HOW TO USE RENTAL RATES

This document explains the standard configuration and maintenance of rate types, in Baseplan Enterprise. It has been structured with a view to assist Users to understand:

- Billing Models (Overview)

- Rate Hierarchy

- Rate Types

- Rate Configuration

When entering rates on a rental contract, the following options are available:

- Pre-configured rates: Rental rates that are configured on the *Rates Maintenance* screen, and will default when adding a related item to the rental contract. These rates may or may not be editable, depending on user security settings.

- Manually entered rates: If not configured, the user must enter the applicable rental rates when adding the relevant item to the rental contract on the *Add Rental Item* screen.

Software Version: 1702

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RENTAL BILLING

The following billing methods are available in Baseplan Enterprise:

- Time-based

- Usage-based

- Operator-based

- Activity-based

- Sales Items-based

- Ancillary Charges

Time-Based Billing

This is the most common billing method for serialised and non-serialised equipment, based on the rental period.

For example: Short or long term rental; anniversary or end-of-month billing

Usage-Based Billing

This billing method is commonly used when renting large equipment items such as, forklifts, excavators or motor vehicles. It can be used independently or combined with time-based billing for 'excess usage'. Usage-based billing charges can be automatically calculated on equipment return.

For example: Charges based on hours recorded in the unit hour meter on compaction equipment; specific wear and tear measurements

Operator-Based Billing

Also known as 'Wet Hire' or 'Equipment and Operator', operator-based billing is used when the equipment is rented along with an operator. The operator's work hours are entered (Multi-line Dockets) to determine the rental charges.

Note: Baseplan offers a Mobility solution, which provides the option to enter elapsed working hours from a mobility device, whilst in the field.

For example: Excavator rented along with operator

Activity-Based Billing

This billing method levies charges depending on the action carried out. Typically based on spontaneous or cyclic events, activity-based billing can also be automated during processes such as, delivery, termination and / or return. Activity-based billing is often billed using recurring charges. This billing method can also be combined with other billing models.

For example: Delivery or pick up charges, or cleaning services

Sales Items-Based Billing

This billing method calculates charges based on the selling price of stock-controlled or service items.

For example: $15.00 per pair for a set of gloves; installation charges at the rate of $70.00 per hour; service charges for replacement keys

Ancillary Charges

This billing method automatically adds the applicable additional charges when generating the rental invoice.

For example: Environmental levies; discounts; damage waivers; zone/region surcharges

When the billing process is completed through the *Progress Invoice* or *Cycle Billing* screens, the **Bill-to-Date** and **Time** entered on the *Progress Invoice* screen, or the **Billing To** date and time entered on the *Cycle Billing* screens determine the billing period.

RATE TYPES

This chapter describes the most commonly used rate types.

Note: All rate types are system-configured.

The following rate types are available in Baseplan Enterprise:

- 'D' – Daily

- 'W' – Whole Days

- 'F' – Full Weeks

- 'H' – Hourly

- 'M' – Monthly

- 'S', 'T', 'V' – Stepped Rates

- 'A' – Whole Days Cyclic

- 'B' – Half Days Cyclic

Note: Except 'H', all the other rate types listed above can be used in the time-based billing method. Rate type 'H' can only be used in conjunction with Multi-Line Dockets for the operator-based billing model.

When entering rental rates, thresholds are used to determine when a new rate applies. However, the system follows an intuitive method of identifying and applying the cheapest rate available when using rate types 'D', 'W', 'F', 'H', 'M', 'A' and 'B'. This means, the next threshold will be used if it is the cheaper option even if the current threshold has not been reached.

Rate Type 'D'

When using this rate type for rental contracts, daily charges are applied. It also allows half days to be charged. If the rental period equals 24 hours, 1 day is charged. If the time difference is less than or equal to the value configured in the parameter **Number of Hours for Half Day** ('4' by default), half a day will be charged. Therefore, it is important to record the accurate billing-to times to ensure that the correct rental period is calculated.

If the rental contract start time is before the branch opening time, then the rental charges will be calculated using the branch opening time as the rental contract start time. This is controlled by the parameter, **Use Branch Operating Hours for Days Charged Calculation**.

For example:

A forklift is added to a rental contract for a duration of 3 days. Rate type 'D' is used with 2 thresholds. The system allows up to 5 thresholds to be entered.

A charge of $100.00 is added with a threshold of '1', and a charge of $80.00 is added with a threshold of '3'. This means, if the rental period is equal to or more than 3 days, the rate will reduce from $100.00 per day to $80.00 per day.

Standard calculation of daily rates based on the thresholds is shown in the table below:

DAYS ON RENT	CHARGE	THRESHOLD	CALCULATION	TOTAL
1	$100.00	1	$100.00*1	$100.00
2	$100.00	1	$100.00*2	$200.00
3	$80.00	3	$80.00*3	$240.00

Note: $240.00 will be the pre-bill amount for the rental contract if billed for 3 days. The total rental charge may also include the GST, damage waiver and/or additional charges (if applicable).

For example:

A rental contract is created with a start time of 9:00AM and the expected termination time of 1:00PM. The equipment is added to the rental contract with a daily charge of $120.00.

Since the rental period is 4 hours, (equal to the value of the parameter, **Number of Hours for Half Day**) a half day rate will be charged (i.e. $60.00) when the contract is billed to 1:00PM.

Rate Type 'W'

When using this rate type, charges for whole days are calculated regardless of the rental contract start and end time.

For example:

An excavator is added to a rental contract for a duration of 30 days. Rate type 'W' is used with 5 levels of thresholds.

An amount of $100.00 is charged for the first 5 days. Thereafter, the charge is reduced to $80.00 from the 5th day up till the 10th day. A charge of $60.00 is applicable from the 10th up till the 20th day. Then, the charge is further reduced to $50.00 from the 20th to the 30th day. For the 30th day and beyond, the charge is $45.00.

Standard calculations for the daily charges (based on the example above) are explained in the table below:

DAYS ON RENT	CHARGE	THRESHOLD	CALCULATION	TOTAL
1	$100.00	1	$100.00*1	$100.00
2	$100.00	1	$100.00*2	$200.00
3	$100.00	1	$100.00*3	$300.00
4	$100.00	1	$100.00*4	$400.00
5	$80.00	5	$80.00*5	$400.00
6	$80.00	5	$80.00*6	$480.00
7	$80.00	5	$80.00*7	$560.00
8	$60.00	10	$60.00*10	$600.00
9	$60.00	10	$60.00*10	$600.00
10	$60.00	10	$60.00*10	$600.00
11	$60.00	10	$60.00*11	$660.00
12	$60.00	10	$60.00*12	$720.00
13	$60.00	10	$60.00*13	$780.00
14	$60.00	10	$60.00*14	$840.00
15	$60.00	10	$60.00*15	$900.00
16	$60.00	10	$60.00*16	$960.00
17	$50.00	20	$50.00*20	$1,000.00
18	$50.00	20	$50.00*20	$1,000.00
19	$50.00	20	$50.00*20	$1,000.00
20	$50.00	20	$50.00*20	$1,000.00
21	$50.00	20	$50.00*21	$1,050.00
22	$50.00	20	$50.00*22	$1,100.00
23	$50.00	20	$50.00*23	$1,150.00
24	$50.00	20	$50.00*24	$1,200.00

DAYS ON RENT	CHARGE	THRESHOLD	CALCULATION	TOTAL
25	$50.00	20	$50.00*25	$1,250.00
26	$50.00	20	$50.00*26	$1,300.00
27	$50.00	20	$50.00*27	$1,350.00
28	$45.00	30	$45.00*30	$1,350.00
29	$45.00	30	$45.00*30	$1,350.00
30	$45.00	30	$45.00*30	$1,350.00

In the table above, rows in red indicate the days when the system will identify and apply the available cheaper rates, even if the period of that threshold has not been reached.

In the example, the threshold for day 8 indicated a daily charge of $80.00.

However, this would have resulted in a total amount of $640.00 ($80.00*8), which is greater than the charge entered for the next threshold i.e. $600.00 ($60.00*10). The system will identify the cheaper rate available and apply it for all the days when the rate exceeds $600.00 up till the day it reaches this threshold. Therefore, the daily rate will be $600.00 for days 8 -10. The same process is followed for days 17 – 20 and days 27 – 30.

Block Charges

If the **Block** checkboxes are checked for each rate detail line, the system will charge the amount for each threshold as a one-off charge for all the days included in that threshold. In the example above, this would lead to a total rental charge of $335.00 for a period of 30 days ($100.00 + $80.00 + $60.00 + $50.00 + $45.00).

If block charges are used for only a specific threshold, a one-off charge will be calculated for the days included in that threshold only. The daily rate specified by the next threshold will be charged per day and added to this one-off amount.

For example: The first set of rates has a threshold of '1', a rate of $100.00 and block charging checked. The next set of rates has a threshold of '7', a rate $10.00 and block charging unchecked. The system will charge a one-off amount of $100.00 for the number of days up to 7 days. For the number of days beyond 7, an amount of $10.00 per day will be charged on top of the $100.00.

Rate Type 'M'

Baseplan Enterprise can calculate monthly rental charges using either of the 2 models below:

- Flat monthly charges

- Rate structure scenario

A parameter must be enabled by Baseplan to activate the 'Rate Structure' calculation method. Only one method can be used at a time.

Flat Monthly Charges

Charges are calculated for the calendar month. If the rental period is less than a whole month, the amount is calculated pro rata.

For example:

A forklift is added to a rental contract, and rate type 'M' is selected. The equipment is rented from the 2nd of August to the 30th of September. A flat monthly charge of $1,000.00 is entered.

Standard calculation for the rental amount is shown in the table below:

MONTH	START	END	RATE	DAYS	CALCULATION	AMOUNT
1	02/08/2017	31/08/2017	$1,000.00	30 (End Date – Start Date + 1)	0.96774 (Number of Days / Number of Days in the Month i.e. 30/31)	$967.74 (0.96774*1,000)
2	01/09/2017	30/09/2017	$1,000.00	30	1	$1,000.00
					TOTAL	**$1,967.74**

Rate Structure Scenario

When using this method, monthly charges use the rate structure and thresholds are expressed in number of months.

For example:

An excavator is added to a rental contract starting from the 1st of October to the 2nd of December. Rate type 'M' based on the rate structure scenario is used with 2 thresholds. For rental period less than or equal to 1 month, the charge is $500.00. The next threshold reduces this charge to $400.00 per month for the 2nd month and beyond.

Standard calculation for the rental amount is shown in the table below:

MONTHS ON RENT	CHARGE	THRESHOLD	CALCULATION	TOTAL
1	$500.00	1	$500.00*1	$500.00
2	$400.00	2	$400.00*2	$800.00

For the additional day i.e. the 2nd of December, the pro-rata calculation will be as follows:

MONTH	START	END	RATE	DAYS	CALCULATION	AMOUNT
2	01/10/2017	02/12/2017	$400.00	2 (End Date – Start Date + 1)	0.06451613 (Number of Days / Number of Days in the Month i.e. 2/31)	$25.81 (0.06451613*400)

Therefore, the total pre-bill amount for the rental period will be $800.00 + $25.81 = $825.81.

Rate Type 'F'

When using this rate type, charges and thresholds are expressed in full weeks. If the rental period exceeds or falls short of a complete week, the period considered by the system depends on the value of the parameter, **Grace Days for Full Weekly Billing**.

For example: If the number of days that the equipment is on rent for is 1 week and 3 days, and the grace parameter is set to '2', the rental period considered is 2 weeks; if it was 1 week and 2 days, the rental period would be one week.

In the example below, a scissor lift is added to the rental contract for a period of 3 weeks. Rate type 'F' is selected and 3 thresholds are applied. For the 1st week, a charge of $100.00 is entered. The next threshold reduces this charge to $70.00 in the 2nd week and further to $50.00 in the 3rd and last week of rental.

Standard calculations of the weekly pre-bill amounts are shown in the table below:

WEEKS ON RENT	CHARGE	THRESHOLD	CALCULATION	TOTAL
1	$100.00	1	$100.00*1	$100.00
2	$70.00	2	$70.00*2	$140.00
3	$50.00	3	$50.00*3	$150.00

Stepped Rates

When using stepped rates, the amount charged on a threshold is derived from the previous threshold and the subsequent days use the charge from the immediately preceding threshold.

The following variations are available in Baseplan Enterprise:

- Whole days ('T' - Step Whole Days)
- Daily charges ('S' - Step Daily)
- 5 day weeks ('V' - Step 5 Day Week)

Rate Type 'T'

When using this rate type, whole days are considered when calculating rental charges. It is similar to rate type 'W', the only difference being, stepped thresholds are used.

For example: An equipment item is added to a rental contract for a period of 5 days. The **Charge Type** (Rate Type) selected is 'T' – Step Whole Days. Two thresholds are added applying a charge of $100.00 per day for the first 2 days, and reducing it to $50.00 per day for the 3rd day and beyond.

Standard calculations of the pre-bill amounts are shown below:

DAYS ON RENT	CHARGE	THRESHOLD	TOTAL
1	$100.00	1	$100.00
2	$100.00	1	$200.00
3	$100.00	3	$300.00
4	$50.00	3	$350.00
5	$50.00	3	$400.00

Rows in red indicate days that use charges from the preceding thresholds instead of the current thresholds.

Therefore, in the above example, $100.00 is charged on day 3 and $50.00 per day is charged on days 4 and 5.

Rate Type 'S'

When using this rate type, rental charges can be calculated for half days. It is similar to rate type 'D', the only difference being, stepped thresholds are used.

For example: An equipment item is added to a rental contract for a period of 8 days. The contract start time is 1:00PM and end time is 5:00PM. The parameter, **Number of Hours for Half Day** is configured as '4'. The **Charge Type** (Rate Type) selected is 'S' – Step Daily. Three thresholds are added applying a charge of $100.00 per day from the first day, $50.00 from day 3 to day 5, and finally reduced to $40.00 from day 5 and beyond.

Standard calculation of the pre-bill amount is shown below:

DAY	UNITS OF DAY (9AM-1PM)	UNITS OF DAY (1PM-5PM)	UNITS CHARGED	RENTAL CHARGE (9AM-1PM)	RENTAL CHARGE (1PM-5PM)	TOTAL
1	0	0.5	0.5	0	0.5*$100.00=$50.00	$50.00
2	0.5	0.5	1.5	0.5*$100.00=$50.00	0.5*$100.00=$50.00	$150.00
3	0.5	0.5	2.5	0.5*$100.00=$50.00	0.5*$100.00=$50.00	$250.00
4	0.5	0.5	3.5	0.5*$100.00=$50.00	0.5*$50.00=$25.00	$325.00
5	0.5	0.5	4.5	0.5*$50.00=$25.00	0.5*$50.00=$25.00	$375.00
6	0.5	0.5	5.5	0.5*$50.00=$25.00	0.5*$40.00=$20.00	$420.00
7	0.5	0.5	6.5	0.5*$40.00=$20.00	0.5*$40.00=$20.00	$460.00
8	0.5	0.5	7.5	0.5*$40.00=$20.00	0.5*$40.00=$20.00	$500.00

Rate Type 'V'

When using this rate type, rental charges are calculated based on a week consisting of 5 days, regardless of the **Days/Week** entered on the rental contract.

For example: An equipment item is added to a rental contract for a period of 8 days. Rate type 'V' is selected. Three thresholds are added applying a charge of $100.00 per day from the first day, $50.00 from day 3, and finally reducing it to $40.00 from day 5 and beyond.

The standard pre-bill amount will be calculated as below:

DAYS ON RENT	CHARGE	THRESHOLD	TOTAL
1	$100.00	1	$100.00
2	$100.00	1	$200.00
3	$100.00	3	$300.00
4	$50.00	3	$350.00
5	$50.00	3	$400.00
6	$50.00	3	$400.00
7	$50.00	3	$400.00
8	$40.00	5	$440.00

Since this rate type uses a 5 day week, the rental charges will remain unchanged on days 6 and 7 as indicated in red in the table above. Both these days are seen as day 5 by the system. Therefore, threshold '5' will be applied on day 8 as it is considered as the 6th day of the rental period.

Rate Types 'A' & 'B'

When using rate types 'A' or 'B', daily, weekly and monthly charges must be entered. The **Rate Description** fields are locked for editing and the **Threshold** fields are invisible. These billing methods enable cyclic behaviour after a threshold has been reached. The billing cycle is restarted each time the billing is calculated.

- 'A' (Whole Days Cyclic) - Rental charges are calculated using full days

- 'B' (Half Days Cyclic) - Rental charges can be calculated for half days

For these rate types, only three thresholds can be applied with the descriptions locked to:

- Daily

- Weekly

- Monthly

The following validations apply when using rate types 'A' and 'B':

RATE DESCRIPTION	VALIDATION RULE
Rate 2 (Weekly)	• Should not be less than Rate 1 • Should not be more than number of days a week multiplied by Rate 1
Rate 3 (Monthly)	• Should not be less than Rate 2 • Should not be more than Rate 2 multiplied by 4

The 'Units To', 'Threshold' and 'Daily Rate' are derived values, invisible to users.

VALUE	CALCULATION
Weekly Units To	**Days / Week** from the rental contract.
Monthly Units To	**Days / Week** multiplied by 4.
Weekly Threshold	Is calculated by dividing the weekly charge rate by the daily charge rate. The result is rounded to the next whole number.
Monthly Threshold	Is calculated by dividing the monthly charge rate by the weekly charge rate. The result is rounded down and multiplied by the **Days / Week** from the rental contract and added to the value of 1.

Rate Type 'A'

For example:

A forklift is added to a rental contract for a period of 29 days. The **Charge Type** (Rate Type) selected is 'A'. The following daily, weekly and monthly charges are applied:

- Daily = $100.00

- Weekly = $250.00

- Monthly = $750.00

RATE DESCRIPTION	CHARGE RATE	THRESHOLD	UNITS TO	CALCULATED DAILY RATE
Daily	$100.00	1		$100.00
Weekly	$250.00	3	7	$35.7143
Monthly	$750.00	22	28	$26.7857

The standard calculations are shown below:

DAYS	THRESHOLD	UNITS TO VALUE	CALCULATION	TOTAL
1	1		1*$100.00	$100.00
2	1		2*$100.00	$200.00
3 – 7	1		7*$35.7143	$250.00
8	4	7 (Cycle starts at threshold 1 again)	(7*$35.7143) + (1*$100.00)	$350.00
9	4	7	(7*$35.7143) + (2*$100.00)	$450.00
10	4	7	(14*$35.7143)	$500.00
11 – 14	4	14 (New cycle for threshold 4)	(14*$35.7143)	$500.00
15	4	14 (Cycle starts at threshold 1 again)	(14*$35.7143) + (1*$100.00)	$600.00

DAYS	THRESHOLD	UNITS TO VALUE	CALCULATION	TOTAL
16	4	14	(14*$35.7143) + (2*$100.00)	$700.00
17	4	14	(21*$35.7143)	$750.00
18	4	21 (New cycle for threshold 4)	(21*$35.7143)	$750.00
19 – 21	4	21 (Cycle starts at threshold 1 again)	(21*$35.7143)	$750.00
22 – 28	22	28	(28*$26.7857)	$750.00
29	1		(28*$26.7857) + (1*$100.00)	$850.00

The system identifies the cheapest rate available and applies it when using rate type 'A'. For instance, on day 3 the daily rate of $100.00 would have resulted in a charge of $300.00. Therefore, the next rate of $250.00 will be used instead. On reaching day 8, a cycle begins by combining the ongoing weekly charge with the charge on day 1 and so on.

Rate Type 'B'

In the example below, an equipment item was added to a rental contract for a period of 8 days. **Charge Type** (Rate Type) 'B' was selected. The contract start time was 1:00PM and expected termination time was 5:00PM. The parameter, **Number of Hours for Half Day** was configured as '4'. The following daily, weekly and monthly charges were applied:

- Daily - $50.00

- Weekly - $100.00

- Monthly - $150.00

Rate type 'B' is a cyclic rate type like rate type 'A' except that rental charges can be calculated for half days when using rate type 'B'. The example above will calculate rental charges in increments of half days as the start time was 1:00PM. So, the 1st day of rental will calculate rental charges using 0.5 days. On day 2, the charges will be calculated using 1.5 days. Similar to rate type 'A', the system will continue to choose the cheapest rate available. At the end of the 8th day (rental contract end date and time), the rental charge will be $125.00.

CONFIGURING RATES

Rental rates are configured from the *Rates Maintenance* screen.

Rental rates can be configured for:

- Customer Site

- Customer Site Group

- Customer

- Customer Parent Group

- Customer Pricing Group

- Branch

- Area

- State

- Business Unit

- All Locations

- Equipment Model

- Equipment Make/Model

- Equipment Pricing Group

- Equipment Type

- Initial Terms

- Packages

1. From the Menu, select **Rental > Configuration > Rental Rates**

This will open the *Rates Maintenance* screen.

The example below describes the steps to configure a 'Daily' rate type for a customer. This rate will be for equipment of Type 'Fork' (Forklift) and the rental contract branch code is branch 201.

2. Click ADD

The following fields are mandatory when configuring rental rates:

- Equipment Make or Equipment Model or Equipment Pricing Group or Equipment Type

- At least 1 rate line

- The effective date

3. Enter a relevant description for the rate in the **Description** field

4. Enter the date when the rate will be applicable in the **Effective Date** field

5. Select the **Initial Terms** from the drop down list, if applicable

Initial Terms can help derive the **Exp. Term Date** when creating a rental contract and determine the rental charges to be applied. However, this is not mandatory and is controlled by the parameter, **Initial Terms Mandatory**.

6. Enter a quantity in the **Qty Greater Than** field, if required

The **Qty Greater Than** field can be used to apply a rate type and amount to a quantity threshold for non-serialised items.

For example: A rate of $120.00 per day to be used when more than 2 ladders are rented.

7. In the *Customer Details* panel, select the relevant customer from the **Customer Code** drop down list

This will default the **Description** from the *Customer Master* screen.

8. In the *Location Details* panel, select 'Branch' from the **Level** drop down list

Rental rates can also be configured at the business unit, state and area levels. **For example:** A rental rate is configured at the **State** level for **NSW**. This will default the rental rate when a rental contract is created for any branch that uses NSW as its state (configured through the **State** branch parameter).

9. Select '201' from the **Value** drop down list

10. Select 'FORK' from the **Equipment Type** drop down list

11. In the *Rate Details 1* panel, select 'D' from the **Rate Type** drop down list

12. Enter 'Daily' as the **Rate Description**

13. Enter a charge of $120.00

14. Enter a '1' in the **Threshold** field

The **Status** of the rate will be 'PROPOSED'.

15. Click SAVE

16. Click ACTIVATE in the toolbar

The **Status** of the rate will be updated to 'ACTIVE'.

If a value is selected from the **Initial Terms** dropdown list on the *Rates Maintenance* screen, selecting the same **Initial Terms** on the rental contract will default the configured rate on the *Add Rental Item* screen for the **Equipment Type** 'FORK'.

If **Initial Terms** are not configured on the *Rates Maintenance* screen, selecting **Equipment Type** 'FORK' on the *Add Rental Item* screen will default the configured rate even if the **Initial Terms** field on the rental contract is left blank.

Uploading Rates

Rental rates can be directly uploaded in to Baseplan Enterprise through spreadsheets.

1. From the Menu, select **Rental > Configuration > Rental Rates**

This will open the *Rates Maintenance* screen.

2. Select **Filter Menu > Upload Rates**

This will open the *Rental Rates Upload* screen.

The required template for uploading rental rates can be viewed by clicking the EXCEL button on the toolbar of the *Rental Rates Upload* screen. The **Customer Code** column in the spreadsheet cannot be left blank, in order for the rates to be used. If the rates apply to all customers, then ALL must be entered in the customer column or the specific customer code may be entered for the rental rates.

3. Click the ELLIPSIS

4. Select the relevant spreadsheet

5. Click UPLOAD SPREADSHEET

The rental rates will now be uploaded in to the system with the **Status** 'PROPOSED'.

Note: If the parameter **Automatically Activate Rental Rates after Upload** is enabled, the new rates uploaded through a spreadsheet will have an 'ACTIVE' **Status**.

Status

Rental rates may have one of the following statuses on the *Rates Maintenance* screen:

STATUS	DESCRIPTION
'PROPOSED'	New rates yet to be made available for use.
'ACTIVE'	Rates in use.
'CANCELLED'	Rates no longer available for use.
'EXPIRED'	Rates that have reached an expiration, determined by the **Expiry Date** field.
'SUPERSEDED'	Obsolete rates that have been replaced by new rates.

Updating Rates

When updating rental rates, relevant active rates can be exported to an Excel file using the datasheet view. A blank template can also be obtained by displaying the *Rates Maintenance* screen in Filter mode, selecting **Filter > Upload Rates** in the toolbar and clicking on the EXCEL button in the *Rental Rates Upload* screen.

The file can be uploaded into the system once all the updates are made and the effective date is set to the required future date. This will upload the rates in the 'PROPOSED' **Status**. The 'PROPOSED' rates can then be displayed in the datasheet view and activated as a group. This will:

- Set the **Status** of the existing rates to 'SUPERSEDED'

- Create new active rates with an expiry date of one day before the effective date of the new (updated) rates

- Update the **Status** of the new rates to 'ACTIVE'

Note: Enabling the parameter, **Use Superseded Rates** will automatically set active rates to 'SUPERSEDED' when updated. It will also create a new active rate with the new values. This ensures consistency of the rate IDs associated with the rental detail lines. Therefore, it is recommended to enable this parameter.

The section below explains the process of updating a group of active rental rates directly from the datasheet view:

1. From the Menu, select **Rental > Configuration > Rental Rates**

2. Click DATASHEET VIEW

This will display all the configured rental rates in the *Rental Rates Selection* screen.

3. Tag (check) all the relevant active rates

4. Click PROPOSE

This will set the **Status** of the selected rates to 'SUPERSEDED' and create copies of the same with the **Status** 'PROPOSED'.

The 'PROPOSED' rates can then be updated and activated for use.

RATE HIERARCHY

When equipment is added to a rental contract, the system sequentially follows a multi-levelled, three-dimensional hierarchy, in addition to the Initial Terms and item quantity, to identify and apply the appropriate rental rate. The first record found is used as the default rate. This derivation is based on the table below:

LEVEL 1	LEVEL 2
1. Equipment Rate	1.2 Make/Model 1.3 Model 1.4 Equipment Pricing Group 1.5 Equipment Type
2. Location Rate	2.1 Branch 2.2 Area 2.3 State 2.4 Business Unit 2.5 All – **ALL** displays in the field; applicable to all the options in the level
3. Customer Rate	3.1 Customer Code/Site 3.2 Customer Code/Site Group 3.3 Customer Code 3.4 Parent Group 3.5 Customer Pricing Group 3.6 All – **ALL** displays in the field; applicable to all the options in the level

Note: Validations will be enforced to disallow inputting values in more than one of the groupings.

RENTAL CALCULATIONS

Calculation Process Flow

When calculating the charge for a rental contract, two distinct processes are followed:

1. Rates are derived when added by the user to the rental contract. This is where the Rate Hierarchy and Initial Terms are used to find the most specific rate and charge to apply.

2. The prebilling/billing process is used to calculate the actual charge for a specific rental period where the system will:

   - Calculate the number of days, weeks, or months to be charged as per the rate type. At this stage, the system will also check:
     - If there are any stand downs recorded for the equipment
     - The number of chargeable days for the week
     - The branch operating hours, if the parameter **Use Branch Operating Hours for Days Charged Calculation** is enabled. If this parameter is disabled, the operating hours will run from 12:00AM to 12:00AM.
     - If the parameter, **Always Charge for First Weekend** is enabled
     - If the **Charge Public Holidays** checkbox on the Equipment Rental screen is checked
   - Identify and apply the relevant threshold
   - Calculate the actual amount to be billed

Note: At step where the system checks for stand downs, the parameter **Determine Rate before Stand Downs** indicates the threshold rate to be applied. Depending on the value of this parameter, the system will either calculate the rate first and then take the stand down off or take the stand down off first and then determine the threshold rate.

Determination of Rental Period

When calculating rental charges, the system will first determine if the start and end dates of the whole calculation period are rental dates. If not, the dates will be adjusted – the start date will become the next day and the start time will become the opening time; the end date will become the previous day and the end time will become the closing time. This will not be the case when the start and end date is the same day.

A date is not a rental date if any of the following conditions are met:

1. It is a stand down and the rate on net days is being calculated

2. It is a Saturday or Sunday and weekends are not charged according to the **Days / Week** of the rental contract and the parameter, **Charge for First Weekend**

3. It is a public holiday and public holidays are not charged as per the rental contract

The system will then calculate the number of days using the adjusted start and end dates and times.

If the days in the rental period complete exactly 24 hours, 1 day will be charged. When using rate types that allow half days to be charged i.e. rate types 'D', 'S' and 'B', if the time difference is less than or equal to the value configured in the parameter **Number of Hours for Half a Day** ('4' by default), half a day will be charged; otherwise up to 24 hours, 1 day will be charged. If the time difference is more than 24 hours, the start and end times will be adjusted to the opening and closing times:

1. If the start time is before the opening time, it becomes the opening time

2. If the end time is after the closing time, it becomes the closing time.

3. If the start time is after the closing time, it becomes the closing time

4. If the end time is before the opening time, it becomes the opening time

If the (adjusted) start time is before the (adjusted) end time, the system will calculate the number of days from the (adjusted) start time on the first day till the same time on the end day. If the number of hours from that time to the (adjusted) end time is less than or equal to the value of the parameter **Number of Hours for Half a Day**, it will add half a day to this and if it is more, 1 day will be added.

If the (adjusted) start time is after the (adjusted) end time, the system will calculate the number of days from the (adjusted) start time on the first day till the same time on the day before the end day. If the number of hours from that time to the closing time and from the opening time till the end time of the next day is less than or equal to

the value of the parameter **Number of Hours for Half a Day**, it will add half a day to this and if it is more, 1 day will be added.

The next step is to exclude Saturdays, Sundays and Public Holidays, if the **Days/Week** on the contract is configured to not charge for the weekends, and if the **Charge Public Holidays** checkbox on the *Equipment Rental* screen is not checked. For whole daily (W) rental detail lines, the number of days charged is then rounded up to a whole number of days.

For full weekly (F) rental detail lines, the number of weeks is calculated using the parameter, **Grace Days for Full Weekly Billing**.

CONFIGURING INITIAL TERMS

Initial Terms determine the expected end date on the rental contract by adding the number of days/weeks/months from the initial terms to the start date of the rental contract.

When a rental detail line is added to the rental contract, Initial Terms can help derive a rate that matches the term selected on the *Rental Contract Details* panel. This is controlled by the parameter, **Mandatory Initial Terms Field**. If enabled, initial terms are validated before saving a contract.

The steps below describe the process of configuring Initial Terms to derive the **Exp Term Date** on the rental contract:

1. From the Menu, select **Rental > Configuration > Initial Terms**

2. Click ADD

3. Enter a description for the term in the **Initial Terms** field

4. Select the relevant rate type from the **Unit Type** dropdown list

5. Enter the number of units that the terms must apply in the **No. of Units** field

6. Click SAVE

For example:

An initial term '6 M' has been configured with the rate type 'M' (Flat Monthly Charge) and 6 units. A rental contract is then created on 07 Aug, 2017 with Initial Terms '6 M'. As a result, the Exp. Term Date of the rental contract defaults to the date 6 months from the start date i.e. 06 Feb, 2018.

Adding a detail line to this rental contract will then calculate charges taking into account the **Exp. Term Date** derived from the **Initial Terms**.

The table below presents examples of some of the Initial Terms that may be configured in Baseplan Enterprise:

INITIAL TERMS	UNIT TYPE	NO. OF UNITS
Monthly	M	1
12 Month Rental	M	12
24 Month Rental	M	24
36 Month Rental	M	36
72 Month Rental	M	72

INITIAL TERMS	UNIT TYPE	NO. OF UNITS
3 Month Rental	M	3
6 Month Rental	M	6
Weekly	W	1
Fortnightly	W	2
6 Week Rental	W	6
Daily	D	1
Service Contract	M	12

CONFIGURING USER RATE TYPES

The rate types available for selection in the *Add Rental Item* screen are configured in the *User Rate Types* screen.

1. From the Menu, select **Rental > Configuration > User Rate Types**

This will open the *User Rate Types* screen.

2. Click ADD

3. Select the **Charge Type** to be excluded when adding equipment items to a rental contract

This will default the rate description, if configured.

4. Check the **Do not Use for Charge** checkbox if the selected rate type is to be excluded when entering charges

5. Check the **Do not Use for Cost** checkbox if the selected rate type is to be excluded when entering costs (sub-rental contracts)

6. Enter the **No. of Decimals for Minimum Days**, if required

7. Enter the **No. of Decimals for Rate Thresholds**, if required

The added rate type will now be unavailable for selection when adding items to the rental contract.

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