



Process

Documentation

Department:

Customer Support

Last Updated:

3/16/2026 7:55 AM

NAME OF PROCESS

Maintaining Sales Items [Roleplay]

Use Case / Objectives

This article will walk you through how to add and manage sales items in RolePlay, including bulk merchandise setup, revenue distribution invoicing, and superseded/alias sales items.

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:

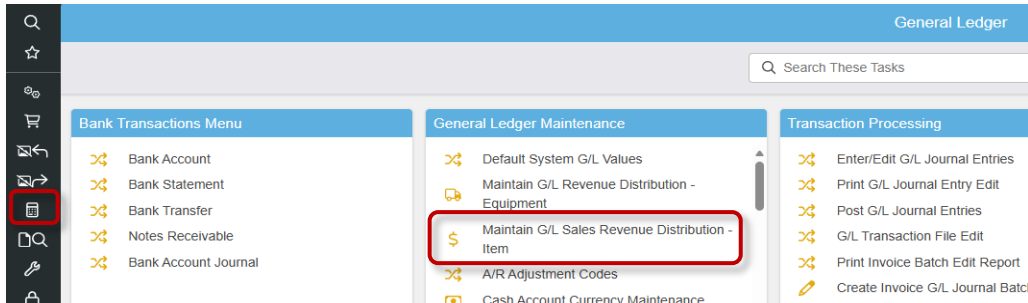
- General Ledger => General Ledger maintenance => Maintain G/L Revenue Distribution - Item
- General Ledger => General Ledger maintenance => Maintain G/L Revenue Distribution - Equipment
- Main Operations => Sales File Maintenance => Sales Item File
- Purchasing Operations => Purchase Order Functions => Create PO
- Purchasing Operations => Receiving and Transfers => Receipts
- Accounts Payable => Transaction Processing => Enter/Edit Invoices
- Purchasing Operations => Receiving and Transfers => Sales to Rental Transfer
- Purchasing Operations => Maintenance/Inquiry => Item Location File

Converting Merchandise to Bulk

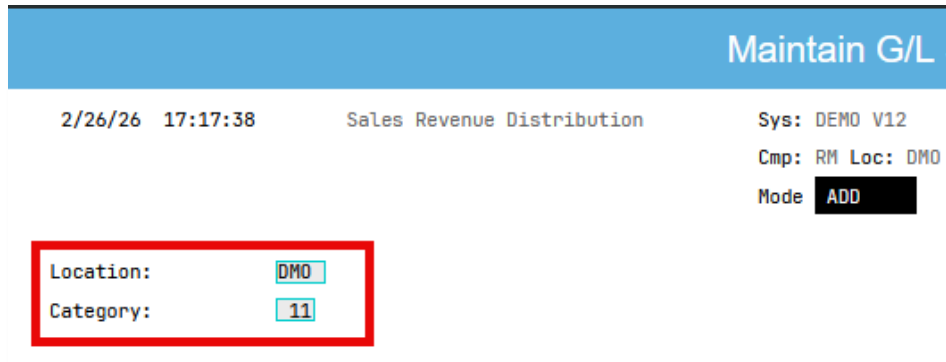
Process Steps

We will begin by creating a bulk G/L revenue distribution item in the system.

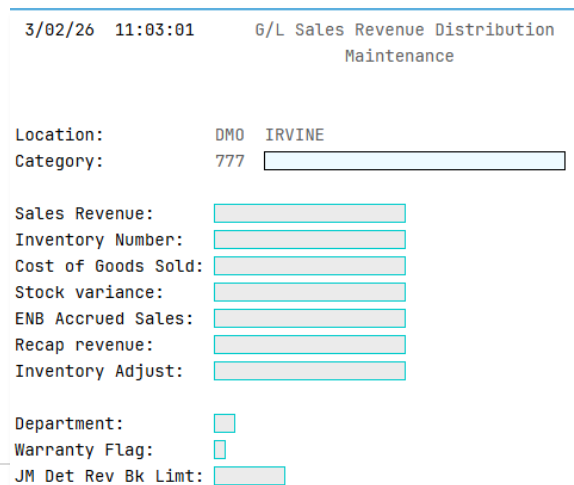
1. Log into the [RolePlay environment](#) using your credentials.
2. On the **General Ledger** menu screen, in the **General Ledger Maintenance** section, click on the **Maintain G/L Sales Revenue Distribution - Item** option.



3. On the **G/L Sales Revenue Distribution Maintenance - Items - Launch** screen, type in the *Location* and *Category* fields and press Enter. **NOTE:** The *Location* should be the location you are creating this item for.



4. The **G/L Sales Revenue Distribution Maintenance - Items** screen refreshes and additional fields display.



5. Type in the new category name in the *Category* field.

2/26/26 17:20:22 G/L Sales Revenue Distribution Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **ADD**

Location: DMO IRVINE
 Category: 11 BULK MERCHANDISE

6. In the *Sales Revenue* field, type in the account to credit for the revenue generated by the sale of sales items and miscellaneous charge items. **NOTE:** If you do not know the G/L account number, press F4 to search.
7. Type in any additional fields you would like to enter and press Enter to save.

2/26/26 17:26:51 G/L Sales Revenue Distribution Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **ADD**

Location: DMO IRVINE
 Category: 11 BULK MERCHANDISE

Sales Revenue: 1000-0000-0000-00 CASH ON HAND
 Inventory Number: 1000-0001-0005-00 RNI-QUASI A/P - DMO
 Cost of Goods Sold: 1000-0000-0446-00 CASH ACCOUNT - CANDIAN BANK

Stock variance:
 ENB Accrued Sales:
 Recap revenue:
 Inventory Adjust:

Department:
 Warranty Flag:
 JM Det Rev Bk Limt:

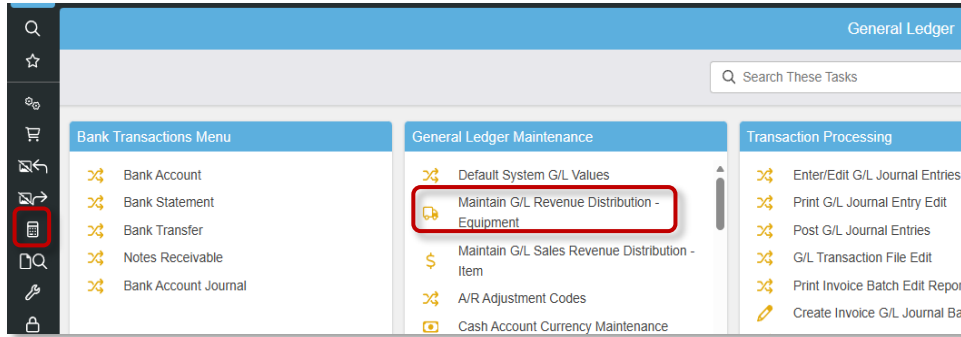
8. The entry saves and you will be redirected back to the **G/L Sales Revenue Distribution Maintenance - Items - Launch** screen.

2/26/26 17:28:20 Sales Revenue Distribution Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **ADD**

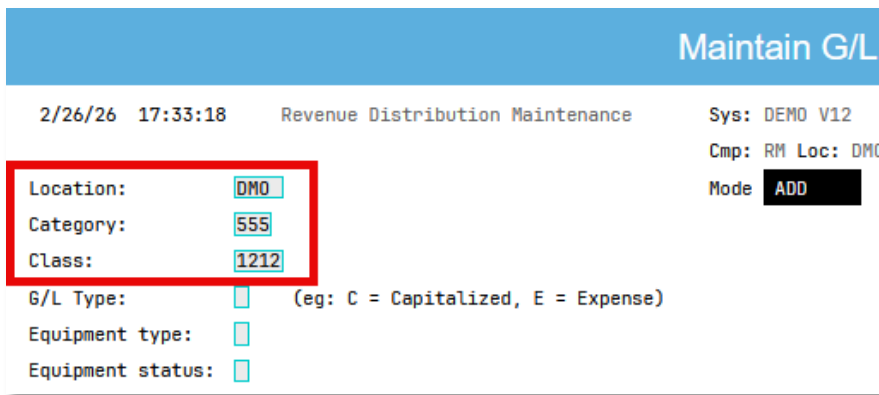
Location: DMO
 Category:

Next you will need to create a bulk G/L revenue distribution-equipment.

9. From the **General Ledger Menu** screen, in the **General Ledger Maintenance** section, click on the **Maintain G/L Revenue Distribution-Equipment** option.

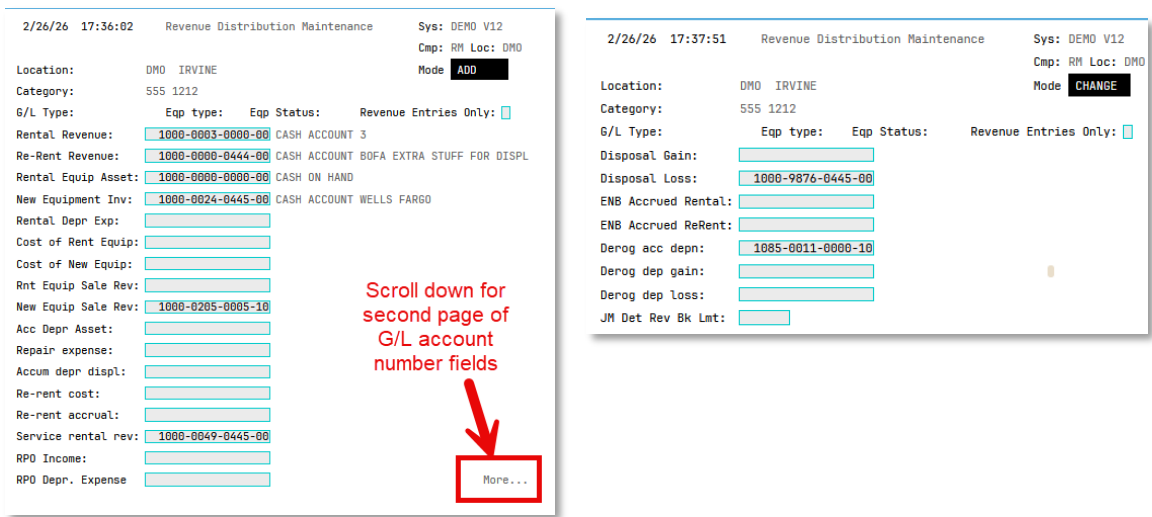


10. The **G/L Revenue Distribution Maintenance-Equipment - Launch** screen opens where you will need to type in the *Location*, *Category*, and *Class* fields.



11. Press Enter to continue.

12. On the **G/L Revenue Distribution Maintenance-Equipment** screen, you will need to type in any required G/L account numbers. **NOTE:** You will need to scroll down to view and enter all fields.



13. Once completed, press Enter to be redirected back to the **G/L Revenue Distribution Maintenance-Equipment - Launch** screen.

2/26/26 17:39:46 Revenue Distribution Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Location: Mode **CHANGE**
 Category:
 Class:
 G/L Type: (eg: C = Capitalized, E = Expense)
 Equipment type:
 Equipment status:

Next you will need to create the bulk cat/class and define the G/L type code.

14. Navigate to the **Category/Class File** menu option.

All Tasks

Q Category|

C

- Category/Class Conversion Entry
- Category/Class File**
- Category/Class File Maintenance
- Category/Class Listing

R

- Run Category/Class Conversion

15. On the **Category/Class Maintenance - Launch** screen, type in the *Category* and *Class* that you want to create. **NOTE:** These fields must be a unique combination.

Category/Class File

2/26/26 17:43:56 Category/Class Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode Change

Category:
 Class:

16. Once entered, if that cat/class does not exist, the screen will advance to the **Category/Class Maintenance - Details** screen.

3/02/26 12:04:10 Category/Class Maintenance

Category: 777
 Class: 2222
 Cat/Class Alias: 777 - 2222
 Description: Dep %: Ranking code:
 Search word: Name listing: Enable schedules:
 BULK ? (Y/N): Unit: Multiplier: Skip truck disp:
 Kit ? (Y/N): Charge SMM/EPA tax:
 Resv item # or bulk: Material code:
 Replacement value: Material code:
 Inventory stock class: Cycle Code: Req info: Cont Type:
 Inventory item #: Max Bill%: Require Insurance:
 Status upon return: # of prep days:
 Salvage value %: Tax Product#:
 Depreciation method: Analysis group:
 Depreciation Life: Major cat: Shift: Max Shift:
 Permanent transfer: Sales tax pd: (Time of purch)
 Old cat/group: Reference #: Print CDR:
 G/L type code: Mi/Hr code: Crt util rds:
 Used price (SURE): Page: Sequence:
 Unit cost of bulk: CCA code: Weight:

17. Type in the *Description* and *Search word* fields for the cat/class.
18. Type Y in the *Bulk* field.
19. Ensure the *Resv Item # or bulk* field is populated with the cat/class number.
20. Type in any additional information and press Enter to continue.

21. The entry saves and the **Category/Class Maintenance - Launch** screen displays.

Now you will set up the sales item.

22. On the **Main Operations** screen, in the **Sales File Maintenance** section, click on the Sales Item File menu option.

23. On the **Sales Item Maintenance - Launch** screen, type in the new bulk item number in the *Item Number* field and type in the stock class in the *Stock Class* field. **NOTE:** If you do not know the stock class number, with your cursor in the field, press F4 to search.

Sales Item File

2/26/26 18:03:51 Sales Inventory Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **Change**

Item number: BULKTEST12345
 Stock Class: ACBAT

24. Press Enter to open the **Sales Item Maintenance** screen where you are required to type in the *Description*, *Search word*, *G/L category*, *Last/current cost*, *List price*, *Usual vendor*, and *Rental cat/class* fields.

2/26/26 18:04:17 Sales Inventory Maintenance Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **Add**
 Status code: A
 P/M/E code: P

Item number: BULKTEST12345
 Stock class: ACBAT BATTERY
 Stock status:

Description: BULK TEST ITEM 12345
 Search word: BULK TEST ITEM Last cost update:

MFG item#: BULKTEST12345 UPC: Cd: UP
 G/L category: 100 Pricing at Cmp(N)/Whs(W)/Loc(Y):

Tax product#: Optional: used to auto calculate cost
 Last/current cost: 25.000 USD Based on: (L/R) % of L/R:

List price: 50.000 Optional: used to calculate R/P/D prices
 Regular price: 50.000 R <- Based on: (C/L) % of C/L:

Preferred price: <--- Based on: (C/L/R) % of C/L/R:

Dealer price: <--- Based on: (C/L/R/M) % of C/L/R:

Usual vendor: 7 COMPLETE OFFICE SUPPLY Omit from ENB:

1st U/M: EA 2nd UM/qty: 3rd UM/qty:

Rental cat/class: 555 1212 BULK ITEM

Serialized (Y/N): Taxable (Y/N): Discountable (Y/N):

Inventoried (Y/N): Commissionable (Y/N): Expected profit %:

Inventory class: Cost overhead %: Com % in/out:

Freight %: Excise tax %: Material code: AM

25. Once completed, press Enter and to move onto the **Item Location Set-up** screen.

26. You will choose the location(s) to stock this sales item by typing 1 in the *O* field next to the desired location(s).

2/26/26 18:07:17 Item Location Set-up Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **Add**

Item number: BULKTEST12345 ACBAT
 Description: BULK TEST ITEM 12345
 Options: 1-Create item location record

O	Loc. Name	O	Loc. Name
<input type="checkbox"/>	BAT RENTALMAN CORP	<input type="checkbox"/>	LGB LONG BEACH
<input type="checkbox"/>	BRAZ BRAZIL LOCATION	<input type="checkbox"/>	LSV DP NICOLI
<input type="checkbox"/>	BRM BIRMINGHAM LOCATION	<input type="checkbox"/>	MAS DETROIT
<input type="checkbox"/>	DMD IRVINE	<input type="checkbox"/>	RAMI SWEDEN
<input type="checkbox"/>	EURO EURO LOCATION	<input type="checkbox"/>	RG3 IRVINE
<input type="checkbox"/>	EXE8 LOCATION NAME	<input type="checkbox"/>	TEST DEMO LOCATION
<input checked="" type="checkbox"/>	FTN RENTALMAN FOUNTAIN VALLEY	<input type="checkbox"/>	TES2 DEMO LOCATION
<input type="checkbox"/>	HHT DP NICOLI CORP	<input type="checkbox"/>	0049 SAN MARCOS
<input type="checkbox"/>	HOU HOUSTON		
<input type="checkbox"/>	HTB HUNTINGTON BEACH		

- 27. Press Enter to advance to the next screen.
- 28. The entry saves and the **Sales Item File** screen displays.

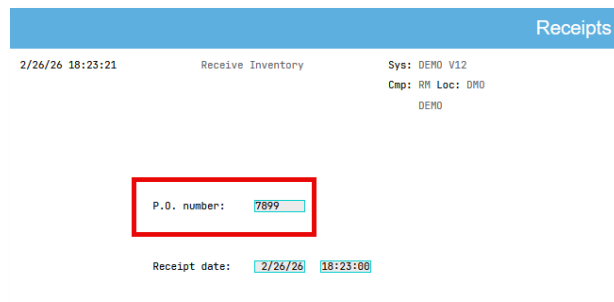
Next you will create a purchase order for the item and receive it.

- 29. On the **Purchasing Operations** screen, in the **Purchase Order Functions** section, click on the Create PO menu option.

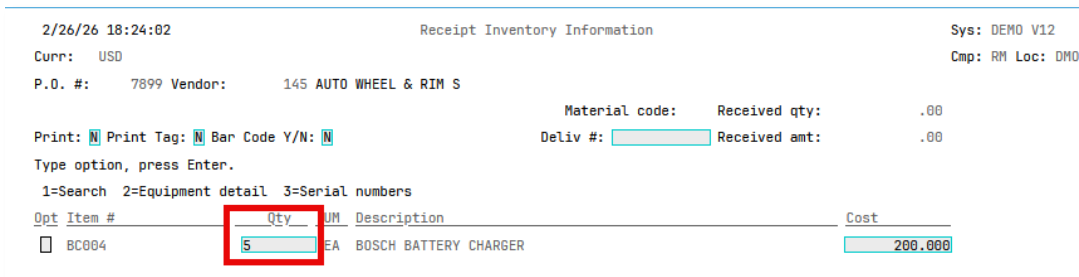
- 30. On the **Create P.O** screen, type in the Vendor number in the **Vendor #** field. **NOTE:** If you do not know the **Vendor #**, with your cursor in the field, press F4 to search.

- 31. On the **P.O. Header Information**, type in enter the needed information and press Enter twice.

35. On the **Receive Inventory** screen, type in the *P.O. number* that needs to be received and press Enter.



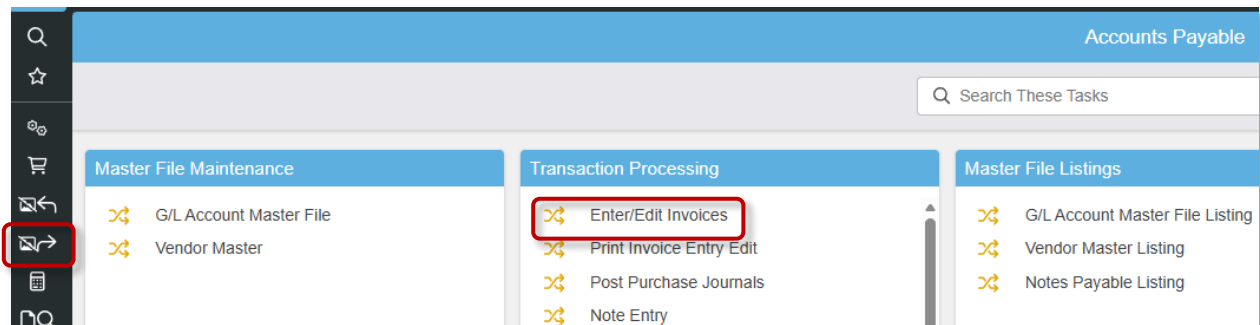
36. On the **Receive Inventory Information** screen, type in the *Qty* to receive and press Enter twice to continue.



37. The PO saves and you will be redirected to the **Purchasing Operations** screen.

Next you will need to create an A/P invoice.

38. On the **Accounts Payable** menu screen, in the **Transaction Processing** section, click on the *Enter/Edit Invoices* menu option.



39. On the **Invoice Entry - Launch** screen, you will need to do the following:

- Press F6 to auto-assign the next batch number.
 - o The *Batch number*, *Date*, and *Currency code* fields will auto-populate with information
- Enter a description in the *Description* field for the invoice
- Enter a due date in the *Due Date* field

- In the *Journal Code* field, enter the G/L Journal Code. **NOTE:** If you do not know it, with your cursor in that field, press F4 to search.

0 Invoice Entry

Batch Number : 0000062044 Date: 2/27/26

Description : BULK TEST

Control Total :

Recurring Batch: N Due Date: 3/01/26

Batch Total : .00

No. of Invoices:

Currency code : USD

Journal code : RNI

40. Once completed, press Enter.

41. The Enter/Edit - Invoice Entry screen opens and you will enter the PO information here. Type in the following information:

- Enter the Vendor number in the *Vendor No* field
- Enter the Vendor's invoice number in the *Invoice Number* field
- Enter the Vendor's invoice amount in the *Invoice Amount* field
- If you have a freight charge, enter it in the *Frght* field
- Enter the tax on the Vendor's invoice in the *Tax* field
- If your Vendor has an account number assigned to your company, enter that in the *Account* field
- Enter the letter I in the *Type* field for invoice
- Enter the payment method in the *Payment Method* field
- Enter any additional information that is required by your Company

42. Press Enter and the *Name*, *Address*, and *City/State/Zip* fields will populate with the vendor's information store in the system.

2/27/26 16:48:59 Invoice Entry

Assignee No. : Name:

Vendor No. : 168 Name: A-1 AUTO PARTS

Invoice Number: 123ABC Currency: USD

Invoice Amount: 250.00 Frght: 25.00 Tax: 19.00

P.O. Number : Receiver #:

P.O. Reference: Account: CUSTOMER456

Sequence No. : Invoice code:

Type (I/C/N/D) I Delete Seq.#:

Payment Method: R AMEX

Mult. Invoices: N (Y/N)

Name : A-1 AUTO PARTS

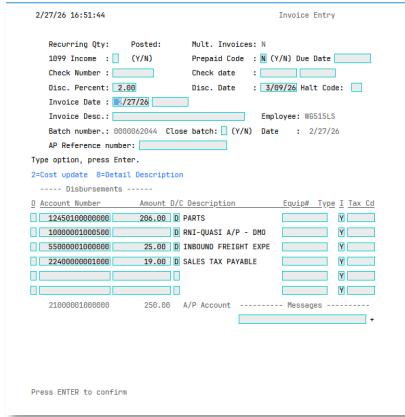
Address : 010 E. GEER STREET

City/State/Zip: DURHAM NC 27705

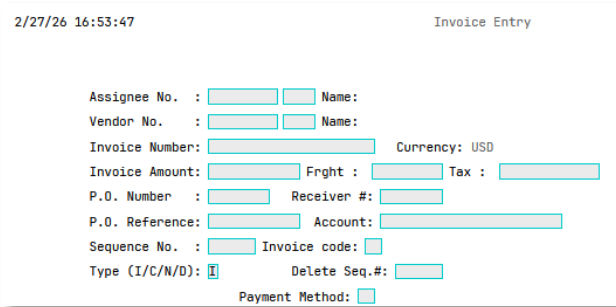
Batch Total : .00 # of Invoices:

Control Total: .00

- 43. Press Enter twice to continue.
- 44. You will be redirected to the **Enter/Edit Invoices - G/L Distribution** screen next.
- 45. Review the details on the screen. If any changes need to be made, you can do so from this screen. If all information is correct, press Enter.



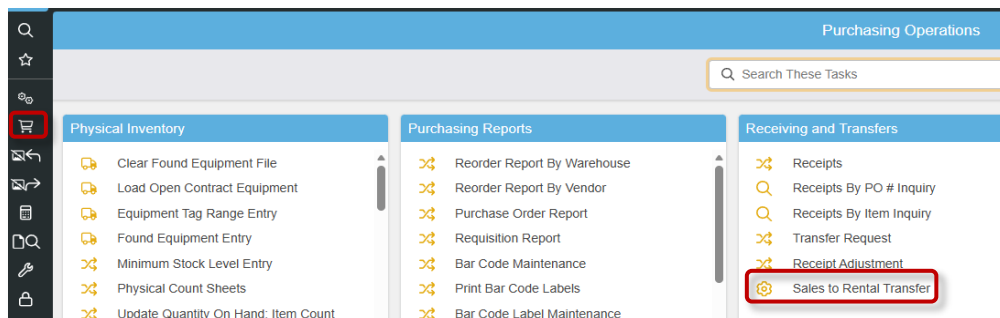
- 46. You will then be redirected back to the **Enter/Edit - Invoice Entry** screen. If you have additional invoices to enter, you can add them on this screen. If not, you can close out the tab to exit this screen or press F3.



- 47. When the A/P invoice is posted, there will be a debit to parts inventory and credit to accounts payable.

In the next steps, you will create a sales to rental transfer to move the part into rental inventory.

- 48. On the **Purchasing Operations** screen, in the **Receiving and Transfers** section, click on the Sales to Rental Transfer option.



49. On the **Sales to Rental Transfer - Launch** screen, type in your *Item #* and *Stock class* in corresponding fields, then press Enter.

Sales to Rental Transfer

2/27/26 17:12:50 Sales to Rental Transfer Sys: DEMO V12
 Cmp: RM Loc: DMD

Equipment #:

-OR-

Item #:

Stock class:

50. On the **Sales to Rental Transfer** screen, you will need to type in the cat/class in the *Category/Class* field and type in the reason code in the *Reason Code* field.

2/27/26 17:13:35 Sales to Rental Transfer

Item #: AC1438
 Stock class: ACBAT
 Description: BATTERY AC-1438

Category/Class:
 Cat/cls desc: BATTERY PACK

Equipment #:

From location: DMD IRVINE

To location: IRVINE

Debit G/L #: 001300000001000 RENTAL EQUIPMENT INVENTORY
 Credit G/L #: 0012450100000000 PARTS INVENTORY ACCT

Reason Code:

Qty available: 122 Avg cost: 32.366 USD

51. Once completed, press Enter twice.

52. The entry saves, creating a debit to rental equipment asset and a credit to part inventory and you will be redirected to the **Sales to Rental Transfer - Launch** screen.

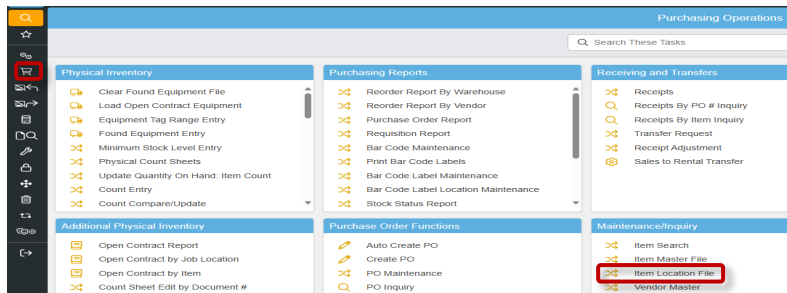
At this point you can create a rental invoice. Once completed, there will be a credit to rental revenue and a debit to A/R.

Superseded and Alias Sales Items

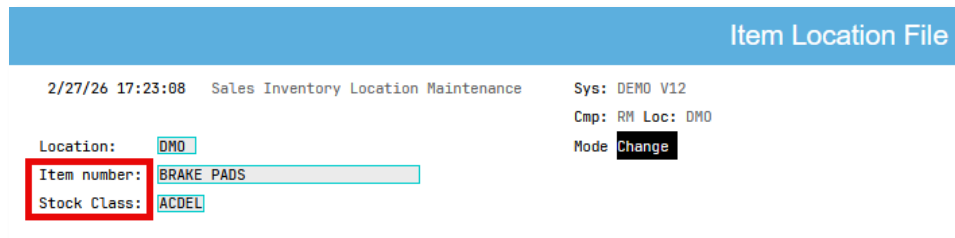
Process Steps

In the event you want to discontinue an item number, or offer an alternative item number, this feature can be set up to halt users from purchasing old item numbers or offer alternative item numbers by vendor, based on their setup.

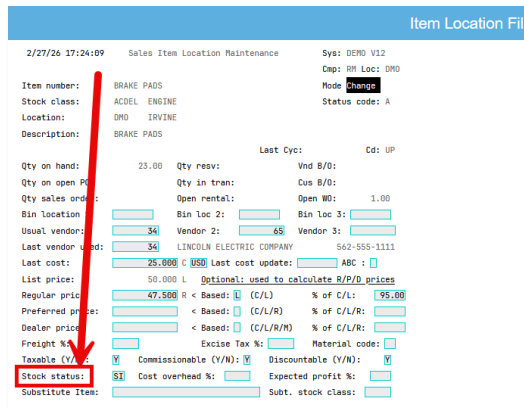
1. First you will need to check the status in the **Item Location File**.
2. On the **Purchasing Operations** screen, in the **Maintenance/Inquiry** section, click on the **Item Location File** option.



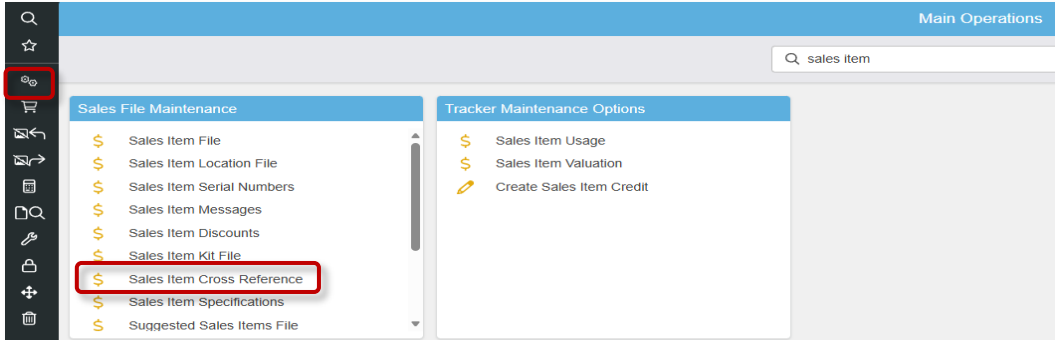
3. On the **Sales Item Location Maintenance - Launch** screen, type in the **Item Number** and **Stock Class** in the corresponding fields to search for them.



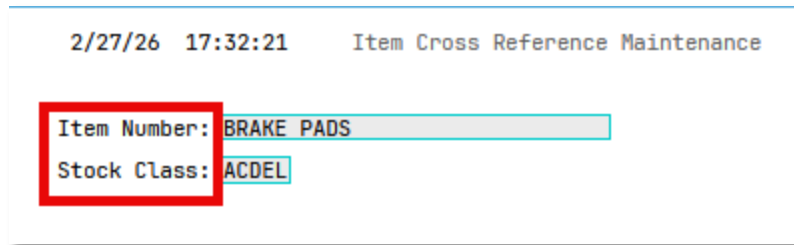
4. On the **Sales Item Location Maintenance** screen, you will see the **Stock Status** field towards the bottom of the screen. If the type is **SI**, then the item is suspended from use, and a superseded item message appears if someone tries to order them. If the Stock Status is blank or not **SI**, then the alias or superseded items can be seen from option 1 in the **PO detail** screen or option 9 in the **Parts/Merchandise** search screen.



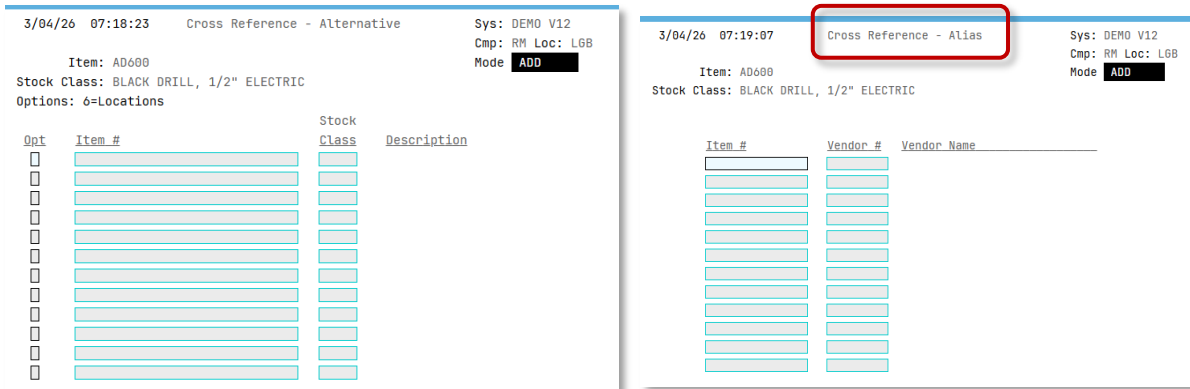
- To add the alias or supersede reference, navigate to the **Sales Item Cross Reference** menu option (**Main Operations => Sales File Maintenance => Sales Item Cross Reference**).



- On the **Item Cross Reference Maintenance - Launch** screen, type in the *Item Number* and *Stock Class* in the corresponding fields and press Enter.



- On the **Sales Item Cross Reference Maintenance - Alternative** screen, press F8 to toggle to the **Cross Reference - Alias** screen.



- Type in *Item #* and *Vendor #* in the corresponding fields. **NOTE:** These are the item number and vendor that you want the original item to supersede to.

2/27/26 17:36:46 Cross Reference - Alias

Item: BRAKE PADS
 Stock Class: ACDEL BRAKE PADS

Item #	Vendor #	Vendor Name
BRAKE PADS	168	A-1 AUTO PARTS
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	
<input type="text"/>	<input type="text"/>	

9. Press Enter to save the record.
10. You will be redirected back to the **Item Cross Reference Maintenance - Launch** screen.

Sales Item Cross Reference

2/27/26 17:38:06 Item Cross Reference Maintenance Sys: DEMO V12

Item Number: Cmp: Loc:

Stock Class: Mode:

Reference Glossary

Field Definitions for Tasks

G/L Sales Revenue Distribution Maintenance - Items - Launch

- **Location** - Enter the location for which you want to add or maintain G/L sales revenue distribution accounts.
- **Category** - Enter the G/L category for which you want to add or maintain G/L sales revenue distribution accounts.

G/L Sales Revenue Distribution Maintenance - Items

- **Location** - Displays the location for which you want to add or maintain G/L sales revenue distribution accounts.
- **Category** - Displays the G/L category for which you want to add or maintain G/L sales revenue distribution accounts. You can change the description of the category here where it is used in conjunction with the sales revenue G/L accounts.
- **Sales Revenue** - Enter the account to credit for the revenue generated by the sale of sales items and miscellaneous charge items.
- **Inventory Number** - Enter the account to credit for the cost of items sold when those items are marked as Inventoried=Y. This is the account that is debited when items are received against a purchase order. This account is not affected when items marked as Inventoried=N are sold unless the **Update INV# & COGS G/L#** field is set to Y in control record **NONCAT**.
- **Cost of Goods Sold** - Enter the account to debit for the cost of items sold when those items are marked as Inventoried=Y. This account is not affected when items marked as Inventoried=N are sold unless the **Update INV# & COGS G/L#** field is set to Y in control record **NONCAT**.
- **Stock Variance** - If both the Create G/L transactions and the **Stock variation** fields are set to Y in control record **CRTQAP**, enter the account to credit with the cost of an item when that item is received against a purchase order. When the item is consumed via an A/R invoice transaction, this account is debited. This account is also used when items in the G/L category are transferred between locations.
- **ENB Accrued Sales** - Enter the G/L account to affect when the **Earned Not Billed report** is run, and the user selects to process a general ledger entry for sales revenue that has been earned but not yet invoiced.
- **Department** - If applicable, enter a department code to facilitate special revenue distribution for parts used on work orders.
- **Warranty Flag** - Enter Y to specify that this revenue distribution record is used only when the item/ part that was sold is marked as a Warranty part. Leave the field blank to use this revenue distribution record regardless of how the part is marked.

G/L Revenue Distribution Maintenance-Equipment - Launch

- **Location** - Enter the location for which you want to add or maintain G/L revenue distribution accounts.
- **Category** - If applicable, enter the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts. If you leave this field blank, you must leave the **Class** field blank.
- **Class** - If applicable, enter the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts. You must leave this field blank if the **Category** field is blank.
- **G/L Type** - If applicable, enter the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts. The G/L type can be used to categorize equipment as capitalized or expensed via the Equipment Maintenance program, allowing you to have multiple types of equipment in the same category/class. Therefore, if you enter a category/class and a G/L type, you can establish a different set of G/L revenue distribution accounts for each G/L type within a category/class.
- **Equipment Type** - If applicable, enter the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
 - C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease
 - N - New
 - - Non-rental Asset
 - R - Rental
 - S - Sub-leased
 - T - Trade In

Entering the equipment type enables the system to affect the correct depreciation expense and asset accounts without having to change category/classes or G/L types when equipment is transferred from a non-rental type (such as O) into the rental fleet.

- **Equipment Status** - If applicable, enter the status of the equipment for which you want to add or maintain G/L revenue distribution accounts. Valid codes include:
 - A - Available
 - D - Down - Long Term
 - N - Down Short Term
 - R - Down - Wash Rack
 - I - In Transit
 - J - Junked
 - M - Missing
 - O - On Rent

- P - On Rental Purchase
- K - On Truck
- U - Pick-up
- V - Returned to Vendor
- S - Sold
- T - Stolen

G/L Revenue Distribution Maintenance-Equipment

- **Location** - Displays the location for which you want to add or maintain G/L revenue distribution accounts.
- **Category** - Displays the ID for the category of equipment for which you want to add or maintain G/L revenue distribution accounts.
- **Class** - Displays the ID for the class of equipment for which you want to add or maintain G/L revenue distribution accounts.
- **G/L Type** - Displays the user-defined G/L type code for which you want to add or maintain G/L revenue distribution accounts.
- **Equipment Type** - Displays the code that represents the type of equipment for which you want to add or maintain G/L revenue distribution accounts.
- **Equipment Status** - Displays the status of the equipment for which you want to add or maintain G/L revenue distribution accounts.
- **Revenue Entries Only** - Indicate whether the system only makes revenue entries to the general ledger. If set to Y, no cost of goods sold, or inventory entries are made to the general ledger when equipment is sold or rented.

G/L Accounts

- **Rental Revenue** - Enter the account to credit for revenue from the rental of equipment. Use control record **GLWRT1** to set whether equipment of type **S**=Sub-leased uses this revenue account or the Re-rent Revenue account.
- **Re-rent Revenue** - Enter the account used to capture rental revenue for equipment that is re-rented.
- **Rental Equipment Asset** - Enter the account debited when equipment is acquired as an asset, and the accounts payable invoice is posted. A control record setting determines when the equipment master record is updated with the receipt and cost. This account is also debited when equipment is transferred from New to Rental status. The account is credited with the cost of rental equipment when that equipment is sold. If you have set your control records to affect the general ledger for equipment transfers, this account is debited or credited for the transfer depending on whether you are the shipping or the receiving location.
- **New Equipment Inventory** - Enter the account to debit when a new piece of equipment is purchased for resale rather than rental. The account is credited with the cost of the new equipment when that equipment is sold. This account is credited when equipment

is transferred from New to Rental status. It is debited when equipment is transferred from Consigned to New.

- *Rental Equipment Depreciation Expense* - Enter the account to debit with the depreciation expense when the depreciation process is run for equipment.
- *Cost of Rental Equipment* - Enter the account to debit by the cost of sales when a piece of rental equipment is sold. The account is debited for the acquisition cost less accumulated depreciation.
- *Cost of New Equipment* - Enter the account to debit by the cost of sales when a new piece of equipment is sold.
- *Rental Equipment Sales Revenue* - Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of rental equipment.
- *New Equipment Sales Revenue* - Enter the account to credit for the revenue portion of an equipment sales transaction for a piece of new equipment.
- *Accumulated Depreciation Asset* - Enter the account that accumulates depreciation of rental equipment. When an asset is sold, this account is debited for the life-to-date depreciation of that asset.
- *Repair Expense* - If you are not using the enhanced version of work orders, enter the account to debit for the repair costs of internal work orders for equipment. If this field is blank, the system debits the G/L account associated with the expense code on the work order. If you are using the enhanced version of work orders, this field is ignored, and the system debits the G/L account associated with the internal expense at the line item level on the work order. For recap work orders, the system uses the G/L account associated with the inter-company expense code.
- *Accumulated Depreciation Disposal* - If you are using Canadian depreciation methods, enter the account that accumulates the depreciation for disposal of equipment.
- *Re-rent Cost* - Enter the account that is defaulted on a purchase order for re-rent equipment.
- *Re-rent Accrual* - Not currently used.
- *Service Rental Revenue* - If you are not using the enhanced version of work orders, enter the account to credit for the revenue of sales items (parts) used on customer billed work orders for equipment. If this field is blank, the G/L account the system credits is based on the G/L category in the item master record for the parts used on the work order.
- *RPO Income* - Enter the account to credit for the revenue portion of a rental purchase invoice.
- *RPO Depreciation Expense* - Enter the account to debit for the depreciation expense for equipment sold on a rental purchase invoice when the depreciation type is P. The debit to this account is 80% of the revenue from the invoice, and the credit for the same amount affects the accumulated depreciation account.
- *Disposal Gain* - Enter the account to affect when there is a gain from the disposal or sale of an asset. If you enter an account in this field, you must enter one in the *Disposal Loss* field as well. When using the *Disposal Gain* and *Disposal Loss* accounts,

the system uses gain/loss accounting for the disposal of assets rather than revenue/cost of goods sold accounting.

- *Disposal Loss* - Enter the account to affect when there is a loss from the disposal or sale of an asset. If you enter an account in this field, you must enter one in the *Disposal Gain* field as well. When using the *Disposal Gain* and *Disposal Loss* accounts, the system uses gain/loss accounting for the disposal of assets rather than revenue/cost of goods sold accounting.
- *ENB Accrued Rental* - Enter the G/L account to affect when the Earned Not Billed report is run, and the user selects to process a general ledger entry for rental revenue that has been earned but not yet invoiced.
- *ENB Accrued Re-rent* - Enter the G/L account to affect when the Earned Not Billed report is run, and the user selects to process a general ledger entry for re-rent revenue that has been earned but not yet invoiced.
- *Derogatoire Depreciation Account* - Enter the G/L account to affect when equipment using the degressif tax depreciation method is depreciated.
- *Derogatoire Depreciation Gain* - Enter the G/L account to affect with any gain when equipment using the degressif tax depreciation method is depreciated. The gain comes from the difference between the calculated tax depreciation using the degressif method versus using the straight-line method.
- *Derogatoire Depreciation Loss* - Enter the G/L account to affect with any loss when equipment using the degressif tax depreciation method is depreciated. The loss comes from the difference between the calculated tax depreciation using the degressif method versus using the straight-line method.

Category/Class Maintenance - Launch

- *Category* - Enter the code of the category you want to view, update, or create.
- *Class* - Enter the code of the class you want to view, update, or create.

Category/Class Maintenance - Details

- *Category* - Displays the code of the category that you are creating, updating, or reviewing.
- *Class* - Displays the code of the class that you are creating, updating, or reviewing.
- *Description* - Enter a brief description of the category/class.
- *Search word* - Enter one or two words to be used as search words for this category/class in primary searches and alphabetical sorts on reports. When creating search words for any of the entities in the system, it is recommended that you develop a standard format for them and remain consistent as you assign them.
- *Name Listing* - Enter the **NC8/NGP** code combination associated with this category/class. If you do not know the code, press F4 to search for it. **NC8/NGP** codes are set up in **Equipment Name Listing**, and they are used in the European Union to classify products.

- **Bulk** - Indicate whether this category/class is for bulk items. You must create a category/class location record for bulk items. Set this field to **Y** if the category/class is a rental kit, and you set the **Kit** field to **Y**.
- **Unit** - Enter the unit of measure for this category/class - such as LF - linear foot or SF - square foot. In conjunction with the **Multiplier** field, you can analyze productivity of yard personnel for all locations based on movement or on profit (since pricing may vary by different market areas).
- **Multiplier** - Enter the value to multiply against the quantity of the item for productivity analysis. For example, if the category/class is for 9' planks and you enter LF - linear foot in the **Unit** field, enter 9 as the multiplier. If a quantity of 10 is entered for this category/class on a rental contract, that is multiplied by 9 to arrive at 90 linear feet, and that is the amount used when analyzing productivity of yard personnel.
- **Kit** - Indicate if this category/class is a kit. If you set this field to **Y**, you must also set the **Bulk** field to **Y**.
- **Charge SMM/EPA tax** - Use the **Charge SMM/EPA Tax** field to indicate whether you want environmental (non-SMM) charges to default on rental contracts for equipment in this category/class. In order for this functionality to work, you must also set the Use **EPA charge** field to **Y** in control record **EPACHG** to automatically add an environmental charge item to rental contracts. If the **Select certain equipment** field in the **EPACHG** control record is set to **Y**, the system looks at the setting in the **Charge SMM/EPA tax** field when a rental reservation/quote is entered to determine whether it should calculate an estimate of the SMM/EPA charges for the reservation/quote.
- **Reservation item number or bulk** - Enter the number to use when entering this category/class on a rental reservation or when entering bulk items on a rental contract. This number can be a combination of the category and class codes, or you can create a new number.
- **Material code** - Enter the code that represents the material type for this category/class when it is rented. This code can be used to classify the category/class for VAT purposes.
- **Replacement value** - Enter the replacement value of equipment in this category/class. For bulk equipment, if the unit cost of bulk for this category/class is zero, the system will use this amount for the cost of goods sold and relief of inventory (dollar value per unit) when it writes the general ledger entry. This field is also the second choice for unit selling price if used price (SURE) is zero for bulk equipment. When a piece of equipment is added to the equipment master file whose cost is greater than this replacement value in its corresponding category/class master record, this value is updated by the system for equipment that is not type **O** (owned) and the **Bulk** field is equal to **N**. The replacement value is useful information if the equipment is lost or damaged.

- *Material code* - Enter the code that represents the material type for this category/class when it is sold. This code can be used to classify the category/class for VAT purposes.
- *Inventory stock class* - Enter the sales stock code associated with the equipment in this category/class. If equipment in this category/class is sold, this stock class code is used to determine the general ledger category from which to determine sales revenue distribution.
- *Cycle code* - If applicable, enter the code that represents the days in a cycle count duration that equipment in this category/class should be cycle counted.
- *Inventory item number* - Enter the item number from your sales inventory to use when new equipment is transferred into this category/class.
- *Max bill percentage* - Enter the percentage of the maximum billed amount per unit that calculates for the length of a rental contract. This percentage is based on the equipment's replacement value, so for example, if a piece of equipment has a replacement value of \$100,000, what is the percentage of that amount that you would want as the maximum amount you would bill a customer for renting it.
- *Status upon return* - Enter the code that represents that status of equipment in this category/class when it is returned. The equipment stays at this status until the Number of prep days expires, or until someone changes the status in *Equipment Status Change*.
- *Number of preparation days* - Enter the number of days necessary to prepare the equipment for the next rental. This setting is used to determine availability of equipment for rental contracts.
- *Salvage value percentage* - If you are operating in Canada, enter the percentage of the cost to salvage the item if it is damaged beyond repair. If you operate in the United States, enter the salvage value as a monetary amount (not a percentage) for each piece of equipment in the equipment master file.
- *Tax product number* - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this category/class of equipment for special taxation.
- *Depreciation method* - Enter the code that represents how you will depreciate equipment in this category/class.
- *Analysis group* - Enter the code for the analysis group into which you want to place this category/class. Analysis groups are collections of category/classes and are used for reporting and analysis purposes.
- *Depreciation life* - Enter the number of months of life for depreciation purposes for equipment in this category/class.
- *Major category* - Indicate whether this category/class is a major category. This setting is used for analysis reporting and setting sales representative commissions.
- *Shift* - Indicate the type of shift differential to use to bill the customer who rents equipment in this category/class:
 - single shift (S)

- double shift (D)
 - triple shift (T)
- *Maximum shift* - Enter the code for the highest shift differential allowed for this category/class.
- *Sales tax paid* - If applicable, enter the amount of sales tax paid for the equipment at the time it was purchased.
- *Old category/group* - If applicable, enter the category or group code from a legacy software system for this category/class. If control record **RAINV3** is set to use this old category/group number, equipment messages that print for a rental contract will change each time this number changes on the contract rather than when the category/class changes.
- *Reference number* - Enter a user-defined number to use for custom queries.
- *G/L type code* - Enter the code that represents the general ledger type for revenue distribution when this category/class is rented. Use control record **RAECCM** to protect this field from change. If the control record is set to Y, the code in the field defaults from the PME type, and you cannot change it.
- *Miles/Hours code* - Enter the code that represents how equipment in this category/class is metered for usage. Valid codes include:
 - M - Miles
 - H - Hours
 - U - Usage
- *Create utilization records* - Indicate whether you want the system to create utilization records for equipment in this category/class. Enter Y or leave the field blank if you want to create utilization records.
- *Used price (SURE)* - Enter the selling price for used equipment in this category/class.
- *Page* - Enter the page number for this category/class in your customized rate book. This setting can be used with the **Rate Book with Specs Listing** and the **Equipment Rental Rates Listing**.
- *Sequence* - Enter the sequence that determines the printing order on the page in your customized rate book.
- *Unit cost of bulk* - Enter the cost per unit for bulk items only. This is the amount (per unit) that will be used for the cost of goods sold and relief of inventory when the system creates the general ledger entry for sale of equipment.
- *CCA code* - If applicable, enter the Canadian tax code for this category/class.
- *Weight* - Enter the weight per unit for equipment in this category/class.

Sales Item Maintenance

- *Item number* - Displays the item number you want to add, change, or inquire on.
- *Stock class* - Displays the stock class associated with the item number.
- *Status code* - Enter or accept the current status for the sales item. Valid codes are:
 - A - Active
 - D - Deleted

- S - Suspended
- *Stock status* - Enter **NS** if this sales item is considered a non-stock item that is not included on reorder reports and physical inventory count sheets. Use the **Default Codes** program in Cross Application Maintenance to set up additional user-defined stock status codes using code **SS**.
- *P/M/E code* - Enter the code that represents the type of sales item. Valid codes are:
 - P - Part
 - M - Merchandise
 - E - Equipment
- *Description* - Enter a brief description of the item.
- *Search word* - Enter text that you can use to search for this item on inquiry screens.
- *Last cost update* - Enter or accept the date of the last time the *Last Cost* field was updated by the system. This date is automatically populated by the system, so change it only on an exception basis.
- *Manufacturer's item number* - Enter the manufacturer's item number assigned to this sales item.
- *UPC* - If applicable, enter the UPC number assigned to the item.
- *UPC Code* - If applicable, enter the code associated with the UPC number. Two codes are supported, and the default code is UP.
- *G/L category* - Enter the code that represents the link between this item and the G/L sales revenue distribution file. The G/L distribution determines the general ledger account numbers used for revenue, inventory and cost of goods sold when this item is sold or purchased. This information might be defaulted from the item's stock class, and it might be protected against changes on this screen. If field **ZXYON3** of control record **SAITMM** is set to **Y**, this G/L category is defaulted from the master record of the stock class assigned to this item, and you cannot change it. If control record **SAITM2** - Use G/L Cat in **Stock Master** is set to **Y**, the G/L category is always defaulted from the stock class assigned to the item, regardless of any entry made here.
- *Pricing at Company/Warehouse/Location* - Indicate if the pricing for this item is at the company (**N**), warehouse (**W**), or location (**Y**) level. If you enter **N**, the pricing for this item comes from its master record. If you enter **Y**, the pricing for this item comes from the price set at the location where the item is being transacted. If you enter **W**, the pricing for this item comes from the location that is set as its warehouse/supplying location. Your setting in this field overrides the setting at the location level; however, if you leave this field blank, the setting at the location level is the default for this item.
- *Tax product number* - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this item for special taxation.
- *Last/current cost* - Enter or accept the last or most current cost of this sales item. This field is automatically updated when the item is received against a purchase order in the system.

- *Currency* - Enter or accept the code for the currency in which all monetary amounts on this screen are displayed/entered.
- *Auto calculate cost based on List or Regular* - If you want to use the sales item's list or regular price to automatically calculate its last/current cost, indicate which price to use: List Price (L) or Regular Price (R).
- *Percentage of List or Regular* - If you entered a code in the *Based on* field, enter the percentage by which the list or regular price should be multiplied to arrive at the last/current cost.
- *List price* - Enter the manufacturer's suggested list price for the item. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- *Regular price* - Enter the retail price normally charged for this item. In the event there are no discounts or other pricing codes assigned for the transaction, this is the price the system uses when this item is being sold.
- *Auto calculate regular price based on Cost or List* - If you want to use the sales item's cost or list price to automatically calculate its regular (retail) price, indicate which one to use: List Price (L) or Cost (C).
- *Percentage of Cost or List* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost should be multiplied to arrive at the regular (retail) price.
- *Preferred price* - Enter the price that is used when this item is sold to a customer with a price code of **P** in their master record.
- *Auto calculate preferred price based on Cost, List, or Regular* - If you want to use the sales item's cost or list price or regular price to automatically calculate its preferred price, indicate which one to use: List Price (L), Cost (C), or Regular Price (R).
- *Percentage of Cost, List, or Regular* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the preferred price.
- *Dealer price* - Enter the price that is used when this item is sold to a customer with a price code of **D** in their master record.
- *Auto calculate dealer price based on Cost, List, Regular, or M* - If you want to use the sales item's cost, list price, regular price or a formula to automatically calculate its dealer price, indicate which one to use: List Price (L), Cost (C), Regular Price (R), or formula (M). Enter **M** if you want the system to calculate the Dealer Price based on the formula: $(List + Last Cost) / 2$.
- *Percentage of Cost, List, or Regular* - If you entered a code other than **M** in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the dealer price.
- *Usual vendor* - Enter the number of the vendor from whom you usually purchase this item. This is the vendor used on reorder and analysis reports for this item.
- *Omit from ENB* - If set to **Y**, the system will not process this item in the **Earned Not Billed** report.

- *1st unit of measure* - Enter the code that represents the smallest unit of measure in which this item is sold, purchased, or stocked.
- *2nd unit of measure* - Enter the code that represents the second unit of measure in which this item is sold, purchased, or stocked.
- *2nd quantity* - Enter the quantity of items in the first unit of measure that is equivalent to one unit in this second unit of measure. Example: The first unit of measure is EA for each. The second unit of measure is BX for box. There are 10 of this item (in eaches) in one box, so enter 10 in the *Quantity* field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of BX, and the actual boxes sold, purchased, or counted, and the system calculates the amount in eaches based on this quantity.
- *3rd unit of measure* - Enter the code that represents the third unit of measure in which this item is sold, purchased, or stocked.
- *3rd quantity* - Enter the quantity of items in the first unit of measure that is equivalent to one unit in this third unit of measure. Example: The first unit of measure is EA for each. The third unit of measure is CS for case. There are 100 of this item (in eaches) in one case, so enter 100 in the *Quantity* field. When this item is sold, purchased, or counted during inventory, you can enter a unit of measure of CS, and the actual cases sold, purchased, or counted, and the system calculates the amount in eaches based on this quantity.
- *Rental category* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the category for this item. This information is necessary when completing a sales to rental transaction.
- *Rental class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter the class. This information is necessary when completing a sales to rental transaction.
- *Rental sub-class* - If this item is used in your rental fleet as either serialized or bulk equipment, enter a maintenance sub-class for it.
- *Serialized* - Indicate whether you track this item individually with unique serial numbers. When you set this to Y, you must enter serial numbers when selling, receiving, or transferring this item. You can also use Serial Number Maintenance to add or change sales item serial numbers.
- *Taxable* - Indicate whether you apply tax to this item when you sell it. If the customer to whom you are selling the item is marked as non-taxable, this setting is ignored.
- *Discountable* - Indicate whether this item is discountable. If set to N, this setting overrides discounts set in the customer master file and sales item discounts set in **Sales Item Discount Maintenance**. This setting does not disallow manually entered discounts.
- *Inventoried* - Indicate whether you track this item in inventory. If set to Y, a sales item location record is required for each location that stocks this item. The quantity on hand is automatically updated in the system for items that are marked as Inventoried.

If the sales item is considered a kit, set this field to **N**, unless the *Use Inventoried kits opt* field is set to **Y** in control record **SAKITM**.

- *Commissionable* - Indicate whether sales of this item are calculated for sales representative commissions.
- *Expected profit percentage* - Enter the profit percentage you expect to achieve when this item is sold. You can set the system to warn you during a sales transaction if this profit percentage is not met. Run the Inventory Profit Analysis report to review the profit percentage on sales transactions.
- *Inventory class* - Enter a user-defined code to classify the item for query and analysis purposes. If you do not know the code, press F4 to search for it.
- *Cost overhead percentage* - If applicable, enter the percentage to add to this item's cost when the cost is displayed. The inflated cost is displayed for users with security code **Z01** in their user profile. Users with security code **Z02** will see the item's actual cost.
- *Commission percentage inside* - If applicable, enter the percentage used to calculate split commissions for inside sales representatives.
- *Commission percentage outside* - If applicable, enter the percentage used to calculate split commissions for outside sales representatives.
- *Freight percentage* - Enter the percentage of the sale price of the item to charge for freight.
- *Excise tax percentage* - Enter the percentage of excise tax to charge for this item.
- *Material code* - Enter the code that classifies this item for VAT taxation purposes.

Create P.O.

- *Vendor Number* - Enter the number of the vendor for which you want to create a purchase order. If you do not know the number, press F4 to search for it.

P.O. Header Information

- *Currency* - Enter or accept the currency specific to this purchase order.
- *Reference Number* - If applicable, enter a special notation that can be used for reporting or querying purposes.
- *Print/Reprint PO* - Indicate whether you want to print the purchase order once it is created. The default setting for this field is set in control record **POCRT1**. When in **PO Maintenance** or **PO Inquiry**, you have the option to reprint the purchase order.
- *Fax PO* - Indicate whether you want to fax or e-mail the purchase order once it is created. If you enter **Y**, the **Fax/E-mail Window** displays at the end of the transaction. The default setting for this field is set in control record **POCRT1**.
- *Taxable* - Indicate whether the items on the purchase order are taxable. The default setting for this field is set in control record **POCRT1**. You can override this setting at the line item level.
- *Tax Percentage* - For taxable purchase orders, enter the appropriate tax percentage the vendor will charge.

- *Vendor Number* - Displays the number, name, address, phone number, and fax number for the vendor on the purchase order.
- *Alternate Address Number* - If applicable, enter the number assigned to alternate vendor address you want to use for this purchase order. Alternate addresses are set up in the vendor master record.
- *Ship To* - Enter or accept the location to which the items on the purchase order will ship. The location name and address appear below, and you can change them. If you are ordering re-rent equipment or items for a specific customer or drop shipping items or equipment directly to a customer, complete the *Customer/Contract Number* field as well.
- *Customer/Contract Number* - If you are ordering re-rent equipment or items for a specific customer or contract, or you are entering a re-rent purchase order for a charge customer, enter the number of the customer or the customer's rental contract for shipping purposes.
- *Driver's License Information* - If you are entering a re-rent purchase order for a cash customer, enter the customer's driver's license state and number.
- *Ship To Name and Address* - If applicable, modify the name and address where the purchase order items are to be shipped. This information defaults when you enter the *Ship To location* or the *customer information*, but you can change it for this purchase order.
- *Buyer's Name* - Enter or accept the name of the buyer associated with this purchase order. You can set a default buyer name in control record **POCRT1**.
- *Terms* - Enter or accept the vendor's payment terms in days. The value defaults from the vendor's master record, but it can be changed.
- *Request Date* - Enter or accept the date that you want delivery of the purchase order items. The default is today's date plus the number of lead time days set in the vendor master record.
- *Promised* - Enter the date that the vendor promised delivery. Use control record **POCRT4** to make this field mandatory.
- *Discount Days* - Enter or accept the number of days the vendor allows for payment where they will still offer a discount on the invoice.
- *Discount Percentage* - Enter or accept the percentage of the discount the vendor gives when their invoice is paid within the Discount Days.
- *Material* - Enter a code that represents the type of purchase order you are entering. This code is type **MT** in the **Miscellaneous Reason Code** file. Use the code to filter records in the **PO Search** screen and when running various purchasing reports. Material code **RR** is reserved specifically for re-rent purchase orders.
- *Ship Via* - Enter or accept the shipper information. The default can come from control record **POCRT1**.
- *Freight on Board (FOB)* - Enter the freight on board code for the purchase order. The code represents when you (the purchaser) accept responsibility for the items being delivered.

- **Ordered from/for** - Enter the contact at the vendor with whom you placed the order. Enter the name of the person or customer for whom you placed the order.
- **Comments** - Enter comments for this purchase order. Based on how your purchase order print program is set up, the comments might or might not print on the purchase order. You can also use the first two-character field to enter a code (type PO in the Miscellaneous Reason Code file) that populates the field with commonly used comments.

P.O. Detail

- **Currency** - Displays the currency for the purchase order. Use F16 to change it.
- **Vendor Number** - Displays the number of the vendor from whom you are ordering.
- **Print Bar Codes** - Indicate whether you want to print bar code labels for the items on the purchase order.
- **Only Display Type (PO Selection screen only)** - Enter a code to focus the list of suggested items to only that type. For example, type R is for Requisitioned.
- **Default Discounts** - Enter up to three discount percentages to apply to items that are entered on the purchase order AFTER you enter the discounts. For example, if there are two items for which you do not want to calculate discounts, enter those two items on the purchase order, and then enter your first discount to apply to items subsequently entered on the purchase order. If you enter additional discounts after the first one, and then you enter more items on the purchase order, all of the previously entered discounts apply to those items. Example: Item 4524 is entered on the purchase order. Then a default discount of 10% is entered, and the next item 8883 is entered. Finally, a second default discount of 10% is entered, and the final item 1016 is entered. Item 4524 has no discount applied to it. Item 8883 has a 10% discount applied to it. Item 1016 has a 19% discount applied to it. The system discounts the cost of item 1016 by 10%, and then it applies a 10% discount to that discounted cost for a total of a 19% discount off the original cost.
- **Always** - Enter Y to always use the discounts entered in the **Default Discounts** field and override any other discounts that might apply at the line item level.
- **Item Number** - Enter the number of the item you are ordering. When entering re-rent items, put a prefix of **RR** in front of the item number. When entering non-stock items, put a * in front of the item number/description. Press F8 to toggle this field to the manufacturer's item number or the item description.
- **Order Quantity** - Enter the quantity of the item that you want to order. Based on settings in control record **POCRT1**, the system might calculate the extended cost of the item and compare that to your purchase order buying authority and gives a hard halt error message if the extended cost exceeds your buying authority. See control record **POCRT1** settings **Limit by P MEC code**, **Limit PO IMP MEC code amt** and the **PO Buyer Authorization quick guide** for more information.
- **Location** - Enter or accept the location for which you are ordering the item.

- *Pricing Schedule* - Displays the code for the vendor's price schedule that includes purchase pricing information for this item. For more information, see Price Definition Maintenance and Update Items from Vendor Price List.
- *Stock Status* - Displays the stock status code for the item from its master record.
- *Unit of Measure* - Enter or accept the unit of measure in which the item is being ordered.
- *Unit Cost* - Enter or accept the cost of the item for this purchase order. The default is the cost of the item based on its master record or the applicable location record depending on how the item has been set to cost. Press F10 to display the extended cost for each item on the order.
- *Discount Percentage* - Displays the discount applied to that item.
- *Quantity on Hand* - Displays the quantity on hand for the item in all locations.
- *Totals* - Displays the total quantity ordered and the total unit cost for all items on the purchase order.
- *Weight* - Displays the total weight of all ordered items. The weight of one unit of an item is entered in the item's master record.

Receive Inventory

- *Purchase Order Number* - Enter the number of the purchase order you are receiving. If you do not know the number, press F4 to search by *purchase order number*, or press F16 to search by *item number*.
- *Receipt/Credit Date* - Enter or accept the date that the items were received. If the *Protect receipt date* field in the **RARCPT** control record is set to **Y**, this date cannot be changed. If you are entering a receiver adjustment, enter or accept the date of the credit.
- *Receipt/Credit Time* - Enter or accept the time that the items were received. If you are entering a receiver adjustment, enter or accept the time of the credit.

Receive Inventory Information

- *Currency* - Displays the currency for all of the amounts on the screen.
- *Purchase Card* - Indicate whether this purchase order was completed by a purchase card. If you answer **Y**, the program marks a field in the **Receipts** file so that purchase order matching to an accounts payable vendor invoice is not necessary, and the receiver does not show in the **Accounts Payable Accrual Report**. This field only displays when the *Display Purch Card Flag* field in control record **RARCP6** is set to **Y**.
- *Purchase Order Number* - Displays the number of the purchase order you are receiving.
- *Vendor* - Displays the number and name of the vendor who supplied the items.
- *Material Code* - Displays the material code entered on the purchase order.
- *Received Quantity* - Displays the total amount of items received, which is calculated from the amounts you enter in the *Quantity* field.
- *Delivery Number* - If you want to use the capability of matching multiple purchase orders to the same vendor invoice in **Accounts Payable**, enter a delivery number for

this receiver. You can enter the same delivery number on multiple receivers for different purchase orders and then use the number when vouchering a vendor invoice in A/P so that you can match all of those receivers and purchase orders to that one invoice.

- **Received Amount** - Displays the total monetary amount for the items received, which is calculated from the amounts you enter in the **Quantity** field multiplied by the amounts in the **Cost** field.
- **Bar Code** - Indicate whether you want to print bar code labels for the received items.
- **Item Number** - Displays the number of the item from the purchase order. If the **Allow additional items** field in control record **RARCP3** is set to **Y**, you can enter additional items that were received but are not on the purchase order.
- **Quantity** - Enter the quantity received in the unit of measure displayed. Control record **RARCP1** has two settings that control whether open purchase order quantities are defaulted or can be defaulted into this field. The **Dft open qtys to screen** field setting determines whether the open quantities are automatically defaulted into this field when you get to the screen. The **Allow F2 to default qtys** field setting determines whether you can press F2 to automatically default open quantities into this field. If the **Prohibit Overages** field in control record **RARCPT** is set to **Y**, you cannot enter a received quantity that exceeds the purchase order quantity.
- **Unit of Measure** - Displays the received unit of measure for the item.
- **Description** - Displays the item description.
- **Cost** - Enter or accept the cost of the received item. If the **Protect cost** field in control record **RARCP2** is set to **Y**, you must have security code (**Z23**) in your profile to make changes to the item cost.

Enter/Edit Invoice - Launch

- **Batch Number** - Enter the number of the batch you want to edit or create. Press F4 to search for the correct batch number. Press F6 to have the system automatically assign a number to a new batch.
- **Date** - Enter the date you are entering the new batch. This is not an invoice date or a posting date.
- **Description** - Enter a brief, meaningful description for the new batch.
- **Control Total** - Enter the total of all invoices in the batch. This figure is compared to the calculated figure in the **Batch Total** field to ensure the batch is in balance and ready for posting.
- **Recurring Batch** - Indicate if this is a recurring batch where all of the invoices in the batch are recurring. If **Y** is entered here, for each invoice in the batch, you must enter how many times you want that invoice to recur.
- **Due Date** - If all invoices in the batch have the same due date, enter it here. Otherwise, you can enter each invoice's due date later in the program. If you enter a date here, and you do not enter one on the invoice, the date entered here defaults as that invoice's due date.

- **Batch Total** - Displays the system calculated total of all invoices in the batch. This is compared to the figure entered in the **Control Total** field to ensure the batch is in balance and ready for posting.
- **Number of Invoices** - Displays the number of invoices entered in the batch. For a new batch, this field is blank until you return to the screen after entering invoices.
- **Currency Code** - Enter the code for the currency in which the invoices are being entered in the batch.
- **Journal Code** - If applicable, enter the journal code you want assigned to the batch.

Enter/Edit - Invoice Entry

- **Assignee Number** - If applicable, enter a payee for the invoice other than the vendor. Enter zero (0) if the assignee is not a vendor in the vendor master file. Use the **Name** and **Address** fields at the bottom of the screen to designate who payment should go to. This is usually done for a one-time vendor; the information is not added to the vendor master file. If the assignee is a vendor in your vendor master file, enter the appropriate vendor number that is different from the vendor from whom the items were purchased. If you enter a vendor number from your master file, use the field to the right of **Assignee Number** to enter the sequence number of the appropriate address to which payment should be sent. Leave the field blank to send payment to the vendor's main address.
- **Vendor Number** - Enter the number of the vendor from whom you received the invoice. If you do not know the number, press F4 to search for it. If payment will not be sent to the vendor's main address, use the field to the right of Vendor Number to enter the sequence number of the appropriate address to which payment should be sent. The name and address are displayed in the fields at the bottom of the screen. If the **Always dft vendor** field is set to Y in control record **IP2102**, you can skip this field and let the system fill it in after you enter the purchase order number referenced on the invoice.
- **Invoice Number** - Enter the number on the vendor's invoice.
- **Currency** - Displays the currency code entered on the batch header screen.
- **Invoice Amount** - Enter the total amount of the vendor's invoice, including freight and taxes. Enter a negative sign for a credit.
- **Freight Amount** - Enter the total freight amount from the invoice. This amount was included in the **Invoice Amount**.
- **Tax Amount** - If applicable, enter the total tax amount from the invoice. This amount was included in the **Invoice Amount**.
- **Purchase Order Number** - Enter the purchase order number for which the invoice was sent. If you do not know the number, press F4 to search for it.
- **Receiver Number** - If applicable, enter the receiver number from the purchase order for the items on the invoice. If you do not know the receiver number, press F4 to search for it. If you want to reference all receivers for the purchase order, leave the field blank.

- *Purchase Order Reference* - If applicable, enter any reference between the purchase order and the invoice.
- *Account* - If applicable, enter the account number the vendor has assigned to your organization.
- *Sequence Number* - If you are retrieving a pending invoice, enter the invoice's sequence number. The sequence number is found on the Invoice Inquiry screen.
- *Invoice Code* - Enter a user-defined code that categorizes the invoice. The invoice code is code **AP** set up in **Reason Code File Maintenance**. Make this code a required field in control record **IP210T**.
- *Type* - Indicate the type of invoice you are entering. Valid codes for this program are:
 - I - Invoice
 - C - Credit (see Special Topics below)
 - D - Delete (must enter a Delete Sequence Number)
- *Delete Sequence Number* - If you enter **D** in the *Type* field, enter the sequence number of the invoice to delete. The sequence number is found on the Invoice Inquiry screen.
- *Recurring Quantity* - If you marked the invoice batch as recurring on the **Enter/Edit Invoices - Launch** screen, enter the number of times that this invoice should recur.
- *Payment Method* - Enter the code that represents the method of payment for this invoice. If you do not know the code, press F4 to search for it.
- *Multiple Invoices* - Indicate whether you are going to enter this invoice number multiple times with different amounts and due dates.
- *Invoice OCR* - Enter the Optical Character Recognition reference number - used in European banking.
- *Name* - Displays the name of the vendor. If you enter a zero (0) in the *Assignee Number* field, enter the name of the assignee.
- *Address* - Displays the street address of the vendor. If you enter a zero (0) in the *Assignee Number* field, enter the address to which payment should be made.
- *City/State/Zip (Postal Code)* - Displays the city, state, and postal code of the vendor. If you enter a zero (0) in the *Assignee Number* field, enter the city, state, and postal code where payment should be made.
- *Batch Total* - Displays the system calculated total of all invoices in the batch. This is compared to the figure in the *Control Total* field to ensure the batch is in balance and ready for posting.
- *Number of Invoices* - Displays the number of invoices entered in the batch.
- *Control Total* - Displays the total of all invoices in the batch. This figure is compared to the calculated figure in the *Batch Total* field to ensure the batch is in balance and ready for posting.

Enter/Edit Invoices - G/L Distribution

- *Recurring Quantity* - Displays the number of times that this invoice will recur.
- *Posted* - Indicates whether the invoice batch has been posted.

- *Multiple Invoices* - Indicates whether this invoice number will be entered multiple times with different amounts and due dates.
- *1099 Income* - Indicate whether this invoice represents 1099 income for the vendor.
- *Prepaid Code* - Indicate whether this invoice was already manually paid. If you enter Y, this invoice cannot be selected for payment. If you need to enter multiple invoices or credit memos for the same prepaid check, enter the invoices/credit memos as if they were not prepaid (leave this field blank), and then use the **Payment Selection** program to change the prepaid status of each invoice/credit memo using payment function code 5.
- *Due Date* - Enter the invoice due date. If you entered a due date on the **Batch Header** screen, and you leave this field blank, the system defaults the due date from the batch header. If you did not enter a due date on the **Batch Header** screen, and you leave this field blank, the system calculates a due date based on the invoice date and the number of days entered in the *Term Days* field in **Vendor Master Maintenance**.
- *Check Number* - If the invoice was prepaid, enter the number of the check used for payment.
- *Check Date* - If the invoice was prepaid, enter the date and time of the check used for payment.
- *Discount Percent* - Enter the percentage to use to calculate the discount on the gross amount of the invoice.
- *Discount Date* - Enter the date up to which the discount can be taken.
- *Halt Code* - If applicable, enter the halt code to prevent the invoice from being selected for payment. Based on certain circumstances when you enter the invoice header, the system might default a halt code into this field. Valid codes include:
 - H1 - Items on the purchase order have not been received
 - H2 - Invoice amount does not equal the purchase order amount
 - H3 - Invalid purchase order number
 - H4 - An invoice against this purchase order already exists
 - H5 - Same invoice amount found on another invoice (Use control record CKINV\$ to turn this halt code off)
 - H6 - An invoice for this receiver number already exists
 - H7 - Vendor is on hold

With the appropriate security setting, you can change the halt code status of an invoice in the Payment Selection program.

- *Invoice Date* - Enter the date from the invoice.
- *Invoice Description* - Enter or accept the description of the invoice. Settings in control record IP210T determine how the invoice description defaults.
- *Employee* - Displays the name of the user who entered the invoice.
- *Batch Number* - Displays the batch number entered on the first screen.
- *Close Batch* - Indicate whether to close the batch after saving this invoice.
- *Date* - Displays the date that the invoice was entered in the batch.

- **Account Number** - Enter or accept the general ledger account number to be debited or credited when this invoice is posted. Various settings in control records **IP210T**, **IP2102**, and **IP2103** dictate how the G/L account numbers are defaulted and whether they can be modified on this screen. Control record **IP210T** also contains a setting to indicate whether the vendor master record should be updated with G/L account numbers entered for this invoice.
- **Amount** - Displays the amount from the invoice that applies as a debit or credit to the corresponding G/L account.
- **Debit/Credit** - Indicates whether the amount is debited or credited to the corresponding G/L account.
- **Description** - Displays a description of the G/L account.
- **Equipment Number** - Displays the number of the equipment from the purchase order. If the equipment number does not default from the purchase order, or if the item that was purchased is not equipment but is related to a specific piece of equipment, you can enter the equipment number. For information on how equipment is costed, read the Equipment Costing quick guide.
- **Type** - Displays the Type code assigned to the equipment at receipt. Valid codes include:
 - C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease
 - N - New
 - - Non-rental Asset
 - R - Rental
 - S - Sub-leased
 - T - Trade In
- **Invoiced** - Indicate if the equipment has been fully invoiced for capitalization purposes. An asset's monthly depreciation amount is estimated and calculated as an accrual until it is verified that its initial cost has been completely entered by setting this **Invoiced** flag to Y, or by setting the **Fully Invoiced** flag on the **Equipment Maintenance - Cost** screen to Y. This ensures that when freight or other adjustments for the asset are entered in **Accounts Payable Invoice Entry** during the first part of the asset's life, they are calculated as accruals and reversed accordingly. Once all costs for the asset have been entered, set at least one of the "Invoiced" flags to Y, and the system brings the asset's depreciation up to date according to the true and final cost when the asset is next depreciated.
- **Messages** - If applicable, enter a brief message about the invoice.

Sales to Rental Transfer - Launch

- **Equipment number** - Enter the number of the equipment that you want to transfer into your rental inventory, or for which you want to change its type from New to

Rental or from Floored or Consigned to New. If you do not know the number, press F4 to access Equipment Search.

- *Item number* - Enter the number of the item you want to move into your rental inventory. If you do not know the number, press F4 to access Parts/Merchandise Search.
- *Stock class* - Enter or accept the stock class associated with the entered item.

Item Number Toggle (F8)

- *Manufacturer's number* - Enter the number the manufacturer has given to the item you want to transfer.
- *UPC number* - Enter the UPC number of the item you want to transfer.

Sales to Rental Transfer

- *Item Number/Manufacturer's Number/UPC Number* - Displays the number of the item being transferred to rental inventory or added to a piece of equipment. Press F8 to toggle to the corresponding manufacturer's number or the UPC number.
- *Stock Class* - Displays the stock class associated with the item being transferred.
- *Description* - Displays a description of the item.
- *Category-class/Reservation item number* - The IDs of the category and class to which the item belongs. Depending on a setting in control record **RASTR2**, you might be able to change this information. Press F7 to toggle to the item's rental reservation number.
- *Category/class description* - Displays the description of the category/class to which the item belongs.

Recap Mode (F10 from Launch screen)

- *Equipment number* - Displays the number of the equipment to which you are adding the part or sales item.
- *Make/Model/Serial number* - Displays the make (manufacturer's type), model, and serial number for the equipment. For example, Case, Cutter 1000, 02131961.
- *From location* - Displays the location that is creating the sales to rental transfer.
- *To location* - The location to which the item is being transferred. This is typically the same as the From location, but if they *Allow location change* field in control record **RASTR1** is set to Y, you can change this.
- *Debit G/L number* - Displays the general ledger account number that is debited for the amount of this transfer.
- *Credit G/L number* - Displays the general ledger account number that is credited for the amount of this transfer.
- *Quantity available* - Displays the quantity of the item that is available for transfer at the screen location.
- *Average cost* - Displays the average cost of the item, in addition to the currency in which it is displayed.

- *Quantity* - Enter the quantity of the item to transfer to rental inventory or to another status.
- *Extended cost* - Displays the total cost of the transfer, which is calculated at *Quantity* x *Average cost*.

Sales Item Location Maintenance - Launch

- *Location* - Enter the code for the location for which you want to add, change, or inquire on a sales item record.
- *Item Number* - Enter the item number you want to add, change, or inquire on. If you do not know the number you want to change or inquire on, press F4 to search for it.
- *Stock Class* - Enter the stock class associated with the item number.

Sales Item Location Maintenance

- *Item number* - Displays the item number you want to add, change, or inquire on.
- *Stock class* - Displays the stock class associated with the item number.
- *Status code* - Displays the current status for the sales item. Valid codes are:
 - A - Active
 - D - Deleted
 - S - Suspended
- *Location* - Displays the code for the location for which you want to add, change, or inquire on a sales item record.
- *Description* - Displays a brief description of the item.
- *Last Cycle* - Displays the date of the last time this item was cycle counted at this location.
- *UPC Code* - If applicable, this field displays the code associated with this item's UPC number. Two codes are supported, and the default code is UP.
- *Quantity on Hand* - Displays the quantity that is currently on hand for this item as this location.
- *Quantity Reserved* - Displays the quantity of this item that has been reserved at this location via Create Sales Quote.
- *Vendor Back Order* - Displays the quantity of this item that is back ordered from the vendor.
- *Quantity on Open Purchase Order* - Displays the quantity of this item that is on an open purchase order for this location.
- *Quantity in Transit* - Displays the quantity of this item that is currently in transit to or from this location.
- *Customer Back Order* - Displays the quantity of this item that is on back order to customers of this location.
- *Quantity Sales Order* - Displays the quantity of this item that is on an open sales order for this location.

- *Open Rental* - Displays the quantity of this item that is currently on rent from this location.
- *Open Work Order* - Displays the quantity of this item that is currently on open work orders for this location.
- *Bin location 1* - Enter the location designation of the first bin used to store the item. You can specify to print physical inventory count sheets by bin location.
- *Bin location 2* - Enter the location designation of the second bin used to store the item.
- *Bin location 3* - Enter the location designation of the third bin used to store the item.
- *Usual vendor* - Enter the number of the vendor from whom you usually purchase this item for this location. This is the vendor used on reorder and analysis reports for this item.
- *Vendor 2* - Enter the number of an alternate vendor you might use to purchase this item if the usual vendor cannot supply it.
- *Vendor 3* - Enter the number of a second alternate vendor you might use to purchase this item if the other two vendors cannot supply it.
- *Last vendor used* - The system populates the number of the last vendor you used to purchase this item for this location.
- *Last cost* - Enter or accept the last or most current cost of this sales item for this location. This field is automatically updated when the item is received against a purchase order in the system. You can also enter or accept the code for the currency in which all monetary amounts on this screen are displayed/entered.
- *Last cost update* - Enter or accept the date of the last time the *Last Cost* field was updated by the system. This date is automatically populated by the system, so change it only on an exception basis.
- *ABC* - If you have control record **SAABCP** set to **Y** to calculate an activity level for this item at this location, this field displays the activity level code that the system calculated. When creating a new item, you can manually enter this code, but it might change when the calculation is run at the end of the month.
- *List price* - Displays the manufacturer's suggested list price for the item at this location. This amount is not used for invoicing; it may be used for calculation of cost or selling price based on the codes assigned for auto calculations.
- *Regular price* - Enter the retail price normally charged for this item at this location. In the event there are no discounts or other pricing codes assigned for the transaction, this is the price the system uses when this item is being sold from this location.
- *Auto calculate regular price based on Cost or List* - If you want to use the sales item's cost or list price to automatically calculate its regular (retail) price, indicate which one to use: List Price (L) or Cost (C).
- *Percentage of Cost or List* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost should be multiplied to arrive at the regular (retail) price.

- *Preferred price* - Enter the price that is used when this item is sold from this location to a customer with a price code of P in their master record.
- *Auto calculate preferred price based on Cost, List, or Regular* - If you want to use the sales item's cost or list price or regular price to automatically calculate its preferred price, indicate which one to use: List Price (L), Cost (C), or Regular Price (R).
- *Percentage of Cost, List, or Regular* - If you entered a code in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the preferred price.
- *Dealer price* - Enter the price that is used when this item is sold from this location to a customer with a price code of D in their master record.
- *Auto calculate dealer price based on Cost, List, Regular, or M* - If you want to use the sales item's cost, list price, regular price, or the formula of List price + Last cost / 2 to automatically calculate its dealer price, indicate which one to use: List Price (L), Cost (C), Regular Price (R), or formula (M).
- *Percentage of Cost, List, or Regular* - If you entered a code other than M in the *Based on* field, enter the percentage by which the list price or cost or regular price should be multiplied to arrive at the dealer price.
- *Freight percentage* - Enter the percentage of the sale price of the item to charge for freight.
- *Excise tax percentage* - Enter the percentage of excise tax to charge for this item.
- *Material code* - Enter the code that classifies this item for VAT taxation purposes.
- *Taxable* - Indicate whether you apply tax to this item when you sell it from this location. If the customer to whom you are selling the item is marked as non-taxable, this setting is ignored.
- *Commissionable* - Indicate whether sales of this item from this location are calculated for sales representative commissions.
- *Discountable* - Indicate whether this item is discountable at this location. If set to N, this setting overrides discounts set in the customer master file and sales item discounts set in **Sales Item Discount Maintenance**. This setting does not disallow manually entered discounts.
- *Stock status* - Enter **NS** if this sales item is considered a non-stock item that is not included on reorder reports and physical inventory count sheets. Use the **Default Codes** program in **Cross Application Maintenance** to set up additional user-defined stock status codes using code **SS**.
- *Cost overhead percentage* - If applicable, enter the percentage to add to this item's cost when the cost is displayed. The inflated cost is displayed for users with security code **Z01** in their user profile. Users with security code **Z02** will see the item's actual cost.
- *Expected profit percentage* - Enter the profit percentage you expect to achieve when this item is sold from this location. You can set the system to warn you during a sales transaction if this profit percentage is not met. Run the **Inventory Profit Analysis report** to review the profit percentage on sales transactions.

- *Substitute item* - Displays the number of the item that was most recently set up as a substitute for this item in **Sales Item Cross Reference Maintenance**. This item can be sold from the location as a substitute for the item in this location record.
- *Substitute stock class* - Enter or accept the stock class associated with the substitute item you entered.

Item Cross Reference Maintenance - Launch

- *Item Number* - Enter the item number for which you want to set up cross references or substitute items.
- *Stock Class* - Enter or accept the stock class for the entered item.

Sales Item Cross Reference Maintenance - Alternative

- *Item Number* - Displays the item number for which you want to set up substitute items.
- *Stock Class* - Displays the stock class for the sales item.
- *Substitute Item Number* - Enter one or more sales item numbers that are substitute items for the item you are working with. If you do not know the item number, enter 1 in the *Opt* (Option) field to search for it.
- *Stock Class* - Enter or accept the stock class associated with the entered item.
- *Description* - Displays a description of the substitute item.