

Creating a \$0.00 Rental Bill

Scenario:

You need to create a non-billable rental bill that is for \$0.00. This could be because of an agreement with the customer or to close out a job so that it will not show on unbilled revenue reports, including the Unbilled Rental Billing report.

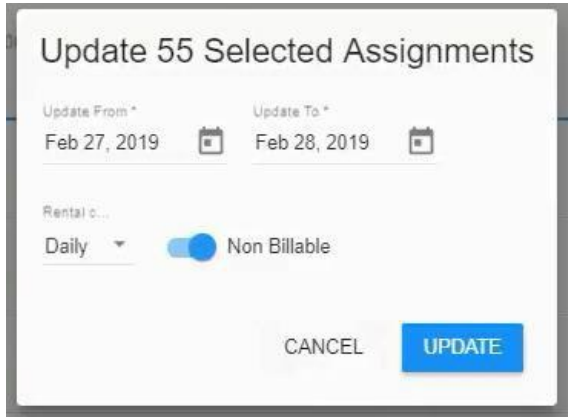
By following this process, you will create a service confirmation and invoice request for \$0.00.

1. Go to **Rental Billing** and select the assets to be billed at \$0.00.
 - a. To select all assets and days, click on the master selection box
2. Select the **MULTI UPDATE** button

The screenshot shows the SAP Rental Billing interface. At the top, there are buttons for 'UNDO CANCELLED RENTALS', 'MULTI UPDATE', and 'BILL 55 RENTALS'. Below these, there are fields for 'Billing Period' (Mar 1, 2019), 'Branch' (All), 'Job' (5764 — 7-10K 4-Lag Zipper Daily Rental - Two Shields Butte Pad), 'Customer Name' (PALE HORSE SERVICES-RIMRO), and 'Location' (3302503575 MC MHA 24-10-3H). A 'REFRESH' button and '55 rentals' are also visible. The main table lists rental assets with columns for 'Serial Number', 'Equipment Type', and 'Daily total'. A red box highlights the master selection checkbox in the first row, with a callout that says 'Click on this box to select all asset lines'. The 'MULTI UPDATE' button is also highlighted with a red box.

Serial Number	Equipment Type	Daily total:	Wed 27 Feb	Thu 28 Feb
<input checked="" type="checkbox"/>		\$1,851.00		\$1,761.00
<input checked="" type="checkbox"/> D90-192-199	4-1/16", 10M, 4"		Daily	Daily
<input checked="" type="checkbox"/> D90-192-199	92-2 — ADPT,1502, 4-1/16", 10M, 4"		Daily	Daily
<input checked="" type="checkbox"/> D52-231-019	61-7 — CROSS, 7-1/16" 10M, 5-WAY		Daily	
<input checked="" type="checkbox"/> D90-192-143	92-2 — ADPT,1502, 4-1/16", 10M, 4"		Daily	Daily
<input checked="" type="checkbox"/> D90-192-192	92-2 — ADPT,1502, 4-1/16", 10M, 4"		Daily	Daily

3. On the Update screen, edit the selection
 - a. Edit **Update From** and **Update To** fields if needed
 - b. Choose **Daily** from the Rentals Cycle drop down list
 - c. Set the switch to **Non Billable**
 - d. Select **UPDATE**



4. After the Update in progress window finishes, the screen will refresh with the Non Billable symbol for every asset / day combination.
 - a. To select all assets and days, click on the master selection box
 - b. Select **BILL RENTALS** button to create a service confirmation

5. This will create a service confirmation and invoice request for \$0.00.
 - a. The rental assets will now be considered rented and will not appear on unbilled revenue reports