipment only one line with Order#RO00037 and corresponding Sequence number will be available in the **Rental Status View**. After shipping the remaining quantities new line with next sequence number and **Quantity** equal to the quantity shipped will be added for the same order number in the **Rental Status View**. Thus during partial shipping the order lines are split in the **Rental Status View** by Sequence numbers.



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

Rental Order Activity Tracking

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



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

Current Statuses

Total Quantities

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

| Transaction Date | Transaction Type | Transaction No. | Quantity |
|------------------|------------------|-----------------|----------|
| 12/20/2013 | Ordered | SO-R000037 | 3.00 |
| 1/29/2014 | Shipped/Rent | RS00014-IN | 1.00 |
| 1/29/2014 | Shipped/Rent | 0100086-IN | 2.00 |
| 1/29/2014 | Billing | 0100086-IN | 2.00 |

OK

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

Current Serial Statuses

Total Quantities

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

| Serial No. | Current Status |
|------------|----------------|
| 1025-104 | RNT |
| 1025-105 | RNT |

| Transaction Date | Transaction Type | Transaction No. |
|------------------|------------------|-----------------|
| 1/29/2014 | Reserve | R000037-SO |
| 1/29/2014 | Shipped/Rent | RS00015-IN |

Serial No. Swapping

Current Serial No. 1025-104 Swapping Serial No.

Swapping Date 1/29/2014

Swap

OK

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

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

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

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

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

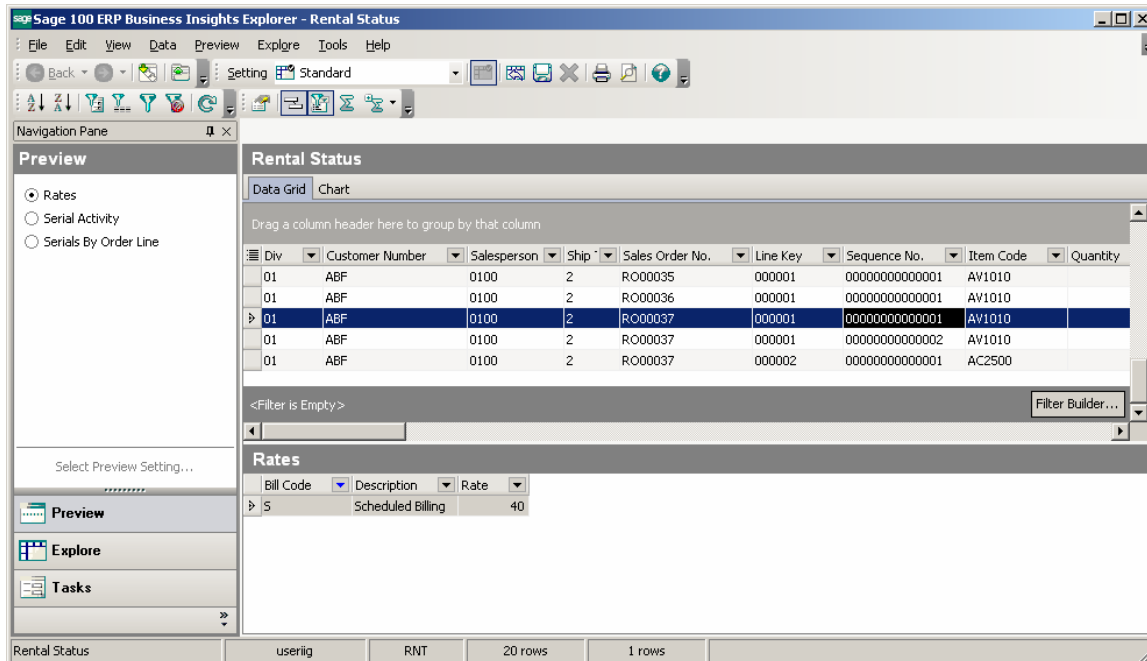
The Current Serial No will be replaced with new one.

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.



*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.

The screenshot shows the Sage 100 ERP Business Insights Explorer interface for 'Rental Status'. The main window displays a data grid with the following data:

| 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 | | |

Below the data grid is a 'Rates' table:

| Bill Code | Description | Rate |
|-----------|-------------------|------|
| S | Scheduled Billing | 40 |

The status bar at the bottom indicates: Rental Status | useriig | RNT | 20 rows | 1 rows

The **Billed to Date** column displays the date up to which the rental line has been billed, that is the date when Invoice has been generated through the **Rental Invoice Generation** program. The **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.

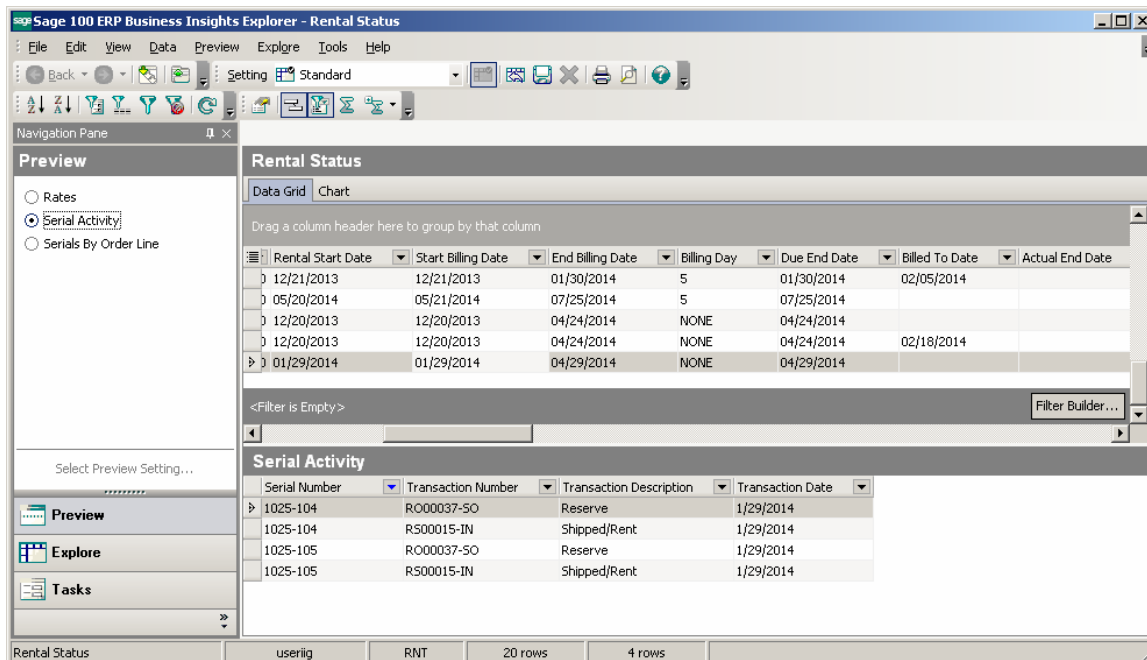
Open status means there are still some open issues related with rental to be settled.

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:



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.

Rental Status

| 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 | | |

<Filter is Empty> Filter Builder...

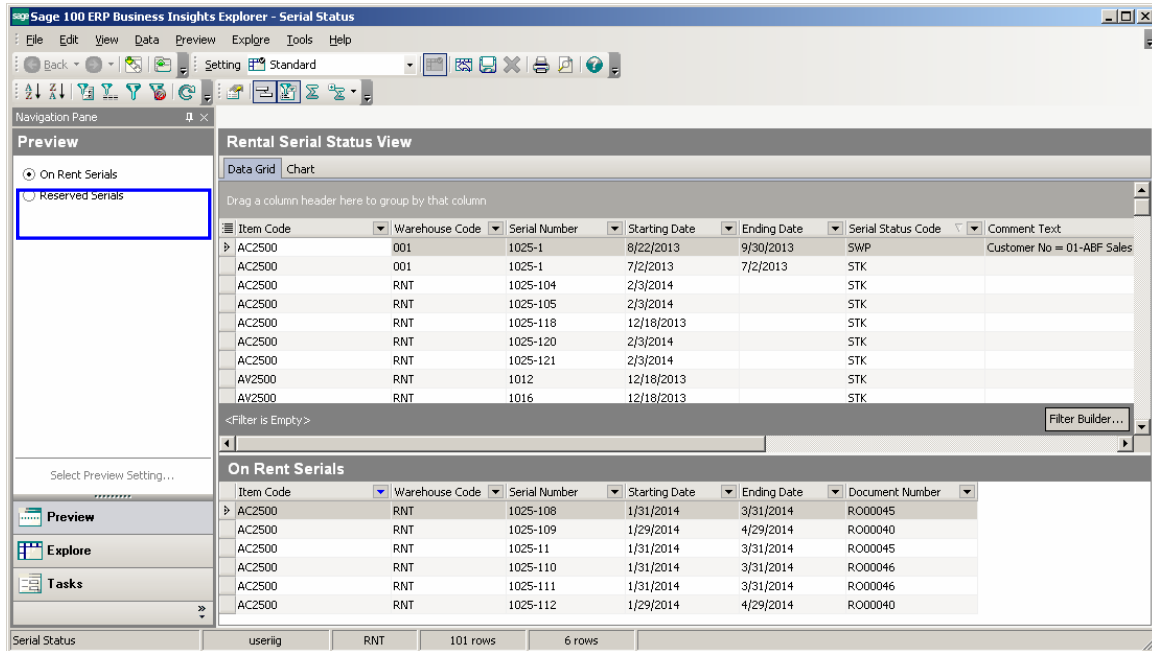
Serials

| Serial Number | Serial Status Code | Document Number | Document Line Key |
|---------------|--------------------|-----------------|-------------------|
| 1025-104 | RNT | RO00037 | 000002 |
| 1025-105 | RNT | RO00037 | 000002 |

Rental Status useriig RNT 20 rows 2 rows

Rental Serial Status View

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

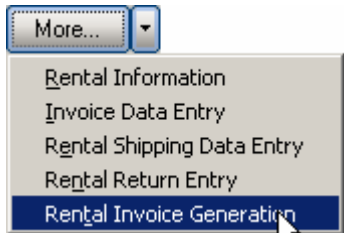


On Rent Serials- this option provides information about the serials that are already in Rent.

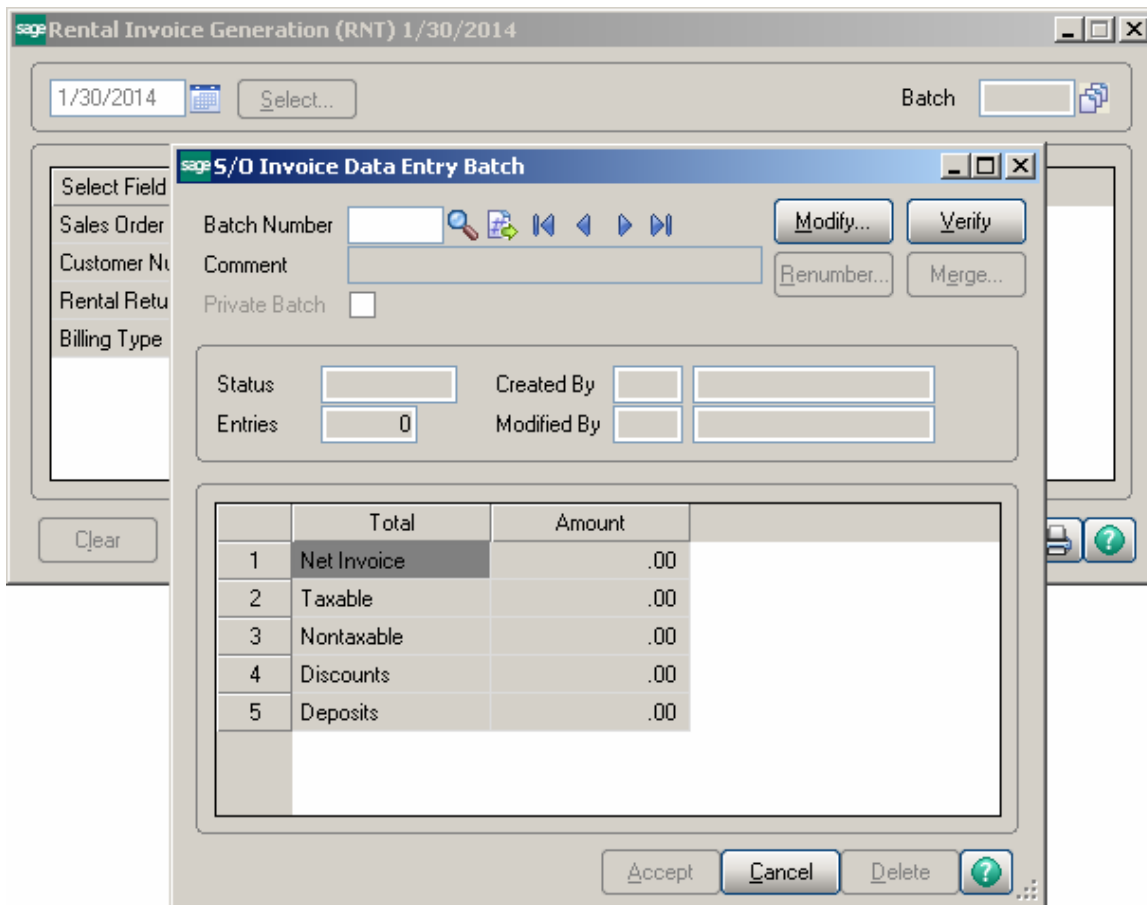
Reserved Serials – this option provides information about the serials distributed (reserved) on the Sales Orders.

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)

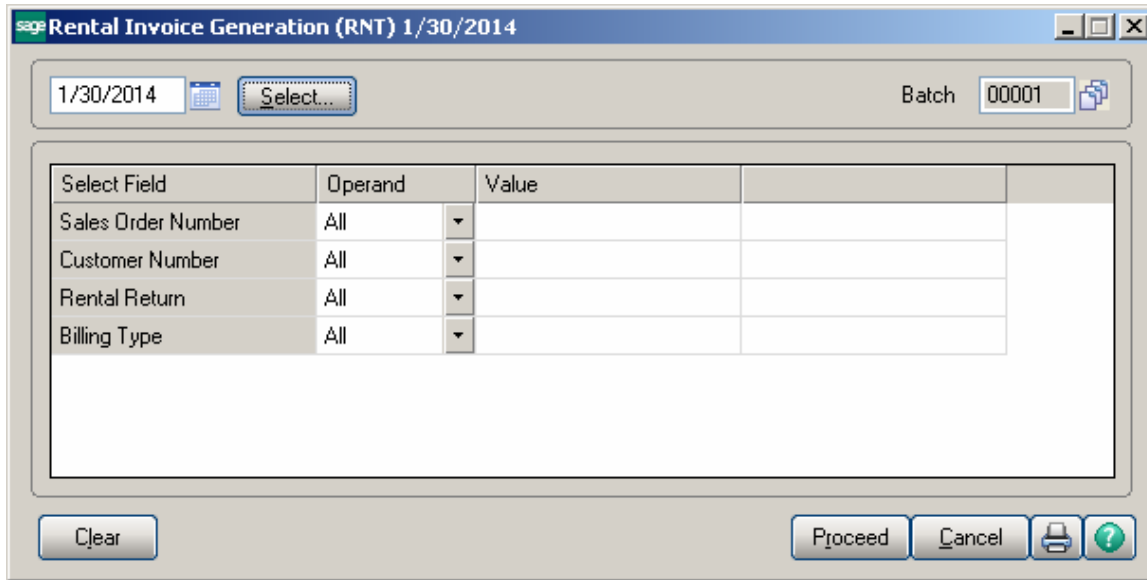


The S/O Invoice batch screen is opened if Batch Processing is enabled in the Invoice Data Entry.
 Select the Batch Number or click the Next Batch Number to generate the next batch and press Accept.



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

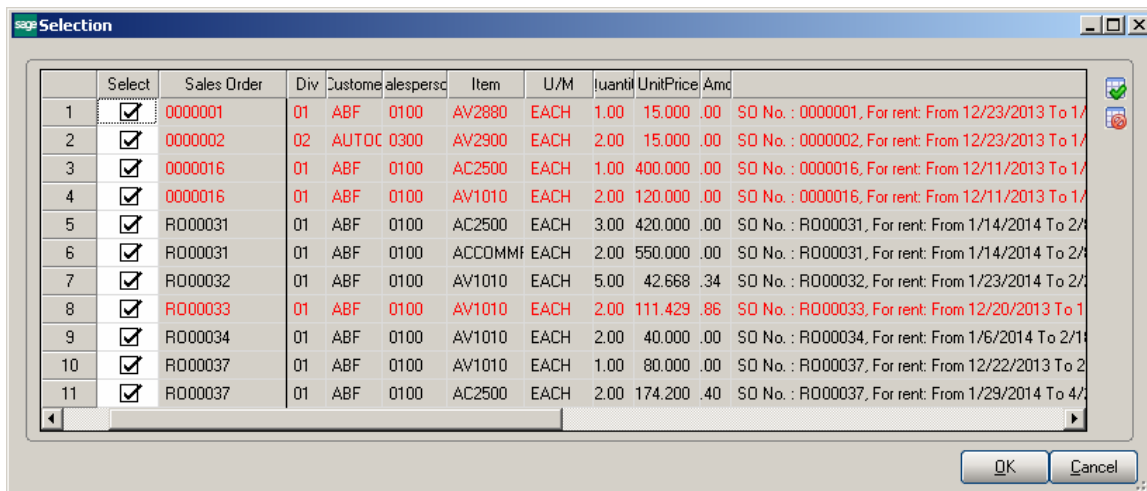
Select button is enabled.



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

All lines are selected by default.

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



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

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

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

Rental Invoice Generation Listing

Rental Demo Company (RNT)

| Order Number | Type | Customer | Slsp | Item | UOM | Quantity | Unit Rent | Ext Amount |
|--|------|-----------|------|---------|------|----------|-----------|------------|
| 0000001 | IN | 01-ABF | 0100 | AV2880 | EACH | 1.00 | 15.00 | 15.00 |
| SD No. : 0000001, For rent: From 12/23/2013 To 1/30/2014 = 5.0000W, Qty = 1.00, Rates: W = 3.000 | | | | | | | | |
| 0000002 | IN | 02-AUTOCR | 0300 | AV2900 | EACH | 2.00 | 15.00 | 30.00 |
| SD No. : 0000002, For rent: From 12/23/2013 To 1/30/2014 = 5.0000W, Qty = 2.00, Rates: W = 3.000 | | | | | | | | |
| SerialNo. | | | | | | | | |
| 1 | | | | | | | | |
| 2 | | | | | | | | |
| 0000016 | IN | 01-ABF | 0100 | AC2500 | EACH | 1.00 | 400.00 | 400.00 |
| SD No. : 0000016, For rent: From 12/11/2013 To 1/10/2014 = 1M, Qty = 1.00, Rates: M = 400.000 | | | | | | | | |
| SerialNo. | | | | | | | | |
| 1025-9 | | | | | | | | |
| 0000016 | IN | 01-ABF | 0100 | AV1010 | EACH | 2.00 | 120.00 | 240.00 |
| SD No. : 0000016, For rent: From 12/11/2013 To 1/10/2014 = 1M, Qty = 2.00, Rates: M = 120.000 | | | | | | | | |
| RD00031 | IN | 01-ABF | 0100 | AC2500 | EACH | 3.00 | 420.00 | 1,260.00 |
| SD No. : RD00031, For rent: From 1/14/2014 To 2/8/2014 = 1S, Qty = 3.00, Rates: S = 420.000 ; Schedule = 01/14/14 - 02/08/14 ; | | | | | | | | |
| SerialNo. | | | | | | | | |
| 1025-10 | | | | | | | | |
| 1025-100 | | | | | | | | |
| 1025-101 | | | | | | | | |
| RD00031 | IN | 01-ABF | 0100 | ACCOMMP | EACH | 2.00 | 550.00 | 1,100.00 |
| SD No. : RD00031, For rent: From 1/14/2014 To 2/8/2014 = 1S, Qty = 2.00, Rates: S = 550.000 ; Schedule = 01/14/14 - 02/08/14 ; | | | | | | | | |

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

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

The screenshot displays the Sage S/O Invoice Data Entry (RNT) 1/30/2014 window. The window is divided into several sections:

- Header Section:** Invoice No. 0100094, Batch 00001, Invoice Date 1/30/2014, Invoice Type Standard Invoice, Rental Sales Order RO00037.
- Customer Information:** Customer No. 01-ABF, American Business Futures, Cust PO.
- Order Status:** 1 Step, Ship Date 1/30/2014, Due Date 3/1/2014, Discount Date 1/30/2014, Warehouse RNT, Rental Warehouse.
- Sales Tax:** Schedule WI, Wisconsin.
- Shipping Information:** Apply to Inv #, Ship To Addr 2 American Business Futures, Terms Code 01 Net 30 Days, Ship Via UPS BLUE FOB, Confirm To John Quinn, E-mail artie@abf.com, Fax No., Comment RNT : Rentals billing, Salesperson 0100 Jim Kentley, Split Comm. No.

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

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**.

| Item Code | Extension | Comment |
|-----------|-----------|--|
| 1 /RENTAL | 80.00 | SO No. : RD00037, For rent: From 12/22/2013 To 2/18/2014 = 2S, Qty = 1.00, Rates: S = 40.000 ; Schedule = 12/22/13 - 01/05/14 ; 01/... |
| 2 /RENTAL | 348.40 | SO No. : RD00037, For rent: From 1/29/2014 To 4/29/2014 = 2.9355M, Qty = 2.00, Rates: M = 400.000 |
| 3 /C | .00 | Serial No. : 1025-104 |
| 4 /C | .00 | Serial No. : 1025-105 |
| 5 | .00 | |

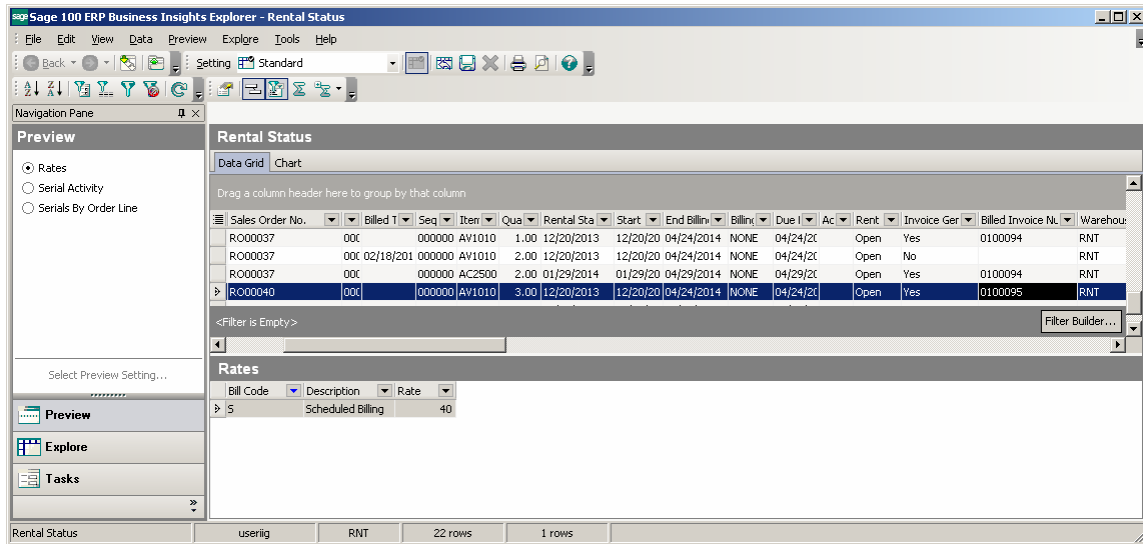
Description: AV1010 Pak Audio Package
 Warehouse:
 Unit Of Measure:
 Back Ordered: .00
 Total Amount: 2,428.40

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.

| Item Code | Extension | Comment |
|-----------|-----------|---|
| 1 /RENTAL | 160.00 | SO No. : RD00041, For rent: From 1/31/2014 To 3/15/2014 = 2M, Qty = 2.00, Rates: M = 40.000 |
| 2 /C | .00 | Serial No. : 1009 |
| 3 /C | .00 | Serial No. : 1010 |
| 4 /RENTAL | 160.00 | SO No. : RD00041, For rent: From 1/31/2014 To 3/15/2014 = 2M, Qty = 2.00, Rates: M = 40.000 |
| 5 /C | .00 | Serial No. : 1011 |
| 6 /C | .00 | Serial No. : 1013 |
| 7 | .00 | |

Description: AV2500 AMP / Mix - 40W
 Warehouse:
 Unit Of Measure:
 Back Ordered: .00
 Total Amount: 320.00

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



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

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

Minimum One Period Rental Charge

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

sage Rental Header Information [?] [X]

Default Rental Line

Starting Date 1/31/2014 [Calendar]

Ending Date 3/31/2014 [Calendar]

Start Billing Date 1/31/2014 [Calendar]

End Billing Date 3/31/2014 [Calendar]

Bill Code M Monthly [Magnifying Glass]

Billing Day 15 [Dropdown]

Days In Month Bill Code Days [Dropdown]

Extended Rentals Round Up [Dropdown]

Billing Periods [Text] 3M

Pricing Method Time Based [Dropdown]

Billing Type Periodic [Dropdown]

Bill Period in Advance

Minimum One Period Rental Charge

Billing Schedule... [Button] Apply to Lines [Button]

OK [Button] Cancel [Button]

Rental Detail Information

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 3M

Pricing Method Time Based

Billing Type Periodic

Sales Price .000

Bill Period in Advance

Minimum One Period Rental Charge

Billing Schedule...

OK Cancel

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

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

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

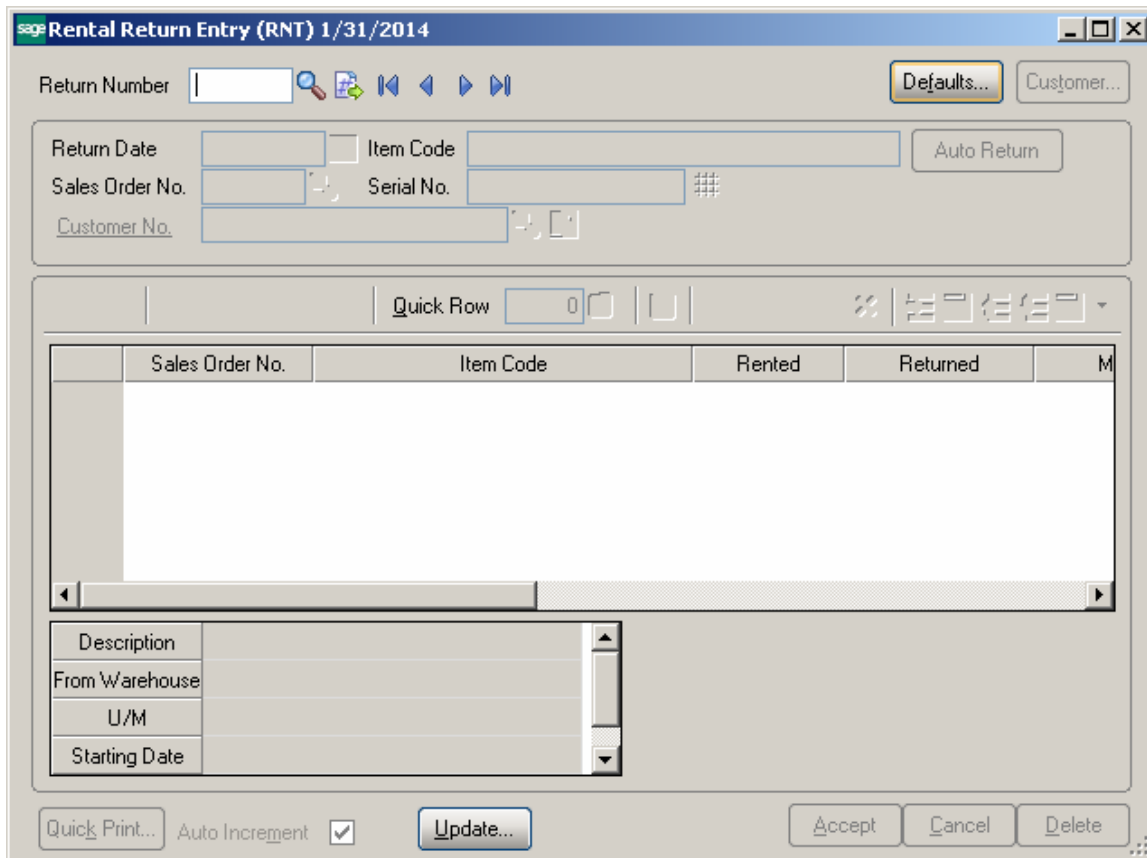
Rental Return Entry

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

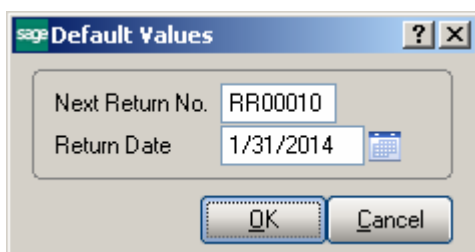
Rental lines cannot be returned unless they have been shipped.

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.



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



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

- By selecting/entering the Sales Order number
- By selecting/entering the Customer Number
- By scanning the Item number or Serial Number

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

The screenshot shows a window titled "sage 50 No. List in Status Reg." with a table of sales orders. The table has three columns: Order No, Customer No, and Name. The first row is highlighted in blue. Below the table is a search section with a dropdown menu set to "Order No", a "Begins with" dropdown, and a text input field. There are buttons for "Find", "Filters...", "Custom...", "Select", "Cancel", and a help icon. At the bottom, it says "Found 12 records".

| Order No | Customer No | Name |
|----------|-------------|---------------------------|
| 0000001 | 01-ABF | American Business Futures |
| 0000002 | 02-AUTOCR | Autocraft Accessories |
| 0000009 | 01-ABF | American Business Futures |
| 0000016 | 01-ABF | American Business Futures |
| R000031 | 01-ABF | American Business Futures |
| R000032 | 01-ABF | American Business Futures |
| R000033 | 01-ABF | American Business Futures |
| R000034 | 01-ABF | American Business Futures |
| R000035 | 01-ABF | American Business Futures |
| R000036 | 01-ABF | American Business Futures |
| R000037 | 01-ABF | American Business Futures |
| R000040 | 01-ABF | American Business Futures |

Search Order No Begins with Find

Filters...

Custom... Select Cancel

Found 12 records

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

The screenshot shows the Sage Rental Return Entry (RNT) 1/31/2014 window. The window title is "sage Rental Return Entry (RNT) 1/31/2014". The main form contains the following fields:

- Return Number: RR00010
- Return Date: 1/31/2014
- Sales Order No.: R000037
- Item Code: (empty)
- Serial No.: (empty)
- Customer No.: (empty)


A modal dialog box titled "Sage 100 ERP" is open, displaying the question: "Do you want to return rental lines completely?". The dialog has two buttons: "Yes" and "No".


The main window also features a grid with the following columns: Sales Order No., Item Code, Rented, Returned, and M. Below the grid is a section with the following fields:

- Description
- From Warehouse
- U/M
- Starting Date

At the bottom of the window, there are several buttons: "Quick Print...", "Auto Increment" (checked), "Update...", "Accept", "Cancel", and "Delete".

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

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

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

Return Number: RR00010

Return Date: 1/31/2014

Sales Order No.: R000037

Customer No.: 01-ABF

| | Sales Order No. | Item Code | rented | Returned | M |
|---|-----------------|-----------|--------|----------|---|
| 1 | R000037 | AV1010 | 2.00 | 2.00 | |
| 2 | | | .00 | .00 | |

Description: Pak Audio Package

From Warehouse: RNT

U/M: EACH

Starting Date: 12/20/2013

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:

Sage 100 ERP

Do you want to load all lines liable to return?

Yes No

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

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

- The **Due End Date** is equal to the **Return Date**. This is an in time return.
- The **Due End Date** is before the actual **Return Date**. In this case the return is treated as **Late**

Return and the Customer should be billed through the **Rental Invoice Generation** program for additional period.

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

After you have selected the lines to be returned and Accepted Return; the Return number is updated in the **Rental Status View**.

Rental Return Entry (RNT) 1/31/2014

Return Number: RR00013

Return Date: 1/31/2014

Sales Order No.: [] Serial No.: []

Customer No.: 01-ABF American Business Futures

| | Sales Order No. | Item Code | Rented | Returned | M |
|---|-----------------|-----------|--------|----------|---|
| 1 | R000031 | AC2500 | 2.00 | 2.00 | |
| 2 | R000031 | AC2999 | 2.00 | 2.00 | |
| 3 | R000031 | AC9750 | 2.00 | 2.00 | |
| 4 | | | .00 | .00 | |

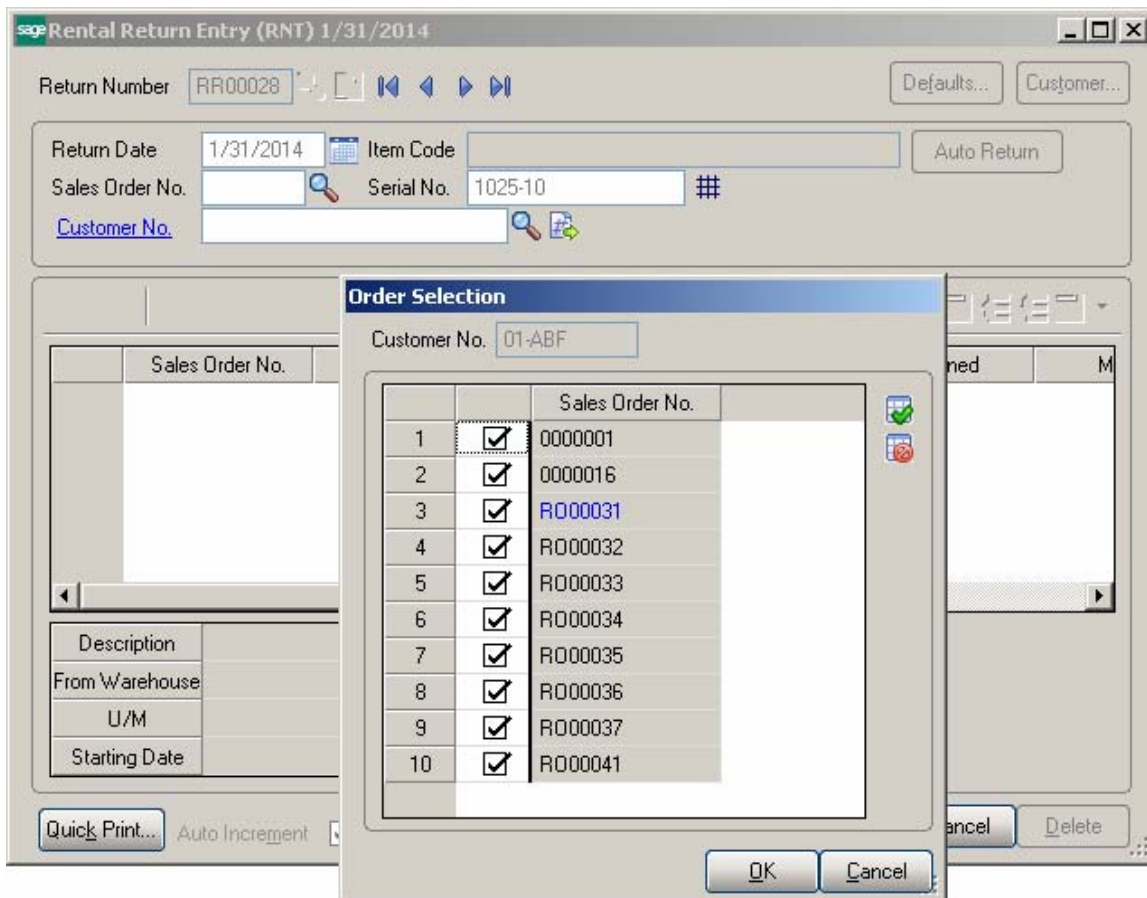
Description: Air Conditioning Unit 2.5 Ton
 From Warehouse: RNT
 U/M: EACH
 Starting Date: 12/18/2013

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

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

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

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



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

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

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

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

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

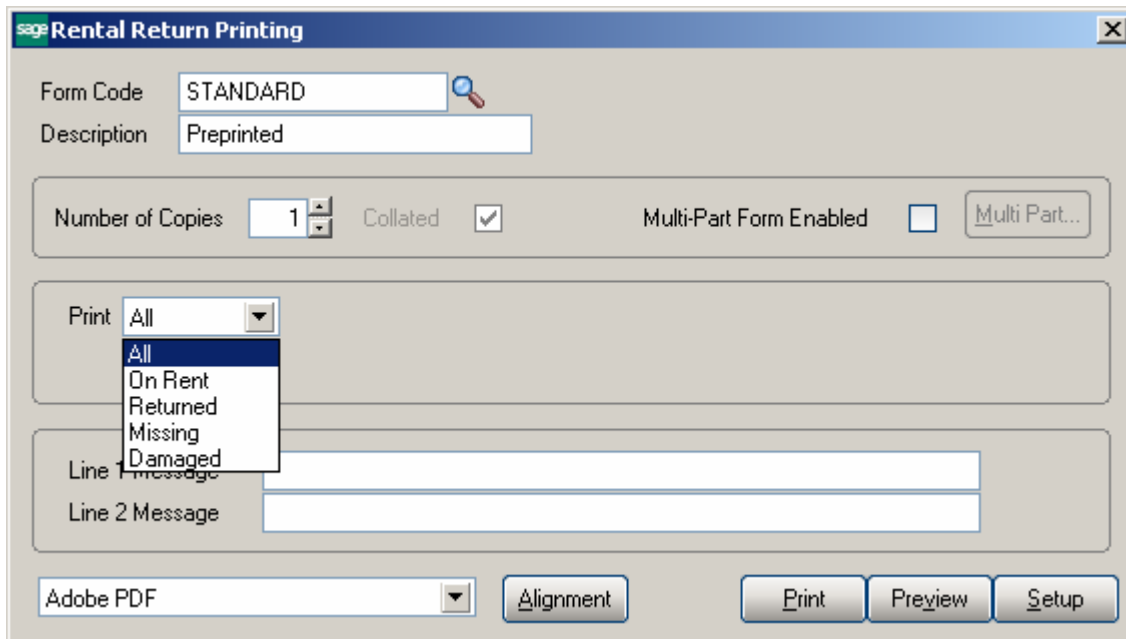
The user is given an opportunity to bill the Customer for Missing/Damaged quantities as well as to enter issue of items out of inventory. Refer to [Track Missing/Damaged Rentals](#) section for details.

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

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

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

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



Here is an example of printout:

Rental Return
Return Number: RR00020
Return Date: 1/31/2014
Customer Number: 01-ABF

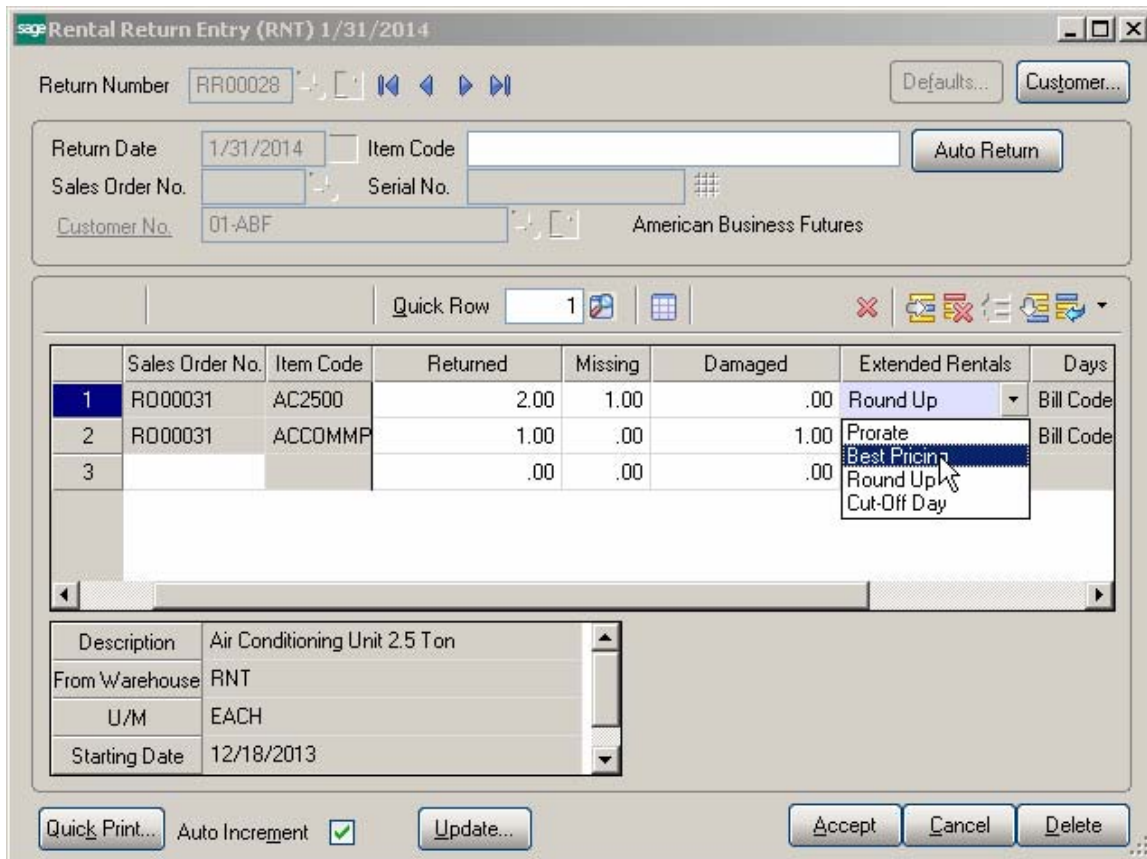
| SO No | Item Code | Description | Whse | On Rent | Returned | Missing | Damage |
|---------|-----------|---------------------|------|---------|----------|---------|--------|
| RO00031 | AC2500 | Air Conditionina Un | RNT | 0.00 | 2.00 | 0.00 | 0.00 |
| | 1025-102 | Returned | | | | | |
| | 1025-103 | Returned | | | | | |
| RO00031 | AC2999 | AC Duck Converter | RNT | 0.00 | 2.00 | 0.00 | 0.00 |
| RO00031 | 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.



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

sage Rental Return Entry (RNT) 1/31/2014

Return Number: RR00028 Defaults... Customer...

Return Date: 1/31/2014 Item Code: Auto Return

Sales Order No.: Serial No.:

Customer No.: 01-ABF American Business Futures

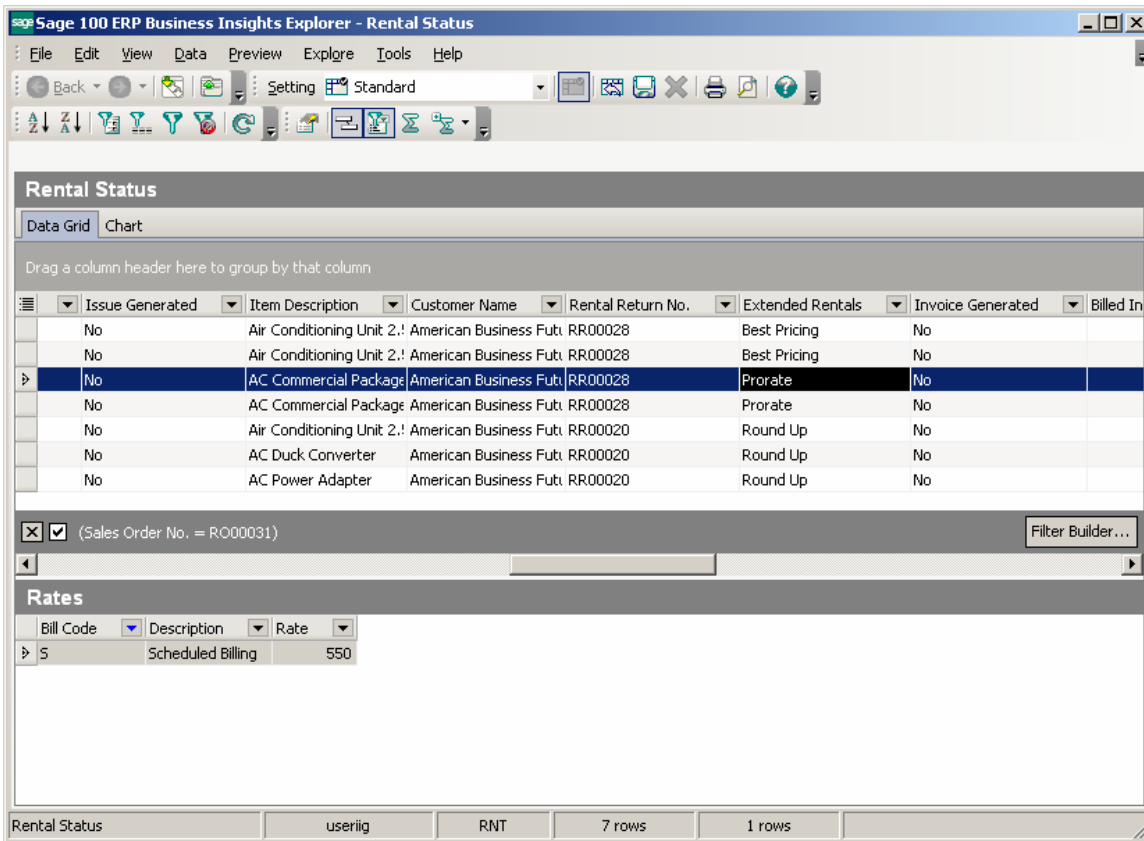
Quick Row: 1

| | Sales Order No. | Item Code | Returned | Missing | Damaged | Extended Rentals | Days |
|---|-----------------|-----------|----------|---------|---------|------------------|-----------|
| 1 | RO00031 | AC2500 | 2.00 | 1.00 | .00 | Best Pricing | Bill Code |
| 2 | RO00031 | ACCOMMP | 1.00 | .00 | 1.00 | Prorate | Bill Code |
| 3 | | | .00 | .00 | .00 | | |

| | |
|----------------|-------------------------------|
| Description | Air Conditioning Unit 2.5 Ton |
| From Warehouse | RNT |
| U/M | EACH |
| Starting Date | 12/18/2013 |

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

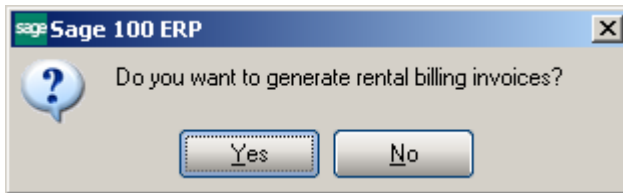
The Extended Rental new value is updated in the **Rental Status** view only for the quantity(s) actually returned.



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

Rental Invoice Generation during Rental Return Reports/Updates

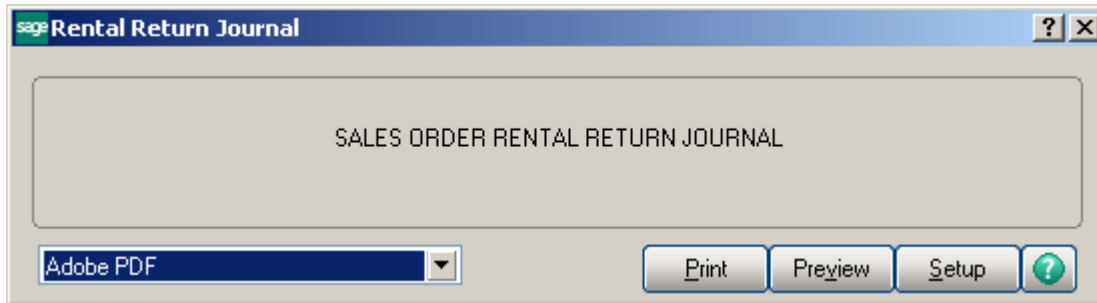
After returning Rental Line having Billing Type set to Upon Return a message is displayed allowing generating billing invoice after Rental Return is updated:



Click Yes to generate Invoices for corresponding lines.

Rental Return Reports/Update

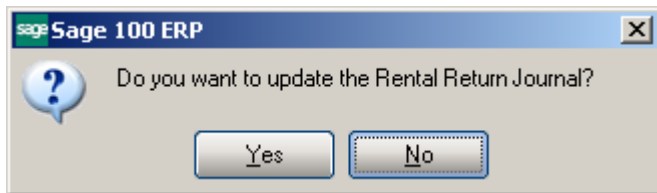
Select the **Rental Return Reports/Update** from **Sales Order Main** menu to print/preview the rental return journal.



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

| Return Number | Return Date | Customer Number | Description | Start Date | End Date | Qty On Rent | Qty Returned | Qty Missing | Qty Damaged |
|------------------------------|-------------|-----------------|---------------------------|------------|-----------|-------------|--------------|-------------|-------------|
| RR00033 | 1/31/2014 | 01-ABF | American Business Futures | | | | | | |
| 0000001 | AC2500 | | Air Conditioning Unit 2 | 8/22/2013 | 9/30/2013 | 1.00 | 1.00 | 0.00 | 0.00 |
| 0000016 | AC2500 | | Air Conditioning Unit 2 | 8/22/2013 | 9/30/2013 | 1.00 | 1.00 | 0.00 | 0.00 |
| 0000016 | AV1010 | | PakAudio Package | 8/22/2013 | 9/30/2013 | 2.00 | 2.00 | 0.00 | 0.00 |
| R000032 | AV1010 | | PakAudio Package | 1/23/2014 | 2/23/2014 | 5.00 | 5.00 | 0.00 | 0.00 |
| R000033 | AV1010 | | PakAudio Package | 12/20/2013 | 1/14/2014 | 2.00 | 2.00 | 0.00 | 0.00 |
| R000034 | AV1010 | | PakAudio Package | 12/20/2013 | 4/24/2014 | 2.00 | 2.00 | 0.00 | 0.00 |
| R000035 | AV1010 | | PakAudio Package | 12/21/2013 | 1/30/2014 | 2.00 | 2.00 | 0.00 | 0.00 |
| R000037 | AV1010 | | PakAudio Package | 12/20/2013 | 4/24/2014 | 1.00 | 1.00 | 0.00 | 0.00 |
| R000037 | AV1010 | | PakAudio Package | 12/20/2013 | 4/24/2014 | 2.00 | 2.00 | 0.00 | 0.00 |
| R000037 | AC2500 | | Air Conditioning Unit 2 | 1/29/2014 | 4/29/2014 | 2.00 | 2.00 | 0.00 | 0.00 |
| Rental Return Total : | | | | | | 20.00 | 20.00 | 0.00 | 0.00 |
| Journal Total : | | | | | | 20.00 | 20.00 | 0.00 | 0.00 |

The following message appears after printing the journal:



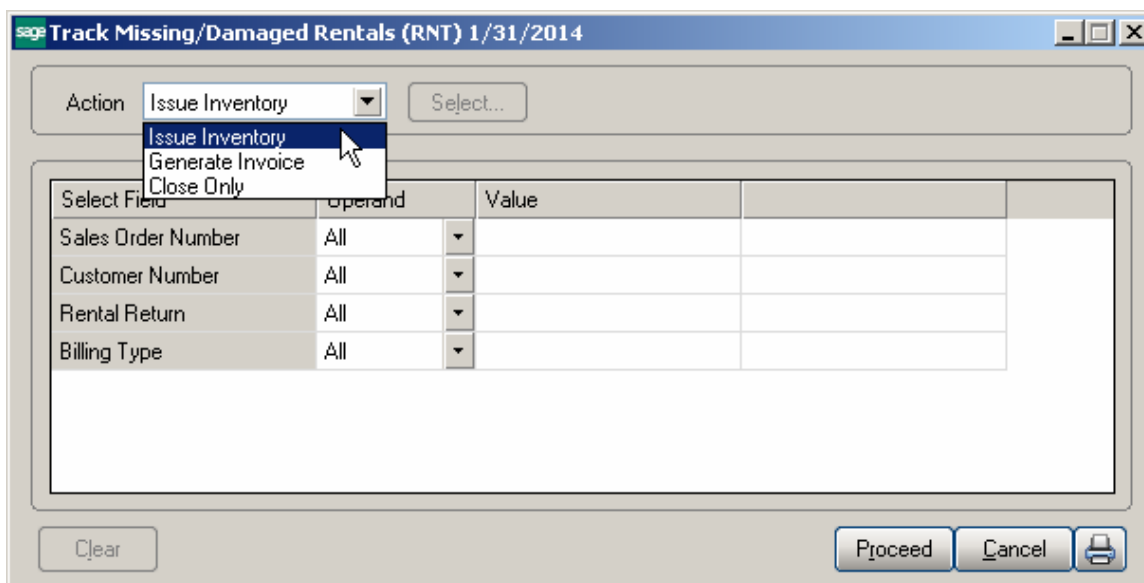
Select **Yes** to update the Rental Return Journal.

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.



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.

SAP Track Missing/Damaged Rentals (RNT) 1/31/2014

Action: Issue Inventory

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

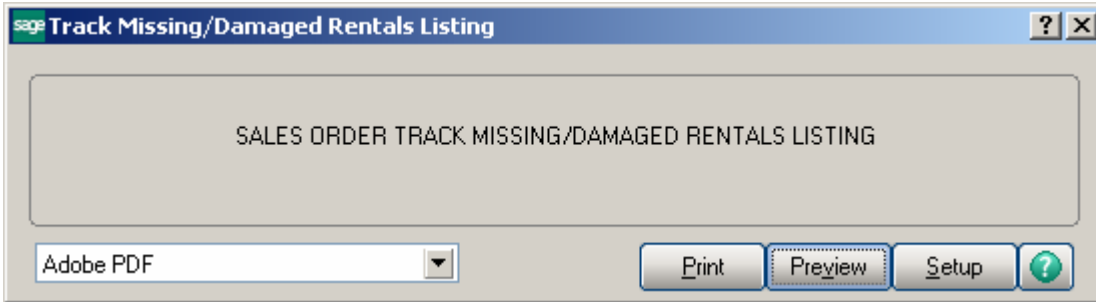
SAP Selection

| | Select | Sales Order | Div | Customer | Item | Status | Qua |
|---|-------------------------------------|-------------|-----|----------|---------|---------|-----|
| 1 | <input checked="" type="checkbox"/> | 0000016 | 01 | ABF | AV1010 | Damaged | |
| 2 | <input checked="" type="checkbox"/> | R000031 | 01 | ABF | AC2500 | Missing | |
| 3 | <input checked="" type="checkbox"/> | R000031 | 01 | ABF | ACCOMMP | Damaged | |
| 4 | <input checked="" type="checkbox"/> | R000032 | 01 | ABF | AV1010 | Missing | |
| 5 | <input checked="" type="checkbox"/> | 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.



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

| Track Missing/Damaged Rentals Listing | | | | | Rental Demo Company (RNT) | | | |
|---------------------------------------|-------|----------|------|--------|---------------------------|-------------|----------------|----------------|
| Order Number | Batch | Customer | Slep | Item | UOM | Quantity | Sale Price | ExtAmount |
| 0000016 | | 01-ABF | 0100 | AV1010 | EACH | 1.00 | 28.000 | 28.000 |
| RO00031 | | 01-ABF | 0100 | AC2500 | EACH | 1.00 | 0.000 | 0.000 |
| RO00031 | | 01-ABF | 0100 | ACCOMM | EACH | 1.00 | 25.000 | 25.000 |
| RO00032 | | 01-ABF | 0100 | AV1010 | EACH | 2.00 | 26.040 | 52.080 |
| RO00033 | | 01-ABF | 0100 | AV1010 | EACH | 1.00 | 28.000 | 28.000 |
| Report Total: | | | | | | <u>6.00</u> | <u>107.040</u> | <u>133.080</u> |

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

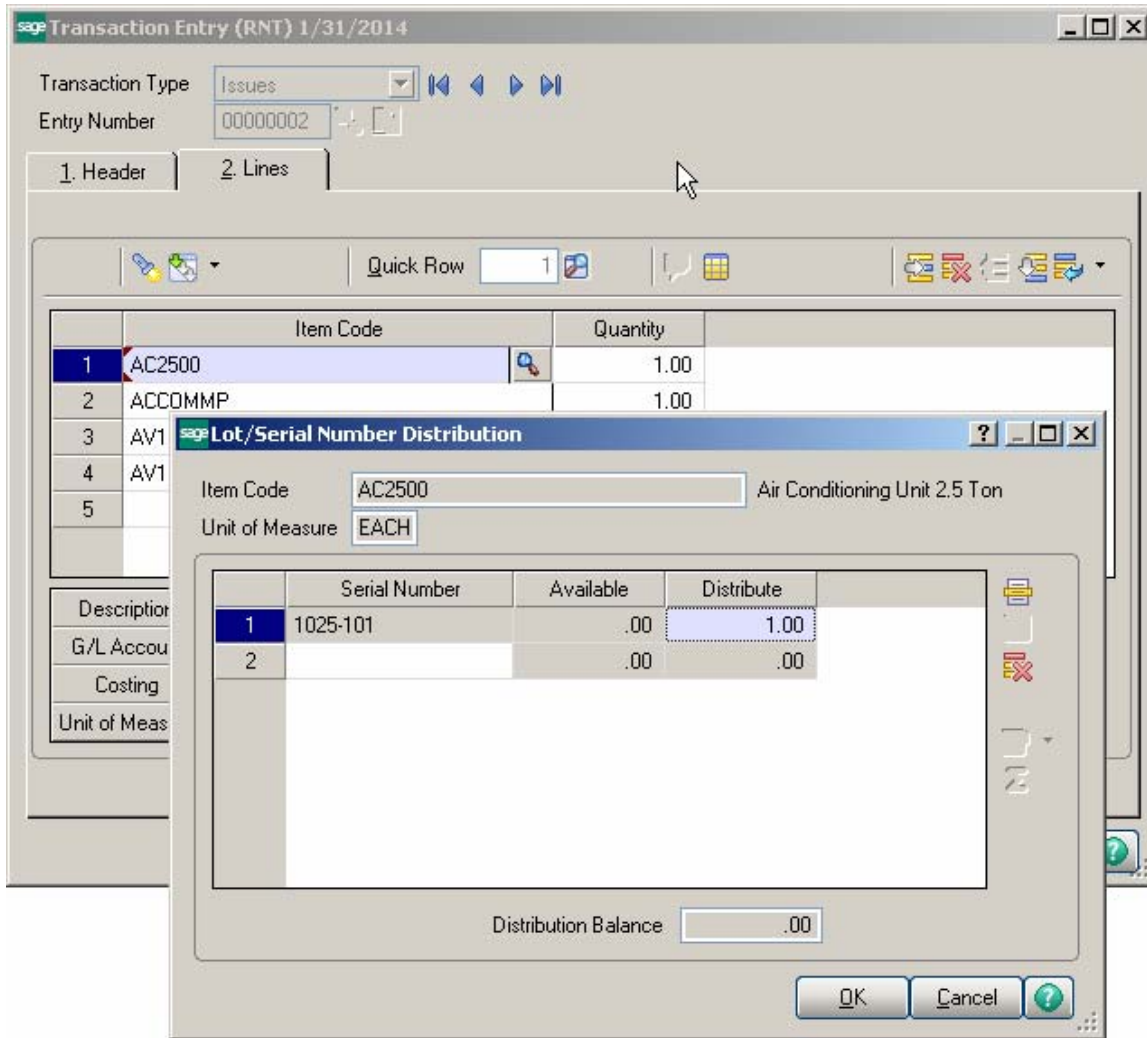
Here is the Transaction generated for the selected Miss./Damaged rentals.

The screenshot shows a software window titled "sage Transaction Entry (RNT) 1/31/2014". The window contains several input fields and controls:

- Transaction Type:** A dropdown menu set to "Issues".
- Entry Number:** A text box containing "00000001".
- Navigation:** A set of four arrow buttons (back, forward, home, end).
- Tabs:** Two tabs labeled "1. Header" and "2. Lines", with "1. Header" selected.
- Transaction Date:** A date field showing "1/31/2014" with a calendar icon.
- Default Warehouse:** A field showing "001" and a magnifying glass icon, with "Rental Warehouse" displayed next to it.
- Comment:** A text area containing the text "Generated by Mis/Dam Rentals".
- Buttons:** A row of buttons at the bottom: "Accept", "Cancel", "Delete", a printer icon, and a help icon.

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

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



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

Rental Status

Drag a column header here to group by that column

| End Bill | Billing | Due End | Billed To | Actual End Date | Rent Status | Warehouse Code | Unit Of Measure | Item Status | Mis | Issue | Item Description |
|------------|---------|------------|------------|-----------------|-------------|----------------|-----------------|-------------|-----|-------|---------------------------|
| 09/28/2013 | NONE | 09/28/2013 | 01/30/2014 | 01/31/2014 | Open | 001 | EACH | Returned | No | No | Speaker Stand |
| 07/28/2013 | NONE | 07/28/2013 | 01/30/2014 | | Open | 001 | EACH | Rent | No | No | Mic |
| 07/02/2013 | NONE | 07/02/2013 | | | Open | 001 | EACH | Rent | No | No | AC Duck Converter |
| 09/30/2013 | 10 | 09/30/2013 | 01/10/2014 | 01/31/2014 | Open | 001 | EACH | Returned | No | No | Air Conditioning Unit 2.1 |
| 09/30/2013 | 10 | 09/30/2013 | 01/10/2014 | 01/31/2014 | Open | 001 | EACH | Returned | No | No | Pak Audio Package |
| 09/30/2013 | 10 | 09/30/2013 | 01/10/2014 | 01/31/2014 | Open | 001 | EACH | Damaged | No | Yes | Pak Audio Package |
| 12/26/2013 | NONE | 12/26/2013 | 12/22/2013 | 12/22/2013 | Close | 001 | EACH | Returned | No | No | Air Conditioning Unit 2.1 |
| 12/30/2013 | NONE | 12/30/2013 | 12/30/2013 | 12/30/2013 | Close | 001 | EACH | Returned | No | No | Speaker Stand |
| 03/18/2014 | NONE | 03/18/2014 | 02/08/2014 | 01/31/2014 | Close | RNT | EACH | Returned | No | No | Air Conditioning Unit 2.1 |

<Filter is Empty> Filter Builder...

Rates

| Bill Code | Description | Rate |
|-----------|-------------|------|
| M | Monthly | 120 |

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.*

SAP S/O Invoice Data Entry (RNT) 1/31/2014

Invoice No. 0100104 Batch 00014

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

Invoice Date: 1/31/2014 Invoice Type: Standard Invoice Rental Sales Order: R000031

Customer No. 01-ABF American Business Futures

Order Status: 1 Step

Ship Date: 1/31/2014

Due Date: 3/2/2014

Discount Date: 1/31/2014

Warehouse: 001

Rental Warehouse:

Sales Tax Schedule: WI

Wisconsin:

Apply to Inv #: 2 American Business Futures

Ship To Addr: 2 American Business Futures

Terms Code: 01 Net 30 Days

Ship Via: UPS BLUE FOB

Confirm To: John Quinn

E-mail: artie@abf.com

Fax No. Batch Fax

Comment: RNT : Missing/Damaged rentals

Salesperson: 0100 Jim Kentley

Split Comm.: No

Print Invoice

Tracking...

Quick Print Update... Accept Cancel Delete

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

Invoice No. 0100104 Batch 00014

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

| Item Code | Comment |
|-----------|---|
| 1 /DMGD | Charge for Missing rental returned by RR00028 number. SO No. = R000031, LineSeqNo = 000000000000003 Qty = 1 |
| 2 /C | Serial No. : 1025-101 |
| 3 /DMGD | Charge for Damaged rental returned by RR00028 number. SO No. = R000031, LineSeqNo = 000000000000003 Qty = 1 |
| 4 | |

Description: AC2500 Air Conditioning Unit 2
Warehouse:
Unit Of Measure:
Back Ordered: .00
Disc Level:

Total Amount: 25.00

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

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

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

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

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

Rental Processing for Kit Items

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

Rental Information (RNT) 1/31/2014

Rental Item: ACCOMMP

Allow Renting: Default Return Status: []

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

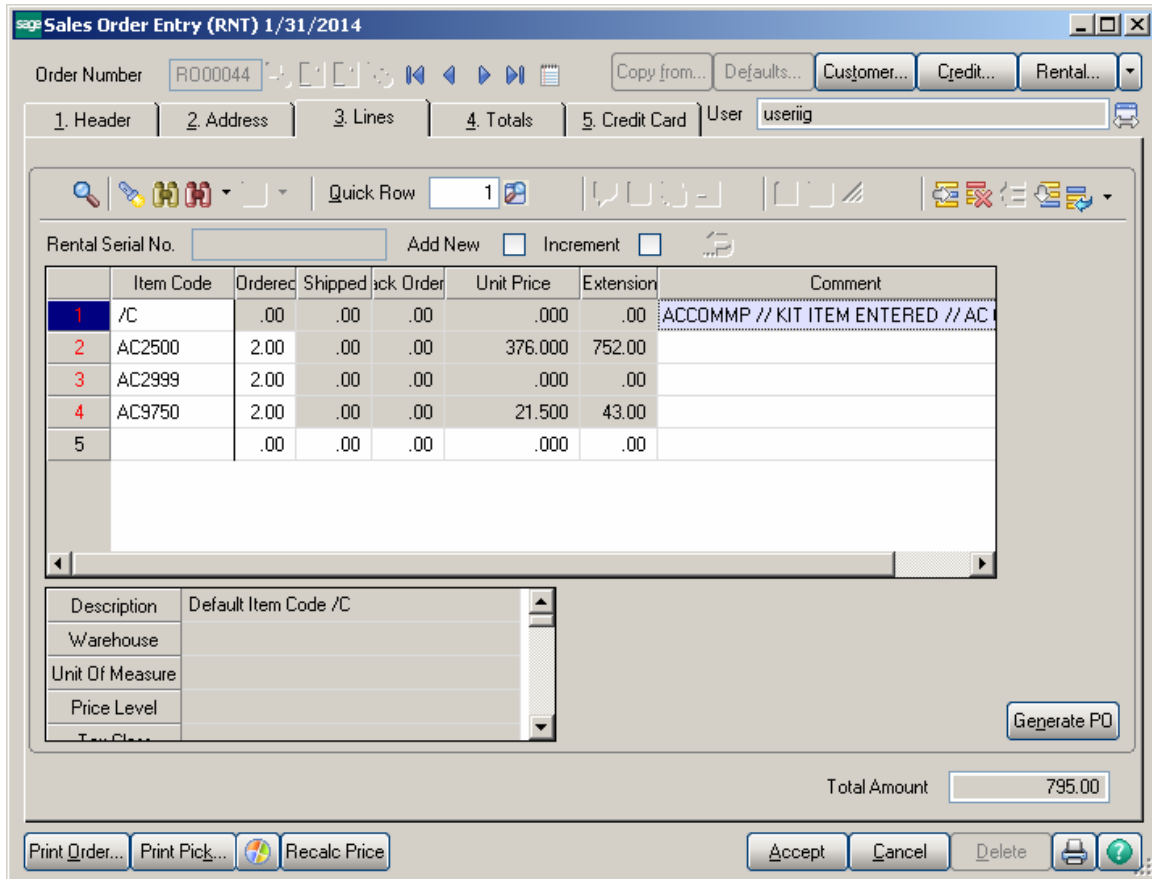
Rental Kit:

Sched PM: PM Unit Interval: 0

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

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

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



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

Kit Pricing

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

Rental Information (RNT) 1/31/2014

Rental Item: ACCOMMP

Allow Renting: Default Return Status: []

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit:

Sched PM: PM Unit Interval: 0

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

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

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

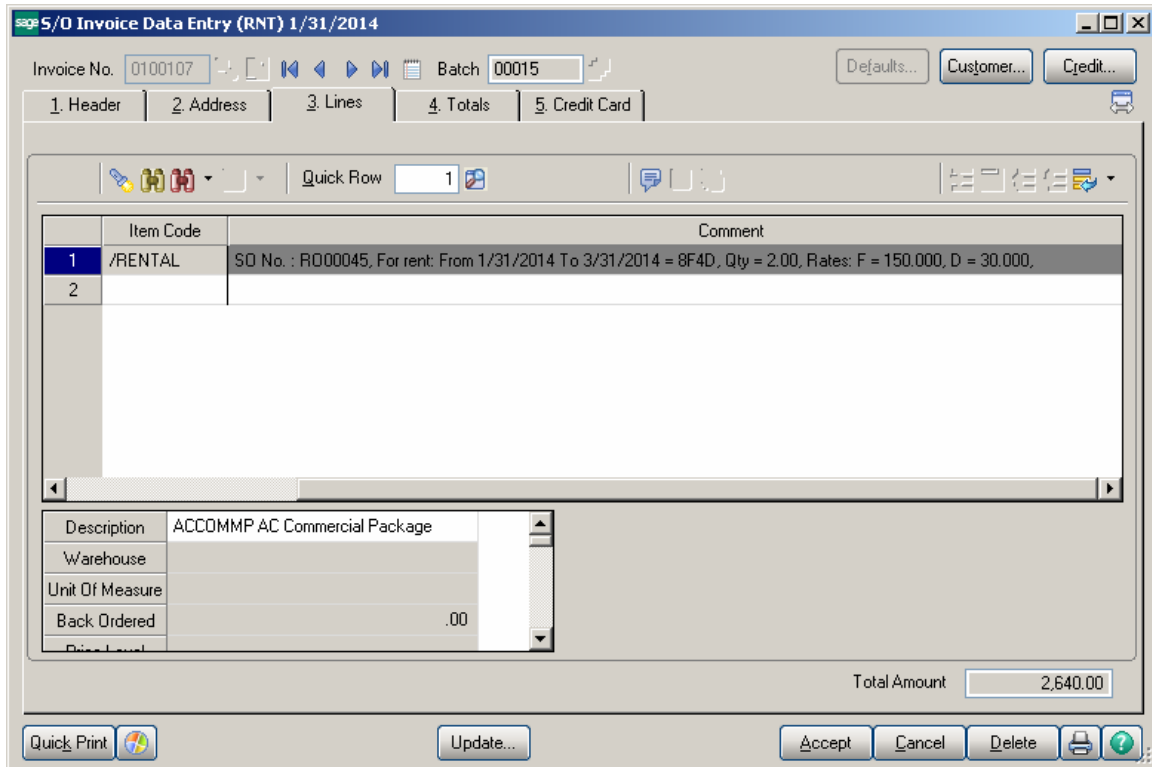
It is necessary to select the **Kit Pricing** checkbox added in the secondary grid of the Sales Order Entry when entering a Kit Item if you want the Unit Price to be calculated only for Kit parent Item.

The screenshot shows the SAP Sales Order Entry (RNT) 1/31/2014 window. The Order Number is R000045. The interface includes a navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The user is 'useriig'. Below the navigation bar is a toolbar with various icons and a 'Quick Row' field set to 1. The main area contains a table with the following data:

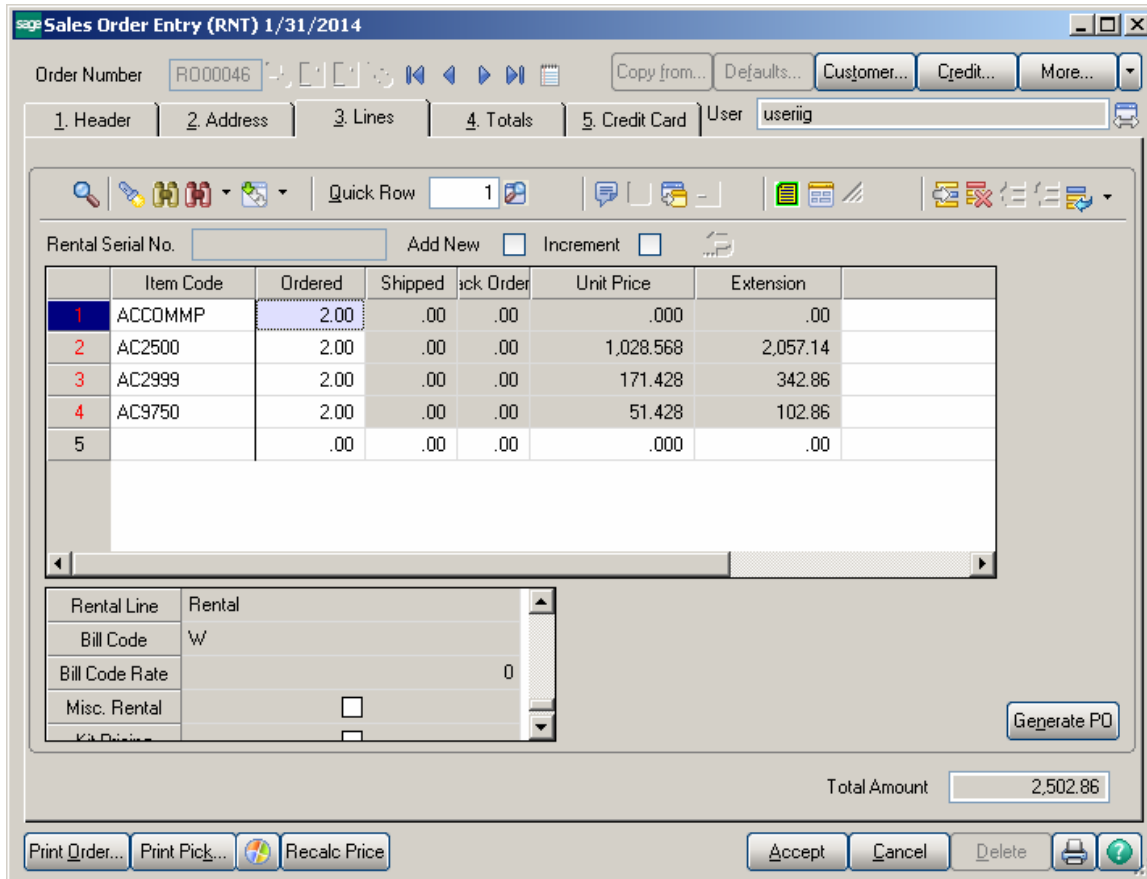
| | Item Code | Ordered | Shipped | Back Order | Unit Price | Extension |
|---|-----------|---------|---------|------------|------------|-----------|
| 1 | ACCOMMP | 2.00 | .00 | .00 | 1,320.000 | 2,640.00 |
| 2 | AC2500 | 2.00 | .00 | .00 | .000 | .00 |
| 3 | AC2999 | 2.00 | .00 | .00 | .000 | .00 |
| 4 | AC9750 | 2.00 | .00 | .00 | .000 | .00 |
| 5 | | .00 | .00 | .00 | .000 | .00 |

Below the table is a 'Rental Serial No.' field and 'Add New' and 'Increment' checkboxes. A 'Generate PO' button is located at the bottom right. At the bottom of the window, there is a 'Total Amount' field showing .00 and a row of buttons: Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

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



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



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

sage S/O Invoice Data Entry (RNT) 1/31/2014

Invoice No. 0100108 Batch 00016

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

Quick Row 3

| | Item Code | it Pr | Extension | Comment |
|---|-----------|-------|-----------|--|
| 1 | ACCDMMP | 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 | |

Description: AC2500 Air Conditioning Unit 2
 Warehouse:
 Unit Of Measure:
 Back Ordered: .00

Total Amount: 2,502.86

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

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

sage S/O Invoice Data Entry (RNT) 1/31/2014

Invoice No. 0100109 Batch 00017

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

Quick Row 1

| | 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 = 120.00 |
| 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 | |

Description: AC2500 Air Conditioning Unit 2
 Warehouse:
 Unit Of Measure:
 Back Ordered: .00

Total Amount: 2,502.86

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

Rental Processing for Serial Items

Serial Item Rental Information

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

Rental Information (RNT) 1/31/2014

Rental Item: AC2500

Allow Renting: Default Return Status: INS

Rental Misc. Charge: RENTAL

Miss/Dam Misc. Charge: DMGD

Rental Kit:

Sched PM: PM Unit Interval: 10

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

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

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

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

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

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

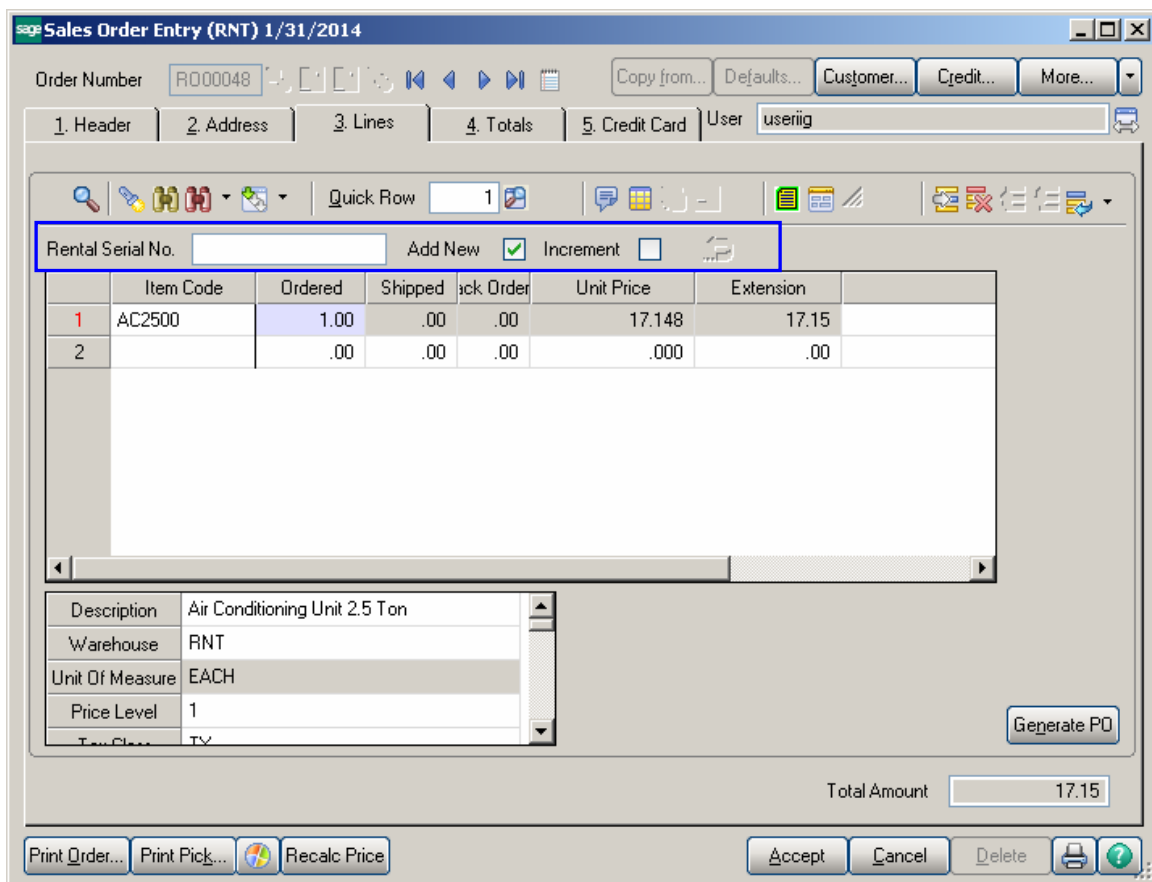
During rental Return Update, the program will check for the difference of **PM Last Unit (meter)** and current **Meter Reading**) and if it is greater than the PM Unit Interval set for current Serial a prompt about PM generation will popup.

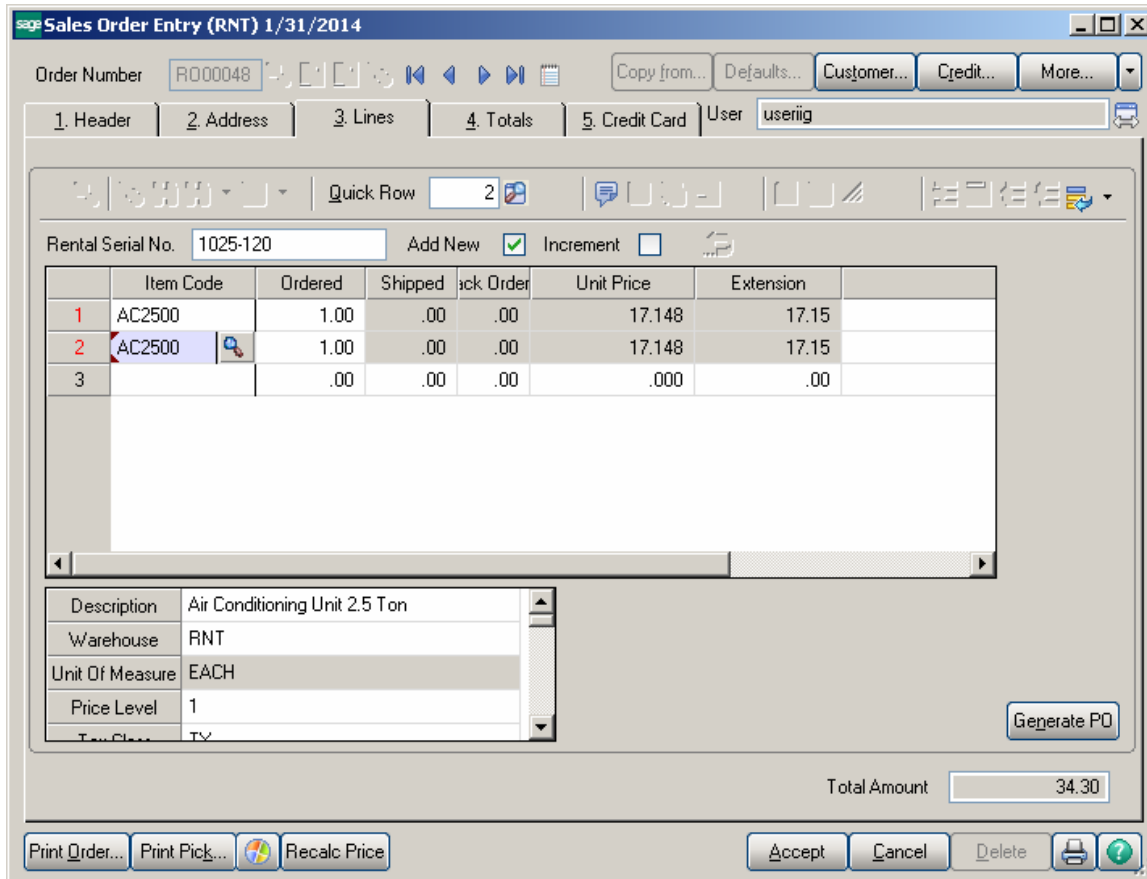
Rental Order Entry for Serial Items

Serial Scanning

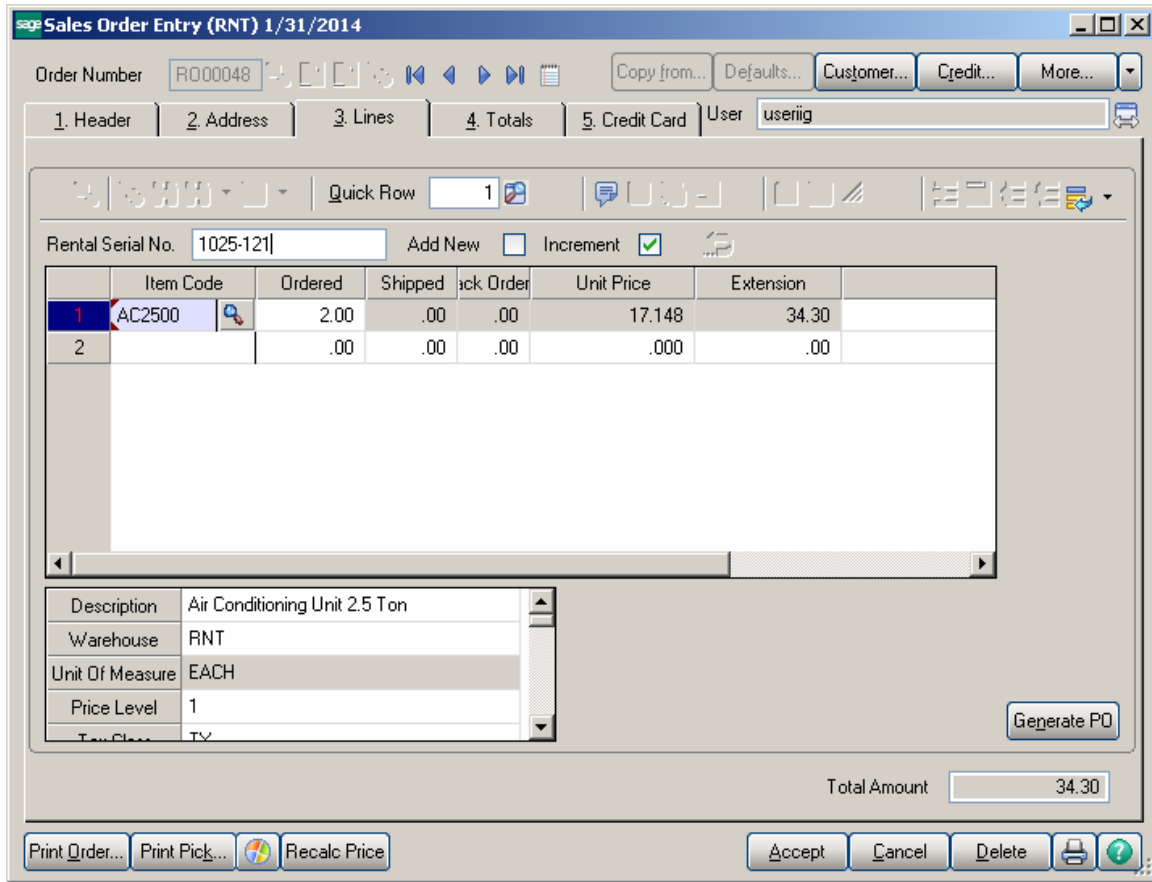
For serial rentals distribution by Serial number is available in the Sales Order entry if the **Lot/Serial Distribution** for Sales Order Entry is enabled in the **Sales Order Option**. For Serial Items not indicated as Rental in the Item Maintenance the original Lot/Serial Distribution is processed.

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

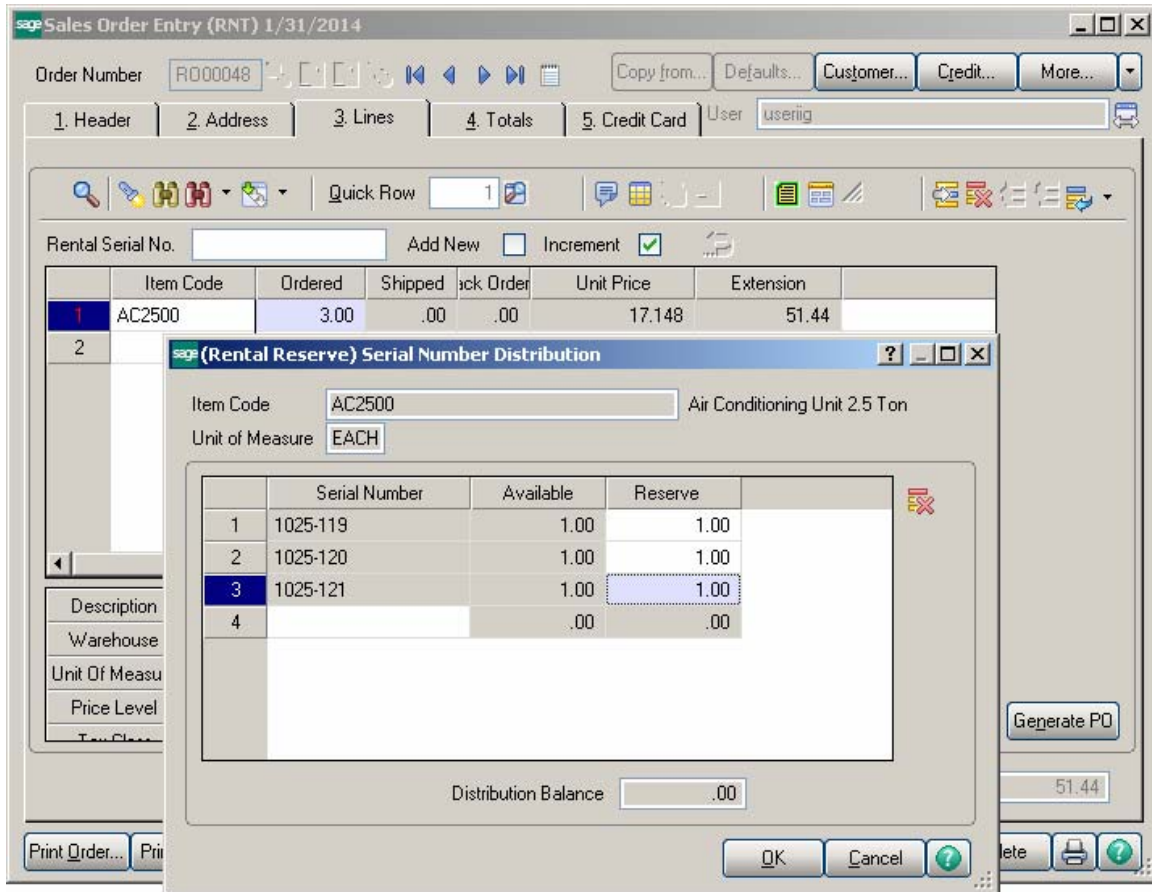




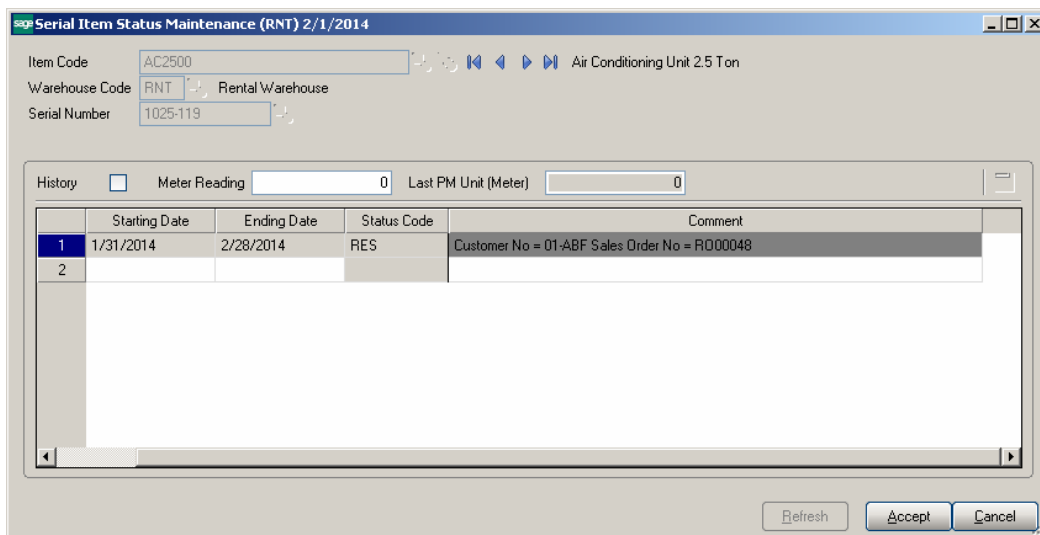
If the Increment checkbox is selected the quantity ordered will be incremented after each Serial Number scanning and the Item will be automatically distributed by the Serial numbers being scanned.



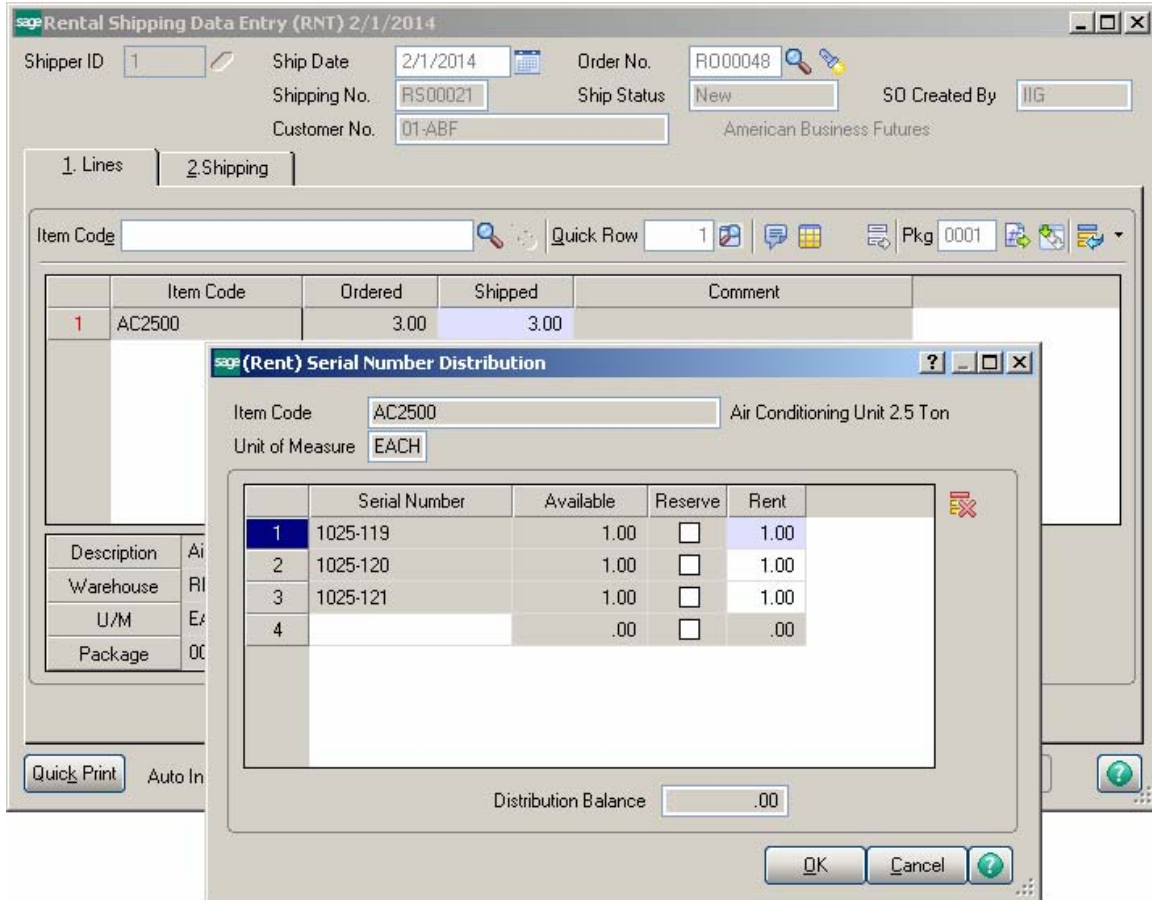
The scanned serial numbers are automatically distributed/reserved in the Serial Number Distribution grid:



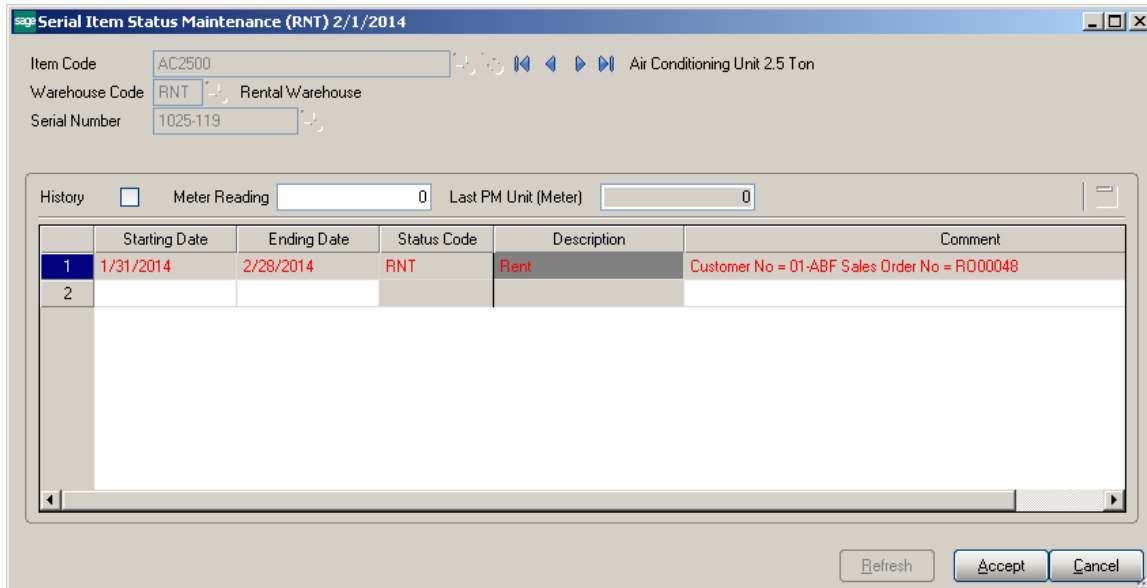
Just after the serial is distributed in the Sales Order, a record is added in the **Serial Item Status Maintenance** for current serial number with Status Code set to RES (Reserved) and a comment showing the Customer and Sales Order number.



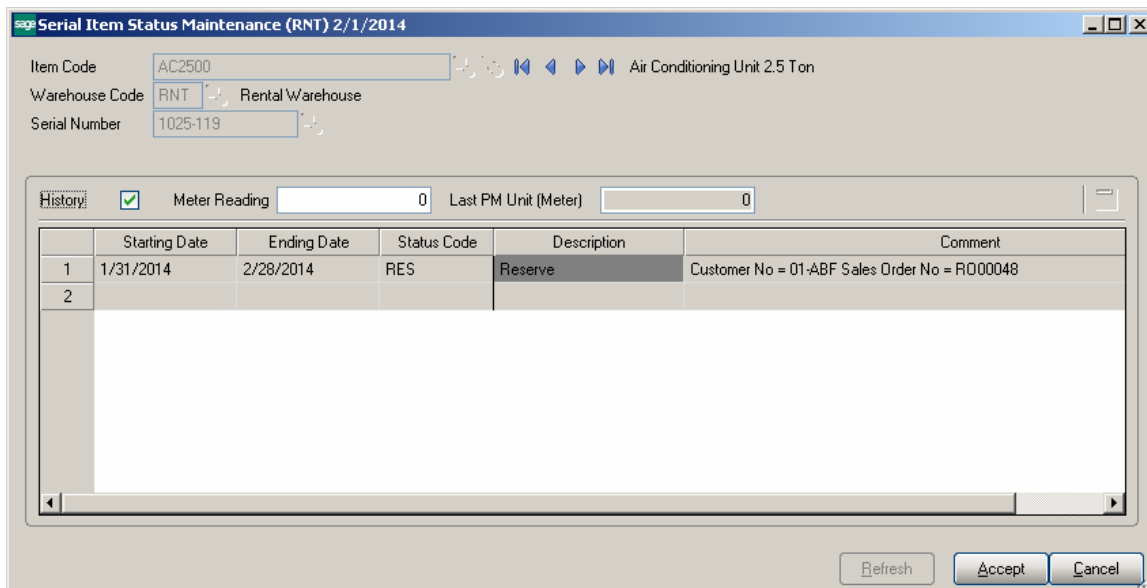
When rental is shipped through the **Rental Shipping Data Entry** program the serial numbers distributed in the **(Reserve) Serial Number Distribution** screen are loaded into the **(Rent) Serial No. Distribution** screen.



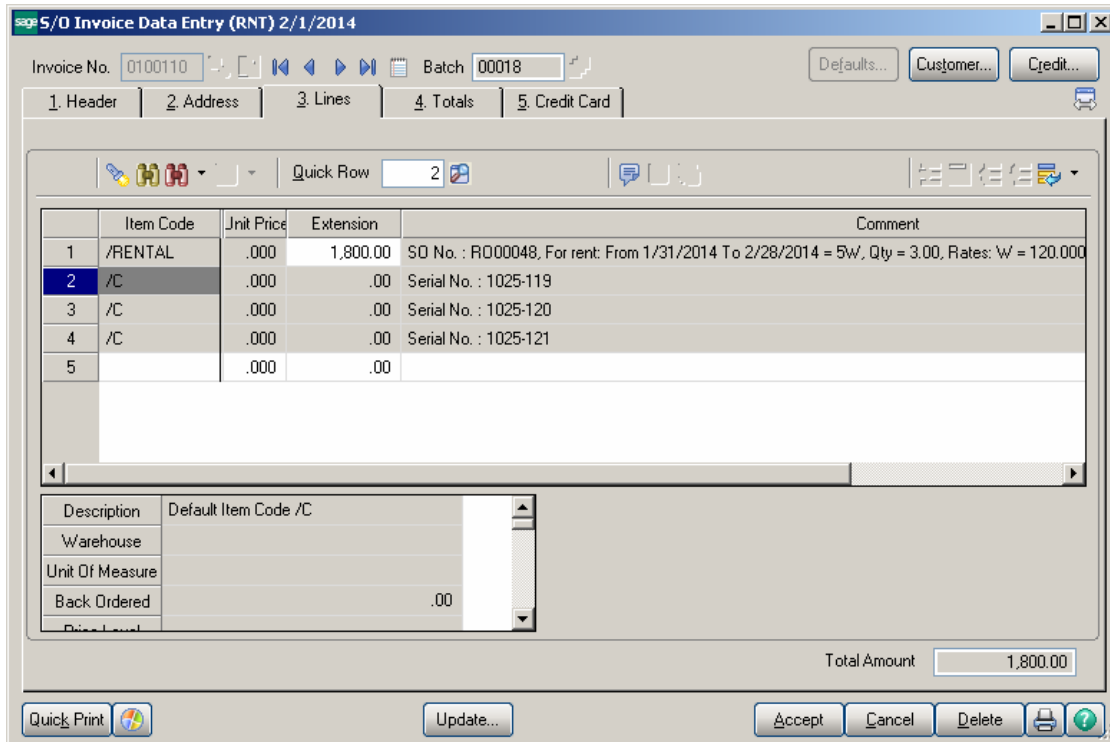
The **Serial Item Status Maintenance** is updated with a new record added for current Serial Number with Status Code set to **RNT (Rented)** and the previous status code record (RES) is moved to the History.



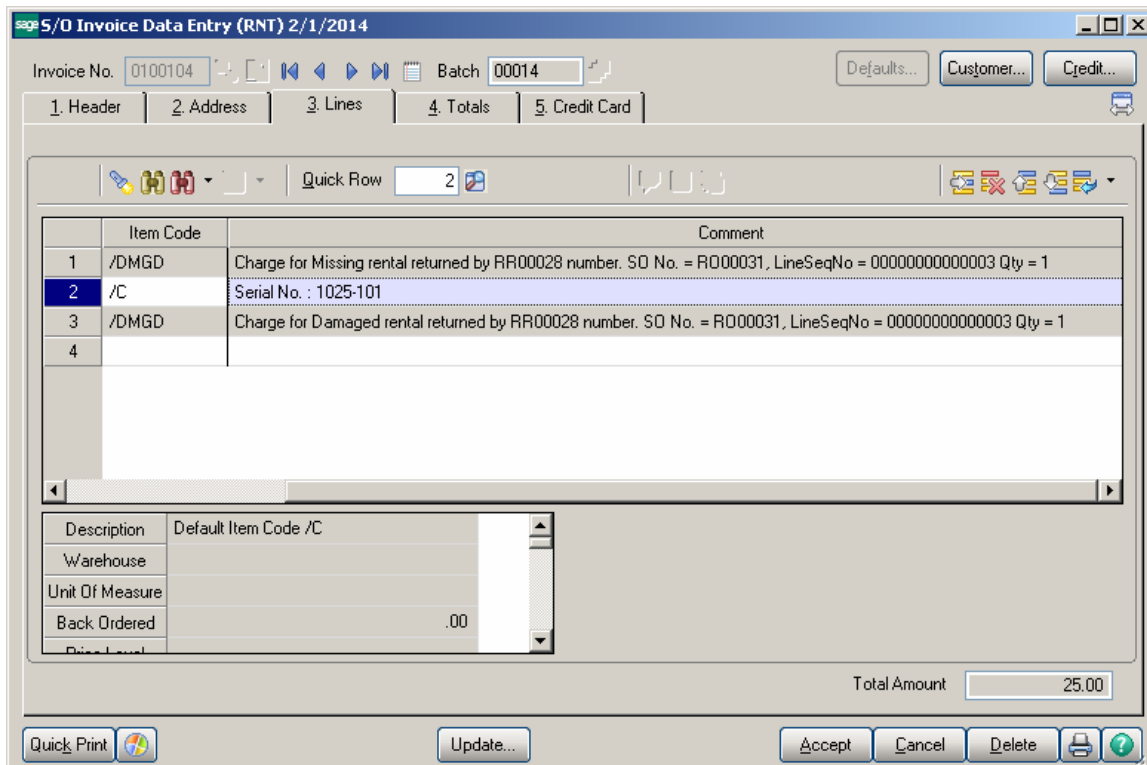
Check the History checkbox to see all Status codes for current Serial number:



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

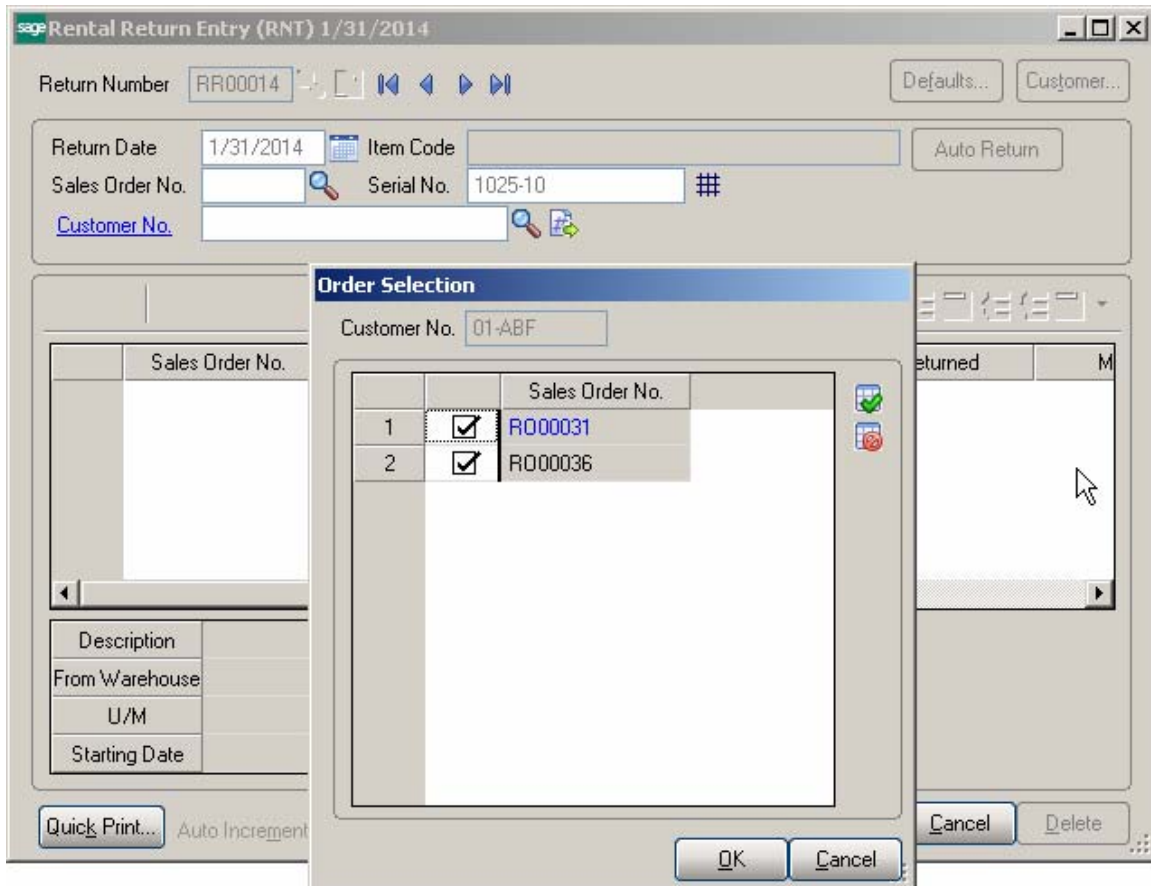


When Invoice is generated for **Missing/Damaged Rentals** through the **Track Missing/Damaged Rentals** program a Comment line is added in the Lines grid for each Serial number.



Serial Rentals Return

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



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

Press Ok to load the selected orders in the Rental Return Lines.

sage Rental Return Entry (RNT) 1/31/2014

Return Number: RR00014

Return Date: 1/31/2014

Sales Order No.:

Customer No.: 01-ABF

Item Code:

Serial No.:

Unit of Measure: EACH

Item Description: Air Conditioning Unit 2.5 Ton

| Serial Number | Status | Distribute | Meter Reading |
|---------------|--------|------------|---------------|
| 1025-102 | RET | 1.00 | 0 |
| 1025-103 | RET | 1.00 | 0 |

Distribution Balance: .00

Buttons: OK, Cancel, [Green Arrow]

Serial Item Status Maintenance

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

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

Some status codes (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 Item Status Maintenance (RNT) 2/1/2014

Item Code: AC2500 Air Conditioning Unit 2.5 Ton

Warehouse Code: RNT Rental Warehouse

Serial Number: 1025-101

Qty On Hand is Zero

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

| | Starting Date | Ending Date | Status Code | Description | Comment |
|---|---------------|-------------|-------------|----------------|---|
| 1 | 12/18/2013 | 3/18/2014 | RES | Reserve | Customer No = 01-ABF Sales Order No = R000031 |
| 2 | 12/18/2013 | 3/18/2014 | RNT | 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 | | | | | |

Refresh Accept Cancel

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

Serial Item Status Maintenance (RNT) 2/1/2014

Item Code: AV2500 AMP / Mix - 40w

Warehouse Code: RNT Rental Warehouse

Serial Number: 1020

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

| | Starting Date | Ending Date | Status Code | Description | Comment |
|---|---------------|-------------|-------------|-------------|---|
| 1 | 2/1/2014 | | INV | Invoiced | Customer No = 01-ABF Invoice No = 0100111 |
| 2 | | | | | |

Buttons: Refresh, Accept, Cancel

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

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:

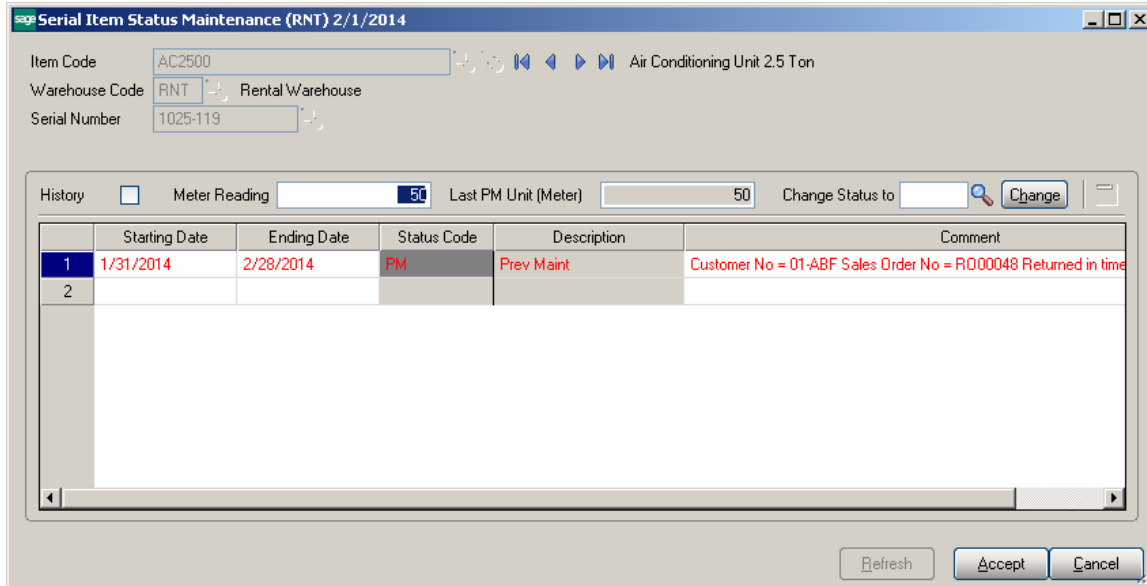
The current **Meter Reading** value entered here is automatically loaded into the **Meter Reading** field on the **(Return) Serial Number Distribution** screen during Serial number return and the user may change it. If the difference of meter reading value (at the time of return entry) and the initial 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.

Sage 100 ERP

Do you want to generate PM for serial items returned?

Buttons: Yes, No

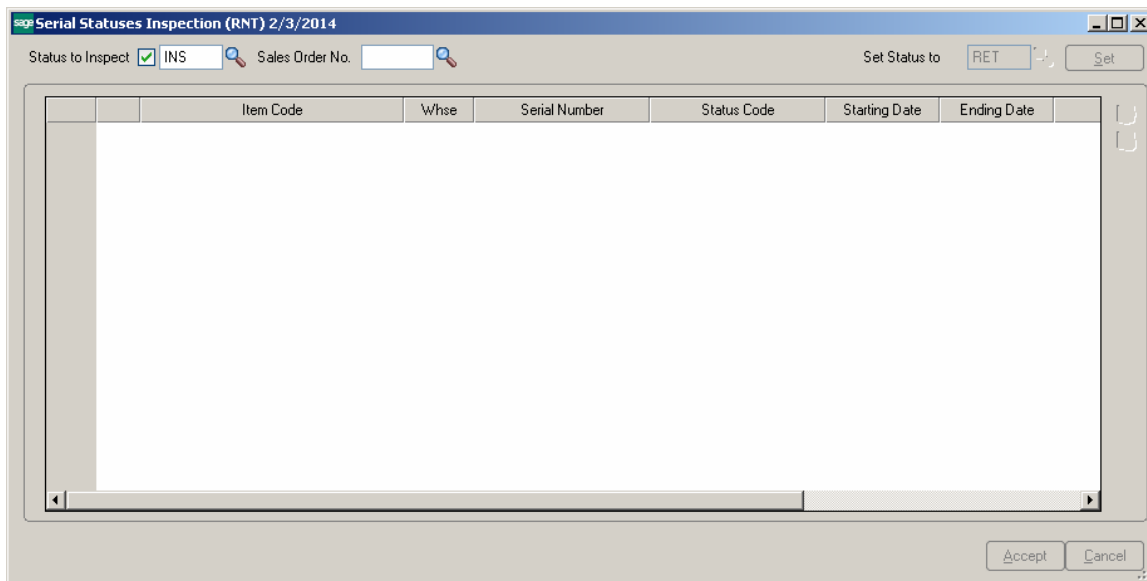
If the user confirms task generation the Serial status is changed to PM and both the **Meter Reading** and **Last PM Unit (Meter)** values are updated on the **Serial Item Status Maintenance**.



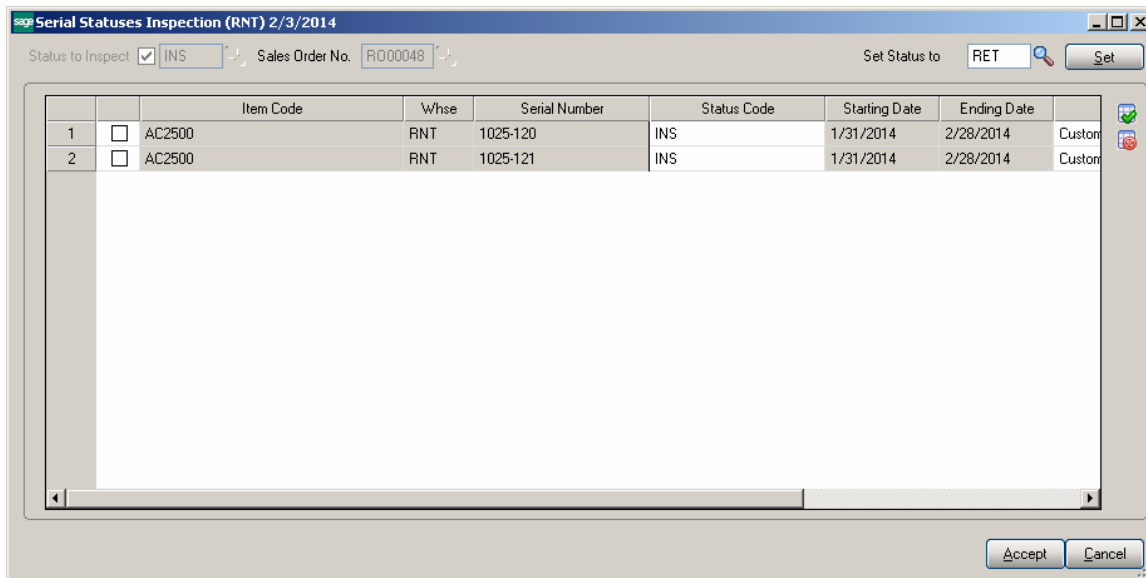
If the difference of Meter Reading at the time of return and the initial Meter Reading doesn't exceed the **PM Unit Interval** no prompt appears about PM task generation. In this case only current Meter Reading value is updated with respective meter reading value entered at the time of return.

Serial Statuses Inspection

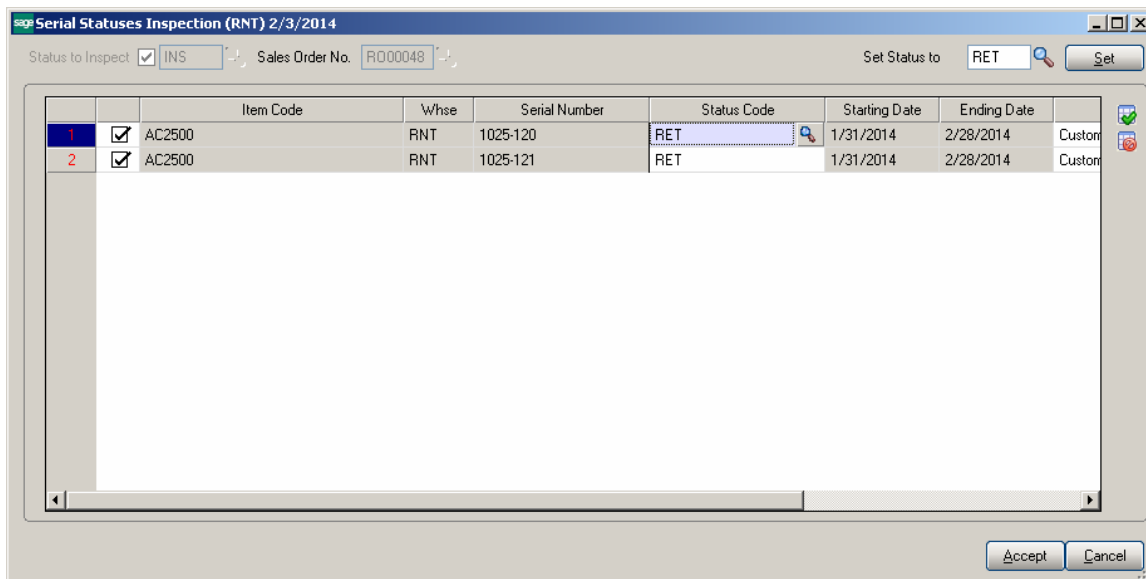
The **Serial Status Inspection** program has been added to the **Inventory Management Main** menu to allow for inspection of Serial Items being returned. It is necessary to have respective Status Code selected for Rental Return Default Status in the Sales Order Options.



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

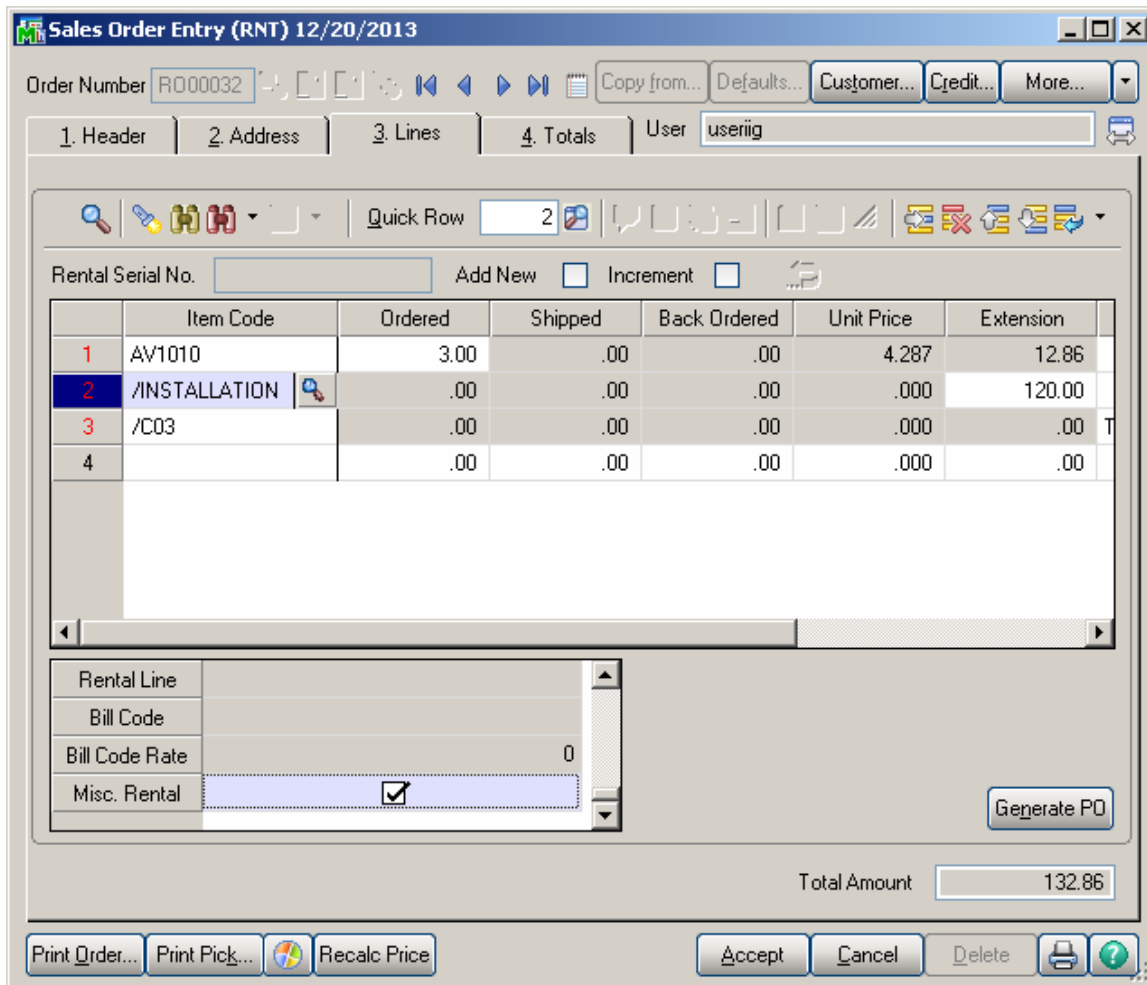


The **Set Status To** field is defaulted to RET (Returned) allowing the user to easily set the status to returned. If during inspection it is found out that the Item is damaged, needs repair or something else then it's necessary to select corresponding status code from the lookup list and press the Set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

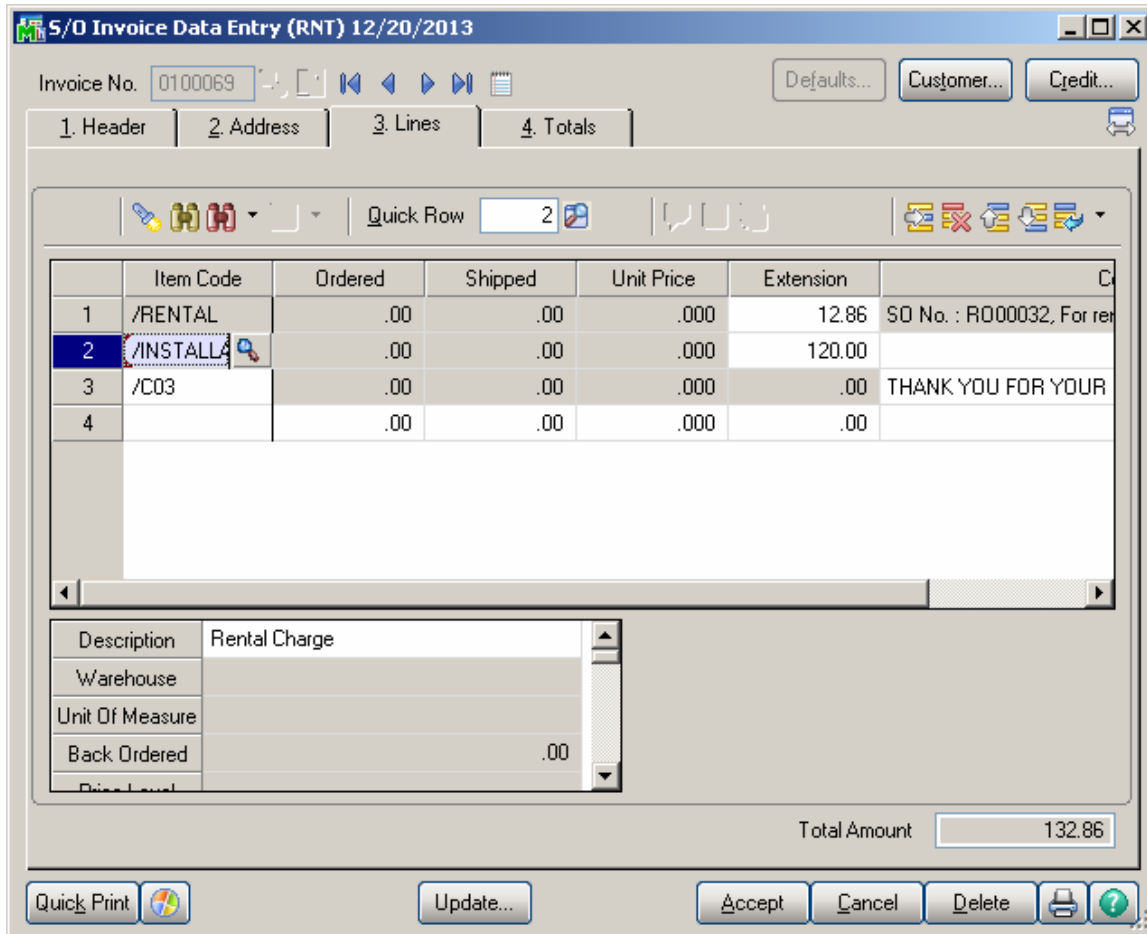


Comment Lines in Rental Order/Invoice

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



Here is the Invoice generated for the above rental order:



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

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

Shipping Rental Orders Grouped by Rental Job Number

Sales Order Entry

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

The screenshot displays the Sage Sales Order Entry (RNT) 2/3/2014 window. The interface includes a top navigation bar with tabs for 1. Header, 2. Address, 3. Lines, 4. Totals, and 5. Credit Card. The current user is 'useriig'. The Order Number is R000047. The Order Date is 1/31/2014, and the Order Type is Standard Order. The Customer No. is 01-ABF (American Business Futures). The Rental Job No. is RJ#001, which is highlighted with a blue box. Other fields include Ship Date (1/31/2014), Status (New), Whse (RNT - Rental Warehouse), Sales Tax Schedule (WI), Ship To Addr (2 - American Business Futures), Terms Code (01 - Net 30 Days), Ship Via (UPS BLUE), Confirm To (John Quinn), E-mail (artie@abf.com), Salesperson (0100 - Jim Kentley), and Split Comm. (No). There are checkboxes for Print Order and Print Pick Sheets, and a checkbox for Quick Print Without Displaying Printing Window. The bottom of the window has buttons for Print Order..., Print Pick..., Recalc Price, Accept, Cancel, Delete, and a help icon.

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.

| Rental Job No. ▲ | Customer No | Order No | Order Date | Type | Bill To Name |
|------------------|-------------|----------|------------|------|---------------------------|
| 1223333333 | 01-ABF | 0000179 | 1/31/2011 | S | American Business Futures |
| RENTJ#0001 | 01-ABF | RO00025 | 1/27/2011 | S | American Business Futures |
| RENTJ#0001 | 01-ABF | RO00027 | 1/27/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00004 | 1/26/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00007 | 1/26/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00028 | 1/31/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00029 | 1/31/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00039 | 2/16/2011 | S | American Business Futures |
| RJ#001 | 01-ABF | RO00040 | 2/16/2011 | S | American Business Futures |
| RO00012 | 01-ABF | RO00012 | 1/27/2011 | S | American Business Futures |
| RO00012 | 01-ABF | RO00013 | 1/27/2011 | S | American Business Futures |
| RO00017 | 01-ABF | RO00017 | 1/27/2011 | S | American Business Futures |

Search Rental Job No. Begins with Find

Filters... View Standard

Custom... Select Cancel

Found 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.



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

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

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

Sub Rental Processing

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

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

The Sub-Rental processing provides automatic and manual **Sub-Rental PO Generation**. This enhancement provides the products to be brought in the Sub Rental warehouse at zero cost.

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

Warehouse Code Maintenance

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

Warehouse Code Maintenance (RNT) 2/3/2014

Warehouse Code: 002

Description: Sub Rental Whse

Name: Sub Rental Warehouse

Address: 1101 W. MACARTHUR BLVD.

ZIP Code: 92626

City: Costa Mesa State: CA

Country: USA

Telephone: Ext:

Fax:

E-mail Address:

Contact:

Post to Location:

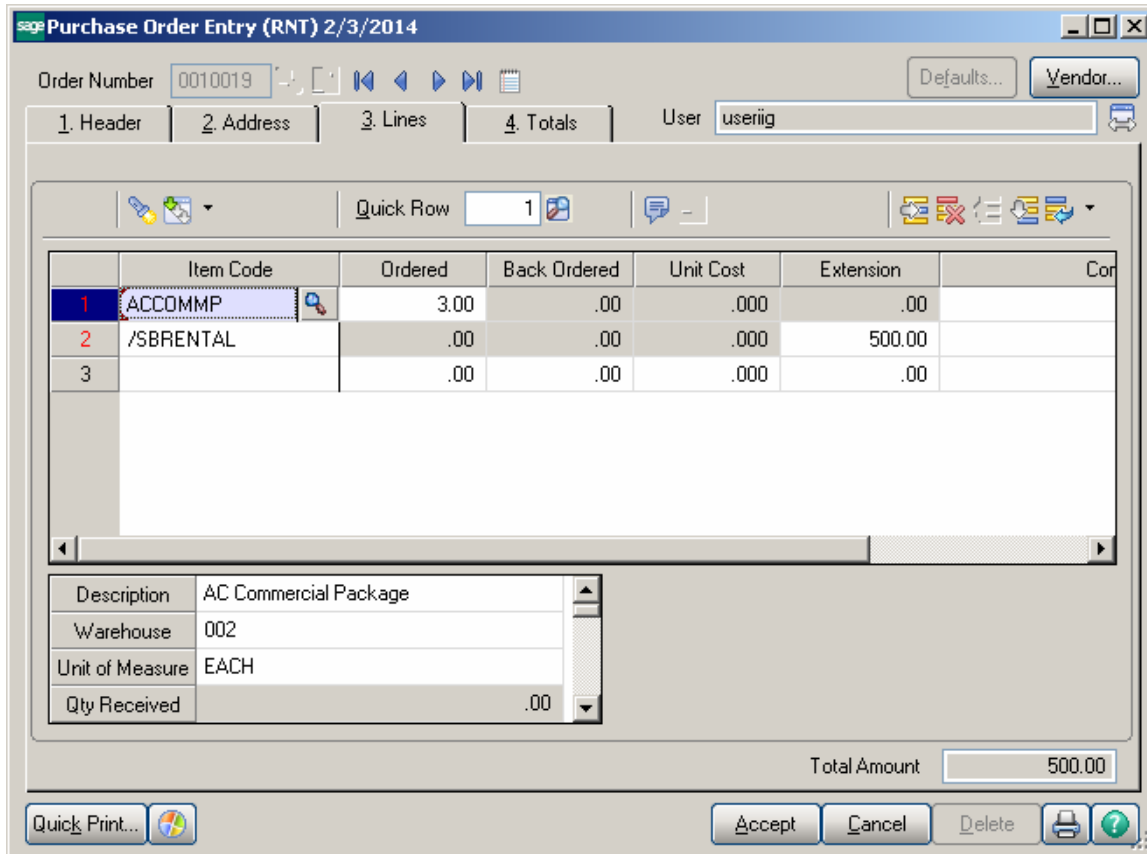
Sub Rental Warehouse

Accept Cancel Delete [Printer] [Help]

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

Manual PO Generation

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



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

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

SAP Item Maintenance (RNT) 2/3/2014

Item Code: ACCOMMP
Description: AC Commercial Package

Warehouse: 002 Sub Rental Whse

| Whse | Description | Trans Date | Type | Ref No. | Quantity | Unit Cost | Extension | Item Cost | Allc |
|------|---------------|------------|------|---------|----------|-----------|-----------|-----------|------|
| 002 | Sub Rental... | 2/3/2014 | PO | G001011 | 3.00 | .000 | .00 | .000 | |

| Beginning Qty | Received | Adjusted/Sold | Issued | Ending Qty |
|---------------|----------|---------------|--------|------------|
| | 3.00 | .00 | .00 | |

Buttons: Accept, Cancel, Delete, Print, Help

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.

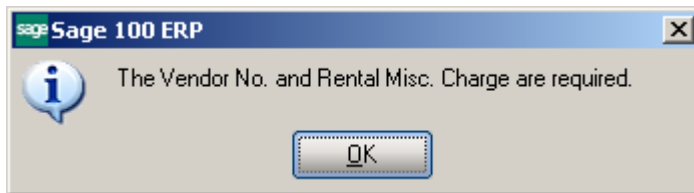
The screenshot displays the Sage Sales Order Entry (RNT) 2/3/2014 window. The window title bar shows the Sage logo and the text "Sales Order Entry (RNT) 2/3/2014". The window contains several tabs: "1. Header", "2. Address", "3. Lines", "4. Totals", "5. Credit Card", and "User". The "3. Lines" tab is active, showing a table with columns: Item Code, Ordered, Shipped, Back Order, Unit Price, and Extension. The table has two rows: Row 1 with Item Code AC2750, Ordered 2.00, Shipped .00, Back Order .00, Unit Price 20.006, and Extension 40.01; Row 2 with Item Code blank, Ordered .00, Shipped .00, Back Order .00, Unit Price .000, and Extension .00. Below the table is a "Rental Serial No." field and "Add New" and "Increment" checkboxes. A "Generate PO" button is highlighted with a blue box. The "Total Amount" field shows 40.01. The window also includes a "Description" field with "Air Conditioning Unit 2.75 Ton", "Warehouse" 002, "Unit Of Measure" EACH, and "Price Level" 1. The bottom of the window has buttons for "Print Order...", "Print Pick...", "Recalc Price", "Accept", "Cancel", "Delete", and a help icon.

| Item Code | Ordered | Shipped | Back Order | Unit Price | Extension |
|-----------|---------|---------|------------|------------|-----------|
| AC2750 | 2.00 | .00 | .00 | 20.006 | 40.01 |
| | .00 | .00 | .00 | .000 | .00 |

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.

| | Vendor | Item | Warehouse | Quantity | Misc. Charge | Extension |
|---|-----------|--------|-----------|----------|--------------|-----------|
| 1 | 01-AIRWAY | AC2750 | 002 | 2.00 | /SBRENTAL | 800.00 |

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



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

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

Purchase Order Entry (RNT) 2/3/2014

Order Number: 0010023

Order Date: 2/3/2014

Order Type: Standard Order

Vendor No.: 01-AIRWAY

Order Status: New

Required Date: 2/3/2014

1099 Form: None

1099 Box:

Sales Tax: CA

Purchase Address:

Ship-To Address: 0000

Terms Code: 03

Ship Via:

Warehouse: 000

Confirm To: Leo Henry

E-mail: lhenry@bestsoftwareinc.com

Telephone: (714) 555-0980 Ext: 5852

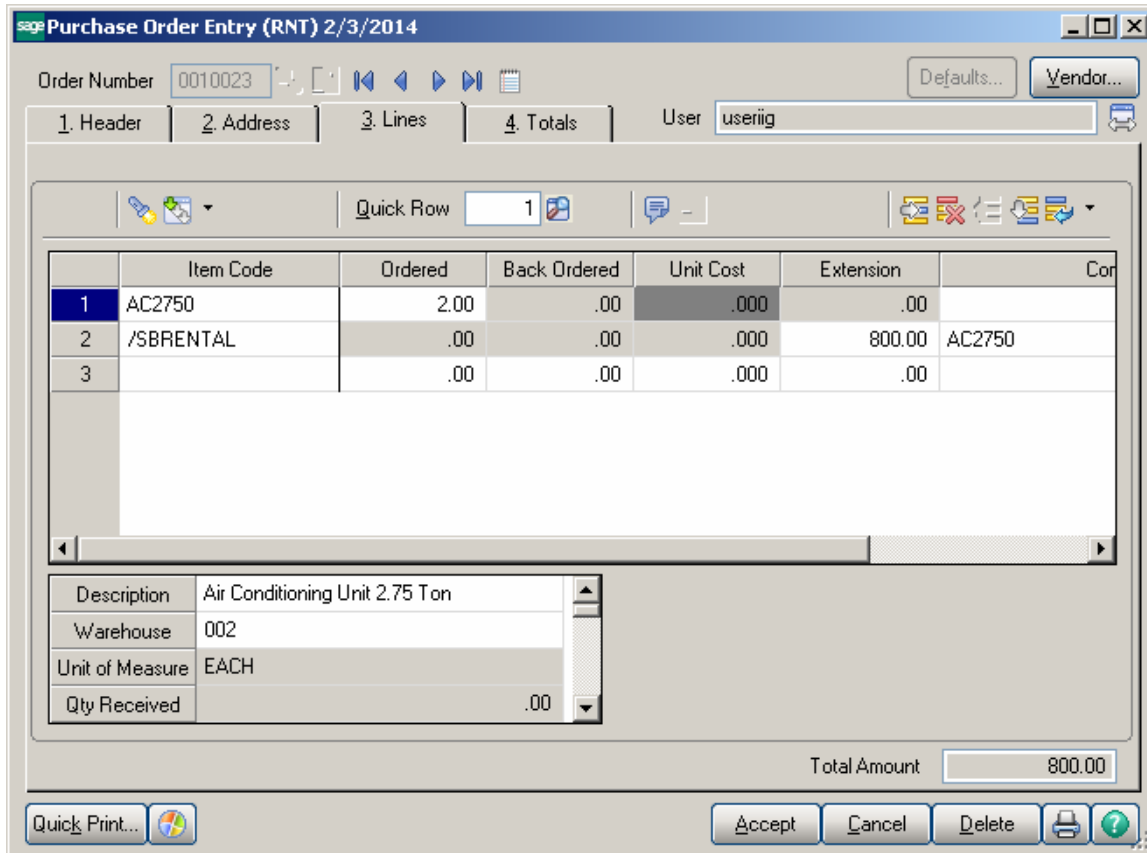
Fax: (714) 555-0900 Batch Fax:

Comment: **Generated from SO# R000056**

On Hold: Print Order:

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

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

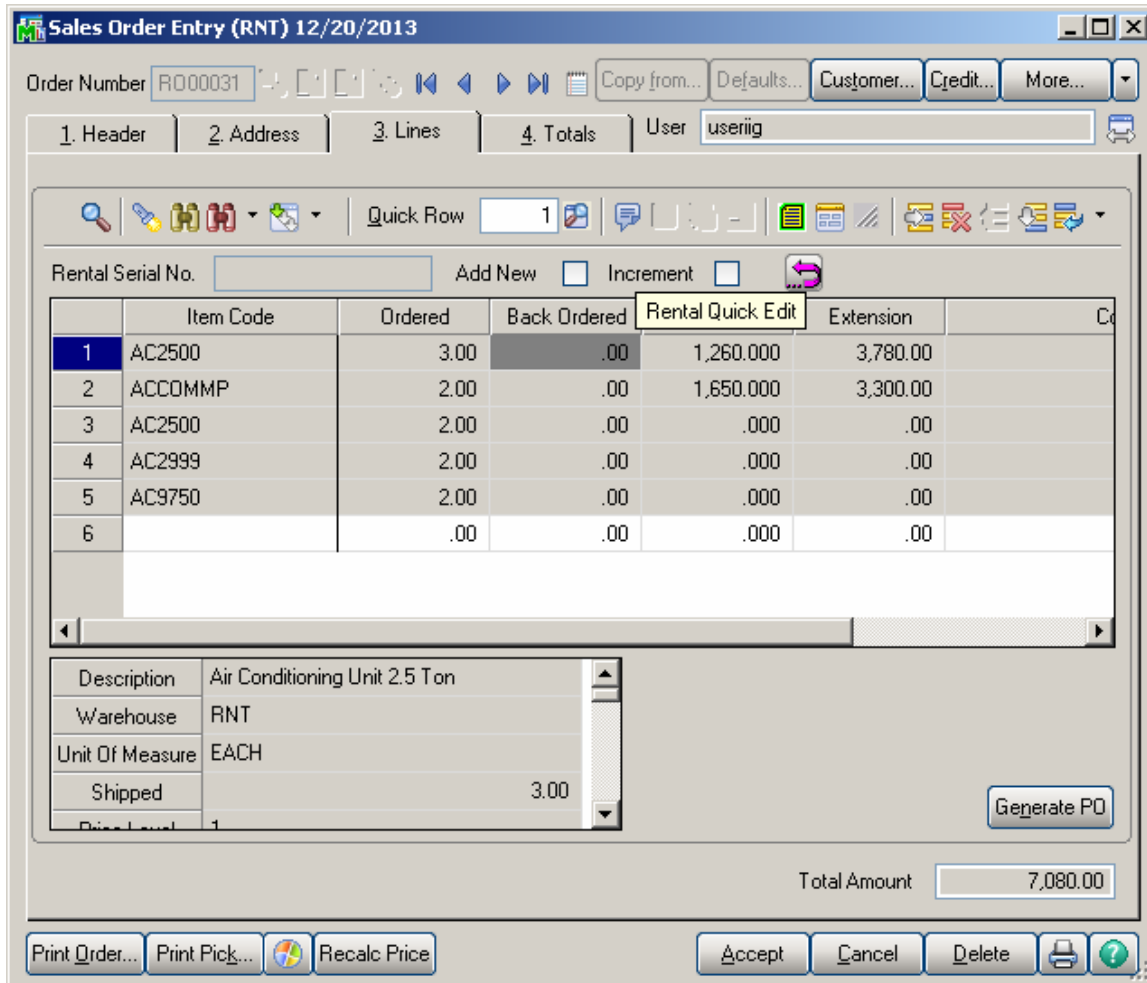


The **Unit Cost** is zero for all Rental Item PO Transactions processed for Sub Rental Warehouse.

Rental Quick Editing

Sales Order Entry

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

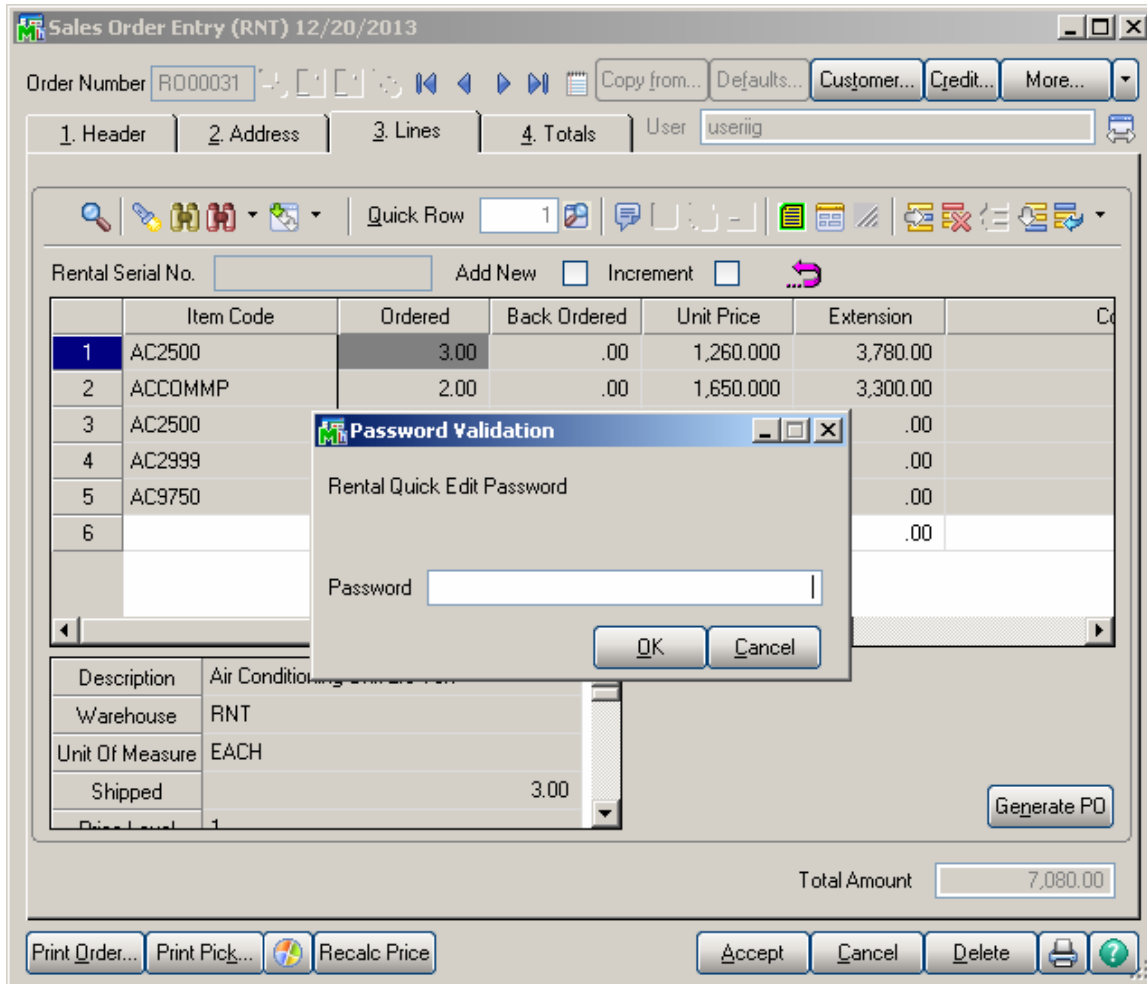


This button is enabled only if the **Allow Rental Quick Editing checkbox** is selected on the Line Entry tab of the **Sales Order Options**. It is necessary to enter a **Password** to prevent unauthorized access to this function.

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

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

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



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

Rental Quick Edit

Item: AC2500 AIR CONDITIONING UNIT 2.5 TON

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

Accept Cancel

Reports

Open Sales Order Report

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

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

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:

| Order Number | Type /eBM P/m Date | Customer /Name Item Code | Item Description | P Whs L | Unit Meas | Price | Quantity On Order | Quantity Shipped | Quantity Back Order | Extension | |
|----------------------|--------------------|--------------------------|---------------------------|----------------------|-----------|-------------------|--------------------|-------------------|---------------------|----------------------------|-----|
| RN00051 | Std | 01-ABF | American Business Futures | | | | | | | | |
| | | Cust PO: | Salesperson: 0100 | Order Date: 6/8/2012 | | Status: New | Last Invoice Date: | | Ship Date: 6/8/2012 | | |
| Rnt | 6/8/2012 | RNT_TEST ITEM | Rental Test Item | RNT 1 | EACH | 100.002 | 2.000 | 0.000 | 0.000 | 200.00 | |
| Starting Date: | 6/8/2012 | Start Billing date: | 6/8/2012 | Bill Code: | W | Extended Rentals: | Prorate | Billing Type: | Up Front | Bill Period in Advance: | Yes |
| Ending Date: | 6/17/2012 | End Billing date: | 6/17/2012 | Billing Day: | NONE | Billing Periods: | 1.4286W | Continue Billing: | Periodic | Min One Per Rental Charge: | No |
| Rnt | 6/8/2012 | RNT_DEMO | Rental Test Item | RNT 1 | EACH | 100.002 | 4.000 | 0.000 | 0.000 | 400.01 | |
| Starting Date: | 6/8/2012 | Start Billing date: | 6/8/2012 | Bill Code: | W | Extended Rentals: | Prorate | Billing Type: | Up Front | Bill Period in Advance: | Yes |
| Ending Date: | 6/17/2012 | End Billing date: | 6/17/2012 | Billing Day: | NONE | Billing Periods: | 1.4286W | Continue Billing: | Periodic | Min One Per Rental Charge: | No |
| Rnt | 6/8/2012 | RNT_SERIAL | Serial Test Item | RNT 1 | EACH | 14.286 | 2.000 | 0.000 | 0.000 | 28.57 | |
| Starting Date: | 6/8/2012 | Start Billing date: | 6/8/2012 | Bill Code: | W | Extended Rentals: | Prorate | Billing Type: | Up Front | Bill Period in Advance: | Yes |
| Ending Date: | 6/17/2012 | End Billing date: | 6/17/2012 | Billing Day: | NONE | Billing Periods: | 1.4286W | Continue Billing: | Periodic | Min One Per Rental Charge: | No |
| Order RN00051 Total: | | | | | | | | | | 628.58 | |
| RN00053 | Std | 01-ABF | American Business Futures | | | | | | | | |
| | | Cust PO: | Salesperson: 0100 | Order Date: 6/8/2012 | | Status: New | Last Invoice Date: | | Ship Date: 6/8/2012 | | |
| Rnt / (Kit) | 6/8/2012 | RENTAL_KIT | EXECUTIVE DESK ENSEMBLE | RNT 1 | EACH | 70.000 | 1.000 | 1.000 | 0.000 | 70.00 | |
| Starting Date: | 6/8/2012 | Start Billing date: | 6/8/2012 | Bill Code: | M | Extended Rentals: | Prorate | Billing Type: | Periodic | Bill Period in Advance: | No |
| Ending Date: | 7/8/2012 | End Billing date: | 7/8/2012 | Billing Day: | 11 | Billing Periods: | 1.0000M | Continue Billing: | None | Min One Per Rental Charge: | No |

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

View Open Sales Order Report

1 / 1 100%

BusinessObjects

Preview

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

Rental Demo Company (RNT)

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

Open Orders by Item Report

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

Open Orders by Item Report (RNT) 6/28/2012

Report Setting: STANDARD [Save]

Description: Open Orders by Item Report

Setting Options

Type: Public [Print Report Settings: Number of Copies: 1]

Default Report: [Three Hole Punch: Collated:

Sales Order Types to Print

All Types: Back Orders: Master Orders: Internet Orders:

Standard Orders: Price Quotes: Repeating Orders: RMA Orders:

Print Orders: Rental (Selected) [Sales, Rental, Both]

Additional Line Types to Print: Misc. & Special [Include Kit Lines: Both]

Print Summary Report: Print Lot/Serial Distributions:

Selections

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

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

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

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

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

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

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

| Item Code | Order No | Type | eBM | Description | Promise | Customer Number/Name | Whse | Ordered | Shipped | Back Ordered | Net Order | Extension |
|-----------------------------------|----------|------|------------|--------------------------------|------------|---------------------------|--------------------|-----------|---------|--------------|-----------|-----------|
| Item 1001-HON-H252 | | | | | | | | | | | | |
| | | | | HON 2 DRAWER LETTER FLE W/O LK | | | Product Line: WF8A | U/M: EACH | | | | |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 12.00 | 0.00 | 0.00 | 12.00 | 937.44 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 35.00 | 25.00 | 10.00 | 10.00 | 756.00 |
| 0000 156 | Std/Sls | | 5/15/20 10 | 5/31/20 10 | 02-ATOZ | A To Z Carpet Supply | 001 | 2.00 | 0.00 | 0.00 | 2.00 | 159.60 |
| 0000 171 | Std/Sls | | 5/1/20 10 | 5/1/20 10 | 01-ABF | American Business Futures | 001 | 1.00 | 0.00 | 0.00 | 1.00 | 81.48 |
| RMA 0000002 | | | | | | | | | | | | |
| | | | | | | | | 50.00 | 25.00 | 10.00 | 25.00 | 1,934.52 |
| Item 1001-HON-H252K Total | | | | | | | | | | | | |
| Item 1001-HON-H252LK | | | | | | | | | | | | |
| | | | | HON 2 DRAWER LETTER FLE W/O LK | | | Product Line: WF8A | U/M: EACH | | | | |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 14.00 | 0.00 | 0.00 | 14.00 | 1,132.74 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 2.00 | 2.00 | 0.00 | 0.00 | 0.00 |
| 0000 171 | Std/Sls | | 6/27/20 12 | 6/27/20 12 | 01-ABF | American Business Futures | 001 | 2.00 | 0.00 | 0.00 | 2.00 | 174.00 |
| | | | | | | | | 18.00 | 2.00 | 0.00 | 16.00 | 1,306.74 |
| Item 1001-HON-H252LK Total | | | | | | | | | | | | |
| Item 1001-HON-H254 | | | | | | | | | | | | |
| | | | | HON 4 DRAWER LETTER FLE W/O LK | | | Product Line: WF8A | U/M: EACH | | | | |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 25.00 | 0.00 | 0.00 | 25.00 | 2,947.50 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 5.00 | 3.00 | 2.00 | 2.00 | 254.14 |
| | | | | | | | | 30.00 | 3.00 | 2.00 | 27.00 | 3,201.64 |
| Item 1001-HON-H254K Total | | | | | | | | | | | | |
| Item 1001-HON-H254LK | | | | | | | | | | | | |
| | | | | HON 4 DRAWER LETTER FLE W/O LK | | | Product Line: WF8A | U/M: EACH | | | | |
| 0000 116 | Std/Sls | | 5/19/20 10 | 5/31/20 10 | 01-BRESLIN | Breslin Parts Supply | 001 | 3.00 | 0.00 | 0.00 | 3.00 | 405.00 |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 3.00 | 0.00 | 0.00 | 3.00 | 405.00 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 6.00 | 2.00 | 2.00 | 2.00 | 261.90 |
| 0000 178 | Std/Sls | | 6/27/20 12 | 6/27/20 12 | 01-ABF | American Business Futures | 001 | 3.00 | 0.00 | 0.00 | 3.00 | 405.00 |
| | | | | | | | | 15.00 | 2.00 | 4.00 | 11.00 | 1,476.90 |
| Item 1001-HON-H254LK Total | | | | | | | | | | | | |
| Item 2480-8-50 | | | | | | | | | | | | |
| | | | | DESK FILE 8" CAP 50 | | | Product Line: FD&A | U/M: EACH | | | | |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 100.00 | 0.00 | 0.00 | 100.00 | 3,145.50 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 25.00 | 5.00 | 20.00 | 20.00 | 629.10 |
| | | | | | | | | 125.00 | 5.00 | 20.00 | 120.00 | 3,774.60 |
| Item 2480-8-50 Total | | | | | | | | | | | | |
| Item 2481-5-50 | | | | | | | | | | | | |
| | | | | DESK FILE 5 1/2" CAP 50 | | | Product Line: FD&A | U/M: EACH | | | | |
| 0000 143 | Std/Sls | | 5/15/20 10 | 5/15/20 10 | 02-ALLENAP | Allen's Appliance Repair | 002 | 75.00 | 0.00 | 0.00 | 75.00 | 1,346.63 |
| 0000 149 | Back/Sls | | 5/23/20 10 | 5/23/20 10 | 02-AMERCON | American Concrete Service | 002 | 10.00 | 10.00 | 0.00 | 0.00 | 0.00 |
| | | | | | | | | 85.00 | 10.00 | 0.00 | 75.00 | 1,346.63 |
| Item 2481-5-50 Total | | | | | | | | | | | | |

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

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

View Open Orders By Item Report

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

Rental Demo

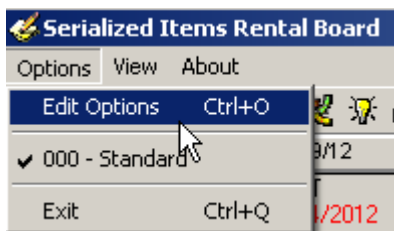
| Item Code | Order No | Type | eBM | Description | Order Date | Promise Date | Customer Number/Name | Whse | Quantity | | | Net Order |
|---------------------------------|----------|------|-----|--------------|--------------|--------------|----------------------------------|------------------|--------------|--------------|--------------|--------------|
| | | | | | | | | | Ordered | Shipped | Back Ordered | |
| | | | | PICKUP TRUCK | Pickup Truck | | Product Line: RNT | U.M: EACH | | | | |
| 0000002 | Std | Rnt | | | 2/22/2012 | 2/22/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00024 | Std | Rnt | | | 4/25/2012 | 4/25/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00025 | Std | Rnt | | | 4/27/2012 | 4/27/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00031 | Std | Rnt | | | 5/3/2012 | 5/3/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00032 | Std | Rnt | | | 5/3/2012 | 5/3/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00033 | Std | Rnt | | | 5/3/2012 | 5/3/2012 | 01-ABF American Business Futures | RNT | 2.00 | 1.00 | 0.00 | 2.00 |
| RN00034 | Std | Rnt | | | 5/10/2012 | 5/10/2012 | 01-ABF American Business Futures | RNT | 2.00 | 0.00 | 0.00 | 2.00 |
| RN00042 | Std | Rnt | | | 5/25/2012 | 5/25/2012 | 01-ABF American Business Futures | RNT | 1.00 | 1.00 | 0.00 | 1.00 |
| RN00044 | Std | Rnt | | | 5/22/2012 | 5/22/2012 | 01-ABF American Business Futures | RNT | 3.00 | 3.00 | 0.00 | 3.00 |
| RN00045 | Std | Rnt | | | 5/23/2012 | 5/23/2012 | 01-ABF American Business Futures | RNT | 1.00 | 1.00 | 0.00 | 1.00 |
| RN00057 | Std | Rnt | | | 6/27/2012 | 6/27/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00059 | Std | Rnt | | | 6/27/2012 | 6/27/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00060 | Std | Rnt | | | 6/27/2012 | 6/27/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00062 | Std | Rnt | | | 6/27/2012 | 6/27/2012 | 01-ABF American Business Futures | RNT | 2.00 | 2.00 | 0.00 | 2.00 |
| RN00065 | Std | Sls | | | 6/28/2012 | 6/28/2012 | 01-ABF American Business Futures | RNT | 3.00 | 0.00 | 0.00 | 3.00 |
| Item PICKUP TRUCK Total: | | | | | | | | | 30.00 | 24.00 | 0.00 | 30.00 |

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

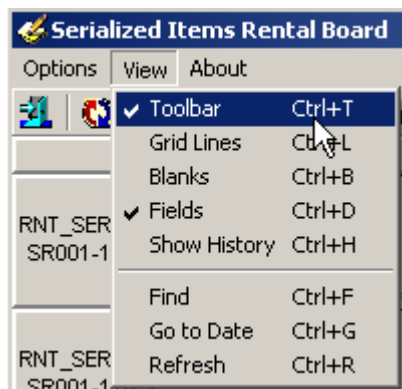
The **Serialized Items Rental Board** is intended for displaying information about Rental Serials and their statuses. A rental period for a serial is represented as a range of cells. The start of a range is rental **Starting Date**. The end of a range is the **Ending Date**. Each rental status in the 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:



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

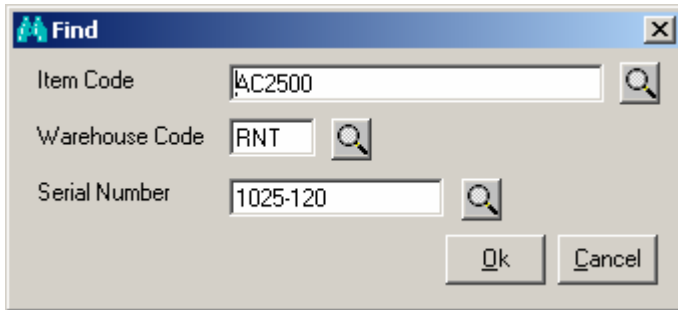
In the **View** menu, you can select to Show/Hide **Toolbar**, **Grid Lines**, **Fields**, **Blanks** (blank rows and columns), **Show History**, **Go To Date** you want, **Find** a specific Item/Serial on the Board and **Refresh** the **Rental Board** view.



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

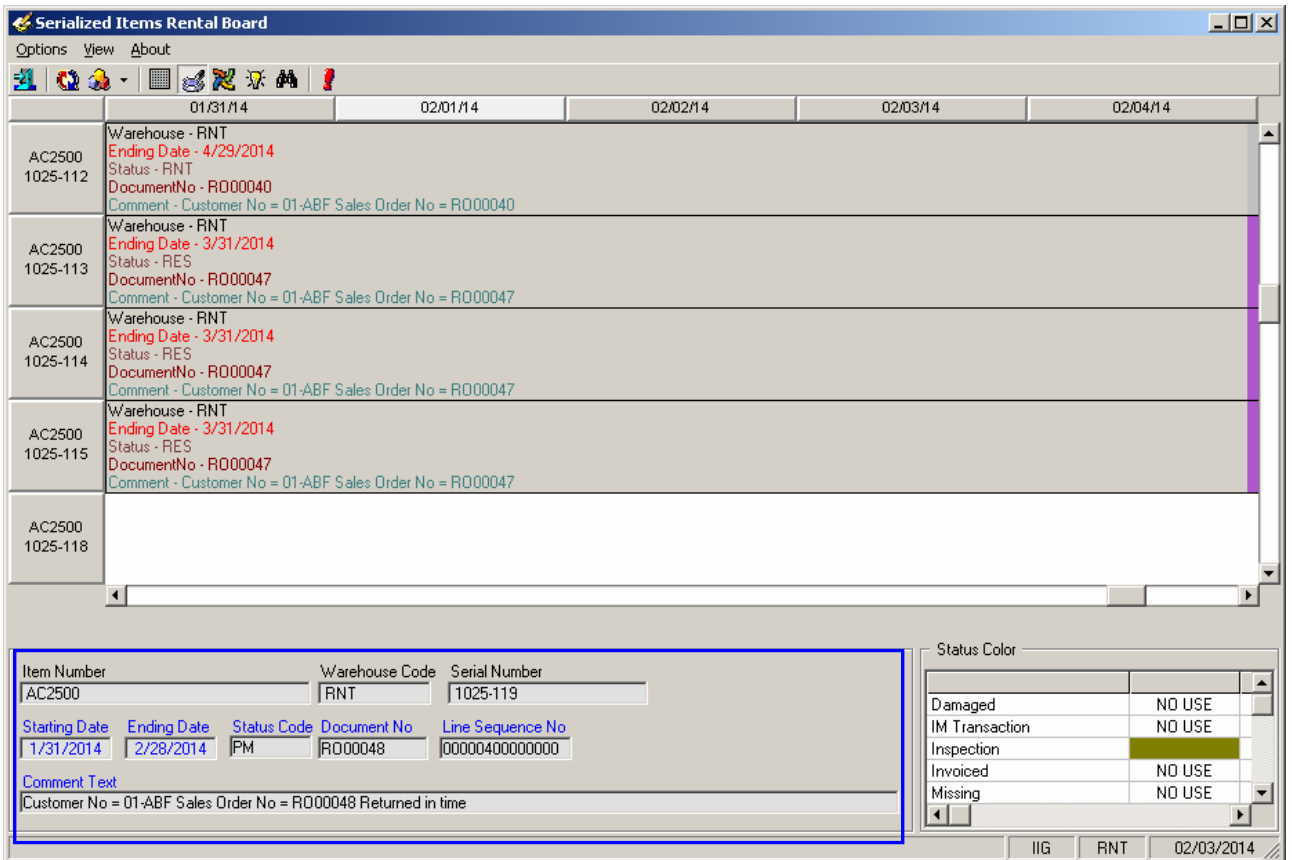


Find allows searching a specific Serial number on the Board.



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

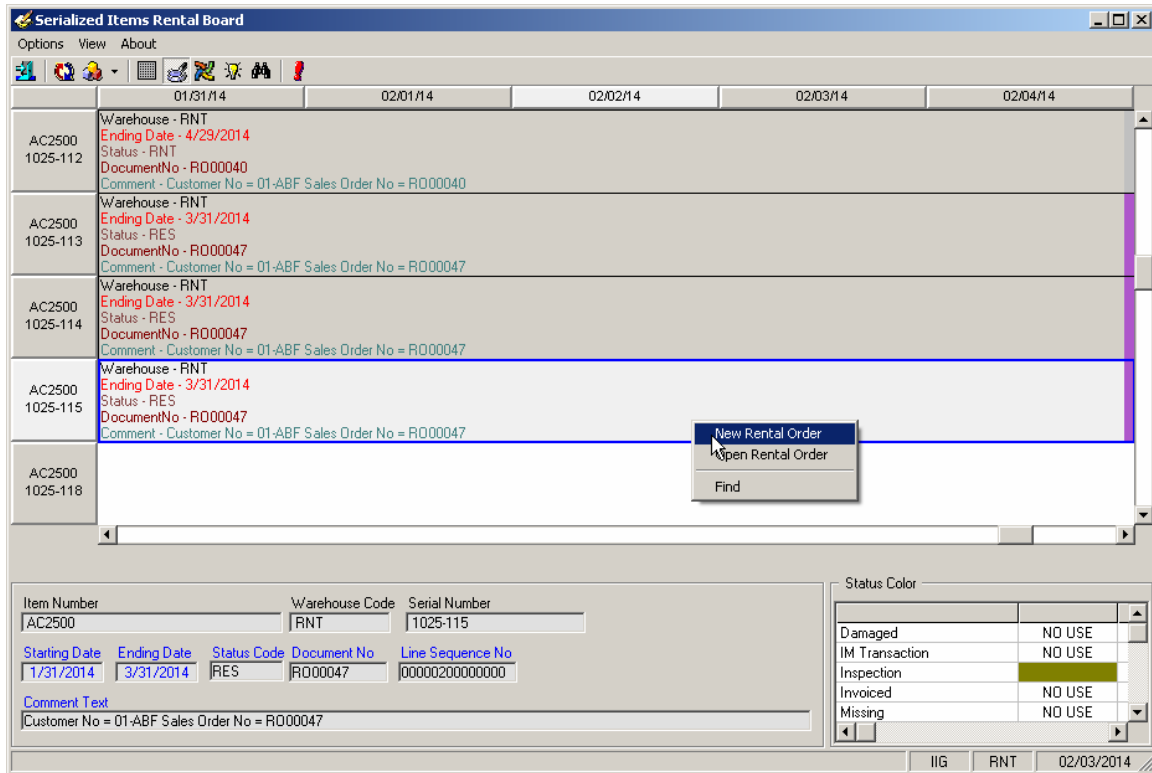
Click on a cell to view details of a Serial:



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

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

Cells can be selected using keyboard Arrows, Page Up, Page Down keys.
 Double clicking in a cell opens the Rental Order for the selected Serial Number.
 Right-clicking on a cell displays popup menu, from which you can quickly run some programs:



New Rental Order opens the Sales Order Entry screen with the Next Rental Order Number selected and ready for new order entry.
 Open Rental Order launches the Sales (Rental) Order Entry for current Serial Number.
 Find allows to easily find the Serial Number.

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

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

Options for User - 'IIG'

Options Type: 000 Description: Standard

Fields:

- Warehouse - Field Value1
- Ending Date - Field Value2
- Status - Field Value3
- DocumentNo - Field Value4
- Comment - Field Value5

Show Warehouse Code

Show Ending Date

Show Status

Show Document Number

Show Comment

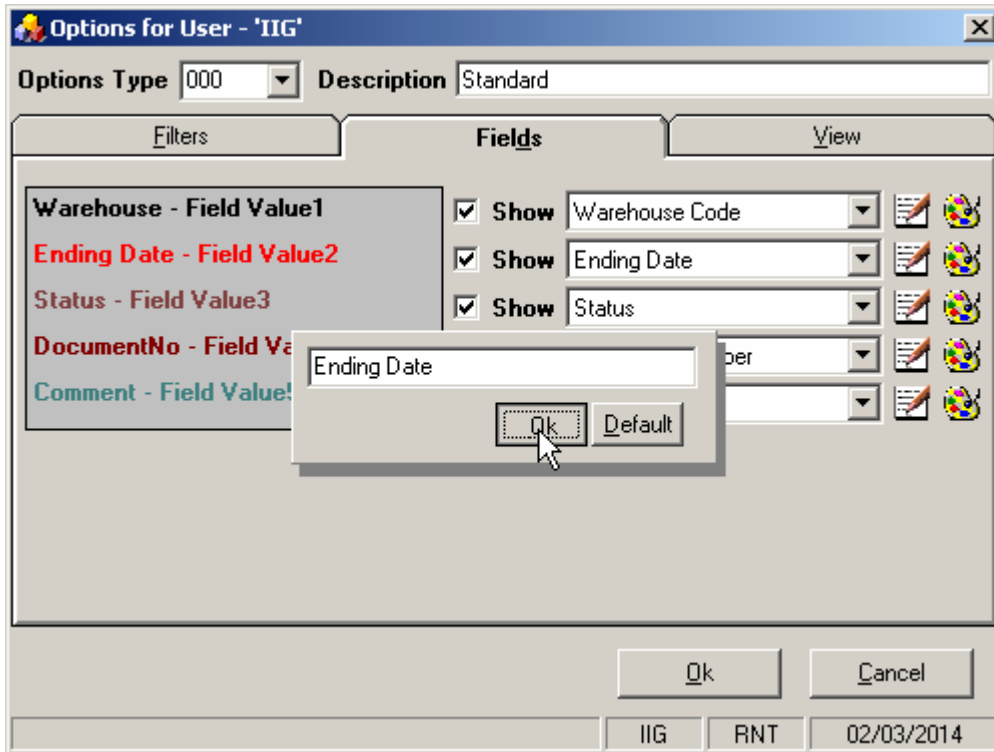
Ok Cancel

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.

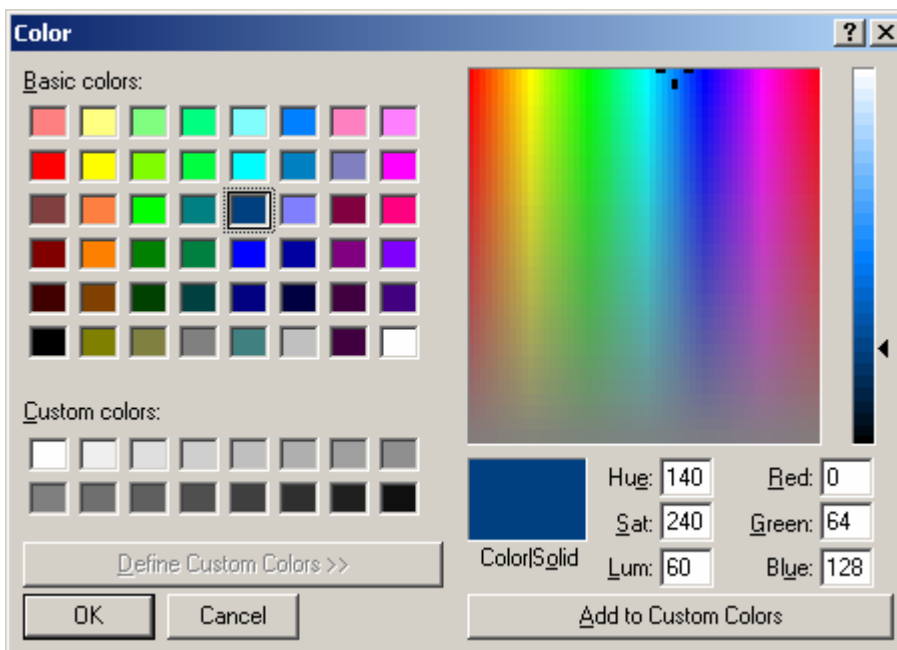
You can hide fields if you do not need all five fields displayed. Uncheck the boxes next to fields that you do not want to be displayed.

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.)

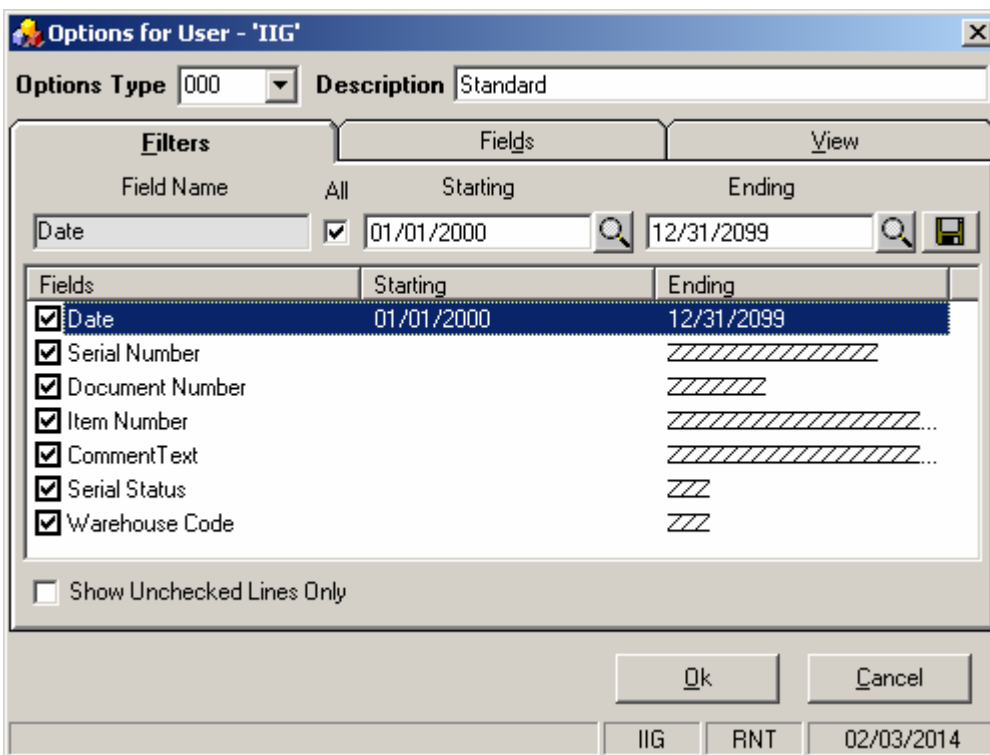


Click the **Default** button to reset the name to the default. Click **OK** to save the new display name.

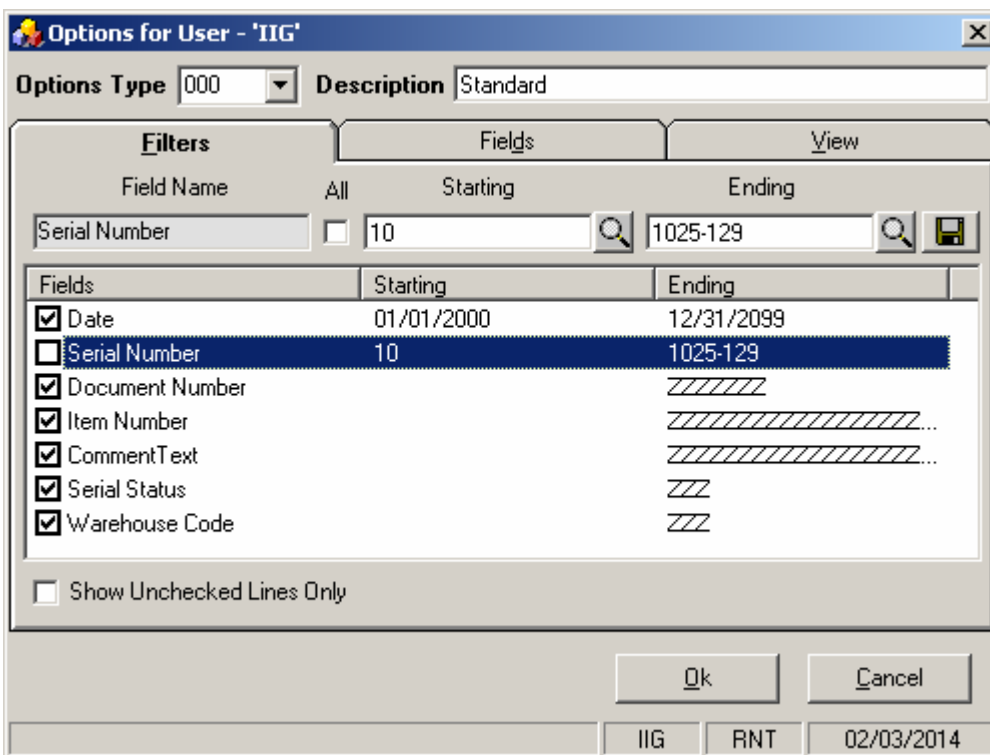
To change the color of a field, click its **Color** button. Select color in the standard Windows **Color** dialog box.



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



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



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

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

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

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

Go to the **View** tab.

The screenshot shows the 'Options for User - IIG' dialog box with the 'View' tab selected. The 'Options Type' is set to '000' and the 'Description' is 'Standard'. The 'View' tab is active, showing settings for the display of data. The 'Show on Startup' section includes checkboxes for 'Toolbar' (checked), 'Fields' (checked), 'Grid Lines' (unchecked), 'Blanks' (unchecked), and 'Show History' (unchecked). The 'View Date Range' section includes a 'Current Week' checkbox (unchecked), 'Number Of Days Before Current Date' set to '100', and 'Number Of Days After Current Date' set to '10'. The 'Show as' section includes a 'Column' dropdown set to 'Date', a 'Row' dropdown set to 'Serial Number', and a 'Date/Time Range' checkbox (checked). The 'Color' section includes a checkbox for 'Use color for Serials in Color Bars' (checked). The 'Ok' and 'Cancel' buttons are at the bottom. The status bar at the bottom shows 'IIG 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.

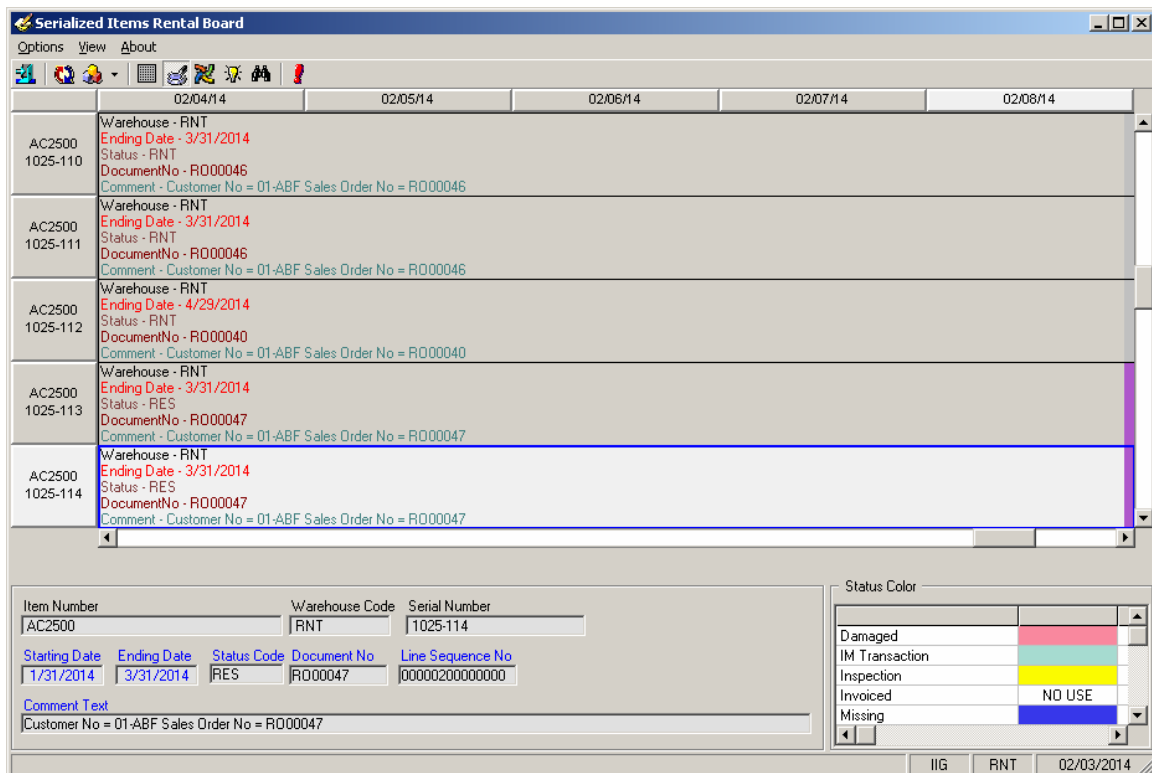
The **Show History** option enables displaying **Serial Statuses history (from Serial status Maintenance)**

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.

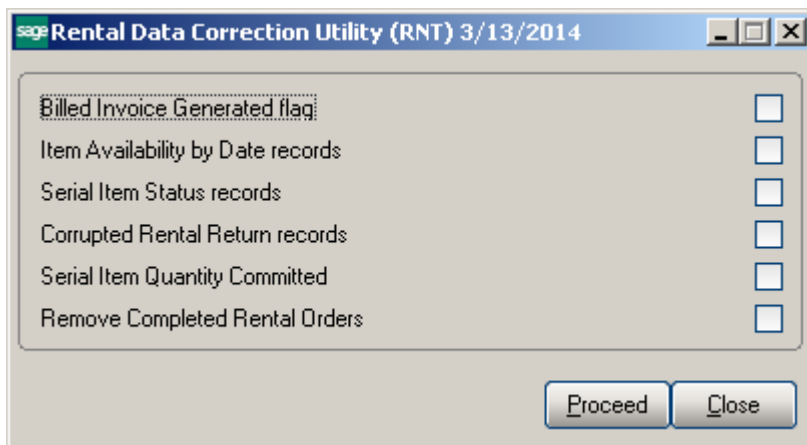
You can form the Board based on the **Show as Column** and **Show as Row** fields. Select what should be displayed on the top across the board (for instance, it can be serial number or dates), and what should be displayed vertically. Select the **Duplicate** checkbox if you want to see duplicated columns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



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 for some reason Return Journal Update has been interrupted) from the Rental Status Register.

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

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

A/R Invoice History Inquiry

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

The screenshot displays the 'A/R Invoice History Inquiry (RNT) 3/13/2014' window. At the top, it shows the invoice number '0100094', type 'INV', date '1/30/2014', source 'S/O', and order number 'R000037'. Below this, there are tabs for '1. Main' and '2. Lines'. The main section contains fields for 'Customer No.' (01-ABF), 'Ship To' (2 American Business Futures), 'Source Journal' (SO-000013), and 'RMA No.'. A 'Customer PO' field is present with an 'Edit Customer PO' button next to it. Other fields include 'Terms Code' (01 Net 30 Days), 'Ship Date' (1/30/2014), 'Ship Via' (UPS BLUE), 'Schedule' (WI), 'FOB', 'Ship Zone', 'Weight', 'Salesperson' (01-010), 'Apply To', 'Confirm To' (John Quinn), 'IT User ID', 'Comment' (RNT : Rentals billing), 'E-mail' (artie@abf.com), and 'Fax'. On the right side, there is a summary table with fields like 'Taxable', 'Nontaxable', 'Freight', 'Sales Tax', 'Discount', 'Invoice Total', 'Deposit', and 'Net Invoice'. At the bottom right, a 'Balance' field shows '2,428.40'. The window has standard Windows-style controls at the bottom.

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

The screenshot shows a small dialog box titled 'Edit Customer PO'. It contains a single text input field with the value 'AZ00144'. Below the input field are two buttons: 'Accept' and 'Cancel'. The dialog box has a standard Windows-style title bar with a question mark icon and a close button.

Change the PO number and press Accept:

The Customer PO number is updated with the new one:

SAGE A/R Invoice History Inquiry (RNT) 3/13/2014

Invoice No. 0100094 Type INV Date 1/30/2014
Source S/O Order No. RD00037

1. Main 2. Lines

Customer No. 01-ABF American Business Futures
Ship To 2 American Business Futures Bill To
Source Journal SO-000013 RMA No.

Terms Code 01 Net 30 Days Ship Date 1/30/2014
Ship Via UPS BLUE Schedule WI
FOB Ship Zone Tracking...
Customer PO **A200144** Weight
Salesperson 01-0100 Jim Kentley Apply To
Confirm To John Quinn IT User ID
Comment RNT : Rentals billing
E-mail artie@abf.com
Fax Batch Fax

| | |
|---------------|----------|
| Taxable | .00 |
| Nontaxable | 2,428.40 |
| Freight | .00 |
| Sales Tax | .00 |
| Discount | .00 |
| Invoice Total | 2,428.40 |
| Deposit | .00 |
| Net Invoice | 2,428.40 |

Balance 2,428.40

OK Print Help