



Process

Documentation

Department:

Customer Support

Last Updated:

3/13/2026 1:00 PM

NAME OF PROCESS

Performing Equipment Inquiries

Use Case / Objectives

This document provides operational procedures for managing equipment records in RentalMan, including [status updates](#), [reviewing equipment history](#), [entering original cost](#), and [generating equipment lists by status](#).

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:

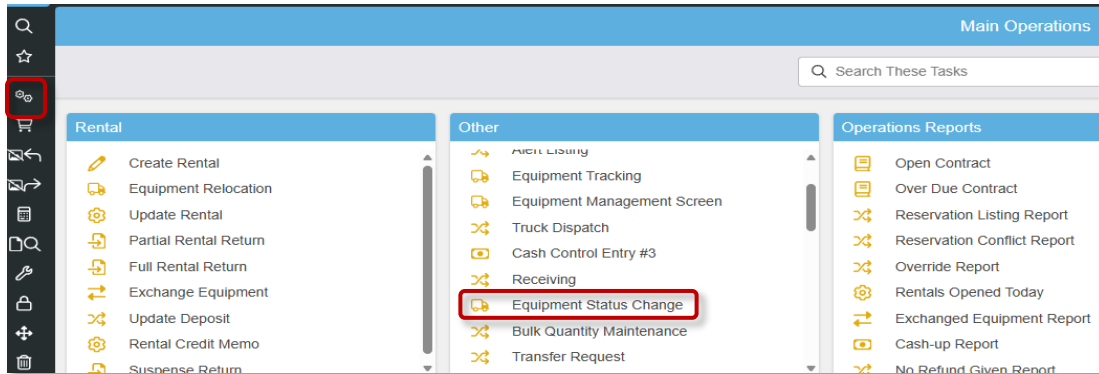
- Operations > Other > Equipment Status Change (1.53.22)
- Operations > Inquiry > Equipment Inquiry (1.31)
- Operations > Rental File > Equipment File Maintenance (1.51.13)
- Operations > Inquiry > Equipment Inquiry (1.31)

Changing Equipment Status

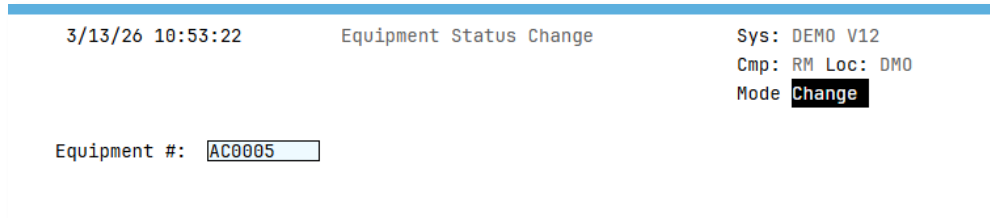
Process Steps

Purpose: Update the operational status of equipment (e.g., Available to Down - Short Term).

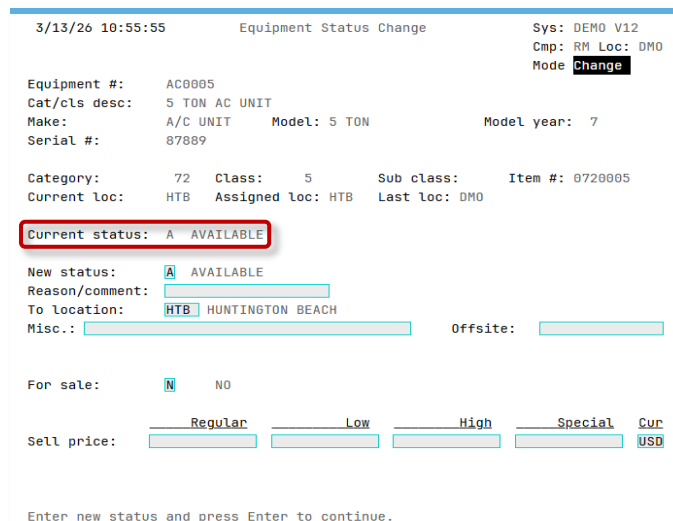
1. Log into the [RolePlay environment](#) using your credentials.
2. From the **Main Operations** menu, click on the **Equipment Status Change** option in the **Other** section.



3. On the **Equipment Status Change - Launch** screen, type in the *Equipment Number*. **NOTE: Press F4** to search if you do not know the equipment number.



4. Press Enter to display the equipment record.
5. On **Equipment Status Change** screen, review the *Current status* field code.



6. Type in the *New status* code (example: A → N). **NOTE:** If you do not know the code, with your cursor in the field, press F4 to open the **Equipment Status** pop-up window to select.

3/13/26 10:55:55 Equipment Status Change Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **Change**

Equipment #: AC0005
 Cat/cls desc: 5 TON AC UNIT
 Make: A/C UNIT Model: 5 TON Model year: 7
 Serial #: 87889

Category: 72 Class: 5 Sub class: Item #: 0720005
 Current loc: HTB Assigned loc: HTB Last loc: DMO

Current status: A AVAILABLE

New status: A AVAILABLE
 Reason/comment: _____
 To location: HTB HUNTINGTON BEACH Offsite: _____

Misc.: _____

For sale: **N** NO

Sell price: _____ Regular _____ Low _____ High _____ Special _____ Cur
 _____ USD

{{FKY:RAESCM2000}}
 Review changes and press Enter to change the equipment status.

Equipment Status

1>Select

0 Cd Description

A AVAILABLE

D DOWN - LONG TERM

N DOWN - SHORT TERM

X EXCHANGE

I IN TRANSIT

J JUNKED

M MISSING

O ON RENT

P ON RENTAL PURCHASE

More...

7. Press Enter to save the change.

3/13/26 10:55:55 Equipment Status Change Sys: DEMO V12
 Cmp: RM Loc: DMO
 Mode **Change**

Equipment #: AC0005
 Cat/cls desc: 5 TON AC UNIT
 Make: A/C UNIT Model: 5 TON Model year: 7
 Serial #: 87889

Category: 72 Class: 5 Sub class: Item #: 0720005
 Current loc: HTB Assigned loc: HTB Last loc: DMO

Current status: A AVAILABLE

New status: N DOWN - SHORT TERM
 Reason/comment: _____
 To location: HTB HUNTINGTON BEACH Offsite: _____

Misc.: _____

For sale: **N** NO

Sell price: _____ Regular _____ Low _____ High _____ Special _____ Cur
 _____ USD

Review changes and press Enter to change the equipment status.

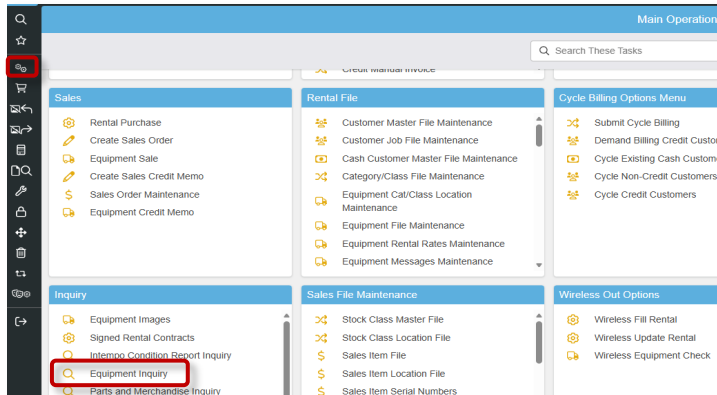
8. The entry saves and the **Equipment Status Change - Launch** screen displays.

Checking Equipment History

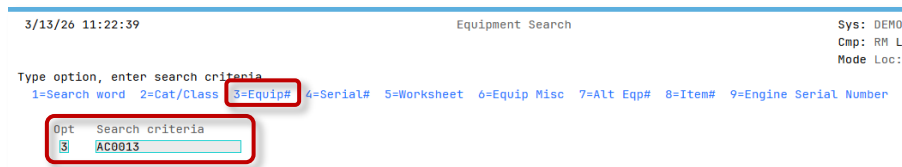
Process Steps

Purpose: Review historical activity related to a piece of equipment.

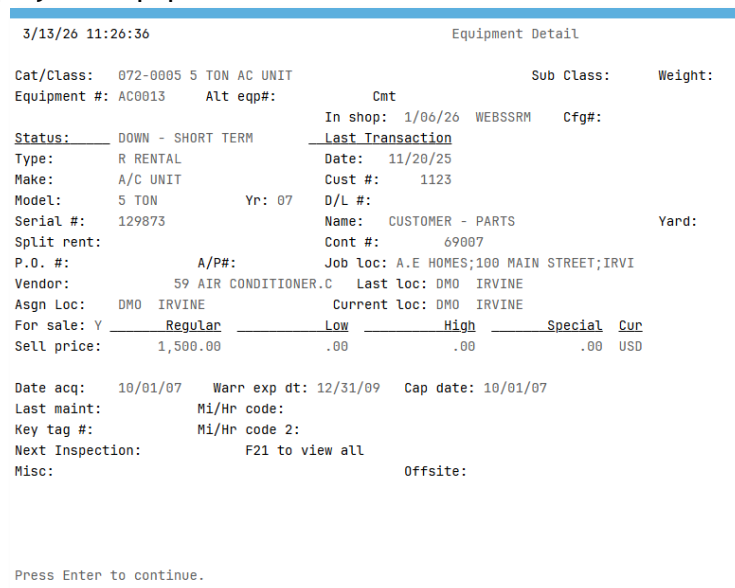
1. From the **Main Operations** menu, click on the **Equipment Inquiry** option in the **Inquiry** section.



2. Type in desired search option in the *Opt* field and then the desired criteria in the *Search Criteria* field. **NOTE:** For this example, we used option **3=Equip#** and typed in the Equipment.



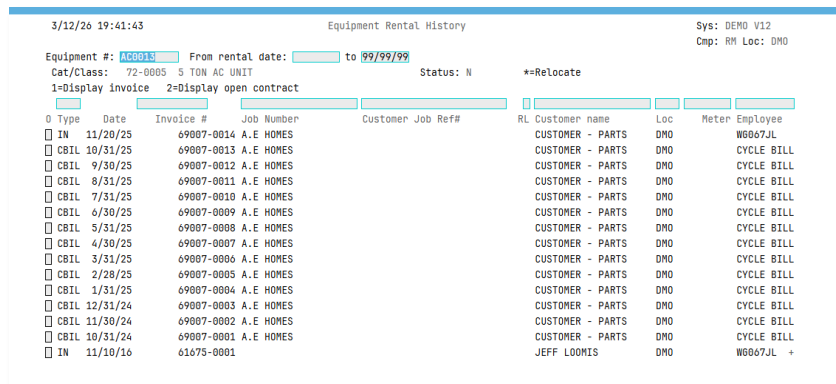
3. Press Enter to display the equipment record.



- Press F4 or click on F04 History to view equipment history.



- Review the historical records on the Equipment Rental History screen.

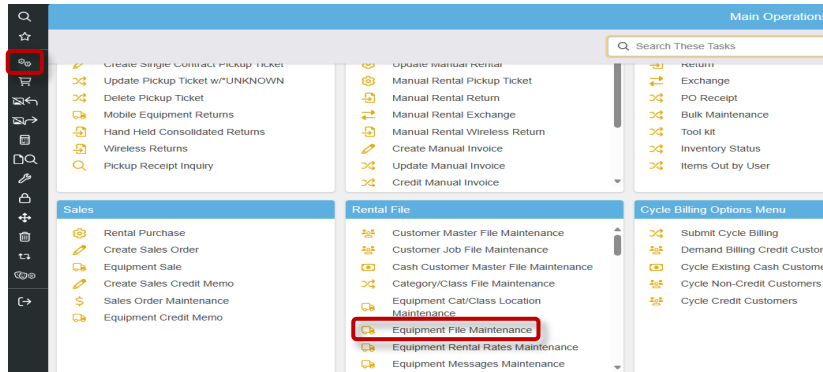


Entering Original Equipment Cost

Process Steps

Purpose: Record the acquisition cost of equipment for financial tracking.

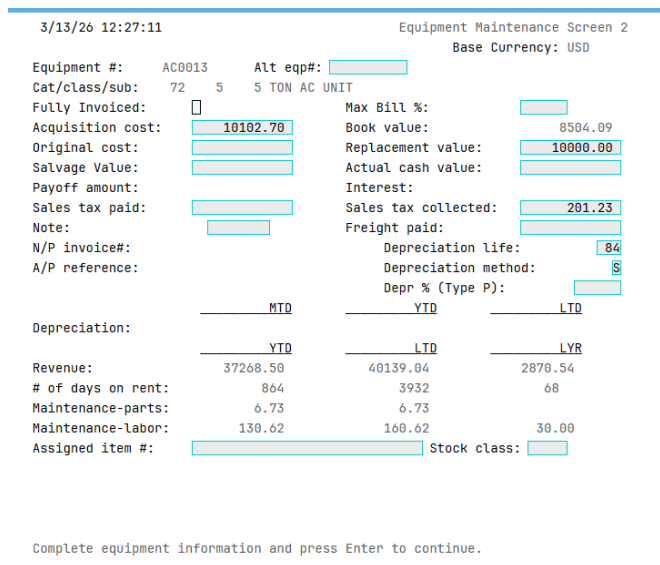
1. From the **Main Operations** menu, click on the **Equipment File Maintenance** option in the **Rental File** section.



2. On the **Equipment Maintenance - Launch** screen, type in the **Equipment #** field. **NOTE: Press F4** to search if necessary.



3. Press Enter to open the equipment record.
4. On the **Equipment Maintenance** screen, press F2 to access the Cost screen.



5. Type in the *Original Cost* field.

Equipment File | 3/12/26 19:45:53 | Equipment Maintenance Screen 2 | Base Currency: USD

Equipment #: AC0013 Alt eqp#:

Cat/class/sub: 72 5 5 TON AC UNIT

Fully Invoiced: Max Bill %:

Acquisition cost: ~~10100.00~~ Book value: 8504.09

Original cost: 95000 Replacement value: 10000.00

Salvage Value: Actual cash value:

Payoff amount: Interest:

Sales tax paid: Sales tax collected: 201.23

Note: Freight paid:

N/P invoice#: Depreciation life: 84

A/P reference: Depreciation method: S

Depr % (Type P):

Depreciation: MTD YTD LTD

	YTD	LTD	LYR
Revenue:	37268.50	40139.04	2870.54
# of days on rent:	864	3932	68
Maintenance-parts:	6.73	6.73	
Maintenance-labor:	130.62	160.62	30.00

Assigned item #: Stock class:

6. Press Enter to save.

Equipment File Ma | 3/12/26 19:47:03 | Equipment Maintenance Screen 2 | Base Currency: USD

Equipment #: AC0013 Alt eqp#:

Cat/class/sub: 72 5 5 TON AC UNIT

Fully Invoiced: Max Bill %:

Acquisition cost: ~~10100.00~~ Book value: 8504.09

Original cost: 95000.00 Replacement value: 10000.00

Salvage Value: Actual cash value:

Payoff amount: Interest:

Sales tax paid: Sales tax collected: 201.23

Note: Freight paid:

N/P invoice#: Depreciation life: 84

A/P reference: Depreciation method: S

Depr % (Type P):

Depreciation: MTD YTD LTD

	YTD	LTD	LYR
Revenue:	37268.50	40139.04	2870.54
# of days on rent:	864	3932	68
Maintenance-parts:	6.73	6.73	
Maintenance-labor:	130.62	160.62	30.00

Assigned item #: Stock class:

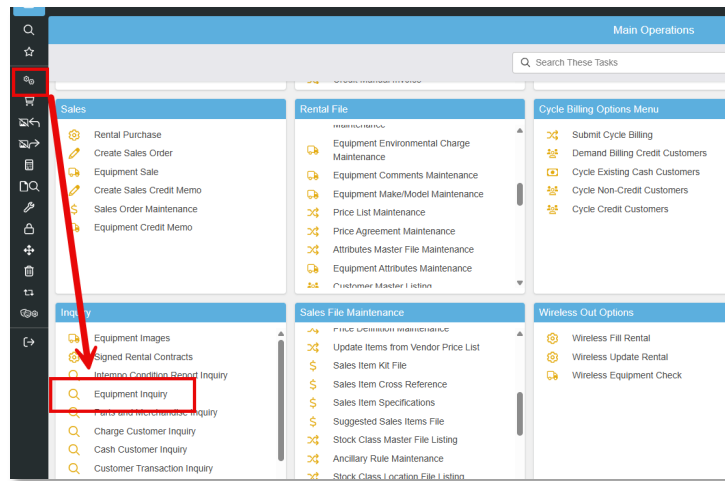
Complete equipment information and press Enter to continue.

Printing Equipment List by Status

Process Steps

Purpose: Generate a quick list of equipment filtered by status and optionally by location.

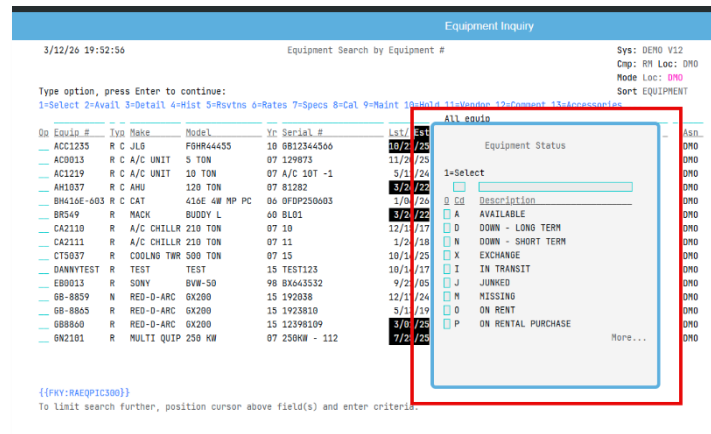
1. From the **Main Operations** menu, click on the **Equipment Inquiry** option in the **Inquiry** section.



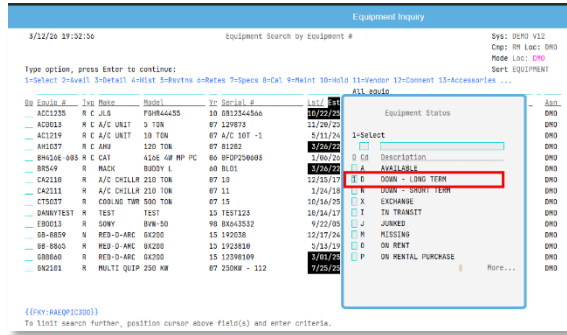
2. On the **Equipment Search** screen, type 3 in the **Opt** field. Select Option 3 - Search by Equipment Type.



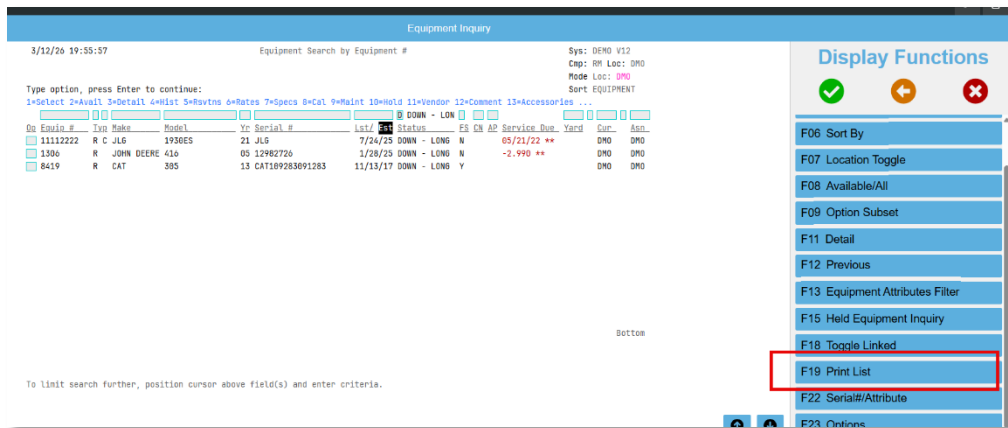
3. Press Enter.
4. With your cursor to the **Status** field, press F4 to search for available statuses.



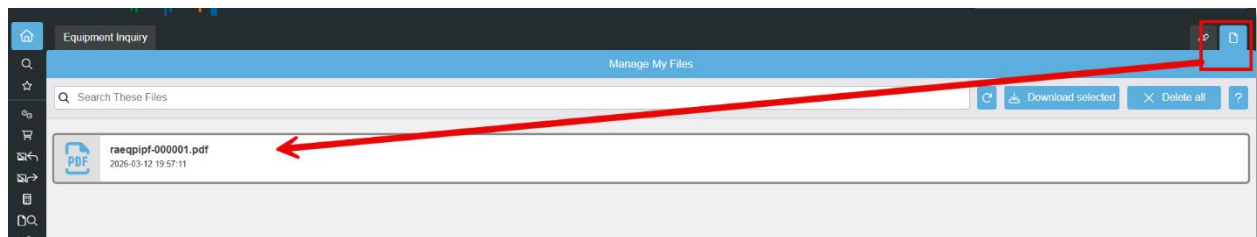
- Select the desired status by typing 1 in the 0 field next to the desired status and pressing Enter.



- The Equipment Search screen refreshes to show only those *Equipment* with the *Status* selected.
- Press F19 to print the equipment list.



- List will generate a file in your **Manage My Files** document folder as a .pdf file.



- Click on the **Open** icon to view the file. **NOTE:** The image below is an example of the file that will generate.

Equip #	Typ	Make	Model	Yr	Lst/Est	Status	Cur	Asn	Serial#	Misc
11112222	R	C	JLG	1930ES	21	7/24/25	DOWN - LONG	DMO	DMO	JLG
1306	R	JOHN DEERE	416	05	1/28/25	DOWN - LONG	DMO	DMO	12982726	FINANCED BY GEHL 4/06
8419	R	CAT	305	13	11/13/17	DOWN - LONG	DMO	DMO	CAT109283091283	
Total # of records: 3 ***										

Reference Glossary

Field Definitions for Tasks

Equipment Status Change - Launch

- *Equipment number* - Enter the number of the piece of equipment whose status you want to change. If you do not know the equipment number, you can press F4 to search for it, or you can also use the **PgUp** and **PgDn** keys to scroll through the equipment file to find it.

Equipment Status Change

- *Equipment number* - Displays the unique number assigned to this piece of equipment.
- *Category/class description* - Displays the description of the category/class to which this equipment belongs.
- *Make* - Displays the make (manufacturer's type) for the equipment.
- *Model* - Displays the manufacturer's model for the equipment.
- *Model year* - Displays the year of the model for the equipment.
- *Serial number* - Displays the equipment's unique serial number.
- *Category* - Displays the number of the category to which this equipment belongs.
- *Class* - Displays the number of the class to which this equipment belongs.
- *Sub class* - If applicable, this field displays the number of the sub class to which this equipment belongs.
- *Item number* - Displays the item number assigned to this equipment.
- *Current location* - Displays the code where the equipment is currently located.
- *Assigned location* - Displays the location code where the equipment was originally assigned.
- *Last location* - Displays the code for where the equipment was before its current location.
- *Current status* - Displays the status of the equipment now. Valid statuses include:
 - A - Available
 - D - Down - Long Term
 - N - Down - Short Term
 - R - Down - Wash Rack
 - I - In transit
 - J - Juned
 - M - Missing
 - O - On Rent
 - P - On Rental Purchase
 - K - On Truck
 - U - Pickup
 - V - Returned to Vendor

- S - Sold
- T - Stolen
- *New status* - Enter a new status for this piece of equipment.
- *Reason/comment* - Enter a brief comment or reason for changing the status.
- *Miscellaneous* - If applicable, enter an equipment miscellaneous code to further clarify the status change.
- *SMM Decal or EPA* - If the *Select certain equipment* field in control record **EPACHG** is set to Y, and the *Break Misc into 2 fields* field in control record **RAEQM3** is also set to Y, this field displays. Enter a decal number for either SMM taxing or EPA charge purposes. See the *Charge SMM/EPA Tax* field in **Category/Class Maintenance** for more information.
- *Current meter #1* - Displays the current meter reading for the equipment's first meter.
- *Current meter #2* - If applicable, this field displays the current meter reading for the equipment's second meter.
- *New meter #1* - Enter or accept the new meter reading for the equipment's first meter.
- *New meter #2* - If applicable, enter the new meter reading for the equipment's second meter.
- *For sale* - Indicate the "For Sale" code for this piece of equipment. Valid codes include:
 - A - Auction
 - H - Held for Purchase
 - N - No (is not for sale)
 - S - Surplus
 - Y - Yes (is for sale)

Equipment Detail Inquiry

- *Category/Class* - Displays the IDs of the category and class to which this equipment belongs.
- *Equipment number* - Displays the unique number of the equipment you are adding or updating.
- *Alternate equipment number* - Displays the alternate unique number for the equipment (perhaps from a legacy software system). You can use this number to retrieve this piece of equipment during transaction entry.
- *Comment* - Displays a brief comment about the equipment maintenance.
- *Configuration number* - Displays the configuration number for the equipment. Configurations are different designs for the same equipment, and they are created in the **Equipment Configuration File** program in the **Purchasing** application.
- *Status* - Indicates the current status of the equipment.
- *Type* - Displays the code that represents the type of equipment.
- *Make* - Displays the make (manufacturer's type) for the equipment. For example, Case.
- *Model* - Displays the manufacturer's model for the equipment. For example, Cutter 1000.
- *Model year* - Displays the year that model was manufactured.

- *Serial number* - Displays the unique serial number assigned to this piece of equipment.
- *Split rent code* - Displays a user-defined code that indicates how rent for this equipment is split with another branch or a sub-lessor. You can run the **Rental Equipment Split Rents** report by this code to obtain information on how you have split rental revenue.
- *P.O. number* - Displays the purchase order number on which you acquired this piece of equipment. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, that P.O. number automatically populates this field.
- *A/P Number* - If applicable, this field displays the number assigned to the notes payable note used to purchase this equipment.
- *Vendor* - Displays the vendor from whom you acquired this piece of equipment. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, the vendor number automatically populates this field.
- *Last Transaction Date* - Displays the date that the equipment was last transacted.
- *Customer Number* - Displays the number of the customer associated with the last transaction for this equipment.
- *Driver's License Number* - If applicable, this field displays the driver's license number for the cash customer associated with the last transaction for this equipment.
- *Name* - Displays the customer's name.
- *Contract Number* - Displays the number of the rental or sales contract from the last transaction.
- *Job Location* - Displays the location of the job associated with the last transaction for this equipment.
- *Assigned location* - Displays the location where this equipment was put into rental availability.
- *Current location* - Displays the location where the equipment is physically or from where it was last rented.
- *For sale* - Displays a code that represents whether this equipment is for sale, and if so, how it might be sold.
- *Sell price (Regular)* - Displays the actual sales price you want to receive for this equipment if you sold it.
- *Sell price (Low)* - Displays the lowest sales price you would want to receive for this equipment if you sold it.
- *Sell price (High)* - Displays the highest sales price you would want to receive for this equipment if you sold it.
- *Sell price (Special)* - Displays a special sales price you would want to receive for this equipment if you sold it. This might be a price that you would use if you sold the equipment to one of your highest rated customers.
- *Currency* - Displays the code of the currency associated with the sell prices.

- *Date acquired* - Displays the date that you acquired this piece of equipment. If you are using the application, and you entered and received a purchase order for this equipment, the date of receipt automatically populates this field.
- *Warranty expiration date* - Displays the date that the warranty expires for this piece of equipment.
- *Capitalization date* - Displays the date that the equipment was capitalized for tax and accounting purposes.
- *Last maintenance date* - If work orders are entered in the system to maintain this equipment, the date of the most recent maintenance is populated here.
- *Current Miles/Hours/Usage* - Displays the current meter reading for this equipment based on its *Miles/Hours/Usage* code. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Key tag number* - Displays the number for the key that is used to start or lock this equipment.
- *Current Miles/Hours/Usage 2* - Displays the current usage for this equipment based on its *Miles/Hours/Usage code 2*. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Miscellaneous* - Displays a user-defined comment to use for search purposes. You can search for equipment by the contents of this field.
- *EPA* - If the *Select certain equipment* field in control record **EPACHG** is set to Y, and the *Break Misc into 2 fields* field in control record **RAEQM3** is also set to Y, this field can display a decal number for either SMM taxing or EPA charge purposes.

Equipment Rental History

- *Equipment Number* - Enter or accept the number of the equipment for which you want to review rental history.
- *From/To Rental/Invoice Date* - Enter the rental date range for which you want to review history. Press F7 to change the field to invoice date range.
- *Category/Class* - Displays the ID of the category/class to which the equipment belongs.
- *Status* - Displays the current status of the equipment.

Rental History List

- *Type* - Displays the type of the rental transaction.
- *Date* - Displays the date of the rental transaction.
- *Invoice Number* - Displays the number of the invoice/contract associated with the rental transaction.
- *Customer Name* - Displays the name of the customer associated with the rental transaction.
- *Location* - Displays the location that originated the rental transaction.

- *Meter* - Displays the equipment's meter reading for that rental transaction.
- *Employee* - Displays the name of the employee who entered the rental transaction.

Equipment Maintenance

- *Equipment number* - Displays the unique number of the equipment you are adding or updating.
- *Alternate equipment number* - Enter an alternate unique number for the equipment (perhaps from a legacy software system). You can use this number to retrieve this piece of equipment during transaction entry.
- *Category* - Enter the code for the category to which this piece of equipment belongs. Categories and classes are set up in **Category/Class Maintenance**.
- *Class* - Enter the code for the class to which this piece of equipment belongs. Categories and classes are set up in **Category/Class Maintenance**.
- *Sub* - Enter the code for the sub-class to which this piece of equipment belongs. You can use the sub-class as a code that represents the vendor from which you purchased the equipment.
- *Current status* - Indicate the current status of the equipment. This status is automatically updated by the system, and you can manually change it here or in **Equipment Status Change**. 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
- *Type* - Enter the code that represents the type of equipment. Valid codes include:
 - C - Customer Owned
 - F - Floored
 - G - Consignment
 - L - Lease
 - N - New
 - O - Non-rental Asset
 - R - Rental
 - S - Sub-leased

- T - Trade In
- *Make* - Enter the make (manufacturer's type) for the equipment. For example, Case.
- *Model* - Enter the manufacturer's model for the equipment. For example, Cutter 1000.
- *Model year* - Enter the year that model was manufactured.
- *Configuration number* - If applicable, enter or search for the appropriate configuration number for the equipment. Configurations are different designs for the same equipment, and they are created in the **Equipment Configuration File** program in the **Purchasing** application.
- *Serial number* - Enter the unique serial number assigned to this piece of equipment.
- *Tax product number* - If you are integrated with a tax software package, and if applicable, enter the tax product category/number that groups this equipment for special taxation.
- *Equipment link* - Use this field to set up linked relationships for your equipment. If this piece of equipment is linked to another main piece of equipment, enter the number for the main equipment here. When entering transactions for linked equipment, the main equipment number is the one that is entered. Equipment links are created for depreciation, rental, transfer, and sales purposes.
- *Tax rental* - Indicate whether to tax rental charges on this equipment. This setting overrides the tax rental code in the rental rate record for the location renting the item.
- *Tax sales* - Indicate whether to tax sales of this equipment.
- *G/L type* - Enter the code that represents the general ledger type for this equipment. Use the code in conjunction with the G/L revenue distribution file to set up different revenue distribution by equipment number.
- *Material code* - Enter the code that represents the material type for this equipment when it is rented. This code can be used to classify the equipment for VAT purposes.
- *Assigned location* - Enter or accept the location where this equipment was put into rental availability.
- *Current location* - Displays the location where the equipment is physically or from where it was last rented.
- *Last location* - Enter or accept the location where the equipment was found prior to its current location.
- *Date acquired* - Enter or accept the date that you acquired this piece of equipment. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, the date of receipt automatically populates this field.
- *Vendor acquired* - Enter or accept the vendor from whom you acquired this piece of equipment. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, the vendor number automatically populates this field.
- *Purchase Order number* - Enter or accept the purchase order number on which you acquired this piece of equipment. If you are using the **Purchasing** application, and you

entered and received a purchase order for this equipment, that purchase order number automatically populates this field.

- *Date in rental* - Enter or accept the date you put this equipment into the rental fleet. This is automatically filled in for you if you use the sales to rental fleet entry to convert a new inventory piece of equipment to rental inventory. This field is required for equipment of type R.
- *Warranty date* - Enter the date that the warranty expires for this piece of equipment.
- *Last transaction date* - The date of the most current transaction for this equipment. The system automatically populates this field.
- *Miles/Hours/Usage code* - Indicate how to charge for usage of this equipment once it has been exchanged or returned from rental. Valid codes include:
 - M - Mileage
 - H - Hours
 - U - Usage (metered)
- *Current Miles/Hours/Usage* - Enter or accept the current meter reading for this equipment based on its *Miles/Hours/Usage* code. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Old Miles/Hours/Usage* - Enter or accept the usage (miles/hours/usage) from a replaced meter. This field is automatically populated during work order entries if you answer Y to replace a meter. This setting ensures that overall usage for the equipment is kept on file so that the system will correctly recommend necessary maintenance.
- *Miles/Hours/Usage code 2* - Use this field if the equipment has more than one way of tracking usage; for example, the equipment has an odometer and an hour meter.
- *Current Miles/Hours/Usage 2* - Enter or accept the current usage for this equipment based on its *Miles/Hours/Usage code 2*. This field is automatically populated when you enter this information during a rental return or exchange or when entering a work order for maintenance.
- *Old Miles/Hours/Usage 2* - Enter or accept the usage (miles/hours/usage) from a replaced secondary meter. This field is automatically populated during work order entries if you answer Y to replace a meter. This setting ensures that overall usage for the equipment is kept on file so that the system will correctly recommend necessary maintenance.
- *Split rent code* - If applicable, enter a user-defined code that indicates how rent for this equipment is split with another branch or a sub-lessor. You can run the **Rental Equipment Split Rents** report by this code to obtain information on how you have split rental revenue.
- *Off road* - Indicate whether this equipment can be used off road. This information may be necessary for licensing or for fuel credit purposes.
- *Key number* - Enter the number for the key that is used to start or lock this equipment.

- *Sell price (Regular)* - Enter the actual sales price you want to receive for this equipment if you sold it.
- *Sell price (Low)* - Enter the lowest sales price you would want to receive for this equipment if you sold it.
- *Sell price (High)* - Enter the highest sales price you would want to receive for this equipment if you sold it.
- *Sell price (Special)* - Enter a special sales price you would want to receive for this equipment if you sold it. This might be a price that you would use if you sold the equipment to one of your highest rated customers.
- *Currency* - Enter or accept the code of the currency associated with the entered sell prices.
- *Sold amount* - The system automatically populates this amount when you sell this piece of equipment.
- *Disposal date* - The system automatically populates this date when you sell or otherwise dispose of this piece of equipment.
- *For sale* - Enter Y to list this piece of equipment on the **Web Sales** application. Enter N or leave the field blank if you do not want the equipment listed on Web Sales. Other codes for this field are user-defined via the **FSmiscellaneous** reason code, and settings within those codes provide the ability to allow/disallow rental, skip book depreciation, skip tax depreciation, and allow/disallow sales to rental transfers for the equipment that is flagged with the **FS** code. Press F4 for a list of valid codes.
- *Name Listing* - Enter the **NC8/NGP** code combination associated with this equipment. 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. If a purchase order was used to buy the equipment, and that purchase order was received in the system, the **NC8/NGP** code defaults in the new equipment master record from the category/class that was purchased.
- *Last maintenance date* - If work orders are entered in the system to maintain this equipment, the date of the most recent maintenance is populated here.
- *Comment* - Enter a brief comment about the equipment maintenance.
- *Date in shop* - Enter the date that this equipment was moved to a status of Down and put into the shop.
- *Put in shop by* - Enter the name of the person who moved the equipment to the Down status.
- *Last service* - Displays the date of the most recent service by the manufacturer of this equipment.
- *Service contract* - Indicate if you have a service contract with the manufacturer/distributor of this equipment.
- *Miscellaneous* - Enter a user-defined comment to use for search purposes. You can search for equipment by the contents of this field. This enables you to group equipment together that might not otherwise be grouped by the system.

- *User-defined Field Label* - If the *Select certain equipment* field in control record **EPACHG** is set to Y, and the *Break Misc into 2 fields* field in control record **RAEQM3** is also set to Y, this field displays with the label set in that control record. Enter a decal number for either SMM taxing or EPA charge purposes.

Equipment Maintenance - Cost

- *Equipment number* - Displays the unique number of the equipment you are adding or updating.
- *Alternate equipment number* - Enter an alternate unique number for the equipment (perhaps from a legacy software system). You can use this number to retrieve this piece of equipment during transaction entry.
- *Category/Class/Sub* - Displays the codes for the category, class, and sub-class to which this piece of equipment belongs. Categories and classes are set up in **Category/Class Maintenance**.
- *Currency* - Displays the code for the currency in which all monetary amounts are entered or displayed on this screen.
- *Fully invoiced* - Indicate if this 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 *Fully Invoiced* flag to Y, or by setting the Invoiced flag on the **Enter/Edit Invoice - G/L Distribution** 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.
- *Acquisition cost* - The cost to acquire this piece of equipment. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, and you have the *Allow to update EMCOST* field set to Y in control record **RARCP3**, the receipt cost automatically populates this field. If additional cost for the equipment is entered during A/P invoice entry, and the *Update equipment cost* field and the *Replace equipment cost* field are set to Y in control record **IP230P**, this acquisition cost is updated to include the additional cost. If *Allow to update EMCOST* is set to N, this acquisition cost must be populated either via A/P invoice entry or by making a G/L journal entry. In this scenario, set *Update equipment cost* in control record **IP230P** to Y, and in that same control record, set *Replace equipment cost* to N.
- *Original cost* - The original cost for the equipment, which may or may not be the same as the acquisition cost. If you are using the **Purchasing** application, and the *Record Original Cost Eqp* field is set to Y in control record **RARCP6**, the receipt cost of the equipment populates this field.
- *Salvage value* - Enter the value of the equipment after it has been fully depreciated.

- *Payoff amount* - Displays the amount needed to pay off the remaining balance on the note for the equipment.
- *Sales tax paid* - Enter or accept the amount of sales tax that was paid when this equipment was acquired. If you are using the **Purchasing** application, and you entered and received a purchase order for this equipment, the amount automatically populates this field.
- *Note* - Optional: Enter a user-defined reference note in this field.
- *A/P reference* - This field displays the invoice number the equipment was purchased on.
- *Depreciation life* - Enter the life of the equipment (in months) for depreciation purposes. The equipment will be fully depreciated at the end of this time.
- *Max bill percentage* - Enter the percentage for 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.
- *Book value* - Enter the book value for the equipment. The book value is the original value of the equipment used for accounting.
- *Replacement value* - Enter the amount it would cost to replace this equipment. This information is useful if the equipment is lost or damaged.
- *Fair market value* - Enter the fair market value of the equipment by subtracting depreciation from the replacement value. Example: You purchased a wet saw for \$2,000 five years ago and it was recently damaged beyond repair. The wet saw has a depreciation life of 10 years (120 months). A similar wet saw today costs \$2,500. The destroyed wet saw had 50% (5 years) of its life remaining, so the fair market value equals \$2,500 (replacement cost) times 50% (useful life remaining) or \$1,250.
- *Interest* - If applicable, this field displays the interest paid on the note for this equipment.
- *Sales tax collected* - The amount of sales tax that has been collected from rental of this equipment.
- *Freight paid* - Enter the freight charges that were paid when the equipment was delivered to you.
- *Depreciation method* - Enter the code that represents the method you want to use to depreciate this piece of equipment.
- *Depreciation amount (MTD)* - Enter or accept the amount of depreciation on this equipment month-to-date. If you run the monthly depreciation program in the **General Ledger** application, or you use the **FAS** interface, this amount is calculated and populated by the system.

Depreciation is calculated as follows: [(Acquisition Cost - Salvage Value) - (Depreciation LTD)] / [(Depreciation Life in Months - Number of depreciated months {Date into Rental minus Current Depreciation Date})].

- *Depreciation amount (YTD)* - Enter or accept the amount of depreciation on this equipment year-to-date. If you run the monthly depreciation program in the **General Ledger** application, or you use the **FAS** interface, this amount is calculated and populated by the system. You also need to run the **Reset Depreciation at Year End** program in G/L to ensure that the year-to-date figure is reset at the end of your accounting year.
- *Depreciation amount (LTD)* - Enter or accept the amount of depreciation on this equipment life-to-date. If you run the monthly depreciation program in the **General Ledger** application, or you use the **FAS** interface, this amount is calculated and populated by the system.
- *Revenue (YTD)* - Displays the revenue generated by this equipment year-to-date (during the current year).
- *Revenue (LTD)* - Displays the revenue generated by this equipment life-to-date (the entire time since it was put into rental inventory).
- *Revenue (LYR)* - Displays the revenue generated by this equipment last year.
- *Number of days on rent (YTD)* - Displays the number of days that this equipment has been out on rent year-to-date (during the current year).
- *Number of days on rent (LTD)* - Displays the number of days that this equipment has been out on rent life-to-date (the entire time since it was put into rental inventory).
- *Number of days on rent (LYR)* - Displays the number of days that this equipment was out on rent last year.
- *Maintenance-parts (YTD)* - Displays the amount spent on parts for maintenance of this equipment during the current year.
- *Maintenance-parts (LTD)* - Displays the amount spent on parts for maintenance of this equipment since it was put into rental inventory.
- *Maintenance-parts (LYR)* - Displays the amount spent on parts for maintenance of this equipment last year.
- *Maintenance-labor (YTD)* - Displays the amount spent on labor for maintenance of this equipment during the current year.
- *Maintenance-labor (LTD)* - Displays the amount spent on labor for maintenance of this equipment since it was put into rental inventory.
- *Maintenance-labor (LYR)* - Displays the amount spent on labor for maintenance of this equipment last year.
- *Assigned item number* - If applicable, enter or accept the inventory item number assigned to this piece of equipment.
- *Stock class* - Enter the code that groups this piece of equipment with other similar equipment for reporting and purchasing purposes.