



RTS – Rental Tracking Solution:

Invoice

RTS provides for managing rental item orders provided to Customers. These customers can be external or internal to the company. The process involves 7 essential steps (outside of the initial setup and configuration of RTS):

- 1) ***Item “Masters” must first be set up within the application. These can be imported or added manually within the Master Function.***
- 2) ***Next, individual Items, Tools, or Equipment are then added to the database. Items also can be imported or added manually within the Item Function.***
- 3) ***From the Customer Function..... ‘Customers’, whether persons, places, projects or jobs, etc., are then added to the database. The definition of “Customer” is flexible, dependent really upon to whom, what or where items will be supplied.***
- 4) ***Orders are entered from the Order Function***
- 5) ***Items are then Shipped, based upon Pick Lists issued and items Picked, via the SHIP or Order Pick & Ship Functions. Pick and Ship can be via a mobile handheld terminal (real time, wireless network connection), or from the SHIP Function on the RTS application.***

6) Items are received back into inventory from the CHECK IN Function.

7) An INVOICE Function is available, once items have shipped.

This document addresses Step 7: INVOICES

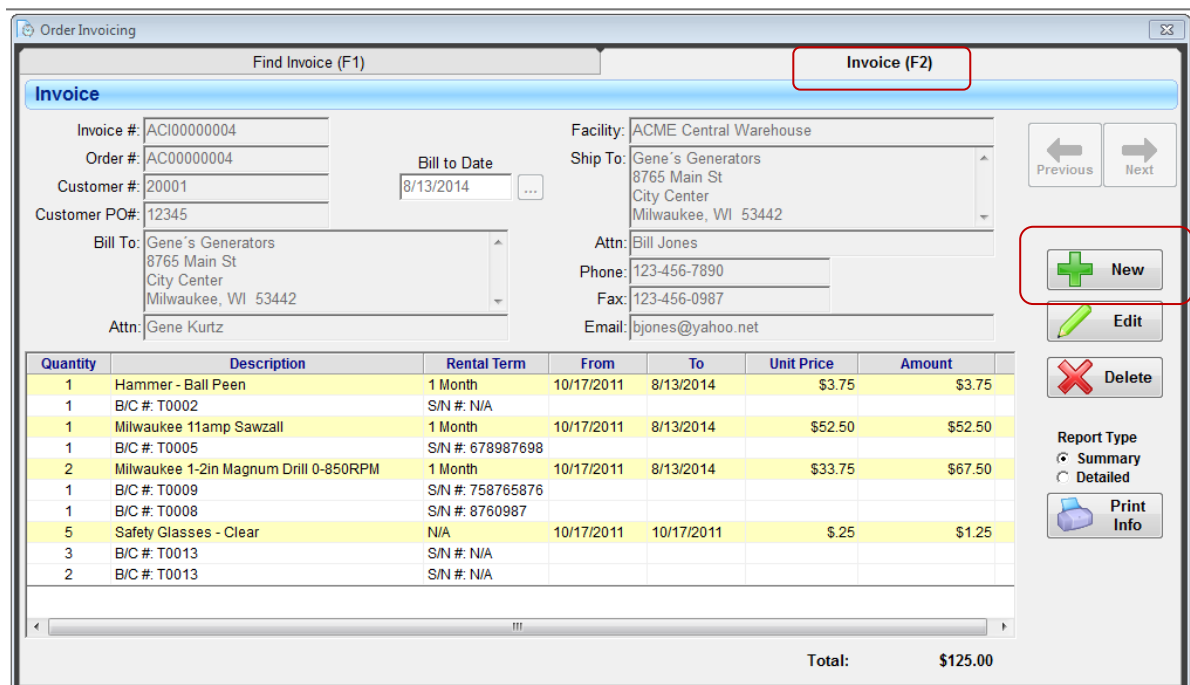
RTS Invoice Function:

Once a Customer is set up within the system, and Orders are picked and Shipped, INVOICES can be generated:

Select the Invoice function:



Select Invoice (F2) | Select "New" tab to add a new Invoice:



Order Invoicing

Find Invoice (F1) Invoice (F2)

Invoice

Invoice #: ACI00000004
Order #: AC00000004
Customer #: 20001
Customer PO#: 12345
Bill to: Gene's Generators
8765 Main St
City Center
Milwaukee, WI 53442
Attn: Gene Kurtz

Facility: ACME Central Warehouse
Ship To: Gene's Generators
8765 Main St
City Center
Milwaukee, WI 53442
Attn: Bill Jones
Phone: 123-456-7890
Fax: 123-456-0987
Email: bjones@yahoo.net

Bill to Date: 8/13/2014

Previous Next

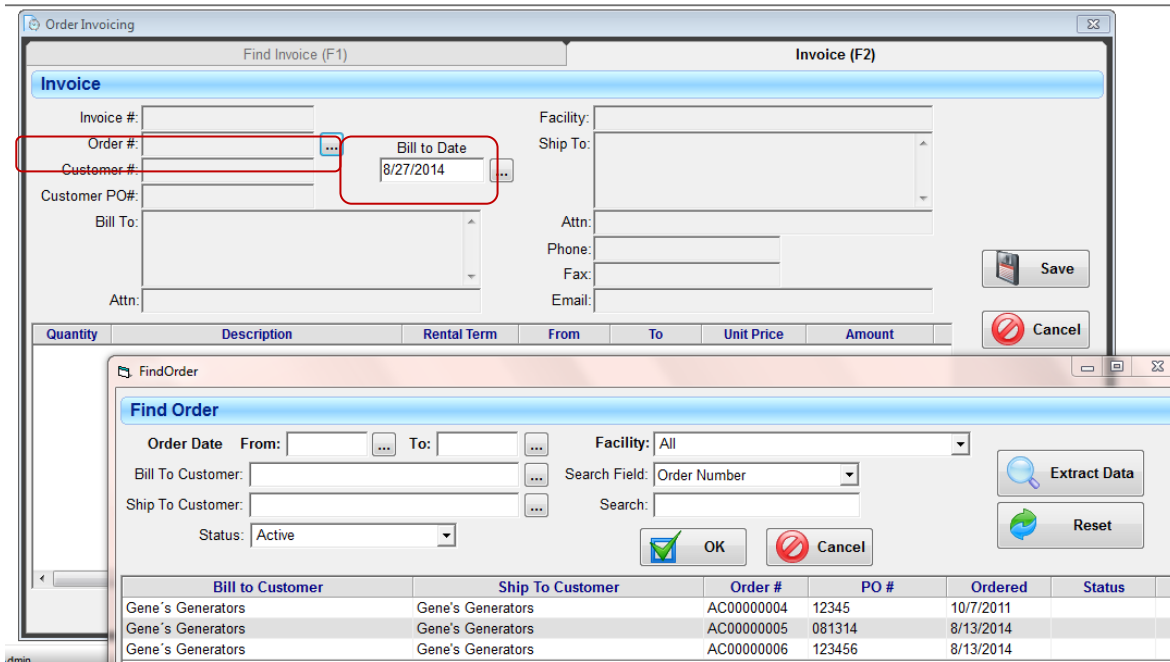
+ New
Edit
Delete

Report Type
Summary
Detailed
Print Info

Quantity	Description	Rental Term	From	To	Unit Price	Amount
1	Hammer - Ball Peen	1 Month	10/17/2011	8/13/2014	\$3.75	\$3.75
1	B/C #. T0002	S/N #: N/A				
1	Milwaukee 11amp Sawzall	1 Month	10/17/2011	8/13/2014	\$52.50	\$52.50
1	B/C #. T0005	S/N #: 678987698				
2	Milwaukee 1-2in Magnum Drill 0-850RPM	1 Month	10/17/2011	8/13/2014	\$33.75	\$67.50
1	B/C #. T0009	S/N #: 758765876				
1	B/C #. T0008	S/N #: 8760987				
5	Safety Glasses - Clear	N/A	10/17/2011	10/17/2011	\$.25	\$1.25
3	B/C #. T0013	S/N #: N/A				
2	B/C #. T0013	S/N #: N/A				

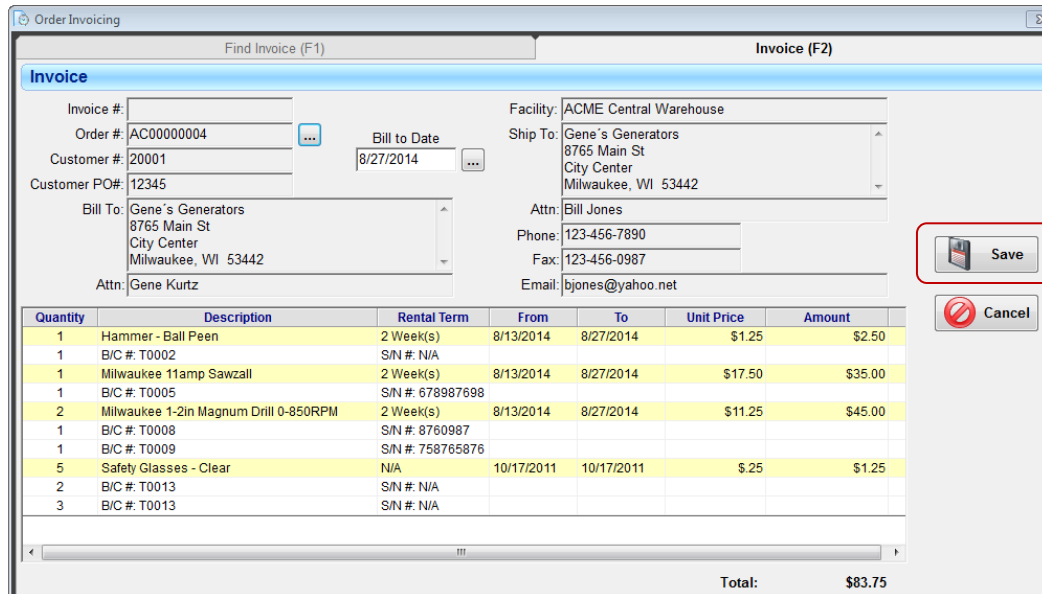
Total: \$125.00

Fill in the fields, using the '3 dot' boxes to Select Order #'s and 'Bill To Date':



Orders can be searched for by filtering through Find Order pop-up screen, or simply selecting the order directly from the Customer grid.

Once the Order is chosen, the Invoice screen auto-populates. The user can then edit any necessary fields. Select Save when complete:



Once Saved, either a Summary or Detailed Report can be printed, saved to pdf, or emailed through MS Outlook:

Invoice (F2)

Facility: ACME Central Warehouse

Ship To: Gene's Generators
8765 Main St
City Center
Milwaukee, WI 53442

Attn: Bill Jones

Phone: 123-456-7890

Fax: 123-456-0987

Email: bjones@yahoo.net

From	To	Unit Price	Amount
3/2014	8/27/2014	\$1.25	\$2.50
3/2014	8/27/2014	\$17.50	\$35.00
3/2014	8/27/2014	\$11.25	\$45.00
17/2011	10/17/2011	\$.25	\$1.25

Previous Next

New Edit Delete

Report Type
 Summary
 Detailed
 Print Info

Summary Billing Report

gigatrak.

ACME Central Warehouse
442 Central Circle
Everywhere, WI 55444
123-456-7890
234-567-8901

Invoice #: AC10000005

Rental Order#: AC0000004

Date: 8/27/2014
Customer #: 20001
Customer PO: 12345

Contact: Bill Jones
Phone: 123-456-7890
Email: bjones@yahoo.net

Bill To Customer	Ship to Customer
Gene's Generators 8765 Main St City Center Milwaukee, WI 53442 Gene Kurtz	Gene's Generators 8765 Main St City Center Milwaukee, WI 53442 Bill Jones


Quantity	Description	Rental Term	From/To	Unit Price	Extended Amt.
1	Hammer - Ball Peen	2 Week(s)	08/13-08/27	\$1.25	\$2.50
1	Milwaukee 11amp Sawz.all	2 Week(s)	08/13-08/27	\$17.50	\$35.00
2	Milwaukee 1-2in Magnum Drill 0-850RPM	2 Week(s)	08/13-08/27	\$11.25	\$45.00
5	Safety Glasses - Clear	N/A	10/17-10/17	\$.25	\$1.25

Print PDF E-mail

Invoice

1 of 1 PageWidth 100% Print Setup 1 to 1 Print PDF E-mail

Detailed Billing Report



ACME Central Warehouse
 442 Central Circle
 Everywhere, WI 55444
 123-456-7890
 234-567-8901

Invoice #: AC100000005

Rental Order#: AC00000004

Date: 8/27/2014 **Contact:** Bill Jones
Customer #: 20001 **Phone:** 123-456-7890
Customer PO: 12345 **Email:** bjones@yahoo.net

Bill To Customer <hr/> Gene's Generators 8765 Main St City Center Milwaukee, WI 53442 Gene Kurtz	Ship to Customer <hr/> Gene's Generators 8765 Main St City Center Milwaukee, WI 53442 Bill Jones
--	--

Quantity	Description	Rental Term	From/To	Unit Price	Extended Amt.
1	Hammer - Ball Peen B/C #: T0002	2 Week(s) S/N #: N/A	08/13-08/27	\$1.25	\$2.50
1	Milwaukee 11amp Sawzall B/C #: T0005	2 Week(s) S/N #: 678987698	08/13-08/27	\$17.50	\$35.00

The Find Invoice (F1) tab can be used to look up / search for previous Invoices. From the search results, a report (hard copy, pdf or email format) can be printed from "Print Grid", or the information in the grid can be exported to a CSV file:

Find Invoice (F1)

Date: From: ... To: ...

Invoice #:

Order #:

Bill To Customer: ...

Ship To Customer: ...

Facility: All

Item Field: Asset Number

Item Search:

Customer Field: Account Number

Customer Search:

Buttons: Extract Data, Reset, Print Grid, Export List To CSV File

Bill to Customer	Ship To Customer	Order #	Invoice #	PO #	Account #	Invoiced	Cont
Gene's Generators	Gene's Generators	AC00000004	ACI00000005	12345	10000	8/27/2014	Bill Jones
Gene's Generators	Gene's Generators	AC00000004	ACI00000004	12345	10000	8/13/2014	Bill Jones

Double-click to view Information 2 rows found