Infrequent File Maintenance

Equipment Rental Module

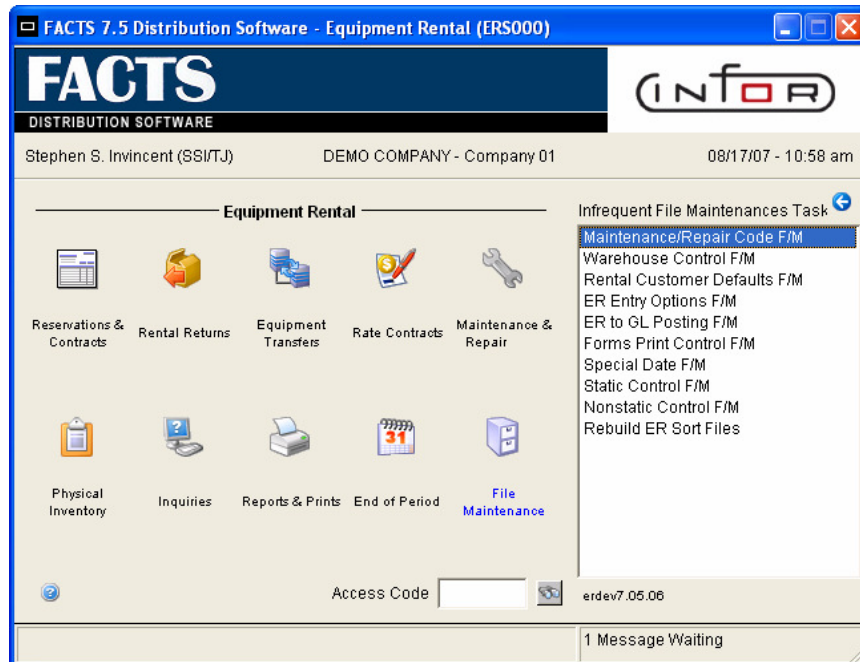# FACTS 7.6

Contents

ER 7.6 Control & Infrequent File Maintenance

The Infrequent File Maintenances Menu contains the file maintenance options that are seldom used. Most of the options are used only during the initial setup of the system. Some of the files are updated by the system, such as the Non-static Control Record.

The programs on the Infrequent File Maintenances Menu allow authorized users to:

- maintain the maintenance/repair codes needed for maintenance/repair posting (Maintenance/Repair Code File Maintenance)

- set up rental warehouses (Warehouse Control File Maintenance)

- set up default information used when adding customers (Rental Customer Defaults F/M)

- personalize header / line prompts for form display and user interface in ER Reservation Entry, ER Contract Entry, ER Return Entry (ER Entry Options F/M).

- determine how equipment rental transactions post to general ledger (ER to GL File maintenance)

- maintain the parameters for printing reservations, contracts, invoices, delivery tickets, and pickup tickets (Forms Print Control File Maintenance)

- maintain the dates that are not standard rental days, such as holidays (Special Date File Maintenance)

- set up the parameters that affect system-wide processing (Static Control File Maintenance)

- keep track of the equipment rental period, document numbering, posting dates, and all register trace numbers (Non-static Control File Maintenance)

- rebuild sort files not up to date with the rest of the system (Rebuild ER Sort Files).

Maintenance/Repair Code F/M

Function

Each item, when entered into the Maintenance/Repair Entry Program for maintenances or repair, must be assigned a maintenance/repair code. The maintenance/repair code indicates whether the code is specifically for maintenance or repair. Each code may also be assigned a specific description and specific GL account number.

Valid maintenance/repair codes must be entered here prior to entering maintenance or repairs in the Maintenance/Repair Posting Menu. When maintenance or repairs are complete on an item, the Maintenance/Repair Register is updated. The register updates the life-to-date maintenance field or the life-to-date repair field for the item (in the appropriate warehouse), depending on whether the maintenance/repair code type is an **M** (maintenance) or **R** (repair).

Each maintenance/repair code has an assigned general ledger account number. The **MNT/REP DR** (maintenance/repair debit) field in the ER to GL Posting Record uses a **B** (basis) flag which determines whether to post maintenance/repair expenses based on the **C** - maintenance/repair **c**ode (pulled from the maintenance/repair **c**ode) or based on the **D** - default maintenance/repair debit (as set in the ER to GL Posting Record.)

If the flag is set to **C** (code), the GL number assigned to the maintenance/repair code is posted as the debit when the maintenance/repair is complete. If the flag is set to **D** (default), the GL number assigned in the ER to GL Posting Record is posted as the debit when the maintenance/repair is complete.
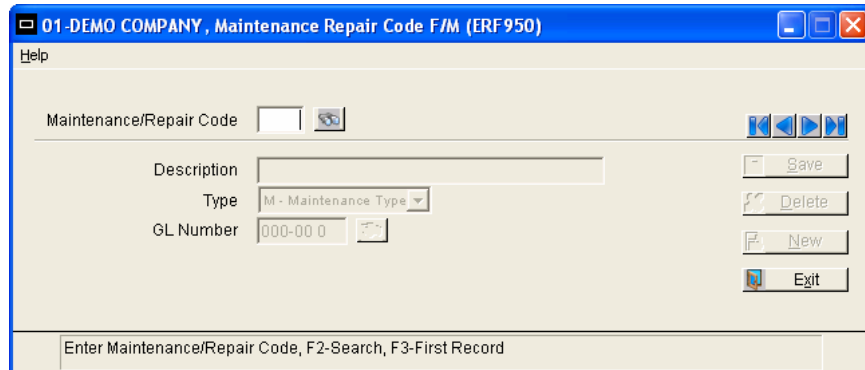
Icon Definitions

	Go to the First ER Maint/Repair Record		Go to the Previous ER Maint/Repair Record
	Go to the Next ER Maint/Repair Record		Go to the Last ER Maint/Repair Record
	Search		Save the current changes to the record
	Delete the record.		Go to a New ER Maint/Repair Record
	Exit the ER Maintenance Repair Code 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 maintenance/repair codes:

1. Maintenance/Repair Code

Enter the maintenance/repair code (2 characters). For instance, you could enter **MN** for maintenance or **RP** for repair. The ![search icon] icon or the F2 key allows a **search** of defined codes and the ![next icon] icon or F3 key will display the next record on file.

2. Description

Enter the description for the code entered above (up to 30 characters). This description is displayed on the screen when the maintenance/repair code is entered through maintenance/repair posting.

3. Type

Enter whether the code is an **M** (maintenance) or **R** (repair) code.

4. G/L #

Enter the maintenance/repair expense GL account number to post for this code. The entry must be a valid GL account number. The ![search icon] icon or the F2 key allows a **search.**

Warehouse Control F/M

Function

This function (Program ERF955) allows a user to create and maintain valid rental warehouses, which may be rental centers in the ER System.   Items are entered in rental warehouses in order to maintain stocked and available rental quantities. The warehouse must be set up in the IC Warehouse File before you enter it here. Also, the warehouse must be set up in this file before you enter its items in the ER Item File.

Icon Definitions

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

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User Inputs

The following inputs are involved in creating and maintaining a warehouse record:

1. Warehouse

Enter the warehouse code (2 characters). The entry must be a valid warehouse code defined in the IC Warehouse File. The warehouse description from IC is displayed next to the entry. CR initially defaults to the warehouse assigned to the terminal, and the 🔍 icon or the F2 key allows a **search**. The ▶ icon or the F3 key will allow a display of the next record on file.
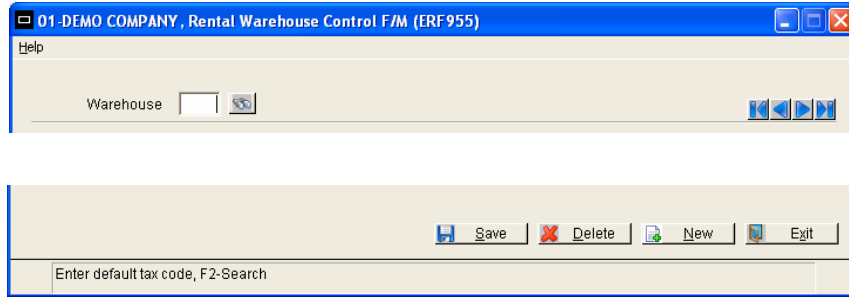
2. Default tax code

Enter a valid default tax code for this warehouse (up to 8 characters). The tax code must be defined in the AR Tax Table File. This entry is used as the default in all ER entry programs if the ER Static Control Sales Tax Basis flag is set to **E** for ER Warehouse. CR initially defaults to the first code in the AR Tax Table File. The 🔍 icon or the F2 key allows a **search**.

3. Default tax rate

Indicate whether the default tax rate for this warehouse is **H** (high), **L** (low), or **X** (exempt from tax). CR initially defaults to **H**.

4. Carrying cost %

Enter the default inventory carrying cost for all items in the warehouse (0 - 99). K cost is always expressed as a percent and represents the cost of carrying items (storing, tax, insurance, etc.). The carrying cost is stored in the item's life-to-date carrying cost field and is available on various reports and prints for analysis. This entry is the default carrying cost assigned to each item in the Rental Item File. CR defaults to the carrying cost entry for this warehouse from the IC Warehouse Record.

5-7. Default city, state, zip code

Enter the default city (up to 15 characters), state (2 characters), and zip code (up to 10 characters) for cash customers. These fields are the defaults used during reservation, contract, and invoice entry. CR initially defaults to the entries in the IC Warehouse Record for this warehouse.

8. Charge tax on delivery, pickup, insurance, cleanup, distance, usage, fuel

Use a **Checked** (Y) **or Unchecked** (N) box in each of these fields to indicate whether to charge tax on fees from deliveries, pick ups, insurance coverage, clean ups, distance, usage, and fuel. CR initially defaults to **Checked** (Y) for all.

9. Opening Time

Enter the opening times for each day of the week, beginning with Monday. These values are used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time that the rental center is closed while entering a reservation, the system displays a warning message. CR initially defaults to **8:00 a.m.** Use the icon or the F2 key for **CLOSED**.

10. Closing Time

Enter the closing times for each day of the week, beginning with Monday. These values are used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time that the rental center is closed while entering a reservation, the system displays a warning message. CR initially defaults to **p.m.** or 18:00 if you are using military time. The cursor skips an input if CLOSED is in the corresponding opening time.

11. Charge Overnight

Use a **Checked** (Y) **or Unchecked** (N) box in each of these fields to indicate whether to charge for rentals during non-business hours, such as an overnight rental. CR initially defaults to **Checked** (Y).

Examples: The warehouse is open on Saturday until 4:00 p.m. and closed on Sunday. If you want to charge for rentals out on Sunday, you enter Y for Sunday. If you do **not** want to charge customers for items out on Sunday, you enter N. If you want to charge overnight on Saturdays but **not** charge for Sundays, you enter Y for Saturday and N for Sunday.

Rental Customer Default F/M

Function

This function ERF960 allows a user to set up default information in ER Customer F/M. The information in this program will be used as the default entries when adding ER customers. Each field can be changed when entering the ER customer. Only one record can be set up in this program.
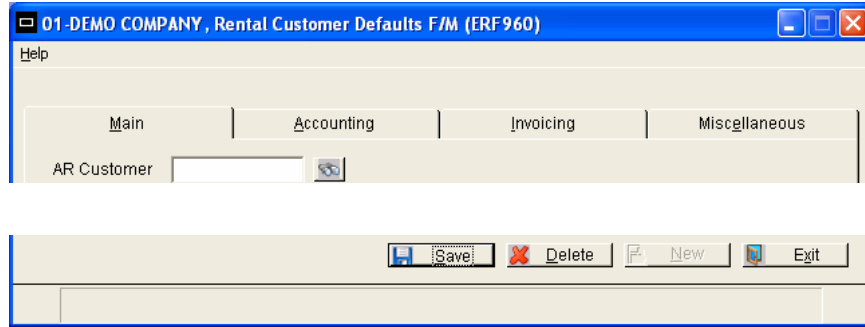
Icon Definitions

	Search		Save the current changes to the record
	Delete the record.		Start a New ER Record
	Exit the ER Rental Customer Defaults F/M.		No Priority
	Reset to City, State, and Zip code		

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User Inputs

The following inputs are involved in creating and maintaining an ER default customer record:

Main Tab

1 - 12. AR Customer, Customer Name, Company, Address 1, Address 2, City, State, Zip Code, Address 3, Phone #1, Phone #2, Alpha

THESE FIELDS SHOULD BE LEFT BLANK AND A DEFAULT VALUE WILL BE INSERTED FROM THE AR CUSTOMER USED AT THE TIME THE ER CUSTOMER IS ADDED.

Accounting Tab

1. Warehouse

THESE FIELDS SHOULD BE LEFT BLANK AND A DEFAULT VALUE WILL BE INSERTED FROM THE AR CUSTOMER USED AT THE TIME THE ER CUSTOMER IS ADDED.

2. Terms Code

Enter the default Terms Code to be used when adding an ER customer. A "BLANK" field will default to the AR customer's terms code. The icon ⚙ or the F2 key allows a search.

3. On Hold

Enter N or Y to indicate the default Rental Hold status setting when adding an ER customer. A "BLANK" field will default to the AR customer Hold status.

Invoicing Tab

1. Commissions

Enter the default Commission percentage for Rental Contracts when adding an ER customer. If commissions are not calculated based on the customer, (as set in the SM company control record) the percentage will not be used. The icon 🚫 or the F1key will set the field to NO PRIORITY and a "BLANK" field will default to the AR customer commission percentage.

2. Charge Insurance

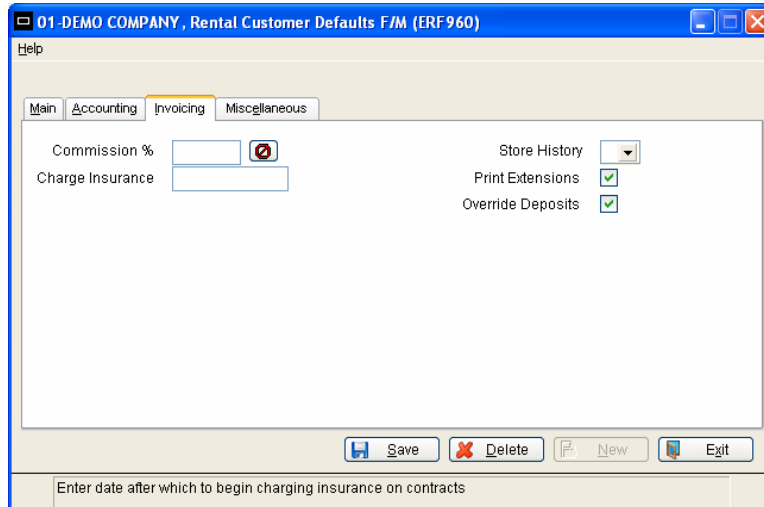Enter the default date after which to begin Charging Insurance on Rental Contracts when adding an ER customer. Insurance charges are not like those associated with rental cars. The "insurance" is a "Damage Waiver" charge to offset the cost of the insurance carried by the renting company.

3. Store History

Enter N or Y to indicate the default value on whether to store ER Rental Invoice history when adding an ER customer. A "BLANK" field will default to the AR customer Store History status.

4. Print Extensions

Use a **Checked** (Y) **or Unchecked** (N) box to indicate the default value for Printing Line Item Extensions on an ER Contract/Reservation when adding an ER customer**.** The default will be N.

5. Override Deposits

Use a **Checked** (Y) **or Unchecked** (N) box to indicate the default value for allowing a user to Override Deposits in ER Contract/Reservation entry for this ER customer. The default will be N.

Miscellaneous Tab

Memo1, Memo 2

THESE FIELDS SHOULD BE LEFT BLANK AND A DEFAULT VALUE WILL BE INSERTED FROM THE AR CUSTOMER USED AT THE TIME THE ER CUSTOMER IS ADDED.

ER Entry Options F/M

Function

This function ERF925 ER Entry Options is designed to streamline Reservation entry, Contract Entry, and Return Entry. The settings are not user-specific; they affect all ER order management suite users. This program defines whether header inputs, line item entry, and footer inputs are:

- required to complete a document and whether it should appear on the main screen.
- not required
- can be initially skipped, but can be edited later if necessary.

Additional Security levels are provided for editable fields that only authorized users may change.

Selection options exist for the following:

- Which Totals appear on the entry screen
- Setting Item browser Flags
- Item and Customer Notes Pop up displays

Programs that may be modified through this file maintenance:

- Reservation Entry
- Contract Entry
- Return Entry
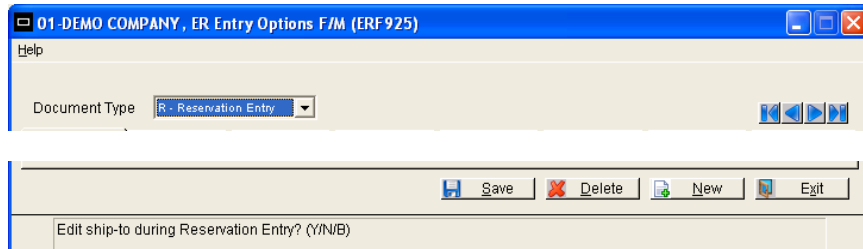
Icon Definitions

	Go to the First ER Document Type		Go to the Previous ER Document Type
	Go to the Next ER Document Type		Go to the Last ER Document Type
	Save the current changes to the record		Delete the record.
	Go to a New ER Document type Record		Exit the ER Entry Options F/M

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User Inputs

The following inputs are involved in creating and maintaining an ER entry options record:

1. Document Type

Enter which Document Type to set entry options; (R) Reservation Entry, (C) Contract Entry, (U) Return Entry.

Header Tab

Edit options:

Y – Cursor Stop / Allow Edits to the Field   The input field will appear on the screen or in a pop up. The cursor will navigate through the entry fields, and stop at the fields designated Y – Edit. Users can select or tab into the field to edit.

N – Skip (Do Not Stop Cursor yet Allow Edits to the Field)   An input field may appear on the screen or in a pop up. The field may look the same as an enabled field, but the cursor will never fall on that field. Users can edit the field once they select it. This option does not disable the field.

B – Backup into the Field (Do Not Stop Cursor yet Allow Backup to Field to Edit)   An input field may appear on the screen or in a pop up. Select this option to initially skip a field, yet allow users to back up into or select the field to edit the information later in the entry process. This option does not disable the field.

D – Disable   Select this option to make this field un-editable. A disabled field is usually grayed out in appearance and the value cannot be changed. It is important to also note that even if a field is disabled, the field and its value can still be seen by the user.

Required options:

Y – Yes, Field required to appear on the screen in a pop up window   The fields with the response of "Yes" will appear in a pop up entry form during the entry process.

N – No, Field not required to appear on the screen   This is the default. Fields set to "Not Required" will not appear on the entry form, but may be seen when selecting the header button.

S- Required on the Main Screen Display   Use this setting when the input is required to appear on the main window of the ER document selected. The limited header space allows up to three inputs to display on the main window in addition to the standard inputs. When more than three fields have been required, the overflow will automatically appear in a pop up screen. Ship-To, Rental Date, Rental Time, Return Date, and Return Time always appear on their respective main windows so the **Require on Main Screen** option is not available for these inputs.

Security options:

Enter the security setting required to edit the field. The default is Zero.

Line Tab

Edit options:

Y – Cursor Stop / Allow Edits to the Field   The input field will appear on the screen or in a pop up. The cursor will navigate through the entry fields, and stop at the fields designated Y – Edit. Users can select or tab into the field to edit.

N – Skip (Do Not Stop Cursor yet Allow Edits to the Field)   An input field may appear on the screen or in a pop up. The field may look the same as an enabled field, but the cursor will never fall on that field. Users can edit the field once they select it.

B – Allow Backup into the Field   Select this option to initially skip a field, yet allow users to back up into the field to edit the information later in the entry process. This option does not disable the field.

D – Disable   Select this option to make this field un-editable. A disabled field is usually grayed out in appearance and the value cannot be changed. It is important to also note that even if a field is disabled, the field and its value can still be seen by the user.

Required options:

Certain inputs always appear in the line-item entry portion of ER document entry screens. Your business may require other item-related information during document entry. Required fields other than the standard line-item entry fields appear in a popup window.
Two Additional Input windows can appear. The first appears after the item input and the second appears after the price input (Set 1 and Set 2). These windows only appear when you are adding an item (Set 3). They do not appear when you edit an item. Choose the Line Detail button if you need to edit fields that do not appear in the main line item entry section

Set 1   Use this option to set the fields that should appear at the beginning of the additional inputs window that appears after the item input.

Set 2   Use this option to select the next set of fields to appear in the additional inputs window that appears after the item input.

Set 3   Use this option to select the set of fields that you want to include in the additional inputs window that appears after users enter a price.

N - Input Not Required   This is the default option. Inputs set to Not Required appear in the Line Detail, but users are not required to edit the field.

M - Access from Menu   This may be useful when there are several fields that are not required but need to be easily accessible. This option enables users to access line item related fields from the Options menu as needed. Users are not required to edit this input; however it is accessible from the main screen through the menu option and the field appears in a pop up window.

Security options:

Enter the security setting required to edit the field. The default is Zero.

Footer Tab

The following fields can be personalized for navigation entry flow on ER document footers:

Memo
Discount
Tax Code
Freight $

Edit options:

Y – Cursor Stop / Allow Edits to the Field   The input field will appear on the screen or in a pop up. The cursor will navigate through the entry fields, and stop at the fields designated Y – Edit. Users can select or tab into the field to edit.

N – Skip (Do Not Stop Cursor yet Allow Edits to the Field)   An input field may appear on the screen or in a pop up. The field may look the same as an enabled field, but the cursor will never fall on that field. Users can edit the field once they select it.

B – Allow Backup into the Field   Select this option to initially skip a field, yet allow users to back up into the field to edit the information later in the entry process. This option does not disable the field.

D – Disable   Select this option to make this field un-editable. A disabled field is usually grayed out in appearance and the value cannot be changed. It is important to also note that even if a field is disabled, the field and its value can still be seen by the user.

Options Tab

Header

1. Recalc Rates

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether the Recalc Rates function may be used in document entry. The default will be N. Enter the security setting required to edit the field. The default is Zero.

2. Convert Reservations

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether the Converting Reservations function may be used in document entry. The default will be N. Enter the security setting required to edit the field. The default is Zero.

Line

1. Override Rates

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether a user may Override the Rates in document entry. The default will be N. Enter the security setting required to edit the field. The default is Zero.

2. Pop Rates Entry

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether the Override Rates function may appear in a pop up screen in document entry. The default will be N.

Totals Tab
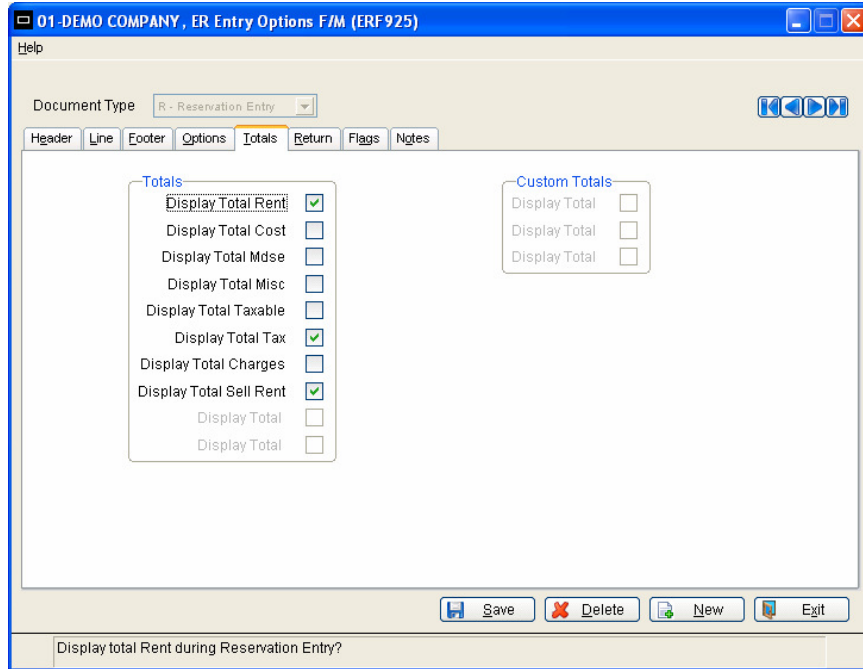
Use a **Checked** (Y) **or Unchecked** (N) box to indicate which totals to display at the bottom of the main entry screen.
NOTE: If more than four are chosen, only the first four will appear on the main screen.

Flags Tab
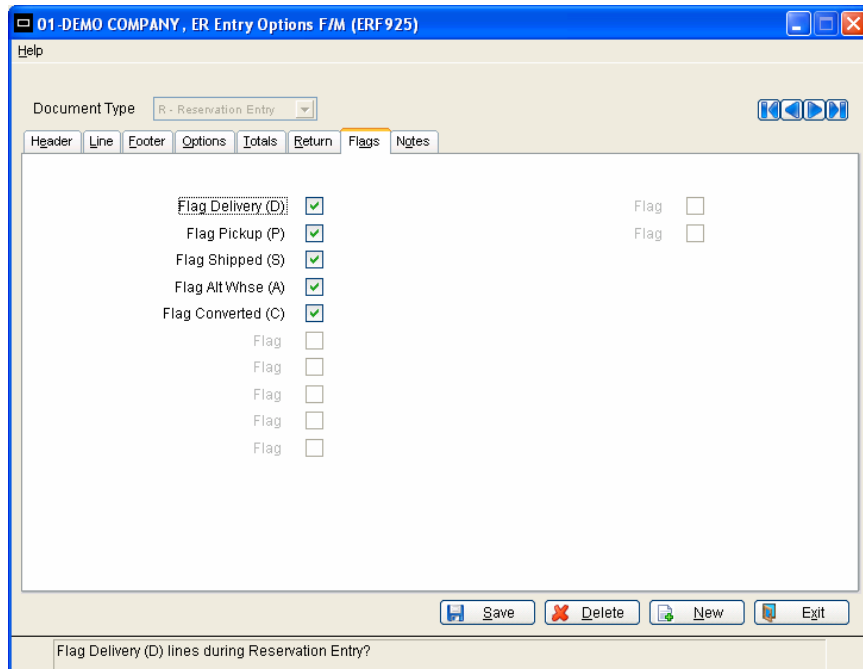
Use a **Checked** (Y) **or Unchecked** (N) box to indicate which line-item flags are to display in the entry browser. Each input line displays the letter associated with each flag displayed in the line-item browserin the designated entry program.
In the browser, the flags appear as a single letter as follows:

D = Delivery
P = Pick up
S = Shipped
A = Alternate Warehouse
C = Converted
R = Returned
B = Return to Bill Later

NOTE: More than one flag can appear for each item.

Notes Tab

No options currently available.

ER to GL Posting F/M

Function

This function (Program ERF965) allows you to determine how equipment rental transactions post to general ledger (if at all). This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of ER Registers data to the general ledger in the Registers Updates. All general ledger numbers must be valid general ledger numbers

You set up the GL distribution, i.e., how the distribution is to post into the journal file in general ledger (example: summary, detail). See the input **GL Distribution** for options. In addition to the GL distribution, you set up where in the journal file in general ledger the distribution is to post, i.e. the rental journal.

There are standard entries made to general ledger when posting a rental transaction. For example, when an item is rented, one debits the accounts receivable (or cash) and cost of goods sold accounts and credits the rental and inventory accounts. You must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same account number or gives you a choice as to where the number is pulled from (i.e., customer GL posting table or item GL posting table).

The department and branch flags have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering any rental contract, the department and branch may be entered. If you imbed the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each invoice. For example, if the G/L # to post is **415-00-00** (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to **415-01-02**. The system inserts the department and/or branch in the proper place within the GL account number.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

The ER to GL Accounting entry lines:

Standard GL's I TAB	**Standard GL's II TAB**
Accts Receivables	CM Allow
Rental	Dely/Pickup
Sales Merch	Insurance
Sales Misc	Cleanup
Tax	Deposits
Freight	Disposal
Rental Inventory	Depreciation DR
Inventory	Depreciation CR
Rental COGS	Maint/Repair DR
COGS	Maint/Repair CR
CM Return	Phys Descrep
	ReRent
	In Transit

Note: The Re-rent sub-module is an optional add-on module.
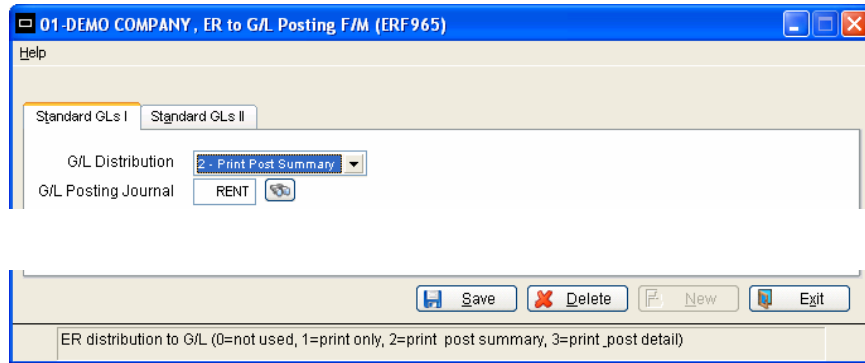
Icon Definitions

💾	Save the current changes to the record	❌	Delete the record.
🚪	Exit the ER to GL Posting F/M	🔍	Search

Help

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1. GL distribution

The Equipment Rental system may post to general ledger automatically. The Daily Rental, Transfer, Maintenance/Repair and Depreciation Registers may print a general ledger distribution and make a journal posting to GL during the update. Enter **0**, **1**, **2** or **3** to indicate how ER is tied in with general ledger. CR initially defaults to 0.

- **0** - no GL distribution is printed or posted.

- **1** - the GL distribution is printed (printing is in detail format) but not posted to GL.

- **2** - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

- **3** - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

2. Posting journal

If 0 or 1 was entered in input **GL Distribution**, this input is skipped. Enter the general ledger journal number to post to for the posting of the Rental Registers. The entry must be a valid journal number. The 🔍 icon or the F2 key allows a **search**.

3. Basis

Enter whether to build distribution based on the **D - default G/L #** or another GL Posting table. CR initially defaults to **D**. This GL number is posted by the Daily Rental Register. Other Posting tables include:

- **I** - IC GL Posting Table

- **C** - AR Customer Posting Table

- **C** - Maintenance/Repair Code Accounting

- **T** - Tax GL Posting Table

- **S** - Same as Sales

4. Department

If the flag in the company control record is 0, this input is skipped. Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether the department may be inserted into the G/L # when posting. CR defaults to **Unchecked** (N).   All account numbers in this record may be departmentalized except accounts receivable.

5. Branch

If the flag in the company control record is 0, this input is skipped. Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to **Unchecked** (N).
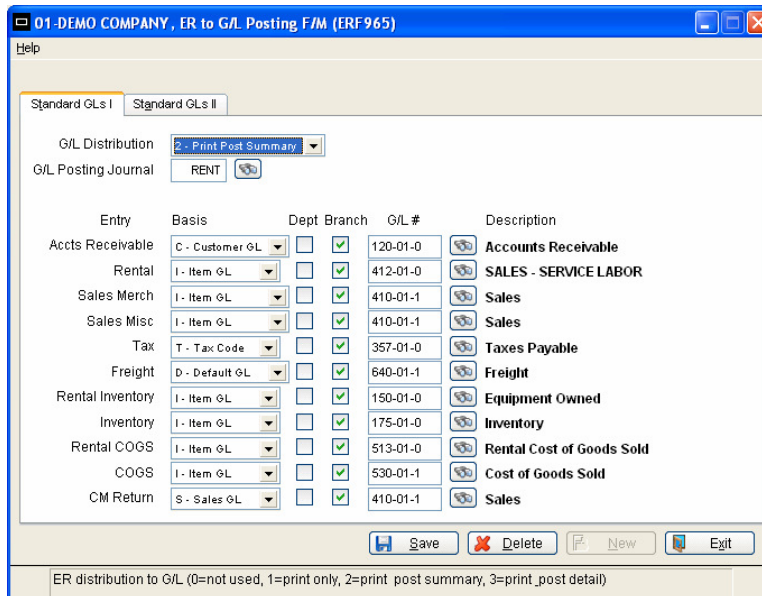
6. G/L

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. The icon or the F2 key allows a search.

User Inputs

The following inputs are involved in creating the ER to GL posting control record:

Standard GLs I Tab

Accounts Receivable

Basis: determines where the accounts receivable number comes from. You have a choice of always posting to the default accounts receivable G/L # (from this record) or posting to the accounts receivable G/L # assigned in the customer's GL posting table. The system may always post to one AR G/L # (by setting basis to **D - default**) or break out accounts receivable to multiple account numbers (example: AR-retail, AR-wholesale) (by setting basis to **C - customer**).

Department: The AR account may not be departmentalized.

Branch: determines if the system should insert the branch in the AR G/L #.

Default GL account number: is used for posting purposes if the basis is set to **D - default**. If basis is set to another option, such as **C - customer**, you still enter a GL number here but it will not be used for posting. The system will use the other basis to get the appropriate GL account number.

Rental

Basis: determines where the Rental Income account number comes from. You have a choice of always posting the default account or posting to inventory G/L #'s assigned in the item's GL posting table. The system may always post to one G/L # (by setting basis to **D - default**) or break them out to multiple account numbers (example: Inventory Dock Equipment, Inventory Warehouse Equipment and Cost of Goods Dock Equipment, Cost of Goods Warehouse Equipment) (by setting basis to **I - item**).

Sales Merchandise, and Miscellaneous

Basis: determines where the sales number comes from. You have a choice of always posting to the default sales G/L # (from this record), posting to sales G/L # assigned in the customer's GL posting table, or posting to the sales G/L # assigned in the item's GL posting table. The system may always post to one sales G/L # (by setting basis to **D - default**) or break out sales to multiple account numbers (example: sales-retail, sales-wholesale or sales-dock equipment, sales-warehouse equipment) (by setting basis to **C - customer** or **I - item**).

Department and Branch: determine if the system should insert the department and/or branch in the sales G/L # when posting.

Default GL account number: is used for posting purposes if the basis is set to **D - default**. If basis is set to another option, such as **C - customer**, you still enter a GL number here but it will not be used for posting. The system will use the other basis to get the appropriate GL account number.

Tax

Basis: determines where the sales tax number comes from. You have a choice of always posting to the default sales tax G/L # (from this record) or posting to the sales tax G/L # assigned to each tax code in the AR Tax Tables File Maintenance. The system may always post sales tax to one sales tax G/L # (by setting basis to **D** - **default**) or break out sales tax to multiple account numbers (**Example:** Georgia sales tax, Fulton County sales tax, City of Atlanta sales tax) (by setting basis to **T-tax code**).

Department and Branch: determine if the system should insert the department and/or branch in the sales tax G/L # when posting.

Default GL account number: is used for posting purposes if the basis is set to **D - default**. If basis is set to another option, such as **C - customer**, you still enter a GL number here but it will not be used for posting. The system will use the other basis to get the appropriate GL account number.

Freight

Basis: determines where the Footer Freight Income account number comes from. For each account the basis must be set to **D - default**, indicating the number used always comes from the default G/L# (from this record) or break them out to multiple account numbers by setting basis to **S – Ship Via GL.**

Rental Inventory, Inventory, Rental COGS, Cost of Goods Sold

Basis: determines where each account number comes from. You have a choice of always posting the default account (inventory and cost of goods sold from this record) or posting to inventory and cost of goods sold G/L #'s assigned in the item's GL posting table. The system may always post to one inventory or cost of goods sold G/L # (by setting basis to **D - default**) or break them out to multiple account numbers (example: Inventory Dock Equipment, Inventory Warehouse Equipment and Cost of Goods Dock Equipment, Cost of Goods Warehouse Equipment) (by setting basis to **I - item**).

CM Return

Basis: determines where the sales number comes from. You have a choice of always posting to the default sales G/L # (from this record), posting to the sales G/L # assigned in the customer's GL posting table or item's GL posting table. The system may always post to one sales G/L # (by setting basis to **D - default**) by setting basis to **S - sales**, the Credit Memo Return will use the same basis as defined for Sales.

Standard GLs II Tab

CM Allowance
Basis: determines where the sales number comes from. You have a choice of always posting to the default sales G/L # (from this record), posting to the sales G/L # assigned in the customer's GL posting table or item's GL posting table. The system may always post to one sales G/L # (by setting basis to **D - default**) by setting basis to **S - sales**, the Credit Memo Allowance will use the same basis as defined for Sales.

Delivery/Pickup, Insurance, Cleanup, Deposits, Disposal
Basis: determines where each account number comes from. For each account the basis must be set to **D - default**, indicating the number used always comes from the default G/L# (from this record).

Depreciation Debit
Basis: determines where the Depreciation expense account number comes from. You have a choice of always posting the default account (inventory and cost of goods sold from this record) or posting to inventory and cost of goods sold G/L #'s assigned in the item's GL posting table. The system may always post to one inventory or cost of goods sold G/L # (by setting basis to **D - default**) or break them out to multiple account numbers (example: Inventory Dock Equipment, Inventory Warehouse Equipment and Cost of Goods Dock Equipment, Cost of Goods Warehouse Equipment) (by setting basis to **I - item**).

Depreciation Credit
Basis: determines where the Depreciation credit distribution account number comes from. For each account the basis must be set to **D - default**, indicating the number used always comes from the default G/L# (from this record).

Maintenance/Repair Debit (MNT/REP DR)
Basis: determines where the account number comes from. You have a choice of always posting to the default maintenance/repair debit or posting to the account based on the maintenance/repair code. The system may always post to one maintenance/repair debit G/L# (by setting basis to **D - default**) or break out maintenance/repair debit to multiple account numbers (example: maintenance expense, repair expense) (by setting basis to **C - repair code**).

Department and Branch: determines if the system should insert the department and/or branch in the GL account number when posting.

Default GL account number: is used for posting purposes if the basis is set to **D - default**. If basis is set to another option, such as **C - customer**, you still enter a GL number here but it will not be used for posting. The system will use the other basis to get the appropriate GL account number.

Maintenance/Repair Credit

Basis: determines where the Maintenance and Repair code credit distribution account number comes from. For each account the basis must be set to **D - default**, indicating the number used always comes from the default G/L# (from this record).

Physical Discrepancy, Rerent

Basis: determines where each account number comes from. You have a choice of always posting the default account (inventory and cost of goods sold from this record) or posting to inventory and cost of goods sold G/L #'s assigned in the item's GL posting table. The system may always post to one inventory or cost of goods sold G/L # (by setting basis to **D - default**) or break them out to multiple account numbers (example: Inventory Dock Equipment, Inventory Warehouse Equipment and Cost of Goods Dock Equipment, Cost of Goods Warehouse Equipment) (by setting basis to **I - item**).

In Transit

Basis: determines where the In Transit account number comes from. For each account the basis must be set to **D - default**, indicating the number used always comes from the default G/L# (from this record).

Forms Print Control F/M

Function

This function (Program ERF970) allows you to create and maintain the print parameters for contracts, invoices, delivery tickets, pickup tickets, reservations, shipping tickets, return tickets. This control record is referenced when entering and printing reservations, contracts, delivery tickets, and pickup tickets, and it must be set up prior to processing in the Equipment Rental System. You can buy preprinted forms from a forms designer. See the forms section in the *Installation Manual* for more information.

Note: No Additions/changes to this file for the ER Transfer Tickets.

Note: Transfer Tickets print on a plain 8-1/2" x 11" form.

	when printing descriptions 1 or 2	when printing both descriptions
42: 7-inch form	16 lines or 8 line items	15 lines or 5 line items
51: 8 ½-inch form	24 lines or 12 line items	24 lines or 8 line items
66: 11-inch form	40 lines or 20 line items	39 lines or 13 line items

Icon Definitions

Save the current changes to the record

Delete the record.

Exit the ER Forms Print Control F/M

None

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 forms print control record:

Contract Tab

1. Contract form depth

Enter the depth (number of lines) of the Contract form at 6 lines per inch (29-99). Contracts, reservations and invoices are printed on identical forms.   The lines chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on each type of form. CR initially defaults to 42.

2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Contract form. CR initially defaults to N.

3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

4. Memo

Enter a standard memo to print on each Contract (up to 50 characters). This memo may be overridden during reservation or contract entry, and it prints on each form. The 🚫 icon, CR, and the F2 key default to **NONE**.

Invoice Tab

1. Invoice form depth

Enter the depth (number of lines) of the Invoice form at 6 lines per inch (29-99). The number of lines printed is the same as input, **Contract/reservation form depth**; see the chart for common values and the number of lines printed.

2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Invoice form. CR initially defaults to **N**.

3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

4. Standard memo

Enter a standard memo to print on each Invoice (up to 50 characters). This memo may be overridden during rental return and invoice/credit memo entry, and it prints on each form. The 🚫 icon, CR, and the F2 key default to **NONE**.

Delivery ticket Tab

1. Delivery ticket form depth

Enter the depth (number of lines) of the Delivery ticket at 6 lines per inch (29-99). The lines chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on a Delivery ticket form. CR initially defaults to **42**.

2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Delivery ticket. CR initially defaults to **N**.

3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

Pickup ticket Tab

1. Pickup ticket form depth

Enter the depth (number of lines) of the Pickup ticket at 6 lines per inch (29-99). The number of lines printed is the same as input, **Delivery ticket form depth**; see the lines chart for usual values and the number of lines printed.

2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Pickup ticket. CR initially defaults to **N**.

3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

Reservation Tab

1. Reservation form depth

Enter the depth (number of lines) of the Reservation form at 6 lines per inch (29-99). Contracts, reservations and invoices are printed on identical forms.   The lines chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on each type of form. CR initially defaults to 42.
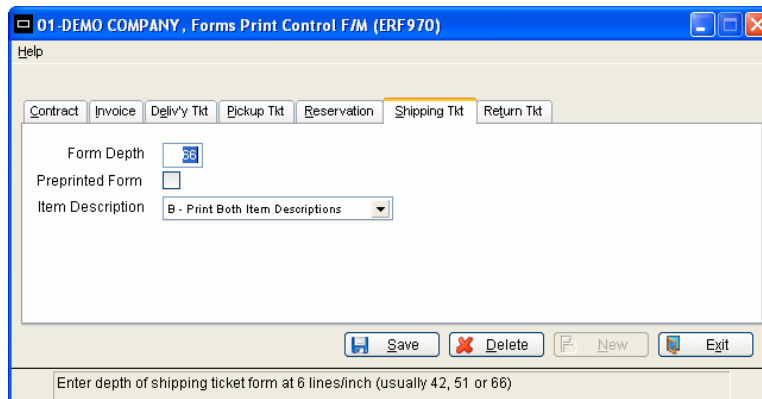
2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Reservation form. CR initially defaults to N.
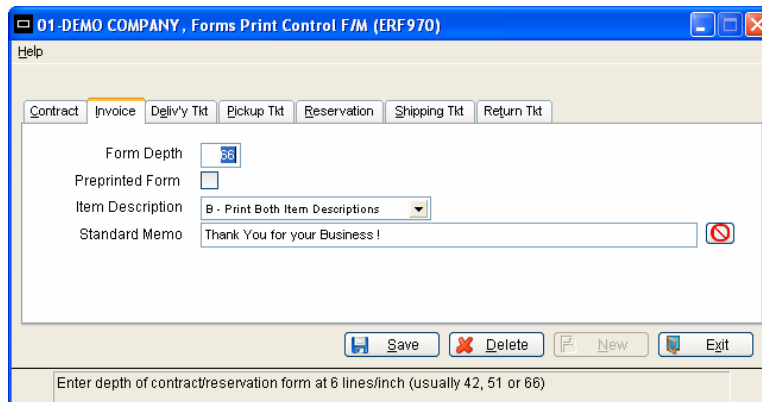
3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

Shipping ticket Tab

1. Shipping ticket form depth

Enter the depth (number of lines) of the Shipping ticket at 6 lines per inch (29-99). The lines chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on a Shipping ticket form. CR initially defaults to **42**.
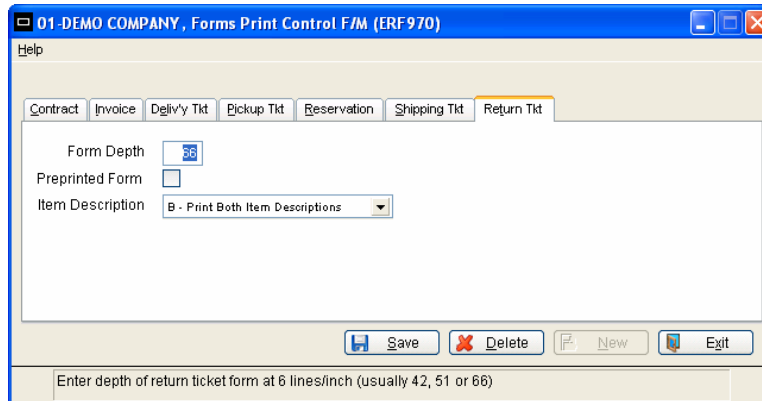
2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Shipping ticket. CR initially defaults to **N**.
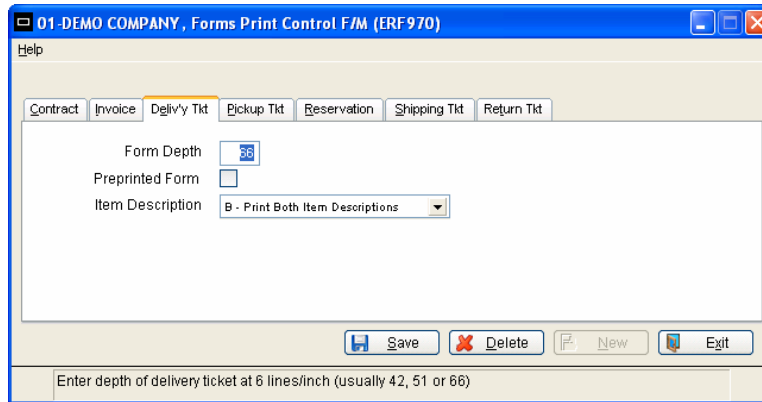
3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

Return ticket Tab

1. Return ticket form depth

Enter the depth (number of lines) of the Return ticket at 6 lines per inch (29-99). The lines chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on a Return ticket form. CR initially defaults to **42**.
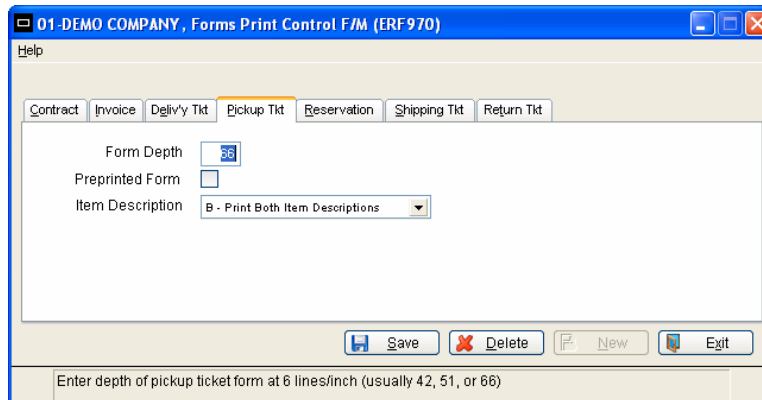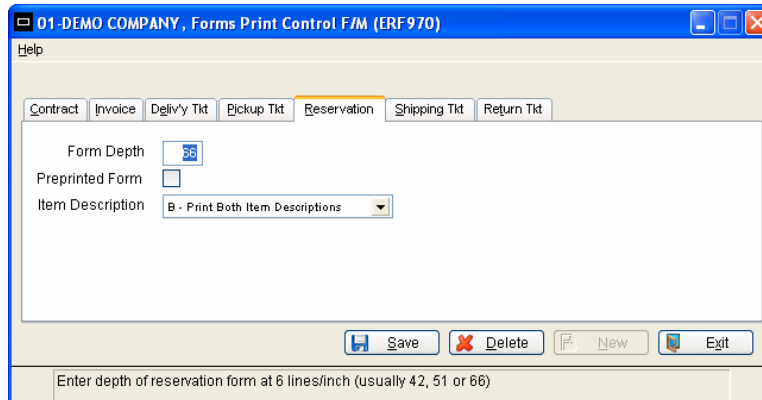
2. Preprinted form

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to use a preprinted Return ticket. CR initially defaults to **N**.

3. Item description

Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to **1**.

Special Date F/M

Function

This function (Program ERF975) allows you to set up and maintain dates during the year which are not standard rental days. For these dates, the system will not use the standard opening and closing times or **overnight charge** flag as set in the Warehouse Control File. Special Dates provide warning messages in Reservation or Contract entry when entering a start or return date matching the special date. When a customer is renting an item on a special date (as set in this file), the system checks this file to determine the rental charges. **Examples** of special days would be July 4th, Thanksgiving Day, etc. Special days must be set up for each rental warehouse. The warning message may read " Closed on July 4th".

Icon Definitions
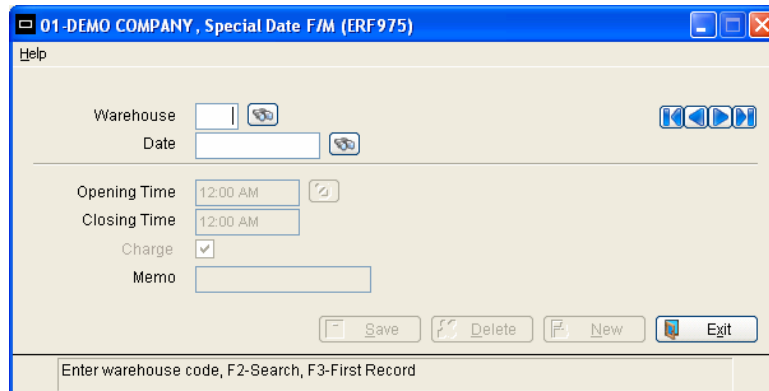
	Go to the First ER Warehouse record		Go to the Previous ER Warehouse record
	Go to the Next ER Warehouse record		Go to the Last ER Warehouse record
	Save the current changes to the record		Delete the record.
	Go to a New ER Special Date Record		Exit the ER Special Date F/M
	Search		Closed

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 special dates:

1. Warehouse

Enter the valid ER warehouse code (2 characters). The entry must be a valid warehouse code defined in the ER Warehouse File. The warehouse description from IC is displayed next to the entry. CR initially defaults to the warehouse assigned to the terminal. The 🔍 icon or the F2 key allows a search. F3 allows you to display the next record on file.

2. Date

Enter the date for which special hours are to be entered (see *Date Format*). The 🔍 icon or the F2 key allows a search. F3 defaults to the first special date record on file for this warehouse.

3. Opening time

Enter the opening time of the warehouse on the special day. This value is used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time on the special date and the rental center is closed, the system displays a warning message. CR initially defaults to **12:00 a.m.** Use the 🚫 icon or the F2 key for CLOSED.

4. Closing time

Enter the closing time of the warehouse on the special day. If CLOSED was entered for the opening time, this input is skipped. This value is used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time on the special date and the rental center is closed, a warning message is displayed. CR initially defaults to **12:00 a.m.**

5. Charge

Use a **Checked** (Y) **or Unchecked** (N) box to indicate whether to charge for rentals out during non-business hours on the special day. CR initially defaults to **Y**.

Examples: If the warehouse is closed on July 4th and you want to charge for a rental including that day, you enter Y. If the warehouse is open for four hours on New Year's Eve, enter Y to charge for a rental during the non-business hours on that day.

6. Memo

Enter the memo to be displayed on the screen in reservation, contract, and returns entry when a special date is entered for the rental or return date (up to 15 characters). This memo is only displayed if the rental or return date occurs when the rental center will be closed.

ER Static Control

ER Static Control files are used in setting-up the company with information that the ER System references in performing various functions.

Function
This function (Program ERF980) allows you to set-up the company ER Static Control Record which is critical to the proper functioning of the ER System. The record contains information that the ER System references in performing various functions and is typically set up one time as an initial "front end" loading of the information.

```
CAUTION!  It is strongly advised that you use a password (as set through System Management) for
this program.  Changes should be made only with extreme caution and under the supervision of
Lowery Systems, Inc.
```
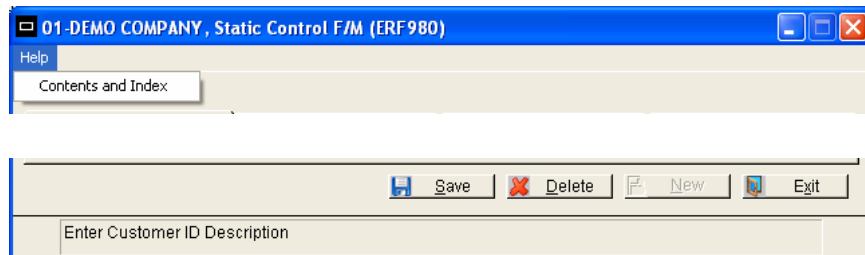

Icon Definitions

💾	Save the current changes to the record	❌	Delete the record.
📋	Go to a New ER Item Record	📒	Exit the ER Equipment F/M.
🔍	Search	🔄	Restore Default Value

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

User Input

The following inputs are involved in creating the ER Static Control Record:

General Tab
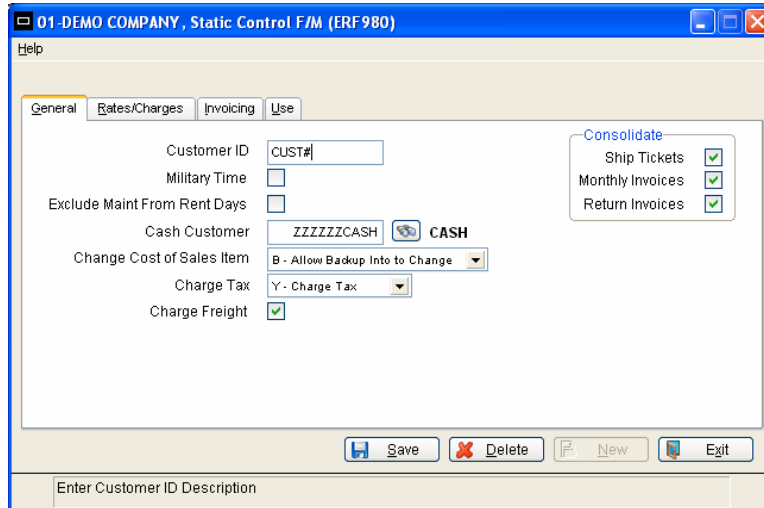
1. Customer ID

Enter a description of the customer ID (up to 10 characters). The system uses this entry in prompts whenever the ER customer number is to be entered. CR defaults to LICENSE #.

Example: If you enter **LICENSE #**, the prompt **ENTER RENTAL CUSTOMER'S LICENSE #** is displayed at the customer number input during reservation entry, contract entry, and invoice/credit memo entry.

2. Military time

You can enter times using either military or standard format. A checked box indicates the answer of "Yes", so time inputs are displayed in military time. CR initially defaults to **N**.

Example: You can enter either 16:00 or 4:00 PM in a time input. If this flag is set to Y, the system converts the standard entry of 4:00 PM to display 16:00.

3. Exclude Maint from Rental Days

Exclude items in Maintenance from Available Rental Days? A checked box indicates the answer of "Yes", which will "Exclude" a "Maintenance" item from rental charges. CR initially defaults to **N**.

4. Cash Customer (NOTE: A Generic Customer Default number without an Account)

Enter the valid number for the generic cash AR Customer account as defined in the AR Customer File. The FACTS system requires a default, "Generic" customer number for ER customers without AR accounts. Even though the account description may say "cash", it is important that the generic AR cash account for rental customers have a valid AR terms code. A cash terms code is not acceptable. This value is used as the default AR customer number in the Rental Customer File and is to be used to post receivables. The ER Rental Customer should **not** use a "Cash" type Terms Code. The first 10 characters of the customer name are displayed next to this entry. The icon or the F2 key allows for a search through a list of existing customers.

5. Change Cost of Sales item

Enter one of the following values to indicate if the cost of a Sales item can be changed during Reservation, Contract, or Invoice Entry. Permissible values are N, Y, and B – Back up into by F4.

- **N:** Don't Allow Change

- **Y:** Allow Change

- **B:** Allow Back-up into Change

CR initially defaults to **N**.

6. Charge Tax

Enter one of the following values if tax be charged on a rental contract. Permissible values are Y, O, and N.

- **Y:** Charge tax

- **O:** Allow override of tax amount

- **N:** No tax to be charged

CR initially defaults to **N**.

7. Charge Freight

Will Footer freight be used? A checked box indicates the answer of "Yes". CR initially defaults to **N**.

8. Consolidate

- **Shipping Tickets**
  Should the line entries be consolidated when printing a Shipping ticket? A checked box indicates the answer of "Yes", which will take multiple line entries of the "same" item number and description, and consolidate them into a single "printed" line. However, each line entry will remain independent as keyed on the contract. CR initially defaults to **N**.

- **Monthly Invoices**
  Should the line entries be consolidated when printing Monthly invoices? A checked box indicates the answer of "Yes", which will take multiple line entries of the "same" item number, description, and price, and consolidate them into a single "printed" line. Items from the "Stocked" inventory will **not** be consolidated with "ReRented". However, the contract maintains each line entry as originally keyed on the contract. CR initially defaults to **N**.

- **Return Invoices**
  Should the line entries be consolidated when printing Return Invoices? A checked box indicates the answer of "Yes", which will take multiple line entries of the "same" item number, description, and price, and consolidate them into a single "printed" line. Items from the "Stocked" inventory will **not** be consolidated with "ReRented". However, each line entry will remain independent as keyed on the contract. CR initially defaults to **N**.

Rates/Charges Tab

1. Rates: # weeks/month

Define the number of weeks in a month (.00 - 9.99). This entry is used to calculate default rental rates for a new item (add) in the Rental Item File. CR initially defaults to **4**.

Example: If you enter 4.00 and the weekly rate in the Rental Item File is entered as $45.00, the default monthly rate is calculated at $180.00 per month (based on 4.00 x $45.00).

2. Rates: # days/week

Define the number of days in a week (.00 - 9.99). This entry is used to calculate default rental rates for a new item (add) in the Rental Item File. CR initially defaults to **7**.

Example: An entry of 6.00 in this field indicates that the rental center is closed on Sunday, and customers are not charged for that day. If the daily rate for an item in the Rental Item File is entered as $10.00, the default weekly rate is calculated at $60.00 per week (based on 6.00 x $10.00).

3. Rates: # hours/day

Define the number of hours in a day (.00 - 99.99). This entry is used to calculate default rental rates for a new item (add) in the Rental Item File. CR initially defaults to **24**.

Example: An entry of 9.00 in this field indicates that you want to charge a customer for 9 hours a day (instead of 24 hours a day). If the hourly rate for an item in the Rental Item File is $2.00, the default daily rate is calculated at $18.00 (based on 9.00 x $2.00).

4. Max rate var below

Enter the maximum percentage (0 - 999) by which the charged rental rate should not be less than the standard rate. If you change the rate below this percentage during ER entry programs, the system displays a warning message. CR initially defaults to **999**.

Example: If you enter 15, the system displays a message if an item that has a standard rental rate of $5.00 is changed to less than $4.25 (less than 15%).

5. Max rate var above

Enter the maximum percentage (0 - 999) by which the charged rental rate should not be more than the standard rate. If you change the rate above this percentage during ER entry programs, the system displays a warning message. CR initially defaults to **999**.

Example: If you enter 15, the system displays a message if an item that has a standard rental rate of $5.00 is changed to more than $5.75 (more than 15%).

6. Min delivery chg

Enter the minimum allowable delivery charge per unit quantity of **1**. If you enter a delivery charge below this amount when adding items to the Rental Item File, the system displays a warning message. CR initially defaults to **0**.

7. Min pickup chg

Enter the minimum allowable pickup charge per unit quantity of **1**. If you enter a pickup charge below this amount when adding items to the Rental Item File, the system displays a warning message. CR initially defaults to **0**.

8. UM distance

Enter the default unit of measure for tracking distance. This is the default value for the distance unit of measure when adding items to the Rental Item File. For example, enter MI to track distance in miles. CR initially defaults to **MI**.

9. UM usage

Enter the default unit of measure for tracking usage, that is, anything other than distance or fuel. This is the default value for the usage unit of measure when adding items to the Rental Item File. For example, enter HR to track usage in hours. CR initially defaults to **HR**.

10. UM fuel

Enter the default unit of measure for tracking fuel. This is the default value for the fuel unit of measure when adding items to the Rental Item File. For example, enter GL to track fuel in gallons. CR initially defaults to **GL**.

11. # days per month

Enter the number of billing days per month:

- **28:** 28 days per month
- **30:** 30 days per month **(NOTE: This is subject to current support by LSi.)**
- **C:** Calendar billing, e.g., if the entry date is the 15th of the month, the billing dates for the following months always calculates as the 15th.

CR initially defaults to **28**.

This field is used to calculate dates in two occurrences. The first occurrence is the expected return date in reservation and contract entry where you may enter **1M** (one month), and the expected return date is calculated accordingly. The second occurrence is in the calculation determining the time periods of either a rental or expected return.

12. Minutes grace

Enter the minutes allowed at No Charge before the customer must pay for the last partial hour rented. CR initially defaults to **0**.

Note: This mainly applies to Hourly rentals.

Example: An item has an expected return time of 10:00, and you have entered 20 in this field. If the customer returns the item at 10:15, they are not charged for another hour. If they return it at 10:21, they are charged for another hour.

Invoicing Tab
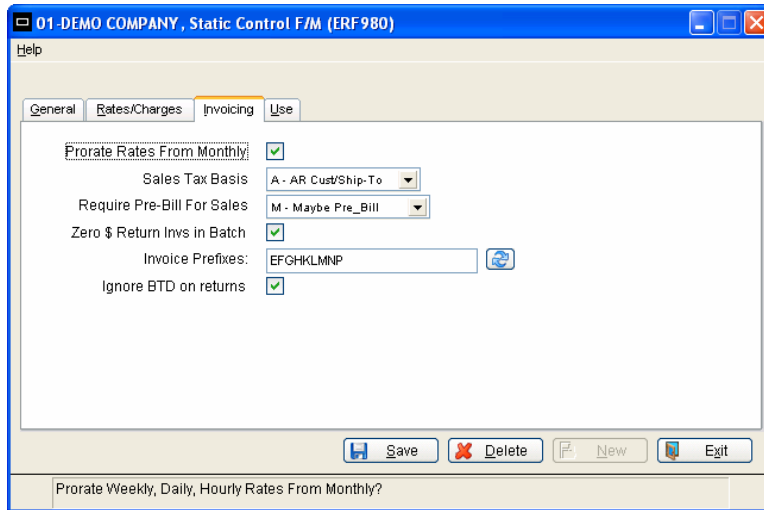
1. Prorate Rates From Monthly

Setting this field to **"checked"** (Yes) will cause the rental contract rates for weekly/daily/hourly to automatically prorate to the contract's monthly rental rate if the contract is "monthly." Once the weekly, daily, hourly rates are prorated, these rates do not revert to un-prorated if the contract header is changed from monthly to not being monthly. CR initially defaults to **Y**.

For example:

Rental Item Rates		prorated to	
Hourly	1.00	$1/24^{th}$ daily	$ .1489
Daily	10.00	$1/28^{th}$ $100.00	$ 3.5715
Weekly	30.00	$1/4^{TH}$ $100.00	$25.00
Monthly	100.00		

2. Sales Tax Basis

Enter one of the following values to indicate the basis for Sales tax. Permissible values are E and A.

- **'E'** setting will utilize the "Default Tax Code" in the RENTAL WAREHOUSE CONTROL File Maintenance, field 2.

- **'A'** setting will utilize the Sales Order taxing logic with the AR Customer Tax Code with superseding logic from the AR Customer SHIP_TO Tax Code.

CR initially defaults to **E**.

3. Require Pre-Bill for Sales

Enter one of the following values to indicate how customers are to pay for sales items:

- **Y:** Sales items are invoiced at the time of contract entry with a forced, stand alone pre-billed invoice.

- **N:** Sales items are invoiced with the First rental invoice produced – monthly or return.

- **M:** Maybe; A user may decide when sales items invoice on an individual contract basis.

CR initially defaults to **N**.

Example: A customer is renting a floor sander and in order to use it, they must purchase sander pads. You can charge the customer for the sander pads at the time of rental by entering a value of Y. You can delay the charge

until the customer returns the floor sander with a value of N. You can decide whether to charge the customer at entry time with a value of **M**.

4. Zero $ Return Invs In Batch

Rental returns create an invoice for remaining amount due or amount of credit due to customer. When the return results in a "zero $" amount credit/due, an invoice for zero dollars can be printed (only) from the return entry; or with this field set to **Y** (Yes), the zero dollar return invoice can be printed in the "Invoice Print" batch printing process. Permissible values are Y and N. CR initially defaults to **N**.

5. Invoice Prefixes

Enter the list of valid invoice prefixes side-by-side. The icon or the F1 key will restore the default values.

6. Ignore BTD on Returns

Ignore the Billed to Date rates and invoiced amounts during the Return charge calculation. A checked box indicates the answer of "Yes".

Example: A customer is renting an item for $10 per month and in the third month decides to change the rental to $9 per month. Return is made at the end of the forth month. The following compares the results at the time of return (Y vs. N).

UNCHECKED (no)
> First invoice = $10 per month for the item
> Second invoice = $10 per month for the item
> Third invoice = $9 per month for the item
> Forth invoice (return invoice) = $7 ($9 - $2) calculated as follows: The program looks at the current setting
of $9 per month. Over the life of the contract for a period of 4 months the total should be $36 (4 x $9), but it has billed $38 ($10 + $10 + $9 + $9), so a credit of $2 is automatically calculated.

CHECKED (yes)
> First invoice = $10 per month for the item
> Second invoice = $10 per month for the item
> Third invoice = $9 per month for the item
> Forth invoice (return invoice) = $9 per month for the item Calculated as follows: The program looks at the
current setting to bill one month at $9 and "ignores" the rates and invoiced amounts over the life of the contract. The total invoiced amount for the contract is $38, with no credit adjustments for the first two months.

Use Tab

1. Inside/2nd salesperson/terr

Enter one of the following values to indicate whether to use an inside and/or 2nd salesperson or territory. The inside salesperson is usually defined as the person to enter the contract. Permissible values are I, 2, N, and B.

- **I:** This field is displayed only in ER entry programs and can be referenced if you need to find out who entered the contract. The commission structure is not affected since inside salespeople do not receive commissions.

- **2:** In ER entry programs, a second salesperson / territory may be entered which may receive a portion of the commission (split commission) for a document. The ER entry program will contain a field for the % of the commission which the second salesperson / territory is to receive.

- **N:** The inside salesperson is not to be displayed in entry programs.

- **B:** **I and 2** options will both be available in ER entry programs.

CR initially defaults to **N**.

2. Carrying cost

Setting this field to **"checked"** (Yes) indicates a desire to run the Carrying Cost Register as part of the end-of-period procedures. Carrying costs are assigned to each item in the Rental Item File. If Yes, a user can run the register to post carrying costs to life-to-date history for each item. Carrying costs are also used in the Equipment Investment Analysis Report. If N, carrying costs are not accumulated. CR initially defaults to **N**.

3. Depreciation

Setting this field to **"checked"** (Yes) indicates a desire to run the Depreciation Register as part of the end-of-period procedures. CR initially defaults to **N**.

4. SA Cost %

Rental invoicing transactions have no direct cost of sale and therefore post to the Sales Analysis and General Ledger with no cost dollars. The setting in this field provides for a "percentage of rental" cost posting to the Sales Analysis records without posting a cost to the General Ledger. CR initially defaults to **0 %**.

This allows an operational review of Sales Analysis "performance" with, what some perceive, as a realistic cost association with rental income.

5. Bill Arrears After 1st Month

NOTE: See Add-on Rentals in Reservations & Contracts chapter. The rental contracts created (entered) with an estimated return date representing at least one month's rental period, provide for "Billing each month's rental in advance" or Billing each month's rental in arrears."

Setting this field to **"checked"** (Yes) will further affect the "Billing in advance" by billing the first month in advance (as indicated in the contract entry, and then automatically setting the contract to bill subsequent monthly invoices in arrears. CR initially defaults to **N**.

The rental contract header can be changed at any time to stop the monthly billing, or change the monthly billing from/to advance or arrears. However, whenever the monthly billing is billed in advance and this Static Control setting is set to **Yes**, the contract billing will automatically revert to arrears monthly billing after the next "Bill in Advance" invoice.

6. Skip Minimum for Add-ons

Setting this field to **"checked"** (Yes) will cause the contract to ignore the minimum for the First billing of add-on lines. NOTE: This field is required when the "Ignore BTD on Returns" is selected.
NOTE: The minimum billing amount is calculated and enforced at the time the Return is calculated if not previously satisfied with prior billing.

7. Sales Items on Del'y Ticket

Setting this field to **"checked"** (Yes) will place Sale items on a Delivery ticket.

8. Level Price For Rate

Setting this field to **"checked"** (Yes) will allow for the use of Customer Level pricing as the basis for calculating the rental rate when the rate calculation is based on the price.

9. Physical Inventory Count

Equipment quantities are tracked with reference to a "Stocked" quantity, "Available" quantity, "Yard Available" quantity and "Net Available" quantity. Stocked quantity represents the total quantity in the "ER" Equipment inventory (in addition to the "IC" On hand quantities). Available quantity represents the total quantity of an ER item stocked minus the quantity "On Rent." Yard Available quantity represents the total quantity of an ER item Available quantity minus the Shipped quantities. Net Available quantity represents the total quantity of an ER item Available quantity minus the Shipped quantities minus the amount on open Reservations.   CR initially defaults to **A**.

NOTE: Yard Available and Net Available apply only when using Shipping tickets.

Permissible values for counting Physical Inventory are: CR initially defaults to **A**.

- **S -** Stocked – All inventory owned, whether on hand or on rent

- **A** – Available – Inventory not on an open contract

- **Y** - Yard Available – Inventory not on an open contract less inventory shipped from Reservations not yet converted to a contract. (when using Shipping Tickets)

For example:

> 100 stocked in Equipment inventory
>
> 67 On rent and on contracts
>
> 33 Available (to rent or sell)

The Static Control setting for Physical inventory directs the quantity field against which the physical count is compared for discrepancy. Typically the Static Control is set to **A** (Available). The physical yard count is then compared only to the "available" quantity. The discrepancy to the available count is automatically applied to the "stocked/total" equipment inventory quantity.

Example continued:

> with   33 Available (captured)
>
> and   34 physically counted
>
> an adjustment of +1 will be added to the stocked equipment inventory, resulting in an after PI count
> > 101 Stocked

10. Allow Assume All Return

Setting this field to **"checked"** (Yes) will allow for the option to "Assume" the return of all lines on a contract at once.

11. Shipping Tickets

Setting this field to **"checked"** (Yes) will allow for the option to use Shipping tickets. The Shipping ticket number will be referenced on the First rental invoice following the shipment confirmation entry. Shipping tickets are referenced on the Contract Activity Report. Each Shipping ticket associated with a particular Reservation entry will be segregated by the Shipping Warehouse and Shipping Date.

12. Return Tickets

Setting this field to **"checked"** (Yes) will allow for the option to use Return tickets. The Return ticket number will be referenced on the First rental invoice following the return confirmation entry. Return tickets are referenced on the Contract Activity Report. Each Return ticket associated with a particular Contract will be segregated by the Return Warehouse and Return Date.

ER Nonstatic Control

The ER NonStatic Control is a system maintained control file primarily used as reference pertinent to system functions; e.g. month end dates and controls; e.g. document numbering. Set-up is mainly for Start-up purposes which establish beginning points for document numbers and GL periods.

Function

This function (Program ERF990) allows you to set-up the company ER Non-static Control Record. The ER Non-static Control Record is critical to the proper functioning of the ER System.   The record contains information which the ER System references in performing various functions such as document number and register number assignments.

```
CAUTION!  It is strongly advised that you use a password (as set through System Management) for
this program.  Changes should be made only with extreme caution and under the supervision of
Lowery Systems, Inc.
```


Icon Definitions

	Save the current changes to the record		Delete the record.
	Go to a New ER Item 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

(Manually entered only with initial system set up or when establishing new document numbering schemas.)

The following inputs are involved in creating the ER Non-static Control Record:

1*. Current ER period

Enter the current equipment rental period or period when actual ER processing will begin (PPYY). CR initially defaults to the current GL fiscal period.

2*. Date of last EOP update

Enter the date of the last end-of-period update in Equipment Rental (see **Date Format**). This field must be entered for the availability calculations to be correct for items transferred into a rental warehouse.

3. Last PD carrying cost posted

Enter the last period in which the carrying cost was posted. This initially defaults to the last period in ER and is updated by the Carrying Cost Register Update.

4. Last PD depreciation posted

Enter the last period in which the depreciation was posted. This initially defaults to the last period in ER and is updated by the ER Depreciation Register Update.

5*- 13. Last Document # or Line

These fields keep track of the last line and ticket numbers used in the Equipment Rental System. As a line or ticket number is used, the system increments the last number used by one. At installation you should set these fields to 0. These fields are automatically updated through normal processing. CR initially defaults to **0**.

5*. Reservation

6. Contract

7. Invoice

8. Delivery Ticket

9. Pickup Ticket

10. Transfer Line #

11. Maint/Repair Line #

12. WHSE Transfer Ticket #

This field maintains the last ER warehouse transfer ticket number used for the assignment of the next transfer ticket.

13. Shipping Ticket #

14. Invoice Prefix

This field displays the current prefix in use, based on the list of valid invoice prefixes set in the Static Control file on the General tab under Invoice Prefixes.

15*- 24. Last Register

These fields keep track of the last register numbers used in the Equipment Rental System. As a register is updated, the system increments the last number used by one. At installation you should set these fields to 0. These fields are automatically updated through normal processing. CR initially defaults to **0**.

15. Transfer Reg #

16. Maint/Repair Reg #

17. Daily Rental Reg #

18. C/Cost Posting Reg #

19. Depr Posting Reg #

20. Transaction Consol Reg #

21. Item Balancing Reg #

22. WHSE Shipment Reg #

This field maintains the last ER warehouse Shipment Register # used for the assignment of the next register number.

23. WHSE Receiving Reg #

This field maintains the last ER warehouse Receiving Register # used for the assignment of the next register number.

24. Shipping Reg #

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*: indicates that changing the field after initial installation may have serious repercussions. Please refer to Lowery Systems, Inc. before any changes are made.

Rebuild ER Sort Files

Function

This function (Program ERU990) allows you to rebuild sort files which may not be up to date with the rest of the system. Sort files are used throughout the system to enable you to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the Rental Customer File are stored in customer number order. To access this file in alphabetical order requires a sort file which is stored by an alpha lookup by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild ER Sort Files Program should only be run under the supervision of Lowery Systems, Inc.
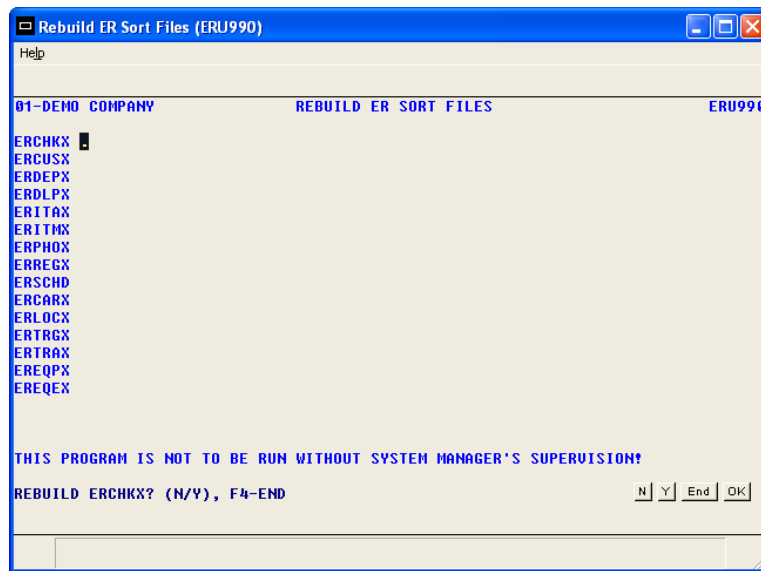
User Inputs

The following inputs are involved in rebuilding ER sort files:

1. ERCARX

Enter **N** or **Y** to indicate whether to rebuild ERCARX. This file is the ER customer by AR customer sort file to the AR Customer File (ARCUST). The file is checked by the AR Customer File to prevent the deletion of customers on file in ER. CR defaults to **N**.

2. ERCHKX

Enter **N** or **Y** to indicate whether to rebuild ERCHKX. This file is the warehouse by item by equipment # sort file to the ER Equipment File (ERQUIP). The file is used to display, by warehouse, equipment numbers which must be checked in through the Equipment Check-In Program before being available for rental. CR defaults to **N**.

3. ERCNAX

Enter **N** or **Y** to indicate whether to rebuild ERCNAX. This file is the contract by customer alpha sort file to the ER Contract File (ERCONT). The file is used to print invoices in customer alpha order.

4. ERCOIX

Enter **N** or **Y** to indicate whether to rebuild ERCOIX. This file is the item by contract sort file to the ER Contract File (ERCONT). The file is used to display contracts for item numbers in the Equipment Inquiry Program. CR defaults to **N**.

5. ERCONX

Enter **N** or **Y** to indicate whether to rebuild ERCONX. This file is the contract by customer sort file to the ER Contract File (ERCONT). The file is used to display contracts by customer in searches in the contract, return, and invoice entry programs. CR defaults to **N**.

6. ERCUSX

Enter **N** or **Y** to indicate whether to rebuild ERCUSX. This file is the ER customer by alpha sort file to the ER Customer File (ERCUST). The file is used for alpha searches on the ER customer number and for printing various reports in ER in alphabetical order. CR defaults to **N**.

7. ERDEPX

Enter **N** or **Y** to indicate whether to rebuild ERDEPX. This file is the deposits to be posted by contract sort file. The file is used to print prepaid deposits on the Daily Rental Register. CR defaults to **N**.

8. ERDLPX

Enter **N** or **Y** to indicate whether to rebuild ERDLPX. This file is the delivery/pickup line-item sort file to the Reservation (ERRESV) and Contract (ERCONT) Files. The file is used for printing delivery tickets and pickup tickets. CR defaults to **N**.

9. ERITAX

Enter **N** or **Y** to indicate whether to rebuild ERITAX. This file is the rental item alpha by warehouse sort file to the Rental Item File (ERITEM). The file is used for alpha searches on the ER Item/Warehouse File and for printing various reports in ER in alphabetical order. CR defaults to **N**.

10. ERITMX

Enter **N** or **Y** to indicate whether to rebuild ERITMX. This file is the rental warehouse by item sort file to the ER Warehouse/Item File (ERITEM). The system checks this file when deleting an item from the Warehouse/Item File in IC. The item may only be deleted in IC if the item is not in this ER file. CR defaults to **N**.

11. ERLOCX

This file is the item by location sort file to the Rental Item File (ERITEM). The file is used by various physical inventory programs when counting ER items only for item by location sorting.

12. ERPASX

Enter **N** or **Y** to indicate whether to rebuild ERPASX. This file is the past invoice by customer sort file to the Past Contracts File (ERPAST). The file is used for searching for past invoices by customer in the Contract Inquiry Program. CR defaults to **N**.

13. ERPASZ

Enter **N** or **Y** to indicate whether to rebuild ERPASZ. This file is the past invoice by contract sort file to the Past Contract File (ERPAST). The file is used to display invoice information for a contract in the Contract Inquiry Program. CR defaults to **N**.

14. ERPHOX

Enter **N** or **Y** to indicate whether to rebuild ERPHOX. This file is the customer by phone number sort file to the ER Customer File (ERCUST). The file is used to search for customers by phone number throughout ER. CR defaults to **N**.

15. ERREAX

Enter **N** or **Y** to indicate whether to rebuild ERREAX. This file is the customer ID by alpha by reservation number sort file to the Reservation File (ERRESV). The file is used to search for reservations by ER customer in the Reservation Entry Program. CR defaults to **N**.

16. ERREGX

Enter **N** or **Y** to indicate whether to rebuild ERREGX. This file is the ready for register sort file to the Contract File (ERCONT). The file is used to print the Daily Rental Register. CR defaults to **N**.

17. ERREIX

Enter **N** or **Y** to indicate whether to rebuild ERREIX. This file is the item by reservation sort file to the ER Reservation File (ERRESV). The file is used to display reservations for items in the Equipment Inquiry Program. CR defaults to **N**.

18. ERRESX

Enter **N** or **Y** to indicate whether to rebuild ERRESX. This file is the reservation by customer sort file to the ER Reservation File (ERRESV). The file is used to display reservations by customer in searches in the Reservation Entry and Contract Inquiry Programs. CR defaults to **N**.

19. ERSCHD

Enter **N** or **Y** to indicate whether to rebuild ERSCHD. This file is the Scheduling File, which tracks the availability of items during the rental period in various ER programs. CR defaults to **N**.

20. ERTRGX

This file is the transfer ready for register sort file to the Rental Warehouse Transfers File (ERWTRN). The file is used to print the shipment and receipt registers.

21. ERTRAX

This file is the transfer ticket by item sort file to the Rental Warehouse Transfers File (ERWTRN). The file is sued in printing reports and inquiry displays for ticket information by item.