Equipment Transfers (ERS300)

The Equipment Transfer Menu provides the programs that allow you to

- transfer items from IC inventory into rental inventory
- transfer items out of rental inventory to IC inventory
- transfer items to another rental warehouse
- dispose of rental items
- print an audit trail of transfer transactions
- build and print a general ledger distribution.

The Transfer Entry Program allows you to dispose of items or transfer them to IC inventory, rental inventory, or another rental warehouse. Using the Transfer Entry Program is also a part of the process of setting up ER inventory. When you add items into the ER System, they are not yet available for reservation or rent. You must enter the items to be transferred from IC into the Transfer Entry Program, and then the system adds them to the Equipment File. Items can then be reserved or rented.

You enter items into the Transfer Entry Program to flag them for transfer or disposal. After you complete the Transfer Entry Program, you must run the Transfer Register Program to print an audit trail of this activity and to post to GL. You must also run the Equipment Removal Register Program on the End of Period Menu. The Equipment Removal Register actually removes the ER records from the Equipment File that you have flagged for disposal in the Transfer Entry Program.

The following diagram presents the Equipment Transfers Menu.

```
                              EQUIPMENT RENTAL
============================= EQUIPMENT TRANSFERS ==================================
01-DEMO COMPANY                                                           ERS300




                      1. TRANSFER ENTRY

                      2. TRANSFER REGISTER







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

Transfer Entry (ERE310)

Function

This program allows you to make all necessary item transfers, including

- from IC inventory into rental inventory
- out of rental inventory to IC inventory
- to another rental warehouse
- to disposal.

Using this program is part of the process of setting up the ER inventory. When you add items to the Rental Item File, they are not yet available for reservation or rent in the ER System. You enter the items through this program, and the system adds them to the Equipment File. Then, you can reserve or rent items.

Items that are disposed, transferred to inventory, or transferred to another rental warehouse are only flagged for removal. You must run the Equipment Removal Register to actually remove the record. This additional step to remove items allows you to keep the item record available for accumulating life-to-date history.

After you finish entering items through this program, you must run the Transfer Register to print an audit trail and to update general ledger.

User Inputs

The following inputs are involved in transferring items:

1. **Warehouse**

   Enter the warehouse of the item to be transferred. The entry must be a valid ER warehouse code. The description from the IC Warehouse File is displayed next to it. CR defaults to the warehouse assigned to the terminal, and F2 allows a search (ref. #19).

2. **Transfer type**

   Enter one of the following codes to specify the type of item transfer needed:

   I - from IC inventory into rental inventory
   O - out of rental inventory to IC inventory
   T - to another rental warehouse
   D - to disposal

   If you are transferring an item to another rental warehouse (T), the next input is displayed. Otherwise, go to input #4 (item).

3. To warehouse

Enter the warehouse to receive the item. (This input is displayed only if you entered T, [to another rental warehouse] in the **transfer type input.**) The entry must be a valid ER warehouse code. The description from the IC Warehouse File is displayed next to the input. F2 allows a search (ref. #19).

4. Item

Enter the item number to be transferred. You must enter a valid item number defined in both the Rental Item File and the IC Item File. F2 allows a search of ER items (ref. #19).

5. Serial #/Equipment

If you are transferring a serial item from IC inventory, enter the serial number of the item to be transferred. If you are transferring a serial item from rental inventory, enter the equipment number to be transferred. The system enters NONSERIAL in this field if you are transferring a nonserial item. F2 allows a search (ref. #19).

6. Units

If you are transferring nonserial items, enter the number of units to transfer. If you are transferring a serial item, the system automatically enters 1 in this field. The unit of measure set up for item in the IC Warehouse/Item File is displayed next to this entry.

7. Memo

Enter the memo describing the transfer (up to 30 characters). This memo is printed on the Transfer Register. CR initially defaults to one of the messages in the following table.

If you are transferring items into ...	THEN CR defaults to ...
rental inventory	XFER FROM INVENTORY TO RENTAL
IC inventory	XFER FROM RENTAL TO INVENTORY
another rental warehouse	TRANSFER FROM WH nn to WH nn
disposal	DISPOSED FROM WH nn

If you are transferring a serial item, you must enter inputs #8 - #14; otherwise, go to input #15.

8. Equipment

Enter the equipment number (up to 20 characters). This number uniquely identifies a piece of serial equipment in the ER System. (However, you can assign it to be the same as the serial number.) CR defaults to the IC serial number.

Example: You have seven portable floor cranes for rent. The serial number for the second floor crane in stock is PFC-345676-8999-352. You can specify the equipment number as **PFC2**, so you do not have to type the entire serial number whenever you rent this item.

9. **Location**

Enter the (bin) location of the item in the rental warehouse, if applicable. This identifies where the item is to be stored in the receiving warehouse (up to 6 characters). If you are transferring multiple equipment numbers for a serial item, CR defaults to the entry for the last transfer.

10. **Last maint** (maintenance date)

Enter the date of the last maintenance for this item (ref. #6). CR defaults to the system date. If you are transferring multiple equipment numbers for a serial item, CR defaults to the entry for the last transfer.

11. **Depreciation per period**

Enter the depreciation amount to post per period for the item (0-99999.99). This amount is posted to the item life-to-date depreciation during end-of-period procedures by the Depreciation Register. CR defaults to 0. If you are transferring multiple equipment numbers for a serial item, CR defaults to the entry for the last transfer.

12-14. **Last distance, usage, fuel readings**

Enter the last reading for distance, usage, and fuel. Only the units of measure for which the item is set up in the Rental Item File are displayed. CR defaults to 0.

15. **OK to update?**

Enter Y or N to indicate whether to update the record. If you answer yes, the record is flagged for transfer and the line item is displayed at the bottom of the screen, restating the transfer information. Both inventory and rental quantities are updated at this time, as applicable. CR defaults to Y.

Summary of File Activity

When entering a transfer, a record is written to the Equipment Transfer File (ERTFER) and the Equipment Transactions File (ERTRAN). The total quantity stocked, available and units for the period are updated in the Rental Item File (ERITEM). If the item is an equipment (serialized) item, the quantities are updated in the Equipment File (EREQIP). If an item is transferred in to or out of an IC warehouse, the quantities are updated in the IC Warehouse/Item File (ICWHSE), and if it is a serialized item the quantities are updated in the IC Lots File (ICLOTS). A record is also written to the IC Ledgercards File (ICLEDG). The last transfer line number is updated in the Control File (SMCNTL).

Files Used: ERITAX, ICMAST, ERCONT, ERDATE, ICCOST, ICALPX, ERSCHD, ERRESV, ERMAIN, ICCLSX, ICFUCT

Files Updated: SMCNTL, ERITEM, EREQIP, ERTFER, ICWHSE, ICLOTS, ICLEDG, ERTRAN

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

```
01-DEMO COMPANY                   TRANSFER ENTRY                      ERE310
                                                                  CP=09/90 SEP
WAREHOUSE 01 ATLANTA WAREHOUSE

TRANSFER TYPE I INTO RENTAL
================================================================================
                              DESCRIPTION                SERIAL#
ITEM                      I107 PORTABLE FLOOR CRANE       WI-6551

UNITS   1 EA

MEMO XFER FROM INVENTORY TO RENTAL
================================================================================
WH                 ITEM EQUIPMENT #            UNITS UM MEMO




LOCATION                                       USAGE    0 HR
LAST MAINT 09/23/90
DEPRECIATION      .00
OK TO UPDATE? (Y/N), F4-BACKUP Y
```

Transfer Register (ERR310)

Function

This program allows you to obtain an audit trail of all transfers (since the last register was updated) contained in the Equipment Transfers File. The Equipment Transfers File consists of transfer transactions that have been recorded through the Transfer Entry Program. If you are using GL, a GL distribution is printed and GL is posted automatically.

You have the option to select

- beginning and ending items
- warehouse to print
- types of transfers to print
- date for GL posting.

The Transfer Register prints a listing of transfers with the following information:

- item number and description
- type of transfer
- equipment number
- memo describing the transfer
- serial number
- date of transfer
- number of units transferred
- unit cost

Report totals and the total number of items transferred are also printed.

User Inputs

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

1. **Beginning item**

   Select the beginning item to print. CR defaults to FIRST.

2. **Ending item**

   Select the ending item to print. CR defaults to LAST.

3. **Warehouse**

   Select the rental warehouse to print. CR defaults to the warehouse assigned to the terminal.

4. **Transfer type**

   Enter up to four of the following transfer types to print, in any combination:

I   - from IC inventory into rental inventory
O - out of rental inventory to IC inventory
T   - to another rental warehouse
D - to disposal.

CR defaults to ALL.

5. **Date**

   Enter the transfer register date; this date determines to which GL period to post trans-
   fers. It must be in the current or next GL period and not prior to the current ER
   period. CR defaults to the system date.

The Transfer Register is printed. If you are printing the GL distribution, input #6a is displayed;
otherwise, go to input #6b.

6a. **Check register. OK to print GL distribution?**

   After printing the Transfer Register, **verify the print out.** If there is a correction to be
   made, enter N to exit the program. After the correction is made, you can rerun the reg-
   ister. If everything is correct, enter **YES** to continue. The program then prints the GL
   distribution. Once the GL distribution is printed, proceed to input #7.

6b. **Check register. OK to update?**

   After printing the Transfer Register, **verify the print out.** If there is a correction to be
   made, enter N to exit the program. After the correction is made, you can rerun the reg-
   ister. If everything is correct, enter **YES** to continue. The following input (#7) is
   skipped, and the program proceeds with the update.

7. **Check GL distribution. OK to update?**

   After printing the GL distribution, **verify the print out.** If everything is correct, enter
   YES to continue. The program proceeds 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 en-
   tire register process again.

Summary of File Activity

As the register prints, the temporary GL distribution file is build (SMGLD#). During the regis-
ter update, records are removed from the Equipment Transfers File (ERTFER). During the
GL update, records are written to the GL Journal File (GLJRNL) and the GL Journal Sort File
(GLJRNX); finally, the Control File (SMCNTL) is updated.

Files Used: ICMAST, GLMSTR

Files Updated: SMCNTL, ERTFER, GLJRNL, GLJRNX, SMGLD#

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

```
01-DEMO COMPANY                TRANSFER REGISTER                        ERR310
                                                                  ER CP=09/90 SEP
BEGINNING ITEM FIRST                                              GL CP=08/90 AUG

ENDING ITEM LAST

WAREHOUSE 01 ATLANTA WAREHOUSE

TRANSFER TYPE ALL

DATE SYSTEM DATE 09/15/90  CURRENT GL PERIOD





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