Infrequent File Maintenances (ERS910)

The Infrequent File Maintenances Menu contains the file maintenance programs that you will seldom use. Most of these programs are used only during the initial setup of the system. Some of these files are updated by the system, such as the Nonstatic Control Record. The programs on the Infrequent File Maintenances Menu allow you to

- maintain the maintenance/repair codes needed for maintenance/repair posting (Maintenance/Repair Code F/M)

- set up rental warehouses (Warehouse Control F/M)

- determine how equipment rental transactions post to general ledger

- maintain the parameters for printing reservations, contracts, invoices, delivery tickets, and pickup tickets (Forms Print Control F/M)

- maintain the dates that are not standard rental days, such as holidays (Special Date F/M)

- set up the parameters that affect system-wide processing (Static Control F/M)

- keep track of the equipment rental period and all register trace numbers (Nonstatic Control F/M)

- rebuild sort files not up to date with the rest of the system (Rebuild ER Sort Files).

The following diagram presents the Infrequent File Maintenances Menu.

```
                            EQUIPMENT RENTAL
========================= INFREQUENT FILE MAINTENANCES =========================
01-DEMO COMPANY                                                          ERS910




                    1. MAINTENANCE/REPAIR CODE F/M
                    2. WAREHOUSE CONTROL F/M
                    3. ER TO GL POSTING F/M
                    4. FORMS PRINT CONTROL F/M
                    5. SPECIAL DATE F/M
                    6. STATIC CONTROL F/M
                    7. NONSTATIC CONTROL F/M
                    8. REBUILD ER SORT FILES




          SELECTION ___

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

Maintenance/Repair Code F/M (ERF950)

Function

This program allows you to create and maintain maintenance/repair codes in ER.

Each item, when entered into the Maintenance/Repair Entry Program for maintenances or repair, must be assigned a maintenance/repair code. The maintenance/repair code indicates whether the code is specifically for maintenance or repair. Each code may also be assigned a specific description.

Valid maintenance/repair codes must be entered here prior to entering maintenance or repairs in the Maintenance/Repair Posting Menu. When maintenance or repairs are complete on an item, the Maintenance/Repair Register is updated. The register updates the life-to-date maintenance field or the life-to-date repair field for the item (in the appropriate warehouse), depending on whether the maintenance/repair code type is an **M** (maintenance) or **R** (repair).

Each maintenance/repair code has an assigned general ledger account number. In the ER to GL Posting Record, in the **MNT/REP DR** (maintenance/repair debit) field, the **B** (basis) flag determines whether to post maintenance/repair expenses based on the **C** - maintenance/repair code (pulled from the maintenance/repair code) or based on the **D** - default maintenance/repair debit (as set in the ER to GL Posting Record.)

If the flag is set to **C** (code), the GL number assigned to the maintenance/repair code is posted as the debit when the maintenance/repair is complete. If the flag is set to **D** (default), the GL number assigned in the ER to GL Posting Record is posted as the debit when the maintenance/repair is complete.

User Inputs

The following inputs are involved in creating and maintaining maintenance/repair codes:

1. **Maintenance/Repair Code**

   Enter the maintenance/repair code (2 characters). For instance, you could enter **MN** for maintenance or **RP** for repair. F2 allows a search of defined codes (ref. #19). F3 allows you to display the next record on file.

2. **Description**

   Enter the description for the code entered above (up to 30 characters). This description is displayed on the screen when the maintenance/repair code is entered through maintenance/repair posting.

3. **Type**

   Enter whether the code is an **M** (maintenance) or **R** (repair) code.

4. G/L #

Enter the maintenance/repair expense GL account number to post for this code. The entry must be a valid GL account number. F2 allows a search (ref. #19).

Summary of File Activity

Files Used: GLMSTR, GLALPX

Files Updated: SMCNTL

The following diagram presents the Maintenance/Repair Code F/M Screen with actual FACTS demo data.

```
01-DEMO COMPANY              MAINTENANCE/REPAIR CODE F/M           ERF950

 *. MAINTENANCE/REPAIR CODE M1
 2. DESCRIPTION              LUBE, OIL & FILTER
 3. TYPE                     M
 4. G/L#                     760-01-1 RENTAL EXPENSE

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

Warehouse Control F/M (ERF955)

Function

This program allows you to create and maintain warehouses, which are the same as rental centers in the ER System. Items are entered in warehouses in order to maintain stocked and available quantities. You must set up the warehouse in the IC Warehouse File before you enter it here. Also, you must set up the warehouse in this file before you enter its items in the ER Item File.

User Inputs

The following inputs are involved in creating and maintaining a warehouse record:

1. **Warehouse**

   Enter the warehouse code (2 characters). The entry must be a valid warehouse code defined in the IC Warehouse File. The warehouse description from IC is displayed next to the entry. CR initially 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. **Default tax code**

   Enter a valid default tax code for this warehouse (up to 8 characters). The tax code must be defined in the AR Tax Table File. This entry is used as the default in all ER entry programs. CR initially defaults to the first code in the AR Tax Table File. F2 allows a search (ref. #19).

3. **Default tax rate**

   Indicate whether the default tax rate for this warehouse is H (high), L (low), or X (exempt from tax). CR initially defaults to H.

4-10. **Charge tax on delivery, pickup, insurance, cleanup, distance, usage, fuel**

   Enter N or Y in each of these fields to indicate whether to charge tax on fees from deliveries, pick ups, insurance coverage, clean ups, distance, usage, and fuel. CR initially defaults to Y for all.

11. **Carrying cost %**

   Enter the default inventory carrying cost for all items in the warehouse (0 - 99). K cost is always expressed as a percent and represents the cost of carrying items (storing, tax, insurance, etc.). This entry is the default carrying cost assigned to each item in the Rental Item File. CR defaults to the carrying cost entry for this warehouse from the IC Warehouse Record.

12-14. **Default city, state, zip code**

Enter the default city (up to 15 characters), state (2 characters), and zip code (up to 10 characters) for cash customers. These fields are the defaults used during reservation, contract, and invoice entry. CR initially defaults to the entries in the IC Warehouse Record for this warehouse.

15. **Opening time**

Enter the opening times for each day of the week, beginning with Monday. These values are used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time that the rental center is closed while entering a reservation, the system displays a warning message. CR initially defaults to 8:00 a.m. Press F2 for CLOSED.

16. **Closing time**

Enter the closing times for each day of the week, beginning with Monday. These values are used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time that the rental center is closed while entering a reservation, the system displays a warning message. CR initially defaults to 6:00 PM or 18:00 if you are using military time. The cursor skips an input if CLOSED is in the corresponding opening time.

17. **Chg overnight**

Enter Y or N to indicate whether to charge for rentals during nonbusiness hours, such as an overnight rental. CR initially defaults to Y.

> Examples: The warehouse is open on Saturday until 4:00 p.m. and closed on Sunday. If you want to charge for rentals out on Sunday, you enter Y for Sunday. If you do **not** want to charge customers for items out on Sunday, you enter N. If you want to charge overnight on Saturdays but **not** charge for Sundays, you enter Y for Saturday and N for Sunday.

Summary of File Activity

Files Used: ARTAXT, APVEND, ICWHSE, ERITEM

Files Updated: SMCNTL

The following diagram presents the Warehouse Control F/M Screen with actual FACTS demo data.

```
01-DEMO COMPANY              RENTAL WAREHOUSE CONTROL F/M              ERF955

 *. WAREHOUSE               01 ATLANTA WAREHOUSE
 2. DEFAULT TAX CODE        GAFULATL
 3.            RATE         H
 4. CHARGE TAX ON DELIVERY  Y
 5.            PICKUP       Y
 6.            INSURANCE    N
 7.            CLEANUP      N
 8.            DISTANCE     Y
 9.            USAGE        Y
10.            FUEL         Y
11. CARRYING COST %         20.00%
12. DEFAULT CITY            ATLANTA
13.        STATE            GA
14.        ZIP CODE         33025
                 MON      TUE      WED      THU      FRI      SAT      SUN
15. OPENING TIME  8:00 AM  8:00 AM  8:00 AM  8:00 AM  8:00 AM  8:00 AM CLOSED
16. CLOSING TIME  9:00 PM  9:00 PM  9:00 PM  9:00 PM  9:00 PM  5:00 PM
17. CHG OVERNIGHT  Y        Y        Y        Y        Y        Y        Y


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

ER to GL Posting F/M (ERF965)

Function

This program allows you to determine how equipment rental transactions post to general ledger (if at all).

This record contains information (such as journal and account numbers) which the system references in performing the automatic posting of ER Registers data to the general ledger in the Registers Updates. All general ledger numbers must be valid general ledger numbers.

You set up the GL distribution, i.e., how the distribution is to post into the journal file in general ledger (example: summary, detail). See input #1 for options. In addition to the GL distribution, you set up where in the journal file in general ledger the distribution is to post, i.e. the rental journal.

There are standard entries made to general ledger when posting a rental transaction. For example, when an item is rented, one debits the accounts receivable (or cash) and cost of goods sold accounts and credits the rental and inventory accounts. You must set up where these standard GL account numbers used will come from, what they are and how they are to be used.

The basis is asking where the number is to come from. The system either always uses the same account number or gives you a choice as to where the number is pulled from (i.e., customer GL posting table or item GL posting table).

The department and branch flags have to do with imbedding the department and branch flags within the GL account number (if applicable). When entering any rental contract, the department and branch may be entered. If you imbed the department and/or branch within the GL account number, the system looks at the department and/or branch assigned to each invoice. For example, if the G/L # to post is **415-00-00** (department is fourth and fifth digits, branch is sixth and seventh digits), the department is 01 and the branch is 02, then the system posts to **415-01-02**. The system inserts the department and/or branch in the proper place within the GL account number.

Finally, a default GL account number is set up. Even if the default is not to be used, it must be entered.

Following is information about setting up each entry:

Accounts Receivable

Basis - determines where the accounts receivable number comes from. You have a choice of always posting to the default accounts receivable G/L # (from this record) or posting to the accounts receivable G/L # assigned in the customer's GL posting table. The system may always post to one AR G/L # (by setting basis to D-default) or break out accounts receivable to multiple account numbers (example: AR-retail, AR-wholesale) (by setting basis to C-customer).

Department - The AR account may not be departmentalized.

Branch - determines if the system should insert the branch in the AR G/L #.

Default GL account number - is used for posting purposes if the basis is set to D-default. If basis is set to C-customer GL posting table, the number is entered but not used for posting purposes.

Sales Merchandise & Miscellaneous

Basis - determines where the sales number comes from. You have a choice of always posting to the default sales G/L # (from this record), posting to the sales G/L # assigned in the customer's GL posting table or item's GL posting table. The system may always post to one sales G/L # (by setting basis to D-default) or break out sales to multiple account numbers (example: sales-retail, sales-wholesale or sales-dock equipment, sales-warehouse equipment) (by setting basis to C-customer or I-item).

Department and Branch - determine if the system should insert the department and branch in the sales G/L #.

Default GL account number - is used for posting purposes if the basis is set to D-default. If basis is set to C-customer GL posting table or I-item GL posting table, the number is entered but not used for posting purposes.

Tax

Basis - determines where the sales tax number comes from. You have a choice of always posting to the default sales tax G/L # (from this record) or posting to the sales tax G/L # assigned to each tax code in the AR Tax Tables F/M. The system may always post sales tax to one sales tax G/L # (by setting basis to D-default) or break out sales tax to multiple account numbers (example: Georgia sales tax, Fulton County sales tax, City of Atlanta sales tax) (by setting basis to T-tax code).

Department and Branch - determine if the system should insert the department and branch in the sales tax G/L #.

Default GL account number - is used for posting purposes if the basis is set to D-default. If basis is set to T-tax code, the number is entered but not used for posting purposes.

Inventory, Cost Of Goods Sold

Basis - determines where each account number comes from. You have a choice of always posting the default account (inventory and cost of goods sold from this record) or posting to inventory and cost of goods sold G/L #'s assigned in the item's GL posting table. The system may always post to one inventory or cost of goods sold G/L # (by setting basis to D-default) or break them out to multiple account numbers (example: Inventory Dock Equipment, Inventory Warehouse Equipment and Cost of Goods Dock Equipment, Cost of Goods Warehouse Equipment) (by setting basis to I-item).

Department and Branch - determines if the system should insert the department and branch in the inventory and cost of goods sold G/L #.

Default GL account number - is used for posting purposes if the basis is set to D-default. If basis is set to I-item, the number is entered but not used for posting purposes.

Maintenance/Repair Debit (MNT/REP DR)

Basis - determines where the account number comes from. You have a choice of always posting to the default maintenance/repair debit or posting to the account based on the maintenance/repair code. The system may always post to one maintenance/repair debit G/L# (by setting basis to D - default) or break out maintenance/repair debit to multiple account numbers (example: maintenance expense, repair expense) (by setting basis to C-repair code).

Department and Branch - determines if the system should insert the department and branch in the GL account number.

Default GL account number - is used for posting purposes if the basis is set to **D** - default. If basis is set to **C** - repair code, the number is entered but not used for posting purposes.

Freight, Rental Inventory, Rental Logs, CM Return, CM Allowance, Delivery/Pickup, Insurance, Cleanup, Deposits, Disposal, Depreciation Debit, Depreciation Credit, Maintenance/Repair Credit

Basis - determines where each account number comes from. For each account the basis must be set to **D** - default indicating the number used always comes from the default G/L# (from this record).

Department and Branch - determines if the system should insert the department and branch in the GL account number.

Default GL account number - is used for posting purposes because the basis is set to **D** - default.

User Inputs

The following inputs are involved in creating the ER to GL Posting Control Record:

1. **GL distribution**

   The Equipment Rental system may post to general ledger automatically. The Daily Rental, Transfer, Maintenance/Repair and Depreciation Registers may print a general ledger distribution and make a journal posting to GL during the update. Enter **0, 1, 2** or **3** to indicate how ER is tied in with general ledger. CR initially defaults to 0.

   0 - no GL distribution is printed or posted.

   1 - the GL distribution is printed (printing is in detail format) but not posted to GL.

   2 - the GL distribution is printed (printing is in detail format) and posted to GL in summary (posting includes the total amount posted to each account number).

3 - the GL distribution is printed (printing is in detail format) and posted to GL in detail (posting includes each item contributing to the amount for each account number).

2. Posting journal

If 0 or 1 was entered in input #1, this input is skipped. Enter the general ledger journal number to post to for the posting of the Rental Registers. The entry must be a valid journal number. F2 allows a search (ref. #19).

3. Accounts receivable

Enter whether to build distribution based on the D-default G/L # or C-customer GL posting table. CR initially defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N to indicate that the department may not be inserted into the G/L # when posting. CR defaults to N. All account numbers in this record may be departmentalized except accounts receivable.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

4. Rental

Enter **D** to build distribution based on the default G/L#. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N to indicate that the department may not be inserted into the G/L # when posting. CR defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

5. Sales merchandise

Enter whether to build distribution based on the D-default GL number, C-customer GL posting table or I-item GL posting table. CR initially defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

6. **Sales miscellaneous**

Enter whether to build distribution based on the D-default G/L #, C-customer GL posting table or I-item GL posting table. CR initially defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

7. **Tax**

Enter whether to build distribution based on the D-default G/L # or T-tax code. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

8. **Freight**

Enter **D** to build distribution based on the default G/L #. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

9. **Rental Inventory**

   Enter **D** to build distribution based on the default G/L#. CR defaults to D. This GL number is posted by the Daily Rental Register and the Transfer Register.

   If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

   If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

   Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

10. **Inventory**

    Enter whether to build distribution based on the D-default G/L # or I-item GL posting table. CR initially defaults to D. This GL number is posted by the Daily Rental Register.

    If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

    If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

    Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

11. **Rental Cost of Goods Sold (COGS)**

    Enter **D** to build distribution based on the default G/L#. CR defaults to **D**. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref.#19).

12. **Cost of goods sold (COGS)**

Enter whether to build distribution based on the D-default G/L # or I-item GL posting table. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

13. **Credit memo return**

Enter D to build distribution based on the default G/L #. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

14. **Credit memo allowance**

Enter D to build distribution based on the default G/L #. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L # when posting. CR initially defaults to N.

If the **branch position** flag in the company control record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L # when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L # displays the G/L # description. F2 allows a search (ref. #19).

15. **Delivery/Pickup**

Enter D to build distribution based on the default G/L#. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

16. **Insurance**

Enter D to build distribution based on the default G/L#. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

17. **Cleanup**

Enter D to build distribution based on the default G/L#. CR defaults to D. This GL number is posted by the Daily Rental Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

18. **Deposits**

Enter **D** to build distribution based on the default G/L#. CR defaults to **D**. This GL number is posted by the Daily Rental Register. This number refers to prepaid deposits only (not security deposits). When a prepaid deposit is entered on a contract, the cash G/L# is debited and this deposits G/L# is credited. When the prepaid deposit is applied later, the deposits G/L# is debited and either the sales or rental revenue account is credited.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to **N**.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to **N**.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

19. **Disposal**

Enter **D** to build distribution based on the default G/L#. CR defaults to **D**. This GL number is posted by the Transfer Register as a debit if the item is disposed through Transfer Entry.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to **N**.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to **N**.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

20. **Depreciation Debit**

Enter **D** to build distribution based on the default G/L#. CR defaults to **D**. This GL number is the account number for which depreciation is debited by the Depreciation Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter **N** or **Y** to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to **N**.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

21. **Depreciation Credit**

Enter D to build distribution based on the default G/L#. CR defaults to D. This GL number is the account number for which depreciation is credited by the Depreciation Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

22. **Maintenance/Repair Debit**

Enter whether to build distribution based on the **D** - default G/L# or **C** - maintenance/repair code. CR initially defaults to D. This GL number is posted as a debit by the Maintenance/Repair Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

23. **Maintenance/Repair Credit**

Enter D to build distribution based on the default G/L#. CR defaults to D. This GL number is posted as a credit by the Maintenance/Repair Register.

If the **department position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the department number into the G/L# when posting. CR initially defaults to N.

If the **branch position** flag in the Company Control Record is 0, this input is skipped. Enter N or Y to indicate whether to insert the branch number into the G/L# when posting. CR initially defaults to N.

Enter the default general ledger account number. Entering a valid G/L# displays the G/L# description. F2 allows a search (ref. #19).

Summary of File Activity

Files Open: GLMSTR, GLALPX

Files Updated: SMCNTL

The following diagram presents the ER to GL Posting F/M Screen with actual FACTS demo data.

```
01 DEMO COMPANY              ER TO GL POSTING F/M                ERF965


  1. GL DISTRIBUTION    2
  2.    POSTING JOURNAL 1000 SALES


     ENTRY       B DEPT BR G/L#            ENTRY       B DEPT BR G/L#
  3. ACCTS REC   D  N   Y  120-01-0    14. CM ALLOW    D  Y   Y  410-01-1
  4. RENTAL      D  N   Y  997-01-0    15. DEL/PICKUP  D  N   Y  993-01-0
  5. SALES MERCH D  Y   Y  410-01-1    16. INSURANCE   D  N   Y  994-01-0
  6.       MISC  D  Y   Y  410-01-1    17. CLEANUP     D  N   Y  995-01-0
  7. TAX        D  Y   Y  540-01-1    18. DEPOSITS    D  N   Y  996-01-0
  8. FREIGHT     D  Y   Y  640-01-1    19. DISPOSAL    D  Y   Y  760-01-1
  9. RENTAL INV  D  N   Y  185-01-0    20. DEPR DR     D  N   N  610-01-1
 10. INVENTORY   D  N   Y  175-01-0    21.     CR      D  N   N  150-01-0
 11. RENTAL COGS D  N   Y  533-01-0    22. MNT/REP DR  D  N   N  760-01-1
 12. COGS        D  Y   Y  530-01-1    23.       CR    D  N   N  535-01-1
 13. CM RETURN   D  Y   Y  410-01-1


LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
```

Forms Print Control F/M (ERF970)

Function

This program allows you to create and maintain the print parameters for reservations, contracts, invoices, delivery tickets, and pickup tickets.

This control record is referenced when entering and printing reservations, contracts, delivery tickets, and pickup tickets, and it must be set up prior to processing in the Equipment Rental System. You can buy preprinted forms from a forms designer. See the forms section in the *Installation Manual* for more information.

User Inputs

The following inputs are involved in creating the forms print control record:

1. **Contract/reservtn form depth**

   Enter the depth (number of lines) of the contract and reservation form at 6 lines per inch (29-99). Contracts, reservations and invoices are printed on identical forms. The following chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on each type of form. CR initially defaults to 42.

	when printing descriptions 1 or 2	when printing both descriptions
42 7-inch form	16 lines or 8 line items	15 lines or 5 line items
51 8 1/2 inch form	24 lines or 12 line items	24 lines or 8 line items
66 11-inch form	40 lines or 20 line items	39 lines or 13 line items

2. **Preprinted form**

   Enter N or Y to indicate whether to use a preprinted contract and reservation form. CR initially defaults to N.

3. **Item description**

   Enter whether to print **1** (description 1), **2** (description 2), or **B** (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to 1.

4. Memo

Enter a standard memo to print on each contract and reservation (up to 50 characters). This memo may be overridden during reservation or contract entry, and it prints on each form. CR and F2 default to NONE.

5. Invoice form depth

Enter the depth (number of lines) of the invoice form at 6 lines per inch (29-99). The following chart shows the usual values for this input (42, 51, and 66) and the number of lines printed for each. CR defaults to 42. The number of lines printed is the same as input #1; see the chart there for common values and the number of lines printed.

6. Preprinted form

Enter N or Y to indicate whether to use a preprinted invoice form. CR initially defaults to N.

7. Item description

Enter whether to print 1 (description 1), 2 (description 2), or B (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to 1.

8. Standard memo

Enter a standard memo to print on each invoice (up to 50 characters). This memo may be overridden during rental return and invoice/credit memo entry, and it prints on each form. CR and F2 default to NONE.

9. Delivery ticket form depth

Enter the depth (number of lines) of the delivery ticket at 6 lines per inch (29-99). The following chart shows the usual values for this input (42, 51, and 66) and the number of lines printed on a delivery ticket form. CR initially defaults to 42.

	when printing descriptions 1 or 2	when printing both descriptions
42 7-inch form	18 lines or 18 line items	18 lines or 9 line items
51 8 1/2 inch form	26 lines or 26 line items	26 lines or 13 line items
66 11-inch form	40 lines or 40 line items	40 lines or 20 line items

10. Preprinted form

Enter Y or N to indicate whether to use a preprinted delivery ticket. CR initially defaults to N.

11. **Item description**

    Enter whether to print 1 (description 1), 2 (description 2), or B (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to 1.

12. **Pickup ticket form depth**

    Enter the depth (number of lines) of the pickup ticket at 6 lines per inch (29-99). The number of lines printed is the same as input #9; see the chart there for usual values and the number of lines printed.

13. **Preprinted form**

    Enter Y or N to indicate whether to use a preprinted pickup ticket. CR initially defaults to N.
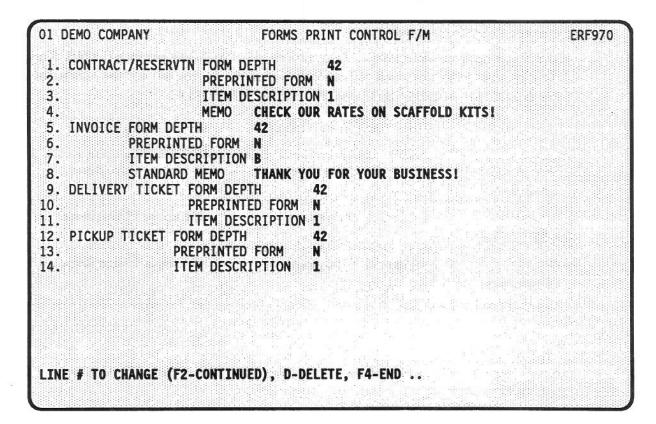
14. **Item description**

    Enter whether to print 1 (description 1), 2 (description 2), or B (both descriptions) as set in the Item File in Inventory Control. CR initially defaults to 1.

Summary of File Activity

Files Updated: SMCNTL

The following diagram presents the Forms Print Control F/M Screen with FACTS demo data.

```
01 DEMO COMPANY              FORMS PRINT CONTROL F/M                ERF970

 1. CONTRACT/RESERVTN FORM DEPTH         42
 2.                  PREPRINTED FORM  N
 3.                  ITEM DESCRIPTION 1
 4.                  MEMO    CHECK OUR RATES ON SCAFFOLD KITS!
 5. INVOICE FORM DEPTH        42
 6.          PREPRINTED FORM  N
 7.          ITEM DESCRIPTION B
 8.          STANDARD MEMO    THANK YOU FOR YOUR BUSINESS!
 9. DELIVERY TICKET FORM DEPTH       42
10.                 PREPRINTED FORM  N
11.                 ITEM DESCRIPTION 1
12. PICKUP TICKET FORM DEPTH       42
13.                 PREPRINTED FORM   N
14.                 ITEM DESCRIPTION  1




LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
```

Special Date F/M (ERF975)

Function

This program allows you to set up and maintain dates during the year which are not standard rental days. For these dates, the system will not use the standard opening and closing times or **overnight charge** flag as set in the Warehouse Control File. When a customer is renting an item on a special date (as set in this file), the system checks this file to determine the rental charges.

Examples of special days would be July 4th, Thanksgiving Day, etc. Special days must be set up for each rental warehouse.

User Inputs

The following inputs are involved in creating and maintaining special dates:

1. **Warehouse**

   Enter the valid ER warehouse code (2 characters). The entry must be a valid warehouse code defined in the ER Warehouse File. The warehouse description from IC is displayed next to the entry. CR initially defaults to the warehouse assigned to the terminal. F2 allows a search (ref. #19). F3 allows you to display the next record on file.

2. **Date**

   Enter the date for which special hours are to be entered (ref. #6). F3 defaults to the first special date record on file for this warehouse.

3. **Opening time**

   Enter the opening time of the warehouse on the special day. This value is used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time on the special date and the rental center is closed, the system displays a warning message. CR initially defaults to 12:00 a.m. Press F2 for CLOSED.

4. **Closing time**

   Enter the closing time of the warehouse on the special day. If CLOSED was entered for the opening time, this input is skipped. This value is used when entering rental and return dates in reservation and contract entry. For instance, if you enter a date or time on the special date and the rental center is closed, a warning message is displayed. CR initially defaults to 12:00 a.m.

5. **Charge**

   Enter Y or N to indicate whether to charge for rentals out during nonbusiness hours on the special day. CR initially defaults to Y.

Examples: If the warehouse is closed on July 4th and you want to charge for a rental including that day, you enter Y. If the warehouse is open for four hours on New Year's Eve, enter Y to charge for a rental during the nonbusiness hours on that day.

6. **Memo**

   Enter the memo to be displayed on the screen in reservation, contract, and returns entry when a special date is entered for the rental or return date (up to 15 characters). This memo is only displayed if the rental or return date occurs when the rental center will be closed.

Summary of File Activity

Files Used: SMCNTL

Files Updated: ERDATE

The following diagram presents the Special Date F/M Screen with actual FACTS demo data.

```
01-DEMO COMPANY                SPECIAL DATE F/M                    ERF975

  *. WAREHOUSE    01 ATLANTA WAREHOUSE
  *. DATE         07/04/90
  3. OPENING TIME CLOSED
  4. CLOSING TIME
  5. CHARGE       N
  6. MEMO         HAPPY JULY 4TH!

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

Static Control F/M (ERF980)

Function

This program allows you to create and maintain the company ER Static Control Record. The ER Static Control Record is critical to the proper functioning of the ER System. The record contains information that the ER System references in performing various functions.

> **CAUTION!** It is strongly advised that you use a password (as set through System Management) for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

User Inputs

The following inputs are involved in creating the ER Static Control Record:

1. **Customer ID**

   Enter a description of the customer ID (up to 10 characters). The system uses this entry in prompts whenever the ER customer number is to be entered. CR defaults to LICENSE #.

   > Example: If you enter **LICENSE #**, the prompt **ENTER RENTAL CUSTOMER'S LICENSE #** is displayed at the customer number input during reservation entry, contract entry, and invoice/credit memo entry.

2. **Military time**

   Enter N or Y to indicate whether to display military time in time inputs. You can enter times using either military or standard format. If you choose Y at this input, time inputs are displayed in military time. CR initially defaults to N.

   > Example: You can enter either 16:00 or 4:00 PM in a time input. If this flag is set to Y, the system converts the standard entry of 4:00 PM to display 16:00.

3. **Use carrying cost**

   Enter N or Y to indicate if you wish to run the Carrying Cost Register as part of the end-of-period procedures. Carrying costs are assigned to each item in the Rental Item File. If you enter Y, you can run the register to post carrying costs to life-to-date history for each item. Carrying costs are also used in the Equipment Investment Analysis Report. If you enter N, carrying costs are not accumulated. CR initially defaults to N.

4. **Use depreciation**

   Enter N or Y to indicate if you wish to run the Depreciation Register as part of the end-of-period procedures. CR initially defaults to N.

5. **Charge tax**

   Enter one of the following values to indicate how you want to charge tax on rental and sales items:

   Y - charge applicable tax on all sales and rental items
   O - allow **override** of tax amount
   N - do not charge tax on sales and rental items

   CR initially defaults to Y.

6. **Charge freight**

   Enter Y or N to indicate whether to charge customers for freight costs. CR initially defaults to N.

7. **Rates: # weeks/month**

   Define the number of weeks in a month (.00 - 9.99). This entry is used to calculate default rental rates for an item in the Rental Item File. CR initially defaults to 4.

   > Example: If you enter 4.00 and the weekly rate in the Rental Item File is entered as $45.00, the default monthly rate is calculated at $180.00 per month (based on 4.00 x $45.00).

8. **Rates: # days/week**

   Define the number of days in a week (.00 - 9.99). This entry is used to calculate default rental rates for an item in the Rental Item File. CR initially defaults to 7.

   > Example: An entry of 6.00 in this field indicates that the rental center is closed on Sunday, and customers are not charged for that day. If the daily rate for an item in the Rental Item File is entered as $10.00, the default weekly rate is calculated at $60.00 per week (based on 6.00 x $10.00).

9. **Rates: # hours/day**

   Define the number of hours in a day (.00 - 99.99). This entry is used to calculate default rental rates for an item in the Rental Item File. CR initially defaults to 24.

   > Example: An entry of 9.00 in this field indicates that you want to charge a customer for 9 hours a day (instead of 24 hours a day). If the hourly rate for an item in the Rental Item File is $2.00, the default daily rate is calculated at $18.00 (based on 9.00 x $2.00).

10. **Max rate var below**

Enter the maximum percentage (0 - 999) by which the charged rental rate cannot be less than the standard rate. If you change the rate below this percentage during ER entry programs, the system displays a warning message. CR initially defaults to 999.

> Example: If you enter 15, the system displays a message if an item that has a standard rental rate of $5.00 is changed to less than $4.25 (less than 15%).

11. **Max rate var above**

Enter the maximum percentage (0 - 999) by which the charged rental rate cannot be more than the standard rate. If you change the rate above this percentage during ER entry programs, the system displays a warning message. CR initially defaults to 999.

> Example: If you enter 15, the system displays a message if an item that has a standard rental rate of $5.00 is changed to more than $5.75 (more than 15%).

12. **Min delivery chg**

Enter the minimum allowable delivery charge. If you enter a delivery charge below this amount when adding items to the Rental Item File, the system displays a warning message. CR initially defaults to 0.

13. **Min pickup chg**

Enter the minimum allowable pickup charge. If you enter a pickup charge below this amount when adding items to the Rental Item File, the system displays a warning message. CR initially defaults to 0.

14. **UM distance**

Enter the default unit of measure for tracking distance. This is the default value for the distance unit of measure when adding items to the Rental Item File. For example, enter MI to track distance in miles. CR initially defaults to MI.

15. **UM usage**

Enter the default unit of measure for tracking usage, that is, anything other than distance or fuel. This is the default value for the usage unit of measure when adding items to the Rental Item File. For example, enter HR to track usage in hours. CR initially defaults to HR.

16. **UM fuel**

Enter the default unit of measure for tracking fuel. This is the default value for the fuel unit of measure when adding items to the Rental Item File. For example, enter GL to track fuel in gallons. CR initially defaults to GL.

17. **Exclude maint from rent days**

Enter N or Y to indicate whether to exclude the days that an item is in maintenance from the available rental days. CR initially defaults to N.

> Example: If you enter N in this field and there are 30 days in a month for 5 fork lifts, the available rental days are 150. If you enter Y in this field and there is 1 day of maintenance for each fork lift, the available rental days are 145.

18. **Require payment for sales**

Enter one of the following values to indicate how customers are to pay for sales items:

> Y - all customers must pay for sales items at the time of contract entry
> N - all customers pay for sales items upon return of rental items
> M - maybe; you can decide when a customer pays for sales items on a customer-by-customer basis

CR initially defaults to N.

> Example: A customer is renting a floor sander and in order to use it, they must purchase sander pads. You can charge the customer for the sander pads at the time of rental by entering a value of Y. You can delay the charge until the customer returns the floor sander with a value of N. You can decide whether to charge the customer at entry time with a value of M. .

19. **Use inside salesperson/terr**

Enter N or Y to indicate whether to use an inside salesperson or territory. The inside salesperson is usually the person to enter the contract. If you enter Y, the commission structure is not affected since inside salespeople do not receive commissions. This field is displayed only in entry programs and can be referenced if you need to find out who entered the contract. CR initially defaults to N.

20. **Change cost of sales item**

Enter one of the following values to indicate if the cost of a sales item can be changed during reservation, contract, or invoice entry:

> N - No, cost cannot be changed and is not displayed.
> Y - Yes, the cost input is displayed and can be changed.
> B - Cost input is accessible only by using F4 to back into it.

CR initially defaults to N.

21. **Minutes grace**

Enter the minutes that a item can be returned late before the customer must pay for a full hour. CR initially defaults to 0.

Example: An item has an expected return time of 10:00, and you have entered 20 in this field. If the customer returns the item at 10:15, they are not charged for another hour. If they return it at 10:21, they are charged for another hour.

22. **# days per month**

Enter the number of billing days per month:

28 - 28 days per month
30 - 30 days per month
C - Calendar billing, e.g., if the entry date is the 15th of the month, the billing dates for the following months always calculates as the 15th.

CR initially defaults to 28.

This field is used to calculate dates in two occurrences. The first occurrence is the expected return date in reservation and contract entry where you may enter 1M (one month), and the expected return date is calculated accordingly. The second occurrence is in the calculation determining the time periods of either a rental or expected return.

23. **Cash customer**

Enter the valid number for the cash customer as defined in the AR Customer File. This value is used as the default AR customer number in the Rental Customer File. The first 10 characters of the customer name are displayed next to this entry.
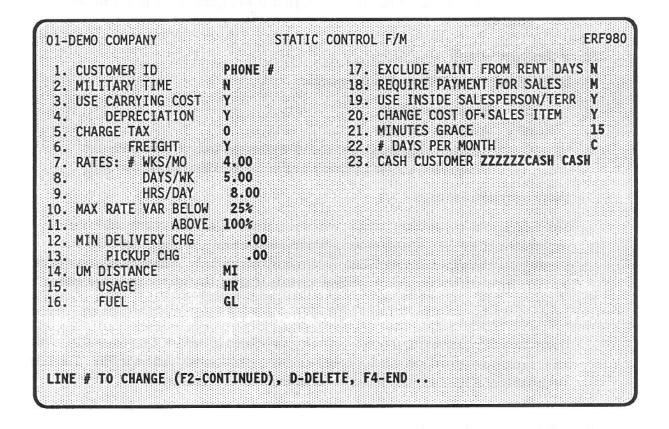
Summary of File Activity

Files Used: ARCUST, ARCALX, ARPHOX

Files Updated: SMCNTL

The following diagram presents the Static Control F/M Screen with actual FACTS demo data.

```
01-DEMO COMPANY                STATIC CONTROL F/M               ERF980

  1. CUSTOMER ID        PHONE #      17. EXCLUDE MAINT FROM RENT DAYS N
  2. MILITARY TIME      N            18. REQUIRE PAYMENT FOR SALES    M
  3. USE CARRYING COST  Y            19. USE INSIDE SALESPERSON/TERR  Y
  4.      DEPRECIATION  Y            20. CHANGE COST OF SALES ITEM    Y
  5. CHARGE TAX         0            21. MINUTES GRACE                15
  6.      FREIGHT       Y            22. # DAYS PER MONTH             C
  7. RATES: # WKS/MO    4.00         23. CASH CUSTOMER ZZZZZZCASH CASH
  8.        DAYS/WK     5.00
  9.        HRS/DAY     8.00
 10. MAX RATE VAR BELOW  25%
 11.            ABOVE   100%
 12. MIN DELIVERY CHG     .00
 13.     PICKUP CHG      .00
 14. UM DISTANCE        MI
 15.    USAGE           HR
 16.    FUEL            GL



LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
```

Nonstatic Control F/M (ERF990)

Function

This program allows you to create and maintain the company ER Nonstatic Control Record. The ER Nonstatic Control Record is critical to the proper functioning of the ER System. The record contains information which the ER System references in performing various functions.

> **CAUTION!** It is strongly advised that you use a password (as set through System Management) for this program. Changes should be made only with extreme caution and under the supervision of your dealer.

User Inputs

The following inputs are involved in creating the ER Nonstatic Control Record:

*1. **Current ER period**

Enter the current equipment rental period or period when actual ER processing will begin (PPYY). CR initially defaults to the current GL fiscal period.

*2. **Date of last EOP update**

Enter the date of the last end-of-period update in Equipment Rental (ref. #6). This field must be entered for the availability calculations to be correct for items transferred into a rental warehouse.

3. **Last PD carrying cost posted**

Enter the last period in which the carrying cost was posted. This initially defaults to the last period in ER and is updated by the Carrying Cost Register Update.

4. **Last PD depreciation posted**

Enter the last period in which the depreciation was posted. This initially defaults to the last period in ER and is updated by the ER Depreciation Register Update.

*5-18. **Line, register and ticket numbers**

These numbers keep track of the last line, register, and ticket numbers used in the Equipment Rental System. As a line or ticket number is used or a register is updated, the system increments the last number used by one. At installation you should set these fields to 0. These field are automatically updated through normal processing. CR initially defaults to 0.

* indicates that changing the field after initial installation may have serious repercussions. Please refer to your dealer before any changes are made.

Summary of File Activity

Files Updated: SMCNTL

The following diagram presents the Nonstatic Control F/M Screen with actual FACTs demo data.

```
01-DEMO COMPANY              NONSTATIC CONTROL F/M                    ERF990

  1.  CURRENT ER PERIOD              09/90 SEP
  2.  DATE OF LAST EOP UPDATE        08/31/90
  3.  LAST PD CARRYING COST POSTED   08/90 AUG
  4.         DEPRECIATION POSTED     08/90 AUG
  5.         RESERVATION #           00005352
  6.         CONTRACT #              00003819
  7.         INVOICE #               14809
  8.         DELIVERY TICKET #       1268
  9.         PICKUP TICKET #         0974
 10.         TRANSFER LINE #         0395
 11.             REGISTER #          0097
 12.         MAINT/REPAIR LINE #     1513
 13.                 REGISTER #      0302
 14.         DAILY RENTAL REGISTER # 0847
 15.         C/COST POSTING REG #    0032
 16.         DEPR POSTING REGISTER # 0032
 17.         TRANSACTION CONSOL REG# 0045
 18.         ITEM BALANCING REG #    0007


LINE # TO CHANGE (F2-CONTINUED), D-DELETE, F4-END ..
```

Rebuild ER Sort Files (ERU990)

Function

This program allows you to rebuild sort files which may not be up to date with the rest of the system.

Sort files are used throughout the system to enable you to report or retrieve information in an order other than the order in which the main file is stored. For example, the records of the Rental Customer File are stored in customer number order. To access this file in alphabetical order requires a sort file which is stored by an alpha lookup by customer number. The corresponding record in the main file may then be accessed for the needed information.

The Rebuild ER Sort Files Program should only be run under the supervision of your dealer.

User Inputs

The following inputs are involved in rebuilding ER sort files:

1. **ERCHKX**

   Enter N or Y to indicate whether to rebuild ERCHKX. This file is the warehouse by item by equipment # sort file to the ER Equipment File (ERQUIP). The file is used to display, by warehouse, equipment numbers which must be checked in through the Equipment Check-In Program before being available for rental. CR defaults to N.

2. **ERCOIX**

   Enter N or Y to indicate whether to rebuild ERCOIX. This file is the item by contract sort file to the ER Contract File (ERCONT). The file is used to display contracts for item numbers in the Equipment Inquiry Program. CR defaults to N.

3. **ERCONX**

   Enter N or Y to indicate whether to rebuild ERCONX. This file is the contract by customer sort file to the ER Contract File (ERCONT). The file is used to display contracts by customer in searches in the contract, return, and invoice entry programs. CR defaults to N.

4. **ERCUSX**

   Enter N or Y to indicate whether to rebuild ERCUSX. This file is the ER customer by alpha sort file to the ER Customer File (ERCUST). The file is used for alpha searches on the ER customer number and for printing various reports in ER in alphabetical order. CR defaults to N.

5. **ERDEPX**

   Enter N or Y to indicate whether to rebuild ERDEPX. This file is the deposits to be posted by contract sort file. The file is used to print prepaid deposits on the Daily Rental Register. CR defaults to N.

6. **ERDLPX**

   Enter N or Y to indicate whether to rebuild ERDLPX. This file is the delivery/pickup line-item sort file to the Reservation (ERRESV) and Contract (ERCONT) Files. The file is used for printing delivery tickets and pickup tickets. CR defaults to N.

7. **ERITAX**

   Enter N or Y to indicate whether to rebuild ERITAX. This file is the rental item alpha by warehouse sort file to the Rental Item File (ERITEM). The file is used for alpha searches on the ER Item/Warehouse File and for printing various reports in ER in alphabetical order. CR defaults to N.

8. **ERITMX**

   Enter N or Y to indicate whether to rebuild ERITMX. This file is the rental warehouse by item sort file to the ER Warehouse/Item File (ERITEM). The system checks this file when deleting an item from the Warehouse/Item File in IC. The item may only be deleted in IC if the item is not in this ER file. CR defaults to N.

9. **ERPASX**

   Enter N or Y to indicate whether to rebuild ERPASX. This file is the past invoice by customer sort file to the Past Contracts File (ERPAST). The file is used for searching for past invoices by customer in the Contract Inquiry Program. CR defaults to N.

10. **ERPASZ**

    Enter N or Y to indicate whether to rebuild ERPASZ. This file is the past invoice by contract sort file to the Past Contract File (ERPAST). The file is used to display invoice information for a contract in the Contract Inquiry Program. CR defaults to N.

11. **ERPHOX**

    Enter N or Y to indicate whether to rebuild ERPHOX. This file is the customer by phone number sort file to the ER Customer File (ERCUST). The file is used to search for customers by phone number throughout ER. CR defaults to N.

12. **ERREAX**

    Enter N or Y to indicate whether to rebuild ERREAX. This file is the customer ID by alpha by reservation number sort file to the Reservation File (ERRESV). The file is used to search for reservations by ER customer in the Reservation Entry Program. CR defaults to N.

13. **ERREGX**

Enter N or Y to indicate whether to rebuild ERREGX. This file is the ready for register sort file to the Contract File (ERCONT). The file is used to print the Daily Rental Register. CR defaults to N.

14. **ERREIX**

Enter N or Y to indicate whether to rebuild ERREIX. This file is the item by reservation sort file to the ER Reservation File (ERRESV). The file is used to display reservations for items in the Equipment Inquiry Program. CR defaults to N.

15. **ERRESX**

Enter N or Y to indicate whether to rebuild ERRESX. This file is the reservation by customer sort file to the ER Reservation File (ERRESV). The file is used to display reservations by customer in searches in the Reservation Entry and Contract Inquiry Programs. CR defaults to N.

16. **ERSCHD**

Enter N or Y to indicate whether to rebuild ERSCHD. This file is the Scheduling File, which tracks the availability of items during the rental period in various ER programs. CR defaults to N.

17. **ERCARX**

Enter N or Y to indicate whether to rebuild ERCARX. This file is the ER customer by AR customer sort file to the AR Customer File (ARCUST). The file is checked by the AR Customer File to prevent the deletion of customers on file in ER. CR defaults to N.

Summary of File Activity

Files Used: EREQIP, ERCONT, ERCUST, ERRESV, ERITEM, ERPAST, ERCUST, ERMAIN

Files Updated: ERCHKX, ERCOIX, ERCONX, ERCUSX, ERDEPX, ERDLPX, ERITAX, ERITMX, ERPASX, ERPASZ, ERPHOX, ERREAX, ERREGX, ERREIX, ERRESX, ERSCHD, ERCARX

The following diagram presents the Rebuild ER Sort Files Screen with actual FACTs demo data.

```
01-DEMO COMPANY            REBUILD ER SORT FILES                      ERU990

ERCHKX Y
ERCOIX Y
ERCONX Y
ERCUSX Y
ERDEPX Y
ERDLPX Y
ERITAX Y
ERITMX Y
ERPASX Y
ERPASZ Y
ERPHOX Y
ERREAX Y
ERREGX Y
ERREIX Y
ERRESX Y
ERSCHD Y
ERCARX Y

THIS PROGRAM IS NOT TO BE RUN WITHOUT SYSTEM MANAGER'S SUPERVISION!

FILES WILL BE REBUILD FOR ALL COMPANIES.  ENTER 'YES' TO CONTINUE, F4-BACKUP...
```