

Reservations/Contracts (ERS100)

The Reservations/Contracts Menu provides the programs that allow you to

- enter, correct, print, and remove reservations
- convert reservations to contracts
- enter and print contracts
- print delivery tickets and picking lists.

The Reservation Entry Program allows you to reserve items for rental and is an optional step in renting out items. You begin reservation entry by supplying general information, such as name, address, and expected rental and return dates. You are then able to inquire on the availability of items, reserve them for the customer, and determine the rental rates. You conclude the reservation by reviewing the total charges and tax rates and by accepting the security deposit. At the end of the Reservation Entry Program, you are given the options of printing the reservation and converting it to a contract.

Reservations that you choose to print later can be printed in batches with the Reservation Print Program. This program can also reprint reservations.

The Reservation Removal Program removes reservations that have not been deleted through the Reservation Entry Program or converted to a contract. You should run this program periodically to remove reservations that are past their expected rental date.

You can enter a contract directly into the Contract Entry Program or convert a reservation to a contract (if the customer is set up in the Rental Customer File). The Contract Entry Program is similar to the Reservation Entry Program in that items are entered for a particular customer. However, since the customer is taking merchandise out of the rental center, it does differ from Reservation Entry in significant ways. First, you cannot overbook items when entering a contract. You can accept a prepayment deposit as well as a security deposit, and you can accept payment of sales items. Finally, you cannot delete line items once a contract has been completed. (However, you can use the Rental Return Entry Program to void line items; see the description for this program for more information).

As with reservation entry, you can print the contract immediately or save it for batch printing. The Contract Print Program handles the batch printing of contracts as well as any reprints needed.

You decide how a customer will be billed when a reservation is converted to a contract or when you are completing the header portion of a contract. There are three ways a customer can pay for rental items:

- when items are returned. Contracts lasting less than a month must use this option.
- one month in advance. This option is only for contracts lasting more than one month. For instance, a customer rents the items on February 2 and pays for 1 month (until March 2) when taking the items out of the rental center.

- one month in arrears. This option is also for contracts lasting more than one month. For instance, if a customer rented items on January 2, he is sent an invoice on February 2.

If the contract is for less than a month or if you enter N at the bill-monthly prompt, the customer pays for items when he returns them. If you enter Y at the bill-monthly prompt and Y at the bill-in-advance prompt, the customer pays one month in advance. If you enter Y at the bill-monthly prompt but enter N at the bill-in-advance prompt, the customer pays one month in arrears. Note that a contract being billed monthly is invoiced for any sales items on the first monthly invoice.

The Reservations/Contracts Menu ends with two print programs. The Delivery Ticket Print Program prints and reprints the delivery tickets for items needing delivery as indicated on reservations or contracts. The Picking List Print Program prints a list of all items for each contract. You can then give it to warehouse personnel, so they can pull the items out of inventory.

The following diagram presents the Reservations/Contracts Menu.

```

                                EQUIPMENT RENTAL
----- RESERVATIONS/CONTRACTS -----
01-DEMO COMPANY                                ERS100

      1. RESERVATION ENTRY
      2. RESERVATION PRINT
      3. RESERAVTION REMOVAL
      4. CONTRACT ENTRY
      5. CONTRACT PRINT
      6. DELIVERY TICKET PRINT
      7. PICKING LIST PRINT

SELECITON _____

ENTER SELECTION #, ACCESS CODE, 'OFF', DOWN ARROW, UP ARROW, F4-PREVIOUS MENU

```

Reservation Entry (ERE110)

Function

This program allows you to reserve items for rent or sale in the ER System. You can also change, delete, add line items to, or remove line items from a reservation that has already been entered.

You begin reservation entry by supplying general information, such as name, address, and expected rental and return dates. You are then able to inquire on the availability of items, reserve them for the customer, and determine the rental rates. You conclude the reservation by reviewing the total charges and tax rates and by accepting the security deposit. You are then given the options of printing the reservation and converting it to a contract.

The program displays different inputs and has different input requirements depending whether you are entering AR customers or cash customers. These differences are explained in the input descriptions.

The Reservation Entry Screen consists of two sections. The upper portion of the screen is called the **header portion**. It is where the customer number, name, address, rental dates, and other general information are entered. The lower portion is called the **line-item portion**. It is where each item is entered along with specific information, such as rental rate and number of units to rent.

The following list summarizes the features of reservation entry:

- Searches may be performed for pertinent information including customers, item numbers, equipment numbers, and rental warehouses.
- New customers can be added to the Rental Customer File during reservation entry.
- AR customer information is displayed, including
 - outstanding AR balance
 - credit limit
 - date of last sale
 - total number of rentals and total rental amount
- A credit limit check is performed for AR customers.
- Item information is displayed to help you in reserving the item:
 - class
 - weight
 - quantity stocked
 - quantity available
 - why an item is not available, if applicable

- For each line item, you can
 - record lost rentals
 - specify expected return date and time
 - change rental rates and charges
 - specify whether the items are to be delivered and picked up, and the dates and times for each
- Reservations can include sales items from either rental or IC inventory.
- Rental kits can be entered to automatically bring up rental and sales items, thus speeding line-item entry.
- You can overbook items for reservation. A message is displayed telling you that the item is overbooked for the requested rental period and by how many units.
- A 3-month calendar can be displayed for aiding rental date entry.
- Applicable taxes are computed.
- Memos can be entered to print on the reservation.
- Reservations can be printed immediately upon completion or at a later time.
- Reservations can be converted to contracts.

User Inputs

The following inputs are involved in entering a reservation:

Header Portion

1. Reservation number

You have the option of performing the following functions at this input:

- C** - displays the Contract Entry Screen.
- RE** - displays the Returns Entry Screen.
- I** - displays the Invoice/CR Memo Entry Screen.
- #** - You can enter the reservation number or let the system assign it. If you want to assign the number, enter up to 8 alphanumeric characters. If you want the system to assign the number, press CR and NEXT is displayed in the input. The system assigns the next available number when the header portion is completed.
- F2** - allows a search of existing reservation numbers (ref. #19).
- F3** - allows for quick entry of a reservation. The program goes directly to input #9, **rental date**. NEXT is supplied in reservation number, NEW is assigned to

the customer number, and defaults are assigned to the **city, state, zip code, warehouse, and salesperson** inputs. The type of the first line item defaults to a rental.

2. Customer number

Enter the customer number described in the prompt. You have three options:

- NEW - for a customer that is not set up as a rental customer. Note that you cannot convert a reservation to a contract until the customer is set up in the Rental Customer File.
- F2 - for a search of rental customers in the Rental Customer File (ref. #19).
- F3 - to display the Rental Customer F/M Screen and set up new customers. F4 takes you back to reservation entry. This option is not available if you are changing an existing reservation.

After you enter the customer number, the system displays the price level (PL) for sales items, and memos 1 and 2 from the Rental Customer File. If the customer is an AR customer, the address is displayed along with the following information:

- outstanding AR balance
- credit limit
- date of last sale
- date account was opened in ER
- date of last rental
- number of rentals.

Credit Check: By entering this reservation, you could put the customer over the customer's assigned credit limit. The system guards against this by performing a credit check for AR customers (ref. #5). If the customer fails the credit check, a warning message is displayed from which you can press CR to continue.

3. Customer name, company name, and address

If you enter an existing AR customer, the system supplies the customer name, company name, and address. These inputs cannot be changed for an AR customer. If you enter a new customer, you can enter these inputs. If you enter a cash customer, these inputs are initially skipped, but you can use F4 to back up and change them.

4. Ship-to

This input is not displayed for a cash customer. Otherwise, enter the ship-to address for the AR customer. CR defaults to the ship-to address defined in the AR Customer File. Enter SAME to have the ship-to be the same as the displayed address. F2 allows a search of ship-to addresses for this customer (ref. #19). If you change the default value, the system displays the address, phone numbers, and salesperson assigned to the ship-to address.

5. Phone numbers

For new customers, enter the first and second phone numbers (up to 17 characters). The second number can be used as a fax number.

For a customer that is set up in the Rental Customer File, the system displays the existing phone numbers. Press F4 from the **warehouse** input or **ship-to** input to change them, if necessary. In this case, CR defaults to the displayed phone numbers.

6. Warehouse

Enter a valid rental warehouse. CR defaults to the warehouse assigned to the terminal. You have the following options:

- A - Aging. This option displays the customer's credit limit and outstanding balance for the last number of periods (as set in the AR Aging Control Record). This option is displayed for AR customers only.
- N - Notes. This option displays the customer notes from the AR Notes File.
- F2 - This option displays a search of rental warehouses (ref. #19).
- F3 - Auto defaults. At any point during inputs #6-15, you can press F3 for auto defaults. This causes the program to display the defaults on file from that input forward and skip to input #17, **reference number**. This is the same as pressing CR through each input. If the system does not skip to input #17 and instead stops at an earlier input, it could not find a valid default value for that input. In this case, you must enter a valid value before continuing.

7. Salesperson

Enter the salesperson/territory assigned to this customer. The entry must be a valid salesperson/territory defined in the AR Salesperson/Territory File. For an AR customer, CR defaults to the salesperson/territory code assigned to the ship-to number. For a cash customer, CR defaults to the code assigned to the terminal. F2 allows a search of salespeople/territories (ref. #19).

F3 allows you to change the inside salesperson code, which identifies the person entering this reservation. If you choose to change the inside salesperson, CR defaults to the salesperson assigned to this terminal. Commissions are not affected since inside salespeople do not receive commission.

8. Department

If the **dept position** flag in the Company Control Record is 0 or if the **insert dept** flag in the ER to GL Posting File is N for all entries, this input is not displayed. Otherwise, enter a valid GL department number. Entering a valid department number displays a partial description. CR defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search (ref. #19).

After you complete the last input (**salesperson** or **department**), the system supplies the initial **entry date and time**, which defaults to the current date and time.

9. Rental date

Enter the expected first day of the rental (ref. #6). CR defaults to the current date.

F2 - Calendar Display. You have the option of pressing F2 to display a calendar for the current month and year. The months before and after the current month are also shown. F1 and F2 allow you to scroll backward and forward, respectively. To display another month, enter the 3-character month abbreviation and the last 2 digits of the year.

10. Rental time

Enter the expected time of the rental (ref. #21). CR defaults to the current time.

11. Return date

Enter the expected date of return to be used as the default for the line items. (You will be able to define different return dates for each line item further in the program.) To speed input you can enter a number and a time period — H (hours), D (days), W (weeks), or M(months) — and the system calculates this input for you (ref. #18). CR defaults to the next day. Press F2 for the calendar display (ref. #3).

12. Return time

Enter the expected time of return (ref. #21). CR defaults to the current time.

If you enter a date and time on which the rental center is closed, a warning is displayed. CR allows you to continue.

13. Delivery

Enter Y or N to indicate if any items on this reservation need to be delivered. CR defaults to N.

14. Delivery instructions

This input is displayed only if you entered Y in input #13. Enter up to 3 lines of delivery instructions (up to 60 characters each). These instructions are printed on the delivery ticket.

15. Pickup

Enter Y or N to indicate if any items on this reservation need to be picked up. CR defaults to N.

16. Pickup instructions

This input is displayed only if you entered Y in input #15. Enter up to 3 lines of pickup instructions (up to 60 characters each). These instructions are printed on the pickup ticket.

17. Reference number

Enter the reference number (up to 15 characters), which is usually the customer's PO number. If the **PO required** flag in the AR Customer File is set to Y, you must enter the customer's PO number here.

This concludes the header portion of the Reservation Entry Program. If **NEXT** is in the **reservation number** input, the system assigns the number and displays it. The system skips the **miscellaneous charges** and **total** fields; these are updated as you complete each line item.

After the header record is created, you can change most of the header inputs with the change-header routine of the **prompt-selection input** (ref. #16).

Line-Item Portion

The following inputs begin the line-item portion of the screen. It allows up to 999 line-item and message lines.

18. T (type)

Indicate whether this is a **R** (rental), **E** (sale from ER inventory), or **I** (sale from IC inventory). **CR** defaults to **R**, which displays as blank on the screen.

At this input you have the option of using **F3**, which allows you to **end entry of line items**. When you press **F3**, the program then proceeds to the **prompt-selection input** (ref. #16).

19. Item number

You have several options at this point:

- #** - to enter a specific item number (ref. #11).
- I** - to perform an interchange search, which displays items and their interchange numbers (ref. #10).
- K** - to enter a kit (ref. #12).
- L** - to record lost rentals (ref. #13).
- M** - to enter a memo line (ref. #14).
- F2** - to perform an item search (ref. #19).
- F3** - to end line-item entries.

After you enter the item number, the system displays an abbreviated description. It also displays various information about the item, depending on the type of item.

For rental serial items:

- full item description
- class
- weight
- quantity stocked
- quantity currently available
- expected rental period

For ER sales items:

- full item description
- class
- weight
- quantity stocked
- quantity currently available

For IC sales items:

- full item description
- class
- weight
- quantity currently available
- on-hand quantity
- on-order quantity
- location in the warehouse

Depending on the type of item you are working with, you complete different inputs as summarized in the following chart.

IF you are entering ...	THEN you complete the following inputs ...
a rental serial item	22. Equipment number 24. Rate information 25. Delivery and pickup 28. CR - accept line
a rental nonserial item	23. Units 24. Rate information 25. Delivery and pickup 28. CR - accept line
an ER or IC sales serial item	22. Equipment number 26. Cost 27. Price 28. CR - accept line
an ER or IC sales nonserial item	23. Units 27. Price 28. CR - accept line

20. Return date and time

This input is for rental items only. If you want to set a different return date and time than what is in the header for this line item, press F4 from either the **equipment number** input or the **units** input (ref. #6). CR defaults to the displayed value (the return date and time from the header). To speed input you can enter a number and a time period — H (hours), D (days), W (weeks), or M (months) — and the system calculates this input for you (ref.# 18). Press F2 for the calendar display (ref.# 3).

21. Item description 1 and 2

Press F4 from the **return date and time** input to change item descriptions 1 and 2 (up to 30 characters each). For sales items, press F4 from the equipment number or units input. CR defaults to the displayed value (the description from the IC Item File).

22. Equipment

This input applies to serial items only. It is skipped if you are entering a nonserial item; the system displays NONSERIAL and goes to the **units** input.

Serial items may be reserved either specifically or in general. When reserving a specific equipment number, enter the equipment number here. The scheduling will be checked, and the equipment number will be rejected if it is not available. To reserve a serial item in general, press CR to leave this input blank. Scheduling will be checked, but the input will be accepted even if the item is overbooked.

You can use the following options to help you reserve an equipment number (ref. #17):

- R - to view rate information (for rental items only)
- S - to see scheduling information (for rental items only; ref. #20)
- SU - to see a list of substitutes for this item
- W - to see warehouses stocked with this item
- I - to see IC item notes
- E - to see ER item notes
- F2 - to perform a search of equipment numbers for the item (ref. # 19)
- F4 - to change the return date and time for this line item (for rental items only; input #20) or to change the item description (see input #21)

23. Units

Enter number of units to rent or sell; this applies to nonserial items only. The system sets this input to 1 if you are entering a serial item.

You can use the following options to help you reserve an item (ref. #17):

- R - to view rate information (for rental items only)
- S - to see scheduling information (for rental items only; ref. # 20)
- SU - to see a list of substitutes for this item
- W - to see warehouses stocked with this item
- I - to see IC item notes
- E - to see ER item notes
- F4 - to change the return date and time for this line item (for rental items only; see input #20) or to change the item description (see input #21)

24. Rate information

The following rate information is displayed for rental items only:

- hourly, daily, weekly, and monthly rates
- deposit amount
- minimum period to rent (shown in parentheses)
- charge for insurance (a percentage of the rate for the rental period). Insurance is charged only if both the item and customer are set up for it in the Rental Item File and Rental Customer File, respectively.
- charges for delivery, pickup, cleanup
- charges for distance, usage, or fuel and corresponding free amounts (for serial items only)

Press CR to accept the standard rates and charges, or press F2 to change them. When changing rates, you can enter the rate as

- a set dollar amount
- a percentage of the cost. For example, if you wish to charge 3% of the item's cost, enter 3.00C.
- a percentage of the selling price. For example, if you wish to charge 1.25% of the price, enter 1.25P.
- a percentage of the standard rate (defined in the Rental Item File). For example, if you wish to charge 50% of the standard rate, enter 50S.

The system puts an asterisk by those amounts you change from the standard. They will appear on the Exception Report of the Daily Rental Register. You cannot change the free amounts or the deposit amount. To speed input, F3 allows you to skip from the **hourly rate** input to the first charge input (**insurance**). F3 from the charge inputs allows you to end rate changes.

25. Delivery and pickup

This input is for rental items only. If you entered Y in the **delivery** input of the header, the system asks if this item is to be delivered. If it is, enter Y at the prompt and then specify the delivery date and time (ref. #6 and #21). CR defaults to the displayed value (the rental date and time from the header). After you complete these inputs, the system supplies a Y in the D column of the line item.

The entries for the **pickup** input are completed in the same way. However, CR defaults to the return date and time from the header.

After you complete the last input (**rate information, delivery, or pickup**), the system displays the **entry memos** defined for the item in the Rental Item File.

26. Cost

This input is available for ER or IC sales items only. In addition, it is only available if the **change cost of sales item** flag in the ER Static Control Record is set to Y or B (back into by F4). If it is set to B, press F4 from the **price** input to change the cost of the sales item. CR defaults to the standard cost.

27. Price

This input is displayed for ER or IC sales items only. If the item is set up in the IC Static Control Record for price levels, the system displays its standard price level and up to 6 discounted price levels. It also shows corresponding quantity breaks.

If you are selling an ER serial item, the following rental history is also displayed:

- initial cost
- life-to-date maintenance, repair, and carrying costs
- total investment
- total income
- break even point.

Enter the price to charge the customer. The PL field in the header indicates for which price level the customer is set up. CR defaults to the price associated with this price level, or if the item is part of a kit, CR defaults to the price set up in the Kit Entry and Maintenance F/M Program. If you change the price, it is reported on the Exception Report of the Daily Rental Register.

28. CR-accept line, F4-backup

If the line is correct, press CR to continue with line-item entries. The **extension** is calculated and displayed. For rental items, it is the rental rate for the time period multiplied by the quantity reserved, plus any charges. For sales items, it is the sales price multiplied by the quantity purchased. The charges and rental amounts are added to the **miscellaneous charges** and **total** inputs in the header.

If the line is not correct, press F4 to back up to change the incorrect input.

End Entry of Line Items/Prompt-Selection Input

When you have entered the last line item, press **F3**, **end entries**. The **prompt-selection input** is displayed, allowing you to perform a number of functions (ref. #16):

- # - to change or delete a specific line item
- L - to list line items
- A - to add line items
- D - to delete the reservation
- F2 - to change the header
- F3 - to access the end-entry routine

End-Entry Routine

The end-entry routine consists of the final inputs prior to completion of the reservation. End-entry routine information is displayed on the lower portion of the screen. This routine is not accessible if no line items have been entered. To end a reservation with no line items, you must delete the reservation from the **prompt-selection input** (ref. #16).

The system displays the following information for the reservation:

- rental subtotal, tax, and grand total
- sales subtotal, tax, and grand total
- new total of rentals plus sales
- freight amount
- total deposit amount
- tax code
- tax level and rate
- taxable amount of the reservation
- total tax.

Of this information you may change the following:

29. Freight

If the **charge freight** input in the ER Static Control Record is set to Y (charge customer for freight costs), you can enter the freight amount (+/-9999.99). Otherwise, this input is skipped. CR defaults to 0.

30. Tax code

This input is initially skipped if the reservation total is zero. Otherwise, enter a valid tax code for this rental customer. CR defaults to the tax code set up for the warehouse in the Rental Warehouse Control File. F2 allows a tax code search (ref. #19).

31. RT (tax rate)

This input is initially skipped; press F4 from the **tax\$** input to access it. This is the rate assigned to the tax code in the Rental Warehouse Control File and can be H (high), L (low), or X (exempt).

The **taxable** field is skipped; it is the amount of the reservation to be taxed. Rental items will only have an amount here if the **taxable** flag of the Rental Item File is set to Y. Sales items from either rental inventory or IC inventory only have an amount here if the **taxable** flag of the IC Item File is set to Y.

32. Tax\$ (total amount of tax)

This input is initially skipped. If the **charge tax** field in the ER Static Control Record is **not** set to O (override), you cannot override the tax amount, and this input is unavailable. Otherwise, you can change the amount of sales tax to charge for this rental (+/- 99999.99); use F4 to back up to it. CR defaults to the displayed value.

Payment of Security Deposit

The following inputs of the end-entry routine allow you to accept the security deposit from the customer. A security deposit holds the rental items for the customer but cannot be applied as a payment to the rental. It is the only type of deposit you can enter in a reservation.

33. Deposit

Enter the security deposit amount. CR defaults to the total deposit to collect. In reservations the deposit may always be overridden.

The type of deposit is identified in the T (type) field. The system assigns S (security) to this field, since you can only accept a security deposit during a reservation.

For any customer you can split the deposit into two transactions. For instance, a customer can pay cash for part of the deposit and use a check for the remainder. The deposit amount in the second transaction defaults to the remainder.

34. TC (terms code)

Enter a valid payment terms code. Since this is a security deposit, you must enter a cash terms code. Entering a valid terms code displays the description. F2 allows a terms code search (ref. #19).

35. Check/Card #

Enter the check or credit card number (up to 20 characters).

36. Tendered

Enter the amount tendered. CR defaults to the amount of the deposit.

If the tendered amount is greater than the deposit amount, the difference is displayed in the **cash back** field.

37. Memo (for reservation)

The system displays the memo to be printed on the reservation. It is initially set up in the Forms Print Control File. You can overtype the memo (up to 50 characters).

38. Print reservation now?

This input is skipped if the reservation has already been printed. Enter N or Y to indicate whether to print the reservation now. CR defaults to N. If you select N, you can print batches of reservations at a later time using the Reservation Print Program. The reservation immediately prints if you enter Y.

39. Convert reservation to a contract now?

This prompt is displayed only if the reservation is for a valid ER customer. A reservation for a new customer cannot be converted to a contract until the customer is set up in the Rental Customer File. Enter N or YES to indicate whether to convert the reservation to a contract. CR defaults to N.

If you enter N, you have finished the end-entry routine for reservation entry. The screen is cleared of input information, and the program returns to the **reservation number** input (#1) for further entries.

If you enter YES, see reference 4 Converting Reservations to Contracts.

Summary of File Activity

At the conclusion of the header portion, a header record is created in the Reservation File (ERRESV). The sort files, Customer Alpha by Reservation (ERREAX) and Customer by Reservation (ERRESX), are maintained. The **last reservation # used** field is updated in the Control (SMCNTL) File. As line items are added, a record is created in the Reservation File and the sort files. The Scheduling File (ERSCHD) is updated and if items are to be delivered or picked up, a record is written to the Delivery/Pickup Cross-Reference File (ERDLPX).

If the reservation is converted to a contract, records are written to the following files: Contract File (header and each line item) (ERCONT), Item by Contract Sort File (line item) (ERCOIX), Customer by Contract Sort File (header) (ERCONX), Rental Item File (line-item - available) (ERITEM), Equipment File (line item - available) (EREQIP), IC Warehouse/Item File (committed if sold) (ICWHSE), and the IC Serial/Lot File (committed if sold) (ICLOTS). Records are removed from and then written to the Scheduling File and the Delivery/Pickup Ticket Cross-Reference File. Records are then removed from the Reservation File (header and line items), Customer by Reservation File (line items), Item by Reservation File (line items), and Customer Alpha by Reservation File. The **last contract # used** field is updated in the Control File.

Files Used: ERCUST, ICMAS, ERKITS, ERDATE, ICINTR, ERCTRT, ARCUST, ARSHIP, ERCUSX, ERPHOX, ARNOTE, AROPEN, ERITAX, ICALPX,

ICCLSX, ERNOTE, ICNOTE, ICINTX, ERMAIN, ICWHSX, ERITMX,
ERLOST, ICPRIC, ARTAXT

Files Updated: SMCNTL, ERRESV, ERREAX, ERRESX, ERDLPX, ERREIX, ERSCHD,
ICWHSE, ERITEM, EREQIP, ERCONT, ERCOIX, ERCONX, ICLOTS

The following diagram presents the Reservation Entry Screen with actual FACTS demo data.

```

01-DEMO COMPANY          RESERVATION ENTRY  RESERV TN 00005196      ERE110
CUSTOMER 4046332000    PL 0
LARRY DRUMMONDS
DRUMMOND ROOFING & REPAIRS    WHSE 01 ATLANTA WAR    ENTRY 08/31/90    4:38 PM
3502 OLD COALRIDGE ROAD    SLSP 20 GREGORY BI    RENTAL 09/04/90    9:00 AM
                                DEPT 1 WHOLESALE    RETURN 09/11/90    5:00 PM
                                DELIVERY Y    PICKUP N
GAINESVILLE, GA 30355
404-633-2000
REF#                                MISC CHARGES    45.63    TOTAL    647.98
-----
LN# T          ITEM DESC          EQUIPMENT#          UNITS UM    EXTENSION D P
001           I100 PALLET LO NONSERIAL          1 EA          72.50 Y
002           I101 PALLET TR NONSERIAL          1 EA          85.63 Y
003 E          I101 PALLET TR NONSERIAL          1 EA          489.85

LIST, ADD, DELETE
ENTER LINE # TO CHANGE, OPTION CODE, F2-CHANGE HEADER, F3-END ...
    
```


Reservation Print (ERP110)

Function

This program allows you to print and reprint reservations entered through reservation entry. The printed reservations include all pertinent header and line-item information, address, and totals.

You have the option to

- print an alignment check
- print all reservations not yet printed
- (re)print selected reservations
- select warehouse to print
- select reservation cutoff date.

This program is also called by the Reservation Entry Program when printing individual reservations when initially entered. Reservation print parameters are determined in the Forms Print Control F/M Program including the depth of the form, whether the form is preprinted, the item description to print, and the standard memo. Reservations, contracts, and invoices may be printed on the same form.

User Inputs

The following inputs are involved in printing reservations:

1. **Alignment**

(ref. #1)

2. **Print/Reprint**

Enter whether reservations are to be **P** (printed) or **R** (reprinted). If a reservation has been printed once, it can only be reprinted. CR defaults to PRINT.

3. **Warehouse**

Enter the rental warehouse to print. Only reservations assigned to the warehouse will print. The entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal.

4. **Cutoff date**

Enter the cutoff date. Only reservations with a rental date on or before the entered date will print. CR defaults to the system date (ref. #6).

5. Reservation

Enter the reservation number(s) to (re)print one at a time (up to 8 characters). If printing for the first time, CR defaults to all reservations not yet printed. If reprinting or printing selected reservations, only valid reservation numbers are accepted. After entering a reservation, you may press F3 to back up one reservation, which removes the last reservation number entered.

6. End of inputs

(ref. #7)

Summary of File Activity

Printing proceeds by reading through the Reservation File (ERRESV) and printing the chosen reservations. If a reservation is printed for the first time, the status of the reservation is updated from E (entered) to P (printed).

Files Used: SMCNTL, ERITEM, ERDATE, ERCUST

Files Updated: ERRESV

The following diagram presents the Reservation Print Screen with actual FACTS demo data.

```
01-DEMO COMPANY                RESERVATION PRINT                ERP110
ALIGNMENT N
PRINT/REPRINT PRINT
WAREHOUSE 01 ATLANTA WAREHOUSE
CUTOFF DATE SYSTEM DATE 09/15/90
RESERVATION ALL

END OF INPUTS. CR-CONTINUE, F4-BACKUP .
```

Reservation Removal (ERU110)

Function

This program allows you to automatically remove reservations entered through reservation entry.

Once a reservation is converted to a contract, it is no longer in the Reservation File. Reservations which are not converted to contracts will remain on file until they are manually deleted through reservation entry or automatically removed by this program. Therefore, this program should be run periodically to remove the reservations that are not necessary to keep on file.

You have the option to

- select the rental warehouse(s) from which reservations are to be removed
- select customer for which reservations are to be removed
- select minimum number of past rental days to keep.

User Inputs

The following inputs are involved in removing reservations:

1. Warehouse

Enter up to twenty 2-character rental warehouse codes side by side to indicate the warehouse(s) for which reservations are to be removed. Only reservations assigned to the warehouse are removed. The entry must be a valid warehouse(s) as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL warehouses.

2. Customer

Enter the rental customer to remove. Only reservations assigned to the customer will be removed. The entry must be a valid ER customer as defined in the Rental Customer File. CR defaults to ALL customers.

3. Days to keep

Enter the number of past days of reservations to keep (based on the rental date). Only reservations with a rental date earlier than the calculated date are removed.

Example: If the system date is 09/28/90 and days to keep is 7, the calculated date is 09/21/90. Only reservations with a rental date prior to 09/21/90 are removed.

4. End of inputs

(ref. #7)

Summary of File Activity

Removal proceeds by reading through the Reservation File (ERRESV) and removing the reservations from the file, its associated sort files (ERREAX, ERREIX, ERRESX, and ERDLPX), and the Scheduling File (ERSCHD) which meet all criteria entered.

Files Used: SMCNTL, ERCUST

Files Updated: ERRESV, ERREAX, ERREIX, ERRESX, ERDLPX, ERSCHD

The following diagram presents the Reservation Removal Screen with actual FACTS demo data.

```
01-DEMO COMPANY                RESERVATION REMOVAL                ERU110
THIS PROGRAM WILL REMOVE RESERVATIONS BASED ON THE CRITERIA ENTERED BELOW.
WAREHOUSE 01 ATLANTA WAREHOUSE
CUSTOMER ALL
DAYS TO KEEP 7 REMOVE THRU 09/07/90 FRI

END OF INPUTS. ENTER 'YES' TO CONTINUE, F4-BACKUP ...
```

Contract Entry (ERE120)

Function

This program allows you to enter contracts for customers taking merchandise out of the rental center. A contract sets the rates for the rental items and states the expected return date. After a contract is entered, you can add line items to it. A contract generates an invoice when the customer returns the items.

The program displays different inputs and has different input requirements depending whether you are entering AR customers or cash customers. These differences are explained in the input descriptions.

The Contract Entry Screen consists of two sections. The upper portion of the screen is called the **header portion**. It is where the customer number, name, address, rental dates, and other general information are entered. The lower portion is called the **line-item portion**. It is where each item is entered along with specific information, such as rental rate and number of units to rent.

Contract entry works the same as reservation entry and shares most of its features. However, contract entry does differ from reservation entry in the following ways:

- You can convert reservations to contracts through the Contract Entry Screen.
- You cannot overbook items in contract entry.
- For serial items with charges for distance, usage, or fuel, you must enter the readings at the beginning of the rental.
- You can accept a prepayment deposit as well as a security deposit.
- You can accept payment of sales items.
- You cannot delete line items after a contract is entered.

You cannot use this program to change a contract for which you have accepted payment. In this case you must use the Return Entry Program to change a contract. Furthermore, you cannot delete an existing contract unless it has only memo lines and voided rental lines. You can however, void the line items on an existing contract. Voided lines are reported on the exception listings so that a complete audit trail is kept.

User Inputs

The following inputs are involved in entering a contract:

Header Portion

1. **Contract number**

You have the option of performing the following functions at the contract number input:

- R - displays the Reservation Entry Screen.
- RE - displays the Returns Entry Screen.
- I - displays the Invoice/CR Memo Entry Screen.
- # - You can enter the contract number or let the system assign it. If you want to assign the number, enter up to 8 alphanumeric characters. If you want the system to assign the number, press CR and NEXT is displayed in the input. The system assigns the next available number when the header portion is completed.
- F2 - allows a search of existing contract numbers (ref. #19).
- F3 - allows you to convert a reservation to a contract (ref. #4).

2. Customer number

Enter the customer number described in the prompt. You can use the following options:

- F2 - for a search of customers in the Rental Customer File (ref. #19).
- F3 - to display the Rental Customer F/M Screen and set up new customers. Refer to Rental Customer F/M Program in this manual for more information. F4 takes you back to contract entry, displaying the last customer pulled up in the file maintenance.

If you enter an invalid customer number, the system displays the following message: **Customer not on file. Do you want to add?** If you answer yes, the Rental Customer F/M Screen is displayed.

After you enter the customer number, the system displays the price level (PL) for sales items, memos 1 and 2 from the Rental Customer File, customer name, company name, address, and phone numbers. If the customer is an AR customer, the following information is also displayed:

- outstanding AR balance
- credit limit
- date of last sale
- date account was opened in ER
- date of last rental
- number of rentals.

Credit Check: By entering this contract, you could put the customer over the customer's assigned credit limit. The system guards against this by performing a credit check for AR customers (ref. #5). If the customer fails the credit check, the program will follow the procedure determined by the credit check flag in the AR Static Control Record. Note that ER documents **cannot** be put on hold.

3. Ship-to

This input is not displayed for a cash customer. Otherwise, enter the ship-to address for the AR customer. CR defaults to the ship-to address defined in the AR Customer File. Enter SAME to have the ship-to address be the same as the displayed address F2 allows a search of ship-to addresses for this customer (ref. #19). If you change the default value, the system displays the address, phone numbers, and salesperson assigned to the ship-to address.

4. Phone numbers

This input is initially skipped. Press F4 from the warehouse input or the ship-to input to change the phone numbers, if necessary. CR defaults to the displayed phone numbers.

5. Warehouse

Enter a valid rental warehouse. CR defaults to the warehouse assigned to the terminal. You have the following options:

- A - Aging. This option displays the customer's credit limit and outstanding balance for the last number of periods (as set in the AR Aging Control Record). This option is displayed for AR customers only.
- N - Notes. This option displays the customer notes from the AR Notes File.
- F2 - This option displays a search of rental warehouses (ref. #19).
- F3 - Auto defaults. At any point during inputs #5 - #16, you can press F3 for auto defaults. This causes the program to display the defaults on file from that input forward and skip to input #18, **reference number**. This is the same as pressing CR through each input. If the system does not skip to input #18 and instead stops at an earlier input, it could not find a valid default value for that input. In this case, you must enter a valid value before continuing.

6. Salesperson

Enter the salesperson/territory assigned to this customer. The entry must be a valid salesperson/territory defined in the AR Salesperson/Territory File. For an AR customer, CR defaults to the salesperson/territory code assigned to the ship-to number. For a cash customer, CR defaults to the code assigned to the terminal. F2 allows a search of salespeople/territories (ref. #19).

F3 allows you to change the inside salesperson code, which identifies the person entering this contract. If you choose to change the inside salesperson, CR defaults to the salesperson assigned to this terminal. Commissions are not affected since inside salespeople do not receive commission.

7. Department

If the **dept position** flag in the Company Control Record is 0 or if the **insert dept** flag in the ER to GL Posting File is N for all entries, this input is not displayed. Otherwise, enter a valid GL department number. Entering a valid department number displays a partial description. CR initially defaults to the department assigned to the terminal. F2 allows a search (ref. #19).

After you complete the last input (**salesperson** or **department**), the system supplies the **entry date and time**, which uses the current date and time.

8. Rental date

Enter the first day of the rental (ref. #6). CR defaults to the current date. This entry may not be after the current date (system date).

F2 - Calendar Display. You have the option of pressing F2 to display a calendar for the current month and year. The months before and after the current month are also shown. F1 and F2 allow you to scroll backward and forward, respectively. To display another month, enter the 3-character month abbreviation and the last 2 digits of the year.

9. Rental time

Enter the time of the rental (ref. #21). CR defaults to the current time.

10. Return date

Enter the expected date of return to be used as the default for line items. (You will be able to define different return dates for each line item further in the program.) To speed input you can enter a number and a time period — H (hours), D (days), W (weeks), or M (months) — and the system calculates this input for you (ref. #18). CR defaults to the next day. Press F2 for the calendar display (ref. #3).

11. Return time

Enter the expected time of return (ref. #21). CR defaults to the current time.

If you enter a date and time on which the rental center is closed, a warning is displayed. CR allows you to continue.

12. Will this contract be billed monthly?

This input is displayed if the rental period is 28 days or more and only for AR customers; otherwise, it is skipped. Enter Y or N to indicate whether the invoice should be sent to the customer using the Monthly Billing Invoice Print Program. If you enter Y, the customer will be sent an invoice each month.

13. Bill contract in advance?

This input is displayed if the rental period is 28 days or more and if you entered Y at the previous prompt; otherwise, it is skipped. Enter Y if you want the customer to pay one month in advance. If you enter N, the customer will be billed one month after the contract is entered.

14. Delivery

Enter Y or N to indicate if any items on this contract need to be delivered. CR defaults to N.

15. Delivery instructions

This input is displayed only if you entered Y in input #14. Enter up to 3 lines of delivery instructions (up to 60 characters each). These instructions are printed on the delivery ticket.

16. Pickup

Enter Y or N to indicate if any items on this contract need to be picked up. CR defaults to N.

17. Pickup instructions

This input is displayed only if you entered Y in input #16. Enter up to 3 lines of pickup instructions (up to 60 characters each). These instructions are printed on the pickup ticket.

18. Reference number

Enter the reference number (up to 15 characters), which is usually the customer's PO number. If the **PO required** flag in the AR Customer File is set to Y, you must enter the customer's PO number here.

This concludes the header portion of the Contract Entry Program. If NEXT is in the **contract number** input, the system assigns the number and displays it. The system skips the **miscellaneous charges** and **total** fields; these are updated as you complete each line item.

After the header record is created, you can change most of the header inputs with the change-header routine of the **prompt-selection input** (ref. #16). You cannot change the contract number and the customer number through the change-header routine.

Line-Item Portion

The following inputs begin the line-item portion of the screen. It allows up to 999 line-item and message lines.

19. T (type)

Indicate whether this is a R (rental), E (sale from ER inventory), or I (sale from IC inventory). CR defaults to R, which displays as blank on the screen.

At this input you have the option of using F3, which allows you to **end entry of line items**. When you press F3, the program then proceeds to the **prompt-selection input** (ref. #16).

20. Item number

You have several options at this point:

- # - to enter a specific item number (ref. #11).
- I - to perform an interchange search, which displays items and their interchange numbers (ref. #10).
- K - to enter a kit (ref. #12).
- L - to record lost rentals (ref. #13).
- M - to enter a memo line (ref. #14).
- F2 - to perform a rental item search or IC item search (ref. #19).
- F3 - to end line-item entries.

After you enter the item number, the system displays an abbreviated description. It also displays various information about the item, depending on the type of item.

For rental serial items:

- full item description
- class
- weight
- quantity stocked
- quantity currently available
- expected rental period

For ER sales items:

- full item description
- class
- weight
- quantity stocked
- quantity currently available

For IC sales items:

- full item description
- class
- weight
- quantity currently available
- on-hand quantity
- on-order quantity
- location in the warehouse

Depending on the type of item you are working with, you complete different inputs as summarized in the following chart.

IF you are entering ...	THEN you complete the following inputs ...
a rental serial item	23. Equipment number 25. Rate information 26. Delivery and pickup 27. Beginning readings 30. CR - accept line
a rental nonserial item	24. Units 25. Rate information 26. Delivery and pickup 30. CR - accept line
an ER or IC sales serial item	23. Equipment number 28. Cost 29. Price 30. CR - accept line
an ER or IC sales nonserial item	24. Units 28. Cost 29. Price 30. CR - accept line

21. Return date and time

This input is for rental items only. If you want to set a different return date and time than what is in the header for this line item, press F4 from either the **equipment number** input or the **units** input (ref. #6). CR defaults to the displayed value (the return date and time from the header). To speed input you can enter a number and a time period — H (hours), D (days), W (weeks), or M (months) — and the system calculates this input for you (ref. #18). Press F2 for the calendar display (ref. #3).

22. Item description 1 and 2

Press F4 from the **return date and time** input to change item descriptions 1 and 2 (up to 30 characters each). For sales items, press F4 from the equipment number or units input. CR defaults to the displayed value (the description from the IC Item File).

23. Equipment

This input applies to serial items only. It is skipped if you are entering a nonserial item; the system displays NONSERIAL and goes to the **units** input.

Enter an equipment number; you can use the following options (ref. #17):

- R** - to view rate information (for rental items only)
- S** - to see scheduling information (for rental items only; ref. # 20)
- SU** - to see a list of substitutes for this item
- W** - to see warehouses stocked with this item
- I** - to see IC item notes
- E** - to see ER item notes
- F2** - to perform a search of equipment numbers for the item (ref. # 19)
- F4** - to change the return date and time for this line item (for rental items only; see input #21) or to change the item description (see input #22)

24. Units

This input applies to nonserial items only. The system sets this input to 1 if you are entering a serial item.

Enter number of units to rent or sell; you can use the following options (ref. #17):

- R** - to view rate information (for rental items only)
- S** - to see scheduling information (for rental items only; ref. # 20)
- SU** - to see a list of substitutes for this item
- W** - to see warehouses stocked with this item
- I** - to see IC item notes
- E** - to see ER item notes
- F4** - to change the return date and time for this line item (for rental items only; see input #21) or to change the item description (see input #22)

25. Rate information

The following rate information is displayed for rental items only:

- hourly, daily, weekly, and monthly rates
- deposit amount
- minimum period to rent (shown in parentheses)
- charge for insurance (a percentage of the rate for the rental period). Insurance is charged only if both the item and customer are set up for it in the Rental Item File and Rental Customer File, respectively.
- charges for delivery, pickup, cleanup
- charges for distance, usage, or fuel and corresponding free amounts (for serial items only)

Press CR to accept the standard rates and charges, or press F2 to change them. When changing rates, you can enter the rate as

- a set dollar amount

- a percentage of the cost. For example, if you wish to charge 3% of the item's cost, enter **3.00C**.
- a percentage of the selling price. For example, if you wish to charge 1.25% of the price, enter **1.25P**.
- a percentage of the standard rate (defined in the Rental Item File). For example, if you wish to charge 50% of the standard rate, enter **50S**.

The system puts an asterisk by those amounts you change from the standard. They will appear on the Exception List of the Daily Rental Register. You cannot change the free amounts or the deposit amount. To speed input F3 allows you to skip from the **hourly rate** input to the first charge input (**insurance**). F3 from the charge inputs allows you to end rate changes.

26. Delivery and pickup

This input is for rental items only. If you entered Y in the **delivery** input of the header, the system asks if this item is to be delivered. If it is, enter Y at the prompt and then specify the delivery date and time (ref. #6 and #21). CR defaults to the displayed value (the rental date and time from the header). F2 allows a calendar display (ref. #3). After you complete these inputs, the system supplies a Y in the D column of the line item.

The entries for the **pickup** input are completed in the same way. However, CR defaults to the return date and time from the header.

27. Beginning reading(s)

This input is for serial rental items only. If the item has charges for distance, usage, or fuel or if it tracks any of these for maintenance scheduling, the system asks for the reading(s) at the time of the contract. CR defaults to the displayed value.

After you complete the last input (rate information, delivery, pickup, or beginning readings), the system displays the **entry memos** defined for the item in the Rental Item File.

28. Cost

This input is available for ER or IC sales items only. In addition, it is only available if the **change cost of sales item** flag in the ER Static Control Record is set to Y or B (back into by F4). If it is set to B, press F4 from the **price** input to change the cost of the sales item. CR defaults to the standard cost.

29. Price

This input is displayed for ER or IC sales items only. If the item is set up in the IC Static Control Record for price levels, the system displays its standard price level and up to 6 discounted price levels. It also shows corresponding quantity breaks.

If you are selling an ER serial item, the following rental history is also displayed:

- initial cost
- life-to-date maintenance, repair, and carrying costs
- total investment
- total income
- break even point.

Enter the price to charge the customer. The **PL** field in the header indicates for which price level the customer is set up. **CR** defaults to the price associated with this price level, or if the item is part of a kit, **CR** defaults to the price set up in the Kit Entry and Maintenance F/M Program. If you change the price, it shows up on the Exception List of the Daily Rental Register.

30. **CR-accept line, F4-backup**

If the line is correct, press **CR** to continue with line-item entries. The **extension** is calculated and displayed. For rental items, it is the rental rate for the time period multiplied by the quantity rented, plus any charges. For sales items, it is the sales price multiplied by the quantity purchased. The charges and rental amounts are added to the **miscellaneous charges** and **total** inputs in the header.

If the line is not correct, press **F4** to back up to change the incorrect input.

End Entry of Line Items/Prompt-Selection Input

When you have entered the last line item, press **F3 - end entries**. The **prompt-selection input** is displayed, allowing you to perform a number of functions (ref. #16):

- #** - to change a line item. If you are entering a contract for the first time, you can also delete a line. If you are changing an existing contract, you can only void a rental line at this prompt.
- L** - to list line items
- A** - to add line items
- R** - to add items from an existing reservation to this contract (ref. #4).
- D** - to delete the contract
- F2** - to change the header
- F3** - to access the end-entry routine

End-Entry Routine

The end-entry routine consists of the final inputs prior to completion of the contract. Its information is displayed on the lower portion of the screen.

31. Require payment for sales items now?

This prompt is displayed only if there are sales items on the contract. Also, the **require payment for sales** flag in the Static Control Record must be set to M (maybe; you can decide when a customer pays for sales items on a customer-by-customer basis). Indicate whether the customer is to pay for sales items now or when the items are returned.

Special Considerations for Monthly Billing: If the contract being billed monthly has sales items, they are usually paid for on the first monthly billing. So, in this case enter N. If you are adding a sales item to an existing contract being billed in arrears, enter Y at this prompt if you want the customer to pay for it now. However, you won't be able to print the monthly invoice until the Daily Rental Register has been run.

The system displays the following information for the contract:

- rental subtotal, tax, and grand total
- return subtotal, tax, and grand total
- sales subtotal, tax, and grand total
- new total (rentals plus sales, tax, and freight)
- freight amount
- deposit amount required
- deposits posted to this contract by the Daily Rental Register
- tax code
- tax level and rate
- taxable amount of the contract
- total tax.

Of this information you may change the following:

32. Freight

If the **charge freight** input in the ER Static Control Record is set to Y (charge customer for freight costs), you can enter the freight amount (+/-9999.99). Otherwise, this input is skipped. CR defaults to 0.

33. Tax code

Enter a valid tax code for this rental customer. CR defaults to the tax code set up for the warehouse in the Rental Warehouse Control File. F2 allows a tax code search (ref. #19).

34. RT (tax rate)

This input is initially skipped; press F4 from the **tax\$** input to access it. It is the rate assigned to the tax code in the Rental Warehouse Control File and can be H (high), L (low), or X (exempt).

The **taxable** field is skipped; it displays the amount of the contract to be taxed. Rental items will only have an amount here if the **taxable** flag of the Rental Item File is set to Y. Sales items from either rental inventory or IC inventory only have an amount here if the **taxable** flag of the IC Item File is set to Y.

35. Tax\$ (total amount of tax)

This input is initially skipped. If the **charge tax** field in the ER Static Control Record is **not** set to O (override), you cannot override the tax amount, and this input is unavailable. Otherwise, you can change the amount of sales tax to charge for this rental (+/- 99999.99); use F4 to back up to it. CR defaults to the displayed value.

Payment of Deposits

The following inputs of the end-entry routine allow you to accept the deposit from the customer. On contracts, the type of deposit can be either a security deposit or a prepayment deposit. A security deposit holds the rental items for the customer but cannot be applied as a payment to the rental. However, a prepayment deposit can be applied to the rental.

This part of the end-entry routine also allows you to accept payment of sales items on the contract.

36. Deposit

If you have accepted a security deposit through a reservation, the amount is shown in this input. Press F1 to skip the inputs for accepting a deposit.

If there was no reservation for this contract or if a deposit was not accepted in the reservation, you must collect a deposit from the customer now. You must complete inputs #36 - #40.

Whether the customer must pay the full amount of the deposit depends on the **override deposits** flag in the Rental Customer File. If the customer is set up with a Y, you can change the deposit amount. Otherwise, the customer must pay the deposit in full.

For any customer you can split the deposit into two transactions. For instance, a customer can pay cash for part of the deposit and use a check for the remainder. The deposit amount in the second transaction defaults to the remainder.

37. TC (terms code)

Enter a valid payment terms code. You must enter a cash terms code for both security and prepayment deposits. Entering a valid terms code displays the description. F2 allows a terms code search (ref. #19).

38. T (type)

Indicate whether the deposit is a **S** (security deposit) or **P** (prepayment deposit).

39. Check/Card #

Enter the check or credit card number (up to 20 characters).

40. Tendered

Enter the amount tendered. CR defaults to the amount of the deposit.

If the tendered amount is greater than the deposit amount, the difference is displayed in the **cash back** field.

41. Deposits applied

If you are changing an existing contract and if the customer has a prepaid deposit, this field is displayed so you can apply it to the contract. CR defaults to the amount of the prepaid deposit. If the amount entered is greater than the new total, the difference is shown in the **cash back** field.

42. Payment

This input is only displayed if there are sales items on the contract and if you answered **Y** to the prompt described in input #31. Enter the amount to be paid now. CR defaults to the full amount. You can also split payments into two transactions. If you enter a cash terms code for the payment, you must complete the **check/card number** and **tendered** inputs as previously described. Otherwise, these inputs are skipped.

43. Memo (for contract)

The system displays the memo to be printed on the contract. It is initially set up in the Forms Print Control File. You can overwrite the memo (up to 50 characters).

44. Print contract now?

Enter **N** or **Y** to indicate whether to print the contract now. CR defaults to **N**. If you select **N**, you can print batches of contracts at a later time using the Contract Print Program. You must enter **Y** if you have accepted a payment from the customer. The contract immediately prints if you enter **Y**.

45. Print picking list now?

Enter **N** or **Y** to indicate whether to print the picking list now. CR defaults to **N**. If you select **N**, you can print batches of picking lists using the Picking List Print Program.

46. Print invoice now?

This prompt is displayed only if you have accepted a payment for the sales items from the customer or if the contract is to be billed in advance. Enter **N** or **Y** to indicate

whether to print the invoice now. CR defaults to N. If you enter N, you can use the Monthly Billing Invoice Print Program to print batch of invoices at a later time.

Summary of File Activity

If converting a reservation to a contract and the customer on the reservation was NEW, the customer is entered through the Rental Customer F/M Program (ERF915) and written to the reservation in the Reservation File (ERRESV). If the reservation is converted to a contract, see Reservation Entry (ERE110).

At the conclusion of the header portion, a header record is created in the Contract File (ERCONT) and its associated sort file, the Customer by Contract File (ERCONX). The last contract # used field is updated in the Control File (SMCNTL). As line items are added, a record is written to the Contract File and its associated sort file, the Contract by Item F/M (ERCOIX). A record is also added to the Scheduling File (ERSCHD). The Equipment File (EREQIP) and Rental Item File (ERITEM) are also updated. If the item is to be sold out of the IC warehouse, the IC Warehouse/Item File (ICWHSE) and IC Serial/Lot File (ICLOTS) are updated (items are committed). If items are to be delivered or picked up, record(s) may be written to the Delivery/Pickup Sort File (ERDLPX).

During the end entry routine, the Contract File is updated along with the Rental Item File, Equipment File, Scheduling File, IC Warehouse/Item File, IC Serial/Lot File, and the Deposits to be Posted File (ERDEPX). A record is also written to the Ready for the Register Sort File (ERREGX) if payments were accepted.

Files Used: ERCUST, ICMAS, ERKITS, ERITEM, ERDATE, ICINTR, ERCTRT, ARCAST, ARSHIP, ERCUSX, ERPHOX, ARNOTE, AROPEN, ERITAX, ICALPX, ICCLSX, ERNOTE, ICNOTE, ICINTX, ERMAIN, ICWHSX, ERITMX, ERLOST, ICPRIC, ARTAXT, ICLOST, ICFUCT

Files Updated: SMCNTL, ICWHSE, ERSCHD, EREQIP, ERCONT, ERCOIX, ERCONX, ERRESX, ERRESV, ERREAX, ERDEPX, ICLOTS, ERDLPX, ERCHKX, ERREGX

The following diagram presents the Contract Entry Screen with actual FACTS demo data.

```

01-DEMO COMPANY          CONTRACT ENTRY          CONTRACT 00003551      ERE120
CUSTOMER 4048893442  PL 3      SHIP-TO  SAME
FRANK C. TIPPING
CENTRAL GEORGIA MATERIALS CO.  WHSE 01 ATLANTA WAR      DATE          TIME
11984 I-20 E                  SLSP 20 GREGORY BI      ENTRY 09/25/90  5:00 PM
                                DEPT 1 WHOLESALE      RENTAL 09/25/90  5:00 PM
                                RETURN 09/26/90  12:00 PM
                                DELIVERY N  PICKUP N
DOUGLASVILLE, GA 30302
404-889-3422
REF#                                MISC CHARGES          11.50  TOTAL          56.50
-----
LN# T          ITEM DESC          EQUIPMENT#          UNITS UM  EXTENSION D P
001           I100 PALLET LO  NONSERIAL           1 EA      31.50
002           I103 ROTARY DR  NONSERIAL           1 EA      25.00
003           M I106 IS IN CHECK-IN
    
```

LIST, ADD, RESERVATION CONVERSION
ENTER LINE # TO CHANGE, F2-CHANGE HEADER, F3-END ...

Contract Print (ERP120)

Function

This program allows you to print and reprint contracts entered through contract entry. The printed contracts include all pertinent header and line-item information, address, and totals.

You have the option to

- print an alignment check
- print all contracts not yet printed
- (re)print selected contracts
- select warehouse to print
- select contract cutoff date.

This program is also called by the Contract Entry Program when printing individual contracts when initially entered. Contract print parameters are determined in the Forms Print Control F/M Program including the depth of the form, whether the form is preprinted, the item description to print, and the standard memo. Reservations, contracts, and invoices may be printed on the same form.

User Inputs

The following inputs are involved in printing contracts:

1. **Alignment**

(ref. #1)

2. **Print/Reprint**

Enter whether contracts are to be P (printed) or R (reprinted). If a contract has been printed once, it can only be reprinted. CR defaults to PRINT.

3. **Warehouse**

Enter the rental warehouse to print. Only contracts assigned to the warehouse will print. The entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal.

4. **Cutoff date**

Enter the cutoff date. Only contracts with a rental date on or before the entered date will print. CR defaults to the system date (ref. #6).

5. **Contract**

Enter the contract number(s) to (re)print one at a time (up to 8 characters). If printing for the first time, CR defaults to all contracts not yet printed. If reprinting or printing

selected contracts, only valid contract numbers are accepted. After entering a contract you may press F3 to back up one contract, which removes the last contract number entered.

6. End of inputs

(ref. #7)

Summary of File Activity

Printing proceeds by reading through the Contract File (ERCONT) and printing the chosen contracts. If a contract is printed for the first time, the status of the contract is updated from E (entered) to P (printed).

Files Used: SMCNTL, ERITEM, ERDATE, ERCUST

Files Updated: ERCONT

The following diagram presents the Contract Print Screen with actual FACTS demo data.

```
01-DEMO COMPANY                CONTRACT PRINT                ERP120
ALIGNMENT N
PRINT/REPRINT PRINT
WAREHOUSE 01 ATLANTA WAREHOUSE
CUTOFF DATE SYSTEM DATE 09/15/90
CONTRACT ALL

END OF INPUTS. CR-CONTINUE, F4-BACKUP .
```

Delivery Ticket Print (ERP130)

Function

This program allows you to print and reprint delivery tickets for items which have been assigned to be delivered on reservations and contracts. The delivery tickets include all pertinent header and line-item information, address, and delivery instructions.

You have the option to

- print an alignment check
- print all delivery tickets not yet printed
- (re)print selected delivery tickets
- select warehouse to print
- select delivery cutoff date.

Delivery ticket parameters are determined in the Forms Print Control F/M Program including the depth of the form, whether the form is preprinted, and the item description to print. Delivery and pickup tickets are printed on the same form.

User Inputs

The following inputs are involved in printing delivery tickets:

1. Alignment

(ref. #1)

2. Print/Reprint

Enter whether delivery tickets are to be **P** (printed) or **R** (reprinted). If a delivery ticket has been printed once, it can only be reprinted. CR defaults to PRINT.

3. Warehouse

Enter the rental warehouse to print. Only reservations/contracts assigned to the warehouse will print. The entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal.

4. Cutoff date

Enter the cutoff date. Only line items on reservations/contracts with a delivery date on or before the entered date will print. CR defaults to the system date (ref. #6).

5. Reservation/Contract

Enter the reservation/contract number(s) with items to be delivered to (re)print one at a time (up to 8 characters). If printing for the first time, CR defaults to ALL reservations/contracts with items to be delivered not yet printed. If reprinting or printing

selected reservation/contracts, only valid reservation/contract numbers are accepted. After entering a reservation/contract, you may press F3 to back up one reservation/contract, which removes the last reservation/contract number entered.

6. End of inputs

(ref. #7)

Summary of File Activity

Printing proceeds by reading through the Delivery/Pickup Cross-Reference File (ERDLPX) and printing delivery tickets for the chosen reservations/contracts. The **last delivery ticket printed** is updated in the control file (SMCNTL). The **delivery ticket #** is updated for each line item printed on a delivery ticket for reservations in the Reservation File (ERRESV) and contracts in the Contract File (ERCONT).

Files Used: ERDLPX, ERITEM

Files Updated: SMCNTL, ERRESV, ERCONT

The following diagram presents the Delivery Ticket Print Screen with actual FACTS demo data.

01-DEMO COMPANY	DELIVERY TICKET PRINT	ERP130
ALIGNMENT N		
PRINT/REPRINT PRINT		
WAREHOUSE 01 ATLANTA WAREHOUSE		
CUTOFF DATE SYSTEM DATE 09/15/90		
CONTRACT/RESERVATION ALL		
END OF INPUTS. CR-CONTINUE, F4-BACKUP .		

Picking List Print (ERP140)

Function

This program allows you to print a list of all items to be pulled out of inventory for each rental contract. The report can be given to warehouse personnel for this purpose.

Report information includes the contract number, customer number, name, address, warehouse number, rental date, type of line item (I - sale from IC inventory, E - sale from rental inventory, blank - rental), item number, description, equipment number (if any), and quantity needed. The report includes space for warehouse personnel to write in the quantity picked up and who picked up the items.

You have the option to

- print or reprint picking lists
- select the warehouse(s) to print
- print picking lists that have a rental date before a certain date
- print item descriptions 1, 2, or both
- specify the contract(s) for which to print picking lists.

User Inputs

The following inputs are involved in printing the picking list:

1. Print/Reprint

Indicate whether picking lists are to be P (printed) or R (reprinted). When **printing** picking lists, only line items which have not previously been printed will appear on the picking list. When **reprinting** lists, all line items will be printed.

2. Warehouse

Enter up to twenty 2-character warehouse codes side by side to indicate the warehouse(s) for which to print picking lists. Only valid warehouse codes are accepted. CR defaults to the warehouse assigned to the terminal. F3 defaults to all warehouses.

3. Cutoff date

Enter the rental date through which picking lists are to be printed. Contracts with rental dates after the entered cutoff date are not printed. CR defaults to the system date (ref. #6).

4. Item description

Indicate whether to print 1 (description 1), 2 (description 2), or B (both) as defined in the IC Item File. CR defaults to 1.

5. Contract

Enter the contract number for which to print a picking list. CR defaults to all contracts. When you are entering multiple contract numbers, F3 backs up to the previous contract number, and CR ends input of contracts.

6. End of inputs

(ref. #7)

Summary of File Activity

Printing proceeds by reading through the Contract File (ERCONT) and printing picking lists for the chosen contracts.

Files Used: SMCNTL, ERCONT

Files Updated: None

The following diagram presents the Picking List Print Screen with actual FACTS demo data.

```
01-DEMO COMPANY                PICKING LIST PRINT                ERP140
PRINT/REPRINT PRINT
WAREHOUSE 01 ATLANTA WAREHOUSE
CUTOFF DATE SYSTEM DATE 09/15/90
ITEM DESCRIPTION 1
CONTRACT ALL

END OF INPUTS. CR-CONTINUE, F4-BACKUP .
```

