

**Hey, Are You Using That?** *When you've overbooked and you choose to subrent, see how to not only handle the subrental, but how to understand and analyze subrental reports to improve your business.*

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## **Setup**

- Vendor Setup through File Maintenance
  - 'SUBRENT-VENDORNAME'
  - 'SUBRENT-VENDORNUMBER' – If you plan on creating PO's from your subrental contracts, the Vendor Number is the number assigned to the Vendor File.
- Bulk Item – No need to create a new item record unless you want Subrental income broken out separately.
  - If Subrental income will be broken out: Quantity 0; Subrent = Input a quantity that is attainable at any one time within your area. Mark the item as BULK.
- Serialized Item – Must create new item records.
  - Generic Item: Quantity = 0; Subrent = Input a quantity that is attainable at any one time within your area.
  - Specific Item w/ Serial Number: Quantity = 0; Subrent = 1.
- Subrental Income Breakout by Category
  - For 1 Category: Create an income account within your accounting software, assign the GL Account to the Category's Income GL.
  - For multiple Categories: Create an income account within your accounting software, assign it to the Categories, assign to specific Subrental item within the Item File.
- Parameters
  - Display Tab> Miscellaneous> Overbook display. Set Overbook status to Overbook Status by Store.
- **Subrental Process**
  - Create Reservation and overbook the item.
    - Answer, "YES", to the question 'Do you want to submit a subrental request?' If you accidentally selected 'NO', right-click on the item and select, 'Request Subrental'.
  - New Contract> Subrental Contract
    - Select the item(s) that need to be subrented
    - Select the Vendor
  - The Event Date on the Subrental contract will be the same as the date on the contract the item was overbooked on. If there are multiple items, it will use the date of the earliest out date and the latest due date.
  - Enter the cost for each item subrented by a single right-click and choose 'Set Special Rate'.
    - Discounts should be set at this point.
  - 'Do you need to pick this item up from the Vendor?' Select the Get It and Return It dates and times. If Customer is taking care of transport, do not fill this out.

- **Send Out to Close Process**

- Send Out Subrental contract first. This will increase the inventory quantity and make the item(s) available for the customer's Reservation.
- Send Out the customer's Reservation.
- When the item(s) is returned to the Vendor, Close the Subrental contract.
  - NEW IN v2017: Full Close Menu Options
    - Partial Return, Continuation, etc. is now available.
    - Adjust item cost, add freight, etc. if needed.

- **Subrental to Purchase Order**

- After Subrental Contract has been closed, Inquire into the contract, select Tools> Create PO. PO is created with the status of Closed.

- **Subrental Analysis Report**

- Program Menu> Analysis Reports> Transaction Analysis> Subrental Analysis
  - Set your Date Range, Group, and Store, then select Generate