



## Managing Rental Items via serial numbers

### Configuration

In Configuration create a department for Rental items. Sub departments and classes can also be configured at this time.

Code	Dept Name	Sub Dept	Class	Tax Code	Margin	Verify Age
025.000.000	Past Media Sets				10	
026.000.000	Teaching DVD Various				10	
027.000.000	Shippable Media Sets				10	
027.001.000		2007 Days			10	
028.000.000	Gift Cards			0	0	
029.000.000	EMIC Ticket Sales			0	10	
029.001.000		Ladies Tee		0	10	
029.002.000		Leadership #8223		0	10	
029.003.000		Financial #8284		0	10	
029.004.000		Mens #8533		0	10	
029.005.000		Pro #8757		0	10	
030.000.000	40 Year Specialty				10	
031.000.000	Tax			0	10	
032.000.000	Bookstore Give-away			0	10	
033.000.000	RENTAL				10	

Configure rental department in "Phones/ Shipping/ Lottery/ Miscellaneous" All sub departments and classes of this department will be treated as rental items.

Issue Number	
Bus Number	
Web Address	F.O. Box 157
Phone	
UPN Account	00000000
Shipping 3/L #	
Shipping 3/L #	
Shipping 3/L #	
Stock Locator used for Lottery Sales	
Stock Locator used for Lottery Pay Outs	
Store Percentage of Lottery Sales	0
Stock Locator used for Line Remarks	
Payroll Format	Not Used
Shipments from Department	
Out Of Stock Item Shipping	No
Item to tag entire transaction for Shipments	2.65
Rental Department Code	033.000.000

In Configuration under Store Settings set "Enter Serial # when product added to sale" to "Yes"

<b>POS</b>	
Mandatory Name Selection When Selling	No
Credit Limit Active	No
Sell by Order (for Point of Sale or Purchasing)	Item ID, Sub
Price Method	List Price
Allow Discounts or Mix 'n Match, Quantity and Normal Prices	Yes
Warn if Sale drops below cost	Yes
Allow Price Level to Exceed Current Retail Price	No
Discount Button 1 - Editor: Caption(max length 10)   Discount%	
Discount Button 2 - Editor: Caption(max length 10)   Discount%	
Discount Button 3 - Editor: Caption(max length 10)   Discount%	
Discount Button 4 - Editor: Caption(max length 10)   Discount%	
Discount Button 5 - Editor: Caption(max length 10)   Discount%	
Suspend sale after running PckLcs. (Inventory Reserved)	No
Print Packing Lists of All Suspended Sales	No
Verify Age Method	Display Warn
Display security message at POS start up	No
Security Message	
Show Cash sales totals on Cash Drawer Blvd Count Report	No
Show Sub Description on Grid when Selling	No
Prompt for Price when Price \$1.00 in Hot Keys	Yes
Allow Quantity or Price Change on Item sold by Weight	Yes
Show Keyboard in POS Name and Item Lookups	No
Enter Serial # when product added to sale	Yes

Add items to inventory and assign to the rental department and set serialized to "Yes"

Stock Locator  Description **History Book**  
 Vendor Item #  Sub-Description  
 UPC(s)

Unit of Measure  Store

Main		Additional Information		Messages	
Current Cost	5.38	Margin	40.09 %	Tax Code	A 6.25%
Actual Cost	5.38	Markup	66.91 %	Vendor	
List Price	8.98			All Vendor	
				Dept Code	033.000.000
				Department	RENTAL
				Sub Dept	
				Class	

See variables

On Hand	-1	Maximum	0
On Order	0	Minimum	0
Qty / Pack	1	Has Sold	Yes
		Re Order	Yes

Notes

F5 Edit Note  
F2 Find  
F3 Find Next

F1 Help Add Change Delete History F10 Accept Print Tag Cancel Esc

**Additional Information**

Mix 'n Match Code	<input type="text"/>	<input type="button" value="View"/>
Food Stamp	<input type="text" value="No"/>	
Sell by Weight	<input type="text" value="No"/>	
Discounts Allowed	<input type="text" value="Yes"/>	
Web Enabled	<input type="text" value="No"/>	
Non Decrementing	<input type="text" value="No"/>	

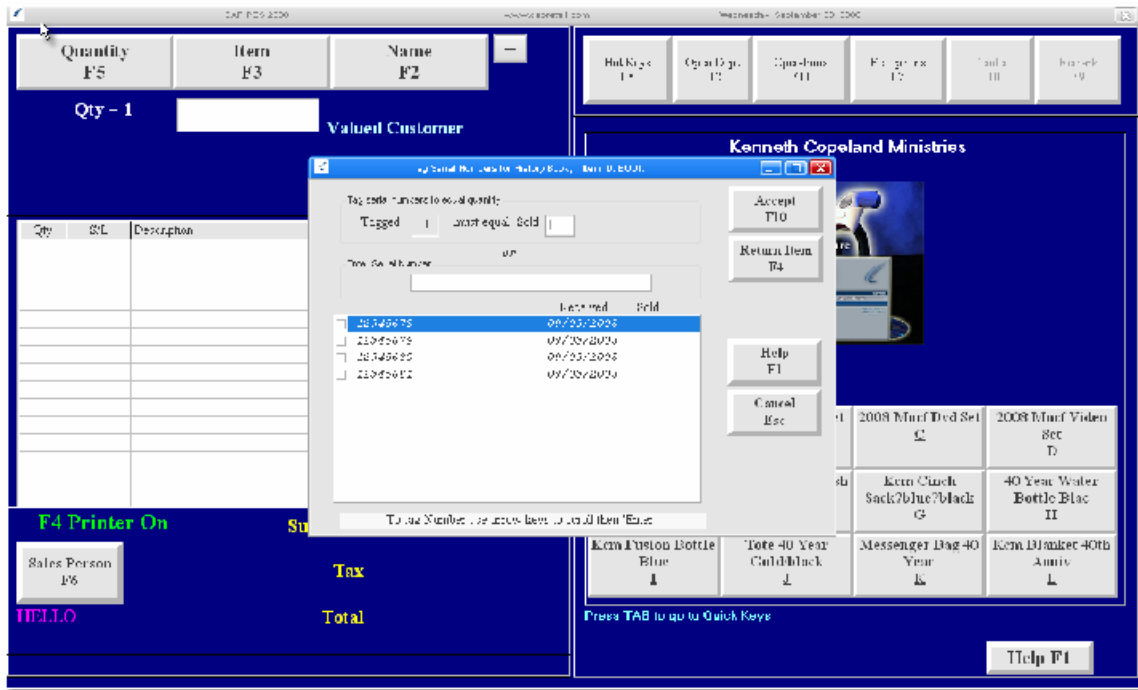
Serialized Item

Serialized

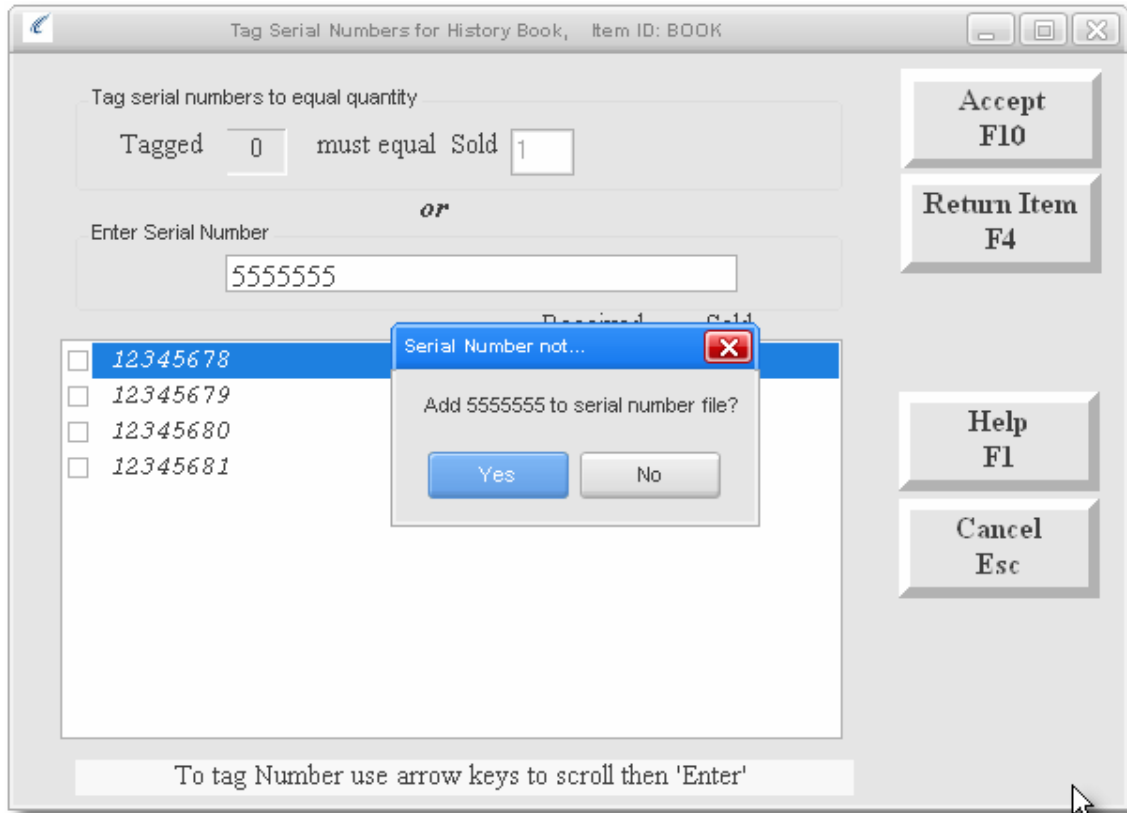
POS

Selling rental items with serial numbers

Select the item to be sold. You can scan the item, type in the item or do an item lookup. You can then scan or select the serial number to the item.



If the serial number is not found you can add it now.



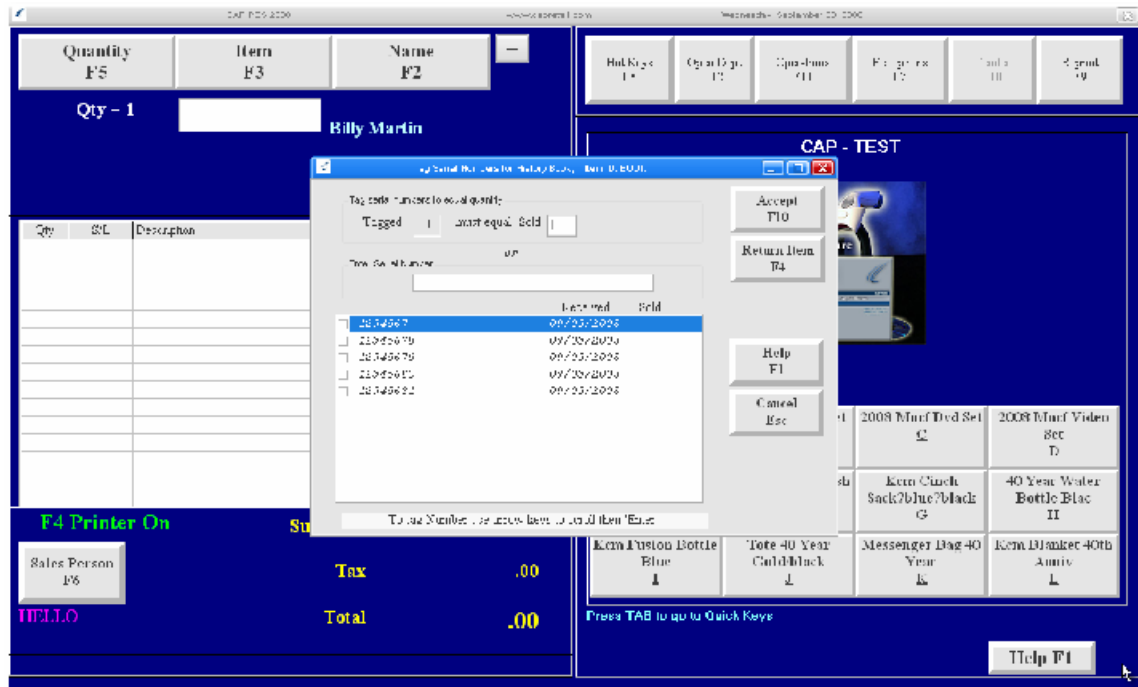
Make sure and add or find a Name to attach to the sale.



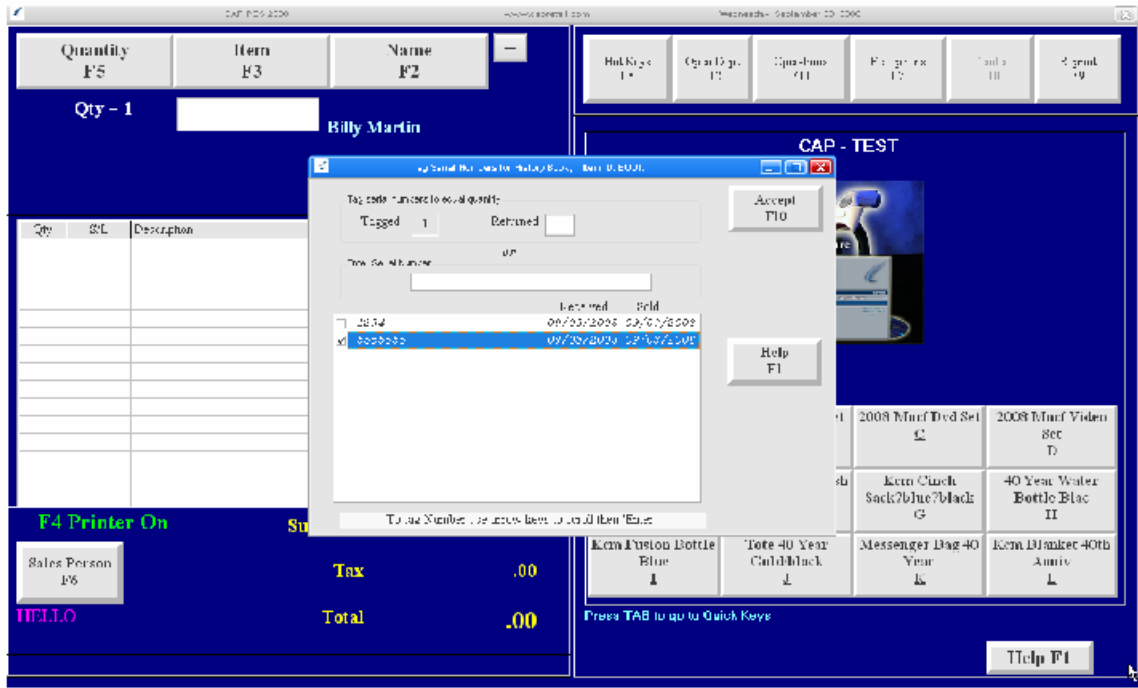
You can now finalize your transaction. The serial number will print in the receipt.

## Returning a Rental Item

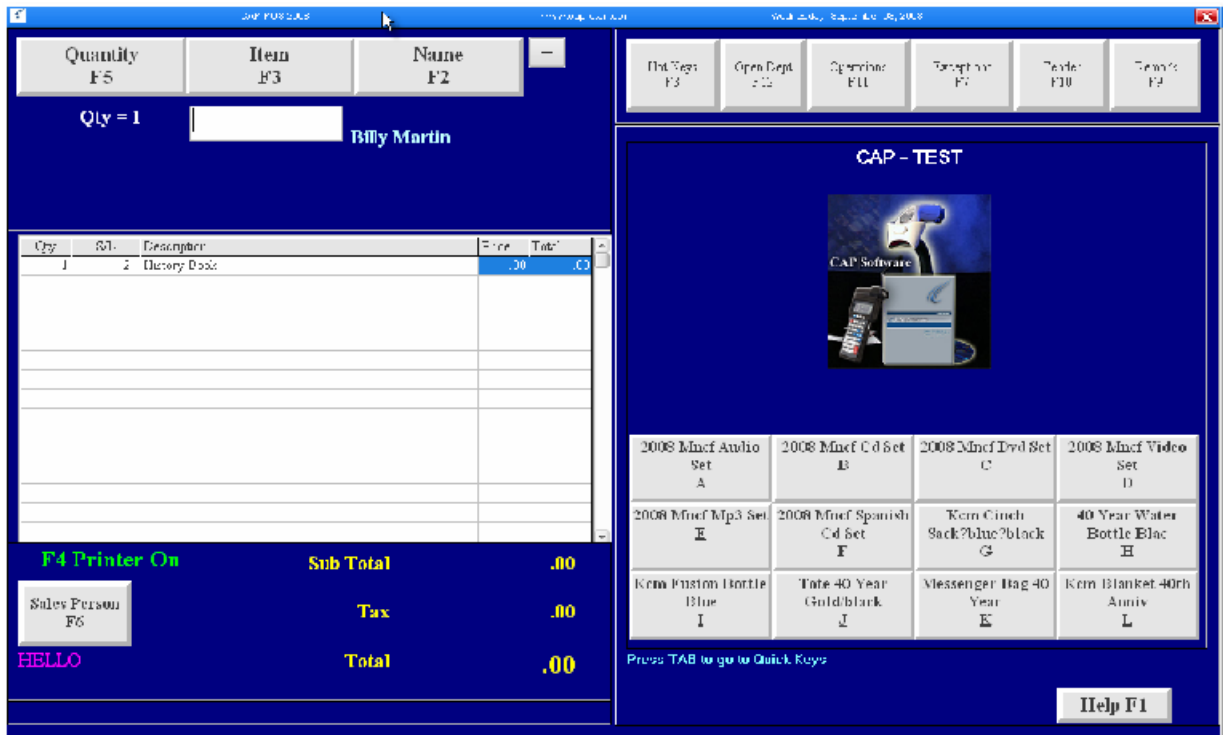
Lookup and find the customers names. Enter the item to be returned. Select "Return Item F4"



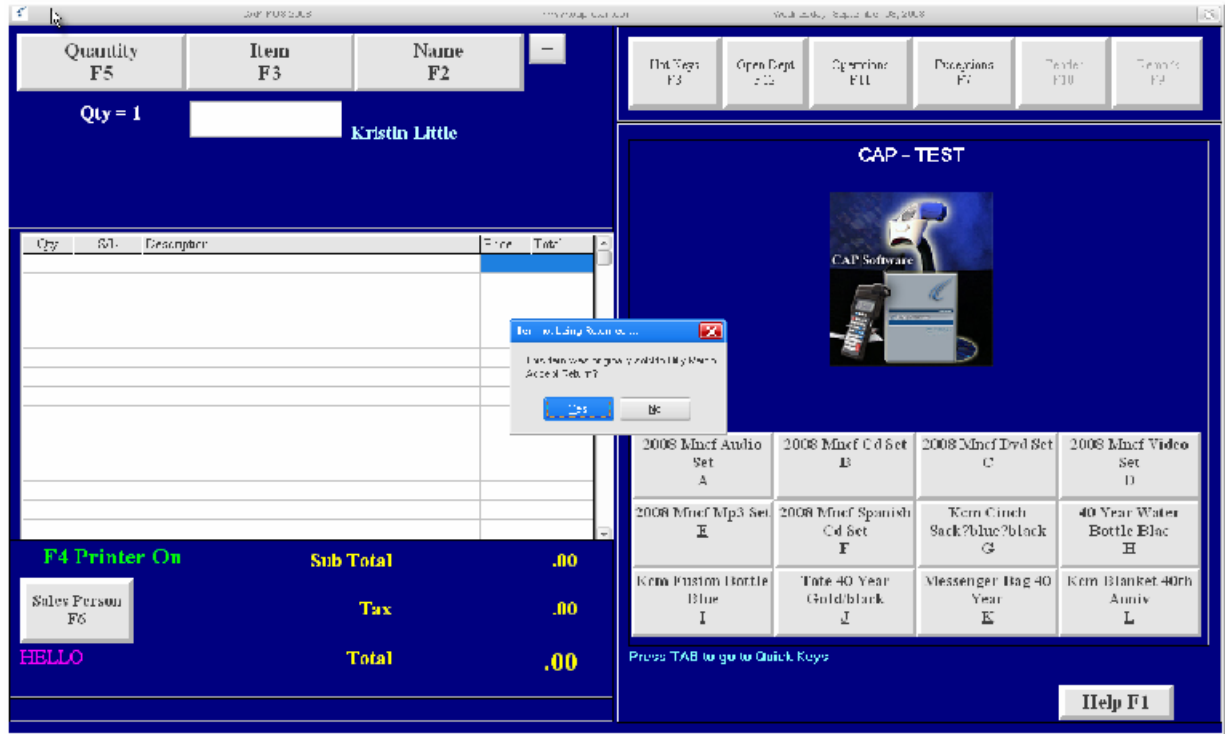
This will show you only the serial numbers that have been sold. You can scan or find the serial number now to be tagged.



This will also set the items to be returned as well. Rental items will be returned to \$0.00 value regardless of the price in inventory.

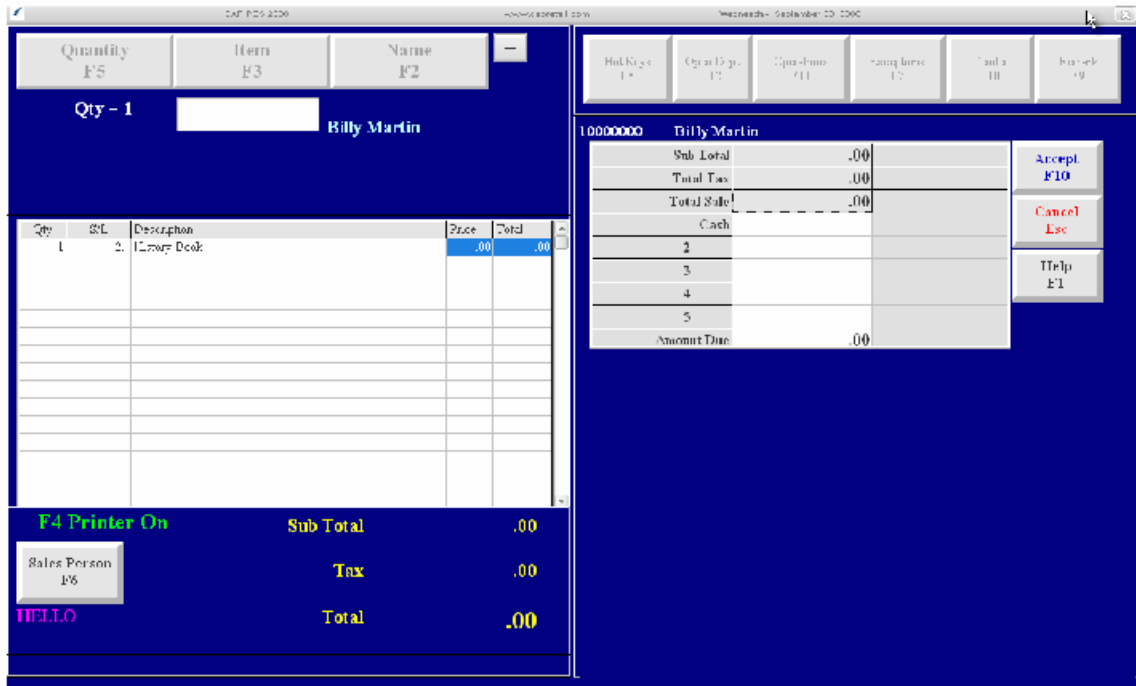


If you select a customer that did not purchase the exact serialized item you will receive a warning. If you say "Yes" the item will be returned to stock. If you say "No" the item will be removed from the sale. \* In the case of book rentals the person returning the incorrect serial number will still show that they have the serialized item they originally purchased on the serial number disposition report and that they will still be liable for their original serialized item.



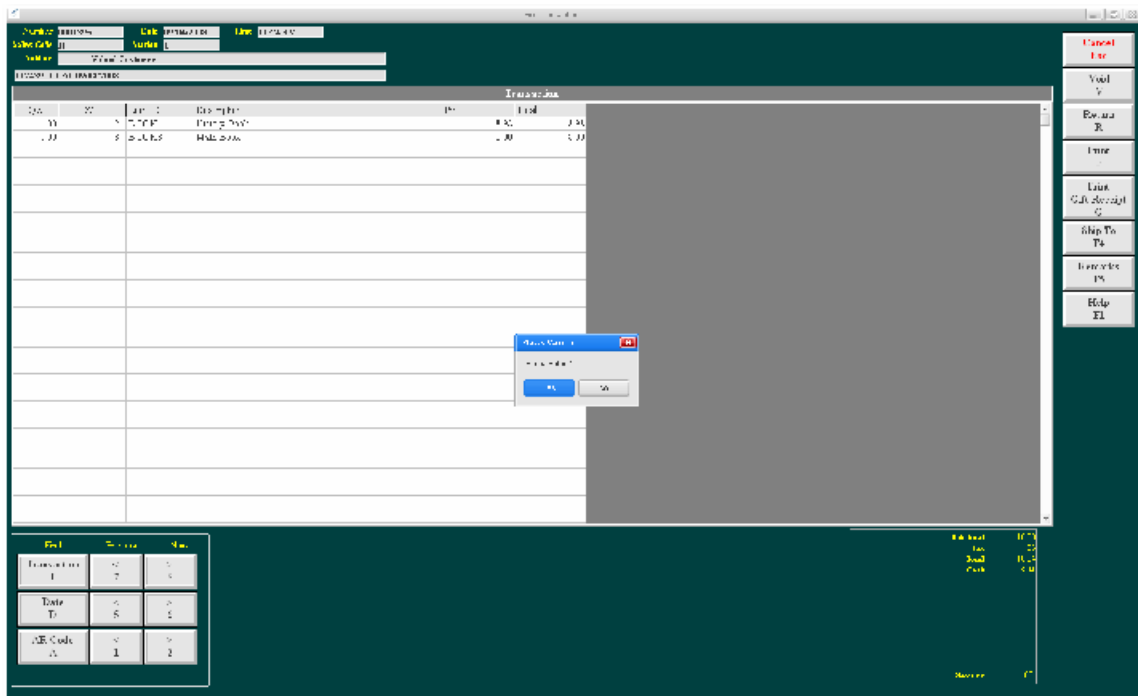
You can now finalize the return and your serialized item will be returned to stock and available for sale once again.





## Returns/Voids

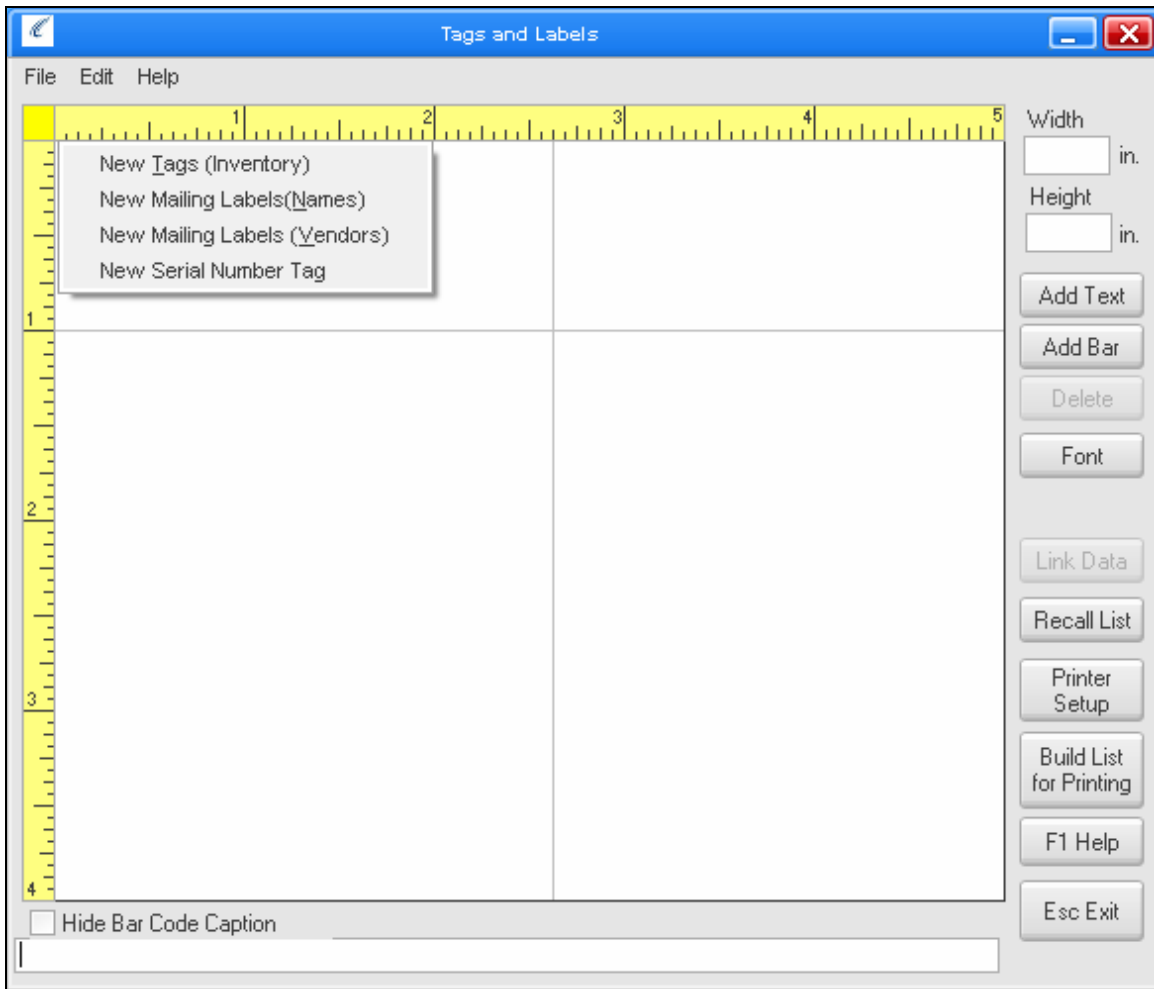
You cannot void a sale of a serialized item. You must do a return. In POS click "Operations" then select "Find". Select the invoice you wish to void or return and click "Return". Next you will be prompted for "Rental Return Yes / No". Selecting "Yes" will set the return price to \$0.00. To refund the dollar amount select "No" for doing a Refund to return the tender.



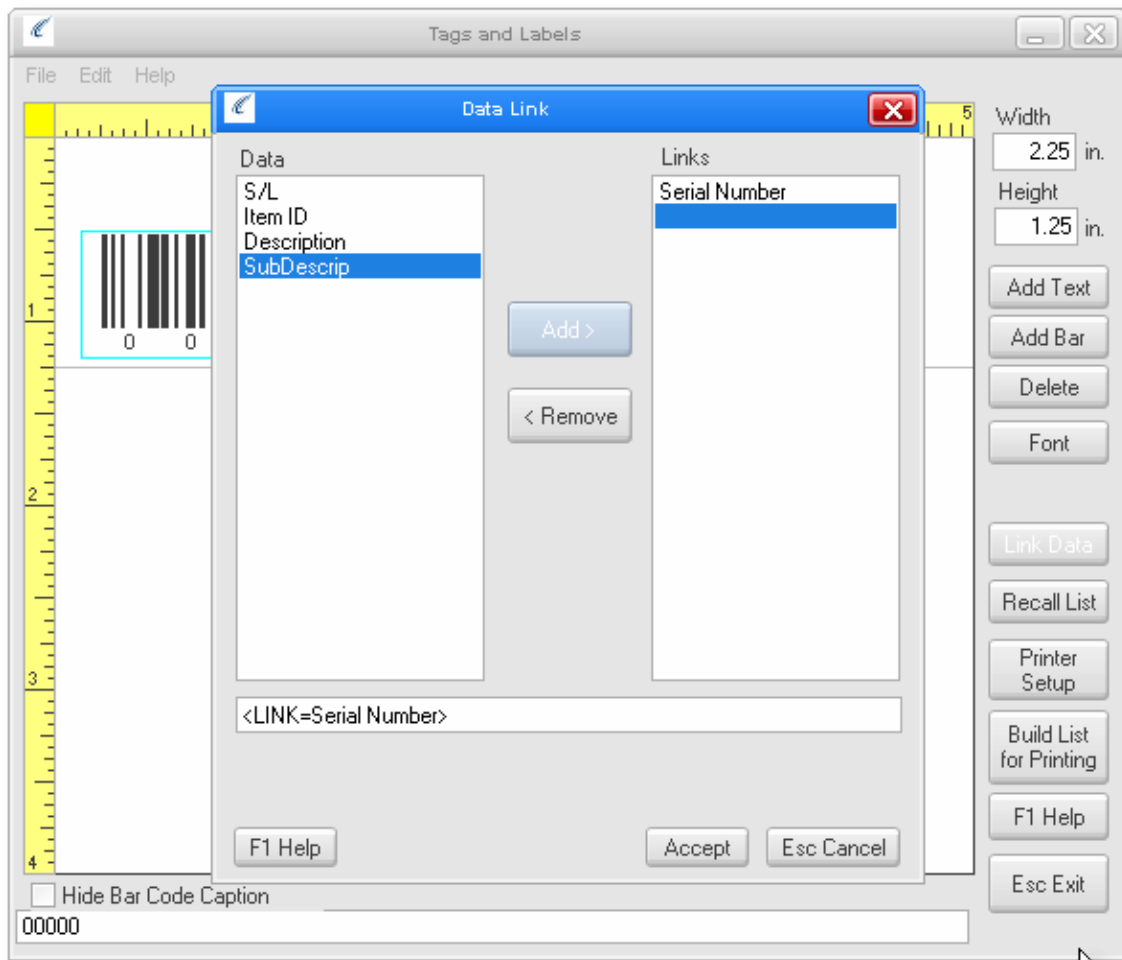
Printing Serial Numbers to tags

Serial Number Tag Setup

Open Tagwise and select "New Serial Tag".

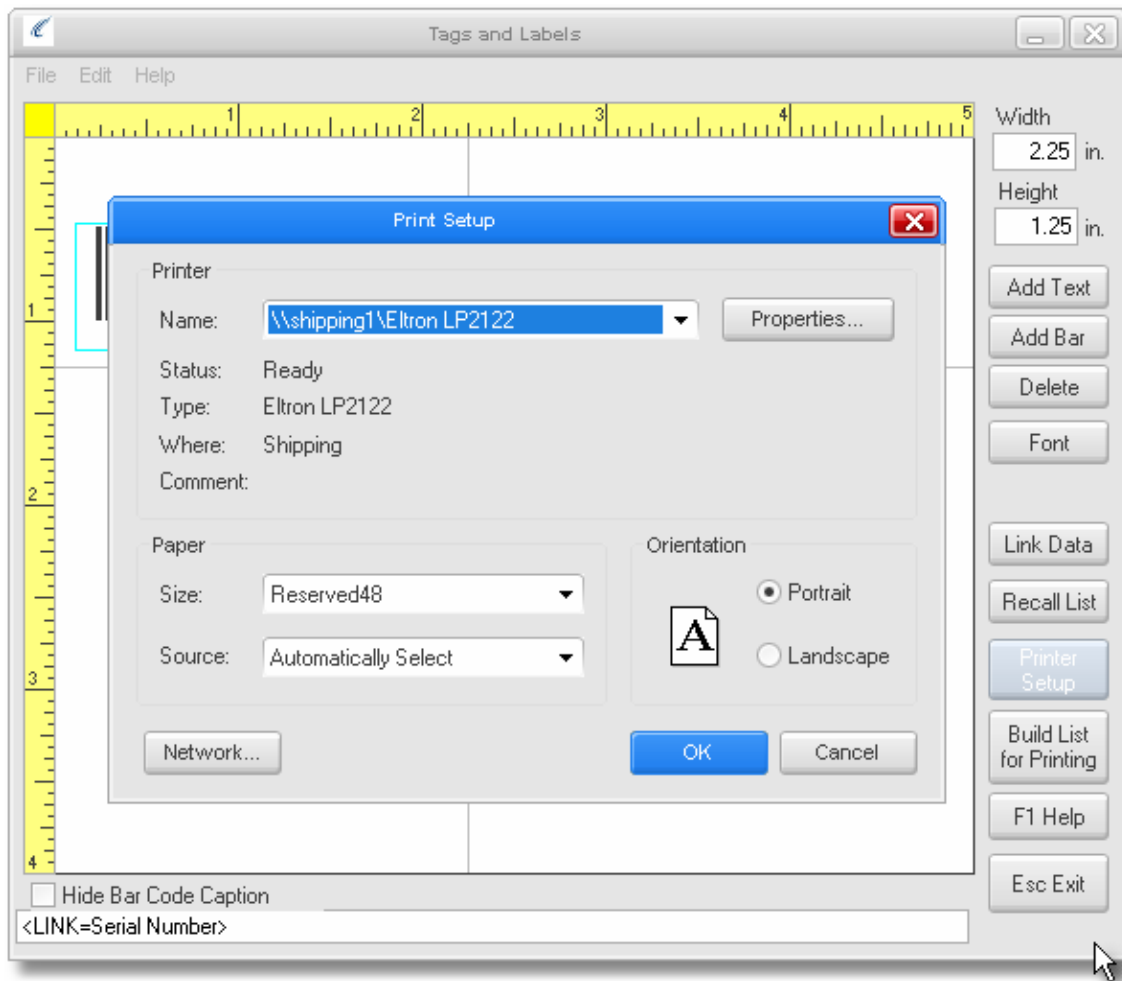


Enter the size of the tags you will be printing in the Width and height fields. Link the bar code by pressing "Link Data" Then select "Serial Number" and press "Accept".

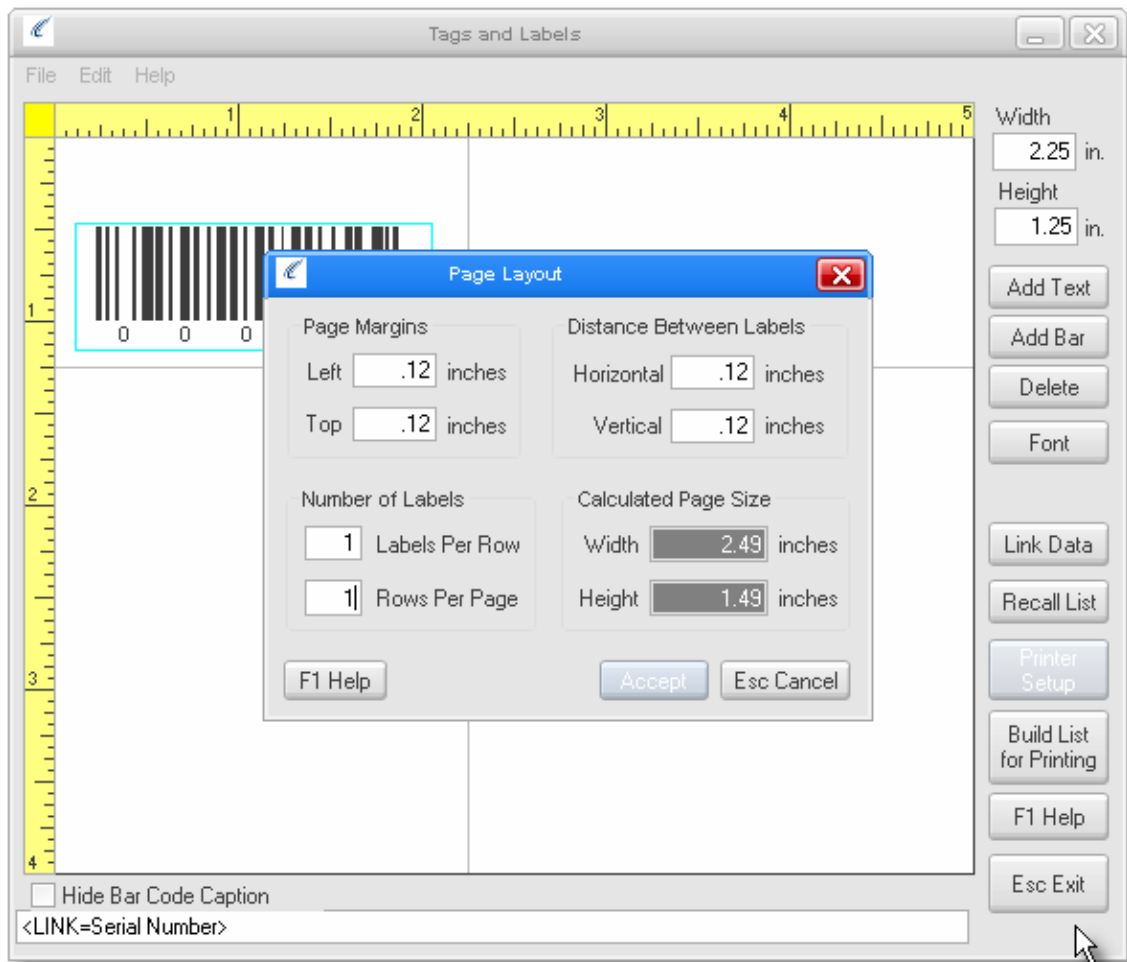


If you want to add additional information to the tag you can do this now by selecting "Add Text" and then linking the data to the appropriate fields. For more information please see the TagWise help file.

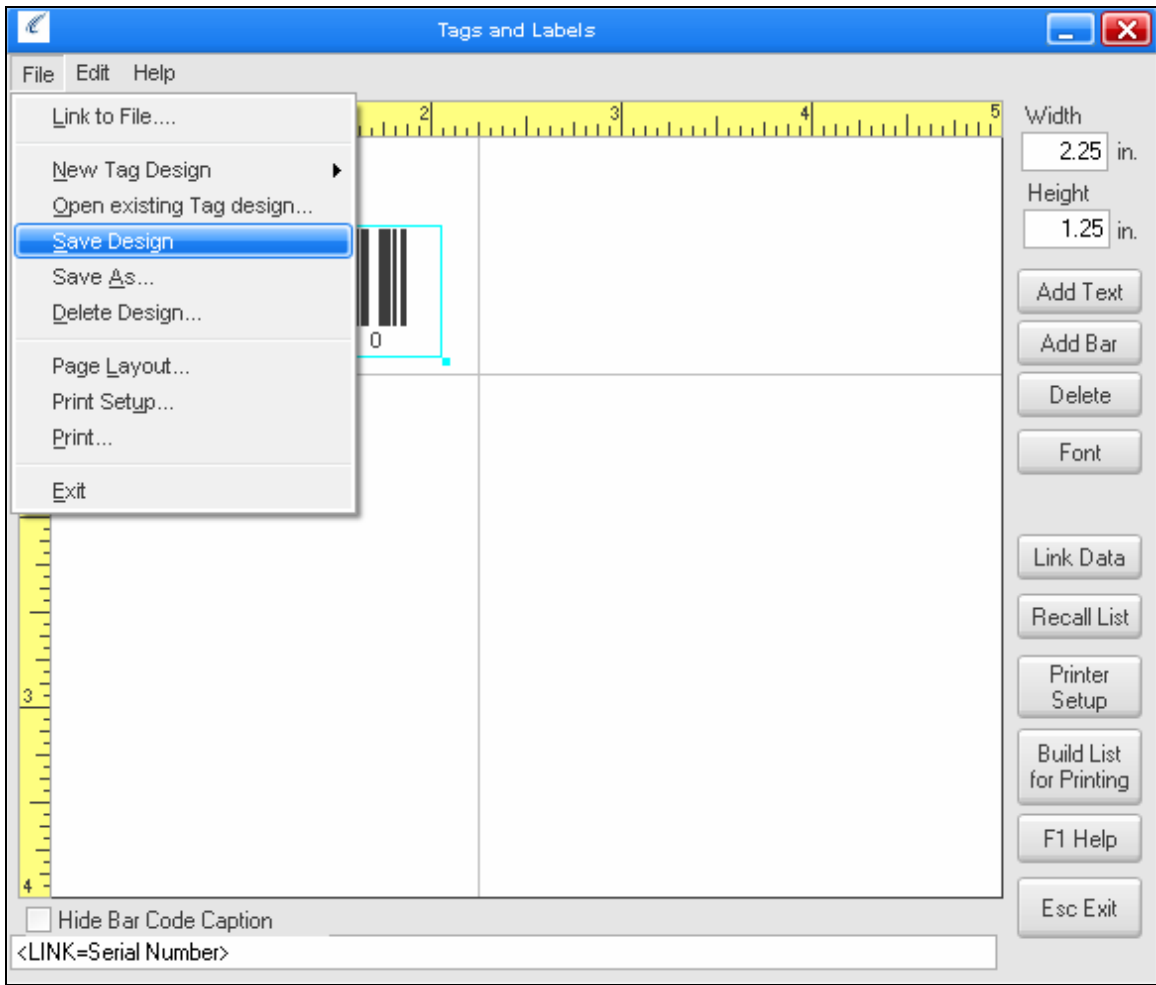
Next Click in Printer Setup and verify the tag printer is configured properly.



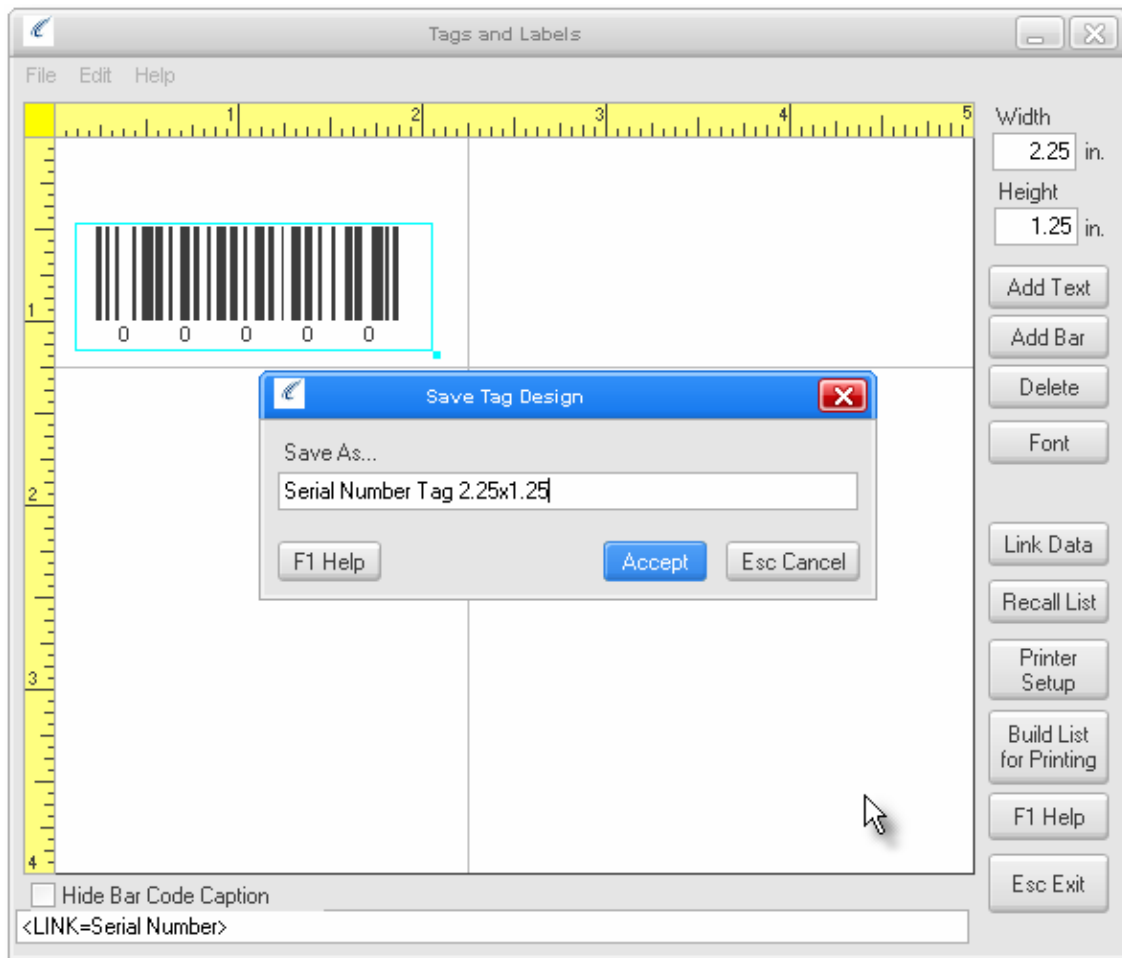
Fill in the Page Layout information for the tag you will be using. Press "Accept" when you are finished.



Click File and select "Save Design".

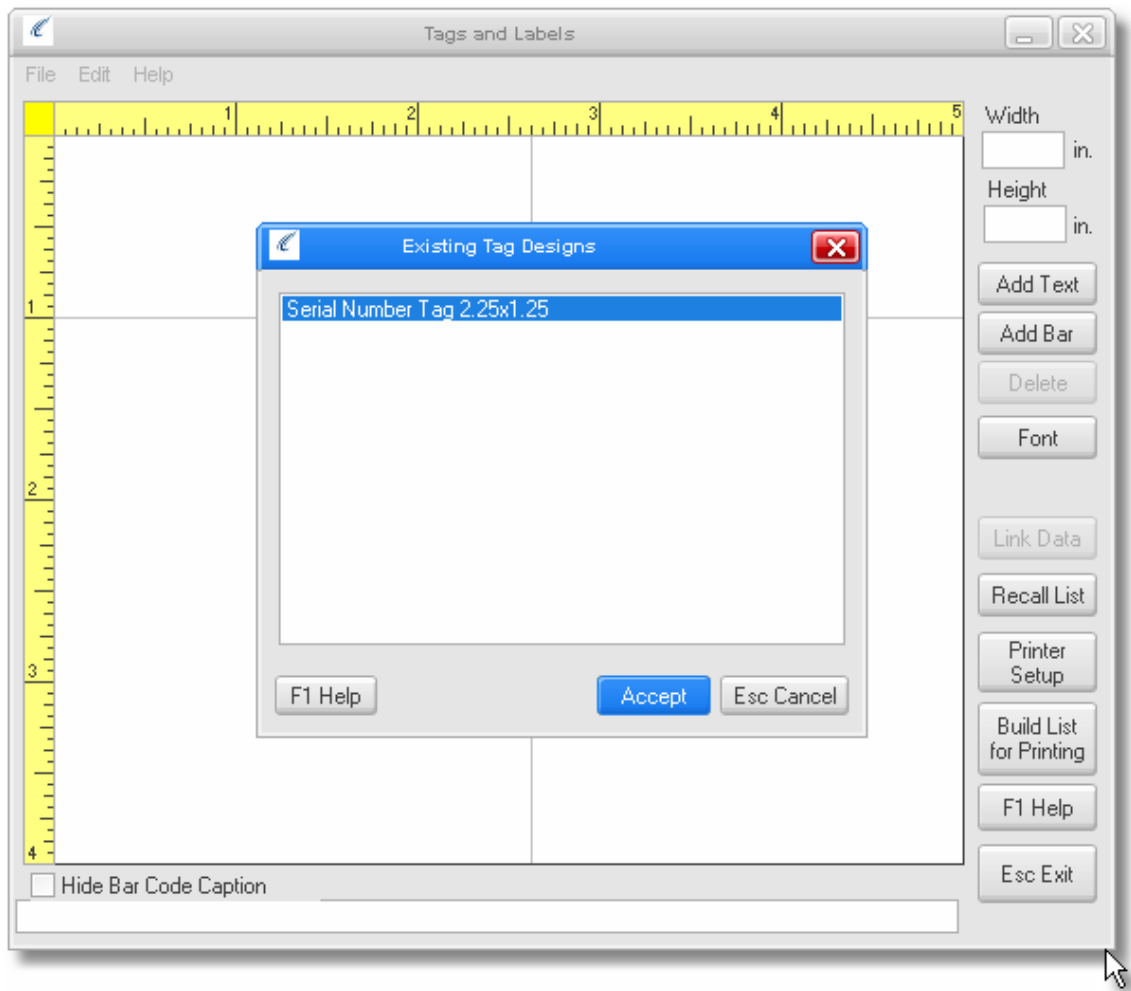


Save the tag with a name you will remember.



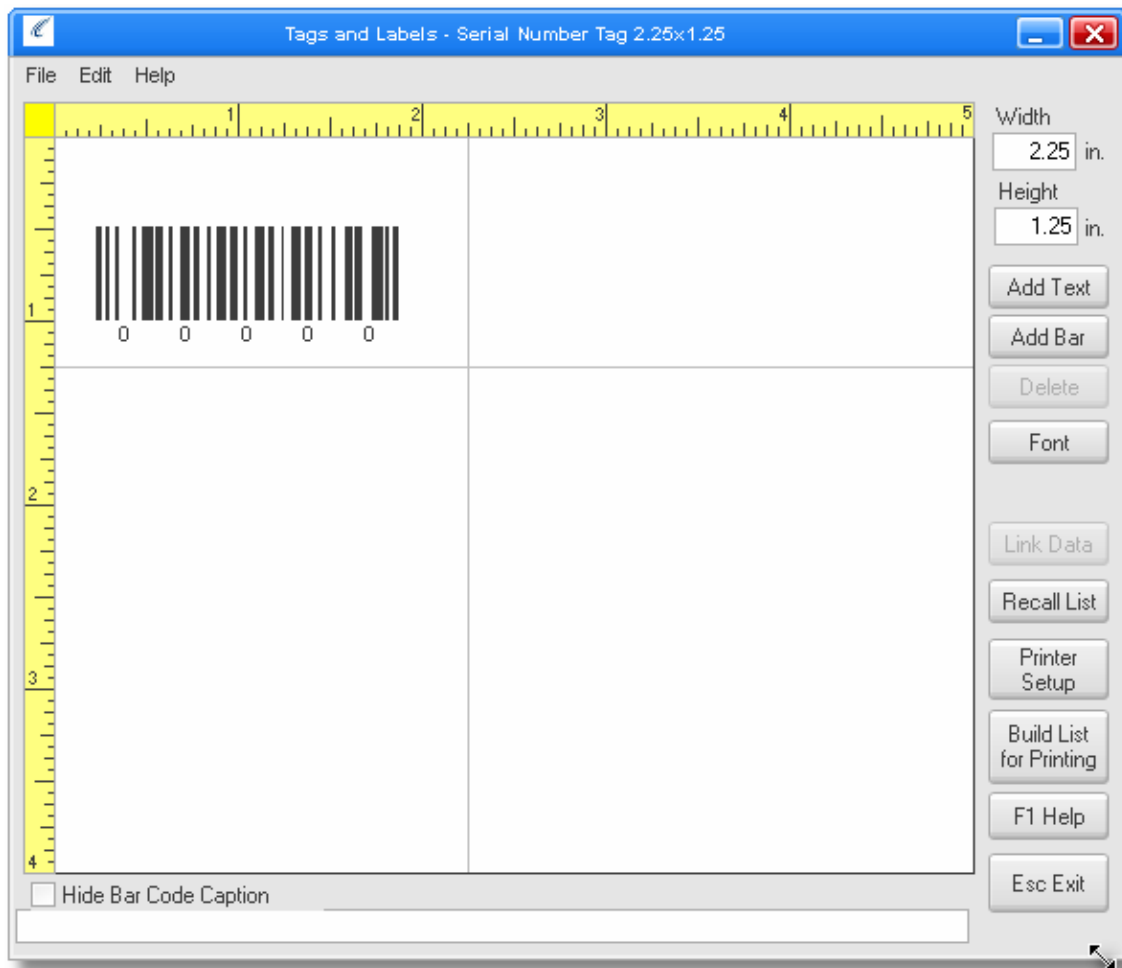
You have now completed the Serial Number Tag and it will always appear in the list when you open TagWise.





## Printing Tags

Open TagWise and Select your Serial Number Tag. Press "Build List for Printing"



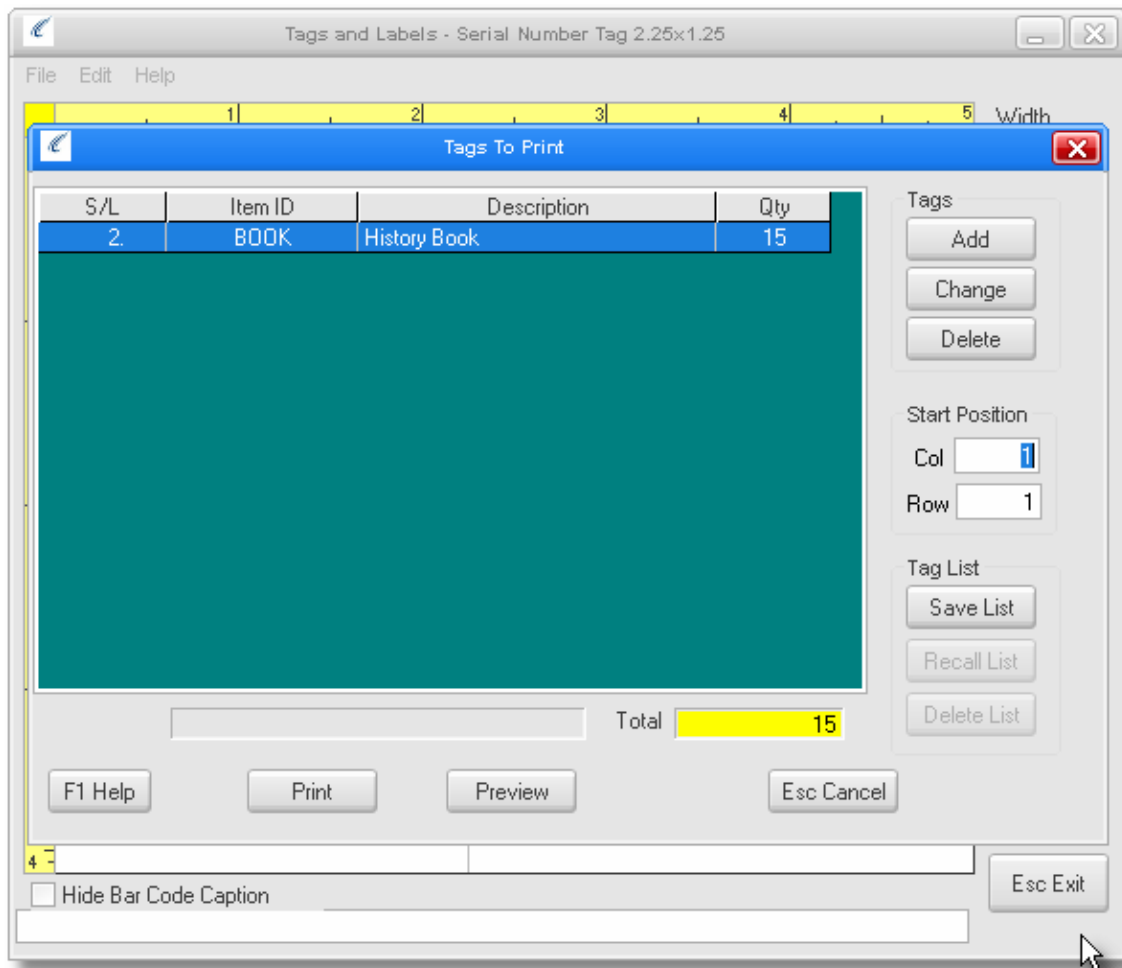
You will then be taken to the Inventory Item lookup screen where you can find the item that you want the serial number tags to be printed.

Item Description	Lot/Package	Part No.	Part No. (Alt)	Unit Cost	Lot Qty	Part Order	Quantity	Price
Theology Book		5	BOOK	0000000000	00000000	000001	6	2.93
Math Book		3	BOOKS	000001	00000000	000000	3	5.00
THE GREAT ENTERPRISES BIBLE KIT AS	BONFORD - BLACK	4	0001063006	078000 063006	0 0 000000	000000	0	70.00
STEP BY STEP GOLF	D	HOSANCA MUSE	0001459953	000768003220	0 3 144000	000000	0	15.93
Dread		LARKIN CLARENCE	0001472953	078000 472953	000 034000	000004	0	23.99
Recreation		LARKIN CLARENCE	0001473123	078000 473123	000 034000	000004	0	23.99
Dispensational Bible		LARKIN CLARENCE	0001473727	078000 473720	000 034000	000004	1	40.99
Ridely Dividing the Word		LARKIN CLARENCE	0001473905	078000 473904	000 034000	000004	1	20.99
Spirit World		LARKIN CLARENCE	0001474055	078000 474055	000 034000	000004	0	20.99
Second Coming of Christ		LARKIN CLARENCE	0001477008	078000 477008	000 034000	000004	0	2.99
HIMP PUBLIC VOICE HEADSET		GEPEN STERN	000149140	0 7627 2150	0 3 135000	000000	0	16.93
ETERNAL GOD	D	HOSANCA MUSE	0001499954	000768003123	0 3 144000	000000	0	15.93
ABSOLUTE FBST		CARMAN	0001461303	077775 33020	0 3 144000	000000	0	17.93
DETOXION		HOSANCA MUSE	0001463209	000768004142	0 3 144000	000000	0	11.93
DETOXION		HOSANCA MUSE	0001463405	000768004128	0 3 144000	000000	0	16.93
LEFT HAND UP		HOSANCA MUSE	0001515408	000768004448	0 2 144000	000000	0	11.93

Search Criteria: BL

Use Wizard Search

The qty will be set to the amount of the serial numbers you have associated with the item. You can now preview the list or print the tags.



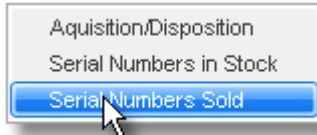
## Reports

Tacking of these items will be done in Reports with the Serial Number report. There are 3 separate reports to choose from.

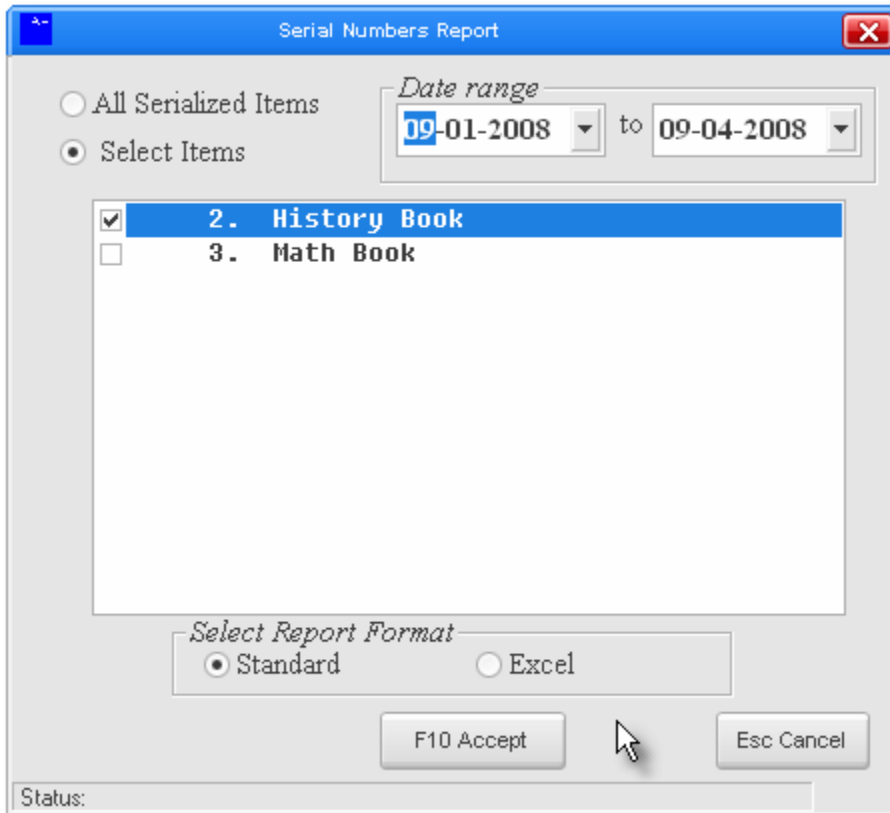
**Aquisition/Dispostion:** This shows the status of individual or all serialized items.

**Serial Numbers in Stock:** This shows all items with serial numbers in stock.

**Serial Numbers Sold:** This shows items with serial number than have been sold and who they were sold to and when. This will be the primary report from tracking.



Select an Item or you can see all serialized items and select a date range. You can choose the report format as well if you want to save the list to a .csv file for Excel.



For more detailed information on reporting please review the Help file in Reports.