

Creating a \$0.00 Rental Bill

Scenario:

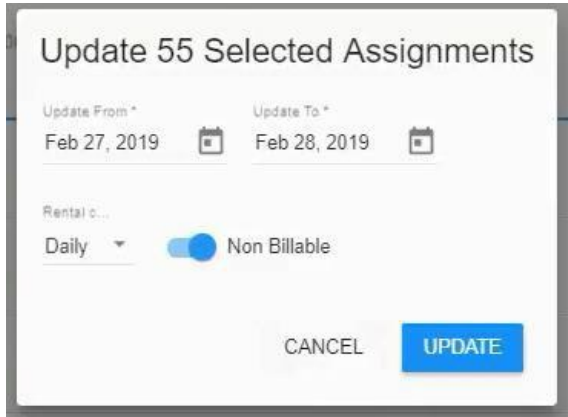
You need to create a non-billable rental bill that is for \$0.00. This could be because of an agreement with the customer or to close out a job so that it will not show on unbilled revenue reports, including the Unbilled Rental Billing report.

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 are filters for Billing Period (Mar 1, 2019), Branch (All), Job (5764), Customer Name (PALE HORSE SERVICES-RIMRO), and Location (3302503575 MC MHA 24-10-3H). A 'REFRESH' button and '55 rentals' count are also visible. The main table lists 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'. Other rows show various equipment types like '4-1/16", 10M, 4"', '92-2 — ADPT,1502, 4-1/16", 10M, 4"', and '61-7 — CROSS, 7-1/16" 10M, 5-WAY'. Each row has 'Daily' buttons for the rental cycle.

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