

Chapter 3.11: Rental Setup and Usage

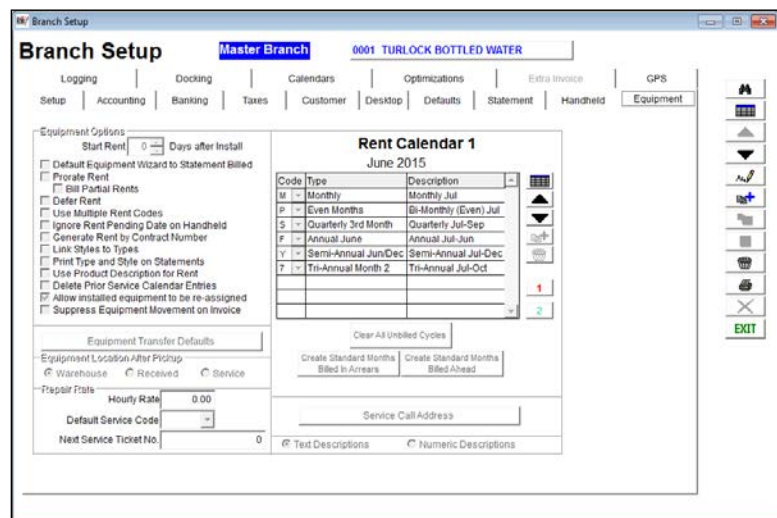
Overview

The Route Manager program provides an extensive rent billing system that allows you to charge multiple rental rates, automatically generate rents on the handheld, and much more. This chapter details all of the options available for setting up and generating rent in the program.

Rent Calendar Setup

The *Rent Calendar* options in Route Manager are used for managing your rent billing cycles. This section will define the important fields available and guide you through setting up your rent calendar.

Navigate to *File> Branch Setup*, and select the *Equipment* tab.



Fields (relevant to Rents):

Start Rent...Days after Install: Enter the number of days “ahead” that will be calculated as the *Start Rent Date* when a piece of equipment is installed. If a “0” is entered in this field, the default *Start Rent Date* will be

the same as the *Install Date* — this option can be overwritten with each installation.

Default Equipment Wizard to Statement Billed: Select this option to establish the ‘Statement Billed’ option as a default selection within the *Equipment Setup Wizard*.

Prorate Rent: Check this box to prorate initial rental amounts based on the exact number of days the equipment is installed.

Bill Partial Rents: Checking this option will generate a prorated amount calculated from the date of install to the day the rent is generated.

NOTE: Choosing ‘Prorate Rent’ without selecting this option will result in the customer being billed after their first full month has passed. After which, the customer will be billed the full month plus a prorated amount for the additional days from installation (resulting in a larger first rental bill).

Defer Rent: Select this option if you would like to defer your rental charges.

NOTE: Refer to *Chapter 4.07* of the *Supplemental Guide* for further information on setting up a deferred rental system.

Use Multiple Rent Codes: Select this option to enable multiple rent codes on each piece of equipment — generally used in the European market for sanitization and other charges.

Ignore Rent Pending Date on Handheld: Check this box to ignore the “rent pending date” within the equipment screen. This is put in place to prevent the system from generating duplicate rentals (generally not recommended).

Generate Rent by Contract Number: This option will enable rents to be generated according to the dates on an equipment contract (found under *Customer Information>Credit>Contracts*).

Link Styles to Types: This option will allow specific Styles to be available only when specific Types are selected.

Print Type and Style on Statements: This option will allow the Type and Style information of the equipment to be printed on the statements.

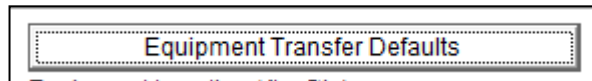
Use Product Description for Rent: Choose this option if you prefer to print the description of the rental *Product Code* on your customer’s monthly statements (instead of the *Cycle Description* discussed on the next page).

Delete Prior Service Calendar Entries: Choose this option if you want to remove the prior service Calendar Entries when the next billing occurs.

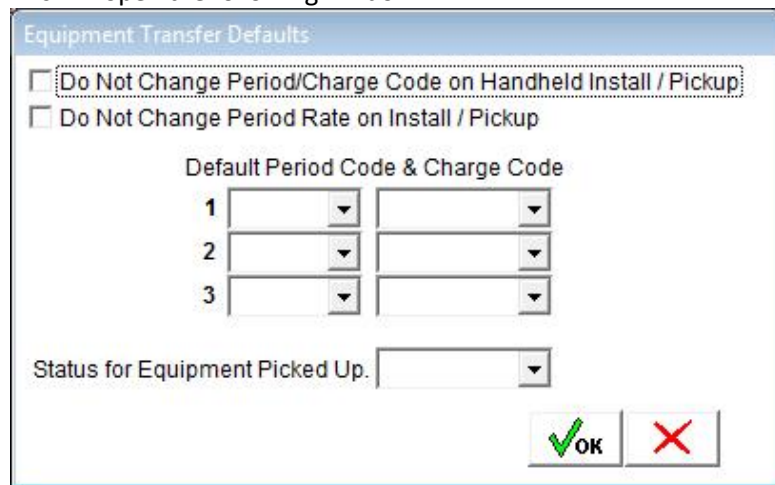
Allow Installed equipment to be re-assigned: Choose this option to allow any assigned equipment to be re-assigned, the default is to not allow this action as the equipment is already assigned to a customer.

Suppress Equipment Movement on Invoice: Choose this option to ensure the Equipment Movement is not shown on the delivery Invoice.

Equipment Transfer Defaults: To set the defaults for all equipment transfers, click on the *Equipment Transfer Defaults* button



This will open the following window.



The dialog box titled "Equipment Transfer Defaults" contains the following elements:

- Two checkboxes:
 - Do Not Change Period/Charge Code on Handheld Install / Pickup
 - Do Not Change Period Rate on Install / Pickup
- A section titled "Default Period Code & Charge Code" with three rows:

1	<input type="text"/>	<input type="text"/>
2	<input type="text"/>	<input type="text"/>
3	<input type="text"/>	<input type="text"/>
- A dropdown menu labeled "Status for Equipment Picked Up." with a blank selection.
- Two buttons at the bottom right: "OK" (with a green checkmark) and "X" (with a red X).

Do Not Change Period/Charge Code on Handheld Install/Pickup: Choose this option if you do not want any billing changes for the equipment to change based on Installation or Pickup to be shown on the Handheld.

Do Not Change Period Rate on Install / Pickup: Choose this option if you do not want any billing changes for the equipment to change based on Installation or Pickup to be shown on Route Manager.

Default Period Code & Charge Code: Choose the Period Code for the frequency of charge and Charge Code from the drop down menus provided.

Status for Equipment Picked Up: Choose a default status to be displayed when the Equipment is picked up.

Equipment Location After Pickup: Choose which location the equipment should be placed after pickup:

- ▶ Warehouse
- ▶ Received
- ▶ Service

Repair Rate: Enter the *Hourly Rate* for repairs. Select the *Default Service Code* from the drop down menu. Then enter the *Next Service Ticket No.*

Rental Calendar

Rent calendars will need to be established before you can begin billing rentals in the program. There are two calendars to choose from:

- ▶ *Rent Calendar 1*
- ▶ *Rent Calendar 2*

NOTE: Most companies will only use *Rent Calendar 1* to handle their rental needs. However, additional calendars can be created to handle both current and in-advance rental methods.

NOTE: If your company charges rentals on a strict 7, 14, 28, or 56 day cycle you should refer to the *Rent Schedules* topic found within the *Rent Billing* section covered later in this document.

Rent Calendar 1

June 2015

Code	Type	Description
M	Monthly	Monthly Jul
P	Even Months	Bi-Monthly (Even) Jul
S	Quarterly 3rd Month	Quarterly Jul-Sep
F	Annual June	Annual Jul-Jun
Y	Semi-Annual Jun/Dec	Semi-Annual Jul-Dec
7	Tri-Annual Month 2	Tri-Annual Jul-Oct

Text Descriptions
 Numeric Descriptions

Code: This section displays all of the rent “cycle codes” that will be billed for the month displayed.

Type: Displays the type of billing associated with the cycle code.

Description: The description that will be printed on your customer's statements for the rental (the descriptions can be changed if necessary).

Rent Calendar 1 **and 2** : These buttons toggle between the two calendar options available. Each piece of equipment will be assigned to one of the two calendars for rent billing (only Rent Calendar 1 is required).

: Removes unbilled cycles from the calendar.

: Establishes a standard rental calendar based on current month billing.

: This button allows you to create a standard rental calendar based on advance billing.

: This button allows you to enter the address that will be printed on the Service Call form.

Text Descriptions/Numeric Descriptions: Choose to include text (i.e., Monthly October) or numeric descriptions to include on your customer's statements.

NOTE: Select the desired "Create Standard Months" buttons before continuing to the next section.

Rental Product Code Setup

Before you can add equipment to the system and begin to bill rentals, you must create at least one rental code that will be used on invoices when they are generated.

Navigate to *Lists>Product Codes>Product Charge Codes* to create a new rental code.

NOTE: Most users will create separate rental codes for each type of equipment; this is helpful when running sales reports.

1. Click the **Add** key on the *Info* tab.
2. Enter a number and description for the rental code (it is helpful to group your rental codes together, in sequence, if more than one will be used).
3. On the *Pricing* tab, enter the default rental price for this type of equipment (this can be overwritten per customer).

4. On the *Handheld* tab, select 'Handheld Product' (even if you will not be using handhelds).
5. On the *Accounting* tab, assign the item to *Product Class*'4'.

NOTE: *Product Class 4* is required and reserved for rental products only. If *Product Class 4* does not exist in the system, it will need to be created within *Lists >Product Codes>Product Class Codes*.

6. Assign the rental code to a G/L number.
7. Click **Save** or **More** (if you are going to create multiple rent codes) to continue.

Equipment Rental Setup

Equipment and rentals can be assigned to customers using any of the following five methods:

- ▶ Equipment Setup Wizard
- ▶ New Customer Wizard
- ▶ Customer Information
- ▶ Delivery Orders
- ▶ Desktop Invoices

All of these items are covered in this section.

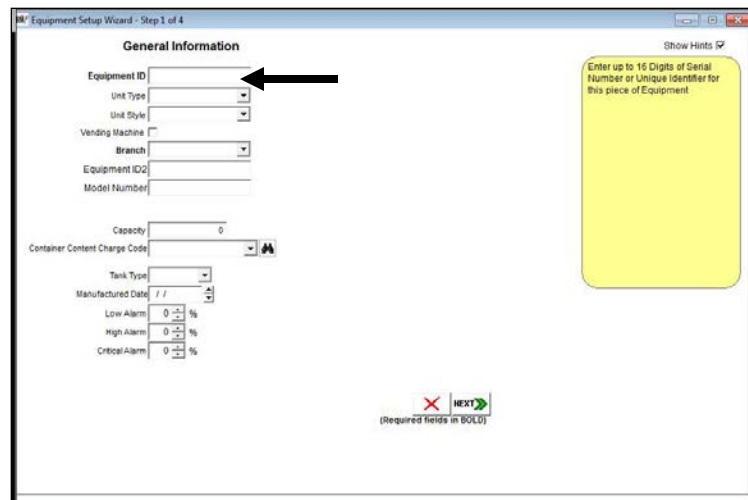
Equipment Setup Wizard

The *Equipment Setup Wizard* will guide you through a 4-step process for adding equipment to the program.

The wizard can be found under *Lists>Wizards>Equipment Setup*.

General Information: The General Information section provides the information needed for each item of equipment entered into the system via the Equipment Setup Wizard.

STEP 1



The screenshot shows a web-based form titled "Equipment Setup Wizard - Step 1 of 4". The form is divided into a "General Information" section. Fields include: "Equipment ID" (with a black arrow pointing to it), "Unit Type" (dropdown), "Unit Style" (dropdown), "Vending Machine" (checkbox), "Branch" (dropdown), "Equipment ID2" (text), "Model Number" (text), "Capacity" (text), "Container Content Charge Code" (dropdown), "Tank Type" (dropdown), "Manufactured Date" (calendar), "Low Alarm" (percentage), "High Alarm" (percentage), and "Critical Alarm" (percentage). A yellow callout box on the right contains the text: "Enter up to 15 Digits of Serial Number or Unique Identifier for this piece of Equipment". At the bottom right, there is a "NEXT" button and a note "(Required fields in BOLD)".

Equipment ID: Enter the Identification code you'd like to use for this specific piece of equipment.

Unit Type: Select a type of the equipment from the drop down menu.

Unit Style: Select a style from the drop down provided.

Vending Machine: Choose this option if this is a *Vending Machine*.

Branch: Select a branch from the drop down provided.

Equipment ID2: If there is a second identification code for the equipment, enter that in the *Equipment ID2* field.

Model Number: Enter the model number of the equipment.

Capacity: Enter the capacity of the equipment.

Container Content Charge Code: Select a charge code from the drop down menu or click on the “Lookup” button to search for the *Container Content Charge Code*.

Tank Type: Select the *Tank Type* from the drop down menu.

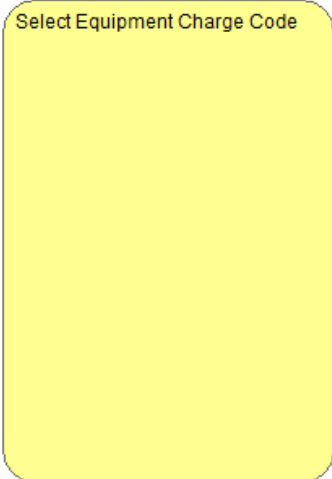
Manufactured Date: Enter the *Manufactured Date* of the equipment or double click to open the calendar option to select from the calendar.

Low/High/Critical Alarm: Enter the percentages of capacity to trigger each level of alarm.

Show Hints: The page has helpful hints to guide you along the various fields on the page. To ensure the helpful hints are visible, be sure to check the box labeled *Show Hints*.

Show Hints

Select Equipment Charge Code



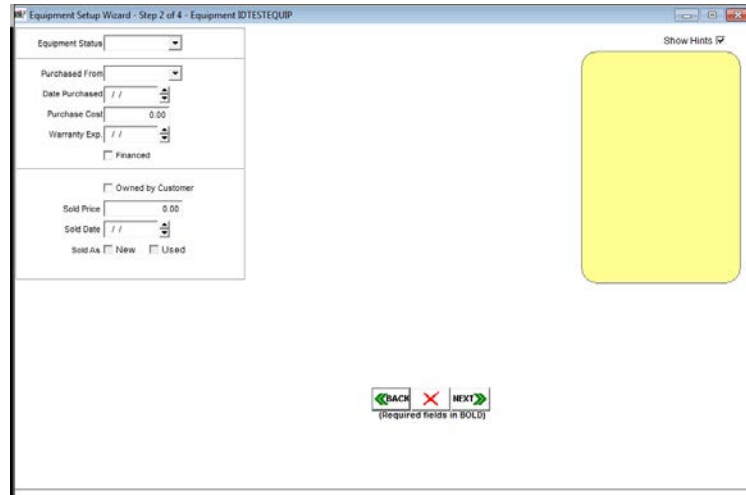
Cancel: This button allows you to cancel your changes and go back.



Next: This button allows you to save your changes and continue.

NOTE: Only items in **Bold** are required to advance to the next step

STEP 2



Equipment Setup Wizard - Step 2 of 4 - Equipment IDTESTEQIP

Equipment Status: [Dropdown]

Purchased From: [Dropdown]

Date Purchased: / / [Calendar]

Purchase Cost: 0.00

Warranty Exp: / / [Calendar]

Financed

Owned by Customer

Sold Price: 0.00

Sold Date: / / [Calendar]

Sold As New Used

Show Hints [Dropdown]

[BACK] [NEXT] (Required fields in BOLD)

Equipment Status: Select the status of the equipment from the drop down menu.

Purchased From: Select the vendor from which the equipment was from the drop down menu.

Date Purchased: Enter the date the equipment was purchased or double click to use the calendar selection option.

Purchase Cost: Enter the cost of the equipment.

Warranty Exp: Enter the *Warranty Expiration* date for the equipment.

Financed: Check the box if the equipment is financed through the company.

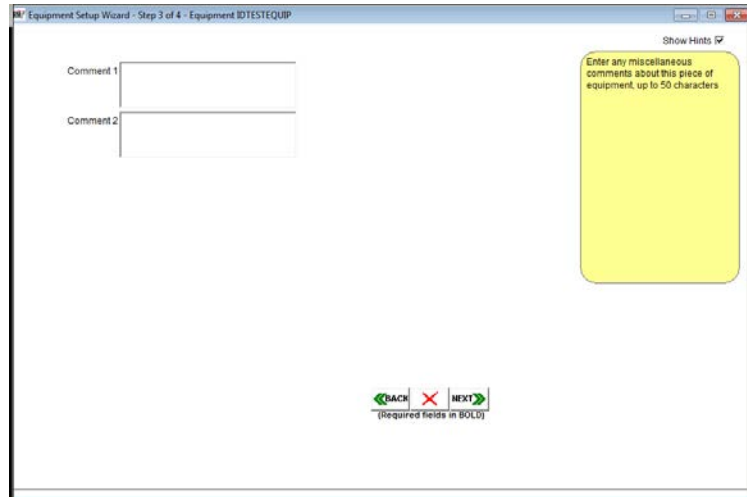
Owned by Customer: Check the box if the equipment is owned by the customer.

Sold Price: Enter the amount of the *Sold Price* if sold to the customer.

Sold Date: Enter the date the equipment was sold or double click to select from the calendar.

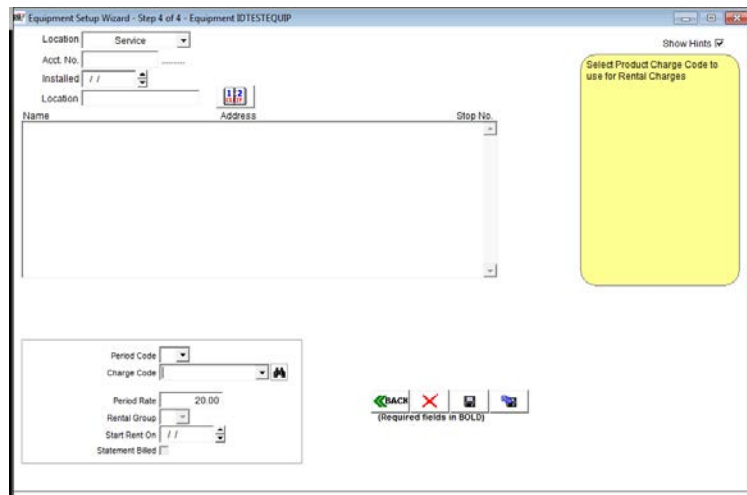
Sold As New/Old: Check how the equipment was sold.

STEP 3



Comment 1/Comment 2: Enter any comments about equipment necessary.

STEP 4



Location: Select the location of the equipment from the drop down menu.

Acct No: The account number to the company this equipment is being installed.

Installed: Enter the installation date or double click to choose the calendar option.

Location: A more specific detail on the location of the equipment.



Address: The address book to lookup the address for service and delivery. The Name, Address and Stop number will appear in the box below this icon.

Period Code: Select a period from the drop down menu.

Charge Code: Select the charge code or use the lookup button to search for the correct code.

Period Rate: The rate of charge for the period.

Rental Group: Select the Rental Group from the drop down menu.

Start Rent On: Enter the date or double click to select from the Calendar.

Statement Billed: Check this box if the customer is billed on the statements.



Back: If you need to go back and make any changes, select the *Back* button.



Cancel: The *Cancel* button cancels all changes and closes the equipment wizard.



Save: The *Save* button allows you to save your changes and schedule the service/installation/transfer/pickup of the equipment.



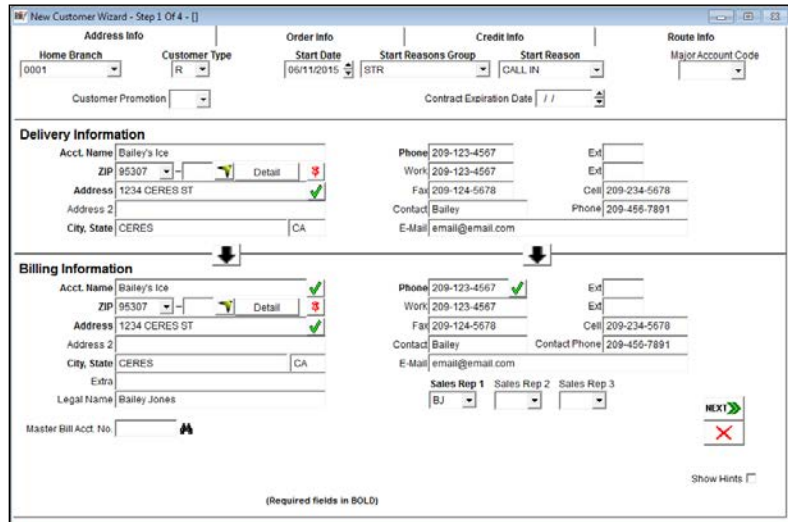
Save & More: The *Save & More* button allows for multiple entry of equipment tickets to be created.

New Customer W/Order (Equipment)

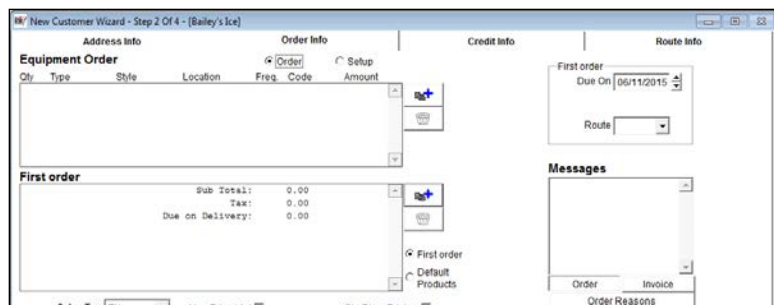
The *New Customer w/Order Wizard* guides you through a step-by-step process to setup a new account.

The wizard can be found under *Lists > Wizards > New Customer w/Order*.

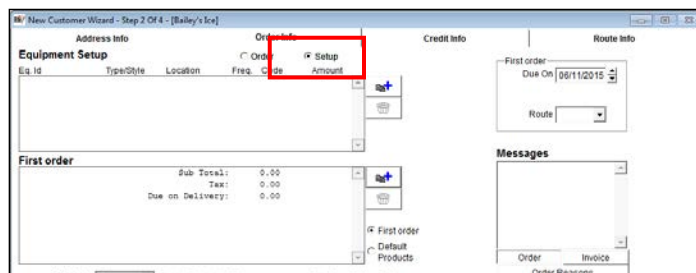
1. Complete *Step 1* by filling in the requested information.



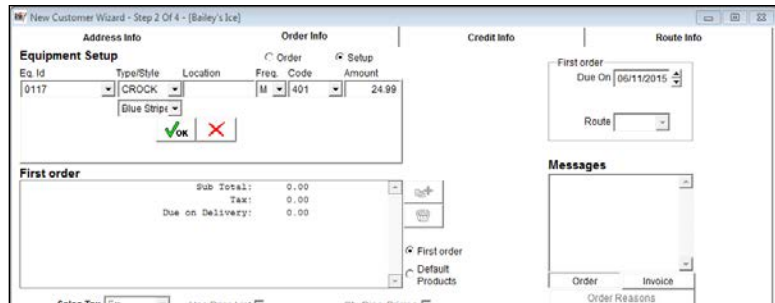
2. *Step 2* of the wizard screen allows you to enter an *Equipment Order* for an initial setup delivery to install a new piece of equipment.



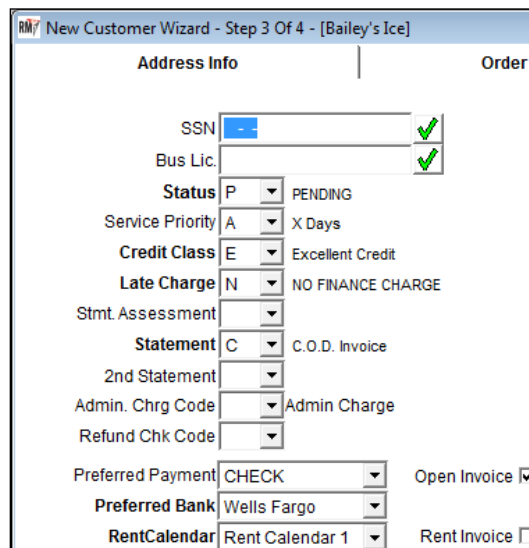
Alternatively, choose the *Setup* option on the screen; this feature will allow you to install the piece of equipment onto the account directly (this is helpful if the install has already been completed).



- Choose the *Add* button and establish the *Qty*, *Type*, *Style*, *Freq. (Period Code)*, *Code (Rental Code)*, and *Amount (Rental Amount)*.



- Click *OK* (If you have selected the *Setup* option, you will be prompted for the *Installed* and *Start Rent* dates).
- Complete the remaining options in *Step 2* and click *Next*.
- On *Step 3*, select the 'Rent Calendar' that will be assigned to the customer.




NOTE: The 'Rent Invoice' option displayed is available for customers that require a rental invoice to be printed separate from their standard statement.

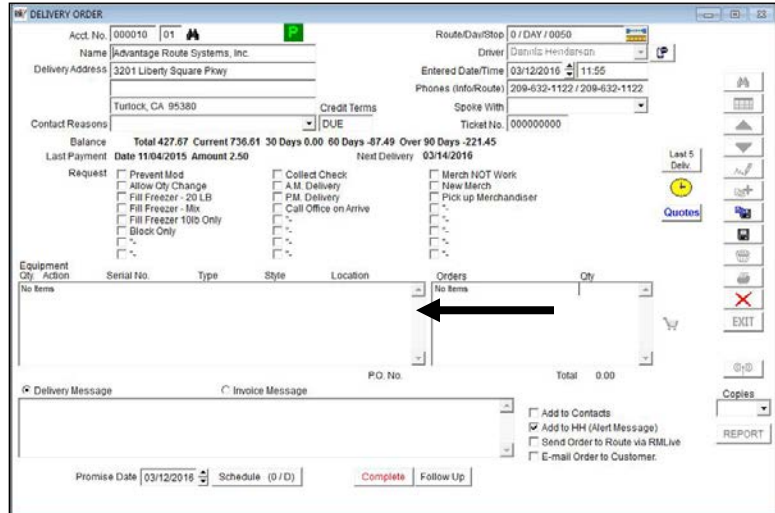
- Complete the remaining steps to create the new account.
- Once the new customer's account has been created, the following will occur depending on the selection made in *Step 2* of the wizard:
 - ▶ **Order:** A *Delivery Order* will be created on the account with the settings established in *Step 2*.
 - ▶ **Setup:** The equipment is installed automatically.

Delivery Order (Equipment)

Equipment orders can be placed within the *Delivery Order* screen.

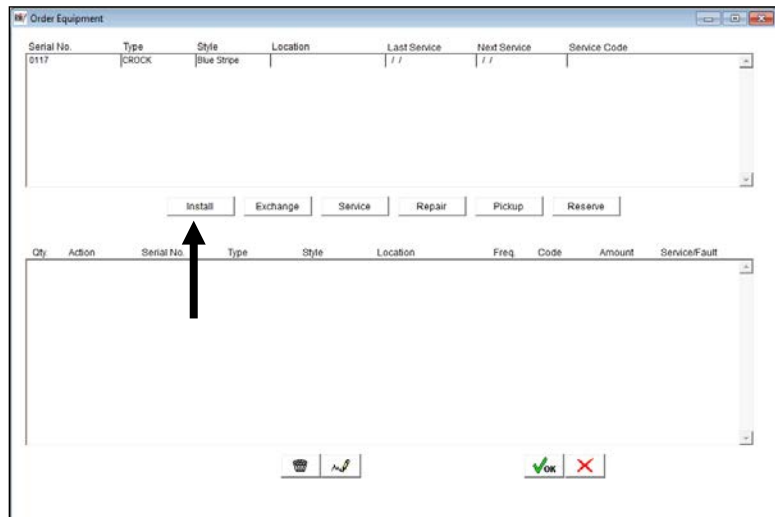
The  *Delivery Order* option can be found on the *Module Toolbar*.

1. Click inside the equipment box to pull up the *Order Equipment* screen.



The screenshot shows the 'DELIVERY ORDER' window with various fields for account information, contact details, and equipment requests. A table for 'Equipment' is visible at the bottom, currently showing 'No Items'. A black arrow points to the 'No Items' text in the table header.

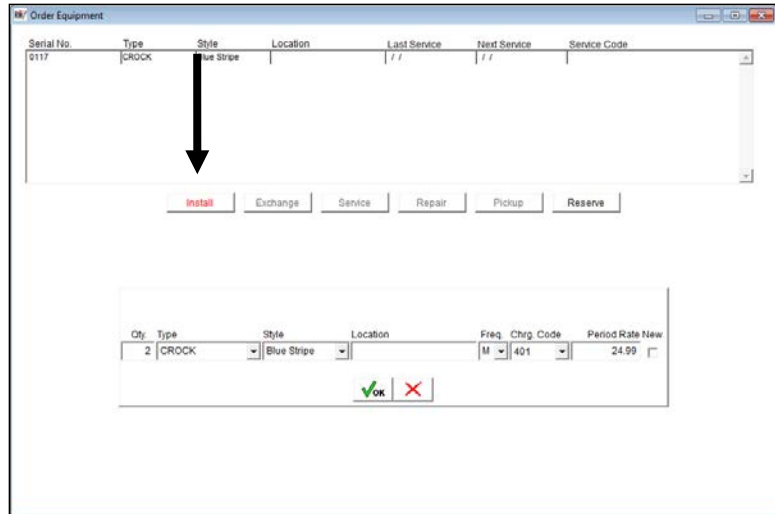
2. Choose the *Install* option to create an order for equipment to be installed on the account.



The screenshot shows the 'Order Equipment' window. It features a table with columns for Serial No., Type, Style, Location, Last Service, Next Service, and Service Code. Below the table is a row of buttons: 'Install', 'Exchange', 'Service', 'Repair', 'Pickup', and 'Reserve'. A black arrow points to the 'Install' button.

NOTE: Click the 'Exchange' button to schedule a "swap" for an existing piece of equipment to keep the same rental rate and billing code.

- Establish the equipment type, rental rate, and default codes for the new installation:



NOTE: The 'New' option on the screen informs the driver to only install a brand new piece of equipment onsite.

- Click *OK* and schedule the *Delivery Order* as normal.

Customer Information (Equipment)

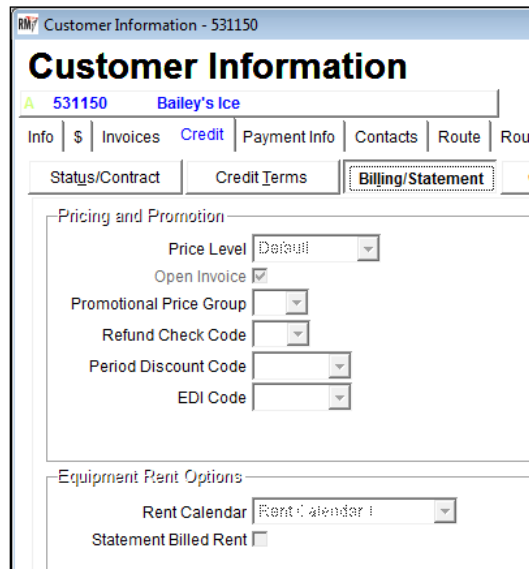
There are multiple locations within *Customer Information* that have an effect upon rentals.

Credit Tab

The *Credit* tab contains two critical options regarding rents under the *Billing/Statement* option:

- ▶ **Rent Calendar:** Determines which rent calendar will control rent billing on the account.
- ▶ **Statement Billed Rent:** Establishes a global setting on the account that will force all equipment rentals to be billed on the desktop.

These options override any existing settings within any installed equipment on the account.



The screenshot shows a software window titled "Customer Information - 531150". The main title is "Customer Information". Below the title, there is a search bar with "531150" and "Bailey's Ice". A navigation bar includes tabs for "Info", "\$", "Invoices", "Credit", "Payment Info", "Contacts", "Route", and "Route". Below this, there are sub-tabs for "Status/Contract", "Credit Terms", and "Billing/Statement". The "Billing/Statement" sub-tab is active. The main content area is divided into two sections: "Pricing and Promotion" and "Equipment Rent Options".

Pricing and Promotion

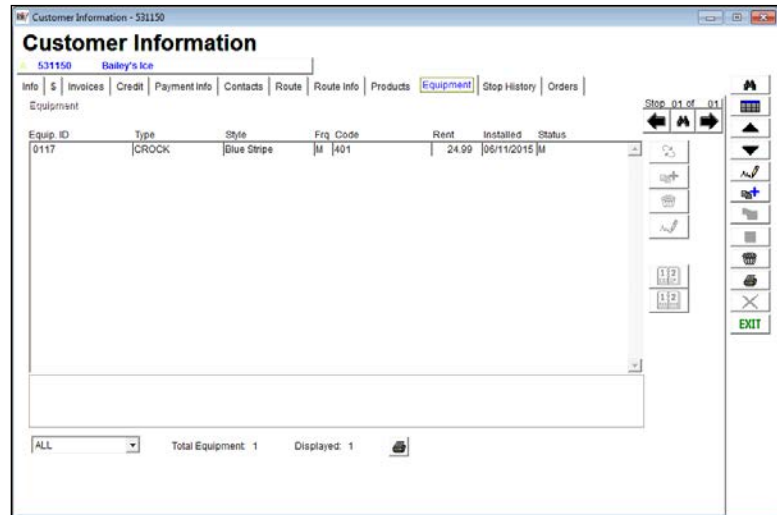
- Price Level: Default
- Open Invoice:
- Promotional Price Group: [Dropdown]
- Refund Check Code: [Dropdown]
- Period Discount Code: [Dropdown]
- EDI Code: [Dropdown]

Equipment Rent Options

- Rent Calendar: Rent Calendar 1
- Statement Billed Rent:

Equipment Tab

The primary display area for installed equipment is located on the *Equipment* tab. At all times you can view, edit, remove, and exchange any piece of equipment on a customer's account from this tab.



Click **Modify** and choose the desired option:



Exchange: Allows you to swap the current piece of equipment out for a new one and retains the same period rate and rent cycle.



Add Equipment: Select this option to add a new piece of equipment on the account.

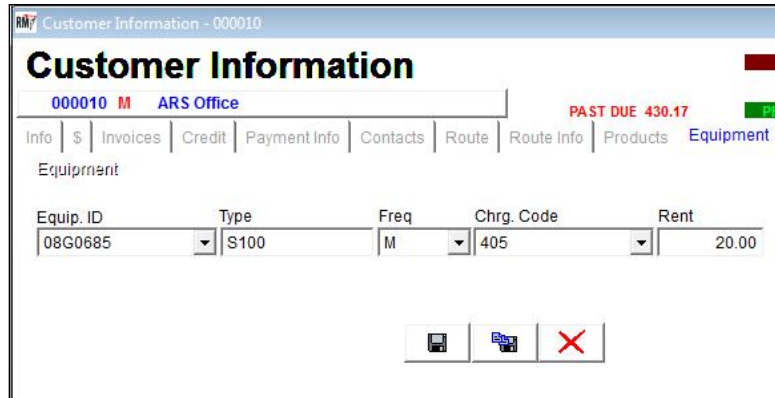


Remove Equipment: Choose this option to remove the equipment from the account.



Modify Equipment: Allows you to edit the equipment settings.

When you are adding a new piece of equipment, select the piece of equipment from the dropdown menu and enter all the required field data: *Freq.* (Rent Cycle), *Chg. Code* (Rent Code), and *Rent* (Rental Amount).



Customer Information - 000010

Customer Information

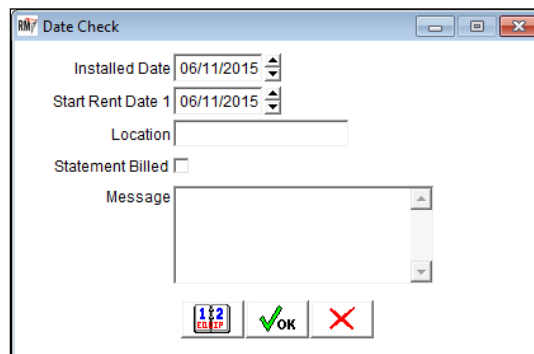
000010 M ARS Office PAST DUE 430.17

Info | \$ | Invoices | Credit | Payment Info | Contacts | Route | Route Info | Products | **Equipment**

Equipment

Equip. ID	Type	Freq	Chrg. Code	Rent
08G0685	S100	M	405	20.00

After clicking **Save** or **Save & More**, the *Date Check* screen will appear. Enter the criteria desired and click **OK**.



Date Check

Installed Date: 06/11/2015

Start Rent Date 1: 06/11/2015


Location: _____

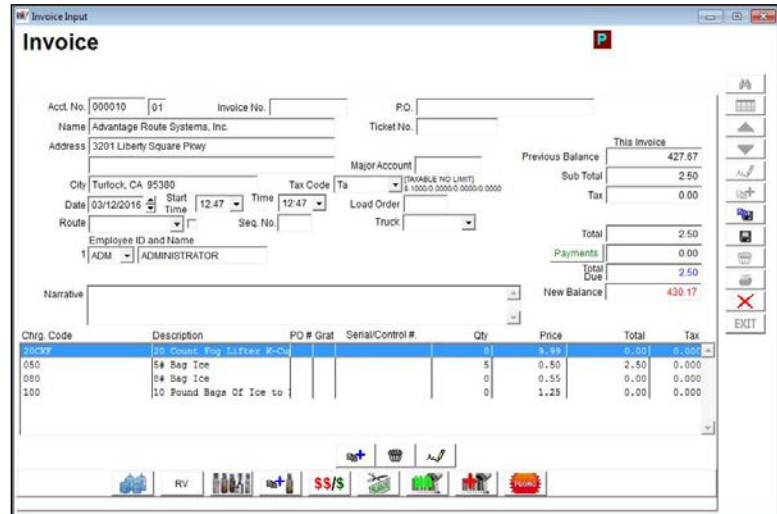
Statement Billed:

Message: _____

NOTE: The *Start Rent Date* will generally be the first day of the month you wish to begin billing the customer. This date can be rolled back to begin billing immediately. The *Statement Billed* option controls whether the equipment is billed on the desktop (checked) or handheld (not checked).

Desktop Invoice

The  *Update Equipment* button on the *Invoices and Adjustments* screen (found under *Transactions*) allows you to quickly update equipment information as you are entering a transaction on the account.




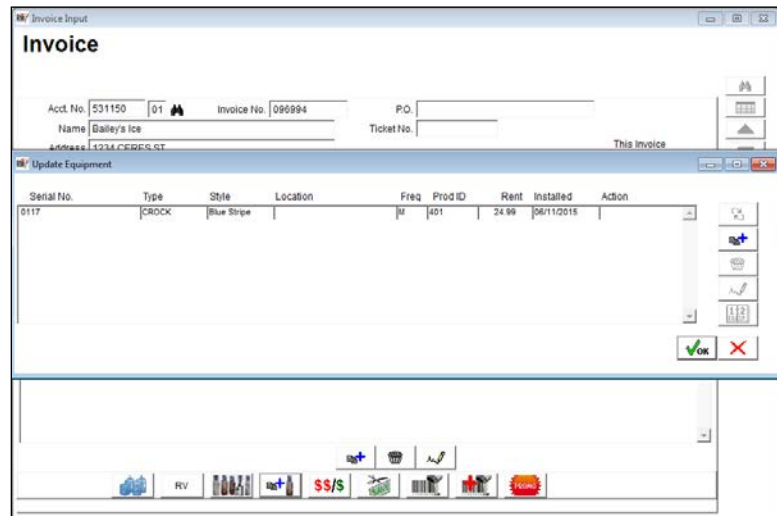
Invoice

Acct No: 000010 | 01 Invoice No: P.O. Name: Advantage Route Systems, Inc. Ticket No. Address: 3201 Liberty Square Plwy City: Turlock, CA 95300 Tax Code: Ta Major Account: (MAXIMUM NO. LINES) 1,000-0,000-0,000-0,000 Date: 03/12/2016 Start Time: 12:47 Time: 12:47 Load Order: Truck: Employee ID and Name: 1 | ADM | ADMINISTRATOR

Previous Balance: 427.67 This Invoice: Sub Total: 2.50 Tax: 0.00 Total: 2.50 Payments: 0.00 Total Due: 2.50 New Balance: 430.17

Chrg. Code	Description	PO #	Grat	Serial/Control #	City	Price	Total	Tax
200007	20 Count. Fog Litter X-Cu					9.99	0.00	0.00
050	5# Bag Ice				S	0.50	2.50	0.00
080	8# Bag Ice				0	0.55	0.00	0.00
100	10 Pound Bags Of Ice to				0	1.25	0.00	0.00

Simply select the  *Update Equipment* button and follow the same steps already covered in this document to add, swap, or remove equipment on the account.



Update Equipment

Serial No.	Type	Style	Location	Freq	Prod ID	Rent	Installed	Action
0117	CROCK	Blue Stripe		M	401	24.99	06/11/2015	

Buttons: OK, Cancel

Click *OK* and *Save* your new invoice, once complete.

Rent Billing

There are multiple options for billing rentals in the program. The items covered in this section are:

- ▶ Statement Billed Rent
- ▶ Rents not Billed
- ▶ Handheld Rents
- ▶ Manual Rents
- ▶ Rent Schedules

Take the time to study each section to be sure you are utilizing all of the available tools.

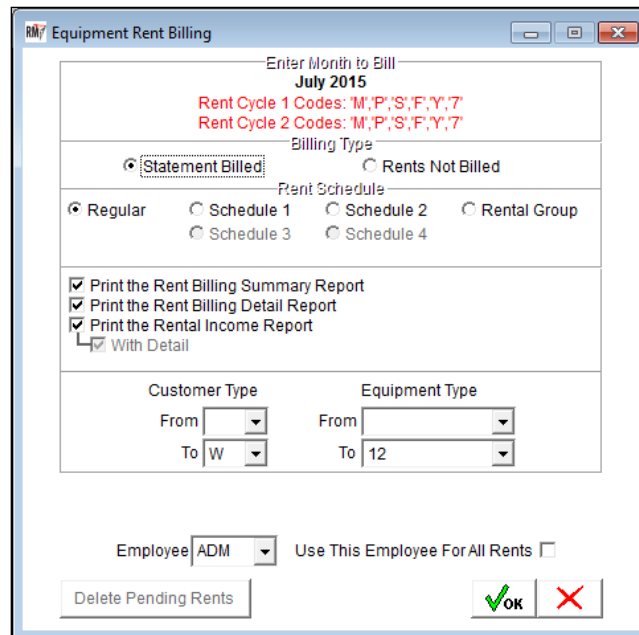
Statement Billed Rent

Generating rent typically takes place as part of the *Month-End* process. A series of rental invoices are generated and posted on your customer's accounts, and these invoices are included on your customer's statements, along with all of their delivery invoices they have had during the course of the month.

NOTE: The *Statement Billed* process will only generate rentals for equipment that has been marked as 'Statement Billed'.

The *Generate Rent Charges* option can be found under the *Transactions* menu. Follow this process to properly generate rentals on the desktop.

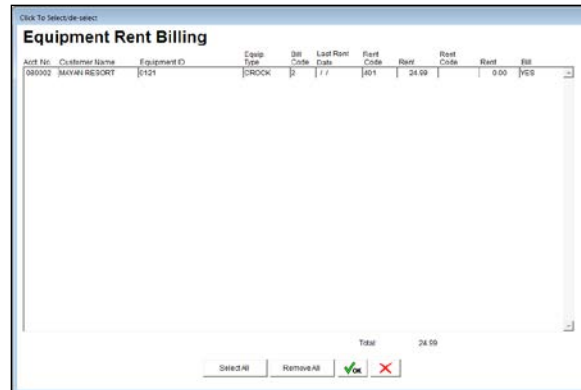
1. The initial rent screen will display the current month and all rent codes that will be billed (generated from the *Rent Calendar*).



2. Verify that the option *Statement Billed* is selected.
3. Select the type of *Rent Schedule* you would like to bill (most companies will leave this option on *Regular*).
4. Select or deselect the reports that you would like to print when generating rentals.
5. Enter the 'Customer' and 'Equipment' types to include.
6. By default, the system will generate all rental invoices using the assigned route driver's initials on the customer's account. To override this setting, select the option "Use this Employee for

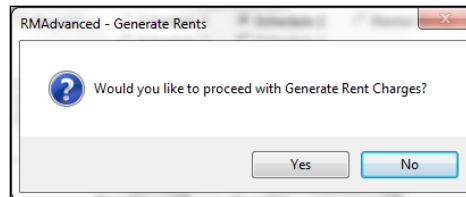
all Rents,” which will assign all of the rent invoices to the current user defined in the *Employee* field.

7. Click *OK*.
8. A date confirmation screen will appear, click *Yes* to continue or *No* to change your *Module Date*.
9. A list of equipment that is *Statement Billed*, and has not been charged in the selected billing period, will be displayed.



Acct No.	Customer Name	Equipment ID	Equip. Type	Bill Code	Last Rent Date	Rent Code	Rent	Rent Code	Rent	Bill
080002	MAYAN RESORT	0121	CRACK	2	1/1	A01	24.99		0.00	YES
							Total		24.99	

10. Verify that all of the information on your screen is accurate. Click once on any piece of equipment to change the billing status from ‘YES’ to ‘NO’ — you can also ‘Select All’ or ‘Remove All’ globally.
11. Click *OK* to continue.
12. Any rental reports selected will print first (if applicable), allowing you to review them prior to generating the transactions.
13. Once you have verified the information, click ‘Yes’ to proceed and generate the rental transactions.



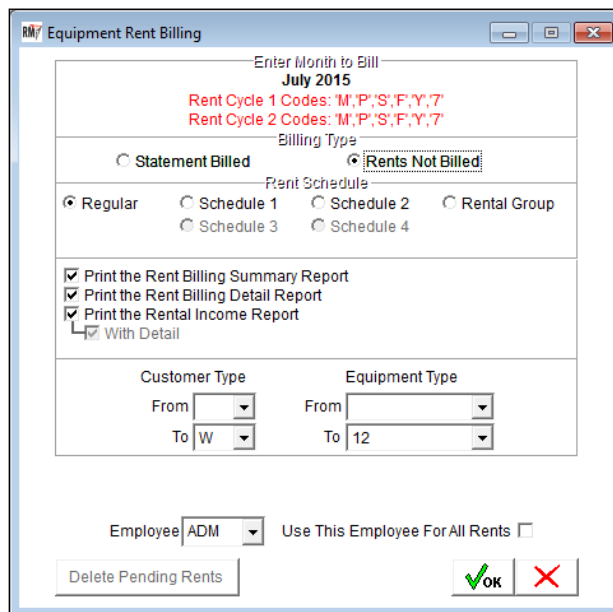
14. Post the rental transactions on your accounts to complete the process.

Rents Not Billed

The second option available within the *Generate Rent Charges* screen is 'Rents Not Billed'. This feature is designed to "catch" all rents that have not been billed for the current period. This option is used to pick-up both handheld (customers that were not billed on any previous deliveries) and *Statement Billed* rents at the same time.

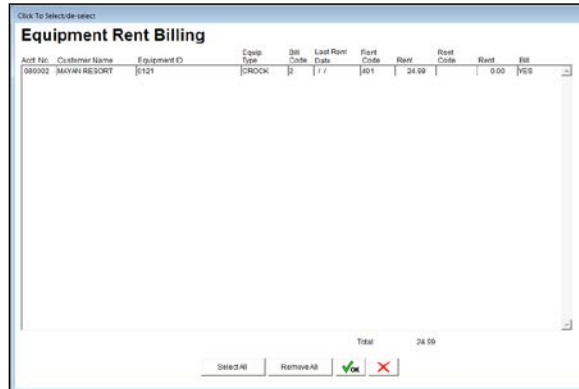
The *Generate Rent Charges* option can be found under the *Transactions* menu.

1. The initial rent screen displays the current month and all rent codes that will be billed (generated from the *Rent Calendar*).

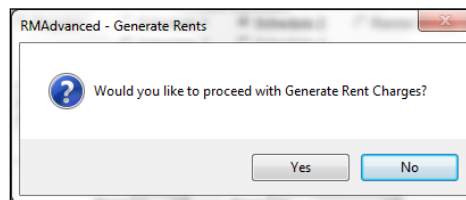


2. Select the option *Rents Not Billed* on the screen.
3. Select the type of *Rent Schedule* you would like to bill (most companies will leave this option on *Regular*).
4. Select or deselect the reports that you would like to print.
5. Enter the 'Customer' and 'Equipment' types to include.
6. By default, the system will generate all rental invoices using the assigned route driver's initials on the customer's account. To override this setting, select the option "Use this Employee for all Rents," which will assign all of the rent invoices to the current user defined in the *Employee* field.
7. Click *OK*.
8. A date confirmation screen will appear, click *Yes* to continue or *No* to change your 'Module Date'.

- A list of equipment that has not been charged in the selected billing period will be displayed.



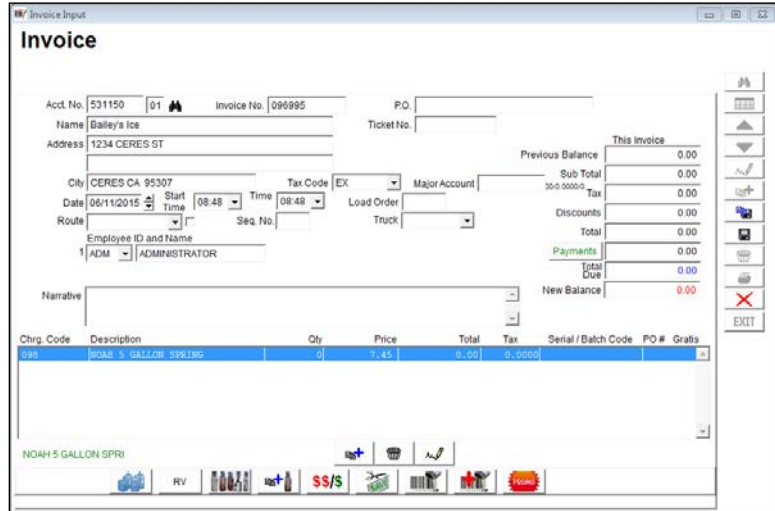
- Verify that all of the information on your screen is accurate. Click once on any piece of equipment to change the billing status from 'YES' to 'NO' — you can also 'Select All' or 'Remove All' globally.
- Click OK to continue.
- Any rental reports selected will print first (if applicable), allowing you to review them prior to generating the transactions.
- Once you have verified the information, click 'Yes' to proceed and generate the rental transactions.



- Post the rental transactions on your accounts to complete the process.

Manual Rents

To charge rent manually on the desktop, go to *Transactions>Invoices and Adjustments*:



1. Add a new invoice as you normally would. (Add, select Account, etc)
2. Add a rental charge code to the product section of the invoice (*Add*, then select the rental code assigned to the equipment).
3. Enter a quantity of '1' for the item.
4. The price field will automatically display the rental rate assigned to the account (overwrite if needed).
5. In the *Serial #* field, select the serial number of the equipment for which you are charging rent — only equipment assigned to the customer will appear on the dropdown list.

Chrg. Code	Description	Qty	Price	Total	Tax
410	Equipment Repair	0	0.00	0.00	0.0000



Serial / Batch Code PO #

6. Click *Save* or *Save & More* to complete the transaction.

Handheld Rents

Equipment that is installed, and not established as 'Statement Billed' on the customer's account, will automatically generate a rental on the handheld the first delivery of the month it is to be billed.

Handheld rents will automatically be added to the invoice at the time of delivery, as shown below:

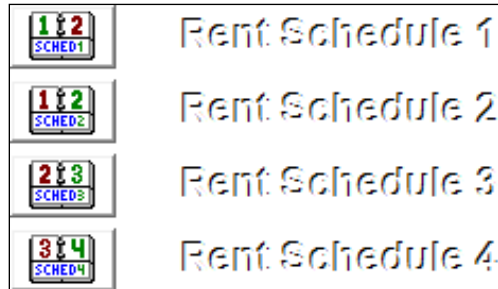
Quick Entry	
Dust Bowl Brewing 3100 Spengler Way	
Rent	15.00
No PAR data	2
Line Total: 15.00	
B - Current [5RES]	
5G Water Deposit [2]	5
Rents:	0.00
Deposits:	0.00
Default Products:	15.00
Miscellaneous Items:	0.00
Sales Tax:	0.00
Invoice Total:	15.00
Payments:	0.00
Account Balance:	2,187.63
E N H I  	

NOTE: Since rents on the handheld depend on the customer receiving a delivery in the month, it is required that you use the *Rents not Billed* option on the desktop—discussed in the previous section— prior to closing the month to ensure that you pick-up all of the rentals on accounts that did not receive a delivery.

Drivers will not be able to remove rentals from the invoice while on route unless the option 'Allow Rent Charges to be Removed' is selected within *Lists > Routes > Handheld Class*.

Rent Schedules 1-4

For companies that need to bill rent on a strict 7, 14, 28, or 56-day cycle, the *Rent Schedule* options are available and can be set up under *File > Branch Setup > Calendars* tab.



To create a new *Rent Schedule* calendar:

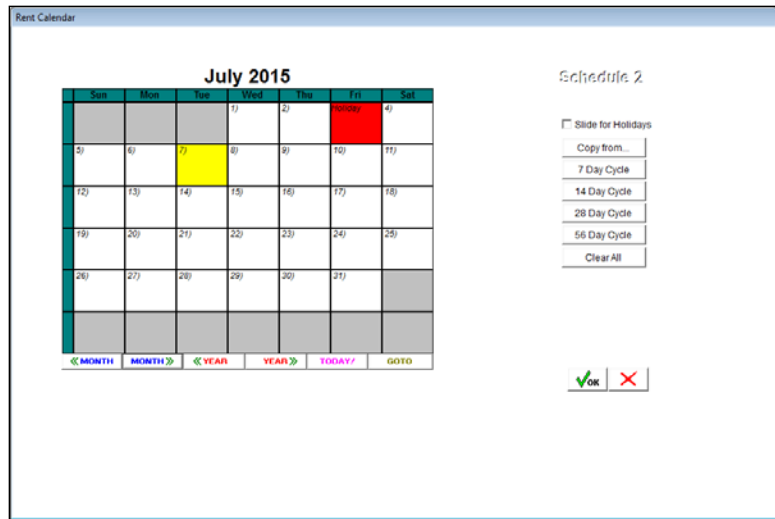
1. Click on one of the *Rent Schedule* options on the *Calendars* tab.
2. Choose the **7, 14, 28** or **56 Day Cycle** button.
3. Click on the beginning day to start the cycle.
4. Click **OK** to save your new calendar.
5. Assign any equipment to *Rent Schedule 1-4* in the *Billing Cycle/Freq.* field to use the new calendar.



Rentals will now be generated based on the calendar days defined within the *Rent Schedule* screen (in order for a customer to be billed, the billing day must be between the dates defined in the calendar).

EXAMPLE

The current 28-day billing period according to the calendar below is July 7th...



July 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1)	2)	3) Holiday	4)
5)	6)	7)	8)	9)	10)	11)
12)	13)	14)	15)	16)	17)	18)
19)	20)	21)	22)	23)	24)	25)
26)	27)	28)	29)	30)	31)	

Schedule 2

Slide for Holidays

Copy from...

7 Day Cycle

14 Day Cycle

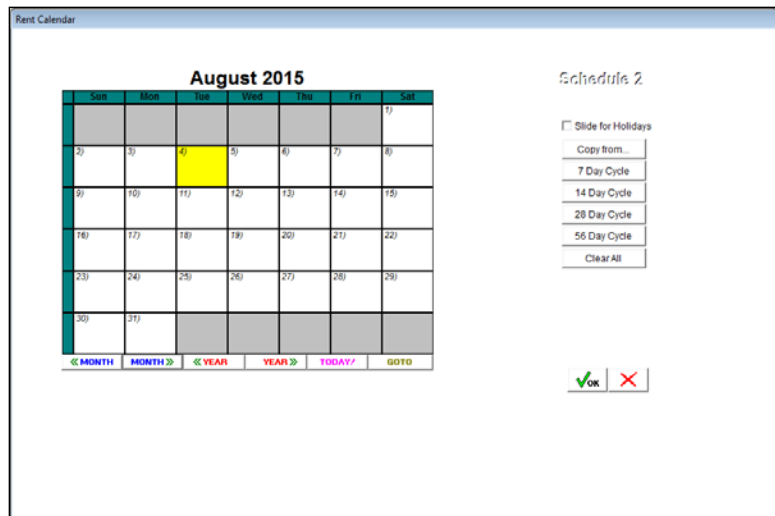
28 Day Cycle

56 Day Cycle

Clear All

OK X

...to August 4th:



August 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1)
2)	3)	4)	5)	6)	7)	8)
9)	10)	11)	12)	13)	14)	15)
16)	17)	18)	19)	20)	21)	22)
23)	24)	25)	26)	27)	28)	29)
30)	31)					

Schedule 2

Slide for Holidays

Copy from...

7 Day Cycle

14 Day Cycle

28 Day Cycle

56 Day Cycle

Clear All

OK X

The equipment assigned to this customer is assigned to *Rent Schedule 1* (below):



Equip. ID	Type	Freq	Chrg. Code	Rent
0132	01	401		24.99

3 Solid Equipment

4 Trial Equipment

5 Rental Groups

7 Tri-Annual Month 2

8 Tri-Annual Month 3

9 Tri-Annual Month 4

- Deposit Equipment

- Lease Equipment

Ⓜ Rent Schedule 3

Ⓜ Rent Schedule 4

% Daily

ALL Total Equipment: 1 Displayed: 1

The dates that a rental will qualify for this piece of equipment will need to be between the dates defined within the calendar: 07-07/08-04.

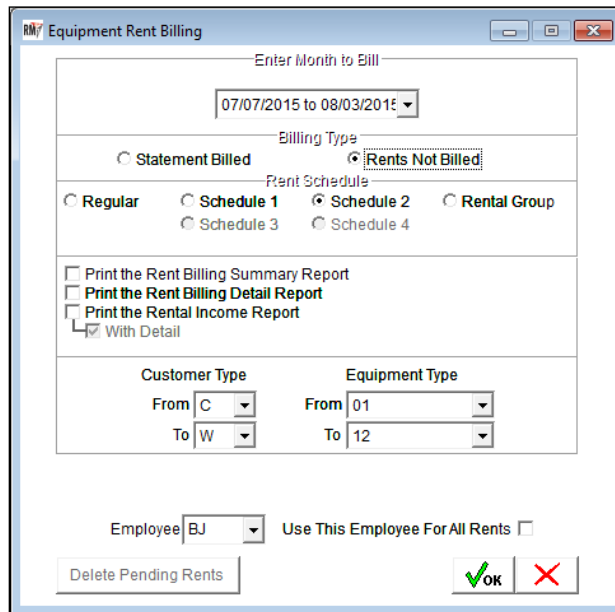
If rent is generated on 07-06, this piece of equipment will not be billed. Starting on 07-07 and ending on 08-04 is the date range that this piece of equipment can be billed between.

NOTE: If you require additional rent schedules, they must use different rent-billing cycles (i.e., *Rent Schedule 1* used for a 7-day cycle and *Rent Schedule 2* used for a 14-day cycle).

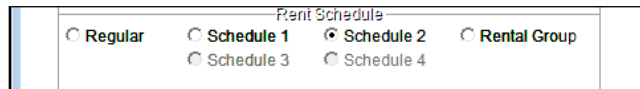
NOTE: *Rent Schedules '3' and '4'* are assigned to *Period Codes '@' and '#'* respectively.

Generate Rent (Rent Schedules)

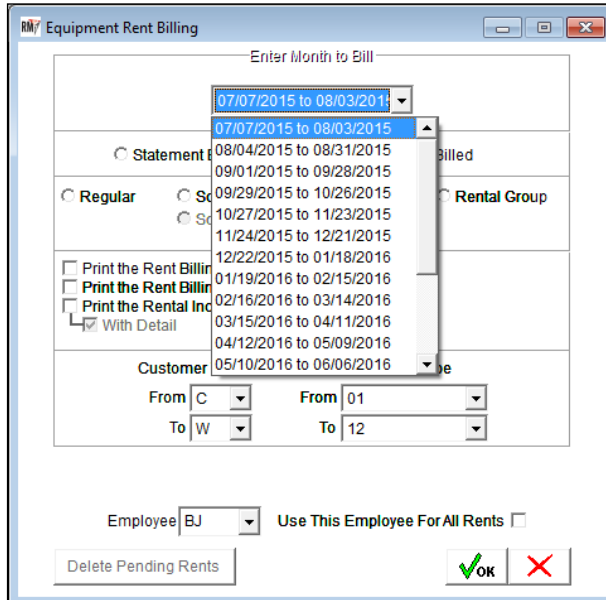
- Under *Billing Type*, select either *Statement Billed* or *Rents not Billed* (discussed in previous sections).



- Select the type of *Rent Schedule* to use: *Rent Schedule 1* or *2*.

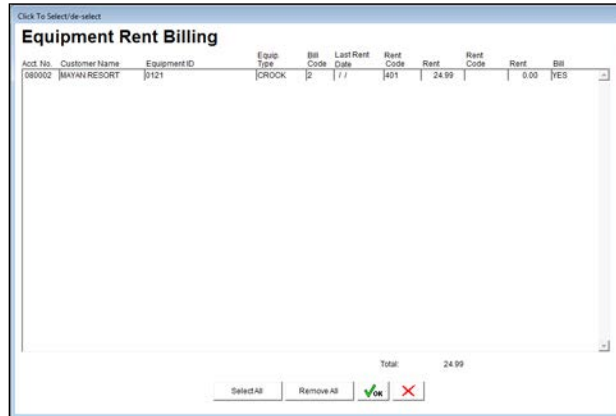


- From the drop-down, choose the “Month to Bill” for the Rent Schedule.

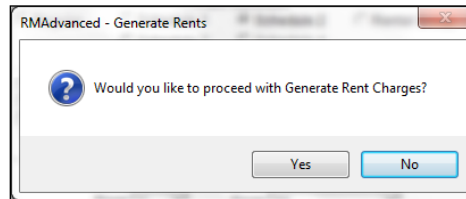


- Select or deselect the reports that you would like to print when generating the rentals.
- By default, the system will generate all rental invoices using the assigned route driver’s initials on the customer’s account. To override this setting, select the option “Use this Employee for all Rents,” which will assign all of the rent invoices to the current user defined in the *Employee* field.
- Click *OK*.
- A date confirmation screen will appear, click *Yes* to continue or *No* to change your ‘Module Date’.

8. A list of equipment that has not been charged in the selected billing period will be displayed.



9. Verify that all of the information on your screen is accurate. Click once on any piece of equipment to change the billing status from 'YES' to 'NO' — you can also 'Select All' or 'Remove All' globally.
10. Click OK to continue.
11. Any rental reports selected will print first (if applicable), allowing you to review them prior to generating the transactions.
12. Once you have verified the information, click 'Yes' to proceed and generate the rental transactions.



13. Post the rental transactions on your accounts to complete the process.

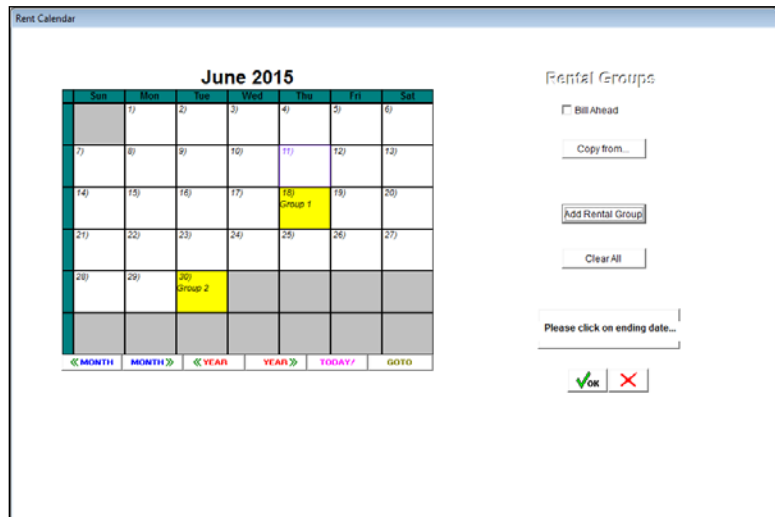
Rental Groups

The *Rental Groups* option allows you to create a calendar of codes that can be assigned to each piece of equipment to control when rent charges will be assessed on each customer's account. The benefit of this rental method is that rentals do not need to be generated all at once — the *Rental Groups* can be staggered throughout the month.

The *Rental Groups* option can be found under *File > Branch Setup > Calendars*.

1. Click on the *Rent Groups* option.
2. Select the *Add Rental Group* button.
3. Choose a beginning and end date.
4. Enter an identifier for the *Rental Group* (use 1-9) and click *OK*.
5. Repeat these steps for each *Rental Group* you wish to use.
6. Each *Rental Group* will need to be manually repeated (there is no auto-repeat option).

NOTE: In the example below, *Rental Groups 1* and *2* have been created to split the billing in June (*Group 1* will be generated mid-month, *Group 2* at the end of the month).



Rent Calendar

June 2015

Sun	Mon	Tue	Wed	Thu	Fri	Sat
	1)	2)	3)	4)	5)	6)
7)	8)	9)	10)	11)	12)	13)
14)	15)	16)	17)	18) Group 1	19)	20)
21)	22)	23)	24)	25)	26)	27)
28)	29)	30) Group 2				

Navigation: << MONTH MONTH >> << YEAR YEAR >> TODAY GOTO

Rental Groups

Bill Ahead

Copy from...

Add Rental Group

Clear All

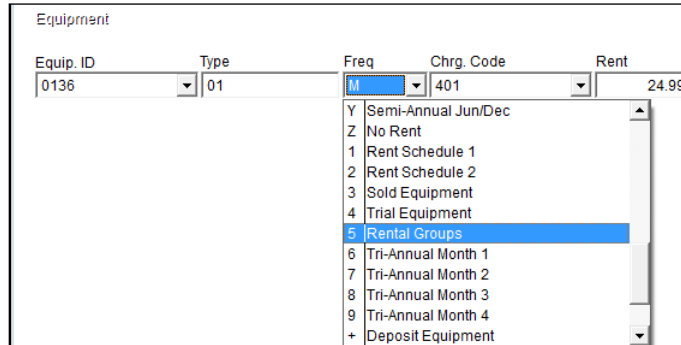
Please click on ending date...

OK X

Assign Rental Groups

Each piece of equipment needs to be assigned to the proper *Rental Group*.

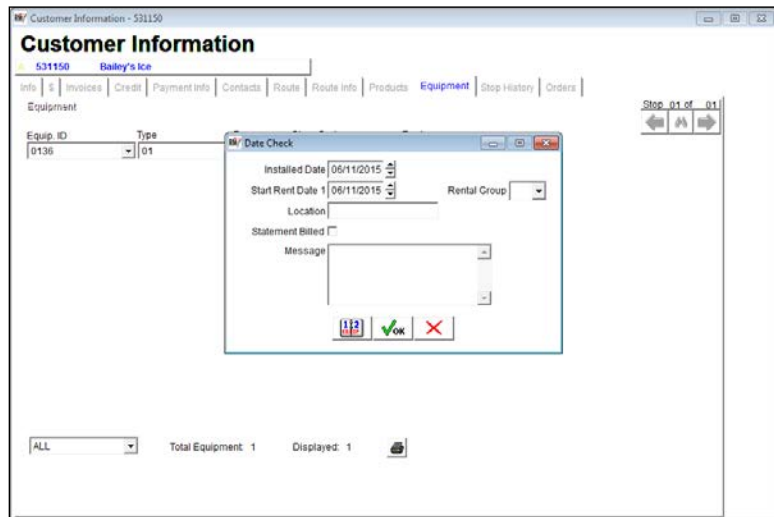
1. When you add equipment to a customer's account, select *Freq Code '5'* for *Rental Groups*.



Equip. ID	Type	Freq	Chrg. Code	Rent
0136	01	M	401	24.99

- Y Semi-Annual Jun/Dec
- Z No Rent
- 1 Rent Schedule 1
- 2 Rent Schedule 2
- 3 Sold Equipment
- 4 Trial Equipment
- 5 Rental Groups**
- 6 Tri-Annual Month 1
- 7 Tri-Annual Month 2
- 8 Tri-Annual Month 3
- 9 Tri-Annual Month 4
- + Deposit Equipment

2. Enter the rental charge code and amount and click *OK*.
3. On the "Date Check" screen, select the appropriate *Rental Group Code(1-9)*:



Customer Information - 531150
Bailey's Ice

Equipment

Equip. ID	Type
0136	01

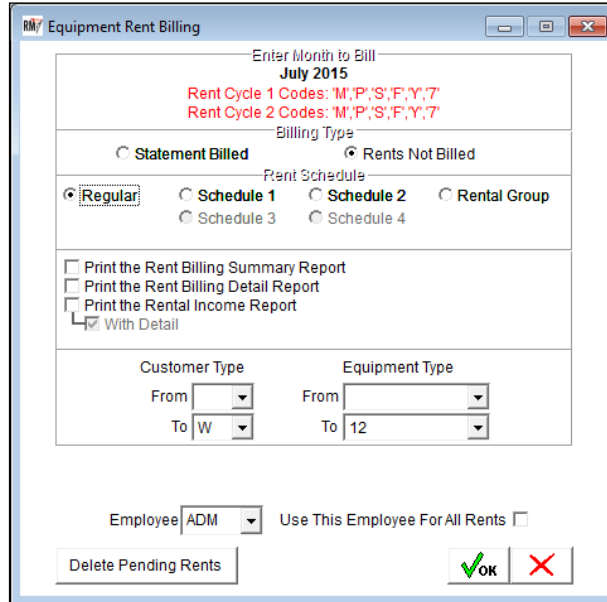
Installed Date: 06/11/2015
Start Rent Date 1: 06/11/2015
Location:
Statement Billed:
Message:
Rental Group: 5

ALL Total Equipment: 1 Displayed: 1

4. Enter the remaining criteria and click *OK*.

Generate Rent (Rental Groups)

- Under *Billing Type*, select either *Statement Billed* or *Rents not Billed* (discussed in previous sections).



Equipment Rent Billing

Enter Month to Bill
July 2015
Rent Cycle 1 Codes: M,P,S,F,Y,7
Rent Cycle 2 Codes: M,P,S,F,Y,7

Billing Type
 Statement Billed
 Rents Not Billed

Rent Schedule
 Regular
 Schedule 1
 Schedule 2
 Rental Group
 Schedule 3
 Schedule 4

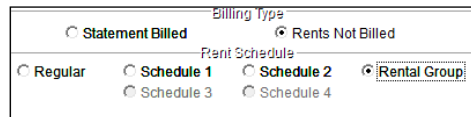
Print the Rent Billing Summary Report
 Print the Rent Billing Detail Report
 Print the Rental Income Report
 With Detail

Customer Type Equipment Type
 From From
 To W To 12

Employee ADM Use This Employee For All Rents

Delete Pending Rents OK X

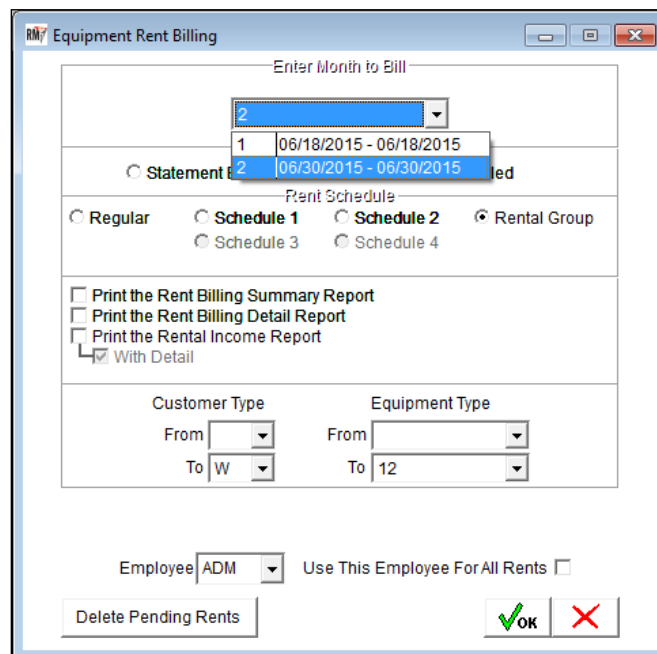
- Select the *Rental Group* option under *Rent Schedule*.



Billing Type
 Statement Billed
 Rents Not Billed

Rent Schedule
 Regular
 Schedule 1
 Schedule 2
 Rental Group
 Schedule 3
 Schedule 4

- From the dropdown that appears, choose the *Rent Group Code* to bill.



Equipment Rent Billing

Enter Month to Bill

Statement Billed
 Rents Not Billed

Rent Schedule
 Regular
 Schedule 1
 Schedule 2
 Rental Group
 Schedule 3
 Schedule 4

Print the Rent Billing Summary Report
 Print the Rent Billing Detail Report
 Print the Rental Income Report
 With Detail

Customer Type Equipment Type
 From From
 To W To 12

Employee ADM Use This Employee For All Rents

Delete Pending Rents OK X

4. Select or deselect the reports that you would like to print.
5. By default, the system will generate all rental invoices using the assigned route driver's initials on the customer's account. To override this setting, select the option "Use this Employee for all Rents," which will assign all of the rent invoices to the current user defined in the *Employee* field.
6. Click *OK*.
7. A date confirmation screen will appear, click *Yes* to continue or *No* to change your 'Module Date'.
8. A list of equipment that has not been charged in the selected billing period will be displayed.

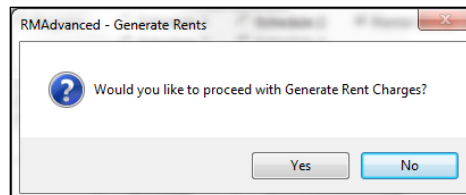
Click To Select/deselect

Equipment Rent Billing

Acct No.	Customer Name	Equipment ID	Equip. Type	Bill Code	Last Rent Date	Rent Code	Rent	Rent Code	Rent	Bill
531150	Baileys Ice	0135	CROCK	5	/ /	401	24.99		0.00	YES

Total: 24.99

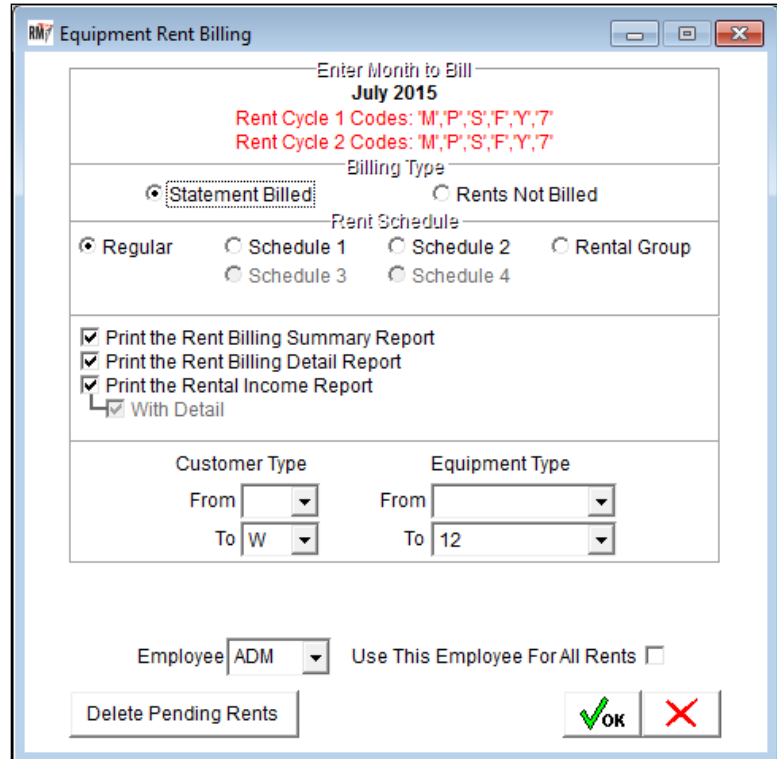
9. Verify that all of the information on your screen is accurate. Click once on any piece of equipment to change the billing status from 'YES' to 'NO' — you can also 'Select All' or 'Remove All' globally.
10. Click *OK* to continue.
11. Any rental reports selected will print first (if applicable), allowing you to review them prior to generating the transactions.
12. Once you have verified the information, click 'Yes' to proceed and generate the rental transactions.



13. Post the rental transactions on your accounts to complete the process.

Reports

All of the rental reports available are located within the *Generate Rent Charges* screen:



- ▶ **Rent Billing Summary:** This report summarizes the total amount of rental charges generated.
- ▶ **Rent Billing Detail:** This report offers detailed rental information regarding each piece of equipment, rental code, taxes, and totals.
- ▶ **Rental Income:** This report focuses on rental deferment and gratis items.

NOTE: A report that is often used in addition to these is the *Sales Detail Report* found under *Reports>Accounting Reports>Sales*. The report can be generated for *Product Class 4* (rentals) items only.

Period Codes for Rentals

Route Manager uses a standard set of “frequency codes” to indicate and control when rents will be charged. These codes are selected when you set up, or assign, a piece of equipment on a customer’s account.

Freq.	Due in	Code
Annually	January	A
	February	B
	March	C
	April	D
	May	E
	June	F
	July	G
	August	H
	September	I
	October	J
	November	K
	December	L
Monthly	Monthly	M
	Odd Months	O
	Even Months	P
Quarterly	1 st month of Quarter	Q
	2 nd month of Quarter	R
	3 rd month of Quarter	S
Semi-Annually	Jan. / July	T
	Feb. / August	U
	Mar. / September	V
	Apr. / October	W
	May / November	X
	June / December	Y
MISC.	No Rent	Z
	Custom Schedule 1	1
	Custom Schedule 2	2
	Custom Schedule 3	@
	Custom Schedule 4	#
	Sold Equipment	3
	Trial Equipment	4
	Rent Groups	5
	Deposit Equipment	+
	Lease Equipment	=
Tri-Annual 1	Jan. / May / Sept.	6
	2 Feb. / June / Oct.	7
	3 Mar. / July / Nov.	8
	4 April / Aug. / Dec.	9

Tips

- ▶ Periodically, companies may offer a free trial period for new customers. To setup a promotional period of no rent on an account, simply set the *Start Rent Date* to the first day of the month rent should begin billing.
- ▶ An equipment exchange takes on all the characteristics of the previous piece of equipment. Most exchanges will be for the same cooler type. If the new unit being exchanged is different, such as a Hot/Cold in exchange for a Cold/Cold water cooler, be sure to double-check that the charge code and rent codes are correct.
- ▶ If you generate a series of rental invoices and realize you have made a mistake, go back into the *Generate Rent Charges* screen, and select the option “Delete Pending Rents” to globally remove them all.

Summary

This introduction to the rental process teaches you one of the most important procedures in the program. If you have any further questions or concerns, please contact Advantage Route Systems.

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