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## Rental Items

Inventory Maintenance

**Item: Rental7** [Print Labels](#) [Keyboard](#)

Department for this Item: **rentals**

Item Number: **rental7**

Description: **Rental7**

2nd Description:

Avg Cost: **\$0.00000**

Price You Charge: **\$0.00000**

Price with tax: **\$0.00**

# In Stock: **1**

Tax  Tax 4

Tax 2  Tax 5

Tax 3  Tax 6

Bar Tax

Click to Select Picture

Optional Info

Pending Orders

Properties

Notes

Modifiers

Price Levels

Ordering Info

Special Pricing

Rental

Sales History

Recipe

Printers

**RENTAL**

Classic  Modern

**Rental Info**

Unit	Duration	Price
Hour	1	\$5.00
Hour	2	\$8.00
Hour	3	\$13.00

+  
-

**Exception**

Type	Unit	Percent
Date	02/18/2019	-10.00%
Day	Saturday	20.00%

+  
-

Late Charge:  Security deposit:

Search by Item Number:

Profit% 0%
Retail Discount 100.0%
Gross Margin 0%

Add Item

Save

Transfer

Instant PO

Previous

Look up

Next

Help

Duplicate

Delete

Exit

As of Cash Register Express version 12.9015, this guide explains how to setup your inventory items to work with the rental features. You can configure late fees, security deposit, tiered pricing for different rental durations for both classic and modern methods.

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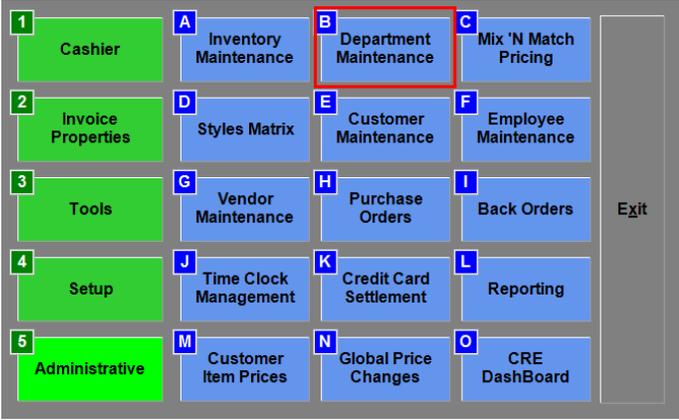
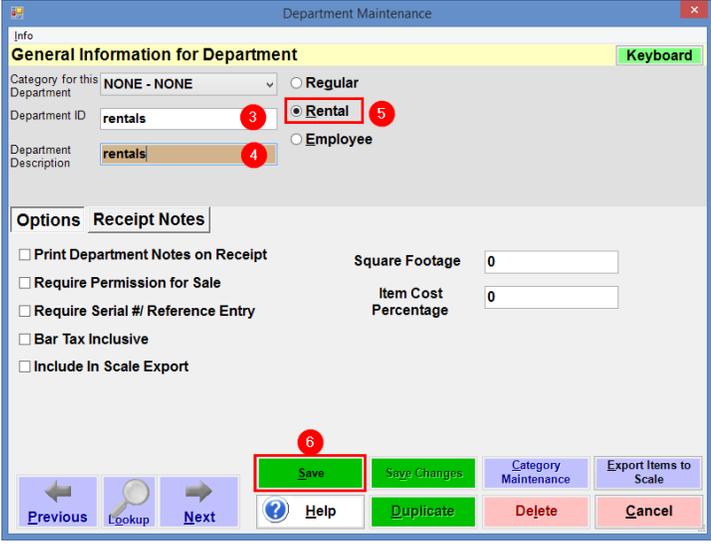
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### **Revision History**

<b>Document Version</b>	<b>Date</b>	<b>Author</b>	<b>Description of Changes</b>
1.3	February 22, 2018	MP	Explained the removal of combine lines feature for items in rental departments.
1.4	February 25, 2019	JC	Updating all screenshots and adding new rental screens

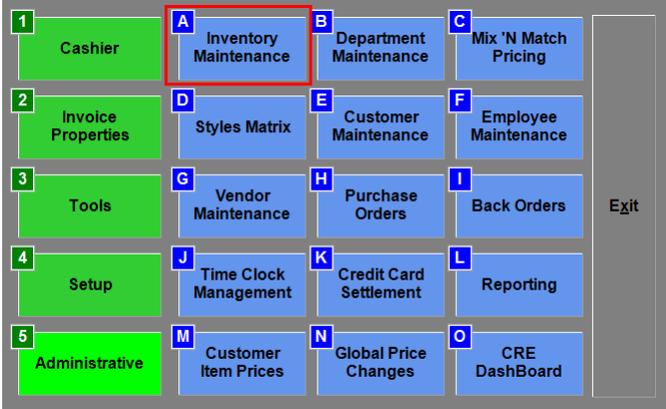
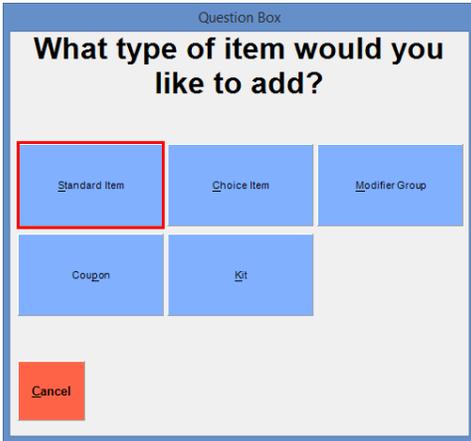
## Adding a Rental Department

Open CRE, select **Manager**, provide the requested credentials, and then follow these steps.

	<ol style="list-style-type: none"><li>1. Select <b>Department Maintenance</b>[B].</li></ol>
	<ol style="list-style-type: none"><li>2. Select <b>Add Department</b>.</li></ol>
	<ol style="list-style-type: none"><li>3. Provide a <b>Department ID</b>.</li><li>4. Provide a <b>Department Description</b>.</li><li>5. Select the radio button next to <b>Rental</b>.</li><li>6. Select <b>Save</b>.</li></ol> <p><b>Note:</b> When Rental is selected, all of the items associated with the rental department will be prevented from using the combine lines feature.</p>
	<ol style="list-style-type: none"><li>7. Select <b>Exit</b>.</li></ol>

## Creating an Rental item using the Modern Method

As of 12.9015, a rental item can be rented by hours, days, and weeks when the modern method is selected. In this section, you will be guide through the basic creation and configuration of the rental item.

 <p>A screenshot of a menu grid with five rows and four columns. The first column contains green buttons labeled '1 Cashier', '2 Invoice Properties', '3 Tools', '4 Setup', and '5 Administrative'. The other columns contain blue buttons labeled 'A Inventory Maintenance', 'B Department Maintenance', 'C Mix 'N Match Pricing', 'D Styles Matrix', 'E Customer Maintenance', 'F Employee Maintenance', 'G Vendor Maintenance', 'H Purchase Orders', 'I Back Orders', 'J Time Clock Management', 'K Credit Card Settlement', 'L Reporting', 'M Customer Item Prices', 'N Global Price Changes', and 'O CRE DashBoard'. An 'Exit' button is on the right. A red box highlights the 'A Inventory Maintenance' button.</p>	<p>1. Select <b>Inventory Maintenance</b> [A].</p>
 <p>A green button with the text 'Add Item' in white.</p>	<p>2. Select <b>Add Item</b>.</p>
 <p>A dialog box titled 'Question Box' with the text 'What type of item would you like to add?'. It contains five blue buttons: 'Standard Item', 'Choice Item', 'Modifier Group', 'Coupon', and 'Kit'. A red box highlights the 'Standard Item' button. There is also a red 'Cancel' button at the bottom left.</p>	<p>3. Select <b>Standard Item</b>.</p>

4. Select the departmentid with the rental type
5. Enter a value for the Item Number
6. Enter a value for the Description
7. Select the Rental Tab
8. Select Modern for the rental method
9. Select  to add the rental unit.

Note:

Select **Minus** button to remove.

10. Select a Rental Unit.

By the Hour, Day, and week.

11. Enter the duration of the rental unit.  
Then select OK.

Note: Whole Number Only. Decimal isn't support

How much will it cost to rent this item for 1 Hour?

5.00

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear Cancel

OK

12. Enter the **Cost** of rental for that duration. Then select **OK**.

Rental Info

Unit	Duration	Price
Hour	1	\$5.00
Hour	2	\$8.00
Hour	3	\$13.00

+  
-

13. Repeat **Steps 9 to 12**.

To complete all the possible rental durations you want.

Daily Late Charge

Security deposit

14. If you choose to have a **late Fee**. Enter **value** in the Daily Late Charge field.

15. If you choose to have a **security deposit**. Enter **value** in the Security deposit field.

**Note: Security Deposit for that item will be returned when that item is returned.**

Save

16. Select **Save**.

If you want to add exceptions. Skip this step and continue to the next section. Or Save and select No(Step 18), then go to next section.

Question Box

**Your item has been added. Would you like to add another item?**

Yes No Duplicate Last

17. Select Yes – new inventory item.

18. Select No when finished. You can continue to edit the rental item.

19. Select Duplicate Last – Duplicates everything except item number.

## Adding Exceptions (Discount and/or Surcharge) to Rental Item

This feature is only available thru the **modern method only**. This section guide you through adding exceptions by Day of the week and by date. As well as how to apply a discount or surcharge

Type	Unit	Percent
------	------	---------

+

-

1. If you choose to have a discount or surcharge. Select that rental item, then rental tab  
In the Exception section:

Select  to add exception.

**Note:**

Select **Minus** button to remove.

Question Box

### Please Select Exception Type

Day Date

Cancel

2. Select an Exception Type.
  - Select **Day**.  
For a day of the week
  - Select **Date**.  
For a Certain Date. Skip to step 6

### SELECT WeekDay

Sunday Monday Tuesday Wednesday Thursday

Friday Saturday

Cancel Select

3. Select a **Day** of the week.

**Enter  
Discount/Surcharge  
Percentage off**

20.00

7	8	9
4	5	6
1	2	3
.	0	+/-

OK

- Enter a **percentage**.  
Then Select **OK**.

Note:

**Positive value is a surcharge %**

**Negative value is a discount %**

Surcharge/Discount values are percentages only.

**Repeat Steps 1-4**, to complete all the days of the week you want an exception.

Optional Info | Pending Orders | Properties | Notes | Modifiers | Price Levels

Ordering Info | Special Pricing | Rental | Sales History | Recipe | Printers

RENTAL  Classic  Modern

Rental Info			Exception		
Unit	Duration	Price	Type	Unit	Percent
Minute	30	\$3.00	Day	Saturday	20.00%
Hour	1	\$8.00			
Hour	2	\$36.00			

Daily Late Charge: \$3.00    Security deposit: \$20.00

Search by Item Number    Profit% 0%    Retail Discount 0%    Gross Margin 0%

- If you choose to have a discount or surcharge for a certain date.

Select  to add exception.

**Note:**

Select **Minus** button to remove.

Question Box

## Please Select Exception Type

Day

Date

- Select Exception Type
  - Select **Date**.  
For a Certain Date

**Please Enter Date:**

February 2019

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

Today: 2/16/2019

Type date or select above:

- Use the Calendar to **choose a date**,  
Then Select the green date button  
Or Enter a date, hit the enter button on the keyboard.

**Enter  
Discount/Surcharge  
Percentage off**

**-10.00%**

7	8	9
4	5	6
1	2	3
.	0	+/-

Clear
Cancel
OK

8. Enter a percentage.  
Then Select OK.

Note:

**Positive value is a surcharge %**

**Negative value is a discount %**

Surcharge/Discount values are percentages only.

**Repeat Steps 6-8**, to complete all the date(s) of the year(s) you want an exception.

**Inventory Maintenance**

**Item: Rental7** Print Labels Keyboard

Department: rentals Avg Cost: \$0.00000 Tax:  Tax 4  
 Item Number: rental7 Price You Charge: \$0.00000  Tax 2  Tax 5  
 Description: Rental7 Price with tax: \$0.00  Bar Tax  Tax 6  
 2nd Description: # In Stock: 1

Optional Info Pending Orders Properties Notes Modifiers Price Levels  
 Ordering Info Special Pricing Rental Sales History Recipe Printers

RENTAL  Classic  Modern

Rental Info			Exception		
Unit	Duration	Price	Type	Unit	Percent
Hour	1	\$3.00	Date	2/21/2019	100.00%
Hour	2	\$6.00	Day	Saturday	20.00%
Hour	3	\$7.00			
Hour	4	\$11.00			

Daily Late Charge: \$3.00 Security deposit: \$20.00  
 Profit%: 0% Retail Discount: 100.0% Gross Margin: 0%

Search by Item Number:

Add Item
Save
Transfer
Instant PO

Previous
Look up
Next
Help
Duplicate
Delete
Exit

9. Once you have all the durations and exceptions for that item  
Select **Save**.

**Note: If you haven't saved the rental item yet, you will see the prompt in the next step.**

Question Box

**Your item has been added.  
Would you like to add another item?**

Yes

No

Duplicate Last

10. You will be prompted if you are saving the item for the first time.

- Select **Yes** – new inventory item.
- Select **No** when finished. You can continue to edit the rental item.
- Select **Duplicate Last** – Duplicates everything except item number.

## Renting Items to Customers using the modern method

Must have a customer associated with an invoice to rent an item.



1. From the invoicing screen, select a customer by selecting **Find** or **Quick Find**.



2. Select the **item** which you would like to rent as you normally would. (**TS Lookup or Scan**)

### Enter Rental Return date/time:

< **February 2019** >

Sun	Mon	Tue	Wed	Thu	Fri	Sat
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	1	2
3	4	5	6	7	8	9

**Today: 2/19/2019**

< Last Year
Next Year >
< Last Month
Next Month >

Select time AM PM

0	1	2	3	4	5	6	7	8	9	10	11
:00	:05	:10	:15	:20	:25	:30	:35	:40	:45	:50	:55

Type date & time or select 2/19/2019 10:45:00 PM

Cancel
Select 2/19/2019 10:45:00 PM

3. Use the calendar, Select the **date and time** you want to return.

Example:

#### **Hours:**

Current time: 1pm

You want to charge an hour must select 2pm-2:10pm.

If you select 2:15pm-2:55pm, it will charge for 2 hours.

#### **Days/Weeks:**

When selecting return time, it must be within 10 minutes of the current time. Or it will add the time/price for the smallest duration.

Rental Item

<b>Time From</b>	02/19/2019 01:47:33 PM
<b>Time To</b>	02/19/2019 10:48:00 PM
<b>Security Deposit</b>	\$20.00
<b>Late Fee</b>	\$3.00
<b>Total Cost</b>	\$25.00

Cancel
Add to Invoice

- Select **Add to Invoice**,  
To confirm rental.

Program show

**Time From** – Current Time

**Time To** – Return Time

**Security Deposit** – Deposit Fee

**Late Fee:** Late Fee

**Total Cost** – Price of the rental for the time selected.

**Note:** Any Exceptions are applied to the Total Cost.

Scan Barcode Now... Quantity 1 Search

#	Item Info	Quantity	Price
1	Rental @ \$25.00*	1.0	\$25.00

Sub Total \$25.00  
Tax \$2.08  
Grand Total \$27.09

DEPART DE WARD 2 DE WARD 3 DE WARD 4  
TEP FOR BEER KEY DE WARD 4 HORSE DEEP  
Log/Enter Jockey Rental Item  
DISCOUNT Rental Rental Rental  
PAY

DELETE DISCOUNT 20% +/- QUAN CHANGE PRICE CHANGE  
PND QUICK PND Customer Info Customer Notes

- Select **Pay**

Note: If no security deposit skip this step 6 & 8.

Type Tender Amount & Select Tender Type Amount Remaining

\$20.00

\$20.00

7 8 9  
4 5 6  
1 2 3  
00 0 +/-

Cash  
Credit/Debit  
Check  
Gift Card  
On Account  
EBT  
Secondary

Type Amount Details

Maximum Allowed in Food Stamps Remaining Amount  
\$0.00 \$0.00

Cancel

\$1.00 \$5.00 \$10.00 \$20.00 \$50.00 \$20.00

After \$ 0.00 tax exempt from Food stamp

- If a Security Deposit is associated with the rental item. You will be prompted to pay the security deposit first.

Type Tender Amount & Select Tender Type Clear

**\$27.09**

7 8 9  
4 5 6  
1 2 3  
00 0 +/-

Cash  
 Credit Card  
 Check  
 Gift Card  
 On Account  
 Debit  
 EBT  
 Secondary

Amount Remaining  
**\$27.09**

Paid So Far

Type	Amount	Details

After \$ 0.00 tax exempt from Food stamp

Maximum Allowed in Food Stamps	Remaining Amount
\$0.00	\$0.00

Cancel

\$1.00 \$5.00 \$10.00 \$20.00 \$50.00 \$28.00

7. Then CRE will prompt for the Rental Price

SECURITY DEPOSIT

Development

NAME: MonthRent C

INVOICE# 94  
Closed to Cash Purchase

DATE/TIME: 2/19/2019 1:59:07 PM  
CASHIER: 100101  
STATION: 01

Customer Info  
=====

1120 PL: A  
MonthRent Customer

=====

1 RENTAL7 \$20.00  
Due Date: Tuesday 2/19/2019 10:48:00 PM

=====

Total:\$20.00  
CASH: \$20.00  
Deposit Received: \$20.00

8. Security Deposit Receipt will print first.  
If there is a security deposit

Development

NAME: MonthRent C

INVOICE# 94  
Closed to Cash Purchase

DATE/TIME: 2/19/2019 1:59:07 PM  
CASHIER: 100101  
STATION: 01

Customer Info  
=====

1120 PL: A  
MonthRent Customer

Item Count: 1  
=====

1 RENTAL7\* \$25.00  
Due Date: Tuesday 2/19/2019 10:48:00 PM

=====

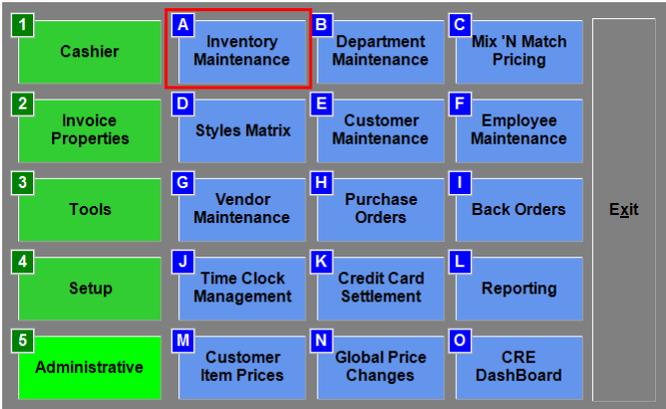
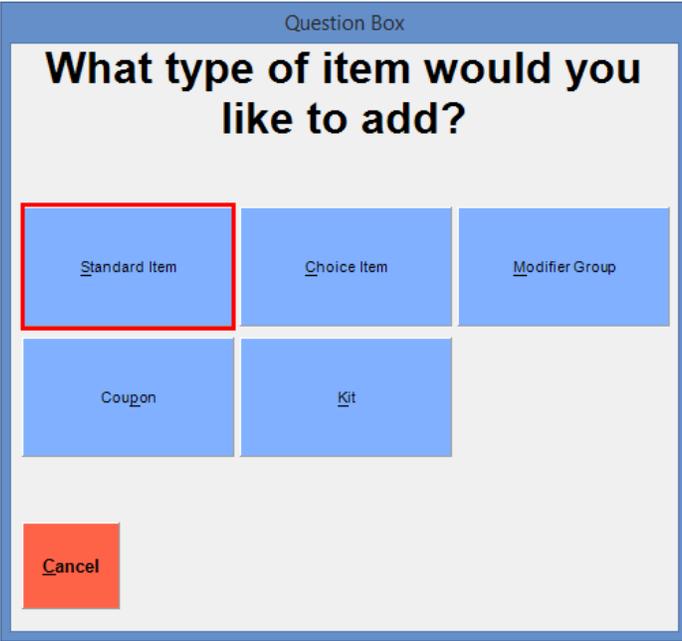
Subtotal \$25.00  
Tax \$2.09  
GRAND TOTAL \$27.09

Cash \$27.09  
Amt Tendered \$27.09  
Change \$0.00

9. Rental invoice receipt prints.

## Creating a Rental Item using the Classic Rental Method

These steps continue from the previous section.

 <p>A screenshot of a menu grid with five rows and four columns. The first column contains green buttons labeled '1 Cashier', '2 Invoice Properties', '3 Tools', '4 Setup', and '5 Administrative'. The second column contains blue buttons labeled 'A Inventory Maintenance', 'D Styles Matrix', 'G Vendor Maintenance', 'J Time Clock Management', and 'M Customer Item Prices'. The third column contains blue buttons labeled 'B Department Maintenance', 'E Customer Maintenance', 'H Purchase Orders', 'K Credit Card Settlement', and 'N Global Price Changes'. The fourth column contains blue buttons labeled 'C Mix 'N Match Pricing', 'F Employee Maintenance', 'I Back Orders', 'L Reporting', and 'O CRE DashBoard'. An 'Exit' button is located on the right side of the grid. The 'Inventory Maintenance' button (A) is highlighted with a red border.</p>	<p>1. Select <b>Inventory Maintenance</b> [A].</p>
 <p>A single green button with the text 'Add Item' in white.</p>	<p>2. Select <b>Add Item</b>.</p>
 <p>A screenshot of a 'Question Box' dialog. The title bar says 'Question Box'. The main text asks 'What type of item would you like to add?'. Below the text are five blue buttons: 'Standard Item', 'Choice Item', 'Modifier Group', 'Coupon', and 'Kit'. The 'Standard Item' button is highlighted with a red border. At the bottom left is an orange 'Cancel' button.</p>	<p>3. Select <b>Standard Item</b>.</p>

Inventory Maintenance

Enter information for the item and touch 'Save'

Department for this item: rentals (4)

Item Number: Rental1 (5)

Description: Rental Item (6)

Avg Cost: \$9.99 (7)

Price You Charge: \$2.00 (8)

Price with tax: \$2.17

# In Stock: 1

Optional Info | Pending Orders | Properties | Notes | Modifiers | Price Levels

Ordering Info | Special Pricing | Rental | Sales History | Recipe | Printers

Options | Additional Info

Bonus Points: 0 # Barcodes: 0

Commission: % of Gross Profit: 0

Alternate SKUs:

Tag Along Items:

Location:

Unit Size: 0 Unit Type:

Modifier Item  
 Exclude from Account Limit  
 Check ID Before Selling  
 Check ID #2 Before Selling  
 Count This Item

Disable this Item  
 Prompt Price  
 Allow Buyback  
 Print on Receipt

Foodstampable  
 Auto-Weigh  
 Use Serial/Batch #  
 Special Permission  
 Hide from TS

Search by Item Number Profit% -79.98% Retail Discount 0% Gross Margin -399.5%

Save Save Transfer Instant PO

Previous Look up Next Help Duplicate Delete Cancel

4. Select the rental department created in the previous section (**rentals**).
5. Provide an **Item Number**.
6. Provide an **Item Description**.
7. Provide the **Cost** of the item (what you paid for it).
8. Provide the **Price You Charge** for the item (the rental price).

Inventory Maintenance

Enter information for the item and touch 'Save'

Department for this item: rentals

Item Number: Rental1

Description: Rental Item

Avg Cost: \$0.00

Price You Charge: \$2.00

Price with tax: \$2.17

# In Stock: 1

Optional Info | Pending Orders | Properties | Notes | Modifiers | Price Levels

Ordering Info | Special Pricing | Rental (9) | Sales History | Recipe | Printers

RENTAL

Classic  Modern

# Days Rent (10):

Description1:

Description2:

Multi-Day Rental Pricing

# Days	Price

Daily Late Charge (11): 5.00

Security deposit (12): 5.00

Search by Item Number Profit% 0% Retail Discount 0% Gross Margin 100.0%

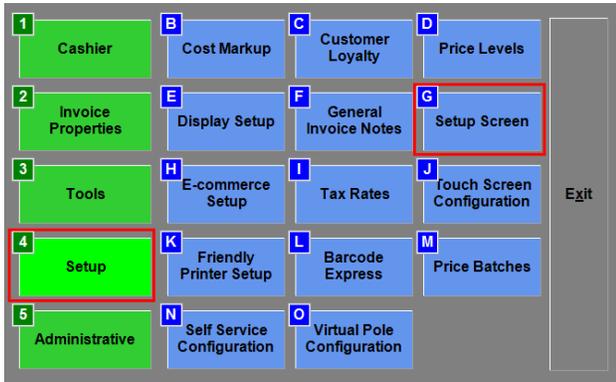
Save (13) Save Transfer Instant PO

Previous Look up Next Help Duplicate Delete Cancel

9. Select the **Rental** tab.
  10. Enter the **# Days Rent**
  11. Enter **Daily Late Charge**.  
This is optional.
  12. Enter **Security Deposit**  
This is optional.
- Note: This is the deposit for the item that will be returned when the item is returned.**
13. Select **Save**.

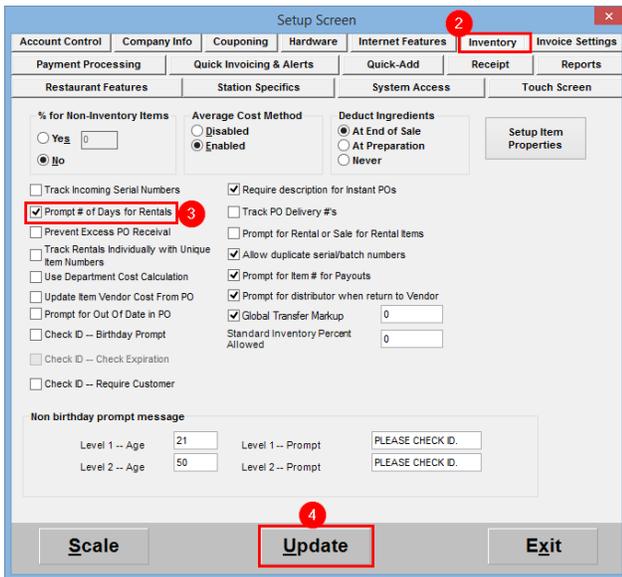
## Adding a Rental Item with Multi-Day Rental Pricing (Classic Method)

This will allow you to charge a different rate for the rental per the number of days that it is rented. This is only for classic rental items with multi-day rental pricing.



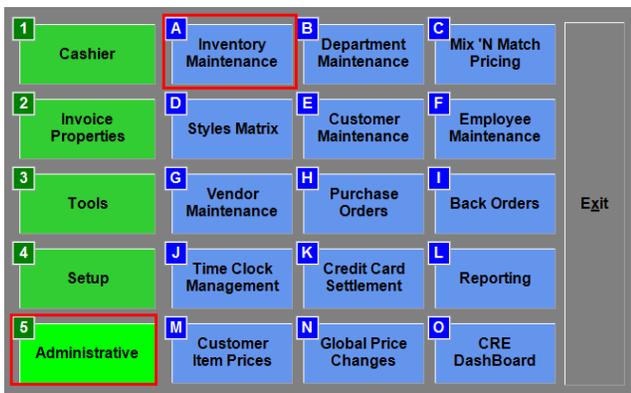
In order for this feature to work properly, a setting needs to be changed. From the login screen, select **Manager** and then follow these steps.

1. Select **Setup** [4]  
Then **Setup Screen** [G].



2. Select the **Inventory** tab.
3. Check **Prompt # of Days for Rentals**.
4. Select **Update**.

Note: If you don't have this option, it will use the price from price you charge for the rental. And use the price and day duration from [steps 8 and 10](#) from previous section.



5. Select **Administrative** [5]  
Then **Inventory Maintenance** [A].

6. Select the **Rental** tab.
7. In the **Multi-Day Rental Pricing** configuration area, select **Add**.

8. Specify the number of days that the item must be rented for this price level and select **OK**.

9. Provide a price for renting the item for the number of days specified in step 8 and select **OK**.

10. Repeat **steps 7-9** as many times as you need to in order to create multiple price levels.
11. Select **Save**

## Renting Items to Customers using the classic method

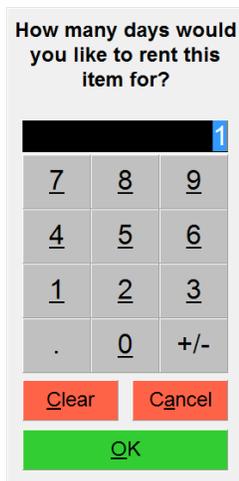
Must have a customer associated with an invoice to rent an item.



10. From the invoicing screen, select a customer by selecting **Find** or **Quick Find**.



11. Select the **item** which you would like to rent as you normally would. **(TS Lookup or Scan)**



12. If **Prompt # of Days for Rentals** was checked earlier, you will be asked how many days the item is to be rented for.

Note:

- If there is no multi day pricing setup for that rental item. It will use the [price you charge field](#) for the rental value for any duration entered.
- If it has multi day pricing then you must enter a day that is configured for that rental item.
- If day isn't configured you will get a pop up:



Rental Item	
Time From	02/18/2019 09:26:54 AM
Time To	02/19/2019 12:00:00 AM
Security Deposit	\$5.00
Late Fee	\$5.00
<b>Total Cost</b>	<b>\$2.00</b>
<b>Cancel</b>	<b>Add to Invoice</b>

13. Select **Add to Invoice**.  
To confirm the rental

Note: Cancel will abort the rental. You must re-select item to pick a new rental duration.



14. Select **PAY**.  
If no security deposit, skip step 15.

15. If a **Suggested Deposit** has been entered you will be prompted to pay for the deposit.

16. After paying for the deposit (if applicable) you will then be prompted to pay for the rental charges.

SECURITY DEPOSIT

Development

NAME: Rent C

INVOICE# 88  
Closed to Cash Purchase

DATE/TIME: 2/18/2019 9:27:58 AM  
CASHIER: 100101  
STATION: 01

Customer Info  
=====

1120 PL: A  
Rent Customer

=====

1 RENTAL ITEM	\$5.00
Due Date: Tuesday 2/19/2019	

=====

Total: \$5.00  
CASH: \$5.00  
Deposit Received: \$5.00

17. If a deposit was associated with the rental, it will print a separated deposit receipt

Development

NAME: Rent C

INVOICE# 88  
Closed to Cash Purchase

DATE/TIME: 2/18/2019 9:27:58 AM  
CASHIER: 100101  
STATION: 01

Customer Info  
=====

1120 PL: A  
Rent Customer

Item Count: 1  
=====

1 RENTAL ITEM*	\$2.00
Due Date: Tuesday 2/19/2019	

=====

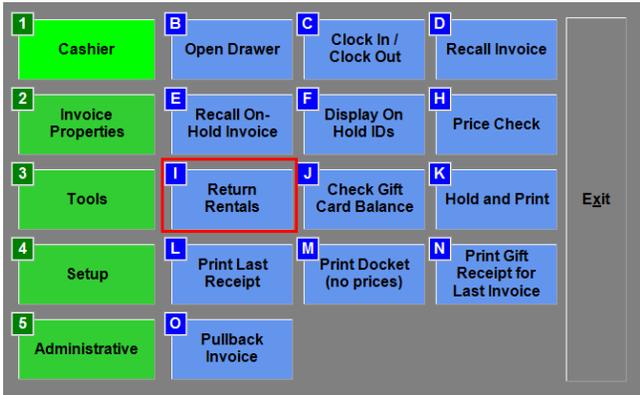
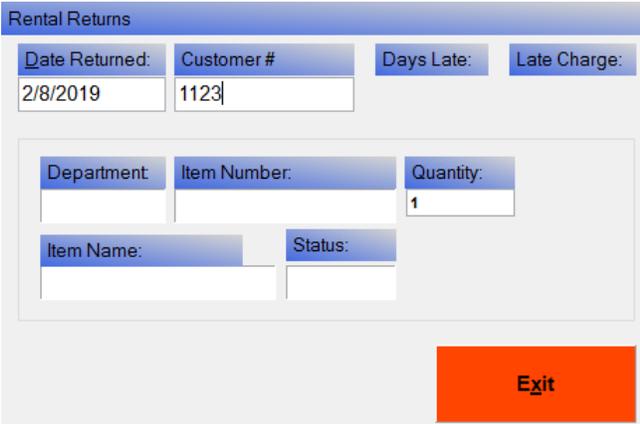
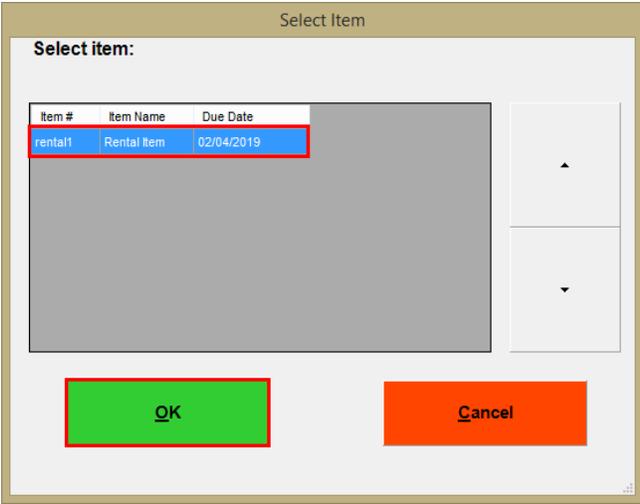
Subtotal	\$2.00
Tax	\$0.17
GRAND TOTAL	\$2.17

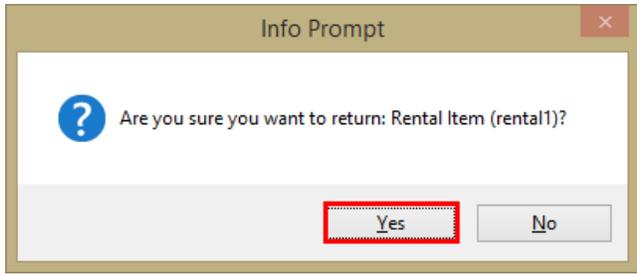
Cash \$2.17  
Amt Tendered \$2.17  
Change \$0.00

18. The receipt will print with the details of the rental.

## Returning Rental Items

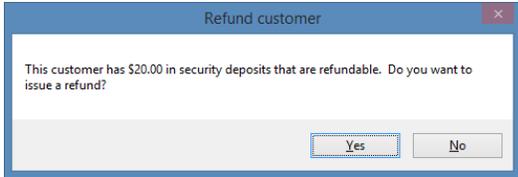
From the invoicing screen, select **Options** and then follow these steps.

 <p>A screenshot of a software menu with a grid of options. The options are arranged in five rows and four columns. The first column contains green buttons labeled '1 Cashier', '2 Invoice Properties', '3 Tools', '4 Setup', and '5 Administrative'. The second column contains blue buttons labeled 'B Open Drawer', 'E Recall On-Hold Invoice', 'I Return Rentals', 'L Print Last Receipt', and 'O Pullback Invoice'. The third column contains blue buttons labeled 'C Clock In / Clock Out', 'F Display On Hold IDs', 'J Check Gift Card Balance', 'M Print Docket (no prices)', and an empty space. The fourth column contains blue buttons labeled 'D Recall Invoice', 'H Price Check', 'K Hold and Print', 'N Print Gift Receipt for Last Invoice', and an empty space. An 'Exit' button is located on the right side of the menu. The 'Return Rentals' button (I) is highlighted with a red border.</p>	<ol style="list-style-type: none"><li>1. Select <b>Return Rentals</b>.</li></ol>
 <p>A screenshot of a 'Rental Returns' form. At the top, there are four input fields: 'Date Returned:' with the value '2/8/2019', 'Customer #' with the value '1123', 'Days Late:', and 'Late Charge:'. Below these are three more input fields: 'Department:', 'Item Number:', and 'Quantity:' with the value '1'. At the bottom, there are two more input fields: 'Item Name:' and 'Status:'. An orange 'Exit' button is located at the bottom right of the form.</p>	<ol style="list-style-type: none"><li>2. Enter the number of the customer returning the item.</li><li>3. Press <b>Enter</b> on your keyboard.</li></ol>
 <p>A screenshot of a 'Select Item' dialog box. It features a table with three columns: 'Item #', 'Item Name', and 'Due Date'. The first row of the table is highlighted with a red border and contains the values 'rental1', 'Rental Item', and '02/04/2019'. To the right of the table are two arrow buttons for scrolling. At the bottom of the dialog box are two buttons: a green 'OK' button and an orange 'Cancel' button.</p>	<ol style="list-style-type: none"><li>4. Select the item that the customer is returning.</li><li>5. Select <b>OK</b>.</li></ol>



6. Select **Yes**,  
To confirm the return.

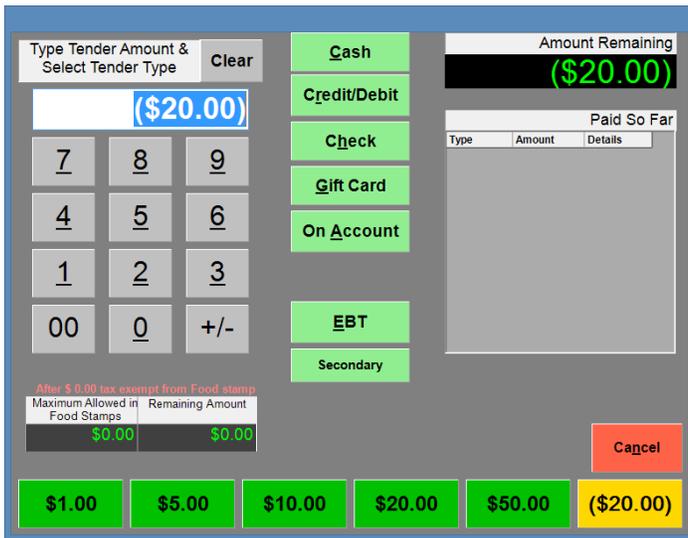
If no security deposit is associated with the rental skip step 7-9



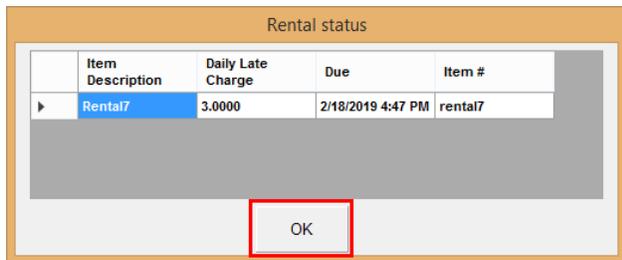
If Security Deposit is associated with that item you will be prompted to issue a refund.

7. Select **Yes**

Select No Skip step 8 & 9



8. Select Payment option,  
For the refund.  
If item isn't late skip to step 10.



9. If the rental is late, Rental Status windows will pop up.  
Select **OK**

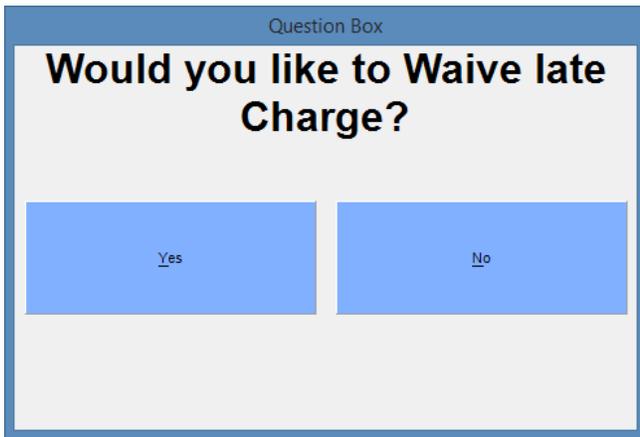
Customer Info

=====  
1120 PL:A  
MonthRent Customer

=====  
1 SECURITY DEPOSIT (\$20.00)  
=====

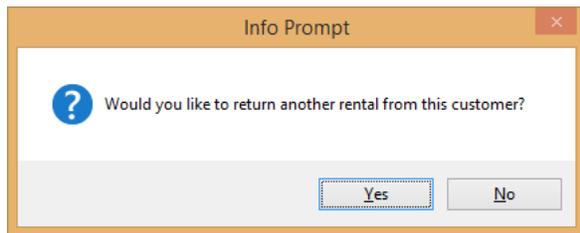
Total:(\$20.00)  
CASH: (\$20.00)  
Deposit Refunded(\$20.00)

10. Prints a Receipt for the Security Deposit  
If item isn't late skip to step 12.



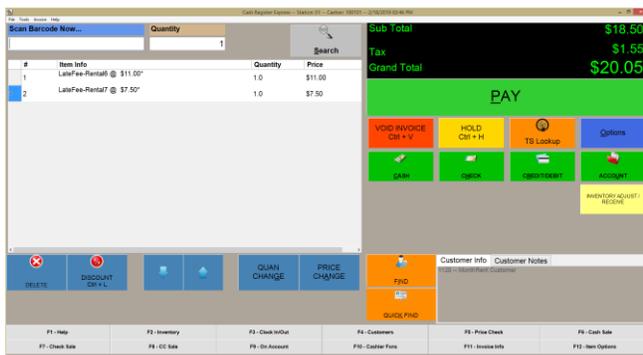
11. If the Rental is late you will be prompted

- Select **Yes** – Waiving all late charges for that item.
- Select **No** – All late fees for that item will be applied to the invoice in the back ground.



12. If you have more items to return,

- Select Yes. Repeat steps 4-11.
- Select No when finished returning items.  
If item(s) aren't late. [Skip to step 15.](#)  
If items are waived. [Skip to step 16.](#)  
If late fees are not waived continue to next step 13.



13. Invoice shows with all late fees for each item returned late.  
Hit **Pay** and complete invoice.

Note: Late Fee calculation:  
Late Fee = **Late Charge + time duration**  
**+/- Exceptions.**

Customer Info  
 =====  
 1120 PL: A  
 Rent Customer  
 =====  
 Item Count: 2  
 =====  
 1 LATEFEE-RENTAL6\*      \$11.00  
 1 LATEFEE-RENTAL7\*      \$7.50  
 =====  
 Subtotal                    \$18.50  
 Tax                            \$1.55  
 GRAND TOTAL                \$20.05  
 =====  
 Cash                         \$20.05  
 Amt Tendered                \$20.05  
 Change                        \$0.00

14. Late Fee Receipt.

Rental Returns

Date Returned: 2/20/2019      Customer #

Department: rentals      Item Number: rental7      Quantity: 1

Item Name: Rental7      Status: R

**Exit**

15. Returned Items aren't late:  
 Select **Exit**  
 To return the options menu.

Rental Returns

Date Returned: 2/21/2019      Customer #      Days Late: 48 Hours      Late Charge: \$211.00

Department: rentals      Item Number: rental7      Quantity: 1

Item Name: Rental7      Status: S

**Exit**

16. Returned items are late and the late fee is waived:  
 Select **Exit**  
 To return to the options menu.

## Selling a Rental Item

This will give you the option to rent out or sell a rental item outright.

Setup Screen

Account Control Company Info Couponing Hardware Internet Features **Inventory** Invoice Settings

Payment Processing Quick Invoicing & Alerts Quick-Add Receipt Reports

Restaurant Features Station Specifics System Access Touch Screen

% for Non-Inventory Items  
 Yes 0  
 No

Average Cost Method  
 Disabled  
 Enabled

Deduct Ingredients  
 At End of Sale  
 At Preparation  
 Never

Setup Item Properties

Track Incoming Serial Numbers  
 Prompt # of Days for Rentals  
 Prevent Excess PO Receipt  
 Track Rentals Individually with Unique Item Numbers  
 Use Department Cost Calculation  
 Update Item Vendor Cost From PO  
 Prompt for Out Of Date in PO  
 Check ID -- Birthday Prompt  
 Check ID -- Check Expiration  
 Check ID -- Require Customer

Require description for Instant POs  
 Track PO Delivery #'s  
 Prompt for Rental or Sale for Rental Items  
 Allow duplicate serial/batch numbers  
 Prompt for item # for Payouts  
 Prompt for distributor when return to Vendor  
 Global Transfer Markup 0  
 Standard Inventory Percent Allowed 0

Non birthday prompt message  
 Level 1 -- Age 21 Level 1 -- Prompt PLEASE CHECK ID.  
 Level 2 -- Age 50 Level 2 -- Prompt PLEASE CHECK ID.

Scale **Update** Exit

1. From the **Options Screen**, select **Setup > Setup Screen > Inventory**
2. Place a check in **Prompt for Rental or Sale for Rental Items**, then hit update.

Optional Info Pending Orders Properties Notes Modifiers Price Levels

Ordering Info **Special Pricing** Rental Sales History Recipe Printers

Sale Pricing Bulk Pricing Time Based Pricing

Set Description

Add Remove Add Remove Add Remove

**Selling Price** \$15.00 Trade Price \$0.00 BuyBack Price \$0.00

3. From the **Options Screen**, select **Administrative > Inventory Maintenance**.
4. Select a rental item from within **Inventory Maintenance** that can be either rented or sold.
5. Under the **Special Pricing** tab, enter a **Selling Price** for this item and save your changes.

Select

Do you want to rent or sell this item?

R Rent S Sell

Cancel

6. When you now ring up the rental item, you will be prompted with the message on the left.

**Note:** if this feature is enabled and no selling price is entered from the previous step, the item will ring up at \$0.00 if the "Sell" option is selected.