



Rental Processing For MAS 90 and MAS 200 ERP

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Installation Instructions and Cautions

PLEASE NOTE: MAS 90 must already be installed on your system before installing any IIG enhancement. If not already done, perform your MAS 90 installation and setup now; then allow any updating to be accomplished automatically. Once MAS 90 installation and file updating is complete, you may install your IIG enhancement product by following the procedure below.

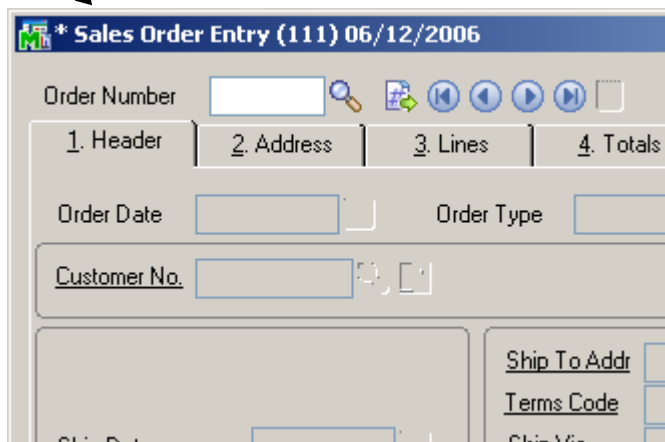
Wait! Before You Install – Do You Use CUSTOM OFFICE?

THIS IS AN IMPORTANT CAUTION: If you have Custom Office installed, **and** if you have modified any MAS 90 screens, you must run **Customizer Update** after you do an enhancement installation.

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

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

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



Registering IIG products

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

Select the **IIG Product Registration** program under the **Library Master Setup** menu of the MAS 90.

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

Enhancement	Level	Release Date	Serial Number	Unlocking Key
IIG Enhancement Name	4.40		AAAAAAAAAAAAAAAAAAAA	BBBBBB

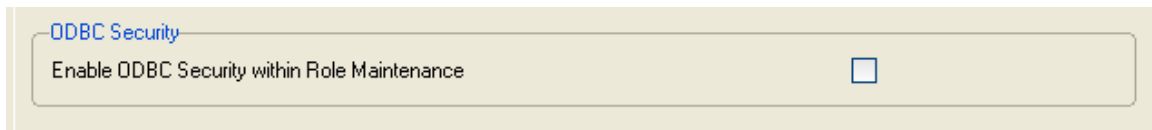
Enter **Serial Number** and **Unlocking Key** provided by IIG, and click **OK**.

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.

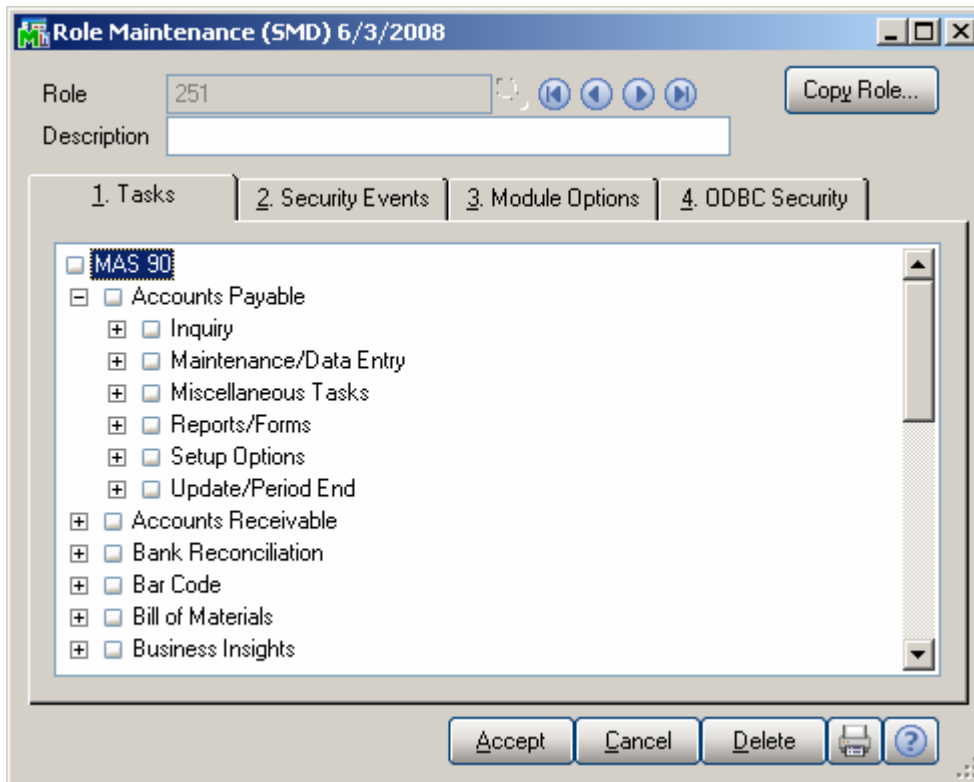
ODBC Security

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 and Best pricing
- Record **return** of the rental items: Track early, late and partial returns
- Handle Extended Rentals setting during rentals return
- Track current status for each serial number
- Track missing and damaged rentals
- Get detail information about the rentals through the Business Insights Explorer
- Process sub-rentals
- Bill the customer monthly by setting the exact day of billing

Warning!

This enhancement contains new functional features that are not compatible with previous versions of IIG Rental Processing Enhancement (RNT405, RNT410, RNT420, RNT430 with Sage Service Update_5)

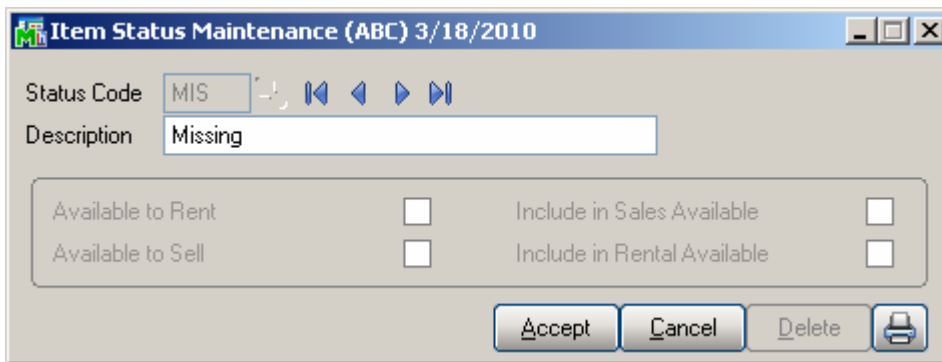
Set-up Activities

Item Status Code Maintenance

Note: Status Code must be setup in this maintenance 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 will be used in the **Serial Item Status Maintenance** for tracking **serialized** items and determining individual **Serial Number** availability.



Item Status Maintenance (ABC) 3/18/2010

Status Code: MIS

Description: Missing

Available to Rent Include in Sales Available

Available to Sell Include in Rental Available

Accept Cancel Delete

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

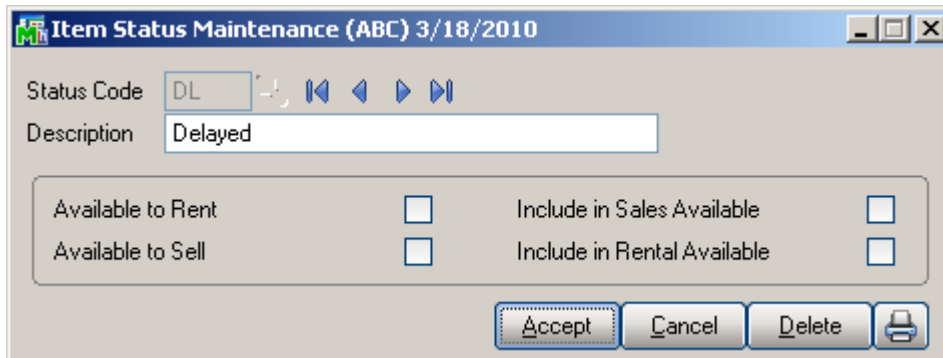
- DMG – Damaged
- INV - Invoiced
- MIS – Missing
- REP – Repair
- RES- Reserved
- RNT- Rented
- SLD- Sold
- STK – In Stock

You can enter new status codes if necessary.

Each **Status Code** has its specific options selected by default.

For the **Status Codes** setup in the system automatically upon running the **Item Status Code Maintenance**; those options are predefined and disabled.

For the **Status Codes** entered anew, the checkboxes are enabled and the user can define those settings as required.



Item Status Maintenance (ABC) 3/18/2010

Status Code DL

Description Delayed

Available to Rent Include in Sales Available

Available to Sell Include in Rental Available

Accept Cancel Delete

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 new Status Codes to the serial number for the specified date range. REP, STK 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 01/01/2010 - 01/10/2010). In this case the REP status code should be assigned to the Serial number for 01/01/2010 - 01/10/2010 period.

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

Just after the selected Serial Number is entered in the Sales Order Entry its Status Code is set to RES (reserved). Corresponding Status Codes will be set in case the selected

Serial Number has been invoiced (INV), damaged (DMG), and missing (MIS). The Damaged and Missing Status Codes are updated during the Rental Return update process.

Serial Item Status Maintenance (ABC) 1/18/2011

Item Code: GB-MD750 MODEM 9600 (SYNCHRONOUS)

Warehouse Code: 000 CENTRAL WAREHOUSE

Serial Number: B5503-0

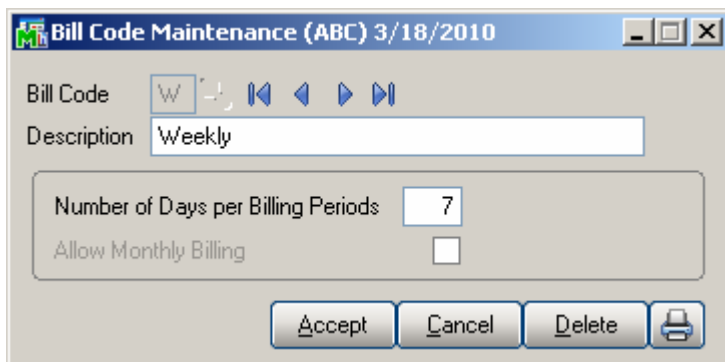
	Starting Date	Ending Date	Status Code	Description	Comment
1	1/2/2011	1/7/2011	DMG		
2	1/8/2011	1/10/2011	REP	Repair	
3					

Accept Cancel

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

Bill Code Maintenance

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



The screenshot shows a window titled "Bill Code Maintenance (ABC) 3/18/2010". The "Bill Code" field contains "W" and the "Description" field contains "Weekly". The "Number of Days per Billing Periods" is set to "7". The "Allow Monthly Billing" checkbox is unchecked. At the bottom, there are buttons for "Accept", "Cancel", "Delete", and a printer icon.

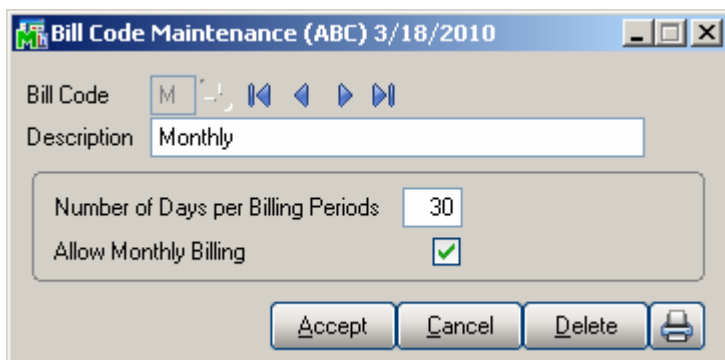
Enter the **Number of Days** represented by the specified **Bill Code**. Based on this field the number of billing periods for the rental will be determined.

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

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

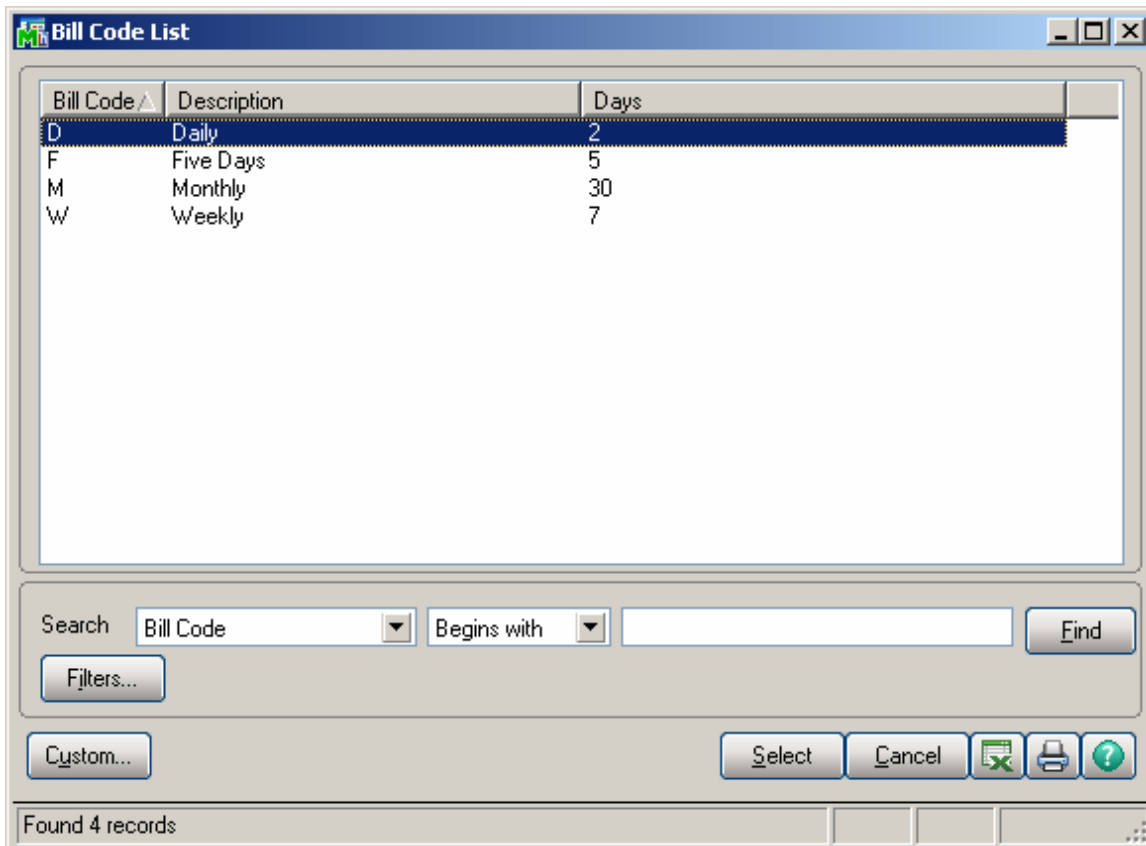
The **Allow Monthly Billing** option is intended for rentals that should be billed monthly. Select the **Allow Monthly Billing** check box if you want to allow monthly billing for the selected Bill Code. In this case you can specify any day of the month as a **Billing Day** in the Sales Order Entry.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

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



The screenshot shows a window titled "Bill Code Maintenance (ABC) 3/18/2010". The "Bill Code" field contains "M" and the "Description" field contains "Monthly". The "Number of Days per Billing Periods" is set to "30". The "Allow Monthly Billing" checkbox is checked. At the bottom, there are buttons for "Accept", "Cancel", "Delete", and a printer icon.

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



Company Maintenance

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

The screenshot shows the 'Company Maintenance (ABC) 3/18/2010' dialog box. The 'Company Code' is 'ABC' and the 'Company Name' is 'ABC Distribution and Service Corp.'. The 'Preferences' tab is selected, showing settings for 'Miscellaneous' and 'Date Settings'. The 'Rental Defaults' button is circled in red.

Company Code: ABC
Company Name: ABC Distribution and Service Corp.

Buttons: Activate..., Convert..., Remove..., Copy...

Tabs: 1. Main, 2. Preferences, 3. Servers, 4. E-mail, 5. Fax

Miscellaneous:

- Print User Logon on Reports:
- Use Workstation Default Printer for STANDARD Report Setting:
- Use Workstation Default Printer for STANDARD Form Code:
- Allow External Access:
- Return City Names in All Caps:
- Data Location: D:\current_MAS\RNT\MAS90\MAS_ABC\
- Payroll Data Location: D:\current_MAS\RNT\MAS90\MAS_ABC\

Change Data Location...

Date Settings:

- Prompt for Accounting Date:
- Auto Set Accounting Date from System Date:
- Restrict Accounting Date to Current and One Future Period:

Rental Defaults

Use as Default Company for Server Settings

Buttons: Accept, Cancel, Delete, Print, Help

Click the **Rental Defaults** button to enter the Rental information specific for your company.

You can select the **Rental Line** checkbox to set Rental Defaults 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 **Extended Rentals** field is intended for calculating rental periods in the Sales (Rental) Order Entry based on the specified **Bill Code** taking into account the Rental **Start Billing** and **End Billing Dates**. It can be **Prorate**, **Best Pricing**, or **Round Up**.

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).

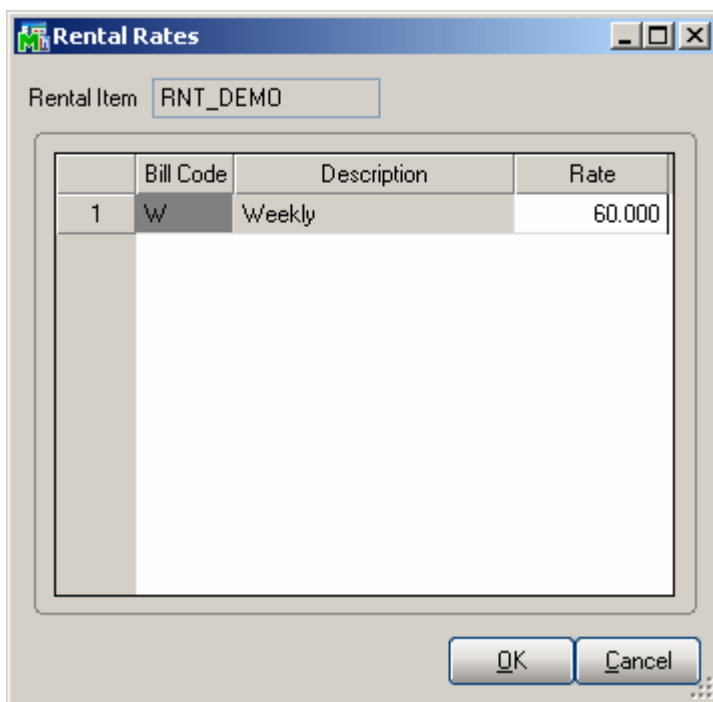
The **Pricing Method** determines how the item prices/rates will be calculated. It can be either **Time Based** or **Pct of Sale Price**.

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

Pricing Method

- Time Based
- Pct of Sale Price

For example the Rate of some Item for W (weekly) Bill Code is 1600. The Item is ordered for Billing Periods=2W. In this case the Unit Price in the Sales Order Entry will be calculated as $2 * 1600 = 3200$



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 will be calculated as the Sales Price*X%.

Pricing Method Pct of Sale Price ▾ 5.00 %

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

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

Billing Type Up Front ▾

- Up Front
- Periodic
- Periodic Noncontinuable
- Upon Return

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

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

Continue Billing Periodic ▾

- Periodic
- Upon Return
- None

Continue Billing Periodic ▾

Bill Period in Advance

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

In case 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 **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 passed to the Sales Order by default and can be changed there.

The screenshot shows the 'Sales Order Options (ABC) 3/18/2010' window. The 'Entry' tab is selected. A red box highlights the following fields and options:

- Next Automatic Rental Order Number: R000003
- Default Bill Code: W
- Ship Rental Item By Invoice Data Entry:

Other visible fields include:

- Next Automatic Sales Order Number: 0000180
- Next Automatic Invoice/Shipping Number: 0100061
- Next Automatic Rental Shipping Number: RS00003
- Next Automatic Rental Return Number: RR00006
- Default Warehouse for Order/Invoice Header: RN
- Use Shipping Code to Calculate Freight: Actual
- Transfer Misc. Rental Lines: Once

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.

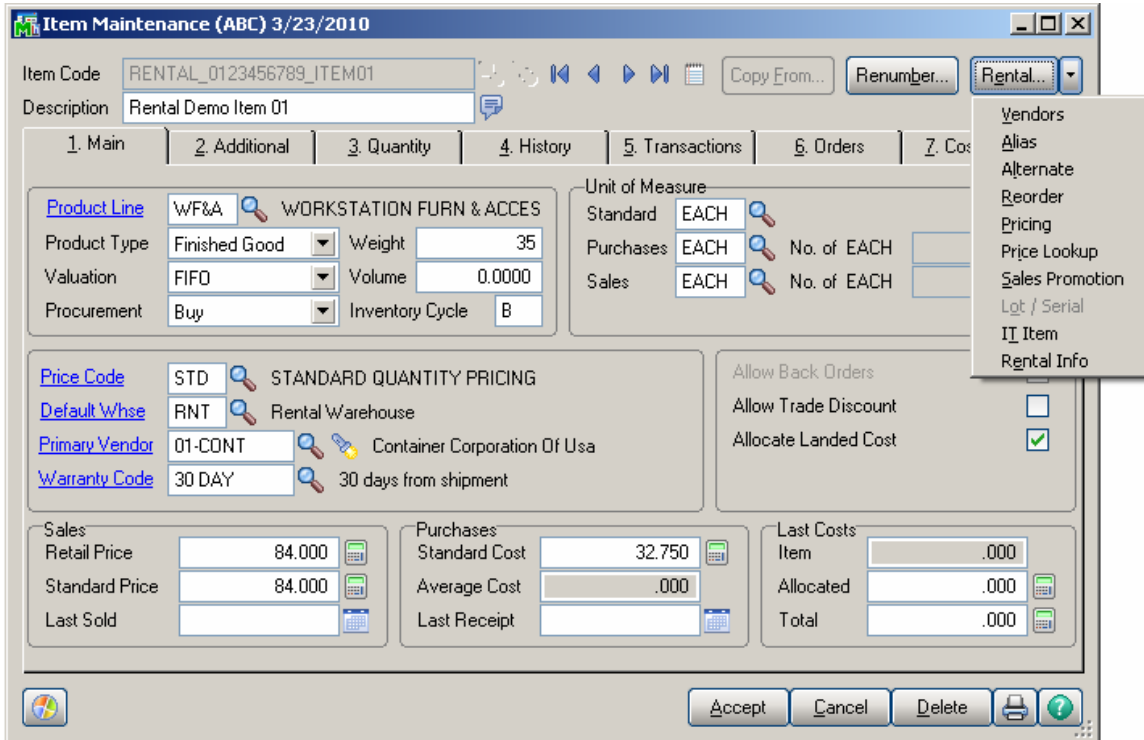
Enter the **Next Automatic Rental Shipping Number** to assign the Shipping Number automatically in **Rental Shipping Data Entry**.

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](#))

Item Maintenance

The **Rental Info** button has been added to the **Main** tab of the **Item Maintenance** to allow the user indicating the Items that can be rented out and establish the rental rates. The Items with Lot valuation cannot be rented.



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

Rental Information (ABC) 3/23/2010

Rental Item: RENTAL_0123456789_ITEM01

Allow Renting:

Rental Misc. Charge: RENTAL_0123456789_02

Miss/Dam Misc. Charge: MISCDAMAGEDITEM_1263456789003

Rental Rates

	Bill Code	Description	Rate
1	D	Daily	10.000
2	M	Monthly	200.000
3	W	Weekly	60.000

Accept Cancel

Set the **Allow Renting** flag to specify the item as rental and enter the Rates for the **Bill Codes**. The rental rates established for each Inventory Item are passed to the Sales Order by default 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.

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

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

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

Quick Row 1

	Item Code	Comment	E
1	/MISCDAMAGEDITEM_1263456789003	Charge for Damaged rental returned by 0000001 number. S...	
2	/MISCDAMAGEDITEM_1263456789003	Charge for Missing rental returned by 0000001 number. SO...	
3			

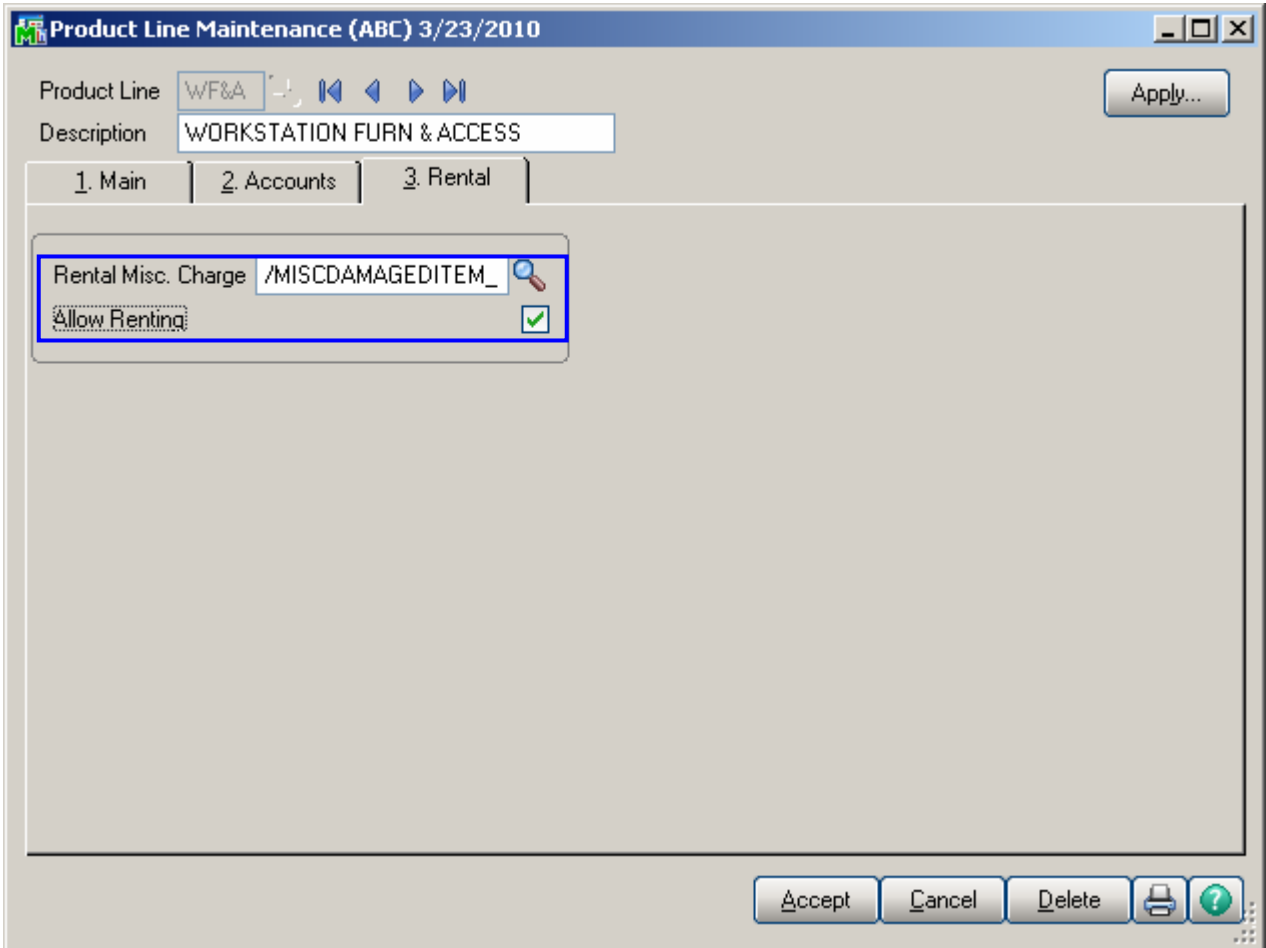
Warehouse	
Unit Of Measure	
Description	RENTAL_0123456789_ITEM01 Renta
Back Ordered	.00
Price Level	

Total Amount 168.00

Quick Print Accept Cancel Delete

If the **Allow Renting** checkbox is selected on the **Rental** tab of the **Product Line Maintenance** for some Product Line, it is defaulted to the Rental Information screen of the Item upon selecting the **Product Line**.

The **Miss/Dam Misc. Charge** code set on the Product line will be defaulted to the Item Maintenance Rental Information screen when entering the Product line for an Item.



Rental Item Availability

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

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

Rental Item Availability By Date (ABC) 3/23/2010

Item No. RENTAL_0123456789_ITEM01
Rental Demo Item 01

Warehouse Code RNT
UOM EACH

Starting Date From 3/23/2009 To Ending Date 3/23/2010

By Range By Day View..

From	To	Quantity On RO	Quantity On Rent	Quantity Available
3/23/2009	2/28/2010	.00	.00	.00
3/1/2010	3/23/2010	1.00	1.00	1.00-

Total Quantity Available 1.00 Max Quantity On RO 1.00

OK

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

The information can be displayed either for the selected Date Range or for each day of the selected Date Range. To

view information for each day select the **By Day** option and click the **View** button.

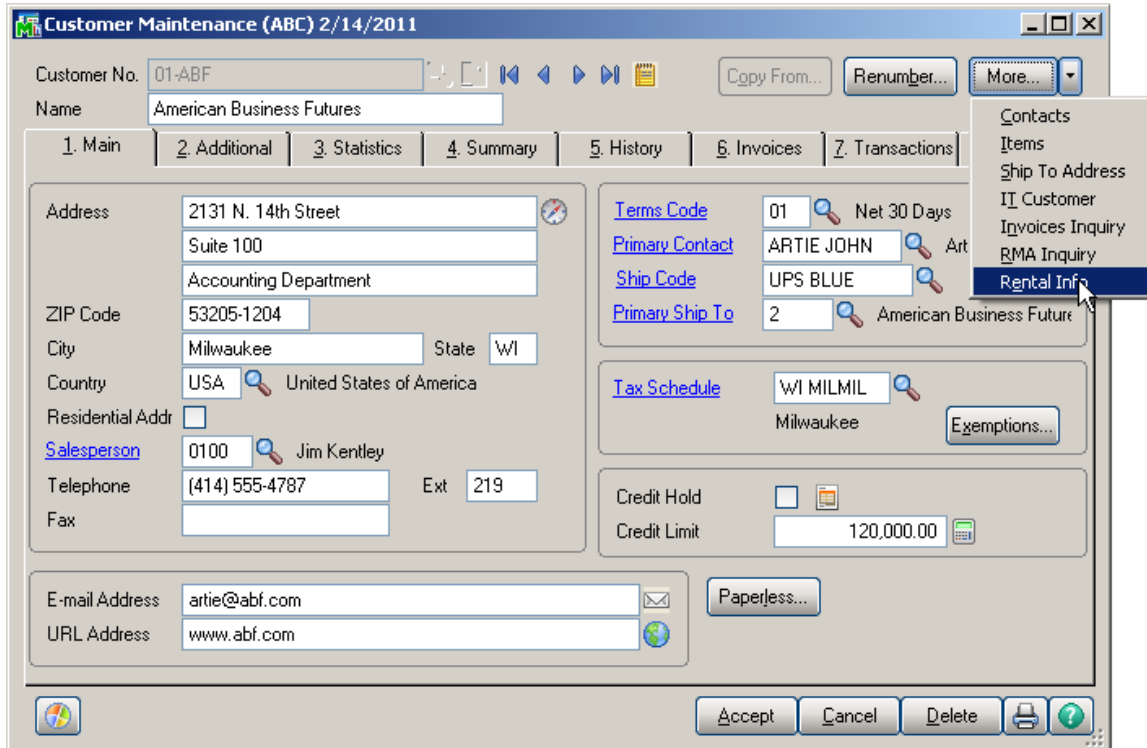
The **Quantity Available** for a time period means the following: if a customer wants to rent a certain quantity of an item for a particular time period and that quantity is not available even on one of those days in the requested rental period, he will not be able to rent that quantity.

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

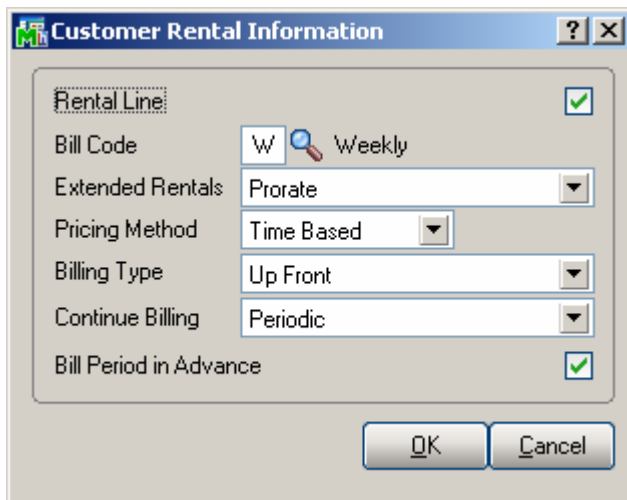
Only SO quantities are taken into account in Qty Available, the **I/M Include in Quantity Available** option is not taken into account.

Customer Maintenance

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



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

The image shows a software dialog box titled "Customer Rental Information". It contains several fields and checkboxes. At the top left, there is a "Rental Line:" label with a checkmark icon to its right. Below this, there are six rows of settings: "Bill Code" with a text box containing "W" and a magnifying glass icon, and the word "Weekly" to its right; "Extended Rentals" with a dropdown menu showing "Prorate"; "Pricing Method" with a dropdown menu showing "Time Based"; "Billing Type" with a dropdown menu showing "Up Front"; "Continue Billing" with a dropdown menu showing "Periodic"; and "Bill Period in Advance" with a checkmark icon to its right. At the bottom of the dialog box, there are two buttons: "OK" and "Cancel".

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

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

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

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

Customer Maintenance (ABC) 2/14/2011

Customer No. 01-ABF

Name American Business Futures

1. Main 2. Additional 3. Statistics 4. Summary 5. History 6. Invoices 7. Transactions 8. S/Os

Comment Call Ed for credit approval.

Open Item Customer Temporary Customer

Internet Enabled

Insurance Expiration Date 2/10/2011

Data Entry

Price Level 1

Dflt Pymt Type CREDIT CARD American Express

Discount Rate .000 %

Fin Charge Rate 1.500 %

Item Code WIDGET
8" x 10" Widgets

Printing

Sort AMER

Customer Type A2

Statement Cycle M

Print Dun Message

Batch Fax

Primary Credit Card Information

CC Number *****6780

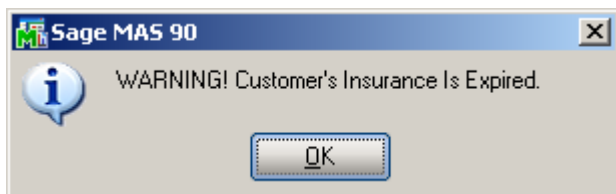
CC Pymt Type AMEX American Express

Cardholder Name John Q.Future

Expiration Date 6/2012

Accept Cancel Delete

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



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

Processing Rental Orders

Sales Order Entry

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

Sales Order Entry (ABC) 3/23/2010

Order Number: R000006 | Order Date: 3/23/2010 | Order Type: Standard Order | User: USERIIG

Customer No.: 01-CUSTOMER_NUMBER01234 | Customer: 01234

Ship Date: 3/23/2010

Ship To Addr: [] | Terms Code: 01 Net 30 Days | Ship Via: UPS BLUE FOB []

Confirm To: Artie Johnson | E-mail: artie@abf.com

Salesperson: 0100 Jim Kentley | Split Comm.: No

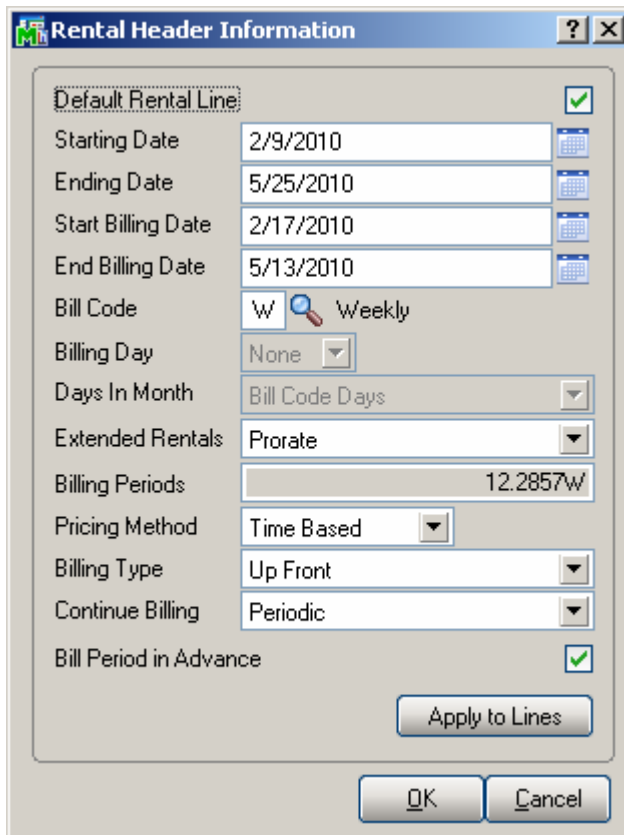
Status: New | Reason: [] | Whse: RN Rental Warehouse

Sales Tax Schedule: WI MILMIL | Milwaukee: []

Print Order: | Print Pick Sheets:

Buttons: Quick Print... | Recalc Price | Accept | Cancel | Delete | []

The **Rental** button has been added to the **Sales Order Entry** screen to allow opening the **Rental Header Information** screen.



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

- Default Rental Line:**
- Starting Date:** 2/9/2010 (with a calendar icon)
- Ending Date:** 5/25/2010 (with a calendar icon)
- Start Billing Date:** 2/17/2010 (with a calendar icon)
- End Billing Date:** 5/13/2010 (with a calendar icon)
- Bill Code:** W Weekly (with a magnifying glass icon)
- Billing Day:** None (dropdown menu)
- Days In Month:** Bill Code Days (dropdown menu)
- Extended Rentals:** Prorate (dropdown menu)
- Billing Periods:** 12.2857W (text field)
- Pricing Method:** Time Based (dropdown menu)
- Billing Type:** Up Front (dropdown menu)
- Continue Billing:** Periodic (dropdown menu)
- Bill Period in Advance:**

At the bottom of the dialog, there is an "Apply to Lines" button, and below the dialog are "OK" and "Cancel" buttons.

In this screen the **Starting Date** and **Ending Date** for item rent must be specified.

Also the **Start Billing Date** and **End Billing Date** must be specified.

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 Period** (the corresponding field will be disabled). This field is enabled only if the **Allow Monthly Billing** option is available for the selected **Billing Code**.

The **Default Rental Line**, **Bill Code**, **Extended Rentals**, **Pricing Methods**, and **Billing Type** fields will be filled in automatically using default values set on the specified Customer if the **Default Rental Item** checkbox is selected.

Note: the following sequence should be taken into account:

- If the **Default Rental Item** is not checked on the **Customer Rental Information**, the defaults of the **Company Rental Information** will be used.
- If the **Default 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** will be loaded to the corresponding field and the other fields should be entered manually.

The Billing Periods read-only field displays the billing period calculated automatically based on the **Start Billing Date** and **End Billing Date**.

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 'Continue Billing' dropdown menu with 'Periodic' selected. The dropdown list contains 'Periodic', 'Upon Return', and 'None'. The bottom screenshot shows the 'Continue Billing' field with 'Periodic' selected and the 'Bill Period in Advance' checkbox checked.

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.

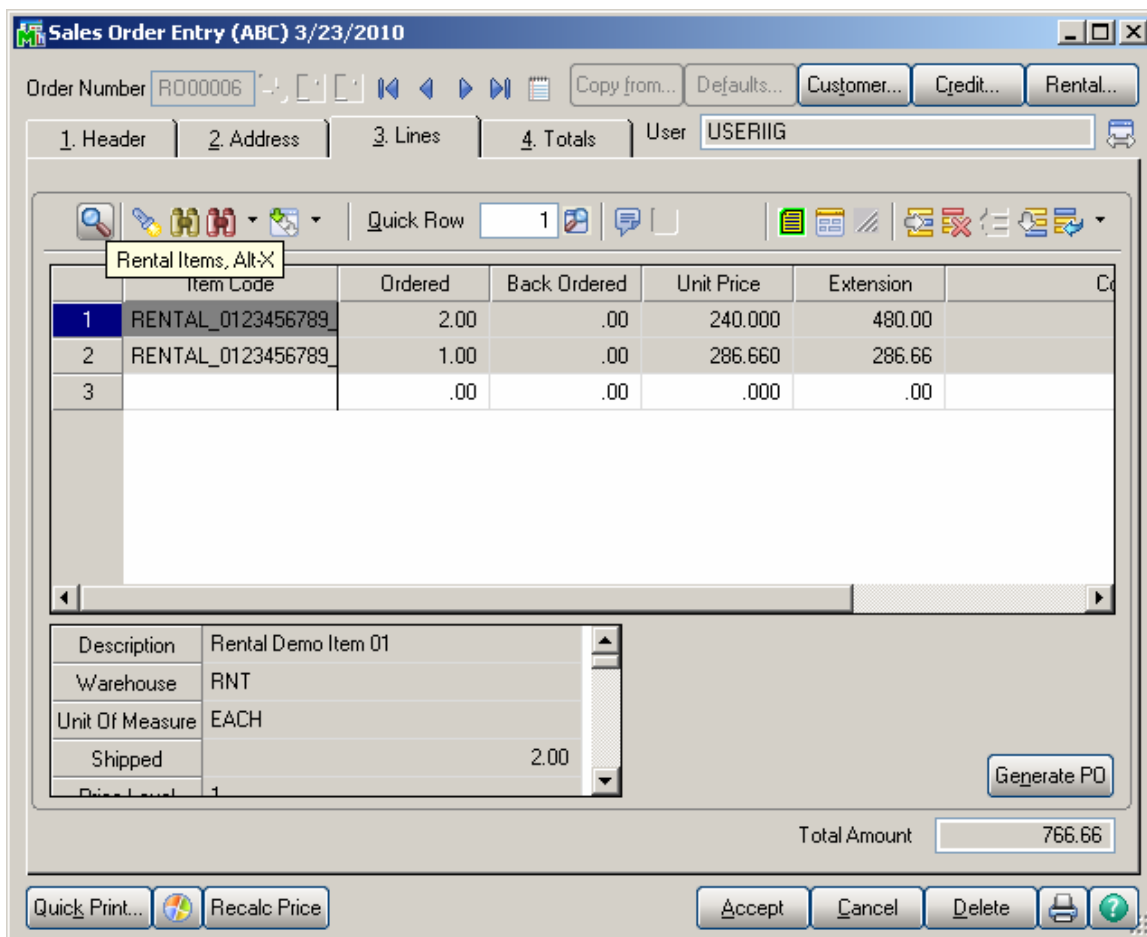
For **Periodic Noncontinuable** billing type Rental Invoice generation is available only during the rental period and Invoice generation is not available after the period is over.

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

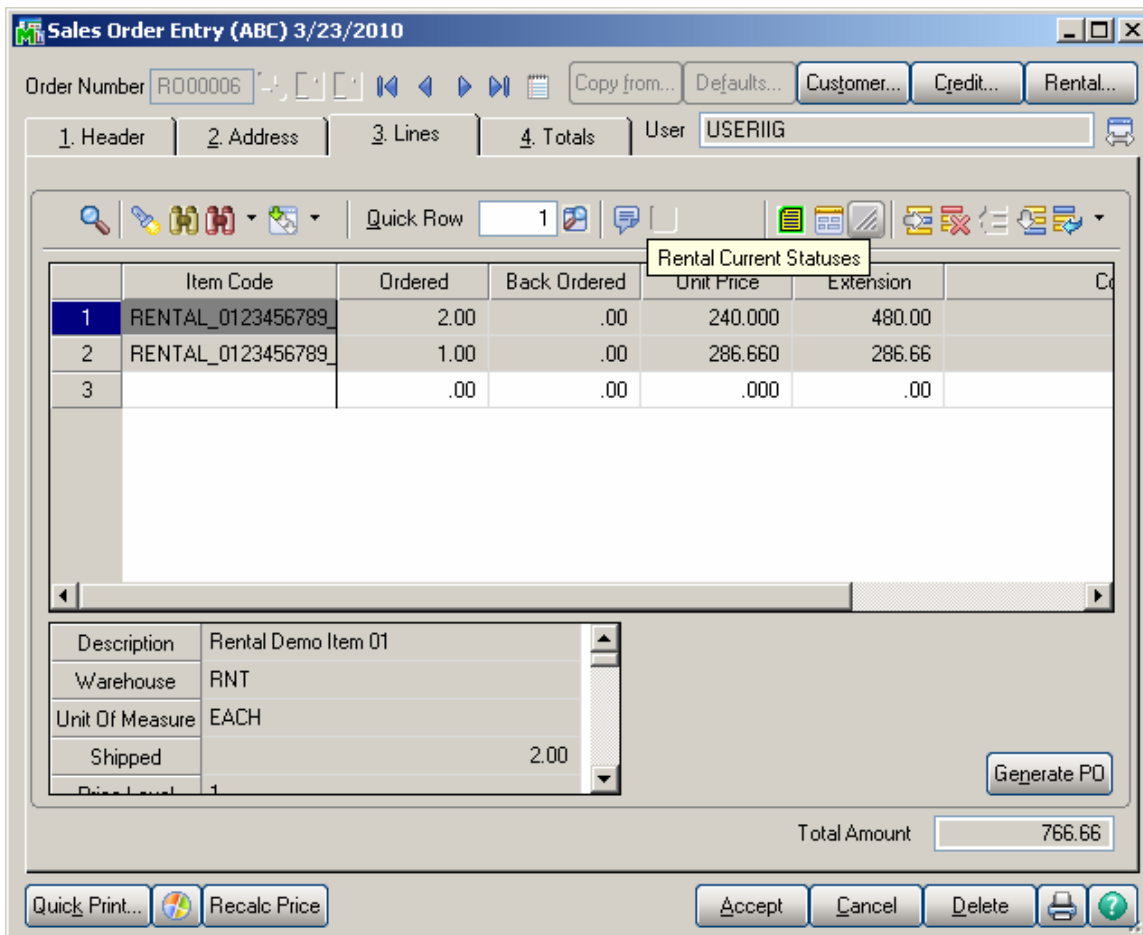
If the **Continue Billing** option is set to **None** no Invoice is generated for the rental over days.

The **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 processing rental order. (See [Rental Order Activity Tracking](#) for more details)



Here is an example of Rental Order already processed:
Shipped, Invoiced and Returned.



The **Current Serial Statuses** window is opened upon clicking the  button.

Current Serial Statuses

Total Quantities

Reserved	Rented	Returned	Missing	Damaged
.000	1.000	.000	.000	.000

Serial No.	Current Status
R1	RNT

Transaction Date	Transaction Type	Transaction No.
10/26/2009	Shipped/Rent	R000034-IN
10/26/2009	Billing	0100118-IN

Serial No. Swapping

Current Serial No. Swapping Serial No.

Swapping Date

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.

Current Serial Statuses

Total Quantities

Reserved	Rented	Returned	Missing	Damaged
.000	1.000	.000	.000	.000

Serial No.	Current Status
RN_SER59	RNT

Transaction Date	Transaction Type	Transaction No.
10/26/2009	Shipped/Rent	R000034-IN
10/26/2009	Billing	0100118-IN

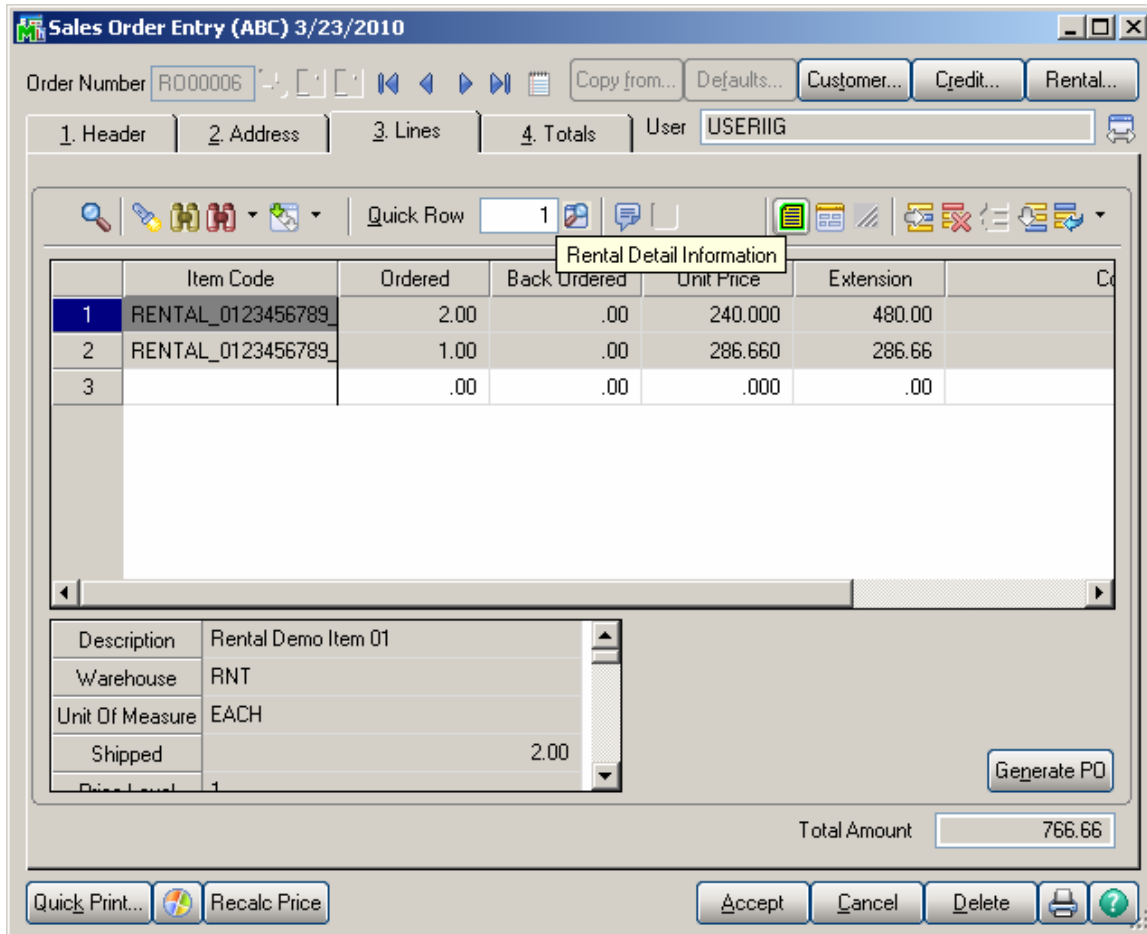
Serial No. Swapping

Current Serial No. Swapping Serial No.

Swapping Date

The rental billing will continue with swapping having no effects on the rental order.

Select a rental item and add the **Ordered** quantity.



The **Rental Header Information** is automatically loaded to the corresponding fields of the **Rental Detail Information** screen for each newly added line but can be changed there.

The **Rental Detail Information** button allows opening the **Rental Detail Information** screen and changing rental information for each individual line.

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

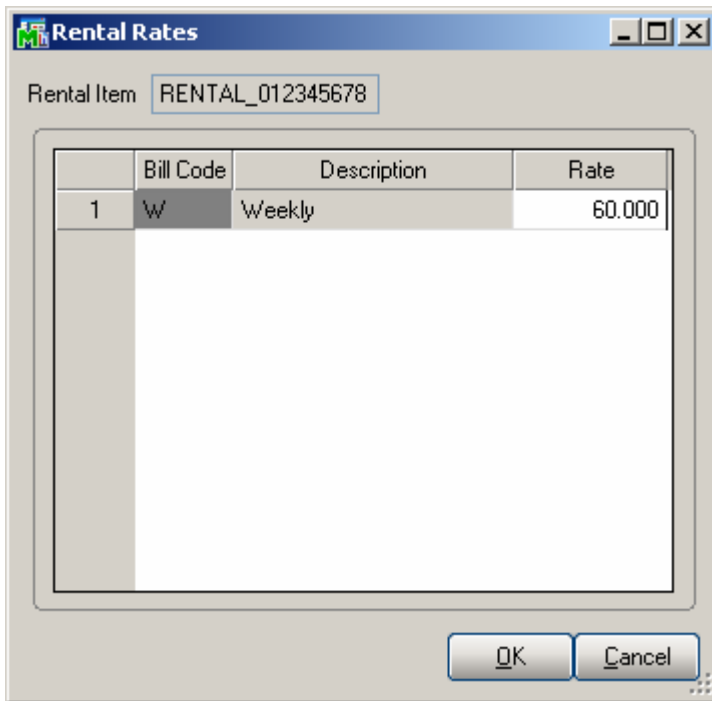
- Rental Line:** A checkbox that is checked.
- Starting Date:** A text field containing "3/1/2010".
- Ending Date:** A text field containing "3/31/2010" with a calendar icon to its right.
- Start Billing date:** A text field containing "3/3/2010".
- End Billing date:** A text field containing "3/30/2010" with a calendar icon to its right.
- Bill Code:** A dropdown menu showing "W" with a small arrow, and the text "Weekly" to its right.
- Billing Day:** A dropdown menu showing "None".
- Days In Month:** A dropdown menu showing "Bill Code Days".
- Extended Rentals:** A dropdown menu showing "Prorate".
- Billing Periods:** A text field containing "4.0000w" with a green dollar sign icon to its right.
- Pricing Method:** A dropdown menu showing "Time Based".
- Billing Type:** A dropdown menu showing "Periodic".
- Sales Price:** A text field containing "84.000".
- Bill Period in Advance:** A checkbox that is checked.

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

Select the **Rental Line** checkbox to indicate the line is rental.

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

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



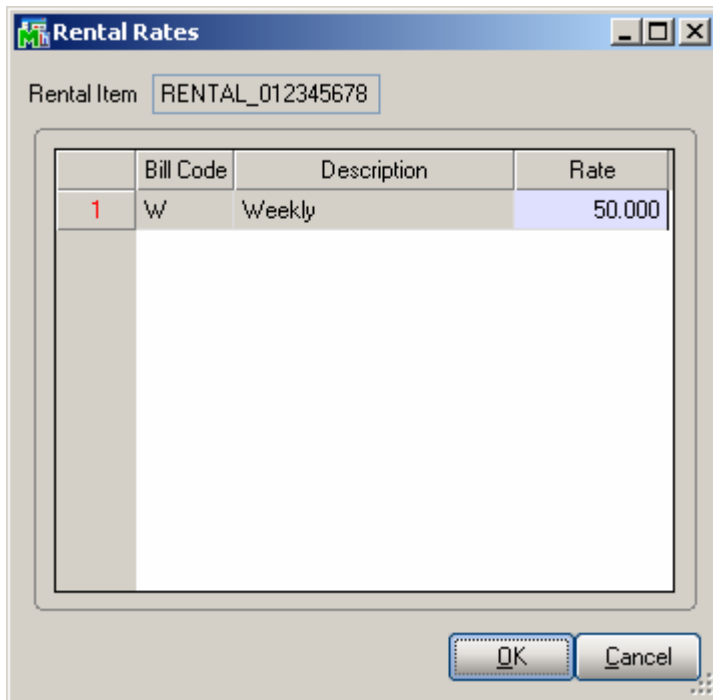
Rental Item: RENTAL_012345678

	Bill Code	Description	Rate
1	W	Weekly	60.000

Buttons: OK, Cancel

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

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



Rental Item: RENTAL_012345678

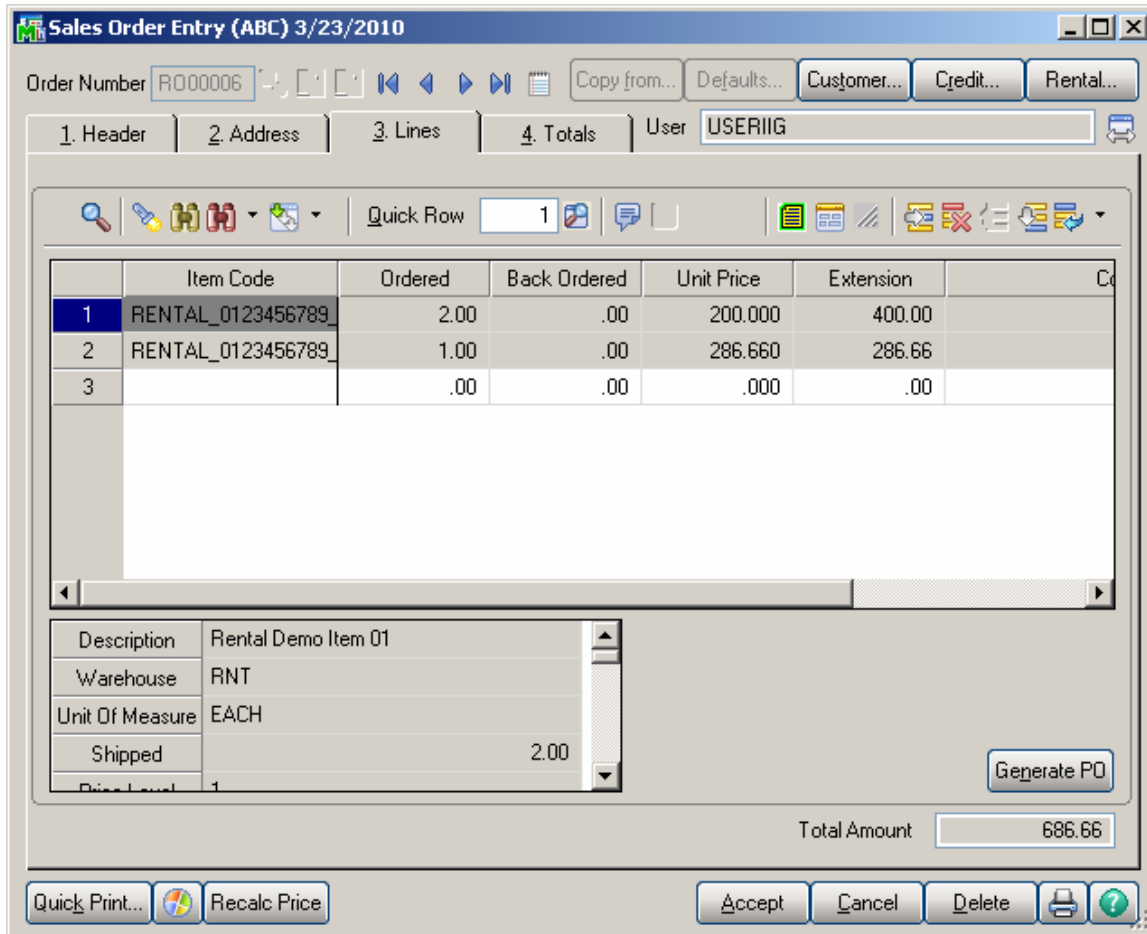
	Bill Code	Description	Rate
1	W	Weekly	50.000

OK Cancel

The **Unit Price** is calculated by multiplying the **Rental Rate** by **Billing Period**. This is the price of the rental item during the whole period of renting.

The **Unit of Measure** of the Item is also taken into account when calculating the Unit Price.

Here is the **Unit Price** updated for the new **Rental Rate**:



The **Rental Item** button placed next to the **Rental Detail Information** button allows viewing **Rental Item Availability by Date** directly from Sales Order.

The rental item availability by specified date range can be viewed for the selected **Item No.** and **Warehouse** (go to [Rental Item Availability](#) section for more details).

Item No. RENTAL_0123456789_ITEM01
Rental Demo Item 01

Warehouse Code RNT
UOM EACH

Starting Date From 3/23/2009 To Ending Date 3/23/2010

By Range By Day View..

From	To	Quantity On RO	Quantity On Rent	Quantity Available
3/23/2009	2/28/2010	.00	.00	.00
3/1/2010	3/23/2010	1.00	1.00	1.00-

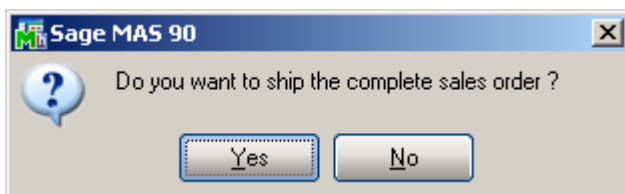
Total Quantity Available 1.00 Max Quantity On RO 1.00

OK

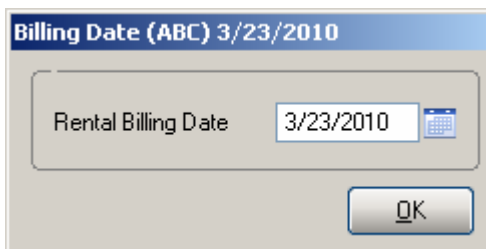
When **Rental Order** is created by using the Copy From feature all rental lines will be copied from the source document to the newly created one with corresponding Rental related information (Start Date, End Date, Bill Code, Billing Day, Pricing method, etc.) carried over to it.

Invoice Data Entry

When Rental Order including 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.



Clicking Yes the following dialog will be displayed which will allow entering Rental Billing Date.



According to this date the shipped Rental Lines will be billed.

After each ship line, a billing line will be generated with Misc. Charge.

The screenshot shows the 'S/O Invoice Data Entry (ABC) 3/23/2010' window. At the top, the 'Invoice No.' is 0100068. Below this are tabs for '1. Header', '2. Address', '3. Lines', and '4. Totals'. A 'Quick Row' field is set to 4. The main table contains the following data:

	Item Code	Comment
1	RENTAL_0123456789_ITEM01	
2	/RENTAL_0123456789_02	SO No. : R000007, For rent: From 2/11/2010 To 3/24/2010 = 6.0000l...
3	RNT_DEMO	
4	/RENTAL	SO No. : R000007, For rent: From 3/9/2010 To 3/28/2010 = 20.0000l...
5		

Below the table is a detail view for the selected item (line 4):

Warehouse	
Unit Of Measure	
Description	RNT_DEMO Rental Demo Item
Back Ordered	.00
Price Level	

The 'Total Amount' is displayed as 920.00. At the bottom, there are buttons for 'Quick Print', 'Accept', 'Cancel', 'Delete', and a help icon.

Rental Shipping Data Entry

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

The **Rental Shipping Data Entry** is intended to allow shipping the SO lines with rental items.

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

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.

1. Lines 2. Shipping

Item Code	Ordered	Shipped	Comment
1 RENTAL_0123456789	2.00	2.00	
2 RNT_DEMO	1.00	1.00	

Description	Rental Demo Item 01
Warehouse	RNT
U/M	EACH
Package	0001

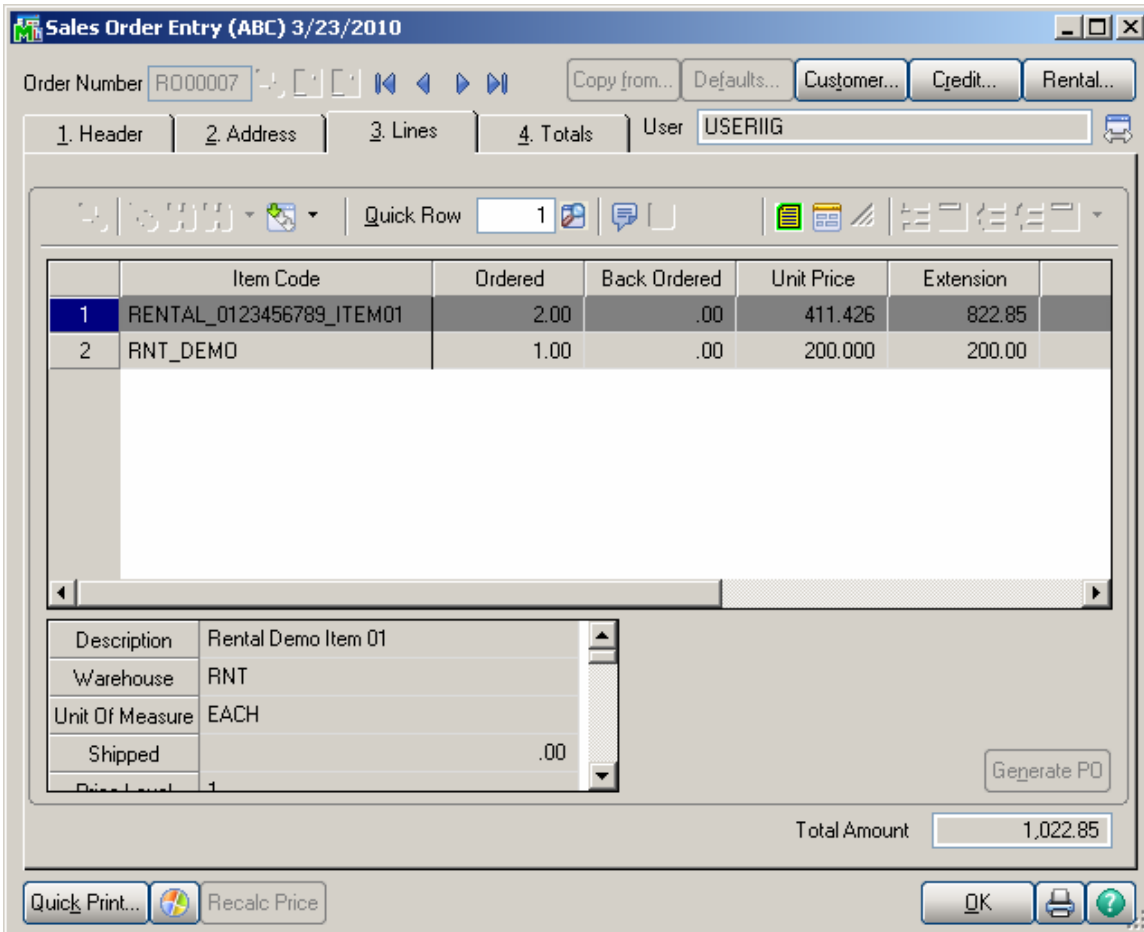
Quick Print Auto Increment Accept Cancel Delete ?

Now open the same Sales Order.

You will get the following message:

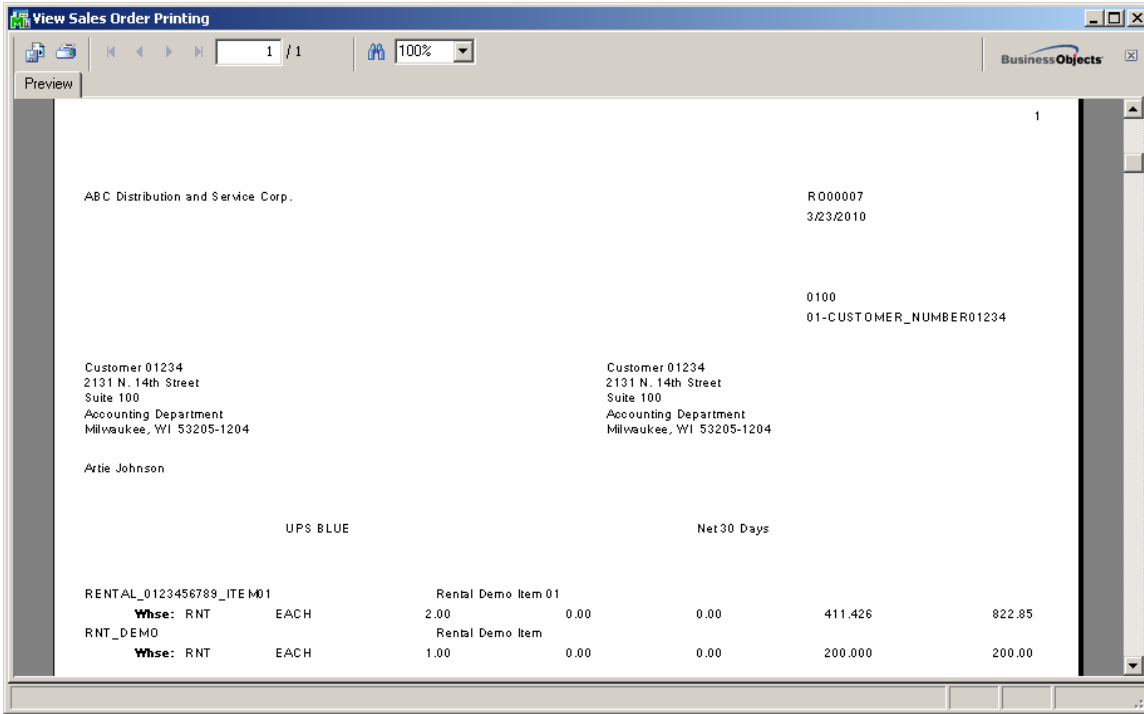


On the **Lines** tab you can see the shipped order line.



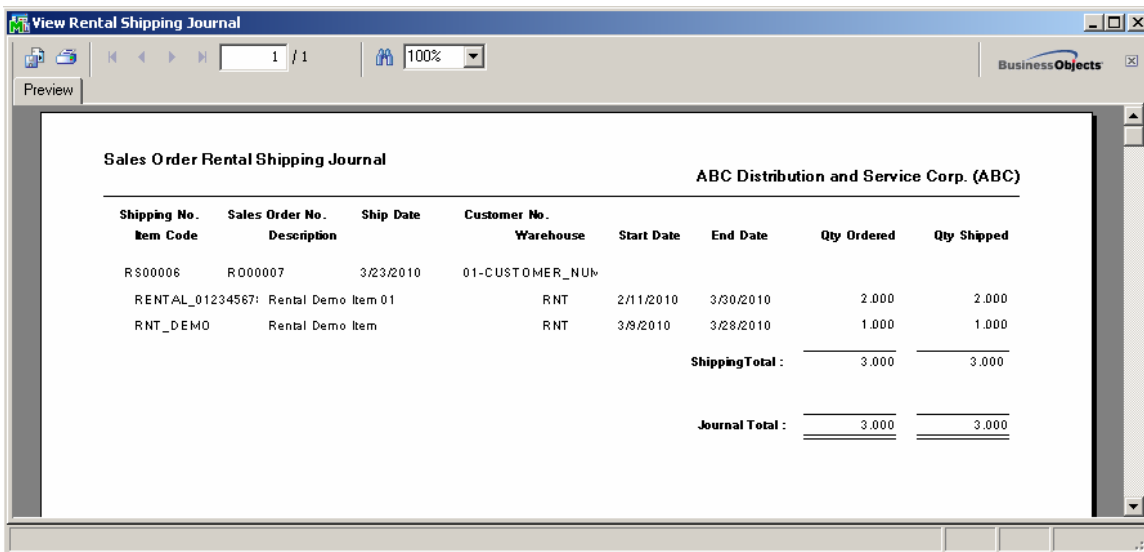
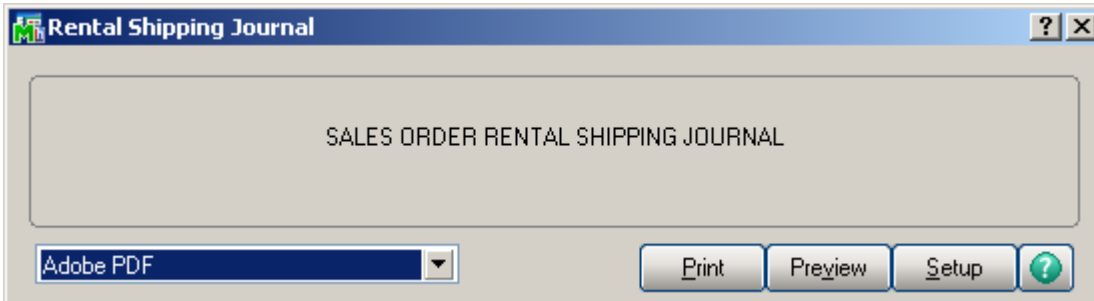
The **Rental Rates** as well as the **Ending Date** and **End Billing Date** can be changed for the rental lines already shipped. The new rate will be applied when generating Invoices for next rental periods.

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



Rental Shipping Reports/Update

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



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

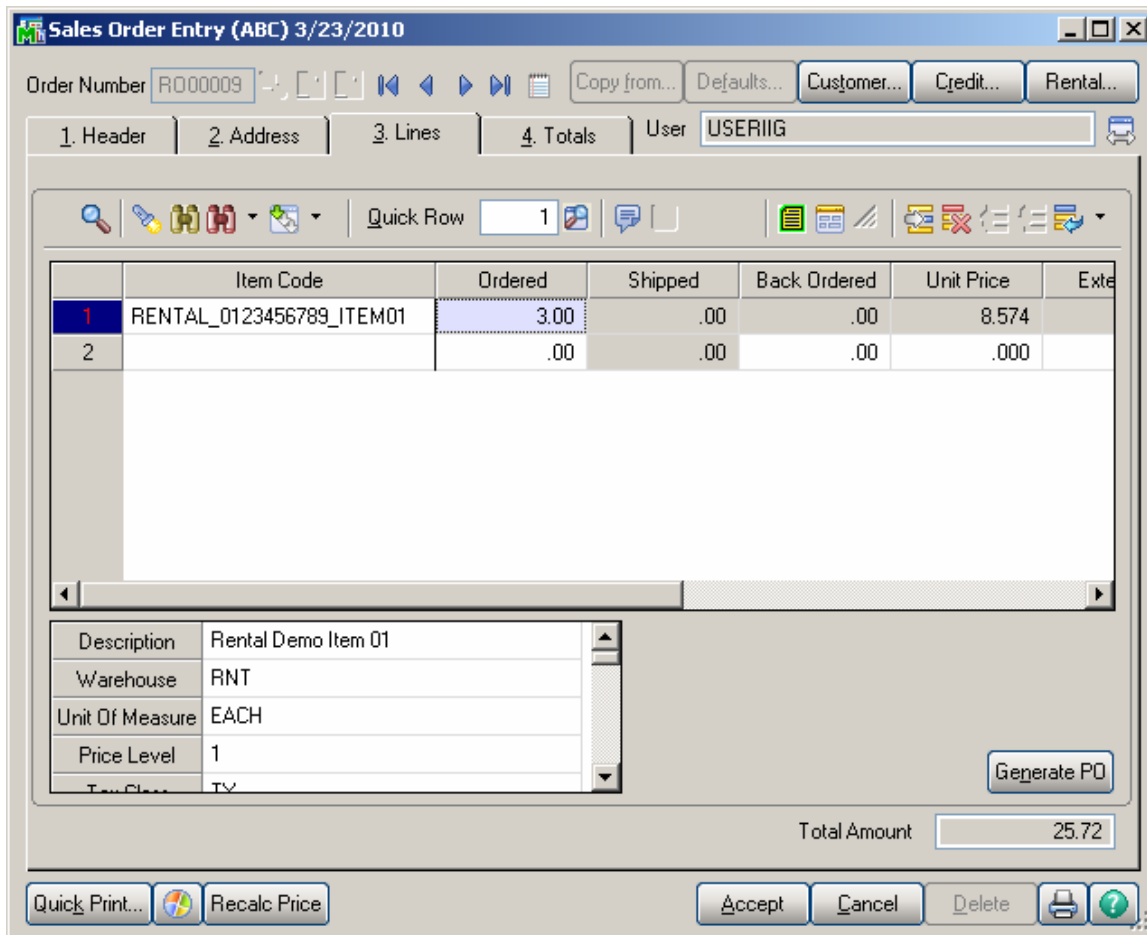


After the shipping Journal is updated corresponding Order line becomes available in the **Rental Status View** of the **Business Insights Explorer**.

Partial Shipping

Rentals can be shipped completely as well as partially. In case of partial shipping the user is allowed to ship the order unless the ordered quantity is shipped completely. 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 have been shipped through Shipping#SH00021.

Shipper ID: 2 Ship Date: 3/23/2010 Order No.: R000009
 Shipping No.: RS00007 Ship Status: New SO Created By: IIG
 Customer No.: 01-CUSTOMER_NUMBER01234 Customer: 01234

1. Lines 2. Shipping

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

	Item Code	Ordered	Shipped	Comment
1	RENTAL_0123456789	3.00	1.00	

Description: Rental Demo Item 01
 Warehouse: RNT
 U/M: EACH
 Package: 0001

Quick Print Auto Increment Accept Cancel Delete ?

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

Sales Order Entry (ABC) 3/23/2010

Order Number: R000009

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

Quick Row: 1

	Item Code	Ordered	Shipped	Back Ordered	Unit Price	Ext
1	RENTAL_0123456789_ITEM01	3.00	1.00	.00	8.574	
2		.00	.00	.00	.000	

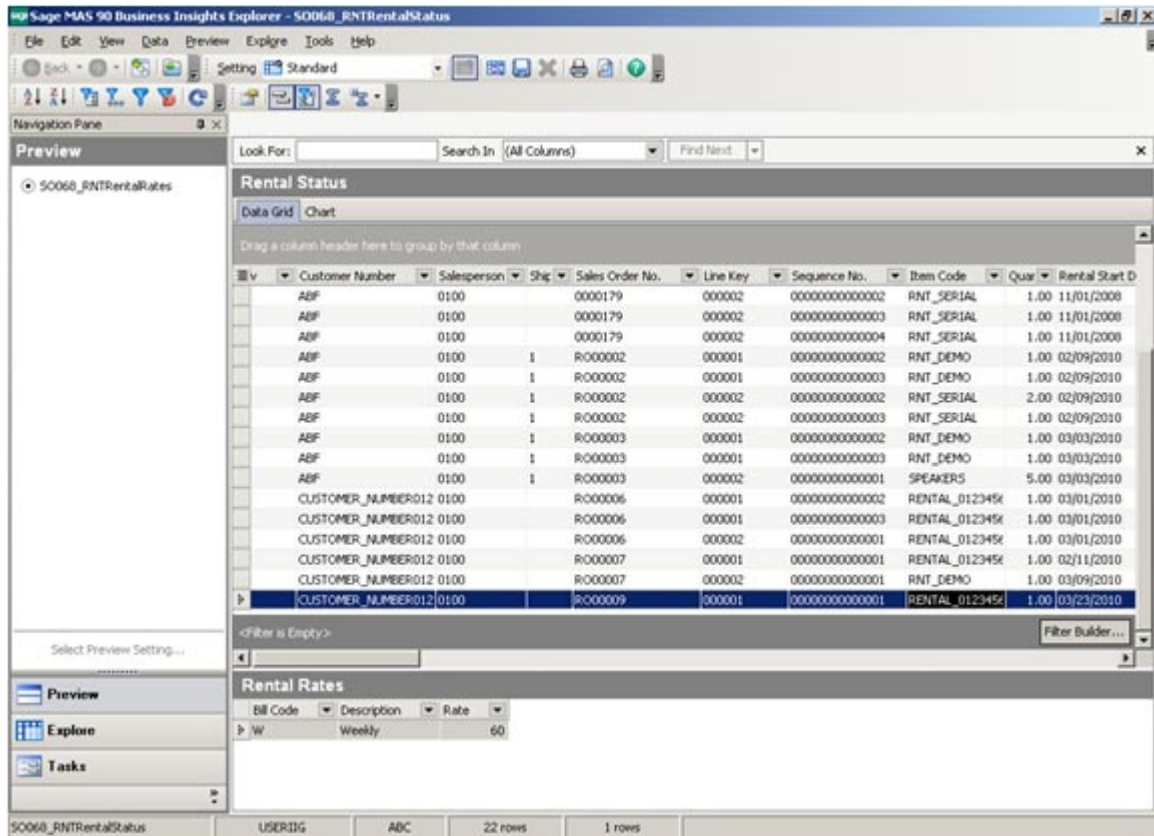
Description: Rental Demo Item 01
Warehouse: RNT
Unit Of Measure: EACH
Price Level: 1
Tax Class: TV

Generate PO

Total Amount: 25.72

Quick Print... Recalc Price Accept Cancel Delete

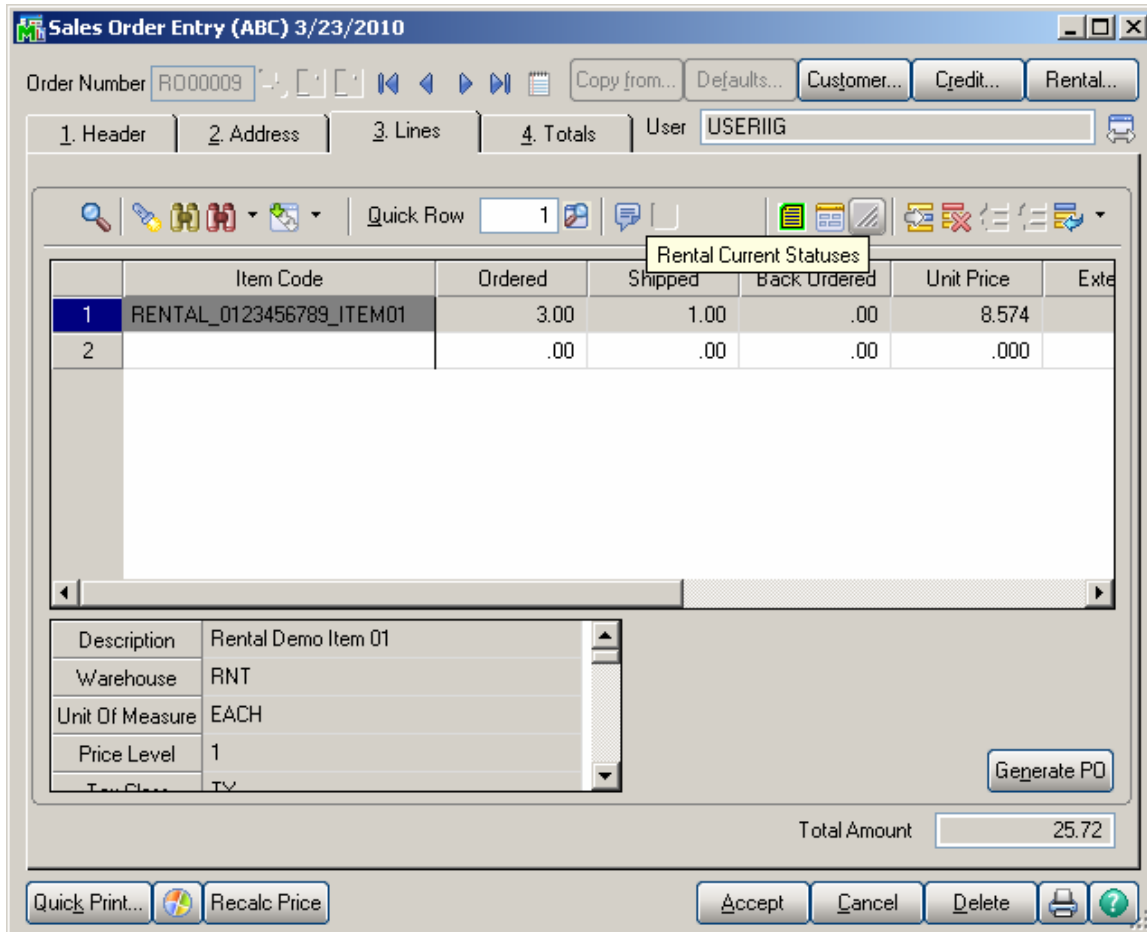
For this shipment only one line with Order#0000191 and corresponding Sequence number will be available in the **Rental Status View**. After shipping the remaining quantities new line with next sequence number and **Quantity** equal to the quantity shipped will be added for the same order number in the **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 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	1.00	.00	.00	.00

Transaction Date	Transaction Type	Transaction No.	Quantity
3/23/2010	Ordered	SO-R000009	3.00
3/23/2010	Shipped/Rent	RS00007-IN	1.00

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	4.00	.00	.00	.00

Serial No.	Current Status
R1	RNT
R13	RNT
R17	RNT
R19	RNT

Transaction Date	Transaction Type	Transaction No.
3/23/2010	Shipped/Rent	RS00008-IN
3/23/2010	Shipped/Rent	RS00008-IN
3/23/2010	Shipped/Rent	RS00008-IN
3/23/2010	Shipped/Rent	RS00008-IN

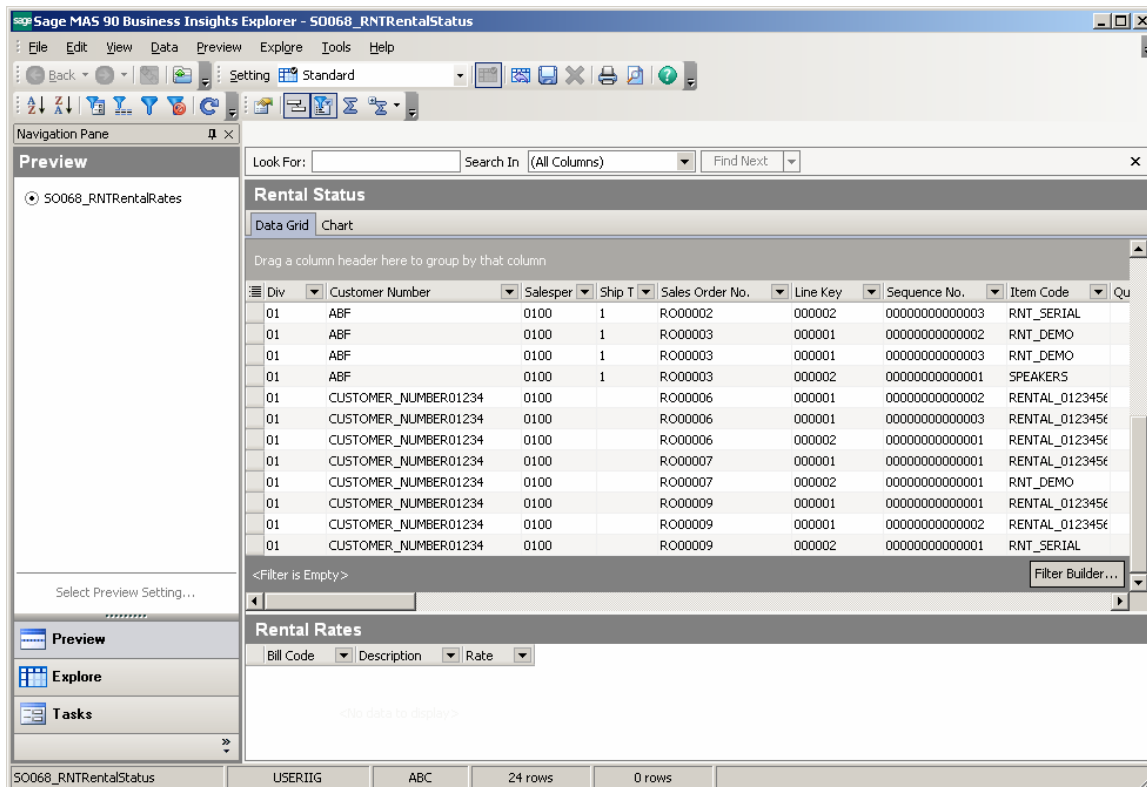
OK

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

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.

e No.	Item Code	Quant	Rental Start Date	Start Billing Date	End Billing Date	Billing Day	Due End Date
0000003	RNT_SERIAL	1.00	02/09/2010	02/17/2010	05/13/2010	NONE	05/25/2010
0000002	RNT_DEMO	1.00	03/03/2010	03/03/2010	03/24/2010	NONE	03/24/2010
0000003	RNT_DEMO	1.00	03/03/2010	03/03/2010	03/24/2010	NONE	03/24/2010
0000001	SPEAKERS	5.00	03/03/2010	03/03/2010	03/24/2010	NONE	03/24/2010
0000002	RENTAL_012345e	1.00	03/01/2010	03/03/2010	03/30/2010	NONE	03/31/2010
0000003	RENTAL_012345e	1.00	03/01/2010	03/03/2010	03/30/2010	NONE	03/31/2010
0000001	RENTAL_012345e	1.00	03/01/2010	03/03/2010	04/14/2010	NONE	04/14/2010
0000001	RENTAL_012345e	1.00	02/11/2010	02/11/2010	03/30/2010	NONE	03/30/2010
0000001	RNT_DEMO	1.00	03/09/2010	03/09/2010	03/28/2010	NONE	03/28/2010
0000001	RENTAL_012345e	1.00	03/23/2010	03/23/2010	03/23/2010	NONE	03/23/2010
0000002	RENTAL_012345e	2.00	03/23/2010	03/23/2010	03/23/2010	NONE	03/23/2010
0000001	RNT_SERIAL	4.00	03/23/2010	03/23/2010	03/23/2010	NONE	03/23/2010

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 **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 is returned normally (there are not missing/damaged items) and billed completely.
- The **Actual End Date** is equal to the **Billed to Date**.
- The **Actual End Date** is equal or greater than the **Billed to Date** and is equal or less than the **Due End Date**.

The screenshot displays the Sage MAS 90 Business Insights Explorer interface for the '50068_RNTRentalStatus' report. The interface includes a menu bar, a navigation pane on the left, and a main data grid area. The 'Rental Status' section is active, showing a table with columns for Id Date, Billed To Date, Actual End Date, Rent Status, Warehouse Code, Unit Of Measure, Item Status, and Miss. The 'Rental Rates' section below it shows a table with columns for Bill Code, Description, and Rate.

Rental Status Data:

Id Date	Billed To Date	Actual End Date	Rent Status	Warehouse Code	Unit Of Measure	Item Status	Miss
2008		12/31/2008	Open	RNT	EACH	Returned	No
2008	12/31/2008	12/31/2008	Close	RNT	EACH	Damaged	Yes
2008	12/31/2008		Close	RNT	EACH	Missing	Yes
2010	07/18/2010	07/18/2010	Close	RNT	EACH	Returned	No
2010	07/18/2010	07/18/2010	Close	RNT	EACH	Missing	Yes
2010	07/18/2010	07/18/2010	Close	RNT	EACH	Returned	No
2010	07/18/2010	07/18/2010	Close	RNT	EACH	Damaged	Yes
2010		03/27/2010	Open	RNT	EACH	Damaged	Yes
2010		03/27/2010	Open	RNT	EACH	Missing	Yes
2010	03/24/2010		Open	RNT	EACH	Rent	No
2010	03/09/2010	03/23/2010	Open	RNT	EACH	Damaged	No
2010	03/09/2010	03/23/2010	Open	RNT	EACH	Missing	No

Rental Rates Data:

Bill Code	Description	Rate
W	Weekly	100

The interface also shows a status bar at the bottom with the following information: USERIIG, ABC, 24 rows, 1 rows.

Rental Invoice Generation

The **Rental Invoice Generation** program has been added to the **Main** menu of the **Sales Order Entry** to allow billing rentals.

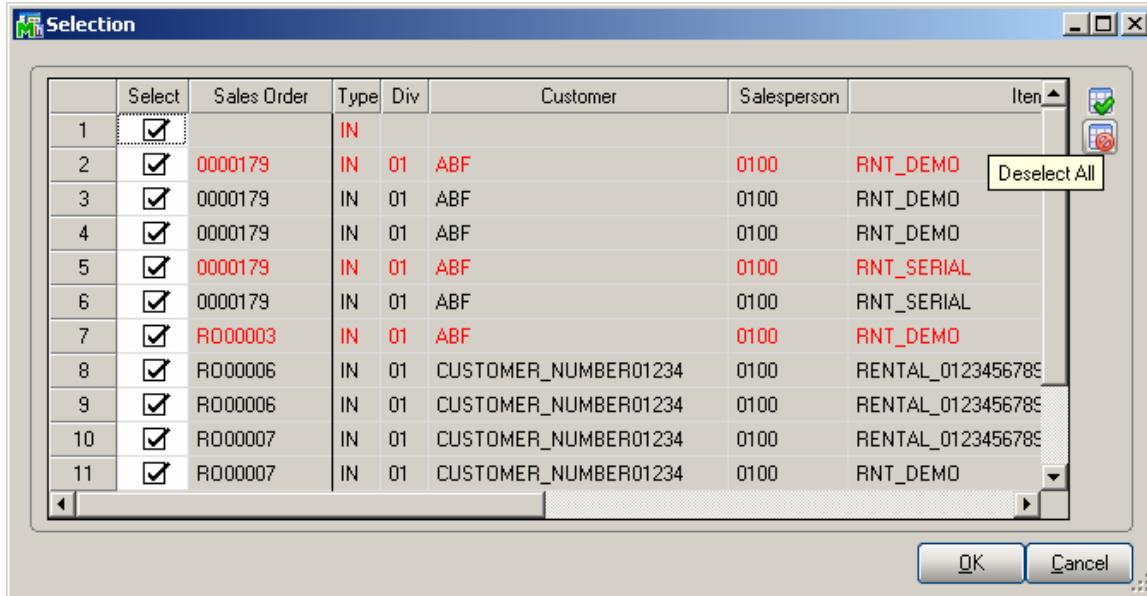
Select Field	Operand	Value
Sales Order Number	All	
Customer Number	All	
Rental Return	All	
Billing Type	All	

Select **date** in the corresponding field and click **Proceed**. Also you can specify the filtering conditions by **SO Number**, **Customer Number**, **Rental Return** and **Billing Type**.

The **Select** button will become enabled.

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

In the **Selection** grid, check the corresponding order 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.

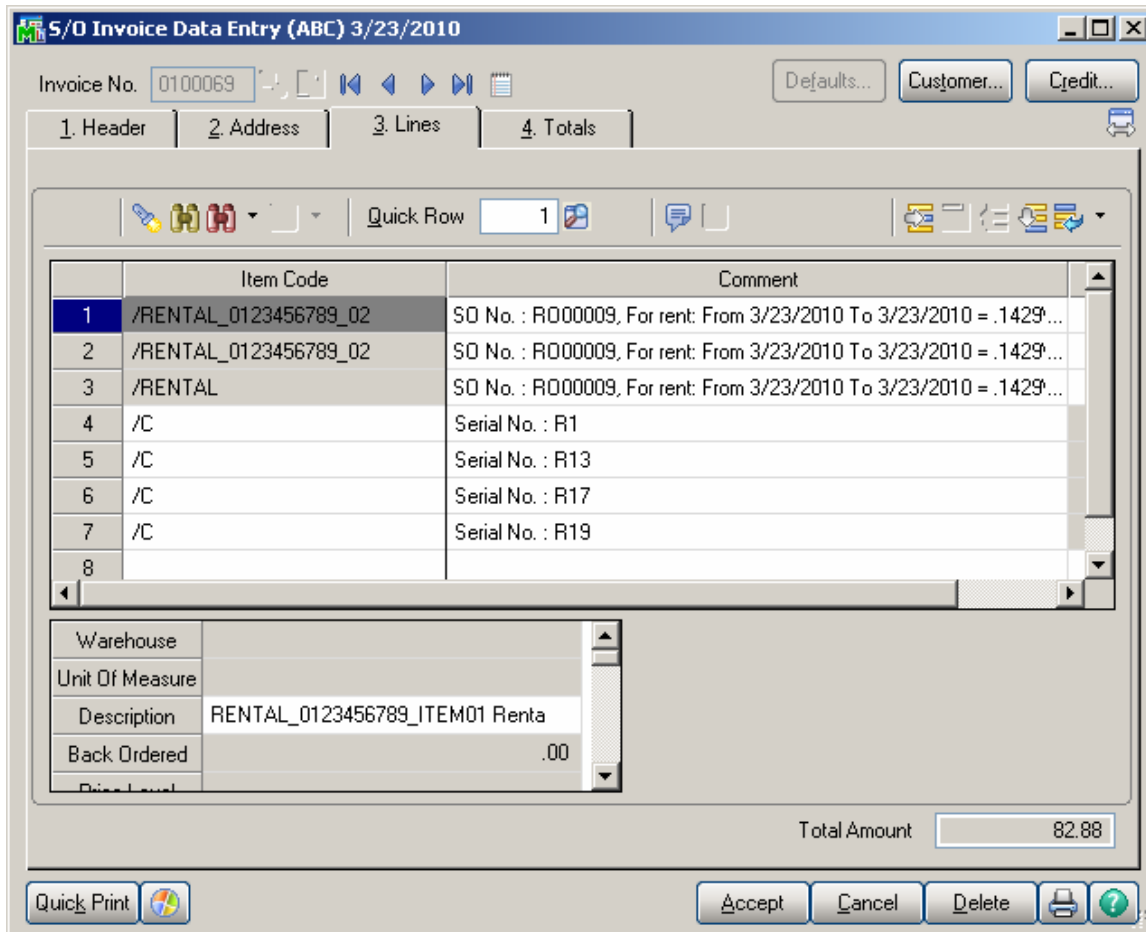
Open the **S/O Invoice Data Entry** and select the new generated invoice.

Rental Invoice Generation program has been modified to display the **Rental Sales Order** number from which the Invoice has been generated.

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

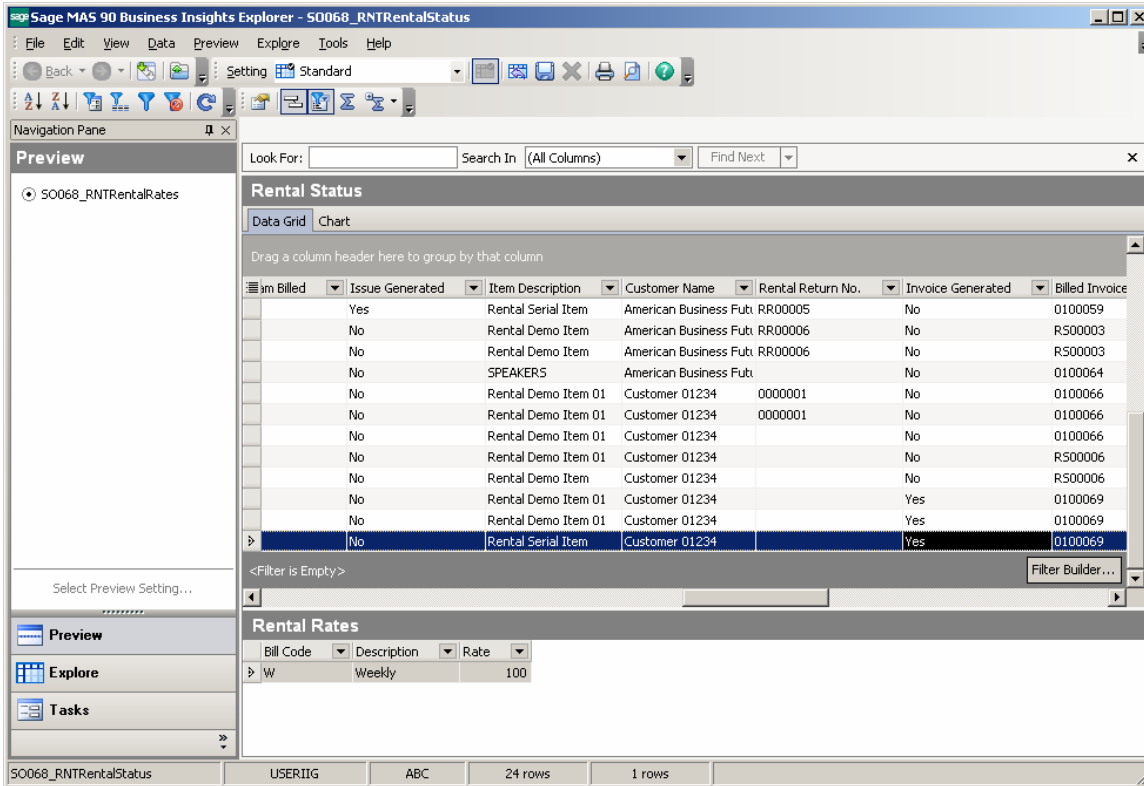
On the **Header** tab the **Comment** field is set to **RNT: Rentals billing** indicating the invoice is generated through the **Rental Invoice Generation** for rental billing.

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



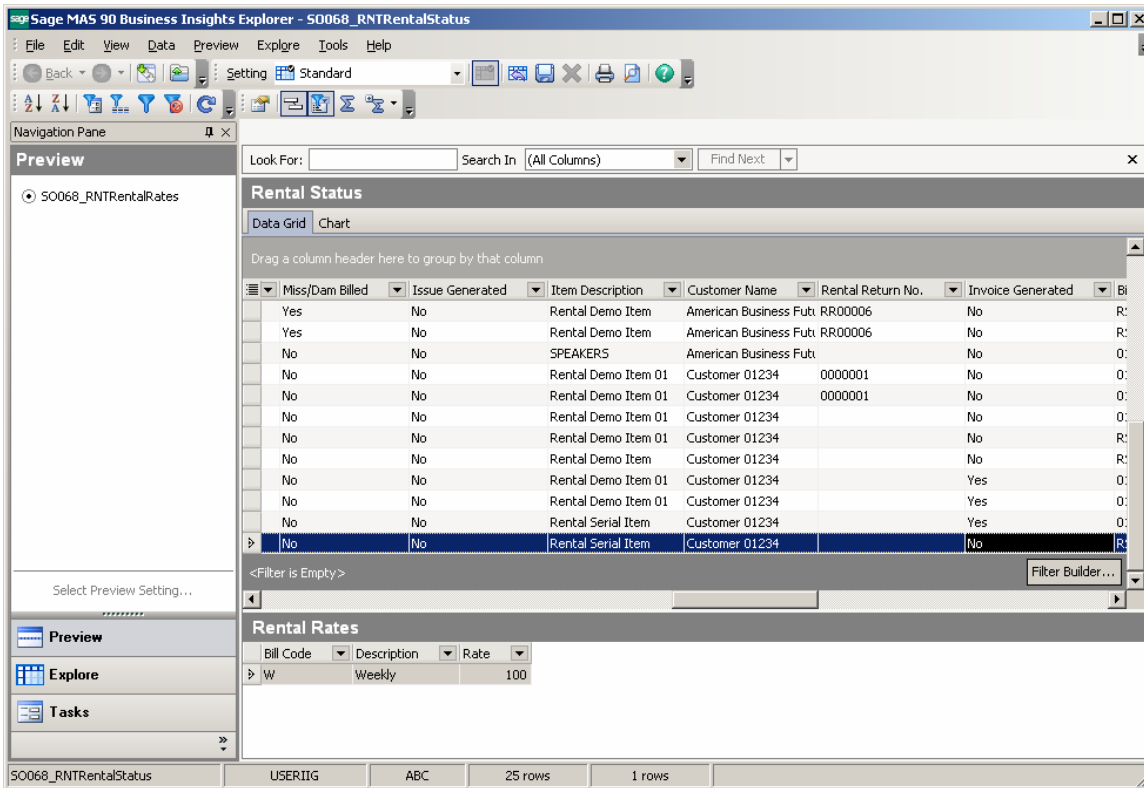
After the Rental Invoice Generation the Invoice Generated flag is changed to "Yes" and the **Billed Invoice Number** field is populated with corresponding Invoice Number in the Rental Status View.

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



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

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



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

A/R Invoice History Inquiry (ABC) 3/23/2010

Invoice No. 0100066 Type INV Date 3/23/2010

Source S/O Order No. R000006

1. Main 2. Lines

Customer No. 01-CUSTOMER_NUMBER01234 Customer 01234

Ship To Customer 01234

Source Journal SO-000010 RMA No.

Terms Code	01 Net 30 Days	Ship Date	3/23/2010	Taxable	<input type="text" value=".00"/>
Ship Via	UPS BLUE	Schedule	WI MILMIL	Nontaxable	<input type="text" value="320.00"/>
FOB	<input type="text"/>	Ship Zone	<input type="text"/> <input type="button" value="Tracking..."/>	Freight	<input type="text" value=".00"/>
Customer PO	<input type="text"/>	Weight	<input type="text"/>	Sales Tax	<input type="text" value=".00"/>
Salesperson	01-0100 Jim Kentley	Apply To	<input type="text"/>	Discount	<input type="text" value=".00"/>
Confirm To	Artie Johnson	IT User ID	<input type="text"/>	Invoice Total	<input type="text" value="320.00"/>
Comment	RNT : Rentals billing			Deposit	<input type="text" value=".00"/>
E-mail	artie@abf.com			Net Invoice	<input type="text" value="320.00"/>
Fax	<input type="text"/>	Batch Fax	<input type="checkbox"/>		

Balance

Minimum One Period Rental Charge

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

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

- Default Rental Line:**
- Starting Date:** 2/16/2011
- Ending Date:** 5/16/2011
- Start Billing Date:** 2/16/2011
- End Billing Date:** 5/16/2011
- Bill Code:** M Monthly
- Billing Day:** None
- Days In Month:** Bill Code Days
- Extended Rentals:** Prorate
- Billing Periods:** 3.0000M
- Pricing Method:** Time Based
- Billing Type:** Periodic
- Bill Period in Advance:**
- Minimum One Period Rental Charge:**

Buttons at the bottom include "Apply to Lines", "OK", and "Cancel".

Rental Detail Information

Rental Line

Starting Date 2/16/2011

Ending Date 5/16/2011

Start Billing date 2/16/2011

End Billing date 5/16/2011

Bill Code M Monthly

Billing Day 16

Days In Month Bill Code Days

Extended Rentals Prorate

Billing Periods 3.0000M

Pricing Method Time Based

Billing Type Periodic

Sales Price 84.000

Bill Period in Advance

Minimum One Period Rental Charge

OK Cancel

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

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

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

Rental Return Entry

When the customer returns Rental Order items, the return must be recorded 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.

Rental Return Entry (ABC) 05/23/2011

Return Number: RR00001

Return Date: 05/23/2011

Item Code: []

Sales Order No.: []

Serial No.: []

Customer No.: []

Sales Order No.	Item Code	Rented	Returned	M

Description: []

From Warehouse: []

U/M: []

Starting Date: []

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

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

Default Values

Next Return No. RR00008

Return Date 3/23/2010

OK Cancel

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

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

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

SO No. List in Status Reg.

Order No	Customer No
RNT0009	01-ABF
RNT0011	01-ABF
RNT0013	01-ABF
RNT0014	01-ABF
RNT0015	01-ABF
RNT0017	01-AVNET
RNT0020	01-HILLSB
RNT0021	01-ABF
RNT0022	01-ABF
RNT0023	01-ABF
RNT0024	01-ABF
RNT0025	01-ABF
RNT0026	01-ABF
RNT0027	01-ABF
RNT0030	01-AVNET

Search Order No Begins with Find

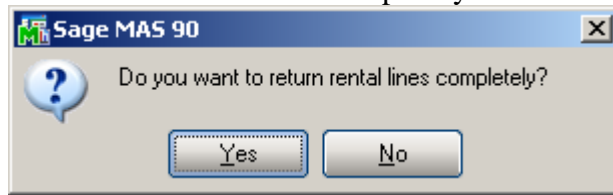
Filters...

Custom... Select Cancel

Found 45 records

When the user enter/select the Sales Order number the following message appears to confirm whether or not

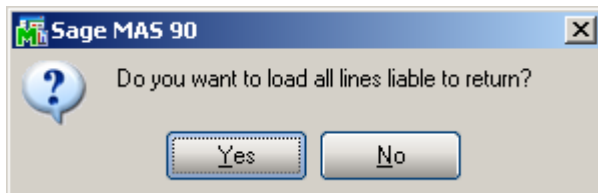
the lines will be returned completely.



If **Yes** is selected the **Returned** quantity will be set equal to the quantity **Rented** automatically.

After the lines of the selected order are loaded in the grid the user can select also other orders (if there are such) from the lookup list of the **Sales Order No** field for the selected customer to be returned.

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



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

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

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

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

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

Note: You cannot return rental lines until the Invoice generated for billing is updated.

Rental Return Entry (ABC) 05/23/2011

Return Number: RR00001

Return Date: 05/23/2011

Sales Order No.: []

Serial No.: []

Customer No.: 01-ABF

	Sales Order No.	Item Code	Rented	Returned
3	0000196	GB-MD750	2.00	2.00
4	0000197	1001-HON-H252	2.00	2.00
5	0000197	GB-MD750	1.00	1.00
6	RR000027	GB-MD750	1.00	1.00
7			.00	.00

Description: MODEM 9600 (SYNCHRONOUS)

From Warehouse: 000

U/M: EACH

Starting Date: 04/13/2011

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

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

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

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

Rental Return Printing

Form Code: STANDARD

Description: Preprinted

Number of Copies: 1 Collated Multi-Part Form Enabled

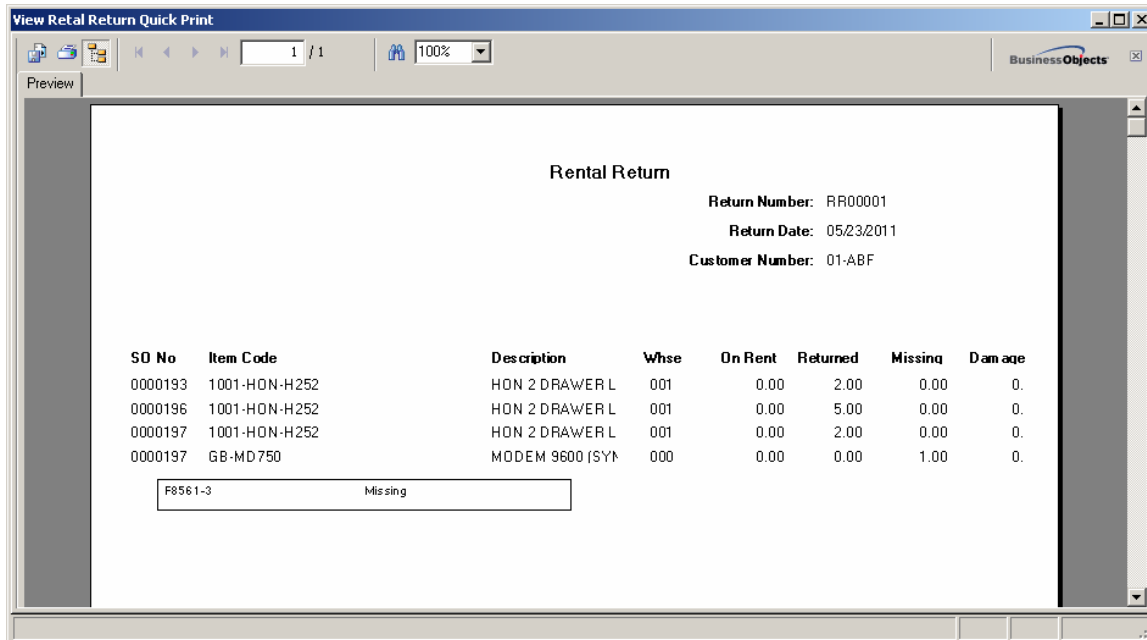
Print: All
All
On Rent
Returned
Missing
Damaged

Line 1 Message:

Line 2 Message:

Adobe PDF

Here is an example of printout:



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

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

The screenshot shows the 'Rental Return Entry (ABC) 3/10/2011' application window. The main form contains the following fields and controls:

- Return Number: RR00001
- Return Date: 3/10/2011
- Item Code: [Empty]
- Sales Order No.: [Empty]
- Serial No.: SER3
- Customer No.: [Empty]
- Buttons: Defaults..., Customer..., Auto Return

An 'Order Selection' dialog box is overlaid on the main form. It contains the following information:

- Customer No.: 01-AVNET
- Table of Sales Order No.:

		Sales Order No.
1	<input checked="" type="checkbox"/>	RNT0008
2	<input checked="" type="checkbox"/>	RNT0017
3	<input checked="" type="checkbox"/>	RNT0030

The dialog box also includes 'OK' and 'Cancel' buttons at the bottom.

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

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

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

The **Missing** quantity is entered if you are sure the customer will not return that item any more.
The **Damaged** quantity is entered in case the customer returns the item but it is damaged.

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

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

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

Here are some examples:

Rental Return Entry (ABC) 3/23/2010

Return Number: RR00011

Return Date: 3/23/2010

Sales Order No.: R000009

Customer No.: 01-CUSTOME Customer 01234

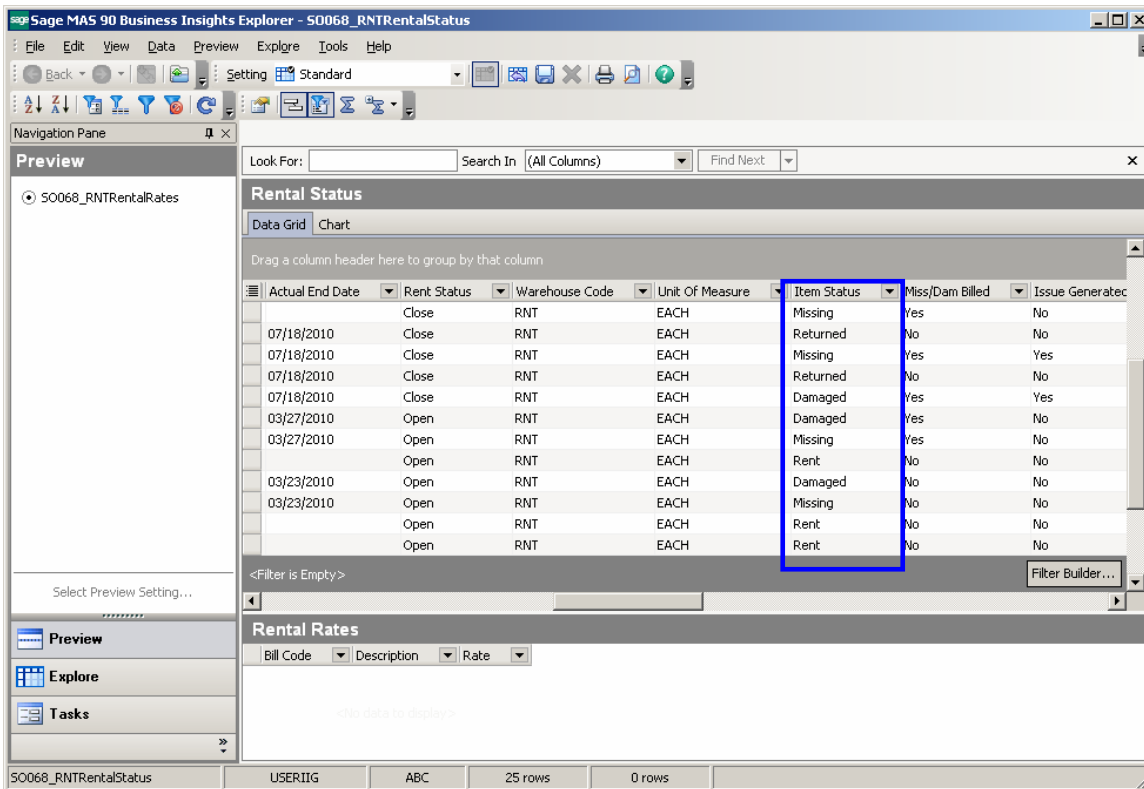
	Sales Order No.	Item Code	Rented	Returned	Missing	Damaged
1	R000009	RNT_SERIAL	1.00	1.00	.00	.00
2	R000006	RENTAL_01234567	1.00	.00	1.00	.00
3	R000007	RNT_DEMO	1.00	1.00	.00	.00
4	R000007	RENTAL_01234567	1.00	.00	.00	1.00
5			.00	.00	.00	.00

Quick Row: 4

Description	Rental Demo Item 01
From Warehouse	RNT
U/M	EACH
Starting Date	2/11/2010

Buttons: Accept, Cancel, Delete

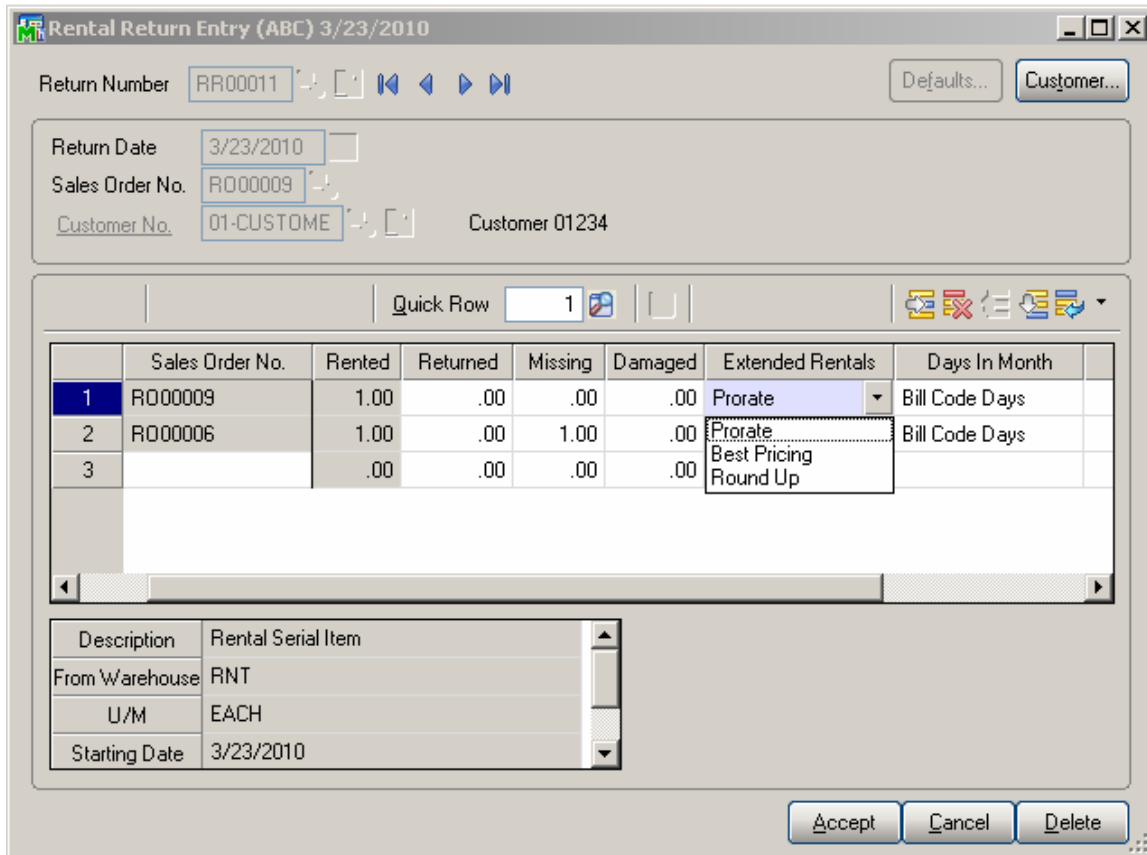
Open or just refresh the **Rental Status View** after running [Rental Return Reports/Update](#) program.



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

Extended Rentals Setting During Return

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



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

Rental Return Entry (ABC) 3/23/2010

Return Number: RR00011

Return Date: 3/23/2010

Sales Order No.: R000009

Customer No.: 01-CUSTOMER Customer 01234

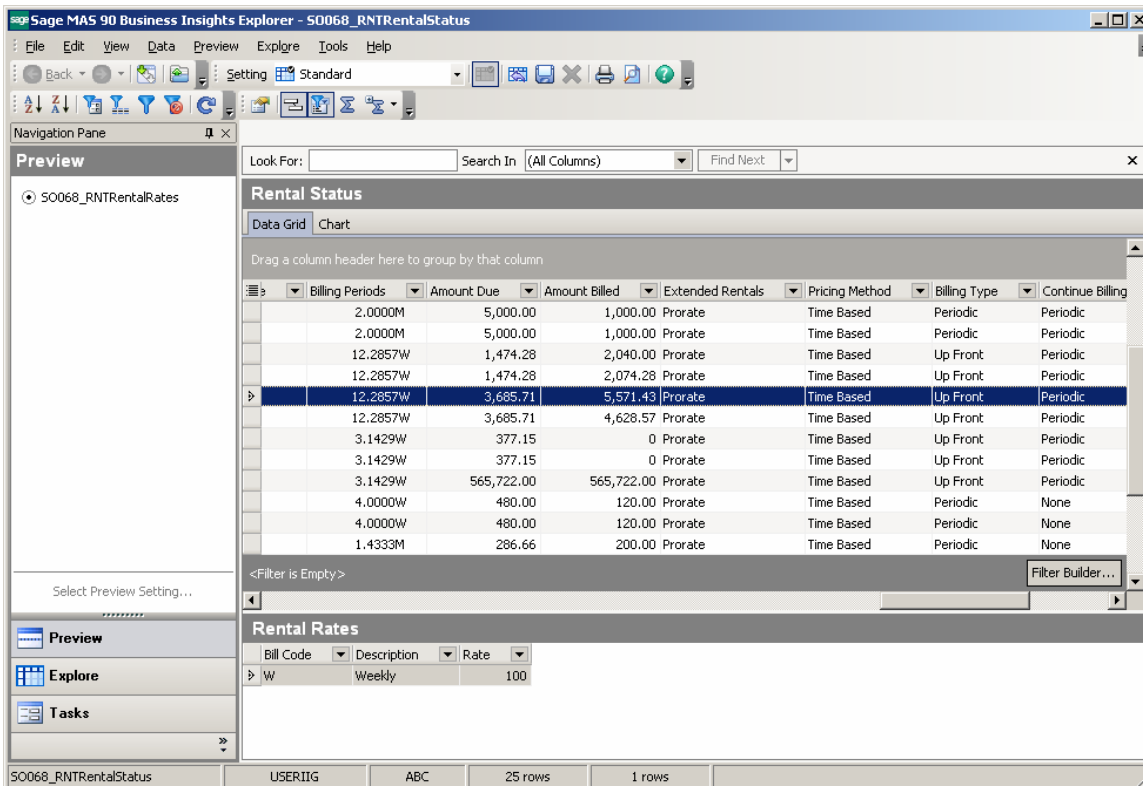
Quick Row: 2

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

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

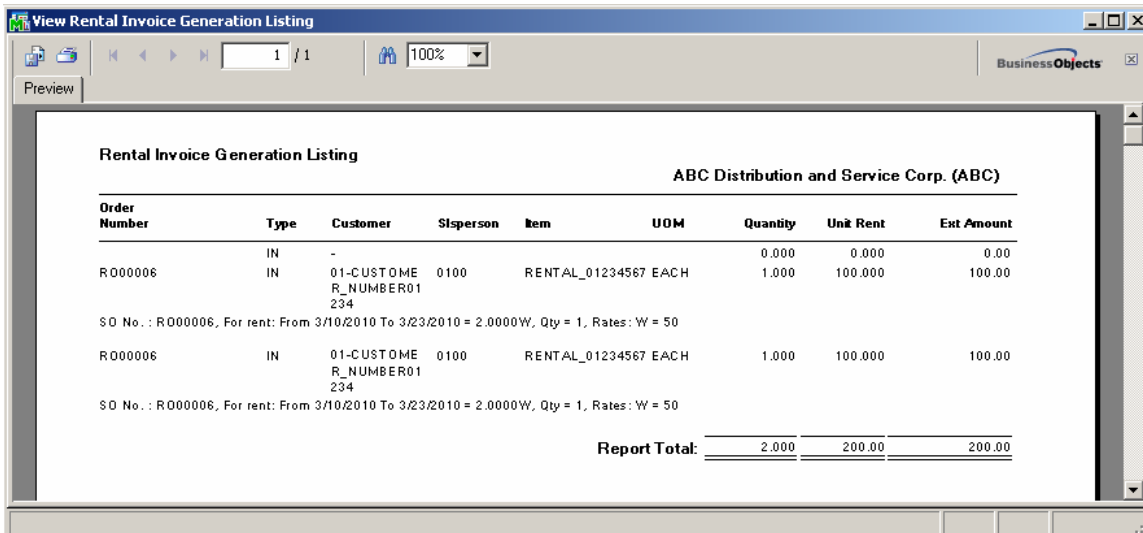
Accept Cancel Delete

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



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

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



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

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

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

Quick Row 3

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

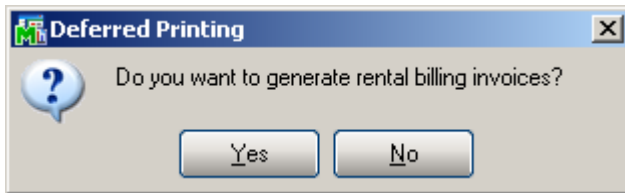
Warehouse	
Unit Of Measure	
Description	
Back Ordered	.00
Price Level	

Total Amount 200.00

Quick Print Accept Cancel Delete

Rental Invoice Generation during Rental Return Reports/Updates

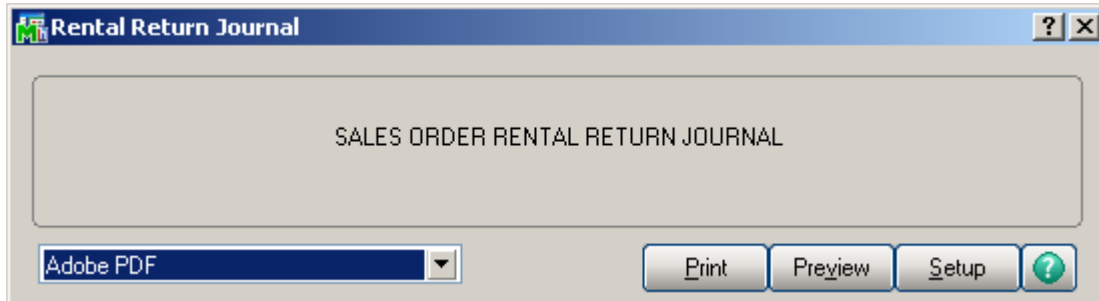
After returning the Rental Line and the Billing Type of current Item is Upon Return, then during Rental Return Reports/Updates Rental Invoice will be generated. After running Rental Return Reports/Updates the following message will be displayed:



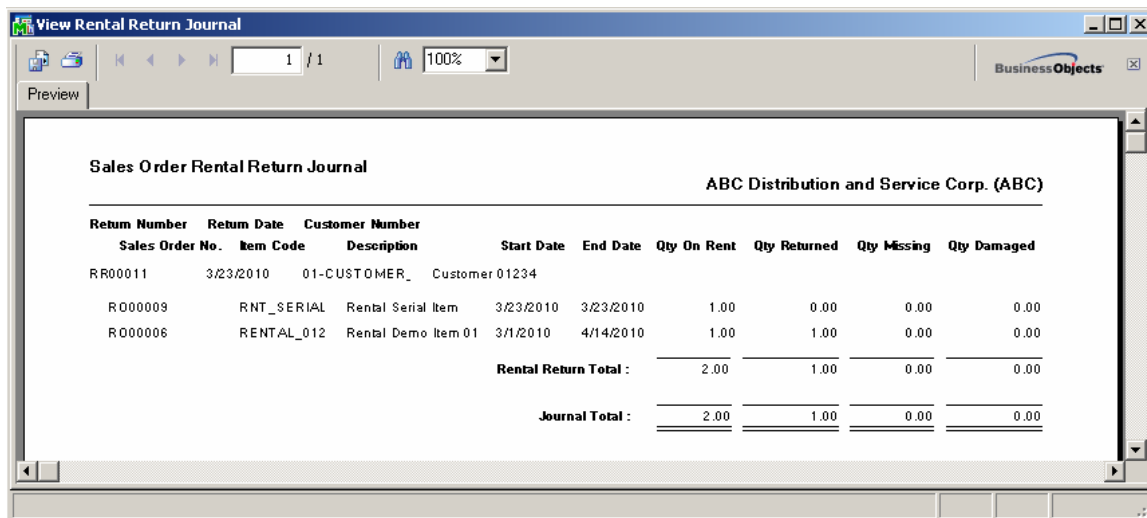
Click Yes to generate Invoices for corresponding lines.

Rental Return Reports/Update

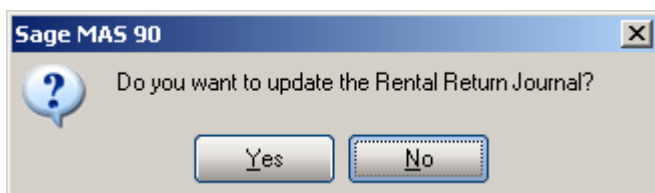
After Returns have been created, select the **Rental Return Reports/Update** from **Sales Order Main** menu to print/preview the rental return journal.



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



The following message appears after printing the journal:



Select Yes to update the Rental Return Journal.

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

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

Track Missing/Damaged Rentals

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

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

Action: Generate Invoice (dropdown menu open showing: Issue Inventory, Generate Invoice, Close Only)

Select...

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

Clear Proceed Cancel [Printer Icon]

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

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

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

Action: Issue Inventory [Select...]

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

Buttons: Clear, Proceed, Cancel, Print

Selection

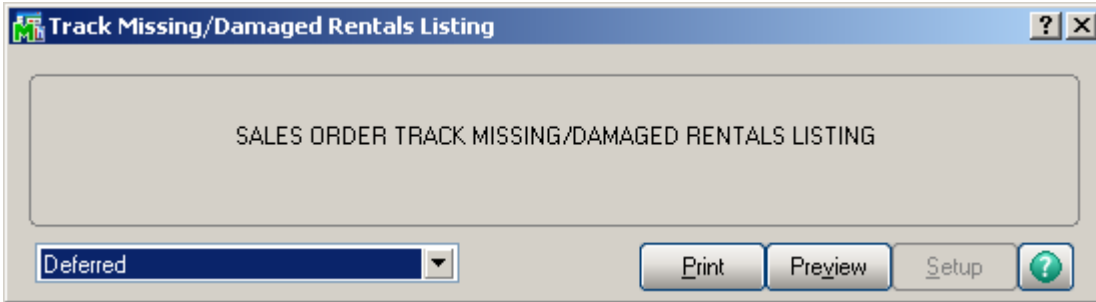
	Select	Sales Order	Div	Customer	Item	
1	<input checked="" type="checkbox"/>	RO00003	01	ABF	RNT_DEMO	Da
2	<input checked="" type="checkbox"/>	RO00003	01	ABF	RNT_DEMO	Mi
3	<input checked="" type="checkbox"/>	RO00006	01	CUSTOMER_NUMBER01234	RENTAL_0123456789_ITEM01	Da
4	<input checked="" type="checkbox"/>	RO00006	01	CUSTOMER_NUMBER01234	RENTAL_0123456789_ITEM01	Mi

Buttons: OK, Cancel

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

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

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



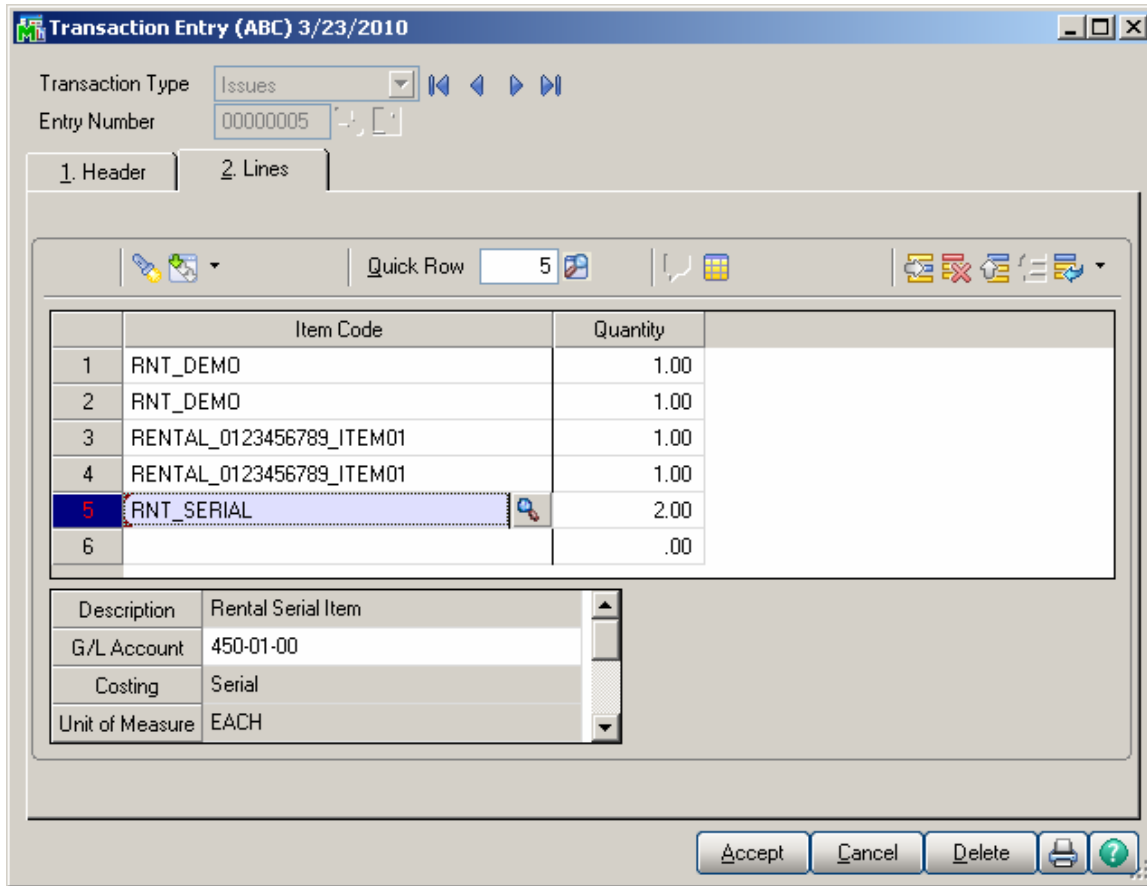
You can Preview/Print the Missing/Damaged Rentals listing prior to I/M Issue transaction is generated.

Order Number	Customer	Slsperson	Item	UOM	Quantity	Sale Price	Ext Amount
R000003	01-ABF	0100	RNT_DEMO	EACH	1.00	84.00	84.00
R000003	01-ABF	0100	RNT_DEMO	EACH	1.00	84.00	84.00
R000006	01-C UST O ME	0100	RENTAL_01234567	EACH	1.00	84.00	84.00
R000006	01-C UST O ME	0100	RENTAL_01234567	EACH	1.00	84.00	84.00
Report Total:					<u>4.00</u>	<u>336.00</u>	<u>336.00</u>

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

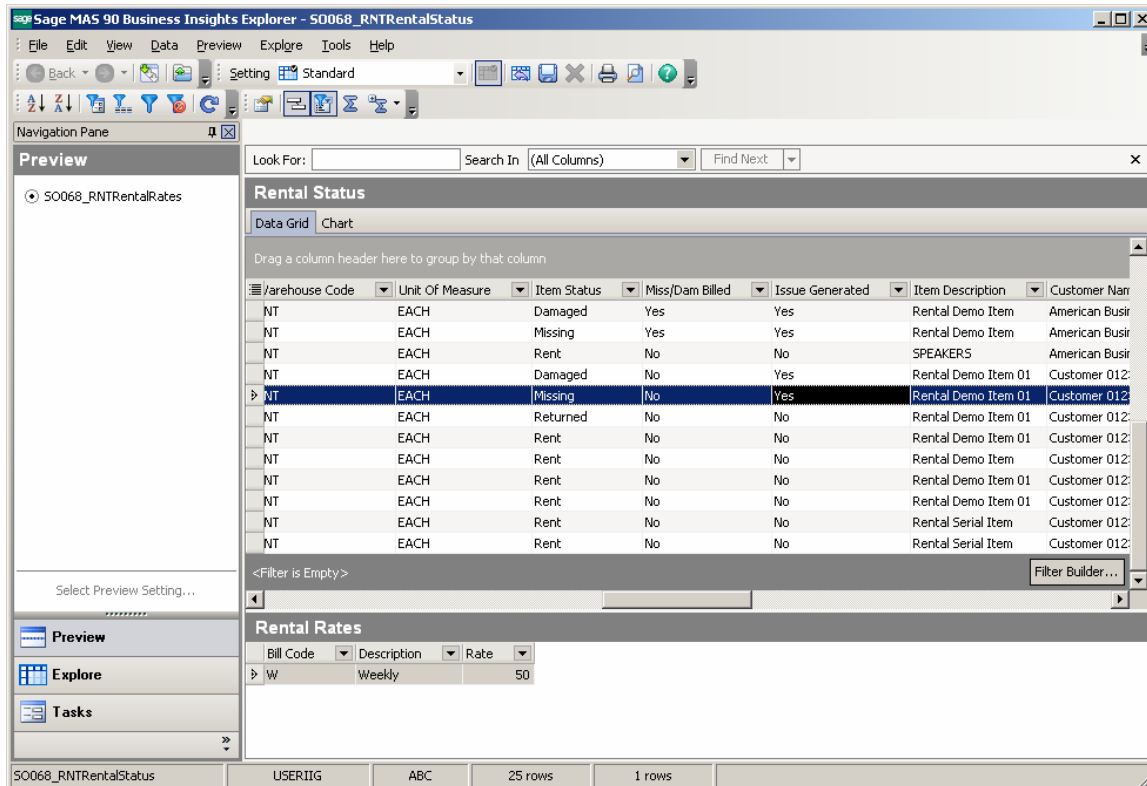
The screenshot shows a software window titled "Transaction Entry (ABC) 3/23/2010". At the top, there are navigation buttons (back, forward, etc.). Below that, the "Transaction Type" is set to "Issues" and the "Entry Number" is "00000005". There are two tabs: "1. Header" and "2. Lines", with "1. Header"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

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



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

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



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

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

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

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

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

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

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

Customer No. 01-CUSTOMER_NUMBER01234 Customer 01234
Cust PO

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

Sales Tax
Schedule WI MILMIL
Milwaukee

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

Print Invoice

Quick Print Accept Cancel Delete

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

The screenshot displays the 'S/O Invoice Data Entry (ABC) 3/23/2010' window. At the top, the 'Invoice No.' is 0100067. The 'Lines' tab is active, showing a table with the following data:

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

Below the table, the details for the selected item (Line 2) are shown:

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

The 'Total Amount' is 168.00. At the bottom, there are buttons for 'Quick Print', 'Accept', 'Cancel', 'Delete', and a help icon.

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**.

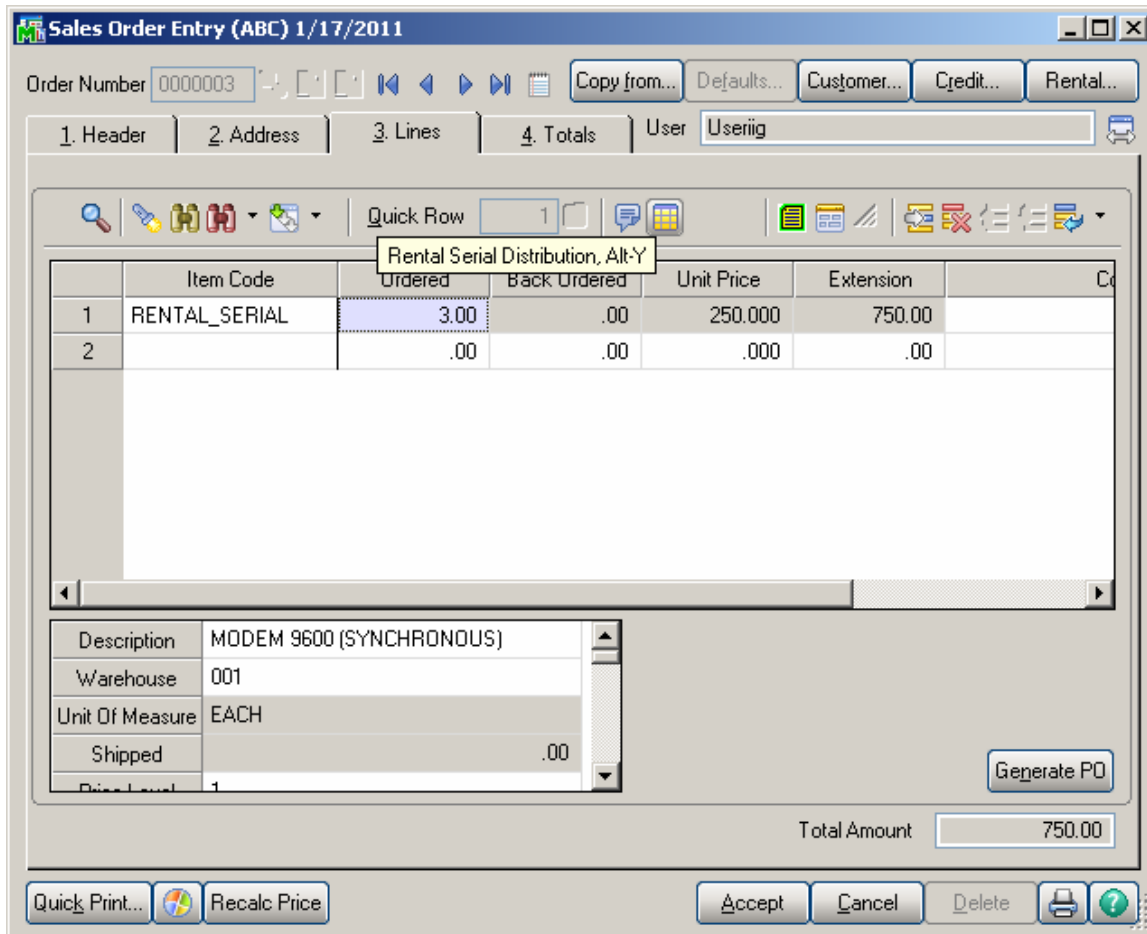
If the generated Invoice is deleted the **Miss/Dam Invoice Number** field in the **Rental Status View** is emptied.

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 Serial Items

Distribution has been provided for rental serial item numbers in the **Sales Order Entry**.
 Select a serial item to be rented out.



Rental Detail Information

Rental Line

Starting Date: 1/17/2011

Ending Date: 1/17/2011

Start Billing date: 1/17/2011

End Billing date: 1/17/2011

Bill Code: W

Billing Day: None

Days In Month: Bill Code Days

Extended Rentals: Best Pricing

Billing Periods: 1D

Pricing Method: Time Based

Billing Type: Up Front

Sales Price: 1,650.000

Continue Billing: Periodic

Bill Period in Advance

OK Cancel

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

(Reserve) Serial Number Distribution

Item Code: RENTAL_SERIAL MODEM 9600 (SYNCHRONOUS)

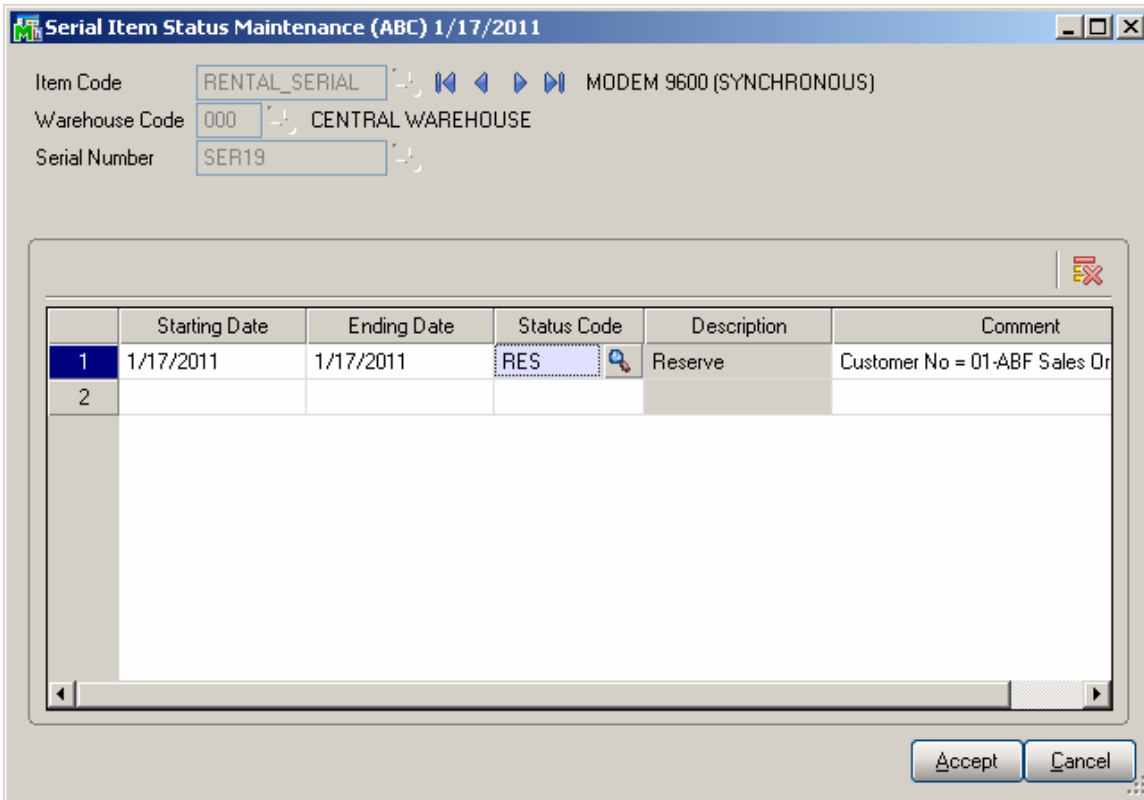
Unit of Measure: EACH

	Serial Number	Available	Reserve
1	SER5	.00	1.00
2	SER4	.00	1.00
3	SER19	.00	1.00
4		.00	.00

Distribution Balance: .00

OK Cancel ?

On the **Serial Item Status Maintenance** screen, the **Serial Numbers** distributed in the **(Reserve) Serial Number – Distribution** are displayed as **Reserved** on the Sales Order.



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 **(Rental) Serial No. – Distribution Entry** screen.

Shipping Data Entry

Shipper ID: 1 Ship Date: 1/17/2011 Order No.: 0000003
 Shipping No.: 0100069 Ship Status: Shipped 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	Back Ordered	Comment
1	RENTAL_SERIAL	3.00	3.00	.00	

Description: MODEM 9600 (SYNCHRONOUS)
 Warehouse: 000
 U/M: EACH
 Package: 0001

Quick Print Auto Increment Accept Cancel Delete [Print] [Help]

(Rent) Serial Number Distribution

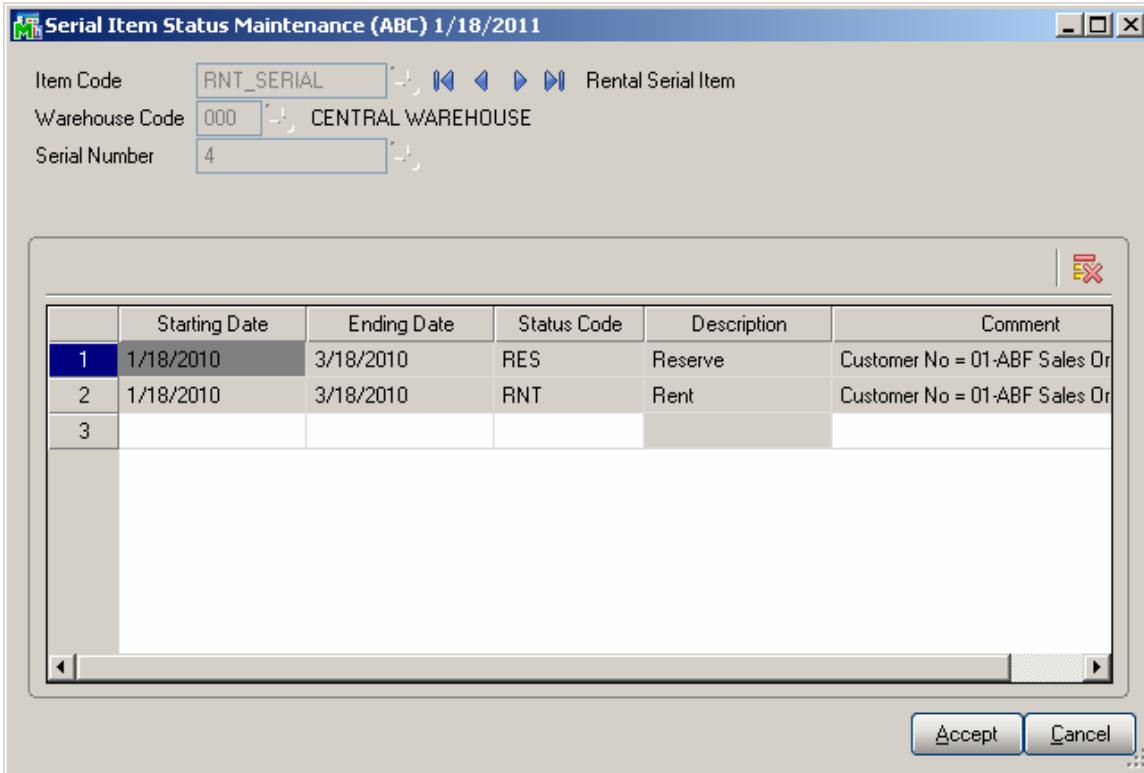
Item Code: RENTAL_SERIAL MODEM 9600 (SYNCHRONOUS)
 Unit of Measure: EACH

	Serial Number	Available	Reserve	Rent
1	SER19	1.00	<input type="checkbox"/>	1.00
2	SER4	1.00	<input type="checkbox"/>	1.00
3	SER5	1.00	<input type="checkbox"/>	1.00
4	[]	.00	<input type="checkbox"/>	.00

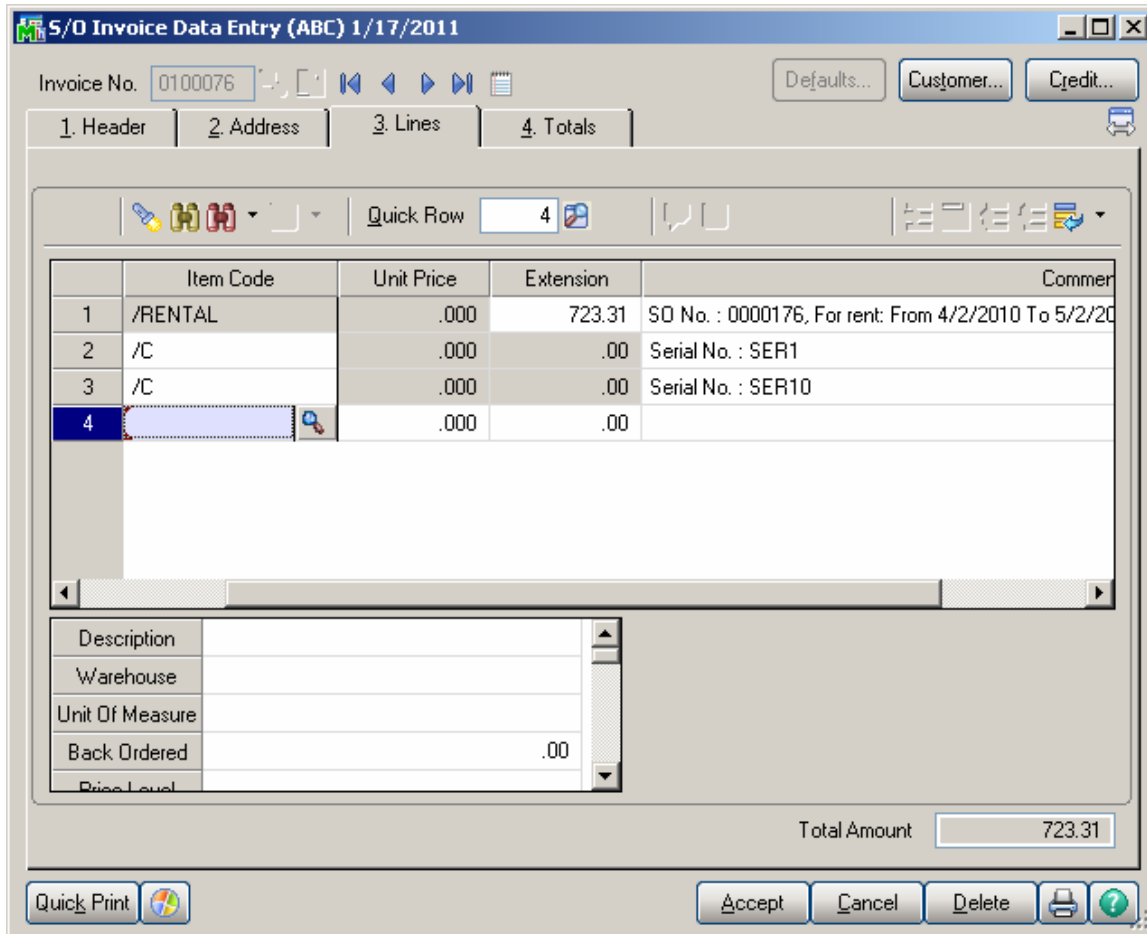
Distribution Balance: .00

Auto Increment OK Cancel [Help]

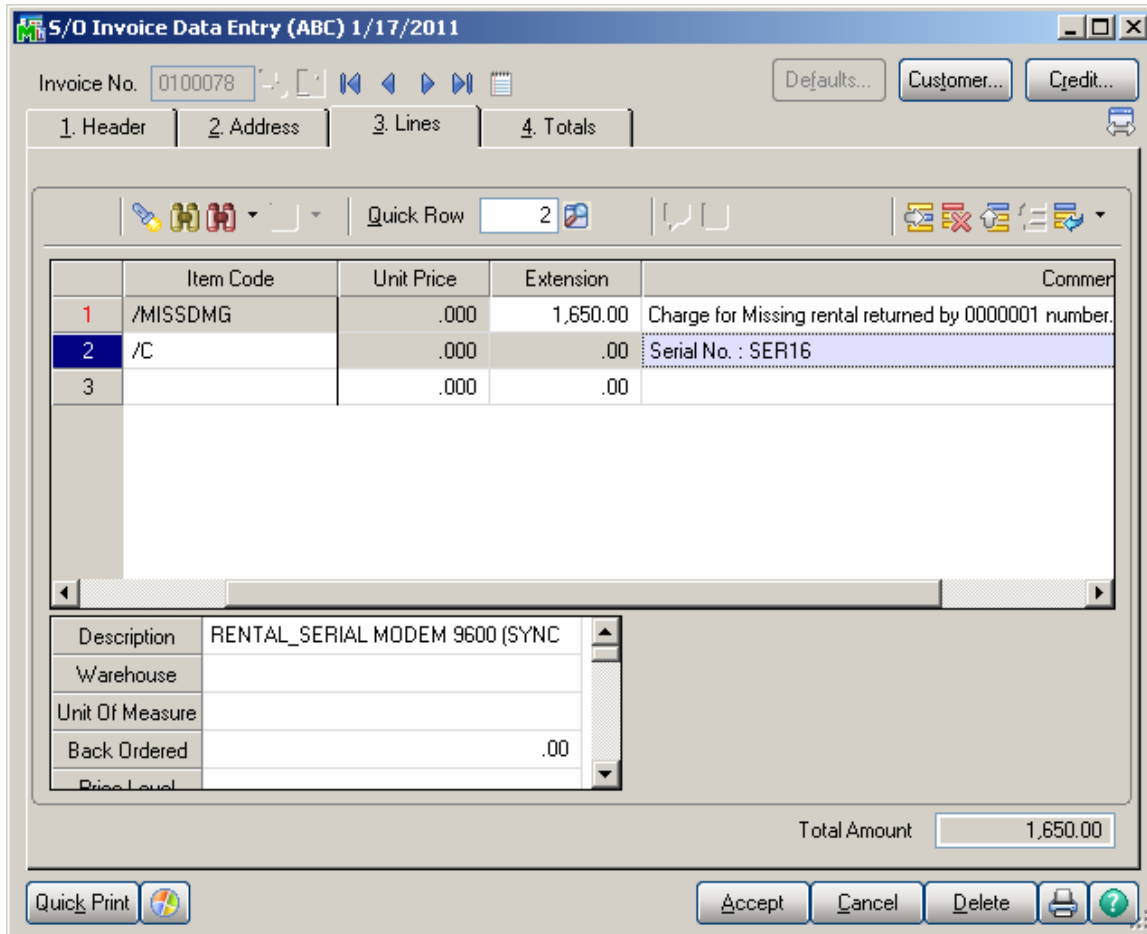
On the **Serial Item Status Maintenance** screen, the **Serial Numbers** distributed in the **(Rent) Serial Number – Distribution Entry** are displayed as **Rented** on the Sales Order.



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

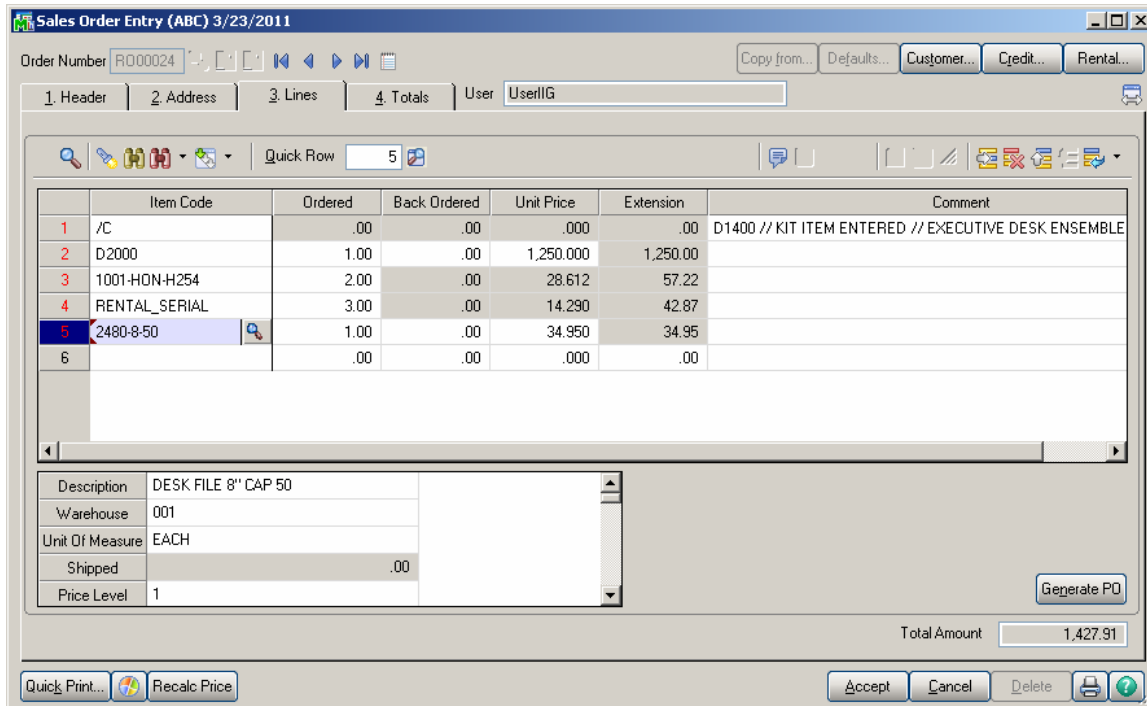


When Invoice is generated for **Missing/Damaged Rentals** through the **Track Missing/Damaged Rentals** program a Comment line is added in the Lines grid for each Serial number.



Rental Processing for Kit Items

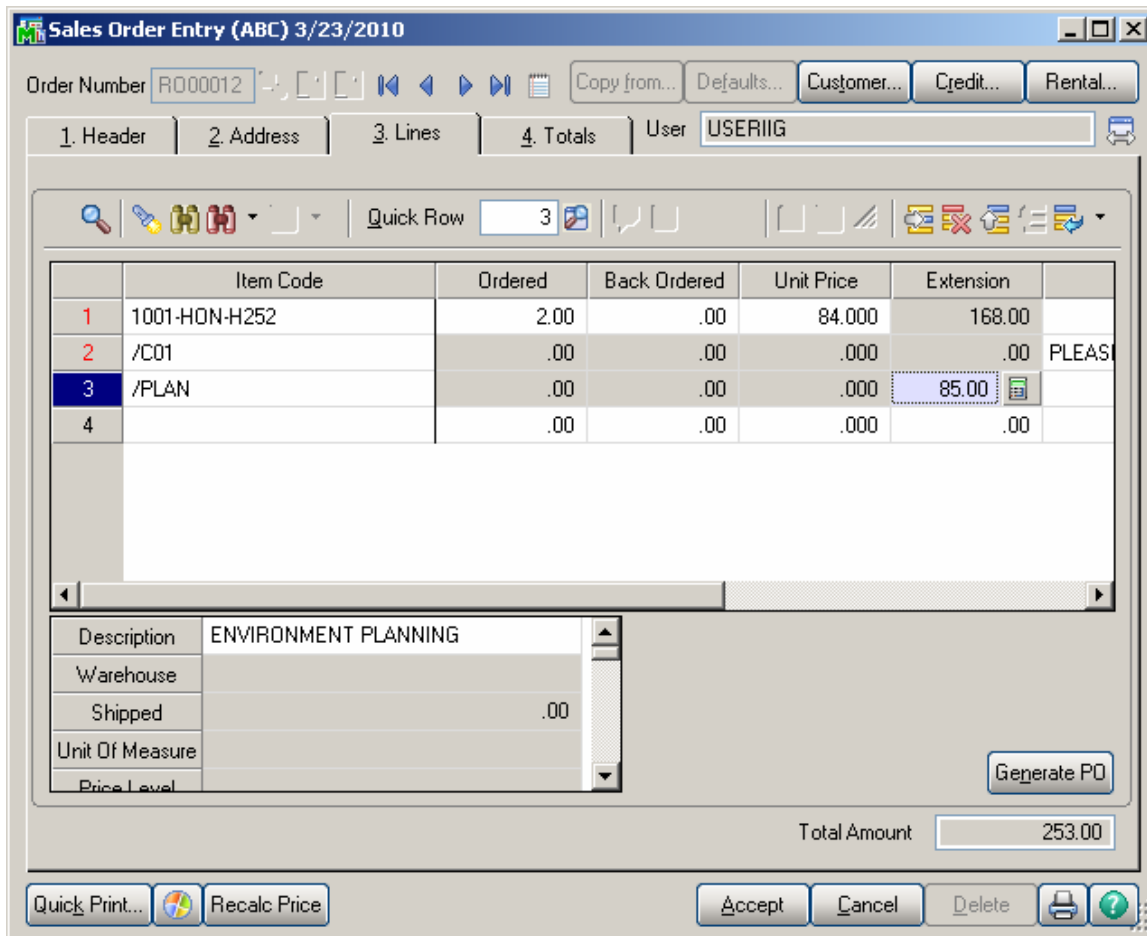
Kit Item allowed for rent is always exploded in the Rental Order irrespective of the **Explode Kit** option set in the **Options** tab of the **Item Maintenance**.



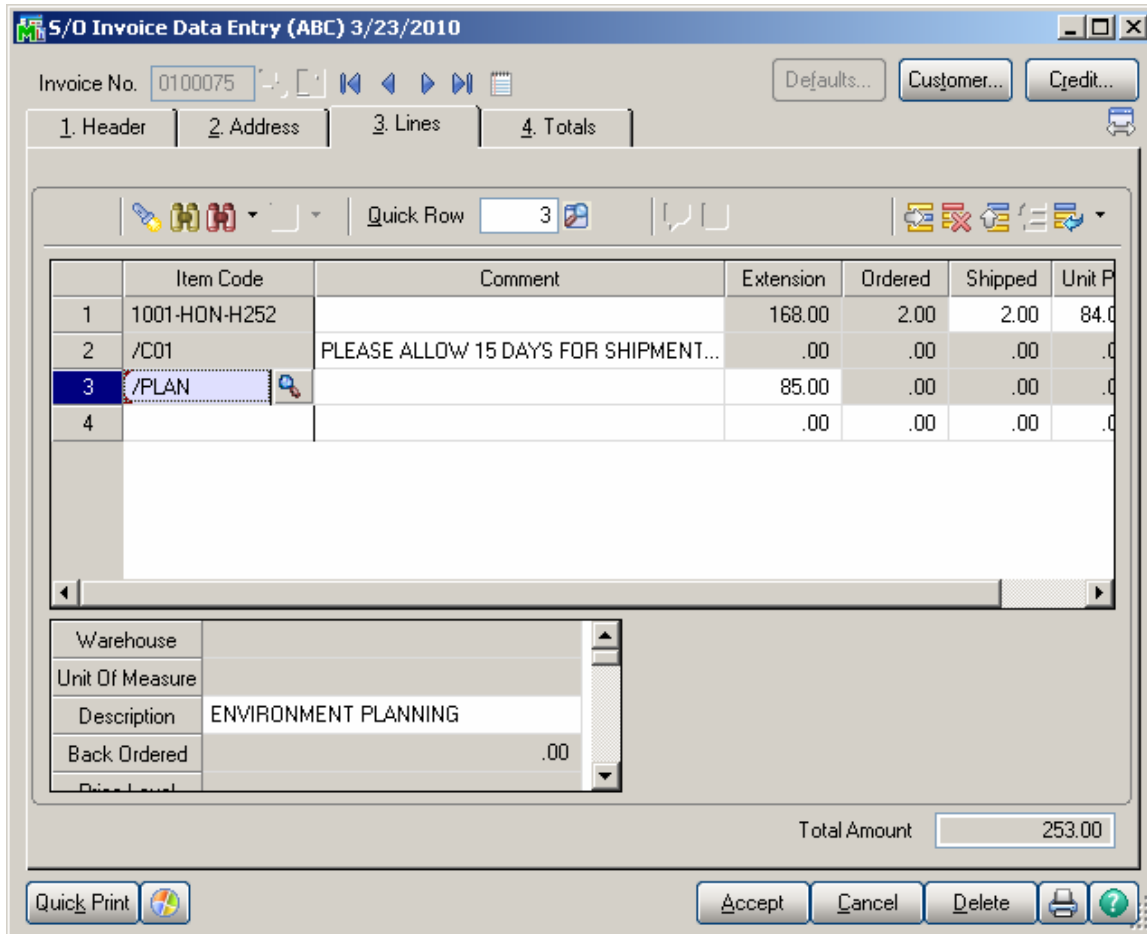
Upon entering a Kit Item in the rental order the sales Kit Item number is replaced with a comment line indicating sales kit number. All the components of that kit are presented as regular line items. The components indicated as allowed for rent will be processed as regular rental items.

Comment Lines in Rental Order/Invoice

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



Here is the Invoice generated for the above rental order:



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

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

Shipping Rental Orders Grouped by Rental Job Number

Sales Order Entry

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

Sales Order Entry (ABC) 2/16/2011

Order Number: R000041

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

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

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

Ship Date: 2/16/2011

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

Sales Tax Schedule: WI | Wisconsin:

Ship To Addr: 2 (American Business Futures)

Terms Code: 01 (Net 30 Days)

Ship Via: UPS BLUE | FOB:

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

Fax No.: | Batch Fax:

Comment:

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

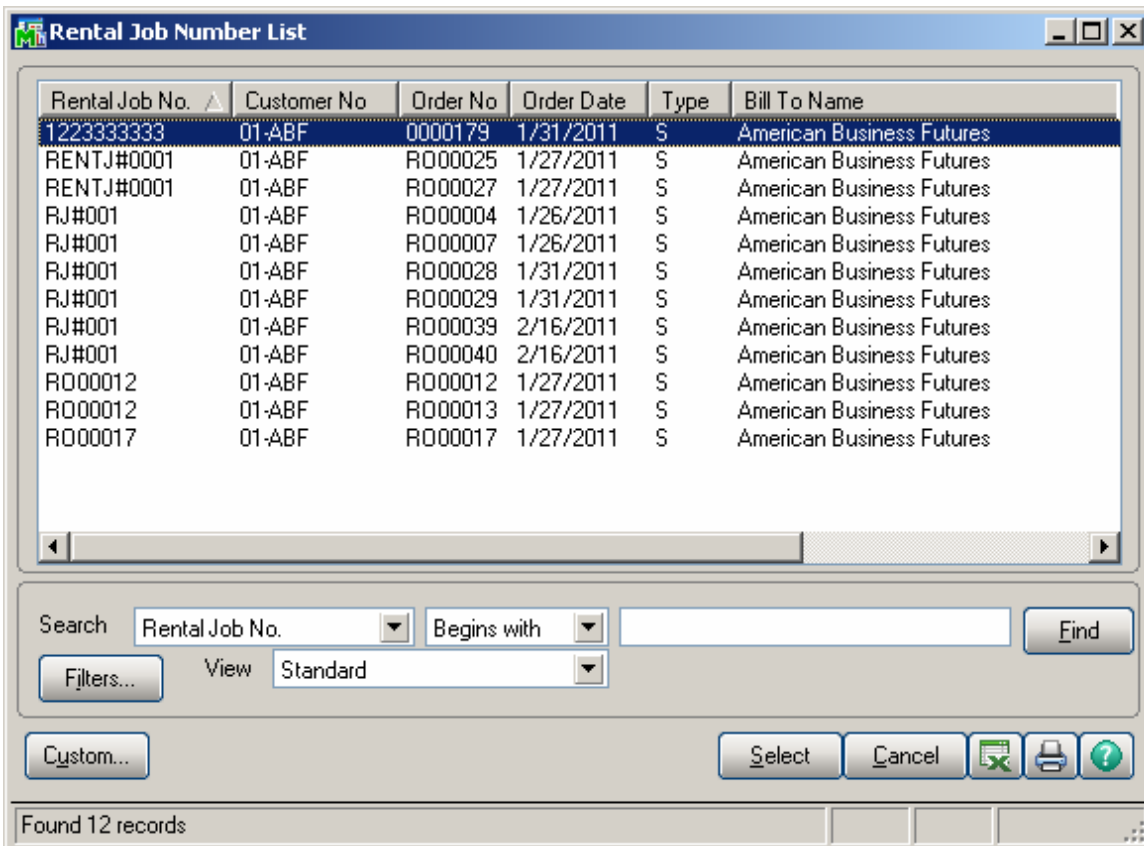
Print Order: | Job No.:

Print Pick Sheets:

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

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

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



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



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

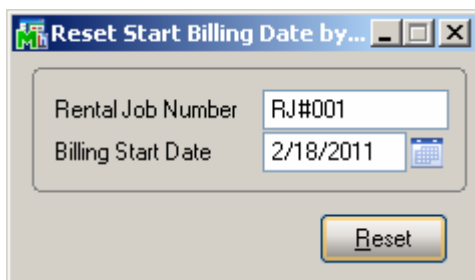
The user will not be able to start Invoicing of the orders tied to a Rental Job until the lines' Billing Start date is reset by the **Reset Start Billing Date** program for all the Orders tied to that job.

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

Reset Start Billing Date

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

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



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

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

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

Sub Rental Processing

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

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

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

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

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

Warehouse Code Maintenance

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

Warehouse Code Maintenance (ABC) 3/23/2010

Warehouse Code: RNT

Description: Rental Warehouse

Name: Rental warehouse

Address: 1101 W. MAC ARTHUR BLVD.

ZIP Code: 92626

City: COSTA MESA State: CA

Country:

Telephone: Ext:

Fax:

E-mail Address:

Contact:

Post to Location: 03 Central Warehouse

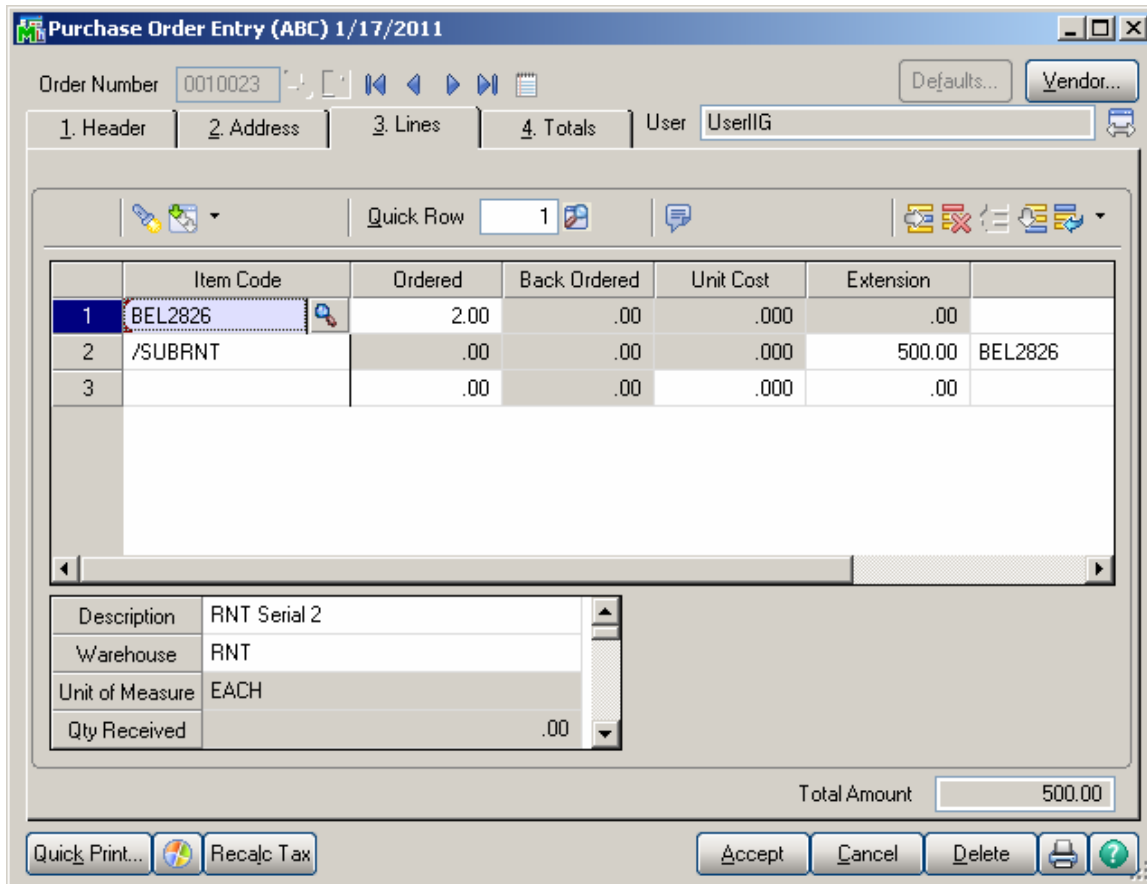
Sub Rental Warehouse:

Accept Cancel Delete Print Help

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

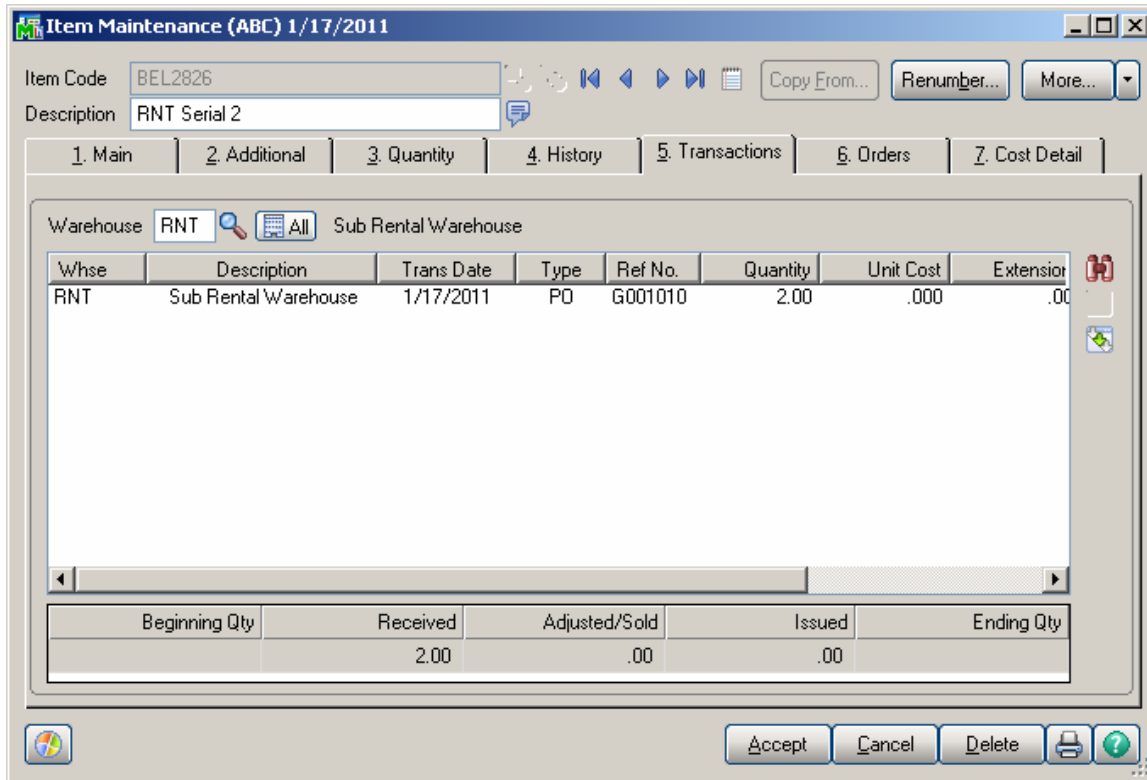
Manual PO Generation

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



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

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



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

Automatic PO Generation**Sales Order Entry**

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

Order Number: R000014

User: USERIIG

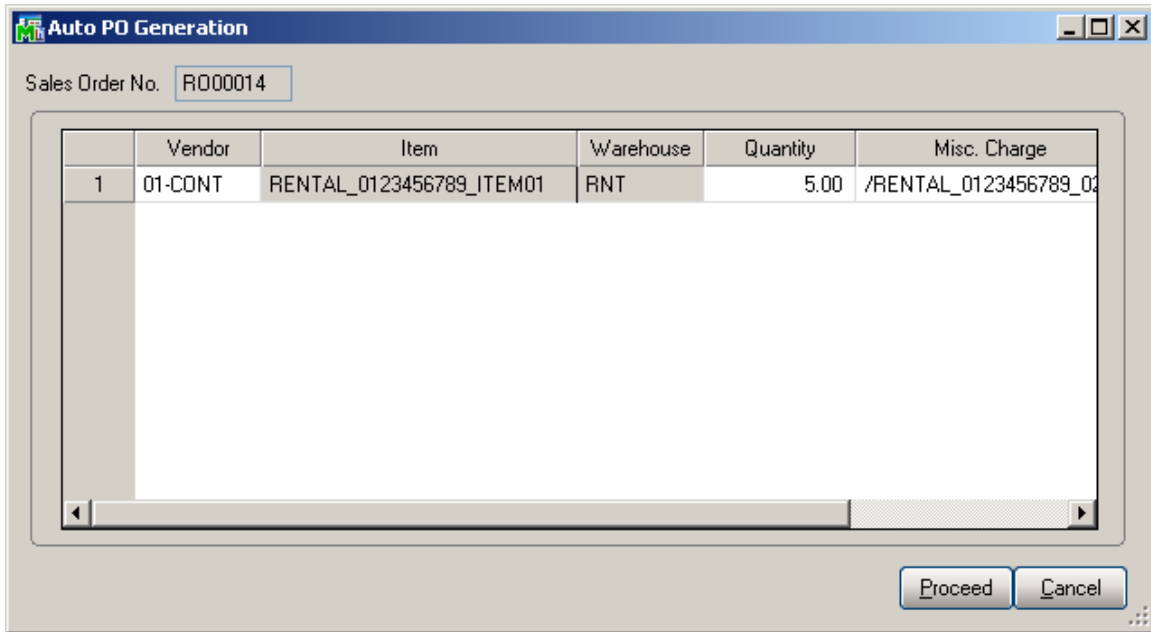
Item Code	Extension	Comment
1 RENTAL_0123456789_ITEM01	42.87	
2	.00	

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

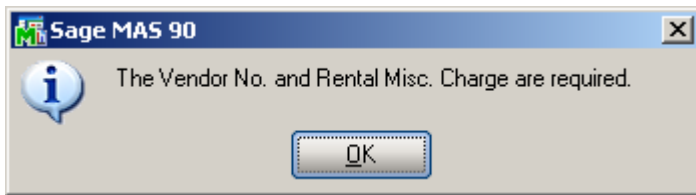
Total Amount: 42.87

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

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



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



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

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

Purchase Order Entry (ABC) 3/24/2010

Order Number 0010020 Defaults... Vendor...

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

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

Vendor No. 01-CONT Container Corporation Of Usa

Order Status New
Required Date 3/24/2010

1099 Form None
1099 Box

Sales Tax Schedule
Use Tax

Purchase Address
Ship-To Address 0000 ABC Distributing Company
Terms Code 03 NET END OF MONTH
Ship Via FOB
Warehouse 000 CENTRAL WAREHOUSE

Confirm To
E-mail
Telephone (312) 555-7721 Ext
Fax
Comment Generated from SO# R000014
On Hold Print Order

Quick Print... Accept Cancel Delete

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

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

Purchase Order Entry (ABC) 3/24/2010

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

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

Quick Row: 1

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

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

Total Amount: .00

Quick Print... Accept Cancel Delete ?

Item Maintenance (ABC) 3/24/2010

Item Code: RENTAL_0123456789_ITEM01 Copy From... Renumber... More...

Description: Rental Demo Item 01

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

Warehouse: RNT All Rental Warehouse

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

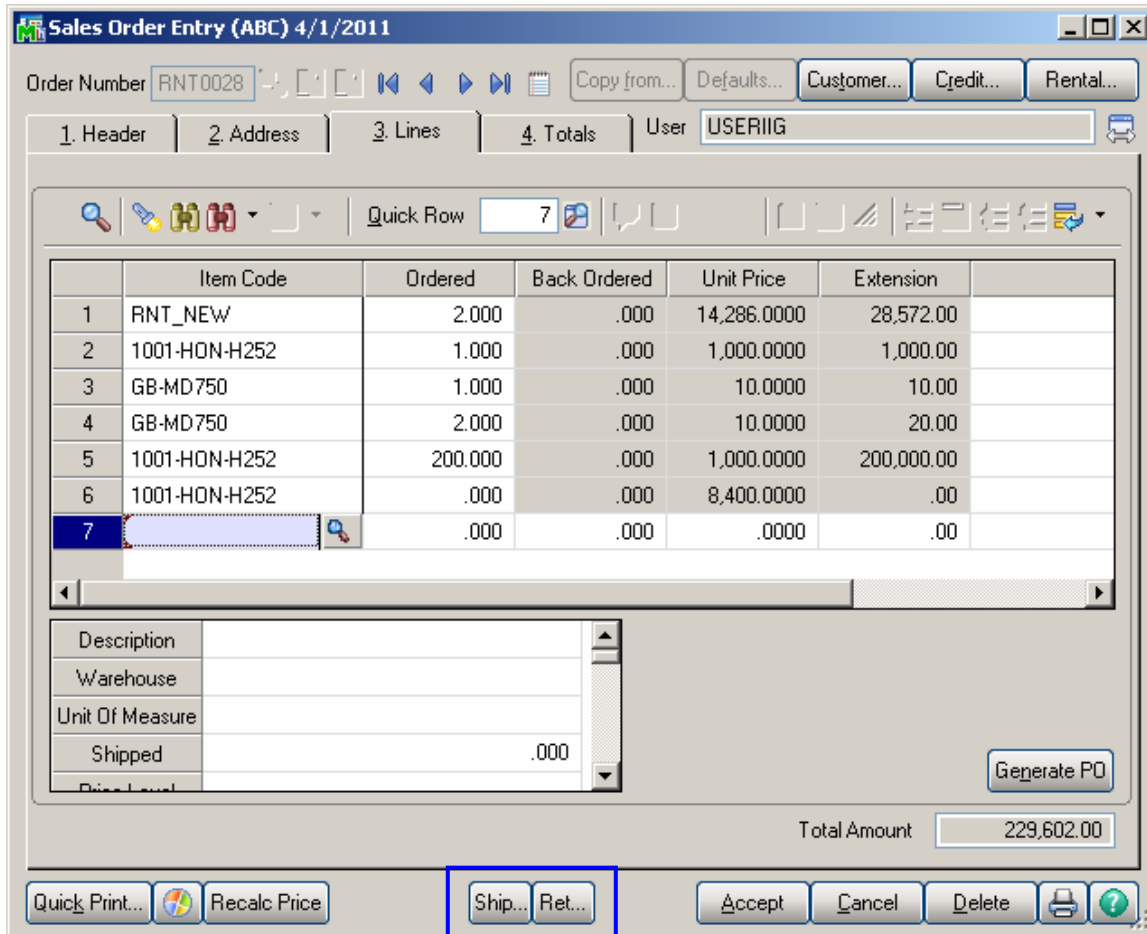
Beginning Qty	Received	Adjusted/Sold	Issued	Ending Qty
.00	.00	.00	2.00-	2.00-

Accept Cancel Delete ?

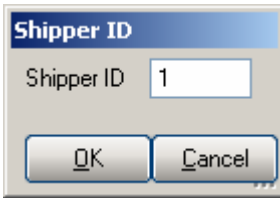
The **Unit Cost** is zero for all Rental Item PO Transactions processed for Sub Rental Warehouse.

Link from Sales Order Entry to Rental Shipping Data Entry and Rental Return Entry

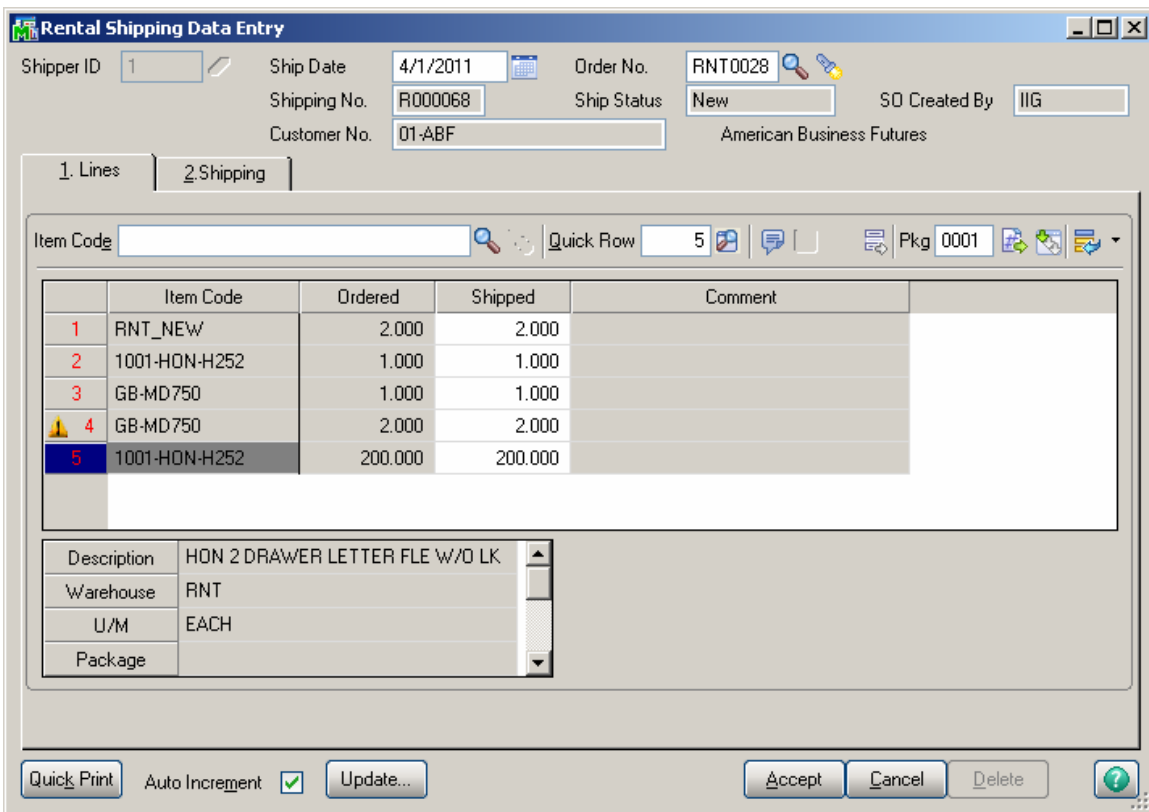
Rental Shipping Entry and **Rental Return Entry** buttons have been added to the **Sales Order Entry** header.



Click the **Rental Shipping Entry** button. **Shipper ID** screen will be opened. Specify desired Shipper ID and press OK.

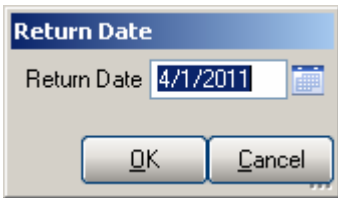


The **Rental Shipping Data Entry** screen will be opened defaulted to the specified Shipper ID.

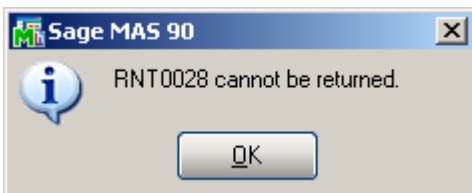


The **Update** button has been added to the **Rental Shipping Data Entry** screen header to call the **Rental Shipping Reports/Updates** program right from this screen.

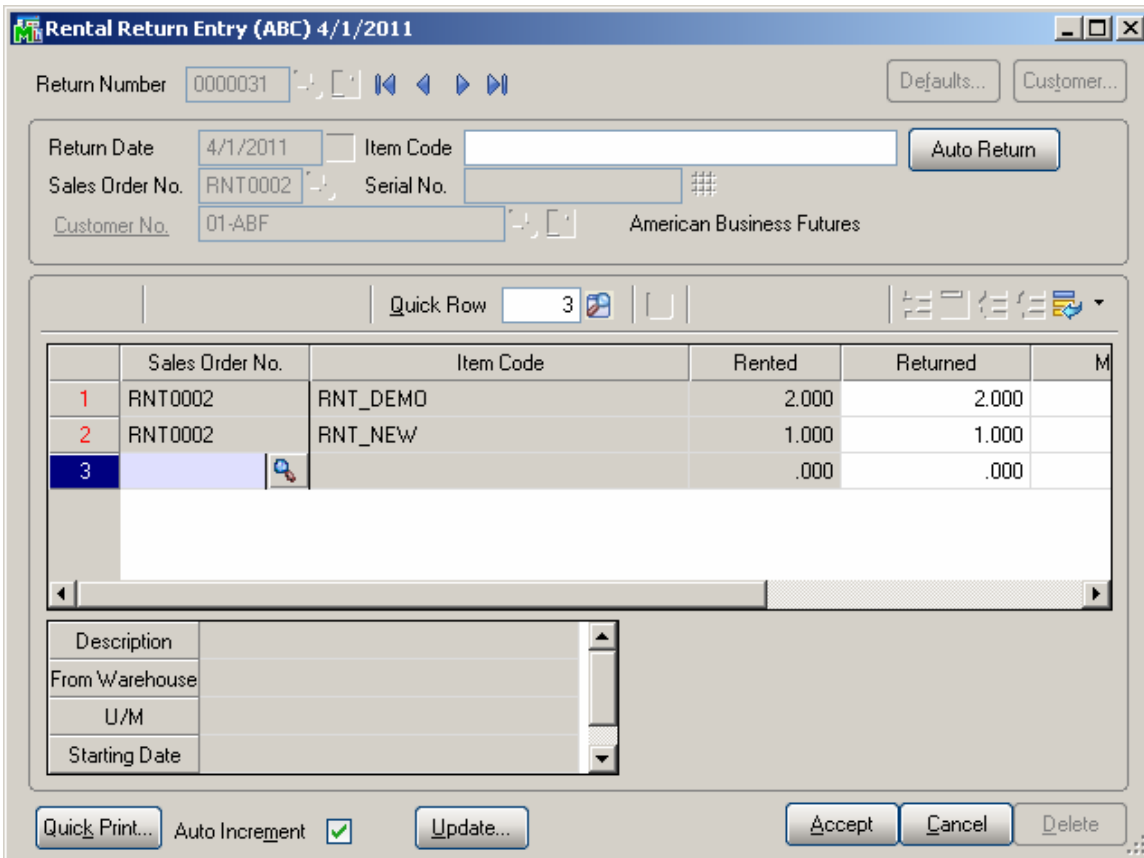
Click the **Rental Return Entry** button on the Sales Order Entry screen. **Return Date** screen will be opened. Specify desired Return Date and press OK.



If the Order is not subject to return, the following message will be displayed and new **Rental Return Entry** screen will be opened.



Otherwise that Order will be automatically selected in Rental Return Entry.



The **Update** button has been added to the **Rental Return Entry** screen header to call the **Rental Return Reports/Updates** program right from this screen.