

References

1. Alignment

An alignment check is often desired to ensure that form paper is correctly aligned in the printer. Enter Y or N to indicate whether to print an alignment. CR defaults to N and no alignment check is printed. If Y is entered, the alignment check prints immediately and the program returns to this input.

2. Beginning order choice

Enter the beginning order choice to process. For example, if you chose vendor number in the order input, enter the first vendor number to be included. CR defaults to FIRST (for the example, the first vendor on file).

3. Calendar display

At rental date or return date inputs, you can press F2 to display a calendar for the current month and year. Today's date is highlighted. The months before and after the current month are also shown. F1 and F2 allow you to scroll backward and forward, respectively. To display another month, enter a 3-character month abbreviation and the last 2 digits of the year.

4. Converting reservations to contracts

At different points in reservation or contract entry, you can convert a reservation to a contract:

- when you complete the reservation on the Reservation Entry Screen
- by pressing F3 from the contract number input of the Contract Entry Screen
- by choosing reservation conversion at the prompt-selection input of contract entry.

A reservation for a new customer cannot be converted to a contract until the customer is set up in the Rental Customer File.

The following steps are involved in converting reservations to contracts.

Step	Action
1.	Rental date and time Enter the rental date and time for the contract (ref. #6 and #21). CR defaults to the current date and time. F2 allows a calendar display (ref. #3).

Step	Action
2.	<p>Return date and time Enter the expected return date and time for the contract (ref. #18 and #21). To speed input you can enter a number and a time period — H (hours), D (days), W (weeks) or M (months) — and the system calculates this input for you (ref. #18). CR defaults to the entries in the header. F2 allows a calendar display (ref. #3).</p>
3.	<p>Will this contract be billed monthly? This prompt is displayed only if the reservation is for an AR customer and if the rental period is 28 days or more. Enter Y if you want to bill the customer each month with the Monthly Billing Invoice Print Program. Enter N if you want the customer to pay for the rental when the items are returned. CR defaults to Y. Note that sales items are on the first monthly invoice.</p>
4.	<p>Bill contract in advance? This prompt is displayed only if you entered Y in step 3. If you enter Y to this prompt, the customer must pay for one month in advance. If you enter N, the customer is billed in arrears per month.</p>
5.	<p>Import lines You convert the reservation line item by line item. You have the following options:</p> <p>CR - to import the displayed line item. The return date and time is then displayed; go to step 6.</p> <p>F1 - to skip the line item and exclude it from the contract. The system highlights the next item, making it available for conversion.</p> <p>F2 - to import all line items on the reservation. All items are immediately converted to a contract; the system only stops only at the beginning readings input for serial items. In this case, go to step 7; if there are no serial items on the reservation, proceed to step 10.</p> <p>F3 - to end imports. If there are any remaining line items on the reservation, they are deleted. Go to step 10.</p>

Step	Action
6.	<p>Return date and time (for line items) For each line item you are importing, the system asks for the expected return date and time (ref. #6 and #21). To speed input you can enter a number and a time period — H (hours), D (days), W (weeks) or M (months) — and the system calculates this input for you (ref. #18). CR defaults to the displayed entry. F2 allows a calendar display (ref. #3).</p> <p>If you are importing a nonserial item, go to step 9, units. Otherwise, proceed to the next step.</p>
7.	<p>Beginning readings This input is for serial items only. If the item has charges for or tracks distance, usage, or fuel, the system asks for the beginning reading(s). CR defaults to the displayed value.</p>
8.	<p>Equipment number For serial items, you must enter an equipment number here if you did not specify one in the reservation or if the equipment number specified in the reservation is unavailable. You have several options to help you rent an equipment number; see reference #17 for more information. F2 allows a search of equipment numbers (ref. #19).</p>
9.	<p>Units For nonserial items, verify the number of units for each line item. Press CR to accept the displayed amount. The system skips this input for serial items and sets it to 1. You have several options to help you rent an item; see reference #17 for more information.</p>
10.	<p>End of conversion. CR to continue. The system displays the amount of deposit carried over to the contract and its terms code. Press CR to continue. The system removes the reservation number from the system and assigns a new contract number (if the items were not added to an existing contract).</p>

5. Credit limit check

The system performs a credit check on the customer, which consists of two analyses. The first check is analyzing the customer's credit limit (i.e., how high their outstanding AR balance may be as set by the user). The system checks the open AR balance along with all confirmed invoices for all modules in the system. If the customer is over their credit limit, the credit check is failed.

The second check is aging the open AR invoices and comparing the aging to the **credit check days** flag in the AR Aging Control Record. If the customer has any invoices in

AR that exceed the credit check number of days (past due or invoice date), then the credit check is failed.

If the customer fails the credit check in either analyses, the program will follow the procedure determined by the credit check flag in the AR Static Control Record. Note that ER documents **cannot** be put on hold.

6. Date

The format mask of the date is set in the SM Company Control Record and is either American (MMDDYY) or European (DDMMYY). When entering dates, you must enter a valid date within the mask, i.e., you must enter 2 digits for the month, day, and year. With an incorrect entry, the input mask is displayed in the input.

You may enter 1 or 2 digits at the date input. The system assumes the digits entered are the day of the current month and year, and the full 6-digit date is displayed. You may also enter 3 or 4 digits at the date input. The system assumes the entries are the day and month of the current year (based on the date mask), and the full 6-digit date is displayed.

7. End of inputs

In all report and update programs, this is the last input prior to processing. This gives you a chance to check all the information entered for accuracy. If something needs to be changed, press F4 to back up and change. Once everything is correct, press CR or type YES and the program will continue.

8. Ending order choice

Enter the ending order choice to process. For example, if you chose vendor number in the order input, enter the last vendor to be included. CR defaults to LAST (for the example, the last vendor on file).

9. Freight amount

Through the **charge freight** flag in the ER Static Control Record, you establish whether the customer is charged for freight. If this flag is set to N, no freight charge is allowed and the input is skipped. If freight is charged, enter the freight amount (+/- 9999.99). CR defaults to 0.

10. Interchange

Select I to display items and their corresponding interchange. Enter a beginning item to list; press CR to continue the listing. The system displays the item number, description 1, the interchange number, and its memo.

11. Item number

Enter any item number defined for the warehouse. The system automatically pads the item number to the correct length. If the item is not on file for the designated warehouse, a message to this effect is displayed and the entry is refused.

12. Kits

A kit is a group of items that are rented (or sold) as a package. To use a kit, enter K at the item number input. The program displays the kit search. You may enter a beginning kit to list, select the line number of one of the kits displayed, or return to the program input. When you choose a kit, the program displays the first line item and stops at either the **units** input (for non-serial items) or the equipment number input (for serial items). Enter the number of units or the equipment number. For non-serial items, CR defaults to the number of units defined for the kit. Press F3 if you want to exclude the line item from this document. The system repeats this procedure for each item in the kit.

13. Lost rentals

A lost rental is an item that is requested by a customer and is either unavailable for rent or not stocked in rental inventory. To record a lost rental, enter L at the item number input, and then complete the following inputs:

Step	Action
1.	Item Enter the valid item number for which the rental was lost, or enter a short description (up to 20 characters) if the item is not stocked. F2 allows a search of items already recorded as lost. The system displays descriptions 1 and 2, and, if item is stocked in rental inventory, rental rates and minimum period to rent.
2.	Item description 1 and 2 Enter description 1 and 2 for the lost rental (up to 30 characters each). For valid item numbers, CR defaults to the displayed value (the description from the IC Item File). This input is initially skipped for item numbers defined in IC.
3.	Units Enter the number of units that would have been rented. CR defaults to 1.
4.	Unit of measure Enter the stocking unit of measure. This input is initially skipped for items defined in IC. In this case, press F4 from the dollars input if you need to change it.
5.	Dollars Enter the estimated amount of rental dollars lost. CR defaults to 0.

Step	Action
6.	CR-accept entry, F4-backup Press CR to accept the entry for the lost rental. The entry will appear on the Lost Rental Report. Press F4 to back up and change a previous input.

14. Memo line

Select **M** at the item number input to enter a memo line. The program displays **M** under the item number column and proceeds to the description column. Any entry is accepted as a memo (up to 30 characters). **CR** initially defaults to blanks. The memo prints on the document as it appears in the list of line items.

15. Price

Enter the price per displayed pricing unit of measure. By entering a number you are overriding the default price given by the system. The system displays each of the two types (if available): standard price and level pricing.

Standard price. This price comes from the IC Price File. You can change this price by using the Suggested Cost/Price Entry Program, and then running the update. If there is level pricing, the display shows the standard price under the first column. The user defines the column headings in the IC Static Control Record.

Level pricing. This pricing method is user-defined in the Suggested Cost/Price Entry Program of the IC module. Level pricing can be set up to use quantity breaks. If quantity breaks are used, the system displays the quantity under the level price. Level prices are displayed in columns 2-7. The column headings are user defined in the IC Static Control File. The level prices are always printed from left to right, beginning with level 1 in the second column and ending with level 6 (or user-defined number of levels) in the seventh column. Also displayed is the unit of measure. To select a level price, enter **L** and the level number, and then **CR**. For more information see the Suggested Cost/Price Entry Program in the IC documentation.

16. Prompt-selection input

The following options are available:

- L - List line items.** A limited number of line items appears on the screen at any one time. The list function allows line items to be redisplayed. You can select the beginning line number to list.
- A - Add a line item.** You may add as many line items as needed. Items added to monthly invoiced contracts that pay in advance are charged up to the anniversary date of the contract, not the anniversary date of the line item.

Example: A customer rents five items on a contract lasting more than one month on January 5. He is billed in advance through February 5. The cus-

tomers rents another item on January 20, adding it to the existing contract. He is billed through February 5, the original anniversary date of the contract instead of February 20, the anniversary date of the new line item.

- R - Return rental item.** This option is available during rental return entry only.
- R - Add (convert) a reservation to this contract.** This option is available during contract entry only. The system asks you for the reservation number to convert. F2 allows a search of reservations for this customer. For more information on converting reservations to contracts, see reference #4.
- D - Delete the document.** The document may be deleted with this option. The header record and all line-item records are removed. The screen is then cleared, and the program returns to the document number input for further entries. This option is available during initial entry only; afterwards, it is only conditionally available.
- # - Change a line item.** Line items may be changed or deleted by entering the line number to be changed. During this change routine, F1 allows the currently displayed value of the input to remain the same. Rental lines may not be deleted after initial entry of a contract.
- F2 - Change header.** Header information in the upper portion of the screen may be changed as necessary.
- F3 - Access the ending routine.** F3 proceeds to the ending routine.

17. Rental display code options

When entering either the number of units or a specific equipment number for a line item, you are given the choice of the following options:

- R - to view rate information (displayed for rental items only).** The following information is displayed:
 - hourly, daily, weekly, and monthly rates
 - minimum period to rent (shown in parentheses)
 - deposit amount
 - charge for insurance (as a percentage of the total rental amount)
 - charges for delivery and pickup
 - charge for cleanup
 - charges for distance, usage, and/or fuel with corresponding free amounts (for serial items only)
- S - to see scheduling information for rental items only (ref. #20)**

- SU - to see **substitutes**. This option displays a list of items that can be substituted for the requested item, along with the description, currently available quantity, and on-hand quantity. The substitutes are defined in the IC Item File.
- W - to see **warehouses** with the item and their stocked and available quantities. For IC sales items, also shown are the on-hand, currently available, committed, on order, backordered, and surplus quantities.
- I - to see **IC-Notes**. Displays notes for the item from the IC Item Notes File.
- E - to see **ER-Notes**. Displays notes for the item from the Rental Item Notes File.
- F4 - **back up to return date and time**. Use this if you want to set a different return date and time for this line item than what is in header. Press F4 again to change the **item description**.

18. Rental return date

To speed input of rental return dates, you can enter a number and H (hour), D (day), W (week), or M (month), and the system calculates the rental return date for you.

Example: The customer wants to rent the item for two days, so you can enter 2D. Likewise, enter 4M for four months or 6W for six weeks. The system displays the resulting dates.

19. Search

The search feature allows you to search for various fields when little or no information may be known about them. The ER System offers searches for such fields as rental customers, ship-to addresses, rental warehouses, item numbers, and equipment numbers. The search displays at the bottom of the screen, a number of the fields at a time. You may enter a search key, continue, select the line number of one of the fields displayed, or return to the program input.

See SM Appendix C for use of special keys during searches.

The following references present more specific information about different types of searches:

Document number search

In the ER System a document is defined as a reservation, contract, or invoice. You can perform a search of document numbers by D (existing documents), C (customer number), or A (customer alpha key). CR defaults to D.

If you select D, the system asks for the beginning document number to start listing from, CR to continue listing, a line number to select a document, F3 to change warehouses for the search, or F4 to back up to the previous input. The documents initially listed on the screen are for the warehouse assigned to the terminal.

If you select C, the prompt proceeds to the customer input on the screen and asks for the rental customer number.

If you select A, the system asks for the beginning alpha sort key to start listing from, a line number to select a customer, or F4 to back up to the previous input.

Equipment number search

This feature is useful for finding the equipment numbers defined for an item number. The system allows you to enter the beginning equipment number to search, select the line number of one of the numbers displayed, or return to the program inputs. F3 allows you to change the warehouse to display the equipment numbers defined for this item number in other warehouses. Note that you cannot choose a line number from another warehouse to add to the document; a search in another warehouse is an inquiry feature only.

IC item search

This feature allows you to search on items in IC inventory. You have the following options:

- alpha** - enter the alphabetic sort key (up to 10 characters) on which to search. The system displays items having a match or the closest match possible.
- #** - select a displayed item by entering the line number on which it is listed. It is directly added to the screen or document.
- F2** - enter a key word (up to 10 characters) to be found in item description 1 or item description 2. The system displays those items that have a match in either one of the item description lines.
- F3** - enter a beginning interchange number to display. The system displays the corresponding item number and item description 1.

Rental item search

This feature is useful in finding the rental item when only the name is known. You have the following options at the prompt for a rental item search:

- alpha** - enter the alphabetic sort key (up to 10 characters) on which to search. The system displays items having a match or the closest match possible.
- #** - select a displayed item by entering the line number on which it is listed. It is directly added to the screen or document.

F2 - enter a key word (up to 10 characters) to be found in item description 1 or item description 2. The system displays those items that have a match in either one of the item description lines.

F3 - allows an IC item search.

20. Scheduling Information

Scheduling information tells you if and when the item is available, reserved for rental, or out on rental. It is displayed in up to three levels of detail:

- For the current period and requested period. This is the first type of scheduling information displayed. The number of units available for the current and requested periods are shown. Also displayed are the number of units stocked in this warehouse (STOCKED), number of units currently available (AVAIL), and the number of units available for the requested rental period (AVAIL-RP).

For serial items, you can press CR to display this information for the next equipment numbers on file. Press F3 to see this information for the item in other warehouses. Note that you cannot choose a line number from another warehouse to add to the document; a search in another warehouse is an inquiry feature only.

- For the next month. Press F2 from the previous level. The number of units available is shown for each day during the four weeks, which is either 0 or 1 for serial items. Use F1 and F2 to scroll backward and forward, respectively. A negative number indicates that the item is overbooked.
- For each day (detail). Press F3 from the previous level. If there are any contracts or reservations containing the item for this day, they are listed. Also shown are the beginning and ending dates, document number, document type (C - contract, R - reservation, M - maintenance/repair), customer number, and the number of units or the equipment number out on rental. Press CR to see the rest of the list for this date. Use F1 and F2 to scroll backward and forward, respectively, to other days. Use F3 to enter another date.

21. Time

If you do not indicate AM or PM, the default is AM. You can enter an abbreviated entry for the time. For example, you can enter 3P for 3:00 p.m. or 830 for 8:30 a.m. The system displays a warning message if the entry occurs while the rental center is closed.

However, you can press CR to continue.

You can enter times using either military or standard format. If the military time flag in the ER Static Control Record is set to Y, all time fields are displayed in military time.

Example: You can enter 16:00 or 4:00 p.m. If the military time flag is set to Y, 16:00 is displayed.