Rent to Rent Guide
Version 11.5

DRAFT

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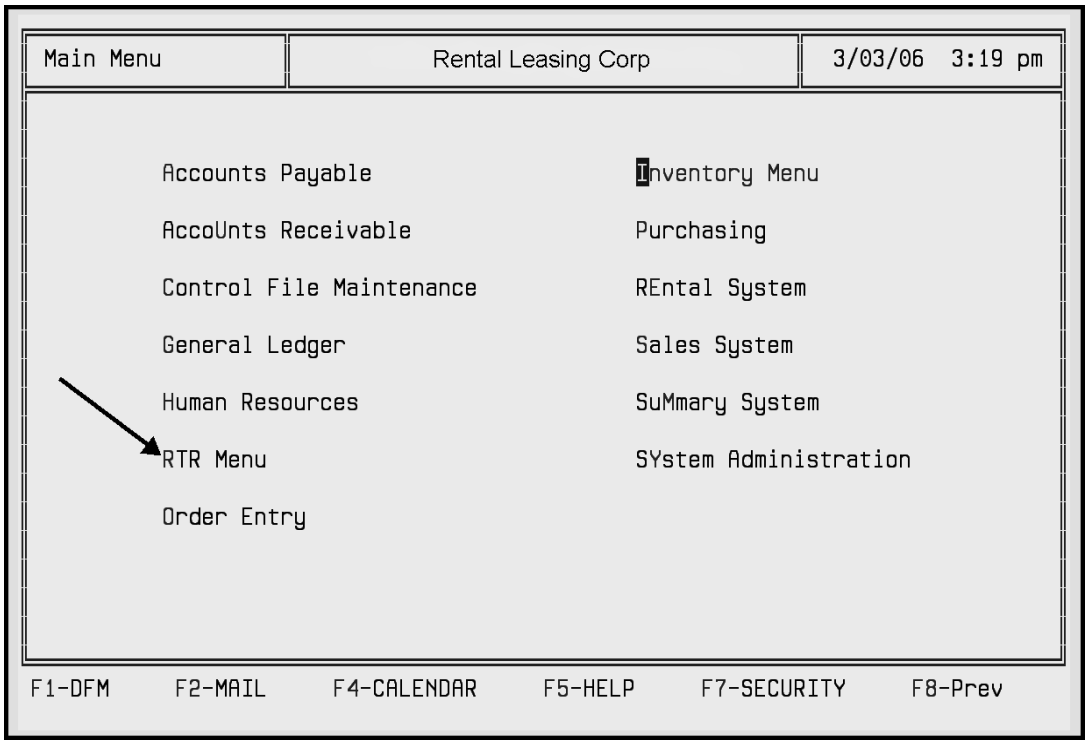
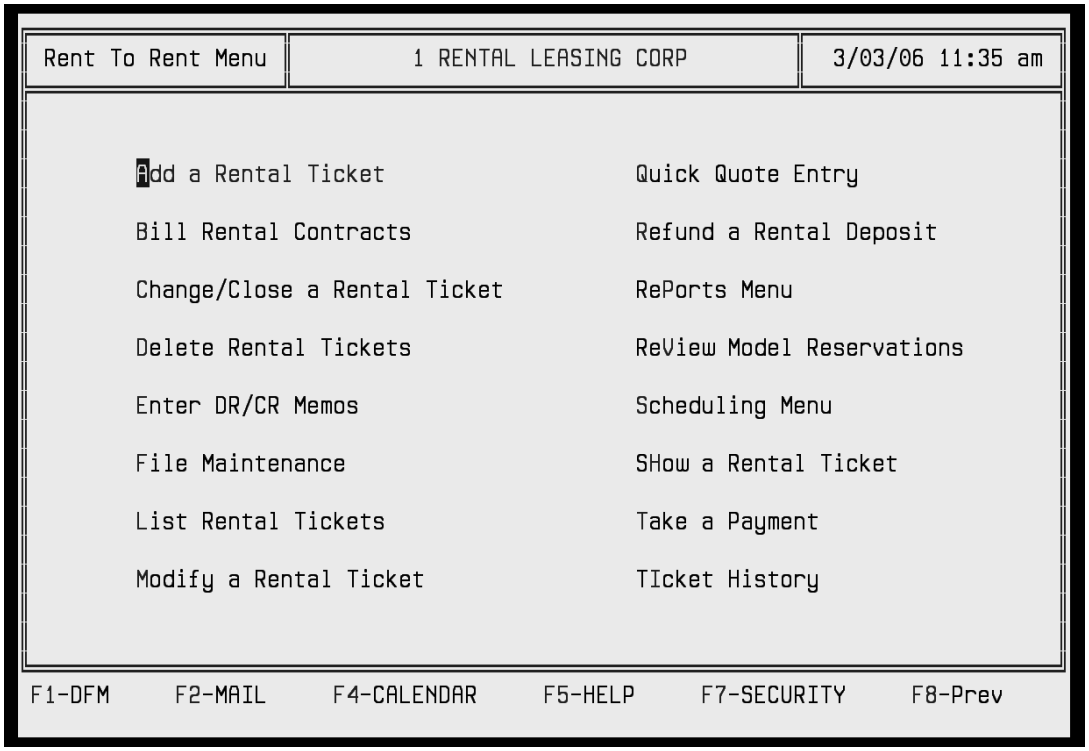
Main Menu



Main Rent to Rent Menu



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Chapter 1 – Inventory RTR Packages and Pricing

Selecting "File Maintenance" off the main Rent to Rent Menu and then selecting "Package Maintenance" off the File Maintenance menu will allow you to deal with packages. See Figures 1-1 and 1-2 for selections you choose to get to the "Package Maintenance" screen.

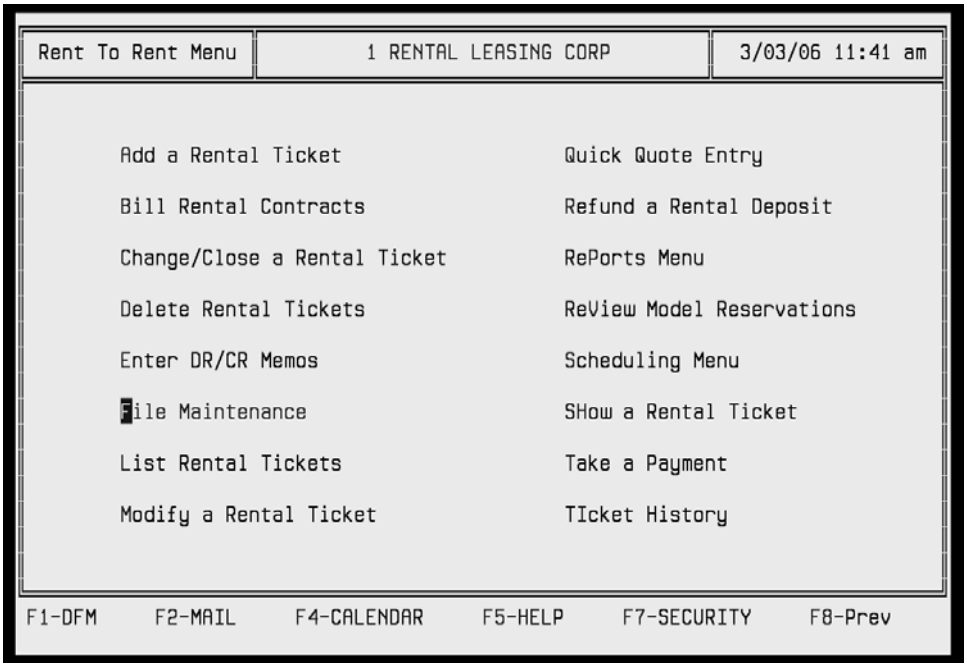

Figure 1-1 Main Rent to Rent Menu

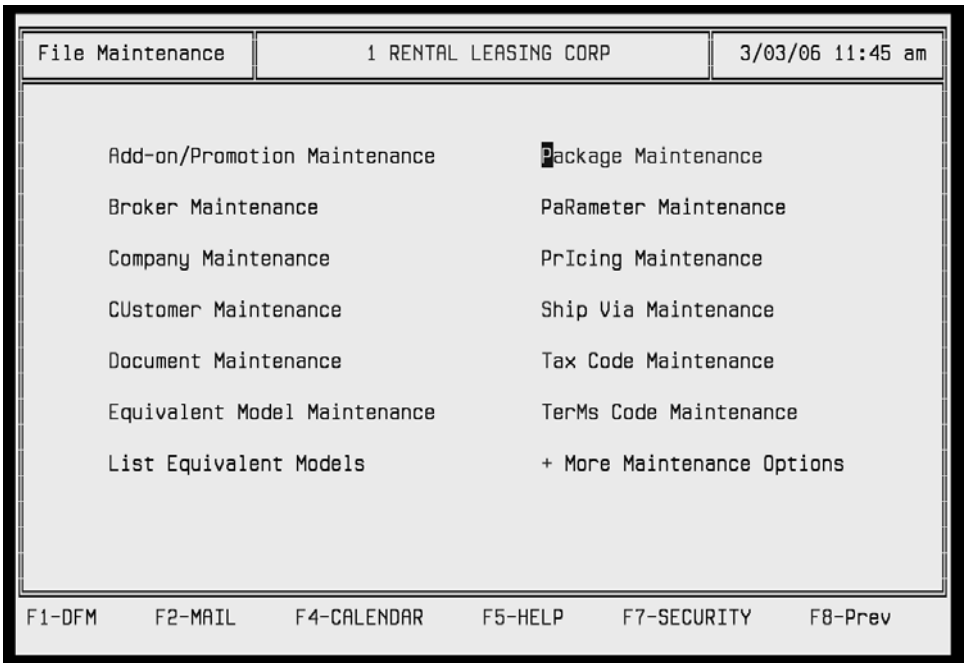

Figure 1-2 File Maintenance Menu

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Package Maintenance

Items can be 'packaged' together and rented out in packages. See Figure 1-3 for the Package Maintenance screen.

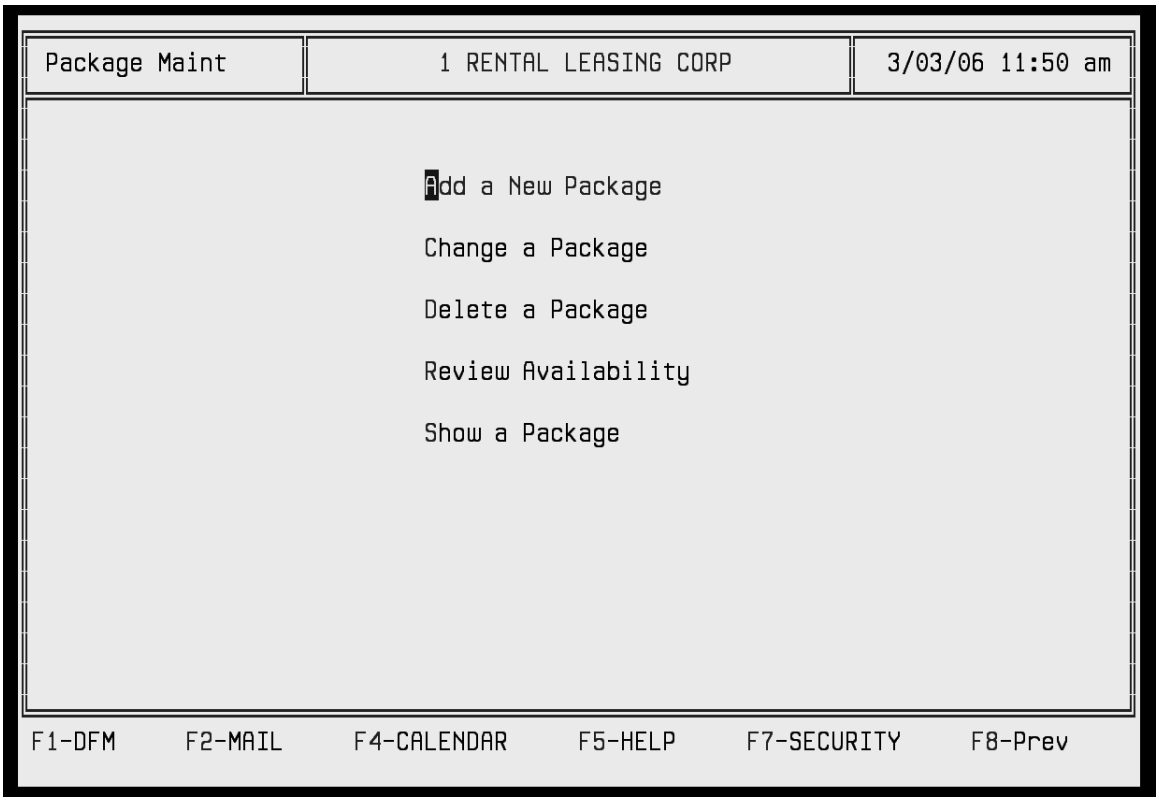

Figure 1-3 Package Maintenance Screen

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Add a New Package

Before you consider adding the package into the system, please decide on the following elements necessary to add the package.
Choose a package name
Define package pricing
Regular Selling Price
Sale Price
RTR Monthly Price
Package Description and/or Comments
Add individual model numbers to the package

To add the new package, select "Add a New Package" option off the "Package Maintenance" screen. See Figure 1-4 for the Add a New Package screen.

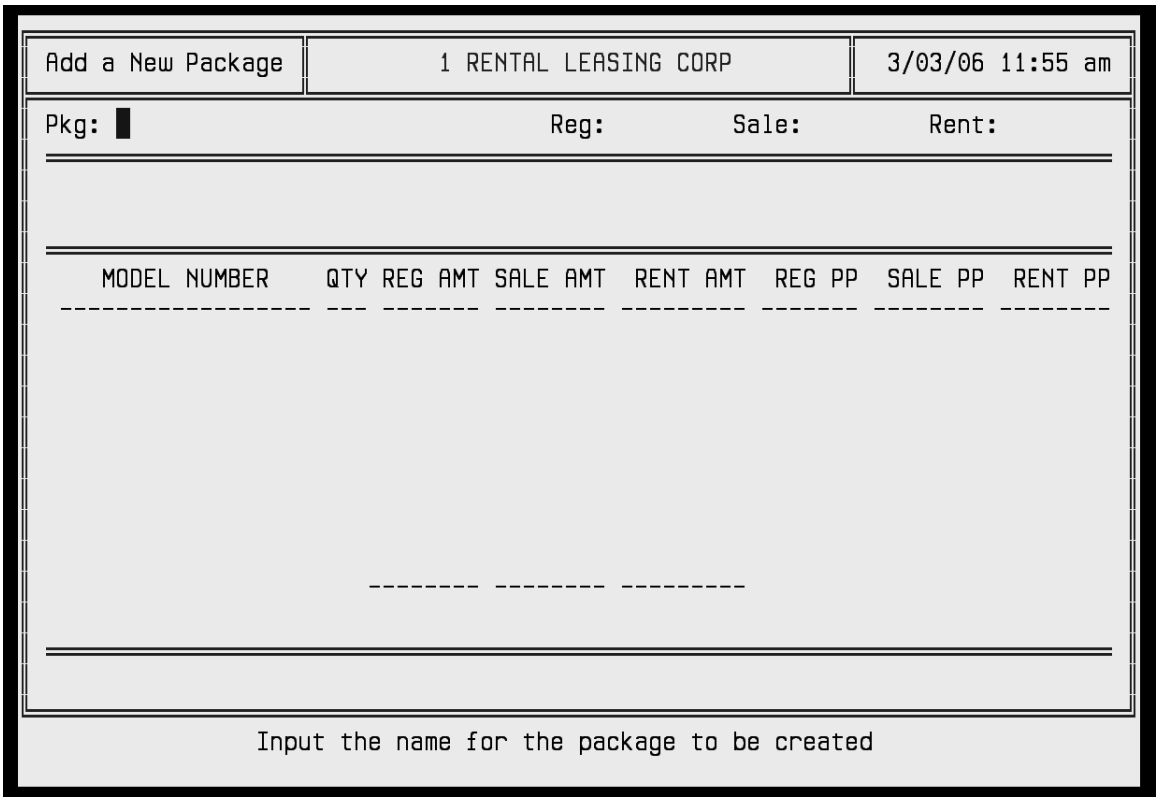

Figure 1-4 Add a New Package Screen

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Change a Package

If you need to make any corrections or additions to a package, you can do this within the “Change a Package” option that you can select off the “Package Maintenance” screen. See Figure 1-5 for the Change Packages screen.

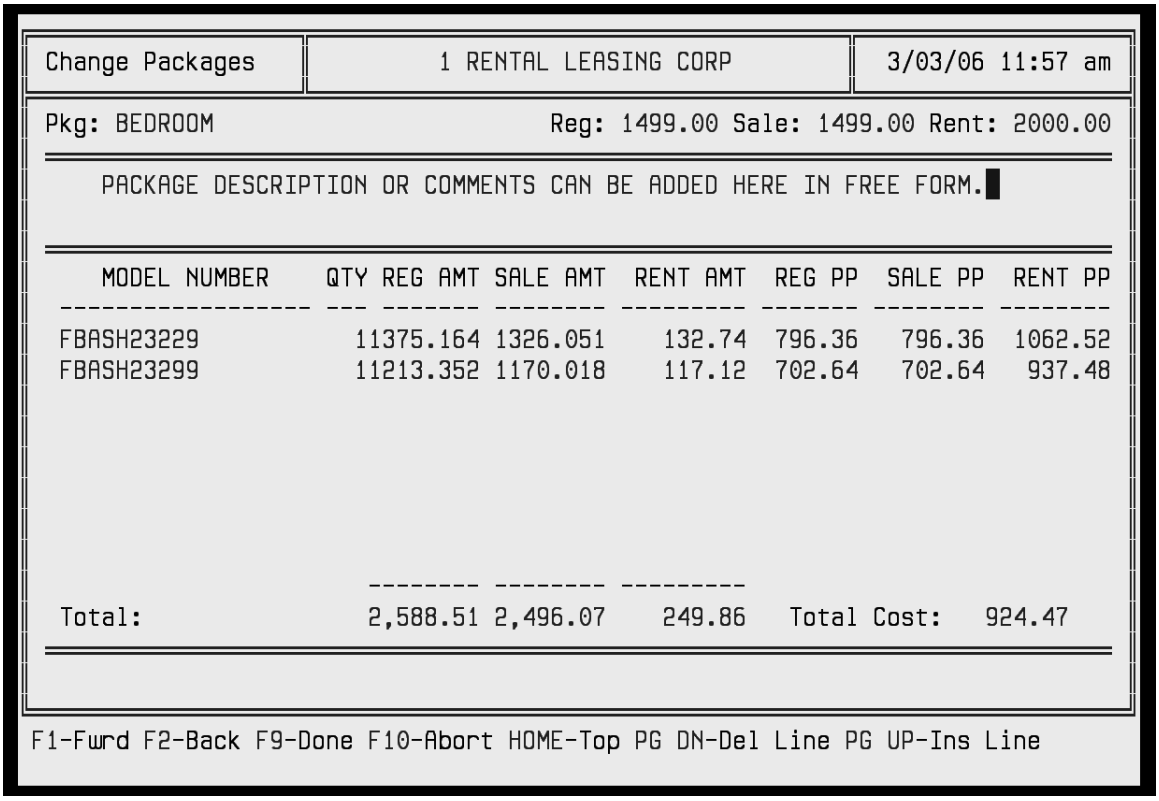

Figure 1-5 Change a Package Screen

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Review Availability of a Package

If you need to review the availability of a package, select “Review Availability” option off the “Package Maintenance” screen. See Figure 1-6 for the View Package Availability screen.

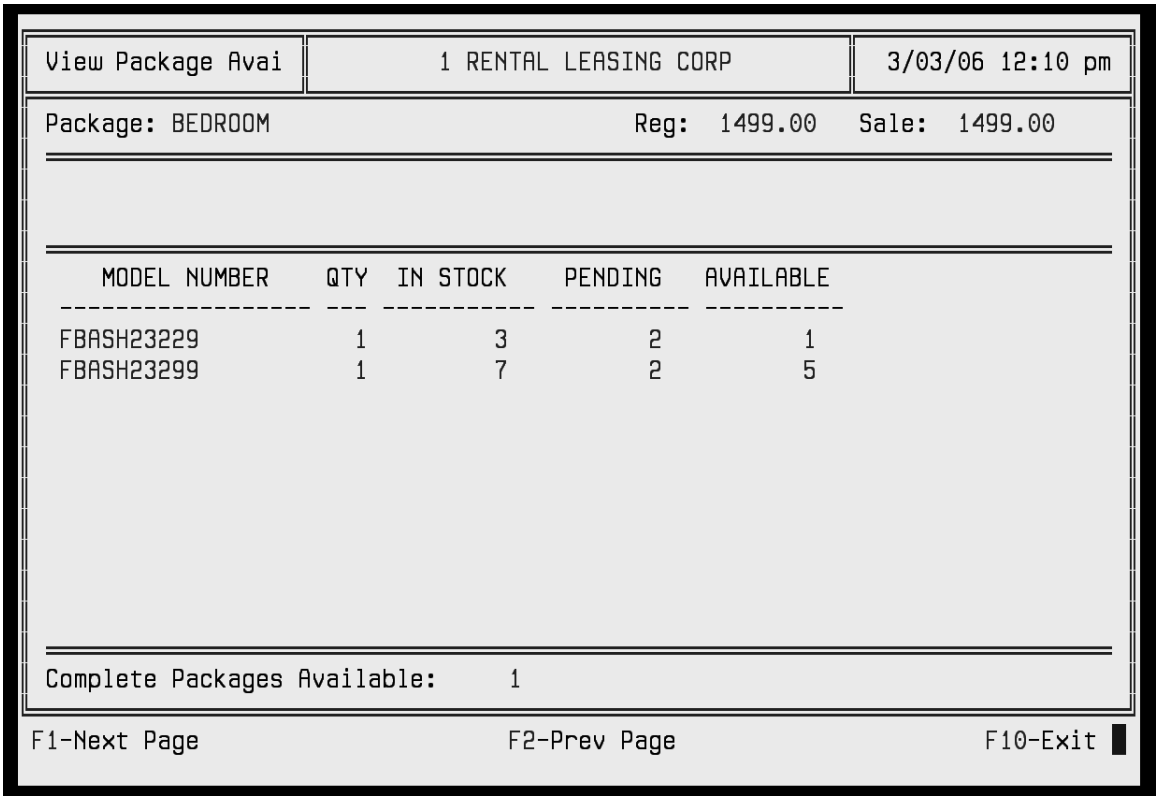

Figure 1-6 View Package Availability Screen

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Show Details on a Package

To show detail information concerning a package in the system, select the “Show a Package” option off the “Package Maintenance” screen. See Figure 1-7 for the Show a Package screen.

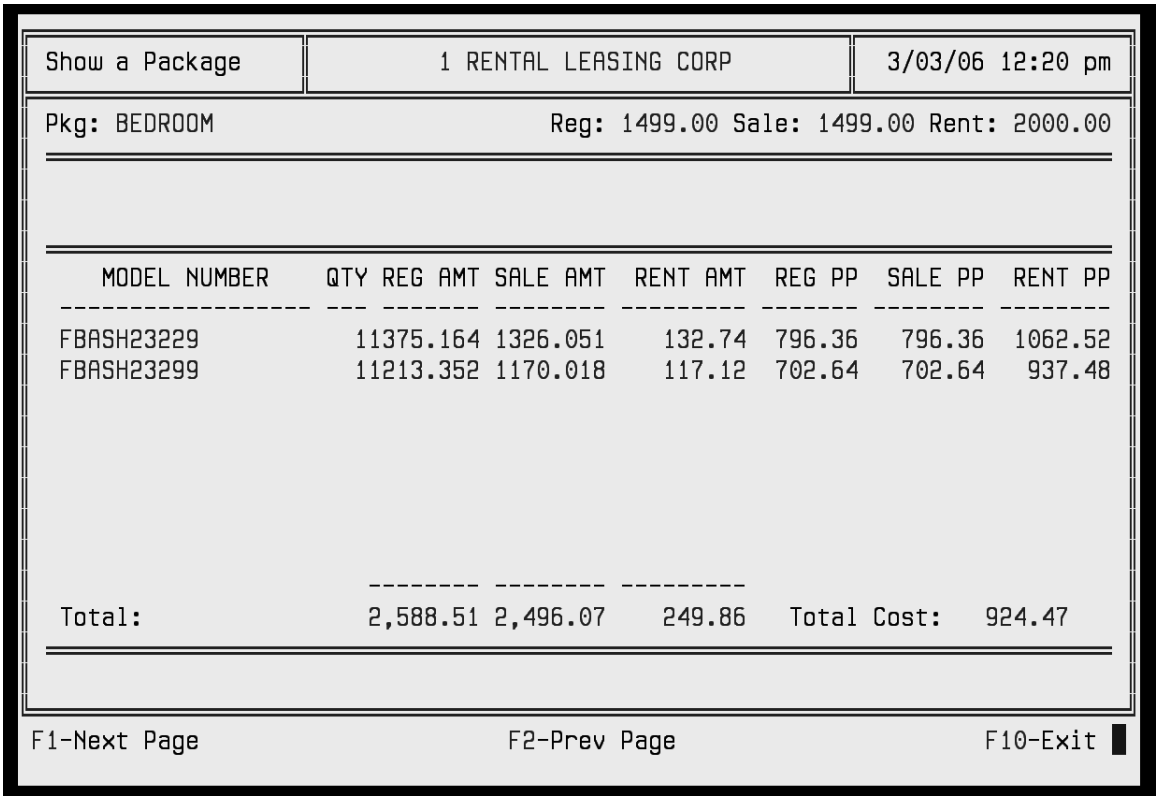

Figure 1-7 Show A Package Screen

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Chapter 2 – Inventory Functions

You can select the Inventory Menu option off the Main Menu, see Figure 2-1, or off the RTR Store Menu, see Figure 2-2.

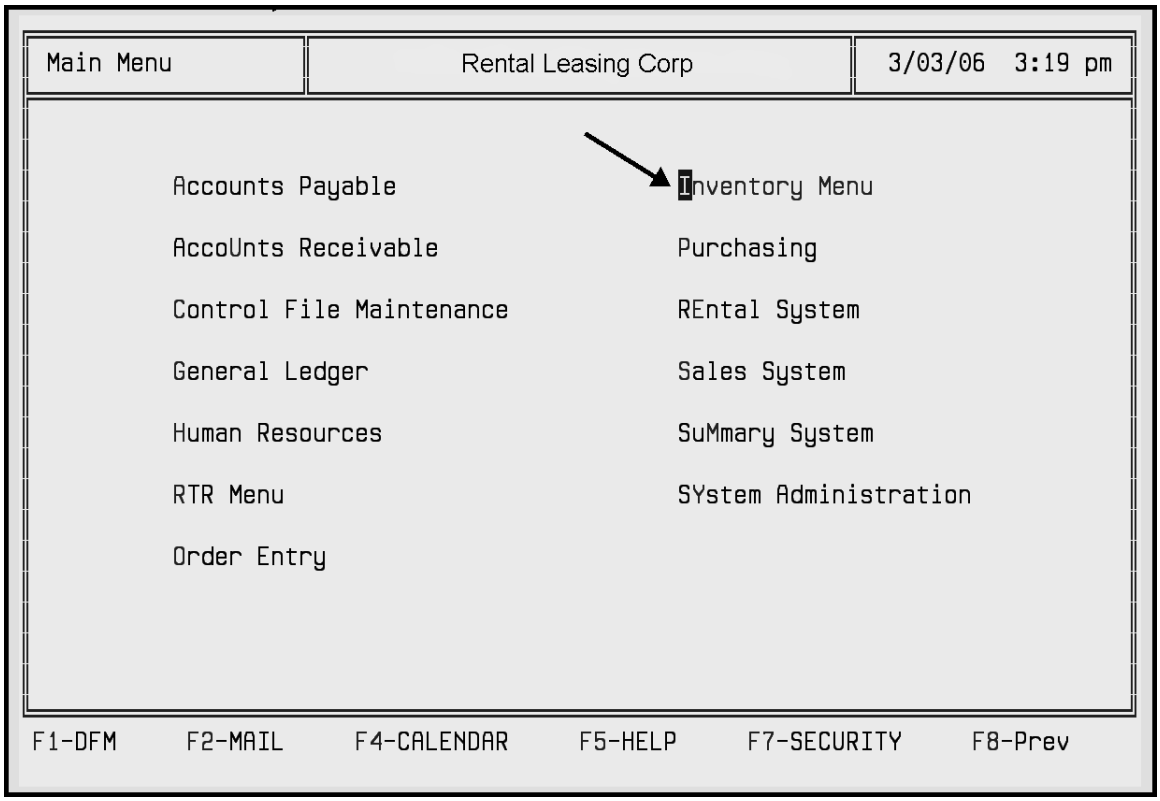

Figure 2-1 Inventory Functions off Main Menu

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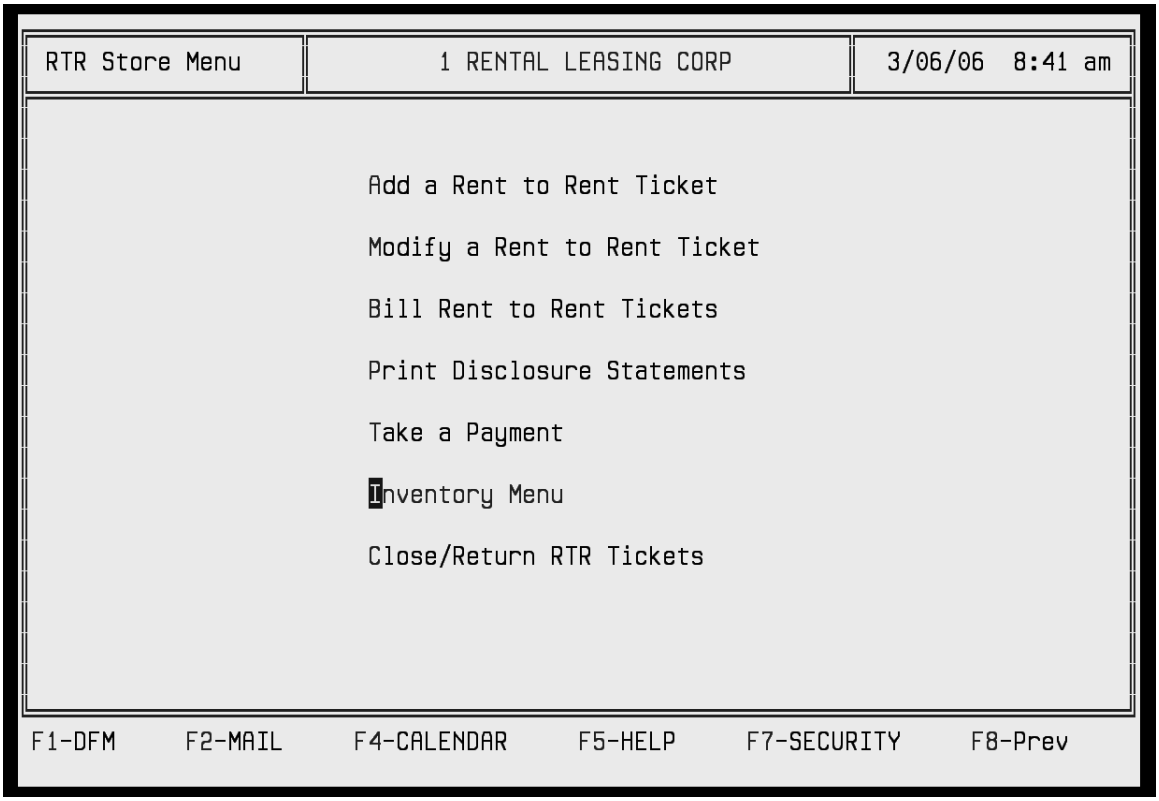

Figure 2-2 Inventory Functions off RTR Store Menu

Several inventory functions can be performed from the Inventory Menu. See Figure 2-3.

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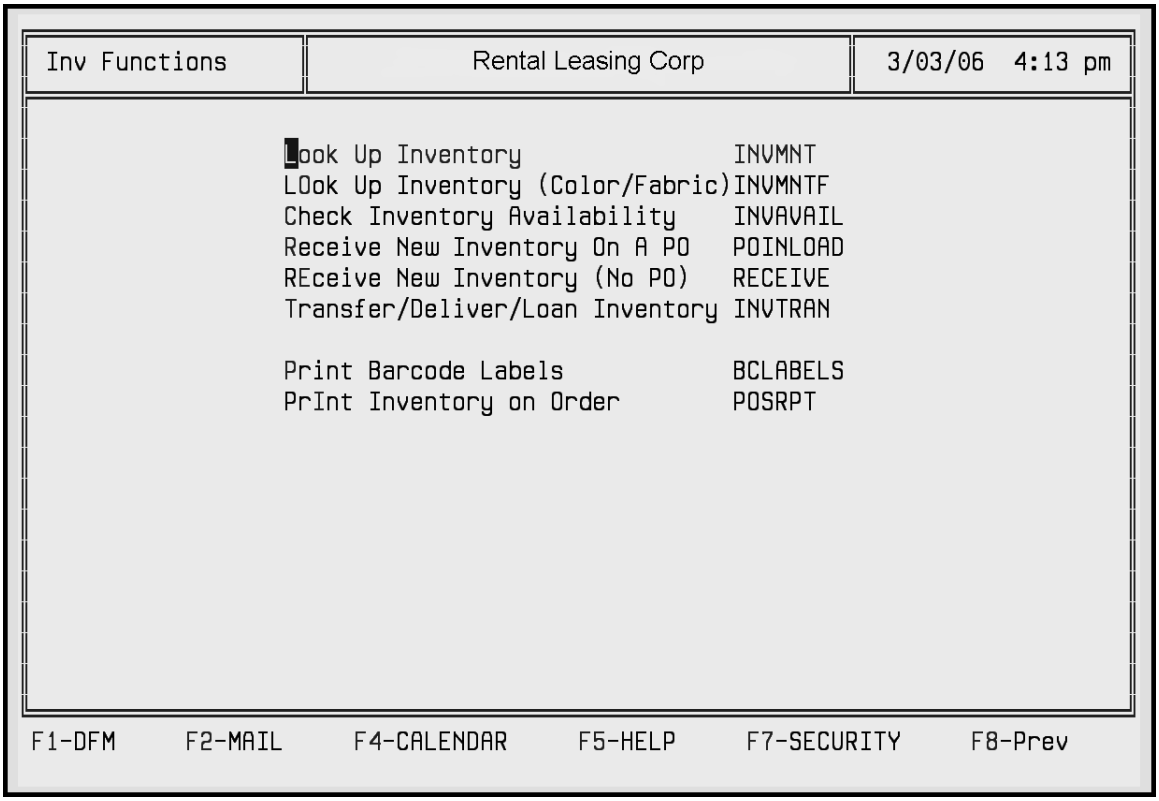

Figure 2-3 Inventory Functions Menu

Look Up Inventory – INVMNT

When you select the option to inquire on inventory off of the Inventory Functions Menu, you will see a screen like Figure 2-4.

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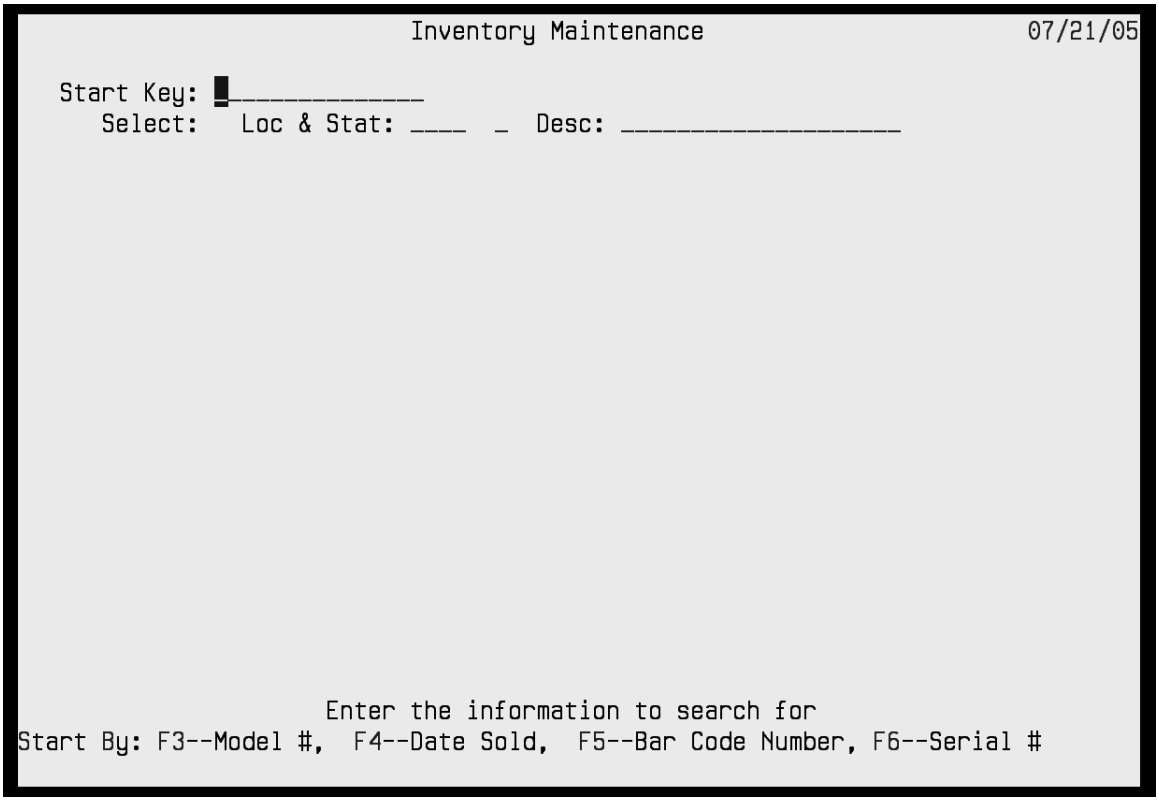

Figure 2-4 Inventory Maintenance Screen

START KEY Enter the full or partial key (the key can be the model number, bar code number or serial number). Once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen).

LOC If you want the computer to list the inventory on a certain location only, enter that location number.

STAT If you want to list inventory by status, enter the status here. You may also enter I to list all Idle or available inventory. Valid statuses are:

N = New
R = Returned
O = On Rent
D = Demo/Loaner
C = Returned for Store Credit
S = Sold
P = Paid Out
E = Early Buyout
B = Store Burglary
L = Store Loss
X = Charged Off
Y = Skipped/Stolen
Z = Junked

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DESC If you want the computer to list the inventory based on a certain description, enter that description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see bottom of screen) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. The other fields, loc, stat and desc can be used as filters to further reduce the scope of the list. For instance, at desc, you can enter 'AIR CONDITIONER' and press the F3 key to get a list of all of your inventory described as Air Conditioner in model number order.

The screen will display a list of units based on what you asked for as seen in Figure 2-5. It will display the model number, serial number, location, status, description, date received and date sold (or last sold if it is in stock). At the bottom of the screen, you will see the regular price, sale price, monthly & weekly payments & payment terms for the item on which you have highlighted.

```
                          Inventory Maintenance                        10/07/05

   Start Key:
      Select:   Loc & Stat:          Desc: AIR CONDITIONER
Model Number       Serial Nbr  Loc Stat Description          Received Sold
AAWPLACM122XK      QP1226052  9340  S   AIR CONDITIONER       3/26/03  7/05/03
AAWPLACM122XK      QP1226219  9340  S   AIR CONDITIONER       3/26/03  4/12/03
AAWPLACM122XK      QP1226266  9340  S   AIR CONDITIONER       3/26/03  5/10/03
AAWPLACM122XK      QP1226267     1  R   AIR CONDITIONER       3/26/03  8/04/05
AAWPLACM122XK      QP1226274  9340  S   AIR CONDITIONER       3/26/03  7/02/03
AAWPLACM122XK      QP1226280  9340  S   AIR CONDITIONER       3/26/03  8/25/03
AAWPLACM122XK      QP1226281  9340  S   AIR CONDITIONER       3/26/03  7/07/03
AAWPLACM122XK      QP1226287  9340  S   AIR CONDITIONER       3/26/03  7/01/03
AAWPLACM122XK      QP1226304  9340  S   AIR CONDITIONER       3/26/03  8/14/03
AAWPLACM122XK      QP1226326  9340  S   AIR CONDITIONER       3/26/03  2/04/04
AAWPLACM122XK      QP1630014   340  N   AIR CONDITIONER       7/16/03
  EOF



Reg Prc:    0.000 Sale Prc:      0.000 Pmt/#M     0.00/  0 Pmt/#W     0.00/  0
                    Second Description: 11/600 BTU UNIT WIH A 3

F1-Next Page F2-1st Page F4-Comments F7-Warranty ENTER-Update CMD-Exitl #
```

Figure 2-5 Inventory Maintenance Screen with data

Inventory Inquiry Screens

Using the arrow keys, highlight the item you wish to see and press the ENTER key. This will display an inventory change screen as seen in Figure 2-6. If you have proper security you can use the ENTER key to move around the screen. Press the F9 key to go to the next page of inventory detail. Note: It is not recommended that you make any changes here. Most fields are automatically updated for you.

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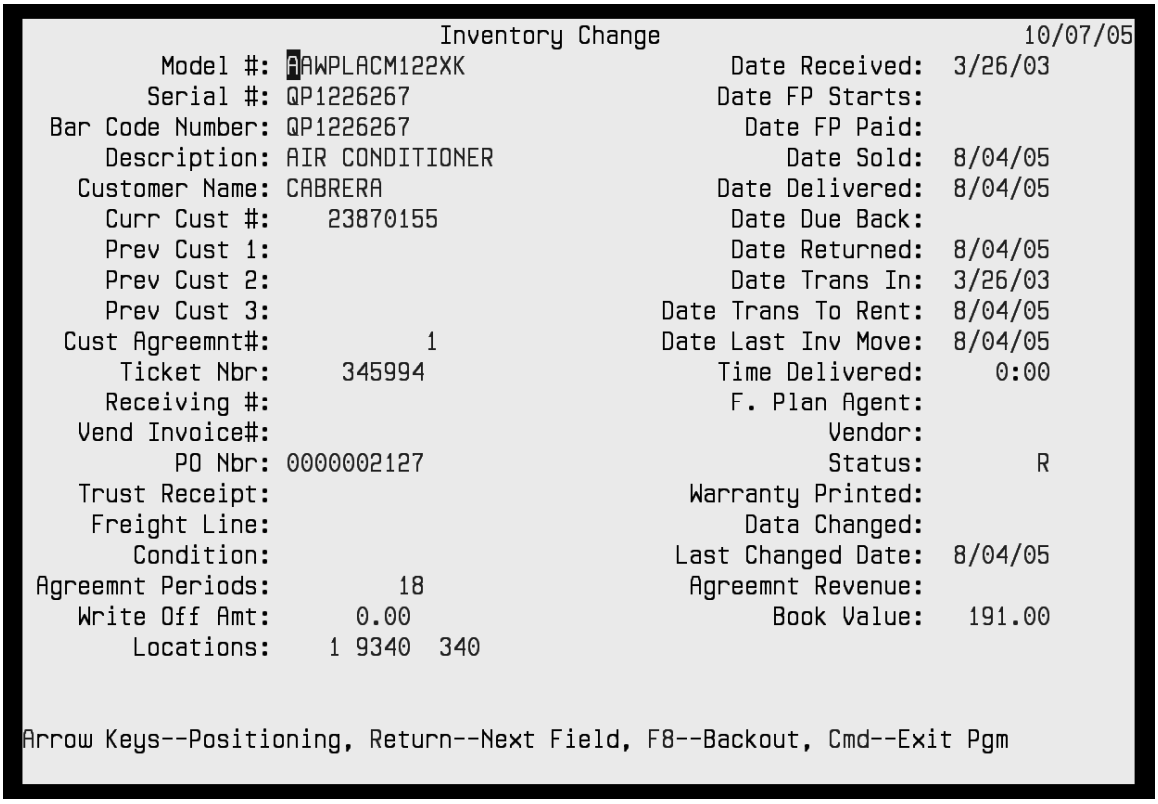

Figure 2-6 Inventory Change Screen #1

MODEL # This is the model number associated with this serial number.

DATE RECEIVED Shows the date this inventory piece was received.

SERIAL # Shows the serial number for this piece of inventory.

DATE FP STARTS The date that the floor plan on this item begins. Use the INVCHG6 program to update this field. This date is used when you run the Trust reports (TRUST and TRUSTR).

BAR CODE NUMBER Bar Code Number assigned either manually or by the computer to this piece of inventory.

DATE FP PAID This field is automatically updated by the system when the floor plan company is paid for this serial number using the Trust reports (TRUST and TRUSTR).

DESCRIPTION The description associated with the model number for this piece of inventory.

DATE SOLD Shows the date this inventory piece was put out on rental or sold.

CUSTOMER NAME This is the name of the customer who currently has or last had the serial number from a rental or sale transaction.

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DATE DELIVERED The date the inventory was actually delivered to the customer. It is updated from the NEW, SALE or INVTRAN programs and is automatically entered by the system.

CURR CUST # This is the account number of the customer who currently has or last had this serial number from a rental or a sale transaction.

DATE DUE BACK Used for short term rentals put out in the movie club program.

PREV CUST 1 This is the account number of the customer who had this serial number from a rental or a sale transaction before the one listed as the current customer.

DATE RETURNED The date the item was returned.

PREV CUST 2 This is the account number of the customer who had this serial number from a rental or a sale transaction before the customer listed as the previous customer 1.

DATE TRANS IN This date is updated from store to store or warehouse to store. Inventory transfers are done using the INVTRAN program.

PREV CUST 3 This is the account number of the customer who had this serial number from a rental or a sale transaction before the one listed as the previous customer 2. Note: The system keeps track of the last four customers who have had this inventory piece.

DATE TRANS TO RENT The date the item originally went out on rent and depreciation begins. (Can be the same as the received date if inventory is received in as rental inventory).

CUST AGREEMENT # The agreement number of the customer who currently has or last had this serial number from a rental or a sale transaction.

DATE LAST INV MOVE The date the inventory indicator was changed. Example: Sale inventory transferred to rental inventory or vise versa.

TICKET NBR The ticket number of the customer who currently has or last had this serial number from a rental or a sale transaction.

TIME DELIVERED A free form field not updated by the system.

RECEIVING # A free form field updated from the RECEIVE program.

F. PLAN AGENT The floor plan agent number is updated from the RECEIVE, POINLOAD or INVCHG6 programs and is used with the trust reports and floor plan management. It is the floor plan agent assigned to the item.

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VEND INVOICE # The vendor invoice number is populated from the RECEIVE or POINLOAD program when the inventory is received.

VENDOR Defaults to the vendor number associated with this model number. Can be updated when receiving inventory in the RECEIVE program.

PO NBR The PO Number is updated from the POINLOAD or RECEIVE program when the inventory is received.

STATUS The current status of the inventory will be in this field. Valid status codes are:
N = New
R = Returned
O = On Rent
D = Demo/Loaner
C = Returned for Store Credit
S = Sold
P = Paid Out
E = Early Buyout
B = Store Burglary
L = Store Loss
X = Charged Off
Y = Skipped/Stolen
Z = Junked

TRUST RECEIPT Shows the Trust Receipt number assigned to this piece of inventory. Use INVCHG6 to update this field. This is typically the line item number used by the floor plan company to identify the serial number.

WARRANTY PRINTED This is a yes or no field. If you run the WARRANTY program, used to print warranty cards, this field is automatically updated to yes.

FREIGHT LINE This is a free form field and is not updated by the system.

DATA CHANGED Data field used by the strip and merge program for remote communications. Will indicate the last data field that was changed on this inventory.

CONDITION This is a free form field and can be updated with the terms of the rental agreement at the time of rental.

LAST CHANGED DATE Updated by the system based on transaction types.

AGREEMNT PERIODS This field is updated with the terms of the rental agreement at the time of rental.

AGREEMNT REVENUE The amount of revenue collected to date on the current or the last rental agreement.

WRITE OFF AMT This is the remaining book value based on the date the inventory piece was disposed of (paid off, sold or charged off). The

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depreciation schedule is set in the CTRLMNT program and is automatically updated by the system.

BOOK VALUE This is the current book value of the inventory piece and is based on the depreciation schedule set up in the CTRLMNT program and is automatically updated by the system.

LOCATIONS Inventory history by location is tracked here. The current location is on the left and the previous locations are moved to the right when the current location changes. This field is updated automatically by the system functions that transfer inventory (INVTRAN, NEW, SALE, RTOCSMNT, RTOCLOSE).

The screen will prompt: "Any More Changes?" Pressing the ENTER key will display a screen similar to Figure 2-7.

```
                          Inventory Change                          10/07/05
            Model #: AAWPLACM122XK              Serial #:      QP1226267
        Actual Cost:  191.00              Selling Price:
  Freight/Other Cost:                   Packed/Landed Cost:     191.00
       Average cost:     275.00              Bal Owed FP:     191.00
      Total Revenue:                    Total Times Rented:          1
        YTD Revenue:                      YTD Times Rented:          1
        QTD Revenue:                      QTD Times Rented:          1
        PTD Revenue:                      PTD Times Rented:          1
        TTD Revenue:                      TTD Times Rented:
   Total RTR Revenue:                    Total RTO Revenue:
       Receiving Loc:        340         Total MV  Revenue:
Normal Terms Monthly:                    Monthly RTO Price:
 Normal Terms Weekly:                     Weekly RTO Price:
    RTR Pricing Type:          N      Actual RTO/RTR Price:     269.82
     MV Pricing Type:          N            Reserved Indr:
              Spiff:                     New Inv Rented:          N
   Last Employee Nbr:        998           Delivered By:
 Alternate RTO Price:                    Last Receipt Nbr:         36
    Current Inv Indr:          0                Orig Cost:     191.00
      Assigned Value:                       Retail Price:
                                          Retail Price Cap:
Any More Changes:  N
Arrow Keys--Positioning, Return--Next Field, F8--Backout, Cmd--Exit Pgm
```

Figure 2-7 Inventory Change Screen #2

MODEL # Displays the model number of the inventory piece.

SERIAL # Displays the serial number of the inventory piece.

ACTUAL COST Displays the actual cost of this piece of inventory at the time it was received and can be edited if vendor invoice reflects a different cost.

SELLING PRICE The price that the inventory was actually sold for, updated by the system.

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FREIGHT/OTHER COST This is additional costs as noted when inventory was received.

PACKED/LANDED COST The Packed/Landed Cost is the actual cost plus the freight/other cost and is updated by the system.

AVERAGE COST The average cost is the average cost of all items of inventory with the same model number and is updated by the system.

BAL OWED FP Balance still owed on the floor plan.

The following eight fields are RTO revenue only, unless the switch in SALECTRL is set to add sales revenue to RTO for used sales.

If you do not use the INVZERO program to reset these fields, they will all have the same information.

TOTAL REVENUE Total revenue collected to date on this item.

TOTAL TIMES RENTED Total number of times this piece of inventory has been out on rental.

YTD REVENUE Revenue received from this piece of inventory Year-To-Date. **Use INVZERO to reset to zero each year.**

YTD TIMES RENTED Number of times this piece of inventory has been out on rental Year-To-Date. **Use INVZERO to reset to zero each year.**

QTD REVENUE Revenue received from this piece of inventory Quarter-To-Date. **Use INVZERO to reset to zero each year.**

QTD TIMES RENTED Number of times this piece of inventory has been out on rental Quarter-To-Date. **Use INVZERO to reset to zero each year.**

PTD REVENUE Revenue received from this piece of inventory Period-To-Date. **Use INVZERO to reset to zero to track revenue by period or time frame you designate.**

PTD TIME RENTED Number of times this piece of inventory has been out on rental Period-To-Date. **Use INVZERO to reset to zero to track revenue by period or time frame you designate.**

TTD REVENUE Rental revenue received on the current rental agreement for this serial number. This field is reset to zero when transferred to any other location.

TTD TIMES RENTED If this serial number is currently rented, a 1 will be here. This field is reset to zero when it is transferred to any other location.

OTAL RTR REVENUE Total revenue gained through rent to rent on this inventory piece and is updated by the system.

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TOTAL RTO REVENUE Total revenue gained through rent to own on this inventory piece and is updated by the system.

RECEIVING LOC This is the location that first received this piece of inventory.

TOTAL MV REV Total movie revenue.

NORMAL TERMS MONTHLY This field is updated from the model number associated with this piece of inventory labeled: Total Monthly Terms: and is automatically updated by the system.

MONTHLY RTO PRICE This field is updated from the model number associated with this piece of inventory labeled: Total Monthly Prc: and is automatically updated by the system. (It is calculated by taking the normal terms monthly times the monthly payment amount).

NORMAL TERMS WEEKLY This field is updated from the model number associated with this piece of inventory labeled: Totally Weekly Terms: and is automatically updated by the system.

WEEKLY RTO PRICE This field is updated from the model number associated with this piece of inventory labeled: Total Weekly Prc: and is automatically updated by the system. (It is calculated by taking the normal terms weekly times the weekly payment amount).

RTR PRICING TYPE This field is used in the Rent-to-Rent program and not applicable to Maestro clients. Accept the default of N.

ACTUAL RTO/RTR PRICE This is the expected total revenue based on the details of the most recent rental agreement. (Calculated by taking the actual weekly or monthly payment amount times the actual length of the agreement).

MV PRICING TYPE This field is used in the Rent-to-Rent program and not applicable to Maestro clients. Accept the default of N.

RESERVED INDR This field is used in the Rent-to-Rent program and not applicable to Maestro clients.

SPIFF Enter a dollar amount here if you want to pay an extra commission or spiff as an incentive to rent this piece. This amount will carry over to the NEW program in the spiff field and will print on the SALESMAN report.

NEW INV RENTED This is the status of the item when it was transferred to the most recent rental agreement. N = New, R = Re-rental.

LAST EMPLOYEE NBR This is the last employee who moved this inventory piece using the NEW, SALE, INVTRAN, RTOCLOSE, RTOCSMNT, RP, programs or made changes to the inventory piece in INVMNT.

DELIVERED BY This is a free form field and not updated by the system.

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ALTERNATE RTO PRICE If the indicator; in NEW asks: Alt Price in RENTCTRL is set to Y. You will be prompted in NEW for an alternate RTO price, typically this is the monthly payment amount when the regular payment is weekly.

LAST RECEIPT NBR Shows the RTO payment receipt number most recently generated by the system for this item.

CURRENT INV INDR The current inventory indicator determines how this inventory is treated in regards to depreciation on the system. Valid indicators and descriptions are:

T = Trial Purchase – does not depreciate
O = Rent to Own – inventory that is depreciating
R = Rent to Rent – inventory that is depreciating
S = Sales – does not depreciate until transferred to a rental agreement and the indicator: RTO TP Inv in CTRLMNT is set to a Y

ORIG COST This is the original cost at the time the inventory is received.

ASSIGNED VALUE This is updated from the INVCGH8 program and can be used to revalue returned trial purchase inventory.

RETAIL PRICE A selling price here allows for individual serial number pricing in the SALE program. This is the lowest price this piece can be sold for in SALE. Leave blank to follow the model number pricing and MAP and MOP rules.

RETAIL PRICE CAP This is a free form field that is updated if the Sale Price Cap Indr: in SALECTRL is set to a Y. A figure here indicates the highest price you can charge for this item.

Press the F9 key to go to the next page of inventory detail. When the prompt “Any More Changes” is answered with an N for no, you will see a screen similar to Figure 2-8.

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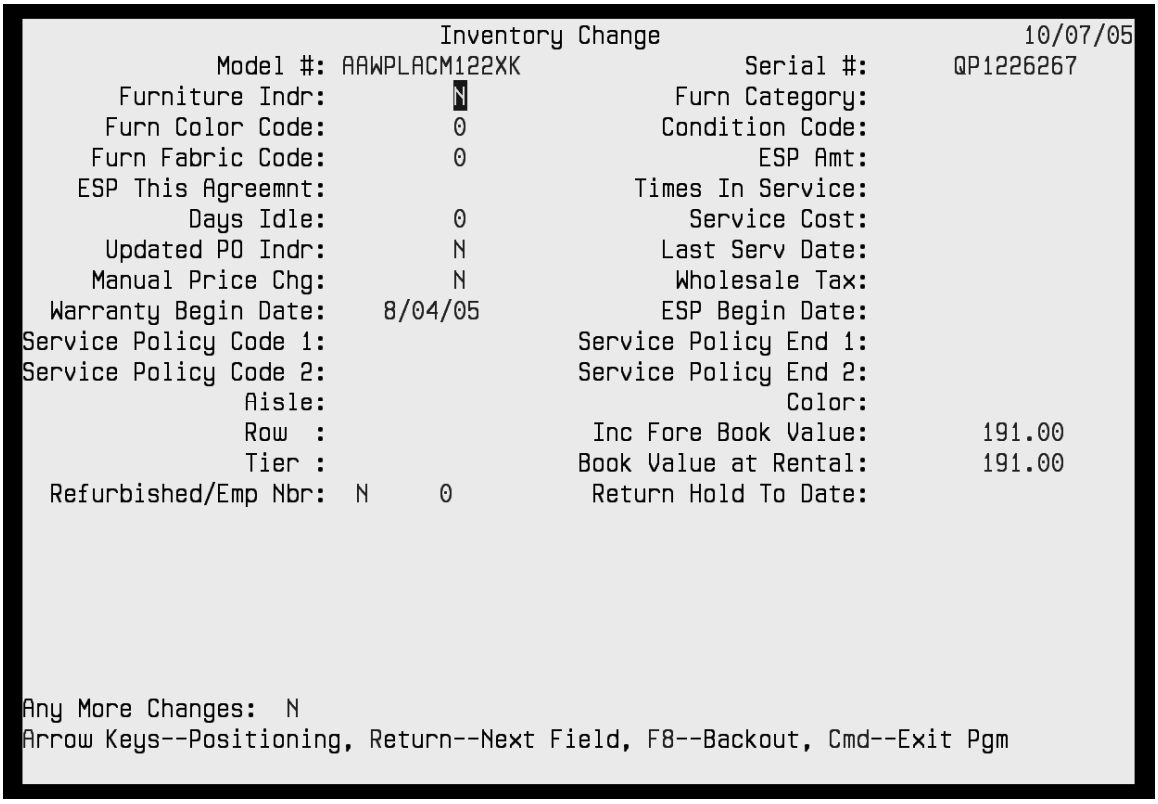

Figure 2-8 Inventory Inquiry Screen #3

FURNITURE INDR If this model number starts with an F, this is marked with a Y. In all other cases it will be an N.

FURN CATEGORY If Color/Fabric I CTRLMNT is a yes and styles have been set to FURNSTYL and assigned to this model number, the style code will be displayed here. The style codes can be used for music instruments.

FURN COLOR CODE If using the Color/Fabric codes and color codes have been set up in FURNCOL and are assigned a model number, the code will be displayed here. The color codes can be used for music instruments.

CONDITION CODE This is a free form field. Used to grade the used product. Example: A for used but in mint condition, B for used but in good shape and so on. Use the program INVCHG8 to update this field.

FURN FABRIC CODES If using the Color/Fabric codes and Fabric or Material codes have been set up in FURNCOL and are assigned to this model number, the code will be displayed here. The fabric codes can be used as Material codes for music instruments.

ESP AMT This is the regular Extended Service Policy amount associated with a rental payment.

ESP THIS AGREEMENT This is the total Extended Service Policy revenue on this inventory piece.

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TIMES IN SERVICE Total number of times this unit has been in service. This is updated by the system when transferred to the service location in INVTRAN.

DAYS IDLE Total days this unit has not been rented, or "idle". This figure is updated by the system each time it goes out on rent.

SERVICE COST Total service cost expended on this unit. This is updated from the INVTRAN program when a unit is transferred out of service.

UPDATED PO INDR This field indicates whether this item was received using the Maestro Purchase Order System (optional). If it has been received using the Maestro Purchase Order System, it will have an indicator of yes and the purchase order number will be shown on the first screen of the INVMNT program.

LAST SERV DATE This is the most recent date this item was transferred to or from service.

MANUAL PRICE CHANGE If the normal rental price or term has been changed using the RTOPRCHG program, the system will place a Y here and automatic pricing programs will not change the price on this serial number.

WHOLESALE TAX Free form field not updated by the system.

WARRANTY BEGIN DATE This field is automatically updated when item is sold or rented for the first time.

ESP BEGIN DATE Updated with the date closed if ESP is on the rental agreement.

The following four fields are updated by using the WRNTYMNT program to assign codes to the model numbers. The warranty codes are set up in WARCODE.

SERVICE POLICY CODE 1 This is the first code used in WRNTYMNT; for example, labor could be L1 (which could mean 90 days labor).

SERVICE POLICY END 1 Using the example above, the date in this field would be 90 days from the date this item was sold.

SERVICE POLICY CODE 2 This is the second code used in WRNTYMNT; for example, labor could be P1 (which could mean 1 year parts).

SERVICE POLICY END 2 Using the example above, the date in this field would be one year from the date this item was sold.

AISLE You can designate the aisle this item is located on in the warehouse.

COLOR Free form field not updated by the system.

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ROW You can designate the row this item is located on in the warehouse.

INC FORE BOOK VALUE If the setting for the field Depreciation File in CTRLMNT is set to Y for Income Forecasting, the current income forecasting book value will be displayed here. If it is an N, the actual cost is displayed. If it is an S, the seasonal book value will display.

TIER You can designate the tier this item is located on in the warehouse. Free form field not updated by the system.

BOOK VALUE AT RENTAL If the setting Depreciation File in CTRLMNT is set to Y for yes the income forecasting book value of the item at the time of the most recent rental will be displayed here. If it is an N, the actual cost will display here. If it is an S, the seasonal book value will display here.

Press the F9 key. You will be prompted, “Any More Changes”. An N for no answer will return you to a screen similar to Figure 2-3. NOTE: If you have the security to change INVMNT and you F9 and answer N here, your employee number will be updated in the LAST EMPLOYEE NBR field on the second screen.

Look Up Inventory (Color/Fabric) - INVMNTF

Using Wildcards(*) to find inventory - INVMNTF

To be able to use wildcards when looking up inventory, you need to be at the command line (press F10 till you see the prompt “Input the module that you would like to execute:”) and type in INVMNTF and press the ENTER key.

You can use the asterisk (*) as a wildcard for either the product code and/or the manufacturer's code. See Figure 2-9.

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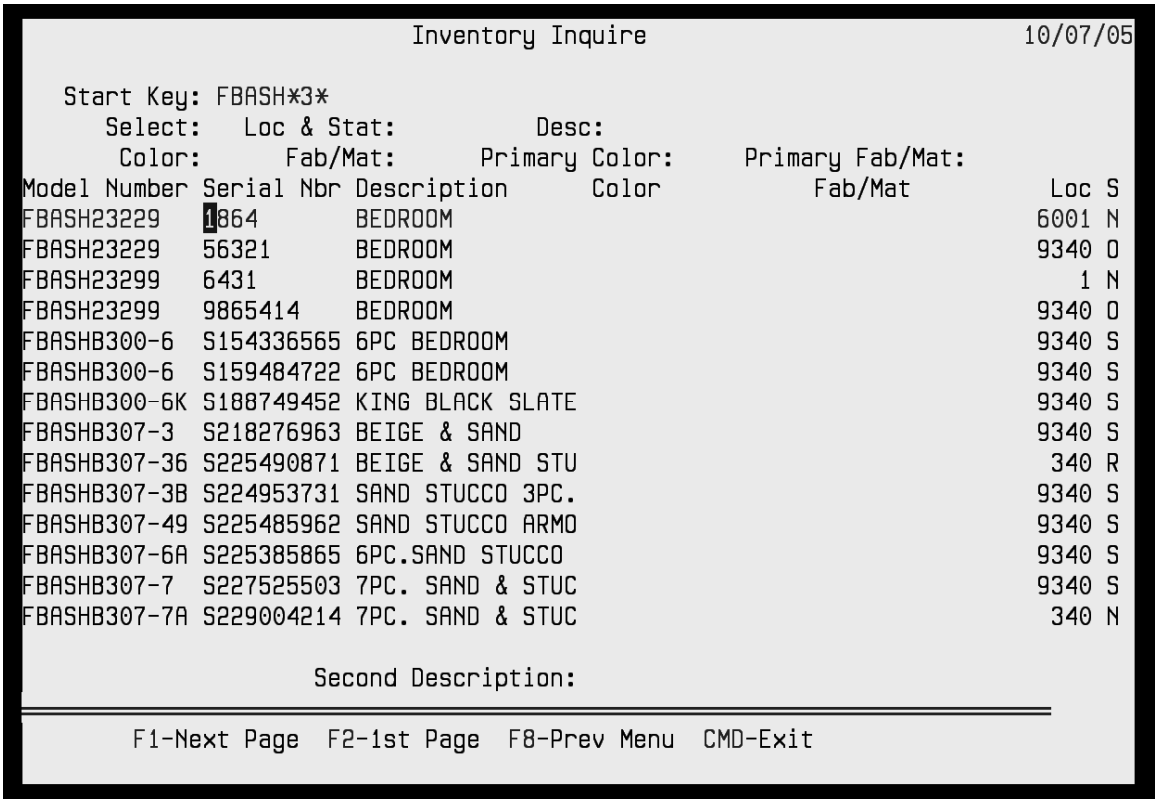

Figure 2-9 Inventory Inquire using Wildcards

Check Inventory Availability - INVAVAIL

When you select the option to check inventory availability off of the Inventory Functions Menu, you will see a screen like Figure 2-10.

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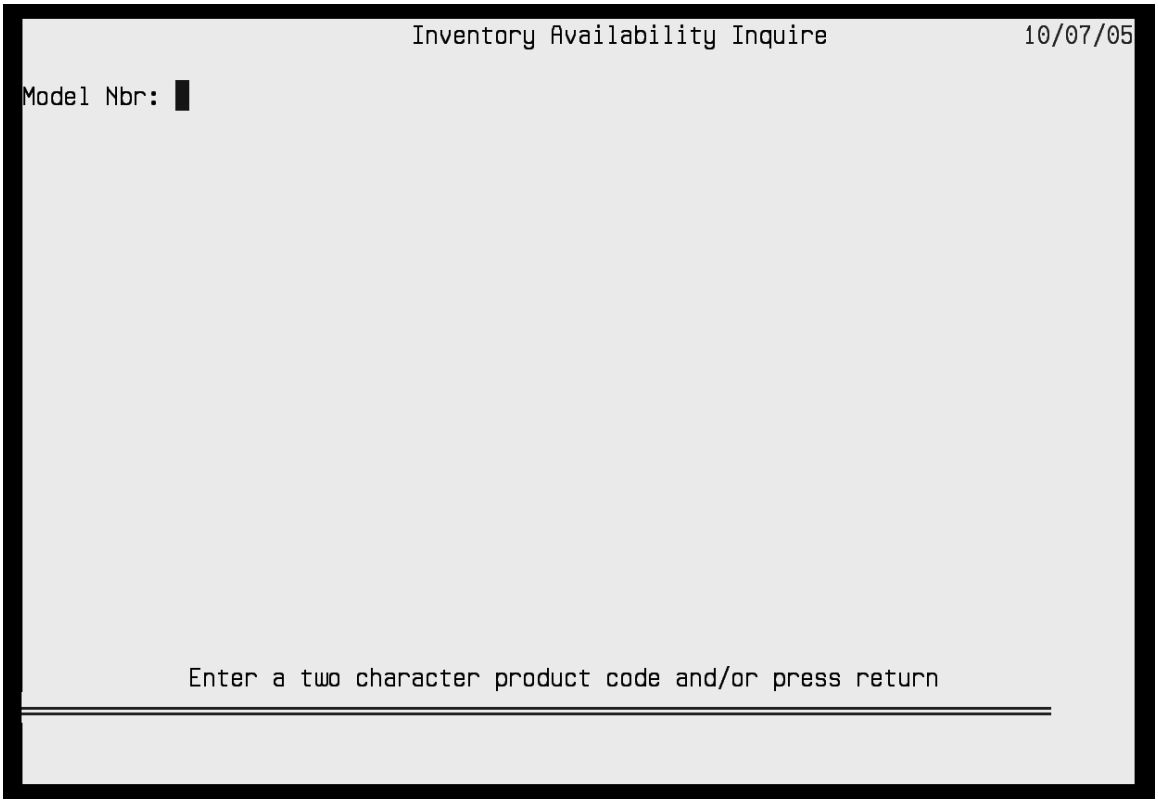

Figure 2-10 Inventory Availability Inquire Screen

MODEL NBR Enter the two character product code or press the ENTER key. If you know the two character product code, enter it here. If you do not, press the ENTER key and you will get a selection window where you can select the two character product code. Next you will be prompted to enter the three character manufacturer's code. If you press the ENTER key, you will see a selection window where you can select the three character manufacturer's code. Next you will be prompted to enter the model number. If you know the model number, enter it. If you do not know the model number, press the ENTER key and a selection window will display where you can select the model number. Once the model number is selected you will see a screen similar to Figure 2-11.

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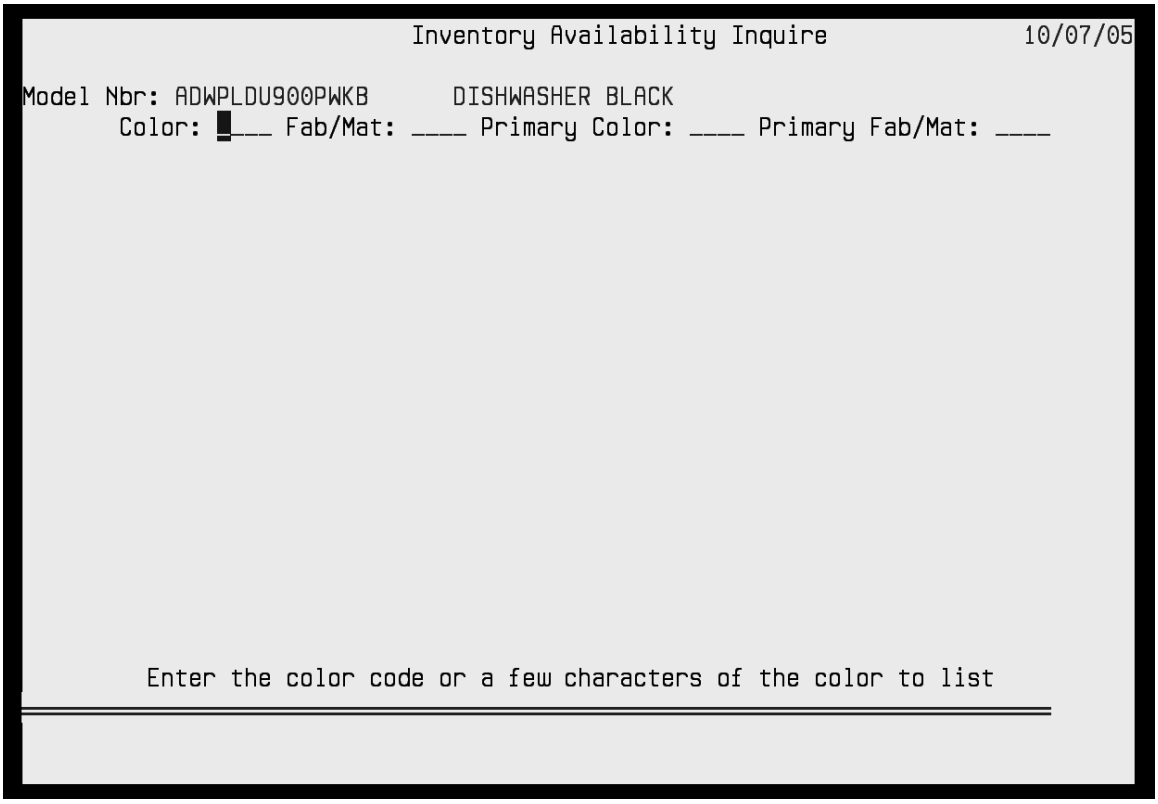

Figure 2-11 Inventory Availability Inquire Screen with Model Number information

COLOR Enter the color code or a few characters of the color to list or press the ENTER key.

FAB/MAT Enter the fabric/material code or a few characters of the code to list or press the ENTER key.

PRIMARY COLOR Enter the primary color or a few characters of the color to list or press the ENTER key.

PRIMARY FAB/MAT Enter the primary fabric/material a few characters of the code to list or press the ENTER key.

Press the ENTER key till you see a screen appear similar to Figure 2-12.

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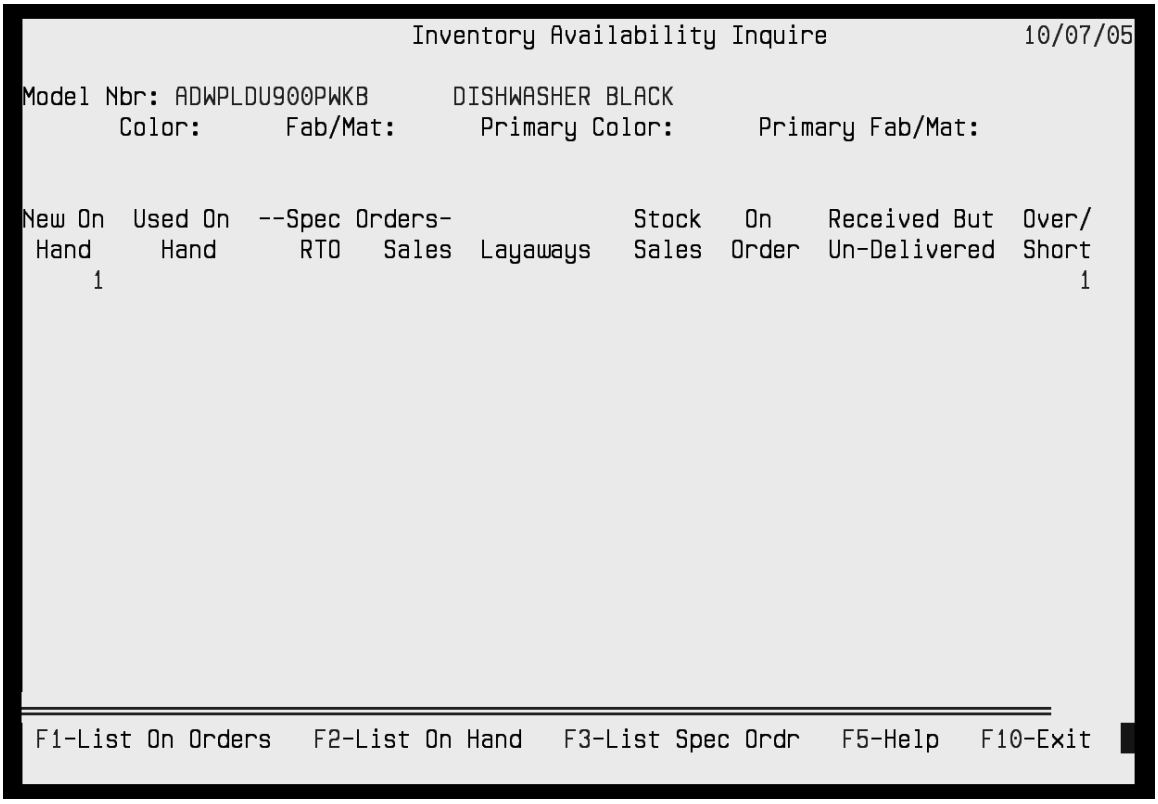

Figure 2-12 Inventory Availability Inquire Screen with function key options

Press the F1 key to list on order, F2 to list on hand and/or F3 to list special orders.

Once you are done looking at the inventory availability information, press the F8 key twice to return to a menu.

Receive New Inventory On A PO POINLOAD

This program is used to Receive Inventory and updates your purchase order records when using the RSSS Purchase Order System.

When you select the option to "Receive New Inventory on a PO – POINLOAD" off of the Inventory Functions Menu, you will be prompted for the printer or file pathname. Press the ENTER key to accept the default printer or type in the proper printer number or pathname. You will see a screen similar to Figure 2-13.

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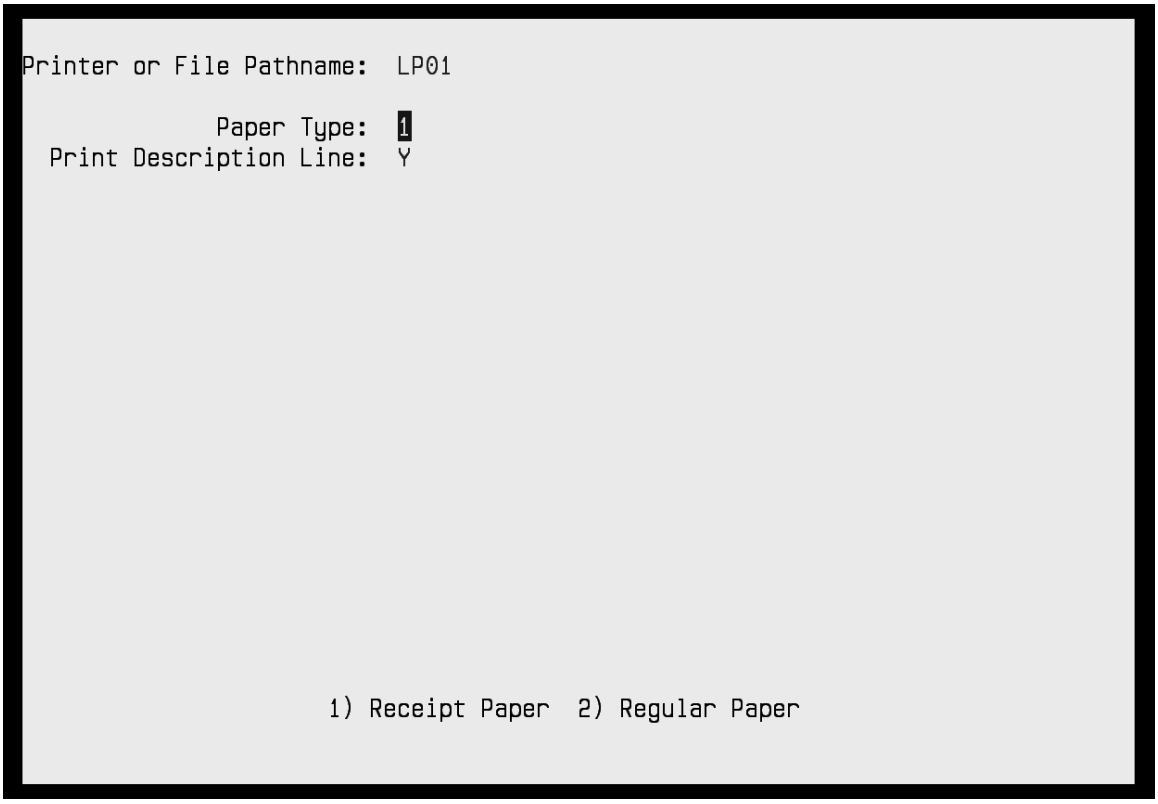

Figure 2-13 Print or File Path Name Screen

PRINTER OR FILE PATHNAME Press ENTER to accept the default printer or type in the proper printer number or pathname.

PAPER TYPE Enter the proper number. 1 = Receipt Paper, 2 = Regular Paper.

PRINT DESCRIPTION LINE Enter Y for yes if you want the color, fabric and description line to print.

Once you complete all these fields, you will now see a screen similar to Figure 2-14.

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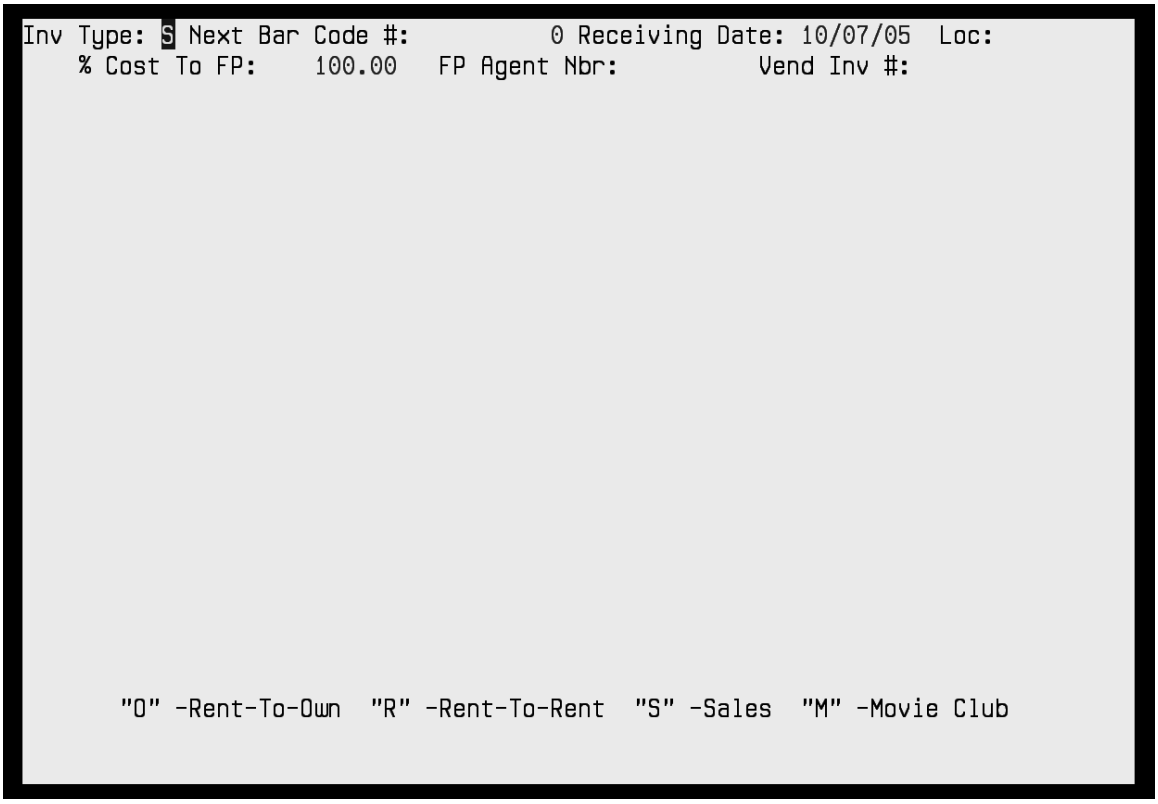

Figure 2-14 Purchase Order Inventory Screen

INV TYPE This will prompt according to your company's control settings.

NEXT BAR CODE # Pressing the ENTER key, the system will auto assign the bar code number.

RECEIVING DATE Press the ENTER key to accept the default of today's date.

LOC Enter the ship to location that appears on the purchase order.

% COST TO FP Enter the percent of cost that is Floor Plan. If the inventory being received is not floor planned, clear the field and press ENTER.

FP AGENT NBR Enter the number assigned to the floor plan agent carrying this merchandise or press ENTER if you are not using a Floor Plan.

VEND INV # Enter the Vendor's Invoice Number for the product you are about to receive, leave blank if you don't have it or if you want the PO number to go to AP.

You will now be prompted for “Any More Changes”. If you need to make changes, enter a Y for yes and make your changes. When the prompt “Any More Changes” is answered with an N for no, you will be prompted for “PO Number”. See Figure 2-15.

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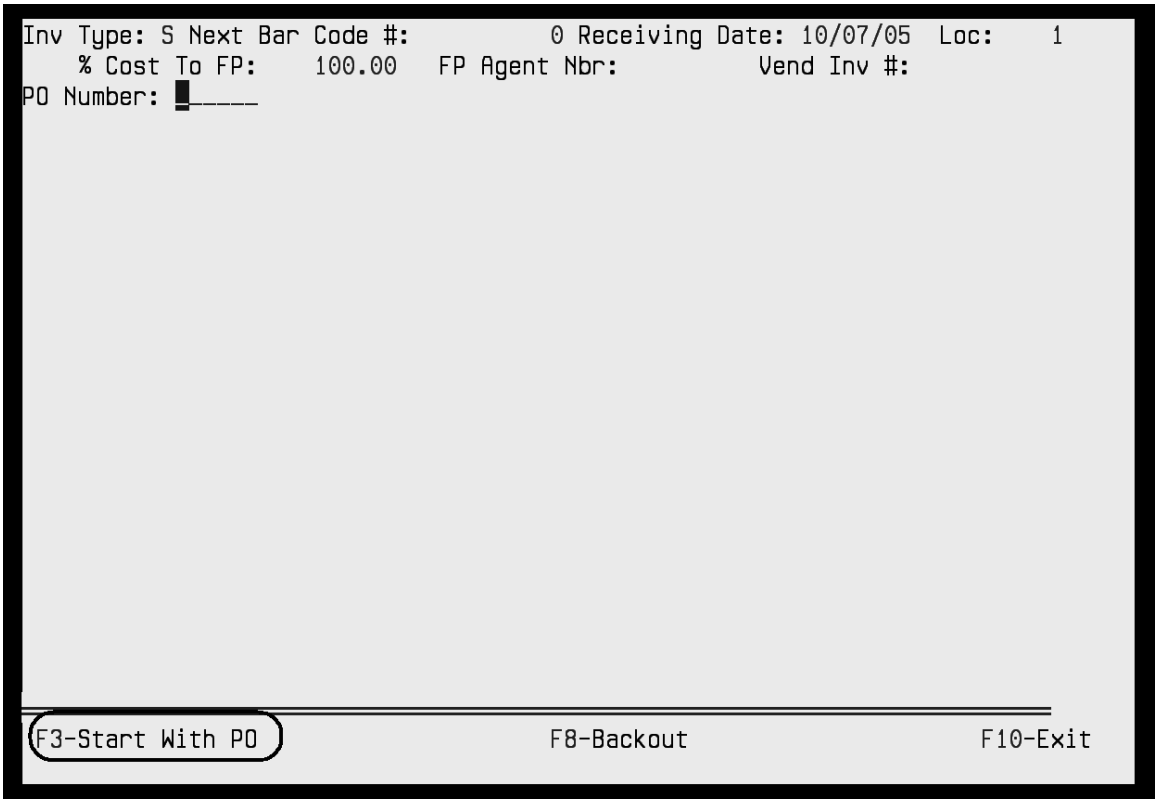

Figure 2-15 Purchase Order Inventory Screen with purchase order number prompt

Enter the PO Number that was used to place this purchase originally. If you do not know the PO number, press the F3 key to list the open PO's in numerical order. The screen will change to resemble Figure 2-16 **(Note: each different model number you entered on the PO will be on a line of its own).**

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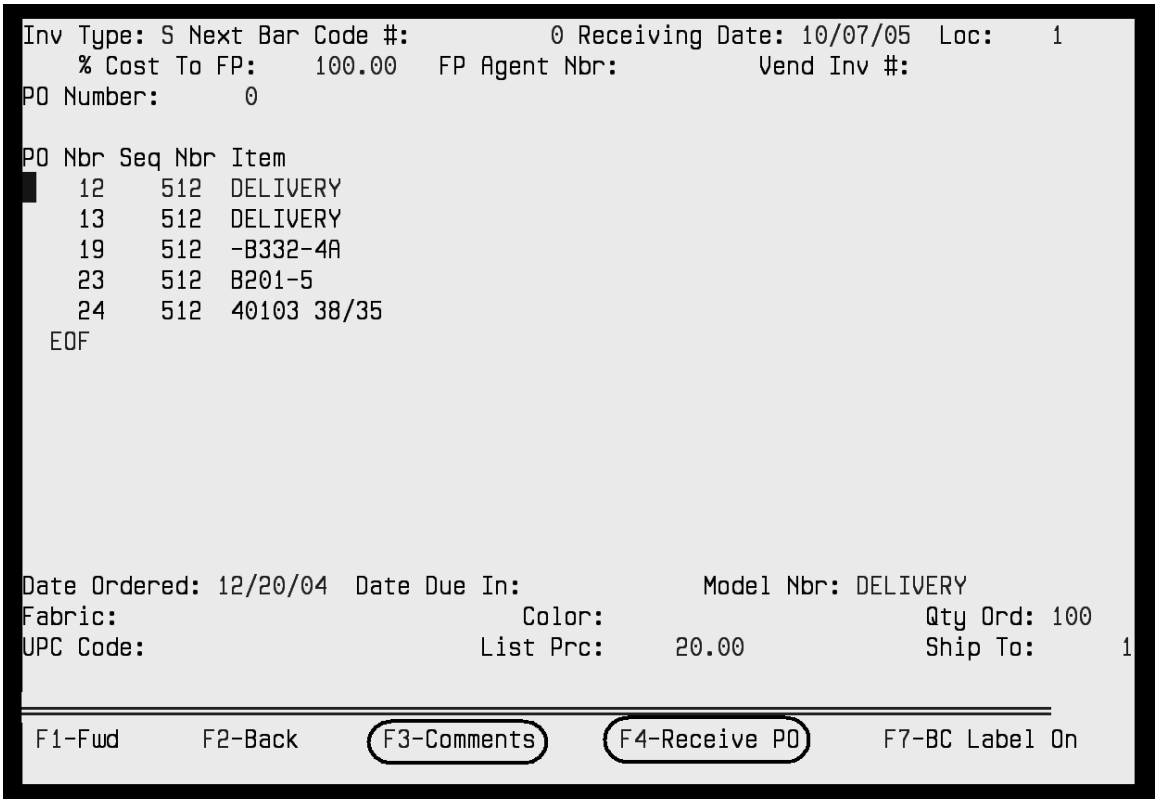

Figure 2-16 Purchase Order Inventory Screen with data

At the bottom of the screen you will see date ordered, date due in, model number, the fabric and color of the item (if applicable), the quantity ordered (an asterisk beside quantity ordered, indicates comments are attached to this line) on the PO, the UPC Code, List Price, and ship to location.

F1 - FORWARD If the PO Number you need is not on this screen, this will scroll the listing forward one page at a time.

F2 - BACK If you have pressed to scroll forward & now need to go back.

F3 - COMMENTS If a line item has a comment attached, there will be an asterisk next to the quantity ordered.

To view the comment, press the F3 while the item is highlighted. You can add, add to or change the comment if necessary.

F4 - RECEIVE PO To receive all accessories on this PO, this allows you to view the details of the accessory item PO, verify counts and receive all or adjust individual line items and receive partial PO. Highlight the line item and press the F4 key. See Figure 2-17.

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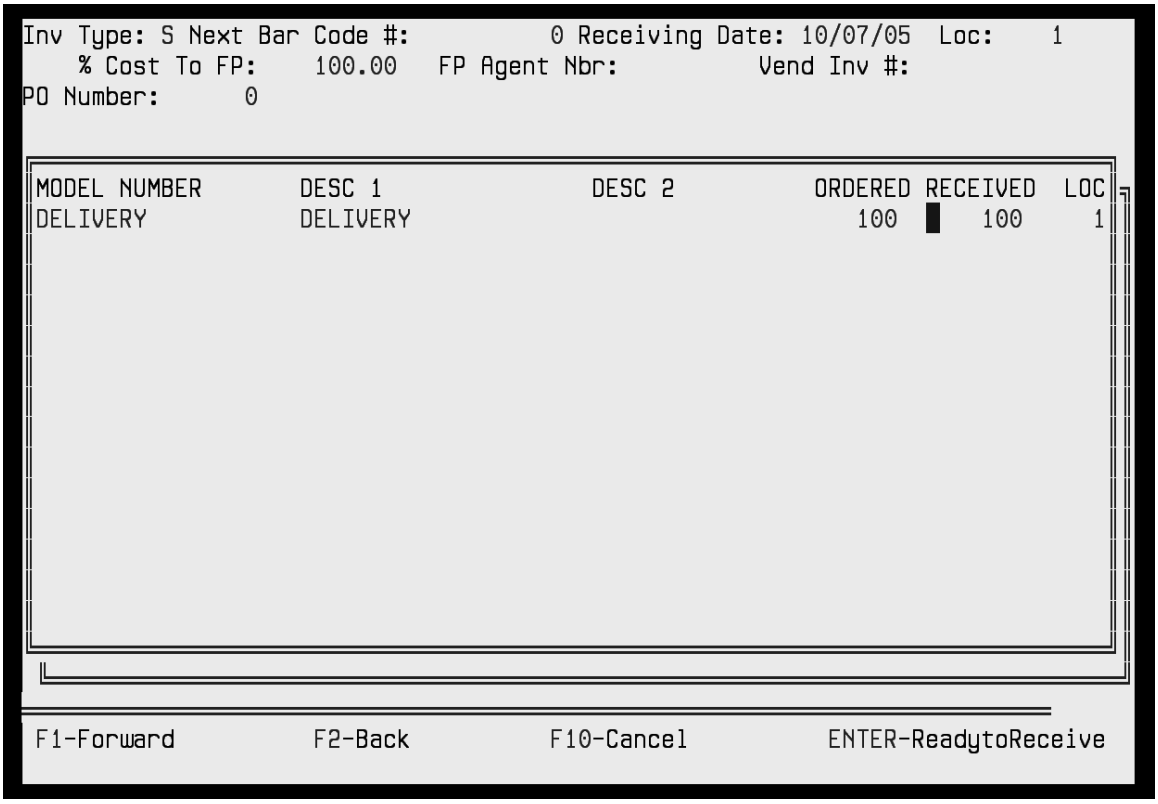

Figure 2-17 Purchase Order Inventory Screen after pressing F4 on highlighted item

Make the necessary adjustments if any and press the F9 key to receive items on the PO.

F6 - CHG UPC To change/add UPC code or adjust the list price.

F7 - BC LABEL OFF To toggle off or on the bar code label printing for the item you are about to receive.

If the first model number on the list was back ordered, or has not come in yet, use your arrow key to get to the model number (with the appropriate color and fabric if entered) that you need to receive.

Press the ENTER key, and you will see new fields appear including Serial Number, Bar Code #, # Pcs, Cost Freight, and Quantity. The bottom of the screen will also show you the description of the product, the number you have received so far, and the last serial number you received as seen in Figure 2-18.

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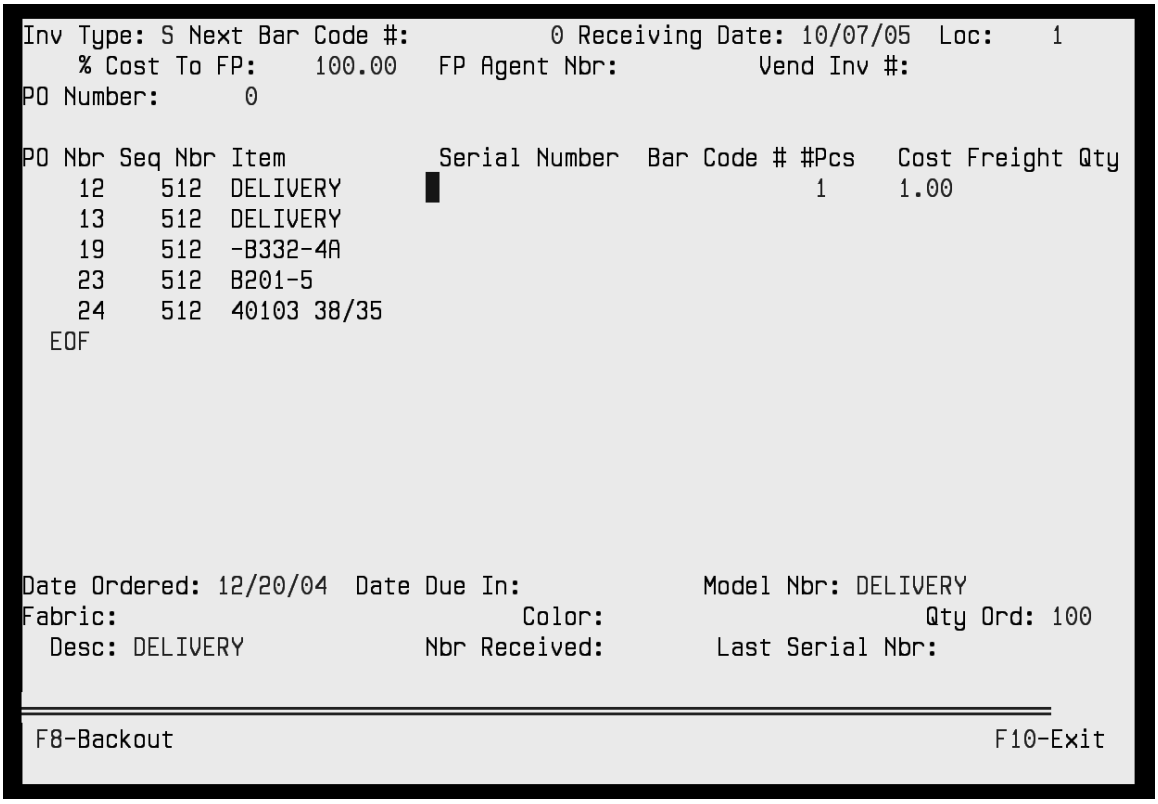

Figure 2-18 Purchase Order Inventory Screen with additional fields displayed

Enter the serial number of the product being received and press the ENTER key. If the product is a T for transparent model number (such as furniture and jewelry), just leave the serial number blank and a number will be assigned. The next available bar code number will be assigned. **Note: If this is an accessory item enter through the serial number and bar code fields and enter the quantity being received.** Enter any added freight cost if needed. Enter the quantity to be received. (This can only be multiple quantities if you are receiving in miscellaneous or transparent model numbers).

If all receiving is completed, press F10 to exit the program or F8 till you back out to a menu. A receiving report will print with the serial numbers and/or quantities received.

Receiving Inventory (no PO) - RECEIVE

If you are not using the RSSS Purchase Order System, to receive inventory select the option “Receive New Inventory (No PO)” off of the Inventory Functions Menu. Figure 2-19 is the first screen that will appear in this process. On this screen you will be prompted for the Printer or File Pathname. Enter the correct information or press the ENTER key, if you want to accept the default printer. You will now be prompted for the “Paper Type”. Your choices will be listed on the bottom of the screen as seen in Figure 2-19. Type in the number next to the type of paper you will be using (1=Receipt Paper - this is the paper you use for payment receipts. 2=Regular Paper - this is plain white report paper). You will now be prompted with “Print Description Line”. This should be answered with a Y for yes if you want the color, fabric/material and description line printed.

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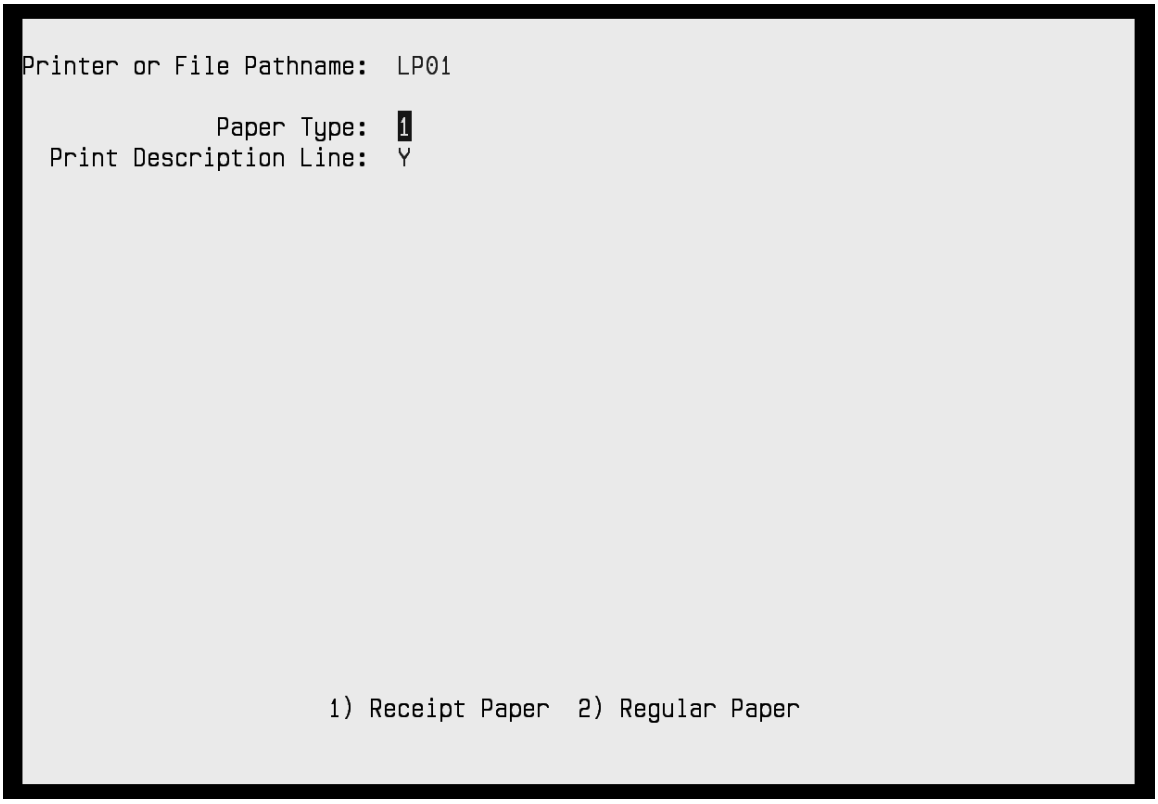

Figure 2-19 Printer or File Pathname Screen

The next screen will be a menu screen as seen in Figure 2-20. This menu will allow the option of receiving serialized inventory, receiving/deleting miscellaneous inventory or deleting serialized inventory. Rent to Rent inventory should be serialized. At the receiving menu, press ENTER to accept the default of option 1. In Rent to Rent environments, you should not be receiving/deleting miscellaneous inventory.

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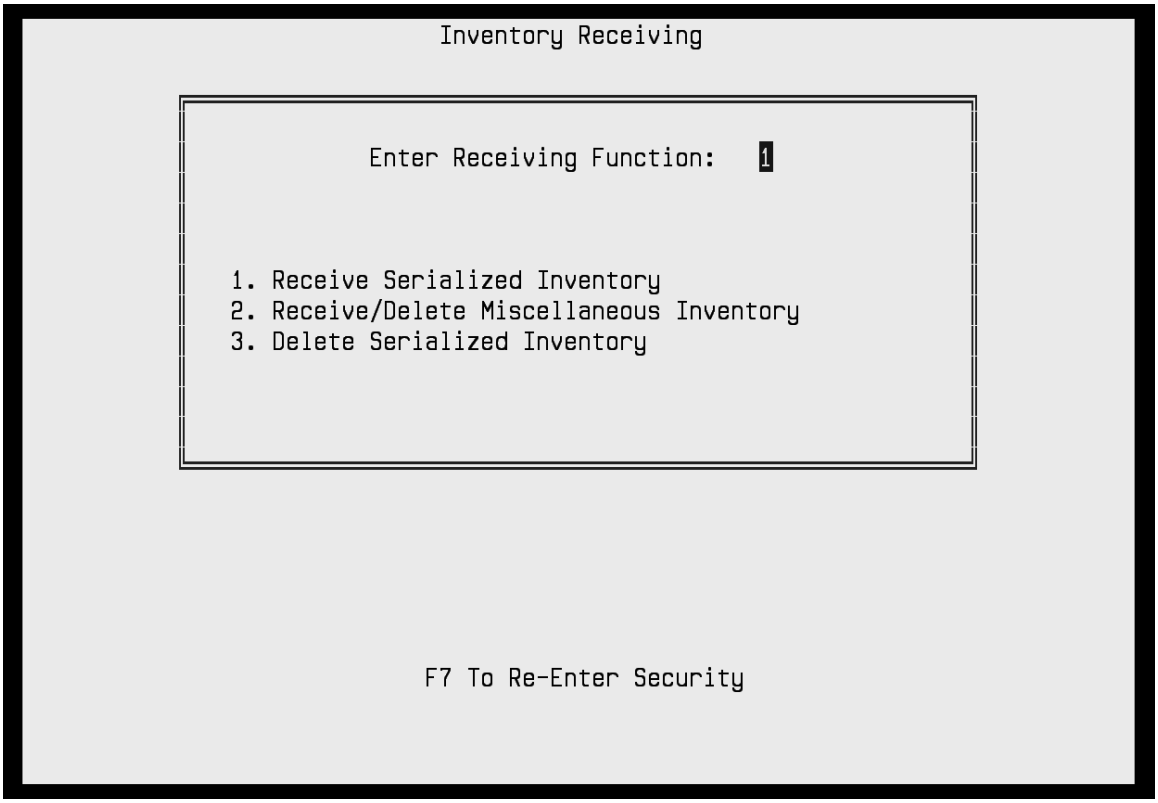

Figure 2-20 Inventory Receiving Menu

The next screen seen in Figure 2-21 will prompt you for a model number or description.

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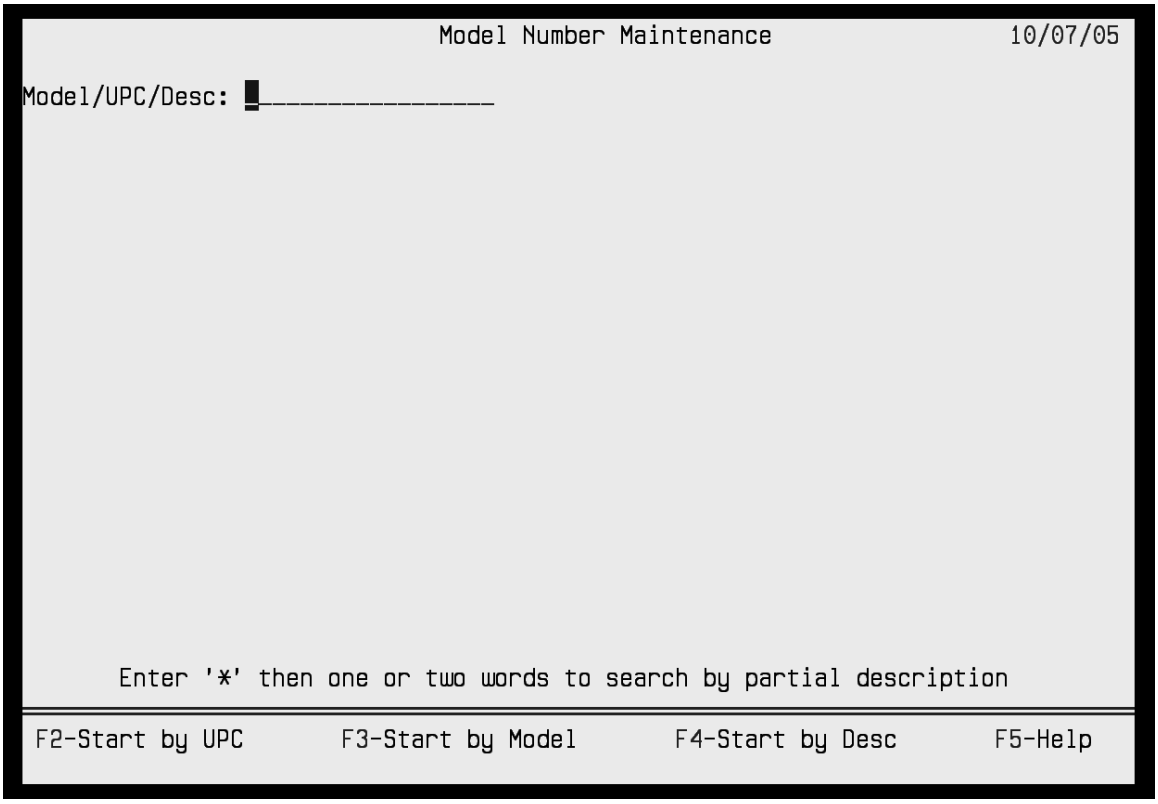

Figure 2-21 Model Number or Description Screen

Receiving inventory for which you already have a model number

You may enter a (partial or full) model number, UPC code or description. Press the F2 key to display a list of inventory in alphanumeric order by UPC. Press the F3 key to display a list of inventory model numbers in order, as seen in Figure 2-22, or press the F4 key to list inventory model numbers by description. Use the arrow keys to highlight the model number of the item to be received and press the ENTER key. If the model number you want is not displayed on the page, press the F1 key to move forward to the next page. To move back in pages, press the F2 key. If the model number you need for the inventory you are receiving is not already in the system, please see page 8 of this section.

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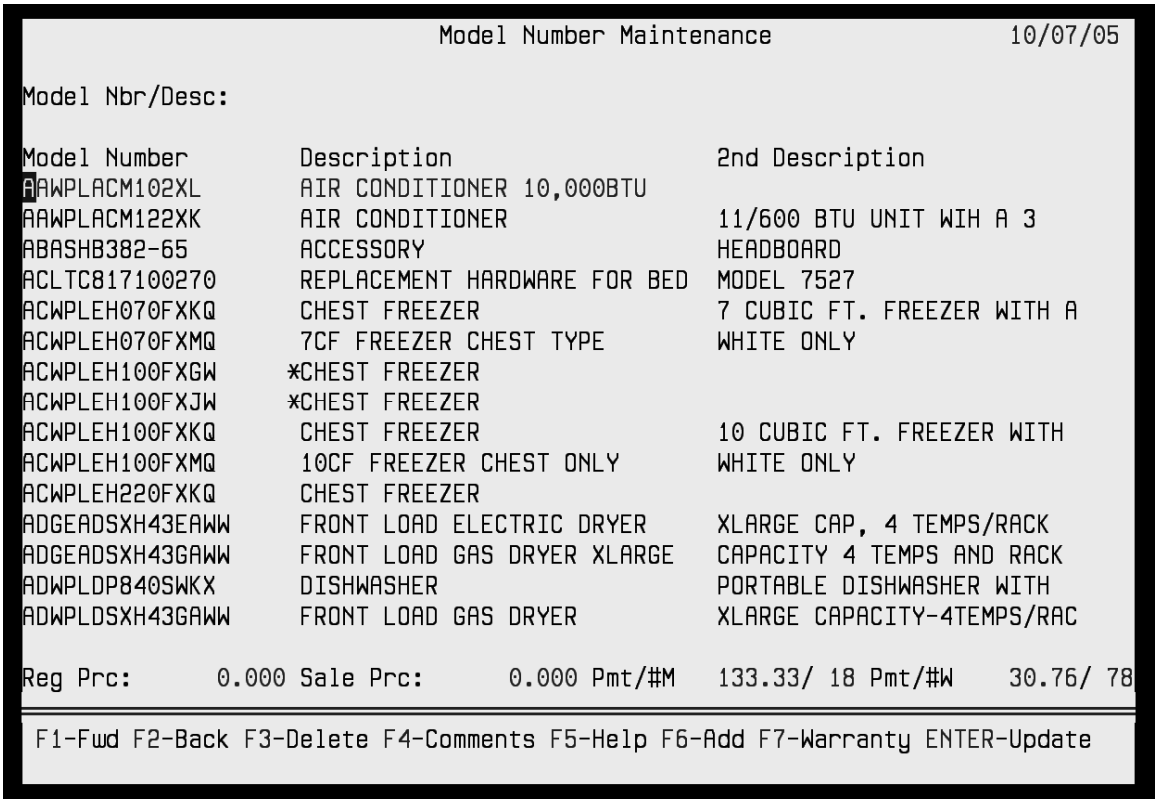

Figure 2-22 Model Number Maintenance Screen

The next screen you will see is the Model Number Inquiry screen as seen in Figure 2-23, verifying the correct model number choice. Note: The RTR indicator in Figure 2-23 is set to Y.

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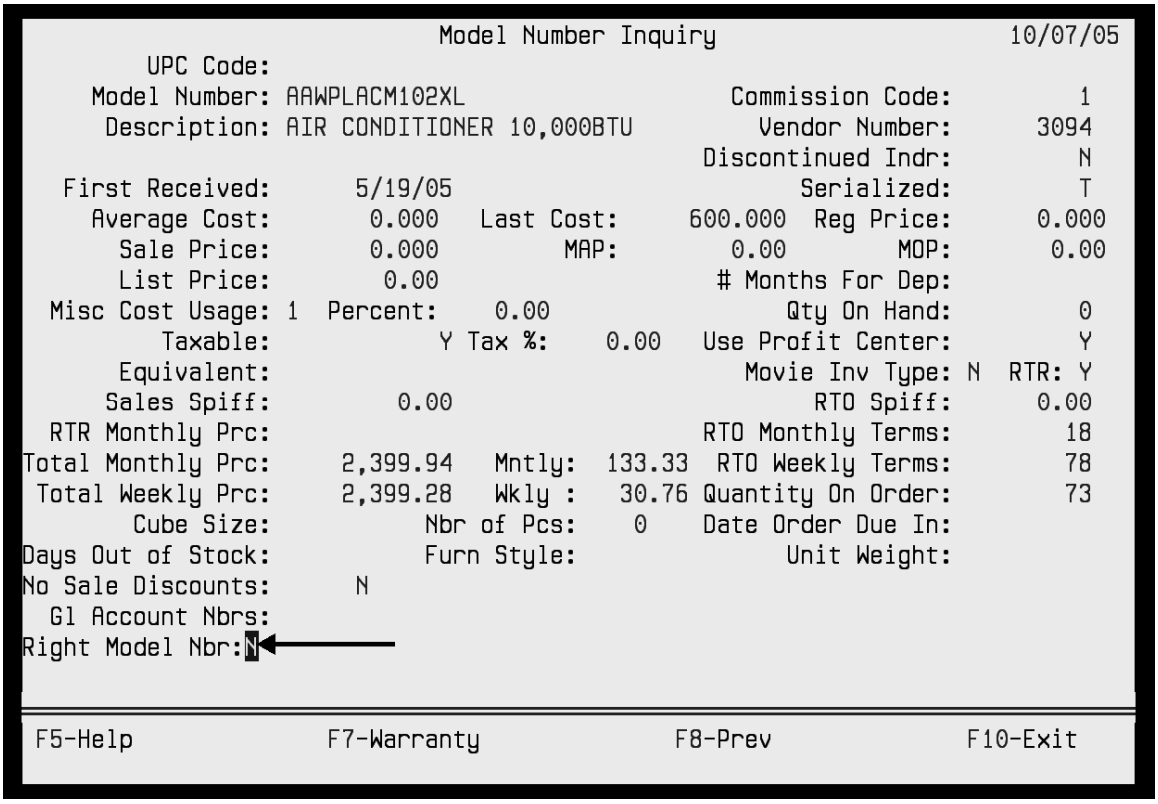

Figure 2-23 Model Number Inquiry Screen

The prompt at the bottom left hand corner of the screen will ask “Right Model Nbr”. If you answer this with an N for no, it will return to the list screen so that you can select the proper model number. When “Right Model Nbr” is answered with a Y for yes, the Receive Serialized Inventory Screen will be displayed as seen in Figure 2-24.

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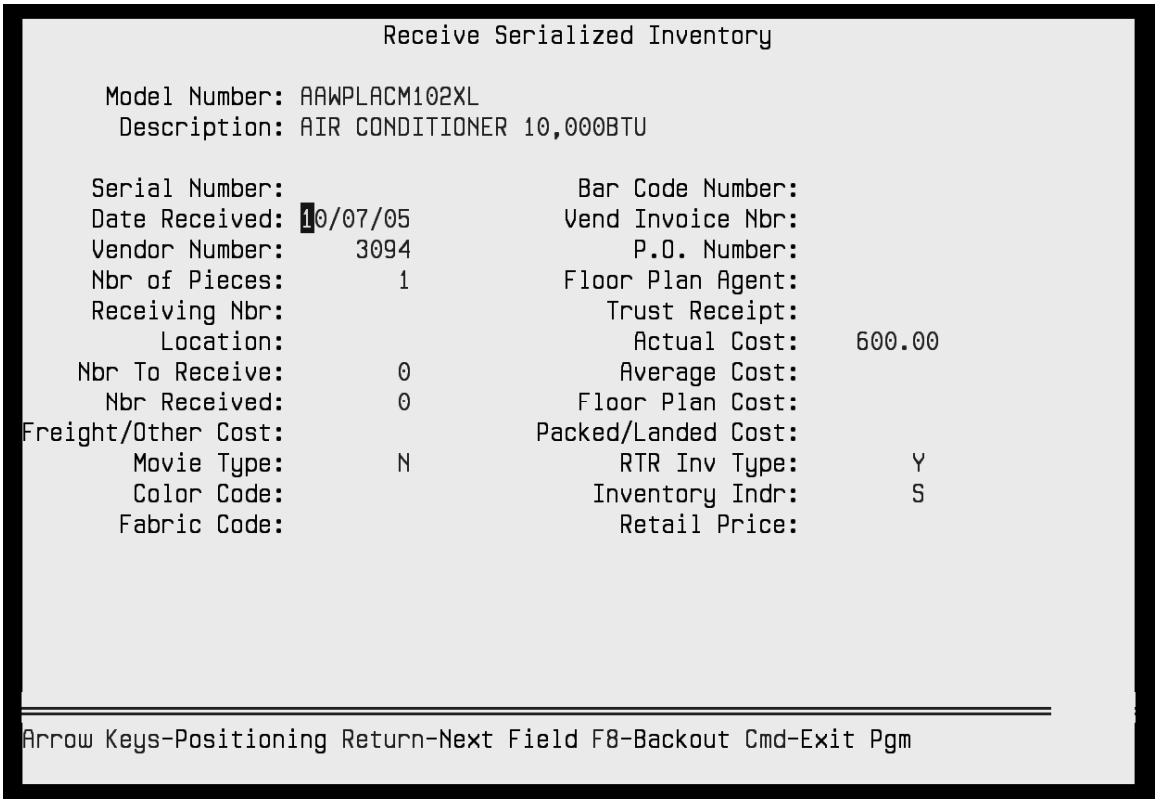

Figure 2-24 Receive Serialized Inventory Screen

DATE RECEIVED Defaults to today's date.

VENDOR INVOICE NBR Enter the vendor's invoice number.

VENDOR NUMBER Number assigned to the company you purchased this inventory from. If your company does not use vendor numbers, press ENTER.

P.O. NUMBER Enter the number from the Purchase Order your buyer used when the merchandise was ordered. If your company does not use purchase order numbers, press ENTER.

NBR OF PIECES The number of pieces associated with this Model number, example Guitar with case would be two pieces.

FLOOR PLAN AGENT If floor planning is being used, enter the floor plan agent's general ledger or assigned account number.

RECEIVING NBR This is similar to the P.O. Number but used on a local level. Enter your receiving number for this inventory. If your company does not use receiving numbers, press ENTER.

TRUST RECEIPT If this inventory is floor planned, enter the Floor Plan Agent's trust receipt number for this shipment.

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LOCATION This will default to your store location, if the inventory is going to be sent to another location, use the INVTRAN program to transfer the inventory after you have received it into your location.

ACTUAL COST Enter the actual cost paid for this item.

NUMBER TO RECEIVE Enter the number of items with this same model number you wish to receive at this time. (This must be a three digit number such as 001).

AVERAGE COST The computer automatically calculates the average cost of all items with the same model number when the items are being received.

NBR RECEIVED This number is generated by the computer. When receiving large quantities of the same model number, this field will help you keep track of how many have been received so far. If you entered 50 as "Number to Receive", and you think you have entered all of the serial numbers you can check the "Number Received". If it shows 49, then you missed entering one of the serial numbers.

FLOOR PLAN COST This field represents the actual cost minus any discounts from the floor plan company. This field must be entered if floor planning is being used. (Example: If your Floor Plan Company will finance 80% of the cost of inventory and you paid $100.00 for this item, then you would enter $80.00 for the Floor Plan cost. If your Floor Plan Company provides 100% funding, then you must enter $100.00).

FREIGHT/OTHER COST Enter the dollar amount you paid for freight, interest, or other costs over the actual cost of this item only if your company policy is not to expense freight.

PACKED/LANDED COST This is calculated by the computer and is the sum of the Actual Cost plus the Freight/Other Cost entered previously.

MOVIE TYPE This field is generated by the system control file.

RTR INV TYPE This field is generated by the system control file.

COLOR CODE Enter the color code assigned to this product.

INVENTORY INDR Inventory indicator, indicates type of inventory (O=Rent to Own, S=Sales, M=Movie, R=Rent to Rent). This field is extremely important. This indicator dictates when inventory is subject to depreciation. If the indicator is set to "O", "R", or "M", inventory is subject to depreciation. However, the 'S' type inventory is not subject to depreciation until it goes out on rent, at which time the system automatically changes this indicator to the appropriate type, 'O' if it went on a RTO agreement, 'R' if went on a Rent to Rent agreement, or 'M' if it went on an Movie agreement.

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FABRIC CODE If your company is using fabric codes, enter the code here. Fabric or Material codes can be used to designate instrument finishes, i.e. satin-lacquer-enamel etc.

RETAIL PRICE To override the Model number pricing in Post a Sale, enter a selling price for this serial number here. Note: A price here overrides MAP and MOP rules. You will be able to sell it for more, but not less.

Press the F9 key. You will now be prompted for "Any More Changes". An N for no at this prompt will take the user to the Serial Number field.

SERIAL NUMBER Enter the serial number of the item being received. If you want the computer to assign the next available serial number to the item, do not fill in this blank. This will only work if the model number has been set up as a (T for Transparent) in the Serialized field of this model number. If you entered more than 1 in the "Number to Receive" field, enter the serial number you wish to assign to the first one (after you have received the first one, enter the next serial number and so on).

BAR CODE NUMBER This field will automatically fill with the next available bar code number. If you want to assign a different bar code number to this item, put the different bar code number here.

Once the serial number and bar code number have been filled in, the prompt "Any More Changes?" will be displayed at the bottom of the screen. If any mistakes have been detected, or if any information is different from serial number to serial number, enter a Y for yes. An N for no will accept the serial number and take you back to the serial number field to enter the next serial number.

Each N for no answer will increase the number in the "Nbr Received" field by one. When you have entered all the serial numbers, you will be prompted "All items for this model number Received?" as seen in Figure 2-25. A Y for yes answer will return you to the screen which prompts for a model number or description. An N for no will allow you to enter more serial numbers.

Note: If you feel that you have entered all serial numbers but did not get the "All items for the model number received?" prompt, you should check the "Nbr Received" field. You either have not entered all the serial numbers or you put in the wrong quantity in the "Nbr to Receive" field.

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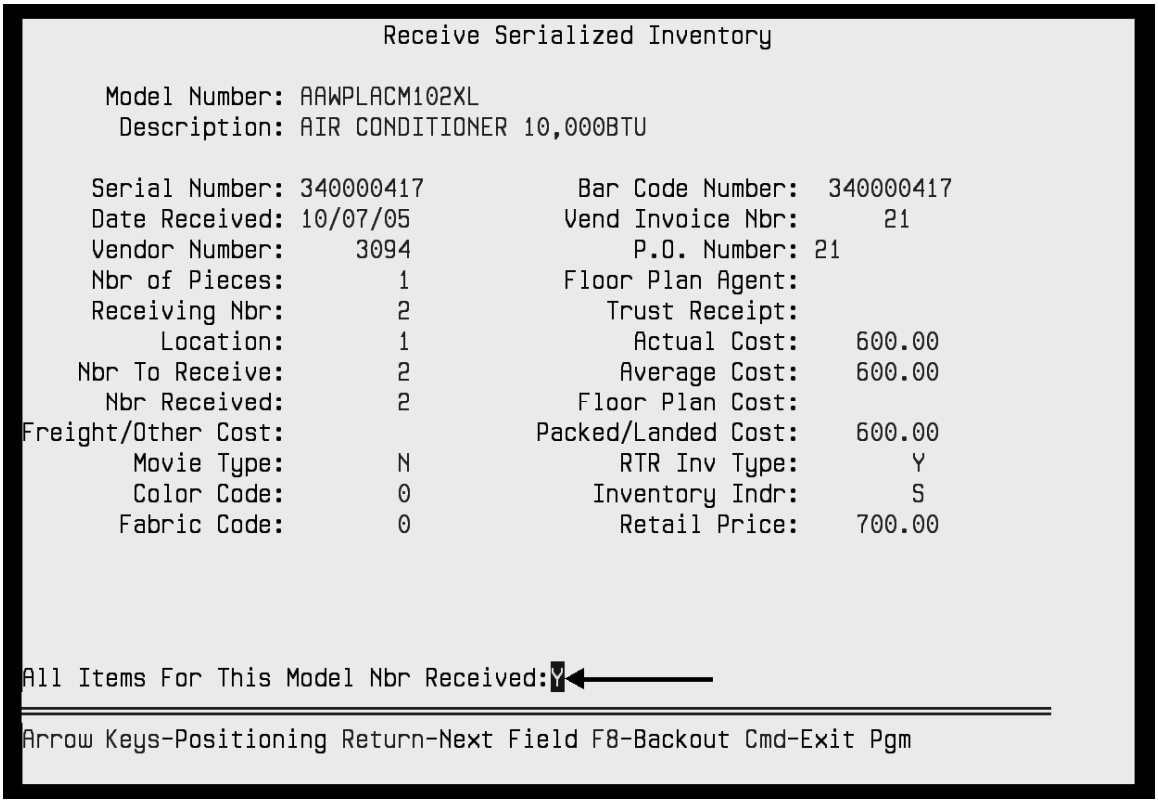

Figure 2-25 Receive Serialized Inventory Screen with Prompt

Floor plans by line number

If your finance company floor plans by line number, in the Vendor Invoice Number field, enter your trust receipt number. In the trust receipt field, enter in the line number as it appears on the trust receipt. For example, if it is line number 1 but appears on the trust receipt as 001, then you should enter 001 in the trust receipt field. You will need to change the number in the trust receipt field for each item you receive. By doing this, you will be able to pay off your trust receipts by line number.

Adding a new model number while receiving

To add a new model number press the F6 key, see Figure 2-26.

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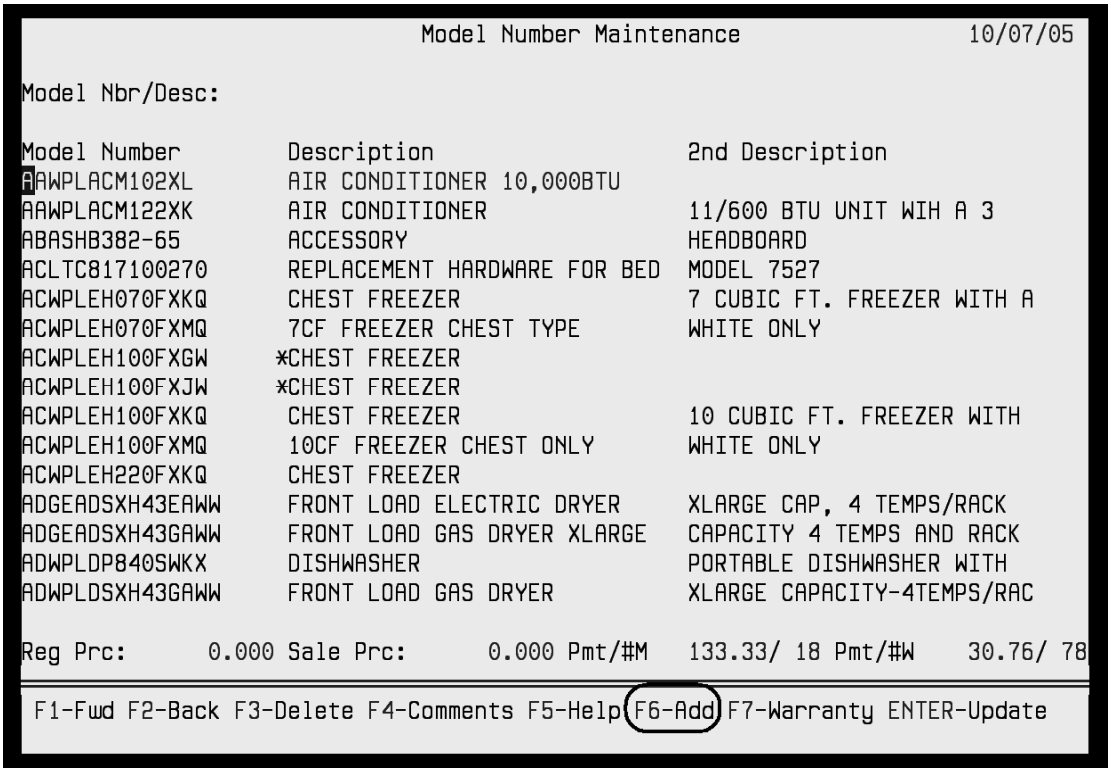

Figure 2-26 Adding a model number while receiving

After you press the F6 key, you will see a screen similar to the screen in Figure 2-27.

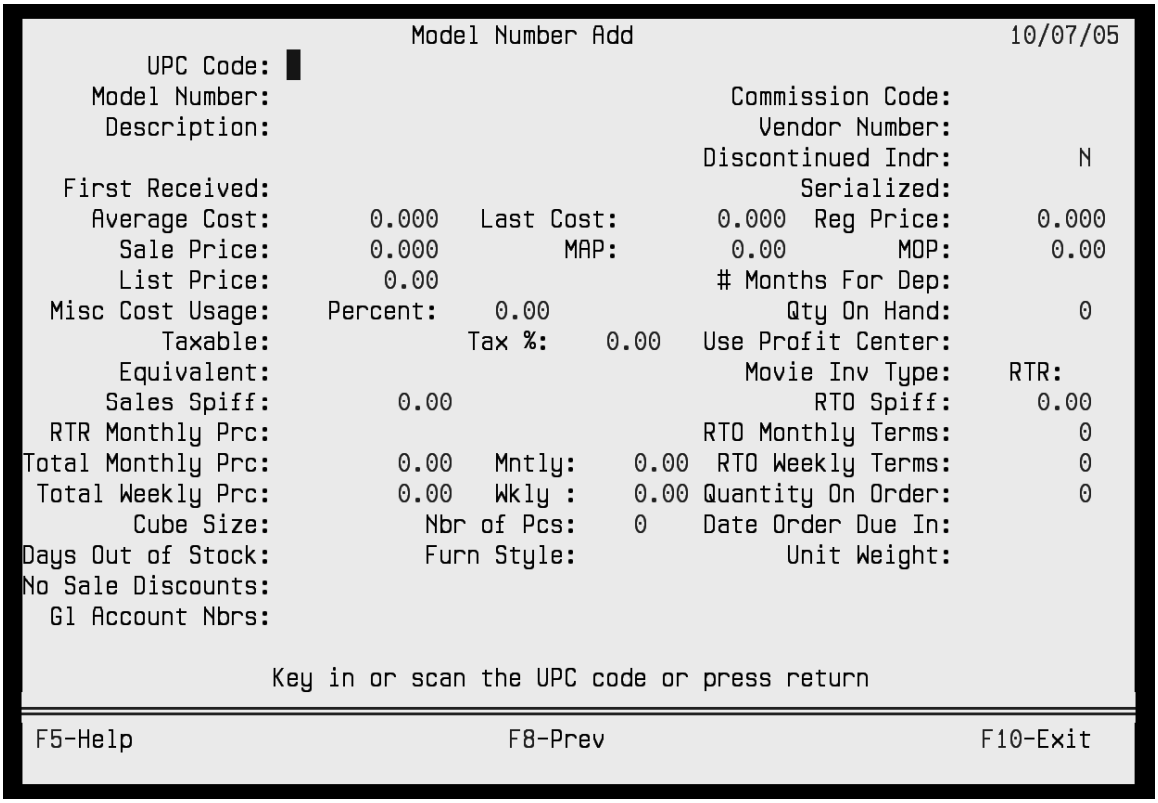

Figure 2-27 Model Number Add Screen

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Your cursor will be at UPC Code. You may scan or type in the UPC Code or press the ENTER key. Your cursor will now be at the prompt "Model Number". Enter the Product Code of the model number you wish to add or press the ENTER key and you will be presented with a window showing the available options as seen in Figure 2-28.

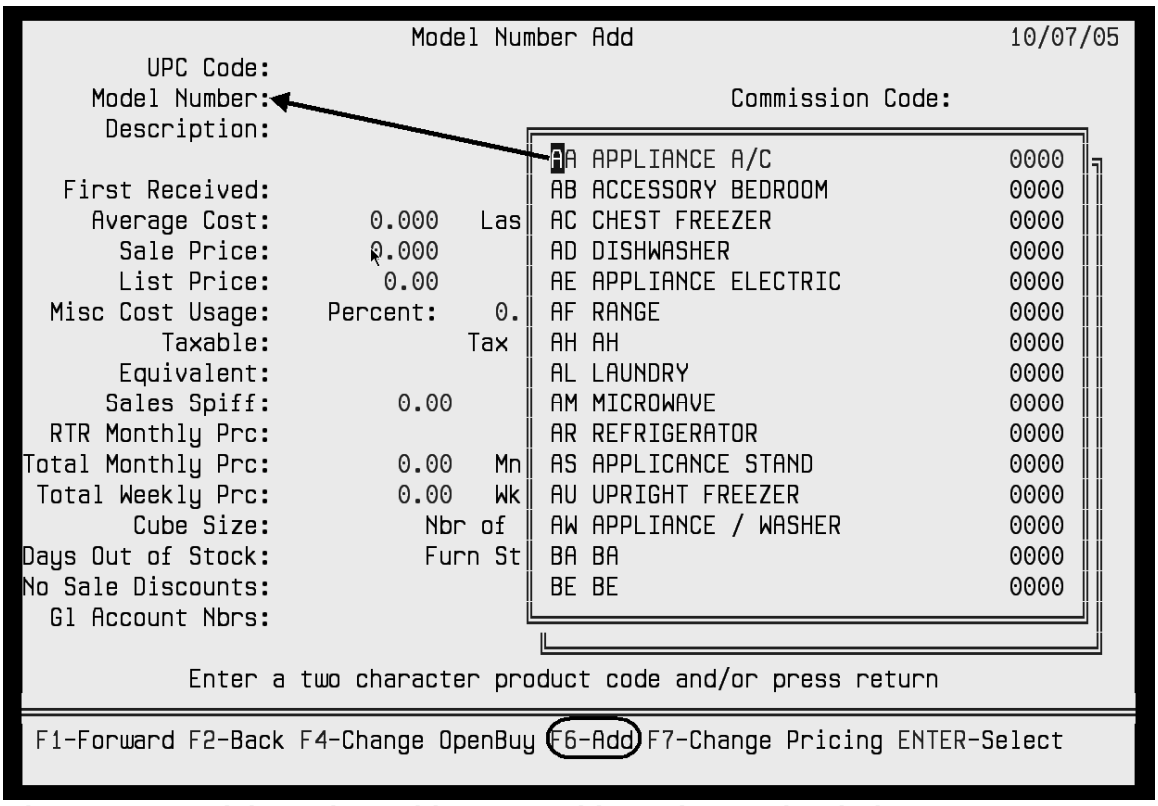

Figure 2-28 Model Number Add Screen with product code window

If the product code for the inventory you need to receive is listed, using your arrow keys, highlight the product code you need and press the ENTER key. (If the product code and description you want is not on this page, you can press the F1 key to show you the next page and if you should pass up the product code and description you want, you can press the F2 key to go back to the previous page). If the product code and description are not listed at all, press the F6 key to add a new one as seen in Figure 2-29.

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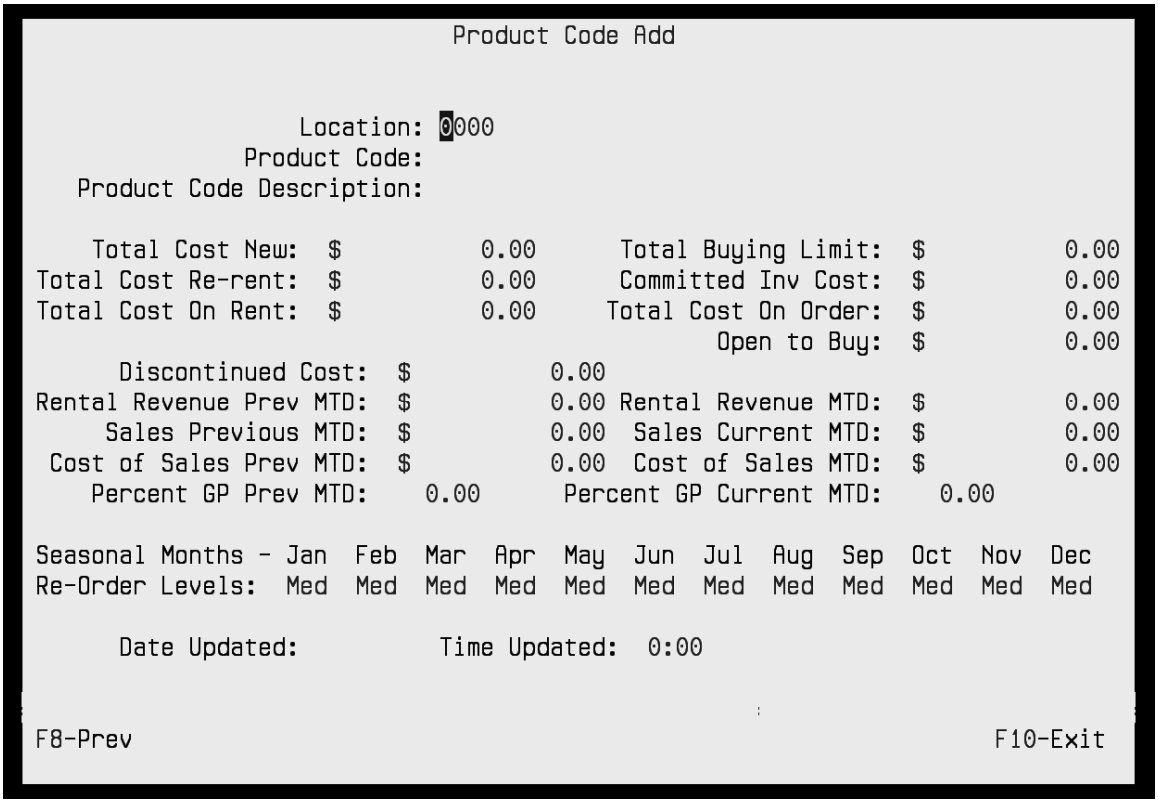

Figure 2-29 Product Code Add Screen

LOCATION If you want this product code to be available to ALL locations, press the ENTER key. If you want this product code to only be available at a particular location, enter the location number here.

PRODUCT CODE Enter the one character code for this product (this will end up being the first character of the model number (Example: E=Educational P=Piano F=Fretted).

PRODUCT CODE DESCRIPTION This is where you would enter the name for the code (such as EB=Educational Brass).

TOTAL COST NEW Total cost of this Product Code (status N new merchandise only). This is the dollar figure of inventory that is new under this product line.

TOTAL BUYING LIMIT Dollars open to buy for this Product Code. This is a figure you enter as the amount you do not want to exceed for purchases for this product code.

TOTAL COST RE-RENT Total cost for this product code (status “R” re-rental merchandise only).

COMMITTED INV COST Total committed cost for this product.

TOTAL COST ON RENT Total cost for this product code (status “O” on-rent merchandise only).

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TOTAL COST ON ORDER Cost of items currently on order for this Product Code. This will total all items on order for this product code if you are using the Maestro Purchase Order System.

OPEN TO BUY Dollar amount set for Open to Buy for this product code.

DISCONTINUED COST Total cost of discontinued items for this product code.

RENTAL REVENUE PREV MTD Total rental revenue previous Month-to-Date for this product code.

RENTAL REVENUE MTD Total rental revenue Month-to-Date for this product code.

SALES PREVIOUS MTD Total sales in dollars for the previous sales Month-to-Date (for this product code).

SALES CURRENT MTD Total sales dollars Month-to-Date for this product code.

COST OF SALES PREV MTD Total cost of sales for the previous Month-to-Date for this product code.

COST OF SALES MTD Total cost of sales Month To Date for this product code.

PERCENT GP PREV MTD The percent of gross profit previous Month To Date for this product code.

PERCENT GP CURRENT MTD The percent of gross profit current Month To Date for this product code.

SEASONAL MONTHS Seasons are defined for each month in relation to re-order levels. These seasonal month fields can not be changed on this screen.

RE-ORDER LEVELS The RSSS/Maestro System now allows you to define three different ideal inventory levels or ranges based on seasonal sales fluctuations by month as follows:

Slow Month/Season	=	Low Inventory Level
Moderate Month/Season	=	Medium Inventory Level
Busy Month/Season	=	High Inventory Level

The default for this screen is medium for each month. Enter any changes to these fields if necessary.

DATE UPDATED Put in by computer based on system date.

TIME UPDATED Put in by computer based on system time.

After you have entered all the necessary information, press the F9 key. This will take you back to the Model Number Add screen.

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You will now be asked for the Manufacturer's code. If you know it, enter it. If not, enter a partial manufacturer code to get the window showing the available options. See Figure 2-30.

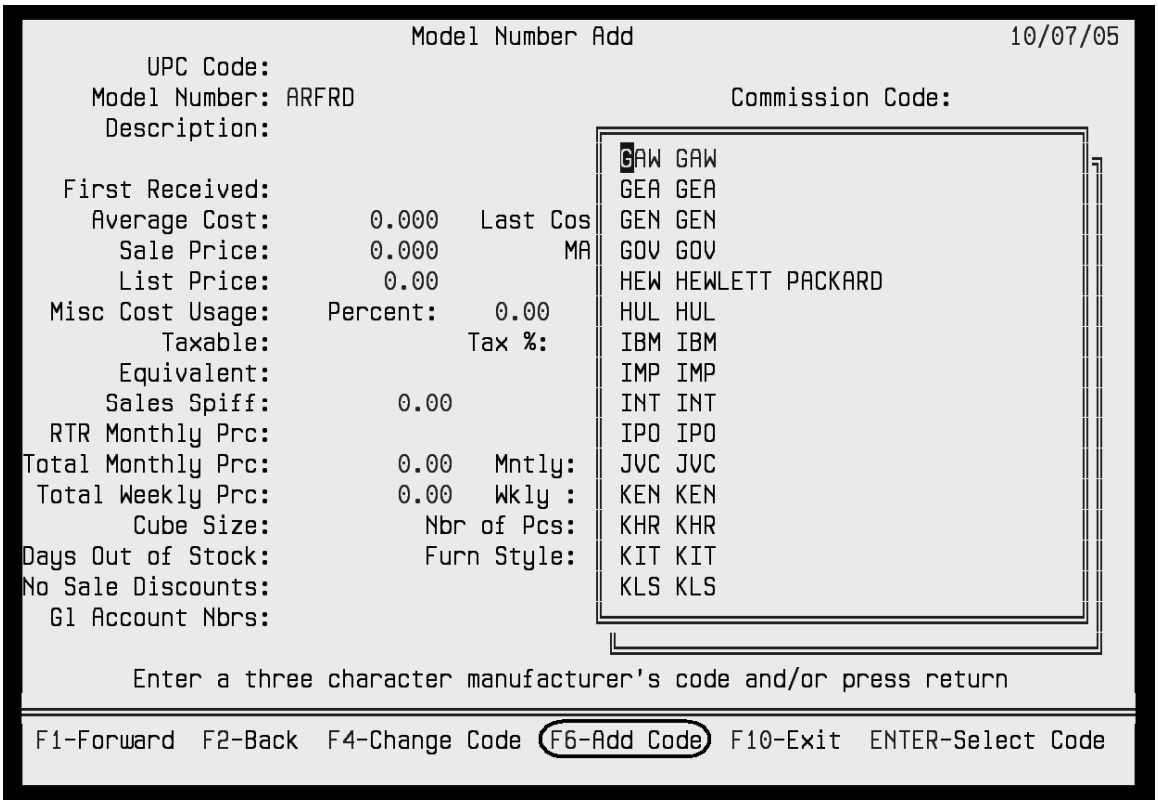

Figure 2-30 Model Number Add Screen with manufacturer code window

If the code you need to use is there, using your arrow keys, highlight the manufacturer code you want and press the ENTER key. If the one you need is not listed, press the F6 key. You will now see a screen similar to the screen in Figure 2-31.

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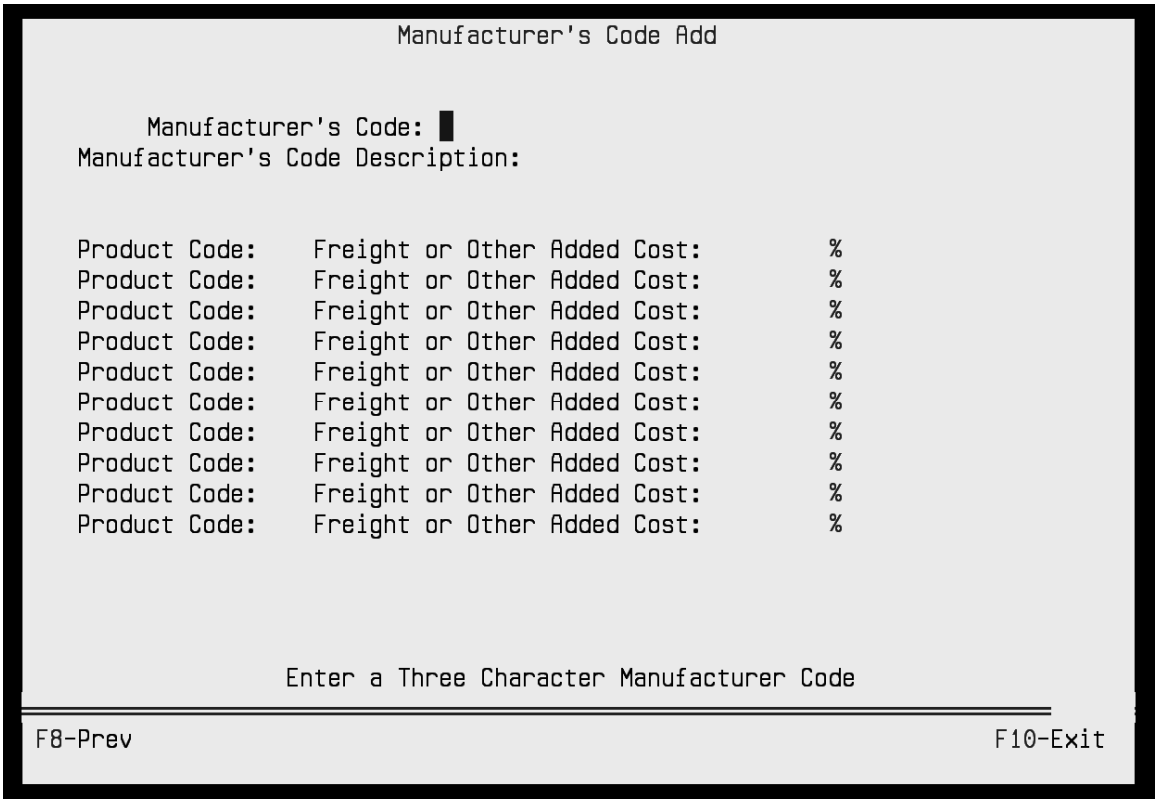

Figure 2-31 Manufacturer's Code Add Screen

MANUFACTURER'S CODE Enter the Manufacturer's Code.

MANUFACTURER'S CODE DESCRIPTION Enter the Manufacturer Name that the code above describes.

Note: The next 10 lines of field prompts are exactly the same and consist of:

PRODUCT CODE This is a one or two letter code that identifies the type of product represented by this item. Product codes are maintained by the program GETPCODF.

FREIGHT OR OTHER ADDED COST Enter the percentage necessary to cover the estimated cost needed to add to the packed cost calculation to cover your actual cost.

NOTE: THESE PRODUCT CODE AND FREIGHT OR OTHER ADDED COSTS FIELDS ARE NO LONGER USED.

Press the F9 key and you will be returned to the Model Number Add screen. You will now be prompted for the model number. Type in the manufacturer's model number for this item and press the ENTER key.

COMMISSION CODE Rate of Commission paid on this merchandise as defined in control records. (Example: 001 = No Commission, 002 = Report Commission)

DESCRIPTION Enter a few characters of the description for this product and press the ENTER key. You will be shown a window with valid options. See Figure 2-32. Using your arrow keys, highlight the one you want

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and press the F9 key. If the one you want is not there, press the F6 key to add the new description. See Figure 2-33.

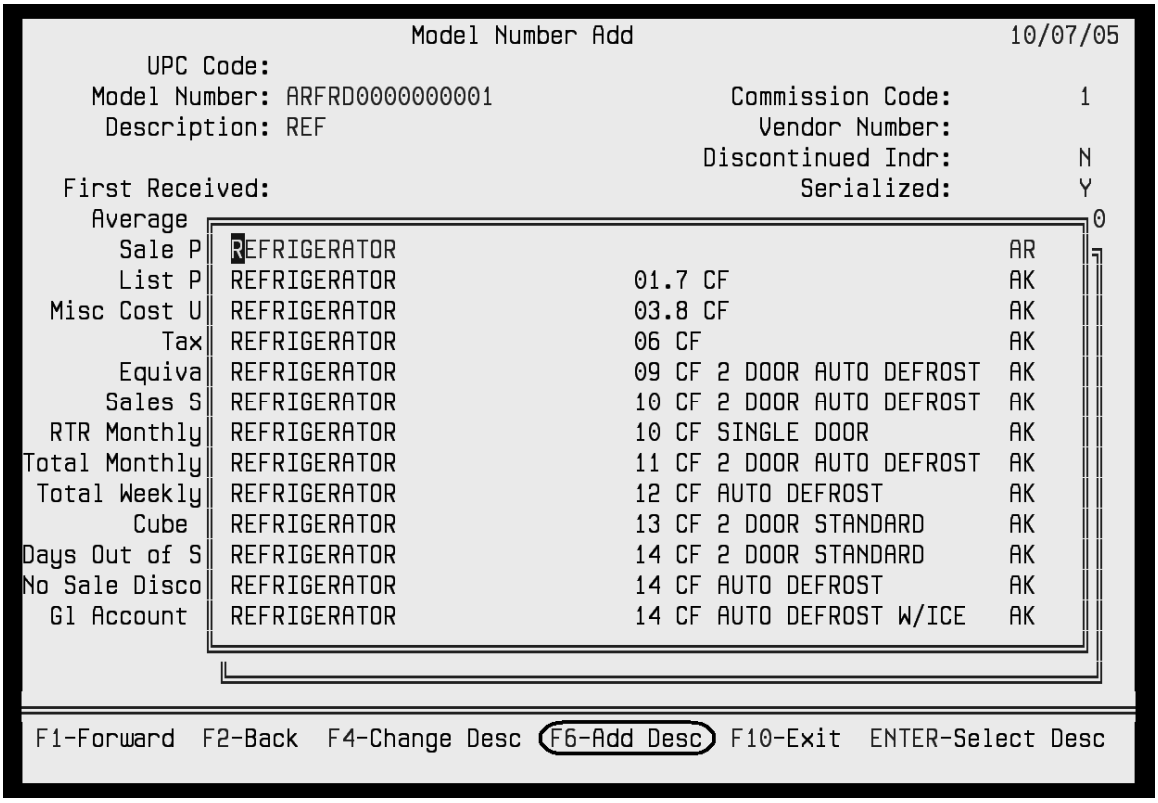

Figure 2-32 Model Number Add Screen with description window

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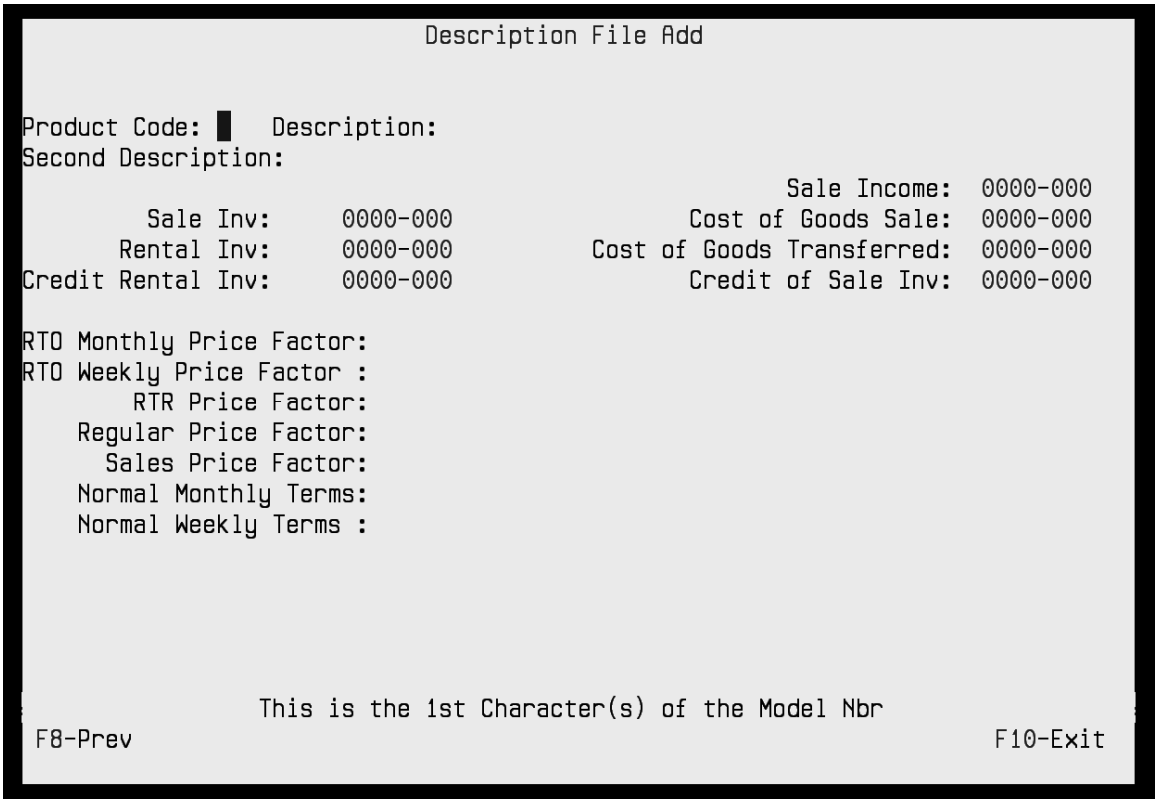

Figure 2-33 Description Add Screen

PRODUCT CODE This is a one or two letter code that identifies the type of product represented by this item. Product codes are maintained by the program GETPCODF.

DESCRIPTION If you are adding a new description, enter the new description in the Description File Add screen. See Figure 6-15.

SECOND DESCRIPTION If you are adding a second description, enter the second description in the Description File Add screen. See Figure 6-15.

Once you have entered the descriptions in the Description Add Screen, press the F9 key and you will be returned to your Model Number Add screen where you continue on with the following field entries.

VENDOR NUMBER Enter the vendor number assigned to this vendor. If you are unsure of the vendor number, enter the first few characters of the vendor name and press the ENTER key for a selection window. Using your arrow keys, highlight the correct vendor and press the ENTER key.

DISCONTINUED INDR Press the ENTER key to accept the default of N.

FIRST RECEIVED This field is automatically updated when items are received.

SERIALIZED A Y for yes in this field indicates this item comes with a manufacturer's serial number, a T for transparent in this field indicates

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the manufacturer does not serialize this item and when receiving this model number, the system will automatically assign the next available serial number and an N for no in this field means this is a miscellaneous item. Miscellaneous items are those items that don't require a serial number, such as cables, picks, and other accessory items.

AVERAGE COST Enter the actual cost here. Note: the average cost will automatically be updated with future purchases.

LAST COST The dollar amount you paid for each piece of this merchandise this time. This field will automatically update with future purchases.

REGULAR PRICE Price to appear as cash price on the Rent-To-Own and Sale program.

SALE PRICE This is the amount you can choose to have print on your price tags or bar code labels.

MAP MAP refers to Minimum Acceptable Price (MAP is also known in the Industry as Minimum Advertised Price). MAP price is the lowest price the employee who is authorized to change a price may negotiate down to.

MOP MOP refers to Manager Override Price and is the lowest price that a manager may authorize.

LIST PRICE Enter the manufacturers suggested retail price or list price.

 # MONTHS FOR DEP Used in the Book Value Calculation (use the number of months you want to use for straight line depreciation on the model number). If you do not enter any number, the number of months in the Control Maintenance (CTRLMNT) file will be used.

MISC COST USAGE This field is no longer used, average or actual cost on miscellaneous items are determined by settings in the Control Maintenance (CTRLMNT) file.

PERCENT This field is no longer used.

QTY ON HAND Inventory quantity on hand is automatically calculated. This field will be updated with the Maestro RECEIVE program.

TAXABLE Enter a Y for yes if this item is taxable or an N for no if it is not.

TAX % Enter the tax percentage to be charged if this model number is to be sold at wholesale.

USE PROFIT CENTER Enter a Y for yes if you are running your stores as individual profit centers.

EQUIVALENT This is used by the Service Department, it is an alternate model number used when the model number you are looking at is out of

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stock or no longer carried. This equivalent would be used in place of the original model number you are looking at.

RTR INV TYPE Accept the default by pressing the ENTER key.

MOVIE INV TYPE Accept the default by pressing the ENTER key.

SALES SPIFF This field is for an automatic spiff (bonus) for this particular model number when the item is sold retail. This field can be changed at any time as promotions dictate. You must have the SALECTRL parameter set for Spiffs.

RTO SPIFF This field is for an automatic spiff (bonus) for this particular model number when the item is rented. This field can be changed at any time as promotions dictate.

Note: The following pricing fields are calculated from the PRICECTL settings and should automatically fill in for you here. You may change them if needed.

RTR MONTHLY PRC This is the dollar amount you want to receive if this item is put out on a Rent to Rent agreement. Press the ENTER key and you will be shown a pop up window showing the options available for hourly, daily, weekly and monthly if using the Maestro Rent to Rent Program.

RTO MONTHLY TERMS Enter the number of months in a typical Rent to Own agreement for this item as new.

TOTAL MONTHLY PRC Enter the total amount of the agreement as a new item if rented on a Rent to Own agreement Monthly (monthly payment x number of months). This will be calculated if terms and price were entered.

MNTLY If the total monthly price is entered, this field will automatically calculate the monthly payment based on the information entered in the RTO Monthly Terms prompt.

RTO WEEKLY TERMS Enter the number of weeks in a typical RTO agreement for this item as new.

TOTAL WEEKLY PRC Enter the total amount of the agreement as a new item if rented on a Rent to Own agreement Weekly (weekly payment x number of weeks). This will be calculated if terms and price were entered.

WKLY If the total weekly price is entered, this field will automatically calculate the weekly payment based on the information entered in the RTO Weekly Terms prompt.

QUANTITY ON ORDER This field is updated from the Maestro Purchase Order system.

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CUBE SIZE Amount of space this item takes up on a truck.

NBR OF PCS Number of pieces associated with this model number.

DATE ORDER DUE IN Enter the estimated date the next order is due.

DAYS OUT OF STOCK This field is updated by Open to Buy Report.

FURN STYLE Free form field for style of product.

UNIT WEIGHT Shipping Information.

NO SALE DISCOUNTS Enter a Y for yes if this item is excluded from customer sale discounts, otherwise enter an N for no.

The following seven fields are the general ledger account numbers used for this inventory. If your company is using these fields, they will prompt from the product code or description associated with this model number. You can add the numbers if needed.

SALE INCOME General Ledger Sales Income Account (CR).

SALE INV General Ledger Sales Account, Costs of Goods Rental/Inventory (DR).

COST OF GOODS SALE General Ledger Sales Account, Inventory (CR).

RENTAL INV General Ledger Account number, for Cost of Goods Rental/Inventory (DR).

COST OF GOODS TRANSFERRED General Ledger account number for Inventory account (CR).

CREDIT RENTAL INV General Ledger account number for Cost of Goods/Rental Inventory (DR).

CREDIT OF SALE INV General Ledger account number for Inventory (CR).

When every field has been filled, press the F9 key. You will be prompted for “Any More Changes”. An N for no at this prompt will take you to a screen similar to the one seen in Figure 2-25.

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Transfer/Deliver/Loan Inventory – INVTRAN

Moving inventory from one location to another

To receive inventory or move inventory from one location to another within the system, select the option "Transfer/Deliver/Loan Inventory" off of the Inventory Functions Menu. Figure 2-34 is the first screen that will appear in this process. On this screen you will be prompted for the Printer or File Pathname. Enter the correct information or press the ENTER key, if you want to accept the default printer.

Note: It is very important that any time you move an inventory item from one location to another that you print a transfer receipt.

You will then be prompted "Print Test Transfer:".

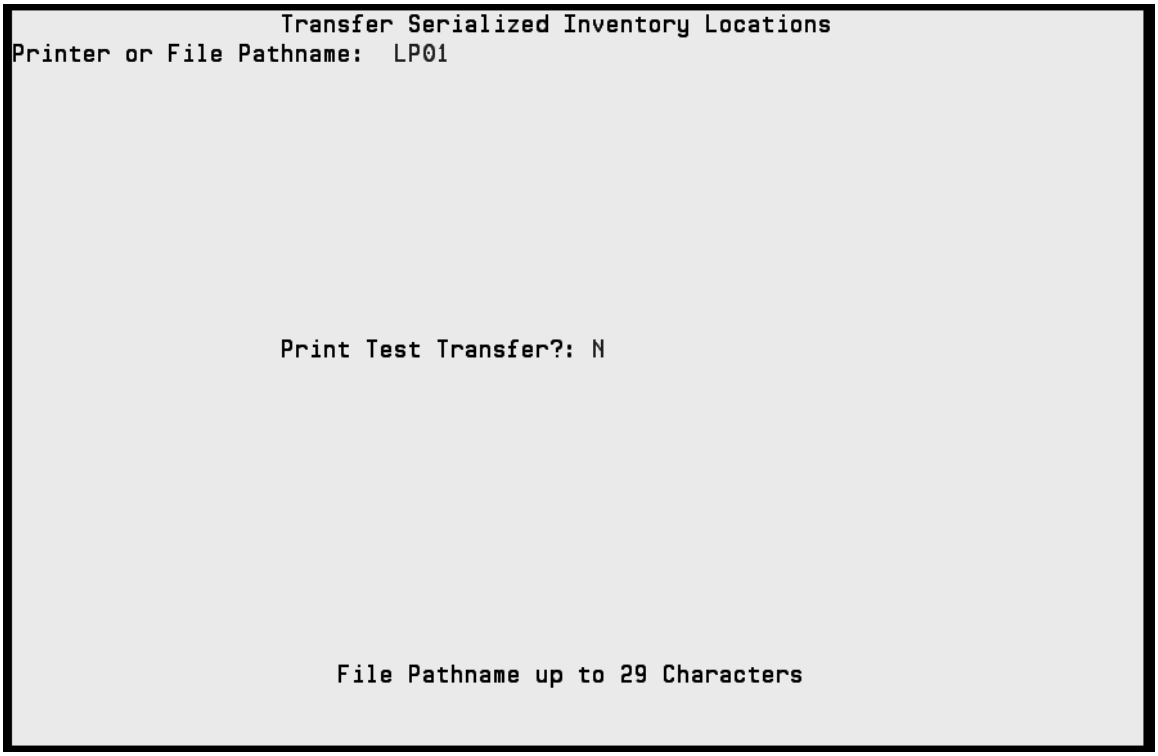

Figure 2-34 Transfer Serialized Inventory Locations Screen

Type in a Y for yes and it will print a test (this is to help you align the receipt). Type N for no or press the ENTER key and the system will display a screen similar to Figure 2-35. Enter the number corresponding to the type of transfer you wish to make.

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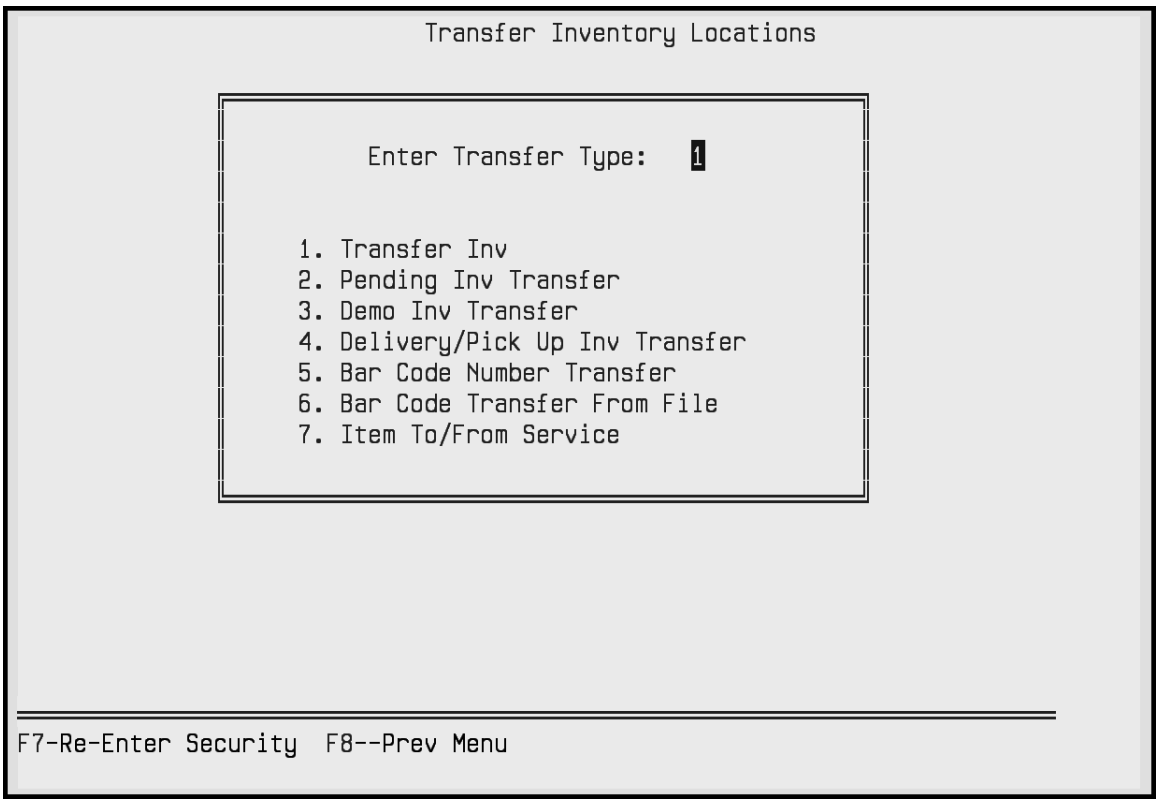

Figure 2-35 Transfer Inventory Locations Screen

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1 **TRANSFER INV** Transfers inventory from location to location such as store to store, store to service, service to store and special order to customer's home.

2 **PENDING INV TRANSFER** Transfers inventory from pending sales or rental locations. This is commonly used to hold inventory until it is ready to be delivered for a sale or rental.

3 **DEMO INV TRANSFER** For Demo's, Loaners. Transfers inventory from a demo/loaner location. This is commonly used when an item is sent for repair, a customer is trying an item in a trial use situation or you are donating the item for a period of time.

4 **DELIVERY/PICK UP INV TRANSFER** To print delivery or pickup tickets. Does not open or close the agreements or change inventory status. This is used to attach stock or special order items.

5 **BAR CODE NUMBER TRANSFER** Transfers inventory using bar code equipment. **Requires optional software module and optional hardware.**

6 **BAR CODE TRANSFER FROM FILE** Transfers inventory from portable bar code equipment to a file. **Requires optional software module and optional hardware.**

7 **ITEM TO/FROM SERVICE** Transfers an inventory item to or from service. **Requires optional software module.**

Transfer Inventory (Transfer Type Option 1)

To transfer inventory, select option 1, Inv Transfer from the Transfer Inventory Location Screen, see Figure 2-35. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters,

example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 2-36.

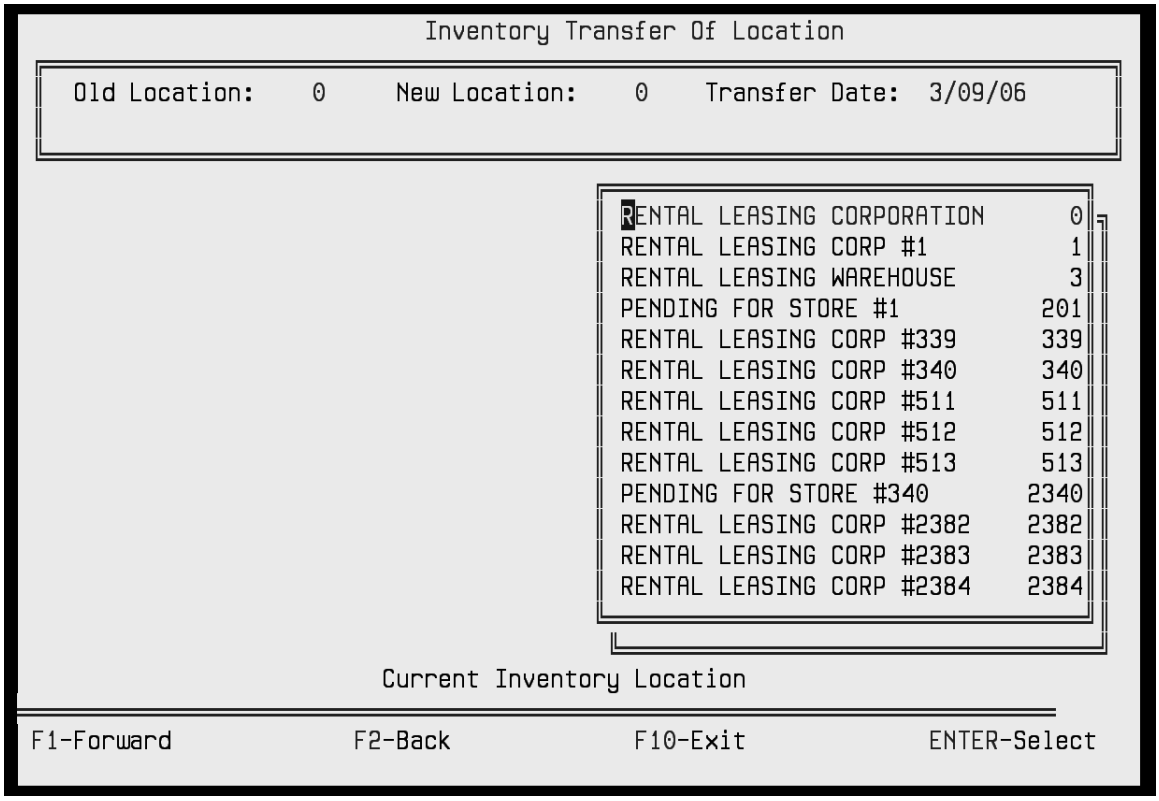

Figure 2-36 Inventory Transfer of Location Screen

After selecting the Old Location, the cursor will now be on New Location. Type in the location number where you want the inventory to go. Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt “Any Changes”. If you need to make changes, do so. If not, press the ENTER key. The cursor will now be beside “Transfer Notes”. See Figure 2-37.

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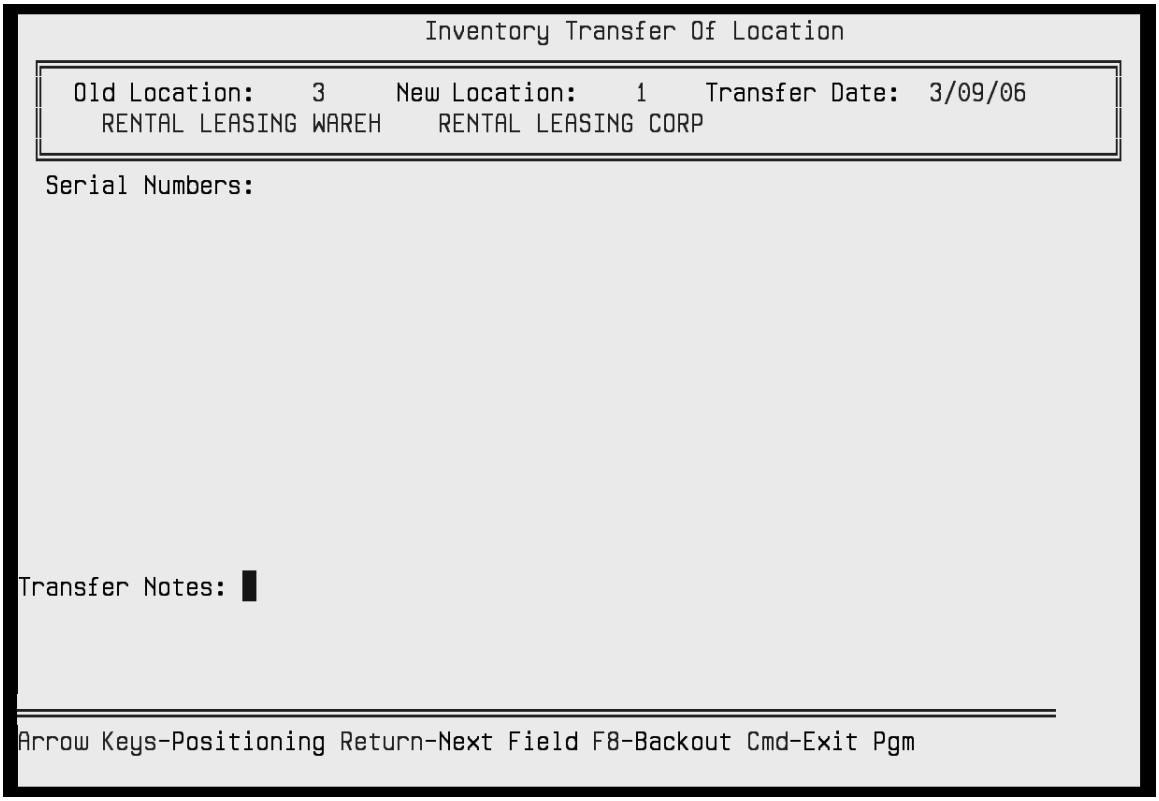

Figure 2-37 Inventory Transfer of Location Screen

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You may enter up to two lines of notes for the receiving location. This information will print on the transfer receipt that is printed after the transfer transaction is complete.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the F9 key. You will be prompted for "Any More Changes". If you want to change your notes, enter a Y for yes. If not, press the ENTER key. Your cursor will now be beside "Serial Number".

At the bottom of the screen is a list of prompts for you to use if necessary. Press the F1 key to list the available inventory. Press the F2 key for Special Orders (AVAILABLE ONLY IF YOU HAVE PURCHASED THE MAESTRO PURCHASE ORDER SYSTEM AND IF THIS IS A DELIVERY TICKET). Press F3 to change the ticket serial number.

Note that all function key prompts will not appear for all transfer menu choices, only those that apply to the particular choice you have made will appear. In this example, only the

F1-List Inv option and the F9-Done can be selected. See Figure 2-38.

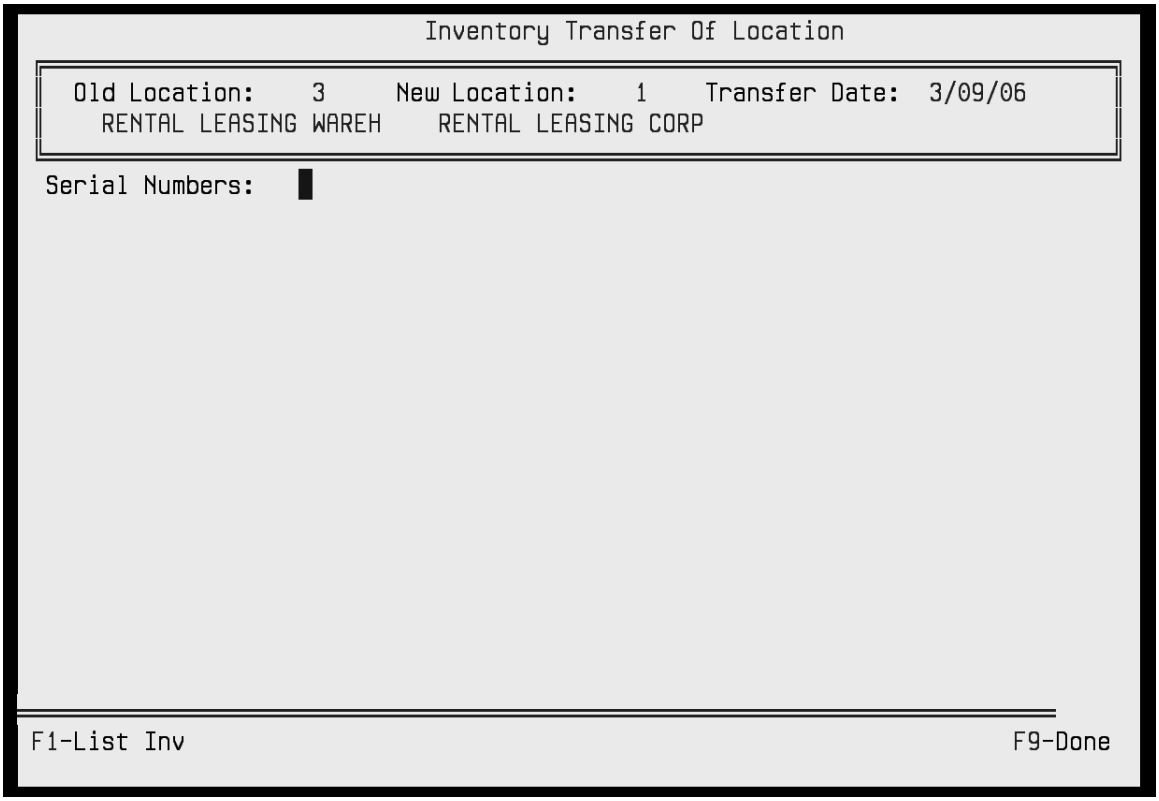

Figure 2-38 Inventory Transfer of Location Screen

Enter the serial number. If you do not know the serial number, press the F1 key to list the available inventory. Your screen will change to resemble Figure 2-39.

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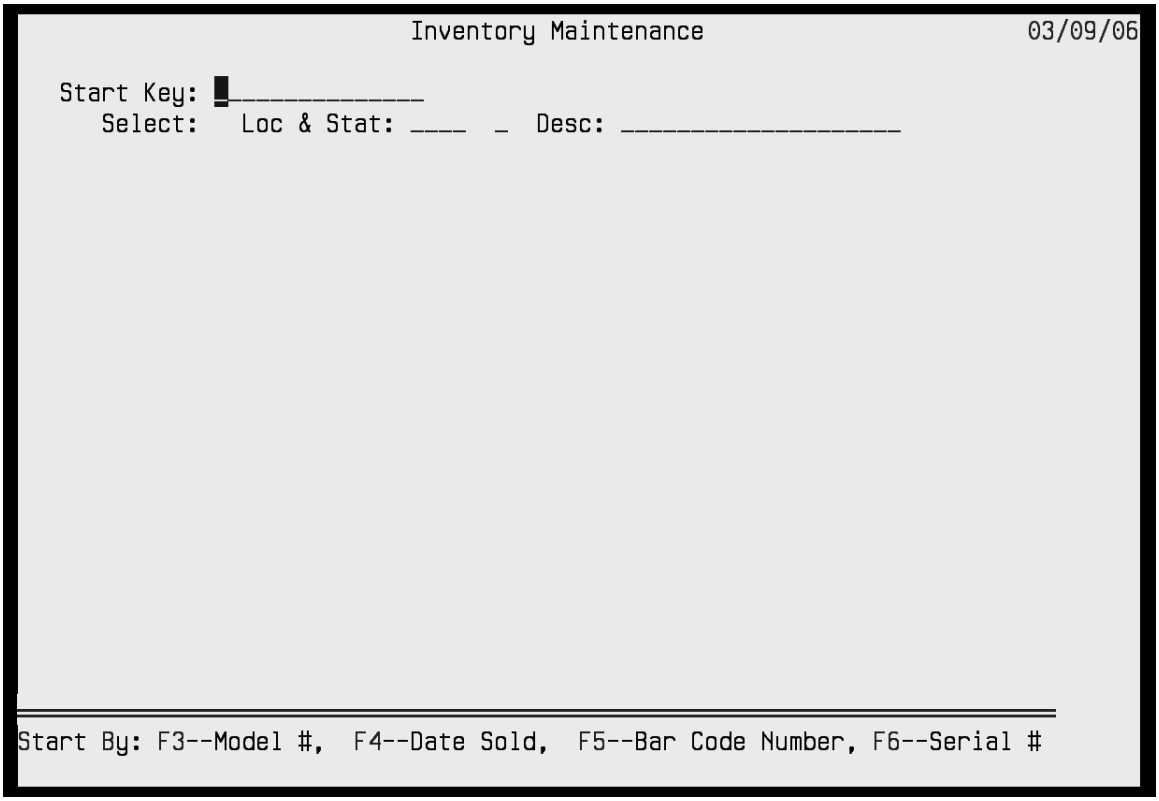

Figure 2-39 Inventory Maintenance Screen

START KEY Enter the full or partial key (the key can be the model number, bar code number or serial number). **Once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen).**

LOC If you want the computer to list the key information on a certain location only, enter that location number.

STAT If you want the computer to list the key information based on a certain status of inventory, enter that status here.

DESC If you want the computer to list the key information based on a certain description, enter that description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see bottom of screen) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. The other fields, Loc & Stat and Desc can be used as filters to further reduce the scope of the list.

The screen will display a list of units in stock as seen in Figure 2-40. It will display the model number, serial number, location, status, description, date received and date sold (on a used item with a status “R”, the date sold refers to the last date the

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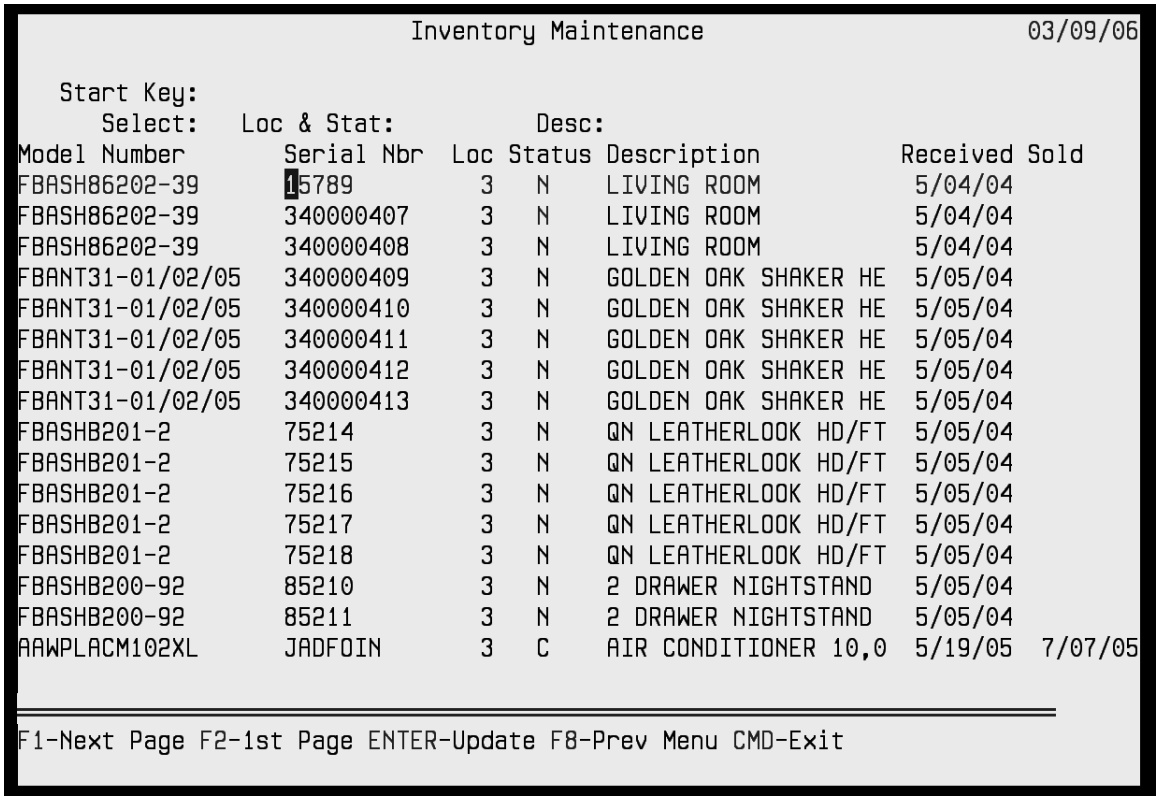
item was put on rent). Using the arrow keys, highlight the item you wish to select for this transfer and press the ENTER key.



```
                          Inventory Maintenance                          03/09/06

   Start Key:
      Select:   Loc & Stat:          Desc:
Model Number       Serial Nbr  Loc Status Description          Received Sold
FBASH86202-39      15789         3   N    LIVING ROOM           5/04/04
FBASH86202-39      340000407     3   N    LIVING ROOM           5/04/04
FBASH86202-39      340000408     3   N    LIVING ROOM           5/04/04
FBANT31-01/02/05   340000409     3   N    GOLDEN OAK SHAKER HE  5/05/04
FBANT31-01/02/05   340000410     3   N    GOLDEN OAK SHAKER HE  5/05/04
FBANT31-01/02/05   340000411     3   N    GOLDEN OAK SHAKER HE  5/05/04
FBANT31-01/02/05   340000412     3   N    GOLDEN OAK SHAKER HE  5/05/04
FBANT31-01/02/05   340000413     3   N    GOLDEN OAK SHAKER HE  5/05/04
FBASHB201-2        75214         3   N    QN LEATHERLOOK HD/FT  5/05/04
FBASHB201-2        75215         3   N    QN LEATHERLOOK HD/FT  5/05/04
FBASHB201-2        75216         3   N    QN LEATHERLOOK HD/FT  5/05/04
FBASHB201-2        75217         3   N    QN LEATHERLOOK HD/FT  5/05/04
FBASHB201-2        75218         3   N    QN LEATHERLOOK HD/FT  5/05/04
FBASHB200-92       85210         3   N    2 DRAWER NIGHTSTAND   5/05/04
FBASHB200-92       85211         3   N    2 DRAWER NIGHTSTAND   5/05/04
AAWPLACM102XL      JADFOIN       3   C    AIR CONDITIONER 10,0  5/19/05  7/07/05

F1-Next Page F2-1st Page ENTER-Update F8-Prev Menu CMD-Exit
```

Figure 2-40 Inventory Maintenance Screen with data

The system will display the serial number on the Inventory Transfer of Location Screen. Press the ENTER key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item” as seen in Figure 2-41.

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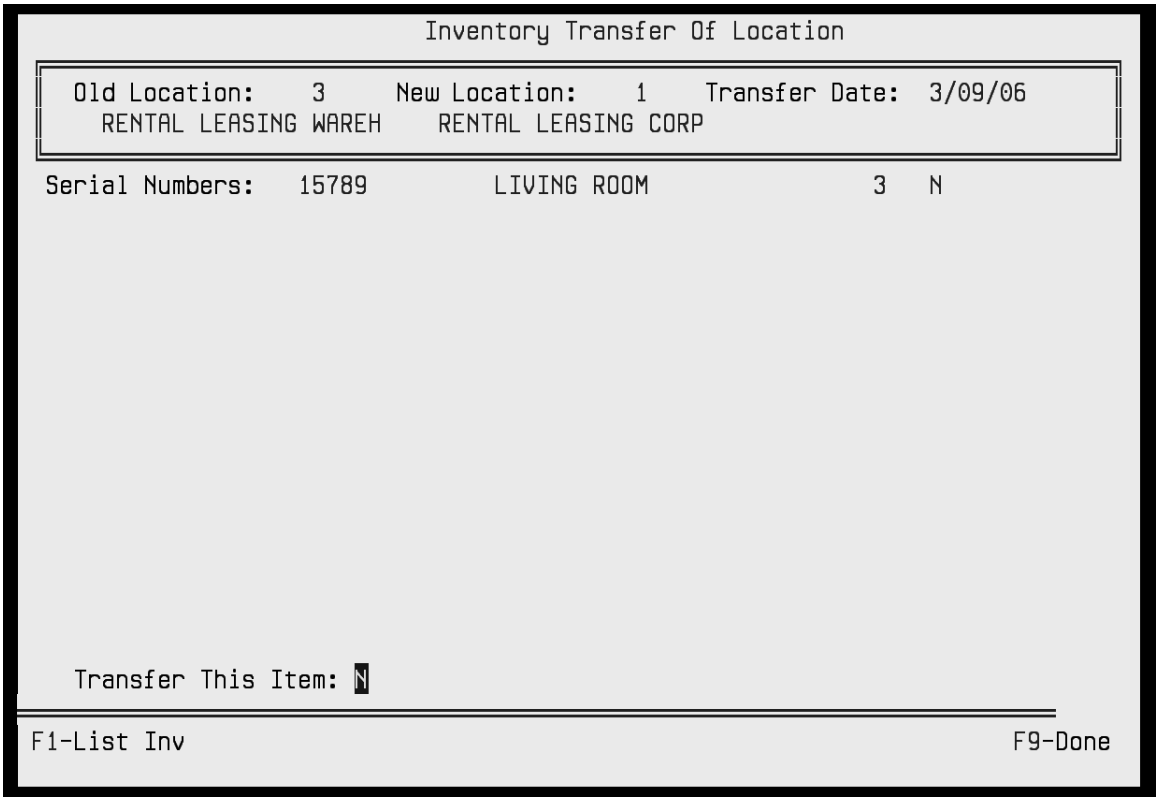

Figure 2-41 Inventory Transfer of Location Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers (15 transfers maximum per screen).

When you have no other transfers to make from this particular old location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Transfer Notes prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Transferring Inventory to a Charge Off Location (Option 1)

To transfer inventory to a charge off location, you will use option 1, Transfer Inv.

Note: You MUST transfer to a location that was setup as a charge off location in location maintenance (LOCMNT).

The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from. The cursor will now be on New Location. Type in the location number for the charged off location where you want the inventory to go. If you do

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not know the charge off location number, blank out the New Location field and make a selection from the window. See Figure 2-42.

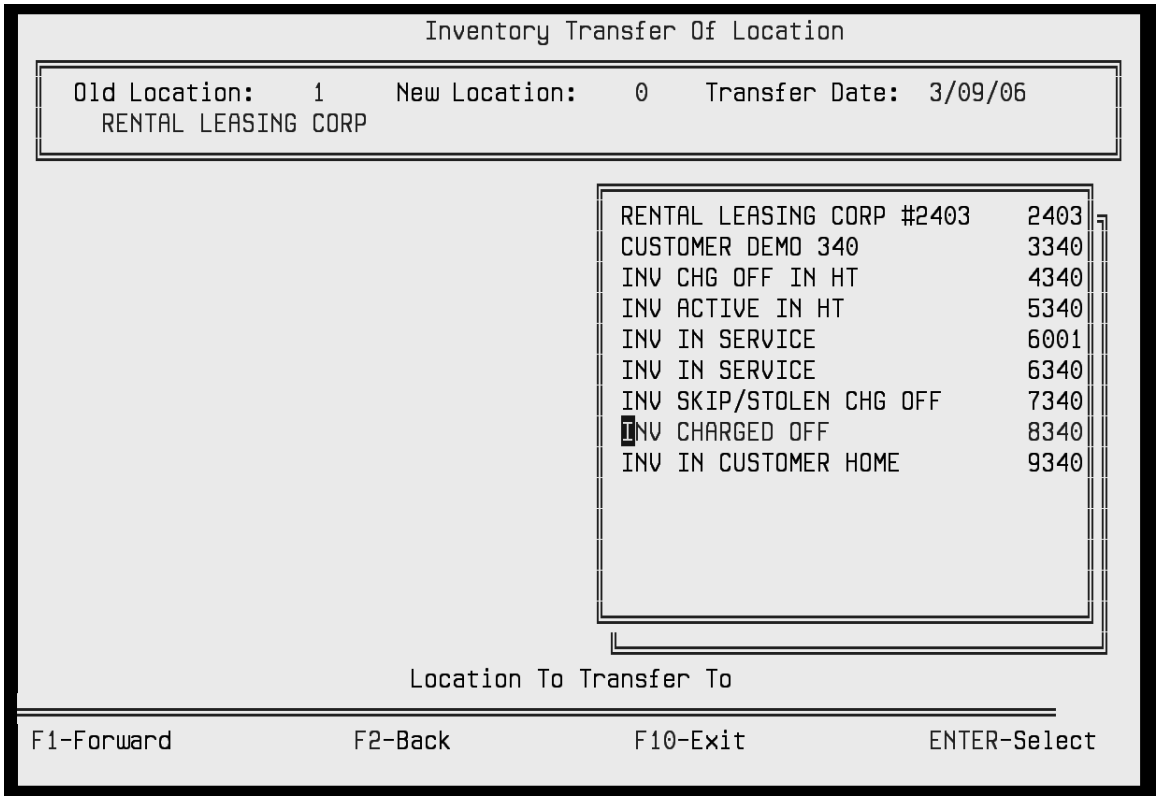

Figure 2-42 Inventory Transfer of Location Screen

Use your up and down arrow keys to highlight the selection. When you have the correct new location, press the ENTER key to select.

Enter the date of transfer or press the ENTER key to accept the default of today's date. The screen will then prompt for “Any Changes”. If you need to make changes, enter a Y for yes and do so. If not, press the ENTER key to accept the default of N for no.

The cursor will now be beside “Transfer Notes”. You may enter up to two lines of notes to the receiving location.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the F9 key. You will be prompted for "Write off Code". If you leave this field blank, you will see a window from which you may make a selection, see Figure 2-43.

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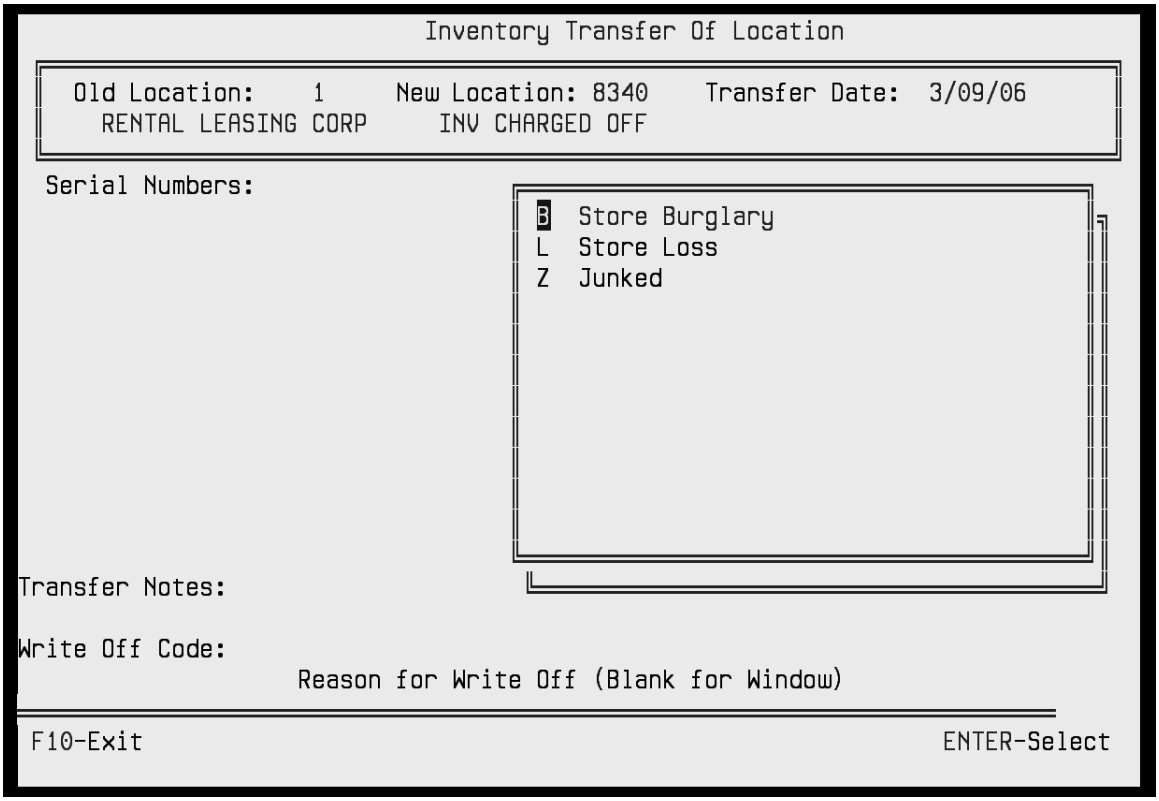

Figure 2-43 Inventory Transfer of Location Screen for Charge Off

Using your arrow keys, highlight the reason and press the ENTER key. You will now be prompted for “Any More Changes”. If you want to change your notes, or to change the Write Off Code, press Y for yes. If not, press the ENTER key to accept the default of N for no.

Your cursor will now be beside “Serial Number”:. Enter the serial number of the item you are charging off and press the ENTER key. You will be prompted "Transfer this item". If you have typed in the wrong serial number, press the ENTER key to accept the default of N for no, if it is correct, enter a Y for yes.

When you answer the “Transfer this item” prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers (15 transfers maximum per screen).

When you have transferred all inventory from this location to the charge off location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to “Print Another Receipt”. If you want another receipt, press Y for yes. When you have printed all the receipts you want, press the ENTER key to accept the default of N for no. Note that after entering N for no to reprint, you will no longer be able to reprint the receipt. However, you will be able to print the inventory transfer report for this information.

Pending Inventory Transfer (Transfer Type Option 2)

To transfer pending inventory, select option 2, Pending Inv Transfer from the Transfer Inventory Location Screen, see Figure 2-2. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from

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(4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 2-44.

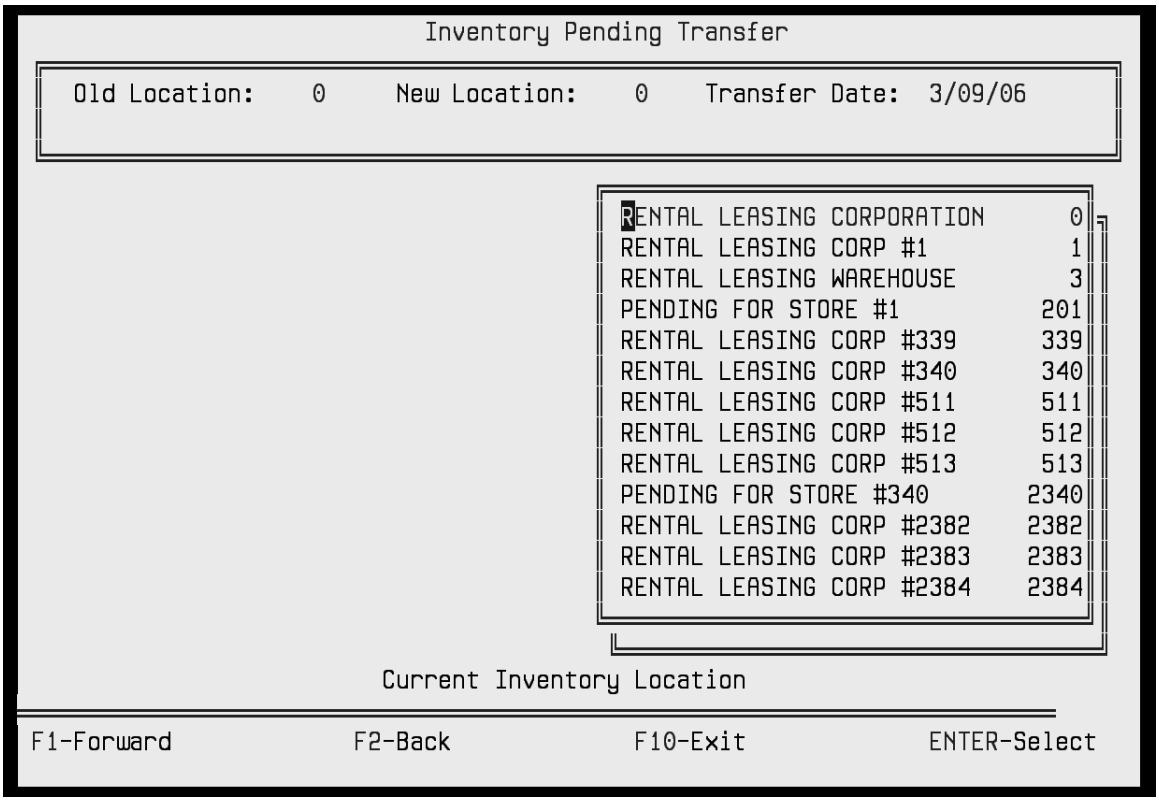

Figure 2-44 Inventory Transfer of Location Screen

After selecting the Old Location, the cursor will now be on New Location. Type in the location number for the pending location where you want the inventory to go. If you do not know the pending location number, blank out the New Location field and make a selection from the window.

Note: You MUST transfer to a pending location that was setup as a pending location in location maintenance (LOCMNT).

Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt “Any Changes”. If you need to make changes, do so. If not, press the ENTER key and you will see a screen similar to Figure 2-45.

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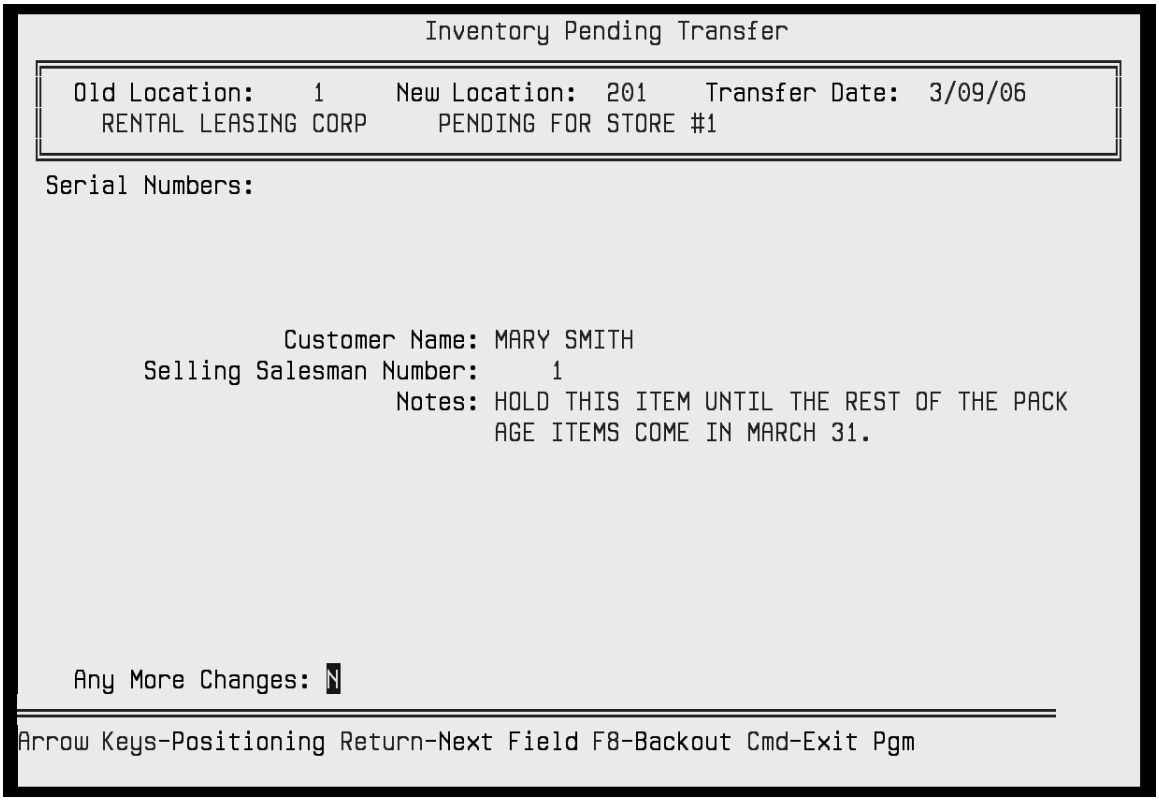

Figure 2-45 Inventory Transfer of Location Screen

The cursor will now advance to the Customer Name. Enter the name of the customer this item was sold to. The cursor will advance to Selling Salesman Number. Enter the Selling Salesman Number. The cursor will advance to Notes. Type in information about this sale.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

Once you have completed this section, press the F9 key and you will get the prompt "Any More Changes: N". If you have completed this section, press the ENTER key to accept the default of N for no.

On the next screen, enter the serial number. See Figure 2-46.

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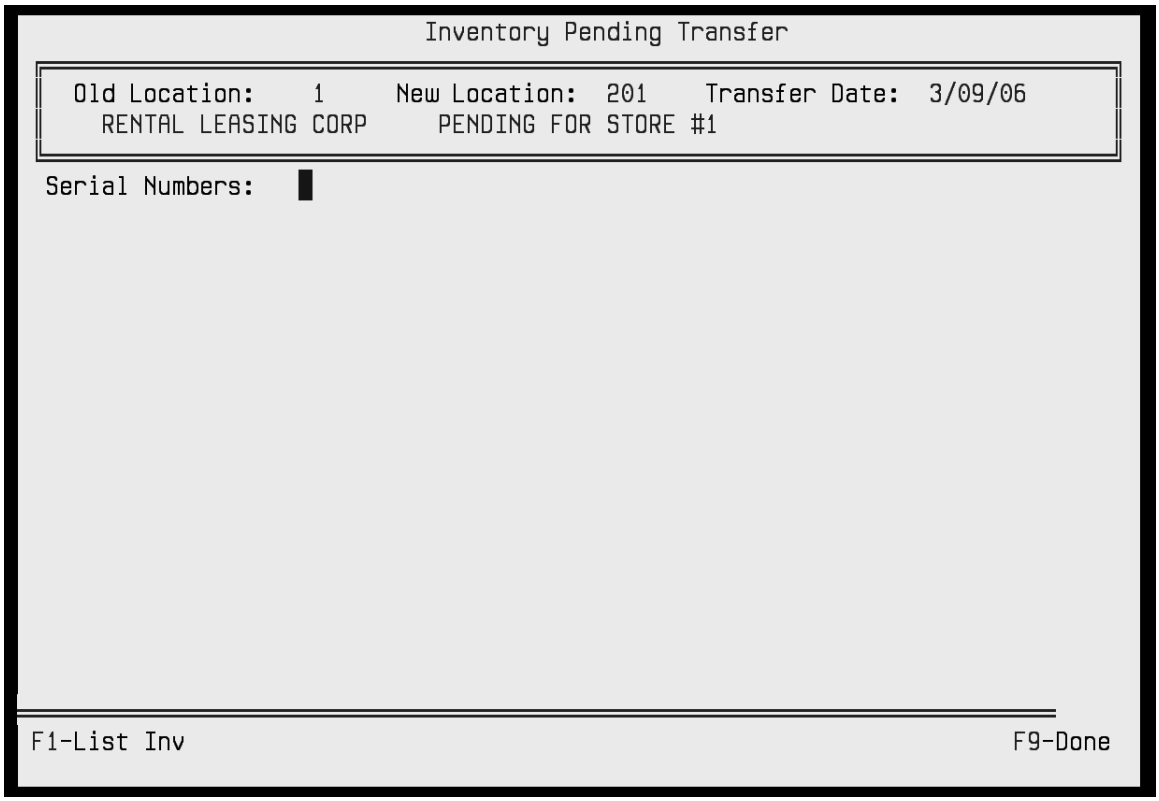

Figure 2-46 Inventory Transfer of Location Screen

If you do not know the serial number, press the F1 key to list the available inventory. Your screen will change to resemble Figure 2-47.

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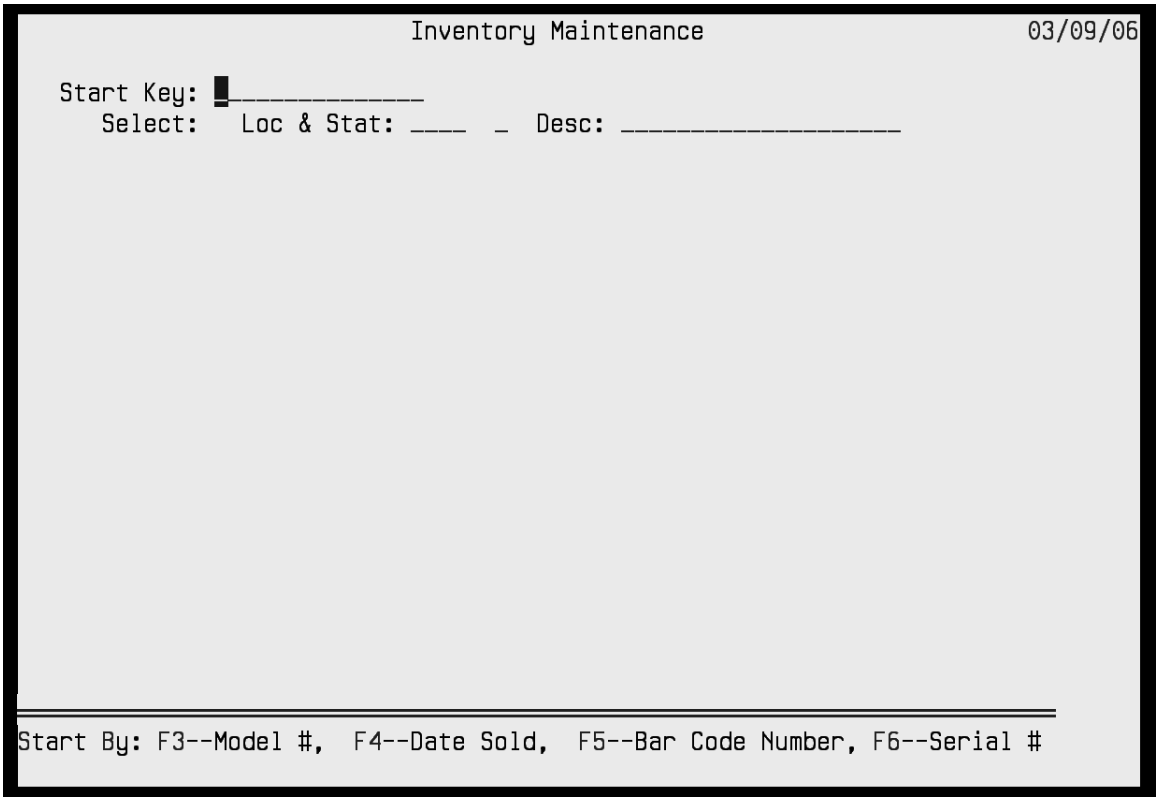

Figure 2-47 Inventory Maintenance Screen

START KEY Enter the full or partial key (the key can be the model number, bar code number or serial number). **Once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen).**

LOC If you want the computer to list the key information on a certain location only, enter that location number.

STAT If you want the computer to list the key information based on a certain status of inventory, enter that status here.

DESC If you want the computer to list the key information based on a certain description, enter that description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see bottom of screen) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. The other fields, Loc & Stat and Desc can be used as filters to further reduce the scope of the list.

The screen will display a list of units in stock as seen in Figure 2-48.

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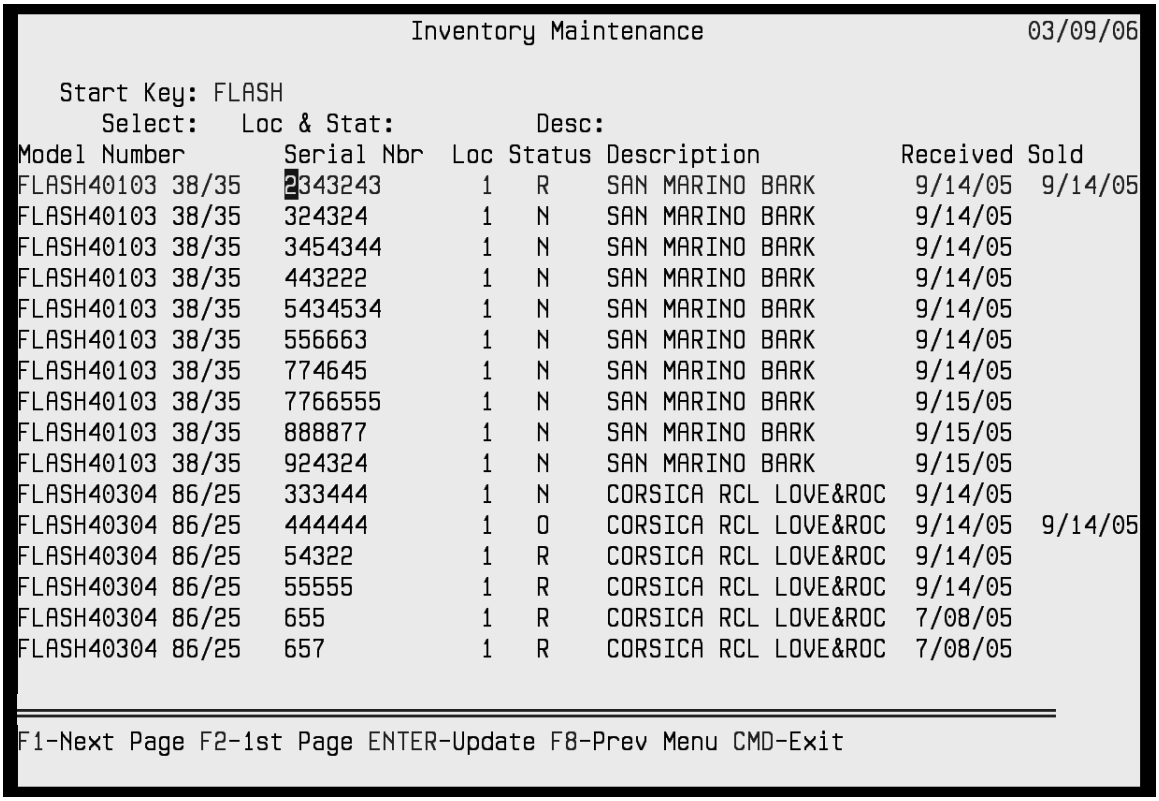

Figure 2-48 Inventory Maintenance Screen with data

It will display the model number, serial number, location, status, description, date received and date sold (on a used item with a status “R”, the date sold refers to the last date the item was put on rent). Using the arrow keys, highlight the item you wish to select for this transfer and press the ENTER key.

The system will display the serial number on the Inventory Transfer of Location Screen. Press the ENTER key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item” as seen in Figure 2-49.

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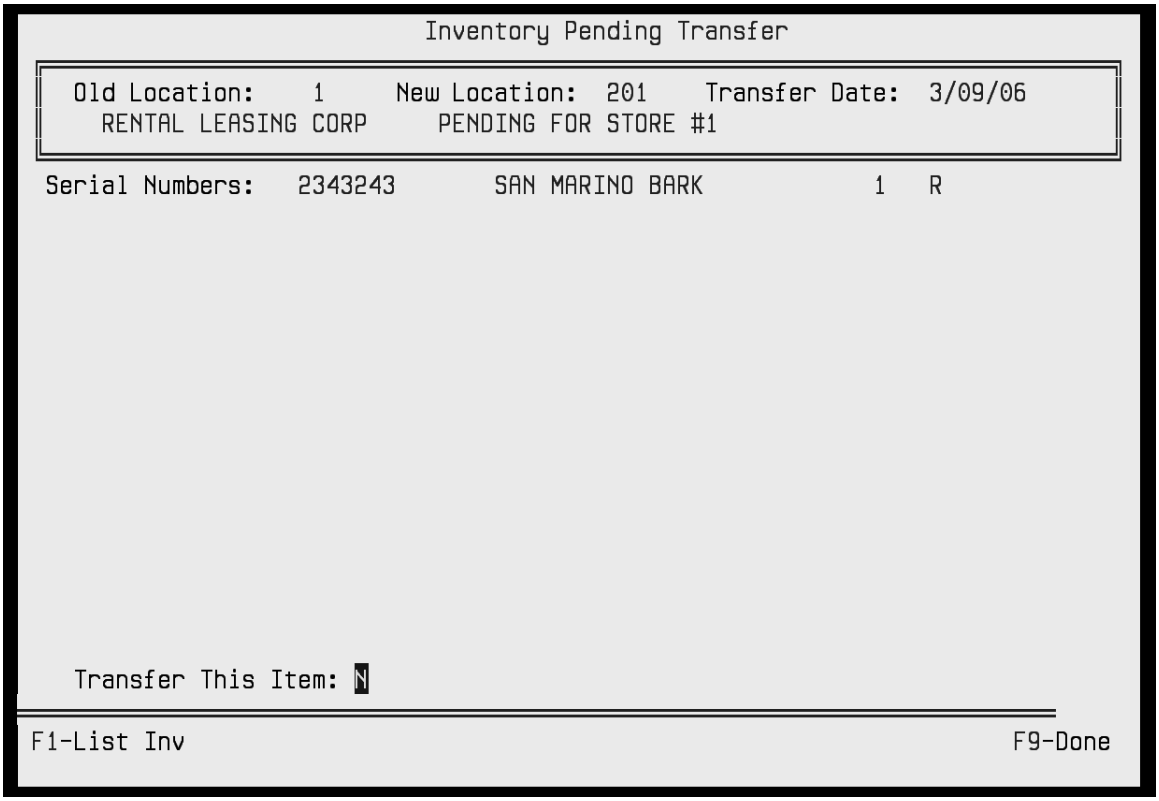

Figure 2-49 Inventory Transfer of Location Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers (15 transfers maximum per screen).

When you have no other transfers to make from this particular old location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Transfer Notes prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Demo Inventory Transfer (Transfer Type Option 3)

To transfer demo inventory, select option 3, Demo Inv Transfer from the Transfer Inventory Location Screen, see Figure 6-2. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from as seen in Figure 6-3. The cursor will now be on New Location. Type in the location number for where you want the inventory to go

Note: You MUST transfer to a location that was setup as a demo location in location maintenance (LOCMNT).

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If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 6-3. Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt “Any Changes”. If you need to make changes, do so. If not, press the ENTER key to accept the default of N for no. The screen will now change slightly, see Figure 2-50.

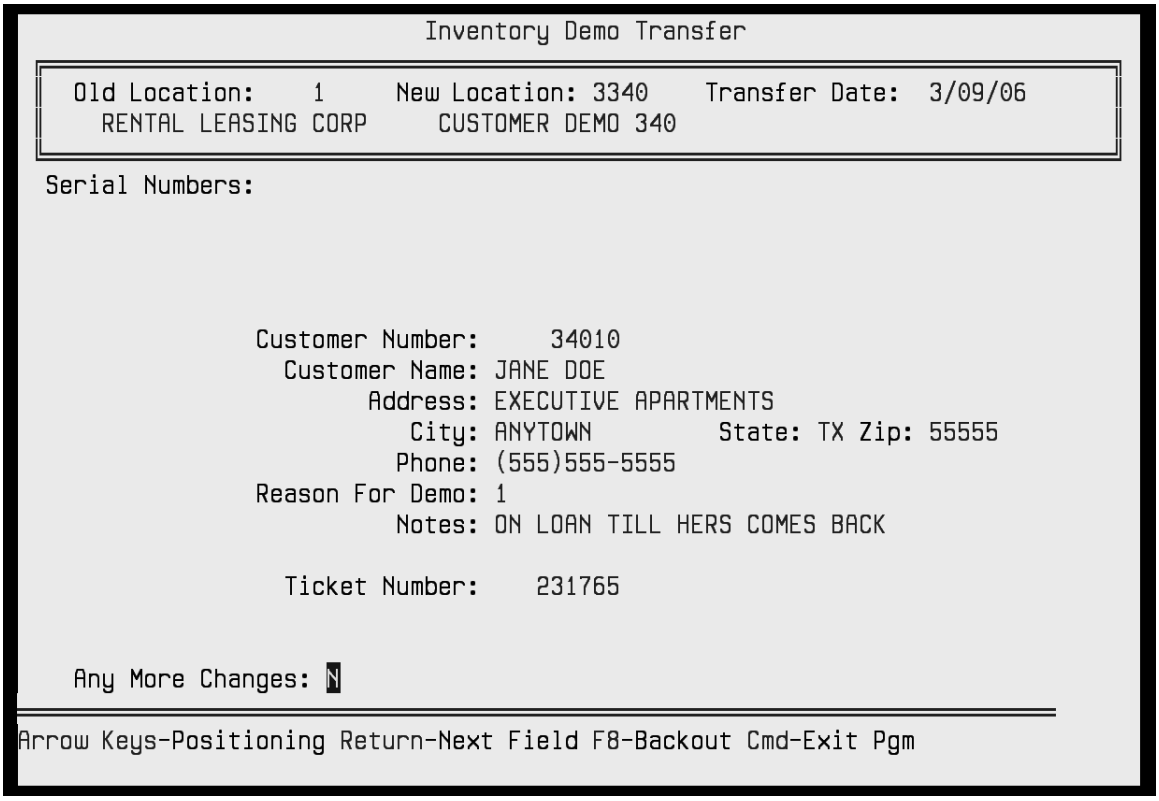

Figure 2-50 Inventory Demo Transfer Screen

CUSTOMER NUMBER If you know the customer's account number, enter it here. If not, make sure this area is blank and press the ENTER key.

CUSTOMER NAME If the customer number was filled in, this will have filled in automatically. If you did not know the customer number, you may enter a few characters of the customer's last name and press the ENTER key. You will see a window showing different last names that begin with the characters you entered. Using your arrow keys, highlight the correct one and press the ENTER key. This will fill in the Customer's Number for you when you do it this way. If you type in a common name such as John Smith and there are many entries with the same name, you can press the F5 key which will unfold the information. If the John Smith is not in the first box you are looking at, you can press the F1 key for the next page and page forward to find the one you are looking for. This will more accurately help you choose the correct account.

ADDRESS CITY STATEZIP PHONE These will all be filled in automatically. You should verify this is the correct address for the

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customer. If any of these are not correct, be sure to type over what is there and correct it.

REASON FOR DEMO 1 = Set in Repair, 2 = Trial use, 3 = Donation

NOTES You may enter up to two lines of notes on this transaction. To advance to the next field, press the F9 key. These notes will print on the inventory transfer receipt. Note: These notes are not stored in the system. Keep a hard copy if you need these notes for your records.

TICKET NUMBER If you know the ticket number of the customer you are transferring the demo to, enter it here, otherwise press the ENTER key and a window will display the tickets that are available for you to choose from.

You will now be prompted for "Any More Changes". If you need to make changes, enter a Y for yes and make your changes. When the prompt "Any More Changes" is answered with an N for no, your cursor will move beside "Serial Number".

Enter the serial number. The system will display the serial number on the Inventory Transfer of Location Screen, press the ENTER key.

If you do not have the serial number press the F1 key and you will see the Inventory Maintenance Screen, see Figure 2-51.

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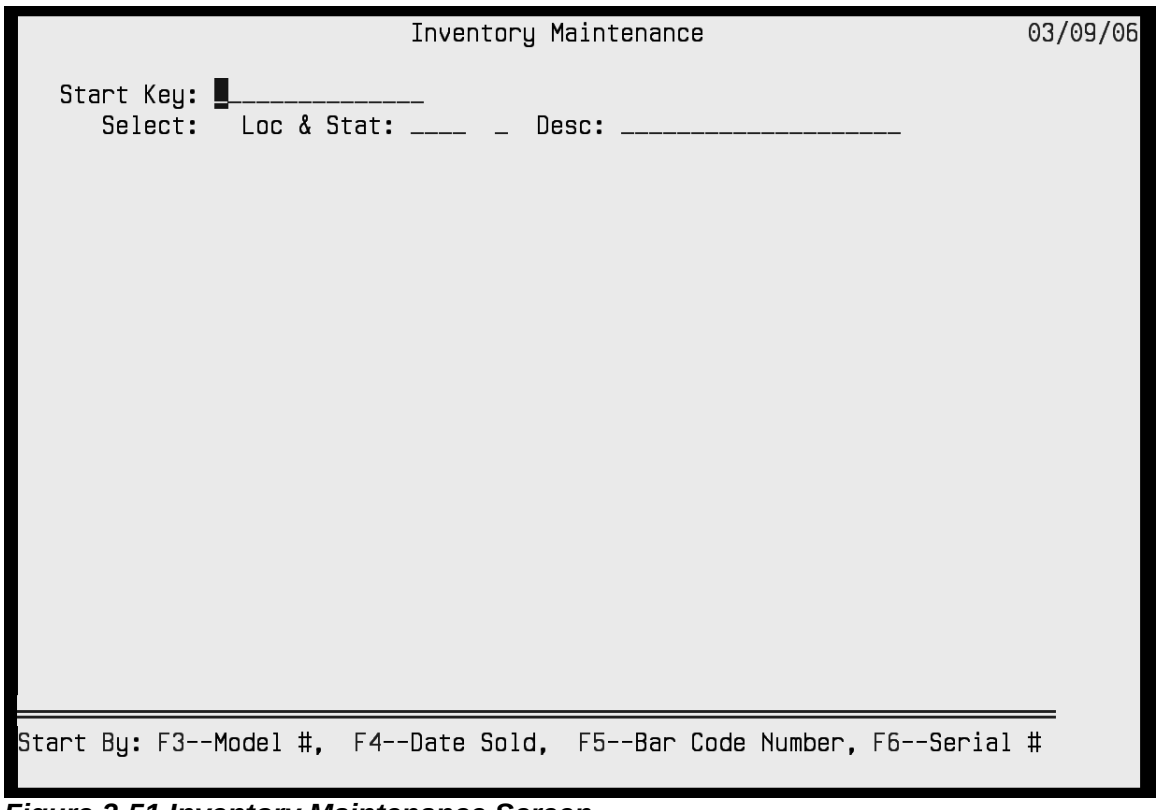

Figure 2-51 Inventory Maintenance Screen

At this screen the cursor will be on Start Key. You can enter the model number or serial number on this line. Specify the item to view or enter the selection criteria and **press the appropriate function key** to list the inventory in the order you wish to view it in (these are listed on the bottom of the screen).

The screen will display a list of units in stock. See Figure 2-52.

```
                          Inventory Maintenance                        03/09/06

   Start Key: AA
      Select:   Loc & Stat:          Desc:
Model Number       Serial Nbr  Loc Status Description          Received Sold
AA AN              1             1   N    1                    7/29/05
AAWPLACM102XL      340000415     1   N    AIR CONDITIONER 10,0 10/07/05
AAWPLACM102XL      340000416     1   N    AIR CONDITIONER 10,0 10/07/05
AAWPLACM102XL      340000417     1   N    AIR CONDITIONER 10,0 10/07/05
AAWPLACM102XL      QP1023549     1   R    AIR CONDITIONER 10,0  3/26/04 12/08/04
AAWPLACM122XK      QP1226267     1   R    AIR CONDITIONER       3/26/03  8/04/05
ALWPLLCR7244HQ     VLP4523848    1   R    WASHER COMPACT        3/10/04
ALWPLLER4634JQ     MR1058778     1   N    DRYER ELECTRIC        3/10/04  3/19/04
FBASH-B332-4A      147           1   R    LIGHT PINE 4PC BRM    3/31/05
FBASH-B332-4A      148           1   N    LIGHT PINE 4PC BRM    3/31/05
FBASH-B332-4A      6             1   N    LIGHT PINE 4PC BRM    8/29/05
FBASHB201-5        258           1   N    5PC QUEEN RETRO META  8/31/05
FBASHB201-5        259           1   N    5PC QUEEN RETRO META  8/31/05
FLASH40103 38/35   2343243       1   R    SAN MARINO BARK       9/14/05  9/14/05
FLASH40103 38/35   324324        1   N    SAN MARINO BARK       9/14/05
FLASH40103 38/35   3454344       1   N    SAN MARINO BARK       9/14/05

F1-Next Page F2-1st Page ENTER-Update F8-Prev Menu CMD-Exit
```

Figure 2-52 Inventory Maintenance Screen with data

It will display the model number, serial number, location, status, description, date received and date sold. Using the arrow keys, highlight the item you wish to select for this transfer and press the ENTER key. You will be returned to the Inventory Transfer page. The serial number of the item you just selected will be beside the prompt "Serial Numbers". Press the ENTER key.

The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item” , see Figure 2-53.

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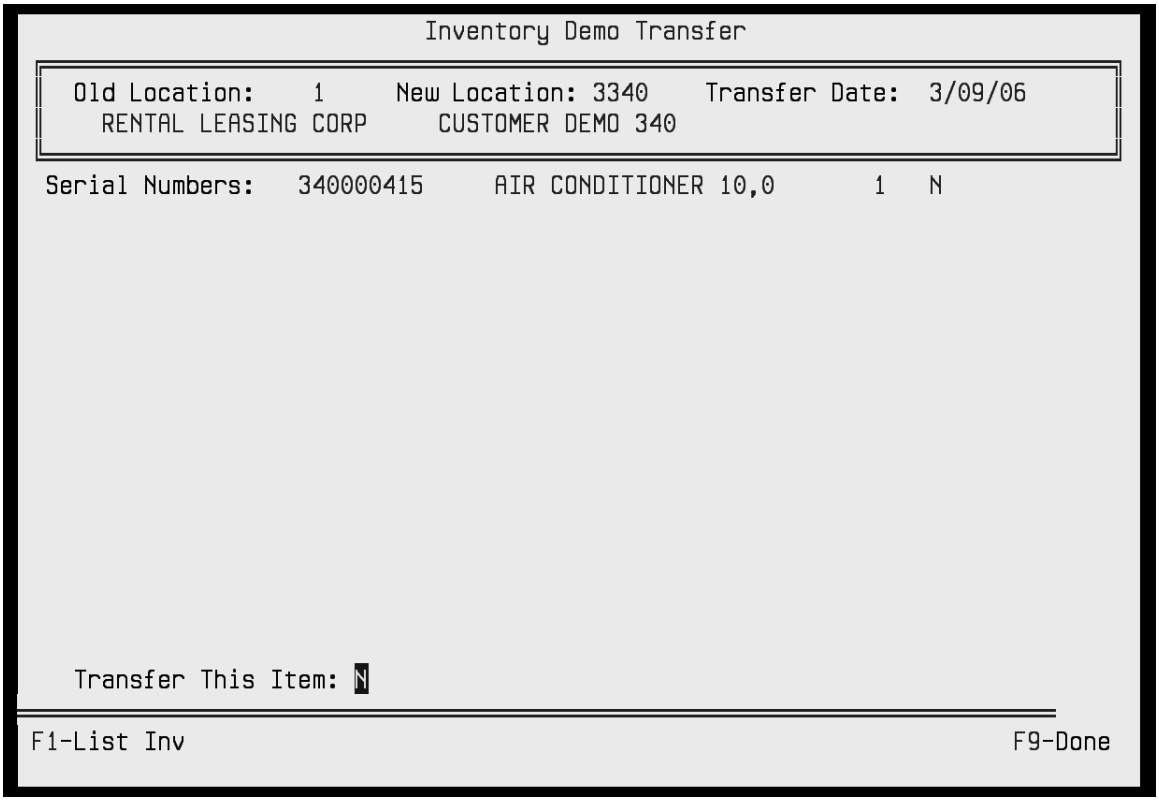

Figure 2-53 Inventory Demo Transfer Screen

If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers.

If you have no other transfers to make from this particular old location to this particular new location press the F9 key. The receipt from this transfer will print out. You will then be prompted "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Serial Numbers prompt. Note that after entering N for no to reprint, you will no longer be able to reprint a receipt. However, you will be able to print the inventory transfer report for this information. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location.

Once the demo/loaner item has been transferred to that customer's ticket, the Take Payment (RP) screen will display a message about the loaner as seen in Figure 2-54.

DRAFT

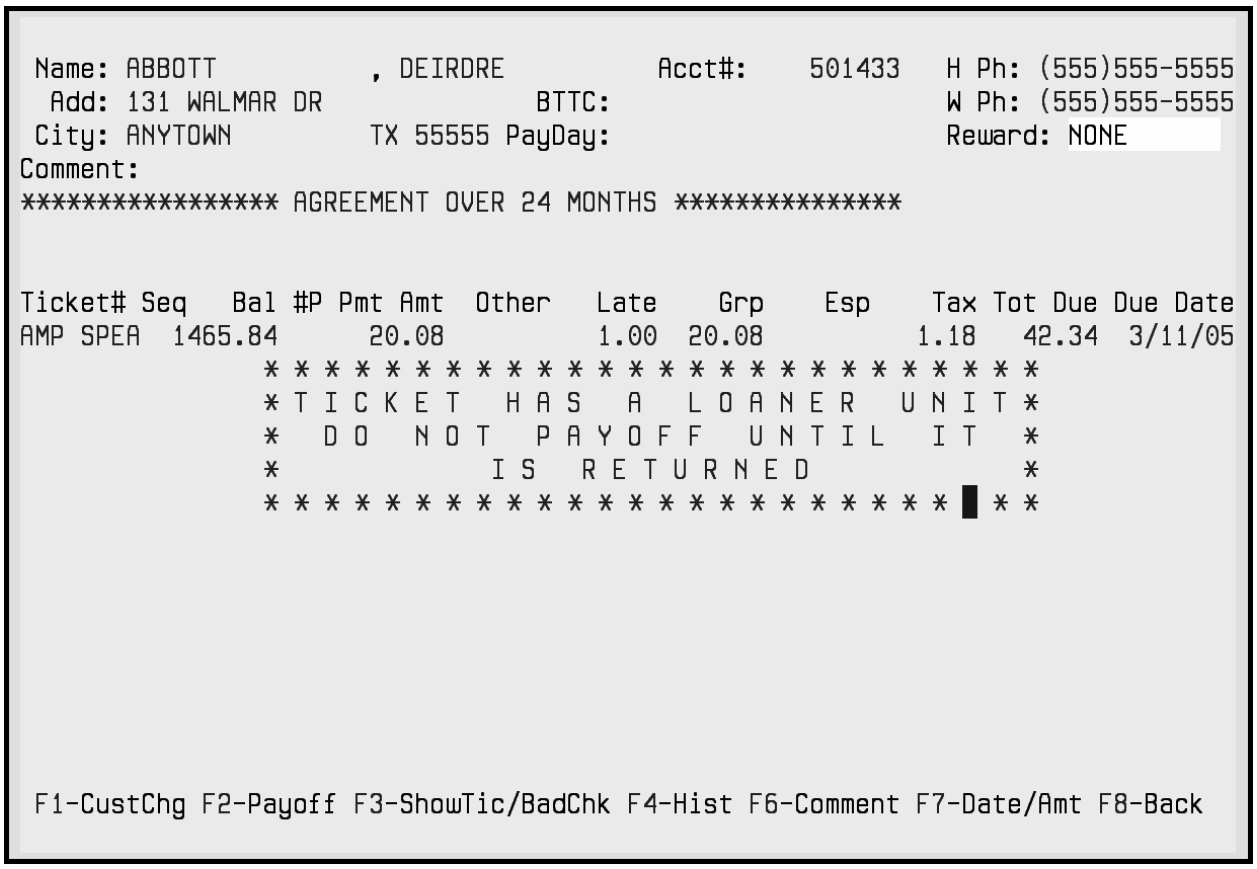

Figure 2-54 Take Payment Screen with Loaner message

Delivery/Pickup Inventory Transfer (Transfer Type Option 4)

To deliver or pickup inventory, select option 4, Delivery/Pick Up Inv Transfer from the Transfer Inventory Location Screen, see Figure 2-4. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from.

The cursor will now be on New Location. Type in the location number for where you want the inventory to be transferred to. If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from. Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt for “Any Changes”. If you need to make changes, do so. If not, press the ENTER key.

Your cursor will now be beside “Acct Nbr”. Enter the account number. If you enter a valid account number, the information, name, address, etc., about that account will automatically appear. If you do not know the account number, making sure the account number information is blank, press the ENTER key. Your cursor will move to the “Customer Name” prompt. Enter part of the customers last name press the ENTER key to get a selection window. If you type in a common name such as John Smith and there are many entries with the same name, you can press the F5 key which will unfold the information for you to view. If the John Smith is not in the first box you are looking at, press the F1 key for the next page so that you can select the correct John Smith. This will more accurately help you choose the correct account.

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When you have filled in all the information, you will be prompted for "Any More Changes". If you put something in incorrectly, press Y for yes, if not, press the ENTER key to accept the default of N for no, see Figure 2-55.

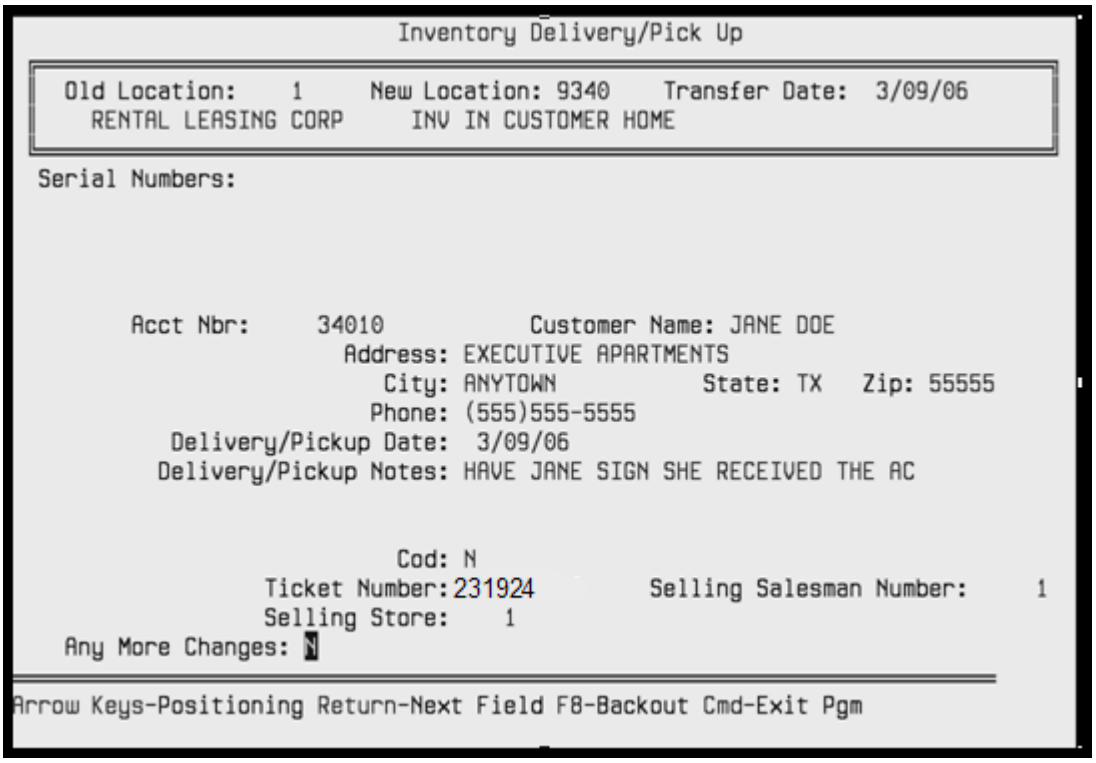

Figure 2-55 Inventory Delivery/Pick Up Screen

Your cursor will now be at the "Serial Numbers" prompt. See Figure 2-56.

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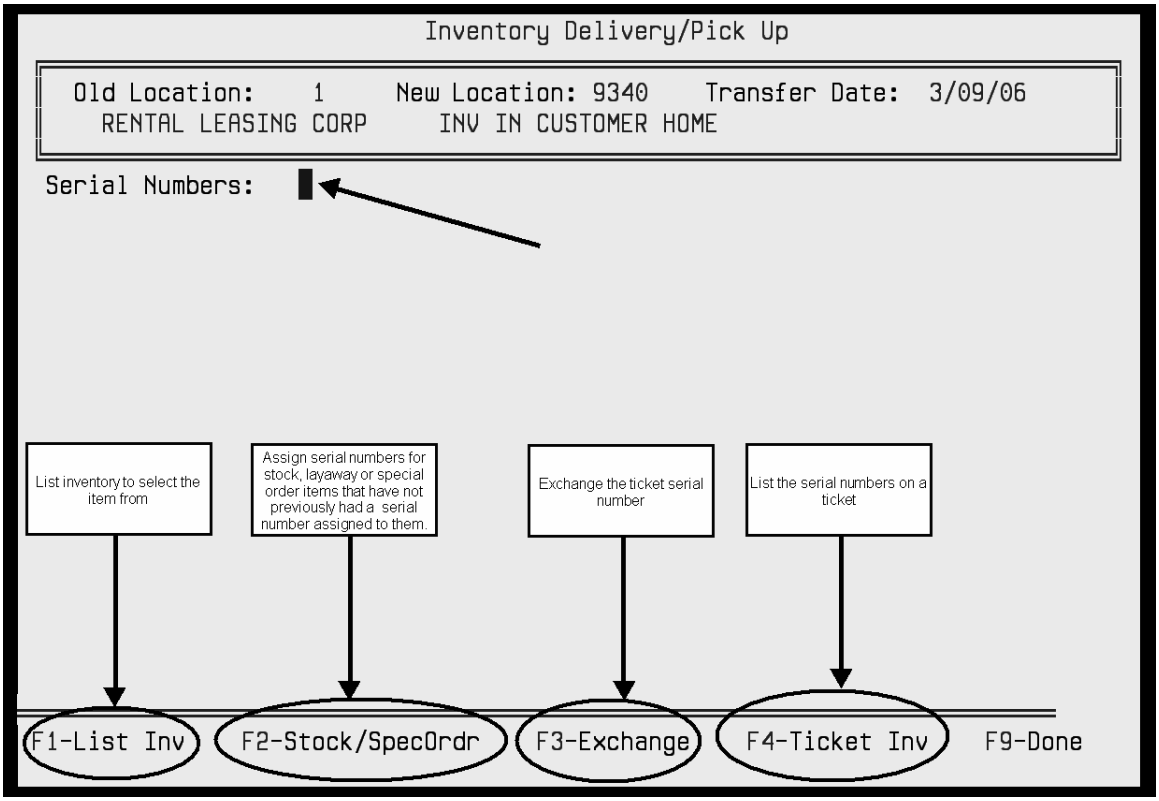

Figure 2-56 Inventory Delivery/Pick Up Screen Function Key Options

At the bottom of the screen is a list of prompts for you to use if necessary. Press the F1 key to list the available inventory. Press the F2 **Stock/SpecOrdr** to assign serial numbers for stock, layaway or special orders only that have not previously had a serial number assigned to them. Press the F3 key **to exchange the ticket serial number**. Press the F4 key to **list the serial numbers on a ticket**.

Note: You must choose the F2 or F3 key to make the transfer happen on the system.

If you press the F2 key, see Figure 2-57, and enter each serial number next to seq (sequence) number.

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Figure 2-57 Inventory Delivery/Pick Up Screen Enter the serial number(s)

The system will display the serial number on the Inventory Transfer of Location Screen. Press the ENTER key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item”, see Figure 2-58.

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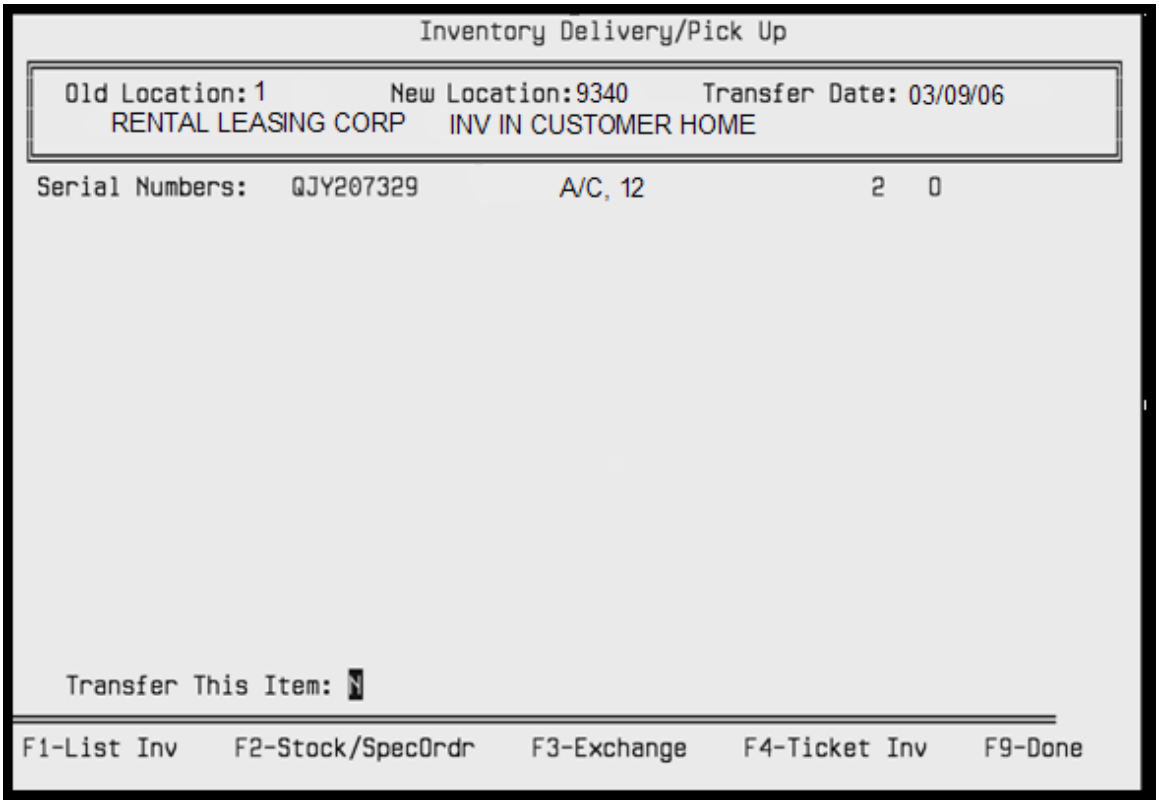

Figure 2-58 Inventory Delivery/Pick Up Screen Transfer the Item prompt

Or if you pressed the F3 key as seen in Figure 2-58 after you selected the correct ticket for the correct customer that you want to transfer the item for, you will get a screen similar to Figure 2-59. Enter the serial number in the box beside the model number, in order for the transfer to happen properly.

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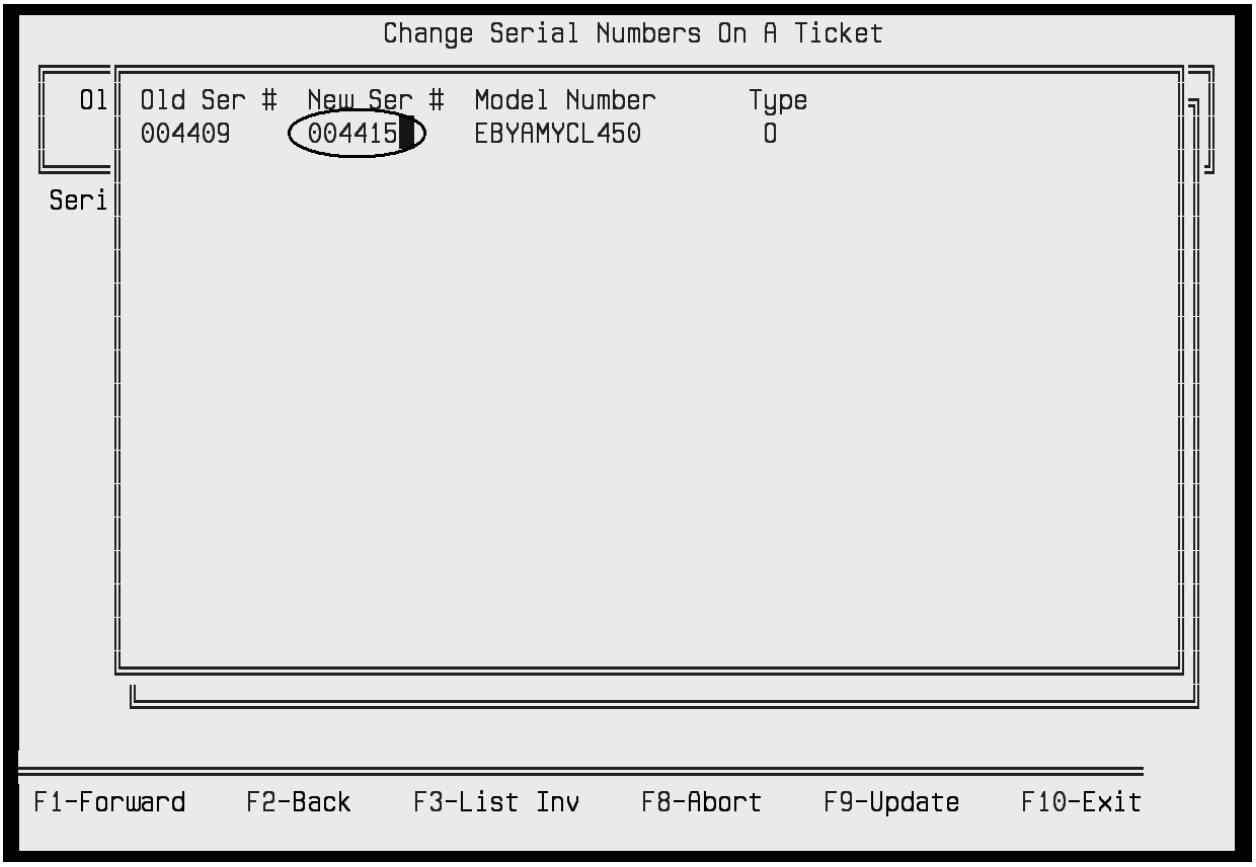

Figure 2-59 Change Serial Numbers On A Ticket Screen

The system will display the serial number on the Inventory Transfer of Location Screen. Press the ENTER key. The system will then display the description, location and status of this piece of inventory and the cursor will be on the bottom of the screen next to the prompt “Transfer This Item”, see Figure 2-60.

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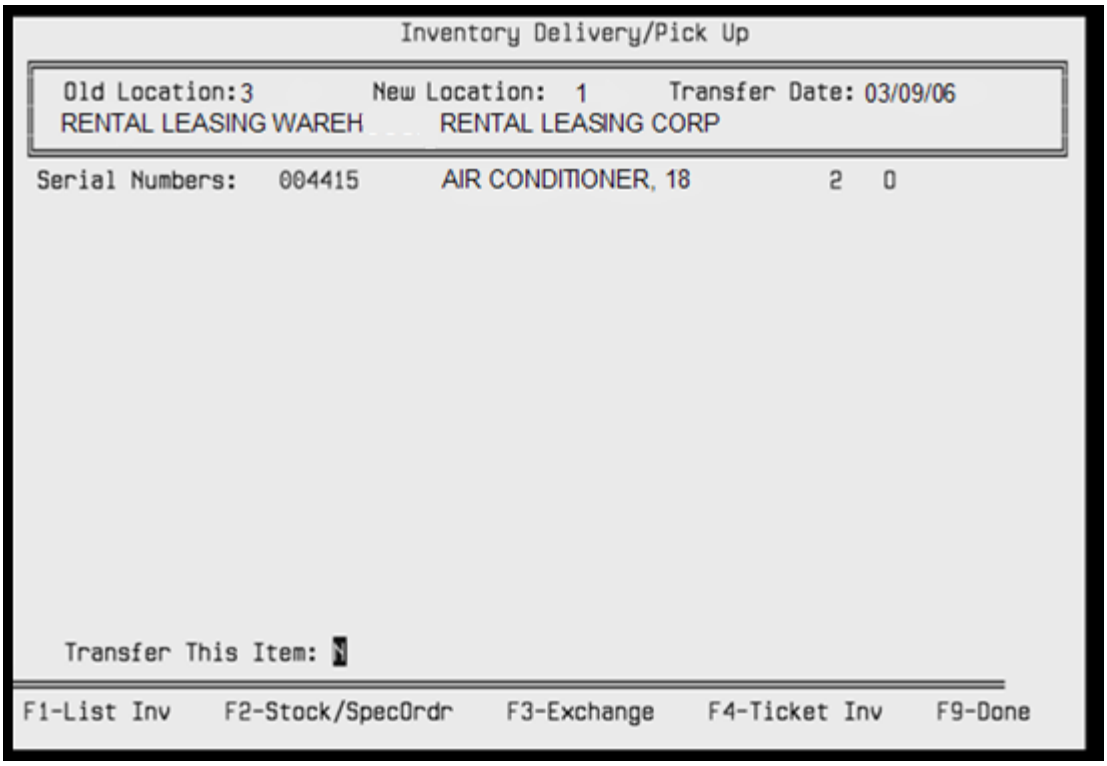

Figure 2-60 Inventory Delivery/Pick Up Screen

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If this is not the item you wish to transfer, type in an N for no. This will then take you back to the serial number prompt. If it is the right item, type in a Y for yes. When you answer this prompt with a Y for yes, the cursor will go below the serial number you just entered. If you need to transfer more inventory, enter the serial numbers. If you have no other transfers to make from this particular old location to this particular new location, press the F9 key. The receipt from this transfer will print out. You will then be prompted to "Print Another Receipt". If you want another receipt, press Y for yes. When you have printed all the receipts you want, press N for no at this prompt and the system will return you to the Account Numbers prompt. Press the F8 key to return to the Serial Numbers prompt. If you still have other transfers to make, but need to change the Old or New Location, press the F8 key. This will take you back up to the Old Location. You can continue to press the F8 key to return to each previous menu; in other words, to back your way out of this option or press F10 and at the command line enter the next program name you want to go to.

Bar Code Number Transfer (Transfer Type Option 5)

To transfer by bar code number, select Option 5, Bar Code Number Transfer from the Transfer Inventory Location Screen, see Figure 6-2. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 6-3. The cursor will now be on New Location. Type in the location number where you want the inventory to be transferred to. If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from, see Figure 6-3. Enter the date of transfer or press the ENTER key for

today's date. The screen will then prompt for “Any Changes”. If you need to make changes, enter a Y for yes and make your changes.

When the prompt “Any More Changes” is answered with an N for no, your cursor will now be beside “Transfer Notes”. You may enter up to two lines of notes for the receiving location. This information will print on the transfer receipt that is printed after the transfer.

Note: Notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

After you have entered your notes, if any, press the F9 key. You will be prompted for “Any More Changes”, see Figure 2-61.

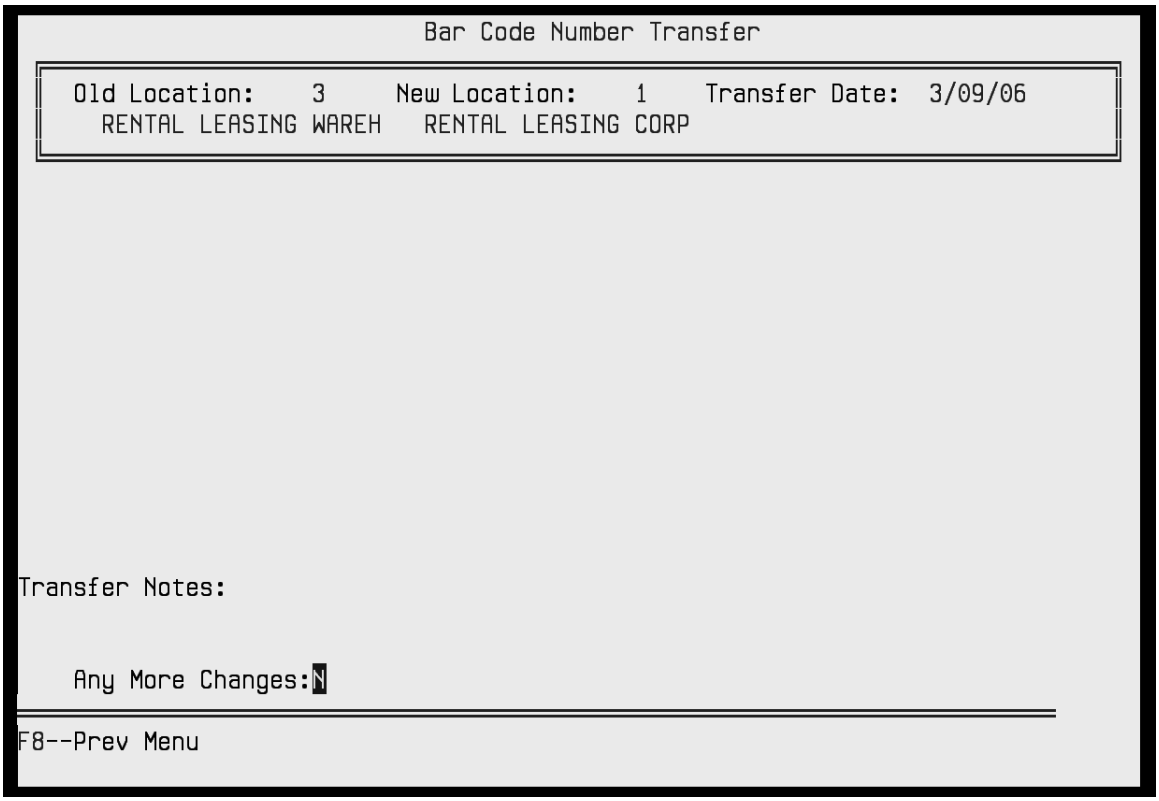

Figure 2-61 Bar Code Number Transfer Screen

If you want to change the notes, enter a Y for yes. If not, press the ENTER key and your cursor will be beside “Bar Code Numbers”, or you may press the F1 key and at the “Start Key” type in a few digits of the bar code and press the F5 key for a listing of inventory by bar code. Using your arrow keys, arrow down to the correct piece of inventory and press the ENTER key. Or using your bar code equipment (i.e. keyboard wedge scanner), scan the bar codes of each item you wish to transfer, see Figure 2-62.

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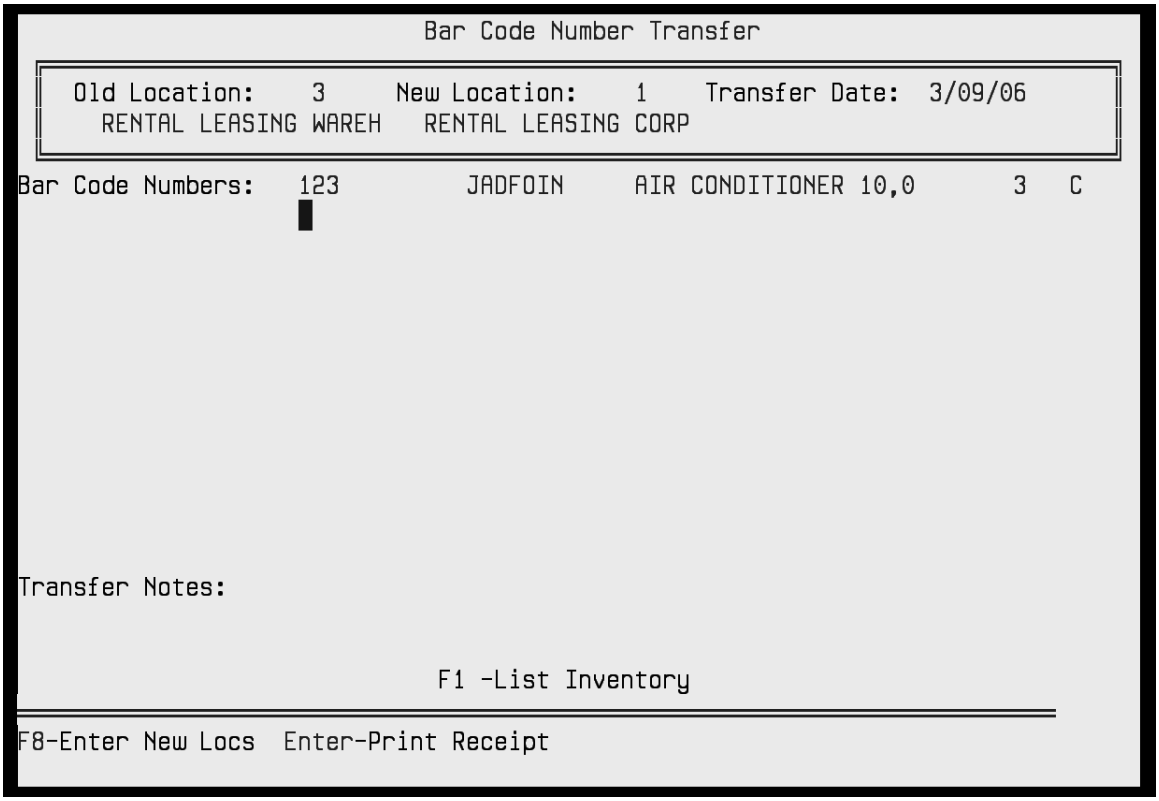

Figure 2-62 Bar Code Number Transfer Screen with bar code numbers

Bar Code Transfer from File (Transfer Type Option 6)

To transfer bar codes from a file, select Option 6, Bar Code Transfer from File from the Transfer Inventory Location Screen, see Figure 6-2. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from. The cursor will now be on New Location. Type in the location number where you want the inventory to go. If you do not know the location number, press the ENTER key and you will see a window showing options you may choose from. Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt for “Any Changes”. If you need to make changes, do so. If not, press the ENTER key. Your cursor will now be beside “Compare Scan to:" You will type in either "B" for barcode or "S" for serial number or “D” for download from PDT3100, or “I” to input the file depending on what you want the scan compared to. See Figure 2-63.

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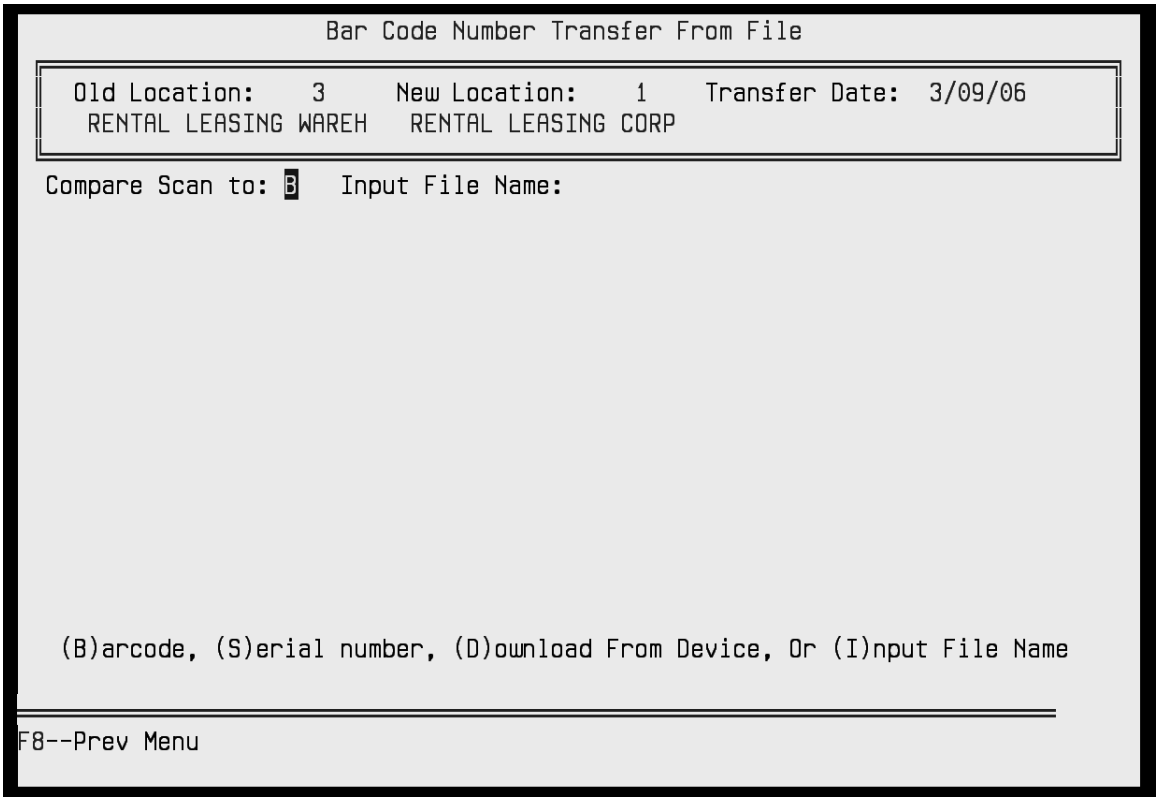

Figure 2-63 Bar Code Number Transfer from File Screen

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Compare Scan to Barcode

Enter B and press the ENTER key, your cursor will stop at Input File Name. Since you are selecting compare to scan barcode, press the ENTER key through this Input File Name field. You will then be prompt “Any Changes: N”. If you have no more changes to this screen, press the ENTER key. If you need to correct something on this screen, type Y for yes, make your changes. When the “Any Changes: N” prompt displays and you accept the default of N for no, your screen will change to resemble the screen in Figure 2-64.

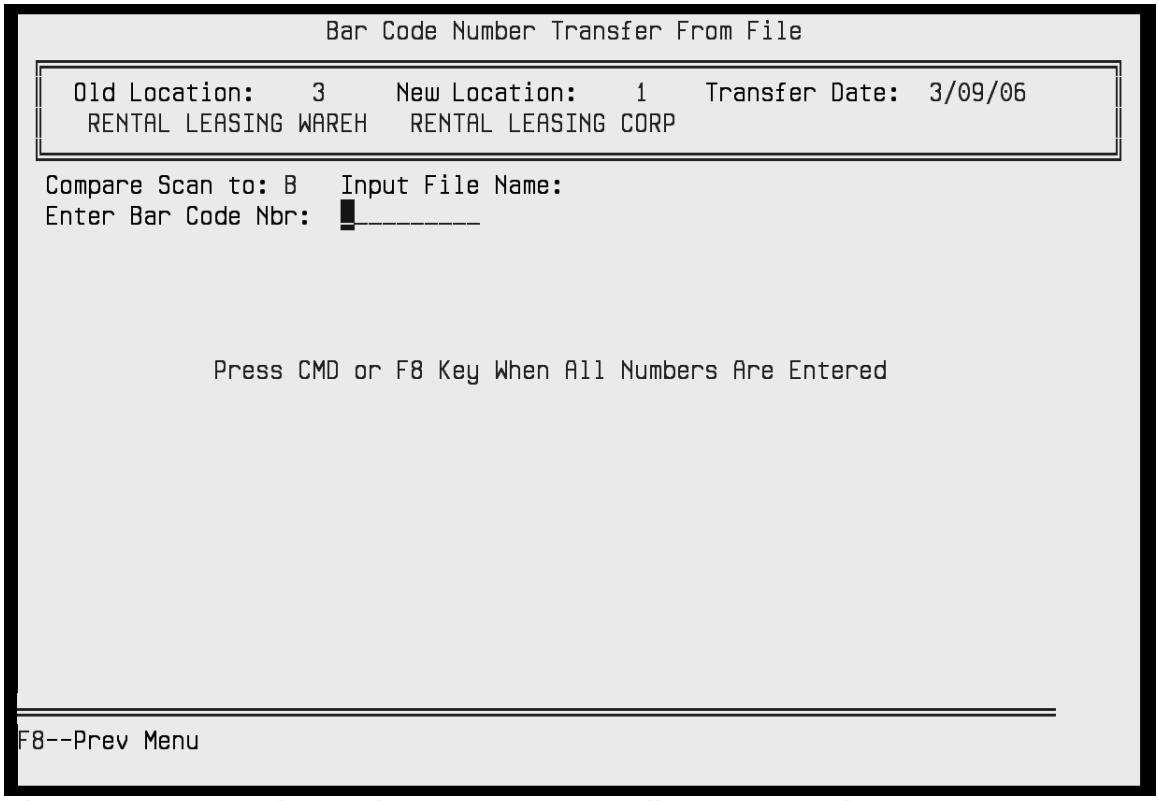

Figure 2-64 Bar Code Number Transfer from File Screen Option B

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Compare Scan to Serial Number

Enter an S and press the ENTER key, your cursor will stop at Input File Name. Since you are selecting compare to scan serial number, press the ENTER key through this Input File Name field. You will then be prompt “Any Changes: N”. If you have no more changes to this screen, press the ENTER key. If you need to correct something on this screen, type Y for yes, make your changes. When the “Any Changes: N” prompt displays and you press the ENTER key to accept the default of N for no, your screen will change to resemble the screen in Figure 2-65.

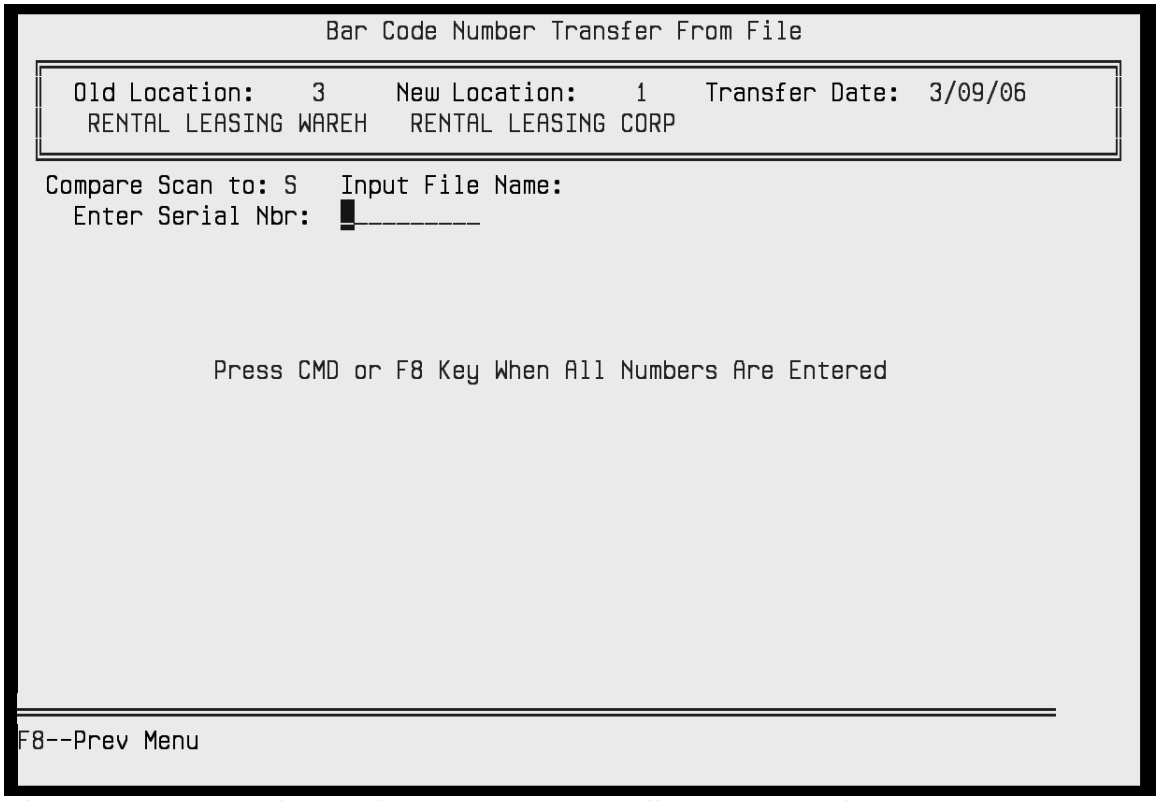

Figure 2-65 Bar Code Number Transfer from File Screen Option S

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Compare Scan to Download from PDT3100

Enter a D and press the ENTER key, your cursor will stop at Input File Name. Since you are selecting compare to scan download from PDT3100, press the ENTER key through this Input File Name field. You will then be prompt “Any Changes: N”. If you have no more changes to this screen, press the ENTER key. If you need to correct something on this screen, type Y for yes, make your changes. When the “Any Changes: N” prompt displays and you press the ENTER key to accept the default of N for no, your screen will change to resemble the screen in Figure 2-66.

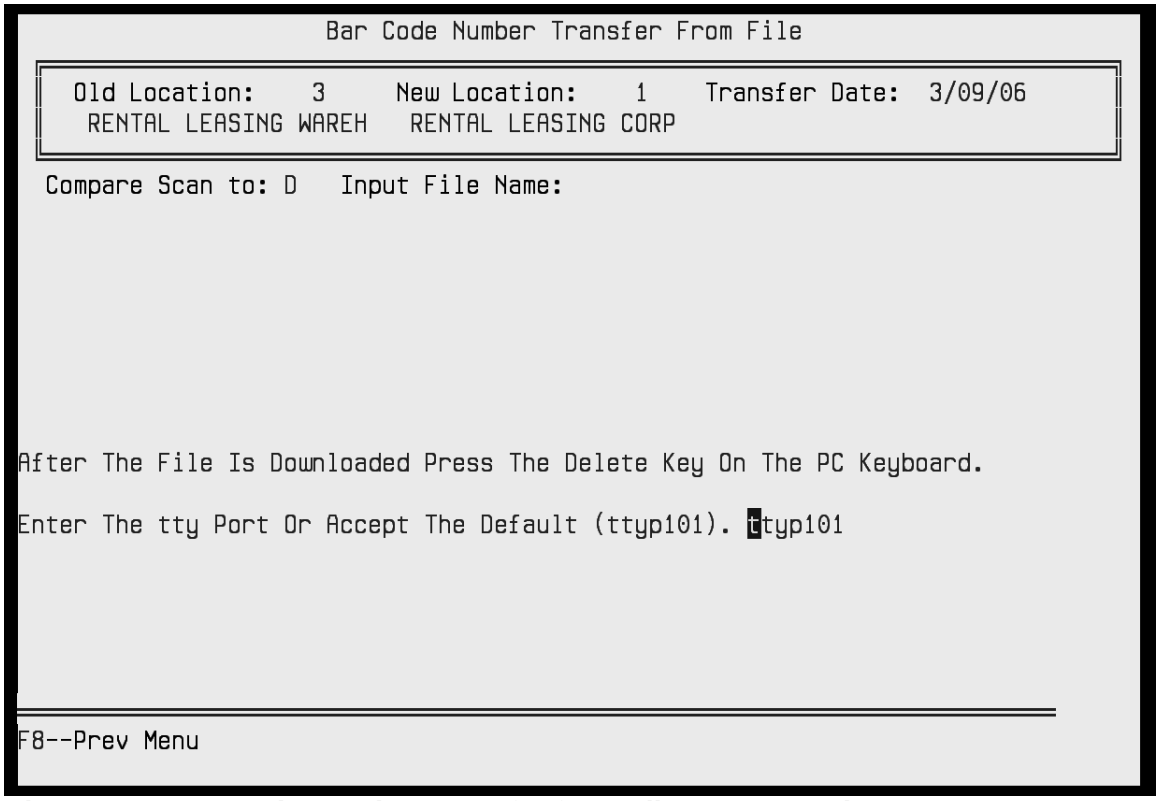

Figure 2-66 Bar Code Number Transfer from File Screen Option D

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Compare Scan to Input File Transfer

Enter an I and press the ENTER key, your cursor will stop at Input File Name. Since you are selecting compare to scan input file, you will need to know where the downloaded 'transfer' file resides. If you are using a collection device other than the PDT3100 and you selected I, you will need to enter the input file "transfer" that was created previously in the download process. The file is called "TRANSFER" and this transfer file will reside on the same login that you did the download process with. It is recommended that you are logged in to 'transfer' with the same login that was used to 'download' and build the transfer file with. See Figure 2-67.

Note: When using the input file option the first 10 characters of the file must contain the number you want to transfer.

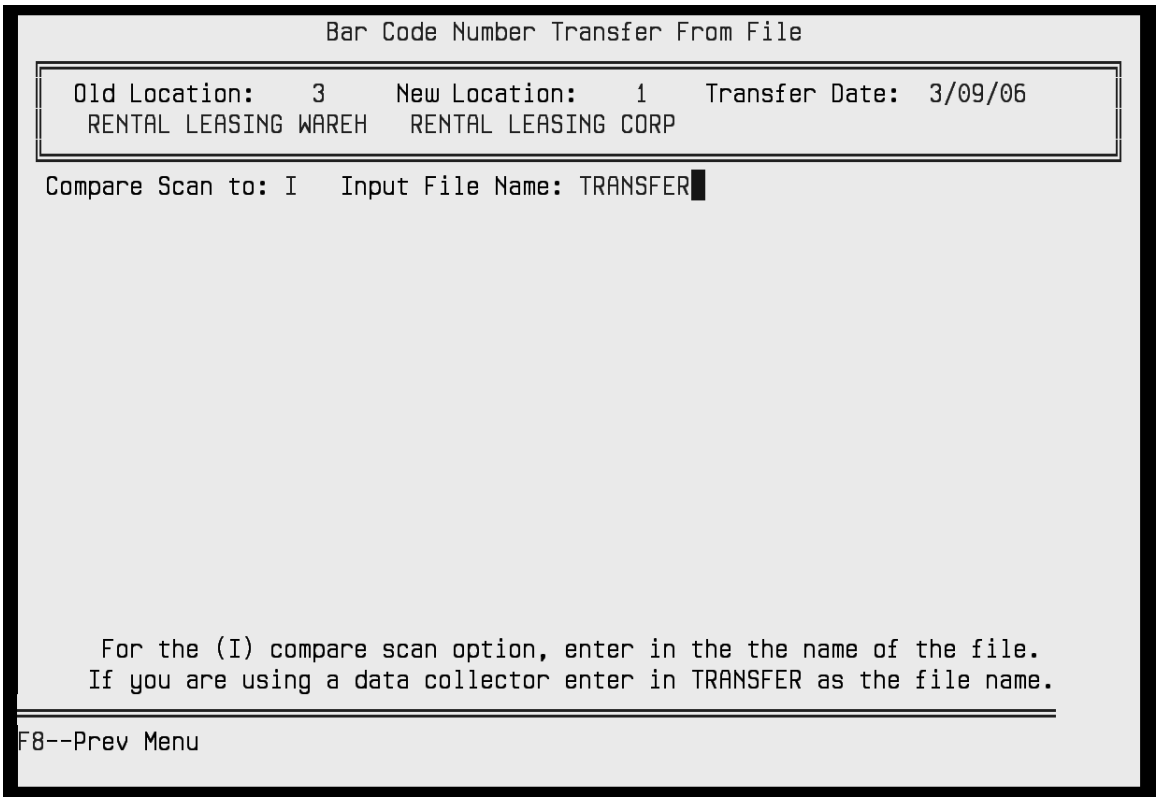

Figure 2-67 Bar Code Number Transfer from File Screen Option I

Enter the Input file Name and press the ENTER key. You will then be prompt "Any Changes: N". If you have no more changes to this screen, press the ENTER key. If you need to correct something on this screen, type Y for yes, make your changes. When the "Any Changes: N" prompt displays and you press the ENTER key to accept the default of N for no, your screen will change to resemble the screen in Figure 2-68. The process of loading file for transfer is occurring. When it is complete, receipts will print.

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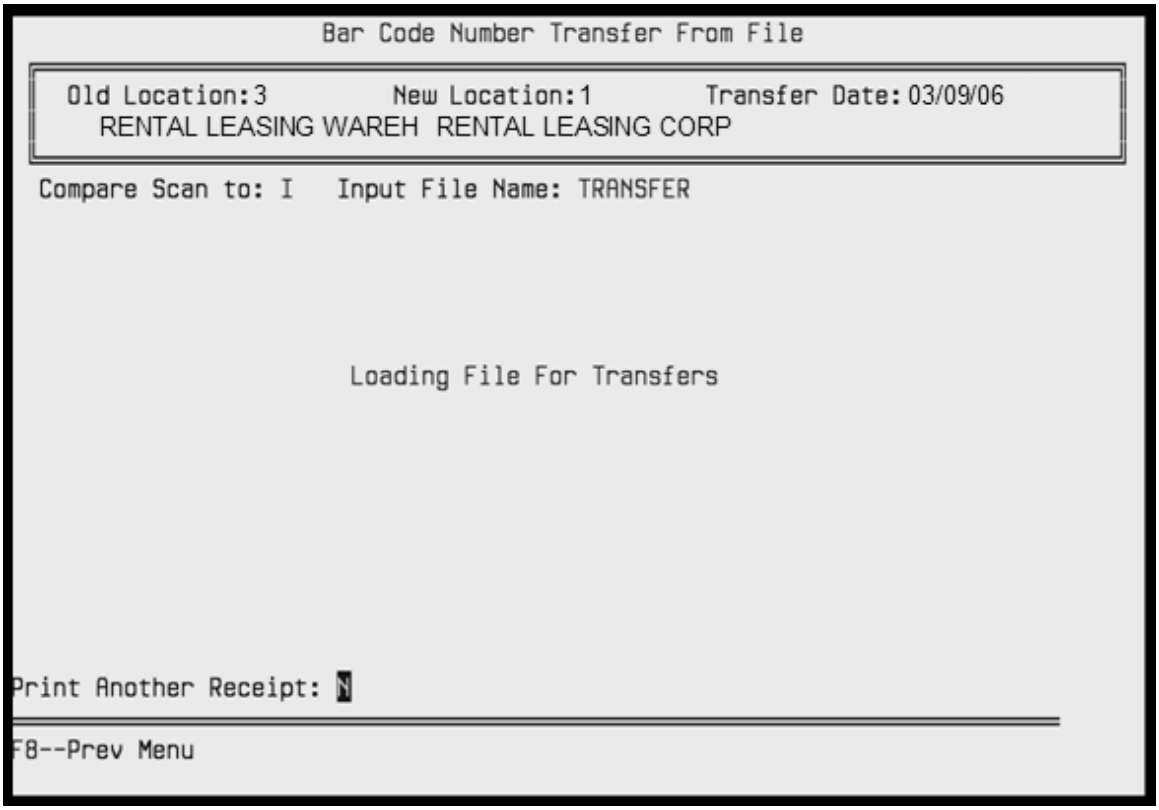

Figure 2-68 Bar Code Number Transfer from File Screen Option I loading transfers

Connect the portable device you are using to transfer inventory with. Use the command key or scan the barcode which "Downloads Inventory". You will now see the barcode numbers scan on the screen. When the download process is complete, press your command key or press the F8 key to print the transfer receipt(s).

Item To/From Service (Transfer Type Option 7)

To transfer service inventory, select option 7, Item To/From Service from the Transfer Inventory Location Screen, see Figure 2-2. The cursor will now be resting on Old Location. Enter the location number where the inventory is coming from (4 characters, example 0001). If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from.

The cursor will now be on New Location. Type in the location number for where you want the inventory to go

Note: You MUST transfer to a location that was setup as a service location in location maintenance (LOCMNT).

If you don't know the location number, press the ENTER key and you will see a window showing options you may choose from. Enter the date of transfer or press the ENTER key for today's date. The screen will then prompt "Any Changes". If you need to make changes, do so. If not, press the ENTER key to accept the default of N for no. The screen will now change slightly, see Figure 2-69.

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The cursor will now advance to the Service Notes. Enter the service notes. Advance the cursor to the Ticket Nbr to Service: field. Enter the ticket number to service if there is one; otherwise, press the ENTER key to advance to the next field. Enter the ticket number coming from service is there is one; otherwise press the ENTER key to advance to the next field.

Note: Service notes are not stored by the system and are printed on the transfer receipt only. Please keep a hard copy of the transfer receipt if you need the notes for your records.

Once you have completed this section, press the F9 key and you will get the prompt "Any More Changes: N". If you have completed this section, press the ENTER key to accept the default of N for no.

On the next screen, enter the serial number. See Figure 2-69.

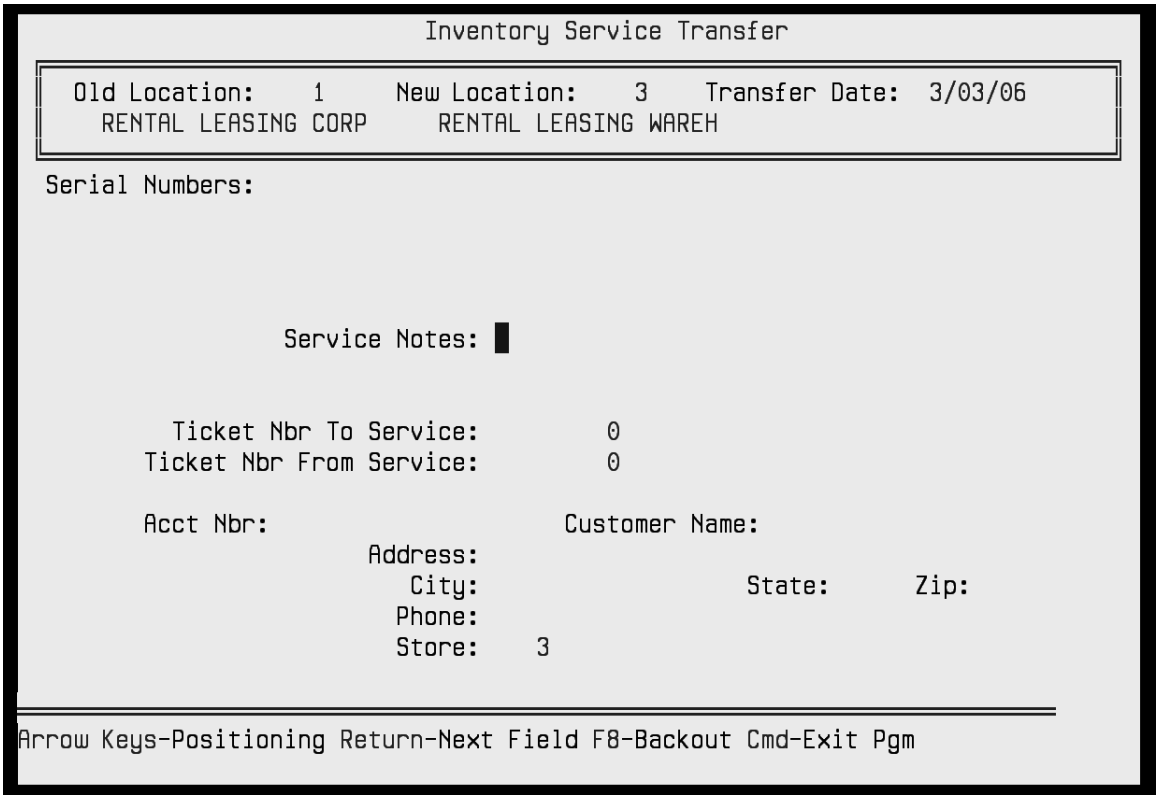

Figure 2-69 Inventory Service Transfer Screen

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Print Barcode Labels - BCLABELS

There are three selections on the Print Barcodes Menu. See Figure 2-70. Using the up and down arrow keys, highlight the menu item you want to select and press the ENTER key.

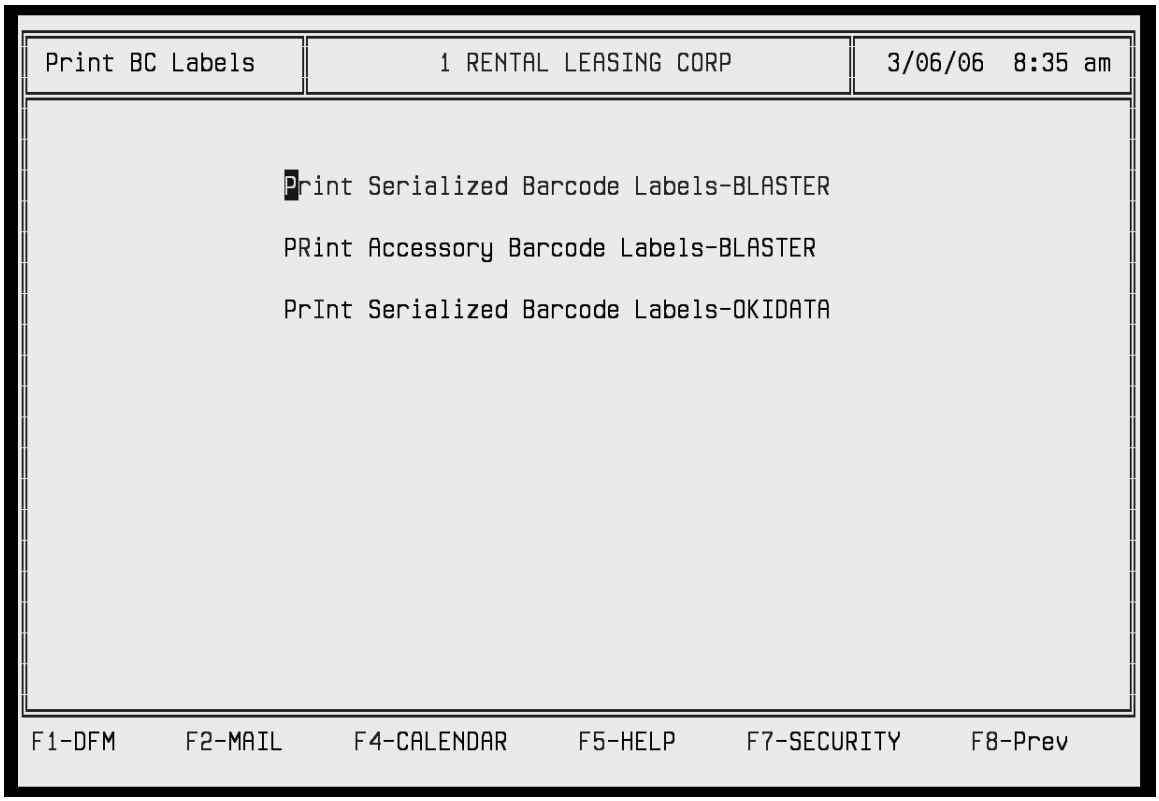

Figure 2-70 Print Barcodes Menu

Once you select the menu item, the next screen will prompt for the Printer or File Pathname. Change the printer or file pathname or press the ENTER key to accept the default printer. You will now be prompted for "Separate Locations". Accept the default of N for no at this prompt unless you want to separate locations into different files which you would change this prompt to Y for yes. Press the ENTER key. See Figure 2-71.

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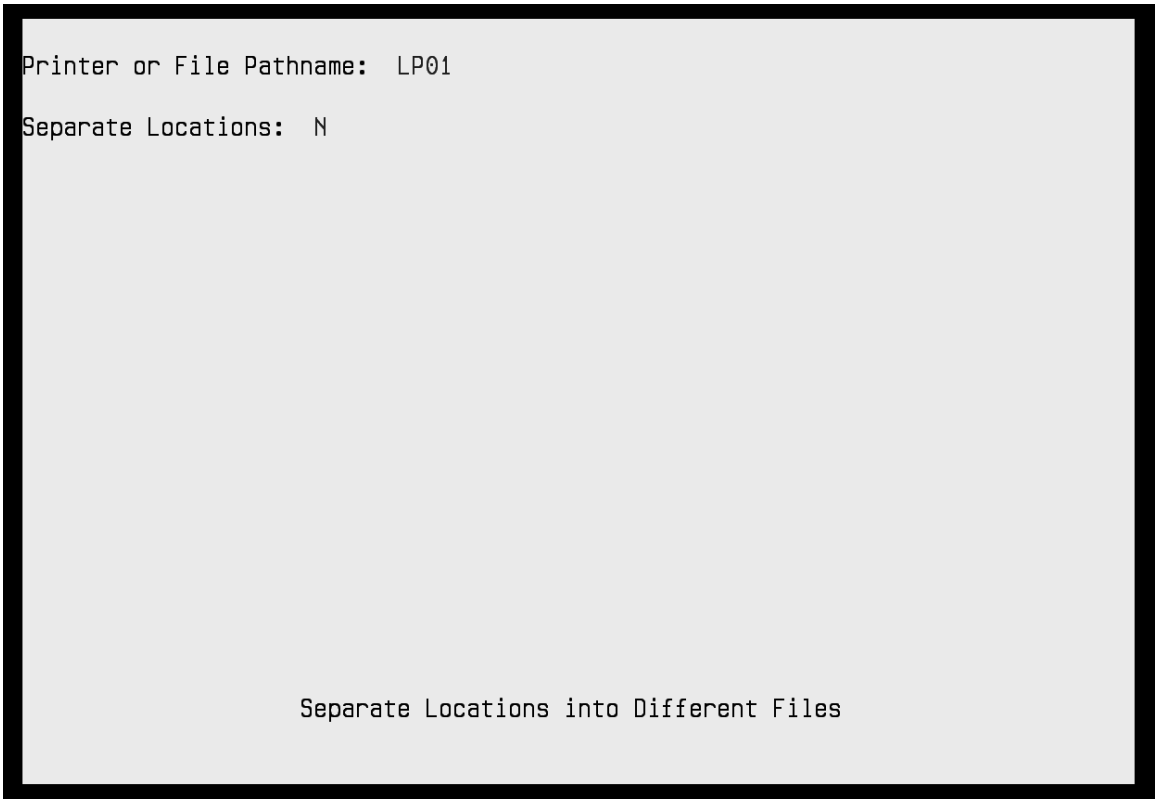

Figure 2-71 Printer or File Pathname Screen

Print Serialized Barcode Labels

Once you enter through the printer/file pathname screen, a screen similar to Figure 2-72 will appear. Enter the information necessary to print the serialized labels.

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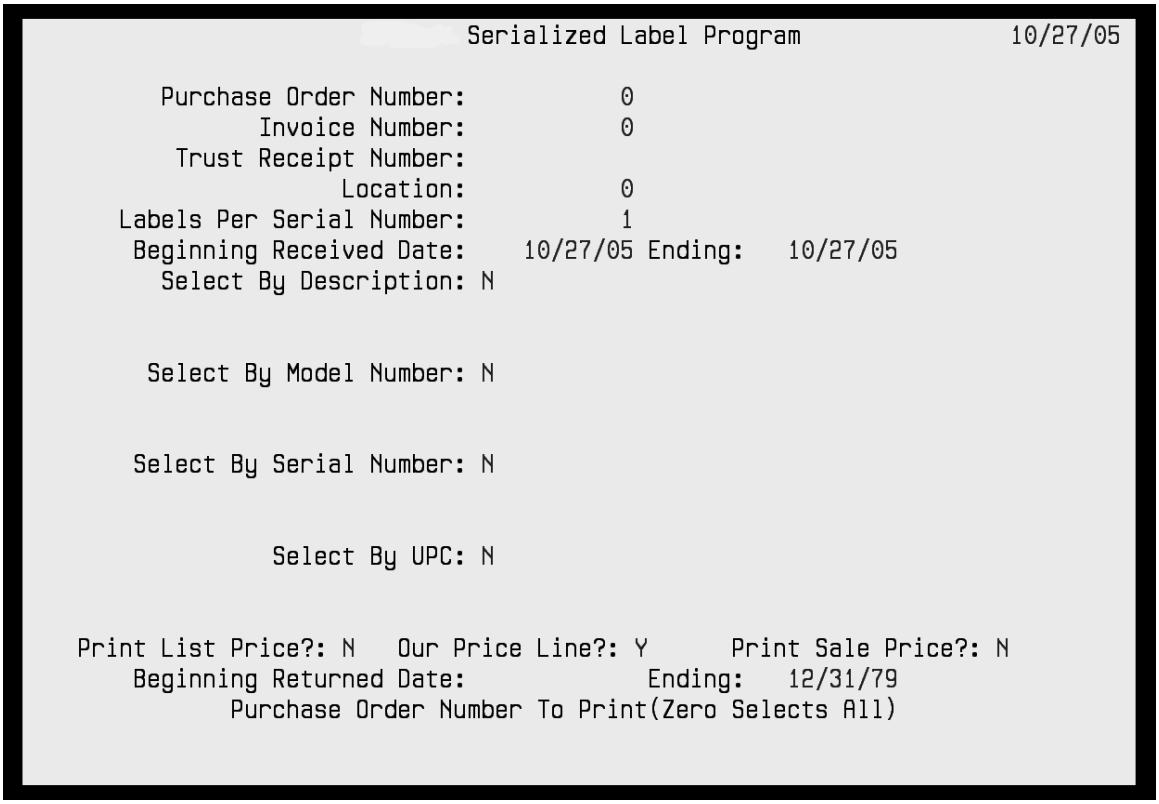

Figure 2-72 Serialized Label Program Screen

PURCHASE ORDER NUMBER Enter the purchase order number to print the bar code label for or leave as 0 (zero) to select all the purchase order numbers.

INVOICE NUMBER Enter the invoice number to print the bar code label for or leave as 0 (zero) to select all the invoice numbers.

TRUST RECEIPT NUMBER Enter the trust receipt number to print the bar code label for or leave as 0 (zero) to select all the trust receipt numbers.

LOCATION Enter the location to print the bar code label.

LABELS PER SERIAL NUMBER Enter the number of labels to print for each serial number.

BEGINNING RECEIVED DATE ENDING Print a label for every item received in this date range.

SELECT BY DESCRIPTION Enter a 'Y' to print a label based on the description(s) you select here. Enter up to three descriptions.

SELECT BY MODEL NUMBER Enter a 'Y' to print a label based on the model number(s) you select here. Enter up to eight model numbers.

SELECT BY SERIAL NUMBER Enter a 'Y' to print a label based on the serial number(s) you select here. Enter up to five serial numbers.

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SELECT BY UPC Enter a 'Y' to print a label based on the UPC code(s) you select here. Enter up to three UPC codes.

PRINT LIST PRICE Enter a 'Y' to print labels based on your price line.

OUR PRICE LINE Enter a 'Y' to print labels based on your price line.

PRINT SALE PRICE Enter a 'Y' to print the sale price on the label for that model number.

BEGINNING RETURNED DATE ENDING Print a label for every item returned in this date range.

When prompted for "Any Changes: Y", press ENTER if you want to make changes to your selection, press N for no and the labels will print. See Figure 2-73.

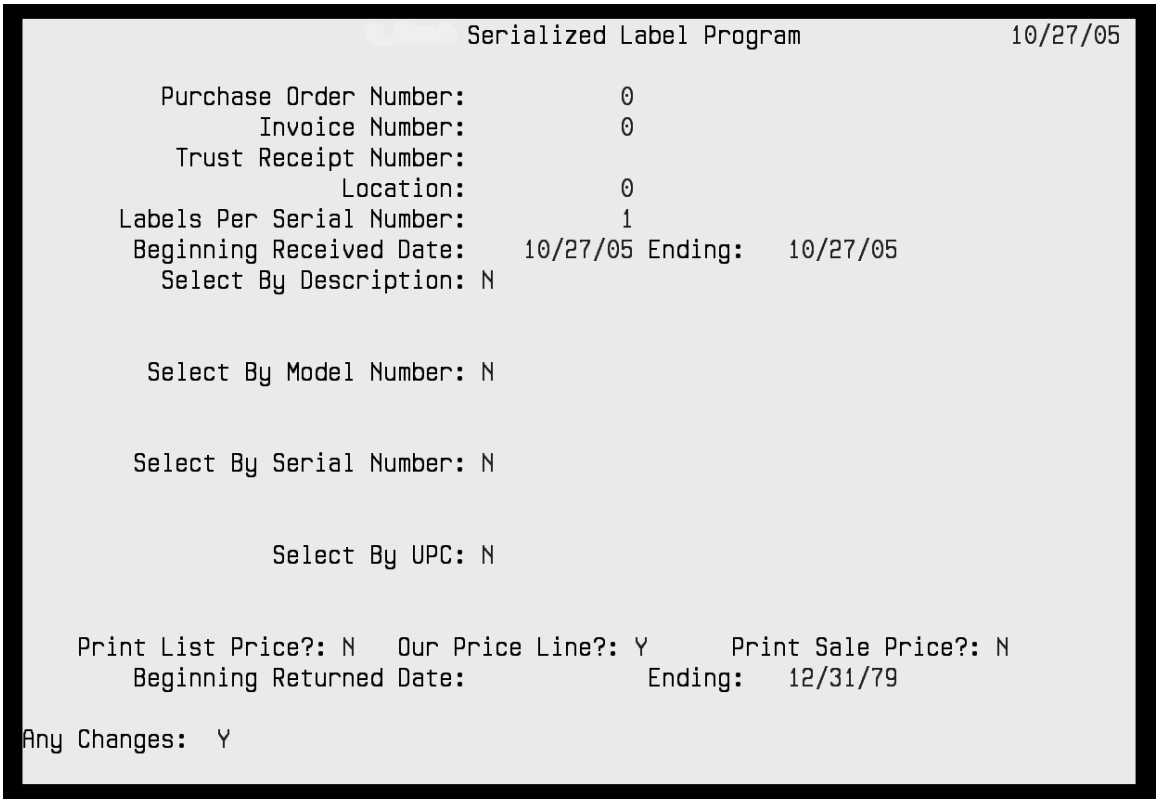

Figure 2-73 Serialized Label Program Any Changes prompt

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Print Accessory Barcode Labels

Once you enter through the printer/file pathname screen, a screen similar to Figure 2-74 will appear. Enter the information necessary to print the accessory inventory labels.

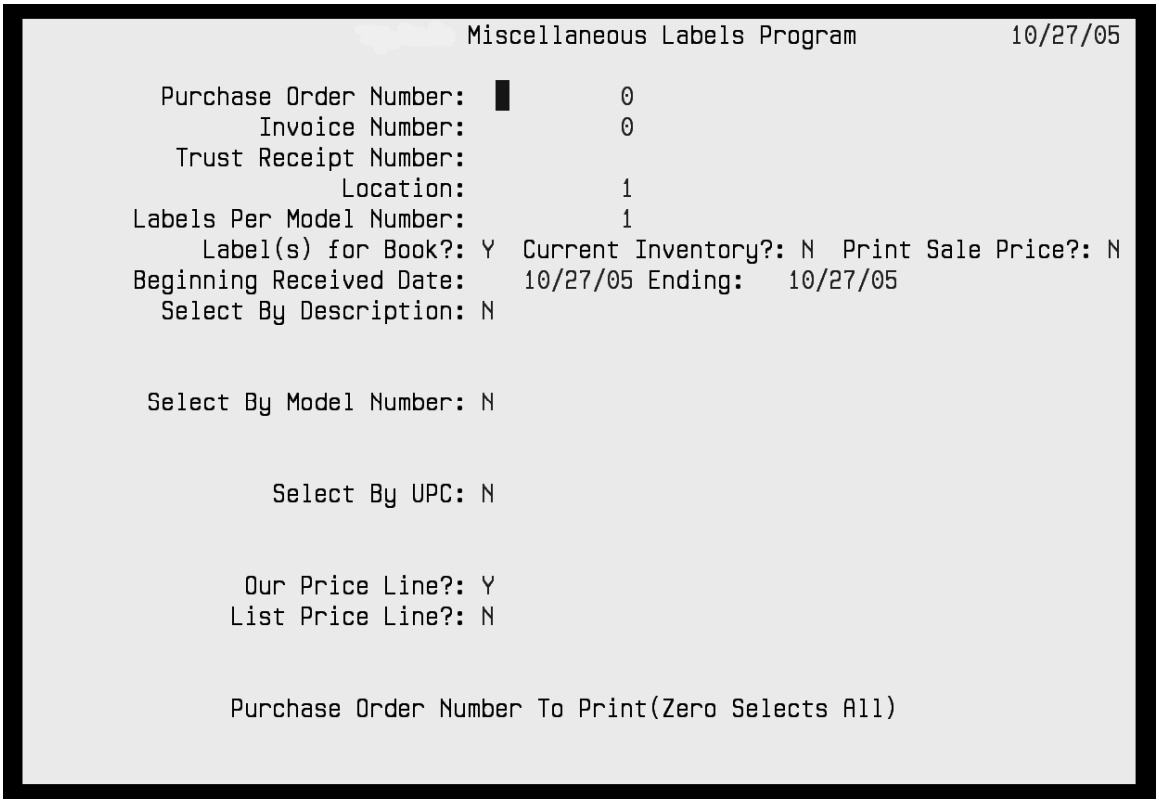

Figure 2-74 Miscellaneous Labels Program Screen

PURCHASE ORDER NUMBER Enter the purchase order number to print the bar code label for or leave as 0 (zero) to select all the purchase order numbers.

INVOICE NUMBER Enter the invoice number to print the bar code label for or leave as 0 (zero) to select all the invoice numbers.

TRUST RECEIPT NUMBER Enter the trust receipt number to print the bar code label for or leave as 0 (zero) to select all the trust receipt numbers.

LOCATION Enter the location to print the bar code label.

LABELS PER MODEL NUMBER Enter the number of labels to print for each model number.

LABEL(S) PER BOOK Enter 'Y' to print one label for each model number.

CURRENT INVENTORY Enter 'Y' to print a label(s) for every item quantity currently on hand.

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PRINT SALE PRICE Enter a 'Y' to print the sale price on the label for that model number.

BEGINNING RECEIVED DATE ENDING If Label(s) for Book and Current Inventory is an N, print a label for every item received in this date range.

SELECT BY DESCRIPTION Enter a 'Y' to print a label based on the description(s) you select here. Enter up to three descriptions.

SELECT BY MODEL NUMBER Enter a 'Y' to print a label based on the model number(s) you select here. Enter up to eight model numbers.

SELECT BY UPC Enter a 'Y' to print a label based on the UPC code(s) you select here. Enter up to three UPC codes.

OUR PRICE LINE Enter a 'Y' to print labels based on your price line.

LIST PRICE LINE Enter a 'Y' to print labels based on the list price line.

When prompted for "Any Changes: Y", press ENTER if you want to make changes to your selection, press N for no and the labels will print. See Figure 2-75.

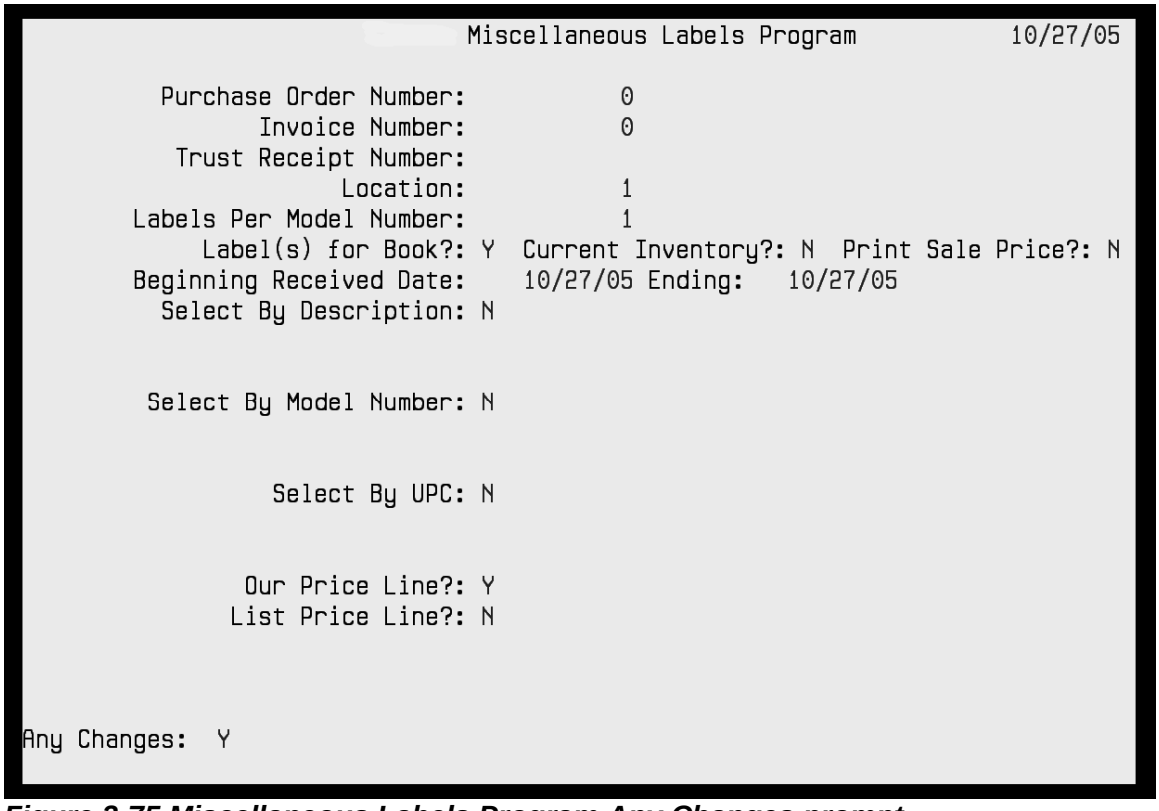

Figure 2-75 Miscellaneous Labels Program Any Changes prompt

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Examples of Miscellaneous and Serialized Barcode Labels

Figure 2-76 Examples of Miscellaneous and Serialized Barcode Labels

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Print Serialized Barcode Labels – OKIDATA

When and if you need to print inventory labels on an OKI Microline printer, select the option “Print Inventory Labels-OKI OKIINLBL” off the Inventory Functions Menu. The Inventory Functions Menu resides on the RTR Store Menu (RTRSTORE).

The next screen you will see the Printer or File Pathname screen, see Figure 2-77.

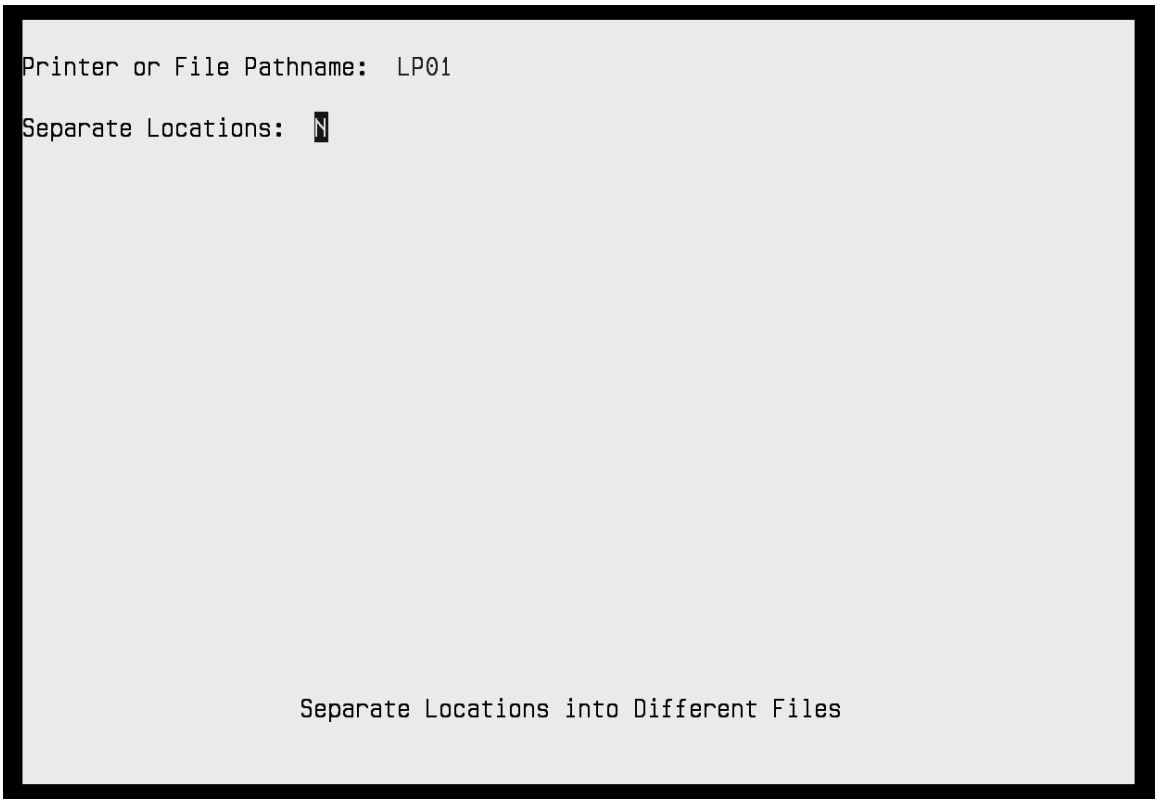

Figure 2-77 Printer or File Pathname Screen

Change the printer or file pathname or press the ENTER key to accept the default printer. You will now be prompted for “Separate Locations”. Accept the default of N for no at this prompt unless you want to separate locations into different files which you would change this prompt to Y for yes. Press the ENTER key. See Figure 2-78.

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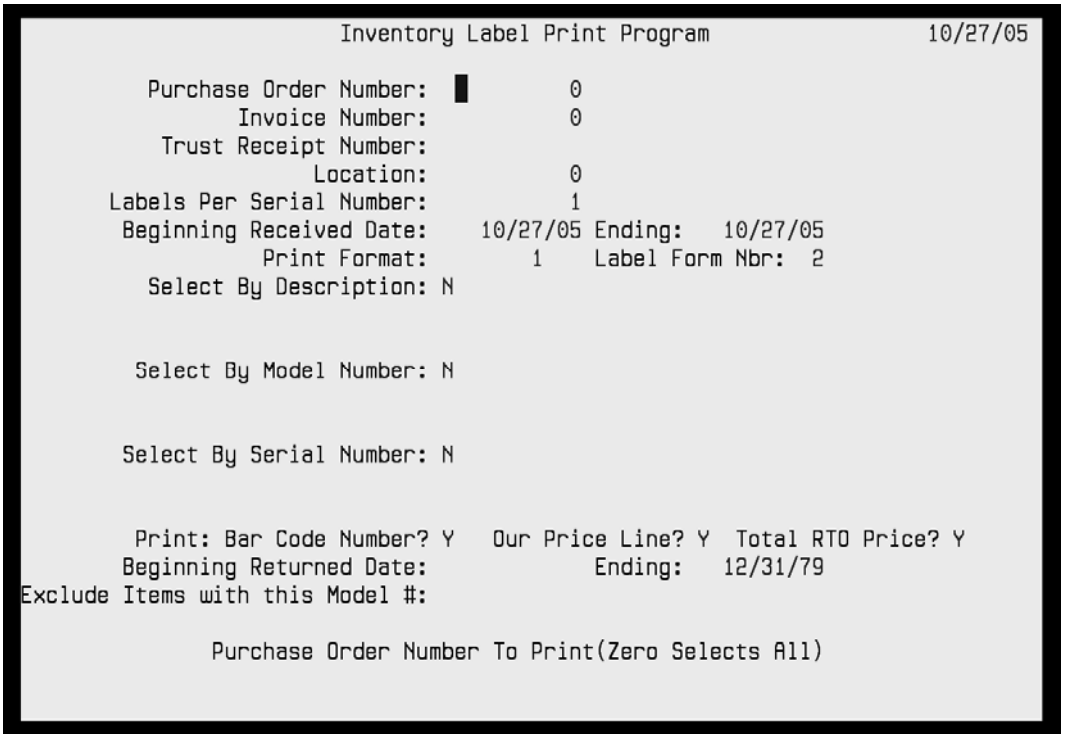

Figure 2-78 Inventory Label Print Program Screen

PURCHASE ORDER NUMBER Enter the purchase order number to print the bar code label for or leave as 0 (zero) to select all the purchase order numbers.

INVOICE NUMBER Enter the invoice number to print the bar code label for or leave as 0 (zero) to select all the invoice numbers.

TRUST RECEIPT NUMBER Enter the trust receipt number to print the bar code label for or leave as 0 (zero) to select all the trust receipt numbers.

LOCATION Enter the location to print the bar code label.

LABELS PER SERIAL NUMBER Enter the number of labels to print for each serial umber.

BEGINNING RECEIVED DATE ENDING Print a label for every item received in this date range.

PRINT FORMAT Make the appropriate selection.
1=RTO Yellow
2=Retail
3=California RTO
4=RTR
5=ColorTyme
6=Tire
7=Music

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LABEL FORM NBR Select either (**1**) 3 Across (**2**) 2 Across for the printing of the labels on the label forms.

SELECT BY DESCRIPTION Enter a 'Y' to print a label based on the description(s) you select here. Enter up to three descriptions.

SELECT BY MODEL NUMBER Enter a 'Y' to print a label based on the model number(s) you select here. Enter up to eight model numbers.

SELECT BY SERIAL NUMBER Enter a 'Y' to print a label based on the serial number(s) you select here. Enter up to five serial numbers.

PRINT BAR CODE NUMBER Enter a 'Y' to print the bar code numbers on the labels.

OUR PRICE LINE Enter a 'Y' to print labels based on your price line.

TOTAL RTO PRICE Enter a 'Y' to print the total RTO price on the label for that model number.

BEGINNING RETURNED DATE ENDING Print a label for every item returned in this date range.

EXCLUDE ITEMS WITH THIS MODEL # Enter a starting alphabetic letter or a number to exclude model numbers starting with this letter or number.

When prompted for "Any Changes: Y", press ENTER if you want to make changes to your selection, press N for no and the labels will print. See Figure 2-79.

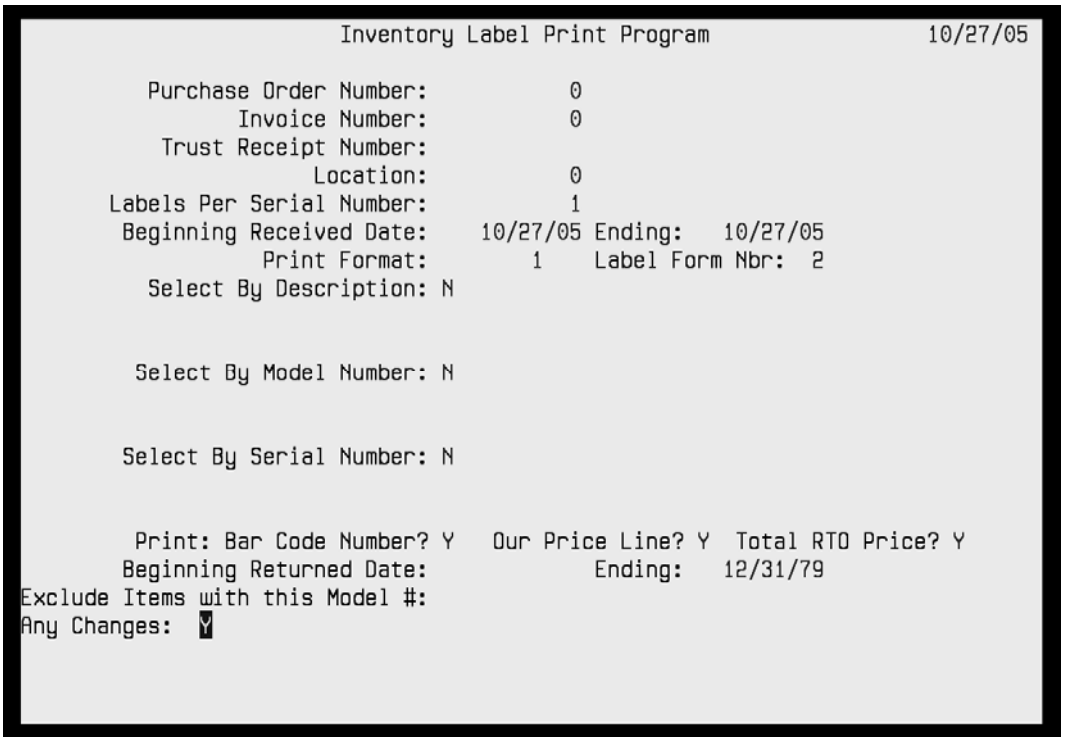

Figure 2-79 Inventory Label Print Program Any Changes prompt

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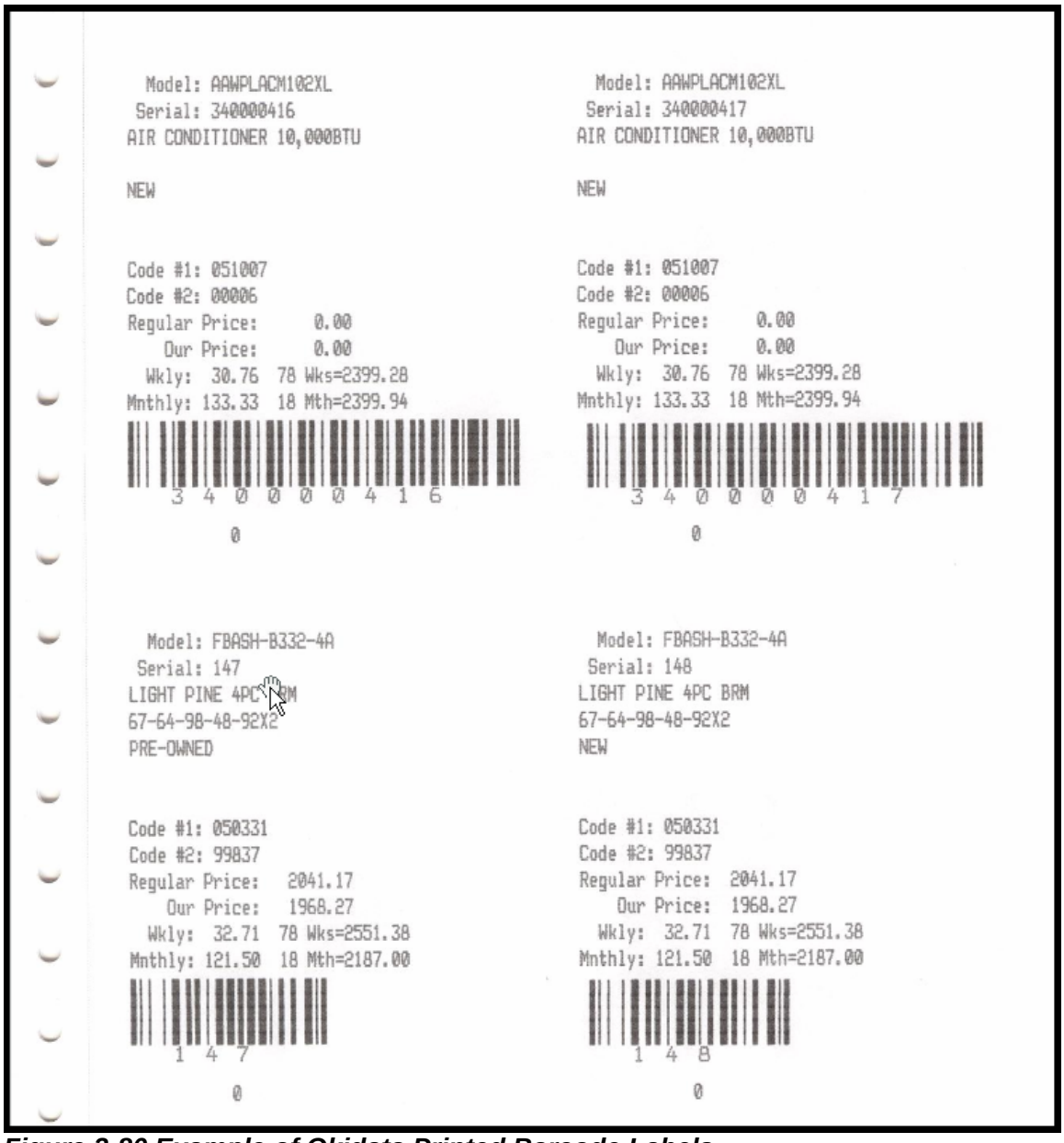

Figure 2-80 Example of Okidata Printed Barcode Labels

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Print Inventory on Order - POSRPT

To print inventory on order, select (highlight) the Inventory Functions Menu Item "Print Inventory on Order" and press the ENTER key. The following screen will appear as seen in Figure 2-81.

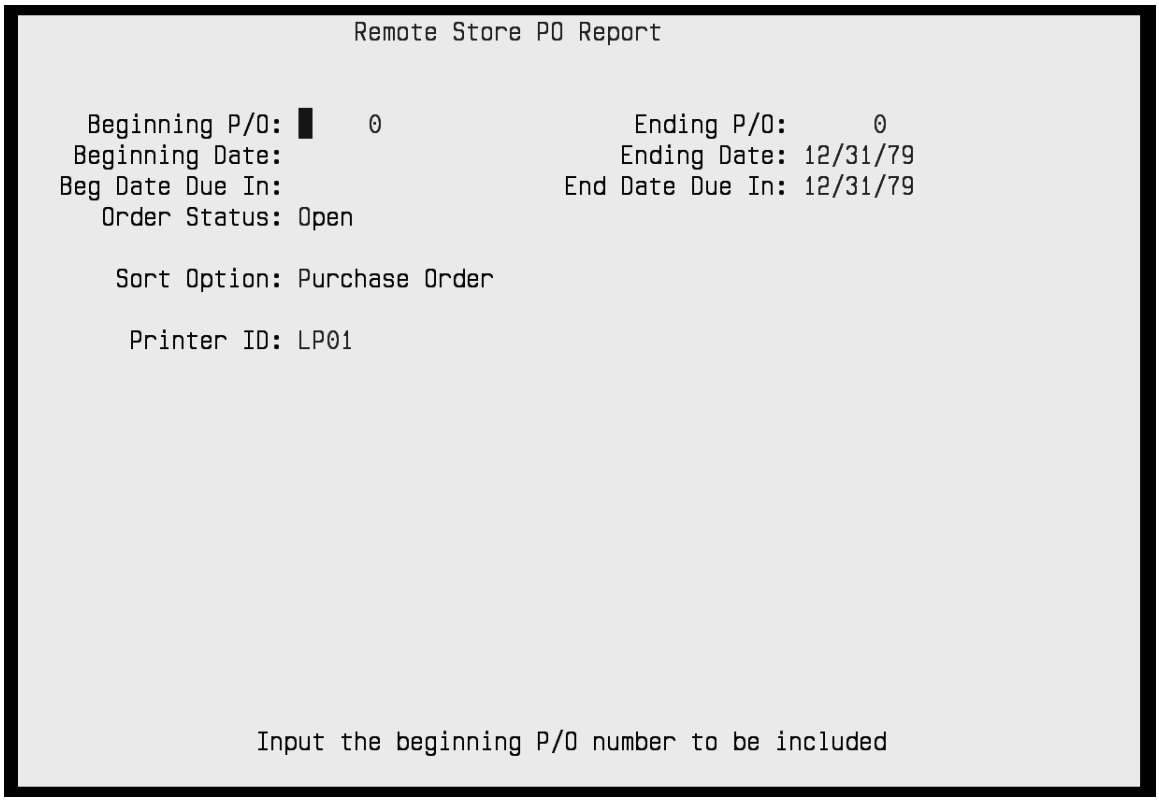

Figure 2-81 Print Inventory on Order Screen

BEGINNING P/O Enter the purchase order number to begin the range to include on the report.

ENDING P/O Enter the purchase order number to end the range to include on the report

BEGINNING DATE **ENDING DATE** Enter the beginning and ending dates for the purchase order report data.

BEG DATE DUE IN **END DATE DUE IN** Enter the beginning and ending dates due in for the purchase order report data.

ORDER STATUS Select one of the following selections for Status:
(**O**)pen
(**B**)ack
(**C**)ancelled
(**R**)eceived
(**A**)ll

SORT ORDER Select one of the following for the sort order.

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(P)urchase Order
(D)ate Due In
(M)odel Number

PRINTER ID The report can be output to a printer or spooled to a disk file. This disk file can be viewed by using the Show File utility.

When all the selections are entered, press the F9 key and you will get a prompt "Any More Changes: N". Enter a Y if you need to make corrections or press the ENTER key to run the report to printer or file you designated. See Figure 2-82 for an example report.

Date: 3/09/06 Remote Store Purchase Order Report Store: 1 Page: 1

PO NUMBER	ORDERED	MODEL NUMBER	DESCRIPTION	In Purchase Number Order	Open POs RECEIVED	CANCEL	COST	REQUIRED	SHIPTO
8	5/05/04	FLASH40103 38/35	SAN MARINO BARK	3	0	0	1031.480	5/15/04	3
8	5/05/04	FLASH40400 36/35	MREANO BLACK FULL SLEEPER &	2	0	0	822.480	5/15/04	3
8	5/05/04	FLASH40603 38/20	SIENNA SADDLE SOFA/CHAIR	3	0	4	866.980	5/15/04	3
10	5/05/04	FLASH40603 38/20	SIENNA SADDLE SOFA/CHAIR	3	0	0	866.980	5/15/04	3
10	5/05/04	FLASH52408 38/20	PARKWAY TAUPE	3	0	5	524.480	5/15/04	3
12	12/20/04	DELIVERY	DELIVERY	100	0	0	1.000		1
13	12/21/04	DELIVERY	DELIVERY	100	1	0	1.000		1
16	3/04/05			7	0	0	0.000		1
17	3/09/05	FLASH40103 38/35	SAN MARINO BARK	20	0	0	1031.480	3/20/05	3
19	3/31/05	FBASH-B332-4A	LIGHT PINE 4PC BRM	8	3	0	728.990		1
20	3/31/05	TV ANTENNA	TV ANTENNA	1	0	0	50.000		1
21	3/31/05	FBASH-B332-4A	LIGHT PINE 4PC BRM	5	0	3	728.990	3/31/05	340
23	8/31/05	FBASHB201-5	5PC QUEEN RETRO METAL HIGH	10	2	0	384.490		1
24	9/15/05	FLASH40103 38/35	SAN MARINO BARK	8	6	0	1031.480		1
386	11/15/02	FLUND3005/880	RED W/ ACCENT CHAIR	1	0	0	414.000		340
386	11/15/02	FLUND1555	BLUE	1	0	0	399.000		340
386	11/15/02	FLUND8505	PUTTY	2	0	0	548.000		340
765	12/10/02	FLUND1555	BLUE	3	0	0	399.000	12/10/02	340
765	12/10/02	FLUND2660	GREY	2	0	0	509.000	12/10/02	340
5527	12/08/03	TMPHI27PT541S	27" STEREO TV/AUTO PICTURE	1	0	0	213.000		340
6053	1/20/04	FYLTC7527-7100	CAR BED W/MATTRESS &	1	0	0	430.000		340
6215	2/05/04	TLRCA36V550T	36" W/VPORT, YPrPb INPUTS	1	0	0	460.000		340
6455	2/17/04	THPHI55PP9363H/17	55" HD WIDE SCREEN PT,	1	0	0	1220.000		340
6562	2/23/04	FYCOL7055	5 DRAWER CHEST	2	0	0	89.990		340
6653	2/26/04	LAASHL404631	BROWN FLOOR LAMP	1	0	0	51.250		340
6653	2/26/04	LAASH305124	BRINDA-PAIR OF LAMPS	1	0	0	60.750		340
6818	3/05/04	FLASH52408 38/20	PARKWAY TAUPE	1	0	0	524.480		340
6927	3/11/04	SHPANSC-HT650	500W,5DISC DVD-BUILT IN	2	0	0	228.000		340
6928	3/11/04	SHSON9HT595S	600W SONY DVD/VCR HOME	2	0	0	450.000		340
6928	3/11/04	SHTKW13HT120	300W HOME THEATER IN A BOX	2	0	0	294.000		340
6928	3/11/04	SSSONLBTXGR600	STEREO SHELF	1	0	0	295.640		340
6928	3/11/04	THSONKP57WS510	57" 16:9 PROJECTION TV	1	0	0	1475.000		340
6976	3/15/04	THPANPT-53WX53	53" 16:9 HDTV MONITOR, SPLIT	2	0	0	1096.580		340
6977	3/15/04	PRDEL2200MP	2200MP PROJECTOR	4	2	0	840.000		340
7177	3/25/04	TIPHI27DVCAR5SS/17	27" TV/VCR/DVD COMBO	1	0	0	390.000		340
7177	3/25/04	THPHI55PP9363H/17	55" HD WIDE SCREEN PT,	1	0	0	1220.000		340
7177	3/25/04	THPHI60PP9363H/17	60" HD WIDE SCREEN, 2 TUNER	1	0	0	1395.000		340
7294	4/02/04	TMPANPV-DF2704	FLAT TUBE 27" TV	2	0	0	364.800		340
7314	4/03/04	FBSTD3950-5	BEDROOM	2	0	0	399.000		340
7314	4/03/04	FBSTD4450-6	6PC LIGHT PINE BEDROOM	1	0	0	579.000		340
7314	4/03/04	FBSTD7250-6	6PC WHITEWASH FINISH W/	1	0	0	779.000		340
7315	4/06/04	RADWA1051-P4 (6X8)	UTOPIA BURGUNDY	1	0	0	77.000		340
7316	4/03/04	JEBOGS6254E-Y	SOLITAIRE ROUND 1/4CT 14K	1	0	0	284.010		340
7317	4/03/04	TMTOS27AF43	27" FLAT MTS DBX STEREO	1	0	0	278.320		340
7317	4/03/04	TLTOS32AF43,ST3263	32" FLAT TV W/STAND	2	0	0	492.890		340
7317	4/03/04	TLTOS36A43	36" STEREO TV, NO PIP	1	0	0	451.400		340
7318	4/03/04	FLBRK303-00-10	BLACK SOFA/LOVESEAT	2	0	0	570.000		340
7318	4/03/04	FLBRK312-00-10	LIVING ROOM	1	0	0	571.000		340
7319	4/03/04	PRDEL2200MP	2200MP PROJECTOR	3	0	0	840.000		340

Date: 3/09/06 Remote Store Purchase Order Report Store: 1 Page: 2

PO NUMBER	ORDERED	MODEL NUMBER	DESCRIPTION	In Purchase Number Order	Open POs RECEIVED	CANCEL	COST	REQUIRED	SHIPTO
7319	4/03/04	TWDELW1700 LCD TV	LCD 17" TV	1	0	0	650.000		340
7319	4/03/04	CLDELINSPIRON1100	LAPTOP COMPUTER	2	0	0	960.000		340
7321	4/03/04	FCASHT197/13	CHERRY & GLASS W/ BLK LEGS	1	0	0	127.240		340
7321	4/03/04	FLASH66433 35	DURAPELLA COFFEE LOVESEAT	1	0	0	262.490		340
7321	4/05/04	FLASH6152214203539	4PC.DURAPELLA KHAKI LRM	1	0	0	962.210		340
7341	4/05/04	JEBOGF0210G-Y	FASHION HEART SHAPED 1/4 CT	1	0	0	153.050		340
7353	4/06/04	FLASH86202 35	BRUSHED CANVAS BASIL	1	0	0	214.990		340

Report Total: 86,987.28

Figure 2-82 Example of an Inventory On Order Report

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Look Up Inventory to add Package comments – INVMNT

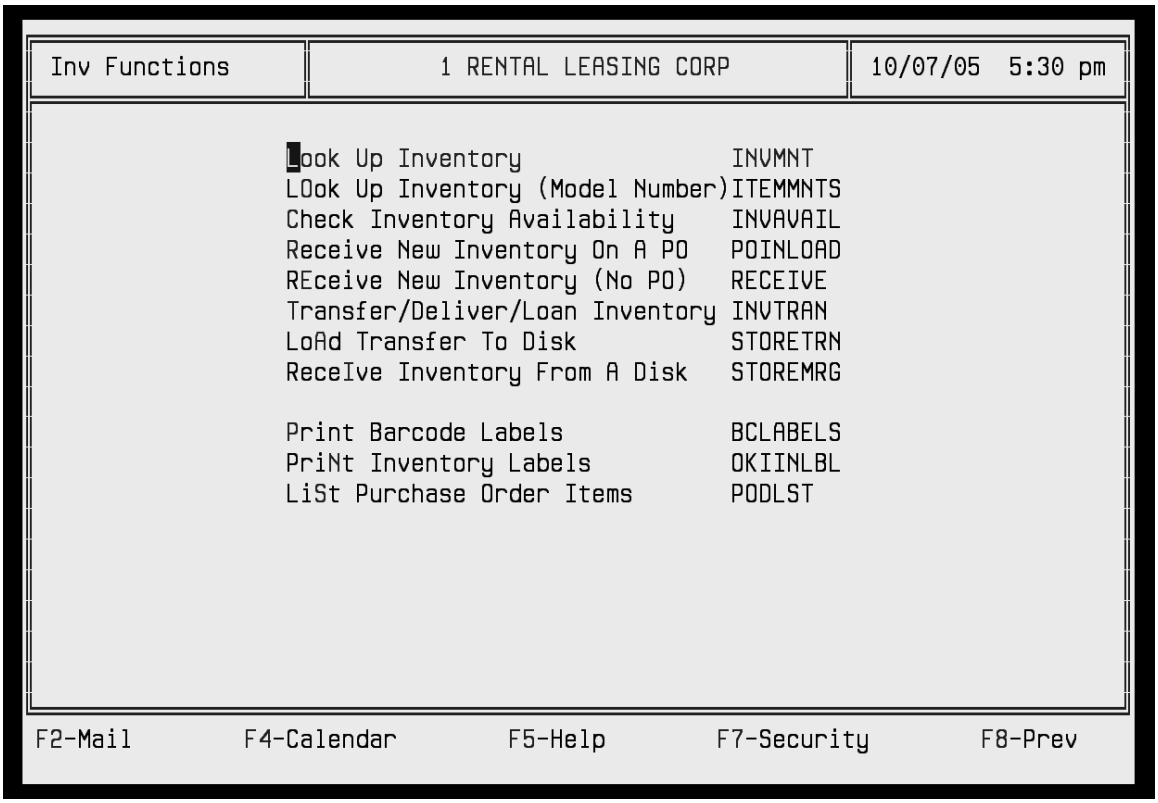

Figure 2-83 Look Up Inventory Option

When you select the “Look Up Inventory” option to inquire on inventory off of the Inventory Functions Menu, see Figure 2-83, you will see a screen similar to Figure 2-84.

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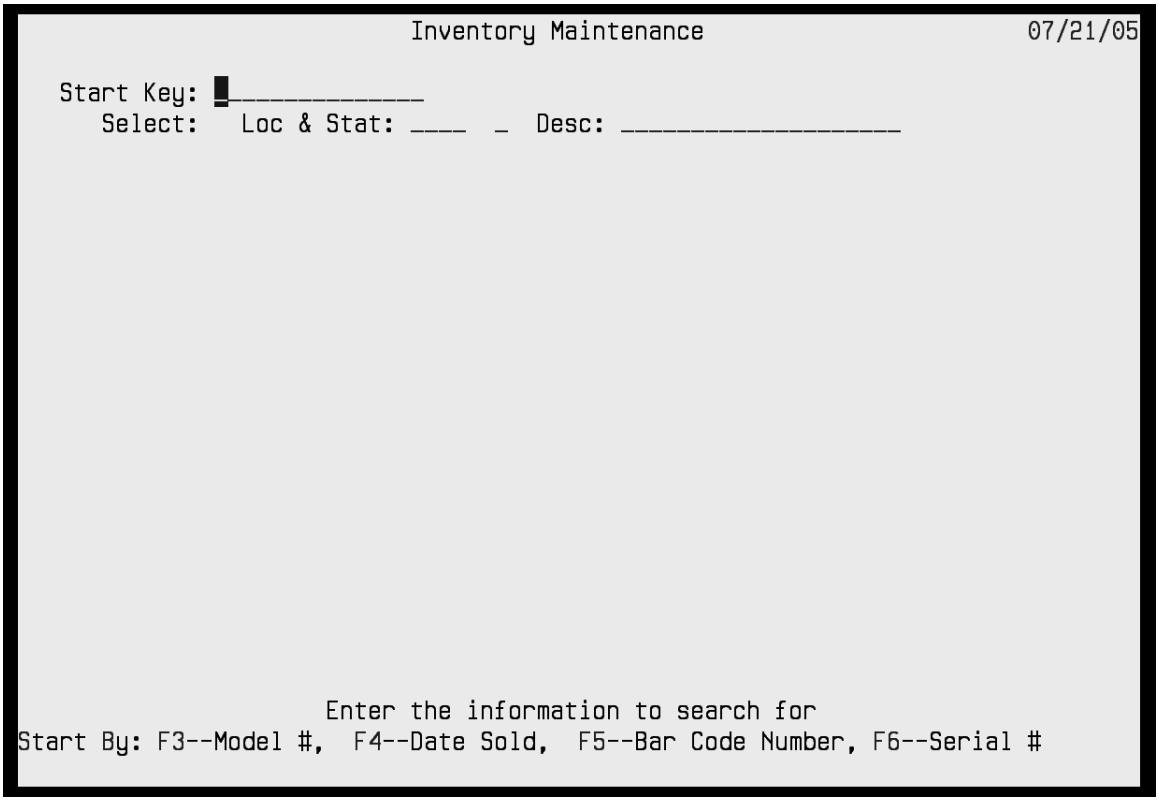

Figure 2-84 Inventory Maintenance Screen

START KEY Enter the full or partial key (the key can be the model number, bar code number or serial number). Once you enter the full or partial key, press the appropriate function key (shown at the bottom of the screen).

LOC If you want the computer to list the inventory on a certain location only, enter that location number.

STAT If you want to list inventory by status, enter the status here. You may also enter I to list all Idle or available inventory. Valid statuses are:

N = New
R = Returned
O = On Rent
D = Demo/Loaner
C = Returned for Store Credit
S = Sold
P = Paid Out
E = Early Buyout
B = Store Burglary
L = Store Loss
X = Charged Off
Y = Skipped/Stolen
Z = Junked

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DESC If you want the computer to list the inventory based on a certain description, enter that description here.

The inventory file may be viewed in one of several sort orders including model number, bar code number or serial number depending on what function key you press (see bottom of screen) to start the list by. Type in a few characters of the model number and press the F3 key to get a list of inventory pieces in model number order beginning with the characters you just entered. In this same fashion, you can list by bar code or serial number as well. The other fields, loc, stat and desc can be used as filters to further reduce the scope of the list. For instance, at desc, you can enter 'AIR CONDITIONER' and press the F3 key to get a list of all of your inventory described as Air Conditioner in model number order.

The screen will display a list of units based on what you asked for as seen in Figure 2-85. It will display the model number, serial number, location, status, description, date received and date sold (or last sold if it is in stock). At the bottom of the screen, you will see the regular price, sale price, monthly & weekly payments & payment terms for the item on which you have highlighted.

```
                          Inventory Maintenance                        03/03/06

   Start Key: FL
      Select:   Loc & Stat:          Desc:
Model Number       Serial Nbr  Loc Stat Description          Received Sold
FLASH40103 38/35   111112        1  N   SAN MARINO BARK       9/15/05
FLASH40103 38/35   123344        1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   222111        1  N   SAN MARINO BARK       9/15/05
FLASH40103 38/35   223343     9340  O   SAN MARINO BARK       9/14/05  9/14/05
FLASH40103 38/35   23432423      1  N   SAN MARINO BARK       9/15/05
FLASH40103 38/35   2343243       1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   32432      9340  O   SAN MARINO BARK       9/14/05 10/01/05
FLASH40103 38/35   324324        1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   3454344       1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   443222        1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   54210      9340  S   SAN MARINO BARK       5/11/04  5/11/04
FLASH40103 38/35   5434534       1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   556663        1  N   SAN MARINO BARK       9/14/05
FLASH40103 38/35   774645        1  N   SAN MARINO BARK       9/14/05

Reg Prc:  2,888.144 Sale Prc:  2,784.996 Pmt/#M   171.91/ 18 Pmt/#W    46.28/ 78
                     Second Description: SOFA/LOVESEAT

F1-Next Page F2-1st Page F4-Comments F7-Warranty ENTER-Update CMD-Exitl #
```

Figure 2-85 Inventory Maintenance Screen with data listed

To add comments to the inventory item, select the item you want to add comments for and press the F4-Comments key. You will get a screen similar to Figure 2-86.

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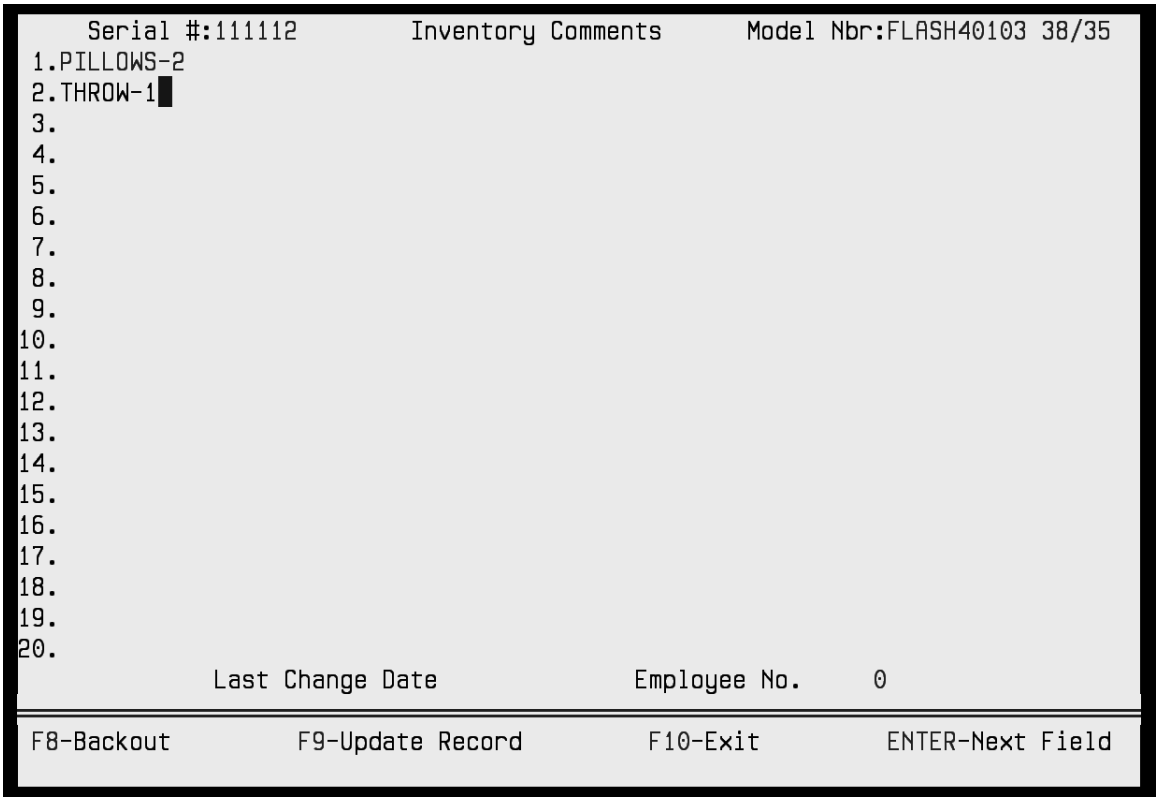

Figure 2-86 Inventory Package Comments Screen

Type in your comments or information related to the packaging of this item. When you are done, press the F9 key to update the record.

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Chapter 3 - Add a RTR Rental Ticket (Quick Quote)

Adding a rental ticket or doing a Quick Quote

Selecting “Adding a rental ticket” or “Quick Quote” off the main Rent to Rent Menu will allow you to do quotes. See Figure 3-1.

Building a customer quote provides you with a method to do quick quote for a customer. A quote is used to generate a pricing document. It does not allocate any inventory. It simply produces a physical document verifying a price for the model selected.

Rent to Rent tickets are processed online in real time. Each data entry field on the quote is validated interactively as it is being keyed.

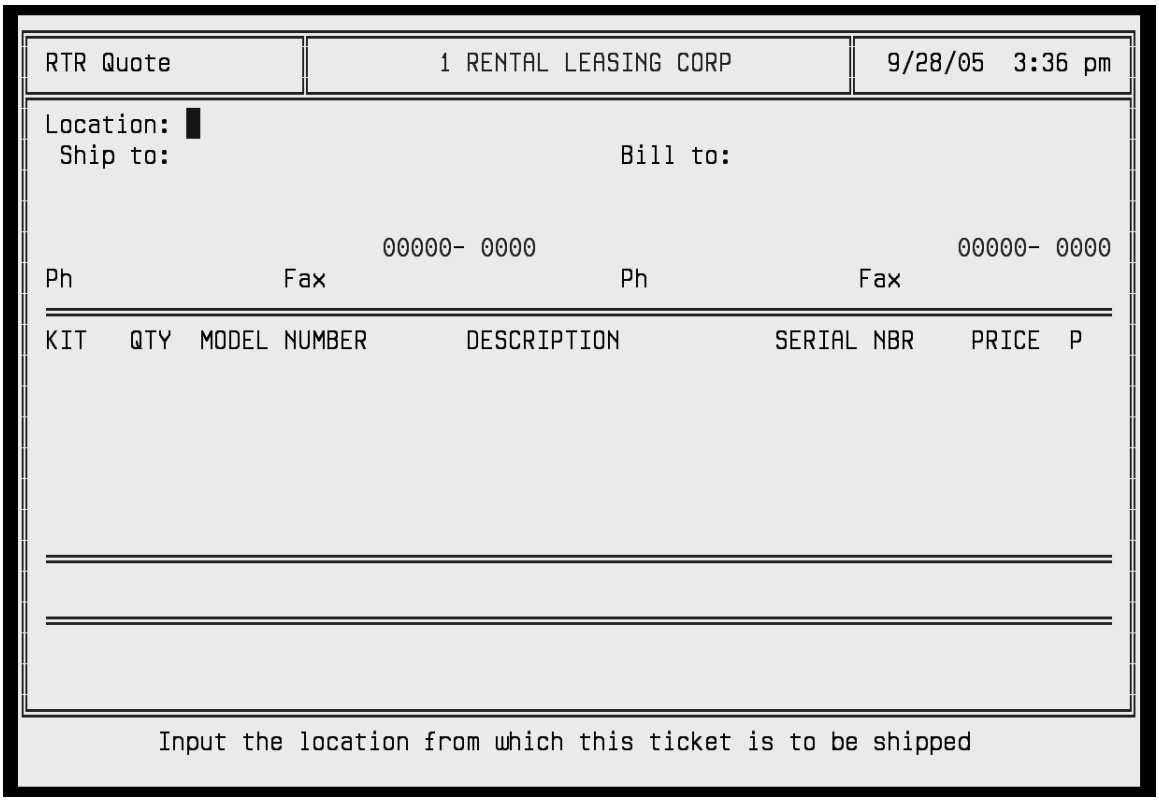

Figure 3-1 Quick Quote Screen

LOCATION Enter your location. If you do not know the location number, press the ENTER key and use the up and down arrow keys to highlight the location from the lookup window. To page through the location selections within the lookup window, you can use the F1 – Forward key or F2-Backward key. To select the highlighted location, press the ENTER key and the location information will populate the location field.

Ship to and Bill to fields

The customer account number is either generated by the system or assigned by you when the customer is originally entered into the system. This customer account

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number remains with the customer as long as the customer has active transactions within the system.

There are two types of customer accounts: SHIP TO and BILL TO. The BILL TO account allows both invoicing and shipment of merchandise, whereas SHIP TO accounts only permit the shipment of merchandise. All credit limit checks are based on the BILL TO account for the rental agreement.

SHIP TO The customer to which the merchandise is being shipped to. Enter the customer last name (whole last name or a partial part of the last name starting with first letter) and press the ENTER key for the lookup window. When the lookup window appears, select the appropriate SHIP TO customer from the look up window by using the up and down arrow keys to highlight the customer name line in the lookup window. To page through the customer names within the lookup window, you can use the F1 – Forward key or F2-Backward key. If the customer is not on file, the new account may be added from within the selection window by pressing the F6 key and filling in the customer information. If there are two customers with the same name, press the F5 key to 'unfold' the customer address to help you select the correct customer. You also have the option to press the F4 key to allow changes to the customer address and other information currently on file.

BILL TO The customer who is actually the recipient of the invoice when it is printed. The BILL TO customer may be the same as the SHIP TO customer. Once the SHIP TO fields are populated, the BILL TO fields will also be populated. If the BILL TO is different, you will need to enter the customer last name (whole last name or part of the last name starting with the first letter) and press the ENTER key for the lookup window. When the lookup window appears, select the appropriate BILL TO customer from the look up window by using the up and down arrow keys to highlight the customer name line in the lookup window. To page through the customer names within the lookup window, you can use the F1 – Forward key or F2-Backward key. If there are two customers with the same name, press the F5 key to 'unfold' the customer address to help you select the correct customer. You also have the option to press the F4 key to allow changes to the customer address and other information currently on file.

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Adding a New Customer while doing a Quick Quote

If the SHIP TO or BILL TO customer is not on file, the new account may be added from within the selection window by pressing the F6 key and entering the new customer's information. See Figure 3-2.

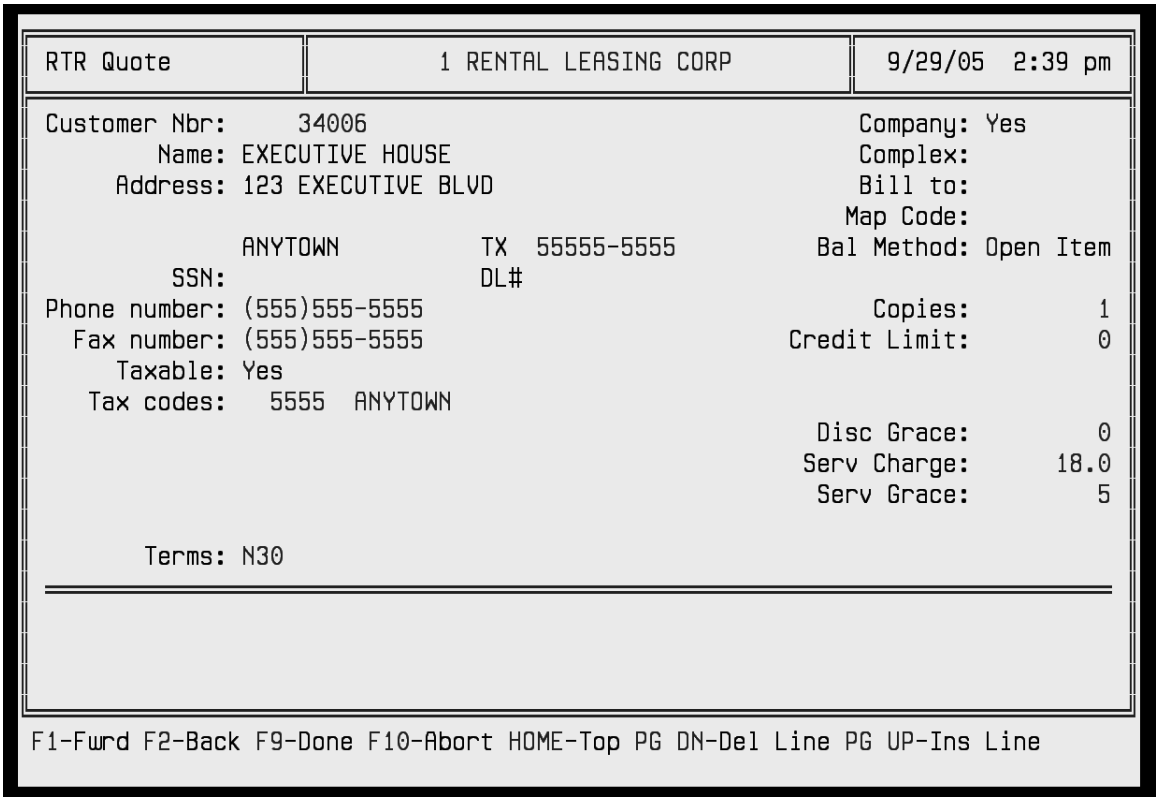

Figure 3-2 F6 Add a Customer Screen within Quick Quote Customer Lookup Window

CUSTOMER NUMBER The system will assign this new customer a number.

COMPANY If the customer is a company, change the **N**o to a **Y**es. If this field is NO, the NAME field will expect you to enter a last name then a first name. If this field is YES, the NAME field will expect for you to enter a single company name.

COMPLEX Input the apartment complex code or any character (to select from a window) if this field is used in your system. If you display the COMPLEX lookup window and the complex code is not present, with the proper security, you can add the new complex code by pressing F6 in the COMPLEX lookup window.

NAME Enter the customer name (last name, press ENTER then first name) if it is a person you are accepting as a customer. If it is a company, then enter the company name.

ADDRESS Enter the address (up to two lines), city, state and zip code.

SSN Enter the customer's social security number.

DL# Enter the customer's driver's license number.

PHONE NUMBER Enter the customer's primary contact phone number.

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FAX NUMBER Enter the customer's fax number.

TAXABLE Input (Y)es if the customer must pay taxes on purchases. You must then input the tax exempt number if tax is not required on purchases.

TAX CODES Enter up to five tax codes jurisdictions in which the customer participates. Each tax jurisdiction field allows you to optionally select a code from a lookup window for ease of selection.

TERMS The terms field is a 30 character descriptive entry for the actual payment terms (i.e. Net 30 days). If you know the exact description for the terms, enter it here or you can optionally select the terms code from a lookup window of all available terms codes if you are not sure of the terms that are available.

BILL TO The BILL TO account number specifies the account which should be billed for all shipments to this customer account. You do not need to specify the BILL TO account number if it is the same as the customer account number you are adding. If it needs to be a different number, enter a few letters and press the ENTER key and select a BILL TO customer from the lookup window. If you need to add the new BILL TO customer, press the F6 key while in the BILL TO customer lookup window and add the new BILL TO customer if it is different from the SHIP TO customer..

MAP CODE Enter the map code for this customer. Used in Canada for postal codes.

BALANCE METHOD Two options are available: (O)pen Item and (B)alance Forward. The option selected specifies your preference for Cash Application during the Accounts Receivable payment application process. Open Item accounts allow you to select the individual tickets to which the payments should be applied. Balance Forward accounts apply all payments to the oldest tickets first. Because of the way payments are applied in the Rent to Rent system, it is best to establish the account using the open item method.

COPIES Enter the number of additional copies of the invoice you want printed.

CREDIT LIMIT The credit limit determines the amount of credit that you are willing to extend to a customer BILL TO account. This amount is compared with the total of the customer's open and billed tickets to determine if the ticket being processed places the customer in a credit risk scenario. If the total exceeds the credit limit, the order being processed will be placed on credit hold until the ticket is released.

Skip the next three fields which are handled through the background control records:
DISC GRACE, SERV CHARGE and SERV GRACE.

COMMENT LINES SECTION Enter up to 50 comment lines for this customer if there is additional information you want attached to this customer

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record. The first 3 lines of comments will display on various screens within the system when you display the customer record.

Press the F9 key when you are done to go on to the next step.

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Adding the Quick Quote detail lines

Once you have completed all the fields on the top part of the Quick Quote Screen, you are ready to begin entering the details of the items that are to be included in the quick quote. See Figure 3-3. This can be done by entering the items individually or using the kit feature.

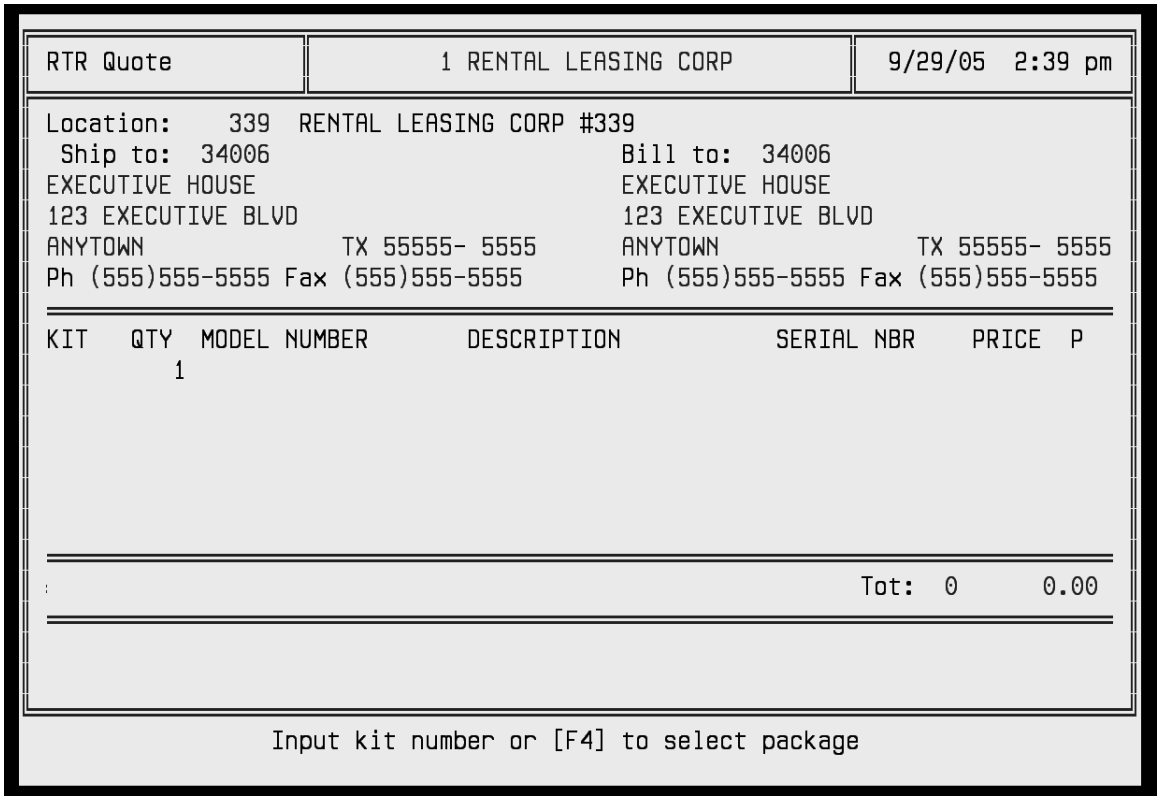

Figure 3-3 Quick Quote Detail Area

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Using the Packages(Kits) Feature

KIT You are now ready to enter the kit, also referred to as a 'package'. By pressing the F4 key, you may select the 'package' from a selection window. Once you have selected the appropriate package, the model numbers and descriptions will display.

If you would like to select a package to begin the ticket with, you can press the F4 key and a window will be provided that contains all of the existing packages. After selecting the appropriate package, you will return to the detail entry screen area. All the models in the package will be automatically merged into your ticket.

The kit number is assigned automatically as each package is merged into the ticket. You do not need to supply this information if you are not interested in retaining the components in each kit.

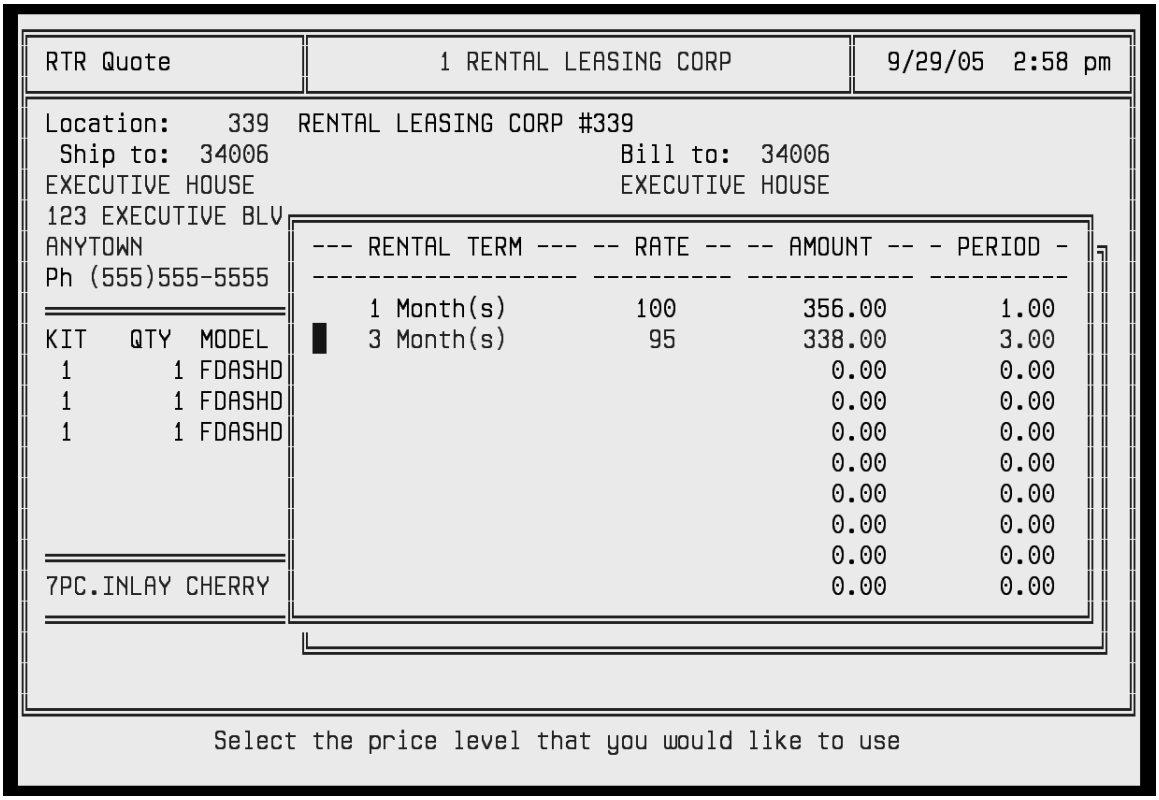

Figure 3-4 Quick Quote Pricing per Rental Period for a Package

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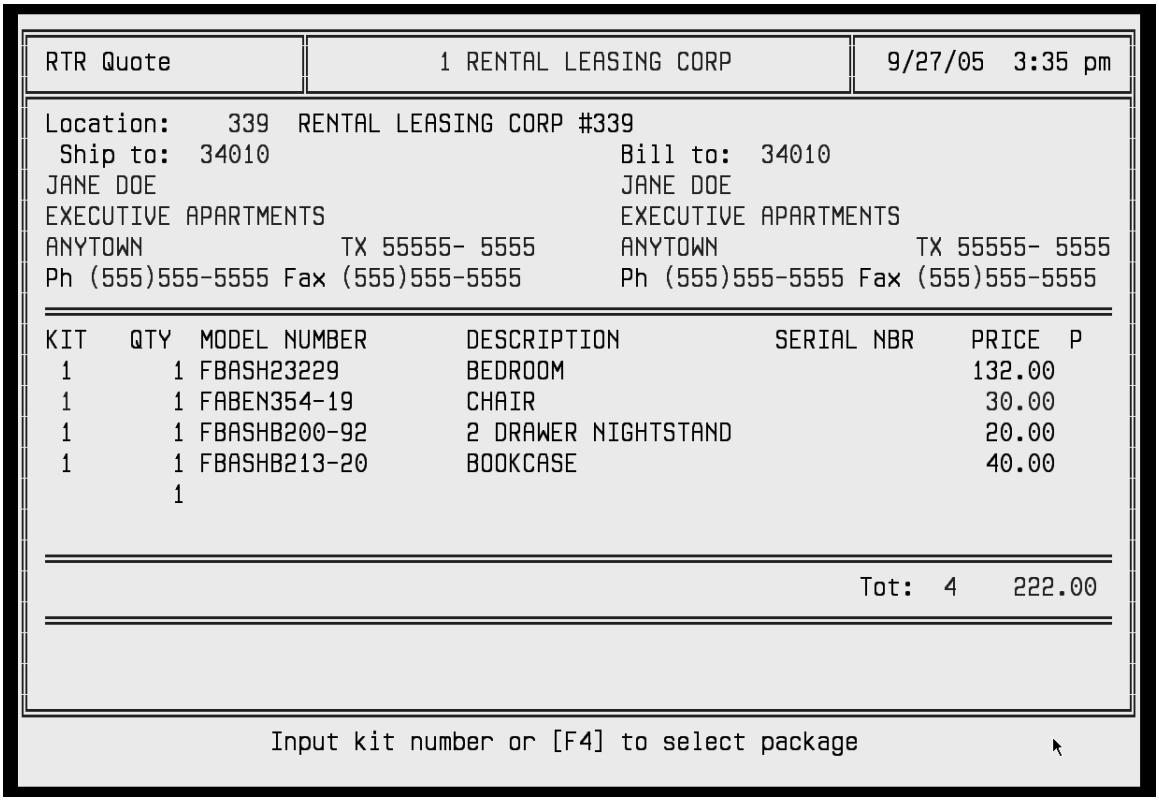

Figure 3-5 Quick Quote Pricing per Rental Period with no Package

QTY A quantity of one will be displayed as a default. No serial number is needed since this is only a quote and there is no need to allocate inventory.

MODEL NUMBER The model number can be entered or selected from a lookup window in either the model number or description sequence.

DESCRIPTION As each detail is displayed, the description will appear on the line next to the model and the full description will be displayed at the bottom of the screen.

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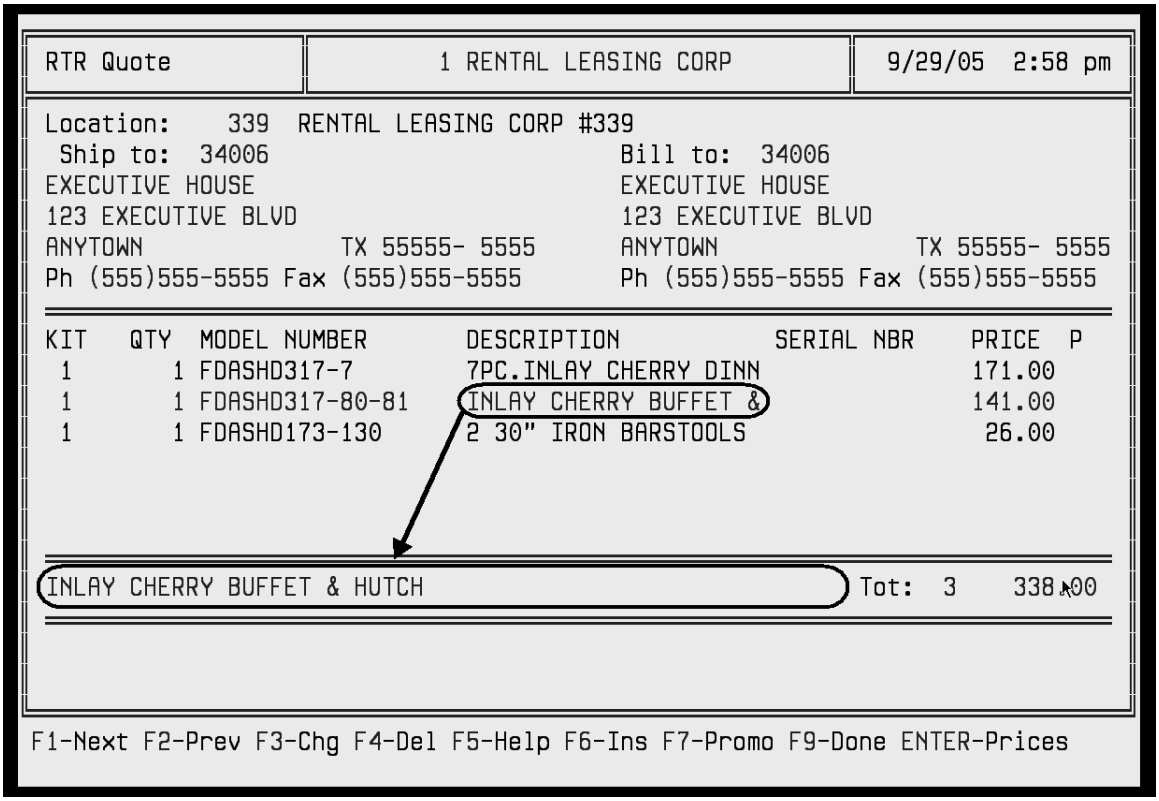

Figure 3-6 Quick Quote description and detail line

SERIAL NUMBER Serial numbers are not required on a quick quote because no inventory is allocated to a quote. Serial numbers are entered if the ticket it being put in as a reservation.

PRICE The price is determined from the price level set in the Pricing Rent to Rent parameters and is determined by the terms of the rental agreement. Pricing is done by model number. Since the rental period may not be known at the time you may be giving a quote, you may display default pricing for the item. All defined rental periods and pricing for the selected model may be displayed. Highlighting the selection you want to choose with the up and down arrow keys and then pressing the ENTER key will return you to the Quote screen and place the selected pricing in the price field for that item detail. See Figure 3-4 and Figure 3-7.

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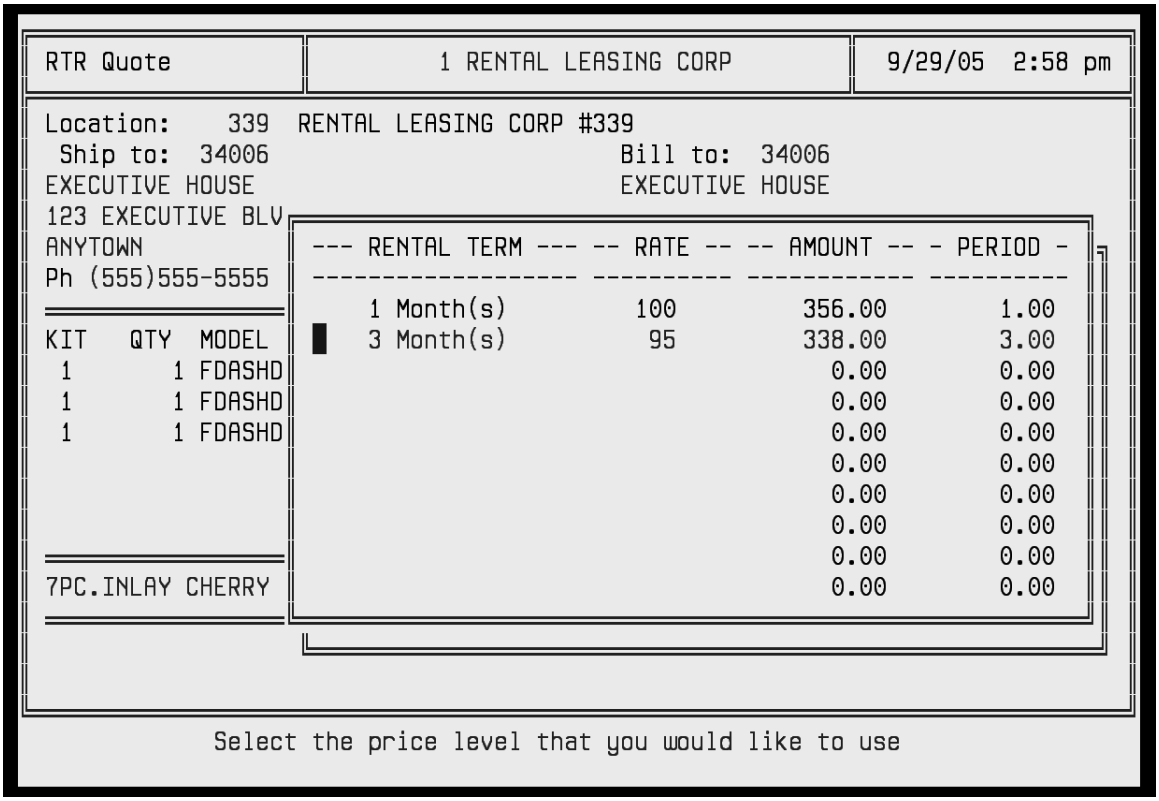

Figure 3-7 Quick Quote price lookup window for a whole package

You are now ready to make required additions/changes to the individual lines. Six lines of detail will be displayed per screen, but there is no limit to the number of items that can be added to a quote. You can use the up and down arrow keys to move up and down through the details of the ticket, choosing those details that you would like to change/add/delete. Once a detail line is highlighted, you can utilize the Function keys at the bottom of the screen to add/change/delete the detail on that particular line. See Figure 3-8.

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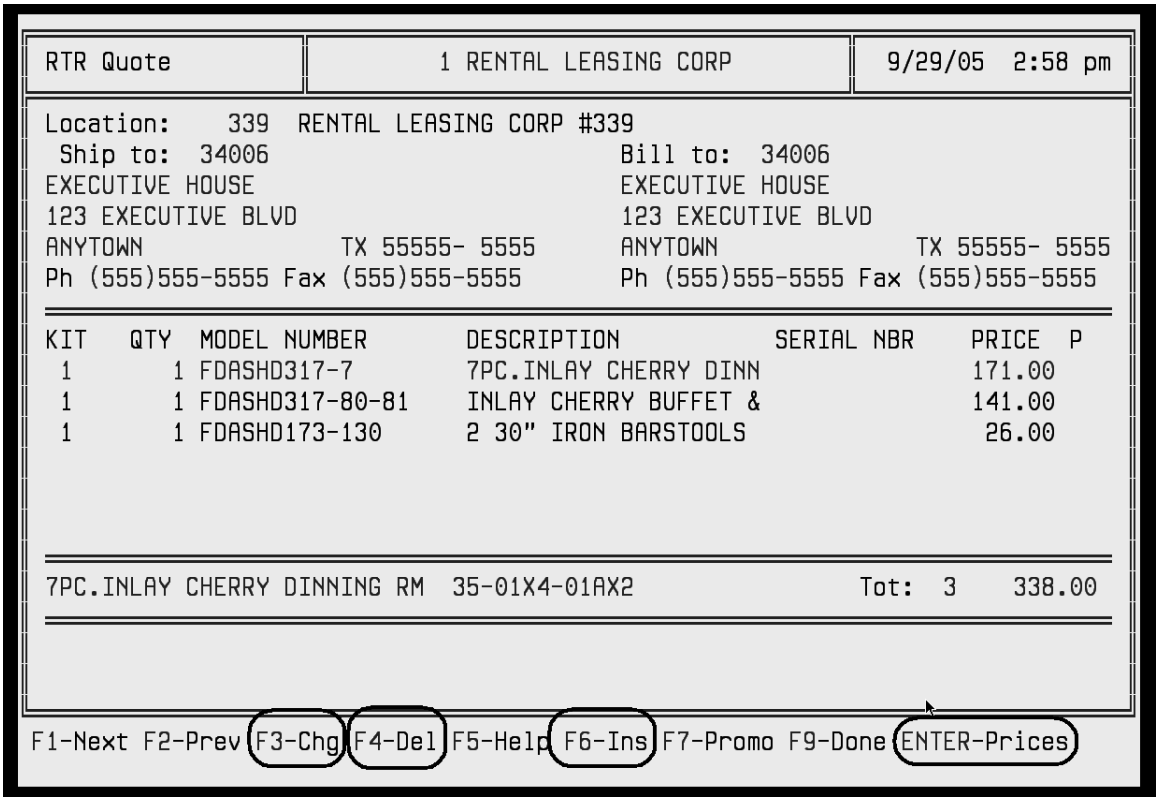

Figure 3-8 Quick Quote function keys and detail lines

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Special Promotion for an item

P An asterisk in the P column indicates there is a special promotion in effect for this particular item. By pressing the F7 key, you may display the promotion for a detail line. If there is a promotional message on file, a window will appear containing information and/or instructions about the promotion. See Figure 3-9.

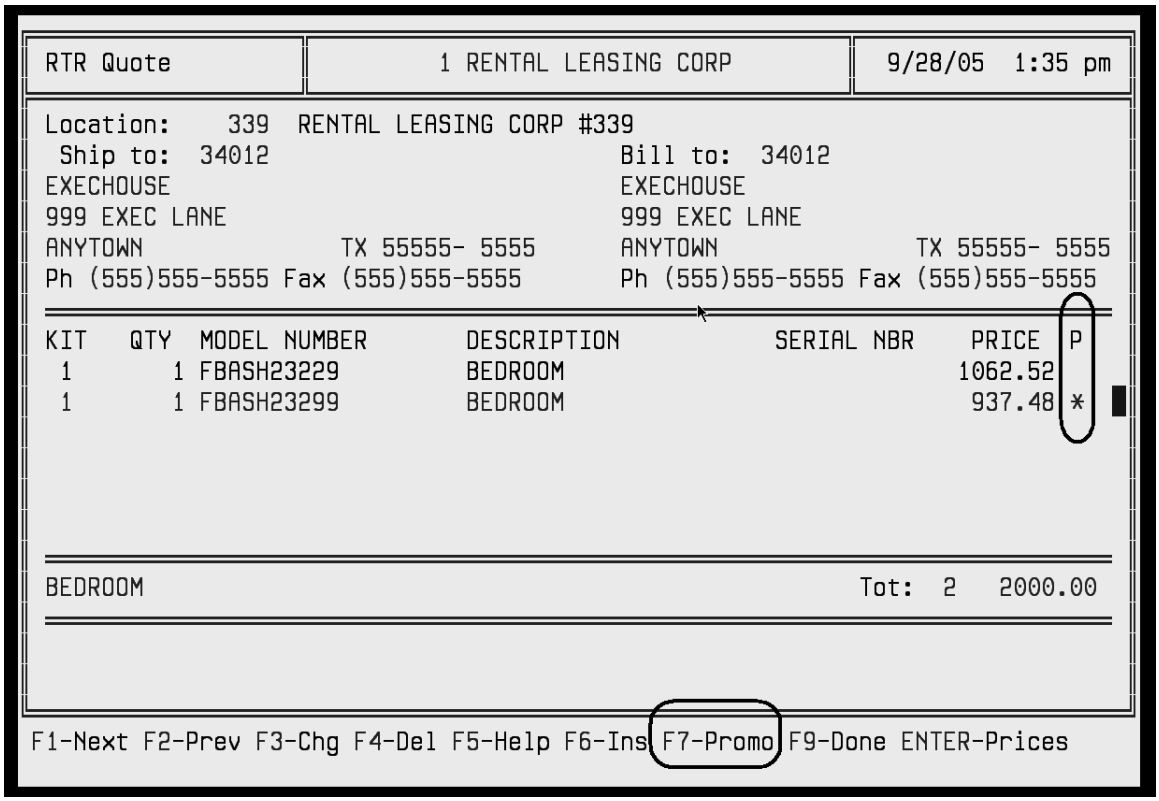

Figure 3-9 Quick Quote special promotion for a detail line

Several fields are required for each individual ticket detail.

At the bottom the running total of the quote is displayed along with the item description. Once all the items have been entered, you are ready to total the quote by pressing the F9 key. Depending on where your cursor is at this point, you may need to press the F9 key several times to get to the next prompt, where you are asked if you want to keep the quote on file. If you answer N for no, you will be returned to the opening build a customer quote screen and the quote will be deleted.

If you answer Y for yes to keep the quote on file, you will be placed automatically into entering the rest of the information on the ticket. See Figure 3-10.

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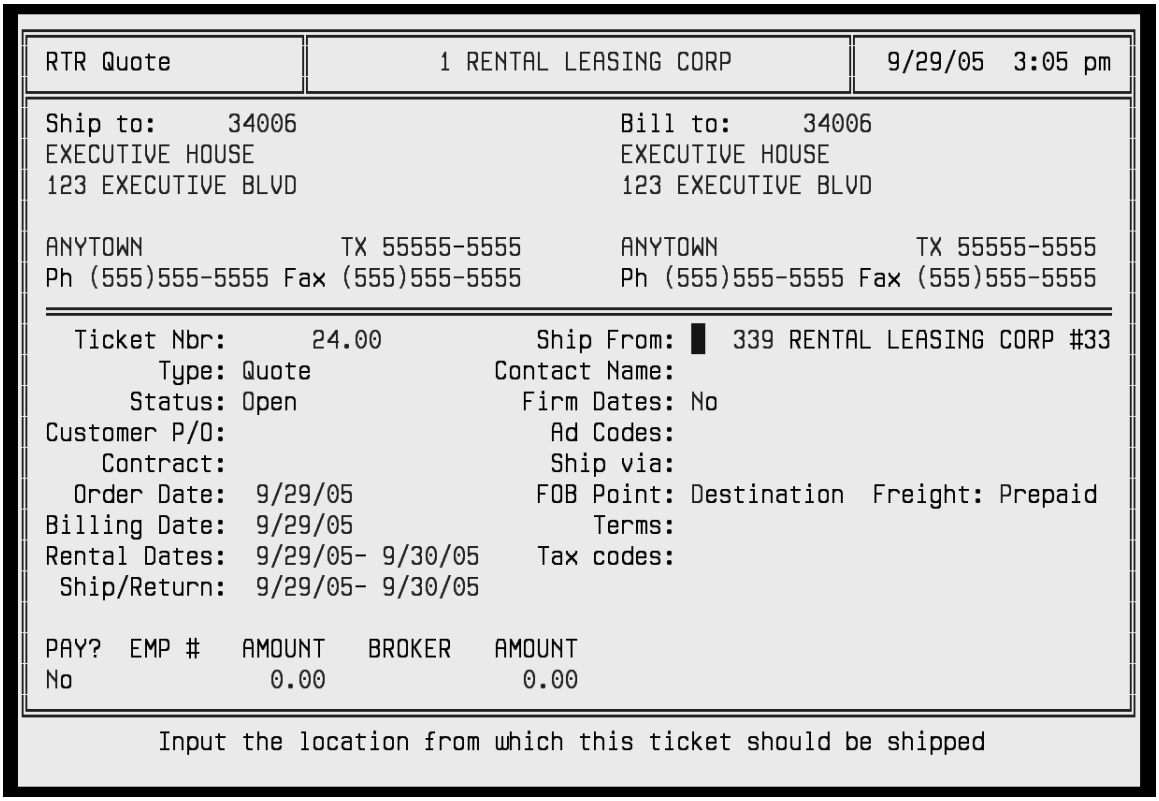

Figure 3-10 Quick Quote Ticket Screen

TICKET NUMBER The ticket number is automatically generated for you.

All customer and item information entered on the quote will be displayed.

You will need to enter the other pieces of information needed to complete the quote.

SHIP FROM The location where the items will be shipped from if the quote is followed through as a purchase. This field can be changed by tabbing to this field and either changing the location number if you know it. If you need a list to select the location from, blank out the current location that is displaying and the location lookup window will display. Use your up and down arrow keys to highlight your selection and press the ENTER key to select it.

TYPE **(Q)**uote (no merchandise reserved) or **(R)**eservation (requires merchandise to be reserved).

STATUS Status of the ticket is displayed here. This will always be **(O)**pen until the ticket is billed out.

CUSTOMER P/O Input the customer's purchase order number, if applicable.

CONTRACT If there is a separate master contract number that applies to this ticket, enter it here.

ORDER DATE Input the order date of the ticket, generally today's date.

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BILLING DATE Input the billing date of the ticket. All future billings are based on this date, so it is very important to enter the correct date here.

RENTAL DATES These will be defaulted automatically based on the billing date and parameter setups.

SHIP/RETURN These will be defaulted automatically based on the billing date and parameter setups.

Currently the system does not support paying commissions; however, these fields can be used for information purposes

PAY Input (Y)es if commission should be paid for this invoice.

EMP # Input the employee number or a few characters of the name of the employee who will be paid the commission.

AMOUNT Input the dollar amount for commission to override the rate.

BROKER Input the broker number or a few characters of the name to choose the broker number.

AMOUNT Input the dollar amount for commission to override the rate.

CONTACT NAME Input the contact name for this ticket (i.e. apartment manager name).

FIRM DATES Input (Y)es if the rental dates are firm dates. This only applies to reservations. If reservation is firm, the reserved merchandise cannot be rented during that time period. If it is not firm, then it can be used for another rental.

AD CODES Input the advertising code for this ticket. If you do not know the advertising code, press the ENTER key to display the advertising codes lookup window. Using your up and down arrow keys, highlight the selection and press the ENTER key to select the advertising code.

Shipping information is here for information only.

SHIP VIA Input the desired method for shipment. If you do not know the shipping code, press the ENTER key to display the shipping codes lookup window. Using your up and down arrow keys, highlight the selection and press the ENTER key to select the shipping code.

FOB POINT **(D)**estination or **(S)**hipping Dock

FREIGHT **(C)**ollect **(P)**repaid

TERMS Input the terms for payment of merchandise sold.

TAX CODES Input the tax jurisdiction code or a few characters of the name. You can enter up to five tax jurisdiction codes.

Press the F9 key to go to the next screen. See Figure 3-11.

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Attaching comments to a Quote detail line

C The C column indicates whether or not you wish to attach comments to the detail line. By placing a Y for yes in this column, you can attach up to 50 lines of text pertaining to this particular detail line.

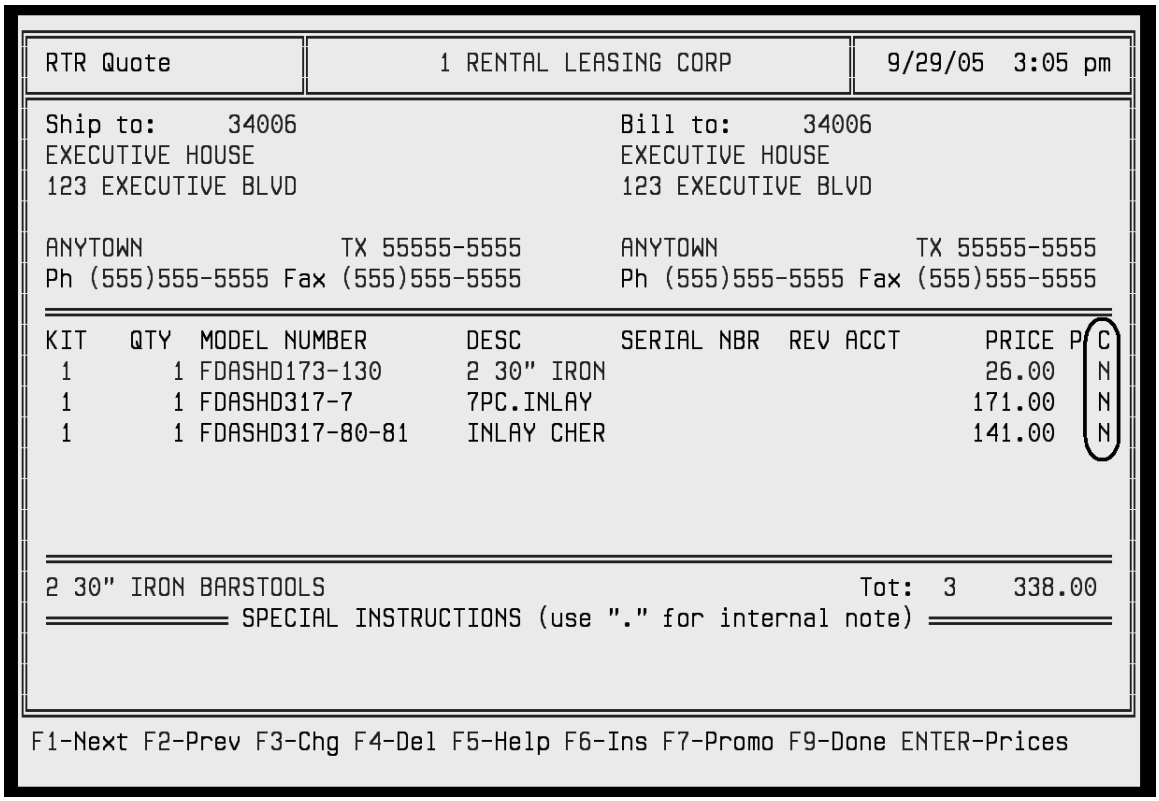

Figure 3-11 Quick Quote C column

If you wish to change any of the details of the ticket, highlight the item to change and press the F3 key to change or press the F4 key if you want to delete this item detail line.

Once all the details are entered, you are ready to total out the ticket. You can do this by pressing the ENTER key. See Figure 3-12.

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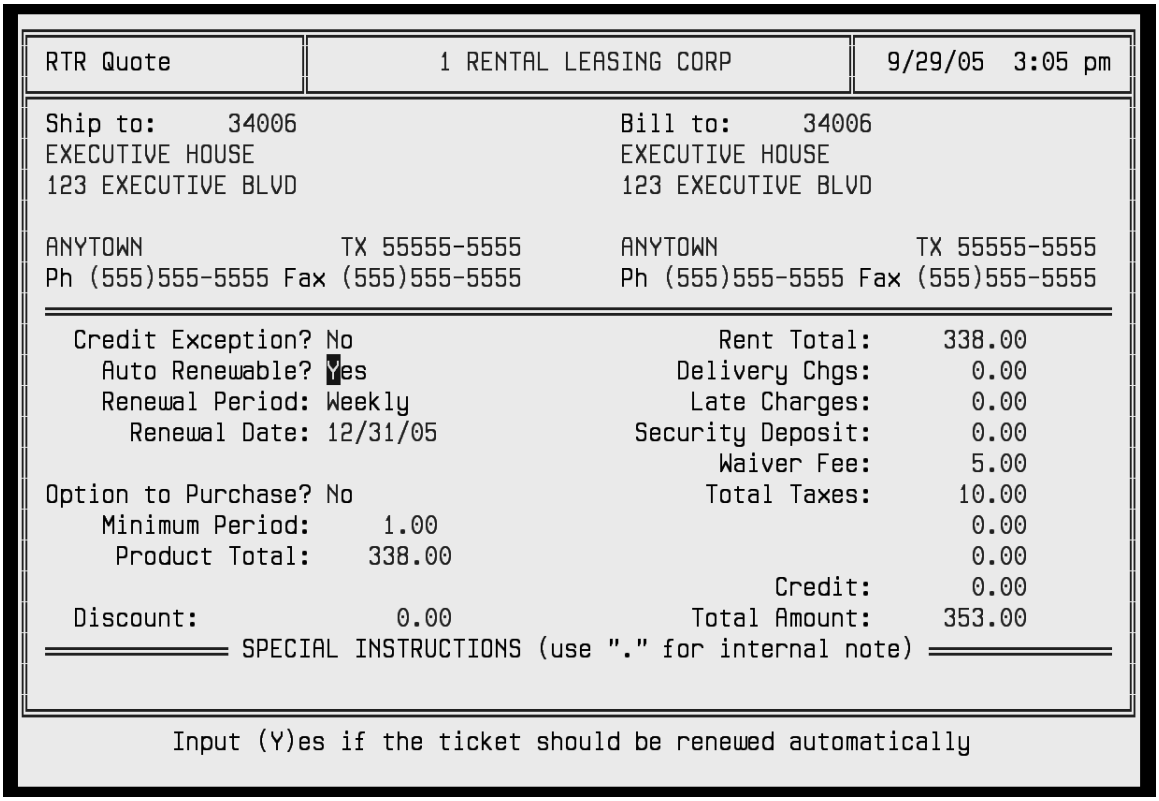

Figure 3-12 Quick Quote Ticket Screen

CREDIT EXCEPTION Will default to (N)o. Will be (Y)es if total billings exceed BILL TO credit limit.

AUTO RENEWABLE Input (Y)es if the ticket should be renewed automatically whenever the renewal date is reached. The answer to this prompt should always be (Y)es.

RENEWAL PERIOD **(D)**aily **(W)**eekly or **(M)**onthly. Although daily and weekly are choices, only the monthly choice works.

RENEWAL DATE Input the renewal date for recurring billing purposes if it was not entered correctly in the first place.

OPTION TO PURCHASE Input (Y)es if the customer has the option to buyout the lease.

MINIMUM PERIOD Input the number of periods this rental is committed. For example, if you enter a 3 here, the ticket cannot be closed until it is billed for 3 months.

PRODUCT TOTAL The total dollar amount for the products listed on this ticket.

DISCOUNT Input the discount percent to use for this ticket.

RENT TOTAL The total dollar amount of the rent for the items listed on this ticket.

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DELIVERY CHGS Input the delivery charges for this ticket.

LATE CHARGES This is the field late charges get accumulated in.

SECURITY DEPOSIT Input the security deposit, if applicable, billed for this ticket.

WAIVER FEE Waiver fee billed for this ticket.

TOTAL TAXES Displays the total tax amount for this ticket.

MISCELLANEOUS AMOUNT AREA 1 & 2 Input the miscellaneous amount for this ticket. You have two areas where you can enter miscellaneous amounts for this ticket.

CREDIT The amount of credit being applied to this ticket.

TOTAL AMOUNT The total dollar amount for this ticket.

SPECIAL INSTRUCTIONS Enter any miscellaneous comment and/or special instructions to the end of each ticket. This text can be printed on the customer documents or used for internal purposes. If you want the comments to be used for internal purposes only, specify an internal comment by placing a period ('.') as the first character of the line.

You have the opportunity to make any necessary changes before closing the ticket. If you press F9-Done and the question prompt, "Is everything alright on this ticket?" displays, answer N for no if you want to go back and make changes to this ticket.

Once the ticket is ready to be closed, press enter to accept the default of a Y for yes to the question "Is everything alright on this ticket?" See Figure 3-13.

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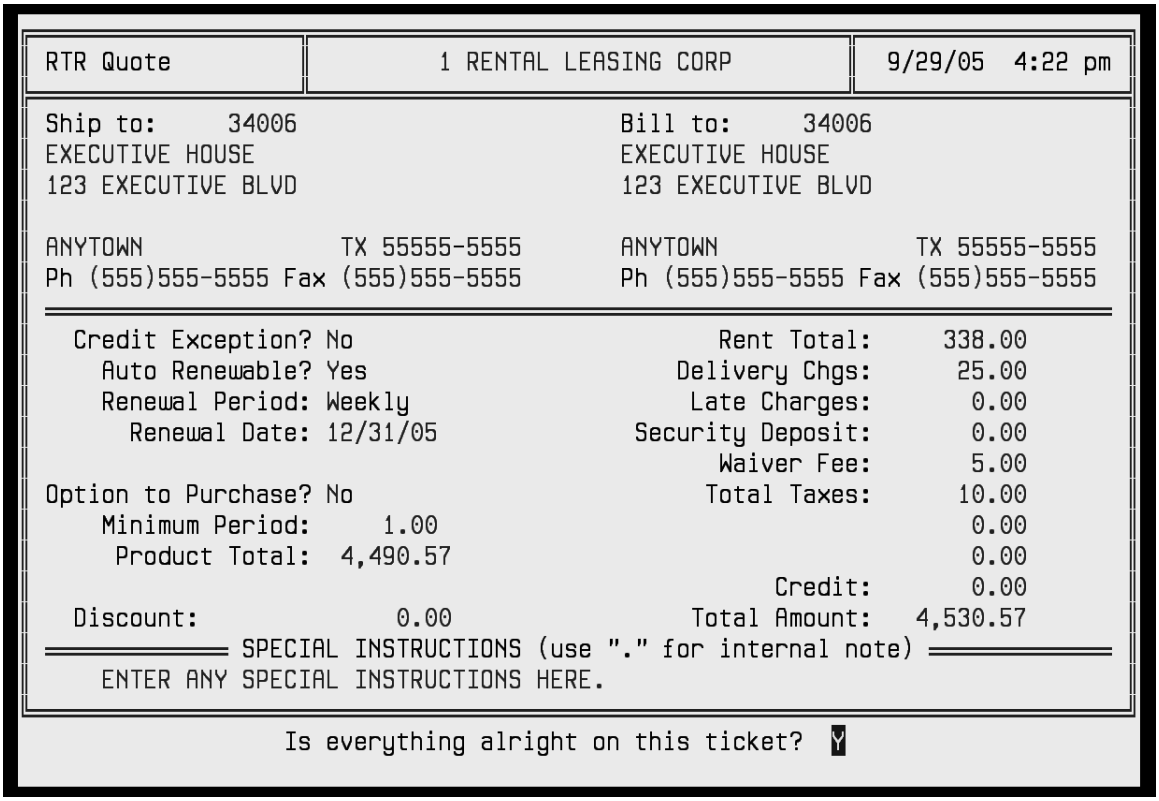

Figure 3-13 Quick Quote Ticket Screen before closing the ticket

If you are entering a quote, you will be asked if you want to print the quote. See Figure 3-14. If you wish to suspend the ticket, you can specify not to print the document. If you accept the default of Y for yes by pressing the ENTER key through the question “Do you want to print this Quote?” and you will be prompted to enter the printer location that the document will be triggered to print to. Enter the printer number and press the ENTER key to print the quick quote. See Figure 3-15 for an example of a printed quick quote.

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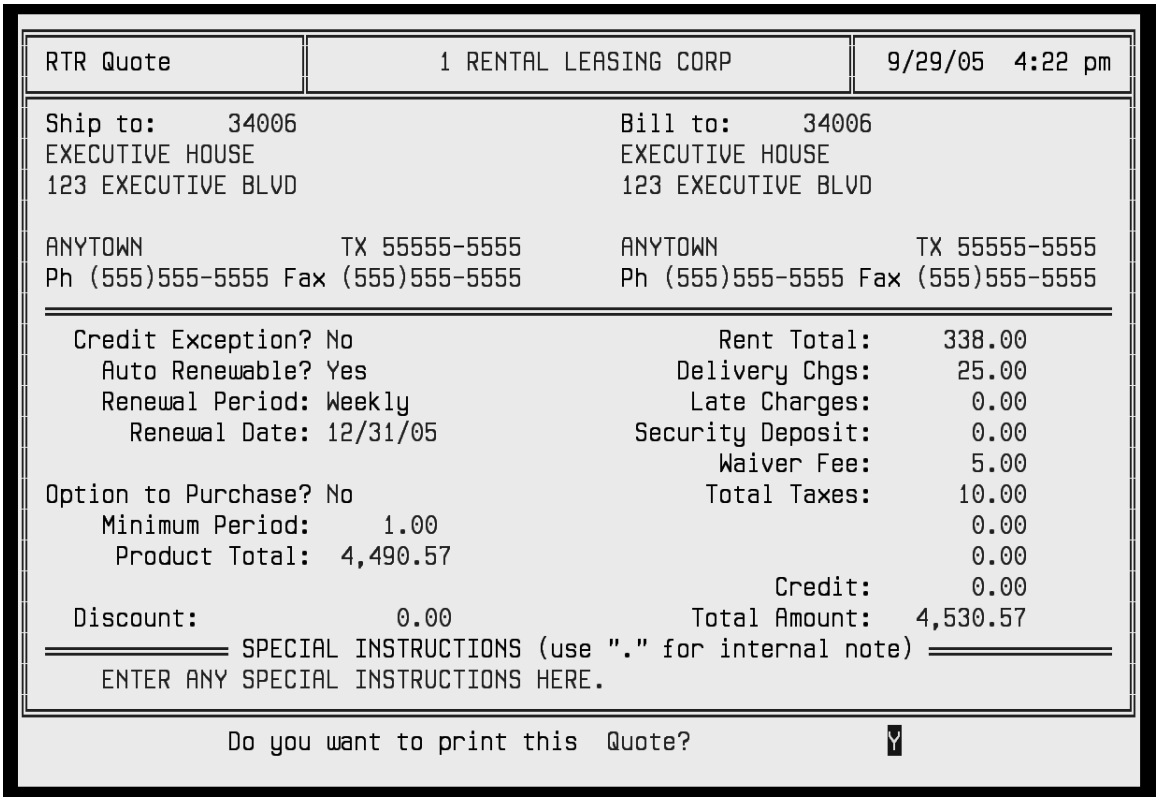

Figure 3-14 Quick Quote Ticket Screen asking to print the quote

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Example of a Quick Quote Printed document

Printed On: 9/29/05 ***** QUOTATION ***** Page: 1

Ship From: Warehouse 339
RENTAL LEASING CORP #339

Ship to: 34006

EXECUTIVE HOUSE
123 EXECUTIVE BLVD

ANYTOWN TX 55555-5555

Ticket Number: 27.00
Ticket Date: 9/29/05
P/O Number:
Contact Name: WILLIAM SMISTH
Promised: 9/29/05
Salesperson:
Lease from: 9/29/05 thru: 9/30/05
Quote Expires: 12/28/05
Bill to: 34006

EXECUTIVE HOUSE
123 EXECUTIVE BLVD

ANYTOWN TX 55555- 5555

MODEL NUMBER	DESCRIPTION	ALTERNATE DESCRIPTION	SERIAL NBR LOCATION	KIT	PRICE
FDASHD173-130	2 30" IRON BARSTOOLS			1	26.00
FDASHD317-7	7PC.INLAY CHERRY DINNING RM	35-01X4-01AX2		1	171.00
FDASHD317-80-81	INLAY CHERRY BUFFET & HUTCH			1	141.00

ENTER ANY SPECIAL INSTRUCTIONS HERE.

		Rent Total =>	338.00
		Delivery Chgs =>	25.00
		Late Charge =>	0.00
		Sec Deposit =>	0.00
		Waiver Fee =>	5.00
		Total Taxes =>	10.00
		=>	0.00
Product Total =>	338.00	=>	0.00
Discount =>	0.00	Buyout =>	0.00
Rent Total =>	338.00	Total Amount =>	378.00
		Prorated =>	4,152.57
		Total Amount =>	4530.57

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Figure 3-15 Quick Quote Printed Document Example Ticket

Chapter 4 - Bill Rent to Rent Tickets (Rental Contracts)

Customer tickets are originally entered as quotes. They should then be converted to reservations (whenever the customer decides that they would like the merchandise for a given range of dates) through the "Modify a Rental Ticket" option. In order to ship the merchandise to a customer and bill out the ticket, you must convert the reservation into a contract.

If the quote has NOT been converted to a reservation prior to billing, you will receive the message "Quotes must be converted into reservations before shipping!" noted in Figure 4-1. In this case, if the ticket needs to be converted to a reservation, use the Modify A Rental Ticket option off the main Rent to Rent menu to convert this ticket to a reservation.

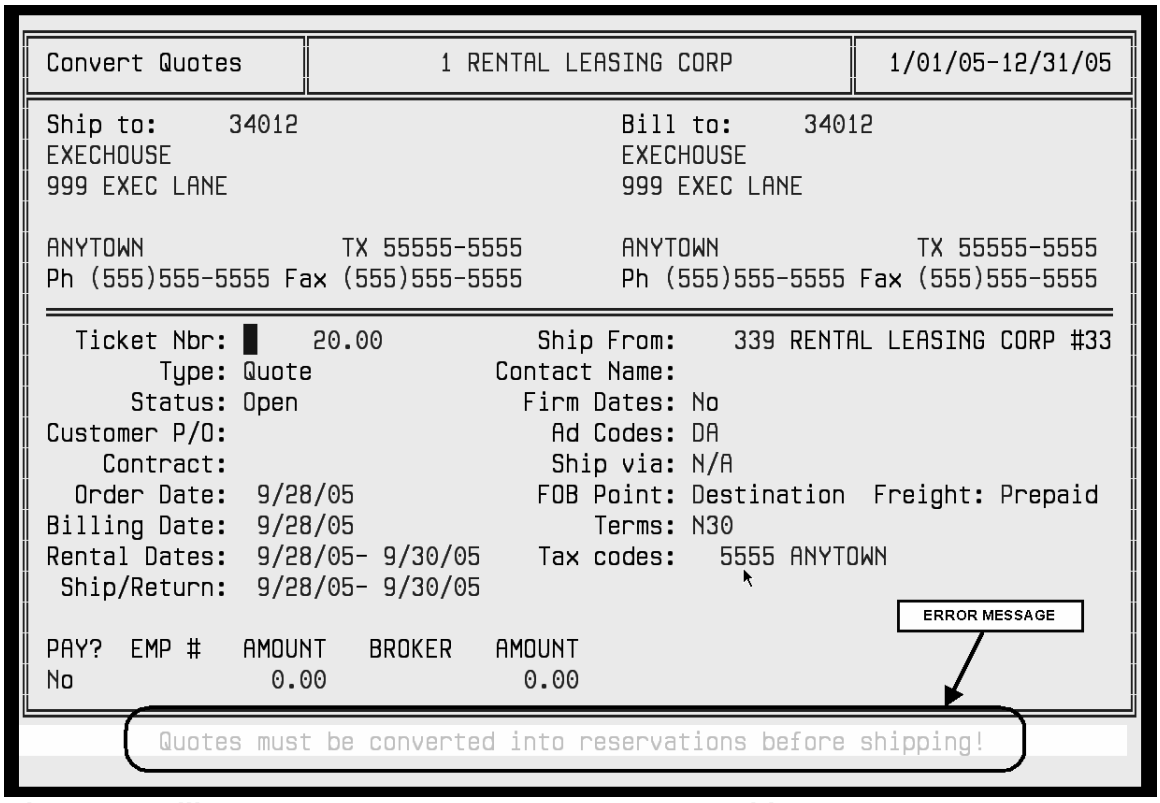

Figure 4-1 Bill to Contract - Convert Quotes Screen with error message

During the billing process, you will be given an opportunity to verify and change information on the ticket. See Figure 4-2.

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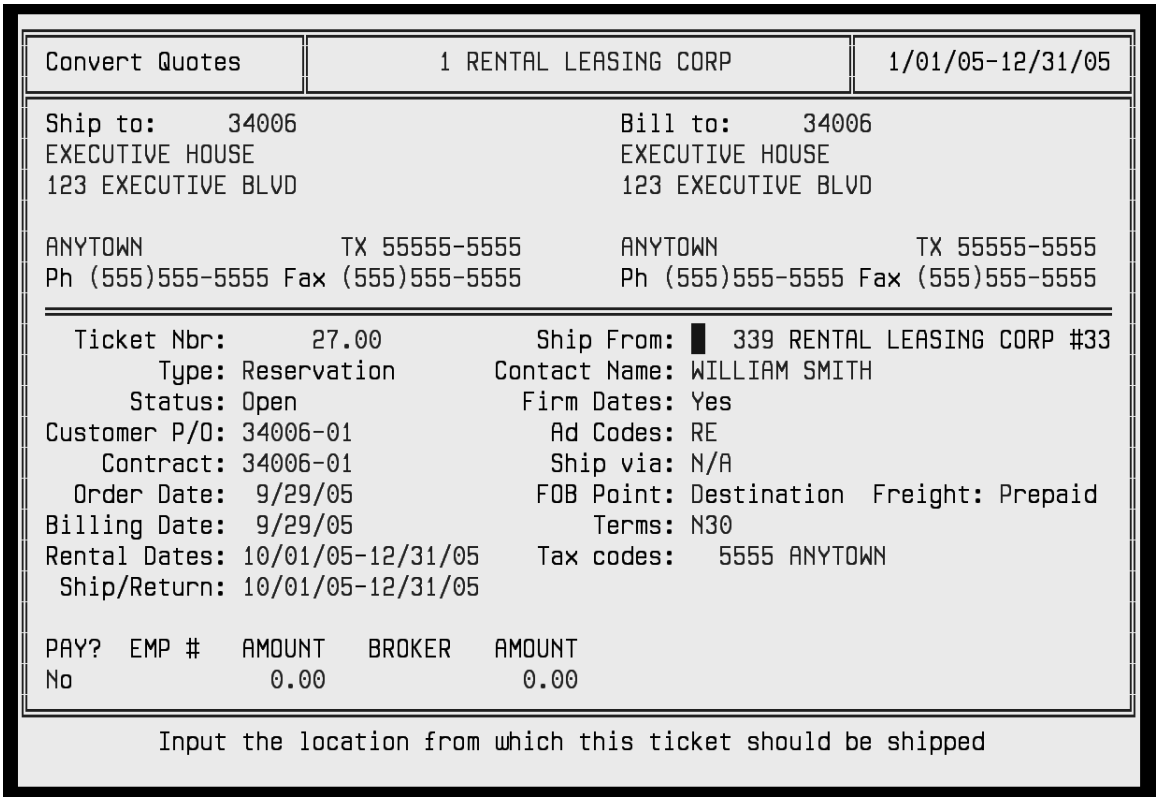

Figure 4-2 Bill To Contract – Convert Quotes First Screen (dates and terms)

Once the dates, terms have been verified, press the F9 key and the detail screen will appear. See Figure 4-3 for the detail screen.

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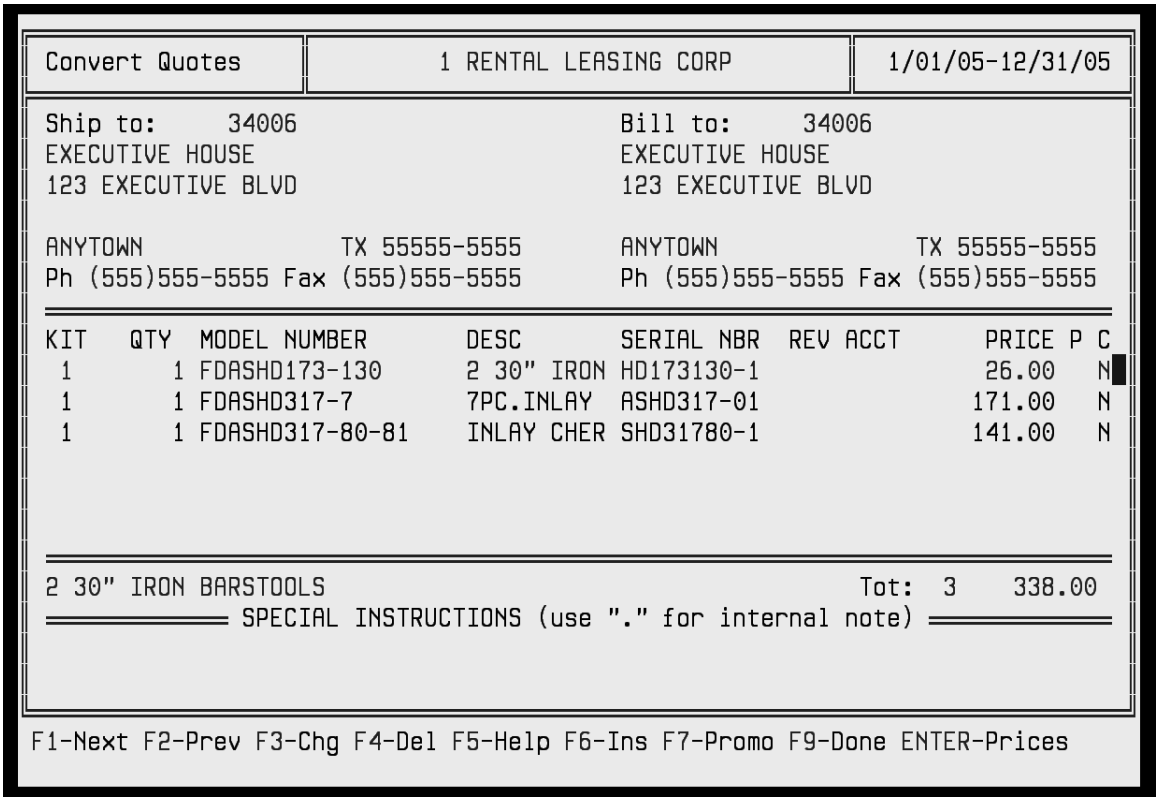

Figure 4-3 Bill To Contract - Convert Quotes Second Screen (detail)

Once you have verified or corrected the detail screen, press the F9 key and the total screen will display. See Figure 4-4. Notice you have the option to automatically renew the ticket as seen in Figure 4-4.

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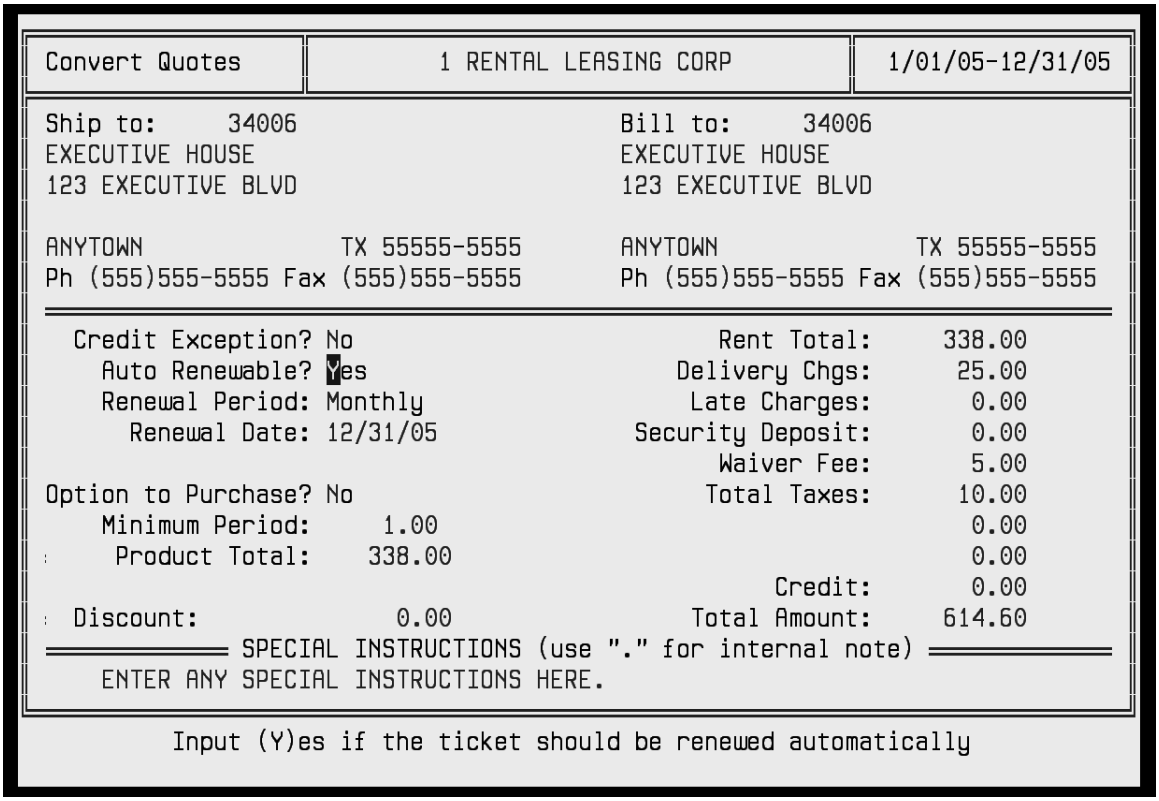

Figure 4-4 Bill To Contract - Convert Quotes Third Screen (total)

You may return to the detail screen by pressing the F2 key.

Once the total screen is visible and there is nothing more to correct and/or change on the ticket, you are ready to print the contract. Press the F9 key.

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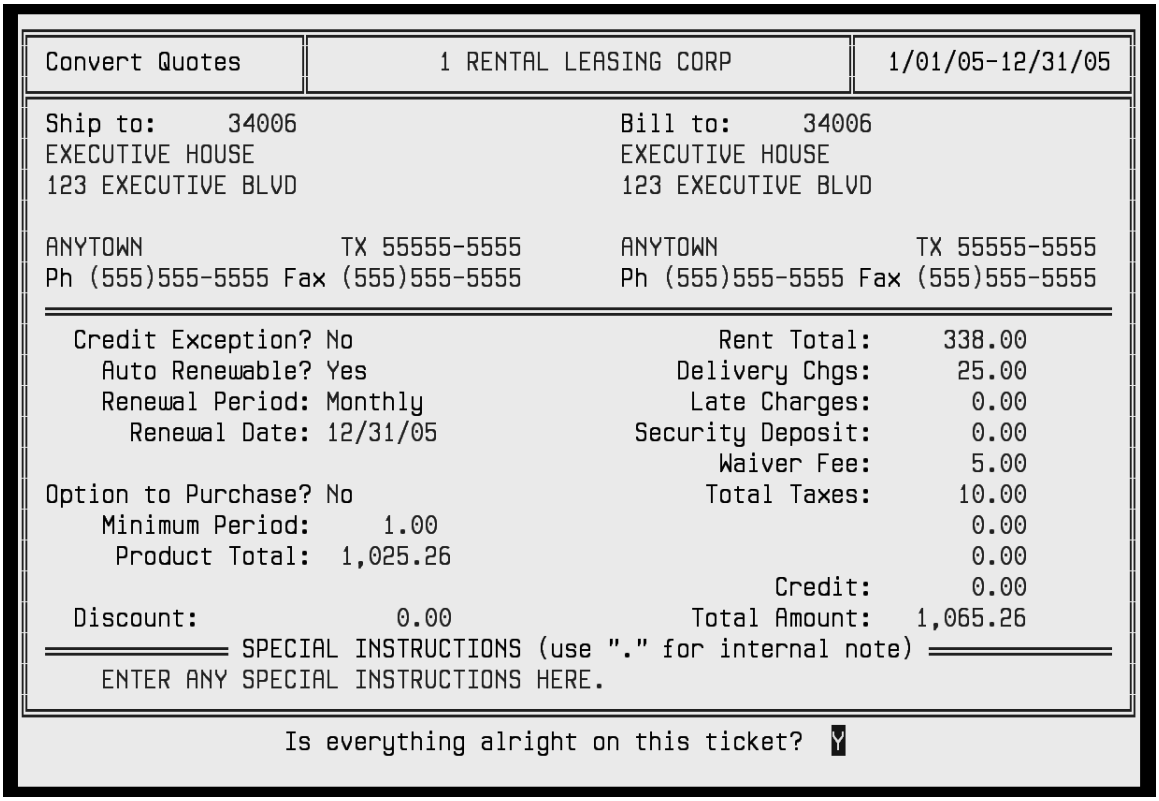

Figure 4-5 Bill To Contract - Convert Quotes Ticket alright prompt

At the end of the bill to contract process, you will be asked to verify that the ticket is correct. See Figure 4-5. If you enter N for no, the ticket will be left open and you will be asked for the next ticket to bill. If you enter Y for yes, you will be asked if you want to create the contract.

Once you have the prompt to bill/ship the contract, enter Y for yes to proceed with the billing of the ticket. Entering an N for no will mark the ticket as open and take you to the beginning of the bill process. See Figure 4-6.

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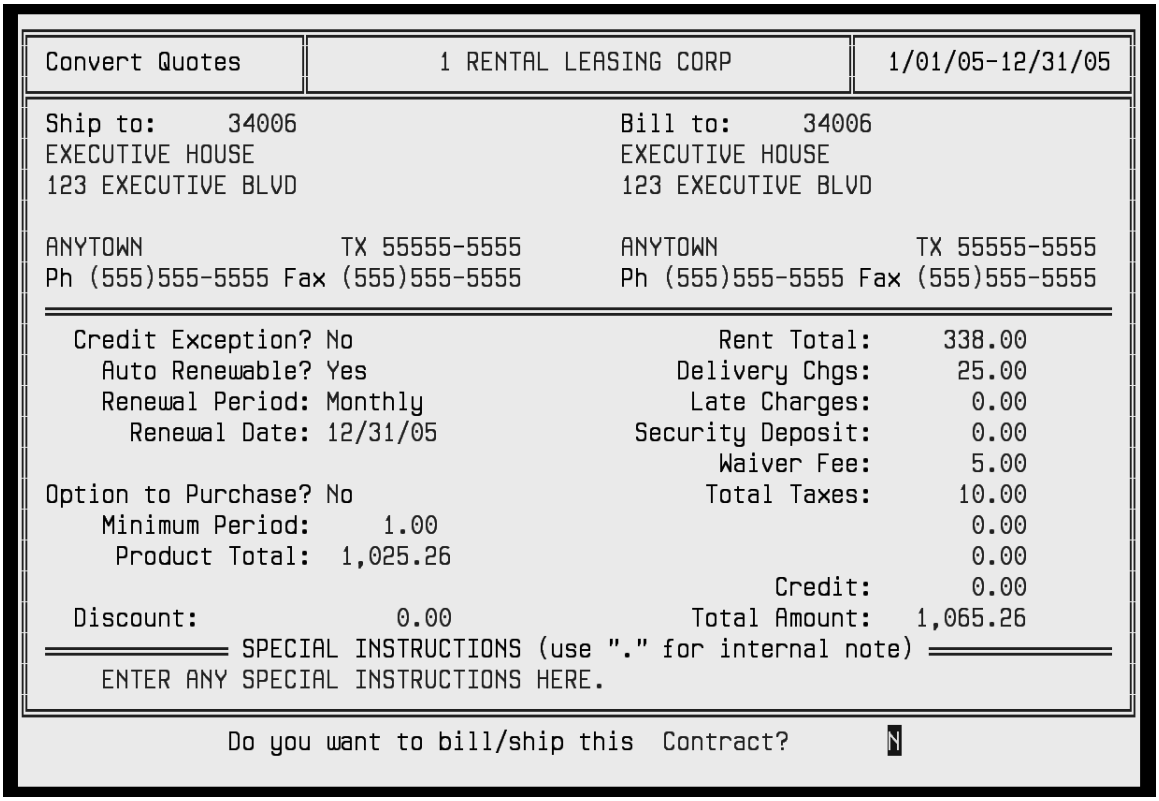

Figure 4-6 Bill To Contract - Convert Quotes bill/ship the contract prompt

If you enter Y for yes, you will be required to enter the Transfer Location to ship the inventory. There will be a default location number in the field. See Figure 4-7. If it is correct press the ENTER key. If you need to enter the appropriate store number as set up in the Location Maintenance file, change the location number to the correct location number and press the ENTER key. The software will then check to see if it is a valid customer home location, for example 4999, and proceed with the shipping process. The shipping process creates a Transfer record, updates the inventory file, updates the customer file, and updates the Accounts Receivable file.

DRAFT

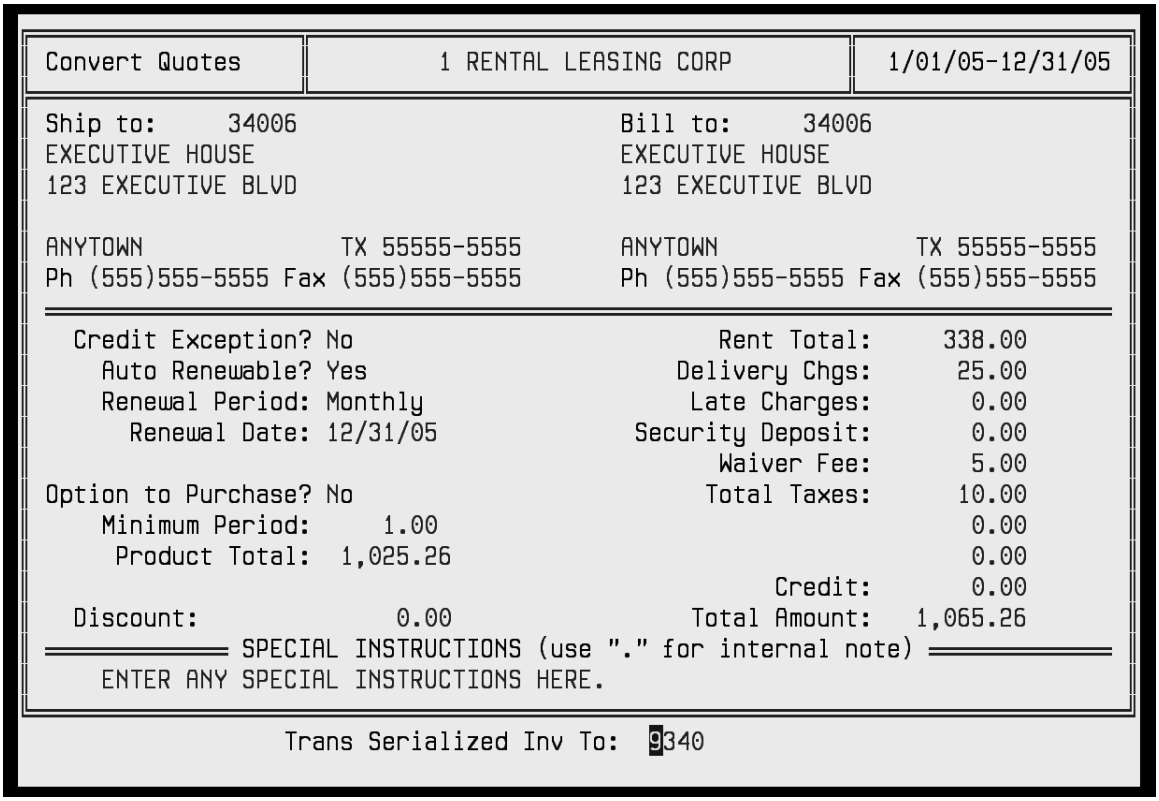

Figure 4-7 Bill To Contract - Convert Quotes Transfer Location prompt

If you do not wish to check the transfer locations or update the transfer record, you may enter blank to bypass these safety checks.

If the system encounters any problems with the transfer check, you will receive a message explaining the problem, see Figure 4-8. You may abort the ticket at this point and the ticket will be left as open. Once you resolve the problem, you can bill the ticket later.

If you enter an N for no to abort, you will proceed with the shipping process. You should note that this may cause problems later on if you do not resolve the transfer location at this point. It is recommended to abort the ticket and resolve the problem rather than just ignoring it.

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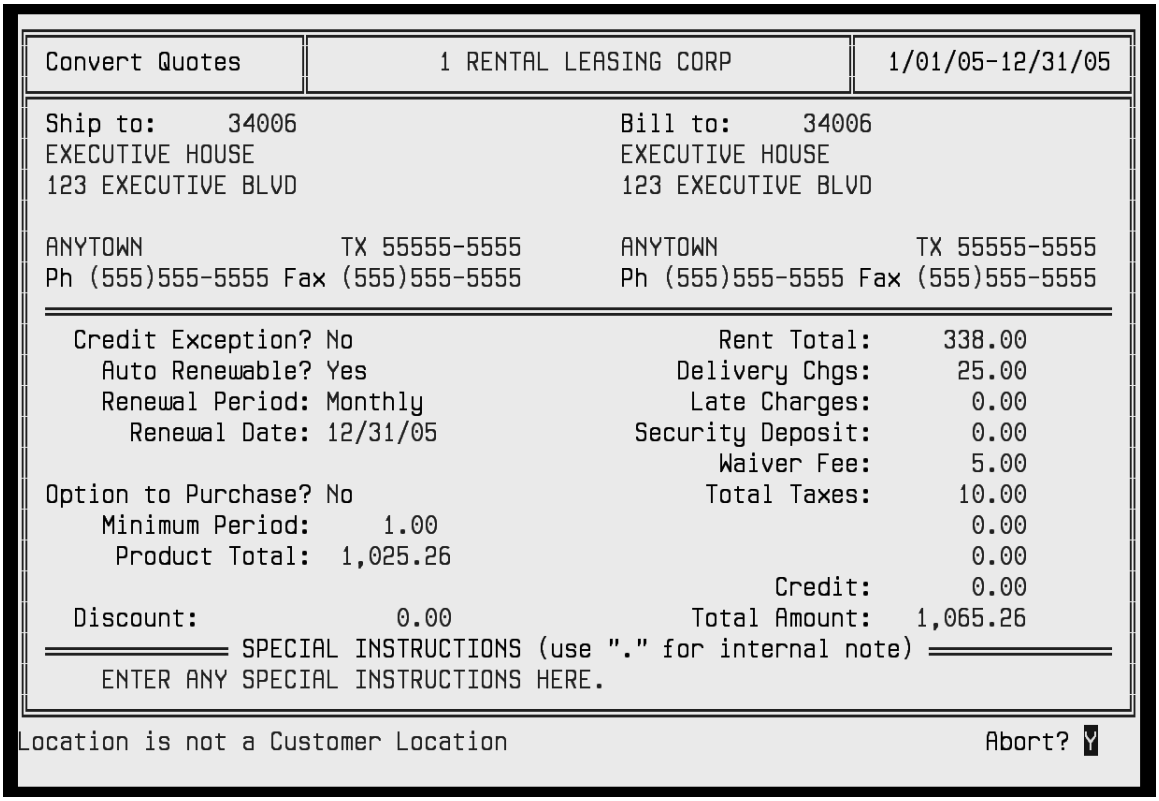

Figure 4-8 Bill To Contract - Convert Quotes transfer location error message

After the inventory is updated, you will be prompted to print the contract. See Figure 4-9. To print the contract, press the ENTER key to accept the default of Y for yes.

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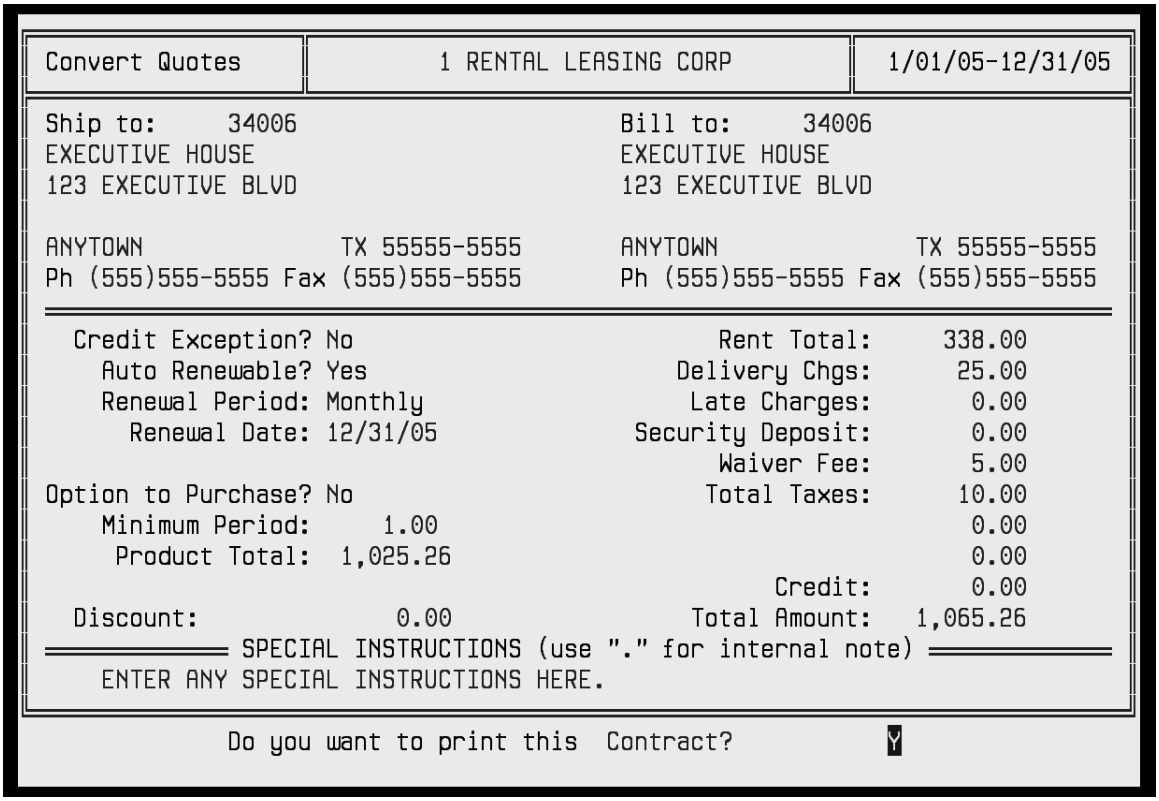

Figure 4-9 Bill To Contract - Convert Quotes print the contract prompt

You will be prompted to enter the printer number to send the contract to. A default printer number will be present, so press ENTER to print the contract addendum to the default printer or change the printer number and press the ENTER key.

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Chapter 5 - Print the Disclosure Statement

The Disclosure Statement prints a legal form that lists the terms of the rental agreement, items included on the agreement and terms of a buyout option if there was a buy option included on the ticket. See Figure 5-1.

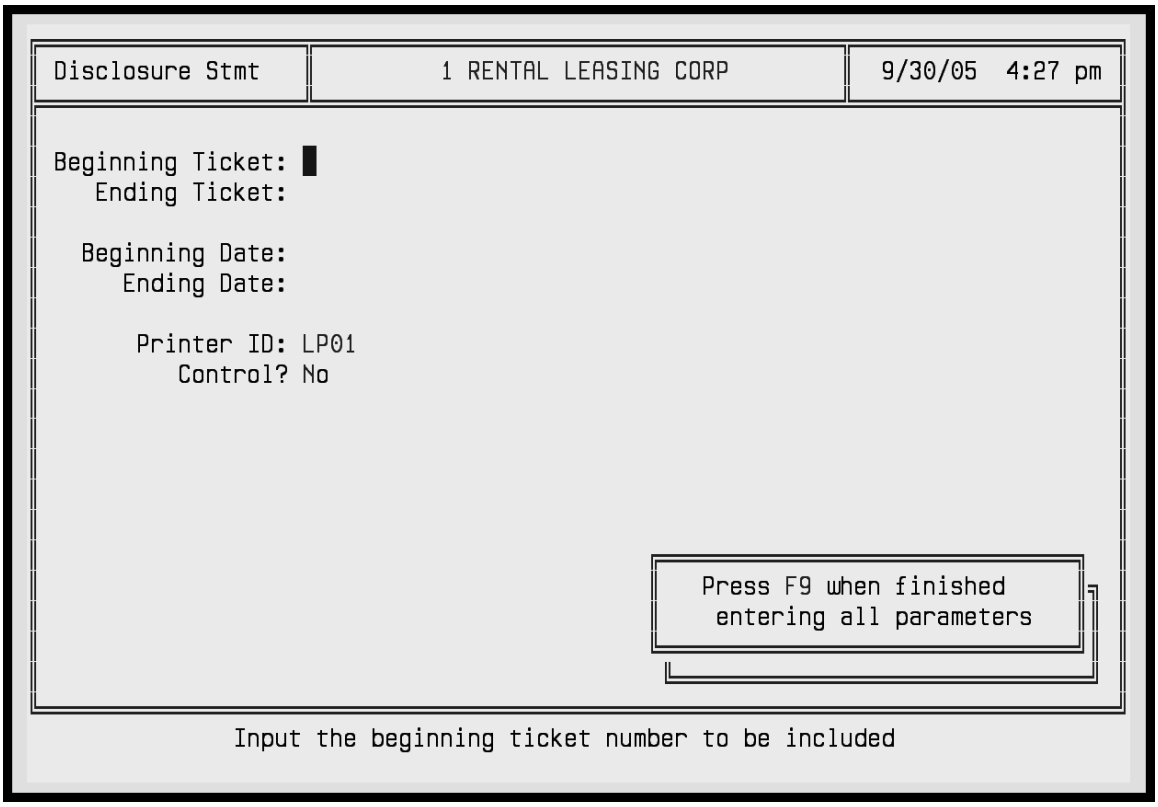

Figure 5-1 Print Disclosure Statement Screen

BEGINNING TICKET Enter the beginning ticket number to be included in the statement run.

ENDING TICKET Enter the ending ticket number to be included in the statement run.

BEGINNING DATE Enter the beginning date for tickets to be included in the statement run.

ENDING DATE Enter the ending date for tickets to be included in the statement run.

PRINTER ID Enter the printer id that you want the statements to print to.

CONTROL PRINTER Accept the default of (N)o.

Press the F9 key and the disclosure statement(s) will print.

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Chapter 6 Take A Payment

Payments can be easily entered and applied against customer tickets. You can select the customer by either entering the ticket number, customer number or part of the customer name. See Figure 6-1 for the Take A Payment screen.

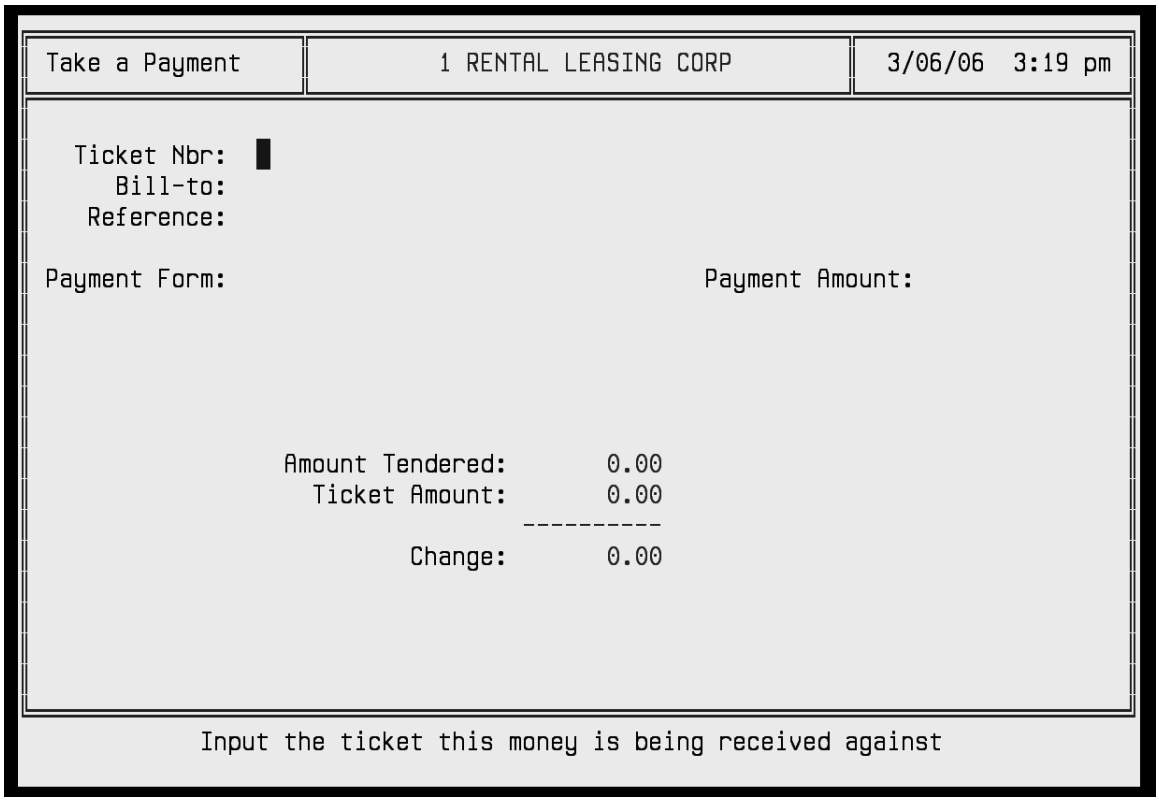

Figure 6-1 Take A Payment Screen

If you choose to select the ticket by the customer account, a window is provided that contains all of the outstanding customer tickets. See Figure 6-2.

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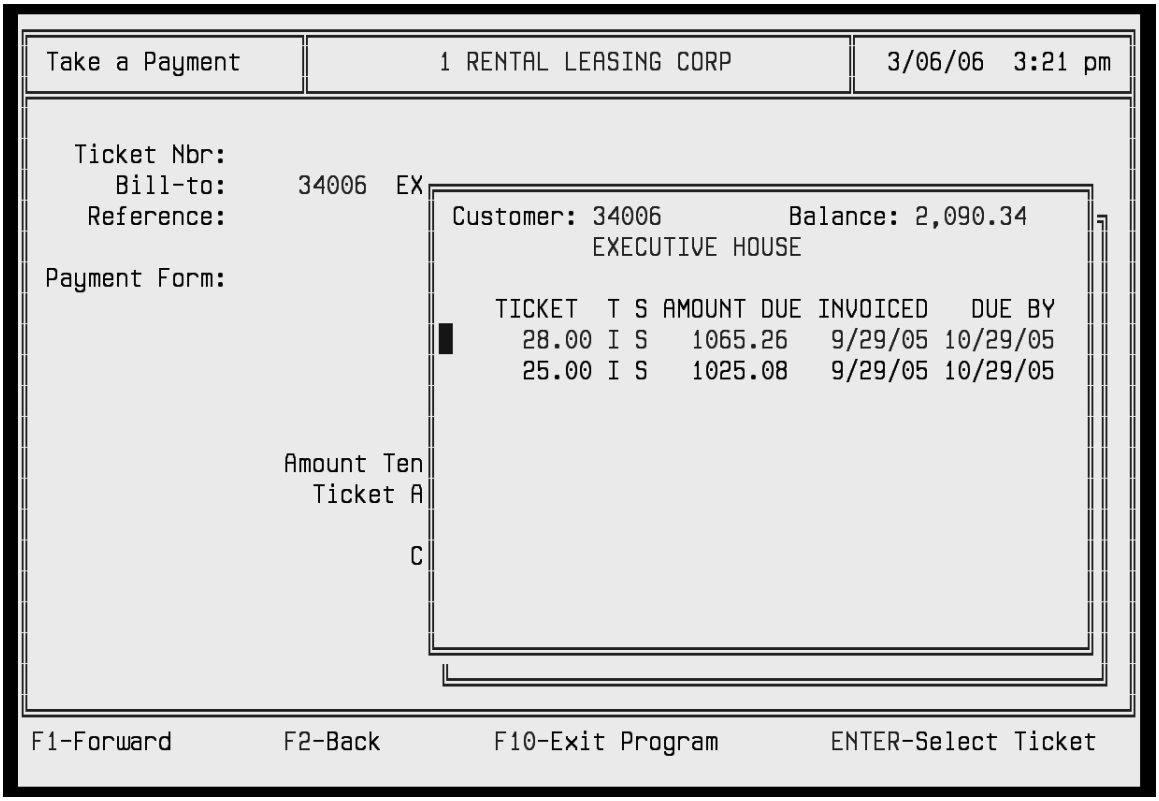

Figure 6-2 Take A Payment Customer ticket window

Once you have selected the ticket, the ticket information will be returned to the prior screen for you with the ticket information displaying, see Figure 6-3.

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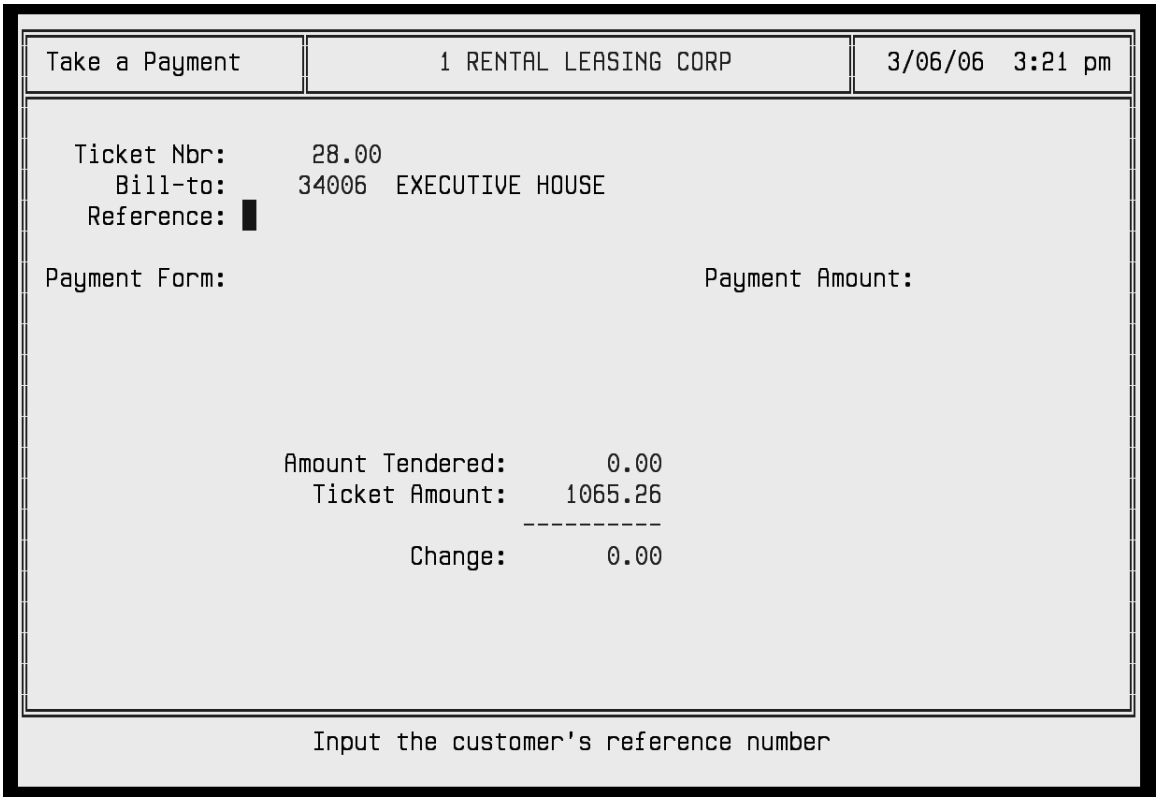

Figure 6-3 Take A Payment Screen populated with data

Enter a reference number if applicable, and the payment information for this transaction. Multiple payment forms are available by pressing the F4 key to list the payment forms when your cursor is parked on the payment form field areas. You may enter up to four different payment types and payment amounts.

Change is calculated automatically for you. If you want to put any excess payment amount on account, zero out the change when you get to the change field on this screen. See Figure 6-4 and Figure 6-5.

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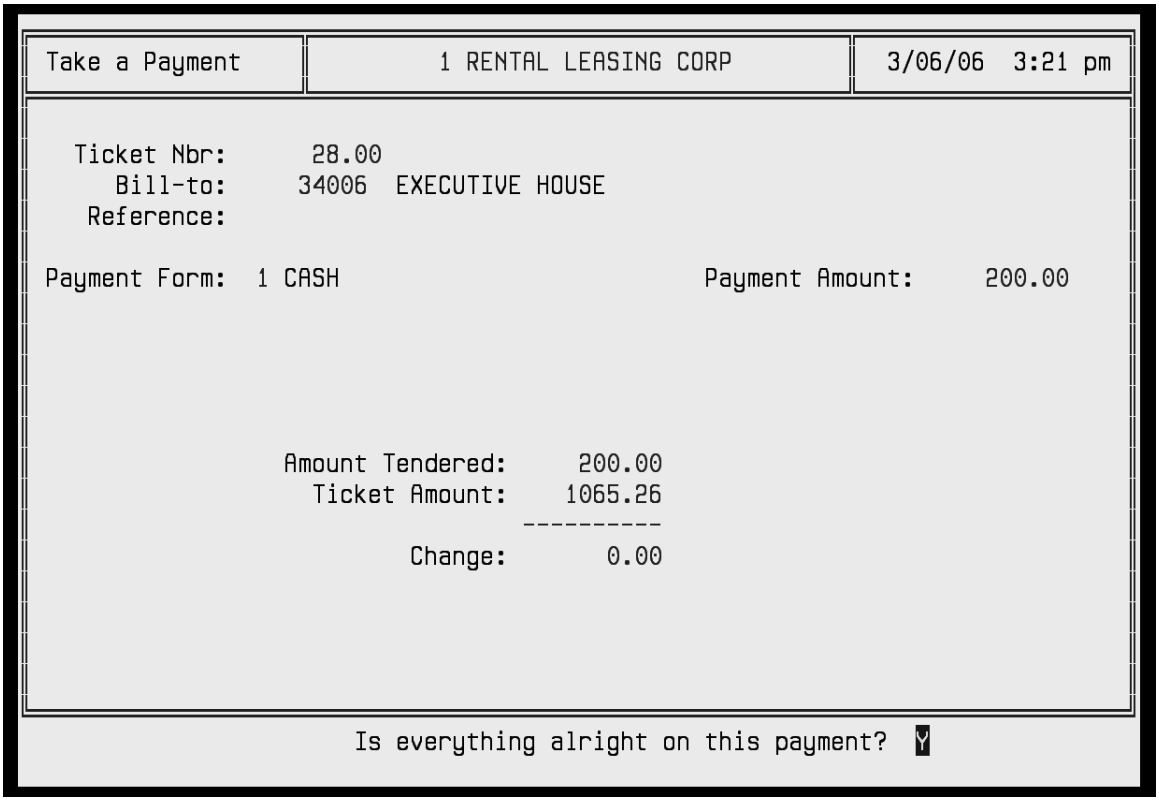

Figure 6-4 Take a Payment complete transaction prompt

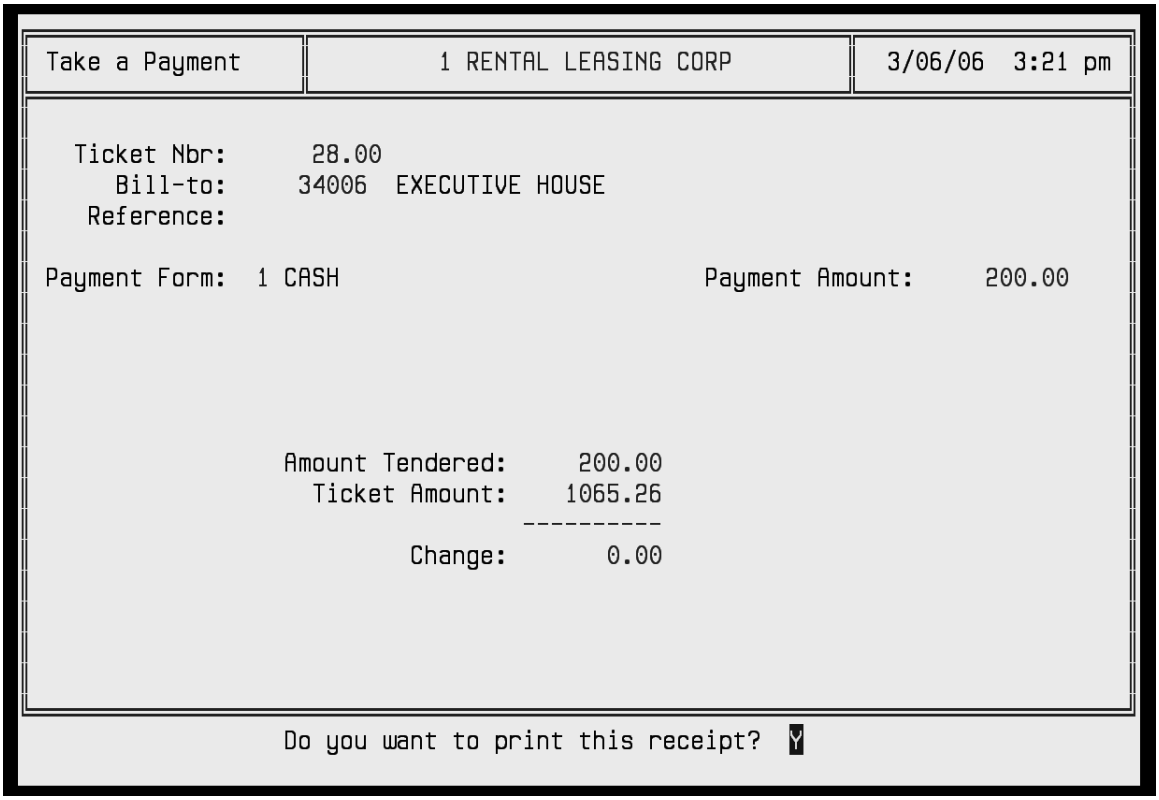

Figure 6-5 Take a Payment Print the receipt prompt

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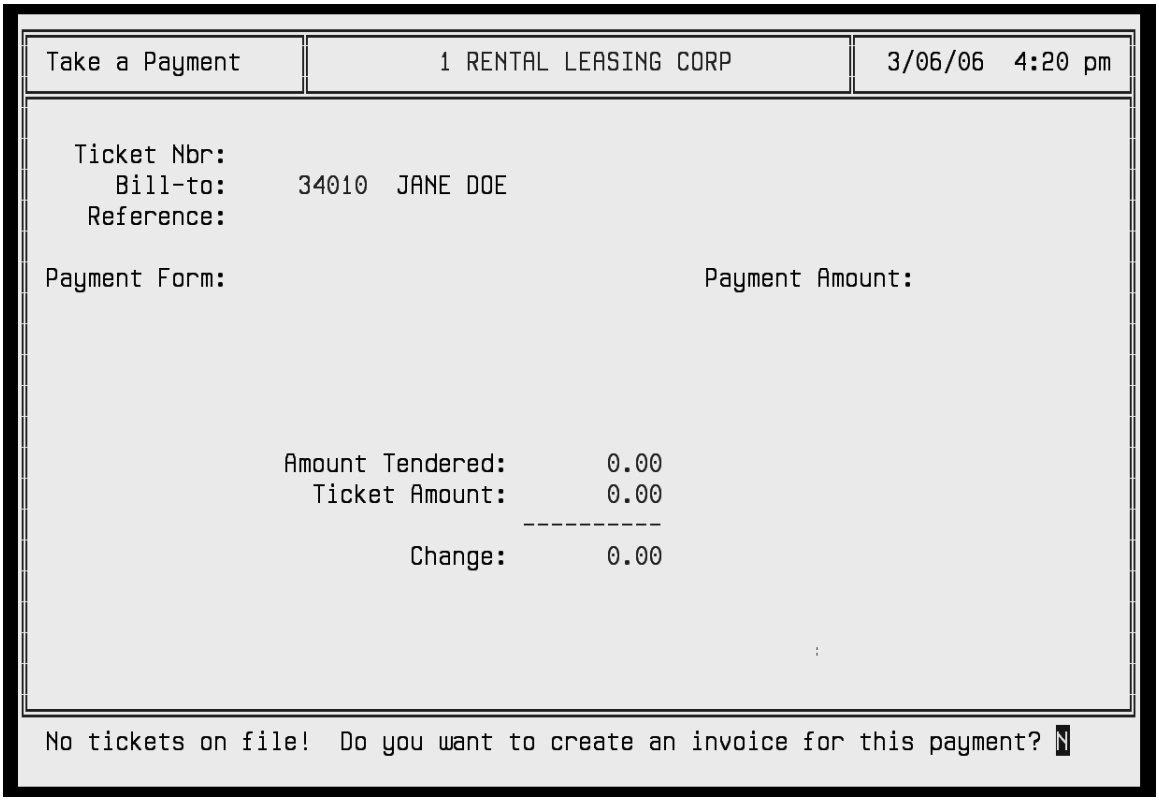

Figure 6-6 Take a Payment Create an invoice for this payment? prompt

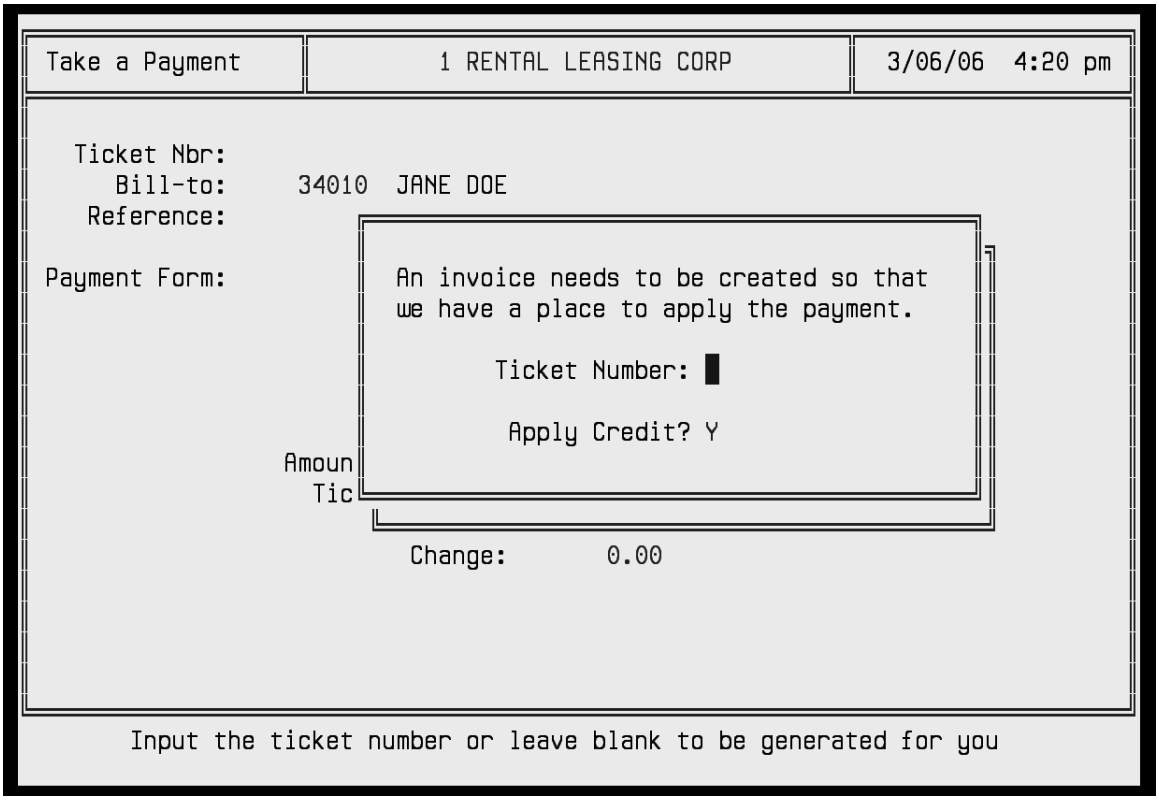

Figure 6-7 Take a Payment invoice needs to be created prompt

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Enter the ticket number you want to create to apply the payment to or leave this field blank and a ticket number will be generated for you. See Figure 6-6 and Figure 6-7.

Input Y for yes in the Apply Credit field to automatically apply this credit. You will see a screen similar to Figure 6-8.

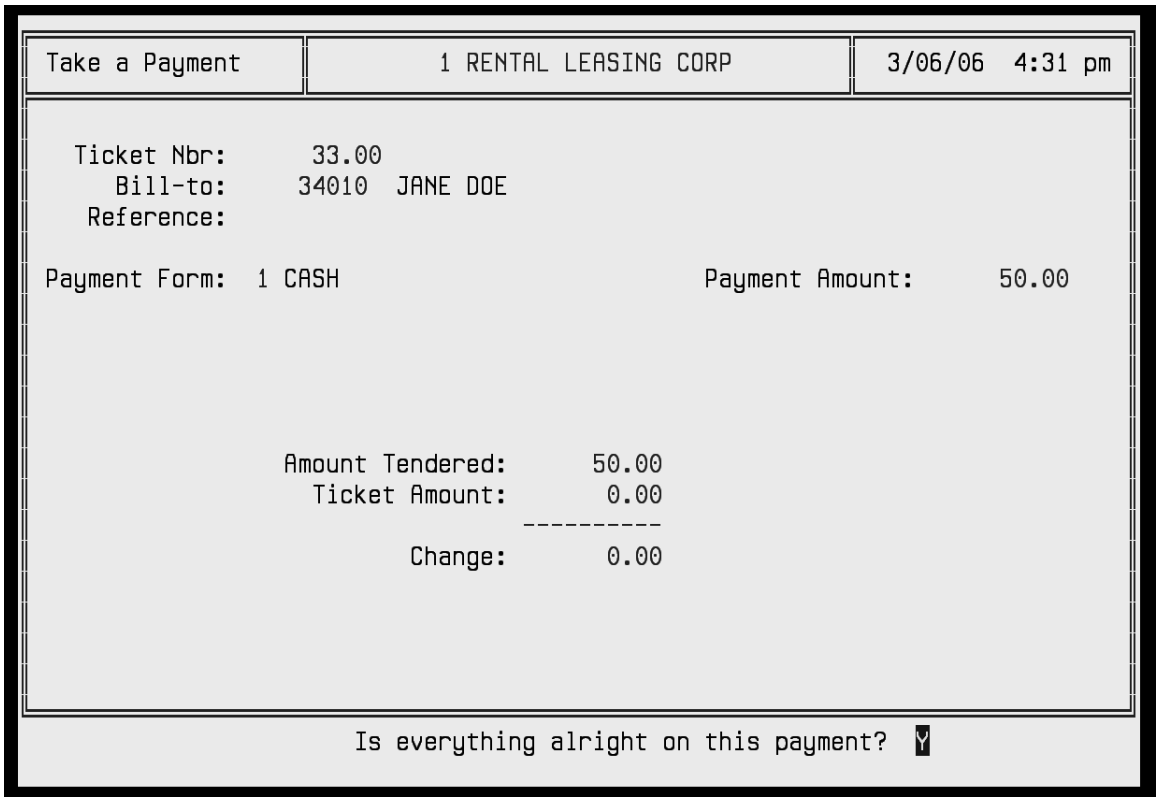

Figure 6-8 Take a Payment Proceed to apply credit prompt

Zero out the change if the money is to be applied as a credit. Then answer Y to the "Is everything alright on this payment?" prompt. You will be prompted to print the receipt. Choose Y to print the receipt or N to not print the receipt.

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Chapter 7 – Ticket History

The ticket history screen provides a quick way to view the status of a ticket and all of the associated tickets that have been generated over the course of the contract.

To view ticket history, select the option “Ticket History” off the main Rent To Rent Menu. See Figure 7-1.

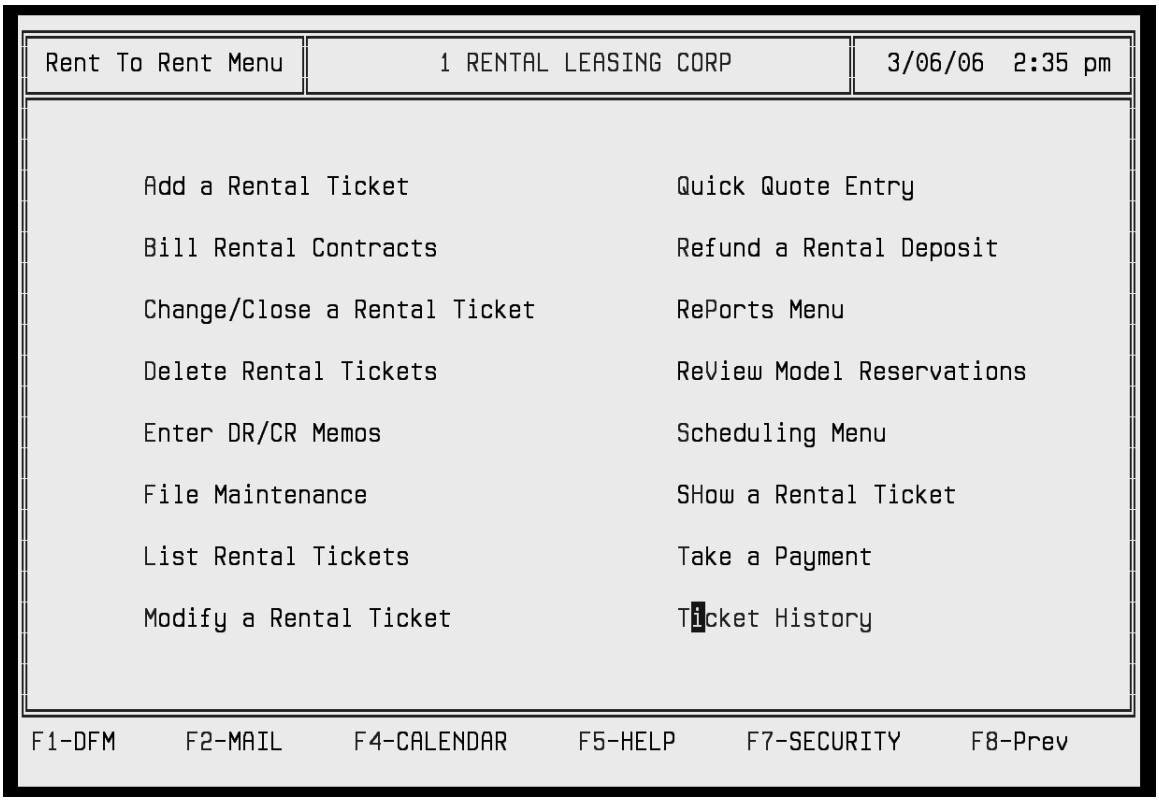

Figure 7-1 Ticket History Option on Main RTR Menu

You will see a screen like Figure 7-2.

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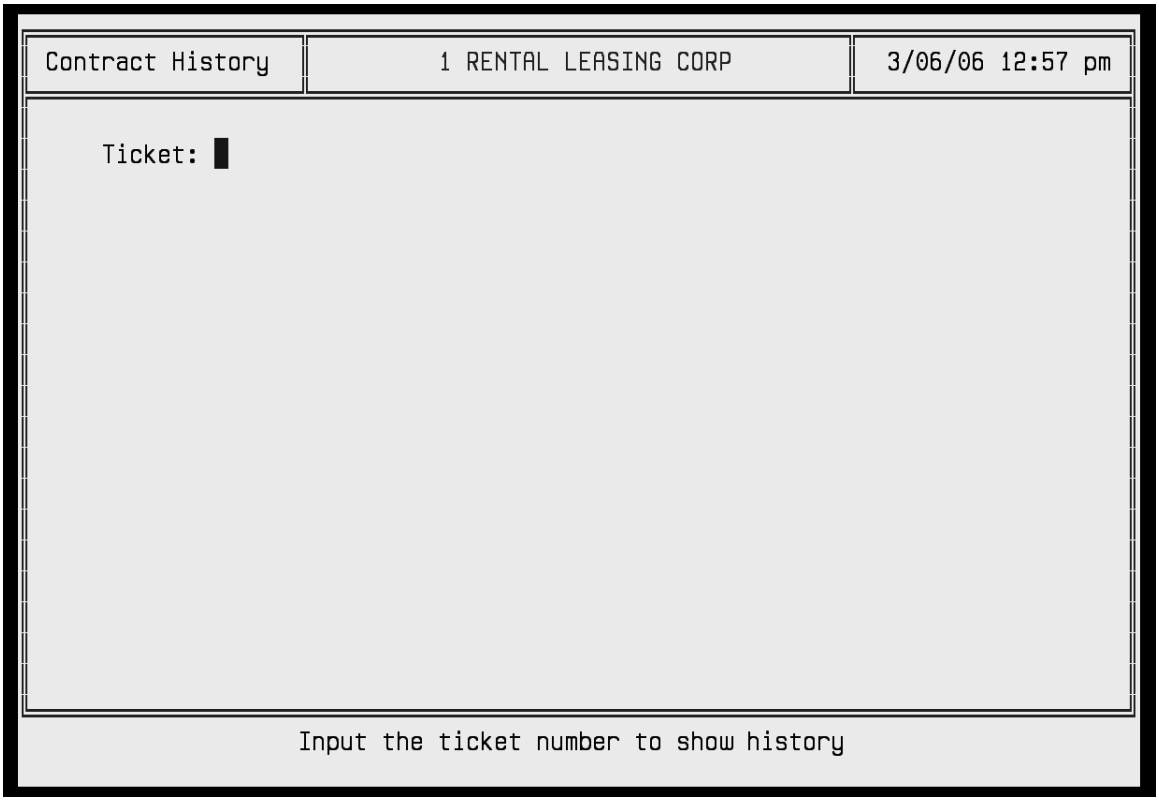

Figure 7-2 Ticket History Screen

Enter the ticket number you want to view the history for and press the ENTER key. See example in Figure 7-3.

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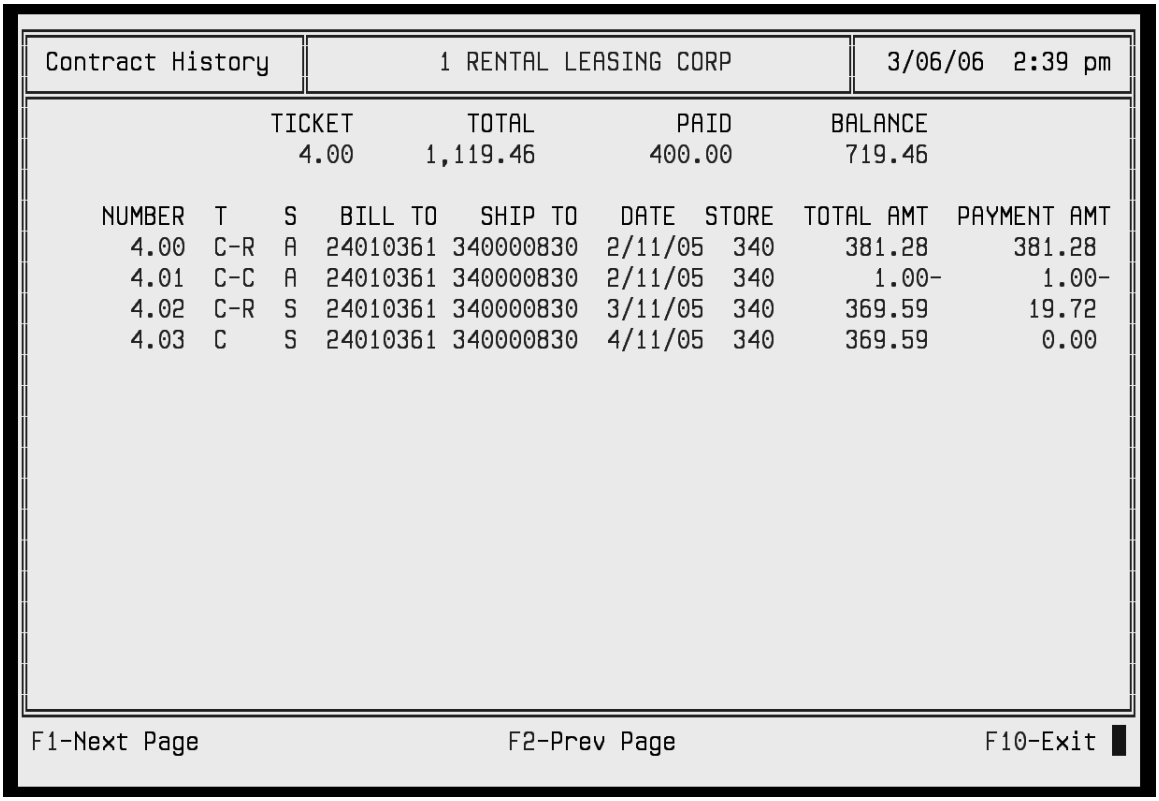

Figure 7-3 Ticket History Screen with data displayed

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Chapter 8 – Change/Close a RTR Rental Ticket

Eventually, you will need to close a rental contract. You also might need to close only one item or exchange some of the items on a contract. This process allows you to close part of a ticket or an entire ticket. It can optionally prorate a credit ticket for any part of a rental period not used. Items may be left open and new items added to a ticket. If any items are left open on a closed ticket, a new ticket is created.

The new ticket and credit ticket numbers are the same as the previous ticket, except a .01 is added to the ticket number. As an example, ticket 1049.00 is partially closed and a credit ticket is created. The credit ticket is 1049.01 and the new ticket is 1049.02. To change/close rent to rent tickets, select "Change/Close RTR Tickets off the RTR Store Menu. See Figure 8-1 for the Change/Close Ticket Screen.

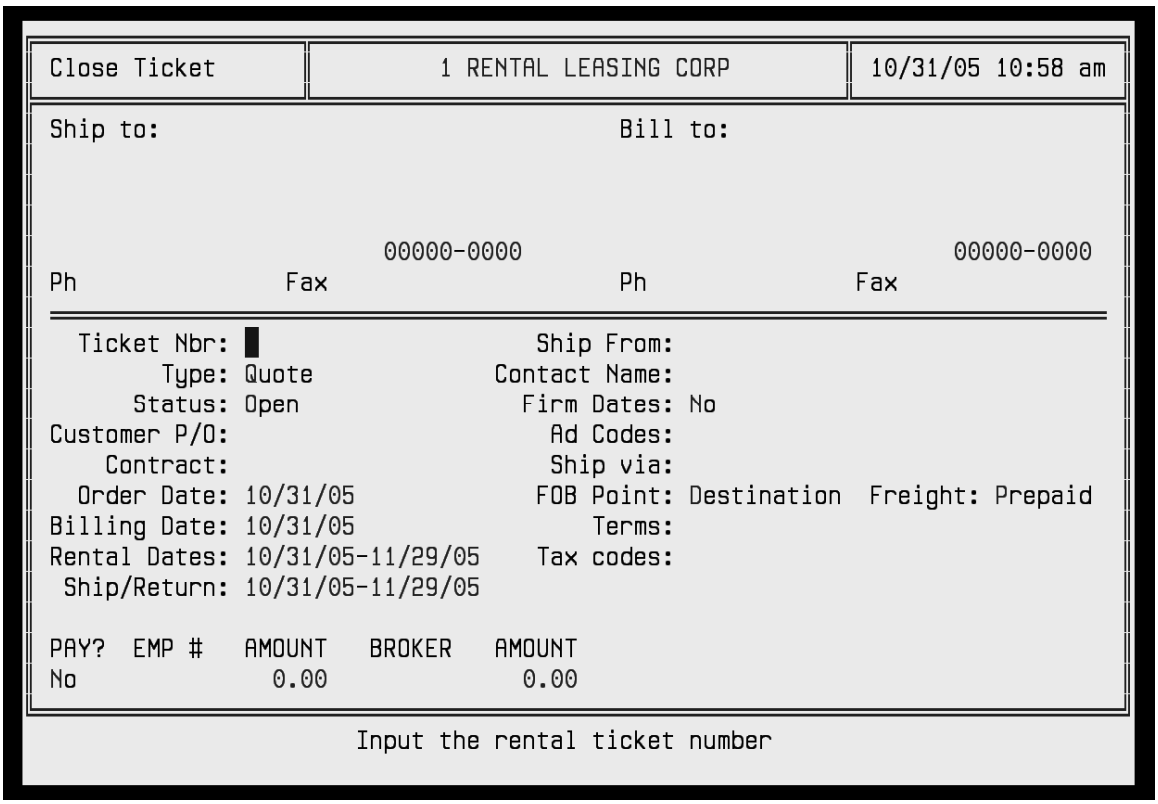

Figure 8-1 Change/Close a RTR Ticket Screen

Enter the ticket number to be closed. You will be prompted to verify that this is the correct ticket to be closed. If there is a minimum rental period and this contract has not exceeded that period, you will be prompted to bill for the remaining term of the minimum period.

You may only close a ticket that has been invoiced and shipped. See example error message "This rental ticket has not been invoiced" in Figure 8-2.

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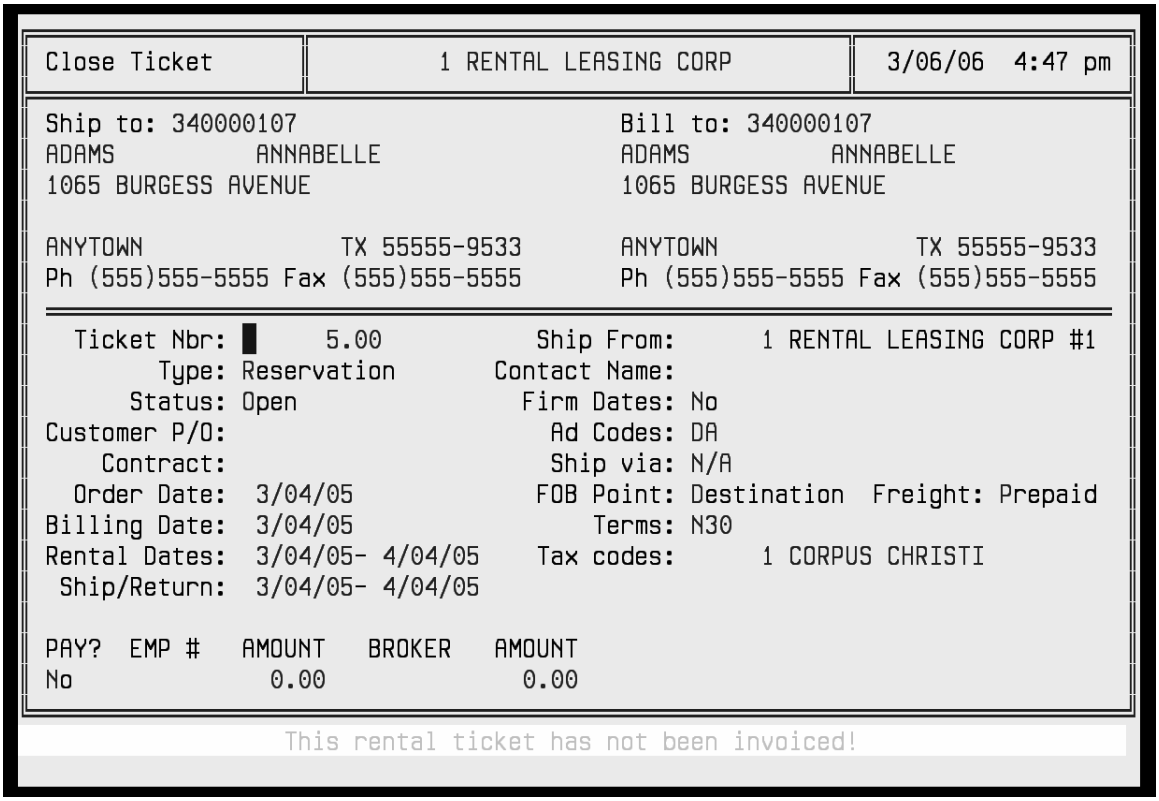

Figure 8-2 Change/Close a Ticket has not been invoiced message

If the ticket was previously closed and rolled to another ticket number or it was closed through the Print Recurring Invoice process, you will be informed of the related ticket to close.

In the example in Figure 8-3, I pressed the ENTER key to toggle the cursor up to the SHIP TO information field and entered the NAME “SMITH”. It listed three tickets for me to select from. I highlighted the one I wanted to close using the up and down arrow keys and pressed the ENTER key. The screen in Figure 9-3 appeared with the data for this example selection filled in for the ticket I want to close. Notice the “Thjs ticket has been recurred to invoice: 24.02” message in Figure 8-3.

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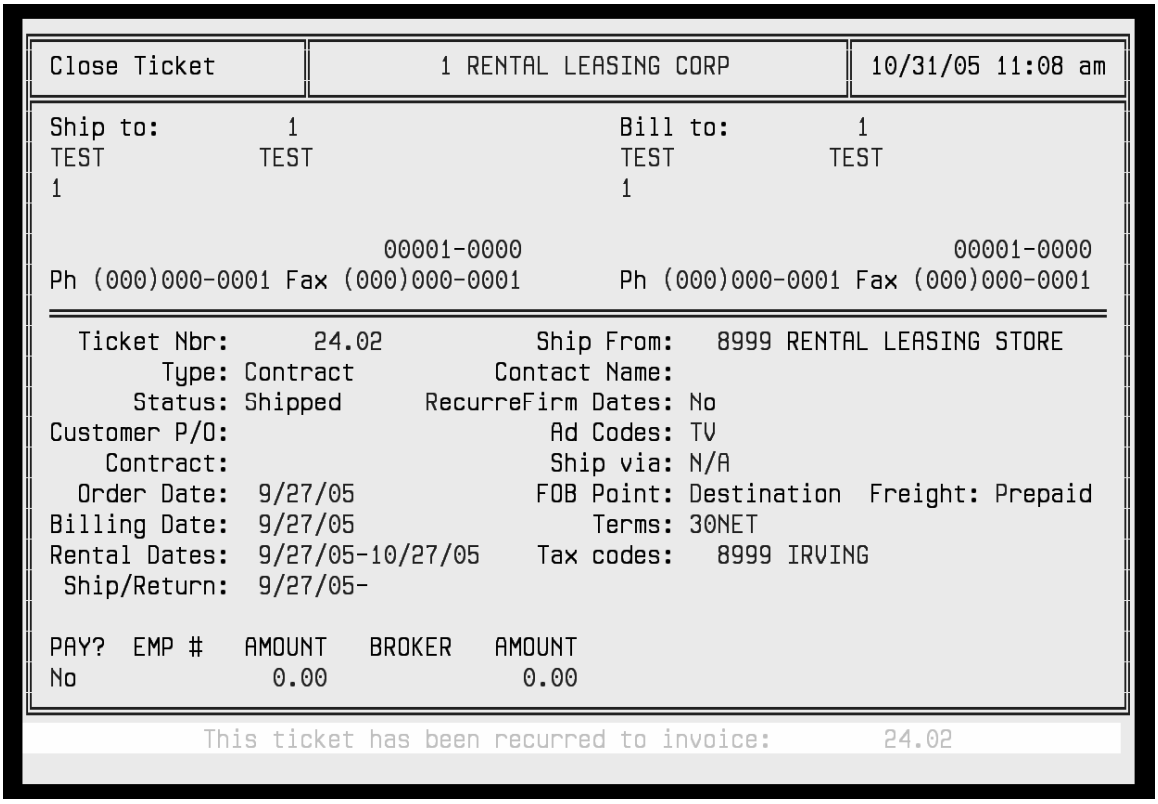

Figure 8-3 Change/Close a RTR Ticket Screen with data

Once the ticket displays, press the F9 key to get the prompt in Figure 8-4 asking if you want to change/close this ticket. If this is the ticket you want to change/close, change the default of N for No to Y for Yes to close it.

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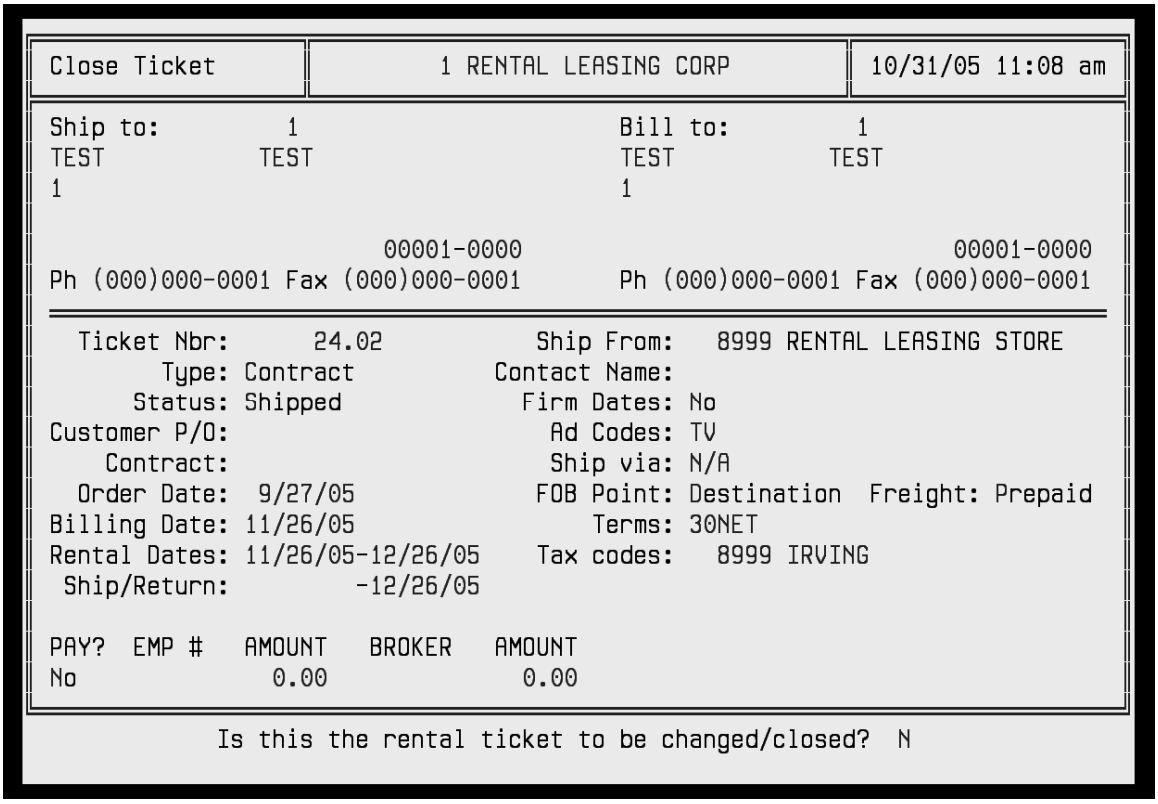

Figure 8-4 Change/Close RTR Ticket Screen prompt to close

When the Y for Yes was typed in to change/close the rental ticket, the next screen appeared as seen in Figure 8-5.

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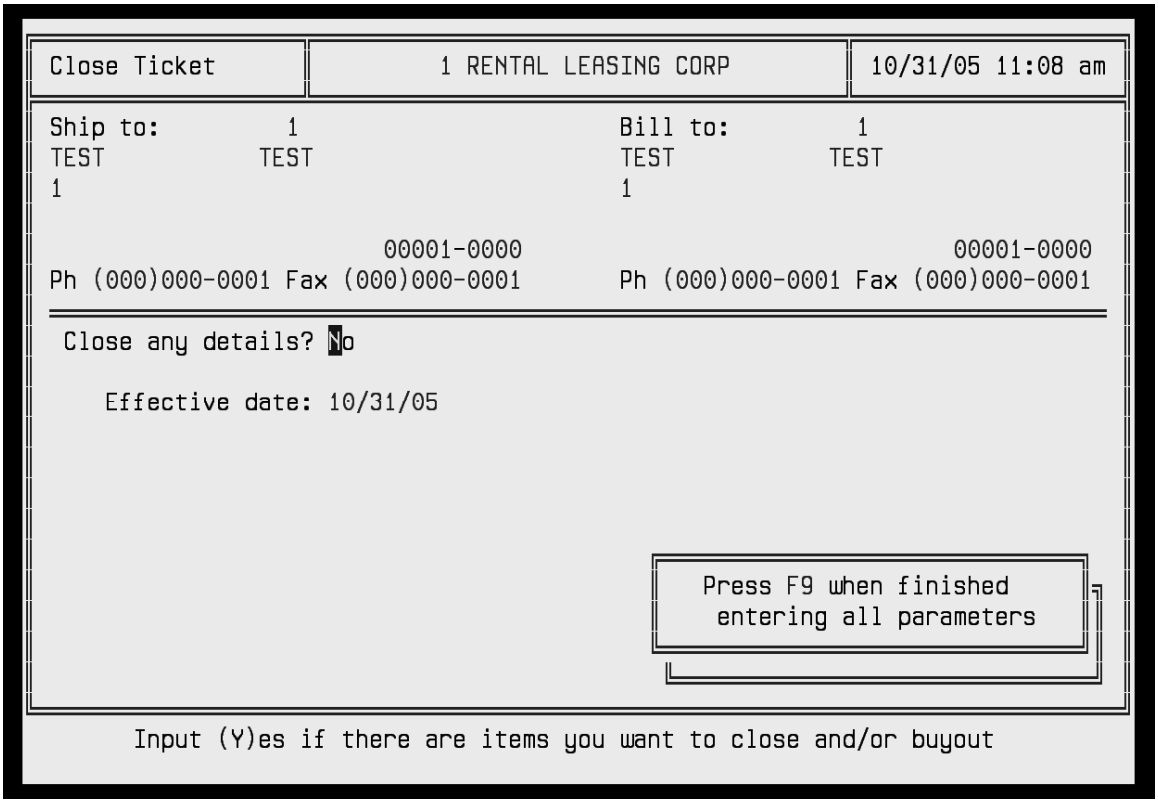

Figure 8-5 Change/Close RTR Ticket Screen prompt to close any details

Enter Y for yes at the “Close any details?” prompt if there are items that you want to close or buyout on the selected contract. Enter N for no if you are only interested in adding a new item to the contract. If you enter N for no, you will be forwarded to the detail entry screen where you can add the items to the contract.

The effective date is the date that this close becomes effective. If the software has been configured to prorate the credits on closes, a credit will be calculated based upon the prepaid portion of rent for the period from the current billing through the close date.

If you enter Y for yes to close any details, you will be prompted for additional information required for returning the merchandise to your inventory.

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Enter the reason you are closing the ticket and press the F9 key when you are ready to proceed. See Figure 8-6.

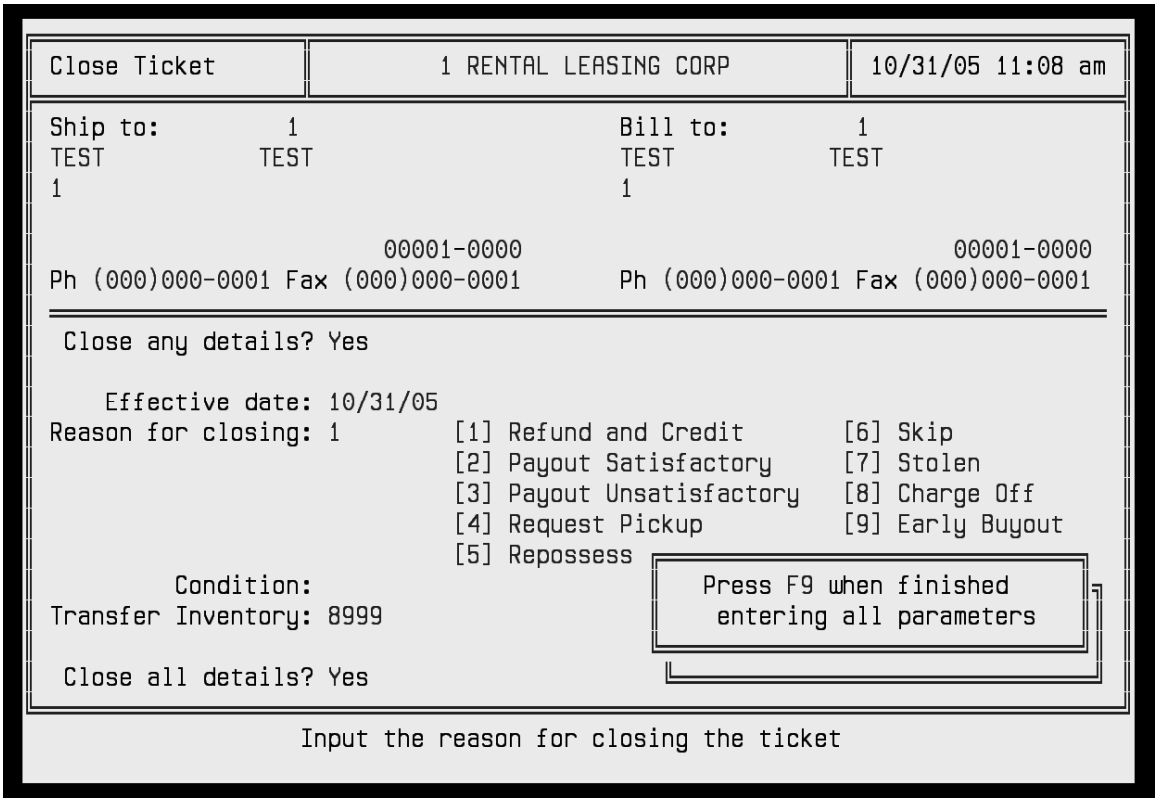

Figure 8-6 Change/Close RTR Ticket Screen prompt to reason for closing

REASON FOR CLOSING Select the reason from the list provided on your screen.

CONDITION Enter the condition of the returned merchandise.

TRANSFER INVENTORY Location to which the inventory should be transferred back to.

CLOSE ALL DETAILS? A Yes value will automatically close all of the details of this contract. Please note that this is not applicable on a buyout since you are required to enter the buyout amount for each item.

You will see a prompt “Are you ready to proceed with the update?” See Figure 8-7.

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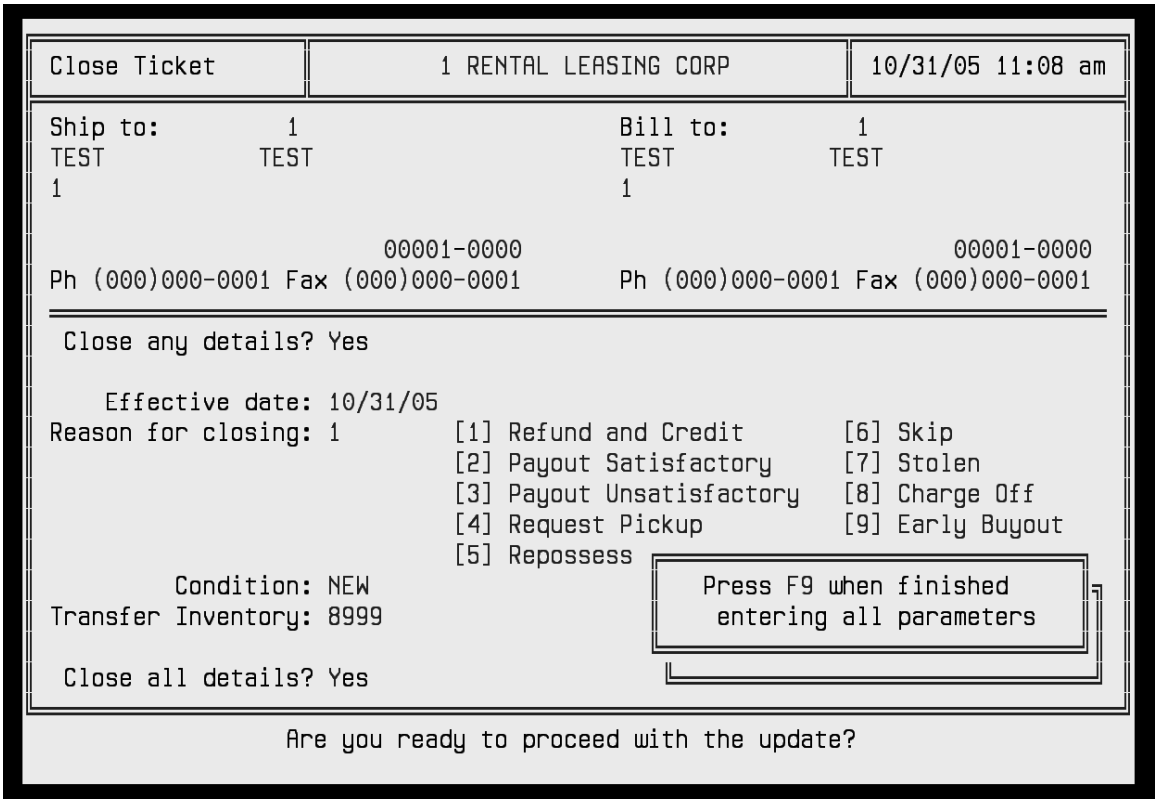

Figure 8-7 Change/Close RTR Ticket Screen prompt proceed with the update

Once all the values are correctly entered, press the F9 key to advance to the detail entry screen. If you selected to "close all details", the next phase of this process will be skipped and all details will automatically be closed.

If you chose to NOT close all details, you need to select each detail on that ticket that needs to be closed. This is done by pressing the F3 key when the cursor is on the appropriate detail line that you want to close. If the reason for closing was a buyout, a buyout price will be calculated from the payoff formula and the resulting price will be displayed. You can either accept or override the calculated price. Press the F9 key when you are finished selecting the items that you are closing. The contract will be scanned and those details marked to be closed will be processed accordingly. The other detail will be carried forward into a new generation of the contract and you will be allowed to add any new items at that time.

Once you enter a Y for Yes to proceed with the update, you will briefly see a prompt that states "--- Closing details ___". The next prompt that will appear can be seen in Figure 8-8.

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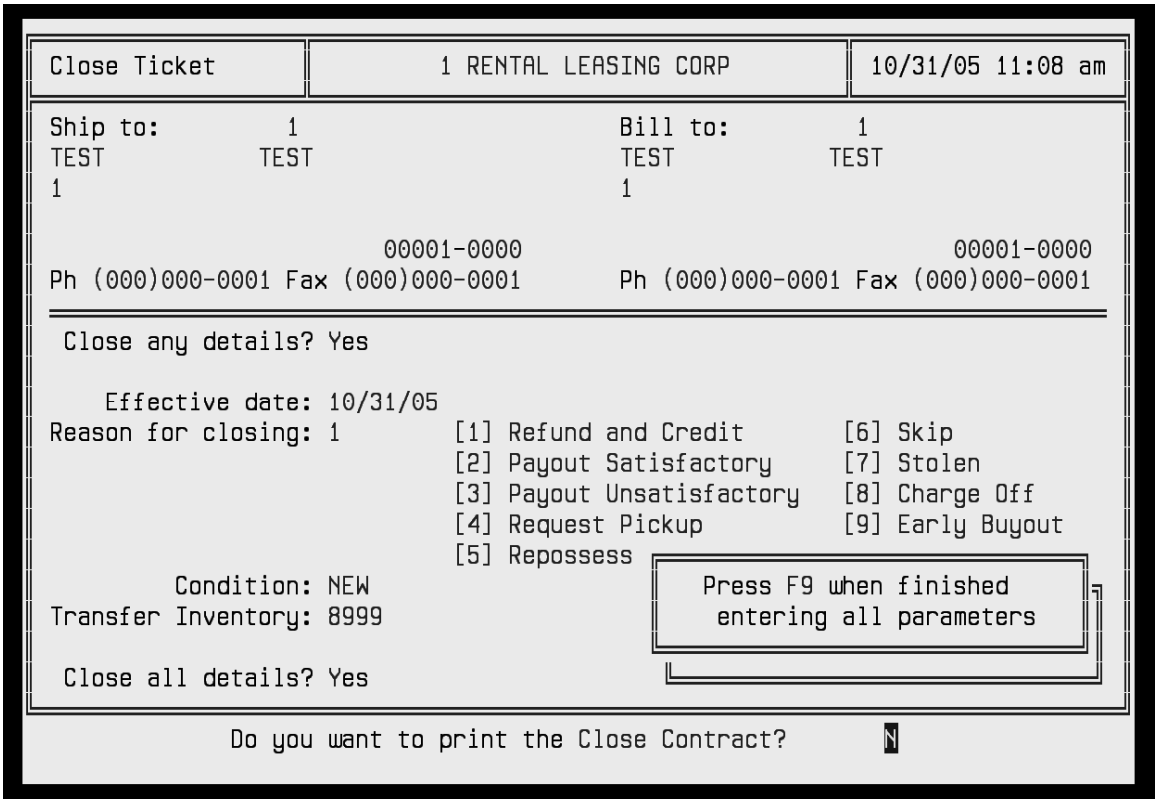

Figure 8-8 Change/Close RTR Ticket Screen prompt close the contract

Enter a Y for yes to change/close the RTR ticket.

Once all the details that need to be closed are closed properly, you have the option to print a Closed Contract document. See Figure 9-8.

After this document has printed, you will be forwarded to the detail entry screen where you can add new items to the contract if necessary.

Once you finish entering all the new items to the contract, press the F9 key and you will advance to the contract total screen.

From this point to the end of the process, you will follow the same steps as when you first entered the rental ticket into the computer.

To view ticket (contract) history after the ticket is closed with a balanced due, select the “Ticket History” option off the main Rent To Rent Menu. See Figure 8-9 for an example.

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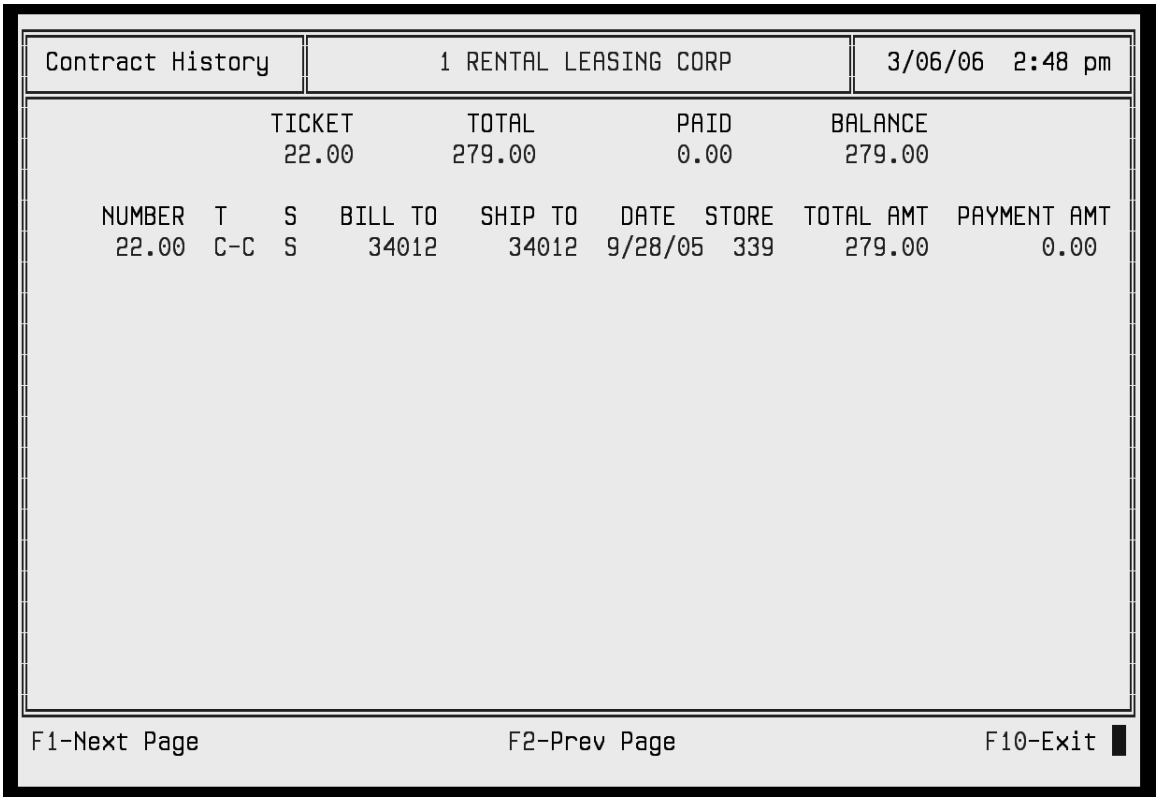

Figure 8-9 Ticket Contract History after close with balance due

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Chapter 9 – RTR Rental Ticket Changes/Corrections

Selecting "File Maintenance" off the main Rent to Rent Menu and then selecting "+ More Maintenance Options" off the File Maintenance menu will bring you to a RTR Utilities Menu. See Figures 9-1, 9-2 and 9-3.

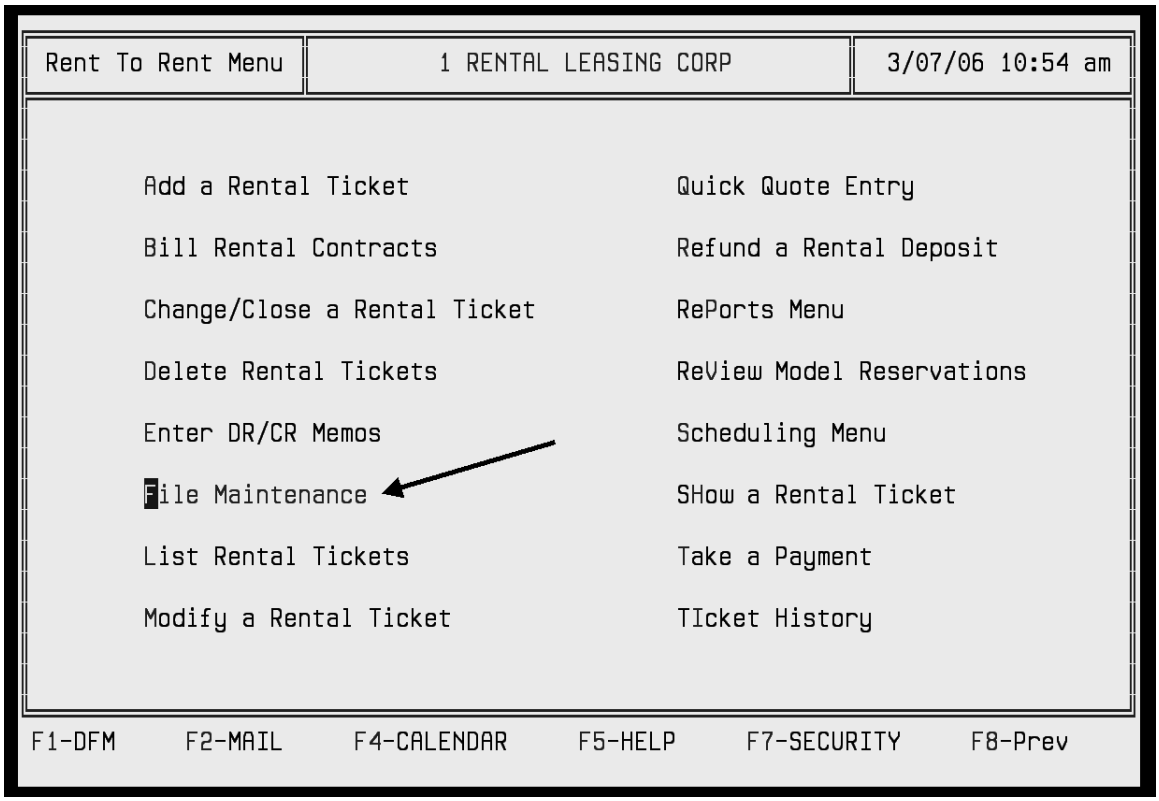

Figure 9-1 Rent To Rent Menu – File Maintenance Option

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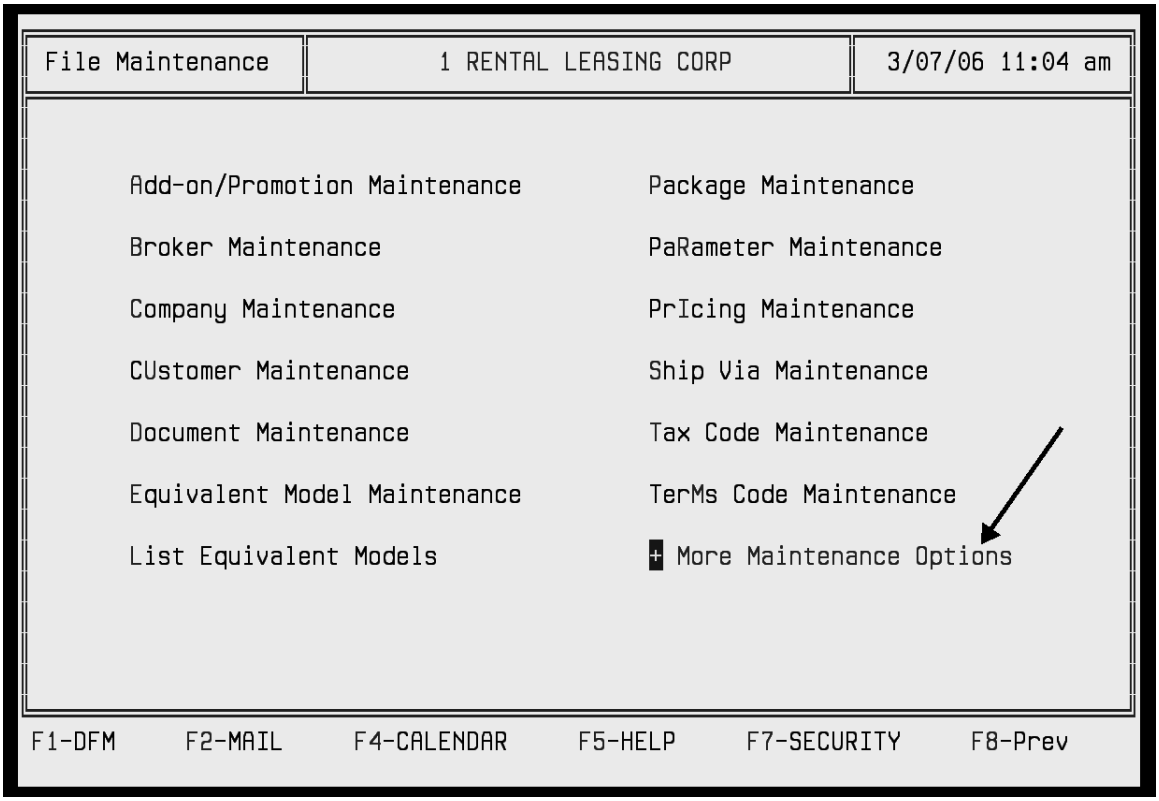

Figure 9-2 File Maintenance Menu +More Maintenance Options

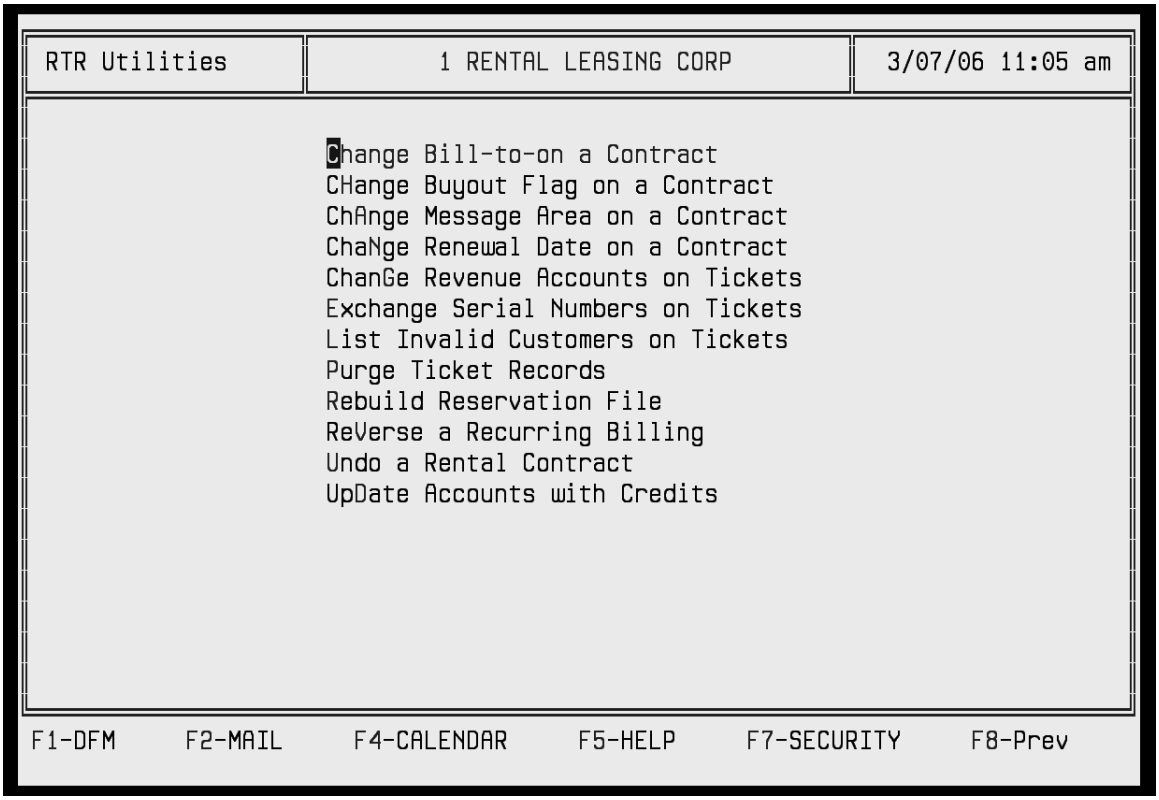

Figure 9-3 RTR Utilities Menu

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Change Bill-to on a Contract

To change to Bill To field on a RTR rental contract, select “Change Bill-to-on a Contract” option off the RTR Utilities Menu. See Figure 9-4. Enter the ticket number you want to change the bill to/ship to field on. Enter the Bill To and/or Ship To customer account number you want to change to and press the ENTER key.

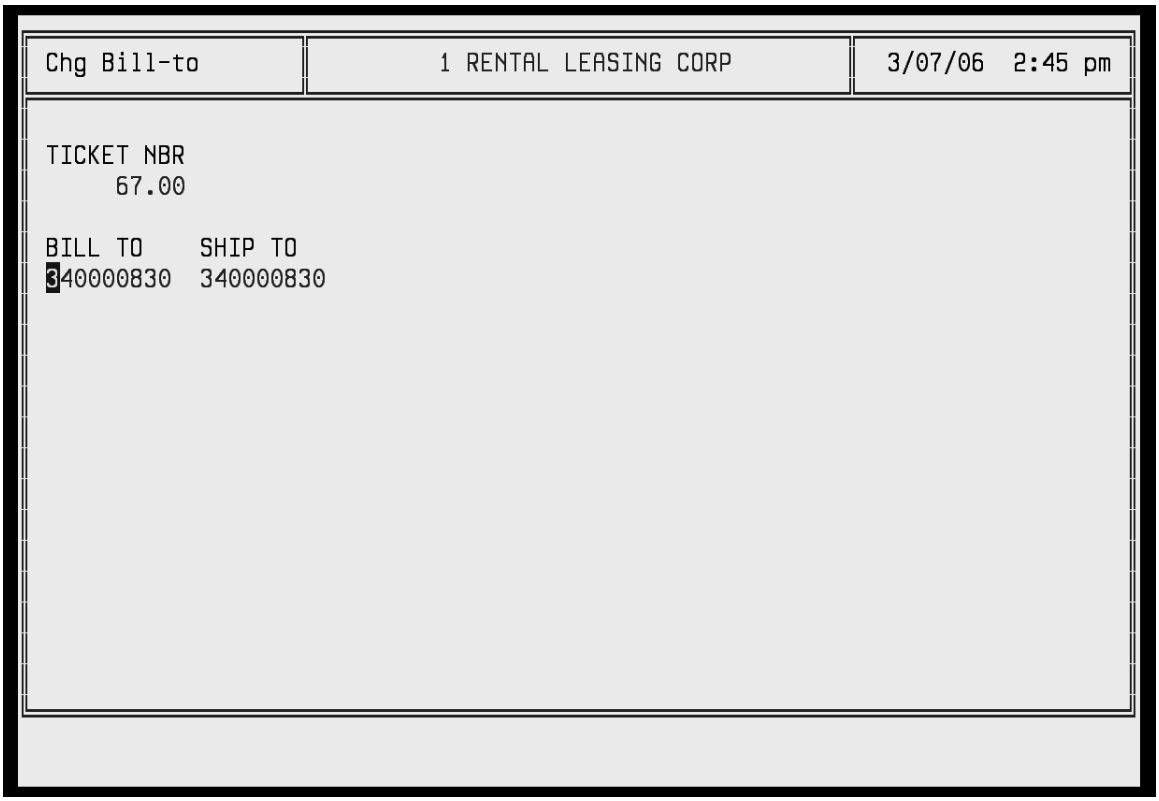

Figure 9-4 Change Bill-to on a Contract

When you complete the change, you will be returned to the Ticket Nbr field prompt. See Figure 9-5.

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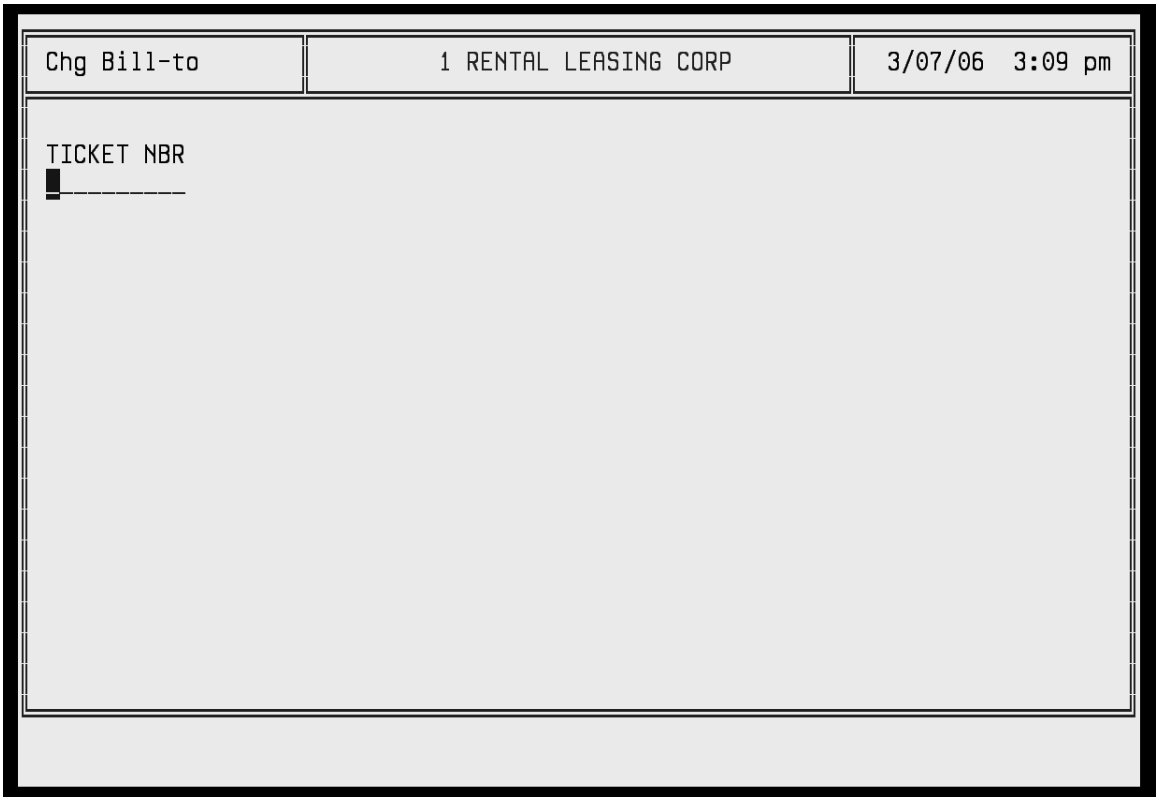

Figure 9-5 Change Bill-to Screen Ticket Number prompt

Change Buyout Flag on a Contract

To change the buyout flag on a contract(s), select "Change Buyout Flag on a Contract" option off the RTR Utilities Menu. See Figure 9-6.

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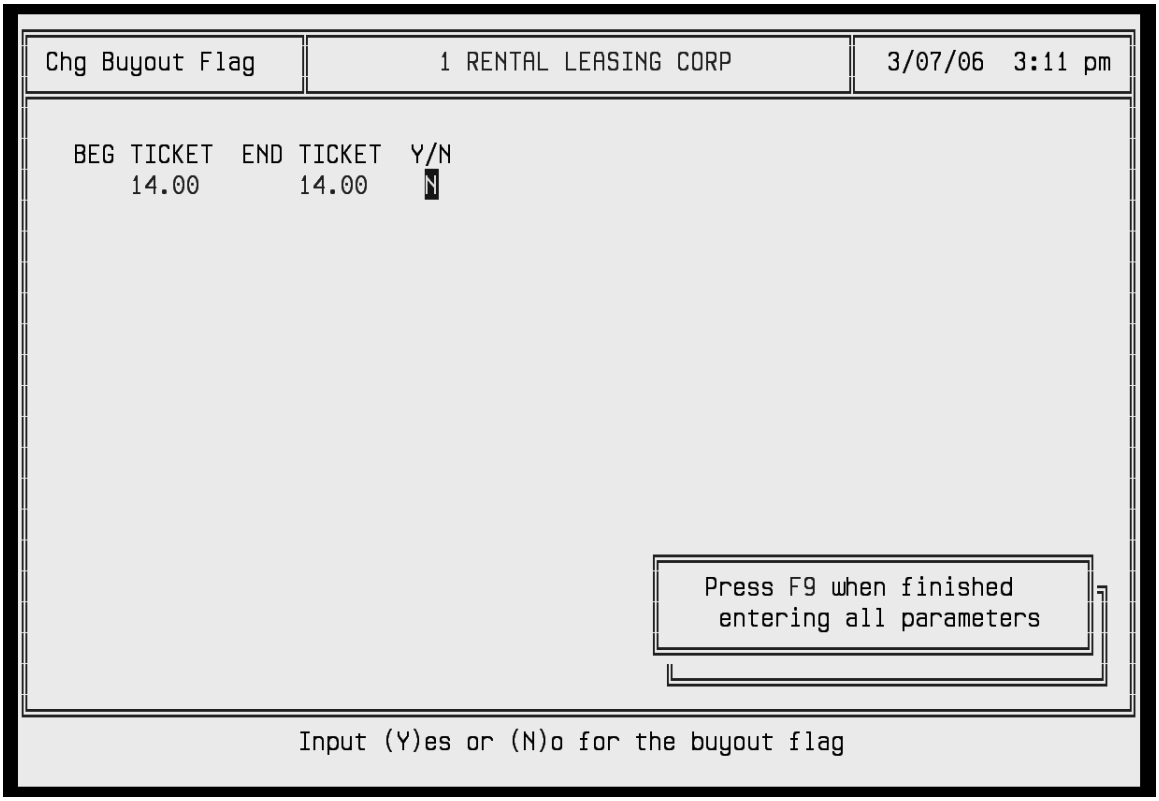

Figure 9-6 Change Buyout Flag on a Contract

Input the beginning ticket number to be changed and the ending ticket number to be changed. Then enter the Y or N for the buyout flag to change on the ticket(s).

Press the F9 key to update the record. You will be returned to a blank Beginning Ticket Nbr prompt on this same screen. Press the F8 key to back out of this option.

Change Message Area on a Contract

To change the message area on a contract, select the "Change Message Area on a Contract" option off the RTR Utilities Menu. See Figure 9-7.

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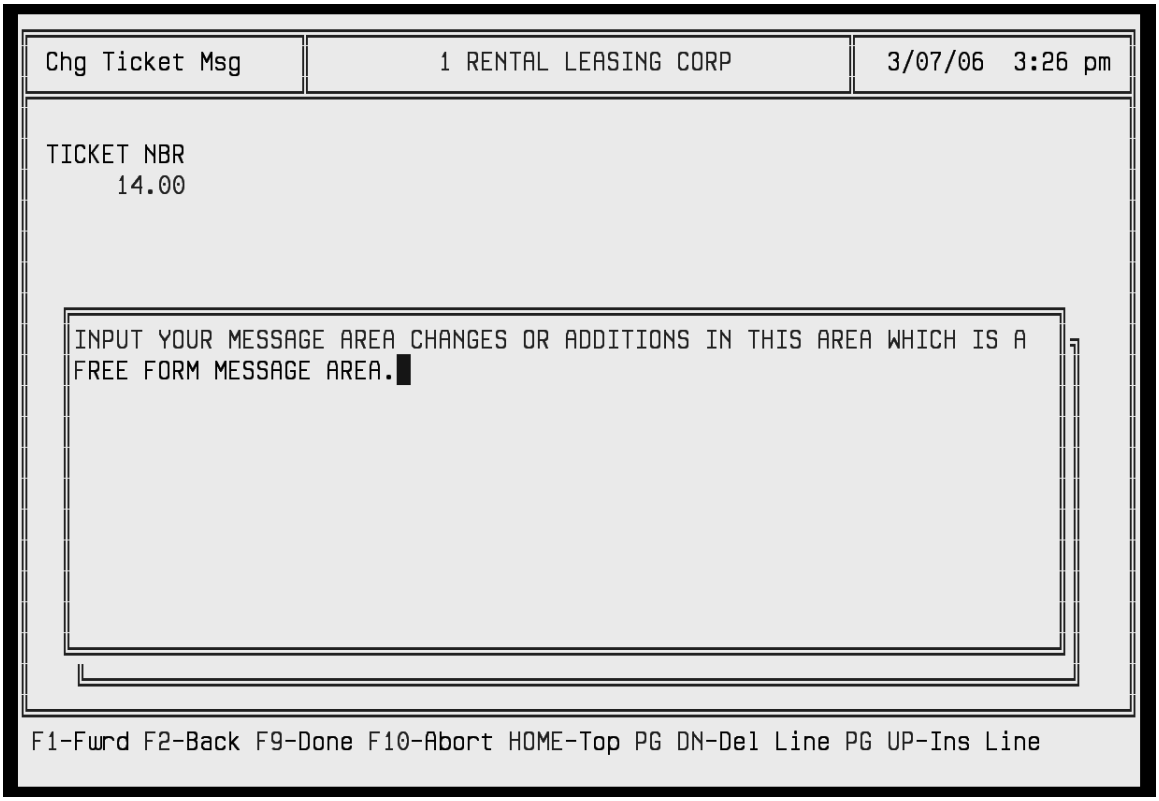

Figure 9-7 Change Message Area on a Contract

Enter the ticket number and the changes to the message area and press the F9 key. You will be returned to the Ticket Nbr prompt on this same screen. Press the F8 key to back out of this option.

Change Renewal Date on a Contract

To change the renewal date on a contract, select the "Change Renewal Date on a Contract" option off the RTR Utilities Menu. Enter the ticket number you want to change the renewal date on and press the ENTER key. See Figure 9-8.

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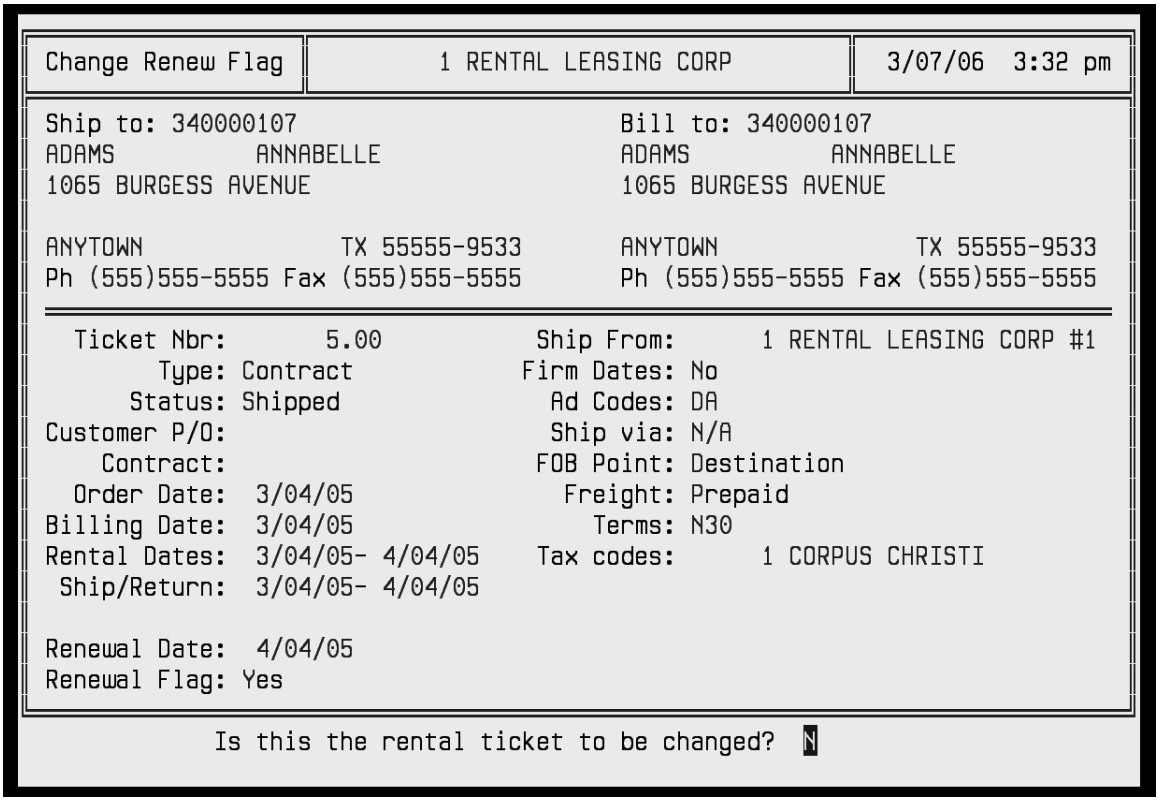

Figure 9-8 Change Renew Flag on a Contract

At the prompt "Is this the rental ticket to be changed?" enter a Y if this is the correct ticket number you want to change the renew flag on, see Figure 9-9. If the ticket number you enter at this option cannot be changed, you will see a message telling you why.

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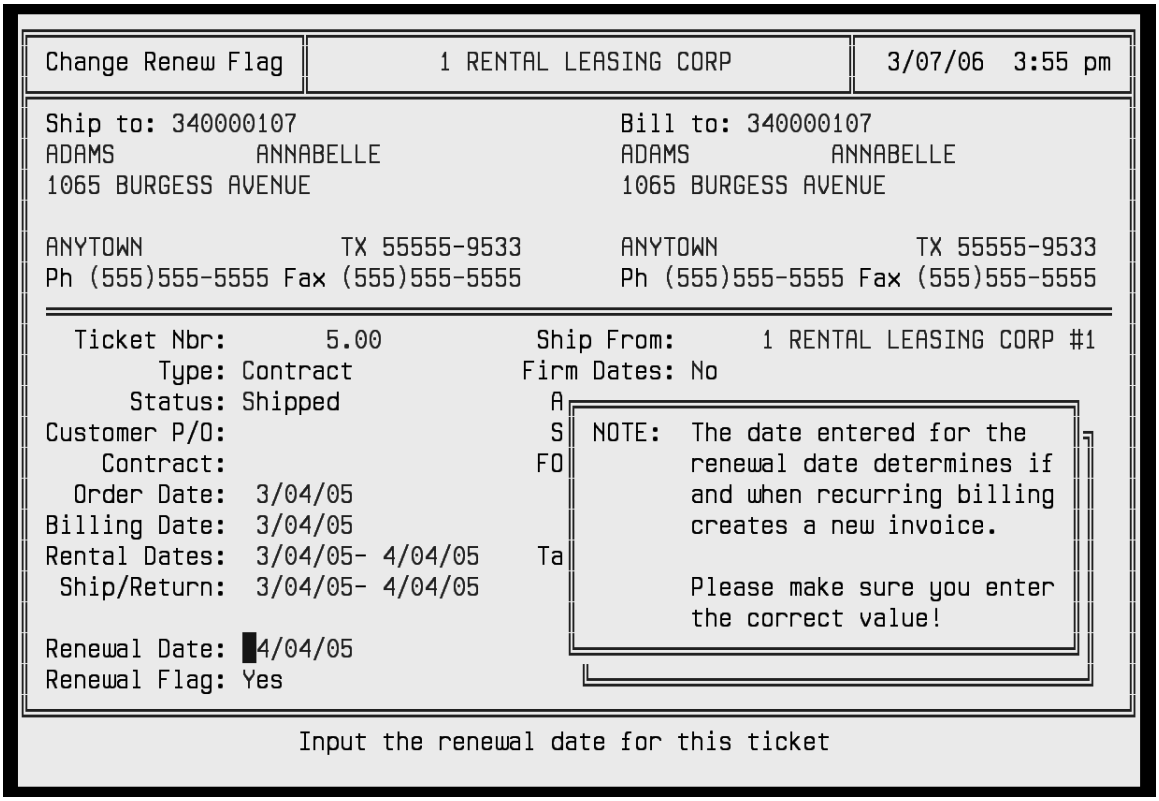

Figure 9-9 Change Renew Flag on a Contract Renewal Date prompt

Enter the new renewal date and press the ENTER key.

Enter the renewal flag, see Figure 9-10. You have the options to Y (renew), N (not to renew) or S (suspend) the renewal date.

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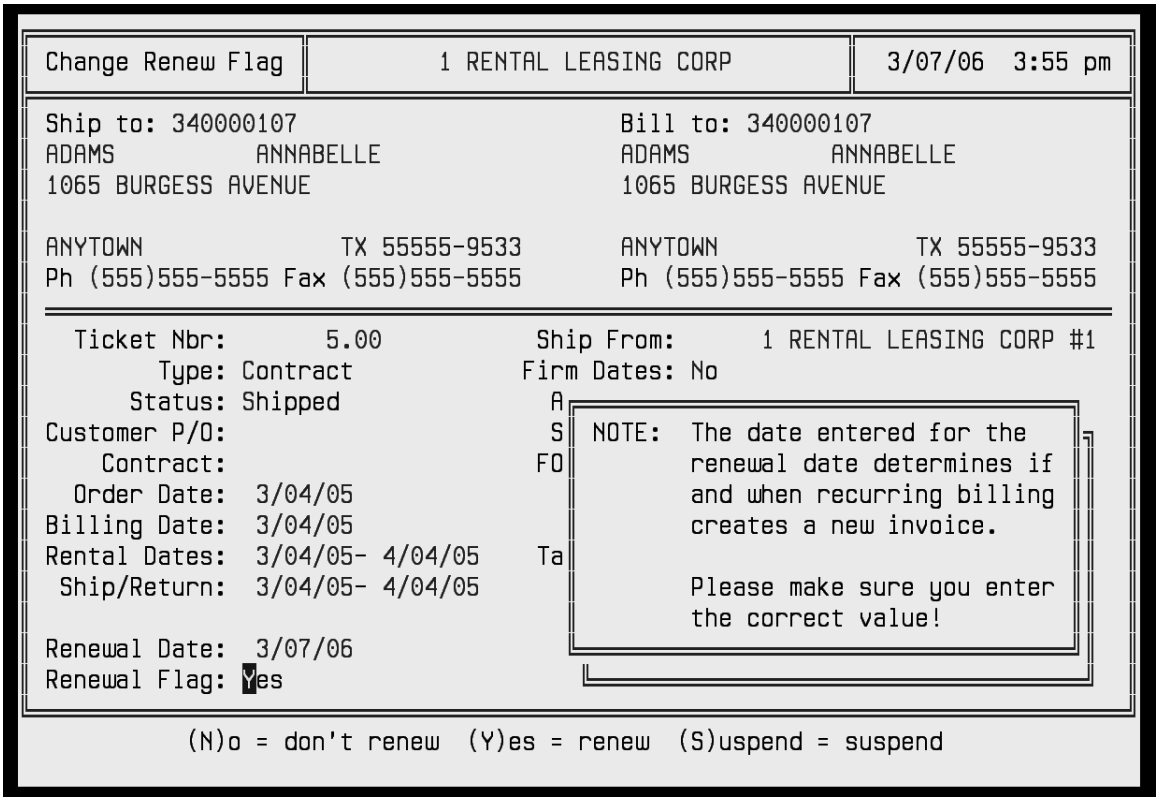

Figure 9- 10 Change Renew Flag on a Contract Renewal Flag prompt

Enter your renewal flag option and the record will be updated and this screen will reappear with default fields filled and prompting you to enter another ticket number.

Press the F8 key to back out of this option.

Change Revenue Accounts on Tickets

To change revenue accounts on tickets, select the “Change Revenue Accounts on Tickets” option off the RTR Utilities Menu. Enter the ticket number you want to change the revenue account on and press the ENTER key. See Figure 9-11.

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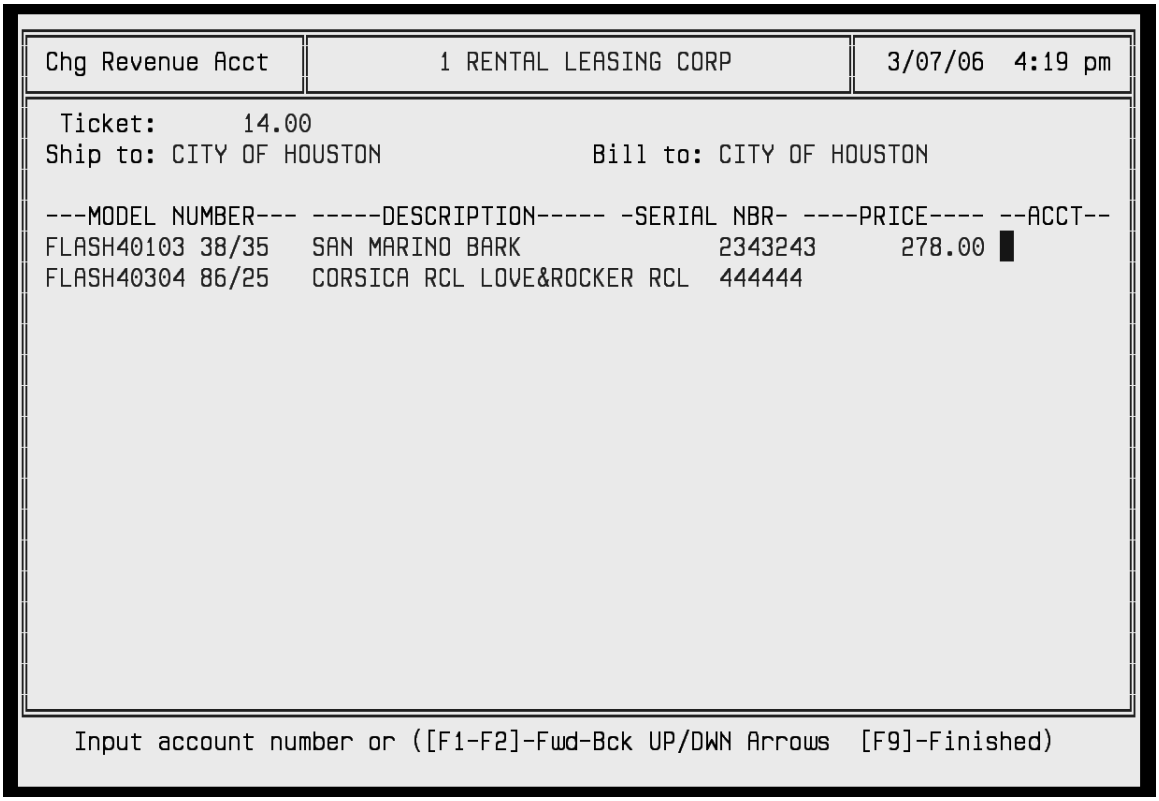

Figure 9-11 Change Revenue Accounts on Contracts

Enter in or change the revenue account number and press the ENTER key.

Press the F8 key to back out of this option when you are done.

Exchange Serial Numbers on Tickets

To exchange serial numbers on items on tickets, select the "Exchange Serial Numbers on Tickets" option off the RTR Utilities Menu. Enter the ticket number you want to change the serial numbers on and press the ENTER key. See Figure 9-12.

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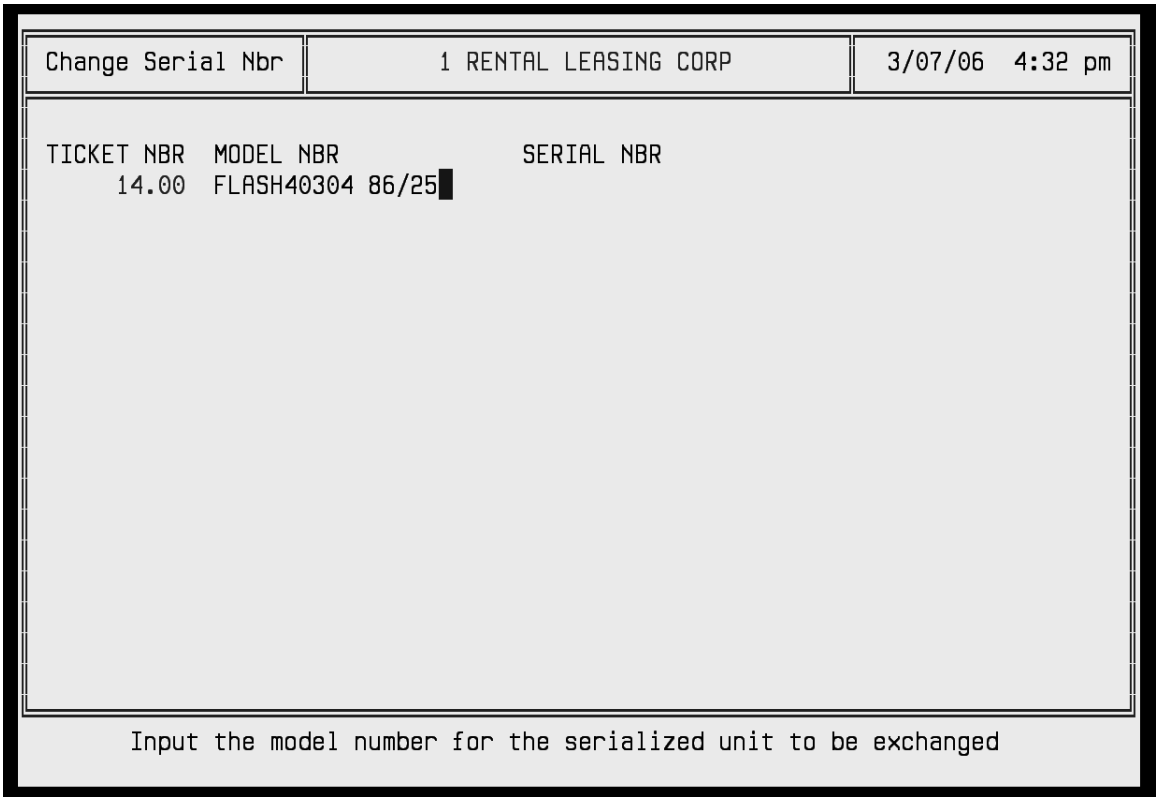

Figure 9-12 Change Serial Number on a Ticket

Enter the current model number for the item you want to exchange the serial number on. Enter the serial number or press the ENTER key to bring up the first item on this ticket. A line will appear showing you the current model number and serial number of the item you want to exchange. Enter the new model number if it is changing or press the ENTER key over to the new serial number field. Enter the new serial number or press the END key (or space bar through the one present entry and press the ENTER key).

This will bring up a list of serial numbers for this model number to choose from. See Figure 9-13.

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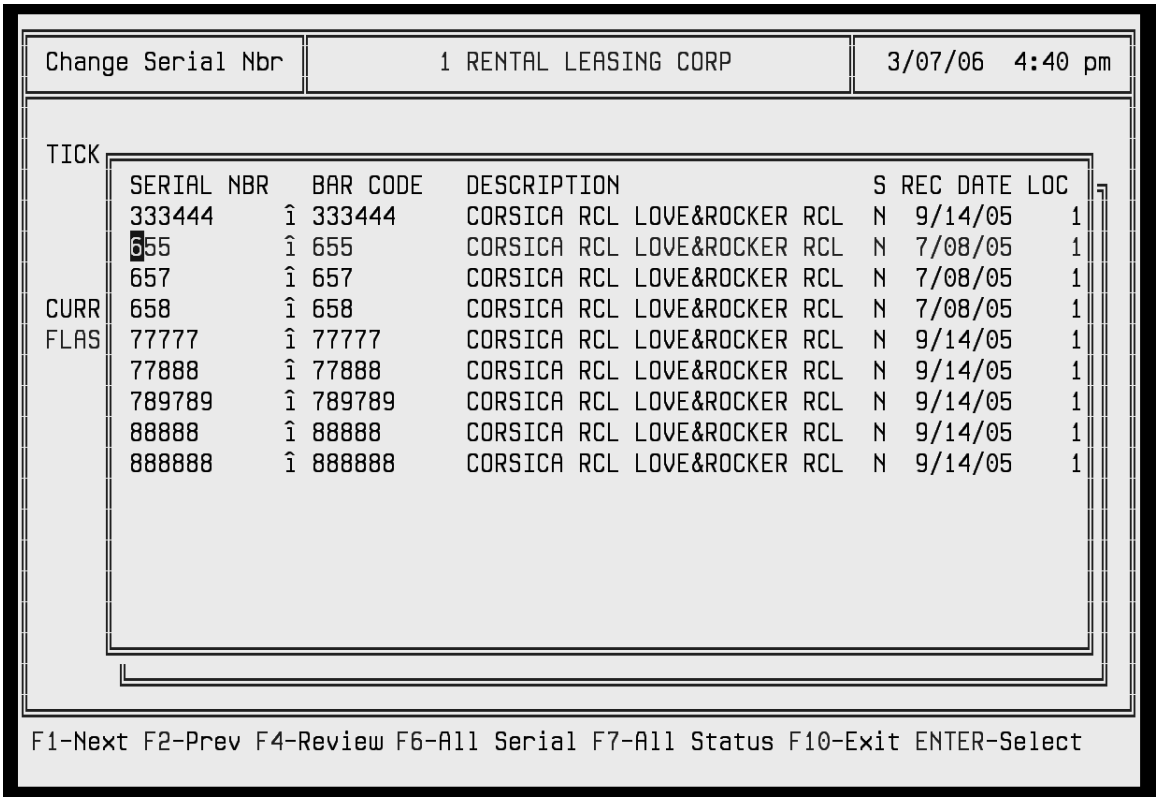

Figure 9-13 Change Serial Number on a Ticket new serial number list

Highlight the serial number you want to select and press the ENTER key. It will populate into the New Serial Nbr field and prompt you with a message that it was successfully changed. See Figure 9-14.

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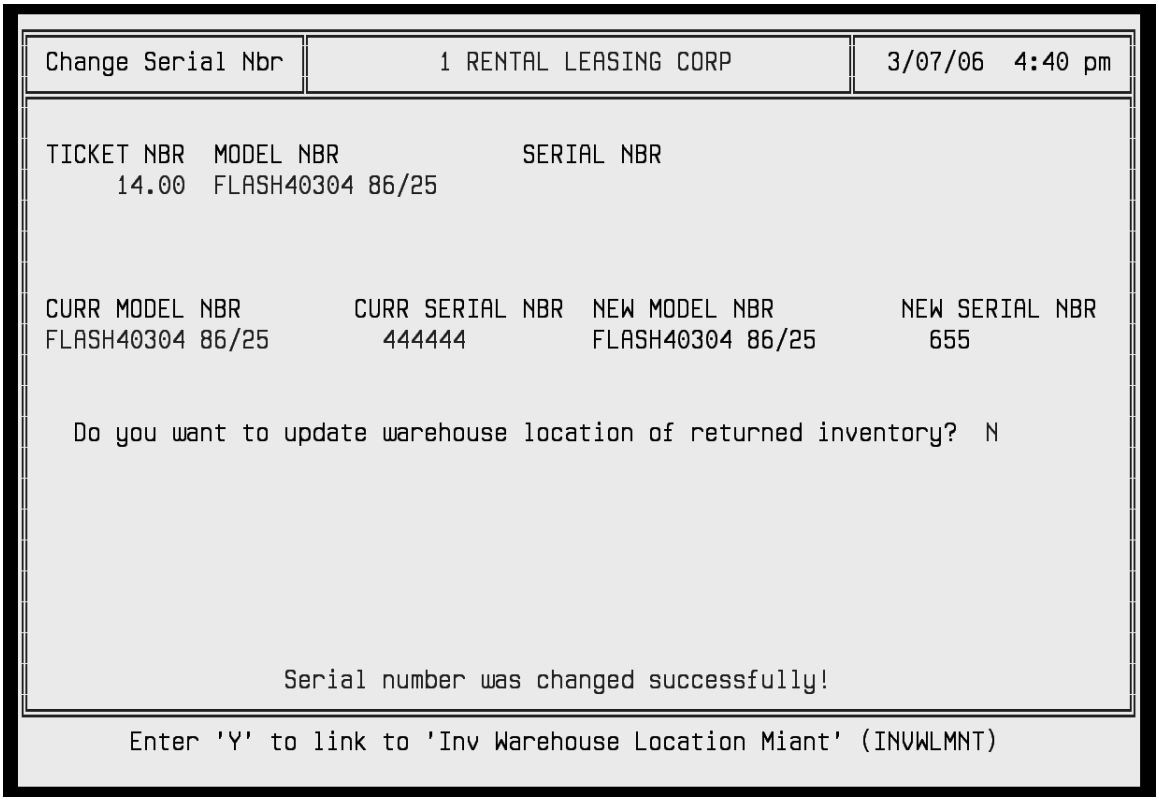

Figure 9-14 Change Serial Number Update Warehouse Location prompt

You will also be prompted to update the warehouse location with the returned inventory. If you enter Y for yes that you want to update the warehouse location with the returned inventory, you will see a screen similar to Figure 9-15.

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```
INVWLMNT            Inventory Warehouse Location Maintenance

Serial/Model/Ticket/PO: 444444

                                                                    Warehouse
 Serial Number  Model Number       Ticket #  Description             Location
     444444     FLASH40304 86/25             CORSICA RCL LOVE&ROCKER
     44444423   FLASH40304 86/25          15 CORSICA RCL LOVE&ROCKER
     45000384   SSMAXFWD5D37          340741 STEREO SHELF
     45001529   SSMAXFWD5D37          340354 STEREO SHELF
     4512933    TMSONKV27FS100        343840 MEDIUM PORTABLE TV
     45253301   TBMAX64P9161          341191 BIG SCREEN TV
     45412474   TBMAX64P9161          341311 BIG SCREEN TV
     45697787   TMMAXTP2785C          341523 MEDIUM PORTABLE TV
     45698009   TMMAXTP2785C          341830 MEDIUM PORTABLE TV
     46314304   TLPHI36PT71B          340829 LARGE PORTABLE TV
     4656679A   FLASH95703 38/35      342490 RANCHO WALNUT
     46NZB31    CPDELA940             345451 DELL ALL IN ONE PRINTER
     4734003331 VGMSNXBOX             345557 VIDEO GAME
 YA1A480034707C THPHI60PP9363H/17     344647 60" HD WIDE SCREEN, 2 TU
     4814644800 FHASHT335/40-10               OPULENT BOMBE


F1-Next Page F2-Prev Page ENTER-Update F8-Prev Menu CMD-Exit
```

Figure 9-15 Change Serial Number Inventory Warehouse Update Screen

Enter row, aisle and tier of the location of the item.

If you enter an N for no update to the warehouse location, you will be returned to the ticket number field on the Change Serial Nbr Screen to enter another ticket number if necessary. To back out of this screen to a menu, press the F8 key.

Reverse Recurring Billing on a Contract

To reverse a recurring billing on a contract, select the “Reverse a Recurring Billing” option off the RTR Utilities Menu. Enter the ticket number you want to reverse the recurring billing on and press the ENTER key. See Figure 9-16.

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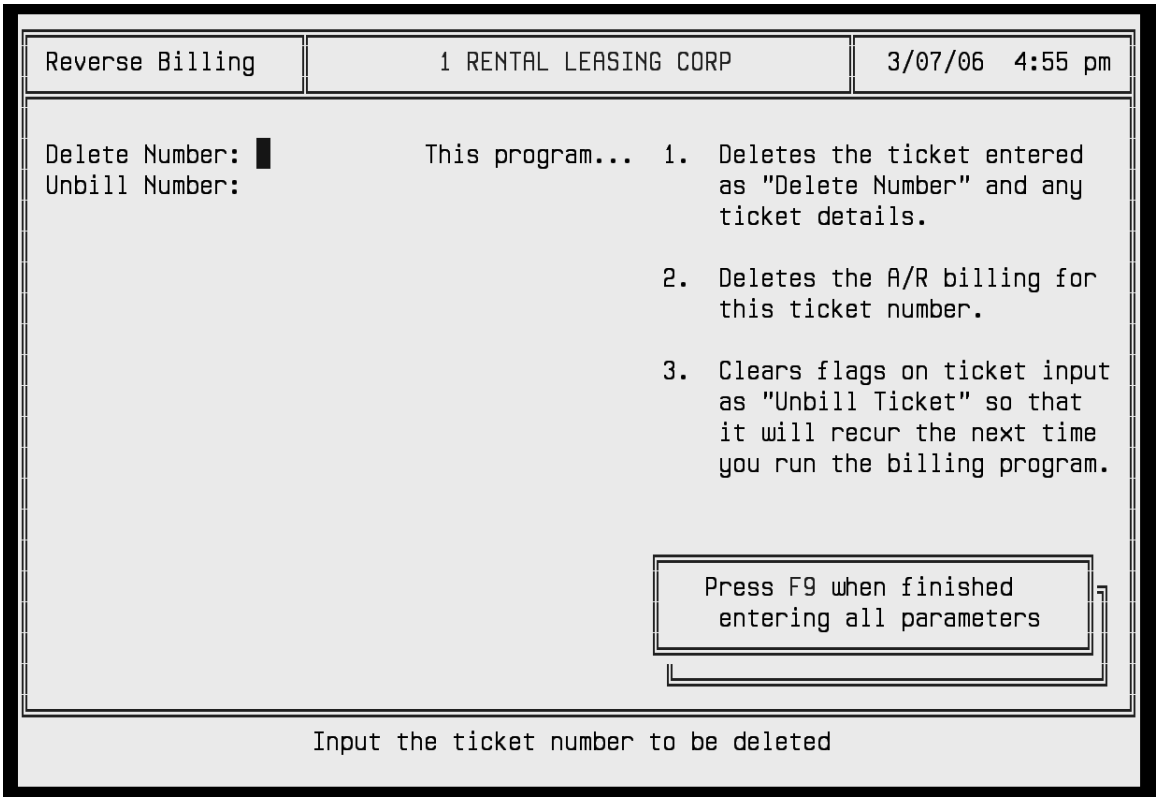

Figure 9-16 Reverse Recurring Billing on a Contract

Entering a ticket number on this screen will delete this ticket and any details along with deleting the A/R billing for this ticket number. It will also clear the flags on the ticket number input at the Unbill Number field prompt.

Press the F9 key to complete the reversal of this ticket billing. Once the reversal is complete you will see fields appear within the screen similar to Figure 9-17.

DRAFT

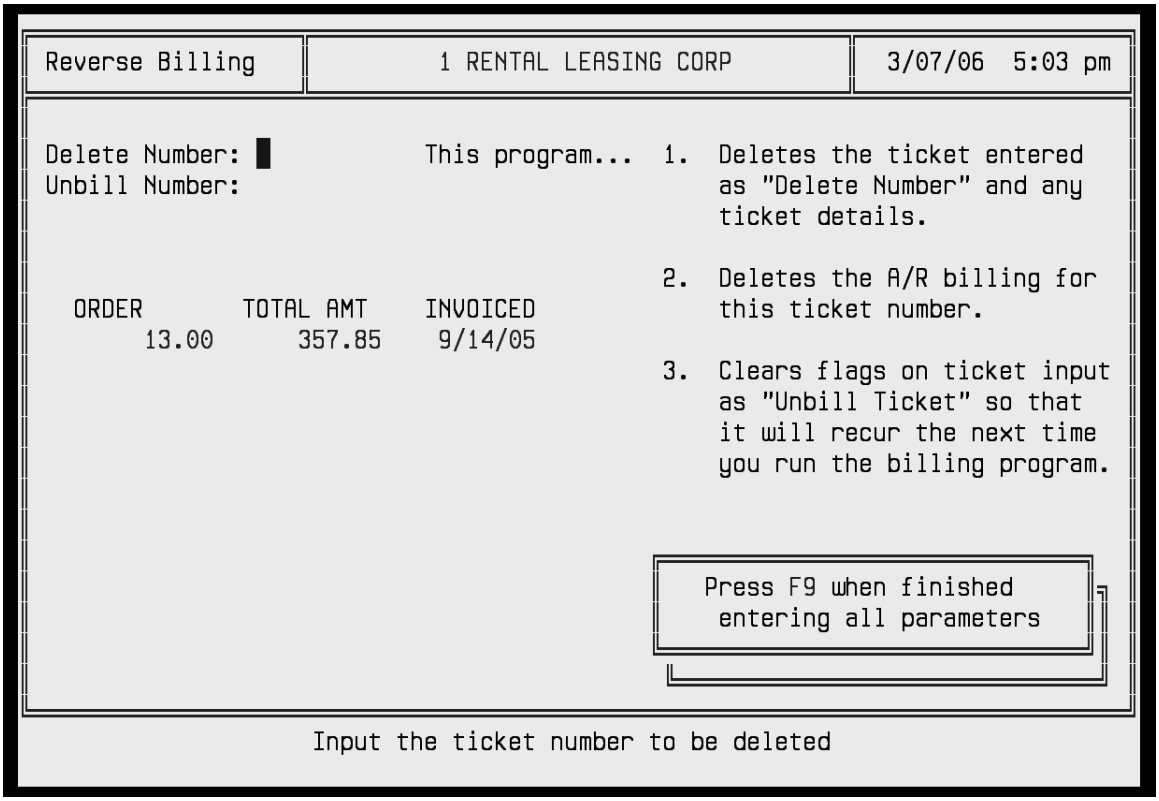

Figure 9-17 Reverse Billing

To back out of this screen to a menu, press the F8 key.

Undo a Rental Contract

To undo a rental contract, select the “Undo a Rental Contract” option off the RTR Utilities Menu. See Figure 9-18.

DRAFT

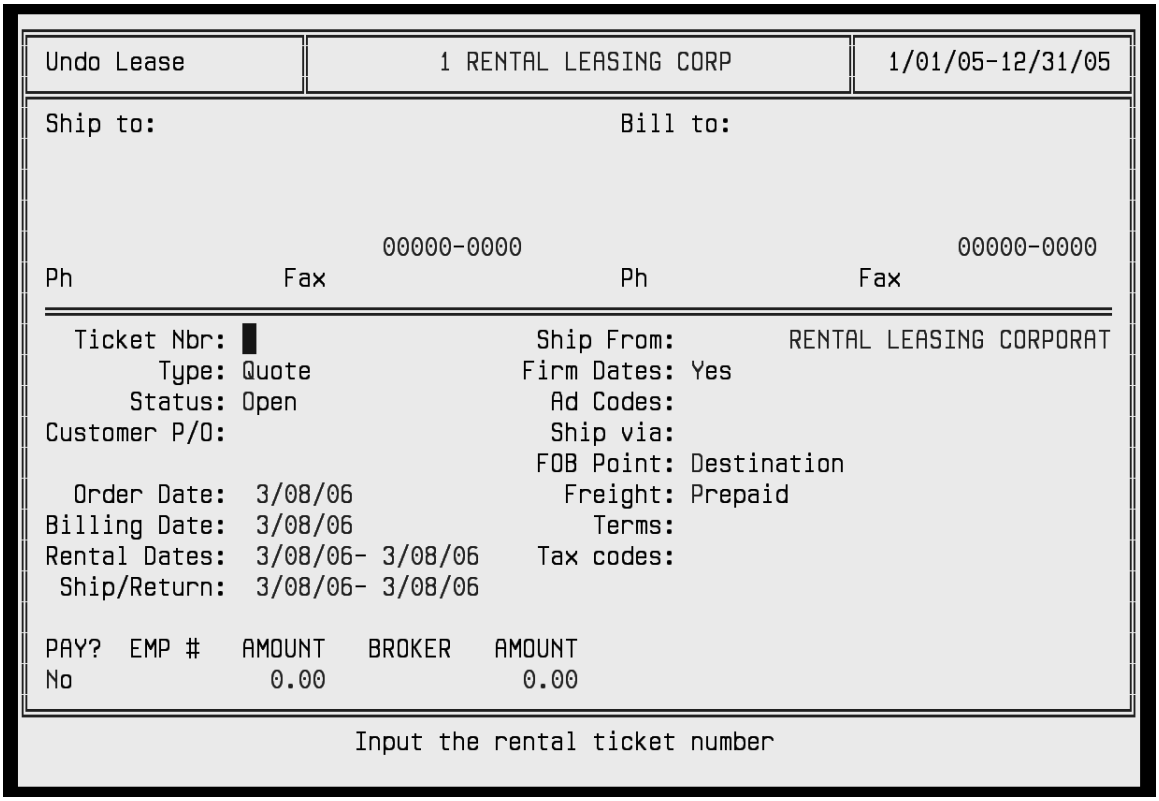

Figure 9-18 Undo a Contract Screen

Enter the ticket number you want to undo and press the ENTER key.
See Figure 9-19.

DRAFT

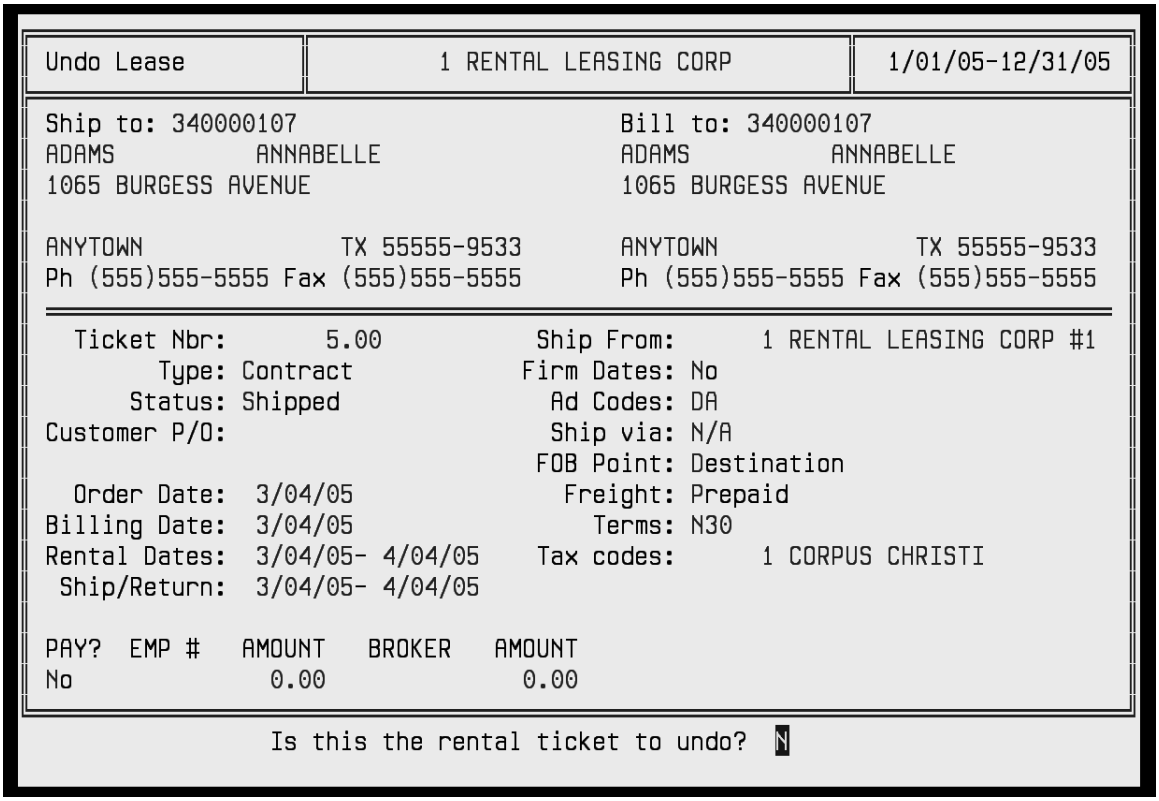

Figure 9-19 Undo a Contract Screen with data

You will be prompted with “Is this the rental ticket to undo?” Enter a Y for yes if you want to undo this ticket. Press the F9 key key

If this is the wrong ticket number you want to undo, enter an N for no and you will be returned to the Ticket Nbr field prompt where you can enter another ticket number.

Apply Credits to an Account

To apply credits to a customer account, select the “Update Accounts with Credits” option off the RTR Utilities Menu. See Figure 9-20.

DRAFT

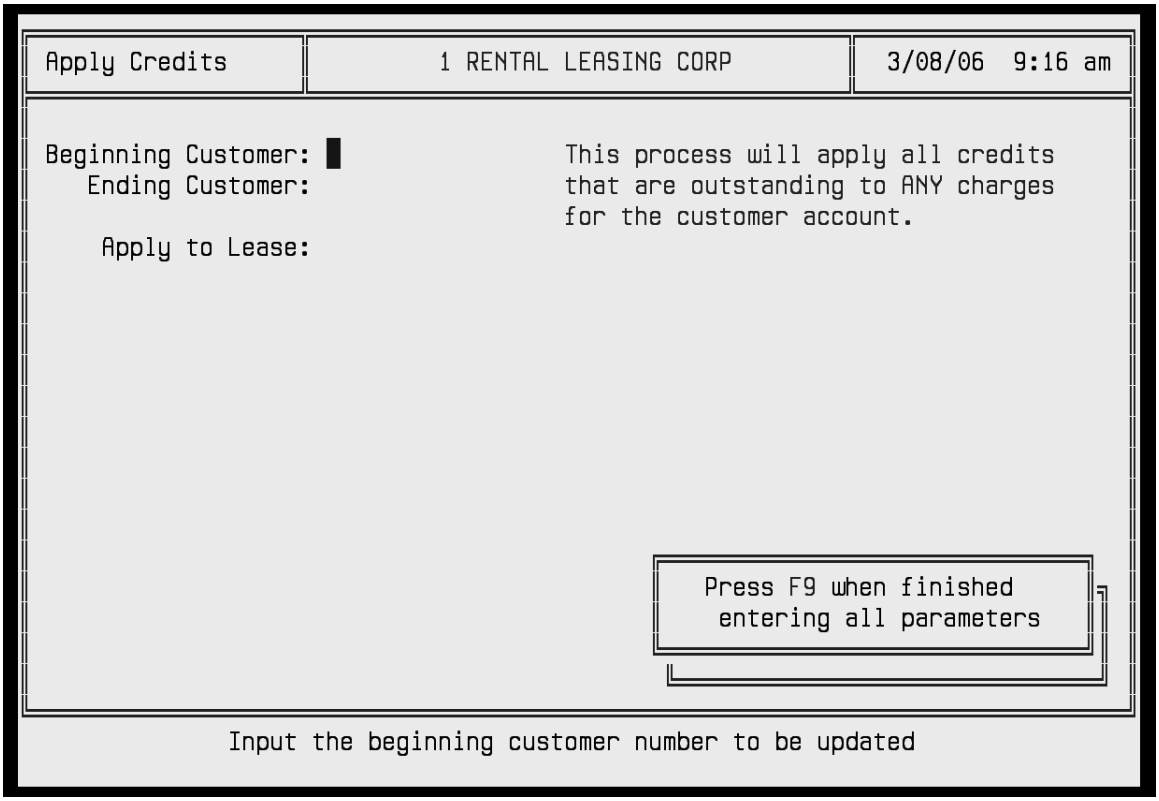

Figure 9-20 Apply Credits

Enter the beginning customer number and ending customer number and the ticket/contract number to apply the credit to. See Figure 9-21.

DRAFT

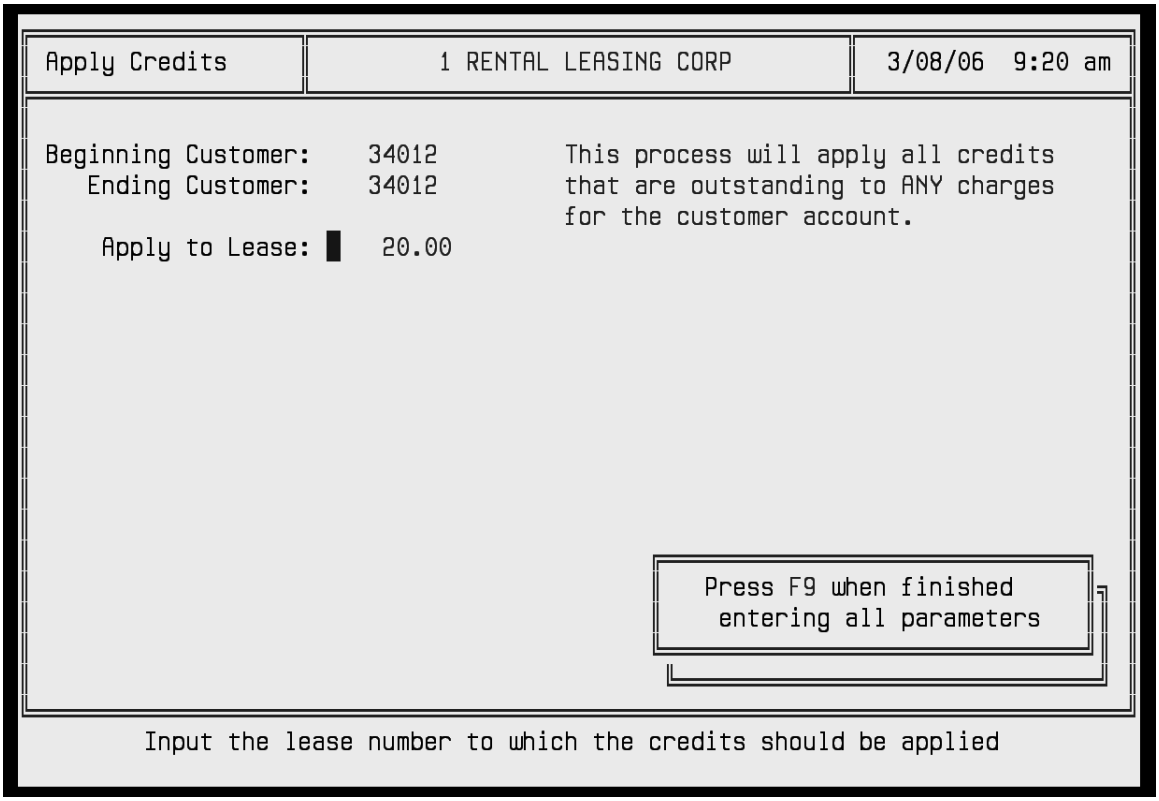

Figure 9-21 Apply Credits Screen with data

Press the F9 key to finish entering all the parameters. To back out of this screen to a menu, press the F8 key.

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Chapter 10 – Rent To Rent Reports Menu

Many analytical reports are available through the Reports Menu of the Rent to Rent software.

All reports can be either printed to a printer or spooled to disk and viewed using the Show File utility. In order to spool a report to disk, sleek a file name such s "/tmp/ARAGERPT". After the report has finished running, select the F6 option from the menu. Enter "/tmp/ARAGERPT" as the pathname for the file to be displayed. You can then scroll through the file using the function keys listed on the bottom of the screen.

To get to the Report Menu, select "Reports Menu" off of the main Rent To Rent Menu. See Figure 10-1.

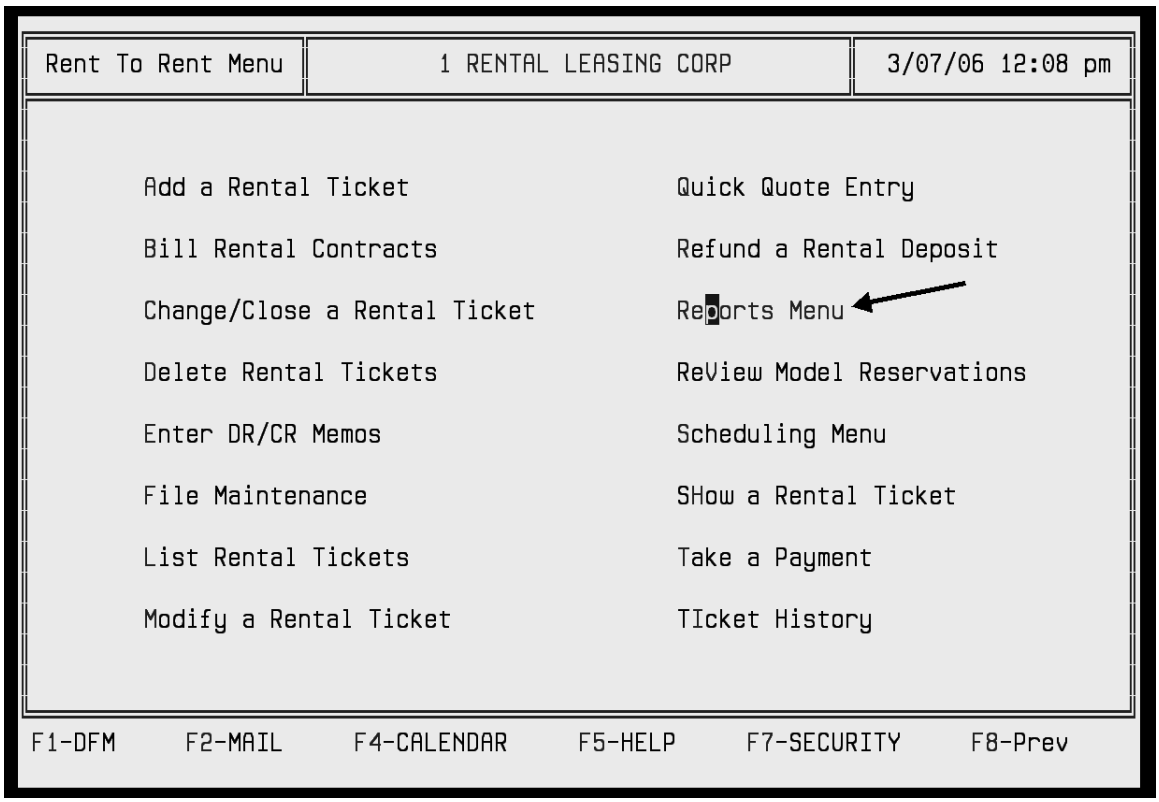

Figure 10-1 RTR Menu Reports Menu Option

Print Recurring Invoices

Recurring Invoices are the heart of the Rent to Rent software. Periodically, they must be run in order to bill customers and print invoices. You can select a range of customers or tickets to be included in the recurring invoices run.

Select the option "Print Recurring Invoices" off of the "Reports" Menu.
See Figure 10-2.

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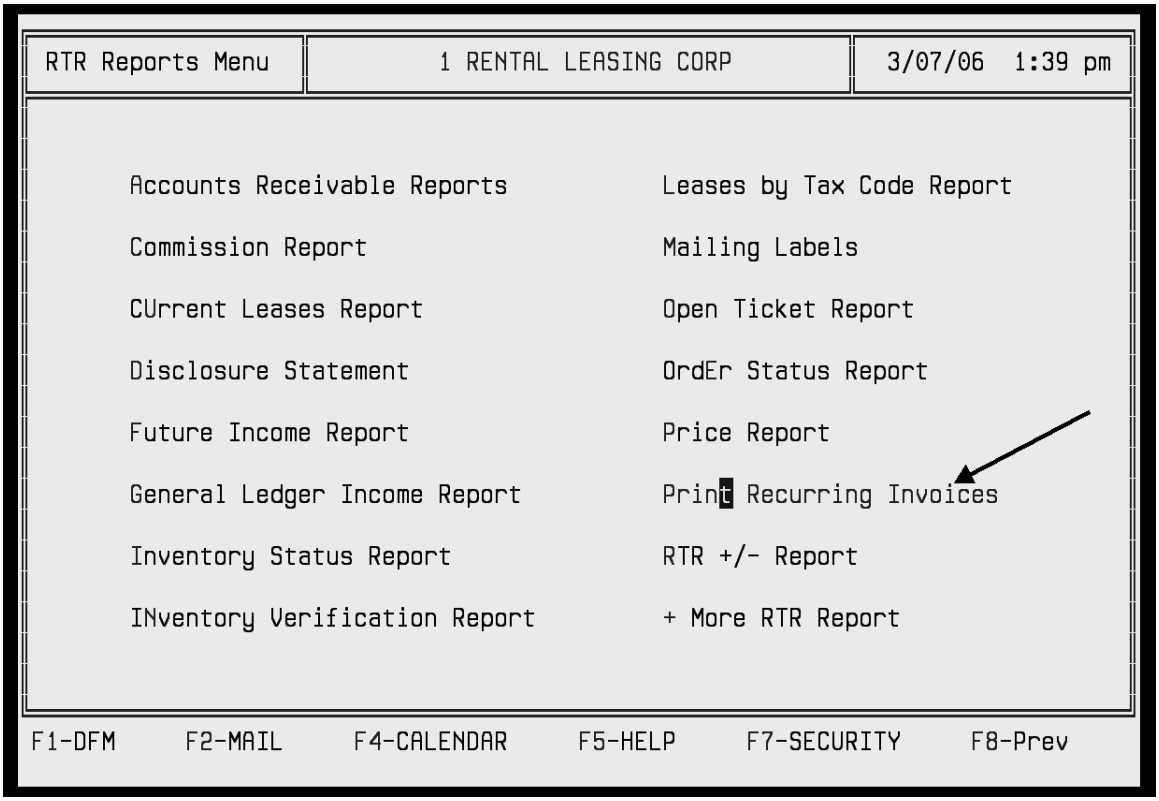

Figure 10-2 RTR Reports Menu Print Recurring Invoices

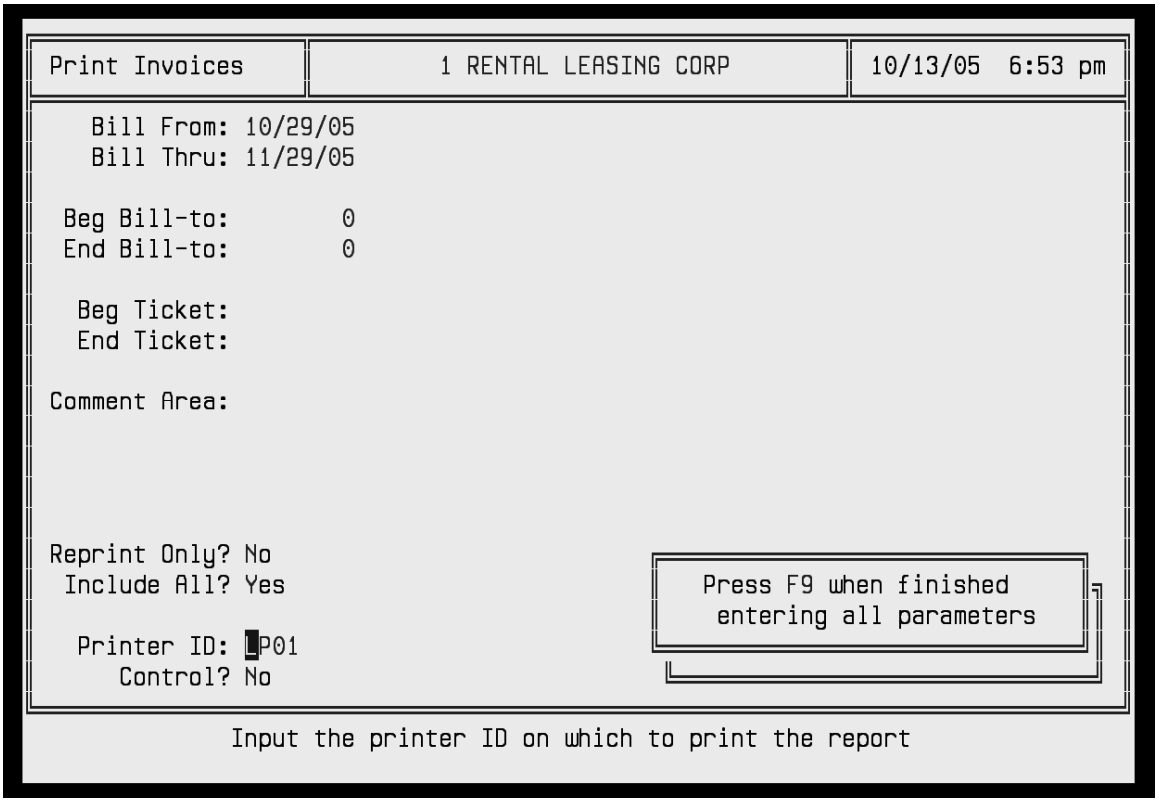

Figure 10-3 Print Invoices Screen

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Enter the parameters to run the recurring invoices and press the F9 key.
See Figure 10-3.

BILL FROM Enter the beginning invoice date for the period in which you want to run the recurring invoices.

BILL THRU Enter the ending date for the period in which you want to run the recurring invoices.

BEG BILL-TO Enter a beginning bill-to customer number to limit the range of leases selected for recurring invoices.

ENDING BILL-TO Enter the ending bill-to customer number to limit the range of leases selected.

BEG TICKET Enter the beginning ticket number to limit the range of leases selected.

END TICKET Enter the ending ticket number to limit the range of leases selected.

COMMENT AREA You can enter several lines of comments that will print on each customer invoice. This is an ideal spot to include reminders or let customers know about specials that might be coming up in the future.

REPRINT ONLY Enter (Y)es to skip the recurring billing phase of this process and only reprint the invoices.

PRINTER ID The invoices can be output to either a printer or spooled to a disk file. The disk file can be viewed by using the Show File utility.

CONTROL PRINTER Accept the default of (N)o.

When it begins running, you will see a prompt that says “Printing Invoices.” The invoice should print to the printer id or file name that you identified in the Printer ID field. See Figure 10-4 for a sample invoice.

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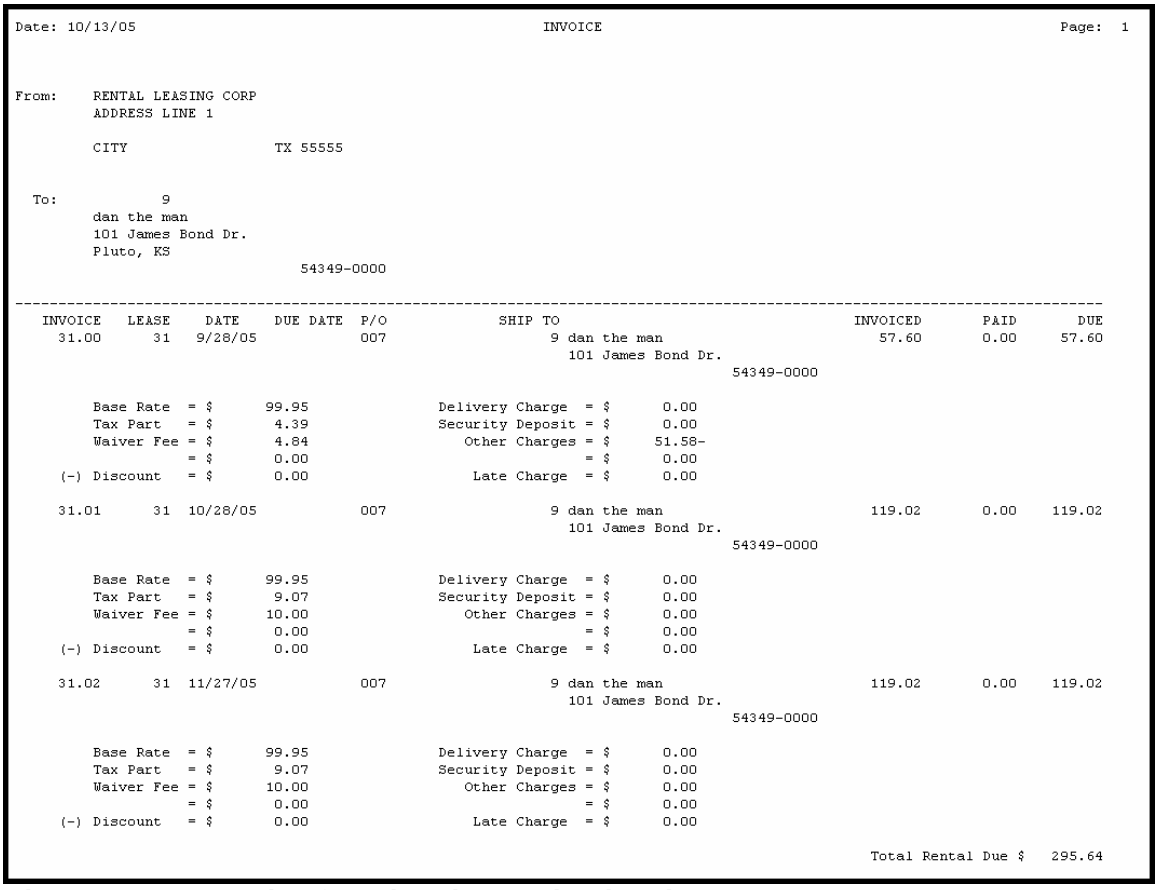

Date: 10/13/05 INVOICE Page: 1

From: RENTAL LEASING CORP
ADDRESS LINE 1

CITY TX 55555

To: 9
dan the man
101 James Bond Dr.
Pluto, KS
54349-0000

INVOICE	LEASE	DATE	DUE DATE	P/O	SHIP TO	INVOICED	PAID	DUE
31.00	31	9/28/05		007	9 dan the man 101 James Bond Dr. 54349-0000	57.60	0.00	57.60

Base Rate	= $ 99.95	Delivery Charge	= $ 0.00
Tax Part	= $ 4.39	Security Deposit	= $ 0.00
Waiver Fee	= $ 4.84	Other Charges	= $ 51.58-
	= $ 0.00		= $ 0.00
(-) Discount	= $ 0.00	Late Charge	= $ 0.00

31.01	31	10/28/05		007	9 dan the man 101 James Bond Dr. 54349-0000	119.02	0.00	119.02

Base Rate	= $ 99.95	Delivery Charge	= $ 0.00
Tax Part	= $ 9.07	Security Deposit	= $ 0.00
Waiver Fee	= $ 10.00	Other Charges	= $ 0.00
	= $ 0.00		= $ 0.00
(-) Discount	= $ 0.00	Late Charge	= $ 0.00

31.02	31	11/27/05		007	9 dan the man 101 James Bond Dr. 54349-0000	119.02	0.00	119.02

Base Rate	= $ 99.95	Delivery Charge	= $ 0.00
Tax Part	= $ 9.07	Security Deposit	= $ 0.00
Waiver Fee	= $ 10.00	Other Charges	= $ 0.00
	= $ 0.00		= $ 0.00
(-) Discount	= $ 0.00	Late Charge	= $ 0.00

Total Rental Due $ 295.64

Figure 10-4 Example of a printed recurring invoice

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A/R Aging Report

Select the option “Accounts Receivable Reports” off of the “Reports” Menu. See Figure 10-5.

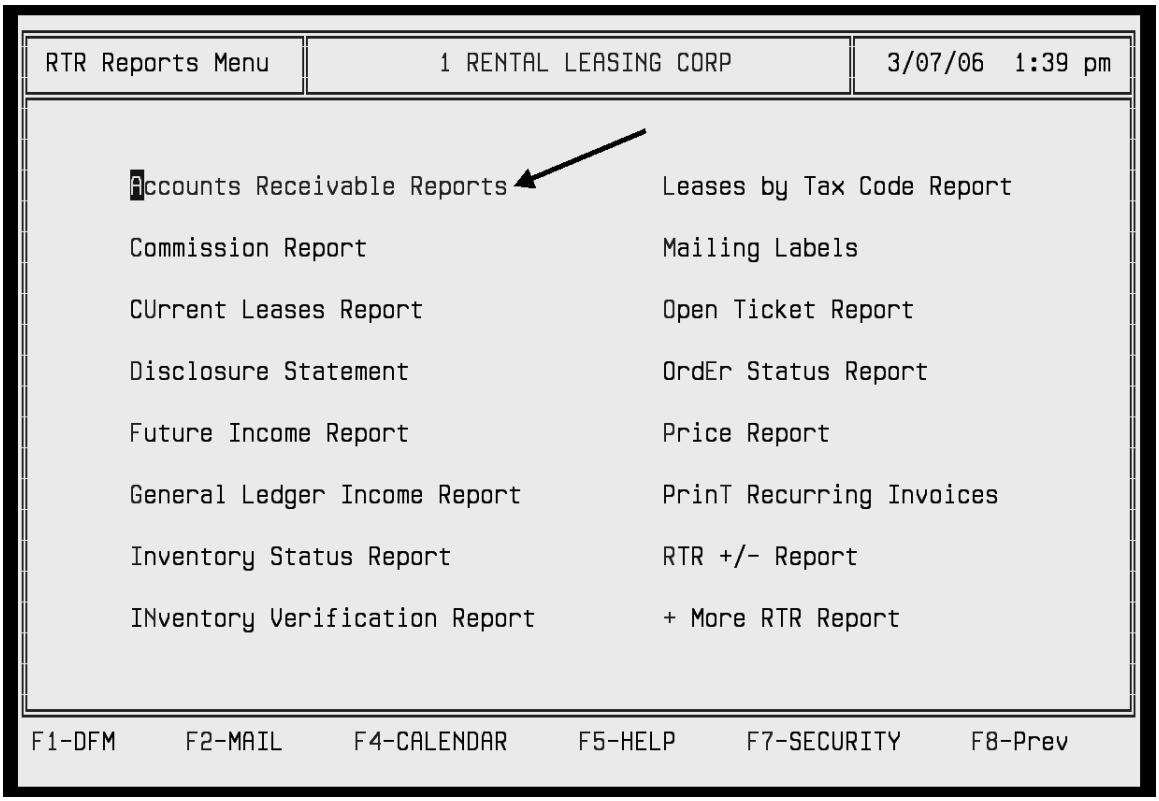

Figure 10-5 A/R Aging Report

Then select the option “Aging Report” off the A/R Reports Menu. See Figure 10-6.

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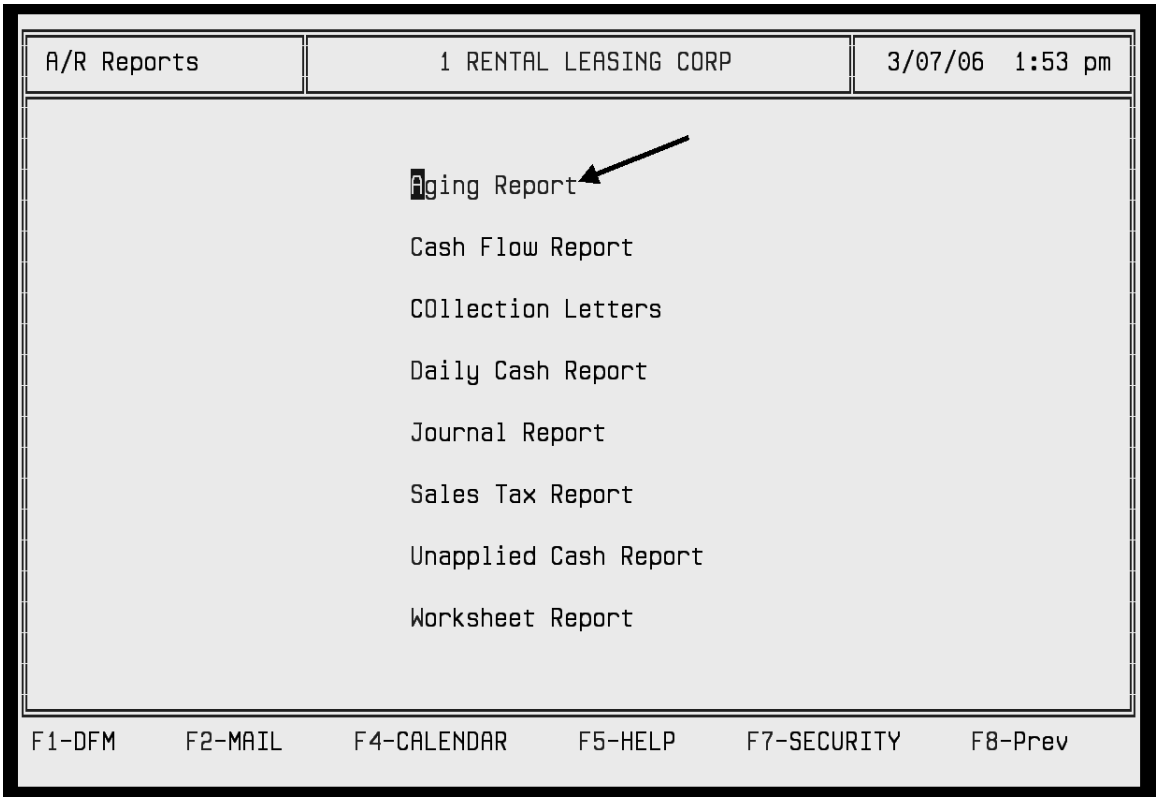

Figure 10-6 A/R Reports Menu Aging Report option

The Accounts Receivable Aging Report provides a full accounting of all unpaid tickets that have been billed using this software. The report can be run in a summary or detail format, depending on the level of detail that you wish to know on each customer account. See Figure 10-7.

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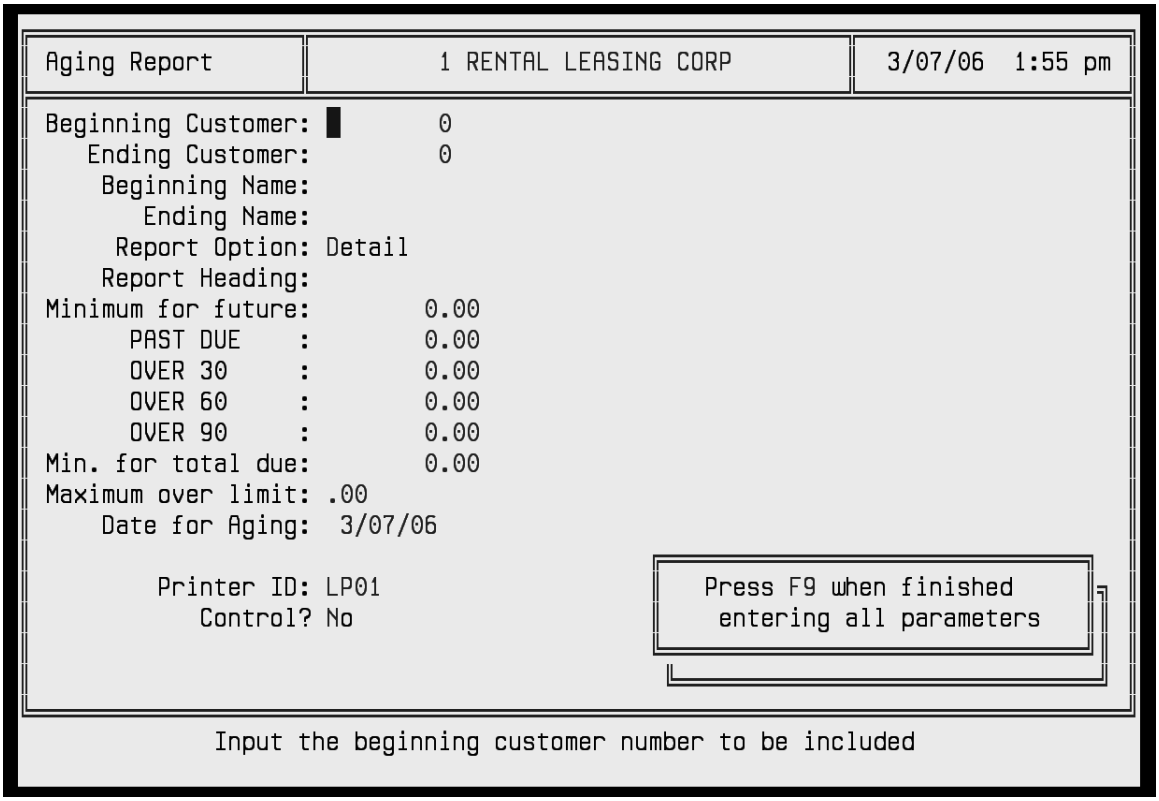

Figure 10-7 Aging Report Screen

BEGINNING CUSTOMER The customer account number entered will be used to determine the first customer included on the report.

ENDING CUSTOMER The customer account number entered will be used to determine the last customer included on the report.

BEGINNING NAME The customer name entered will be used to determine the first customer included on the report.

ENDING NAME The customer name entered will be used to determine the last customer included on the report.

REPORT OPTION The report has two options: Summary or Detail. The summary report only prints the total amounts for each customer, whereas the detail report includes all tickets with an outstanding balance.

REPORT HEADING You can enter a text description for the report that will print as part of the heading. Sometimes, it is beneficial to identify exactly why you ran the report. You can enter this information and it will be printed as a permanent part of the report.

MINIMUM FOR FUTURE You can limit the report to only print customers that have an outstanding balance classified as “future due.” This category includes tickets that have been billed, but arenot due as of the aging date.

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USER FIELD 01 -04 There are four user-defined aging fields that are specified through the Accounts Receivable software. You can limit the report to only print customers that have an outstanding balance that exceeds the total due entered.

MINIMUM FOR TOTAL DUE Instead of selecting a category, you can limit the report to only customers that have an outstanding balance that exceeds the total due entered.

MAXIMUM OVER LIMIT You can limit the report to only print customers that have an outstanding balance over their credit limit by the amount entered.

DATE FOR AGING The report can be run for a date prior to the current date. For example, the date can be the end of the prior month. The report will reverse the effect of payments and charges that have occurred since the date entered.

PRINTER ID The report can be output to either a printer or spooled to a disk file. The disk file can be viewed using the Show File utility.

CONTROL? The report have built into it the ability to send codes to the printer to correctly set the printer in the mode required by the report.

Once all of these fields have been entered, press the F9 key to start the report. When the report is finished, you will be returned to a menu. See Figure 10-8 for an example report.

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Date: 3/07/06 A/R Aging Report as of 3/07/06-AGING REPORT Page: 1

Company: 1 RENTAL LEASING CORP

CUSTOMER	INVOICE	INV DATE	SHIP-TO	INV AMOUNT	PAID AMOUNT	DUE DATE	CURRENT	PAST DUE	OVER 30	OVER 60	OVER 90
24010361	ABDULLAH	NEFERTITI	400 7TH STREET APT #4	ANYTOWN	TX 55555	(555)555-5555					
	4.02	3/11/05	340000830	369.59	19.72	4/10/05	0.00	0.00	0.00	0.00	349.87
	4.03	4/11/05	340000830	369.59	0.00	5/11/05	0.00	0.00	0.00	0.00	369.59
				739.18	19.72	719.46	0.00	0.00	0.00	0.00	719.46
340000107	ADAMS	ANNABELLE	1065 BURGESS AVENUE	ANYTOWN	TX 55555	(555)555-5555					
	5.00	3/04/05	340000107	619.38	0.00	4/03/05	0.00	0.00	0.00	0.00	619.38
				619.38	0.00	619.38	0.00	0.00	0.00	0.00	619.38
123456	CITY OF HOUSTON		1234 GOVERNMENT AVE	HOUSTON	TX 77777	(000)222-1111					
	14.00	9/14/05	123455	310.52	0.00	10/14/05	0.00	0.00	0.00	0.00	310.52
	17.00	10/01/05	34003	223.44	0.00	10/31/05	0.00	0.00	0.00	0.00	223.44
				533.96	0.00	533.96	0.00	0.00	0.00	0.00	533.96
34012	EXECHOUSE		999 EXEC LANE	ANYTOWN	TX 55555	(555)555-5555					
	65.00	1/19/06	34012	0.00	50.00	1/19/06	0.00	0.00	50.00-	0.00	0.00
	22.00	9/28/05	34012	279.00	0.00	10/28/05	0.00	0.00	0.00	0.00	279.00
				279.00	50.00	229.00	0.00	0.00	50.00-	0.00	279.00
34006	EXECUTIVE HOUSE		123 EXECUTIVE BLVD	ANYTOWN	TX 55555	(555)555-5555					
	28.00	9/29/05	34006	1,065.26	200.00	10/29/05	0.00	0.00	0.00	0.00	865.26
	25.00	9/29/05	34006	1,505.08	480.00	10/29/05	0.00	0.00	0.00	0.00	1025.08
				2570.34	680.00	1890.34	0.00	0.00	0.00	0.00	1890.34
340001172	FACESON	KEVIN	541 TREYWAY LANE	ANYTOWN	TX 55555	(555)555-5555					
	12.00	9/14/05	23980523	310.52	0.00	10/14/05	0.00	0.00	0.00	0.00	310.52
				310.52	0.00	310.52	0.00	0.00	0.00	0.00	310.52
34010	JANE DOE		EXECUTIVE APARTMENTS	ANYTOWN	TX 55555	(555)555-5555					
	64.00	1/19/06	34010	0.00	50.00	1/19/06	0.00	0.00	50.00-	0.00	0.00
	66.00	1/19/06	34010	0.00	50.00	1/19/06	0.00	0.00	50.00-	0.00	0.00
	32.00	3/06/06	34010	0.00	50.00	3/06/06	0.00	50.00-	0.00	0.00	0.00
	33.00	3/06/06	34010	0.00	50.00	3/06/06	0.00	50.00-	0.00	0.00	0.00
				0.00	200.00	200.00-	0.00	100.00-	100.00-	0.00	0.00
Aged Totals as of 3/07/06				5052.38	949.72	4102.66	0.00	100.00-	150.00-	0.00	4352.66

Figure 10-8 Example of an A/R Aging Report

Daily Cash Reports/Payments

The Daily Cash Report provides a report of cash receipts that occurred over a selected period of time. This report also provides the audit trail on system generated cash applications wherein credit balances are applied to open tickets.

Select the option “Accounts Receivable Reports” off of the RTR Reports Menu; then select the “Daily Cash Report” off the A/R Reports Menu. See Figure 10-9.

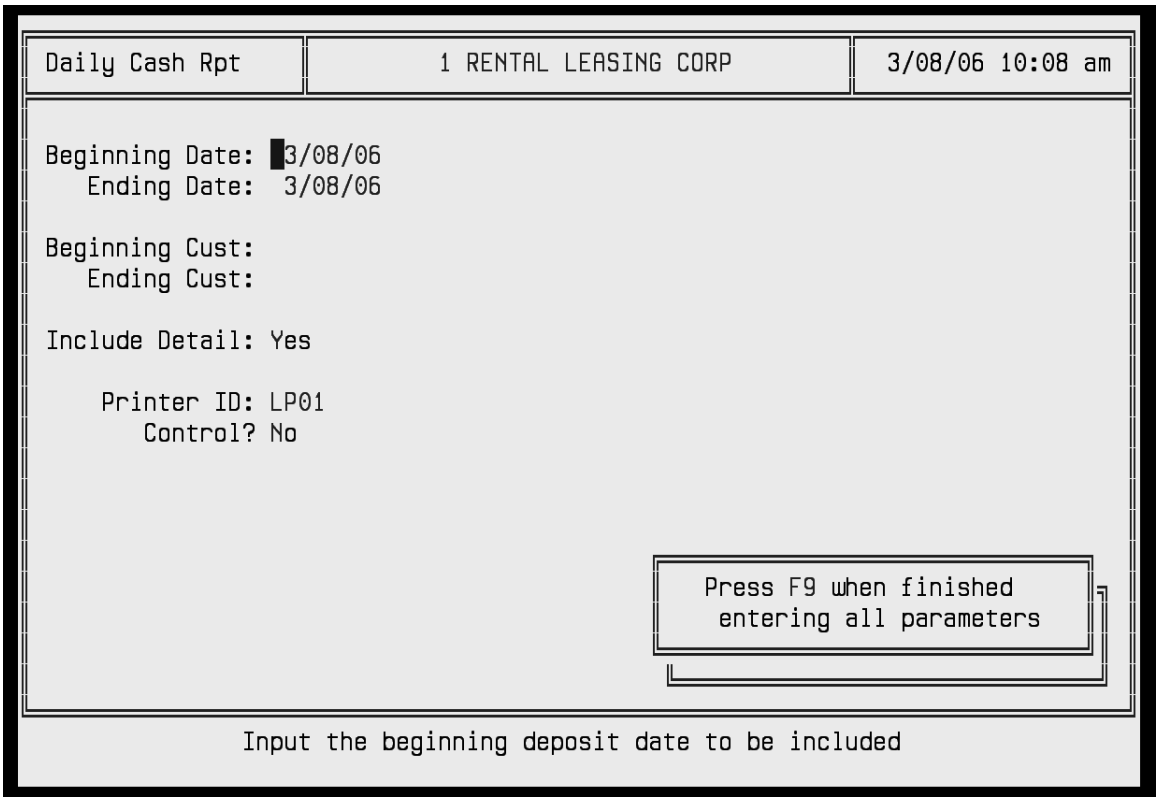

Figure 10-9 Daily Cash Report Screen

BEGINNING DATE Enter the beginning date for payments to be included in the report.

ENDING DATE Enter the ending date for payments to be included in the report.

BEGINNING CUSTOMER Enter the beginning customer number that you want to limit the scope of the report to.

ENDING CUSTOMER Enter the ending customer number that you want to limit the scope of the report to.

INCLUDE DETAIL You can choose to include the details of the payment application if this field prompt is set to Yes. This lets you see all of the tickets that were affected by a customer payment.

PRINTER ID The report can be output to a printer or spooled to a disk file. This disk file can be viewed by using the Show File utility.

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CONTROL PRINTER? The report has built into it the ability to send control codes to the printer to correctly set the printer in the mode required by the report.

After entering the parameters to produce your Daily Cash Report, press the F9 key to run the report. See Figure 10-10 for an example of a Daily Cash Report.

Date: 3/08/06 Daily Cash Report Page: 1

Beginning Date: 1/01/05 Ending Date: 3/08/06 Beginning Cust: 1 Ending Cust: 99999999 Include Details

DEPOSIT	BANK	CUSTOMER	NAME		DATE	REFERENCE	C	PAYMENT	OPERATOR	D	APPLIED	T	INVOICE	ACCT / CT
1	1	24010361	ABDULLAH	NEFERTITI	2/11/05	CR/DR MEMO	Y		000998	Y	1.00-	I	4.01	
											1.00	I	4.00	
7	1	24010361	ABDULLAH	NEFERTITI	1/18/06	03	Y		000998	Y		I	4.00	
14	1	123456	CITY OF HOUSTON		1/19/06	123456151	Y	357.96	000001	Y	357.96	I	15.00	
17	1	34010	JANE DOE		1/19/06	34010641	Y	50.00	000998	Y	50.00	I	64.00	
18		34010	JANE DOE		1/19/06	OFFSET	Y		OEPYMT	Y				
22	1	34012	EXECHOUSE		1/19/06	34012651	Y	50.00	000998	Y	50.00	I	65.00	
28	1	34010	JANE DOE		1/19/06	340106601	Y	50.00	000998	Y	50.00	I	66.00	
29		34010	JANE DOE		1/19/06	OFFSET	Y		OEPYMT	Y				
61	1	24010361	ABDULLAH	NEFERTITI	1/20/06	4-1234	Y	400.00	000001	Y	400.00	I	4.00	
62		24010361	ABDULLAH	NEFERTITI	1/20/06	OFFSET	Y		OEPYMT	Y	19.72-	I	4.00	
											19.72	I	4.02	
75	1	34006	EXECUTIVE HOUSE		3/06/06		Y	230.00	000998	Y	230.00	I	25.00	
76	1	34006	EXECUTIVE HOUSE		3/06/06		Y	250.00	000998	Y	250.00	I	25.00	
82	1	34006	EXECUTIVE HOUSE		3/06/06		Y	200.00	000998	Y	200.00	I	28.00	
85	1	34010	JANE DOE		3/06/06		Y		000998	Y		I	31.00	
87	1	34010	JANE DOE		3/06/06		Y	50.00	000998	Y	50.00	I	32.00	
88		34010	JANE DOE		3/06/06	OFFSET	Y		OEPYMT	Y				
90	1	34010	JANE DOE		3/06/06		Y	50.00	000998	Y	50.00	I	33.00	
91		34010	JANE DOE		3/06/06	OFFSET	Y		OEPYMT	Y				
93		34012	EXECHOUSE		3/08/06	OFFSET	Y		ARUPDATE	Y	279.00	I	22.00	
											279.00-	I	22.01	
94	1	34012	EXECHOUSE		3/08/06	CR/DR MEMO	Y		000998	Y	35.00	I	22.02	
											35.00-	I	22.00	
96	1	34012	EXECHOUSE		3/08/06		Y	35.00	000998	Y	35.00	I	22.00	

Report Total: 1,722.96

Figure 10-10 Example of a Daily Cash Report

Cash Worksheets

The Cash Worksheets provides a report of a customer's cash transactions.

Select the option "Accounts Receivable Reports" off of the RTR Reports Menu; then select the "Worksheet Report" off the A/R Reports Menu. See Figure 10-11.

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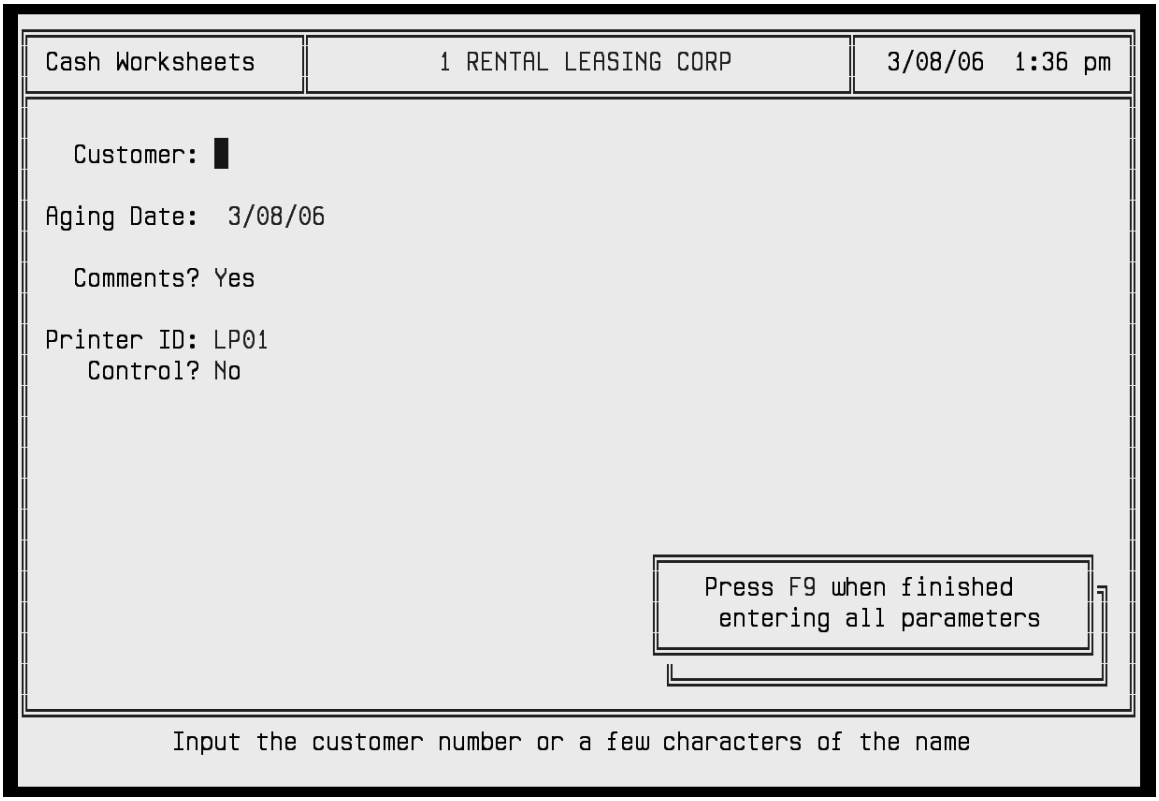

Figure 10-11 Cash Worksheets Screen

CUSTOMER Enter the customer number or a few characters of the customer's name (a window with customer's names will appear where you can scroll through and highlight the customer you want to select) and press the ENTER key.

AGING DATE Enter the Aging Date for the report.

COMMENTS? If you want comments to appear, leave the default of YES in the Comments field prompt. Otherwise, change to No to not have comments appear.

PRINTER ID The report can be output to a printer or spooled to a disk file. This disk file can be viewed by using the Show File utility.

CONTROL PRINTER? The report has built into it the ability to send control codes to the printer to correctly set the printer in the mode required by the report.

After entering the parameters to produce your Cash Worksheet, press the F9 key to run the report. See Figure 10-12.

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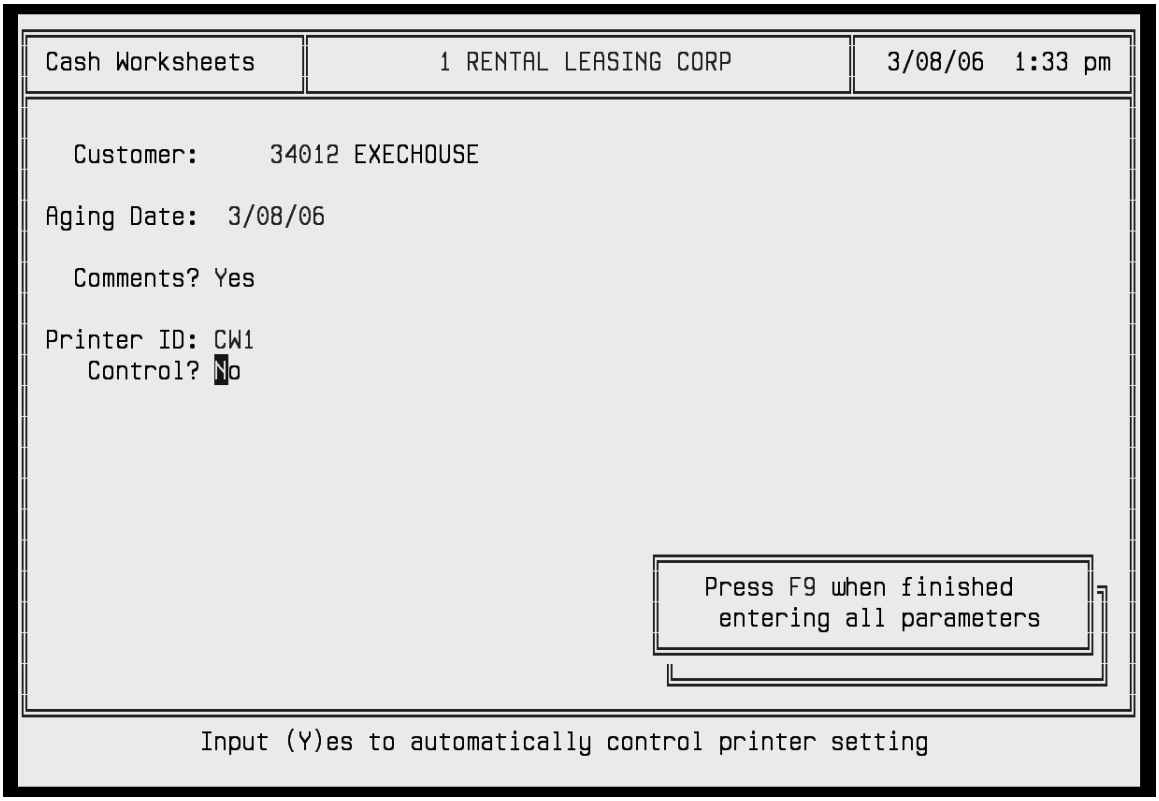
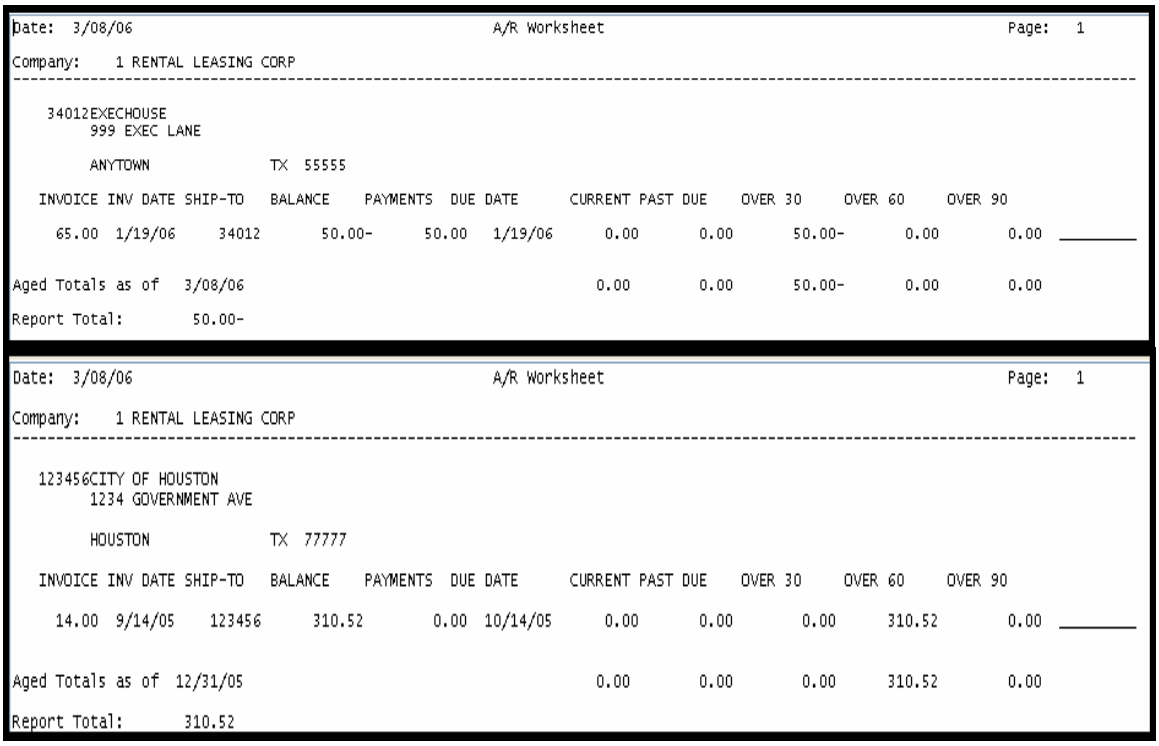


Figure 10-12 Cash Worksheets Screen with data

See Figure 10-13 for examples of Cash Worksheets.



Date: 3/08/06 A/R Worksheet Page: 1

Company: 1 RENTAL LEASING CORP

34012EXECHOUSE
999 EXEC LANE
ANYTOWN TX 55555

INVOICE	INV DATE	SHIP-TO	BALANCE	PAYMENTS	DUE DATE	CURRENT	PAST DUE	OVER 30	OVER 60	OVER 90	
65.00	1/19/06	34012	50.00-	50.00	1/19/06	0.00	0.00	50.00-	0.00	0.00	

Aged Totals as of 3/08/06 0.00 0.00 50.00- 0.00 0.00

Report Total: 50.00-

Date: 3/08/06 A/R Worksheet Page: 1

Company: 1 RENTAL LEASING CORP

123456CITY OF HOUSTON
1234 GOVERNMENT AVE
HOUSTON TX 77777

INVOICE	INV DATE	SHIP-TO	BALANCE	PAYMENTS	DUE DATE	CURRENT	PAST DUE	OVER 30	OVER 60	OVER 90	
14.00	9/14/05	123456	310.52	0.00	10/14/05	0.00	0.00	0.00	310.52	0.00	

Aged Totals as of 12/31/05 0.00 0.00 0.00 310.52 0.00

Report Total: 310.52

Figure 10-13 Examples of Cash Worksheets

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Future Income Report - Projections

Select the option “Future Income Report” off of the RTR Reports Menu.
See Figure 10-14.

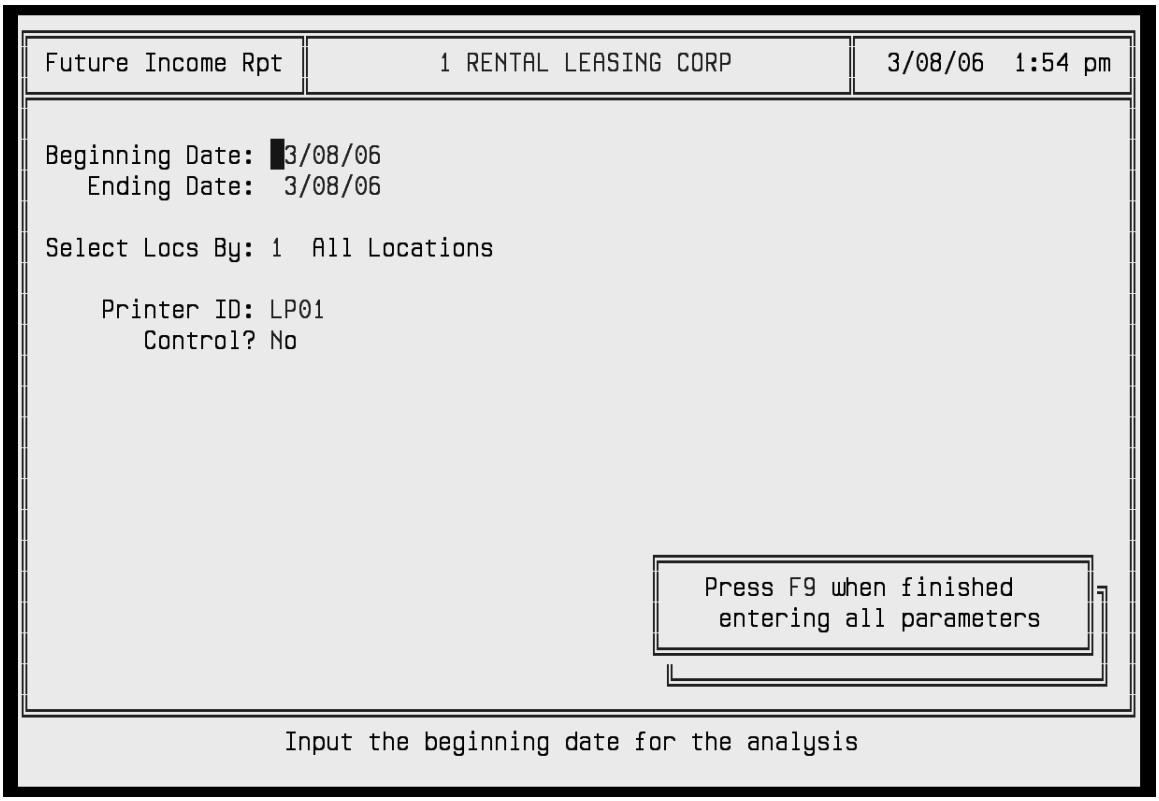

Figure 10-14 Future Income Report for Projections

BEGINNING DATE Enter the beginning date of the future income analysis.

ENDING DATE Enter the ending date of the future income analysis.

SELECT LOCS BY 1=All Locs 2=Any 10 Locs 3=Range of Locs 4=Any 10 Groups 5=Range of Groups You can choose to analyze all locations, ranges of locations or groups or any 10 locations or groups. Based on the selection you choose here you may be prompted to enter location or group codes.

PRINTER ID The report can be output to a printer or spooled to a disk file. This disk file can be viewed by using the Show File utility.

CONTROL PRINTER? The report has built into it the ability to send control codes to the printer to correctly set the printer in the mode required by the report.

After entering the parameters to produce your Future Income Report, press the F9 key to run the report. See Figure 10-15 for an example of a Future Income Report.

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Date: 3/08/06 Future Income Report Page: 1

From: 1/01/05 Thru: 3/08/06

TICKET	BILL-TO CUSTOMER NAME	BILL TO	BILLED	COLLECTED TO DATE	TOTAL AMT MISC AMT	LEASE AMT 0h00h00h	TAX AMT 00h00h00	FREIGHT SVC CHG	DEPOSIT BUYOUT	WAIVER DISCOUNT
14.00	CITY OF HOUSTON	123456	310.52	0.00	310.52 9.26	278.00 0.00	22.26 0.00	0.00 0.00	0.00 0.00	1.00 0.00
15.00	CITY OF HOUSTON	123456	357.96	357.96	2071.21 10.24	1908.00 0.00	151.97 0.00	0.00 0.00	0.00 0.00	1.00 0.00
Subtotal:	1 RENTAL LEASING CORP #1		668.48	357.96	2381.73 19.50	2186.00 0.00	174.23 0.00	0.00 0.00	0.00 0.00	2.00 0.00
		Total:	668.48	357.96	2381.73 19.50	2186.00 0.00	174.23 0.00	0.00 0.00	0.00 0.00	2.00 0.00

Figure 10-15 Example of a Future Income Report

RTR +/- Report

The RTR +/- Report provides a way of analyzing the serialized inventory used on Rent to Rent tickets.

Select the option “RTR +/- Report” off of the RTR Reports Menu. See Figure 10-16.

SERIALIZED RTR INVENTORY REPORT

REPORT ORDER: 1
TYPE PRINT: 1
STARTING RECEIVED DATE:

SELECT BY DESCRIPTION: N

SELECT BY MODEL NUMBER: N

SELECT BY STATUS: N
PRINT SERIAL NUMBERS: Y
PRINT COLOR/FABRIC LINE: N

1) MODEL NUMBER 2) SERIAL NUMBER 3) DESCRIPTION 4) BAR CODE NUMBER

Figure 10-16 RTR +/- Report Screen

REPORT ORDER Please select one of the following: 1) MODEL NUMBER 2) SERIAL NUMBER 3) DESCRIPTION 4) BAR CODE NUMBER

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TYPE PRINT Please select one of the following: 1) DETAIL 2) SUMMARY ON MODEL NBR 3) DETAIL AND SUMMARY

STARTING RECEIVED DATE **ENDING DATE** Enter the starting and ending received date range you want to display on this report.

SELECT BY DESCRIPTION Please select one of the following: ENTER AN "N" OR A "Y" OR A "S"(SECOND DESCRIPTION). If you enter a Y, you will be prompted to enter up to three descriptions to limit the display on the report. If you enter an S, you will be prompted to enter up to three second descriptions to limit the display on the report. You may enter a partial description.

SELECT BY MODEL NUMBER Enter an N or Y. If you enter a Y, you will be prompted to enter up to three model numbers to limit the report to. You may enter a partial model number.

SELECT BY STATUS Enter an N or Y. If you enter a Y, you will be prompted to enter up to 10 statuses to display on the report.

PRINT SERIAL NUMBERS Enter an N or Y. If you enter an N, serial numbers will not display on the report; if you enter a Y, serial numbers will display on the report.

PRINT COLOR/FABRIC LINE Enter an N or Y. If you enter an N, the color/fabric line will not display on the report; if you enter a Y, the color/fabric line will display on the report.

After entering the parameters to produce your RTR +/- Report, press the F9 key to run the report. See Figure 10-17 for an example of a RTR +/- Report where we selected only the model numbers starting with 'FLASH". See Figure 10-18 for an additional example RTR +/- Report where we selected on inventory on rent (status of "O" for open).

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RUN DATE: 03/08/06 RENTAL LEASING CORPORATION PAGE: 1
TIME:15:16:09 SERIALIZED RTR INVENTORY REPORT IN MODEL NUMBER ORDER--DETAIL
RECEIVED DATES OF: THRU 3/08/06
SELECTED BY MODEL NBRS: FLASH

MODEL NUMBER	SERIAL NBR	LEASE NBR	RECEIVED	COST	FREIGHT	RENTAL AMT	+/- AMT	ACCUM RENTAL	LIST
FLASH40103 38/35	123344	5	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	223343	12	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	2343243		9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	32432	15	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	111112	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	222111	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	23432423	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	7766555		9/15/05	1,031.48	0.00	278.78	1,031.48-	0.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	888877		9/15/05	1,031.48	0.00	278.78	1,031.48-	0.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	924324		9/15/05	1,031.48	0.00	278.78	1,031.48-	0.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40304 86/25	655		7/08/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	657		7/08/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	444444	14	9/14/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	44444423	15	9/14/05	733.98	0.00	198.37	693.98-	40.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	54322		9/14/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	55555		9/14/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40603 38/35	S225208089	4	1/08/04	955.48	0.00	258.24	121.48-	834.00	2,675.344
SIENNA SADDLE			SOFA & LOVESEAT						

RUN DATE: 03/08/06 RENTAL LEASING CORPORATION PAGE: 2
TIME:15:16:09 SERIALIZED RTR INVENTORY REPORT IN MODEL NUMBER ORDER--DETAIL
RECEIVED DATES OF: THRU 3/08/06
SELECTED BY MODEL NBRS: FLASH

MODEL NUMBER	SERIAL NBR	LEASE NBR	RECEIVED	COST	FREIGHT	RENTAL AMT	+/- AMT	ACCUM RENTAL	LIST

REPORT TOTAL:	17	15,674.16	0.00	12,854.16-	2,820.00	

TIME FINISHED:15:16:09

Figure 10-17 Example of a RTR +/- Report

RUN DATE: 03/08/06 RENTAL LEASING CORPORATION PAGE: 1
TIME:15:22:38 SERIALIZED RTR INVENTORY REPORT IN MODEL NUMBER ORDER--DETAIL
RECEIVED DATES OF: THRU 3/08/06
SELECTED BY STATUSES: O

MODEL NUMBER	SERIAL NBR	LEASE NBR	RECEIVED	COST	FREIGHT	RENTAL AMT	+/- AMT	ACCUM RENTAL	LIST
ACWPLEH100FXKQ	EWP3815018	345995	12/03/03	238.00	0.00	0.00	206.03-	31.97	0.000
CHEST FREEZER			10 CUBIC FT. FREEZER WITH						
FBASH23229	56321	17	6/23/05	491.13	0.00	132.74	384.88-	106.25	1,375.164
BEDROOM									
FBASH23299	9865414	17	6/23/05	433.34	0.00	117.12	339.59-	93.75	1,213.352
BEDROOM									
FDASHD173-130	HD173130-1	28	9/29/05	103.66	0.00	28.02	51.66-	52.00	290.248
2 30" IRON BARSTOOLS									
FDASHD317-7	ASHD317-01	28	9/29/05	669.59	0.00	180.97	327.59-	342.00	1,874.852
7PC.INLAY CHERRY DINNING RM	35-01X4-01AX2								
FDASHD317-80-81	SHD31780-1	28	9/29/05	550.79	0.00	148.86	268.79-	282.00	1,542.212
INLAY CHERRY BUFFET & HUTCH									
FLASH40103 38/35	123344	5	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	223343	12	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	32432	15	9/14/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	111112	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	222111	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40103 38/35	23432423	5	9/15/05	1,031.48	0.00	278.78	753.48-	278.00	2,888.144
SAN MARINO BARK			SOFA/LOVESEAT						
FLASH40304 86/25	444444	14	9/14/05	733.98	0.00	198.37	733.98-	0.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40304 86/25	44444423	15	9/14/05	733.98	0.00	198.37	693.98-	40.00	2,055.144
CORSICA RCL LOVE&ROCKER RCL									
FLASH40603 38/35	S225208089	4	1/08/04	955.48	0.00	258.24	121.48-	834.00	2,675.344
SIENNA SADDLE			SOFA & LOVESEAT						

REPORT TOTAL:	15	11,098.83	0.00	7,648.86-	3,449.97

TIME FINISHED:15:22:39

Figure 10-18 Example of a RTR +/- Report – Inventory on Rent

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Chapter 11 – Depreciation and Accounting

Viewing Depreciation for a Model

To view the depreciation by model number, on any menu, press the F10 key and enter ITEMMNTS at the command line prompt "Input the module that you would like to execute:".

There are several ways to view the item depreciation field using the F2, F3 and F4 function keys and using partial descriptions. See the bottom of the screen in Figure 11-1.

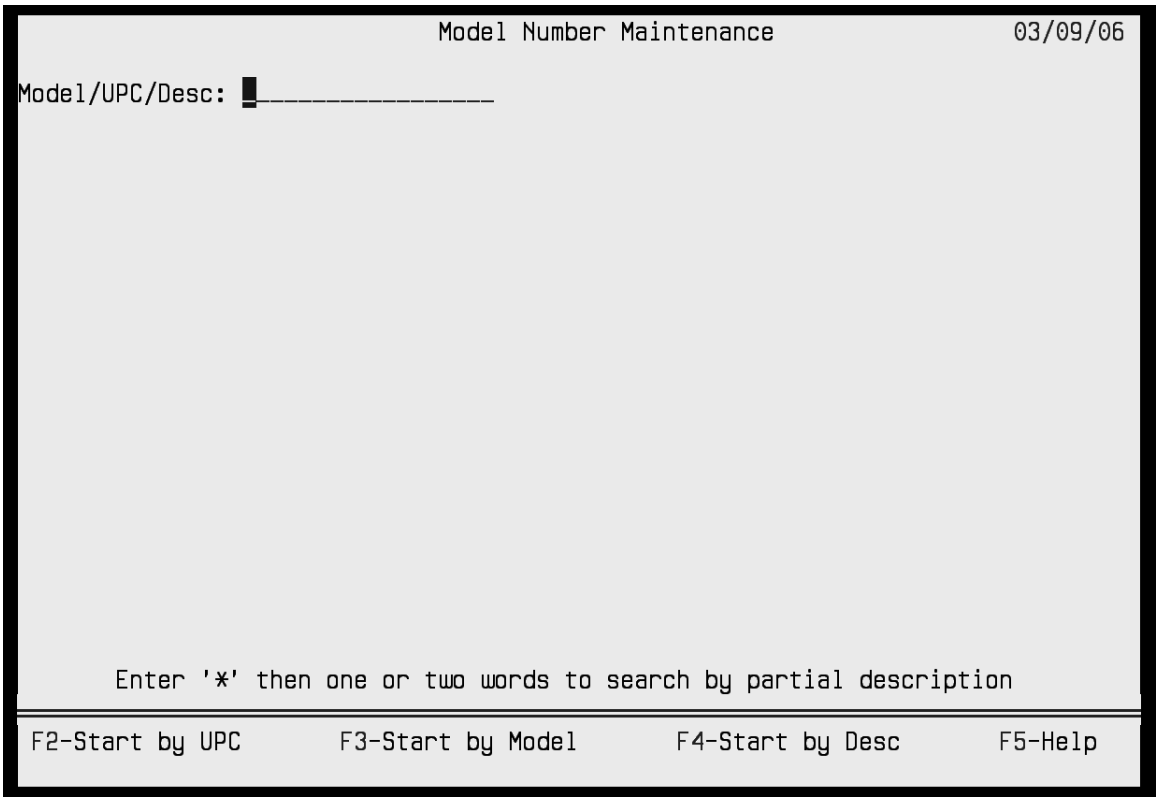

Figure 11-1 Item Maintenance Screen

Enter the information and press the function key associated with how you are looking up the item. See Figure 11-2.

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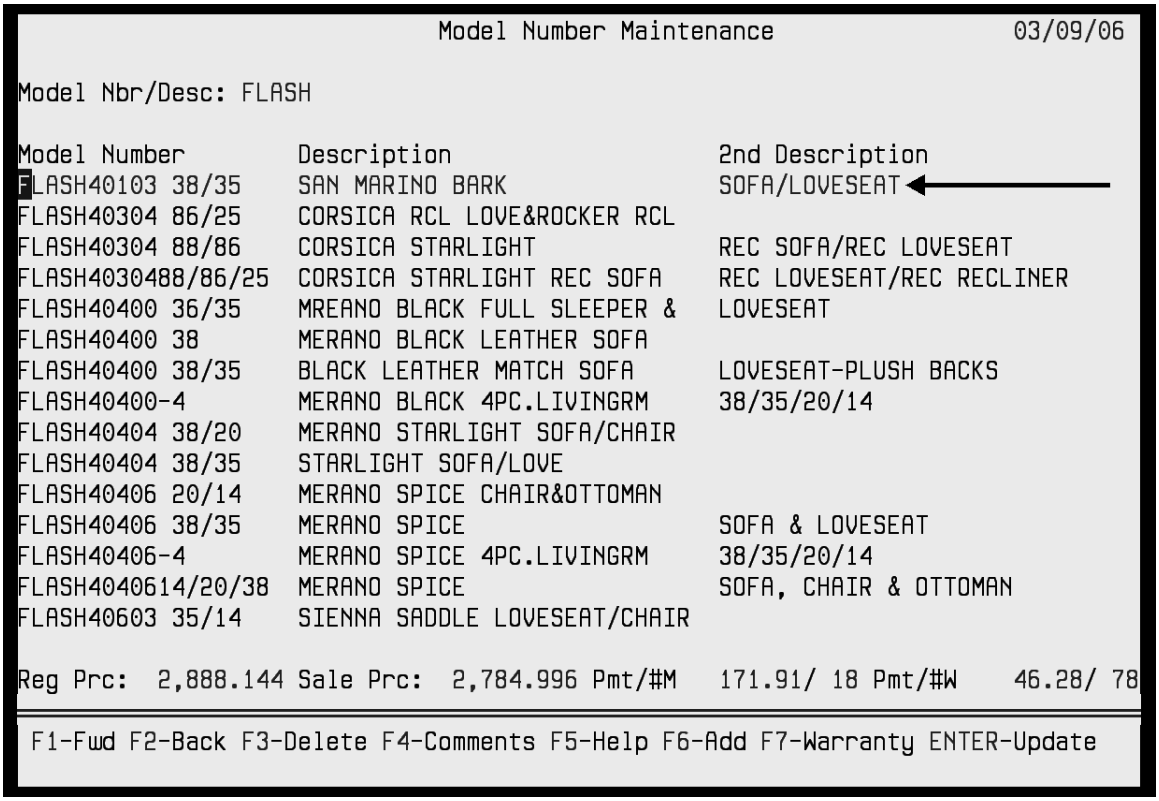

Figure 11-2 Item List Screen

Once you have the list up, highlight the item you want to view and press the ENTER key. See Figure 11-3.

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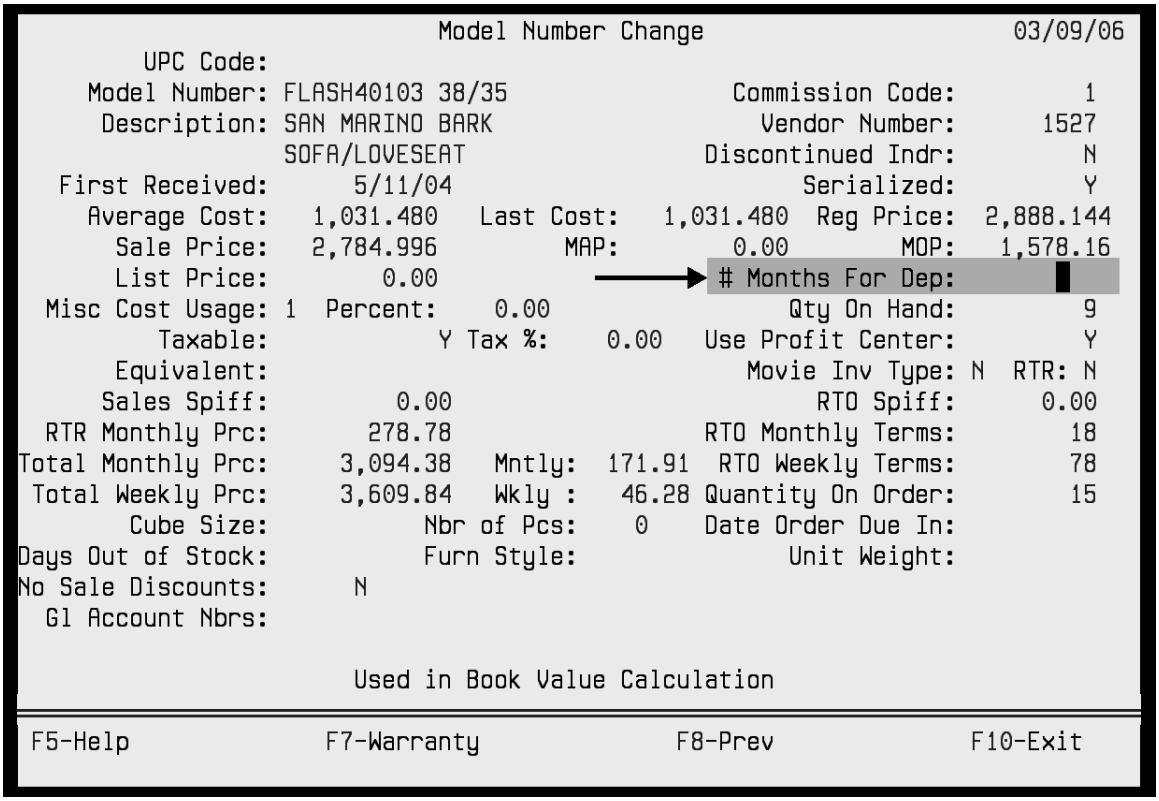

Figure 11-3 Item with depreciation field displayed

To back out of this program, press the F8 key till you return to a menu.

Straight Line Depreciation Report

To view the depreciation report, on any menu, press the F10 key and type in DEPRPT at the command line prompt "Input the module that you would like to execute:" and press the ENTER key. Enter the printer or file pathname you want the report to print to and press the ENTER key. You will see a screen similar to Figure 11-4.

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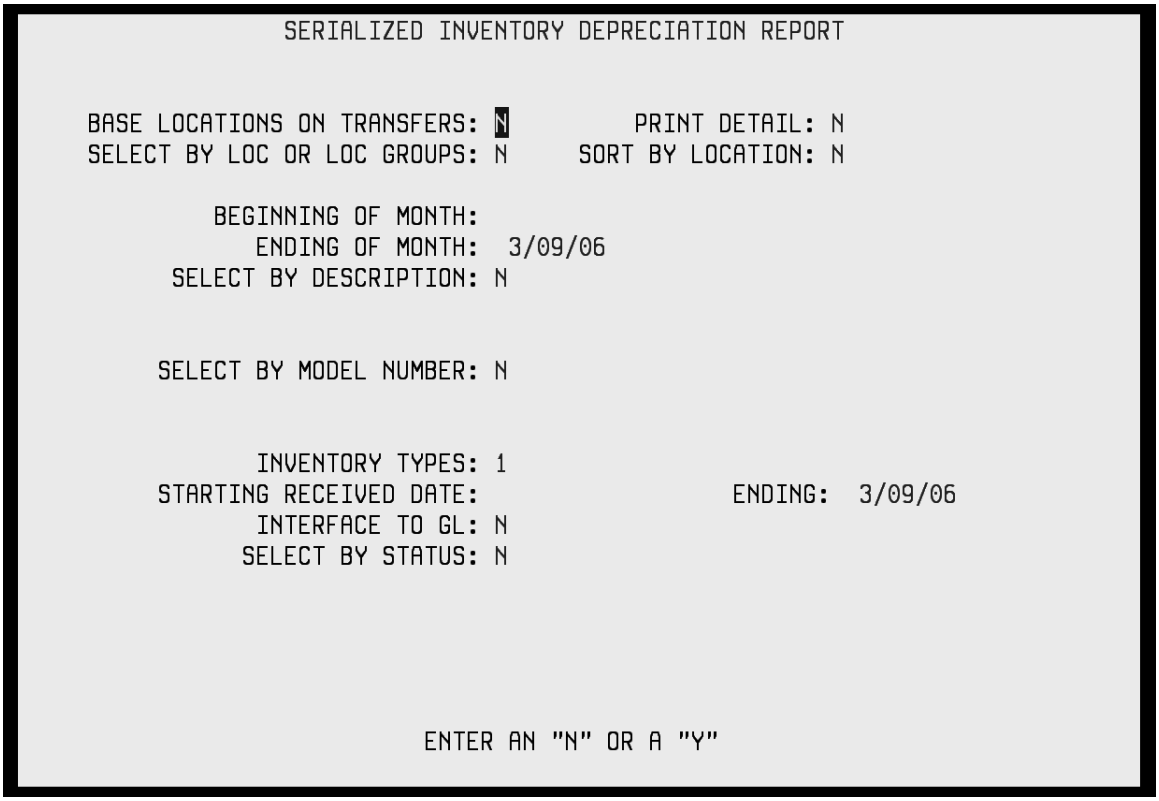

Figure 11-4 Serialized Inventory Depreciation Report

BASE LOCATIONS ON TRANSFERS You can depreciate your inventory based on where merchandise was transferred to and from by answering "Y". If you answer "Y" to this, if an item was at a location for just 10 days out of the month, it will just depreciate for 10 days at that location. Some owners want to pay managers based on the profit of their store. This will charge the proper amount of depreciation to each store. This, in turn, will encourage the manager to operate his store with a leaner idle inventory. This will mean less expense for the manager which will also help the owner.

PRINT DETAIL This feature is available to show detail on each piece of inventory for depreciation purposes.

Y = Transfers
A = All
E = Ending
B = Beginning
D = All by status
T = All by beginning depreciation date

SELECT BY LOC OR LOC GROUPS 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, such as 0001). If all stores are needed, to accept the default of "N".

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SORT BY LOCATION Enter a “Y” for yes to sort by locations, otherwise leave as “N”.

BEGINNING OF MONTH **ENDING OF MONTH** You can select depreciation for any given time period, by using this and the next field “Ending of Month”. Example: If you wanted only inventory depreciated the month of June 2002, you would enter: “Beginning of Month” 06/01/02 “Ending of Month” 06/30/02. If you wanted all inventory depreciation from June, 2002 until now, you would enter: “Beginning of Month” 06/01/02 “Ending of Month” 12/31/79.

SELECT BY DESCRIPTION If you want all descriptions, accept the default of “N”. If you want this report to print only certain descriptions, enter “Y” and you can enter up to three different descriptions. For example, if you wanted this report to show only TV Consoles, you would enter TV Console.

SELECT BY MODEL NUMBER If you want all model numbers, accept the default of “N”. If you want this report to print only certain model numbers, enter “Y” and you can enter up to three different model numbers. For example, if you wanted White Goods, you would enter a W, if you wanted Jewelry, a J, or Brown Goods, a B.

INVENTORY TYPES

1 = Rental Report will only print serialized rental inventory.
2 = Movie Report will only print serialized movie inventory.
3 = Rental and Movie Combination of option 1 and 2.

STARTING RECEIVED DATE **ENDING DATE** Enter the earliest and the latest received date you want the computer to use for this report. For example, if you wanted this report to be based on the year of 2002, you would enter:

Starting Received Date: 01/01/02 Ending Date: 12/31/02

INTERFACE TO GL Enter a "Y" if you want the information interfaced to the G/L program.

SELECT BY STATUS If answered “Y”, you may enter up to ten different statuses. If you want the report to print all statuses, press ENTER.

Press the F9 key when you are done entering your choices. 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 of file pathname you specified earlier and you will be returned to a menu.

See Figure 11-5 for an example of a Depreciation Report.

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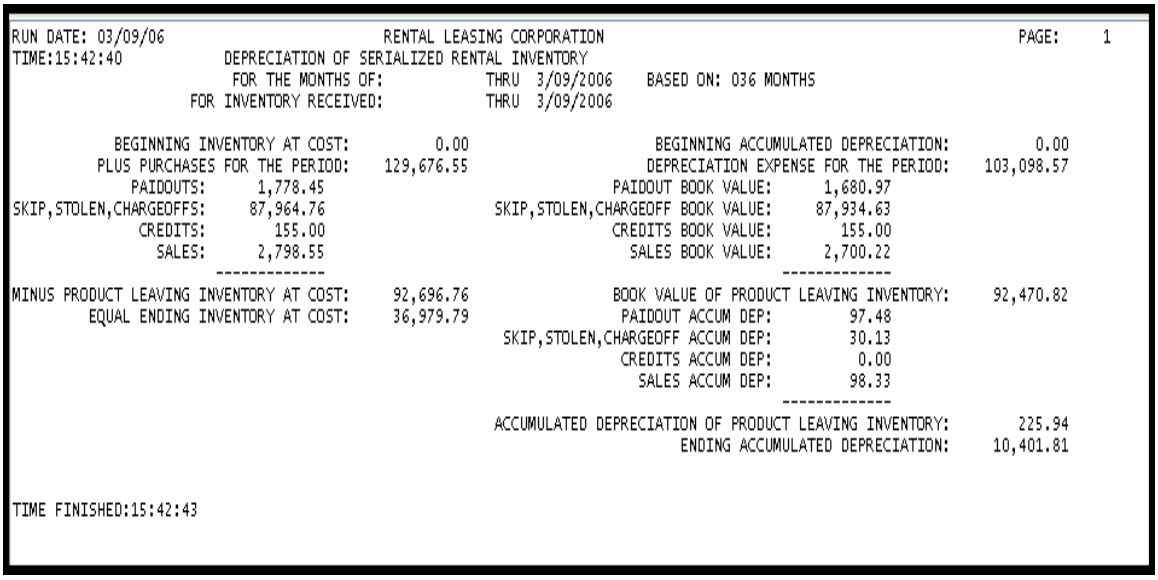

```
RUN DATE: 03/09/06                        RENTAL LEASING CORPORATION                                        PAGE:     1
TIME:15:42:40           DEPRECIATION OF SERIALIZED RENTAL INVENTORY
                          FOR THE MONTHS OF:          THRU  3/09/2006    BASED ON: 036 MONTHS
                      FOR INVENTORY RECEIVED:         THRU  3/09/2006

          BEGINNING INVENTORY AT COST:         0.00                  BEGINNING ACCUMULATED DEPRECIATION:         0.00
        PLUS PURCHASES FOR THE PERIOD:   129,676.55                  DEPRECIATION EXPENSE FOR THE PERIOD:   103,098.57
              PAIDOUTS:      1,778.45                       PAIDOUT BOOK VALUE:      1,680.97
SKIP,STOLEN,CHARGEOFFS:     87,964.76                SKIP,STOLEN,CHARGEOFF BOOK VALUE:     87,934.63
             CREDITS:        155.00                       CREDITS BOOK VALUE:        155.00
               SALES:      2,798.55                         SALES BOOK VALUE:      2,700.22
                          ------------                                          ------------
MINUS PRODUCT LEAVING INVENTORY AT COST:     92,696.76              BOOK VALUE OF PRODUCT LEAVING INVENTORY:     92,470.82
        EQUAL ENDING INVENTORY AT COST:     36,979.79                PAIDOUT ACCUM DEP:         97.48
                                                          SKIP,STOLEN,CHARGEOFF ACCUM DEP:         30.13
                                                                   CREDITS ACCUM DEP:          0.00
                                                                     SALES ACCUM DEP:         98.33
                                                                                          ------------
                                                          ACCUMULATED DEPRECIATION OF PRODUCT LEAVING INVENTORY:        225.94
                                                                                 ENDING ACCUMULATED DEPRECIATION:     10,401.81


TIME FINISHED:15:42:43
```

Figure 11-5 Example of a Depreciation Report

General Ledger Report

The General Ledger Income Report provides an interface to the General Ledger module of the integrated accounting software. You can also run this report if you are not using the General Ledger module. The results from this report can be forwarded to an accountant or used as a source for another General Ledger package.

Select the option “General Ledger Income Report” off of the RTR Reports Menu. See Figure 11-6.

Before you run this report, it is essential that you have the parameter control record set up properly. The accounts on this record are used to determine the General Ledger accounts to be updated.

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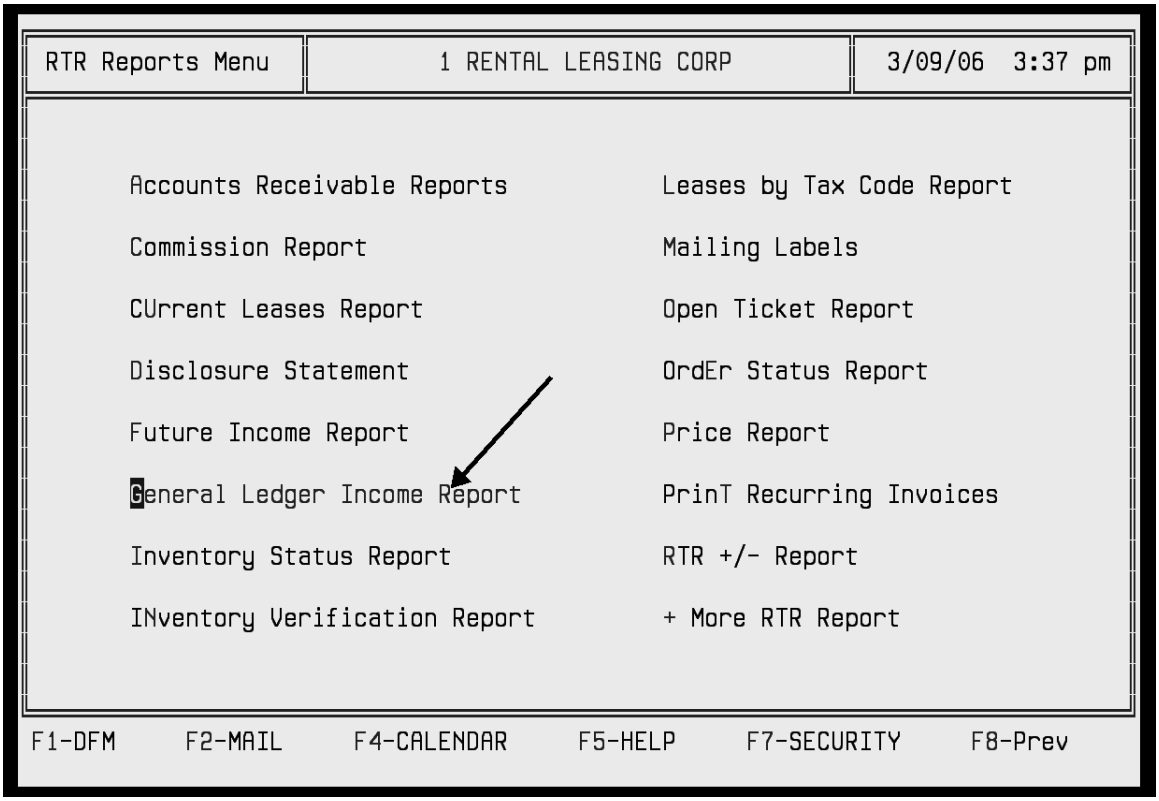

Figure 11-6 General Ledger Income Report option on RTR Reports Menu

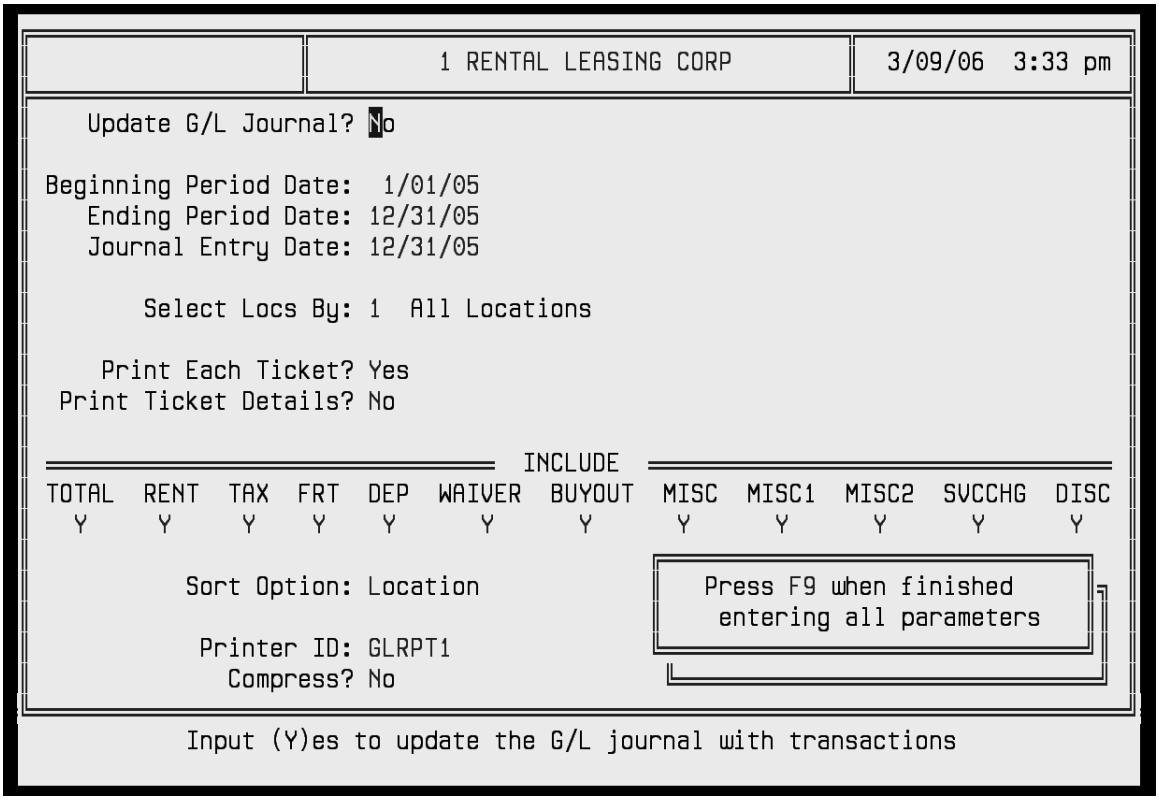

Figure 11-7 General Ledger Income Report Parameters

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Update G/L Journal? Enter Yes if you want the General Ledger to be updated with the journal entries created by this report. Enter No if all you want is a report.

BEGINNING PERIOD DATE Enter the beginning date for tickets to be included in the report.

ENDING PERIOD DATE Enter the ending date for tickets to be included in the report.

JOURNAL ENTRY DATE Enter the date for the summary journal entries that are created for certain accounts, like Accounts Receivable.

SELECT LOCS BY Enter the selection for the locations you want to include in the report.

1=All Locs
2=Any 10 Locs
3=Range of Locs
4=Any 10 Groups
5=Range of Groups

PRINT EACH TICKET? Input (Y)es to print the ticket section of report.

PRINT TICKET DETAILS? Input (Y)es to print the ticket details on the report. This gives you the option to include the individual tickets or see the entire report, including all of the tickets.

INCLUDE In the include box, the defaults for the following fields to include and display on the report are set to Y for yes. If you do want something in this include list to appear, enter an N for that particular selection.

TOTAL CHARGES AMOUNT
TOTAL RENT AMOUNT
TAX AMOUNT
FREIGHT AMOUNT
DEPOSIT AMOUNT
WAIVER AMOUNT
BUYOUT AMOUNT
MISCELLANEOUS AMOUNT
MISCELLANEOUS 1 AMOUNT
MISCELLANEOUS 2 AMOUNT
SERVICE CHARGE AMOUNT
DISCOUNT AMOUNT

SORT OPTION Enter your sort option:

(L)ocation/Ticket
(B)ill-to/Ticket

PRINTER ID The report can be output to either a printer or spooled to a disk file. The disk file can be viewed by using the Show File utility.

CONTROL PRINTER? The report has built into it the ability to send control codes to the printer to correctly set the printer in the mode required.

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Once all the fields have been entered, press the F9 key to start the report. When the report is finished, you will be returned to a menu.

Figure 11-8 is an example of a General Ledger Income Report.

Date: 3/09/06 Rent to Rent G/L Report Page: 1
Company: 1 RENTAL LEASING CORP From: 1/01/05 Thru: 12/31/05

INVOICE	CUSTOMER NUMBER/NAME	DATE	TOTAL AMT / BUYOUT	ORDER AMT / MISC AMT	TAX AMT	FREIGHT	DEPOSIT / SVC CHG	WAIVER / DISCOUNT
14.00	123456 CITY OF HOUSTON	9/14/05	310.52	278.00	22.26	0.00	0.00	1.00
			0.00	9.26	0.00	0.00	0.00	0.00
15.00	123456 CITY OF HOUSTON	10/01/05	357.96	318.00	28.72	0.00	0.00	1.00
			0.00	10.24	0.00	0.00	0.00	0.00
15.01	123456 CITY OF HOUSTON	11/01/05	365.74-	318.00-	26.23-	0.00	0.00	1.00-
			0.00	20.51-	0.00	0.00	0.00	0.00
15.02	123456 CITY OF HOUSTON	10/01/05	353.68	318.00	25.44	0.00	0.00	0.00
			0.00	10.24	0.00	0.00	0.00	0.00
16.00	123456 CITY OF HOUSTON	10/01/05	223.44	200.00	16.00	0.00	0.00	1.00
			0.00	6.44	0.00	0.00	0.00	0.00
36.00	24010361 ABDULLAH NEFERTITI	6/01/05	478.85	356.00	10.00	0.00	0.00	1.00
			0.00	11.85	0.00	0.00	100.00	0.00
36.01	24010361 ABDULLAH NEFERTITI	7/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
36.02	24010361 ABDULLAH NEFERTITI	8/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
36.03	24010361 ABDULLAH NEFERTITI	9/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
36.04	24010361 ABDULLAH NEFERTITI	10/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
36.05	24010361 ABDULLAH NEFERTITI	11/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
36.06	24010361 ABDULLAH NEFERTITI	12/01/05	366.00	356.00	10.00	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	0.00	0.00
Subtotals for 1 RENTAL LEASING CORP #1			3,554.71	3288.00	136.19	0.00	0.00	3.00
			0.00	27.52	0.00	0.00	100.00	0.00
22.00	34012 EXECHOUSE	9/28/05	279.00	132.00	10.00	0.00	0.00	5.00
			0.00	132.00	0.00	0.00	0.00	0.00
22.01	34012 EXECHOUSE	9/28/05	279.00-	264.00-	10.00-	0.00	0.00	5.00-
			0.00	0.00	0.00	0.00	0.00	0.00
22.02	34012 EXECHOUSE	9/28/05	35.00	50.00	10.00-	0.00	0.00	5.00-
			0.00	0.00	0.00	0.00	0.00	0.00
25.00	34006 EXECUTIVE HOUSE	9/29/05	1,505.08	483.00	10.00	25.00	0.00	5.00
			0.00	982.08	0.00	0.00	0.00	0.00
28.00	34006 EXECUTIVE HOUSE	9/29/05	1,065.26	338.00	10.00	25.00	0.00	5.00
			0.00	687.26	0.00	0.00	0.00	0.00
Subtotals for 339 RENTAL LEASING CORP #339			2,605.34	739.00	10.00	50.00	0.00	5.00
			0.00	1801.34	0.00	0.00	0.00	0.00
4.00	24010361 ABDULLAH NEFERTITI	2/11/05	381.28	278.00	20.16	0.00	0.00	1.00
			0.00	9.92	0.00	0.00	100.00	27.80
4.01	24010361 ABDULLAH NEFERTITI	2/11/05	1.00-	0.00	0.00	0.00	0.00	1.00-
			0.00	0.00	0.00	0.00	0.00	0.00
4.02	24010361 ABDULLAH NEFERTITI	3/11/05	369.59	278.00	19.39	0.00	0.00	0.00
			0.00	0.00	0.00	0.00	100.00	27.80
Subtotals for 340 RENTAL LEASING CORP #340			749.87	556.00	39.55	0.00	0.00	0.00
			0.00	9.92	0.00	0.00	200.00	55.60

Date: 3/09/06 Rent to Rent G/L Report Page: 2
Company: 1 RENTAL LEASING CORP From: 1/01/05 Thru: 12/31/05

INVOICE	CUSTOMER NUMBER/NAME	DATE	TOTAL AMT / BUYOUT	ORDER AMT / MISC AMT	TAX AMT	FREIGHT	DEPOSIT / SVC CHG	WAIVER / DISCOUNT
Totals:			6,909.92	4583.00	185.74	50.00	0.00	8.00
			0.00	1838.78	0.00	0.00	300.00	55.60

Date: 3/09/06 Rent to Rent - G/L Summary Page: 3
Company: 1 RENTAL LEASING CORP From: 1/01/05 Thru: 12/31/05

CMP	ACCOUNT	PFT CTR	DESCRIPTION	DEBIT	CREDIT
1	0	1	** Unknown **	136.19	
1	0	339	** Unknown **	10.00	
1	0	340	** Unknown **	39.55	
1	3160	1	Installment Sales Tax Payable		70.00
1	3160	339	Installment Sales Tax Payable		10.00
1	3360	340	Accrued Liablity - Layaways		39.55
1	5901	1	Other Non-Taxable		66.19
				185.74	185.74

Figure 11-8 Example of a General Ledger Income Report

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