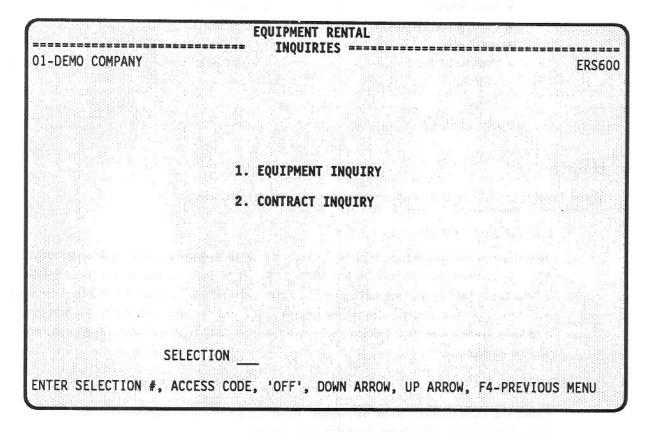
Inquiries (ERS600)

The Equipment Rental inquiries allow you to display information on rental items, equipment numbers, or contracts on the screen without affecting any data in the files and without locking files. The Equipment Inquiry displays, by warehouse, item and equipment information including general information, contracts, reservations, scheduling, and history. For each item number, the inquiry also displays rates and warehouse status. You can also enter notes on a rental item through the Equipment Inquiry Program. The Contract Inquiry Program allows you to review all information for reservations, open contracts, and past (invoiced) contracts.

The following diagram presents the Inquiries Menu.



Equipment Inquiry (ERI610)

Function

This program allows you to display item or equipment number information by warehouse. It also allows you to add ER item notes. Different inquiry information is available for item numbers and equipment numbers.

For item numbers:

- · general information
- rates
- warehouses
- · equipment numbers
- contracts
- reservations
- schedule
- history
- ER item notes

For equipment numbers:

- general information
- contracts
- reservations
- schedule
- history
- transactions

User Inputs

The following inputs are involved in displaying inquiry information:

1. CW (current warehouse)

This input is initially skipped; press F3 from the **item** or **display code** input to access it. Once you have opted to select a warehouse, the current warehouse and its description are displayed at the bottom of the screen. Enter a valid warehouse. F1 displays the next warehouse on file, and F2 allows a search of rental warehouses (ref. #19). By selecting a specific warehouse, you will only see the information for the specified item in the specified warehouse.

2. Item

Enter the item number to be displayed. Entering a valid item number displays the full item description. You have the following options:

- F1 to see the first item record on file for this warehouse
- F2 to perform a search of rental items (ref. #19)
- F3 to specify another warehouse; see input #1.

3. Equipment number

This input is for serial items only. For nonserial items the system supplies NONSER-IAL in this input and skips to the next input. Enter an equipment number assigned to the item number. CR initially defaults to the first equipment number on file. F2 allows a search (ref. #19).

4. Display codes

Enter one of the following display codes. When you select a type, the entire information display is highlighted at the bottom of the screen. CR displays the selected information for the next item on file. F1 displays the next equipment number if you are inquiring about a serial item. F3 allows the selection of a new warehouse.

Note: On some implementations of Business Basic, the system allows and prompts for the use of arrow and function keys for special features. Refer to SM Appendix C.

The following types beginning with I display information for item numbers.

- general item information, including maintenance schedule basis; maintenance interval; item number for posting sales analysis; rental commission percentage; check-in required indicator; taxability indicator; units of measure for distance, usage, and fuel; memos displayed in the entry programs; and memos printed on the contract.
- IA rate information, including hourly, daily, weekly, and monthly rental rates; type of rate (blank - set dollar amount, PR - percentage of selling price, CT - percentage of cost); resulting rate calculations; charges for insurance, delivery, pickup, cleanup; charges for distance, usage, or fuel and corresponding free amounts; deposit amount; and minimum rental period to charge.
- IW warehouse information, including the number of stocked and available units; unit of measure; and hourly, daily, weekly, and monthly rates in each warehouse.
- IE equipment numbers defined for the item, including stocked quantity, available quantity, date acquired, date of last maintenance, bin location, and status. You can enter the following options:

equipment # to list - to begin the list at a specific equipment number

line # to detail - displays equipment number information; see the description for option EI.

CR - to see the remainder of the list.

IC - contracts containing this item, including contract number, document type (C - rental contract, D - invoice/credit memo), status code (E - entered, P - printed, R - returned, I - invoiced, D - deleted, V - voided), customer number, customer name, and equipment number. You can enter the following options:

beginning contract to list - to begin the list at a specific contract number

line # to detail - to display the contract status, number of units rented, rental date and time, return date and time, expected rental period, delivery and pick-up information (indicators, ticket numbers, dates, and times), rates, deposit amount, and charges for insurance, delivery, pickup, cleanup, and usages.

CR - to see the remainder of the list.

IR - reservations containing this item, including reservation number, status (E - entered, P - printed), customer number, customer name, and equipment number. You can enter the following options:

beginning reservation to list - to begin the list at a specific reservation number

line # to detail - to display the reservation status, number of units rented, rental date and time, expected return date and time, expected rental period, delivery and pickup information (indicators, ticket numbers, dates, and times), rates, deposit amount, and charges for insurance, delivery, pickup, cleanup, and usages.

CR - to see the remainder of the list.

- IS item schedule. You must enter the beginning and ending dates for the schedule (ref. #6). For the beginning date, CR defaults to the current date, and for the ending date it defaults to a year later than the beginning date entry. The schedule information contains the equipment number, quantity currently available, and quantity available for the requested period. Negative amounts indicate that the item is overbooked. F3 allows you to change the requested period. Enter a line number to display scheduling information for the equipment number. The number of units available is shown for each day during the next four weeks. Serial items show either 0 or 1. Use F1 and F2 to scroll backward and forward, respectively. You can display two more levels of schedule information:
 - Press F2 (summary schedule) for a 4-week summary. The number of units available
 is shown for each day during the period shown, which is either 0 or 1 for serial items.
 Use F1 and F2 to scroll backward and forward, respectively.
 - Press F3 (detail schedule) from either one of the previous levels for a daily list of contracts or reservations containing the item, if any. Also shown are the beginning date and time, ending date and time, document number, document type (C contract, R reservation, M maintenance/repair), customer number, and the number of units or the equipment number out on rental. The beginning date to list determines the earliest contract rental date to list. F3 allows you to enter another date to check. Contracts that include the entered date will be listed.
- IH item history. The following information is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period).
 - number of rentals (number of times the item has been invoiced for the period)
 - rental dollars (dollars billed for rentals)
 - number of days rented (units rented multiplied by the number of days rented, totalled for all contracts during the period)

- number of days available (potential rental days; units stocked multiplied by the number of days in the period)
- number of lost rentals (items not available when needed to rent)
- IN item notes stored in the ER Note File. Notes are stored by item, not by warehouse/item. If no notes exist for the item, the system asks Enter notes for this item. Enter N or Y to indicate whether to enter notes for this item. CR defaults to N and returns to main input. If you enter a Y, line numbers are assigned beginning with 010 and will automatically increment by 10. Enter text (up to 70 characters per line). F3 ends entry of lines. F4 backs up to the line number, so you can change it. F3 allows you to set the line number increments (1-10). If the increment is set to 1, a maximum of 999 lines may be entered. F4 from the line number will back up and delete the previous line.

Once you have added notes, the following options are available:

- * changes a line number. Notes may be changed or deleted by entering the line number. Enter whether to C (change) or D (delete). If you enter D, the line is deleted. If you enter C, enter text (up to 70 characters). During this change routine, F1 defaults to the currently displayed value of the input. F3 ends entry of lines. F4 backs up to the line number, so you can enter a new one. If you add a new line number, the old line number is deleted. F2 allows you to set the line number increment (1-10). F4 backs up to the main input.
- L lists line numbers. A limited number of line numbers appear on the screen at any time. The list function allows line numbers to be redisplayed. You select the beginning number to list.
- A adds a line number. New line numbers may be added as needed. F3 ends entry of lines. F4 backs up to the line number, so you can enter a new line number. F2 allows you to set the line number increment (1-10). F4 from the line number backs up and deletes the previous line.
- M moves a line number. You can move one line at a time or move blocks of lines. You must enter the beginning and ending line number(s) to move. Then, enter the line number where text will be moved (existing lines will be replaced).
- deletes a line number. You can delete one line or several lines of notes at any
 one time. Enter the beginning and ending line numbers to delete. Enter
 N or YES to delete. CR defaults to N.

The following information types beginning with E are for the equipment numbers assigned to serial items. For nonserial items, the information is given with NONSERIAL in the equipment number input. F1 displays the selected information for the next equipment number on file.

- EI general equipment number information. Information shown includes status, quantity stocked (always 1 for a serial item), quantity currently rented, initial cost, depreciation cost per period, bin location, serial number, and current contract number. Life-to-date information consists of the number of rentals, rental dollars, depreciation costs, carrying costs, maintenance costs, repair costs, acquisition costs, sales, distance, and usage. Dates given are for acquisition, last maintenance, and next maintenance. Also shown are the last readings recorded for distance, usage, and fuel.
- EC contracts containing this equipment number, including contract number, document type (C rental contract, D invoice/credit memo), status code (E entered, P printed, R returned, I invoiced, D deleted, V voided), customer number, and customer name.

 Line numbers may be entered for detailed information; see the description for display code IC since the same information is displayed.
- ER reservations containing this equipment number, including reservation number, status (E entered, P printed), customer number, and customer name. Line numbers may be entered for detailed information; see the description for display code IR since the same information is displayed.
- ES equipment number schedule. See the description for display code IS; the same information is given here by equipment number.
- EH equipment number history. See the description for display code IH; the same information is given here by equipment number (except for lost rentals).
- ET transaction information including sequence number; date of transaction; income from sales or rentals; expenses from maintenances, repairs, or depreciation; warehouse; type of transaction; and units affected. You can enter the following options:

beginning sequence # to list - to begin the list at a specific sequence number line # to detail - to display the memo describing the transaction.

CR - to see the remainder of the list.

Summary of File Activity

Displayed information is accessed from the following files.

Item information:

- general (ERITEM)
- rates (ERITEM)
- warehouses (ERITEM)
- equipment numbers (EREQIP)
- contracts (ERCONT)
- reservations (ERRESV)
- schedule (ERSCHD)
- history (ERITEM)
- notes (ERNOTE)

Equipment number information:

- general (EREQIP)
- contracts (ERCONT)
- reservations (ERRESV)
- schedule (ERSCHD)
- history (EREQIP)
- transaction (ERTRAN)

Files Used:

SMCNTL, ERITEM, EREQIP, ERTRAN, ICMAST, ICINTR, ICWHSE, ICWHSX, ICALPX, ICCLSX, ERITMX, ERITAX, ICLOTS, ERCONT, ERRESV, ERCOIX, ERREIX, ERSCHD, ERRESV, ERMAIN

Files Updated:

ERNOTE

Six versions of the Equipment Inquiry Screen are presented here with the following types of information:

- general item information
- item rates
- item contracts
- item schedule
- equipment number history
- equipment number transactions.

The following diagram presents the Equipment Inquiry Screen with general item information.

01-DEMO COMPANY	EQUIPMENT INQUIRY	CW 01	ERI610
ITEM EQUIPMENT#	I107 PORTABLE FLOOR CRANE	EA	
	=======ITEM INFORMATION=====		
MAINTENANCE BASIS MAINTENANCE INTERVAL SA POSTING ITEM RENTAL COMMISSION CHECK-IN REQUIRED	90 DAYS DISTANCE UM 1107 USAGE UI 15.00% FUEL UI	NOT USED	
ENTRY MEMO 1 2 3 4			
CONTRACT MEMO 1 CRANE 2 3	REQUIRES 24' CEILING HEIGHT		
EQUIPMENT#: INFO, CONTR ENTER DISPLAY CODE, CR	QUIPMENT#, CONTRACT, RESERVATION, S ACT, RESERVATION, SCHEDULE, HISTORY -NEXT ITEM, F1-NEXT EQUIP#, F3-S OWN=NEXT ITEM, LEFT=PREV CODE, R	,TRANSACTION ELECT WHSE, F4-	

This diagram shows the Equipment Inquiry Screen with item rate information.

01-DEMO COMPANY			QUIPMENT INC	QUIRY	CW	01	ERI610
ITEM I107 EQUIPMENT#			ORTABLE FLOO	OR CRANE		EA	
			=RATE INFORM	MATION=====			
RFNT	AL RATE		CHARG	Γ			
HOURLY		10.00					
	31.00	31.00	DELIVERY				
WEEKLY		95.00	PICKUP	20.00			
MONTHLY	290.00	290.00	CLEANUP	.00			
			REE-				
	н	OURLY DAILY					
DISTANCE							
USAGE FUEL	.25 HR	1 8	40	160			
DEPOSIT	30.00 M	INIMUM RENTAL	PERIOD TO (CHARGE 2 HOU	RS		
TTEM THE	O DATE INC	======================================			 uspui 5		NOTEC
		E, E QUIPMENT# NTRACT, R ESER\					,NUIES
		CR-NEXT ITE					BACKUP
		, DOWN=NEXT					

This diagram shows the Equipment Inquiry Screen with item contract information.

01-DEMO COMPANY	EQUIPMENT INQUIRY	CW 01	ERI610
ITEM EQUIPMENT#	I107 PORTABLE FLOOR CRANE	EA	
2 00003547 C E	CUSTOMER NAME 4043330190 JOHN H. TIDMORE 4043329000 SOUTHEASTERN INDUSTRIAL SUP 2149470345 MALONEY'S METAL PRODUCTS CO	EQUIPMENT# 4 5	
EQUIPMENT#: INFO ENTER DISPLAY CO	WHSE, EQUIPMENT#, CONTRACT, RESERVATION, SO, CONTRACT, RESERVATION, SCHEDULE, HISTORY, DDE, CR-NEXT ITEM, F1-NEXT EQUIP#, F3-SITEM, DOWN-NEXT ITEM, LEFT-PREV CODE, RI	TRANSACTION	

This diagram shows the Equipment Inquiry Screen with item schedule information.

UIPMENT#				=ITEM UNITS		ULE=== Able					****
MON	TUE	WED		, TH	U	, FR	I	S.F	IT.	SL	IN
0 SEP 90 1	111 1	12	1	13	1	14	1	15	1	16	1
7 1	18 1	19	1	20	1	21	1	22	1	23	1
4 1	25 1	26	1	27	1	28	1	29	1	30	1
1 OCT 90	02 1	03	1	04	1	05	1	06	1	07	1

This diagram shows the Equipment Inquiry Screen with history information by equipment number.

01-DEMO COMPANY		EQUIP	MENT INQUIRY	CW	01	ERI610
ITEM EQUIPMENT# 2			TABLE FLOOR (EA	
RFN	TALS		UIPMENT HISTO	RY======= DAYS AVAILABLE		
CP 09/90 SEP	0	.00	DATS KLITTED	DAIS MANITABLE		
LP 08/90 AUG	ĺ	31.00	ĭ	31		
PP 07/90 JUL	1	10.00	ī	31		
PP 06/90 JUN	0	.00	ō	30	24 - 24 - 24 - 24 - 24	
PP 05/90 MAY	0	.00	0	31		
PP 04/90 APR	1	10.00	1	30	***	
PP 03/90 MAR	9	90.00	9	31		
PP 02/90 FEB	0	.00	0	28		
PP 01/90 JAN		10.00	1	31		
PP 12/89 DEC	1	10.00	1	31		
PP 11/89 NOV	0	.00	0	30		
PP 10/89 OCT	1	10.00	1	31		
OP 09/89 SEP	0	.00	0	30		

This diagram shows the Equipment Inquiry Screen listing transactions by equipment number.

			NE	EA	
	EQUIPM	CMTGIC			
	1012	[FNI#.2==	:======== >ATC		
TOCKED AVAI	LABLE		LAST MAINT	LOCATION	STATUS
1					CHECK-IN
1	1	06/15/88	06/15/89		AVAILABLE
1					MAINTNCE
1					OUT
1					
1					
1	0	12/30/88	07/01/90	L40	OUT
HIDMENTA CO	AITDACT	DECEDAN	TION COUEDII	E MISTOR	V MOTES
UIPMENI#,CU	TON SC	KESEKVA	TON, SCHEDU	CACTION	I,NUIES
NEVT TTEM	TUN, SU	T FOULE, N	F3_CFI FCT	WHEF FA	RACKIIP
	CT, RESERVAT	1 1 1 0 1 0 1 0 1 1 1 1 1 0 1 1 1 T	1 1 06/15/88 1 0 06/15/88 1 0 06/15/88 1 0 12/30/88 1 1 12/30/88 1 0 12/30/88 CT, RESERVATION, SCHEDULE, H	1 0 06/15/88 07/23/89 1 0 06/15/88 06/04/90 1 0 12/30/88 02/13/90 1 1 12/30/88 07/01/90 1 0 12/30/88 07/01/90 UIPMENT#, CONTRACT, RESERVATION, SCHEDU	1 1 06/15/88 06/15/89 1 0 06/15/88 07/23/89

Contract Inquiry (ERI630)

Function

This program allows you to review all applicable information for reservations, open contracts, and past (invoiced) contracts.

The program displays the header and line-item portions of the document as they appeared in the entry program. The header portion includes information such as the invoice number, customer number, name, address, phone numbers, warehouse, salesperson/territory, rental dates, return dates, delivery and pick-up indicators, and reference number. The line-item portion of the screen can include three types of information:

- a list of line items
- detailed information for a line item
- footer information.

The footer information contains the payment and deposit portion of a reservation or contract. For more information on the fields displayed in this program, refer to the documentation for Reservation Entry or Contract Entry.

User Inputs

The following inputs are involved in displaying contracts or reservations:

Display contracts or reservations?

Indicate C (contracts) or R (reservations) for the type of document to display. CR defaults to C. If you choose C, go to input #2. If you choose R, go to input #3

2. Enter contract #, F2-search, F3-change warehouse, F4-backup

This input is displayed only if you entered C in input #1. You have the following options:

enter contract # - After you enter a specific contract number, contract information is displayed including header information, the list of line items, total rental amount, sales amount, tax, freight, deposits, amount tendered, and new total.

F2 - When you select this option, the following prompt is displayed: Search for open or past contracts? Enter O (open contracts) or P (past contracts) (ref. #19). The system then asks if you want to search by document or customer. After you make a selection, the system displays the search routine for the indicated type of contracts. Select the contract number to display.

F3 - When you select this option, the current warehouse and its description are displayed at the bottom of the screen, and the system proceeds to the

warehouse input. Enter a valid warehouse. F2 allows a search of rental warehouses (ref. #19). By selecting a warehouse, you will only be able to inquire about the contracts in the specified warehouse.

After you enter one of these options, proceed to input #4.

3. Enter reservation #, F2-search, F3-change warehouse, F4-backup

This input is displayed only if you entered R in input #1. You have the following options:

enter reservation # - After you enter a specific reservation number, reservation information is displayed including header information, the list of line items, total rental amount, sales amount, tax, freight, deposits, amount tendered, and new total.

- F2 This option allows you to search for reservation numbers (ref. #19). The system then asks if you want to search by document, customer, or alpha keyword. After you enter the type of search, the system displays the appropriate search routine. Here you can select the reservation number to display.
- F3 When you select this option, the current warehouse and its description are displayed at the bottom of the screen, and the system proceeds to the warehouse input. Enter a valid warehouse. F2 allows a search of rental warehouses (ref. #19). By selecting a warehouse, you will only be able to inquire about contracts in the specified warehouse.

After you enter one of these options, proceed to input #4.

4. Ln# to detail, L-list, F-footer, C-open contracts, I-invoices, N-next reservation, F4-backup

You have the following options:

line # to detail - to display detailed information for a specific line number. Different information is displayed for rental items and sales items.

For sales items:

- item number and full description
- serial number (IC sales items only)
- equipment number (ER serial sales items only)
- number of units
- unit of measure
- price per unit of measure
- extension
- date and time of sale
- · cost per unit of measure
- commission percentage

For rental items (* indicates those on contracts only):

- item number and full description
- equipment number
- number of units
- stocking unit of measure
- · rental date and time
- · return date and time
- extension
- status of line item (returned, out on rental)*
- hourly, daily, weekly, and monthly rates

- rental time period
- charges for insurance, cleanup, delivery, pickup
- deposit amount
- · charges for distance, usage, and fuel
- beginning and ending readings*
- delivery date, time, and ticket number
- pickup date, time, and ticket number
- number of units to bill for (if different from the number rented)*

Past contracts also indicate if the customer has been billed for the line item. CR displays the information for the next line item.

- L to list line items
- to display footer information (the payment and deposit portion of a reservation or contract).
- to display open contracts for the document, that is, the line items on the contract for which the customer has not paid. This option is only available during past contract inquiry.
- I to display invoices for the contract. This option is displayed only during open contract inquiry. If there are invoices for this document, they are listed in the line-item portion of the screen. You can then choose the line number of the invoice to display.
- N to display the next contract or reservation on file

Summary of File Activity

Information is accessed from the following files.

For contracts:

- ERCONT
- ERPAST
- ERCONX
- ERPASX
- ERPASZ

For reservations:

- ERRESV
- ERRESX
- ERREAX

Files Used:

SMCNTL, ERCUST, ERITEM, ARCUST, ERCUSX, ERPHOX, ARTAXT, ERCONT, ERPAST, ERCONX, ERPASX, ERPASZ, ERRESV, ERRESX, ERREAX

Files Updated:

NONE

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

CUSTOMER 404889 3	1442 PL 3	OPEN CONTRACT I SHIP-TO SA			
FRANK C. TIPPING					E TIME
11984 I-20 E	MAIEKIALS ((). WHSE 01 ATLA SLSP 20 GRE DEPT 1 WHOLE	GORY BI RE	NTAL 09/25	/90 5:00 PM /90 5:00 PM /90 12:00 PM
DOUGLASVILLE, GA 404-889-3422	30302		DEL	IVERY N P	ICKUP N
REF#		MISC CHARG	ES 1	1.50 TOTA	56.50
LN# T 001 002 003	I100 F I103 F	DESC EQUIPMENT# PALLET NONSERIAL ROTARY NONSERIAL 106 IS IN CHECK-		NITS UM E) 1 EA 1 EA	
	1				
RENTALS 56.50	SALES .00	TAX FREIGHT			

The following diagram shows the Contract Inquiry Screen after entering a line number for which to display detailed information.

01-DEMO COMPANY CUSTOMER 4048893442 FRANK C. TIPPING	PL 3	EN CONTRACT INQUIRY SHIP-TO SAME		
CENTRAL GEORGIA MAT		WHSE 01 ATLANTA WAR SLSP 20 GREGORY BI DEPT 1 WHOLESALE	ENTRY 09/25/90 RENTAL 09/25/90	5:00 PM 12:00 PM
REF#		MISC CHARGES	11.50 TOTAL	56.50
LN# T 002 UNIT [©]	12 GAI NTAL —— 5:00 PM	PTION ORUM PUMP PER MINUTE/PADLOCK RETURN 09/28/90 12:00 PM CHARGES	EXTENSION 25.00	OUT
	NSURANCE	.00% DEPOSIT 3 10.00	0.00	
CR-NEX"	••			

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