



Process

Documentation

Department:

Customer Support

Last Updated:

11/13/2025 10:08 AM

NAME OF PROCESS

Generating the Equipment File Listing Report

Use Case / Objectives

This article will walk you through how to run the Equipment File Listing Report. This report can be used to assist with paying personal property taxes on all equipment in your yard at year end and show you when a piece of equipment was put into fleet.

Configuration, Training, and Reporting

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

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

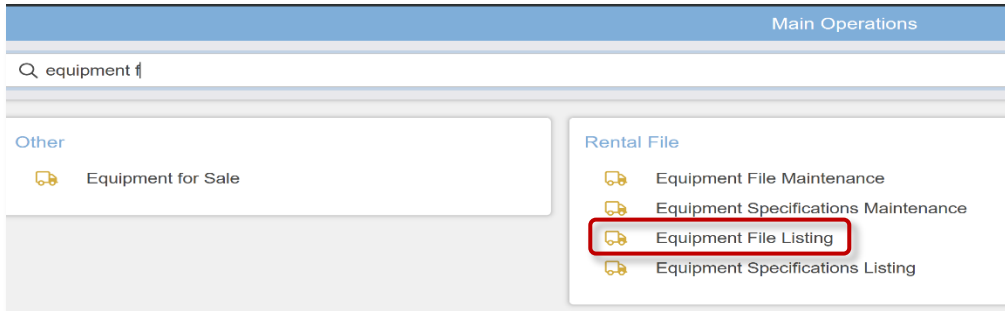
Menu options to access:

Main Operations => Rental File => Equipment File Listing

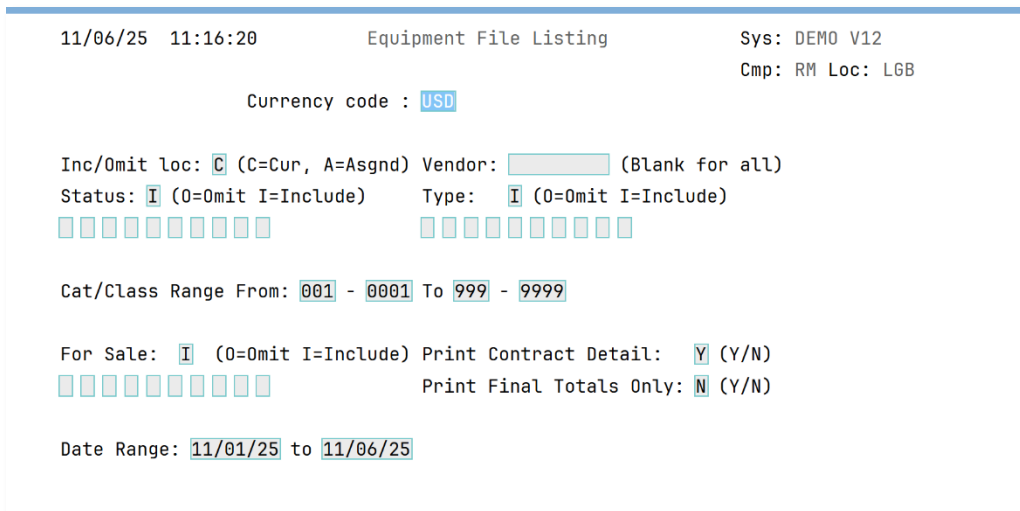
Generate Equipment File Listing Report

Process Steps

1. Log into the [Roleplay Environment](#) using your credentials.
2. Select the **Main Operations** menu from the left toolbar.
3. In the **Rental File** section, click on the **Equipment File Listing** option.



4. The **Equipment File Listing** screen opens where you will enter the parameters for your report.

A screenshot of the "Equipment File Listing" configuration screen. The screen displays various input fields and options. At the top left, it shows the date and time "11/06/25 11:16:20". The title "Equipment File Listing" is centered at the top. On the top right, it shows "Sys: DEMO V12" and "Cmp: RM Loc: LGB". Below this, the "Currency code" is set to "USD". The "Inc/0mit Loc" field is set to "C" (with "C=Cur, A=Asgnd" in parentheses). The "Vendor" field is empty, with "(Blank for all)" in parentheses. The "Status" field is set to "I" (with "0=0mit I=Include" in parentheses). The "Type" field is set to "I" (with "0=0mit I=Include" in parentheses). Below these are two rows of ten small square checkboxes. The "Cat/Class Range" is set to "From: 001 - 0001 To 999 - 9999". The "For Sale" field is set to "I" (with "0=0mit I=Include" in parentheses). The "Print Contract Detail" field is set to "Y" (with "Y/N" in parentheses). The "Print Final Totals Only" field is set to "N" (with "Y/N" in parentheses). At the bottom, the "Date Range" is set to "11/01/25 to 11/06/25".

5. The **Location** field defaults to **C** denoting the location the equipment is *currently* in.
 - a. You can change it to **A** to run the report based on where the equipment is *assigned*.
6. The **Status** field can be set to include (**I**) or exclude (**E**) specific statuses with the default set to include *all* statuses.
7. The **Type** field can be set to include (**I**) or exclude (**E**) specific statuses with the default set to include *all* types.
8. The **Cat/Class Range** fields can be changed to run the report for a specific range of cat/classes with the default set to include *all* cat/classes.

15. Click the **Open** icon or **double click** on the desired file.



16. The **Equipment File Listing** report opens, and the data displays according to the parameters entered. **NOTE:** The screen shot below is a sample of the report.

Cat-Class		Description	Model	Serial#	Vendor	Vendor Name	Date Acquired	Date in Rental	Current Status	Sale Price	Equipment Cost	Cur Loc	Cycle Rntl Amt
11/06/25 11:35:10 AM LONG BEACH Cmp: RM													
System: DEMO V12 EQUIPMENT FILE LISTING Loc: LGB													
Pgm Id: RABQPR LONG BEACH Page: 1													
Currency: USD US DOLLAR Date 11/01/05 to 11/06/25 Contract Detail: N Final Totals Only: N													
NOTE: * Represents type totals ** Represents class totals *** Represents catg totals **** Represents final totals													
Include locations LGB													
010-0100 CRAWLER DOZER 105-200 HP													
9313	R TRAIN5	TRAIN5	TRAIN5		173	Training Ve	1/25/24	1/25/24	ON RENT	N	41,325.00	LGB	3,900.00
Contract #: 69635 Customer #: 2373 Jefferson Contracting Job Location: 234 MAIN ST, INDIANAPOLIS													
Minimum Rate: 450.00 Daily: 450.00 Weekly: 1350.00 Monthly: 3900.00													
9314	R TRAIN6	TRAIN6	TRAIN6		173	Training Ve	1/25/24	1/25/24	PICK-UP	N	41,325.00	LGB	3,900.00
Contract #: 69113 Customer #: 2373 Jefferson Contracting Job Location: ZIP TEST, HUEYTOWN													
Minimum Rate: 450.00 Daily: 450.00 Weekly: 1350.00 Monthly: 3900.00													
* Cnt: 3 Avg Cost: 37,500.00 Avg Rntl: 2,600.00 Rental 112,500.00 7,800.00													
* Cnt: 1 Avg Cost: 37,500.00 Avg Rntl: .00 Other 37,500.00 .00													
** Cnt: 4 Avg Cost: 37,500.00 Avg Rntl: 1,950.00 150,000.00 7,800.00													
010-0700 BACKHOE TRACTOR													
9317	R BACK2	BACK2	BACK2		174	Customer Ed	1/30/24	1/30/24	ON RENT	N	110,000.00	LGB	2,100.00
Contract #: 69565 Customer #: 0 Job Location: 123 MAIN ST, INDIANAPOLIS													
Minimum Rate: 185.00 Daily: 185.00 Weekly: 700.00 Monthly: 2100.00													
* Cnt: 8 Avg Cost: 71,250.00 Avg Rntl: 262.50 Rental 570,000.00 2,100.00													
** Cnt: 8 Avg Cost: 71,250.00 Avg Rntl: 262.50 570,000.00 2,100.00													
010-3100 BACKHOE, 4WD DIESEL													
* Cnt: 2 Avg Cost: 22,118.55 Avg Rntl: .00 Rental 44,237.10 .00													
* Cnt: 1 Avg Cost: 43,000.00 Avg Rntl: .00 New 43,000.00 .00													
** Cnt: 3 Avg Cost: 29,079.03 Avg Rntl: .00 87,237.10 .00													
*** Cnt: 15 Avg Cost: 53,815.80 Avg Rntl: 660.00 807,237.10 9,900.00													
040-0110 20 ELECTRIC SCISSOR LIFT													
8055	R JLG	1930ES	021929191		2	JOE'S NEW E	4/18/11	1/27/14	PICK-UP	N	13,910.00	LGB	1,200.00
Contract #: 69163 Customer #: 2373 Jefferson Contracting Job Location: ZIP TEST, HUEYTOWN													
Minimum Rate: .00 Daily: 100.00 Weekly: 400.00 Monthly: 1200.00													