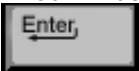### *Print Rental Customers - (3 per page) - CPRT*

To produce a detailed report of closed and/or current rental customers (3 per page). You will need to be at the

command line and type in "**CPRT**" and then press the [Enter] key or select the report from the

RCUSPRT menu. You will be prompted for printer or file pathname. If you want to print directly to the default

printer, press the [Enter] key. If you want this information to print to another printer, type that printer

number over the default and press the [Enter] key. You will now be prompted for "Separate Locations".

Press the [Enter] key and accept the default of "N" . The report option screen will be displayed (Example

19-A).

```
                    PRINT RENTAL CUSTOMER REPORT (3 PER PAGE)

                   REPORT ORDER: 1   ACCOUNT TYPE: 1
        SELECT BY LOC OR LOC GROUPS: N


        SELECT BY SLSMN OR ACCT MGR: N


                SELECT BY CUST TYPE: N
            SELECT BY CONTRACT TYPE: N
            CURRENT/CLOSED CUSTOMERS: 1




                STARTING LAST NAME:
        SELECT BY ZIP OR MODEL OR DESC: N



           1) CUSTOMER NAME   2) ACCOUNT NUMBER   3) CONTRACT NUMBER
```

Example 19-A

Report Order   This gives you three options which are displayed on the bottom of the screen. These are:
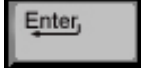**1) Customer name** - Select this if you want the report to print out in alphabetical order.
2) Account Number - Select this if you want the report to print out in numerical order by Account Number.
3) Contract Number - Select this if you want the report to print out in numerical order by Contract Number.

Account Type   There are two options. They are: **1)** RTO Accounts, **2)** AR Accounts
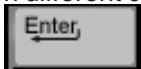
Select by Loc or Loc Group   If you want to select by location(s) or location group(s), type "Y" for yes and enter the number here.   The report will only print information about the requested location(s) or location group(s). Enter up to ten store numbers (use 4 digits, for example if you wanted store 1, you would enter 0001). If all stores are needed, press the [Enter] key to accept the default of "N".   If you have selected to run the report for more than one location, you will see the prompt "**SORT BY LOCATION**". This gives you the option to run all stores together or have the report separate them.
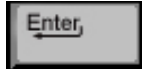
Select by Slsmn or Acct Mgr   This option allows you to run the report by particular salesmen or account managers. If you answer this prompt with a "Y", the default will change to a 2 and your options will be displayed on the bottom of the screen (**1) SELECT BY SALESMEN 2) SELECT BY ACCT MGRS**). Enter the number next to the option you want. The prompt will then change and read "SALESMAN" or "ACCT MGRS" depending on the option you chose. You may then select up to ten salesmen or account manager numbers you want on this report. If all sales-

men or account managers are needed, press the [Enter] key to accept the default of "N"

for no. If you have selected more than one salesman or account manager you will see the prompt "**SORT BY SALESMEN/ACCT MGRS**". Default of "N" for no. If this option is answered with "Y" for yes, the report will group data by salesman or account manager.

If you choose to sort the report by store and by salesman/account manager, the report will be printed by salesman/account manager sorted within the store.

Select by Cust Type   Defaults to "N" for no. If this is answered with a "Y" for yes, you will then be prompted for "**CUST TYPES**" (If you do not know the customer types your company uses, go into the program "**RCUSTYPE**"). You may enter from one to ten different customer types. If you want

all customer types, accept the default by pressing the [Enter] key.

Select by Contract Type   Defaults to "N". If you want all contract types [Enter]. If you want to select

only certain contract types, type in a "Y" for yes (Customer Types are entered and maintained in the program "**RCNRTYPE**"). You will then be prompted for "**CONTRACT TYPES**". You may enter up to ten different contract types.
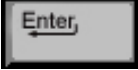
Current/Closed Customers   Defaults to "1". Options are listed on the bottom of the screen.   Type in the number next to the option you want. If you choose option
1) Current Customers you will see the prompts following:
2) Closed Customers please turn to page 19.3.
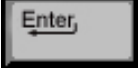**3) Current and Closed Customers** please turn to page 19.4.

Starting Contract Date   Ending Date
Enter the starting and ending contract opening date for the time period you want this report to show. For example, if you wanted the report based on contracts entered during the month of June of 2004, you would enter 06/01/04 and 06/30/04.

Totals Only   Defaults to "N". If answered with a "Y", the report will be only totals for each location showing Total Tickets This Location, Indicated BOR and Receivables and then a total for all locations on report combined. This is not a customer list. This is only totals.

Select by Balance Due   Defaults to "N". If answered with a "Y", you will then be prompted with "**BALANCE DUE**". Type in an amount and only customers whose contract balance is less than the amount entered will be printed.

Calculate Projections Defaults to "N". If answered with a "Y" you will be prompted with "**PROJECTION**

FACTOR". This defaults to 4.33 (the average amount of weeks for one month) Press the

[Enter] key to accept this default or type in the figure you want the projection based on.

This option will cause an income projection figure to be printed.

Starting Last Name   If you want all customers printed, press the [Enter] key. If you only want custom-

ers from a certain last name on, enter the last name or letter you wish the report to start with. The report begins with the entered name and proceeds to the end of the alphabet.

Select by Zip or Model or Desc   If you want all zip codes, model numbers and descriptions, press the

[Enter] key. If you want to specify any of these things, type in a "Y". You will then be prompted "**SELECT BY ZIP, MODEL NBR OR DESC**" and the options will be listed on the bottom of the screen (**1) Select by Zip Code 2) Select by Model Nbrs 3) Select by Desc**). Type in the number next to the option you want. If you select 1, you will see the prompt "**ZIP CODES**". You can enter from one to ten different zip codes. If you select 2, you will see prompts asking for up to three model numbers. Type in the ones you want for this report. If you select 3, you will see prompts asking for up to three different descriptions.

Press the [F9] key.   You will then be prompted "Any More Changes". When this is answered with a "N", the

report will begin counting and will print to the printer or file pathname you gave.

Starting Closed Date   Enter the date you want as the earliest closed date you want on the report. For example, if you wanted the report based on customers who closed their accounts during the month of May 2004, you would enter 05/01/04.

Ending Date   Enter the date you want as the latest closed date you want on the report. If you wanted this report to show only those customer accounts that were closed in May of 2004, you would enter 05/31/04.

Select by Closed Reason   If you want this report to print closed accounts regardless of the reason they were

closed, press the [Enter] key. If you want the report on only certain types of closed accounts, type in a "Y". You will be prompted for "**REASONS**" the options will be listed on the screen. Type in the number representing the option you want (If the number representing the option you want is a single digit, make it a two digit. For example 2 would become 02). You may enter up to 10 different reasons.

Starting Last Name   If you want all customers printed, press the [Enter] key. If you only want custom-

ers from a certain last name on, enter the last name or letter you wish the report to start with.

Select by Zip or Model or Desc   If you want all zip codes, model numbers and descriptions, press the

[Enter] key. If you want to specify any of these things, type in a "Y". You will then be prompted "**SELECT BY ZIP, MODEL NBR OR DESC**" and the options will be listed on the bottom of the screen   (**1) Select by Zip Code 2) Select by Model Nbrs 3) Select by Desc**). Type in the number next to the option you want. If you select 1, you will see the prompt "**ZIP CODES**". You can enter from one to ten different zip codes. If you select 2, you will see prompts asking for up to three model numbers. Type in the ones you want for this report. If you select 3, you will see prompts asking for up to three different descriptions.

Press the ⬚ Fg key.   You will then be prompted "Any More Changes". When this is answered with a "N", the report will begin counting and will print to the printer or file pathname you gave.

Continued from 19.2 (Current/Closed Customer - Option 3)

Starting Contract Date   Enter the date you want as the earliest contract date you want on the report. If you want this report based on accounts opened during April of 2004, you would enter 04/01/04.

Ending Date   Enter the date you want as the latest contract date you want on the report. If you want this report based on accounts opened during April of 2004, you would enter 04/30/04.

Starting Closed Date   Enter the date you want as the earliest closed date you want on the report. If you want this report based on accounts closed during April of 2004, you would enter 04/01/04.

Ending Date   Enter the date you want as the latest closed date you want on the report. If you want this report based on accounts closed during April of 2004, you would enter 04/30/04.

Starting Last Name   If you want all customers printed, press the ⬚ Enter key. If you only want custom-
ers from a certain last name on, enter the last name or letter you wish the report to start with.

Select by Zip or Model or Desc   If you want all zip codes, model numbers and descriptions, press the
⬚ Enter key. If you want to specify any of these things, type in a "Y". You will then be
prompted "**SELECT BY ZIP, MODEL NBR OR DESC**" and the options will be listed on the
bottom of the screen   (**1) Select by Zip Code 2) Select by Model Nbrs 3) Select by
Desc**). Type in the number   next to the option you want. If you select 1, you will see the
prompt "**ZIP CODES**". You can enter from one to ten different zip codes. If you select 2, you
will see prompts asking for up to three model numbers. Type in the ones you want for this
report. If you select 3, you will see prompts asking for up to three different descriptions.

Press the ⬚ Fg key.   You will then be prompted "Any More Changes". When this is answered with a "N", the report will begin counting and will print to the printer or file pathname you gave.

Example CPRT Setup Screen & Resulting Report
(Example 19-B & 19-C)

```
                    PRINT RENTAL CUSTOMER REPORT (3 PER PAGE)

                      REPORT ORDER: 1    ACCOUNT TYPE: 1
            SELECT BY LOC OR LOC GROUPS: N

                        SORT BY LOCATION: N
            SELECT BY SLSMN OR ACCT MGR: N

            SORT BY SALESMEN/ACCT MGRS: N
                   SELECT BY CUST TYPE: N
               SELECT BY CONTRACT TYPE: N
            CURRENT/CLOSED CUSTOMERS: 1

               STARTING CONTRACT DATE:              ENDING DATE: 12/31/79

                        TOTALS ONLY: N
                SELECT BY BALANCE DUE: N
                CALCULATE PROJECTIONS: N
                    STARTING LAST NAME: YOU
            SELECT BY ZIP OR MODEL OR DESC: N


            Any More Changes:  █
```

Example 19-B

```
Name: YOUNG, ADAM                    Acct Nbr:  10003702     Store:    1    Sa
      7914 MEADOWCROFT PL.           Ticket Nbr:  1014821    Acct Mgr:   901    Ta
      TAMPA         FL 33615       Agreemnt Nbr:            Cust Type:  R Agreemn
Home Phone: (813)882-8489           Agreemnt Date:  1/25/03  Pmt Terms:    W   # BOA
Work Phone: (813)259-7878           Projection Amt:     0.00 Times Late:  28
Comments: RUN 2PAYMENT ON DUE DATE CUSTOMER REQUEST.MC
          DISCOUNT 10.00 OF PYMNT
          RUN PAYMENTS EVERY TWO WEEKS ON DUE DATES.    NEED TO CONTACT FIRST THI
          4270-6600-0981-2013 EXP 09/06
Model Nbr        Serial Nbr Desc                    Pmt Amt Model Nbr
WCPAC209636330     1019428      17x7.5x4x4.25            8.75 WCPAC209636330
WCPAC209636330     1019430      17x7.5x4x4.25            8.75 WCPAC209636330
Pay Date  Due Date   Str  Recpt #      Pmt Amt    ESP   GRP   Tax Amt  Misc Amt
2/27/04   2/21/04    1  00010078062    70.00     0.00  0.00   4.90     0.00
3/08/04   3/06/04    1  00010079167    70.00     0.00  0.00   4.90     0.00
3/22/04   3/20/04    1  00010080654    70.00     0.00  0.00   4.90     0.00


Name: YOUNG, BRIDGET                 Acct Nbr:  10007126     Store:    1    Sa
      136 VALLEY CIR                 Ticket Nbr:  1028284    Acct Mgr:   901    Ta
      BRANDON       FL 33510       Agreemnt Nbr:            Cust Type:  R Agreemn
Home Phone: (000)220-2664           Agreemnt Date:  2/28/04  Pmt Terms:    W   # BOA
Work Phone: (000)317-2000           Projection Amt:     0.00 Times Late:  2
Comments:
Model Nbr        Serial Nbr Desc                    Pmt Amt Model Nbr
WCMTT20028573      1025859      20x8.5x5x5              11.00 WCMTT20028573
WCMTT20028573      1025861      20x8.5x5x5              11.00 WCMTT20028573
Pay Date  Due Date   Str  Recpt #      Pmt Amt    ESP   GRP   Tax Amt  Misc Amt
3/13/04   3/13/04    1  00010079750    44.00     0.00  0.00   3.08     0.00
3/22/04   3/20/04    1  00010080583    44.00     0.00  0.00   3.08     0.00
3/29/04   3/27/04    1  00010081349    38.00     0.00  0.00   6.16     0.00
```

Example 19-C

End of Section 19

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