File Maintenance

Equipment Rental Module

# FACTS 7.6

Contents

ER 7.6 File Maintenance

File Maintenance programs are utilized to add, change / update, or delete records in the Equipment Rental static files.

The ER files are divided between two screens, the File Maintenances Menu and the Infrequent File Maintenances Menu. The File Maintenances Menu contains the programs that are used more often. Refer to "Infrequent File Maintenances" for more information on the files; Infrequent files include Control, Set-up, and Master files.
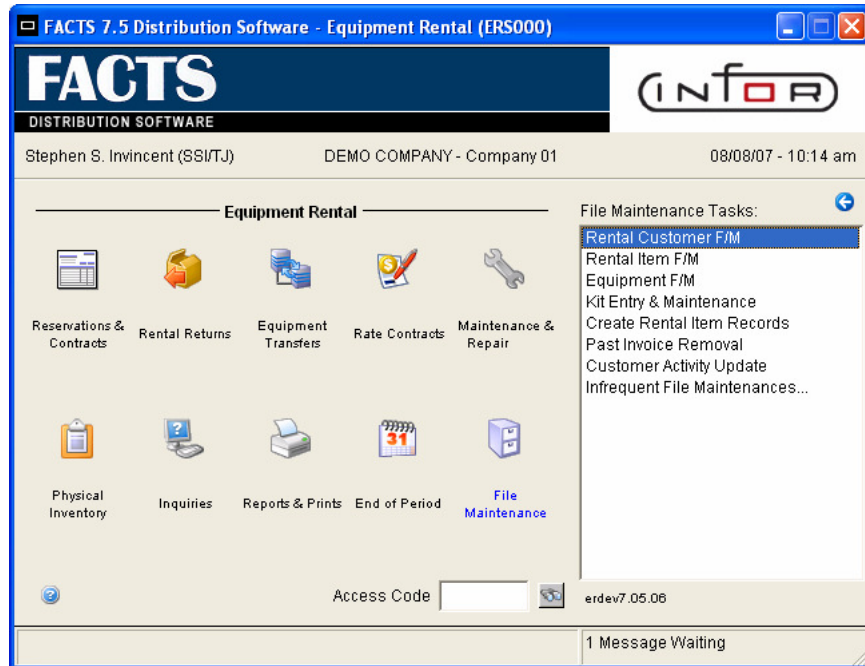
The File Maintenances Menu provides the options that allow authorized users to:

- maintain customer information
- maintain rental inventory
- define rental kits
- create rental item records for additional warehouses
- remove past ER invoice history.
- Update the ACTIVE flag for ER customers

The **Rental Customer File Maintenance** Program allows authorized users to create and maintain the records for a rental customer base. Information in this file includes customer or company name, address information, and indicators on how to handle the customer's account, such as whether a customer is subject to a security deposit. Rental Customers are linked to an AR invoicing customer. There may be multiple ER Customers linked to a common AR invoicing customer account. This facilitates better tracking of Rental customer activity for various job sites. The **Rental Item File Maintenance** Program and the **Equipment File Maintenance** Program allow an authorized user to create and maintain information about the rental items being rented or sold. Before discussing the uses of these files, a definition of rental inventory terms is necessary. An **item number** identifies an item or similar group of items in a particular rental warehouse. A **serial number** identifies a specific item within a series of items, such as tools, and heavy machinery. Each serial item can have an **equipment number**, which uniquely identifies one piece of equipment in the ER System. Only serial items have equipment numbers; non-serial items are always assigned NONSERIAL as the equipment number. The **Rental Item File** contains information for the item number, such as rate information, minimum period to rent, and taxability. The Equipment File contains information for the equipment numbers assigned to an item number. Non-serial items are also contained in this file to keep available and stocked quantities. The **Rental Item File Maintenance** function and the **Equipment File Maintenance** function are key components in setting up ER inventory. However, programs from other menus in the ER System and from other modules must be used with them to complete the process of setting up rental inventory. The following table shows the steps in this process.

| Step	Activity
1	Define the IC Warehouse in the Warehouse File Maintenance Program of the IC module. The items for ER inventory originate from this warehouse.
2	Define items to be rented or sold in the IC Item File Maintenance Program and the IC Warehouse/Item File Maintenance Program for the warehouse created in Step 1.
3	Define the rental warehouse(s) in the ER Warehouse Control File Maintenance Program. This program is found on the Infrequent File Maintenances Menu.
4	Define the items in the Rental Item File Maintenance Program for a specific warehouse.
5	If a user are setting up other rental warehouses,, use the Create Rental Item Records Program to copy existing rental item records to the new warehouse.
6	Use the Transfer Entry Program to transfer the items from IC inventory to rental inventory. The system adds the records to the Equipment File and creates on-hand quantities. Run the Transfer Register and the Equipment Removal Register to complete this step.

The **Kit Entry and Maintenance** function allows an authorized user to enter and maintain a group of items to be rented or sold as a package. The Kit name is a phantom item controlling all the individual items and memos pertaining to the kit. A single entry of the phantom Kit item automatically writes all the Kit items and memos onto the Rental Order with provisions for changes, deletions, and additions. Kit items create independent contract lines. The **Create Rental Item Records** function provides a way to create rental item records for additional warehouses once an initial warehouse has been set up. The **Past Invoice Removal** function removes the invoices stored for customers accumulating past invoice history. The **Customer Activity Update** will set the ACTIVE flag in the ER Rental Customer F/M to "checked" (Yes) if there is an open reservation or contract for that ER customer.

Rental Customer File Maintenance

Function

This function (Program ERF910) allows an authorized user to create and maintain records in the Rental Customer File. Each record contains a customer number and general information relevant to the customer. Rental Customers require an AR invoicing Customer account before adding them here. By doing this, each Rental Customer can be assigned an AR customer number for invoicing and statement printing.

To handle cash customers with no open AR account, at least one generic AR customer number must be set up as a cash customer (NOTE: The customer must NOT have a cash terms code.). In this case, the customer number could be set up as CASH with a terms code type "N", due in zero days. Any Rental Customer with an open AR account can be assigned to this generic AR (same as cash) account.
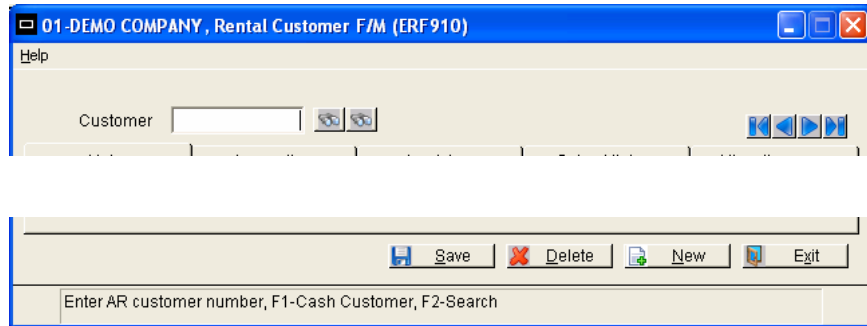
Icon Definitions

⏮	Go to the First ER Rental Customer Record	◀	Go to the Previous ER Rental Customer Record
▶	Go to the Next ER Rental Customer Record	⏭	Go to the Last ER Rental Customer Record
🔍	Search	💾	Save the current changes to the record
❌	Delete the record.	📄	Go to a New ER Rental Customer Record
🚪	Exit the ER Rental Customer F/M.		

Help
Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in creating the ER Rental Customer Record:

Main Tab

1. Customer

Enter the ER customer number (up to 10 characters). There are two ⊗ icons. The first ⊗ or the F1 key will allow for a search through the AR Customer File. The second ⊗ icon or using the F2 key allows a search through ER customers. F3 will display the next record on file.

2. AR customer

Enter the valid AR customer number defined for this rental customer. The customer number must exist in the AR Customer File. This number can be the same as the rental customer number. If the rental customer is a valid AR customer (i.e., merchandise has been sold to them), enter their AR customer number. If the customer will always pay cash and is not an open AR customer, enter the generic AR (same as cash) customer account defined as a cash customer in the AR Customer File. Do not identify the customer as a "cash" customer if they will use monthly billing. CR initially defaults to the cash customer number defined in the ER Static Control Record. The ⊡ icon will default to the cash customer defined in the ER Static Control Record. The ⊗ icon or the F2 key allows a search of AR customer numbers.

3. Name

Enter the name of the customer or a contact at the company (up to 30 characters). If the **AR customer** input is **not** a cash customer, CR initially defaults to the name of the AR customer from the AR Customer File.

4. Company

Enter the company name (up to 30 characters). If the customer is not associated with a company, the field may remain blank. CR initially defaults to the name of the AR customer in the AR Customer File, which is usually CASH for cash customers.

5. Address 1

Enter the customer address (up to 30 characters). If only one address line is needed, use the first one. This is the address that prints on contracts, reservations, and invoices. CR defaults to the first address line of the AR Customer in the AR Customer File.

6. Address 2

Enter the second line of the customer address, if needed (up to 30 characters). CR defaults to the second address line of the AR Customer in the AR Customer File.

7. City

Enter the city (up to 15 characters). CR initially defaults to the city of the AR Customer in the AR Customer File.

8. State

Enter the state name using the 2-character designation provided by the post office. CR initially defaults to the state of the AR Customer in the AR Customer File.

9. Zip code

Enter the zip code (up to 10 characters). CR initially defaults to the zip code of the AR Customer in the AR Customer File.

10. Address 3

Enter the third line of the customer's address (up to 30 characters). CR defaults to the city, state, and zip code from the previous inputs. Address 3 may be used for international addresses. It is used for all print outs, instead of the city, state, and zip code fields. The icon or the F1 key will reset the field to the city, state, and zip code from the previous inputs.

11. Phone # 1

Enter the telephone number including area code, dashes, and extension, if needed (up to 17 characters). CR initially defaults to the first phone number of the AR Customer in the AR Customer File.

12. Phone # 2

Enter the second telephone number for the customer, if needed (up to 17 characters). CR initially defaults to the second phone number of the AR Customer in the AR Customer File. This field may be used for a fax number.

13. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort customers alphabetically for print outs and searches in ER. For example, the first 10 characters of the customer's last name may be desired as a sort key. If more than one customer has the same first 10 characters, a unique sort key may be preferred. CR defaults to the first 10 characters of the customer name.

Accounting Tab

1. Warehouse

Enter the 2-character warehouse number that this customer uses most often. This entry is used in printing customers by warehouse on the Rental Customer Listing. It is **not** the default warehouse displayed on screens, which is defined by each terminal. CR defaults to the warehouse assigned to the terminal. The icon or the F2 key allows for a search through valid warehouses.

2. Terms code

The Terms Code setting in this field will apply (default) for Invoicing from ER documents, i.e. ER contracts and ER Invoice/Credit Memos. CR defaults to the AR terms code. The icon or the F2 key allows for a search through valid terms codes.

The ER RENTAL CUSTOMER File Maintenance set up defaults to the terms code assigned to the AR Customer linked to the ER Customer record. It can also be set to use the default tax code as stored in the AR/Ship-to records or the ER Warehouse File maintenance.

3. On hold

Setting this field to "checked" (Yes) indicates this customer is on equipment rental hold. If this input is Yes, a customer will not be able to rent or buy items in the ER System. When the primary AR customer is put on hold, the ER customer will have a Hold status even when the ER customer does not display the same. However, neither AR nor SO activity is affected if they are placed on hold in ER.

4. Active

The purpose of this field is to serve as a filter when searching through ER Customers; e.g. in Reservation or Contract entry. Setting this field to "checked" (Yes) indicates the ER Customer currently rents material. This field can be updated in a group sweep by using the **Customer Activity Update** program which will set the ACTIVE flag in the ER Rental Customer F/M to "checked" (Yes) if there is an open reservation or contract for that ER customer.

Invoicing Tab

1. Commission %

Enter the commission percentage for rental contracts on this customer (0-99.99). Commissions on rentals are calculated using this percentage, and commissions on sales use the commission percentage from the AR Customer File. ER uses the same commission structure as Sales Orders as defined in System Management under Company Control File Maintenance. The ⊘ icon or the F1 key will default to NO PRIORITY. CR initially defaults to 0.

2. Charge insurance

Enter the date (see *Date Format*) after which to begin charging insurance on this customer's contracts (if the items have insurance charges). CR defaults to system date. This date is used only if a customer has a separate agreement to cover major loss; this is the termination date of the agreement.

3. Store history

Setting this field to "checked" (Yes) indicates the desire to store past invoice history for this ER customer. CR initially defaults to unchecked (No). Invoice history stores the detail of all ER invoices in the ER Past Contract File. The Past Invoice Removal Program may be periodically run to remove unneeded past invoices by date.

4. Print extensions

Setting this field to "checked" (Yes) indicates this customer will have line-item extensions printed on contracts and reservations. This also includes the information at the bottom of a contract or reservation: rental amount, sales amount, tax, freight, total, amount paid, deposits applied, and balance. CR initially defaults to unchecked (No).

Example: A customer has rented items out on a long-term contract (over 30 days). Choose unchecked for this input because there is no return date, so there cannot be an accurate line-item extension on the contract. Rates are printed on the contract, but they are not extended for the expected rental period.

5. Override deposits

Setting this field to "checked" (Yes) indicates this customer is subject to the deposit amount for items set up to require a deposit. If Yes, the user may change the deposit for the customer during contract entry. CR initially defaults to unchecked (No).

Sales History Tab

1. Date opened

Enter the date the rental account was opened for this customer (see **Date Format**). CR defaults to the date the customer was entered into the ER Customer File.

The following inputs are initially skipped and are maintained by the system by the Daily Rental Register. They may be changed as necessary.

2. Date last rental

Note: Self populated fields which are initially skipped.

3. LTD # rentals

Note: Self populated fields which are initially skipped.

4. LTD rental $

Note: Self populated fields which are initially skipped.

Miscellaneous Tab

1. Memo 1

Enter the first of two available memos for the ER Rental Customer.
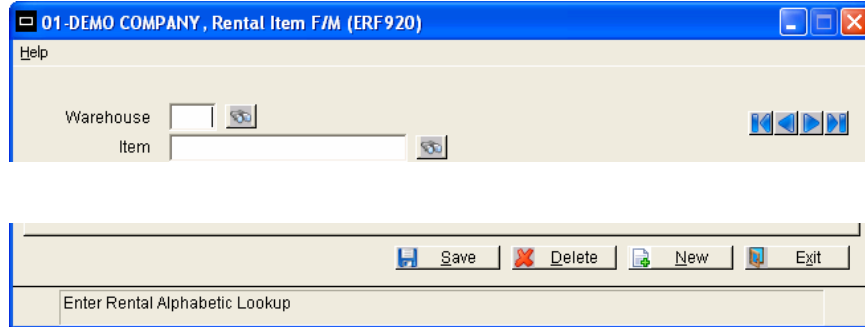
2. Memo 2

Enter the second of two available memos for the ER Rental Customer.

Rental Item File Maintenance

Function

This function (Program ERF920) allows an authorized user to create and maintain records in the Rental Item File. Each record contains a warehouse, item number, and rate information relevant to that warehouse/item. The program also allows for the accessing of 13 periods of item history, the adding of memos to display during contract entry, and the adding of memos to be printed on the contract.

Before entering items, the warehouse must be set up where they reside in the ER Warehouse Control File. Also, an item must be defined in the IC Item File and the IC Warehouse/Item File before it can be entered here. On-hand quantities are not created at this point; they are produced by the programs on the Equipment Transfers Menu.

Icon Definitions

	Go to the First ER Item Record		Go to the Previous ER Item Record
	Go to the Next ER Item Record		Go to the Last ER Item Record
	Search		Save the current changes to the record
	Delete the record.		Go to a New ER Rental Item Record
	Exit the ER Rental Item F/M.		

Help
Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in creating and maintaining warehouse/items in ER Rental Item F/M:

Main Tab

1. Warehouse

Enter the warehouse where the ER item exists. The entry must be a valid ER warehouse code. The description from the IC Warehouse File is displayed next to it. CR defaults to the warehouse assigned to the terminal. The icon or the F2 key allows a search. F3 displays the next record on file.

2. Item

Enter the item number residing in the rental warehouse. The entry must be a valid item number defined in the IC Item File. The description and unit of measure from the IC Item File are displayed next to it. The icon or the F2 key allows a rental item search. F3 displays the next record on file.

3. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort items alphabetically for print outs and searches in ER. For example, the first 10 characters of the item description may be desired as a sort key. If more than one item has the same first 10 characters, a unique sort key may be preferred. CR defaults to the first 10 characters of the item description (from the IC Item File).

4. Maintenance

Enter one of the following values to determine when this item is to receive maintenance:

- **#:** base the maintenance schedule on a specific number of days. For example, a car can be taken in for a tune-up every 90 days. If # is entered, the number of days between maintenances must be entered (0 – 999).

- **D:** base the maintenance schedule on distance (serial items only). For example, a car can be taken in for an oil change every 3000 miles. Choosing this option enforces the tracking of distance on this item. If D is entered, the amount of distance between maintenances must be entered.

- **U:** base the maintenance schedule on usage (serial items only). For example, a generator can be taken in for maintenance every 500 hours used. Choosing this option enforces the tracking of usage on this item. If U is entered, the amount of usage between maintenances must be entered.

- **M:** use a manual schedule. The date on which the item receives maintenance must be determined (specify the date in the Maintenance/Repair Completion Program).

- **N:** no maintenance required for this item.

CR initially defaults to **#**.

5. Taxable

Setting this field to **"checked"** (Yes) indicates rental of this item is taxable. CR initially defaults to **checked**.

6. Commission

Enter the commission percentage (0-99.99) for the item. Commissions on rentals are calculated using this percentage, and commissions on sales use the commission percentage from the AR Customer File. ER uses the same commission structure as Sales Orders as defined in System Management under Company Control File Maintenance. The 🚫 icon or the F1 key defaults to NO PRIORITY. CR initially defaults to 🚫 **NO PRIORITY**.

7. SA item

Enter the item number to use in sales analysis reporting. Enter a specific rental item number if rental items are to be kept separate from SO sales items in sales analysis reporting. A common practice for this Rental item posting to Sales Analysis is to use a consolidated number that represents the class or category of the rental items. Example: Forming rental items are in class 100, so the SA posting item used could be R-100. The rental item number (R-100) must be defined in the IC Item File to do this. CR defaults to the IC item number, which combines rental items and sales items on reports. The 🔍 icon or the F2 key allow for a search through IC items. Use the 🚫 icon or the F3 key if not using sales analysis reports.

Example: The item number JG500 is both sold and rented, and there is a desire to differentiate the two on sales analysis reports. Enter the rental item number, RJG500, in this field after it is defined in the IC Item File.

8. Check-in req

Setting this field to **"checked"** (Yes) indicates the item requires a check-in procedure before it can be available for rent. This field is skipped for non-serial items. CR initially defaults to **UNCHECKED**.

Example: Once a rental car is returned, it must be refueled before it is available for rent. This field would be checked for this item.

9. Carrying cost

Enter the carrying cost for this item. K cost represents the cost of carrying this item (storing, tax, insurance, etc.). The entry can be either a percentage of the initial cost or a fixed dollar amount. The input initially defaults to a dollar amount, so enter a **%** after a percentage amount. K cost posts to the item's life-to-date carrying cost through the Carrying Cost Register. CR initially defaults to the carrying cost defined in the ER Warehouse Control File.

10. Location

This new ER Rental Item "location" field is utilized in the sorting of ER Items on the Physical Inventory Count and Capture Files when the PI order (Sort) is by Location. It defaults to **IC whse location**.

Rates Tab

1. Hourly rental rate

Enter the standard hourly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

Example: The rental customer is to receive a charge of $5.00 per hour, enter 5.00 (dollar amount). If the charge is to be 3% of the item's cost, enter 3C. If the charge is to be 1.25% of the selling price, enter 1.25P.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

The system calculates a default for each subsequent rate entry based on the rate entered here and the time units from the Static Control Record.

2. Daily rental rate

Enter the standard Daily rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

3. Weekly rental rate

Enter the standard weekly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

4. Monthly rental rate

Enter the standard monthly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

5. Minimum rental

Specify the minimum rental period to charge for the item by entering a number and **H** (hours), **D** (days), **W** (weeks), or **M** (months). For example, to require a minimum rental of one month, enter **1M**.

6. Deposit amount

Enter the standard deposit amount for the item when reserved or rented. CR initially defaults to **0**.

Charges Tab

1. Insurance charge

Enter the insurance charge for this item as a percentage of the total rental amount (0-99.99). CR initially defaults to **0**.

2. - 4. Delivery charge, pickup charge, cleanup charge

Enter the charges for deliveries, pickups, and cleanups for this item. When a delivery or pickup charge is less than the minimum amounts defined in the Static Control Record, the system displays a warning message (the user may wish to press CR to continue). CR initially defaults to **0** for all.

5. - 7. Distance charge, usage charge, fuel charge

Enter the following inputs for charging distance, usage, or fuel on this item:

- charge per unit of measure (0-999.99)

- 2-character unit of measure. The default unit of measure is from the Static Control Record, such as MI for miles. If a code is entered and charge is not entered, units of measure are tracked for maintenance scheduling.

- free usage per rental. Enter free amounts per hour, day, week, and month. During contract or reservation entry, the system uses these free amounts to calculate the rental amount. For example, a customer renting a car gets the first 50 miles free and then is charged 25 cents for each additional mile.

Inputs, **Distance charge, usage charge, fuel charge**, are skipped for non-serial items. Only serial items are charged by distance, usage, or fuel. Non-serial items never need this type of processing.

History 1 Tab

1. - 7. The **following information** is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). The History 1 tab contains the information for the current period, last period and the next 5 previous periods. The information may be changed if needed. CR initially defaults to **0** for all.

- **number of rentals** - number of times the item has been invoiced for the period. NOTE: The quantity of 2 rented on 1 invoice results in the number of rentals = 2.

- **rental dollars** - dollars billed for rentals

- **number of days rented** - units rented multiplied by the number of days rented, totaled for all contracts during the period

- **number of days available** - potential rental days; units stocked multiplied by the number of days in the period

- **number of lost rentals** - items not available when needed to rent

History 2 Tab

1. - 6. The **following information** is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). The History 2 tab contains the information for the oldest 6 of the previous periods. The information may be changed if needed. CR initially defaults to **0** for all.

- **number of rentals** - number of times the item has been invoiced for the period. NOTE: The quantity of 2 rented on 1 invoice results in the number of rentals = 2.

- **rental dollars** - dollars billed for rentals

- **number of days rented** - units rented multiplied by the number of days rented, totaled for all contracts during the period

- **number of days available** - potential rental days; units stocked multiplied by the number of days in the period

- **number of lost rentals** - items not available when needed to rent

Memos Tab

1. - 4. Entry memo

Enter the memo to be displayed to the user during contract entry (up to 4 lines of 60 characters each).

5. - 7. Contract memo

Enter any information to be printed on the contract (up to 3 lines of 60 characters each).

Example: A memo to be printed on contracts for a floor sander might be ALWAYS USE SAFETY GOGGLES WITH THE CCXV FLOOR SANDER.
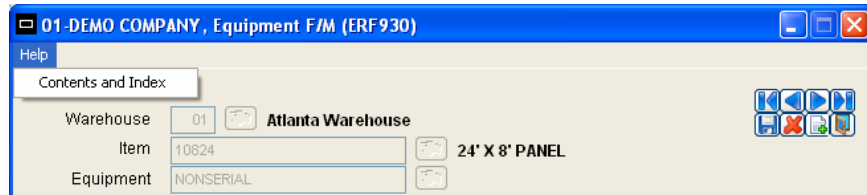
Rental Equipment File Maintenance

Function

This function (Program ERF930) allows an authorized user to maintain records in the ER Equipment File. This file contains information relevant to items including location, cost, depreciation, stocked quantities, and rented quantities. Each record contains a warehouse, an item number, and an equipment number if the item has a serial number. Non-serialized items are also contained in this file to keep available and stocked quantities. This program also lets those authorized, access life-to-date totals and 13 periods of rental history for each equipment number.

Most fields in the Equipment File are created and maintained by the system. This is because any items to be rented must be transferred from the IC Warehouse/Item File to the ER Rental Item File and Equipment File. Therefore, the records are created when using the programs on the Equipment Transfer Menu to automatically transfer the records into this file. The only way to delete a record from the Equipment File is to sell, transfer, or dispose of an equipment number and then run the Equipment Removal Register.

There are three types of numbers that all identify an item in the ER System but that are used for different purposes. The **item number** identifies an item or similar group of items in a particular rental warehouse. A **serial number** identifies a specific item belonging to a series of items, such as televisions, refrigerators, and heavy machinery. It is defined in the IC Warehouse Item File. Each serial item can have an **equipment number**, which uniquely identifies one piece of equipment in the ER System. Only serial items have equipment numbers; non-serial items are always assigned NONSERIAL as the equipment number. The entry person will assign the equipment number when they transfer the item from IC inventory into rental inventory.

After the file is set up, the following fields may be changed:

- location
- date acquired
- date next maintenance

- initial cost
- period depreciation
- last distance, usage, fuel

Icon Definitions

	Go to the First ER Item Record		Go to the Previous ER Item Record
	Go to the Next ER Item Record		Go to the Last ER Item Record
	Search		Save the current changes to the record
	Delete the record.		Go to a New ER Equipment Record
	Exit the ER Equipment F/M.		

Help
Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in creating and maintaining warehouse/items in ER Rental Equipment F/M:

Main Tab

1. Warehouse

Enter the warehouse where the ER item exists. The entry must be a valid ER warehouse code. The description from the IC Warehouse File is displayed next to it. CR defaults to the warehouse assigned to the terminal. The [icon] icon or the F2 key allows a search through the valid warehouses. F3 displays the next record on file.

2. Item

Enter the item number residing in the rental warehouse. The entry must be a valid item number defined in the IC Item File. The description and unit of measure from the IC Item File are displayed next to it. The [icon] icon or the F2 key allows a rental item search. F3 displays the next record on file.

3. Equipment

This input is for serial items only; the system automatically assigns NONSERIAL to it for non-serial items.

Enter the equipment number (up to 20 characters). For serial items, this number uniquely identifies a piece of equipment in the ER System. (However, it can be assigned the same number as the serial number). Non-serial items always have NONSERIAL in this field. The [icon] icon or the F2 key allows a search through equipment numbers. F3 allows the display of the next record on file.

Example: There are seven portable floor cranes for rent. The serial number for the second floor crane in stock is PFC-345676-8999-352. The equipment number may be specified as **PFC2**, so that the entire serial number is not required when working with this item.

The rest of the record is displayed after the equipment number is entered. Inputs can be changed with the **exception of status**, **quantity stocked**, **currently rented**, and **serial number**.

4. Status

This field is maintained by the system and describes the status of the equipment number or non-serial items. It can have the following values:

- **A:** available for rent
- **C:** waiting for check-in procedure
- **D:** disposed
- **I:** transferred to sales inventory
- **M:** in maintenance or repair
- **O:** out on rental
- **S:** sold
- **T:** transferred to another rental warehouse

5. Location

Enter the (bin) location of the item in the rental warehouse, i.e., where the item is stored in this warehouse (up to 6 characters).

6. Initial cost

Enter the cost at which the item was purchased.

7. PD depreciation

Enter the depreciation amount (0-99999.99) for serial items only. This amount is posted to the item life-to-date depreciation during end-of-period procedures by the Depreciation Register.

8. Serial#

This field is maintained by the system and is the number assigned to the equipment number in the IC Warehouse/Item File.

Last Reading

9. Distance

Enter the last reading for distance.

10. Usage

Enter the last reading for usage.

11. Fuel

Enter the last reading for fuel.

Inventory Date

12. Date Last Physical

Enter date of last physical inventory for this item in this warehouse.

13. Date Next Physical

Enter date of next physical inventory for this item in this warehouse.

Dates

14. Date Acquired

Enter the date on which the item was purchased (see **Date Format**).

15. Date Next Maint

This input is the date of the next maintenance for the item (see **Date Format**). For items using a manually set maintenance schedule, enter their next maintenance date here. The Maintenance/Repair Register updates this field for all other items.
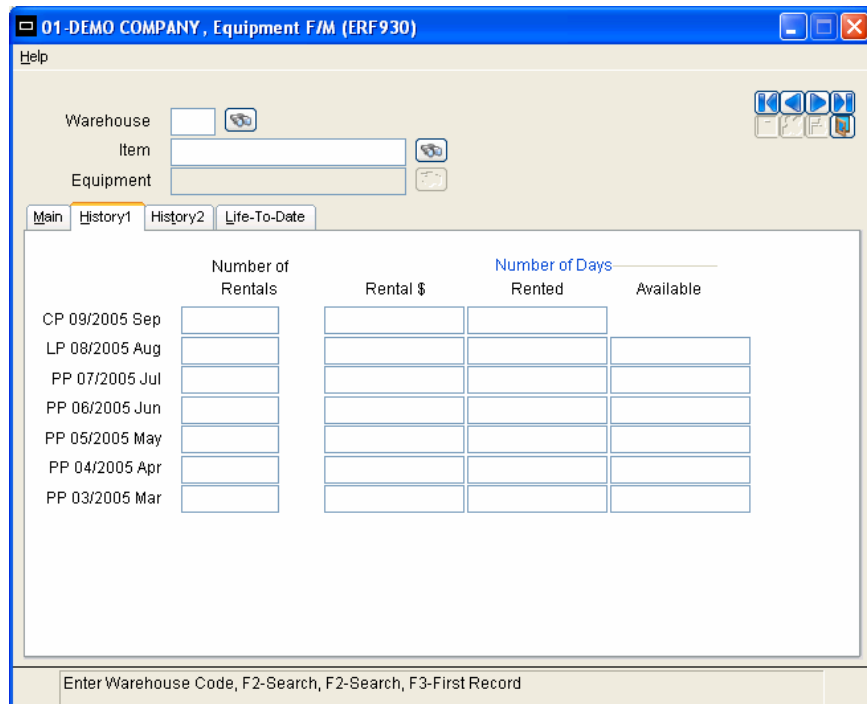
16. Date Into Rental

This field is the date the Item was transferred from IC Inventory into ER inventory.

Quantities (For informational purposes only)

The following information is displayed at the bottom of the MAIN TAB and is for informational purposes only.

- Stocked – Stocked quantity represents the total quantity in the "ER" Equipment inventory (in addition to the "IC" On hand quantities).

- Currently Rented – The quantity of an ER item that a warehouse has out on open rental contracts.

- Yard Available – Yard Available quantity represents the total quantity of an ER item Available quantity minus the Shipped quantities.

- Net Available – Net Available quantity represents the total quantity of an ER item Available quantity minus the Shipped quantities minus the amount on open Reservations.

History 1 Tab

1. - 7. The **following information** is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). The History 1 tab contains the information for the current period, last period and the next 5 previous periods. The information may be changed if needed. CR initially defaults to **0** for all.

- **number of rentals:** number of times the item has been invoiced for the period . NOTE: The quantity of 2 rented on 1 invoice results in the number of rentals = 2.

- **dollars from rentals:** dollars billed for rentals

- **number of days rented:** units rented multiplied by the number of days rented, totaled for all contracts during the period

- **number of days available:** potential rental days; units stocked multiplied by the number of days in the period

History 2 Tab

1. - 6. The **following information** is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). The History 2 tab contains the information for the oldest 6 of the previous periods. The information may be changed if needed. CR initially defaults to **0** for all.

- **number of rentals:** number of times the item has been invoiced for the period. NOTE: The quantity of 2 rented on 1 invoice results in the number of rentals = 2.

- **dollars from rentals:** dollars billed for rentals

- **number of days rented:** units rented multiplied by the number of days rented, totaled for all contracts during the period

- **number of days available:** potential rental days; units stocked multiplied by the number of days in the period

Life – to – Date Tab

The following information is kept for the life of the item and can be changed, if needed.

1. **Number of Rentals**

2. **Rental Dollars**

3. **Depreciation**

4. **Carrying Cost**

5. **Maintenance**

6. **Capitalized Repairs**

7. **Distance**

8. **Usage**

9. **Sales**

10. **Acquisition (cost)**

Kit Entry & Maintenance

## NOTE: This Program is Currently in Development

Function

This function (Program ERE910) allows an authorized user to enter and maintain kits in the ER System. A kit is a group of items which are rented (or sold) as a package. Kits are used in the reservation and contract entry to automatically bring up the items in kits to be rented. Utilizing kits makes entry of items easier.

For example, set up a floor sanding kit. This kit consists of the power sander (rented), the power cord (rented), goggles (rented), and sander pads (sold). When a customer rents the floor sanding kit, enter the kit and the system automatically prompts for each item (sander, cord, etc.). Memo lines may also be entered, which are automatically added to the reservation or contract.

The Kit Entry and Maintenance Screen consists of two sections. The upper portion of the screen is called the header portion where general information (kit number and description) is entered. The lower portion of the screen is called the line-item portion where each item in the kit and the quantity of each item used is entered. Once the kit is entered, the entry person has the option of changing, adding to, removing line items from, or deleting the kit at any time.

All items set up in the kit must be set up through the Rental Item File Maintenance Program. Kit item numbers, however, are not rental item numbers.
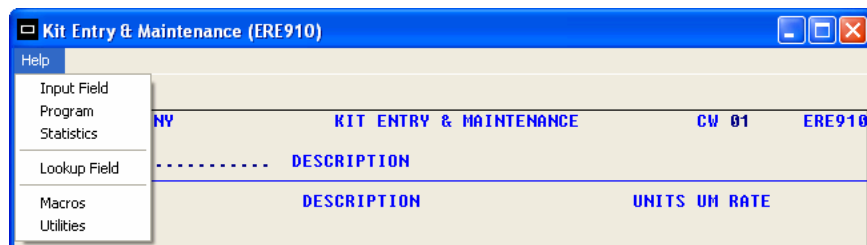
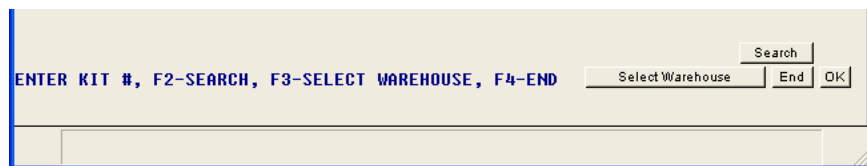## Help (programming functions)

Input Field

Program

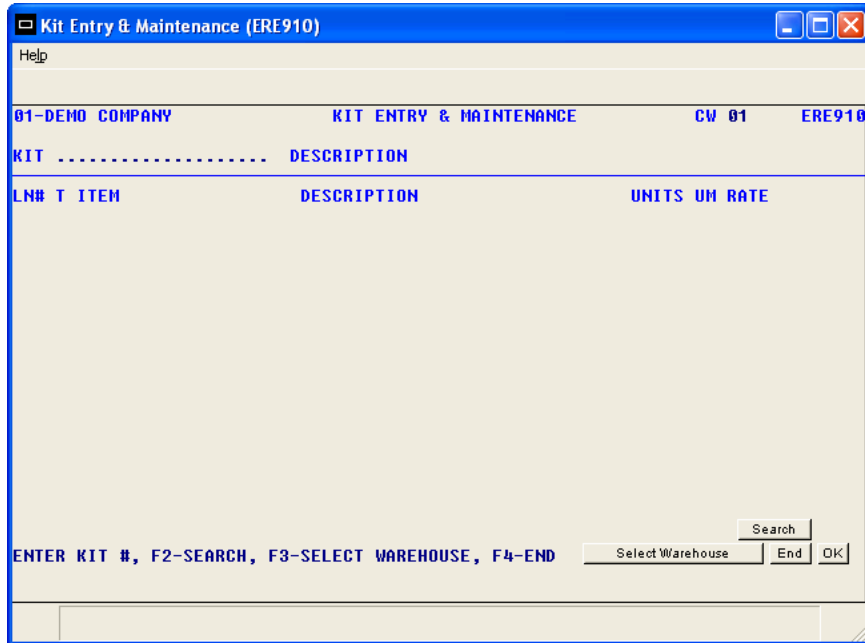**Statistics**

Lookup Field

Macros

Utilities

To navigate through the program, follow the instructions at the bottom of the screen or use the mouse and the buttons.

User Inputs

The following inputs are involved in entering and maintaining kits in ER Rental Kit Entry & Maintenance:

1. Kit

Enter the kit number (up to 20 characters). F3 allows the selecting of the warehouse for which rental rates are displayed. If the F3 key is selected, enter the valid ER warehouse. F2 allows a search. CR initially defaults to the warehouse assigned to the terminal. F2 allows a search of defined kits.

2. Description

Enter the description of the kit (up to 30 characters).

This concludes the header portion of the Kit Entry and Maintenance Program. At this time, the header record is created. After the header record is created, the description may be changed through the change header routine. Input "**kit number**" can only be changed by deleting and reentering the kit number.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line item up to 999. In the rare case where 999 line items have been entered, the program advances to the **prompt-selection input** and refuses further entries.

3. Line type

Enter whether this item is to be **R** (rented) or **I** (sold) from inventory. CR defaults to **R**. **F3** ends entries and advances to the **prompt-selection input**. **F4** removes the previous line and backs up to the previous line number.

4. Item

Enter the valid item number to be used (rented or sold) in the kit. The item must be set up in the Rental Item File Maintenance Program. Valid entries display the item description and stocking unit of measure from the IC Item File. F2 allows a rental item search.

Enter an **M** as the item number indicating a memo line. The program then advances to the memo input. Enter the memo to appear on the reservation or contract (up to 30 characters).

5. Units

If the item number entered is a serialized item or if a memo line was entered, this input is skipped. Enter the number of units used of the item (rented or sold) in the kit (0-9999).

6. Percentage (%) rate

Rental rates are displayed for the item and current warehouse (CW) by the hour, day, week and month. Enter the % of the standard rental rate to apply to the item of the kit (0-100). CR initially defaults to **100**.

Example: When renting goggles separately they have a standard rental charge. However, as part of the floor sanding kit, the rental charge may only be 50% of the standard charge.

This concludes the line-item portion of the Kit Entry and Maintenance Program. The **prompt-selection input** allows the following functions to be performed:

- **#:** change a line item
- **L:** list line items
- **A:** add line items
- **D:** delete the kit
- **F2:** change header
- **F3:** access the ending routine (see **Prompt Selection Input**).

The ending routine allows a CR to continue, concluding the entry of the ER kit. The screen is cleared of input information, and the program returns to input, **kit number**. F4 backs up to the **prompt-selection input**.

Create Rental Item Records

Function

This function (Program ERU910) allows an authorized user to create rental item records for additional warehouses once an initial warehouse has been set up. This program prevents the need to set up individual records through the Rental Item File Maintenance Program for every warehouse/item combination in ER. The information created in the new warehouse on each item is pulled from the item in the source warehouse.

Options include:

- select the source warehouse

- select the beginning and ending items to create

- select the item class from which to create

- select the vendor from which to create

- select the warehouse in which to create items.
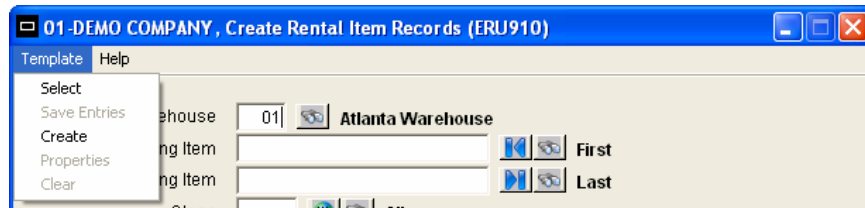
Icon Definitions

   Search

   Go to the First ER Item Record

   Go to the Last ER Item Record

   Choose All valid entries in that field

Template

The template feature will save a combination of entries so that a user is not required to reselect them every time the report is run. Each user can create an unlimited number of templates in any FACTS report.

Once templates are created, users can edit them, delete them or change their properties.
In the Template Properties window, the name of a template may be changed, it may be set it as the individual's default template for that report, a default printer for that template may be selected, beginning and ending form feeds may be selected or deselected, and report margins may be modified. The system remembers the last nine templates used and displays them at the bottom of the Templates menu for faster access.
Both user-specific and system templates are specific to the report in which they are created. Further information on Templates can be found in the FACTS Help Topics under **Using Report Templates**.

Help
Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in creating rental item records:

1. Source warehouse

Enter the valid rental warehouse from which items are created. CR defaults to the warehouse assigned to the terminal. The icon or the F2 key allows a search through valid warehouses.

2. Beginning item

Enter the beginning item to create. The icon, the F1 key, or CR defaults to **FIRST** (the first item in the source warehouse). The icon or the F2 key allows a search through valid ER Rental item numbers.

3. Ending item

Enter the ending item to create. The icon, the F1 key, or CR defaults to **LAST** (the last item in the source warehouse). The icon or the F2 key allows a search through valid ER Rental item numbers.

4. Class

Enter the valid item class for which items are to be created. The icon, the F1 key, or CR defaults to **ALL**. The icon or the F2 key allows a search through valid class numbers.

5. Vendor

Enter the valid vendor for which items are to be created. The icon, the F1 key, or CR defaults to **ALL**. The icon or the F2 key allows a search through valid vendor numbers.

6. Create in warehouse

Enter the valid rental warehouse in which to create items. The warehouse must have been set up in the ER Warehouse Control File Maintenance Program. The icon or the F2 key allows a search through valid warehouses.

7. OK

When the fields are input with the desired information, use the **OK** button to begin running the program.

8. Cancel

Use this button to exit the program without running any of the processes.

Template

Used to display information only. The description will indicate the Template, if any, that has been chosen.

Past Invoice Removal

Function

This function (Program ERU920) allows an authorized user to remove past ER invoice history based on customer number, warehouse, and minimum days to keep history.

Options include:

- select the beginning and ending customer for which to remove invoices
- select warehouse(s) of invoices to remove
- select number of days of past invoices to keep.

The Past Invoice History File is used during contract inquiry to display past invoices and is updated by the Daily Rental Register update. Past Invoices are stored for each customer if the **store history** flag is set to Y in the Rental Customer File.
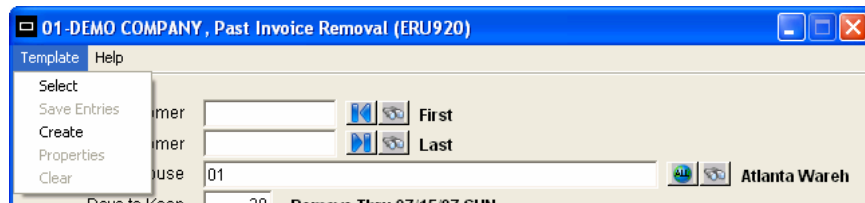
Icon Definitions

	Search		Go to the First ER Customer Record
	Go to the Last ER Customer Record		Choose All valid entries in that field

Template

The template feature will save a combination of entries so that a user is not required to reselect them every time the report is run. Each user can create an unlimited number of templates in any FACTS report.

Once templates are created, users can edit them, delete them or change their properties.
In the Template Properties window, the name of a template may be changed, it may be set it as the individual's default template for that report, a default printer for that template may be selected, beginning and ending form feeds may be selected or deselected, and report margins may be modified. The system remembers the last nine templates used and displays them at the bottom of the Templates menu for faster access.
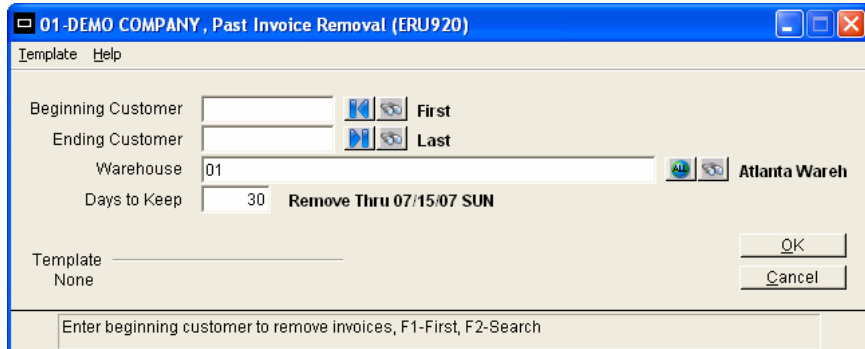Both user-specific and system templates are specific to the report in which they are created. Further information on Templates can be found in the FACTS Help Topics under **Using Report Templates**.

Help

Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in removing past equipment rental invoices:

1. Beginning Customer

Enter the beginning customer for which rental invoice history is to be removed. The ◄ icon, the F1 key, or CR defaults to **FIRST** (the first ER customer on file). The 👓 icon or the F2 key allows a search through valid ER Rental customers.

2. Ending Customer

Enter the ending customer for which rental invoice history is to be removed. The ► icon, the F1 key, or CR defaults to **LAST** (the last ER customer on file). The 👓 icon or the F2 key allows a search through valid ER Rental customers.

3. Warehouse

Enter up to twenty 2-digit warehouse codes side by side for which invoice history is to be removed. CR defaults to the warehouse assigned to the terminal. The 🔵 icon or the F1 key will default to **ALL**. The 👓 icon or the F2 key allows a search through valid warehouse numbers.

4. Days to keep

Enter the number of **days** of past invoices to keep.

 Example: If 6 months of invoice history should be stored, multiply 6 (months) x 30 (days per month) and enter 180 days. Maximum number of days to keep is 9999. CR defaults to **30**.

5. OK

When the fields are input with the desired information, use the **OK** button to begin running the program.

6. Cancel

Use this button to exit the program without running any of the processes.

Template

Used to display information only. The description will indicate the Template, if any, that has been chosen.

Customer Activity Update

Function

This function (Program ERU930) will update the ACTIVE flag in ER Customer F/M. If there are open reservations or contracts for a customer, then the flag will be set to Yes, else set to No.
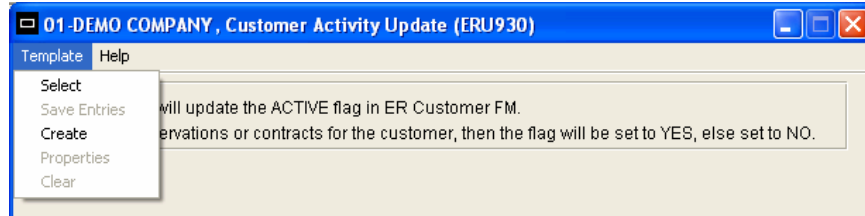
Icon Definitions

    Search   Go to the First ER Customer Record

    Go to the Last ER Customer Record   No Cutoff

Template

The template feature will save a combination of entries so that a user is not required to reselect them every time the report is run. Each user can create an unlimited number of templates in any FACTS report.

Once templates are created, users can edit them, delete them or change their properties.
In the Template Properties window, the name of a template may be changed, it may be set it as the individual's default template for that report, a default printer for that template may be selected, beginning and ending form feeds may be selected or deselected, and report margins may be modified. The system remembers the last nine templates used and displays them at the bottom of the Templates menu for faster access.
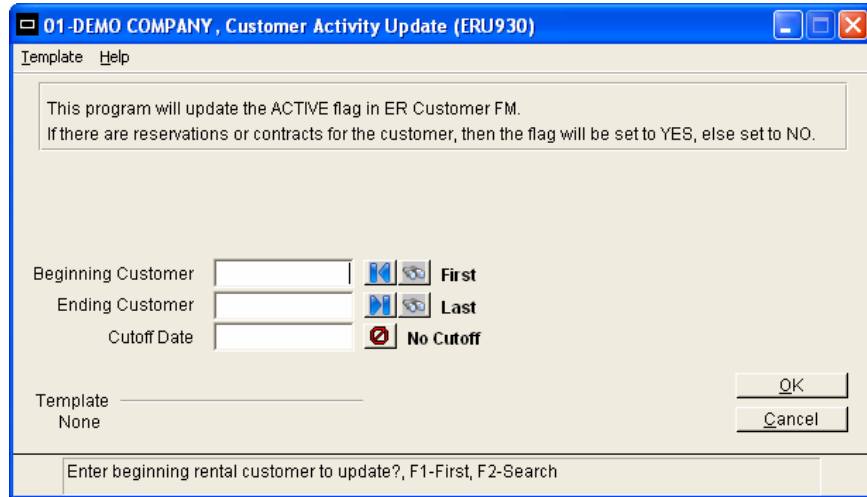Both user-specific and system templates are specific to the report in which they are created. Further information on Templates can be found in the FACTS Help Topics under **Using Report Templates**.

Help
Contents and Index – Equipment Rental User's Guide to be completed and accessible in the future.

User Inputs

The following inputs are involved in removing past equipment rental invoices:

1. Beginning Customer

Enter the beginning customer for which to update the ACTIVE flag. The ![icon] icon, the F1 key, or CR defaults to **FIRST** (the first ER customer on file). The ![icon] icon or the F2 key allows a search through valid ER Rental customers.

2. Ending Customer

Enter the ending customer for which to update the ACTIVE flag. The ![icon] icon, the F1 key, or CR defaults to **LAST** (the last ER customer on file). The ![icon] icon or the F2 key allows a search through valid ER Rental customers.

3. Cut off Date

Enter the Customer Date Opened to update through. The ![icon] icon, the F1 key, or CR defaults to **NO CUTOFF.**

4. OK

When the fields are input with the desired information, use the **OK** button to begin running the program.

5. Cancel

Use this button to exit the program without running any of the processes.

Template

Used to display information only. The description will indicate the Template, if any, that has been chosen.