



Returning Checked out Items

Availability in RentalPoint is determined based on warehouse out and in dates (and heading out and in dates) of a booking. Checking out and returning gear to a booking tracks stock movement within your company.

There are several parameters that affect availability and return functionality and it would be in your interest to check the settings of these parameters. See section 1 for more information.

Returning gear to a booking can be straight forward if all items are returned. However, you may also need to write off some unreturned gear, return gear late or extend some gear for a longer rental period. This article illustrates the options available in RentalPoint when returning gear to a booking.

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Returning Checked out Items

1. Parameters that Effect Availability and Returns

1. Operational # 6 - Equipment Availability Checking. This parameter can control:
 - a. Whether 'Checkout Affects Availability'. With this option enabled, the availability of items will change to reflect the actual time they were checked out (instead of the scheduled date). Also, the booking dates will be changed to match the date of checkout if a final checkout is done before the booking is scheduled to go out.
 - b. 'Early Return Affects Pickup Date'. With this option enabled, the 'Pickup For Return' date of a booking will be updated when a Final Return is completed earlier than the scheduled date.
 - c. 'Late returns are unavailable until returned'. All items that have not been returned by the scheduled return date will be unavailable until they are actually returned.
 - d. 'First Come First Serve Reservation'. The availability of equipment will be reserved in the order it was booked. With this parameter disabled, if bookings have overlapping dates the first booking to be checked out will receive the product.
 - e. 'Fixed Cross Rental Assignments.' Cross rentals only count towards the booking they are assigned to. If no booking is assigned, it will still count towards the overall availability.
2. Invoicing #28 – Print Goods Returned Box
3. Invoicing #31 – Print Out and Returned Columns
4. Invoicing #38 – Can Invoice Before Return
5. Operational #7 – Default Delivery and Return Times
6. Operational #29 – Set Default Return Date
7. Operational #31 – Disable Late Return Charge Prompt
8. Operational #119 – Change Booking Status on First Return
9. Pricing #48 – Pricing Basis for Losses
10. Barcode Parameter #2 – 'Asset Tracking Options', must be in use in order to use Project Return Option
11. Barcode #40 – Allow/Prevent Return of lost items to stock
12. Barcode #42 – Return assets before entering them into maintenance

2. Find out what is checked out on a booking

Right click on a booking and view checkout session information

Code	Company	Out	Date	Time	In	Date	T
FREECAN00008	Freescall Semiconductor Canada Inc.	Fri	10-24-2014	08:00	Sat	10-25-2014	0
GOLDMAN00001	Goldman Sachs	Tue	12-4-2018	08:00	Tue	12-4-2018	1
HARMON00003	Harmon's A	Wed	10-29-2014	07:00	Fri	10-31-2014	1
HARMON00005	Harmon's A	Mon	1-26-2015	07:00	Wed	1-28-2015	1
HARMON00006	Harmon's A						1
HARMON00008	Harmon's A						1
HARMON00009	Harmon's A						1
HARMON00010	Harmon's A						1
HARMON00011	Harmon's A						1
HARMON00012	Harmon's A						1
HILCHESA00002	Hilton Garden						0

New
Find
Open
View
Work
Admin
Financials
Print
Print [Fast Report]
Options
Log Out

Crew Planner
View Attachments Ctrl+Alt+A
Version Info
View Checkout Session Information Ctrl+S
Bookings to Re-invoice
Bookings with Unassigned Technicians
Labor Forecast
Audit Trail Alt+F10

Returning Checked out Items

RP

Previous checkout session information for booking : GOLDMAN00001

Equipment Out	Returned	Losses					
Product	Asset Number	Description	Qty *	Date Out	Time Out	Operator	
1AGUITAR	Non bar code tracked or Cross rental	1 Foot Mogami Platinum Guitar Pedal Cable	4	12-4-2018	11:00	RP	
3SPEAK	Non bar code tracked or Cross rental	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	12-4-2018	11:00	RP	
3SPEAK	Non bar code tracked or Cross rental	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	5	12-4-2018	11:00	RP	
84QUADHD-1	2588	84" LCD panel Quad HD resolution 60Hz	1	12-4-2018	11:00	RP	
HDMIM25	Non bar code tracked or Cross rental	25 Foot HDMI Male to Male Cable	1	12-4-2018	11:00	RP	
MSR100-1	1004	8" Powered Speaker - Yamaha MSR100	1	12-4-2018	11:00	RP	
NBM1-1-2	NBM102	1 Foot RapcoHorizon NBM1 XLR to XLR Audio Patch Ca	1	12-4-2018	11:00	RP	

You could also look at the equipment grid of the booking

Equipment Crew Notes Payments Attachments Other Details Status Follow up

Code	Description	Quantity	Avail	Short	Unit Rate	Days	%disc	Price	Stat	Out	In	C	W
MSR100	8" Powered Speaker - Yamaha MSR100	1	OK		5.00	1.00	0.00	5.00	Sng	1	0		
3SPEAK	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	OK		0.00	1.00	0.00	0.00	Sng	1	0		
1AGUITAR	1 Foot Mogami Platinum Guitar Pedal Cable	1	OK		0.00	1.00	0.00	0.00	prt	1	0		
84QUADHD	84" LCD panel Quad HD resolution 60Hz	1	OK		950.00	1.00	0.00	950.00	Sng	1	0		

Lost items will show under the Equipment Out tab, since they were sold on the booking and will be permanently 'out'

RP

Previous checkout session information for booking : GOLDMAN00001

Equipment Out	Returned	Losses					
Product	Asset Number	Description	Qty *	Date Out	Time Out	Operator	
3SPEAK	Non bar code tracked or Cross rental	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	12-4-2018	11:14	RP	
MSR100-1	1004	8" Powered Speaker - Yamaha MSR100	1	12-4-2018	11:14	RP	

They will also show under the 'Losses' tab making it easier to identify all losses to a booking

RP

Previous checkout session information for booking : GOLDMAN00001

Equipment Out



Returned

Losses

Product	Asset Number	Description	Qty *	Date Out	Time Out	Operator	
3SPEAK	Non bar code tracked or Cross rental	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	12-4-2018	11:14	RP	
MSR100-1	1004	8" Powered Speaker - Yamaha MSR100	1	12-4-2018	11:14	RP	

Returning Checked out Items

3. Basic Return

 When returning items. Right click on the booking, click 'work' and 'return booking' OR click the  icon on the main menu and choose your return option from there.

Scan any barcode items via the 'Enter Barcodes' tab, then complete the 'returned qty' for all other gear as needed.

Assuming all gear has been returned, check the 'Final Return' box and save. This will ensure that the booking status changes to 'Returned'. Check the table of contents for other operations you may need to perform on checked out items.

RP

Return Equipment, Booking : GOLDMAN00001 to Location : 0 - Toronto

Enter Asset Numbers

Current Session

Product Code	Barcode	Description	R
MSR100-1	1004	8" Powered Speaker - Yamaha	Y
NBM1-1-2	NBM102	1 Foot RapcoHorizon NBM1	Y
84QUADHD-1	2588	84" LCD panel Quad HD res	Y

Asset Number	Description
1004	8" Powered Speaker - Yamaha MSR100
NBM102	1 Foot RapcoHorizon NBM1 XLR to XLR Audio Pat
2588	84" LCD panel Quad HD resolution 60Hz

Delete

Notes

Damaged

Product Code	X Rent	Description	Out C	Returned Qt
3SPEAK		3 Foot Mogami Gold Speake	5	5
1AGUITAR		1 Foot Mogami Platinum Gui	3	3
3SPEAK		3 Foot Mogami Gold Speake	1	1
1AGUITAR		1 Foot Mogami Platinum Gui	1	1

Save

Errors and Warnings

Asset Number	Message

Return Date

12-04-18

Return Time

1105

Select Type of Return :

☐ Unused equipment [partial return]
 ☐ Partial return [before return date]
 ☒ Final Return

Check

Damage Report

Enter Losses

Enter a Payment

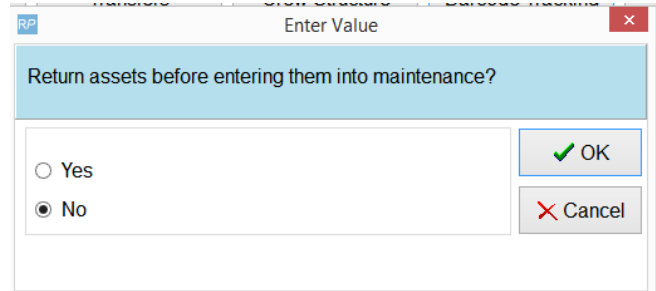
Save

Cancel

4. Return Assets Direct to Maintenance

Assets found faulty or damaged while on-site can be returned directly to maintenance.

First ensure Barcode Parameter 42 is set to 'No' indicating that you are allowing a maintenance record to be entered for an asset while it is still checked out to a booking.



Enter Value

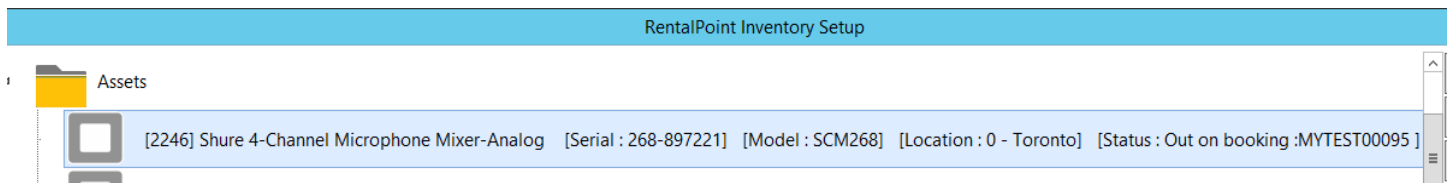
Return assets before entering them into maintenance?

☐ Yes

☒ No

OK Cancel

Then while the asset is still checked out to the booking.....



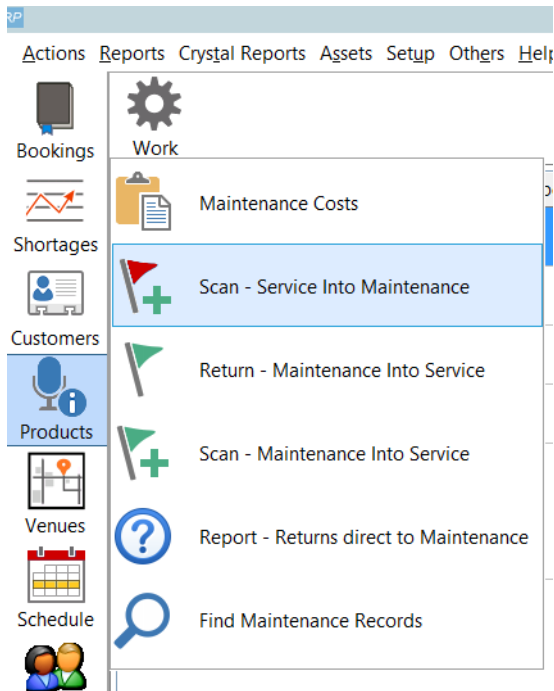
RentalPoint Inventory Setup

Assets

[2246] Shure 4-Channel Microphone Mixer-Analog [Serial : 268-897221] [Model : SCM268] [Location : 0 - Toronto] [Status : Out on booking : MYTEST00095]

Enter a maintenance record for the asset via the products menu.

The maintenance entry form will indicate that this is a 'Return direct to maintenance' pending return from the booking it is out on.



RP

Actions Reports Crystal Reports Assets Setup Others Help

Bookings

Shortages

Customers

Products

Venues

Schedule

Work

Maintenance Costs

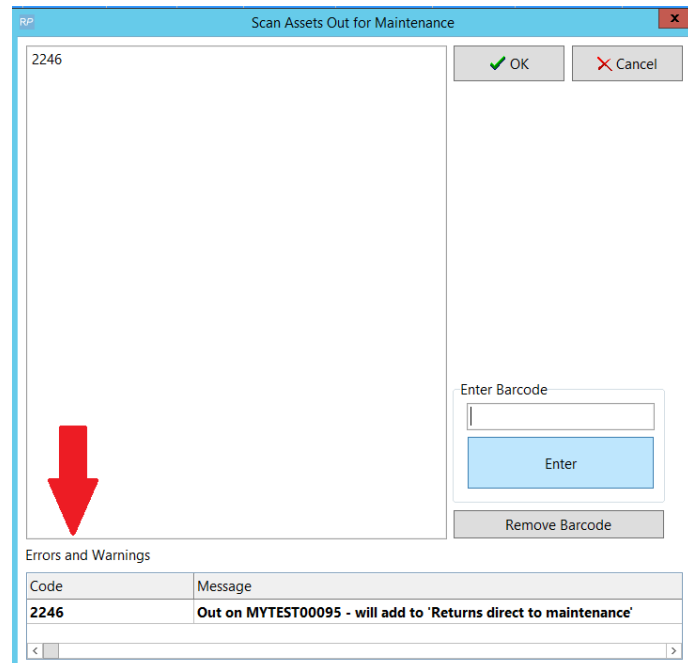
Scan - Service Into Maintenance

Return - Maintenance Into Service

Scan - Maintenance Into Service

Report - Returns direct to Maintenance

Find Maintenance Records



Scan Assets Out for Maintenance

2246

OK Cancel

Enter Barcode

Enter

Remove Barcode

Errors and Warnings

Code	Message
2246	Out on MYTEST00095 - will add to 'Returns direct to maintenance'

Returning Checked out Items

RP

Maintenance Record

✕

Details

Asset Status

☒ Damaged
 ☐ Faulty
 ☐ Test Required

Out Of Service

☒ Temporarily
 ☐ Permanently

Out For Service Date / Time

01-14-19

1136

Return From Service Date / Time

0000

☐
☒ Unknown Return Date

Supplier

Vendor

Reference

Material Charge:

(per asset)

Labor Charge

Total

Entry Date

01-14-19

Faults

damaged on site, please test wiring

Repair Details

☒ Include on Maintenance Report

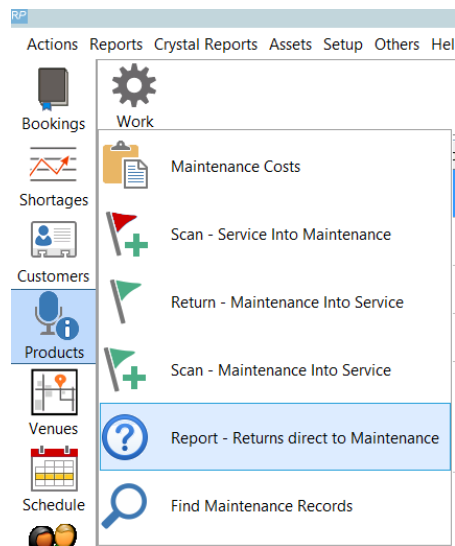
Location

0 - Toronto

Add

Cancel

Since the maintenance record is not active (pending return of asset), you won't see the asset on the maintenance grid. You'll need to run the 'Report - Returns direct to maintenance' report to see any pending maintenance records.



Returns direct to Maintenance

Product	Asset code	Description	Booking #	Show name	BK. Out date	BK. In date	Status	Notes
SCM268	2246	Shure 4-Channel Microphone	MYTEST00095		1-1-1980	1-14-2019	Active	damaged on site, please



Returning Checked out Items

When returning the asset, you can modify the maintenance record by clicking the 'Damaged' button OR just check it in as normal

RP Return Equipment, Booking : MYTEST00095 to Location : 0 - Toronto

Enter Barcodes Current Session

Assets out (Barcode)				Equipment returned - [bar code scanned]		
Product Code	Barcode	Description	R	Barcode	Description	Note
SCM268-1	2246	Shure 4-Channel Microphone	Y	2246	Shure 4-Channel Microphone Mixer-An	✓

Delete Notes **Damaged**

Equipment returned [not tracked with the bar code scanner, or cross rental]

Product Code	X Rent	Description	Out	Returned Qty
EON510		10" Powered Speaker - JE	1	0

Confirm

ⓘ This asset has a current maintenance record that will be activated on return, do you wish to edit it now?

Yes No

Errors and Warnings

Barcode	Message
---------	---------

Return Date: 01-14-19
Return Time: 1146

Select Type of Return :

- ☐ Unused equipment [partial return]
- ☒ Partial return [before return date]
- ☐ Full [Final or Extended] Return
- ☐ Undo Checkout

Check Damage Report Extend Items

Enter Losses Enter a Payment

Save Cancel


Once the asset is returned to the warehouse, RentalPoint will automatically activate the maintenance record.

RentalPoint Inventory Setup

Assets

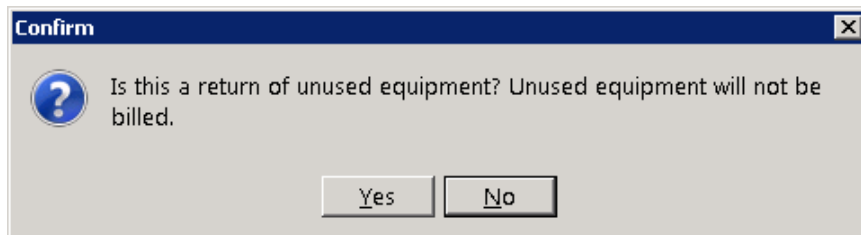
[2246] Shure 4-Channel Microphone Mixer-Analog [Serial : 268-897221] [Model : SCM268] [Location : 0 - Toronto] [Status : Out for maintenance]

5. Return of Unused Equipment

 Unused gear may be returned to a booking BEFORE the return date of the booking. If today's date is greater than the return date of the booking, you will not be able to process this type of return.

When returning gear BEFORE the return date of the booking, access via the same steps as basic return in section 3 above. RentalPoint will prompt for early return information based on the date of the return.

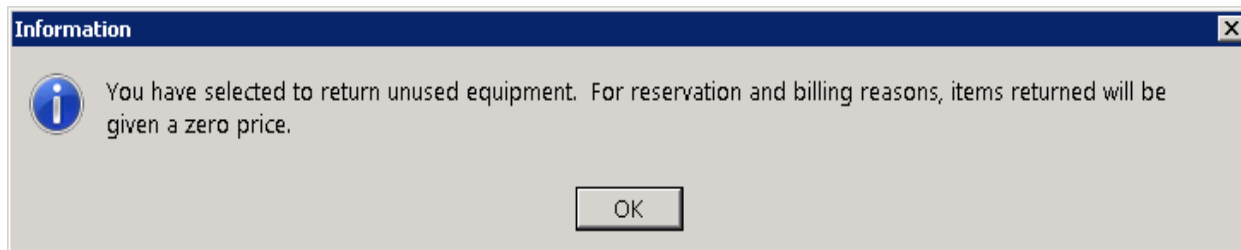
Click YES for unused equipment



Confirm

Is this a return of unused equipment? Unused equipment will not be billed.

Click OK



Information

You have selected to return unused equipment. For reservation and billing reasons, items returned will be given a zero price.

Scan and return gear as per basic return in section 3 above.

6. Return, Find from barcode

Access via Work → Return [Find from Barcode]

Scan the barcode of the item in order to FIND the booking the item is checked out on.

FISK00008	Fisker Automotive Corporate Office & H	Tue	05-05-2015	15:50	Thu	07-07-2016	10:00	Hire
FREE00009	Freescall Semiconductor Inc	Mon	11-05-2015	10:00	Fri	15-05-2015	16:47	Hire
GOLDMAN00007	Goldman, Sachs & Co.	Wed	19-08-2015	08:00	Sat	22-08-2015	09:00	Hire
TIDEWATR00009	Tidewater Builders Association Inc	Wed	11-11-2015	09:00	Thu	12-11-2015	10:00	Hire

Confirmed

Enter Value

Barcode Number

1008

The booking will be located and RentalPoint will open a checkout window for that booking. You will then have to scan the barcode again in order to return it to the booking.

7. Open Return (Also multiple operators returning to same booking)

RentalPoint will allow users to return barcoded items to a group of bookings via 'Open Return' option (from booking grid → Work → open return)



Many operators can use 'Open Return' in order to return gear to the same booking at the same time.

For multi-location systems, scanned assets will be updated to the current location (see 7.1 for more details)

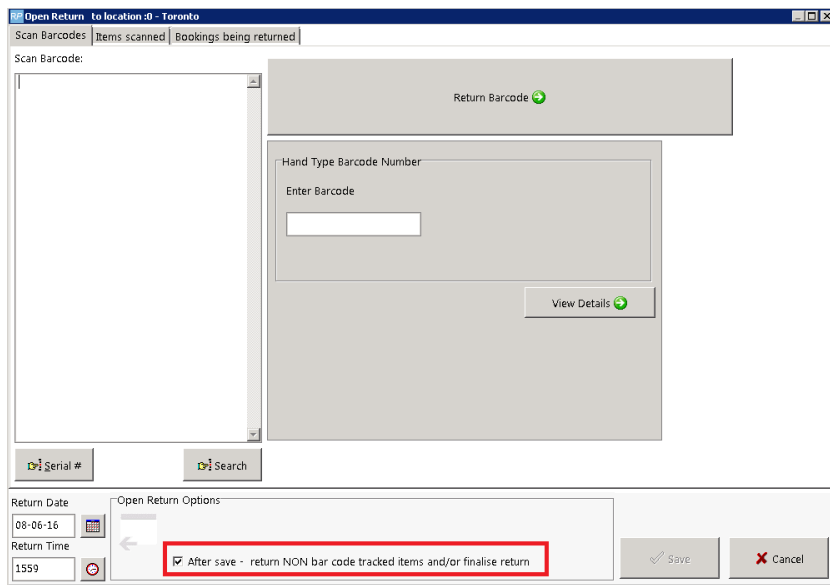
- Out assets will be returned and updated to the current location
- 'in-warehouse' assets will be updated to the current location

Add all bookings to the list that are involved in the return and click OK.



Booking	Organisation	Showname
GOLDMAN0007	Goldman Sachs & Co.	test
FREE00009	Freescall Semiconductor Inc.	test
WOOLPERT0003	Woolpert Labs	


Then scan all items being returned and the return will be applied to the correct booking. Upon saving the return, you can apply returns of non-barcode tracked items, via the check box highlighted below.



Open Return to location: 0 - Toronto


Scan Barcodes | Items scanned | Bookings being returned

Scan Barcode:

Return Barcode 

Hand Type Barcode Number

Enter Barcode

View Details 

Serial # Search

Return Date: 08-06-16

Return Time: 1559

Open Return Options

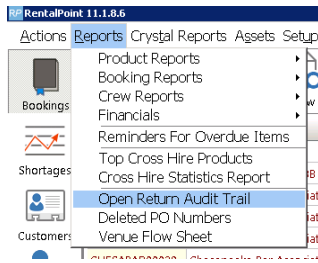
☒ After save - return NON bar code tracked items and/or finalise return

Save Cancel



Open returns are tracked via 'Open Return Audit Trail'

Returning Checked out Items



7.1 Asset Location Change on Scanning








For multi-location systems, the Open Return functionality can be used to scan multiple 'in warehouse' assets to a new warehouse location without the need to have them out on a booking or a transfer.

All assets scanned in the Open Return will be updated to the current warehouse location even if they already have a status of 'in warehouse'

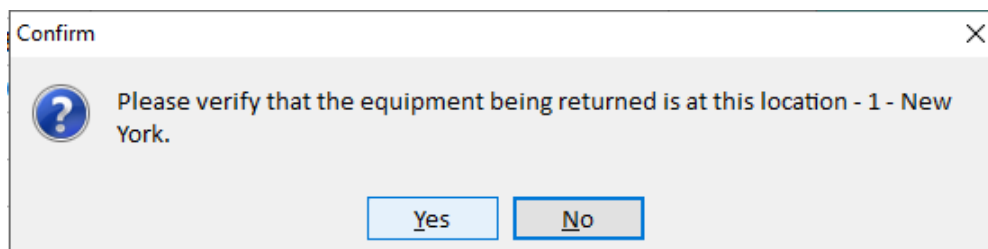
- Assets 'Out' on a booking will be returned and updated to the current warehouse location
- Assets that are 'In-warehouse' will be updated to the current warehouse location
- The asset warehouse location change will show in the Asset Movement Trail Report. (Asset Audit trail will show changes to asset 'Home' location).

Right click on any out booking, click work and 'open return'. The booking you choose will not be affected if you are not returning anything to it.

Original Asset Location

	MSR100 _ 2 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1003] [Serial : 98762369] [Model : Yamaha M] [Location : Toronto] [Status : Written Off]
	MSR100 _ 3 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1005] [Serial : 98762371] [Model : Yamaha M] [Location : Toronto] [Status : Lost / Missing]
	MSR100 _ 4 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1006] [Serial : 98762372] [Model : Yamaha M] [Location : 0 - Toronto] [Status : In Warehouse]
	MSR100 _ 5 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1008] [Serial : 98762374] [Model : Yamaha M] [Location : 0 - Toronto] [Status : In Warehouse]
	MSR100 _ 6 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1009] [Serial : 98762375] [Model : Yamaha M] [Location : 0 - Toronto] [Status : In Warehouse]
	MSR100 _ 7 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1010] [Serial : 98762376] [Model : Yamaha M] [Location : 5 - London] [Status : In Warehouse]
	MSR100 _ 8 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1011] [Serial : 98762377] [Model : Yamaha M] [Location : 5 - London] [Status : Out on booking :MYTEST00110]

Open Return from New York for example, will require user to confirm location



Scan all assets that need to be returned/scanned to a new location



Returning Checked out Items

Open Return to location:1 - New York

Scan Barcode Numbers | Current Session | Bookings being returned | Assets To Be Tested

Scan Barcode Number:

1008
1008
1009
1010
1011

Return Barcode Number

Hand Type Barcode Number

Enter Barcode Number

View Details

Serial # | From file | Search

Return Date: 15-10-19

Return Time: 1243

Open Return Options

☐ Undo checkout of scanned assets

After Save

☐ Close

☐ Return Non-barcode tracked items and/or finalize return

☒ Scan more assets

Save | Cancel

User will receive warnings about asset return and location change

Open Return to location:1 - New York

Scan Barcode Numbers | Current Session | Bookings being returned | Assets To Be Tested

Product Code	Barcode Number	Description	Booking#	Note	Qty
MSR100	1011	8" Powered Speaker - Yamaha MSR100	MYTEST00110		1

Notes | Damaged | Delete

Scan barcodes here

Save and Open Errors | Open Report Folder

Errors and warnings

Code	Message
1011	Warning * this asset was out on booking :MYTEST00110 - possible USER ERROR
1010	!! Expected to be at London, will be moved to New York on save.
1009	!! Expected to be at Toronto, will be moved to New York on save.

Return Date: 15-10-19

Return Time: 1243

Open Return Options

☐ Undo checkout of scanned assets

After Save

☐ Close

☐ Return Non-barcode tracked items and/or finalize return

☒ Scan more assets

Save | Cancel

Asset location is updated and asset is returned if out.

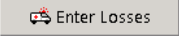


Returning Checked out Items

<input type="checkbox"/>	MSR100 _ 4 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1006] [Serial : 98762372] [Model : Yamaha M] [Location : 1 - New York] [Status : In Warehouse]
<input type="checkbox"/>	MSR100 _ 5 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1008] [Serial : 98762374] [Model : Yamaha M] [Location : 1 - New York] [Status : In Warehouse]
<input type="checkbox"/>	MSR100 _ 6 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1009] [Serial : 98762375] [Model : Yamaha M] [Location : 1 - New York] [Status : In Warehouse]
<input type="checkbox"/>	MSR100 _ 7 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1010] [Serial : 98762376] [Model : Yamaha M] [Location : 1 - New York] [Status : In Warehouse]
<input type="checkbox"/>	MSR100 _ 8 : 8" Powered Speaker - Yamaha MSR100 [Barcode Number : 1011] [Serial : 98762377] [Model : Yamaha M] [Location : 1 - New York] [Status : In Warehouse]

8. Enter Losses and Breakages / Write-offs

If a customer loses an item or returns it broken, you can apply a sale charge to the booking either instead of or in addition to the rental price.

To access, click  from the return window. Depending on your parameters the system may prompt the operator to select whether they want to charge only the sale price or the sale + rental price. (Note : Pricing parameter #48 will allow you to set the pricing options for losses)

The losses and breakages window will display all the equipment in the booking along with the barcode that was sent out. To display only items that have not yet been returned select the Items Not Returned view.

Enter a quantity in the Lost/Broken column for the affected piece of equipment and click OK.

Returning Checked out Items

RP

Enter Losses and Breakages

Code

Description

Qty Rented

Stat

Qty Lost/Bro

Asset Number

In Rack

Rack barco

MSR100	8" Powered Speaker - Ya	1	Sng-Rent	1	1004	N	
NBM1-1	1 Foot RapcoHorizon NE	1	prt-Rent	0	NBM102	N	
3SPEAK	3 Foot Mogami Gold Spe	1	prt-Rent	0		N	
3SPEAK	3 Foot Mogami Gold Spe	1	prt-Rent	0		N	
3SPEAK	3 Foot Mogami Gold Spe	1	prt-Rent	0		N	
3SPEAK	3 Foot Mogami Gold Spe	1	prt-Rent	1		N	
3SPEAK	3 Foot Mogami Gold Spe	1	prt-Rent	0		N	
1AGUITAR	1 Foot Mogami Platinum	1	prt-Rent	0		N	
1AGUITAR	1 Foot Mogami Platinum	1	prt-Rent	0		N	
1AGUITAR	1 Foot Mogami Platinum	1	prt-Rent	0		N	
3SPEAK	3 Foot Mogami Gold Spe	1	Sng-Rent	0		N	
1AGUITAR	1 Foot Mogami Platinum	1	prt-Rent	0		N	
84QUADHD	84" LCD panel Quad HD	1	Sng-Rent	0	2588	N	
HDMIM25	25 Foot HDMI Male to M	1	prt-Rent	0		N	

Select All

Unselect All

Reverse Selection

Grid Actions: Shift + Click selects all equipment with the same description.
Ctrl + Click selects all equipment that matches a number the user inputs.

View

☐ All
☒ Items Not Returned
☐ Include Current Session

Note: When entering losses for items in a rack please confirm that the displayed rack barcode is correct, particularly for non-barcode tracked items. These items will be unpacked from the rack specified.


OK

Cancel

The booking will open and the items marked as losses will appear below the new Losses and Breakages heading as sale items. If only the sale price is going to be charged, the original rental line is removed, and if sale + rental is charged then the rental line remains.

Save the booking at this point to confirm the changes. The items entered as losses will be marked as sold and the overall stock quantity will be reduced. If the item is asset tracked the asset will be marked as sold.

Code	Description	Quantity	Avail	Short	Unit Rate	Days	%disc	Price	Stat	Out	In	C	W
MSR100	8" Powered Speaker - Yamaha MSR100	1	OK		5.00	1.00	0.00	0.00	enq	0	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3SPEAK	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	OK		0.00	1.00	0.00	0.00	Sng	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
1AGUITAR	1 Foot Mogami Platinum Guitar Pedal Cable	1	OK		0.00	1.00	0.00	0.00	prt	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
84QUADHD	84" LCD panel Quad HD resolution 60Hz	1	OK		950.00	1.00	0.00	950.00	Sng	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Losses and Breakages Out:12/04/18 @ 15:00 In:12/04/18 @ 1										1.00			
heading													
MSR100	8" Powered Speaker - Yamaha MSR100	1	OK		1.00		0.00	1.00	SngS	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3SPEAK	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	OK		0.00		0.00	0.00	SngS	1	0	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

 Since only the SALE price is being charged, the 'enq' line will need to be cleared before saving. The purpose of this line is to show the user where the item is being removed from on the booking. Click

Clear Enq

 to clear the line.



Returning Checked out Items

Alternatively, if both the rental and sale price were being charged, both lines would stay on the booking.

9. Return Sales Item or Item that was 'Written off' but now returned

40. Options for returning sold/disposed assets

Option 1: 'Prevent Return of Asset to Stock' – Use this option to prevent items that have been 'written off' or sold against a booking they were lost on from being put back into service.

Option 2: 'Return Asset to Stock' – when enabled, scanning a sold, lost, stolen or written off asset in the return window will set the asset status to 'active'. The secondary parameter setting will determine where the asset can be returned

1. Only allow return of assets associated with bookings
 - a. The asset must have been last checked out on the booking it is being returned to
2. No, always return to stock
 - a. Return to stock regardless of what booking the asset is returned to

9.1 Items SOLD on Rental bookings



Barcode Parameter #40 explained above affects this functionality

Items SOLD on Rental bookings either as legitimate sales OR 'written-off' due to loss or damage, can be returned via 'Return Sales Item' option on the 'Work' menu.

Return Sales Items, Booking : GOLDMAN00008 to Location : 0 - Toronto

Enter Barcodes: Current Session

Equipment out and to be tracked with the bar code scanner

Product Code	Barcode	Description	R
--------------	---------	-------------	---

Equipment returned - [bar code scanned]

Barcode	Description
---------	-------------

Notes

Equipment returned [not tracked with the bar code scanner, or cross rentals]

Product Code	X Rent	Description	Out C	Returned Qty
3SPEAK		3 Foot Mogami Gold Speake	1	1
84QUADHD		84" LCD panel Quad HD rest	1	1

Errors and Warnings

Save Errors

Auto save errors and display list after return has closed

Barcode

Message

Choose re-stock fee option

☒ No Restock Fee

☐ Restock Fee %

☐ Restock Fee Amount

Return Date: 08-06-16

Return Time: 1721

Save Cancel



Returning Checked out Items

The stock value will be adjusted/asset restored to available and restock fees (if applied) will be added to the booking.

Modify booking														
Out: 22/08/15 09:01 In: 15/06/16 09:00 GOLDMAN00008 Location: 0 - Toronto														
Customer Calendar Equipment Crew Venue Notes Payments Attachments Other Details Status Followup														
Products Tree Pricing Product Info Actions														
Code	Description	Quantity	Avail	Short	Prep Qty	Quick T/A	Cross Hire	Unit Rate	%disc	Price	Stat	L	Prep/De-p	Out In
MSR100	8" Powered Speaker - Yamaha MSR100	1	OK		0	0	0	30.00	0.00	0.00	Sng			1 0
84QUADHD	84" LCD panel Quad HD resolution 60Hz	1	OK		0	0	0	750.00	0.00	267,900.00	Sng			1 0
HDMI25	25 Foot HDMI Male to Male Cable	1	OK		0	0	0	0.00	0.00	0.00	prt			1 0
84QUADHD	84" LCD panel Quad HD resolution 60Hz	1	OK		0	0	0	750.00	0.00	267,900.00	Sng			1 0
Losses and Breakages Out: 15/06/16 @ 10:00 In: 15/06/16 @ 11:00														
heading														
35PEAK	3 Foot Mogami Gold Speaker Cable 1/4" to 1/4"	1	OK		0	0	0.00	0.00	0.00	0.00	SngS			1 1
84QUADHD	84" LCD panel Quad HD resolution 60Hz	1	OK		0	0	14000.00	20000.00	0.00	0.00	SngS			1 1

9.2 Items NOT on a booking that are recorded as LOST/STOLEN/SOLD

Barcode Parameter #40 explained above affects this functionality

Use Barcode Parameter 40 to determine how your company wants to treat disposed assets when found. This functionality refers to assets disposed of (Lost/Missing/SOLD) while NOT checked out to a booking.

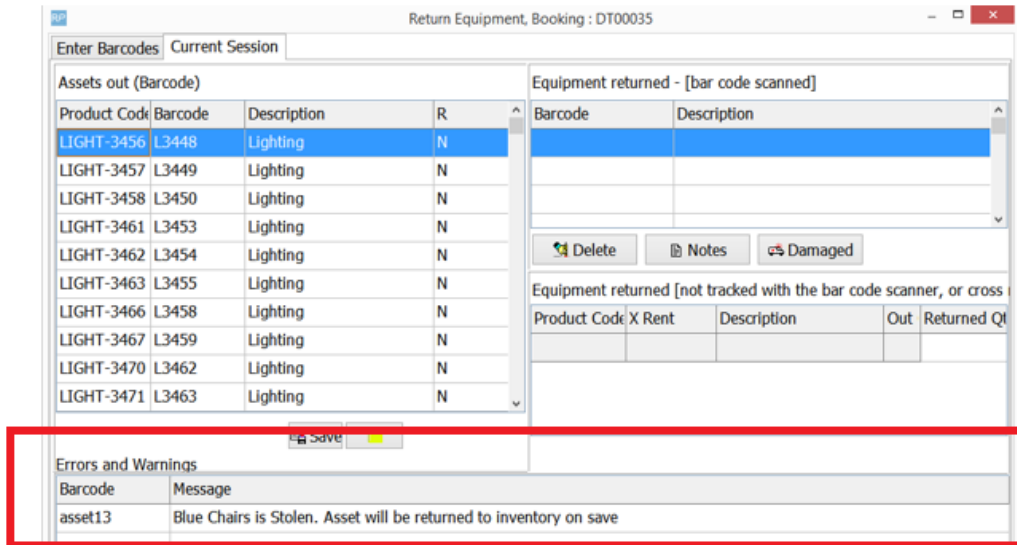
When Barcode 40 is set, these types of disposed assets can be returned to inventory by scanning them in the return or open return windows for *any* booking.



Here's how it works:

1. Scan the barcode in the return window for any booking/open return
2. The item will NOT appear in the equipment returned list, instead an error will display indicating that the asset will be returned to inventory on save.
3. When the return session is saved, *the Asset will be moved to the warehouse location it is scanned into*
4. *NOTE:* If the cancel button is clicked the assets will not be returned.

Returning Checked out Items



Return Equipment, Booking : DT00035

Product Code	Barcode	Description	R
LIGHT-3456	L3448	Lighting	N
LIGHT-3457	L3449	Lighting	N
LIGHT-3458	L3450	Lighting	N
LIGHT-3461	L3453	Lighting	N
LIGHT-3462	L3454	Lighting	N
LIGHT-3463	L3455	Lighting	N
LIGHT-3466	L3458	Lighting	N
LIGHT-3467	L3459	Lighting	N
LIGHT-3470	L3462	Lighting	N
LIGHT-3471	L3463	Lighting	N

Equipment returned - [bar code scanned]

Barcode	Description

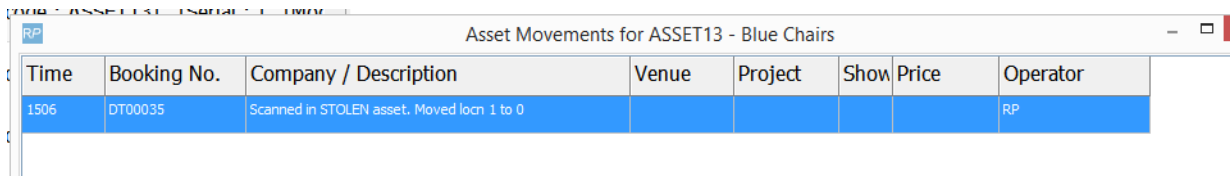
Equipment returned [not tracked with the bar code scanner, or cross

Product Code	X Rent	Description	Out	Returned Qt

Errors and Warnings

Barcode	Message
asset13	Blue Chairs is Stolen. Asset will be returned to inventory on save

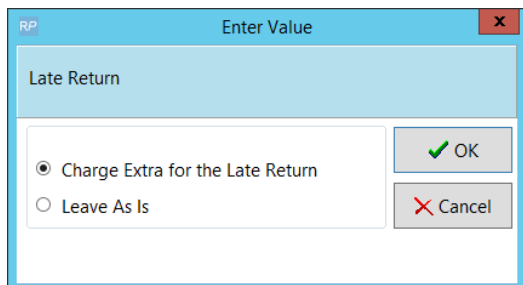
The asset movements window shows an entry for the return, indicating that the stolen asset was returned during the return session for DT00035 by operator RP. The location difference is also noted in the description message.



Time	Booking No.	Company / Description	Venue	Project	Show	Price	Operator
1506	DT00035	Scanned in STOLEN asset. Moved locn 1 to 0					RP

10. Late Returns

When items are returned late, the user can choose (via Operational Parameter #31) to be prompted for charge against late returns.




Late Return

☒ Charge Extra for the Late Return

☐ Leave As Is

OK Cancel

 If not charging for late returns, RentalPoint will process the return as normal. If you want to charge a nominal fee for late returns, do not choose the 'charge for late return' option. Instead add an extra line item to your current booking (either generic or sundry) showing the price of the late return, then re-invoice the booking.

If charging extra for late returns, RentalPoint will:

Returning Checked out Items

- Prompt for a new return date
- Return the gear still 'out' to your current booking
- Check that same gear out on a new booking (with the next available number) showing the new expected return date.
- The new booking will show that it is an extension of a previous booking
- To determine which return / checkout time is applied use the settings in **Operational parameter # 31.**
 - Actual (current time) – will apply the time from the server
 - Scheduled (booking warehouse in) – will use the scheduled return time from the booking

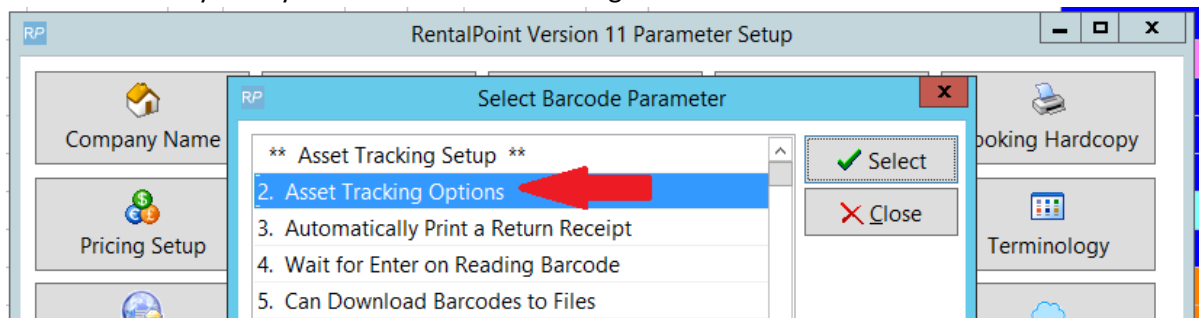
FREE00009	Freescall Semiconductor Inc	Mon	11-05-2015	10:00	Fri	15-05-2015	16:47	Hire	Confirmed	test
GOLDMAN00008	Goldman, Sachs & Co.	Sat	22-08-2015	09:01	Wed	15-06-2016	09:00	Hire Extended From : 00007	Confirmed	test
HILCHESA00005	Hilton Garden Inn Chesapeake/Greenbrier	Fri	23-01-2015	09:01	Tue	27-01-2015	09:00	Hire Extended From : 00004	Confirmed	
MOMAM100019	MUSEUM OF MODERN ART	Fri	10-02-2014	00:01	Wed	15-06-2016	00:00	Hire Extended From : 00001	Confirmed	

11. Project Return

Available in RentalPoint v11.2.1 and higher versions. The Project Return Option will open the 'Open return' window with all the confirmed bookings from the project loaded into the list for return. This will allow any bookings in the project to be returned without the user having to add them manually; it will also prevent warnings associated with unselected bookings.

Parameters...

- This functionality is only valid with barcode tracking Parameter 2 turned on.





Returning Checked out Items

Operator Privileges...

- Operators must have the 'Can use open return and Project Return' operator privilege enabled.

Reports	Printing Options	Setup and Utilities	Contact Management Access	Other	Crew and Activities	Booking Scope
Group Name	Bookings	Cross rentals and Transfers	Customers and Vendors	Products and PO's	Checkout, Return and Maintenance	
Checkout / Return <ul style="list-style-type: none"><input checked="" type="checkbox"/> Late Returns<input checked="" type="checkbox"/> Can Checkout Short Items (only available with Op #6)<input checked="" type="checkbox"/> Enter Losses and Breakages<input checked="" type="checkbox"/> Move Items To / From Cross Rent Grid<input checked="" type="checkbox"/> Checkout Equipment<input checked="" type="checkbox"/> Can Return Unused Equipment<input checked="" type="checkbox"/> Change IN / OUT Dates After Return<input checked="" type="checkbox"/> Can Final Return a Booking<input checked="" type="checkbox"/> Can Final Checkout a Booking<input checked="" type="checkbox"/> Direct Asset Transfer<input checked="" type="checkbox"/> Return Sales Items<input checked="" type="checkbox"/> Can Use Select All in Checkout / Return<input checked="" type="checkbox"/> Final Checkout / Return When There Are Still Items Out<input checked="" type="checkbox"/> Can Checkout Assets Before It Is Returned<input checked="" type="checkbox"/> Can Undo Checkout (Entire Booking)<input checked="" type="checkbox"/> Can Undo Checkout (Selected items)<input checked="" type="checkbox"/> Can Use Open Return and Project Return		Maintenance <ul style="list-style-type: none"><input checked="" type="checkbox"/> Enter Maintenance Costs<input checked="" type="checkbox"/> Manually Enter Asset Test Results<input checked="" type="checkbox"/> Allow Checkout of Assets Temporarily Out of Service<input checked="" type="checkbox"/> Can Return Items From Booking Directly Into Maintenance Roadcases / Racks <ul style="list-style-type: none"><input checked="" type="checkbox"/> Pack Roadcase<input checked="" type="checkbox"/> Unpack Roadcase Other <ul style="list-style-type: none"><input checked="" type="checkbox"/> Must Login to Restricted Areas				

To return a project, first highlight the project, then right click and select 'Return' or click the 'Return' button at the bottom of the screen.

New Find Open View Work

Admin Financials Print Refresh

Projects

- 44444 - The Spring Show 04/05/17 to 04/05/17
- TEST1 - Test Project - 4/

Project Date Range

☐ All Dates

☐ Warehouse Dates

☒ Show Dates

Start Date: 3/18/2017

End Date: 6/16/2017

Refresh

End

New Project

Open Project

Delete Project

Print Project Quote

Print Project Invoice

Batch Print Invoices

Batch Print Delivery Sheets / Collection Dockets

Calculate Optimal Equipment

View Project Requirements

Attach

Un-attach

Return

Project Weekly Total

Project Weekly Total (all weeks)

Project Weekly Total (summary)

Project Totals

New Project

Open Project

Delete Project

Project

Plot Sheet

Projects

Project Totals

Attach

Un-attach

Return



Returning Checked out Items

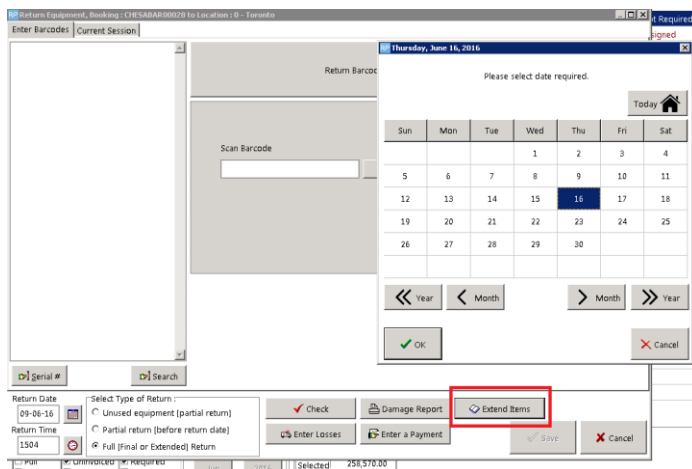
12. Extend a Booking

Sometimes user may need to extend some or all gear currently checked out to a booking.

Parameters controlling this feature are:

- Barcode Parameter 27 'Prompt for Extending Booking on Final Return'
- Operational Parameter 22 – 'Return date for Extension Booking'

Access the 'Extend' option from the return window in RentalPoint.



To extend some or all gear on a checked out booking:

- Return all gear to the booking that will NOT be extended
- Then choose the 'Extend' option
- RentalPoint will:
 - Prompt for a new return date
 - Return the gear still 'out' to your current booking
 - Check that same gear out on a new booking (with the next available number) showing the new expected return date.
 - The new booking will show that it is an extension of a previous booking

CHESABAR00028	Chesapeake Bar Association Inc	Tue	02-09-2014	09:01	Mon	02-02-2015	09:00	Hire	Extended From : 00016	Confirmed	test						RN	Not Required	\$8,570.00	Hilton Garden Inn Chesapeake/Greenbrier	RP
CHESABAR00029	Chesapeake Bar Association Inc	Wed	29-10-2014	08:00	Fri	31-10-2014	09:00	Hire		Confirmed				RGT	ON	Not Required	1,137.50	Hilton Garden Inn Chesapeake/Greenbrier	RP		
CHESABAR00036	Chesapeake Bar Association Inc	Mon	02-02-2015	09:01	Thu	16-06-2016	09:00	Hire	Extended From : 00028	Confirmed	test						ON	Not Required	0.00	Hilton Garden Inn Chesapeake/Greenbrier	RP
FIRSTFIN00003	First American Financial Corporation	Tue	01-07-2014	08:00	Wed	02-07-2014	09:00	Hire		Confirmed							RN	Assigned	30.00	Hilton Toronto	RP
FROGM0004	Flicker Automotive Commerce Office & Headquarters	Mon	26-01-2015	08:00	Mon	26-01-2015	15:51	Hire		Confirmed	test						RN	Not Required	4,630.00	Hilton Austin Airport	RP