Rentals for Adagio
User's Guide

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Rentals for Adagio

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Installation and Registration

To install Rentals for Adagio open the file that was sent to you by Dakota Software:

RentalSetup.exe

 ➢ Follow the installation procedure to completion.
 ➢ If you wish to run the program on more than one workstation, you must install the program on a network drive, then do a workstation install on each additional workstation. The workstation install will be installed with the product at the following location: \SOFTRAK\RENTAL\WKSETUP**WKSetup.exe**.

 ➢ Start the program and register the product. You will find the **Registration** function under the **Help** menu.

 ➢ Complete the form by entering in your company name and other information (excluding the serial number, install code and license number). Also indicate whether you have purchased the annual upgrade plan. If so, you will be entitled to program updates or enhancements that are released within the year. Click **OK**, when you have completed the information.

 ➢ Print this form and either fax it to Dakota Software (604) 648-9885 or email a copy to customerservice@dakotasoftware.com.

 ➢ Dakota Software will issue you a serial number; install code and a license number. Enter this information into the appropriate fields and click **OK**. The program will indicate that it is registered and ready for use.

| Error Message	Explanation
The company name, address, zip/postal, phone, contact are all required fields.	You are attempting to save the Product Registration form without completing the required fields. Either complete the information or click on **Cancel** to exit the form.
The serial number, install code or license number is not valid.	You are attempting to enter an invalid serial number, install code or license number. Please verify that the codes entered have been provided by Dakota Software or your Adagio reseller. We recommend that you copy and paste this information for better accuracy. The codes are specific to a particular product version and release.
The company information has been saved, but the product requires a valid serial number, install code and license number.	The registration information is partially complete. Please complete the process by entering the serial number, install code and license number provided by Dakota Software. Once registered the product will be ready to use.

Data Creation & Opening Data

Before using the Rentals for Adagio, you will need to create Rental data. It's recommended that you determine the drive, directory and data extension of your existing Adagio dataset. You will need to create Rental data in the same location and data extension. Sample data is provided at \SOFTRAK\RENTAL\SAMDATA with the extension, SAM.

From the **File** menu, select **Open**
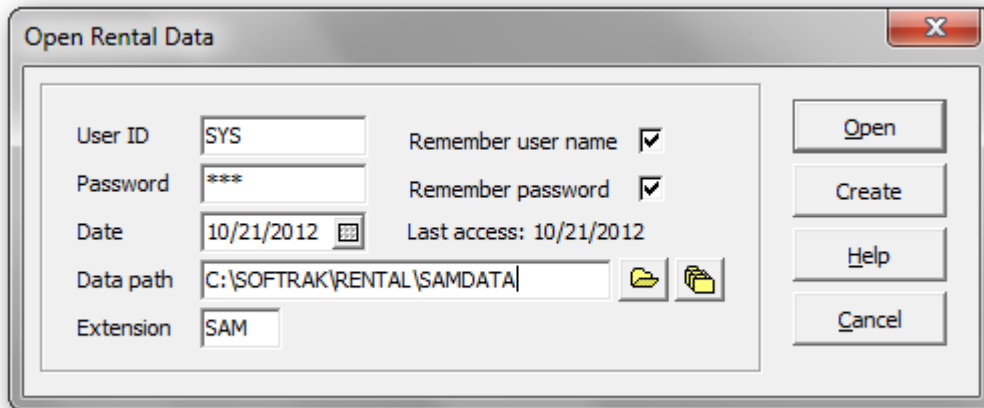
Enter your User ID and Password. The default User ID is SYS and the default password is SYS.   If you choose to remember the login credentials, the fields will be recalled the next time you access the data

If this is the first time you're opening this database, click **Create** to create new Rental data**.** Select the drive, path and extension for your new data set. Adagio Receivables and Inventory Control data is required.
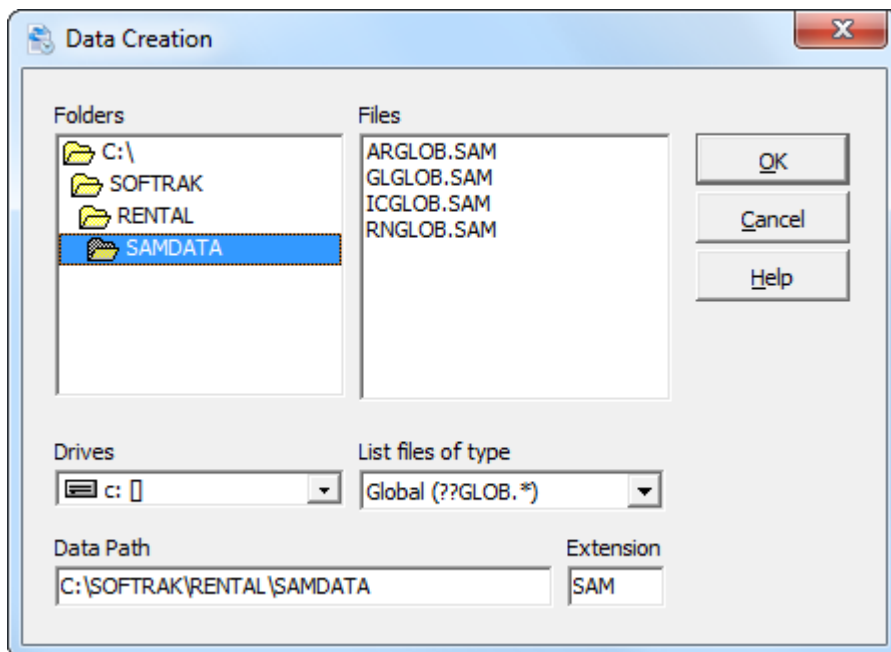
Once you have set up the data files, each time you start Rentals for Adagio the most recently opened data files will automatically appear in the Open dialog. All you will have to do is enter your User ID and password, then click **Open**. The sign on process is the same as any other Adagio product.

Error Message	Explanation
Rentals for Adagio data was not found.	The program was unable to open data at the specified location and data extension. If you have specified a mapped network drive, ensure that this drive is valid and active.
Rentals for Adagio data already exists at this location. Please choose an alternate directory or data extension.	You are attempting to create Rental data in a location where data already exists. Please choose an alternate directory or data extension
A valid User ID is required before proceeding	The user and/or password are invalid. Confirm your login by reviewing the user setup in another Adagio product.
Unable to create directory	The directory cannot be created. It could be due to your user rights, an invalid drive or directory name.
Please enter a valid data extension	The data extension is either missing or invalid.
Unable to create a file at that location. Please check your data path.	The program was unable to create data at the specified location. Please confirm the data path, extension and your right to create data at that location.
Unable to open data at that location. Please check your data path.	The program was unable to open data at the specified location and data extension. If you have specified a mapped network drive, ensure that this drive is valid and active.
Rentals for Adagio data was not found. Do you want to create it?	Rental data was not found at the specified location. Please confirm the data path, extension. If this is a mapped drive, ensure that it's active.

Program Startup

To run the Rentals for Adagio, click the Rental icon on your Windows desktop. If an icon isn't provided you may need to start the program from the Windows Start Menu. Look for Rentals for Adagio under the Start Menu.

> ➢ From the File menu, select **Open.** Enter SYS for the User ID and SYS for the Password. If you are logged in as the Administrator, you can setup new users and change the Administrator's default password.
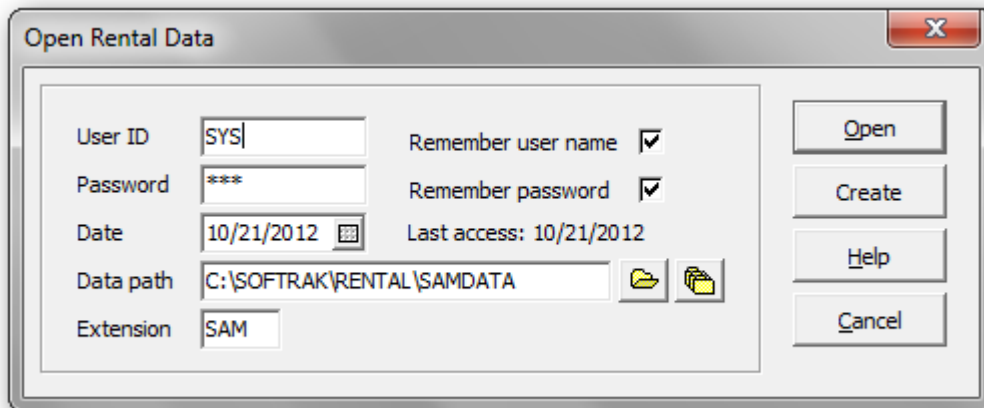
Command Line Parameters

Command line parameters are provided to simplify the login for users. If you identify the User ID, Password, Data Path and Data Extension, the opening dialog will not appear.   Setting the login information is only applicable to offices where security is not a concern.

To add command line parameters, click on the Rental desktop icon and right-click properties. Add one or more parameters to the Target field.

For example: C:\SOFTRAK\RENTAL\BIN\rental.exe /usys /psys

Available parameters are as follows:

Parameter	Description
/u	Allows you to set the default user. Ex: /uSYS
/p	Allows you to set the default password. Ex: /pSYS
/d	Allows you to set the default data path. Ex: /dC:\SOFTRAK\RENTAL\DATA
/e	Allows you to set the default data extension. Ex: /eDAT

Company Profile

This function allows you to enter your company information, contract options, security and integration with other Adagio products.

From the **Edit** menu, select **Company Profile** or **Profile** from the Tool bar

Enter in your company information. The company name will appear on the status bar and reports.

Contract Options

Under the **Contracts** tab you may select your preferences for contract and quotes.

Options	Description
Increment contract numbers	Select this option to automatically assign the next contract number on new contracts. The contract number will be formatted using the contract number format and the next contract number.
Contract number format	This option is only available if you have selected **Increment contract numbers**. If you leave this field blank or some number, the program will assume you want to use a simple numbering system for your contracts. For example, your contract numbers might be 100, 101, 102, etc. If you would like to include a prefix and/or a postfix, specify an example as the format. For example, **CON0123-A**, will use a prefix of **CON** and a postfix of **–A**. The **0123** indicates a leading zero format. When a leading zero is indicated, the maximum contract number will be controlled by the specified digits. In the example above, the maximum contract number will be 9999.

Next contract number	This option is only available if you have selected **Increment contract numbers**. This option allows you to change the numeric next contract number you create. Using the contract format above and next number of 100, the next new contract number would be **CON0100-A**.
Increment quote numbers	Select this option to automatically assign the next quote number on new quotes. The quote number will be formatted using the quote number format and the next quote number.
Quote number format	This option is only available if you have selected **Increment quote numbers**. If you leave this field blank or some number, the program will assume you want to use a simple numbering system for your quotes. For example, your quote numbers might be 1000, 1001, 1002, etc. If you would like to include a prefix and/or a postfix, specify an example as the format. For example, **QUT0123-Q**, will use a prefix of **QUT** and a postfix of **–Q**. The **0123** indicates a leading zero format. When a leading zero is indicated, the maximum quote number will be controlled by the specified digits. In the example above, the maximum quote number will be 9999.
Next quote number	This option is only available if you have selected **Increment quote numbers**. This option allows you to change the numeric next quote number you create. Using the quote format above and next number of 100, the next new quote number would be **QUT0100-Q**.
Rental cycle decimals	This option allows you to specify the number of decimal places when calculating, displaying and printing the rental cycles. Select a number from 0 to 6. The default is 2 decimal places, but it can be changed at any time.
Calculate commission on	Indicate how you calculate commissions, on either **Sales** or **Margins**. **Sales** will calculate commission on the total value of the contract (excluding taxes), while **Margins** will calculate commission on the profit margin (billed less cost) only. Commissions are shown on the Salesperson Commission report.
Default salesperson	Select the default salesperson assigned to each new contract. If this field is left blank, the customer's salesperson will be used.
Default billing rate	This option is only applicable if you've chosen to use the **simplified billing method**. The default billing rate will be assigned to all rented items on contracts. Choose one of your defined billing methods.
Default rental period	This option is only applicable, if you have not chosen **Open ended rental contract**. Enter the default rental period assigned to new contracts. This option will set the contract return (due) date from the start date.
Open ended rental contract	Select this option to default new contracts as open ended. Ie. The contract due (return) date is left blank.
Prompt to re-open a closed contract	Select this option if you'd like to be prompted to clear the close date, when you edit a closed contract. If you re-open a contract, further

	billing could occur.
Open existing contract to detail grid	Select this option, if you'd like the contract items to be the first visible tabbed page when editing a contract. Alternatively, the contract/customer tab will be visible.
Allow deletion of contracts	Select this option, if you'd like the ability to delete contracts from the contract list window. This option can also be controlled via the user's group. From an audit perspective, you might like to retain all contracts.
Allow edit of line extension	Select this option, if you'd like the option to override the contract line extension. Alternatively, the extension field is disabled. This option can also be controlled via the user's group.
Allow credits on contracts	Select this option to permit the credit of contract lines. This option can also be controlled via the user's group.
Discount miscellaneous charges	Select this option, if your company's discounts apply to miscellaneous charges.
Display in descending order	Select this option, if you'd like the contract list sorted in descending order. ie. The latest contract is the first entry in the grid. Sorting by customer or contract number is available by right clicking over the grid.
Default return time to start time	Select this option, if you want the return time to default to the start time. If you're not tracking billing by time, the return time should be the same as the start time. Otherwise, a partial day could be billed from the time variance.
Apply user ID to sales clerk	If you've chosen not to define sales clerks, you can default the sales clerk field with the user's ID. The default sales clerk is assigned via the user's group.
Show all dates for new contracts	When you create a new contract, you will be prompted for the order date and rental period. Select this option, to show the expected ship date and receipt date on the new contract dialog. If those dates are not visible, they will be assigned the order date.
Default header description to first item	Select this option, if you'd like the contract header description to be assigned the first item code entered on a new contract.
Use header return as default	This option is only applicable if you've chosen to use the **simplified billing method**. Select this option, if you'd like the rental item's return date to be assigned to the header return date. Otherwise, the return date will be calculated from the item's start date and the rental default period.
Start new line from line type	Select this option, if you'd like the focus to be on the line type, when entering new lines on contracts. Otherwise, the initial focus will be on the item number.
Visit item unit field	Select this option, if you'd like to visit the unit field, when tabbing through contract detail fields.

Invoice Options

Under the **Invoices** tab you may select your preferences for invoices.

Options	Description
Invoice number format	If you leave this field blank or a numeric, the program will assume you want to use a simple numbering system for your invoices. For example, your invoice numbers might be 100, 101, 102, etc. If you would like to include a prefix and/or a postfix, specify an example as the format. For example, **IN0123-A**, will use a prefix of **IN** and a postfix of **–A**. The **0123** indicates a leading zero format. When a leading zero is indicated, the maximum invoice number will be controlled by the specified digits. In the example above, the maximum invoice number will be 9999.
Next invoice number	This option allows you to change the numeric next invoice number

	that is generated during billing. Using the invoice format above and next number of 100, the next new invoice number would be **IN0100-A**.
Comments transferred to invoices	Select this option to transfer comments from the contract to the invoice.
Include discounts in revenue accounts	Select this option, if you want the revenue accounts to show the net amounts. Alternatively, the gross amounts are applied to the revenue accounts, and the discounts to the discount account. This option can be changed at any time, although care should be taken to allow for the desired audit tracking.
Minimum rental amount per invoice	If this value is a non-zero amount, Rentals will automatically set the rental amount to this value on all invoices which contain some rent if the actual rental amount is less than this minimum amount. Sales and miscellaneous charges are not affected by this option. It will not apply to credit notes or to the final rental amount when the item is returned, except when it is the only invoice for the contract.
Tax status for minimum top-up amount	For any invoice which has the minimum invoice amount applied (see the **Minimum rental amount per invoice** option), Rentals needs to know which tax status to assign in order for the amount to achieve the minimum amount specified.
Print rental amounts if invoice is under minimum amount	Choose this option to print rental amounts on invoices if the invoice is under the minimum amount. For example, if you've set the minimum invoice amount to be $50 and the line item is only $10, you might want to hide the $10 line charge.
Batch type	Choose the batch type for invoices that are generated and transferred to Adagio Receivables. Select either **Retrieve** or **Invoice** batch. If you generate invoices, several times a week, choose a retrieved batch, where invoices will be appended to a retrievable external file. Alternatively, an internal invoice batch will be generated for each billing run.
Batch description	Use this field to enter a default description for each new invoice batch created. You can use variables that will automatically enter specific information in the description. • Enter **%seq** to automatically include the billing sequence. • Enter **%usr** to automatically include the Adagio UserID of the person who created the batch. • Enter **%unm** to automatically include the Adagio User's name of the person who created the batch. • Enter **%sdt** to automatically include the session date the batch was created. • Enter **%bat** to automatically include the batch number that was created. • Enter **%dat** to automatically include the system date the batch was created. • Enter **%tim** to automatically include the system time the batch was created.

Ready to post	Select this option to set the A/R invoice batch as **ready to post**. Alternatively, the batch will be created as not ready to post. You will have to manually set the status as 'ready', prior to posting.
Date format	Select one of the following formats for the **%dat and %sdt** variables to use in the Invoice Batch description: • **Windows short** - from Windows Regional settings • **Windows long** - from Windows Regional settings • **Rpt. options (Hdr)** - as specified in User Preferences | Report Options • **Rpt. options (Det)** - as specified in User Preferences | Report Options.
Time format	Select to use either a 12-hour or 24-hour time format for the **%tim** variable to use in the Invoice Batch description.

Customer Options

Under the **Customers** tab you may select your preferences from the following customer options. All of these customer options can be overridden by the user's group.

Options	Description
View customer info from contracts	Turn this option off if you want to disable and hide the **Customer** button on the Contract form. If you don't want users to be able to edit customers directly while editing contracts, you will want to turn this option off.
Check for customer on hold	If you turn this option on, Rentals will warn you when you create a new contract for a customer that is on hold. You can then decide whether or not you want to continue creating the contract for the customer.
Check customer credit limit	If you want Rentals to automatically check the credit status of customers when you create new contracts, turn this option on. If the customer has already exceeded their credit limit, Rentals will warn you when you try to create a new contract for the customer. You can then decide whether or not to continue creating the contract for the customer.
Allow credit limit override	This option is only applicable to **Check customer credit limit**. If this option is selected and the customer is over their credit limit, you won't be able to create a new contract for the customer.
Show customer alerts	Select this option, if you'd like to see customer alerts while editing a contract.
Show ship to alerts	Select this option, if you'd like to see ship to alerts while editing a contract.

Item Options

Under the **Items** tab you may select your preferences from the following item options and the simplified billing method.

Options	Description
Cost to display	Select from one of the costs defined in Inventory Control. This field is only active if the **Display item cost info** is selected.
View item info	Use this option to specify the level of item detail to display: • **With cost**, where items are displayed with price and cost information • **Without cost**, where items are displayed with only price and other item information, but no cost details • **No access**, where no item information will be displayed
Start date phrase	Select the phrase that will appear on the contract for the start date.
Display item cost information	Select this option, if you would like the item cost information to

	display on the contract detail form.
Warn if available quantity below zero	Select to automatically create a backup of your entire dataset,
Warn if IC quantity below zero	You might turn this option on if you have the 'Allow inventory levels to be below zero' option turned on in Inventory's Company Profile. When this option is turned on in Rentals, if you try to sell an item that has a negative inventory quantity on hand, you will receive a Warning that 'There is insufficient stock at location xxx'. You will not be prevented from selling the item.
Warn if price is below cost	Select this option if you would like a warning if an item is sold below its cost. Rentals will compare the price against the **most recent cost**.
Warn if price is zero	Turn this option on to suppress the warning that normally displays when you try to sell an item with a zero unit price.
Sales location	Select the location in Inventory Control, where items will be sold.
Rental location	Select the location in Inventory Control, where items will be rented.
View IC item for rental item	Select this option, if you would like use the item button on the contract detail form, to access the Inventory Control inquiry. Alternatively, the item button will access the rental item inquiry.
Sort items by category	Select this option, if you would like the rental item finder to sort by category. Alternatively, the rental item finder will be sorted by item number.
Rental category finder	This option only applies to rental items on contracts. Select this option, if you would like the category finder to show Inventory Control categories. The alternative is rental categories, which assumes that you've defined rental categories in Rentals.
Rental item finder	This option only applies to rental items on contracts. Select this option, if you would like the item finder to show Inventory Control items. The alternative is rental items, which assumes you've defined rental items in Rentals.
Show item alerts	Select this option, if you would like to see Inventory Control item alerts, while entering items on contracts.

Availability Options

Under the **Availability** tab you may select your preferences for the item availability function.

The item availability grid can be customized to show select columns, column widths and colors for each item status. Click the button adjacent to the status, to choose an alternate color. The statuses: Available, Reserved and Rented are dependent upon their current status on active contract. Ie. Is the item currently rented or reserved on an active contract? The statuses: Servicing, Not Working and Sold are set by the user, under Rental Item Maintenance.

The item availability grid will display a date range relative to today's date. Enter the start and end date to indicate how many days (before or after today's date) you'd like to view.

By default, a contract is deemed to start from the contract's order date. You can change that to start from the contract's expected ship date, receipt date or rental start date.

By default, an item is deemed to be rented/reserved from the contract start date. You can change that to start from the contract order date, contract expected ship date, contract receipt date, item expected ship date or item start date.

Items on the availability grid can be sorted by item or by category. You can also indicate whether the rented item is reserved on the return date or not.

General Ledger Accounts

Under the **Accounts** tab you can set the Adagio Ledger accounts that may be active when items are rented, sold or returned. Accounts are also maintained in the category record, providing greater control over revenue allocation. If the department field is left blank, Rentals will use the department defined in the Inventory Control location. The discounts, inventory control, A/R clearing are not subject to the department override rule. In addition, the miscellaneous charges file also contains G/L account information.

Options	Description
First Invoice Rental Revenue	Credit this account with the revenue generated on the first invoice. The offsetting entry is the Accounts Receivable clearing account. By separating out the 'first invoice' rental revenue, you may defer revenue recognition off if you pre-bill the last month's rental due.
Rental Revenue	Credit this account with revenue generated from the rental of an item (except for the first invoice). The offsetting entry is to Accounts Receivable Clearing. If no deferral of rental revenue is done from first invoice billings, this account will be the same as the First Invoice Rental Revenue account.

Rental Estimated Cost	You can track your 'Cost of Rentals' in order to assist in profitability analysis. You enter the rental cost in the same manner as you enter the rate amount to charge for an item. This account is debited with an estimated cost of each rental billing. The estimated cost of the rental is stored along with rates under rental item maintenance.
Rental Estimated Cost Clearing	Credit this account with the amount debited to the estimated cost account. This is a simple clearing account. You may use this to enter the actual costs recorded from Account Payable or Payroll. You may use the difference to determine how accurately you Accounts Receivable costing your rentals. From an accounting perspective, this is similar to using 'standard costing' in a manufacturing environment.
Rental Sale	Credit this account when rental inventory is sold to a customer. The offsetting entry is to Accounts Receivable Clearing. Note that when rental inventory is sold, a different G/L account may be credited than for sales of normal inventory.
Rental Cost Of Goods	Debit this account with the amount entered as the item cost when it is sold off. When an item is 'Sold-Off', the user is permitted to enter a cost (or value) of the sold item. The system will provide either the memo cost of the item from the serialized item file (if a serialized item is being sold), or the cost of the item from Inventory Control as a default to use. All costing methods in Inventory Control are supported.
Rental Depreciation Clearing	Debit this account with the difference between the value entered by the user for the item sold and the cost of the item recorded in I/C. (The difference must be depreciation) This is a clearing account as you will most likely wish to review and reconcile the entries made with the actual depreciation taken against rental inventory.
Discounts	Credit this account with any discounts taken by the customer. Discounts are controlled by the customer type and apply to all charges on a contract.
Inventory Control	Credit this account when items are sold. The offsetting entry is to A/R Clearing account. This account **must** match the account used in Inventory Control.
A/R Clearing	This is the offsetting debit account for recording sales and rentals. Make sure the account has the same number as Accounts Receivable.
Top-up For Minimum Invoice Amount	Credit this account when there is a top-up amount for a minimum invoice amount.

Sample Account Processing

Given the above accounts, let's trace through the accounting entries made in the life of a rental item (a 36" projection TV). The TV is purchased for $1000. The appropriate item number is added to inventory and a receipt is entered for the item.

The receipt in Inventory Control generates:

Account	Debit	Credit
Inventory Control	$1000	
Receipt Clearing		$1000

The television rents for $200 per month. The estimated cost (determined by the owner of the rental business) is $50/ month (based on a useful life of 20 months for the item.) The television is rented to Ronald Black for 12 months payable monthly in advance. The last month's rent is collected on the first invoice.

The first rental billing generates the following transactions:

Account	Debit	Credit
First Invoice Rental Revenue		$200
Rental Revenue		$200
Accounts Receivable Clearing	$400	
Rental Estimated Cost	$100	
Rental Estimated Cost Clearing		$100

Each subsequent billing cycle generates the following transactions:

Account	Debit	Credit
Rental Revenue		$200
Accounts Receivable Clearing	$200	
Rental Estimated Cost	$ 50	
Rental Estimated Cost Clearing		$ 50

At the end of the contract, Ronald Black decides to purchase the television. The net book value is $400 ($1000 original cost *8 months remaining / 20 months useful life,) the normal retail price is $1800, and 50% of the rent is applied to the purchase price. Ronald is charged $600 for the TV.

This is a selloff of rental inventory and is recorded as:

Account	Debit	Credit
Rental Sale		$600
Accounts Receivable Clearing	$600	
Inventory Control		$1000
Rental Cost of Goods	$400	
Rental Depreciation Clearing	$600	

Integration Options

Under the **Integration** tab you can customized how data is transferred to Adagio Receivables, Ledger and Inventory Control.

Options	Description
A/R Send To Reference	Select the default format or field that will be written to the reference field, when invoices are sent to Adagio Receivables.
A/R Send To Description 1	Select the default format or field that will be written to the first description field, when invoices are sent to Adagio Receivables. If the version of A/R is less than 9.0, there will only be one description field.
A/R Send To Description 2	Select the default format or field that will be written to the second description field, when invoices are sent to Adagio Receivables. This option only applies to A/R 9.0 or higher.
G/L Send To Reference	Select the default format or field that will be written to the reference field, when transactions are sent to Adagio Ledger.

G/L Send To Description 1	Select the default format or field that will be written to the first description field, when transactions are sent to Adagio Ledger. If the version of G/L is less than 9.0, there will only be one description field.
G/L Send To Description 2	Select the default format or field that will be written to the second description field, when transactions are sent to Adagio Ledger. This option only applies to G/L 9.0 or higher.
I/C Send To Reference	Select the field that will be written to the reference field, when transactions are sent to Adagio Inventory Control.

Miscellaneous Options

Under the **Miscellaneous** tab you may select your preferences for contract maintenance and printing. The maintenance date ranges will be used as defaults, when those functions are performed. No automatic maintenance is performed.

Options	Description
Move to history after x days	Indicate the number of days between the session date and the contract order date, before a complete contract is moved to history.
Purge history after x days	Indicate the number of days between the session date and the contract archive date, before an archived contract is purged from history.
Purge completed after x days	Indicate the number of days between the session date and the contract order date, before a complete contract is purged.
Purge invoices after x days	Indicate the number of days between the session date and the invoice date, before an invoice is purged.
Prompt to consolidate G/L transactions	Select this option, if you'd like to be prompted to consolidate the G/L transactions, after you print the G/L Transactions Report.
Prompt to purge audit trail	Select this option, if you'd like to be prompted to purge the audit trail data, after you print the Audit Report.
Prompt to purge tax summary report	Select this option, if you'd like to be prompted to purge the tax summary data, after you print the Tax Summary Report.
Uses ranges for custom reports	Choose whether to display ranges and options, prior to a custom report. The ranges will be used to generate contract work files to be the basis of the custom report. The alternative is to present ranges using Crystal Reports.
Use ranges for custom views	Choose whether to display ranges and options, prior to a custom view using GridView. The ranges will be used to generate contract work files to be the basis of the view. The alternative is to present ranges using GridView.
Sort printed lines by	Select how print contract lines will be sorted. Select either by line number, item code or item description.
Default service code	Choose a default service code that will be used when creating service records.
Maximum displayed location rows	Enter the maximum displayed locations when editing a contract rental or expendable item. The contract detail dialog will resize to accommodate locations where the item is assigned.

Optional Fields

Under the **Contract Opt Flds** tab you can define the contract header and detail optional fields. Enter a field label, if you'd like to define an optional field. Your choices are: String (text), Date, Amount (home currency decimal places), Unit (variable decimal places) or Boolean (checkbox). Optional fields will be available for data entry on the contract header or detail forms.

Under the **Item Opt Flds** tab you can define the rental item optional fields. Rental item optional fields will be applied to the contract detail, if the labels correspond to one another.

Security, Group and User Setup

Security

The Group and User Setup function in Rentals for Adagio is where the System Administrator assigns individual users and groups access to specified areas. To ensure security of your system and your data it is essential that only those users or groups have limited access to specific areas as it prevents unauthorized users from entering the system.

The **Group Setup** must be established first and then individual **Users** can be set up. For consistency you may want to use groups and users that are used in other Adagio software products.

As a safety precaution you will not be able to disable the system administrator (SYS) from accessing any functions.

Group Setup

To create a New User Group

➢ Select **Group Setup** from the **File** menu bar. This form will list all the user groups currently set up on your system.
➢ To create a new user group, click **New**. The **Edit Group** window will open. Select from the drop down menu in the **Group** field, or enter in a new Group short name in the Group field and an expanded name in the **Description** field.
➢ Deselect from the check boxes under **Menu** Access as to which areas this group will be permitted to view. Click on the expanded access box to view all the menu functions.
➢ Set your preferences for this group. These options will override global options in the company profile.
➢ Click on **OK** to save.

Recommended Disable the choice of 'User Setup' and 'Group Setup' under the File menu choice as this will prevent users from being able to edit their own group.
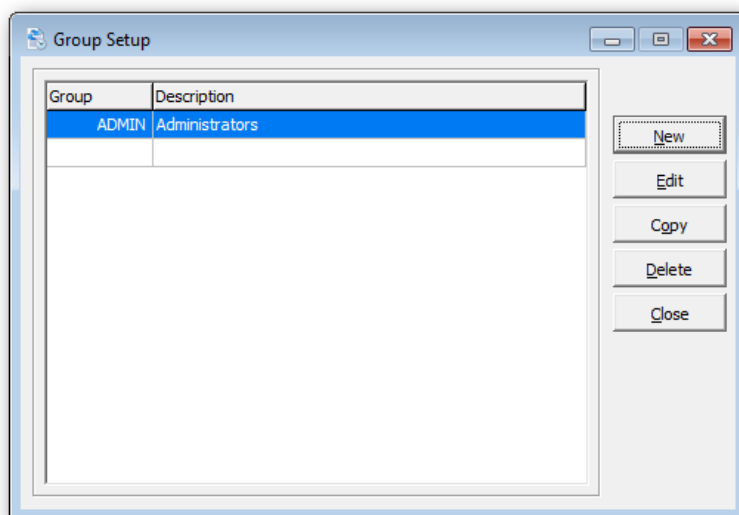
Edit Group

Menu Access | Options

Group

Group [🔍]

Description [ ]

OK

Cancel

Help

Menu Access

Menu items   Permit all ☑   Expand all ☑

- ☒ **File**
  - ☒ Open
  - ☒ Data Integrity Check
  - ☒ User Setup
  - ☒ Group Setup
  - ☒ Currency Codes
  - ☒ Workstation Options
  - ☒ User Preferences
  - ☒ Styles
  - ☒ Backup
    - ☒ Related Data
    - ☒ Complete Dataset
    - ☒ Backup Options
- ☒ **Edit**
  - ☒ Company Profile
  - ☒ Customers
  - ☒ ShipTo Addresses
  - ☒ Sites

Contract Options

View customer information on contracts ☑	Billing rate	28 DAY DLY ▾
Allow the deletion of contracts ☑	View item info	With cost ▾
Allow credits on contracts ☑	Clerk	[🔍]
Display cost information on contracts ☑		
Display contracts in descending order ☐		
Check for customer on hold ☐		
Check customer credit limit ☐		
Allow credit limit override ☐		
Show customer alerts ☐		
Show shipto alerts ☐		
Show item alerts ☐		

Contract start date [Order Date ▾]

Item start date [Contract Start Date ▾]
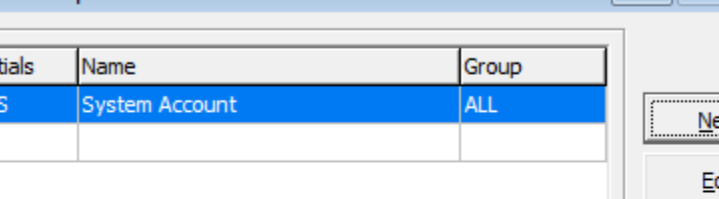
Start date [0] days from today

End date [14] days from today

User Setup

To differentiate between users, you must add each user to the system. At this time you can also specify a user group for each user.

From the **File** menu, select **User Setup**

> ➤ From this form you can select:

New to create a new user
Edit to modify an existing user
Copy to copy the details to another new user
Delete to delete a user
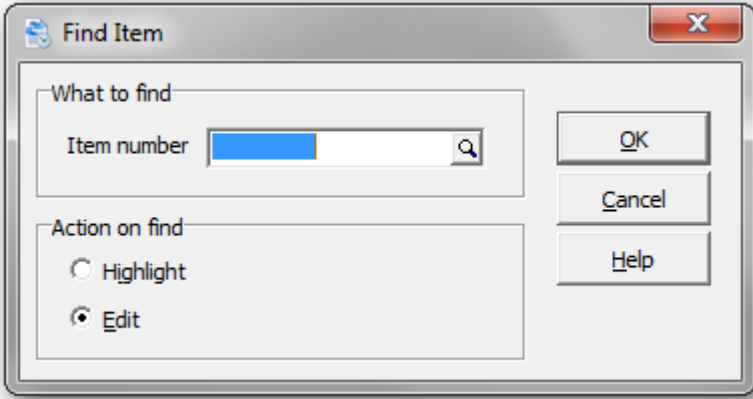**Close** to close the form

Adding a New User

> ➤ To add a new user click on **New** and the **Edit User** form will appear.
> ➤ Enter in the initials, name,
> ➤ Enter in Group, if applicable or select from the drop down menu. The Group will be important if you wish to setup the menu level security or prevent posting.
> ➤ Enter in password
> ➤ Check the **Edit Columns** option, if grid column editing is permitted.
> ➤ Check the **Edit GridView** option, if they can access GridView from this product.
> ➤ Check the **Enable SF Export** option, if they can export from the Smart Finder window or a data grid.
> ➤ Check the **Enable SF Printing** option, if they can print the Smart Finder results.
> ➤ Click **OK** to save.

Error Messages	Explanation
You cannot delete the System Administrator	You are attempting to disallow the system administrator (SYS) from accessing any functions. This is a safety measure in case you accidentally disallow everyone from a particular function.
Error adding record to users, record already exists.	You are attempting to use initials that are already in use.
User's group cannot be blank	You are attempting to close the form without assigning a group to the specific user.

Common Menu Functions

The following functions are common to many of the Rentals for Adagio forms.

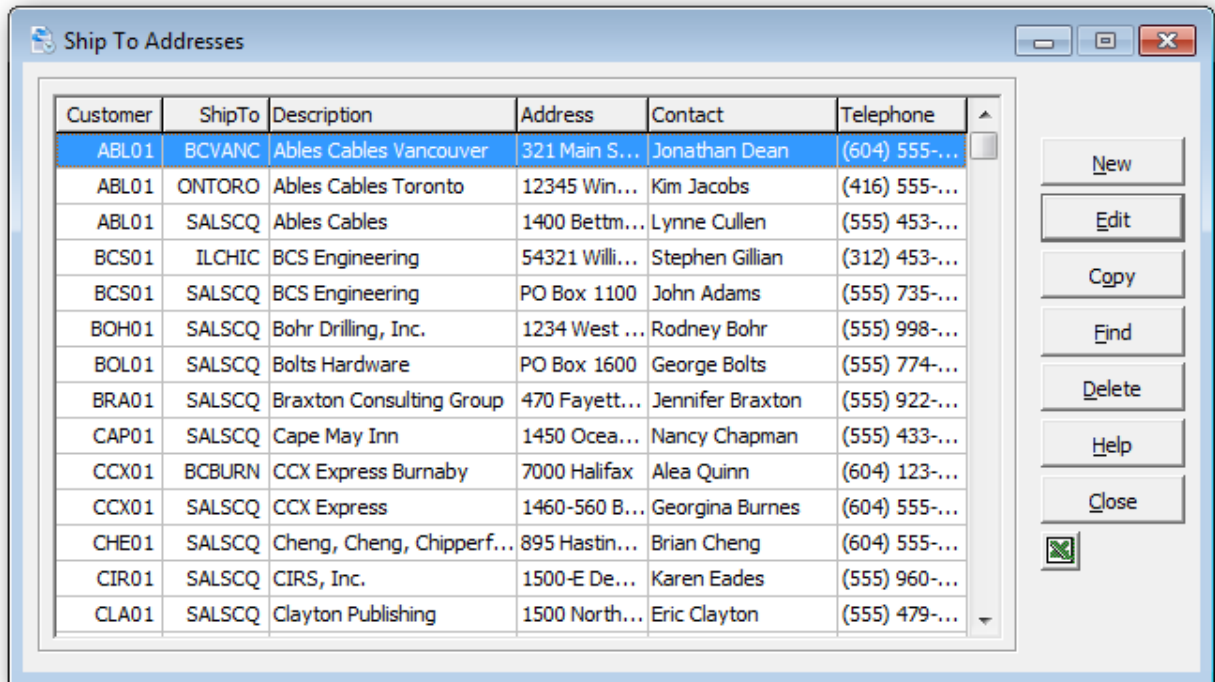| Command	Description
New	Creates a new record. For example, a new contract, sales clerk or rental item.
Edit	Will allow you to edit or change a record you have already saved. Such as changing a contract. To save time, press **F2** from the grid, to edit a record.
Delete	Will delete the record highlighted in the form. To save time, press **DEL** from the grid to delete a record.
Find	The find function will help you locate a particular record. This is helpful if you have several records in the grid. You can also select what action to take upon locating, either highlighting it or making it available for editing. To save time, a shortcut to the find function is available from any grid. Press **F5** button to initiate a find with the finder window open. Press **F6** to initiate a find with the smart finder window open.
Excel	If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.
Close	Will close the form you were currently on. Pressing **ESC** will also close the form.
Popup Menu	If you right click over the grid, a popup menu of functions will appear. The menu functions include those described above, as well as additional functions and sort options.

Customers

Customers can be maintained in Adagio Receivables and Rentals for Adagio. The functionality should be the same. Please refer to the Adagio Receivables on-line help for information on customer maintenance.

From the **Edit** menu (or tool bar), select **Customers**

The customer list window will open, displaying all of your currently defined customers.
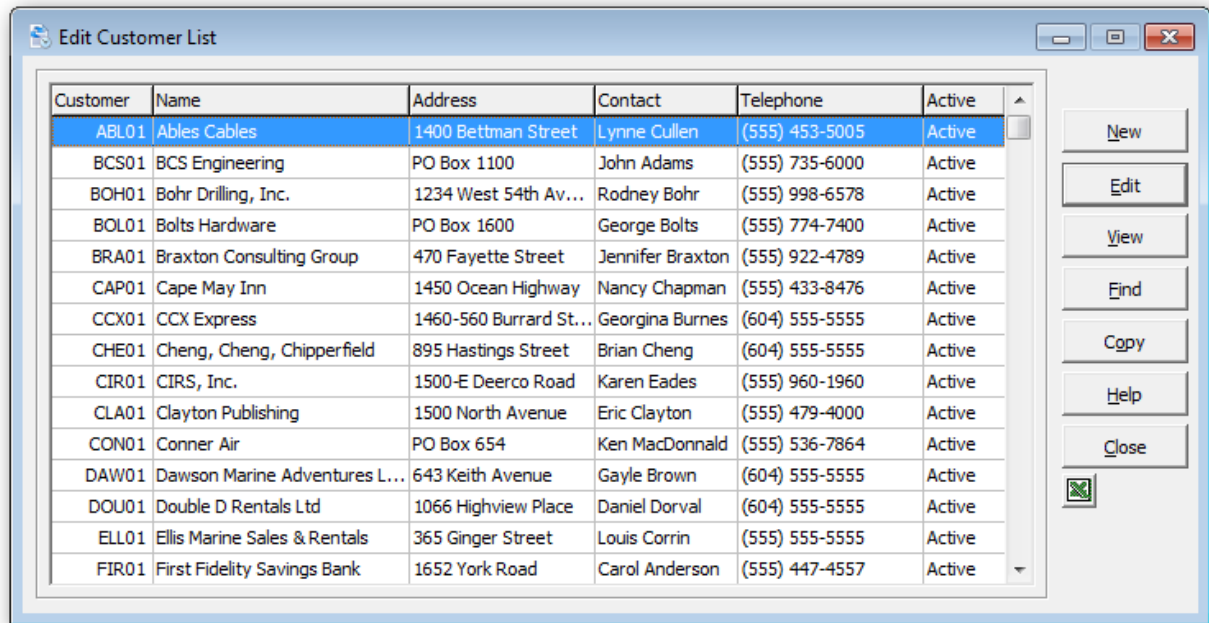
To create a new customer, click **New** or the **Insert** key.

To edit an existing customer, select the customer from the list and click **Edit** (**F2**). If you have several defined customers, click **Find** (**F5** or **F6**) to search for the customer.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Click **OK** when you're done. The category code will now appear in the list.

Ship To Addresses

This function allows you to enter shipping addresses for all your customers. You can enter as many ship to addresses for each customer as you need. If you do not enter a Ship To address for a customer, the address on the customer record will then be automatically applied to ship to address on contracts.

From the **Edit** menu, select **Ship To Addresses** or **ShipTo** from the tool bar.

The ship to address list window will open, displaying all of the currently defined addresses.

To create a new ship to address, click **New** or the **Insert** key.

To edit an existing ship to address, select the ship to address from the list and click **Edit** (**F2**). If you have several defined ship to addresses, click **Find** (**F5** or **F6**) to search.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Customer code	Enter the customer code for this ship to address.
Ship to code	Enter a code of up to six alphanumeric characters to identify this particular ship to address. For example, a customer might have offices in Vancouver and Toronto. The ship to codes could be VAN and TOR.
Description	Provide a description or name for this customer.
Address	Enter the address for this customer. Four lines are available.
Zip/Postal	Enter the zip code or postal code
Telephone	Enter the telephone number
Fax number	Enter the fax number
Tax group	Enter the tax group for this ship to address. This tax group will override the customer's tax group. Tax calculation is based upon the tax group.
Price list	Enter the default price list for this ship to address. This price list will override the customer's price list. The price list will be applied to items that are sold.

Contact	Enter the contact name for this particular address.
Email	Enter the email address for the contact

Click **OK** when you're done. The ship to address will now appear in the list.

Error messages

Error Message	Explanation
Ship to code may not be blank.	You have neglected to enter a ship to code for this new address.
That ship to address does not exist	The program was expecting to find the ship to address. This could indicate a data corruption problem. Check the data integrity.
The customer code is required	You have neglected to enter a customer code for this new address.
Tax group's currency must match the customer's currency	The tax group's currency does not match the customer's currency. This only applies to multi-currency databases.
The tax group _____ was not found.	The tax group was invalid.

Sites

Sites are useful for summarizing billing or reporting by job site or project. Rental contracts are assigned a site code, identifying a customer's job site.

From the **Edit** menu, select **Sites**

The site list window will open, displaying all of the currently defined job sites.
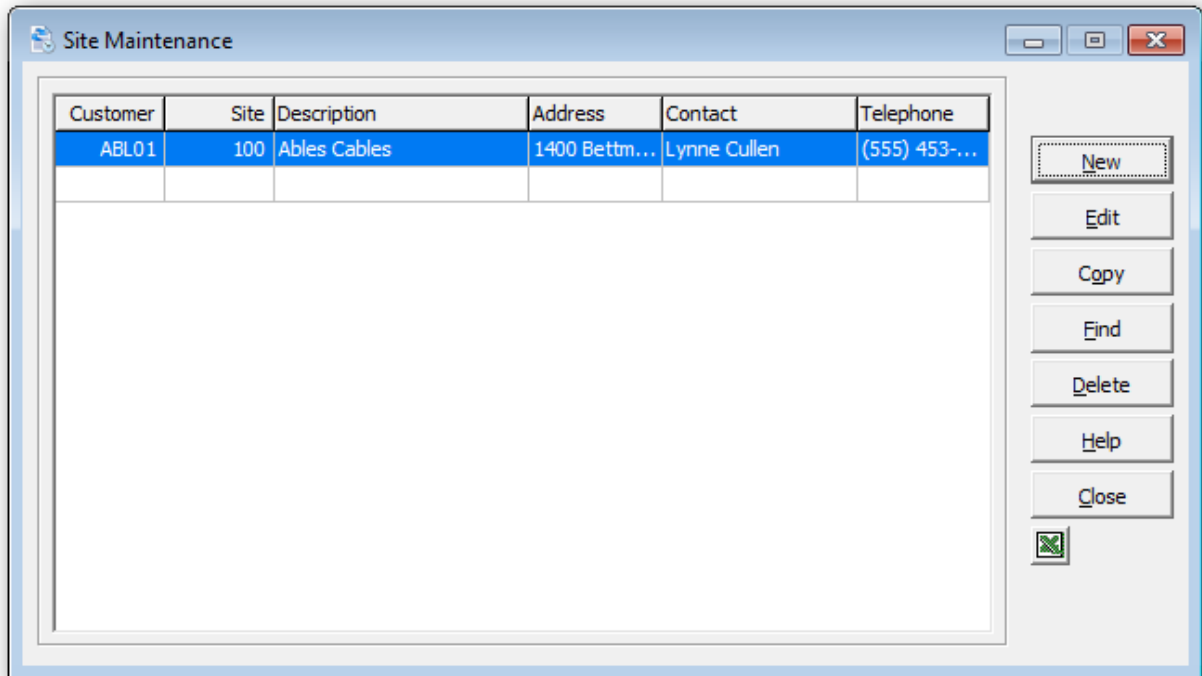
To create a new site, click **New** or the **Insert** key.

To edit an existing site, select the site from the list and click **Edit** (**F2**). If you have several defined sites, click **Find** (**F5** or **F6**) to search for the site.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Customer code	Enter the customer code associated with this site.
Site code	Enter a site code of up to three six characters to identify this site.
Description	Provide a 2-line description of this site.
Address	Enter the address of this site.
Zip/Postal	Enter the zip code or postal code for this site.
Telephone	Enter the telephone number for this site.
Fax number	Enter the fax number for this site.
Contact	Enter the contact name for this site.
Email	Enter the email address for the site's contact.

Click **OK** when you're done. The site code will now appear in the list.

Error messages

Error Message	Explanation
Customer code may not be blank.	You have neglected to enter a customer code for this new site.
Site code may not be blank.	You have neglected to enter a site code for this new site.
Site code already exist	You have chosen a site code that already exists for this customer. Choose an alternate site code.
Site code does not exist	The program was expecting to find the site code. This could indicate a data corruption problem. Check the data integrity.

Categories

Rental categories control the allocation of rental and sales revenue to the General Ledger. If no categories are in use, the G/L accounts defined in the company profile will be used.

If the department field is left blank, the renting location's department will be used. This is useful for departmentalized revenue reporting.

Each item in Inventory Control is assigned a category. You can use the same category or create subcategories that only exist for Rental items. If you have a serialized inventory, you may assign a specific category.

If you have a serialized inventory, you may assign a specific category.

From the **Edit** menu (or tool bar), select **Categories**

The category list window will open. This window lists all of the currently defined categories.
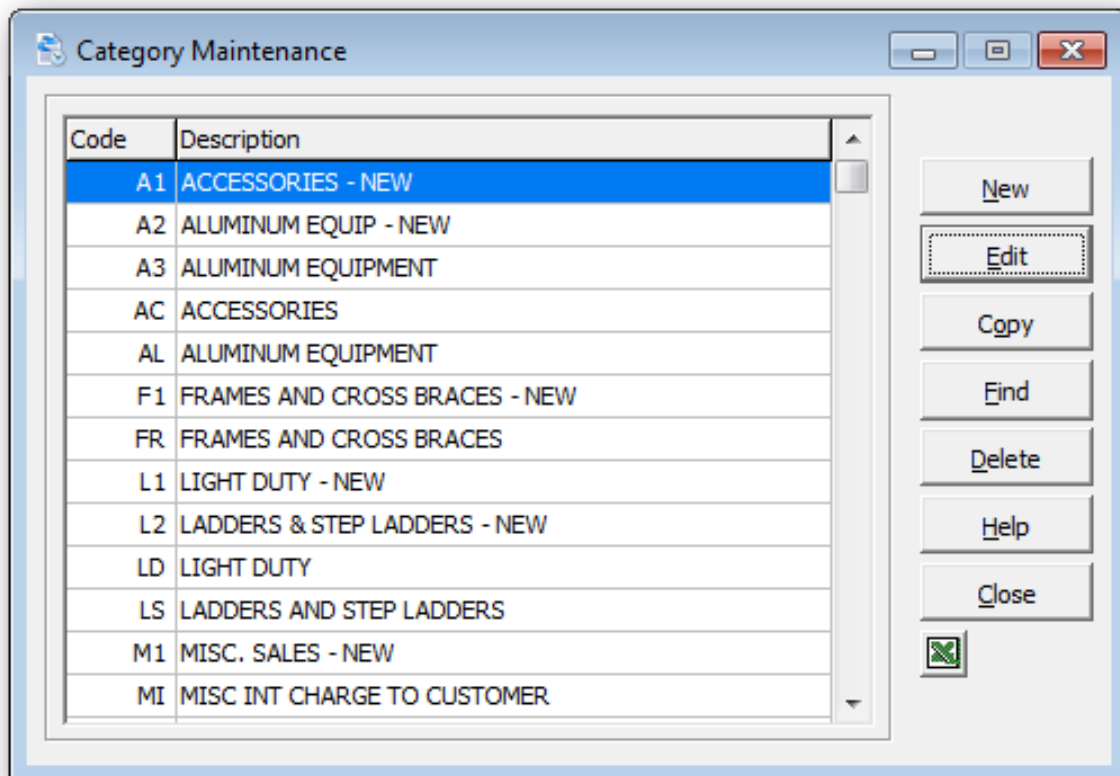
To create a new category, click **New** or the **Insert** key.

To edit an existing category, select the category from the list and click **Edit** (**F2**). If you have several defined categories, click **Find** (**F5** or **F6**) to search for the category.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Category	Enter a code of up to three alphanumeric characters to identify this category.
Description	Provide a description of this category code.
First Invoice Rental Revenue	Credit this account with the revenue generated on the first invoice. The offsetting entry is the Accounts Receivable clearing account. By separating out the 'first invoice' rental revenue, you may defer revenue recognition off if you pre-bill the last month's rental due.
Rental Revenue	Credit this account with revenue generated from the rental of an item (except for the first invoice). The offsetting entry is to Accounts Receivable Clearing. If no deferral of rental revenue is done from first invoice billings, this account will be the same as the First Invoice Rental Revenue account.
Rental Estimated Cost	You can track your 'Cost of Rentals' in order to assist in profitability analysis. You enter the rental cost in the same manner as you enter the rate amount to charge for an item. This account is debited with an estimated cost of each rental billing. The estimated cost of the rental is stored along with rates under rental item maintenance.

Rental Estimated Cost Clearing	Credit this account with the amount debited to the estimated cost account. This is a simple clearing account. You may use this to enter the actual costs recorded from Account Payable or Payroll. You may use the difference to determine how accurately you Accounts Receivable costing your rentals. From an accounting perspective, this is similar to using 'standard costing' in a manufacturing environment.
Rental Sale	Credit this account when rental inventory is sold to a customer. The offsetting entry is to Accounts Receivable Clearing. Note that when rental inventory is sold, a different G/L account may be credited than for sales of normal inventory.
Rental Cost Of Goods	Debit this account with the amount entered as the item cost when it is sold off. When an item is 'Sold-Off', the user is permitted to enter a cost (or value) of the sold item. The system will provide either the memo cost of the item from the serialized item file (if a serialized item is being sold), or the cost of the item from Inventory Control as a default to use. All costing methods in Inventory Control are supported.
Rental Depreciation Clearing	Debit this account with the difference between the value entered by the user for the item sold and the cost of the item recorded in I/C. (The difference must be depreciation) This is a clearing account as you will most likely wish to review and reconcile the entries made with the actual depreciation taken against rental inventory.

Click **OK** when you're done. The category code will now appear in the list.

Error messages

Error Message	Explanation
Category code may not be blank.	You have neglected to enter a code for this new category.

Miscellaneous Charges

Miscellaneous charges are additional charges that might be added to a contract depending on the specific situation. For example, these charges might include handling, freight or packaging charges.

From the Edit menu, select Miscellaneous Charges

The miscellaneous charges list window will open, displaying all of the currently defined miscellaneous charges.
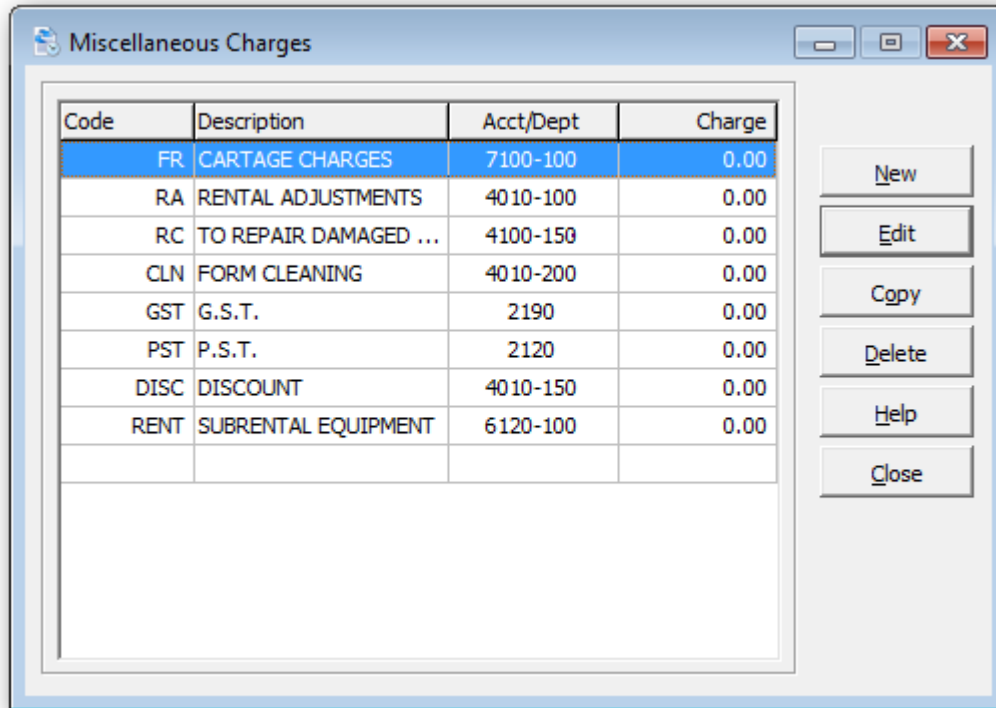
To create a new miscellaneous charge, click **New** or the **Insert** key.

To edit an existing miscellaneous charge, select the charge from the list and click **Edit** (**F2**)

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Misc code	Enter a code of up to six alphanumeric characters to identify this miscellaneous charge.
Description	Provide a description for this miscellaneous charge.
Tax status	Choose a tax status associated with this miscellaneous charge. You'll need to previously create tax types for this field.
Charge amount	Enter the amount that will be charged.
Acct/dept	Enter the General Ledger account and department that will be used for this miscellaneous charge.
Print	Select to print this miscellaneous charge as a separate line item on your contracts and invoices, or in the totals section of these forms. You may override this selection in the specification of the specific document.

Click **OK** when you're done. The category code will now appear in the list.

Error messages

Error Message	Explanation
Misc code may not be blank.	You have neglected to enter a misc code for this new miscellaneous charge.

Service Codes

Service codes are used in conjunction with **Service Records**. Service codes standardize the type of service that is performed on a rental item.

From the **Edit** menu, select **Service Codes**

The service code list window will open, displaying all the currently defined service codes.
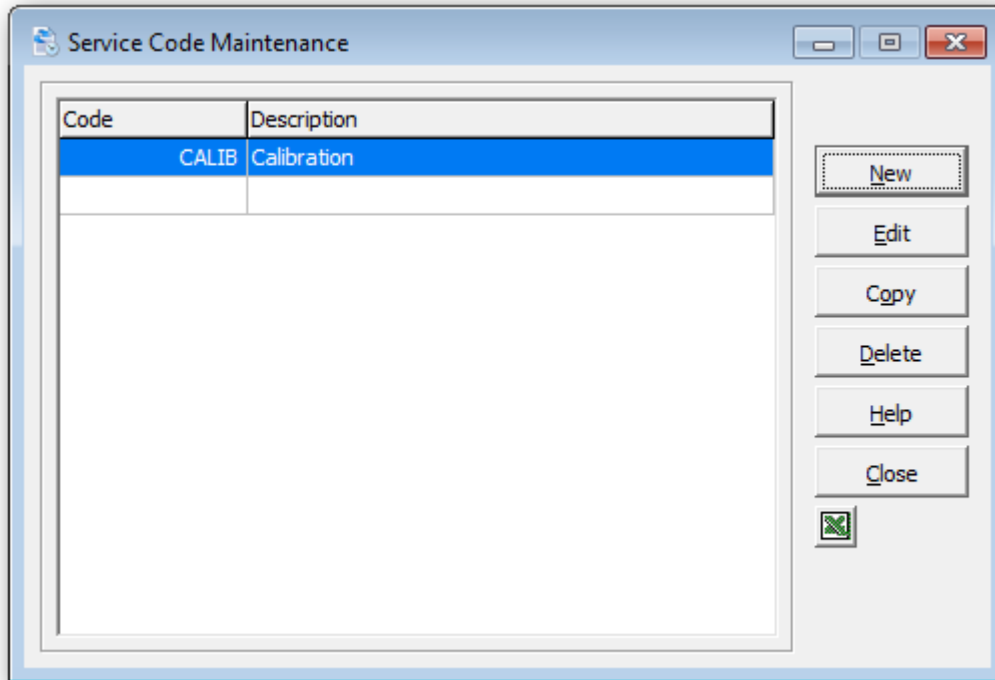
To create a new service code, click **New** or the **Insert** key.

To edit an existing service code, select the service code from the list and click **Edit** (**F2**).

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Code	Enter a code of up to six alphanumeric characters to identify this service code.
Description	Provide a description of this service code.

Click **OK** when you're done. The service code will now appear in the list.

Error messages

Error Message	Explanation
Service code may not be blank.	You have neglected to enter a code for this new service code.
Service code already exist	You have chosen a service code that already exists. Choose an alternate service code.
Service code does not exist	The program was expecting to find the service code. This could indicate a data corruption problem. Check the data integrity.

Billing Methods

Billing methods describe how rental charges are to be calculated, whether recurring invoices are to be generated, and how to calculate an expected return time for an item. Billing methods allow you to tailor the rental charge out structure to your company's method of renting equipment.

Billing methods describe the method calculating rental charges. Under Rental Item Maintenance, you can assign rates and cost to a particular item.

Billing methods may be set up to charge a customer on an hourly, daily, weekly or monthly basis, as well as a flat fee.

Flat rates not subject to recurring billing will appear on the final invoice to a customer.

Flat rates subject to recurring billing will appear on every invoice generated for a customer.

From the **Edit** menu, select **Billing Methods**

The billing method list window will open, displaying all currently defined billing methods.
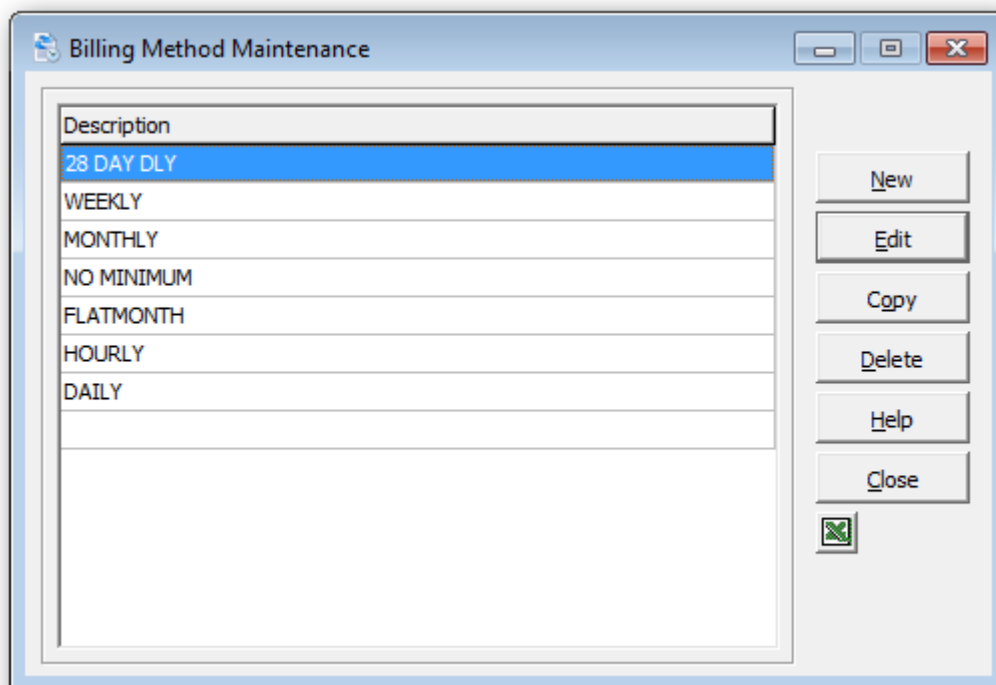
To create a new billing method, click **New** or the **Insert** key.

To edit an existing billing method, select the billing method from the list and click **Edit** (**F2**)

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Description	Provide a description of this billing method, with a maximum of 30 characters.
Rent is	Select flat fee from the Rent cycle box if this rate is to be charged on a one-time basis. Flat fees marked as billable will be charged on every recurring invoice generated for a customer. Select per hour, per day, per week, or per month to specify the units to use in calculating the rental amount due.
Free period	A rate can have some amount of free time. This permits calculation of "5-day weeks" and other special requirements. Free periods are always given at the end of the billing cycle. For example, if an item rents for $100 a week, and each week includes 2 free days, Rentals allocates 1/5th of the rate ($20) to each day of the 5 days that the item is rented; no charge is applied for the next two days.
Calculations...should be	Select Exact if rental fees for a partial cycle are to be calculated on an exact basis. For example, if a customer rents an item on a daily basis and returns it 28 hours after taking it out on rental, Rentals will charge the additional four hours as 4/24's of the daily rate.

	Select Rounded to have Rentals automatically round up rental charges to the next highest whole unit of the rental cycle. To continue our example, the customer would be charged for two full day's rental. Select Omitted (for daily rates only) to omit time. For example, an item that is rented anytime on Jan.1 and comes back on Jan. 2 will be charged 2 days' rent. For billable contracts, this also results in inclusive date ranges for invoice dates: a 28-day rate would be billed Jan. 1 to Jan. 28, then Jan. 29 to Feb. 24, and so on.
Grace period of x percent	If the rent charged is to be in whole cycles only, you may wish to provide a grace period. Customers who return their rental items within the grace period will not have the rental fee rounded up to the next whole unit. Grace periods are calculated as a percentage of the rental cycle. For example, 50% of an hourly cycle is 30 minutes.
Minimum rental period is	If you wish to set a minimum rental period for an item, you would enter that information here. For example, a monthly rate might have a minimum rental period of 3 months. If a customer returns the item after only 1 month, the charge will still be for 3 months.
Due date is	To speed data entry, Rentals uses the rate selected when an item is rented to automatically calculate an expected due back date and time. Select start date plus to have the due back date calculated from the date rented. Enter the number of days, weeks, or months to add to the out date to provide an expected return date as a default. Select specific date if the expected due back date is always the same day. For example, weekend rental rates may always have an expected due back date of the Monday following the day the item was rented.
Due time is	Select start time plus and enter the number of hours and minutes to add in order to have Rentals calculate the due back time based on the time of day the customer rented the item. Select specific time and enter it in 24 hour format, if all your rentals are due back at a specific time of day.
First invoice is	First invoices to a customer may be calculated as either a percentage the total estimated rent, or a prebilling of a specific number of cycles. First invoices also include miscellaneous charges and expendables sold on the contract. Select a percentage of total estimated rent and enter the percentage you wish charged on the first invoice to the customer. If customer is to be charged in full for the rental on the first invoice, you may enter 100%. Select a pre-billing of so many cycles and enter the number of cycles you wish to cover on the first invoice to a customer. These selections only apply to the first invoice generated from a contract, whether it is a cash or billable contract.

Recurring invoices will	Select not be generated if you do not want recurring invoices created for this definition. Recurring invoices are only generated for rental contracts marked as billable. Select will be generated to have recurring invoices produced and enter the frequency with which you wish to produce recurring invoices. You must specifically run the **Recurring Billing** function in order to generate recurring invoices. These selections control the frequency with which contracts will be selected by the Recurring Billing function.
Billing: Advance or arrears	To generate recurring invoices, Rentals must know whether rental amounts re charged in advance or in arrears. This allows it to track when the next recurring invoice should be created. Select advance to have your recurring invoices reflect rental charges collected in advance of the rental period. Select in arrears if you charge your customers at the end of a rental cycle for items they have out on a contract.
Billing starting with month x	Enter the number of days, weeks, or months you wish to elapse before Rentals starts to generate recurring invoices on a contract.
Invoice date	Rentals allows you to synchronize all billing to occur on a particular day of the month, regardless of the day each item on the contract was initially rented. To always bill in whole periods, have the billing day be the same as the start day. To have all items on a contract billed as of the1st, 15th or last day of month, enter that day in the space provided. (All days after the 29th will be deemed the last day of the month.)

Click **OK** when you're done. The billing method will now appear in the list.

After you have entered your billing methods, you will need to assign specific rates to your rental items.

Error messages

Error Message	Explanation
Category code may not be blank.	You have neglected to enter a code for this new category.
That billing method does not exist	The program was expecting to find the billing method. This could indicate a data corruption problem. Check the data integrity.

Sales Clerks

Sales clerk codes provide an additional audit trail and controls for your rental system. The rental commission rate and sales commission rate are information fields only. They may be useful for generating commission reports or views using GridView.

From the **Edit** menu, select **Sales Clerks**

The sales clerk list window will open, displaying all of the currently defined sales clerks.
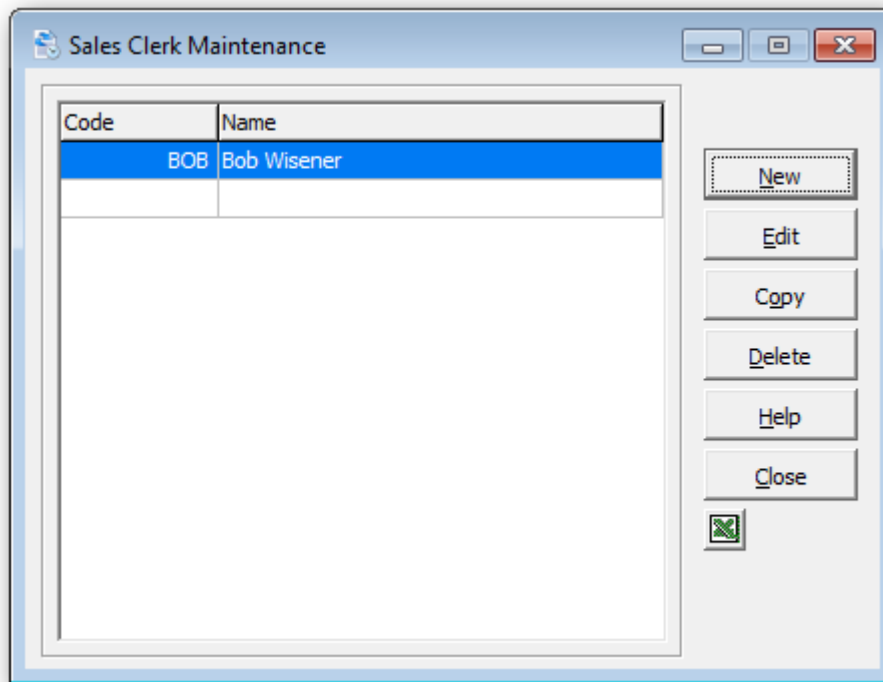
To create a new sales clerk, click **New** or the **Insert** key.

To edit an existing sales clerk, select the sales clerk from the list and click **Edit** (**F2**).

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Code	Enter a code of up to six alphanumeric characters to identify this sales clerk.
Name	Provide a name for this sales clerk.
Rental commission rate	Record the rental commission percentage earned on rental revenue earned by this sales clerk.
Rental minimum sales	Enter the minimum rental revenue required of the sales clerk before the commission kicks in.
Sales commission rate	Record the sales commission percentage earned on sales revenue earned by this sales clerk.
Sales minimum sales	Enter the minimum sales revenue required of the sales clerk before the commission kicks in.

Click **OK** when you're done. The sales clerk will now appear in the list.

Error messages

Error Message	Explanation
Sales clerk code may not be blank.	You have neglected to enter a sales clerk code for this new sales clerk.
Sales clerk already exist	You have chosen a sales clerk code that already exists. Choose an alternate sales clerk code.
Sales clerk does not exist	The program was expecting to find the sales clerk code. This could indicate a data corruption problem. Check the data integrity.

Rental Items

Rental items are used to record the rental rates, costs, comments, reference and notes. All rental items are Inventory Control items.

If your rental items are serialized, a **unit** field is available to uniquely identify the item. A serial number field is also provided.

Over time, you might like to know if a rental item has been profitable. Rentals stores the original purchase price, rental revenue and cost, as well as costs from service records.

A rental item history is provided, to view the current rental status and provide drilldown on rental contracts and service records.

From the **Edit** menu (or tool bar), select **Rental Items**

The rental list window will open, displaying all of the currently defined rental items.
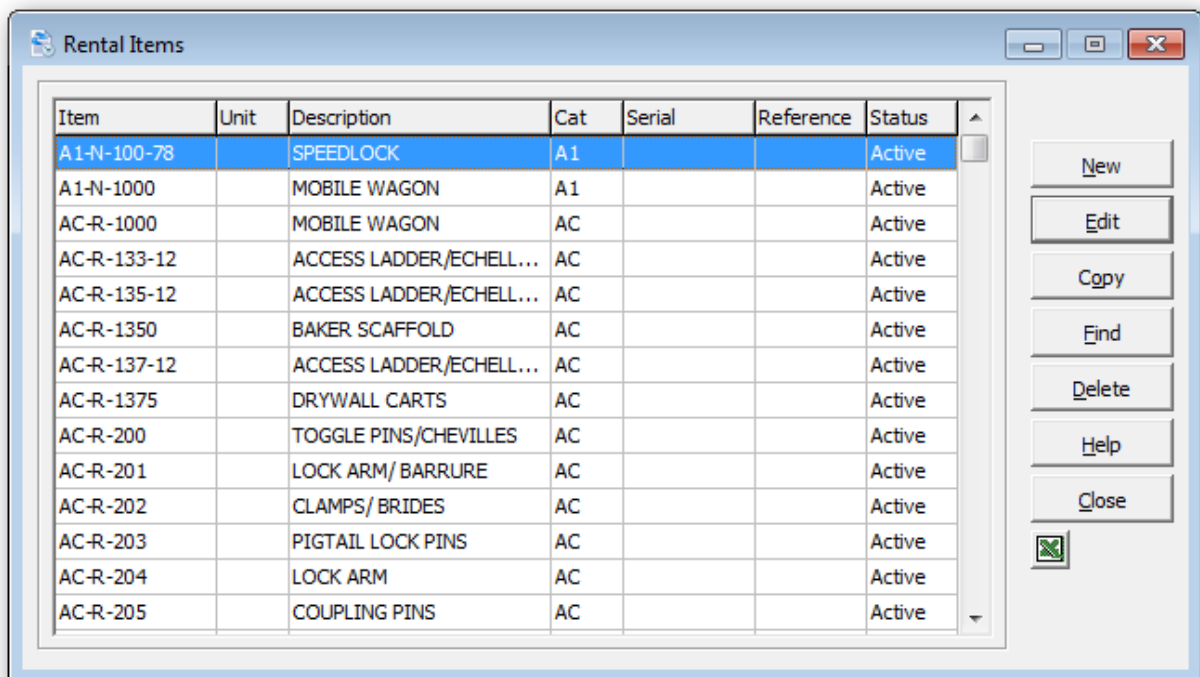
To create a new category, click **New** or the **Insert** key.

To edit an existing rental item, select the item from the list and click **Edit** (**F2**). If you have several defined items, click **Find** (**F5** or **F6**) to search for the item.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Item number	Enter a valid Inventory Control item number.
Unit number	If this is a serialized rental item, you may want to differentiate it from other items. Enter a code of up to four alphanumeric characters to identify this item.
Description	The item description will default to the I/C item description, however you are permitted to change it.
Serial number	If this is a serialized item, enter the serial number.
Category	The category will default to the I/C item category, however you are permitted to change it an I/C category or Rental category.
Status	Choose either 'active' or 'inactive'
Reference	Enter a reference number for this item
Comments	Enter 4 lines of comments, with a maximum of 75 characters per line

Insert comments on contracts	Select this option, if you would like to automatically insert the item comments when the item is added to the contract.
Instruction	Choose whether the inserted comments will appear as an instruction or comment. Instructions are typically printed on internal documents.
Transfer to invoice	Choose whether the inserted comments will be transferred to the invoice at billing.

The **Rates** tab is where you enter the rental rates and associated cost for each billing method. If no billing methods are displayed, you should define at least one **billing method**.

You can also specify the minimum amount to charge for the rental of this item.

The **Optional Fields** tab is where you can set values for optional fields. If no optional fields are present, define labels for these fields under the company profile. Choose the same labels as contract detail optional fields, if you'd like the data to appear on contracts.

The **Statistics** tab provides a summary of cost and rental revenue for this rental item.

Enter the **original cost** (purchase price) for this item and the date that it was purchased.

If you have entered any service records for this item, you'll find the **last service** amount and service date.

The **total cost** is an accumulation of service record costs and recorded costs from rental activity.

The **total rent** is the recorded rental revenue from prior rental activity.

All of the statistical fields are available for editing.

Quantity statistics are also available for viewing on this tab.

The **quantity on hand** (from Inventory Control) is the total number of units from all location, that haven't been allocated to a sale or purchase order.

The **rented quantity** is the number of units that are currently rented on contracts.

The **reserved quantity** is the number of units that are currently marked as reserved on contracts.

The **available quantity** is quantity on hand, less rented and reserved.

The **History** tab displays rental item activity from current or historical rental contracts. Service records for this item can also be viewed. To change the display, select **Contracts**, **History** or **Servicing**.

For current or historical contracts, the last column in the grid will display the rental item status. An 'O' indicates that the item is currently rented (Out). To drilldown to the contract, double click on a desired grid row. Drilldown to the service record is also provided.

The edit window is sizeable to accommodate additional grid columns.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

The **Notes** tab allows you to maintain notes on each rental item. Notes can be entered as a single memo (additional comments) or as separate notes by date/time/user/note. An option is provided to sort the notes by user or date/time. To insert a new note, double click on a blank row, click Insert or Right click to access the grid's popup menu. To edit an existing note, double click on the desired row, click F2 or use the popup menu.

Click **OK** to record your changes. The rental item will now appear in the list.

Error messages

Error Message	Explanation
Please enter a valid item number	You have neglected to enter an item number for this new rental item.
_____ is not a valid item number	The item number is not a valid Inventory Control item
_____ is not a valid category code	The category code is not a valid Inventory Control category or a rental category.
Failed to read that item	The program was expecting to find the rental item. This could indicate a data corruption problem. Check the data integrity.

Service Records

Service records are an historical record of the servicing that has occurred for a particular rental item. For example, you rent a crane that requires periodic maintenance. The profitability of a rental item can be calculated from the original purchase price, rental revenue, service costs and eventual sale.

As an option, a service item can be associated with each service record. For example, you may need a calibration device to service a rented monitoring device.

With each service record, you can record the date, c, reference and description about that particular service record.

You can define service codes to standardize the type of servicing that is required.

From the **Edit** menu, select **Service Records**

The service record list window will open, displaying previously entered service records.
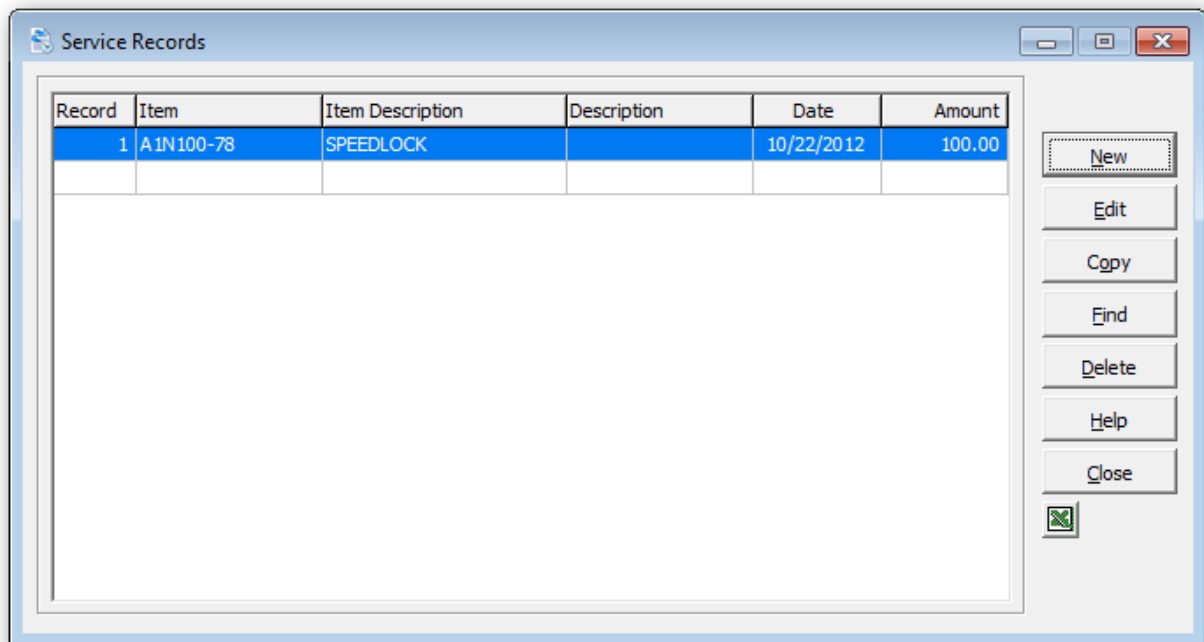
To create a new service record, click **New** or the **Insert** key.

To edit an existing category, select the category from the list and click **Edit** (**F2**).

Click **Find** (**F5** or **F6**) to search for a particular service record. The smart finder (**F6**) can be particularly helpful in finding a service record.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Record	The record number to this particular service record. The system generates a unique number and is read-only.
Rental item	Enter a rental item that is being serviced. If this is a serialized item, enter the unit number following the rental item.
Service item	Enter an inventory item that will be used to service the rental item.
Service code	Enter a service code that identifies the type of servicing that will be performed. That's assuming that you've previously defined **service codes**.
Description	Two lines of text are provided to describe this particular servicing. There is a maximum of 40 characters per line.
Reference	Enter a reference number for this servicing. Enter no more than 16 characters.
Date	Enter the date that this servicing took place.
Amount	Enter the cost associated with this servicing.

Click **OK** when you're done. The service record will now appear in the list.

Error messages

Error Message	Explanation
Please enter a valid inventory item.	The service record is either missing an item number or the item number is invalid.

Inventory Items

Inventory items can either be maintained in Adagio Inventory or Rentals for Adagio. The functionality should be the same. Please refer to the Adagio Inventory on-line help for information on item maintenance.

From the **Edit** menu (or tool bar), select **Inventory Items**

The item list window will open, displaying all of your currently defined inventory items.
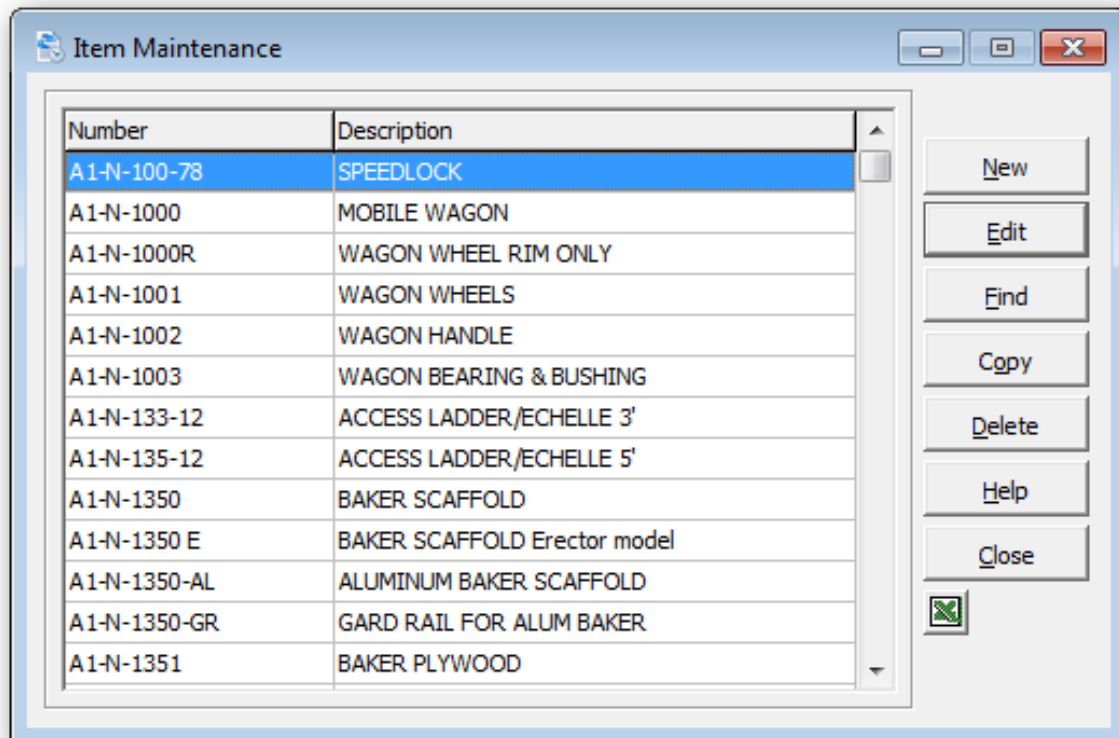
To create a new item, click **New** or the **Insert** key.

To edit an existing item, select the item from the list and click **Edit** (**F2**). If you have several defined items, click **Find** (**F5** or **F6**) to search for the item.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Click **OK** when you're done. The inventory item will now appear in the list.
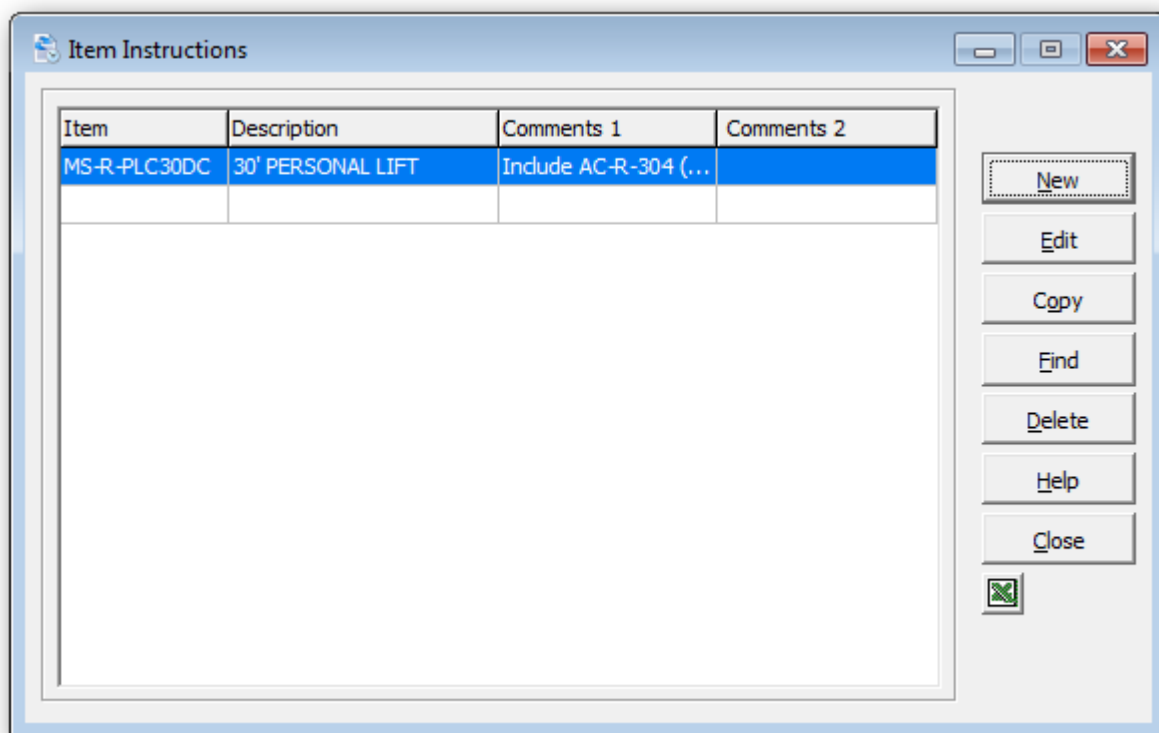
Item Instructions

Item instructions are lines of text that will automatically be added to a contract, whenever a particular item is rented.

Create item instructions, if you find yourself repeatedly entering items and lines of text. Using item instructions will save time and standardize the text that appears on your contracts. For example: special handling or maintenance instructions.

To create and edit your item instructions, select **Item Instructions** from the **Edit** menu.

The item instruction list window will open, displaying all of the currently defined instructions.

To create a new item instruction, click **New** or the **Insert** key.

To edit an existing item instruction, select the instruction from the list and click **Edit** (**F2**). If you have several defined instructions, click **Find** (**F5** or **F6**) to search for the instruction.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Item number	Enter an Inventory Control item number.
Description	This is a read-only field to display the item description.
Instructions	Enter up to 10 lines of text. Each line can contain 75 characters.
Insert as instruction	Select this option, if you would like this text to appear as an **instruction**. Instructions typically appear on packing slips for the warehouse, but not on documents that are seen by the customer. Alternatively, the text will be marked as a **comment**. The printing of instructions and comments can be controlled on the print specification.
Transfer to invoice	Select this option, if you would like the text to be transferred from the contract to the invoice, when generating invoices. Alternatively, the text will only appear on the rental contract.

Click **OK** when you're done. The item instruction will now appear in the list.

Error messages

Error Message	Explanation
Item code may not be blank.	You have neglected to enter an item code for this new item instruction.

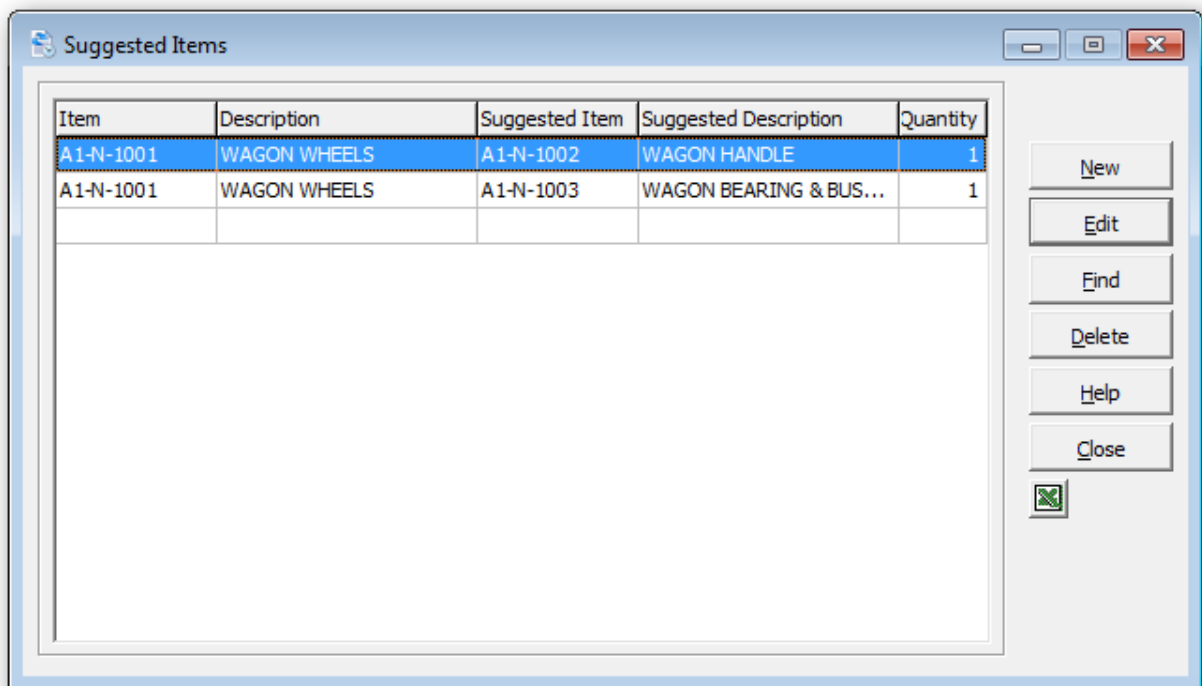## Suggested Items

Suggested items will automatically appear whenever a specific inventory item is added to a contract. Suggested items can be either rental or sale items. For example, when a piece of equipment is rented, it might require additional consumables.

One method of increasing the revenue generated by your rental business is to ensure that your staff always suggests what may be appropriate expendables for your customer to purchase, or other equipment to rent at the time the initial contract is created.

To create and edit your suggested items, select **Suggested Items** from the **Edit** menu.

The suggested item list window will open, displaying all of the currently defined suggested items.

To create a new suggested item, click **New** or the **Insert** key.

To edit an existing suggested item, select the item from the list and click **Edit** (**F2**). If you have several defined suggested items, click **Find** (**F5** or **F6**) to search for the master item.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Item number	Enter the item number that will trigger the suggested item(s).
Description	This is a read-only field to display the item description.
Item type	Choose whether to suggest a rental or item to be sold.
Suggested item	Enter the item number that will be suggested.
Quantity	Enter the default quantity for sale or rental of this item.

Click **OK** when you're done. The suggested item will now appear in the list. Multiple suggested items can be assigned to the same item number.

Error messages

Error Message	Explanation
Item code may not be blank.	You have neglected to enter an item code for this new suggested item.
Please enter a valid suggested item number.	You have neglected to enter the suggested item or the entered item is not a valid inventory item.

With the above example, two suggested items have been set up with item A1-N-1001. When item A1-N-1001 is rented or sold, the two suggested items will be presented in succession. To include the suggested item, click **Yes**. To omit the suggested item and advance to the next suggested item, click **No**. To exit the process, click **Cancel**.

With each suggested item, the item number, description and default quantity will be applied to the contract detail. Edit the rental or sales information as you would with any contract detail. Click **OK** to continue with the next suggested item.
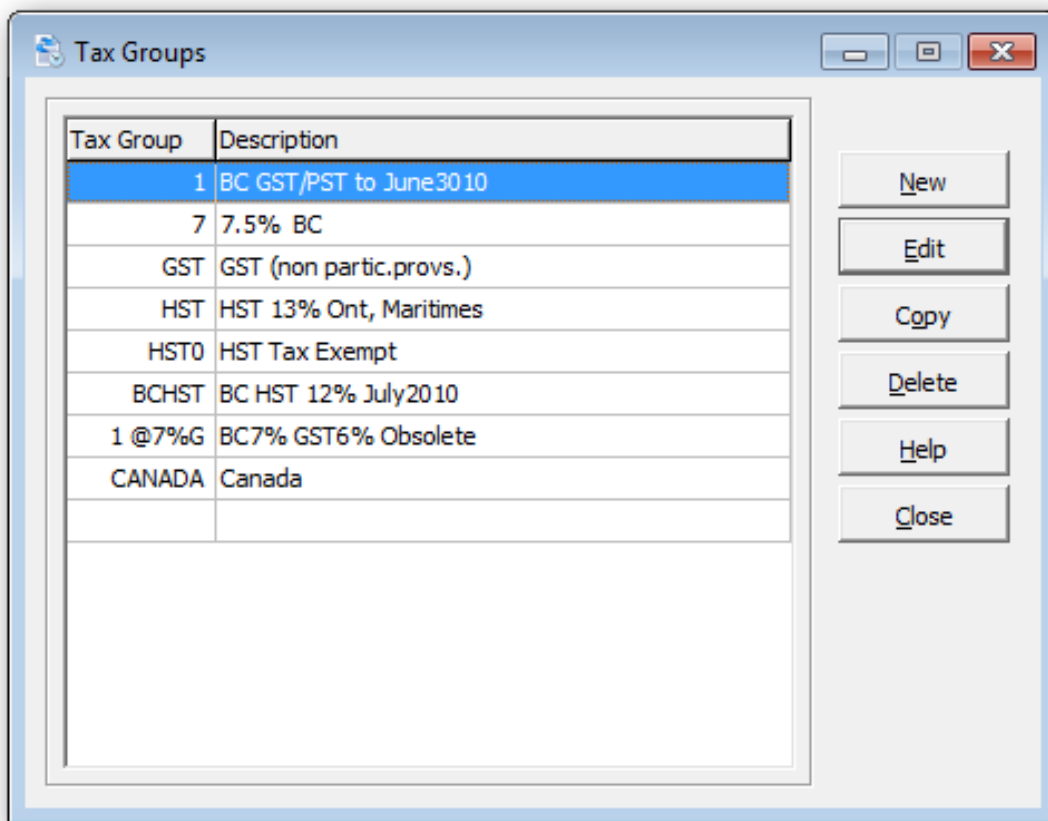
Tax Groups

Tax groups are used to calculate tax on contracts and invoices. Tax tables are useful for sales that are subject to more than one tax authority. For example, sales in a rural area may be subject to only a state sales tax, whereas sales in a major city may have city sales taxes or special levies added to the state tax.

Once you have set up the tax tables, all this work will be done for you. When you enter a contract, rentals will look up the tax group assigned to that customer. The tax group is a set of rules and rates used for taxing the various categories of items and vendors that may be included.

From the **Edit** menu, select **Tax Groups**

The tax group list window will open, displaying all of the currently defined tax groups.

To create a new tax group, click **New** or the **Insert** key.

To edit an existing tax group, select the tax group from the list and click **Edit** (**F2)**.

If you have Microsoft Excel installed, you can quickly export the entire list to a spreadsheet by clicking the Excel button.

Field	Description
Tax group	Enter a code of up to six alphanumeric characters to identify this tax group.
Description	Provide a description of this tax group.

With any new tax group, you will need to fill out each jurisdiction. The Jurisdiction fields are described below:

Field	Description
Jurisdiction	The name of the jurisdiction (taxing authority). You can enter up to five jurisdictions for each tax group. You may find it easier to identify jurisdictions if you use their official names (State, Federal, New Hampshire, Phoenix, Chicago Transport, etc.) or some other name that is descriptive.
Minimum	Minimum tax that can be collected on an order/invoice for the jurisdiction. If the jurisdiction has such a minimum, enter the actual minimum in dollars and cents, complete with a decimal point. (If you do not enter a decimal point, the program will assume the amount is a full dollar amount). When a minimum is applicable and a tax calculated is less than this limit, no tax is applied.
Maximum	Maximum tax that can be collected on an order/invoice for the jurisdiction. If the jurisdiction has such a maximum, enter the actual maximum in dollars and cents, complete with a decimal point. (If you do not enter a decimal point, the program will assume the amount is a full dollar amount). When a maximum is applicable and a tax calculated exceeds this limit, the maximum tax is applied.

Acct/Dept	The General Ledger account and department (if your company uses departments) to which you want to post collected taxes. Rentals requires that the account field contain a General Ledger account number for each item that includes an amount field, and for each jurisdiction. If any accounts are blank, an error occurs during posting, informing you that a blank account exists either in the line item information or in the tax table.
Tax base	Your entry in this field determines the amount for which the tax is calculated. You can tax the customer based on the **Selling price**, the **Standard cost** amount, the **Most recent cost**, or either of the two user-defined costs. The **Selling price** is most commonly used for tax purposes.
On invoice as	This field allows you to indicate where on the invoice the tax is displayed: either as a line item in the detail section, or as part of the total section.
Taxable	The taxes levied by one jurisdiction may themselves be taxed by another jurisdiction. Clicking this checkbox on means that the taxes themselves are taxable; turning this checkbox off means they are not. When calculating invoices for multiple jurisdictions, one or more of which is taxable, Rentals calculates taxes in the order in which the jurisdictions occur. When it comes to a taxable jurisdiction, it calculates the taxes for that jurisdiction and adds them to the total amount to arrive at a new tax base. Then it calculates the remaining taxes on the new base and adds them in to arrive at the total. For example, if a sale of $100 requires a 5% tax applied by a jurisdiction that taxes the taxable jurisdiction, Rentals calculates the total in this manner: $100 + (5% x $100) = $105.00 + (7% x $105) = $112.35 Invoice amount $100.00 + taxable tax (5%) 5.00 New tax base $105.00 + remaining tax (7%) 7.35 Invoice total $112.35
Customer Tax Rates	Enter the customer tax rates for this jurisdiction. NOTE: The name of this field is defined in tax types.
Item tax Rates	Enter the item tax rates for this jurisdiction. NOTE: The name of this field is defined in tax types.

You can view totals for item tax rates and customer tax rates on the **Item Rates** and **Customer Rates** tabs.

If you want to add more jurisdictions to this tax code, click the **New** button. A new tab will be added to the window for the new jurisdiction.

When you are done, click **OK** to add the new tax group or to save changes.

Error messages

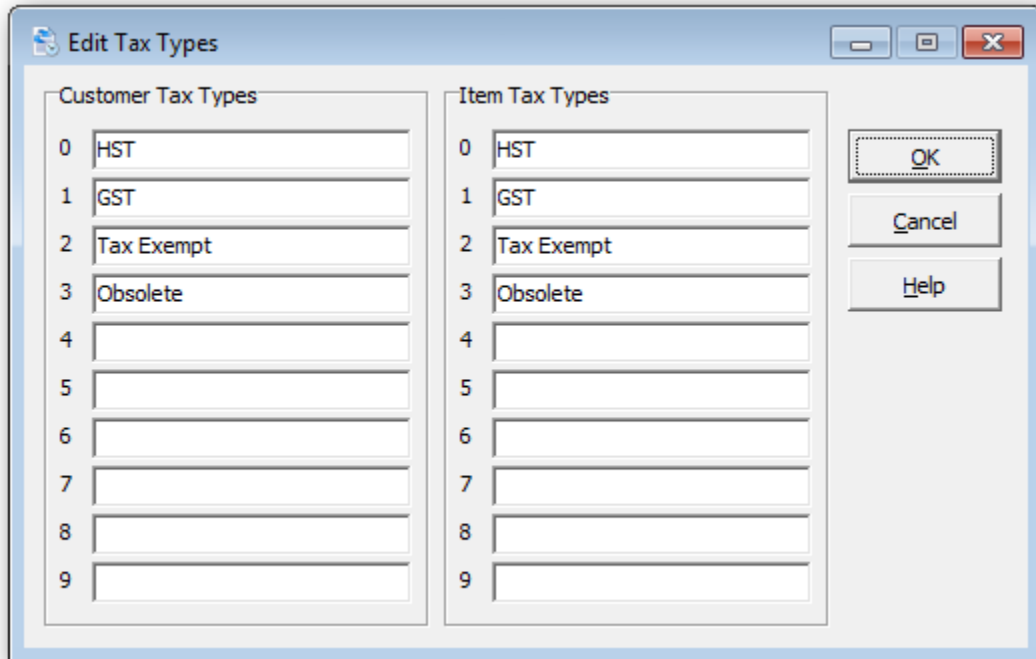| Error Message	Explanation
Tax group code cannot be blank	You have neglected to enter a code for this new tax group.
The currency code cannot be blank	For multicurrency, you'll need to assign a currency code to each tax group.
Invalid currency code	The selected currency code is invalid. Choose an alternate currency code.
Invalid currency. For multi-currency only currencies with 2 decimals permitted	The selected currency code is not a 2 decimal currency. Choose an alternate currency code.
Tax group already exist	You have chosen a tax group that already exists. Choose an alternate tax group.
Tax group does not exist	The program was expecting to find the tax group. This could indicate a data corruption problem. Check the data integrity.

Tax Types

Tax Types are used in conjunction with tax groups. You are permitted up to 10 different tax types for both customers and items.

From the **Edit** menu, select **Tax Types**

The tax type list window will open, displaying all of the currently defined tax types.

```
Edit Tax Types                                        [ _ ][ □ ][ X ]

 Customer Tax Types                 Item Tax Types
  0  HST                             0  HST                    [   OK   ]
  1  GST                             1  GST
  2  Tax Exempt                      2  Tax Exempt            [ Cancel  ]
  3  Obsolete                        3  Obsolete
  4                                  4                         [  Help  ]
  5                                  5
  6                                  6
  7                                  7
  8                                  8
  9                                  9
```
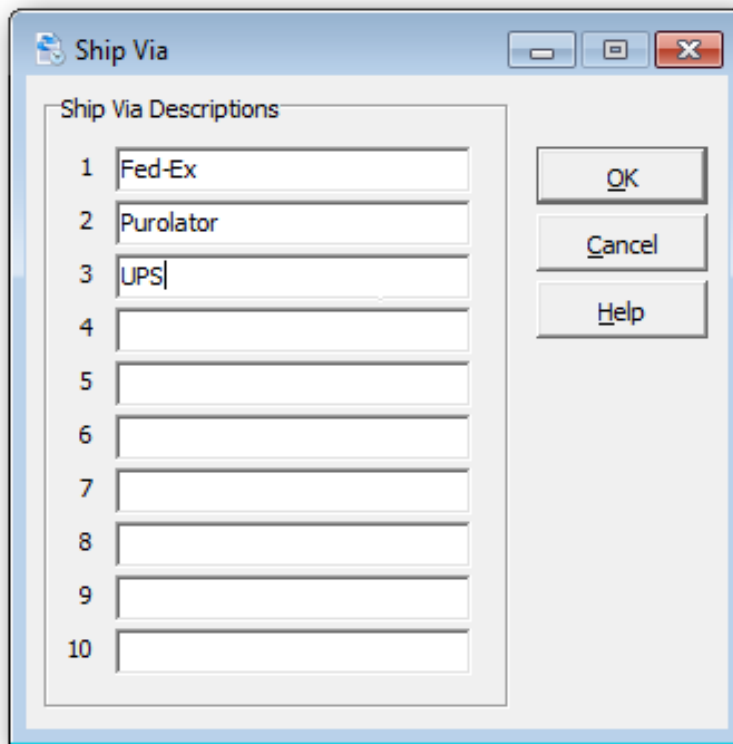
Modify the tax type list, and then click **OK** to save your changes.

Ship Via

Ship Via are shipping methods that can be referenced on rental contracts. You are permitted up to 10 shipping methods.

From the **Edit** menu, select **Ship Via.**

The Ship Via window appears, with all existing shipping methods listed.

Modify the shipping method list, and then click **OK** to save your changes.

Text

Create text codes, if you find yourself repeatedly entering lines of text to contracts. Using text codes will save time and standardize the text that appears on your contracts. If the text is associated with an item number, perhaps **Item Instructions** are more appropriate.
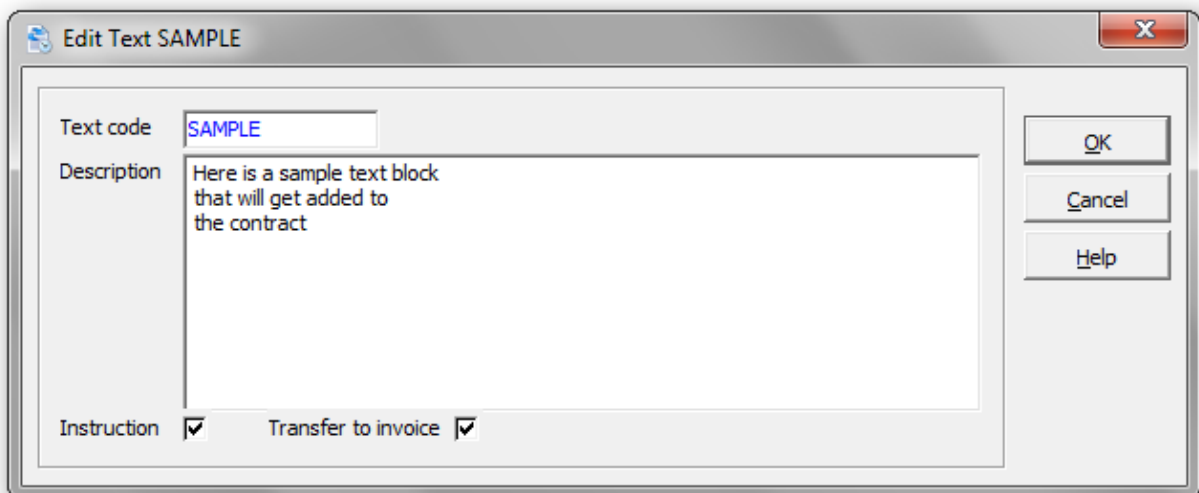
To create and edit your text codes, select **Text** from the **Edit** menu.

The text list window will open, displaying all of the currently defined text codes.
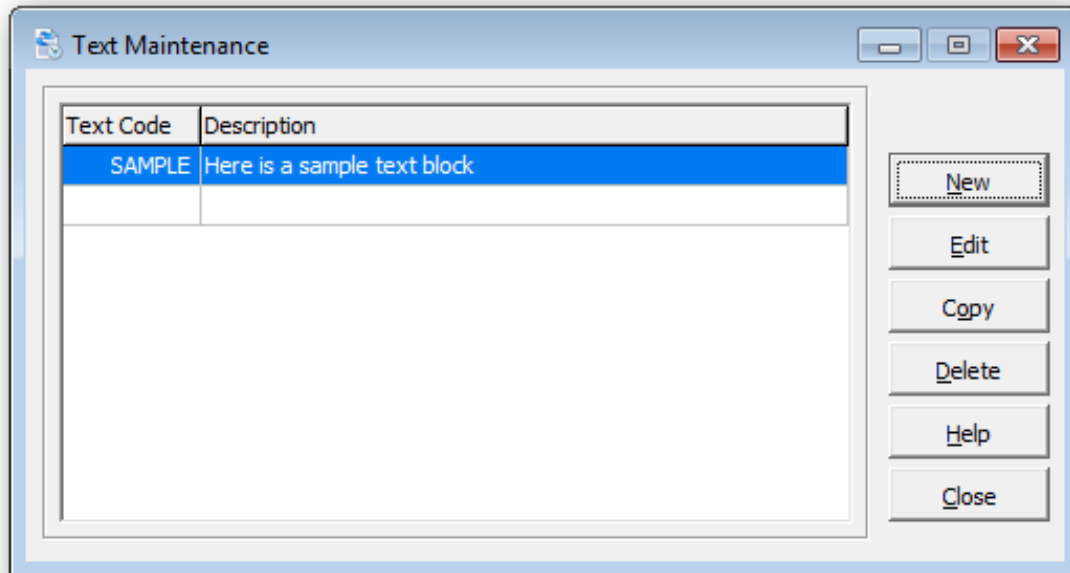
To create a new text code, click **New** or the **Insert** key.

To edit an existing text code, select the text code from the list and click **Edit** (**F2**).

| Field	Description
Text code	Enter a code of up to 10 alphanumeric characters to identify this text.
Description	Enter up to 10 lines of text. Each line can contain 75 characters.
Instruction	Select this option, if you would like this text to appear as an **instruction**. Instructions typically appear on packing slips for the warehouse, but not on documents that are seen by the customer. Alternatively, the text will be marked as a **comment**. The printing of instructions and comments can be controlled on the print specification.
Transfer to invoice	Select this option, if you would like the text to be transferred from the contract to the invoice, when generating invoices. Alternatively, the text will only appear on the rental contract.

Click **OK** when you're done. The text code will now appear in the list.

Error messages

Error Message	Explanation
Please enter a text code.	You have neglected to enter a text code for this block of text.
That text code already exists.	You have entered a text code that has been previously defined. Choose a new unique text code.
That text code does not exist.	An error has occurred while writing the text record. It's recommend that you run the data integrity checker to confirm that the data is error free.

Active Users

To view all users logged into the current dataset, select the menu option **Active Users** under the **Help** menu. This function could be useful, if you are attempting to run functions that require exclusive access to the dataset.
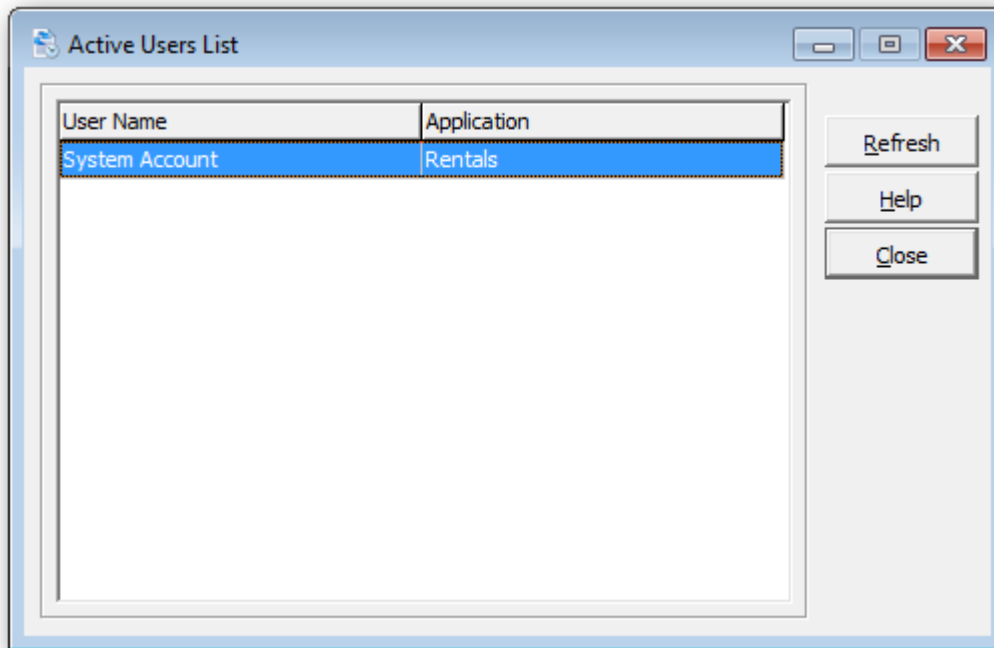
Data Integrity Check

It is recommended that you perform a data integrity checks on a regular basis.

Select **File**…**Data Integrity Check** from the menu bar…Click **Check**

Result of the check will appear and the function will inform you of the results. If there are errors, the Rebuild button will be enabled. Click **Rebuild** to fix the reported errors. If errors are fixed, rerun the process to confirm that all errors have been fixed.
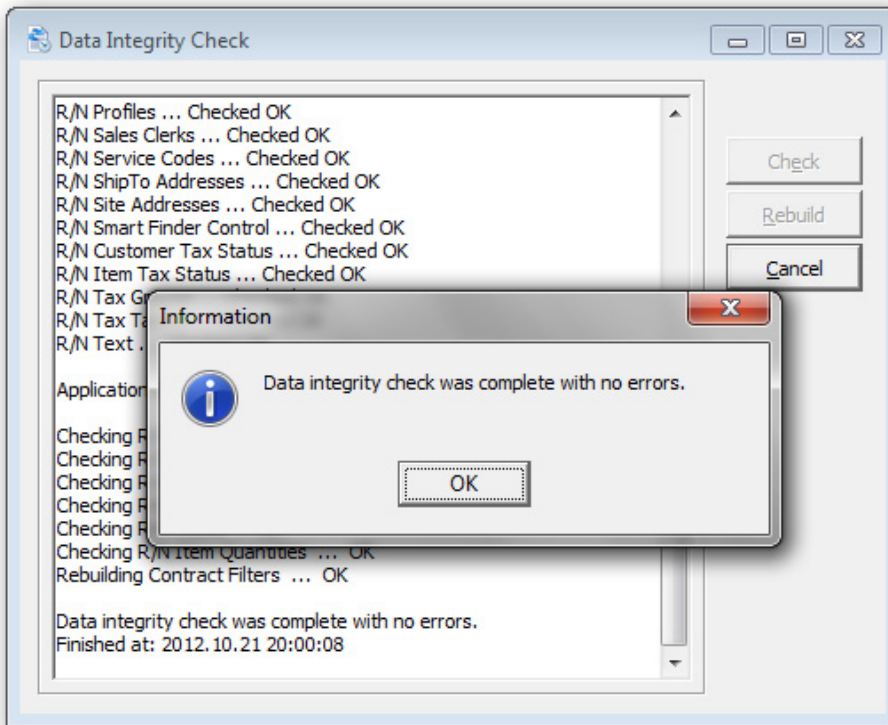
| Error Message	Explanation
It's strongly recommended that you make a backup, before repairing your data. Do you want to continue?	You are being prompted to run a backup before repairing any data. It is strongly recommended to do this to ensure there is a fallback dataset.

Currency Codes

Rentals for Adagio allows you to set a default currency code, create a new currency code or edit an existing currency codes.

From the **File** menu, select **Currency Codes**
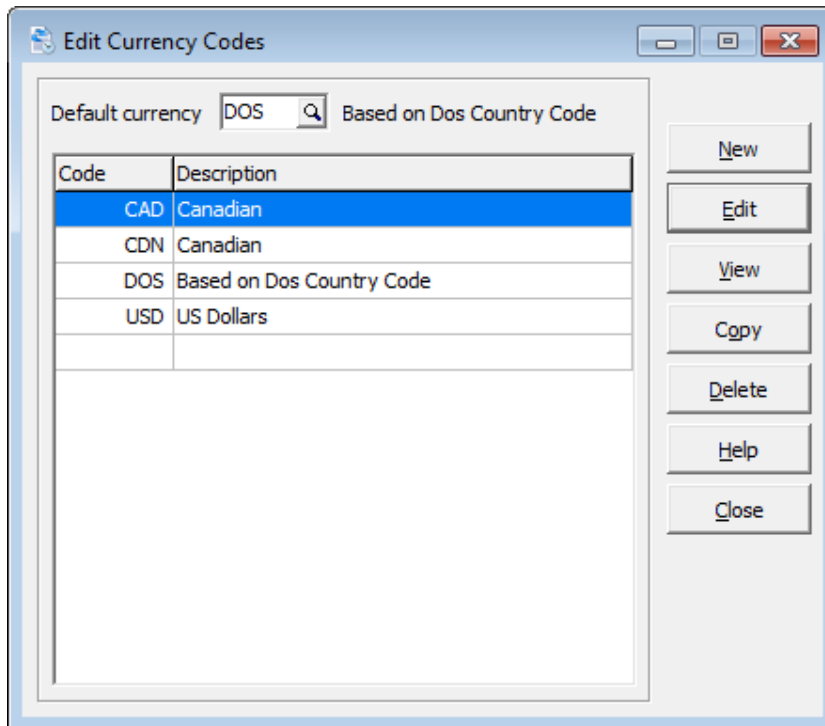
To add a currency code, select **New** and complete the edit form.
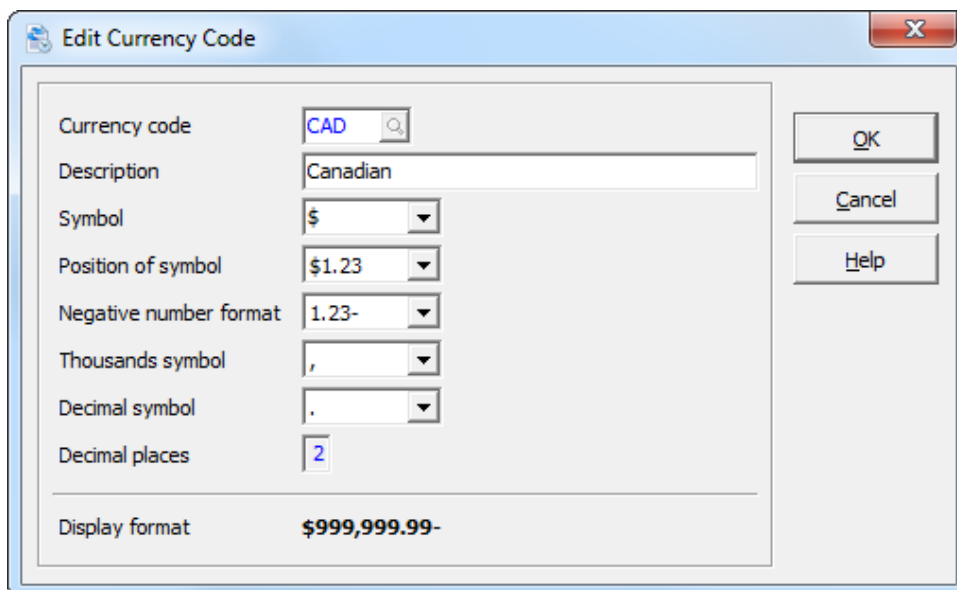
Select **OK** to save your selection.

Workstation Options

Use this function to set report preview options, default printers and specifications for contracts and invoices.

From the **File** menu, select **Workstation Options**

Enter the **zoom factor** as the default when you preview reports. Additionally, select **Full screen** to have the Preview window occupy your entire screen size. Select **Partial screen** to have the Preview window use part of the screen.

Select **Export to ExcelDirect tables** to create a formatted table in Excel when exporting SmartFinder or grid results. This option is only applicable to Excel 2007 or later.
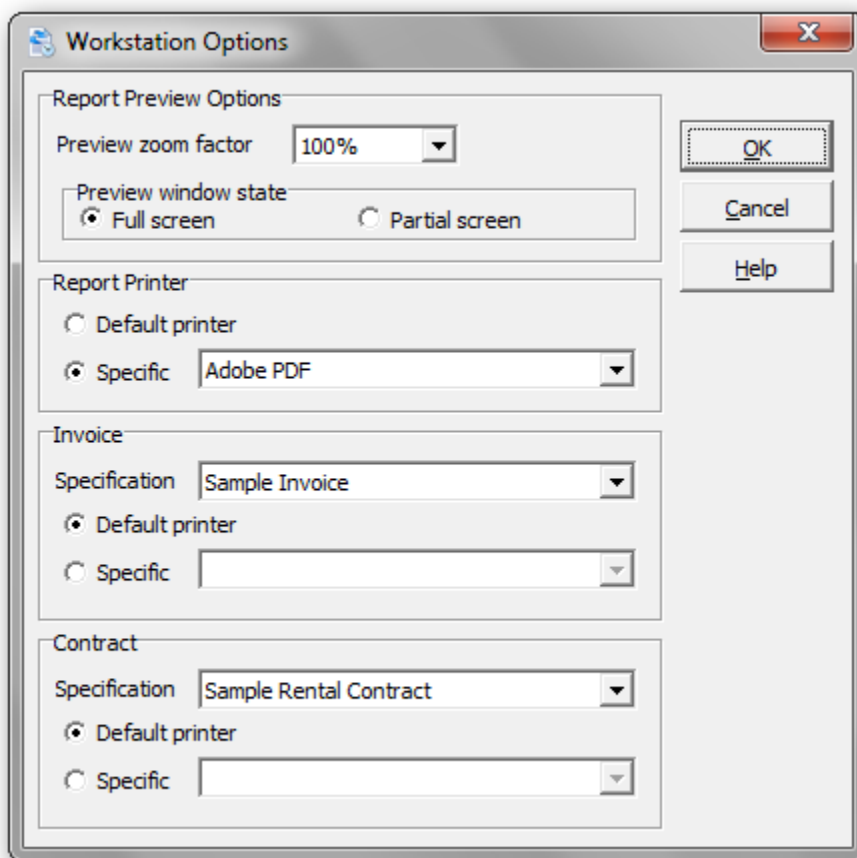
Settings Saved by Workstation

The options you set on the Workstation Options window will be saved by workstation so that, if different users are connected to different printers, each user can set up their own printer options and other preferences without affecting other users.

Other settings (eg. program, display report settings) are stored within a user's User Preferences. Please refer to the online Help for more information about User Preferences.

User Preferences

User preferences are used to set up Adagio user specific preferences for various report, display and other options in the module.

From the **File** menu, select **User Preferences.**

The **By Application** options will be active, regardless of the data that's opened. The **By Company** options will only be active for that currently opened dataset.

Click **Set All Users** to make the option the same for all users.
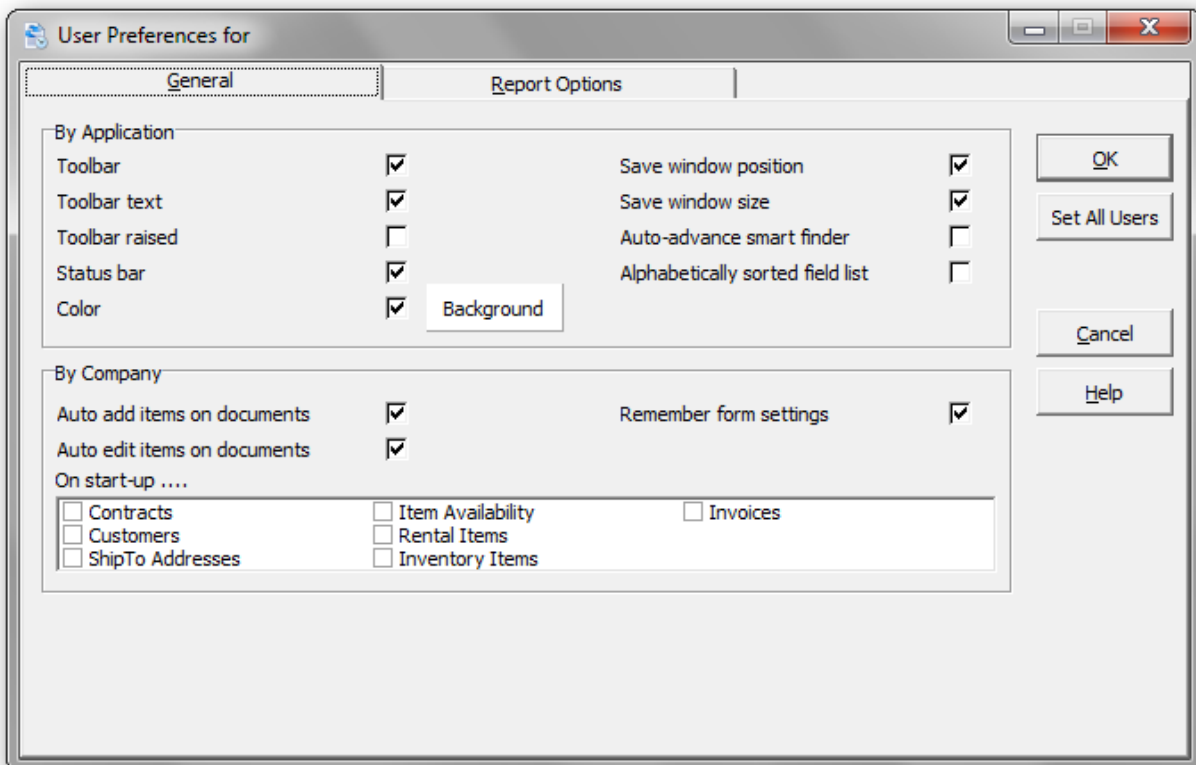
Field	Description
Toolbar	Select this option, if you would like to display the toolbar.
Toolbar text	Select this option, if you would like to display the toolbar text below the images.
Status bar	Select this option, if you would like to display the status bar.
Color	Select this option, to customize the background color of the main form. Click **Background** to choose the color.
Save window positions	Select this option, if you would like the window positions to be recalled, the next time they are opened.

Save window size	Select this option, if you would like the window sizes to be recalled, the next time they are opened.
Auto-advance smart finder	Select this option, if you would like the Smart Finder to automatically advance to the next record, when it's reopened. If you're advancing through the search list, looking for particular record, you'd probably find this convenient.
Alphabetically sorted field list	Select this option, if you would like the grid and finder field list to be alphabetically sorted. Alternatively, the field order will be the same as the file layout.
Auto add items on documents	When adding new lines to contracts, you might like the program to automatically start a new line, when you save the current line. Choose this option to automatically add items on contracts.
Auto edit items on documents	When editing existing lines on contracts, you might like the program to automatically open the next line, when you save the current line. Choose this option to automatically edit items on contracts.
Remember form settings	When editing contract lines, you might like the program to use information from the current line, when you save the current line and start a new line. Choose this option to remember form settings.
On start-up	There are several windows that can be opened automatically, when the dataset is opened. Choose one or more functions.

Field	Description
Remember report settings	The print options you select on report dialogs can be saved and used as the defaults the next time the report is printed. The options are saved by company, so if you set different options for different datasets, they will be saved accordingly. To have your report settings saved, you must turn the **Remember report settings** option on. Report settings are only saved if you print or preview the report. You cannot simply open a report dialog, change the settings without printing or previewing, and have those settings remembered for the future.
Close report dialog after print	When this option is turned on, the report print dialog screen will close automatically after the report is printed. This option can be useful if you're printing the same report, multiple times with different criteria.
Date format (Header/Footer)	Select the date format, for dates that appear in the header and footer section of the report. Indicate the date format to use on your reports. **M** stands for month, **Y** for year, and **D** for day.
Date format (Detail)	Select the date format, for dates that appear in the detail section of the report. Indicate the date format to use in the details on your reports. **M** stands for month, **Y** for year, and **D** for day.
Time format	Indicate the time format to use on your reports. **H** stands for hour, **M** stands for minutes. Use **tt** to indicate the position of am/pm.
AM/PM format	Select a format for the am/pm indicators.
Show group tree in preview	Select this box if you want a group tree displayed in the report review. You can use this group tree to quickly find account or department codes in a report preview. The group tree provides quick access to a particular key field.
Show parameters on all pages	Select this checkbox if you want to include a description of parameters on all pages of a multi-page report.
Show footers	Click this box on if you want footers in your report.
Shade header/footer	Click this box on if you want headers and footers shaded with the color selected below.
Shade subtotals	Click this box on if you want subtotals shaded with the color selected in the field below.
Shade color	Select a color for shading subtotals, headers and footers.

|	
Default print to file format	When you print reports, you have the option to print to file. In this field, you specify the file format you would normally use when printing to file. For example, if you normally would want to open the printed data in Word, select Word. If you sometimes put reports on a company Intranet, you might select to print to HTML format instead. This is only a default; the Print Destination file format can be changed for specific instances of printing to file.
Default print to file path	Enter the path to the folder you want to store Inventory reports that have been printed to a Print Destination of File.
Exclude ranges	This option works in conjunction with **Remember report settings**. Select this option, if you would like to exclude ranges from those field values that are saved when the report window is closed.
Copy starting to ending	When entering ranges, you might like the starting value to be automatically copied the ending value, when the starting value is edited. This can be a timesaver, if you're printing a single document.

Backup

Backing up your Rental data or your complete Adagio dataset, should be part of your daily or weekly routine. Rentals for Adagio write to a variety of modules, including Adagio Receivables, Inventory Control, Ledger and Sales Analysis. If the unexpected occurs, you will need to restore from a current backup.

Before you perform your first backup, you should review the backup options. In particular, you will need to indicate the location for storing the backup files.

From the **File** menu, select **Backup**, then **Backup Options**

> ➢ From the folder drop down list in the **Zip Path** field, select the directory where you would like the backup file to be stored
> ➢ The **Prefix** is set at BKRN, but you may change this to any other 4 character prefix.
> ➢ The **Next Sequence** field is a numbering system for backups. If "1" is displayed then the next backup will be "2". You can modify this field to your unique specifications.
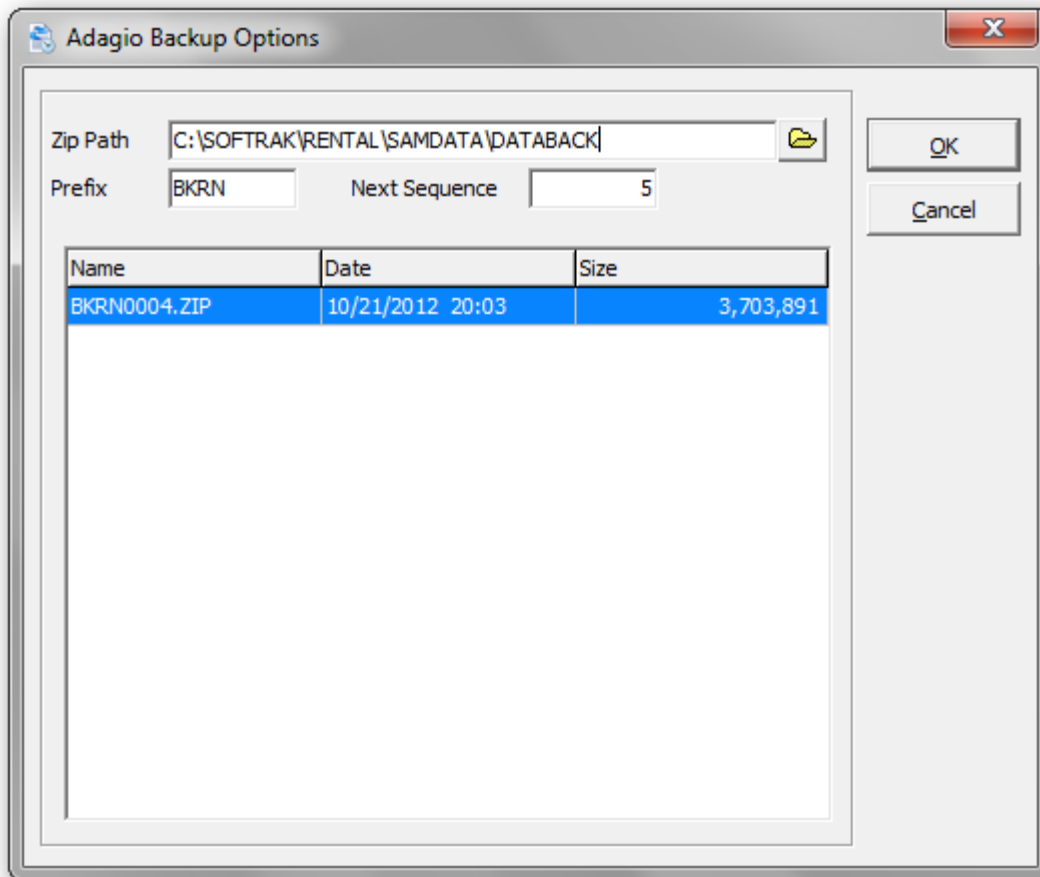
From the **File** menu, select **Backup,** and you can choose either to backup **Rentals Data** or a **Complete Dataset.**   Since you are affecting changes across a variety of modules, a complete backup is

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recommended. Under either option, a zip file will be created in the backup directory. Review the **Backup Options** for details.

Selecting the **Start** button will commence the backup and a list of Added files will appear in the messages folder. Errors will be listed in the Error folder. You will be notified when the backup is complete and how many filed were zipped.
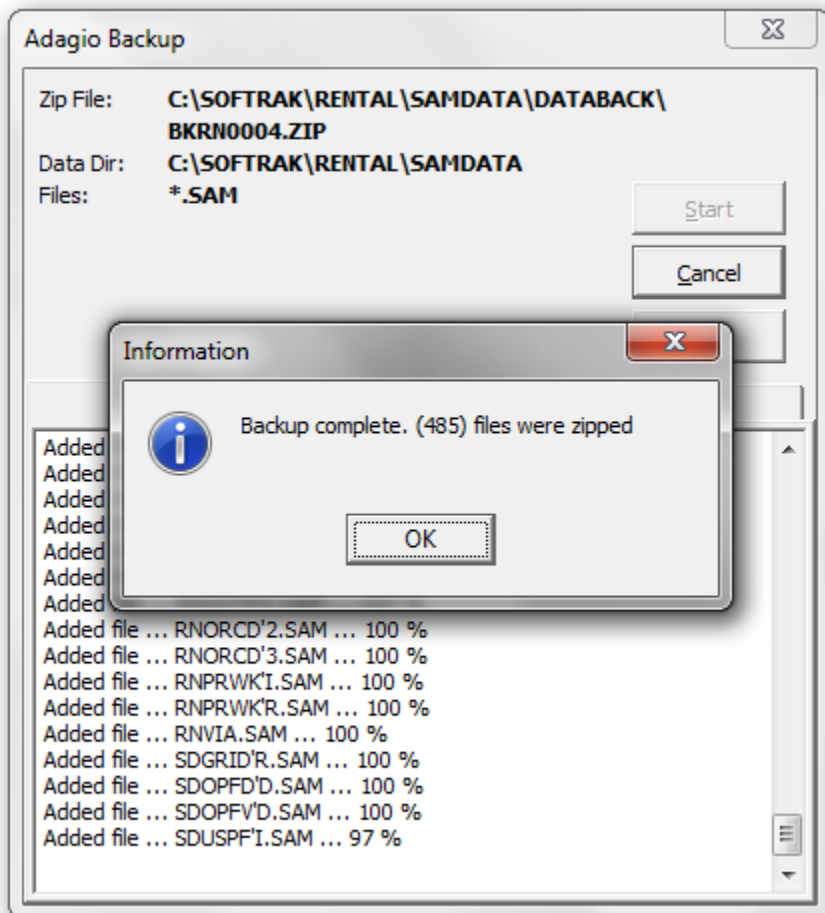
Error Messages

Error Message	Explanation
Backup completed ... Unable to backup _____.	The backup was completed except for the file listed in the error message. Check the errors folder for more information.
Backup aborted. Directory does not exist.	The directory that is specified in Backup Options does not exist. Please verify directory and retry backup.

Pre-Billing Register

The Pre-Billing Register is used to produce a report of the activity and amounts that are to be charged should you elect to generate recurring invoices. The Pre-Billing Register is an important control document. It allows you to ascertain that the figures to be charged are accurate, the correct contracts are included on the list, and that the one-time charges and miscellaneous items entered since the last recurring billing run are correctly billed. This function may be run whenever you desire. Other than printing a report, it makes no changes to the database, and does not commit you to the amounts printed on the report.

From the **Billing** menu, select **Print Pre-Billing Register** or
From the **Reports** menu, select **Billing Reports**, then select **Pre-Billing Register**

You may elect to generate recurring billing for ranges of customers or contract numbers. Remember that Rentals always knows to which date a customer has been billed on their rental agreement. You need not worry about customers being double billed for items out on rental.

To ensure that invoices are generated according to the Pre-Billing Register, the Pre-Billing options will be used to Generate Invoices.

After printing the report, verify that the figures and amounts are correct. If adjustments must be made to the amounts or line entries, edit appropriate contracts. If you'd like to exclude a particular contract, the contract can be placed on hold. If you make modifications to outstanding contracts, you should repeat the procedure until the figures and amounts charged are correct.

Field	Description
Customers	Enter a range of customers, you'd like to include in this billing cycle.
Contracts	Enter a range of contracts, you'd like to include. Individual contracts can be excluded by placing them on hold.
Detail level	Select whether to print the report in detail or summary format. Detail format prints a line for all activity which has occurred on a contract since the Recurring Billing function was last run. Summary format condenses all of the activity on a single rental item to a single printed line of the report. The Detail Report can be Discounted or Undiscounted.
Bill as of	Select a bill date. It may be convenient to set the date for a few days in the future to allow enough time to get the invoices in the mail and out to your customers. Remember, the charges incurred by your customer for this billing cycle are controlled not only by the rental activity that has occurred since the last billing cycle, but also by the rates set for each rental item. The billing methods control whether specific charges are incurred in advance or in arrears.
Include rental items billed in advance	Select this option, if you would like to include rental items that are billed in advance.
Include rental items billed in arrears	Select this option, if you would like to include rental items that are billed in arrears.
Include zero amount lines	Select this option, if you would like to include zero dollar lines.
Include paid lines	Choose whether to include returned items. Fully paid, returned items will trigger an invoice unless they are suppressed.
Include final invoice notices	Select this option, if you would like to include final invoice notices. If all items are returned but the contract remains open until after the subsequent invoice, a final invoice will be triggered when the contract is eventually closed, unless it is suppressed.
Force billing of sale items	Indicate whether you want to force the billing of non-rental lines. For example, selecting "forced" will produce an invoice the next time billing is run, in the event that you add a miscellaneous charge midway' through a contract's duration. Alternatively, Rentals will wait until a rental line needs to be billed or the contract is closed before producing an invoice.

Here is a sample of the Pre-Billing Register:

Selection: Contracts [   ] to [ZZZZZZZZZZZZ], Customers [   ] to [ZZZZZZ], Detailed - Discounted, as of [10/24/2012]
Billed in advance, Billed in arrears, Force billing of sale items, Final invoice notices

Cust. Number	Contr. Number	Type	Item Number	Qty I	Billing Start	Billing End	Rent Cycles	Unit Amount	Billable Amt	Total
ABL01			Ables Cables							
	1980				Start: 02/16/2011	Due: 02/16/2012				
		Rent	FR-R-155	6	07/06/2011	10/23/2012	476.00 D	0.10	285.60	
		Rent	FR-R-255-7	6	07/06/2011	10/23/2012	476.00 D	0.05	142.80	
		Rent	AC-R-AP7	4	07/06/2011	10/23/2012	476.00 D	0.35	666.40	
		Rent	AC-R-307	4	07/06/2011	10/23/2012	476.00 D	0.10	190.40	
		Rent	AC-R-320	4	07/06/2011	10/23/2012	476.00 D	0.05	95.20	
		Rent	AC-R-325	4	07/06/2011	10/23/2012	476.00 D	0.05	95.20	
		Rent	AC-R-327	4	07/06/2011	10/23/2012	476.00 D	0.05	95.20	
		Rent	AC-R-201	8	07/06/2011	10/23/2012	476.00 D	0.02	76.16	
		Tax	GST						197.64	
		Total rent:	1,646.96	Total sale:	0.00				1,844.60	
										1,844.60
	3979		ELECTRIC SWING STAGE as p		Start: 06/01/2011	Due: 06/28/2011				
		Rent	SS-R-500E	1	06/29/2011	10/17/2012	15.60 M	1,300.00	20,280.00	
		Rent	SS-R-WIRE ROPE	2	06/29/2011	10/17/2012	15.60 M	28.00	873.60	
		Tax	GST						2,538.43	
		Total rent:	21,153.60	Total sale:	0.00				23,692.03	
										23,692.03
	4511				Start: 06/29/2011	Due: 06/28/2012				
		Exp.	TR-R-TRANS	2				50.00	100.00	
		Tax	GST						12.00	
		Total rent:	0.00	Total sale:	100.00				112.00	
										112.00
	4555				Start: 06/28/2011	Due: 07/14/2011				
		Rent	FR-R-155	2*	06/28/2011	07/14/2011	17.00 D	0.10	3.40	
		Rent	FR-R-153	2*	06/28/2011	07/14/2011	17.00 D	0.10	3.40	
		Rent	FR-R-255-7	2*	06/28/2011	07/14/2011	17.00 D	0.05	1.70	
		Rent	FR-R-253-7	2*	06/28/2011	07/14/2011	17.00 D	0.05	1.70	
		Rent	AC-R-AP7	3*	06/28/2011	07/14/2011	17.00 D	0.35	17.85	
		Rent	AC-R-318	4*	06/28/2011	07/14/2011	17.00 D	0.15	10.20	
		Rent	AC-R-200	4*	06/28/2011	07/14/2011	17.00 D	0.02	1.36	
		Rent	AC-R-201	4*	06/28/2011	07/14/2011	17.00 D	0.02	1.36	
		Exp.	TR-R-TRANS	1				50.00	50.00	
		Exp.	TR-R-TRANS	1				50.00	50.00	
		Misc	Topped Up Amount						9.03	
		Tax	GST						18.41	
		Total rent:	40.97	Total sale:	100.00				168.41	
										168.41

Generate Invoices

Use this function after you have verified that the information on Pre-Billing Register is correct. The invoices generated during this step will reflect the quantities and amounts recorded on the Pre-Billing Register.

From the **Billing** menu, select **Generate Invoices**

Rentals will display the customer and contract ranges, dates and options used the last time the Pre-Billing Register function was run.

When you're ready to proceed, click **Invoice** to generate invoices.

To view the new invoices, click **Invoices** from the **Inquiries** menu or click **Invoices** from the tool bar.

Depending on the options set in the company profile, the invoices will be transferred to Adagio Receivables as a new invoice batch or appended to an retrieved batch. Invoices will need to be posted in Adagio Receivables, before they become active.

The next step will be to Print Invoices and the Invoice Audit Report.

Field	Description
Customers	Enter a range of customers, you'd like to include in this billing cycle.
Contracts	Enter a range of contracts, you'd like to include. Individual contracts can be excluded by placing them on hold.
Bill as of	Select a bill date. It may be convenient to set the date for a few days in the future to allow enough time to get the invoices in the mail and out to your customers.

Remember, the charges incurred by your customer for this billing cycle are controlled not only by the rental activity that has occurred since the last billing cycle, but also by the rates set for each rental item. The billing methods control whether specific charges are incurred in advance or in arrears. |
Invoice date	Select an invoice date that will be applied to all generated invoices.
Include rental items billed in advance	Select this option, if you would like to include rental items that are billed in advance.
Include rental items billed in arrears	Select this option, if you would like to include rental items that are billed in arrears.
Include zero amount lines	Select this option, if you would like to include zero dollar lines.
Include paid lines	Choose whether to include returned items. Fully paid, returned items will trigger an invoice unless they are suppressed.
Include final invoice notices	Select this option, if you would like to include final invoice notices. If all items are returned but the contract remains open until after the subsequent invoice, a final invoice will be triggered when the contract is eventually closed, unless it is suppressed.
Force billing of sale items	Indicate whether you want to force the billing of non-rental lines. For example, selecting "forced" will produce an invoice the next time billing is run, in the event that you add a miscellaneous charge midway' through a contract's duration. Alternatively, Rentals will wait until a rental line needs to be billed or the contract is closed before producing an invoice.

Here's a sample of invoice batch listing from Adagio Receivables. The invoices were generated by Rentals for Adagio.

Sort order: Entry number
Selection: Batch number [13] to [13]

Entry	Customer		Transaction	Document	Document			
No.	No.	Customer Name	Type	Number	Date			

Batch number: 13 Rental billing sequence   1
        Created by SYS on 10/24/2012   Last edited by SYS on 10/24/2012   Status: Open   Source: RN

         1   ABL01 Ables Cables   Invoice   10000 10/24/2012   Ref.:   Ct#: 1980
    Desc.:   Ct#: 1980
    Terms: 2/10 2% 10 Days, Net due in 30 days   Due: 11/23/2012

	Dist Code	Description	G/L Acct	G/L Dept	Tax Cd	Tax Base/Net	Tax Amount	Amount
			1140		0		0.00	1,844.60
							0.00	1,844.60

         2   ABL01 Ables Cables   Invoice   10001 10/24/2012   Ref.:   Ct#: 3979 EL
    Desc.:   Ct#: 3979 ELECTRIC SWING STAGE as per co
    Terms: 2/10 2% 10 Days, Net due in 30 days   Due: 11/23/2012

			1140		0		0.00	23,692.03
							0.00	23,692.03

         3   ABL01 Ables Cables   Invoice   10002 10/24/2012   Ref.:   Ct#: 4511
    Desc.:   Ct#: 4511
    Terms: 2/10 2% 10 Days, Net due in 30 days   Due: 11/23/2012

			1140		0		0.00	112.00
							0.00	112.00
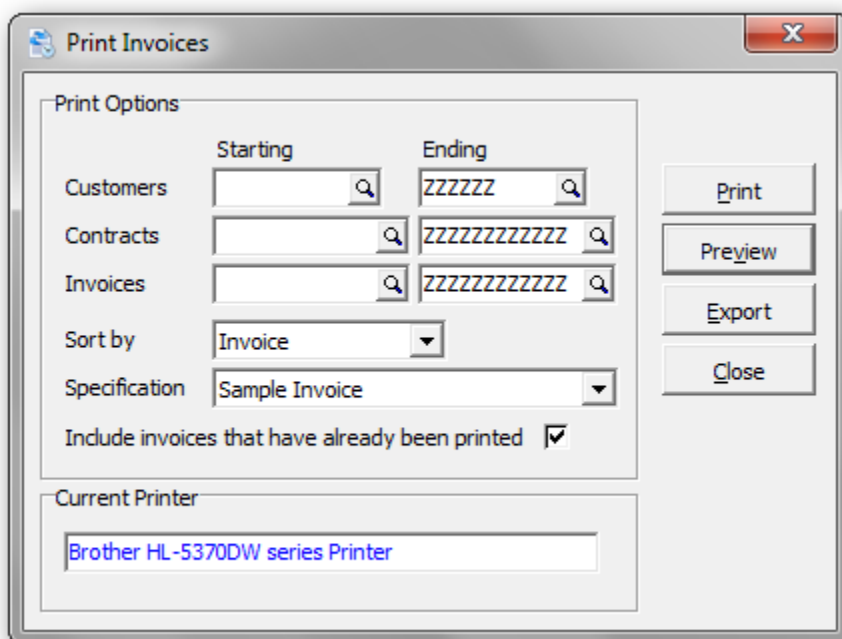
Print Invoices

Invoices can be printed by selecting **Print Invoices** from the **Billings** menu or from **Print Invoices** from the **Reports | Management Reports** menu.

Invoices should be printed, every time you generate recurring invoices.

When you print invoices to a printer, the program will ask you if it printed OK. If you click '**Yes'**, the invoice will be marked as printed.   If you un-select the option, 'Include invoices that have already been printed', previously printed invoices will be ignored.

The format used for your invoices is controlled by the invoice specification. Specifications are maintained under **Maintenance**… **Maintain Specifications**. The default invoice specification can be selected from **Workstation Options**.

Field	Description
Customers	Select a range of customers that apply to these invoices
Contracts	Select a range of contracts that apply to these invoices
Invoices	Select a range of invoices to be printed. If you're attempting to print a single invoice, set that invoice to the starting and ending invoice range. No other ranges are required.
Sort by	Sort the printed invoices, by Customer, Contract or Invoice. Sorting by customer can be a timesaver, if you mail multiple invoices per customer.
Specification	Choose an invoice specification that will be used to print these invoices.

Include invoices that have already been printed	Choose this option is you'd like to print invoices that have already been printed.
Current printer	The current printer destination is displayed. You'll have an opportunity to change the printer, once you click **Print**. The default printer can be selected from **Workstation Options**.
Print	Choose **Print** to print the invoice to a printer.
Preview	Choose **Preview** to preview the printed invoice in a window. If acceptable, the invoice can be printed or exported from the preview window.
Export	Choose **Export** to export the report data to Excel, Word or HTML.

Here's a sample of a printed invoice:

Invoice Audit Report

From the **Billing** menu, select **Print Invoice Audit Report** or
From the **Reports** menu, select **Billing Reports**, then select **Invoice Audit Report**

Printing the **Invoice Audit Report** completes the steps required to generate and print recurring invoices. Once printed, you will be asked the clear the audit file, provided this option is set in the company profile.

When you clear an audit file, you clear the content from disk, and cannot print additional copies of the audit report. This does not mean you clear the information added to Rentals by posting, as that data is kept in the posted contracts file rather than in the audit trail file.
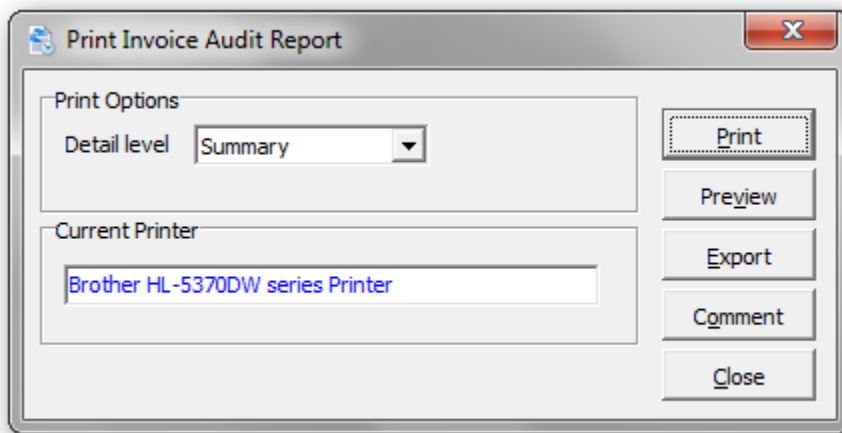
Field	Description
Detail level	The audit report can be printed in summary or detail.
Current printer	The current printer destination is displayed. You'll have an opportunity to change the printer, once you click **Print**. The default report printer can be selected with **Workstation Options**.
Print	Choose **Print** to print a copy of the report to the printer.
Preview	Choose **Preview** to preview the report in a window. If acceptable, the report can be printed or exported from the preview window.
Export	Choose **Export** to export the report data to Excel, Word or HTML.
Comment	Choose **Comment** to add a comment to the footer of each report page.

Here's a sample of the summarized Invoice Audit Report:

Here's a sample of the detailed Invoice Audit Report:

Archive Contracts

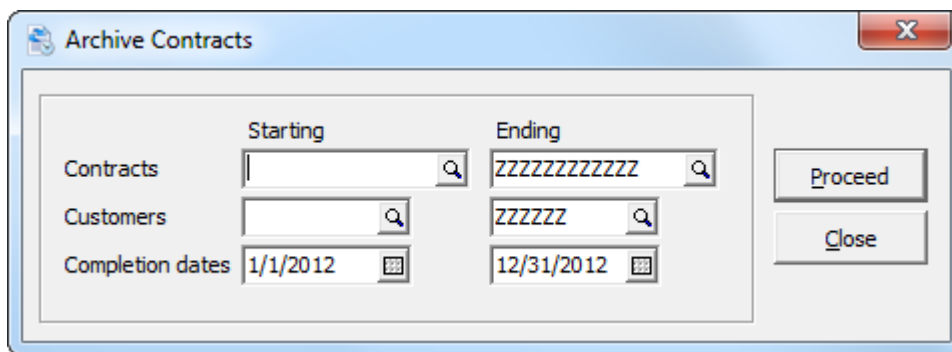From the **Maintenance** menu, select **Archive Contracts**

The **Archive Contracts** function is used to archive a range of contracts all at once.

Select a range of contracts using the starting and ending fields. You can select a range of contracts, customers, completion dates or any combination of these.

Only contracts that are closed will be archived.

To be selected, a contract must meet all of the conditions.

The contracts will be moved from current to history.

Field	Description
Contracts	Select a range of contacts to be archived.
Customers	Select a range of customers that apply to these contracts
Completion dates	Select a range of completion dates that apply to these contracts
Proceed	Choose **Proceed** to archive contracts that meet the range criteria.

Purge Closed Contracts

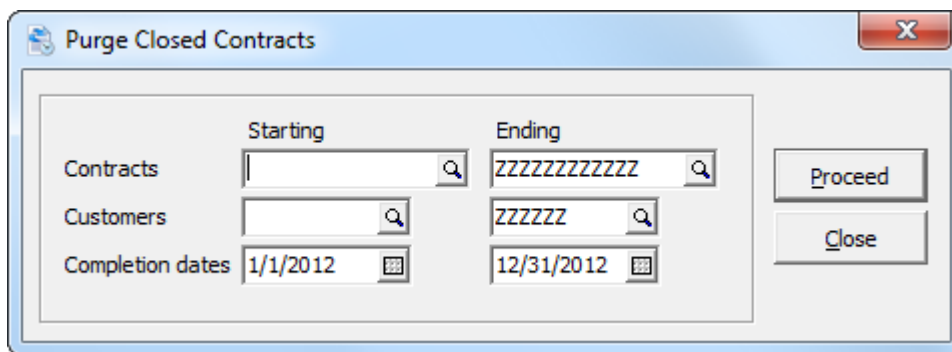From the **Maintenance** menu, select **Purge Closed Contracts**

The **Purge Closed Contracts** function is used to purge a range of closed contracts all at once.

Select a range of contracts using the starting and ending fields. You can select a range of contracts, customers, completion dates or any combination of these.

Only contracts that are closed will be purged.

To be selected, a contract must meet all of the conditions.

The contracts will be permanently deleted from the current contract list.

Field	Description
Contracts	Select a range of contacts to be archived.
Customers	Select a range of customers that apply to these contracts
Completion dates	Select a range of completion dates that apply to these contracts
Proceed	Choose **Proceed** to archive contracts that meet the range criteria.

Purge Invoices

From the **Maintenance** menu, select **Purge Invoices**

The **Purge Invoices** function is used to purge a range of invoices all at once.

Select a range of invoices using the starting and ending fields. You can select a range of invoices, contracts, customers, invoice dates or any combination of these.

To be selected, a contract must meet all of the conditions.

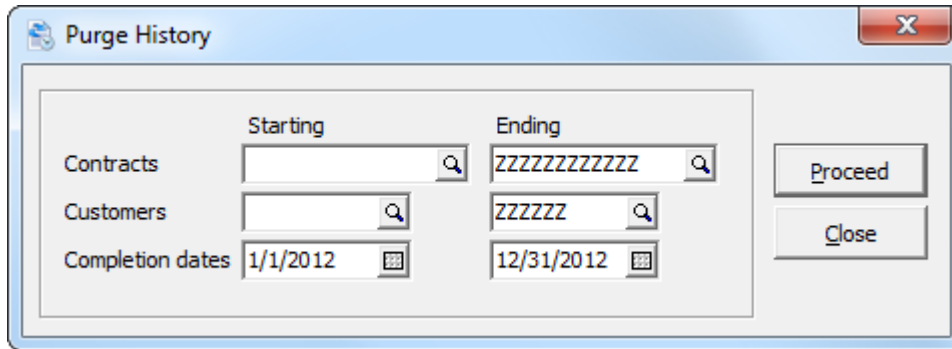| Field	Description
Invoices	Select a range of invoices to be purged.
Contracts	Select a range of contacts that are associated with the invoices that will be purged.
Customers	Select a range of customers that are associated with the invoices that will be purged.
Invoice dates	Select a range of invoice dates that apply to these invoices
Proceed	Choose **Proceed** to purge invoices that meet the selection criteria.

Purge History

From the **Maintenance** menu, select **Purge History**

The **Purge History** function is used to delete a range of archived contracts all at once.

Select a range of contracts using the starting and ending fields. You can select a range of contracts, customers, completion dates or any combination of these.

To be selected, the archived contract must meet all of the conditions.

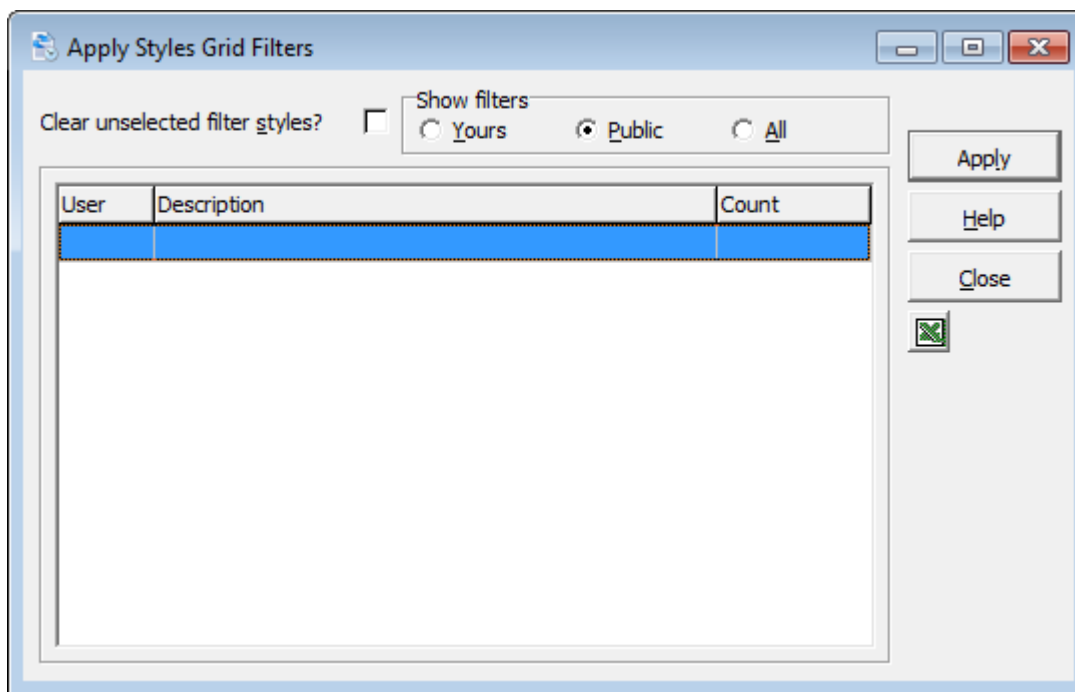| Field	Description
Contracts	Select a range of archived contacts to be purged.
Customers	Select a range of customers that apply to these contracts
Completion dates	Select a range of completion dates that apply to these contracts
Proceed	Choose **Proceed** to archive contracts that meet the range criteria.

Apply Contract Styles

From the **Maintenance** menu, select **Apply Contract Styles**

Apply Contract Styles may be used to run one or more **grid Filters** and apply the filter **Style** to contracts meeting the filter criteria in one step. When a filter containing a **Floating Date operation** is run using Apply Styles, the date the filter used will automatically update based on the session date.

Additionally, Apply Styles may be used to remove all Grid Filter styles previously assigned to records meeting the criteria of a filter. This may be a useful way to 'clean up', if multiple filters have been previously run and their styles applied to records perhaps making the grid appear too colorful. By doing this, you may be able to focus more clearly on just those records that meet the criteria for the filter(s) being run from this window. If a record meets the criteria for more than one of the filters being run, the filter style applied to the record will be determined by the Style Priority set within each grid Filter.

If grids Filters are used, the Data Integrity Check function will reset filter styles used. For records that no longer meet any filter criteria, any filter style previously assigned to them will be removed and reset to the Standard style. For records that meet more than one grid filter criteria, the style will be reset to that of the filter containing the highest style priority. No messages or warnings will be given in DIC.

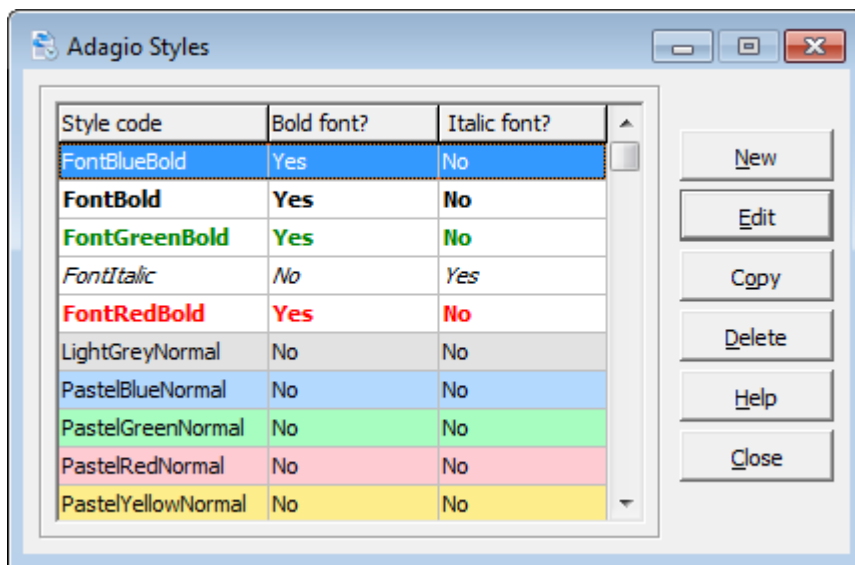| Field	Description
Contracts	Select a range of contacts to be archived.
Customers	Select a range of customers that apply to these contracts
Completion dates	Select a range of completion dates that apply to these contracts
Proceed	Choose **Proceed** to archive contracts that meet the range criteria.

Styles

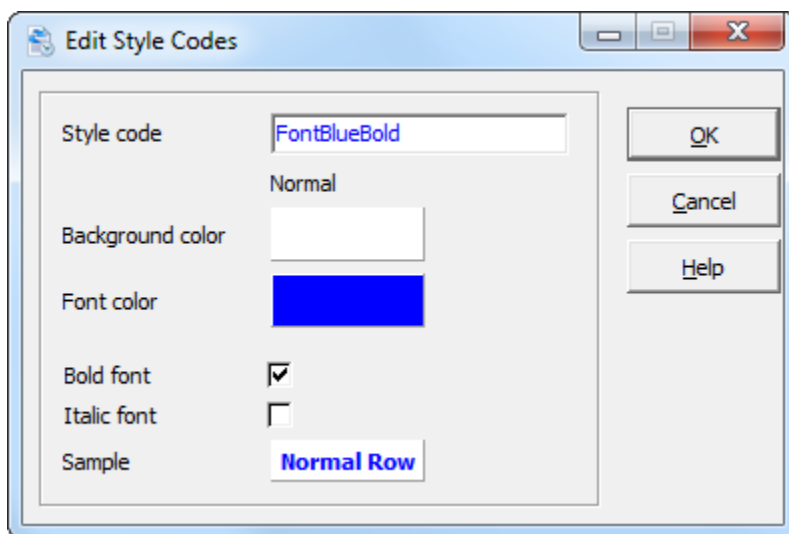From the **File** menu, select **Styles**

The Styles list window will open, displaying all the currently defined styles.

Styles are useful for depicting which contract records meet the criteria of a particular Filter that has been run. For example, when the filter is run, records that meet the filter's criteria can display in a certain style that is assigned within the filter.

Additionally, the **Standard** style is where you define how a contract record appears normally and how it appears when selected (highlighted) during the regular course of working with Adagio.

Creating a new or editing an existing style takes you to the **Edit Style Codes** window.

Field	Description
Style code	If this is a new style, enter the name of the style you are creating. This code may include as many as 20 characters.
Background color	Clicking the existing color invokes a standard Windows color palette from which you may select basic colors or define custom colors to be used for the record's **Background**.
Font color	Clicking the existing color invokes a standard Windows color palette from which you may select basic colors or define custom colors to be used for the **Font** in the record.
Bold font / Italic font	Select whether the **Font** will appear in **Bold** and/or **Italic**.
Sample	The **Sample** shows you what the result of the choices you've made will look like when this style is applied to a record that matches the criteria within a filter.
Selected	Only the **Standard style** has a **Selected** column. Each field in this column is set up in the same manner as in the Normal column. The **Normal** style shows how an item record will appear in a grid when this particular style is used (i.e. normally or within a filter). The **Selected** style is how an item record will appear when you select or highlight it for some purpose.

Contract Filters

From the **Contracts** menu, select **Edit Contract Filters**

The Contract Filter list window will open, displaying all the currently defined filters.

Contract Filters can be useful tools for doing custom queries about the contracts. Once a filter has been created, filters are accessible from Contract maintenance and inquiry. Contract Filters can use Styles so that, optionally, you may have contracts which match the criteria defined in the filter that's been run, display the particular **Style** assigned within the filter. Additionally, filters may be Public or set to be run by an individual user only.
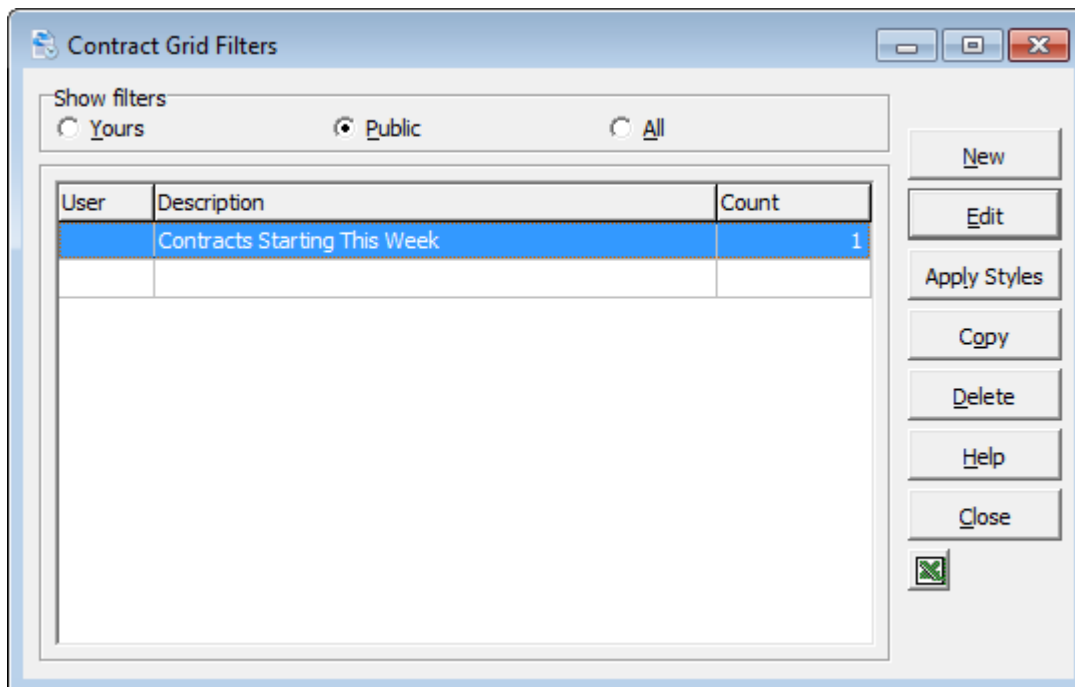
Click the appropriate radio button to display only those filters in the grid. The default is **Public**; however, Adagio will remember whatever setting you used last.

You may choose from:
- **All** - Displays all filters for this dataset.
- **Public** - Displays all filters having a 'blank' User Code.
- **Yours** - Displays only the filters having a User Code equal to the User ID of the person logged into Adagio Payables.

Creating a new or editing an existing filter takes you to the **Contract Grid Filter Edit** window.

Field	Description
User code	If this query is to be run by a single Adagio user only, enter that user's ID here or select it from the Finder. A Filter using a 'blank' user code will be available for all users to run (i.e. Public). A Filter having a specific user code (i.e. Yours) will only be available to run by that user when they are logged into this Adagio module.
Description	Enter an up to 40 character unique Description of your Filter. This becomes the Filter code.
Style priority	If you have more than one Grid Filter created, it is possible that a contract might satisfy the criteria for more than one Filter. Entering a Style priority tells Adagio which Filter style has the highest priority and should be applied to an item satisfying multiple filters. A priority of '1' is the highest priority; whereas a priority of '99' would be the lowest priority. An easy way to remember this is "What is your #1 style?". Style #1 is applied in preference to style #10 if a record is eligible for both styles.

To ensure the style having the highest priority has been assigned to an item satisfying that filter's criteria, run Data Integrity Check. No warnings or errors will be reported regarding filter styles; however, the styles will be reset accordingly. |

Style code	You may select a particular style that can be applied to contracts meeting the criteria within this Filter or choose to leave the Style 'blank'. If you want to remove the Style color from this Filter at a later time, choose the Standard style. A Style must first be created before it will display in this dropdown.
Query field	Similar to working with the Smart Finder, select the field to query from the dropdown.
Operation	Select the operation to use with the query. When a Date field has been selected using the Floating date operation, you select what date(s) is meant to 'float' or be updated, based on the session date, when Apply Contract Styles is used and the filter is run. The date is automatically updated if the filter is run using the Apply Styles button or the **Apply Contract Styles** function.
Select field	When this option is off, the next field is used to enter a value for the query. When this option in on, you are able to select another field as the value in the query. For example, the filter might be that the 'Start' must be 'Equal to' the 'Expected Ship Date'. When a Date field has been selected using the Floating date operation, this option is always off enabling you to select what date(s) is meant to 'float' or be updated, based on the session date, when Apply Styles is used and the filter is run. The date is automatically updated if the filter is run using the Apply Styles button or the Apply Contract Styles function.
Contact or field	Depending on whether the prior field is turned on or off, you will either enter a value for the operation to act on here or select another field to be used instead.
Boolean	Use this field to include certain Boolean operators in your search such as AND, OR, AND NOT or OR NOT. Selecting one of these operators opens another filter criterion line. You may specify up to five separate criterion lines in this filter.
✖ Button	Click this button to remove the row of fields to the left of the button from your filter criteria.
Sort by	You may highlight and select (move to the box on the right) one or more fields to sort the filter results with. Fields in the 'available' box on the left are sorted alphabetically if you turned this option on in your User Preferences. Selecting more than one field to sort by creates primary, secondary, tertiary, etc. sorts based on the order of selection (top to bottom). Once you have selected the field(s), use the other arrow keys to deselect (left arrow) fields or to move a field up or down to adjust its sort order. As well, you can select and right click on any of these fields to change its sort order from Ascending to Descending (or vice versa). In the case of a filter that has either never been run before or for which the Column Editor has not be used to change the displayed columns on the results grid, adding a field to the selected list will automatically add that field(s) to the results grid for the filter. For other filters, you can use the Column Editor to either manually add the new 'Sort by' field(s) to the filter's results grid or click the Reset button and the Column Editor will do this automatically for you.

Reports

General Information

Report Options

Adagio gives you control over the format of all reports. The report option allow you to set date and time formats, toggle headers and footers, and add shading to your reports, etc. To access the report options, select **User Preferences** from the **File** menu. For more information about the report options, refer to the online Help documentation which describes this feature in detail.

Previewing Reports

Whenever you want to print anything in Rentals for Adagio, you are given an opportunity to preview that document.

When you select the **Preview** option, the report will be printed to your screen, and displayed for you in the **Preview** window.

- The arrow keys will allow you to scroll through pages of the document. Information about the number of pages is also displayed here, such as 1 of 2, to indicate this is the first of two pages in the document.
- The **Page Size** button allows you to change the page magnification.
- The smallest of three sizes will display the entire page in the window; the middle size will display the entire width of the page in the window; the largest size will display the document at full size. Click this button until you've reached the desired page size.
- Click the **Print** button to print the document.
- Click the **Comment** button to add a comment line to the footer of each report page.
- Click the **Export** button to export the report data to Excel, Word or HTML.
- The current printer destination is displayed. You'll have an opportunity to change the printer, once you click **Print**. The default report printer can be selected with **Workstation Options**.

General Reports

The first group of reports under the **Reports** menu are the **General Reports**. These reports are used to print information from your data which is useful to file and keep for your records.

- Ship To Addresses
- Billing Methods
- Rental Items
- Item Instructions
- Sales Clerks
- Categories
- Miscellaneous Charges
- Company Profile

All of these reports use the standard Reports windows which you will find are the same throughout all Adagio modules. Some of the General Reports, like the Ship To Address Report, include an option to select a range of data to include in the report. This allows you to print just a selection of the data if you don't need to print all the data for the given report.

Ship To Addresses Report

To print a list of the Ship To Addresses you currently have set up on your system, use the Ship To Addresses report. To print this report, select **General Reports | Ship To Addresses** from the **Reports** menu. You can select a range of Customers using the **Starting** and **Ending** fields. Or if you want to include all Ship To Addresses in the report, leave these fields as they are.

Billing Methods Report

To print a list of the Billing Methods you currently have set up on your system, use the Billing Methods report. To print this report, select **General Reports | Billing Methods** from the **Reports** menu.

Rental Items Report

To print a list of the Rental Items you currently have set up on your system, use the Rental Items report. To print this report, select **General Reports |Rental Items** from the **Reports** menu. You can select a range of rental items using the **Starting** and **Ending** fields. Or if you want to include all rental items in the report, leave these fields as they are. Select whether to include the item details, rates and/or comments for this report.

Item Instructions Report

To print a list of the Item Instructions you currently have set up on your system, use the Item Instructions report. To print this report, select **General Reports | Item Instructions** from the **Reports** menu. You can select a range of items using the **Starting** and **Ending** fields. Or if you want to include all item instructions in the report, leave these fields as they are.

Sales Clerks Report

To print a list of the Sales Clerks you currently have set up on your system, use the Sales Clerks report. To print this report, select **General Reports | Sales Clerks** from the **Reports** menu. You can select a range of Sales Clerks using the **Starting** and **Ending** fields. Or if you want to include all Sales Clerks in the report, leave these fields as they are.

Categories Report

To print a list of the Categories you currently have set up on your system, use the Categories report. To print this report, select **General Reports | Categories** from the **Reports** menu. You can select a range of Categories using the **Starting** and **Ending** fields. Or if you want to include all Categories in the report, leave these fields as they are.

Miscellaneous Charges Report

To print a list of the Miscellaneous Charges you currently have set up on your system, use the Miscellaneous Charges report. To print this report, select **General Reports | Miscellaneous Charges** from the **Reports** menu. You can select a range of Miscellaneous Charges using the **Starting** and **Ending** fields.

Company Profile Report

This report can be accessed by selecting **Company Profile** from the **Reports | General Reports** menu. This report prints all of your Company Profile settings. When you're ready to proceed, click **Print**.

Management Reports

Management Reports can be accessed the **Reports | Management Reports** menu. These reports are used to print information about contract activity.

- Contracts
- Contract Listing
- Rental Report
- Revenue Report
- Rental Item Activity Report
- Conflicts Report
- Delinquency Report
- Tax Summary Report
- Commission Report

Contracts

Contracts can be printed by selecting **Contracts** from the **Reports | Management Reports** menu.

When you print contracts to a printer, the program will ask you if it printed OK. If you click '**Yes'**, the contract will be marked as printed.   If you un-select the option, 'Include contracts that have already been printed', previously printed contracts will be ignored.

The format used to print contracts is controlled by the contract specification. Specifications are maintained under **Maintenance**… **Maintain Specifications**. The default contract specification can be selected from **Workstation Options**.

Field	Description
Customers	Select a range of customers that apply to these contracts
Contracts	Select a range of contracts to be printed. If you're attempting to print a single contract, set the contract to the starting and ending contract range. No other range settings are required.
Sort by	Sort the printed contract, by Customer, Contract. Sorting by customer can be a timesaver, if you're printing multiple contracts per customer.
Specification	Choose a contract specification that will be used to print these contracts.
Include invoices that have already been printed	Choose this option is you'd like to print contracts that have already been printed.
Current printer	The current printer destination is displayed. You'll have an opportunity to change the printer, once you click **Print**. The default report printer can be selected from **Workstation Options**.
Print	Choose **Print** to print the contract to the printer.
Preview	Choose **Preview** to preview the printed contract in a window. If acceptable, the contract can be printed or exported from the preview window.
Export	Choose **Export** to export the contract data to Excel, Word or HTML.

Contract Listing

This report is used to print a list of contracts, in summary or detail. For the latter, you can choose the line types that will appear on the report.

To print this report, select **Contract Listing** from the **Reports | Management Reports** menu.

Field	Description
Customers	Select a range of customers that apply to these contracts
Contracts	Select a range of contracts to be printed. If you're attempting to print a single contract, set the contract to the starting and ending contract range. No other range settings are required.
Detail level	Choose the level of detail to print. Print in Summary or Detail.
Contract Types	Choose the source of the contracts. Either current and/or archived contracts.
Contract Status	Choose to include contracts that are open and/or closed.
Line Types	Choose the line types to include on a detailed report.

Rental Report

The Rental Report lists by quantity the rental and sales activity since the data was last purged. If the report is printed by Open Contract History, it lists the history of rentals and sales for a range of contracts.

To print this report, select **Rental Report** from the **Reports | Management Reports** menu.

Field	Description
Customers	Select a range of customers that apply to these contracts
Contracts	Select a range of contracts that will be reviewed.
Detail level	Choose the level of detail to print. Print Rental Summary or Open Contract History.
Sort by	Choose to sort by Customer, Contract, Item or Category.
Contract Types	Choose the source of the contracts. Either current, archived, quotes or a combination of those types.
Contract Status	Choose contracts that are open and/or closed.
Line Types	Choose the line types to include on a detailed report.

Revenue Report

The Revenue Report allows you to review your rental revenue history by customer, contract, item or item category. Options permit selecting rental, sales, revenue or both for reporting purposes. Ranges of dates, customers, contracts, and items permit zeroing in on management information you require.

To print this report, select **Revenue Report** from the **Reports | Management Reports** menu.

Field	Description
Customers	Select a range of customers that apply to these contracts
Contracts	Select a range of contracts that will be reviewed.
Items	Select a range of items that will be reviewed.
Date in/Due	Select a date range
Sort by	Choose to sort by Customer, Contract, Item or Category.
Revenue type	Choose the source of revenue. Either Rentals, Sales or both.

Rental Item Activity Report

This report allows you to view the status of rental items over a user specified period of time.

To print this report, select **Rental Item Activity Report** from the **Reports | Management Reports** menu.
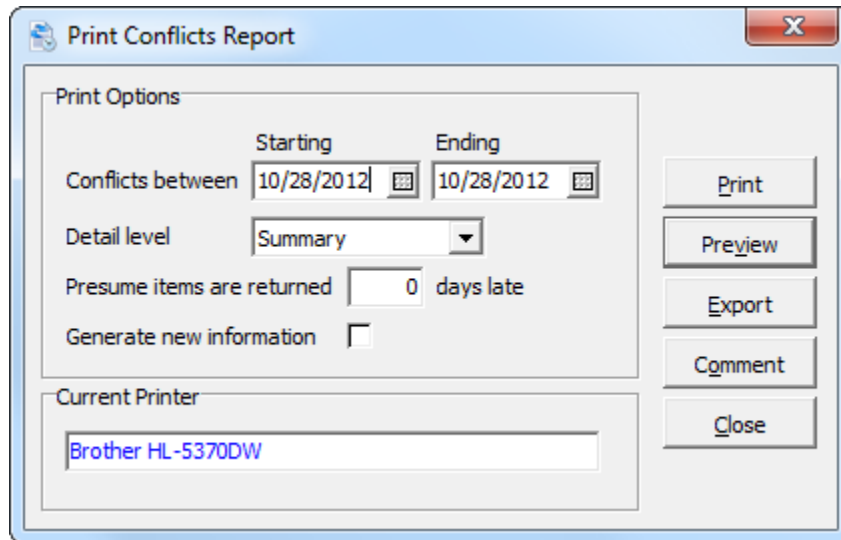
Field	Description
Contracts	Select a range of customers that apply to these contracts
Items	Select a range of contracts to be printed. If you're attempting to print a single contract, set the contract to the starting and ending contract range. No other range settings are required.
Rental Period	Choose the level of detail to print. Print in Summary or Detail.
Contract Types	Choose the source of the contracts. Either current and/or archived contracts.
Contract Status	Choose to include contracts that are open and/or closed.
Rental Status	Choose the line types to include on a detailed report.

Conflicts Report

The Conflicts Report allows you to preview your inventory requirements for the next month based on the current rental agreements outstanding and quotes or reservations made by your customers. Only those items which Rentals detects as not having sufficient quantities to meet the anticipated demand are printed on the report, allowing you to deal with inventory shortage situations on a case by case and customer by customer basis.

To print this report, select **Conflicts Report** from the **Reports | Management Reports** menu.

Field	Description
Conflicts between	Select a range of dates, where potential conflicts will be reviewed
Detail level	Choose the level of detail to print. Print in Summary or Detail.
Presume items are returned x days late	Choose the number of days late an item is presumed late.
Generate new information	Choose this option, to generate a new work file.

Delinquency Report
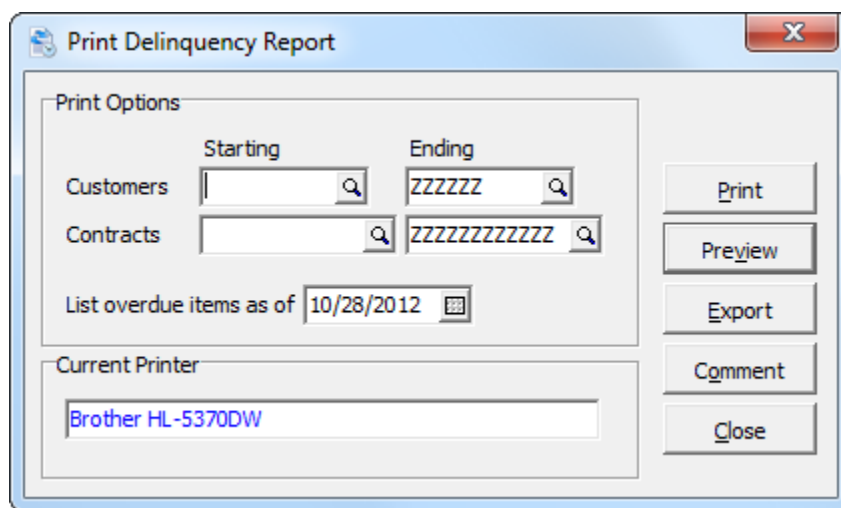
The delinquency report is a concise listing of those items that are now considered overdue.

To print this report, select **Delinquency Report** from the **Reports | Management Reports** menu.

The report lists the Contact name and Phone number as well as the charges which will now be due upon return of the rental items. Use this information to contact the customers who have not returned their rented items.

The report shows items and quantities still out. New charges will be shown, if the items were now returned.

Subtotal amounts by contract and customer are provided.
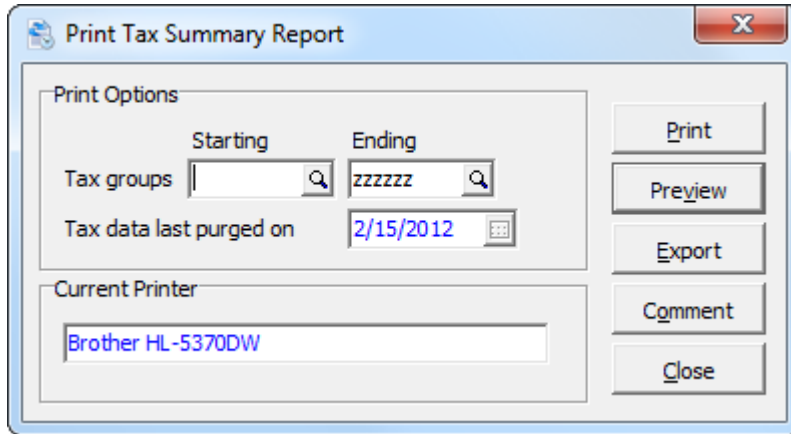
Field	Description
Customers	Select a range of customers that apply to these contracts
Contracts	Select a range of contracts to be printed. If you're attempting to print a single contract, set the contract to the starting and ending contract range. No other range settings are required.
List overdue items as of	Choose the effective date for the report.

Tax Summary Report

The Tax Summary Report provides a summary of all tax activity by tax group and within each tax group by jurisdiction and item and customer status, since data was last purged.

If the report prints successfully to a printer or file, the data may be purged. The option to purge data is set in the Company Profile.

To print this report, select **Tax Summary** from the **Reports | Management Reports** menu.

Field	Description
Tax groups	Select a range of tax groups to be printed.
Tax data last purged on	The date of the last purge is display.

Commission Report

The commission report provides a summary rental and sale revenue by salesperson. Cost, profit and margin are reported. Revenue from rentals and the sale of items are separated.

To print this report, select **Commission Report** from the **Reports | Management Reports** menu.

Field	Description
Customers	Select a range of customers that apply to these invoices
Salespersons	Select a range of salespersons that apply to these invoices
Invoices	Select a range of invoices that will be included.
Invoice dates	Select a range of invoice dates that will be included.

Billing Reports

Billing Reports can be accessed the **Reports | Billing Reports** menu. These reports are generally printed during the billing process.

- Pre-Billing Register
- Print Invoices
- Invoice Audit Report

For more information about these Billing Reports, refer to the related sections within this guide.

Print/Consolidate G/L Transactions Report

This report prints details of the General Ledger transactions that were created from posted contracts and invoices.

The report can be printed either in a **Detail** format, which provides a more comprehensive report; or in a **Summary** format. You can also indicate how you want the report to be sorted: by **Account**, **Journal entry**, or **Transaction date**.

Once you have printed this report, you can choose to consolidate the G/L transactions. For example, you may wish to consolidate all entries for a particular G/L account into one G/L entry. If you do this, when you retrieve the data into G/L you will have one entry instead of multiple entries for each account.

There are several different consolidate options, allowing for consolidation based on date, fiscal period, and so forth. Select your preferred consolidation method, and, where applicable, the date as well.

Alternatively, you can bypass the consolidate option and instead simply clear the G/L transaction data so that it's not included on subsequent G/L Transactions reports.
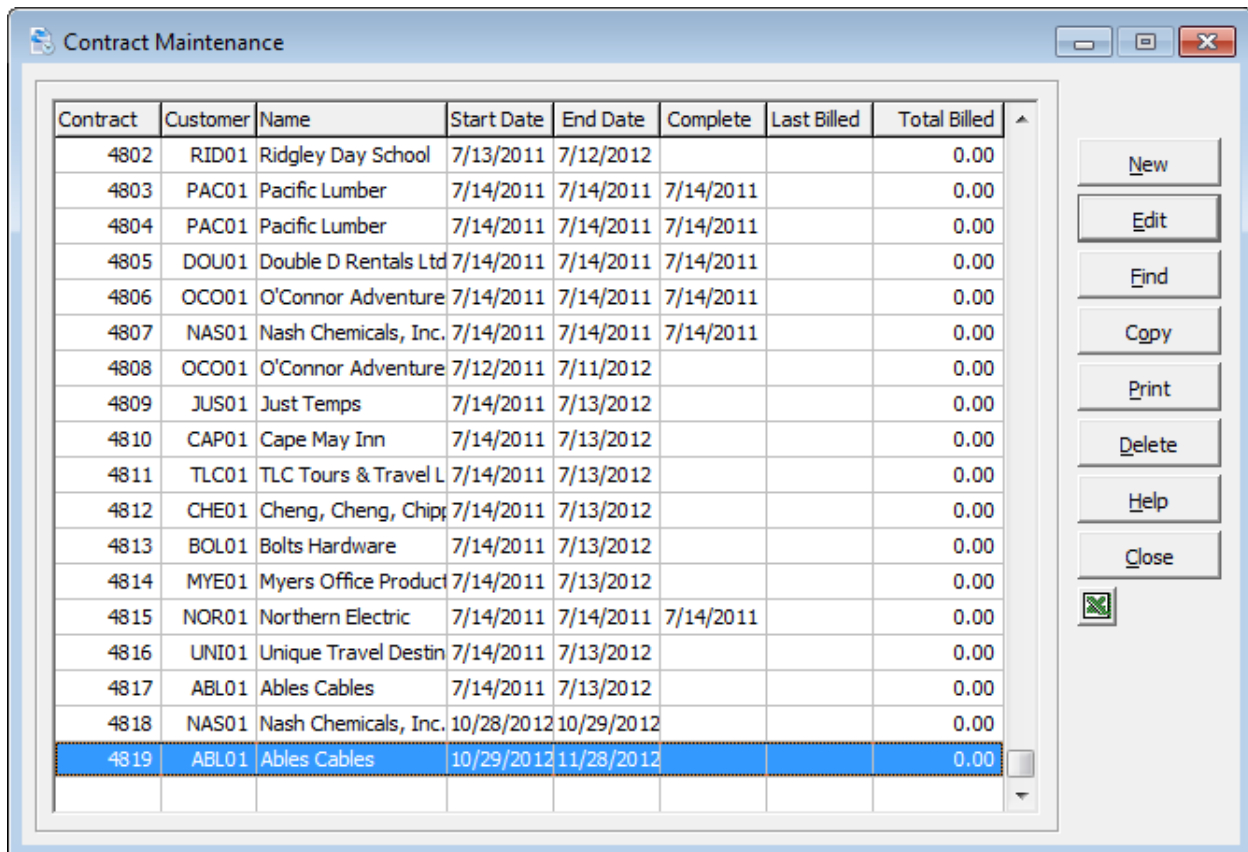
New Rental Contracts

Overview

To enter a new rental contract, first open the **Contracts** window by selecting **Contracts | Edit Contracts**, or just click the **Contracts** button on the toolbar.

This window displays all contracts sorted by contract number or customer, depending on the active sort order. Right click over the grid to set the sort. If you've selected **Display in descending order** in the company profile, the latest contract will be the first entry in the grid.

Records in this grid may also be selected for display and sorted based on criteria you define in the **Edit Contract Filters** function. Please refer to the documentation regarding Contract Filters.
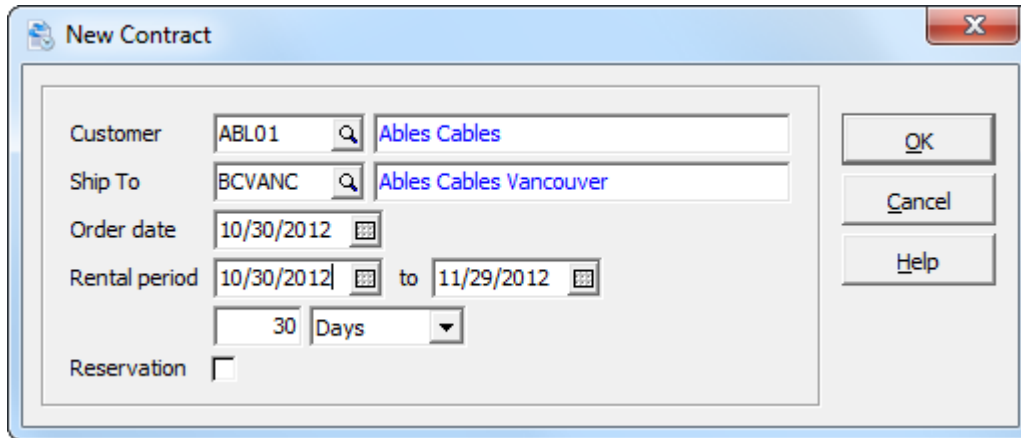
Contract	Customer	Name	Start Date	End Date	Complete	Last Billed	Total Billed
4802	RID01	Ridgley Day School	7/13/2011	7/12/2012			0.00
4803	PAC01	Pacific Lumber	7/14/2011	7/14/2011	7/14/2011		0.00
4804	PAC01	Pacific Lumber	7/14/2011	7/14/2011	7/14/2011		0.00
4805	DOU01	Double D Rentals Ltd	7/14/2011	7/14/2011	7/14/2011		0.00
4806	OCO01	O'Connor Adventure	7/14/2011	7/14/2011	7/14/2011		0.00
4807	NAS01	Nash Chemicals, Inc.	7/14/2011	7/14/2011	7/14/2011		0.00
4808	OCO01	O'Connor Adventure	7/12/2011	7/11/2012			0.00
4809	JUS01	Just Temps	7/14/2011	7/13/2012			0.00
4810	CAP01	Cape May Inn	7/14/2011	7/13/2012			0.00
4811	TLC01	TLC Tours & Travel L	7/14/2011	7/13/2012			0.00
4812	CHE01	Cheng, Cheng, Chip	7/14/2011	7/13/2012			0.00
4813	BOL01	Bolts Hardware	7/14/2011	7/13/2012			0.00
4814	MYE01	Myers Office Produc	7/14/2011	7/13/2012			0.00
4815	NOR01	Northern Electric	7/14/2011	7/14/2011	7/14/2011		0.00
4816	UNI01	Unique Travel Destin	7/14/2011	7/13/2012			0.00
4817	ABL01	Ables Cables	7/14/2011	7/13/2012			0.00
4818	NAS01	Nash Chemicals, Inc.	10/28/2012	10/29/2012			0.00
4819	ABL01	Ables Cables	10/29/2012	11/28/2012			0.00

Buttons: New, Edit, Find, Copy, Print, Delete, Help, Close

Rental Contracts

To enter a new contract, click the **New** button on the **Contracts** window. The **New Contract** window will open.

Field	Description
Customer	Select a customer for this rental contract
Ship To	Enter a valid Ship To code for this customer or choose one from the finder dropdown.
Order date	Select the order date for this contract. The order date will default the other displayed dates.
Expected ship date	If you've chosen to display all dates in the Company Profile, you can enter an expected ship date.
Receipt date	If you've chosen to display all dates in the Company Profile, you can enter a receipt date.
Rental period	Enter the expected rental period for this contract. For open ended contracts, leave the end date blank. Rather than enter the end date, it might be more convenient to enter x days (weeks or months) in the field below. Let Rentals set the end date.
Reservation	Select this option, if this contract will be a reservation. Ie. Items aren't rented or sold, until it's changed to an active contract.

Click **OK** when you have completed all the fields. A new contract window will open, so that you can enter contract details. There are several tabs: Header, Detail, Bill To/Ship To, Notes and Total. An optional field tab will also appear, if you've defined header optional fields in the Company Profile.

Header Tab

The Header tab is where you enter general information about the contract. This tab is divided into two sections: Contract Information and Customer Information.

Contract Information

Field	Description
Contract number	If you use the automatic numbering system, you will not be able to edit this field. A contract number will be automatically assigned when the contract is created. See the **Contract Options** tab of the Company Profile for more information on automatic numbering.
Order date	Enter the date for the contract. The New Contract dialog would have already prompted you for an order date. The default is the session date.
Expected ship date	If you have an expected ship date, select that here. This date could also be useful for contract styles and filtering. For example, you could filter contracts that were close to their ship dates. If the receipt date was not visible on the New Contract dialog, the default will be the order date.

Receipt date	Enter the customer's receipt date for this contract. If the receipt date was not visible on the New Contract dialog, the default will be the order date.
Rental period	Enter the expected rental period for this contract. Open ended contracts are permitted, by leaving the expected return date blank.
Reservation	Select this option, if you would like to create a reservation, rather than an active contract. With a reservation, no items are sold, rental items are not transferred and no billing occurs. At any point you can re-edit the contract and change the status.
On hold	Select this option, if you would like to place this contract on hold. If the customer for this contract has been put on hold in their customer file, this field will default to put the contract on hold as well. Note: Placing a contract on hold is a good way to exclude a contract from billing.
Purchase order	Enter the customer's purchase order number.
Ship via	Select an expected shipping method. A list of shipping methods can be prepared via **Edit | Ship Via**. If your preferred shipping method isn't listed, you can simply type in a shipping method. The default will be retrieved from the customer record.
Site code	Choose a site code for this contract. It might be useful to organize contracts by site (project) code. Refer to the documentation regarding **Sites**.
Description	Enter a description for this contract.
Comments	If desired, enter any additional comments in these two fields.
Manual	Use this field to assign a particular style to this contract. After, it will display in the Edit Contracts and Contract Inquiry grids with this style at all times, regardless of any Filter criteria the record satisfies. To remove the **Manual** style, select the **Standard** style from the dropdown field. Refer to the documentation regarding **Styles**.
Automatic	This field displays the style assigned the contract by a Filter that was run. At the time the filter was run, the record satisfied the filter's criteria. Filters are automatically updated when the contract is edited. (This style may be overridden by a **Manual** style setting.) Please refer to the documentation for more information about **Contract Filters** and **Styles**.

Customer Information

Field	Description
Customer	The customer number that you selected on the New Contract dialog will appear here and the customer name will appear in the field below. You can select a different customer, if required. If you do change the customer number here or on the Bill To / Ship To tab, many fields will be refreshed, drawing information from the customer file of the new customer entered. You will want to check all standard customer-based fields to verify that they are right, in this event.
Name	This field displays the customer name selected in the field above.
Price level	If items sold on this contract will be using a price level system, select the price level for this customer. When you select a customer in the field above, the default price level for that customer will appear here, but you can edit this for this particular contract using this field.
Price list	Select the price list to use for this customer. When you select a customer in the field above, the default price list for that customer will appear here, but you can edit this for any particular contract using this field. Note: You can also select price list for each item sold on the contract when you enter contract details.
Terms code	Select the terms for this customer. When you select a customer in the field above, the default terms code for that customer will appear here, but you can edit this for this particular contract using this field.
Reference	You can enter any reference in this field.
Contact	This field displays the contact name for the customer when you select a customer in the field above.
Territory	Displays the territory code of the selected customer. You can edit this field if required.
Salesperson	Displays the default salesperson for this customer. You can edit this field when required Note: The Salesperson comes from the Edit Salesperson function in Adagio OrderEntry.
Tax status	Select this customer's tax status. Note: Tax Statuses are defined under **Edit	Tax Types.**

Tax group	This field displays the customer's default tax group, but you can edit this field when required.
Tax exempt 1 & 2	You can use these fields to record any tax exempt numbers for the customer. By default, the tax exemption numbers in the customer file will appear here.

Details Tab

The Details tab is where you can enter the contract details. The grid lists all details on the contract, with descriptions, quantity, price, start date, end date and type/status. A rental item will either be IN or OUT. The other line types are EXP (Expendable), MSC (Miscellaneous Charge) and COM (Comment).

To add a new detail to the contract, click the **New** button. To edit a detail line, select the line and click the **Edit** button. Either way, the **Edit Detail** window will open.

Edit Detail window

Regarding the first field, **Detail type**, there are six different detail lines you can enter:

- Select **Rental Item** to add a rental item to the contract.
- Select **Expendable** to add an item (for sale) to the contract.
- Select **Misc** to add a miscellaneous charge to the contract.
- Select **Comment** to insert a comment line on the contract.
- Select **Text** to enter additional text in the contract's details section.

Depending on what you select in the **Detail type** field, the window will change to accommodate.

Adding a Rental Item to the Contract

To add a rental item to the contract, select **Rental Item** in the Detail Type field. The Edit Detail window will appear as shown below.

Field	Description
Item number	Enter the Item code (or press FS and select the item from the Finder) you wish to rent to the customer. If **Rental Item Finder** is selected in the Company Profile, the finder will display rental items. Alternatively, the finder will display inventory items. Adjacent to the item field is the unit number. If you maintain a serialized rental inventory, enter the unit number for the specific rental item.
Quantity	Enter the quantity of this item being rented.
Unit price	When you select an item above, the unit price is automatically entered from the rental item's rate table. You can edit this unit price if required. Enter the rent you wish to charge per charging cycle (hour/day /week etc.).
Description	The item's description appears here automatically when the Item number is entered. It can be customized for individual item detail lines, if desired.

Start date	Enter the date this item is being rented from. In the case of a quote or reservation enter the date that the customer expects to pick up the item.
Start time	Enter the time the customer rented the item. In the case of quotes or reservations, enter the time the customer is expected to pick up the item.
Return date	Enter the date the customer expects to return the item. The return (due) date is calculated from the rate you've selected. Items not returned by their due date will be reported on the Delinquency Report.
Return time	Enter the time by which the item must be returned. Due times are calculated based upon the rate selected for the item. If you've selected **Default return time to start time** in the Company Profile, the return time will default to the entered start time. Alternatively, the return time will default to the current time. Keep in mind that time differences will impact billing.
Rate	Select the Rate from the dropdown list of rates. The rates shown, and their associated amounts, are determined by the rental item's rate table. To review the item's rates, select **Edit	Rental Items** from the menu.
Tax status	Enter an item tax status for this item. The default will be the item's tax status, but it can be changed if required. Note: Tax Statuses are defined under **Edit	Tax Types.**
Category	When you select an item for this detail line, the item's category will appear in this field. You can, however, change the category if needed. Categories control the General Ledger distribution of rental revenue. If you've selected **Rental category finder** in the company profile, the finder will display rental categories. Alternatively, the category finder will display inventory categories.
Location	The default rental location is set in the company profile under the **Items** tab. Use the information in the **Qty on hand** grid below to ascertain which locations have the items on hand, and then select a different location if needed. Rentals will transfer the rental item to location **RNT** when the contract is posted.
Qty on hand	When you select an item in the **Item number** field, this section of the window will automatically display locations that stock this item, and will indicate the quantity on hand in each location. A positive number indicates available stock, and a

	negative number indicates back-ordered stock. Information about quantity on sales order and net quantity available is also displayed. The line at the bottom of this section totals the available items. The information presented here allows you to make a selection regarding the location from which the item should be shipped. You can ascertain which location(s) have the item in stock, and then enter the most appropriate location in the **Location** field above.
Expected ship	The default expected ship date on the Header tab of this contract will appear here, but it can be changed if needed for each item on the contract.
Billable	Enter the number of billable cycles you wish to charge for this customer. This is normally calculated from the amount of time the customer expects to have the item on rental. However, you may manually adjust it if necessary.
Extension	This field displays the total pre-tax item amount by multiplying the quantity shipped and the unit price.
Billed so far	This field displays the accumulated billed amount for this contract item.
Remaining	The remaining amount is calculated from the extended amount, less the amount billed so far.
Extended weight	This field calculates the estimated weight of the item by multiplying the quantity rented by the item's unit weight.
Unit cost	This field displays the unit cost for the selected item. The cost can be entered in Rental Item Maintenance for each billing method.
Extended cost	This is the Unit cost multiplied by the quantity based on the Unit of Measure selected. You may modify your deemed cost for this line. Use rental costing for profitability analysis. The cost is set in Rental Item maintenance.
Optional fields	Optional field will be displayed if you've defined contract detail optional fields in the Company Profile.

The **Item** button may be used to view the Rental Item information. If you've selected **View IC Items for Rental Items** in the Company Profile, the Inventory item information will be displayed. It is possible to hide the button for users within a particular Security Group. Refer to the documentation for more information.

The **Availability** button may be used to view rental item availability information. Refer to the documentation for more information on the Item Availability Grid.

Click **OK** to add the rental item to the contract.

Adding an Expendable Item to the Contract

To add an expendable item to the contract, select **Expendable** in the Detail Type field. An expendable is an item that is sold to the customer. Perhaps you sell consumable item along with the rental item. The Edit Detail window will appear as shown below.

Field	Description
Item number	Click the Finder button and select the item number here.
Quantity	Enter the quantity ordered in this field. The unit of measure is displayed to the right. You can edit this field if required.
Unit price	When you select an item above, the unit price is automatically entered here. You can edit this unit price if required.
Description	The item's description appears here automatically when the item number is entered. It can be customized for individual item detail lines, if desired.
Tax status	Enter an item tax status for this item. The default will be the item's tax status, but it can be changed if required. Note: Tax Statuses are defined under **Edit	Tax Types.**
Category	When you select an item for this detail line, the item's category will appear in this field. You can, however, change the category if needed.

Location	If **Sales Location** in the Company Profile has been set, that location will be displayed. You can use the information in the **Qty on hand** grid below to ascertain which locations have the items on hand, and then select a different location if needed.
Qty on hand	When you select an item in the **Item number** field, this section of the window will automatically display locations that stock this item, and will indicate the quantity on hand in each location. A positive number indicates available stock, and a negative number indicates back-ordered stock. Information about quantity on sales order and net quantity available is also displayed. The line at the bottom of this section totals the available items. The information presented here allows you to make a selection regarding the location from which the item should be shipped. You can ascertain which location(s) have the item in stock, and then enter the most appropriate location in the **Location** field above. Note: Location **RNT** is used by Rentals to indicate rented quantity. When tem are returned, the quantity is transferred back to the original location.
Price list	This field is only visible, if there are price lists on file. The default price list set on the **Header** tab of this order will appear here, but it can be changed if needed for each individual item on the contract.
Expected ship	The default expected ship date on the Header tab of this contract will appear here, but it can be changed if needed for each item on the contract.
Extension	This field displays the total pre-tax item amount by multiplying the quantity and the unit price.
Extended weight	This field calculates the estimated weight of the item by multiplying the quantity by the item's unit weight.
Unit cost	This field displays the unit cost for the selected item.
Extended cost	This is the Unit cost multiplied by the quantity based on the Unit of Measure selected.
Optional fields	Optional field will be displayed if you've defined contract detail optional fields in the Company Profile.

You can also click the **Prices** button, which will show you how much the selected item will be priced at for each price level. This feature allows you to override the default unit price for the item and it can help you decide which price level is appropriate; or, it can allow you to select special sales prices when applicable. Additionally, you can **Show History** to display the pricing history for this customer when purchasing this item in Adagio OrderEntry. You can then use the **Excel** button to export the information

reported in the Show History grid to an Excel workbook. Members of a security group that don't have access to Inventory Items Cost Inquiry will not see Cost fields in the Show History grid.
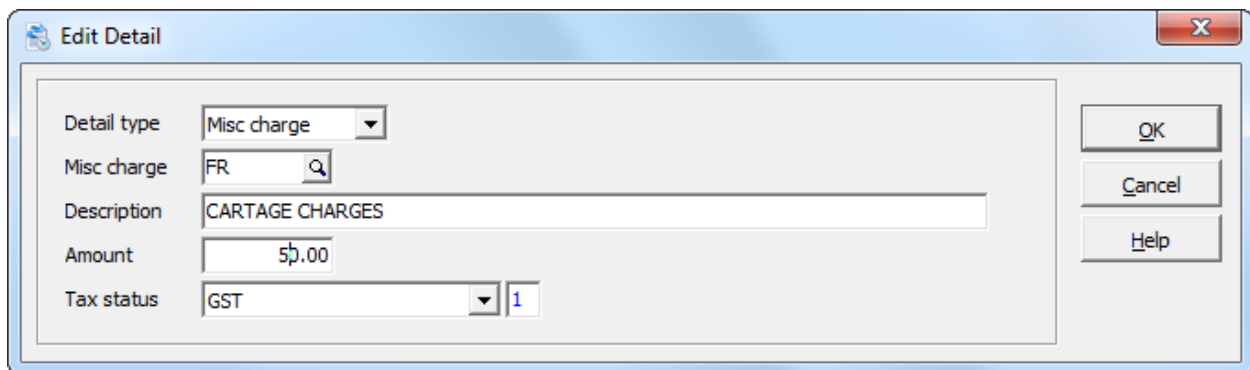
The **Item** button may be used to view information stored with the Adagio Inventory item record. It reports the same information as Inventory Items Cost Inquiry does. It is possible to hide the button for users within a particular Security Group. Refer to the documentation for more information.

The **Alt item** (Alternate Item) button can be used to choose an alternate item number, as these alternate items are not displayed on the regular Item field finder.

Click **OK** to add the item to the contract.

Adding a Miscellaneous Charge to the Contract

To add a miscellaneous charge to the contract, select **Misc charge** in the Detail Type field. The Edit Detail window will appear as shown below.
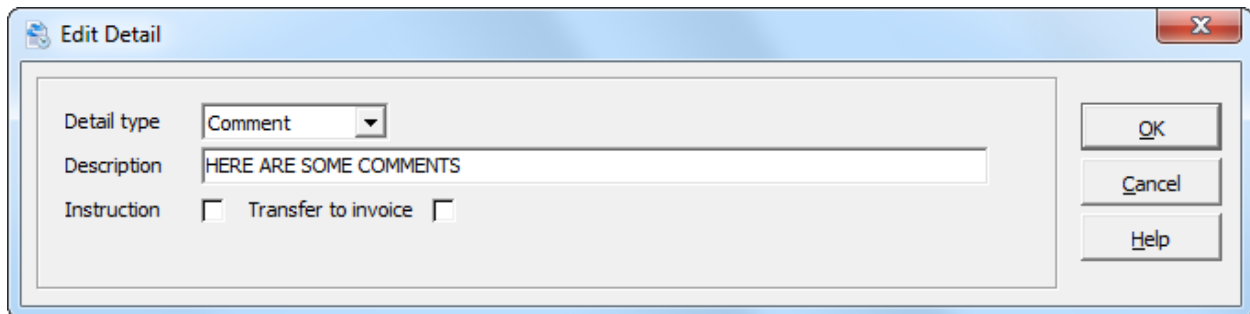
Field	Description
Misc charge	Select the type of miscellaneous charge that you want to add to this contract. Note: Miscellaneous Charges are defined under **Edit | Miscellaneous Charges.**
Description	When you select a miscellaneous charge above, the description for that charge automatically appears in this field. However, you can enter whatever description you require.
Amount	The default amount for the miscellaneous charge appears in this field, but you can edit it when required.
Tax status	Enter an item tax status for this item. The tax status found in the item file is entered here by default, but can be changed if necessary. Note: Tax Statuses are defined under **Edit | Tax Types.**

Click **OK** to add the miscellaneous charge to the contract.

Adding a Comment to the Contract

To add a comment to the contract, select **Comment** in the Detail Type field. The Edit Detail window will appear as shown below.
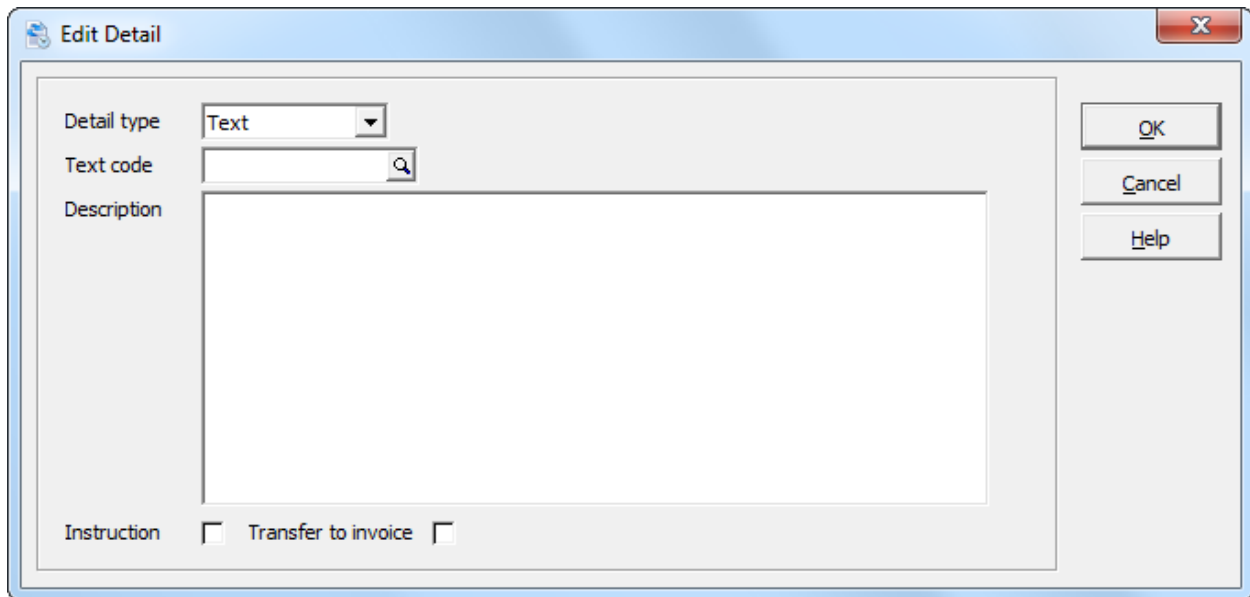
Field	Description
Description	Enter your comment in the description field.
Insert as instruction	Select this option, if you would like this text to appear as an **instruction**. Instructions typically appear on packing slips for the warehouse, but not on documents that are seen by the customer. Alternatively, the text will be marked as a **comment**. The printing of instructions and comments can be controlled on the print specification.
Transfer to invoice	Select this option, if you would like the comment to be transferred from the contract to the invoice, when generating invoices. Alternatively, the comment will only appear on the rental contract.

Click **OK** to add the comment to the contract.

Adding Text to the Contract

To add text to the contract, select **Text** in the Detail Type field. The Edit Detail window will appear as shown below.

Field	Description
Text code	Select the Text Code you want to use. The Text will appear in the window so that you can confirm that you have selected the correct Text. Note: Text blocks are defined under **Edit | Text.**
Description	Once you've selected a Text Code, the lines of text will appear in this field. Edit the text as required.
Insert as instruction	Select this option, if you would like this text to appear as an **instruction**. Instructions typically appear on packing slips for the warehouse, but not on documents that are seen by the customer. Alternatively, the text will be marked as a **comment**. The printing of instructions and comments can be controlled on the print specification.
Transfer to invoice	Select this option, if you would like the lines of text to be transferred from the contract to the invoice, when generating invoices. Alternatively, the text will only appear on the rental contract.

Click **OK** to add the text to the contract.

Bill To / Ship To Tab

The **Bill To / Ship To** tab of the **Edit Contract** window displays the Bill To and Ship To addresses for this contract.

The **Bill To** address is taken from the customer file. If there is a permanent change in a customer's Bill To address, you'll want to edit the customer file. If you only need to change it in rare circumstances, you can edit the address here as needed. You can view and edit the customer file by clicking the **Customer** button. Initially, when you enter the customer file this way, you will be in View mode and the customer fields will be grayed out and cannot be edited. However, you can click the **Edit** button to change to the edit mode and will be able to make the changes desired.

The ability to edit customer files may depend on your user group rights. If you cannot click an Edit button, you may not have the right to change a customer file.

Changes made to the customer file will not be activated for this contract; they will only appear on subsequent orders.
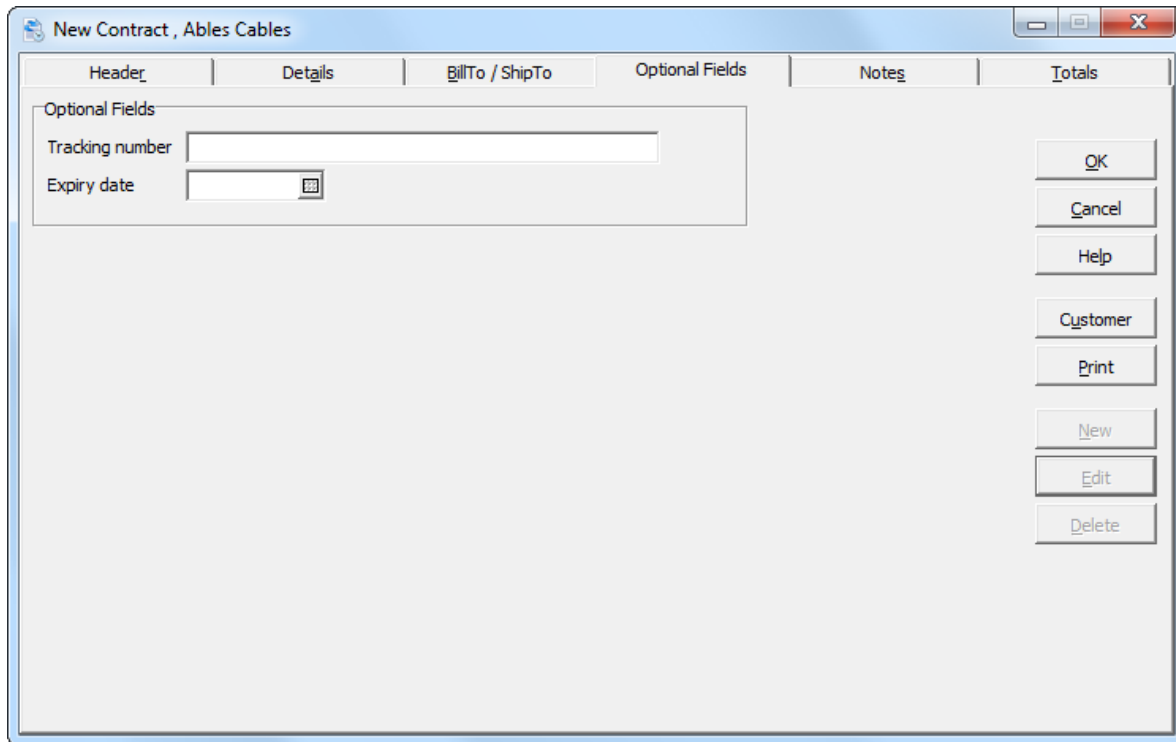
The **Ship To** address defaults to either the customer's Bill To address, or, if there is a Ship To address on file for this customer, with a blank Ship To code, then that address is assumed to be the default Ship To address.

If you have additional Ship To addresses on file for this customer, you can change the Ship To address using the Finder button. Or, you can manually edit the address as needed.

If you edit one of the addresses, this change will only affect this contract. If you want to permanently change a Bill To address, use the Edit Customer function.

Optional Fields Tab

The Optional Field tab of the **Edit Contracts** window displays any optional fields you've set up in the Company Profile's **Optional Fields** tab. Enter the values for your optional fields as required.

Notes Tab

This tab allows you to enter notes for the new contract. This Notes tab works in the same manner as all notes features in Adagio modules. For more information on how to use the Notes function, see your Adagio Fundamentals manual.

Totals Tab

The **Total** tab displays contract statistics, as well as totals for the current session. Most of the statistical fields are available for editing.

Field	Description
Completion date	Enter a completion date if the contract if all the rental items are returned and the contract is closed. The contract can be reopened by clearing the completion date. If the complete data is set, the contract is deemed to be closed.
Last billing date	Displayed is the last billing date for this contract.
Previous billing date	Displayed is the billing date prior to the last billing date.
Total billed so far	Display is the total billed to date for this contract.
Min invoice amount	Displayed is the minimum invoice amount for this contract.
Amount topped up	If you have selected the Minimum rental amount per invoice options, the difference between the minimum amount and billed amount would be the topped up amount. For example, if the minimum invoice was $50.00 and the billed amount was $34.00, the topped up amount would be $16.00.

Number of invoices	Displayed is the total number of invoices that have been billed against this contract.
Number of lines	Displayed is the total number of lines on this contract.
Items out	Displayed is the total number of rented items, still out.
Current changes	Displayed are totals for the current session. The total number of lines and extended weight are also displayed.

When you're finished editing the tabs for a new contract, click **OK** to post the contract.

Rental Returns and Credits

To return rental items or credit contracts, first open the **Contracts** window by selecting **Contracts | Edit Contracts**, or just click **Contracts** on the toolbar.

Locate the contract using **Find**. Click **Edit** on the **Contracts** window to display the **Edit Contract** window. If you've selected **Open existing contract to detail grid** in the Company Profile, the contract details grid will be displayed.

Select the rental item to return and click **Edit** adjacent to the detail grid to display the **Edit Detail** window.

If this is a return, select **Returned**. If you are crediting a line, select **Credit**. Review the detailed information. In particular, the quantity to return or credit, return date and amount.

When you're finished editing the contract detail, click **OK** to post your changes.

If the entire contract is to be returned (or credited), use the **Return All** (or **Credit All**) function. These functions are available from the contract detail grid's popup menu. Right click over the grid to display the popup menu.

It's still advisable to review the lines, prior to saving your changes.
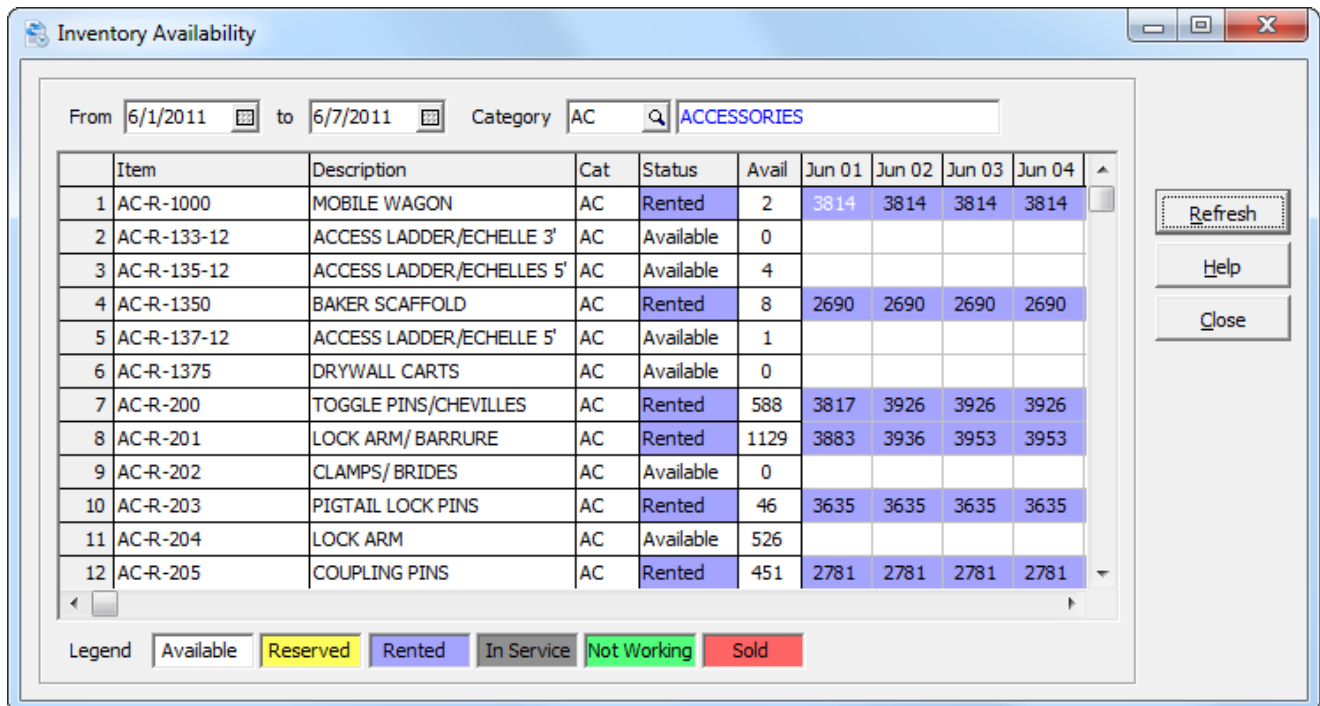
Item Availability

The item availability function allows you to accurately manage and monitor your rental inventory requirements. At a glance, you can see where items are rented, reserved, in service or unavailable.

From the **Inquiries** menu, select **Rental Item Availability** or **Availability** from the tool bar.

The Availability function is also accessible from the contract detail window. Choose a Rental Item detail type, and then click **Availability**.

The grid displays a floating date range of rental item activity. By default, the date range is two weeks from the session date; however that can be changed in the company profile.

A category field is provided to restrict the view to a particular category. If the category field is blank, you will see all rental items. This can be useful when you're building a contract and you need a rental item from a particular category.

By default, the availability grid is sorted by item number. If you're displaying all rental items, you can also sort the information by category. Right click over the grid to set the sort order.

Columns are provided for the rental item number, description, category, status and available quantity, however those are selectable in the company profile.

The cells in the grid are color coded, depending on the item status. An item could be **Available**, **Rented** or **Reserved**. From **Rental Item Maintenance**, you can set an item to be **In Service**, **Not Working** or **Sold**. Each status has its own assigned color. The colors can be customized in the Company Profile.

To update the grid information, click **Refresh**. A refresh will be required, after a change to the date range or category. If multiple users are changing contracts, a periodic refresh might be required.
The grid will display the contract number where the item is referenced. The item could be referenced on multiple contracts on a particular day, but only one is displayed. Double click on cell to view the contract. Drilldown inquiry is also provided for the item, by double clicking on the item number.

The grid's popup menu provides additional functions. You can refresh the grid, view the rental item, view the inventory item, view the contract or start a new contract from the highlighted item.