



Process

Documentation

Department:

Customer Support

Last Updated:

10/1/2025 11:33 AM

NAME OF PROCESS

Creating a Manual Invoice [Roleplay]

Use Case / Objectives

This process document will walk you through how to turn a rental contract into a manual invoice. When creating a manual invoice, you enter the items and amounts exactly the way you want them to appear on the invoice. The system allocates the rental revenue based on the following formula: (Rental rate entered for the equipment selected / Total Rental Amount) x the amount entered on the manual invoice for rental.

NOTE: Depending on your setting in control record **RAMNI1**, you might only be allowed to convert manual contracts into manual invoices. If the Manual Rental Options is not available to you please contact InTempo Customer Support to configure the control record for you.

Configuration, Training, and Reporting

This document assumes you know how to perform basic Search functionality to find information in the system (i.e., F4 search). The steps for this are not included within this document.

Field definitions for applicable tasks are available in the Reference Glossary. To view these definitions either click on the screen name in the task or scroll to the end of the documentation to view the Glossary.

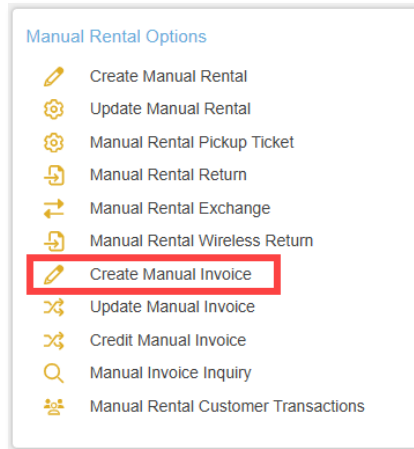
Menu options to access:

Main Operations => Manual Rental Options => Create Manual Invoice

Create a Manual Invoice

Process Steps

1. Log into the **Roleplay Environment** using your credentials.
2. Select the **Main Operations** menu from the left toolbar.
3. In the **Manual Rental Options** section, click on **Create Manual Invoice** option.



4. On the **Create Manual Invoice - Launch** screen, type in the existing **Contract number** or press F4 to search.

Create Manual Invoice

9/15/25 14:44:35 Create Manual Invoice

Contract #: Enter an existing contract number

- a. Press Enter to continue.
5. On the **Create Manual Invoice - Details** screen, enter a **Ticket #** (typically the contract number), the **Eqp/Item #**, a meter hour or item quantity in the **Hr/Qty** field, and the price for each item. **NOTE:** If the hour/item quantity is more than 1 the **Amount** will be automatically calculated using **Hr/Qty x Price**).

Create Manual Invoice

9/16/25 18:55:13 Create Manual Invoice Sys: Cmp: BC Loc:

Customer: Previous Billed Date: 9/15/25
 Current Bill Date: 9/16/25 Currency: USD Previous Billed Amount: 125.00
 Invoice number: 446826-0003 Subtotal this invoice: .00
 Avail credit:

Type option and press Enter. Or type data on fields. 2=Change 4=Delete.

Date	Ticket#	Eqp/Itm #	Description	Hr/Qty	Price	Amount
9/16/25						

- The screen will refresh, and the data entered will display as a row in the table on the **Create Manual Invoice - Details** screen.

Create Manual Invoice

9/15/25 15:01:33 Create Manual Invoice Sys: TRAIN CW
Cmp: BC Loc: CW01

Customer: Previous Billed Date: 4/01/25
Current Bill Date: 9/15/25 Currency: USD Previous Billed Amount: 4900.00
Invoice number: 446826-0002 Subtotal this invoice: 125.00
Avail credit:

Type option and press Enter. Or type data on fields. 2=Change 4=Delete.

Date	Ticket#	Eqp/Itm #	Description	Hr/Qty	Price	Amount
9/15/25	446826	9970001	RIGGER	1.00	125.000	125.00

- Press **Enter** to advance to the **Manual Invoice Distribution** screen.

Create Manual Invoice

9/15/25 15:03:17 Manual Invoice Distribution Sys:
Cmp: BC Loc:
Cur: USD

Customer: Invoice number: 446826-0002

Total amount to distribute: 125.00 Remaining: 125.00-

Item number	Item/Eqp Description	Amount	Tax
9970001	RIGGER	125.00	N

- The manual invoice is almost ready - review the totals to ensure the details for your manual invoice are correct.
- Type **Y** in the **Invoice** field.
- If this also closes the contract, type **Y** in the **Close** field as well.

Create Manual Invoice

9/15/25 15:03:17 Manual Invoice Distribution Create Manual Invoice
Invoice number: 446826-0002

Customer:

Total amount to distribute: 125.00 Remaining:

Item number	Item/Eqp Description	Amount	Tax
9970001	RIGGER	125.00	N

Tax district: 010730150 Invoice: Close: * * Returned only
Calculated tax: Total: 125.00

- Press **Enter** twice to create the manual invoice.

Reference Glossary

Field Definitions for Tasks

Create Manual Invoice - Launch

- *Contract Number* - Enter the number of the rental contract that you want to convert to a manual invoice. If you do not know the number, press F4 to advance to Customer Contract Inquiry and search for it.

Create Manual Invoice - Details

- *Customer* - Displays the number of the customer for whom you are creating a manual invoice.
- *Invoice Date* - Enter or accept the date for the manual invoice.
- *Currency* - Displays the currency in which amounts are entered and displayed for this manual invoice.
- *Invoice Number* - Displays the number assigned to the manual invoice. This is the number of the rental contract with the next sequence number assigned by the system.
- *Last Billed Date* - If applicable, this field displays the date that the contract was most recently billed.
- *Last Billed Amount* - If applicable, this field displays the amount that was billed on the most recent invoice for this contract.
- *Subtotal This Invoice* - Displays a calculated total of all item amounts entered on this manual invoice.
- *Available Credit Amount* - Displays the total amount of credit available to the customer.
- *Description* - Enter text for each line item you want to add to the manual invoice, for example, RENTAL OF EQUIPMENT.
- *Amount* - Enter the amount you want to bill for each line item.

Manual Invoice Distribution

- *Customer* - Displays the number of the customer for whom you are creating a manual invoice.
- *Total amount to distribute* - Displays the total amount of the manual invoice that you must distribute among the revenue items.
- *Remaining* - Displays the amount of the manual invoice that you have not yet distributed.
- *Item Number* - Displays the labels for the revenue items from settings made in control records **RAMNI1** and **RAMNI2**. If applicable, enter additional revenue items for this manual invoice.
- *Amount* - Enter the amount that you want to distribute for each applicable revenue item. If you do not want to enter an amount, use the Percentage field to enter the

percentage of revenue distribution for the item, and the system calculates the amount.

- *Percentage* - If you did not enter an amount for the revenue item, enter the percentage of revenue to distribute. The system calculates the amount. All percentages entered must total to 100.
- *Tax* - Indicate whether you want to charge tax for each revenue item for which you have entered an amount or a percentage.
- *Tax District* - Displays the tax district for this manual invoice.
- *Calculated Tax* - Displays the amount the system calculated for tax based on the revenue items you marked to be taxed.
- *Invoice* - Indicate whether you want to invoice the customer at this time. If you enter N, you can later use the Update Manual Invoice program to mark it Y for invoicing. If you enter Y, you cannot make modifications to it using Update Manual Invoice.
- *Total* - Displays the total of the manual invoice including tax.
- *Close* - If you are processing this manual invoice after the rental contract has been fully returned, this field displays. Indicate whether to close the contract so that no more invoices can be created for it.