

Rental Module

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Rental Module

The rental module is designed to manage the rental (as opposed to sale) of your Items.

[View on YouTube](#)

How it works

You create a Rental Contract which is similar to creating a sales order. Instead of a promised date, you will select the intervals in hours, days, weeks and month at which point Order Time will compute the End Date and Time.

You will then Add Equipment and select from a list of available equipment to rent. Using the interval and the rentals pricing grid we will compute the rate using a the lowest unit of measure in the interval as defined in your Company Preferences.

As other Docs in Order Time, you will change status to control the stage of the rental contract. The statuses are:

Status	Description
Quote	The Rental Contract is being prepared. The equipment is still available for other rental contracts.
Reservation	The rental contract is approved and the equipment is not available during the contract's interval.
Out	The equipment in the contract has been delivered. The clock starts to tick.
Stopped	The Rental is completed. The equipment is available again. The rental contracts actual interval is computed.
Returned	The Equipment is returned.

Invoicing Rental Contracts

In Order Time Ship Docs are really invoices despite what they are called. In fact a ship doc doesnt need to have any parts or assemblies on it at all. Moreover, the Ship Doc creates the invoice in your accounting system.

We make use of the Ship Doc when creating invoices for rental contracts. However, the equipment itself is not being sold so we need some other type of item to record rental revenues for reference when creating the Ship Doc.

Items

Rental Module requires certain type of items.

1. One or more *Service items* to record rental revenues (e.g. Rental Income)
2. One or more *Other Charge* item to record insurance revenue (e.g. Insurance Income)
3. One or more Part or Assembly items with *Lot or Serial No* tracking turned on. See below for more details.
4. Item *inventory* with serial numbers.

Preferences

From the admin, navigate to *Company preferences*.

Company Preferences

Section

General

Activities

Doc #s

Items

Inventory

Sales

Shipping

Payments

Purchasing

Receiving

Production

Lot / Serial #s

Repair Orders

Rentals

Mobile

Mail and Calendar Integration

Rentals

☐ Disable Rental Contracts

Default Rental Service Item
Sales

Default Rental Insurance Item
3 way

Default Insurance Percentage
10

When creating a Ship Doc, automatically change the status to:
Picked

Minimum Interval
Day

Rental Pricing Grid

INTERVAL	MULTIPLIER
Week	3.5
Month	11

☒ Use 1/2 Days

Hours in 1/2 Day
4

Percentage of full day for pricing.
70

Number of hours in day for hourly pricing
8

☐ Automatically create Repair Orders when status is changed to type closed
☐ Enter required machine hours upon returned

Status Type Colors

TYPE	COLOR
Quote	<div><div></div></div>
Credit Hold	<div><div></div></div>
Payment Pending	<div><div></div></div>
Reserved	<div><div></div></div>
Out	<div><div></div></div>
Stopped	<div><div></div></div>
Voided	<div><div></div></div>
Returned	<div><div></div></div>

- Uncheck *Disable Rental Contracts*
- *Default Rental Service Item*; enter the appropriate service item. You can modify this on a per item OR Lot or Serial No basis.
- *Default Rental Insurance Item*; enter the appropriate other charge item. You can modify this on a per item basis.
- Default Insurance rider percentage: You can modify this on a per item basis.
- *Status when creating a ship doc*; Ship docs are used to invoice rental contract. For example, you can set the status to Shipped which would immediately add it to the sync queue.
- *Minimum Interval*; The minimum interval is the lowest interval you are willing to rent equipment. If you pick Day, you will be presented with the following options:
 - *Use 1/2 Days*: This is a common practice in the rental equipment market whereby the rent is based on usage although the contract still uses the time interval.
 - *Hours in 1/2 Days*: The minimum hours that would constitute a 1/2 day.
 - *Percentage of full Day Pricing*: Order Time can compute the 1/2 Price as a Percentage of the Day price.
 - *Number of hours in 1/2 day for hourly pricing*: When there are fractionally hours above Day, Order Time will divide the Day rate by this number to determine the hourly pricing.
 - When Use 1/2 Days is not checked, you will see a *Minimum Time* box which represent the minimum number of Days.
- *Rental Pricing Grid and Multiplier*; When you set up the items that you rent, you will be presented with a pricing grid. The Multipliers are used to make it easier to calculate pricing. In the above example, the user will enter the Daily rate (that's the *Minimum Interval*). The Multiplier on the Daily rate. For example if you entered \$150 per Day,
 - half day would be $150 \times 70\% = 105.00$
 - week price 150×3.5
 - monthly price would be 150×11
 - hourly rate would be $105 / 8$
 - You can override rental priced on an item per item basis.

Price levels are NOT considered in the Rental Module at this time.

Items Available for Rent

In order to make a item available for rent, an item have to have Track Lot and Serial No. CHECKED. If that is checked, you will see another tab called Rental. It is on this tab that you establish the rental pricing for that item.

Item - EQUIP002

General

Group

Hardware

Name

EQUIP002

UOM Set

EA-CASE

General

Purchasing

Notes

Custom

Rental

Is Available for Rent

☒

Service item used for billing

Rental Income

Rental Rates

Hourly

18.75

Daily

150.00

Half Day

105.00

Weekly

525.00

Monthly

1,650.00


Insurance Rider Percentage

10.000

Item Used for Insurance

Insurance

Lot or Serial Number - 609790823

Lot / Serial Number	<input type="text" value="609790823"/>
Expiration Date	<input type="text" value="7/6/2022"/> 

Custom

Rental

Does not require machine hours.	<input type="checkbox"/>
Service item used for billing	<input type="text" value="Rental Income"/> ▼
Machine Hours	<input type="text" value="25"/>

You may need to edit your pagelayout to add this tab.

Terms

As with the sales order, the customer **Term Type** will determine if the status can be changed to Reservation without payment as will **putting a customer on hold**.

Creating a Rental Contract

Creating a Rental Contract is similar to creating a sales order. You can do so from the Create New side menu from the Rental Contract List.

After selecting the customer and clicking *Next >>* you will see the basic information of the Rental Contract.

- Edit the Start and End dates and times starting with the End date. You will notice the Interval calculating.
- Click on the Details tab and check whether you want to override insurance, enter your PO number and the terms.
- Click Save

Rentals > Rental Contracts > Rental Contract

Rental Contract Save Cancel

Customer: 21st Century Snack Foods

Date: 10/11/2022

Start Date & Time: 10/15/2022 01:00 PM

Hours: 5 Days: 2

Weeks: 0 Months: 0

End Date & Time: 10/17/2022 06:00 PM

Addresses Details Memo & Instructions Custom

Billing

Insurance Rider Waived ☐

Customer PO: REN0832

Terms: Net 30

Other

Location: HQ

Sales Rep: Accutech

Class: Retail

Currency:

Exchange Rate: 1

Adding Equipment

After the rental contract is saved, you will see the details page of the Rental Contract,

1. click Add Equipment
2. Search for an item and select it.
3. You will see schedule view of each Serial No.
4. If the Serial No is not already on a reserved contract, you will be able to click the Add button.
Notice in the example below that the last serial No has a conflicting interval so you cannot add it.

Rentals > Rental Contracts > Rental Contract Item

Rental Contract 15

Customer: A&J Mold Start Date: 10/11/2022 12:00:00 PM End Date: 10/11/2022 4:00:00 PM Interval: 4 Hours

Search Item

EQUIP002

Search results for EQUIP002

LOT/SERIAL NO	SA 1	SU 2	MO 3	TU 4	WE 5	TH 6	FR 7	SA 8	SU 9	MO 10	TU 11	WE 12	TH 13	FR 14	SA 15	SU 16	MO 17
EQUIP002																	
Per Hour: 18.75																	
Per Day: 150.00																	
Per Week: 525.00																	
Per Month: 1650.00																	
Total: 105.00																	

October 2022

LOT/SERIAL NO	SA 1	SU 2	MO 3	TU 4	WE 5	TH 6	FR 7	SA 8	SU 9	MO 10	TU 11	WE 12	TH 13	FR 14	SA 15	SU 16	MO 17
EQUIP002-609790823																	
EQUIP002-609790824 ADD																	
EQUIP002-609790825 ADD																	
EQUIP002-609790826 ADD																	

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Select one of the open Serial Numbers by clicking the Add button next to it. This will bring you

back to the Rental contract details page.

- Notice that the insurance was automatically added at 10% of the equipment price.
- You can also add other saleable items like, those are called *One Time*.
- In the Actions column for the equipment, click on the \$ icon to view how the price was calculated.
- Similar to sales orders, click on the hyperlink to enter discounts, sales tax, delivery and/or pick up methods and prices.
- Ensure all items added to the Rental Contract reference being Rental Items. Any non-Rental Items added to the Rental Contract will negate the ability to add a Payment or create an Invoice.

The screenshot shows the 'Rental Contract - 15' details page. At the top, it indicates 'Created By Ian Benoliel 10/11/2022 12:36 PM' and 'Modified By Ian Benoliel 10/11/2022 12:38 PM'. The page has tabs for 'General', 'Bill Address', 'Contract Summary', and 'Billing Summary'. The 'General' tab is active, showing contract details like 'No. 15', 'Customer ABJ Mold', 'Date 10/11/2022', 'Start Date & Time 10/11/2022 12:00 PM', 'End Date & Time 10/11/2022 04:00 PM', and 'Interval 4 Hours'. The 'Bill Address' tab shows 'A&J MOLD' at '4200 HINKLE DEEGAN LAKE ROAD, SYRACUSE, NY 13202'. The 'Contract Summary' tab shows a breakdown of costs: Recurring (115.50), One-time (0.00), Subtotal (115.50), Discount (0.00), Delivery (0.00), Pick Up (0.00), Taxes (0.00), and Total (115.50). The 'Billing Summary' tab shows 'Invoiced' (0.00), 'Paid' (0.00), 'Uninvoiced' (115.50), and 'Unpaid' (115.50). Below the tabs is a table with columns: ITEM, DESCRIPTION, LOT / SERIAL NUMBER, QUANTITY, UOM, PRICE, EXT., TAX CODE, and ACTIONS. The table contains two rows: 'EQUIP002' (Truck) and 'Insurance'. At the bottom, there are buttons for 'Add Equipment', 'Name/Number', 'Search One-Time Item', and 'Scan'.

Payments and Invoices.

Like Sales Orders, you can receive a payment before the Rental contract starts. Navigate to the Payments tab of the Rental contract then +Add. This payment form is identical to the payment form used on Sales Orders and Ship Docs.

The screenshot shows the 'Rental Contract - 43' details page. At the top, it indicates 'Created By Ian Benoliel 9/8/2023 2:46 PM' and 'Modified By Ian Benoliel 9/8/2023 2:51 PM'. The page has tabs for 'General', 'Bill Address', 'Contract Summary', and 'Billing Summary'. The 'General' tab is active, showing contract details like 'No. 43', 'Customer AB Imports', 'Date 9/8/2023', 'Start Date & Time 9/8/2023 02:45 PM', 'End Date & Time 9/24/2023 02:45 PM', and 'Interval 16 Days'. The 'Bill Address' tab shows 'AB IMPORTS' at '2706 EMERALD DREAMS DRIVE, ELK GROVE VILLAGE, IL 60007'. The 'Contract Summary' tab shows a breakdown of costs: Recurring (5,280.00), One-time (0.00), Subtotal (5,280.00), Discount (0.00), Delivery (0.00), Pick Up (0.00), Taxes (0.00), and Total (5,280.00). The 'Billing Summary' tab shows 'Invoiced' (0.00), 'Paid' (0.00), 'Uninvoiced' (5,280.00), and 'Unpaid' (5,280.00). Below the tabs is a table with columns: ID, DATE, PAYMENT METHOD, AMOUNT, and ACTIONS. The 'Payment' tab is active, and there is a red arrow pointing to the '+Add' button.

You can create an Invoice at any time by navigating to the Invoice tab and click *+Invoice*. You can also allow for Partial Payment by selecting the *+Invoice Select* button.

OrderTime

Home Sales Purchasing Production **Rentals** Repairs Warehouse Reports

Rentals > Rental Contracts > Rental Contract

Rental Contract - 43 **EDIT** **EDIT MACHINE HOURS** Create PDF Export Insurance Rider Waived Status Reservation

General
No. 43
Customer AB Imports
Date 9/8/2023
Start Date & Time 9/8/2023 02:45 PM
End Date & Time 9/24/2023 02:45 PM
Interval 16 Days

Bill Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007

Delivery Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007

Contract Summary Revision: 1
Recurring 5,280.00
One-time 0.00
Subtotal 5,280.00
Discount 0.00
Delivery 0.00
Pick Up 0.00
Taxes 0.00
Total 5,280.00

Billing Summary
Invoiced 0.00
Paid 0.00
Uninvoiced 5,280.00
Unpaid 5,280.00

Items **Invoices** Payment Repair Order Details Memo & Instructions Custom Attachments Open Activities Activity History

NO. DATE SHIP TO LOCATION TRACKING NO. CUSTOMER PO TOTAL AMOUNT SHIPPED STATUS ACTIONS

Invoice **Invoice Select**

Selecting the **+Invoice Select** option will open the "Add Select Rental Items to a New Invoice" window where you can adjust the Quantity of the rental items to accommodate the Partial Payment Invoice. When you select the green Save button a confirmation window reflecting the new Invoice number will present itself.

OrderTime

Home Sales Purchasing Production **Rentals** Repairs Warehouse Reports

Rentals > Rental Contracts > Rental Contract

Rental Contract - 43 **EDIT** **EDIT MACHINE HOURS** Create PDF Export Insurance Rider Waived Status Reservation

General
No. 43
Customer AB Imports
Date 9/8/2023
Start Date & Time 9/8/2023 02:45 PM
End Date & Time 9/24/2023 02:45 PM
Interval 16 Days

Bill Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007

Delivery Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007

Contract Summary Revision: 1
Recurring 5,280.00
One-time 0.00
Subtotal 5,280.00
Discount 0.00
Delivery 0.00
Pick Up 0.00
Taxes 0.00
Total 5,280.00

Billing Summary
Invoiced 0.00
Paid 0.00
Uninvoiced 5,280.00
Unpaid 5,280.00

Items Invoices **Payment** Repair Order Details Memo & Instructions Custom Attachments Open Activities Activity History

NO. DATE SHIP TO LOCATION TRACKING NO. CUSTOMER PO TOTAL AMOUNT SHIPPED STATUS ACTIONS

Save **Cancel**

Add Select Rental Items to a New Invoice

ITEM	DESCRIPTION	OPEN QUANTITY	QUANTITY	ORDER TYPE
HEAVY	Rented Equipment	16.00000	8	Rental Contract
HEAVY	Rented equipment	16.00000	0.00	Rental Contract

staging.ordertime.com says
Ship Doc **1001566** was created.

OK

The new Invoice for the Partial Payment will reflect the information of the Rental Items that are being contracted.

OrderTime

Home Sales **Purchasing** Production Rentals Repairs Warehouse Reports

Sales > Ship Docs > Ship Doc

Ship Doc - 1001566 **EDIT** Create PDF Export Print Label Signature Status Picked

General
No. 1001566
Customer AB Imports Change
Date 9/8/2023
Customer PO
Contact
SO No.
Total Weight 0
Due Date 9/8/2023

Bill Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007

Ship Address map
AB IMPORTS
2706 EMERALD DREAMS DRIVE
ELK GROVE VILLAGE, IL 60007
LT

Summary Revision: 1
Subtotal 1,320.00
Ship Amount 0.00
Discount Amount -0.00
Taxes 0.00
Total Amount 1,320.00
Paid -0.00
Balance 1,320.00

Items Details Memo & Instructions Attachments Custom Payments Open Activities Activity History Packages

Name/Number Search Item Scan

Add Items From Open Sales Orders

QUANTITY	ITEM	DESCRIPTION	BACK ORDER	UOM	PRICE	EXT.	TAX CODE	LINKED NO.	LINKED ORDERED QUANTITY	LINKED FILLED	VALUE AMOUNT	WEIGHT	WEIGHT EXT.	UPC	CUSTOMER PART NO	CLASS	ACTIONS
8.00	Rental Revenue	No.: 43 Name : HEAVY Lot / Serial Number : SN-001		DAY	150.00	1,200.00	Non	0	0.00	0.00	0.00	0.00	0.00				☑ ☎ ☰
8.00	Insurance Rider			DAY	15.00	120.00	Non	0	0.00	0.00	0.00	0.00	0.00				☑ ☎ ☰

Please Note, if an invoice is not created by the time the status is changed to Stopped, one will automatically be created.

Using the Dashboard

The Rental dashboard provides a quick and easy way to view your rental fleet and their status. On the right are your typical Quick Links. On the left is a schedule of equipment.

The screenshot shows the OrderTime Rentals dashboard. The top navigation bar includes links for Home, Sales, Purchasing, Production, Rentals (highlighted), Repairs, Warehouse, and Reports. The main area displays a calendar for September 2023. On the left, a list of equipment items is shown, including 'BIG 01', 'BIG 033', and 'HEAVY'. Each item has a status icon (a truck or a person) and a date. A red arrow points to the 'Status' dropdown menu. On the right, a 'Quick links' sidebar lists various actions like 'Create new customer', 'Search customers', 'Create new item', 'Search items', 'Search inventory', 'Create New Rental Contract', 'Search Rental Contracts', 'Search Rental Contracts In today', 'Search Rental Contracts Out today', 'Search Rental Contracts In this week', and 'Search Rental Contracts Out this week'.

On the top you will have available 2 drop down lists, one for Item and the other for Status, which can be used as filters.

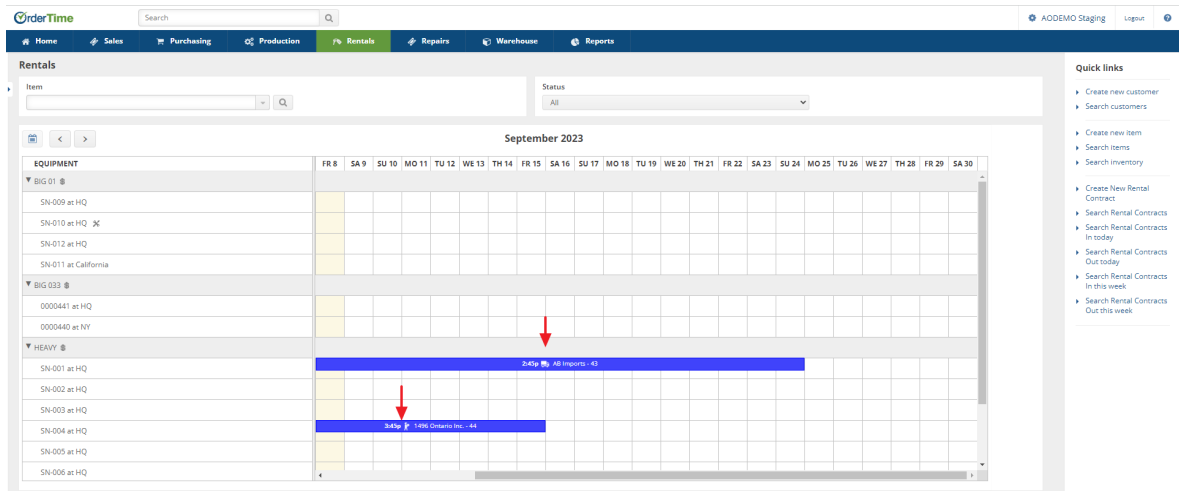
This screenshot shows the OrderTime Rentals dashboard with the 'Item' and 'Status' dropdown menus open. The 'Item' dropdown is on the left, showing a list of equipment items. The 'Status' dropdown is on the right, showing a list of status options. Red arrows point to both dropdown menus. The main calendar area shows equipment items with their status and dates. The 'Quick links' sidebar is on the right.

Next to each item name is a \$ icon. Clicking on that will show you the rental prices.

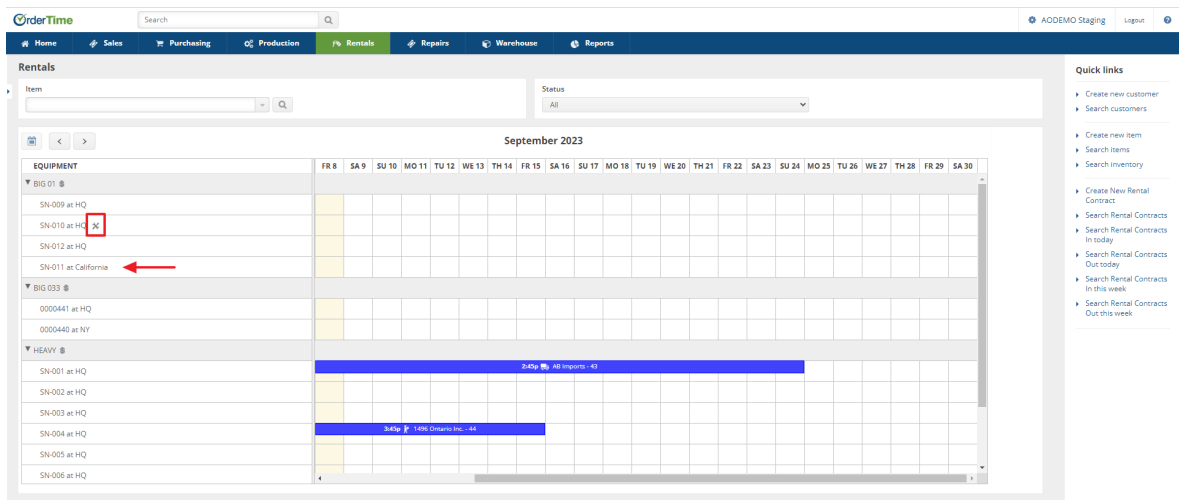
This screenshot shows the OrderTime Rentals dashboard with the 'Pricing for BIG 01' modal open. The modal displays rental prices for different intervals: Hour, Day, Half Day, Week, and Month. A red arrow points to the \$ icon next to the item name. The main calendar area shows equipment items with their status and dates. The 'Quick links' sidebar is on the right.

Interval	Price
Hour	75.00
Day	300.00
Half Day	210.00
Week	900.00
Month	3300.00

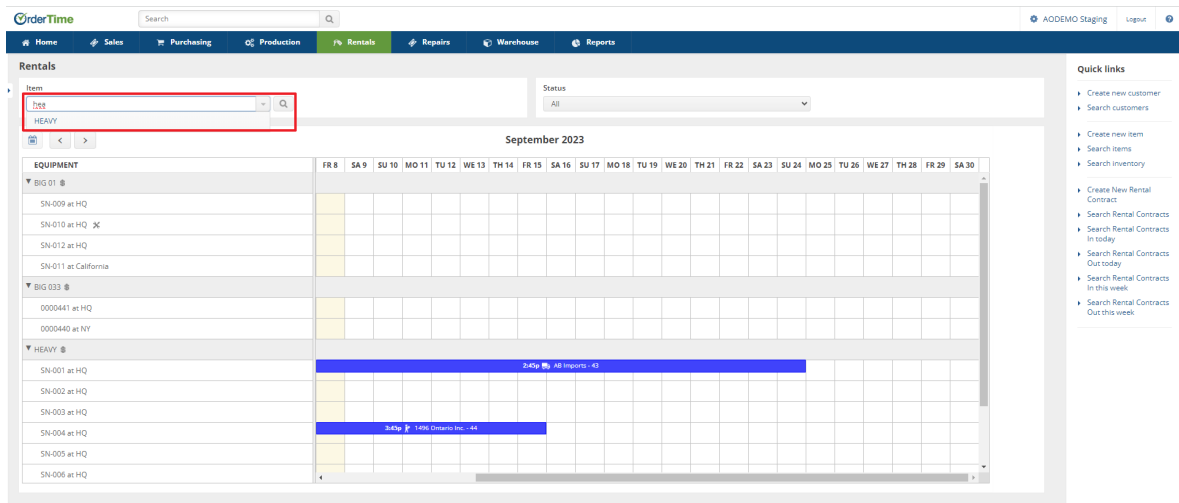
The truck icon means the contract is to be delivered. The person icon means the contract is to be picked up. These will show if you have selected the Delivery or Pick up ship methods.



You will also may see a Repair Order icon. If there is an open and approved Repair Order for a piece of equipment, it cannot be added to a rental contract. In addition, the Rental Dashboard will reflect the **location** of the rental equipment.



You can also Filter by character or phrase to view specific rental equipment information by inputting letters or numbers in the Search field and clicking the magnifying glass.



The rental equipment information will then reflect only those items associated with the search.

OrderTime

Search

ADDEMO StagingLogout

HomeSalesPurchasingProductionRentalsRepairsWarehouseReports

Rentals

Item

hea

Status

All

September 2023

EQUIPMENT

HEAVY

SN-001 at HQ

SN-002 at HQ

SN-003 at HQ

SN-004 at HQ

SN-005 at HQ

SN-006 at HQ

SN-007 at HQ

SN-008 at HQ

SN-009 at HQ

FR 8

SA 9

SU 10

MO 11

TU 12

WE 13

TH 14

FR 15

SA 16

SU 17

MO 18

TU 19

WE 20

TH 21

FR 22

SA 23

SU 24

MO 25

TU 26

WE 27

TH 28

FR 29

SA 30

24Sep 1408 Imports Inc. - 44

24Sep 1408 Imports Inc. - 44

Quick links

Create new customer

Search customers

Create new item

Search items

Search inventory

Create New Rental Contract

Search Rental Contracts

Search Rental Contracts In today

Search Rental Contracts Out today

Search Rental Contracts In this week

Search Rental Contracts Out this week