WennSoft

Signature

Equipment Management Guide

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Table of Contents

Equipment Introduction **1**
Modules 1
Posting Flow Documents 2
Symbols, Buttons, and Indicators 2
Symbols and Buttons 2
Indicators 5
Signature Home Pages 5
Home Page Areas 5
Signature Action Lists 8
Performing an action on a list item 9
Posting Flow Documents & Table Changes 9
Posting Flow Documents 9
Table Changes 12
Batch Naming Conventions 12
Service Management 13
Job Cost 15
Equipment Manager **18**
Signature Setup Checklists 19
Accessing the Setup Checklist Window 19
Getting Help With Setup Tasks 19
Completing a Setup Task 20
Setting Up Equipment Manager 20
Labeling User-Defined Fields 21
Setting Up Active User-Defined Fields 21
Setting Up and Using Document Printing Enhancements 22
Setting Up Tabs 23
User Branch Filtering 25
Using SmartList Objects 26
Viewing Application Information 30
Viewing User Activity 30
Setting Up and Using Document Management 30

Setting Up Physically Stored Document Attachments....30
Using Document Management....31
Setting Up Equipment....31
Setting Up Models....33
Setting Up Locations....35
Setting Up Attributes....37
Setting Up Manufacturers....37
Setting Up Categories....37
Setting Up Types....38
Adding User-Defined Data....38
Creating Status Codes....39
Assigning Status Codes to Events....39
Setting Up Conditions....40
Setting Up Divisions....40
Setting Up Branches....41
Setting Up Units of Measure....41
Labeling Global Information Fields....42
Setting Up Equipment Numbering Types....42
Linking an Equipment Record to a Serialized Inventory Item....42
Synchronizing Equipment Locations....43
Setting Up and Using Equipment SmartLists....44
Importing SmartList Builder Objects....45
Using SmartList Building Objects....45
Modifying SmartList Building Objects....46
Creating an Excel Report....46
Re-importing SmartList Builder Objects....46
Equipment Hierarchy....48
Setting Up the Hierarchy Feature....48
Creating a Hierarchy....51
Using Hierarchy Functionality....55
Equipment Hierarchy Transactions....58
Equipment Management Reports....63

Creating Equipment Setup Report Options 63
Printing Equipment Setup Reports 64
Using Equipment Manager 64
Creating Equipment Records 64
Equipment Manager Procedures 74
Entering Operating Log Readings 74
Inactivating Equipment 75
Transferring Attachments and Subattachments 76
Transferring Equipment 76
Customer Center 77
Setting Up Customer Center 77
Viewing Data 78
Creating Transactions 80
Utility Procedures in EM 80
Performing SQL Maintenance 80
Verifying Tables 81
Creating an Equipment Record 81
Changing Equipment IDs 81
Removing Profitability Codes 81
Reconciling the System 82
Reconciling Operating Logs 82
Reconciling Summary Profitability Transactions 82
Archiving Rental Agreements 82
Viewing the Equipment Inquiry 82
Integration with Service Management 83
Updating the EM Record When Equipment is Moved in SM 83
Linking Service Information to an EM Equipment Record 83
Moving Service Equipment 84
Moving Service Locations 84
Creating Records Through New Equipment Entry 84
Creating Records Through Equipment Manager 85
Creating Records through Sales Order Processing 85

Creating Records Through a Purchase Order 86
Updating Equipment Records 86
Deleting an Equipment Record in Service Management....87
Profitability Analysis 87
Setting Up the Profitability Analysis Module 87
Setting Up Equipment Profitability 88
Creating Analysis Cost Groups....88
Entering Profitability Budgets 90
Profitability Reports 91
Working with Profitability Setup Reports 91
Working with Profitability Analysis Reports 92
Tracking Profitability on Bank Transactions 93
Tracking Profitability on General Ledger Transactions 93
Tracking Profitability on Inventory Transactions 93
Viewing Profitability Inquiries 93
View Profitability by Code....94
Viewing Profitability by GL Account: 94
Purchasing 95
Setting Up the Purchasing Module....96
Setting Up Purchase Order Types 96
Setting Up Landed Costs....96
Creating Purchase Orders....96
Step 1: Complete the Purchase Order Header....96
Step 2: Add an Inventory Item Linked to an Equipment Model 97
Step 3: Add an Inventory Item Not Linked to an Equipment Model or Add a Non-Inventory Item 98
Receiving Equipment 99
Viewing the Purchase Order Costing Inquiry Window....100
Sales 100
Setting Up the Sales Module....101
Using the Sales Module....102
Creating Sales Documents....102
Creating a Sales Batch 105

Finance Leasing 105
Finance Lease Setup 106
Generating General Journal Entries 106
Creating a Lease Schedule 107
Creating a Lease Invoice 108
Editing a Lease Schedule 109
Canceling a Lease Payment Schedule 109
Printing a Final Invoice 110
Sales Reports 110
Creating Sales Report Options 110
Printing Sales Reports 111
Advanced Rental 111
Advanced Rental Module Setup 112
Agreement Types 112
Pricing and Invoicing 112
Templates with Multiple Price Rate Lines 113
Overages 116
Setting Up Rental Agreements 117
Setting Up Rental Bookings 127
Rental Account Distributions 128
Setting Up Roll Forward Invoicing 138
Setting Up Customer and Address Additional Information 140
Rental Bookings 146
Printing booking-related reports 147
Creating Rental Bookings 147
Determining Price Levels 152
Creating a Booking or Agreement from Inquiry 152
Transferring a Full or Partial Booking to an Agreement 154
Viewing the Rental Booking Inquiry Window 155
Rental Agreements 155
Working with Operating Leases 156
Creating a Rental Agreement 157

Checking Rental Availability 165
Working with Holiday Standdowns 167
Entering Additional Details 168
About Line Linking 171
Transferring Rental Agreement Lines 171
Rental Invoices 172
Creating an Individual Invoice From the Agreement 172
Creating a Batch of Invoices Using the Rental Billing Invoice Routine 174
Grouping Invoices Using the Rental Invoicing Routine 175
Voiding or Deleting a Rental Invoice 175
Roll Forward Invoicing 176
Rental Invoice Inquiry 177
Taking Equipment Off Rent 177
Completing an Agreement and Sending It to History 177
Renting Equipment to a Job 177
Setup Procedures 178
Creating a “Rent to Job” Rental Agreement 179
Invoicing a "Rent to Job" Agreement 180
Rent to Job Bookings 181
Transferring a "Rent to Job" Booking to an Agreement 182
Vehicle Readings 182
Setting Up Vehicle Readings 183
Recording Vehicle Readings 184
Completing the Vehicle Readings Entry Window 184
Task-Based Vehicle Readings 186
Vehicle Reading Processing 186
Viewing the Vehicle Reading Inquiry Window 187
Transport 187
Setting Up the Transport Module 187
Creating Job Categories 188
Creating Job Divisions 189
Creating Transport Options 189

Creating Trucks 189
Using the Transport Module 189
Creating Transport Requests 190
Using the Transport Scheduler 191
Recording Dispatch and Delivery Times 191
Creating Transport Invoices 191
Viewing Transport Inquiries 192
Viewing Transport Schedule Inquiries 192
Scheduled Maintenance 192
Setting Up Scheduled Maintenance 193
Creating Task Groups 193
Creating Maintenance Types 194
Creating Maintenance Classes 196
Setting Up Tasks in Service Management 196
Using the Scheduled Maintenance Module 197
Creating Scheduled Maintenance Records 197
Performing Scheduled Maintenance 198
Processing Scheduled Maintenance 200
Scheduled Maintenance Forecasting 201
About Average Usage 201
Viewing the Scheduled Maintenance Inquiry 202
Viewing the Scheduled Maintenance Forecast Due Date 202
Finding Equipment Due for Maintenance 203
Scheduled Maintenance Reports 204
Working with Schedule Maintenance Setup Reports 204
Working with Scheduled Maintenance Reports 205
Contact Information 206
Support & Sales 206
Support Plans 206
Sales 206

Equipment Introduction

Equipment Management is a collection of add-on modules for Microsoft Dynamics GP designed to simplify managing all aspects of your equipment including sales and service, rentals, and maintenance and repair. Equipment Management integrates with Service Management and TimeTrack.

Modules

The Equipment Manager module is the main Equipment Management module. It holds a detailed record of each piece of equipment, including all equipment used to generate rental income, inventory stock, whole goods on order, and customers' equipment being serviced.

The Equipment Management consists of the Equipment Manager module and several additional modules, which can be used individually or in combination. The Equipment Manager module contains all information pertaining to a specific item of equipment used to generate rental income, inventory stock, whole goods on order, and customer equipment being serviced.

In addition to the Equipment Manager module, the following modules are available:

- **Profitability Analysis module**
  This module is used with Microsoft Dynamics GP Multidimensional Analysis (MDA) to collect income and expenses against an equipment item in Equipment Management. Revenue and expenses can also be analyzed for an individual rental agreement or each maintenance work order.
- **Purchasing module**
  This module is used with Microsoft Dynamics GP Purchase Order Processing, Inventory, and Multidimensional Analysis to record equipment items and purchased attachments that make up a piece of equipment in Equipment Management. When a new piece of equipment is ordered, a record is created in the Equipment Manager. All purchase orders for attachments related to this piece of equipment are linked to this equipment record, so all committed costs are collected. When equipment is marked as a capital item on the purchase order, a link is automatically generated from the fixed asset record to the equipment record.
- **Sales module**
  This module is used to enter and process transactions and information relating to the sale of equipment. Combined with the Profitability Analysis module, this module allows a salesperson to view costs for a piece of equipment and to quote a competitive selling price. When equipment recorded as an asset is sold, you are prompted to process the asset retirement.
- **Advanced Rental module**
  This module is a streamlined version of the other rental modules, and is catered to a diverse audience. The foundation for equipment rentals is the rental agreement document. A rental agreement is set up to record all revenue and costs for equipment and other service items relating to rental. In addition, you can invoice multiple rental lines. You can set up your pricing structures using price templates and different price rates for the same model, equipment, or item using price rates. You can set up a unit of measure/price rate that bases the pricing on meter reading, along with overage charges. In addition, you can have unlimited account distributions for each agreement line.
- **Transport module**
  This module records booking, dispatching, and invoicing of equipment pickup and delivery. Time and costs associated with each delivery can be recorded for billing. This module allows for transport by in-house delivery vehicles or subcontracted vehicles. When the Transport module is used with the Rental module, transport requests can be generated directly from rental agreements and billed through rental invoices.
- **Scheduled Maintenance module**
  The Scheduled Maintenance module can be used standalone or with Service Management to schedule

preventive maintenance based on usage date and meter reading. The Service Management tasking database is used to automatically create service calls from Equipment Management.

Posting Flow Documents

Posting flow documents are available to aid your understanding of system procedures, table relationships, and data flow. These documents can be found in Posting Flow Documents & Table Changes (page 9).

See also:

- Symbols, Buttons, and Indicators (page 2)
- Signature Home Pages (page 5)
- Signature Action Lists (page 8)
- Posting Flow Documents & Table Changes (page 9)
- Batch Naming Conventions (page 12)

Symbols, Buttons, and Indicators

- Symbols and Buttons (page 2)
- Indicators (page 5)

Symbols and Buttons

The following symbols and buttons are used in windows throughout Signature Equipment Management.

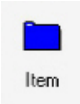
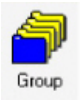
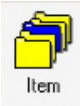
Symbol/ Button	Description
	Account analysis button Use the account analysis button to check or change the analysis codes to which the posting amount is to be allocated. The account analysis button is available when an amount is to be posted to a ledger account that has been set up for MDA.
	Arrow buttons Use the arrow buttons to rearrange items in a scrolling window.

Symbol/ Button	Description
	Attached image button Use the attached image button to attach documents to a record. If a record has attached documents, the button shows a paper clip attached to a piece of paper. If the record does not have attached documents, the button shows a paper clip. Document examples include purchase orders, diagrams, or job change orders. Bitmap file format (.BMP) is required unless you have purchased the Advanced Document Management feature. This feature allows numerous file formats (e.g., .DOC, .XLS, .TIF) to be attached.
	Browse buttons Browse buttons help you scan information, such as customer records and location records. You'll be able to browse through records using the sorting method selected for that window. This feature helps you locate records quickly.
	Camera button Use the camera button to view images attached to an equipment record.
	Ellipsis button If the Project Manager's Advisor feature is registered, the ellipsis button is available in certain windows. Use the button to open the Project Job Summary window.
	Eraser button Use the eraser button to remove items from a list.
	Expansion button When you select an expansion button, the detail for the selected field is displayed.
	Folder button Use the folder button to browse to find a file.
	Go to button Use the Go To button to open the Go To menu, which lists windows you can open. The items on the Go To menu in the Equipment Manager window are user-definable.
	Item information button Displays additional information about the selected item.
	Link (zoom) A link appears as an underlined prompt for a field. Select the link to open a window containing additional information for this item.

Symbol/ Button	Description
	Link button Use the link button to link a branch in Equipment Management to a branch in Service Management. Choosing this button in the Equipment Manager window will populate the customer, address ID, and equipment ID fields to the branch in the Service Management. If the branch is not linked, the Link button displays with a red slash.
	Lookup button A lookup button indicates a lookup window is available. When you select a lookup button, a list of lookup items displays in a window. Using lookup windows helps you to quickly enter and validate information.
	New call button Use the new call button to create a new service call in Service Management.
	Notepad button The notepad button makes it possible to attach important information directly to a window or record so it's easily accessible. An attached note is easily recognized because lines of text appear to fill the button. If a note isn't attached to a window or a field, the notepad button will not have lines.
	Organization structure button Use the organizational structure button to assign a piece of equipment to an organizational structure, such as company branch or division. Organizational structures must have been set up on your system.
	Password padlock button Use the password padlock button to assign or change a password for a protected item such as a budget.
	Print button Use the print button to print information displayed in the window.
	Redisplay button Use the Redisplay button to refresh a window after you've entered changes.
	Show/hide detail buttons Use the show/hide detail buttons to view additional information for items listed in a scrolling window.
	Tree view button The tree view button opens a tree view window. Tree view windows display directories, subdirectories, and items using folders. A "+" symbol next to a folder indicates the folder contains subdirectories or items. Subdirectories and items are indented under a directory.

Indicators

Visual indicators are linked to the customer ID and location. Not all indicators may be visible because they are dependent upon your system's initial setup.

	**Item indicator** The *Item* indicator displays in the Equipment window when the equipment record doesn't belong to a group.
	**Group indicator** The *Group* indicator displays in the Equipment window when the equipment record belongs to a group and the item is the lead item in the group.
	**Group item indicator** The *Group Item* indicator displays in the Equipment window when the equipment record belongs to a group and the item isn't a lead item in the group.

Signature Home Pages

Home pages provide quick access to information and frequently-used windows and reports within Signature products. Signature home pages are customizable by user and integrated with Microsoft Dynamics GP home pages. Home pages were introduced in Microsoft Dynamics GP version 9.0. Home pages are not limited to accessing Signature windows and reports; you can also create links to Microsoft Dynamics GP windows, external programs, and web pages.

> ⚠ Signature Home Pages do not contain "user roles," as in Microsoft Dynamics GP home pages. Therefore, when you open your home page for the first time, the default display will be determined by your Microsoft Dynamics GP user role.

Access to Signature windows and reports from a home page is based on your access to Signature menu items, as defined in your Job Cost, Service Management, and Equipment Management user profiles. For example, in Job Cost, if you have been granted access to the Job Maintenance window previously, you will have the same access from a "quick link" on your personalized Signature home page. For Service Management users, global filtering - if set up - will apply to Signature home pages.

Home Page Areas

To control the content that displays on your home page, select the *Customize this page...* link in the upper right of your screen. The Customize Home Page window opens. Mark the checkbox next to each area that you want to appear on your home page. You can use the expansion buttons to further customize the content or close this window and refer to the following steps for each area.

Business Analyzer

The Business Analyzer (formerly called Metrics) displays graphical representations of data within your system. Signature provides five graphical reports for Job Cost, six graphical reports for Service Management, and six graphical reports for Equipment. See the full list along with descriptions at the end of this section.

Service Management graphical reports contain an SMS prefix. Job Cost graphical reports contain a JC prefix. Equipment Management graphical reports contain an EMS prefix.

Before you can view the Signature graphical reports on your home page, you must update each report's parameter to the specific user login name. This must be done for each user who needs to view the graphical report. The order of adding a graphical report to Business Analyzer in Microsoft GP Dynamics and updating the report parameters in Report Manager is not important, however, the graphical report will not display any data until the parameters have been updated.

Go to the **Report Server** (http://*yourcomputername*/Reports_*yourservername*).To update a graphic report's parameters:

1. From the Report Server, select *yoursystemDB> yourcompanyDB > Signature Job Cost* or *Signature Service*.
2. Open the **Charts and KPIs** folder.
3. In the Charts And KPIs window, hover your mouse over the report name and select the drop-down arrow that displays.
4. Select *Manage*.
5. From the navigation pane, select **Parameters**.
6. On the UserID line, select *Override Default* and then enter your login name.
7. Select *Apply*.

Adding Graphical Reports on Your Home Page

For information on how to add a graphical report to Business Analyzer, see the Microsoft Dynamics GP documentation.

Viewing Graphical Reports on Your Home Page

To display a Signature graphical report on your home page, select the right or left arrow that appears at the bottom of the Business Analyzer tile. Every time you select the right arrow, the next graphical report in the list displays on your home page.

The following Signature graphical reports are available, organized by product:

Service Management
Following is a list of graphical report names and an accompanying description.

- **12-MTH Analysis of Contract Costs and Revenue by Contract Type**
  Provides a side-by-side comparison of year-to-date costs and year-to-date revenue for contracts in the last 12 months.
- **Analysis of Costs vs. Billed By Cost Type**
  Provides a side-by-side comparison of year-to-date costs vs. year-to-date billed for contracts, starting with the current user date and organized by call type. This graphical report does not include taxes in billed amounts.
- **MTD Appointments Completed by Technician**
  Shows the top 12 most month-to-date appointments completed by technician ID.
- **MTD Billing by Technician**
  Shows the top 10 most labor billed by technician ID.
- **Overdue PM Appointments by Contract Type**
  Shows the top 12 number of contract service calls for which there are overdue appointments, organized by contract type.

- **Six Month Analysis of Service Billed and Unbilled Dollars**
  Shows the billed and unbilled amounts for the last six months, starting with the current user date. This graphical report does not include taxes in billed amounts.

Job Cost

- **Top 10 Jobs Anticipated Loss**
  Shows the top 10 jobs based on anticipated loss.
- **Top 10 Jobs Over/Under Billed**
  Shows the top 10 most under-billed jobs displayed in ascending order.
- **Top 10 Jobs Anticipated Profit**
  Shows the top 10 jobs based on anticipated profit.
- **Top 5 Jobs Earned vs. Billed**
  Provides a side-by-side comparison between the amount earned and the amount billed for contracts.
- **Top 5 Jobs Based on Contract Earned**
  Shows the top 5 jobs based on highest contract earned.

Equipment Management

- **Top 12 Branch Division Totals**
  Shows the top 12 total number of equipment per branch, by division.
- **Top 12 Branch Totals**
  Shows the top 12 total number of equipment per branch.
- **Top 12 Division Totals**
  Shows the top 12 total number of equipment per division.
- **Top 12 Model Rental Totals**
  Provides a side-by-side comparison of the number of equipment On Rent vs. the number of equipment Available.
- **Top 12 Model Totals**
  Shows the top 12 total number of equipment per model.
- **Top 12 Status Totals**
  Shows the top 12 total number of equipment per equipment status.

Quick Links

You can add quick links for most Signature windows/features. These links represent the many toolbar items. You can add quick links to windows, navigation lists, web pages, external programs, and files. For more information, see the Microsoft Dynamics GP documentation.

Shortcuts

Shortcuts are displayed in the upper part of the navigation pane when your Home Page is displayed. If the navigation pane is not visible, select the Layout menu and select Navigation Pane. Select the Home navigation pane button to display your shortcuts and your home page.

Use shortcuts to quickly open frequently used windows and resources within Microsoft Dynamics GP. For example, if you regularly access a small subset of windows in your daily tasks, you can create shortcuts to those windows and store them in one folder. You can do the same with windows that you use less frequently, such as those used for month-end closing procedures.

The default set of shortcuts contains a Startup folder. Shortcuts that you move into this folder will start automatically when you log in to a company in Microsoft Dynamics GP.
Shortcuts also may include a User Classes folder. The User Classes folder is created for you by the system administrator

and contains shortcuts to specific tasks and windows. The system administrator can modify and delete a User Classes folder or any other shortcuts within the folder.

Keyboard Shortcuts

You can apply a series of keystrokes to activate a shortcut (or any other command) using the keyboard. Any keyboard commands already in use will not be available to use for custom keyboard shortcuts.
For more information on shortcuts and keyboard shortcuts, see the Microsoft Dynamics GP documentation.

To Do

This area contains reminders and tasks that pertain to information that needs to be addressed or actions to be performed.
For more information, see the Microsoft Dynamics GP documentation.

Signature Action Lists

Lists are displayed in the content pane of the Microsoft Dynamics GP application window. In the navigation pane, you will find a button for each Microsoft Dynamics GP series and each Signature module.
Use the Signature Equipment navigation pane button to access Signature lists:

The content pane will display the area page for the product you have chosen. On the area page, you will find quick links to all the product's operations, which you can also access from the menu toolbar.
The navigation pane will display a list of all the lists that are available for the selected product. The following lists are available for each Microsoft Dynamics GP series and Signature module:

Series/ Module	Lists
Financial	Accounts, Account Transactions, Checkbooks, General Ledger Batches, Report list, and Assets
Sales	Customers, Prospects, Salespeople, All Sales Transactions, Receivables Transactions, Sales Order Transactions, Invoicing Transactions, Receivables Batches, and Report list
Purchasing	Vendors, All Purchasing Transactions, Payables Transactions, Purchase Order Transactions, Payables Batches, and Report list
Administra tion	All Reports list, My Reports list, System Report list, Company Report list, Custom Report list, and SmartList Favorites
Inventory	Items, Bill of Materials, Item Transactions, Report list, and In-Transit Transfers
HR & Payroll	Employees, Applicants, Attendance Transactions, and Report list
Manufactu ring	Bills of Materials, Picking Documents, Job Costing, Routings, and Manufacturing Orders

Series/ Module	Lists
Project	Projects, Timesheet Transactions, Billing Transactions, PA purchase order transactions, and Report list
Signature Equipment	Equipment, Report list

Performing an action on a list item

Each list displays an action pane that contains action buttons. With these buttons, you can add new records to the list or perform actions on the records that you select in the list. You can also open windows that allow you to view record details.

Equipment Management

1. Open the Equipment Management area page by choosing the *Signature Equipment* navigation pane button.
2. From the navigation pane, select *Equipment* to display the Equipment list in the content pane.
3. A list of equipment records displays. By choosing equipment records from the list and using the action buttons, you can:
    - Transfer equipment
    - Change the status of equipment
    - Enter a meter reading
    - Edit the equipment record
    - Modify an Equipment ID
    - Create a new equipment entry
    - Create a new service call linked to the equipment
    - Restrict the equipment list view based on availability
    - Print or export a list of equipment records to Excel
    - View service management details
    - View fixed asset details
4. From the navigation pane, select *Report List* to display the Report list in the content pane. A list of equipment reports displays. By choosing equipment reports from the list and using the action buttons, you can:
    - View or print the selected reports
    - Import/export reports
    - Publish reports
    - Change report options
    - Add dexterity-based equipment reports to My Reports on your home page
    - Create new GP reports, Excel reports, SmartLists, and SQL report packs
    - Print a list of the selected reports

Posting Flow Documents & Table Changes

Posting Flow Documents

- Signature Accounts Payable.pdf[12]

- Signature Accounts Payable Table Relationships.pdf[34]
- Signature Billing and Accounts Receivable.pdf[56]
- Signature Billing Table Relatonships.pdf[78]
- Signature Customer and Location Table Relationships.pdf[910]
- Signature Dynamics and Company Table Relationships.pdf[1112]
- Signature General Ledger.pdf[1314]
- Signature General Ledger Table Relatonships.pdf[1516]
- Signature Inventory Table Relationships.pdf[1718]
- Signature JC Create Jobs.pdf[1920]
- Signature JC Data Flow.pdf[2122] 6/20/22
- Signature JC Job Status.pdf[2324]
- Signature JC POC and Month End Close.pdf[2526]

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1. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureAccountsPayable.pdf?api=v2&cacheVersion=1&modificationDate=1587483935114&version=1
2. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureAccountsPayable.pdf?api=v2&cacheVersion=1&modificationDate=1587483935114&version=1
3. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureAccountsPayableTableRelatonships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935129&version=1
4. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureAccountsPayableTableRelatonships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935129&version=1
5. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureBillingandAccountsReceivable.pdf?api=v2&cacheVersion=1&modificationDate=1587483935145&version=1
6. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureBillingandAccountsReceivable.pdf?api=v2&cacheVersion=1&modificationDate=1587483935145&version=1
7. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureBillingTableRelatonships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935192&version=1
8. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureBillingTableRelatonships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935192&version=1
9. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureCustomerandLocationTableRelationships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935207&version=1
10. https://wennsoft.atlassian.net/wiki/download/attachments/7700675/SignatureCustomerandLocationTableRelationships.pdf?api=v2&cacheVersion=1&modificationDate=1587483935207&version=1
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Table Changes

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Batch Naming Conventions

The following batch names are used in Signature.

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Service Management

Description	Batch Name	Example
Manual reopen of service call.	user+MNLREOPEN	*LESSO*MNLREOPEN

Description	Batch Name	Example
Manual close of service call.	user+MNLClose	*LESSO*MNLCLOSE

Job Cost

Description	Batch Name	Example
Changing profit type on a Job cost code.	PRFTCHG+user	PRFTCHG*LESSO*

Description	Batch Name	Example
Running Revenue Recognition for Percentage of Complete	POC+user+batch date	POC*LESSO*05052027

Description	Batch Name	Example
tion (POC)		
Running Revenue Recognition for Revenu	RPO+user+batch date	RPO*LESSO*05052027

Description	Batch Name	Example
ePerformanceObligations (RPO)		

Equipment Manager

The Equipment Manager module is the main Equipment Management module. It holds a detailed record of each piece of equipment, including all equipment used to generate rental income, inventory stock, whole goods on order, and customers' equipment being serviced.

- Signature Setup Checklists (page 19)
- Setting Up Equipment Manager (page 20)
- Setting Up and Using Document Management (page 30)
- Setting Up Equipment (page 31)
- Setting Up and Using Equipment SmartLists (page 44)
- Equipment Hierarchy (page 48)
- Equipment Management Reports (page 63)

- Using Equipment Manager (page 64)
- Equipment Manager Procedures (page 74)
- Customer Center (page 77)
- Utility Procedures in EM (page 80)
- Viewing the Equipment Inquiry (page 82)
- Integration with Service Management (page 83)

Signature Setup Checklists

Setup checklists provide a way to make setting up your applications easier and more efficient. Setup tasks are arranged in the order in which they should be performed. Instead of traversing through the menus, you can perform setup tasks in one easy location. In addition, you can track the status of each setup task by marking it as In Progress, Complete, or Not Used. Whenever you make changes to a setup window, the system will prompt you to update that status.

Access to Signature setup windows is based on your access to Signature menu items, as defined in your Job Cost, Service Management, and Equipment Management user profiles.

Some setup tasks that require "sa" security privileges cannot be performed using the Setup Checklist window; instead, users must perform these tasks using the menu paths.

Overhead Groups and Detail Codes Setup
Setting up overhead groups and overhead detail codes is *not* included as part of the Setup Checklist. For these setup tasks, use the following menu paths:

- For Service Management, mark the Use Overhead Amounts from Job Cost checkbox in the Service Options window, then select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Groups* (for overhead groups) and *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Detail Codes* (for overhead detail codes).
- For Job Cost, select *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Groups* (for overhead groups) and *Microsoft Dynamics GP > Tools > Setup > Job Cost > Payroll Setup > Overhead Detail Codes* (for overhead detail codes).

- Accessing the Setup Checklist Window (page 19)
- Getting Help With Setup Tasks (page 19)
- Completing a Setup Task (page 20)

Accessing the Setup Checklist Window

Select *Microsoft Dynamics GP > Tools > Setup > Setup Checklist*.
This window is populated with Microsoft Dynamics GP and Signature setup tasks. The Signature modules that integrate with GP include Job Cost, TimeTrack, Service Management, and Equipment Management.

Getting Help With Setup Tasks

Signature setup checklists include window-level help. This help displays in the Setup Guide window, which appears to the right of the Setup Checklist window. When you select a setup checklist task, the Setup Guide window changes to display information for that task.

Completing a Setup Task

1. Select the plus sign in front of a product to reveal its setup categories. You can also highlight the product and use the right or left arrow keys on your keyboard to expand or collapse the tree view. You can also select to expand or contract all nodes.
2. Select the plus sign in front of the setup category to show the setup tasks. As illustrated below, individual setup tasks do not have a plus sign in front of them:
3. Double-click a task to open the setup window for that task.
4. Complete the setup window. Refer to the Setup Guide on the right side of the screen for help, or the appropriate user manual for that Signature product.
5. Save your changes. The Setup Checklist Status window displays: You can keep the status as In Progress or change it to Complete or Not Used. The setup checklists are very flexible; if you mark a setup task as Complete, you can still open that setup window later and make changes if you need to. When a change has been made to a setup window, it is notated in the Setup Checklist, a green checkmark indicates that the setup task is marked as Complete. If a setup task is marked as Not Used, it will be notated with a gray circle. Tasks that are In Progress are identified with green progress icon .

For additional information on the Setup Checklist window, refer to your Microsoft Dynamics GP documentation.

Setting Up Equipment Manager

System setup should only be performed by the system administrator.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System Setup*.
2. Select a database from the drop-down list.
3. You can reload sample data and recreate SQL views, SQL stored procedures and the SQL Equipment Management user for the selected database. You would do this after installing an upgrade that contains changes to SQL views or procedures and changes to alternate windows and reports.
4. Select *Process*.

Use the *SRS Wizard* button to launch the Signature SQL Reporting Wizard, which must be run to provide users access to SQL reports for Equipment Management features. See *Setting up Signature reports* in the SSRS Reports documentation for step-by-step instructions.

Select *SQL Maint.* to open the Equipment Management SQL Maintenance window. See Performing SQL maintenance.

See also:

- Labeling User-Defined Fields (page 21)
- Setting Up Active User-Defined Fields (page 21)
- Setting Up and Using Document Printing Enhancements (page 22)
- Setting Up Tabs (page 23)
- User Branch Filtering (page 25)
- Using SmartList Objects (page 26)
- Viewing Application Information (page 30)
- Viewing User Activity (page 30)

Labeling User-Defined Fields

Several windows in Equipment Management have user-defined fields. Before labeling these fields, we recommend you determine what data your business needs to capture.

The following windows contain the same user-defined fields:

- Rental Agreement Details Entry
- Rental Invoice Details Entry
- Rental Agreement Details Inquiry
- Rental Invoice Details Inquiry

Labeling User-Defined Fields for Rental Agreements and Rental Invoices

1. Go to Microsoft Dynamics GP > Tools > Setup > Sales > Sales Order Processing.
2. Select the *User-Defined* button.
3. In the Sales User-Defined Fields Setup window, enter a label for each of the following fields. If the user-defined fields are not defined in this window, then the generic label is used (List 1, Date 2, Text Field 3).
    - List 1
    - List 2
    - List 3
    - Date Field 1
    - Date Field 2
    - Text Field 1
    - Text Field 2
    - Text Field 3
    - Text Field 4
    - Text Field 5
4. Select *OK*.
5. Close the Sales Order Processing Setup window.

Setting Up Active User-Defined Fields

Active user-defined fields are customizable user-defined fields. They can be defined to return various forms of data in read-only format. For example, you could program a field to return the date that a piece of equipment was last serviced. Unlike other user-defined fields, active user-defined fields are not populated with data by a user. Instead, the fields are populated using SQL stored procedures. This means the data in these fields will refresh automatically each time the window is opened. Data in active user-defined fields will also be preserved during an upgrade. Contact your WennSoft consultant for assistance in setting up active user-defined fields.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Active User-Defined Fields*.
2. Use the drop-down list in the **Active User-Defined Field Type** field to select a window containing active user-defined fields. Active user-defined fields are available on the Active Fields tab, the Equipment Attribute Maintenance window, the Equipment Category Setup, Equipment Branch Setup window, and using the additional information button on the Rental Agreement Entry window and the Rental Transaction Entry window.
3. Enter a label for each field you want to use. Not all fields need a label.
4. Mark the **Visible** checkbox to activate the fields. If the checkbox isn't marked, a blank line will appear in the window.
5. Select *Save*.

Setting Up and Using Document Printing Enhancements

You can print Dexterity reports from most major windows in Equipment Management. Users can group reports and assign access to the report groups based on user, user class, and other restrictions. Reports are printed from a drop-down menu on the printer button or on the *Print* button.

- Setting Up Document Printing Enhancements (page 22)
  - Step 1: Set Up Report Definitions (page 22)
  - Step 2: Create Report Groups (page 22)
  - Step 3: Create Report Buttons (page 22)
- Printing Reports Using Document Printing Enhancements (page 23)

Setting Up Document Printing Enhancements

Step 1: Set Up Report Definitions

The first step in setting up printing enhancements is to create report definitions. Report definitions determine which reports are available to print from certain windows. Report definitions are used to create report groups.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Definitions*.
2. Complete the following fields:
   - **Report Area**
     Use the drop-down list to select a window to which to add printing enhancements. The windows are predefined, cannot be edited, and appear based on registration. Reports defined for the Transport Scheduler and Rental Entry windows will also print from the Transport Scheduler Inquiry and Rental Inquiry windows, respectively. The inquiry windows, therefore, do not appear in the drop-down list.
   - **Report ID**
     IDs will be assigned to report groups.
   - **Report Source**
     Select Microsoft Dynamics GP Report from the drop-down list.
   - **Report Pathname**
     Use the drop-down list to select the report that normally prints from this window. There may be more than one report in the drop-down list. These are copies available for editing.
3. Select *Save*.

Step 2: Create Report Groups

You then use the report IDs to create report groups.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Groups*.
2. Enter a **Report Area**. The **Available Report IDs** column will populate.
3. Enter a **Report Group**. This is the name that appears on the printer button.
4. Select a report ID from the **Available Report IDs** column and select *Add* to assign the report to the report group. You can manage the order in which the reports will print using the *Top*, *Up*, *Down*, and *Bottom* buttons.
5. Select *Save*.

Step 3: Create Report Buttons

Once report groups are created, you can define access to the groups based on user, user class, and other restrictions pertaining to the window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Buttons*.

2. Complete the following fields:
    - **Report Area**
      Select a Report Area using the drop-down list.
    - **Security Type**
      You can limit access to the group by choosing either the User Class or User radio button. To not limit access, select Global.
    - **User Class ID, User ID**
      To limit access to a group, enter the user class or user that you want to be able to access these report groups from the printer or Print button.
    - **Area-specific additional field**
      Depending on the report area you selected, an additional field may appear, allowing you to further limit access. For example, you can enter a maintenance type for the Equipment Scheduled Maintenance report area or a PO type for the Purchase Order Entry report area. This is a useful filtering mechanism if you have many reports. Printing hierarchy is as follows: user with extra restriction, user class with extra restriction, global with extra restriction, a user with blank restriction, user class with blank restriction, and global with blank restriction.
3. Select a report group from the Available Report Groups column and select *Add* to assign the group. You can manage the order in which the reports will print using the *Top*, *Up*, *Down*, and *Bottom* buttons. The first group is important in that it is the group that prints using *File* > *Print*.
4. Select *Save*.

Printing Reports Using Document Printing Enhancements

1. Open a window with enhanced reports assigned.
2. Select the report group from the *Print* button drop-down menu. With Microsoft Dynamics GP reports, the Report Destination window or a print options window will open.

If you select *File* > *Print*, the first report group assigned to the printer button will print.

If the Document Printing Enhancements feature is registered, the printer button and *File* > *Print* will be disabled until report groups are assigned.

Setting Up Tabs

The Equipment Manager stores a plethora of information for each piece of equipment. Information from certain Equipment Management windows is displayed on tabs in the Equipment Manager window. You must set up tabs for the Equipment Manager window to open.

Notes:

- For a tab to be accessible, the Visible checkbox must be marked in the Tab Setup window, the Visible checkbox must be marked in the Tab Class Setup window, and the Edit checkbox must be marked in the Tab Security Setup window.
- If you add tabs as part of the initialize or update processes, you must update tab classes and tab security for the tabs to be visible.
- All users must be out of Equipment Management before you open the Tab Setup, Tab Class Setup, or Tab Security Setup windows. Users trying to use the system while the Tab Setup window is open will receive a warning message.

Setting Up Tabs

You can define tab labels, decide which tabs will appear, and change the order in which the tabs appear in the Equipment Manager window. You can define 10 pages of tabs with 10 tabs per page. The tabs, which are predefined by Signature, correspond to windows within Equipment Management.

To set up tabs:

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tabs*.
2. Select an item in the **Label** column and enter a new label.
3. Mark the checkbox in the **Visible** column for the tab to appear in the Equipment Manager window. The Details tab must be marked as visible.
4. Select the *Add Space* and *Delete Space* buttons to add or delete a blank tab. Because ten tabs display at a time, blank tabs can be used to fill a page, which enables you to group tabs by page. The numbers in the **Page** and **Position** columns indicate where the tab will display.
5. To change the position of a tab, select a line and select one of the *Top*, *Up*, *Down*, or *Bottom* buttons. Choosing *Top* or *Bottom* moves the tab to the top or bottom of the entire list. Choosing *Up* or *Down* moves the tab one space. The Details tab is always in the first position on page 1.
6. Select *OK*.
7. Select *Update Tabs* only after you have installed an upgrade. Updating tabs will add new tabs to the Tab Maintenance window while retaining current tab settings. The **Visible** checkbox is unmarked for new tabs.
8. Select *Initialize Tabs* to return all tabs and tab order to the default settings.

Setting Up Tab Classes

A tab class is a subset of tabs; you assign a piece of equipment to a tab class to display only tabs relevant to that equipment. For example, rental equipment could be assigned a tab class including all rental tabs, while non-rental equipment could be assigned a tab class excluding rental tabs.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tab Classes*.
2. Complete the following fields:
   - **Class ID**
     Enter a class ID.
   - **Description**
     Enter a description.
   - **Default**
     Mark this checkbox if this will be the default class for new pieces of equipment. Only one tab class can be set as the default. We recommend setting up a default tab class.
   - **Display Invisible Tabs**
     Mark this checkbox if you want all tabs marked as invisible to display in the Equipment Manager window. Invisible tabs are disabled.
   - **Visible**
     Mark this checkbox to assign a tab to this tab class.
3. Select *Save*.

Setting Up Tab Security

You can determine, either by individual user or by user class, which users have authority to make changes to the information on the header of each Equipment Manager record and on each tab on the Equipment Manager. If you do not want a user to be able to edit the information, you can assign view-only permission for a tab. You can also specify what tab is displayed first for each user or user class.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tab Security*.

2. Complete the following fields:
    - **Security Mode**
      The Default security mode applies to all users. The User Class security mode applies to the user class. Classes are set up by choosing Microsoft Dynamics GP > Tools > Setup > System > User Classes. For ease of maintenance, we recommend setting up tab security by user class instead of individual user. You could define user classes per job roles. The User security mode applies to the individual user. Users are set up by choosing Microsoft Dynamics GP > Tools > Setup > System > User. Changes to the default security setting changes rights only for users for whom tab security has not been set up. Once security has been defined for users and user classes, changing the default security setting does not affect the rights of those users.
    - **User ID, Name, User Class ID, Description**
      These fields appear if you chose User Class or User as the security mode. Select Add to select a user class or user ID from the Microsoft Dynamics GP lookup window.
    - **Edit Header Information**
      Mark this checkbox to allow users to modify Equipment Manager header fields and save equipment records.
    - **Display Invisible Tabs**
      Mark this checkbox if you want tabs to which no access is given (neither the Edit nor the View checkbox is marked) to be displayed but disabled.
    - **Edit, View**
      Mark either checkbox for each tab on the list. Edit allows the user to modify information on the tab. View allows the user to view but not modify information.
    - **Initial**
      Mark this checkbox for one tab only. This tab displays in position 1 on page 1 in the Equipment Manager window.
3. Close the window to save your work.

User Branch Filtering

Large organizations may control tens of thousands of equipment pieces. Often the user is only interested in the equipment records that only impact their branch. A branch filtering feature has been added to Customer Center and other windows (see Branch filters on these windows (page 26)) that filter by default to the user branch, yet also provides the user the ability to view other branches. If a branch is not assigned to a user, the user will see all branch information in the inquiry windows. Additionally, agreement type IDs and booking type IDs can also be set up to default based on the user's branch.

- Enabling Branch Filtering (page 25)
- Assigning the User Branch (page 26)
- Branch Filters on These Windows (page 26)

Enabling Branch Filtering

Branch filtering is an entirely optional feature. To activate branch filtering, a setup option has been added to the Equipment Setup window. If branch filtering is not enabled, the branch filters will not be displayed.

To enable branch filtering:

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Equipment Setup.*
2. Select **Enable Branch Filtering**.
3. Select *OK*.

Assigning the User Branch

The user setup window has been created to assign a default branch to each user.

> ⚠ If both Equipment Management and Service Management are registered, the Service Management branch will overrule the Equipment Management branch.

To assign a branch to a user:

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > User Setup*.
2. Complete the following fields:
   - **User ID**
     Enter or select the user ID.
   - **Default Branch**
     Enter or select the branch to default for inquiry windows for the user.
   - **Show All Branches**
     Select this checkbox to allow the user the ability to view other branch information in the inquiry windows.
3. Select *Save*.

Branch Filters on These Windows

The following windows have the branch filter drop-down field added. If the user has a branch assigned, these windows will default to that branch. The user can select a different branch or all branches, however, the *Show All Branches* checkbox in the User Setup window needs to be marked.

- Customer Center
- Equipment Manager
- Rental Agreement Inquiry
- Rental Agreement Entry
- Rental Booking Entry
- Rental Booking Inquiry
- Rental Invoice Entry
- Rental Invoice Inquiry
- Rental Invoicing Routine

Using SmartList Objects

Using SmartList Objects for Signature Products

SmartList Builder objects are available for Equipment Management, Job Cost, and Service Management. These objects include Go To items for several windows. Some Go To items appear for multiple objects.

SmartList Designer objects are available for Job Cost and Service Management. For information on using SmartList Designer, see the Microsoft Dynamics GP 2016 Systems User Guide.

Importing SmartList Objects

SmartList Builder

You must own SmartList Builder to use Signature SmartList Builder objects.

The following must be set up in Equipment Management prior to importing SmartList Builder objects:

- Equipment attributes
- Equipment status
- Equipment user-defined prompts
- Model user-defined prompts

> ⚠ If changes are made to any of these items after importing SmartList Builder objects, you must re-import for those changes to be detected and appear on the Equipment and Equipment Model SmartLists.

You must be logged in as "sa" to import objects.

1. Select *Microsoft Dynamics GP >Tools > SmartList Builder > Import*.
2. Select the folder icon and navigate to the Signature SmartList Builder Objects folder in your Microsoft Dynamics GP directory.
3. Select the appropriate XML file and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has been completed. select *OK*.
4. Repeat the steps import additional XML files, as needed.

SmartList Designer

If you do not own SmartList Builder, use SmartList Designer to create SmartLists by importing the Signature SmartList Objects.

1. Select *Microsoft Dynamics GP > SmartList*.
2. Select *Export/Import* and then *Import*.
3. Select *Add* and then navigate to *<GP Install folder>\Signature\SmartList Designer Objects*.
4. If you have purchased SmartList Builder, you will want to import the objects for SmartList Builder. See the previous section for information on importing SmartList Builder objects.
5. Select the appropriate XML file(s) and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. select *OK*.
6. Repeat the steps to import additional XML files, as needed.
7. Close the SmartList window and then re-open to complete the import process.

Accessing SmartList Objects

You access SmartList objects in the SmartList window. Each object name begins with the word Signature, followed by the descriptive name; for example, Signature Service Calls.

1. Select *SmartList*.
2. Scroll down to the objects that begin with Signature.
3. Select an object to display the records for that object. Records appear in the right pane of the window.
4. To select a Go To item, select a record for that object, and select the *Go To...* button. Select an item from the Go To menu. You can also double-click a record to display the default Go To item, which is the first item in the Go To menu.

> ⚠ If double-clicking a record does not display a window, select *SmartList > Options* to open the Options window. In the Category drop-down list, select the object that is currently highlighted in the SmartList window, then select *OK*. In the SmartList window, select the *Refresh* button, then double-click a record. The window for the default Go To item should appear. Double-clicking will now work for all objects.

For information on using the SmartList window, see the Microsoft Dynamics GP documentation.

Modifying SmartList Builder Objects

Any modifications that you make to one of the imported SmartList templates will be lost if you re-import SmartList Builder objects. Before you modify a template, we recommend duplicating the SmartList and making changes to the copy.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Equipment Management SmartList Builder objects that you imported are identified with _S_EMS_{_}.
3. Select *Options > Duplicate...*.
4. Select SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see Creating a SmartList Object Excel Report (page 28) for details.
5. Enter a **New List ID** and **New List Name**, and select *Duplicate*.
6. The new SmartList opens and can be edited in the SmartList Builder window. We recommend modifying this copy, as any changes that you make to the original template will be lost if you need to re-import SmartList Builder objects.

Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for information on editing SmartList Builder objects.

Creating a SmartList Object Excel Report

You can create Excel Reports from the SmartList objects that you imported.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Signature SmartList Builder objects that you imported are identified with S_ for Service Management or Job Cost and **EMS_** for Equipment Management.
3. Select *Options > Duplicate.*
4. Select Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and select *Duplicate*.
6. The new report opens in Excel Report Builder, where you can modify the Excel Report. Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for more details.

If you use Microsoft Dynamics GP SmartList Builder to create your own SmartLists and Microsoft Excel reports, you can use the following SmartList Builder objects as templates for creating SmartLists in Equipment Management:

- Cost Categories
- Equipment
- Equipment Models
- Meter Readings
- Rental Agreement Lines
- Rental Invoice Lines
- Scheduled Maintenance

These templates are contained in an XML file that can be imported into SmartList Builder. After importing SmartList Builder objects, the templates can be used in SmartList or edited in SmartList Builder or Excel Report Builder.

Preparing Go to Items for Use in the Smartlist Window

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*. Select the lookup button in the SmartList ID field and complete the following steps for each Signature object displayed in the list:
2. Highlight the Signature object in the list and click *Select*.
3. Select the *Go To...* button. All available Go To locations display. Here you can Add, Edit, or Remove Go To items. When you are finished, select *OK*.
4. In the SmartList Builder window, select *Save*. When the information has been saved, the window will clear.
5. When you have completed these steps for each object in the list, close the SmartList Builder window. Open the SmartList window under *Microsoft Dynamics GP > SmartList*. The following message will appear: *SmartList Builder has detected changes to be made. Do you want to make these changes now?* select *Yes*. The update will take a few moments.

When the update completes, the SmartList window will open. You are now ready to use the Signature SmartLists and Go To items.

Signature Objects and Go To Items Reference

The following Signature objects and Go To items are available for use in SmartList.

Equipment Manager

Object	Go To items
Cost Categories	Equipment Hierarchy, Equipment Manager
Equipment	Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Model Maintenance
Equipment Models	Equipment Model
Meter Readings	Equipment Hierarchy, Equipment Manager, Op Log Maintenance, Service Call
Rental Agreement Lines	Address Maintenance, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Item Maintenance, Job Status, Model Maintenance
Rental Invoice Lines	Address Maintenance, Agreement Entry, Customer Maintenance, Equipment Hierarchy, Equipment Manager, Invoice Entry, Item Maintenance, Job Status, Model Maintenance
Scheduled Maintenance	Equipment Hierarchy, Equipment Manager, Scheduled Maintenance, Service Call

Viewing Application Information

View application data in the About Signature Equipment Management window.

1. Select *Help > About Signature Equipment Management*.
2. Select *Options* to view a list of registered modules.
3. Select *OK* to close both windows.

Viewing User Activity

You can view current users in the Equipment Management User Activity window. Any user with an Equipment Management window other than the User Activity window open, will be included in the count.

Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > User Activity*.

Setting Up and Using Document Management

Document management provides the ability to physically store attachments in a user-defined location. Files are attached by choosing the paper clip icon. This method of attaching files is the same method that was introduced in Microsoft Dynamics GP 2013.

> ⚠ For document attachments to be written to a physical file location, WRITE permission must be given to the folder(s) where the attachments will be copied to for all users who will be attaching files.

Attachments will also be stored in the database as they currently do.

The attached file can be saved with the record and viewed by choosing the attached image button. If the record does not have documents attached, the button shows a paperclip. When documents are attached, the button shows a paperclip attached to a piece of paper. You can attach numerous file formats including but not limited to: .BMP, .DOC, .JPG, .TIF,.TXT., .XLS, .WAV.

The ability to add attachments is currently available in the following windows:

- Customer Rental Insurance Information
- Equipment Manager
- Rental Agreement Entry
- Rental Agreement Line Entry

See also:

- Setting Up Physically Stored Document Attachments (page 30)
- Using Document Management (page 31)

Setting Up Physically Stored Document Attachments

The ability to physically store attachments in a user-defined location has been added to Service Management for a select number of attachments. In Equipment Management, attachments are added by selecting the paper clip icon. MobileTech reports are added automatically when generated.

> For document attachments to be written to a physical file location, WRITE permission must be given to the folder(s) where they will be copied for all users who will be attaching files.

To set up the additional Document Attachment Management Setup window:

1. Go to *Microsoft Dynamics GP > Tools > Setup > Company > Document Attachment Setup*.
2. Mark **Allow Document Attachments**.
3. Select *Additional*, and then select:
   - **Service Management Attachments**
     Enter the file locations the attachments should be saved to for each attachment area.
   - **Equipment Management Attachments**
     Enter the file locations the attachments should be saved to for each attachment area.
4. Select *OK*.

Using Document Management

Adding a Document Attachment

You can add a file as an attachment with the following steps:

1. Select the paper clip icon.
2. Navigate to and select the file to be attached.
3. Select *OK*. The paper clip icon will display as a paper clip with a piece of paper attached.

Viewing the Attached Files

The associated inquiry windows will display the paper clip with the piece of paper attached.

1. Select the icon to open the document list.
2. Select the file.
3. Select *Display*.

Setting Up Equipment

Among other things, you can set up user-defined fields, starting numbering sequences, and time stamp information in the Equipment Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Equipment Setup*.
2. Complete the following fields:
   - **Live Company**
     Mark this checkbox if the company is live. This checkbox must be marked for the equipment inquiry to work. This allows you to use an inquiry to list equipment across all live companies. If the company is used for testing or training purposes, you may not need to mark this checkbox. See Viewing the Equipment Inquiry (page 82).
   - **Equipment User-Defined # Prompt**
     Label the equipment user-defined fields. These two fields appear on the Details tab in the Equipment Manager window.
   - **Validate**
     Mark these checkboxes if you want to prompt the user to add items that don't exist in the lookup. If the checkbox is not marked, users can enter any value without being required to add it to the list.

- **Model User-Defined # Prompt**
  Label the model user-defined fields. These fields appear in the Equipment Model Maintenance window.
- **Next Operating Log Number**
  Enter the next sequential number for operating logs. This is an alphanumeric field.
- **Next Service Record Number**
  Enter the next sequential number for service records. This is an alphanumeric field.
- **Equipment Numbering Type**
  The equipment numbering type determines the format of equipment IDs that are generated when you create new equipment records from the Purchase Order and Fixed Asset Management modules. When a purchase order is created for an equipment model that is linked to an inventory item, the equipment ID numbering type is used to generate ID numbers for each piece of equipment. If the equipment is marked as a capital item, a Fixed Asset Manager record is created when the equipment is received, with the equipment ID number used as the asset ID. See Setting Up Equipment Numbering Types (page 42).
- **Equipment ID Modifier**
  Determine how the equipment ID will be changed when using the Modify Equipment ID utility. We recommend choosing Modify. The modify option allows the user to change an equipment ID, except on historical records, and maintains profitability information. The copy option also allows the user to change the equipment ID, but does not retain profitability information.
- **Fixed Assets Depreciation Book ID**
  The lookup list displays the depreciation books set up in the Fixed Asset Management module. Use the lookup to select which one to use for equipment depreciation. The book chosen here displays depreciation figures on the Asset Information tab in the Equipment Manager window for pieces of equipment recorded as assets.
- **WS Service Call Start Time Stamp**
  Use the drop-down list to select the time stamps from Service Management that correspond to the technician starting the service call. This value will be used to change the status and location of the equipment record in Equipment Management.
- **WS Service Call End Time Stamp**
  Use the drop-down list to select the time stamp from Service Management that correspond to the technician completing the service call. This value will be used to change the status and location of the equipment record in Equipment Management.

3. Mark the appropriate checkboxes to add additional fields to the Rental Financial, Sales Financial, Sales Financial 2, and Total Financial tabs in Equipment Manager:
   - **FA Depreciation Expenses**
     Adds a field for depreciation expenses to the financial tabs. You need to have specified a Fixed Assets Depreciation Book ID in step 10 for depreciation to calculate. You can also track depreciation costs using the Profitability Analysis module. If you are using Profitability Analysis, do not mark this checkbox; otherwise, depreciation will appear twice.
   - **Signature Service Income**
     Adds a field for service income from Signature Service Management.
   - **Signature Service Expenses**
     Adds a field for service expenses from Service Management.
   - **Split Signature Service Expenses by Cost Category**
     Adds a breakdown of service expenses for Equipment, Material, Labor, Subcontractor, and Other costs.
   - **Signature Service Add-on Costs**
     Adds a field for Add-on Costs from Service Management.
   - **Split Signature Service Add-on Costs by Cost Category**
     Adds a breakdown of add-on costs by Equipment, Material, Labor, Subcontractor, and Other.
4. Select *OK.*

See also:

- Setting Up Models (page 33)
- Setting Up Locations (page 35)
- Setting Up Attributes (page 37)
- Setting Up Manufacturers (page 37)
- Setting Up Categories (page 37)
- Setting Up Types (page 38)
- Adding User-Defined Data (page 38)
- Creating Status Codes (page 39)
- Assigning Status Codes to Events (page 39)
- Setting Up Conditions (page 40)
- Setting Up Divisions (page 40)
- Setting Up Branches (page 41)
- Setting Up Units of Measure (page 41)
- Labeling Global Information Fields (page 42)
- Setting Up Equipment Numbering Types (page 42)
- Linking an Equipment Record to a Serialized Inventory Item (page 42)
- Synchronizing Equipment Locations (page 43)

Setting Up Models

Equipment models are used to define many aspects of a piece of equipment. You can define default characteristics of a piece of equipment based on model. When you create an equipment record, you assign it to a model.

One of the most important things a model type does is associate a purchasing item to the model. Equipment models can be linked to an inventory item in a one-to-one relationship. This link is recognized when a purchase order for an inventory item is processed. If the inventory item is linked to an equipment model, an equipment record is created in the Equipment Manager.

The model type also includes information such as attributes, optional equipment, and attachments.

The equipment model is usually an alphanumeric code. It identifies a type of equipment rather than an individual item.

Step 1: Create a Model

1. Select *Cards > Signature Equipment > Equipment Model*.
2. Complete the following fields, as necessary.
    - **Model**
      Enter the new model ID. You can create a new Model by entering or choosing an existing Model ID and choosing Copy. This is useful if the new model ID has the same or similar optional equipment, user information, and attachments.
    - **Short Description**
      Enter a brief description.
    - **Long Description**
      Enter a longer description.
    - **User-defined**
      Enter user-defined information.
    - **Purchasing Item Number**
      The purchasing item number is used by the Purchase Order Processing module to determine whether an item on a purchase order is a piece of equipment. Equipment recorded in the Inventory module must be recorded as a serialized inventory item. Attachments for equipment are also recorded as inventory items, but do not need to be serialized.
    - **Sales Kit Item Number**
      This number may be used when a piece of equipment with this model ID is sold. The kit should be set up

in Microsoft Dynamics GP with no default components since the components are assigned in Equipment Management. Using the kit item when selling the equipment ensures that the sales documents list the equipment and its components as one unit price, rather than listing the main equipment and each component individually priced. The kit should be set up in Microsoft Dynamics GP with no default components.

- **Eq. ID Segment Value**
  Enter the name that you want to use for this model ID when the equipment ID of a new piece of equipment is set up to contain a segment based on model. See Setting Up Equipment Numbering Types (page 42).
- **Manufacturer**
  Enter a Manufacturer.
- **Utilization Target**
  Enter the utilization target. This field is used for a utilization report for the Rental module only. Use the Update button if you change the utilization target or daily rate target amounts. The new values will roll down to existing equipment records with this model.
- **Daily Rate Target**
  Enter the daily rate target. This field is used for a utilization report for the Rental module only. Use the Update button if you change the utilization target or daily rate target amounts. The new values will roll down to existing equipment records with this model.
- **On Rental Task List ID**
  Select a task list to assign to the service call when you select to create a service call for the equipment the model number is associated with when you put the rental agreement On Rental. See Scheduled Maintenance (page 192). Inactive task lists are filtered out from displaying in any lookup and cannot be assigned. If a task list has any task codes that are inactive, only the active task codes will be created in the service call.
- **Off Rental Task List ID**
  Select a task list to assign to the service call when you select to create a service call for the equipment the model number is associated with when taking the rental agreement Off Rental. See Scheduled Maintenance (page 192). Inactive task lists are filtered out from displaying in any lookup and cannot be assigned. If a task list has any task codes that are inactive, only the active task codes will be created in the service call.

3. Select *Save*.

Step 2: Assign Attributes to a Model

1. Select the *Attributes* button in the Equipment Model Maintenance window to open the Equipment Model Attributes window where you can set up certain attributes for this model. Examples include fuel type and number of cylinders. Additional values can be entered from the Attributes tab in the Equipment Manager window.
2. Enter an **Attribute ID** and **Value**.
3. Select *Insert>>* to add the item to the scrolling window.
4. Select *OK*.

Step 3: Assign Optional Equipment to a Model

All changes to the optional equipment on the model roll down to all pieces of equipment of this model. If you change or delete the name of an option or change the order in which the options are listed, this may have unexpected consequences for existing pieces of equipment of this model.

1. Select *Optional Eq* in the Equipment Model Maintenance window to open the Equipment Model Optional Equipment window. Enter an option on each line. Options may or may not be physical additions to the

equipment record. This list provides the available options when equipment of this model is created in the Equipment Manager.
2. Select *OK*.

Step 4: Assign User Information to a Model

All changes to the model information roll down to all pieces of equipment of this model. If you change or delete user information fields or change the order in which the fields are listed, this may have unexpected consequences for existing pieces of equipment of this model.

1. Select *Model Info* in the Equipment Model Maintenance window to display the Equipment Model Information window. Enter user-defined fields relevant to this model. These user-defined fields will be available for equipment using this model ID and appear on the Model Info. tab.
2. Select *OK*.

Step 5: Assign Attachments to a Model

You can make changes to this window after equipment has been entered in the Equipment Manager, but changes will not roll down to existing equipment records using this model ID.

1. Select the *Attachments* button in the Equipment Model Maintenance window to open the Equipment Model Attachments window. You can use this window to create a list of attachments or subattachments for equipment using this model ID.
2. Select *Attachment* to enter an attachment or select an attachment and then select *Subattachment* to enter a subattachment. Select *Delete* if you want to delete the attachments or subattachments. If you delete an attachment, its subattachments are also deleted.
3. Select an attachment or subattachment in the left half of the window and enter information on the right about this attachment or subattachment. When equipment of this model is entered, these fields will appear. You can mark the **Sort by Description** checkbox to list the fields in alphabetical order.
4. Select an attachment or subattachment and enter a life unit of measure. Enter the attachments in this window before creating equipment records using this model ID. Details set up here are copied to the Equipment Manager record for each piece of equipment using this model ID.
5. If an attachment or subattachment is an inventory item, select it, and select *Items*. Select the inventory item referring to this attachment or subattachment. The item should have an item type of sales inventory and may or may not be serialized. The inventory item associated with an attachment or subattachment is informational only. That is, the inventory item will not automatically be added to a purchase order when purchasing an equipment record associated with this model.
6. Select *OK*.

Setting Up Locations

Equipment records contain the location of the piece of equipment. You can set up a list of the locations where equipment is stored. Locations can also be added when a new piece of equipment is being recorded.

A piece of equipment may have a physical location, an owning location, and an operating location. The physical location is where the piece of equipment is. An owning location is where the equipment is managed from when it is not on rent. An operating location is the location where the equipment is currently operating.

For example, a piece of equipment may belong to an organization's Fargo branch but currently is on loan to the Milwaukee branch where it was rented to client ABC. The piece of equipment will be recorded as having an owning location of Fargo, an operating location of Milwaukee, and a physical location of ABC site.

An equipment location may be linked to a customer, a vendor, an inventory site, a company, or a truck. When a location is linked to a customer or vendor, it is linked to a specified address of the customer or vendor.

The physical location of a piece of equipment is displayed in the Location field in the Equipment Manager window. The owning and operating locations are displayed on the Details tab of the Equipment Manager window.

All locations can be changed manually. In some cases, the system creates and records a location based on an event. For example, if the equipment is received to an inventory site that is not set up as a location, a location by the same name is automatically created in Equipment Management. Also, when a purchase order is saved, if no location exists in Equipment Management for the vendor, a location will be created and linked based on the format: VENDOR ID ADDRESS ID.

When purchasing equipment, the operating location can be entered on the equipment record.

The following events automatically change the physical location of a piece of equipment:

- An equipment purchase order is saved.
- An equipment purchase order receiving is posted.
- Equipment is recorded as on rent or off rent.
- A Service Management service call for equipment is saved or completed.
- Equipment is marked as dispatched or delivered in the transport module.
- An equipment sales invoice is posted.

When a process associated with a location is complete, the system checks whether the equipment is on another process. If not, the physical location will revert to the operating location.

1. Select *Cards > Signature Equipment > Equipment Location*.
2. Complete the following fields, as necessary.
    - **Location**
      Enter a location name.
    - **Link Type**
      Select a link type if the location is linked to a customer, vendor, inventory site, company, or truck.
    - **Link Type ID**
      If a link type other than None is selected, select the appropriate ID.
    - **Address ID**
      If a customer, company, or vendor ID is selected, select an Address ID. The contact information defaults.
    - **Contact**
      If None is selected as the link type, enter the contact.
    - **Address**
      If None is selected as the link type, enter the address.
    - **City**
      If None is selected as the link type, enter the city.
    - **State**
      If None is selected as the link type, enter the state.
    - **Zip Code**
      If None is selected as the link type, enter the zip code.
    - **Country Code**
      If None is selected as the link type, enter the country code.
    - **Phone**
      If None is selected as the link type, enter the applicable phone numbers.
    - **Fax**
      If None is selected as the link type, enter the fax numbers.
3. Select *Save*.

Setting Up Attributes

Attributes are characteristics of equipment. You set up a list of attributes so that they are available to be attached to individual pieces of equipment. For example, engine capacity could be an attribute measured in horsepower and color could be an attribute with no measurable quantity.

1. Select *Cards > Signature Equipment > Equipment Attribute*.
2. Complete the following fields, as necessary.
   - **Attribute ID**
     Enter a new attribute ID. You can create a new attribute ID by entering or choosing an existing attribute ID and choosing *Copy*.
   - **Description**
     Enter a description.
   - **Attribute Type**
     You can select String, Number, Currency, Date, or Time.
   - **Decimal Places / Currency ID**
     If you chose Number as the attribute type, enter the number of Decimal Places allowed. If you chose Currency as the attribute type, select a Currency ID.
   - **U of M**
     Enter a unit of measure.
   - **Entry Control**
     Select a level of entry control. If you select Suggest Values or Restrict Values, the Values button will be enabled.
3. Select the *Values* button to open the Equipment Attribute Value Definition window. Create a list of possible values. Depending on the entry control method chosen, this operates as a list of suggestions or restricts the choice to a value from this list. You can mark one default value. Select *OK*.
4. Select *Save*.

Setting Up Manufacturers

Equipment manufacturers can be designated when a piece of equipment is recorded.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Manufacturers*.
2. Enter the **Manufacturer** name and **Description**.
3. Select *Save*.

Setting Up Categories

There are six system-generated equipment categories: inventory, maintenance, on order, rental, sales history, and service. These cannot be deleted, and additional categories may be created. Equipment categories are usually determined when the equipment record is created. When equipment is sold, the category is automatically changed to sales history.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Categories*.
2. Enter an **Equipment Category**. The **Category Type** field is fills automatically.
3. Enter an **Eq. ID Segment Value**. When the equipment ID of a new piece of equipment is set up to contain a segment based on the equipment category, this is the value that will be used. See Setting Up Equipment Numbering Types (page 42).
4. Select *Save*.

> ⚠ When setting up equipment categories, it is important to select each category you plan to use, tab through the fields, and save, even if you are not making any changes. This ensures that the system recognizes each category and that it uses the category correctly when generating equipment numbers.

Setting Up Types

The equipment type is a way to classify items of equipment. It is generally a wider classification than the model number.

The account mask on the equipment type helps determine the revenue account and cost accounts used in a sales transaction, as well as the revenue accounts for rental and transport invoices. The mask can be used to direct revenue and costs for a type of equipment to a specific general ledger account.

> ⚠ The account mask on the equipment type takes precedence over the revenue account on the item record, if the equipment record is an inventory item. It also takes precedence over a revenue account selected on the Inventory tab of the Equipment Manager record for the piece of equipment. However, account masks can also be set up for equipment branch and equipment division. Type, branch, and division should be represented by different account segments. If there is a clash, branch takes highest precedence, followed by division and then type.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Types*.
2. Complete the following fields, as necessary.
   - **Equipment Type**
     Enter an equipment type.
   - **Description**
     Enter a short description.
   - **Long Description**
     Enter a long description.
   - **Account Mask**
     Enter an Account Mask for the revenue on sale of equipment of this type. Use ? as the wild character. See About Account Masking (page 130) for more information on account masking.
   - **Eq. ID Segment Value**
     Enter the name that you want to use for this type when the equipment ID of a new piece of equipment is set up to contain a segment based on equipment type. See Setting Up Equipment Numbering Types (page 42).
3. Select *Save*.

Adding User-Defined Data

In the Equipment Setup window, you may have labeled the two user-defined fields to specify additional information to be recorded for each piece of equipment. See Setting up Equipment (page 31). The two user-defined fields appear on the Details tab in the Equipment Manager window. Use the following procedure to add data to the user-defined lookups.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > User-Defined 1*
2. Enter lookup data and a **Description**.
3. Select *Save*.

> ⚠ Data is added to the **User-Defined 2** field in the same manner.

Creating Status Codes

The Equipment Status field on the Details tab in the Equipment Manager window changes automatically when certain events occur. First create the status code, then assign it to events in the Equipment Status Setup window.

The equipment status changes when one of the following events occurs:

- An equipment purchase order is saved.
- An equipment purchase order receiving is posted.
- Equipment is recorded as on rent or off rent.
- A Service Management service call for equipment is saved or completed.
- Equipment is marked as dispatched or delivered in the transport module.
- An equipment sales invoice is posted.

An equipment status code should be created for each status that you plan to link to an event.

1. Select *Cards > Signature Equipment > Equipment Status*.
2. Enter a **Status** name and **Description**.
3. Select *Save*.

Assigning Status Codes to Events

Status codes should be assigned to each event in the Equipment Status Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Status Setup*.
2. For each event listed in the window, enter a status code. You can enter the same status code for several events. You only need to set up status codes for the events that correspond with the modules you have registered.
3. Select *OK*.

Event	Description	Module
Creation of a Purchase Order	Status changes after a PO is created with the equipment.	Purchasing
Receiving of a Purchase Order	Status changes after the shipping document is posted. ⚠ After equipment is received on a PO, this status will remain until it is manually changed to indicate availability.	Purchasing
Sold on an Equipment Sales Invoice	Status changes after the equipment is sold through SOP.	Sales
Available	Indicates availability for rental - no other statuses apply.	Advanced Rental

Event	Description	Module
On Rental	Status changes when equipment on a rental agreement is marked as On Rental. Status changes back when equipment is marked as Off Rental.	Advanced Rental
On Transport	Status changes when equipment is marked as Dispatched in Transport Delivery Maintenance. Once Delivered, the status changes back.	Transport
On Service	Status changes when equipment is on a service call and the service call is in progress per the beginning time stamp. Status changes back after the ending time is stamped.	Service Managem ent

Setting Up Conditions

The condition of each piece of equipment can be recorded on the Details tab in the Equipment Manager window. You can set up a list of possible conditions.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Conditions*.
2. Enter a **Condition** and a **Description**.
3. Select *Save*.

Setting Up Divisions

You can associate an account mask with a division. This is useful if divisions are identified by a specific segment of the account number. You can use the account mask to direct sales revenue, cost of sales, and revenue relating to rental and transport transactions to a specific division, regardless of the other account segments to which the revenue or cost is to be booked.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Divisions*.
2. Complete the following fields, as necessary.
   - **Division**
     Enter the division name.
   - **Description**
     Enter a description.
   - **Account Mask**
     Enter an Account Mask. Use ? as the wild character. The account mask indicates that equipment belonging to the division should be booked to certain accounts. See About Account Masking (page 130) for more information on account masking.
   - **Eq. ID Segment Value**
     Define the segment that will be used to identify this division when the equipment ID of a new piece of equipment is set up to contain a segment based on branch. See Setting Up Equipment Numbering Types (page 42).
3. Select *Save*.

> ⚠ Account masks can also be set up for type and branch. Type, branch, and division should be represented by different account segments. However, if there is a conflict, branch takes highest precedence, followed by division, and then type.

Setting Up Branches

Equipment can be classified per the branch to which it belongs. You can associate an account mask with a branch. This is useful if branches are identified by a specific segment of the account number. You use the account mask to direct sales revenue, cost of sale, and revenue on rent and transport invoices to a specific branch, regardless of the other segments of the accounts.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Branches*.
2. Complete the following fields, as necessary. An indicates a required field:
   - **Branch**
     Enter the branch name.
   - **Description**
     Enter a description.
   - **Account Mask**
     Enter an Account Mask for the revenue on the sale of equipment of this type. Use ? as the wild character. See About Account Masking (page 130) for more information on account masking.
   - **Eq. ID Segment Value**
     Enter the name that you want to use for this branch when the equipment ID of a new piece of equipment is set up to contain a segment based on branch. See Setting Up Equipment Numbering Types (page 42).
   - **Rental Percentage On Ownership**
     Specify the amount if you want to split revenue between different branches. For more information see Setting up rental account distributions.
   - **Default Price Level**
     Enter a price level to default for the branch.
   - **Default Agreement Type ID**
     Enter or select the agreement type ID.
   - **Default Booking Type ID**
     Enter or select the booking type ID.
3. Select *Save*.

> ⚠ Account masks can also be set up for type and division. Type, branch, and division should be represented by different account segments. However, if there is a conflict, branch takes highest precedence, followed by division, and then type.

Setting Up Units of Measure

The equipment unit of measure is the unit by which usage is measured, for example, hours or miles. The life unit of measure set up for an item of equipment can be used when creating operating logs and service records. Attachment usage can be tracked with equipment usage to which the attachment is attached, if both have the same life unit of measure.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Units of Measure*.
2. Enter the **Unit of Measure** and **Description**.
3. Select *Save*.

Labeling Global Information Fields

Global information fields appear on all equipment records no matter what model the equipment record is assigned to. Standard user-defined fields appear on equipment records based on model. Global information fields can be string, currency, or date fields.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Global Information Labels.*
2. Enter a label and select *OK*.

Setting Up Equipment Numbering Types

Numbering types define the format of equipment IDs. You can set up multiple equipment numbering types, and when creating a new equipment record or purchasing a new piece of equipment, you must select the numbering type that you want to use to generate the equipment ID.

For example, a numbering type may include Branch- and Numeric-based segments. Equipment IDs generated with this numbering type would include part of the name of the equipment branch, followed by a number that increments for each piece of equipment from this branch. Numbering is automatic based on the numbering type you select.

Segments can also be based on category, model, division, or type. When setting these up, you define the segment that will be used to identify each type.

You can also assign an equipment numbering type to a purchase order type; when a new piece of equipment is purchased, the numbering type will default from PO Type setup. See Setting Up the Purchasing Module (page 96).

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Equipment Numbering Types*.
2. Enter the **Equipment Numbering Type** and a **Description**.
3. For the first **Segment**, select a **Type** and enter the **Size** in digits. If you select, for example, a type of Division and a size of 4, the first segment will be 4 characters from the division to which the equipment belongs. You would define the 4-character segment in the Division Setup window.
4. Select *Insert >>*. The information you need to enter depends on the type of segment:
5. If you selected a type such as Branch, Category, Model, or Type, the segment is pre-defined per the Equipment ID Segment Value for that characteristic.
6. If the type is Numeric, the **Increment** checkbox will be marked and you can enter a **Starting Value** and **Ending Value**. If the checkbox is not marked, you can enter only a Starting Value.
   The incrementing value only changes for equipment IDs of the same branch, category, model, or type. For example, if the first segment of an equipment ID is based on the model, a second segment that is numeric will increment independently for each model (BOBCAT0001, BOBCAT0002, BOBCAT0003, and JNDERE001, JNDERE0002, JNDERE0003).
7. Repeat steps 3 and 4 to define any additional segments you want to include in equipment IDs that follow this type. The maximum length for an equipment ID is 15 characters; the sum of all segment sizes cannot exceed 15. If you are using Service Management, the limit is 10 characters; to link equipment records between the two products, you should limit the length of the equipment ID to 10 characters.
8. Select *Save*.

Linking an Equipment Record to a Serialized Inventory Item

When you have an equipment record in Equipment Management and the equivalent item in inventory with a serial number, you can link the serialized inventory item with the equipment ID using the Modify Equipment Inventory utility.

You may need the utility if you purchased a piece of equipment that was a non-inventory item or if you have an existing equipment record that you would like to link to an inventory serialized item.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Inventory Equipment*.
2. Select the **Equipment ID**. The list shows equipment records for which there is no link to an inventory serialized item. You can view all equipment records by choosing All Equipment from the drop-down list.
3. Select the **Serial Number** using the lookup. The list shows serial numbers for inventory items linked to the model of the equipment ID selected. The **Receipt Number**, **PO Number**, and **SOP Number** will appear.
4. Select *Commit*.

> You can unassign a serial number to an inventory item by choosing the equipment record, choosing the eraser button, and choosing *Commit*.

Synchronizing Equipment Locations

Provides the ability to automatically maintain new equipment location records between the Equipment Manager and Service Management modules.

> Existing records need to be linked manually.

- Setting Up Synchronization (page 43)
- Setting Up Equipment Branches (page 43)
- Synchronizing Branches on Equipment (page 44)
  - Creating a New Equipment Record (page 44)
  - Adding a Branch to an Existing Equipment Record (page 44)
  - Changing a Linked Branch on an Equipment Record (page 44)

Setting Up Synchronization

To synchronize new location records between Equipment Manager and Service Management, a setup option has been added to the Equipment Setup window.

> This field is only available if Service Management is registered or if Service Integration is registered with Equipment Management.

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Equipment Setup*.
2. Mark the **Synchronize Equipment with WS Service** checkbox.
3. Select *Save*.

Setting Up Equipment Branches

New fields have been added to the Equipment Branch Setup window. These fields are used to correlate the Equipment Manager branch with the Service Management branch.

To set up equipment branches:

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Branches*.
2. After entering information into the existing fields, enter Service Management branch information in the following fields:

- **Service Management Branch**
  Enter or select the service management branch.
- **Service Management Customer ID**
  Enter or select the customer ID.
- **Service Management Address ID**
  Enter or select the address ID.

3. Select *Save*.

Synchronizing Branches on Equipment

After you have completed the branch setup in the Equipment Setup and Equipment Branch Setup, automatic branch linking will occur seamlessly when a new equipment record is created in the Equipment Manager window. If an equipment record already exists, you can add the branch and then manually create the link. Additionally, when you change the linked branch on a piece of equipment, the branch information will automatically update between Equipment Management and Service Management.

Creating a New Equipment Record

When creating a new equipment record in the Equipment Manager window *(Cards > Signature Equipment > Equipment Manager)*, when you add the branch to the record, a link is created automatically to the branch in Service Management.

Adding a Branch to an Existing Equipment Record

If you have existing equipment and want to add the branch to that equipment, you can do so in the Equipment Manager window.

To add a branch to an existing equipment record:

1. Go to the Equipment Manager window *(Cards > Signature Equipment > Equipment Manager)*.
2. Open the existing equipment record.
3. Enter or select the branch.
4. Select the **Service** tab.
5. Select the **New Link** icon. The customer, address ID, and equipment ID fields will populate and the link will be created to the branch in Service Management.
6. Select *Save*.

Changing a Linked Branch on an Equipment Record

Linked branches can only be changed if there are no open calls associated with the equipment or if the equipment is assigned to a maintenance contract.

To change a linked branch on an equipment record:

1. Go to the Equipment Manager window *(Cards > Signature Equipment > Equipment Manager)*.
2. Open the existing equipment record.
3. Enter or select the branch.
4. Select *Save*.

Setting Up and Using Equipment SmartLists

If you use Microsoft Dynamics GP SmartList Builder to create your own SmartLists and Microsoft Excel reports, you can use the following SmartList Builder objects as templates for creating SmartLists in Equipment Management:

- Cost Categories

- Equipment
- Equipment Models
- Meter Readings
- Rental Agreement Lines
- Rental Invoice Lines
- Scheduled Maintenance

These templates are contained in an XML file that can be imported into SmartList Builder. After importing SmartList Builder objects, the templates can be used in SmartList or edited in SmartList Builder or Excel Report Builder.

Importing SmartList Builder Objects

SmartList Builder

You must own SmartList Builder to use Signature SmartList Builder objects.
The following must be set up in Equipment Management prior to importing SmartList Builder objects:

- Equipment attributes
- Equipment status
- Equipment user-defined prompts
- Model user-defined prompts

> ⚠ If changes are made to any of these items after importing SmartList Builder objects, you must re-import for those changes to be detected and appear on the Equipment and Equipment Model SmartLists.

You must be logged in as "sa" to import objects.

1. Select *Microsoft Dynamics GP >Tools > SmartList Builder > Import*. Select the folder icon and navigate to the Signature SmartList Builder Objects folder in your Microsoft Dynamics GP directory.
2. Select the appropriate XML file and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. select *OK*.
3. Repeat the steps import additional XML files, as needed.

SmartList Designer

If you do not own SmartList Builder, use SmartList Designer to create SmartLists by importing the Signature SmartList Objects.

1. Select *Microsoft Dynamics GP > SmartList*. Select *Export/Import* and then *Import*.
2. Select *Add* and then navigate to *<GP Install folder>\Signature\SmartList Designer Objects*. If you have purchased SmartList Builder, you will want to import the objects for SmartList Builder. See the previous section for information on importing SmartList Builder objects.
3. Select the appropriate XML file(s) and select *Open*. Then select *Import*. When the import finishes, a message appears indicating the import process has completed. select *OK*.
4. Repeat the steps to import additional XML files, as needed.
5. Close the SmartList window and then re-open to complete the import process.

Using SmartList Building Objects

1. Select *Microsoft Dynamics GP > SmartList*.

2. The first time you open the SmartList window after importing Smart List Builder objects, you receive a message indicating that changes have been detected. Select *Yes* to update SmartList to include new templates and open the SmartList window.
3. On the left-hand pane, expand the Signature Equipment Management folder to view the list of Equipment Management SmartLists, including the templates that you imported.

Modifying SmartList Building Objects

Any modifications that you make to one of the imported SmartList templates will be lost if you re-import SmartList Builder objects. Before you modify a template, we recommend duplicating the SmartList and making changes to the copy.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Equipment Management SmartList Builder objects that you imported are identified with *WS_EMS*{_}.
3. Select *Options > Duplicate...*.
4. Select SmartList as the **New List Type**. You can also duplicate the template into Excel Report Builder; see Creating an Excel Report (page 28) for details.
5. Enter a **New List ID** and **New List Name**, and select *Duplicate*.
6. The new SmartList opens and can be edited in the SmartList Builder window. We recommend modifying this copy, as any changes that you make to the original template will be lost if you need to re-import SmartList Builder objects.

Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for information on editing SmartList Builder objects.

Creating an Excel Report

You can create Excel Reports from the SmartList objects that you imported.

1. Select *Microsoft Dynamics GP > Tools > SmartList Builder > SmartList Builder*.
2. Use the lookup button to select the **SmartList ID** of the object you would like to duplicate. The Signature SmartList Builder objects that you imported are identified with S_ for Service Management or Job Cost and **EMS_** for Equipment Management.
3. Select *Options > Duplicate.*
4. Select Excel Report as the **New List Type**.
5. Enter a **New List ID** and **New List Name** for the Excel Report, and select *Duplicate*.
6. The new report opens in Excel Report Builder, where you can modify the Excel Report. Refer to the **SmartList Builder (with Excel Report Builder)** user documentation for more details.

Re-importing SmartList Builder Objects

You must re-import Equipment Management SmartList Builder objects if:

- Changes are made to any equipment attributes that you wish to view on the Equipment SmartList.
- Changes are made to any Status, Equipment user-defined prompts, or Model user-defined prompts that you wish to view on the Model SmartList.

When you re-import SmartList Builder objects, any customizations that have been made are lost, and the default templates are restored. We recommend duplicating a SmartList Builder object prior to making modifications so as not to lose your changes when re-importing.

Changing the Equipment SmartList

On the Equipment SmartList, you can view up to 50 user-defined equipment attributes. When you add or delete attributes, change the order of attributes on the SmartList, or edit the columns that appear on the SmartList, you must re-import SmartList Builder objects for these changes to take effect.

Adding or deleting equipment attributes

1. Select *Cards > Signature Equipment > Equipment Attribute*.
2. You can create a new attribute or delete an existing attribute on this window.
3. Re-import SmartList Builder objects for your changes to appear on the Equipment SmartList.

Editing the attribute SmartList order

The Equipment Attribute SmartList Order window allows you to select the default order of the user-defined attributes that appear on the Equipment SmartList.

1. On the Equipment Attribute Maintenance window, zoom on the **SmartList Order** field to open the Equipment Attribute SmartList Order window.
2. Select an attribute ID, and use the arrow buttons to adjust the position in the **SmartList Order**. A column will be displayed on the SmartList for each of the first fifty attributes on the list.
3. Re-import SmartList Builder objects for your changes to appear on the Equipment SmartList.

Displaying attribute columns on the SmartList

1. Select *Microsoft Dynamics GP > SmartList*, and select the Equipment SmartList.
2. On the SmartList window, select *Columns* to open the Change Column Display window.
3. Select *Add...*.
4. Select the columns that you wish to display on the SmartList.

Changing the Equipment Model SmartList

If an equipment status is added or if changes are made to the equipment or model user-defined prompts, you must re-import SmartList Builder objects for these changes to appear on the Equipment Model SmartList.

Adding a new Equipment Status

1. Select *Cards > Signature Equipment > Equipment Manager*.
2. On the Equipment Manager window, zoom on the **Equipment Status** field to open the Equipment Status Maintenance window.
3. To add an equipment status, enter a **Status** name and **Description**, and select *Save*.
4. Re-import SmartList Builder objects if you want the new status to appear on the Model SmartList. A column indicates the number of equipment records that belong to each status for each model.

Editing equipment or model user-defined prompts

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Equipment Setup*.
2. Make changes to the Equipment and/or Model User-Defined Prompt fields, as necessary, and select *OK*.
3. Re-import SmartList Builder objects if you want the new user-defined labels to appear on the Model SmartList.

Equipment Hierarchy

The Equipment Hierarchy feature allows you to create hierarchical relationships among equipment records in the system; this makes it easier to keep track of complex relationships when multiple pieces of equipment are serviced separately but used together.

For example, you may have three separate equipment records for a skid steer, the engine inside that skid steer, and the snow blower attached to the skid steer. There may even be another equipment record for the chute attached to the snow blower. The skid steer is the top-level parent in the hierarchy group, while the engine and snow blower are components of the skid steer. The chute is a component of the snow blower.

Each record keeps a separate account of service work, profitability, and scheduled maintenance, but when the equipment is used together as a group, these can be viewed in conglomeration. In addition, certain features such as the location, site, and status of an equipment record are dependent on the other members of the equipment group. When equipment is sold, transported, or put on rent, the change affects the entire hierarchy group.

See also:

- Setting Up the Hierarchy Feature (page 48)
- Creating a Hierarchy (page 51)
- Using Hierarchy Functionality (page 55)
- Equipment Hierarchy Transactions (page 58)

Setting Up the Hierarchy Feature

Before you can begin using hierarchy functionality, the following setup steps must be completed after installation:

- Granting Security Access to Hierarchy Windows (page 48)
- Adding the Hierarchy Tab (page 49)
    - Step 1: Update tabs (page 49)
    - Step 2: Update Tab Classes (page 49)
    - Step 3: Update Tab Security (page 49)
- Setting Up Site IDs (optional) (page 50)
    - Step 1: Assign Component Site IDs (page 50)
    - Step 2: Assign Home Site IDs (page 50)
- Configuring Hierarchy Terminology (Optional) (page 51)
    - Editing the Configuration File (page 51)

Granting Security Access to Hierarchy Windows

To grant users access to hierarchy functionality, including view-only windows, you must edit security tasks to include the new Hierarchy windows. When hierarchy operations are added to a task, any user who is assigned a role that includes that task will be granted access to those operations.

1. Select *Microsoft Dynamics GP > Tools > Setup > System > Security Tasks*.
2. Select the **Task ID** that you want to edit.
3. To display the list of hierarchy windows, select the following sort criteria from the drop-down menus:
    - **Product**
      Signature Equipment Management

- **Type**
  .NET windows
- **Series**
  Hierarchy

4. In the Access List scrolling window, mark the checkbox next to any hierarchy operation that someone performing this task must access. You can also *Mark All* or *Unmark All*.
5. Select *Save* when you are done.
6. Repeat steps 2 through 5 for every task that requires access to hierarchy windows.

If you want to view the users that have access to an operation, select the window on the Access List and select *Print Operations Access*.

Adding the Hierarchy Tab

Complete the following steps to add the new Hierarchy tab to the Equipment Manager window:

Step 1: Update tabs

You must update tabs to display the new Hierarchy tab, which, by default, does not appear on the Equipment Manager or on the Tab Setup window.

> ⚠ All users must be out of Equipment Management before you open the Tab Setup window. Users trying to use the system while the Tab Setup window is open will receive a warning message.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tabs*.
2. Select *Update Tabs* to add the Hierarchy tab to the scrolling window. When prompted *Are you sure you want to add new tabs?* select *Yes*. The Hierarchy tab appears in the scrolling window. Adding the Hierarchy tab does not affect any customizations made to the order of the tabs; only the *Initialize Tabs* button restores the default tab order.
3. Mark the **Visible** checkbox to display the Hierarchy tab on the Equipment Manager. You can use the *Top*, *Up*, *Down*, and *Bottom* buttons to rearrange the Hierarchy tab from its default position.
4. Select *OK*.

Step 2: Update Tab Classes

A tab class is a subset of tabs; you assign a piece of equipment to a tab class to display only tabs relevant to that equipment. For example, rental equipment could be assigned a tab class including all rental tabs, while non-rental equipment could be assigned a tab class excluding rental tabs. Because any equipment can be part of a hierarchy, you may want the hierarchy tab to be visible for all tab classes.

> ⚠ All users must be out of Equipment Management before you open the Tab Class Setup window. Users trying to use the system while the Tab Class Setup window is open will receive a warning message.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tab Classes*.
2. Select the **Class ID** for which you want the tab to appear.
3. Locate the Hierarchy tab on the scrolling window, and mark the **Visible** checkbox.
4. Select *Save*. Repeat steps 2 through 4 for additional Class IDs.

Step 3: Update Tab Security

You can determine, either by individual user or by user class, which users have authority to make changes to the information on the Hierarchy tab. If you do not want a user to be able to edit the information, you can assign view-only

permission. All users must be out of Equipment Management before you open the Tab Security Setup window. Users trying to use the system while the Tab Security Setup window is open will receive a warning message.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Tab Security*.
2. Select a **Security Mode**; you can set up **Default** security settings or customize security based on **User Class** or individual **User**.
3. Locate the Hierarchy tab and mark the appropriate checkbox to allow **Edit** or **View** permissions for the selected user(s).
4. Close the window to save your changes.

Setting Up Site IDs (optional)

Site IDs allow you to track the physical location of equipment inventory items so that your on-hand quantities are accurate. For example, when equipment is placed on rent, an inventory transfer is automatically created to track the movement of the equipment from the warehouse site to the rental site. Likewise, when you add an equipment inventory item to another equipment inventory item as a component, an inventory transfer takes place. The component is transferred to the component site of the top-level parent in the hierarchy group. See About hierarchical relationships (page 53) for more information. If you are using site IDs, complete the following steps to set up a Home Site ID and a Component Site ID for your existing equipment records. In the future, you can set up sites upon purchasing new equipment or creating a new equipment record.

Step 1: Assign Component Site IDs

Before assigning home sites to equipment, assign component sites to home sites. You can only link one component site to each home site.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Hierarchy Site Maintenance*.
2. Complete the following:
   - **Home Site ID**: Select a site; the home site will be assigned to an equipment record.
   - **Component Site ID**: Select a site to associate with the Home Site ID. The component site will be used by any component of equipment assigned this home site.
     You can use existing inventory site IDs, but you may want to create new site IDs specifically to describe the location of equipment and the location of equipment components. Zooming on either field opens the Site Maintenance window, where new Site IDs can be set up.
3. Select *Save*. Repeat for as many home sites as you want to set up.

Step 2: Assign Home Site IDs

Complete the following steps to set up a Home Site ID for an equipment inventory item. Equipment that is used for rental must have a Home Site ID set up to be transferred to the rental site.

1. Select *Cards > Signature Equipment > Equipment Manager*.
2. Select an **Equipment ID**, and select the Hierarchy tab.
3. Use the lookup to select a **Home Site ID**. Your selection defaults as the Site ID for this equipment (view on the Inventory tab). If a component is added to this equipment, the component will be transferred to the component site that is linked to the selected home site.
   This field is disabled if the equipment is already a component of another record; the Site ID is set to the component site of the top-level parent, and the Home Site ID cannot be edited.
4. Select *Save*.

Configuring Hierarchy Terminology (Optional)

Your company may refer to equipment as "assets," or use containers to represent physical "kits" that you wish to refer to as such. You can customize the terminology used on the hierarchy windows by editing the following XML file:

`Signature.Dynamics.GP.EquipmentManagement.Hierarchy.Language0.xml`

This file is in the Signature AddIns folder of your Microsoft Dynamics GP directory, for example:

C:\Program Files (x86)\Microsoft Dynamics\GP2015\AddIns\Signature

After editing the file, we recommend making a copy so you can keep track of your customizations. When Signature Equipment Management is updated, the .xml file will be overwritten, and your customizations must be made again.

Editing the Configuration File

1. Open the file **Signature.Dynamics.GP.EquipmentManagement. Hierarchy.Language0.xml** in any text editor.
2. Locate the tag you wish to edit. For example, to change the name used to refer to a container, you would need to edit every tag with the word "container" in it.
   <item key="AddContainer">Add Container</item>
3. Replace the existing entry with the new value, for example:
   <item key="AddContainer">Add Kit</item>
4. When you are done editing the entries that you wish to change, save, and close the file.
5. Your changes will take effect the next time you launch Microsoft Dynamics GP.

Creating a Hierarchy

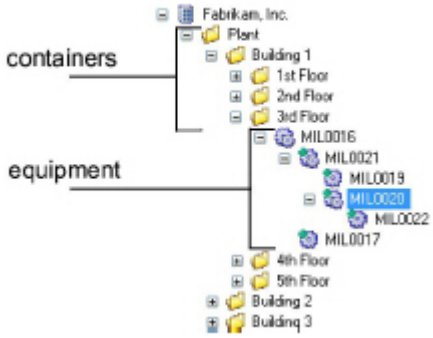
After installation and setup are complete, you can organize equipment into hierarchy groups. This allows you to decide how you want to view related equipment and how you want profitability, service, and scheduled maintenance information to appear for multiple equipment records that may be affected by the same transactions at once.

- About Containers (page 51)
- Setting Up Hierarchy Groups (page 52)
- About Hierarchical Relationships (page 53)
- Setting Up Containers (page 55)
  - Copying containers (page 55)

About Containers

Containers are used to help organize equipment records in a hierarchy. Similar to the way folders are used to sort files that are saved on your computer, containers are used for organizational purposes but do not have the same functionality as equipment records. You cannot schedule maintenance on a container, and unlike equipment, containers cannot be sold, rented, or transported.

You may, for example, want to create a container for a specific plant, inside of which is a container for each building. You may even have a container for each floor within a building. To locate the equipment record for a pump that is malfunctioning, you can drill down on the appropriate plant, building, and floor; this narrows the list of equipment records that you need to scroll through to find and create a service call for the correct equipment.



Containers can also be used for reporting purposes; by organizing equipment records per the example above, you can keep track of how much work and money is going into a specific building or plant. You can also analyze the amount of preventative maintenance vs. emergency repair service that is performed at each level of the hierarchy; for example, if one pump has undergone more emergency repairs than the others, it may need more frequent scheduled maintenance or to be part of a replacement schedule.

Setting Up Hierarchy Groups

When creating hierarchical relationships, you can use as many levels as you want; there is no limit on the number of containers you create or the number of components you connect.

Think carefully about how you want to set up your hierarchy groups. Service and maintenance can only be done on equipment, so if you want to track work that is performed, for example, on a building, make sure that the building is an equipment record, not a container. If service is performed not on the building itself but on the equipment inside, you may want to set up the building as a container.

Select *Cards* > *Signature Equipment* > *Equipment Hierarchy* to open the Equipment Hierarchy Maintenance window, where you can set up and manage hierarchy groups. If you have a lot of equipment records, this window may load slowly unless you change the number of records that load at once. See Customizing viewing options (page 56).

On the left pane of the Hierarchy Maintenance window is a list of all equipment records and containers in the company. Selecting an object on the left pane allows you to view the following:

- On the information bar, details for that object. If you select a container, no details appear on the information bar.
- On the right window pane, anything directly underneath the object in the hierarchy. Objects that appear on the right pane can be ordered and multi-selected.

The left pane of the hierarchy window is also where a tree view of the hierarchy appears. To create a parent-component relationship between two equipment records, drag and drop the record that will be the component onto the record that will be the parent. You can arrange as many equipment records as you want into a hierarchy group.

The following icons help identify the objects in a hierarchy:

Icon	Description
	Indicates the company that holds all equipment, groups, and containers. Equipment that is DIRECTLY underneath the company node is at the top level; dragging and dropping a record onto the company node detaches the equipment (with its components) from any parent and moves it to the top level.

Icon	Description
	Indicates a container that can be used to organize equipment records. Containers can hold hierarchy groups, individual records, and/or other containers. Equipment within a container is still considered top-level if it is not a component of any other record.
	Indicates a standalone equipment record that is not part of a hierarchy group. This equipment is at the top level (directly underneath the company node or within a container) and has no components.
	Indicates a parent equipment record that has components but is not itself a component of any other record. This equipment is at the top level and can be expanded to view the components that are underneath it in the hierarchy group.
	Indicates that the record is a component in a hierarchy group; this equipment has a parent record but has no components underneath it in the hierarchy.
	Indicates that the equipment is both a parent and a component in a hierarchy group. View this record by expanding its parent, then expand this record to view the components underneath it in the hierarchy.
	Indicates that the record is inactive; equipment cannot be attached to or detached from a hierarchy group while inactive. Any type of equipment (standalone, parent, component, component with component) may be shown as inactive.

About Hierarchical Relationships

If you are using Site IDs, when you create a hierarchical relationship between two equipment inventory items, an inventory transfer is automatically created. Similar to the way transfers are used to keep track of attachments as they are moved between inventory and equipment, transfers are also used to keep track of equipment as it is rearranged in the hierarchy.

Each equipment inventory item can have a Home Site ID and a Component Site ID. When an equipment inventory item is added as a component to another equipment inventory item, the component is transferred to the component site of the top-level parent in its new equipment group.
If the component's Site ID is already the same as the parent's Component Site ID, no transfer is created.

Removing a component transfers the equipment back to its home site.

Example: Two parent-component relationships exist:

Equipment	Site ID
MIL0016	Home Site ID of MIL0016
MIL0017	Component Site ID associated with Home Site ID of MIL0016

Equipment	Site ID
MIL0020	Home Site ID of MIL0020
MIL0021	Component Site ID associated with Home Site ID of MIL0020

When MIL0020 is added as a component to MIL0017, MIL0020 and MIL0021 become components of the top-level MIL0016.

Two inventory transfers occur:

Equipment	Site ID	
MIL0016	Home Site ID of MIL0016	
MIL0017	Component Site ID associated with Home Site ID of MIL0016	
MIL0020	Component Site ID associated with Home Site ID of MIL0016	transfer
MIL0021	Component Site ID associated with Home Site ID of MIL0016	transfer

When MIL0020 is removed from MIL0017, MIL0020 and MIL0021 are no longer components of the top-level MIL0016.

Two inventory transfers occur:

Equipment	Site ID of the equipment is	
MIL0016	Home Site ID of MIL0016	
MIL0017	Component Site ID associated with Home Site ID of MIL0016	
MIL0020	Home Site ID of MIL0020	transfer
MIL0021	Component Site ID associated with Home Site ID of MIL0020	transfer

Posted inventory transfers can be viewed on the Inventory Transaction Inquiry window *(Inquiry > Inventory > Item Transaction)*.

In addition, you can manually transfer group equipment, whether you are transferring equipment inventory items to a different site or fixed assets to another location. The transfer can only be created for the top-level equipment in the group, and all components are included in the transaction.
Adding a component also changes the location, division, branch, owning location, and operating location of the component to that of the parent. Manually changing these fields does not affect any other group members; however, creating a transaction that changes any of these values for the parent will change these values for the components as well.

For more information on how components are affected when you create transactions with group equipment, see Transactions.

Setting Up Containers

You can use containers however you want; you could set up a complex structure of containers, several individual containers, or no containers at all. Containers can be added in two places: underneath the main (company) node and within another container. You cannot place a container underneath an equipment record.

1. Right-click on the node you want to create the container underneath, and select *Add Container*. There is a 30-character limit on the name that is saved for the container. If you wish, you can create multiple containers with the same name.
2. After you set up containers, you can use them to organize equipment; drag and drop equipment records into the appropriate containers. If you move a parent record into a container, the entire group (consisting of the parent record and all its components) moves with it.

Copying containers

You can copy containers, for example, if you are organizing equipment by branch, and you want to use the same basic structure of containers for each branch. You can set up one branch, then copy and paste (and rename and reorganize) the containers for additional branches. This saves valuable time setting up the same basic organizational structure multiple times.

When you copy a container, all the containers it holds are copied with it. If you have any equipment inside the containers you are copying, those records remain where they are; only the organizational structure can be duplicated like this.

Right-click the container you are copying, and select *Copy Container*. Right-click on the company or container that you want to paste the structure underneath, and select *Paste Container*. You can then rename and reorganize the copied containers if you wish.

Using Hierarchy Functionality

Once a hierarchy has been set up, you can view:

- The existing hierarchy groups and containers are being used to organize your equipment records.
- The position of a selected equipment record in a hierarchy group and in relation to other equipment in that group.
- Financial information, service history, and scheduled maintenance history for an equipment record, both individually and combined with the other equipment in its group.

- Viewing the Hierarchy (page 56)
    - Customizing Viewing Options (page 56)
    - Searching for Equipment in the Hierarchy (page 56)
- Viewing Equipment That Belongs to a Hierarchy (page 56)
    - On the Equipment Manager window (page 57)
    - On the Equipment Hierarchy Inquiry window (page 57)
- Viewing Information for a Hierarchy Group (page 57)
    - Viewing Financial Information for a Hierarchy Group (page 57)
    - Viewing Service History for a Hierarchy Group (page 57)
    - Viewing Scheduled Maintenance for a Hierarchy Group (page 58)
- Inactivating Equipment in a Hierarchy (page 58)

Viewing the Hierarchy

Select *Inquiry > Signature Equipment > Equipment Hierarchy Inquiry*. This read-only version of the Equipment Hierarchy Maintenance window allows you to view and search within the hierarchy. Unlike on the maintenance window, you cannot add containers, move nodes, or otherwise edit and maintain the hierarchy from the inquiry window. Like the maintenance window, however, you can view hierarchy groups and detailed equipment information. You decide how you want equipment to appear on the Equipment Hierarchy Inquiry window. You can also use the hierarchy or the search bar to locate a specific equipment record.

Customizing Viewing Options

When you make changes to the appearance of the Equipment Hierarchy windows, for example, resizing the window panes or changing the view, the window will apply those same specifications the next time it is opened. These preferences are saved per user, per company.

In addition, your preferences for loading the window and viewing equipment in the hierarchy are saved for the next time you open the window.

- To show or hide any level of a hierarchy group, select the plus or minus sign next to the node (company, container, or equipment) that you wish to expand or contract. Right-clicking on a record and choosing *Expand All* expands all nodes on the left window pane.
- If you want to use lines to aid in displaying hierarchical relationships, open the Hierarchy User Preferences window by choosing *Options > Preferences*, and mark the **Show Tree View Lines** checkbox.
- If you have a lot of equipment records that take a long time to load when you first open the Equipment Hierarchy windows, you may want to change the number of equipment records that load at once. Select *Options > Preferences* and specify a **List View Load** value. This allows you to use the window without having to wait for every record to load.

Searching for Equipment in the Hierarchy

Using the Equipment Hierarchy Inquiry window to search for equipment is useful if you do not know the exact equipment ID you are looking for and you want to avoid scrolling through a long list of records in an equipment lookup window to find it.

If you know the group to which the equipment belongs, you can drill down on the appropriate containers and parent equipment until you locate the equipment record.

If you do not know where the equipment is in the hierarchy or do not want to sift through a long list of contracted nodes, you can also use the search bar.

Every field that appears on the information bar is searchable; you can search for all or part of a serial number, or you can enter the equipment model, for example, TRENCHER, and select *Find Next* (**Ctrl - F**) until you find the correct trencher on the list.

Once you find the equipment you are looking for, you can open the record by right-clicking on the equipment and choosing *Equipment Manager*.

Viewing Equipment That Belongs to a Hierarchy

If you are looking at a specific equipment record, you can determine whether the equipment is part of a hierarchy group in two locations:

On the Equipment Manager window

1. Select *Cards > Signature Equipment > Equipment Manager*, and select an **Equipment ID**.
    - The icon on the bottom of the window indicates the equipment's position in a hierarchy. To view a description of each equipment icon, see Setting up hierarchy groups (page 52).
    - The equipment is a component in a hierarchy group, you can zoom on the immediate parent of this equipment to view the parent's record in the Equipment Manager.
    - The hierarchy icon indicates if the equipment has components; you can zoom on the icon to view those components on the Equipment Component Inquiry window.
    - This abbreviated version of the Equipment Hierarchy Inquiry window displays only the selected equipment and any records that are underneath this equipment in its hierarchy group.
2. Mark the **Show All** checkbox if you want the entire group to appear on the list view on the right pane; otherwise, only direct components of the record that is selected on the left pane will display.
3. If the selected record has no components, only the selected equipment displays.

On the Equipment Hierarchy Inquiry window

Zoom on any **Equipment ID** field, and select *Equipment Hierarchy*.

The Equipment Hierarchy Inquiry window opens to the selected record, but the entire hierarchy, not just the group of the selected equipment, appears on this window.

Viewing Information for a Hierarchy Group

The Hierarchy Financial, Service, and Scheduled Maintenance Inquiry windows are similar to the Equipment Hierarchy Maintenance and Inquiry windows; on the left pane, you can view the hierarchical organization of all equipment in the company and select a record to display details on the information bar.

On the right pane, you can view financial, service, or scheduled maintenance information for the selected equipment, but with one important distinction from viewing this information on the Equipment Manager; you can combine information for multiple equipment records in a group.

Marking the **Combine Members** checkbox on any of the three windows combines information for all components of the record that you select. If you select the company node or a container, the checkbox is automatically marked and disabled; because the company and container nodes are used for organizational and reporting purposes only, the only information that displays at those levels is that of the equipment underneath.

Viewing Financial Information for a Hierarchy Group

1. Select *Inquiry > Service > Hierarchy Financial Inquiry*. This window contains the same financial information as the Rental, Sales, and Total Financial tabs on the Equipment Manager.
2. Select the equipment record or container that you wish to view information for. To view group profitability, select the top-level equipment in the group. For company-level financial information, select the company node.
3. Mark the **Combine Members** checkbox to combine financial information for the selected equipment and all its components.

Viewing Service History for a Hierarchy Group

1. Select *Inquiry > Signature Equipment > Hierarchy Service Inquiry*. This window shows the same current and historical service calls as the Service and Service History tabs on the Equipment Manager. You can use the search bar to find an equipment record and see the service calls for that record.
2. Select the equipment or container that you wish to view service information for, and mark the appropriate checkboxes to display **Open**, **Closed**, and/or **Complete** service calls. To view all service calls for a group, select

the top-level equipment in the group. You can also view all service calls for all equipment in the company by choosing the company node.
3. Mark the **Combine Members** checkbox if you wish to combine information for the selected equipment and all its components. The right pane displays the service calls that fit your criteria. You can double-click a line to view a call in the Service Call window.

Viewing Scheduled Maintenance for a Hierarchy Group

1. Select *Inquiry > Signature Equipment > Hierarchy Scheduled Maintenance Inquiry*. This window contains the same information on current, future, and historical scheduled maintenance records as the Scheduled Maintenance and Scheduled Maintenance History tabs on the Equipment Manager. You can use the search bar to find an equipment record.
2. Select the equipment or container that you wish to view scheduled maintenance for, and mark the appropriate checkboxes to display **Projected**, **Current**, **Inactive**, and/or **Historical** records. To view all records for a hierarchy group, select the top-level equipment in the group. You can also view all scheduled maintenance records for all equipment in the company by choosing the company node.
3. Mark the **Combine Members** checkbox if you wish to combine information for the selected equipment and all its components. The right pane displays the scheduled maintenance records that fit your criteria. You can double-click a line to open a record in the Equipment Scheduled Maintenance window.

Inactivating Equipment in a Hierarchy

When you inactivate an equipment record that is part of a hierarchy group, the entire group is inactivated. Inactive equipment cannot be attached to active equipment, and vice versa; you can, however, attach and detach inactive equipment from other inactive equipment and sort inactive equipment into containers.

Example:

MIL0016 and MIL0017 are separate, inactive equipment records.

You receive an error message if you try to attach active MIL0020 to inactive MIL0016, or vice versa; however, you can attach inactive MIL0017 to inactive MIL0016. To add a component, the records must both be active or both be inactive.

When you reactivate an inactive equipment record that is part of a hierarchy group, the other group members are also activated. To keep a record inactive, you must first detach it from the group.

Equipment Hierarchy Transactions

When transactions are created for equipment belonging to a hierarchy group, the other members of the group may be affected.

The sections below outline how hierarchy functionality affects the following equipment transaction types:

- Purchases
- Transfers
- Transports
- Sales
- Rentals

Purchasing New Equipment

When a new equipment ID is created via either equipment entry or purchase order, the new equipment record is automatically added to the list of all equipment records on the Equipment Hierarchy Maintenance window and is immediately available for organization in the hierarchy.

If you are adding a new equipment inventory item and you are using site IDs, you should set up the Home Site ID before adding the equipment to a hierarchy group.

- When adding new equipment by equipment entry, part of creating the record involves entering information on the equipment header and completing the Equipment Manager tabs. This includes setting up the Home Site ID on the Hierarchy tab so the equipment can be transferred, transported, and placed on rental.
- When new equipment is received on a purchase order, the receiving Site ID is saved as the Home Site ID of the equipment, and no additional setup is required before the equipment can be added to a hierarchy group.

Transferring a Hierarchy Group

When an equipment record that is also an inventory item is added as a component to another equipment inventory item, an inventory transfer is automatically created. This transfer changes the Site ID of the component to a site associated with the parent. See About hierarchical relationships (page 51).
In addition, you can manually transfer equipment inventory items - as well as equipment fixed assets and equipment records that are not linked to another type of record - that are part of a hierarchy group.

However, equipment that belongs to a group cannot be transferred on its own; transfers can only be created for the top-level equipment in the group, and all components are transferred with the parent. For example, if you transfer a parent to a different location, the location of the components will change as well. The transfer will be reflected in the Location Log of every equipment record that is a part of the group.

1. Select *Transactions > Signature Equipment > Equipment Transfer*.
2. Use the lookup to select an **Equipment ID**.
3. Specify options for transferring the equipment with its components:
    - **Transfer To**
      Mark the appropriate checkbox(es) and select a value in each field to transfer the selected equipment to a different **Branch**, **Location**, **Operating Location**, **Owning Location**, and/or **Division**.
    - **Inventory**
      This checkbox is enabled if the equipment record is linked to an inventory item. Mark the checkbox and enter a **Site ID**. An item transfer entry is created and posted in Micro soft Dynamics GP.
    - **Fixed Assets**
      This checkbox is enabled if the equipment is linked to a fixed asset record. Mark the checkbox and select an **Account Group ID**, **Physical Location ID**, and/or **Location ID**.
    - **Transport Request**
      This checkbox is enabled if you marked the **Location** checkbox. If you need to transport the equipment to a different location, mark the checkbox and enter a **Customer ID** and **Job Category ID** to create a transport request.
4. Select *Transfer*.

All changes that you make to top-level equipment roll down to its components as well.

Transporting a Hierarchy Group

When you transport equipment that belongs to a hierarchy group to a different location, you can only schedule transport for the top-level equipment in the group. All components are transported with the parent.

Step 1: Create a Transport Request

You can create a transport request for any equipment, but you will only be able to schedule transport for top-level equipment.

1. Select *Transactions > Signature Equipment > Transport Requests*. If you created an equipment transfer for this equipment, a transport request has already been saved with the **Customer ID**, **Job Category ID**, and **Equipment ID** from the transfer.
2. Complete the transport request. When entering the **Equipment ID**, keep in mind that you can create a transport request for a component, but you will not be able to schedule the equipment for transport.
3. You can view the hierarchy group that is included on the request by zooming to the Equipment Hierarchy Inquiry window, which shows the entire hierarchy. The hierarchy button, which allows you to view only the hierarchy group, is disabled until the transport is scheduled and the group is locked.
4. When you are finished, select *Save*.

Step 2: Schedule the Transport Request

After the transport is scheduled, the hierarchy group is locked and cannot be edited until the equipment is delivered or the transport is unscheduled.

1. Select *Transactions > Signature Equipment > Transport Scheduler*. The Transport Scheduler window allows you to assign transport requests with a status of Urgent or Available to a truck.
2. Select the **Truck ID** that you are using to deliver the equipment, then double-click the transport request to add it to the truck. If you are transporting additional equipment, you can rearrange the requests into a preferred delivery order.
3. The Equipment ID column displays only the top-level equipment on the transport request, though all components will be transported as well. Once assigned to the truck, you can highlight the transport request and use the GoTo button to view the whole hierarchy group. On the Transport Line Component Inquiry window, you can mark the **Show All** checkbox to view all the equipment in the group on the right pane of the window. On the left pane, you can expand the parent nodes to show components and view the organization of the group.
4. On the Transport Scheduler window, select *OK*. Once the transport request is scheduled, this hierarchy group is locked and cannot be changed.

Step 3: Dispatch and Deliver the Group

When you dispatch the group, the Location of all group members changes to On Truck, and the Status of all group members changes to In Transit.

1. Select *Transactions > Signature Equipment > Transport Deliveries*.
2. Select the **Truck ID** of the truck that is scheduled to deliver the group. When the **Equipment ID** of the parent fills in the scrolling window, the hierarchy button allows you to view the rest of the hierarchy group on the Transport Line Component Inquiry window.
3. When the truck is dispatched, mark the **Dispatched** checkbox, and record the **Date** and **Time**. The location of dispatched equipment is On Truck, and the status of the equipment is In Transit; these values change for all equipment in the group, including all components of the top-level equipment that is on the transport request.
4. When the equipment is delivered, mark the **Delivered** checkbox, and record the **Date** and **Time**. The location of the delivered equipment is the customer location, and the status changes to Available or On Rent. These values change for all equipment in the group, including all the components of the top-level equipment that is on the transport request.
5. Select *Process*.

Viewing Hierarchy Group Transport

The Transport Inquiry window allows you to view transport information for the top-level equipment on the transport request.

1. Select *Inquiry > Signature Equipment > Transport Inquiry*.
2. Mark the **Equipment** radio button and enter the **Equipment ID** of the top-level equipment. All transport records for this equipment populate in the scrolling window. You can select a record and use the GoTo button to open the Hierarchy Transport Group window, where you can view the components that were also transported on that request.

If you enter the Equipment ID of a component that was transported with the top-level equipment, the transport request does not appear. The Transport Inquiry window only allows you to view the transport record for the equipment that was entered on the request. However, the components have record of the transport on the Location Log tab of the Equipment Manager (*Cards > Signature Equipment > Equipment Manager*).

Selling Equipment Belonging to a Hierarchy Group

You can sell equipment that belongs to a hierarchy group, either as an individual record or as part of the whole group. An individual record does not need to be removed from its group to be sold separately, and it will remain visible in the hierarchy on the Equipment Hierarchy Maintenance and other windows after being sold.

If you want to sell an entire hierarchy group, the following must be true:

- The **Prices Not Required in Price List** checkbox must be unmarked in SOP Setup.
- The price lists of the hierarchy group members must use the same Currency ID that is on the sales transaction.
- The U of M Schedule ID must be filled in for every hierarchy group member that is also an inventory item.
- The site that is specified on the Equipment Manager Inventory tab for each hierarchy group member must match the site that is assigned to the item on the Item Quantities Maintenance window.

When sold equipment is returned, it is treated as an individual record, regardless of if it is part of a hierarchy group. To return an entire group at once, you must individually add each record to the return transaction.

1. Select *Transactions > Signature Equipment > Sales Transaction Entry*.
2. Select the type of document you are creating, and complete all the necessary fields for the transaction entry.
3. When you are ready to select equipment for the transaction, use the lookup to select an **Equipment ID**. If the equipment is part of a hierarchy group, a message will display asking if you want to include all its equipment group members.
    - To sell only the selected equipment, select *No*, and proceed with the transaction entry for the individual record.
    - Include all group members in the sale, select *Yes*. Once you tab off the line, all the other equipment records in the hierarchy group are added as line items, each with their own sales pricing.
      After adding all group members, you can remove any record(s) that you do not want included in the sale. If any equipment record in the group has already been sold, that record cannot be sold with the group and will not be added to the transaction.
4. If you are using the expanded scrolling window or the Sales Item Detail Entry window to add detailed equipment information, you can mark the **Update Equipment Link** checkbox if you want to automatically create an equipment record at the selected customer and location upon posting the sale. If you mark this checkbox for the parent record before the rest of the group populates in the scrolling window, the components default with the checkbox marked. If all group members are present on the transaction before you mark this option, you are prompted to apply your changes to all group members on the sales document. Select *Yes* or *No*.
5. When you are ready, save or post the document. Any equipment records that are also fixed assets need to be retired before they can be sold. Each equipment record that was included in the sale has its own financial record

of the sale; however, you can view the combined financial information for the equipment group on the Hierarchy Financial Inquiry window. See Viewing information for a hierarchy group (page 55).

Renting a Hierarchy Group

When renting equipment that is part of a hierarchy group, only the top-level equipment in the group can be placed on rent, and all components are rented with the parent. You can create a rental booking or agreement with a component, but before the equipment can be placed on rent, the component must be removed from its hierarchy group.

Component records are included in the rental with the top-level equipment, but they do not populate in the rental agreement lines or appear on the invoice. All rental profitability is kept at the parent level and is unaffected by the additional equipment in the group. To account for the extra cost of renting an equipment group, you may want to adjust the rental pricing for the parent on the agreement before placing the equipment on rent.

Though only the top-level equipment appears on an agreement when a group is rented, the status of every record in the group changes to On Rental, and you cannot edit the hierarchy group until the rental is complete.

Booking Group Equipment for Rental

1. Select *Transactions > Signature Equipment > Rental Booking Entry*, and enter the necessary information for the booking.
2. When you are ready to add equipment to the booking entry, select *Line Entry*.
3. On the Rental Booking Line Entry window, select a **Line Type** of *Equipment*, and select an **Equipment ID**.
    - If the equipment is at the top-level and has no components, only the selected equipment appears on the booking and will be included in the rental.
    - If the equipment is at the top-level and has components, only the selected record appears on the booking, but all components will be included in the rental.
    - If the equipment is a component in a hierarchy group, you receive a warning message; you can create the booking, but the equipment must be removed from its hierarchy group before it can be placed On Rent.
4. Finish entering rental information for the equipment, and save the line entry. On the Rental Booking Entry window, select *Save*.
5. When you are ready to create a rental agreement, you can use the *Transfer* button to transfer this booking to an agreement. Any information provided on the booking entry defaults onto the agreement. When the equipment defaults onto the agreement, you will not receive another warning message if this equipment is not at the top-level; however, a component cannot be placed On Rent until it is removed from its hierarchy group.

Creating a Rental Agreement with Group Equipment

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*, and enter the necessary information for the agreement.
2. When you are ready to add equipment to the agreement, select *Line Entry*.
3. On the Rental Agreement Line Entry window, select a **Line Type** of *Equipment*, and select an **Equipment ID**.
    - If the equipment is at the top-level and has no components, only the selected equipment appears on the agreement and will be included on the rental.
    - If the equipment is at the top-level and has components, only the selected record appears on the agreement, but all components will be included in the rental.
    - If the equipment is a component in a hierarchy group, you receive a warning message; you can create the agreement, but the equipment cannot be placed On Rent until it has been removed from its hierarchy group. If you want to view the selected equipment's hierarchy group, use the zoom on the Equipment ID field to open the Equipment Hierarchy Inquiry window. This allows you to see if any other records will be included on the rental with the selected equipment.
4. Finish entering rental information for the equipment, and save the line entry. On the Rental Agreement Entry window, select *Save*.

Placing Group Equipment on Rent

When the top-level equipment in a group is placed on rent, the entire hierarchy group is placed on rent. Likewise, when taking the equipment off rent, all components are also taken off rent.

1. Select *Transactions > Signature Equipment > On Rental Entry*, or use the *On Rental* button on the Rental Agreement Entry window to open the On Rental Entry window.
2. Find the correct agreement. If you opened this window from the Rental Agreement Entry window, the agreement defaults. Complete any necessary fields before processing the rental.
3. Mark the **On Rental** checkbox, and select *Process*.
4. Once the equipment is on rent, the *Component* button is active and can be used to view the rest of the group. If the equipment is at the top-level with no components, only that record will display on the Rental Line Component Inquiry window. The Rental Line Component Inquiry window is similar to the other hierarchy windows that allow you to view the entire group on the left pane of the window and the components of the selected record on the right. You can also mark the **Show All** checkbox to see a list view of the entire group - all the rented equipment - on the right pane. The hierarchy group cannot be edited until it is taken off rent.
5. Select *Close* to return to the On Rental Entry window.
6. If the equipment needs to be transported to the rental site, use the Transport button to create a transport request. Zooming on the **Transport Number** field allows you to view the request on the Transport Request Maintenance window.

For more information about transporting a hierarchy group, see *Transporting a hierarchy group* on this page.

Viewing Rental Information for Group Equipment

When a hierarchy group is placed on rental, only the top-level equipment appears on the agreement. However, all members of the group are tracked with the rental while the group is on rent, as reflected on the Equipment Manager (*Cards > Signature Equipment > Equipment Manager*).

The status of all group members changes to *On Rental*; however, all rental invoicing is done at the top-level and can be viewed for the top-level equipment only. Only the top-level equipment appears on reports related to the rental.

You can view combined rental financial information for all members of a hierarchy group on the Rental tab of the Hierarchy Financial Inquiry window; however, only the top-level equipment from each group that was rented will have information from the group rental. See Viewing information for a hierarchy group (page 55).

When an equipment group is placed On Rent, a snapshot of the hierarchy is saved for that rental. If the structure of the group changes after the equipment is taken off rent (i.e. components are added and/or removed), you can still view the group that was rented using the *Component* button on the following rental inquiry windows:

- Rental Agreement Line Inquiry (*Inquiry > Signature Equipment > Rental Agreement Inquiry > Line Entry*)
- Rental Invoice Line Inquiry (*Inquiry > Signature Equipment > Rental Invoice Inquiry > Line Entry*)

Equipment Management Reports

You can print reports that list the values set up for the following equipment attributes: ID, branch, category, condition, division, location, manufacturer, model, status, type, and unit of measure.

Creating Equipment Setup Report Options

You create report options before printing reports.

1. Select *Reports > Signature Equipment > Equipment Setup*.
2. Select the report from the **Reports** drop-down list.

3. Select the *New* button.
4. Enter a name for the new option in the Equipment Setup Reports Options window.
5. For some reports, you can select a sort order and restrict the range to be printed. Select *Insert* if you have entered a sort order or range.
6. For the Equipment List report, you can select the *Details* button after choosing a restriction to open the Equipment Management Option Details window where you can further restrict the report by choosing items. This only works when the range is not based on equipment ID.
7. Select *Destination* to specify the print destination.
8. Select *Save* to save the option.

Printing Equipment Setup Reports

If you have created report options, you can print them from the Equipment Setup Reports window.

1. Select *Reports* > *Signature Equipment* > *Equipment Setup*.
2. Select the report from the Reports drop-down list.
3. Select the report option and select *Insert* >>.
4. Select *Print*.

Using Equipment Manager

Each piece of equipment managed by the organization is recorded in the Equipment Manager. Equipment records could include floor stock, whole goods on order, equipment used to generate rental income, and customers' equipment being serviced. You can also create equipment records when a piece of equipment is purchased. See Purchasing (page 95).

Information in the Equipment Manager is presented on a series of tabs. When you set up the Equipment Manager, you determine what information users should see, and how they should see it.

> ⚠ Creating an equipment record in the Equipment Manager automatically generates an MDA record for the equipment with the same equipment ID. However, creating a record for the piece of equipment in MDA will not automatically generate a record in the Equipment Manager.

Creating Equipment Records

Creating a new equipment record involves the following:

- Step 1: Create an Equipment Entry (page 64)
- Step 2: Complete the Header Information (page 65)
- Step 3: Complete Equipment Manager Tabs (page 65)

Step 1: Create an Equipment Entry

This process generates an equipment ID based on equipment numbering types. Equipment numbering types generate equipment IDs that contain various segments based on equipment category, model, type, division, and/or branch. See Setting Up Equipment Numbering Types (page 42) for more information on how equipment IDs are generated.

1. Select *Microsoft Dynamics GP* > *Tools* > *Utilities* > *Signature Equipment* > *New Equipment Entry*. You can also access this window using the *New* button from the Equipment Manager (*Cards* > *Signature Equipment* > *Equipment Manager*).

2. Fill in the **Equipment Category**, **Model**, **Equipment Type**, **Equipment Branch**, and **Equipment Division** for the new equipment.
3. Use the lookup in the **Equipment Numbering Type** field to select the format that you want to use for the new equipment ID.
4. Select *Create*. A message displays asking if you are sure you want to create the equipment record.
5. Select *Create*. The system creates an equipment ID using the specified numbering scheme and characteristics of the new equipment. If the information needed to correctly number the equipment is not available, an error message displays. See Setting Up Equipment Numbering Types (page 42).

Step 2: Complete the Header Information

Once the equipment record is created, you can complete the record's header information. The Equipment Manager window contains six header fields that remain visible regardless of which tab is currently displayed.

1. Select *Cards* > *Signature Equipment* > *Equipment Manager*.
2. Select an equipment record. Verify the **Equipment ID** and **Model**, then complete the following fields:
   - **Serial Number**
     This field will be completed automatically if the equipment record was generated from a purchase order.
   - **Equipment Status**
     Available will appear in the Status field for new equipment records. Status changes automatically following certain events such as a transport dispatch or delivery, on rent or off rent, or creation or completion of a service call. You may want the Status field to fill in automatically.
   - **Location**
     Enter the physical location of the equipment. This can change when the equipment is moved.
   - **Usage Life to Date**
     This field is zero for new equipment records. It is updated per operating log readings.
3. Select *Save*. If the *Save* button is disabled, your user ID or user class doesn't have access rights to change header information on the equipment record.

Step 3: Complete Equipment Manager Tabs

Additional information about an equipment record is stored on tabs on the Equipment Manager window. The modules you are using and the way your system is set up determines which tabs display.

Select *Cards* > *Signature Equipment* > *Equipment Manager* to open the Equipment Manager window. Use the lookup in the **Equipment ID** field to select an equipment record.

> ⚠ If you have tabs that you use often, you can access them quickly using the *Go To* button in the Equipment Manager window. You can designate which tabs appear when choosing the **Go To** button by choosing Edit Go To Settings. In the Go To Button Maintenance window, select a tab from the Available Tabs column, select *Add* to add it to the Go To Button Tabs column, and select *OK*. You can also add the tabs to the shortcut bar using the current window option.

Details Tab

The Details tab records basic information for each equipment record and is always the first tab displayed.

- **Tab Class**
  The tab class determines the tabs displayed and the order in which they appear. You may have marked a tab class as the default class for new equipment records during setup.

- **Equipment Category**
  There are six system-defined categories. When equipment is sold, the category is automatically changed to Sales History.
- **Equipment Type**
  If the equipment types were set up with an account mask, this determines the account for sales revenue if this equipment is sold.
- **User-defined**
  Enter user-defined information.
- **Condition**
  Enter a Condition.
- **Division**
  Enter the division to which the equipment belongs. If the division was set up with an account mask, this determines the general ledger accounts for revenue and costs on invoices.
- **Branch**
  Enter the branch to which the equipment belongs. If the branch was set up with an account mask, this determines the general ledger accounts for revenue and costs on invoices.
- **Owning Location**
  The owning location is the location at which the equipment is owned and managed. This may or may not be the location at which the equipment is currently operating.
- **Operating Location**
  The operating location is the location from which the equipment is currently operating. The operating location may be specified when a purchase order for equipment is created. The operating location may or may not be the same as the owning location or the physical location
- **Manufacturer**
  Select the manufacturer of the equipment from the lookup window.
- **Build Year**
  This is a four-digit numeric entry identifying the year in which the equipment was manufactured or assembled.
- **Acquisition Date**
  This field is automatically filled if the equipment is purchased using the Purchase Order Processing module.
- **Purchased By**
  This could be the person or department that purchased the equipment.
- **Life U of M**
  Select the unit of measure for usage for this equipment record. This unit is used in the Usage Life to Date field on the Equipment Manager header, which is updated when meter readings are entered on operating log entries. If you plan to use the Scheduled Maintenance module, you must enter a value in this field. The unit of measure is used when creating scheduled maintenance records.
- **Salesperson ID, Territory ID**
  Enter a Salesperson and Territory.
- **Customer ID**
  The field displays an ID when the equipment is on rent to a customer.
- **On Customer Rental**
  This read-only checkbox indicates if this piece of equipment is currently rented.
- **On Service**
  This read-only checkbox indicates if this piece of equipment is currently in use on a service call.
- **On Sale**
  This read-only checkbox indicates if this piece of equipment is currently on sale.
- **On Transport**
  This read-only checkbox indicates if this piece of equipment is currently on transport.
- **Description**
  Enter a description of up to 50 characters. A more detailed description can be included by choosing the expansion button attached to the field.

- **Comments**
  Enter any additional information.

Attributes Tab

The Attributes tab lists the various attributes of a piece of equipment.

To add an attribute:

1. Select an **Attribute ID**.
2. Enter an attribute **Value** that applies to this specific equipment.
3. Select *Insert >>*.

Attachments Tab

The Attachments tab holds details of specifications for a piece of equipment. Attachments or subattachments can be listed with details of each. While these details can be created for an individual piece of equipment, you will save time and maintain the consistency of the information by creating a template for attachments and subattachments of each model rather than for each piece of equipment. See Setting Up Models (page 33). Once attachments and subattachments are added to a piece of equipment, they can be transferred or associated with an inventory item using the *Transfer* button.

- To add an attachment, select the *Attachment* button. Enter the attachment name and select *OK*.
- To add a subattachment, select an attachment and select the *Subattachment* button. Enter the subattachment name and select *OK*.
- To delete an attachment or subattachment, select the item and select *Delete*. If you delete an attachment with subattachments, the subattachments will remain and move up a level. You cannot delete an attachment or subattachment if it is associated with an inventory item.

Use the right side of the window to enter and maintain information on an attachment or subattachment selected from the list on the left:

- **Sort Alphanumerically**
  Mark this checkbox to sort information alphanumerically based on the Attachment Attribute field.
- **Item Number**
  Read-only field that displays the item number when the equipment is purchased.
- **Serial Number**
  Read-only field displays the serial number when the equipment is purchased.
- **Site ID**
  Read-only field displays the site ID when the equipment is purchased.
- **Include On Sale**
  Mark this checkbox if the attachment is a non-inventory item and you want to include the attachment on the equipment sales document. This checkbox will only display if the attachment is a non-inventory item.
- **Use Item Sale Price**
  Mark this checkbox if the attachment is an inventory item and you want to use the item sale price or you can enter a sales price in the Sales Price field. This checkbox will only display if the attachment is an inventory item.
- **Sales Price**
  If equipment has a sales price entered on the Sales Financial 2 tab, this will be used on the sales document. If a kit item is used for selling, and there are attachments or subattachments that are inventory items with selling prices on the inventory records, these prices will be added to the sales price to determine the selling price for the kit.
- **Recommended Life**
  Enter the recommended life.

- **Life U of M**
  Enter the life U of M.
- **Usage**
  Enter the usage.
- **% Left**
  Enter the percentage of life left. This field is manually updated for each attachment and subattachment.
- **% Life Left**
  This value is calculated based on the values entered in the Recommended Life and Usage fields.
- **Update from Equipment**
  Mark this checkbox if you want the system to update the usage for the attachment or subattachment in accordance with updates to the operating log for the equipment record. This is useful because the % Life Left field then updates automatically based on usage. Updating from equipment is only possible if the (sub)attachment has the same life unit of measure as the equipment.
- **Transfer**
  Once attachments and subattachments are added to equipment, they can be transferred or associated with an inventory item. Use this button to transfer attachments, which are serialized inventory items, between equipment and inventory stock, or between pieces of equipment. See Transferring Attachments and Subattachments (page 76).

Photos Tab

The Photos tab lists links to electronically stored documents that are related to the piece of equipment. To open a document on the list, select the item, and select the camera button.

To add a document

1. Enter the **Date**.
2. Enter a descriptive **Reference**.
3. Enter the filename or use the folder button to browse and find the file. We recommend you enter a shared location using a UNC pathname. For example, \\server-name\shared-resource-pathname. Using a UNC pathname rather than a drive on your network makes the link available to all users.

Optional Equipment Tab

The Optional Equipment tab lists extras or attributes that may or may not be physical parts of the equipment. Optional equipment is set up during the model setup. See Setting Up Models (page 33).
Mark the checkboxes for each optional equipment item you wish to include with this equipment record. These fields are informational only.

Model Information Tab

User information is defined for a specific model. See Setting Up Models (page 33) to edit the user-defined fields that appear on this tab.

Operating Log Tab

The Operating Log tab records the operating activity for a piece of equipment. Each line records a reading or an update to operational activity. You enter operating log information in the Operating Log Maintenance window, which you open by zooming on the Operating Log No. field. You can also open the Operating Log Maintenance window from the Transactions menu. See Entering Operating Log Readings (page 74).

⚠ When the sort order is reading date, the last reading represents the latest usage figure.

Active Fields Tab

The Active Fields tab displays the active user-defined fields for the equipment record. See Setting Up Active User-Defined Fields (page 21).

Inventory Tab

The Inventory tab shows the serialized inventory item number that is linked to this piece of equipment. Entering the purchasing inventory item number in the Equipment Model Maintenance window links an equipment model number and an inventory item number. Once this link is established, purchasing and receiving a piece of equipment automatically generates an equipment record, with the item number, serial number, and purchasing section on the Inventory tab completed. Selling a piece of equipment records sales details on the Inventory tab. The information on the left side of the Inventory tab is filled in automatically when receiving equipment against the purchase order, which generated the equipment record. If the equipment is sold, sales information is filled in on the right.

Inventory Accounts Tab

The Inventory Accounts tab lists the general ledger accounts to which values should be directed for all transactions involving this piece of equipment.

The inventory item record to which the equipment is linked has a similar list of accounts. When posting transactions, the system uses the general ledger accounts set up on the Inventory Accounts tab first. If the tab is blank, the system looks for account information on the inventory item. If no accounts are specified on the item, the system uses the global system settings.

Rental Inactivation Tab

The Rental Inactivation tab is used to inactivate the equipment for rental, either indefinitely or over a specific period of time. Inactivating the equipment affects the Advanced Rental module only and has no effect on other equipment transactions.

Equipment that is inactive for rental can be placed on an agreement or booking; however, it cannot be placed on rent. If the equipment is already on rent when the inactivation period begins, the agreement can be processed to completion, but the On Rental date cannot be changed.

- To inactivate the equipment, mark the **Inactivate for Rental** checkbox. To reactivate equipment that is inactive for rental, unmark the checkbox.
- To specify a period of rental inactivation, enter a **Start Date** and **End Date**, then select *Insert* >>. You must enter a date in both fields, and the Start Date must occur before the End Date. Multiple rental inactivation periods for the same equipment cannot overlap.

Rental Financial Tab

The Rental Financial tab displays rental income and rental costs. The rental categories come from the cost categories set up with the cost group types of Rental Income and Rental Expenses. All amounts posted to the general ledger accounts associated with the cost categories appear. Each general ledger account should have been set up for account analysis. In addition to the cost categories, depreciation will be listed as a rental expense. Depreciation amounts are recorded if the equipment is an asset on the Fixed Asset Management module, and the asset has a depreciation book entered in the Equipment Setup window. You may also display service costs and income as separate lines in this window. These figures come from Service Management service calls, which are assigned to a linked piece of equipment.

Use the lookup in the **Agreement No.** field to select a rental agreement for this equipment. The **Contract TD** (Contract To Date) column shows values relating to the rental agreement selected in the Agreement No. field. All other columns

show rental income or expenses associated with this piece of equipment for the **Current Period**, current year (**YTD**), and for the life of the equipment (**LTD**).

Rental History Tab

The Rental History tab displays all historical rental documents for this equipment. Mark the appropriate checkboxes and use the refresh button to display completed **Agreements** and posted **Invoices**. Unsuccessful quotes are marked with a red cross.

On Rental Tab

The On Rental tab contains rental agreement information for this equipment. Use the arrows in the **Agreement No.** field to select and view an agreement.

Sales Financial Tab

The Sales Financial tab displays revenue and expenses relating to sales of the equipment. The sales categories come from the cost categories set up for cost groups with a type of Sales Income and Sales Expenses. All amounts posted to the general ledger accounts associated with the cost categories appear here. Each of these general ledger accounts should have been set up for account analysis. See Creating Analysis Cost Groups (page 88).

Sales Financial 2 Tab

The Sales Financial 2 tab displays information for salespeople. Costs relating to a piece of equipment are displayed. A salesperson can use the costs and a calculating facility to determine a selling price. The sales categories come from the cost categories set up for cost groups with the type of Sales Expenses. All amounts posted to the general ledger accounts associated with the cost categories appear here. Each of these general ledger accounts should have been set up for account analysis. See Creating Analysis Cost Groups (page 88).

Costs can be entered for each category in the following columns:

- **Estimate**
  You cannot enter estimated costs in the Service Costs field.
- **Committed**
  Committed costs are entered from purchase orders.
- **Actual**
  Actual costs come from transactions posted to the accounts associated with sales categories.
- **Forecast**
  Forecast values are equal to either the estimate amount or the sum of the committed and actual amounts, whichever is greater.

The bottom section of the window is designed to perform what-if calculations. Users can enter one value and have the system calculate another. What-if fields are disabled after a piece of equipment is sold.
The fields on the left are used to calculate the gross profit (GP). Changes to any of these figures will change gross profit. Manually changing the gross profit changes the price. For example, you can enter the price and have the gross profit calculated, or enter the required gross profit percentage and have the price calculated. A salesperson can use this to determine a retail price. This price is automatically entered as the selling price if this piece of equipment is added to a sales order.

- **Sales Price**
  The recommended retail price; this amount will be used in SOP when selling the equipment.
- **Reset Price**
  Use this button to reset the recommended retail price to the default value.

- **Sales Income**
  Shows the total of all income associated with this equipment; includes income posted to general ledger accounts set up for account analysis and allocated to this equipment through the MDA window.

Sales Current Tab

This tab lists current sales documents relating to the piece of equipment. You can zoom to the Equipment Sales Transaction Entry window for each line item.

Sales History Tab

This tab lists historical sales documents relating to the piece of equipment. These include quotes, orders, invoices, and returns. You can select a sort order and restrict the list to quotes, orders, invoices, or returns only.

Previous IDs Tab

The equipment ID is a unique identifier for a piece of equipment and usually shouldn't be changed. However, there are some circumstances when you must change the ID. For example, if you have different number sequences for rental equipment and for inventory stock and you decide to move a piece of equipment from inventory stock to the rental fleet, you may want to modify the ID number. The Previous IDs tab maintains a record of any equipment ID changes for a piece of equipment, displaying the date of each change, the old ID, the new ID, and the user ID of the person who recorded the change. Equipment IDs are changed using the Equipment Modifier utility (*Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > Equipment ID Modifier*).

Location Log Tab

The Location Log tab lists changes to the location of the equipment. You can select to list changes to a physical location, owning location, or operating location. You can use the **Location Type** drop-down list to select the type of location to display and the Sort By drop-down list to determine the sort order.

Shipping Tab

The Shipping tab contains information about the supplier, the current location of the equipment, estimated shipping, and arrival dates, and purchase date information.

- **Supplier ID Name**
  Enter the Supplier ID.
- **Supplier Name**
  The Supplier Name defaults.
- **Address ID, Address**
  Enter an Address ID and complete the Address fields, or select an existing ID.
- **Address fields**
  Complete the Address fields if creating a new Address ID. If an existing Address ID was selected, the address fields will default in.
- **Current Location**
  Enter the current location of the piece of equipment.
- **Departure Point**
  Enter the shipping port from.
- **Est. Departure Date**
  Enter the estimated departure date.
- **Arrival Point**
  Enter the shipping port to.

- **Est. Arrival Date**
  Enter the estimated arrival date.
- **Shipping Agent**
  Enter the name of the shipping agent.
- **Customs Agent**
  Enter the name of the Customs Agent.
- **Vessel Name**
  Enter the name of the vessel.
- **Currency ID**
  Enter the currency ID.
- **Orig. Purchase Price**
  Enter the current price.
- **Purchase Date**
  Enter today's date if currency exchange rates will change.
- **Funct. Purchase Price**
  Enter the functional purchase price.
- **Payment Terms**
  Enter the payment terms.

Total Financial Tab

The Total Financial tab displays a range of financial information about the piece of equipment. The categories listed on this tab come from the cost categories set up for the cost groups of the types Total Income and Total Expenses. The values are the amounts posted to the accounts defined for these cost categories. The Total Financial tab can be used to display all costs and expenses, both capital and operating, associated with a piece of equipment to show overall return on investment.

Transport Tab

The Transport tab is used to set up a pricing item, which determines pricing information on transport requests for this equipment record. The **Pricing Item** field on the Transport tab must be set up if the equipment is to be available for transport. The pricing item must belong to the inventory item class selected for transport pricing items, as set up in the Transport module. See Setting Up the Transport Module (page 187).

Service Tab

The Service tab is used only when Equipment Management is used with Service Management. Establishing a link between this equipment record and an equipment record in Service Management allows you to create a service call before and after renting the equipment and update the status in Equipment Management when the equipment is used in Service Management. This tab displays the details of the corresponding equipment record in Service Management.

Use the *New Link* button to open the Service Management Equipment window, where you can create an equipment record in Service Management that will link to this equipment record. The Service Management equipment ID comes from the Equipment Management equipment ID. Upon entering details and saving the record in Service Management, the link is established.

You can also link this equipment to an existing Service Management equipment record by using the lookup in the Equipment ID field.

The information about the equipment displayed on this tab comes from the Service Management record. See *Creating equipment records* in the *Service Management User Manual*.

- The *Item* indicator is a Service Management indicator that shows that this equipment is an individual piece of equipment.
- The *Group* indicator shows that the equipment record is a lead item of an equipment group.

- The *Group Item* indicator shows the equipment record is an item of equipment within a group.

Service History Tab

When an equipment record in Equipment Management is linked to an equipment record in Service Management and the piece of equipment is involved with a service call, the service call will appear on the Service History tab. You can sort by call status. Service calls recorded in Service Management will be listed on this tab if the following are true:

- The Service Management equipment ID for this equipment was identified on the Service tab. See Service tab[59].
- The service call includes a task involving this piece of equipment.

The list includes the description, status of the call, and the date the call was complete. You can create a new service call from the Service History tab using the *New Call* button.

Scheduled Maintenance Tab

The Scheduled Maintenance tab lists scheduled maintenance records that are assigned to an equipment record. Projected scheduled maintenance are those records that haven't been assigned to an open service call or that aren't marked as current in the Equipment Scheduled Maintenance window. Mark the **Projected**, **Current**, and **Inactive** checkboxes to filter the records. You can use the *Go To* button to open the Equipment Scheduled Maintenance window and the Service Call window.

Scheduled Maintenance History Tab

The Scheduled Maintenance History tab lists scheduled maintenance records that are marked as complete or closed in Service Management or that are marked as complete in the Process Completed Maintenance window. You can use the *Go To* button to open the Scheduled Maintenance Inquiry window and the Service Call window.

Asset Information Tab

The Asset Information tab is used to link an equipment record to an asset in the Fixed Asset Management module.

If the equipment is purchased with a purchase order type marked for capital purchase, or with the line item marked as a capital item, then the asset entry is generated from the purchase list in the Microsoft Dynamics GP Asset General Information window, with the link to Equipment Management automatically generated.

If the equipment record in Equipment Management and the entry in Fixed Asset Management both exist independently, you can link them from the Asset Information tab. Use the lookup or enter the fixed asset in the Asset ID field to establish the link.

If the fixed asset record doesn't exist, you can use the *New Link* button to open the Asset General Information window where you complete the record. Once the fixed asset is saved, the link is established.

> ⚠ Although the link is established, you still must complete the asset record information in Microsoft Dynamics GP. See the Microsoft Dynamics GP Fixed Asset Management Manual.

Once a link between Equipment Management and Fixed Asset Management is established, information from the asset record is displayed on the Asset Information tab. Use the *Redisplay* button to refresh the Asset Information tab. The depreciation amounts are based on the Fixed Assets Depreciation Book ID selected in the Equipment Setup window.

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59. https://wennsoft.atlassian.net/wiki/pages/resumedraft.action?draftId=105809054#UsingEquipmentManager-service-tab

Global Information Tab

The Global Info tab contains information that will appear on all equipment records. The fields on this tab are defined in the Global Information Labels Setup window. (*Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Global Information Labels*).

Blank Tabs

Equipment Management has three blank tabs to be defined by the user. Contact WennSoft Sales for information.

Equipment Manager Procedures

- Entering Operating Log Readings (page 74)
- Inactivating Equipment (page 75)
- Transferring Attachments and Subattachments (page 76)
- Transferring Equipment (page 76)

Entering Operating Log Readings

The operating log contains a series of meter readings indicating usage of a piece of equipment. The meter readings may be of different types, and different pieces of equipment may use different units of measure.

1. Select *Transactions > Signature Equipment > Equipment Operating Logs*.
2. Complete the following fields, as necessary.
    - **Operating Log No.**
      This number defaults from setup. See Setting up equipment (page 31).
    - **Equipment ID**
      Enter the equipment ID.
    - **Original Doc. Number**
      Enter the document number from which the reading was taken.
    - **Original Doc. Type**
      Enter the document type from which the reading was taken.
    - **Reading Date**
      You can change the default.
    - **Reading Type**
      Select a type from the drop-down.
    - **Reading By**
      Enter the name of the person taking the reading.
    - **Reading**
      Enter the reading in the units of measure specified. This updates the Life Unit of Measure field on the Details tab of the Equipment Manager.
    - **Photos**
      Select this button if you want to record photos relevant to this meter reading in the Operating Log Photos Maintenance window. Use the folder button to add photos and the camera button to view them. The attached photos display on the Photos tab.
3. Select *Save*.

The new operating log reading will appear in the Usage Life to Date field in the Equipment Manager window. The Op Log document will also be listed on the Op Log tab. In addition to recording an operating log reading from the Operating Log Maintenance window, operating log readings can be generated from the Scheduled Maintenance module.

Inactivating Equipment

You can inactivate a piece of equipment so that it:

- Cannot be referenced in Equipment Management
- Processed for new sales, rentals, or transports.
- Cannot be transferred
- Have attachments transferred to or from it
- Be maintained for service readings
- Serviced with scheduled maintenance.

Inactive equipment can be placed on a service call in Signature Service Management, but it will not appear on any Equipment Management transaction windows and cannot be included in a new Equipment Management document. You can complete transactions for inactive equipment only if it is already on rent or being processed on a document at the time of inactivation. If the equipment is on rent, you cannot change the On Rent date/time unless you reactivate it. Additionally, you can inactivate equipment for rental only, indefinitely, or for a specified duration.

To inactivate equipment

1. Select *Cards > Signature Equipment > Equipment Manager*.
2. Select an **Equipment ID**. If the equipment is active, the status at the bottom of the window displays as active.
3. Select the *Inactivate* button at the top of the window. The following warning message appears:
4. Select *Yes* to inactivate the equipment. The status bar at the bottom of the window displays "Inactive Equipment," and all fields on the Equipment Manager window become inactive. Any scheduled maintenance records associated with this equipment will be inactivated when you inactivate the equipment; scheduled maintenance records cannot be activated again until the equipment is first reactivated.

Viewing inactive equipment

When equipment is inactivated, it is not visible on any Equipment Management transaction windows or lookups. Only the following windows contain a **Show Inactive** checkbox, which, when marked, allows you to select inactive equipment:

- The Equipment lookup window, when accessed from the **Equipment ID** fields on the Equipment Manager and all Equipment Management Inquiry and Report windows
- The Equipment Inquiry window (*Inquiry > Signature Equipment > Equipment Inquiry*)

To re-activate equipment

Once active again, the equipment appears in Equipment Management windows and lookups and is accessible for use in Equipment Management.

1. Select *Cards > Signature Equipment > Equipment Manager*.
2. Use the lookup to select an **Equipment ID**. By default, only active equipment appears in the lookup window; mark the **Show Inactive** checkbox to display inactive equipment, and select an Equipment ID.
3. Select the *Activate* button at the top of the Equipment Manager window.
4. A message will display asking if you are sure that you want to activate this equipment. Select *Yes*. The status at the bottom of the Equipment Manager window changes to "Active Equipment." If any scheduled maintenance records exist for the equipment, you will be prompted to re-activate them.

Transferring Attachments and Subattachments

Attachments and subattachments can be recorded for a piece of equipment on the Attachments tab in the Equipment Manager window. These attachments and subattachments may be inventory items. Attachments and subattachments must be created from the Attachments tab before attachment or subattachment transfers can be processed. You can perform four types of transfers:

- Swap (two-way transfer) attachments or subattachments between two pieces of equipment
- Swap (two-way transfer) attachments or subattachments between equipment and inventory
- Transfer attachments or subattachments from inventory to a piece of equipment
- Transfer attachments or subattachments from a piece of equipment to inventory stock

Processing an attachment transfer transaction has three important results:

- Equipment attachments are updated on the Attachments tab in the Equipment Manager window.
- The inventory quantity transfer, from one inventory site to another, is recorded.
- A general ledger transaction is generated to transfer the value of the attachments. In some cases, the debit and credit values for this general ledger transaction may be directed to the same general ledger account, but posting moves costs in the Profitability Analysis module from one piece of equipment to another. This journal may be generated directly from the transfer or may come via the inventory transfer transaction.

1. Select *Transactions > Signature Equipment > Attachment Transfers*.
2. Select the **Transfer Type** from the drop-down list at the bottom of the window. The window will change based on your selection.
3. Enter an **Equipment ID**(s), depending on what transfer type you've chosen.
4. Select the attachment and enter the **Item Number**, **Serial Number**, and **Site ID** as appropriate based on the transfer type chosen.
5. Select *Transfer*.
6. Post the General Ledger batch. It is named "ESTFR".

Transferring Equipment

You can transfer equipment records between branches, locations, and divisions. Additionally, you can transfer equipment inventory items to another site and move fixed assets to different accounts and locations. When transferring equipment to a different location, you can generate a transport request.

1. Select *Transactions > Signature Equipment > Equipment Transfer*.
2. Complete the following fields:
    - **Equipment ID**
      Enter an equipment ID.
    - **Current**
      If there are values in the Branch, Location, Operating Location, Owning Location, and Division fields, you can mark the checkboxes to enable the Transfer To column fields.
    - **Transfer To**
      Use the lookup fields to select the destination Branch, Location, Operating Location, Owning Location, and Division.
    - **Inventory, Site ID**
      If the equipment record or its attachments are linked to an inventory item, this field will be enabled. Mark the checkbox and enter a site ID to create and post an item transfer entry in Microsoft Dynamics GP. Attachments will appear as line items in the Item Transfer Entry window.
    - **Fixed Assets, Account Group ID, Physical Location ID, Location ID**
      If Fixed Assets is registered and the piece of equipment is linked to a fixed asset record, mark the checkbox and enter an Account Group ID, Physical Location ID, and Location ID for the fixed asset.

- **Location, Transport Request, Customer ID, Job Category ID**
  If you marked the Location checkbox, the Transport Request field will be enabled. Mark the checkbox and enter a customer ID and job category ID. A transport request will be created.

3. Select *Transfer*.

Customer Center

Customer Center is a centralized location to view equipment and service data for a branch or for a specific customer within that branch. If branch filtering is turned on, the information will default to the branch the user is assigned to. For more information on branch filtering, see User branch filtering (page 25). *Cards > Signature Equipment > Customer Center*

In the Customer Center window, you can:

- View equipment totals of the total amounts of equipment, rentals, leases, tracking, pending, registration due, registration expired, one-way rentals, and unavailable equipment.
- View service call totals of service calls, open calls, calls that need review, approved calls, disputed calls, quotes, purchase orders, unassigned calls, and total unbilled amount.
- In the equipment inquiry section, you can quickly locate equipment, provide availability information, and pricing information.
- Using the transaction buttons, you can create a new service call, rental agreement, rental booking, job agreement, job booking, lease, or sales transaction.

See also:

- Setting Up Customer Center (page 77)
- Viewing Data (page 78)
- Creating Transactions (page 80)

Setting Up Customer Center

Before viewing data in Customer Center, there are a few options that need to be set up.

- **Equipment Branch Setup**
  Use this window to match Equipment Management branches to Service Management branches. For more information, see Synchronizing equipment locations (page 43).
- **User Branch Filtering**
  Use this window to assign a default branch to the user. This will filter the equipment displayed in Customer Center, as well as other windows. This option will only need to be set up if you want to assign a default branch to your user. For more information, see User branch filtering (page 25).
- **Equipment Type Setup**
  Use this window to include or exclude information in the Customer Center for equipment assigned to the equipment type. Complete the following fields as necessary:
- **Include in Tracking on Customer Center**
  Mark this checkbox to include equipment on lease or rental with this type.
- **Exclude from Rental on Customer Center**
  Mark this checkbox to exclude equipment with this type that are on rental agreements, but should not be counted in the totals such as a GPS unit.
- **Service User-Defined 1 Setup**
  Use this window to define the Customer Center Allocation codes that are used in the service inquiry section of Customer Center. *(Microsoft Dynamics GP > Tools > Setup > Service Management > Lookup Set > Service > User-*

Defined 1). You must set up the reason code and Customer Center Allocation. From the drop-down field, select Review, Approved or Disputed.

> ⚠ The Customer Center Allocation field in Service User-Defined 1 is only available when Equipment Management is registered.

Viewing Data

Before viewing information in this window, make sure that you have set up the Service Management section in the Equipment Branch Setup window. *(Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Branch)***.**

When Customer Center is opened, the user's branch will default in the window. The window initially opens without any data displayed. *Cards > Signature Equipment > Customer Center*

To view data by:

- **Branch**
  Open the Customer Center window. The user's branch will default to the Branch field. The information displayed will be for the selected branch.
- **Customer**
  Open the Customer Center window, and then enter or select a customer ID. The information displayed will be for the selected customer.

Viewing Equipment Data

In the Equipment section, the totals are displayed on the actual button. Select any of the buttons to open Equipment Inquiry, filtered to display the records based on the button chosen.

- **Total**
  Displays the total of equipment on rental and leased.
- **Rent**
  Displays the total number of equipment on rental.
- **Lease**
  Displays the total number of leased equipment.
- **Tracking**
  Displays the total number of rented and leased equipment where the equipment type is set to be included in tracking.
- **Pending**
  Displays the total number of equipment that are in Rental Bookings or not On Rental on a rental agreement.
- **Reg. Due**
  Displays the count of equipment with a registration expiration date within 30 days greater than the system date. The registration expiration date is set up in the equipment record.
- **Reg. Exp.**
  Displays the count of equipment with a registration due date less than the system date. The registration expiration date is set up in the equipment record.
- **One Way**
  Displays the total number of equipment on rental agreements where the equipment will be returned to a different branch.
- **Unavailable**
  Displays the total number of equipment that are not on rental but on site. For example, the equipment could be damaged.

Viewing Service Call data

In the Service Call section of the window, the totals will display beneath the button label. Select any of the buttons to open Service Call Inquiry by Customer, filtered to display the records based on the button chosen.

- **Total**
  Displays the total of service calls with a status of closed.
- **Open**
  Displays the total of service calls with a status of open.
- **Review**
  Displays the total of service calls with a reason code of reviewed.
- **Approved**
  Displays the total of service calls with a reason code of approved.
- **Disputed**
  Displays the total of service calls with a reason code of disputed.
- **Quote**
  Displays the total of service calls with a status of closed, at least one quote, and no existing purchase orders.
- **P. Order**
  Displays the total of service calls with a status of closed and at least one purchase order.
- **Unassigned**
  Displays the total of service calls that do not have a technician assigned.
- **$**
  Displays the total unbilled amount of service calls.

Viewing model rental inquiries

You can use the inquiry section at the bottom of the window to locate the equipment, provide availability information, and view pricing information. Additionally, you can access Rental Availability Inquiry to create new or add on to existing agreement/rental bookings or job agreement/rental bookings. For more information, Creating a booking or agreement from inquiry (page 152).

> ⚠ To utilize the model rental inquiry, a customer must be selected. Additionally, the Availability section is enabled after the Model Search has been completed.

- To populate the *Model Search* section:
  - Select the equipment type. If you wish to narrow the model search more, select additional criteria.
  - Select the Model Search right arrow button to open Rental Availability to select the equipment.
  - Select *OK* to populate the Model Search section with the selected equipment.
- To populate the *Availability* section with the applicable price group for the equipment identified in the Model Search section:
  - Select the Availability down arrow. The Available column reflects all equipment available for rental. The Repair column reflects all on-hand equipment, but not in a rentable condition.
  - If you select the Availability right arrow, Rental Availability Inquiry will display. You can mark items to be rented and then automatically create the rental agreement. For more information, Creating a booking or agreement from inquiry (page 152).
- To display pricing information in the *Pricing* section based on the customer's price level, select a price group from the *Availability* section.

Icons

The icons on the window reflect the icons that appear in Rental Insurance and Rental Information. Both windows can be accessed by going to *Cards > Sales > Customer > Additional*.

- For more information about Rental Insurance, see Customer Insurance Details (page 141).
- For more information about Rental Information, see Customer Rental Information (page 144).

Creating Transactions

In the Customer Center window you can create transactions for the customer displayed in the window. The transaction buttons are only available when a customer ID has been entered.

- **New Call**
  Select this button to open the Service Call window. The customer information will default in from the Customer Center window.
- **New Rental**
  Select this button to open the Rental Agreement Entry window. The customer information will default in from the Customer Center window. The agreement type will default in based on the user's branch and the branch's assigned agreement type.
- **New Lease**
  Select this button to open the Rental Agreement Entry window. The customer information will default in from the Customer Center window.
- **New Sale**
  Select this button to open the Sales Transaction Entry window. The customer information will default in from the Customer Center window.
- **Redisplay**
  Select this button to update the totals that display.
- **Clear**
  Select this button to clear the window.

Utility Procedures in EM

The following utilities are available:

- Performing SQL Maintenance (page 80)
- Verifying Tables (page 81)
- Creating an Equipment Record (page 81)
- Changing Equipment IDs (page 81)
- Removing Profitability Codes (page 81)
- Reconciling the System (page 82)
- Reconciling Operating Logs (page 82)
- Reconciling Summary Profitability Transactions (page 82)
- Archiving Rental Agreements (page 82)

Performing SQL Maintenance

This routine can be used to drop and create tables and auto procedures, grant access, and clear data from tables. You must be logged in as “sa”.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > SQL Maintenance*.
2. Select the **System** or **Company** radio button in the **Table Series** field.
3. Select a **Database** from the drop-down list.
4. Select the tables you wish to maintain.
5. Select to drop and create tables and auto procedures or clear data by marking the checkboxes. The **Grant Access** checkbox will be marked automatically when dropping and creating tables and auto procedures.
6. Select Process.

Verifying Tables

Use the Verify Tables utility to compare SQL table definitions to dictionary table definitions.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment >Verify Tables.*
2. Select the product from the Database drop-down list and select *Verify*.

A green checkmark will appear next to verified tables. A red X indicates a table couldn't be verified. If you select the line that didn't verify, select the *Update* button to correct the table definition on the SQL server.

Creating an Equipment Record

You can create an equipment record using the New Equipment Entry window. The new equipment ID will be created using the equipment numbering format designated during setup.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > New Equipment Entry*.
2. Enter the **Equipment Category**.
3. Enter the **Model**, **Equipment Type**, **Equipment Branch**, and **Equipment Division**.
4. In the **Equipment Numbering Type** field, select the format you want to use for the new equipment ID that is generated.
5. Select *Create*. A message displays asking if you are sure you want to create the equipment record.
6. Select *Create*. The system creates an equipment ID using the defined numbering system. The new record opens in the Equipment Manager window, where you can complete additional information.

Changing Equipment IDs

You can change an Equipment Management equipment ID using the Equipment ID Modifier utility. Depending on the setup, you can change an existing equipment ID or create a new equipment record by copying an existing record.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > Equipment ID Modifier*.
2. Enter the existing equipment ID in the **Old Equipment ID** field.
3. Enter the **New Equipment ID**.
4. Select *Modify* or *Copy* depending on your selection in the Equipment ID Modifier field in the Equipment Setup window. See Setting Up Equipment (page 31).

Removing Profitability Codes

You can delete all profitability information for analysis codes even if the codes have posted transactions.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Equipment Manager > Remove Profitability Codes*.
2. Enter the **Analysis Group** and **Analysis Code**.
3. Select *Delete*.

Reconciling the System

This routine re-creates the systemwide, non-company specific, Equipment Manager table, which is used with the Equipment Inquiry window. You should run this utility if you change the live company setting in the Equipment Setup window.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Equipment > Reconcile > Reconcile System Equipment*.
2. Select *Reconcile*.

Reconciling Operating Logs

This routine updates the Usage Life to Date value for one or all equipment records and attachment records based on the operating logs.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > Reconcile > Reconcile Operating Logs*.
2. Enter an **Equipment ID** or leave the field blank to update all equipment records.
3. Select *Reconcile*.

Reconciling Summary Profitability Transactions

This routine re-creates all profitability costing summary tables used in the Profitability Analysis module from the original general ledger information. Use the routine when profitability reports or the Financial tab is returning erroneous information.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Equipment > Reconcile > Reconcile Summary Profitability Transaction*.
2. You can limit which period is reconciled by entering a **Year** and **Period**. If nothing is entered, all periods are reconciled.
3. Select *Reconcile*.

Archiving Rental Agreements

Once all equipment on a rental agreement is off rent and the rental agreement is invoiced, it can be sent to history. Once in history, the agreement is available for viewing only.

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Rental Agreement Completion.*
2. Enter a date in the **Archive Cutoff Date** field.
3. Select *OK*.

Viewing the Equipment Inquiry

The Equipment Inquiry window displays information from the Equipment Manager. You can apply various filters to limit the information displayed. If no information is displayed, check that the Live Company checkbox is marked in the Equipment Setup window (Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Equipment Setup).

1. Select *Inquiry > Signature Equipment > Equipment Inquiry*.
2. By default, only active equipment records are displayed on this window. Mark the **Show Inactive** checkbox to display all equipment, regardless of status.
3. Use the *Show/Hide Detail* buttons to display one line or four lines of information about each piece of equipment. Use the drop-down list at the bottom of the window to change the list display order.

4. Select *Filter* to open the Equipment Inquiry Filter window. Select your filters using the lookup windows and select *OK*. Only the equipment meeting the criteria set in the filter will display in the Equipment Inquiry window.

Integration with Service Management

If you are using both Service Management and Equipment Management, you may have equipment records in Service Management that are linked to equipment records in Equipment Management.

The following actions will update both records when:

- Service equipment is moved, the link to the Equipment record is also updated with the new customer, location, and/or equipment ID.
- A new Equipment Management record is created through New Equipment Entry, you can create the record in Service Management as well.
- A new Equipment Management record is created through Equipment Manager, you can create the record in Service Management as well.
- A new Service Management record is created through SOP, you can create the record in Equipment Management as well.
- A new Service Management record is created through a purchase order, you can create the record in Equipment Management as well.
- Updating an equipment record, the manufacturer, model, equipment type, and serial number are updated for both records.
- Deleting an equipment record in Service Management, the Equipment Management link is removed.

See also:

- Updating the EM Record When Equipment is Moved in SM (page 83)
- Linking Service Information to an EM Equipment Record (page 83)
- Moving Service Equipment (page 84)
- Moving Service Locations (page 84)
- Creating Records Through New Equipment Entry (page 84)
- Creating Records Through Equipment Manager (page 85)
- Creating Records through Sales Order Processing (page 85)
- Creating Records Through a Purchase Order (page 86)
- Updating Equipment Records (page 86)
- Deleting an Equipment Record in Service Management (page 87)

Updating the EM Record When Equipment is Moved in SM

If you are using both Service Management and Equipment Management, you may have equipment records in Service Management that are linked to equipment records in Equipment Management. When a Service Management equipment record is updated with a new customer, location, and/or equipment ID, the service information on the Equipment Management record is now updated automatically. This keeps the two equipment records in sync when equipment is moved.

Linking Service Information to an EM Equipment Record

The link between Equipment Management and Service Management equipment records is created on the Service tab of the Equipment Manager (*Cards > Signature Equipment > Equipment Manager*).

After a link is established, the service fields on the Equipment Manager are disabled for editing. You cannot edit these fields manually without first removing the link. Any updates to service information must be performed using the Service Management Move Equipment utility.

You can make changes to the link between the Service Management and Equipment Management equipment records in three ways:

- Use the *Remove Link* button to remove the link to the Service Management equipment record. Removing the link to the Service Management equipment also removes any service history information on the **Svc. Hist.** tab.
- Use the *Move Equipment* button to open the Move Equipment window, where you can move equipment records from one location to another.
- Use the Move Location utility to move location records from one customer to another.

Moving Service Equipment

The Move Equipment utility allows you to move service equipment from one location to another. When you use this utility to make changes to an equipment record location in Service Management, the Equipment Management record is updated as well.

1. To open the Move Equipment window, select *Microsoft Dynamics GP > Tools > Utilities > Service Management > Move Equipment*, or use the *Move Equipment* button on the Service tab of the Equipment Manager in Equipment Management.
2. Enter the Old Location of the equipment you are moving. If you opened this window directly from the Equipment Management record in Equipment Manager, the Old Location information defaults.
3. Enter the New Location. You can change the customer and location during the move, as well as the Equipment ID.
4. Select *Move*.

The service equipment is moved, and the equipment record in Equipment Management is updated to reflect these changes.

Moving Service Locations

The Move Location utility allows you to move a location record from one customer to another. Service history and equipment information is transferred when a location is moved. When you use this utility to make changes in Service Management, the service information on the equipment record is updated in Equipment Management as well.

1. Open the Move Location window by choosing *Microsoft Dynamics GP > Tools > Utilities > Service Management > Move Location*.
2. Enter Old Location and New Location information.
3. Select *Move*.

The service location is moved, and the equipment record in Equipment Management is updated to reflect these changes.

Creating Records Through New Equipment Entry

When you use the New Equipment Entry utility to create an equipment record in Equipment Management, you are now prompted to create a new equipment record and link to that record in Service Management.

1. Select *Microsoft Dynamics GP > Tools > Utilities > Signature Equipment > New Equipment Entry*.
2. Complete the fields for creating a new equipment entry in Equipment Management, then select *Create*.
3. When prompted if you are sure you want to create the equipment record, select *Create*.

4. A second message appears, asking if you want to create the equipment record in Service Management as well. Select *Create*. When the Equipment Management record is generated, you are brought to the Service tab of the Equipment Manager window.
5. Enter the service Customer and Location, then create a *New Link* to Service Management. A new equipment record is created in Service Management as well when you save the record.
6. Complete additional details on the Equipment Management and Service Management equipment records, as necessary.

Creating Records Through Equipment Manager

When you create a new Equipment Management equipment record in the Equipment Manager window, you are now prompted to create a new equipment record and link to that record in Service Management.

1. Select *Cards > Equipment > Equipment Manager*.
2. Complete the required fields on the header and the Details tab to create the new equipment record. When you are ready, select *Save*. The following message appears: *Do you want to create this Equipment in Service Management?* Select *Create*, and you are brought to the Service tab of the Equipment Manager window.
3. Enter the service Customer and Location, then create a *New Link* to Service Management. A new equipment record is created in Service Management.
4. Complete additional details on the Equipment Management and Service Management equipment records, as necessary.

Creating Records through Sales Order Processing

If the automatic equipment add feature is set up, a Service Management equipment record is automatically created at the customer location when you sell a piece of equipment from your inventory using Sales Order Processing (SOP). This process can now create an equipment record in Equipment Management as well.

Step 1: Set Up the Automatic Equipment Add Feature

When you sell an inventory item that has an equipment type assigned to it, the Service Management equipment record is created when that item is sold. Refer to the Service Management user manual for more information on the criteria required to automatically add equipment through Sales Order Processing.

Step 2: Mark the Option To Create the Link to Equipment Management

For each equipment type, you can specify whether you also wish to create an Equipment Management equipment record when an inventory item of that equipment type is sold.

> ⚠ You must have a manufacturer and model assigned to an equipment type to create the equipment in Equipment Management. The manufacturer and model fill on the Equipment Management equipment record based on what is assigned to the equipment type.

1. Select *Microsoft Dynamics GP > Tools > Setup > Service Management > Lookup Setup > Equipment > Equipment Types*.
2. Select an **Equipment Type**. To create the equipment record in Equipment Management when selling an inventory item in this type, the **Manufacturer ID** and **Equipment Model Number** fields cannot be blank.
3. Mark the **Create Link to Equipment** checkbox.
4. Select *Save*.

Step 3: Complete the Sales Order

1. Select *Transactions > Sales > Sales Transaction Entry*.
2. Complete the Sales Transaction Entry window as you would when selling equipment inventory. The inventory item you select must have an item type of Sales Inventory and an assigned equipment type.
3. When you are ready, save the transaction.
4. Post the batch to create the equipment record in Service Management, either at the Ship to Address, or, if specified, at the service call or job location. A corresponding equipment record is also created in Equipment Management with the Signature Service Management information filled on the Service tab. Additional equipment details can be added to both the Equipment Management and Service Management records after the sale.

Creating Records Through a Purchase Order

When a purchase order for an inventory item is processed, if the inventory item is linked to an equipment model, an equipment record is automatically created in Equipment Management. This process now creates an equipment record in Service Management as well.

1. Select *Transactions > Purchasing > Purchase Order Entry*.
2. Complete the Purchase Order Entry window as usual. When you add an inventory item that is linked to an equipment model, the Purchasing Equipment Creation Entry window opens. You are limited to creating a maximum of 99 pieces of equipment in this window. To create more items, you will need to create additional purchase order lines.
3. Enter information for the new Equipment Management record. If you would like to create a Service Management record as well, enter a **Customer ID** and **Address Code**. Your entries in the **Model**, **Equipment Type**, and **Manufacturer** fields apply to both the Equipment Management and Service Management equipment records.
4. Select *Create* to create the Equipment Management record(s) and generate a new Equipment Management Equipment ID for each new record. If you chose to create a Service Management record and filled the appropriate fields, the Signature Equipment ID is generated as well. You can still change, add, or delete the Customer ID, Address Code, and WS Equipment ID before the Service Management record is created.
5. Select *OK* to return to the purchase order. The Equipment Management and Service Management equipment records will be created when the purchase is processed.

Updating Equipment Records

When Equipment Management and Service Management equipment are linked, the following fields are updated on both records whenever a change is made:

- Manufacturer
- Model
- Serial Number
- Equipment Type

Making Changes to a Service Management Equipment Record

1. Select *Cards > Service Management > Service Manager*, and select a customer.
2. Use the *Equipment* button to select an equipment record, and zoom on the **Equipment ID** field.
3. The **Manufacturer ID**, **Model Number**, **Serial Number**, and **Equipment Type** fields can be edited on the main tab of the Equipment Master window.

4. Select *Save* to save your changes. When the record is saved, the corresponding Equipment Management equipment record is also updated with your changes.

Making Changes to an Equipment Management Equipment Record

1. Select *Cards* > *Signature Equipment* > *Equipment Manager*, and select an equipment record.
2. The **Manufacturer**, **Model**, **Serial Number**, and **Equipment Type** fields can be edited on the header and Details tab of the Equipment Manager window.
3. Select *Save* to save your changes. When the record is saved, the corresponding Service Management equipment record is also updated with your changes.

Deleting an Equipment Record in Service Management

When you delete an equipment record in Service Management, if that record is linked to equipment in Equipment Management, the link to the Service Management record is removed when the record is deleted.

1. Select *Cards* > *Service Management* > *Service Manager*.
2. Select a customer and zoom on the **Location Address ID** field.
3. Use the *Equipment* button to open the Equipment Master window or select an equipment record.
4. Select *Delete*, and you receive the following warning: This equipment is linked to an equipment record in Equipment Management. Are you sure you want to delete this equipment and remove the link to Equipment Management?
5. Select *Yes*. The Service Management record is deleted, and the link to Service Management is removed on the corresponding Equipment Management record. The Equipment Management record is not deleted.

Profitability Analysis

The Profitability Analysis module allows you to establish the profitability of equipment by collecting costs and matching them against revenue. This module is based on Microsoft Dynamics GP Multidimensional Analysis (MDA). Before you set up the Profitability Analysis module, be sure you set up the System Manager, General Ledger, Rental, and Maintenance modules. Refer to the Microsoft Dynamics GP documentation for information on setting up the System Manager and General Ledger.

- Setting Up the Profitability Analysis Module (page 87)
- Profitability Reports (page 91)
- Tracking Profitability on Bank Transactions (page 93)
- Tracking Profitability on General Ledger Transactions (page 93)
- Tracking Profitability on Inventory Transactions (page 93)
- Viewing Profitability Inquiries (page 93)

Setting Up the Profitability Analysis Module

The Profitability Analysis module collects costs and income relating to a piece of equipment, rental agreement, or maintenance work order. You must set up the Profitability module for full SOP and POP integration. Refer to the Microsoft Dynamics GP MDA documentation for more information.

> ⚠ You must set up the profitability information before entering any equipment records or transactions.

See also:

- Setting Up Equipment Profitability (page 88)
- Creating Analysis Cost Groups (page 88)
- Entering Profitability Budgets (page 90)

Setting Up Equipment Profitability

In this essential part of the account analysis setup, you specify the analysis group to use for equipment, rental agreements, and maintenance work orders.

1. Select *Microsoft Dynamics GP* > *Tools* > *Setup* > *Signature Equipment* > *Profitability* > *Profitability Setup*.
2. Complete the following fields:
   - **Equipment MDA Group ID**
     Enter or select an analysis group for the equipment MDA group ID.
   - **Rental MDA Group ID**
     Enter or select an analysis group for the rental MDA group ID.
   - **Maintenance MDA Group ID**
     Enter or select an analysis group for the maintenance MDA group ID.
   - **Default MDA Amounts**
     If you specify to use the default MDA amounts, profitability amounts will appear automatically on transactions. You may decide not to automatically use the profitability amount if you want users to enter amounts for checking purposes.
3. Select *OK*.

Creating Analysis Cost Groups

For the Equipment Manager to collect costs against a piece of equipment, you must set up analysis groups appropriate to your business. Analysis groups provide the links whereby transaction costs and revenue are related to equipment, rental agreements, and maintenance work orders.
You must create and link at least one analysis group. This will enable the application to generate analysis codes for each piece of equipment.

Setup involves creating analysis group IDs and linking them to the accounts you will be using in Equipment Management. Once an account is linked to an analysis group, you create cost codes and cost groups that will link system-defined cost and revenue categories to the accounts. This allows you to track revenue and costs related to equipment, rental agreements, and maintenance work orders on the financial tabs of the Equipment Manager window.

Step 1: Create Analysis Groups

1. Select *Cards* > *Financial* > *Analysis Groups*.
2. Enter an **Analysis Group ID**. The three groups you set up previously will appear in the list. You must set up at least one analysis group. In addition to the analysis group for equipment, you should set up a group for rental agreements if you are using the Rental module and one for work orders if you are using the Maintenance

module. Do not include the analysis code ID and description. These will be system-generated when equipment records are created in the Equipment Manager or when rental agreements are created.

3. Select *Save*.

Step 2: Link Accounts to Analysis Groups

Use the Account Analysis Defaults window to assign analysis groups to accounts you want to track detailed analysis information for. Every account to be analyzed must be linked to an analysis group. If an account is set up as required for analysis, every transaction booked to the account must be allocated to a piece of equipment. Transactions not related to equipment cannot be booked to this account. For example, if the account used for revenue for equipment sales is enabled for account analysis, it cannot be used for revenue from sales that is not equipment-related.

1. Select *Cards > Financial > Analysis Defaults*.
2. Complete the following fields:
   - **Account**
     Enter an account number.
   - **Analysis Group ID**
     Select an analysis group. To ensure that the alternate Equipment Management window displays for account analysis allocation when you select the Account Analysis button from a transaction entry or inquiry window, one of the analysis groups must be the group for equipment. You may select an additional group if the account is relevant to rental or maintenance revenue/expenses. One account would not be relevant to both.
   - **Quantities**
     If you need to include quantities in account analysis, mark this checkbox. Generally, quantity is not relevant to equipment and rental analysis. You should include quantity (labor hours) for maintenance analysis.
   - **Decimal Places**
     Select the required number of decimal places from the drop-down.
   - **Analysis Type**
     Specify whether entering amounts against the analysis codes in this group during transaction entry is optional or required, and, if required, whether the amounts can be changed. The available analysis types are Optional, Required, Fixed, or None. Choosing Required is recommended to ensure that values relevant to the Profitability Analysis module are recorded appropriately. Analysis types of Fixed and None are not specifically relevant to Equipment Management; however, you may use None to prevent equipment posting from being directed to a specific account. Every Equipment Management account must be set up for account analysis. This likely includes asset accounts for the cost of assets, depreciation, and loss or gain from sales.
3. Do not complete the bottom portion of the window.
4. Select *Save*.

Step 3: Create Cost Codes

Cost codes are optional and are useful in the Maintenance module only. They allow the further breakdown of revenue or costs booked to an account.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Profitability > Cost Codes*.
2. Enter a **Cost Code** and a **Description**.
3. Select Income, Labor, or Costs from the **Cost Code Type** drop-down list.
4. Select *Save*.

Step 4: Create Cost Groups

Cost groups provide a way of organizing accounts so revenue and costs can be classified for reporting purposes. You should plan this structure carefully to best meet the needs of your organization.
A cost group is made up of cost categories, accounts, and cost codes. Each cost group is made up of several cost categories. Each cost category is linked to several accounts. Each account may have several cost codes.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Profitability > Profitability Maintenance*
2. Complete the following fields:
    - **Cost Group**
      Enter a Cost Group.
    - **Cost Group Type**
      Select a Cost Group Type from the drop-down. You should set up at least one cost group for each of the cost group types relevant to the modules you are using. You can only set up one cost group for each type. The cost group type determines which financial tab the cost categories appear on. Rental Income and Rental Expenses appear on the Rental Financial tab. Sales Income and Sales Expenses appear on the Sales Financial tab. Work Order Expenses appear on the Work Order Costs tab. Total Income and Total Expenses appear on the Total Financial tab. Work Order Income and Miscellaneous cost group types will appear on tabs in future releases.
    - **Cost Category**
      Enter cost categories. These are the labels that will appear on the financial tabs of the Equipment Manager. You can use the buttons to the right of the category descriptions to change the order in which the cost categories appear. The order here will determine the order in which the cost categories appear on the financial tabs of the Equipment Manager. Cost category names must be unique across the system. You cannot use the same cost category name for two different cost groups. Category descriptions can be the same.
    - **Category Description**
      Enter a description of the cost category.
    - **Account Number**
      With the cost category selected, use the lookup to select one or more accounts for the cost category. An account cannot appear twice within a cost group because this would lead to duplicate posted values.
    - **Account Description**
      The account description for the account number will display.
    - **Cost Code**
      For each account number, select one or more cost codes. Indicate the default cost code.
3. Select *Save*. You will be prompted to run a reconcile procedure.

Entering Profitability Budgets

Budget values can be entered for accounts for each analysis group, and within the group for each piece of equipment, rental agreement, or maintenance work order. Budgets for rental agreements and work orders would not usually apply. Equipment budgets are likely to be a part of the general financial budgets. See Microsoft Dynamics GP documentation for more information.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Profitability > Profitability Budgets*.
2. Complete the following fields:
    - **Budget ID**
      Enter a budget ID.
    - **Actual**
      Select if this is an actual budget. This is informational only.
    - **Preliminary**
      Select if this is a preliminary budget. This is informational only.

- **Description**
  Enter a description.
- **Budget Year**
  Enter the budget year.
- **MDA Group ID**
  Enter the MDA group ID.
- **MDA Code ID**
  Enter the MDA code ID.
- **Account**
  Select the account.
- **Description**
  The description for the account will display.
- **Display**
  Select to display the Net Change or Period Balances for the account.
- **Period**
  When you enter an account, the relevant accounting periods will display.
- **Amount**
  Enter the dollar values for budget amounts for each accounting period.
- **Ranges**
  Use this button to enter budget values for a range of accounts.
- **Methods**
  Use this button to determine a method of calculation. Several calculation methods are available for posting accounts and unit accounts. The open year percent and historical year percent methods are not available for equipment budgets.

3. Select *Save*.

Profitability Reports

You can create and print setup and analysis reports for the Profitability module.

See also:

- Working with Profitability Setup Reports (page 91)
- Working with Profitability Analysis Reports (page 92)

Working with Profitability Setup Reports

- Creating the Profitability Setup Report Options (page 91)
- Printing the Profitability Setup Report (page 92)

Creating the Profitability Setup Report Options

Profitability setup reports are available to list the analysis group and code list, cost codes, and profitability maintenance details. You create report options before printing reports.

1. Select *Reports* > *Signature Equipment* > *Profitability Setup*.
2. Select the type of Report:
   - **Analysis Group and Code List**
     This list shows analysis groups and cost codes.

- **Cost Code List**
  This list shows manually created cost codes and is relevant to maintenance work order cost codes only.
- **Cost Maintenance List**
  This list details the elements set up in the Profitability Maintenance window: analysis groups, categories, accounts, and analysis codes.

3. Select *New* to open the Profitability Setup Reports Options window where you can create an option.
4. Select a print destination.
5. Select *Save* to save the report option.

Printing the Profitability Setup Report

If you have created report options, you can print them from the Profitability Setup Reports window.

1. Select *Reports* > *Signature Equipment* > *Profitability Setup*.
2. Select the report from the **Reports** drop-down list.
3. Select the report option and select *Insert* >>.
4. Select *Print*.

Working with Profitability Analysis Reports

- Creating Profitability Analysis Report Options (page 92)
- Printing the Profitability Analysis Reports (page 92)

Creating Profitability Analysis Report Options

You can create profitability analysis reports. You create report options before printing reports.

1. Select *Reports* > *Signature Equipment* > *Profitability Analysis*.
2. Select Profitability Report, Transaction Report, or Balancing Report from the drop-down list.
3. Select *New* to create a new report option.
4. Enter the report option in the **Option** field.
5. Select how to group and sort the report.
6. Select a range and enter to and from information.
7. You can mark the following checkboxes to include these in the report:
   - **Combine Sub Accounts**
   - **With Detail**, **Only Required Groups**
   - **Show Balanced Trx**
8. Select *Destination* to designate where to print the report.
9. Select *Insert*.
10. Select *Save* to save the report option.

Printing the Profitability Analysis Reports

If you have created report options, you can print them from the Profitability Analysis Reports window. You can print three profitability analysis reports.

1. Select *Reports* > *Signature Equipment* > *Profitability Analysis*.
2. Select the report from the **Reports** drop-down list.
3. Select the report option and select *Insert* >>.
4. Select *Print*.

Tracking Profitability on Bank Transactions

You can use Profitability to track income and expense information for bank transactions involving equipment records.

1. Select *Transactions* > *Financial* > *Bank Transactions*.
2. Complete the Bank Transaction Entry window as usual. See Microsoft Dynamics GP documentation for more information.
3. Select the account analysis button to open the Bank Transaction Profitability Entry window.
4. Enter an **Equipment ID**.
5. The **Amount** and **Equipment Description** display.
6. You can enter a **Posting Description**.
7. Select *OK* to return to the Bank Transaction Entry window.

Tracking Profitability on General Ledger Transactions

You can use Profitability to track income and expense information for General Ledger transactions involving equipment records.

1. Select *Transactions* > *Financial* > *General*.
2. Complete the Transaction Entry window as usual. See Microsoft Dynamics GP documentation for more information.
3. Select the *Account Analysis* button to open the GL Transaction Profitability Entry window.
4. Enter an **Equipment ID**. The **Amount** and **Equipment Description** will appear. You can enter a **Posting Description**.
5. Select *OK* to return to the Transaction Entry window.

Tracking Profitability on Inventory Transactions

You can use the Profitability module to record income and expense information on inventory transactions involving equipment records.

1. Select *Transactions* > *Inventory* > *Transaction Entry*.
2. Complete the Item Transaction Entry window as usual. See Microsoft Dynamics GP documentation for further information. If you change the site ID on a line item, verify the account and Profitability information.
3. Select the *Account Analysis* button to open the Inventory Transaction Profitability Entry window.
4. Enter an **Equipment ID**. The **Amount** and **Equipment Description** will appear. You can enter a **Posting Description**.
5. Select *OK* to return to the Item Transaction Entry window.

Viewing Profitability Inquiries

The profitability information in Equipment Management can be analyzed using either profitability cost codes or general ledger accounts. The Total Financial, Sales Financial, and Rental Financial tabs in the Equipment Manager window also display cost category information for a piece of equipment.

- View Profitability by Code (page 94)
- Viewing Profitability by GL Account: (page 94)

View Profitability by Code

1. Select *Inquiry > Signature Equipment > Profitability By Code*.
2. Complete the following fields:
    - **MDA Group ID**
      The available choices depend on the modules you are using and the setup options. You should have a group for equipment, rental, and scheduled maintenance if you are using the Advanced Rental and Scheduled Maintenance modules.
    - **MDA Code ID**
      The available choices depend on the MDA group.
    - **Date From**
      Enter the starting date.
    - **Date To**
      Enter the ending date.
    - **Account From**
      Enter the beginning account range. Entering ?-?-4110 will list all accounts with the final segment 4110. See About Account Masking (page 130).
    - **Account To**
      Enter the ending account range.
    - **Committed POs**
      Mark the checkbox to show committed purchase orders.
    - **Unposted**
      Mark the checkbox to show unposted transactions.
    - **Open**
      Mark the checkbox to show open transactions.
    - **History**
      Mark the checkbox to show history transactions.
3. Select *Redisplay*.

Viewing Profitability by GL Account:

1. Select *Inquiry > Signature Equipment > Profitability By Account*.
2. Complete the following fields:
    - **Account Number**
      Select the account to be analyzed. This should be an account with MDA set up. Entering *????-4110 will list all accounts with the final segment number 4110.*
    - **MDA Group ID**
      The available choices will depend on your profitability setup.
    - **Date From**
      Enter the starting date.
    - **Date To**
      Enter the ending date.
    - **MDA Code ID From**
      Enter the starting MDA code ID.
    - **MDA Code ID To**
      Enter the ending MDA code ID.
    - **Committed POs**
      Mark the checkbox to show committed purchase orders.
    - **Unposted**
      Mark the checkbox to show unposted transactions.

- **Open**
  Mark the checkbox to show open transactions.
- **History**
  Mark the checkbox to show history transactions.

3. Select *Redisplay*.

Purchasing

Purchasing equipment is similar to purchasing any other item.

- Purchase orders are generated for specific vendors.
- The line items on a purchase order may be inventory or non-inventory items.
- A line item can be marked as a capital item.
- A commitment is recorded for accounting purposes.
- When the item being purchased is set up as an inventory item, and there is a corresponding equipment model set up in Equipment Management, the system will automatically create an equipment record in the Equipment Manager when the purchase order transaction is processed.
- The processing of equipment purchases should be initiated through a purchase order, not a receiving transaction.
  - Equipment Management allows you to create purchase order types to classify different sorts of purchase orders.
  - A purchase order type can be defined specifically for capital purchases.
  - When a purchase order is created with a purchase order type of capital purchase, each line on the purchase order will be marked as a capital item. The item will then be available for entry in the Microsoft Dynamics GP Fixed Asset Management module, and the quantity will not be added to inventory.

Before you can create purchase orders for equipment items, make sure the following has been done:

- Enable alternate windows (*Administration > System > Alternate/Modified Forms and Reports*)
- Record the equipment items as inventory items (*Cards > Inventory > Item)*.
- Set up an equipment model that is linked to a serialized inventory item (*Cards > Equipment > Equipment Model)*.
- Create an equipment model with purchasing item numbers. This allows the system to automatically generate an equipment record in Equipment Management when the equipment is purchased (*Cards > Equipment > Equipment Model)*.

We recommend that you use the equipment model number as the inventory item number. In addition, profitability must be set up for the item.

If the item is to be recorded in the Fixed Asset Management module, mark the item as a capital item on the purchase order and change the account on the purchase order to the asset clearing account. Once the item is received, and you select an asset stub in the Asset General Information window, the asset ID created will be the same as the equipment ID and will be automatically linked to the equipment record in Equipment Management. The asset ID and some information from the Fixed Asset Management module will be displayed on the Asset Information tab in the Equipment Manager window.

When a purchase order type is designated for capital items, the receipt of these items will not result in an increase in inventory quantity, despite the equipment being linked to an inventory item.

See also:

- Setting Up the Purchasing Module (page 96)
- Creating Purchase Orders (page 96)
- Receiving Equipment (page 99)

- Viewing the Purchase Order Costing Inquiry Window (page 100)

Setting Up the Purchasing Module

When setting up the Purchasing module, you make several choices about how to use the Microsoft Dynamics GP Purchase Order Processing module.

Setting Up Purchase Order Types

The Purchasing module allows you to create different purchase order types with different numbering sequences. You may decide to create purchase order types for capital items and for items for different branch purchases.

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment > Purchasing > PO Types*.
2. Complete the following fields.
    - **PO Type**
      Enter a purchase order type.
    - **Next PO Number**
      The first segment of the next PO number for this type can be up to five alpha or numeric characters. The second segment can be up to 10 numeric characters, which will increment.
    - **Capital Purchase**
      Mark this checkbox if this purchase order type is for capital purchases.
    - **Financed**
      Mark this checkbox if this purchase order type is for leased equipment.
    - **Equipment Numbering Type**
      Select the format of the equipment ID that will be generated when new equipment of this type is purchased.
3. Select *Save*.

Setting Up Landed Costs

If you decide to use landed costs, direct expenses such as insurance and freight will be distributed proportionately across the line items on the order. These costs will be included in the cost of each item.

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment > Purchasing > Purchasing Setup*.
2. Mark the **Use Landed Costing** checkbox.
3. Select *OK*.

Creating Purchase Orders

You can create purchase orders for inventory items linked to an equipment model, inventory items not linked to an equipment model, attachments, and non-inventory items in the modified Purchase Order Entry window.

- Step 1: Complete the Purchase Order Header (page 96)
- Step 2: Add an Inventory Item Linked to an Equipment Model (page 97)
- Step 3: Add an Inventory Item Not Linked to an Equipment Model or Add a Non-Inventory Item (page 98)

Step 1: Complete the Purchase Order Header

1. Select *Transactions > Purchasing > Purchase Order Entry*.
2. Complete the following fields. An indicates a required field:

- **Type**
  Select Standard or Drop-Ship. See the Microsoft Dynamics GP Purchase Order Processing Manual for further information.
- **PO Type**
  Enter the PO type.
- **PO Number**
  The PO number defaults in and is determined from setup.
- **Buyer ID**
  Enter the buyer ID.
- **Date**
  Enter the date.
- **Allow Sales Documents Commitments**
  Mark this checkbox to allow sales documents commitments.
- **Vendor ID**
  Select the vendor.
- **Name**
  The vendor name defaults in.
- **Currency ID**
  Select the currency ID.
- **Equipment ID**
  Complete this field if you are purchasing items for one piece of equipment. Whenever you add a new line to the order, this equipment code will be used as the account analysis for the line. This is useful for purchasing multiple lines for the same piece of equipment. You can change or clear this field at any time and subsequent items will use the new value.

Step 2: Add an Inventory Item Linked to an Equipment Model

1. Enter an inventory item using the lookup in the **Item** field. Since the item is linked to an equipment model, the Purchasing Equipment Creation Entry window opens. See Setting Up Models (page 33). You are limited to creating a maximum of 99 pieces of equipment in this window. To create more pieces, you will need to create additional purchase order lines.
2. Complete the following fields. An indicates a required field:
   - **Manufacturer**
     Enter the manufacturer.
   - **Operating Location**
     Enter the operation location.
   - **Branch**
     Enter the branch.
   - **Division Type**
     Enter the division type.
   - **Category**
     Enter the category.
   - **Numbering Type**
     The numbering type determines the format of the new equipment ID. If a default numbering type is set up for this PO type, this field fills based on PO type setup; otherwise, the numbering type defaults from equipment setup. Edit this field as necessary.
   - **Quantity**
     Enter the quantity to be purchased.
   - **Create**
     Select *Create* to generate Equipment Manager records for the item or items ordered. When equipment is ordered through the Purchase Order Processing module, an equipment ID is created for each piece of equipment based on the specified Numbering Type. The new equipment records populate into the

scrolling window; you can select an item and zoom on the Equipment ID field to open the Equipment Manager. The equipment record automatically has a status of Creation on a Purchase Order. See Assigning Status Codes to Events (page 39).

- **Attributes**
  Select a line and select *Attributes* to record any attributes for the equipment. The Equipment Manager Attributes tab for the equipment displays. See Setting Up Attributes (page 37) for detailed information.

3. Select OK to return to the Purchase Order Entry window.
4. Select the Account Analysis button to open the POP Entry Transaction Profitability Entry window where you can verify the committed amount and enter a posting description.

If you need to change the unit cost in the Purchase Order Entry window, make the change before moving to the next line. When the cursor moves from the current line, the Profitability Analysis module holds the value in the Cost field as the value of the commitment. Any later change will not be reflected in the MDA profitability amount. If you made a change, remember to alter the MDA amount manually using the MDA icon.

Step 3: Add an Inventory Item Not Linked to an Equipment Model or Add a Non-Inventory Item

You must create an equipment record before purchasing a piece of equipment that is not linked to an equipment model or that is a non-inventory item. This will enable you to use the equipment ID to link the equipment and the purchase value to accurately track costs.
Attachments can be added to a purchase order when you purchase an inventory item not linked to an equipment model.

1. Create an equipment record in Equipment Manager. See Creating an Equipment Record (page 81).
2. Complete the following fields. An indicates a required field:
   - **Item**
     Enter an item.
   - **Unit of Measure**
     Enter the unit of measure.
   - **Quantity**
     Enter the quantity.
   - **Unit Cost**
     Enter the unit cost.
   - **Description**
     Enter a description. You could use the equipment ID or equipment model if you are purchasing one piece of equipment.
   - **Site ID**
     Enter a site ID.
   - **Account**
     Enter the account number.
3. Select the *Account Analysis* button to open the POP Entry Transaction Profitability Attachment Entry window. If this is a non-inventory item, the POP Entry Transaction Profitability Entry window will appear.
   - **Equipment Code**
     Using the lookup, select the equipment record for each piece of equipment you are purchasing. This is the equipment record you created in Step 1 that you want to link with the purchase item.
   - **Rental Code**
     Enter the rental code. This field is available if the equipment record is assigned to an account associated with the rental analysis group ID.
   - **Work Order Document**
     Enter the work order document. This field is available if the equipment record is assigned to an account associated with the work order analysis group ID.

- **Cost Code**
  Enter the cost code. This field is available if the account is set up to use cost codes.
- **Committed**
  Enter the committed amount.
- Attachment
  If the inventory item is not linked to an equipment model, the Attachment field appears. Use the field to link an attachment to the equipment record. Enter an item, or use the lookup to open the Attachments window, where you can view attachments associated with the item or with the equipment model. Select an attachment record and click *Select*. If you enter an item that doesn't exist in the Attachments window, the item will be added to the equipment record's Attachments tab. See Setting Up Models (page 33). If you are purchasing a non-inventory item, the Attachment field will not appear.
- **Posting Description**
  Enter a posting description.
- **Received/Canceled**
  If the item has been received or canceled, enter the amount.

4. Select *OK* to return to the Purchase Order Entry window.
5. For any item that is to be recorded as an asset, select the expansion button in the **Item** field to open the Purchasing Item Detail Entry window. Mark the **Capital Item** checkbox and select *Save*.

> If you need to change the unit cost in the Purchase Order Entry window, make the change before moving away from the purchase order line or before opening the Account Analysis window. When the cursor moves away from the current line, the Profitability Analysis module holds the value in the Cost field as the value of the commitment. Any later change will not be reflected in the profitability amount. If you made a change, remember to alter the profitability amount manually. For items to be included in the Fixed Asset Management module, the account may need to be changed to the asset clearing account.

Receiving Equipment

You must receive the purchase order to update the equipment record. Use the Receivings Transaction Entry window to record a shipment or shipment/invoice. If a purchase order wasn't used for the receipt, an equipment record for the item wasn't automatically created in Equipment Management. You must create the equipment record. See Creating an Equipment Record (page 81).

1. Select *Transactions > Purchasing > Receivings Transaction Entry*.
2. If you will be using landed costs, select Shipment/Invoice from the **Type** drop-down list. Landed costs are calculated in Equipment Management, not Microsoft Dynamics GP. See the *Microsoft Dynamics GP Purchase Order Processing Manual*. The **Account** field information comes from Equipment Management.
   - If you need to change the unit cost, make the change before moving away from the purchase order line. When the cursor moves away from the current line, the Profitability Analysis module holds the value in the Cost field as the value of the commitment. Any later change will not be reflected in the profitability amount. If you made a change, remember to alter the profitability amount manually.
   - If you are receiving a quantity less that the purchase order quantity, the system will automatically assign profitability to the equipment in the order they appear on the purchase order. This may need to be corrected. For example, if you ordered three pieces of equipment, and received the equipment listed on the first and third lines of the purchase order, costs will be automatically assigned through MDA to the first and second pieces of equipment on the order. Use the MDA button and change the equipment codes manually to correct this.
   - If you need to change the account on a transaction, you must do so in the Purchase Order Entry window for MDA to be applied.
3. Select the **Landed Costs** field expansion button to open the Landed Costs window.
4. Enter a **Vendor**. The **Date** is the system date and can be changed.

5. Enter the **Amount** and a **Description**, **Reference**, and **Site ID**.
6. Select *OK* to return to the Receivings Transaction Entry window, then select *Post*.

The following records will be updated:

- For inventory items, the Equipment Manager window is updated as follows:
- The inventory item number, including purchase order number, and receiving number will be recorded on the Inventory tab.
- The serial number will be entered on the equipment record header.
- The inventory quantity will be increased.
- For capital items, the purchase details will be available in the Fixed Asset Management module ready for the creation of asset records. The acquisition price includes the purchase price and landed costs. Asset records will be created with asset IDs the same as the equipment IDs and with a link to the Equipment Management. The asset ID and other information from the asset will be displayed on the Asset Information tab in the Equipment Manager window. The inventory quantity will not be updated and the item will not be linked on the Inventory tab.
- If the piece of equipment was purchased as a non-inventory item, purchase order and receiving details will not appear on the Inventory tab in the Equipment Manager window.
- Landed costs are distributed among each line item based on each item's percentage of the total. For example, say there are two line items, one for $50 and one for $100, and landed costs of $30. The $30 would be split at $10 and $20 between the line items.
- The landed cost amount is moved from a miscellaneous account type to a trade discount account type after posting.
- The landed cost amount will appear in the Trade Discount field on historical records after posting.
- Land costs are saved as individual POP receivings with one non-inventory line and are saved to a batch called LANDED COSTS.

> It is important for each receiving to be posted through the General Ledger for the same purchase order line before creating the next receiving. This enables the system to correctly recognize the profitability for equipment. It is possible to edit profitability analysis amounts for inventory and cost of goods sold amounts after transactions have been posted.

Viewing the Purchase Order Costing Inquiry Window

In addition to the range of purchasing inquiries available through Microsoft Dynamics GP, Equipment Management provides an additional inquiry window listing purchase orders.

1. Select *Inquiry > Signature Equipment > PO Costing Inquiry*.
2. Enter a date range and an account number range.
3. Select *Redisplay*.
4. Select a line and zoom on the **PO Number** field to display the purchase order.
5. Select *OK* to close the window.

Sales

The Sales module works like Microsoft Dynamics GP Sales Order Processing to process transactions and store information relating to the sale of equipment. Working with the Profitability Analysis module, the Sales module allows a salesperson to view costs relating to a piece of equipment to be able to determine the best selling price.

Users can enter returns and negative invoices in the Equipment Sales module. In addition, you can create a service call and link equipment records from the modified Sales Transaction Entry window.

- Setting Up the Sales Module (page 101)
- Using the Sales Module (page 102)
- Finance Leasing (page 105)
- Sales Reports (page 110)

Setting Up the Sales Module

You need to set up the Sales module if you want to record a minimum sales markup value and if you are using Service Management or the Fixed Asset Management module. In the Sales Setup window, you can set up the quote, order, fulfillment order, invoice, backorder, and return IDs to default into your documents. If you have more than one ID set up per document type, you may decide not to set up a default but to enter the ID manually per document.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Sales > Sales Setup*.
2. Complete the following fields:
    - **Quote ID**
      Enter the quote ID to default into your documents.
    - **Order ID**
      Enter the quote ID to default into your documents.
    - **Fulfillment Order ID**
      Enter the quote ID to default into your documents.
    - **Invoice ID**
      Enter the quote ID to default into your documents.
    - **Back Order ID**
      Enter the quote ID to default into your documents.
    - **Return ID**
      Enter the quote ID to default into your documents.
    - **Minimum Sales Markup**
      Enter the minimum sales markup.
    - **Reverse Sales Expenses, Reverse Assistance Expenses**
      Mark these checkboxes if you want certain presales costs, such as importing, installing, or assembling equipment, and some vendor discounts, to be directed to the accounts that you specify.
    - **Assistance Account**
      If you chose to reverse assistance expenses, enter the assistance account. This field is only relevant when using Service Management. It is associated with Service Management sales divisions.
    - **Cost Of Sales - Extras**
      If you chose to reverse sales expenses and/or reverse assistance expenses, enter a cost of sales - extra account. This field is only relevant when using Service Management. It is associated with Service Management sales divisions.
    - **Process Hold**
      This field allows you to set up default value for the process hold relevant to selling equipment recorded in the Fixed Asset Management module. When equipment recorded as a fixed asset is sold, you will not be able to post the sales transaction until you have retired the asset and removed the automatic process hold on the sales document.
    - **Retirement Code**
      This field allows you to set up default value for the retirement code relevant to selling equipment recorded in the Fixed Asset Management module. When equipment recorded as a fixed asset is sold, you will not be able to post the sales transaction until you have retired the asset and removed the automatic process hold on the sales document.

- **Use Signature Service Management**
  Mark this checkbox if you would like to create service calls from the Sales Transaction Entry window. Marking this checkbox enables the Default Equipment Link Selection checkbox.
- **Default Equipment Link Selection**
  Marking this checkbox will mark the Update Equipment Link checkbox in the Sales Transaction Entry window. Updating the equipment link automatically creates an equipment record at the selected customer and location upon posting a SOP document. Further, the Move Equipment utility will be run if necessary to move the equipment record from its current location to the customer and location on the SOP document.

Using the Sales Module

Sale of equipment is always recorded through a sales transaction. Document types include Quote, Order, Fulfillment Order, Invoice, Return, and Back Order. The Sales Transaction Entry window is used to enter these transactions. When you create an order or an invoice, the serial numbers of equipment recorded as inventory will automatically be recognized.

- If the item is a piece of equipment, you must select the equipment ID in the Sales Transaction Entry window. The application will use the item number if it is an inventory item or will use the equipment ID as a non-inventory item number. You can also record sales for items that are not equipment records.
- The selling price of a kit item and equipment record on the equipment sales document will come from the **Sales Price** field entered on the Sales Financial 2 tab.
- Entering a sale for a piece of equipment will automatically add to the document any attachments that are linked to an inventory item. Unlinked attachments will also be included on the document if the **Include on Sale** checkbox on the Attachments tab is marked.
- If the model of the equipment is set up to use a sales kit item, then the equipment item and all the attachments associated with the equipment and components of the kit automatically appear as one line item on the invoice. All items are reflected in the unit cost and unit price.
- When equipment sold is recorded in the Fixed Asset Management module, you will not be able to post the sales document until the asset has been retired. You will be prompted to retire the asset. There will also be an automatic process hold on the sales document. The hold must be removed before you can post the invoice.

See also:

- Creating Sales Documents (page 102)
- Creating a Sales Batch (page 105)

Creating Sales Documents

You can create quotes, orders, fulfillment orders, invoices, returns, and backorders. You can sell equipment and inventory and non-inventory items from the Sales Transaction Entry window. You can have either the Sales Transaction Entry or the Microsoft Dynamics GP Sales Transaction Entry window open at one time.

1. Select *Transactions > Signature Equipment > Equipment Sales Entry.*
2. Complete the following fields.
   - **Type/Type ID**
     Select the sales transaction type. Attachments are not included on return documents or negative invoices. While the attachments will appear on the Attachments tab for the returned equipment record, the link between the attachment and the inventory is not maintained. If attachments are to be returned, they must be done as separate line items on a return document.

- **Document No.**
  The next number defaults when you tab off this field.
- **Customer ID**
  Enter the customer ID.
- **Customer Name**
  The customer name will display.
- **Ship To Address**
  The default address for the customer will display.
- **Date**
  Enter the date.
- **Batch ID**
  Enter the batch ID.
- **Default Site ID**
  Enter the default site ID.
- **Customer PO**
  Enter the customer PO.
- **Currency ID**
  Enter the currency ID.
- **Equipment ID**
  Select the equipment record being sold. If this is a return document, only equipment records with a status of Sold can be entered.
- **Unit of Measure**
  Defaults from the inventory item.
- **Quantity**
  If you are invoicing a piece of equipment with a status of Sold, the quantity defaults as -1. The quantity for all other transactions defaults as 1. You can edit quantities for inventory items not associated with an Equipment Management model. Negative quantities can be used with invoice document types, behaving like a return; this can be useful when swapping equipment on the same invoice. When creating a return or negative invoice on a serialized piece of equipment, the Serial Number Entry window will open. If a serial number exists on the Inventory tab or in the Equipment Manager, that number will default in the Serial Number field. Select *Insert* to use the serial number and *OK* to close the window.
- **Unit Price**
  The sales price will default if it has been entered on the Sales Financial 2 tab. If a kit item is associated with the equipment record's model, the unit price will reflect the sales price of the equipment record, all attachments that are associated with an inventory item or that have the Include On Sale checkbox marked on the Attachments tab, and components of the kit.

3. Select the *Show Details* button. The **Equipment ID** field displays the item number of the inventory item associated with the equipment record's model. If the line item is an inventory-item attachment, the inventory item will display. If a kit is assigned to the equipment record's model, then the kit item will appear in the Equipment ID field. If the document type is Return or the invoice is a negative amount, the purchasing item number selected during setup displays in the Equipment ID field. The **Description**, **Markdown**, **Unit Cost**, **Quantity** fields, **Site ID**, **Price Level**, **Ship To Address ID**, **Shipping Method**, and **Quantity Available** fields display automatically. If the item is a kit, the **Unit Cost** field includes the cost for the equipment record, all attachments, and kit components.
4. You can create a service call by choosing the *New Call* button. The customer ID and ship to address ID on the SOP document must exist as a customer and location in Service Management for a service call to be created. "Pre-Sales Service" will appear in the Description field in the Service Call window for calls created from the Sales Transaction Entry window.
   - If an equipment link exists but needs to be updated, don't create a call before updating the link because you can't move equipment on an open service call.
   - If a service call exists, you can select the new call button to create a new call or disassociate the existing call and the SOP document.

5. Mark the **Create Equipment Link** or **Update Equipment Link** checkbox to create or update an equipment record in Service Management upon posting the SOP document. An equipment link must exist on the Service tab to create a service call.
6. Use the **Equipment ID** expansion button to open the Sales Item Detail Entry window, where you can view or change details.
7. If the item is a kit, you can select the *Kits* button to open the Sales Kit Options window to view kit components. Attachments are included as components of the kit. Cost and sales amounts reflect all components of the kit.
8. Upon posting the SOP document, the equipment link will be created. If there is already a link, the Move Equipment utility will be run in Service Management to move the equipment record from the current customer and location in Service Management to the customer and ship to address ID on the SOP document.

- If the equipment record is assigned to an open service call, the Move Equipment utility will not run. Close the call before posting the SOP document.
- If you are not using Service Management, the Service Call field, New Call button, and Create Equipment Link checkbox will be hidden and a Description field will appear.

You can use the expansion button in the Amount Received field to open the Sales Payment Entry window. Use the expansion button in the Terms Discount Taken to open the Sales Payment Terms Entry window. Use the expansion button in the Tax field to open the Sales Tax Summary Entry window. Select the *Distributions* button to open the Sales Distribution Entry window. These windows function similarly to Microsoft Dynamics GP. See Microsoft Dynamics GP SOP documentation for further information.

SOP documents appear on the Sales Current and Sales History tabs. Zoom on the Document No. to open the Sales Transaction Entry window and the Equipment Sales Transaction Inquiry Zoom window.

Creating documents using the *Transfer* button

You can also create an order by transferring a quote. Select the *Transfer* button in the Equipment Sales Transaction Entry window to open the Sales Transfer Documents window. Select the *Preview* button to open the Equipment Sales Preview window where you can view the document type and quantity to order, invoice, and backorder. Mark the type of transfer and select *Transfer*.

You can also create an invoice by transferring a quote or order. Select the *Transfer* button in the Equipment Sales Entry window to open the Equipment Sales Transfer Documents window. Select the *Preview* button to open the Equipment Sales Preview window where you can view the document type and quantity to order, invoice, and backorder. Select *OK* to close the preview window. Mark the type of transfer and select *Transfer*.

You will be warned if any equipment on the invoice has already been sold or is assigned to an open service call in Service Management. If the equipment is recorded in the Fixed Asset Management module, you will be prompted to retire the asset before proceeding with the sale.

Results of posting an SOP document

When a piece of equipment is sold and the invoice is posted, the following changes occur in Equipment Management.

- The Equipment Category field on the Details tab changes to sales history.
- A return or negative invoice will remove the link between attachments and inventory on the equipment being returned. The Status field on the Details tab changes to available.
- The Status field on the Details tab changes to the status set up for equipment that has been sold.

- Sales revenue and costs appear on the Equipment Manager financial tabs when the transaction is posted through the general ledger.
- All sales documents relating to the sale appear on the Sales History tab.
- The Active checkbox on the Rental tab will be disabled.
- The Inventory tab is updated with sales information.
- The what-if fields on the Sales Financial 2 tab will be disabled.
- The Location Log tab is updated.
- When an equipment sales invoice is posted, some additional accounting is performed to correct presales or assistance accounts.
- Amounts from Service Management service calls involving the equipment record that are posted to a division set up in the Sales Setup window are reversed.
- Any amounts for this equipment record posted to an account with a cost group type of Sales Expenses, as defined in the Cost Maintenance window, will be reversed. This does not include the stock account.
- Any amounts for this equipment record that are in the assistance account, which is defined in the Sales Setup window, are reversed.
- The balancing distribution for all the reversing entries is created to the cost of sales-extras account as defined in the Sales Setup window.

Creating a Sales Batch

Use the Sales Batch Entry window to create a batch for equipment sales transactions. You must save quotes, orders, and back orders to a batch.

1. Select *Transactions > Sales > Sales Batches*.
2. Complete the following fields.
    - **Batch ID**
      Enter the batch ID.
    - **Origin**
      Enter the origin.
    - **Comment**
      Enter a comment.
    - **Posting Date**
      The system date defaults. This field is available only if your system is set up to use the batch date for posting. If this field is unavailable, the posting date from the Sales Date Entry window for each transaction will be the posting date for each transaction. The date you enter is the date the General Ledger records will use. SOP records will be updated per the document date entered in the Sales Transaction Entry window.
    - **Checkbook ID**
      Enter a checkbook ID.
    - **Transactions**
      If your system uses batch verification, enter the required number of transactions that must be entered before this batch can be posted.
    - **Batch Total**
      If your system uses batch verification, enter the required currency amount for all transactions you'll enter in this batch.
3. Select *Save*.

Finance Leasing

With finance leasing, you can use the Finance Lease Entry window to create a lease payment schedule from an unposted sales order invoice, or a posted sales/invoice, debit memo, or service/repair document. You can select the

interest rate, payment frequency, as well as enter the residual value and other information when you create a payment schedule.

If the payment schedule is created from an unposted sales invoice, you can release the payment schedule so that you can go to the Post Finance Lease Invoices window (*Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Post Finance Lease Invoices)* to begin creating the individual scheduled payment invoices. When creating the finance leasing schedule from a posted document, the procedure is the same as creating a Receivables Management scheduled payment. For more information, please see the Receivables Management documentation. The scheduled payment invoice can be printed directly from the Post Finance Lease Invoices window.

See also:

- Finance Lease Setup (page 106)
- Generating General Journal Entries (page 106)
- Creating a Lease Schedule (page 107)
- Creating a Lease Invoice (page 108)
- Editing a Lease Schedule (page 109)
- Canceling a Lease Payment Schedule (page 109)
- Printing a Final Invoice (page 110)

Finance Lease Setup

Use the Finance Lease Setup window to enter the default posting account numbers.

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Signature Equipment > Finance Lease*.
2. Enter the default accounts.
3. Select *OK*.

Generating General Journal Entries

The processing of the lease invoices will create different journal entries than the Dynamics Receivables scheduled payments. In the example below, a payment schedule has been created for a schedule amount of $10,000, 10% compound interest, 2 monthly payments, and a residual value of $1.00.

The invoicing for the first invoice will generate the following general journal entries:

Account	Debit	Credit
Accounts Receivable	$5,602.59	
Financing Accounts Receivable		$5,602.59
Unearned Interest (Balance Sheet)	$83.33	
Interest Income		$83.33

The invoicing routine for the second invoice will generate the following general journal entries:

Account	Debit	Credit
Accounts Receivable	$5,602.59	
Financing Accounts Receivable		$5,602.59
Unearned Interest (Balance Sheet)	$41.84	
Interest Income		$41.84

The processing of the lease will generate the following general journal entries:

Account	Debit	Credit
Financing Accounts Receivable	$10,125.15	
Accounts Receivable		$10,125.15
Unearned Interest (Balance Sheet)		$125.15

The sale of the asset (assuming asset cost is $19,000) will generate the following general journal entries:

Account	Debit	Credit
Accounts Receivable	$10,000.00	
Accumulated Receivable	$11,000.00	
Unearned Interest (Balance Sheet)		$19,000.00
Interest Income		$2,000.00

Creating a Lease Schedule

With finance leasing, you can use the Finance Lease Entry window to create a lease invoice schedule from an unposted sales order invoice, or a posted sales/invoice, debit memo, or service/repair document. You can select the interest rate, payment frequency, as well as enter the final invoice value and other information when you create a scheduled payment.

When you *release* a lease payment schedule from an unposted or posted document, the payment schedule is not posted but you can create the series of scheduled invoices and installments of the scheduled payments. Once the original document is posted, it is recommended that you process the schedule to create the credit memo.

To *process* (post) the lease payment schedule, if the originating document is unposted, that document must first be posted. When you process a scheduled payment from a posted document, a credit memo is created for the remaining

amount on the original document. The credit memo is applied automatically to the original document and a series of scheduled invoices, installments of the scheduled payment, are created to replace the original document.

The final invoice is printed from the Finance Lease Entry window. all the lease payments must be posted before printing this invoice. For more information on lease payments, see Creating a Lease Invoice (page 108).

To create a lease schedule:

1. Open the Finance Leasing Scheduled Payments Entry window. Go to *Transactions* > *Signature Equipment* > *Finance Lease Entry*.
2. The next schedule number will auto-populate.
3. Enter a description (optional).
4. Select or enter the original document number. In the original document lookup window, the default display is set to show all posted and unposted documents. You can select to display only sales order invoices (unposted), posted documents, or all.
5. Verify the date in the **Schedule Document Date** field. The default entry comes from the original invoice and is the General Ledger posting date.
6. Enter the schedule amount. The default entry in this field is the total schedule amount, and it is equal to the amount remaining on the original invoice.
7. Mark either compound or simple interest. Simple interest is calculated from the first payment rather than the schedule date. If a payment schedule is created from an existing invoice, the interest is calculated from the date of the original invoice.
8. Enter the rate in the **Schedule Interest Rate** field. The default value is 0.0000%.
9. Enter the number of payments for the schedule.
10. Enter or select the payment frequency. This field is used to define how often payments will be made.
11. The calculated payment amount will auto-populate after you select *Calculate*.
12. Select the **First Invoice Document Date** and the **First Invoice Due Date**.
13. Enter the final invoice value. The amount entered is the amount displayed on the final invoice the customer receives. This amount is not included in the interest calculation.
14. Verify and enter the accounts for the schedule. The default entries are from the original document.
15. Select the *Calculate* button to create the payment amounts and an amortization schedule. To view the amortization schedule, select the *Amortization* button.
16. Select from the following buttons to complete the schedule:
    - *Release* - Allows you to create lease payments without posting the schedule. The originating document can be posted or unposted, however, a credit memo for the original document amount is not created until you process the schedule.
    - *Process* - Posts the schedule. The originating document must be posted.
    - *Save* - Saves the schedule.

Creating a Lease Invoice

Use the Post Finance Lease Invoices window to post a lease payment invoice. You can post invoices individually or many at one time. Invoices can be posted from both processed (posted) or released (unposted) payment schedules.

To post a lease invoice:

1. Open the Post Finance Lease Invoices window. Go to *Microsoft Dynamics GP* > *Tools* > *Routines* > *Signature Equipment* > *Post Finance Lease Invoices.*
2. Select **Customer ID** or **Schedule Number**.
3. Mark **All** to view all scheduled invoices or enter range restrictions to post a subset of the available schedule.
4. You can enter a date in **Due Date Cutoff** to restrict the scheduled invoices displayed in the scrolling window to those entered before the cutoff date.
5. Select **Display All** or **Marked**. Selecting **Marked** will limit those payments to ones that were marked, and selecting **All** will show both marked and unmarked invoices within the selected range.

6. Select **Schedule Number** or **Customer ID** from the **Sort by** drop-down list.
7. Mark the documents individually if you want to post only specific invoices. If you want to post all the invoices, select the **Mark All** option.
8. Select **Post** to post the marked invoices. Each posted invoice will generate an invoice that can be sent to your customer.
9. Close the window.

Editing a Lease Schedule

To edit a processed or released lease schedule:

1. Open the Finance Leasing Entry window. *(Transactions > Signature Equipment > Finance Lease Entry)*
2. Enter or select the schedule number.
3. You can edit the interest rate, calculated payment amount, final invoice amount, unearned interest income account, and interest income account. Select *Calculate* to have the system determine the calculated payment amount.
    - If you are editing a schedule with at least one invoice posted, and you change the number of payments, the posted invoice will count as one payment. For example, a lease was created with 5 payments of $500. You posted one invoice. Then you edit the schedule to 3 payments. If you look at the amortization schedule, you will only see payments 2 and 3 for $10,000 each. The first payment of $500 does not display, but the payment still counts as the first payment.
    - If at least one invoice has been created, the Calculated Payment Amount field is disabled.
4. Select *Save*.

> ⚠ If you want to process a previously-released scheduled to post the schedule and create the credit memo for the posted original document, select *Process*.

Canceling a Lease Payment Schedule

If a customer decides to not continue with the leave invoice payment schedule, you can cancel the schedule. The method of canceling depends on whether the payment schedule has been released or processed.

> ⚠ If the fixed asset has been retired, you will also need to reactivate the asset in the Retirement Undo window (*Financial* > *Transactions* > *Fixed Assets* > *Retire Undo*). For more information, please see your Microsoft Dynamics GP documentation.

Deleting a released payment schedule

Use the Finance Lease Entry window to delete unposted payment schedules. Posted schedules can't be deleted.

To delete an unposted payment schedule:

1. Open the Finance Leasing Entry window. (Transactions > Signature Equipment > Finance Leasing Entry)
2. Select a payment schedule.
3. Select *Delete*.
4. A message will ask you to confirm the removal of the payment schedule you're deleting; select *Yes*.

Voiding a processed payment schedule

Posted payment schedules are permanent. If you want to void a payment schedule, you must post all the lease payments and void each invoice individually. If there are many payments, you can change the number of payments to one in the Finance Lease Entry window, and then you can void a single invoice. For information on editing a payment schedule, see Editing a Lease Schedule (page 109).

To void a processed payment schedule:

1. You must first post all the invoices and then void each individually. Refer to Receivables Management documentation for further information on voiding posted transactions.
2. To delete the lease schedule, open the Finance Lease Entry window. (*Transactions* > *Signature Equipment* > *Finance Lease Entry*)
3. Select a payment schedule.
4. Select *Delete*.
5. A message will ask you to confirm the removal of the payment schedule you're deleting; select *Yes*.

Printing a Final Invoice

To print a final invoice:

1. Open the Finance Leasing Scheduled Payments Entry window. Go to *Transactions* > *Signature Equipment* > *Finance Lease Entry*.
2. Select the schedule.
3. Verify the final invoice amount.
4. Select *Invoice*.

> ⚠ All lease payments must be posted before you can print the final invoice. For more information, see Creating a Lease Invoice (page 108).

Sales Reports

The Equipment Sales Analysis report lists equipment sold over a specified period and includes standard sales analysis information such as invoice date, posting date, revenue, cost, customer, and margin. It also includes fit-out and assistance values.

Creating Sales Report Options

You create report options before printing reports.

1. Select *Reports* > *Signature Equipment* > *Sales Analysis*.
2. Select *New* to open the Equipment Sales Analysis Reports Options window.
3. Complete the following fields:
   - **Option**
     Enter a name for the report.
   - **Sort By**
     Select how to sort the report using the drop-down list.
   - **Ranges**
     Select a range from the drop-down.

- **From**
  From the drop-down, select the type of range. Depending upon your choice, enter the beginning of the range.
- **To**
  From the drop-down, select the type of range. Depending upon your choice, enter the end of the range.

4. Select *Insert*.
5. Select *Destination* to designate how to print the report.
6. Select *Save*.

> ⚠ If a restriction involves the vendor ID, vendor class, or equipment model range, after creating and inserting the restriction, you can select it and select **Details** to exclude some items within the range.

Printing Sales Reports

If you have created report options, you can print them from the Sales Analysis Reports window.

1. Select *Reports* > *Signature Equipment* > *Sales Analysis*.
2. Select the report from the **Reports** drop-down list.
3. Select the report option and select *Insert* >>.
4. Select *Print*.

Advanced Rental

The Advanced Rental module tracks the rental of equipment and items.

- **Agreement-based rentals**: The foundation for equipment rentals is the rental agreement document. A rental agreement is set up to record all revenue and costs for equipment and other service items relating to rental. You can invoice multiple rental lines.
- **Rental bookings**: Before a customer is ready to enter a full rental agreement, you can create a booking for that customer. Once a booking is created, it can be transferred fully or partially to a rental agreement. Think of a booking as a pre-agreement.
- **Rental availability**: You can check the availability of a piece of equipment either before or during the creation of a rental agreement.
- **Miscellaneous items**: You can charge for miscellaneous items - both stock and service items - to be included on agreements with equipment.
- **Price groups**: You can set up pricing groups that link price templates and price levels to either Equipment or Inventory items. The price groups can be assigned at the model and/or equipment level.
- **Meter reading-based pricing**: You can set up rental units of measure/price rates that define overages and base pricing on meter readings.
- **Advanced rental account distribution capability**: You can have unlimited account distributions for each rental agreement line and specify an ownership percentage based on who owns the equipment and who is renting the equipment.
- **Rent to job agreements and bookings**: You can apply costs from the internal rental of equipment to a job. This differs from renting equipment to external customers in that an invoice is not sent to an external customer. Instead, when a "rent to job" invoice is posted, a GL transaction is created (and posted if posting through the GL), and costs are updated on the job in Job Cost. No SOP invoice is created for rent to job agreements or bookings.

See also:

- Advanced Rental Module Setup (page 112)
- Rental Bookings (page 146)
- Rental Agreements (page 155)
- Rental Invoices (page 172)
- Taking Equipment Off Rent (page 177)
- Completing an Agreement and Sending It to History (page 177)
- Renting Equipment to a Job (page 177)
- Vehicle Readings (page 182)

Advanced Rental Module Setup

The foundation for equipment rentals is the rental agreement document. A rental agreement is set up to record all revenue and costs for equipment and other service items relating to rental.

Agreement Types

Setting up agreement types allows you to categorize rental agreements and associate certain attributes and settings with each type. For example, you may choose to base your agreement types on when you invoice agreements (weekly, monthly, etc.), or, if you categorize your rental equipment, you may choose to set up an agreement type for each equipment category.

Much of the information that you set up for agreement types will automatically fill into your rental agreements and/or agreement lines.

Pricing and Invoicing

You can set up your agreement pricing and invoicing in a variety of ways, depending on the needs of your business. The Advanced Rental module is designed to be flexible enough to meet your needs.
Three basic general questions need to be answered before you proceed with setting up and creating rental agreements.

- **How often do you invoice?**
- **What units of measure do you use in your business?**
- **How do you want to set up your price structures?**

Some basic definitions and concepts are defined below:

- **Invoice types**
  Categorize the types of invoices you create. Invoice types can be used if you are invoicing through SOP (Microsoft Dynamics GP Sales Order Processing). Types are associated with sales order fulfillments in SOP.
- **Invoicing frequencies**
  Represent "how often" you invoice your customers, and if you bill your customers in advance. Invoicing frequencies can be associated with agreement types.
- **Roll forward invoicing**
  Allows you to automatically adjust the invoicing frequency during a rental. For example, if a customer is billed at a weekly rate for three weeks, then decides to extend the rental for another week, you may want to change the weekly billing rate to a monthly billing rate.

- **Price templates**
  Contain price rate lines, which define rental rates. A price template can be assigned a meter overage unit of measure and associated with an agreement type.
- **Price Groups**
  Provide you with the ability to assign default pricing by linking price templates and price levels to either equipment or inventory items. The price groups can be assigned at the model and/or equipment level. If you use different price rates for different time durations, for example, daily, weekly, and monthly, these can also be created in price groups.

Rental Units of Measure

Rental units of measure are measurements of time used to define rental periods and billable days. For example, you may define a Week as 5 days or 7 days, depending on the work week of your customers. Or you may choose to define a Month not as a calendar month, but as 30 days. You can also associate a default meter overage quantity with a rental U of M.
Once rental units of measure are set up, they will be used on price rate lines to define rental rates.

Rental Rates

You define rental rates when you set up price rate lines. To create, for example, a monthly rental rate, you would set up a price rate line using a Month as the rental unit of measure.
The additional values you enter on this line define the parameters of the rate, that is, what constitutes an overage and when this rate will be used if there are other price rate lines on the template to choose from.

Templates with Multiple Price Rate Lines

If you do not want to set up rental rates for every new agreement line you create, you may choose to create a standard price template, with multiple price rate lines, that will default into your agreements. Then the system will automatically choose which rate to use. When multiple price rate lines exist on a template, the system chooses which rate to use by comparing the length of the rental period to the length of the rental U of M on each line, always starting with the bottom price rate line and moving up as necessary. Take, for example, a rental period of 45 days and a template that contains price rate lines for a Day, a Week (defined as 7 days), and a Month (defined as 30 days).

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
DAY	3.00	None	8	HOURS
WEEK	3.00	Rollup	40	HOURS
MONTH	1	Rollup	160	HOURS

The system looks at the bottom (monthly) price rate line first. The length of the rental period (45 days) is placed over the length of the rental U of M on this line (30 days), creating a quantity (45/30). The system uses the remainder option on this line to determine what to do with the quantity.

Remainder Options

By setting up a remainder option on each price rate line, you control the way the system handles the billing of a rental when a *remainder* exists - when the number of days in the rental period does not equal the number of days in the rental U of M. For example, the quantity 45/30 constitutes one Month and 15 days; these extra 15 days are a remainder. Choosing one of the following remainder options on a line determines which rental rate to use and how to handle the billing of a remainder.

- **Rollup**
  Any days that constitute a full rental U of M are billed on this rate line. Any remainder is rolled up to the next price rate line, where a new quantity is created, and the billing is dealt with per that remainder option.
- **Round Up**
  If the quantity yields at least one full rental U of M, those days are billed as a full U of M at this rate. Any remainder is rounded up to and billed as another full rental U of M at this rate. If the quantity does not yield a full rental U of M, all the billable days roll up to be dealt with on the next price rate line.
- **Fraction**
  The rental period is billed as a fraction of the price on this rate line. The fraction is the quantity: the number of days in the rental period over the number of days in this rental U of M.
- **None**
  None means to do nothing. This option is meant for use on the top or daily price rate lines, when all other remainder options are invalid (you cannot bill for a fraction of a Day, round up to a Day, or roll up to a line with a shorter price rate duration). On the top line, the billable days are billed as individual days. On the lower price rate lines, None behaves the same way as Fraction, billing the rental period as a fraction of the rate.

See *Remainder options and rolldown quantities - sample scenarios* below for sample scenarios that illustrate how each remainder option functions.

Rolldown Quantities

After the system has used remainder options to determine which price rate line(s) to use, the rolldown quantity goes into effect. Starting at the uppermost price rate line in use, the rolldown quantity defines the point at which to roll the billing of a rental down a line. For example, if you want to change the billing of a daily rental to the weekly rate when the rental period exceeds 5 days, enter 5 as the rolldown quantity on the daily price rate line. The 5 days will be billed at the rate of a full Week. This feature is useful if your pricing is set up in such a way that the cost of a Week is less than the cost of 7 days billed as individual Days, and you want to adjust the rate of such a rental accordingly. The section below outlines sample scenarios that describe how remainder options and rolldown quantities function together.

Remainder Options and Rolldown Quantities - Sample Scenarios

The following scenarios use a price template that contains price rate lines for a Day, a Week defined as 7 days, and a Month defined as 30 days. Remember that when using remainder options to decide which rate(s) to use, the system always looks at the bottom price rate line first.

Sample Scenario 1 - Rollup

The rental period is 48 days.

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
DAY	3.00	None	8	HOURS

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
WEEK	3.00	Rollup	40	HOURS
MONTH	1.00	Rollup	160	HOURS

The system looks to the monthly price rate line first:

- The quantity is 48/30 (days in the rental period/days in a Month), and the remainder option is Rollup. The 30 days that constitute a full Month are billed at the monthly rate, while the 18-day remainder rolls up to the weekly price rate line.
- The new quantity on the weekly price rate line is 18/7 (days in the remainder/days in a Week), and the remainder option is Rollup. The 14 days that constitute 2 full Weeks are billed at this rate, while the 4-day remainder rolls up to the daily price rate line.
- On the daily price rate line, the quantity is 4/1, or 4 Days. The remainder option is None, meaning that all 4 days in the remainder are to be billed simply as individual Days.
- The rental period is now a Month, 2 Weeks, and 4 Days.

At this point, the system looks to the rolldown quantity, starting at the top rate line in use, the daily price rate line:

- The rolldown quantity is 3. Because there are 4 Days in the rental period, and this exceeds the rolldown quantity, these days roll down to the weekly rate line and are billed as an additional full Week.
- The number of Weeks is now 3, and the rolldown quantity on the weekly price rate line is 3. Because the number of Weeks in the rental period reaches but does not exceed the rolldown quantity, the billing does not roll down.
- The rental period is billed as a Month and 3 Weeks.

Sample Scenario 2 - Round Up

The rental period is 45 days.

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
DAY	3.00	None	8	HOURS
WEEK	3.00	Round Up	40	HOURS
MONTH	1.00	Round Up	160	HOURS

The system looks to the monthly price rate line first:
The quantity is 45/30. Because the quantity yields at least one full Month, and the remainder option is round up, the billing of the rental stays on the monthly price rate line. The 30 days that comprise a full Month are billed as a Month, and the 15-day remainder is rounded up to another full Month.
Because there is no rate with a longer duration than a Month and therefore no rate line to roll down to, the rolldown quantity is ignored. The entire rental period is billed as 2 Months.

Sample Scenario 3 - Round Up

The rental period is 12 days:

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
DAY	3.00	None	8	HOURS
WEEK	3.00	Round Up	40	HOURS
MONTH	1.00	Round Up	160	HOURS

The system looks to the monthly price rate line first:
The quantity is 12/30. Because the remainder option is round up, but the quantity does not yield a full Month, all the billable days move up to the weekly price rate line.
On the weekly price rate line, the quantity is 12/7. Because the remainder option is round up, and the quantity does yield a full Week, this rate will be used. The 7 days that comprise a full Week are billed as a Week, and the 5-day remainder rounds up to another full Week.
The rental period is 2 Weeks. This does not exceed the rolldown quantity of 3 Weeks, so the billing of the rental stays at 2 Weeks.

Sample Scenario 4 - Fraction

The rental period is 7 days.

Rental U of M	Rolldown Quantity	Remainder Option	Overage Quantity	Overage U of M
DAY	3.00	None	8	HOURS
WEEK	3.00	Fraction	40	HOURS
MONTH	1.00	Fraction	160	HOURS

The system looks to the monthly price rate line first:
The quantity is 7/30. Even though the length of the rental period is equal to a Week, because the remainder option on the monthly price rate line is Fraction, the billing of the rental will remain on this line. Regardless of if a remainder exists, when the remainder option is Fraction, the billing stops on that line.
The rental period is billed as 7/30 of the rate for a Month.

Overages

An overage occurs when the *actual usage* of a piece of equipment exceeds the *allowed usage*. For example, if you define a Day as 8 Hours, you expect that a piece of equipment on rent for a Day will be used for no more than 8 hours, and you price the rental accordingly. You define allowed usage in the price rate lines to account for the cost of any additional usage.
Overages are calculated after you mark the equipment as Off Rental and enter a meter reading that describes the actual usage of the equipment. For example, if the equipment was used for 10 Hours, this meter reading value exceeds the overage quantity defined for the rate, and an overage will be added to the cost of the rental.

> ⚠ Although overages may be measured in units of time, overage costs are not calculated based on the length of the rental period. You have the option of adjusting the rate and invoicing frequency when a rental period lasts longer than expected, but unless the allowed usage is exceeded, no overage will be charged when a piece of equipment remains on rent for longer than contracted by the original agreement.

In rental agreement setup, you will encounter the following terms that are used to define overages:

- **Overage Quantity**
  The point at which to bill for an overage. For example, the overage quantity for a Day with an allowed usage of 8 Hours would be A **Default Meter Overage Quantity / U of M** can be assigned to a rental U of M so that every time a price rate line is created, the overage quantity defaults.
- **Overage U of M**
  The unit used to measure overage quantity. For a Day with an allowed usage of 8 Hours, the overage U of M is Hours. A **Meter Overage U of M** can be assigned to a price template, so that for each price rate line in the template, the overage U of M defaults.
- **Overage Rate / U of M**
  The amount charged for an overage, per overage U of M. If the overage U of M is Hours, $10 / Hour. A **Meter Overage Rate** can be assigned to an item or equipment category, model, or ID.

Setting up defaults is optional. Defaults will fill into the price rate lines of an agreement, and they cannot be changed on the price rate line level. Leave these fields blank if you want to be able to define overages per agreement.

See also:

- Setting Up Rental Agreements (page 117)
- Setting Up Rental Bookings (page 127)
- Rental Account Distributions (page 128)
- Setting Up Roll Forward Invoicing (page 138)
- Setting Up Customer and Address Additional Information (page 140)

Setting Up Rental Agreements

The foundation for equipment rentals is the rental agreement document. A rental agreement is set up to record all revenue and costs for equipment and other service items relating to rental.

Setting Up Invoice Types

Invoice types allow you to categorize the types of invoices you create. You may want to set up different invoice types for different rental billing durations, for example, monthly, yearly, and so on.

> ⚠ Invoice types are associated with rental agreement types. When you create an agreement type, you can assign an invoice type to automatically fill into an agreement that uses that agreement type.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Invoice types.*
2. Complete the following fields.
   - **Invoice Type ID**
     Enter the invoice type ID.
   - **Description**
     Enter a description.
   - **Rent To Type**
     Select whether you want to associate this booking type with a job or with a customer.

- **Next Invoice Number**
  Enter the next number to use when you create a new invoice for an agreement. Enter up to 15 characters. This value overrides the Next Invoice Number defined on the Rental Setup window.
  If you are using grouped invoicing, you must limit the Next Invoice Number to 10 characters due to the grouped invoice number utilizing 5 characters. For example, a grouped invoice number would consist of the first 10 characters that you have determined "1234567890" with the addition of "-XXXXX". The X's represent sub-invoicing numbering.
- **SOP Invoice Type ID**
  This field does not appear if you marked the Use Receivables Management Posting checkbox on the Rental Setup window.

3. Select *Save*.

Defining Units of Measure

You have already set up life units of measure in the Equipment Manager module setup. Here you will set up rental units of measure, which define rental periods and drive the billing of equipment rental arrangements. Units of measure define different pricing structures or different sizes or quantities of a piece of equipment. You can also specify billable days.

> ⚠ Rental units of measure can be tied to price rates. When a Price Rate is selected on a rental agreement, the "rental" unit of measure for that price rate must match the "life" unit of measure for that equipment in the Equipment Manager.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Units of Measure*.
2. Complete the following fields.
   - **Rental U of M**
     Enter the rental unit of measure.
     - Day means a physical day.
     - Week means the number of working days in a week.
     - Month means the number of working days in a month.
     - Calendar Month means a calendar month.
   - **Description**
     Enter the description.
   - **Display U of M**
     Enter the display U of M to print on invoices.
   - **Time Frame**
     Enter the time frame.
   - **Qty**
     Enter the quantity.
   - **Hours per Day**
     Enter the hours per day, if you chose Day as the rental unit of measure.
   - **Days per Month**
     Enter the days per month, if you chose Month as the rental unit of measure.
   - **Default Meter Overage Quantity**
     Enter a default meter overage quantity to define the point at which any equipment usage under this rental U of M is considered an overage. If you want to be able to define overages per price rate line, leave this field blank.
   - **U of M**
     Enter the unit of measure for the default meter overage quantity. If you want to be able to define overages per price rate line, leave this field blank.
   - **Billable Days**
     Mark the days of the week to be defined as working days.

3. Select *Save*.

Setting Up Invoicing Frequencies

Invoicing frequencies allow you to define how often you bill customers, for example, weekly or monthly.

> ⚠ Invoicing frequencies are handy if you invoice in batches.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Invoicing Frequencies*.
2. Enter an **Invoicing Frequency ID** and **Description**.
3. Enter the number of days and name the **Frequency** type, for example, Weekly or Weekly in Advance.
4. If you want the system to invoice in advance of the end of the rental period, mark the **Invoice In Advance** checkbox.
5. Select **Save**.

Setting Up Price Templates

Price templates can be used to set up pricing for rentals and provide a way to categorize your pricing. Take a moment to think about how you want to set up your templates. Price templates categorize pricing based on the frequency of rental and the Rental Unit of Measure. They are also tied to Meter Overage Unit of Measure, and can be associated with agreement types.

> ⚠ If you are setting up multiple price rates in a template, you MUST set up your price rate lines in order, starting with the shortest billing period duration (for example, Days) to the longest billing period duration (for example, Months). Price templates, along with price levels in Microsoft Dynamics GP, are used to set up price groups, which contain the actual dollar amounts for a rental rate. If a price rate is set up for a piece of equipment, and that group includes a price template, that price template will fill automatically when entering agreements.

To set up price templates:

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Price Templates*.
2. Complete the following fields.
   - **Price Template ID**
     Enter a Price Template ID, for example, RENTMONTH for monthly rentals.
   - **Description**
     Enter a description.
   - **Meter Overage U of M**
     The Meter Overage U of M entered here will default as the Overage U of M in each price rate line on this template.
   - **Rental Unit of Measure**
     Enter a Rental Unit of Measure. You will receive an error message if the Default Meter Overage Quantity / U of M associated with this Rental U of M (Rental Unit of Measure Setup window) does not match the Meter Overage U of M you entered for the template. You can either change the Meter Overage U of M here or go back to the Rental Unit of Measure Setup window to change the Default Meter Overage Quantity / U of M.
   - **Remainder Option**
     The remainder option determines which rate line(s) to use to bill the rental. For more information on what each option does, see Remainder options.
   - **Rolldown Quantity**
     This value defines the point at which the billing of a rental rolls down to the next price rate line. If there is

only one price rate line on the template, the rolldown quantity is ignored. See Rolldown quantities (page 114) for more information.

- **Overage Quantity**
  Enter an Overage Quantity and Overage U of M, as necessary.
- **Overage U of M**
  Enter an overage unit of measure, as necessary. If you entered a meter overage unit of measure, that overage defaults and cannot be edited.
- **Use Lowest Rate**
  Mark this checkbox if you want the system to use the lowest rate for a piece of equipment or item, regardless of the rate assigned to the agreement or agreement line.

3. Select *Save*.

Setting Up Price Groups

Price groups provide you with the ability to assign default rental pricing by linking price templates and price levels to either Equipment or Inventory Items. The price groups can be assigned at the model and/or equipment level. If you use different price rates for different time durations, for example, daily, weekly, and monthly, these can also be created in Price Groups. When you set up a price rate for a piece of equipment, that price rate - along with the associated price template - will automatically fill into an agreement only if the meter overage U of M assigned to the price template matches the life U of M assigned to the equipment. For information on how the system looks for the price level to use, see Determining Price Levels (page 152).

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Price Groups*.
2. Complete the following fields.
   - **Price Group**
     Enter the name of the price group.
   - **Type**
     Select if this is for Inventory or Equipment.
   - **Description**
     Enter a description.
   - **Potential Amount per Day**
     Enter the potential amount per day. This field is only available if Equipment type is selected.
   - **Price Template ID**
     Enter or select the price template ID.
   - **Price Level**
     Enter the price level.
   - **Item U of M**
     Enter the item unit of measure. If you are linking the price rate to an inventory type, the Meter Overage U of M assigned to the price template needs to match the Life U of M assigned to the equipment, or you will receive an error message. This field is only available if Inventory type is selected.
   - **Meter Overage Rate**
     Enter the meter overage rate. This field is only available if Equipment type is selected.
   - **Insurance Type**
     Select the insurance type.
   - **Insurance / U of M**
     Enter the insurance amount or percentage and the unit of measure.
   - **Rental U of M**
     The rental unit of measure fills automatically based on the Price Template ID.
   - **Rental Rate**
     On each price rate line, enter a Rental Rate to charge.
   - **Remainder Option**
     The remainder option fills automatically based on the Price Template ID.

- **Rolldown Quantity**
  The rolldown quantity fills automatically based on the Price Template ID.
- **Overage Quantity**
  The overage quantity fills automatically based on the Price Template ID. This field is only available if Equipment type is selected.
- **Overage U of M**
  Enter the overage unit of measure. This field is only available if Equipment type is selected.
- **All**
  Select if the rate applies to all quantities. This field is only available if Inventory type is selected.
- **Start Quantity**
  If you did not mark the All quantity checkbox, enter the starting quantity. This field is only available if Inventory type is selected.
- **End Quantity**
  If you did not mark the All quantity checkbox, enter the ending quantity. This field is only available if Inventory type is selected.

3. The tree-view will display the pricing on the left side of the window after you tab off End Quantity.
4. Select *Save* to save the price group.

Copying Price Groups

To save time when setting up your price groups, you can copy an existing price group and/or price level to create a new price group, new price level, or copy pricing into an existing price group. Additionally, you can adjust prices for the new records by enter percent change as well as round to the nearest to avoid penny pricing.

To access the Copy Price Groups window:

1. Select Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Price Groups.
2. Select a price group and then select *Copy*.
3. In Copy Price Groups, complete the following fields, as appropriate:
   - **From Price Group**
     The field will automatically fill from Price Group Setup however you can edit this field.
   - **From Price Level**
     This field will automatically fill from the Price Group Setup however you can edit this field.
   - **To Price Group**
     Depending upon the outcome you are creating, you can leave this blank, enter a new price group, or select an existing price group.
   - **To Price Level**
     Depending upon the outcome you are creating, you can leave this blank or enter a new price level.
   - **Percent Change**
     Enter a negative or positive adjustment to adjust the pricing for the newly created records.
   - **Round to Nearest**
     Enter an amount to avoid penny pricing that may occur from the percentage change.
4. Select *Copy*.

Copy Utility Scenarios

Scenario 1 - Copy all pricing from an existing price group to a new price group.

- **From Price Group**: Existing
- **From Price Level**: Blank
- **To Price Group**: Enter a new name.
- **To Price Level**: Blank

Scenario 2 - Copy all records with the specified price level, creating a new price level with the same records.

- **From Price Group**: Blank
- **From Price Level**: Existing
- **To Price Group**: Blank
- **To Price Level**: New

Scenario 3 - Copy all records with the specified price group and price level, creating a new price level with the same records into an existing price group.

- **From Price Group**: Existing
- **From Price Level**: Existing
- **To Price Group**: Existing
- **To Price Level**: New

Assigning Equipment and Inventory to Price Groups

You can easily assign equipment or inventory items to, or remove from, price groups from Rental Price Group Setup. The Price Group Assignment window displays relevant filters based on either equipment or inventory types. The Price Group that is assigned to the model(s) will automatically be assigned to any new equipment created for that model.

To assign items to a price group:

1. In the Rental Price Group Setup window, enter or select a price group.
2. Select *Assign*.
3. In the Price Group Assignment window, the **Price Group** and its **Description** will automatically fill from Rental Price Group Setup.
4. For inventory items, enter or select a class ID. *OR* Complete the following filter fields for equipment items:
    - **Branch**
      Enter or select a branch.
    - **Model**
      Enter or select a model.
    - **Build Year**
      Enter or select a build year.
5. After entering the appropriate filter information, select *Redisplay* to update the Available and Assigned columns.
6. To limit the available items not assigned to any price group, mark the **Only Show Unassigned** checkbox. Without marking this checkbox, the Available column will display all items not assigned to the current price group, including items that have already been assigned to a different price group.
7. To assign items to the price group, select one or more items in the Available column, and then select *Insert*. The item will move to the Assigned column.
8. To remove items from the Assigned column, select one or more items in the Assigned column, and then select *Remove*. The item will move back to the Available column.
9. Select *OK* to save the price group assignment, close the window, and return to the Rental Price Group Setup window

For information on how the system looks for the price level to use, see Determining Price Levels (page 152).

Setting Up Agreement Types

Agreement types categorize the types of agreements you work with in your organization. If your organization has several branches and multiple locations, you may decide to set one agreement type per branch. Or, if most of your agreements are monthly, you can set up a monthly agreement type to be used most often, and additional agreement types for weekly and yearly agreements, if necessary. You can assign agreement types to payment terms, job categories,

pricing templates, and invoicing frequencies. In addition, you can link an agreement type with a service call type in Service Management.

> ⚠ If you do not want defaults to automatically fill into your agreements, simply leave those fields blank; most of the fields on this window are not required. Corresponding fields also fill into the agreement from the Rental Setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Agreement Types*.
2. Complete the following fields.
   - **Agreement Type ID**
     Enter an agreement type ID.
   - **Description**
     Enter a description.
   - **Next Agreement Number**
     Enter the next agreement number for this agreement type.
   - **Re-Use Agreement Numbers**
     Mark this checkbox if you want to reuse unused document numbers.
   - **Rent To Type**
     Select whether you want to associate this agreement type with a job or with a customer.
   - **Invoice Type ID**
     Select the type of invoice this agreement will use.
   - **On Rental Default Service Call Type**
     Select one rental service call type to be associated with the agreement type. Service call types are set up in Service Management.
   - **On Rental Default Service Division**
     Select an on rental service call division to be associated with the agreement type.
   - **Off Rental Default Service Call Type**
     Select an off rental service call type to be associated with the agreement type. Service call types are set up in Service Management.
   - **Off Rental Default Service Division**
     Select an off rental service call division to be associated with the agreement type.
   - **Branch**
     Enter the default branch for this agreement type.
   - **Default Price Level**
     Enter the default price level for this agreement type.
   - **Default Payment Terms**
     Enter a default payment terms category associated with this type of agreement. Payment terms are set up in Microsoft Dynamics GP.
   - **Default Job Category (transport)**
     Enter a default job category for transporting equipment associated with this type of agreement. Job categories are set up on the Transport Job Category Setup window.
   - **Default Pricing Template**
     Enter a price template to default for this agreement type. Price templates are set up on the Rental Price Template Setup window.
   - **Default Invoicing Frequency**
     Enter an invoicing frequency to associate with this agreement type. Invoicing frequencies are set up on the Rental Invoicing Frequency Setup window.
   - **Originating Site ID**
     Enter an originating site for equipment associated with this type of agreement. These sites are set up on the Site Maintenance window and used primarily if you want to track what is in inventory.

- **Rental Site ID**
  Enter a rental site for equipment associated with this type of agreement. These sites are set up on the Site Maintenance window and used primarily if you want to track what is on rent.
- **Allow Roll Forward**
  Mark this checkbox to let the system automatically adjust the invoicing frequency if the rental period lasts longer than expected. When you mark this checkbox, additional invoicing frequency fields are enabled, which allow you to view and/or adjust the frequencies. The following checkbox is also enabled:
- **Auto Adjust Rates**
  Mark this checkbox if you do not want to credit back the customer if the new rate is cheaper than the cost of the rental at the previous rate.

3. Select *Save*.

For information on setting up default accounts, see Setting up distribution default groups (page 136).

Setting Up Global Rental Parameters

Define parameters such as the next agreement, invoice and standdown numbers, default agreement types, invoicing frequencies, and service calls. Take a few minutes to think about what you may want to default on agreements and invoices, and what you may not want.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Rental Setup*.
2. Complete the following fields.
   - **Next Booking Number**
     Enter the next booking document number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Next Agreement Number**
     Enter the next agreement document number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Next Invoice Number**
     Enter the next invoice document number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
     If you are using grouped invoicing, you must limit the Next Invoice Number to 10 characters due to the grouped invoice number utilizing 5 characters. For example, a grouped invoice number would consist of the first 10 characters that you have determined "1234567890" with the addition of "-XXXXX". The X's represent sub-invoicing numbering.
   - **Next Standdown Number**
     Enter the next standdown document number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Next Off Rental Number**
     Enter the next off rental document number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Next SOP Batch Number**
     Enter the next SOP batch number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Next GL Batch Number**
     Enter the next general ledger batch number to default on your agreements. Mark the Re-use checkbox to re-use any unused document numbers.
   - **Default Booking Type**
     Enter the booking type to default into your documents. Leave this blank if you want to enter this manually.
   - **Default Agreement Type**
     Enter the agreement type to default into your documents. Leave this blank if you want to enter this manually.

- **Default Invoicing Frequency**
  Enter the invoicing frequency to default into your documents. Leave this blank if you want to enter this manually.
- **Default Price Level**
  Enter the default price level.
- **Equipment - Multiple Reservations**
  Select whether to allow or not allow a piece of equipment to be on multiple agreements at the same time. You can also select to receive a warning message if the equipment is already booked.
- **On Rental Default Service Call Type**
  This field applies only to Service Management users.
- **On Rental Default Service Division**
  This field applies only to Service Management users.
- **Off Rental Default Service Call Type**
  This field applies only to Service Management users.
- **Off Rental Default Service Division**
  This field applies only to Service Management users.
- **Action Taken Upon Booking Deletion**
  Select the action when a booking is deleted.
- **Action Taken Upon Agreement Deletion**
  Select the action when an agreement is deleted.
- **Action Taken Upon Invoice Deletion**
  Select the action when an invoice is deleted.
- **Tax Source**
  Enter the tax source for rental rates, insurance rates, overages, and markdowns. These are used to calculate taxes on agreements.
- **Tax Schedule ID**
  Enter the tax schedule ID for rental rates, insurance rates, overages, and markdowns. These are used to calculate taxes on agreements.
- **Use Receivables Management Posting**
  Mark this checkbox to post rental invoices through Receivables Management (RM) instead of Sales Order Processing (SOP). Unchecked, the batch will be in the Rental Invoice Batch Entry.
- **Use Time Entry Fields**
  Mark this checkbox if you want to be able to enter times in addition to dates on your agreements. Because the smallest rental U of M is a Day, entering times does not affect the rental. This feature is mostly reserved for future use.
- **Use Invoicing Date as the Invoice To Date**
  Mark this checkbox to use the invoicing date as the next Invoice Date (Rental Invoice Entry window). Leave it blank, and the system will first check to see if the invoicing frequency has been set to invoice in advance; if so, the date will be calculated accordingly; if not, the invoicing date will be used anyway.
- **Override Rolldown on Roll Forward**
  Mark this checkbox if you want to enable the roll forward feature but not issue credits for past invoices that use the original billing rate.
- **Only Invoice Off Rental Agreement Lines**
  Mark this checkbox to invoice only agreement lines that are not currently on rent.
- **Post Through GL for Rent To Job Invoices**
  This checkbox is used only for "rent to job" agreement types. See Renting Equipment to a Job (page 177).
- **Weekend Days**
  Mark the days to be considered weekend days. For information on setting up default accounts, see Setting up global distribution account defaults by branch and/or division (page 136).

3. Select *OK*.

Defining Standdown Reasons

Standdown reasons define the reasons your equipment may be unavailable for rental, such as a holiday.

> ⚠ When you create rental agreements, you can enter standdown dates and times using these standdown reasons.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Stand Down Reasons*.
2. Enter a **Standdown Reason ID** and **Description**.
3. Select *OK*.

Setting Up Reports

Before you can print rental invoices or other reports, you must set up your system to print them. Invoices and reports are printed using SQL Reporting Services (SRS) reports. Set up your system so you can print rental reports, including invoices and agreements.

These pre-defined reports are installed automatically on your system in the following location:

C:\<install folder>Signature\SRS Reports\Equipment Management

To set up invoices and reports, you need to set up three areas:

- Report Definitions
- Report Groups
- Report Buttons

Report Definition Setup

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Definitions*.
2. Complete the following fields.
    - **Report Area**
      Use the drop-down menu to select a report type.
    - **Report ID**
      The name that appears when you use the Print button to print the report.
    - **Report Source**
      Your choices are Microsoft Dynamics GP or SRS Reports, depending on the type of report. For example, if an SRS report isn't available for that type, it won't appear in the drop-down menu.
    - **Report Pathname**
      Select the folder button to browse to the location of the reports. *C:\<install folder>Signature\SRS Reports\Equipment Management*
3. Select *Save*. Repeat steps for each report type.

Report Group Setup

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Groups*.
2. In the **Report Area** field, use the drop-down menu to select a report type, then enter a **Report Group** name.
3. In the **Available Report IDs** column, double-click the Report ID shown.
4. Select *Save*. Repeat steps 2 through 4 for each report type.

Report Button Setup

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > System > Report Buttons*.

2. Complete the following fields.
    - **Report Area**
      Use the drop-down menu to select a report type.
    - **Security Type**
      Select a security type. Select Global to apply to all users. If you select User Class or User, enter a User Class ID or User ID, respectively.
    - **Document ID**
      Select a document ID with which to associate the Report Button.
    - **Available Report Group**
      The list of available report groups displays in this area. Select the group name to be assigned and then select *Add*.
    - **Assigned Report Group**
      Displays what report groups have been assigned. You can use the buttons to the right to organize or remove an assigned report group.
3. Select *Save*. Repeat the Report Button Setup steps for each report area.

Setting Up Rental Bookings

A rental booking is like a pre-agreement; it may be the first document created for a rental arrangement. Once confirmed, a booking can be posted to a rental agreement. With bookings, you can select an equipment model or category, if you do not know the exact piece of equipment that will be used. However, before transferring the booking into an agreement, you must enter an Equipment ID.

Setting Up Booking Types

If you plan to use rental bookings, you should set up as many rental booking types as agreement types.

> ⚠ If you do not already have agreement types and invoicing frequencies, set those up before setting up booking types.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Booking Types*.
2. Complete the following fields. An indicates a required field:
    - **Booking Type ID**
      Enter the booking type ID.
    - **Description**
      Enter the description.
    - **Next Booking Number**
      The next number used for rental booking transactions.
    - **Re-Use Booking Numbers**
      Mark this checkbox if you want to re-use booking numbers after they have been deleted.
    - **Rent To Type**
      Select whether you want to associate this booking type with a job or with a customer.
    - **Agreement Type ID**
      The type of agreement that this booking will become, as set up on the Rental Agreement Type Setup window.
    - **Branch**
      Enter the branch this booking type is assigned to.
    - **Default Price Level**
      The price level automatically used for this booking type. This field can be changed during booking entry.
    - **Allow Subject to Commissions**
      Mark this checkbox if the price level is subject to commissions.

- **Default Payment Terms**
  The payment terms automatically used for this booking type. This field can be changed during booking entry.
- **Default Pricing Template**
  Price templates are used to set up pricing structures for rental pricing. This field can be changed during booking entry.
- **Default Invoicing Frequency**
  Invoicing frequencies allow you to define when you bill a customer, for example, weekly or monthly. The invoicing frequency that defaults can be changed during booking entry.
- **Originating Site ID**
  The site where the equipment or inventory originated before being transferred to the rental site.
- **Rental Site ID**
  The site where the equipment or inventory is going.

3. Enter **Tax** information, as necessary (see section below).
4. Select *Save*.

Assigning Taxes

You can assign different tax schedules to each price element: Rate, Insurance, Overage, and Markdowns. You can also choose to make an element non-taxable, or to use the tax schedule from the customer on the Customer Maintenance window in Microsoft Dynamics GP.
On the Rental Booking Type Setup window, select a booking type ID and select *Tax* to open the Rental Booking Type Tax Entry window.

- Use the lookups to select tax schedules, if applicable.
- Select *OK*.

Setting the Default Booking Type

You may have already set up the default booking type when you defined global rental parameters in the rental agreement setup.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Rental Setup*.
2. You should have entered a **Next Booking Number** in rental setup. This is a required field.
3. Select the **Default Booking Type** from the drop-down menu.
4. Select the action to be taken upon deletion of a booking.
   - *Do Nothing*: Only the deletion occurs.
   - *Ask to move to history*: The system prompts you whether to move the booking to history or just delete.
   - *Move to history*: The system moves the booking to history >without prompting you.
5. Select *OK*.

Rental Account Distributions

Rental account distributions allow you to distribute the income from rental agreement lines into multiple accounts, depending on who owns the equipment and who is renting the equipment, or based on the equipment ID, model, category, and/or item number. You can have unlimited account distributions for each rental agreement line. In addition, you can specify an ownership percentage, based on who owns the equipment and who is renting the equipment.
This feature is for customers who want to distribute rental income:

- Into multiple accounts.
- Between different branches and divisions, depending on who owns the equipment, and who is renting the equipment.

- By model, category, equipment, and/or item.

See also:

- About Rental Account Distributions (page 129)
- About Rental Account Allocation (page 129)
- About Rental Distribution Percentages (page 130)
- About Account Masking (page 130)
- Setting up Account Distributions (page 134)
- Editing Rental Account Distributions (page 137)
- Viewing Rental Account Distributions (page 138)

About Rental Account Distributions

When you create an agreement, default account distributions filter down to the agreement header and agreement lines based on how the following options have been set up:

- **Account distribution templates**
  Account distributions have been grouped and assigned a Rental Distribution ID, which, when selected for use on the agreement, automatically fills in the distribution lines from the template.
- **Account distribution defaults**
  Account distributions fill in automatically if assigned to the equipment ID, category, model and/or item number that is used on the agreement.
- **Distribution default groups**
  Account distributions fill in automatically if assigned to the agreement type or branch and division used on the agreement.

How Account Distributions Fill Into the Agreement

When an agreement is first created, account distributions fill from either the distribution default group assigned to the agreement type or, if distributions are not set up per agreement type, from general rental setup. Once an agreement line is created, the system uses the distribution default that is associated with the equipment ID, category, model, or item number. If no defaults are set up there, the initial distributions used in the agreement header will be retained.

About Rental Account Allocation

If you decide to allocate accounts, you must do so for every rate type (Rate, Insurance, Overage, and Markdown), and the account distributions for each type must add up to 100%. This applies to every window/area in which you enter account distributions. If rental account distributions are not fully allocated, a message will display asking if you would like to continue to close.

- Select *Continue* to close the window.
- Select *Cancel* to return to the window, where you can continue to allocate distributions.

> ⚠ If you are using Receivables Management Posting (Rental Setup option), Markdowns will not appear as a type for which you can assign account distributions.

About Rental Distribution Percentages

You can specify what percentage of ownership is attributed to each owning and renting branch and each owning and renting division, and split the revenue accordingly. For example, 35% may go to the owning branch and 65% to the renting branch.

You can also specify what percentage of revenue is assigned to each account, for each account type. For example, you might have two accounts set up on an agreement line for the account type called Rate; 50% can be distributed to one Rate account and 50% to the other Rate account. You can do the same for the remaining rental account types: Insurance, Overage, and Markdown.

For one Rate account, the owning branch would get 35% of the 50% share, or 17.5% of the total. The renting branch would get 65% of 50%, or 32.5%. The distributions would be the same for the second Rate account, since that too is set up for 50%.

If the owning and renting branches are different, branches will take precedence over divisions for the percent on ownership calculation. If the owning and renting branches are the same, the owning division percentages will be used.

See for About Account Masking (page 130) for sample account distribution scenarios.

About Account Masking

Account masking is a way of automating the process of distributing rental income and expenses to different accounts. If you decide to use account masking on your rental agreements, the system will allocate funds to an account that is specific to the branch or division used on the agreement, without you having to enter the specific account.

Account masking uses the following:

- **Account Mask**
  The account format associated with a specific branch or division. Masks contain absolute segments that are the same for all accounts, and variables that are resolved per the summary account.
- **Summary Account**
  The base account that is entered on an agreement and can be masked to distribute funds to an actual account.
- **Actual Account**
  The specific account used to invoice an agreement. The format of an actual account is a combination of the summary account entered on the agreement and the absolute segments of the account masks associated with the branches and divisions entered on the agreement.

If the default distributions have been set up use masked accounts, you will not have to allocate funds every time you create a new agreement. Rather, the system will automatically apply masks to the summary accounts that default, and the funds are automatically allocated to the actual accounts.

If default distributions have not been set up to use masked accounts, you can manually enter the distributions using masked base accounts, and funds will be allocated to the appropriate accounts based on the rental percentage on ownership that was specified for each owning and renting branch and division.

> ⚠ For a base account to be masked successfully, the resulting actual account MUST already exist in Microsoft Dynamics GP (Account Maintenance window). Using account masking will not automatically create the account.

If you are using account masking and you make changes to the summary accounts or the owning/renting branches and divisions, the actual account distributions will be recalculated.

- How Account Masking Works (page 131)
- How Are the Variable Segments Resolved? (page 131)

- Summary vs. Actual Accounts (page 132)
- Account Masking and Rental Percentage on Ownership - Sample Scenarios (page 132)
  - Scenario 1: Owning Branch & Division and Renting Branch and Division Are ALL Different (page 132)
  - Calculations (page 132)
  - Scenario 2: Owning Branch & Division Are the Same, but Renting Branch and Division Are Different (page 133)
  - Calculations (page 133)
  - Scenario 3: Owning and Rental Branches Are the Same, Owning and Rental Division Are the Same (page 133)
  - Calculations (page 133)
- Account Masking for Branches and Divisions (page 134)

How Account Masking Works

An account mask is the default account format associated with a specific branch or division. Masks contain both absolute and variable segments.

An account mask might look like this for a branch we will call Branch A:

001-????-??

Another mask may look like this for a division we will call Division B:

???-????-20

The "001" and "20" are absolute, which means that for all the accounts associated with Branch A, the first segment will always be 001. Likewise, the last segment in all Division B accounts will always be 20. The question marks in the remaining segments indicate the variables that need to be resolved at the rental agreement level.

How Are the Variable Segments Resolved?

You may have a base account associated with each account type (Rate, Insurance, Overage, and Markdown). The GL base account for the Rate account type might look like this:

000-4300-00

If this base account has been entered into a rental agreement associated with Branch A and Division B, marking it to be masked will resolve the account as follows:

001-4300-20

The 001 comes from the branch, the 20 comes from the division, and the 4300 is part of the base account set up for that rate type. If an account exists that combines the numbers of the base account with the absolute segments of the account masks for the branches and divisions used on the agreement, the funds will be distributed into that account.

> ⚠ For a base account to be masked successfully, the resulting actual account (in the example above, account 001-4300-20) MUST already exist in Microsoft Dynamics GP (Account Maintenance window). Using account masking will not automatically create the account.

Later in this section, you will have the option of setting up default account distributions. If you decide to use masked base accounts as your default accounts, they will automatically filter into each agreement you create. The system will then automatically resolve the accounts and allocate funds per the specific branches and divisions used on the agreement.

Account masking eliminates the need to enter new or edit default account distributions every time you create a new agreement.

Summary vs. Actual Accounts

When allocating accounts or setting up default account distributions, you may encounter a drop-down menu that allows you to view two different types of accounts:

- **Summary accounts**
  These are the base accounts that can be masked to automatically distribute income to the actual accounts. When you enter account distributions, they should always be entered as summary accounts. Actual accounts default based on the summary accounts.
- **Actual accounts**
  These are the accounts that the system uses to distribute funds and create invoices. They are based on the base accounts, and, if account masks have been set up, they are based on the account masks as well. If account masks have not been set up, or if the summary account on a specific price line is not marked to be masked, the actual account and the summary account will be the same.

If you are using account masking and you make changes to the summary accounts or the owning/renting branches and divisions, the actual account distributions will be recalculated.

Account Masking and Rental Percentage on Ownership - Sample Scenarios

This section contains several sample scenarios to illustrate how rental distributions work with masked accounts and rental percentage on ownership.

If the owning and renting branches are different, branches take precedence over divisions for the percent on ownership calculation. If the owning and renting branches are the same, the owning division percentages will be used.

Scenario 1: Owning Branch & Division and Renting Branch and Division Are ALL Different

- Owning Branch of MADISON: Account mask = 002-??-, rental percentage on ownership = 25%
- Rental Branch of MILWAUKEE: Account mask = 003-??-, rental percentage on ownership = 30%
- Owning Division of EQ RENTAL: Account mask = ?-??-30, rental percentage on ownership = 20%
- Rental Division of EQ SALES: Account mask = ?-??-20, rental percentage on ownership = 10%

Let's say that we set up the distributions with a rate type of Rate with:

base account of 000-4300-00 at 90%, (masking)

base account of 000-4304-00 at 10%, (not masking)

Total Percentage = 100% for the Rate. Assume the masked accounts exist. Above is what shows in the Summary view.

The resulting accounts in the Actual view will be:

002-4300-30 at 22.50%

003-4300-20 at 67.50%

000-4304-00 at 10.00%

Calculations

000-4300-00 is masked by the owning branch of MADISON and the owning division of EQ RENTAL, resulting in **002-4300-30**. The original percentage to the base account in the Summary distribution is 90%. The rental percentage on ownership for the branch of MADISON is 25%. We are using this because the owning branch and renting branch are different. Take the **25% * 90%** to get **22.50%**.

000-4300-00 is masked by the renting branch of MILWAUKEE and the renting division of EQ SALES, resulting in **003-4300-20**. The original percentage to the base account in the Summary distribution is 90%. Take the **90% - 22.50%** (from the previous account) to get **67.50%**.

000-4304-00 is not masked, so **000-4304-00** is used as is the 10.00% that was assigned in the Summary distribution.

It is important to note that marking an account to be masked will not create an account that does not exist; rather, the system will make substitutions.

In this case, if the masked account of 002-4300-30 did not exist, the account of 003-4300-20 would have been used at the full 90% instead. If the masked account of 003-4300-20 did not exist, the accounts of 002-4300-30 at 22.50% and 000-4300-00 at 67.50% would have been used. If both 002-4300-30 and 003-4300-20 did not exist, the base account of 000-4300-00 at 90% would have been used.

Scenario 2: Owning Branch & Division Are the Same, but Renting Branch and Division Are Different

Using the same setup as before but changing the renting branch to MADISON to match the owning branch, the resulting accounts in the Actual view will be:

002-4300-30 at 18.00%

002-4300-20 at 72.00%

000-4304-00 at 10.00%

Calculations

000-4300-00 is masked by the owning branch of MADISON and the owning division of EQ RENTAL, resulting in **002-4300-30**. The origin percentage to the base account in the Summary distribution is 90%. The rental percentage on ownership for the division of EQ RENTAL is 20%. We are using this because the owning branch and renting branch are the same but the owning division and renting division are different. Take the **20% * 90%** to get **18.00%**.

000-4300-00 is masked by the renting branch of MADISON and the renting division of EQ SALES, resulting in **002-4300-20**. The original percentage to the base account in the Summary distribution is 90%. Take the **90% - 18.00%** (from the previous account) to get **72.00%**.

000-4304-00 is not masked, so 000-4304-00 is used as is the 10.00% that was assigned in the Summary distribution.

In this case, if the masked account of 002-4300-30 did not exist, the account of 002-4300-20 at 90% would have been used. If 002-4300-20 did not exist, the account of 002-4300-30 at 18.00% and 000-4300-00 at 72% would have been used. If both 002-4300-30 and 002-4300-20 did not exist, the account of 000-4300-00 at 90% would have been used.

Scenario 3: Owning and Rental Branches Are the Same, Owning and Rental Division Are the Same

Set the renting and owning branch to MADISON and the renting and owning division to EQ RENTAL. The resulting accounts in the Actual view will be:

002-4300-30 at 90.00%

000-4304-00 at 10.00%

Calculations

000-4300-00 is masked by the owning branch of MADISON and the owning division of EQ RENTAL, resulting in **002-4300-30**. Since the renting and owning branches are the same as is the renting and owning divisions, we just take the percentage assigned in the Summary distribution and apply it to the Actual distribution. The original percentage to the base account in the Summary distribution is 90% so this is what the Actual distribution line is too.

000-4304-00 is not masked, so 000-4304-00 is used as is the 10.00% that was assigned in the Summary distribution.

In this case, if the masked account of 002-4300-30 did not exist, the account of 000-4300-00 at 90% would have been used.

Account Masking for Branches and Divisions

You can set up account masks in the setup for each branch/division; you can also specify a rental percentage on ownership if you want to split revenue between different branches and divisions.
Owning branches and divisions are defined within the Equipment Manager for each piece of equipment, when applicable, and renting branches and divisions are defined at the agreement type setup or general rental setup levels.

Setting up Account Distributions

There are several ways you can set up account distributions. When any of the following are set up, distributions will default into the header and lines of your agreements:

- **Account Distribution Templates**: Allow you to group and save account distributions by assigning a rental distribution ID.
- **Account Distribution Defaults**: Allow you to assign default account distributions or link a distribution template to an equipment ID, category, model, and/or item number.
- **Distribution Default Groups**: Allow you to assign default account distributions or link a distribution template to an agreement type or a renting branch and renting division.

> ⚠ Before you set up account distributions, we recommend that you take some time to plan how you want your accounts to be grouped and how you want them to fill into your rental agreements. You can always edit default account distributions at the agreement and/or agreement line entry levels.

How Account Distributions Fill Into the Agreement

When an agreement is first created, account distributions fill from either the distribution default group assigned to the agreement type or, if distributions are not set up per agreement type, from the global rental parameter setup.
Once an agreement line is created, the system uses the distribution default for the equipment ID, category, model, or item number. If a default has not been assigned, the initial distributions (from either the agreement type or general rental setup) will be retained.

Setting Up Account Distribution Templates

Account distribution templates allow you to group account distributions by assigning Rental Distribution IDs. These are handy if the account distributions you use are consistent across your organization and only require minor adjustments at the agreement type or agreement line level.
Once an account distribution template is set up, you can assign it in these other setup windows:

- Rental Agreement Type Account Setup (accessed from the Rental Agreement Type Setup window)
- Rental Setup Accounts Setup (accessed from the Rental Setup window)
- Rental Distribution Default Setup

This saves time in that you do not have to re-enter accounts at every level of the agreement creation process. In addition, you can copy one template to another if you want to create a template that differs from another only slightly.

> ⚠ Distribution account templates are optional.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Distributions*.

2. Complete the following fields.
    - **Rental Distribution ID**
      Enter the rental distribution ID.
    - **Description**
      Enter the description.
    - **View**
      Using the drop-down menus, you can select to view accounts by Equipment or Non-Equipment, and select to display ALL rate types or only one of the following types: Rate, Overage, Insurance, or Markdown.
    - **Account**
      Select a GL account.
    - **Type**
      Select a rate type to be distributed to that account (Rate, Insurance, Overage, or Markdown), or select ALL to enter distributions for all types at once.
    - **Mask**
      Mark this checkbox if you want the account to be masked.
    - **Percentage**
      Enter the percentage to apply to this account for this type. For each type (Rate, Insurance, Overage, and Markdown), the distributions must add up to 100% for both Equipment and Non-Equipment.
3. Select *Insert* to insert this account distribution, which will appear in the list box.
4. Repeat steps for each distribution.
5. When you are finished, select *Save*.

The percentage totals appear at the bottom of the window.

To delete a distribution row, select a line, then select the *Delete Row* icon on the right side of the window.

To edit a row, double-click the line, make your changes, then select the *Edit* button. The list view will be updated with your changes.

Copying account distributions from one template to another

1. On the Rental Distribution Setup window, select a rental distribution ID, and select *Copy*.
2. Enter a **New Rental Distribution ID** and **Description**.
3. Select *Copy*.

The Rental Distribution window populates with the new Rental Distribution ID record.

Setting Up Account Distribution Defaults

You can set up default distributions to be associated with an equipment ID, category, model, and/or item number. You can select an account distribution template (Rental Distribution ID) to fill in, or manually select the accounts on the setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Distribution Defaults*.
2. Select a radio button and select the **Category**, **Model**, **Equipment ID** or **Item Number** to which you wish to assign distributions.
3. Select a **Rental Distribution ID** from the lookup, or enter account distributions manually (see steps 3-7 under Setting Up Account Distribution Templates). If Equipment ID, Category, or Model is selected, only Equipment accounts will fill in from the Rental Distribution ID. If Item Number is selected, only Non-Equipment accounts will display.
4. When you're finished assigning distribution defaults, select *OK*.

Copying Account Distributions From One Equipment Entity to Another

To save time, you can copy account distribution defaults from one equipment ID/category/model to another equipment ID/category/model, or from one item number to another. You cannot copy from a category, model, or equipment ID to an item number, or vice versa. You can only copy from an item number to another item number.

1. On the Rental Distribution Default Setup window, select an Equipment ID, Category, Model or Item Number from which to copy.
2. Select *Copy* to open the Copy Distribution Default Setup window. You could have also left the Rental Distribution Default Setup window blank BEFORE choosing the **Copy** button. In this case, you would have to enter a From and To entity on the window below.
3. Complete the following fields. An indicates a required field:
   - **Filter Type**
     Select a type from which to copy (Category, Model, Equipment ID, Item Number).
   - **Copy From**
     Select a Category, Model, Equipment, or Item record from which to copy.
   - **Filter Type**
     Select a type to which to copy (Category, Model, Equipment ID, Item Number).
   - **Copy To**
     Select a Category, Model, Equipment, or Item record to which to copy.
4. Select *Copy*.

Setting Up Distribution Default Groups

Setting Up Distribution Default Groups by Agreement Type

You can set up distribution default groups by agreement type or renting branch and renting division. You can select an account distribution template (Rental Distribution ID) to fill in, or manually select the accounts on the setup window.

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment Management> Rental > Agreement Types*.
2. Select an agreement type and select *Accounts* to open the Rental Agreement Type Account Setup window.
3. Enter a **Renting Branch** and/or **Renting Division**.
4. Select a **Rental Distribution ID** from the lookup, or enter account distributions manually (see steps 3-7 under Setting Up Account Distribution Templates).
5. When you are finished assigning distribution default groups, select *Save*.

Setting Up Global Distribution Account Defaults by Branch and/or Division

You can set up account distributions by renting branch and renting division. You can select to use an account distribution template (Rental Distribution ID), or manually select the accounts on the setup window.

You may have already set up global distribution account defaults on the Rental Setup window during the agreement setup. See Setting Up Rental Agreements (page 117) for more information on filling in the required fields on this window.

1. Select *Microsoft Dynamics GP > Tools >Setup > Signature Equipment > Rental Setup*.
2. Select *Accounts* to open the Rental Setup Accounts Setup window.
3. Enter **Inventory Placeholder** and **COGS Placeholder** accounts to be used in the SOP lines for rental invoices. Microsoft Dynamics GP SOP posting requires that you have Inventory and COGS accounts set up for every SOP line; you will receive an error when attempting to post an invoice if these lines are blank. Placeholder accounts fill into these lines, allowing you to post invoices without setting up these accounts in Posting Accounts Setup. These accounts are not actually used for rental invoices, as the Inventory Accounts setup determines which accounts are used for each equipment record.
4. Enter a **Renting Branch** and/or **Renting Division**.

5. Select a **Rental Distribution ID** template from the lookup, or enter account distributions manually (see steps 3-7 under Setting Up Account Distribution Templates).
6. When you are finished, select *OK*.

Editing Rental Account Distributions

Although default distributions have been set up to filter into an agreement, you can edit distributions at the agreement and/or agreement line level.

> ⚠ When entering distributions, you may see a drop-down menu that lets you toggle between summary and actual accounts. When entering an account distribution, the drop-down selection should always be set to **summary**. Account masking will only work properly if you enter accounts as summary accounts and let the actual accounts default.

At the Agreement Level

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Select an existing agreement, or fill in the agreement header to create a new agreement.
3. Select **Details**, then **Accounts** to open the Rental Agreement Accounts Entry window.

From here, you can edit the account distributions that have defaulted from the agreement type or rental setup.

At the Agreement Line Level

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Select an existing agreement, or fill in the agreement header to create a new agreement.
3. Select **Line Entry**, or double-click on an existing line entry, to open the Rental Agreement Line Entry window.
4. Select **Accounts** to open the Rental Agreement Line Accounts Entry window.

From here, you can edit the account distributions that have defaulted from the equipment ID, category, model, or item number.

Editing an Account Distribution Row

Using the View drop-down menus, you can select to view accounts by Equipment or Non-Equipment, and you can select to display ALL rate types or only one of the following types: Rate, Insurance, Overage, or Markdown.

To edit a distribution row, double-click the line, make your changes, and then select the *Edit* button. The list view will be updated with your changes.

To delete a distribution row, select a line, then select the *Delete Row* icon on the right side of the window.

Entering a New Account Distribution Row

1. Select a GL account.
2. Select a rate type to be distributed to that account: Rate, Insurance, Overage, or Markdown. Select ALL to enter distributions for all types at once.
3. Select whether you want the account to be masked.
4. Enter the percentage to apply to this account for this rate type. For each type, the number of entries must add up to 100% for both Equipment and Non-Equipment.
5. Select *Insert* to insert this account distribution, which will appear in the list box.
6. Repeat steps 1 through 5 for each distribution.

Viewing Rental Account Distributions

After creating an agreement or invoice that contains rental account distributions, you can view distributions on the agreement or invoice, as well as on the agreement or invoice lines.

On a Rental Invoice Line (Entry)

1. Select *Transactions > Signature Equipment > Rental Invoice Entry*.
2. Select an invoice and double-click an invoice line to open the Rental Invoice Line Entry window.
3. Select *Distribution* to open the Rental Invoice Line Distribution Entry window.
4. Select *OK* to close the window.

On a Rental Invoice Line (Inquiry)

1. Select *Inquiry > Signature Equipment > Rental Invoice Inquiry*.
2. Select an invoice and select *Line Entry*, then *Distribution* to open the Rental Invoice Line Distribution Inquiry window.
3. Select *OK* to continue.

By Agreement (Entry)

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Select an agreement and select *Details*, then *Accounts* to open the Rental Agreement Accounts Entry window.
3. Select *OK* to close the window.

By Agreement (Inquiry)

1. Select *Inquiry > Signature Equipment > Rental Agreement Inquiry*.
2. Select an agreement and select *Distribution* to open the Rental Agreement Distribution Inquiry window.
3. Select *OK* to close the window.

Setting Up Roll Forward Invoicing

You may want to adjust the invoicing frequency of a rental that lasts longer than expected. For example, if a customer has been renting a piece of equipment at the weekly rental rate for three weeks, then decides to extend the rental for another week, you may want to *rolldown* the weekly rate to a monthly rate, crediting back the previous three invoices and re-invoicing all four weeks together as a month. This is called *rolling forward*. You may have already enabled roll forward invoicing when you set up agreement types.

- About Roll Forward Invoicing (page 139)
  - Overriding Rolldown (page 139)
  - Adjusting Rates (page 139)
- Enabling Roll Forward Invoicing (page 139)
  - Enabling Roll Forward Invoicing by Agreement Type (page 139)
  - Enabling Roll Forward Invoicing by Agreement (page 140)
  - Enabling Roll Forward Invoicing by Agreement Line (page 140)

About Roll Forward Invoicing

You can decide to roll forward on a temporary basis, meaning that after you roll forward once, the next invoice can resume the weekly billing frequency, or if it appears that the rental period will be much longer than anticipated, you can continue using the new rate for all future invoices.

Overriding Rolldown

You have the option of allowing the system to roll forward the frequency of future invoices without affecting the existing invoices. Ordinarily, when you enable roll forward invoicing, going into the fourth week, the first three weeks would be credited back and re-invoiced together with the fourth week as a month. If, however, you decide to **Override Rolldown on Roll Forward**, the first three weeks will not be credited back, and the fourth week will generate another weekly invoice. Then the remainder of the rental period will be billed at the monthly rate, starting with the fifth invoice. Any unused days that are billed as part of this month will be credited back after the equipment is taken off rent. See Set up Global Rental Parameters. (page 124) for the steps involved in choosing this option.

Adjusting Rates

When you decide to allow roll forward invoicing, another checkbox is enabled that lets you also specify to credit back the difference between the cost of the rental at the old rate and the cost of the rental at the new rate. For example, if the cost of three weeks of rental is $300, and the cost of a month of rental is $250, rolling forward will create a $50 credit to the customer. Marking the **Auto Adjust Rates** checkbox will adjust the old rate to equal the new rate; this way, the system reads that there is no balance due to the customer and does not create a credit. This is beneficial if the new rate is cheaper than the old one, and you want to adjust the invoicing frequency of the previous invoices without affecting the cost. You can select this option on any window where you enable roll forward invoicing.

Enabling Roll Forward Invoicing

Before you enable roll forward invoicing, take a few moments to answer these questions:

Do you want to enable roll forward invoicing for:

- All customers?
- All customers with a specific agreement type?
- On an agreement basis?

You can enable roll forward pricing by agreement type, by agreement, or by agreement line. If you set it up by agreement type, that setting will carry down to the invoice type or agreement line that uses that type or frequency. If you set up by agreement, it will apply to all lines on that agreement.

If you are not sure at agreement setup time whether you are going to use roll forward invoicing, you may want to *only* enable it per agreement entry.

Enabling Roll Forward Invoicing by Agreement Type

You may have already enabled roll forward during the agreement type setup.

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment > Rental > Agreement Types*.
2. Mark the **Allow Roll Forward** checkbox. The Roll Forward Invoicing Frequency Setup lines appear.
3. Select the **Rental Unit of Measure**/**Invoicing Frequency ID** combinations to be used with this agreement type.
4. Mark the **Auto Adjust Rates** checkbox if you do not want to credit back the difference to the customer if the new rate is cheaper than the old rate.
5. When you are finished, select *Save*.

When you create an agreement with this Agreement Type ID and Rental Unit of Measure, every agreement line will be automatically marked to use roll forward pricing.

Enabling Roll Forward Invoicing by Agreement

1. Select *Transactions > Equipment > Rental Agreement Entry*.
2. Select the expansion button next to the **Invoicing Frequency ID** field to open the Rental Agreement Invoicing Frequency Entry window.
3. Mark the **Allow Roll Forward** checkbox. The Roll Forward Invoicing Frequency Setup lines appear.
4. Change any fields, if necessary.
5. The **Auto Adjust Rates** checkbox is enabled when you allow roll forward invoicing. Mark this checkbox if you do not want to credit the customer if the new rate is cheaper than the old rate.
6. Select *OK*.

> ⚠ Most of the fields on this window fill automatically from setup and may not need to be changed.

Enabling Roll Forward Invoicing by Agreement Line

When you enable roll forward invoicing for a single agreement line, the invoicing frequency for the entire agreement will roll forward if that agreement line meets the rolldown criteria.

1. Select *Transactions > Equipment > Rental > Rental Agreement Entry*.
2. Select an agreement.
3. Double-click an agreement line to open the Rental Agreement Line Entry window.
4. Mark the **Allow Roll Forward** checkbox.
5. The **Auto Adjust Rates** checkbox is enabled when you allow roll forward invoicing. Mark this checkbox if you do not want to credit the customer if the new rate is lower than the old rate.
6. Save the line.

Setting Up Customer and Address Additional Information

Additional windows have been added to the Customer Maintenance window and the Customer Address Maintenance window to assist with the equipment rental process.

- **Customer Insurance Details** (page 141): Use the Customer Insurance Details window to record customer insurance details for use in the equipment rental process.
- **Customer Rental Information** (page 144): Use the Customer Rental Information window to record credit limits, branch, price level, invoice grouping, invoicing frequency, and a master lease agreement (MLA) for a specific customer for use in the equipment rental process.
- **Additional Address Information** (page 146): Use the Rental Additional Information window to record rental price levels and branches at the customer address level. The rental price level entered in this window will default into the Rental Agreement Entry window. The branch entered in this window is used for filtering within the Customer Center (page 77) window.

See also:

- Customer Insurance Details (page 141)
- Customer Rental Information (page 144)
- Additional Address Information (page 146)

Customer Insurance Details

The Customer Insurance Details window provides you with the ability to record customer insurance details for use in the equipment rental process.

- Setting Up Access to Customer Insurance Details (page 141)
- Entering Customer Insurance Details (page 141)
  - General Liability Insurance Information (page 141)
  - Auto Insurance Information (page 142)
  - Physical Damage Insurance Information (page 143)
- Insurance icons overview (page 143)

Setting Up Access to Customer Insurance Details

To access the Customer Insurance Details window, you must mark the Use Insurance checkbox in the Rental Setup window. Additionally, the Rental Setup window is also used to set up the maximum damage deductible amount and the minimum liability insurance amount that is also used in the Customer Insurance Details window.

1. Go to *Microsoft Dynamics GP > Tools > Setup > Equipment > Rental > Rental Setup*.
2. Mark the **Enable Insurance** checkbox.
3. Enter information into the maximum and minimum amounts in the appropriate fields:
   - **Maximum Deductible**
     Enter the maximum deductible amount for the insurance types in the Customer Insurance Detail window. If a deductible amount entered for any of the deductible fields exceeds this amount, a warning message will display.
   - **Minimum Liability**
     Enter the minimum liability amount for each occurrence in General Liability. If a liability amount entered that is less than this value, a warning message will display.
4. Mark the **Charge Insurance only for customers with LDW** checkbox if you are using loss damage waivers (LDW).
5. Select *OK*.

Entering Customer Insurance Details

Use the Customer Insurance Detail window to record the general liability, auto, and physical damage insurance information. In addition to storing this insurance information, a view-only window can be accessed through the Rental Agreement window by choosing the icon next to the insurance indicator.

1. To access the Customer Rental Insurance Detail window, go to *Cards > Sales > Customer* to open the Customer Maintenance window.
2. Enter or select the customer.
3. Select *Additional* and then select *Rental Insurance Detail*.
4. In the Customer Insurance Detail window, the Customer ID field auto-fills the customer number and customer name as display-only from the Customer Maintenance window.

General Liability Insurance Information

1. To complete the General Liability Insurance section, enter information in the following fields, required fields to receive the completed icon are indicated with *:
   - **Insurer***
     Enter the name of the insurer.
   - **Broker / Agent***
     Enter the name of the broker or agent.

- **Demographic information**
  Enter the demographic information for the broker or agent.
- **Policy Number***
  Enter the policy number.
- **Expiration Date***
  Enter the policy expiration date.
- **Each Occurrence**
  Enter the liability amount for each occurrence. If the amount entered is less than the minimum liability entered in the Rental Setup window, a warning message will display. This is just a warning as the information can still be saved.
- **Deductible**
  Enter the deductible amount. The maximum deductible amount is entered in the Rental Setup window.
- **Additional Insured***
  Mark this checkbox if this policy has been endorsed with a status of Additional Insured.
- **Self Insured**
  Mark this checkbox if the customer is self-insured.
- **Authorization #**
  Enter the authorization number.
- **Note**
  Enter a note.

2. To attach a digital copy of the insurance policy, select the paper clip icon located above the **Note** text field.

Auto Insurance Information

1. To complete the Auto Insurance Information section, enter information in the following fields, required fields to receive the completed icon are indicated with *:
   - **Insurer** *
     Enter the name of the insurer.
   - **Broker / Agent** *
     Enter the name of the broker or agent.
   - **Demographic information**
     Enter the demographic information for the broker or agent.
   - **Policy Number** *
     Enter the policy number.
   - **Expiration Date** *
     Enter the policy expiration date.
   - **Type**
     Select Blanket or Schedule. A blanket insurance type is a single limit of insurance that applies over more than one location or more than one category of property coverage, or both. This contrasts with specific or scheduled limits of insurance, which are separate limits that apply to each type of property at each location.
   - **CSL**
     Enter the combined single limit (CSL) that describes the predetermined limit for the combined total of bodily injury liability coverage and property damage liability coverage. The minimum liability amount is entered in the Rental Setup window.
   - **Deductible**
     Enter the deductible amount. The maximum deductible amount is entered in the Rental Setup window.
   - **Additional Insured** *
     Mark this checkbox if this policy has been endorsed with a status of Additional Insured.
   - **Self Insured**
     Mark this checkbox if the customer is self-insured.
   - **Authorization #**
     Enter the authorization number.

- **Note**
  Enter a note.

2. To attach a digital copy of the insurance policy, select the paper clip icon located above the **Note** text field.

Physical Damage Insurance Information

1. To complete the Physical Damage Insurance Information section, enter information in the following fields, required fields to receive the completed icon are indicated with *:
   - **Insurer** *
     Enter the name of the insurer.
   - **Broker / Agent** *
     Enter the name of the broker or agent.
   - **Demographic information**
     Enter the demographic information for the broker or agent.
   - **Policy Number** *
     Enter the policy number.
   - **Expiration Date** *
     Enter the policy expiration date.
   - **Type**
     Select Blanket or Schedule.
   - **Loss Damage Waiver (LDW)**
     Mark this checkbox if the customer has agreed to use the loss damage waiver provided by your company.
   - **Comp. Deductible**
     Enter the comprehensive deductible amount. This field is required if the policy number has been entered. The maximum deductible amount is entered in the Rental Setup window.
   - **Coll. Deductible**
     Enter the collision deductible amount. This field is required if the policy number has been entered. The maximum deductible amount is entered in the Rental Setup window.
   - **Loss Payee** *
     Mark this checkbox to indicate that the insurance settlement payments will be paid to your company.
   - **Additional Insured** *
     Mark this checkbox if this policy has been endorsed with a status of Additional Insured.
   - **Self Insured**
     Mark this checkbox if the customer is self-insured.
   - **Authorization #**
     Enter the authorization number.
   - **Note**
     Enter a note.
2. To attach a digital copy of the insurance policy, select the paper clip icon located above the **Note** text field.
3. Select *OK*.

Insurance icons overview

Each insurance section will display an icon to the right of the section title that indicates if the section is complete (green), incomplete (red), or caution (yellow).

> ⚠ The record can be saved regardless of the displayed icon(s).

The green Complete icon is received when the:

- Fields marked as required for the Complete icon, shown in the previous table, have data entered.
- Combined totals of the amounts entered in the deductible fields are not more than Maximum Deductible entered in Rental Setup.

- Amount entered in the Combined Single Limit is not less than the Minimum Liability entered in Rental Setup.
- Insurance Type is not Scheduled.

AND

- All required fields are filled with data.
- The policy expiration date is not expired.

- OR -

- Self Insured field is marked.
- Authorization number is entered.
- Policy expiration date is not expired.

- OR -

- Loss Damage Waiver is marked. This affects only the Physical Damage section.

The red Incomplete icon is received when the:

- Fields marked as required for the Complete icon, shown in the previous table, are missing data.
- Policy expiration date is expired.

- OR -

- Authorization number is not entered.
- Policy expiration date is expired.

- OR -

- The Loss Damage Waiver is not marked. This affects only the Physical Damage section.

The yellow Caution icon is received when the:

- Combined total of the Deductible fields is more than the maximum deductible entered in Rental Setup.
- Combined Single Limit is less than the minimum liability entered in Rental Setup. This affects only the Auto Liability section.
- Insurance type is Scheduled.

These icons appear on the following windows

The customer's insurance statuses are graphically displayed in the icon group of several windows. Choosing the Insurance icon in any of the windows listed below will open a display only version of the Customer Insurance Detail Inquiry window.

- **Customer Rental Information**
  Go to *Cards > Sales > Customer Maintenance > Additional > Customer Rental Information*.
- **Customer Center**:
  Go to *Cards > Equipment > Customer Center*.
- **Rental Agreement Entry**
  Go to *Transactions > Equipment > Rental Agreement Entry*.

Customer Rental Information

The Customer Rental Information window provides the ability to record credit limits, branch, price level, invoice grouping, invoicing frequency, and a master lease agreement (MLA) for a specific customer for use in the equipment rental process. You can also add up to three people who are authorized for renting and, if using Service Management, up to three people who are authorized to rebill.

Entering Customer Rental Information

The information entered in this window will appear as icons in the Customer Center window and the Rental Agreement Entry window. The icons represent if the MLA has been entered, available credit, and if authorized users have been added. Choosing those icons will open a display only version of the Customer Rental Information window.
To enter customer rental information

1. Go to *Cards* > *Sales* > *Customer* to open the Customer Maintenance window.
2. Enter or select the customer.
3. Select *Additional* and then select *Rental Information*.
4. Enter information as needed in the following fields:
    - **Credit Limit**
      Enter the credit limit for the customer. If an amount was entered in the Customer Maintenance Options window, that amount will default into this window. If you update the credit limit here, this will update the amount in the Customer Maintenance Options window. This field will be disabled if the customer's credit limit is set to "No Credit" or "Unlimited" in the Customer Maintenance Options window.
    - **Current Balance**
      Displays the current credit balance.
    - **Unit Limit**
      Enter the unit limit for the customer. This field is enabled by marking the Credit Limits Unit checkbox in the Rental Setup window.
    - **Current Units**
      Displays the current unit balance.
    - **Branch**
      Select the customer's branch.
    - **Rental Price Level**
      Select the customer's rental price level.
    - **Invoice Frequency ID**
      Select the invoice frequency. The invoice frequency can be changed on the rental agreement.
    - **Invoice By**
      From the drop-down, select the invoice grouping option from Bill to Address ID, Ship to Address ID, or Rental Agreement.
    - **Invoice Report Group**
      Select the invoice report group. All invoices for the customer will be grouped based on the selection, however, you have the option to exclude an agreement from the grouping function by marking the **Separate Invoice** checkbox on a specific agreement. Use the Rental Invoicing Routine to create the grouped invoices. For more information, see Grouping Invoices Using the Rental Invoicing Routine (page 175).
      The invoice option will determine which version of the rental invoice a customer will receive.
      You must be using SOP Invoicing to group invoices. If you are using Receivables Management
    - **Master Lease Agre. No.**
    - Enter the Master Lease Agreement (MLA) number.
    - **Date**
      Enter the MLA date. This field is required if you entered an MLA number.
    - **Rental Authorizations**
      Enter the name, telephone number, and email address for up to three individuals authorized to rent.
    - **Rebill Authorizations**
      Enter the name, telephone number, and email address for up to three individuals authorized to rebill.
      This field is only available if you are using Service Management
5. Select *OK*.

Icons Displayed on This Window

The Insurance section displays the status of the customer's insurance detail information for liability, general, and auto insurance from the Customer Insurance Detail window. (*Cards > Sales > Customer Maintenance > Additional > Customer Insurance Details*)

- **Complete**
  This green icon indicates that criteria have been met to achieve the Complete status. The Self Insured field is marked.
- **Incomplete**
  This red icon indicates that criteria have not been met to be complete.
- **Caution**
  This yellow icon indicates that the combined deductible amounts are more than the maximum, the liability amount is less than the minimum, and/or the insurance type is set to Scheduled.

To see detailed information on how each icon status is achieved, see Insurance icons overview (page 143).

Additional Address Information

Use the Rental Additional Information window to record rental price levels and branches at the customer address level. The rental price level entered in this window will default into the Rental Agreement Entry window. The branch entered in this window is used for filtering within the Customer Center window. For information about the Customer Center window, see Customer Center (page 77).

Accessing the Rental Additional Information window

To access the Rental Additional Information window:

1. Select *Cards > Sales > Addresses* to open the Customer Address Maintenance window.
2. Enter or select the customer.
3. Enter or select the address ID.
4. Select *Additional* and then select *Rental Additional Information* to display the following fields:
   - **Customer**
     The customer name defaults in from the Customer Address Maintenance window.
   - **Address ID**
     The address ID defaults in from the Customer Address Maintenance window.
   - **Rental Price Level**
     The rental price level will default from the Customer Rental Information window. Rental Price Level can be changed in this window.
   - **Branch**
     Enter or select the branch. The Branch field will be display only if the customer's branch was entered in the Global Filter window *(Cards > Sales > Customer > Branch icon)* or if the branch was set up in the Customer Rental Information (page 144) window *(Cards > Sales > Customer > Additional > Customer Rental Information)*.
5. Select *Save*.

Rental Bookings

A booking may be the first document created for a rental arrangement. Think of a booking as a pre-agreement; once created, it can be transferred to a rental agreement. When a rental booking is confirmed, you post the booking document to a rental agreement.

At the time of the booking, you can select an equipment model or category, since you may not yet know the exact piece of equipment to be rented. Before transferring the booking into an agreement, however, you must enter an equipment ID.

Printing booking-related reports

You can print the following SSRS reports related to rental bookings:

- Rental Booking
- Rental Booking History

See also:

- Creating Rental Bookings (page 147)
- Determining Price Levels (page 152)
- Creating a Booking or Agreement from Inquiry (page 152)
- Transferring a Full or Partial Booking to an Agreement (page 154)
- Viewing the Rental Booking Inquiry Window (page 155)

Creating Rental Bookings

- Creating a Rental Booking (page 147)
- Entering Additional Rental Booking Details (page 148)
- Entering Booking Lines (page 148)
- Entering Miscellaneous Booking Lines (page 151)

Creating a Rental Booking

1. Select *Transactions > Signature Equipment > Rental Booking Entry*.
2. Complete the following fields.
    - **Booking Type ID**
      Fills automatically based on setup. You can change this field.
    - **Booking No.**
      Fills automatically based on the booking type ID selected.
    - **Customer ID**
      Select a Customer.
    - **Customer Name**
      Fills automatically based on the customer ID selected.
    - **PO Number**
      Enter the purchase order associated with the booking or eventual agreement, if applicable.
    - **Booking Date**
      Fills automatically based on the user date. You can change this value.
    - **Rental From**
      Enter the start date. This field is required only if you are viewing a projected income or checking the rental availability of a piece of equipment.
    - **Rental To**
      Enter the end date. This field is required only if you are viewing a projected income or checking the rental availability of a piece of equipment.

- **Rental Location ID**
  Fills automatically based on the customer. If linked to a customer, this field will fill with a Customer ID and Address ID.
- **Price Template ID**
  Fills automatically based on the booking type, and is used to set up pricing structures for rental pricing.
- **Invoicing Frequency ID**
  Fills automatically based on the booking type and is used to determine when an agreement is invoiced.
- **Price Level**
  The price level defaults in based on the price group and where the price level has been assigned.

For information on how the system looks for the price level to use, see Determining Price Levels (page 152).

Entering Additional Rental Booking Details

Additional information about the booking can be entered on the Rental Booking Details Entry window, often referred to as the *booking header*.

1. Select the *Details* button to open the Rental Booking Details Entry window. Most of the fields on this window fill automatically based on the Rental Booking Entry window. In addition, some of the information you enter on this window fills into the booking lines.
2. Fill in the fields as necessary. You can also enter tax information, markdown amounts, and commission amounts. See Entering Additional Details (page 168).

Entering Booking Lines

Booking lines represent the individual pieces of equipment or inventory items to be rented as part of an eventual agreement. When a booking is transferred to an agreement, booking lines become agreement lines.

1. On the Rental Booking Entry window, select *Line Entry* to open the Rental Booking Line Entry window.
2. Select the type of line you are entering.
3. Select an **Equipment ID** or **Item Number**, depending on the line type selected. If you do not know the exact piece of equipment that will be rented, you can enter a **Model** or **Equipment Category** instead. You may wait to enter the exact Equipment ID until the time of the booking transfer, but the exact Item Number must be entered in a Non-Equipment line on the Rental Booking Line Entry window. If you attempt to change the Equipment ID while on an existing line, the system will prompt you with the following message: *Do you want to change the equipment?* If you select *Yes*, the following message will display: *Do you want to retain the other information on this window?* If you select *Yes*, the Equipment ID will change, along with the fields associated with that equipment record - all other fields you filled manually will be retained. If you select *No*, only the Equipment ID and the fields associated with that equipment record will fill - all other fields will be cleared.
4. Most of the fields on this window fill automatically based on the equipment or inventory item selected.
5. To create duplicate line entries, select the *Duplicate* button, and then enter the number of lines to be created. The line you are duplicating must not have an Equipment ID assigned to it.
6. Complete the following fields.
   - **Line**
     Displays the line number.
   - **Linked Line**
     Displays the line that the current line is linked to. For more information linking lines, see About Line Linking (page 171).
   - **Subject to Commissions**
     Mark this checkbox if you want to be able to distribute commissions for this booking line.

- **One Way**
  Mark to designate that the booking is a one-way rental, meaning equipment is rented at one location and returned to another.
- **Use Lowest Rate**
  Mark this checkbox if want to use the lowest rate possible, regardless of which rental rate is selected. May default as checked or unchecked based on the Price Template ID.
- **Fully Maintained**
  Mark to designate that tire and brake wear are not charged on the rental invoice, however, charges will always be incurred when tire type changes from original to retread and for reefer fuel consumption. For more information on recording, see Vehicle Readings (page 182).
- **Model**
  The model associated with the equipment to be rented. Fills automatically if you entered an Equipment ID.
- **Equipment Category**
  The category associated with the equipment to be rented. Fills automatically if you entered an Equipment ID.
- **Description**
  A description for the equipment or item.
- **Item Qty**
  The number of items to be included on the rental booking. Required only if the Line Type is not equipment.
- **U of M**
  Enter the unit of measure. Required only if the Line Type is not equipment.
- **Rental Location ID**
  Fills automatically from the Rental Booking Entry window.
- **Comment ID**
  Select a comment ID that describes this booking line or booking type.
- **Rental From**
  This field fills automatically from the Rental Booking Entry window, if applicable.
- **Rental To**
  This field fills automatically from the Rental Booking Entry window, if applicable.
- **Invoicing Start Date**
  Enter the date the invoicing will start. The Rental From date will default in, but the date can be changed if you want to start invoicing on a different date.
- **Original Site ID**
  Fills automatically based on the booking type.
- **Rental Site ID**
  Fills automatically based on the booking type.
- **PO Number**
  Enter the purchase order number, if applicable.
- **Assign to Equipment**
  Enabled only if the Line Type is not Equipment. This represents the equipment that is tied to the inventory item being rented. This is used primarily for MDA (Multi-Dimensional Analysis).
- **Pricing Template ID**
  Select the pricing template. Pricing information that fills based on the price template can be changed if necessary.
- **Price Level**
  The price level auto-populates based on the price group and where the price level has been assigned. For information on how the system looks for the price level to use, see Determining Price Levels (page 152).
- **Overage Rate / UOM**
  The rate charged if the Overage Quantity has been exceeded. The Overage Rate is entered as a dollar amount per Unit of Measure.

- **Free Overage Qty**
  If the equipment you are renting does not involve mileage charges, you may want to provide an overage amount to consider the mileage incurred when transporting the equipment. Enter the amount of free mileage in Total Overage Qty. The off rental invoice will compare the on and off rental miles with the free quantity and charge accordingly. In the first example, the free overage covers all the off rental miles, so there are no miles to invoice. The second example shows that there are still 900 miles that will be invoiced at the overage rate, after the free quantity has been subtracted.

On rental miles	10,000
Off rental miles	10,050
Free Qty	100
Invoice miles	0
On rental miles	10,000
Off rental miles	11,000
Free Qty	100
Invoice miles	900

- **Rental U of M**
  Fills automatically based on the Price Template ID; defines the price rate used on this booking line.
- **Rental Rate**
  Fills automatically based on the Price Template ID; if no rate is set up, enter one here.
- **Rolldown Quantity**
  The point at which the price rate is rolled up or rounded up if there are more days in the billing period than are defined by the rate. See Set up price templates. (page 119) for more information.
- **Remainder Option**
  Determines "what to do" with any remainder if there are more days in the billing period than are defined by the rate. See Set up price templates. (page 119) for more information.
- **Overage Qty**
  The point at which actual usage exceeds allowed usage for a piece of equipment; this is when to charge a customer the Overage Rate.
- **Estimated Quantity**
  As opposed to calculating mileage and overages as part of the off rental process, mileage readings may be intermittently obtained either electronically or manually during the rental period. The calculation and invoicing will be performed at every invoicing cycle. When a reading is not obtained, estimated miles for the period will be charged and reconciled at the next accurate reading. The estimated reading is obtained by using the closest to date reading. If this doesn't exist, you can manually enter the estimated reading in the estimated quantity field in the scrolling window. If a value is entered for the total overage quantity, the overage quantities and estimated values in the scrolling window will be cleared and disabled.

7. Enter tax, markdown, and insurance information, as necessary. See Entering Additional Details (page 168) for more information.

8. Save the line.

Entering Miscellaneous Booking Lines

If there are miscellaneous items associated with this booking, enter them on the Rental Booking Miscellaneous Entry window. You can link the miscellaneous entry to a line that has been added. For information on linking lines, see About Line Linking (page 171).

1. On the Rental Booking Entry window, select *Misc. Entry* to open the Rental Booking Miscellaneous Entry window.
2. Complete the following fields.
    - **Item Number**
      Enter the inventory item to be included on this booking.
    - **Item Qty**
      Enter the item quantity.
    - **U of M**
      Enter the unit of measure.
    - **Site ID**
      Fills automatically with the current site of the item.
    - **Price Level**
      Fills automatically based on the item record (Item Maintenance window). This is the price level associated with the price rate.
    - **Comment ID**
      Select a comment ID.
    - **Assign to Equipment**
      Enter the equipment ID of the piece of equipment associated with this item.
    - **Inventory**
      Fills account number automatically based on the item record (Item Maintenance window).
    - **Cost of Sales**
      Fills account number automatically based on the item record (Item Maintenance window).
    - **Sales**
      Fills account number automatically based on the item record (Item Maintenance window).
    - **Markdown**
      Fills account number automatically based on the item record (Item Maintenance window).
    - **Unit Price**
      Fills the unit price automatically, based on the price level of the item (Item Maintenance window).
    - **Unit Markdown**
      Calculated based on the booking header, if the header contains a unit markdown amount. Use the expansion button to change a percentage to a dollar amount, or vice versa.
    - **Extended Price**
      Calculated as the Unit Price multiplied by the Item Quantity.
    - **Line Total**
      Calculated as the Unit Price minus the Unit Markdown, multiplied by the Item Quantity.
    - **Unit Cost**
      The current cost of the item from the item record (Item Maintenance window).
    - **Extended Cost**
      Calculated as the Unit Cost multiplied by the Item Quantity.
    - **Tax Source**
      Fills automatically from the Sales Tax Option on the item record (Item Maintenance window).
    - **Tax Schedule ID**
      If the source is Taxable, select a tax schedule.
    - **Calculated Tax**
      The total tax amount, calculated by the Tax Source, Tax Schedule ID, and Line Total.

- **Misc. Line**
  Displays the line number for the miscellaneous entry.
- **Linked Line**
  Displays the current line number from the line entry window. You can enter or select a different line to link the entry to. For information on linking lines, see About Line Linking (page 171).

3. Select *Save*.

Determining Price Levels

To provide you with more options for utilizing price levels on rental bookings and agreements, a default price level field has been added to the following windows. When searching for a rental price level to use on a rental line, attempting to find a price defined within the Price Group, the system will look for the price level in the following order for either a model only booking/agreement or for a customer booking/agreement.

For a Model Only Booking/Agreement

- Model Maintenance
- Rental Agreement/Booking Type Setup
- Rental Setup

For a Customer Booking/Agreement

1. Rental Additional Information
2. Customer Rental Information
3. Rental Agreement/Booking Type Setup
4. Rental Setup

Creating a Booking or Agreement from Inquiry

This feature adds the ability to create a rental or job booking or rental agreement from Rental Availability Inquiry. Additionally, a job booking or job agreement can be created. The equipment displayed will be filtered by the user's branch, if branch filtering is turned on. For more information on branch filtering, see User branch filtering for Equipment Management (page 25).

- Accessing the Inquiry Window (page 152)
- Creating a Rental Booking or Agreement From Rental Availability Inquiry (page 153)
- Creating a Job Booking or Agreement From Rental Availability Inquiry (page 153)

Accessing the Inquiry Window

Rental Availability Inquiry can be accessed directly *(Inquiries > Signature Equipment > Rental Availability Inquiry)* or from the following windows by choosing *Availability*:

- **Customer Center**
  When accessing the inquiry window from Customer Center, the customer and address ID will default into the Create New Rental Document window. For more information, see Customer Center (page 77).
- **Rental Agreement Entry**
  When accessing the inquiry window from Rental Agreement Entry, the agreement number will default in and the type will default to Existing.

- **Rental Booking Entry**
  When accessing the inquiry window from Rental Booking Entry, the booking number will default in and the type will default to Existing.

Creating a Rental Booking or Agreement From Rental Availability Inquiry

When creating a rental booking or agreement from Rental Availability Inquiry, you have the option to create new or add to an existing booking or agreement.

To create a rental booking or agreement:

1. In Rental Availability Inquiry, complete the header fields as necessary and select *Redisplay*.
2. Mark the checkbox next to the equipment to be added. At least one checkbox needs to be marked.
3. Select *Booking* or *Agreement*.
4. In the window that displays, complete the following fields:
   - **Type**
     Select New to create a new booking or agreement or select Existing to add to an existing booking or agreement.
   - **Booking/Agreement Type ID**
     Select the type ID if you are creating a new booking. If you chose Existing, the type ID will default in based on the booking/agreement ID.
   - **Booking/Agreement ID**
     Select the booking/agreement ID if you are adding to an existing booking or agreement. The booking/agreement ID lookup will filter to only those available for the customer and address ID. This field is disabled if you chose New.
   - **Customer ID**
     Enter the customer ID.
   - **Address ID**
     The customer's address ID will default in or you can select a different address ID.
   - **Rental Dates**
     The rental dates will default from Rental Availability Inquiry or you can enter new dates.
5. Select *Process* to add the equipment to either a new or existing booking or agreement. Rental Booking Entry or Rental Agreement Entry will open displaying the booking and may be edited as needed.

Creating a Job Booking or Agreement From Rental Availability Inquiry

When creating a job booking or agreement from Rental Availability Inquiry, you have the option to create a new booking or add to an existing booking.

To create a job booking or agreement:

1. In Rental Availability Inquiry, complete the header fields as necessary and select *Redisplay*.
2. Mark the checkbox next to the equipment to be added. At least one checkbox needs to be marked.
3. Select *Booking* or *Agreement*.
4. In the window that displays, complete the following fields:
   - **Type**
     Select *New* to create a new booking or agreement or select *Existing* to add to an existing booking or agreement.
   - **Type ID**
     Select the type ID that has been set up as Rent to Job if you are creating a new booking. If you chose Existing, the booking type ID will auto-populate based on the booking ID.
   - **Booking/Agreement ID**
     Select the booking/agreement ID that has a type ID of Rent to Job if you are adding to an existing booking. This field is disabled if you are creating a new booking.

- **Job Number**
  Select the job number.
- **Cost Code**
  Enter the cost code.
- **Rental Dates**
  The rental dates will default from the Rental Availability Inquiry window or you can enter new dates.

5. Select *Process* to add the equipment to either a new or existing booking or agreement. Job Booking Entry or Job Agreement Entry will open displaying the booking and may be edited as needed.

Transferring a Full or Partial Booking to an Agreement

To save duplicate data entry at agreement time, you can transfer all or part of a booking to a full agreement. With a partial transfer, you can one booking that allows for ongoing transfers to an agreement over time.

1. On the Rental Booking Entry window, open a booking and select *Transfer*. The following message appears: Are you sure you want to transfer this booking into an agreement?
2. Select *Transfer* to open the Rental Booking Line Assignment window. If the **Line Type** is Equipment, you must have an Equipment ID on the line before you can select *Continue*.
3. Select the lines you want to transfer by marking the *Transfer* checkbox. You can select to mark all or unmark all lines using the buttons.
4. Select *Next*.
5. If you have any Miscellaneous Lines on the booking, the Rental Booking Miscellaneous Assignment window opens. Select the lines you want to transfer, and then select *Next*.
6. In the Rental Booking Transfer window, you have the option to transfer the selected rental and miscellaneous lines to either a New Agreement or an Existing Agreement.
7. Select *New Agreement* to enter the Agreement Type ID and Agreement Date for the new agreement.
8. Select *Existing Agreement* to transfer to an existing agreement. Enter or select the existing agreement number. If you have previously transferred from the booking, the Agreement Number will default in. Any agreement that you select to transfer to must have the same customer as the booking.
9. If you want to overwrite the booking type settings with the agreement type settings, mark the **Overwrite with agreement type settings** checkbox.
10. Select *Transfer* to open the Rental Agreement Entry window.

> ⚠ If you are transferring all or the remainder of the rental booking lines, the following message will display: Do you wish to complete this Booking? Select *Yes* to move the booking to history or select *No* to keep the rental booking entry open. You will have the option to complete this rental booking by accessing the Rental Booking Entry window, choosing the Booking Number, and then select the *Complete* button.

All the corresponding fields from the booking document fill automatically in the agreement document. You can edit fields as needed.
Refer to Creating a Rental Agreement (page 157).

> ⚠ Rental booking lines are added to an agreement in the order that they are transferred. The agreement line number will not be the same as the booking line number. Example: Rental booking lines 1, 3, and 5 are transferred to a new agreement. They will become lines 1, 2, and 3 on the agreement. Rental booking lines 2, 4, and 6 are transferred to the same agreement later. They will become lines 4, 5, and 6 on the agreement.

Viewing a Booking After a Partial Transfer

When viewing a rental booking after a partial transfer to an agreement, you can select to show or hide the transferred lines.

In the Rental Booking Entry window, select *Options > Hide Transferred Lines*.

The Rental Booking Entry window will only show the non-transferred lines in the two list views. If this option is not selected, the list will show all lines and a green checkmark will appear for those lines that have been transferred.

If you select the Hide Transferred Lines option, the Rental Booking Line and Miscellaneous Line Entry windows will not scroll to those transferred lines when using the scroll buttons. However, you can use the lookup button to select a transferred line.

On both the Rental Booking Line and Miscellaneous Entry windows, if you are viewing any line that is already transferred to an agreement, you are no longer able to edit or delete it.

On all rental line windows, for both booking and agreement, both rental line and miscellaneous line and both entry and inquiry windows, if that line has been transferred from a booking to an agreement you will be able to see the original or transferred line in the status bar at the bottom of the window and zoom to that line.

Viewing the Rental Booking Inquiry Window

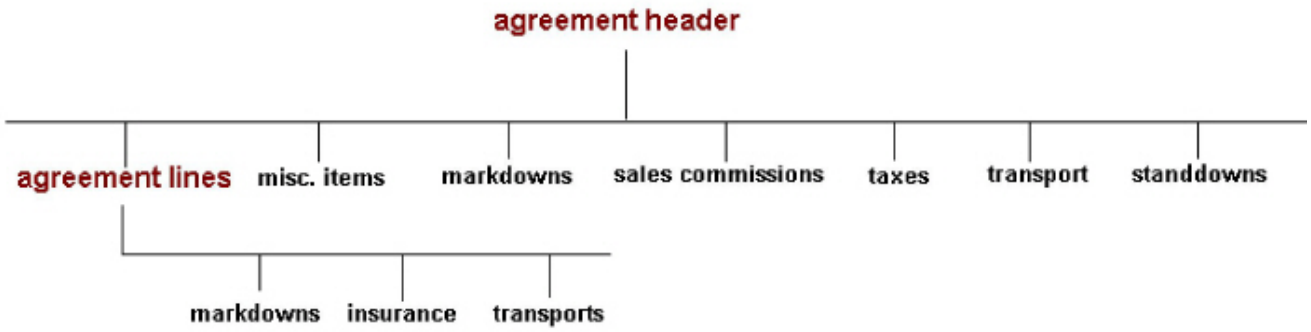
The Rental Booking Inquiry window looks identical to the Rental Booking Entry windows, but the fields are view only and cannot be changed. You can view current and historical bookings on this window. You can also create a rental booking from the inquiry window. The equipment displayed will be filtered by the user's branch, if branch filtering has been enabled. For more information on branch filtering, see User branch filtering (page 25).

1. Select *Inquiry > Signature Equipment > Rental Booking Inquiry*.
2. Use the browse buttons to select a booking to view. You can select any window and sub-window, just as you would when you are creating booking entries. You can also zoom on the appropriate fields, such as Invoicing Frequency ID, to view those windows.
3. When you are finished, select *OK* to close the windows.

Rental Agreements

The foundation for equipment rentals is the rental agreement document. A rental agreement is set up to record all revenue and costs for equipment and other service items relating to rental. A rental agreement can range from simple (one piece of equipment for a short time period) to more complex (multiple equipment items, with a multitude of items and cost inclusions, for a longer time period).

The basic structure of a rental agreement is as follows:



- **Agreement header** is the main record that houses the agreement.
- **Agreement lines** represent the physical equipment you will be renting.
- **Misc. lines** represent any additional inventory items that may go along with the equipment. You can have several agreement lines for one agreement.
- The remaining elements include the additional costs that may incur as part of a rental agreement.

See also:

- Working with Operating Leases (page 156)
- Creating a Rental Agreement (page 157)
- Checking Rental Availability (page 165)
- Working with Holiday Standdowns (page 167)
- Entering Additional Details (page 168)
- About Line Linking (page 171)
- Transferring Rental Agreement Lines (page 171)

Working with Operating Leases

A rental agreement is an agreement with effectively no set period. It typically automatically renews and there is no requirement on the part of either party to communicate the renewal. Most rental agreements involve a notice term where either party can terminate the agreement without penalty. Operating leases are a more formal arrangement and are characterized by a fixed term and a set of stipulations that cannot be changed during the period of the lease without agreement by both parties. Operating leases may be offered to customers who are looking to reduce the cost of their rental fleet by agreeing to a set number of equipment for a set price and term.

Setup Requirements

Before creating an operating lease, you can enter a Master Lease Agreement (MLA) number and the date the lease expires. This is done in the Customer Rental Information window.

1. Go to *Cards > Sales > Customer > Additional > Rental Information*.

2. Enter the MLA and the date.
3. Select *OK*.

Creating an Operating Lease

The operating lease is created in the Rental Agreement Entry window.

1. Go to *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Enter the agreement header information. If an MLA has been entered for the customer, you will see the green checkmark icon next to **MLA**.
3. Mark the **Operating Lease** checkbox.
4. To enter the operating lease information, select the **Expansion** button. In the Operating Lease Information window, you can set up a unit quantity limit, option to enforce term and to use a common end date. The information entered in Lease Information is for the whole agreement, not individual lines.
5. Complete the fields in Lease Information, as appropriate:
   - **Agreement No.**
     The agreement number defaults from Rental Agreement Entry.
   - **Lease Term**
     The lease term displays in months.
   - **Quantity**
     Enter the maximum count quantity of equipment for the operating lease agreement. The equipment model is used to determine whether a given rental line counts towards this quantity limit. The Rental Unit Weighting value is assigned in Equipment Model Maintenance (*Cards > Signature Equipment > Equipment Model*). If an equipment model is set up *with* a unit value, the equipment will be counted as "1" towards the quantity. If an equipment model is set up *without* a unit value, the equipment will not be counted towards the quantity. An example might be a tracking device that you want added to the operating lease, but that you do not want to count towards the quantity limit of equipment.
   - **Enforce Term**
     Mark this checkbox to ensure that Rental From and Rental To dates for all lines equal to the number of months entered in Lease Term.
   - **Common End Date**
     Mark this checkbox to establish the same rental end date. Every time a new piece of equipment on the lease goes On Rental, the Rental To date is calculated based on term, and the Rental To date for all other lines is changed to the same value. If both Enforce Term and Common End Date are marked, the system will first calculate the Rental To date based off the number of months entered in Term. Then the system will update all the Rental To dates to whichever date is the latest. The result is that some dates may not have the same length of time anymore. When Operating Lease is marked and you are transferring a line to another agreement, the system will check the number on non-zero credit weighting items with the number of units value in the destination rental agreement. For more information on transferring, see Transferring Rental Agreement Lines (page 171).
6. Select *OK* to return to the Rental Agreement Entry window. The **Rental From** date on each line calculates based on the **Rental To** date and the **Lease Term** value.
7. Complete the remainder of the Rental Agreement Entry window. For more information, see Creating a Rental Agreement (page 157).

Creating a Rental Agreement

This section walks you through entering a rental agreement, placing equipment on rent, and creating a transport request for equipment.

You can check the availability of a piece of equipment either before or during the creation of a rental agreement. For more information, see Checking rental availability (page 165).

You can have unlimited account distributions for each rental agreement line. In addition, you can specify an ownership percentage, based on who owns the equipment and who is renting the equipment. See Rental account distributions (page 128) for more information.

- Step 1: Enter Basic Agreement Information (page 158)
- Step 2: Enter Sales Commissions and Markdowns (page 159)
- Step 3: Enter Agreement Lines for Equipment (page 159)
- Step 4: Enter Miscellaneous Lines (page 162)
- Step 5: Place the Equipment On Rent and Create a Transport Request (page 163)
  - Placing the Equipment On Rent (page 163)
  - Creating a Transport Request (page 163)
- Step 6: Enter Standdown Dates (page 164)
  - Placing Equipment on Standdown (page 164)
  - Inactivating Equipment for Rental (page 164)
  - Setting a Period of Rental Inactivation (page 164)
- Determining Projected Income for an Agreement (page 165)

Step 1: Enter Basic Agreement Information

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Complete the following fields.
   - **Agreement Type ID**
     Select the agreement type ID. If you set up a default agreement type ID in Rental Setup, tab through this field and it will fill automatically.
   - **Agreement No.**
     Fills automatically.
   - **Customer ID**
     Select a Customer ID.
   - **Customer Name**
     The customer name fills automatically based on the customer ID.
   - **PO Number**
     Enter the purchase order associated with the agreement, if applicable.
   - **Agreement Date**
     Fills automatically based on the user date. You can change this value.
   - **Rental From**
     Enter the start date to specify when the equipment will be on rent. The system uses this date range to check equipment availability.
   - **Rental To**
     Enter the end date to specify when the equipment will be on rent. The system uses this date range to check equipment availability.
   - **Rental Location ID**
     Fills automatically based on the customer. If linked to a customer, this field will fill with the Customer ID and Address ID.
   - **Price Template ID**
     Fills automatically based on the agreement type, and is used to set up pricing structures for rental pricing.
   - **Invoicing Frequency ID**
     Fills automatically based on the agreement type, or - if not set up for the agreement type - based on Rental Setup. This value is used to determine when an agreement is invoiced.
   - **Price Level**
     The price level auto-populates based on the price group and where the price level has been assigned. For information on how the system looks for the price level to use, see Determining Price Levels (page 152).

- **Operating Lease**
  If the agreement is an operating lease, mark the checkbox and then select the expansion button to open Lease Information which allows you to enter additional operating lease information. See Working with Operating Leases (page 156) for more information.
- **Disable Invoicing**
  Mark this checkbox to temporarily disable invoicing for this agreement line. When marked, this line will not be included in an invoice batch.
- **One Way**
  Mark to designate that the booking is a one-way rental, meaning equipment is rented at one location and returned to another.
- **Separate Invoice**
  Mark to override the customer invoice setting from Customer Rental Information. Marking this checkbox means that you want one invoice per agreement with multiple lines. For more information about the invoice setting in Customer Rental Information, see Customer Rental Information (page 144).

Step 2: Enter Sales Commissions and Markdowns

You can enter commissions and markdowns using the Rental Agreement Details Entry window. This window contains additional details about the agreement and stores much of the information that you enter in the other areas of the Rental Agreement Entry window. See Entering Additional Details (page 168).

Step 3: Enter Agreement Lines for Equipment

Equipment or items included on an agreement are entered as agreement lines.

1. On the Rental Agreement Entry window, select the *Line Entry* button. The system automatically saves the agreement and then opens the Rental Agreement Entry Line window.
2. Select the **Line Type**.
   When you attempt to change the Equipment ID while on an existing line, the system will prompt you with the following message: *Do you want to change the equipment?*
   - If you select *Yes*, the following message will display: *Do you want to retain the other information on this window?*
     - If you select *Yes*, the Equipment ID will change, along with the fields associated with that equipment record - all other fields you filled manually will be retained.
     - If you select *No*, only the Equipment ID and the fields associated with that equipment record will fill - all other fields will be cleared.
   - If you select *No*, the Equipment ID is not changed.
     Select an **Equipment ID** or **Item Number** to be rented. Several fields fill automatically when you select the equipment or item, including **Rental Location ID**, **Original Site ID**, and **Rental Site ID**. Some fields fill from the Rental Agreement Details Entry window, and some fill from the Equipment Manager window.
3. Complete the following fields.
   - **Line**
     Displays the line number.
   - **Linked Line**
     Displays the line that the current line is linked to. For more information linking lines, see About Line Linking (page 171).
   - **Subject to Commissions**
     Mark this checkbox if you want to be able to distribute commissions for this booking line.
   - **One Way**
     Mark to designate that the booking is a one-way rental, meaning equipment is rented at one location and returned to another.

- **Use Lowest Rate**
  Mark this checkbox if want to use the lowest rate possible, regardless of which rental rate is selected. May default as checked or unchecked based on the Price Template ID.
- **Fully Maintained**
  Mark to designate that tire and brake wear are not charged on the rental invoice, however, charges will always be incurred when tire type changes from original to retread and for reefer fuel consumption. For more information on recording, see Vehicle Readings (page 182).
- **Comment ID**
  Select a comment ID that describes this booking line or booking type.
- **Rental From**
  This field fills automatically from the Rental Booking Entry window, if applicable.
- **Rental To**
  This field fills automatically from the Rental Booking Entry window, if applicable.
- **Invoicing Free Days**
  Enter the number of days after the on rental date that invoicing will commence.
- **Original Site ID**
  Fills automatically based on the booking type.
- **Rental Site ID**
  Fills automatically based on the booking type.
- **PO Number**
  Enter the purchase order number, if applicable.
- **Assign to Equipment**
  Enabled only if the Line Type is not Equipment. This represents the equipment that is tied to the inventory item being rented. This is used primarily for MDA (Multi-Dimensional Analysis).
- Enter pricing information.
- **Pricing Template ID**
  Select the pricing template. Pricing information that fills based on the price template can be changed if necessary.
- **Price Level**
  The price level auto-populates based on the price group and where the price level has been assigned. For information on how the system looks for the price level to use, see Determining Price Levels (page 152).
- **Overage Rate / UOM**
  The rate charged if the Overage Quantity has been exceeded. The Overage Rate is entered as a dollar amount per Unit of Measure.
- **Free Overage Qty**
  If the equipment you are renting does not involve mileage charges, you may want to provide an overage amount to consider the mileage incurred when transporting the equipment. Enter the amount of free mileage in Total Overage Qty. The off rental invoice will compare the on and off rental miles with the free quantity and charge accordingly. In the first example, the free overage covers all the off rental miles, so there are no miles to invoice. The second example shows that there are still 900 miles that will be invoiced at the overage rate, after the free quantity has been subtracted.

On rental miles	10,000
Off rental miles	10,050
Free Qty	100
Invoice miles	0
On rental miles	10,000
Off rental miles	11,000
Free Qty	100
Invoice miles	900

- **Rental U of M**
  Fills automatically based on the Price Template ID; defines the price rate used on this booking line.
- **Rental Rate**
  Fills automatically based on the Price Template ID; if no rate is set up, enter one here.
- **Rolldown Quantity**
  The point at which the price rate is rolled up or rounded up if there are more days in the billing period than are defined by the rate. See Set up price templates. (page 119) for more information.
- **Remainder Option**
  Determines "what to do" with any remainder if there are more days in the billing period than are defined by the rate. See Set up price templates (page 119) for more information.
- **Overage Qty**
  The point at which actual usage exceeds allowed usage for a piece of equipment; this is when to charge a customer the Overage Rate.
- **Estimated Quantity**
  As opposed to calculating mileage and overages as part of the off rental process, mileage readings may be intermittently obtained either electronically or manually during the rental period. The calculation and invoicing will be performed at every invoicing cycle. When a reading is not obtained, estimated miles for the period will be charged and reconciled at the next accurate reading. The estimated reading is obtained by using the closest to date reading. If this doesn't exist, you can manually enter the estimated reading in the estimated quantity field in the scrolling window. If a value is entered for the total overage quantity, the overage quantities and estimated values in the scrolling window will be cleared and disabled.
- **Allow Roll Forward**
  Mark this checkbox to let the system automatically adjust the invoicing frequency of a rental period that lasts longer than expected. Choosing to Allow Roll Forward also enables the following checkbox:
- **Auto Adjust Rates**
  Mark this checkbox if you do not want to credit back the customer if the new rate is cheaper than the cost of the rental at the previous rate. See Setting Up Roll Forward Invoicing (page 138) for more information.
- **Use Lowest Rate**
  Mark this checkbox to use the lowest rate set up for this piece of equipment, regardless of what rate is

currently assigned to the agreement. The system will perform calculations for all possible rates and use the lowest one when invoicing.

4. Add insurance, markdowns, and taxes to the agreement, as necessary. See Entering Additional Details (page 168).
5. Enter account distributions if necessary. See Rental account distributions (page 128) for more information.
6. Select *Save*. The Rental Agreement Line Entry window clears. Close this window to return to the Rental Agreement Entry window. Notice that the agreement lines you enter appear on the Rental Agreement Entry window. To select a line for editing, double-click on the line on this window; the Rental Agreement Line Entry window re-opens.

Step 4: Enter Miscellaneous Lines

If you need to include additional items along with the piece of equipment, you can do so using the Rental Agreement Miscellaneous Entry window. You cannot include *lot, serialized,* or *discontinued* items on an agreement. You can include *non-inventory* items.

1. From the Rental Agreement Entry window, select the *Misc. Entry* button to open the Rental Agreement Miscellaneous Entry window.
2. Complete the following fields.
   - **Item Number**
     Enter the inventory item to be included on this booking.
   - **Item Qty**
     Enter the item quantity.
   - **U of M**
     Enter the unit of measure.
   - **Site ID**
     Fills automatically with the current site of the item. If the quantity entered is greater than what is "on hand," the Rental Item Shortage Options window will open. Use the Rental Item Shortage Options window to select to sell the balance or override the shortage. If there are no more of this item remaining after rental, you must select Override Shortage. Select *OK*.
   - **Price Level**
     Fills automatically based on the item record (Item Maintenance window). This is the price level associated with the price rate.
   - **Comment ID**
     Select a comment ID.
   - **Assign to Equipment**
     Enter the equipment ID of the piece of equipment associated with this item.
   - **Inventory**
     Fills account number automatically based on the item record (Item Maintenance window).
   - **Cost of Sales**
     Fills account number automatically based on the item record (Item Maintenance window).
   - **Sales**
     Fills account number automatically based on the item record (Item Maintenance window).
   - **Markdown**
     Fills account number automatically based on the item record (Item Maintenance window).
   - **Unit Price**
     Fills the unit price automatically, based on the price level of the item (Item Maintenance window).
   - **Unit Markdown**
     Calculated based on the booking header, if the header contains a unit markdown amount. Use the expansion button to change a percentage to a dollar amount, or vice versa.
   - **Extended Price**
     Calculated as the Unit Price multiplied by the Item Quantity.
   - **Line Total**
     Calculated as the Unit Price minus the Unit Markdown, multiplied by the Item Quantity.

- **Unit Cost**
  The current cost of the item from the item record (Item Maintenance window).
- **Extended Cost**
  Calculated as the Unit Cost multiplied by the Item Quantity.
- **Tax Source**
  Fills automatically from the Sales Tax Option on the item record (Item Maintenance window).
- **Tax Schedule ID**
  If the source is Taxable, select a tax schedule.
- **Calculated Tax**
  The total tax amount, calculated by the Tax Source, Tax Schedule ID, and Line Total.
- **Misc. Line**
  Displays the line number for the miscellaneous entry.
- **Linked Line**
  Displays the current line number from the line entry window. You can enter or select a different line to link the entry to. For information on linking lines, see About Line Linking (page 171).

3. Select *Save* to return to the Rental Agreement Entry window. The miscellaneous lines you entered appear on the Rental Agreement Entry window. To select a line for editing, double-click the line on this window; the Rental Agreement Miscellaneous Entry window re-opens.

Step 5: Place the Equipment On Rent and Create a Transport Request

Using the On Rental Entry window, you can place equipment on rent and create a transport request. If you have multiple pieces of equipment going to the same place, you can create one transport request for all items with the push of a button.

Placing the Equipment On Rent

1. From the Rental Agreement Entry window, select the *On Rental* button to open the On Rental Entry window. Most of the fields on this window fill from the agreement and are initially displayed by Agreement No. You can change the **Display By** method by choosing a different radio button, but when you do, the window clears and you need to re-enter information.
2. Mark the **On Rental** checkbox. The **Date** fills in automatically with the Rental From date, from the agreement. If the window is displayed by Agreement No., you can select all lines for that agreement by choosing the first line, holding down the SHIFT key, then choosing the last line in the list. This way, you can select an "on rental" day for all lines at once.
3. Enter a **Meter Reading**, if necessary.

Creating a Transport Request

1. To create a transport request, select the *Transport* icon in the Transport Number field. A transport request is automatically generated and a transport number fills into the field.
2. Select *Process*.

> ⚠ For transport requests created from rental agreements to be billed on the rental invoice, you must run the transport invoicing process first. No invoice is generated, but billable amounts are added automatically to the rental agreement invoices. Make sure that all on rent, off rent, and standdown dates have been recorded before generating invoices.

To continue the transport process, proceed with scheduling the transport, dispatching and delivering the transport, and creating the transport invoice. See Transport (page 187) for step-by-step procedures.

Step 6: Enter Standdown Dates

Placing Equipment on Standdown

If you know a piece of equipment will be unavailable for a certain period of time, you can enter standdown dates from the Rental Agreement Entry or Rental Agreement Line Entry windows. If you have multiple pieces of equipment on a rental agreement, but you only need to enter a standdown for one of those pieces, you can do so from the Rental Agreement Line entry window, as shown below.

1. From the Rental Agreement Entry window, double-click an agreement line to open the Rental Agreement Line Entry window.
2. Select the *Standdown* button to open the Rental Standdown Numbers window, with the agreement and line number auto-filled.
3. Select *New* to open the Rental Standdown Agreement Lines Entry window.
4. Double-click an agreement line to open the Rental Standdown Entry window, with the cursor on the **From Date** field.
5. Enter **From** and **To** dates to cover the duration of the standdown.
6. Enter a **Reason** for the standdown, if necessary.
7. The **Standdown U of M** fills automatically from the Rental U of M on the agreement line. Enter a standdown quantity, if necessary. The **Credit Amount** is calculated automatically.
8. Select *Save*. Close the window, then save and close the Rental Agreement Line Entry window. The standdown amount appears as a subtotal in the Rental Agreement Entry window after the agreement has been invoiced.

Inactivating Equipment for Rental

You can inactivate a piece of equipment for rental, either indefinitely or over a specific period of time. When equipment is inactivated, it cannot be placed on rent. If the equipment is already on rent when the inactivation period begins, the agreement can be processed to completion, but the On Rental date cannot be changed.

1. Select *Cards > Signature Equipment > Equipment Manager*, and select an Equipment ID.
2. Select the Rental Inactivation tab, and mark the **Inactivate for Rental** checkbox.
3. Select *Save*.

Setting a Period of Rental Inactivation

When you specify a date range for a piece of equipment to be inactive, the equipment cannot be placed on rent during this period.

1. Select *Cards > Signature Equipment > Equipment Manager*, and select an Equipment ID.
2. Select the Rental Inactivation tab. In the scrolling window is a list of any existing rental inactivation periods for this equipment; you can edit any rental inactivation period at any time.
3. Enter a **Start Date** and **End Date** for the inactivation period. You must enter a date in both fields, and the Start Date must occur before the End Date. Multiple rental inactivation periods for the same equipment cannot overlap.
4. Select *Insert >>*. If there are no conflicts with this inactivation period, the start and end dates populate into the scrolling window. If the rental inactivation period interferes with any expected rental dates from a booking or agreement, a warning message appears:
5. Select *OK*, and if you are sure you want to inactivate the equipment for this period, select *Insert >>* again. The rental inactivation period can overlap the dates of a rental agreement; however, you will not be able to put the equipment on rent during an inactive period.

Determining Projected Income for an Agreement

When you enter into a rental agreement with a customer, you can have the system project what income you will eventually obtain with that agreement.

1. Open an agreement.
2. Select the *Projected* button at the top of the window to open the Rental Agreement Projected Income window.
3. Select *OK* to close the window.

Checking Rental Availability

You can check the availability of a piece of equipment or inventory item, model, or category before or during the creation of a rental booking or agreement. You can check availability from a variety of locations within the Advanced Rental module or from Customer Center, including the Rental Availability Inquiry window, the Rental Availability Summary Inquiry window, or while entering an agreement or booking line.

- To check availability for a variety of pieces of equipment, models, or categories or several dates, see:
  - Checking General Availability From the Inquiry Menu (page 165)
  - Checking General Availability From Customer Center (page 166)

To perform a quick availability check on a piece of equipment, model, or category for a specific date range when in the process of entering an agreement or booking line, see Performing a Quick Availability Check (page 167).

- Rental availability checks are available for only equipment line types, not for non-equipment line types, such as inventory items.
- It is recommended that you do not leave the date range fields empty. Without a date range, the system will assume the beginning of time to the end of time.

Checking General Availability From the Inquiry Menu

If you need to check the availability of equipment before entering a booking or agreement, or without having to open agreement or booking lines, you can do so directly from the menu. You also can create a new or add on to an existing booking or agreement from the window. For more information see Creating a rental booking or agreement from inquiry.

Rental Equipment Availability Inquiry Window

1. Select *Inquiry* > *Signature Equipment* > *Rental Availability Inquiry*.
2. Use the following fields to filter records:
   - **Filter**
     Select the appropriate radio button to filter by Equipment or Model/Category.
   - **Equipment ID**
     If you chose the equipment filter, select the equipment ID.
   - **Model**
     If you chose the model/category filter, select the model.
   - **Category**
     If you chose the model/category filter, select the category.
   - **From Date**
     Enter the start date for the date range that you want to rent the equipment.
   - **To Date**
     Enter the end date for the date range that you want to rent the equipment.

- Mark the appropriate checkboxes to select which status you want displayed on the list. The system automatically enables all three:
- **Available**
  Displays available equipment or model/category items not currently on *any* agreement or booking document.
- **Available * (asterisk)**
  Displays available equipment or model/category items that *are* on an agreement or booking document, but that do not conflict with the date range specified.
- **Reserved**
  Displays equipment or model/categories that are reserved for the date range given, meaning a rental booking has been created.
- **Operating Lease**
  Displays available items that are on an operating lease, but that do not conflict with the date specified.
- **One Way**
  Displays available items that are on a one-way lease. Each time you change the criteria, select *Redisplay* to refresh the window. You can change search criteria as many times as you like.

3. Select *OK* to close the window. To print a Rental Equipment Availability report, select the printer button on the upper right portion of the window.

Rental Availability Summary Inquiry window

This window will display a summary of the model or category within a specified date range. The information displayed shows the model/category, the total, reserved, and available amounts.

1. Select *Inquiry > Signature Equipment > Rental Availability Summary Inquiry*.
2. Use the following fields to filter records:
   - **Show By**
     Select the appropriate radio button to filter by model or category.
   - **From Date**
     Enter the start date for the date range that you want to rent the equipment.
   - **To Date**
     Enter the end date for the date range that you want to rent the equipment.
   - **Model**
     If you chose to show by model, select the model.
   - **Category**
     If you chose to show by category, select the category.

Checking General Availability From Customer Center

If you need to check the availability of equipment before entering a booking or agreement, or without having to open agreement or booking lines, you can do so from Customer Center. (For more information about Customer Center, see Customer Center (page 77).) You also can create a new or add on to an existing booking or agreement from the window. For more information see Creating a rental booking or agreement from inquiry.

1. Open the Customer Center window.
2. Select the *Availability* right arrow button to open the Rental Availability Inquiry window. The Rental Availability Inquiry will display the availability status for *every* piece of equipment, just as if you had selected Rental Availability Inquiry from the Inquiry menu. See Checking general availability from the Inquiry menu (page 165) for more information on this window.
3. Select *OK* to close the window.

Performing a Quick Availability Check

From the Rental Agreement Line Entry and Rental Booking Line Entry windows, you can perform a quick availability check on a piece of equipment or a summary availability model/category.

1. Open an existing rental agreement line or rental booking line, as you normally would.
2. Enter a date range in the **Rental From** and **Rental To** fields. The system uses these dates to check for availability.
3. Select the checkmark next to the **Equipment ID** field to determine availability.
4. You will receive one of three messages:
    - *This equipment is available.* - The equipment is available for rent within the date range specified. Select *OK*.
    - *Equipment availability cannot be verified without rental from and rental to dates.* - No date range is entered in the **Rental From** and **Rental To** fields. Select *OK*, and make corrections to the line, as necessary.
    - *This equipment is not available for this rental period.* - The equipment is not available for rent within the date range specified. Select *OK*, and make corrections to the line, as necessary.
5. Select the checkmark next to the **Model** field to view the model summary availability.
6. Select the checkmark next to the **Equipment Category** field to view the category summary availability.
7. Proceed with completing the Rental Agreement Line Entry or Rental Booking Line Entry window.

Working with Holiday Standdowns

You can create holiday standdowns for dates on which equipment would not be available. This feature is handy because you do not have to assign a standdown reason for that holiday on every agreement; you simply create a holiday standdown, assign it to any agreement type, and then run a special routine that automatically creates the standdown records for each affected agreement.

Working with holiday standdowns involves the following:

- Step 1: Create Holiday IDs for Standdowns (page 167)
- Step 2: Enabling Holiday Standdowns per Agreement Type or Agreement (page 168)
    - Enabling Holiday Standdowns by Agreement Type (page 168)
    - Enabling Holiday Standdowns per Agreement (page 168)
- Step 3: Create the Standdowns for Agreements (page 168)

Step 1: Create Holiday IDs for Standdowns

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment > Rental > Holidays*.
2. Complete the following fields:
    - **Holiday ID**
      Select the holiday ID for which you want to create standdowns.
    - **Description**
      Enter a short description of the holiday.
    - **Starting Date**
      Enter the start date of the holiday.
    - **Ending Date**
      Enter the end date of the holiday.
    - **Standdown Percent**
      The percentage of the rental rate that is charged for this standdown period.
    - **Reason ID**
      Select a reason ID.

- **Filter Type**
  Select Agreement Type or Customer ID.
  - If you select Agreement Type, standdowns will be created only for agreements with that agreement type.
  - If you select Customer ID, standdowns will apply only for the customer that you select.
- **Agreement Type**
  If the filter type selected is agreement type, select an agreement type.
- **Customer ID**
  If the filter type selected is Customer ID, you must select a customer ID.

3. Select *Add*. The standdown criteria you have selected appear in the lower portion of the window. You can continue to add additional criteria for the same holiday ID or select *Clear* to clear the window and create a new holiday ID.

Step 2: Enabling Holiday Standdowns per Agreement Type or Agreement

You can enable holiday standdowns by agreement type or individually per agreement.

Enabling Holiday Standdowns by Agreement Type

1. Select *Microsoft Dynamics GP > Tools > Setup > Equipment > Rental> Agreement Types*.
2. Select an agreement type.
3. Mark the checkbox: **Enable Holiday Standdowns**.
4. Select *Save*.

Enabling Holiday Standdowns per Agreement

1. Select *Transactions > Equipment > Rental Agreement Entry*.
2. Select an agreement.
3. Select *Details*.
4. Mark the checkbox: **Enable Holiday Standdowns**.
5. Save the agreement.

Step 3: Create the Standdowns for Agreements

You use the Process Holiday Standdowns routine to automatically create the standdown records for the agreements, based on the holidays/criteria you specified in the preceding section.

1. Select *Microsoft Dynamics GP > Tools > Routines > Equipment > Process Holiday Standdowns*.
2. Select to run this routine by **Holiday ID** or by **Date**.
   - If you select Holiday ID, standdowns will be created for all agreements associated with that ID.
   - If you select Date, standdowns will be created for holidays that fall before or on the specified date.
3. Enter a **Holiday ID** or **Standdown End Date**.
4. Select *Process*. When the routine has finished, you can print a report that shows which standdowns were created, along with the total savings (costs) from the standdowns.

Entering Additional Details

You can enter markdowns, taxes, commissions, and insurance information on rental bookings and agreements. These details can affect the cost of the rental at the booking/agreement or line entry levels.

- Entering Markdowns (page 169)
  - By Rental Booking or Agreement (page 169)

    - By Rental Booking or Agreement Line (page 169)
- Entering Taxes (page 169)
    - By Rental Booking or Agreement (page 169)
    - By Rental Booking or Agreement Line (page 170)
- Entering Sales Commissions (page 170)
    - By Rental Booking/Agreement (page 170)
- Entering Insurance Information (page 170)
    - By Rental Booking/Agreement Line (page 170)

Entering Markdowns

You can select to mark down the cost of a rental by a specified percentage or amount. You can enter markdowns per booking or agreement, or, if markdowns differ per individual rental line, you can enter this information on the line entry-level.

By Rental Booking or Agreement

1. From the Rental Booking/Agreement Entry window, select *Details* to open the Rental Booking/Agreement Details Entry window.
2. Select the *Markdown* button to open the Rental Booking/Agreement Markdown Entry window.
3. Select a **Markdown Type**. If you chose **Percentage**, enter a percentage and mark the checkbox(es) next to the amounts you want the markdown to apply to (Rate, Insurance, Overage, and/or Transport). If you chose **Amount**, enter the amount of the markdown and the **Markdown Unit of Measure**.
4. To enter a markdown percentage for miscellaneous items that may be added to a booking/agreement, enter that percentage in the **Mark down Percentage** field under **Miscellaneous Markdowns**.
5. Select *OK*.

By Rental Booking or Agreement Line

1. From the Rental Booking/Agreement Line Entry window, select *Markdown* to open the Rental Booking/Agreement Line Markdown Entry window. If you entered markdowns from Rental Booking/Agreement Details, they fill automatically on this window. You can change these amounts.
2. Select a **Markdown Type**. If you chose **Percentage**, enter a percentage and what that percentage applies to (Rate, Insurance, Overage, and/or Transport). If you chose **Amount**, enter the amount of the markdown and the **Markdown Unit of Measure**.
3. Select *OK*.

Entering Taxes

You can select to apply taxes to the rate, insurance, overage, and/or transport amounts on a rental. You can enter taxes per booking or agreement, or, if tax amounts differ per individual rental line, you can enter information on the line entry level.

By Rental Booking or Agreement

1. From the Rental Booking/Agreement Entry window, select *Details* to open the Rental Booking/Agreement Details Entry window.
2. Select *Tax* to open the Rental Booking/Agreement Tax Entry window.
3. Mark whether **Rate**, **Insurance**, **Overage**, and **Markdown** are taxable, and if so, which **Default Tax Schedule**(s) to use.
4. Select *OK*.

By Rental Booking or Agreement Line

1. From the Rental Booking/Agreement Line Entry window, select *Tax* to open the Rental Booking/Agreement Line Tax Entry window. If you entered tax information on the booking/agreement header, the **Tax Source** and **Tax Schedule ID** fill automatically from Rental Booking/Agreement Type Setup.
2. Mark whether the **Rate**, **Insurance**, **Overage**, and **Markdown** are taxable, and if so, which tax schedule(s) to use.
3. Select *OK*.

Entering Sales Commissions

You can set up sales commissions for a rental booking or agreement. Commissions cannot be entered per line; however, you may specify exactly how you want to distribute commissions on a per agreement basis.

By Rental Booking/Agreement

1. From the Rental Booking/Agreement Entry window, select *Details* to open the Rental Booking/Agreement Details Entry window.
2. Select *Commissions* to open the Rental Booking/Agreement Commission Entry window.
3. Complete the following fields:
    - **Commission Method**
      If you are entering commissions for a rental booking, Percent of Rates is the only Commission Method you can select. After the booking is transferred to an agreement, you have the option of choosing either Percent of Rates or Flat Rate per Unit of Measure.
        - **Percent of Rates**
          The commission will be a percentage of the total rental rate.
        - **Flat Rate per Unit of Measure**
          The commission will be a flat dollar amount for every unit of measure.
    - **Salesperson ID**
      Select the salesperson ID.
    - **Territory ID**
      The territory ID automatically fills based on the salesperson ID.
    - **Percent of Sale**
      Enter the percent of sales, if you chose the percent of rates commission method.
    - **Flat Dollar Amount**
      Enter the flat dollar amount, if you chose the flat rate unit of measure commission method.
    - **Comm Percent**
      Enter the percentage of the commission that will go to each salesperson. For example, if there are two salespeople, and the commission amount to be distributed is $300, entering 60 for Salesperson A and 40 for Salesperson B will distribute $180 (60% of $300) to Salesperson A and $120 (40% of $300) to Salesperson B. The Comm Percent for all salespeople must add up to 100%.
4. Select *OK*.

Entering Insurance Information

You can enter a percentage or amount to charge the customer for insurance. Insurance information can only be entered per individual agreement line.

By Rental Booking/Agreement Line

1. From the Rental Booking/Agreement Line Entry window, select *Insurance* to open the Rental Booking/Agreement Line Insurance Entry window.

2. Select an **Insurance Type**. If you chose **Percentage**, enter an **Insurance Percent** to apply to this line. If you chose **Amount**, enter an **Insurance Amount** to define how much and a **U of M** to define how often to charge the customer for insurance.
3. Select *OK*.

About Line Linking

The ability to group lines on the rental invoice allows you to manually create the relationship between lines from Rental Booking/Agreement Entry.

Several conditions apply to linking rental lines:

- A line can only be linked to one line.
- One line can have unlimited linked lines.
- A line cannot be linked to itself.
- When transferring a line with linked lines:
    - All lines must be off-rental.
    - Meter reading needs to have a value unless the overage rate is $0.00.
    - All lines transfer (the line in addition to the linked lines).
- In the Rental Agreement Line Entry window:
    - In the On Rental section, the On Rental Date is tied to the parent and update when the parent is changed. However, the linked line can be updated independently for the child without changing the parent.
    - In the Off Rental section, the Off Rental No. and Off Rental Date are tied to the parent and will update when the parent is changed. These two fields can also be updated independently for the child without changing the parent.
    - The following fields default to the child (linked) line when added to the parent and cannot be updated independently of the parent:
        - One Way
        - Subject to Commissions
        - Enable Holiday Standdowns
        - Fully Maintained
- In the On Rental Entry window:
    - A child line can be updated independently of the parent line.

To link a rental line:

- In Rental Agreement Line Entry, select the Linked Line lookup.
- In Rental Agreement Lines, the lines from Rental Agreement Entry are displayed. Select the line and select *OK*.
- The linked line displays the line number that the current line is linked to.

Transferring Rental Agreement Lines

You can transfer equipment between agreements. For example, you can transfer between a rental agreement and a lease agreement. When transferring a line from an operating lease, the system will validate the number of non-zero credit weighting items with the number of units value in the destination rental agreement to determine if the line can be transferred. This process will only occur if the Operating Lease checkbox has been marked.

The following conditions apply before the line can be transferred:

- The equipment must be off rental.
- The meter reading must be populated. If the overage rate is $0.00, a meter reading is not required.
- All linked lines will transfer and must be off rental with a meter reading.
- A line that is linked to a parent line cannot be transferred separately. The parent line must be transferred.

The following conditions apply after the line is transferred:

- The originating agreement On Rental service call ID will be the service call ID on the destination agreement.
- The originating agreement Off Rental meter reading will be the destination On Rental meter reading.
- The line order may change with the transfer, so the line numbers and linked line numbers may change as well. For example, Line 1 on the originating agreement may be on Line 4 on the destination agreement.

Transferring a Rental Agreement Line

1. In Rental Agreement Entry Line, select *Transfer*.
2. In Rental Agreement Numbers, select the destination rental agreement.
3. Select *OK*.

Rental Invoices

There are several ways to create invoices. You can create a single invoice from an agreement, or you can generate a batch of invoices by agreement type and/or customer.

- Creating an Individual Invoice From the Agreement (page 172)
- Creating a Batch of Invoices Using the Rental Billing Invoice Routine (page 174)
- Grouping Invoices Using the Rental Invoicing Routine (page 175)
- Voiding or Deleting a Rental Invoice (page 175)
- Roll Forward Invoicing (page 176)
- Rental Invoice Inquiry (page 177)

Creating an Individual Invoice From the Agreement

Invoicing a rental agreement involves the following:

- Step 1: Create the Invoice (page 172)
- Step 2: Print and Review the Invoice (page 173)
- Step 3: Post the Invoice (page 173)
- Printing an Edit List for a Rental Invoice (page 173)
    - Printing the Edit List From the Rental Invoice Entry Window (page 173)
    - Printing From the Rental Invoice Batch Entry Window (page 173)
    - Checking the Edit List for Errors (page 174)

Step 1: Create the Invoice

1. From the Rental Agreement Entry window, select the *Invoice* button to open the Rental Agreement Invoicing window. Most of the fields on this window fill in automatically.
2. If you want to include this invoice in a batch, enter a **Rental Batch ID**.
3. Change the remaining fields, if necessary.
4. Select *Invoice* to open the Rental Invoice Entry window.

> ⚠ The system will not create an invoice with a $0 amount, nor will it create one if the equipment is not "on rent." If you receive an error message instead of the Rental Invoice Entry window, check the invoice rate and equipment status. Most of the fields are filled automatically from the previous windows. You can change the information or amounts, if necessary.

5. Select *Details* to view information about the details of this agreement. This information fills from the Rental Agreement Details Entry window.
6. Select *Misc. Entry* to add miscellaneous items at this time. The Rental Invoice Miscellaneous Entry window is similar to the Rental Agreement Miscellaneous Entry window.
7. The *Commissions* and *Distribution* fill from the corresponding windows on the Rental Agreement Entry window. You can select these buttons to view and change information.
8. If you are using Multi-Dimensional Analysis (MDA) for certain accounts, you can select an account and select the *A* button. This opens the Rental Invoice Transaction Profitability Entry window, where you can change MDA information.
9. To change rental rates or enter credit lines, double-click the agreement line on the Rental Invoice Entry window; this opens the Rental Invoice Line Entry window.
10. Change rental rates or enter credit lines, if necessary.
11. Select *Save* to save the Rental Invoice Line Entry window. Close this window to return to the Rental Invoice Entry window.

Step 2: Print and Review the Invoice

You can print an invoice for an agreement directly to a printer, but not to a file. You can print individual invoices or several invoices included in a batch.

1. Select *Transactions* > *Signature Equipment* > *Invoice Entry*.
2. Select an invoice number for the invoice you want to print.
3. Select the down arrow next to the printer icon, then select the appropriate menu option to open the Print window.
4. Select the printing options and then select *OK*. The invoice prints to the selected printer.

Step 3: Post the Invoice

1. From the Rental Invoice Entry window, select an invoice.
2. Select *Post*. You can view posted invoices using Sales Order Processing (SOP), or using Receivables Management (RM) if you posted through RM.

Printing an Edit List for a Rental Invoice

You can print an edit list for rental invoices and rental invoice batch entries. Printing an edit list allows you to view the details of the invoice and check for errors before posting. You can print the edit list from the Rental Invoice Entry window and Rental Invoice Batch Entry window.

Printing the Edit List From the Rental Invoice Entry Window

Printing an edit list from the Rental Invoice Entry window will display the details of a single invoice.

1. Select *Transactions* > *Signature Equipment* > *Rental Invoice Entry*.
2. Use the lookup field to select the invoice entry you want to post.
3. Select the printer icon, then select *Edit List*. You may be prompted to print the edit list to the screen, printer, or a file. Mark the appropriate checkbox and select OK. The edit list will print to the selected destination.

Printing From the Rental Invoice Batch Entry Window

Printing an edit list from the Rental Invoice Batch Entry window will display the details for all invoices assigned to the selected batch.

1. Select *Transactions* > *Signature Equipment* > *Invoice Batches*.

2. Select the batch from the **Batch ID** lookup field.
3. Select *Print*, then *Edit List*. You may be prompted to print the edit list to the screen, printer, or a file. Mark the appropriate checkbox and select *OK*. The edit list will print to the selected destination.

Checking the Edit List for Errors

A rental invoice edit list shows the details, items, and account distribution and tax information of either a single invoice or each invoice in a batch.
The edit list also summarizes the totals of the invoices without errors and the totals of the invoices with errors.
If there are no errors in the invoice:

- The **Audit Trail Code** will be displayed in the invoice details.
- The **Error Description** column in the invoice details will display nothing.
- The totals listed under **Invoices with Errors** will amount to zero.

If the invoice contains errors:

- The **Audit Trail Code** will not be displayed in the invoice details.
- The **Error Description** column in the invoice details will display the error message. The totals listed under **Invoices with Errors** will display a balance.

Creating a Batch of Invoices Using the Rental Billing Invoice Routine

Use this routine to invoice agreements "outside" the Rental Agreement Entry window.

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Rental Invoice Billing*.
2. Complete the following fields:
    - **Agreement Type ID**
      Select an agreement type ID if you want to limit the agreements being invoiced to that type. Leave this blank to invoice all agreement types.
    - **Customer ID**
      Select a customer ID if you want to limit the agreements being invoiced to that type. Leave this blank to invoice all customers.
    - **Invoicing Frequency ID**
      Select the invoicing frequency ID.
    - **All Branches**
      Select a specific branch or all branches.
    - **Invoicing Date**
      Enter the invoicing date. This date is compared to the next invoice date on the agreement and used to determine which agreements are invoiced.
    - **Use Invoicing Date as the Invoice To Date**
      Mark this checkbox to use the invoicing date as the next invoice date. If this box is not marked, the system will check to see if the invoicing frequency is set to invoice in advance; if so, it will calculate that date; if not, the Invoicing Date will be used any way.
    - **Only invoice off-rental agreement lines**
      Mark this checkbox to invoice only agreements that are "off rent".
    - **Rental Batch ID**
      Enter a Rental Batch ID if necessary.
    - **Document Date**
      Enter the document date.
    - **Posting Date**
      Enter the posting date.
    - **Tax Date**
      Enter the tax date.

3. Select *Invoice*.

Grouping Invoices Using the Rental Invoicing Routine

Use this routine to consolidate invoices from multiple rental agreements, from one customer, into one invoice.

> ⚠ If you are using grouped invoicing, you must limit the **Next Invoice Number** to 10 characters due to the grouped invoice number utilizing 5 characters. For example, a grouped invoice number would consist of the first 10 characters that you have determined "1234567890" with the addition of "-XXXXX". The X's represent sub-invoicing numbering. For information on how to set up the next invoice number, see Setting up Invoice Types (page 117) and Setting up Global Rental Parameters (page 124).

Invoices are grouped based on the **Invoice By** option that is set up in Customer Rental Information (page 144). *(Cards > Sales > Customer > Additional > Rental Information)* All invoices for the customer will be grouped based on the selection, however you have the option to exclude an agreement from the grouping function by marking the Separate Invoice checkbox on a specific agreement.

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Rental Invoice Billing*.
2. Complete the following fields:
   - **Customer ID**
     Select a customer ID if you want to limit the agreements being invoiced to that type. Leave this blank to invoice all customers.
   - **All Branches**
     Select a specific branch or all branches.
   - **Invoicing Date**
     Enter the invoicing date. This date is compared to the next invoice date on the agreement and used to determine which agreements are invoiced.
3. Select *Invoice*.

Voiding or Deleting a Rental Invoice

You can void or delete unprinted rental invoices and void printed rental invoices. Voiding an invoice automatically moves that invoice to history. Deleting an invoice removes it permanently from the system, depending on rental setup.

Setting Up the Reason Code for Voiding/Deleting

When a user voids or deletes a rental invoice, you can set up the system to not require a reason from the user, require a reason, or give the option of entering a reason.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Setup*.
2. From the *Reason Code for Void/Delete* drop-down, select one of the following:
   - **Reason Disabled**
     When you void or delete an invoice, the system will not require you to give a reason.
   - **Reason Enabled**
     When you void or delete an invoice, the system gives you the option of giving a reason. The system opens a separate window, where you can enter the reason, or close the window without entering a reason.
   - **Reason Required**
     When you void or delete an invoice, the system opens a separate window, where you are required to enter a reason.
3. If you want to be able to enter a reason code when *deleting* an invoice, you must also set the *Action Taken Upon Invoice Deletion* drop-down to Ask to move to history OR Move to History.

4. Select *OK*. You can view the reason given from the Rental Invoice Inquiry window. Zoom on the Invoice Status line at the bottom of the window, and the reason you entered displays, as shown below:

Providing a Reason at Agreement/Booking Entry Time

If the system is set to prompt the user to enter a reason (either required or not) when voiding or deleting an invoice, a window opens to give the opportunity for the user to enter the reason.

1. Open a rental invoice and select *Void* or *Delete*. When you delete or void an invoice, a validation window will appear display and then opens the Rental Reason Entry window.
2. Enter a reason and select *OK*.

The Rental Invoice Entry window clears.

Roll Forward Invoicing

You may want to adjust the invoicing frequency of a rental when it lasts longer than originally planned. For example, if a customer is renting a piece of equipment at the weekly rental rate for three weeks, then decides to extend the rental for another week, you can credit back the previous three invoices and bill all four weeks together as a month. This is called rolling forward.

See About Roll Forward Invoicing (page 139) for more information about what has been set up.

Enabling Roll Forward Invoicing

During setup, roll forward invoicing may have been enabled per agreement type. If this is the case, each new agreement and individual agreement line will automatically allow roll forward invoicing.
If roll forward invoicing was not enabled at the agreement type level, you may enable it when you create an agreement or enter an agreement line.

Enabling Roll Forward Invoicing by Agreement

1. Select *Transactions* > *Signature Equipment* > *Rental Agreement Entry*.
2. Select expansion button next to the **Invoicing Frequency** field to open the Rental Agreement Invoicing Frequency Entry window.
3. Mark the **Allow Roll Forward** checkbox. The **Roll Forward Invoicing Frequency Setup** fields appear.
4. Mark the **Auto Adjust Rates** checkbox if you do not want to credit back the customer if the new rate is cheaper than the old rate.
5. Change any fields, if necessary. Select *OK*.

> ⚠ Most of the fields on this window fill automatically from setup and will probably not need to be changed.

Enabling Roll Forward Invoicing by Agreement Line

1. Select *Transactions* > *Signature Equipment* > *Rental* > *Rental Agreement Entry*.
2. Select an agreement.
3. Double-click an agreement line to open the Rental Agreement Line Entry window.
4. Mark the **Allow Roll Forward** checkbox.
5. Select whether you want to **Auto Adjust Rates**.

6. Save the line.

Rental Invoice Inquiry

You can inquire about invoices that are either current or historical.

1. Select *Inquiry > Signature Equipment > Rental Invoice Inquiry*.
2. Select an invoice. The Invoice Status at the bottom of the window indicates whether the invoice is Current or Historical.
3. To view additional information for this invoice, select the appropriate button.
4. Select *OK* to close the Rental Invoice Inquiry window.

Taking Equipment Off Rent

When equipment is ready to be taken off rent, you can record the off rental dates using the On Rental Entry window. For agreements that have more than one piece of equipment, you can record different off rental dates for each agreement line.

1. Select *Transactions > Equipment > Rental Agreement Entry*.
2. Select an agreement.
3. Select the *On Rental* button.
4. If you have multiple agreement lines, select the line on the bottom of the window.
5. Mark the **Off Rental** checkbox.
6. Enter a **Date**. Today's date fills automatically.
7. The **Off Rental Number** is generated automatically.
8. Select *Process*.

Completing an Agreement and Sending It to History

When an agreement is complete and fully invoiced, you can mark it as complete and send it into history.

1. Open an agreement.
2. Select the *Complete* button at the top of the window.
3. Select Yes to the message asking if you are sure you want to move the agreement to history.

Renting Equipment to a Job

You can apply costs from the internal rental of equipment to a job. You may have a large job lasting over a period of time on which you use your own piece of equipment on the job and Job Cost will be billing the external customer. In this "rent to job" scenario, you want Equipment Management to generate the use for the equipment rental, and you want the cost of the rental to be captured on the job.

With rent-to-job, you can record regular, multiple costs of that equipment to the job. When a rent-to-job invoice is posted, a GL transaction is created (and posted if posting through the GL), and costs are updated on the job in Job Cost. No SOP Invoice is created for rent-to-job agreements, because you are not billing an external customer.

When renting to a job, you still create rental agreements, except that you enter a job number and cost code, and several fields relating to an external customer are disabled (no customer is entered).

⚠ You must have Signature Job Cost installed to use this feature.

See also:

- Setup Procedures (page 178)
- Creating a “Rent to Job” Rental Agreement (page 179)
- Invoicing a "Rent to Job" Agreement (page 180)
- Rent to Job Bookings (page 181)
- Transferring a "Rent to Job" Booking to an Agreement (page 182)

Setup Procedures

Setting up the rent to a job feature involves the following:

- Step 1: Set Up a Rental Offset Account and a Job Offset Account (page 178)
- Step 2: Set Up a Rent to Job Invoice Type (page 178)
- Step 3: Set Up a Rent to Job Agreement (and Booking Type, if Applicable) (page 178)
    - Agreement Type (page 178)
    - Booking Type (if Applicable) (page 179)
- Step 4: Set Up GL Posting Option (Optional) and Next GL Batch Number (Required) (page 179)

Step 1: Set Up a Rental Offset Account and a Job Offset Account

You must set up one debit account for rental offset that will serve as an offset for the equipment rental, and one credit account that will serve as an offset account for the job. These accounts are used to offset the cost of goods sold (COGS) accounts to avoid the overstating of sales in financial records.

1. Select *Cards > Financial > Account*.
2. Create an account with a **Category** of Accounts Receivable.
3. Fill the remaining fields, as necessary. Select *Save*.
4. Next, create a job offset account with a **Category** of Accounts Payable.
5. Fill the remaining fields, as necessary. Select *Save*.

Step 2: Set Up a Rent to Job Invoice Type

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Invoice Types*.
2. Enter an **Invoice Type ID** and **Description**.
3. Select Rent To Job as the **Rent To Type**.
4. Fill the remaining fields, as necessary.
5. Select *Save*.

Step 3: Set Up a Rent to Job Agreement (and Booking Type, if Applicable)

Agreement Type

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Agreement Types*.
2. Enter an **Agreement Type ID** and **Description**. We recommend something that conveys that this is a job agreement type, such as RENTOJOB or something similar.
3. Select Rent to Job as the **Rent To Type**.
4. Select a **Rental Offset Account** and **Job Offset Account**.
5. Fill the remaining fields, as necessary. The Invoice Type selected must have a Rent To Type of Rent To Job.

6. Select *Save*.

Booking Type (if Applicable)

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Booking Types*.
2. Enter a **Booking Type ID** and **Description**. We recommend something that conveys that this is a job booking type, such as RENTOJOB BOOK or something similar.
3. Select Rent to Job as the **Rent To Type**.
4. Fill the remaining fields, as necessary. The Agreement Type ID must have a Rent To Type of Rent To Job.
5. Select *Save*.

Step 4: Set Up GL Posting Option (Optional) and Next GL Batch Number (Required)

When a "rent to job" invoice is posted, a GL transaction is created. You can decide whether to post **to** the GL, meaning a GL transaction is created for you to post (and edit) yourself - OR - to post **through** the GL, meaning that the GL transaction will be created and automatically posted for you.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Rental Setup*.
2. Mark the checkbox: **Post Through GL for Job Invoices**, if applicable.
3. Enter a **Next GL Batch Number**. If this field is blank, you will receive an error while posting an invoice.
4. Select *OK*.

Creating a “Rent to Job” Rental Agreement

Creating a rental agreement for equipment that has been rented to a job differs from a regular rent to customer agreement in the following ways:

- You use a special agreement type for "rent to job" agreements.
- You specify a job number and cost code instead of a customer. This is optional at the agreement level but required at the agreement line level.

Step 1: Complete the Rental Agreement Entry Window

1. Select *Transactions > Signature Equipment > Rental Agreement Entry*.
2. Select a "rent to job" **Agreement Type**. The Customer ID, Customer Number, and PO Number fields are replaced by the **Job Number**, **Job Description**, and **Cost Code** fields.
3. Fill the **Job Number** and **Cost Code** fields. The job in Job Cost must be active and cannot be closed.
4. Complete the remaining fields.

Step 2: Create Rental Agreement Lines

1. On the Rental Agreement Entry window, select *Line Entry* to open the Rental Agreement Line Entry window.
2. Select an **Equipment ID** or **Item**. Pricing information fills accordingly (assuming a price template has been set up).
3. Enter a **Job Number** and **Cost Code**. These fields fill automatically if entered on the agreement.
4. Mark the agreement line as On Rental.
5. Mark the agreement line as On Rental, and select *Save*.

Step 3: Create Miscellaneous Lines (if Applicable)

1. On the Rental Agreement Entry window, select *Misc. Entry* to open the Rental Agreement Miscellaneous Entry window.
2. Select an **Item Number**. The Job Number and Cost Code fields fill automatically if entered on the agreement.
3. Fill the remaining fields as necessary, and select *Save*. The following fields/checkboxes are disabled for "rent to job" agreements: Assign to Equipment, Subject to Commissions, Tax Source, and Tax Schedule ID. For "rent to job" agreement types, the Rental Agreement Details Entry window and corresponding inquiry windows will contain job information from the agreement.

> ⚠ You cannot enter an inventory item, as an inventory transaction is not created when an invoice for this agreement is posted.

Invoicing a "Rent to Job" Agreement

Even though you do not send an actual invoice to a customer for a "rent to job" agreement, you must still create and post an invoice. This creates a GL transaction, which can then be posted with job information to update costs in Job Cost.

> ⚠ If you are using RM posting, you cannot post batches that have a mix of rent to customers and rent to job invoices. You must post the invoices separately from the Rental Invoice Entry window.

How Invoicing Works With “Rent to Job” Agreements

You can create individual "rent to job" invoices or a batch of rent to job invoices. For individual and batch invoices, instead of an SOP invoice, a GL transaction is created. If multiple invoices are in a batch, each invoice receives its own journal entry, but only ONE batch is created.
If there is a mix of rent to customer and rent to job invoices in a batch, the system creates one SOP document for each rent to customer invoice, as it works currently. For rent to job invoices, one GL batch is created that contains all rent to job invoices.

Individual Invoice Entry

1. On the Rental Agreement Entry window, select *Invoice*.
2. Fill the fields accordingly and select *Invoice* to open the Rental Invoice Entry window. The **Job Number**, **Job Description**, and **Cost Code** fields fill from the agreement.
3. Double-click the invoice line, and make changes, as necessary.
4. Fill any remaining fields as necessary, including the Rental Invoice Line Entry or Rental Invoice Miscellaneous Entry windows. You can also print a Rental Invoice GL Posting Edit List prior to posting; select the printer drop-down in the upper right portion of the Rental Invoice Entry window and select *Edit List*.
5. On the Rental Invoice Entry window, verify the information, and select **Save**, or *Post* to post the invoice.
6. On the Rental Invoice Entry window, verify the information, and select *Post* to post the invoice.

Batch Invoice Entry

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Rental Invoice Billing*.
2. In the **Agreement Type ID** field, enter a rent to job agreement type.
3. Fill the remaining fields as you normally would.

4. When finished, select *Invoice*.

After Invoices Are Posted

After "rent to job" invoices are posted, the following occurs:

- The system creates a GL transaction, and either posts the transaction (if Post through GL setup option is marked) or just creates the transaction.
- When the GL transaction is posted, Job Cost is updated with the posted costs.

You can access the WS Transaction Entry window via the menu (*Transactions* > *Financial* > *General*) or by zooming on the **Journal Entry** field in the Rental Invoice Details Inquiry window.
The Journal Entry number for GL appears on the Rental Invoice Details Inquiry window.

About “Rent to Job” Account Distributions

In addition to the rental rate, insurance, overage, and markdown account distributions, the system creates distributions for the following accounts for "rent to job" agreements:

- **Cost Code**
  The account assigned to the cost code for the selected job.
- **Rental Offset**
  The debit receivables account.
- **Job Offset**
  The credit payables account.

The type of "Other" is used for "rent to job" transactions. You can also see account distributions for each invoice in the Rental Invoice Distribution Entry window. However, unlike rent to customer invoices, you CANNOT change distributions for a "rent to job" invoice.

Viewing Updated Costs in Job Cost

When the GL transaction(s) is posted, the costs appear in Job Cost and can be viewed from the Job Status window.

1. Select *Inquiry* > *Job Cost* > *Job Status*.
2. Select a job.
3. Zoom on posted costs to open the Cost Code Summary window.
4. Double-click the costs code to open the Cost Codes Detail window.
5. Zoom on actual costs for the affected cost element to open the Transaction Summary window.

Notice the GL transactions that were created and posted to Job Cost.

Viewing Job Information in the Equipment Manager

For rent to job agreements, the job-related displays in the Details and On Rental tabs of the Equipment Manager when the equipment is on-rent and for the piece of equipment that is on-rent.

Rent to Job Bookings

You can create "rent to job" bookings, similar to agreements. As with rent to customer bookings, you can transfer "rent to job" bookings into agreements. Windows for "rent to job" bookings contain similar job-related data entry fields as agreements.

Transferring a "Rent to Job" Booking to an Agreement

When you transfer a "rent to job" booking to an agreement, in the Rental Booking Transfer window, you must select an Agreement Type ID that is a rent to job agreement type.

Vehicle Readings

With the Vehicle Readings module, you can record tire/brake wear and fuel levels/hours for use in the equipment rental process. Vehicle readings can be entered manually from Rental Agreement Line Entry or Service Call, or as task responses from Service Management or MobileTech.

The process flow for manually entering inbound vehicle readings associated with a service call would be similar to

1. The user creates an inbound service call, either through MobileTech or by choosing the new service call icon under Off Rental in Rental Agreement Line Entry.
2. A new service call is created.
3. The Vehicle Readings window is accessed by choosing the Vehicle Readings button to enter the wear and/or fuel readings. The service call ID, rental agreement number, line number, On/Off rental flags, and dates will automatically populate in the header. The call type will default as an inbound call type.
4. When a service call is marked complete, the readings are committed. The readings may also be manually committed in Vehicle Readings. Once committed, any variances will be added as miscellaneous lines in Rental Agreement Entry. These items will be invoiced on the next invoice run. The vehicle readings are no longer editable after being committed.

The process flow for vehicle readings not associated with a service call would be similar to:

1. The user accesses Rental Agreement Line Entry and accesses Vehicle Readings by choosing the vehicle reading icon under Off Rental in Rental Agreement Line Entry.
2. The rental agreement number, line number, On/Off rental flags, and dates will automatically populate in the header. The call type will default as an inbound call type.
3. When the reading is manually committed in Vehicle Readings, any variances will be added as miscellaneous lines in Rental Agreement Entry. These items will be invoiced on the next invoice run. The vehicle readings are no longer editable after being committed.

The process for entering task-based vehicle readings associated with a service call would be similar to:

1. The user creates an inbound service call, either through MobileTech or by choosing the new service call icon under On Rental in Rental Agreement Line Entry. A new service call is created and the call ID displays in the Service Call ID field.
2. Zoom on Service Call ID to open Service Call with the appropriate details automatically filled.
3. Select *Vehicle Readings*.

> ⚠ The process for entering an outbound vehicle reading is similar, although you are just recording the readings. No invoices are created. You must select *Commit* after entering the readings.

See also:

- Setting Up Vehicle Readings (page 183)

- Recording Vehicle Readings (page 184)
- Completing the Vehicle Readings Entry Window (page 184)
- Task-Based Vehicle Readings (page 186)
- Vehicle Reading Processing (page 186)
- Viewing the Vehicle Reading Inquiry Window (page 187)

Setting Up Vehicle Readings

The set up for vehicle readings includes choosing the appropriate item numbers and units of measure as well as if the tire or brake wear should be charged by line or combined. The item number fields provide the ability to manage the item numbers used to charge customers for the use of these items.

> ⚠ The item type for these item numbers must be **SERVICES**.

By utilizing items, the flexibility is provided to control the pricing of the charges through the standard Microsoft Dynamics GP pricing functionality and thus manage pricing at the customer address level. In the setup window, you can also indicate what amount of wear is acceptable for tire and brake wear. This window also includes a price level field that the price level will default to if the customer does not have a price level assigned.

To set up vehicle readings:

1. Go to *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Rental > Rental Setup*.
2. Select *Vehicle Readings*.
3. Enter the following information:
    - **Tire Type Change**
      Select the tire type item number.
    - **Tire Type Unit of Measure**
      Select the unit of measure for tire type.
    - **Tire Wear Item Number**
      Select the tire wear item number.
    - **Tire Unit of Measure**
      Select the unit of measure for tire wear.
    - **Tire Charge**
      Select if the usage is to be charged individually by tire or all tire variances combined.
    - **Acceptable Tire Wear**
      Enter the amount of acceptable tire wear.
    - **Brake Wear Item Number**
      Select the brake wear item number.
    - **Brake Unit of Measure**
      Select the unit of measure for brake wear.
    - **Brake Charge**
      Select if the usage is to be charged individually by brake or all brake variances combined.
    - **Acceptable Brake Wear**
      Enter the amount of acceptable brake wear.
    - **Fuel Item Number**
      Select the fuel item number.
    - **Fuel Unit of Measure**
      Select the unit of measure for fuel.
    - **Reefer Hours Item Number**
      Select the reefer hours item number.
    - **Reefer Hours Unit of Measure**
      Select the reefer hours unit of measure.

- **Default Price Level**
  Select a price level to use when customers do not have a price level assigned in Rental Additional Information. For more information, see Additional Address Information (page 146).
- **Process Credits**
  Mark this checkbox to process negative readings as credits.

4. Select *Brands* to open Brand Entry to enter the tire brands.
5. Select *Save*.

Recording Vehicle Readings

While most vehicle readings will be entered in MobileTech, vehicle wear readings can be manually entered on inbound and outbound call types from Service Call or Rental Agreement Line Entry. The Vehicle Readings Entry window displays the previous and new vehicle readings.

> ⚠ Vehicle readings can also be entered on tasks in a service call. For more information, Task-Based Vehicle Readings (page 186).

The readings are associated with a service call when accessed from the Service call window.

Accessing Vehicle Readings from the Service Call window:

1. Go to *Cards > Service Management > Service Manager > Service Call*.
2. Select **Vehicle Readings**.

Accessing Vehicle Readings without associating the readings with a call from the Rental Agreement Line Entry window:

1. Go to *Transactions > Signature Equipment > Rental Agreement Entry > Line Entry.*
2. In Rental Agreement Line Entry, select the vehicle reading icon for either On Rental or Off Rental.
3. Choosing the Vehicle Reading icon under On Rental will create an outbound vehicle reading and, likewise, choosing the icon under Off Rental will create an inbound vehicle reading.

Completing the Vehicle Readings Entry Window

The fields in the window's header will auto-populate from the Service Call Entry window.

- **Transaction Number**
  Displays the auto-generated transaction number.
- **Equipment ID**
  Displays the equipment ID from the service call.
- **Rental Agreement**
  Displays the rental agreement number, if applicable.
- **Line Number**
  Displays the line number from the rental agreement.
- **Reading Type**
  Displays whether the reading is inbound or outbound.
- **Service Call ID**
  Displays the service call ID from the service call. If creating a vehicle reading not associated with a service call, this field will be blank.

Completing Tire Readings

The tire reading section displays the last reading, if available, as read-only. Once you have entered a new reading, the variance field will display the difference between the last reading and the new reading. To complete the new reading, enter the following information.

- **Position**
  Displays the tire position.
- **Brand**
  Select the tire brand.
- **Type**
  Select the tire type of Original or Retread.
- **Reading**
  Enter the tire wear reading.
- **Wear**
  Displays the variance between the inbound reading and the outbound reading.
- **Total**
  Located at the bottom of the window, displays a running row total for the previous and new measurements as well as a wear total.

Completing Brake Readings

The brake reading section displays the last reading as read-only. Once you have entered a new reading, the variance field will display the difference between the last reading and the new reading.

- **Position**
  Displays the brake position.
- **Previous**
  Displays the last brake reading.
- **Current**
  Enter the new brake width measurement.
- **Wear**
  Displays the variance between the new reading and the previous reading.

Completing Reefer Readings

The reefer section displays the outbound reading for fuel and hours as read-only. Once you have entered a new inbound reading, the wear field will display the variance between the last reading and the new reading.

- **Previous**
  Displays the last fuel or hour reading.
- **Current**
  Enter the new fuel or hour reading
- **Wear**
  Displays the variance between the new reading and the previous reading.

Buttons on This Window

- **Save**
  Saves the document.

- **Delete**
  Deletes the document, however, you can only delete readings entered in this window and the readings cannot be committed.
- **Commit**
  Commits the transactions and generates the miscellaneous line entries in Rental Agreement Entry.

Task-Based Vehicle Readings

Vehicle reading responses can also be created as a task, with multiple responses created for one task, and the task can be assigned to a service call. For example, you can create a task code for FLO Tire Inspection and then have responses such as tire brand, tire type, tread depth, and brake pad width set up. Vehicle reading responses will be automatically committed.

> ⚠ For more information on creating the task responses, Additional Task Responses in the Service Management manual or help file. Go to *Help > Signature Manuals or Help > Signature Help*.

You can create a new service call from Rental Agreement Line Entry by choosing the New Service Call icon. The created call references the rental agreement number and the line number. The service call ID will automatically populate as will the On/Off Rental flags and dates.

Vehicle Reading Processing

As tire, brake, and fuel recordings impact rental agreements at the inbound and outbound stages, the net impact (negative variances) of the readings affects the invoicing process. It is important that the invoicing of the possible charges be subject to a review by the user before the final off rental invoice being generated. The processing of inbound readings will create miscellaneous items on the rental agreement awaiting invoicing.

After the inbound service call is completed or the reading has been committed, the system will check to see if the:

- Rental agreement line is covered by maintenance. If a piece of equipment is covered by maintenance, mark the **Fully Maintained** checkbox in Rental Agreement Line Entry to indicate that the only wear charges to be incurred are for a tire change of original to retread or if there are reefer charges.
- Readings are unbalanced, meaning the number of inbound readings does not equal the number of outbound readings. If the readings are unbalanced, you can save the vehicle reading, but you will not be able to commit the reading. By saving the vehicle reading, you can edit this once you know what the missing reading is and can enter it later. A SmartList has been created to view the unbalanced readings as well as an edit list is available for rental agreements where unbalanced readings exist.

Once the reading is committed and if the rental agreement line entry is not set to maintenance, the system will:

- Check setup to see if variances are to be charged on a combined or individual basis.
- Calculate the totals for tire, brake, and fuel readings.
- Compare inbound totals with outbound totals from the relevant outbound call.

If the wear variance reading is negative, and you have not marked to process credits in the Vehicle Readings setup window, there will be no charge for the wear. Likewise, if you have marked to process credits, credits will be processed.

Setting the Automatic Processing Time for the System

You can update minutes for between the automatic processes for On/Off Rental Processing and the Commit Vehicle Readings processing.

In the Dex.ini settings update the following lines to the appropriate number of minutes between processing. The default setting is to run each process every 5 minutes. Setting the number to 0 will set the process to not run.

EQS_On_Off_Rental_Process_Minutes=5

EQS_Vehicle_Readings_Process_Minutes=5

Viewing the Vehicle Reading Inquiry Window

After the vehicle reading is committed, the fields cannot be edited and the window will display as view-only and the fields cannot be edited. The inquiry window is accessed the same way as the entry window, either by going to Service Call or Rental Booking Line Entry and then choosing the vehicle readings button.

Transport

The Transport module manages the logistics and costs of moving equipment from one place to another, usually from your premises to a customer site and back again. Where transport costs are billable, this module allows for the creation of invoices, with prices coming from the Inventory module. In addition to working closely with the Equipment Manager and the Rental module, the Transport module uses the Inventory module and SOP. The Inventory and SOP modules must be installed. Transport requests can be generated directly from an equipment rental agreement.

The major steps recorded by the Transport module are:

- A transport request is recorded. This may be entered directly or as a part of a rental agreement. Equipment being transported must be recorded in the Equipment Manager, with a transport pricing item on the Transport tab.
- The transport request is scheduled to a truck and may be carried out using internal resources or a contractor.
- The dispatch and delivery are recorded.
- If billable, the transport amount is invoiced directly through the SOP module, or in the case of a rental agreement, the amount is included as an extra item on the next invoice against the rental agreement. Equipment transport revenue is invoiced as a service item.

See also:

- Setting Up the Transport Module (page 187)
- Using the Transport Module (page 189)
- Viewing Transport Inquiries (page 192)

Setting Up the Transport Module

Setting up the Transport module involves choosing general setup options for how the module will function and creating job categories, job divisions, transport options, and a list of available trucks.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Transport > Transport Setup*.
2. Complete the following fields:
    - **Transport Item Number**
      Used for billing purposes; the description will print on the invoice. Select a transport item or create one by zooming on this field. The item must have a type of Services.

- **Transport Pricing Item Class**
  Equipment transport is charged per Inventory module items belonging to an item class created for this purpose. It is essential that pricing is set up and the default selling unit of measurement and default price level are set up for each transport item of this class in the Inventory module.
- **Invoice Type ID**
  Select the invoice type ID to be used for transport invoices, which are not generated from the Rental module. Invoice types are created in the SOP module.
- **Next Request Master Number**
  Enter the starting number for the request master number.
- **Next Job Number - Deliveries**
  Enter the next job number for deliveries, retrievals, and other jobs. The request master number maintains a link between transport documents. The system will always try to link a delivery and pickup and use the same number, with different prefixes, for both.
- **Next Job Number - Retrievals**
  Enter the next job number for retrievals. The request master number maintains a link between transport documents. The system will always try to link a delivery and pickup and use the same number, with different prefixes, for both.
- **Next Job Number - Other**
  Enter the next job number for other jobs. The request master number maintains a link between transport documents. The system will always try to link a delivery and pickup and use the same number, with different prefixes, for both.
- **Reuse Transport Job Numbers**
  Mark the checkbox next to numbers that you want to reuse. Reusing numbers from deleted jobs will ensure a full sequence of job numbers.
- **Internal Transport Charges**
  Enter the Base Charge, Charge Per Hour, and Round To Nearest Minute rates for internal transport charges. When the system calculates the costs for a job, it will use these rates and round off the rate per the number of minutes specified.
- **Scheduler Refresh Rate**
  Enter the Maintenance and Inquiry scheduler refresh rates. These are the intervals at which information on the Transport Scheduler will be automatically refreshed.

See also:

- Creating Job Categories (page 188)
- Creating Job Divisions (page 189)
- Creating Transport Options (page 189)
- Creating Trucks (page 189)

Creating Job Categories

Job categories describe and classify different kinds of jobs. Categories are used to direct costs to general ledger accounts and for reporting.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Transport > Job Categories*.
2. Enter a **Job Category ID** and **Description**.
3. Select a general ledger account for **Transport Costs**. This is the account for cost of sale.
4. Select a general ledger account for **Internal Charges**. This is the account for the inventory posting.
5. Select *Save*.

Creating Job Divisions

Job divisions are used to describe and classify jobs.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Transport > Job Divisions*.
2. Enter a **Job Division ID**.
3. Enter a **Description**.
4. Select *Save*.

Creating Transport Options

Transport options are amounts that may be added to a transport invoice. These items should be set up as Inventory module items with a type of Services. Note that this list is used when adding options to a request, but it possible to add other service items.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Transport > Transport Options*.
2. Use the lookup to select an **Item Number**.
3. Select *OK*.

Creating Trucks

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment >Transport > Trucks*.
2. Enter a **Truck ID** and **Description**.
3. Mark the **Subcontractor** checkbox if the truck belongs to a third party.
4. If the Subcontractor checkbox is marked, you can select the **Vendor ID** for the contractor.
5. Select *Save*.

> ⚠ The truck ID *ALL is system-generated and displays all trucks and cannot be deleted or changed.

Using the Transport Module

The first step of the transport process is creating a transport request. The request is then assigned to a truck using the Transport Scheduler. The transport is dispatched and delivered. The final step is invoicing the transport using the Transport Invoicing window.

If a piece of equipment is to be available for transport, the equipment record must include a transport pricing item on the Transport tab in the Equipment Manager window.

See also:

- Creating Transport Requests (page 190)
- Using the Transport Scheduler (page 191)
- Recording Dispatch and Delivery Times (page 191)
- Creating Transport Invoices (page 191)

Creating Transport Requests

Transport requests are created to schedule a delivery, pickup, retrieval, or other transport operation for a piece of equipment. You can assign deliver from and deliver to locations based on the equipment line.

1. Select *Transactions > Signature Equipment > Transport Requests*.
2. Complete the following fields.
   - **Job Type**
     Select a job type from the drop-down. The system will try to link deliveries and pickups by using the same document numbers with different prefixes. Select **Other** if the equipment is being delivered and will not be returned. Select **Retrieval** if this is a pickup for which there was no delivery. If you select **Pickup**, you will be asked to copy an existing delivery. Select *Copy* and select the transport request under which the equipment was delivered. Most information from the delivery will automatically be used on the pickup request. The deliver to and deliver from addresses will be reversed in the Transport Request Customer Information window.
   - **Job Number**
     Automatically generated if the job type is Delivery, Retrieval, or Other.
   - **Customer ID**
     Select a customer.
   - **Job Status**
     Select a status from the drop-down. Jobs with a Not Ready status will not be listed on the Transport Scheduler for assignment to a truck. Jobs with an Available or Urgent status are considered ready to be scheduled for transport.
   - **Job Category ID**
     This will determine the accounts to which the invoice will be posted when the transport is invoiced.
   - **Division**
     Select a job division.
   - **Date**
     Enter a date for the transport request.
   - **Time**
     Enter a date for the transport request.
   - **Deliver To**
     This field will automatically populate for a delivery job type if an equipment location has been created for the customer's primary ship-to address location. If no equipment location exists for the customer's primary ship to address, the system will create one based on the format: CUSTOMER ID ADDRESS ID. See Setting Up Locations (page 35).
3. Select the expansion button in the Customer ID field to open the Transport Request Customer Information window where you can enter or modify the deliver from and deliver to locations. This information is used to default deliver from and deliver to information to the line equipment items. Complete the **Deliver From**, **Deliver To**, and any other fields and select *OK* to close the window. If you leave the Deliver From field blank, the Location field in the Equipment Manager window will be used to populate the Deliver From field on the equipment line items.
4. In the Transport Request Maintenance window, select the equipment ID for each piece of equipment to be transported on this request. The rate and unit of measure will default from the transport pricing item selected on the Transport tab in the Equipment Manager window for each piece of equipment.
5. To enter and modify the deliver from and deliver to locations and other information for an individual piece of equipment, select the Equipment ID field expansion button to open the Transport Request Equipment window. Use the lookups in the **Deliver From** and **Deliver To** fields to enter location information. These fields default from the Transport Request Customer Information window. If the Deliver From field in the Transport Request Customer Information window is blank, the Location field in the Equipment Manager window is used to populate the Deliver From field. If the transport request was created from the Equipment Transfer window, the current location will be used for the Deliver From field and the transfer to location will be used for the Deliver To

field. If the transport request was created from the Rental Agreement window, deliver to and deliver from information defaults from the rental agreement. Select *OK* to close the window.
6. To include any additional charges, select the expansion button in the Other Charges field in the Transport Request Maintenance window. In the Transport Request Other Charges window, select the lookup in the Item Number field to add additional charges. You can view transport items only or all items by choosing the Transport Option Items or All Items radio buttons. Double-click an item to select it. Select *OK* in the Transport Request Options window.
7. Select *Print* to print the transport request.
8. Select *Save*.

Using the Transport Scheduler

Use the Transport Scheduler to assign transport requests to a truck. Transport requests with the status of Urgent or Available are listed in the Transport Scheduler window. Jobs with the status Not Ready will not be listed on the Transport Scheduler.

1. Select *Transactions > Signature Equipment > Transport Scheduler*.
2. Select a **Truck ID**.
3. Double-click a transport request in the upper scrolling window to include this request on the truck. To remove a transport request, double-click the transport request in the lower scrolling window.
4. Use the arrow buttons to rearrange the transport requests in a preferred delivery order. Items will appear in this order on the printed list of assignments for the truck. To print the assignment list for a truck, select the truck in the Truck ID field, and select the print button. From and To field information comes from the City field in the Transport Request Equipment window.
5. Select *OK*.

Recording Dispatch and Delivery Times

The transport delivery transaction records the date and time when a job was dispatched and delivered. Entering these times correctly is important because they are used to calculate the cost of the job if the delivery has been assigned to a subcontracted truck. This calculation will use the times entered on the delivery and the rates entered in the Transport Setup window. Once a transport job is marked as delivered, it becomes available for invoicing.

1. Select *Transactions > Signature Equipment > Transport Deliveries*.
2. Enter a **Truck ID**. Transport requests assigned to this truck are listed.
3. For each job dispatched, mark the **Dispatched** checkbox and enter a date and time. A dispatched date and time must be entered before the Delivered checkbox can be entered.
4. For each job that has reached its destination, mark the **Delivered** checkbox and enter a date and time. You cannot change the dis patched date and time after the Delivered checkbox is marked.
5. Select *Process*.

Creating Transport Invoices

Once a transport request has been delivered, it can be invoiced. Transport invoices for transport requests initiated in the Transport module are saved in a SOP batch. When transport requests initiated from the Rental module are marked for invoicing, they are held until the related rental invoice is created, and the transport charge is added to the rental invoice. The rate on the rental or transport invoices comes from the transport pricing inventory item. Where delivery was assigned to a subcontracted truck, costs will also be calculated on the rental or transport invoice. To create transport invoices, you must have a default inventory site set up in SOP.

1. Select *Transactions > Signature Equipment > Transport Invoicing*.
2. Enter a **Document Date**.

3. Enter a **SOP Batch ID**.
4. Use the **Marking Options** drop-down list if you want to limit the ability to mark/unmark requests based on whether the requests originated as rental agreements. Select *Mark* or *Unmark*. Once marked, the invoice amount displays. If the truck is subcontracted, the cost amount will display. Costs are set up in the Transport Setup window. You can mark and unmark individual jobs.
5. Select the expansion button in the **Cost Amount** field if you want to change the invoice amount or the cost amount.
6. Select *Invoice* to invoice the marked jobs.
7. Select a print destination for the Transport Invoice processing log. This report lists all invoices created with the invoice numbers. You can retrieve invoices by choosing *Transactions > Sales > Sales Trx Entry*. If the transport rate is an hourly rate rather than a flat fee, you may need to change the quantity (number of hours) on the SOP invoice before printing and posting. Tax on the transport invoices is determined by the tax schedule chosen for the inventory site, the pricing item, and the customer. The customer record should also have a shipping method chosen.
8. Print and post the SOP invoices. The transport job number will automatically appear in the fourth user-defined field in the Sales User-Defined Fields Entry window for the SOP invoice.

Viewing Transport Inquiries

You can view transport inquiries and schedule inquiries.

In addition to using numerous filters to view transport documents, you can assign a delivery to a truck, schedule a delivery, and create an invoice from the Transport Inquiry window.

1. Select *Inquiry > Signature Equipment > Transport Inquiry*.
2. Select the Model, Equipment, or Customer radio button in the **Filter** field.
3. Enter a **Model**, **Equipment ID**, or **Customer ID** and **Address ID**.
4. Use the drop-down list in the **Date** field to select Dispatch, Delivered, or Document. Select the **All** or **From** radio button and enter a date range.
5. Mark the checkboxes to assign filters.
6. Select *Redisplay* after entering a date range or choosing a checkbox.
7. Double-click an item in the scrolling window to perform one of the following actions:
    - If the record has a status of Unassigned, the Transport Scheduler Maintenance window opens.
    - If the record has a status of Assigned or Dispatched, the Transport Delivery Maintenance window opens.
    - If the record has a status of Delivered, the Transport Invoicing window opens.
    - If the record has a status of Invoiced, the Transport Request Maintenance window opens.

Viewing Transport Schedule Inquiries

The Transport Schedule Inquiry window is similar to the Transport Scheduler window. The top half of the window displays unassigned transport requests. The bottom half of the window displays the jobs assigned to a specific truck or to all trucks. The window is useful for users who need to view and not edit schedule data.

1. Select *Inquiry > Signature Equipment > Transport Scheduler*.
2. Select a **Truck ID**.

Scheduled Maintenance

You can create scheduled maintenance records to help ensure your equipment fleet is serviced in a timely and quality manner. The maintenance records are based on meter readings and/or date due. Scheduled maintenance can be

marked to recur. You also can forecast scheduled maintenance to help anticipate upcoming labor hours and equipment costs.

If you are using Service Management, you can use the Service Management task and task list databases to create scheduled maintenance records. Further, Service Management service calls can be created from Equipment Management. Service calls in turn can be set up to update operating logs in Equipment Management.

> ⚠ Inactive task lists are filtered out from displaying in any lookup and cannot be assigned. If a task list has any task codes that are inactive, only the active task codes will be created in the service call.

- Setting Up Scheduled Maintenance (page 193)
- Using the Scheduled Maintenance Module (page 197)
- Scheduled Maintenance Reports (page 204)

Setting Up Scheduled Maintenance

Setting up scheduled maintenance involves creating task groups, scheduled maintenance types, and scheduled maintenance classes. Task groups are made up of tasks and task lists from Service Management and are assigned to maintenance types. Maintenance classes are a collection of maintenance types.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Scheduled Maintenance*.
2. Complete the following fields, as necessary:
   - **Default forecast in next**
     Enter the number of days.
   - **Use Due Date**
     If marked, the due date is used to generate a SM Service Call ID. If the option is not marked, the system uses the current system date. If multiple records are selected, the system uses the earliest date.

See also:

- Creating Task Groups (page 193)
- Creating Maintenance Types (page 194)
- Creating Maintenance Classes (page 196)
- Setting Up Tasks in Service Management (page 196)

Creating Task Groups

Task groups are a collection of tasks and task lists that are created in Service Management. You must have Service Management installed on your client to use tasks and task lists to create a task group. Task groups are used as templates to easily add a group of tasks and task lists to a maintenance type or a scheduled maintenance record.

> ⚠ Inactive task codes and task lists are filtered out from displaying in any lookup and cannot be assigned to equipment, service call, or scheduled maintenance. If a task list has any task codes that are inactive, only the active task codes will be assigned.

To create a task group:

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Scheduled Maintenance > Task Groups*.
2. Enter a **Task Group ID** and **Description**.

3. Select *Add Task* to open the Service Management Task Code window where you can select a task. You can add a stand-alone task more than once. Subtasks appear after the main task.
4. Select *Add Task List* to open the Service Management Task Lists window where you can select a task list. You can add a task list only once.
5. If you select the **Tree View** radio button, you can use the *Expand* button to view the tasks and task lists to the subtask level. In the tree view, tasks will remain in the order they are entered in the task group. Task lists show alphabetically. You can use the *Remove* button to delete tasks and task lists from the task group. Subtasks are removed with a task and all tasks on a task list are removed with a task list.
6. Use the *Copy* button to create a new task group ID based on an existing one. In the Copy Task Group window, enter a new task group ID and description. Select *Copy*.
7. Use the printer button to print the Task Group List report.
8. Select *Save*.

Creating Maintenance Types

Maintenance types are templates of when scheduled maintenance should be performed on a piece of equipment and what specific tasks should be performed as part of the scheduled maintenance.

Scheduled maintenance records are created based on date and/or meter reading. Completion dates from the prior scheduled maintenance record or from the Service Management service call are used to create new scheduled maintenance records.

When using meter readings, scheduled maintenance records are created based on the Usage Life to Date field in the Equipment Manager window. Operating logs update the Usage Life to Date field.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Scheduled Maintenance > Maintenance Types*.
2. Complete the following fields.
    - **Maintenance Type ID**
      Enter a maintenance type ID.
    - **Description**
      Enter a description.
    - **Task Description**
      Enter a task description. Use the expansion button to open the Task Description window where you can add a detailed description up to 32,000 characters. This information is especially necessary if you aren't using the Service Management task database because the description will print on reports.
    - **Use Date**
      Mark this checkbox if you want to schedule maintenance using a date. The date due is calculated using the Microsoft Dynamics GP user date.
    - **Frequency**
      Enter a number. Then use the drop-down list to select a time period.
    - **Round Type**
      Select a round type:
        - **Week**
          If you want the calculated date to fall on a specific day of the week.
        - **Month**
          If you want the calculated date to fall on a specific day of the month. If the day of month chosen is beyond the last day of the month, the last day is chosen.
    - **Round To**
      Select to round to the nearest or next time period. If the round type is Week, select a day of the week from the drop-down list. If the round type is Month, enter a number between 1 and 31.
    - **Use Meter**
      Mark this checkbox if you want to schedule maintenance based on operating log readings.

- **Usage Type**
  Select a usage type. Actual means the maintenance will be scheduled when the Usage Life to Date field reaches a certain amount or greater. If the usage type is relative, the maintenance will be scheduled in increments relative to the amount entered in the Relative Usage field.
- **Relative/Actual Usage**
  Depending on the usage type, enter a relative or actual usage amount.
- **Round To**
  Enter an amount. The resulting due at reading will be divisible by this amount. For example, if the due at number is 4324 and the round to is set to 100, then the due at will round to 4300. Leave the field blank if you do not want to round.
- **U of M**
  This unit of measurement must match the Life U of M field in the Equipment Manager window for scheduled maintenance to be created.
- **Recurring**
  Mark this checkbox if you would like the maintenance performed more than once.
- **Times to Repeat**
  Then enter the number of times to repeat.
- **Use Signature Service Management**
  Mark this checkbox if you would like a service call created for the scheduled maintenance. Marking this checkbox enables the **Division** field and the *Tasks* button. See Adding tasks to maintenance types (page 195).
- **Create One Service Call**
  Mark this checkbox if you would like one service call for all tasks on all maintenance types assigned to a piece of equipment.
- **Use Maintenance Contract**
  Mark this checkbox if you would like the service call to be covered by a maintenance contract. If you mark this checkbox, MC is automatically entered in the Call Type field and the field is disabled.
- **Call Type**
  If you didn't mark the Use Maintenance Contract checkbox, you can enter a call type. Call types are created in Service Management and will appear on the service call.
- **Division**
  This field is enabled if you are using Service Management. Use the lookup to select a Service Management division to associate with this maintenance type. This division will default onto any record that is created with this maintenance type, and when a service call is created for the record, the division will default on the call.

3. Select the printer button to print the Maintenance Type Detailed List report.
4. Select *Save*.

Adding Tasks to Maintenance Types

You can add tasks and task lists from the Service Management task database to the maintenance type. If you don't have Service Management installed on your client, the *Tasks* button will be disabled.

> ⚠ Inactive task codes and task lists are filtered out from displaying in any lookup and cannot be assigned to equipment, service call, or scheduled maintenance. If a task list has any task codes that are inactive, only the active task codes will be assigned.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Scheduled Maintenance > Maintenance Types.*
2. Select a maintenance type and select the *Tasks* button.

3. In the Task View window, you can use the lookup to select a task group ID. Once a task group is added to a maintenance type, you can add and remove tasks and task lists from the maintenance type. Changes do not roll down to other maintenance types using the same task group ID.
    - You can add more than one task group to a maintenance type. If you do, the system will ask how the additional tasks should be handled.
        - If you select *Replace*, all tasks and task lists are replaced with the new tasks and task lists.
        - If you select *Add*, all stand-alone tasks will be added. Stand-alone tasks can be added more than once.
    - If a task list:
        - Doesn't exist, it will be added.
        - Does exist, the system will compare the two lists and add only those tasks that don't appear on the existing list. The same task will not appear more than once on a task list.
        - Doesn't have tasks, the task list will not appear in the Task View window.
4. Select *OK*.
5. You use the *Copy* button in the Scheduled Maintenance Type Setup window to create a new maintenance type based on an existing one. In the Copy Maintenance Type window, enter a new maintenance type ID and description. Select *Copy*.
6. Select *Save* in the Scheduled Maintenance Type Setup window.

Creating Maintenance Classes

A maintenance class is a group of maintenance types. You can use maintenance classes when assigning maintenance types to pieces of equipment when creating scheduled maintenance records for quicker setup. You could set up maintenance classes to coincide with your equipment models.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Scheduled Maintenance > Maintenance Classes*.
2. Enter a **Maintenance Class ID** and **Description**.
3. Select a **Maintenance Type ID**.
4. Use the printer button to print the Maintenance Class List report.
5. You use the *Copy* button in the Scheduled Maintenance Class Setup window to create a new maintenance class based on an existing one. In the Copy Maintenance Class window, enter a new maintenance class ID and description. Select *Copy*.
6. Select *Save*.

Setting Up Tasks in Service Management

You can automatically update equipment records in Equipment Management upon completing a task in Service Management. To do this, you associate Service Management tasks with a unit of measure and then use that task on a service call. If an integer task response is entered in the Service Call Tasks window and the service call is linked to an equipment record in Equipment Management, and the task assigned to the unit of measure and equipment record matches, an operating log will automatically be created. The operating log will automatically update the Usage Life to Date field in the Equipment Manager window. See *Completing the service tab* and *Viewing the operating log tab* in the Equipment Management User Manual. The task response feature is an optional feature in Service Management.

> ⚠ Inactive task codes and task lists are filtered out from displaying in any lookup and cannot be assigned to equipment, service call, or scheduled maintenance. If a task list has any task codes that are inactive, only the active task codes will be assigned.

Assigning Tasks to a Unit of Measure

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Units of Measure*.
2. Select a unit of measure.
3. Use the *Tasks* button to open the U of M Task Assignment window.
4. Use the lookup in the **Task Code** field to select a task code.
5. Enter the task response number (1-9).
6. Select *OK*.

Setting a Response Type on the Task Code

See *Creating task codes* in the *Service Management* documentation. The task code must have a response type of integer. Equipment Management uses the amount entered in the first field to create the operating log.

Using the Scheduled Maintenance Module

You can use the Scheduled Maintenance module to create scheduled maintenance records for Equipment Management and Service Management.

See also:

- Creating Scheduled Maintenance Records (page 197)
- Performing Scheduled Maintenance (page 198)
- Processing Scheduled Maintenance (page 200)
- Scheduled Maintenance Forecasting (page 201)
- About Average Usage (page 201)
- Viewing the Scheduled Maintenance Inquiry (page 202)
- Viewing the Scheduled Maintenance Forecast Due Date (page 202)
- Finding Equipment Due for Maintenance (page 203)

Creating Scheduled Maintenance Records

Once maintenance types are created, you can assign them to equipment records. This process creates scheduled maintenance records with a due date and due-at amount based on the maintenance type.

> ⚠ If the task or task list added to the maintenance type has been marked inactive in Service Management, when you create the scheduled maintenance record, the inactive tasks/task lists will not be added to the maintenance record.

To create a scheduled maintenance record:

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Scheduled Maintenance Creation*.
2. Use the filters to select equipment records in the upper portion of the window. The window opens with all active equipment records displayed.
3. Use the **Maintenance Class ID** and **Maintenance Type ID** filtering fields to display maintenance types in the lower portion of the window. The window opens with all maintenance types displaying.

4. Mark the checkboxes individually or use the *Mark All* and *Unmark All* buttons to create scheduled maintenance records for each combination of marked equipment in the upper portion and marked maintenance types in the lower portion of the window.
5. Select *Create*. If the Use Meter checkbox is marked in the Scheduled Maintenance Type Setup window, the unit of measure assigned to the scheduled maintenance record in the Scheduled Maintenance Type Setup window and to the equipment record in the Life U of M field in the Equipment Manager window must be the same. If it isn't, scheduled maintenance will not be created for the equipment record. You will be notified of this on the exception report, which prints after selecting *Create*.

Performing Scheduled Maintenance

Once the scheduled maintenance records are created, you can modify individual scheduled maintenance records and assign and complete the work. The process varies depending on whether the scheduled maintenance record uses Service Management.

Performing Scheduled Maintenance Without Service Management

1. Select *Transactions > Signature Equipment > Equipment Scheduled Maintenance*.
2. Enter a number in the **Maintenance Number** field or use the lookup to select a scheduled maintenance record.
3. If this scheduled maintenance record is currently being worked on, mark the **Current** checkbox. **Inactive** records do not process. If you selected a record associated with a piece of equipment that is inactive, the Current and Inactive checkboxes are disabled.
4. You can edit scheduled information thereby changing the **Due Date** and **Due At** fields.
5. You can also change the Due At field by choosing the expansion button attached to the **Prior Usage** field to open the Prior Usage Update window. If you want to enter a prior usage, enter a value in the Prior Usage field and select *OK*. If you want the prior usage to automatically update from the value in the Usage Life to Date field in the Equipment Manager window, select the *Update* button. The prior usage number is the base of what the relative number is added to. You can manually change the Due Date and Due At fields.
6. Select the printer button to print the Equipment Scheduled Maintenance Detailed report. This is a useful report for the technician performing the scheduled maintenance. At this point, you could mark the Current checkbox in the Equipment Scheduled Maintenance window to indicate that this scheduled maintenance record is currently being worked on.
7. Once the scheduled maintenance has been performed, you can mark it complete. This will move the current scheduled maintenance record to history and create recurring records. Select *Complete* to open the Process Completed Maintenance window.
8. Enter a **Meter Reading**. The last meter reading taken for that equipment defaults. The unit of measurement from the equipment record appears next to the field. An operating log will be created for the reading entered.
9. Enter a **Completion Date**. The Microsoft Dynamics GP user date appears by default.
10. Select *Complete*.

If the Recurring checkbox was marked and the value in the Times to Repeat field is one or greater, then a message will appear stating the new scheduled maintenance record has been created. The Equipment Scheduled Maintenance window will open for the new record. The Times to Repeat field will have decremented by one. The Due Date and Due At fields will be calculated based on the Meter Reading and Completion Date fields.

Performing Scheduled Maintenance With Service Management

If you are using Service Management, you can create service calls for the maintenance work from Equipment Management. Equipment can be covered by maintenance contracts in Service Management.

To create service calls in Service Management, Equipment Management equipment records must be linked to equipment records in Service Management. See *Completing the service tab* in the *Equipment Management User Manual.*

Service calls created in Equipment Management have a description of EQUIP. SCHEDULED MAINTENANCE in the Service Call window.

> ⚠ Service Management limits to 24 the number of hours that can be scheduled for one appointment. For service calls originating in Equipment Management, if the task hours, which are used to create appointments, assigned to the service call exceed 24 hours, multiple appointments will be created in Service Management.

Step 1: Create Service Calls for Scheduled Maintenance Records

If you want to modify an individual scheduled maintenance record, you can do so in the Equipment Scheduled Maintenance window. You can also create a service call for the individual record from the Equipment Scheduled Maintenance window.

> ⚠ A service call cannot be created if the location is inactive.

1. Select *Transactions > Signature Equipment > Equipment Scheduled Maintenance*.
2. Enter a number in the **Maintenance Number** field to select a scheduled maintenance record. The **Current** checkbox is automatically marked and disabled after creating calls. Inactive records do not process.
3. You can edit scheduled information thereby changing the **Due Date** and **Due At** fields.
4. You can also change the Due At field by choosing the expansion button attached to the **Prior Usage** field to open the Prior Usage Update window. If you want to enter a prior usage, enter a value in the Prior Usage field and select *OK*. If you want the prior usage to automatically update from the value in the Usage Life to Date field in the Equipment Manager window, select the *Update* button. The prior usage number is the basis of what the relative number is added to. You may manually change the Due Date and Due At fields. This process is useful if the operating log was not current when the scheduled maintenance record was created.
5. You can select the *Tasks* button to edit tasks and task lists assigned to the scheduled maintenance record. If you unmark the **Use Signature Service Management** checkbox, tasks and task lists will be removed from the scheduled maintenance record before saving. If the **Use Maintenance Contract** checkbox is marked and no contract number appears, this piece of equipment has not been attached to a maintenance contract; therefore, no contract will be used when creating the service call.
6. Select the printer button to print the Equipment Scheduled Maintenance Detailed report. This is a useful report for the technician performing the scheduled maintenance. You can print additional reports using the printer button if you have the Document Printing Enhancements feature registered.
7. You can create a new call in Service Management using the *New Call* button. Some fields, for example, the Call Type, Division, and Problem Type, default from the scheduled maintenance record onto the service call.

> ⚠ You can create many service calls at once, and, if the divisions on the scheduled maintenance records are the same, you can combine multiple scheduled maintenance records on to one service call using the Process Scheduled Maintenance window. See Processing Scheduled Maintenance (page 200).

Step 2: Record and Complete the Work in Service Management

After service calls have been created, you can record the scheduled maintenance work in Service Management. All tasks assigned to the call will be combined to create one appointment in Service Management. If the task hours exceed 24, additional appointments will be created. You can edit these appointments as necessary. See *Assigning tasks and subtasks to a service call* in the *Service Management User Manual*.

1. In the Equipment Scheduled Maintenance window, zoom on the **Service Call ID** field to open the Service Call window.
2. Select *Tasks to open the Service Call Tasks window.*
3. Complete the following fields.

- **Task Status**
  Enter a status of Complete.
- **Completion Date**
  Used to create an operating log.
- **First Response Value**
  Enter a task response value in Service Management. Equipment Management uses this field to create an operating log for the equipment. If the unit of measure is assigned to the equipment record in Equipment Management, if the task has been assigned to the unit of measure, and if the equipment record is linked between Service Management and Equipment Management, an operating log is automatically created and the Usage Life to Date field in the Equipment Manager window is updated. The service call ID is used as the document number of the operating log.

4. Select *Save* and close the Service Call Tasks window.
5. Enter a date in the **Completion Date** field in the Service Call window. The Completion Date field is important because it is used as the basis on which to create new scheduled maintenance records. If you want the Completion Date to be something other than the user date, you must enter the completion date before entering Closed or Complete in the Call Status field. If you enter the call status first, the user date automatically defaults and is saved in the Completion Date field. Once the service call is marked Complete or Closed in Service Management, it will be considered complete in Equipment Management. That is, the record will be moved to history and a new scheduled maintenance record will be created if the Recurring checkbox is marked and the Times to Repeat field is one or greater in the Equipment Scheduled Maintenance window.

Processing Scheduled Maintenance

Once scheduled maintenance records are created, you can use the Process Scheduled Maintenance window to list scheduled maintenance that is coming due based on due date and due-at values. Scheduled maintenance records using Service Management appear in the Service Call Creation window. Scheduled maintenance records that don't use Service Management appear in the Scheduled Maintenance Due window. The windows will not open if there are no records due for processing.

You can then create service calls and mark non-Service Management scheduled maintenance records as current using this process.

You must use this process to combine multiple scheduled maintenance records for the equipment on one service call.

1. Select *Microsoft Dynamics GP > Tools > Routines > Signature Equipment > Process Scheduled Maintenance*.
2. Enter a date in the **Due as of** field. The date entered will be compared to the Due Date field in the Equipment Scheduled Maintenance window. In addition, the Due At field in the Equipment Scheduled Maintenance window will be compared to the Usage Life to Date field in the Equipment Manager window to list scheduled maintenance records that are due for processing.
3. Enter a **Division** and **Branch** if you want to filter records.
4. Select *Process*.
5. The Service Call Creation window appears listing the service calls to be created. You can mark the records using the *Mark All* and *Unmark All* buttons or by choosing an individual record.
6. Select *Create Service Calls* to create service calls.
7. Select *Print* to print the Scheduled Maintenance Due for Service Management report. The report sort order is based on the sort order from the Service Call Creation window. If more than one scheduled maintenance record exists for an equipment record, one service call will be created for all the maintenance types that are processed at the same time, have the same call type, and have the Create One Service Call field checkbox marked in the Equipment Scheduled Maintenance window.
   Note: You can select a record and use the **Go To** button to open the Equipment Scheduled Maintenance window for an individual record. You can also go to a service call once it's created.
8. The Scheduled Maintenance Due window appears listing records with a status of Projected for active equipment records matching the branch and division before the due-as-of date. You can mark the checkbox to change the

status to current. Select *Update Status* to mark the Current checkbox in the Scheduled Maintenance window for the selected records.

9. Select *Print* to print the Scheduled Maintenance Due report. The report sort order is based on the sort order from the Scheduled Maintenance Due window.

Scheduled Maintenance Forecasting

You can forecast when scheduled maintenance may be due for a piece of equipment, to help anticipate upcoming labor hours and equipment costs. Scheduled maintenance that is based on meter readings can be predicted based on the average usage per day for a piece of equipment. The average usage per day is determined based on the equipment's meter readings for the last X number of days.

Example

- Scheduled maintenance is due at 10,000 miles.
- The equipment's current meter reading is 9,000 miles.
- The equipment's average usage per day is 25 miles.

Based on the equipment's average usage per day, it will take approximately 40 days for the equipment to reach 10,000 miles. You can use this forecast to anticipate when you will encounter the costs for the upcoming 10,000-mile maintenance.

Once the forecast due date is calculated for your equipment, the Scheduled Maintenance Forecast Inquiry window allows you to view upcoming maintenance that is due within a certain time frame or for a certain equipment model or maintenance type.

If you are using Service Management, you can also use this window to check whether scheduled maintenance is anticipated for equipment that is out on a service call. This allows you to anticipate equipment needs for your service calls based on the maintenance that is required for the equipment.

About Average Usage

The first step in determining the scheduled maintenance due date is calculating the average daily usage of your equipment. The average daily usage for a piece of equipment is calculated based on the meter readings over a specified number of days. For example, if you set 90 days as the average usage calculation, the average usage for equipment is calculated based on the meter readings from the last 90 days.

You can set an average usage calculation for each equipment record, as well as a default for all equipment records. The default calculation will be used only when an individual record does not have a calculation specified.

About Choosing the Average Usage Calculation

When determining the number of days to use in the average usage calculation for an individual equipment record, consider the equipment's pattern of use. Was it used frequently when it was new, and less often now? Is it seasonal, for example, a snowplow that is inactive all summer but used frequently in the winter?

Different usage patterns can skew the average if too many or not enough days are used to determine the average usage calculation for equipment that is used inconsistently.

> ⚠ The average usage rate reflects the average usage per day based on a seven-day workweek. If equipment is used only five days of the week, the average daily usage may appear lower than the actual daily usage.

Setting the Default Average Usage Calculation

You can set a default average usage calculation for all equipment records. This default number of days will be used by any equipment record that does not have a unique average usage calculation specified.

1. Select *Microsoft Dynamics GP > Tools > Setup > Signature Equipment > Equipment > Equipment Setup*.
2. In the **Average Usage Calculation** field, enter a number of days, for example, 90. By default, the average usage for all equipment records will be determined based on the meter readings for this number of days.
3. Select *OK*.

Setting a Unique Average Usage Calculation

Complete the following steps if you want to use a specific number of days to determine average usage for a specific record. This is useful if, for example, the default average usage calculation is 90 days, but a piece of equipment has been used irregularly over the past 90 days.

1. Select *Cards > Signature Equipment > Equipment Manager*.
2. Select an **Equipment ID**.
3. On the Details tab, use the expansion button next to the **Average Usage** field to open the Average Usage Calculation window.
4. In the **Average Usage Calculation** field, enter a number of days, for example, 60. Average usage for this equipment record will be determined based on the meter readings over this number of days.
5. Select *OK*.

The Average Usage field displays the average usage for this equipment based on the equipment's meter readings over the number of days that you specified.

You can also view the average usage on the Op. Log tab, along with the meter readings that were used to calculate average usage for the equipment.

The Average Usage field also appears as a column on the Equipment Inquiry window (*Inquiry > Signature Equipment > Equipment Inquiry*). On this window, you can filter the equipment records by Average Usage values, for example, if you want to display only equipment records with an average usage of 50 or more.

Viewing the Scheduled Maintenance Inquiry

The Scheduled Maintenance Inquiry window lists the scheduled maintenance records that have been moved to history. You can print additional reports using the printer button if you have the Document Printing Enhancements feature registered.

1. Select *Inquiry > Signature Equipment > Scheduled Maintenance*.
2. Enter a **Maintenance Number**.
3. You can select the expansion button in the **Task Description** field to open the Task Description Inquiry window. If you have Service Management, you can select the *Tasks* button to open the Task View Inquiry window. If the scheduled maintenance has a task list that doesn't have tasks, the task list will not appear in the Task View window.

Viewing the Scheduled Maintenance Forecast Due Date

Once equipment has an average usage calculation set up, and the scheduled maintenance record has been created, you can use the Equipment Scheduled Maintenance window to view the anticipated maintenance due date.

The forecast due date is calculated automatically based on the Due At meter for the scheduled maintenance, the current meter reading, and average usage for the equipment.

1. Select *Transactions > Signature Equipment > Equipment Scheduled Maintenance*.
2. Select a maintenance record that uses the meter to determine when the maintenance is due.
    - The **Forecast Date** indicates when the equipment is most likely to reach the meter reading at which the maintenance is due.
    - The **Forecast Due Date** displays when the next maintenance is anticipated. If the maintenance is determined by date, the Due Date will be used in this field. If the maintenance is determined by meter, the Forecast Date will be used. If the maintenance is determined by both date and meter, the earlier of either the Due Date or Forecast Date will be used.
    - The **Estimated Total Cost** and **Estimated Hours** fields display the costs that are predicted to occur on the forecast due date.
3. You can use the printer button to print the scheduled maintenance analysis reports, which display the **Forecast Due** date. You can also view the Meter Forecast Date, Forecast Due Date, Estimated Total Cost, Estimated Hours on the Scheduled Maintenance tab on the Equipment Manager window, Equipment Inquiry window, and Scheduled Maintenance SmartList.

Finding Equipment Due for Maintenance

You can use the Scheduled Maintenance Forecast Inquiry window to view scheduled maintenance that is anticipated within a certain period of time. You can filter by equipment ID, model, or category, maintenance class or type, or service call ID. This is useful, for example, if you need to rent out a forklift for 30 days. You can use this window to see if maintenance is anticipated for any of your rental forklifts within that time period. You can select which equipment to rent out based on this information. Similarly, if you are using Signature Service Management, this window allows you to check if the equipment that is on a service call will be due for maintenance soon. An icon next to the Equipment ID on a service call will indicate whether the equipment is due for maintenance within the number of days specified as the equipment's Average Usage Calculation. If no Average Usage Calculation is specified for the equipment, the default is used. You can select this icon to open the Scheduled Maintenance Forecast Inquiry window with the Equipment ID already populated.

1. Select *Inquiry > Signature Equipment > Forecast Inquiry*. To view upcoming maintenance for equipment that is on a service call, you can also open this window from the Service Call window in Service Management using the icon next to the Equipment ID field. Use the filters to select parameters for the scheduled maintenance records you want to display.
    - **Equipment ID**
      Select an Equipment ID to display only scheduled maintenance associated with a specific equipment ID.
    - **Model**
      Select a Model to display only scheduled maintenance associated with a specific model.
    - **Equipment Category**
      Select an Equipment category to display only scheduled maintenance associated with a specific equipment category.
    - **Maintenance Class ID**
      Select a Maintenance Class ID to display only scheduled maintenance associated with a specific maintenance class.
    - **Maintenance Type ID**
      Select a Maintenance Type ID to display only scheduled maintenance associated with a specific maintenance type.
    - **Service Call ID**
      If you are using Service Management, select a Service Call ID to display only scheduled maintenance associated with a specific service call. If you are not using Service Management, the lookup for this field is blank.

- **Forecast in next __ days**
  Enter a number to display only scheduled maintenance that is anticipated to be due within the next X days. This number defaults from the number of days specified in Scheduled Maintenance Setup, but you can change this value if necessary.
- **Forecast By**
  Select a date to display only scheduled maintenance that is anticipated to be due before a specific date.

2. Select *Redisplay*. The equipment that displays in the scrolling window is filtered by the criteria you have chosen.
3. If you would like to print a summary of the scheduled maintenance records that fit your criteria, use the *Print* button to print the Scheduled Maintenance Forecast report.

Scheduled Maintenance Reports

You can print scheduled maintenance setup and analysis reports. Setup reports can be printed for task groups, maintenance types, and maintenance classes. You can print analysis reports for scheduled maintenance and scheduled maintenance history.

See also:

- Working with Schedule Maintenance Setup Reports (page 204)
- Working with Scheduled Maintenance Reports (page 205)

Working with Schedule Maintenance Setup Reports

- Creating Scheduled Maintenance Setup Reports (page 204)
- Printing Scheduled Maintenance Setup Reports (page 204)

Creating Scheduled Maintenance Setup Reports

You create report options before printing reports.

1. Select *Reports* > *Signature Equipment* > *Scheduled Maintenance Setup*.
2. Select the report from the **Reports** drop-down list.
3. Select the *New* button.
4. Enter a name for the new option in the Scheduled Maintenance Setup Reports Options window.
5. For some reports, you can choose a sort order and restrict the range to be printed. Select *Insert* if you have entered a range. For some reports, you can mark the **Detailed Report** checkbox.
6. Select *Destination* to specify the print destination.
7. Select *Save* to save the option.

Printing Scheduled Maintenance Setup Reports

If you have created scheduled maintenance report options, you can print them from the Scheduled Maintenance Setup Reports window.

1. Select *Reports* > *Signature Equipment* > *Scheduled Maintenance Setup*.
2. Select the report from the **Reports** drop-down list.
3. Select the report option and select *Insert* >>.
4. Select *Print*.

Working with Scheduled Maintenance Reports

- Creating Scheduled Maintenance Analysis Report Options (page 205)
- Printing Scheduled Maintenance Analysis Reports (page 205)

Creating Scheduled Maintenance Analysis Report Options

You create report options before printing reports.

1. Select *Reports > Signature Equipment > Scheduled Management Analysis*.
2. Select the report from the **Reports** drop-down list.
3. Select the *New* button.
4. Enter a name for the new option in the Scheduled Maintenance Setup Reports Options window.
5. For some reports, you can select a sort order and restrict the range to be printed. Select *Insert* if you have entered a range. For some reports, you can mark the Detailed Report, Projected, Current, and Inactive checkboxes.
6. Select *Destination* to specify the print destination.
7. Select *Save* to save the option.

Printing Scheduled Maintenance Analysis Reports

If you have created scheduled maintenance analysis report options, you can print them from the Scheduled Maintenance Analysis Reports window.

1. Select *Reports > Signature Equipment > Scheduled Management Analysis*.
2. Select the report from the **Reports** drop-down list.
3. Select the report option and select *Insert >>*.
4. Select *Print*.

Contact Information

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Hours: Normal support hours are 7:00 a.m. to 6:00 p.m. Central Time. After-hours and weekend support is available for an additional charge. Please contact WennSoft Support for more information.

WennSoft will be closed in observance of the following holidays: New Year's Day, Presidents' Day, Memorial Day, Juneteenth, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, the Day after Thanksgiving, Christmas Day, and the Day after Christmas.

Support Plans

We're committed to providing the service you need to solve your problems and help your team maximize productivity.

We offer several Signature Enhancement and Support Plans to meet your needs, and Extended Support Plans for retired product versions available at https://www.wennsoft.com/wsportal.

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