



**ANTHOLOGY**  
smart systems for booksellers

## The Visual Anthology Rentals Module

The Rentals module in Anthology provides simple functionality for renting and tracking inventory items. While not the kind of full-featured rental software that might be used in a video store, it allows users to:

- Identify certain Inventory items as rentals
- Optionally associate different rental fees with different terms (1 day, 3 days, 1 week, etc)
- Charge late fees
- Run reports on overdue items
- Print overdue notices

### Overview

The Rentals module is an optional add-on to Visual Anthology. It allows the user to specify certain Inventory items as belonging to a "Rental" type. One or more rental fees can be associated with each Rental item, depending on how long the term of rental is.

When such items are scanned into a Cash Register sale, a rental fee is charged. The items get a special Cash Register line type of "RENT".

When the items are returned, they are likewise scanned in at the Cash Register. Because each item has a unique "serialized" SKU, different copies of the same item can be on loan to different customers. When a given copy is returned, the system is able to link it with and clear the account of the renting customer. Late fees can be charged.

Reporting and tracking can be done on a "per copy" basis; or consolidated statistics (copies owned and on hand; sales) can be had on a "per title" basis as well.

### Setup

You will be provided with a special file that enables the Rental Module functionality. A technician will likely request a login to drop this file into place for you or may provide the

file to you with instructions in an email. This file must be placed into the Anthology directory on the server.

Once the file is in place open the Anthology program from any machine. Verify the module has been enabled by checking the Help menu, About Anthology. In the System Features list should be listed the Rentals option.

First the “Default Rental Term” must be set:

1. Go to Tools | Options
2. On the General tab set the “Default Rental/Lending Term” to the most typical number of days you would rent an item for.
3. F10 Save Changes, close and reopen the program.

Next, consider creating a new Department or Section to assign rental type items to. Do this by going to Master Files | Departments and press F4 New to enter a new department name and code. Assigning your rental items to this new department can help you run reports later in which you can choose to focus only on rental items.

Lastly, every item you plan on renting must have the Rental flag checked:

1. Go to Master Files | Inventory
2. Select the item you wish to make a rental item.
3. In the upper portion of the inventory screen, the header, the selected title information should be showing. Towards the right side, just in front of the OnHand field is a checkbox for Rental and a checkbox for Out. Place a check in the Rental field and F10 to save changes.
4. Click on the UOM/Prices tab and verify your Sales Default shows the appropriate value in the Term field. Most likely your sales default is the Each uom..
5. If this particular item has a different rental term than your default setting you can select the sales default row and modify the Term value.

By default the Rental charge is the Retail price, or whatever price is in the Sales Default field in the UOM tab. See next section for offering different rental term lengths.

If you'll be renting various copies of the same item you will need to have each copy with it's own unique ISBN/SKU value. In the Inventory screen the Actions menu provides the Spawn Record option. This will duplicate the inventory record, allowing you to manually enter in the unique ISBN/SKU for the item. Many stores simply serialize these items by adding a new number after the original ISBN, such as 123567890-01 and 1234567890-02, etc. Stores with the Used Book module can opt to go to Actions | Clone This Record to have it automatically serialize the ISBN.

We recommend setting the OnHand value of each rental copy to 1. This gives the ability for a quick glance while in CashRegister F2 Lookup window to see if the item is currently out or not.

## Offering different rental periods and prices

The Rental module also allows you to offer some rental items for different rental dates or terms. If you have an item that you normally rent for 30 days instead of 6 days the 30 day term and price can be defaulted in that one particular rental item.

First you will need to create a new “Unit of Measure” or UOM to indicate the term you will be offering. UOM’s can be used to track the # of units being purchased or sold and in a fashion the term items will be rented for. Here is an example of adding the “30-Day” term.

1. Go to Master Files | Units of Measure. By default you should already have one for EACH and one for Dozen. In most cases the EACH is already your Purchase and Sales default.
2. Press F4 new, fill in the name of “30-Days”, and accept or adjust the Display name (short code).
3. The Multiplier field should still be set to 1. In this case we are still renting only 1 copy. The Terms (# of days) will be controlled elsewhere.
4. F10 to Save changes.

To set up an inventory item with the 30-Day term:

1. Open Master Files | Inventory
2. Select the item you wish to rent for 30 days
3. Select the UOMs/Prices tab
4. Listed in the grid are all the possible UOMs. By default the EACH uom has a checkmark in the Select, Purch Default, and Sales Default box.
5. To switch this item to the 30 term uncheck the Sales Default from EACH. Select the UOM row for 30-Day and place a check in Select and Sales Default.
6. Set the default Retail and List prices you will charge for a 30 day rental
7. Also set the Terms to 30.
8. F10 to save changes. Your screen should look similar to the image below.
9. If you wish to offer Daily, Weekly, Monthly rental options for the item, create the additional supporting UOM records first. In the UOMs/Prices tab for the inventory item check all the Select and Sales defaults you wish to offer, setting the Retail/List and Terms as well for each.

UOM	Name	Select	Purch Default	Sales Default	Retail Price	List Price	Term
WEE	Week	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	7.00	7.00	7
MON	Month	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	30.00	30.00	30
DAY	Days	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>	1.00	1.00	1
EA	EACH	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>			1
BOX	Box of 10	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
DOZ	DOZEN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			
12P	12pack	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>			

Condition: Amazon (None) | ABE | Idlnv: 2182 | Dept Web Exclude:  | Retail price: 7.00  
 Upcharge message: | Term: 7 | Sect Web Exclude:  | List price: 7.00

Buttons: F1 Help, F4 New, F6 Edit OH, F8 Print Labels, F9 Delete record, F10 Save, F11 Print, F12 Send to PO, Alt-F12 Send to RI

## Renting Items

In the Cash Register ring up the desired item. The sale Type will show as RENT instead of SALE. If the item will be rented for the extended period such as 30 days instead of the default simply change the UOM field on the left side of the cash register from EACH to 30-Day before entering the line and moving the item to the right side of the cash register into the 'tape' area.

You may wish to periodically run a report to see what titles might still be out. Under the Reports menu is a report called "Out and Overdue Rentals". Use this to start contacting customers who need to return their items.

When the customer returns the item back to the store simply open the CR, select the customer, and ring up that title again. The sale Type will now show as BACK.