Rental Returns (ERS200)

The programs on the Rental Returns Menu handle the processing of rental contracts after the customer returns the items. More specifically, the menu allows you to

- print and reprint pickup tickets
- accept returns of rental items
- release items from a check-in procedure
- sell inventory items to a customer that is not renting equipment
- issue credit for returned sales items
- print and reprint invoices
- preprint, print, and reprint monthly billing invoices
- print an audit trail of rental return and sales activity
- print a report of prepaid deposits to be posted to cash-in-bank
- print a report of all rate changes made to the standard amount
- post prepaid deposits to contracts
- build and print a general ledger distribution.

The Rental Returns Menus begins with two print programs. The Pickup Ticket Print Program allows you to print and reprint pickup tickets for items needing to be picked up from the customer as indicated on the contract. The Receiving List Print Program prints a list of all items to be returned for each contract. Warehouse personnel use this list to indicate the items returned to the warehouse instead of the front counter.

When the customer returns the items, you use the Rental Return Entry Program to receive the items into the ER System. The program lets you collect payments for the rental items, apply prepaid deposits to the total amount, and decide whether to bill the customer now or when all items on a contract are returned. It also allows you to perform functions to handle special situations, such as adding sales items and rental items to the contract, accepting partial returns of an item, switching out defective rental items, and voiding line items. At the end of the Rental Return Program, you are given the option of printing the invoice immediately or during batch printing.

The **check-in required** flag of the Rental Item File identifies those items needing a check-in procedure before being rented again. A check-in procedure is any sort of minor maintenance on an item, such as refueling or cleaning. When items needing check-in are returned, they are automatically logged for check-in and are unavailable for rent. You use the Equipment Check-in Program to release the items having completed the check-in procedure; they are then available for rent again.

The Invoice/Credit Memo Entry Program allows you to perform two different functions. First, you can sell inventory items directly to a customer without going through reservation or contract entry. Second, you can accept returns of sales items and issue credit to the customer. When you complete the program, you can print the invoice immediately or save it for batch printing.

The Invoice Print Program allows you to print and reprint invoices created through returns entry or invoice/credit memo entry.

The Monthly Billing Invoice Print Program is exclusively for those contracts with a rental period over 30 days. The customers for these contracts are sent invoices on a monthly basis. The Monthly Billing Invoice Print Program allows you to print and reprint the monthly invoices. It also allows you to preprint a copy of the invoices to identify any corrections to be made before they are sent to customers.

You run the Daily Rental Register Program to print an audit trail of the day's rental return and sales activity. This program also posts prepaid deposits to contracts. It prints two other reports: an exceptions report showing the changes made to standard rental rates and prices, and a report listing the prepaid deposits to be posted to cash-in-bank. It also builds and prints a general ledger distribution, if needed.

The following diagram presents the Rental Returns Menu.

```
                                EQUIPMENT RENTAL
=============================== RENTAL RETURNS ===================================
01-DEMO COMPANY                                                             ERS200



                      1. PICKUP TICKET PRINT
                      2. RECEIVING LIST PRINT
                      3. RENTAL RETURN ENTRY
                      4. EQUIPMENT CHECK-IN
                      5. INVOICE/CREDIT MEMO ENTRY
                      6. INVOICE PRINT
                      7. MONTHLY BILLING INVOICE PRINT
                      8. DAILY RENTAL REGISTER



             SELECTION

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

Pickup Ticket Print (ERP210)

Function

This program allows you to print and reprint pickup tickets for items that have been designated on the contract as needing to be picked up from the customer. The printed pickup tickets include all pertinent header and line- item information, address, and pickup instructions.

You have the option to

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

Pickup 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 pickup tickets:

1. **Alignment**

   (ref. #1)

2. **Print/Reprint**

   Enter whether pickup tickets are to be **P** (printed) or **R** (reprinted). If a pickup ticket 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 line items on contracts with a pickup date on or before the entered date will print. CR defaults to the system date (ref. #6).

5. **Contract**

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

If reprinting and more than one ticket has been printed for a contract, there is an additional input to select the one to reprint.

6. **Enter selection number to print**

   This prompt is displayed if you are reprinting (input #2) and more than one ticket has been printed for a contract. Enter the number of the pickup ticket that you wish to print.

7. **End of inputs**

   (ref. #7)

Summary of File Activity

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

Files Used:	ERDLPX, ERITEM
Files Updated:	SMCNTL, ERCONT

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

```
01-DEMO COMPANY                PICKUP TICKET PRINT                    ERP210

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 .
```

Receiving List Print (ERP240)

Function

This program allows you to print a list of all items to be returned for each contract. This report is used when the physical return of items does not take place at the front counter, but instead happens in the warehouse. The report is to be given to warehouse personnel, so they can indicate which items are returned and the quantity of each received.

Report information includes the contract number, customer number, name, address, warehouse number, return date, item number, description, equipment number (if any), and quantity to be returned. The report includes space for warehouse personnel to write in the quantity received and who received the items.

You have the option to

- select the warehouse(s) to print
- print item descriptions 1, 2, or both
- specify the contract(s) for which to print receiving lists.

User Inputs

The following inputs are involved in printing the receiving list:

1. **Warehouse**

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

2. **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.

3. **Contract**

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

4. **End of inputs**

   (ref. #7)

Summary of File Activity

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

Files Used: SMCNTL, ERCONT

Files Updated: None

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

```
01-DEMO COMPANY                  RECEIVING LIST PRINT                          ERP240

WAREHOUSE 01 ATLANTA WAREHOUSE

ITEM DESCRIPTION 1

CONTRACT

          00003532 00003551 00003534 00003529









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

Rental Return Entry (ERE210)

Function

This program allows you to receive items returned by a customer. The customer can return all of the items on the contract, or return some and leave the remainder for a later date. You must use this program if you are trying to change an existing contract after the customer has made a payment.

The Return 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 is shown. The lower portion is called the **line-item portion**. It is where each item is displayed along with specific information, such as rental rate and number of units rented.

The following list summarizes the features of rental return entry:

- Searches may be performed for pertinent information such as existing contract numbers, tax codes, and terms codes.
- You can override the rental period calculated by the system.
- For each line item, you can
    - specify different return dates and times
    - change the rates and charges set during contract entry
    - determine the number to bill out of the number returned
    - decide whether to bill now or at a later date.
- Sales items and rental items can be added to a contract.
- Defective rental items can be switched out.
- A 3-month calendar can be displayed for aiding return date entry.
- Payments for the rental are collected, and prepaid deposits can be applied to the total amount.
- Applicable taxes are computed.
- Invoices may be printed immediately upon receipt of items or at a later time.

This program provides the flexibility for you to perform many functions, such as adding line items, accepting partial returns, etc. Therefore, the user inputs presented here follow the standard return procedure. The following special tasks are at the end of the user inputs:

- changing line items
- correcting return entries
- voiding line items
- accepting early returns
- switching out items.

User Inputs

The following inputs are involved in entering a rental return:

1. **Contract number**

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

   R - to display the Reservation Entry Screen

   C - to display the Contract Entry Screen

   I - to display the Invoice/CR Memo Entry Screen

   # - to enter an existing contract number

   F2 - to perform a search of existing contract numbers (ref. #19)

   After you enter the contract number, the system displays the contract's header information line items. If you have entered a contract number that has had the monthly invoice already printed, the following message is displayed:

   Monthly invoice already printed for this contract. Returning will void the invoice. Return anyway?

   Entering YES voids the invoice; it will show up on the next Daily Rental Register in the Exception Listing. The contract becomes an open contract again with the line items recalculated. Entering N returns you to the contract number input.

2. **Actual return date**

   Enter the actual date of return for the contract. 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 current date.

   You have the following options:

   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.

   F3 - **Auto defaults.** At any point during inputs #2-3, 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 #5, **reference number.** This is the same as pressing CR through each input. If the system does not skip to input #5 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.

3. **Actual return time**

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

   After you press CR, the system calculates the number of months, weeks, days, and hours of the rental period and displays it by **calc'd.**

4. **Actual** (actual rental period)

   Verify the number of months, weeks, days, or hours of the actual rental period that the system has calculated for this contract. CR defaults to the displayed value. This input can be the same as the calculated rental period, but you can change it, for instance, to give the customer a shorter rental period. F2 allows you to let the system choose the period that gives the best rate for the contract.

   > Example: The system has calculated the rental period for a contract as being 3 weeks and 3 days, which is displayed by **calc'd.** When you press F2 at the **actual** input, the system determines that the rental period giving the best rate is 1 month and displays it in this input.

   This period is used as the default rental period when returning line items (if they have the same rental and return dates/times as the header).

   If you change the actual rental period on an existing contract on which some items have been returned, the following message is displayed:

   > **Reset returned lines with matching rental and return dates and times to the new period?**

   Enter N or **YES** to indicate if the dates for line items previously returned should be changed.

   > Example: A customer pays for a contract with a rental period of 1 month and an hour. He asks if he must pay for the extra hour, and you decide to change the actual rental period to just one month. This input is displayed after you change the actual rental period, so you do not have to change the rental period for each line item.

5. **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 Rental Return Entry Program.

Line-Item Portion/Prompt-Selection Input

The line-item portion of the screen begins by giving you the prompt-selection input (ref. #16):

R - to return all rental lines

L - to list line items

A - to add line items to the contract. If you are also returning items, complete the returns first then add new line items. Also, you must change the rental date in the header if it is different than today's date, since this date will be used as the rental date when returning line items.

D - to delete the contract. This option is available if the contract contains only voided rental line items, memo line items, and sale line items.

- to change a specific line item. After you enter the line number, the following prompt is displayed: **Change, return or void line**. See the procedures at the end of the user input descriptions for information on how you can use the options given here.

F2 - to change the header information entered through contract entry

F3 - to end line-item entries

6. **Return**

When you enter R at the prompt-selection input, this input is displayed along with the following information for the first line item:

- date and time of return from the header
- number of units returned
- number of units to bill
- rental period in hours, days, weeks, and months
- minimum rental period (shown in parentheses)
- rates and extensions for the corresponding time periods
- charges for insurance, delivery, pickup, and cleanup. Note that the insurance charge is a percentage of the rate for the rental period.

Enter one of the following values to indicate when the item is to be returned and when to accept payment:

Y - **yes**, return the item now and have the customer pay for it now. CR defaults to this value. If you choose this option, the system displays input #7.

N - **no**, do not return the item now. The system displays information for the next line item.

B - return the item now but **bill** later. The customer is returning the item now, but the invoice will be printed at a later time. This option holds the item for invoicing until the next time you accept payment (i.e., cut an invoice).

In other words, the customer must pay for bill-later items the next time they make payment. If the contract uses monthly billing, the line item will be billed on the next monthly invoice.

Example: A customer is renting and returning many items and wants to pay for them as a part of the monthly billing cycle, not as they are returned. The next monthly billing invoice will include them.

If you choose this option, the system displays input #7.

7. **CR-accept return information, F2-change, F3-reset header period, F4-backup**

   The program proceeds as shown in the following chart.

IF you press ...	THEN ...
CR to accept the displayed information	the program displays input #16, **ending readings**, for serial items **or** the item is returned. The system supplies a **Y** (yes) or **B** (bill later) in the column under **R** (return). If Y, the item is immediately available for rental again. The charges and rental rates are added to the miscellaneous charges and total inputs in the header.
F2 to change the displayed information	you can change the inputs described from #8 - #15.
F3	the actual rental period in the header is set to the same period as this line item. Use this option if you skipped the **actual** rental period in the header but need to change it now.

8. **Returned** (quantity returned)

   This input is initially skipped; use F4 from the **bill** input to access it. Use this input for partial returns, i.e., if an item consists of more than one unit and the customer is not returning all units. CR defaults to the number of units rented.

9. **Bill**

   This input is initially skipped; use F4 from the **NR** input to access it. Enter the number of units for which to bill the customer. Use this input if you are not billing for the total number of units returned, such as a defective item for which you do not want to charge. CR defaults to the number of units returned.

10. **NR** (units not returnable)

    This input is initially skipped; press F4 from the **date** input to access it. Enter the number of units that will not be returned, such as those lost or destroyed. You should still return the line item so that system information is properly maintained. This line item will print on the Exception Listing as a nonreturnable quantity. You can make the customer pay for the item by adding a sale line from ER inventory. The customer can be exempt from paying for the item by your setting the bill quantity (input #9) to the appropriate number (0 of all units were destroyed or lost).

11. **Date and time**

    Change the return date and time for the line item. CR defaults to the actual return date and time from the header.

12. **Period**

    Change the number of hours, days, weeks, and months of the rental period. The system calculates the default rental period for each line as follows:

    - If the line item has the same rental and return dates/times as the header and if the actual rental period from the header has been changed, the default is the actual rental period from the header.
    - If the actual rental period in the header has not been changed, the system will calculate the rental period. If the extension is greater than the extension for the next higher rate, the next higher rate will be used. For example, a five day rental period for $5.00 per day will default to one week if the weekly rate is less than $25.00.

    To speed input F3 allows you to skip from the **hours** input to the rate inputs.

13. **Minimum rental period**

    The **minimum rental period** is shown in parentheses and is initially skipped. Press F4 from the **hours** input to access it. You can change it by entering a number and a time period—**H** (hours), **D** (days), **W** (weeks), or **M** (months). CR defaults to the displayed value.

14. **Rate**

    Change the rates as needed; CR defaults to the standard value. 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. It also calculates the **extension** by multiplying the rental rate for the time period by the quantity rented. To speed input F3 allows you to skip to the inputs for charges.

15. **Charges**

    Change the charges for insurance (a percentage of the rental), delivery, pickup, or cleanup. You can only access the delivery or pickup charges if there is a Y in the delivery and pickup inputs of the header. CR defaults to the standard values.

If the line item is a partial return, the system displays the following message; otherwise, it is skipped.

Creating new line item for partial return. CR-continue

After you press CR, the system creates a new line item with the number of units returned. The existing line item shows the remaining units to be returned.

16. **Ending readings**

    This input is displayed if you are returning a serial item that has charges for distance, usage, or fuel. It is also displayed if the serial item does not have charges for these readings but bases the maintenance schedule on one of them. The following information is displayed for distance, usage, and/or fuel, as defined for the item:

    - beginning reading
    - ending reading
    - unit of measure
    - measures used
    - free amount
    - rate
    - extension

    Enter the ending reading (when the item is returned). The system calculates the number used and displays it in the **used** field. The **extension** field shows the rate multiplied by the number used minus the free amount.

    The ending reading is usually greater than the beginning reading, except for fuel. In the case of fuel, the ending reading will most likely be smaller than the beginning reading. If you enter an ending reading for fuel larger than the beginning reading, the **used** and **extension** fields are set to zero. The system does not give a refund for a surplus.

    Press CR to accept the readings; you can then press F4 to change the rates. The system puts an asterisk by those amounts you change.

    When you press CR to accept this input, the serial item is returned. The system supplies a **Y** (yes) in the column under **R** (return). Unless the item goes to a check-in procedure, it is immediately available for rental again. The charges and rental rates are added to the **miscellaneous charges** and **total** inputs in the header.

End Entry of Line Items

Press F3, **end entries,** when you have returned the last line item. 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 and returns plus sales, tax, and freight
- freight amount
- deposit amount required
- deposits posted to this contract
- tax code
- tax rate
- taxable amount of the contract
- total tax

Of this information you may change the following:

17. **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.

18. **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).

19. **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 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.

20. **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 0 (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.

Payments and Deposits

The following inputs of the end-entry routine allow you to accept payment from the customer for returned rental items and sales items for which payment has not been made.

If the customer has paid a prepaid deposit at the time of reservation or contract entry, it is displayed on the screen as either **deposits posted** (if the Daily Rental Register has been updated since the deposit was entered) or **deposits applied** (if the Daily Rental Register has not been updated since accepting the deposit).

> Note: Security deposits are displayed on the screen only as a reminder for you to return a security deposit to a customer; it is not applied as a payment. You can, however, apply prepaid deposits as part of the payment.

If you have added items having deposit amounts to the contract, you will enter the new deposit amount in this part of the program.

21. **Deposit**

    If there are no new deposits, inputs #21 - #25 are skipped. Press F4 if you want to change them. For instance, if you have returned the security deposit to the customer, you can press CR from this input to delete the entire deposit line.

    If you have added items requiring deposits, you can enter a deposit from the customer now by completing inputs #21 - #25. 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.

22. TC (terms code)

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

23. **T** (type)

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

24. **Check/Card #**

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

25. **Tendered**

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

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

26. **Deposits applied**

    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.

27. **Payment**

    Enter the amount of the contract to collect. This amount includes any bill-later items from a previous return. CR defaults to the new total minus any applied deposits. If the customer has already made payment, the existing payment line is shown and initially skipped. Press F4 if you need to change it.

    You can also split this payment into two transactions. The payment amount in the second line defaults to the remaining amount of the contract. 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.

28. **Memo** (for invoice)

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

29. **Print invoice now?**

    Enter **N** or **Y** to indicate whether to print the invoice now. If you enter N, you can print batches of invoices at a later time using the Invoice Print Program. You must print the invoice if you have changed the deposit amount, tax, or payment since invoice was last printed. If you enter Y, the invoice is immediately printed.

Changing Line Items

You can change the line-item information entered during contract entry by following these steps:

1. At the options listed at the beginning of line-item entries, enter the line number to change. If the line item is for a rental, the following prompt is displayed: **Change, return or void line?** If the line item is for a sales item, the following prompt is displayed: Change or delete line?

2. Enter **C** (for change). The system then displays the same inputs completed during contract entry, beginning with the expected return date. See the description for the line-item portion of contract entry if you need help. Note that you may not change the item number, equipment number, or the number of units.

Correcting Return Entries

If you have returned a line item by mistake, follow these steps to add the it back to the contract:

1. At the options listed at the beginning of line-item entries, enter the line number to correct. The following prompt is displayed:

   Change, return or void line?

2. Enter R (for return). The following prompt is displayed:

   Is item returned, not returned, or returned but to be billed later?

3. Enter **N** (for not returned). The Y is removed from the **R** (return) column, and the item is added back to this contract. The scheduling is checked to verify that the item is still available.

Voiding Line Items

You cannot delete rental line items in return entry. But, for example, you might have a customer who says the item broke at the beginning of the rental period, but he did not return it until the **actual return** date. In this case you can void the line item. This procedure keeps an audit trail of voided lines. Follow these steps:

1. At the options listed at the beginning of line-item entries, enter the line number to void. The following prompt is displayed:

   Change, return or void line?

2. Enter **V** (for void). The system voids the line and places a V in the **R** (return) column. Note that you cannot change a line item once it is voided. The voided line is printed on the Daily Rental Register if the Exception Report is printed.

Accepting Early Returns

For contracts paid in advance, the system automatically generates a credit if a customer returns an item before the expected return date. The line-item becomes a credit line, showing a negative amount in the extension. This negative amount is subtracted from the total amount of the contract.

Switching Out Items

If a customer returns a rental item early because it is defective, you can switch the item out and rent another one. There are two ways of handling switch outs:

- You can charge the customer for the time rented out by choosing **B** (bill later) to input #6 and then adding a line item for the working item. However, using this method does not give the customer the advantage of the best of two possible rates since you have split the rental period between two line items.

- The second way of handling a switch out gives the rate advantage previously described. For the defective item, let the customer have it for free by setting the bill quantity to zero in input #9. Then, add a line item for the working item.

Summary of File Activity

When a contract is modified through this program, i.e., a return is made, a new item is added, etc., the existing records in the Contract File (ERCONT) are updated along with existing records in the Contract/Item Sort File (ERCOIX) and the ER Item File (ERITEM). If the item is a serialized item, existing records in existing in the Equipment File (EREQIP) are updated. If an item is sold, existing records in the IC Warehouse/Item File (ICWHSE), and if the item is serialized, records in the IC Lots File (ICLOTS) are updated. If an item is added and an additional deposit is required, a record is written to the Deposits-to-be-Posted File (ERDEPX). If a serialized item returned requires check-in, a record is created in the Equipment Check-In File (ERCHKX). The Scheduling File (ERSCHD) is updated as is appropriate to each item on the contract. If the invoice is printed immediately, a record for the contract is written to the Ready-for-Register File (ERREGX). If a printed monthly invoice is cancelled through this program, the existing record in the Ready-for-Register File is removed, and a new record is written to the Cancelled Invoice File (ERCINV).

Other files are used for displaying information on the screen or for providing default information in the inputs.

Files Used:	SMCNT, ERCUST, ICMAST, ERKITS, ERDATE, ICINTR, ERCTRT, ARCUST, ERCONX, ERCUSX, ERPHOX, AROPEN, ERDLPX, ERRESV, ERMAIN, ERITAX, ICALPX, ICCLSX, ERNOTE, ICNOTE, ICINTX, ICWHSX, ERITMX, ERLOST, ICPRIC, ARTAXT, ERDLPX, AROPEN, ICCOST, ICFUCT
Files Updated:	ICWHSE, ERITEM, ERSCHD, EREQIP, ERCONT, ERCOIX, ERCHKX, ICLOTS, ERREGX, ERCINV, ERDEPX

The following diagram presents the header and line-item portions of the Return Entry Screen with actual FACTS demo data.

```
01-DEMO COMPANY                      RETURN ENTRY          CONTRACT 00003532        ERE210
CUSTOMER 4043330190   PL  0                                           DATE      TIME
JOHN H. TIDMORE                                          RENTAL 09/10/90 12:00 PM
BROWN CONSTRUCTION, INC.            WHSE 01    EXPECTED RETURN 11/30/90  5:00 PM
13000 MAIN STREET                   SLSP  20     ACTUAL RETURN 09/29/90 12:23 PM
                                    DEPT 1                          MOS WKS DYS HRS
ATLANTA, GA 30348                   DELIVERY Y PICKUP Y   CALC'D    0   2   5   1
404-333-0195x2300                                         ACTUAL    0   2   5   1
REF# PO# 3434-A                         MISC CHARGES    92.00  TOTAL        1012.00
=========================================================================================
LN# T                      ITEM DESC    EQUIPMENT#          UNITS UM  EXTENSION D P R
001                        I100 PALLET  NONSERIAL               2 EA     660.00
002                        I101 PALLET  NONSERIAL               1 EA     352.00









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

The following diagram shows the end-entry routine of the previous screen, including the payment and deposit inputs.

```
01-DEMO COMPANY                      RETURN ENTRY        CONTRACT 00003529          ERE210
CUSTOMER 4043330190  PL  0                                           DATE     TIME
JOHN H. TIDMORE                                             RENTAL 09/10/90 12:00 PM
BROWN CONSTRUCTION, INC.                 WHSE 01    EXPECTED RETURN 11/30/90  5:00 PM
13000 MAIN STREET                        SLSP  20     ACTUAL RETURN 09/29/90 12:23 PM
                                         DEPT 1                          MOS WKS DYS HRS
ATLANTA, GA 30348                        DELIVERY Y PICKUP Y    CALC'D   0    2   5   1
404-333-0195x2300                                               ACTUAL   0    2   5   1
REF# PO# 3434-A                              MISC CHARGES      92.00  TOTAL      1012.00
==============================================================================
RENTALS: AMT      1012.00  TAX        .00  TOTAL    1012.00          NEW TOTAL
RETURNS: AMT          .00  TAX        .00  TOTAL        .00            1012.00
SALES:   AMT          .00  TAX        .00  TOTAL        .00
FREIGHT:        .00  DEPOSITS REQUIRED        85.00 DEPOSITS POSTED
TAX CODE GAFULATL RT H  6.000% TAXABLE        .00 TAX$        .00
    DEPOSIT TC DESCRIPTION      T CHECK/CARD#            TENDERED   CASH BACK
      85.00 CS CASH             P                           85.00

    PAYMENT

MEMO CHECK OUR RATES ON PLATFORM KITS
ENTER MEMO, F4-BACKUP
```

Equipment Check-In (ERE220)

Function

This program allows you to release equipment numbers from the equipment check-in procedure and make them available for rent. A check-in procedure is some sort of maintenance or clean up on the equipment item before it can be rented again. For example, a car would need to be refueled before going out on another rental contract. If an item requires a check-in procedure, it is set up with a Y in the **check-in required** flag of the Rental Item File. When the item is returned through the Rental Return Entry Program, it is automatically logged for check-in and cannot be rented again until you release it through this program.

User Inputs

The following inputs are involved in releasing an equipment item from check-in:

1. **WH** (warehouse)

   This input is initially skipped. Press F4 from input #2 if you need to specify another warehouse. The entry must be a valid ER warehouse code. CR defaults to the warehouse assigned to the terminal. F2 allows a search (ref. #19).

2. **Enter beginning item, line# to check-in, CR-next, F4-backup**

   Enter the beginning item to list, or press CR to display items starting with the first equipment number on file. After you press CR, the equipment numbers requiring check-in are displayed along with the item number and item description. Now you can enter the line number to check-in.

3. **Enter last readings**

   If the item is charging for or tracking distance, usage, or fuel, you must enter the reading(s) as the equipment item leaves check-in. After you complete these entries, the system supplies **AVAI** (available) in the status column. The item is now available for rent, and input #2 is displayed again for you to release the next item.

Summary of File Activity

The equipment number is removed from the Check-In Cross-Reference to EREQIP File (ERCHKX) when the item is released from check-in. The status of the equipment number is updated from **C** (in checked-in) to **A** (available) in the Equipment File (EREQIP).

Files Used: SMCNTL, ERITEM, ICMAST

Files Updated: EREQIP, ERCHKX

The following diagram presents the Equipment Check-In Screen with actual FACTS demo data.

```
01-DEMO COMPANY                        EQUIPMENT CHECK-IN                              ERE220

WH 01 ATLANTA WAREHOUSE
==========================================================================================
LN                   ITEM DESCRIPTION                             EQUIPMENT              STAT
 1                   I106 TELESCOPIC LIFT BOOM                    2
 2                   I107 PORTABLE FLOOR CRANE                    1
 3                                                                6

END OF FILE FOR THIS WAREHOUSE
ENTER BEGINNING ITEM, LN# TO CHECK-IN, CR-NEXT, F4-BACKUP ..................
```

Invoice/Credit Memo Entry (ERE230)

Function

This program allows you to sell inventory items directly to a customer without going through reservation or contract entry. The sales items can be from either IC inventory or ER inventory. The program also allows you to ~~accept~~ issue credit memos. Credit memos are issued to a customer for a return of merchandise (when items are returned to inventory) or for allowances (which are used for crediting accounts).

The Invoice/Credit Memo Entry Screen consists of two sections. The upper portion of the screen is called the **header portion** where the customer number, warehouse, date, etc., are entered. The lower portion is called the **line-item portion** where each sales item, price, quantity, etc., is entered. The screen is designed to look like a printed invoice/credit memo.

The following list summarizes the features of invoice/credit memo entry:

- Searches may be performed for pertinent information such as existing invoice/credit memos, rental warehouses, item numbers, serial numbers, and equipment numbers.
- You can change the price of each sales item.
- For AR customers, the credit limit, outstanding balance, and customer notes from the AR Notes File can be accessed.
- You can both sell items and credit items on the same document.
- Credit can be given for a sales item whether or not it is being returned back into inventory.
- Rental history information is displayed for rental sales items.
- Payment for sales items can be collected, and applicable taxes are computed.
- Invoices can be printed immediately upon entry or saved for batch printing with the Invoice Print Program.

User Inputs

The following inputs are involved in entering a invoice/credit memo:

1. **Contract number**

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

   R - displays the Reservation Entry Screen

   C - displays the Contract Entry Screen

   RE - displays the Returns 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 for invoice/credit memos (ref. #19).

2. **Customer number**

Enter the customer number described in the prompt. Press F2 to perform search of rental customers in the Rental Customer File (ref. #19). If the customer is not defined in the Rental Customer File, a prompt is displayed asking you if you want to add them to the file. If you answer yes, the Rental Customer F/M Screen is displayed. Pressing F4 will return you to the Invoice/CR Memo Entry Screen at this prompt.

After you enter the customer number, the system displays the price level (PL), 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 outstanding AR balance, credit limit, and date of last sale is also displayed.

3. **Ship-to**

This input is skipped for cash customers. Otherwise, enter the ship-to address for the AR customer. It 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).

4. **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 inputs #4 or 5, 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 #8, **reference number.** This is the same as pressing CR through each input. If the system does not skip to input #8 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.

5. **Entry date**

   Enter the date on which this document is created (ref. #6). CR defaults to the system date.

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. CR defaults to the value already displayed (initially the salesperson/territory code assigned to the ship-to number). F2 allows a search of salespeople/territories (ref. #19).

   F3 allows you to change the inside salesperson code, which identifies the person entering the document. 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 defaults to the displayed value (initially the department assigned to the terminal). F2 allows a search (ref. #19).

8. **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 Invoice/Credit Memo Entry Program. If NEXT is in the contract number input, the system assigns the number and displays it. The system skips the **total** field; it is updated as you complete each line item.

Line-Item Portion

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

9. **T (type)**

   Indicate whether this is a sale from **E** (rental inventory) or **I** (IC inventory). CR defaults to I.

   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).

10. **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)
- M - to enter a memo line (ref. #14)
- F2 - to perform an item search from either rental or IC inventory (ref. #19)
- F3 - to end line-item entries

After you enter the item number, the system displays an abbreviated item description. The system also displays different item information, depending on the type of item.

For items from IC inventory:

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

For nonserial items from rental inventory:

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

For serial items from rental inventory:

- full item description
- class
- weight

11. **Lot #**

This input is for IC inventory sales items and is displayed only if the item is a lot item. Enter the lot number; use F2 to perform a search of lot numbers (ref. #19).

12. **Serial #**

This input is displayed for only for serial items from IC inventory. Enter the serial number you are selling; use F2 to perform a search of serial numbers (ref. #19).

13. **Item description 1 and 2**

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

14. **Equipment #**

This input is displayed only for serial items from rental inventory. Enter the equipment number you are selling; use F2 to perform a search of equipment numbers (ref. #19).

15. **Units**

Enter the quantity to sell. Enter a positive number to sell an item, or enter a negative number if you are issuing a credit memo. You can use the following options:

- **S** - to see a list of substitutes for this item
- **W** - to see warehouses stocked with this item
- **I** - to see IC item notes (for IC inventory items only)
- **E** - to see ER item notes (for rental inventory items only)
- **F4** - to change item descriptions 1 and 2, the equipment number (for rental inventory items), or the serial number (for IC inventory items).

16. **Is this a return or an allowance?**

This input is displayed only if you have entered a negative number in the **units** input. Enter one of the following values:

- **R** - the item is being returned back into inventory.
- **A** - the customer is not returning the item, however, a credit is still being issued.

17. **Cost**

This input is available only if the **change cost of sales item** flag in the ER Static Control Record is set to Y or B (back into by F4) and if the line is not an allowance. 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.

18. **Price**

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 entering an ER sales 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.

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

    If the line is correct, press CR to continue with line-item entries. The system calculates and displays the **extension**, which for sales is the sales price multiplied by the quantity purchased. If the units entered is a negative number, the extension is also negative, indicating a credit memo. The extension is added to the **total** input 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 document
- **F2** - to change the header. You can only change the warehouse, date, salesperson, and reference number inputs with this routine.
- **F3** - to access the end-entry routine

End-Entry Routine

The end-entry routine consists of the final inputs prior to completion of the document. 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.

20. **Memo** (for invoice)

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

    The **new total** for the invoice/credit memo is displayed next to this input. It is a negative number for a credit memo, a positive number for an invoice, or the difference between the sales items and returned items on this invoice.

21. **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.

22. **Tax code**

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

23. **RT** (tax rate)

    This input is initially skipped; press F4 from the **tax$** input to access it. It is the rate level 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. 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.

24. **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 (+/- 99999.99); press F4 from the **payment** input to back up to it. A negative number indicates the amount of tax in the credit memo being refunded. CR defaults to the displayed value.

25. **Payment**

    Enter the payment to collect from the customer. CR defaults to the total for the contract. A negative number indicates a credit memo. You can split a payment into two transactions. For instance, a customer can pay cash for part of the payment and use a check for the remainder. The payment amount in the second transaction defaults to the remainder.

26. **TC** (terms code)

    Enter a valid payment terms code. You must enter a cash terms code for cash customers. Entering a valid terms code displays a partial description. F2 allows a terms code search (ref. #19).

    If you enter a cash terms code for the payment, you must complete the **check/card number** and **tendered** inputs. Otherwise, these inputs are skipped.

27. **Check/Card #**

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

28. **Tendered**

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

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

29. **Print invoice now?**

    Enter Y or N to indicate whether to print the invoice now. If you enter N, you can print batches of invoices at a later time using the Invoice Print Program. If you enter Y, the invoice is immediately printed.

Summary of File Activity

During the header portion of the entry program, a record is written to the Contract File (ERC-ONT) and the Contract/Customer Sort File (ERCONX). The Control File is updated as the contract number is assigned. During the line item portion as line items are added to the document, a record is written to the Contract File, the Contract/Item Sort File (ERCOIX), and the Scheduling File (ERSCHD). Existing records are updated for items in the Warehouse/Item File (ICWHSE), and the Rental Item File (ERITEM). If the item is a serialized item, existing records are also updated in the Equipment File (EREQIP) and the IC Lots File (ICLOTS). If a line item is deleted, a record is removed from the Contract File, the Contract/Item Sort File and the Scheduling File (ERSCHD) where as when an entire contract is deleted, a record is removed from the Contract File and the Contract/Customer Sort File.

Other files are used for displaying information on the screen or for providing default information in the inputs.

Files Used: ERCUST, ICMAST, ARSHIP, ICINTR, ARCUST, AROPEN, ERCUSX, ERPHOX, ARNOTE, ERDATE, ERRESV, ERMAIN, ERITAX, ICALPX, ICCLSX, ICLOTS, ERNOTE, ICNOTE, ICINTX, ICWHSE, ERITMX, ICPRIC, ARTAXT

Files Updated: ERCONT, ICWHSE, ICLOTS, ERITEM, ERCOIX, ERSCHD, EREQIP, ERCONX

The following diagram presents the header and line-item portions of the Invoice/Credit Memo Screen with actual FACTS demo data.

```
01-DEMO COMPANY                 INVOICE/CR MEMO ENTRY  CONTRACT 00003555    ERE230
CUSTOMER 4048893442  PL 3                    SHIP-TO   SAME
FRANK C. TIPPING                               WHSE 01 ATLANTA WAREHOUSE
CENTRAL GEORGIA MATERIALS CO.                  DATE 09/25/90
11984 I-20 E                                   SLSP  20 GREGORY BILLINGS
                                               DEPT 1 WHOLESALE
DOUGLASVILLE, GA  30302
404-889-3422
REF#                                                   TOTAL          10.02
================================================================================
LN# T                    ITEM DESCRIPTION        UNITS UM      PRICE UM  EXTENSION
001 E                    I142 SWIVEL CASTERS         4 EA      30.05 DZ      10.02







ENTER LINE # TO CHANGE, L-LIST, A-ADD, D-DELETE, F2-CHANGE HEADER, F3-END ...
```

The following diagram shows the end-entry routine of the previous screen.

```
01-DEMO COMPANY                INVOICE/CR MEMO ENTRY  CONTRACT 00003555     ERE230
CUSTOMER 4048893442  PL 3                         SHIP-TO   SAME
FRANK C. TIPPING                                     WHSE 01 ATLANTA WAREHOUSE
CENTRAL GEORGIA MATERIALS CO.                        DATE 09/25/90
11984 I-20 E                                         SLSP  20 GREGORY BILLINGS
                                                     DEPT 1 WHOLESALE
DOUGLASVILLE, GA  30302
404-889-3422
REF#                                                           TOTAL          .00
=================================================================================
LN# T                    ITEM DESCRIPTION         UNITS UM      PRICE UM  EXTENSION
001 E                    I142 SWIVEL CASTERS          4 EA      30.05 DZ      10.02



=================================================================================
MEMO THANK YOU FOR YOUR BUSINESSS!                         <  NEW TOTAL       10.62
FREIGHT       .00
TAX CODE GAFULATL  RT H   6.000%   TAXABLE      10.02 TAX$         .60
    PAYMENT TC DESCRIPTION          CHECK/CARD#              TENDERED   CASH BACK
      10.62 01 1% 10TH NET 30

CR-CONTINUE, F4-BACKUP .
```

Invoice Print (ERP220)

Function

This program allows you to print and reprint invoices created through returns entry and/or through invoice/credit memo entry. The printed invoice or credit memo includes all pertinent header and line-item information, address, rates, and totals.

You have the option to

- print an alignment check
- print all invoices and credit memos not yet printed
- (re)print selected invoices and credit memos
- select warehouse(s) to print
- select return cutoff date.

This program is also called by the Return Entry Program and by the Invoice/Credit Memo Entry Program when printing individual invoices or credit memos when initially entered. Invoice numbers (separate from contract numbers) are assigned just before each document is printed. Invoice numbers are not affected by reprinting.

Invoice 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 invoices:

1. **Alignment**

   (ref. #1)

2. **Print/Reprint**

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

3. **Warehouse**

   Enter up to twenty 2-character warehouse codes side by side to print. Only invoices associated with the warehouse will print. Each entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal, and F3 defaults to ALL.

4. **Cutoff date**

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

5. **Contract**

   Enter the contract number(s) for which to (re)print an invoice one at a time (up to 8 characters). If printing for the first time, CR defaults to all contracts with returns not yet printed. If reprinting or printing selected invoices of contracts, only valid contracts 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 invoices for the chosen contracts. If an invoice is printed for the first time for a given contract, the status of the contract is updated. Once printed, the contract is written to the Ready to Print File on the Next Rental Register File (ERREGX).

Files Used: ERITEM, ERCUST, ARCUST

Files Updated: SMCNTL, ERCONT, ERREGX

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

```
01-DEMO COMPANY                 INVOICE PRINT                          ERP220

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 .
```

Monthly Billing Invoice Print (ERP230)

Function

This program allows you to preprint, print, and reprint invoices for contracts with a rental period of 28 days or more. The printed invoice includes all pertinent header and line item information, address, rates, and totals.

You have the option to

- print an alignment check
- preprint all monthly invoices
- print all monthly invoices
- reprint selected monthly invoices
- select warehouse(s) to print
- select monthly invoice cutoff date.

Contracts must be printed prior to being eligible for monthly billing. Monthly invoices are printed for contracts with a rental period of 28 days or more that have been flagged for monthly billing in the Contract Entry Program. Invoices are generated for contracts whose last monthly billing date was generated at least 28 days prior to the cutoff date entered in this program.

Preprinting allows you to print on plain paper (not invoice forms) a copy of the invoice for review. If changes need to be made, you make corrections to the contract in the Contract Entry Program. Invoices may be preprinted as often as needed until all are correct. Once a monthly invoice is printed, it may be reprinted. Correcting a contract once the monthly invoice has been printed must be done in the Return Entry Program; this will void the invoice number.

Invoice numbers (separate from contract numbers) are assigned just before each document is printed. (Preprinted invoices are not assigned invoice numbers.) Invoice numbers are not affected by reprinting.

Invoice 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 monthly invoices:

1. **Alignment**

   (ref. #1)

2. **Preprint/Print/Reprint**

   Enter whether invoices are to be **PR** (preprinted), **P** (printed), or **R** (reprinted). If an invoice has been printed once, it can only be reprinted. CR defaults to PRINT.

3. **Warehouse**

   Enter up to twenty 2-character warehouse codes side by side to print. Only invoices assigned to the warehouse will print. Each entry must be a valid warehouse as defined in the ER Warehouse Control File. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL warehouses.

4. **Cutoff date**

   Enter the cutoff date. Only contracts with a last monthly billing date at least 28 days prior to the date entered are printed. CR defaults to the system date (ref. # 6).

5. **Enter contract for which to reprint the monthly invoice.**

   This prompt is displayed only if you are reprinting monthly invoices. Specify the contract(s) for which to print the monthly invoice.

6. **End of inputs**

   (ref. #7)

Summary of File Activity

c4 $(3,1)

Printing proceeds by reading through the Contract File (ERCONT) and printing invoices for contracts meeting criteria entered. When an invoice is printed, the monthly billing flag is updated from Y (yes) to I (invoiced), and the status flag is updated from R (returned) to I (invoiced). A record is written to the Ready-for-Register File (ERREGX) and the **last invoice # used** is updated in the control file (SMCNTL).

Files Used: ERITEM, ERCUST, ARCUST, ERDATE, ARTAXT

Files Updated: SMCNTL, ERCONT, ERREGX

c4 $(2,1)

The following diagram presents the Monthly Billing Invoice Print Screen with actual FACTS demo data.

```
01-DEMO COMPANY              MONTHLY BILLING INVOICE PRINT              ERP230

ALIGNMENT N

PREPRINT/PRINT/REPRINT PRINT

WAREHOUSE 01 ATLANTA WAREHOUSE

CUTOFF DATE SYSTEM DATE 09/15/90









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

Daily Rental Register (ERR210)

Function

This program allows you to

- print a Daily Rental Register of all returns of rentals and sales from IC and ER inventory
- print a Prepayment Report of deposits to be posted to cash-in-bank
- print an Exception List of changes made to various inputs during contract or rental return entry
- build and print a general ledger distribution
- update Equipment Rental, Inventory Control, Accounts Receivable, System Management, and General Ledger files
- print summary, detail, or detail with rate information.

Summary report information includes the following for each invoice:

- invoice #
- invoice date
- ER customer #
- customer name
- warehouse #
- salesperson/territory
- GL department
- contract #
- rental $
- miscellaneous charges $
- sales $
- tax $
- freight $
- total $
- terms code
- cash $
- receivable $
- deposit $

Detail report information includes summary information plus the following for each line item on the invoice:

- line #
- item #
- item description
- equipment #
- units
- stocking unit of measure
- amount $
- charges $
- extension $
- taxable flag

Rate report information includes detail information plus the following rate charge information for each item:

- hour rate
- day rate
- week rate
- month rate
- insurance charge
- delivery charge
- pickup charge
- cleanup charge

For all three formats (summary, detail, and rates), the report gives register totals for the following:

- rental $
- charges $
- sales $
- tax $
- freight $
- total $
- cash $
- receivable $
- deposit

The report ends with the total number of invoices printed.

The Daily Rental Register first lists any cancelled invoices and the users who voided them. An invoice can only be cancelled if it uses monthly billing, has been printed, and is entered again in the Rental Return Entry Program.

Prepayment Report information includes the following for each contract entered with a prepaid deposit, which will be posted to cash in bank:

- contract $
- contract date
- warehouse
- customer #
- customer name
- terms code
- prepayment $

The report also lists a total of all prepayments and ends with total number of contracts listed.

The Exception List shows changes made to various inputs during contract and return entry, including standard item rates, all charges (except cleanup), rental dates and times, return dates and times, rental periods, prices, quantities billed, and quantities not returnable. The actual and standard values are shown, along with the difference. The Exception List also shows voided line items. The report ends with the total number of contracts listed.

You may choose to build and print a GL Distribution to be updated to General Ledger. The information includes the following for each GL account number:

- ER customer #
- ER customer name
- warehouse
- ship-to
- invoice #
- debit $
- credit $
- net $

Account and report totals are included, and the report ends with the total number of accounts listed.

The following files are updated in each module by the Daily Rental Register:

- Equipment Rental - Past Rental File, Contract File (to apply payments and prepaid deposits to contracts)
- Accounts Receivable - AR Customer File, Open Receivables File, Customer Ledgercard File, Tax Reporting File, SMCNTL (for register history and bank master)

- Inventory Control - Item Ledgercard File, Item File (sales history), Warehouse/Item File (sales history), Serial/Lot Number File
- Sales Analysis - ER Holding File (to be posted to Sales Analysis)
- System Management - Bank Ledgercard File
- General Ledger - Journal File.

User Inputs

The following inputs are involved in printing and updating the Daily Rental Register:

1. **Date**

   Enter the register date (ref. #6). The date must be in the current or next GL period and not prior to the current ER period. CR defaults to the system date.

   GL period

   If the date entered above is within the current GL period, then this input is displayed as CURRENT with the current period and year. If the date entered above is within the next GL period, then this input is displayed as NEXT with the next period and year.

2. **SA period**

   Enter whether to post information from this register to the **C** (current) or **N** (next sales) analysis period. CR defaults to C.

3. **Warehouse**

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

4. **Department**

   Enter the department codes side by side to print. Only contracts assigned to the entered department(s) will be run through the register. CR defaults to all departments.

5. **Scope**

   Enter whether to print **S** (summary), **D** (detail), or **R** (rate) information. CR defaults to S.

6. **Print the Exception Listing?**

   Enter **Y** or **N** to indicate whether to print the Exception Listing. CR defaults to Y.

7. **Correct**

   Enter **Y** or **N** to indicate whether the entered date and GL and SA periods are correct.

8. **End of inputs**

   (ref. #7)

The Daily Rental Register prints by reading through the Ready-for-Register File. Information about each document prints as the General Ledger Distribution File is built. If there are pre-paid deposits to post to cash-in-bank, the Prepayment Report is also printed.

If you are printing the Exception List, the following input is displayed:

9. **Check the register. OK to print the Exception List?**

   After printing the Daily Rental Register and Prepayment Report, verify the printout(s). If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again. If everything is correct and you want to print the Exception List, enter **YES**. Proceed to input #10a or 10b.

If you are printing the GL distribution, the following inputs are displayed:

10a. **Check the Register. OK to Print GL Distribution?**

   After printing the register (and optionally the Exception List), verify the printout. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again. If everything is correct, enter **YES** to print the GL Distribution and proceed to input #11.

11. **Check the GL Distribution. OK to Update?**

   After printing the GL Distribution, verify the printout. If everything is correct, enter **YES** to proceed with the update. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again.

If you are not printing the GL Distribution, the following input is displayed:

10b. **Check the Register. OK to Update?**

   After printing the register (and optionally the Exception List), verify the printout. If there is a correction to be made, enter **N** to exit the program. After the correction is made, you can begin the register process again. If everything is correct, enter **YES** to proceed with the update.

Summary of File Activity

Printing of the Daily Rental Register proceeds by reading through the Ready-for-Register Sort File (ERREGX) to the Contract File (ERCONT) and referencing the appropriate records. All deleted contracts and voided line items are listed to provide a complete audit trail of all contract numbers.

The GL Distribution File (SMGLD#) is built to print the GL distribution, and the Temporary Direct File (SMDIR#) is built to print the Exception Report.

The Prepayment Report prints by reading the Deposits-to-be-Posted File (ERDEPX).

The prepayment update updates the Contract File and removes a record from the Deposits-to-be-Posted File.

The line-item update updates the Sales Analysis Holding File (ERHOLD), the Past Rental File (ERPAST), Rental Item File (ERITEM), IC Item File (ICMAST), IC Warehouse/Item File (ICWHSE), Equipment File (EREQIP), Transaction File (ERTRAN), Item Ledgercards File (ICLEDG), IC Serial/Lots File (ICLOTS) and removes records from the Contract File, Contract by Item Sort File (ERCOIX), Delivery/Pickup Cross-Reference File (ERDLPX), and the Scheduling File (ERSCHD).

The header update updates the Sales Analysis Holding File (ERHOLD), Rental Customer File (ERCUST), AR Customer File (ARCUST), Past Rental File (ERPAST), Past Rental by Customer Sort File (ERPASX), Customer Ledgercard File (ARLEDG), Open Receivables File (AROPEN), Tax Reporting File, Banking Ledgercard File (SMLEDG), and the Invoice by Customer File (ARCOPX) and removes records from the Contract File, Contract by Customer Sort File (ERCONX), and Ready-for-Register Sort File (ERREGX). The **last rental register # used** is updated in the control file (SMCNTL).

The GL update updates the GL Journal File (GLJRNL) and the journal sort file (GLJRNX).

Files Used: GLMSTR, ARTAXT, ERDATE, ICCOST, ICFUCT

Files Updated: SMCNTL, ERCONT, ERREGX, ARCUST, ERCUST, ERDEPX, ICLOTS, ARTAXR, ERITEM, ICMAST, SMGLD#, SMDIR#, ERHOLD, ERPAST, ICWHSE, ICLEDG, EREQIP, ERCOIX, ERTRAN, ERDLPX, ERSCHD, ERPASX, ARLEDG, AROPEN, ARTRAN, SMLEDG, ERCONX, ARCOPX, GLJRNL, GLJRNX, ERCINV

The following diagram presents the Daily Rental Register Screen with actual FACTS demo data.

```
01-DEMO COMPANY                  DAILY RENTAL REGISTER                ERR210
                                                                ER CP=09/90 SEP
DATE 09/15/90               CURRENT GL PERIOD 09/90 SEP         GL CP=09/90 SEP
                                                                SA CP=09/90 SEP
SA PERIOD CURRENT 09/90 SEP

WAREHOUSE 01 ATLANTA WAREHOUSE

DEPARTMENT ALL

SCOPE S

EXCEPTION Y

CORRECT Y




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