

File Maintenances (ERS900)

You can add, change, and delete records in each of the ER files, which is called maintaining a file. The ER files are divided between two screens, the File Maintenances Menu and the Infrequent File Maintenances Menu. The File Maintenances Menu contains the programs that you will use most often. Refer to "Infrequent File Maintenances" for more information on these files.

The File Maintenances Menu provides the programs that allow you to

- maintain customer information
- maintain rental inventory
- define rental kits
- create rental item records for additional warehouses
- remove past ER invoice history.

The Rental Customer F/M Program allows you to create and maintain the records for your rental customer base. Information in this file includes customer or company name, address information, and indicators on how to handle the customer's account, such as whether to make the customer pay a security deposit.

The Rental Item F/M Program and the Equipment F/M Program allow you to create and maintain information about the items being rented or sold. Before discussing the uses of these files, a definition of rental inventory terms is necessary. An **item number** identifies an item or similar group of items in a particular rental warehouse. A **serial number** identifies a specific item belonging to a series of items, such as televisions, refrigerators, and heavy machinery. Each serial item can have an **equipment number**, which uniquely identifies one piece of equipment in the ER System. Only serial items have equipment numbers; nonserial items are always assigned NONSERIAL as the equipment number. The Rental Item File contains information for the item number, such as rate information, minimum period to rent, and taxability. The Equipment File contains information for the equipment numbers assigned to an item number. Nonserial items are also contained in this file to keep available and stocked quantities.

The Rental Item F/M Program and the Equipment F/M Program are key components in setting up ER inventory. However, programs from other menus in the ER System and from other modules must be used with them to complete the process of setting up rental inventory. The following table shows the steps in this process.

Step	Activity
1	Define the IC Warehouse in the Warehouse F/M Program of the IC module. The items for ER inventory originate from this warehouse.
2	Define items to be rented or sold in the IC Item F/M Program and the IC Warehouse/Item F/M Program for the warehouse created in Step 1.

Step	Activity
3	Define the rental warehouse(s) in the ER Warehouse Control F/M Program. This program is found on the Infrequent File Maintenances Menu.
4	Define the items in the Rental Item F/M Program for a specific warehouse.
5	If you are setting up other rental warehouses, use the Create Rental Item Records Program to copy existing rental item records to the new warehouse.
6	Use the Transfer Entry Program to transfer the items from IC inventory to rental inventory. The system adds the records to the Equipment File and creates on-hand quantities. Run the Transfer Register and the Equipment Removal Register to complete this step.

The Kit Entry and Maintenance Program allows you to enter and maintain a group of items to be rented or sold as a package. The last program on the File Maintenances Menu is the Past Invoice Removal Program, which removes the invoices stored for customers accumulating past invoice history.

The following diagram presents the File Maintenances Menu.

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-----
EQUIPMENT RENTAL
FILE MAINTENANCES -----
01-DEMO COMPANY                                ERS900

      1. RENTAL CUSTOMER F/M
      2. RENTAL ITEM F/M
      3. EQUIPMENT F/M
      4. KIT ENTRY & MAINTENANCE
      5. CREATE RENTAL ITEM RECORDS
      6. PAST INVOICE REMOVAL
      7. INFREQUENT FILE MAINTENANCES

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

Rental Customer F/M (ERF910)

Function

This program allows you to create and maintain records in the Rental Customer File. Each record contains a customer number and general information relevant to the customer. If a customer is **not** a cash customer, you must define them in the AR Customer File before adding them here. By doing this, you can assign them an AR number to correspond with the AR files.

To handle cash customers, you must set up one customer number as a cash customer. In this case, you could set up the customer number as CASH. The cash customer number must also be defined in the AR Customer File.

User Inputs

The following inputs are involved in creating customer records:

1. **Customer**

Enter the ER customer number (up to 10 characters). F2 allows a search of customer numbers (ref. #19). F3 allows you to display the next record on file.

2. **AR customer**

Enter the AR customer number defined for this rental customer in the AR Customer File. This number could be the same as the rental customer number (if you have defined the rental customer ID as the AR customer number in the ER Static Control Record.) If the rental customer is a valid AR customer (i.e., you have sold merchandise to them), enter their AR customer number. If the customer will always pay cash and is not an AR customer, enter a defined cash customer as set in the AR Customer File. Do not identify the customer as a cash customer if they will use monthly billing. CR initially defaults to the cash customer number defined in the ER Static Control Record. F2 allows a search of AR customer numbers.

3. **Name**

Enter the name of the customer or a contact at the company (up to 30 characters). If the **AR customer** input is **not** a cash customer, CR initially defaults to the name for the AR customer from the AR Customer File.

4. **Company**

Enter the company name (up to 30 characters). If the customer is not associated with a company, you may leave this field blank. CR initially defaults to the name for the AR customer in the AR Customer File, which is usually CASH for cash customers.

5. Address 1

Enter the customer address (up to 30 characters). If only one address line is needed, use the first one. This is the address that prints on contracts, reservations, and invoices. CR defaults to the first address line in the AR Customer File for an AR customer.

6. Address 2

Enter the second line of the customer address, if needed (up to 30 characters). CR defaults to the second address line in the AR Customer File for an AR customer.

7. City

Enter the city (up to 15 characters). CR initially defaults to the city defined in the AR Customer File for an AR customer.

8. State

Enter the state name using the 2-character designation provided by the post office. CR initially defaults to the state defined in the AR Customer File for an AR customer.

9. Zip code

Enter the zip code (up to 10 characters). CR initially defaults to the zip code defined in the AR Customer File for an AR customer.

10. Address 3

Enter the third line of the customer's address (up to 30 characters). CR defaults to the city, state, and zip from the previous inputs. Address 3 may be used for international addresses. It is used for all print outs, instead of the city, state, and zip fields.

11. Phone # 1

Enter the telephone number including area code, dashes, and extension, if needed (up to 17 characters). If the customer is set up in the AR Customer File, CR initially defaults to the first phone number.

12. Phone # 2

Enter the second telephone number for the customer, if needed (up to 17 characters). You can use this field for a fax number.

13. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort customers alphabetically for print outs and searches in ER. For example, you can use the first 10 characters of the customer's last name as a sort key. If more than one customer has the same first 10 characters, you may want to make the sort key unique. CR defaults to the first 10 characters of the customer name.

14. Memo 1

Enter the first line of information for this customer only (up to 30 characters). Memos 1 and 2 are displayed to users during reservation and contract entry.

15. Memo 2

Enter the second line of the memo (up to 30 characters), if needed.

16. Warehouse

Enter the 2-character warehouse number that this customer uses most often. This entry is used in printing customers by warehouse on the Rental Customer Listing. It is **not** the default warehouse displayed on screens, which is defined by terminal. CR defaults to the warehouse assigned to the terminal.

17. On hold

Enter N or Y to indicate if this customer is on equipment rental hold, such as for not having returned a rental item. If this input is Y, a customer will not be able to rent or buy items in the ER System. The customer is automatically put on hold in ER if they are on hold in AR. However, neither AR nor SO activity is affected if you place them on hold in ER.

18. Store history

Enter N or Y to indicate whether to store past invoice history. CR initially defaults to N. Invoice history stores the detail of all ER invoices in the ER Past Contract File. You may periodically run the Past Invoice Removal Program to remove unneeded past invoices by date.

19. Print extensions

Enter N or Y to indicate whether this customer will have line-item extensions printed on contracts and reservations. This also includes the information at the bottom of a contract or reservation: rental amount, sales amount, tax, freight, total, amount paid, deposits applied, and balance. CR initially defaults to N.

Example: A customer has rented items out on a long-term contract (over 30 days). You choose N for this input because you do not have a return date, so you cannot have an accurate line-item extension on the contract. Rates are printed on the contract, but they are not extended for the expected rental period.

20. Override deposits

Enter N or Y to indicate whether this customer must pay all of a deposit amount for each item rented. If you enter Y, the user may change the deposit for the customer during contract entry. CR initially defaults to N.



Commission %

Enter the commission percentage (0-99.99) for rental contracts on this customer. Commissions on rentals are calculated using this percentage, and commissions on sales use the commission percentage from the AR Customer File. ER uses the same commission structure as Sales Orders as defined in System Management under Company Control F/M. F1 defaults to NO PRIORITY. CR initially defaults to 0.

2. Date opened

Enter the date the rental account was opened for this customer (ref. #6). CR defaults to the date the customer was entered into the ER Customer File.

Days 23-25 are initially skipped and are maintained by the system by the Daily Rental Register. You can change them as necessary.

3. Date last rental

Enter the date of the most recent rental for this customer (ref. 6).

24. LTD # rentals

Enter the life-to-date number of rental invoices for this customer.

25. LTD rental \$

Enter the life-to-date total amount from rental for this customer.

26. Charge insurance

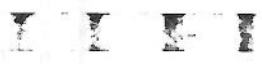
Enter the date (ref. #6) after which to begin charging insurance on this customer's contracts (if its items have insurance charges). CR defaults to 01/01/00 (always). This date is used only if a customer has a separate agreement to cover major loss; this is the termination date of the agreement.

Summary of File Activity

When you add a record to the ER Customer File, the system writes a record to the ER Customer File (ERCUST), ER Customer Alpha Sort File (ERCUSX), ER Customer Phone Sort File (ERPHOX), and ER By AR Customer Sort File (ERCARX). When you delete a customer record, the system checks the Contract/Customer Cross-Reference to ERCONT File (ERCONX), ER Invoice by Customer Cross-Reference File (ERPASX), and Reservation/Customer Cross-Reference to ERRESV File (ERRESX). If there are records in these files for the customer, you cannot delete the customer record.

Files Used: SMCTNL, ARCUST, ARCALX, ARPHOX

Files Updated: ERCUST, ERCUSX, ERPHOX, ERCARX



The following diagram presents the Rental Customer F/M Screen with actual FACTS demo data.

01-DEMO COMPANY		RENTAL CUSTOMER F/M		ERF910	
*. CUSTOMER	4042230934				
2. AR CUSTOMER	C104	17. ON HOLD		N	
3. NAME	BARNES MACHINERY & EQUIPMENT	18. STORE HISTORY		Y	
4. COMPANY		19. PRINT EXTENSIONS		N	
5. ADDRESS 1	18 SOUTH DIXON AVE	20. OVERRIDE DEPOSITS		N	
6.	2	21. COMMISSION %		10.00%	
7. CITY	ATLANTA	22. DATE OPENED		04/15/90	
8. STATE	GA	23. LAST RENTAL		09/21/90	
9. ZIP CODE	30302	24. LTD # RENTALS		13	
10. ADDRESS 3	ATLANTA, GA 30302	25. RENTAL \$		344.30	
11. PHONE # 1	404-223-0934	26. CHARGE INSURANCE		01/01/00	
12.	2				
13. ALPHA	BARNES MAC				
14. MEMO 1					
15.	2				
16. WAREHOUSE	01 ATLANTA WAREHOUSE				

LINE # TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ENTRY ..

Rental Item F/M (ERF920)

Function

This program allows you to create and maintain records in the Rental Item File. Each record contains a warehouse, item number, and rate information relevant to that warehouse/item. The program also allows you to access 13 periods of item history, to add memos to display during contract entry, and to add memos to be printed on the contract.

Before entering items, you must set up the warehouse where they reside in the ER Warehouse Control File. Also, an item must be defined in the IC Item File and the IC Warehouse/Item File before you can enter it here. On-hand quantities are not created at this point; they are produced by the programs on the Equipment Transfers Menu.

User Inputs

The following inputs are involved in creating and maintaining warehouse/items.

1. Warehouse

Enter the warehouse where the ER item exists. 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). F3 allows you to display the next record on file.

2. Item

Enter the item number residing in the rental warehouse. The entry must be a valid item number defined in the IC Item File. The description and unit of measure from the IC Item File are displayed next to it. F2 allows a rental item search (ref. #19). F3 allows you to display the next record on file.

3. Alpha

Enter the alphabetic sort key (up to 10 characters) to be used to sort items alphabetically for print outs and searches in ER. For example, you can use the first 10 characters of the item description as a sort key. If more than one item has the same first 10 characters, you may want to make the sort key unique. CR defaults to the first 10 characters of the item description (from the IC Item File).

4. Hourly rental rate

Enter the standard hourly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

Example: If you wish to charge the rental customer \$5.00 per hour, enter **5.00** (dollar amount). If you wish to charge 3% of the item's cost, enter **3C**. If you wish to charge 1.25% of the selling price, enter **1.25P**.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

The system calculates a default for each subsequent rate entry based on the rate entered here and the time units from the Static Control Record.

5. Daily rental rate

Enter the standard Daily rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

6. Weekly rental rate

Enter the standard weekly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

7. Monthly rental rate

Enter the standard monthly rental rate as a set dollar amount, as a percentage of cost, or as a percentage of the selling price.

The resulting calculated rate is shown to the right of this entry. The calculated rate is used as the default in reservation entry, contract entry, rental returns, and the Rate Contract File. When using a percentage, cost is the MANUAL cost from the Inventory Control Item File, and price is the STANDARD price from the same file.

8. Minimum rental

Specify the minimum rental period to charge for the item by entering a number and H (hours), D (days), W (weeks), or M (months). For example, to require a minimum rental of one month, enter 1M.

9. Deposit amount

Enter the standard deposit amount for the item when reserved or rented. CR initially defaults to 0.

10. Insurance charge

Enter the insurance charge for this item as a percentage of the total rental amount (0-99.99). CR initially defaults to 0.

11.-13. Delivery charge, pickup charge, cleanup charge

Enter the charges for deliveries, pickups, and cleanups for this item. If you enter a delivery or pickup charge less than the minimum amounts defined in the Static Control Record, the system displays a warning message (from which you can press CR to continue). CR initially defaults to 0 for all.

Inputs #14-16 are skipped for nonserial items. Only serial items are charged by distance, usage, or fuel. Nonserial items never need this type of processing.

14.-16. Distance charge, usage charge, fuel charge

Enter the following inputs for charging distance, usage, or fuel on this item:

- charge per unit of measure (0-999.99)
- 2-character unit of measure. The default unit of measure is from the Static Control Record, such as MI for miles. If you do not enter a charge but enter this code, units of measure are tracked for maintenance scheduling.
- free usage per rental. Enter free amounts per hour, day, week, and month. During contract or reservation entry, the system uses these free amounts to calculate the rental amount. For example, a customer renting a car gets the first 50 miles free and then is charged 25 cents for each additional mile.

17. Maintenance

Enter one of the following values to determine when this item is to receive maintenance:

- #** - base the maintenance schedule on a specific number of days. For example, a car can be taken in for a tune-up every 90 days. If you enter #, you must then enter the number of days between maintenances (0-999).
- D** - base the maintenance schedule on distance (serial items only). For example, a car can be taken in for an oil change every 3000 miles. You must be tracking distance on this item to choose this option. If you enter D, you must then enter the amount of distance between maintenances.
- U** - base the maintenance schedule on usage (serial items only). For example, a generator can be taken in for maintenance every 500 hours used. You must be tracking usage on this item to choose this option. If you enter U, you must then enter the amount of usage between maintenances.
- M** - use a manual schedule. You must determine the date on which the item receives maintenance (you specify the date in the Maintenance/Repair Completion Program).

N - no maintenance required for this item.

CR initially defaults to #.

18. Taxable

Enter Y or N to indicate if rental of this item is taxable. CR initially defaults to Y.

19. Commission

Enter the commission percentage (0-99.99) for the item. Commissions on rentals are calculated using this percentage, and commissions on sales use the commission percentage from the AR Customer File. ER uses the same commission structure as Sales Orders as defined in System Management under Company Control F/M. F1 defaults to NO PRIORITY. CR initially defaults to 0.

20. SA item

Enter the item number to use in sales analysis reporting. Enter a specific rental item number if you want to separate rental items from SO sales items in sales analysis reporting. However, rental item numbers must be defined in the IC Item File to do this. CR defaults to the IC item number, which combines rental items and sales items on reports. Press F3 if you are not using sales analysis reports. F2 allows a search (ref. #19).

Example: You are both selling and renting item number JG500, and you want to differentiate the two on sales analysis reports. You enter the rental item number, RJG500, in this field after you define it the IC Item File.

21. Check-in req

Enter Y or N to indicate if the item requires a check-in procedure before it can be available for rent. This field is skipped for nonserial items. CR initially defaults to Y.

Example: Once a rental car is returned, it must be refueled before it is available for rent. So, you would enter Y in this field for this item.

22. Carrying cost

Enter the carrying cost for this item. K cost represents the cost of carrying this item (storing, tax, insurance, etc.). The entry can be either a percentage of the initial cost or a fixed dollar amount. The input initially defaults to a dollar amount, so enter a % after a percentage amount. K cost posts to the item's life-to-date carrying cost through the Carrying Cost Register. CR initially defaults to the carrying cost defined in the ER Warehouse Control File.

When you have entered all inputs, enter Y or N to indicate whether to add the record and assign default history and memos. CR defaults to Y. Once a record is displayed on the main screen, you may access other information by pressing the highlighted letter of the display code needed. The entire display code is highlighted when the information relating to that code is displayed on the screen. The following codes may be used:

M - Main screen
H - History
ME - Memos

Use the following instructions to enter information for the remaining display codes.

Displaying History Information

To access the history screen, enter a valid warehouse and a valid item (the item must exist in the warehouse). Press H to display the history information.

1. Warehouse

Enter the warehouse where the ER item resides. 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). F3 allows you to display the next record on file.

2. Item

Enter the item number residing in the warehouse. The entry must be a valid item number defined in the IC Item File. The description and unit of measure from the IC Item File are displayed next to it. F2 allows a rental item search (ref. #19). F3 allows you to display the first record on file.

3.-15. The following information is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). You can change this information if needed. CR initially defaults to 0 for all.

- 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

Entering and Displaying Memos

To access the memo screen, enter a valid warehouse and a valid item (the item must exist in the warehouse). Enter ME to display the memos.

1. Warehouse

Enter the warehouse where the ER item resides. 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). F3 allows you to display the next record on file.

2. Item

Enter the item number residing in the warehouse. The entry must be a valid item number defined in the IC Item File. The description and unit of measure from the IC Item File are displayed next to it. F2 allows a rental item search (ref. #19). F3 allows you to display the next record on file.

3.-6. Entry memo

Enter the memo to be displayed to the user during contract entry (up to 4 lines of 60 characters each).

7.-9. Contract memo

Enter any information to be printed on the contract (up to 3 lines of 60 characters each).

Example: A memo to be printed on contracts for a floor sander might be
ALWAYS USE SAFETY GOGGLES WITH THE CCXV FLOOR
SANDER.

Summary of File Activity

When you add an item record, the system writes a record to the Rental Item File (ERITEM), Warehouse/Item Cross-Reference to ERITEM File (ERITMX), Rental Item Alpha/Warehouse Sort File (ERITAX). When you delete an item record, the system checks the Equipment File (EREQIP), Equipment Transfers File (ERTFER), and Scheduling File (ERSCHD). If there are records in these files for the item, you **cannot** delete the item record.

Files Used: SMCNTL, ICWHSE, ICMAS, ICINTR, ICALPX, ICCLSX

Files Updated: ERITEM, ERITMX, ERITAX, ERNOTE

The following diagram presents the main screen for Rental Item F/M with actual FACTS demo data.

```

01-DEMO COMPANY                RENTAL ITEM F/M                ERF920
* WAREHOUSE 01 ATLANTA WAREHOUSE
* ITEM                          I107 PORTABLE FLOOR CRANE          EA
3. ALPHA                        CRANE                17. MAINTENANCE #    90
4. RATE HOURLY                  10.00                10.00 18. TAXABLE   N
5.   DAILY                      31.00                31.00 19. COMMISSION  15.00%
6.   WEEKLY                     95.00                95.00 20. SA ITEM
7.   MONTHLY                   290.00               290.00 21. CHECK-IN REQ Y
8. MINIMUM RENTAL              2H                    22. CARRYING COST  7.00%
9. DEPOSIT AMOUNT              30.00
10. INSURANCE CHARGE           5.00%
11. DELIVERY CHARGE            20.00
12. PICKUP CHARGE              20.00
13. CLEANUP CHARGE             .00
14. DISTANCE CHARGE            .00          FREE DISTANCE
15. USAGE CHARGE               .25 HR        USAGE          1    8    40    160
16. FUEL CHARGE                .00          FUEL
                                HOURLY DAILY WEEKLY MONTHLY
MAIN, HISTORY, MEMOS
ENTER DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, D-DELETE, F4-NEW ..
    
```

The following diagram presents the history screen for Rental Item F/M with actual FACTS demo data.

01-DEMO COMPANY		RENTAL ITEM F/M				ERF920
* . WAREHOUSE 01 ATLANTA WAREHOUSE						
* . ITEM						
		# OF RENTALS	I107 PORTABLE FLOOR CRANE		# LOST RENTALS	EA
			RENTAL \$	---# DAYS --- RENTED AVAILABLE		
3.	CP 09/90 SEP	3	585.60	25		
4.	LP 08/90 AUG	19	375.00	23	217	0
5.	PP 07/90 JUL	19	213.25	19	217	0
6.	PP 06/90 JUN	24	267.00	17	210	0
7.	PP 05/90 MAY	25	398.75	29	217	0
8.	PP 04/90 APR	13	151.75	13	210	0
9.	PP 03/90 MAR	32	362.00	31	217	0
10.	PP 02/90 FEB	14	146.75	13	196	0
11.	PP 01/90 JAN	10	121.00	10	217	0
12.	PP 12/89 DEC	11	131.00	10	217	0
13.	PP 11/89 NOV	24	532.00	32	210	0
14.	PP 10/89 OCT	15	192.25	15	217	0
15.	OP 09/89 SEP	12	228.25	17	210	0

MAIN, HISTORY, MEMOS
ENTER DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY .

The following diagram presents the memo screen for Rental Item F/M with actual FACTS demo data.

01-DEMO COMPANY	RENTAL ITEM F/M	ERF920
*. WAREHOUSE 01 ATLANTA WAREHOUSE		
*. ITEM	I107 PORTABLE FLOOR CRANE	EA
3. ENTRY MEMO 1		
4. 2		
5. 3		
6. 4		
7. CONTRCT MEMO 1 CRANE REQUIRES 24' CEILING HEIGHT		
8. 2		
9. 3		

MAIN, HISTORY, MEMOS
ENTER DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY ..

Equipment F/M (ERF930)

Function

This program allows you to maintain records in the ER Equipment File. This file contains information relevant to items including location, cost, depreciation, stocked quantities, and rented quantities. Each record contains a warehouse, an item number, and an equipment number if the item has a serial number. Nonserial items are also contained in this file to keep available and stocked quantities. This program also lets you access life-to-date totals and 13 periods of rental history for each equipment number.

Most fields in the Equipment File are created and maintained by the system. This is because any items to be rented must be transferred from the IC Warehouse/Item File to the ER Rental Item File and Equipment File. Therefore, the records are created when you use the programs on the Equipment Transfer Menu to automatically transfer the records into this file. The only way to delete a record from the Equipment File is to sell, transfer, or dispose of an equipment number and then run the Equipment Removal Register.

There are three types of numbers that all identify an item in the ER System but that are used for different purposes. The **item number** identifies an item or similar group of items in a particular rental warehouse. A **serial number** identifies a specific item belonging to a series of items, such as televisions, refrigerators, and heavy machinery. It is defined in the IC Warehouse Item File. Each serial item can have an **equipment number**, which uniquely identifies one piece of equipment in the ER System. Only serial items have equipment numbers; nonserial items are always assigned NONSERIAL as the equipment number. You assign the equipment number when you transfer the item from IC inventory into rental inventory.

After the file is set up, you can change the following fields:

- location
- date acquired
- date next maintenance
- initial cost
- period depreciation
- last distance, usage, fuel.

User Inputs

The following inputs are involved in maintaining items in the Equipment File:

1. Warehouse

Enter the warehouse where the ER item is located. 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). F3 allows you to display the next record on file.

2. Item

Enter the item number residing in the rental warehouse. The entry must be a valid item number defined in the Rental Item File. The description and unit of measure from the IC Item File are displayed next to it. F2 allows a rental item search (ref. #19). F3 allows you to display the next record on file.

3. Equipment#

You can enter this input for serial items only; the system automatically assigns NON-SERIAL to it for nonserial items.

Enter the equipment number (up to 20 characters). For serial items, this number uniquely identifies a piece of equipment in the ER System. (However, you can assign it to be the same as the serial number). Nonserial items always have NONSERIAL in this field. F2 allows a search of equipment numbers (ref. #19). F3 allows you to display the next record on file.

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 want to work with this item.

The rest of the record is displayed after you enter the equipment number. Then you can change all inputs except 4 (status), 13 (quantity stocked), 14 (currently rented), and 15 (serial number).

4. Status

This field is maintained by the system and describes the status of the equipment number or nonserial items. It can have the following values:

- A - available for rent
- C - waiting for check-in procedure
- D - disposed
- I - transferred to sales inventory
- M - in maintenance or repair
- O - out on rental
- S - sold
- T - transferred to another rental warehouse

5. Location

Enter the (bin) location of the item in the rental warehouse, i.e., where the item is stored in this warehouse (up to 6 characters).

6. Date acquired

Enter the date on which the item was purchased (ref. #6).

7. Date next maint

This input is the date of the next maintenance for the item (ref. #6). For items using a manually set maintenance schedule, you can enter their next maintenance date here. The Maintenance/Repair Register updates this field for all other items.

8. Initial cost

Enter the cost at which the item was purchased.

9. PD depreciation

Enter the depreciation amount (0-99999.99) for serial items only. This amount is posted to the item life-to-date depreciation during end-of-period procedures by the Depreciation Register.

10.-12. Last distance, usage, fuel

Enter the last reading for distance, usage, or fuel.

13. Quantity stocked

This field is maintained by the system and is the on-hand quantity in the rental warehouse. Serial items have only 0 or 1 in this field.

14. Currently rented

This field is maintained by the system. It is the number of the item currently out on contract or in maintenance/repair. Serial items have only 0 (rented) or 1 (available) in this field.

15. Serial#

This field is maintained by the system and is the number assigned to the equipment number in the IC Warehouse/Item File.

Once a record is displayed on the main screen, you may access other information by pressing the highlighted letter of the display code needed. The entire display code is highlighted when the information relating to that code is displayed on the screen. The following codes may be used:

- M - Main screen
- H - History

Use the following instructions to enter information for the history display code.

Displaying History Information

To access the history screen, enter a valid warehouse, item number, and equipment number. Press **H** to display the history information.

4.-16. The following information is kept for 13 periods of history (current period, last period, 10 previous periods, and oldest period). You can change this information if needed. CR initially defaults to 0 for all.

- number of rentals - number of times the item has been invoiced for the period
- dollars from rentals - 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

17.-26. The following information is kept for the life of the item and can be changed, if needed.

- number of rentals
- rental dollars
- depreciation
- carrying cost
- maintenance
- repair cost
- distance
- usage
- sales
- acquisition (cost)

Summary of File Activity

You cannot add or delete a record through this file maintenance. However, when you change fields within a record, the Equipment File (EREQIP) and the Check-In Cross-Reference to EREQIP File (ERCHKX) are updated.

Files Used: SMCNTL, ERITAX, ERITEM, ICWHSE, ICMAS, ICINTR, ICALPX, ICCLSX, ICLOTS

Files Updated: EREQIP, ERCHKX

The following diagram presents the main screen for Equipment F/M with actual FACTS demo data.

01-DEMO COMPANY	EQUIPMENT F/M	ERF930
*. WAREHOUSE	01 ATLANTA WAREHOUSE	
*. ITEM	I107 PORTABLE FLOOR CRANE	EA
*. EQUIPMENT#	1	
*. STATUS	C	
5. LOCATION		
6. DATE ACQUIRED	06/15/88	
7. NEXT MAINT	12/01/90	
8. INITIAL COST	279.00	
9. PD DEPRECIATION	4.65	
10. LAST DISTANCE		
11. USAGE	2412 HR	
12. FUEL		
*. QUANTITY STOCKED	1	
*. CURRENTLY RENTED	0	
*. SERIAL #	WI-6159	

MAIN, HISTORY
ENTER DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY ..

The following diagram presents the history screen for Equipment F/M with actual FACTS demo data.

01-DEMO COMPANY		EQUIPMENT F/M				ERF930	
*. WAREHOUSE 01 ATLANTA WAREHOUSE							
*. ITEM		I107 PORTABLE FLOOR CRANE				EA	
*. EQUIPMENT# 1							
		RENTAL		# DAYS		LIFE-TO-DATE	
		#	DOLLARS	RENT	AVAIL		
4.	CP 09/90 SEP	1	253.05	16		17. # RENTALS	145
5.	LP 08/90 AUG	9	90.00	9	31	18. RENTAL \$	3067.55
6.	PP 07/90 JUL	10	102.25	10	31	19. DEPRECIATION	123.23
7.	PP 06/90 JUN	20	206.00	13	30	20. CARRYING COST	517.55
8.	PP 05/90 MAY	17	191.00	12	31	21. MAINTENANCE	72.00
9.	PP 04/90 APR	9	90.75	9	30	22. REPAIR COST	68.15
10.	PP 03/90 MAR	10	100.00	10	31	23. DISTANCE	0
11.	PP 02/90 FEB	6	66.00	5	28	24. USAGE	2497
12.	PP 01/90 JAN	8	80.00	8	31	25. SALES	
13.	PP 12/89 DEC	9	90.00	8	31	26. ACQUISITION	297.00
14.	PP 11/89 NOV	15	166.00	13	30		
15.	PP 10/89 OCT	10	100.00	10	31		
16.	OP 09/89 SEP	7	72.25	7	30		

MAIN, HISTORY
 ENTER DISPLAY CODE, LN# TO CHANGE (F2-CONTINUED), CR-NEXT, F4-NEW ENTRY ..

Kit Entry & Maintenance (ERE910)

Function

This program allows you to enter and maintain kits in the ER System. A kit is a group of items which are rented (or sold) as a package. Kits are used in the reservation and contract entry to automatically bring up the items in kits to be rented. Utilizing kits makes entry of items easier for you.

For example, you may set up a floor sanding kit. This kit consists of the power sander (rented), the power cord (rented), goggles (rented), and sander pads (sold). When a customer rents the floor sanding kit, you enter the kit and the system automatically prompts you for each item (sander, cord, etc.). Memo lines may also be entered, which are automatically added to the reservation or contract.

The Kit Entry and Maintenance Screen consists of two sections. The upper portion of the screen is called the header portion where general information (kit number and description) is entered. The lower portion of the screen is called the line-item portion where each item in the kit and the quantity of each item used is entered. Once the kit is entered, you have the option of changing, adding to, removing line items from or deleting the kit at any time.

All items set up in the kit must be set up through the Rental Item F/M Program. Kit item numbers, however, are not rental item numbers.

User Inputs

The following inputs are involved in entering and maintaining kits:

1. **Kit #**

Enter the kit number (up to 20 characters). F3 allows you to select the warehouse for which rental rates are displayed. If you select F3, enter the valid ER warehouse. F2 allows a search (ref. #19). CR initially defaults to the warehouse assigned to the terminal. F2 allows a search of defined kits.

2. **Description**

Enter the description of the kit (up to 30 characters).

This concludes the header portion of the Kit Entry and Maintenance Program. At this time, the header record is created. After the header record is created, you may change the description through the change header routine. Input #1 (kit number) can only be changed by deleting and reentering the kit number.

Line numbers are assigned automatically beginning with 001 and incrementing by one for each additional line item up to 999. In the rare case where 999 line items have been entered, the program advances to the **prompt-selection input** and refuses further entries.

3. Line type

Enter whether this item is to be **R** (rented) or **I** (sold) from rental inventory. CR defaults to **R**. F3 ends entries and advances to the **prompt-selection input**. F4 removes the previous line and backs up to the previous line number.

4. Item

Enter the valid item number to be used (rented or sold) in the kit. The item must be set up in the Rental Item F/M Program. Valid entries display the item description and stocking unit of measure from the IC Item File. F2 allows a rental item search (ref. #19).

You may also enter an **M** as the item number indicating a memo line. The program then advances to the memo input. Enter the memo to appear on the reservation or contract (up to 30 characters).

5. Units

If the item number entered is a serialized item or if a memo line was entered, this input is skipped. Enter the number of units used of the item (rented or sold) in the kit (0-9999).

6. Percentage (%) rate

Rental rates are displayed for the item and current warehouse (CW) by the hour, day, week and month. Enter the % of the standard rental rate to apply to the item of the kit (0-100). CR initially defaults to 100.

Example: When renting goggles separately they have a standard rental charge. However, as part of the floor sanding kit, the rental charge may only be 50% of the standard charge.

This concludes the line-item portion of the Kit Entry and Maintenance Program. The **prompt-selection input** allows you to perform the following functions:

- # - change a line item
- L - list line items
- A - add line items
- D - delete the kit
- F2 - change header
- F3 - access the ending routine (ref. #16).

The ending routine allows you to CR to continue, concluding the entry of the ER kit. The screen is cleared of input information, and the program returns to input #1 (kit number). F4 backs up to the **prompt-selection input**.

Summary of File Activity

At the conclusion of the header portion, a header record is created in the ER Kit File (ERKITS). At the conclusion of a line item, a line-item record is created in the ER Kit File.

Files Used: SMCNTL, ICMAS, ICALPX, ICCLSX, ERITMX, ICINTR, ERITEM, ERITAX

Files Updated: ERKITS

The following diagram presents the Kit Entry and Maintenance Screen with actual FACTS demo data.

01-DEMO COMPANY		KIT ENTRY & MAINTENANCE		CW 01	ERE910
KIT	WORKBENCH - WHSE	DESCRIPTION	WAREHOUSE	WORKBENCH	KIT (SALE)
LN#	T	ITEM DESCRIPTION	UNITS	UM	RATE
001	I	I123 20 GAL WASTE CONTAINER	1	EA	90%
002	I	I102 ADJUSTABLE HEIGHT STEEL STOOLS	2	EA	90%
003	I	I119 STEEL SHELVING/SHELVES	4	EA	90%
004	I	I108 STEEL TOP WORK BENCH	1	EA	90%

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

Create Rental Item Records (ERU910)

Function

This program allows you to create rental item records for additional warehouses once an initial warehouse has been set up. This program prevents you from having to set up individual records through the Rental Item F/M Program for every warehouse/item combination in ER. The information created in the new warehouse on each item is pulled from the item in the source warehouse.

You have the option to

- select the source warehouse
- select the beginning and ending items to create
- select the item class from which to create
- select the vendor from which to create
- select the warehouse in which to create items.

User Inputs

The following inputs are involved in creating rental item records:

1. Source warehouse

Enter the valid rental warehouse from which items are created. CR defaults to the warehouse assigned to the terminal.

2. Beginning item

Enter the beginning item to create. CR defaults to FIRST (the first item in the source warehouse).

3. Ending item

Enter the ending item to create. CR defaults to LAST (the last item in the source warehouse).

4. Class

Enter the valid item class for which items are to be created. CR defaults to ALL.

5. Vendor

Enter the valid vendor for which items are to be created. CR defaults to ALL.

6. Create in warehouse

Enter the valid rental warehouse in which to create items. The warehouse must have been set up in the ER Warehouse Control F/M Program.

7. End of inputs

(ref. #7).

Summary of File Activity

Creating records proceeds by reading through the ER Item File (ERITEM) for items in the source warehouse meeting criteria entered. Items are then created in the new warehouse in the ER Item File, the ER Warehouse/Item Sort File (ERITMX), and the ER Item by Alpha Sort File (ERITAX).

Files Used: SMCNTL, ICMAS, ICWHSE, APVEND

Files Updated: ERITEM, ERITMX, ERITAX

The following diagram presents the Create Rental Item Record Screen with actual FACTS demo data.

```
01-DEMO COMPANY          CREATE RENTAL ITEM RECORDS          ERU910
SOURCE WAREHOUSE 01 ATLANTA WAREHOUSE
BEGINNING ITEM FIRST
ENDING ITEM LAST
CLASS ALL
VENDOR ALL
CREATE IN WAREHOUSE 02 DALLAS WAREHOUSE

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

Past Invoice Removal (ERU920)

Function

This program allows you to remove past ER invoice history based on customer number, warehouse, and minimum days to keep history.

You have the option to

- select the beginning and ending customer for which to remove invoices
- select warehouse(s) of invoices to remove
- select number of days of past invoices to keep.

The Past Invoice History File is used during contract inquiry to display past invoices and is updated by the Daily Rental Register update. Past Invoices are stored for each customer if the store history flag is set to Y in the Rental Customer File.

User Inputs

The following inputs are involved in removing past equipment rental invoices:

1. Beginning Customer

Enter the beginning customer for which rental invoice history is to be removed. CR defaults to FIRST (first ER customer on file).

2. Ending Customer

Enter the ending customer for which rental invoice history is to be removed. CR defaults to LAST (last ER customer on file).

3. Warehouse

Enter up to twenty 2-digit warehouse codes side by side for which invoice history is to be removed. CR defaults to the warehouse assigned to the terminal. F3 defaults to ALL.

4. Days to keep

Enter the number of days of past invoices to keep. For example, if 6 months of invoice history should be stored, multiply 6 (months) x 30 (days per month) and enter 180 days. CR defaults to 30.

5. End of inputs

(ref. #7)

Summary of File Activity

Updating proceeds by reading through the Past ER Invoice History File (ERPAST) based on the criteria selected. Records of the appropriate ER customers from the selected warehouse(s) with the invoice date before the calculated cutoff date are removed from the Past Invoice History File, Past Invoice by Customer File (ERPASX), and Past Invoice by Contract Number File (ERPASZ).

Files Used: SMCNTL, ERCUST

Files Updated: ERPAST, ERPASX, ERPASZ

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

```
01-DEMO COMPANY                PAST INVOICE REMOVAL                ERU920
THIS PROGRAM WILL REMOVE PAST INVOICES BASED ON THE CRITERIA ENTERED BELOW.
BEGINNING CUSTOMER FIRST
ENDING CUSTOMER LAST
WAREHOUSE 01 ATLANTA WAREHOUSE
DAYS TO KEEP 30 REMOVE THRU 09/01/90 SAT

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