

Running Balance

The running balance lists all bookings for a product sorted by warehouse date and time. Each booking has 2 entries in the running balance; the first entry when the qty is subtracted from availability and the second entry when the booking is returned to stock. Bookings, cross rentals and transfers are all included in the running balance. POs do not display; their qty is included in the stock qty at the very top of the window. This qty denotes the actual qty that you own.

Please take note; the running balance is a forward-looking availability tool. It has been designed to be used as a predictor of stock qty for current and **future** dates. Once an order has been returned and is in R status it's removed from the running balance. You cannot use this tool for historical transactions.

You can access the running balance from several areas throughout the system:

- Products Area** – right click a product and select running balance
- Shortage Area** – right click a product and select running balance
- Booking / Cross Rental / Transfer / PO** – highlight a product and click running balance
- Select Alternative** – when selecting an alternative for a product you can view the overall availability of the item before adding it to the booking

First Come First Serve

If Operational #6 - First Come First Serve Reservation (FCFS) is disabled, the system uses an 'All or None' approach. This means that if there's a shortage that arises from overlapping bookings, the software shows that product as short across all bookings. Users need to investigate the overlapping bookings to determine which one should have a cross rental assigned to it.

If FCFS is enabled, the system determines the priority of the booking based on the reservation date. The reservation date is the date and time that the product was added to a booking, or modified on a booking. The reservation date is **NOT** the warehouse out date and time. This means that regardless of the warehouse out date, the system gives availability to the first booking that was saved. The running balance shows that all overlapping bookings have a shortage; this is because the running balance is sorted and displayed by warehouse dates, not the reservation date. When FCFS is enabled, an additional **Manage Reservations** utility is available so users can view the reservation dates and adjust if needed.

The screenshot shows a software window titled "Running Balance - Shortages Exist". At the top, it displays "Product Code: KD01" and "Description: Kodak 2060 Slide Projector". A button on the right indicates "# brought forward: 11". Below this is a table with columns: Date, Time, Booking No., Qty, T.type, Balance, Date Reserved, Customer, and P.O #. The table lists various bookings from September 8, 2012, to September 14, 2012, with alternating positive and negative quantities. At the bottom, there are checkboxes for "Hide days with no stock movement" (checked) and "Show availability for items in racks" (unchecked). A note states: "Note : The running balance displays the quantity available based upon the warehouse out and in dates of the booking, not the reservation date of the equipment." There are also buttons for "Manage Reservations", "Open Booking", and "Close". The "Location" is set to "0 - Main Office" and the "Selected Date" is "9/8/2012".

| Date | Time | Booking No. | Qty | T.type | Balance | Date Reserved | Customer | P.O # |
|--------|-------|---------------|-----|---------------------|---------|---------------------|------------------|-------|
| SEP 8 | 09:00 | SPECIAL00010 | -3 | Rental Heavy pencil | 8 | 09/07/12 @ 08:15:30 | Telia Systems | |
| 2012 | 09:00 | SPECIAL00009 | -1 | Rental Confirmed | 7 | 09/05/12 @ 11:53:43 | Telia Systems | |
| SEP 9 | 13:00 | PRESTON00004 | -1 | Rental Heavy pencil | 6 | 09/05/12 @ 13:33:44 | Kings Kollege | |
| 2012 | 13:00 | PRESTON00003 | -2 | Rental Confirmed | 4 | 09/07/12 @ 08:16:1 | Kings Kollege | |
| SEP 10 | 09:01 | RIGHTWAY00004 | -1 | Rental Heavy pencil | 3 | 09/05/12 @ 13:34:11 | Reliable Rentals | |
| 2012 | 09:01 | RIGHTWAY00002 | -9 | Rental Confirmed | -6 | 09/07/12 @ 08:16:25 | Reliable Rentals | |
| | 12:00 | RIGHTWAY00004 | +1 | due back | -5 | | Reliable Rentals | |
| | 12:00 | RIGHTWAY00002 | +9 | due back | 4 | | Reliable Rentals | |
| | 13:00 | ABC00004 | -1 | Rental Confirmed | 3 | 09/05/12 @ 11:53:38 | ABC Rentals | |
| | 18:00 | SPECIAL00010 | +3 | due back | 6 | | Telia Systems | |
| | 18:00 | SPECIAL00009 | +1 | due back | 7 | | Telia Systems | |
| | 21:01 | PRESTON00004 | +1 | due back | 8 | | Kings Kollege | |
| | 21:01 | PRESTON00003 | +2 | due back | 10 | | Kings Kollege | |
| SEP 11 | 09:01 | AEI826200003 | -1 | Rental Heavy pencil | 9 | 09/05/12 @ 13:34:32 | Allegro | |
| 2012 | 21:01 | ABC00004 | +1 | due back | 10 | | ABC Rentals | |
| SEP 12 | 09:01 | RIGHTWAY00003 | -1 | Rental Confirmed | 9 | 09/05/12 @ 10:09:38 | Reliable Rentals | |
| 2012 | | | | | 9 | | | |
| SEP 13 | 21:01 | RIGHTWAY00003 | +1 | due back | 10 | | Reliable Rentals | |
| 2012 | | | | | 10 | | | |
| SEP 14 | 21:01 | AEI826200003 | +1 | due back | 11 | | Allegro | |
| 2012 | | | | | 11 | | | |

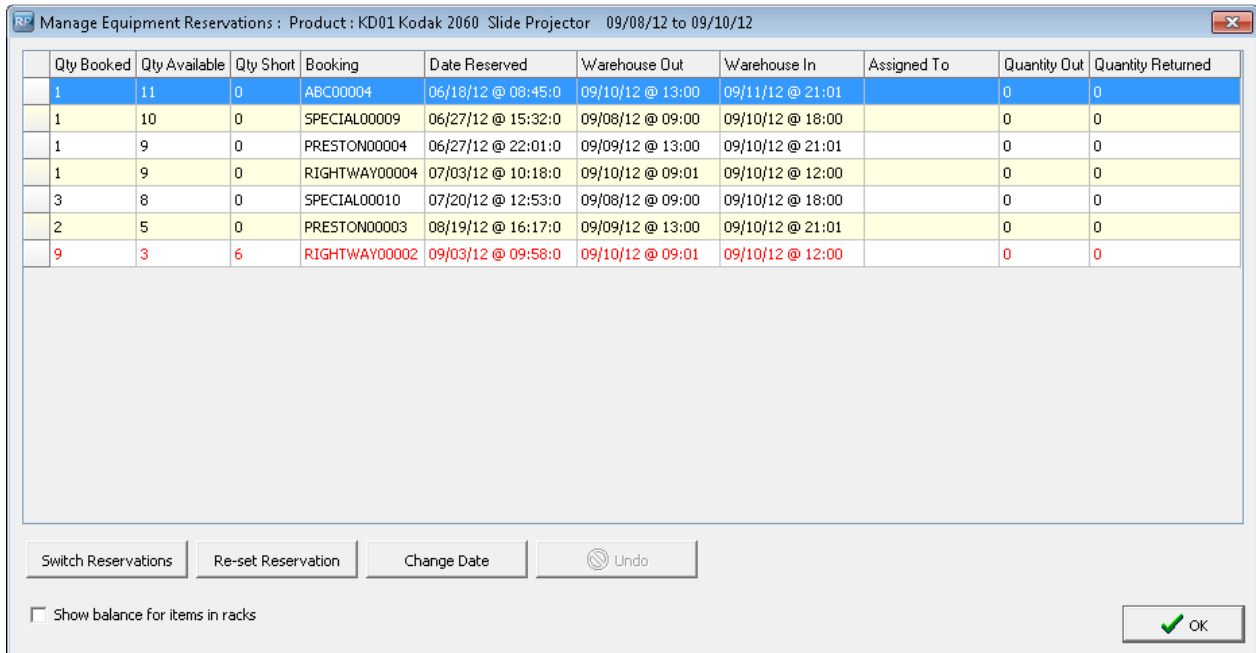
Manage Reservations

This utility displays the list of bookings for a product sorted by **reservation date**. The bookings at the top of the list receive stock first, whereas the bookings at the bottom receive it last. Users can manually adjust the reservation dates in this window to force certain bookings to receive the stock first.

Switch Reservations – select two bookings using the left column and switch their reservations.

Re-set Reservation – the system modifies the reservation date so the booking will go to the bottom of the list and receive stock last. In the example below, if you reset the reservation date of ABC00004, it would be sent to the bottom of the list with a reservation date of 09/03/12 @ 09:58:1.

Change Date – enter a specific reservation date and time. You can use this option to move a booking between other bookings. In the example below you could manually change the reservation date of ABC00004 so it's between RIGHTWAY00004 and SPECIAL00010.



Manage Equipment Reservations : Product : KD01 Kodak 2060 Slide Projector 09/08/12 to 09/10/12

| | Qty Booked | Qty Available | Qty Short | Booking | Date Reserved | Warehouse Out | Warehouse In | Assigned To | Quantity Out | Quantity Returned |
|---|------------|---------------|-----------|---------------|--------------------|------------------|------------------|-------------|--------------|-------------------|
| 1 | 11 | 0 | 0 | ABC00004 | 06/18/12 @ 08:45:0 | 09/10/12 @ 13:00 | 09/11/12 @ 21:01 | | 0 | 0 |
| 1 | 10 | 0 | 0 | SPECIAL00009 | 06/27/12 @ 15:32:0 | 09/08/12 @ 09:00 | 09/10/12 @ 18:00 | | 0 | 0 |
| 1 | 9 | 0 | 0 | PRESTON00004 | 06/27/12 @ 22:01:0 | 09/09/12 @ 13:00 | 09/10/12 @ 21:01 | | 0 | 0 |
| 1 | 9 | 0 | 0 | RIGHTWAY00004 | 07/03/12 @ 10:18:0 | 09/10/12 @ 09:01 | 09/10/12 @ 12:00 | | 0 | 0 |
| 3 | 8 | 0 | 0 | SPECIAL00010 | 07/20/12 @ 12:53:0 | 09/08/12 @ 09:00 | 09/10/12 @ 18:00 | | 0 | 0 |
| 2 | 5 | 0 | 0 | PRESTON00003 | 08/19/12 @ 16:17:0 | 09/09/12 @ 13:00 | 09/10/12 @ 21:01 | | 0 | 0 |
| 9 | 3 | 6 | 6 | RIGHTWAY00002 | 09/03/12 @ 09:58:0 | 09/10/12 @ 09:01 | 09/10/12 @ 12:00 | | 0 | 0 |

Switch Reservations Re-set Reservation Change Date Undo

Show balance for items in racks

OK