



Rental Processing For Sage MAS 500

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

www.iigservices.com

Information in this document is subject to change without notice. No part of this document may be reproduced or transmitted in any form or by any means, electronic or mechanical, for any purpose without the express written consent of Information Integration Group, Inc.

TRADEMARKS

MS-DOS and *Windows* are trademarks of Microsoft Corporation.

Sage MAS 500 is registered trademark of Sage Software, Inc.

All other product names and brand names are service marks, and/or trademarks or registered trademarks of their respective companies.

Table of Contents

IIG Enhancements 3
RNT Installation..... 6
Introduction 6
Setup Activities 7
 Setup Rental Terms 7
 Rental Options..... 9
 Maintain Rental Items..... 10
Rental Order Processing 13
 Enter Sales Orders and Quotes 13
 Rental Availability 24
 Rental Status Explorer 26
 View/Edit Rental Returns 31
 Rental Invoice Generation 35
 Billing Rentals by Usage 38
 Enter Meter Readings 40
 Track Missing/Damaged Rentals 41
 Serialized Items Rental Board 42
IIG Created Tasks 44

IIG Enhancements

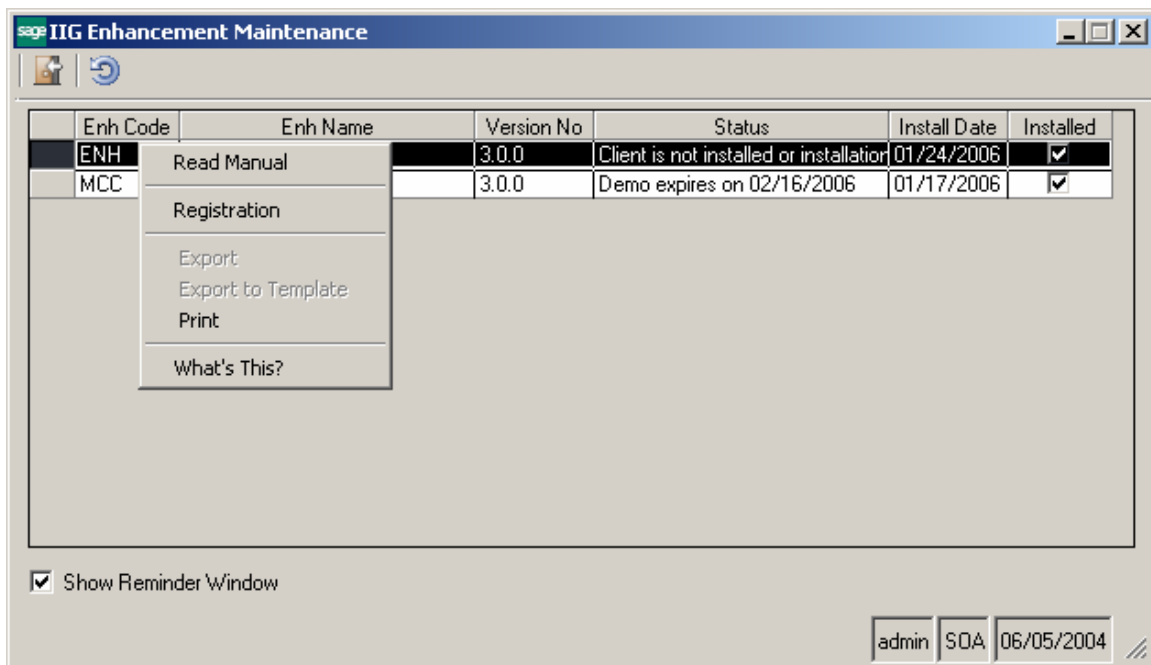
IIG Enhancement Maintenance

The **IIG Enhancement Maintenance** task has been added to enable getting information about the added IIG Enhancements to Sage MAS 500.

The lines are added to **IIG Enhancement Maintenance** after enhancements server setup is completed for the first time.

The **Version No** field shows the enhancement version (server version).

The **Installed** field is unchecked when server installation is failed.



Select the enhancement and right click on it. The context menu will appear, from where it is possible to read the detailed information about the enhancement from the manual in .pdf format, register it, etc.

The enhancement registration process will be described in the next section.

IIG Enhancement Registration

IIG Enhancement should be registered to be able to use it. If registration is not performed, the enhancement will work in a demo mode with full functionality in 30 days. When the demo date is expired, the added enhancement does not function until performing registration.

The **IIG Enhancement Registration** has been added to enable registering the added IIG Enhancements.

Open the **IIG Enhancement Registration** program.

sage IIG Enhancement Registration Form

Enh Code: ENH Enh Name: IIG Enhancement Name

Customer: 77777777 Serial Number: 1234 Unlocking Key: wwwwww

Request Message

Wb8gyHCD.a9yXFSXwg5oLnuB9K+LNhckw\lloh20QUgHTNhCXkn37uHL4DMN/\XMMr62pal8wfSU309RHb4PI
rbluOHY1FLxPAQsk./L3I5B2LI4tRV90J7JnpE1ZAG7GSNO2vddHYEsfax:1Y0k9YNAeefF5+YeKbqHX2hesVCSdu
FETfN9REEk04dh0x61gotMlu9hNt1mrlD\uvSQJqGqcnfQSI/vVAyQ0aKr00n/5e4E ezBRul8QrmKJcFEe+NwDre
zb8CHMG38dUhldfmtOYmmBYbdyKv5whBpQs9RbghFNGUImY4BMg64GH740P8vMGxG65/RDRHqJbDT /jggJ/
RzB00wU3PgzfI4PM3z4t3uT4LLy9urwrzsNVdGtVQuma+yMu+igSd0EVX7/jU+5fuORA/PIMefi66vbhqbQUFF7s
5DrypXu4gjDeklb1DtfRMPcspSpFG+cCii5eew==

Registration Message

admin SOA 06/05/2004

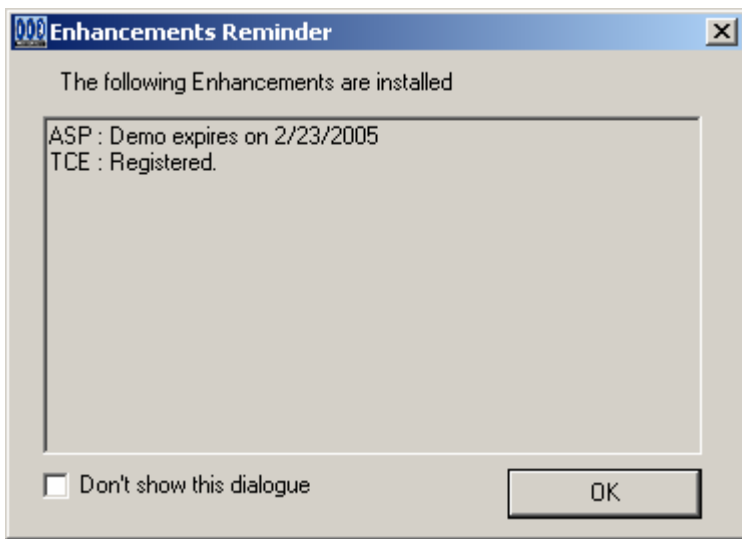
From the **Enh Code** drop-down box select the enhancement to be registered.

Enter **Serial Number** and **Unlocking Key** provided by IIG. **Customer** is the User Customer of the Sage MAS 500 (use **Maintain Site** task to enter **User Customer**).

Click the **Manual Registration** to obtain the **Request Message** for registration.

The **Request Message** will be sent to IIG, and the **Registration Message** will be provided.

The following Enhancement Reminder screen will be displayed once a day while running the enhanced programs.



Check the **Don't show this dialogue** if you don't want to see this dialogue again.

RNT Installation

Note: RNT installation is very simple. You can easily move your 7.05 system to 7.20 without losing any data. Please review the Installation document for more details.

Introduction

Rental Processing for Sage MAS500 handles all your rental accounting requirements, in detail, from initial order entry processing up to the tracking of missing and damaged rentals.

IIG's **Rental Processing** for Sage MAS500 enhancement provides:

- Unlimited rental terms (daily, weekly);
- Ability to sell and rent the same item;
- Entering rental rates based on rental terms for each item;
- Ability to sell and rent from the same warehouse;
- Time based (daily, weekly, etc.) and percent of sale price rental rates;
- Prorating, round up and best pricing extended rentals;
- Up front, periodic and upon return billing;
- Ability to bill periods in advance;
- Ability to bill Rentals by usage;
- Selling and renting items in the same order/invoice;
- Automatic conversion of rental rates to any currency and unit of measure;
- Ability to return rentals to a warehouse/bin other than originally shipped;
- Tracking of missing and damaged rentals.

Setup Activities

Setup Rental Terms

The **Rental Term** represents rental time periods such as **D (Day)**, **W (Week)** and **M (Month)**.

The **D (Day) Rental Term** is required for a Company and it is set up in the system during the enhancement installation for Companies with SO module already activated.

The screenshot shows the 'Set Up Rental Terms' dialog box. The 'Rental Term' is set to 'W'. The 'Usage Breaks' button is visible. The 'Period Name' is 'Week', 'Period Plural Name' is 'Weeks', and 'Description' is 'Weekly'. The 'Calendar Days' is 7, 'Grace Days' is 1, and 'Round-up Days' is 5. The status bar at the bottom indicates the user is 'admin' in 'SOA' on '6/5/2004'.

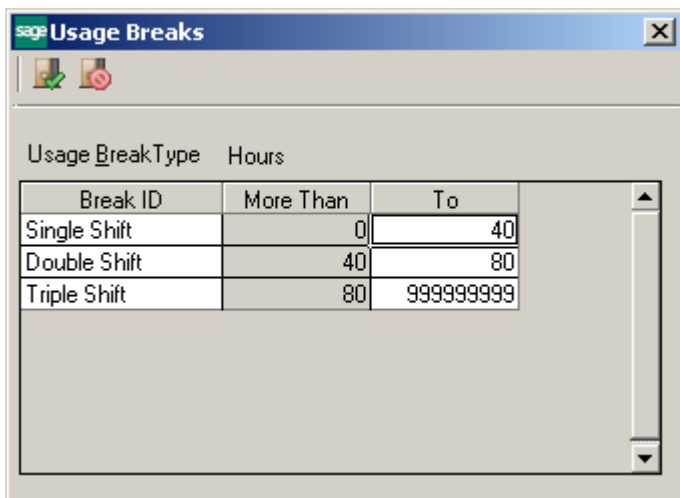
Enter the **Calendar Days** represented by the specified **Rental Term**. Based on this field the number of billing periods for the rental will be determined. It will be used also for Rental rate conversions when replacing the selected Rental Term with another.

Sometimes rentals are returned after some days have passed from whole periods. Those days can be graced or rounded-up based on **Grace Days** and **Round-up** settings.

The entered **Grace Days** and **Round-up Days** will be defaulted on the Item and can be changed for each Item. The **Rental Rates** for Items will be setup based on Rental Terms.

By the help of **Usage Breaks** button you can setup usage breaks for each Rental Term in case you need to rent out your inventory by special price calculated based on the hours it has been used.

This example shows Breaks setup for Weekly term.



Usage BreakType	Hours	
Break ID	More Than	To
Single Shift	0	40
Double Shift	40	80
Triple Shift	80	99999999

Enter the Break ID and specify the range of hours for each Break.

These breaks can be used for each Item when specifying Rates in the Maintain Rental Items program. (Find details in the corresponding section below).

Rental Options

Rental Options program has been added to the **Sales Order** module. Set these options to streamline rental processing or specify parameters to be used during rental processing.

The **Rental Terms** specified in the **Defaults** section of **Rental Options** screen will be set as default in the system.

The screenshot shows the SAP Rental Options configuration window. It is divided into three main sections:

- Defaults:** Rental Terms is set to 'D' (Daily). Period to end is set to '10' with a dropdown menu open showing options: Day, Week, Month, and Year.
- Missing/Damaged:** Reason Codes For:
 - Issue Missing: Approved
 - Issue Damaged: Damaged Goods
 - Adjust Missing Recovered: Invalid Adj
- Next Transaction Numbers:** Rental Return is set to 26.

At the bottom of the window, there are fields for 'admin', 'SOA', and '06/30/2004'.

The **Period to End** field indicates how long the rental period will last. The whole rental period will be determined as rental starting date plus the number of years, months, weeks or days specified in the **Period to End** field.

In the **Missing/Damaged** section you should specify the **Reason Codes** correspondingly for IM Issue Transactions that will be generated for missing, damaged rentals and the missing rentals that have been recovered.

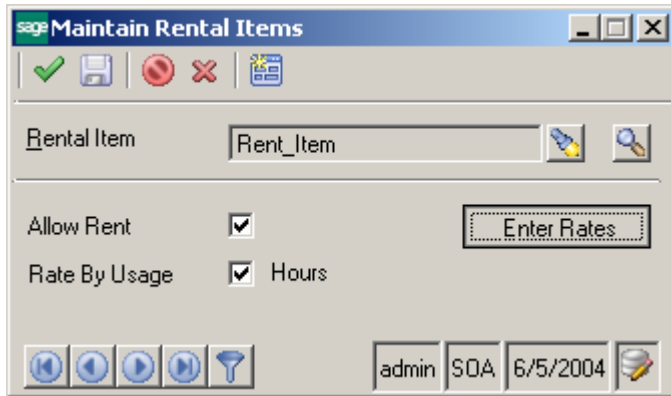
The Transaction Number to be generated when entering new **Rental Return** is displayed in the **Next Transaction Numbers** section.

Maintain Rental Items

To be able to rent an Item you must specify rental information for it.

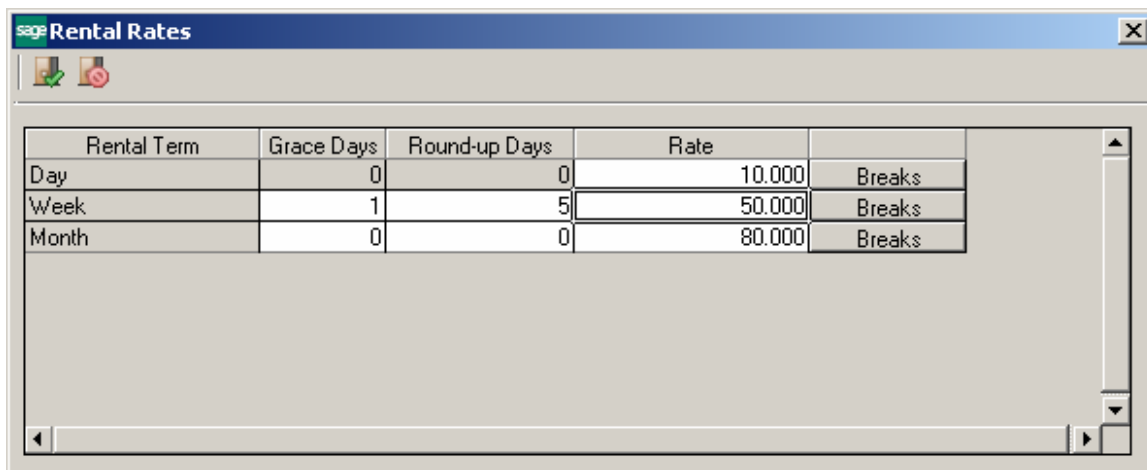
Click the **Rental Info** button added on the **Maintain Items** screen or just run the **Maintain Rental Items** program to enter the necessary information.

The screenshot displays the 'Sage Maintain Item' window. At the top, the title bar reads 'Sage Maintain Item'. Below the title bar is a toolbar with various icons. The main form area is divided into several sections. The top section contains 'Item' (Rent_Item), 'Short Description' (Test Rental Item), and 'Long Description' (Test Rental Item). Below this is a tabbed interface with 'Main' selected. The 'Main' tab contains 'Item Information' with fields for Item Type (Finished Good), Status (Active), Item Class (Hardware), Track Method (Both), Serial Number Mask, Serial Number Increment, Shelf Life (10 Days), and Date Established (06/05/2004). To the right of these fields are 'Default Warehouse', 'Freight Class', 'Commodity Code', 'Sales Tax Class' (Nontaxable), 'Fixed Asset Template', 'Internal Long Desc', 'Seasonal Item', and 'Hazardous Material'. A 'Rental Info' button is highlighted with a red arrow. Below the 'Item Information' section are 'Cost/Valuation' fields (Valuation Method: FIFO, Standard Cost: 0.0000, Standard Price: 0.000) and 'Warranty' fields (Provider: None, Number of Days: 0). At the bottom of the form are buttons for 'Custom Fields...', 'Substitutions...', and 'Landed Cost...'. The status bar at the bottom right shows 'admin SOA 6/5/2004'.

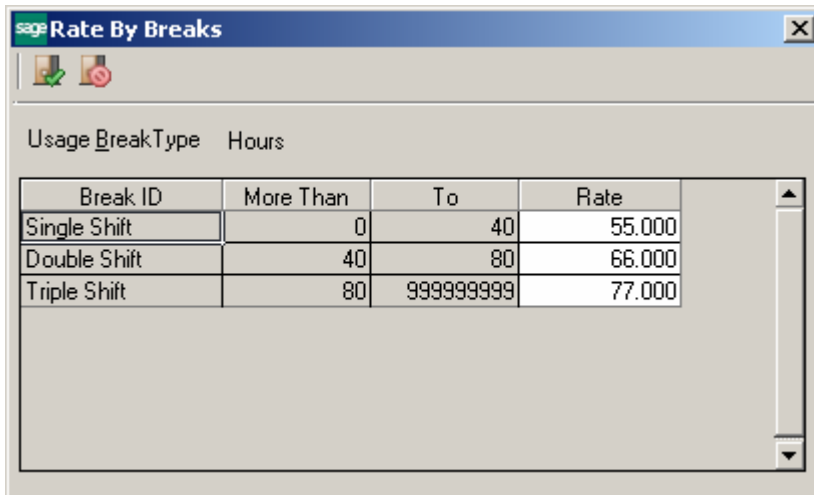


To be able to rent an Item check the **Allow Rent** option and setup the **Rental Rates** based on the **Rental Terms**.

Check the **Rate By Usage** box to be able to specify Rates based on usage breaks. Only Serialized Items can be rented out by usage (Meter readings are entered for each Serial No).



For newly added items the **Grace Days** and **Round-up Days** are defaulted from the Rental Terms and can be changed for each item individually. Click the **Breaks** button to specify Rates for each Rental Term based on Usage Breaks.



Break ID	More Than	To	Rate
Single Shift	0	40	55.000
Double Shift	40	80	66.000
Triple Shift	80	999999999	77.000

Though you have selected the **Rate by Usage** box for some item you can rent the item by using the Rental Term's ordinary Rate in the Order.

The specified **Rates** are based on the home currency of the current Company and the Item's Stock Unit of Measure.

After you've checked the **Allow Rent** box and setup the **Rental Rates** for an Item you can proceed to creating Orders.

Note: If the same Item is sold and rented at the same time then the Revenue Amount for that item in the Sales History will contain the Rental (Sales) Amount as well. If you want to separate those amounts, setup separate Item for Rent only.

Rental Order Processing

Enter Sales Orders and Quotes

In Sage MAS500 you can use the **Enter Sales Orders and Quotes** program for renting items. This program supports entry of both **Sales and Rent items in the same Order**.

The **Rental** sub tab has been added on the **Header** tab of the **Enter Sales Orders and Quotes** screen to allow specifying rent conditions for the order.

If the **Default Rental Line** box is checked all the newly entered lines will be specified as Rental.

The **Rental Term** specified in the **Rental Options** program will be set by default but the user can change it.

The **Order Date** will be set as the **Rent Start Date** by default. The **End Date** is calculated based on the **Calendar Days** of the selected **Rental Term**. Both **Start Date** and **End Date** are included in the rental period. Thus, **when Start Date is equal to End Date, it is considered as 1 rental day**.

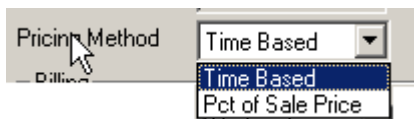


Extended Rentals field determines how rental periods will be calculated. It can be **Prorate**, **Best Pricing**, or **Round Up**.

Prorate means that incomplete period will be represented as fraction of the period. For example, if the **Rental Term** is W (Weekly, Calendar Days = 7), 26 days will be calculated as $26 / 7$ and the Rental Periods will be defined as 3.71W.

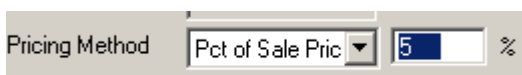
Best Pricing means that the **Rental Periods** will be calculated exactly by whole periods. For example, 26 days will be represented as 3 weeks 5 days.

Round Up means that the rental period will be increased to the next whole number when an incomplete period remains. For example, if the **Rental Term** is W (Weekly), then 15 or 20 days will be equally calculated as 3 weeks.



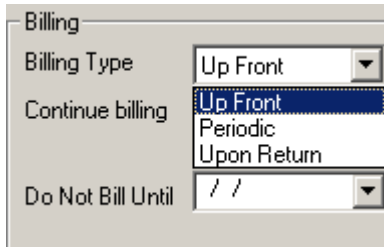
The **Pricing Method** determines how the item prices/rates will be calculated. It can be either **Time Based** or **Pct of Sale Price**.

For **Time Based** pricing, the rental rates will be retrieved from the rates entered in the **Maintain Rental Items** program.

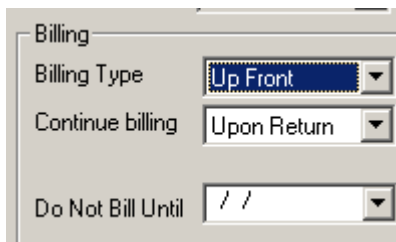


Select the **Pct of Sales Price** and the rental rate for the Rental Term specified on the header will be calculated based on the Item's Sales Price and the specified percent. In case the Rental Term set on the line differs from the Header term, the derived item rate will be converted to the line's term based on the Calendar Days.

Unlike the Sales Lines, that are billed when shipment is committed, Rental lines can be billed based on special option specified in the **Billing** section.

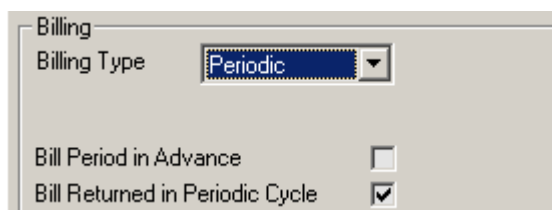


Billing Type can be set to **Up Front**, **Periodic** or **Upon Return**.



- **Up Front**

All shipped rental items along with the sale lines are billed in advance for the whole rental period specified in the lines when shipment is committed. The **Continue billing** field determines how to continue billing rentals when rental period finishes, but rentals are not returned. You can choose to continue billing periodically or upon return.



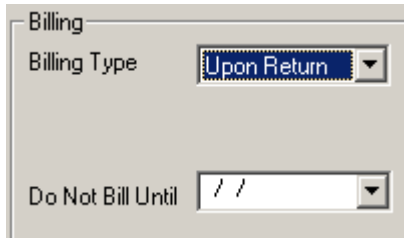
- **Periodic**

The rental lines are billed by periods. The header's **Rental Term** is accepted as Period. The **Start Date** is considered the start of the billing. The number of days for the period is the calendar days of the Rental Term.

The **Bill Period in Advance** field becomes visible. If the customer should be billed for a period in advance, then check the **Bill Period in Advance** box. All shipped rental

items along with the sale lines are billed in advance for the first period when shipment is committed.

Select the **Bill Returned in Periodic Cycle** checkbox in case the rental is being returned but you want the customer to be billed on the next invoice cycle.

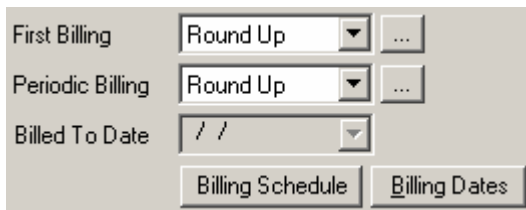


- **Upon Return**

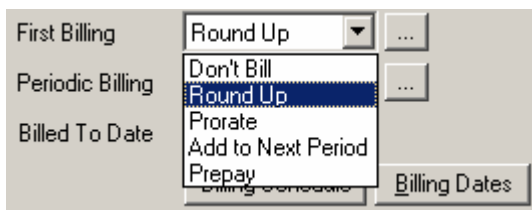
Rental lines are billed after they are returned.

Only Sales lines are billed during shipment and rental lines are billed by the **Rental Invoice Generation** program (see below).

In the **Do Not Bill Until** field you can enter the date until which rental should not be billed. You can enter this date as for entire Rental Order as well as for each Rental line. In case rental is returned before the date specified Credit Memo/Invoice will not be generated.



The **First Billing** and **Periodic Billing** fields display how should the days be billed which are partial (that is, which are not full period).



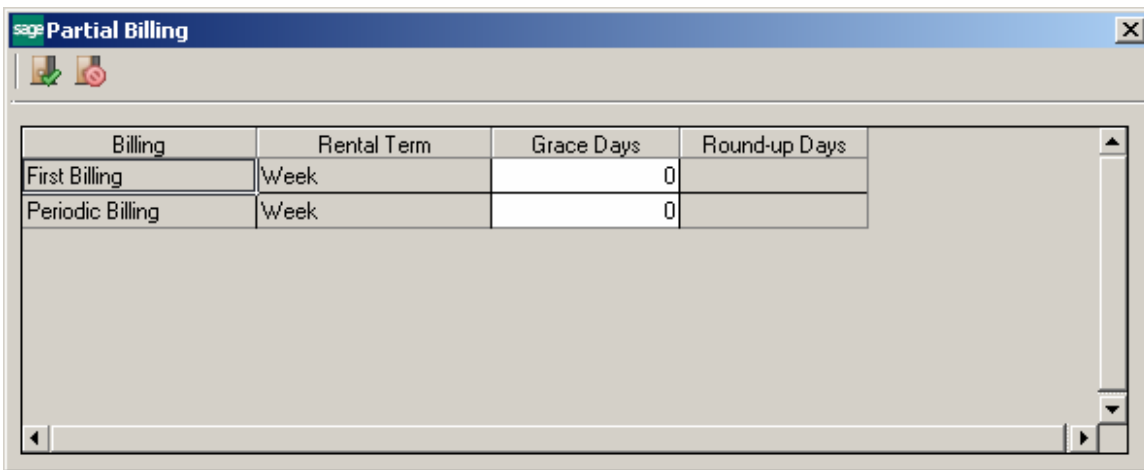
Here are the values of the **First Billing** and **Periodic Billing** dropdowns: **Don't Bill, Round Up, Prorate, Add to Next Period, Prepay.**

Don't Bill – The partial days will not be billed and will be cleared up.

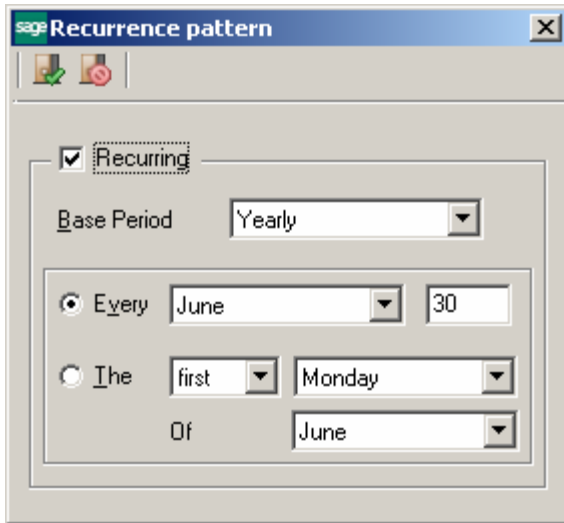
Add to Next Period – The partial days will be added to the next period and for those days it will be billed during next period.

Prepay – In order to complete the period of the partial days, days will be taken from the next period.

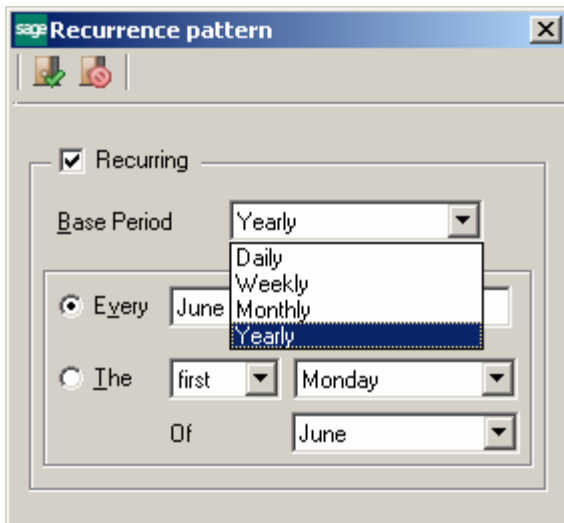
By pressing on the **First Billing** and **Periodic Billing** buttons (located on the right of corresponding dropdowns), the Partial Billing screen will be opened where Grace Days and Round Up Days must be setup for First Billing or Periodic Billing correspondingly.



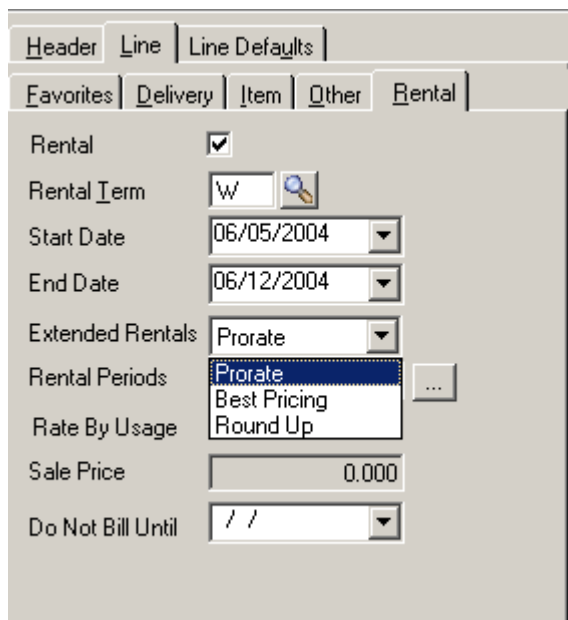
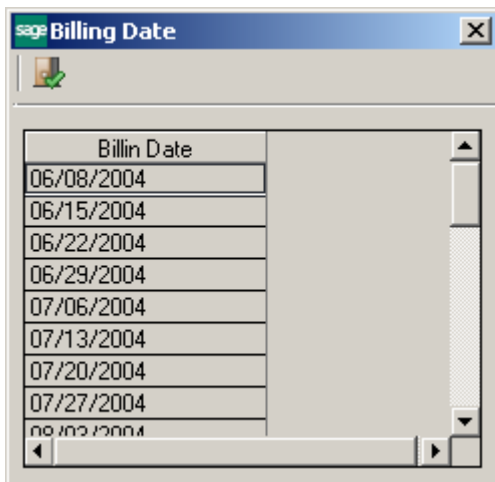
If the **RO Invoices** should be generated on a fixed day(s), then it can be done through the **Recurrence Pattern** screen which will be opened on clicking the **Billing Schedule** button which is located on the **Header** tab of the **Rental Order** screen.



Specify the frequency by which Invoice will be generated for current RO in the **Base Period** list.



Click the **Billing Dates** button on the **Header** tab of RO screen to show the days when invoice will be generated.



The **Rental** sub tab added on the **Line** tab of the **Enter Sales Orders and Quotes** program allows you to enter information for each rental line.

Order Type: Sales Order Status: Open Delivery: Ship Order Date: 06/05/2004 Expiration: / /

Customer: Aldebaran, Inc. 498 Telemark St. Los Angeles, CA 90001- USA Total usd: \$483.00

Salesperson: Alfred Customer PO: Qty Available: 96 Replenishment...

S/R	Item	Qty Ordered	UOM	Unit Price	Sales Amt
1 R	1.44 Floppy	3	Each	6.000	18.00
2 S	2way Radio	1	Each	349.000	349.00
3 R	Rent_Item	1	Each	140.000	140.00
4					

Rental: Rental Term: W Start Date: 06/05/2004 End Date: 06/22/2004

Extended Rentals: Best Pricing Rental Periods: 2W 4D Rate By Usage: Hours Sale Price: 0.000 Do Not Bill Until: / /

admin SOA 6/5/2004

Check the **Rental** box to rent the item; otherwise the line will be considered as usual sales line.

Here you can easily switch from Sales lines to Rental and vice versa.

The **S/R** column added in the grid displays correspondingly **R** for Rental and **S** for Sales lines.

Only the Items with the **Allow Rent** flag set in the Maintain Rental Items program are allowed to rent.

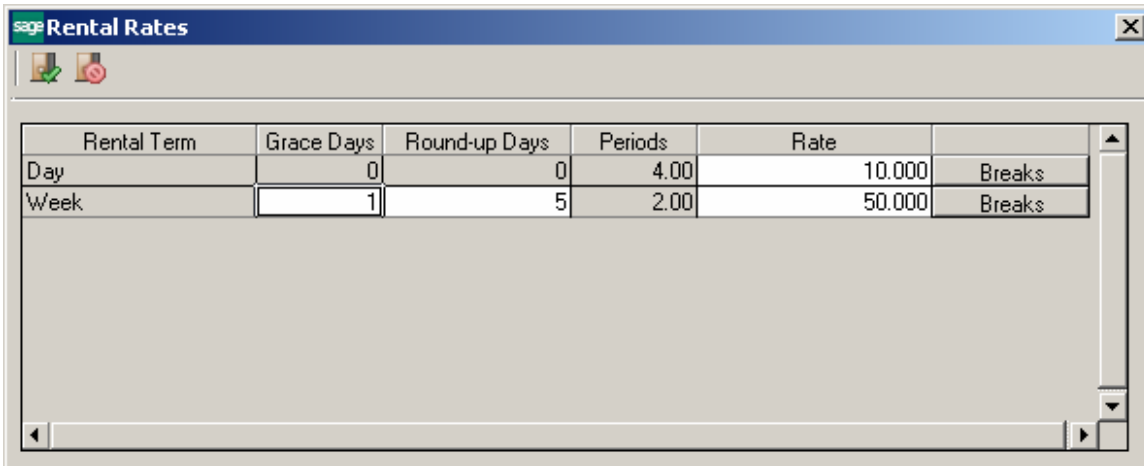
The **Rental Term, Extended Rental, Start and End Dates** are defaulted from the header and can be changed for each rental line.

Depending on the **Extended Rental** setting the Rental Periods will be calculated and corresponding Rates will be defined for the specified Rental Term. For **Prorate** and **Round Up** extended rentals, only the rate of the selected Rental Term will be defined. For **Best Pricing**, the rates of all rental terms setup for the Item will be used. The **Grace Days** and **Round-up Days** can also be specified and the rental periods will be calculated taking into account these settings.

At first, Grace Days is considered, then Round-up Days, and then Extended Rental setting is applied.

For example in case of Rental Period = 2W 4D, and the Grace Days for W (Week) is specified 4 or more, the Rental Period will be considered 2W. If Grace Days is less than 4, no days will be graced. Then, if Round-up Days is 4

or less, Rental Period will be rounded-up and calculated as 3W. Otherwise Extended Rental setting will be applied. These settings are applied when billing returned rentals. Click the button next to the Rental Periods field to see/edit rental rates.



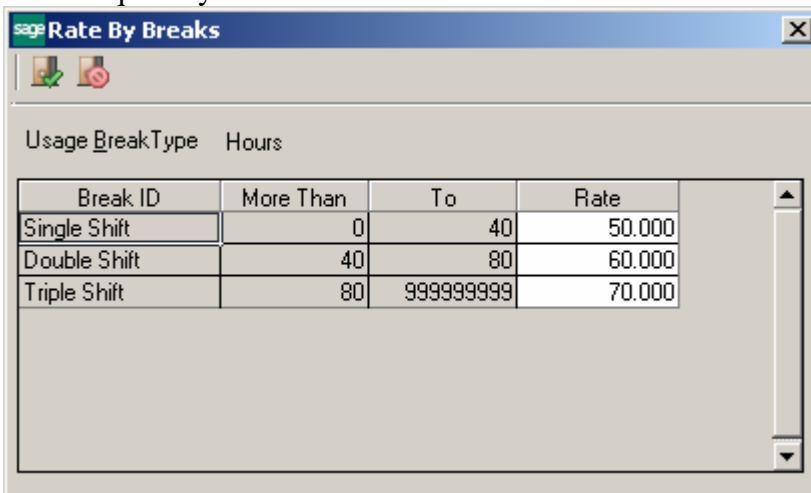
The screenshot shows the 'SAP Rental Rates' dialog box. It contains a table with the following data:

Rental Term	Grace Days	Round-up Days	Periods	Rate	
Day	0	0	4.00	10.000	Breaks
Week	1	5	2.00	50.000	Breaks

By default the **Grace Days** and **Round Up Days** fields' values are defaulted from the Item's Rental Rates and can be changed here.

The **Breaks** button is available only for the lines having the **Rate by Usage** box checked.

The **Rate by Usage** box should be checked for the line with ordered quantity = 1.



The screenshot shows the 'SAP Rate By Breaks' dialog box. It features a table with columns for 'Usage BreakType' and 'Hours'. The data is as follows:

Break ID	More Than	To	Rate
Single Shift	0	40	50.000
Double Shift	40	80	60.000
Triple Shift	80	999999999	70.000

The Rates setup for the selected item will be loaded by default and can be changed on the particular order. In Order Entry rental amounts are calculated based on the term's rates specified in the Rental Rates screen. Later when the usage information will be available the actual rate

will be determined based on the Rate by Breaks table. For example: when a usage hour is 50 for some week, then Rental rate will be 60 for that week. Usage information can be entered either by **Enter Meter Readings** program or just from the **Rental Invoice Generation** program.

Rental Rates will be automatically converted based on the Unit of Measure and the currency used for the Order.

The **Unit Price** for the Rental line is the rent amount for the line's entire rental period for the Qty Ordered=1.

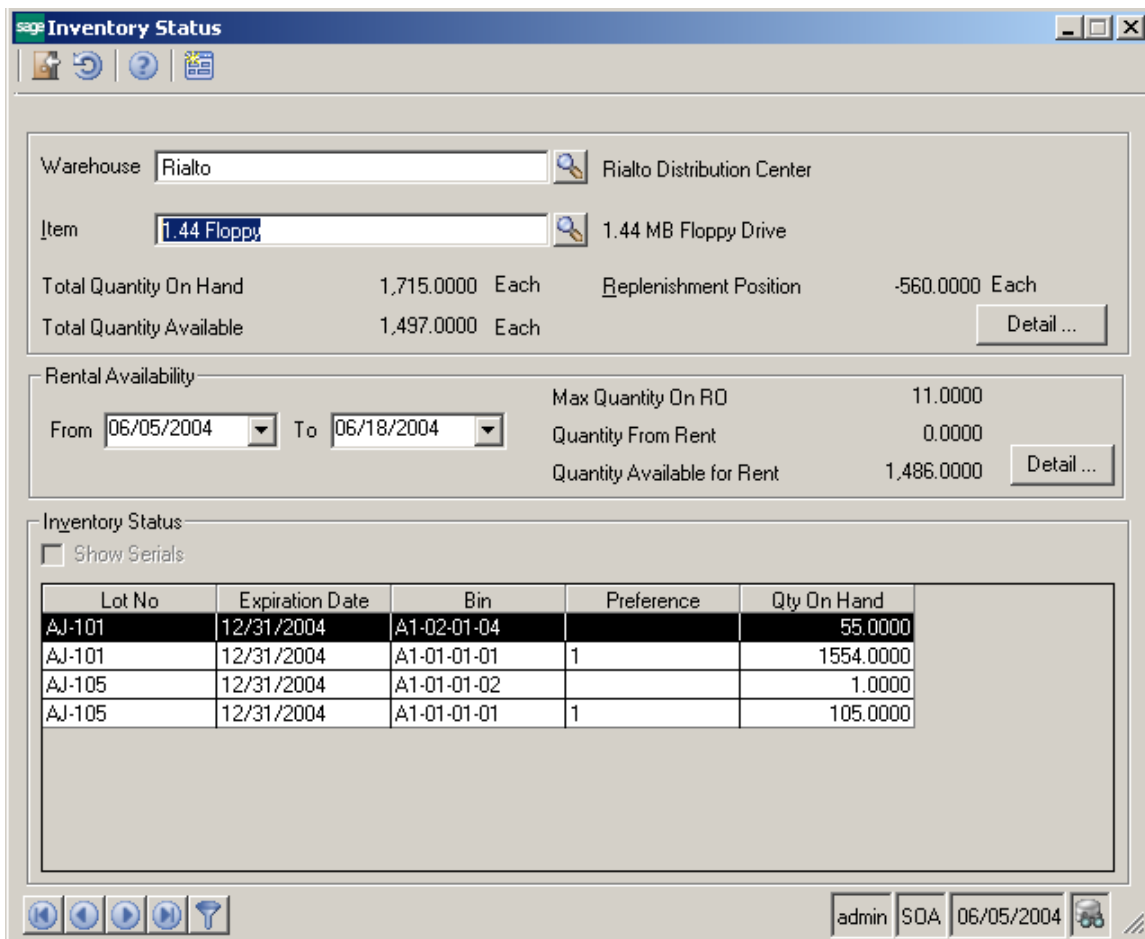
For rental lines the **Unit Cost** is set to zero and the **Gross Profit** is 100% always.

Sales Tax for Rental Lines is calculated similar to Sales Line.

The Rental item quantities are excluded from availability only for rental period specified on the line and then the Rental Items become available for next rent after they are returned. So the **Rental Availability** is adjusted based on the selected date range.

Click on the **Qty Available** link to view the **Inventory Status** inquiry.

The **Rental Availability** section has been added in the **Inventory Status** program to allow getting information about the available rentals for the selected period.



Max. Qty On RO is the total quantity on all open orders for which the rent period has intersections with the selected date range.

Quantity From Rent displays the quantity to be returned before the selected **From** date.

Total Quantity Available for rent is calculated as the Item's **Total Quantity Available** for sale - **Max Quantity On RO** (if the **Exclude Qty On SO** flag is set in the IM Options) + **Quantity From Rent**.

You can get more detail information about the rentals flow by the **Rental Availability** program. Click the **Detail** button or just run the program from the menu.

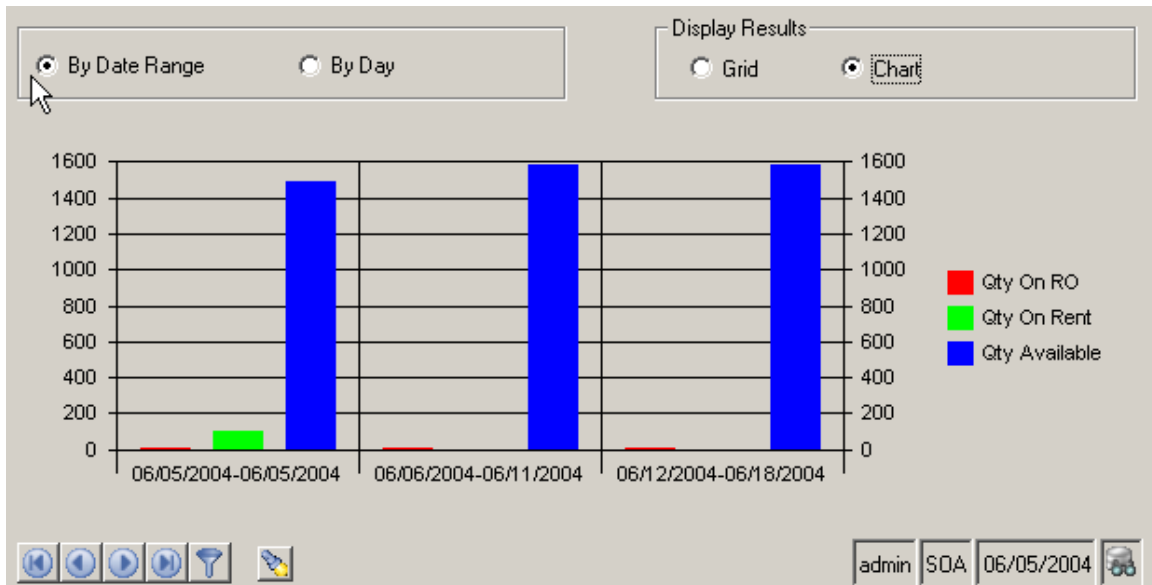
Rental Availability

Enter Warehouse, Item and specify the date range to view rental availability.

You can choose the information to be displayed either by the selected Date range or day-by-day.

From	To	Qty On RO	Qty On Rent	Qty Available
06/05/2004	06/05/2004	11.0000	100.0000	1486.0000
06/06/2004	06/11/2004	11.0000	0.0000	1586.0000
06/12/2004	06/18/2004	9.0000	0.0000	1588.0000

The **Qty On Rent** is the total quantity of the items being on rent.



Select **Chart** and the results will be displayed in a diagram.

Rental Status Explorer

The **Rental Status Explorer** has been integrated with the **Business Insights Explorer** module of Sage MAS 500 to provide all available features of **Business Insights** in Rental Processing.

Customer	Sales Order	Item	Quantity	Rent St Date	Due End Date	Actual End Date	Billed To Date	Status	Warehouse	Unit Measure	Miss/D
ALGar	0000000281	1.44 Floppy	80.0000	06/05/2004	06/29/2004	06/24/2004	06/24/2004	Closed	Rialto	Each	
ALGar	0000000281	1.44 Floppy	20.0000	06/05/2004	06/29/2004	06/30/2004	06/29/2004	Open	Rialto	Each	

The **Rental Status Explorer** 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.

The **Rental Status** grid provides you with detail information about the rentals. Here you 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 if they are returned or not, up to what date rentals are billed. You can also get information about Missing/Damaged rentals.

The **Rent St. Date** and **Due End Date** columns are being captured from the Start Date and End Date specified on the rental line and populated correspondingly when the order is shipped.

Actual End Date is the date when rental is returned. It is taken from the Return Date of the Rental Return transaction. The **Actual End Date** blank means the rental has not been returned. For example, in order to view overdue rentals, you can select rentals with blank **Actual End Date** and **Due End Date** is before the **Business Date**.

The **Billed to Date** column displays the date up to which the rental line has been billed. In case rental is returned on the same day as **Billed to Date**, then no credit memo is generated, and no additional charges are billed. **Billed to Date** is updated each time invoice/credit memo is generated.

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

The **Actual End Date** is always blank for missing rentals.

The **Miss/Dam. Billed** flag set on means 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.

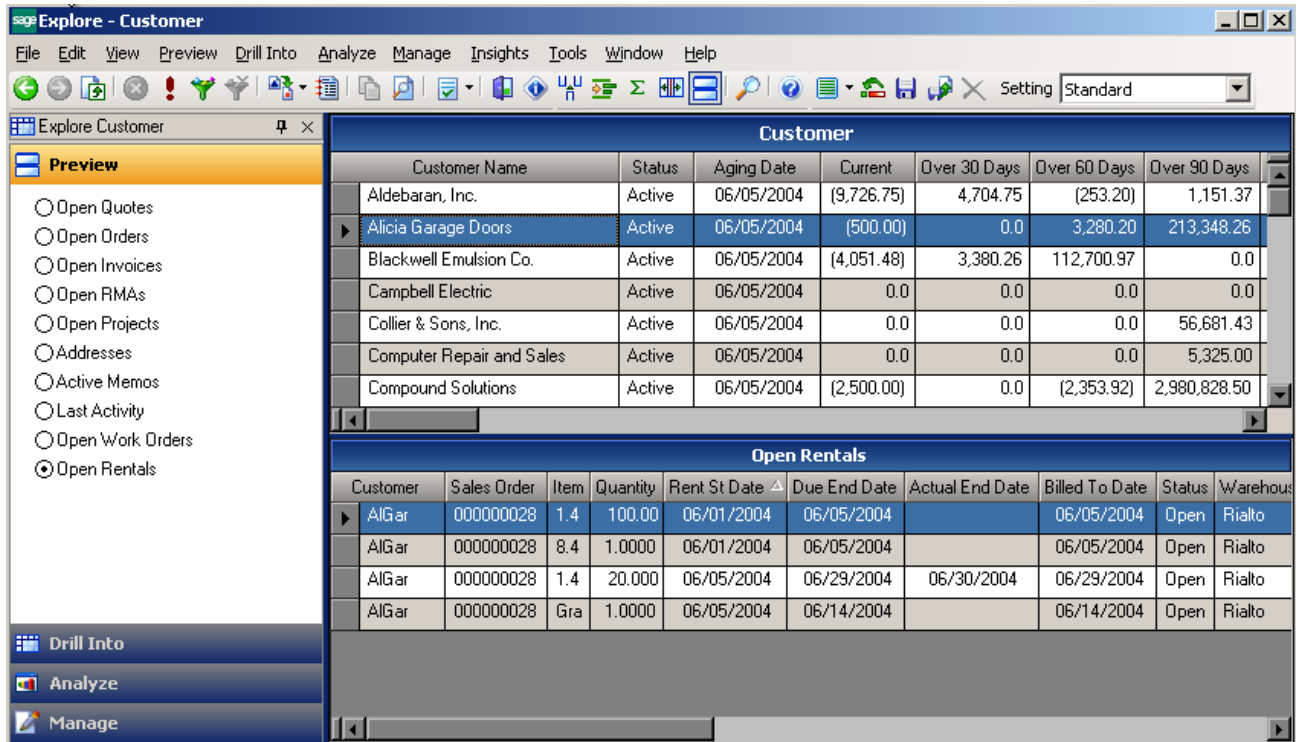
The **Issue Gen flag** set on indicates IM Issue transaction has been generated for missing/damaged rental.

The rental **Status** can be either **Open** or **Closed**.

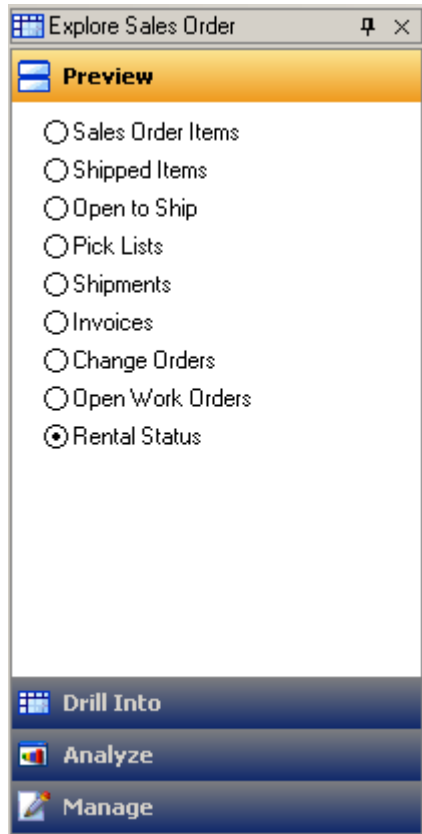
The **Status** column is set to **Closed** in the following cases:

- Rental is returned and the **Actual End Date** is the same as **Billed to Date** (billed completely).
- Rental is damaged or missing and invoice is generated for damaged/missed quantities.

In other cases Status is Open.



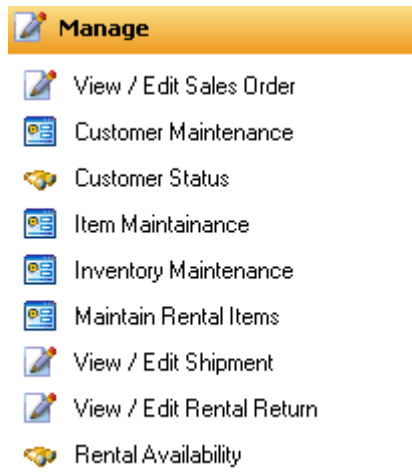
You can **Preview** open rentals from the following Insights: **Explore Customers, Items, Inventory, Warehouse.** Select **Open Rentals** from the **Preview** options and the open rentals will be displayed below the main grid for the selected entity such as Customer. The rentals with **Status** set to **Open** are considered as **Open Rentals**.



Rental Status can be previewed from **Explore Sales Orders, Sales Order Lines, Shipments, and Shipment Lines**.

The **Rental Status** pane will appear below the grid providing corresponding rental status information.

From the **Rental Status Explorer** you can **Drill Into** rental related data. While exploring rentals, for example, you can drill into associated Sales Orders, Shipments, Customers, Warehouses, Items, etc.



The **Manage** option presents a list of tasks accessible within the **Rental Status Explorer**. By selecting a line in Rental Status grid you can **View/Edit Sales Order**, open **Customer Maintenance**, run **Maintain Rental Items** program, review **Rental Availability**, etc.

View/Edit Rental Returns

The **View/Edit Rental Returns** program has been developed to allow returning rentals.

Item	Item Desc	Qty on Rent	Qty Ret	Qty Dam	Qty Miss	UOM	From W
------	-----------	-------------	---------	---------	----------	-----	--------

Click the **Next Number** button from toolbar to create new return transaction. The next transaction number is taken from **Rental Options**.

The return **Date** is the **Business Date** set by default. After rental return is committed this **Date** will be considered as **Actual End Date** for rental.

The **Status** is Pending until the return is committed.

The receiving warehouse is specified in the **Whse** field.

The salesperson (rental agent) is entered in the **Salesperson** field.

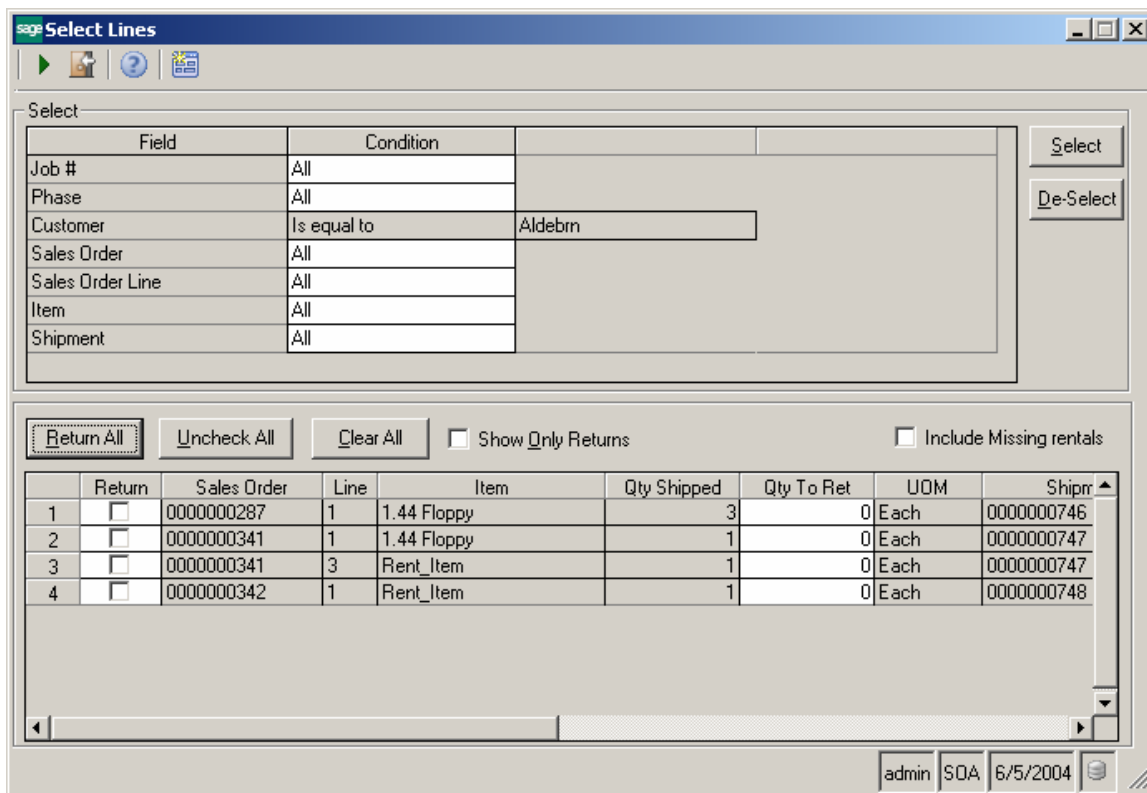
The **Salesperson** and **Whse** fields will be set by default if they are specified in **User Preferences**.

Rentals can be returned to the warehouse different from the one they are shipped from.

You can also return rentals to the bin different from the one they are shipped from, if the warehouse is tracked by bins.

For example damaged items can be returned to the repair bin despite the fact they have been shipped from another bin.

Select the customer and type some comments if needed. Now you can click the **Select Lines** button and select the rentals to be returned from the selected customer.



You can make your selections using the filters in the **Select** group and clicking the **Select** button.

The **De-Select** button will discard your selection.

If the **Include Missing** flag is on, the rentals previously considered as missing will be included in the lines.

The items currently on rent are displayed in the Select Lines grid.

A streamlined return is provided in case of returning rentals that have been rented out several times by different orders.

Enter the quantity to be returned in the **Qty To Ret** field and it will be allocated to all lines matching with the Item and Unit of Measure. Corresponding lines will be selected automatically.

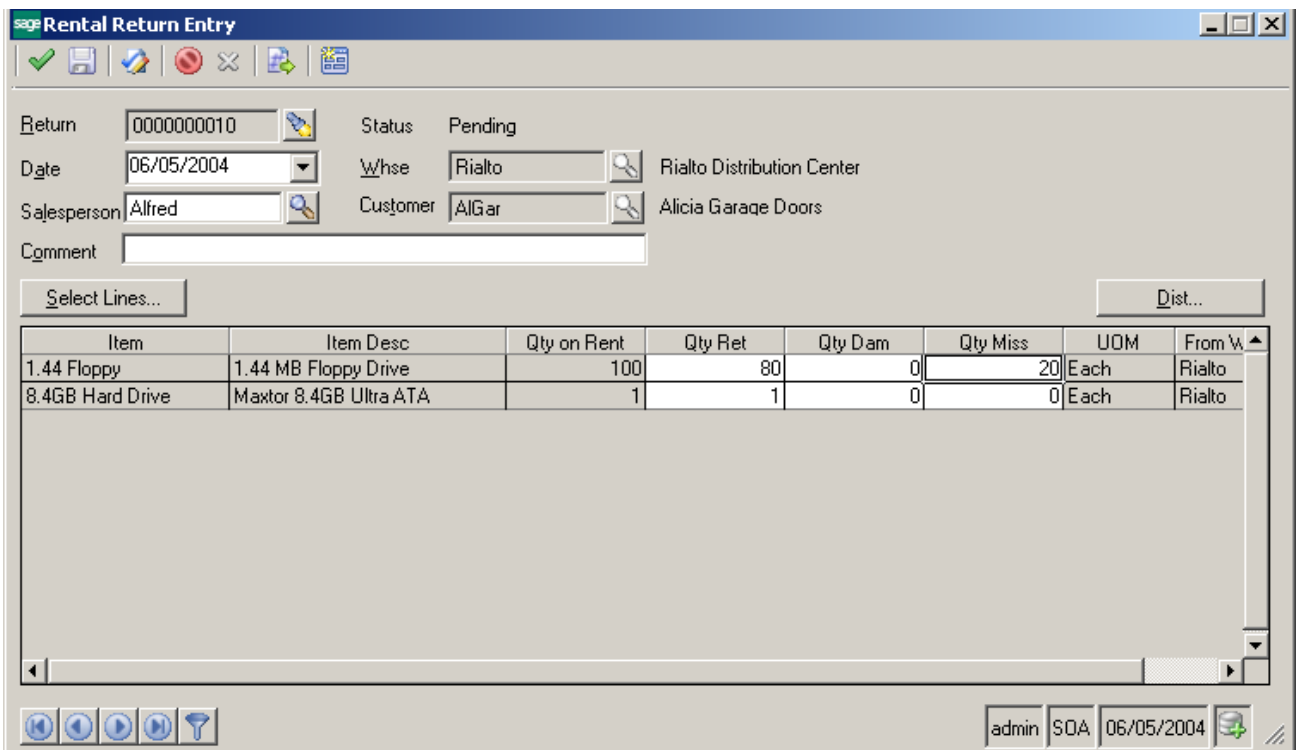
You can filter the lines by Sales Order number, Shipment number, etc.

Check the **Return** column to include a line or click the **Return All** button to include all lines at once.

Check the **Show Only Returns** box to view only the lines checked in the grid.

The **Orig. Whse** is the warehouse of rentals' shipment.

Click the **Proceed** button after you have selected lines.



The lines are loaded in the return.

The **Qty on Rent** column displays the quantity being on rent. The **Qty Ret** is the quantity customer is returning currently. The **Qty Ret** is set equal to **Qty on Rent** by default when lines are loaded in the Return.

In case the return is partial you can enter the actual returned quantity in the **Qty Ret** field and the remaining quantity will be considered as **Qty Missed**. If the quantity not returned is not missing really and will be returned later then you must set the **Qty Miss** to zero so that Invoice will not be generated for those units.

The sum of Qty Ret, Qty Dam and Qty Miss cannot exceed the Qty on Rent.

The **Qty Dam** column is for entering the damaged quantities if there are such in current return.

You can click the **Dist...** button if there are lines to be distributed before committing return. All 3 quantity fields must be properly distributed before saving return.

After proper quantities are entered and distribution is done click the **Commit** button to post the transaction and process the necessary updates.

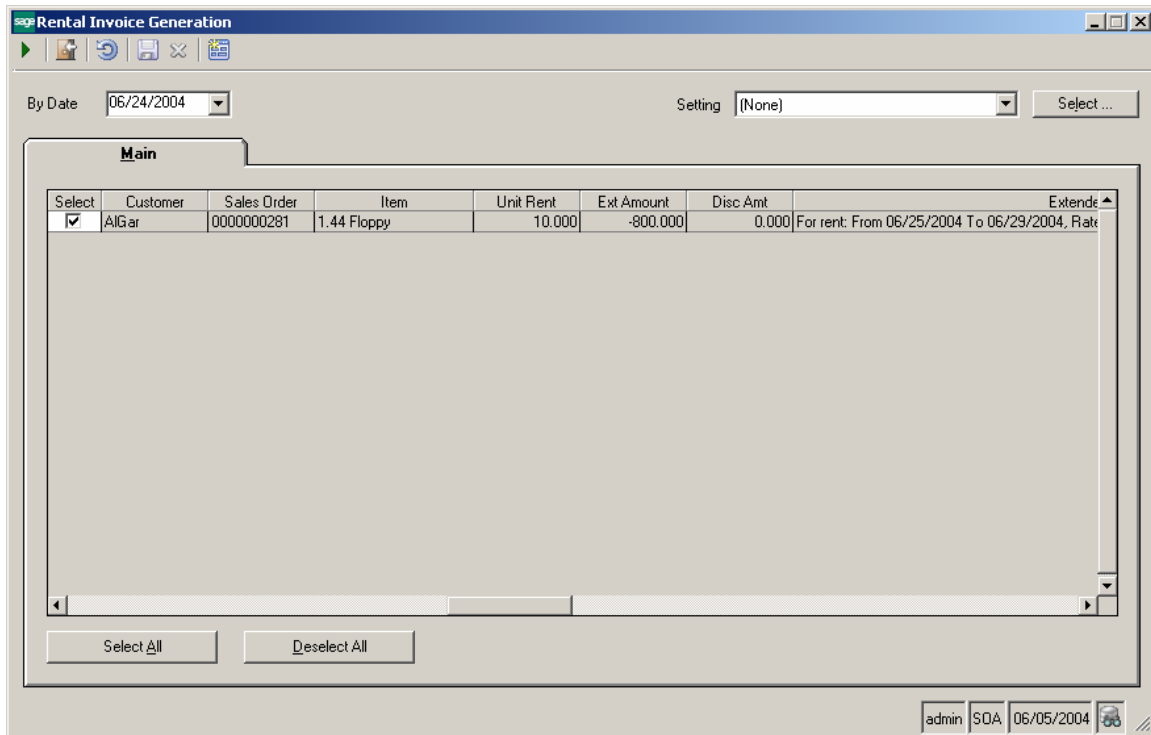
The following validations are performed and corresponding programs are popup when committing the return:

- If there are Missing/Damaged rentals in the return, the **Track Missing/Damaged Rentals** program is popup allowing you to generate Invoice, IM Issue Transaction. In case of returning previously billed missed rentals, AR Credit Memo transaction can be generated by **Track Missing/Damaged Rentals** program. (see below for more detail).
- If billing adjustment (credit memo, additional charges) is needed for the line, the **Rental Invoice Generation** program is popup. Billing adjustment is needed when the return date is before or after the Billed to Date.
- For returning rentals previously missed and having IM Issue transaction generated, IM Adjustment transaction will be created for receiving warehouse.
- When rentals are returned to the warehouse different from the one they have been shipped from, IM Transfer transaction is generated.

Note: Committed returns become read only and cannot be edited/deleted, so please be careful before committing.

Rental Invoice Generation

The **Rental Invoice Generation** program has been added to allow billing rentals.



Only the rentals need to be billed by the specified date will be loaded in the grid.

The **Business Date** is set as **By Date** by default.

Rentals need to be billed in the following cases:

- When the rental has been returned and **Actual End Date** is not equal to **Billed to Date**. If **Actual End Date** is before **Billed to Date** negative amount will be billed (Credit Memo can be generated).
- For Periodic billing, if the specified **By Date** is the time to bill for some period(s).

All rentals are billed for some date range.

Unit Rent is the rent amount for the date range when quantity is 1.

Unit Rent is calculated as product of daily rent amount and number of days in the range. Daily rent is determined by

dividing the **Unit Price** to the number of days for the rental period specified on the Order line. Discount percent specified for the Order line is applied to the daily rent as well.

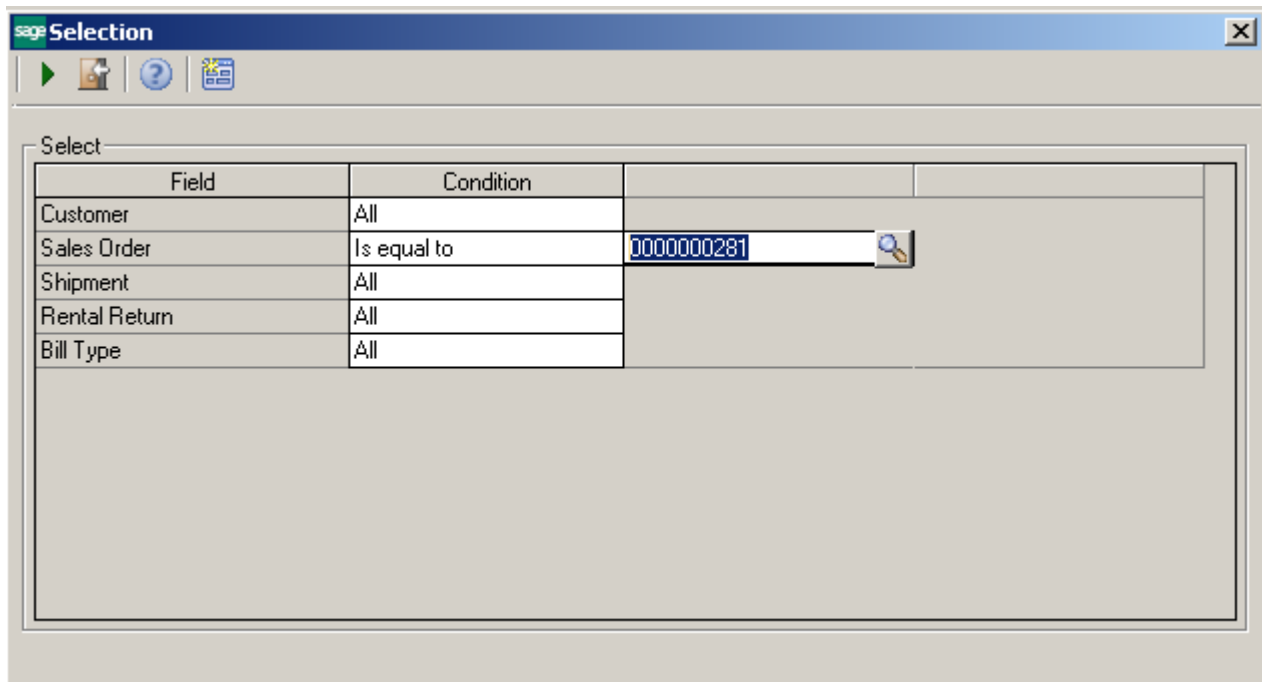
The **Extended Comments** column displays for what date range rental is billed.

Check the **Select** column for the line to include it in invoice generation. Click the **Proceed** button to process invoice generation.

The AR Invoice Batch will be created and the generated invoice or credit memo will be added in the batch.

By Date will be set as Batch Posting Date and Transaction Date for the generated Invoice/Credit Memo.

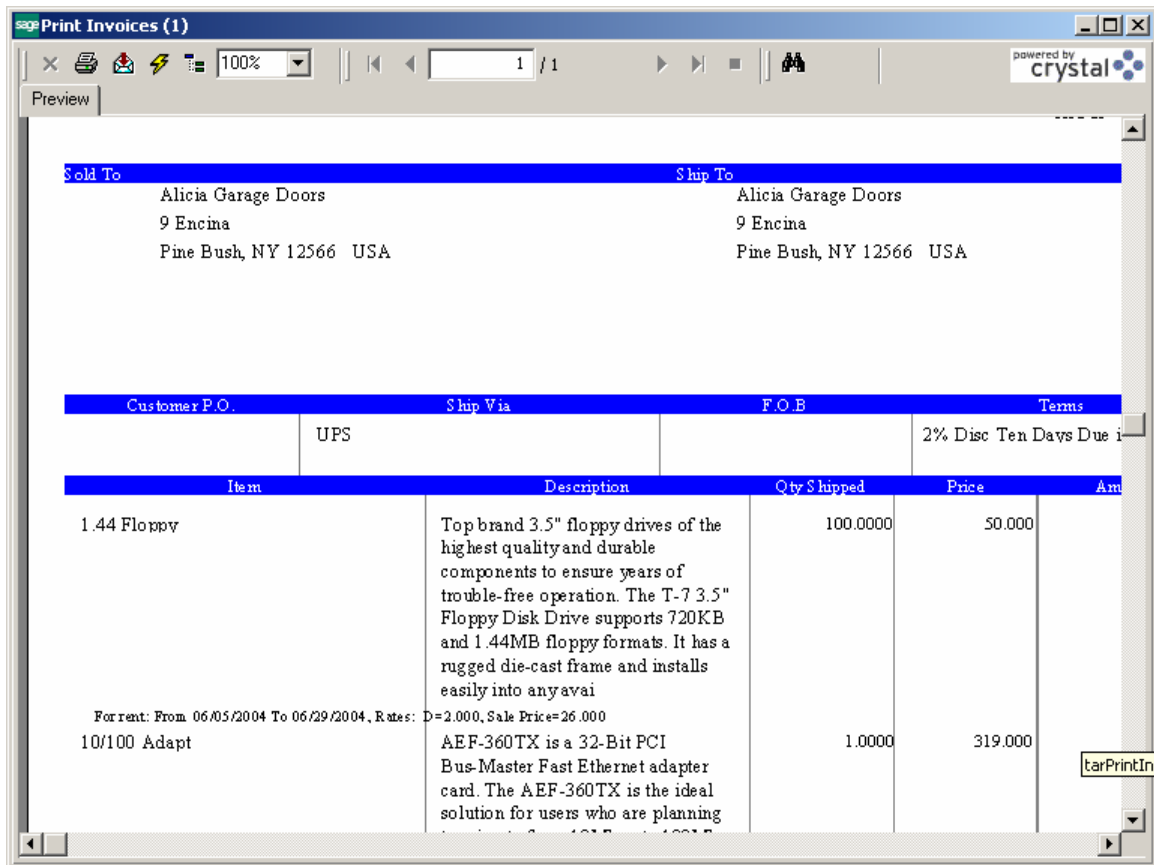
You can filter the lines by Sales Order number, Shipment number, etc by clicking on the **Select** button.



Unit Rent is populated in the **Unit Price** field of the generated Invoice line.

The billing information such as date range, rental rates, sale price is loaded in the **Extended Comments** field.

You can print the generated Invoice from corresponding AR Batch.



Billing Rentals by Usage

You need to enter the usage information when generating Invoices for Rentals having the **Rate by Usage** box checked on the Sales Order.

Click the **Meter Readings** button to be able to enter the meter readings for rental periods.

Select	Customer	Sales Order	Item	Description	Quantity	UOM	Unit Rent	Ext. Amount
<input checked="" type="checkbox"/>	Aldebn	0000000342	Rent_Item	Test Rental Item	1.0000	Each	0.000	0.000

As usage hours are defined for particular period the date range to be billed is divided into periods. Each period will have its Start and End Dates. Meter Readings should be entered for that dates. After meter readings are entered, the system will calculate usage hours then determine the break and the specified rate for it. Rental Amount for entire billing period will be the sum of the calculated rates.

The screenshot shows a window titled "Usage and Rates" with the following fields and table:

Item: Test Rental Item
 Serial No:

From	Start Reading	To	End Reading	Total Usage	Rate
06/05/2004	10	06/11/2004	25	15	50.000
06/12/2004	25	06/18/2004	120	95	70.000
06/19/2004	120	06/19/2004	150	30	14.000
06/20/2004	150	06/20/2004	200	50	14.000
06/21/2004	200	06/21/2004	290	90	14.000
06/22/2004	290	06/22/2004	300	10	12.000

In our example billing is for 06/05/2004-06/22/2004 and the Rental Period is calculated 2W 4D (Extended Rental =Best Pricing) and the meter readings are given correspondingly for each period. The Start Reading is taken for the Rental period Starting Date and the End Reading is taken for current period's Ending Date. The meter readings entered here are available in the Enter Meter Readings program. (See the title below)

The screenshot shows a window titled "Rental Invoice Generation" with the following fields and table:

By Date: Meter Readings: Setting:

Select	Customer	Sales Order	Item	Description	Quantity	UOM	Unit Rent	Ext Amount
<input checked="" type="checkbox"/>	Aldebn	0000000342	Rent_Item	Test Rental Item	1.0000	Each	174.000	174.000

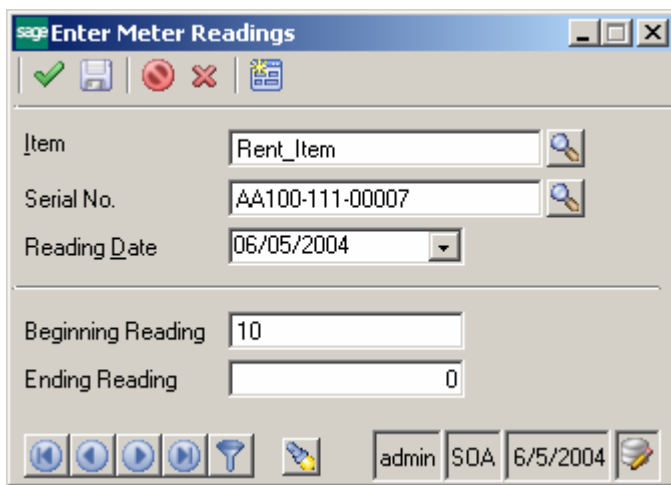
Buttons:

Status bar: admin SDA 6/5/2004

Enter Meter Readings

You can use the **Enter Meter Readings** program to track Meter Readings of an item rented out by usage. This program can be run in parallel with **Rental Invoice Generation** program and the usage info entered here will be reflected in the Invoice Generation.

Here you can enter daily readings for each Serial No independently when the rental will be billed and the information will be used when calculating rent amount during Invoice generation.

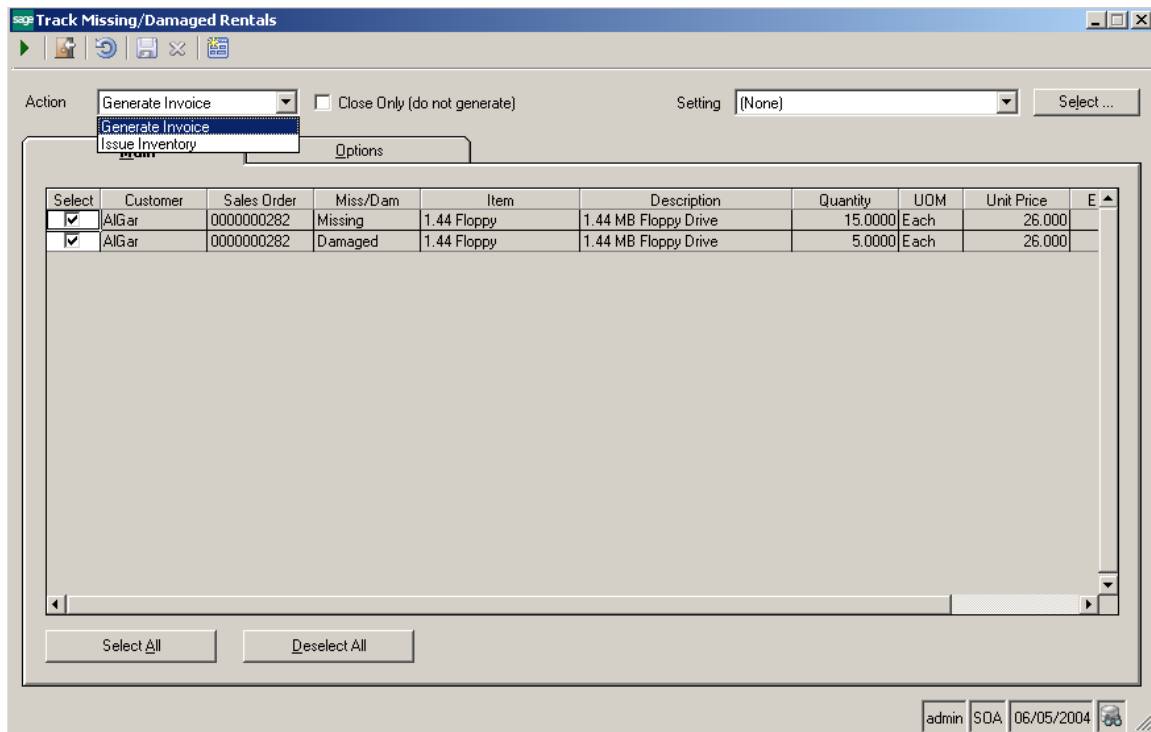


The screenshot shows the 'Enter Meter Readings' application window. The title bar reads 'sage Enter Meter Readings'. The window contains several input fields and buttons. The 'Item' field is set to 'Rent_Item', 'Serial No.' is 'AA100-111-00007', and 'Reading Date' is '06/05/2004'. Below these, 'Beginning Reading' is '10' and 'Ending Reading' is '0'. At the bottom, there are navigation buttons and a status bar showing 'admin SOA 6/5/2004'.

The **Reading Date** is the **Business Date** set by default. The **Beginning Reading** is the reading for the day start time and the Ending reading is for the day end time.

Track Missing/Damaged Rentals

The **Track Missing/Damaged Rentals** program has been developed to allow reviewing missing/damaged rentals, generating Invoices/Credit Memos, IM Issue transactions or just closing without any action.



The following actions are available: **Generate Invoice** and **Issue Inventory**.

The quantities treated, as missing/damaged during return will be loaded in the grid.

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.

When previously billed missed rentals have been returned, AR Credit Memo transaction can be generated. For such lines the **Quantity** and **Extended Amount** fields' values will be negative.

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.

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

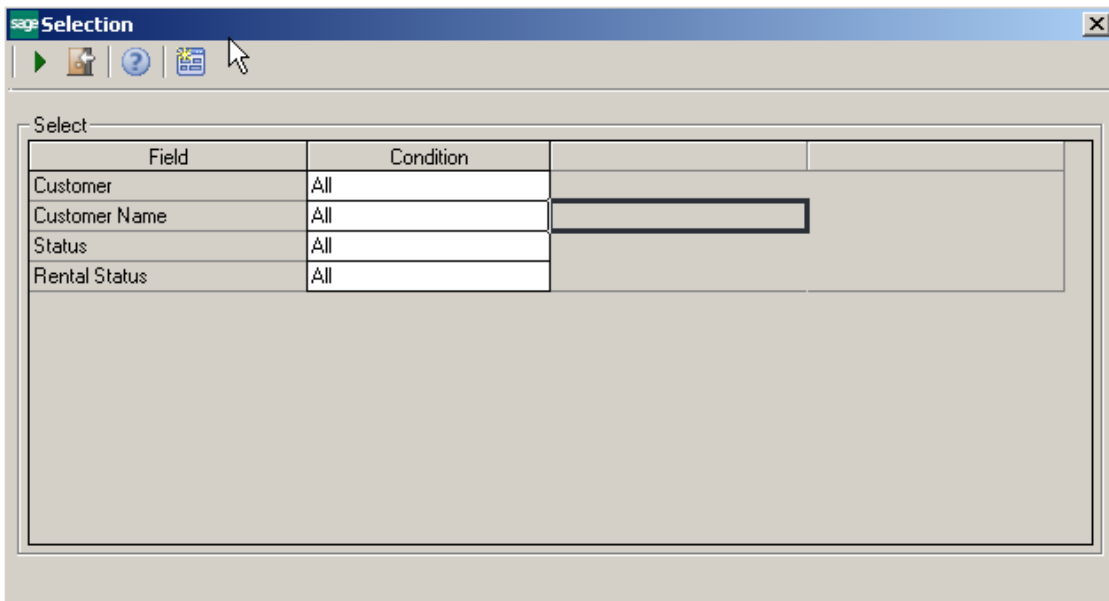
You can filter data displayed in the grid by clicking on the **Select** button. Here you can filter by Sales Order number, Return number, select only damaged or missing, etc.

Serialized Items Rental Board

A special board has been created to allow reviewing rental status for Serialized Items. Each rental period for a serial is represented as a range of cells. The start of a range is rental **Start Date**. The end of a range is **Actual End Date**, when the rental has been returned, and **Due End Date**, when the rental is not returned yet. Each rental status in the cell (e.g. Closed, Returned, On Rent, Damaged, and Missing) is colored for easier visibility.

To see the detail rental information of the Serialized Item in the right of the screen, click on the cell containing that serial. The duration of rent as well as the **Due End Date, Actual End Date and the Billed to Date** for each Serial No is also visible. Here you can get also information about Rental Status, the warehouse from where they have been shipped and if the missing/damaged (if exist) have been billed.

You can filter the displayed data by selecting Customer, Customer name, Status, and Rental Status.



After you have made selections, click the **Refresh** button on the Board to update data.

IIG Created Tasks

RNT menu has been created during server setup, which contains IIG created tasks.

The following **Tasks** are added by this enhancement:

- IIG Enhancement Registration
- IIG Enhancement Maintenance
- Set Up Rental Options
- Set Up Rental Terms
- Maintain Rental Items
- Rental Availability
- View / Edit Rental Returns
- Rental Invoice Generation
- Track Missing/Damaged Rentals
- Serialized Items Rental Board
- Rental Status Explorer
- Enter Meter Readings

By default, the permissions are given to **SysAdmin** security group, if one exists. Otherwise, the permissions are given to **Public** fixed security group.

Use the **Maintain Security Groups** program to give permissions to new **Tasks**, as needed.