

## Demo - SERP - Rental Module

### Preparation

1. Import provided Demo Data
2. Login with:
  - Standard ID: sample@hansaworld.com
  - Password: Sample99
  - Make sure Reporting Periods and Fiscal Years are updated.

### Script

Statistics show that as assets become more expensive to own, the rental business is steadily growing. Whether you hire out party supplies, vehicles, tools, equipment, furniture, cameras, or electronics, Standard ERP's Rental module is an end-to-end solution for your business.

Hire companies often find that the use of spreadsheets to track inventory is tedious and time-consuming.

They are unable to know when a contract is due for renewal, need reminders to chase payments and returns, and want a simple way to reach out to their customers.

**ACTION:** Login with: sample@hansaworld.com and password: Sample99  
Go to Purchase Orders

Standard ERP's Rental Module helps businesses manage products that are available for rent, send out invoices on time, collect payments, and check assets and maintenances, all within one product.

Let's look at how easily this can be done. We will begin by creating a Purchase Order to a supplier.

**ACTION:** Purchase Orders >> Registers >> Purchase Orders >> Create >> New Purchase Order. Specify Supplier Code 001. Specify Item Code 30101. Specify Quantity 10. Save the record.

When the Purchase Order is created, we can create a Goods Receipt directly from it with a single click.

**ACTION:** Create >> Goods Receipt. Go to Flip B to show the column Serial Numbers.

As DVD players are serial number tracked items, each of them is displayed in a single row in the Goods Receipt. Let's add their Serial Numbers.

**ACTION:** Operations Menu >> Generate Serial No.

Now we can confirm the Goods Receipt and create a stock transfer by transferring the goods from the regular sales stock to the Internal Rental stock.

**ACTION:** OK and Save the Goods Receipt. Create menu >> Stock Transfer

All we need to do is specify the rental location and asset account, and OK the Stock Transfer record.

**ACTION:** Specify Location SERV, Account 740 and OK Stock Transfer record. Save

Using the power of full integration in Standard ERP, this action has created Fixed Assets for each Item in the Assets module.

**ACTION:** Open Asset module >> Asset register >> Open Asset for DVD you just created.

The system has automatically created not only assets but rental items as well. Customers can rent serial number tracked items or general stocked inventory. Each rental item can have additional items offered for rent with it.

**ACTION:** Go to Rental module >> Rental Items register >> Open Rental item 30101 with serial number for the DVD you just created. Point to Serial no. then point at the Accessories field and paste special on it to show many recipes

Let's look at how to quote and rent out an asset.

From the Quotation, we can quickly check the availability of an Item for the dates needed and accept the quote. This will create both, the rental agreement and the rental reservation.

Now we can OK the Agreement record to approve it.

**ACTION:** Go to Rental Quotations register >> duplicate the last quote, and change the renting dates. Then go to the Operations Menu and select 'Availability' to show stock available for rent. Save the Quotation. Then go to Create >> Create Reservation (Accept Quotation). this creates both the Agreement and the Reservation. Ok the Agreement.

The Items can be dispatched from this Reservation on the date required, with a return date.

**ACTION:** Open the Rental Reservation record (in the matrix) and specify a Serial Number. Save the record.

With the Items Out record, we will register the fact that Items were delivered to the customer - for that, we mark the Items Out record as Sent

After delivering the items, we can return back to the Reservation record.

The Reservation Info report shows the full status about this reservation.

Goods will be available to inspect and deliver, and the Reservation status will change to Delivered.

**ACTION:** Click Create >> Items Out. On the Items Out record specify the Transaction date to be start date. Then select Sent radio button & save. Go back to the Reservation record >>Operations & select Reservation Info. Show the report with the status Sent. Close it and back on the Reservation show that the status has changed to 'DEL' (you might need to close & open it).

When the Items are due back, we can easily send collection documents to remind the customer to return the goods, or to arrange pick up.

**ACTION:** On the Reservation Click Create >> Hover over Collection without clicking it.

When the goods come in, they can be returned back into store once they pass inspection. For that, we create Items In record and change its status to Accepted.

**ACTION:** On the Reservation record go to Create >> Items In.  
On the Items In record select the **checkbox [Usage N/A]**. (this is new and not in the video)  
Then click the Accepted radio button, save and close the Items In record.

Normally after receiving items back from a customer, we inspect them. If any of the Items being returned are damaged, this will automatically trigger a Service Order to the maintenance department, to repair the damaged goods, and a charge can be sent to the customer for this repair. This is how the integration with the Service Orders module works.

**ACTION:** Go to the Rental Items Inspection register in the Rental module, open the newest Rental Item Inspection record and select BAD/BROKEN in the Result field >> OK and Save.  
Go to the Service Orders module >> Service Orders register >> Open the newest Service Order >> enter Payment Term >> tick the Completed checkbox and Save.

When the Item is repaired, it is automatically brought back into inspection, and once cleared, it will go back into the rental warehouse & be available to rent again. We register that with a new Rental Inspection record.

**ACTION:** Go back to the Rental module >> Reopen Rental Item Inspections register >> open the newly created Rental Item Inspection record and change the Result to APPROVED >> OK the record and save.

Easily create a Quotation, check the availability of items, create an agreement and a reservation, prepare and ship Items to customers, and check the status of the rented goods. All of this can be done using the operations workflow within Standard ERP.

Businesses are able to control the movement of inventory to and from the customer, check availability of items to hire, plan collections and inspections before and after the hire period, check on customer payments, send reminders, and even maintain damaged goods.

Running a rental business couldn't be easier with Standard ERP's integrated ERP and CRM. Save time and money, and focus your efforts on growing your business to the next level. With Standard ERP's Rental module, you are always in control from anywhere, at anytime.