PreferRent4Office & PreferRent4Free

THE WORLD'S FIRST

PROFESSIONAL

RENTAL SOFTWARE

FOR FREE

User manual

PREFERRENT
rental, technology and beyond

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PreferRent4Free setup guide

To begin to manage your rental business, you need to set up PreferRent4Free with correct information. Here is the list of important screens, which needs to be configured before using PreferRent4Free:

1. **SY.10.100 Company information**. Use this form to add or change information about your company. More details
2. **SY.10.200 Users list**. Use this form to add or change list of PreferRent4Free system users. More details
3. **SY.10.300 User Group list**. Use this form to assign PreferRent4Free users to certain group and role. Different roles manage different access levels users can have in PreferRent4Free. More details
4. **SY.70.110 SMTP Configuration.** Use this form to setup up outgoing SMTP server information to receive information messages from PreferRent4Free, such as reminders. More details
5. **SY.70.100 Configuration**. Use this form to setup PreferRent4Free file attachment path, which is used to hold attachments for contracts, quotations and invoices.
6. **DI.30.300 Currency list** contains all registered currencies and exchange rates. Use this form to add you currency and exchange rate. More details
7. **DI.30.450 Sate list.** Use this form to create and view states within the country. More details
8. **DI.30.500 ZIP code list** Use this form to define the postal codes that you use in the company. More details
9. **DI.20.400 Tax group list** Use this form to create and manage the sales tax and sales tax groups. Sales tax and sales tax groups can be altered or dropped, or other taxes can be added. Sales taxes are used for the calculation of rent payment or sales price. More details

Important information to ensure business process operations

It is advisable to fill in necessary information to operation your rental business:

1. **DI.40.100 Customers / Vendors**. Use this form to register your customers/vendors. More details
2. The customer will need the relevant information which can be easily prepared. For instance: enter contacts - window **DI.40.300 Contact persons**. More details; confirm credentials – window **DI.40.400 Authorized persons**. More details; form the objects – window **DI.40.500 Address-object list**. More details; form collaboration contracts – window **DI.40.200 Contract list**. More details
3. **DI.10.100 Warehouse list**. Use this form to set up your warehouse information (one or more warehouses supported). More details
4. **DI.20.100 Product list**. Use this form to set up and maintain your product catalogue. More details

5. To enable the system to work with your products, they have to be received at the warehouse. The receipt at the warehouse is ensured by the window **WA.10.100 Receipt orders**. More details

Rental business process depicting in the system scope

After filling in of core windows of the system you can realize many other rental business processes by PreferRent4Free:

1. Product rental delivery to customer -> Product rental return from customer -> Customer invoicing;
2. Product reservation -> Product rental delivery to customer -> Product rental return from customer -> Customer invoicing;
3. Product sale -> Invoicing;
4. Rent product from other vendor -> Product rental delivery to customer -> Product rental return from customer -> Customer invoicing -> Vendor invoicing;
5. Product rental delivery to customer -> Product rental return from customer -> Defected product processing -> Invoicing

Accounting of motorhours

Fuel Type List (DI.20.120 Fuel type list)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product data -> DI.20.120 Fuel type list.**

2. The **DI.20.120 Fuel type list** window contains all possible types of fuel.

3. The following sections are available in the **DI.20.120 Fuel type list** window:

   - Filter;
   - Fuel type.

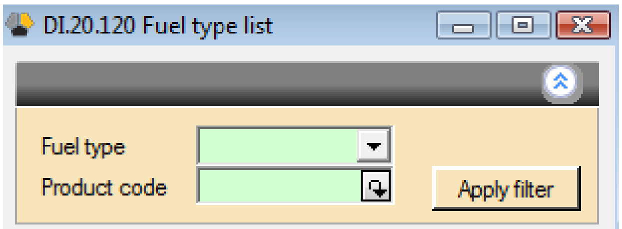


Figure 1

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Fuel type" – it is possible to filter by type of fuel;
   b. "Product code" – it is possible to filter by code of the product.

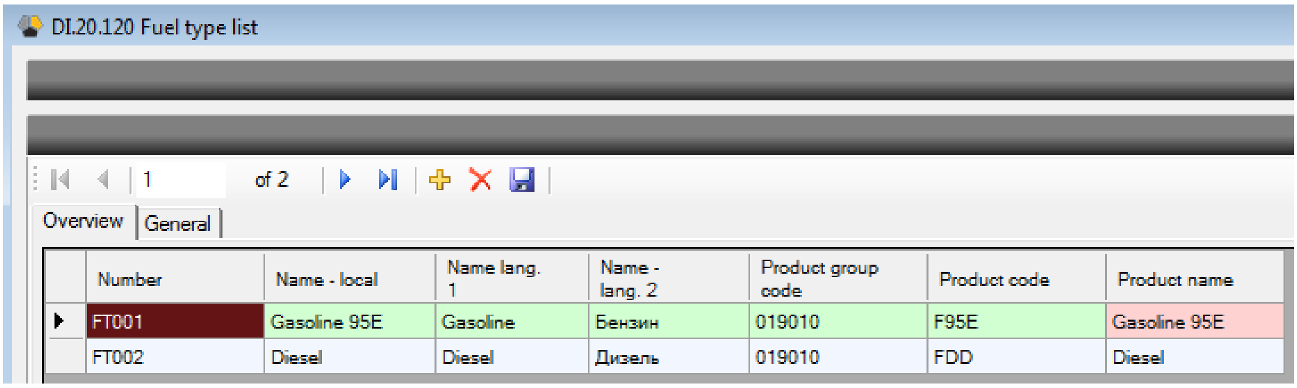


Figure 2

5. The following fields are available in the tab **Overview** (see Figure Figure 74) of the section **Fuel type**:

   a. "Fuel type" – code of fuel type. Values of the field have to be unique;
   b. "Name – local" – name in the local language;
   c. "Name lang.1" – name in Language1;
   d. "Name lang.2" – name in Language2;
   e. "Product group code" – number of the product group;
   f. "Product code" – number of the product;

g. “Product name”.

6. The tab **General** of the section **Fuel type** contains the same fields showed and described in the tab **Overview**.

Fuel accounting (RE.40.150 Fuel accounting)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product motorhours, fuel consumption → RE.40.150 Fuel accounting.**

2. The **RE.40.150 Fuel accounting** window contains information about the fuel consumption of items. The following sections are available in the **RE.40.150 Fuel accounting** window:

    - Filter;
    - Products;
    - Product content.

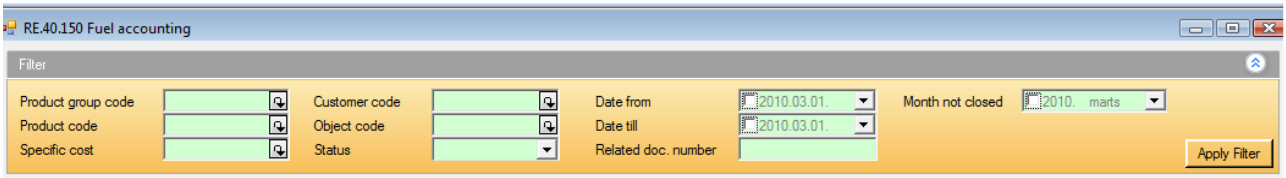
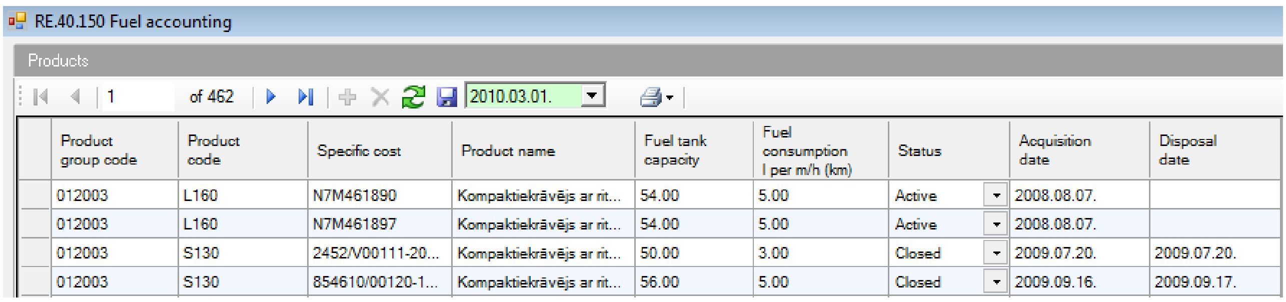


Figure 1

3. In **Filter** section (See Figure 1) it is possible to select data according to the following fields:

    a. **Product group code**;
    b. **Product code**;
    c. **Specific cost**;
    d. **Customer code**;
    e. **Object code**;
    f. **Status**;
    g. **Date from**;
    h. **Date till**;
    i. **Related doc. number**;
    j. **Month not closed** – if checked, records, whose month has not closed yet, will be filtered.



Product group code	Product code	Specific cost	Product name	Fuel tank capacity	Fuel consumption l per m/h (km)	Status	Acquisition date	Disposal date
012003	L160	N7M461890	Kompaktiekrāvējs ar rit...	54.00	5.00	Active	2008.08.07.	
012003	L160	N7M461897	Kompaktiekrāvējs ar rit...	54.00	5.00	Active	2008.08.07.	
012003	S130	2452/V00111-20...	Kompaktiekrāvējs ar rit...	50.00	3.00	Closed	2009.07.20.	2009.07.20.
012003	S130	854610/00120-1...	Kompaktiekrāvējs ar rit...	56.00	5.00	Closed	2009.09.16.	2009.09.17.

Figure 2

4. The **Products** section (See Figure 2) contains information about fuel filled into accounted items, for which the Check motorhours/km for fuel consumption checkbox was checked in the DI.20.100.Products window. A new record will be created in the section automatically as soon as the item is accepted for accounting. Fields cannot be changed. Content of fields:

a. The **Product group code** field shows the product group;
b. The **Product code** field shows the product code;
c. The **Specific cost** field shows the specific cost code of the product;
d. The **Product name** field shows the product name;
e. The **Fuel tank capacity** field shows the fuel tank capacity;
f. The **Fuel consumption per motorhour/km** field shows the fuel consumption per one motorhour;
g. The **Status** field shows the status;
h. The **Acquisition date** field shows the date of taking into accounting;
i. The **Disposal date** field shows the disposal date.

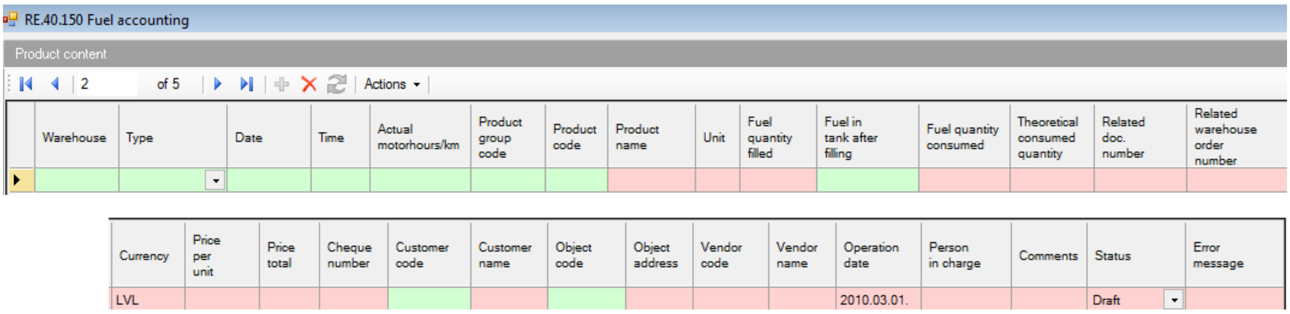


Figure 3

5. The **Product content** section (See Figure 3) contains information about items for which fuel accounting is performed. You can manually add records in the section. The following fields are available for adding a new record:

   a. Enter the warehouse, where the activity is performed, in the **Warehouse** field. The field is mandatory.
   b. Enter the type of the accounting in the **Type** field. The field is mandatory. The following types are available:
      - Emptying in warehouse – fuel emptying in warehouse.
      - Filling from vendor – the amount of fuel in the tank at product reception into accounting;
      - Filling in warehouse – fuel filling in warehouse.
      - Filling with card– fuel filling with card.
      - Filling without card– fuel filling without card.
      - Fuel in tank – the amount of fuel in the tank as of the end of the period (month, stocktaking).
   c. Enter the date, on which fuel was filled or fuel state was checked in the **Date** field. The field is mandatory.
   d. Enter the time, on which fuel was filled or fuel state was checked in the **Time** field. The field is mandatory.
   e. Enter actual motohours reading in the **Actual motorhours / km** field. The field is mandatory.
   f. Enter the product group code in the **Product group code** field. The field is mandatory.
   g. Enter the product code in the **Product code** field. The field is mandatory.
   h. Enter the amount of filled fuel in the **Fuel quantity filled** field. The field is not available, if the Type field value is Fuel in tank. The field is mandatory.

i. Enter the amount of fuel in the tank after filling in the **Fuel in tank after filling** field. The field is mandatory.
j. Enter the related document number in the **Related doc. number** field. The field is not available, if the Type field value is Fuel in tank or Filling from vendor. The field is mandatory.
k. Enter the currency of the transaction in the **Currency** field. The field is not available, if the Type field value is Fuel in tank. The field is mandatory.
l. Enter the total price of the item in the **Price total** field. The field is available and mandatory, if the Type value is Filling with card or Filling without card. In other cases the field is not active.
m. Enter the cheque number which was issued for fuel purchasing in the **Cheque number** field. The field is available and mandatory, if the Type value is Filling with card, Filling without card or Filling from vendor. In other cases the field is not active.
n. Enter the customer, who used the product, in the **Customer code** field.
o. Enter the code of the object, the product is located at, in the **Object code** field.
p. Enter the code of the vendor in the **Vendor code** field. The field is available and mandatory, if the Type value is Filling with card, Filling without card or Filling from vendor. In other cases the field is not active.
q. You can enter a comment in the **Comments** field.

6. The **Actions** button has the **Activate** button available. This button is used to save fuel filling/checkup information. This button is available in records in Draft and ProcessError status, if all mandatory fields are filled. When you press this button, the status of the record is changed to Active.

Motorhours for invoice (RE.40.100 Motorhours for invoice)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product motorhours, fuel consumption → RE.40.100 Motorhours for invoice.**

2. The **RE.40.100 Motorhours for invoice** window contains information about motorhours readings of products. The following sections are available in the **RE.40.100 Motorhours for invoice** window:

    - Filter;
    - Products;
    - Product content.

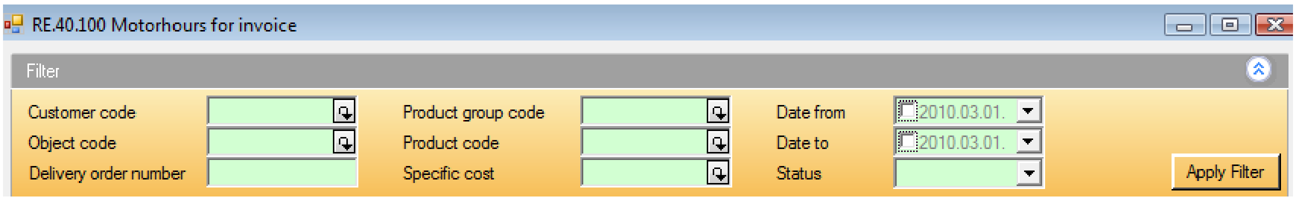
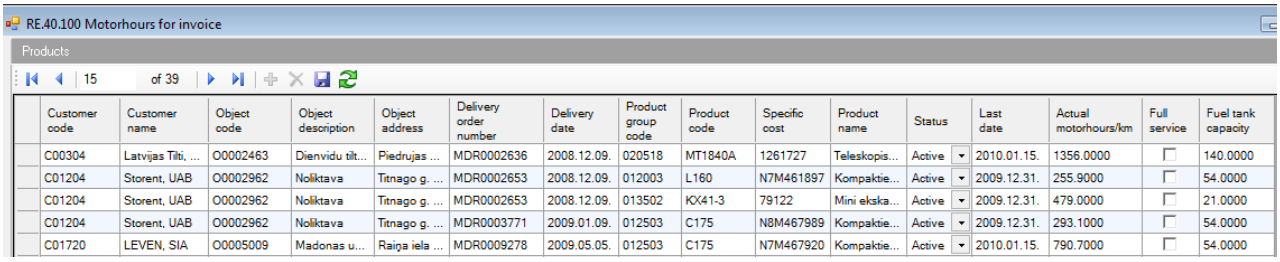


Figure 4

1. In **Filter** section (See Figure 4) it is possible to select data according to the following fields:

    - **Customer code**;
    - **Object code**;
    - **Delivery order number**;
    - **Product group code**;
    - **Product code**;
    - **Specific cost**;
    - **Date from**;
    - **Date till**;
    - **Status**;



RE.40.100 Motorhours for invoice

Products

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Customer code	Customer name	Object code	Object description	Object address	Delivery order number	Delivery date	Product group code	Product code	Specific cost	Product name	Status	Last date	Actual motorhours/km	Full service	Fuel tank capacity
C00304	Latvijas Tilti, ...	O0002463	Dienvidu tilt...	Piedrujas ...	MDR0002636	2008.12.09.	020518	MT1840A	1261727	Teleskopis...	Active	2010.01.15.	1356.0000		140.0000
C01204	Storent, UAB	O0002962	Noliktava	Titnago g. ...	MDR0002653	2008.12.09.	012003	L160	N7M461897	Kompaktie...	Active	2009.12.31.	255.9000		54.0000
C01204	Storent, UAB	O0002962	Noliktava	Titnago g. ...	MDR0002653	2008.12.09.	013502	KX41-3	79122	Mini ekska...	Active	2009.12.31.	479.0000		21.0000
C01204	Storent, UAB	O0002962	Noliktava	Titnago g. ...	MDR0003771	2009.01.09.	012503	C175	N8M467989	Kompaktie...	Active	2009.12.31.	293.1000		54.0000
C01720	LEVEN, SIA	O0005009	Madonas u...	Raiņa iela ...	MDR0009278	2009.05.05.	012503	C175	N7M467920	Kompaktie...	Active	2010.01.15.	790.7000		54.0000

Figure 5

2. The **Products** section (See Figure 5) contains information about delivery orders and products with motorhours accounting, which were delivered with a specific delivery order. A new record is created in the section automatically after processing of the delivery order with products for which motorhours are accounted. A new record is created in the section for each such product.

RE.40.100 Motorhours for invoice

Product content

8 of 8 Action

Date	Type	Delivery motorhours/km	Last motorhours/km	Actual motorhours/km	Fuel amount in tank	Product motorhours/km counter	Actual motorhours/km difference for next invoice	Include in invoice (actual)	Theoretical motorhours/km difference for next invoice	Include in invoice (theoretical)
2010.01.15.	Invoice generated	11 415.0	11 617.0	11 713.0				☐	96.0	☑
2009.12.31.	User	11 415.0	11 644.0	11 617.0		11 617.0	-27.0	☐	80.0	☑
2009.12.15.	Invoice generated	11 415.0	11 540.0	11 644.0				☐	104.0	☑
2009.11.30.	User	11 415.0	11 526.0	11 540.0		11 540.0	14.0	☐	96.0	☑
2009.11.15.	Invoice generated	11 415.0	11 430.0	11 526.0				☐	96.0	☑
2009.10.31.	User	11 415.0	11 415.0	11 430.0		11 430.0	15.0	☐	48.0	☑
2009.10.26.	Delivery	11 415.0		11 415.0		11 415.0		☐		☐
2010.01.31.	User	11 415.0	11 713.0	11 713.0		11 713.0	0.0	☐	104.0	☐

Reception motorhours/km	Total used actual motorhours/km	Invoiced actual motorhours/km	Invoiced theoretical motorhours/km	Total invoiced motorhours/km	Status	Operation date	Person in charge	Comments	Related doc. number	Error message
	298.0	0.0	424.0		Active	2010.01.15.	193SG		INV0013064	
	202.0	0.0	344.0	344.0	Active	2009.12.30.	015AP			
	229.0	0.0	240.0		Active	2009.12.15.	193SG		INV0012174	
	125.0	0.0	144.0	144.0	Active	2009.11.30.	015AP			
	111.0	0.0	48.0		Active	2009.11.15.	007BO		INV0011158	
	15.0	0.0	0.0	0.0	Active	2009.10.30.	015AP			
					Active	2009.10.27.	075RN		MDR0019321	
	298.0	0.0	520.0	520.0	Draft	2010.03.01.	ERPPRO_...			

Figure 6

3. The **Product content** section (See Figure 6) contains information about products for which motorhours are accounted. Manually adding a new record:

    a. The **Type** field automatically shows the type of reading of motorhours. In case of a manual adding, the Type is User – motorhours fixed by user.

    b. You can enter the actual motorhour reading of the product as of the date specified in the Date field in the **Actual motorhours/km** field. The Last motorhours/km field value is loaded in the field automatically. The field is mandatory.

    c. You should enter the amount of fuel in the tank in the **Fuel amount in tank** field.

    d. By checking the **Include in invoice (actual)** checkbox you can indicate that an invoice will be issued for actually used motorhours. It is mandatory, if the Include in invoice (theoretical) checkbox is not filled in.

    e. By checking the **Include in invoice (Theoretical)** checkbox you can indicate that an invoice will be issued for theoretically used motorhours. It is mandatory, if the Include in invoice (actual) checkbox is not filled in.

    f. You can add user's comments in the **Comments** field.

4. The **Actions** button has the following sub-buttons available in the window:

    a. **Process** – it is used to save motorhours readings. This button is available in records with User type in Draft, Rejected or Process error status, if mandatory fields are completed and either Include in invoice (actual) or Include in invoice (theoretical) is checked.

b. **Cancel** – this button is available in records in Active status with Type value User, having Related document number blank. When you press the button the status of the record changed back to Draft and the same records, initially available in this status, will become available.

Operators workhours accounting (RE.40.200 Operators workhours list)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product motorhours, fuel consumption → RE.40.200 Operators workhours list.**

2. The **RE.40.200 Operators workhours list** window is used for accounting of operator workhours. Each operator enters daily performed works there. The following sections are available:

   - Filter;
   - Operators;
   - Hours.

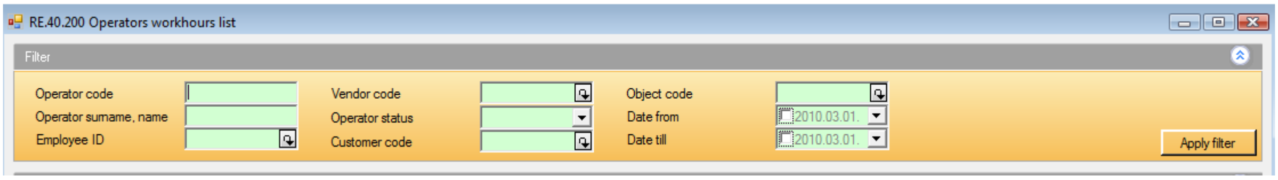


Figure 7

3. In **Filter** section (See Figure 7) it is possible to select data according to the following fields:

   a. **Operator code**;

   b. **Operator surname, name**;

   c. **Employee ID** – employee code;

   d. **Vendor code** – vendor code, who should select operators;

   e. **Customer code** - customer code, to whom the operator provided services;

   f. **Object code** - object code, at which the operator provided services;

   g. **Date from** – date, starting from which services provided by operators are displayed;

   h. **Date till** – date, till which services provided by the operator are selected.

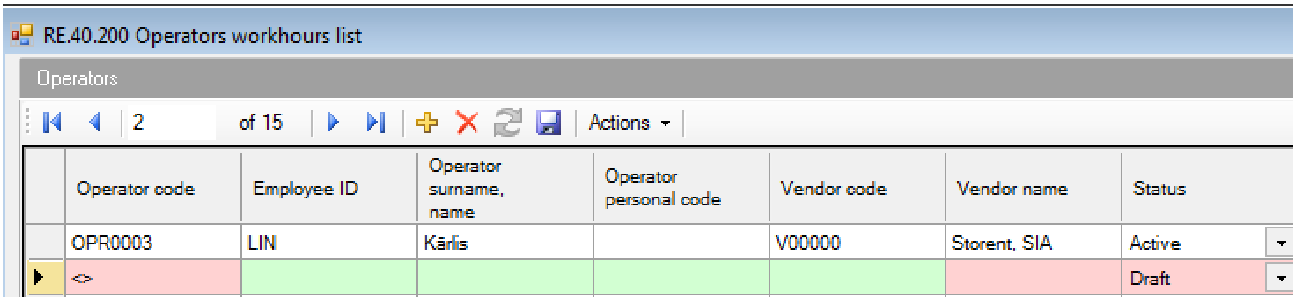


Figure 8

4. The **Operators** section (See Figure 8) maintains information about operators and vendors they are attached to. The following fields are available for adding a new record:

   a. Select the employee code in the **Employee ID** field. The field is mandatory, if a vendor with Vendor type = Internal will be selected. The field is mandatory.

   b. Enter the surname, name of the operator in the **Operator surname, name** field. The field is available and mandatory, if no value is specified in the Employee ID field.

   c. Enter the personal code of the operator in the **Operator personal code** field. The field is available and mandatory, if no value is specified in the Employee ID field.

   d. Select the code of the vendor in the **Vendor code** field.

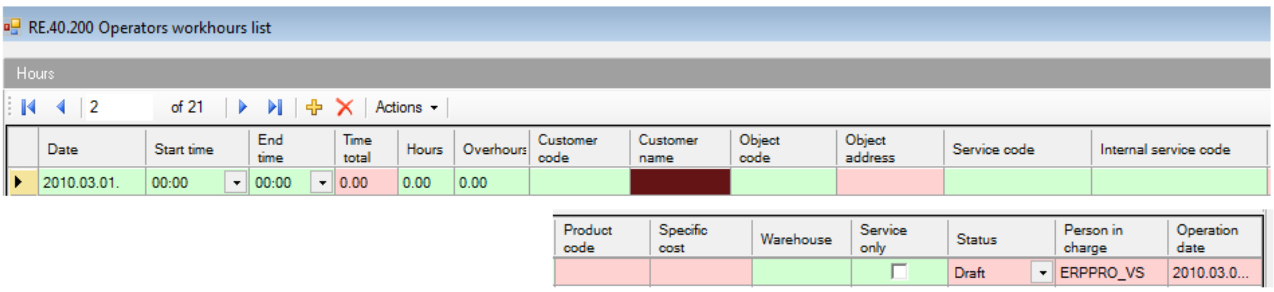


Figure 9

5. The **Hours** section (See Figure 9) contains information about works performed by operators. Works performed are entered for each operator separately. Works performed can be specified only for operators with “Active” status. Multiple works cannot overlap at the same date and time. The following fields are available for adding a new record:

   a. Enter the date of the performance of the work in the **Date** field. The field is mandatory.

   b. Enter the start time of the work, when the work started, in the **Start time** field. The field is mandatory.

   c. Enter the end time of the work, when the work was completed, in the **End time** field. The field is mandatory.

d. You can enter the amount of hours worked in the **Hours** field. If Start time and End time were previously entered, the Hours field automatically fills in the Time total value. The field is mandatory.

e. You can enter the amount of overhours worked in the **Overhours** field. Overhours + Hours = Time total. The field is mandatory.

f. Select the code of the customer in the **Customer code** field. The field is mandatory.

g. Select the code of the object in the **Object code** field. The field is mandatory.

h. Select the number of the service in the **Service code** field. The field is mandatory.

i. Select the number of the internal service in the **Internal service** field. The field is mandatory.

j. Select the product in the **Product code** field. The field is mandatory.

k. Select the specific cost code of the respective product in the **Specific cost** field. The field is mandatory.

l. Select the warehouse in the **Warehouse** field. The field is mandatory.

m. If the **Service only** checkbox is checked, the Product code field is not mandatory.

6. The **Actions** button has the following sub-buttons available in the window:

   - **Process** – it is used to activate the operator. This button is available to records with User type having Draft and Inactive status. When you press this button, the status of the operator is changed to Active.

   - **Inactivate** – it is used to deactivate the operator. The button is available for records having Active status. When you press the button, the status of the record changes to Inactive.

Company Information

Company Information (SY.10.100 Company information)

1. In the navigation menu of the window select **System ->Company -> SY.10.100 Company information.**

2. The **SY.10.100 Company information** window contains information on companies using the system. It is possible to have a look and, if necessary, change it.

3. The following sections are available in the **SY.10.100 Company information** window:

   - Overview
   - General
   - Contract information
   - Bank accounts
   - Rent details
   - Additional properties

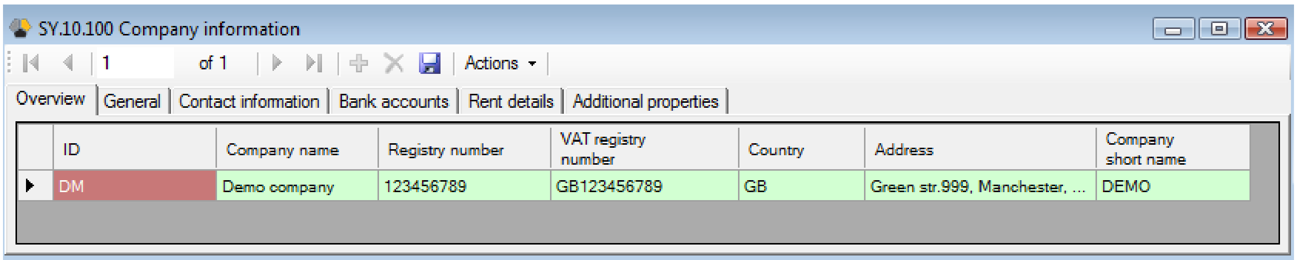


Figure 3

4. The following fields are available in the section **Overview** (See FigureFigure 3):

   a. **ID** – a unique identifier. The field is read-only;
   b. **Company name**;
   c. **Registry number** – registration number of the company with the company register;
   d. **VAT registry number** – VAT registration number of the merchant (TAX exempt number);
   e. **Country** – country to be used as the basic country of the system.
   f. **Address** – legal address of the company;
   g. **Company short name** – short name of the company.
5. The section **General** contains the same fields showed and described in the section **Overview**.

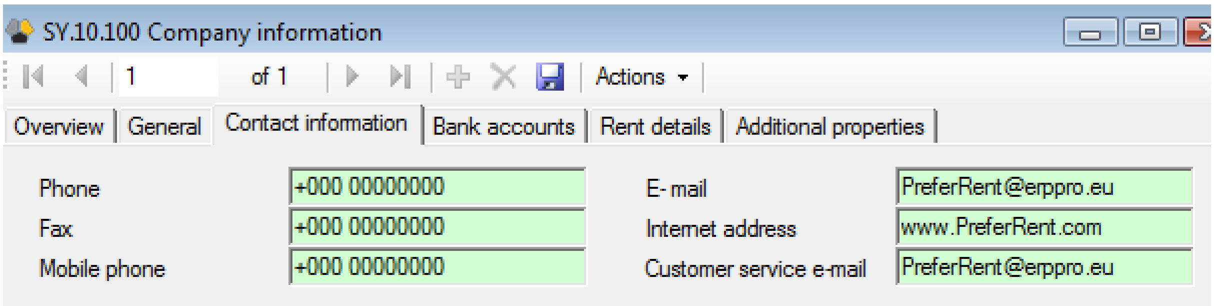


Figure 4

6. The following fields are available in the section **Contact information** (See FigureFigure 4):
   a. **Phone**;
   b. **Fax**;
   c. **Mobile phone**;
   d. **E-mail**;
   e. **Internet address**.
   f. **Customer service e-mail** – e-mail address to be used in the **From** field for automatic e-mails sent to customers by the system.

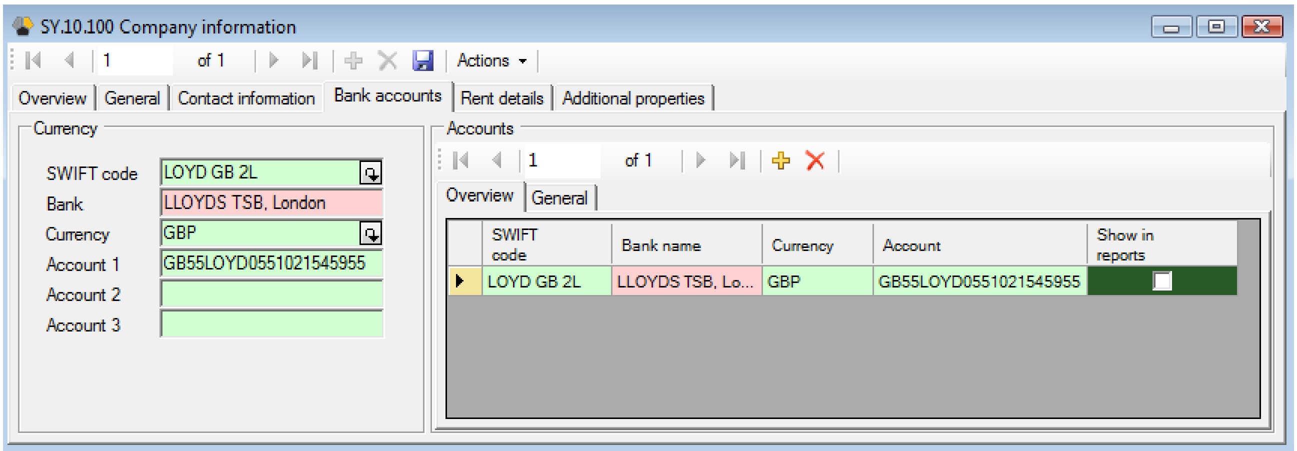


Figure 5

7. The following fields are available in the section **Bank accounts** (See FigureFigure 5):
   a. **SWIFT code** – bank code;
   b. **Bank name**;
   c. **Currency** – currency of the account;
   d. **Account** –account number of the company.

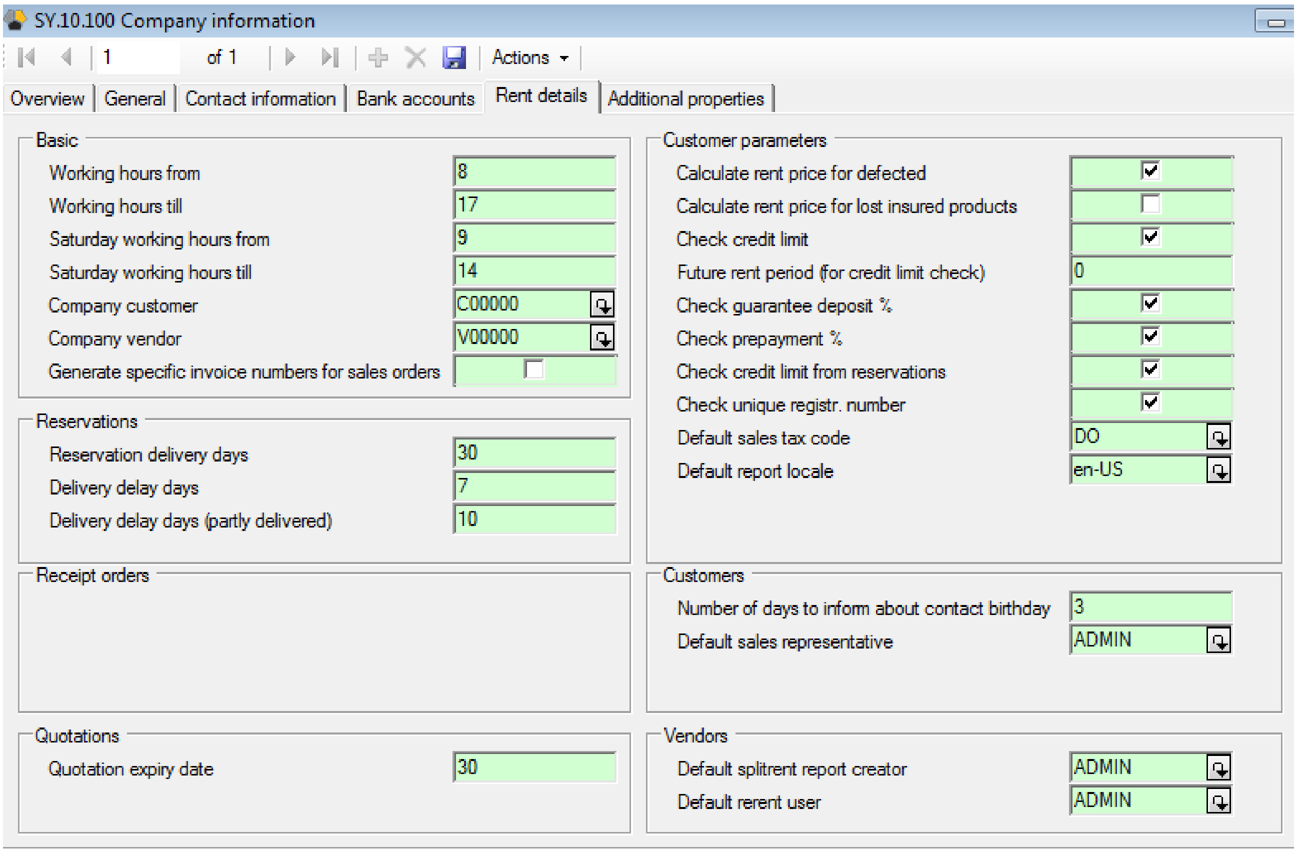


Figure 6

8. The following fields are available in the section **Rent details** (See FigureFigure 6):

8.1. Tab **Basic**:

a. Working hours from – reference to the beginning of working hours
b. Working hours till – reference to the end of working hours
c. Saturday working hours from – reference to the beginning of working hours on Saturday
d. Saturday working hours till – reference to the end of working hours on Saturday
e. Company customer – customer's code in the system which complies with the company (indicates the company, and delivery to oneself can be made using it)
f. Company vendor – supplier's code complying with the company
g. Generate specific invoice numbers for sales orders – reference that numeration different from invoices should be made and used for delivery notes

8.2. Tab **Reservations**:

a. Reservation delivery days – number of default days when product can be reserved for customers in advance
b. Delivery delay days – number of default days when customers have to take out reserved products after the date specified in the reservation field "Delivery date"
c. Delivery delay days (partly delivered) – number of default days when customers from the last date of delivery (if reservation has a status "Partly delivered") have to take out products left in reservation

8.3. Tab **Quotations**:

a. Quotation expiry date – number of default days when the price offer is valid after its creation

8.4. Tab **Customer parameters**:

a. Calculate rent price for defected – reference whether a lease invoice for defective products is issued to the customer in the same way as for other products being in lease
b. Calculate rent price for lost insured products – reference whether a lease invoice for products involved in cases of insurance is issued to the customer in the same way as for other products being in lease
c. Check credit limit – reference that automatic checkup of the credit limit is made for all customers of the company when making reservation and delivery of products
d. Future rent period (for credit limit check) – reference to the length of period (in days) a calculation of future lease payment is necessary to make a product reservation or delivery
e. Check guarantee deposit % – reference that automatic checkup of security money % is made for all customers of the company when making product reservation and delivery
f. Check prepayment % – reference that automatic checkup of prepayment % is made for all customers of the company when making product reservation and delivery
g. Check credit limit from reservations – reference that additional checkup of credit limit is made for all customers of the company when making delivery from reservation
h. Check unique registr.number – reference that checkup of uniqueness of the registration number is made
i. Default sales tax code – default tax group code
j. Default report locale – default report language

8.5. Tab **Customers**:

a. Number of days to inform about contact birthday – how many days in advance a birthday announcement should be sent
b. Default sales representative – default representative of the company
c. Web user access days – term of expiry of the Web page user’s password

8.6. Tab **Vendors**:

a. Default splitrent report creator – default representative of the company for splitrent report
b. Default rerent user – default rerent representative of the company

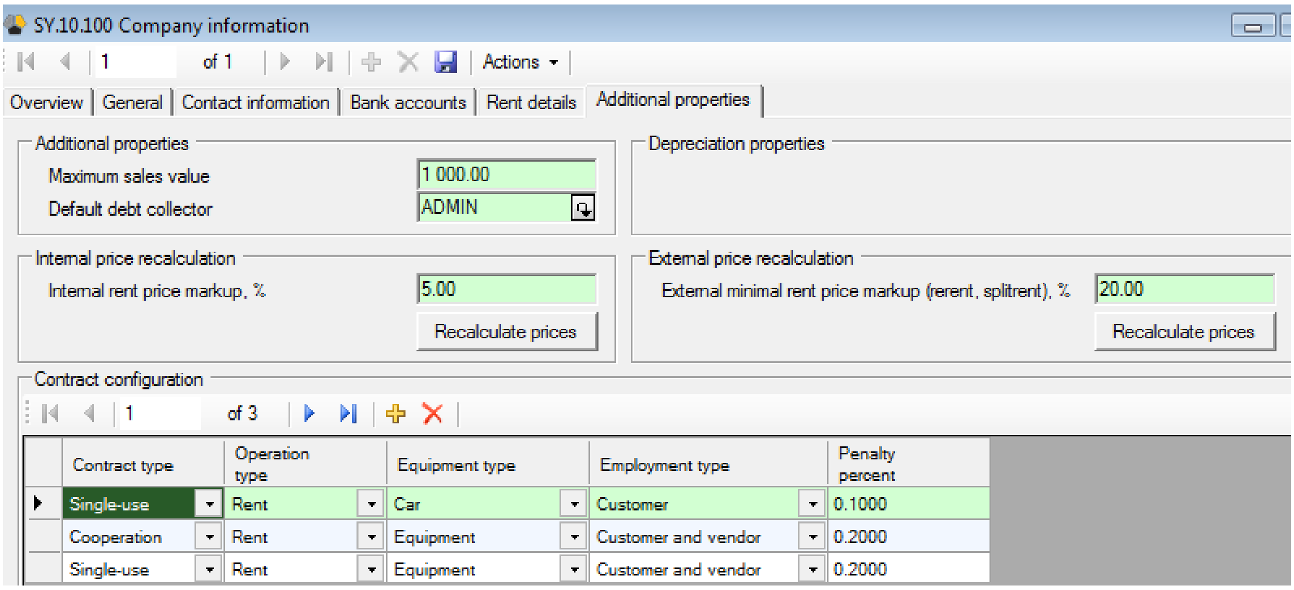


Figure 7

9. The following fields are available in the section **Additional properties** (See FigureFigure 7):

9.1. Tab **Additional properties**

a. Maximum sales value – maximum amount for which reservation can be made and/or sales order can be issued without approval of a senior person

b. Default debt collector – collector of unpaid debts

9.2. Tab **Internal rent price calculation**

a. Internal rent price markup, % – markup in percentage to be used to calculate maximum lease price for "Internal" customers

9.3. Tab **Contract configuration**

a. Contract type

b. Operation type – type of contract's appliance

c. Equipment type – type of the product related to the contract

d. Employment type – type of client's activity

e. Penalty percent

9.4. Tab **External rent price calculation**

a. External minimal rent price markup (rerent, splitrent), %" – markup of the lease price in percentage for rerented materials in order to set a minimum lease price for external ("External") customers

Configuration

Bank List (DI.30.200 Bank list)

1. In the navigation menu of the window select **System ->Cooperation-> DI.30.200 Bank list.**

2. The **DI.30.200 Bank list** window contains all the banks registered in the system.

3. The following sections are available in the **DI.30.200 Bank list** window:

   - Filter;
   - Banks.

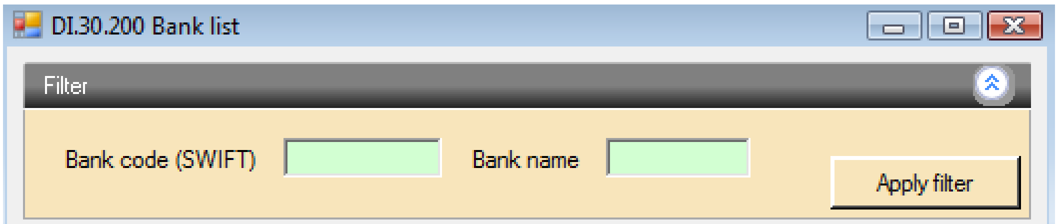


Figure 8

4. In the **Filter** section (See Figure Figure 1) it is possible to select data according to the following fields:

   a. "Bank code (SWIFT)" – it is possible to filter by bank code;
   b. "Bank name" – it is possible to filter by bank name.

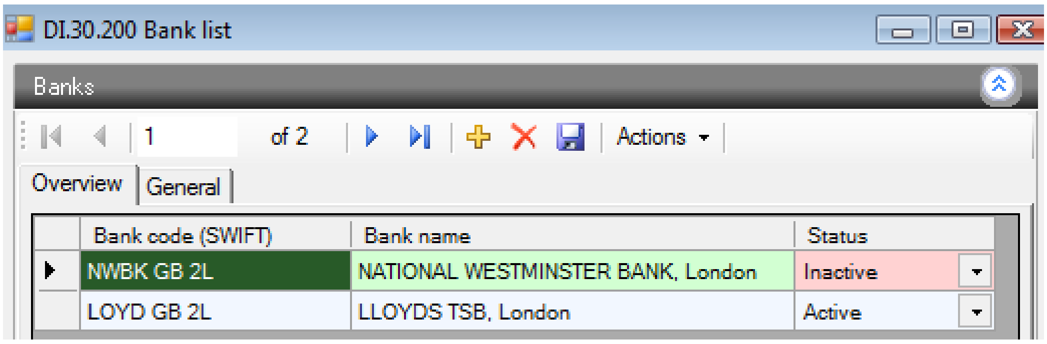


Figure 9

5. The following fields are available in the tab **Overview** of the section **Banks** (See FigureFigure 2):

   a. "Bank code (SWIFT)";
   b. "Bank name";
   c. "Status" – status of the bank.

6. The tab **General** of the section **Banks** contains the same fields showed and described in the tab **Overview**.
7. The following sub-buttons are available for the button **Actions**:

7.1. “**Inactivate**” – a button available for banks having status “Active”. After clicking the button, the value of the field “Status” is changed to “Inactive”.

7.2. “**Activate**” – a button available for banks having status “Inactive”. After clicking the button, the value of the field “Status” is changed to “Active”.

List of Country and Regional Settings (DI.30.400 Country and regional settings)

1. In the navigation menu of the window select **System ->Configuration -> DI.30.400 Country and regional settings.**

2. The **DI.30.400 Country and regional settings** window contains all countries registered in the system.

3. The following sections are available in the **DI.30.400 Country and regional settings** window:

   - Filter;
   - Countries.

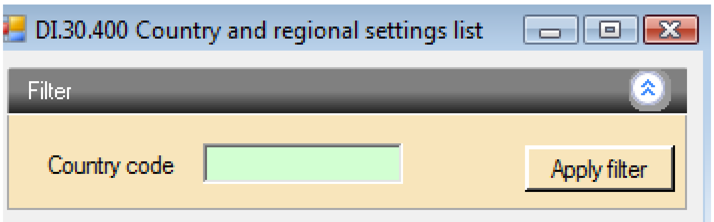
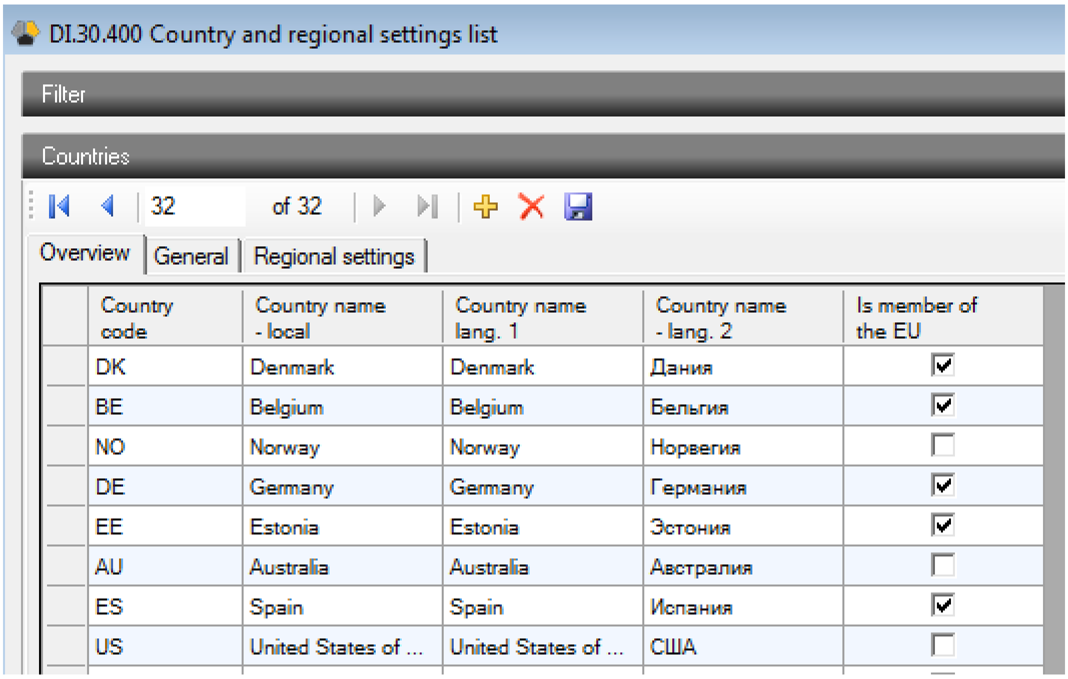


Figure 10

4. In the section **Filter** (See FigureFigure 1) it is possible to select data according to the following fields:

   a. "Country code" – it is possible to filter by code of the country.



Country code	Country name - local	Country name lang. 1	Country name - lang. 2	Is member of the EU
DK	Denmark	Denmark	Дания	☑
BE	Belgium	Belgium	Бельгия	☑
NO	Norway	Norway	Норвегия	☐
DE	Germany	Germany	Германия	☑
EE	Estonia	Estonia	Эстония	☑
AU	Australia	Australia	Австралия	☐
ES	Spain	Spain	Испания	☑
US	United States of ...	United States of ...	США	☐

Figure 11

5. The following fields are available in the tab **Overview** (See FigureFigure 2) of the section **Countries**:

   a. "Country code";

b. “Country name – local” – name of the country in the local language;
c. “Country name lang.1” – name of the country in Language1;
d. “Country name lang.2” – name of the country in Language2;
e. “Is member of the EU” – reference that a state is a Member State of the EU.

6. The tab **General** of the section **Currency** contains the same fields showed and described in the tab **Overview**.

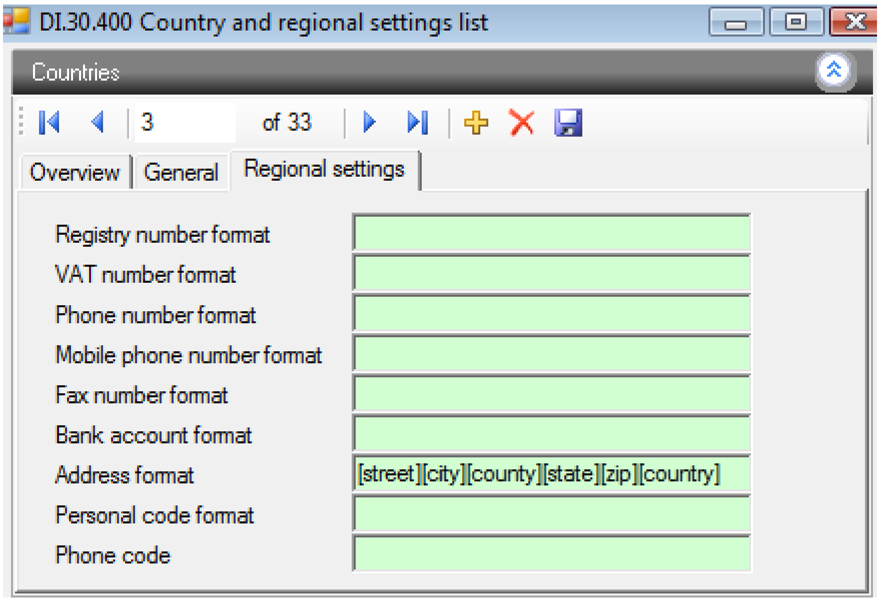


Figure 12

7. The tab **Regional settings** (See FigureFigure 12) of the section **Countries** contains information on number formats characteristic of each country. The following fields are available in the tab **Regional settings** of the section **Countries**:

   a. “Registry number format” – format of the company registration number used in the country.
   b. “VAT number format” – format of the VAT payer registration number used in the country.
   c. “Phone number format”.
   d. “Mobile phone number format”.
   e. “Fax number format”.
   f. “Bank account format”.
   g. “Address format”.
   h. “Personal code format”.
   i. “Phone code”.

Currency List (DI.30.300 Currency list)

1. In the navigation menu of the window select **System -> Configuration ->DI.30.300 Currency list.**

2. The **DI.30.300 Currency list** window contains all currencies and their rates registered in the system.

3. The following sections are available in the **DI.30.300 Currency list** window:

   - Filter;
   - Currency;
   - Exchange rate.

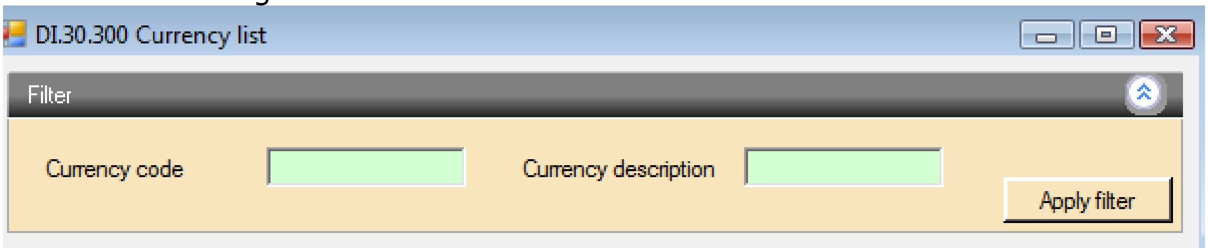


Figure 13

4. In the section **Filter** (See FigureFigure 1) it is possible to select data according to the following fields:

   b. "Currency code" – it is possible to filter by code of currency;
   c. "Currency description" – it is possible to filter by description of currency.

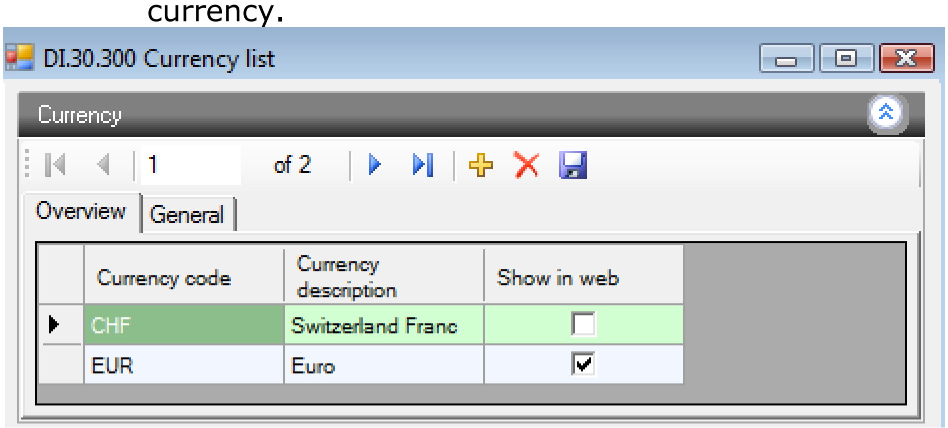


Figure 14

5. The following fields are available in the tab **Overview** (See FigureFigure 2) of the section **Currency**:

   a. "Currency code";
   b. "Currency description";
   c. "Show in web" - to show or not to show currency in the Web page.
6. The tab **General** of the section **Currency** contains the same fields showed and described in the tab **Overview**.

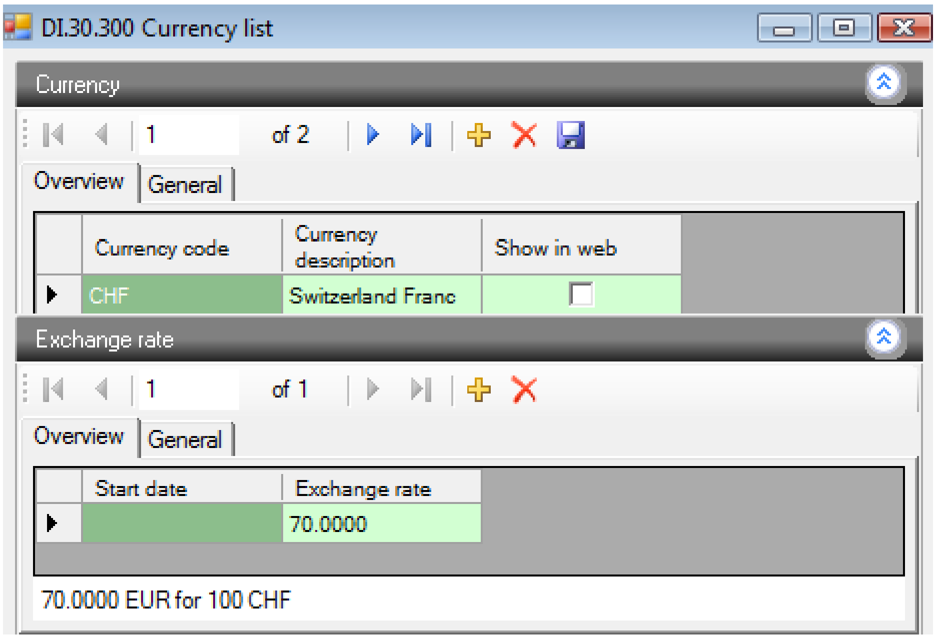


Figure 15

7. The section **Exchange rate** (See FigureFigure 12) contains currency rates. The following fields are available in the tab **Overview** of the section **Exchange rate**:
   a. "Start date" – date when the currency rate became effective
   b. "Exchange rate"
8. The tab **General** of the section **Exchange rate** contains the same fields showed and described in the tab **Overview**.

Position List (DI.40.350 Position list)

1. In the navigation menu of the window select **System -> Configuration -> DI.40.350 Position list.**

2. The **DI.40.350 Position list** window contains all positions registered in the system.

3. The following sections are available in the **DI.40.350 Position list** window:

   - Filter;
   - Position.

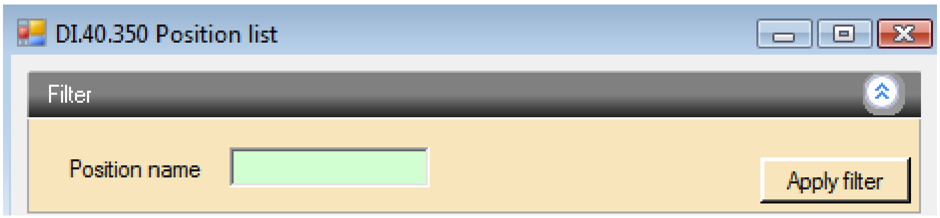


Figure 16

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   c. "Position name" – it is possible to filter by name of the position;

Figure 17

5. The following fields are available in the section **Position** (See FigureFigure 2):

   d. "Position name" – name of the position in the local language;
   e. "Position name lang.1" – name of the position in Language1;
   f. "Position name lang.2" – name of the position in Language2.

Post Periods (DI.40.660 Post periods)

1. In the navigation menu of the window select **System -> Configuration -> DI.40.660 Post periods.**

2. The **DI.40.660 Post periods** window contains post periods registered in the system. The periods are used to control the date of operations.

3. The following sections are available in the **DI.40.660 Post periods** window:

   - Filter;
   - Post periods.

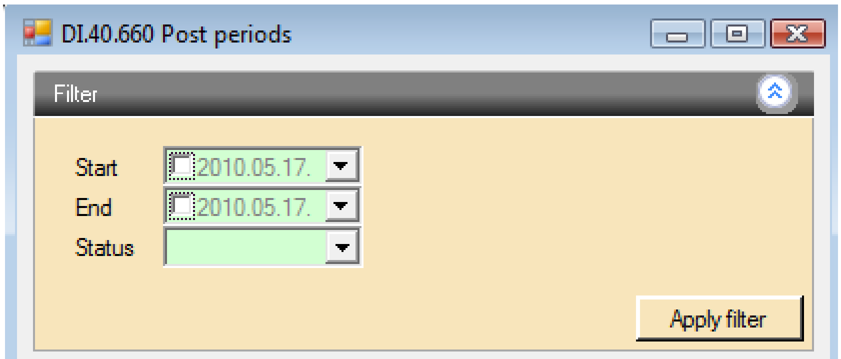


Figure 18

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Start" – it is possible to filtration by starting date of the post period. When indicating the value of this field, all post periods will be selected the starting date of which is bigger or equal to the specified date in the "Start" field;
   b. "End" – it is possible to filter by ending date of the post period. When indicating the value of this field, all post periods will be selected the ending date of which is smaller or equal to the date specified in the "End" field;
   c. "Status" – it is possible to filter by status of the post period.

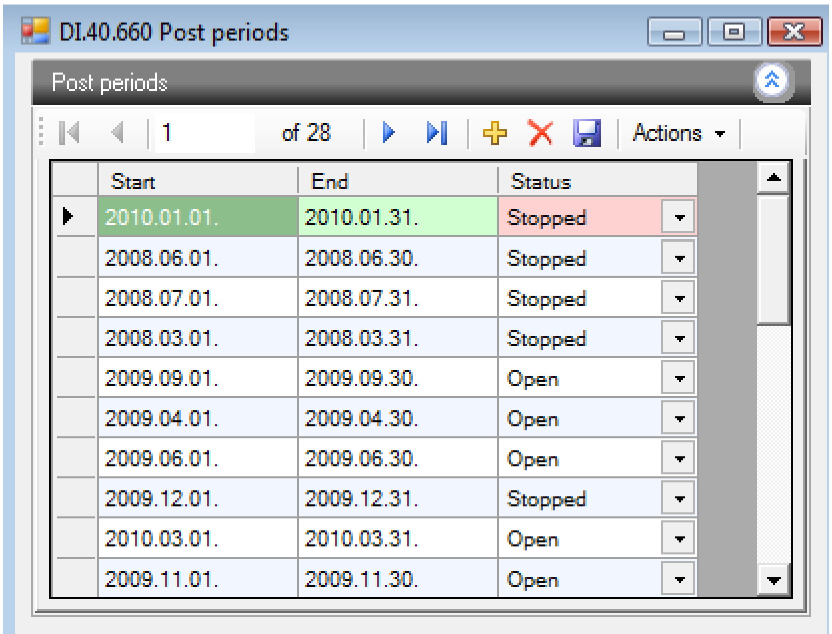


Figure 19

5. The following fields are available in the section **Post periods** (See FigureFigure 19):

    a. “Start” – starting date of the post period.
    b. “End” – ending date of the post period.
    c. “Status” – status of the post period.

6. The following sub-buttons are available for the button **Actions**:

6.1. “Open” – sub-button available in a status “Stopped”;
6.2. “Close” – sub-button available in statuses “Stopped”, “Open”;
6.3. “Year Close” – sub-button available in statuses “Stopped”, Open”;
6.4. “Stop” – sub-button available in a status “Open”.

SMTP Configuration (SY.70.110 SMTP Configuration)

Choose in the window navigation menu **System →Configuration → SY.70.110 SMTP Configuration.**

In this window (See Figure 10) you may add your e-mail server address, as the system supports sending of reminders, requests and notifications by e-mail.

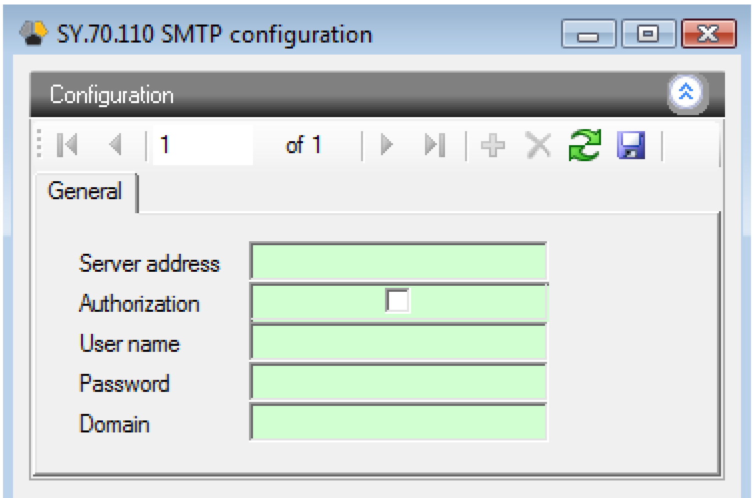


Figure 10

List of Regions (DI.30.450 State list)

1. In the navigation menu of the window select **System -> Axapta synchronization -> DI.30.450 Sate list.**

2. The **DI.30.450 Sate list** window contains all regions registered in the system, i.e., names of the territorial units of various states.

3. The following sections are available in the **DI.30.450 Sate list** window:

   - Filter;
   - States;
   - Counties.

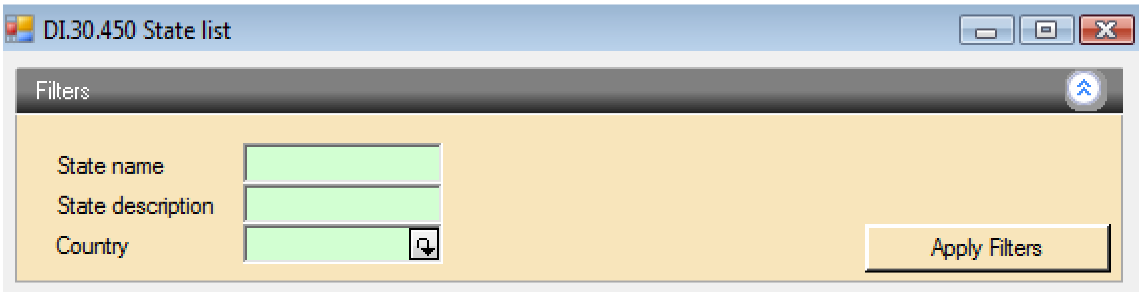


Figure 20

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   d. "State name" – it is possible to filter by name of the region;
   e. "State description" – it is possible to filter by description of the region;
   f. "Country" – it is possible to filter by state where the region is located.

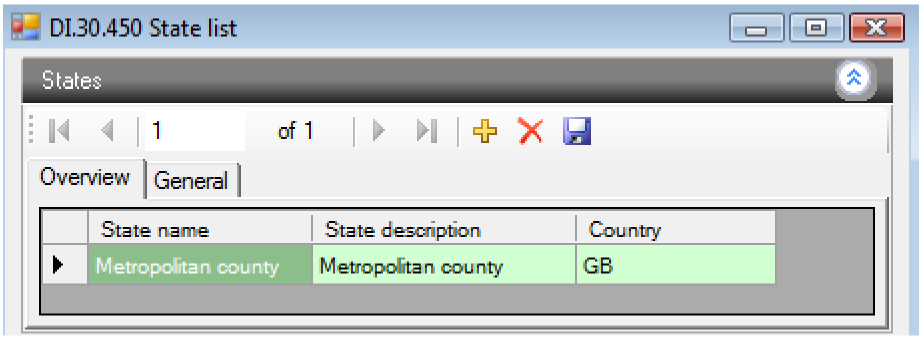


Figure 21

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **States**:

   f. "State name" – name of the region;
   g. "State description" – description of the region;
   h. "Country" – state where the region is located.
6. The tab **General** of the section **States** contains the same fields showed and described in the tab **Overview**.

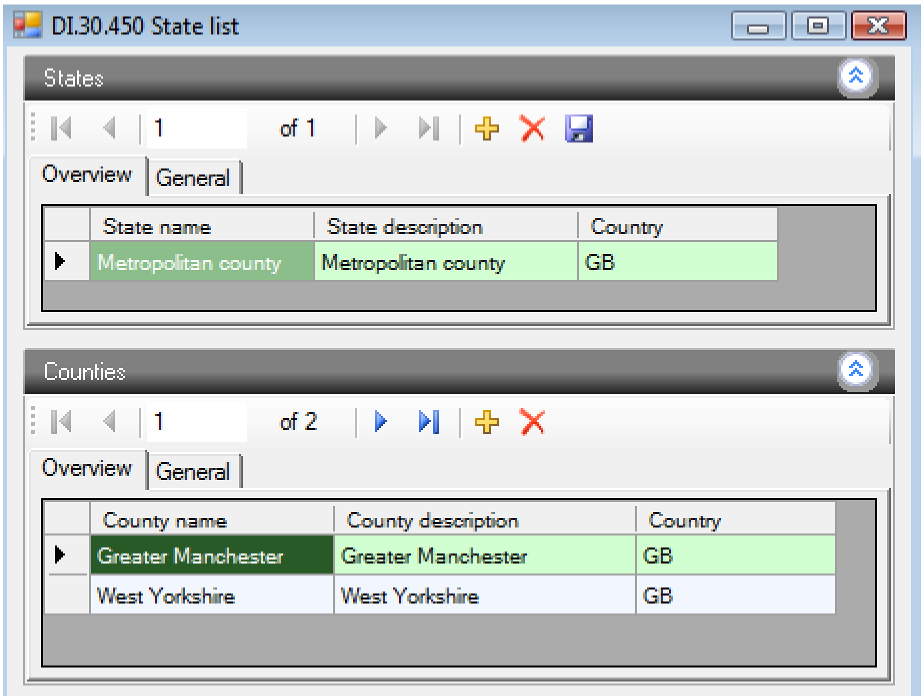


Figure 22

7. The following fields are available in the tab **Overview** (See Figure Figure 69) of the section **Counties**:

   j. "County name" – name of the region;
   k. "County description" – description of the region;
   l. "Country" – state where the region is located.

8. The tab **General** of the section **Counties** contains the same fields showed and described in the tab **Overview**.

Tax Group List (DI.20.400 Tax group list)

1. In the navigation menu of the window select **System -> Axapta synchronization -> DI.20.400 Tax group list.**

2. The **DI.20.400 Tax group list** window contains information on all tax groups used in the framework of the system.

3. The following sections are available in the **DI.20.400 Tax group list** window:

   - Sales tax codes which include subsections Sales tax codes and Sales tax codes by date;
   - Sales tax groups which include subsections Sales tax groups and Sales tax group content;
   - Item sales tax groups which include subsections Item Sales tax groups and Item sales tax group content.

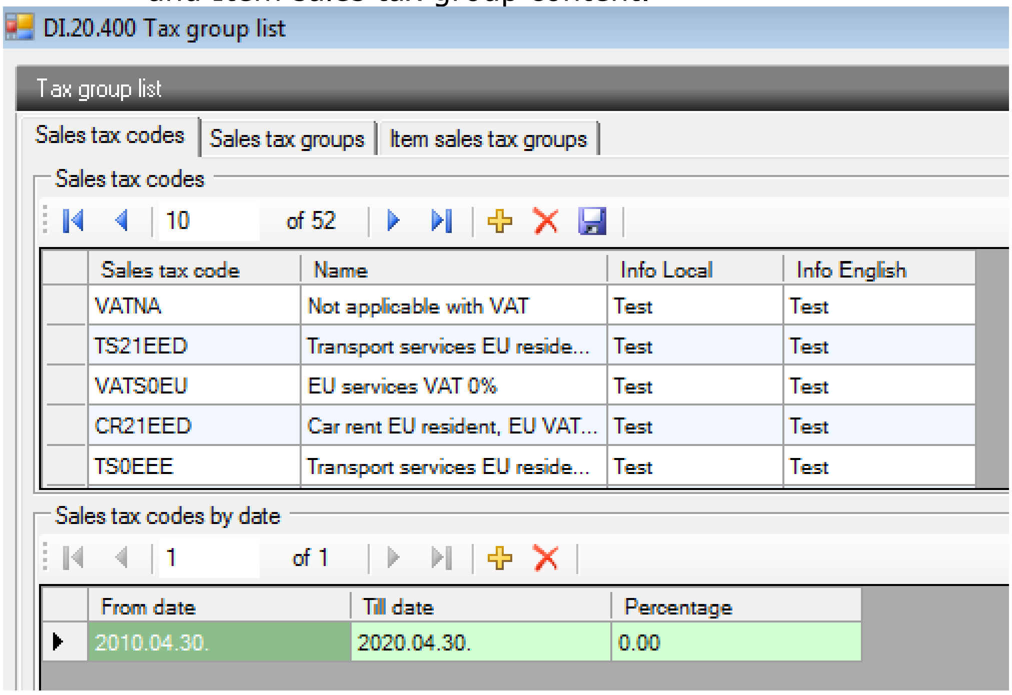


Figure 23

4. The section **Sales tax codes** (see Figure 1) contains information on the groups of the fixed assets.

4.1. Subsection Sales tax codes. Available fields:

   a. "Sales tax code" – code of the tax group;
   b. "Name" – name of the tax group;
   c. "Info local" – information in the local language;
   d. "Info English" – information in English;

4.2. Subsection Sales tax codes by date. Available fields:

   a. "From date" - date of tax enactment.
   b. "Till date" – end date of tax usage.
   c. "Percentage" – applicable percentage of the tax group effective during the specified period.

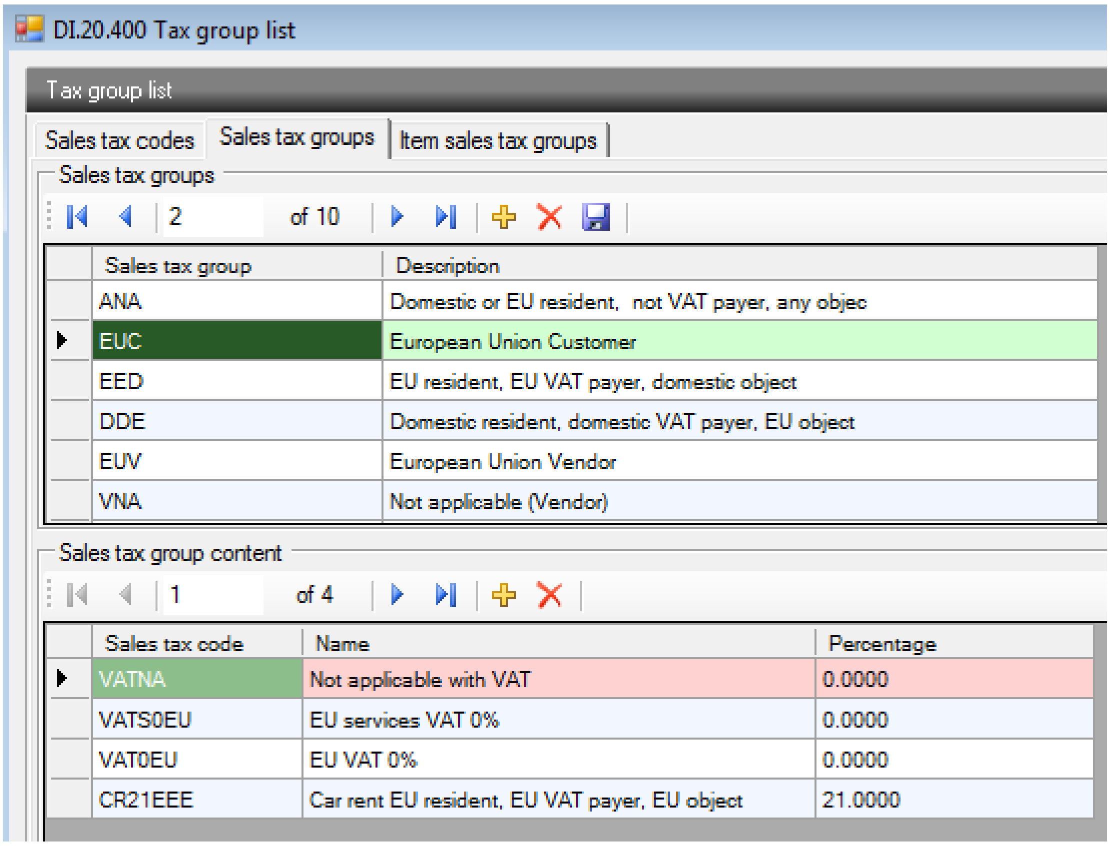


Figure 24

5. The section **Sales tax groups** (See FigureFigure 24) contains information on the Dynamics Axapta tax groups.

5.1. Subsection Sales tax groups. Available fields:
   a. "Sales tax group" – tax group.
   b. "Description" – description of the tax group.

5.2. Subsection Sales tax group content. Available fields:
   a. "Sales tax code" – code of the tax group;
   b. "Name" – name of the tax group;
   c. "Percentage" – applicable percentage of the tax group.

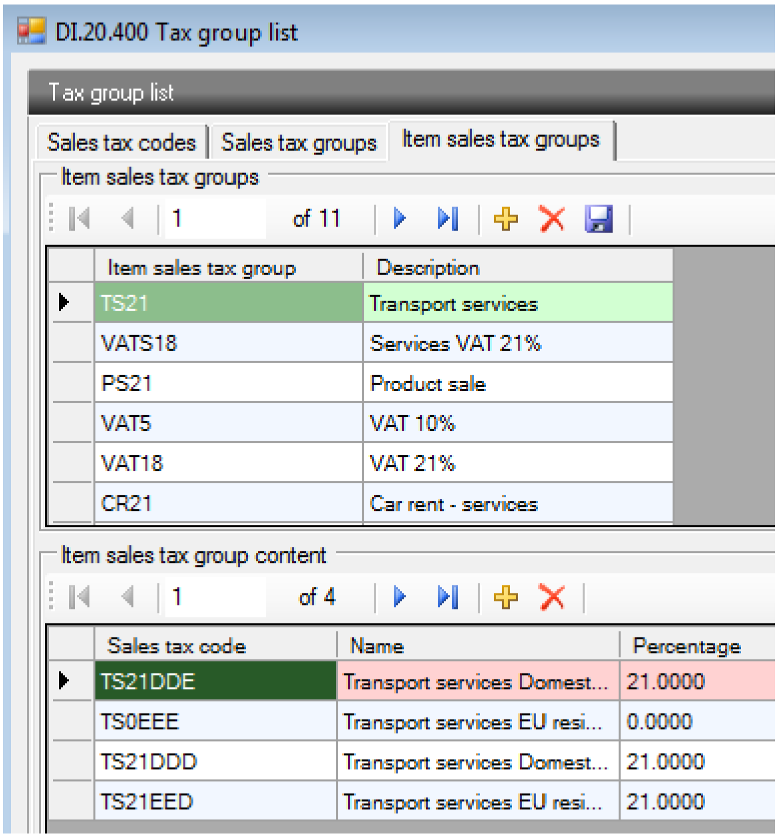


Figure 25

6. The section **Item sales tax groups** (See figureFigure 25) contains information on the Dynamics Axapta stocks tax groups.

6.1. Subsection Item Sales tax groups Available fields:

a. "Item sales tax group" – stocks tax group.
b. "Description" – description of the tax group.

6.2. Subsection Item sales tax group content. Available fields:

a. "Sales tax code" – code of the tax group;
b. "Name" – name of the tax group;
c. "Percentage" – applicable percentage of the tax group.

List of Terms of Payments (DI.40.600 Terms of payments)

1. In the navigation menu of the window select **System -> Axapta synchronization -> DI.40.600 Terms of payments.**

2. The **DI.40.600 Terms of payments** window contains all terms of payments registered in the system.

3. The following sections are available in the **DI.40.600 Terms of payments** window:

   - Filter;
   - Payment terms.

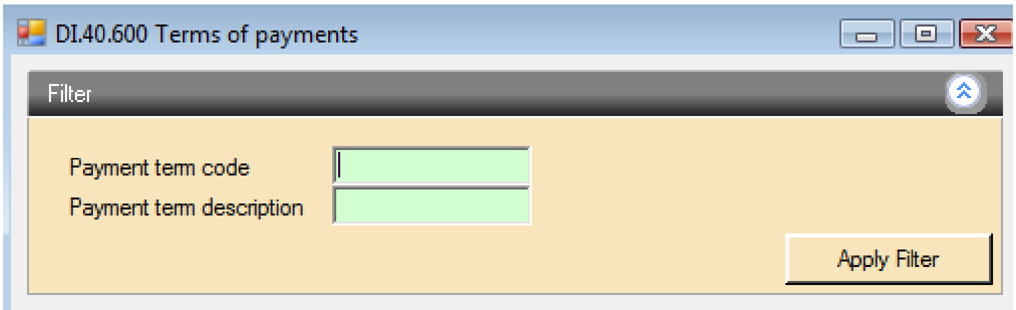


Figure 26

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Payment term code" – it is possible to filter by code of the payment term;
   b. "Payment term description" – it is possible to filter by name of the payment term.

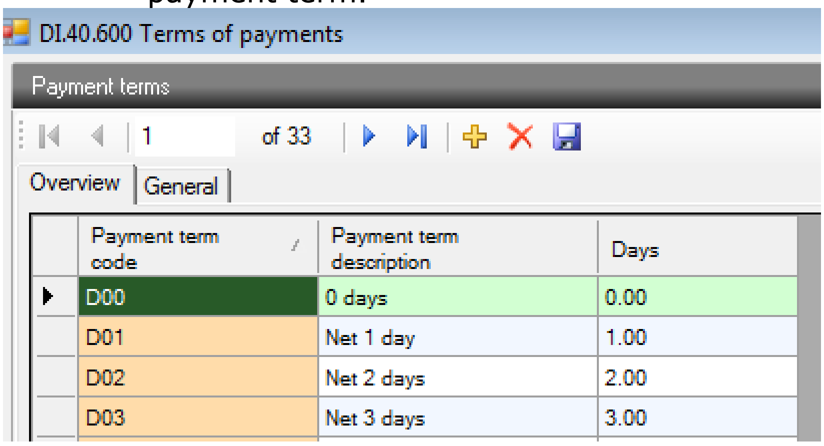


Figure 27

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **Payment terms**:

   a. "Payment term code";
   b. "Payment term description" – name of the payment term;
   c. "Days" – time in days for the payment term.

6. The tab **General** of the section **Payment terms** contains the same fields showed and described in the tab **Overview**.

List of Units (DI.20.200 Unit list)

1. In the navigation menu of the window select **System -> Axapta synchronization -> DI.20.200 Unit list.**

2. The **DI.20.200 Unit list** window contains all possible units that may be used in the system. There are some units which are mandatory in order to work with the system. Such units are pcs (pieces), day (days), m (meters), h (hours), kg (kilograms) and km (kilometres).

3. The following sections are available in the **DI.20.200 Unit list** window:

   - Filter;
   - Units.

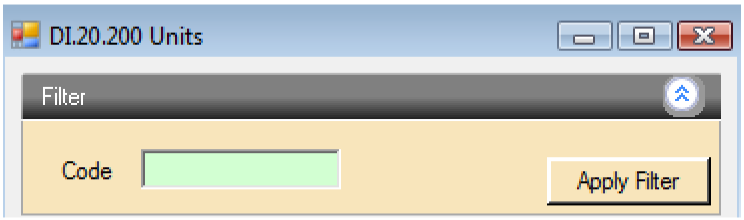
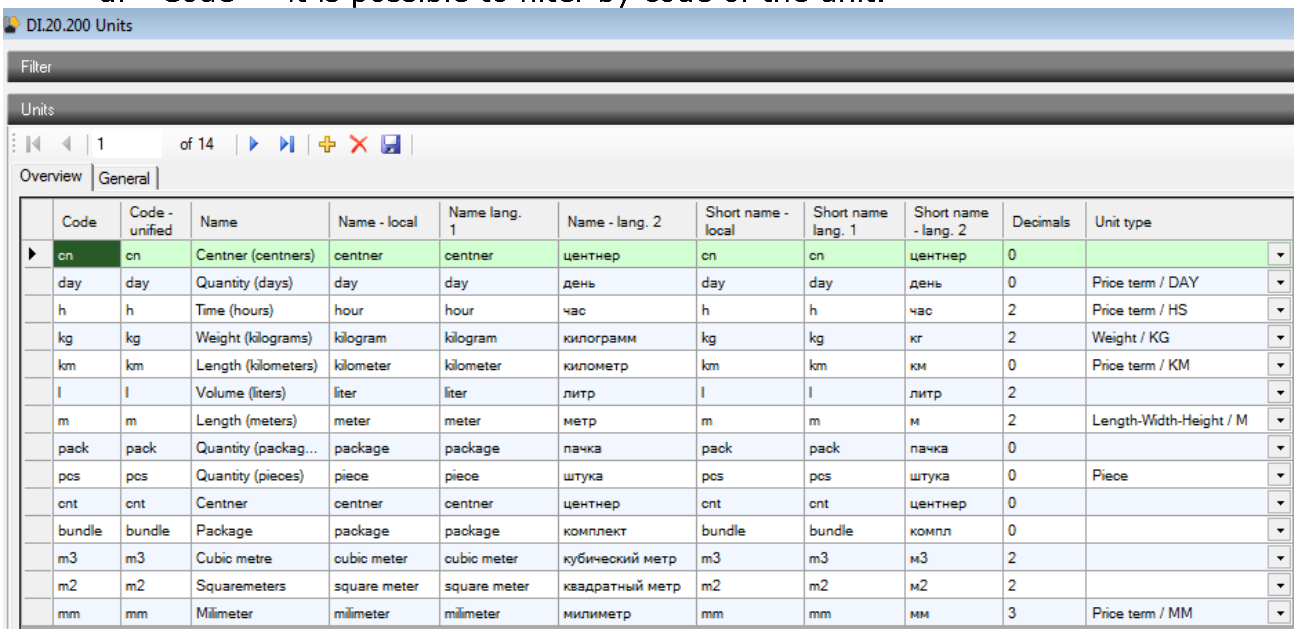


Figure 28

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Code" – it is possible to filter by code of the unit.



Code	Code - unified	Name	Name - local	Name lang. 1	Name - lang. 2	Short name - local	Short name lang. 1	Short name - lang. 2	Decimals	Unit type
cn	cn	Centner (centners)	centner	centner	центнер	cn	cn	центнер	0	
day	day	Quantity (days)	day	day	день	day	day	день	0	Price term / DAY
h	h	Time (hours)	hour	hour	час	h	h	час	2	Price term / HS
kg	kg	Weight (kilograms)	kilogram	kilogram	килограмм	kg	kg	кг	2	Weight / KG
km	km	Length (kilometers)	kilometer	kilometer	километр	km	km	км	0	Price term / KM
l	l	Volume (liters)	liter	liter	литр	l	l	литр	2	
m	m	Length (meters)	meter	meter	метр	m	m	м	2	Length-Width-Height / M
pack	pack	Quantity (packag...	package	package	пачка	pack	pack	пачка	0	
pcs	pcs	Quantity (pieces)	piece	piece	штука	pcs	pcs	штука	0	Piece
cnt	cnt	Centner	centner	centner	центнер	cnt	cnt	центнер	0	
bundle	bundle	Package	package	package	комплект	bundle	bundle	компл	0	
m3	m3	Cubic metre	cubic meter	cubic meter	кубический метр	m3	m3	м3	2	
m2	m2	Squaremeters	square meter	square meter	квадратный метр	m2	m2	м2	2	
mm	mm	Milimeter	milimeter	milimeter	милиметр	mm	mm	мм	3	Price term / MM

Figure 29

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **Units**:

   a. "Code" – code of the unit;
   b. "Code-unified" – unified code of the unit;
   c. "Name" – full name of the unit;

d. “Name - local” – full name of the unit in the local language;
e. “Name lang.1” – full name of the unit in Language1;
f. “Name lang.2” – full name of the unit in Language2;
g. “Short name - local” – short name of the unit in the local language;
h. “Name lang.1” – short name of the unit in Language1;
i. “Name lang.2” – short name of the unit in Language2;
j. “Decimals” – number of digits after the point;
k. “Unit type” – type of the unit – a possibility to attract mandatory fields necessary for the system to the unit.

6. The tab **General** of the section **Units** contains the same fields showed and described in the tab **Overview**.

ZIP Code List (DI.30.500 ZIP code list)

1. In the navigation menu of the window select **System -> Configuration -> DI.30.500 ZIP code list.**

2. The **DI.30.500 ZIP code list** window contains all zip codes registered in the system.

3. The following sections are available in the **DI.30.500 ZIP code list** window:

    - Filter;
    - ZIP codes.

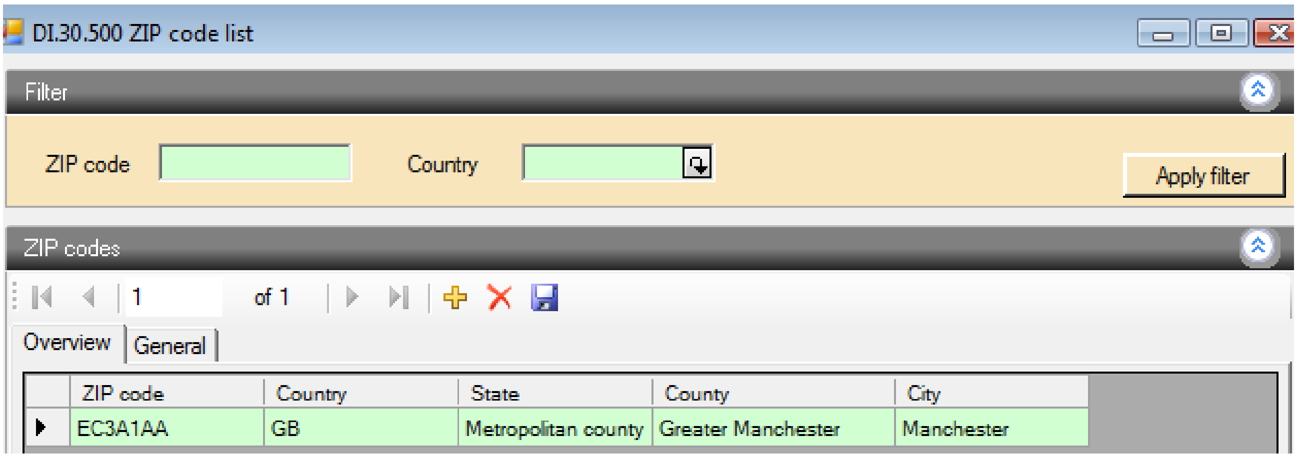


Figure 30

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

    a. "ZIP Code" – it is possible to filter by zip code;
    b. "Country" – it is possible to filter by country.

5. The following fields are available in the tab **Overview** of the section **ZIP codes** (See FigureFigure 692):

    a. "ZIP Code";
    b. "Country";
    c. "State" – state related to the zip code;
    d. "County" – more detailed administrative division of the state related to the zip code;
    e. "City" – city/settlement related to the zip code.

6. The tab **General** of the section **ZIP codes** contains the same fields showed and described in the tab **Overview**.

Cost allocation

Adding a new order from the Operation section (WA.10.160 Cost allocation)

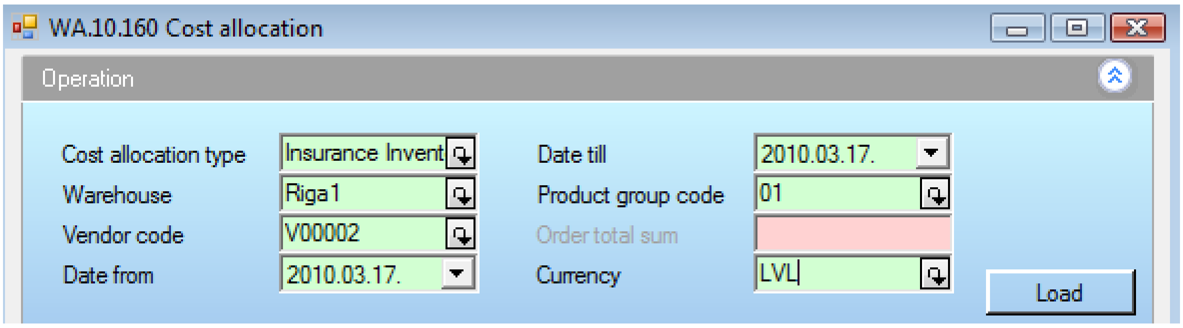


Figure 11

1. The **Operation** section (See Figure 11) is intended for automatic loading of costs data according to "Vendor code" and other parameters. The following fields are available in the section:

    a. Select the item cost type in the **Cost allocation type** field. The field is mandatory.

    b. Select the warehouse in the **Warehouse** field. The field is mandatory.

    c. Select the code of the vendor in the **Vendor code** field.

    d. Enter the date, from which data will be selected, in the **Date from** field. The field is mandatory.

    e. Enter the date, to which data will be selected, in the **Date till** field. The field is mandatory.

    f. Select the product group code in the **Product group code** field.

    g. Select the vendor's invoice currency in the **Currency** field. The field is mandatory.

2. **Load** button of the **Operation** section – creates a cost allocation record. When you press the button a new record is added in the "Orders" section and all fields, about which necessary information is available, are filled. When you perform automatic cost allocation in the "Orders content" section, for instance, for transport – costs are not summed up based on the code, but each row is loaded separately.

3. The data loading logics from the **Operation** section depends on "Cost allocation type" and "Vendor code".

3.1. Fill the necessary field in the **Operation** section. Cost allocation type=**Transportation service** (An example of entry of service costs).

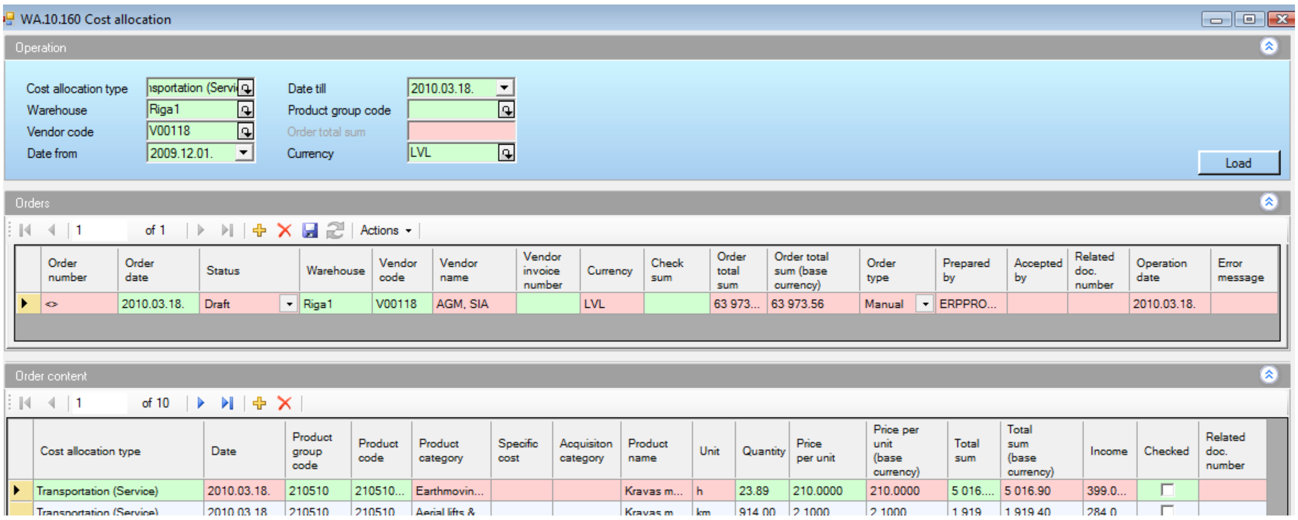


Figure 12

3.1.1. The following fields are available in the newly loaded order in the **Orders** section (See Figure 12):

a. Order date**;**

b. Warehouse;

c. Vendor code;

d. Vendor invoice number;

e. Check sum.

3.1.2. The following fields are available in the **Order content** section:

a. Cost allocation type – item cost type;

b. Product group code;

c. Product code – product group code;

d. Quantity – item quantity;

e. Price per unit – (in invoice currency);

f. Total sum – excluding VAT;

g. Checked – checked, if the sum was checked.

3.2. Fill the necessary field in the **Operation** section. Cost allocation type=**Splitrent expenses** (An example of entry of different product costs).

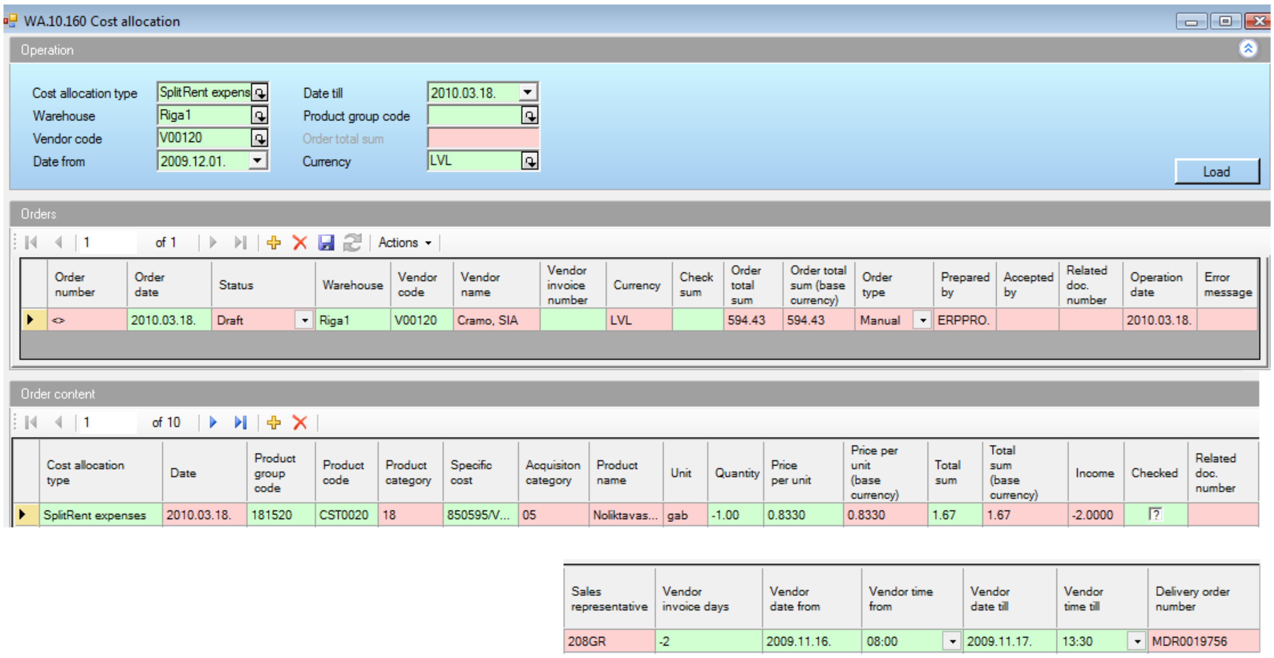


Figure 13

3.2.1. The following fields are available in the newly loaded order in the **Orders** section (See Figure 13):

a. Order date**;**

b. Warehouse;

c. Vendor code;

d. Vendor invoice number;

e. Check sum.

3.2.2. The following fields are available in the **Order content** section:

a. Cost allocation type – item cost type;

b. Product group code;

c. Product code – product group code;

d. Specific cost – specific cost type;

e. Quantity – item quantity;

f. Price per unit – (in invoice currency);

g. Total sum – excluding VAT;

h. Checked – checked, if the sum was checked.

i. Vendor invoice days.

j. Vendor date from, Vendor time from, Vendor date till, Vendor time till – period.

3.3. Fill the necessary field in the **Operation** section. Cost allocation type=**Internal work** – operator (An example of external work costs).

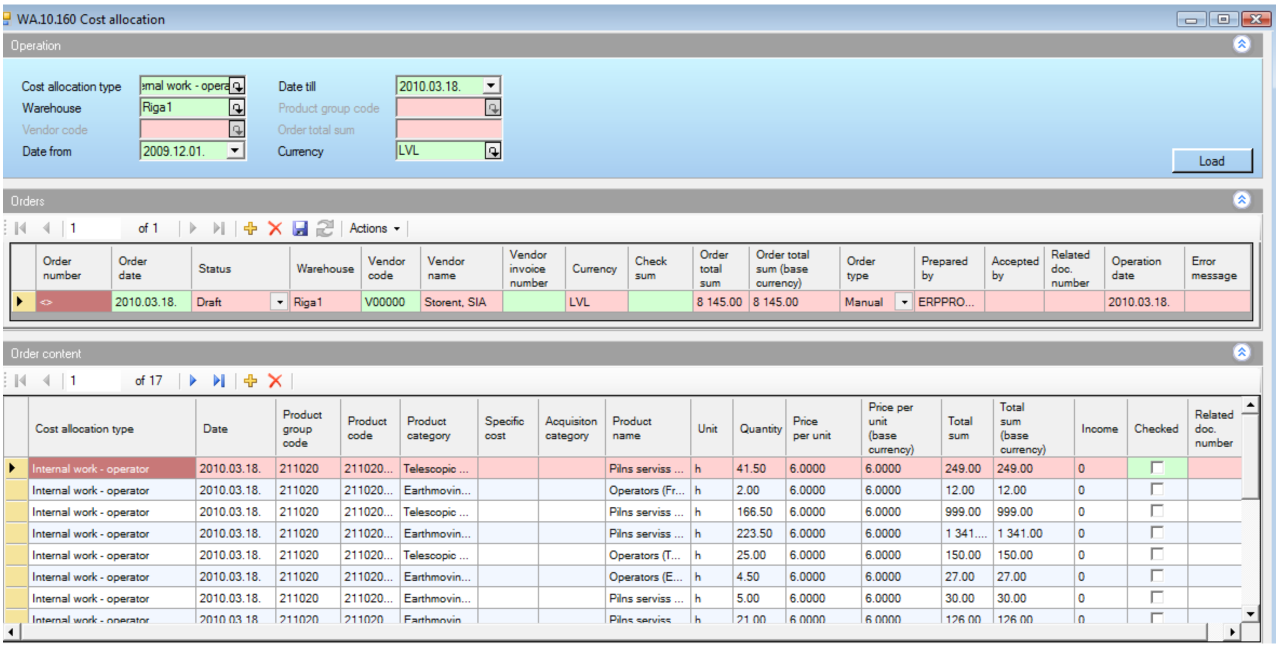


Figure 14

3.3.1. The following fields are available in the newly loaded order in the **Orders** section (See Figure 14):

a. Order date**;**

b. Vendor code;

c. Vendor invoice number;

d. Check sum.

3.3.2. The following fields are available in the **Order content** section:

a. **Checked** – checked, if the sum was checked.

3.4. Fill the necessary field in the **Operation** section. Cost allocation type=**Fuel for tractors** (An example of fuel costs).

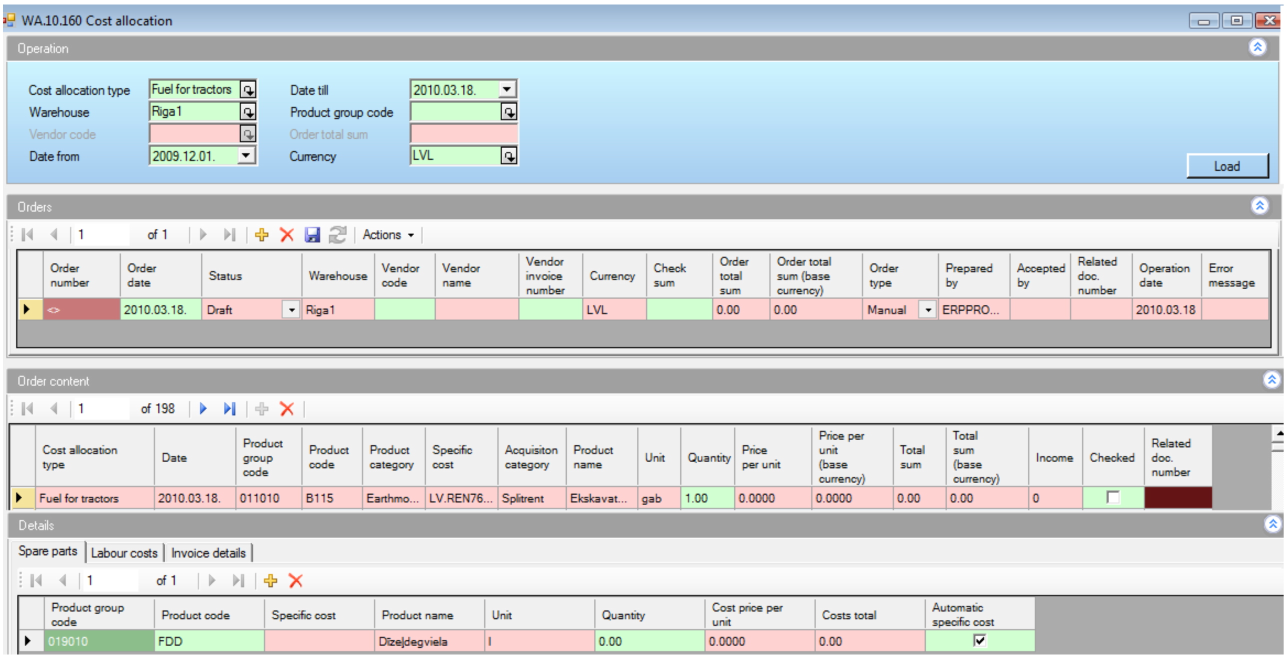


Figure 15

3.4.1. The following fields are available in the newly loaded order in the **Orders** section (See Figure 15):

a. Order date**;**

b. Vendor code;

c. Vendor invoice number;

d. Check sum.

3.4.2. The following fields are available in the **Order content** section:

a. Quantity – item quantity;

b. Checked – checked, if the sum was checked.

3.4.3. The following fields are available in the **Spare parts** tab of the **Details** section:

a. Product group code;

b. Product code – product group code;

c. Specific cost – specific cost type;

d. Quantity – item quantity;

e. A check in the Automatic specific cost checkbox indicates that the Specific cost field is not mandatory and is not available.

3.5. Fill the necessary field in the **Operation** section. Cost allocation type=**Splitrent acquisition expenses** (An example of rerent product acquisition).

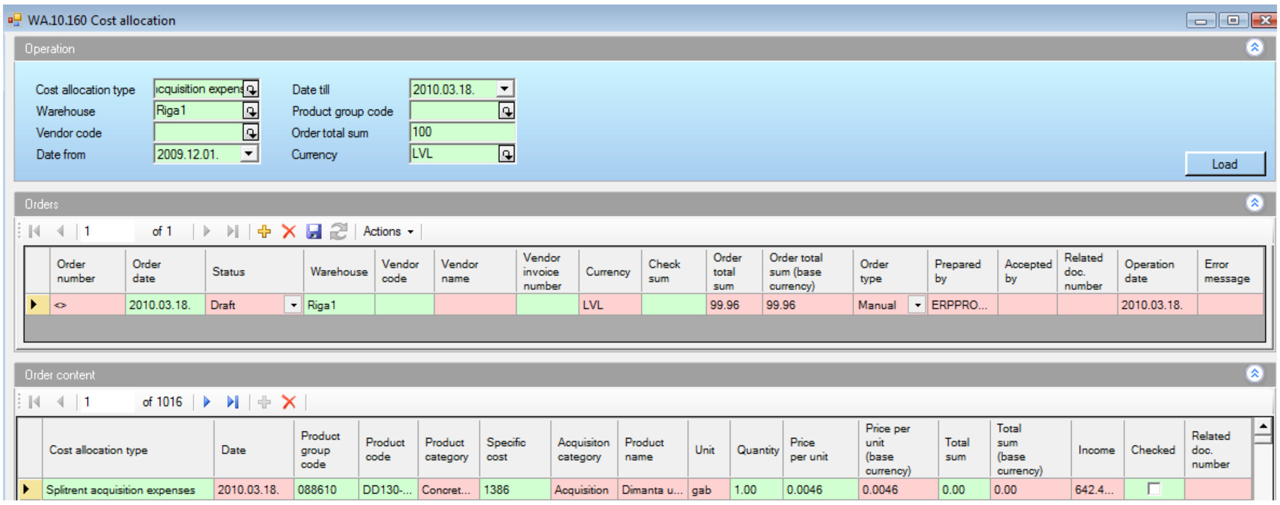


Figure 16

3.5.1. The following fields are available in the newly loaded order in the **Orders** section (See Figure 16):

a. Order date**;**

b. Warehouse;

c. Vendor code;

d. Vendor invoice number;

e. Check sum

3.5.2. The following fields are available in the **Order content** section:

a. Cost allocation type – item cost type;

b. Product group code;

c. Product code – product group code;

d. Specific cost – specific cost type;

e. Quantity – item quantity;

f. Price per unit – (in invoice currency);

g. Total sum – excluding VAT;

h. Checked – checked, if the sum was checked.

List of Allocation Types (DI.20.600 Cost allocation type list)

1. In the navigation menu of the window select **Warehouse administration ->Cost allocation -> DI.20.600 Cost allocation type list.**

2. The **DI.20.600 Cost allocation type list** window contains all cost allocation types registered in the system.

3. The following sections are available in the **DI.20.600 Cost allocation type list** window:

   - Filter;
   - Allocations.

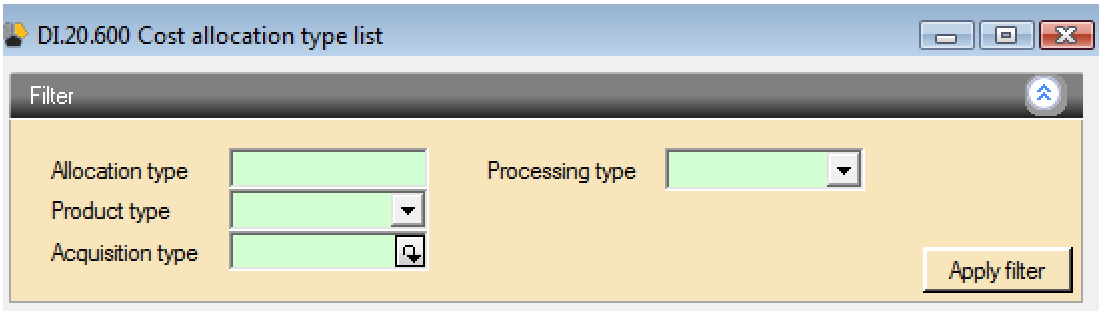


Figure 31

4. In the section **Filter** (See Figure Figure 1) it is possible to select data according to the following fields:

   a. "Allocation type" – it is possible to filter by name of allocation;
   b. "Product type" – it is possible to filter by type of the product;
   c. "Acquisition type" - it is possible to filter by type of cost allocation;
   d. "Processing type" - it is possible to filter by product purchasing type;

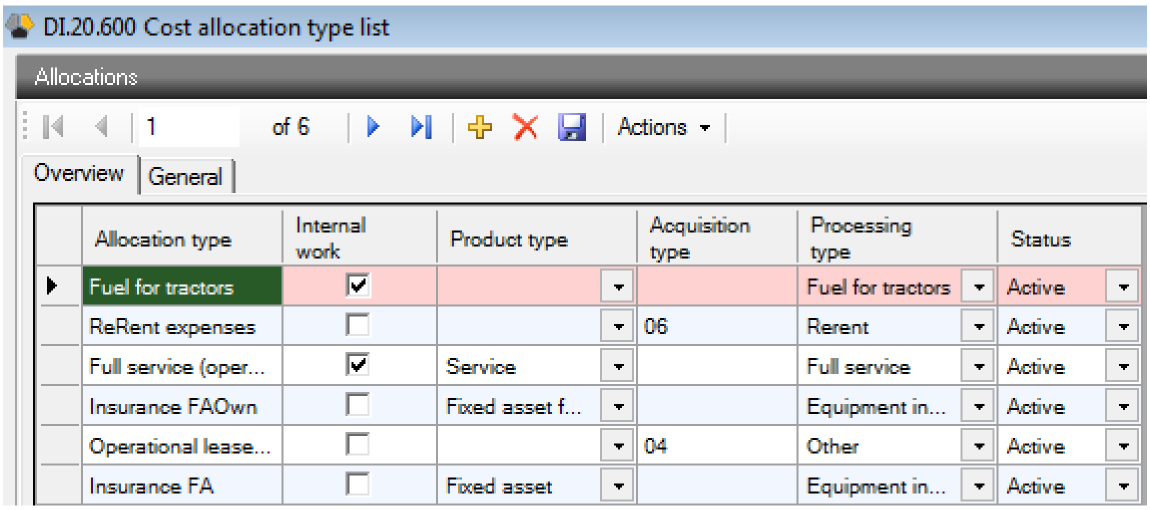


Figure 32

5. The following fields are available in the tab **Overview** (See FigureFigure 2) of the section **Allocations**:

a. “Allocation type” – name of cost allocation type.
b. “Internal work” – reference whether this is an allocation type for internal work costs.
c. “Product type” – product type related to costs.
d. “Acquisition type”.
e. “Processing type” – processing type of costs allocation.
f. “Status”.

6. The tab **General** of the section **Allocations** contains the same fields showed and described in the tab **Overview**.
7. The following sub-buttons are available for the button **Actions**:

7.1. “Activate” – a button is available for costs allocation types having status “Draft” and “Inactive”, and all compulsory fields of which are filled out. After clicking the button a status of costs allocation type is changed to “Active”.

7.2. “Inactivate” – a button is available for costs allocation types having status “Active”. After clicking the button, status of costs allocation type is changed to “Inactive”.

Cost allocation (WA.10.160 Cost allocation)

1. In the navigation menu of the window select **Warehouse administration → Cost allocation → WA.10.160 Cost allocation.**
2. The **WA.10.160 Cost allocation** window contains information about invoices, issued by manufacturers/vendors for maintenance, transportation, repair, etc. of items. You can enter the respective invoice information and apply it to items in this field.
3. The following sections are available in the **WA.10.160 Cost allocation** window:

   - Filter;
   - Operation;
   - Orders;
   - Order content;
   - Details.

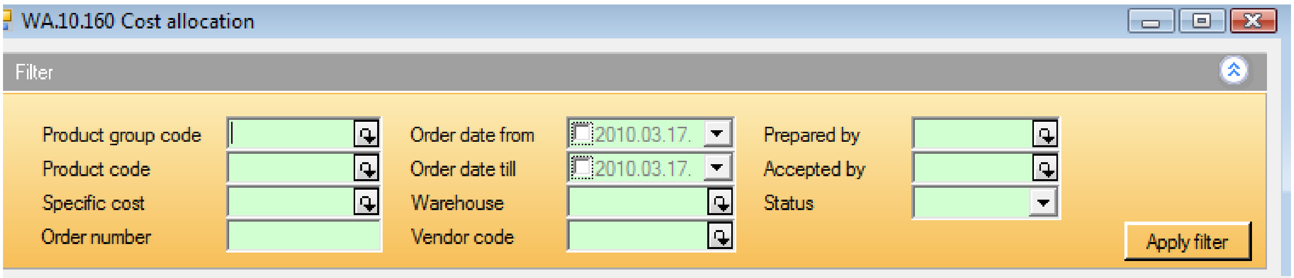


Figure 17

4. In **Filter** section (See Figure 17) it is possible to select data according to the following fields:

   a. Product group code;
   b. Product code;
   c. Specific cost.
   d. Order number.
   e. Order date from, Order date till – order performance date;
   f. Warehouse;
   g. Vendor code – vendor code;
   h. Processed by – user, who approved the order;
   i. Accepted by – user, who accepted the order;
   j. Status - order status.

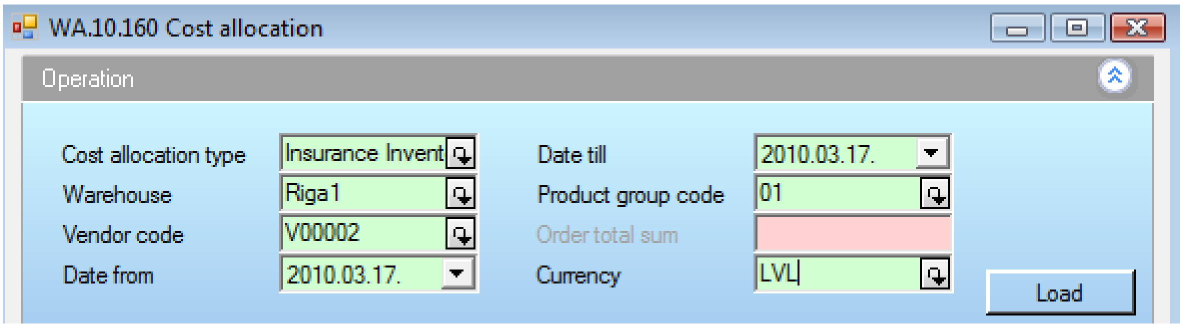


Figure 18

5. The **Operation** section (See Figure 18) is intended for automatic loading of costs data according to “Vendor code” and other parameters. The following fields are available in the section:
   a. Select the item cost type in the **Cost allocation type** field. The field is mandatory.
   b. Select the warehouse in the **Warehouse** field. The field is mandatory.
   c. Select the code of the vendor in the **Vendor code** field. The field is mandatory.
   d. Enter the date, from which data will be selected, in the **Date from** field. The field is mandatory.
   e. Enter the date, to which data will be selected, in the **Date till** field. The field is mandatory.
   f. Select the product group code in the **Product group code** field.
   g. Select the vendor’s invoice currency in the **Currency** field. The field is mandatory.
6. **Load** button of the **Operation** section – creates a cost allocation record. When you press the button a new record is added in the “Orders” section and all fields, about which necessary information is available, are filled. When you perform automatic cost allocation in the ”Orders content” section, for instance, for transport – costs are not summed up based on the code, but each row is loaded separately.
7. The data loading logics from the **Operation** section depends on “Cost allocation type” and “Vendor code”.
8. The **Orders** section contains orders corresponding to invoices received from vendors and information about issuer, date of issue, total amount of the invoice. In this section new records are added manually or with the help of options provided in the “Operation” section.
9. The **Order content** section contains information about items included in the cost allocation order.
10. The **Details** section is used for the entry of additional information, which refers to item cost allocation, such as used for spare parts and involved personnel activities. The section is active, if “Internal work” remark is put in “Cost allocation type” in the “DI.20.600.Cost allocation type list” window. In other cases this tab is not active.
11. The **Spare parts** tab of the **Details** section contains information about spare parts and their costs, which are used for repair and/or maintenance of items specified in the “Order content” section. It is available only for items with “Spare parts” and “Inventory”, which are stored in the respective _SPAR warehouse location.
12. The **Labour costs** tab of the **Details** section contains information about personnel and their costs, who perform repair and maintenance of the item. You can add one record in the “Labour costs” tab to a record in the ”Order content” section.

Employee List (SY.10.400 Employee list)

1. In the navigation menu of the window select **Warehouse administration -> Cost allocation -> SY.10.400 Employee list.**

2. The **SY.10.400 Employee list** window contains information on company's employees.

3. The following sections are available in the **SY.10.400 Employee list** window:

   - Filter;
   - Employees.

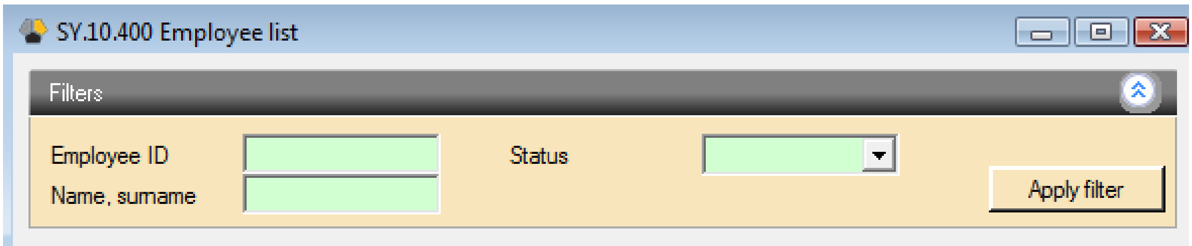


Figure 33

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Employee ID" – it is possible to filter by employee's identifier;
   b. "Name, surname" – it is possible to filter by employee's name, surname;
   c. "Status" – it is possible to filter by employee's status.

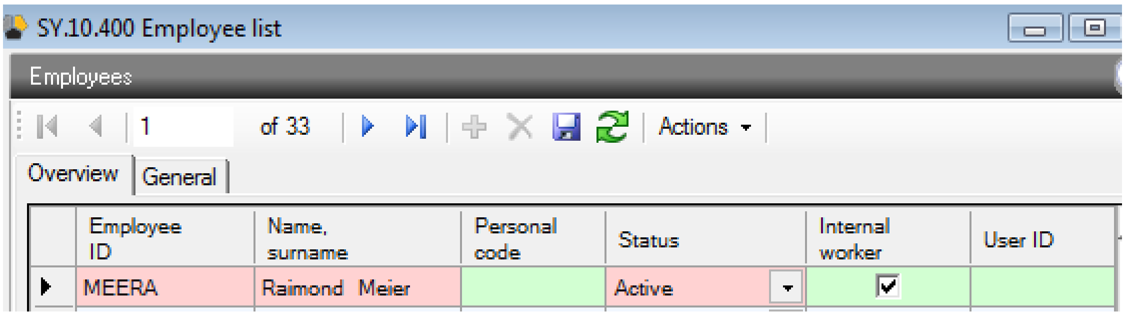


Figure 34

5. The following fields are available in the tab **Overview** (see FigureFigure 74) of the section **Employees:**

a. "Employee ID" – identifier of the employee;
b. "Name, surname";
c. "Personal code";
d. "Status";
e. "Internal worker" – performer of internal work (maintenance/repair/operator);
f. "User ID" – user which is used by a particular employee in the system. Only one user can be assigned to an employee in the section "Employees".

6. The tab **General** of the section **Employees** contains the same fields showed and described in the tab **Overview**.
7. The following sub-buttons are available for the button **Actions**:

7.1. "Inactivate" – a button is available for entries having status "Active". After clicking the button the status of the employee is changed from "Active" to "Inactive".

7.2. "Activate" – a button is available for entries having status "Inactive". After clicking the button the status of the employee is changed from "Inactive" to "Active".

Manually adding a new order (WA.10.160 Cost allocation)

1. Add a new record manually (**Orders** section**)**.

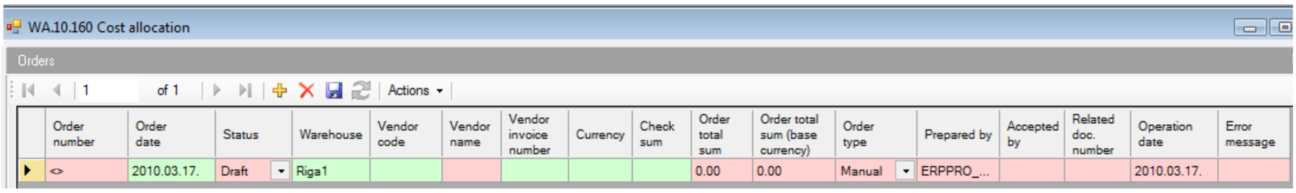


Figure 19

2. The following fields are available in the newly created order (See Figure 19):

   a. Enter the cost allocation date in the **Order date** field. If you select the date which is beyond the active accounting period, you will receive a warning message. The field is mandatory. By default the current date is used.

   b. Enter the warehouse in the **Warehouse** field. The field is mandatory. The field shows by default the warehouse, which was selected while logging in to the system.

   c. Enter the vendor in the **Vendor code** field. The field is mandatory.

   d. Enter the document number, based on which cost allocation order is created (e.g. vendor's invoice number, act number, etc.) in the **Vendor invoice number** field. The field is mandatory.

   e. Select the vendor's invoice currency in the **Currency** field. The field is mandatory.

   f. The **Check sum** field is a checkup field – total sum of the order. You should enter a value in the field before processing, and it should be equal to the value specified in the "Order total sum" field. The field is mandatory.

3. When all necessary fields are filled, you can add a new record in the Order content section. The Order content section contains information about items included in the cost allocation order. Further processing of the order depends on the value entered in the Cost allocation type field.
4. Costs offered in the Cost allocation type field are allocated into:

4.1. Additional services costs:

- Assembling (Service)
- Full service (operator + fuel)_External
- Maintenance (Service)
- Operator (Service)
- Repairing (Service)
- Transportation (Service)

4.2. Different product costs:

- External maintenance expenses
- External repairing expenses
- Forklifts maintenance expenses (FAO) 713330
- Forklifts registration expenses (FAO) 713350
- Insurance FA
- Insurance FAOwn
- Insurance Inventory
- Insurance reward
- Operational lease expenses
- Registration and exploitation expenses
- SplitRent expenses
- Transportation expenses

4.3. External work costs:

- Full service (operator + fuel)_Internal
- Internal work - assembling/dismantling
- Internal work - maintenance
- Internal work - operator
- Internal work - repairing
- Internal work - repairing (Service)

4.4. Fuel costs:

- Fuel for own needs
- Fuel for tractors

4.5. Acquisition of rerented products:

- Operational lease acquisition expenses
- ReRent acquisition expenses
- Splitrent acquisition expenses

5. Entry of information, if Cost allocation type=Transportation service (An example of entry of service costs).

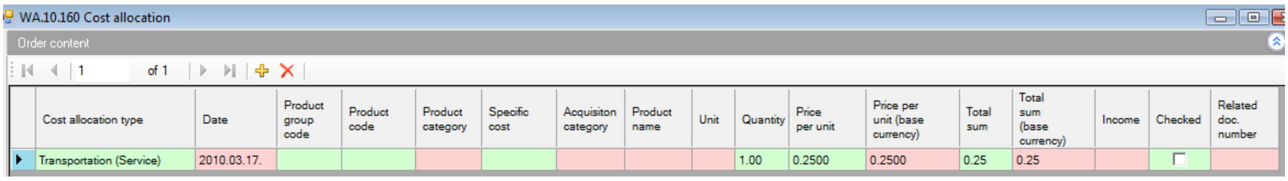


Figure 20

5.1. The following fields are available in the Order content section (See Figure 20):

a. Select the Transportation service (for example) in the **Cost allocation type** field. The field is mandatory.

b. You can select the item group code in the **Product group code** field.

c. Select the item code in the **Product code** field. The field is mandatory.

d. Select the item specific cost code in the **Specific cost** field.

e. Enter the item quantity in the **Quantity** field. The field is mandatory.

f. Enter the price per unit of the item (in invoice currency) in the **Price per unit** field. The sum excluding VAT is entered. The field is mandatory.

g. Enter the total rent/acquisition price (excluding VAT) of the item in the **Total sum** field, if the field have not filled in automatically. The field is mandatory.

h. If the **Checked** checkbox is checked – it means that the respective sum was checked. The field is not mandatory.

5.2. Save the newly created record. The status of the order is Draft.

5.3. To change the status of the order from Draft to Prepare, press the Prepare sub-button of the Actions button. The status of the order changes to Prepared.

6. Entry of information, if Cost allocation type=Splitrent expenses (An example of entry of different product costs).

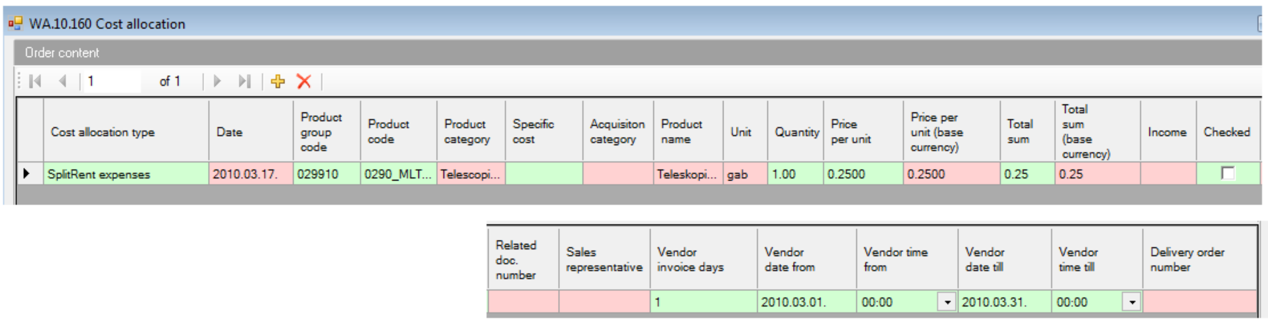


Figure 21

6.1. The following fields are available in the Order content section (See Figure 21):

a. Select the SpliRent expenses (for example) in the **Cost allocation type** field. The field is mandatory.

b. You can select the item group code in the **Product group code** field.

c. Select the item code in the **Product code** field. The field is mandatory.

d. Select the item specific cost code in the **Specific cost** field.

e. Enter the item quantity in the **Quantity** field. The field is mandatory.

f. Enter the price per unit of the item (in invoice currency) in the **Price per unit** field. The sum excluding VAT is entered. The field is mandatory.

g. Enter the total rent/acquisition price (excluding VAT) of the item in the **Total sum** field, if the field have not filled in automatically. The field is mandatory.

h. If the **Checked** checkbox is checked – it means that the respective sum was checked. The field is not mandatory.

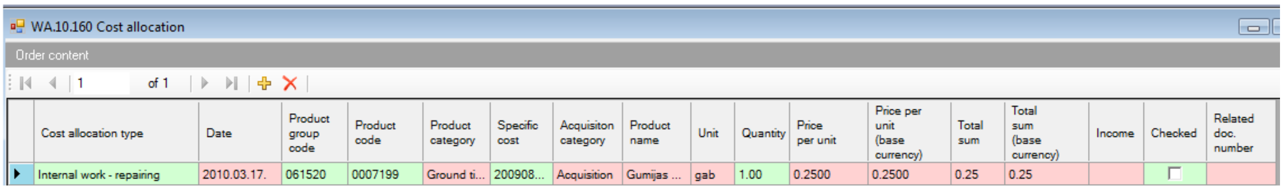
i. Enter the vendor invoice days in the **Vendor invoice days** field.

j. Select the period in **Vendor date from, Vendor time from, Vendor date till, Vendor time till** fields.

6.2. Save the newly created record. The status of the order is Draft.

6.3. To change the status of the order from Draft to Prepare, press the Prepare sub-button of the Actions button. The status of the order changes to Prepared.

7. Entry of information, if Cost allocation type=Internal work – repairing (An example of external work costs).


WA.10.160 Cost allocation

Order content

1 of 1

Cost allocation type	Date	Product group code	Product code	Product category	Specific cost	Acquisiton category	Product name	Unit	Quantity	Price per unit	Price per unit (base currency)	Total sum	Total sum (base currency)	Income	Checked	Related doc. number
Internal work - repairing	2010.03.17.	061520	0007199	Ground ti...	200908...	Acquisition	Gumijas ...	gab	1.00	0.2500	0.2500	0.25	0.25		☐	

Figure 22

7.1. The following fields are available in the Order content section (See Figure 22):

a. Select the Internal work – repairing (for example) in the **Cost allocation type** field. The field is mandatory.

b. You can select the item group code in the **Product group code** field.

c. Select the item code in the **Product code** field. The field is mandatory.

d. Select the item specific cost code in the **Specific cost** field.

e. Enter the item quantity in the **Quantity** field. The field is mandatory.

h. If the **Checked** checkbox is checked – it means that the respective sum was checked. The field is not mandatory.

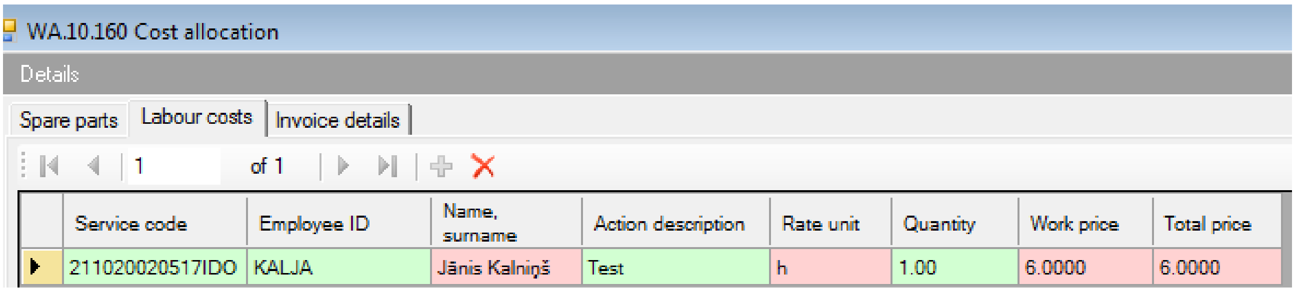


Figure 23

7.2. The Labour costs tab of the Details section is also available. (See Figure 23) The following fields are available in the tab:

a. Select the code of the additional service in the **Service code** field.

b. Select the employee code in the **Employee ID** field.

c. Select the description of the action in the **Action** field.

d. Enter the quantity in the **Quantity** field.

7.3. Save the newly created record. The status of the order is Draft.

7.4. To change the status of the order from Draft to Prepare, press the Prepare sub-button of the Actions button. The status of the order changes to Prepared.

8. Entry of information, if Cost allocation type=Fuel for tractors (An example of fuel costs).

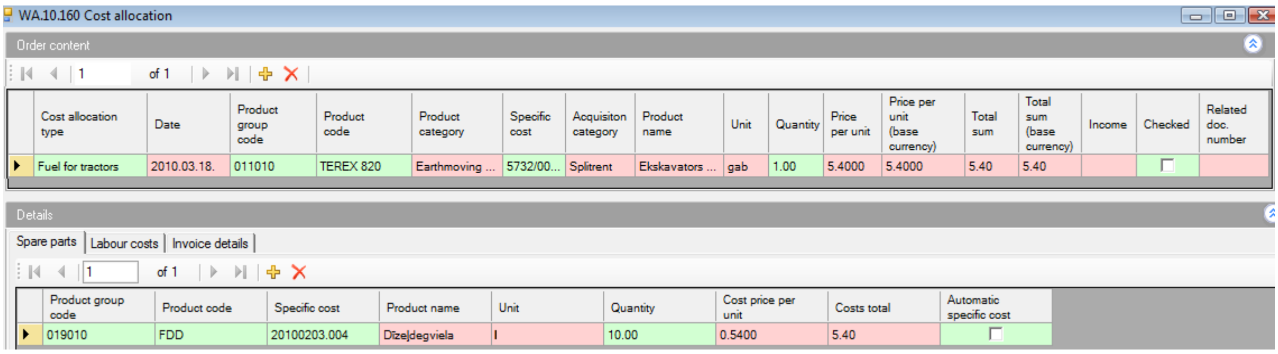


Figure 24

8.1. The following fields are available in the Order content section (See Figure 24):

a. Select the Fuel for tractors (for example) in the **Cost allocation type** field. The field is mandatory.

b. You can select the item group code in the **Product group code** field.

c. Select the item code in the **Product code** field. The field is mandatory.

d. Select the item specific cost code in the **Specific cost** field.

e. Enter the item quantity in the **Quantity** field. The field is mandatory.

h. If the **Checked** checkbox is checked – it means that the respective sum was checked. The field is not mandatory.

8.2. The Spare parts tab of the Details section is also available. The following fields are available in the tab:

a. You can select the item group code in the **Product group code** field.

b. Select the item code in the **Product code** field. The field is mandatory.

c. Select the item specific cost code in the **Specific cost** field.

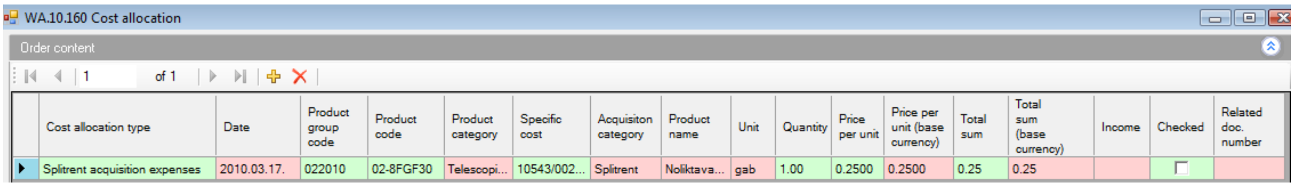
d. Enter the item quantity in the **Quantity** field. The field is mandatory.

e. A check in the **Automatic specific cost** checkbox indicates whether the Specific cost field is not mandatory and is not available.

8.3. Save the newly created record. The status of the order is Draft.

8.4. To change the status of the order from Draft to Prepare, press the Prepare sub-button of the Actions button. The status of the order changes to Prepared.

9. Entry of information, if Cost allocation type=Splitrent acquisition expenses (An example of rerent product acquisition).



Cost allocation type	Date	Product group code	Product code	Product category	Specific cost	Acquisiton category	Product name	Unit	Quantity	Price per unit	Price per unit (base currency)	Total sum	Total sum (base currency)	Income	Checked	Related doc. number
Splitrent acquisition expenses	2010.03.17.	022010	02-8FGF30	Telescopi...	10543/002...	Splitrent	Noliktava...	gab	1.00	0.2500	0.2500	0.25	0.25			

Figure 25

9.1. The following fields are available in the Order content section (See Figure 25):

a. Select the Splitrent acquisition expenses (for example) in the **Cost allocation type** field. The field is mandatory.

b. You can select the item group code in the **Product group code** field.

c. Select the item code in the **Product code** field. The field is mandatory.

d. Select the item specific cost code in the **Specific cost** field.

e. Enter the item quantity in the **Quantity** field. The field is mandatory.

h. If the **Checked** checkbox is checked – it means that the respective sum was checked. The field is not mandatory.

Customers

Activities (DI.40.750 Activities)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.750 Activities. Error! Reference source not found.**Add a new record. (See Figure 26).

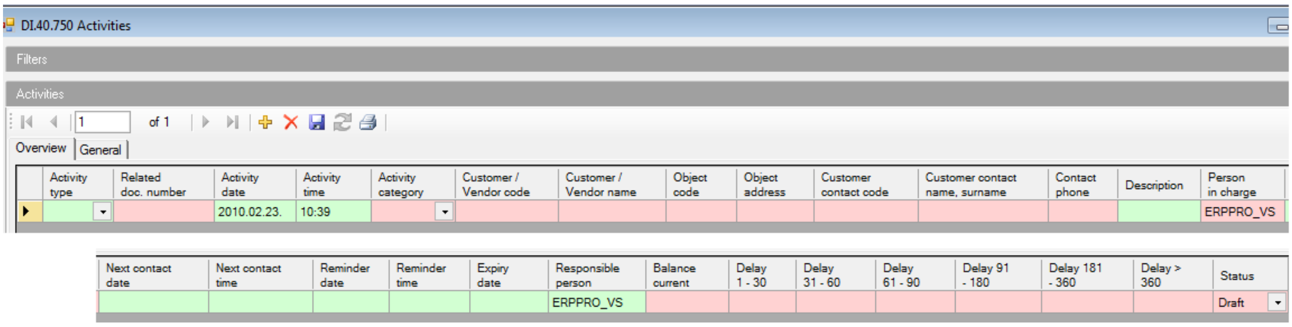


Figure 26

2. In the Overview tab of the newly created record:

   a. select the type of the activity in the **Activity type** field. The field is mandatory. The following types of activities are possible:

      - Contact person – activity related to customer's contact person;
      - Customer/Vendor – activity related to customer/vendor;
      - Defected, lost and insured equipment processing – activity related to defectiveness, loss or insurance processes;
      - Project – activity related to a project;
      - Purchase orders – activity related to a purchase;
      - Quotation – activity related to a quotation;
      - Reminder – activity related to a reminder;
      - Reservation – activity related to a reservation;
      - Vendor – activity related to a vendor.

   b. enter the related document number in the **Related doc. number** field. The field is mandatory and available, if Activity type is Quotation or Reservation.

   c. enter the date of the activity in the **Activity date** field. The field is mandatory.

   d. enter the time of the activity in the **Activity time** field. The field is mandatory.

   e. enter the category of the activity in the **Activity category** field. The field is mandatory. The following types of categories are possible:

      - Action;
      - E-mail – sent e-mail;
      - Present – given present;
      - Problem – description of a problem;
      - Sms – sent SMS;

   - Task;
   - Warehouse – related to a warehouse;
   - Debt collection – customer checkup (available only, if Activity type is Customer/Vendor);
   - Web – related to Web.

f. enter the code of the customer or vendor in the **Customer/Vendor code** field, depending on the type of activity. The field is not mandatory, if the value of Activity type is Project. In other cases the field is mandatory.

g. enter the code of the object in the Object code field. The field is not active, if Activity type is Vendor.

h. enter the code of the customer's contact person in the **Customer contact code** field. The field is mandatory, if Activity type is Contact person. The field is not active, if Activity type is Vendor.

i. enter a free description of the activity in the **Description** field. The field is mandatory.

j. enter the date of the next activity/contact in the **Next contact date** field. The field is mandatory, if Activity category is Task.

k. enter the time of the next activity/contact in the **Next contact time** field. The field is mandatory, if Activity category is Task. It should be noted that, if Next contact date = Activity date, then Next contact time cannot be equal to or lower than End time.

l. enter the date of sending of the reminder about the necessity to perform the next activity in the **Reminder date** field. The field is mandatory, if Activity category is Task.

m. enter the time of sending of the reminder about the necessity to perform the next activity in the **Reminder time** field. The field is mandatory, if Activity category is Task. It should be noted that if Reminder date = Activity date, then Reminder time cannot be equal to or lower than End time.

n. enter the date of closing of the activity in the **Expiry date** field. The field is not mandatory.

o. enter the person responsible for the activity, who will receive the reminder about the next activity in the **Responsible person** field. The field is mandatory.

3. Save the record. The value of the Status field is Active.
4. The **Actions** button has the following possibilities:

   - Close – this button is intended for closing of the activity. It is available for activities with Active status. When you press this button, the status is changed to Closed.
   - Activate – this button is intended for resuming of the activity. It is available to users with ADMIN rights for records in Closed status (except E-mail). When you press this button, the status of the activity is changed to Active.

- Add contact person – the button is intended for adding a new contact person. It is available for all activities. If a Customer code is specified in the activity field, when you press the button, the contact person window opens with selected contact persons of the specific customer. If the Customer code field is blank, a blank contact person window is opened.

Cancellation of authorities (DI.40.400 Authorized persons)

In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.400.Authorized persons.**

To change the status of an authority from "Active" to "Cancelled", enter the reason of the change of the status in the "Cancellation reason" field, then press the "Cancel" sub-button of the "Actions" button. When the button is pressed the status of the authority is changed to "Cancelled".

Checkup Criteria (RE.60.110 Checkup configuration)

1. In the navigation menu of the window select **Rent ->Customer/Vendors ->Checkup information -> RE.60.110 Checkup configuration.**

2. The **RE.60.110 Checkup configuration** window contains provisions for collaboration with customers used when performing customer checkups as well as criteria applicable when assessing customers of the company.

3. The following sections are available in the **RE.60.110 Checkup configuration** window:

   - Filters;
   - Checkup configuration

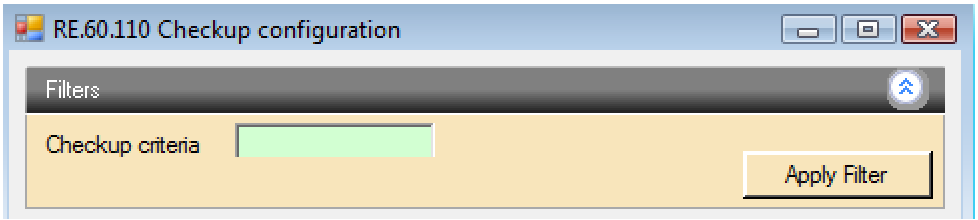


Figure 35

4. In the section **Filters** (See figureFigure 3) it is possible to select data according to the following fields:

   a. "Checkup criteria" – it is possible to filter by checkup criteria.

5. The section **Checkup configuration** is divided into 2 sub-sections: Cooperation criteria, Checkup criteria configuration.

6. A sub-section **Cooperation criteria** is intended to state provisions for the amount of credit limit, security money, and prepayment depending on the result of checkup and classification of a customer.

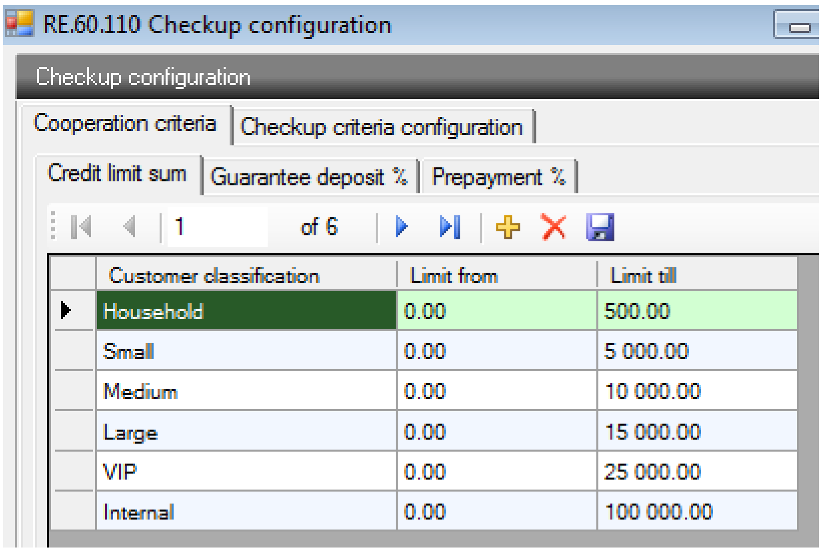


Figure 36

6.1. The tab **Credit limit sum** (See FigureFigure 36) contains an interval where sums of the credit limit applicable to the particular classifier of customers should be included. The following fields are available:

a. "Customer classification" – a name of client's classifier. One and the same value may not be repeated in the list several times.
b. "Limit from" – a minimum permissible margin of the particular credit limit for the specified classifier.
c. "Limit till" – a maximum permissible margin of the particular credit limit for the specified classifier.

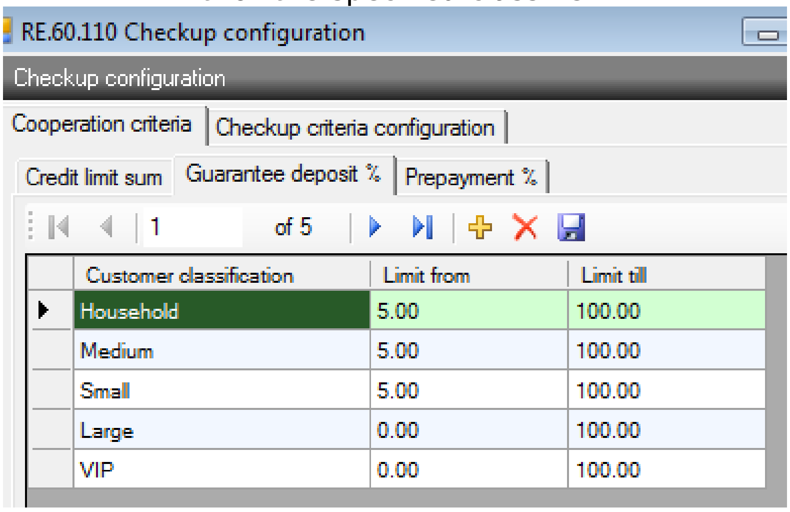


Figure 37

6.2. The tab **Guarantee deposit** (See FigureFigure 37) contains an interval where security interest applicable to particular classifiers of customers has to be included if the customer in the window RE.60.100.Checkup information is recognized as unreliable (Unreliable). The following fields are available:

a. "Customer classification" – name of customer's classifier. One and the same value may not be repeated in the list several times.
b. "Limit from" – a minimum permissible margin of the particular credit limit for the specified classifier.
c. "Limit till" – a maximum permissible margin of the particular credit limit for the specified classifier.

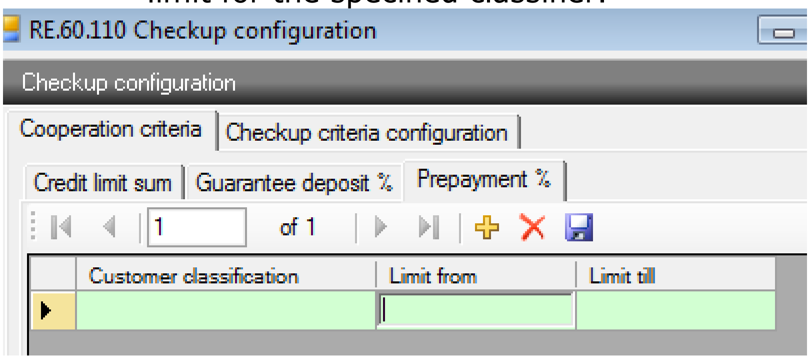


Figure 38

6.3. The tab **Prepayment %** (See FigureFigure 38) contains an interval where prepayment percentage applicable to particular classifiers of customers has to be included. The following fields are available:

a. “Customer classification” – name of customer’s classifier. One and the same value may not be repeated in the list several times.
b. “Limit from” – a minimum permissible margin of the particular credit limit for the specified classifier.
c. “Limit till” – a maximum permissible margin of the particular credit limit for the specified classifier.

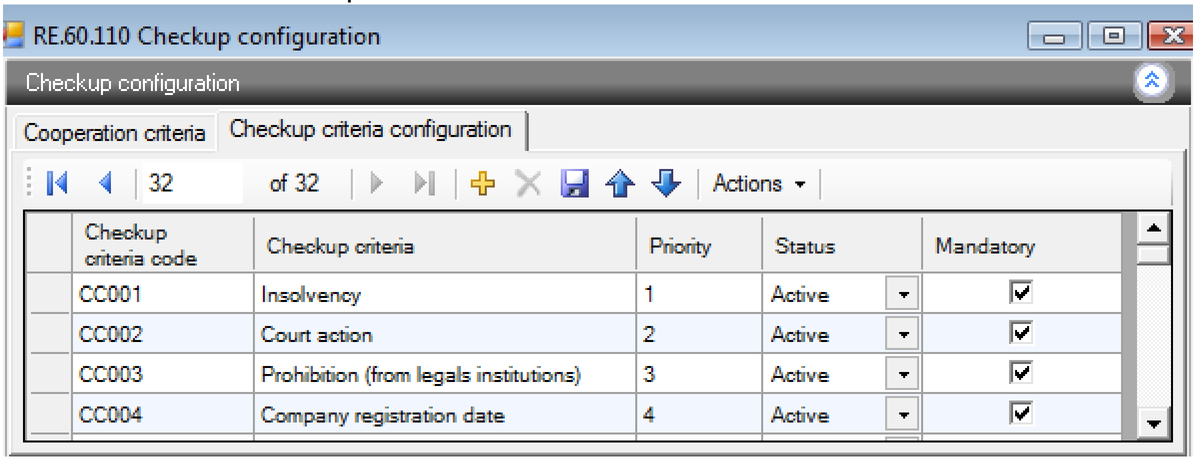


Figure 39

7. A sub-section **Checkup criteria configuration** (See FigureFigure 39) is intended for adding checkup criteria. The following fields are available:
   a. “Checkup criteria code”
   b. “Checkup criteria”.
   c. “Priority” – priority of checkup criteria. When entering a new item, it will have the lowest priority. Priority format is a number. Its biggest number matches the total sum of the entries’ rows. The smallest number is 1. There may not be two entries with the same priorities at the same time.
   d. “Status” – status of checkup criteria.
   e. “Mandatory” – reference to mandatory criteria which should always be evaluated when checking the customer.
8. Buttons

8.1. The following sub-buttons are available for the button “Actions”:

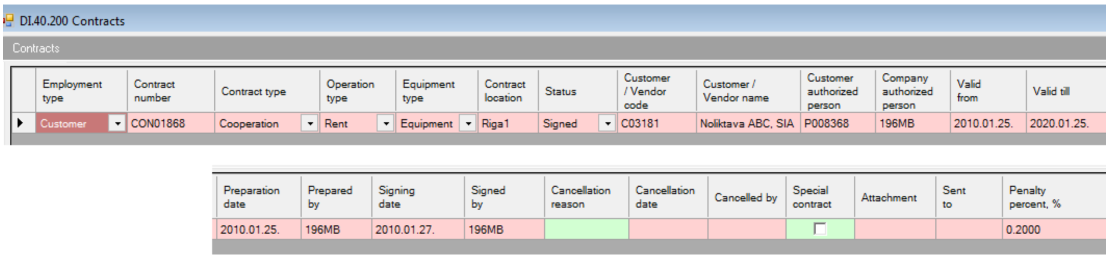
- “Activate” – a button available for checkup criteria having status “Inactive”. After clicking the button, the status of checkup criteria is changed to “Active”.
- “Inactivate” – a button available for checkup criteria having status “Active”. After clicking the button, the status of checkup criteria is changed to “Inactive”.

8.2. A button to increase/decrease priority:

- “Move up” – after clicking the button, priority of marked checkup criteria is increased by one, and priority of checkup criteria which previously had that priority is decreased by one.
- “Move down” – after clicking the button, priority of marked checkup criteria is decreased by one, and priority of checkup criteria which previously had that priority is increased by one.

Creation of a contract (DI.40.200 Contract list)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.200.Contract list. Error! Reference source not found.**Add a new record. (See Figure 27).



DI.40.200 Contracts

Contracts

Employment type	Contract number	Contract type	Operation type	Equipment type	Contract location	Status	Customer / Vendor code	Customer / Vendor name	Customer authorized person	Company authorized person	Valid from	Valid till
Customer	CON01868	Cooperation	Rent	Equipment	Riga1	Signed	C03181	Noliktava ABC, SIA	P008368	196MB	2010.01.25.	2020.01.25.

Preparation date	Prepared by	Signing date	Signed by	Cancellation reason	Cancellation date	Cancelled by	Special contract	Attachment	Sent to	Penalty percent, %
2010.01.25.	196MB	2010.01.27.	196MB				☐			0.2000

Figure 27

2. In the Overview tab of the newly created record:
   a. select the customer's employment type in the **Employment type** field: if the customer is a lessee, then Customer should be selected, if the customer is a lessor, Vendor should be selected. The field is mandatory.
   b. select the type of contract in the **Contract type** field: cooperation contract – Cooperation, one-time contract – Single-use. The field is mandatory.
   c. select the type of use of the contract in the **Operation type** field: for rental contract – Rent, for purchase contract – Sale. The field is mandatory.
   d. select the type of items the contract refers to in the **Equipment type** field. For construction equipment – Equipment, for cars – Car. The field is mandatory.
   e. select the warehouse the original copy of the contract will be stored in, the **Contract location** field. The field is mandatory.
   f. select the customer the contract is prepared for in the **Customer/Vendor code** field. The field is mandatory.
   g. select the customer's authorized person who will sign the contract in the **Customer authorized person** field. The field is mandatory.
   h. select the employee of the company who will sign the contract in the **Company authorized person** field. The field is mandatory.
3. Save the created record. The value of the **Status** field is Draft.
4. To prepare the contract for signing, press the "Prepare" sub-button of the "Actions" button. The value of the **Status** field changes to Prepared.
5. The status of the signed contract should be changed to **Sign**. To sign the contract, press the "Sign" sub-button of the "Actions" button.
6. It is possible to create model rental contracts or special rental contracts.
   6.1. Creation of a model rental contract: When you press "Sign", an informative message is displayed in the window: "Is this standard contract?". If you press **Yes**, the informative message is displayed: "Do

you really want to sign the contract?”. If you press **Yes**, the status of the contact changes to Signed.

6.2. Creation of a special rental contract: When you press “Sign”, an informative message is displayed in the window: “Is this standard contract?”. If you press **No**, you are offered to add a special contract (document). When a special contract (document) is attached, an informative message is displayed: “Do you really want to sign the contract?”. If you press **Yes**, the status of the contact changes to Signed.

Customer balance (DI.40.710 Customer balance)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.710 Customer balance.**

2. The **DI.40.710 Customer balance** window contains information about unpaid invoices of customers. The number of fields displayed in the section depends on the values indicated in the filter section.

3. The **DI.40.710 Customer balance** window consists of the following sections:

   - Filter;

   - Transactions.

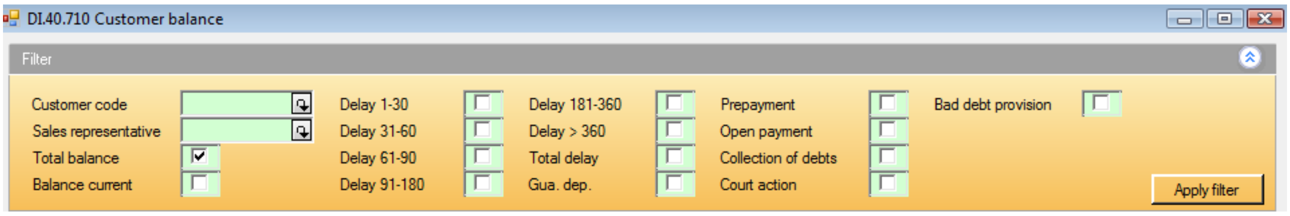


Figure 28

4. In Filter section (See Figure 28) it is possible to select data according to the following fields:

   - **Customer code**;
   - **Sales representative** – sales manager;
   - **Total balance**;
   - **Balance current**;
   - **Delay 1 - 30** – amounts of unpaid invoices not paid for thirty days will be displayed;
   - **Delay 31 - 60** – amounts of unpaid invoices not paid for thirty one to sixty days will be displayed;
   - **Delay 61 - 90** – amounts of unpaid invoices not paid for sixty one to ninety days will be displayed;
   - **Delay 91 - 180** – amounts of unpaid invoices not paid for ninety one to one hundred and eighty days will be displayed;
   - **Delay 181 – 360** – amounts of all customer's unpaid invoices will be displayed;
   - **Delay >360** – amounts of all customer's unpaid invoices will be displayed;
   - **Total delay** – total amount of unpaid invoices will be displayed;
   - **Guarantee dep.** – the amount of the guarantee deposit paid will be displayed.
   - **Prepayment** – the amount of prepayment paid will be displayed;
   - **Open payment** – the amount of payment paid will be displayed;

- **Collection of debts** – all customers for whom debt recovery was initiated will be displayed (if the selected record has at least one of these boxes checked: Collection of debts, Court action, Bad debt provision, the field is displayed);
- **Court action** – all customers for whom documents are filed to court will be displayed (if the selected record has at least one of these boxes checked: Collection of debts, Court action, Bad debt provision, the field is displayed);
- **Bad debt provision** – all customers for whom creation of reserves was started will be displayed (if the selected record has at least one of these boxes checked: Collection of debts, Court action, Bad debt provision, the field is displayed).

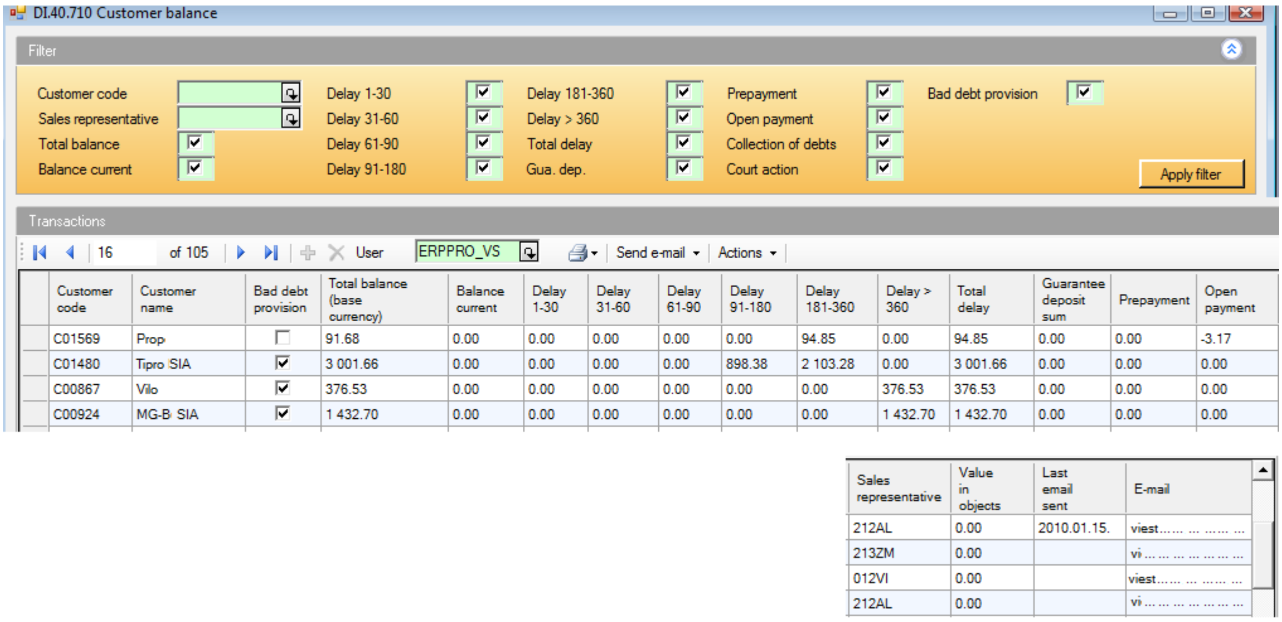


Figure 29

5. The **Transactions** section (See Figure 29) contains information about unpaid invoices of customers. No fields can be changed.
6. The following sub-buttons are available for the **Print** button.
   6.1. **Print customer balance** – printing of customer balance;
   6.2. **Print info letter** – printing of an information letter for a customer;
   6.3. **Print reminder letter** – printing of a reminder letter for a customer;
   6.4. **Print reminder letter on red** – printing of a reminder letter for a customer on red paper;
   6.5. **Print warning letter** – printing of a warning letter for a customer;
   6.6. **Print warning letter on red** – printing of a warning letter for a customer on red paper;
   6.7. **Print debitor comparison act** – printing of a debtors' mutual settlements comparison act;
   6.8. **Print insolvency** – printing of an insolvency application;
   6.9. **Print claim** – printing of claims.

7. The following sub-buttons are available for the **Send e-mail** button.
    7.1. **Send info letter** – an information letter is sent to customer's e-mail;
    7.2. **Send reminder letter** – a reminder letter is sent to customer's e-mail;
    7.3. **Send warning letter** – a warning letter is sent to customer's e-mail;
    7.4. **Send debitor comparison act** – a debtors' mutual settlements comparison act is sent to customer's e-mail;
    7.5. **Send open payments** – payment paid are sent to customer's e-mail.

Customer checkup (RE.60.100 Checkup information)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Checkup information → RE.60.100 Checkup information. Error! Reference source not found.**Add a new record. (See Figure 30).

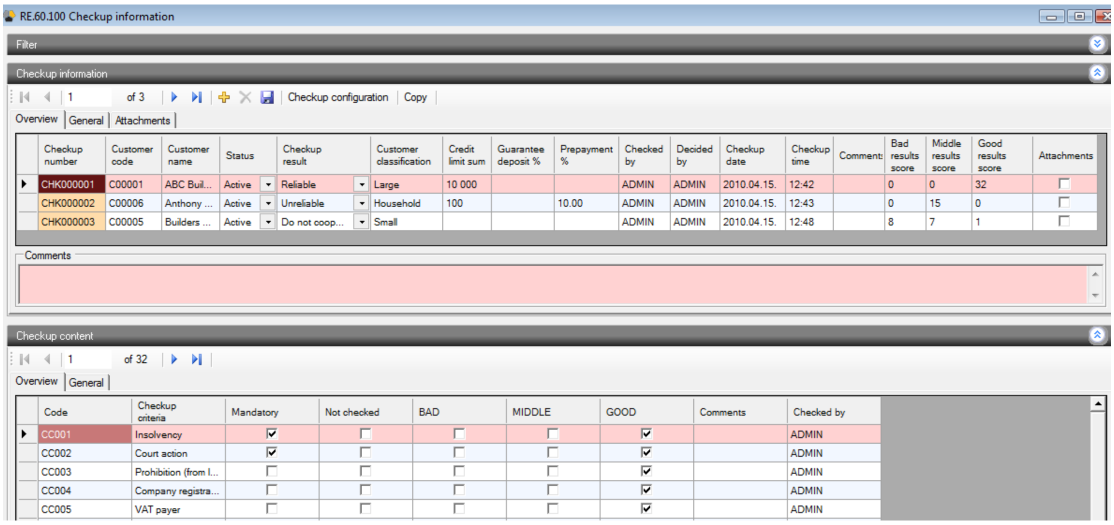


Figure 30

2. In the **Checkup information** section of the newly created record:
   a. enter the code of the customer in the **Customer code** field. The field is mandatory.
   b. enter the decision taken based on the performed checkup in the **Checkup result** field. The field is mandatory. The following types of decisions are possible:

      - Reliable – reliable customer;
      - Unreliable – unreliable customer;
      - Do not cooperate – no cooperation with this customer;

   c. enter the customer classification in the **Customer classification** field. The field is mandatory. The following types of classifications are possible:

      - Internal – internal customer;
      - VIP – VIP customer;
      - Household – private person;
      - Small – small customer;
      - Medium – medium customer;
      - Large – large customer;

   d. enter the credit limit sum stated during checkup in the **Credit limit sum** field. The field is mandatory. Limitations for **Customer classification** and **Checkup result,** which are defined in the

Cooperation criteria of the RE.60.110.Checkup configuration window should be taken into account.

e. enter guarantee % in the **Guarantee deposit %** field. The field is mandatory, if **Checkup result** is **Unreliable**. The field is not active, if **Checkup result** is **Do not cooperate** or **Reliable**.
f. you can enter checkup performer's/reviewer's comments in the Comments field.

3. Select one of the checkboxes in the Checkup content section: **BAD**, **MIDDLE** or **GOOD**, and check it. If the **Mandatory** checkbox is checked, it means that the respective checkup criterion **must** be assessed. Only one checkbox at a time can be checked: **Not checked**, **BAD**, **MIDDLE** or **GOOD** checkboxes:
   a. the **Not checked** checkbox indicates that the checkup condition is not checked.
   b. the **BAD** checkbox indicates that the checkup result is negative.
   c. the **MIDDLE** checkbox indicates that the checkup result is average.
   d. the **GOOD** checkbox indicates that the checkup result is good.
   e. you can enter comments referring to the checkup in the **Comments** field.
4. Save the created record. The status of the newly created record is "Draft".
5. To accept the checkup, press the **Accept checkup** button. The button is available for records having **Draft** status, for which all mandatory fields are filled, and at least 30% of criteria are assessed in the **Checkup content** section (for example, if there are 100 criteria, at least 30 criteria are checked).
   Exception: if at least one mandatory criterion is assessed as **Bad**, further check should not be performed and in this case the **Checkup result** is **Do not cooperate**. When you press the button the status is changed from **Draft** to **Active**, at the same time the preliminary checkup of the respective customer is closed and its status is changed to **Closed**.

Customer Classification List (DI.40.110 Customer classification list)

1. In the navigation menu of the window select **Rent ->Customer/Vendors ->Checkup information -> DI.40.110 Customer classification list.**

2. The **DI.40.110 Customer classification list** window contains all classifications registered in the system.

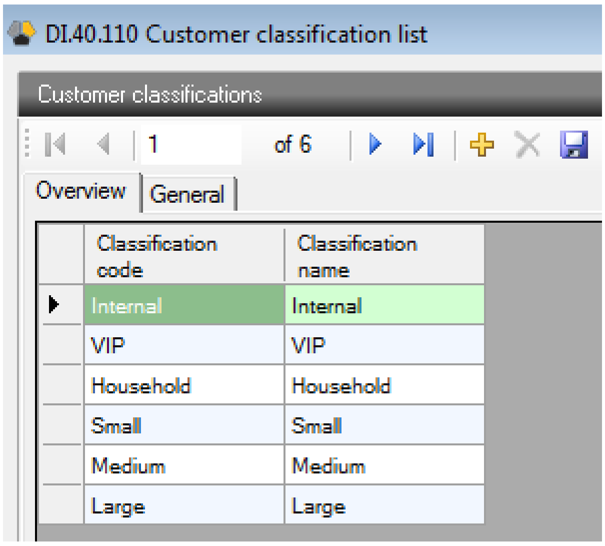


Figure 40

3. The following fields are available in the tab Overview (See FigureFigure 21) of the section Customer classification:
a. "Classification code";
b. "Classification name".

4. The tab **General** of the section **Customer classification** contains the same fields showed and described in the tab **Overview**.

Customer transaction list (DI.40.700 Customer transaction list)

1. Chose in the window navigation **Rent -> Customers/Vendors -> Customer/Vendor data -> DI.40.700 Customer transaction list.**

2. The window **DI.40.700 Customer transaction list** contains the information on the customer's transactions. No manual additional information entering is allowed there.

3. In the window **DI.40.700 Customer transaction list** the following sections are available:

   - Filter;
   - Customer transaction.

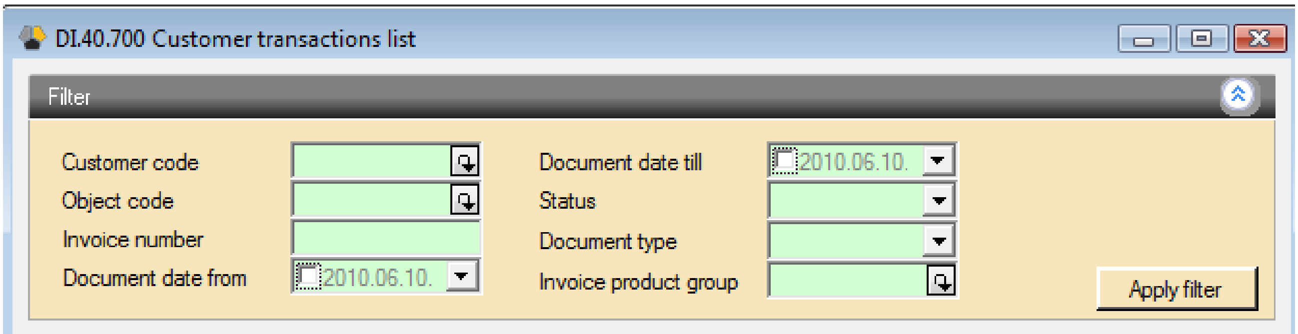


Figure 31

4. In the section **Filter** (see Figure 31) you can select data by the following fields:

   a. „Customer code”
   b. „Object code”
   c. „Invoice number”
   d. „Document date from”
   e. „Document date till”
   f. „Status”
   g. „Document type”
   h. „Invoice product group”

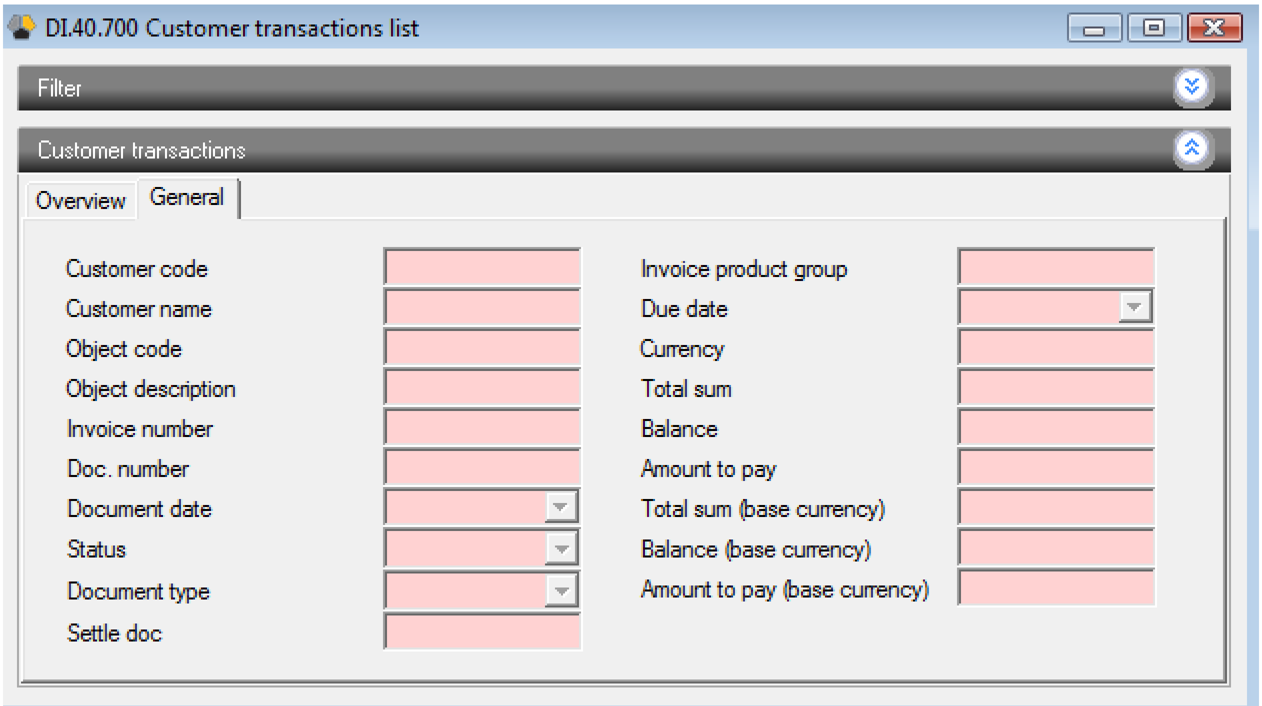


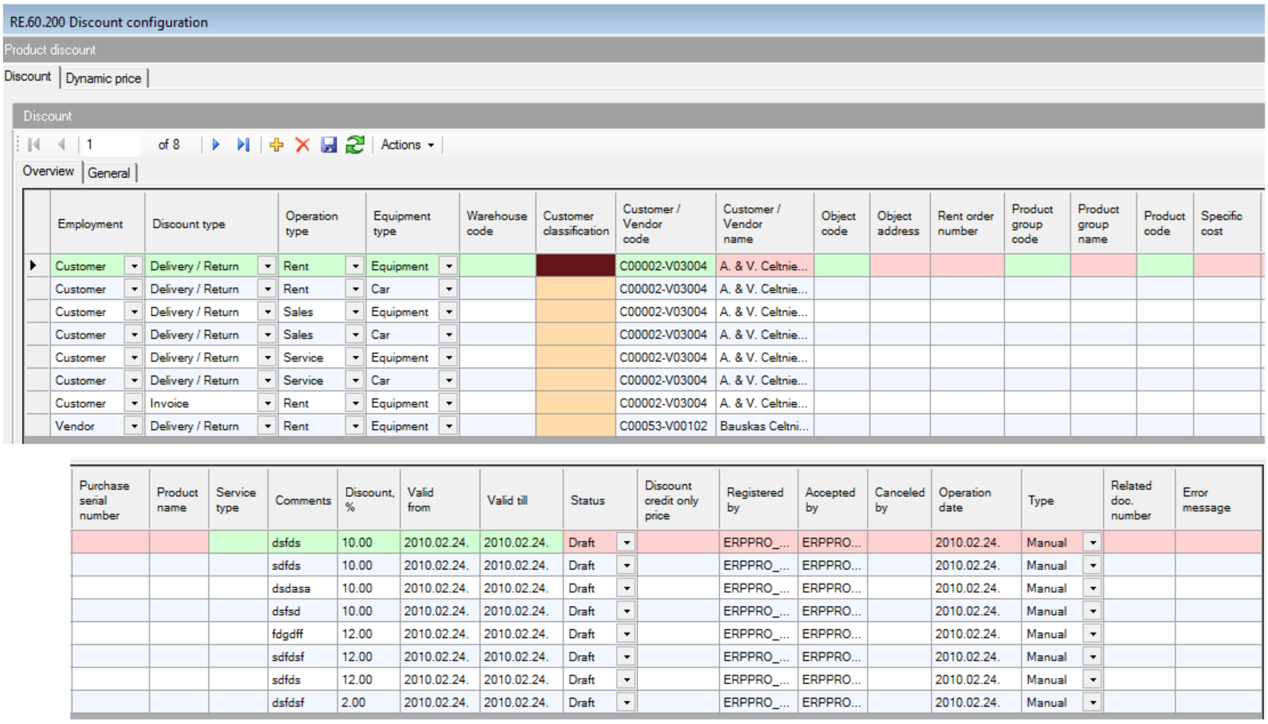
Figure 32

5. In the section **Customer transaction** the customer transactions are being depicted. The information can not be editted. (see Figure 32) The meaning of the fields:

   a. „Customer code"
   b. „Customer name"
   c. „Object code"
   d. „Object description"
   e. „Invoice number"
   f. „Document date"
   g. „Status"
   h. „Document type"
   i. „Settle doc." – payment document
   j. „Invoice product group"
   k. „Due date"
   l. „Currency"
   m. „Total sum"
   n. „Balance" – bilance;
   o. „Amount to pay" – sum due
   p. „Total sum (base currency)" – customer total sum due
   q. „Balance" – customer balance
   r. „Amount to pay" – customer sum due

Discounts (RE.60.200 Discount configuration)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Discount configuration → RE.60.200 Discount configuration Error! Reference source not found.**The **Discount** tab (See Figure 33) is used for configuration of discounts for rent, sale and additional services prices. It is possible to define discounts in different configurations: customer discounts or product discounts.



Employment	Discount type	Operation type	Equipment type	Warehouse code	Customer classification	Customer / Vendor code	Customer / Vendor name	Object code	Object address	Rent order number	Product group code	Product group name	Product code	Specific cost
Customer	Delivery / Return	Rent	Equipment			C00002-V03004	A. & V. Celtnie...							
Customer	Delivery / Return	Rent	Car			C00002-V03004	A. & V. Celtnie...							
Customer	Delivery / Return	Sales	Equipment			C00002-V03004	A. & V. Celtnie...							
Customer	Delivery / Return	Sales	Car			C00002-V03004	A. & V. Celtnie...							
Customer	Delivery / Return	Service	Equipment			C00002-V03004	A. & V. Celtnie...							
Customer	Delivery / Return	Service	Car			C00002-V03004	A. & V. Celtnie...							
Customer	Invoice	Rent	Equipment			C00002-V03004	A. & V. Celtnie...							
Vendor	Delivery / Return	Rent	Equipment			C00053-V00102	Bauskas Celtni...							

Purchase serial number	Product name	Service type	Comments	Discount, %	Valid from	Valid till	Status	Discount credit only price	Registered by	Accepted by	Canceled by	Operation date	Type	Related doc. number	Error message
			dsfds	10.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			sdfds	10.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			dsdasa	10.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			dsfsd	10.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			fdgdff	12.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			sdfdsf	12.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			sdfds	12.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		
			dsfdsf	2.00	2010.02.24.	2010.02.24.	Draft		ERPPRO_...	ERPPRO...		2010.02.24.	Manual		

Figure 33

a. select the customer type the discount will be applied to in the **Employment** field. The field is mandatory. The following types are possible:

   - Customer – lessee;
   - Vendor – lessor.

b. select the type of the discount in the **Discount type** field. The field is mandatory. The following types are possible:

   - Delivery / Return – discounts for equipment rental delivery performing a reservation in the RE.10.150.Reservations window or product delivery in RE.10.500 Rental delivery and sales or return in the RE.20.200.Rental return window. An additional discount is used also in the RE.10.200.Quotations window;
   - Invoice – additional discounts for generation of invoices for equipment rental. The discount is used in the RE.30.100.Invoice generation window;

- Web – a discount for orders made from the Internet – is used in the RE.10.200.Quotations window and RE.10.150.Reservations window.

c. select the type of operation the discount refers to in the **Operation type** field. The field is mandatory. The following types are possible:

   - Sales. This type cannot be selected, if Discount type is Invoice. The discount is applied when equipment is sold;
   - Rent. The discount is applied when equipment is rented;
   - Service – additional services. The discount is applied for additional services.

d. select the type of product the discount is intended for in the **Equipment type** field. The field is mandatory. The following types are possible:

   - Equipment – the discount refers to construction equipment;
   - Car – the discount refers to cars;

e. select the type of warehouse the discount refers to in the **Warehouse** field. When you indicate the value, it is possible to define a discount for delivery of products from a specific warehouse (rent location). The field is not mandatory.
f. you can enter the customer classification group in the **Customer classification** field. The field is not active, if the Customer code value is specified.
g. you can enter the code of the customer in the **Customer code** field. There is a possibility to define a specific customer in addition. The field is mandatory, if Discount type is Invoice. The field is not active, if the Customer classification field is filled in. In other cases the field is not mandatory.
h. you can enter the object code the specific discount is defined for in the **Object code** field. The field is not mandatory. It is not active, if the Customer classification field is filled in.
i. you can enter the rental order number (delivery RE.10.500.Rental delivery & sales and return orders RE.20.200.Rental return) in the **Rental order** number field.
j. you can enter the product group number in the **Product group code** field. The field is not mandatory.
k. you can enter the product number in the **Product code** field. The field is not mandatory.
l. you can enter the product cost code in the **Specific cost** field. The field is not mandatory.
m. Enter a comment, explaining the reason/aim of the discount in the **Comments** field. The field is mandatory.
n. Enter the applied discount percentage in the **Discount %** field. The field is mandatory.
o. enter the customer discount start date (inclusive) in the **Valid from** field. The field is mandatory.
p. enter the customer discount end date (inclusive) in the **Valid from** field. The field is mandatory.

2. The **Dynamic price** tab is used for configuration of dynamic prices.

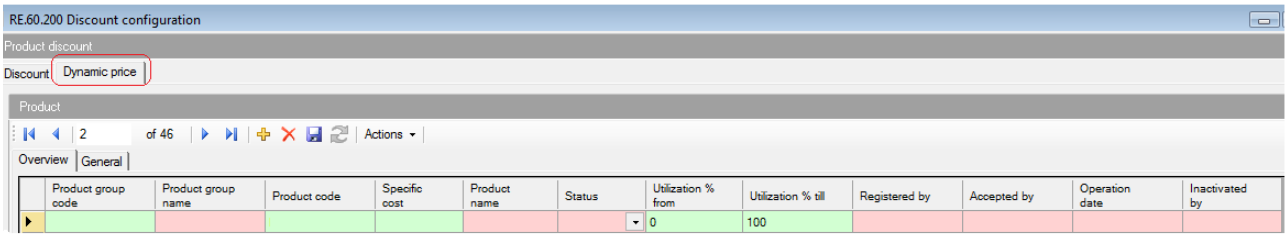


Figure 34

2.1. The **Product** section (See Figure 34) contains information about products having dynamic prices. To add a new dynamic price:

a. enter the product group number in the **Product group code** field. The field is mandatory.

b. enter the product group number in the **Product code** field. The field is mandatory.

c. you can enter the product specific cost code in the **Specific cost** field. The field is not mandatory.

d. enter the utilization percentage starting from which a dynamic price is calculated in the **Utilisation % from** field. The field is mandatory.

e. enter the utilization percentage till which a dynamic price is calculated in the **Utilisation % till** field.

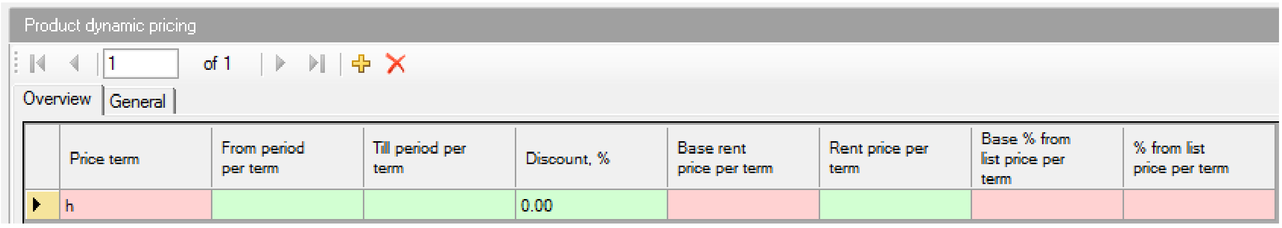


Figure 35

2.2. The **Product dynamic pricing** section (See Figure 35) contains dynamic prices of products marked in the **Products** section by price type and utilization percentage. To add a new dynamic price:

a. enter the duration of the rental period from which the discount of a respective dynamic price is applied in the **From period per term** field. The field is mandatory.

b. enter the duration of the rental period at which the discount of a respective dynamic price is no more applied in the **Till period per term** field. The field is mandatory.

c. enter the discount applied for the product in the **Discount %** field. The field is mandatory.

d. enter the dynamic price for the specified period of duration of rent in the **Rent price per term** field. The field is mandatory.

Entering of addresses (DI.40.500 Address – object list)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.500 Address – object list.**

2. Add a new record. (See Figure 36).

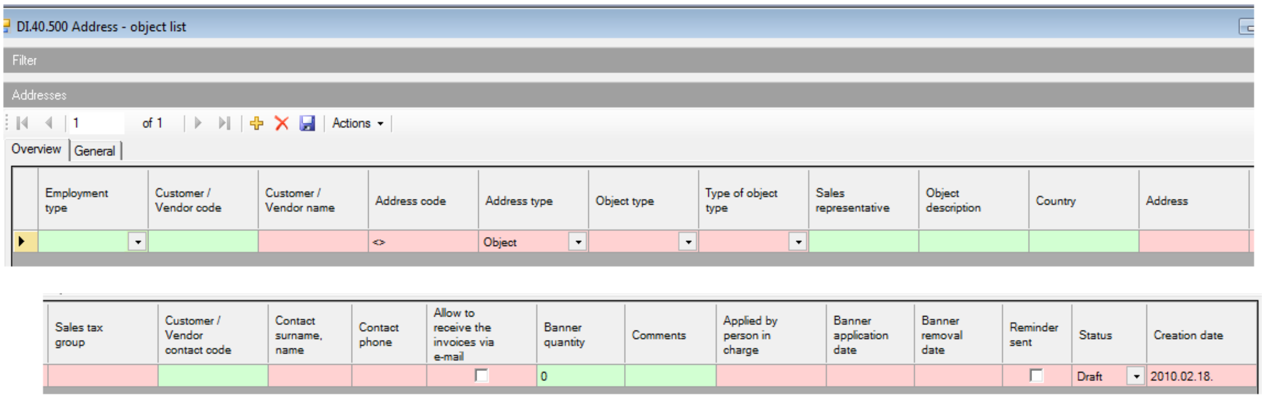


Figure 36

3. In the Overview tab of the newly created record:

a. select the customer's employment type in the **Employment type** field: if the customer is a lessee, Customer should be selected, if the customer is a lessor, Vendor should be selected. The field is mandatory.

b. enter the code of the customer in the **Customer code** field. The field is mandatory.

c. enter the type of the object in the **Object type** field. The field is mandatory for Project or Object types of addresses. The following types of objects are possible:

   - Residential – residential premises;
   - Non-residential – non-residential premises;
   - Civil engineering – other construction.

d. enter the allocation of the type of the object in the **Type of object type** field. The field is mandatory for Project or Object types of addresses. The following types of allocation are possible:

   - Renovation means renovation;
   - New means new project.

e. enter the responsible person of the customer's object in the **Sales representative** field. The field is mandatory for Project or Object types of addresses.

f. enter the description of the object (for example, Residential building) in the **Object description** field. The field is mandatory for Project or Object types of addresses.

g. enter the country the respective object is located in the **Country** field. The field is mandatory.

h. enter the address of the object in the **Address** field. The field is mandatory.

i. enter the tax group in the **Sales tax group** field. The field is mandatory, when saved.

j. enter the code of the contact person within the selected customer in the **Contact personal code** field. The field is mandatory for Project or Object types of addresses.

k. if you check the **Allow to receive the invoices via e-mail** checkbox, it means that the customer contact person wishes to receive rent invoices for the respective object by e-mail.

l. the **Banner qty** field shows the number of banners put in the object.

m. You can enter comments related to the object and location of banners in the objet in the **Comments** field.

4. Save the created record. After saving, the value of the **Status** field is Active. If the **Status** value is Draft, when you press Activate sub-button of the Actions button, the value of the **Status** field changes to Active.

Registration of a new customer – lessee (DI.40.100 Customers/Vendors)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customers/Vendors → DI.40.100. Customers/Vendors.**
2. **Create a new** row. Press and select customer's employment type: Customer (See Figure 1).

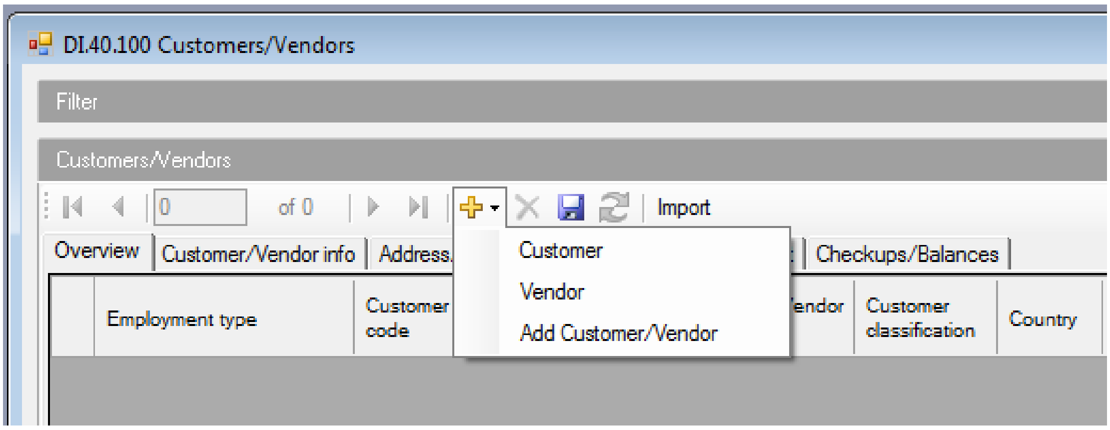


Figure 41

3. The newly created record will look as follows (See Figure 2).

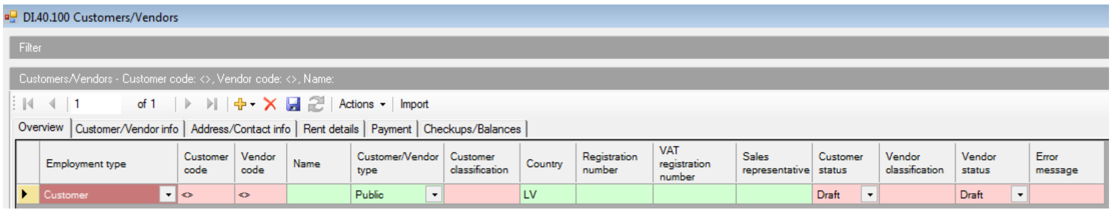


Figure 42

4. In the Overview tab of the newly created record:
   a. enter the name of the new customer in the **Name** field. The field is mandatory. Figure 43
   b. select the value of the **Customer/Vendor type** field (See Figure 3). The field is mandatory. **Customer/Vendor type** values can be:

      - Competitor – competing organization;
      - Construction – legal entity acting in the sphere of construction (in construction, mounting, etc.);
      - Household – natural person;
      - Industry – legal entity acting in an industrial sphere (in industry, manufacturing, etc.);
      - Other – legal entity acting in a sphere not included in the above mentioned items;
      - Public – legal entity acting in a public sphere (retail, services, medical care, etc.);

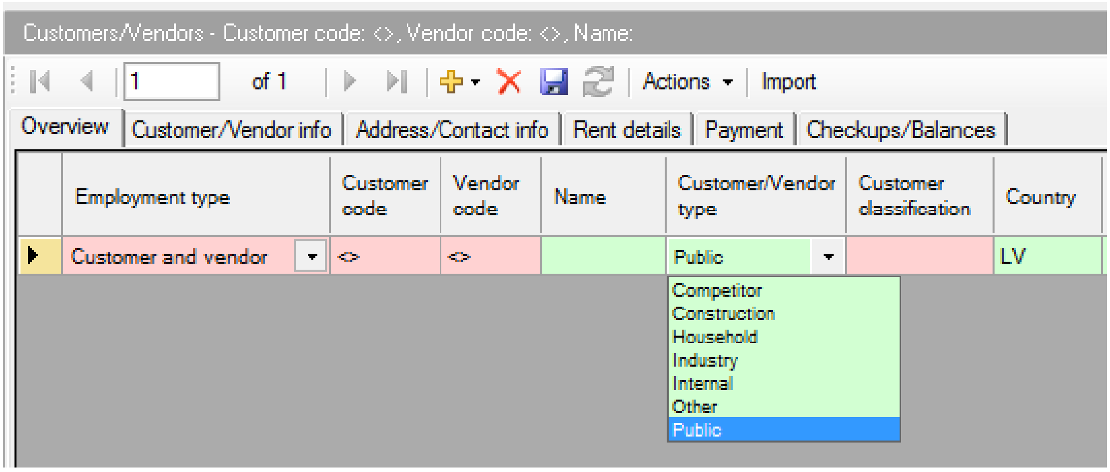


Figure 43

   c. select the necessary value in the **Country** field. The field is mandatory.
   d. enter customer's registration number, i.e. merchant's registration number, if it is a legal entity, or a personal code, if it is a private person, in the **Registration number** field. One and the same registration number cannot be entered twice in the list. The field is mandatory.
   e. enter the customer's VAT registration number in the **VAT identification number** field.
   f. select the necessary value in the **Sales representative** field. The field is mandatory.

5. Select the Address/Contact info tab:
   a. select the necessary value in the **Country** field. The field is mandatory.
   b. fill in all fields of the address window in the **Legal address** field. The field is mandatory.
   c. enter the phone number in the **Phone1** field.
6. Select the **Payment** tab:
   a. select the necessary value in the **SWIFT code** field.
   b. enter the account number in the **Account number** field.
   c. enter the customer's e-mail for the reception of invoices in the **E-mail for invoices** field. The field is mandatory.
7. Enter values of other fields which need to be specified for the specific customer.
8. Save the record.

Registration of a new customer – lessor (DI.40.100 Customers/Vendors)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customers/Vendors → DI.40.100. Customers/Vendors.**
2. Create a new row. Press and select the customer's employment type: Vendor
3. The newly created record will look as follows (See Figure 37)

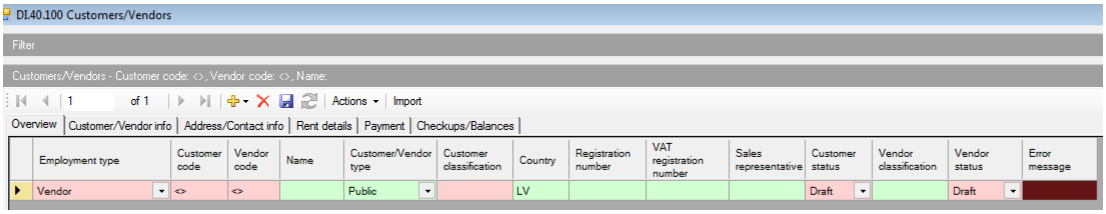


Figure 37

4. In the Overview tab of the newly created record:
    a. enter the name of the new customer in the **Name** field. The field is mandatory. Figure 43
    b. select the value of the **Customer/Vendor type** field. The field is mandatory. **Customer type** values can be:

        - Competitor – competing organization;
        - Construction – legal entity acting in the sphere of construction (in construction, mounting, etc.);
        - Household – natural person;
        - Industry – legal entity acting in an industrial sphere (in industry, manufacturing, etc.);
        - Other – legal entity acting in a sphere not included in the above mentioned items;
        - Public – legal entity acting in a public sphere (retail, services, medical care, etc.);

    c. select the necessary value in the **Country** field. The field is mandatory.
    d. enter customer's registration number, i.e. merchant's registration number, if it is a legal entity, or a personal code, if it is a private person, in the **Registration number** field. One and the same registration number cannot be entered twice in the list. The field is mandatory.
    e. enter the customer's VAT registration number in the **VAT identification number** field.
    f. select the necessary value in the **Sales representative** field. The field is mandatory.

    g. select the necessary value in the **Vendor classification** field. The field will be available, if "Vendor" or "Customer and Vendor" is indicated in the "Employment type" field.
5. Select the **Address/Contact info** tab:
    a. select the necessary value in the **Country** field. The field is mandatory.
    b. fill in all fields of the address window in the **Legal address** field. The field is mandatory.
    c. enter the phone number in the **Phone1** field.
6. Select the **Payment** tab:
    a. select the necessary value in the **SWIFT code** field.
    b. enter the account number in the **Account number** field.
    c. enter the customer's e-mail for the reception of invoices in the **E-mail for invoices** field. The field is mandatory.
7. Enter values of other fields which need to be specified for the specific customer.
8. Save the record.

Registration of authorizations of an authorized person (DI.40.400 Authorized persons)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.400.Authorized persons.**
2. Add a new record. (See Figure 38)

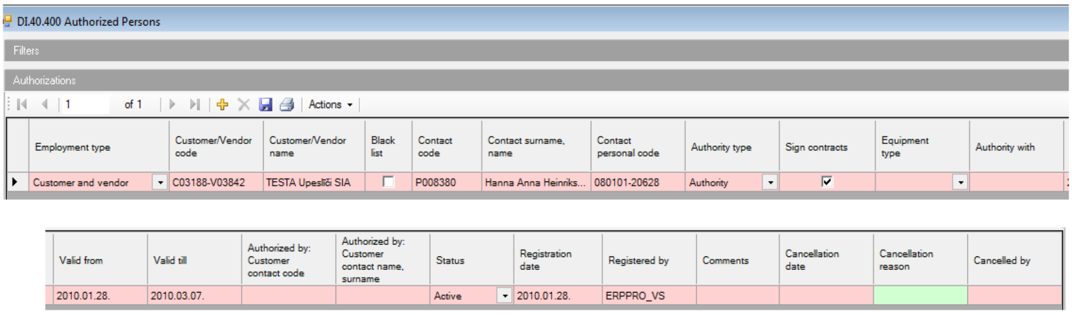


Figure 38

3. In the Authorizations information section of the newly created record:
   a. enter the customer's employment type in the **Employment type** field. The field is mandatory.
   b. enter the code of the customer in the **Customer/Vendor code** field. The field is mandatory.
   c. specify the number of the contact person within the specified customer in the **Contact code** field. The field is mandatory.
   d. specify the type of the authority in the **Authority type** field. If an authorized person has signatory authority, specify the "Authority" type, if an authorized person has no signatory authority, specify the "Authorisation" type. The field is mandatory.
   e. the **Sign contracts** checkbox indicates whether the person can sign rental contracts, if the authority type is "Authorisation".
   f. the **Equipment type** checkbox indicates that the authority is valid only to receive specific equipment or to sign contracts for the reception of specific equipment.
   g. specify information in the **Authority with** field, if the person has signatory authority together with any other person. The information field specifies properties of an authority of a person having signatory authorization.
   h. the date of entry (business day) is used in the **Valid from** field by default, which is the effective date of the authority.
   i. specify the end date of the authority in the **Valid till** field. It cannot be earlier than the "Valid from" date. The field is mandatory.
   j. specify the number of the contact person, which authorized the person specified in "Customer contact code" field in the **Authorized by: Customer contact code** field, if the authority type is "Authorisation". The field is mandatory, if the authority type is "Authorisation".
4. Save the created record. The status of the newly created record is "Draft".

5. To activate the authority, press the “Activate” sub-button of the “Actions” button. When the button is pressed, a check is performed whether the customer status is “Inactive”. If it is, the message appears that the customer is not active. In all other cases an authority has an “Active” status.

Registration of contact persons (DI.40.300 Contact persons)

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customer/Vendor data → DI.40.300.Contact persons.**
2. Add a new record in the Contacts section. (See Figure 39)

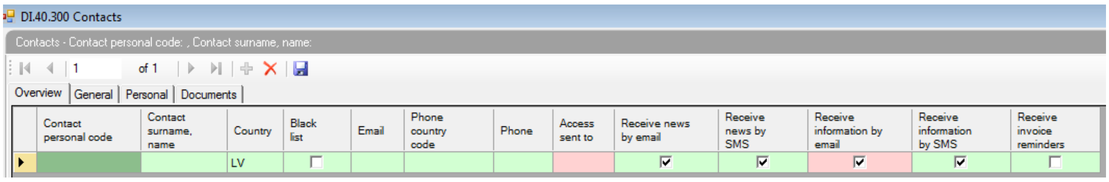


Figure 39

3. In the Overview tab of the Contacts section of the newly created record:
   a. enter the code of the contact person in the **Contact personal code** field. If there is no personal code or it is not known, enter birth data. The field is mandatory.
   b. enter the surname, name of the contact person in the **Contact surname, name** field. The field is mandatory.
   c. enter the country the contact person lives, works in the **Country** field. The field is mandatory.
   d. If necessary, check the **Black list** checkbox to indicate that the contact person is in the black list.
   e. Enter e-mail address of the contact person in the **E-mail** field. The field is mandatory.
   f. Enter the country code of the phone number in the **Phone country code** field. The field is mandatory.
   g. Enter the phone number in the **Phone** field. The field is mandatory.
   h. If you wish a person to receive newsletters by e-mail, check the **Receive news by email** checkbox.
   i. If you wish a person to receive newsletters by phone short messages, check the **Receive news by SMS** checkbox.
   j. If you wish a person to receive information about executed transactions in a phone short message, check the **Receive information by SMS** checkbox.
   k. If you wish a person to receive reminders, check the **Receive invoice reminders** checkbox.
4. Add a new record in the Customers section to add information about customers and/or vendors the respective contact person works or worked for.
5. In the Overview tab of the Customers section of the newly created record:
   a. enter the customer's employment type in the **Employment type** field. The field is mandatory.
   b. enter the code of the customer in the **Customer/Vendor code** field. The field is mandatory.
   c. enter the position of the contact person in the **Position** field. The field is mandatory.

6. Save the created record.

Sending of a reminder about delayed invoices (DI.40.180 Customer/Contact reminders)

Creation of a new reminder about delayed invoices

1. In the navigation menu of the window select **RENT → Customers/Vendors → Customers/Vendors → DI.40.180. Customer/Contact reminders**.
2. Create a new raw.

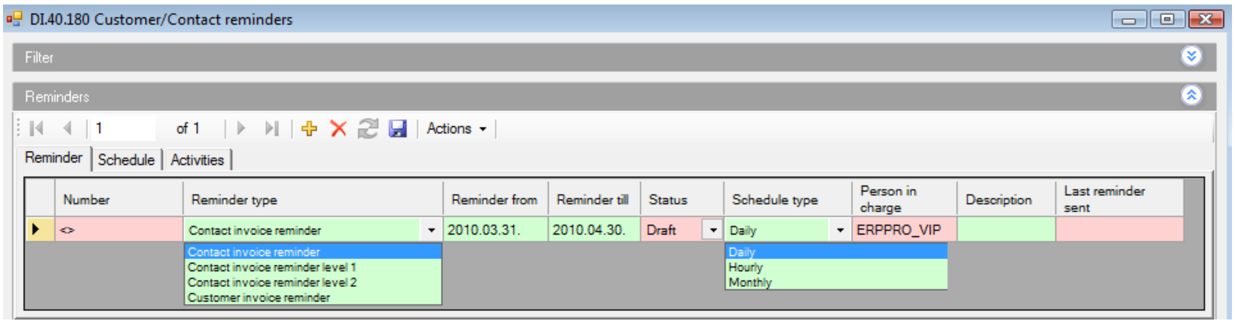


Figure 44

3. The newly created record in the **Reminders** section will look as follows (See Figure 44).
4. In the **Reminder** tab of the **Reminders** section in the newly created record:
   a. when the record is saved, the reminder number will be generated automatically in the **Number** field. The field cannot be changed.
   b. enter the type of the reminder in the **Reminder type** field. The field is mandatory. The following types are possible:
      - Contact invoice reminder;
      - Contact invoice reminder level 1;
      - Contact invoice reminder level 2;
      - Customer invoice reminder.
   c. enter the start date of sending of the reminder in the **Reminder from** field. The field is mandatory.
   d. enter the end date of sending of the reminder in the **Reminder till** field. The field is mandatory.
   e. the status of the record will display in the **Status** field automatically. The field cannot be changed. The following types are possible:
      - Draft
      - Accepted
      - Cancelled
   f. enter the sending type in the **Schedule type** field. The field is mandatory. The following types are possible:
      - Daily
      - Hourly
      - Monthly
   g. the **Person in charge** field will automatically show the person in charge of reminder sending. The field cannot be changed.
   h. enter the description of the reminder in the **Description** field.
   i. the **Last reminder sent** field will automatically show the last date of sending of the reminder. The field cannot be changed.

5. Select the **Schedule** tab in the **Reminders** section. Monthly, Daily or Hourly sections of the tab are available depending on the value in the **Schedule type** field. If Schedule type is Daily, the Daily section is available; if Schedule type is Hourly, the Hourly section is available; if Schedule type is Monthly, the Monthly section is available.

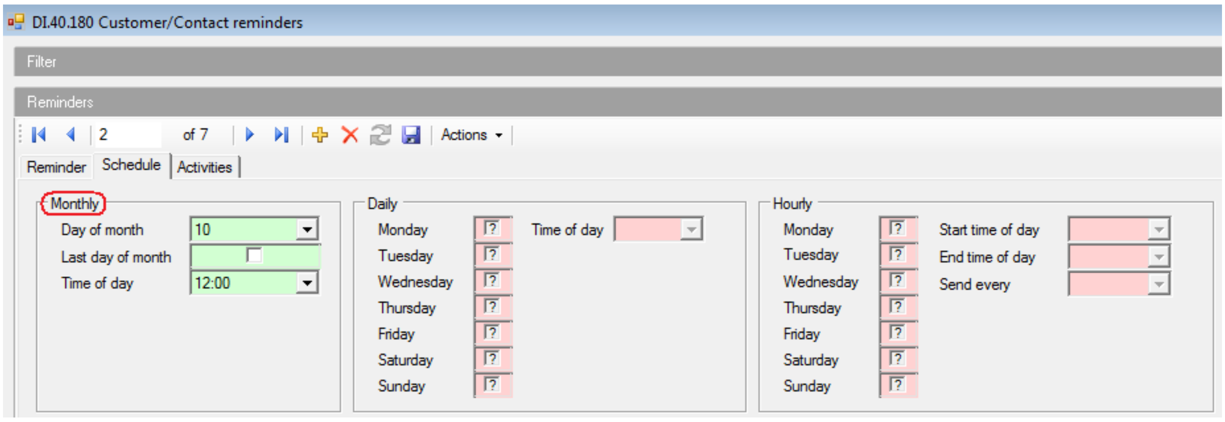


Figure 45

5.1. The **Schedule** tab of the **Monthly** section is active (See Figure 45)

a. enter the date of sending of the reminder in the **Day of month** field. You can specify 1 to 31. The field is mandatory.

b. checking the **Last day of month** checkbox, you can specify that the reminder is sent on the last day of a month. If it is checked, the **Day of month** field is not available and entered values are removed.

c. enter the time of sending of the reminder in the **Time of day** field. The field is mandatory.

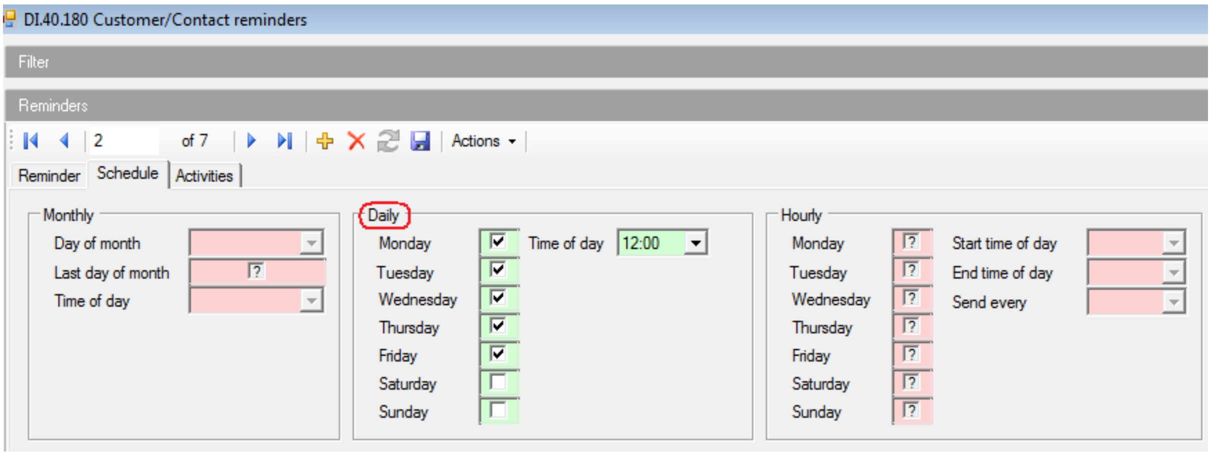


Figure 46

5.2. The **Schedule** tab of the **Daily** section is active (See Figure 46)

a. checking **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday** checkboxes, you can specify that the reminder will be sent on this day.

b. enter the time of sending of the reminder in the **Time of day** field. The field is mandatory.

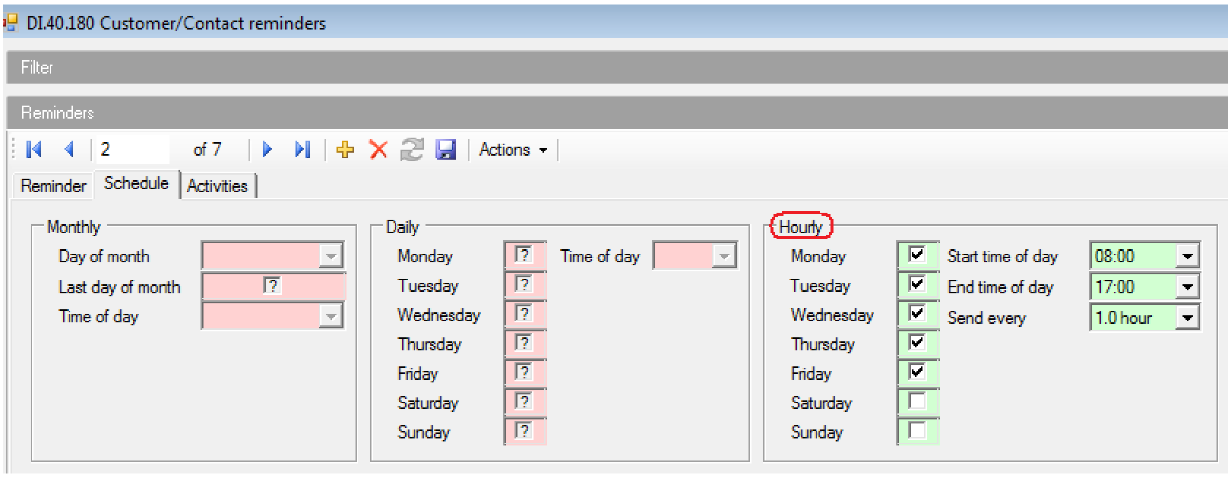


Figure 47

5.3. The **Schedule** tab of the **Hourly** section is active (See Figure 47)

a. checking **Monday, Tuesday, Wednesday, Thursday, Friday, Saturday, Sunday** checkboxes, you can specify that the reminder will be sent on this day.

b. enter the start time of sending of the reminder in the **Start time of day** field. The field is mandatory.

c. enter the end time of sending of the reminder in the **End time of day** field. The field is mandatory.

d. enter the interval of frequency of sending of the reminder in the **Send every** field.

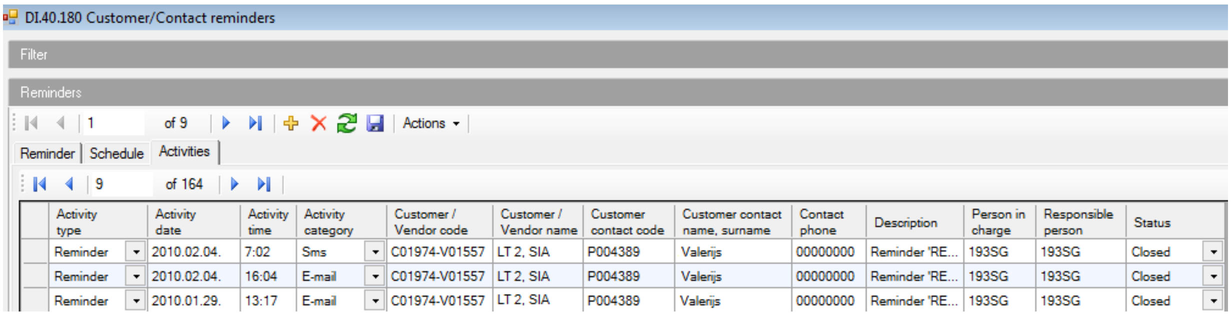


Figure 48

6. The **Activities** tab of the **Reminders** section (See Figure 48) contains information about reminder sending activities. The tab cannot be changed.

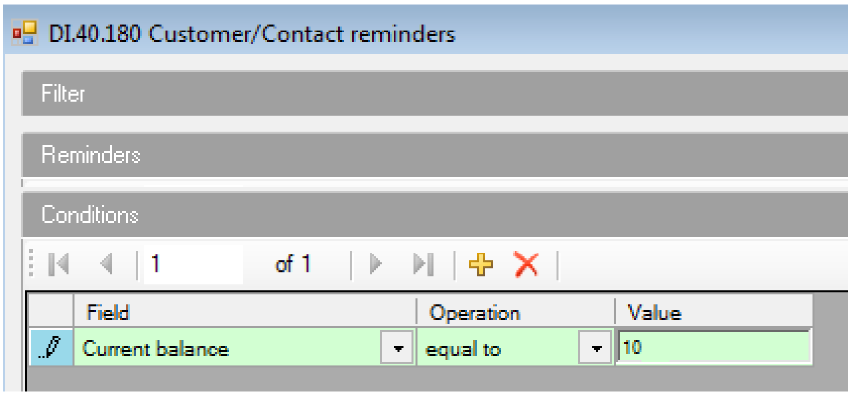


Figure 49

7. Select the **Conditions** section (See Figure 49). This section includes fields, in which you can specify conditions of reminder sending. It will be sent to all customers meeting the specified condition when sent.
   a. in the **Field** field select the value, based on which reminder sending conditions will be set. The field is mandatory. Possible values:
      - Customer code
      - Customer contact code
      - Current balance
      - Delay 1 – 30 balance
      - Delay 31 – 60 balance
      - Delay 61 – 90 balance
      - Delay 91-180 balance
      - Delay 181-360 balance
      - Total delay balance
      - Delay > 30 balance
      - Delay > 60 balance
      - Delay > 90 balance
      - Delay >180 balance
      - Delay >360 balance
      - Penalty
      - Is portal user
      - Is active authority
      - Is active authorization
      - Is at least active authorization
      - Bad debt provision
   b. select a value in the **Operation** field. The field is mandatory. Possible values:
      - contains
      - equal to
      - greater than
      - greater than or equal to
      - in list
      - less than
      - less than or equal to

c. enter or select a condition value in the **Value** field. The field is mandatory.

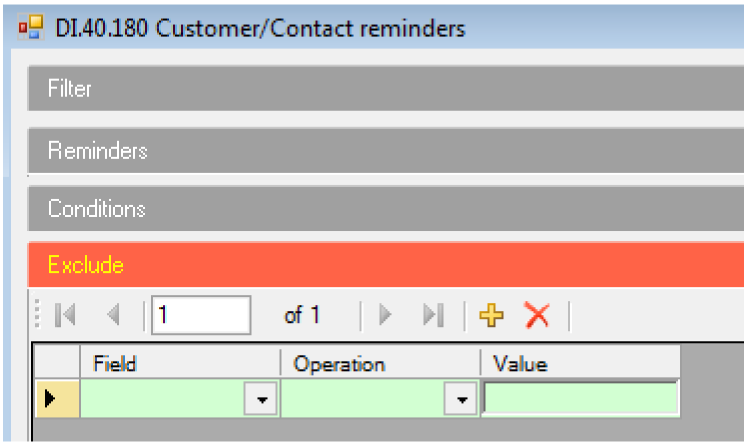
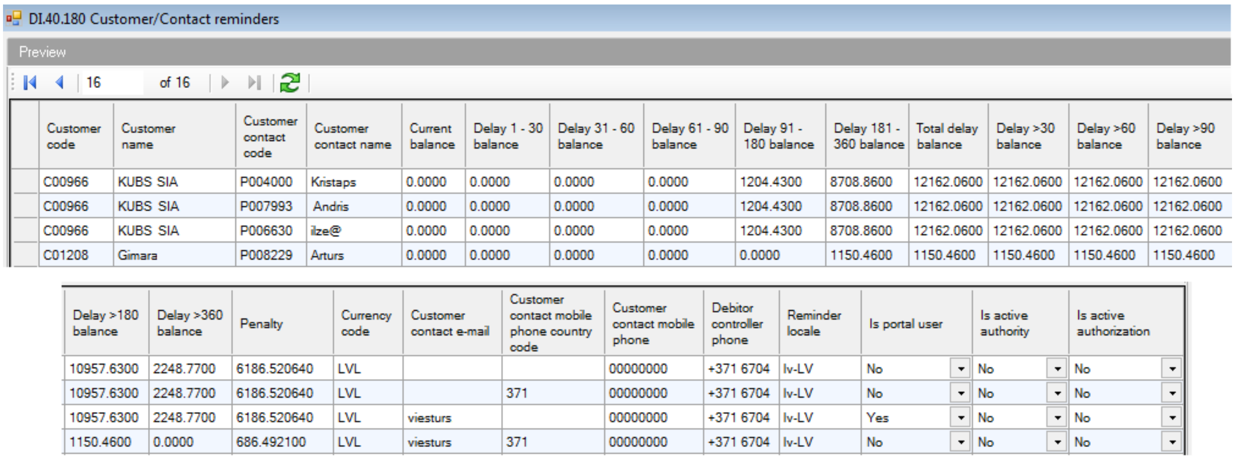


Figure 50

8. Select the **Exclude** section (See Figure 50). This section includes fields, in which you can specify special non-sending conditions. It means that the reminder will be sent to all customers meeting the condition specified in the **Conditions** section when sent, excluding customers meeting conditions specified in the **Exclude** section.
    a. in the **Field** field select the value, based on which reminder non-sending conditions will be set. The field is mandatory. Possible values:
        - Customer code
        - Customer contact code
        - Current balance
        - Delay 1 – 30 balance
        - Delay 31 – 60 balance
        - Delay 61 – 90 balance
        - Delay 91-180 balance
        - Delay 181-360 balance
        - Total delay balance
        - Delay > 30 balance
        - Delay > 60 balance
        - Delay > 90 balance
        - Delay >180 balance
        - Delay >360 balance
        - Penalty
        - Is portal user
        - Is active authority
        - Is active authorization
        - Is at least active authorization
        - Bad debt provision
    b. select a value in the **Operation** field. The field is mandatory. Possible values:
        - contains

- equal to
- greater than
- greater than or equal to
- in list
- less than
- less than or equal to

c. enter or select a condition value in the **Value** field. The field is mandatory.



DI.40.180 Customer/Contact reminders

Preview

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Customer code	Customer name	Customer contact code	Customer contact name	Current balance	Delay 1 - 30 balance	Delay 31 - 60 balance	Delay 61 - 90 balance	Delay 91 - 180 balance	Delay 181 - 360 balance	Total delay balance	Delay >30 balance	Delay >60 balance	Delay >90 balance
C00966	KUBS SIA	P004000	Kristaps	0.0000	0.0000	0.0000	0.0000	1204.4300	8708.8600	12162.0600	12162.0600	12162.0600	12162.0600
C00966	KUBS SIA	P007993	Andris	0.0000	0.0000	0.0000	0.0000	1204.4300	8708.8600	12162.0600	12162.0600	12162.0600	12162.0600
C00966	KUBS SIA	P006630	ilze@	0.0000	0.0000	0.0000	0.0000	1204.4300	8708.8600	12162.0600	12162.0600	12162.0600	12162.0600
C01208	Gimara	P008229	Arturs	0.0000	0.0000	0.0000	0.0000	0.0000	1150.4600	1150.4600	1150.4600	1150.4600	1150.4600

Delay >180 balance	Delay >360 balance	Penalty	Currency code	Customer contact e-mail	Customer contact mobile phone country code	Customer contact mobile phone	Debitor controller phone	Reminder locale	Is portal user	Is active authority	Is active authorization
10957.6300	2248.7700	6186.520640	LVL			00000000	+371 6704	lv-LV	No	No	No
10957.6300	2248.7700	6186.520640	LVL		371	00000000	+371 6704	lv-LV	No	No	No
10957.6300	2248.7700	6186.520640	LVL	viesturs		00000000	+371 6704	lv-LV	Yes	No	No
1150.4600	0.0000	686.492100	LVL	viesturs	371	00000000	+371 6704	lv-LV	No	No	No

Figure 51

9. The **Preview** section (See Figure 51) contains information about current receivers of prepared reminders, in compliance with sending conditions. The section cannot be changed. Data are prepared and activated using the "Refresh" button.
10. The status of the record is "Draft". Save the created record.
11. When you press the "**Accept**" sub-button of the "**Actions**" button the status of the record is changed to "Active" – sending of the reminder is activated.
12. The "**Cancel**" sub-button of the "**Actions**" is available in "Active" status – the status of the record is changed to "Cancelled" – sending of the reminder is cancelled.
13. The "**Back to draft**" sub-button of the "**Actions**" is available in "Active" status – the status of the record is changed to "Draft" – reminder sending conditions can be changed.

Vendor Classification List (DI.40.111 Vendor classification list)

1. In the navigation menu of the window select **Rent ->Customers/Vendors -> Customer/Vendor data -> DI.40.111 Vendor classification list.**

2. The **DI.40.111 Vendor classification list** window contains all possible types of fuel.

3. The following sections are available in the **DI.40.111 Vendor classification list** window:

   - Filter;
   - Vendor classification.

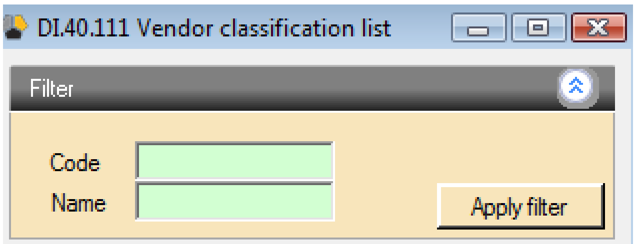


Figure 52

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   c. "Code" – it is possible to filter by code of classification;
   a. "Name" – it is possible to filter by name of classification.

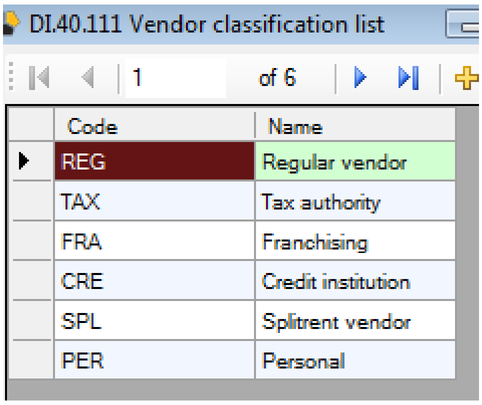


Figure 53

5. The following fields are available in the section **Vendor classification** (See FigureFigure 692):

   a. "Code" – code of classification;
   b. "Name" – name of classification.

Payments

Customer Payments (RE.30.210 Customer payments)

1. In the navigation menu of the window select **Rent ->Invoices -> Payments -> RE.30.210 Customer payments.**

2. The **RE.30.210 Customer payments** window contains information on customer payments. It is also possible to add information in the window.

3. The following sections are available in the **RE.30.210 Customer payments** window:

   - Filter;
   - Payments;
   - Content.

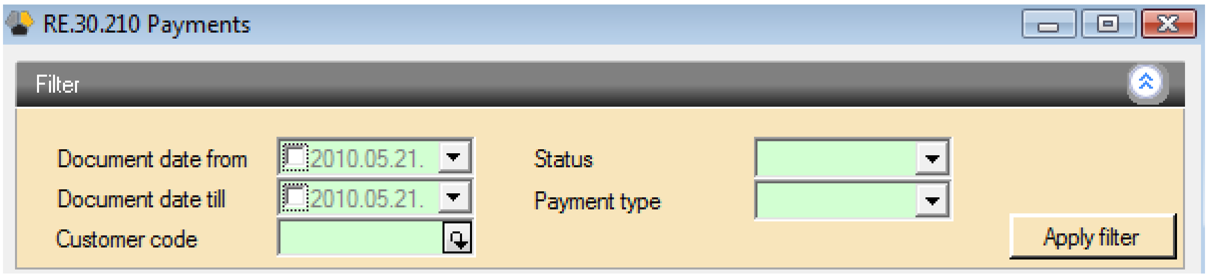


Figure 54

4. In the section **Filter** (See FigureFigure 1) it is possible to select data according to the following fields:

   a. "Document date from" – it is possible to filter by period;
   b. "Document date till" – it is possible to filter by period;
   c. "Customer code" – it is possible to filter by code of the customer;
   d. "Status" – it is possible to filter by status;
   e. "Payment type" - it is possible to filter by type of payment.

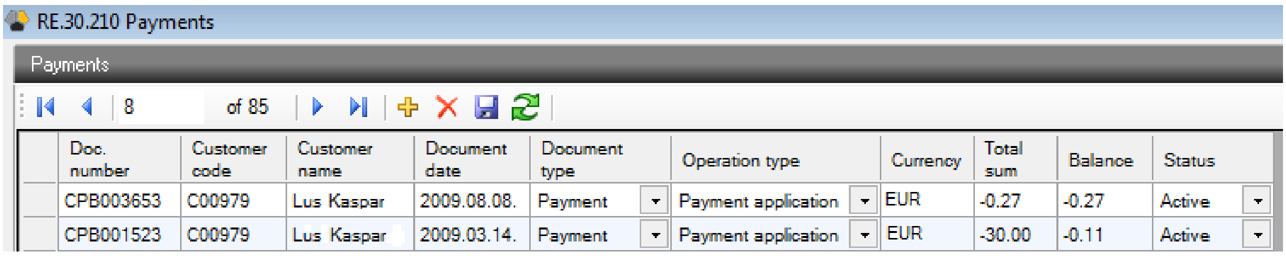
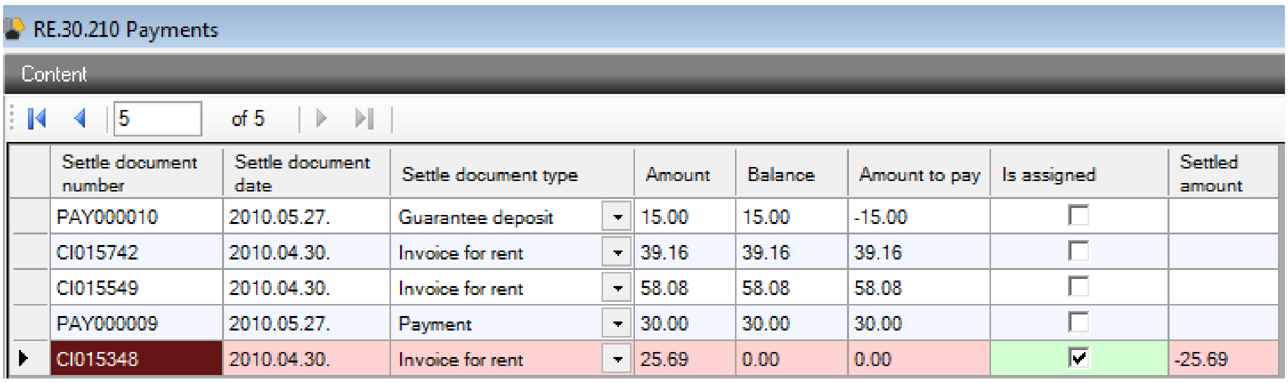


Figure 55

5. A registration document of customer's payment is created in the section **Payments**. When registering a new payment, the following fields are available in the tab **Payment** (See FigureFigure 2) of the section **Payments**:

   a. "Doc.number" – number of the document. The field is filled out automatically after clicking the button "Save". The field is read-only.

b. “Customer code”. The field is mandatory.
c. “Customer name”. The field is read-only.
d. “Document date”. The field is read-only.
e. “Document type”. The following types are possible:
   - Guarantee deposit;
   - Payment;
   - Prepayment.
f. “Operation type” – type of payment operation. Depending on information stated in the field “Document type”, the following types are possible:
   - Payment application, if “Document type” = “Payment”
   - Payment return, if “Document type” = “Payment”
   - Guarantee deposit reception, if “Document type” = Guarantee deposit
   - Guarantee deposit return, if “Document type” = Guarantee deposit
   - Prepayment application, if “Document type” = “Prepayment”
   - Prepayment return, if “Document type” = “Prepayment”
g. “Currency” – code of currency.
h. “Total sum” – total sum deposited by customer.
i. “Balance” – balance of customer’s payment document.
j. “Status”.



Settle document number	Settle document date	Settle document type	Amount	Balance	Amount to pay	Is assigned	Settled amount
PAY000010	2010.05.27.	Guarantee deposit	15.00	15.00	-15.00	☐	
CI015742	2010.04.30.	Invoice for rent	39.16	39.16	39.16	☐	
CI015549	2010.04.30.	Invoice for rent	58.08	58.08	58.08	☐	
PAY000009	2010.05.27.	Payment	30.00	30.00	30.00	☐	
CI015348	2010.04.30.	Invoice for rent	25.69	0.00	0.00	☑	-25.69

Figure 56

6. Customer’s payments are showed in the tab **Overview** of the section **Content** (see Figure 3). Available fields:

   a. “Settle document number” – number of the invoice. The field is read-only.
   b. “Settle document date” – date of document’s creation. The field is read-only.
   c. “Settle document type”. The field is read-only.
   d. “Amount” – amount of the invoice. The field is read-only.
   e. “Balance” – balance of customer’s account. The field is read-only.
   f. “Amount to pay”. The field is read-only.
   g. “Is assigned” – tick in the field indicates that full or partial payment of the invoice will be made.
   h. “Settled amount” – amount of payment. By ticking the field “Is assigned”, specified amount in the field “Amount to pay” is automatically put in the field “Settled amount”. The field is editable,

but the entered amount has to be equal with or less than that specified in the field “Amount to pay”.

Invoices

Invoice attachments creation (RE.30.151 Invoice attachments configuration)

1. In the navigation menu of the window select **Rent →Invoices → Invoices → RE.30.151 Invoice attachments configuration.**

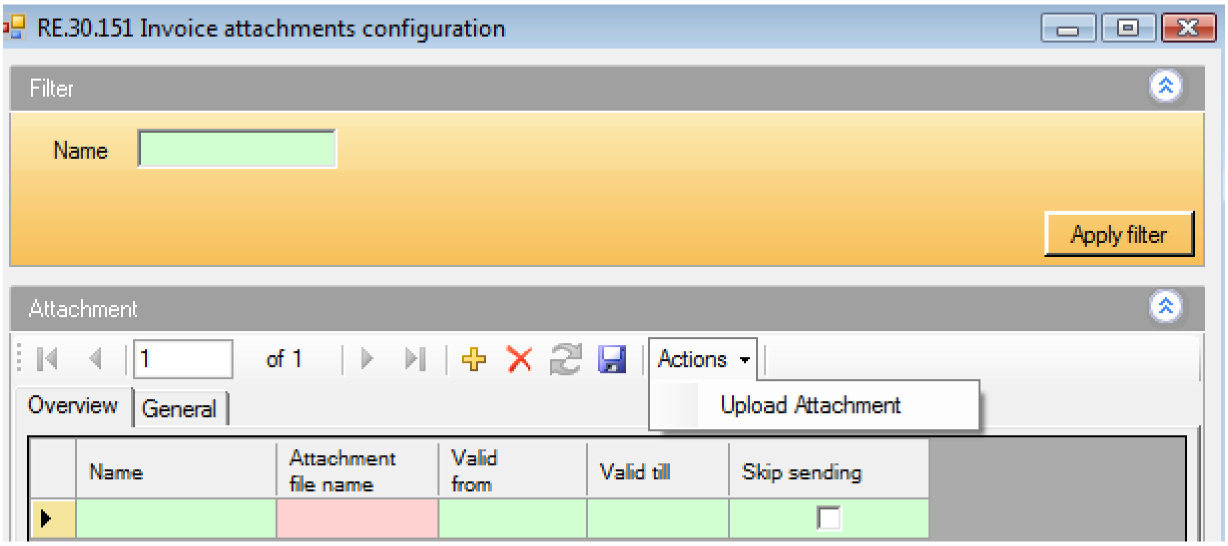


Figure 40

2. The **RE.30.151 Invoice attachments configuration** window (See Figure 40) contains information about invoice attachments (e.g., advertising, etc.). You can add, edit and delete attachments.

3. In **Filter** section of the **RE.30.151 Invoice attachments configuration** window it is possible to select data according to the following fields:

   a. **Name** – attachment name.

4. In the **Attachment** section of the **RE.30.151 Invoice attachments configuration** window it is possible to add, edit or delete attachments. The following fields are available for adding a new record:

   a. Enter the name of the attachment to be attached to the invoice in the **Name** field. The field is mandatory.

   b. The name of the attachment will be entered automatically in the **Attachment file name** field. See description of the **Upload Attachment** button.

   c. Enter dates, within which period the attachment will be attached to the issued invoice in **Valid from, Valid till** fields. Fields are mandatory.

   d. If you check the **Skip sending** checkbox the attachment will not be sent. If there is no check, the attachment will be sent, if it corresponds to the period.

Upload Attachment sub-button of the **Actions** button – when you press the button, you are offered to attach an attachment. Select an attachment and attach it.

Invoices generation (RE.30.100 Invoices generation)

1. In the navigation menu of the window select **Rent →Invoices → Invoices → RE.30.100 Invoices generation.**
2. The **RE.30.100 Invoices generation** window is intended for creating, editing and viewing invoices for rental and services.
3. Manual invoice generation - a person in charge can at any time perform the process of manual invoice generation (only users with ADMIN rights can process invoices). Invoice generation is performed from the warehouse selected by the user – warehouse from which items were delivered, or from all warehouses to the respective customer or customer object. Invoice selection parameters are described in the Operation section.
4. The following sections are available in the **RE.30.100 Invoices generation** window:

   - Filters;
   - Operation;
   - Invoices;
   - Invoice content.

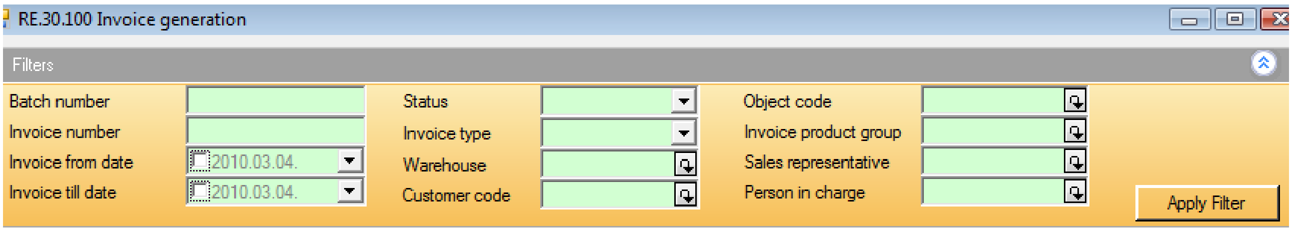


Figure 41

5. In **Filter** section (See Figure 41) it is possible to select data according to the following fields:
   a. **Batch number** – invoice generation set number;
   b. **Invoice number**;
   c. **Invoice from date**;
   d. **Invoice till date**;
   e. **Status**;
   f. **Invoice type**;
   g. **Warehouse**;
   h. **Customer code**;
   i. **Object code**;
   j. **Invoice product group**;
   k. **Sales representative** – customer's managers (VIP project manager etc.);
   l. **Person in charge**.

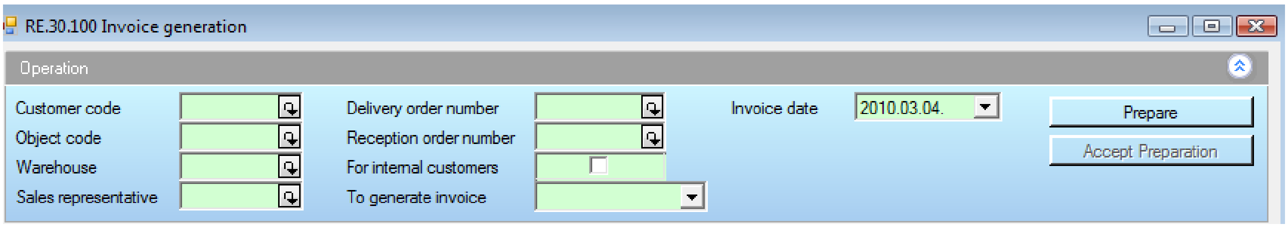


Figure 42

6. The **Operation** section (See Figure 42) is intended for generation of new invoices. Available fields:
   a. You can select the code of the customer in the **Customer code** field. When you select a customer, it is possible to generate one invoice for all products at all objects of the respective customer, if the use of products was stated. The field is not mandatory.
   b. You can select the code of the object in the **Object code** field. It is possible to select objects of the Customer specified in the Customer code field only. When you select a customer object, it is possible to generate an invoice for all products at the respective customer object, if a period of use of products was stated during the invoice period. The field is not mandatory.
   c. You can select a warehouse code in the **Warehouse** field. When you select a warehouse an invoice is generated for products, delivered from the respective warehouse. The field is not mandatory.
   d. You can select a sales employee in the **Sales representative** field. When you select a sales employee, it is possible to generate all invoices of its customers. The field is not mandatory.
   e. You can select the delivery order number in the **Delivery order number** field. If a value is indicated in this field, an invoice is generated only for products and additional services included in the respective delivery order. The field is not mandatory.
   f. You can select the reception order number in the **Reception order number** field. If a value is indicated in this field, an invoice is generated only for products and additional services included in the respective reception order. The field is not mandatory.
   g. If you check the **For internal customers** field, an invoice will be generated only for internal customers (the Customer type value is Internal). If it is not checked, rental invoices will be generated for all customers, except those whose Customer type value is Internal. The field is not mandatory.
   h. Select indication to whether the invoice generation time is middle or end of the month in the **To generate invoice** field. An indication End of month means that the invoice will include all customers for whom invoice should be generated at the end of the month. An indication Middle of month means that the invoice will include all customers for whom invoice should be generated at the middle of the month. The field is not mandatory.
   i. Enter the date the invoice should be generated to in the **Invoice date** field. The field is not mandatory.
7. Buttons of the **Operation** section:

a. The **Prepare** button prepares one or several draft invoices (in Draft status) depending on the selected parameters.
b. The **Accept Preparation** button approves the selection. This button is available to user having ADMIN rights only. The button is not available, if the invoice is not in the currency of the system and no exchange rate from AX is synchronized with the currency specified in the Currency field at the date of generation of the invoice (Invoice date). When you press the button the status of selected invoices will be changed to Prepared and the Batch number (one common for all invoices) and the Invoice number (individual for each invoice) will be generated. When you press the button, it will not be possible to delete the invoice.

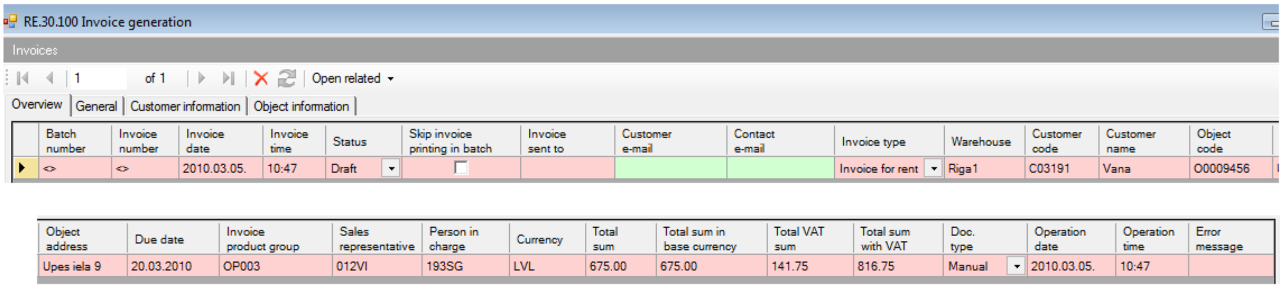


Figure 43

8. The **Invoices** section (See Figure 43) displays records with draft invoices and generated invoices. When you press the button all invoices, the status of which is not Processed, will be downloaded automatically.

   The user has a possibility, using **Operation** section, by pressing the **Prepare** button to prepare-read the invoice. At this stage the invoice is informative – no Batch number, Invoice number is generated and invoices have **Draft** status. If selection results are not saved in other status, when you close the window, those will be deleted.
   When you press the **Accept preparation** button, the selection is saved and a Batch number, Invoice number is generated and invoices change their status to **Prepared**. In this status you can correct allowed fields in invoices, but it is not possible to cancel invoices.
   When you press the **Accept batch** button invoices are approved and the **Accepted** status is assigned to them. With this status you can neither cancel nor correct invoices any more.
   The following fields can be amended in the **Overview** tab of the **Invoice** section with Draft status:
   a. You should enter customer’s e-mail to which customer's invoice will be/was sent in the **Customer E-mail** field. The field is mandatory. The field is completed automatically, if the Allow to receive invoices via e-mail checkbox is checked in the customer’s window, the value of E-mail field is loaded based on the Customer code from the Payment tab of the DI.40.100.Customer list window.
   b. You should enter contact person’s e-mail to which a copy of the customer's invoice will be/was sent in the **Contact E-mail** field. The field is mandatory. The field is completed automatically, if the Allow to

receive invoices via e-mail checkbox is checked in the objects' window, the value of E-mail field is loaded based on the Customer contact code from the Contact info tab of the DI.40.300.Contact persons list window.

9. The **General** tab of the **Invoices** section contains the same fields as the Overview tab and the same description refers to both of them.
10. The **Customer information** tab of the **Invoices** section contains information about the customer, for whom the invoice is generated. Fields cannot be changed.
11. The **Object information** tab of the **Invoices** section contains information about the customer's object, for which the invoice is generated. Fields cannot be changed.

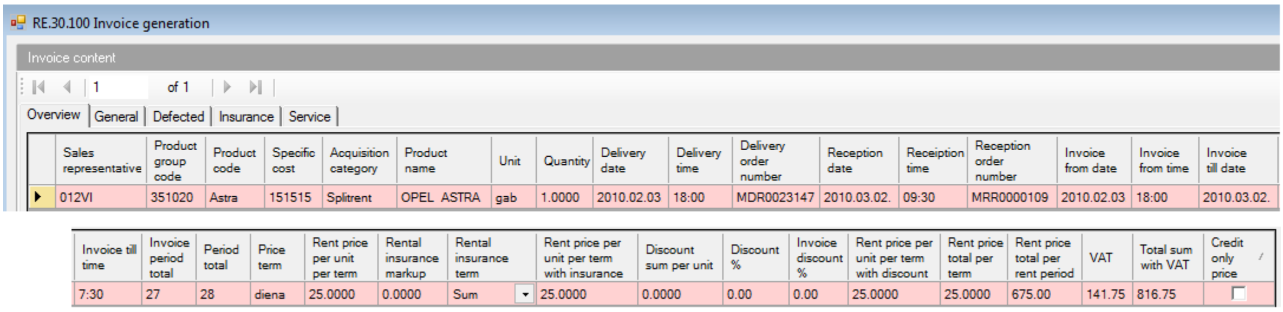


Figure 44

12. The **Invoice content** section (See Figure 44) contains information about products included in the invoice, their quantities and prices.
    a. The **Overview** tab of the **Invoice content** section contains information about products, which were rented to the customer. Fields cannot be changed.
    b. The **General** tab of the **Invoice content** section contains the same fields as the Overview tab. The same description refers to them.
    c. The **Defected** tab of the **Invoice content** section contains information about defected products, for which a rental invoice for downtime is issued to the customer. The tab is active only in case the Calculate rent price for defected checkbox of the Rent details section if the SY.10.100.Customer information window is checked. Information is automatically loaded in the tab from the WA.20.160.Defected overview window. Fields cannot be changed.
    d. The **Service** tab of the **Invoice content** section contains information about additional services, which were added in orders of RE.10.500.Material delivery and RE.20.200.Material reception Windows, which comply with criteria specified in the Operation section. All those records with additional services from Services section of the RE.10.500.Material delivery and RE.20.200.Material reception windows are selected, which have the Last invoice date field blank. Each additional service provided to the customer is included in the invoice only once and when then invoice is approved, the invoice generation date is placed in the Last invoice date field of RE.10.500.Material delivery and RE.20.200.Material reception windows, which means that these records will not be included the next generation time.

e. The **Insurance case** tab of the **Invoice content** section contains information about products included in the insurance case, for which a rental invoice for downtime is issued to the customer. The tab is active only in case the Calculate rent price for lost insured products of the Rent details section if the SY.10.100.Customer information window is checked.

Products to be included in the invoice are determined checking each separate insurance case order (in the WA.20.170.Insurance case overview window for orders with TO Operation type), which complies with criteria specified in the Operation section of the RE.30.100.Invoice generation window. Then all records with products having value in the Quantity for the next invoice field which is higher than zero are selected in the WA.20.170.Insurance case overview window. A separate row will be generated for each selected record in the invoice.

In case there were insurance case exclusions during the period of time of the invoice, a separate record is generated for each exclusion, which took place during the period of time of the invoice. All records have Invoice from date equal to the value earlier indicated in the Invoice from field. The value of the Invoice till date field complies with the date of the order corresponding to the insurance case (WA.20.170.Insurance case overview records with From type).

13. Sub-buttons of the **Actions** button:
    a. **Accept batch** – accept set of invoices. When you press the button, the status of invoices included in the set of invoices changes from Prepared to To process (it can be one or several invoices – the number is not limited). This button is available, if all mandatory fields are filled.
    b. Acceptance is performed using the batch number:
        - You can accept invoices with only one Batch number at a time. In case there are records with several Batch numbers in the Invoices section, the acceptance is impossible. Using a filter you can select one specific Batch.
        - All invoices should have the Prepared status.
    c. If it is not necessary to accept any invoice at the moment, it should be removed.
    d. **Send e-mail** – the button is available for invoices having Processed status. When you press the button, the invoice is sent:
        - To the specified customer’s e-mail (E-mail field of the Payment tab in the DI.40.100.Customer list window), if the Allow to receive the invoices via e-mail checkbox of the Payment tab in the DI.40.100.Customer list window is checked;
        - To the specified customer’s contact person’s e-mail (E-mail field of the Contact info tab in the DI.40.300.Contact persons list), if the contact person has the Allow to receive the invoices via e-mail

checkbox of the Payment tab in the DI.40.500.Address-object list window checked.

14. Sub-buttons of the **Print** button:
    a. **Invoice** – the button is available for invoices having Processed status. When you press the button the invoice referring to the active (marked) record is printed out. Invoice records are grouped by Product code – Bulk item products and Product code and Specific cost combination – for Unit item products. The next grouping parameter is delivery orders and rent price.
    b. **Invoice ENG** – the button is available for invoices having Processed status. When you press the button the English version of the invoice referring to the active (marked) record is printed out.
    c. **Batch headers** – the button is available for invoices having Processed status. When you press the button the invoice addressee page is printed out, which can be put into a customer’s letter, which has customer’s name and address on it.
    d. **Print preview batch** – the button is available for invoices having Processed status. When you press the button generation sets of all invoices included in printouts are opened for preview.
    e. **Batch** – the button is available for invoice batches in Processed status. When you press the button all invoices referring to the active (marked) invoice batch are printed out.

Invoices (RE.30.150 Invoices)

1. In the navigation menu of the window select **Rent →Invoices → Invoices → RE.30.150 Invoices.**
2. The **RE.30.150 Invoices** window is intended for viewing rental invoices and sales invoices, as well as creation of credit invoices and additional invoices for services provided to customers.
3. The **RE.30.150 Invoices** window consists of the following sections:

   - Filters;
   - Invoices;
   - Invoice content.

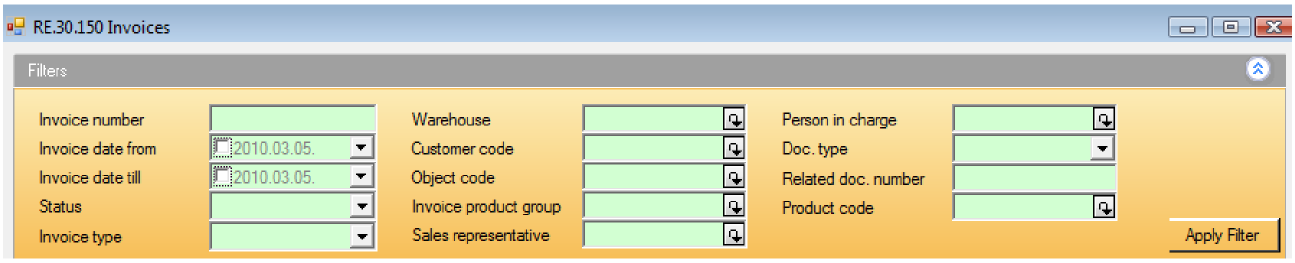


Figure 45

4. To be able to view information about invoices**,** the **Filter** sections (See Figure 45) is mandatory. It is possible to select data according to the following fields:

   a. **Invoice number**;
   b. **Invoice from date**;
   c. **Invoice till date**;
   d. **Status**;
   e. **Invoice type**;
   f. **Warehouse**;
   g. **Customer code**;
   h. **Customer name**;
   i. **Object code**;
   j. **Invoice product group**;
   k. **Sales representative** – sales manager;
   l. **Person in charge**;
   m. **Doc. type** – invoice generation type;
   n. **Related doc. number**;
   o. **Product code**.

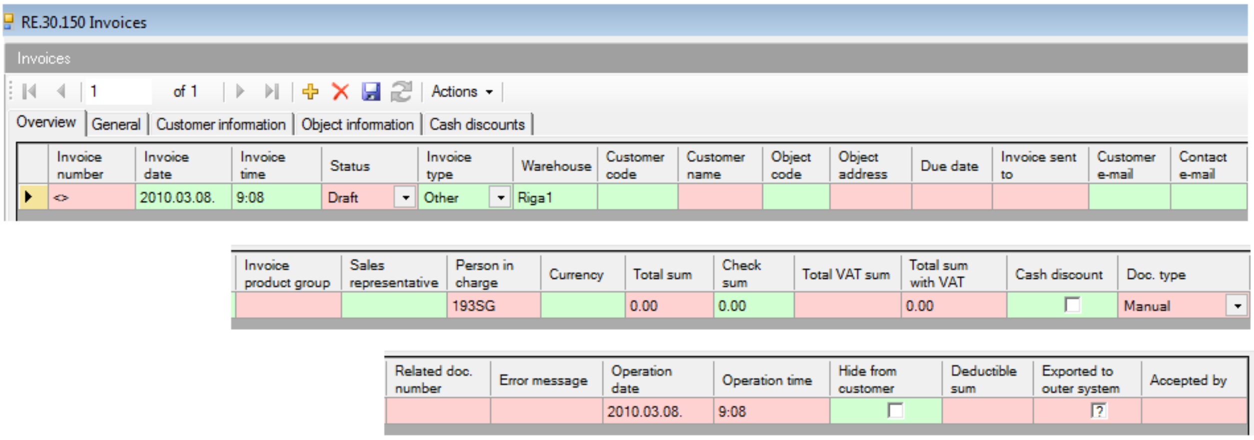


Figure 46

5. The **Invoices** section (See Figure 46) displays records with all invoices registered in the system. By default, when you open the window all records, except Processed are loaded.

   A new record is added:

   - Creating and approving a new invoice in the RE.30.100.Invoice generation window (automatically);
   - Performing sales and accepting the sale order in the RE.10.500.Material delivery window (automatically);
   - Manually creating a new additional services invoice or credit invoice.

6. When you manually create an invoice **Overview** tab of the Invoices section the following fields are available:
   a. You can select the date of issue of the invoice in the **Invoice date** field. By default, when you create a new record the invoice generation date (business day) is entered automatically. The value of the related **Invoice date** of the invoice is automatically downloaded for **Credit invoice for sale** invoices. The field is mandatory.
   b. You can select the time of issue of the invoice in the **Invoice time** field. By default the date of creation of the record is entered. The field is mandatory.
   c. Manually creating a new invoice, you can select the type of invoice generation in the **Invoice type** field. The field is mandatory. You can select:

      - Other – invoice for any additional service (contractual penalty, etc.),
      - Insurance compensation,
      - Deductible invoice – product self-risk invoices.

   d. Creating an invoice, using the **Create credit invoice** button, the invoice generation type is:

- Credit invoice, if the invoice type was Other, Insurance compensation, Deductible invoice;
- Credit invoice for rent, if the invoice type was Invoice for rent;
- Credit invoice for sale, if the invoice type was Invoice for sale.

e. You can select a warehouse code in the **Warehouse** field. The field is mandatory. By default, when you create a new record the warehouse, in which the user is registered, is loaded.
f. Select the code of the customer, for which the invoice is generated, in the **Customer code** field. The field is mandatory. The Customer code value of a related invoice is automatically loaded for credit invoices.
g. You can select the customer's object, for which the invoice is generated, in the **Object code** field. The field is mandatory, if the Invoice type is Invoice for Sale or invoice for Rent. The Object code value of a related invoice is automatically loaded for credit invoices.
h. You can enter e-mail to which customer's invoice will be/was sent in the **Customer E-mail** field. The field is completed automatically with the value of the E-mail field of the DI.40.100 Customer list window, if Allow to receive invoices via e-mail checkbox in the customer's window is checked. The field is mandatory.
i. You can enter contact person's e-mail to which a copy of the customer's invoice will be/was sent in the **Contact E-mail** field. The field is completed automatically with the value of the E-mail field of the DI.40.100 Customer list window, if Allow to receive invoices via e-mail checkbox in the objects' window is checked. The field is mandatory.
j. You can select a sales employee in the **Sales representative** field. By default the user specified in the Sales representative field of the DI.40.500.Address-object list window is loaded in the window. The field is mandatory.
k. You can select currency of the transaction in the **Currency** field. If the loaded value differs from the system value, a checkup is performed, whether the necessary exchange rate is synchronized with the invoice generation date (Invoice date) in the DI.30.300.Currency list window. If no rate of exchange is synchronized, a message pops up, that there is no currency rate and you cannot accept the invoice. The field is mandatory. The value of the Currency field is loaded automatically:
   - for credit invoices – Currency value of a related invoice;
   - generating Other invoice – the value defined in the Currency field of the Payment tab of the DI.40.100.Customer list window of the respective customer is used.
l. During checkup the check sum should be entered into the **Check sum** field. The field should match the Total sum field – total invoice amount. When you approve an invoice, first a checkup is performed whether its value matches the value in the Total sum field. If it does not match, a

respective error message is displayed that values should match. The field is mandatory.

m. A check in the **Cash discount** field indicates that Cash discounts are applied to the customer. The field is not mandatory.
n. A check in the **Hide from customer** field indicates whether the respective invoice should be shown at the customer's portal or not. If it is checked, the invoice will be displayed in the customer portal. The field is not mandatory.
o. You can enter self-risk amount in the **Deductible sum** field. The field is available, but it is not mandatory in case of Deductible invoice.

7. The **General** tab of the **Invoices** section contains the same fields as the Overview tab and the same description refers to both of them.
8. The **Customer information** tab of the **Invoices** section contains information about the customer, for whom the invoice is generated. When you show the Customer code, information from fields corresponding to the customer is automatically copied from the DI.40.100.Customer list window.
9. The **Object information** tab of the **Invoices** section contains information about the object, for which the invoice is generated.
10. The **Cash discounts** tab of the **Invoices** section contains information about the customer's cash discounts, which are calculated for the respective invoice. The section is active only in case the Cash discount checkbox for the respective invoice is checked.

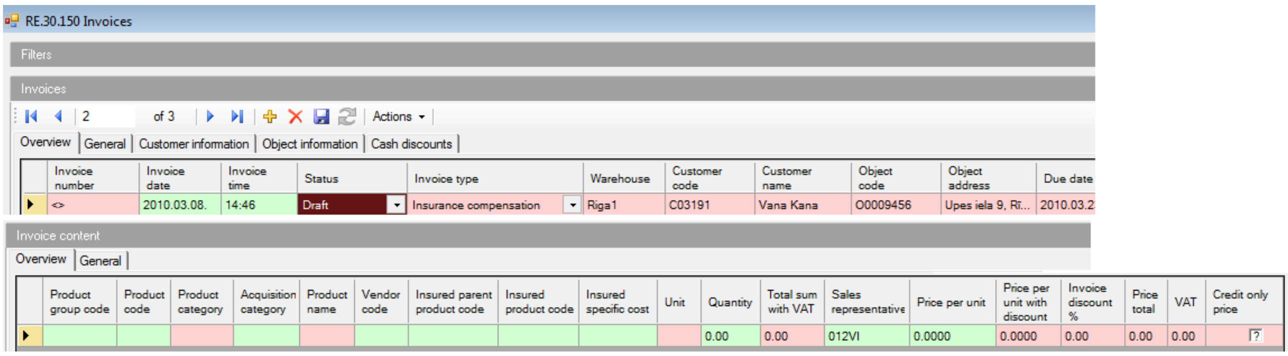


Figure 47

11. The **Invoice content** section (See Figure 47) contains information about items included in the invoice, their quantities and prices. When you manually create an invoice **Overview** tab of the Invoices content section the following fields are available:
    a. You can select the product ownership group number in the **Product group code** field.
    b. You can select the code of the product included in the invoice in the **Product code** field. You cannot add products to credit invoices, but you can delete "*spare*" rows of the invoice. The field is mandatory. The Product code value of a related invoice is automatically loaded for credit invoices.
    c. You can select a product purchase category in the **Acquisition category** field. The field is mandatory.

d. You can select the code of the vendor in the **Vendor code** field. The field is mandatory – for Other, Deductible invoice types of invoices and Invoice for rent, Credit invoice for rent – for invoice records containing Service products.
e. You can select the product ownership group number the self-risk is applied to in the **Insured parent group code** field.
f. You can select the product to which a self-risk is applied in the **Insured product code** field. The field is mandatory, in case of Deductible invoice, Insurance compensation.
g. You can select the cost code to which a self-risk is applied in the **Insured specific cost** field. The field is mandatory, in case of Deductible invoice, Insurance compensation.
h. Enter the quantity of products included in the invoice in the **Quantity** field. You should take into account that the number in credit invoices should be negative. The field is mandatory. The field can be changed for credit invoices for Deductible invoice, Insurance compensation and Other invoices in Draft status.
i. You can select the start date of issue of the invoice in the **Invoice from date** field. It is displayed only for rented products (including defected). The field can be changed for Credit invoice for rent invoices in Draft status.
j. You can select the start time of issue of the invoice in the **Invoice from time** field. It is displayed only for rented products (including defected). The field can be changed for Credit invoice for rent invoices in Draft status.
k. You can select the end date of issue of the invoice in the **Invoice till date** field. It is displayed only for rented products (including defected). The field can be changed for Credit invoice for rent invoices in Draft status.
l. You can select the end time of issue of the invoice in the **Invoice till time** field. It is displayed only for rented products (including defected). The field can be changed for Credit invoice for rent invoices in Draft status.
m. Enter the price per unit in the **Price per unit** field in customer's currency). The field is mandatory.
n. Select a sales employee in the **Sales representative** field. The field is mandatory.

12. **Buttons.**

12.1 **Accept invoice** sub-button of the **Actions** button. The button is available for credit invoices and Other invoices having Draft status. When you press the button, the status of the order automatically changes to To process. The button is available, if all mandatory fields are completed and the value of the Check sum matches the value in the Invoice total sum field. When you press the button for an invoice with Credit invoice for sale status, a receipt order is created in the WA.10.100.Receipt orders window.

12.2 **Send e-mail** sub-button of the **Actions** button – the button is available for invoices having Processed status. When you press the button, the invoice is sent.

12.3 **Create credit invoice** sub-button of the **Actions** button – the button is intended for creation of a credit invoice. It is available for invoices with Processed status, except credit invoices. When you press the button, a new invoice record is created in the window. You can edit allowable fields in the new credit invoice and then accept it using the **Accept** button.

12.4 **Export order** sub-button of the **Actions** button – the button is intended for exporting invoices to an external system. The button is available for invoices having Processed status, which were created for an internal customer linked to the SY.10.150.Outer system configuration window. When you press the button a new cost allocation order is created in the WA.10.160.Cost allocation window of the external system.

12.5 **Invoice** sub-button of the **Print** button – the button is available for invoices having Processed status. When you press the button the invoice referring to the active (marked) record is printed out.

12.6 **Invoice ENG** sub-button of the **Print** button – the button is available for Invoice for rent, Invoice for sale, Other invoices and their credit invoices having Processed status. When you press the button the English version of the invoice referring to the active (marked) record is printed out.

12.7 **Print batch headers** sub-button of the **Print** button – the button is available for invoices having Processed status. When you press the button the invoice addressee page is printed out, which can be put into a customer's letter, which has customer's name and address on it.

Prepayment – guarantee deposit invoices (RE.30.250 Prepayment – guarantee deposit invoices)

1. In the navigation menu of the window select **Rent →Invoices → Invoices → RE.30.250 Prepayment – guarantee deposit invoices.**
2. The **RE.30.250 Prepayment – guarantee deposit invoices** window contains information about created prepayment and guarantee deposit invoices. Prepayment and guarantee deposit invoices can be added and edited. The following sections are available in the **RE.30.250 Prepayment – guarantee deposit invoices**:

   - Filter;
   - Prepayment/Guarantee deposit invoices.

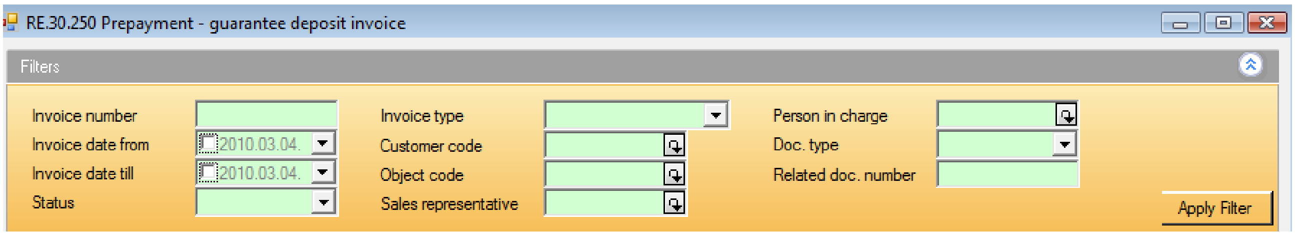


Figure 48

3. In **Filter** section (See Figure 48) it is possible to select data according to the following fields:

   a. **Invoice number**;
   b. **Invoice date from** – date (starting from), when the prepayment/guarantee deposit invoice was created;
   c. **Invoice date till** – date (till), when the prepayment/guarantee deposit invoice was created;
   d. **Status** – status of the prepayment/guarantee deposit invoice;
   e. **Invoice type** – (prepayment or guarantee deposit invoice);
   f. **Customer code**;
   g. **Object code**;
   h. **Sales representative** – sales manager;
   i. **Person in charge** – person in charge, who has created prepayment/guarantee deposit invoices;
   j. **Document type** – type of invoice (automatic or manual);
   k. **Related doc. number** – the number of reservation or delivery order, for which the prepayment/guarantee deposit invoice is intended.

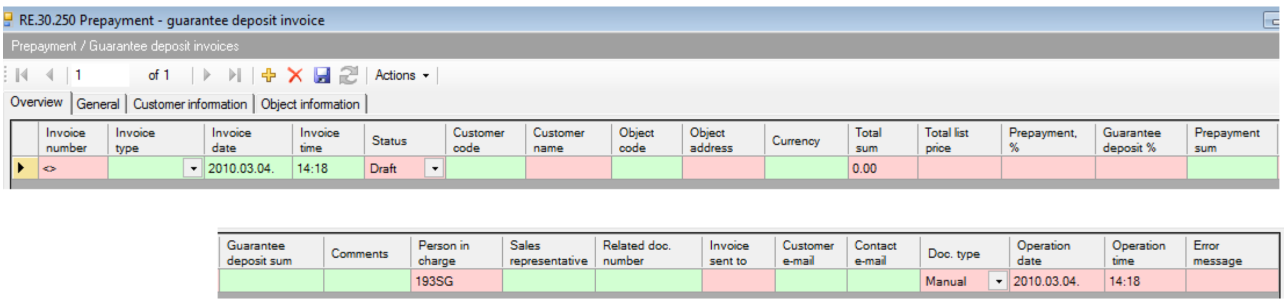


Figure 49

4. The **Prepayment/Guarantee deposit invoices** section (See Figure 49) contains general information about prepayment/guarantee deposit invoices. You can print out created prepayment and guarantee deposit invoices. You can add records in this section manually or automatically from the RE.10.150.Reservations window.

4.1. **Overview** tab. If you add manually, the following fields are available:

a. Select the invoice type (Prepayment invoice or Guarantee deposit invoice) in the **Invoice type** field. The field is mandatory.
b. Select the date, to which the prepayment/guarantee deposit invoice is created, in the **Invoice date** field. The field is mandatory.
c. Select the time, to which the prepayment/guarantee deposit invoice is created, in the **Invoice time** field. The field is mandatory.
d. Select the code of the customer in the **Customer code** field. The field is mandatory.
e. Select the code of the object in the **Object code** field. The field is mandatory.
f. You can select currency in the **Currency** field. The field is mandatory.
g. You can enter prepayment percentage in the **Prepayment %** field. The field is mandatory, if value specified in the Related document number and Document type fields is Prepayment invoice. In other cases it is not active.
h. You can enter guarantee deposit percentage in the **Guarantee deposit %** field. It is mandatory, if the guarantee deposit specified for the customer is higher than 0 and the value of the Document type field is Guarantee deposit invoice. In other cases it is not mandatory. It is not active, if the Document type is Prepayment invoice.
i. Enter the prepayment sum in the **Prepayment sum** field. The field is mandatory, if the Discount type is Prepayment invoice. The field is not active, if the Document type is Guarantee deposit invoice.
j. Enter the guarantee deposit sum in the **Guarantee deposit sum** field. The field mandatory, if the Document type is Guarantee deposit invoice. The field is not active, if the Discount type is Prepayment invoice.
k. Enter comments referring to the prepayment and explaining what it is intended for in the **Comments** field. The field is mandatory, if the Discount type is Prepayment invoice and the value of the Related doc. number field is blank. The field is not active, if the Document type is Guarantee deposit invoice.
l. Select a sales manager in the **Sales representative** field. The field is mandatory.
m. Select the number of reservation or delivery order, for which the prepayment/guarantee deposit invoice is intended, in the **Related doc. number** field.
n. Enter customer’s e-mail to which customer's invoice will be/was sent in the **Customer E-mail** field. The field is mandatory.
o. Enter contact person’s e-mail to which a copy of the customer's invoice will be/was sent in the **Contact E-mail** field. The field is mandatory.

4.2. The **General** tab contains the same field values, as described in the overview tab.

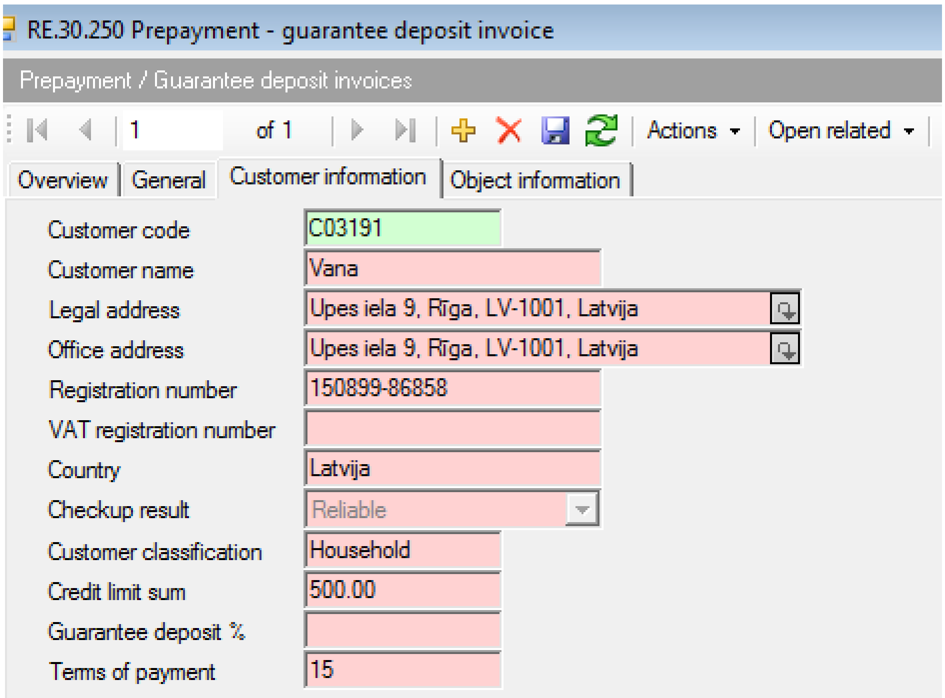


Figure 50

4.3. The **Customer information** tab (See Figure 50) contains up-to-date information about the customer.

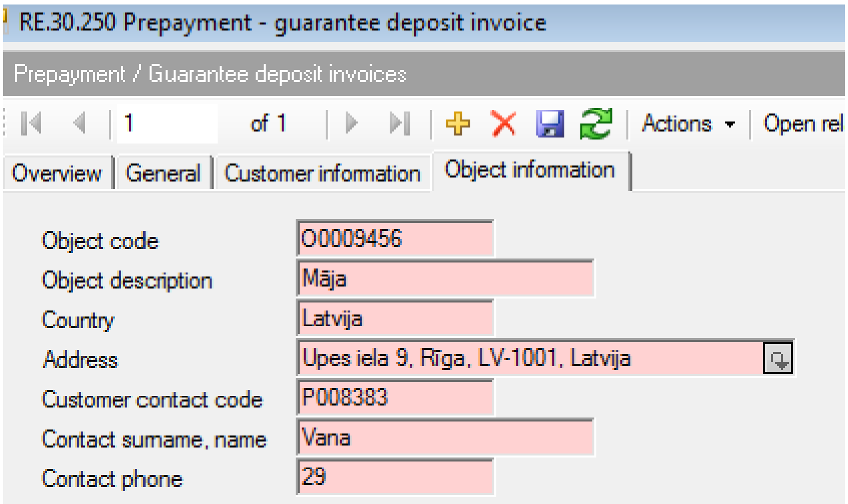


Figure 51

4.4. The **Object information** tab (See Figure 51) contains up-to-date information about the object.

5. Sub-buttons of the **Actions** button:

5.1. **Accept** – this button is available for prepayment/guarantee deposit invoices in Draft status, in which all mandatory fields are completed. When you press the button, the status changes to Accepted.

5.2. **Cancel** – this button is available to ADMIN users, for prepayment/guarantee deposit invoices having Accepted status. When you press the button, the status changes to Cancelled.

5.3. **Close** – this button is available for prepayment/guarantee deposit invoices having Accepted status. When you press the button, the status changes to Closed.

5.4. **Send e-mail** – the button is available for prepayment/guarantee deposit invoices having Accepted status. When you press the button e-mail with the invoice is sent to addresses specified in the respective fields.

6. Sub-buttons of the **Open related document** button:

6.1. **Reservation** – this button is available, if a reservation number is specified in the Related document number field. When you press the button the RE.10.150.Reservations window is opened with the specified reservation selected.

6.2. **Material delivery** – this button is available, if a delivery order number is specified in the Related document number field. When you press the button the RE.10.500.Material delivery window is opened with the specified delivery order selected.

Payments - Cash operations (RE.30.200 Cash operations)

1. In the navigation menu of the window select **Rent →Invoices → Payments → RE.30.200 Cash operations.**

2. The **RE.30.200 Cash operations** window contains information about cash operations, as well as customers and objects involved in them. You can add information in the window.

3. The following sections are available in the **RE.30.200 Cash operations** window:

   - Filter;

   - Cash operations;

   - Content.

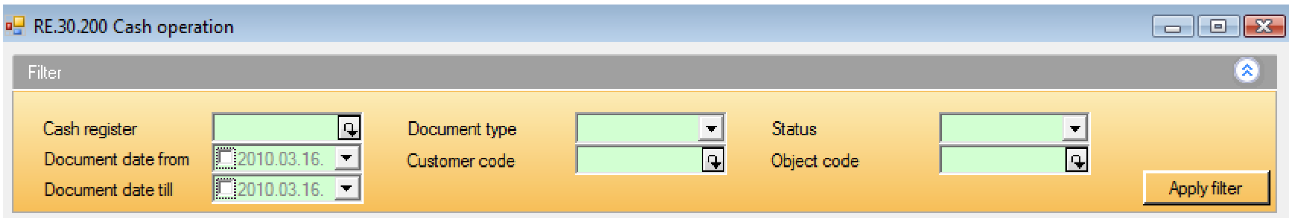


Figure 52

4. In **Filter** section (See Figure 52) it is possible to select data according to the following fields:

   a. **Cash register**;
   b. **Document date from**;
   c. **Document date till**;
   d. **Document type** – cash operation type;
   e. **Customer code** – customer code with regard to which the cash operation is performed;
   f. **Status** – cash operation status;
   g. **Object code** – object code with regard to which the cash operation is performed;
5. The **Cash operations** section contains two tabs: "Guarantee/Prepayment/Payment" and "Addition functions". You can simultaneously perform operation only in "Guarantee/Prepayment/Payment" or "Addition functions" tab.

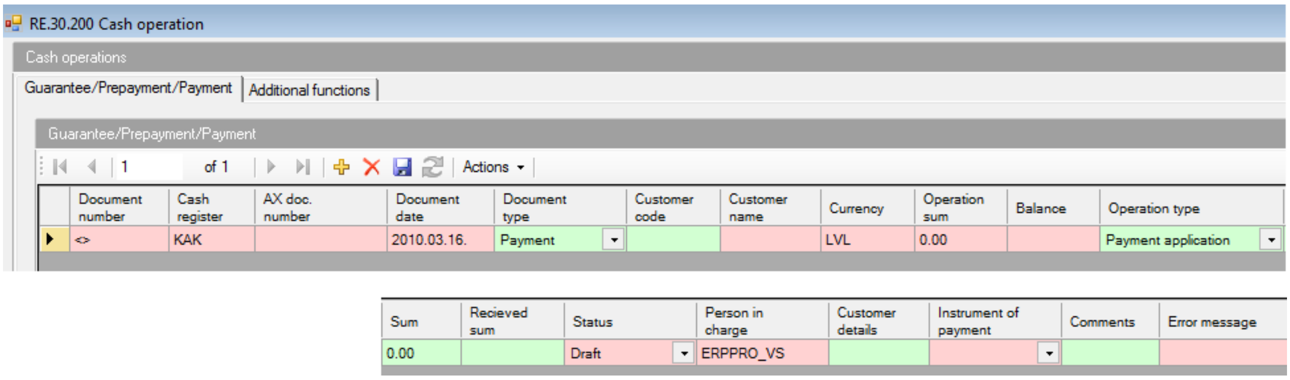


Figure 53

6. The **Guarantee/Prepayment/Payment** tab of the **Cash operations** section (See Figure 53) contains general information about the customer's cash operations. You can make cash operations in it: payments, prepayments and guarantee deposit payments. When you select a customer by default information from the "DI.40.700.Transaction list" window is loaded about all active not applied payments (with "Document type": "Payment"), prepayments ("Prepayment") and guarantee deposits ("Guarantee deposit").

   The following terms should be observed:

   - Transfer operations - different types of the above mentioned operations made by the customer by a bank transfer and which were entered into the AX module and then synchronized with "DI.40.700.Transaction list";
   - Cash operations – operations, which are made directly entering cash payments in this window, applying or returning them.

7. The following fields are available in the **Guarantee/Prepayment/Payment** tab for adding a new record:

   a. Select the type of document in the **Document type** field. The field is mandatory. Available values:

      - Guarantee deposit;
      - Payment;
      - Prepayment;

   b. Select the code of the customer in the **Customer code** field. The field is mandatory.

   c. Select the cash operation type in the **Operation type** field. The field is mandatory. Available values:

      - It the Document type is Prepayment:
        - "Prepayment application", "Prepayment return" is available for records in "Draft" status;
        - The value of records in "Active" status is "Prepayment reception". The field cannot be changed.
      - It the Document type is Payment:

        - "Payment application", "Payment return" is available for records in "Draft" status;
        - The value of records in "Active" status is "Payment reception". The field cannot be changed.
    - It the Document type is Prepayment:
        - **"**Guarantee deposit reception", "Guarantee deposit return" is available for records in "Draft" status;
        - The value of records in "Active" status is "Guarantee deposit reception". The field cannot be changed.
  - Meaning of values:
    - "Prepayment reception";
    - "Prepayment application";
    - "Prepayment return";
    - "Payment application";
    - "Payment return";
    - "Guarantee deposit reception";
    - "Guarantee deposit return".

d. Enter the cash operation sum in the **Sum** field. The field is mandatory. If the customer has any unpaid invoice in the Content field and the Select checkbox is checked, the Sum field is completed automatically with the value of the Amount to pay (currency) field, summing all checked invoices.

e. Enter the received sum in the **Received sum** field. The field is mandatory.

f. The status of the document is displayed in the **Status** field. The field cannot be changed. The following statuses are possible:

- Draft;
- To process – submitted for processing;
- Process error;
- Active – the document is active;
- Closed – the document is closed. Paid/applied documents having 0 "Balance" value are closed.

g. You can enter customer's details which will be printed on the cheque in the **Customer details** field. The field is mandatory. When you enter the "Customer code" customer's details from the DI.40.100.Customers list window are automatically loaded with the format: <Customer name>, <Legal address>, <VAT registration number>.

h. Enter comments in the **Comments** field. The field is mandatory.

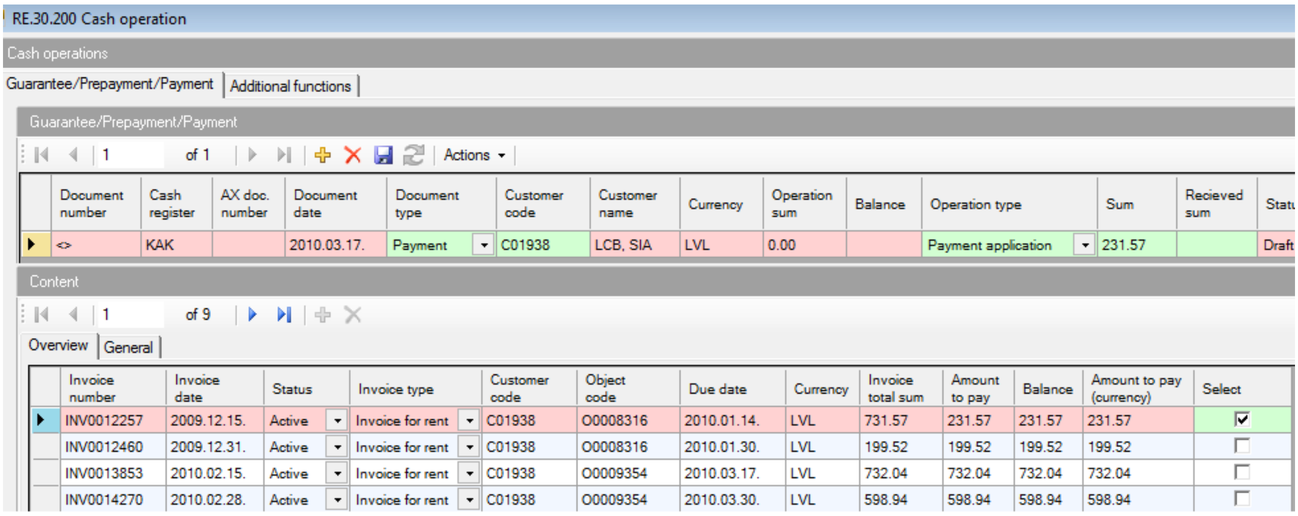


Figure 54

8. The "Guarantee/Prepayment/Payment" tab of the **Content** section (See Figure 54) contains information about unpaid invoices of the customer. After filtering all unpaid invoices of the customer (if object is specified in the filter, then of the respective object) are automatically loaded from the DI.40.700.Transactions list window, i.e. all the invoices, which have the value of the "Balance" field higher than zero. You can edit the following field in the section:
   a. If the **Select** checkbox is checked, it means that a payment, guarantee deposit prepayment is applied for the respective invoice.

9. Sub-buttons of the **Actions** button on the **Guarantee/Prepayment/Payment** tab of the **Cash operations** section:
   a. **Accept cash operation.** When you press the **"Accept cash operation"** button the **"Cash"** value is entered in the "Instrument of payment" field.

   b. **Accept card operation.** When you press the "Accept card operation" button the "Card" value is entered in the "Instrument of payment" field (This button is available only in case the Operation type values are Payment application, Guarantee deposit reception and Prepayment reception).

   c. **Print check copy –** when you press the button, the cheque is printed out.

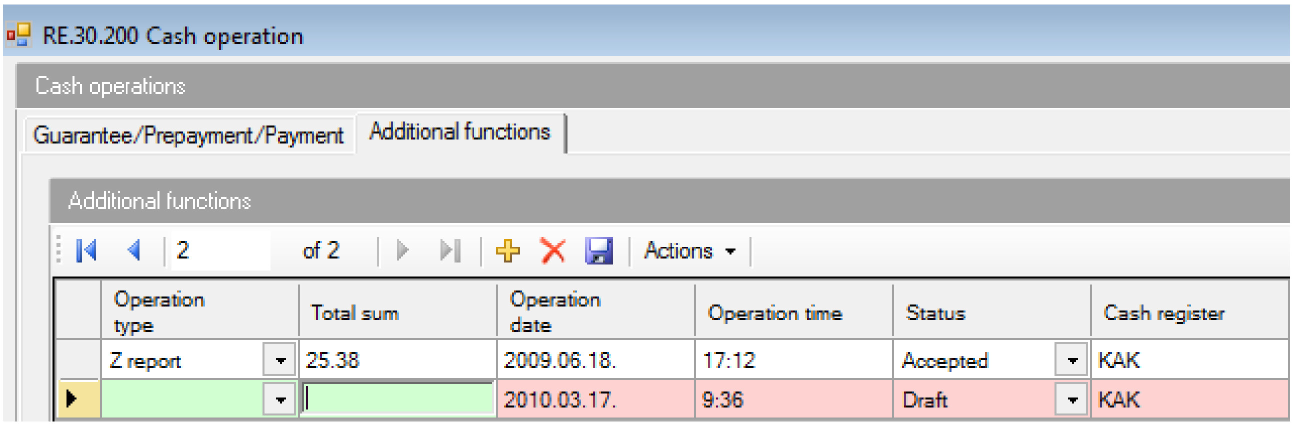


Figure 55

10. The **Additional functions** tab of the **Cash operations** section (See Figure 55) contains information about setting into cash register, collection and Z report. Every day data of respective type for one cash register can be entered only once, because data are interrelated. The following fields are available for adding a new record:

    a. Select the cash register operation type in the **Operation type** field. The field is mandatory. The following operation types are possible:

        - Set into cash register;
        - Collection – cash collection from the cash register;
        - Z report.

    b. Enter the total cash operation sum in the **Total sum** field. When you save this record, the value of the field should match the total sum of data entered in the Content section. The field is mandatory.

11. **Content** section of the **Additional functions** tab of the **Cash operations** section (See Figure 55). Fields of this section are available to the **Operation type** field of the **Additional functions** tab of the **Cash operations** section.

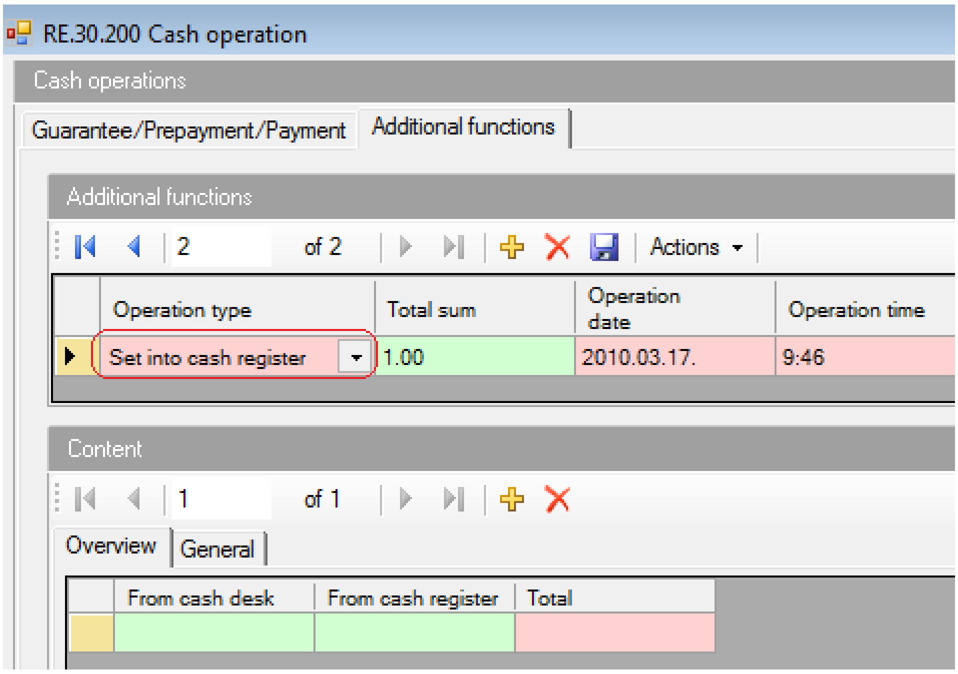


Figure 56

11.1. **Operation type** is **Set into cash register** (See Figure 56). Cash sum set into cash register. Users usually do this once in the morning to activate the cash register. The following fields are available for adding a new record:

a. Enter the sum of cash set from cash desk in the **From cash desk** field. Cash sum set from the cash desk of the company. The field is mandatory.

b. Enter the sum of cash set from the electronic cash register (change money) in the **From cash register** field. This value should match the value of the **"To cash register"** of the **"Collection"** type report from the previous date. The field is mandatory.

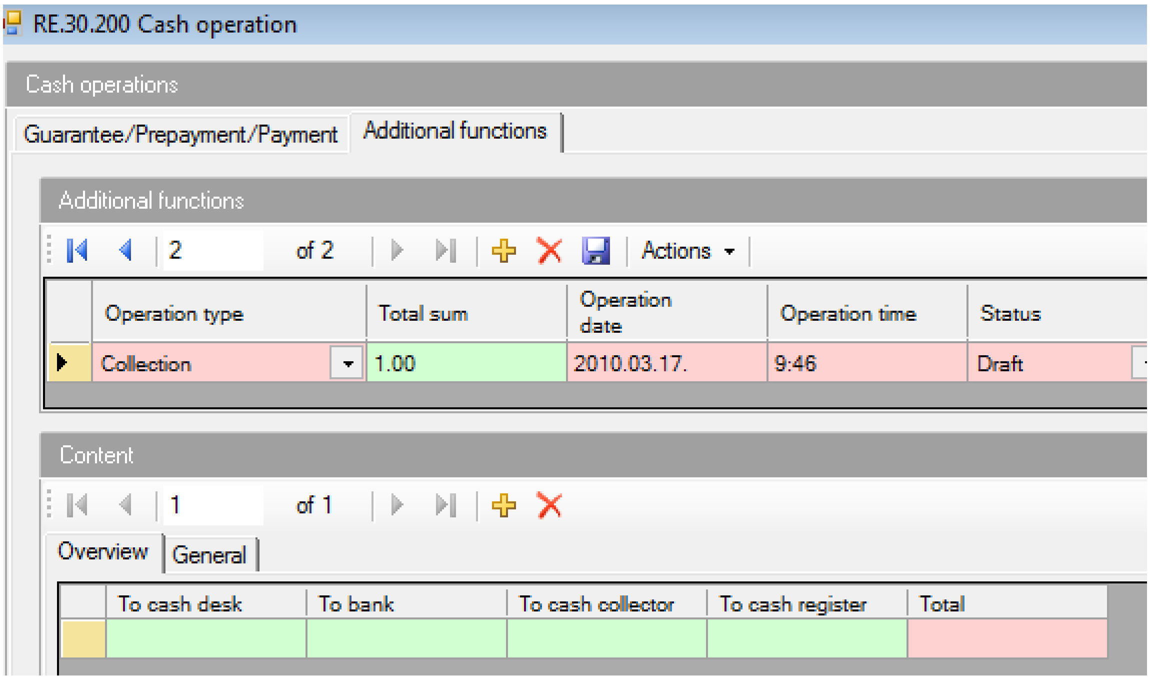


Figure 57

11.2. **Operation type** is **Collection** (See Figure 57). Cash sum collected in the cash register. Users usually do this once in the evening to close the cash register. The following fields are available for adding a new record:

a. Enter the sum set into the cash desk in the **To cash desk** field. The field is mandatory.

b. Enter the sum set into the bank in the **To bank** field. The field is mandatory.

c. Enter the sum set to the cash collector in the **To cash collector** field. The field is mandatory.

d. Enter the sum of cash which was left in the electronic cash register (change money) in the **To cash register** field. The field is mandatory.

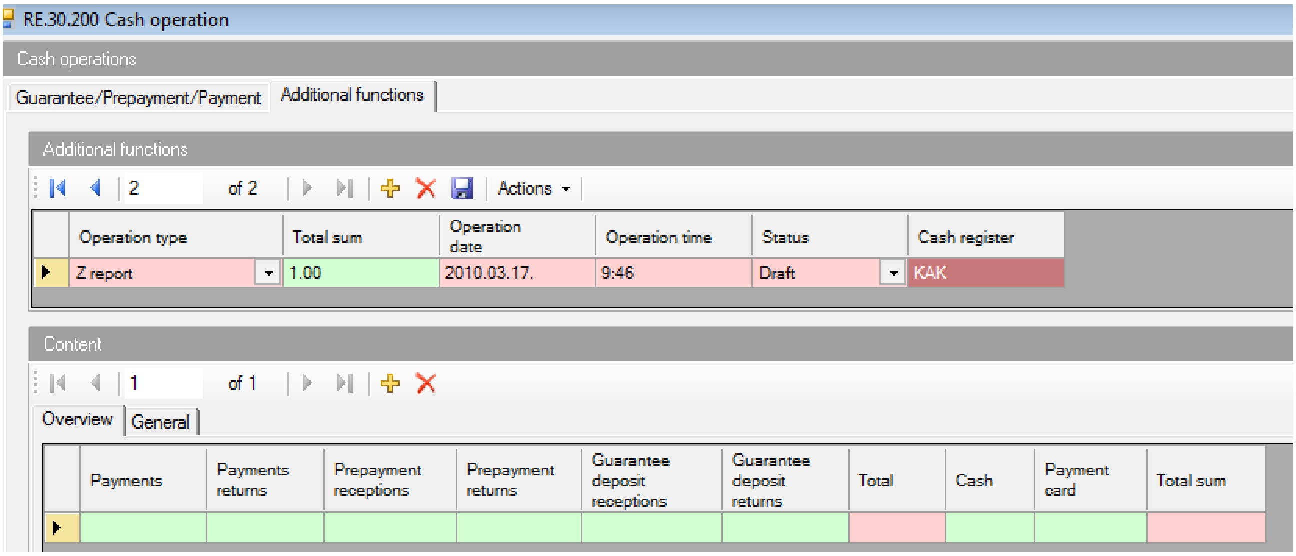


Figure 58

11.3. **Operation type** is Z report (See Figure 58). Cash register report about operations of the day. Users usually do this once in the evening to close the cash register. The following fields are available for adding a new record:

a. Enter the payment sum (invoices, invoices proforma) in the **Payments** field. The field is mandatory. The number should match the total value of the "Sum" field of the approved operations from the "Guarantee/Prepayment/Payment" section having "operation type": "Payment application" for the specified date.

b. Enter the payment return sum in the **Payments return** field. The field is mandatory. The number should match the total value of the "Sum" field of the approved operations from the "Guarantee/Prepayment/Payment" section having "operation type": "Payment return" for the specified date.

c. Enter the received prepayment sum in the **Prepayment receptions** field. The field is mandatory. The number should match the total value of the "Operation sum" field of the approved operations from the "Guarantee/Prepayment/Payment" section having "Operation type": "Prepayment application" for the specified date.

d. Enter the prepayment return sum in the **Prepayment returns** field. The field is mandatory. The number should match the total value of the "Sum" field of the approved operations from the "Guarantee/Prepayment/Payment" section having "Operation type": "Prepayment return" for the specified date.

e. Enter the received guarantee deposits in the **Guarantee deposit receptions** field. The field is mandatory. The number should match the total value of the "Operation sum" field of the approved operations from the "Guarantee/Prepayment/Payment" section having "Operation type": "Guarantee deposit receptions" for the specified date.

f. Enter the returned guarantee deposits in the **Guarantee deposit returns** field. The field is mandatory. The number should match the total value of the “Sum” field of the approved operations from the “Guarantee/Prepayment/Payment” section having “Operation type”: “Guarantee deposit return” for the specified date.

g. Enter payments in cash in the **Cash** field. The field is mandatory.

h. Enter payments with a payment card in the **Payment card** field. The field is mandatory.

12. Sub-button of the **Additional functions** tab of the **Cash operations** section:

- **Accept –** to accept the cash operation. This button is available for cash operations having “Draft” status. When you press the button, checkup is performed: “Total” = “Total sum”.
  If the respective equation is not performed, a noncompliance error message pops up. Additional checkups are performed by entering data from the respective report. If the respective equation is performed, then the status of the cash operation changes to “Accepted”.

Product balance

Object balance (WA.20.150 Object balance)

1. In the navigation menu of the window select **RENT → Product balance → WA.20.150 Object balance.**

2. The **WA.20.150 Object balance** window stores real time information about balance of all products in objects. Data are updated each time when following activities take place:

    - product reception;

    - product delivery.

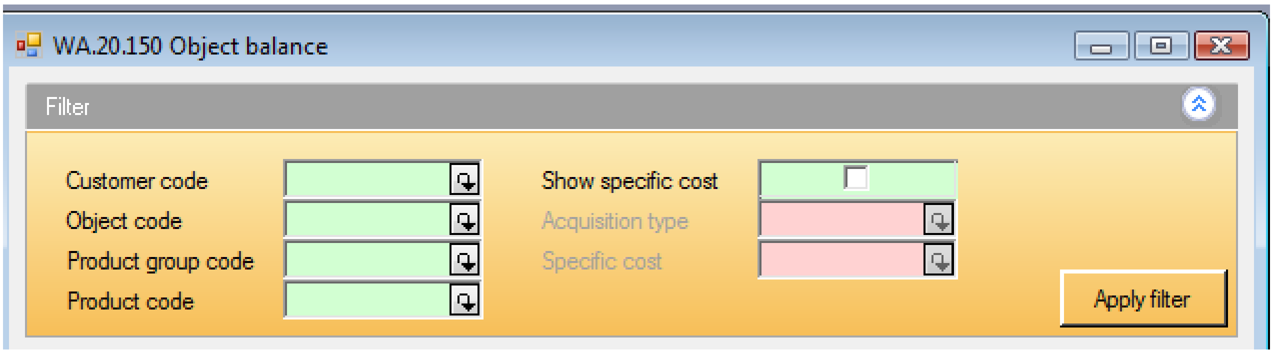


Figure 59

3. Use filter to select necessary information. Using **Filter** section (See Figure 59) it is possible to select data according to the following fields:

    - **Customer code**.
    - **Object code**.
    - **Product group code**.
    - **Product code**.
    - **Show specific cost** – show specific cost code.
    - **Acquisition type**.
    - **Specific cost** – specific cost code

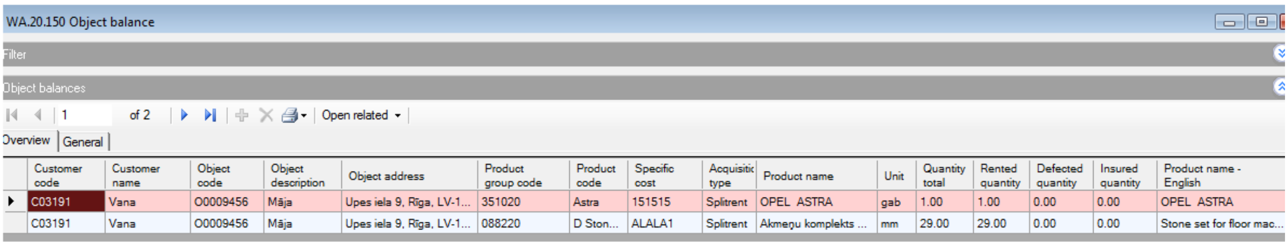


Figure 60

4. The **Object balances** section (See Figure 60) displays filtered information:
    a. the **Customer code** field shows the customer code.
    b. the **Customer name** field shows the customer name.
    c. the **Object code** field shows the object code.
    d. the **Object description** field shows the object description.

e. the **Object address** field shows the object address.
f. the **Product group code** field shows the product group code.
g. the **Product code** field shows the product code.
h. the **Specific cost** field shows the specific cost code.
i. the **Acquisition type** field shows the acquisition type.
j. the **Product name** field shows the product name.
k. the **Unit** field shows the measuring unit.
l. the **Quantity total** field shows the total quantity of the product at the object. The total product quantity is automatically calculated using the formula:
   Rented quantity+ Defected quantity+ Insured quantity
m. the **Rented quantity** field shows the quantity of rented items.
n. the **Defected quantity** field shows the quantity of defected items.
o. the **Insured quantity** field shows the quantity of items included in insurance cases.
p. the **Product name – English** field shows the product name in English.

Product balance (WA.20.200 Product balance)

1. In the navigation menu of the window select **RENT → Product balance → WA.20.200 Product balance.**

2. The **WA.20.200 Product balance** window contains information about quantities of items in the warehouse. All information is loaded automatically in this window and it is impossible to manually perform any changes. The **WA.20.200 Product balance** window combines data from **WA.20.100 Location balance** and **WA.20.150 Object balance** window.

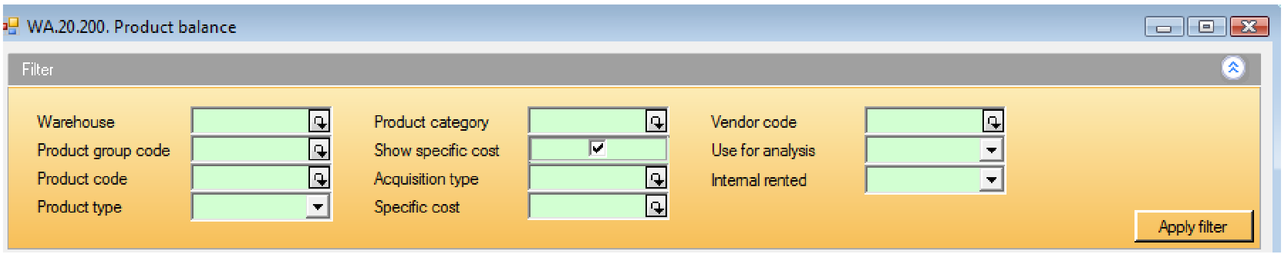


Figure 61

3. Use filter to select necessary information. Using **Filter** section (See Figure 61) it is possible to select data according to the following fields:

   - **Warehouse** – warehouse code.
   - **Product group code**.
   - **Product code**.
   - **Product type**.
   - **Product category**.
   - **Show specific cost** – show specific cost code.
   - **Acquisition type**.
   - **Specific cost** – specific cost code.
   - **Vendor code**.
   - **Use for analysis** – data can be used/cannot be used for analysis.
   - **Internal rented** – rental delivery to internal customers.

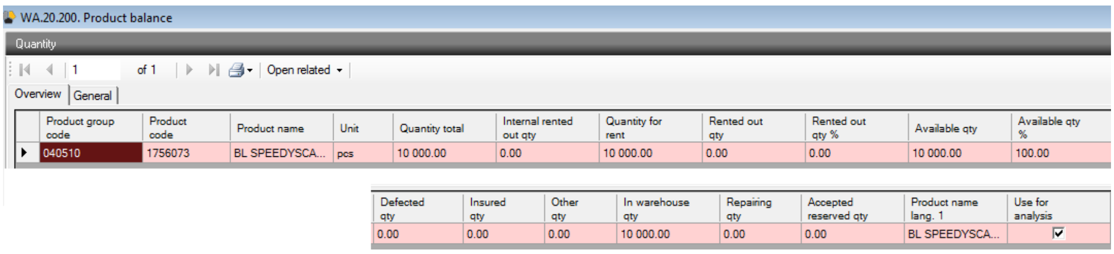


Figure 62

4. The **Quantity** section (See Figure 62) displays filtered information:

   a. the **Product group code** field shows the product group code.
   b. the **Product code** field shows the product code.
   c. the **Specific cost** field shows the specific cost code.
   d. the **Acquisition type** field shows the acquisition type.
   e. the **Product name** field shows the product name.

f. the **Unit** field shows the measuring unit.
g. the **Quantity total** field shows the quantity of items. Contains the total quantity of registered items in all storage locations depending on filter options.
h. the **Internal rented out qty** field shows the quantity at internal customers.
i. the **Quantity for rent** field shows the total quantity of products for rent.
j. the **Rented out qty** field shows the quantity of rented out items.
k. the **Expected return date** field shows the expected time of return of the item.
l. the **Rented out qty %** field shows the percentage quantity of rented out items from the total quantity of accounted items.
m. the **Available qty** field shows the quantity of available items. It is automatically calculated using the formula: "Quantity total (DEPO+SALE)" – "Accepted reserved qty" – "Rented out qty" – "Internal rented out qty".
n. the **Available qty %** field shows the percentage quantity of available items from the total quantity of accounted items.
o. the **Defected qty** field shows the quantity of defected items.
p. the **Insured qty** field shows the quantity of items included in insurance cases.
q. the **Other qty** field shows the quantity of lost and unclear items in the warehouse.
r. the **In warehouse qty** field shows the quantity of items in the warehouse.
s. the **Repairing qty** field shows the quantity of repaired items.
t. the **Accepted reserved qty** field shows the reserved quantity of items (reservation approved).
u. the **Insurance valid till** field shows the validity period of the insurance of items.
v. the **Vendor code** field shows the item vendor.
w. the **Vendor name** field shows the item vendor name.
x. the **Product name** field shows the product name.
y. the **Use for analysis** field specifies whether data can be used/cannot be used for analysis.

Quantity of available equipment (WA.20.210 Rental availability overview)

1. In the navigation menu of the window select **RENT → Product balance → WA.20.210 Rental availability overview.**

2. The window contains information about quantities of items in the warehouse and their availability by dates. All information is loaded automatically in this window and it is impossible to manually perform any changes.

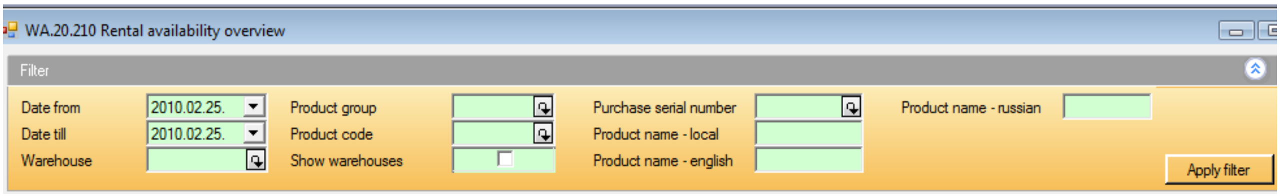


Figure 63

3. Use filter to select necessary information. Using **Filter** section (See Figure 63) it is possible to select data according to the following fields:

   - **Date from** – the date should be selected from the calendar, starting from which the availability overview is displayed. Dates are available only from the current date (business date).
   - **Date till**– the date should be selected from the calendar, till which the availability overview is displayed. This date cannot be earlier than the "Date from".
   - **Warehouse** – warehouse code
   - **Product group** – product group code.
   - **Product code**.
   - **Show warehouses** – indication to whether it is necessary to show the availability in an expanded way, if the Warehouse is not specified.
   - **Purchase serial number** – rerented product serial number.
   - **Product name – local** – product name in local language.
   - **Product name – lang.1** – product name in Language1.
   - **Product name – lang.2** – product name in Language2.

Figure 64

4. Fields available on the toolbar (See Figure 64):

- **Necessary quantity** – the available quantity for which it is necessary to perform the availability checkup. By default, it contains the value 1. When you select a value, those values the quantity of which is available (green) and is not available (red) are highlighted.

- **Show available q-ty** – to show / not to show available quantities only. It is related to the Necessary quantity value. If for the selected period no value matches the Necessary quantity field, this item is not shown in the overview.

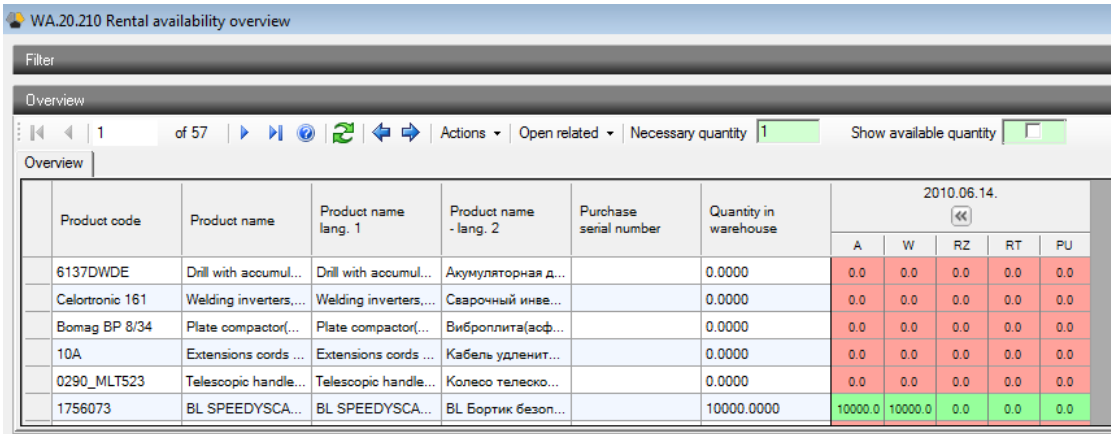


Figure 65

5. Fields available in **Overview** section (See Figure 65):

- **Product code**. If "Product code" is specified in the filter, then only products of the specified item are loaded, if "Product group" – then all included in it.
- **Product name –** product name in local language.
- **Product name – lang.1** – product name in Language1.
- **Product name – lang.2** – product name in Language2.
- **Purchase serial number** – rerented product serial number.
- **Quantity in warehouse** – the total quantity of items in the "Warehouse" in DEPO storage location of the specified warehouse
- **Date/Available quantity** – the date as of which the item balance is displayed. The number of fields depends on the number of days specified in the filter. Date files in which the Necessary quantity is:
    - less than 1 or the value specified in the Necessary quantity field, are highlighted in red;
    - higher or equal to the value specified in the Necessary quantity field, are highlighted in green, provided that; Q-ty in warehouse - Reserved qty > Planned return qty + Planned purchase q-ty;
    - higher or equal to the value specified in the Necessary quantity field, are highlighted in yellow, provided that; Q-ty in warehouse - Reserved qty < Planned return qty + Planned purchase q-ty.

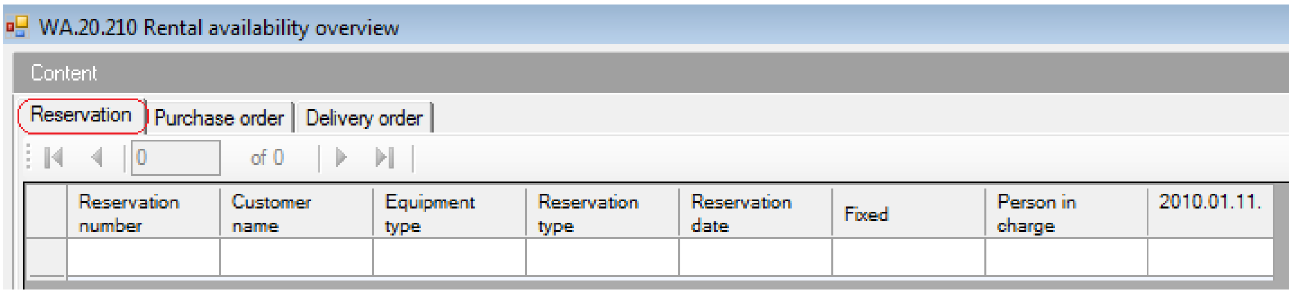


Figure 66

6. The **Reservation** tab of the **Content** section (See Figure 66) contains information about Accepted and Reserved, Partly delivered reservations of the product, which were taken into account in availability calculations.

    a. the **Reservation number** field shows the reservation number.

    b. the **Customer name** field shows the customer name.

    c. the **Equipment type** field shows the product type.

    d. the **Reservation type** field shows the reservation type.

    e. the **Reservation date** field shows the reservation date.

    f. the **Fixed** field shows the type of reservation. If the checkbox is checked, then items are reserved and are not available for delivery at other customer objects. If the checkbox is not checked, then items are reserved, but in case of necessity can be delivered to other customer objects.

    g. the **Person in charge** field shows the person in charge of the reservation .

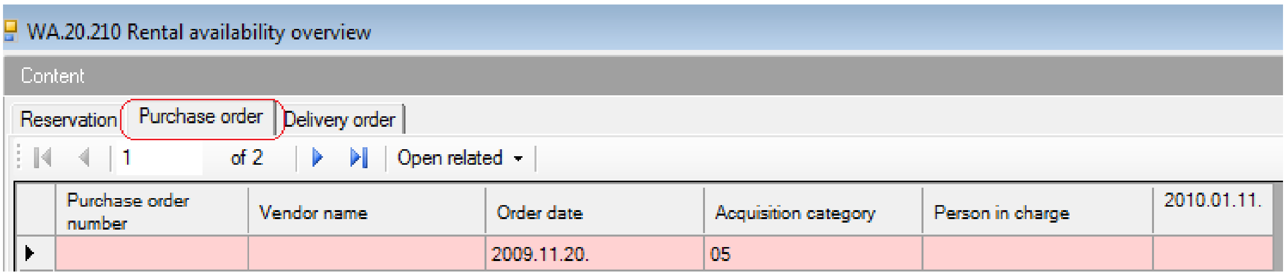


Figure 67

7. The **Purchase order** tab of the **Content** section (See Figure 67) contains information about purchase orders.

    a. the **Purchase order number** field shows the purchase order number.

    b. the **Vendor name** field shows the vendor name.

c. the **Order date** field shows the purchase order date.

d. the **Acquisition category** shows the acquisition type.

e. the **Person in charge** field shows the person in charge of the purchase.

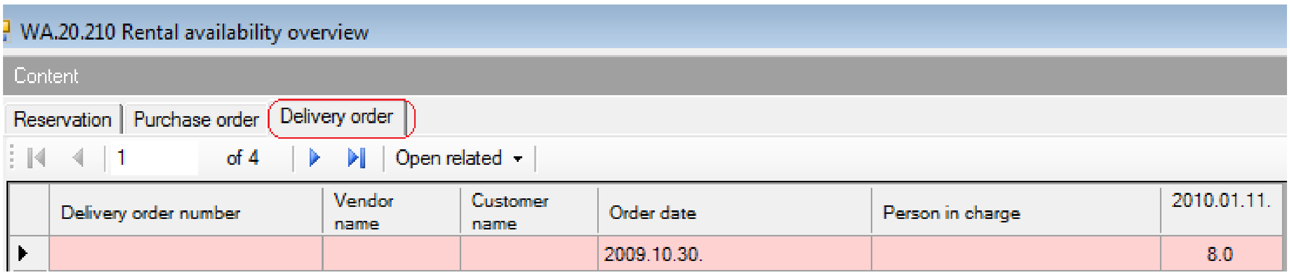


Figure 68

8. The **Delivery order** tab of the **Content** section (See Figure 68) contains information about delivery orders.

    a. the **Delivery order number** field shows the delivery order number.

    b. the **Vendor name** field shows the vendor name.

    c. the **Customer name** field shows the lessee name

    d. the **Order date** field shows the purchase order date.

    e. the **Person in charge** field shows the person in charge of the delivery.

9. The Actions button has the following sub-buttons:

    - **Create reservation** – this button is intended for creation of a new reservation. When you press the button the RE.10.150.Reservations window is opened and a new record is created.

    - **Create Delivery order** – this button is intended for creation of a new delivery order. When you press the button the RE.10.500.Rental delivery and sale window is opened and a new record is created.

    - **Create Quotation** – this button is intended for creation of a new quotation. When you press the button the RE.10.200.Quotations window is opened and a new record is created.

    - **Create Purchase order** – this button is intended for creation of a new purchase order. When you press the button the WA.10.150.Purchase orders window is opened and a new record is created.

    - **Create transport order** – this button is intended for creation of a new transport order. When you press the button the RE.10.410 Transport orders window is opened and a new record is created.

Product transaction overview (WA.20.250 Product transaction overview)

1. Choose in the window navigation **Warehouse administration -> Product transaction -> WA.20.250 Product transaction overview.**

2. The window **WA.20.250 Product transaction overview** contains the information on the movements of products registerred in the warehouse. All the information has been „frozen" automatically in the window and no manual changes are allowed there. The screen is empty by default; to view the data the user needs to use a filter.

3. In the window **WA.20.250 Product transaction overview** the following sections are available:

   - Filter;
   - Transactions.

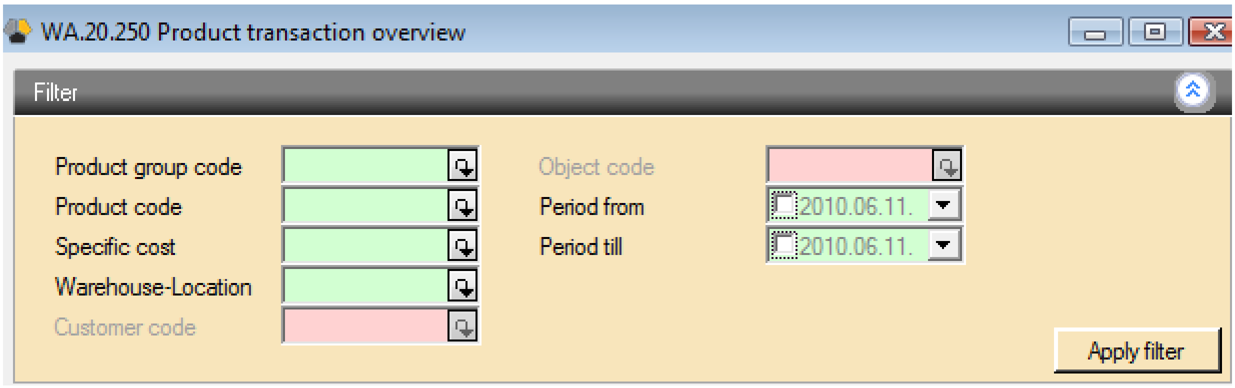


Figure 69

4. In the section **Filter** (see Figure 69) you can select data by the following fields:

   a. „Product group" – optional, all the product groups registerred in the system can be selected from the list. An automatic download will be performed if „Product code" or „Specific cost" is selected at first.
   b. „Product code" – compulsory, all the products ever being registerred in the system can be chosen from the list. The lines of goods of type „Service"are not available. The download will be automatic if „Specific cost" is chosen first. If „Product group" is chosen first, then only indicated lines of goods are available.
   c. „Specific cost" – prime cost code. Optional, code values of prime cost for all the products ever being registerred in the system can be chosen from the list. If „Product code" is chosen first, then only the codes of prime cost of indicated products are available.
   d. „Warehouse-Location" – optional, the records from the list can be selected by the warehouse location code;
   e. „Customer code" – optional, customer code on which products movements the report needs to be depicted. The value is available only if the warehouses with the location values RENT, DEFE, DEPO or SALE are entered in the field „Warehouse-Location".

f. „Object code” – optional, object code for which products movements the report needs to be depicted. The value can be selected if „Customer code” is indicated and, there are available just the addresses with the type „Object” in any status of the customer.
g. „Period from” – optional, initial period by which products movement can be traced.
h. „Period till” – optional, end period by which products movement can be traced.

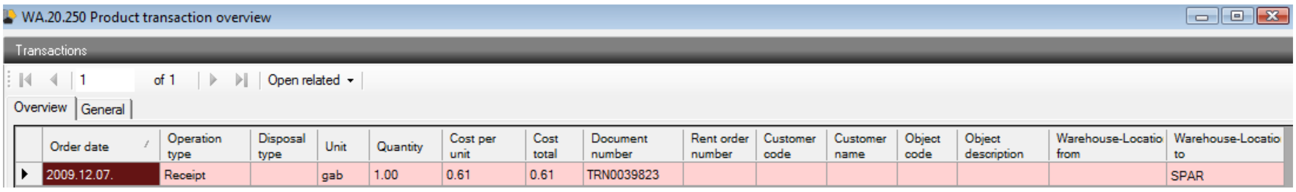


Figure 70

5. In the section **Transaction** (see Figure 70) you can see the quantities of the selected products and the movement between the warehouses and location places of the company. The conditions for data depicting:

   - In the section the records are being loaded from the windows: „WA.10.100.Receipt orders”, „WA.10.200.Disposal orders” and from „WA.10.300.Transfer orders”, „RE.10.500.Material delivery”, „RE.20.200.Material receptions” and „WA.20.160.Defected balance”, if the product has ever been received for listing/moved/issued for rent/received from rent/defected/written off according to filter options;
   - Only the documents with the status „Processed” are downloaded;
   - The quantity/value of products included in the operations is being calculated according to filter, summing up products/values by „Product code”;
   - Choosing „Customer code” and „Object code” only rent movements will be depicted from „RE.10.500.Material delivery”, „RE.20.200.Material receptions” and „WA.20.160.Defected balance”;

   The meaning of the fields:

   a. „Order date” – products movement registration date.
   b. „Operation type” – products movement type.
   c. „Disposal type” – products writting off type.
   d. „Unit”
   e. „Quantity” – products quantity involved in the movement.
   f. „Cost per unit” – products acquisition cost.
   g. „Cost total” – products total acquisition cost.
   h. „Document number”
   i. „Rent order number” – relevant rent order number.
   j. „Customer code”
   k. „Customer name”
   l. „Object code”
   m. „Object description” – object address.
   n. „Warehouse-Location from”
   o. „Warehouse-Location to”

Product rent transaction overview (WA.20.260 Product rent transaction overview)

1. Choose in the window navigation **Warehouse administration -> Product transaction -> WA.20.260 Product rent transaction overview.**

2. The window **WA.20.260 Product rent transaction overview** contains information on products movements within rental scope, ever being moved to the location place RENT. All the information is downloaded automatically and no manual changes are possible there. The screen is empty by default, to see the data the user needs to use filter.

3. In the window **WA.20.250 Product transaction overview** the following sections are available:

   - Filter;
   - Transactions.

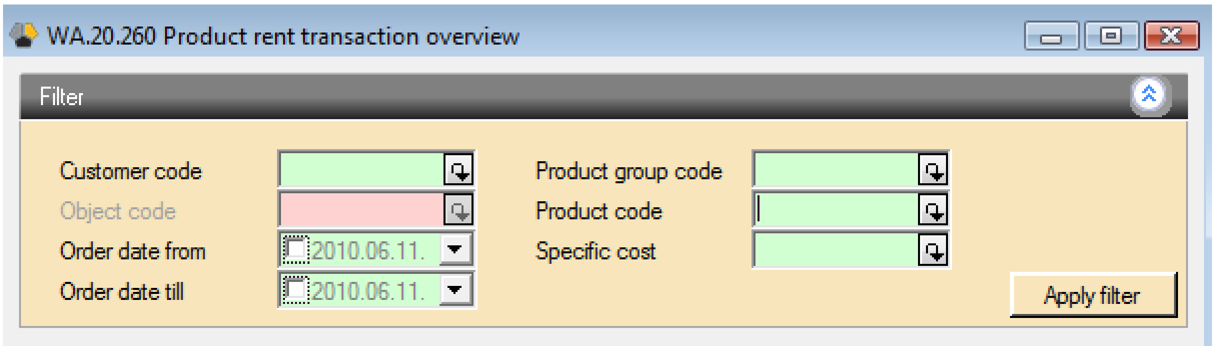


Figure 71

4. In the section **Filter** (see Figure 71) data can be selected by the following fields:

   a. „Customer code” – customer code for which products movements the report needs to be depicted.
   b. „Object code” – optional, object code for which products movements the report needs to be depicted. The value can be selected if „Customer code” is indicated and, there are available just the addresses with the type „Object” in any status of the customer.
   c. „Order date from” – initial data by which products movement can be traced;
   d. „Order date till” – end date by which products movement can be traced;
   e. „Product group code” – optional, all the product groups registerred in the system can be chosen from the list. An automatic download will be realized if you choose „Product code” or „Specific cost” first.
   f. „Product code” – compulsory, all the products ever being registerred in the system can be chosen from the list. The lines of goods of type „Service”are not available. The download will be automatic if „Specific cost” is chosen first. If „Product group” is chosen first, then only indicated lines of goods are available.

g. „Specific cost” – prime cost code. Optional, code values of prime cost for all the products ever being registerred in the system can be chosen from the list. If „Product code” is chosen first, then only the codes of prime cost of indicated products are available.

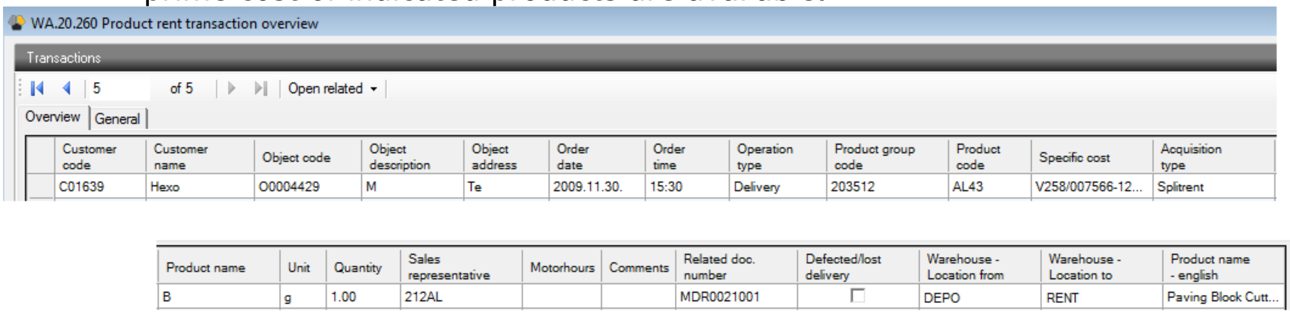


Figure 72

5. In the section **Transaction** (see Figure 72) you can see the chosen information on products movement within rental scope ever being moved to RENT location place. The meaning of the fields:

   a. „Customer code”
   b. „Customer name”
   c. „Object code”
   d. „Object description”
   e. „Object address”
   f. „Order date”
   g. „Order time”
   h. „Operation type” – products movement type.
   i. „Product group code”
   j. „Product code”
   k. „Specific cost” – prime cost code.
   l. „Acquisition type”
   m. „Product name”
   n. „Unit”
   o. „Quantity” – products quantity involved in the movement.
   p. „Sales representative” – person responsible for the transaction.
   q. „Motorhours” – indication of producēt motorhours.
   r. „Comments”
   s. „Related doc. number”
   t. „Defected/Lost delivery” – indication if the record corresponds to the data in the issuing order of defected/lost.
   u. „Warehouse-Location from”
   v. „Warehouse-Location to”
   w. „Product name - English”

Storage location balance (WA.20.100 Location balance)

1. In the navigation menu of the window select **RENT → Product balance → WA.20.100 Location balance.**

2. The **WA.20.100 Location balance** window stores real time information about balance of all products in storage locations. Data are updated each time the following activities take place:

    - product reception;
    - product transfer;
    - product disposal.

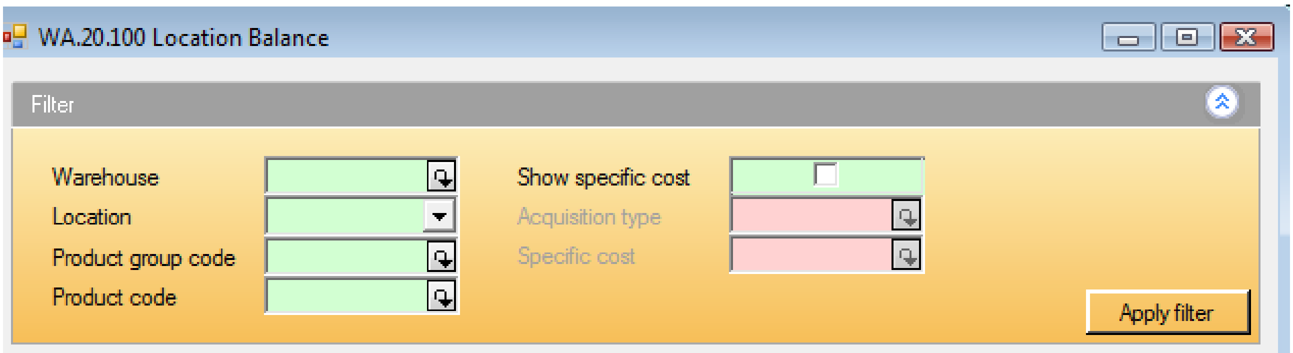


Figure 73

3. Use filter to select necessary information. Using **Filter** section (See Figure 73) it is possible to select data according to the following fields:

    - **Warehouse** – warehouse code.
    - **Location** – storage location code.
    - **Product group code**.
    - **Product code**.
    - **Show specific cost** – show specific cost code.
    - **Acquisition type**.
    - **Specific cost** – specific cost code.

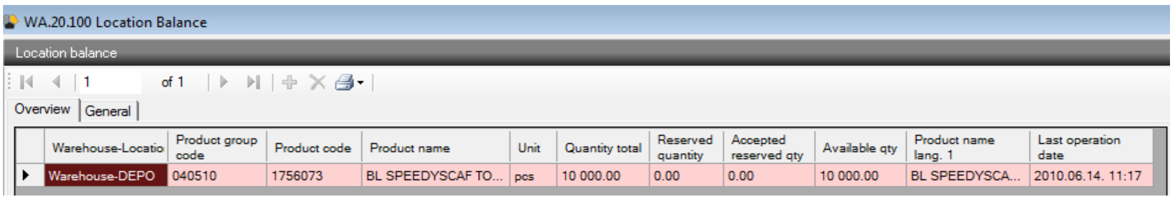


Figure 74

4. The **Location balance** section (See Figure 74) displays filtered information:

    a. the **Warehouse- Location** field shows the warehouse storage location code.
    b. the **Product group code** field shows the product group code.
    c. the **Product code** field shows the product code.

d. the **Specific cost** field shows the specific cost code.
e. the **Acquisition type** shows the acquisition type.
f. the **Product name** field shows the product name.
g. the **Unit** field shows the measuring unit.
h. the **Quantity total** field shows the total quantity of the product.
i. the **Reserved quantity** field shows the reserved quantity of the product.
j. the **Accepted reserved quantity** field shows the accepted quantity of reservations.
k. the **Available quantity** field shows the available quantity.
l. the **Product name** field shows the product name.
m. the **Last operation date** field shows the last operation date.

Product catalogue

Adding a new product (DI.20.100 Product list)

1. In the navigation menu of the window select Warehouse administration →Product administration → Product data → DI.20.100 Product list.

2. Create a new row, by pressing ✚.

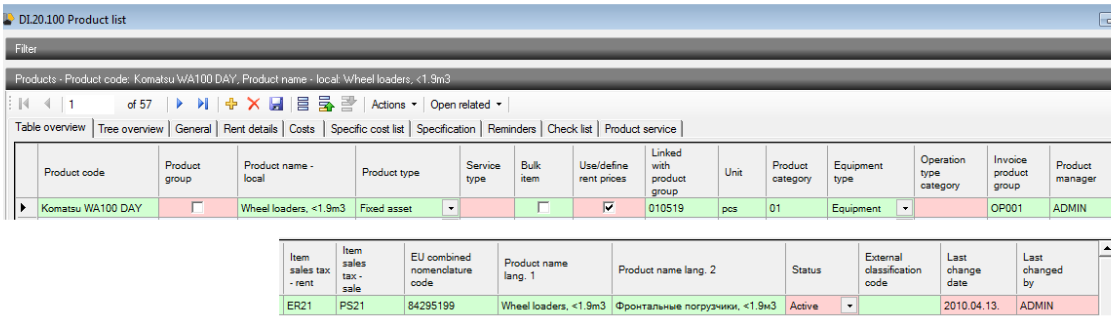


Figure 75

3. The newly created record will look as follows (See Figure 75).

4. In the **Table Overview** tab of the newly created record:

   a. Enter the code of the new item in the **Product code** field. The field is mandatory.

   b. Check the **Product group** checkbox to indicate whether the entered item is or is not a product group. The field indicates that the item is used for grouping or real activity. If the checkbox is checked - the item is "Product" group. The field is mandatory.

   c. Enter the item name in the system language in the **Product name – local** field. The field will be used in all windows, where the "Product name" value is displayed. The field is mandatory.

   d. Select the item type in the **Product type** field. The field is mandatory. The following types are possible:

      - Fixed asset – fixed assets for rent and sale;
      - Fixed asset for own use;
      - Intangible asset – (computer programs, etc.)
      - Inventory – inventory for rent and sale;
      - Service – services;
      - Spare parts – inventory of assembly/spare parts;
      - Advertising materials – inventory – advertising materials;
      - Lease – inventory-materials taken on lease.

   e. Enter the type of the service in the **Service type** field. The field is available and mandatory only for items with Product type "Services". You can manually select values of the field from the "DI.20.115.Service type list" window.

f. Check the **Bulk item** checkbox to indicate whether the entered item is or is not of a unit type. If the checkbox is checked - the item is not of a unit type. The field is not active for "Service" items.

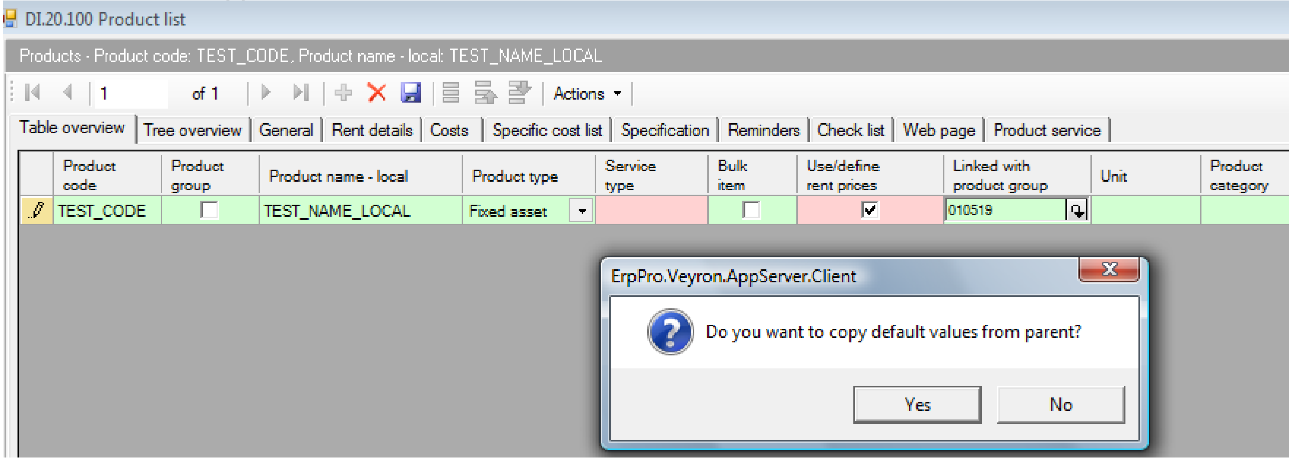


Figure 76

g. You can select the item ownership group in the **Linked with product group** field. You can enter **in** this field any other DI.20.100.Product list item, which is a "Product group" (only not the one currently viewed), which will be considered to be the parent item of the selected item. It is mandatory, if the "Product group" checkbox is not checked. When you select the item child group in the **Linked with product group** field, a message pops up for the user (See Figure 76) with a question: Do you want to copy default values from parent? If you answer "Yes", the field value will fill in by default with values from respective fields of the parent group.

h. You can select the measuring unit, in which the selected item is measured, in the **Unit** field. It is not mandatory in case of "Product group". It is mandatory in other cases. By default the parent group "Unit" field value is loaded. You can manually select the following measuring units:
   - cn – centner
   - day – quantity
   - piece – quantity
   - h – time (hours)
   - package – quantity
   - kg – weight (kilograms)
   - km – length (kilometers)
   - kit – package
   - l – volume (liters)
   - m – length (meters)
   - m2 – square meters
   - m3 – cubic meter
   - mm – millimeter

i. Select the item category (dimension) in the **Product category** field. The field is mandatory.

j. Select the product/equipment type in the **Equipment type** field. You can manually select the following values:
   - Equipment – construction rental equipment;
   - Equipment – car rental equipment

k. Select the operation category (dimension) in the **Operation type** field. It is defined only for items with "Service" type.
l. Specify the invoice item group, in which the specific item should be included, in the **Invoice product group** field. Invoices are grouped and generated according to this group. The field is mandatory. You can manually select the following values:
   - Main group;
   - Bulk group – bulk item group;
   - Car group;
   - CR21 group – temporary group;
   - IT equipment group;
   - Warehouse equipment – warehouse equipment group.
m. Specify the item manager in the **Product manager** field. This person is responsible for all items with this "Product code" irrespective of their location. The field is not mandatory, if "Service", but is mandatory in other cases.
n. Specify the item service tax group in the **Item sales tax rent** field. The field is mandatory.
o. Specify the item sales tax group in the **Item sales tax sales** field. The field is not active in "Service" type items, but is mandatory in other cases.
p. Specify AX items, which are necessary for synchronization of service data with the AX module, in the **AX item number** field. The field is not active, if "Fixed asset", "Spare parts", "Advertising materials", "Lease" and "Product group". It is mandatory for "Service", "Fixed asset for own use", "IA" type of items.
q. Enter the European Union combined item code KN code in the **EU combined nomenclature code** field. It is not active for "Service" type of items. It is not mandatory for "Product group" items. In other cases it is mandatory.
r. Enter the item name in Language1 in the **Product name – lang.1** field. This name was used in printout, when working with foreign customers, those whose "Country" value in "DI.40.100.Customer list" does not match base. The field is mandatory.
s. Enter the item name in Language2 in the **Product name – lang.2** field. The field is mandatory.
t. The status of the record is displayed in the **Status** field. The field cannot be changed. The status of a newly created record is by default "Draft". It automatically changes from "Draft" to "Active", when you press the "Activate" button. It automatically changes to "Inactive", if you press the "Inactivate" button, in records having "Active" status. In this case it is verified whether the item is not used.
u. If the **Use for analysis** checkbox is checked, it is indication that the item will be used while performing analysis of products.
v. Enter the external classification code in the **External classification code** field.
w. The **Last change date** field shows the date last changes were introduced. The field cannot be changed.
x. The **Last changed by** field shows the user, who entered customer data in the system or was the last to enter any changes in the product window. The field cannot be changed.

y. A checked **Exported to outer system** checkbox indicates that the product was exported to outer systems.

5. In the **Tree overview** tab all products selected using filter are displayed in the form of a tree. If you open this tab, the product/product group, which is marked in the "table overview" tab, will be selected in the hierarchy. If you mark any product/product group in this hierarchy, when you open the "Table overview" tab, the last marked product/product group will be marked in it.
   Each branch of the tree consists of:"product code" and "Product name-local" field values. Products, having no value in the "Linked with product group" field will be located on the highest level ascending. Under each of these products the products, in the "product code" of which "Linked with product group" is specified, are arranged.

6. In the **General** tab the same fields as in Overview are available, and the same description refers to them.

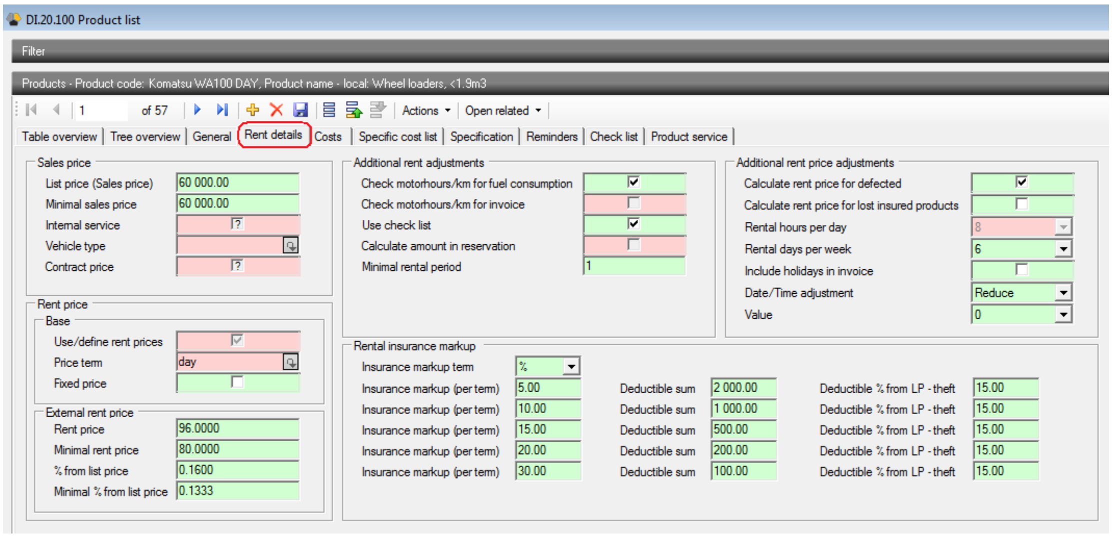


Figure 77

7. The **Rent details** tab (See Figure 77) contains information about item costs, prices, etc. Five sections can be separated in this tab.
   7.1. **Sales price** section. Available fields:
      a. Enter the sales or service price per unit in the **List price (Sales price)** field. In "Service" type items service price per unit will be defined in this field. In other cases the item sales price per unit is specified in this field. The field is mandatory.
      b. Enter the minimum sales, service price per unit in the **Minimal sales price** field. In "Service" type items service price per unit will be defined in this field. In other cases the item sales price per unit is specified in this field. The field is mandatory.
      c. A check in the **Internal service** checkbox indicates whether the selected service is an internal service. If it is not checked, it is an external service. The field is active, but is not mandatory for "Service" type items. It is not active in other types of items.

d. Select the type of vehicle, the additional service is related to, in the **Vehicle type** field. The field is active, but is not mandatory for "Service" type items. It is not active in other types of items.
e. A check in the **Contract price** checkbox indicates on a service price. If there is a check, the contract price is applied to the service. When you enter such types of additional services, the base price field can be changed. If there is no check, the service has a defined price. The field is active, but is not mandatory for "Service" type items. It is not active in other types of items.

7.2. **Rent price** section.

a. A check in the **Use/define rent prices** field is used to activate rent price input fields. For "Fixed asset" items this field is always filled and cannot be changed. If this field is filled in, rent price definition fields are available to the user. In case of "Product group" you can also define rent prices, but only in case it is specified that the "Product group" is "Bulk item".
b. Specify the rent price accounting unit in the **Price term** field. The following rent accounting measuring units are available:
   - day – Quantity;
   - h – Time (hours);
   - mm – millimeters.
c. A check in the **Fixed price** field indicates that the item has a fixed rent price and no discount or markup may be applied to it.
d. Enter the base rent price value per specified unit in the **Rent price** field. The field is mandatory, if the "Use/define rent prices" field is filled in.
e. Enter the minimum rent price per unit allowable for the specified unit in the **Minimal rent price** field. The field is mandatory, if the "Use/define rent prices" field is filled in.
f. Enter the rent price per unit in percents from the item sales price in the **% from List price** field. The field is mandatory, if the "Use/define rent prices" field is filled in.
g. Enter the minimum rent price per unit in percents allowable for the specified unit in the **Minimal % from list price/term** field. The field is mandatory, if the "Use/define rent prices" field is filled in.

7.3. **Additional rent adjustments** section.

a. If the **Check motorhours/km for fuel consumption** is checked, it is an indication that you should specify item motorhours at delivery and return.
b. If the **Check motorhours/km for invoice** is checked, it is an indication that you should specify item motorhours invoice at delivery and return.
c. A check in the **Use check list** field indicates whether specific checkups are performed during delivery and reception of items. If you check it, the "Check list" tab becomes available.
d. A check in the **Calculate amount in reservation** checkbox indicates, whether you need to fill the "Amount" section in the "Rent prices" tab, when you add this item to a reservation. If it is checked, when adding this item to a reservation, you must fill in the "Amount" section.

e. You can enter the minimum rent period value in the **Minimal rent period** field. It is mandatory, if the "Use/define rent prices" field is filled in.

7.4. **Additional rent price adjustments** section.

a. A check in the **Calculate rent price for defected products** checkbox indicates, whether the rent price is calculated for defected items (they are included in the invoice); If it is checked, the rent price is calculated also for defected items (they are included in the invoice).
b. A check in the **Calculate rent price for lost insured products** checkbox indicates, whether lost/stolen insured items are invoiced to the customer like other rented items. If it is checked, the rent price is calculated also for lost insured items (they are included in invoice).
c. You can enter number of hours in a day for which the rent price is calculated in the **Rental hours per day** field. This parameter should be set if the price per hour is specified for the item. It is mandatory, if a price with "Price term/HS" in hours is specified in the "Rent prices" section. By default the respective field value of the parent group is loaded.
d. You can enter number of days a week for which the rent price is calculated in the **Rental days per week** field. It is mandatory, if it is "Product group" or the "Use/define rent prices" field is filled in. By default the respective field value of the parent group is loaded.
e. If you check the **Include holidays in invoice** checkbox, it is a reference to whether while generating rental invoices for the item holidays will also be included in the rent (calendar holidays). It is not mandatory, if it is "Product group" or the "Use/define rent prices" field is filled in. By default the respective field value of the parent group is loaded.
f. You can select a rental period adjustment in the **Date/Time adjustment** field. It is an indication whether the actually calculated term of the rent should be increased or decreased by a certain number of hours/days (depending on the Price term type). By default the respective field value of the parent group is loaded. If you wish to increase the rent term, select Enhance; if you wish to decrease the rent term – select Reduce.
g. You can select the number of respective days/hours, for which the rent calculation should be decreased or increased in the **Value** field. "Enhance" will mean increasing by a certain number of hours/days and "Reduce" – decreasing, respectively. By default the respective field value of the parent group is loaded.

7.5. The **Rental insurance markup** section is intended for the specification of the rent price markup for insurance, which will be taken into account while defining the product price. Both columns of the section should be unique (nothing can repeat). This field is available, if the "Use/define rent prices" field is filled in, in other cases fields of the section are not active. In case the product was imported from the outer system, values for fields of this section should be taken from the product information specified in the "Linked with product group" field.

a. Select the measuring unit, in which the rent price markup will be expressed, in the **Insurance markup term** field. By default the respective field value of the parent group is loaded. The field is mandatory. Possible values:

- "%" – in fields "Insurance costs-own" and "Insurance costs-rerent" values will be specified in percents;
- "Sum" – in fields "Insurance costs-own" and "Insurance costs-rerent" values will be specified in the system currency.

b. Enter the markup, which will be applied to the product for insurance in the **Insurance markup per price term** field. By default the respective field value of the parent group is loaded. The field is mandatory.

c. You can enter the insurance self-risk amount in the **Deductible sum** field. By default the respective field value of the parent group is loaded. The field is mandatory.

d. Enter % from the List price, which makes up a self-risk sum in case of damages, theft or complete destruction in the **Deductible % from LP – theft deductible** field. By default the respective field value of the parent group is loaded. The field is mandatory.

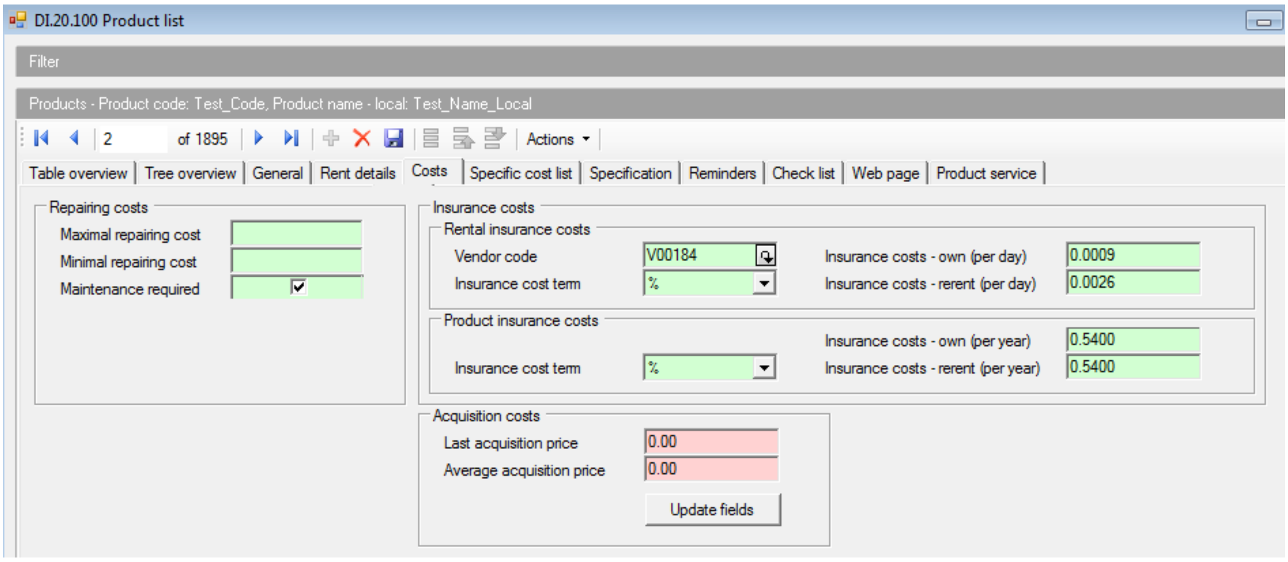


Figure 78

8. The **Costs** tab (See Figure 78) contains information about item costs.

8.1. The **Repairing costs** section is intended for the maintenance of information about the repair costs.
Enter maximum repair costs in the **Maximal repairing cost** field. It is mandatory for "Spare parts", "Fixed asset for own use", "Inventory" and "Fixed asset" items.

8.2. Enter minimum repair costs in the Minimal repairing cost field. It is mandatory for "Spare parts", "Fixed asset for own use", "Inventory" and "Fixed asset" items.

8.3. Check the Maintenance required checkbox to indicate that the item needs maintenance.

8.4. The Rental insurance cost section is intended for displaying insurance costs of a product rent. This field is available, if the "Use/define rent prices" field is filled in, in other cases fields of the section are not active.

a. You can select the code of the vendor in the **Vendor code** field. The field is mandatory.
b. Select the measuring unit, in which the product insurance costs per day will be expressed, in the **Insurance cost term** field. The field is mandatory.
c. Enter insurance costs per day in units specified in the "Insurance cost term" field for own products in the **Insurance costs-own (per day)** field. The field is mandatory.
d. Enter percentage insurance costs per day in units specified in the "Insurance cost term" field for rerented products in the **Insurance costs-rerent (per day)** field. The field is mandatory.

8.5. The Product insurance costs section is intended for displaying product insurance costs. The section is active only for "Fixed asset" and "Fixed asset for own use" types of items.

a. Select the measuring unit, in which the product insurance costs per year will be expressed, in the **Insurance cost term** field. The field is mandatory.
b. Enter insurance costs per year in units specified in the "Insurance cost term" field for own products in the **Insurance costs-own (per year)** field. The field is mandatory.
c. Enter percentage insurance costs per year in units specified in the "Insurance cost term" field for rerented products in the **Insurance costs-rerent (per year)** field. The field is mandatory.

8.6. The Acquisition costs section contains item acquisition costs. The section is not active for "Service" and "Product group" type of items.

a. The **Last acquisition price** field shows the last acquisition price. The field cannot be changed.
b. The **Average acquisition price** field shows the average acquisition price of accounted items. The field cannot be changed.

9. The Specific cost list tab contains general item reception information. The tab is not active in "Service" type items. The tab displays all item acquisition lots by specific cost code. The tab is not active, if no value is entered into it. The Specific cost list tab consists of the following sub-tabs: Specific costs, Rent prices, Specifications, Web page.

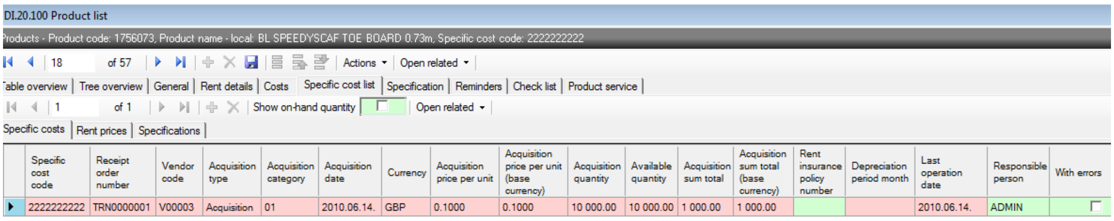


Figure 79

9.1. The Specific costs tab (See Figure 79) contains information about item lot acquisitions. Information is added to this tab through WA.10.100.Receipt orders and is updated through WA.10.200.Disposal orders.

a. You can enter total wear in months in the **Rent insurance policy number** field.
b. You can enter/change the person responsible for items in the **Responsible person** field.
c. You can check the **With errors** field to indicate that the specific cost field is incorrect and cannot be used.

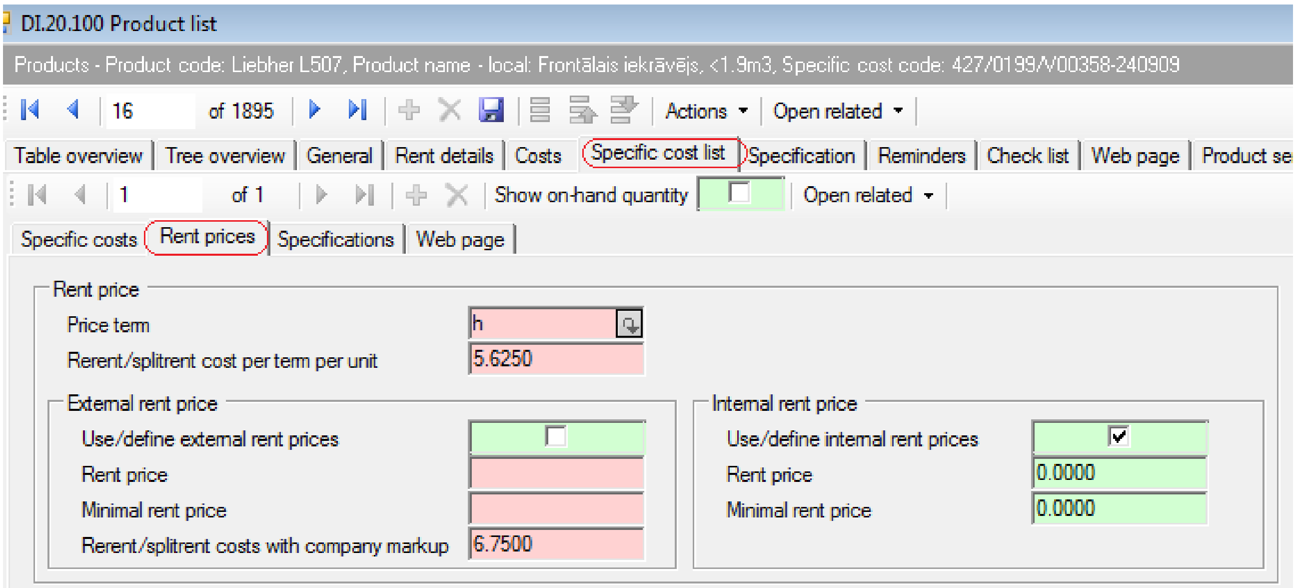


Figure 80

9.2. The Rent prices tab (See Figure 80) contains information about prices of external/internal customers of the company.

9.2.1. **External rent price** section.

a. The **Use/define external rent prices** field is used to activate rent price input fields of external customers on the level of the specific cost code. If you check it, rent prices from the "Rent details" section will load by default, you can check it only in case the "Use/define rent prices" field of the "Table overview" section is filled in.

b. You can change the base rent price per unit in the **Rent price** field. The field can be changed, if the "Available qty" field of the "Specific costs" section is >0.

c. You can enter the minimum rent price per term unit in the **Minimal rent price** field. It is mandatory, if the "Use/define external rent prices" field is filled in.

d. The **Rerent/Splitrent costs with company markup** field shows rerent costs with the minimum markup of the company – the minimum allowable rent price for external customers. The field cannot be changed.

9.2.2. **Internal rent price** section

a. The **Use/define internal rent prices** field is used to activate rent price input fields of internal customers on the level of the specific cost code. If it is checked – you can define the rent price at the specific cost level for internal customers.

b. Enter the base rent price per unit in the **Rent price** field. If you remove the check from the "Use/define internal rent prices" field, the value becomes inactive, but is not deleted.

c. Enter the minimum rent price per term unit in the **Minimal rent price** field. If you remove the check from the "Use/define internal rent prices" field, the value becomes inactive, but is not deleted.

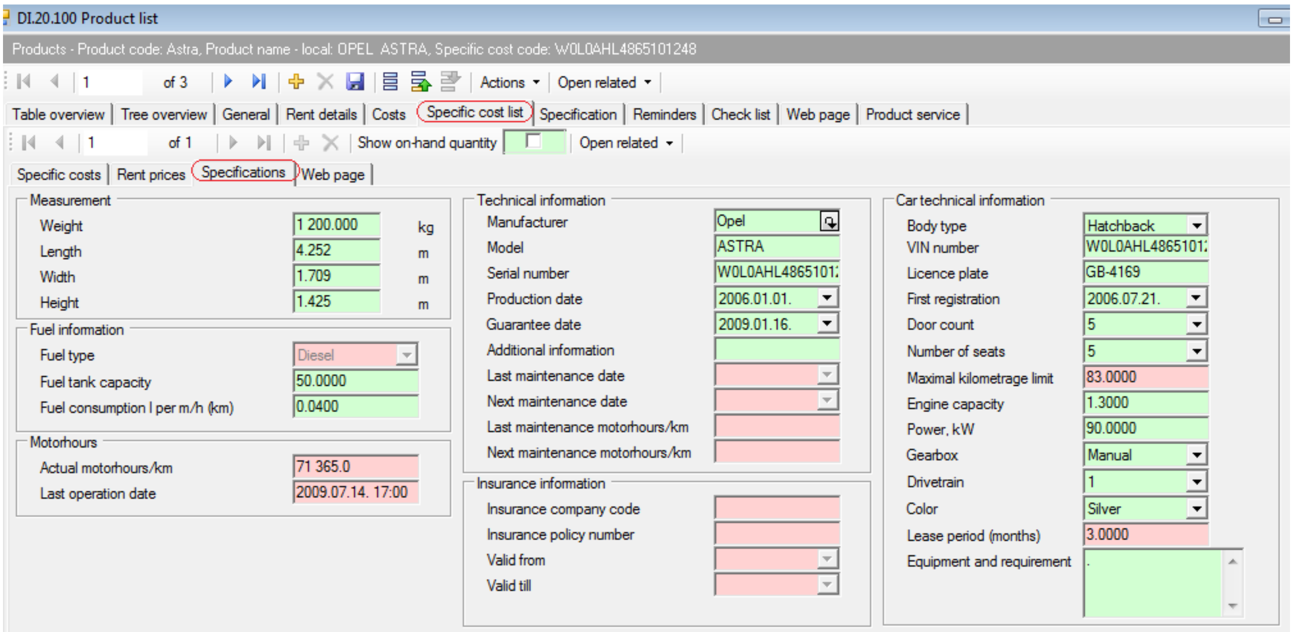


Figure 81

The Specifications tab (see Error! Reference source not found.9.3. The **Specifications** tab (See Figure 81) is used to define specific technical information for "Unit items".

9.3.1. **Measurement** section**.**

a. You can specify product weight in the **Weight, kg** field. The field is mandatory. The field fills in automatically.
b. You can specify product length in the **Length, m** field. The field is mandatory. The field fills in automatically.
c. You can specify product width in the **Width, m** field. The field is mandatory. The field fills in automatically.
d. You can specify product height in the **Height, m** field. The field is mandatory. The field fills in automatically.

9.3.2. **Fuel information** section**.**

a. The **Fuel type** field shows the type of fuel used for the operation of the equipment. The field cannot be changed.

b. You can change the fuel tank capacity in the **Fuel tank capacity** field. The field fills in automatically. It is mandatory, if the "Check m/h for fuel cons" field is checked.

c. You can change the fuel consumption per one motorhour in the **Fuel consumption l per m/h (km)** field. The field fills in automatically. It is mandatory, if the "Check m/h for fuel cons" field is checked.

9.3.3. **Motorhours** section**.**

a. The **Actual m/h (km)** field shows the actual motorhours reading. The field cannot be changed.

b. The **Last operation date** field shows the last motorhours reading date. The field cannot be changed.

9.3.4. **Technical information** section**.**

a. Select a manufacturer in the **Manufacturer** field. The field is mandatory. The field fills in automatically.

b. Enter the model number in the **Model** field. The field fills in automatically.

c. Enter the serial number in the **Serial number** field. The field is not mandatory. If at reception a serial number is specified in the WA.10.100 window, the field fills in automatically.

d. Specify the date of manufacturing of the item in the **Production date** field. The field is not mandatory. If at reception a production date is specified in the WA.10.100 window, the field fills in automatically.

e. Specify the date of expiry of warranty (if any) in the **Guarantee date** field. The field is not mandatory. If at reception the date of expiry of warranty is specified in the WA.10.100 window, the field fills in automatically.

f. You can add additional item information in the **Additional information** field. The field is not mandatory.

g. The **Last maintenance date** field shows the date of last maintenance/repair. The field cannot be changed.

h. The **Next maintenance date** field shows the date of next maintenance/repair. The field cannot be changed.

i. The **Last maintenance motorhours/km** field shows the date of last maintenance/repair. The field cannot be changed.

j. The **Next maintenance motorhours/km** field shows the date of next maintenance/repair. The field cannot be changed.

9.3.5. **Insurance information** section**.**

a. The Insurance company code field shows the insurer. The field cannot be changed.

b. The Insurance policy number field shows the insurance policy number. The field cannot be changed.

c. The Valid from field shows the start date of the insurance policy. The field cannot be changed.

d. The Valid till field shows the end date of the insurance policy. The field cannot be changed.

9.3.6. **Car technical information** section**.** Fields of this section are displayed only for products with Equipment type value – Car.

a. Select the car body type in the **Body type** field. The field is mandatory. The field fills in automatically.

b. Enter the car chassis number in the **VIN number** field. The field is mandatory. The field fills in automatically.

c. Enter the car registration number in the **Licence plate** field. The field is mandatory. The field fills in automatically.

d. Enter the car registration date in the **First registration** field. The field is mandatory. The field fills in automatically.

e. Enter the number of doors in the car in the **Door count** field. The field is mandatory. The field fills in automatically.

f. Enter the number of seats in the car in the **Number of seats** field. The field is mandatory. The field fills in automatically.

g. The **Maximal kilometrage limit** field shows the maximum allowable kilometrage of the car specified in its warranty. The field is mandatory. The field fills in automatically.

h. Enter the engine capacity, fuel type of the car in the **Engine capacity** field. The field is mandatory. The field fills in automatically.

i. Enter the power of the car in the **Power** field. The field is mandatory. The field fills in automatically.

j. Enter the gearbox type of the car in the **Gearbox** field. The field is mandatory. The field fills in automatically.

k. Enter the number of driving axles, drives of the car in the **Drivetrain** field. The field is mandatory. The field fills in automatically.

l. Enter the colour of the car in the **Colour** field. The field is mandatory. The field fills in automatically.

m. The **Lease period (months)** shows the lease period of the car. The field is mandatory. The field fills in automatically.

n. Enter compulsory equipment and requirements of the car in the **Equipment and requirement** field. The field is mandatory.

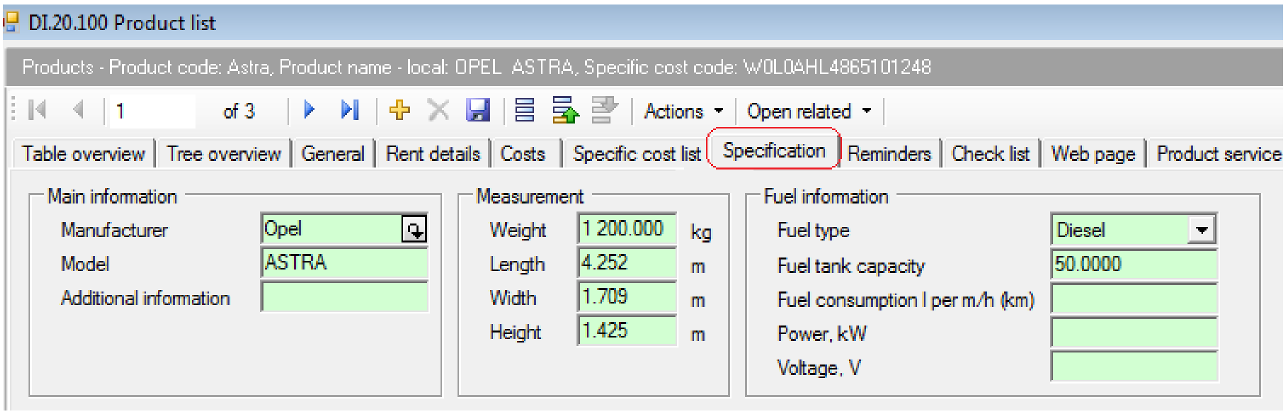


Figure 82

10.You can define technical information for each product code in the **Specification** tab (See Figure 82). The tab is not active in "Service", "Intangible assets" and "Advertising materials" items. This tab is used to define specific technical information in "Bulk items" and common product information in "Unit items".

10.1. **Main information** section**.**

a. Select a manufacturer in the **Manufacturer** field. The field fills in automatically. The field is not mandatory.

b. Enter the model number in the **Model** field. The field fills in automatically. The field is not mandatory.

c. You can add additional item information in the **Additional information** field. The field is not mandatory.

10.2. **Measurement** section**.**

a. You can specify product weight in the **Weight, kg** field. The field is mandatory. The field fills in automatically.
b. You can specify product length in the **Length, m** field. The field is mandatory. The field fills in automatically.
c. You can specify product width in the **Width, m** field. The field is mandatory. The field fills in automatically.
d. You can specify product height in the **Height, m** field. The field is mandatory. The field fills in automatically

10.3. **Fuel information** section**.**

a. You can select the type of fuel used for the operation of the equipment in the **Fuel type** field. The field fills in automatically.

b. You can enter the fuel tank capacity in the **Fuel tank capacity** field. The field fills in automatically.

c. You can change the fuel consumption per one motorhour in the **Fuel consumption l per m/h (km)** field.

d. Enter power in the **Power, kW** field.

e. Enter voltage in the **Voltage, V** field.

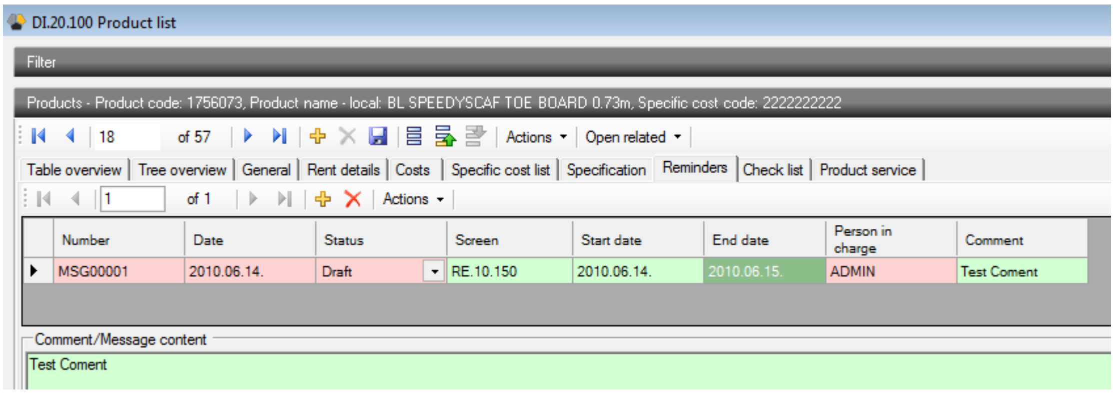


Figure 83

11. You can add reminders in the **Reminders** tab (See Figure **83**). For instance, performing delivery of materials, when you select a respective item, the user defined comment will be displayed. Each comment should have the valid till date and the system window, in which this comment will be displayed. When you choose the respective window, comments will appear at a respective time, when the "Product code" of the respective item will be selected while manually creating a new record.
    a. The **Number** field shows the number of the comment/message. It is generated automatically, when you add and save each comment/message. The field cannot be changed.
    b. The **Date** field shows the date of creation of the respective comment/message. The field cannot be changed.
    c. The status of the message is displayed in the **Status** field. The field cannot be changed. The following statuses are possible: "Draft" – default status, the notification is entered; "Active" – the notification is active; "Inactive" – not active, the term of the notification has expired.
    d. Select the window in which the respective notification should appear in the **Screen** field. The field is mandatory.
    e. Select the date, starting from which the comment/message will appear in the respective window, in the **Start date** field. The field is mandatory.
    f. Select the date, ending with which the comment/message will appear in the respective window, in the **End date** field. After the expiry of the validity term the comment is displayed only in this tab, if the information is still up-to-date, the validity term can be corrected extending the validity of the message. The field is mandatory.
    g. The **Person in charge** field shows the user, who added this comment/message. The field cannot be changed.
    h. Enter the content of the message, which will be displayed in the respective "Screen" window in the **Comments** field. The field is mandatory.

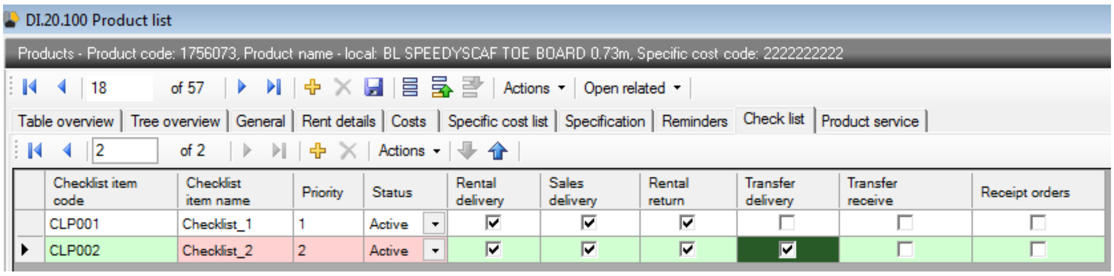


Figure 84

12. The **Check list** tab (See Figure **84**) is used to add a description of an item checkup before the delivery of the item to a customer and at its return. The information can be added and edited at any time.
    a. You can select the checkup code in the **Check list item code** field. The field is mandatory, when you add a new record. The field can be changed.
    b. The **Check list item name** shows the description of the checkup, for instance, "To checkup type pressure". The field cannot be changed.
    c. The **Priority** field shows the priority of the checkup criterion. The field cannot be changed. When you enter a new record, it will be assigned the lowest priority. The format of priority is a number, the biggest number corresponds to the total sum of record rows and the smallest is 1. At the same time there cannot be two records with equal priority. It is assigned automatically using arrows with +/-1 step (the record row moves together with the priority change).
    d. The status of the checkup is displayed in the **Status** field. The field cannot be changed. The "Inactive" status – not active, the checkup is not selected in any window. The "Active" status – active, the checkup is used at least in one window.
    e. The checked **Rental delivery** field indicates that the respective checkup should be performed at a delivery of the item in RE.10.500.Material delivery window with "Rent" type.
    f. The checked **Sales delivery** field indicates that the respective checkup should be performed at a delivery of the item in RE.10.500.Material delivery window with "Sale" type.
    g. The checked **Rental return** field indicates that the respective checkup should be performed at a rental return of the item in the RE.20.200.Material reception window.
    h. The checked **Transfer delivery** field indicates that the respective checkup should be performed at a two-step transfer of the item in WA.10.300.Transfer order window with "2 steps" type, when sending items to other warehouse.
    i. The checked **Transfer receive** field indicates that the respective checkup should be performed at a two-step transfer of the item in WA.10.300.Transfer order window with "2 steps" type, when receiving items from other warehouse.
    j. The checked **Receipt orders** field indicates that the respective checkup should be performed at a reception of the item into accounting in the WA.10.100.Receipt orders window.

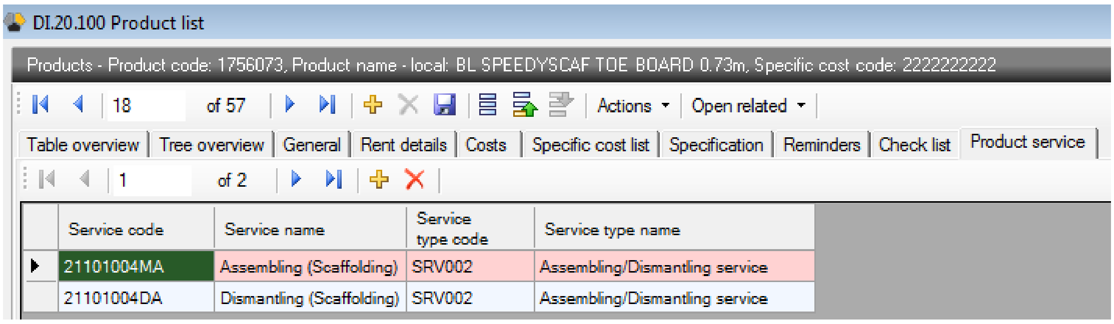


Figure 85

13. The **Product service** tab (See Figure 85) is intended for adding additional services of the product. The following field is available for adding a new additional service:
    a. Select the code of the additional service in the Service code field. Other fields fill in automatically.
14. When all mandatory fields are filled in, save the newly created record.

Product Collection List (DI.20.150 Product collection list)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product data -> DI.20.150 Product collection list.**

2. The **DI.20.150 Product collection list** window is intended for creating product collections which can be selected at reservations or direct delivery of materials. The collections are used to make standard product collections necessary for lease. The collections include products usually delivered together with similar products. Entry of the collection can not be saved, if no product is added to it.

3. The following sections are available in the **DI.20.150 Product collection list** window:

   - Filter;
   - Product collection;
   - Product collection content.

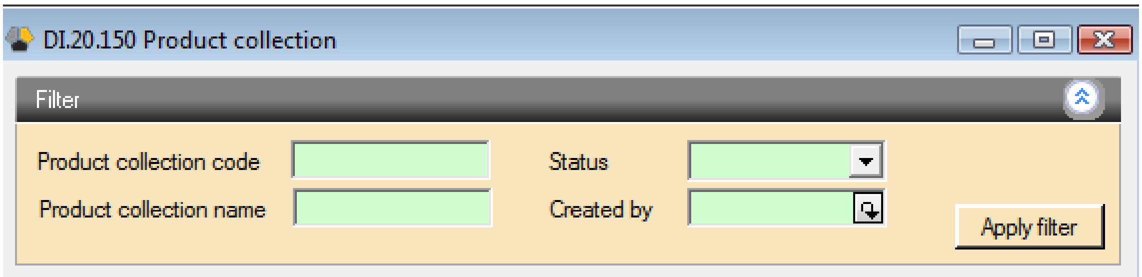


Figure 57

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Product collection code" – it is possible to filter by product collection;
   b. "Product collection name" – it is possible to filter by name of the product collection;
   c. "Status" – it is possible to filter by status of the product collection;
   d. "Created by" - it is possible to filter by creator of the collection.

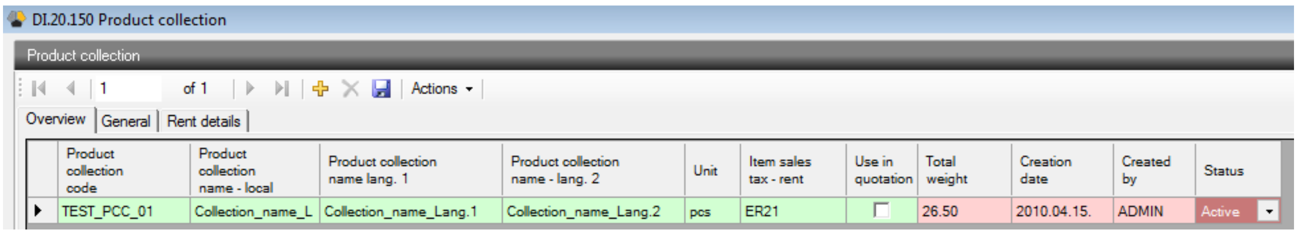


Figure 58

5. The following fields are available in the tab **Overview** (see FigureFigure 74) of the section **Product collection**:

   a. "Product collection code";
   b. "Product collection name - local" – name of the product collection in the local language;

c. "Product collection name lang.1" – name of the product collection in Language1;
d. "Product collection name lang.2" – name of the product collection in Language2;
e. "Unit" – unit used to measure the selected product collection;
f. "Item sales tax - rent" – tax group of the product group services;
g. "Use in quotation" – reference whether a product group is available in price offers;
h. "Weight total" – total weight of the product collection;
i. "Creation date" – date when a product collection was made;
j. "Created by" – user who made a product collection;
k. "Status" – status of the product collection.

6. The tab **General** of the section **Product collection** contains the same fields showed and described in the tab **Overview**.

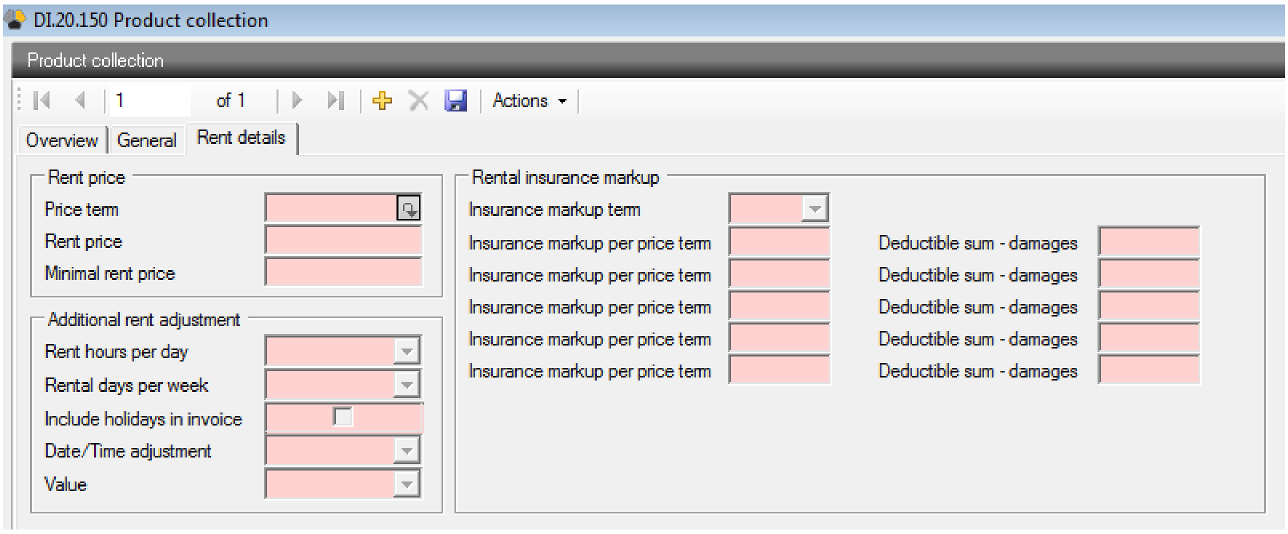


Figure 59

7. The tab **Rent details** (See FigureFigure 56) of the section **Product collection** contains fields related to rent and insurance of the product collections. Available fields:
a. "Price term" – accounting unit of the collection rent price;
b. "Rent price" – basic rent price for the indicated unit;
c. "Minimal rent price" – minimum rent price for the indicated unit;
d. "Rent hours per day" – amount of hours per day for which lease payment is calculated. This parameter has to be set up, if price per hour is specified for the product;
e. "Rent days per week" – amount of days per week for which lease payment is calculated;
f. "Include holidays in invoice" – reference whether holidays will be included in rent for the product group when generating rent invoices (a Holiday in the calendar);
g. "Date/time adjustment" – lease accounting addition. It indicates whether calculated time for rent has to be actually increased or decreased for the specified amount of hours/days (depending on a type of the Price term);
h. "Value" – number of days for which lease calculation has to be decreased or increased. "Enhance" – will mean an increase for a

particular amount of hours/days, "Reduce" - will, in its turn, mean decrease;

i. "Insurance markup term" – unit by which a markup of the product rent will be expressed;
j. "Insurance markup per price term" – markup added to the product for insurance;
k. "Deductible sum - damages" – amount of insurance self-risk.

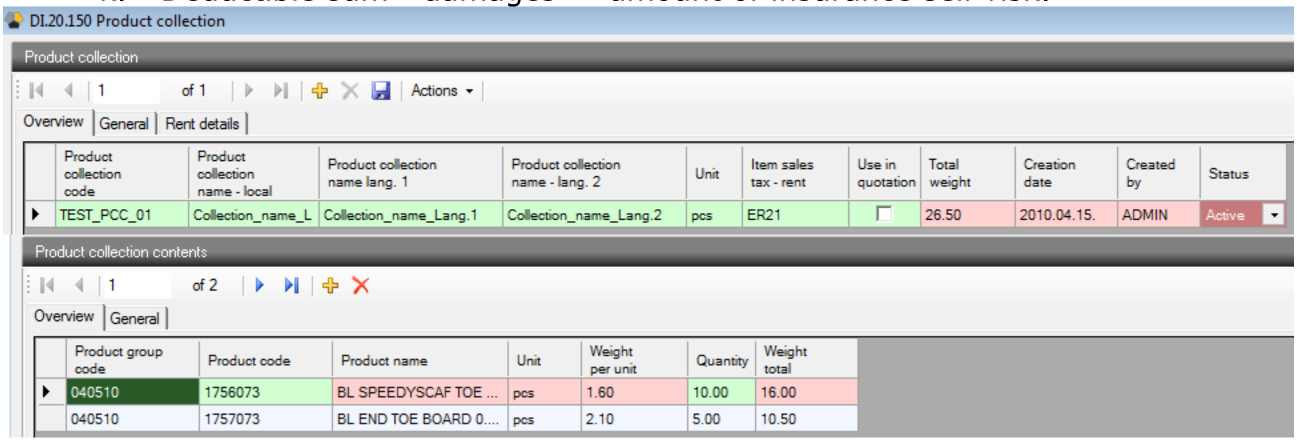


Figure 60

8. The section **Product collection contents** (See FigureFigure 60) contains information on products included in the product collection and their quantities. The following sections are available in the tab **Overview** of the section **Product collection contents**:
   a. "Product group code" – number of the product group
   b. "Product code" – number of the product
   c. "Product name"
   d. "Unit"
   e. "Weight per unit"
   f. "Quantity"
   g. "Weight total" – total weight of the product
9. The tab **General** of the section **Product collection contents** contains the same fields showed and described in the tab **Overview**.
10. Sub-buttons of the button **Actions**:
   a. "Inactivate" – the button is available for entries having status "Active". After clicking the button the status "Inactive" is set for product collections, and it can not be used anymore.
   b. "Activate" – the button is available for entries having status "Inactive". After clicking the button the status "Active" is set for product collections.

Invoice Product Groups (DI.20.110 Invoice product group)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product data -> DI.20.110 Invoice product group.**

2. The **DI.20.110 Invoice product group** window contains all invoice product groups registered in the system.

3. The following sections are available in the **DI.20.110 Invoice product group** window:

   - Filter;
   - Invoice product groups.

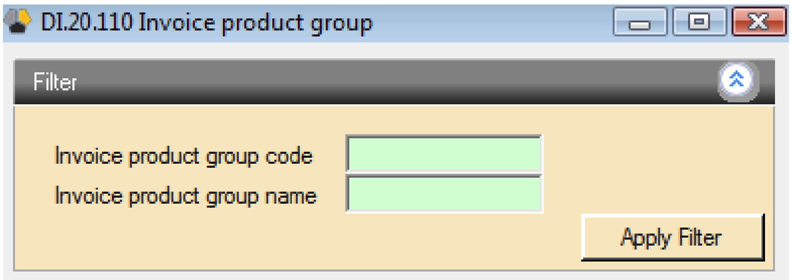


Figure 61

4. In **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Invoice product group code" – it is possible to filter by code of the invoice product group;
   b. "Invoice product group name" – it is possible to filter by name of the invoice product group.

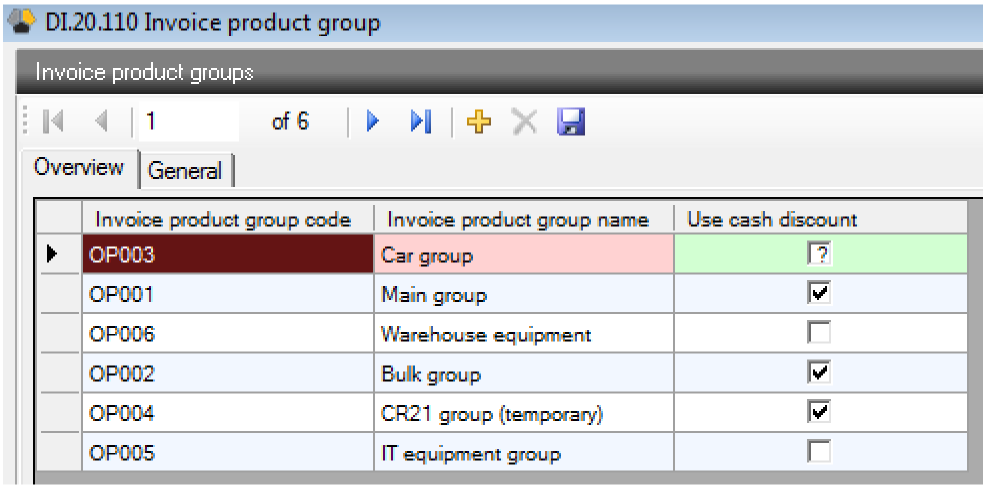


Figure 62

5. The following fields are available in the tab **Overview** (see FigureFigure 74) of the section **Invoice product groups**:

a. "Invoice product group code";
b. "Invoice product group name";
c. "Use cash discount" – reference whether Cash discounts are or are not applied to this invoice group.

6. The tab **General** of the section **Invoice product groups** contains the same fields showed and described in the tab **Overview**.

List of Service Types (DI.20.115 Service type)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product data -> DI.20.115 Service type.**

2. The **DI.20.115 Service type** window contains information on service types.

3. The following sections are available in the **DI.20.115 Service type** window:

   - Filter;
   - Service type.

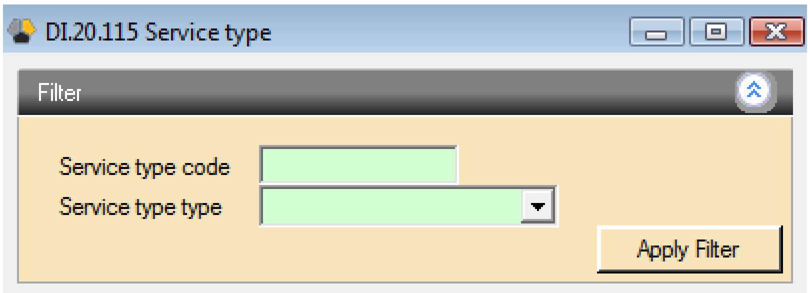


Figure 63

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Service type code" – it is possible to filter by code;
   b. "Service type type" – it is possible to filter by type.

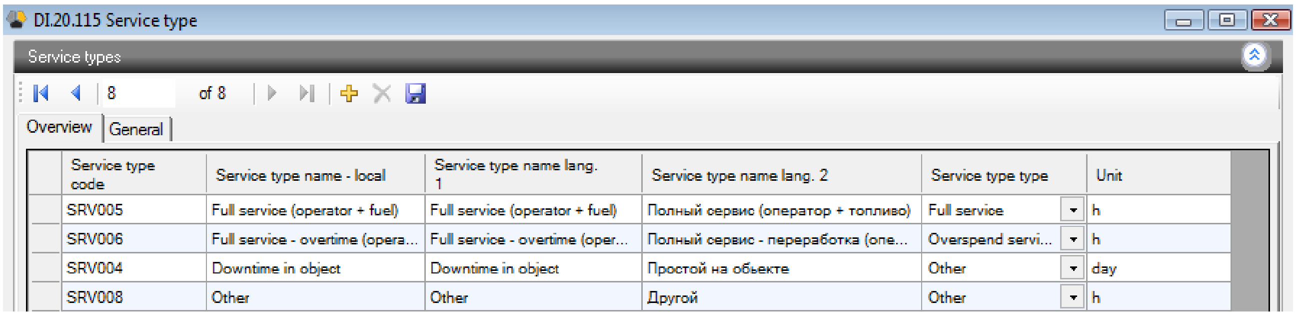


Figure 64

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **Service type**:

   a. "Service type code";
   b. "Service type name - local" – name of the service in the local language;
   c. "Service type name lang.1" – name of the service in Language1;
   d. "Service type name lang.2" – name of the service in Language2;
   e. "Service type type" – type of the type. The following types are available:

      - "Transportation";

- "Assembling/Dismantling";
- "Repairing";
- "Maintenance";
- "Operator";
- "Full service";
- "Fuel service" – refuelling;
- "Overspend service" – overtime/downtime;
- "Other".

f. "Unit" – accounting unit of the service.

6. The tab **General** of the section **Service type** contains the same fields showed and described in the tab **Overview**.

Insurance Type List (DI.20.520 Insurance type list)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product insurance -> DI.20.520 Insurance type list.**

2. The **DI.20.520 Insurance type list** window contains all possible types of insurance policies which can be added to insurance policies.

3. The following sections are available in the **DI.20.520 Insurance type list** window:

   - Filter;
   - Insurance types.

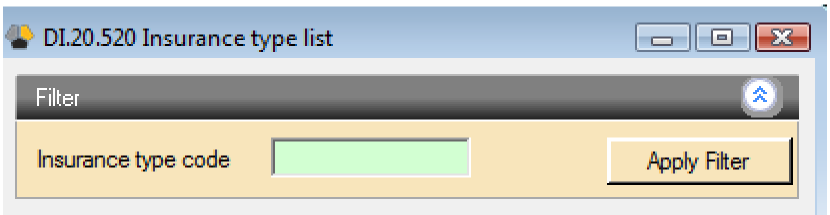


Figure 65

4. In **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Insurance type code" – it is possible to filter by code of the insurance type.

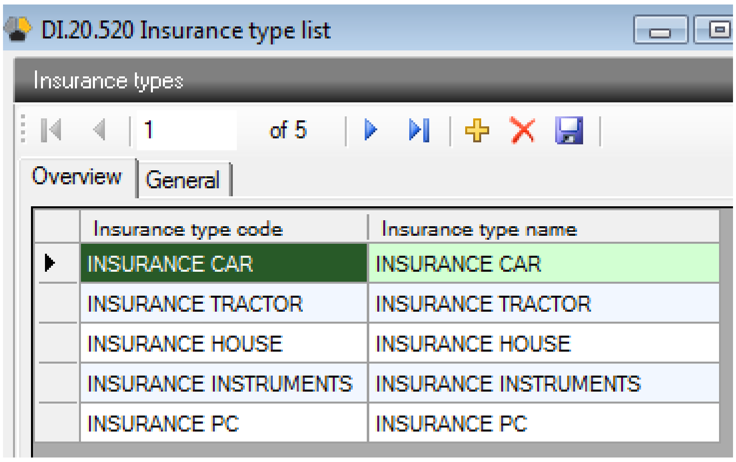


Figure 66

5. The following fields are available in the tab **Overview** (see FigureFigure 74) of the section **Insurance types**:

   a. "Insurance type code";
   b. "Insurance type name".

6. The tab **General** of the section **Insurance type** contains the same fields showed and described in the tab **Overview**.

Insurance Information (DI.20.500 Product insurance information)

1. In the navigation menu of the window select **Warehouse administration -> Product administration -> Product insurance -> DI.20.500 Product insurance information.**

2. The **DI.20.500 Product insurance information** window contains information on product insurance. It is possible to add information automatically, using the section "Operation" or manually creating a new insurance information order.

3. The following sections are available in the **DI.20.500 Product insurance information** window:

   - Filter;
   - Operation;
   - Orders;
   - Orders content.

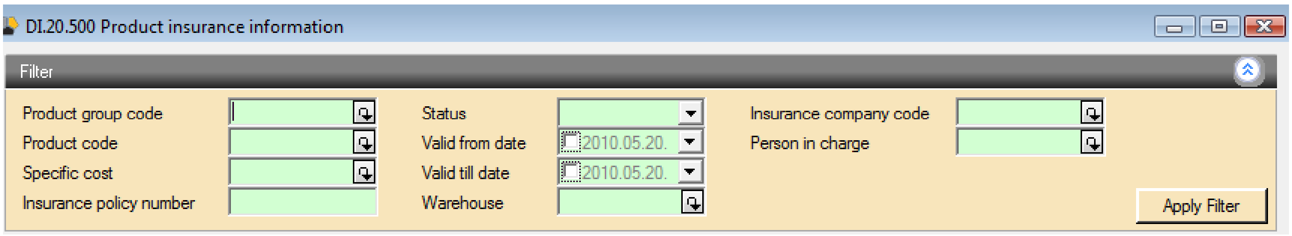


Figure 67

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Product group code" – it is possible to filter by product group number;
   b. "Product code" – it is possible to filter by product code;
   c. "Specific cost" – it is possible to filter by code of product's prime cost;
   d. "Insurance policy number" – it is possible to filter by number of the insurance policy;
   e. "Status" – it is possible to filter by status;
   f. "Valid from date" – it is possible to filter by validity period of insurance;
   g. "Valid till date" – it is possible to filter by insurance period of validity;
   h. "Warehouse" – it is possible to filter by warehouse;
   i. "Insurance company code" – it is possible to filter by code of the insurance company;
   j. "Person in charge" – it is possible to filter by person in charge.

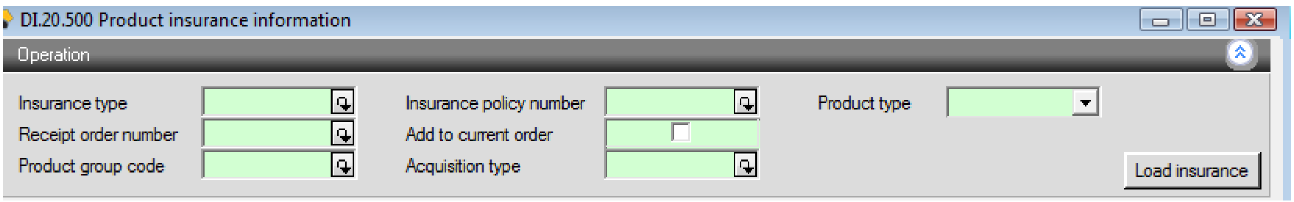


Figure 68

5. The section **Operation** (See Figure Figure 2) is intended for creating insurance policies automatically. New insurance information is added to the section according to selected criteria in the section "Orders". The section is used to create new insurance policies from receipt orders and insurances of the previous periods. New insurance information is added in the section "Orders" according to the selected criteria. Available fields:

    a. "Insurance type";
    b. "Receipt order number";
    c. "Product group code" – number of the product group;
    d. "Insurance policy number";
    e. "Add to current order" – reference that the marked insurance policy order has to be replenished after clicking the button "Load insurance";
    f. "Acquisition category";
    g. "Product type".

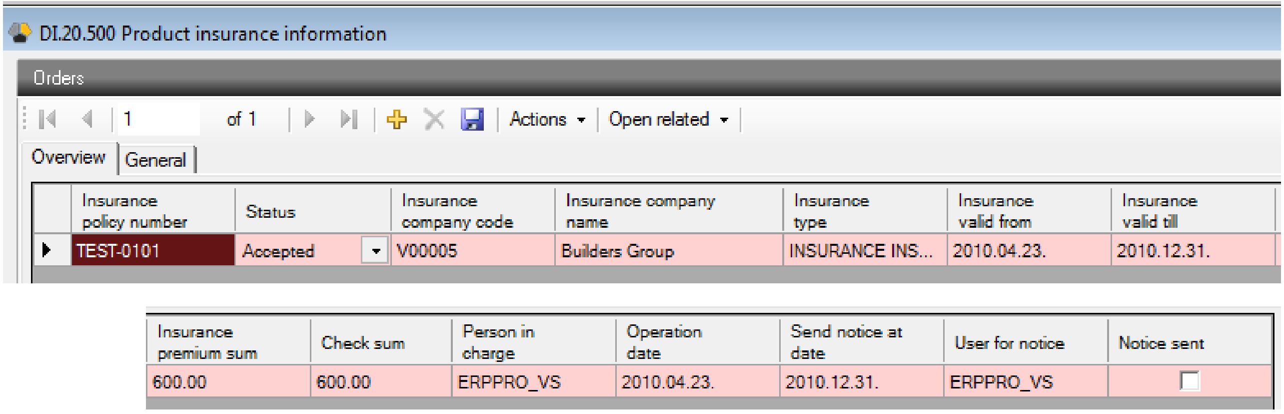


Figure 69

6. The following fields are available in the tab **Overview** (See FigureFigure 69) of the section **Orders**:

    a. "Insurance policy number";
    b. "Status";
    c. "Insurance company code";
    d. "Insurance company name";
    e. "Insurance type";
    f. "Insurance valid from" – date when the insurance policy becomes effective;
    g. "Insurance valid till" – expiry date of the insurance policy;
    h. "Insurance premium sum";
    i. "Check sum" – sum of the insurance premium;
    j. "Person in charge" – person's in charge user's ID from the users list;
    k. "Operation date" – date when the insurance order was created;
    l. "Send notice at date" – date when a notice on insurance expiry date has to be sent to the user's e-mail specified in the field "User for notice";
    m. "User for notice" – user's ID of the person in charge to receive the notice;
    n. "Notice sent" – reference whether a notice on approaching expiry date has been sent.

7. The tab **General** of the section **Orders** contains the same fields showed and described in the tab **Overview**.

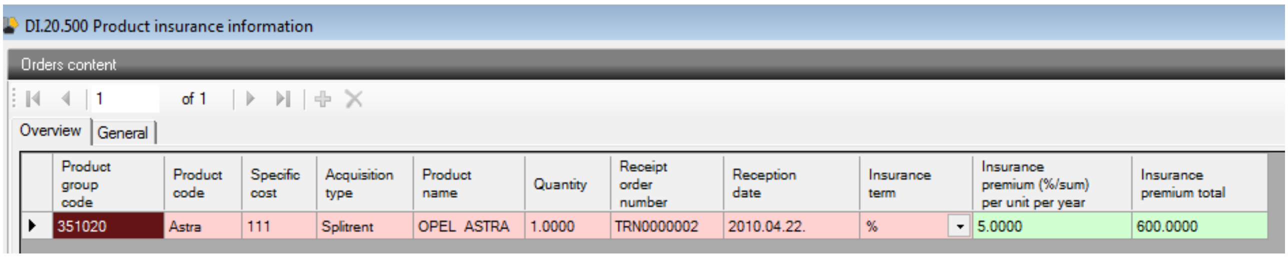


Figure 70

8. The following fields are available in the tab **Overview** (See Figure 4) of the section **Orders content**:

   a. "Product group code" – number of the product group;
   b. "Product code". "Product code" can be repeated in several entries;
   c. "Specific cost" – code of product's prime cost;
   d. "Acquisition type";
   e. "Product name";
   f. "Quantity" – quantity of the insured products;
   g. "Receipt order number";
   h. "Reception date" – date of the receipt order;
   i. "Insurance term" – unit by which amount of insurance is expressed;
   j. "Insurance premium (%/sum) per unit per year" – amount of insurance premium per unit;
   k. "Insurance premium total" – total amount of insurance premium.

9. The tab **General** of the section **Orders content** contains the same fields showed and described in the tab **Overview**.
10. The following sub-buttons are available for the button "Action":

   - "Accept" – the button is available for entries having status "Draft";
   - "Cancel" – the button is available for users with ADMIN role orders having status "Accepted". After clicking the button status of the insurance policy is changed from "Accepted" to "Draft".

Checklist Items (DI.20.210 Checklist items)

1. In the navigation menu of the window select **Warehouse administration ->Product administration -> Product data -> DI.20.210 Checklist items.**

2. The **DI.20.210 Checklist items** window contains a list of all possible parameters to check registered products.

3. The following sections are available in the **DI.20.210 Checklist items** window:

   - Filter;
   - Checklist items.

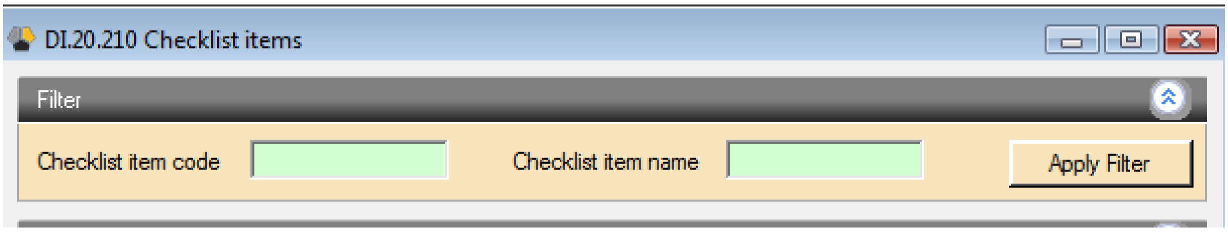


Figure 71

4. In the section **Filter** (See FigureFigure 1) it is possible to select data according to the following fields:

   a. "Checklist item code" – it is possible to filter by code of the checklist item;
   b. "Checklist item name" – it is possible to filter by name of the checklist item.

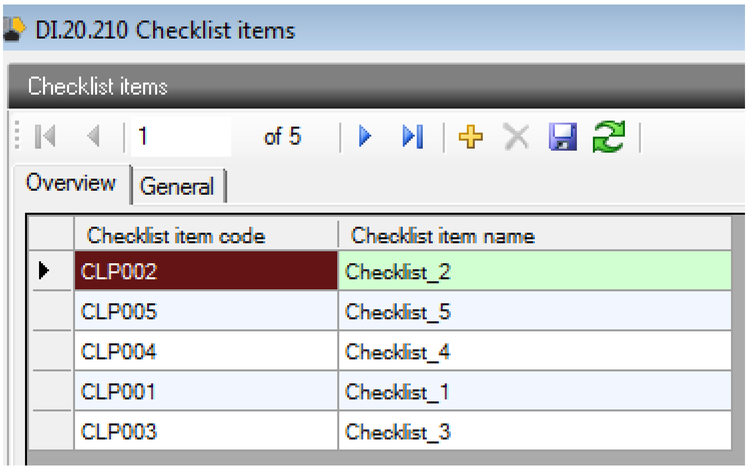


Figure 72

5. The following fields are available in the tab **Overview** (See FigureFigure 2) of the section **Checklist items**:

   a. "Checklist item code";
   b. "Checklist item name".

6. The tab **General** of the section **Checklist items** contains the same fields showed and described in the entry **Overview**.

Product delivery and sales

Product delivery and sales (RE.10.500 Rental delivery and sales)

The window is used for the delivery of products for rent, sales of products or delivery of products for a split rent. A delivery can be performed directly entering a new row of a delivery order or using the “Operation” section to automatically load data from earlier prepared “Reservation” or “Quotation”.

In the navigation menu of the window select **RENT → Rental delivery and sales → Rental delivery and sales → RE.10.500.Rental delivery and sales**. Create a new row. The newly created record will look as follows (See Figure 86,Figure 87):

1. Rental deliveries & sales

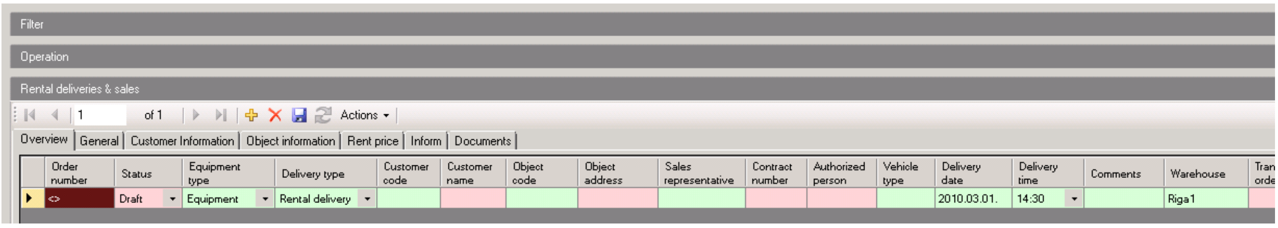


Figure 86

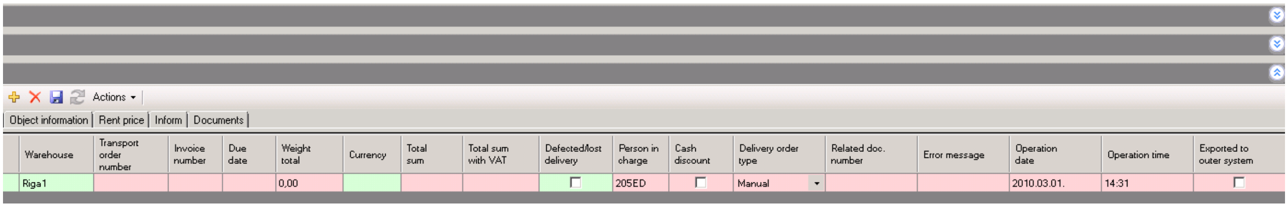


Figure 87

1.1. “Overview” tab

a. A delivery order number will be automatically generated in the **Order number** field. The field cannot be changed;

b. The current condition of the order is displayed in the **Status** field. An order can have the following conditions:

- “Draft”. The record can be changed and deleted;
- “To process” – submitted for processing. The record cannot be changed and deleted;
- “Delivery blocked” – the delivery is blocked, you cannot deliver items to the customer. The record can be changed and deleted;
- “Waiting for approval” – the user has entered parameters exceeding the permissible ones and a request for approval is sent;
- “Rejected”. The record can be changed and deleted;

- "Processed". The record cannot be deleted, but allowed fields can be changed ;
- "Process error". The record can be changed and deleted;
- "Cancelled" – the delivery order is cancelled. Values of the order are not displayed in rental movement reports; Figure 43

c. Select the type of product to be rented in the **Equipment type** field. The field is mandatory. Values can be:

    - Equipment – construction equipment;
    - Car – cars; Figure 43

d. Select the type of delivery in the **Delivery type** field. The field is mandatory. Values can be:

    - Rental delivery;
    - Sales delivery;
    - Splitrent delivery;

e. Select the necessary value from the list of customers in the **Customer code** field. The field is mandatory. In case there is no desired record, it is created in the Customers field.
f. The name of the customer is displayed in the **Customer name** field, the field cannot be changed.
g. Select the necessary value from the indicated list of customer's objects in the **Object code** field. The field is mandatory. In case there is no desired record, it is created in the Customers field.
h. The selected address of the object is displayed in the **Object address** field, the field cannot be changed.
i. The sales manager is displayed in the **Sales representative** field, when you select a customer's object, the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory.
j. The **Contract number** field shows the contract. The type of contract depends on the type of delivery and contract configuration parameters. The field is mandatory in case of rental and is not mandatory in case of sales. The following combinations are possible:

    - For rental delivery/splitrent delivery a "cooperation contract" will be loaded, if it was concluded with the customer and configuration of contracts envisages the use of cooperation contracts. In case the contract configuration envisages only the use of cooperation contracts, the contract should be concluded before the delivery;

- For rental delivery/splitrent delivery a new "one-time rental contract" will be generated and configuration of contracts envisages the use of such type of contracts;

- In case of sale a "cooperation contract" will be loaded, if it was concluded with the customer, except case, when the amount exceeds the set limit, in such case a special sales contract should be concluded, which should be manually selected from the list of contracts.

k. Select the customer's authorized person who receives respective products in the **Authorized person** field. The field is mandatory. In case there is no desired record, then you should create it separately in the authorized persons window;
l. Select the type of transportation of the product in the **Vehicle type** field. The field is mandatory;
m. The current transaction date will be loaded by default in the **Delivery date** field, it can be changed, if necessary. The field is mandatory;
n. The current transaction time will be loaded by default in the **Delivery time** field, it can be changed, if necessary. The time is rounded up to a half an hour. The field is mandatory;
o. You should enter the reason for change of the delivery time and/or date in the **Comments** field. The field is mandatory, if the date and/or time were changed and is not mandatory in other cases;
p. The user's default warehouse – the warehouse from which the delivery of products is performed – will be loaded by default from the **Warehouse** field. In case of necessity the value can be changed to other warehouse from the list. The field is mandatory;
q. Select a previously planned route to the specified customer's site from the list of routes in the **Transport order number** field. The field is not mandatory;
r. The **Invoice number** field shows an invoice number only in case of sales of product, it is blank by default and when the sales order is approved, the number will be generated automatically, the field cannot be changed;
s. The **Due date** field shows the due date of the sales invoice only in case of sales of product, a date will be copied there by default depending on due date settings of a respective customer, the field cannot be changed;
t. The total weight of all delivered products is displayed in the **Weight total** field. The field cannot be changed;
u. Selecting a customer the currency indicated for the customer will load by default in the **Currency** field. In case of necessity the value can be changed selecting other currency from the list. The field is mandatory;
v. The total rent or sale price of all delivered products is displayed in the **Total sum** field. The field cannot be changed;

w. The total rent or sale price including value added tax of all delivered products is displayed in the **Total sum with VAT** field. The field cannot be changed;
x. Check the **Defected/lost delivery** checkbox, if a rental delivery takes place without physical delivery to the customer, in case the customer does not want to receive an invoice for defects, but is ready to pay for additional rental. The field is not mandatory;
y. The user who created the order or the last saver of the record will be loaded by default in the **Person in charge** field. The field cannot be changed;
z. Check the **Cash discount** checkbox only in case of "Sales delivery", if you need to grant a Cash discount to the sales invoice. The field is not mandatory;
aa. When you create a new record, the value "Manual" will be loaded by default in the **Delivery order type** field. Automatically created orders generated from other windows will have the value "Automatic". The field cannot be changed;
bb. The number of a linked window will be loaded by default for "Automatic" type orders in the **Related doc. number** field. The field cannot be changed;
cc. The **Error message** field is blank by default. If during processing of the order an error appears, then the cause of the error will be displayed in this field;
dd. The date of creation or last saving of the order will load by default in the **Operation date** field. The field cannot be changed;
ee. The time of creation or last saving of the order will load by default in the **Operation time** field. The field cannot be changed;
ff. The **Exported to outer system** field will show information in cases, when products are delivered to an internal customer, if the field is filled in, the order data will be successfully synchronized with the outer system. The field cannot be changed;

"Customer information" tab Error! Reference source not found.The tab displays information about the selected customer, no fields can be changed and load automatically from Customers window upon customer's selection. (See Figure 88)

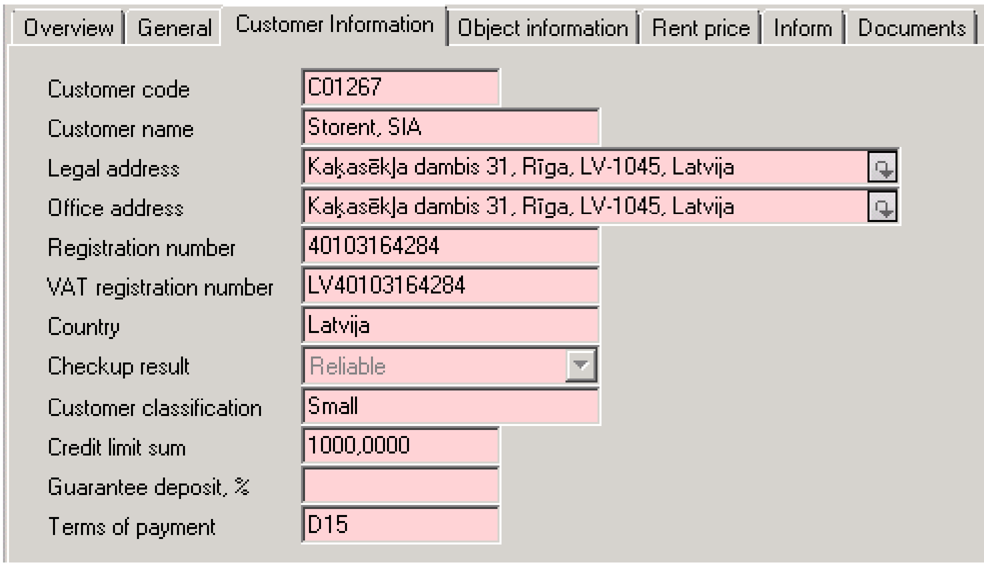


Figure 88

"Object information" tab Error! Reference source not found.The tab displays information about the selected customer's object, no fields can be changed and load automatically from Objects window upon customer's selection. (See Figure 89)

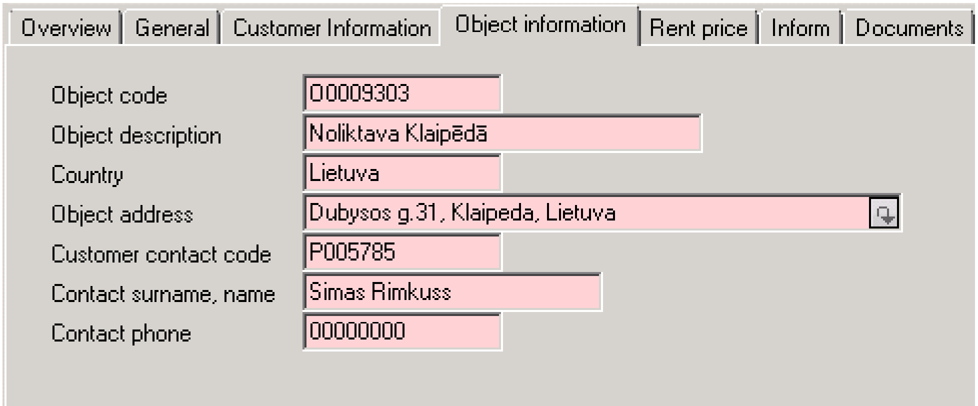


Figure 89

1.2. "Rent price" tab

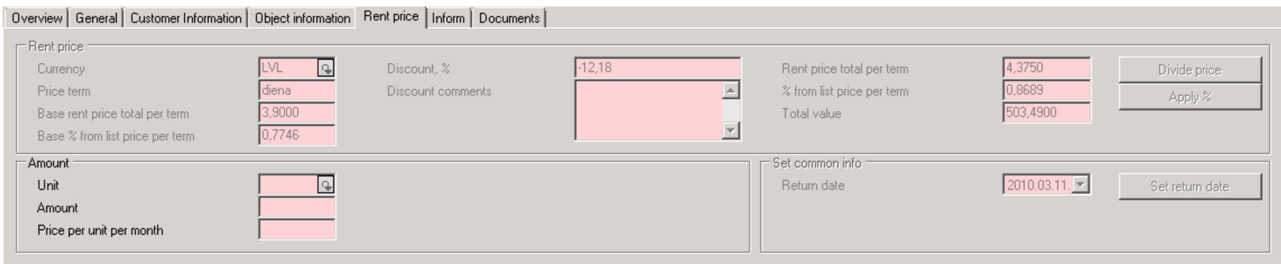


Figure 90

The tab displays information about the price of the collection. All fields are active, if only 'Bulk item" type products are delivered. (See Figure 90)

“Rent price”:

a. The value from the “Overview” tab will be displayed in the **Currency** field. The field cannot be changed;
b. The first product rent accounting value in the Rental delivery and sale content section will load automatically in the **Price term** field. In case it differs for at least one item the field will be blank. The field cannot be changed;
c. The base rent price for a kit of parts per specified rent accounting unit will be calculated automatically in the **Base rent price total per term** field. The field cannot be changed;
d. The base percentage from the product value for a kit of parts per specified rent accounting unit will be calculated automatically in the **Base % from list price per term** field. The field cannot be changed;
e. It is possible to specify a discount for a kit in the **Discount %** field, if the “Rent price total per term” value is entered, the discount is calculated automatically. The field can be changed;
f. If the discount exceeds the condition limit, you must specify the reason for the discount in the **Discount comments** field. The field can be changed;
g. The parts kit price per rent accounting unit is displayed in the **Rent price total per term** field, by default it is equal to “Base rent price total per term”. In cases, when it is necessary to specify a specific price of a kit, you should enter a value in this field and using the “Divide price” field the price will be distributed among all parts included in the kit and values in “% from list price per term” and “Discount %” fields will update automatically. The field can be changed;
h. The parts kit percentage from the product value per specified rent accounting unit is displayed in the **% from list price per term** field. In cases, when it is necessary to specify a specific percentage value, you should enter a value in this field and using the “Apply **%**” field the price will be distributed among all parts included in the kit and values in “Rent price total per term” and “Discount %” fields will update automatically. The field can be changed;
i. The total value of all added products will be displayed in the **Total value** field. The field cannot be changed;

„Set common info”:

It is possible to indicate the date of return in the **Return date** field and to apply this date to all items included in the Rental delivery and sales content section using the “Set return date” field. The field can be changed;

„Amount”:

a. It is possible to specify the accounting unit of the delivered kit in the **Unit** field. The field is mandatory, if at least one of added products has a setting that this value is mandatory. The field can be changed;
b. It is possible to specify the amount of delivered products in Units specified in the Unit field in the **Amount** field. The field is mandatory, if at least one of added products has a setting that this value is mandatory. The field can be changed;
c. When you enter values in "Unit" and "Amount" fields, the product kit price per indicated measuring unit per month is calculated automatically in the **Price per unit per month** field. The field cannot be changed;

1.3. "Inform" tab

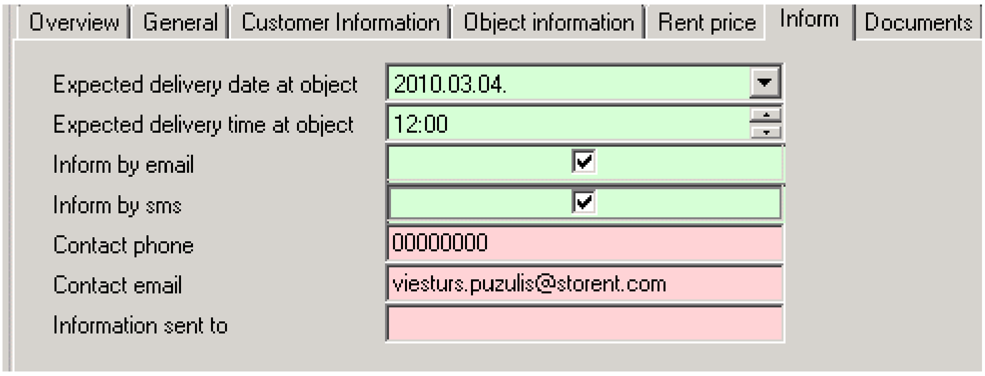


Figure 91

The tab is used for information of the customer's contact person about delivery and sales of products and the expected date/time of delivery to the site. (See Figure 91)

a. You should specify the date of delivery of products to the site in the **Expected delivery date at object** field. The value must be specified, when "Inform by email" and/or "Inform by sms" are checked. The field can be changed;
b. You should specify the time of delivery of products to the site in the **Expected delivery date at object** field. The value must be specified, when "Inform by email" and/or "Inform by sms" are checked. The field can be changed;
c. You should enter a value in the **Inform by email** field, if the contact person should be sent an informative e-mail, by default the value specified in contact data of the authorized person will be loaded. The field can be changed;
d. You should enter a value in the **Inform by sms** field, if the contact person should be sent an informative sms, by default the value specified in contact data of the authorized person will be loaded. The field can be changed;
e. The **Contact phone** field shows the contact phone number to which an sms will be sent, by default the value specified in contact data of the authorized person will be loaded. The field cannot be changed;

f. The **Contact email** field shows e-mail to which an informative message will be sent, by default the value specified in contact data of the authorized person will be loaded. The field cannot be changed;
g. The **Information send to** field shows the information to which phone number or e-mail the informative message about delivery of products was sent to. The field fills in after approval of the order. The field cannot be changed;

1.4. "Documents" tab

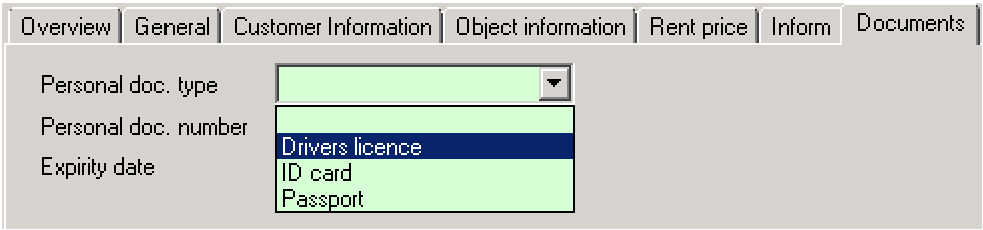


Figure 92

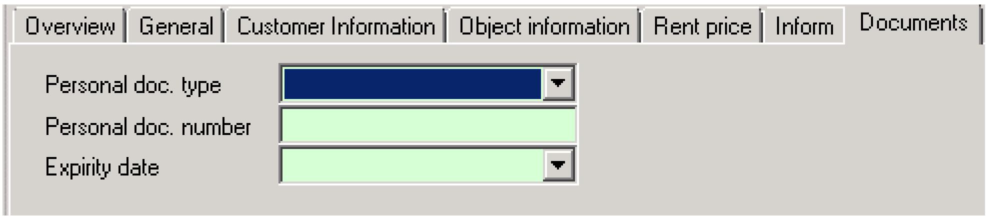


Figure 93

The tab is used for the registration of personal data of customer's contact person. An order can be approved without entering personal information, but this operation is mandatory, if you do not want the order load by default, when the delivery window is opened. (See Figure 92,Figure 93)

a. You should enter the type documents of the person in the **Personal doc. type** field. The field can be changed. Values can be:
   - Drivers license;
   - ID card;
   - Passport;
b. You should enter the number document of the person in the **Personal doc. number** field. The field can be changed;
c. You should specify the validity period of the document of the person in the **Expiry date** field. The field can be changed;

2. Rental delivery and sales content

2.1. "Overview" tab

The view of the tab changes depending on the type of the order. You can add products manually, or automatically, using the "Operation" section, or selecting **"Product collection"** in the "Rental delivery and sale content" section and to add products from the products using the "**Add products**" button.

2.2. Overview for rent

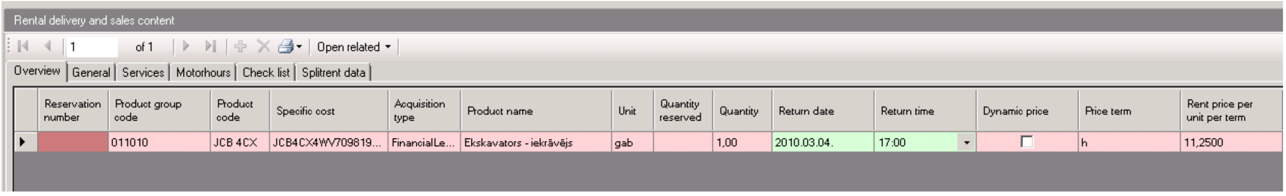


Figure 94

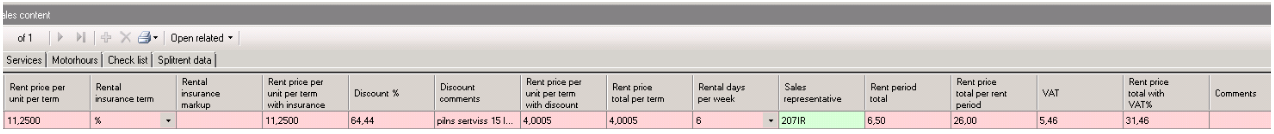


Figure 95

Such tab will be displayed in case of rental delivery. Products are delivered for rental from the _DEPO storage location. (See Figure 94,Figure 95)

a. The **Reservation number** field shows the reservation number in cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section. The field cannot be changed;
b. Select the product group code in the **Product group code** field. If “Product code” is specified first in cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section, the field is filled in automatically. The field can be changed;
c. Select product code in the **Product code** field. If “Product group code” was entered first, then only products of the specified group are available. In cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section, the field is filled in automatically. The field can be changed;
d. You should select the product cost code/inventory number in the **Specific cost** field. The field is not mandatory, if “Bulk items” are delivered. The field can be changed;
e. The **Acquisition type** field shows the acquisition type of the specified product, when you select “Specific cost” its type of acquisition will load automatically. The field cannot be changed;
f. The **Product name** field shows the name of the specified product, when you select “Product code”, its name will load automatically. The field cannot be changed;
g. The **Unit** field shows the measuring unit of the specified product, when you select “Product code”, its measuring unit will load automatically. The field cannot be changed;
h. The **Quantity reserved** field shows the quantity of reserved items, it will load in cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section. The field cannot be changed;
i. You should specify the quantity of delivered product in the **Quantity** field. You can enter the value only in case of delivery of “Bulk items”. The quantity should not exceed the “Quantity reserved” or the quantity of products currently available in the warehouse;

j. You should enter the expected return date of the delivered product in the **Return date** field. The field can be changed;
k. You should enter the expected return time of the delivered product in the **Return time** field. The field can be changed;
l. The **Dynamic price** checkbox should be checked, if it is necessary to deliver products for rent with dynamic price. The field can be changed, if a delivery is made without a reservation;
m. The **Price term** field shows product rent accounting unit, when you select "Product code" its accounting unit will load automatically. The field cannot be changed;
n. The **Rent price per unit per term** field shows the base rent price per accounting unit of the specified product, when you select "Product code" its rent price will load automatically. The field cannot be changed;
o. You can specify the measuring unit of calculation of the rental insurance markup in the **Rental insurance term** field, when you select "Product code" the available accounting unit of the rental insurance will load automatically. The field cannot be changed;
p. You can specify the rental insurance markup in the **Rental insurance markup** field, you can select rent insurance markups linked to the "Product code". Not mandatory. The field can be changed;
q. The **Rent price per unit per term with insurance** field shows the rent price per accounting unit of the selected product with insurance markup, the value is calculated automatically, when you select "Rental insurance markup". The field cannot be changed;
r. You can specify a discount for the rent price in the **Discount %** field. In case discounts are configured for a customer or a product, they will load automatically. Not mandatory. The field can be changed taking deliveries out of reservation;
s. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed taking deliveries out of reservation;
t. The **Rent price per unit per term with discount** field shows the rent price per accounting unit with discount of the selected product, the value is calculated automatically, when you enter the "Discount %" value first. The field can be changed taking deliveries out of reservation;
u. The **Rent price total per term** field displays the total rent price per accounting unit of the specified product. The field cannot be changed;
v. You can specify the number of rental collection days in the **Rental days per week** field. By default the value linked to the product is displayed. In case of necessity it can be changed by selecting it from the list. The field can be changed taking deliveries out of reservation;
w. The **Sales representative** field displays the sales manager, by default the sales manager from the "Rental deliveries & sales" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.
x. The **Rent period total** field shows the total rent period, when you enter "Return date/time", the total rent period is calculated by default. The field cannot be changed.

y. The **Rent price total per rent period** field displays the total rent price per rent period of the specified product. The field cannot be changed;
z. The **VAT** field shows the total amount of value added tax. The field cannot be changed;
aa. The **Rent price total with VAT** field displays the total rent price per rent period of the specified product including value added tax. The field cannot be changed;
bb. You can enter comments referring to the product delivery in the **Comments** field. Performing a receipt they will load automatically. The field can be changed;

2.3. Overview for sale

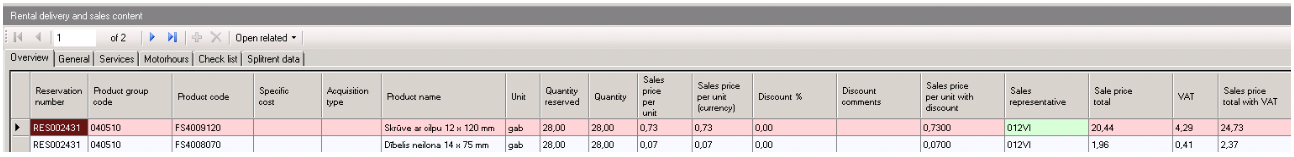


Figure 96

Such tab will be displayed in case of sale. Products are delivered for sale from the _SALE storage location. (See Figure 96)

a. The **Reservation number** field shows the reservation number in cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section. The field cannot be changed;
b. Select the product group code in the **Product group code** field. If "Product code" is specified first in cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section, the field is filled in automatically. The field can be changed;
c. Select product code in the **Product code** field. If "Product group code" was entered first, then only products of the specified group are available. In cases, when the delivery is made from a reservation or automatically, using options provided by the "Operation" section, the field is filled in automatically. The field can be changed;
d. You should select the product cost code/inventory number in the **Specific cost** field. The field is not mandatory, if "Bulk items" are sold. The field can be changed;
e. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost" its type of acquisition will load automatically. The field cannot be changed;
f. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;
g. The **Unit** field shows the measuring unit of the specified product, when you select "Product code", its measuring unit will load automatically. The field cannot be changed;
h. The **Quantity reserved** field shows the quantity of reserved items, it will load in cases, when the delivery is made from a reservation or using options provided by the "Operation" section. The field cannot be changed;

i. You should specify the quantity of the product to be sold in the **Quantity** field. You can enter the value only in case of sales of “Bulk items”. The quantity should not exceed the “Quantity reserved” or the quantity of products currently available in the warehouse;
j. The **Sales price per unit** field shows the sales price per unit of the selected product, when you select “Product code”, its sales price will load automatically from the list of products. In case the currency of the transaction is different, then depending on the exchange rate their sales price will be calculated from the sales price per unit (currency) field automatically. The field cannot be changed;
k. The **Sales price per unit (currency)** field shows the sales price per unit of the specified product in the base currency of the system, when you select “Product code”, its sales price will load automatically from the list of products. The field cannot be changed;
l. You can specify a discount for the sales price in the **Discount %** field. In case discounts for sale are configured for a customer or a product, they will load automatically. Not mandatory. The field can be changed taking deliveries out of reservation;
m. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed taking deliveries out of reservation;
n. The **Sales price per unit with discount** field shows the sales price per unit with discount of the selected product, the value is calculated automatically, when you enter the “Discount %” value first and otherwise entering a price with discount the discount will be calculated automatically. The field can be changed taking deliveries out of reservation;
o. The **Sales representative** field displays the sales manager, by default the sales manager from the "Rental deliveries & sales" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.
p. The **Sales price total** field shows the total sales price of the selected product. The field cannot be changed;
q. The **VAT** field shows the total amount of value added tax. The field cannot be changed;
r. The **Sales price total with VAT** field displays the total sales price of the specified product including value added tax. The field cannot be changed;

2.4. Services

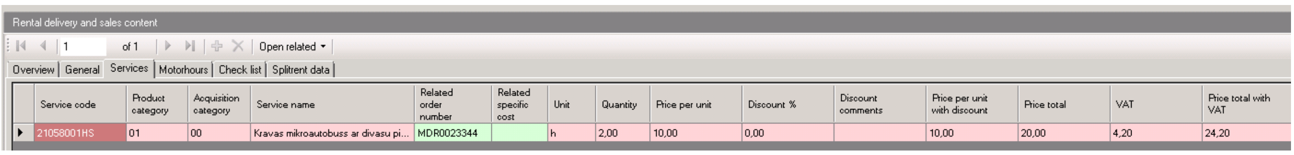
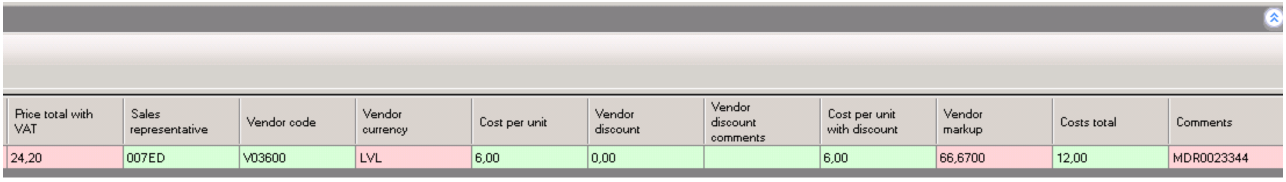


Figure 97



Price total with VAT	Sales representative	Vendor code	Vendor currency	Cost per unit	Vendor discount	Vendor discount comments	Cost per unit with discount	Vendor markup	Costs total	Comments
24,20	007ED	V03600	LVL	6,00	0,00		6,00	66,6700	12,00	MDR0023344

Figure 98

This tab is available in case of rent. You can enter additional services related to rental in this field. Entered additional services will be invoiced to a customer, generating rental invoices in the "Invoice generation" window. (See Figure 97,Figure 98)

a. You should select the code of the additional service in the **Service code** field. The field can be changed;
b. The **Product category** field shows the product category of the additional service, when you select "Service code" its product category will load automatically from "Product list". The field cannot be changed;
c. The **Acquisition category** field shows the product acquisition category the specified additional service refers to, when you select "Service code", its product category will load automatically from "Product list". The field cannot be changed;
d. The **Service name** field shows the name of the specified additional service, when you select "Service code", its name will load automatically. The field cannot be changed;
e. You should specify the number of a related order in the **Related order number** field in cases, when the service is related to fuel, operator or full service, in all other cases this field is not mandatory. The field can be changed;
f. You should specify the related cost code number in the **Related specific cost** field in cases, when the service is related to fuel, operator or full service, in all other cases this field is not mandatory. The field can be changed;
g. The **Unit** field shows the measuring unit of the specified service, when you select "Service code", its measuring unit will load automatically. The field cannot be changed;
h. You should specify the quantity of the service in the **Quantity** field. The value can be 0, but in this case the record will be informative and will not be included in the customer' invoice. The field can be changed;
i. The **Price per unit** field shows the price per unit of the selected service, when you select "Service code", its price will load automatically from the list of products. In case the currency of the transaction is different, rate it will be calculated automatically depending on the exchange. The field cannot be changed;
j. You can specify a discount for the service price in the **Discount %** field. In case discounts for services are configured for a customer or a service, they will load automatically. Not mandatory. The field can be changed;
k. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;

l. The **Price per unit with discount** field shows the sales price per unit with discount of the selected service, the value is calculated automatically, when you enter the "Discount %" value first and otherwise entering a price with discount the discount will be calculated automatically. The field can be changed;
m. The **Price total** field shows the total price of the selected service. The field cannot be changed;
n. The **VAT** field shows the total amount of value added tax. The field cannot be changed;
o. The **Price total with VAT** field displays the total price of the selected service including value added tax. The field cannot be changed;
p. The **Sales representative** field displays the sales manager, by default the sales manager from the "Rental deliveries & sales" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.
q. You should specify the vendor of the service in the **Vendor code** field, the vendor should be selected from the "Customers/Vendors" list. The field can be changed.
r. Selecting a vendor the currency indicated for the vendor will load by default in the **Vendor currency** field. The field cannot be changed;
s. You should specify costs per unit of service in the **Cost per unit** field, except cases when the vendor is the default internal vendor of the company. The field can be changed;
t. You can specify a discount for the service costs in the **Vendor discount %** field. Not mandatory. The field can be changed;
u. You can specify a reason for the discount in the **Vendor discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;
v. The **Cost per unit with discount** field shows costs per unit with discount of the selected service, the value is calculated automatically, when you enter the "Vendor discount %" value first and otherwise entering costs with discount the discount will be calculated automatically. The field can be changed;
w. If you enter the price "Price per unit" and costs "Cost per unit with discount" in the **Vendor markup** field, the markup for the vendor's price will be calculated automatically. The field cannot be changed;
x. The **Costs total** field shows total costs of the selected service. The field cannot be changed;
y. You can enter comments referring to the service in the **Comments** field. The field is not mandatory, but entered comments will be displayed in the acceptance and delivery act and also in the further printout of the invoice. The field can be changed;

2.5. Motorhours

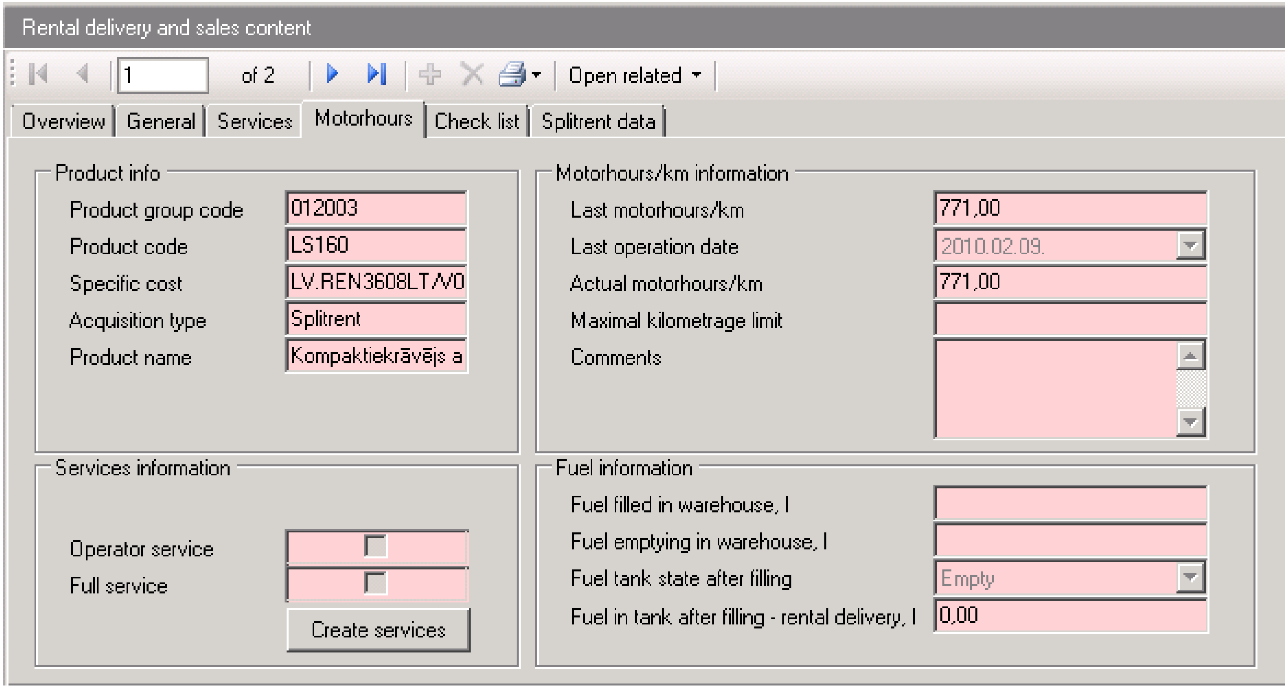


Figure 99

This tab is used only in case of "Rental delivery" and is available to each product separately. This information should be specified only for products, for which fuel and/or motorhours accounting is mandatory. (See Figure 99)

<u>"Product info"</u>

a. The value of a related field from the "Overview" section is loaded in the **Product group code** field. The field cannot be changed;
b. The value of a related field from the "Overview" section is loaded in the **Product code** field. The field cannot be changed;
c. The value of a related field from the "Overview" section is loaded in the **Specific cost** field. The field cannot be changed;
d. The value of a related field from the "Overview" section is loaded in the **Acquisition type** field. The field cannot be changed;
e. The value of a related field from the "Overview" section is loaded in the **Product name** field. The field cannot be changed;

<u>"Services information"</u>

a. You can specify that the product is delivered for rental and operator services are provided together with rental services in the **Operator service** field. The field can be changed;
b. You can specify that the product is delivered for rental and full services are provided together with rental services in the **Full service** field. The field can be changed;
c. Using the **Create services** button you can create a row of a related additional service in the "Services" tab and specify service price and vendor costs.

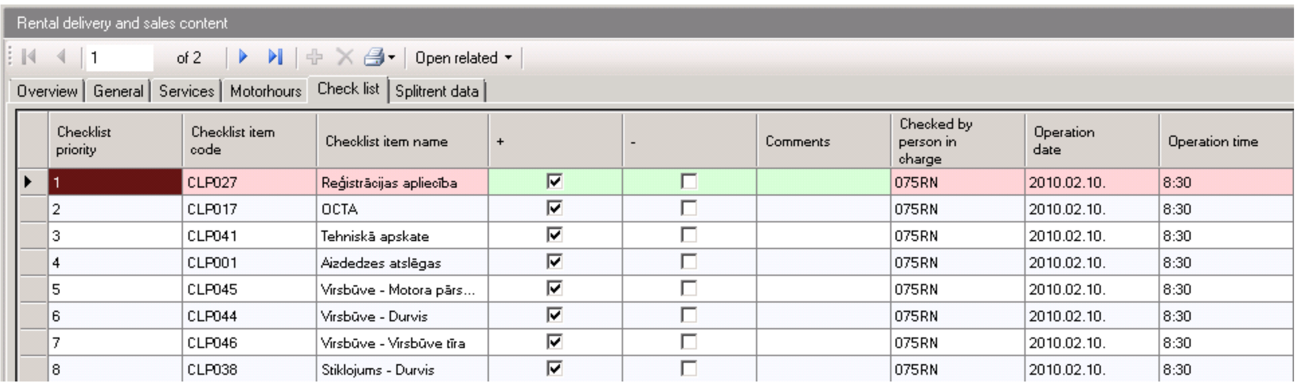
<u>"Motorhours/km information"</u>

a. The last motorhours/kilometers reading from product specification is automatically copied to the **Last motorhours/km** field. The field cannot be changed;
b. The last operation date from product specification is automatically copied to the **Last operation date** field. The field cannot be changed;
c. The actual motorhours/kilometers reading from product should be specified in the **Actual motorhours/km** field. The field can be changed;
d. The kilometrage limit from product specification is automatically copied to the **Maximal kilometrage limit** field. The field cannot be changed;
e. In case actual motorhours/km reading of the product from the meter differs from "Last motorhours/km", the cause of it should be specified in the **Comments** field. The field can be changed;

<u>"Fuel information"</u>

a. You can specify the amount of fuel filled before the delivery of the product from fuel supplies of the warehouse in the **Fuel filled in warehouse, l** field. Not mandatory. The field can be changed;
b. You can specify the amount of fuel defueled from the product before the delivery of the product to fuel cisterns in the warehouse in the **Fuel emptying in warehouse, l** field. Not mandatory. The field can be changed;
c. You should specify the condition of the fuel tank at product delivery in the **Fuel tank state after filing** field. Values can be:
   - Full – the tank is full;
   - Empty – the tank is empty;
   - Partial – the tank is partially filled;
d. In case of full and empty data from product specification will be copied to the **Fuel in tank after filing – rental delivery, l** field. In case of partial you must specify the amount of fuel in the tank. In case of partial the field can be changed;

2.6. Check list



Checklist priority	Checklist item code	Checklist item name	+	-	Comments	Checked by person in charge	Operation date	Operation time
1	CLP027	Reģistrācijas apliecība	☑	☐		075RN	2010.02.10.	8:30
2	CLP017	OCTA	☑	☐		075RN	2010.02.10.	8:30
3	CLP041	Tehniskā apskate	☑	☐		075RN	2010.02.10.	8:30
4	CLP001	Aizdedzes atslēgas	☑	☐		075RN	2010.02.10.	8:30
5	CLP045	Virsbūve - Motora pārs...	☑	☐		075RN	2010.02.10.	8:30
6	CLP044	Virsbūve - Durvis	☑	☐		075RN	2010.02.10.	8:30
7	CLP046	Virsbūve - Virsbūve tīra	☑	☐		075RN	2010.02.10.	8:30
8	CLP038	Stiklojums - Durvis	☑	☐		075RN	2010.02.10.	8:30

Figure 100

This tab is available only to products, which have a setting for use of check list in the list of products. The list from the list of products is loaded in the tab and you need to enter checkup results for criteria. Using the "Print checklist" button you can print the checklist out. (See Figure 100)

a. The **Checklist priority** field shows the priority of checkups. The field cannot be changed;
b. The **Checklist item code** field shows the priority of the checkup. The field cannot be changed;
c. The **Checklist item name** field shows the name of the checkup. The field cannot be changed;
d. In "+" and "-" fields you should enter the compliance of the criteria with the actual result, marking positive results with "+" and negative results with "-", respectively. Fields can be changed;
e. You can enter additional notes regarding the evaluation in the **Comments** field. The field can be changed;
f. ID of the person who performed evaluation, date and time of the operation of the record with be loaded into **Checked by person in charge; Operation date; Operation time** fields. Fields cannot be changed.

2.7. Splitrent data

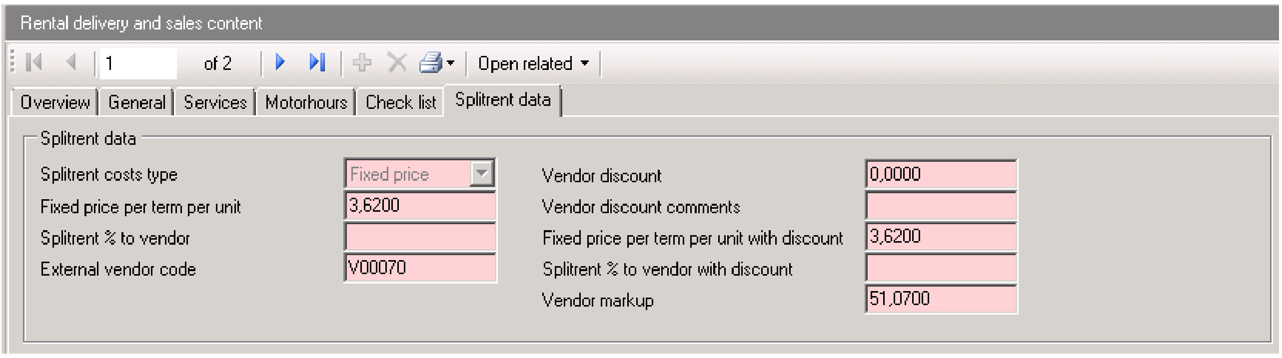


Figure 101

This tab is available only to products, which are rerented from other vendors with "Acquisition type": "Splitrent". The list of rerent costs of the vendor is loaded in the tab from Purchase orders. In case of necessity the user can correct costs data. (See Figure 101)

a. The **Splitrent costs type** field shows the type of collection of rerent costs. The value is loaded automatically from the linked Purchase order. The field cannot be changed;
b. The **Fixed price per term per unit** field shows rerent costs per unit in case "Splitrent costs type" is "Fixed price". The value is loaded automatically from the linked Purchase order. The field cannot be changed;
c. The **Splitrent % to vendor** field shows the allocation of rerent costs in case "Splitrent costs type" is "%". The value is loaded automatically from the linked Purchase order. The field cannot be changed;
d. The **External vendor code** field shows the real external vendor, in case the equipment is rerented from the internal vendor, which, in its turn, rerented this equipment from an external vendor. The field cannot be changed;
e. The **Vendor discount %** field shows a discount for rerent costs. The discount will load automatically, if it was created in the "Discount configuration" window. The user can enter a desired discount for a specific transaction, when you enter the discount, the "Fixed price per

term per unit with discount” value will be calculated respectively. The field can be changed;

   f. If a discount exceeds the permissible value, you must enter comments for the discount in the **Vendor discount comments** field. The field can be changed;
   g. The **Fixed price per term per unit** field shows rerent costs per unit with discount in case “Splitrent costs type” is “Fixed price”. The value is calculated automatically taking into account “Vendor discount”, the user can enter necessary rerent costs. The field can be changed;
   h. The **Splitrent % to vendor with discount** field shows the allocation of rerent costs with discount. The value is calculated automatically taking into account “Vendor discount”, the user can enter necessary allocation of rerent costs. The field can be changed;
   i. If you enter the rent price “Price per unit with discount” and rerent costs “Fixed price per unit with discount” in the **Vendor markup** field in the “Overview” section”, the markup for the vendor’s price will be calculated automatically. The field cannot be changed;

3. Operation section

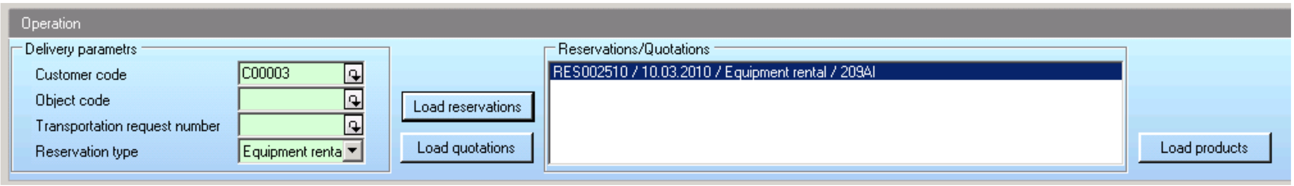


Figure 102

Using the “Operation” section you can quickly perform delivery from a reservation or a quotation. The “Operation” option is not mandatory. (See Figure 102)

<u>“Delivery parameter”:</u>

a. Select the customer code for which the reservation or quotation was made in the **Customer code** field. The field can be changed;
b. Select the object code for which the reservation or quotation was made in the **Object code** field. The field can be changed;
c. Select the transportation request number in the **Transportation request number** field, if a transportation request was created for the specified customer first. The field can be changed;
d. Select the type of reservation in the **Reservation type** field. The field can be changed. Reservation types can be:
   - Car rental;
   - Equipment rental;
   - Sale;

<u>“Reservations/Quotations”:</u>

a. Using the **“Load reservations”** button active reservations of a respective type to customer, customer's object will be selected in the “Reservations/ Quotations” field in compliance with previously selected parameters.

b. Using the **"Load quotations"** button quotations of a respective type to customer, customer's object will be selected in the "Reservations/ Quotations" field in compliance with previously selected parameters.
c. To create an order you need to mark selected reservations or quotations (one or several) and press the "**Load products**" button, as a result of what one or several delivery/sales orders will be generated.

4. Order processing

- If you enter delivery data in an order, it is saved in "Draft" status and you should accept it using **"Actions" → "Process"** button from the "Rental deliveries & sales" section;

- When you press the button, the status of the order changes to **"To process"**. To view the current status of an order, use the "Refresh" button;

- In case discount limits or other important parameters are exceeded, the system automatically sends order data for approval to a person in charge and the status of the order changes to "**Waiting for approval**", if all data are entered within permissible limits, then the status of the order changes to "**Processed**", which means that the order is processed and you can print the act out;

- If the credit limit or guarantee deposit balance are exceeded during a delivery, a message is displayed on the screen, which should be sent for approval using "**Send to accept**";

- In case the request for approval was accepted, the status of the order changes to "**Processed**", but if it was rejected – to "**Rejected**";

- In case of problems during processing of an order, the "**Process error**" status is set;

5. Other

- Using **"Open related" →**… you can view different related information (invoices, customer data, etc…);

- Using **"Actions" → "Export order"** button, you can forward the order created to an internal customer to the external system;

Product maintenance

Product maintenance schedules (DI.20.700 Product maintenance schedule)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product maintenance → DI.20.700 Product maintenance schedule.**

2. The **DI.20.700 Product maintenance schedule** window is used for scheduling regular maintenance of Unit items. The following sections are available in the **DI.20.700 Product maintenance schedule** window:

   - Filter;
   - Operation;
   - Products;
   - Maintenance schedule.

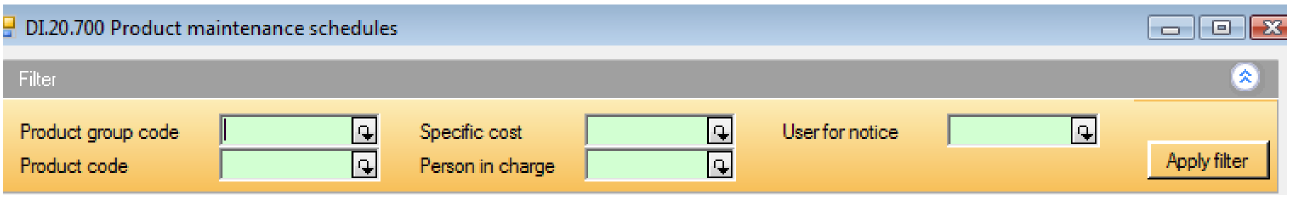


Figure 103

3. In **Filter** section (See Figure 103) it is possible to select data according to the following fields:

   a. Product group code;
   b. Product code;
   c. Specific cost;
   d. Person in charge;
   e. User for notice – user, to whom reminders will be sent.

Figure 104

4. The **Operation** section (See Figure 104) is intended for the generation of product maintenance schedules.

   4.1. Available fields:

   a. Enter the specific cost code in the **Specific cost** field. The field is mandatory.

b. Enter the user, to whom reminders about item maintenance approaching, will be sent, in the **User for notice** field. The field is mandatory.

c. Enter the motorhours reading, from which maintenance schedule should be created, in the **From motorhours/km** field. This reading cannot overlap with already created period for the specified Specific cost in the Maintenance schedule section (if any), for which Maintenance schedule has already been created. You must specify either From m/h | Till m/h; or From date | Till date field values. When you enter one version, values of the other version are deleted. The field is mandatory for products with Check m/h checkbox checked, if no value is specified in the From date field. The field is not active for products having Check m/h not checked.

d. Enter the motorhours reading, till which maintenance schedule should be created, in the **Till motorhours/km** field. This reading cannot overlap with already created period for the specified Specific cost in the Maintenance schedule section (if any), for which Maintenance schedule has already been created. You must specify either From m/h | Till m/h; or From date | Till date field values. When you enter one version, values of the other version are deleted. The field is mandatory for products with Check m/h checkbox checked, if no value is specified in the From m/h field. The field is not active for products having Check m/h not checked.

e. Enter the date, from which maintenance schedule should be created, in the **From date** field. This date cannot overlap with already created period for the specified Specific cost in the Maintenance schedule section (if any), for which Maintenance schedule has already been created. You must specify either From m/h | Till m/h or From date | Till date field values. When you enter one version, values of the other version are deleted. It is mandatory for products having Check m/h checkbox not checked and products with Check m/h checked, if no value is specified in the From m/h.

f. Enter the date, till which maintenance schedule should be created, in the **Till date** field. This date cannot overlap with already created period for the specified Specific cost in the Maintenance schedule section (if any), for which Maintenance schedule has already been created. You must specify either From m/h | Till m/h or From date | Till date field values. When you enter one version, values of the other version are deleted. It is mandatory, if a value in the From date field is specified.

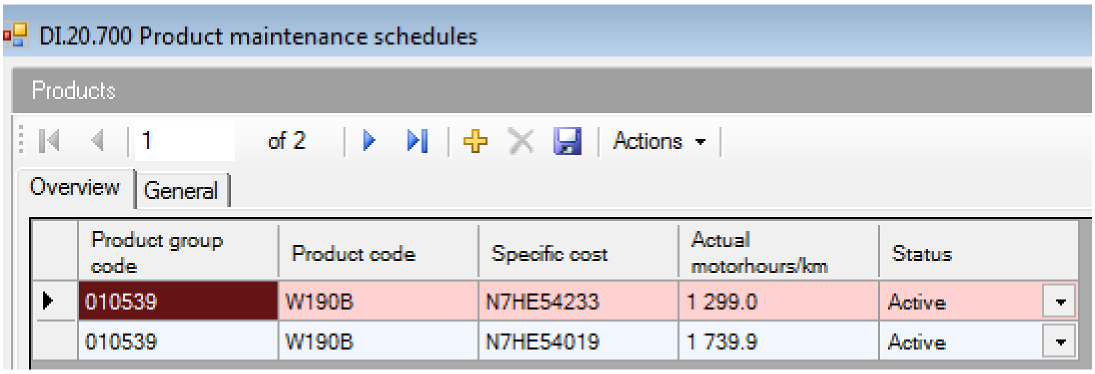
g. Enter the step, after which the next check within the period specified in From m/h and Till m/h fields should be performed, in the **Step** field. The field is mandatory.

h. Enter an indication to how many motorhours/days in advance before the maintenance a notification about approaching of the next maintenance should be sent in the **Notify m/h or days earlier** field. The field is mandatory.

i. You can enter a description in the **Description** field.

4.2. Buttons of the **Operation** section:

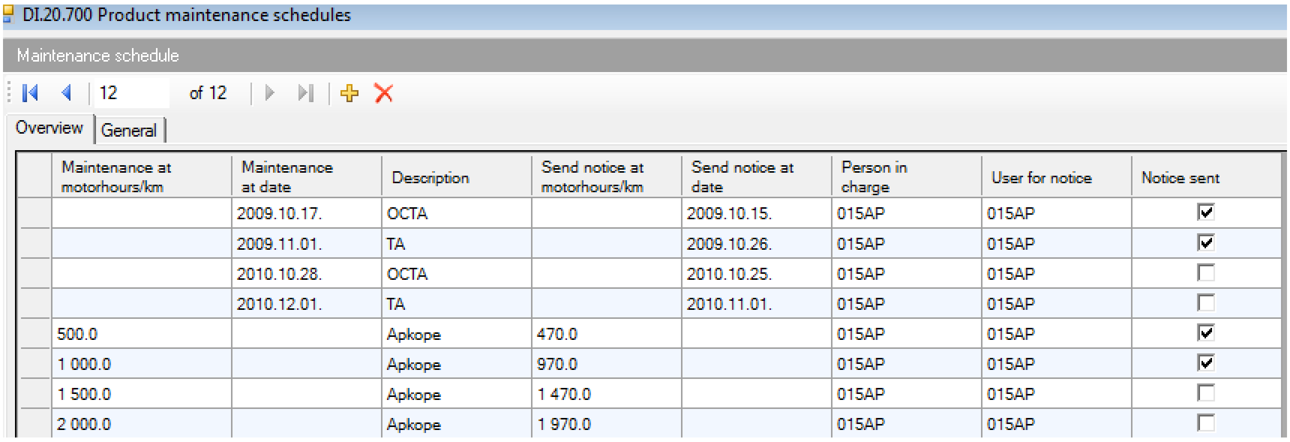
- **Generate** – when you press the button, a new record is added in the Products section with the product specified in the Specific cost field, but so many records are added in the Maintenance schedule section, into how many parts it is possible to divide the specified period using the step specified in the Step field. The record is added, if values are specified in all mandatory fields of the Operation section.
- **Clear** – this button is intended for clearing fields of the Operation section. When you press the button, all fields are cleared.



Product group code	Product code	Specific cost	Actual motorhours/km	Status
010539	W190B	N7HE54233	1 299.0	Active
010539	W190B	N7HE54019	1 739.9	Active

Figure 105

5. The **Product** section (See Figure 105) contains information about items for which maintenance schedules and their states are prepared. If the record was created in the Operation section, then fields in the Products section cannot be changed. If you add a new record manually, the following fields are available:
   a. Select the item possession group number in the **Product group code** field. The field is mandatory.
   b. Select the item code in the **Product code** field. The field is mandatory.
   c. Select the item specific cost code in the **Specific cost** field. The field is mandatory.



Maintenance at motorhours/km	Maintenance at date	Description	Send notice at motorhours/km	Send notice at date	Person in charge	User for notice	Notice sent
	2009.10.17.	OCTA		2009.10.15.	015AP	015AP	☑
	2009.11.01.	TA		2009.10.26.	015AP	015AP	☑
	2010.10.28.	OCTA		2010.10.25.	015AP	015AP	☐
	2010.12.01.	TA		2010.11.01.	015AP	015AP	☐
500.0		Apkope	470.0		015AP	015AP	☑
1 000.0		Apkope	970.0		015AP	015AP	☑
1 500.0		Apkope	1 470.0		015AP	015AP	☐
2 000.0		Apkope	1 970.0		015AP	015AP	☐

Figure 106

6. The **Maintenance schedule** section (See Figure 106) contains information about maintenances of items. The following fields are available in the section:

a. Enter the motorhours reading, at which maintenance is necessary, in the **Maintenance at motorhours/km** field. The field is mandatory, if the Maintenance at date field is not filled. Both fields (Maintenance at motorhours/km and Maintenance at date) cannot be filled simultaneously.
b. Enter the date, when maintenance is necessary, in the **Maintenance at date** field. The field is mandatory, if the Maintenance at motorhours/km field is not filled. Fields (Maintenance at m/h and Maintenance at date) cannot be filled simultaneously.
c. Enter the description of the maintenance in the **Description** field.
d. Enter the motorhours reading, at which a notification about approaching of the maintenance should be sent, in the **Send notice at motorhours/km** field. The field is mandatory, if the Send notice at date field is not filled. Both fields (Send notice at motorhours/km and Send notice at date) cannot be filled simultaneously.
e. Enter the date, at which a notification about approaching of the maintenance should be sent, in the **Send notice at date** field. The field is mandatory, if the Send notice at motorhours/km field is not filled. Both fields (Send notice at motorhours/km and Send notice at date) cannot be filled simultaneously.
f. The **Person in charge** field shows the person in charge of the scheduling. The field cannot be changed. The field fills in automatically.
g. Select the user, to whom a notification about mandatory item inspection approaching, will be sent, in the **User for notice** field. The field is mandatory.
h. If the **Notice sent** checkbox is checked, it means that a notification about approaching of the inspection time is sent. The field is checked automatically, when the notification has been sent.

7. Sub-buttons of the **Actions** button:
   7.1. **Activate** – this button is available for maintenance schedules having "Draft" status. When you press the button the status is changed to "Active" and maintenance schedule data cannot be changed any more.
   7.2. **Inactivate** – this button is available for schedules having "Active" status. When you press the button, the status of the maintenance schedule changes to "Inactive".
   7.3. **Copy schedule** – this button is available for maintenance schedules having "Active" status. When you press the button a new maintenance schedule in "Draft" status is created, which is identical to the marked one.

Reservation

Reservation (RE.10.150 Reservations)

The window is used for reservation of products for rent, sale or transfer to other warehouse. Products can be reserved from the warehouse inventory, to reserve in time or to reserve products not yet received from purchase orders. Products can be reserved only for customers for whom checkup was performed and the customer is not blocked. **Error! Reference source not found.**In the navigation menu of the window select **RENT → Rental delivery and sales → Reservations → RE.10.150.Reservations**. Create a new row. The newly created record will look as follows (See Figure 107):

Reservations

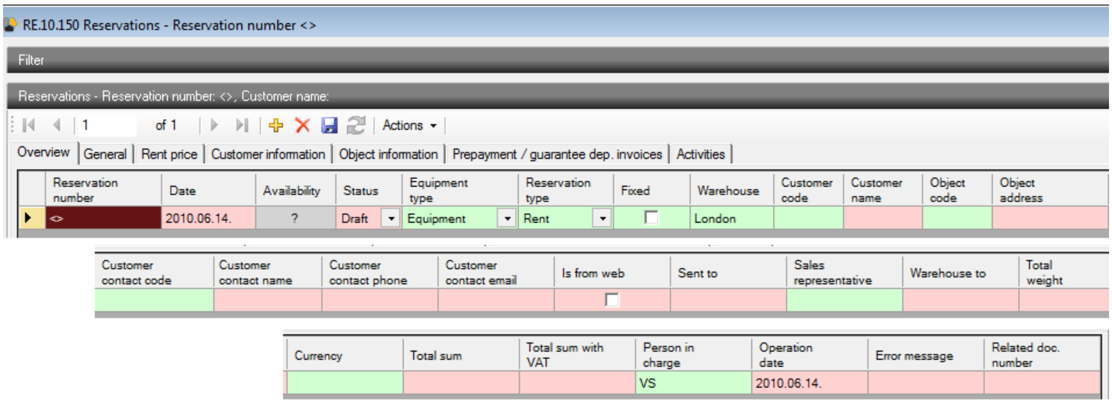


Figure 107

1. "Overview" tab

    a. A reservation number will be automatically generated in the **Reservation number** field. The field cannot be changed;

    b. The current transaction date, date of creation of the reservation will be loaded by default in the **Delivery** field. The field is mandatory;

    c. The current availability of products included in the reservation is displayed in the **Availability** field. The value for approved reservations is updated once a day, but in case of necessity you can view it with the help of **"Action" → "Check availability"** button. The field cannot be changed;

    d. The current reservation condition is displayed in the **Status** field. Reservations can have the following conditions:

    - "Draft". The record can be changed and deleted;
    - "To process" – submitted for processing. The record cannot be changed and deleted;

- "Waiting for approval" – the user has entered parameters exceeding the permissible ones and a request for approval is sent;
- "Rejected". The record can be changed and deleted;
- "Accepted". The record cannot be deleted, but allowed fields can be changed ;
- "Process error". The record can be changed and deleted;
- "Cancelled" – the reservation is cancelled. The record cannot be changed/deleted;
- "Delivered". The record cannot be changed/cancelled;
- "Partly delivered". The record cannot be changed;

e. Select the type of product to be reserved in the **Equipment type** field. The field is mandatory. Values can be:
    - Equipment – construction equipment;
    - Car – cars;

f. Select the type of reservation in the **Reservation type** field. The field is mandatory. Values can be:
    - Rent – for renting;
    - Sales – for selling;
    - Transfer – for transferring to other warehouse;

g. The type of reservation is displayed in the **Fixed** field. If it is checked, products are reserved from warehouse inventory. Only in case of "Rent", if it is not checked, reservation in time will be performed and products can be unavailable in the warehouse at the time of reservation. The type of approved reservations can be changed using **"Action" → "Change to fixed"; "Change from fixed"** button. The field cannot be changed.

h. The user's default warehouse – the warehouse from which reservation of products is performed – will be loaded by default from the **Warehouse** field. In case of necessity the value can be changed to other warehouse from the list. The field is mandatory;

i. Select the necessary value from the list of customers in the **Customer code** field. The field is mandatory. In case there is no desired record, it is created in the Customers field.

j. The name of the customer is displayed in the **Customer name** field, the field cannot be changed.

k. Select the necessary value from the indicated list of customer's objects in the **Object code** field. The field is mandatory. In case there is no desired record, it is created in the Customers field.

l. The selected address of the object is displayed in the **Object address** field, the field cannot be changed.

m. The customer’s contact person is indicated in the **Customer contact code** field. When you select a customer’s object the customer’s person in charge of the respective object will load by default. In case of necessity the value can be changed selecting a contact person from the contact person list. The field is mandatory;

n. The name, surname of the selected contact person is displayed in the **Customer contact name** field, the field cannot be changed.

o. The contact telephone number of the selected contact person is displayed in the **Customer contact phone** field, the field cannot be changed.

p. The name, surname of the selected contact person is displayed in the **Customer contact e-mail** field, the field cannot be changed.

q. The information that the reservation was created based on the request of a customer from the SY.50.100.Web transactions window is displayed in the **Is from web** field. If a reservation is created manually the field will always be blank. The field cannot be changed.

r. Information about e-mail addresses, phones, to which the information about the approval of the reservation was sent, is displayed in the **Sent to** field. The field cannot be changed.

s. The sales manager is displayed in the **Sales representative** field, when you select a customer’s object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory.

t. Select the receiving warehouse of your company in the **Warehouse to** field. Only if “Reservation type” is “Transfer”. The field can be changed;

u. The total weight of all delivered products is displayed in the **Total weight** field. The field cannot be changed;

v. Selecting a customer the currency indicated for the customer will load by default in the **Currency** field. In case of necessity the value can be changed selecting other currency from the list. The field is mandatory;

w. The total rent or sale price of all delivered products is displayed in the **Total sum** field. The field cannot be changed;

x. The total rent or sale price including value added tax of all delivered products is displayed in the **Total sum with VAT** field. The field cannot be changed;

y. The user who created the reservation or the last saver of the record will be loaded by default in the **Person in charge** field. The field cannot be changed;

z. The date of creation or last saving of the reservation will load by default in the **Operation date** field. The field cannot be changed;

aa. The **Error message** field is blank by default. If during processing of the reservation an error appears, the cause of the error will be displayed in this field;

bb. Performing a reservation the number of the related window will load from the quotation or customer site in the **Related doc. number** field. The field cannot be changed;

"Customer information" tab **Error! Reference source not found.**The tab displays information about the selected customer, no fields can be changed and load automatically from Customers window upon customer's selection (See Figure 108).

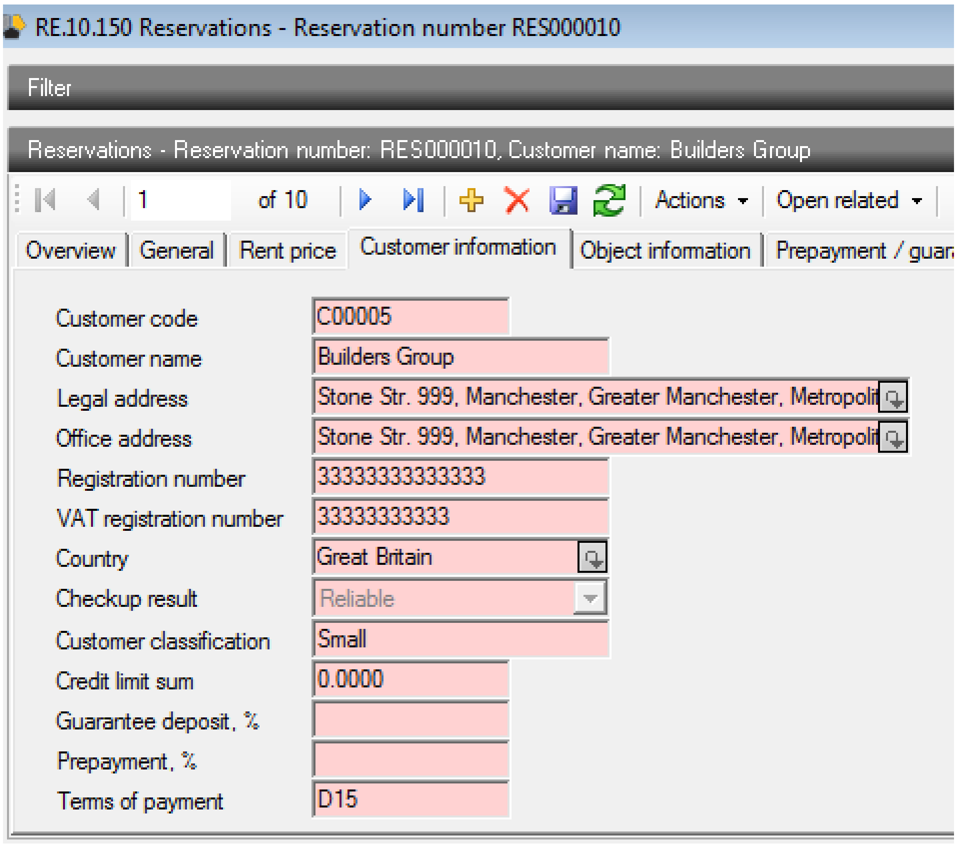


Figure 108

"Object information" tab Error! Reference source not found.The tab displays information about the selected customer's object, no fields can be changed and load automatically from Objects window upon customer's selection (See Figure 109).

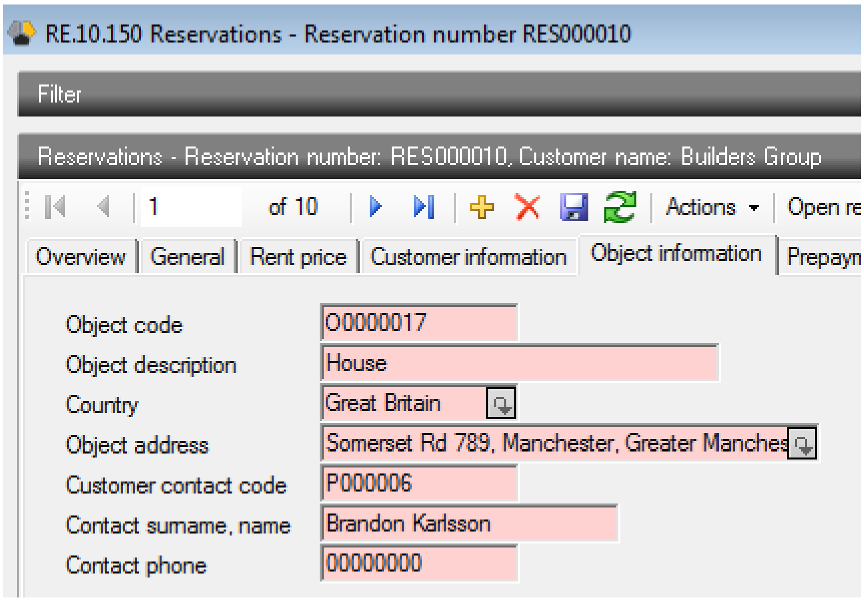


Figure 109

2. "Rent price" tab

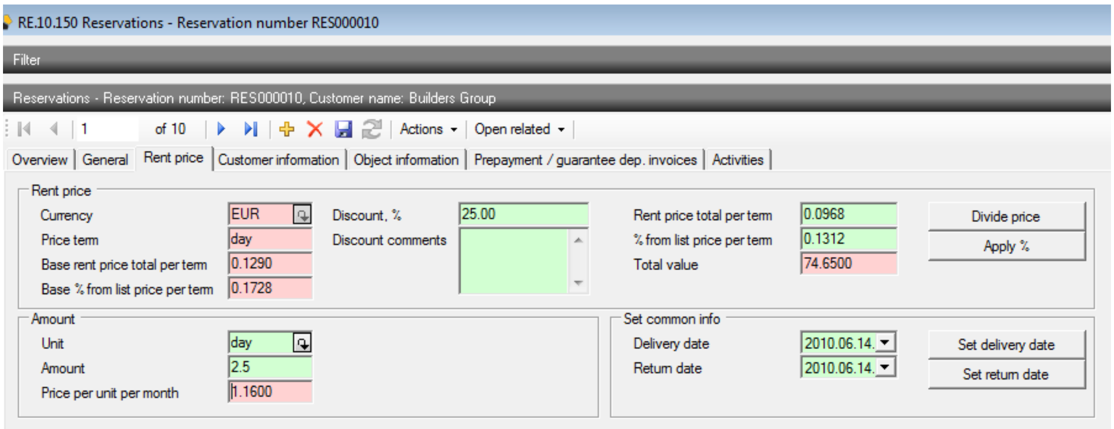


Figure 110

The tab displays information about the price of the collection. All fields are active, if only 'Bulk item" type products are delivered (See Figure 110).

"Rent price":

a. The value from the "Overview" tab will be displayed in the **Currency** field. The field cannot be changed;

b. The first product rent accounting value in the Reservation content section will load automatically in the **Price term** field. In case it differs at least for one item, the field will be blank. The field cannot be changed;

c. The base rent price for a kit of parts per specified rent accounting unit will be calculated automatically in the **Base rent price total per term** field. The field cannot be changed;

d. The base percentage from the product value for a kit of parts per specified rent accounting unit will be calculated automatically in the **Base % from list price per term** field. The field cannot be changed;

e. It is possible to specify a discount for a kit in the **Discount %** field, if the "Rent price total per term" value is entered, the discount is calculated automatically. The field can be changed;

f. If the discount exceeds the condition limit, you must specify the reason for discount in the **Discount comments** field. The field can be changed;

g. The parts kit price per rent accounting unit is displayed in the **Rent price total per term** field, by default it is equal to "Base rent price total per term". In cases, when it is necessary to specify a specific price of a kit, you should enter a value in this field and using the "**Divide price**" field the price will be distributed among all parts included in the kit and values in "% from list price per term" and "Discount %" fields will update automatically. The field can be changed;

h. The parts kit percentage from the product value per specified rent accounting unit is displayed in the **% from list price per term** field. In cases, when it is necessary to specify a specific percentage value, you should enter a value in this field and using the "**Apply %**" field the price will be distributed among all parts included in the kit and values in "Rent price total per term" and "Discount %" fields will update automatically. The field can be changed;

i. The total value of all added products will be displayed in the **Total value** field. The field cannot be changed;

„Set common info":

a. It is possible to indicate the date of delivery in the **Delivery date** field and to apply this date to all items included in the Reservation content section using the "Set delivery date" field. The field can be changed;

b. It is possible to indicate the date of return in the **Return date** field and to apply this date to all items included in the Reservation content section using the "Set return date" field. The field can be changed;

„Amount":

a. It is possible to specify the accounting unit of the delivered kit in the **Unit** field. The field is mandatory, if at least one of added products has a setting that this value is mandatory. The field can be changed;

b. It is possible to specify the amount of delivered products in Units specified in the Unit field in the **Amount** field. The field is mandatory, if at least one of added products has a setting that this value is mandatory. The field can be changed;

c. When you enter values in “Unit” and “Amount” fields, the product kit price per indicated measuring unit per month is calculated automatically in the **Price per unit per month** field. The field cannot be changed;

3. “Prepayment/Guarantee deposit” tab

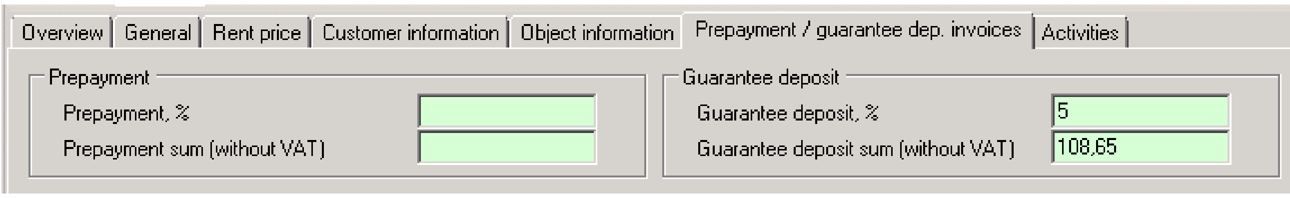


Figure 111

The tab is used to prepare prepayment or guarantee deposit invoices. The necessity for a guarantee deposit or prepayment depends on the customer checkup. You can choose not to issue the invoices, but in such cases an acceptance is necessary. It is not active for Transfer reservations (See Figure 111).

Prepayment

a. You should specify the percentage of the prepayment from the product rent price or product purchase price in the **Prepayment %** field. If the Prepayment sum (without VAT) value is entered first, the value is calculated automatically. The field can be changed;

b. The **Prepayment sum (without VAT)** field shows the prepayment sum. The value is calculated automatically, if the Prepayment % value is specified first. You can enter the value manually. The field can be changed;

Guarantee deposit

a. The field **Guarantee deposit %** shows the amount of the prepayment percentage from the product value. The value is taken automatically from customer checkup and cannot be lower than the one specified for the customer. In case a lower value is specified, it is necessary to accept it. The field can be changed;

b. The **Guarantee deposit sum (without VAT)** field shows the guarantee deposit sum. The value is calculated automatically, if the Guarantee deposit % value is specified first. You can enter the value manually. The field can be changed;

4. “Activities” tab

Figure 112

The tab is used for viewing activities related to the reservation. Activities are created automatically or by adding new. You cannot directly enter information in this tab, you can add an activity with **"Action" → "Add activity"** button. (See Figure 112). For accurate viewing of fields see the description for the DI.40.750.Activities window.

5. Reservation content

<u>"Overview" tab</u>

The view of the tab changes depending on the type of the reservation. You can add products manually, or selecting "Product collection" in the "Reservation content" section and to add products from the products kit using the "**Add products**" button.

6. Overview for rent

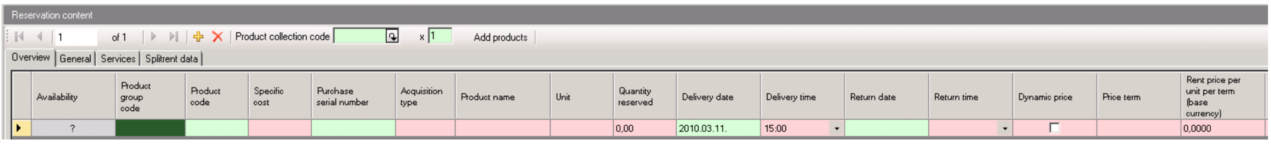


Figure 113

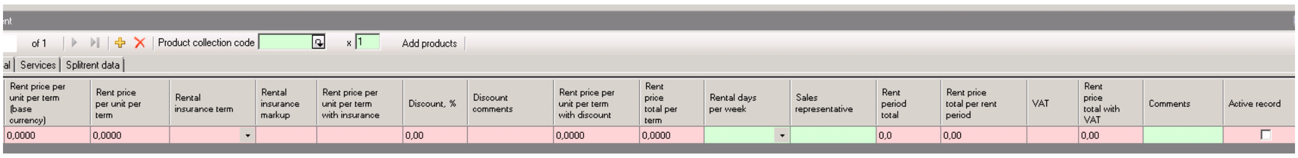


Figure 114

Such tab will be displayed in case of rental delivery. Products are reserved for rental from the _DEPO storage location (See Figure 113, Figure 114).

a. The current availability of specific products for the reservation period is displayed in the **Availability** field. The value of approved reservations is updated once a day. To approve a reservation, you should check availability using **"Action" → "Check availability"** button and the current status will be respectively displayed in this field. The field cannot be changed. Values can be:

   - Green/Available – Products are available and can be reserved and delivered. It is a mandatory parameter for "Fixed" reservations;

- Yellow/Uncertain – products are not available, but their return from objects or purchasing is planned;
- Grey/Not available – Products are not available;

b. Select the product group code in the **Product group code** field. If "Product code" is entered first, the field is filled in automatically. The field can be changed;

c. Select product code in the **Product code** field. If "Product group code" was entered first, then only products of the specified group are available. The field can be changed;

d. You can select the product specific cost code/inventory number in the **Specific cost** field. The field is available only for "Fixed" type reservations. The field can be changed;

e. You can select the serial number of the ordered product in the **Purchase serial number** field. It is a product, for which a rerent purchase order is created and the product is currently at the vendor. The field is available only for non-"Fixed" type reservations. The field can be changed;

f. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost" its type of acquisition will load automatically. The field cannot be changed;

g. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;

h. The **Unit** field shows the measuring unit of the specified product, when you select "Product code" its measuring unit will load automatically. The field cannot be changed;

i. You should specify the quantity of reserved products in the **Quantity reserved** field. You can enter the value only in case of reservation of "Bulk items". The field can be changed;

j. You should enter the expected delivery date of the product in the **Delivery date** field. The field can be changed;

k. You should enter the expected delivery time of the product in the **Delivery time** field. The field is active only for the products having hours as rental accounting unit. The field can be changed;

l. You should enter the expected return date of the product in the **Return date** field. The field can be changed;

m. You should enter the expected return time of the product in the **Return time** field. The field is active only for the products having hours as rental accounting unit. The field can be changed;

n. The **Dynamic price** checkbox should be checked, if it is necessary to reserve products for rent with dynamic price. The field can be changed;

o. The **Price term** field shows product rent accounting unit, when you select "Product code" its accounting unit will load automatically. The field cannot be changed;

p. The **Rent price per unit per term (base currency)** field shows the base rent price per accounting unit of the specified product, when you select "Product code", its rent price will load automatically. The field cannot be changed;

q. The **Rent price per unit per term** field shows the base rent price per accounting unit of the specified product in the selected currency, when you select "Product code", its rent price will load automatically. If the currency differs, the value will be recalculated automatically based on the exchange rate. The field cannot be changed;

r. You can specify the measuring unit of calculation of the rental insurance markup in the **Rental insurance term** field, when you select "Product code" the available accounting unit of the rental insurance will load automatically. The field cannot be changed;

s. You can specify the rental insurance markup in the **Rental insurance markup** field, you can select rent insurance markups linked to the "Product code". Not mandatory. The field can be changed;

t. The **Rent price per unit per term with insurance** field shows the rent price per accounting unit of the selected product with insurance markup, the value is calculated automatically, when you select "Rental insurance markup". The field cannot be changed;

u. You can specify a discount for the rent price in the **Discount %** field. In case discounts are configured for a customer or a product, they will load automatically. Not mandatory. The field can be changed;

v. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed taking deliveries out of reservation;

w. The **Rent price per unit per term with discount** field shows the rent price per accounting unit with discount of the selected product, the value is calculated automatically, when you enter the "Discount %" value first. The field can be changed;

x. The **Rent price total per term** field displays the total rent price per accounting unit of the specified product. The field cannot be changed;

y. You can specify the number of rental collection days in the **Rental days per week** field. By default the value linked to the product is displayed. In case of necessity it can be changed by selecting it from the list. The field can be changed taking deliveries out of the reservation;

z. The **Sales representative** field displays the sales manager, by default the sales manager from the "Reservations" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.

aa. The **Rent period total** field shows the total rent period, when you enter "Delivery date/time" and "Return date/time" the total rent period is calculated by default. The field cannot be changed.

bb. The **Rent price total per rent period** field displays the total rent price per rent period of the specified product. The field cannot be changed;

cc. The **VAT** field shows the total amount of value added tax. The field cannot be changed;

dd. The **Rent price total with VAT** field displays the total rent price per rent period of the specified product including value added tax. The field cannot be changed;

ee. You can enter comments referring to the product reservation in the **Comments** field. When performing delivery, they will load automatically. The field can be changed;

ff. The **Active record** field shows which products are still reserved and not delivered. The field cannot be changed;

7. Overview for sale

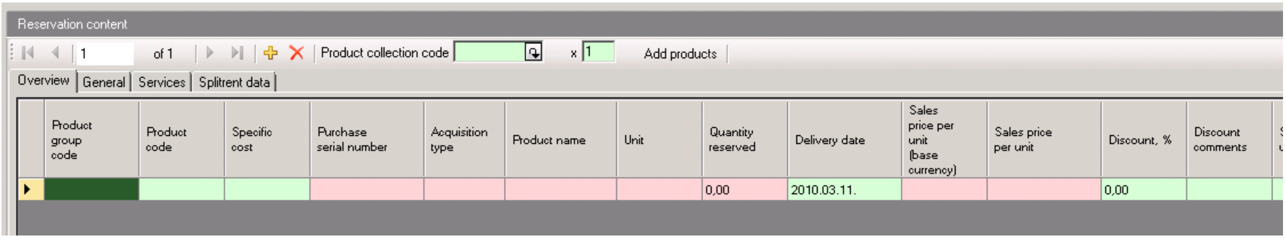


Figure 115

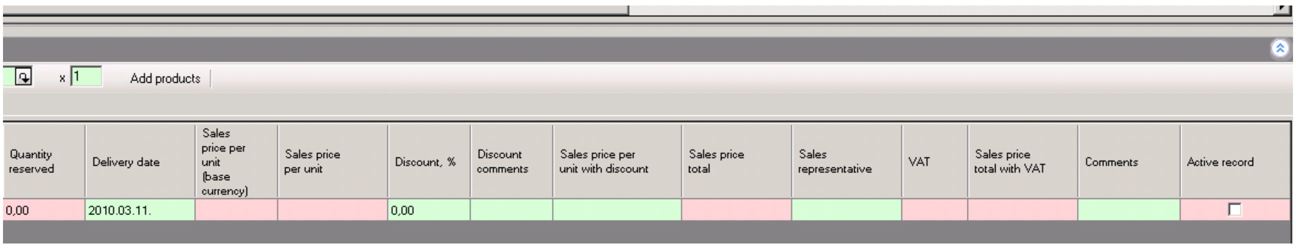


Figure 116

Such tab will be displayed in case of sale reservation. (See Figure 115, Figure 116) Products are reserved for sale from the _SALE storage location.

a. Select the product group code in the **Product group code** field. If "Product code" is entered first, the field is filled in automatically. The field can be changed;

b. Select product code in the **Product code** field. If "Product group code" was entered first, only products of the specified group are available. The field can be changed;

c. You can select the product specific cost code/inventory number in the **Specific cost** field. The field can be changed;

d. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost", its type of acquisition will load automatically. The field cannot be changed;

e. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;

f. The **Unit** field shows the measuring unit of the specified product, when you select "Product code", its measuring unit will load automatically. The field cannot be changed;

g. You should specify the quantity of products for sale in the **Quantity reserved** field. You can enter the value only in case of reservation for sale of "Bulk items". The field can be changed;

h. You should enter the expected delivery date of the product in the **Delivery date** field. The field can be changed;

i. The **Sales price per unit (base currency)** field shows the sales price per unit of the specified product in the base currency of the system, when you select "Product code", its sales price will load automatically from the list of products. The field cannot be changed;

j. The **Sales price per unit** field shows the sales price per unit of the selected product, when you select "Product code", its sales price will load automatically from the list of products. In case the currency of the transaction is different, their sales price will be calculated from the sales price per unit (currency) field automatically depending on the exchange rate. The field cannot be changed;

k. You can specify a discount for the sales price in the **Discount %** field. In case discounts for sale are configured for a customer or a product, they will load automatically. Not mandatory. The field can be changed;

l. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;

m. The **Sales price per unit with discount** field shows the sales price per unit with discount of the selected product, the value is calculated automatically, when you enter the "Discount %" value first and otherwise entering a price with discount the discount will be calculated automatically. The field can be changed;

n. The **Sales representative** field displays the sales manager, by default the sales manager from the "Rental deliveries & sales" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.

o. The **Sales price total** field shows the total sales price of the selected product. The field cannot be changed;

p. The **VAT** field shows the total amount of value added tax. The field cannot be changed;

q. The **Sales price total with VAT** field displays the total sales price of the specified product including value added tax. The field cannot be changed;

r. The **Active record** field shows which products are still reserved and not sold. The field cannot be changed;

8. Overview for transfer

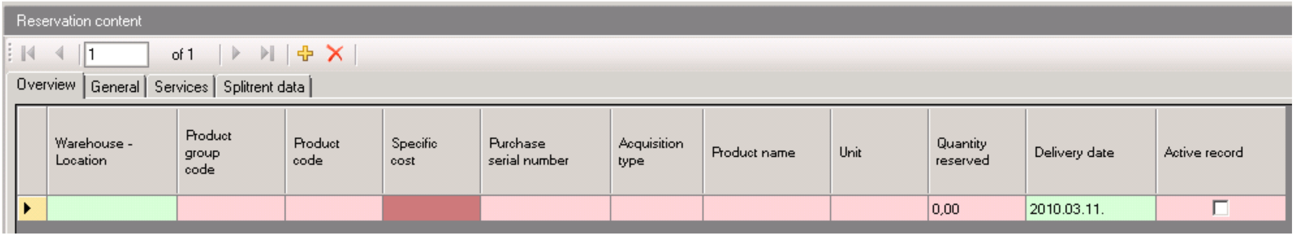


Figure 117

Such tab will be displayed in case of transfer reservation (See Figure 117).

a. You should select the warehouse storage location from which the reservation should be performed in the **Warehouse - Location** field. DEPO, REPR and SALE storage locations are available. The field can be changed;

b. Select the product group code in the **Product group code** field. If "Product code" is entered first, the field is filled in automatically. The field can be changed;

c. Select product code in the **Product code** field. If "Product group code" was entered first, only products of the specified group are available. The field can be changed;

d. You can select the product specific cost code/inventory number in the **Specific cost** field. The field can be changed;

e. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost", its type of acquisition will load automatically. The field cannot be changed;

f. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;

g. The **Unit** field shows the measuring unit of the specified product, when you select "Product code", its measuring unit will load automatically. The field cannot be changed;

h. You should specify the quantity of the reserved product in the **Quantity reserved** field. You can enter the value only in case of reservation of "Bulk items". The field can be changed;

i. You should enter the expected transfer date of the product in the **Delivery date** field. The field can be changed;

j. The **Active record** field shows which products are still reserved and not sold. The field cannot be changed;

9. Services

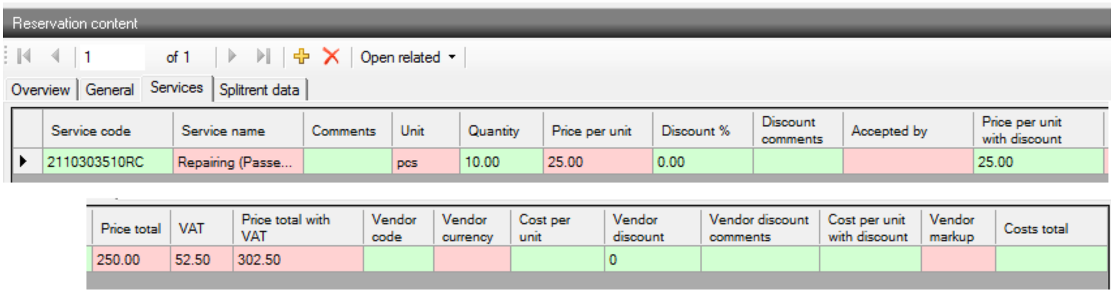


Figure 118

This tab is available in case of rent reservation. You can enter additional services related to rental in this field. Entered additional services will be loaded in the rent delivery window. (See Figure 118)

a. You should select the code of the additional service in the **Service code** field. The field can be changed;

b. The **Service name** field shows the name of the specified additional service, when you select “Service code”, its name will load automatically. The field cannot be changed;

c. You can enter comments referring to the service in the **Comments** field. The field is not mandatory. The field can be changed;

d. The **Unit** field shows the measuring unit of the specified service, when you select “Service code” its measuring unit will load automatically. The field cannot be changed;

e. You should specify the quantity of the service in the **Quantity** field. The value can be 0, but in this case the record will be informative and will not be included in the customer’s invoice. The field can be changed;

f. The **Price per unit** field shows the price per unit of the selected service, when you select “Service code”, its price will load automatically from the list of products. In case the currency of the transaction is different, it will be calculated automatically depending on the exchange rate. The field cannot be changed;

g. You can specify a discount for the service price in the **Discount %** field. In case discounts for services are configured for a customer or a service, they will load automatically. Not mandatory. The field can be changed;

h. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;

i. The **Price per unit with discount** field shows the sales price per unit with discount of the selected service, the value is calculated automatically, when you enter the “Discount %” value first and otherwise entering a price with discount the discount will be calculated automatically. The field can be changed;

j. The **Price total** field shows the total price of the selected service. The field cannot be changed;

k. The **VAT** field shows the total amount of value added tax. The field cannot be changed;

l. The **Price total with VAT** field displays the total price of the selected service including value added tax. The field cannot be changed;

m. You should specify the vendor of the service in the **Vendor code** field, the vendor should be selected from the "Customers/Vendors" list. The field can be changed.

n. Selecting a vendor the currency indicated for the vendor will load by default in the **Vendor currency** field. The field cannot be changed;

o. You should specify costs per unit of service in the **Cost per unit** field, except cases when the vendor is the default internal vendor of the company. The field can be changed;

p. You can specify a discount for the service costs in the **Vendor discount %** field. Not mandatory. The field can be changed;

q. You can specify a reason for the discount in the **Vendor discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;

r. The **Cost per unit with discount** field shows costs per unit with discount of the selected service, the value is calculated automatically, when you enter the "Vendor discount %" value first and otherwise entering costs with discount the discount will be calculated automatically. The field can be changed;

s. If you enter the price "Price per unit" and costs "Cost per unit with discount" in the **Vendor markup** field, the markup for the vendor's price will be calculated automatically. The field cannot be changed;

t. The **Costs total** field shows total costs of the selected service. The field cannot be changed;

10.Splitrent data

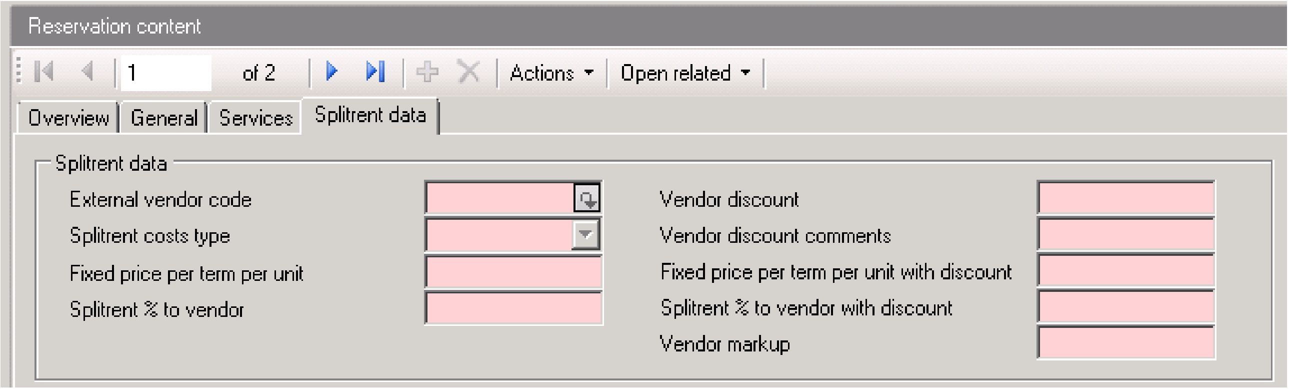


Figure 119

This tab is available only to products, which are rerented from other vendors with ”Acquisition type”: ”Splitrent”. The list of rerent costs of the vendor is loaded in the tab from Purchase orders. In case of necessity the user can correct costs data. (See Figure 119)

a. The **Splitrent costs type** field shows the type of collection of rerent costs. The value is loaded automatically from the linked Purchase order. The field cannot be changed;

b. The **Fixed price per term per unit** field shows rerent costs per unit in case “Splitrent costs type” is “Fixed price”. The value is loaded automatically from the linked Purchase order. The field cannot be changed;

c. The **Splitrent % to vendor** field shows the allocation of rerent costs in case “Splitrent costs type” is “%”. The value is loaded automatically from the linked Purchase order. The field cannot be changed;

d. The **External vendor code** field shows the real external vendor, in case the equipment is rerented from the internal vendor, which, in its turn, rerented this equipment from an external vendor. The field cannot be changed;

e. The **Vendor discount %** field shows a discount for rerent costs. The discount will load automatically, if it was created in the "Discount configuration" window. The user can enter a desired discount for a specific transaction, when you enter the discount, the “Fixed price per term per unit with discount” value will be calculated respectively. The field can be changed;

f. If a discount exceeds the permissible value, you must enter comments for the discount in the **Vendor discount comments** field. The field can be changed;

g. The **Fixed price per term per unit** field shows rerent costs per unit with discount in case “Splitrent costs type” is “Fixed price”. The value is calculated automatically taking into account “Vendor discount”, the user can enter necessary rerent costs. The field can be changed;

h. The **Splitrent % to vendor with discount** field shows the allocation of rerent costs with discount. The value is calculated automatically taking into account "Vendor discount", the user can enter necessary allocation of rerent costs. The field can be changed;

i. If you enter the rent price "Price per unit with discount" and rerent costs "Fixed price per unit with discount" in the **Vendor markup** field in the "Overview" section", the markup for the vendor's price will be calculated automatically. The field cannot be changed;

11. Reservation processing

- If the "Availability" of at least any item is not Available, then you should first check availability using **"Actions" → "Check availability"** button;
- If you enter data in a reservation, it is saved in "Draft" status and you should accept it using **"Actions" → "Accept"** button from the "Reservations" section;
- When you press the button, the status of the order changes to **"To process"**. To view the current status of a reservation, use the "Refresh" button;
- In case discount limits or other important parameters are exceeded, the system automatically sends reservation data for approval to a person in charge and the status of the order changes to "**Waiting for approval**", if all data are entered within permissible limits, then the status of the order changes to "**Accepted**", which means that the reservation is accepted and you can perform delivery and to print the list of the reservation;
- If the credit limit or guarantee deposit balance are exceeded during reservation, a message is displayed on the screen, which should be sent for approval using "**Send to accept**";
- In case the request for approval was accepted, the status of the reservation changes to "**Processed**", but if it was rejected – to "**Rejected**";
- In case of problems during processing of a reservation, the "**Process error**" status is set;

12. Other

- Using **"Open related" →**… you can view different related information (invoices, customer data, etc…);
- Using **"Actions" → "Copy reservation"** you can copy the reservation;
- Using **"Actions" → "Cancel"** you can remove separate rows from the reservation content without cancelling the whole reservation.

Purchase orders

Purchase orders (WA.10.150 Purchase orders)

1. On the navigation menu of the window select **Rent →Purchase management → WA.10.150 Purchase orders.**
2. The **WA.10.150 Purchase orders** window contains information about purchases planned to be made from vendors.
3. The following sections are available in the **WA.10.150 Purchase orders** window:

   - Filters;
   - Purchase orders;
   - Purchase order content.

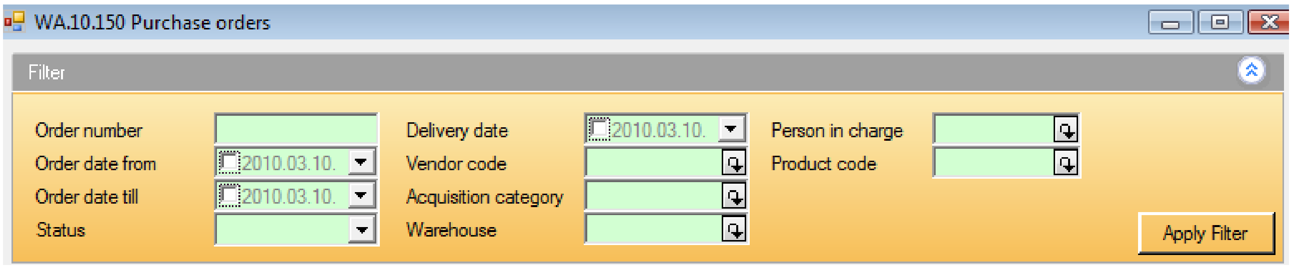


Figure 120

4. In **Filter** section (See Figure 120) it is possible to select data according to the following fields:

   - Order number – purchase order number.
   - Order date from – beginning of the period of creation of the purchase order.
   - Order date till – end of the period of creation of the purchase order.
   - Status – purchase order status
   - Delivery date – purchase order delivery date.
   - Customer code – vendor/manufacturer code.
   - Acquisition category – planned acquisition category.
   - Warehouse.
   - Person in charge.
   - Product code.

5. A new purchase order can be created from the SY.50.100 Web transactions window or manually.

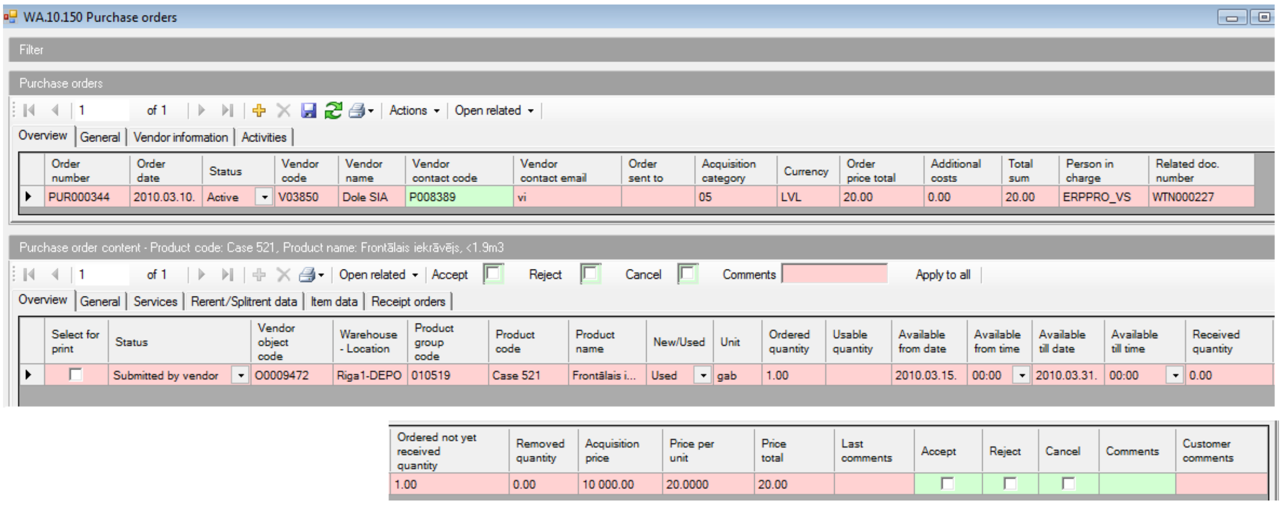


Figure 121

5.1. Order created from the SY.50.100 Web transactions window (See Figure 121).

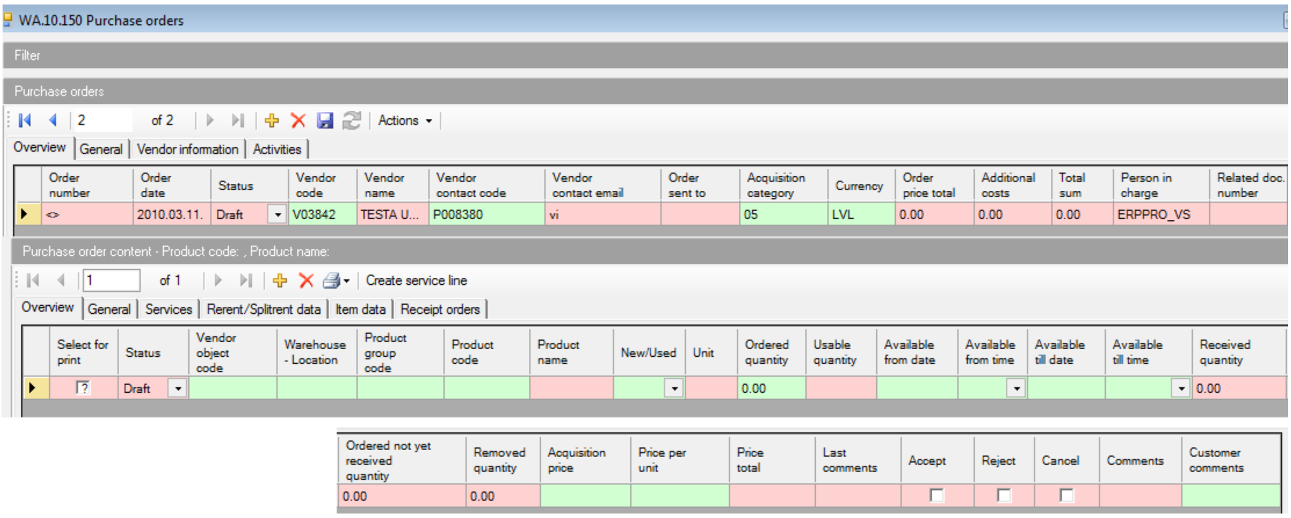


Figure 122

5.2. Manually created order (See Figure 122).

6. <u>Procession of an order created from the SY.50.100 Web transactions window</u>.

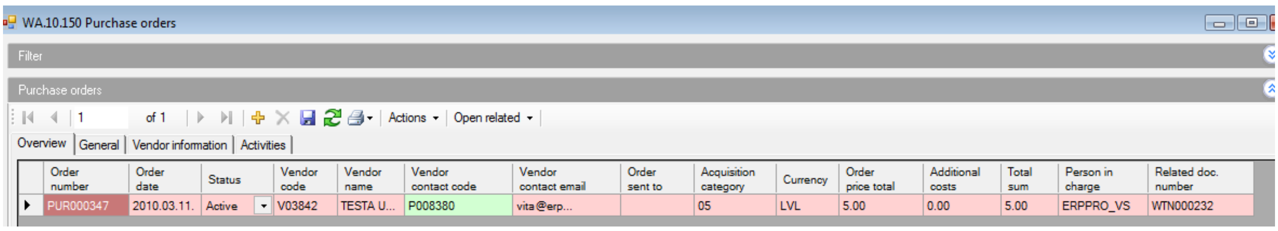


Figure 123

6.1. The following fields can be changed in the **Overview** tab of the **Purchase orders** section (See Figure 123):

a. It is possible to select the code of the vendor’s contact person in the **Vendor contact code** field. The field is filled automatically by the code of the contact person of the submitter of the quotation.

6.2. The **General** tab of the **Purchase orders** section contains the same fields as the Overview tab and the same description applies to both of them.

6.3. The **Vendor information** tab of the **Purchase orders** section contains information about the vendor. You cannot change the information loaded to this tab.

6.4. The **Activities** tab of the **Purchase orders** section contains information about activities related to the purchase order.

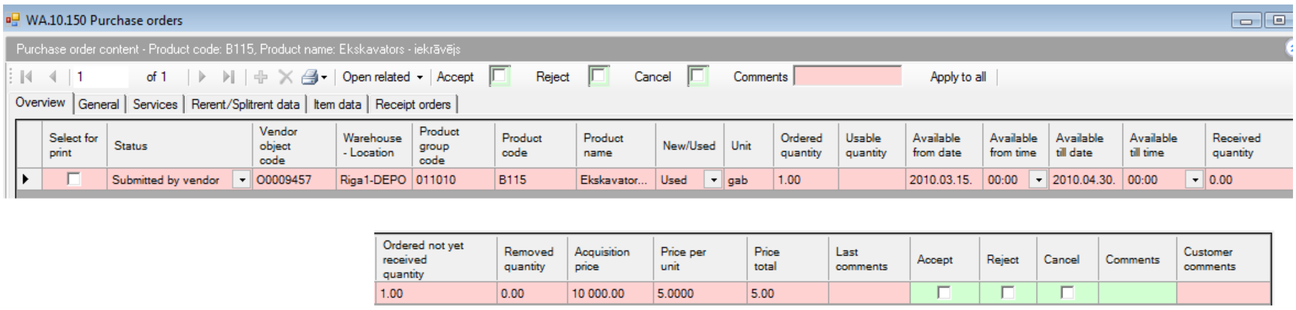


Figure 124

6.5. The following fields can be changed in the **Overview tab** of the **Purchase order content** section (See Figure 124):

a. If you are satisfied with the offered product (including its price, additional services, etc.), accept it by checking the **Accept** checkbox. In e-mail reply to the customer regarding this product there will be a reply in the **STORENT, SIA decision** column: Accepted.

b. If you are not satisfied with the offered product price, check the **Reject** checkbox. In e-mail reply to the customer regarding this product there will be a reply in the **STORENT, SIA decision** column: Not satisfied with the price.

c. If the offered product is rejected, check the **Cancel** checkbox. In e-mail reply to the customer regarding this product there will be a reply in the **STORENT, SIA decision** column: Rejected.

d. Enter comments about rejection of the offered products in the **Comments** field.

6.6. The **General** tab of the **Purchase order content** section contains the same fields as the Overview tab and the same description applies to both of them.

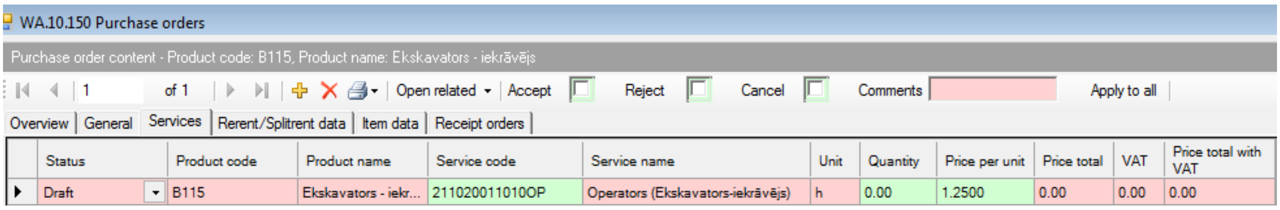


Figure 125

6.7. The **Services** tab of the **Purchase order content** section (See Figure 125) contains information about offered additional services. The tab is available, if the customer specified an additional service. The following fields can be changed in the tab:

a. You can select the code of additional service in the **Service code** field.

b. Enter the quantity of the additional service in the **Quantity** field.

c. You can enter the price of the additional service in the **Price per unit** field.

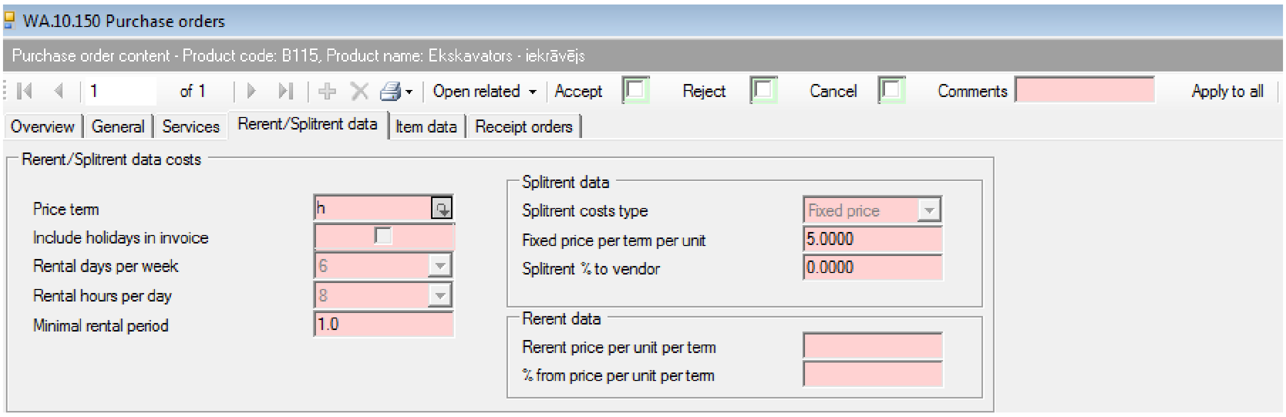


Figure 126

6.8. The **Rerent/Splitrent data** tab of the **Purchase order content** section (See Figure 126) contains information about the product. Fields cannot be changed.

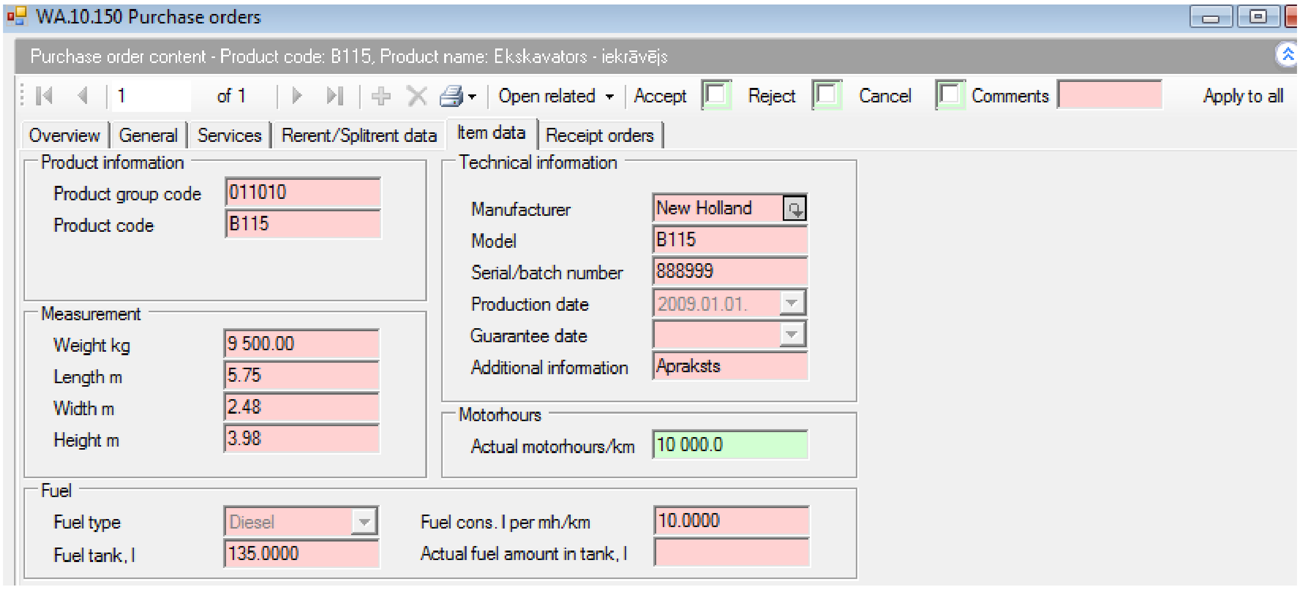


Figure 127

6.9. The **Item data** tab of the **Purchase order content** section (See Figure 127) contains additional information about the manufacturer and size of the product to be received. The following fields can be changed in the tab:

a. Actual motorhours / km – enter current motorhours reading.

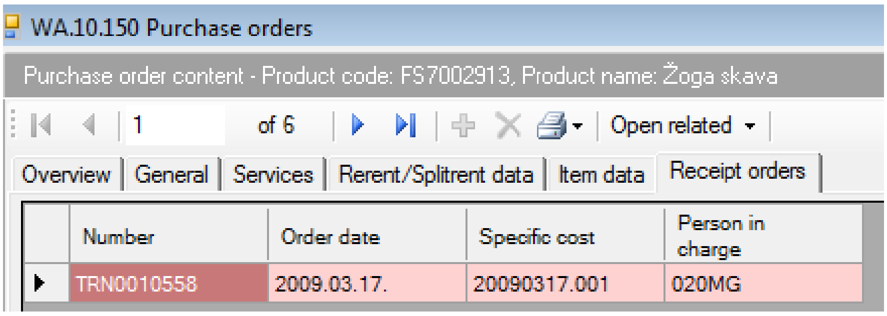


Figure 128

6.10. The **Receipt orders tab** of the **Purchase order content** section (See Figure 128) contains information about receipt orders generated from the respective purchase orders. Fields cannot be changed.

6.11. When all necessary fields are filled in, save the order. A number is granted to the order automatically – in the Order number field. The value of the **Status** field of the **Purchase order content** section is **Submitted by vendor**.

6.12. For further processing press the **Processing done** sub-button of the **Actions** button. The **Send customer contact information** window is displayed on the screen. To continue the work, press the **Allow sending data** button. The customer is sent information that the rental quotation is reviewed. The value of the **Status** field of the **Purchase order content** changes to **Approved by company** (if it is approved),

Cancelled by company (if it is rejected) or **Rejected by company** (if you are Not satisfied with the price).

6.13. To generate a receipt order from the purchase order press the **Create receipt orders** sub-button of the **Actions** button.

7. <u>Processing of a manually created order.</u>

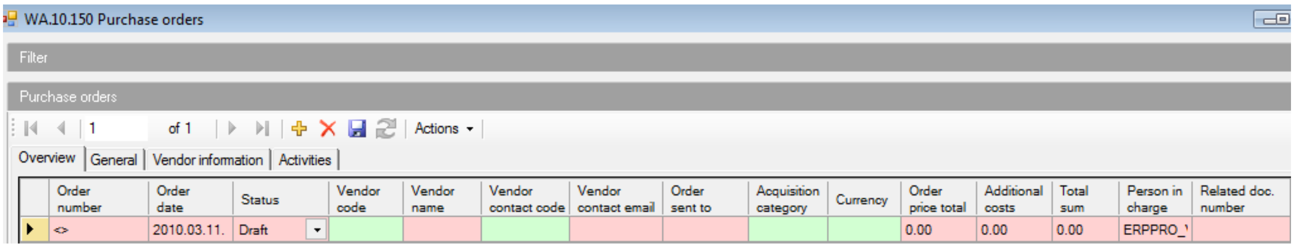


Figure 129

7.1. The following fields can be changed in the **Overview** tab of the **Purchase orders** section (See Figure 129):

a. Select the code of the vendor in the **Vendor code** field. The field is mandatory.

b. Select the code of the vendor's contact person in the **Vendor contact code** field. The field is mandatory.

c. Select the product acquisition type in the **Acquisition category** field. The field is mandatory.

d. You can select currency used in the purchase order in the **Currency** field. The default currency of the respective vendor is loaded automatically. The field is mandatory.

7.2. The **General** tab of the **Purchase orders** section contains the same fields as the Overview tab and the same description refers to both of them.

7.3. The **Vendor information** tab of the **Purchase orders** section contains information about the vendor. You cannot change the information loaded to this tab.

7.4. The **Activities** tab of the **Purchase orders** section contains information about activities related to the purchase order.

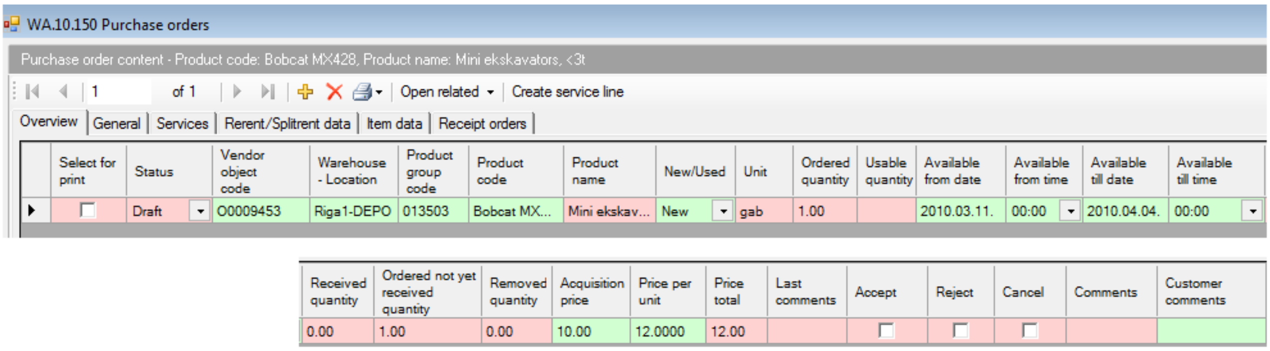


Figure 130

7.5. The following fields can be changed in the **Overview** tab of the **Purchase order content** section (See Figure 130):

a. Select the warehouse of the vendor in the **Vendor object code** field. The field is mandatory.

b. Select the warehouse of the receiver in the **Warehouse-Location** field. The field is mandatory.

c. Enter the group code of the offered product in the **Product group code** field. The field is mandatory.

d. Enter the code of the offered product in the **Product code** field. The field is mandatory.

e. Select an indication to whether the product is new or used in the **New/Used** field. The field is mandatory.

f. Select the valid from date of the product quotation in the **Available from date** field. The field is mandatory.

g. Select the valid from time of the product quotation in the **Available from time** field. The field is mandatory.

h. Select the valid till date of the product quotation in the **Available till date** field. The field is mandatory.

i. Select the valid till time of the product quotation in the **Available till time** field. The field is mandatory.

j. Enter the value of the product in the **Acquisition price** field. The field is mandatory.

k. Enter the product purchase price in the **Price per unit** field (in the specified currency). The field is mandatory.

7.6. The **General** tab of the **Purchase order content** section contains the same fields as the Overview tab and the same description applies to both of them.

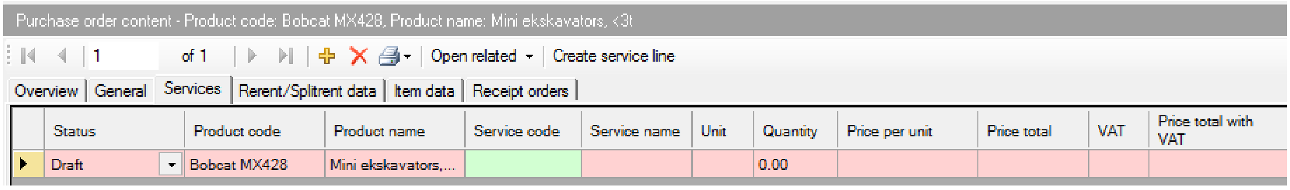


Figure 131

7.7. The **Services** tab of the **Purchase order content** section (See Figure 131) contains information about offered additional services. The following fields can be changed in the tab:

a. You can select the code of additional service in the **Service code** field.

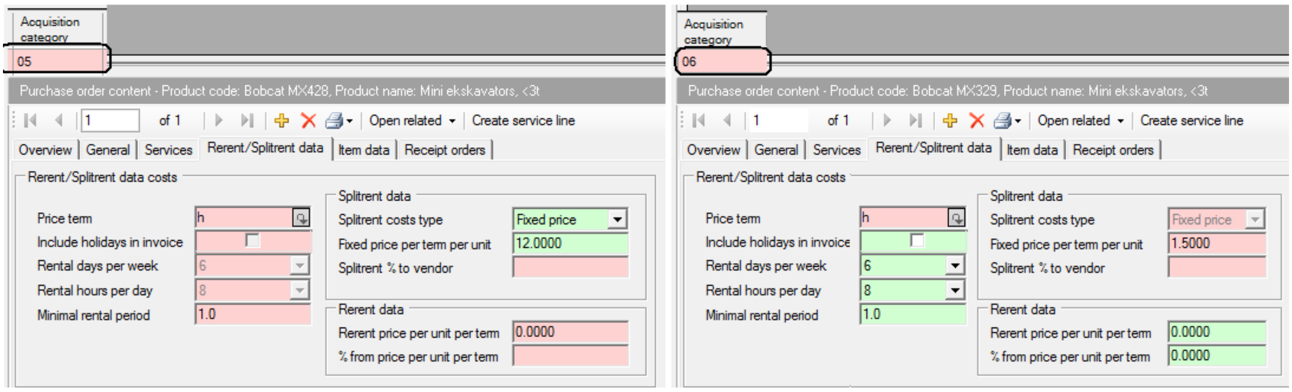


Figure 132

7.8. The **Rerent/Splitrent data** tab of the **Purchase order content** section (See Figure 132) contains information about the product. Fields can be changed depending on the value of the Acquisition category field – 05 (Splitrent), 06 (Rerent).

a. Select the type of rerent costs in the **Splitrent costs type** field. The field is mandatory, if Acquisition category is Splitrent. % will be entered in the field automatically by default.

b. You can enter the fixed rent price per unit of period specified in the Price term field in the **Fixed price per term per unit** field. The field is mandatory, if Acquisition category is Splitrent and Splitrent costs type is Fixed price.

c. You can enter the rerent rent price per unit of period specified in the Price term field in the **Rerent price per unit per term** field. The field is mandatory for rerent products.

d. You can enter the rerent rent price in percentage from price per unit specified in the Price term field in the **% from price per unit per term** field. The field is mandatory for rerent products.

e. If you check the **Include holidays in invoice** checkbox, it is an indication to whether while generating product costs holidays will also be included in the rent. The field is mandatory for rerent products.

f. You can enter the number of days in a week for which the rent price is calculated in the Rental days per week field. The field is mandatory for rerent products.

g. You can enter the number of hours in a day for which the rerent costs are calculated in the **Rental hours per day** field. This parameter should be set, if the price per hour is specified for the product. It is mandatory for Rerent, if Price term is Price term/HS – hours.

h. You can enter the minimum rerent period in the **Minimal rental period** field. This parameter determines the minimum permissible rent period for the customer. The field is mandatory for rerent products.

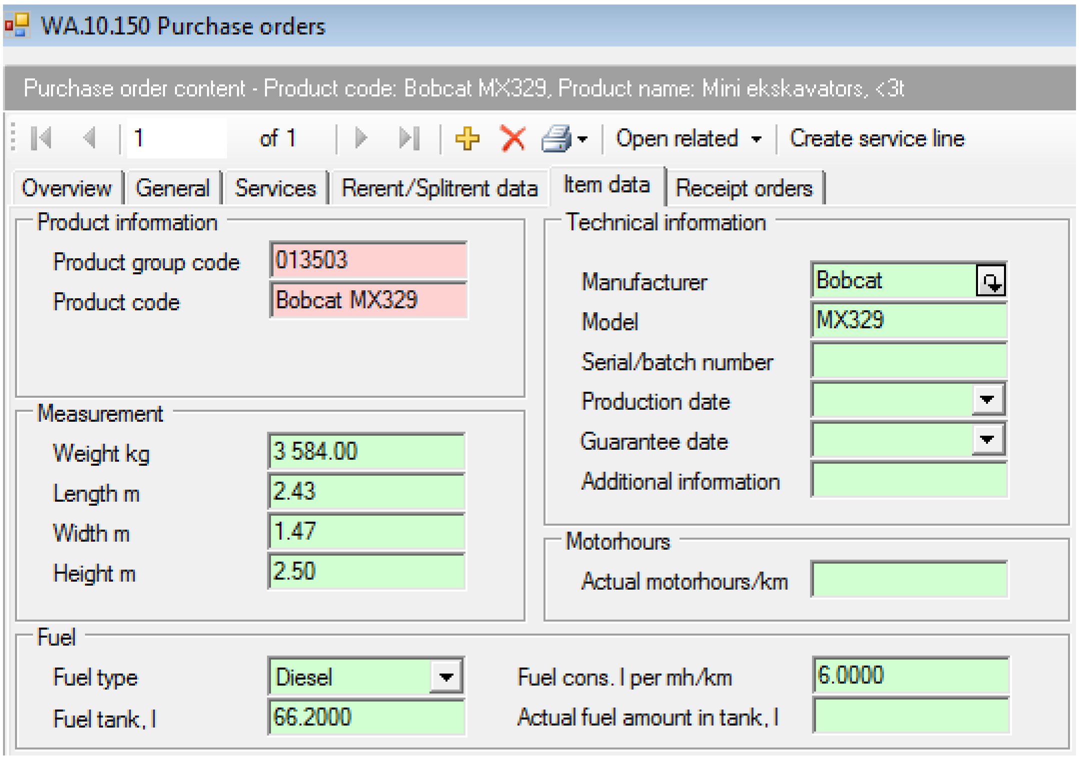


Figure 133

7.9. The **Item data** tab of the **Purchase order content** section (See Figure 133) contains additional information about the manufacturer and size of the product to be received. The following fields can be changed in the tab:

a. You can enter weight in the **Weight kg** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

b. You can enter length in the **Length m** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

c. You can enter width in the **Width m** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

d. You can enter height in the **Height m** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

e. You can select the type of fuel in the **Fuel type** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

f. You can enter the fuel tank capacity in the **Fuel tank, l** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

g. You can enter the fuel consumption per motorhour in the **Fuel consumption l per mh/km** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

h. Enter the actual amount of fuel in the tank in the **Actual fuel amount in tank, l** field. The field is mandatory.

i. You can enter manufacturer in the **Manufacturer** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

j. You can enter model in the **Model** field. The default value from the DI.20.100 Product list window is loaded automatically. The field is mandatory.

k. Enter the serial number in the **Serial number** field. The field is mandatory.

l. You can enter the date of manufacturing of the product in the **Production date** field. The field is mandatory.

m. You can enter the date of expiry of warranty (if any) in the **Guarantee date** field. The field is not mandatory.

n. You can enter additional information in the **Additional information** field. The field is not mandatory.

o. Enter the actual motorhours reading in the **Actual motorhours / km** field. The field is mandatory.

7.10. The **Receipt orders** tab of the **Purchase order content** section contains information about receipt orders generated from the respective purchase orders. Fields cannot be changed.

7.11. When all necessary fields are filled in, save the order. A number is granted to the order automatically – in the Order number field. The value of the **Status** field of the respective **Purchase order content**, **Purchase order** sections of the order is Draft.

7.12. Press the Activate sub-button of the Actions button. The value of the **Status** field of the respective **Purchase orders** section is **Active**; the value of the **Status** field of the **Purchase order content** section is **Submitted by vendor.**

7.13. Check necessary fields - Accept, Reject or Cancel. Fill in comments' field.

7.14. For further processing press the **Processing done** sub-button of the **Actions** button. The **Send customer contact information** window is displayed on the screen. To continue the work, press the **Allow sending data** button. The customer is sent information that the rental quotation is reviewed. The value of the **Status** field of the **Purchase order content** changes to **Approved by company** (if it is approved), **Cancelled by company** (if it is rejected) or **Rejected by company** (if you are Not satisfied with the price).

7.15. To generate a receipt order from the purchase order press the **Create receipt orders** sub-button of the **Actions** button.

Manufacturer list (DI.40.160 Manufacturer list)

1. Choose in the window navigation **Rent -> Purchase management -> DI.40.160 Manufacturer list.**

2. The window **DI.40.160 Manufacturer list** contains the information on goods manufacturers. The information can be added in the window.

3. In the window **DI.40.160 Manufacturer list** there are the following sections available:

   - Filter;
   - Manufacturer.

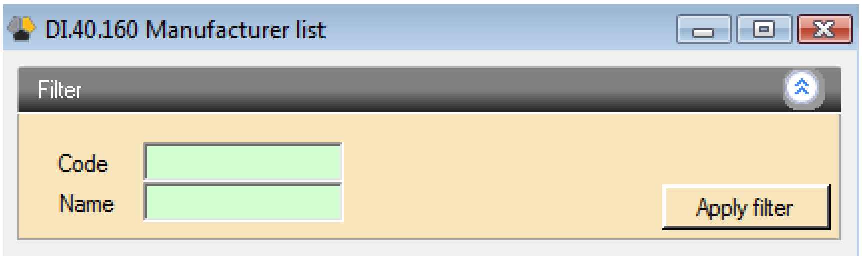


Figure 134

4. In the section **Filter** (see Figure 134) the data can be selected by the following fields:

   a. „Code" – filtering can be done by manufacturer's code;
   b. „Name" – filtering can be done by manufacturer's name.

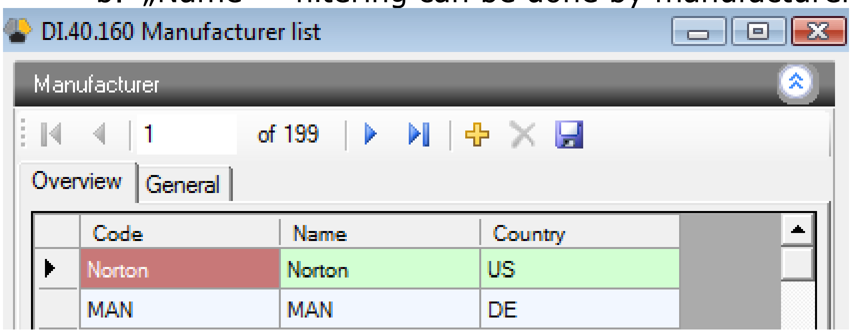


Figure 135

5. In the section **Manufacturer** the manufacturers are being depicted. (see Figure 135) The fields available:

   a. „Code" – manufacturer's code. A unique manufacturer's identification code. The field value for multiple records is unique;
   b. „Name" – manufacturer's name;
   c. „Country" – the country of the manufacturer's origin.

Return of equipment from customer

Return of materials (RE.20.200 Rental return)

The window is used to return products from rental. A return can be performed directly entering a new row in the order or using the "Operation" section to automatically load data from earlier performed delivery. By default, when the window is opened it is blank.

Rental return **Error! Reference source not found.**In the navigation menu of the window select **RENT → Rental return → Rental return → RE.20.200.Rental return**. Create a new **row**. The newly created record will look as follows (See Figure 136,Figure 137):

1. Rental returns

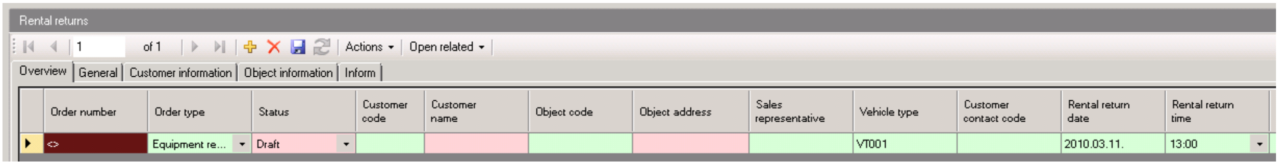


Figure 136

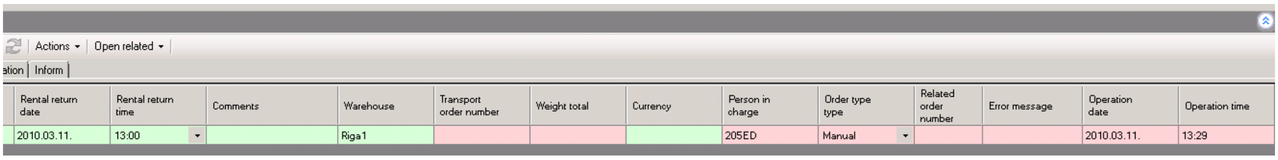


Figure 137

1.1. "Overview" tab

a. A return order number will be automatically generated in the **Order number** field. The field cannot be changed;
b. Select the type of product to be returned from rental in the **Order type** field. The field is mandatory. Values can be:
    - Equipment rental – construction equipment;
    - Car rental – cars;
c. The current condition of the order is displayed in the **Status** field. An order can have the following conditions:
    - "Draft". The record can be changed and deleted;
    - "To process" – submitted for processing. The record cannot be changed and deleted;
    - "Waiting for approval" – the user has entered parameters exceeding the permissible ones and a request for approval is sent;
    - "Rejected". The record can be changed and deleted;
    - "Processed". The record cannot be deleted, but allowed fields can be changed ;

- "Process error". The record can be changed and deleted;
- "Cancelled" – the order is cancelled. Values of the order are not displayed in rental movement reports;

d. Select the necessary value from the list of customers in the **Customer code** field. The field is mandatory;
e. The name of the customer is displayed in the **Customer name** field, the field cannot be changed;
f. Select the necessary value from the indicated list of customer's objects in the **Object code** field. The field is mandatory;
g. The selected address of the object is displayed in the **Object address** field, the field cannot be changed;
h. The sales manager is displayed in the **Sales representative** field, when you select a customer's object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory;
i. Select the type of transportation of the product in the **Vehicle type** field. The field is mandatory;
j. The customer contact person is displayed in the **Customer contact person** field, when you select a customer's object, the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting a contact person from the contact person list. The field is mandatory;
k. The current transaction date will be loaded by default in the **Rental return date** field, it can be changed, if necessary. The field is mandatory;
l. The current transaction time will be loaded by default in the **Rental return time** field, it can be changed, if necessary. The time is rounded up to a half an hour. The field is mandatory;
m. You should enter the reason for change of the return time and/or date in the **Comments** field. The field is mandatory, if the date and/or time were changed and is not mandatory in other cases;
n. The user's default warehouse – the warehouse to which return of products is performed – will be loaded by default from the **Warehouse** field. In case of necessity the value can be changed to other warehouse from the list. The field is mandatory;
o. Select a previously planned route from the specified customer's site from the list of routes in the **Transport order number** field. The field is not mandatory;
p. The total weight of all returned products is displayed in the **Weight total** field. The field cannot be changed;
q. Selecting a customer the currency indicated for the customer will load by default in the **Currency** field. In case of necessity the value can be changed selecting other currency from the list. The field is mandatory;

r. The user who created the order or the last saver of the record will be loaded by default in the **Person in charge** field. The field cannot be changed;
s. When you create a new record, the value "Manual" will be loaded by default in the **Order type type** field. Automatically created orders, which are generated from other windows, will have the value "Automatic". The field cannot be changed;
t. The number of a linked window will be loaded by default for "Automatic" type orders in the **Related doc. number** field. The field cannot be changed;
u. The **Error message** field is blank by default. If during processing of the order an error appears, the cause of the error will be displayed in this field;
v. The date of creation or last saving of the order will load by default in the **Operation date** field. The field cannot be changed;
w. The time of creation or last saving of the order will load by default in the **Operation time** field. The field cannot be changed.

"Customer information" tab Error! Reference source not found.The tab displays information about the selected customer, no fields can be changed and load automatically from Customers window upon customer's selection. (See Figure 138)

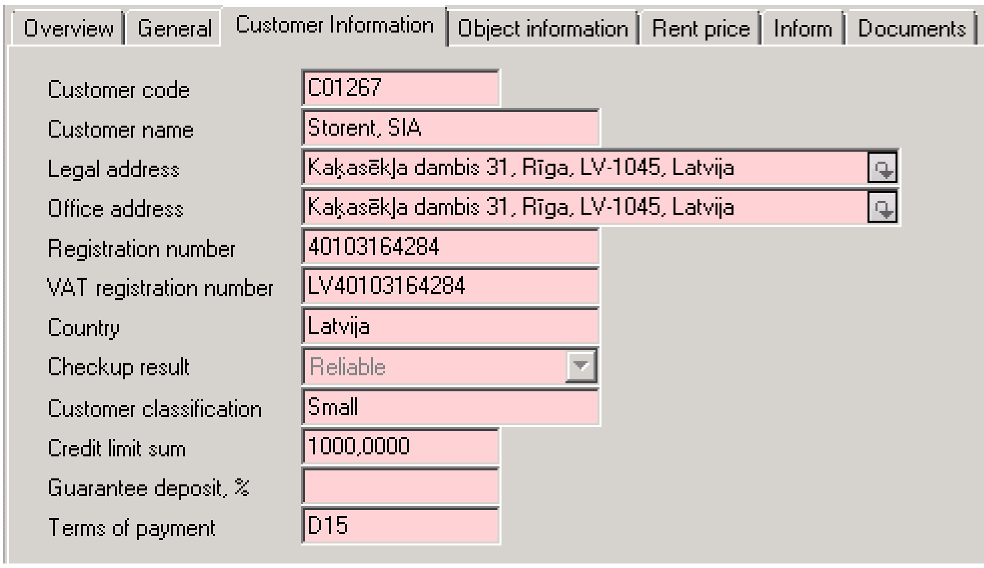


Figure 138

"Object information" tabError! Reference source not found.The tab displays information about the selected customer's object, no fields can be changed and load automatically from Objects window upon customer's selection. (See Figure 139)

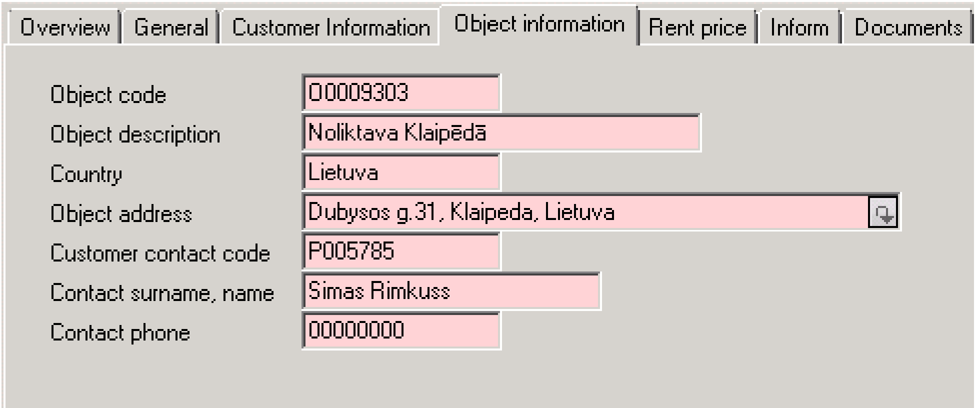


Figure 139

1.2. "Inform" tab

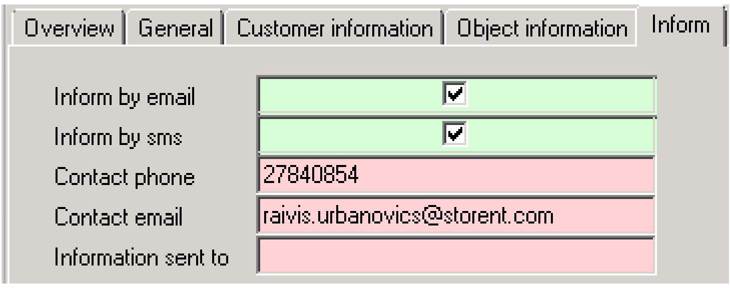


Figure 140

The tab is used for information of customer's contact person about the return of products. (See Figure 140)

a. You should enter a value in the **Inform by email** field, if the contact person should be sent an informative e-mail, by default the value specified in contact data of the authorized person will be loaded. The field can be changed;
b. You should enter a value in the **Inform by sms** field, if the contact person should be sent an informative sms, by default the value specified in contact data of the authorized person will be loaded. The field can be changed;
c. The **Contact phone** field shows the contact phone number to which an sms will be sent, by default the value specified in contact data of the authorized person will be loaded. The field cannot be changed;
d. The **Contact email** field shows e-mail to which an informative message will be sent, by default the value specified in contact data of the authorized person will be loaded. The field cannot be changed;
e. The **Information send to** field shows the information to which phone number or e-mail the informative message about return of products was sent to. The field fills in after approval of the order. The field cannot be changed;
f. Rental return content

2. "Overview" tab

You can add products manually or automatically, using the “Operation” section. Only products delivered at a specific customer’s object are available.

2.1. Overview

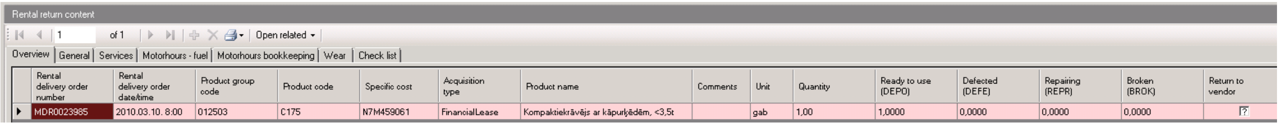


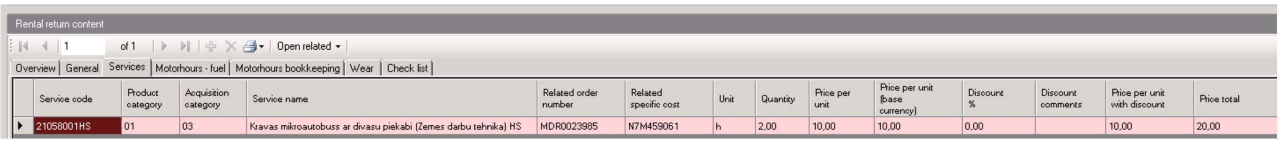
Figure 141

Such tab will be displayed in case of rental delivery. Products are delivered for rental from the _DEPO storage location. (See Figure 141)

a. The **Rental delivery order number** field shows the delivery order numbering cases when the return is made from the delivery order and “Specific cost” is specified. The field cannot be changed;
b. Select the product group code in the **Product group code** field. If the “Product code” is entered first, or using options of the “Operation section”, the field is filled in automatically. The field can be changed;
c. Select product code in the **Product code** field. If “Product group code” was entered first, then only products of the specified group are available. In cases, when the return is made using options of the "Operation" section, the field is filled in automatically. The field can be changed;
d. You should select the product cost code/inventory number in the **Specific cost** field. Only cost codes present at the object of the specified customer are available. The field is not mandatory, if “Bulk items” are returned. The field can be changed;
e. The **Acquisition type** field shows the acquisition type of the specified product, when you select “Specific cost”, its type of acquisition will load automatically. The field cannot be changed;
f. The **Product name** field shows the name of the specified product, when you select “Product code”, its name will load automatically. The field cannot be changed;
g. The **Unit** field shows the measuring unit of the specified product, when you select “Product code”, its measuring unit will load automatically. The field cannot be changed;
h. You should specify the quantity of returned product in the **Quantity** field. By default, the current quantity of products at the object is loaded, but this quantity can be changed in case of return of “Bulk items”. The field can be changed;
i. You should specify the quantity of products, which are in good technical condition and can be immediately delivered for rental in the **Ready to use (DEPO)** field. You must not exceed the “Quantity” amount. The field can be changed;
j. You should specify the quantity of products, which are not in good technical condition and were damaged due to the fault of the customer in the **Defected (DEPO)** field. When you approve the order, a new defectiveness order is created in the **“RE.20.400.Defected, lost and insured equipment processing”** window. You must not exceed the “Quantity” amount. The field can be changed;

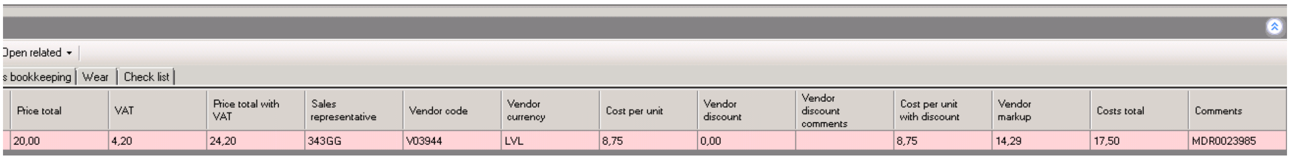
k. You should specify the quantity of products, which are not in good technical condition and should be repaired in the **Repairing (REPR)** field. When you approve the order it will be automatically transferred to the repair storage location. You must not exceed the "Quantity" amount. The field can be changed;
l. You should specify the quantity of products, which are not in good technical condition and are not appropriate for future use in the **Broken (BROK)** field. When you approve the order, it will be automatically disposed. You must not exceed the "Quantity" amount. The field can be changed;
m. You should check the **Return to vendor** checkbox, when it is necessary to strike the rerented equipment off the list. When you approve the order, a new disposal order in "Draft" status will be automatically created. To approve the order, you need to open the disposal window and to approve the disposal manually. The field can be changed;

2.2. Services



Service code	Product category	Acquisition category	Service name	Related order number	Related specific cost	Unit	Quantity	Price per unit	Price per unit (base currency)	Discount %	Discount comments	Price per unit with discount	Price total
21058001HS	01	03	Kravas mikroautobuss ar divasu piekabi (Zemes darbu tehnika) HS	MDR0023985	N7M459061	h	2,00	10,00	10,00	0,00		10,00	20,00

Figure 142



Price total	VAT	Price total with VAT	Sales representative	Vendor code	Vendor currency	Cost per unit	Vendor discount	Vendor discount comments	Cost per unit with discount	Vendor markup	Costs total	Comments
20,00	4,20	24,20	343GG	V03944	LVL	8,75	0,00		8,75	14,29	17,50	MDR0023985

Figure 143

You can enter additional services related to rental in this field. Entered additional services will be invoiced to a customer, generating rental invoices in the "Invoice generation" window; (See Figure 142,Figure 143)

a. You should select the code of the additional service in the **Service code** field. The field can be changed;
b. The **Product category** field shows the product category of the additional service, when you select "Service code", its product category will load automatically from "Product list". The field cannot be changed;
c. The **Acquisition category** field shows the product acquisition category the specified additional service refers to, when you select "Service code", its product category will load automatically from "Product list". The field cannot be changed;
d. The **Service name** field shows the name of the specified additional service, when you select "Service code", its name will load automatically. The field cannot be changed;
e. You should specify the number of a related order in the **Related order number** field in cases, when the service is related to fuel, operator or full service, in all other cases this field is not mandatory. The field can be changed;
f. You should specify the related cost code number in the **Related specific cost** field in cases, when the service is related to fuel, operator or full

service, in all other cases this field is not mandatory. The field can be changed;

g. The **Unit** field shows the measuring unit of the specified service, when you select "Service code" its measuring unit will load automatically. The field cannot be changed;
h. You should specify the quantity of the service in the **Quantity** field. The value can be 0, but in this case the record will be informative and will not be included in the customer' invoice. The field can be changed;
i. The **Price per unit** field shows the price per unit of the selected service, when you select "Service code", its price will load automatically from the list of products. In case the currency of the transaction is different, it will be calculated automatically depending on the exchange rate. The field cannot be changed;
j. You can specify a discount for the service price in the **Discount %** field. In case discounts for services are configured for a customer or a service, they will load automatically. Not mandatory. The field can be changed;
k. You can specify a reason for the discount in the **Discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;
l. The **Price per unit with discount** field shows the sales price per unit with discount of the selected service, the value is calculated automatically, when you enter the "Discount %" value first and otherwise entering a price with discount the discount will be calculated automatically. The field can be changed;
m. The **Price total** field shows the total price of the selected service. The field cannot be changed;
n. The **VAT** field shows the total amount of value added tax. The field cannot be changed;
o. The **Price total with VAT** field displays the total price of the selected service including value added tax. The field cannot be changed;
p. The **Sales representative** field displays the sales manager, by default the sales manager from the "Rental returns" section will be loaded. In case of necessity the value can be changed selecting other sales manager from the user list. The field can be changed.
q. You should specify the vendor of the service in the **Vendor code** field, the vendor should be selected from the "Customers/Vendors" list. The field can be changed.
r. Selecting a vendor the currency indicated for the vendor will load by default in the **Vendor currency** field. The field cannot be changed;
s. You should specify costs per unit of service in the **Cost per unit** field, except cases when the vendor is the default internal vendor of the company. The field can be changed;
t. You can specify a discount for the service costs in the **Vendor discount %** field. Not mandatory. The field can be changed;
u. You can specify a reason for the discount in the **Vendor discount comments** field. The reason for discount must be specified, if the discount exceeds the default discount. The field can be changed;
v. The **Cost per unit with discount** field shows costs per unit with discount of the selected service, the value is calculated automatically, when you enter the "Vendor discount %" value first and otherwise entering costs with discount the discount will be calculated automatically. The field can be changed;

w. If you enter the price “Price per unit” and costs “Cost per unit with discount” in the **Vendor markup** field, the markup for the vendor’s price will be calculated automatically. The field cannot be changed;
x. The **Costs total** field shows total costs of the selected service. The field cannot be changed;
y. You can enter comments referring to the service in the **Comments** field. The field is not mandatory, but entered comments will be displayed in the acceptance and delivery act and also in the further printout of the invoice. The field can be changed;

2.3. Motorhours - fuel

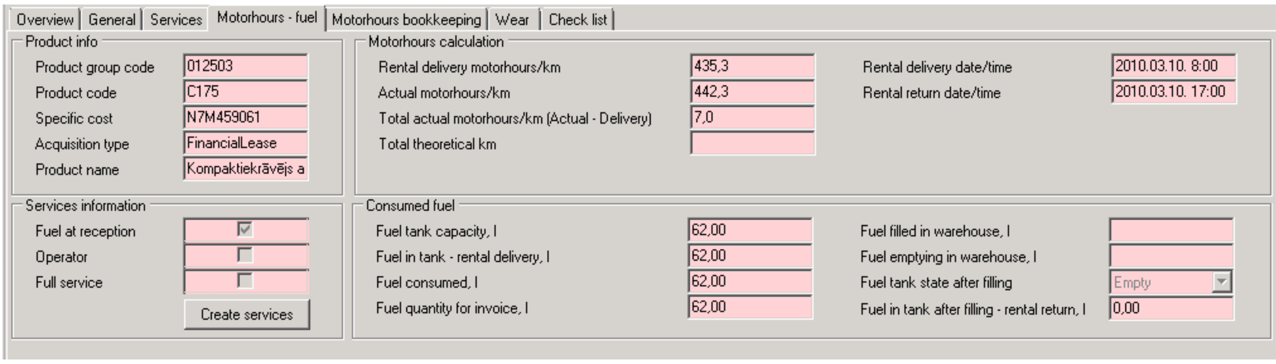


Figure 144

This tab is available for each product separately. This information should specified only for products, for which fuel and/or motohours accounting is mandatory. (See Figure 144)

“Product info”

a. The value of a related field from the “Overview” section is loaded in the **Product group code** field. The field cannot be changed;
b. The value of a related field from the “Overview” section is loaded in the **Product code** field. The field cannot be changed;
c. The value of a related field from the “Overview” section is loaded in the **Specific cost** field. The field cannot be changed;
d. The value of a related field from the “Overview” section is loaded in the **Acquisition type** field. The field cannot be changed;
e. The value of a related field from the “Overview” section is loaded in the **Product name** field. The field cannot be changed;

“Services information”

a. You can specify that at return of the product the customer will be invoiced a fuel compensation additional service in the **Fuel at reception** field. The field can be changed;
b. The value from the related product delivery will copy by default into the **Operator** field and operator additional services can be invoiced to the customer. The field can be changed;
c. The value from the related product delivery will copy by default into the **Full service** field and full service can be invoiced to the customer. The field can be changed;

d. Using the **Create services** button you can create a row of a related additional service in the "Services" tab and specify service price and vendor costs. In case of fuel compensation the quantity will be copied from the “Fuel quantity for invoice, l” field and in other cases from “Actual motorhours/km difference for next invoice” field in the “Motorhours bookkeeping” tab;

<u>“Motorhours calculation”</u>

a. The motorhours/kilometers reading from the related delivery order is automatically copied to the **Rental delivery motorhours/km** field. The field cannot be changed;
b. The date and time of delivery is automatically copied into the **Rental delivery date/time** field. The field cannot be changed;
c. The actual motorhours/kilometers reading from product should be specified in the **Actual motorhours/km** field. The field can be changed;
d. The date and time of return is automatically copied into the **Rental return date/time** field. The field cannot be changed;
e. When you enter the Actual motorhours/km value in the **Total actual motorhours/km (Actual-Delivery)** field the total kilometrage or amount of hours worked will be calculated automatically. The field cannot be changed;
f. The **Total theoretical** field automatically calculates the total theoretical kilometrage for all the period. The field cannot be changed;

<u>”Consumed fuel”</u>

a. The fuel tank capacity will be automatically copied into the **Fuel tank capacity, l** field. The field cannot be changed;
b. The quantity of fuel at delivery will be automatically copied into the **Fuel in tank – rental delivery, l** field. The field cannot be changed;
c. The amount of consumed fuel will be automatically copied into the **Fuel consumed, l** field, taking into account the situation after the previous filling and the existing situation in the tank (Fuel in tank after filling – rental return, l). The field cannot be changed;
d. You can specify the quantity of fuel for invoice in the **Fuel quantity for invoice, l** field, the value entered will be copied into the “Service” tab, when you press the “Create service” button. The field can be changed;
e. You can specify the amount of fuel filled into the product after its return from fuel supplies of the warehouse in the **Fuel filled in warehouse, l** field. Not mandatory. The field can be changed;
f. You can specify the amount of fuel defueled from the product before the delivery of the product to fuel cisterns in the warehouse in the **Fuel emptying in warehouse, l** field. Not mandatory. The field can be changed;
g. You should specify the condition of the fuel tank at product return in the **Fuel tank state after filing** field. Values can be:
   - Full – the tank is full;
   - Empty – the tank is empty;
   - Partial – the tank is partially filled;
h. In case of “Full” and “Empty” data from product specification will be copied to the **Fuel in tank after filing – rental return, l** field. In case of

"Partial" you must specify the amount of fuel in the tank. In case of "Partial" the field can be changed;

2.4. Motorhours bookkeeping

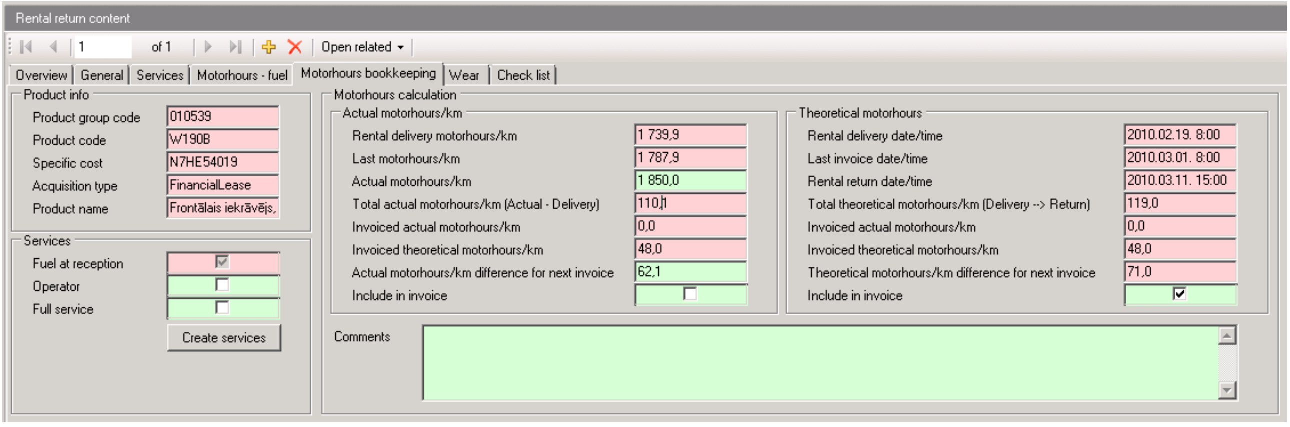


Figure 145

This tab is available for each product separately. This information should specified only for products, for which fuel and/or motohours accounting is mandatory. (See Figure 145)

<u>"Product info"</u>

a. The value of a related field from the "Overview" section is loaded in the **Product group code** field. The field cannot be changed;
b. The value of a related field from the "Overview" section is loaded in the **Product code** field. The field cannot be changed;
c. The value of a related field from the "Overview" section is loaded in the **Specific cost** field. The field cannot be changed;
d. The value of a related field from the "Overview" section is loaded in the **Acquisition type** field. The field cannot be changed;
e. The value of a related field from the "Overview" section is loaded in the **Product name** field. The field cannot be changed;

<u>"Service information"</u> – information from the "Motorhours fuel" tab is duplicated

a. You can specify that at return of the product the customer will be invoiced a fuel compensation additional service in the **Fuel at reception** field. The field can be changed;
b. The value from the related product delivery will copy by default into the **Operator** field and operator additional services can be invoiced to the customer. The field can be changed;
c. The value from the related product delivery will copy by default into the **Full service** field and full service can be invoiced to the customer. The field can be changed;
d. Using the **Create services** button you can create a row of a related additional service in the "Services" tab and specify service price and vendor costs. In case of fuel compensation the quantity will be copied from the "Fuel quantity for invoice, l" field and in other cases from "Actual motorhours/km difference for next invoice" field;

"Motorhours calculation"

"Actual motorhours/km"

a. The motorhours/kilometers reading from the related delivery order is automatically copied to the **Rental delivery motorhours/km** field. The field cannot be changed;
b. The last motorhours/kilometers invoice reading is automatically copied to the **Last motorhours/km** field. The field cannot be changed;
c. The actual motorhours/kilometers reading from product should be specified in the **Actual motorhours/km** field. The field can be changed;
d. When you enter the Actual motorhours/km value in the **Total actual motorhours/km (Actual-Delivery)** field the total kilometrage or amount of hours worked will be calculated automatically. The field cannot be changed;
e. The actual motorhours/kilometers reading which was already invoiced to the customer is automatically copied to the **Invoiced actual motorhours/km** field. The field cannot be changed;
f. The theoretical motorhours/kilometers reading which was already invoiced to the customer is automatically copied to the **Invoiced theoretical motorhours/km** field. The field cannot be changed;
g. When you enter the Actual motorhours/km value in the **Actual motorhours/km difference for next invoice** field the total actual amount of hours worked to be invoiced to the customer will be calculated automatically. The field can be changed;
h. You should check the **Include in invoice** checkbox, if it is necessary to invoice the rest of actual motorhours worked or kilometrage;

"Theoretical motorhours/km"

a. The date and time of delivery is automatically copied into the **Rental delivery date/time** field. The field cannot be changed;
b. The date and time of the last invoice is automatically copied into the **Last invoice date/time** field. The field cannot be changed;
c. The date and time of return is automatically copied into the **Rental return date/time** field. The field cannot be changed;
d. The **Total theoretical motorhours/km (Delivery-return)** field automatically calculates the total kilometrage or amount of hours worked, taking into account the date and time of delivery and return. The field cannot be changed;
e. The actual motorhours/kilometers reading which was already invoiced to the customer is automatically copied to the **Invoiced actual motorhours/km** field. The field cannot be changed;
f. The theoretical motorhours/kilometers reading which was already invoiced to the customer is automatically copied to the **Invoiced theoretical motorhours/km** field. The field cannot be changed;
g. The **Theoretical motorhours/km difference for next invoice** field automatically calculates the total theoretical amount of hours worked to be invoiced to the customer. The field cannot be changed;
h. You should check the **Include in invoice** checkbox, if it is necessary to invoice the rest of theoretical motorhours worked or kilometrage;

i. You should enter a comment in the **Comments** field, in cases when a lower amount of invoiced hours is selected.

2.5. Wear

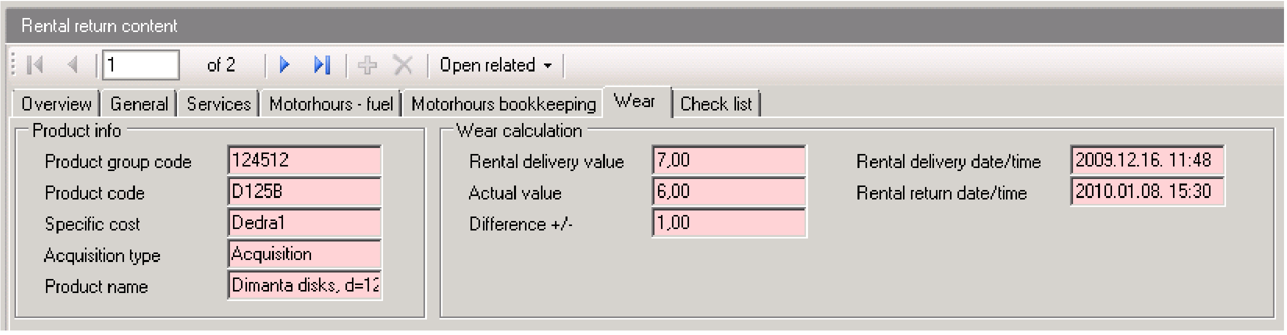


Figure 146

This tab is available only to products, which have a specific parameter for product wear marked in the list of products. You should specify the actual size of the product at return in the tab. (See Figure 146)

<u>"Product info"</u>

a. The value of a related field from the "Overview" section is loaded in the **Product group code** field. The field cannot be changed;
b. The value of a related field from the "Overview" section is loaded in the **Product code** field. The field cannot be changed;
c. The value of a related field from the "Overview" section is loaded in the **Specific cost** field. The field cannot be changed;
d. The value of a related field from the "Overview" section is loaded in the **Acquisition type** field. The field cannot be changed;
e. The value of a related field from the "Overview" section is loaded in the **Product name** field. The field cannot be changed;

<u>"Wear calculation"</u>

a. The state of the product at delivery is automatically copied to the **Rental delivery value** field. The field cannot be changed;
b. The date and time of delivery is automatically copied into the **Rental delivery date/time** field. The field cannot be changed;
c. You should specify the state of the product at return in the **Actual value** field. The field can be changed;
d. When you enter the "Actual value" value the **Difference +/-** field will automatically calculate the total wear value, which will be invoiced to the customer in the next rental invoice. The field cannot be changed;

2.6. Check list

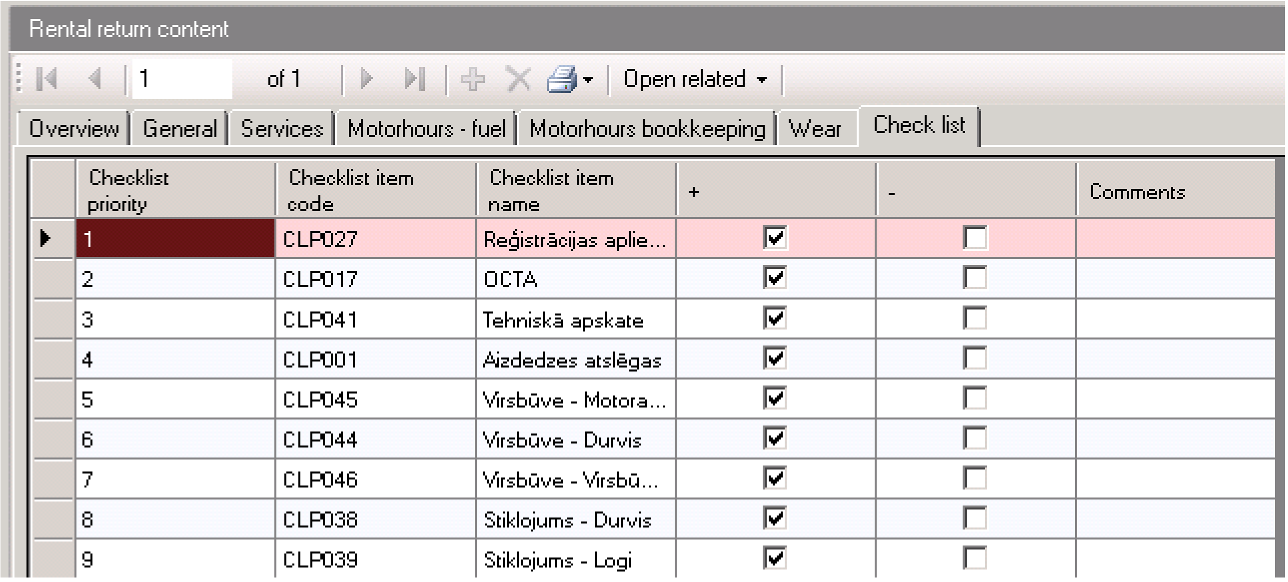


Figure 147

This tab is available only to products, which have a setting for use of check list in the list of products. The list from delivery of products is loaded in the tab and you need to compare the delivery checkup results with current results. Using the "Print checklist" button you can print the checklist out. (See Figure 147)

a. The **Checklist priority** field shows the priority of checkups. The field cannot be changed;
b. The **Checklist item code** field shows the priority of the checkup. The field cannot be changed;
c. The **Checklist item name** field shows the name of the checkup. The field cannot be changed;
d. The compliance of the criterion with the real result from product delivery will be automatically copied into "+" and "-" fields, positive results are marked with "+" and negative results – with "-", respectively. Fields can be changed and you can specify the actual compliance with criteria;
e. By default comments from product delivery are copied in the **Comments** field and you can enter additional notes about the evaluation. The field can be changed;

3. Operation section

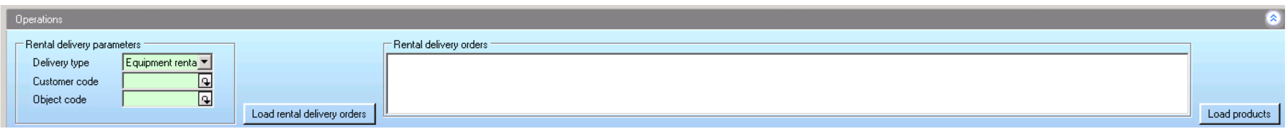


Figure 148

Using the "Operation" section you can quickly perform return from a performed delivery. The "Operation" option is not mandatory. (See Figure 148)

<u>"Rental delivery parameter":</u>

a. You can select the type of the delivery order in the **Delivery type** field. The field can be changed. Order types can be:
    - Car rental delivery;
    - Equipment rental delivery;
b. Select the code of the customer from which rental return is performed in the **Customer code** field. The field can be changed;
c. Select the code of the object from which rental return is performed in the **Object code** field. The field can be changed;
d. Using the **"Load rental delivery orders"** button all delivery orders of a respective type to the customer, the customer's object, which actually has product reserves at objects, will be selected in the "Rental delivery orders" field in compliance with previously selected parameters.
e. To create an order you need to mark selected delivery orders (can be one or several) and press the "**Load products**" button, as a result of what one or several return orders will be generated.

4. Order processing

- If you enter return data, the order is saved in "Draft" status and you need to accept it using **"Actions" → "Process"** button from the "Rental return" section;

- When you press the button, the status of the order changes to **"To process"**. To view the current status of an order, use the "Refresh" button;

- In case discount limits or other important parameters are exceeded, the system automatically sends order data for approval to a person in charge and the status of the order changes to "**Waiting for approval**", if all data are entered within permissible limits, the status of the order changes to "**Processed**", which means that the order is processed and you can print the return act out;

- In case the request for approval was accepted, the status of the order changes to "**Processed**", but if it was rejected – to "**Rejected**";

- In case of problems during processing of an order, the "**Process error**" status is set;

5. Other

- Using **"Open related" →**… buttons you can view different related information (invoices, customer data, etc…);

- Using **"Actions" → "Create invoice"** you can immediately generate an invoice based on the return. When you press the button the "RE.30.100.Invoice generation" window will open, in which rental invoice generation is performed.

Post-rental processing (RE.20.400 Defected, lost and insured equipment processing)

The window is used for processing defected or lost products. It is possible to sell the product which is rented to a customer or was lost. It is possible to invoice repair additional service or to sell a damaged product. Defectiveness orders are created automatically after processing a Rental return order, in which the defected products was specified (DEFE). A loss/ sales order can be created directly entering a new order row in the order or using the "Operation" section to automatically load new order data.

Order Error! Reference source not found. Select in the **RENT → Rental return → After rent processing of materials → RE.20.400.Defected, lost and insured equipment processing** window navigation menu and select the necessary defectiveness order, which has already been synchronized from the Rental return window , or as a new row (See Figure 149,Figure 150):

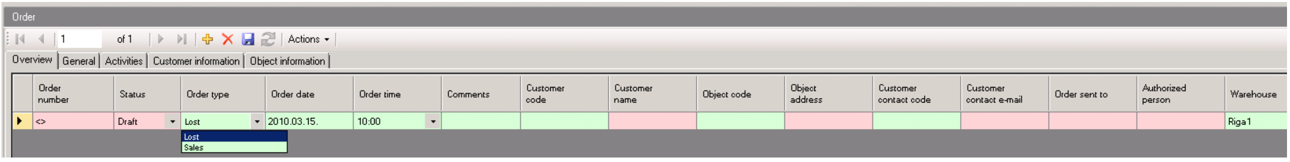


Figure 149

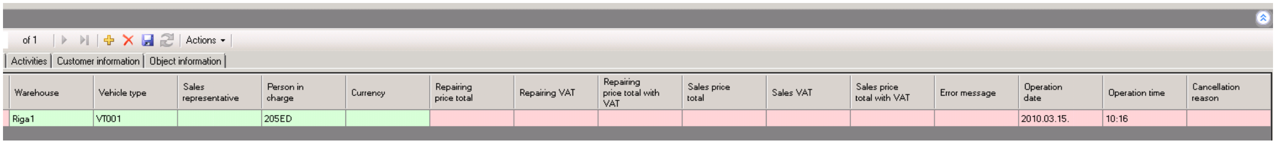


Figure 150

1.1. "Overview" tab

a. An order number will be automatically generated in the **Order number** field. The field cannot be changed;

b. The current condition of the order is displayed in the **Status** field. An order can have the following conditions:

- "Draft". The record can be changed and deleted;
- "To accept" – submitted for acceptance. The record cannot be deleted, but allowed fields can be changed ;
- "Waiting for approval" – the user has entered parameters exceeding the permissible ones and a request for approval is sent;
- "Rejected". The record can be changed and deleted;
- "Accepted". The record cannot be changed and deleted
- "Accepted by customer" – the customer has approved the record. The record cannot be changed and deleted;

- "Rejected by customer" – the customer has rejected the record. The record cannot be deleted, but allowed fields can be changed ;
- "To process" – submitted for final processing. The record cannot be changed and deleted;
- "Processed". The record cannot be deleted, but allowed fields can be changed ;
- "Process error". The record can be changed and deleted;
- "Cancelled" – the delivery order is cancelled. Values of the order are not displayed in rental movement reports;

c. Select the type of processing in the **Order type** field. The field is mandatory. Values can be:

  - Lost – processing of lost products;
  - Sales – sale from the object;

d. The current transaction date will be loaded by default in the **Order date** field, it can be changed, if necessary. The field is mandatory;

e. The current transaction time will be loaded by default in the **Order time** field, it can be changed, if necessary. The time is rounded up to a half an hour. The field is mandatory;

f. You should enter the reason for change of the order time and/or date in the **Comments** field. The field is mandatory, if the date and/or time were changed and is not mandatory in other cases;

g. Select the necessary value from the list of customers in the **Customer code** field. The field is mandatory. In case there is no desired record, then it is created in the Customers field. It cannot de changed for "Defected" orders;

h. The name of the customer is displayed in the **Customer name** field, the field cannot be changed;

i. Select the necessary value from the indicated list of customer's objects in the **Object code** field. The field is mandatory. In case there is no desired record, then it is created in the Customers field. It cannot de changed for "Defected" orders;

j. The selected address of the object is displayed in the **Object address** field, the field cannot be changed;

k. The **Customer contact code** field shows the customer's contact person, which is related to the respective object and will receive information about defectiveness/loss. By default it is loaded from the list of objects. In case of necessity select the customer's contact person from the contact person list. The field is mandatory;

l. The contact e-mail of the selected contact person is displayed in the **Customer contact e-mail** field, the field cannot be changed;

m. The **Order sent to** field shows information about contact phone numbers and e-mails to which order data were sent. The field cannot be changed;

n. Select the customer's authorized person who will sign the invoice or delivery and return act in the **Authorized person** field. The field is mandatory. In case there is no desired record, then you should create it separately in the authorized persons window;

o. The user's default warehouse – the warehouse from which processing of products is performed – will be loaded by default from the **Warehouse** field. In case of necessity the value can be changed to other warehouse from the list. The field is mandatory;

p. Select the type of transportation of the product in the **Vehicle type** field. The field is mandatory;

q. The sales manager is displayed in the **Sales representative** field, when you select a customer's object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory.

r. The user who created the order or the last saver of the record will be loaded by default in the **Person in charge** field. The field cannot be changed;

s. Selecting a customer the currency indicated for the customer will load by default in the **Currency** field. In case of necessity the value can be changed selecting other currency from the list. The field is mandatory;

t. The **Repairing price total** field shows the total repair price. The field cannot be changed;

u. The **Repairing VAT** field shows the total VAT amount for repair. The field cannot be changed;

v. The **Repairing price total with VAT** field shows the total repair price including VAT. The field cannot be changed;

w. The **Sales price total** field shows the total sales price. The field cannot be changed;

x. The **Sales VAT** field shows the total VAT amount for sale. The field cannot be changed;

y. The **Sales price total with VAT** field shows the total sales price including VAT. The field cannot be changed;

z. The **Error message** field is blank by default. If during processing of the order an error appears, then the cause of the error will be displayed in this field;

aa. The date of creation or last saving of the order will load by default in the **Operation date** field. The field cannot be changed;

bb. The time of creation or last saving of the order will load by default in the **Operation time** field. The field cannot be changed;

cc. The **Cancellation reason** field will show the reason for cancellation in cases the order has “Cancelled status”. If you need to cancel an order (only in “processed” status), enter the reason for cancellation in this field and press the "**Cancel**" button. The field can be changed;

“Customer information” tab Error! Reference source not found. The tab displays information about the selected customer, no fields can be changed and load automatically from Customers window upon customer's selection. (See Figure 151)

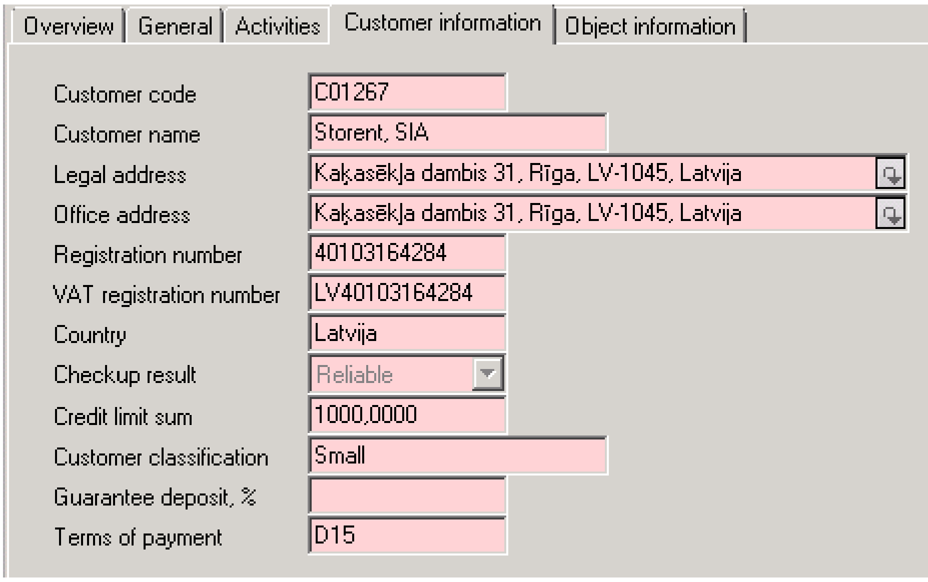


Figure 151

“Object information” tab Error! Reference source not found. The tab displays information about the selected customer’s object, no fields can be changed and load automatically from Objects window upon customer's selection. (See Figure 152)

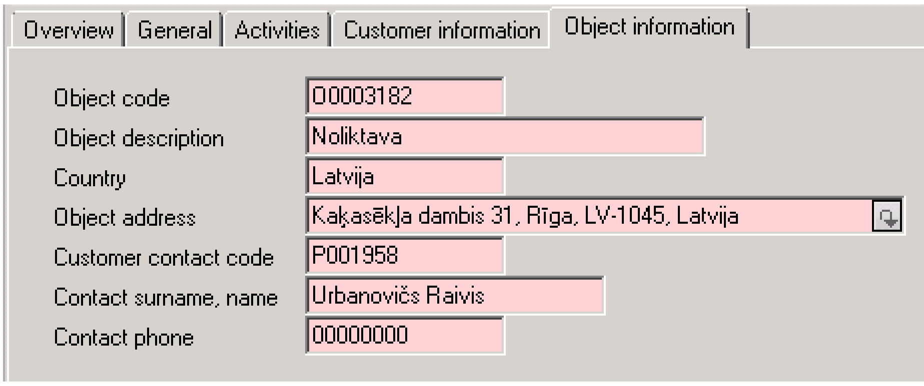


Figure 152

1.2. “Activities” tab

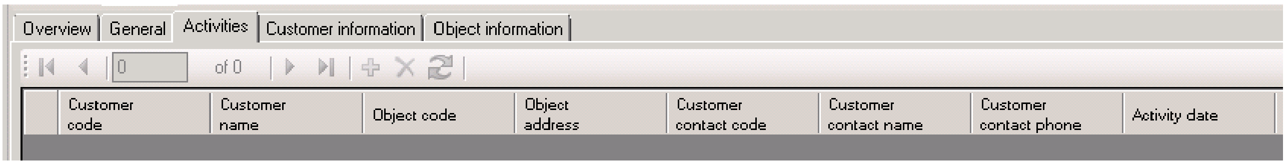


Figure 153

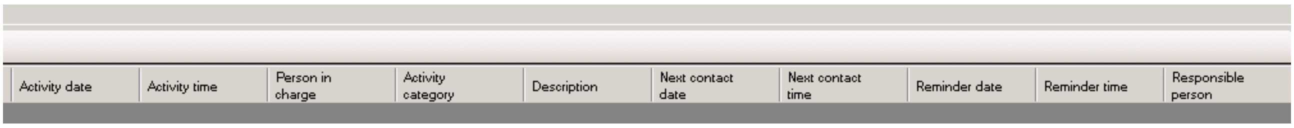


Figure 154

The tab is used for viewing activities related post-rental processing. (See Figure 153,Figure 154) Activities are created automatically or by manually adding new. You cannot directly enter information in this tab, you can add an activity with **“Action” → “Add activity”** button. For accurate viewing of fields see the description for the DI.40.750.Activities window.

2. Order content

2.1. “Overview” tab

The view of the tab changes depending on the type of processing. You can add products manually, automatically, using the “Operation” section or those are loaded from the related “Rental return” order.

2.2. “Defected”

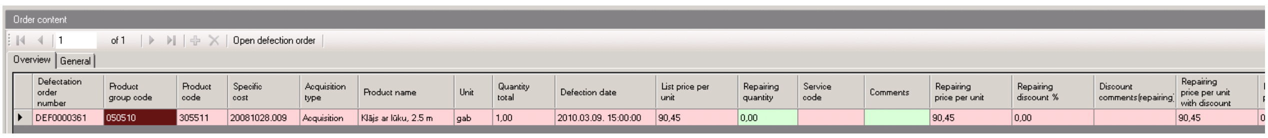


Figure 155

Repairing price per unit with discount	Repairing price total	Repairing VAT	Repairing price total with VAT	Vendor code	Sales quantity	Sales price per unit	Sales discount %	Discount comments(sales)	Sales price per unit with discount	Sales price total	Disposal quantity	Sales VAT	Sales price total with VAT	Sales representative
90,45	0,00				0,00	90,45	0,00		90,4500	0,00	0,00			196MB

Figure 156

Such tab will be displayed in case of processing of defected products. (See Figure 155,Figure 156)

a. The defectiveness number is displayed in the **Defectation order number** field. The field cannot be changed;

b. The product group code is displayed in the **Product group code** field. The field cannot be changed;

c. The product code is displayed in the **Product code** field. The field cannot be changed;

d. The product cost code/inventory number id displayed in the **Specific cost** field. The field cannot be changed;

e. The **Acquisition type** field shows the acquisition type of the specified product, when you select “Specific cost” its type of acquisition will load automatically. The field cannot be changed;

f. The **Product name** field shows the name of the specified product, when you select “Product code”, its name will load automatically. The field cannot be changed;

g. The **Unit** field shows the measuring unit of the specified product, when you select “Product code” its measuring unit will load automatically. The field cannot be changed;

h. The total quantity of defected products is displayed in the **Quantity total** field, it is automatically loaded from the related “Rental return” order. The field cannot be changed;

i. The date and time of defectiveness is displayed in the **Defection date** field, it is automatically loaded from the related “Rental return” order. The field cannot be changed;

j. The **List price per unit** field shows the product sales price, it is automatically loaded from the “Product list”. The field cannot be changed;

k. The **Repairing quantity** field shows the quantity of defected products for repair. The value should be specified for defected items, if invoicing for repair is expected or products need repair. The field can be changed;

l. The code of the additional service is displayed in the **Service code** field. The code must be specified, if “Repairing quantity” is higher than 0. The field can be changed, if "Repairing quantity" is > 0;

m. The **Comments** field shows comments related to the repair service. The field can be changed.

n. The **Repairing price per unit** field shows the selected base price per accounting unit, when you select "Service code", its service price will load automatically. The field cannot be changed;

o. You can specify a discount for the repair price in the **Repairing discount %** field. Not mandatory. The field can be changed;

p. You can specify a reason for the discount in the **Discount comments (repairing)** field. The reason for discount must be specified, if the discount exceeds the default value. The field can be changed;

q. The **Repairing price per unit per term with discount** field shows the repair price per accounting unit with discount, the value is calculated automatically, when you enter the "Repairing discount %" value first. The field can be changed;

r. The **Rent price total** field shows the total repair price. The field cannot be changed;

s. The **Repairing VAT** field shows the amount of value added tax for repair. The field cannot be changed;

t. The **Repairing price total with VAT** field displays the total repair price including value added tax. The field cannot be changed;

u. The code of performer of the repair is displayed in the **Vendor code** field. The vendor must be specified from the vendor list, if "Repairing quantity" > 0. The field can be changed;

v. The **Sales quantity** field shows the quantity of defected products for sale. The value should be specified for defected items, if invoicing for sale is expected, because further operation of them is impossible or the customer wishes to purchase defected products. The field can be changed;

w. The **Sales price per unit** field shows the selected base product sales price per accounting unit, the value will load automatically from the "Product list" of the related product. The field cannot be changed;

x. You can specify a discount for the sales price in the **Sales discount %** field. Not mandatory. The field can be changed;

y. You can specify a reason for the discount in the **Discount comments (sales)** field. The reason for discount must be specified, if the discount exceeds the default value. The field can be changed;

z. The **Sales price per unit per term with discount** field shows the sales price per accounting unit with discount, the value is calculated automatically, when you enter the "Sales discount %" value first. The field can be changed;

aa. The **Sales price total** field shows the total sales price. The field cannot be changed;

bb. The **Disposal quantity** field shows the quantity of defected products for disposal. The value should be specified for defected items, if no invoicing for repair or sales is expected and further operation of them is impossible. The field can be changed;

cc. The **Sales VAT** field shows the amount of value added tax for sale. The field cannot be changed;

dd. The **Sales price total with VAT** field displays the total sales price including value added tax. The field cannot be changed;

ee. The sales manager is displayed in the **Sales representative** field, when you select a customer's object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory;

2.3. **"Lost"**

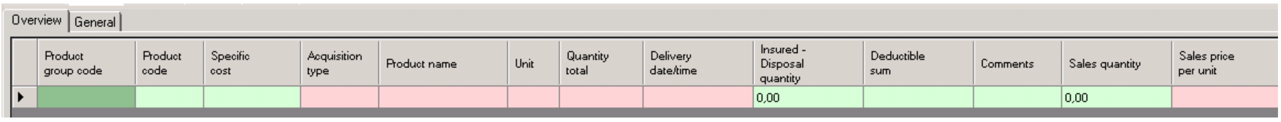


Figure 157

Figure 158

Such tab will be displayed in case of processing of lost products. Products are selected for sale from the customer's object, automatically, using the "Operation" section, or manually adding new rows. (See Figure 157,Figure 158)

a. Select the product group code in the **Product group code** field. If "Product code" is entered first, or using options of the "Operation section", the field is filled in automatically. The field can be changed;

b. Select product code in the **Product code** field. If "Product group code" was entered first, then only products of the specified group are available. Using options of the "Operation" section, the field is filled in automatically. Only those products are available, which currently are actually on the specified customer's object. The field can be changed;

c. You should select the product cost code/inventory number in the **Specific cost** field. The field is not mandatory, if "Bulk items" are sold. The field can be changed;

d. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost" its type of acquisition will load automatically. The field cannot be changed;

e. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;

f. The **Unit** field shows the measuring unit of the specified product, when you select "Product code" its measuring unit will load automatically. The field cannot be changed;

g. The **Quantity total** field shows the total quantity of the product at the customer's object. The field cannot be changed;

h. The date and time of delivery of products is displayed in the **Delivery date/time** field. The field cannot be changed;

i. The **Insured – Disposal quantity** field shows products, which are lost, but to which rent insurance provisions apply. The quantity must not exceed the "Quantity total". The field can be changed;

j. The **Deductible sum** field shows the insurance self-risk sum. The value should be specified depending on insurance provisions and causes of loss/damage. This sum is invoiced to the customer. The field can be changed;

k. You can enter comments in the **Comments** field. The field can be changed.

l. The **Sales quantity** field shows the quantity of lost products for sale. The value should be specified for lost items, if invoicing for sale is expected. The field can be changed;

m. The **Sales price per unit** field shows the selected base product sales price per accounting unit, the value will load automatically from the "Product list" of the related product. The field cannot be changed;

n. You can specify a discount for the sales price in the **Sales discount %** field. Not mandatory. The field can be changed;

o. You can specify a reason for the discount in the **Discount comments (sales)** field. The reason for discount must be specified, if the discount exceeds the default value. The field can be changed;

p. The **Sales price per unit per term with discount** field shows the sales price per accounting unit with discount, the value is calculated automatically, when you enter the "Sales discount %" value first. The field can be changed;

q. The **Sales price total** field shows the total sales price. The field cannot be changed;

r. The **Disposal quantity** field shows the quantity of lost products for disposal. The value should be specified for defected items, if no invoicing for repair or sales is expected and further operation of them is impossible. The field can be changed;

s. The **Sales VAT** field shows the amount of value added tax for sale. The field cannot be changed;

t. The **Sales price total with VAT** field displays the total sales price including value added tax. The field cannot be changed;

u. The sales manager is displayed in the **Sales representative** field, when you select a customer's object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory;

2.4. **"Sales"**

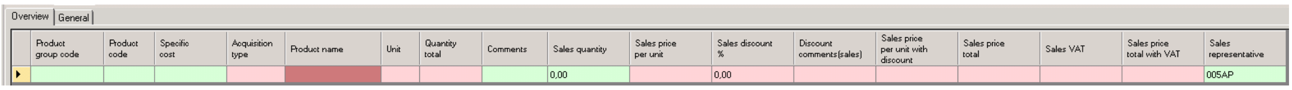


Figure 159

Such tab will be displayed in case, when it is necessary to sell products, which are at the customer's object with the aim to interrupt their rental. Products are selected for sale from the customer's object, automatically, using the "Operation" section, or manually adding new rows. (See Figure 159)

a. Select the product group code in the **Product group code** field. If "Product code" is entered first, or using options of the "Operation section", the field is filled in automatically. The field can be changed;

b. Select product code in the **Product code** field. If "Product group code" was entered first, then only products of the specified group are available. Using options of the "Operation" section, the field is filled in automatically. Only those products are available, which currently are actually on the specified customer's object. The field can be changed;

c. You should select the product cost code/inventory number in the **Specific cost** field. The field is not mandatory, if "Bulk items" are sold. The field can be changed;

d. The **Acquisition type** field shows the acquisition type of the specified product, when you select "Specific cost" its type of acquisition will load automatically. The field cannot be changed;

e. The **Product name** field shows the name of the specified product, when you select "Product code", its name will load automatically. The field cannot be changed;

f. The **Unit** field shows the measuring unit of the specified product, when you select "Product code", its measuring unit will load automatically. The field cannot be changed;

g. The **Quantity total** field shows the total quantity of the product at the customer's object. The field cannot be changed;

h. You can enter comments in the **Comments** field. The field can be changed.

i. The **Sales quantity** field shows the quantity of products for sale. The field can be changed;

j. The **Sales price per unit** field shows the selected base product sales price per accounting unit, the value will load automatically from the "Product list" of the related product. The field cannot be changed;

k. You can specify a discount for the sales price in the **Sales discount %** field. Not mandatory. The field can be changed;

l. You can specify a reason for the discount in the **Discount comments (sales)** field. The reason for discount must be specified, if the discount exceeds the default value. The field can be changed;

m. The **Sales price per unit per term with discount** field shows the sales price per accounting unit with discount, the value is calculated automatically, when you enter the "Sales discount %" value first. The field can be changed;

n. The **Sales price total** field shows the total sales price. The field cannot be changed;

o. The **Sales VAT** field shows the amount of value added tax for sale. The field cannot be changed;

p. The **Sales price total with VAT** field displays the total sales price including value added tax. The field cannot be changed;

q. The sales manager is displayed in the **Sales representative** field, when you select a customer's object the sales manager in charge of the respective object will load by default. In case of necessity the value can be changed selecting other sales manager from the user list. The field is mandatory;

3. Operation section

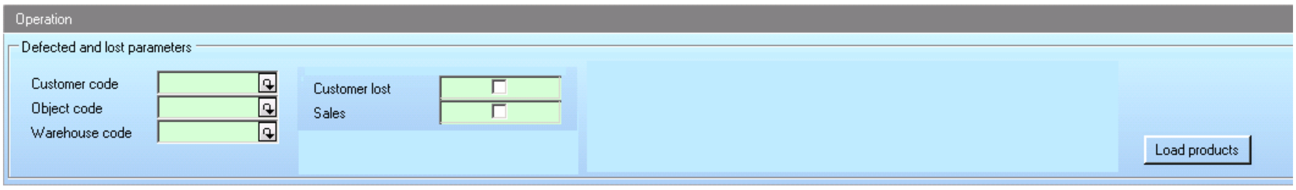


Figure 160

Using the "Operation" section you can quickly perform processing of lost products or sale of products from the object. The "Operation" option is not mandatory. Using this option, all products located at the customer's object at the time of the operation will be loaded. (See Figure 160)

<u>"Defected and lost parameter":</u>

a. Select the code of the customer for which the order should be created in the **Customer code** field. The field can be changed;
b. Select the code of the object for which the order should be created in the **Object code** field. You must select the object. The field can be changed;

c. Select the warehouse from which the order is processed in the **Warehouse code** field. The field can be changed;
d. Check the **Customer lost** checkbox, if processing of lost products is necessary. The field can be changed;
e. Check the **Sales** checkbox, if sale of products from the object is necessary. The field can be changed;
f. To create an order, press the **"Load products"** button, as a result of which a processing order of the specified type will be created.

4. **Order processing**

- If you enter processing data, the order is saved in "Draft" status and you need to accept it using **"Actions" → "to accept"** button from the "Order" section;
- When you press the button, the status of the order changes to **"To accept"**. To view the current status of an order, use the "Refresh" button;
- The system automatically sends order data for approval to a person in charge and the status of the order changes to "**Waiting for approval**", if the person accepts the order, the status of the order changes to "**Accepted**", which means that the order is processed and the customer's contact person received the informative message with request to accept the order. In case of rejection, the **"Rejected"** status is set.
- In case of problems during processing of an order, the "**Process error**" status is set;
- In case of approval by the customer, the status of the order changes to "**Customer accepted**", but in case of rejection – to "**Customer rejected**";
- In cases when a customer's approval is not possible, it can be done manually, using **"Actions" → "Approve"; "Reject"**;
- The order can be processed, using **"Actions" → „"To process"**, as a result of what the state will be changed to **"Processed"** and respective orders will be generated.
    - In case of sales – sales invoice;
    - In case of repair – repair services invoice;
    - In case of write-off – write-off order;

5. **Other**

- Using **"Open related" →**… you can view different related information (invoices, customer data, etc…);

Stock taking

Stock taking (WA.30.300 Stock taking)

1. In the navigation menu of the window select **Warehouse administration → Product administration → Stock taking → WA.30.300 Stock taking.**

2. The **WA.30.300 Stock taking** window is used for adding and recording stack taking. A stock taking is performed for each storage separately – a separate storage location is created for each storage location.

3. To add a new stock taking, the Operation section is used, with the help of which a new record is created. When you create a stock taking the following provisions are in force:

   - You cannot enter stock taking records with a earlier or future date;
   - You can create a stock taking both for all the warehouse, and for a certain storage locations (except RENT, CANC un LOSA – in these locations it is not possible to physically verify quantities);
   - A person with specific user rights can change the Second stock taking qty or Third stock taking qty values of the stock taking status is In progress and these fields already have been entered by other users irrespective of calculation statuses.

   Stock taking performance algorithm:

   - Using Operation options a new stock taking is loaded;
   - You can print out the First stocking taking list of a new stock taking;
   - You need to enter calculated results. Different users can simultaneously enter data into one stock taking, but only the user, who was the first to enter data in the respective field, can enter and change data in one field. Each user approves results entered by it itself;
   - In case of necessity you can print out the Second stock taking list and perform the third and the third viewing. The second and third stock taking lists are created only for the respective user in compliance with data entered by the respective user. Each user can enter second data of counting only in those fields, in which the first counting are approved. Results of the second counting can be entered by any user irrespective of the first counting;
   - When you have completed counting, you need to approve the stock taking. After the approval automatic adjustment of data in storage locations is performed: reception or disposal.

4. The following sections are available in the **WA.30.300 Stock taking** window:

   - Filter;
   - Operation;
   - Counting;

- Counting content.

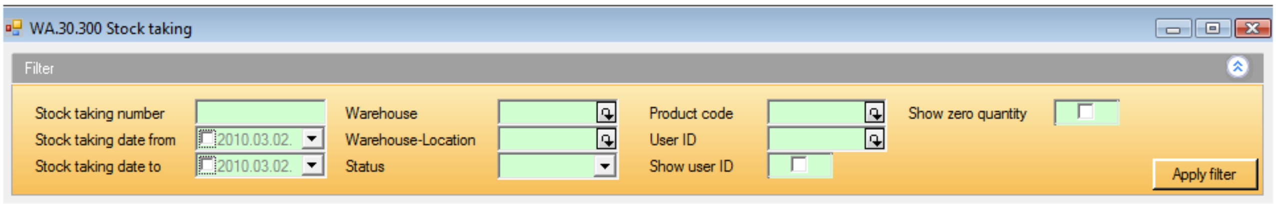


Figure 161

5. In **Filter** section (See Figure 161) it is possible to select data according to the following fields:

   a. **Stock taking number**;
   b. **Stock taking date from** – stock taking date, specifying the beginning of the considered period;
   c. **Stock taking date to** – stock taking date, specifying the end of the considered period;
   d. **Warehouse**;
   e. **Warehouse-Location** .
   f. **Status** – stock taking status;
   g. **Product code**;
   h. **User ID** – user, who performed the stock taking;
   i. **Show user ID** – to show or hide persons, who entered counting results.
   j. **Show zero quantity** – you can view records with 0 accounting quantity in the Stock taking content section.

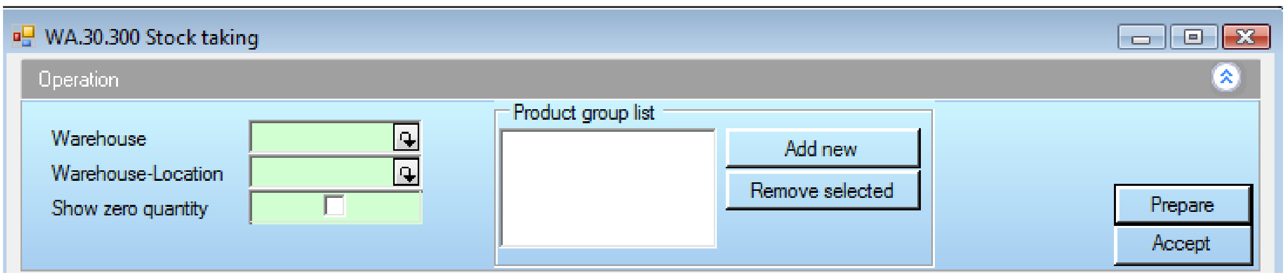


Figure 162

6. The **Operation** section (See Figure 162) is intended for creation of a new stock taking. Each stock taking is created for a certain warehouse or warehouse storage location. Available fields:

   a. Select the warehouse, where the stock taking will be performed, in the **Warehouse** field. The field is mandatory.

   b. Select the warehouse storage location, where the stock taking will be performed, in the **Warehouse-Location** field. The field is not mandatory.

   c. Check the **Show zero quantity** checkbox to indicate whether the generated stock taking order will include also products with current zero balance in the storage location.

d. You can select the product group, using the **Add new** button in the **Product group list** field. The field is cleared using the **Remove selected** button.

7. Buttons of the **Operation** section:

7.1. **Prepare** – this button is available, if a value in the Warehouse field is specified. When you press the button:

7.1.1. In **Stock taking** section:
- If only the Warehouse value is specified, so many new records are automatically added, how many active locations are registered in the respective warehouse – except: RENT, CANC, LOSA;
- If the Warehouse - Location value is also specified, a new stock taking record is added only for the respective location;
- If the Product group code value is indicated in any combination (with Warehouse or Warehouse-location), a stock taking record referring only to the respective product group is created;
- If the Include nulls checkbox is checked, the list also includes products currently having zero balance.

7.1.2. Records with all products registered in the respective storage location for the location of the warehouse specified in the Stock taking section are added from the WA.20.100.Location balance windows to the **Stock taking content** section, even though their accounting quantity is 0. Respective records are sorted: Unit item products – by Product code and Specific code combination; Bulk item products – by Product code.

7.1.3. The newly created records are assigned Draft status. In this status it is possible to delete stock taking rows in the Stock raking section.

7.2. **Accept preparation** – this button is available only for records in Draft status. When you press this button, prepared stock takings are prepared for the performance of the stock taking process and their status changes to Prepared. In this status you cannot delete records, but you can cancel then, using the **Cancel stock taking** button.

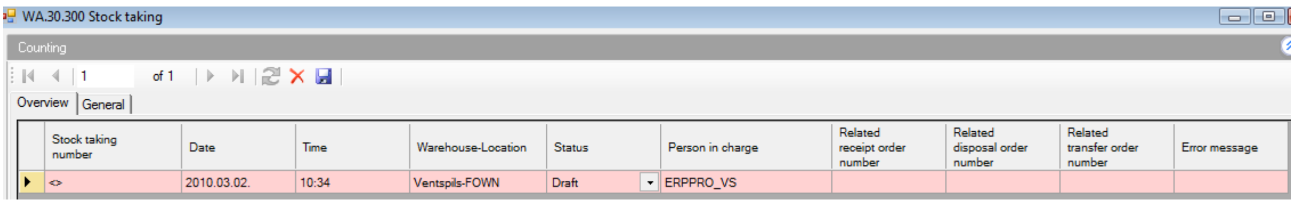
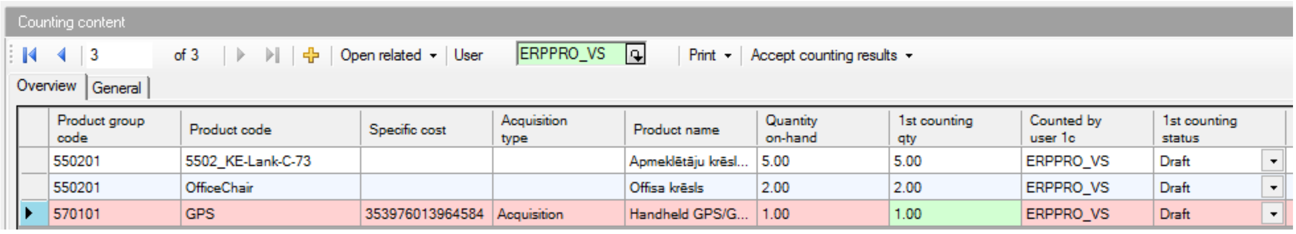


Figure 163

8. The **Counting** section (See Figure 163) contains general information about stock takings. You can add a new record with the help of the Operation option. You cannot manually add and change records in this section. You can deleted records, to which stock taking numbers have not been assigned yet.

9. When you press the Prepare button, records are automatically added to the **Stock taking content** section. You cannot delete records manually. You can add records, if the respective item, which does not appear in the list, was found in the specified location.



Product group code	Product code	Specific cost	Acquisition type	Product name	Quantity on-hand	1st counting qty	Counted by user 1c	1st counting status
550201	5502_KE-Lank-C-73			Apmeklētāju krēsl...	5.00	5.00	ERPPRO_VS	Draft
550201	OfficeChair			Offisa krēsls	2.00	2.00	ERPPRO_VS	Draft
570101	GPS	353976013964584	Acquisition	Handheld GPS/G...	1.00	1.00	ERPPRO_VS	Draft

Figure 164

9.1. First counting (See Figure 164).

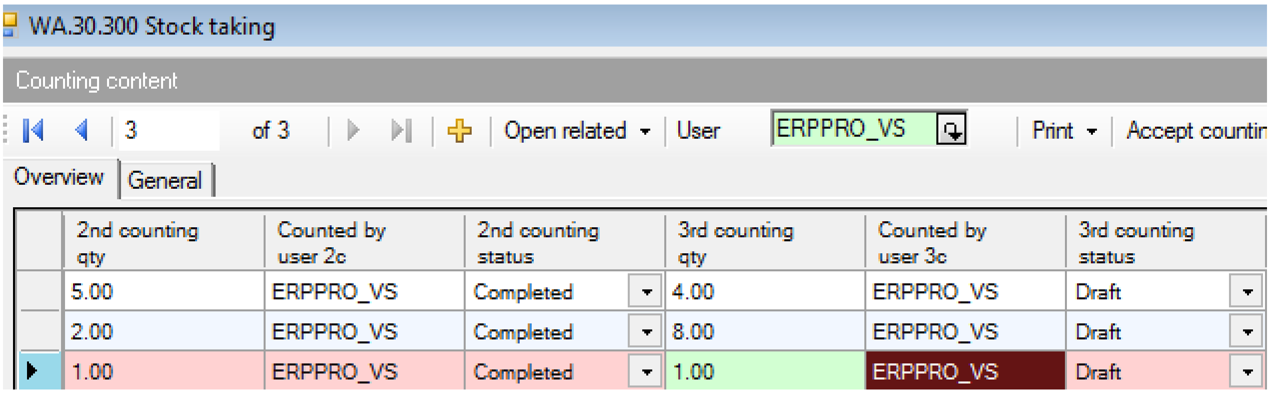
9.1.1. Enter the quantity of the first counting in the **1st counting qty** field. The field is mandatory in To process, Processed status.

9.1.2. In case the first counting is considered to be completed, press the **Accept results 1c** sub-button of the **Accept counting results** button.

9.2. Second counting.

9.2.1. Enter the quantity of the second counting in the **2nd counting qty** field. The field is mandatory in To process, Processed status.

9.2.2. In case the second counting is considered to be completed, press the **Accept results 2c** sub-button of the **Accept counting results** button.



2nd counting qty	Counted by user 2c	2nd counting status	3rd counting qty	Counted by user 3c	3rd counting status
5.00	ERPPRO_VS	Completed	4.00	ERPPRO_VS	Draft
2.00	ERPPRO_VS	Completed	8.00	ERPPRO_VS	Draft
1.00	ERPPRO_VS	Completed	1.00	ERPPRO_VS	Draft

Figure 165

9.3. Third counting (See Figure 165)

9.3.1. Enter the quantity of the third counting in the **3rd counting qty** field. The field is mandatory in To process, Processed status.

9.3.2. In case the third counting is considered to be completed, press the **Accept results 3c** sub-button of the **Accept counting results** button.

9.4. The last counting results are displayed:

a. In the **Actual qty** field – the value from the last approved fields Counted qty, Second counting qty or Third counting qty.

b. In the **Difference** field – the difference in quantities registered in the actual product storage location and the system storage location.

c. You can enter the quantity of received products in the **Receipt qty** field. The field can be filled by a person in charge of the stock taking.

You can enter a value in this field, if the value of the Difference field is higher than 0.

d. You can enter the quantity of disposed products in the **Disposal qty** field. The field can be filled by a person in charge of the stock taking. You can enter a value in this field, if the value of the Difference field is lower than 0.

e. You can enter the quantity of uncertain products in the **Uncertain qty** field. The field can be filled by a person in charge of the stock taking. You can enter a value in this field, if the value of the Difference field is lower than 0.

9.5. Buttons:

9.5.1. **User** button. An auxiliary field with the help of which you can accept results of a stock taking or to print out stock taking acts. The field is available only for active records in In progress status.

9.5.2. **Accept stock taking** sub-button of the **Actions** button. This button is available in records in In progress status, if the following conditions are true.

- All mandatory quantities in the Counted qty field in all rows of stock takings are entered in the Stock taking content section;
- If the Difference value ≠ 0, then Receipt qty and/or Disposal qty and/or Uncertain qty field include values the total sum of which is equal to Difference.

9.5.3. **Cancel stock taking** sub-button of the **Actions** button. In Prepared and In progress status this button is available to all users who can work with the stock taking window. When you press the button, the status of the stock taking changes to Cancelled.

9.5.4. **Stock taking list** sub-button of the **Actions** button – stock taking final act. The button is available for stock taking records having Processed status. When you print out this list the total stock taking result is printed out.

Tracking of potential and prospective orders

Projects (RE.10.100 Projects)

1. In the navigation menu of the window select **RENT → Pre-sales → RE.10.100 Projects. Error! Reference source not found.**Add a new record. (See Figure 166).

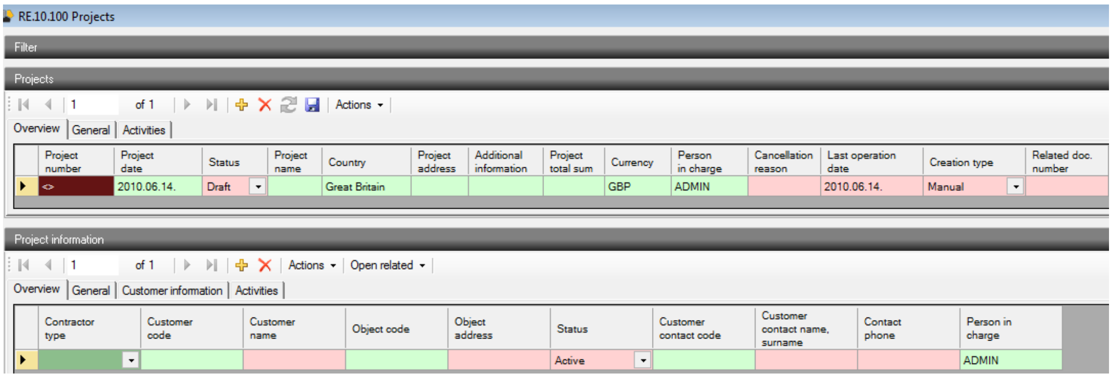


Figure 166

2. In the Overview tab of the Projects section in the newly created record:

a. select the project starting date in the **Project date** field. The field is mandatory.
b. enter the name of the project in the **Project name** field. The field is mandatory.
c. enter the country the project is implemented in the **Country** field.
d. enter the address of the project the project is implemented at in the **Project address** field. The field is mandatory.
e. enter additional information in the **Additional information** field. The field is not mandatory.
f. enter the total value of the project in the **Project total sum** field. The field is informative. The field is mandatory.
g. enter the currency the project value is specified in the **Currency** field. The field is mandatory.
h. enter the person in charge of the project (project manager) in the **Person in charge** field. The field is mandatory.

3. In the Overview tab of the Project section:

a. enter the type of the customer in the **Contractor type** field. The field is mandatory. The following types of customers are possible:

   - Architect;
   - Building owner – project originator;
   - Building supervisor;
   - General contractor. There can be only one general contractor at a time;
   - Subcontractor. There can be several subcontractors at a time.

It is possible to store several active subcontractors at a time, but other types can be represented by only one person (at a time in the Active status) in the project. If, for instance, it is necessary to change the General contractor, then it is necessary to deactivate the existing general contractor using the inactive button and then to add new. Saving the project you must specify at least one Contractor type.

b. enter the code of the customer in the **Customer code** field. The field is mandatory. Customers in the Inactive status cannot be selected. Equivalent customers within a contractor type are not allowed (for example: there cannot be two subcontractors: Company LLC; but there can be Building owner and Subcontractor; Company LLC)

c. enter the code of the object in the **Object code** field. The field is not mandatory.

d. enter the code of the contact person in the **Customer contact code** field. The person specified in the list of contact persons of the specified customer.

e. enter the person in charge of the project (project manager) of the specified customers in the **Person in charge** field. The field is mandatory. It can differ from the person in charge entered in the Projects section. It is possible to select other person in charge for each subcontractor.

4. To change the status of the activity from Draft to Active, press the Activate sub-button of the Actions button.

5. The **Actions** button of the Projects section has the following possibilities:

   - Cancel – this button is intended for cancelling of the project. The button is available for projects having Active or Freezed status and information attached in the Cancellation reason field. When the button is pressed the status of the project is changed to Cancelled;
   - Freeze – this button is intended for freezing of the project. The button is available for projects having Active status. When the button is pressed the status of the project is changed to Freezed;
   - Close – this button is intended for closing of the project. The button is available for projects having Active status. When the button is pressed the status of the project is changed to Closed;
   - Add activity – this button is intended for adding of an activity. When you press this button the "DI.40.700.Activities" window is opened and if you add new record in it, Activity type, Related doc. number, Activity date, Activity time, Person in charge fields are filled in automatically.

6. The Actions button of the Project information section has the following possibilities:

   - Create quotation – this button is intended for generation of a quotation from the Project. This button is available for projects having Active status, if the General contractor or Subcontractor record is marked. When you press the button the RE.10.200.Quotations window is opened and a new record is added there;
   - Create reservation – this button is intended for generation of a reservation from the Project. This button is available for projects having Active status, if the General contractor or Subcontractor record

is marked. When you press the button the RE.10.150.Reservations window is opened and a new record is added there;

- Create delivery – this button is intended for generation of a delivery order from the Project. This button is available for projects having Active status, if the General contractor or Subcontractor record is marked. When you press the button the RE.10.500.Material delivery is opened and a new record is added there;
- Create object – this button is intended for creation of a new object. This button is available for projects having Active status, if the General contractor or Subcontractor record is marked. When you press the button the DI.40.500.Address-object list window is opened and a new record is added there;
- Activate/Inactivate – this button is intended for activation or inactivation of a company involved in the project. The Activate button is available for companies having Inactive status, and when you press this button the status of the record is changed to Active. The Inactivate button is available for companies having Active status, and when you press this button the status of the record is changed to Inactive;
- Add activity – this button is intended for adding of an activity. When you press the button the DI.40.700.Activities window is opened, and if you add a new record there, project information is automatically filled in into the following fields: Activity type, Related doc. number, Activity date, Activity time, Customer code, Object code, Customer contact code, Person in charge;
- Add object – this button is intended for adding of an object. When you press the button the DI.40.500.Address list window is opened with already selected customer's objects.

Quotations (RE.10.200 Quotations)

1. In the navigation menu of the window select **RENT → Pre-sales → RE.10.200 Quotations.**

1.1. A new quotation can be created: **Error! Reference source not found.**From a project: In the Operation section (See Figure 167)

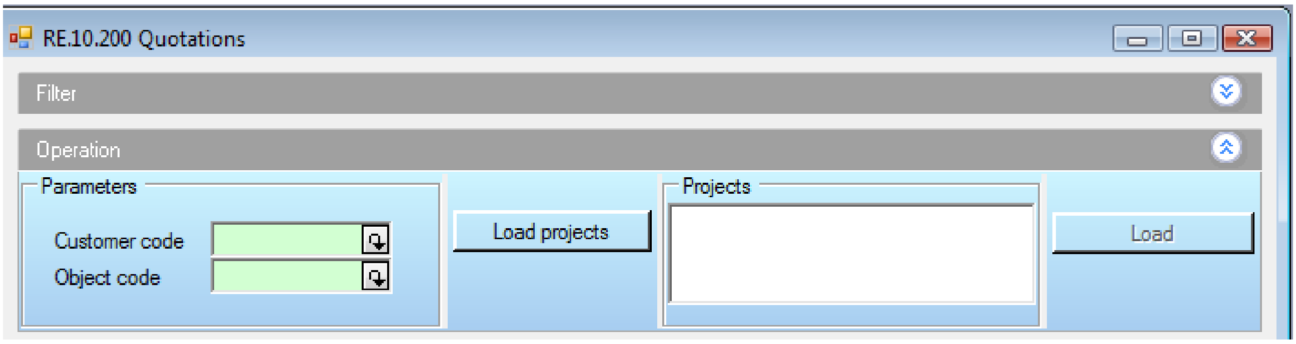


Figure 167

a. enter the code of the customer in the **Customer code** field. The field is mandatory.
b. enter the code of the object in the **Object code** field. The field is not mandatory.
c. press the **Load projects** button – a summary of the project number, date and person in charge will be displayed in the Projects field.
d. the **Load** button is used for loading of quotation information from the project. This button is available, if at least one project is loaded and highlighted in the Projects field. You can create a quotation selecting one project. When you press the button, a new record is added in the Quotations section.

1.2. Adding a new record in the Quotation section. (See Figure 168).

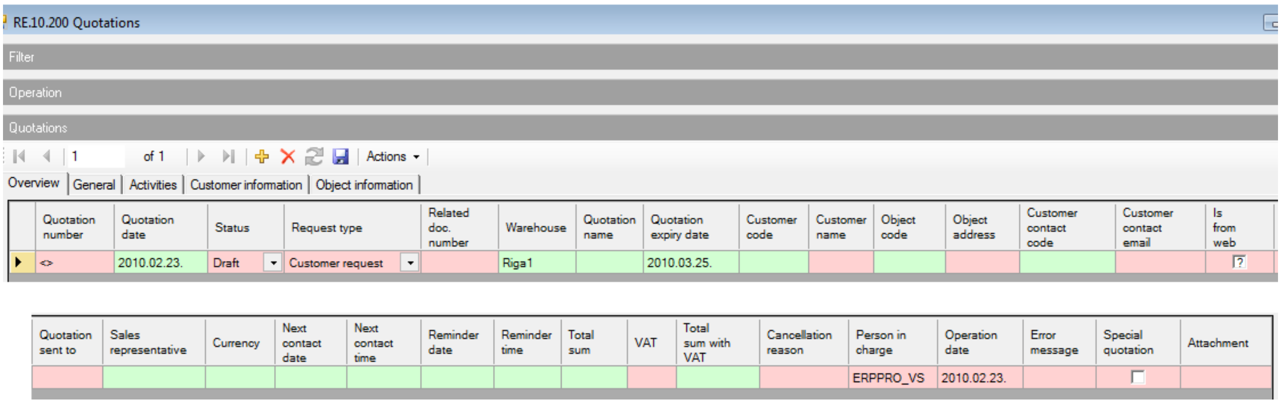


Figure 168

a. enter the date of creation in the **Quotation date** field. The field is mandatory.
b. enter the warehouse code in the **Warehouse** field. The field is mandatory.

c. enter the name of the quotation in the **Quotation name** field. The field is not mandatory.
d. enter the validity period of the quotation in the **Quotation expiry date** field. The field is mandatory.
e. enter the code of the customer in the **Customer code** field. The field is mandatory.
f. enter the code of the object in the **Object code** field. Only addresses of the objects of the respective customer specified in the Customer code field are available (Project, Object types). The field is mandatory.
g. enter the code of the customer's contact person in the **Customer contact code** field. The field is mandatory.
h. enter the sales manager in charge of the quotation in the **Sales representative** field. The field is mandatory.
i. enter the currency of the quotation in the **Currency** field. The field is mandatory.
j. enter the date of the next activity in the **Next contact date** field. The field is mandatory in Draft, Active status.
k. enter the time of the next activity in the **Next contact time** field. The field is mandatory in Draft, Active status.
l. enter the date of sending of the reminder about the necessity to perform the next activity in the **Reminder date** field. The field is mandatory in Draft, Active status.
m. enter the time of sending of the reminder about the necessity to perform the next activity in the **Reminder time** field. The field is mandatory in Draft, Active status.
n. enter the total value of the quotation in the **Total sum** field. The field is mandatory.
o. enter the total value of the quotation including VAT in the **Total sum with VAT** field. The field is mandatory.

2. In the Quotation information section

2.1. Rent – products tab

2.1.1. The tab contains information about products offered for rent and their prices. **Error! Reference source not found.**Products tab (See Figure 169)

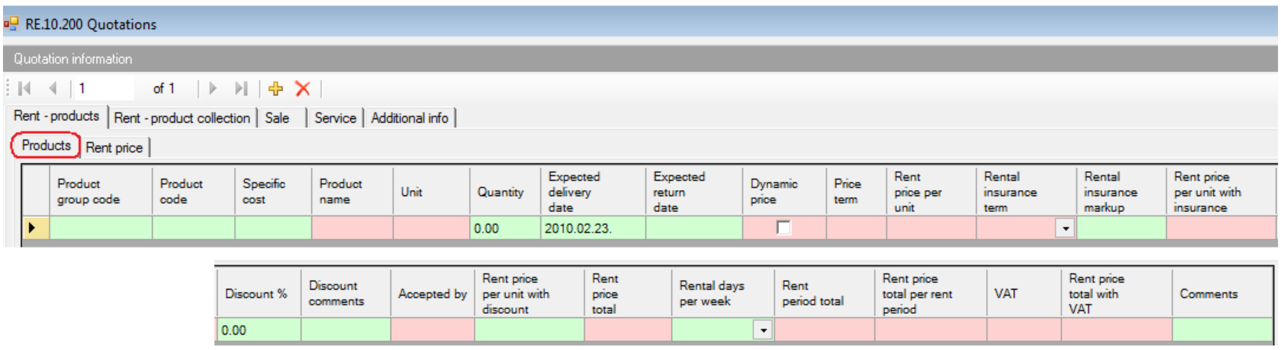


Figure 169

a. enter the product possession group number in the **Product group code** field. The field is mandatory.

b. enter the product number in the **Product code** field. The field is mandatory.
c. enter the product specific cost code in the **Specific cost** field. The field is not mandatory.
d. enter the intended quantity of the rented products in the **Quantity** field. The field is mandatory.
e. enter the expected delivery date in the **Expected delivery date** field. The field is mandatory.
f. enter the expected return date in the **Expected return date** field. The field is mandatory.
g. if you check the **Dynamic price** checkbox, it means that the user chooses to create a quotation with a dynamic price. The field is not mandatory.
h. you can enter the rental insurance markup for the rent price per unit in the **Rental insurance markup** field. The field is mandatory, if the Mandatory insurance with rent delivery checkbox is checked in the Customer code field for the respective customer in the DI.40.100.Customer list window. The field is filled in automatically with the Default insurance markup value from DI.40.100.Customer list according to the Rental insurance term value.
i. you can enter the discount applied for the product rent price in the **Discount %** field. Discounts are defined in the RE.60.200.Discount configuration window. In this case discount having Rent delivery type will be applied. In case the Dynamic price checkbox is checked, additional discount is loaded from the Dynamic price tab. The maximum discount corresponding to all conditions of the quotation is taken from the RE.60.200.Discount configuration window automatically. The field is mandatory.
j. enter grounds, comments for the discount in the **Discount comments** field. The field is mandatory, if the discount specified in the Discount% field exceeds the permissible one.
k. the **Rent price per unit with discount** field displays the rent price of the displayed products per unit with discount in the customer's currency. The field cannot be changed, if the "Dynamic price" checkbox is checked. When you enter a Product code, the value of the field is automatically calculated based on the formula Rent price per unit-(Rent price per unit x (Discount %/100 %)).
l. the number of days in a week for which the rent price is collected is displayed in the **Rental days per week** field. The value of the field is loaded automatically from the DI.40.100.Customer list window. The field can be changed.

2.1.2. Rent price tab

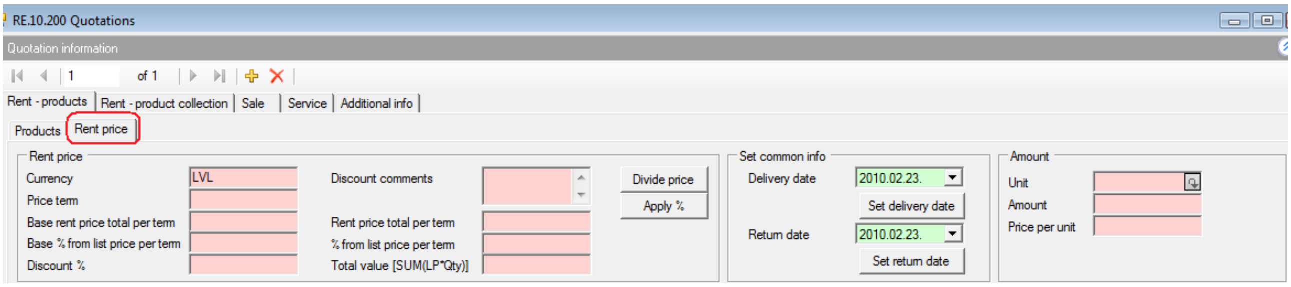


Figure 170

The tab (See Figure 170) is available only for quotations having Equipment rent - products type and only for Bulk item products. To be able to use this tab, all products included in the quotation, should have equal rental accounting periods (Price term). While these fields are not equal for all records in the Overview tab of the Products section, the Rent price tab is not active. The tab is not active also in cases, when there is at least one record in the Products section having the Dynamic price checkbox checked.

Prices are entered in the customer's currency (value of the "Currency" field)

Rent – product collection tab **Error! Reference source not found.**The tab (See Figure 171) contains information about collections of products offered for rent and their prices.

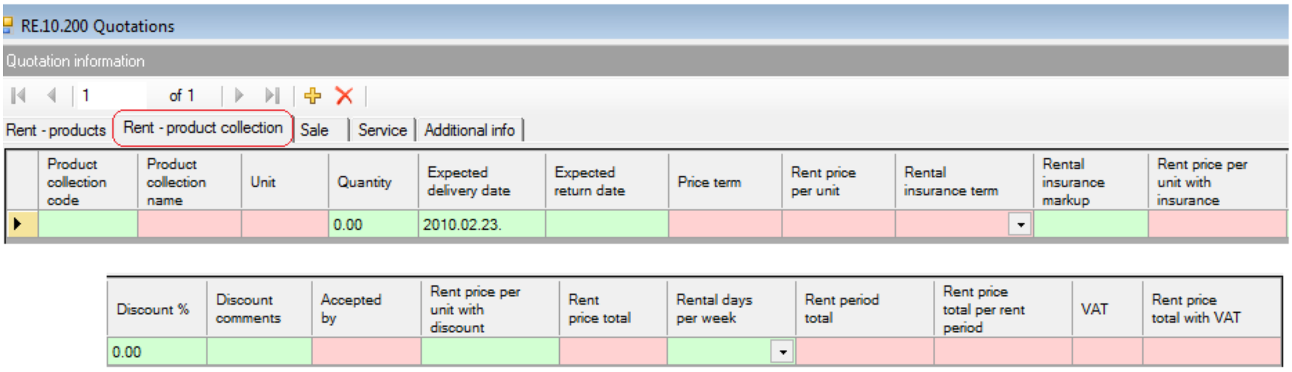


Figure 171

a. enter the product collection number in the **Product collection code** field. The field is mandatory.
b. enter the intended quantity of the rented products in the **Quantity** field. The field is mandatory.
c. enter the expected delivery date in the **Expected delivery date** field. The field is mandatory.
d. enter the expected return date in the **Expected return date** field. The field is mandatory.
e. you can enter the Rental insurance markup in percentage for the rent price per unit in the Rental insurance markup field.
f. you can enter the discount applied for the product rent price in the **Discount %** field. The field is mandatory.

g. enter grounds, comments for the discount in the **Discount comments** field. The field is mandatory, if the discount specified in the Discount% field exceeds the permissible one.
h. the **Rent price per unit with discount** field displays the rent price of the displayed products per unit with discount in the customer's currency. The field cannot be changed, if the "Dynamic price" checkbox is checked. When you enter a Product code, the value of the field is automatically calculated based on the formula Rent price per unit- (Rent price per unit x (Discount %/100 %)).
i. the number of days in a week for which the rent price is collected is displayed in the **Rental days per week** field. The value of the field is loaded automatically from the DI.40.100.Customer list window. The field can be changed

2.2. Sale tab

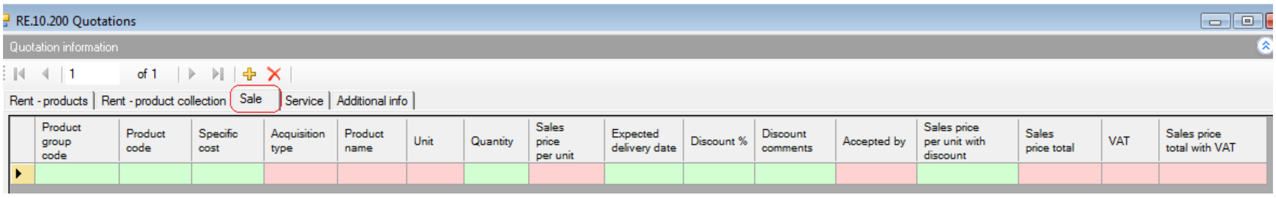


Figure 172

The tab (See Figure 172) contains information about products offered for sale and their prices.

a. enter the product possession group number in the **Product group code** field. The field is mandatory.
b. enter the product number in the **Product code** field. The field is mandatory.
c. enter the product specific cost code in the **Specific cost** field. The field is not mandatory.
d. enter the intended quantity of the rented products in the **Quantity** field. The field is mandatory.
e. enter the expected delivery date in the **Expected delivery date** field. The field is mandatory.
f. you can enter the discount applied for the product rent price in the **Discount %** field. The field is mandatory.
g. enter grounds, comments for the discount in the **Discount comments** field. The field is mandatory, if the discount specified in the Discount% field exceeds the permissible one.
h. the **Sales price per unit with discount** field displays the price of products offered for sale per unit with discount. The field is mandatory. It is automatically calculated using the formula: Sales price per unit- (Sales price per unit* (Discount%/100%))

Service tab **Error! Reference source not found.**The Product section (See Figure 173) contains information about additional services included in the quotation.

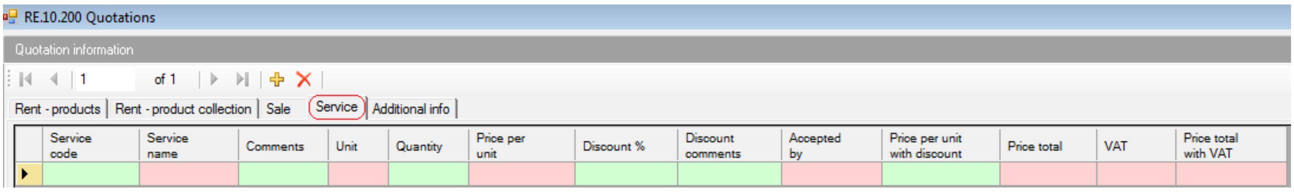


Figure 173

a. enter the number of the service in the **Service code** field. They are available only for products with Service type. The field is mandatory.
b. you can enter comments referring to the service in the **Comments** field. The field is not mandatory.
c. enter the quantity in the **Quantity** field. The field is mandatory.
d. you can enter the discount applied for the service price in the **Discount %** field. The field is mandatory.
e. enter grounds, comments for the discount in the **Discount comments** field. The field is mandatory, if the discount specified in the Discount% field exceeds the permissible one.
f. the **Price per unit with discount** field displays the price of products offered for sale per unit with discount. The field is mandatory. It is automatically calculated using the formula: Sales price per unit- (Sales price per unit* (Discount%/100%))

Additional info tab **Error! Reference source not found.**The Product section (See Figure 174) is intended for input of information, which will be displayed in the printout of the quotation. It is possible to correct the layout of additional information using arrows by moving each record higher or lower in the list. It is possible to add and delete records in the section, if they have Draft, Rejected and ProcessError status.

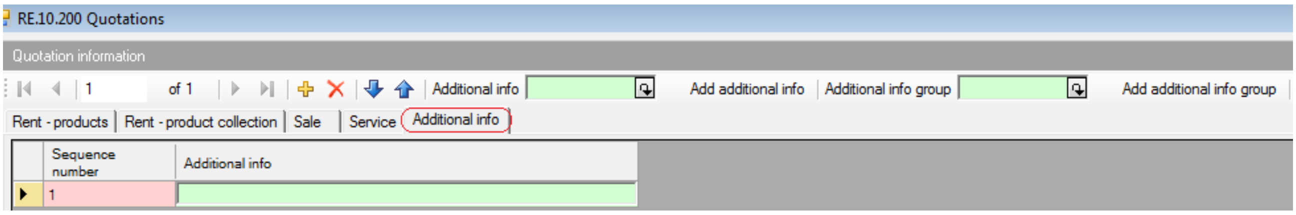


Figure 174

You can select a list of additional information in the **Additional info** field. Using the **Add additional info** button, values selected in the **Additional info** are copied to records of the **Additional info** section.

You can select a list of groups of additional information in the **Additional info group** field. Using the **Add additional info group** button, values selected in the **Additional info group** are copied to records of the **Additional info** section.

3. Save the created record.

4. To **accept** the record, press the **Accept** sub-button of the Actions button. This button is available for quotations having Draft, Process Error, Rejected status. When you press the button, the status of the quotation

changes to To process. If the process terminates successfully, the status is Accepted.

5. To **approve** the record, press the **Approv**e sub-button of the Actions button in the quotation available in the **Accepted** status. When you press the button, the status of the quotation changes to **Approved**.
6. To **reject** the record, press the **Reject** sub-button of the Actions button.
7. To **cancel** the record, press the **Cancel** sub-button of the Actions button in quotation available in the Accepted and Rejected status, for which a value in the Cancellation reason field is specified. When you press the button, the status of quotations in the Rejected status is changed to Draft and the status of quotations in the Accepted status is changed to Cancelled.
8. To create a new project from a quotation, press the **Create project** sub-button of the Actions button. This button is available for quotations having Accepted status. When you press the button, the Projects window is opened, and when you add a new record there, values of all available fields are loaded automatically from the Quotations window.
9. To create a new quotation, which is identical to any existing quotation, press the **Copy quotation** button of the Actions sub-button. This button is available in Draft, Accepted, Closed status. When you press the button, a quotation order which is identical to the marked order is created with Draft status.
10. To add a new **activity**, press the **Add activity** sub-button of the Actions button. This button is available in the Accepted status. When you press the button, the DI.40.700.Activities window is opened, and when you add a new record there, values of all available fields are loaded automatically from the Quotations window.
11. To add a special quotation (document), press the **Upload attachment** sub-button of the Actions button. This button is available in Draft status. When you press the button, the Special quotation checkbox is checked and a small window opens in which you can select a document.
12. To save a special quotation (document), press the **Save attachment** sub-button of the Actions button. This button is available, if there is a value in the Attachment field. When you press the button, a window is opened through which you can save the document.
13. To delete a special quotation (document), press the **Delete attachment** sub-button of the Actions button. This button is available, if there is a value in the Attachment field. When you press the button, the attached document is deleted and the value of the "Attachment" field is cleared.
14. To view a special quotation (document), press the **View attachment** sub-button of the Actions button. This button is available, if there is a value in the Attachment field. When you press the button, the attached document is opened.

15. To send an information message to the customer, press the **Send e-mail** sub-button of the Actions button. This button is available in Accepted status. When you press the button, an informative e-mail is sent to the contact person specified in the Customer contact code field that the quotation is prepared and to accept it he/she should log in to the WEB site. The e-mail address to which the quotation was sent is entered in the Quotation sent to field. If the customer **approves** the quotation, the status of the respective quotation is changed to **Approved by customer;** if the customer rejects the quotation, the status of the respective quotation is changed to **Cancelled by customer**.

Additional Information of Quotation (DI.40.670 Quotation additional information)

1. In the navigation menu of the window select **Rent ->Pre-sales -> DI.40.670 Quotation additional information.**

2. The **DI.40.670 Quotation additional information** window contains all informative entries which can be showed in the quotation.

3. The following sections are available in the **DI.40.670 Quotation additional information** window:

   - Filters;
   - Additional information.

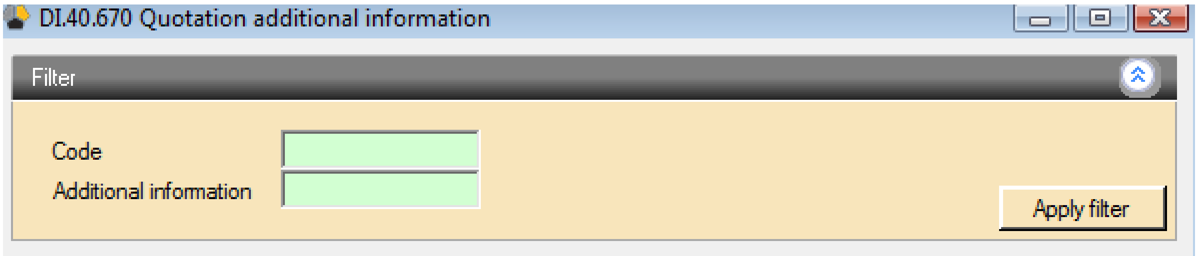


Figure 73

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Code" – it is possible to filter by identifier of additional information;
   b. "Additional information" – it is possible to filter by text of additional information.

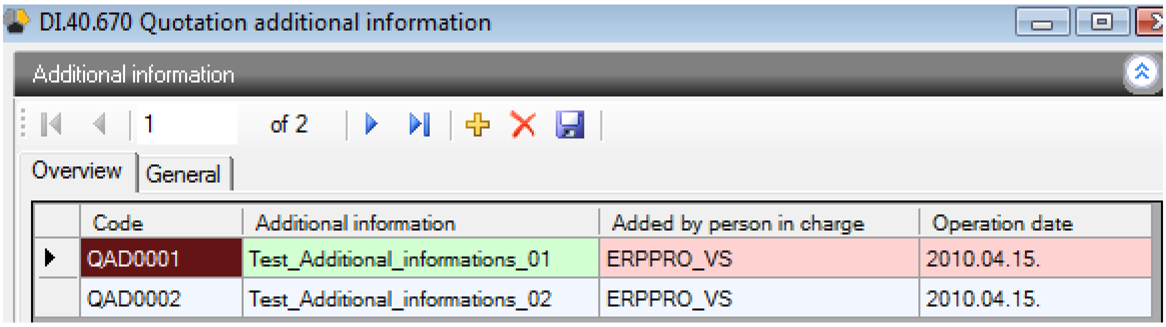


Figure 74

5. The following fields are available in the tab Overview (See FigureFigure 69) of the section Additional information:

a. "Code" – identifier of additional information;
b. "Additional information" – text of additional information;
c. "Added by person in charge" – person who added additional information;
d. "Operation date" – date of adding additional information.

6. The tab **General** of the section **Additional information** contains the same fields showed and described in the tab **Overview**.

Transportation planning

List of types of vehicles (DI.30.150 Transport list)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → DI.30.150 Vehicle type list.**

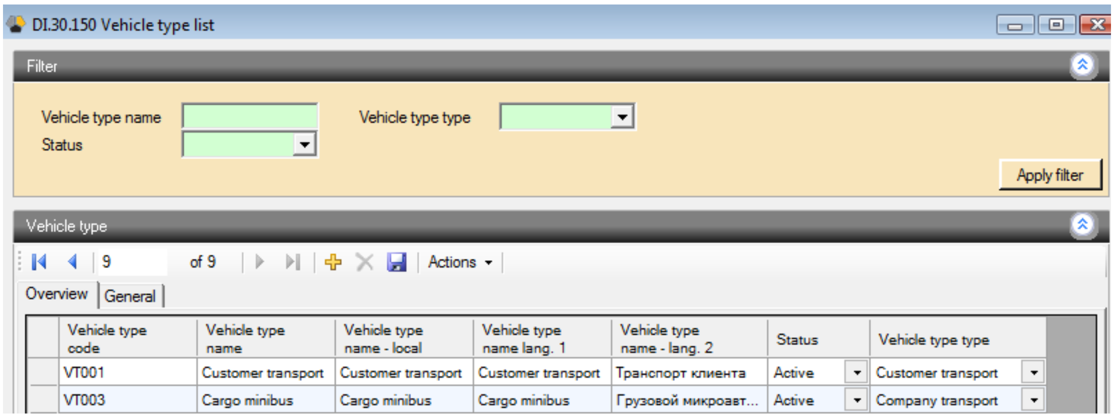


Figure 175

2. The DI.30.150 Vehicle type list window (See Figure 175) contains information about types of vehicles. Types of vehicles are intended to be attached in the transport list of the DI.30.100.Transport list window, as well as performing delivery/reception of materials with the aim to define the type of vehicle and transportation costs.

3. Use filer to select necessary records according to the specified criteria (Filters section). You can filter by the following fields:

   - **Vehicle type name**;
   - **Status** – status of the vehicle;
   - **Vehicle type type**;

4. The **Vehicle type** section summarizes information about vehicle types registered in the system. You can add new records, edit them and delete records in Draft status in this section. Adding a new record:

a. Saving a record, a unique vehicle type identification number will be automatically generated in the **Vehicle type code** field. The field cannot be changed.

b. Enter the name of the vehicle type in the **Vehicle type name** field. The field is mandatory.

c. Enter the name of the vehicle type in the regional language in the **Vehicle type name - local** field. The field is mandatory.

d. Enter the name of the vehicle type in Language1 in the **Vehicle type name lang.1** field. The field is mandatory.

e. Enter the name of the vehicle type in Language 2 in the **Vehicle type name lang.2** field. The field is mandatory.

f. The status of the vehicle type is displayed in the **Status** field. The field cannot be changed. The following status changes are possible:

   - Changes from Draft to Active, when you press the Active button;
   - Changes from Active to Inactive, when you press the Inactivate button;
   - Changes from Inactive to Active, when you press Activate button, only in such vehicle types, which are already registered in the system and were deactivated for to any reason.

g. Enter the type of the vehicle type in the **Vehicle type type** field. The field is mandatory. It is used to determine whom this vehicle type refers to – to the company or to a customer. If the type is Customer transport, then it is transport of a customer; if the type is Company transport, then it is transport of the company.

h. The **Actions** button has the following sub-buttons:

   - **Activate** – it is available to records having Draft and Inactive status. When the button is pressed, a check is performed whether all mandatory fields are filled in. If all mandatory fields are filled in, the status of the record changes to Active.

Inactivate – it is available only for records having Active status. When you press the button, the status of the record changes to Inactive.

List of vehicles (DI.30.100 Transport list)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → DI.30.100 Transport list.**

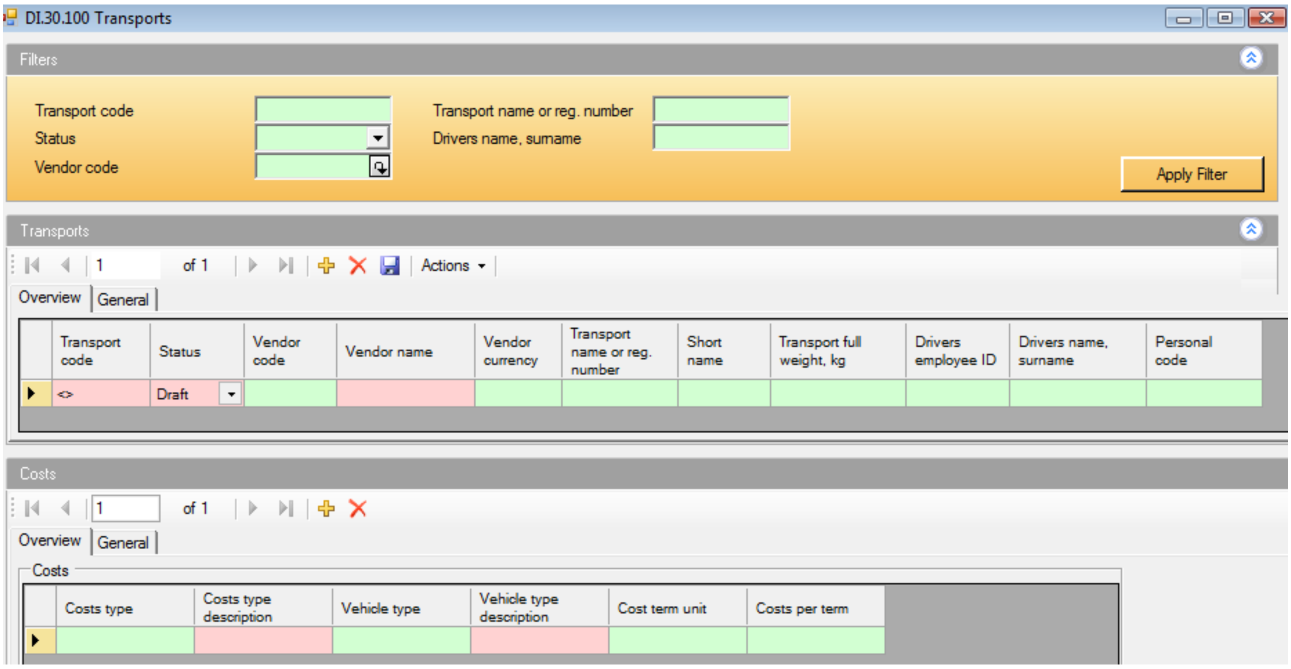


Figure 176

2. The **DI.30.100 Transport list** window (See Figure 176) contains information about vehicles used, which can be added and edited.

3. Use filer to select necessary records according to the specified criteria (Filters section). You can filter by the following fields:

   - **Transport code**;
   - **Status** – status of the vehicle;
   - **Vendor code**;
   - **Transport name or reg. number** – name or registration number of the vehicle;
   - **Drivers name, surname**.

4. The **Transports** section summarizes information about vehicles registered in the system. You can add new records and delete records in "Draft" status in this section. Adding a new record:

a. Select the code of the vendor (owner) of the vehicle in the **Vendor code** field. The field is mandatory.
b. Select the currency of the vendor (owner) of the vehicle in the **Vendor currency** field. The field is mandatory.
c. Enter the name or registration number of the vehicle in the **Transport name or reg. number** field. The value cannot be repeated. The field is mandatory.

d. Enter a short name of the vehicle in the **Short name** field. It is used to make it easier for the user to identify a specific vehicle. The field is not mandatory.
e. Enter the gross weight of the vehicle in the **Transport full weight, kg** field. The field is mandatory.
f. Enter ID of a company employee in the **Drivers employee ID** field. It is used, if the transportation is performed by a company employee. The field is not mandatory.
g. Enter the driver's name, surname in the **Drivers name, surname** field. The field is mandatory. If a value is specified in the Drivers Employee ID field, the field is filled in automatically and is not available.
h. You can enter the personal code of the driver in the **Personal code** field. The field is mandatory. If a value is specified in the Drivers Employee ID field, the field is filled in automatically and is not available.

5. The **Costs** window contains information about prices and methods of use of the vehicle. One vehicle may be assigned several types and costs may be specified respectively. It is possible to add and delete records of vehicles Draft and Active status in the section. Adding a new record:

    a. Select the code of the type of costs in the **Costs type** field. The field is mandatory.
    b. Select the type of vehicle in the **Vehicle type code** field. The field is mandatory.
    c. Select the measuring unit in which the vehicle service provided in this way will be measured in the **Cost term unit** field. The necessity of a measuring unit is defined be the user, depending on the agreement concluded with customers about the performance of the respective services. The field is mandatory.

You can enter the payment for the use of the vehicle in vendor's currency per one unit specified in the price term field in the **Costs per term** field. Values from the Cost term unit field of the Costs tab of the Content section of the window are loaded automatically based on the Vendor code field, according to the combination of Vehicle type, Costs type and Cost term unit. The field is mandatory.

Logistics (RE.10.400 Logistic)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → DI.10.400 Logistic.**

2. In the **RE.10.40.Logistic** window you can plan and view transportation orders for each day. No information is stored in the window – all data are loaded from the RE.10.410.Transport orders window.

3. The following sections are available in the **RE.10.40.Logistic** window:

   - Filter;

   - Logistic;

   - Transport order information.

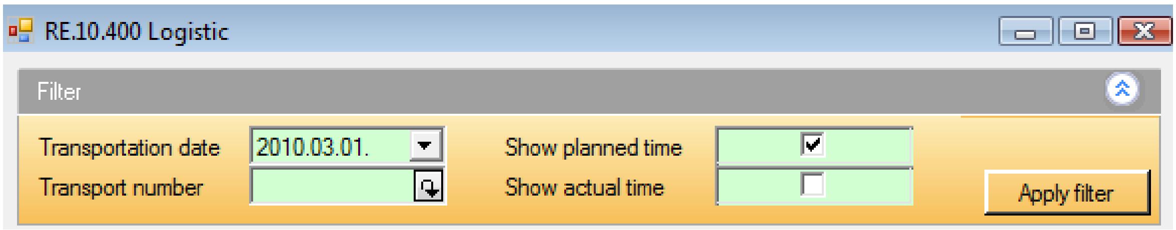


Figure 177

4. In **Filter** section (See Figure 177) it is possible to select data according to the following fields:

   a. **Transportation date**. You can view routes and their performance on a specific date. By default when you open the window the date of the current day (business date) is set.
   b. **Transport number** – vehicle number.
   c. **Show planned time** – it is possible to perform filtering, specifying the planned time of a route.
   d. **Show actual time** – it is possible to perform filtering, specifying the actual time of the route, the value will be displayed, if it was entered for a specific route in the RE.10.410.Transport order window, otherwise fields will be blank. When you select this value, in addition to the planned time the actual time value with a different colouring will be displayed under the planned time (if checked).

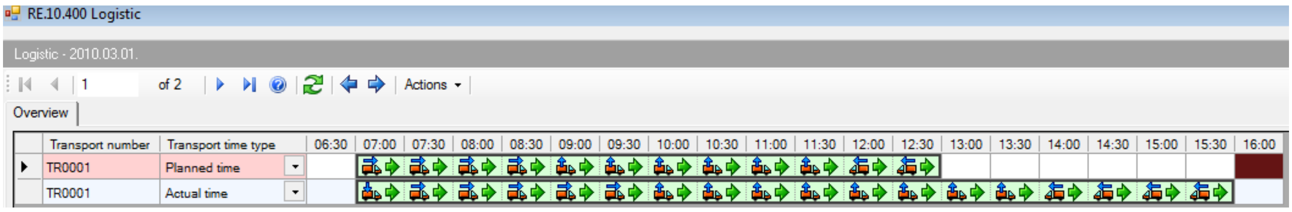


Figure 178

5. The **Logistic** section (See Figure 178) contains up-to-date information about routes. All information on the screen is summarized and loaded

from the RE.10.410.Transport order window. Using buttons, you have a possibility to add routes and approve transport. Available fields:

a. The **Transport number** field shows the vehicle number.

b. The **Transport time type** field shows the type of transportation time (planned or actual)

c. The **Time Schedule** field – Time is displayed in integral values with division into 30 minutes. A time zone is loaded in compliance with default values or filter requirements.

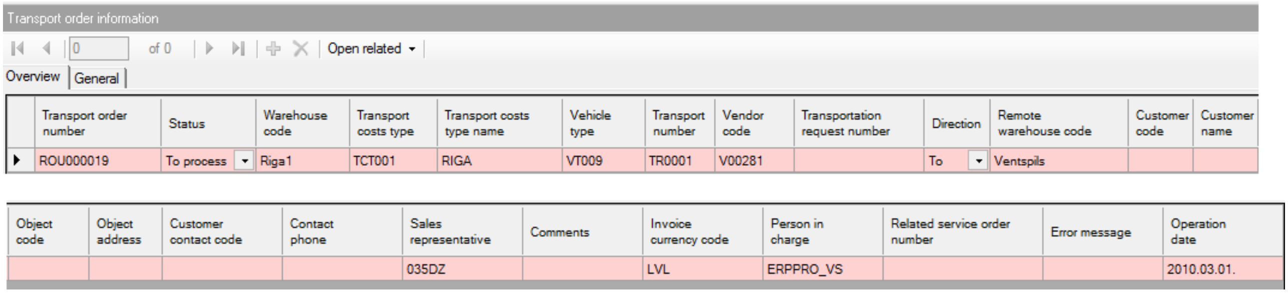


Figure 179

6. The **Transport order information** section (See Figure 179) displays general information about respective routes, according to filter requirements; data are loaded from the RE.10.410.Transport order window. You cannot directly change the information included in this section.

7. The following buttons are available in the **Logistic** section:

- **Create transport order** – creation of a route. When you press this button, the RE.10.410 Transport order window with selected active routes (with Active status) for this date will open.
- **Open transport order** – viewing of a route. This button is available, if the user selects any of route records in the Transport order content section. When you press this button, the RE.10.410 Transport order window with the selected route record only will open.

Transport costs types (DI.30.105 Transport costs type)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → DI.30.105 Transport costs type.**

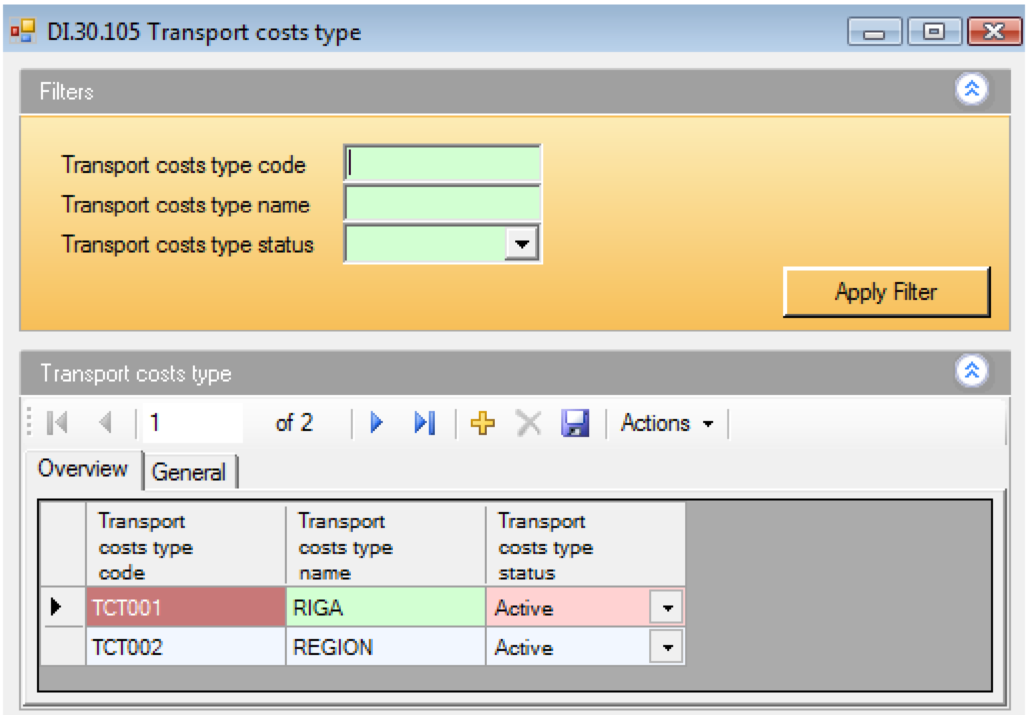


Figure 180

2. The **DI.30.105 Transport costs type** window (See Figure 180) contains information about types of costs of vehicles. Transport costs types are intended to be attached to the list of vehicles in the DI.30.100.Transport list window.

3. Use filer to select necessary records according to the specified criteria (Filters section). You can filter by the following fields:

   - **Transport cost type code**;
   - **Transport cost type name**;
   - **Transport cost type status**.

4. The **Transport costs type** section summarizes information about types of costs of vehicles registered in the system. You can add new records, edit them, as well as delete records in Draft status in this section. Adding a new record:

   a. Saving a record, a unique vehicle cost type identification number will be automatically generated in the **Transport cost type code** field. The field cannot be changed.

b. Enter the name of the vehicle cost type in the **Transport cost type name** field. The field is mandatory. It can be changed in Draft and Active status, it cannot be changed in Inactive status.

c. The status of the vehicle cost type is displayed in the **Status** field. The field cannot be changed. The following statuses are possible:

   - Draft.
   - Active. This transport costs type can be assigned in windows, where the vehicle type selection is performed;
   - Inactive. This transport costs type cannot be assigned to a vehicle and to be selected in windows, where the vehicle type selection is performed;

5. The Actions button has the following sub-buttons:

   - **Activate** – it is available to records having Draft and Inactive status. When the button is pressed, a check is performed whether all mandatory fields are filled in. If all mandatory fields are filled in, the status of the record changes to Active.
   - **Inactivate** – it is available only for records having Active status. When you press the button, the status of the record changes to Inactive.

Transportation kits (RE.10.300 Transportation requests)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → RE.10.300 Transportation requests.**

2. The **RE.10.300 Transportation requests** window is intended for adding, editing and cancelling transportation requests. The following sections are available in the **RE.10.300 Transportation requests** window:

   - Filter;
   - Operation;
   - Transportation requests;
   - Transportation requests content.

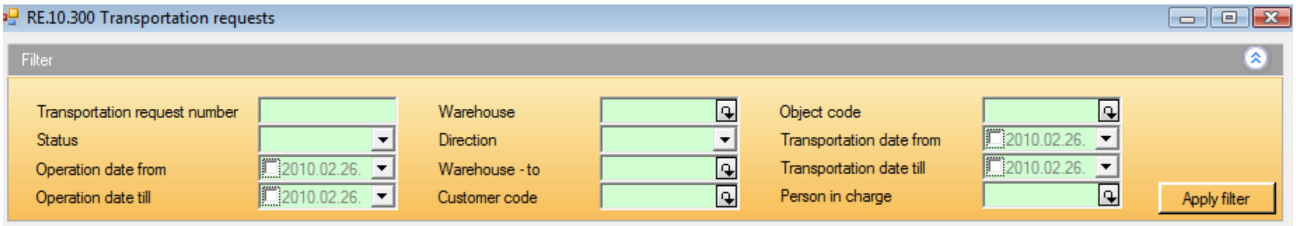


Figure 181

3. In **Filter** section (See Figure 181) it is possible to select data according to the following fields:

   - **Transportation request number**;
   - **Status**;
   - **Operation date from** – date of creation, starting from;
   - **Operation date till** – date of creation, till;
   - **Warehouse**;
   - **Direction** – direction of transportation (to or from the object);
   - **Warehouse - to** – warehouse of supply;
   - **Customer code - Customer code**;
   - **Object code**;
   - **Transportation date from**;
   - **Transportation date till**;
   - **Person in charge**.

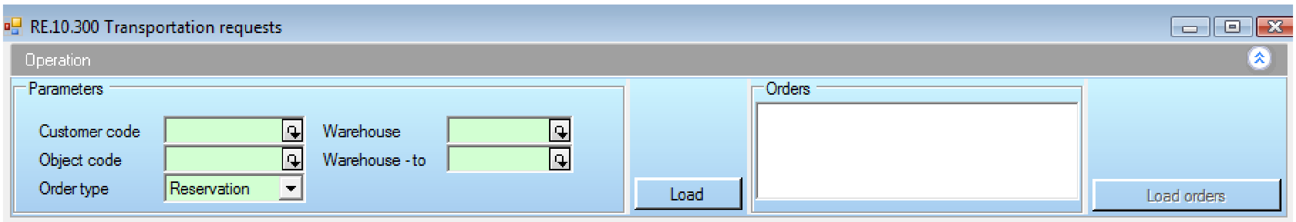


Figure 182

4. The **Operation** section (See Figure 182) is intended for the creation of transportation requests from reservations and transport orders. the

following fields are available for the creation of a new transportation request:

a. Select the code of the customer in the **Customer code** field.

b. Select the code of the object in the **Object code** field. The field is mandatory, if the Customer code is specified.

c. Select the indication to whether the transportation request should be created from reservation (select Reservation) or transport order (select Transport order) in the **Order type** field.

d. Select the warehouse from which the transportation request is created in the **Warehouse** field.

e. Select the warehouse to which products should be transferred in the **Warehouse - To** field. It cannot be identical to the Warehouse value.

5. Buttons used in the **Operation** section:

   - **Load** is used for loading reservations/transport orders, by choosing a customer or a customer object. When you press this button, all active reservations, transport orders will load, which have:
     - values specified in Warehouse, Customer code and Object fields;
     - values specified in Warehouse and Warehouse – to fields.
   - **Load orders** is used for loading transportation request information from reservations or transport orders. This button is available, if at least one record is loaded and highlighted in the Number/Date/Person in charge field. When you press the button, a new record is added in the Transportation request section.

6. The **Transportation requests** section is intended for adding, editing and cancelling transportation requests to or from a customer's object, as well as from or to other warehouse. In this section you can add records manually or with the help of the "Operation" section. Using the Request transport kit button creators request loading/transportation of the kit to the logistics manager.

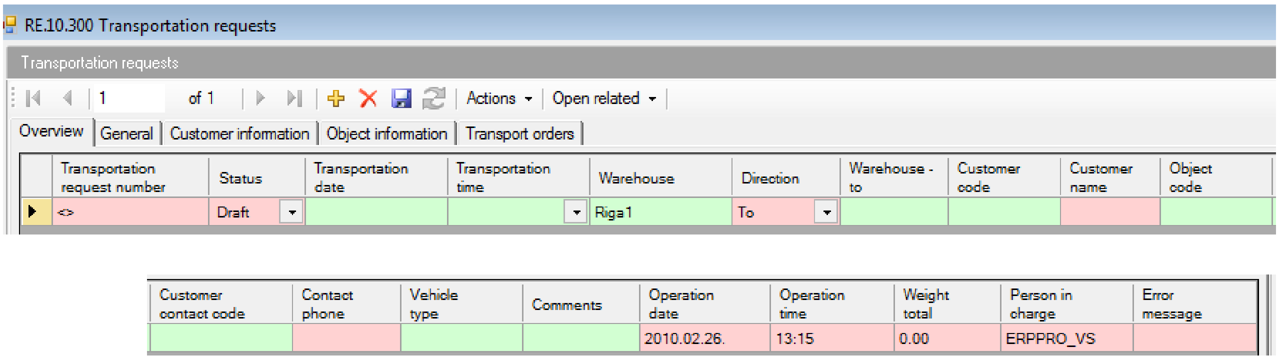


Figure 183

7. Adding a new record in the Overview tab (See Figure 183):

a. Enter the date of supply of the transportation request in the **Transportation date** field. The field is mandatory.

b. Enter the time of supply of the transportation request in the **Transportation time** field. The field is mandatory.

c. Select the warehouse from which the transportation request is created in the **Warehouse** field. Only one basic warehouse can be used within one transportation request. The field is mandatory. The field cannot be changed, if the order was created using the Operation section.

d. Select the warehouse to which items should be transferred in the **Warehouse - To** field. It cannot be identical to the "Warehouse" value. The field is mandatory, if no value is specified in the Customer code field.

e. Select the code of the customer in the **Customer code** field. The field is not active, if a value is specified in the Warehouse – To field. The field is mandatory, if no value is specified in the Warehouse – To field.

f. Select the code of the object in the **Object code** field. Only addresses of the objects of the respective customer specified in the Customer code field are available for selection. The field is not active, if a value is specified in the Warehouse – To field. The field is mandatory, if no value is specified in the Warehouse – To field.

g. You can select the code of the customer's contact person in the **Customer contact code** field. The field is mandatory. The field is filled in automatically, if Object code is filled, the code of a related contact person is copied; or if Warehouse—To is filled, the value of the related Person in charge field is copied.

h. Select the type of vehicle in the **Vehicle type** field. The field is mandatory.

i. You can enter comments referring to the loading kit in the **Comments** field.

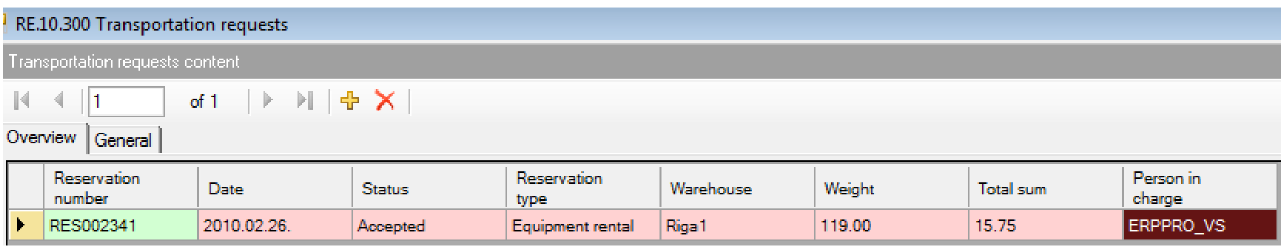


Figure 184

8. You can select a reservation corresponding to the customer in the **Reservation number** field of the **Transportation requests content** section (See Figure 184).

9. The Actions button has the following sub-buttons:

   - **Prepare** - to request transportation. It is used to request transportation. This button is available, if all mandatory fields are filled with records in Draft status. When you press the button, the status of the request changes to Prepared.

- **Cancel request**. This button is available for kits in Prepared, Accepted and Partly delivered statuses, if no route is linked to the request. When you press the button, the order in Partly delivered status changes its status to Delivered. In other statuses (Prepared, Accepted) – to Draft.
- **Copy request** – this button is available for transportation requests in Accepted, Prepared, Partly delivered, Delivered statuses. When you press this button, a copy of the marked request in Draft status is created.
- **Create transport order**. This button is available for kits in Prepared, Accepted status to users with user rights ADMIN, TM - Transport manager, WM – warehouse manager. When you press the button the RE.10.410.Transport orders window is opened, and a new route record with filled in Transportation request number is created.

Transport orders (RE.10.410 Transport orders)

1. In the navigation menu of the window select **RENT → Rental delivery and sales → Planning of transportation and shipping → RE.10.410 Transport orders.**

2. The **RE.10.410.Transport order** window is intended for planning, adding, editing routes and issuing transportation invoices to the customer. The window contains information about costs and income from movement of a vehicle. The following sections are available in the **RE.10.410 Transport orders** window:

   - Filter;
   - Operation;
   - Transport order;
   - Transport order content.

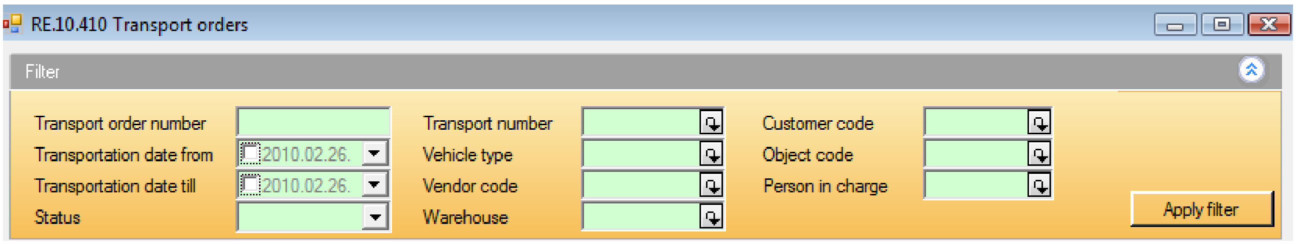


Figure 185

3. In **Filter** section (See Figure 185) it is possible to select data according to the following fields:

   - **Transport order number** – route number;
   - **Transportation date from** – route date from;
   - **Transportation date till** – route date till;
   - **Status**;
   - **Transport number** – vehicle number;
   - **Vehicle type**;
   - **Vendor code** – service provider code;
   - **Warehouse** – warehouse, from which the route starts;
   - **Customer code**;
   - **Object code**;
   - **Person in charge**.

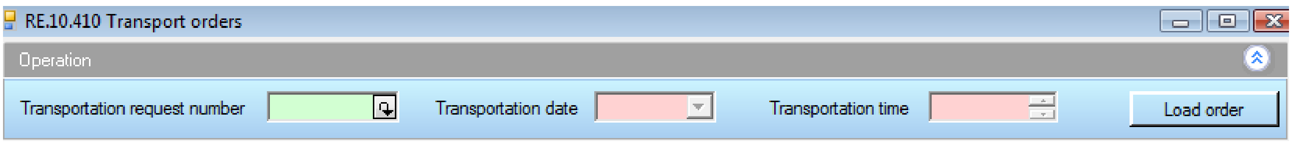


Figure 186

4. The Operation section (See Figure 186) is intended for automated data loading from transportation requests, which are created in the RE.10.300.transportation requests window. The following fields are available for the creation of a new record:

- **Transportation request number**.

When you press the **Load order** button, the selected transportation request is loaded in the route planning section.

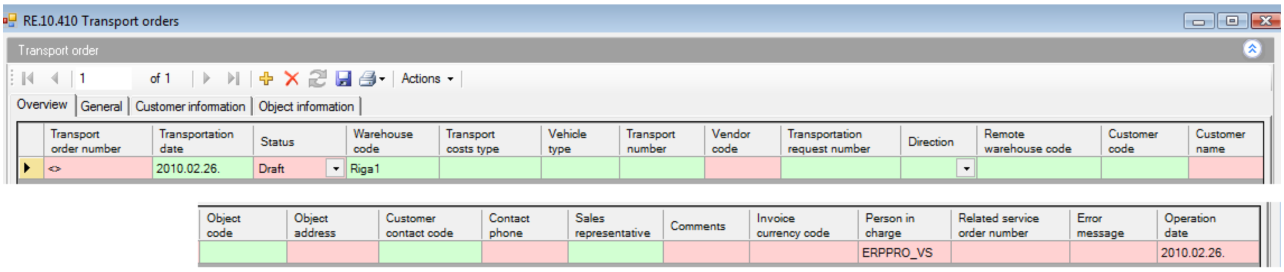


Figure 187

5. The **Transport order** section (See Figure 187) contains up-to-date information about the route. To create a new route:

   a. Enter the transportation date in the **Transportation date** field. You cannot enter a new route with an earlier date. The field is mandatory.

   b. You can select the warehouse from which the route is planned in the **Warehouse code** field. The field is mandatory.

   c. You can select the type of costs in the **Transport Costs type** field. The field is mandatory.

   d. Select the type of vehicle in the **Vehicle type** field. The field is mandatory.

   e. You can select the vehicle number in the **Transport number** field. The field is mandatory.

   f. You can select the transportation request number in the **Transportation request number** field.

   g. You can select the direction of transportation of the transportation request in the **Direction** field. It can be changed in Draft status, if the Transportation request number field is blank. The field is mandatory.

   h. Select the code of the warehouse to which items should be transferred in the **Remote warehouse code** field. It cannot be identical to the Warehouse value. The field is not active, if a value is specified in the Customer code field. The field is mandatory, if no value is specified in the Customer code field.

   i. You can select the code of the customer in the **Customer code** field. The field is not active, if a value is specified in the Warehouse – To field. The field is mandatory, if no value is specified in the Warehouse – To field.

j. You can select the code of the object in the **Object code** field. Only addresses of the objects of the respective customer specified in the Customer code field are available for selection. The field is not active, if a value is specified in the Warehouse – To field. The field is mandatory, if no value is specified in the Warehouse – To field.

k. You can select the code of the customer's contact person in the **Customer contact code** field. The field can be changed in Daft status, if the Transportation request number field is blank and no value is specified in the Warehouse-To field. In other cases the field cannot be changed.

l. You can select customer's manager in the **Sales representative** field. The field is mandatory, if the Customer code is specified. The field is not active, if a Warehouse – To value is specified.

m. You can enter comments referring to the route in the **Comments** field.

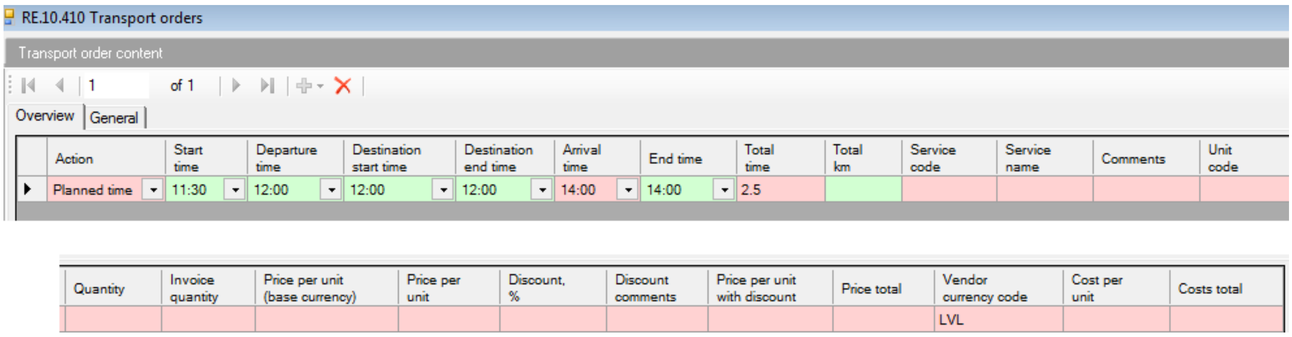


Figure 188

6. The Transport order content section (See Figure 188) contains information about performance of the route. You can edit and add records in Draft, Prepared, Rejected status. Creating a new route you must specify the Planned time.

   If the specified Vehicle type has Vehicle type type=Customer transport, in this case you cannot issue a transportation invoice to the customer, but you should enter the planned loading time of the route.

   If the specified Vehicle type has Vehicle type type=Company transport, in this case you must issue a transportation invoice to the customer, but you must enter the route planning and actual performance time of the route in the Transport order content section.

   Adding a new record:

   a. Select the description of the action in the **Action** field. Available values: Planned time, Actual time. The field is mandatory.

   b. Enter the start time of loading in the **Start time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases.

c. Enter the start time (departure) of the route in the **Departure time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases. The field is mandatory.

d. Enter the time of reaching the destination of the route (object/warehouse) in the **Destination start time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases. The field is mandatory.

e. Enter the time of departure from the destination of the route (object/warehouse) in the **Destination end time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases. The field is mandatory.

f. Enter the return time of the route in the **Arrival time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases. The field is mandatory.

g. Enter the end time of unloading in the **End time** field. The field can be changed in draft status – in the Planned time row or in Prepared, Rejected status – in the Actual time row. It cannot be changed in other cases.

h. Enter the total kilometrage of the route in the **Total km** field. It is mandatory, if a product with km value in the Unit field is selected in the Service code field. It can be changed in draft status – in the Planned time row and in Prepared, Rejected status – in the Actual time row.

i. Select the number of the service in the **Service code** field. It is available only for products with Service type. The field is mandatory in the Actual time row. The field can be changed in the Prepared – Actual time row.

j. You can add comments referring to the specific additional service in the **Comments** field. The field is Not active, if the "Service code" is blank.

k. You can enter the quantity of the invoice in the **Invoice quantity** field. The field can be changed in the Prepared – Actual time row. The field is filled in automatically, if a service with a Unit is selected in the Service code field. If the Unit is KM, then the Total km value is loaded; if the Unit is HS, then the value of the Total time field is loaded.

l. You can enter the discount applied for the additional service price in the **Discount %** field. The field can be changed in Draft, Rejected status, if quantity >0. The field is filled in automatically, if a discount is defined.

m. Add grounds for the discount in the **Discount comments** field. The field is mandatory, if the entered discount is higher than it is defined,

n. You can enter a unit price with discount in the customer's currency in the **Price per unit with discount** field. The field is not active, if the Service code is blank. In other cases the field is mandatory. The field is filled in automatically using the formula: *Price per unit"-("Price per unit"* (Discount%/100%))*

o. You can enter costs per unit of the additional service in the **Costs per unit** field. The field is mandatory, if the value of the Quantity field is higher than 0 or a Vendor not related to the company is specified in the Vendor code field. If you enter Costs total first, then the field is filled in automatically using the formula *"Costs total"/"Quantity"*.

p. You can enter the total price of the additional service in the supplier's currency in the **Costs total** field. The field is mandatory, if the value of the Quantity field is higher than 0 or a Vendor not related to the company is specified in the Vendor code field. For the Actual time row the field is filled in automatically using the formula: *"Cost per unit"* "Quantity"*.

Users

Users List (SY.10.200 Users list)

1. In the navigation menu of the window select **System -> Users -> SY.10.200 Users list.**

2. The **SY.10.200 Users list** window contains information on users. It is possible to add and change information on users.

3. The following sections are available in the **SY.10.100 Company information** window:

   - Filter;
   - Users;
   - Employment.

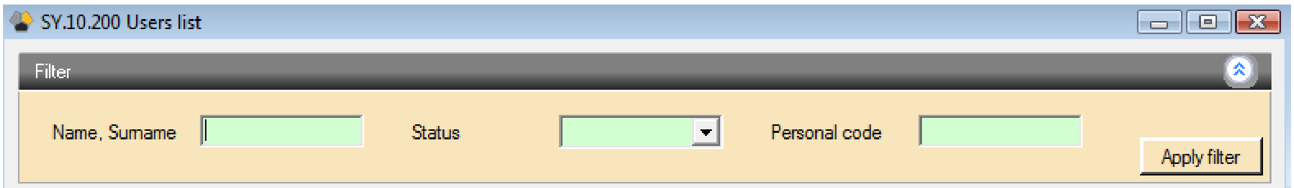


Figure 75

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. Name, surname – name, surname of the employee;
   b. Status – status of the employee. Possible statuses;
   c. National identifier – identity number.

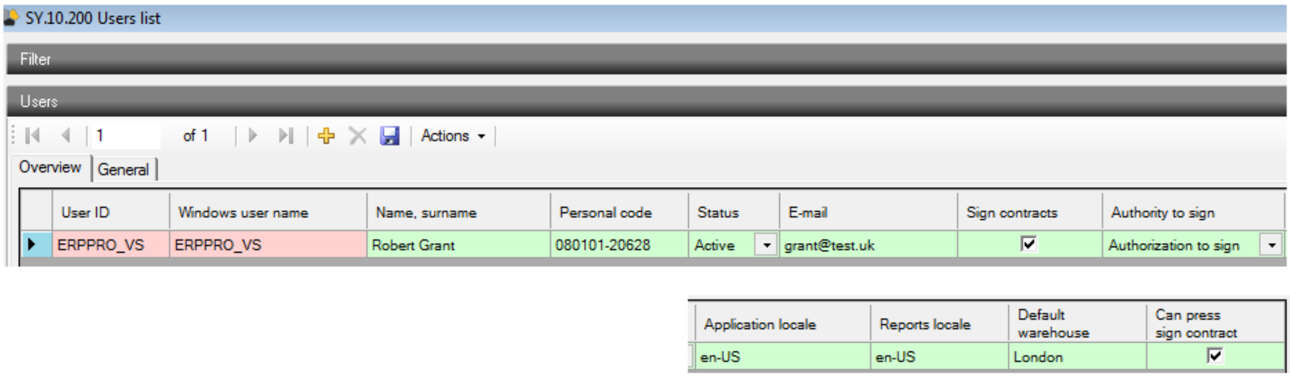


Figure 76

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **Users**:

   a. User ID – identifier of the user
   b. Windows user name – user name of the domain
   c. Name, surname – name, surname of the employee
   d. Personal code – identity number

e. Status – status of the employee in the system
f. E-mail – e-mail address of the employee
g. Sign contracts – reference that the respective user is entitled to sign contracts with a customer
h. Authority to sign – authority to sign a contract. It shows on what basis the user signs contract's warrants or refers to authority to sign
i. Application locale – language to be used for program windows
j. Reports locale – language to be used for program reports
k. Default warehouse

6. The tab **General** of the section **Users** contains the same fields showed and described in the tab **Overview**.

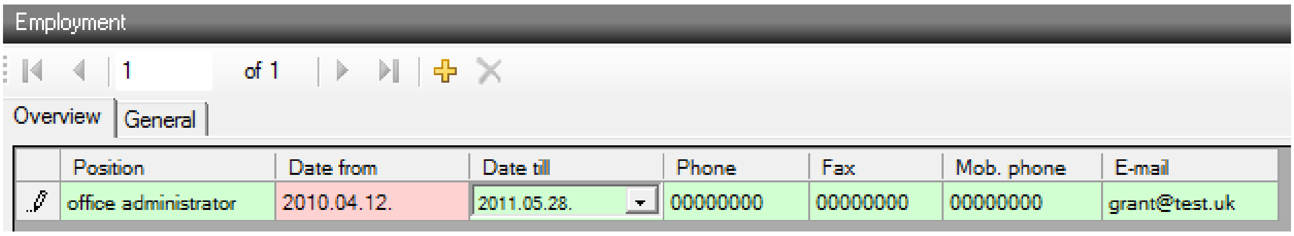


Figure 77

7. The following fields are available in the tab **Overview** (See FigureFigure 77) of the section **Employment**:
   a. Position;
   b. Date from – date when the user starts working in a particular position;
   c. Date till – date until the user has a particular position;
   d. Phone;
   e. Fax;
   f. Mobile phone;
   g. E-mail;

8. The tab **General** of the section **Employment** contains the same fields showed and described in the tab **Overview.**
9. **Buttons:**

9.1. <u>"Activate"</u> – a button available for users having status "Draft" and "Inactive" on which there is active information on employment entered in the section "Employment". After clicking the button, value of the field "Status" is changed to "Active".

9.2. <u>"Inactivate"</u> – a button available for users having status "Active". After clicking the button, value of the field "Status" of the sections "Users" and "Employment" is changed to "Inactive".

User roles (SY.10.250 User roles)

1. Choose in the window navigation **System -> Users -> SY.10.250 User roles.**

2. The window **SY.10.250 User roles** sontains all the roles available in the system.

3. In the window **SY.10.250 User roles** there are the following sections available:

   - Filter;
   - Roles.

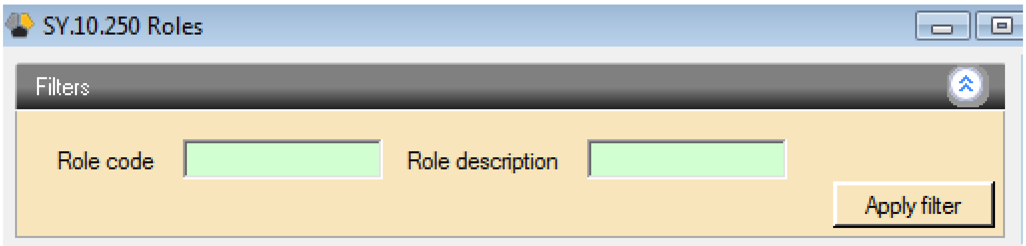


Figure 189

4. In the section **Filter** (see Figure 189) the data can be selected by the following fields:

   a. „Role code” (denotation)
   b. „Role description”

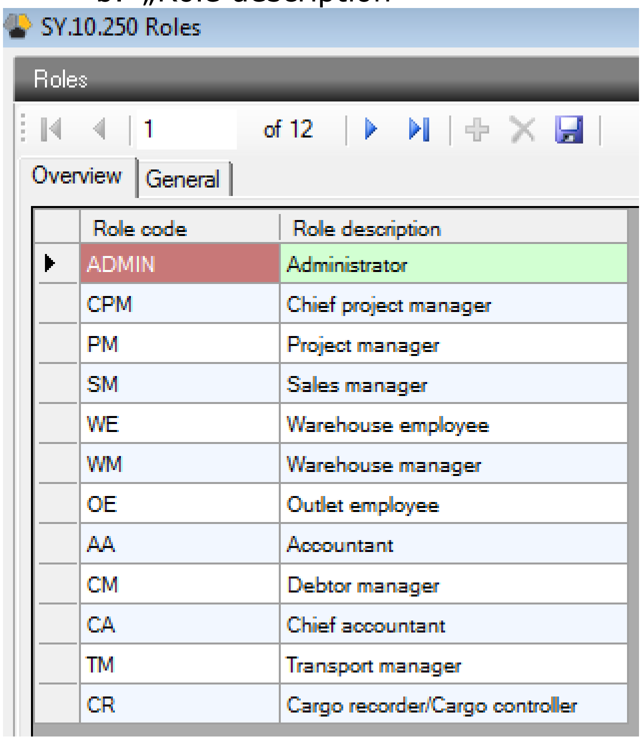


Figure 190

5. In the section **Roles** (see Figure 190) the user groups registerred in the system are being depicted. All the fields are compulsory. The meaning of the fields:
    a. „Role code" – a unique value!
    b. „ Role description"

User roles are viewed in the Table 1

Table 1 Role List

Group code	Group description
ADMIN	Administrator
CPM	Chief project manager
PM	Project manager
SM	Sales manager
WE	Warehouse employee
WM	Warehouse manager
OE	Outlet employee
AA	Accountant
CM	Debtor manager
CA	Chief accountant
TM	Transport manager
CR	Cargo recorder/Cargo controller

Lists of User Group (SY.10.300 User group list)

1. In the navigation menu of the window select **System -> Users -> SY.10.300 User group list.**

2. The **SY.10.300 User group list** window contains information on users groups registered in the system. It is possible to add and change users groups.

3. The following sections are available in the **SY.10.300 User group list** window:

   - Filter;
   - Groups/settings;
   - Users.

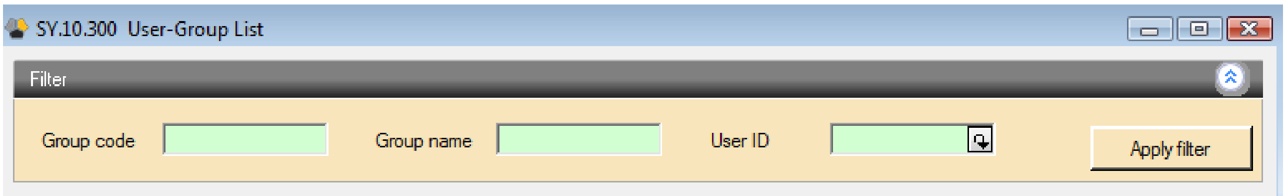


Figure 78

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Group code" – it is possible to filter by code of the group;
   b. "Group name" – it is possible to filter by name of the group;
   c. "User ID" – it is possible to filter by user's ID. By indicating the value of this field in the section "User groups/setting" all the groups in which the user has been included are selected, and all users included in the selected groups are showed under each group in the section "Users".

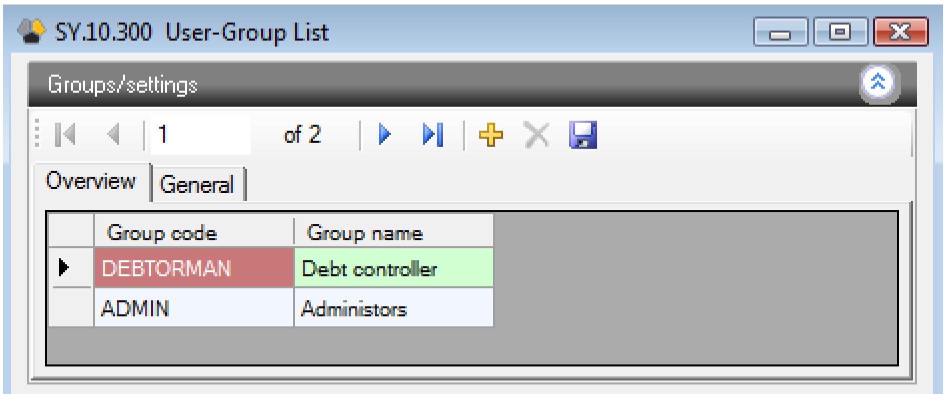


Figure 79

5. The following fields are available in the tab **Overview** (See FigureFigure 692) of the section **Groups/settings**:

   a. "Group code" – number of group identification. It may not be repeated.
   b. "Group name".

6. The tab **General** of the section **Users** contains the same fields showed and described in the tab **Overview**.

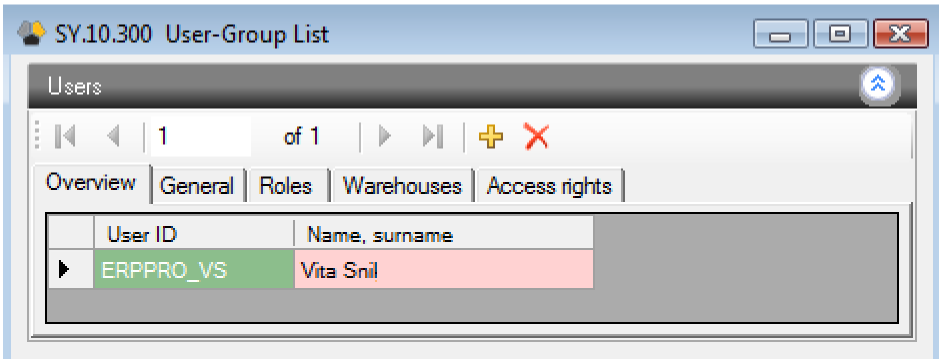


Figure 80

7. Users' names existing in the system are showed in the section **Users**. All fields are mandatory. There should be at least one user per group.

7.1. The following fields are available in the tab **Overview** (See FigureFigure 77) of the section **Users**:

a. User ID – user name of the domain. It may not be repeated.

b. Name, surname – name, surname of the owner of the user name.

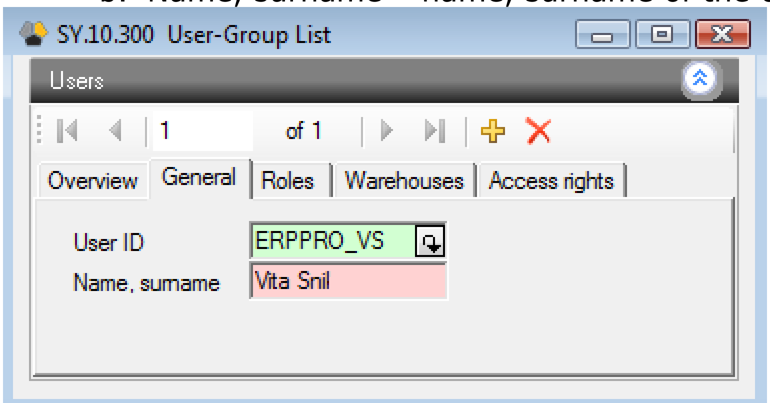


Figure 81

7.2. The tab **General** of the section **Users** (See Figure 4) contains the same fields showed and described in the tab **Overview**.

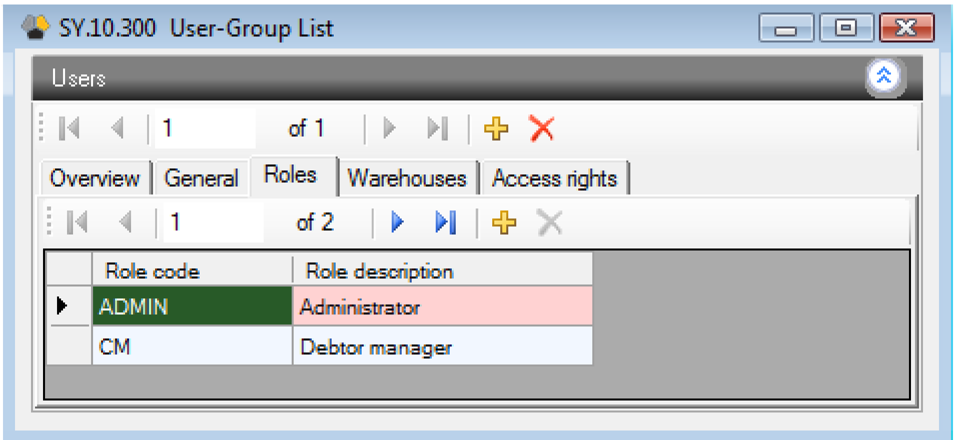


Figure 82

7.3. Roles available for all users added to the users group are showed in the tab **Roles** of the section **Users** (see FigureFigure 82). Roles can be added to or deleted from this tab. One and the same role may not be added to the group more than once. The following fields are available:

a. Role code – role of the user. The following roles are offered:
   - AA – Accountant
   - ADMIN – Administrator
   - CA – Chief accountant
   - CM – Debtor manager
   - CPM – Chief project manager
   - CR – Cargo recorder/Cargo controller
   - OE – Outlet employee
   - PM – Project manager
   - SM – Sales manager
   - TM – Transport manager
   - WE – Warehouse employee
   - WM – Warehouse manager

b. Role description – description of the user's role. Field is read-only.

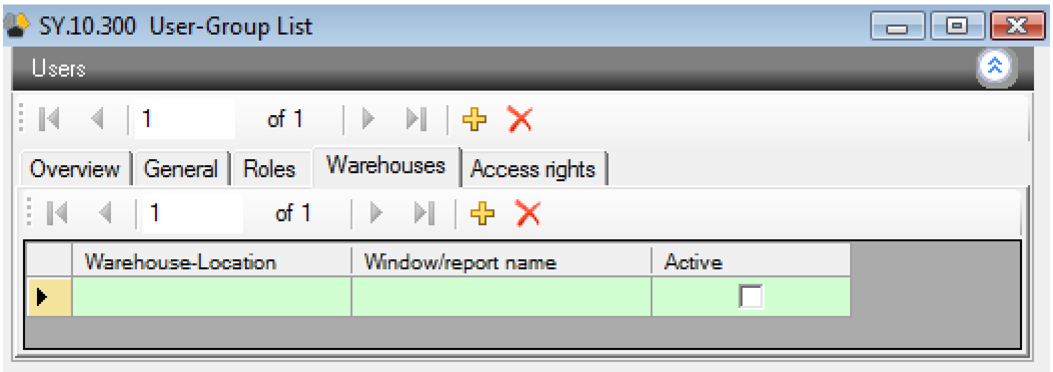


Figure 83

7.4. It is possible to specify location places of a warehouse in the tab **Warehouses** of the section **Users** (see FigureFigure 83) which will be available for every user group in every window. It will be possible to choose those warehouse location places in a list F3 with warehouse location places in the specified window to which a corresponding window is added in this section.

You can specify one window only once for each user group of one and the same warehouse location place, i.e., if an entry with value combination of such fields as "Warehouse", "Location" and "Window name" already exists, then it is not impossible to add it for a second time. Location place can be added or removed from the window by specifying value of the field "Active".

Available fields:

a. Warehouse – Location – code of warehouse location;
b. Window/report name – name of the window;
c. Active – reference whether information contained by entry is active

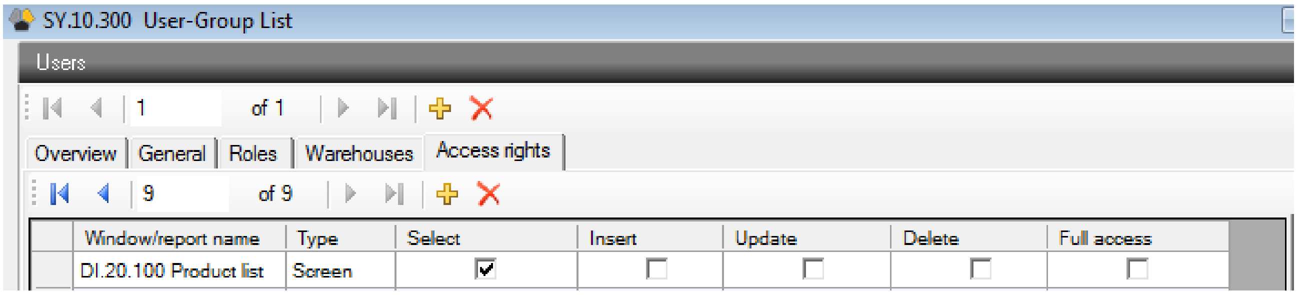


Figure 84

7.5. The tab **Access rights** of the section **Users** (See FigureFigure 84) contains information on which windows included in the user group are available for users and on which level a user can use the respective windows. Additionally, warehouse location places which the user will be able to select in particular windows are set up.

Available fields:

a. Window/Report name – name of the window or report. It may not be repeated;

b. Type – type of the entry.

Other columns contain Checkbox values which show which actions users are entitled to do. When saving the entry, a tick may be put only in one of the entries stated below:

- SELECT – it is possible only to read information in the window;
- INSERT – it is possible to read and change entries existing in the window as well as to add a new entry;
- DELETE – additionally, it is possible to delete already added entry in the window (in statuses when it is allowed);
- FULL ACCESS – all the above stated rights and rights to additional actions (it depends on specifics of each particular window) which are not available in any of the previous cases.

After default a "Select" column is ticked, ticks have to be put or removed manually for the rest of the fields. It is not allowed to save an entry that has no ticks.

Warehouse administration

Warehouse List (DI.10.100 Warehouse list)

1. In the navigation menu of the window select **Warehouse administration -> Warehouse administration -> DI.10.100 Warehouse list.**

2. The **DI.10.100 Warehouse list** window contains information on all used warehouses in the framework of the system.

3. The following sections are available in the **DI.10.100 Warehouse list** window:

   - Filter;
   - Warehouses.

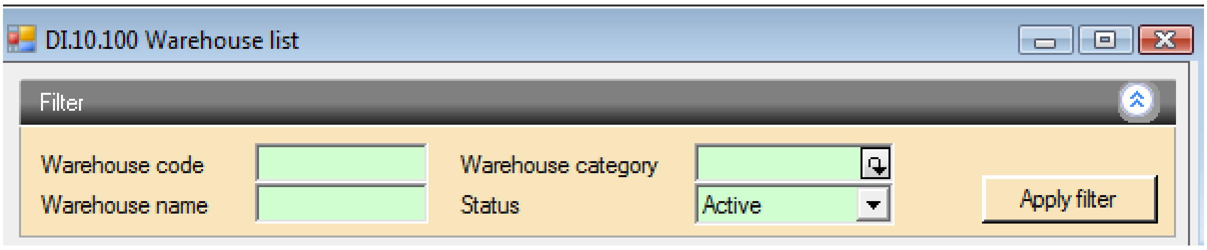


Figure 85

4. In the **Filter** section (See FigureFigure 3) it is possible to select data according to the following fields:

   a. "Warehouse code";
   b. "Warehouse name";
   c. "Status";
   d. "Warehouse category".

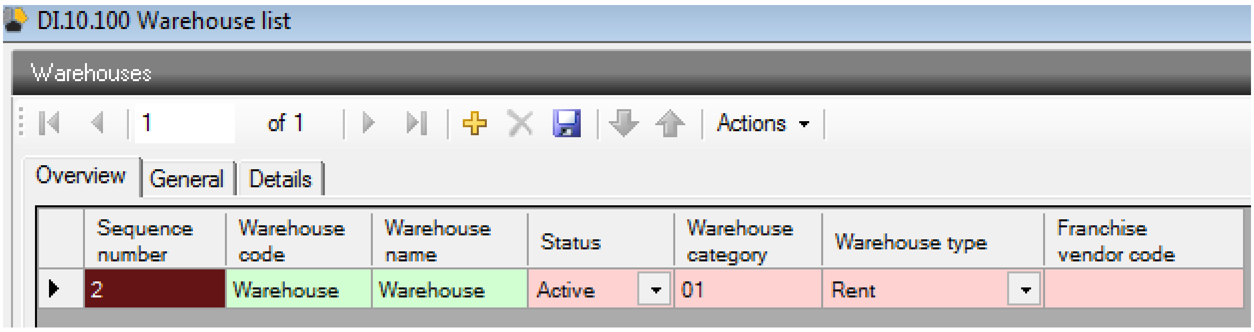


Figure 86

5. The following fields are available in the tab **Overview** of the section **Warehouses** (See FigureFigure 692):

   a. "Sequence number" – sequence number of the warehouse;
   b. "Warehouse code". The code is defined by user and it may not be repeated in the framework of the company;

c. “Warehouse name”. It may not be repeated in the framework of the company;
d. „Status”;
e. „Warehouse category”;
f. „Warehouse type” – reference to the type of the warehouse;
g. „Franchise vendor code”.

6. The tab **General** of the section **Warehouses** contains the same fields showed and described in the tab **Overview**.

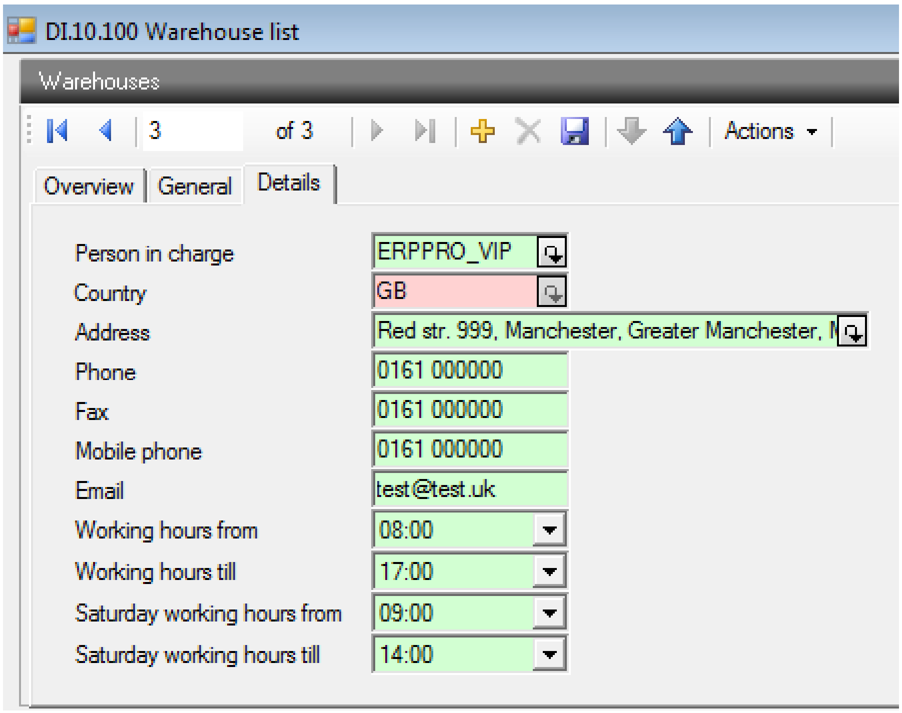


Figure 87

7. The following fields are available in the tab **Details** of the section **Warehouses** (see figureFigure 87):
   a. “Person in charge” – ID of person in charge of the warehouse.
   b. “Country”.
   c. “Address” – address of the warehouse.
   d. “Phone”.
   e. “Fax”.
   f. “Mobile phone”.
   g. “E-mail”.
   h. “Working hours from” – beginning of working hours.
   i. “Working hours till” – closing hours.
   j. “Saturday Working hours from” – beginning of working hours on Saturdays.
   k. “Saturday Working hours till” – closing hours on Saturdays.
8. Buttons

8.1. The following sub-buttons are available for the button “Actions”:

- “Activate” – the button is available for warehouses having statuses “Draft” and “Inactive”. After clicking the button, a status “Active” is set for created entries.
- “Inactivate” – the buttons is available for warehouses having status “Active”. After clicking the button a checkup is made whether balance is equal with 0 in all warehouse location places. If it is so, then a status

"Inactive" is set for the warehouse. If not, an announcement is made that there are remnants of products in the warehouse location places.

8.2. Button to increase/decrease priority:

- "Move up" – after clicking the button, marked priority of checkup criteria is increased by one, and priority of the checkup criteria which previously had that priority, is decreased by one.
- "Move down" – after clicking the button marked priority of checkup criteria is decreased by one, and priority of the checkup criteria which previously had that priority, is increased by one.

Location list (DI.10.150 Location list)

1. Choose in the window navigation **Warehouse administration -> Warehouse administration -> DI.10.150 Location list.**

2. In the window **DI.10.150 Location list** you can see location places used in the system. Location place is the tiniest unit of the warehouse where line of goods has been stored actually or logically. The lines of goods stored in each location place are meant for different purposes and the access to the lines of goods of different location places is realized from different places of the system (windows). You can not add information manually in the window.

3. In the window **DI.10.150 Location list** there are the following sections available:

   - Filter;
   - Locations.

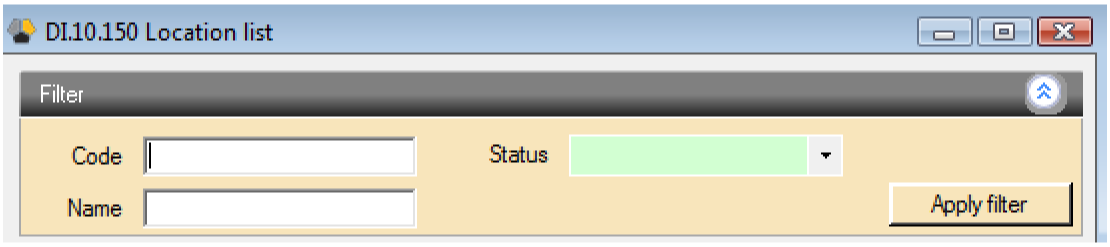
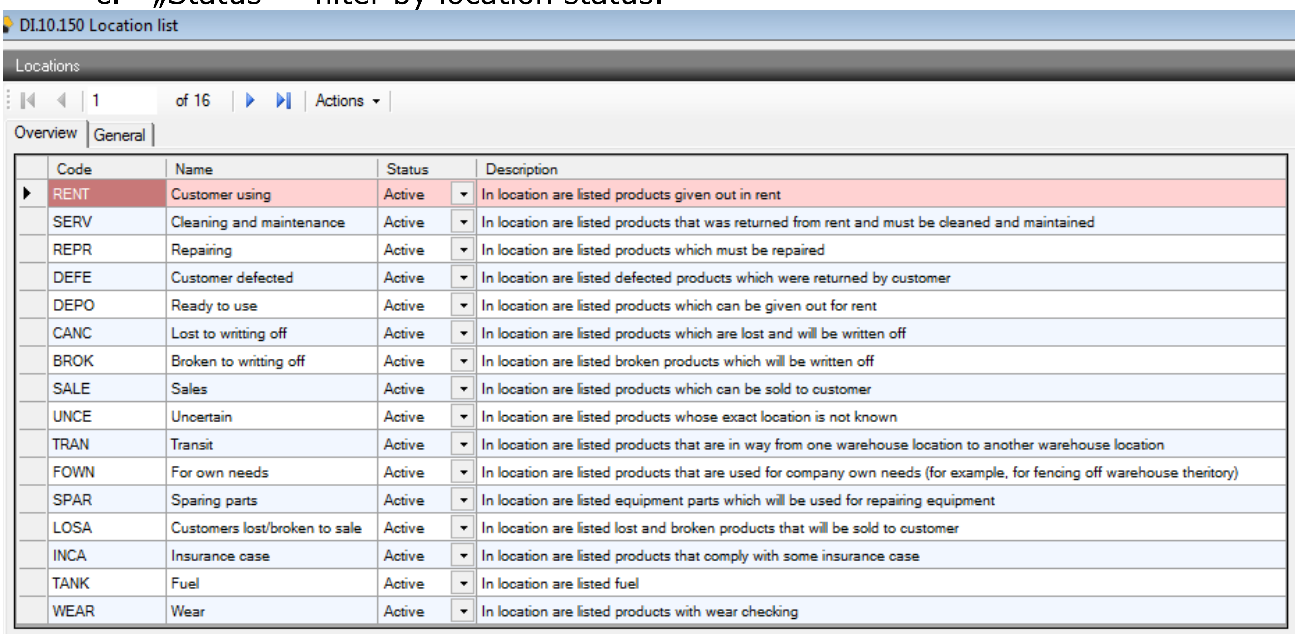


Figure 191

4. In the section **Filter** (see. Figure 191) you can select data by the following fields:

   a. „Code" – filter by location place notation;
   b. „Name" – filter by location place name;
   c. „Status" – filter by location status.



Code	Name	Status	Description
RENT	Customer using	Active	In location are listed products given out in rent
SERV	Cleaning and maintenance	Active	In location are listed products that was returned from rent and must be cleaned and maintained
REPR	Repairing	Active	In location are listed products which must be repaired
DEFE	Customer defected	Active	In location are listed defected products which were returned by customer
DEPO	Ready to use	Active	In location are listed products which can be given out for rent
CANC	Lost to writting off	Active	In location are listed products which are lost and will be written off
BROK	Broken to writting off	Active	In location are listed broken products which will be written off
SALE	Sales	Active	In location are listed products which can be sold to customer
UNCE	Uncertain	Active	In location are listed products whose exact location is not known
TRAN	Transit	Active	In location are listed products that are in way from one warehouse location to another warehouse location
FOWN	For own needs	Active	In location are listed products that are used for company own needs (for example, for fencing off warehouse theritory)
SPAR	Sparing parts	Active	In location are listed equipment parts which will be used for repairing equipment
LOSA	Customers lost/broken to sale	Active	In location are listed lost and broken products that will be sold to customer
INCA	Insurance case	Active	In location are listed products that comply with some insurance case
TANK	Fuel	Active	In location are listed fuel
WEAR	Wear	Active	In location are listed products with wear checking

Figure 192

5. In the section **Locations** (see Figure 192) are depicted all existing location places. The records can not be delated or editted. The fields available:

   a. "Code" – the code of location place. The code is unique for each compny.
   b. „Name" – the name of the location place. The code is unique for each company (for ex, this can be an abbreviation of the location place application).
   c. „Status" – the status of location place.
   d. „Description" – the description of location place. The basic function of the storage place is described.
6. The botton „Actions" has the following sub-buttons:

   a. „Activate" – available in the status „Inactive" for existing location places. After pushing the button the status of the location placer is changed into „Active".
   b. „Inactivate" – available in the status „Active" for existing location places. The button is used to lock the location place, if the location place for some reason is not needed any more. The location place can be locked in case the location place for all the warehouses in the window WA.10.200 Warehouse-Location List is „Inactive", there are no lines of goods in this location place and, there have been rent-invoices being generated for the lines of goods issued for rental usage from that place of location.
7. Description of location places.

   There are certain user-restrictions for location places, the availablee surplus of which they can change directly by using transfer window or using other windows by requesting transformation order generation automatically.

   The lines of goods are always being transferred among location places by transfer orders, generated in the window WA.10.300 Transfer orders. Transfer orders can be generated by two methods:

- Manually – when a user opens the window WA.10.300 Transfer orders and forms there a transfer order by which the lines of goods are being transferred;
- Automatically – when a user performs activities in rent windows, resulting in activation of the service, automatically a transfer order is being generated for transfer of the lines of goods in the window WA.10.300 Transfer orders.
  The balances of all the location places can be seen in the window WA.20.100 Location balance.

Location List in Table 1.

Table 2 Location List

Code	Name	Description
RENT	Customer using	In location are listed products given out in
SERV	Cleaning and	In location are listed products that was

REPR	Repairing	In location are listed products which must be
DEFE	Customer defected	In location are listed defected products which were returned by customer
DEPO	Ready to use	In location are listed products which can be
CANC	Lost to writting off	In location are listed products which are lost and will be written off
BROK	Broken to writting	In location are listed broken products which
SALE	Sales	In location are listed products which can be
UNCE	Uncertain	In location are listed products whose exact location is not known
TRAN	Transit	In location are listed products that are in way from one warehouse location to another
FOWN	For own needs	In location are listed products that are used for company own needs (for example, for
SPAR	Sparing parts	In location are listed equipment parts which will be used for repairing equipment
LOSA	Customers lost/broken to sale	In location are listed lost and broken products that will be sold to customer
INCA	Insurance case	In location are listed products that comply
TANK	Fuel	In location are listed fuel
WEAR	Wear	In location are listed products with wear

Receipt orders (WA.10.100 Receipt orders)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product transaction → WA.10.100 Receipt orders.**

2. You can add a receipt order in the **WA.10.100 Receipt orders** window. The following sections are available in the **WA.10.100 Receipt orders** window:

   - Filter;

   - Receipt orders;

   - Receipt order content.

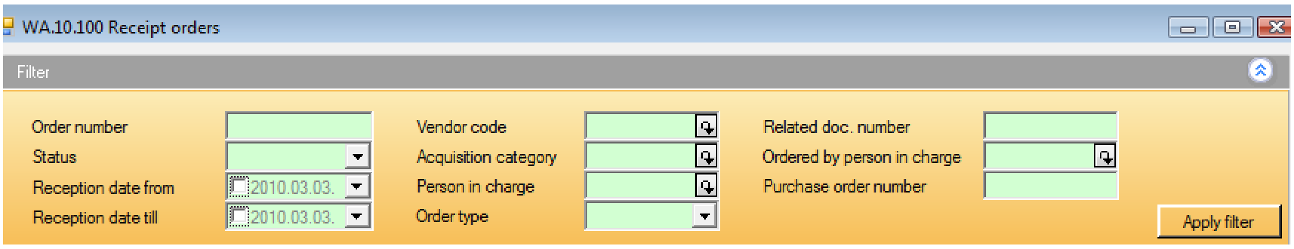


Figure 193

3. In **Filter** section (See Figure 193) it is possible to select data according to the following fields:

   a. **Order number**;
   b. **Status** - order status;
   c. **Reception date from**;
   d. **Reception date till**;
   e. **Vendor code** – vendor number;
   f. **Acquisition category** – acquisition type;
   g. **Person in charge**;
   h. **Order type** – order creation type;
   i. **Related doc. number**;
   j. **Ordered by person in charge** – user, who has made the purchase order;
   k. **Purchase order number**.

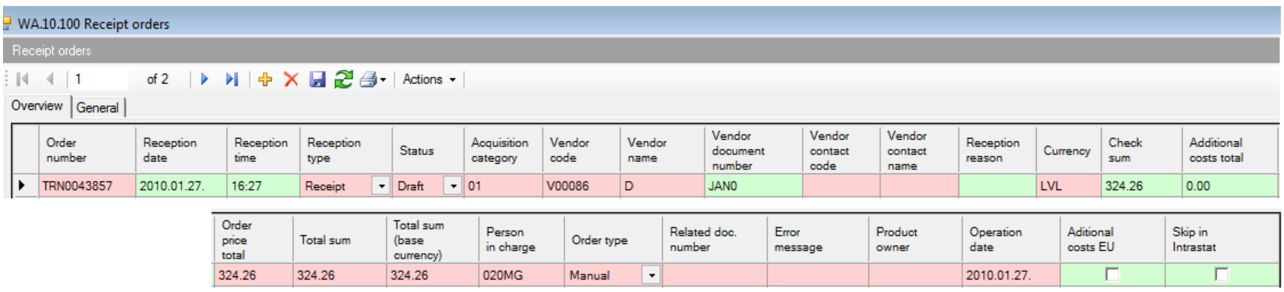


Figure 194

4. The **Receipt order** section (See Figure 194) contains general information about the receipt order. You can add new records and edit records in Draft

status in this section. You can delete records with Process error status. The following fields are available for adding a new record:

a. You can enter the date of the reception of the product in the **Reception date** field. The field is mandatory.

b. You can enter the time of reception of the product in the **Reception time** field. The field is mandatory.

c. Select the acquisition type (dimension) in the **Acquisition category** field. The field is mandatory.

d. Select the vendor in the **Vendor code** field. The field is mandatory.

e. Enter the document number, based on which items are received for accounting (e.g. vendor's invoice number, act number, etc.) in the **Vendor document number** field. The field is mandatory.

f. Select the vendor's contact person in the **Vendor contact code** field. The field is available, if the Acquisition type is Rerent or Splitrent.

g. Specify the reason, why items are received for accounting in the **Reception reason** field. The field is not mandatory.

h. Select the vendor's invoice currency in the **Currency** field. The field is mandatory.

i. Prior to saving the record, enter the total product acquisition price with costs in the **Check sum** field. When you save the receipt order, first a checkup is performed whether its value matches the value in the Total sum field. If it does not match, a respective error message is displayed that values should match. The field is mandatory.

j. You can enter the additional costs sum in the **Additional costs total** field. The field is not mandatory.

k. Select the product owner in the **Product owner** field. The field is mandatory, if the Acquisition type is Rerent or Splitrent.

l. If you check the **Additional costs EU** checkbox, it is the indication that costs related to transportation should be also included in the Intrastat report, because the transporter is EU country. The field is not mandatory.

m. If you check the **Skip in intrastat** field, you indicate that the information included in the receipt order will not be included in the Intrastat report. The field is not mandatory.

5. The **Receipt order content** section contains information about products included in the receipt order. The section consists of the following tabs:

- Overview;
- General;
- Rerent/Splitrent data;

- Item data;
- Check list.

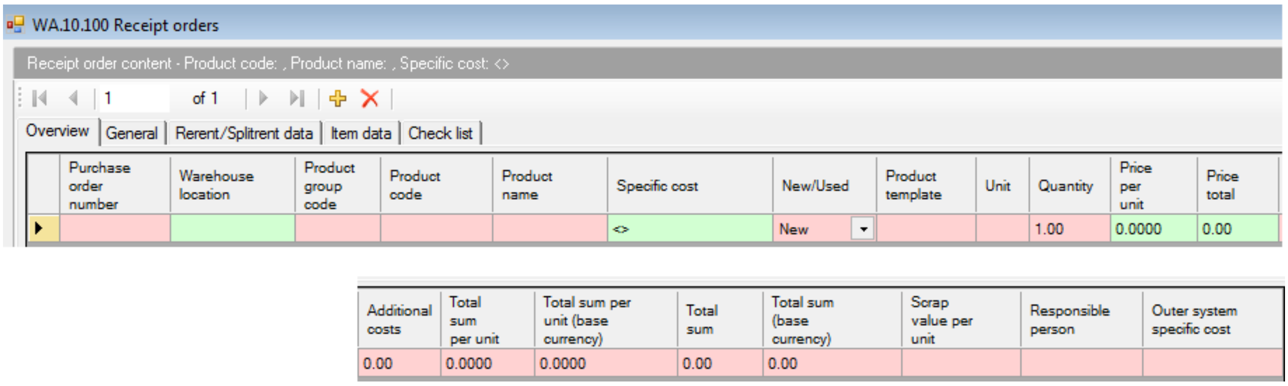


Figure 195

5.1. The following fields available in the **Overview** tab (See Figure 195):

a. Select a warehouse storage location in the **Warehouse-Location** field. It is possible to perform reception of products at several warehouses simultaneously, if you select respective warehouse storage locations in this field. The field is mandatory.

b. Select the product possession group number in the **Product group code** field. The field is mandatory.

c. Select the product code in the **Product code** field. The field is mandatory. In case of Rerent, Splitrent a Purchase order should be created and approved, because codes and Purchase orders of a respective vendor are offered.

d. You can enter the product cost code in the **Specific cost** field. The code should be unique and it cannot repeat within the company matching other Product code. If the Specific cost field is left blank. Then the specific cost code is generated automatically, when you approve the record using the Process button.

e. Select a reference to whether the item is new or used in the **New/Used** field. The field is mandatory, if the Acquisition category is Acquisition.

f. Enter the quantity of received products in the **Quantity** field. It should be noted that Unit items must be received, creating separate records for each unit (quantity equal to 1) – Specific cost will be entered or generated for each item separately. It can be changed in Draft, Process error status for Bulk item products. The field cannot be changed, importing from the outer system, if the Acquisition type is Rerent or Splitrent. It cannot be changed for Unit item products.

g. Enter the price per unit of the received product in the **Price per unit** field (in customer’s currency). The field is mandatory.

h. Enter the total price of the received product in the **Price total** field. The field displays the final product acquisition price specified in the vendor's invoice (without additional costs).

i. You can enter the value of scrap per unit in the **Scrap value** per unit field. The field is not mandatory.

5.2. The **General** tab contains the same field values, which are displayed and described in the **Overview** tab.

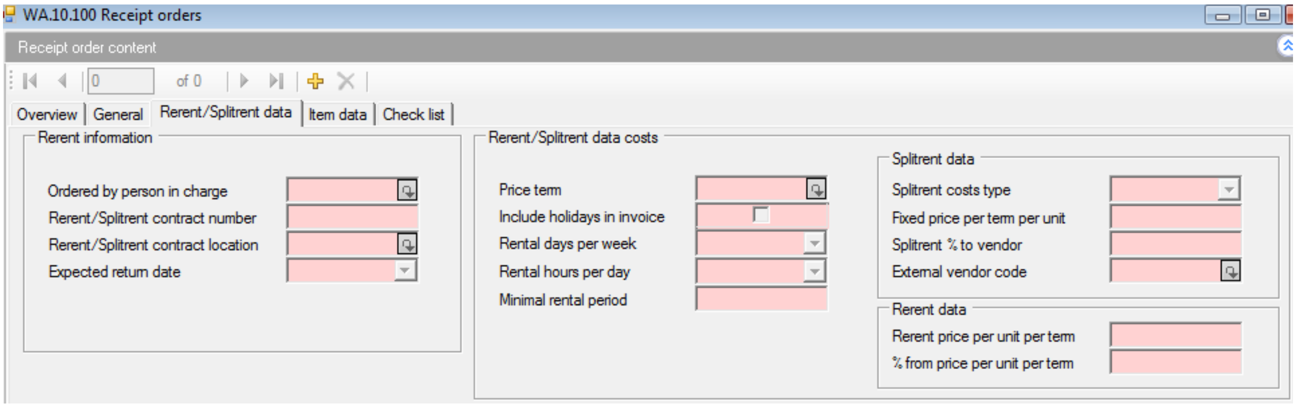


Figure 196

5.3. The **Rerent/Splitrent data** tab (See Figure 196) contains additional information about the rerented products. The tab is available only, if the Acquisition type is Rerent, Splitrent, Operational lease.

a. You can enter the person in charge of making orders in the **Ordered by person in charge** field. The field is mandatory.

b. You can enter the rerent contract number of received products in the **Rerent / Splitrent contract number** field. By default the field is equal to the Vendor invoice number field. The field is mandatory.

c. You can enter the rerent contract location of received products in the **Rerent / Splitrent contract location** field. By default the field is equal to the Warehouse specified in the Warehouse-Location field. The field is mandatory.

d. If you check the **Include holidays in invoice** checkbox, it is indication to whether while generating product costs holidays will also be included in the rent.

e. You can select the number of days in a week for which the rent price is calculated in the **Rental days per week** field. The field is mandatory.

f. You can select the number of hours a day for which the rerent costs are calculated in the **Rental hours per day** field. This parameter should be set for products, for which the price per hour is specified. The field is mandatory.

g. You can enter the minimum rerent period in the **Minimal rental period** field. The field is mandatory.

h. You can enter the rerent rent price for one unit of period specified in the Price term field in the **Rerent price per term per unit** field. Mandatory if Rerent.

i. You can enter the rerent rent price in percentage from price for unit specified in the Price term field in the **% from price per unit per term** field. Mandatory if Rerent.

j. You can enter the type of rerent costs in the **Splitrent costs type** field. Mandatory if Splitrent.

k. You can enter the fixed rent price for one unit of period specified in the Price term field in the **Fixed price per term per unit** field. It is mandatory, if the Acquisition category is Splitrent and the Splitrent costs type is Fixed price.

l. You can select the external vendor of the product, performed by the intercompany movement, in the **External vendor code** field. It is mandatory, if Acquisition category is Splitrent, when you perform synchronization from the outer system.

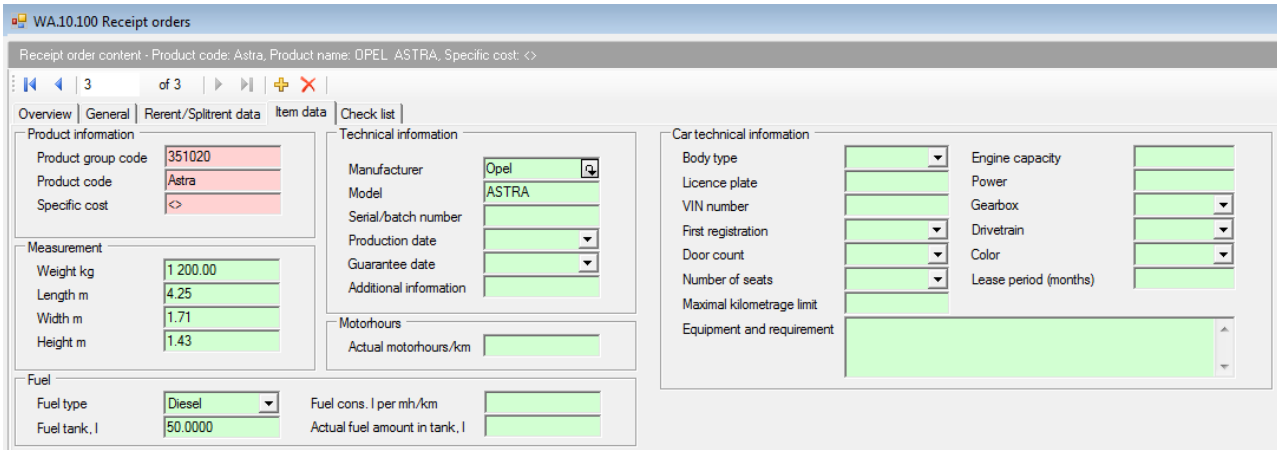


Figure 197

5.4. The **Item data** tab (See Figure 197) contains additional information about the manufacturer and the size of the product to be received. Available fields:

a. You can specify product weight in the **Weight, kg** field. The field is mandatory.

b. You can specify product length in the **Length, m** field. The field is mandatory.

c. You can specify product width in the **Width, m** field. The field is mandatory.

d. You can specify product height in the **Height, m** field. The field is mandatory.

e. You can select the type of fuel used for the operation of the equipment in the **Fuel type** field. It is mandatory, if the product has the Check m/h for fuel consumption field in the DI.20.100.Product list checked.

f. You can enter the fuel tank capacity in the **Fuel tank, l** field. It is mandatory, if the product has the Check m/h for fuel consumption field in the DI.20.100.Product list checked.

g. You can enter the fuel consumption per one motorhour in the **Fuel consumption l per m/h (km)** field. It is mandatory, if the product has the Check m/h for fuel consumption field in the DI.20.100.Product list checked.

h. You can enter the actual amount of fuel in the tank at product reception in the **Actual fuel amount in tank, l** field. It is mandatory for Rerent, Splitrent, Operational lease, if the product has the Check m/h for fuel consumption field in the DI.20.100.Product list checked.

i. You can select the manufacturer in the **Manufacturer** field. The field is mandatory.

j. You can select the model in the **Model** field. The field is mandatory.

k. You can enter the serial number in the **Serial / batch number** field. The field is mandatory.

l. You can enter the date of manufacturing of the product in the **Production date** field. The field is mandatory for Unit item products, if the Acquisition category is Rerent, Splitrent.

m. You can enter the date of expiry of warranty (if any) in the **Guarantee date** field. The field is mandatory for Unit item products, if the Acquisition category is Rerent, Splitrent.

n. You can enter additional information in the **Additional information** field.

o. Enter actual motorhours or kilometers reading data in the **Actual m/h (km)** field.

p. Select the car body type in the **Body type** field. All Item data fields described below (starting from this field) will be displayed only for products having Equipment type value – Car. The field is mandatory.

q. Enter the car registration number in the **Licence plate** field. The field is mandatory.

r. Enter the car chassis number in the **VIN number** field. The field is mandatory.

s. Enter the car registration date in the **First registration** field. The field is mandatory.

t. Enter the number of doors in the car in the **Door count** field. The field is mandatory.

u. Enter the number of seats in the car in the **Number of seats** field. The field is mandatory.

v. Enter the maximum allowable kilometrage of the car specified in its warranty in the **Maximal kilometrage limit** field. The field is mandatory.

w. Enter the engine capacity, fuel type of the car in the **Engine capacity** field. The field is mandatory.

x. Enter the power of the car in the **Power** field. The field is mandatory.

y. Enter the gearbox type of the car in the **Gearbox** field. The field is mandatory.

z. Enter the number of driving axles, drives of the car in the **Drivetrain** field. The field is mandatory.

aa. Enter the colour of the car in the **Colour** field. The field is mandatory.

bb. Enter the lease period of the car in the **Lease period (months)** field. The field is mandatory.

cc. Enter compulsory equipment and requirements of the car in the **Equipment and requirement** field. The field is mandatory.

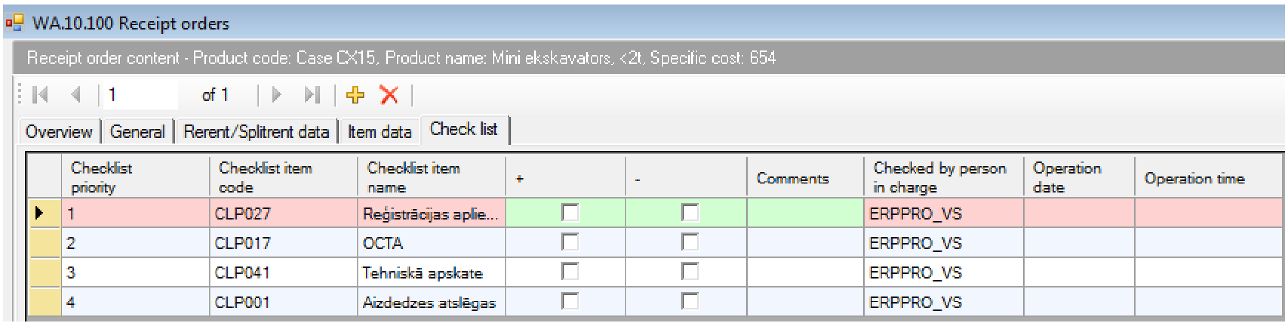


Figure 198

5.5. The **Check list** tab (See Figure 198) is intended for entering and saving of checklist information. All entered information is saved. When you save an order, "+" or "-" field should be marked for each checkup record. Available fields:

a. Check the + field if the checkup is OK.

b. Check the - field if the checkup is not OK.

c. Enter comments about the negative checkup in the Comments field.

6. The **Process** sub-button of the **Actions** button is used to perform the receipt order. This button is available for orders having Draft and Process Error status. When you press the button, the status of the order changes to To process. If the process completes successfully, the status will be Processed. If the processing has completed with an error, the Status field takes the value ProcessError and the error message text will be placed in the Error message field.

7. The **Print** button is available for orders having Processed status. The print button has the following sub-buttons:

7.1. **Acceptance certificate** – this button is intended for printing the reception act.

7.2. **Acceptance note** – this button is intended for printing the reception into accounting act.

Disposal registers (WA.10.200 Disposal orders)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product transaction → WA.10.200 Disposal orders.**

2. You can perform disposal of products in the **WA.10.200 Disposal orders** window. The following sections are available in the **WA.10.200 Disposal orders** window:

   - Filter;
   - Disposals;
   - Disposal content.

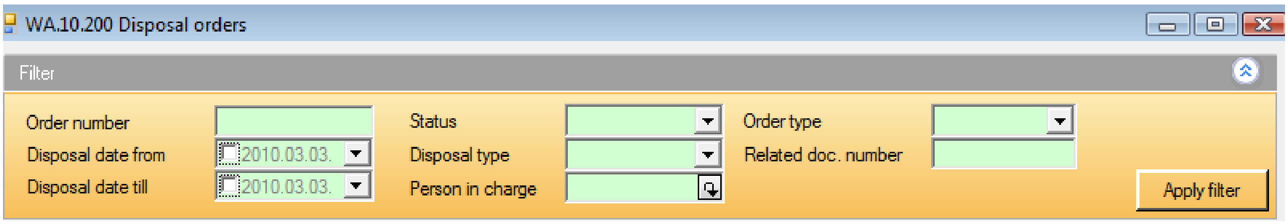


Figure 199

3. In **Filter** section (See Figure 199) it is possible to select data according to the following fields:

   a. **Order number**;
   b. **Disposal date from**;
   c. **Disposal date till**;
   d. **Status**;
   e. **Disposal type**;
   f. **Person in charge**;
   g. **Order type** – order creation type;
   h. **Related doc. number**.

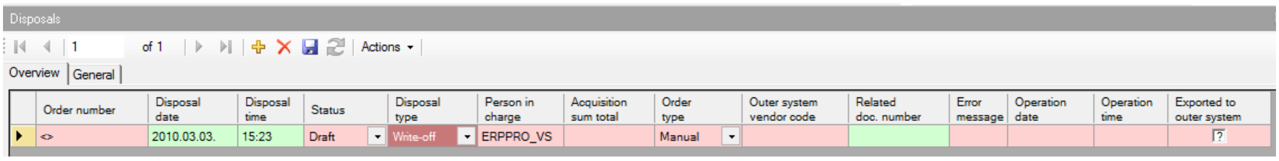


Figure 200

4. The **Disposals** section (See Figure 200) contains general information about disposals. You can add a new record or view information about disposals in this section. You can delete records with Process error status. The following fields are available for adding a new record:
   a. Enter the disposal date in the **Disposal date** field. The field is mandatory.
   b. Enter the disposal time in the **Disposal time** field. The field is mandatory.
   c. Enter the disposal type in the **Disposal type** field to specify the reason for the disposal. The field is mandatory. The following disposal types are possible:

- Advertising posters – for disposal of advertising materials;
- Fuel for administrative purposes – fuel used for administrative needs;
- Fuel for own needs – fuel used for forklifts for own needs (Inventory or SPARE PARTS only);
- Fuel for tractors – fuel used for tractors;
- Product catalogues – for disposal of product catalogues;
- Reclassification – reclassification of inventory or fixed assets (Inventory or Fixed asset only);
- Representation materials;
- Representation wear – representation clothes;
- Write-off – natural wear.

d. Select the code of the outer system vendor, who supplied the respective item, in the **Outer system vendor code** field.

e. Enter the number of the document, based on which the disposal took place, in the **Related doc. Number** field. Can be filled also in a free form. Not mandatory.

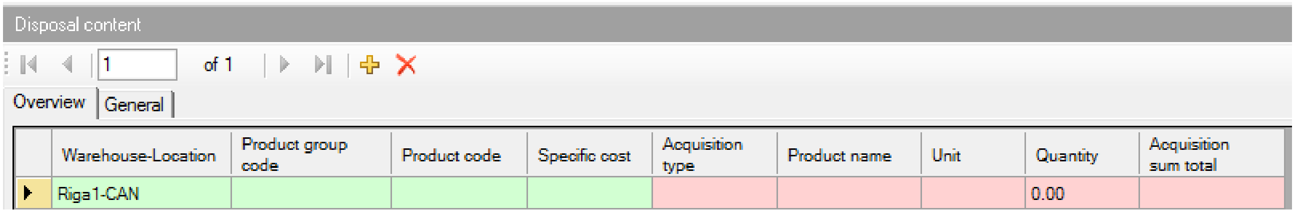


Figure 201

5. The **Disposal content** section (See Figure 201) contains additional information about disposals. You can add new orders to the section only when all necessary information is entered in the Disposals section. The following fields are available for adding new products:

   a. Select the warehouse storage location, from which products will be disposed, in the **Warehouse-Location** field. You cannot dispose from _RENT, _DEFE storage locations. The field is mandatory.

   b. Select the product possession group in the **Product group code** field. The field is mandatory.

   c. Select the product code in the **Product code** field. The field is mandatory.

   d. Select the specific cost code in the **Specific cost** field. The field is mandatory.

   e. Enter the quantity of the product in the **Quantity** field. When you approve the disposal, the number should not be lower than 0. The field is mandatory. It can be changed in Draft status for Bulk item products.

6. The **Actions** button has the following sub-buttons:

   a. **Process** – this button is used to forward disposal orders to performance. This button is available in Draft and Process error status, if all mandatory fields are completed and at least one product with quantity higher than 0 is entered in the Disposal section.

b. **Cancel** – this button is available in Processed status for the user with ADMIN rights. When the button is pressed, the Cancelled status is set (the order is cancelled).
c. **Export order** – this button is available for Processed disposal orders. When you press the button, information about disposed products is added in the SY.10.160.Outer system transactions window and a reception order with products included in the disposal order is generated in the RE.20.200.Material reception window of the outer system.

Transfer registers (WA.10.300 Transfer orders)

1. In the navigation menu of the window select **Warehouse administration →Product administration → Product transaction → WA.10.300 Transfer orders.**

2. You can perform transfer of products in the **WA.10.300 Transfer orders** window. The following sections are available in the **WA.10.300 Transfer orders** window:

   - Filter;
   - Operation;
   - Transfer orders;
   - Transfer order content.

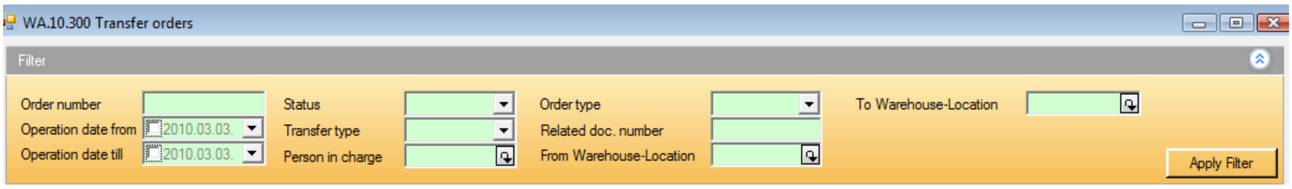


Figure 202

3. In **Filter** section (See Figure 202) it is possible to select data according to the following fields:

   a. **Order number**;
   b. **Operation date from**;
   c. **Operation date till**;
   d. **Status**;
   e. **Transfer type**;
   f. **Person in charge**;
   g. **Order type** – order creation type;
   h. **From Warehouse - Location** – combination of codes of the warehouse and the storage location. All transfers from the respective warehouse storage location are displayed.
   i. **To Warehouse - Location** – combination of codes of the warehouse and the storage location. All transfers to the respective warehouse storage location are displayed.

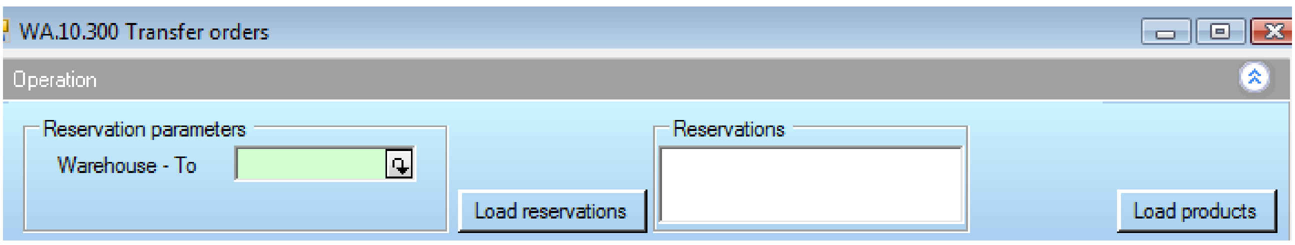
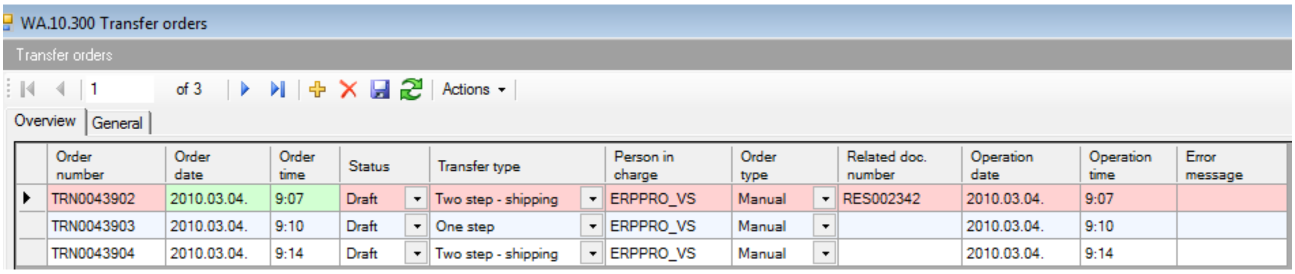


Figure 203

4. The **Operation** section (See Figure 203) is intended for the performance of two-step transfer of materials using loading reservations. To use reservations in a transfer:

4.1. Select the warehouse to which the two-step transfer will be performed in the **Warehouse-To** field. The field is mandatory.
4.2. Press the **Load reservations** button.
4.3. All active reservations to the specified warehouse will be loaded into the **Reservations** field (with Accepted or Partly delivered status).
4.4. The **Load products** is used to create a new transfer order. This button is available, if at least one reservation is highlighted. When you press the button, the specified reservations or their reservation status will load. In case of Partly delivered reservations the quantity not delivered yet (Quantity reserved – Quantity delivered) will load.
4.5. The value of the Transfer type field of the newly created order is Two step – shipping and fields of the Transfer order content tab cannot be changed.



Order number	Order date	Order time	Status	Transfer type	Person in charge	Order type	Related doc. number	Operation date	Operation time	Error message
TRN0043902	2010.03.04.	9:07	Draft	Two step - shipping	ERPPRO_VS	Manual	RES002342	2010.03.04.	9:07	
TRN0043903	2010.03.04.	9:10	Draft	One step	ERPPRO_VS	Manual		2010.03.04.	9:10	
TRN0043904	2010.03.04.	9:14	Draft	Two step - shipping	ERPPRO_VS	Manual		2010.03.04.	9:14	

Figure 204

5. The **Transfer orders** section (See Figure 204) contains general information about transfers. You can add a new record in such section in two ways:

- With the help of the Operation section in case of two-step transfer;
- Manually using + in case of one-step and two-step transfer;

When a transfer order is prepared, it is approved using the Process button.

The following transfer implementation is possible:

- One-step transfer: after the approval of the order products are directly transferred to the specified storage location.
- Two-step transfer – products are transferred in two steps:
    - Step one. Products are sent to the transit (_TRAN) storage location in the warehouse, to which the transfer is performed. The order Transfer type is Two step – shipping. When you press the **Process** sub-button of the **Actions** button, the order is sent to processing (To process status). When the processing successfully finishes the status changes to Processed. As well as a new order with draft status with Transfer type = Two step – reception is created.
    - Step two. From the transit storage location _TRAN products are received by/transferred to the receiver's warehouse storage location, to which it was planned to transfer them. The newly created order from step one should be processed.

The following fields are available:

a. You can enter the order date in the **Order date** field. The field is mandatory.

b. You can enter the order time in the **Order time** field. The field is mandatory.

c. You can select the transfer implementation type in the **Transfer type** field. It cannot be changed in case the Operation option is used. The field is mandatory.

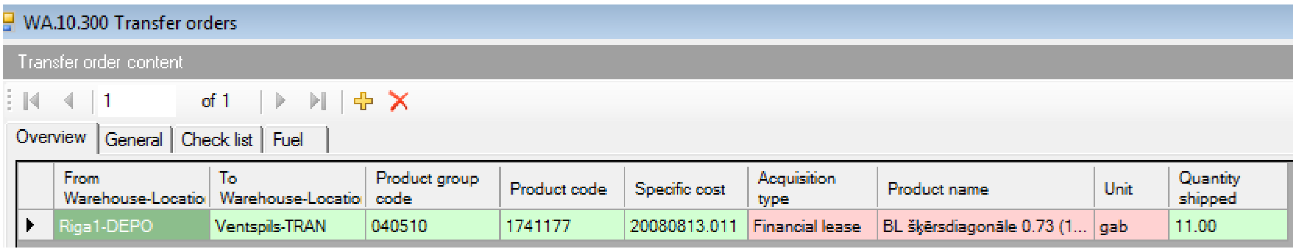


Figure 205

6. The **Transfer order content** section (See Figure 205) contains additional information about products included in the transfer order and their quantities.

6.1. In the **Overview** tab.

a. Select the warehouse storage location, from which products will be transferred, in the **Warehouse-Location** field. The value of the field cannot be equal to the value of the To Warehouse-Location field. One transfer order can be created from one warehouse storage location. When you press Load products, the warehouse storage location specified in the reservations is loaded automatically. The field is mandatory.

b. Select the warehouse storage location, to which products will be transferred, in the **To Warehouse-Location** field. The value of the field cannot be equal to the value of the From Warehouse-Location field. Transfer can be performed from several storage locations simultaneously. Performing one-step transfer, you can select only respective warehouse storage locations. Performing two-step transfer, you can select only other one respective warehouse storage locations. The field is mandatory.

c. Select the product group in the **Product group code** field. The field is mandatory. It can be changed in Draft status, if the transfer is not made from a reservation. When you press "Load products", the product group specified in the reservations is loaded automatically.

d. Select the product code in the **Product code** field. The field is mandatory. It can be changed in Draft status, if the transfer is not made from a reservation. When you press "Load products", the specific product specified in the reservations is loaded automatically.

e. Select the specific cost code in the **Specific cost** field. Only specific cost codes related to the selected Product code are available for selection. It is mandatory for Unit item products. It can be changed in Draft status, if it is not made from a reservation. If products were reserved by Specific cost, when you press Load products in the Operations section, the specific cost code specified in the reservation is loaded automatically.

f. Enter the quantity of products for transfer in the **Quantity shipped** field. The field is mandatory.

6.2. The **General** tab contains all the same field values described in the Overview tab.

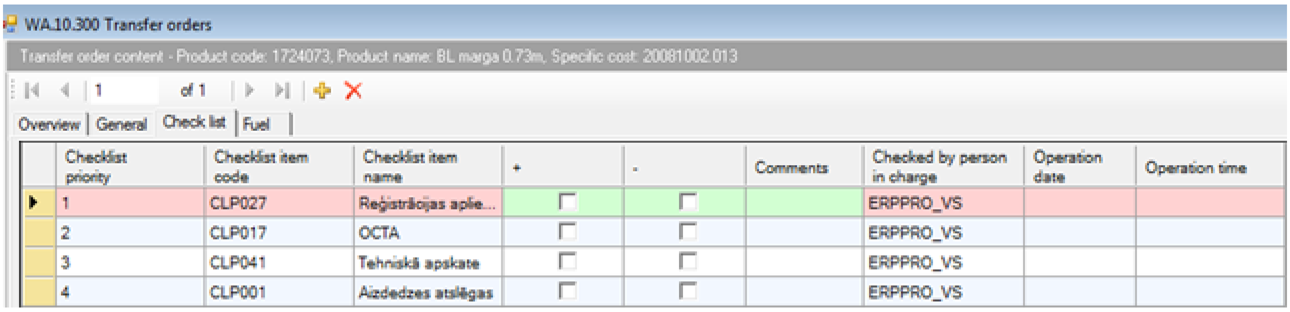


Figure 206

6.3. The Check list tab (See Figure 206) is intended for entering and saving checklist information. When you save an order, "+" or "-" field should be marked for each checkup record. If the value of the "Use check list" field is blank, this tab is not active. Available fields:

a. Check the + field if the checkup is OK.

b. Check the - field if the checkup is not OK.

c. Enter comments about the negative checkup in the Comments field.

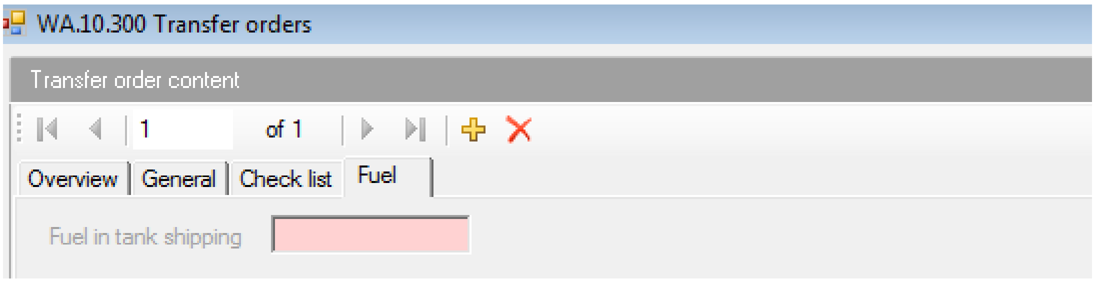
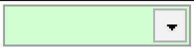


Figure 207

6.4. The **Fuel in tank shipping** field of the **Fuel** tab (See Figure 207) shows the amount of fuel of the transferred product. The field cannot be changed.

7. The **Transfer list** sub-button of the **Print** button is available for transfer orders having Processed status. When you press the button, the transfer act printout is opened on the screen.

Window functions and their meaning

Icon	Meaning of function
	Add new record
	Delete record
	Save record
	Update record
	The content of the field is offered from a drop-down menu
	The field content is offered, if you click the arrow or press F3 keyboard key
F1	Opens the Help system for the active window
ESC	Escape key. A type of speed control which regulates the speed by PWM. This method of control is highly efficient and results in smooth, proportional throttle control, greater speed and longer run times.
CTRL + F	the keyboard buttons labeleled 'Ctrl' and 'F', which when used together will bring up a search-this-page featre
Action	There are all windows transactions under "Actions" button
Scrollbar	A control that is used to move the view of the data displayed in the pane
Scrolling	Moving through data that cannot be viewed entirely in a pane.
	Printers