CREATIVE TECHNOLOGY

NEP Live Events

Creative Technology United States

R2 Handbook - Sales

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1.0 The R2 Handbook for Creative Technology US - Overview

The purpose of this handbook is to define processes and outline procedures to explain how Creative Technology US uses R2 for its order fulfillment, inventory management and billing. Its aim is to not only document these processes but also act as a user manual with instructions for basic operation.
First, the main positions of those responsible for the daily management of orders are defined. An order hierarchy and defined terms should help provide further explanation and understanding of the order process. Then a workflow is provided that explains the order process from start to finish, followed by a more detailed step-by-step manual guide for working through this process and different functions within R2.

1.1 Working Roles

It takes all departments to work together to complete an R2 order. Below is a listing of positions used in this handbook and a brief description of how their role fits into R2 processes. The role description does not define the entire position. It does not list all CT departments and positions, just the ones that will be used frequently throughout the workbook. The Operations department has two groups, one that manages assets at the national level and at a local level at the Chicago, Las Vegas, Los Angeles and New York sites.

National Operations Department - When an order is confirmed alert the National Operations team first at CTUS_NatOps@ctus.com. They will be able to decide if the site chosen is best or if it should be filled from another CT location. They will alert the local office that an order is confirmed to be fulfilled from their location.

- National Operations Director – responsible for overseeing maximum usage of assets
- National Asset Manager – focuses on long term asset utilization
- National Logistics Director – provides pricing quotes for shipping, oversees scheduling and procurement of transportation
- National LED Director – responsible for all LED bookings, scheduling, questions
- Inventory Manager – creates Inventory POs, new items and assets

Local Operations Department -

- Director of Operations – oversees local Operations for filling, shipping and receiving orders, schedules in-house labor
- Asset Manager – focuses on short-term asset needs and coordinates any sub-rentals with local vendors
- Subrent Coordinator – procure sub-rentals, negotiate pricing and facilitate returns of sub-rentals
- Warehouse Manager – oversees local CTUS warehouse staff and function

Sales Department -

- Salesperson – client contact, can act as PM as well
- Project Manager – client contact, mostly on site and technical, can act as SP as well

Labor -

- Labor Coordinator – identifies labor needs and schedules somebody to fill each position

Accounting / Finance –

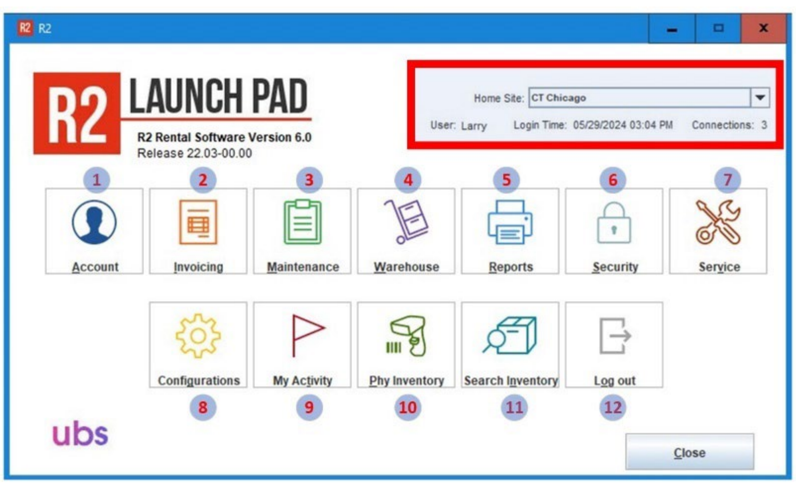
- AR Manager – invoices order, sends invoice to client, new customer approval
- AP Manager – pays vendors, new vendor approval, checks POs for inaccuracies, adds POs to voucher batch

1.2 Creative Technology United States

Currently, CTUS has five offices called Sites in R2. Orders can be filled from each location with inventory transferring between locations.

R2 Site ID	Site Name	Purpose
0	CT Headquarters	Importing new assets to neutral site
1	CT Chicago	
2	CT Las Vegas	
3	CT Los Angeles	
4	CT San Francisco	
5	CT Atlanta	
6	CT New York	
20	Junk Yard	Moving assets to neutral site before retiring them

Each user in R2 is assigned a Home Site that will correspond to one of the sites with a city name listed above, and will be the default each time they log in. As they proceed through the order process, their Home Site will determine the location from which the order is fulfilled and the site of a Purchase Order. The Home Site location (highlighted in red in the image below) can be changed on the R2 Launch Pad but will default back to its original location the next time the user logs in. The R2 Launch Pad is presented each time the user logs in to the application and provides access to Modules that open certain areas of R2.



R2 Module	Purpose
1. Account	Where Orders, Projects and POs are created
2. Invoicing	All AR and AP functions
3. Maintenance	Admin functions, inventory management, application configuration
4. Warehouse	Access to all Warehouse Tasks
5. Reports	R2 provided reporting
6. Security	R2 Admin access to configure access at screen and field level
7. Service	Inventory Repair Tracking
8. Configurations	R2 Admin access to Main R2 Configuration
9. My Activity	Messaging and Notifications
10. Physical Inventory	Inventory Count Management
11. Search Inventory	Search Items Outside of an Order
12. Log out	Logs user out, does not close the application

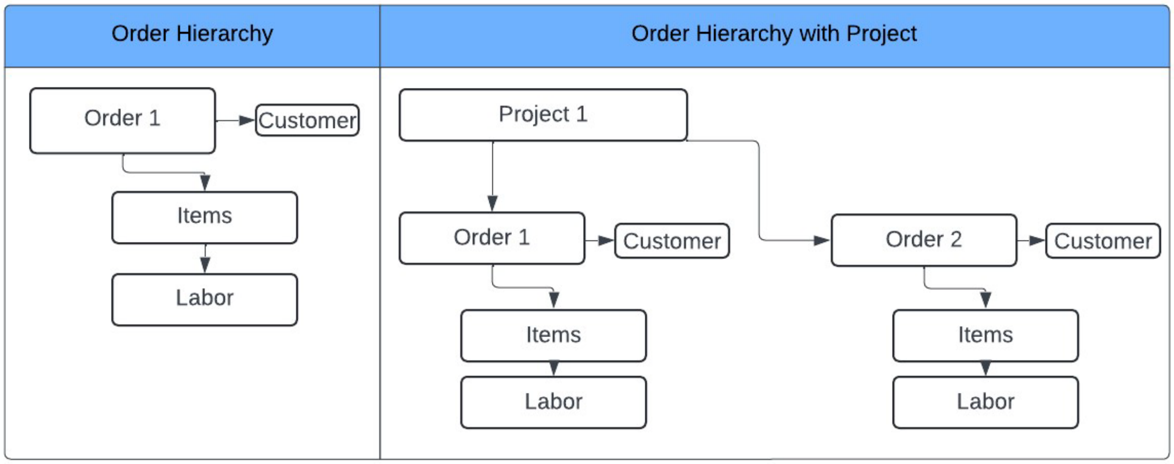
Access to some R2 modules is restricted to Security Levels so not all modules are available to most users.

1.3 R2 Hierarchy

R2 consists of a database with rental equipment (Items), Customer/Vendor information and Labor Positions/Rates. Orders are written for each show that contain the customer information, the venue location and the items and labor needed to run the show. The warehouse fills items for each show, dispatches the order to the venue location and receives the items back into their inventory after the show is finished and returned to the site. Purchase Orders (POs) are created during this process for any expense relating to an order. Logistics, labor booking or subrental items are some examples of incurred costs that would need to be accounted for through a PO. Invoicing happens after the Salesperson or Project Manager (SP/PM) has done a final check of their order to make sure billing and formatting are correct.

R2 provides functionality to create two different kinds of orders, Rental Orders and Sales Orders. Rental Orders are created when items from the CTUS rental inventory are booked with those items returning to a CTUS site and back into that site's inventory. Sales orders are for the purpose of reselling items purchased for a job or selling CTUS inventory. Since any rental items that are sold from a Sales Order are permanently removed inventory, Sales Orders are not used for rental purposes and mostly used by the CTUS System Integration Department for sales invoicing.

R2 orders and Purchase Orders can be grouped into Projects which have their own Project ID that is created by the user. Projects are made for occasions that require multiple orders that are tied together by a commonality such as a specific tour or grouping of shows in a specific venue. They can also tie together Purchase Orders that are associated with an order or grouping of orders as well as for expenses on a PO that are not related to an order, such as CAPEX purchases.



1.4 Terminology Used in R2

Orders

When an order is created R2 will automatically generate an *Order ID*. The first four letters of the Order ID will correspond to the location that the user has as a default. For example, if a user has their Home Site or Account site set to Los Angeles (Site 3), the Order ID that is created would be CTLA123456. The Order ID cannot be changed but the Site location of the order can, so if the example order of CTLA123456 was moved to CT Chicago's (Site 1) site, the Order ID would be the same but show up in CT Chicago's (Site 1) searches.

Each Order ID will need a *Description* for an order, which is made by the person starting the order. A brief description of the show that includes specific details for that order is helpful when referring to it. If it is an order that happens on an annual basis then putting the year in Description will help differentiate it from like orders. If the order is in a grouping of shows that are happening in the same location, then adding in a descriptor such as a certain set of equipment or if it's just labor will clarify the order's purpose. These Order IDs and order descriptions will be used by different departments when referring to orders in communication.

Order Type is determined by the state that the order is in. There are 3 different order types when first creating an order: *Quote*, *Hold* or *Reservation*. These are determined by the probability that an order will be confirmed, and their status indicates whether the Operations Dept will begin planning to fill the order. Once an order is confirmed and it is in Reservation status, the *Type* listed in the Search Orders screen will change as it goes through the rest of the order process. *Contract*, *In Process*, *SignOff* and *Invoiced* are all status's seen in the Type column.

The Operations Department will take note of an order in Quote status, start to look a little closer at an order in Hold status but will only begin planning once an order is a Reservation

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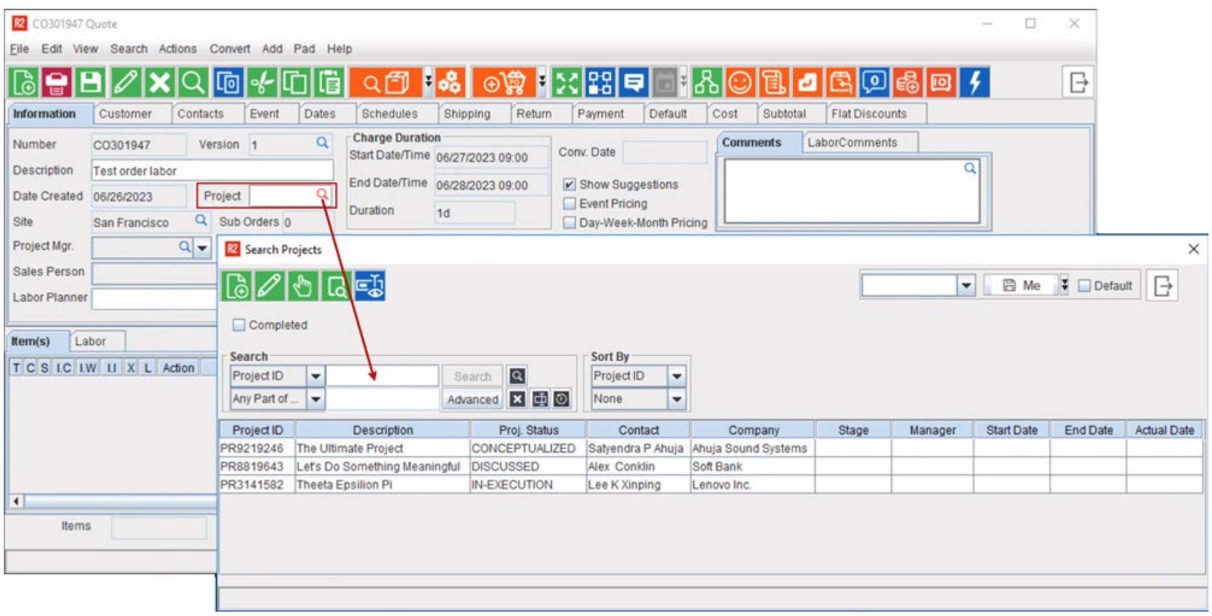
Type – Seen in Search Orders	
Quote	Reserves no gear, allows no expenses, shows no availability
Hold	Order has ~50% chance of confirming, puts HOLD status on gear
Reservation	Order is 100% confirmed, planning begins, WH Prep/Ship/Pickup/Return created
Contract	At least 1 item has been dispatched from the warehouse
SignOff	Every line of gear has been returned in R2 (except Consumable Items)
Invoiced	Order finished; no changes can be made to the sales side of order
In Process	Warehouse has a task open

Projects

Projects group together Orders and Purchase Orders under and single *Project ID*. The Project ID field is located in the Information tab of the order window.



Purchase Orders

There are 3 PO Types in R2.

1. **Miscellaneous** – Most common PO type used, created for labor, expense reports, etc.
2. **Sub Rent** – Used by Operations Dept only for outside rental of non-CT gear.
3. **Inventory** – Used only for purchases of CT gear that is added to inventory database.

<u>Release</u> – PO approval, must be done by someone whose release limit privilege in R2 is at or above the PO amount. Changes the PO status from *Open* to *New*.

Receive – Confirming goods or services on the PO have been obtained and the PO is ready for payment. Changes the PO status from *New* to *Received*.

Stand-alone PO – A PO that is made outside of an order. Lines on a stand-alone PO that are being charged to an order or orders need to be assigned through the Bill-to-Order button.

Warehouse

When an order is created or converted to Reservation status, four tasks are created in the warehouse module.

1. **Prep Task** – Where items are scanned out to order. Also known as Order Fill.
2. **Ship Task** – Used to Dispatch an order from warehouse site.
3. **Pickup Task** – Used to schedule pickup from venue.
4. **Return Task** – Where items are scanned in from an order.

Labor

Schedules are created in the Schedules tab in R2 and lay out the days and times that will be assigned to the labor positions.

Labor positions in R2 are sometimes referred to as Resources. CTUS has positions set up as both Non-Union and Union which are noted in the Description. There are six designated labor resource types.

1. **In House** – CTUS employee
2. **Freelancer** – Non-CTUS employee
3. **Broker** –
4. **Union** – Position filled by local union
5. **Pay Agent** -
6. **Driver** –

Inventory Items and Miscellaneous Charges

Products are named for gear and are given individual descriptions. They are defined by a *Product ID* and can be set up as either a *Serial* or *Non-Serial* Item. Serial items have asset numbers that are assigned to each *Asset,* so each individual serial item is an asset that can be tracked by the asset number. Non-serial items are sometimes referred to as *Quantity Items* as they are not tracked individually but only by a quantity listed in inventory for a site or on an order.

Products can also be grouped together in a *Kit* or sometimes referred to as a *Package*. A Kit in R2 is a grouping of items assembled that have a unique Product ID and can either be a Serial or Non-Serial Kit, so a Kit can either have an asset number or not.

CTUS refers to *Packages* as the main heading for Kits as there can be multiple Kits within a Package.

Miscellaneous Charges are Items that do not have a quantity amount in inventory and fall into three categories depending on their use. These can all be used on Orders and Purchase Orders and the *Type* of the PO determines what kind of Miscellaneous Charge is used. On Orders, only a certain type can be used.
These charges can be identified to one of three categories by the first three letters of the Miscellaneous Charge. For example, the Miscellaneous Charge "JOBTRAVEL" is JOB related. The charges are divided into categories for accounting purposes, and each has a General Ledger (GL) code.

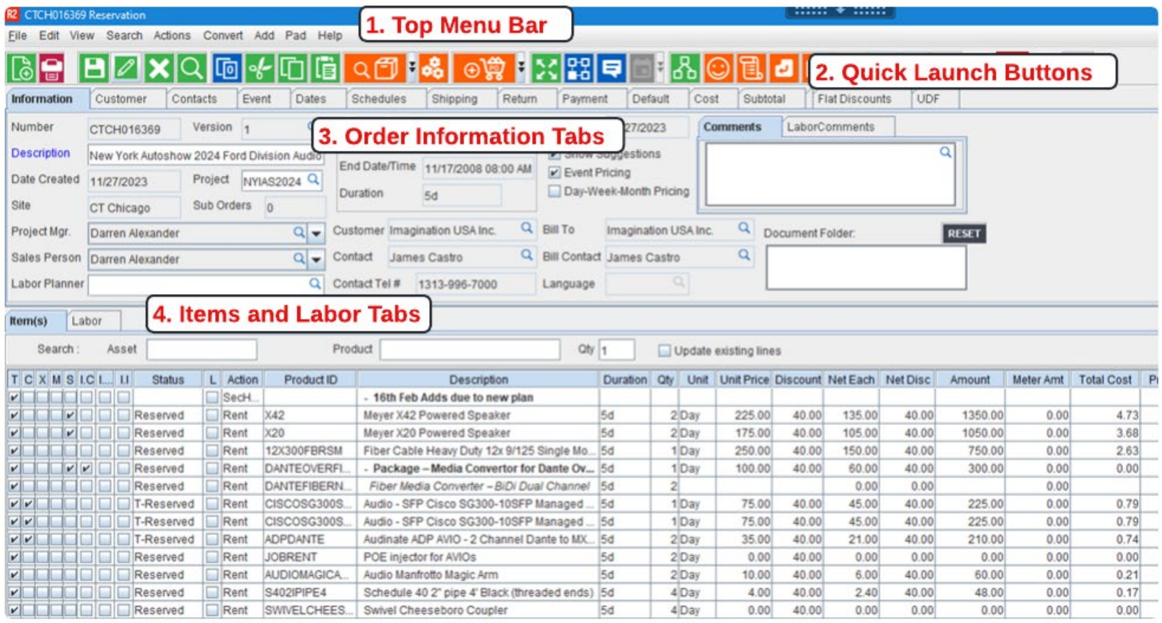
1. JOB – PO and Order Related – a Miscellaneous Charge that can be used on Miscellaneous Purchase Orders and Orders. Order number needs to be accounted for on each line in the PO that has a JOB related line.
2. EXP – Expense related – Used on Miscellaneous PO's, they are not associated with an order.
3. INV – Inventory related – Used on Inventory POs, they do not need to be associated with an order.

1.5 Makeup of an R2 Order and Order Search

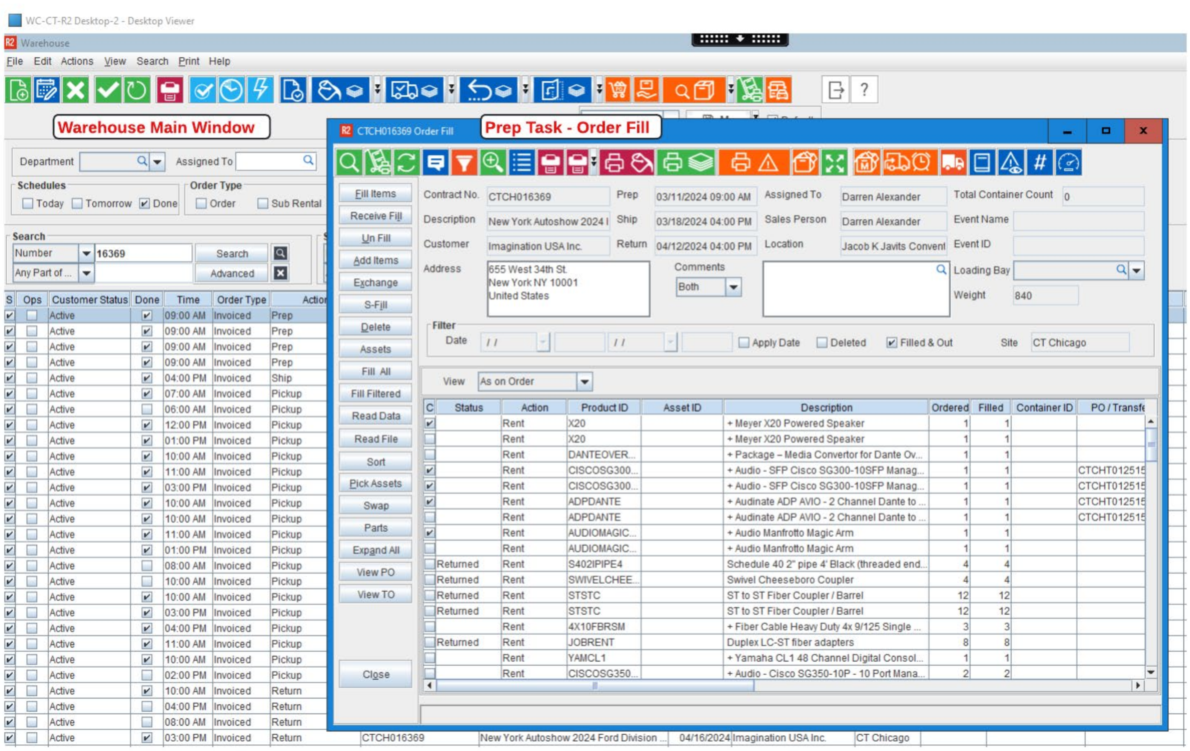
An order is started in the Account module and has different sections where information is entered and stored.

1. There is a menu bar at the top with drop-down lists that perform various functions.
2. Below the top menu bar is an icon bar with Quick Launch buttons that give you access to some of the more often used functions in the drop-down menu.
3. Under that are tabs that provide access to enter detailed information about an order.
4. Then a larger section, or body of the order is below the order information tabs. This is divided into two tabs, Items and Labor. This is where Products are entered into the order, along with their quantities, pricing, charge duration and discounting.

When an order is confirmed as a Reservation some lines in the Items tab may show as *Not Available*. These lines are highlighted in red text and are then assigned to transfer in from another CTUS site or they are sub rented from a 3rd party vendor.



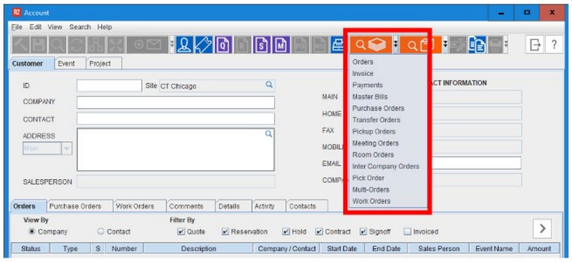
When an order is confirmed into Reservation status, tasks are assigned to the warehouse side of the order. The items listed in the Items tab will be shown in these tasks. Lines that are assigned to transfer in from other sites or sub rented from a 3rd party vendor are also shown in these tasks.



A more detailed, step-by-step approach to filling orders among other topics will be provided in this manual.

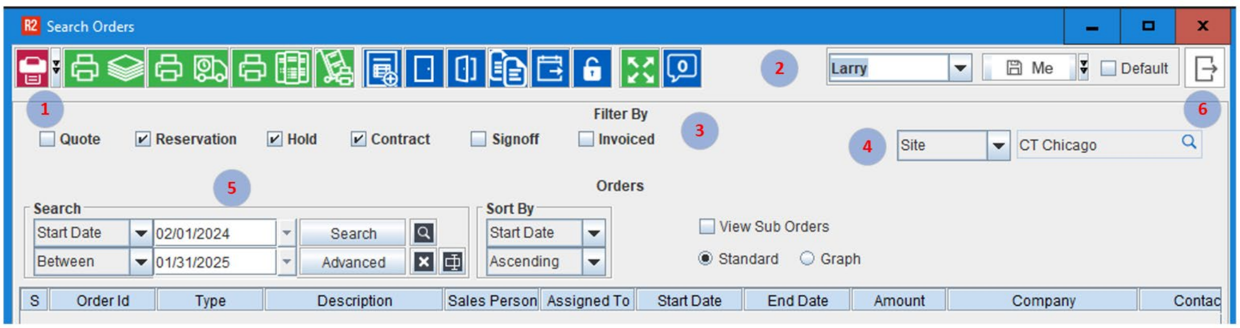
Searching in Account Module

The Account module provides access to create Orders and Purchase Orders as well as a place to search for Orders and the CTUS Inventory.



Clicking the drop-down menu on the Orders button will list the available areas to search.

The Search Orders screen has options to narrow a search for an order.



1. The Print button allows you to print an order without having to open it.
2. User View default user setting saves Filter By and Search criteria settings.
3. Filter By narrows search by Order Type.
4. Site selection will show orders in a specific site or can be changed to All Sites for broader search.
5. Search criteria has many options under its dropdown menu. This example shows a search for orders with a Start Date range.
6. Exit button closes Search Orders screen.

1.6 R2 Workflow

Pre-Production

- When an order is confirmed, it should go to Reservation status. The order can be created as a Reservation from the start, or it can be converted to a Reservation from an order that is already created but in Quote or Hold status. When an order is confirmed the SP/PM needs to alert the National Operations team first at CTUS_NatOps@ctus.com. They will be able to decide if the site chosen is best or if it should be filled from another CT location. They will alert the local office that an order is confirmed to be fulfilled from their location.
- It allows expenses to be charged against an order.
- A Labor Coordinator is assigned to fill the positions entered into the Labor tab of an order through C.A.R.L.
- The Logistics team will begin planning for shipment to and from the venue along with other deliveries pertaining to the order. Pricing will be determined.

Prep and Ship

- An order in Reservation status also alerts the Warehouse with the Prep, Ship, Pickup and Return tasks that are created in the Warehouse main window. The warehouse staff begins filling the available lines in the order with items that are currently available at their site.
- The Operations team begins planning for any gear shortages in the order and a Labor Coordinator will begin searching for resources that can be assigned to work the show. Logistics will seek out pricing for delivery to and from the venue(s).
- Asset Managers assign lines of gear that are not available to either be transferred in from another CTUS site or marked for a subrental. Subrental Coordinators begin contacting their vendors regarding gear availability and pricing.
- Subrentals arrive at the warehouse and are checked in, then allocated to the order(s) to which they are assigned.
- Once all items are filled to the order through the Warehouse Prep Task, the order is dispatched to the venue location the Ship Task.
- Operations will contact the PM for “last call” prior to dispatching additions.

On-Site

- For equipment additions during the show, requests go to the site of the CT location from which the gear was pulled.
- When possible, the PM should make additions in R2 under a new heading at the top of the booking and notify the Operations team via email. If the PM is unable to make the additions to R2, they should notify the operations group of their needs and request that operations make the addition to the order.
- Report major equipment failure to Operations immediately so they can make necessary arrangements for repair and adjust any future orders that might be affected.
- Report damaged / defective sub-rental gear to Operations ASAP even if gear is not used so CT is not charged for the damage gear.
- Report physical equipment / case damage to the Operations Dept. Include detailed description of the issue with pictures and barcode numbers.
- PM & Logistics should communicate at least 24 hours prior to load out to confirm return details.
- Any changes that would have the equipment returning later than originally scheduled should be communicated to the Operations group immediately.

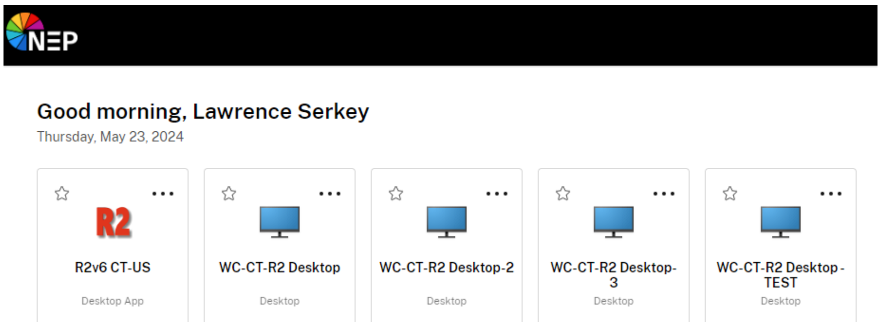
Closeout

- Once the order is returned to the warehouse the items will be scanned back in through the Warehouse Return task. When all the items, with the exception of the Consumable lines, are returned the order status will change to Signoff.
- Operations should notify the PM within 48 hours of the equipment return of any missing items.
- PM/SP will go over the order in R2 and check the order’s final formatting, pricing and make any changes before final invoicing. Once the order is complete a request to invoice is sent to the AR Manager.
- The AR Manager checks the order and if it is complete, invoices the order at which point no further changes can be made.

- The invoiced order is added to a batch file and then posted. Any further pricing changes need to be made through a Credit or Debit memo.

1.7 Accessing R2 Through Citrix

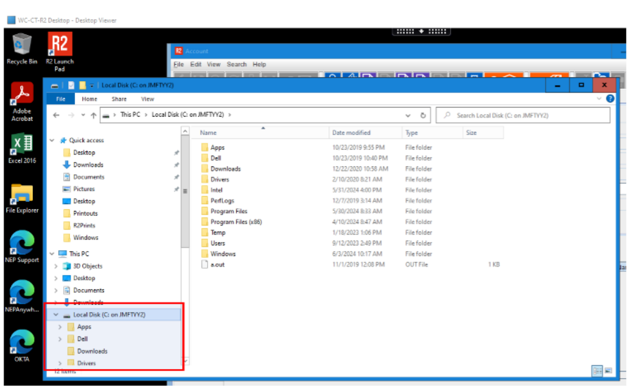
The R2 application is installed on a remote server desktop and accessed through an application called Citrix Workspace which needs to be installed on your computer. Once installed, you can access Citrix Workspace by opening a web browser to the page https://nepapps.cloud.com/ and entering your network login credentials. You should then be presented with some app and desktop options.

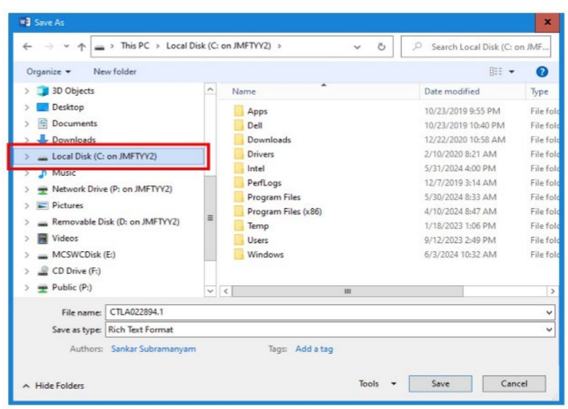


The red R2 Desktop App will open a standalone instance of R2 on your desktop. Choosing one of the WC-CT-R2 Desktop-(-2 or -3) selections will open a remote desktop that has an R2 shortcut.

Once logged in to the Citrix desktop, double click on the R2 Launch Pad icon to open the R2 application. You then need to enter your R2 username and password credentials to log in. These credentials are in addition to the network credentials used to log into Citrix so they may differ from your network username and password.

Your Citrix connection allows you to save R2 documents, such as Purchase Order, Rental and Sales order printouts, to your computer's local drive. You can access it by either searching for it in File Explorer, which is located on the R2 desktop, or you can find your local disk when you save a document in the Save As dialog box.





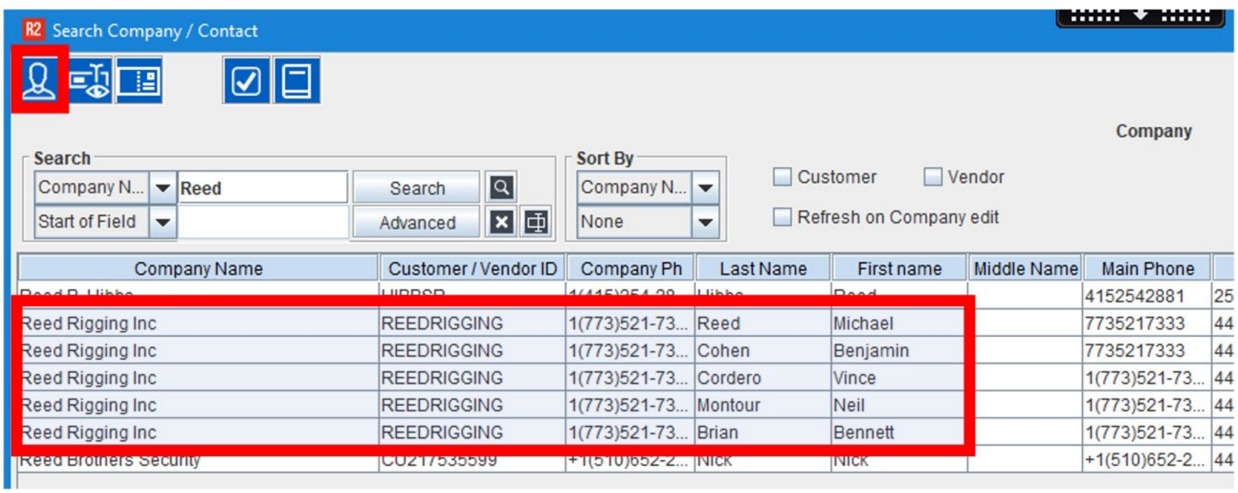
2.0 Sales

2.1 Sales - Creating an Order

Before an order can be started the company for which the order is being created needs to exist in the Company database. Each Company requires at least one Contact in order to be saved in R2. First, check to see if the company already exists. If the Company does exist but the contact does not, the contact information can be added to the existing company. If a new company needs to be created it will need to be approved by AR before it can be used on an order in Hold or Reservation status. A Quote can be written using a new company that hasn't been approved.

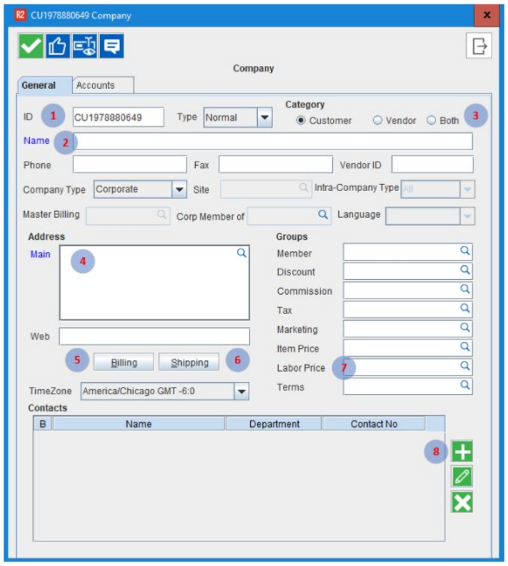
A Company in R2 can be designated as a Customer, Vendor or both a Customer and Vendor. A company that is listed as a Vendor or Both is used for Purchase Orders. Vendors are created on a SharePoint page where they are submitted for approval. Instructions on how to submit a new vendor can be found in the Creating Purchase Orders section.

To open the Company database in R2 go to the Account screen and choose **Search>Company** from the drop-down selection on the top menu bar. When there are multiple contacts for one Company each contact will show when searching for by Company Name.



You can search for a Contact directly using their first or last name.

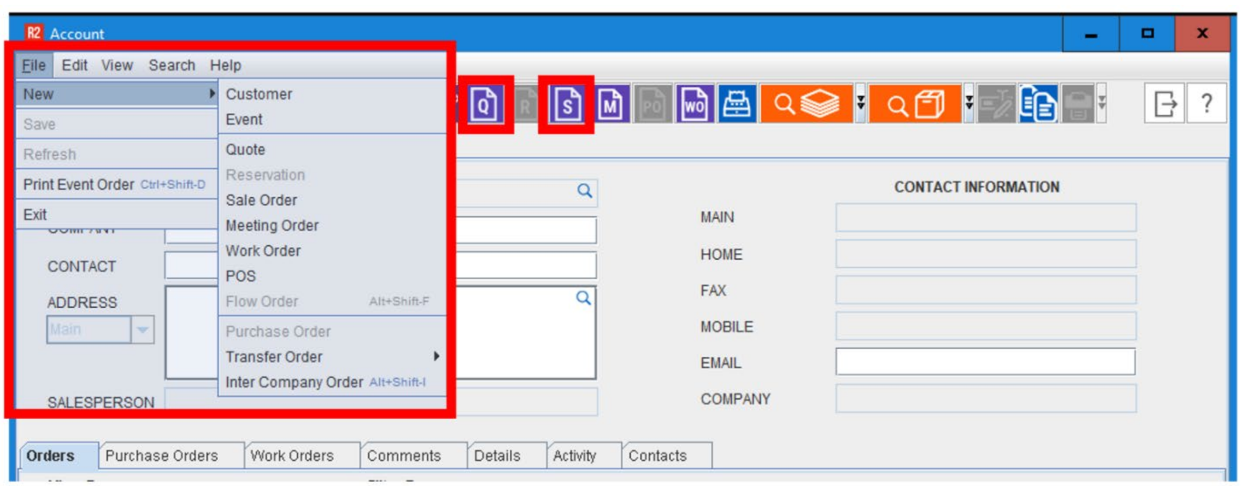
To enter a new Company, click the Add Company/Customer button in the upper left corner.



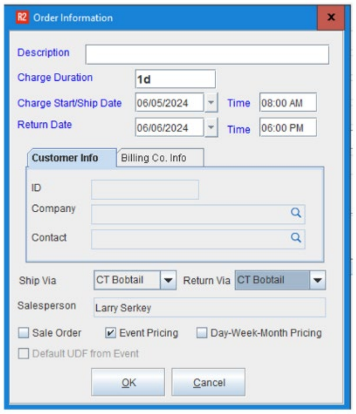
1.	**ID:** Auto generated, changed by AR
2.	**Name:** Created by user
3.	**Category Vendor:** created in New Vendors site
4.	**Main Address:** Option to save to Billing and Shipping when saved
5.	**Billing Address:** Optional, if different from Main Address
6.	**Shipping Address:** Optional, if different from Main Address
7.	**Labor Price:** Opens Price Groups
8.	**Contacts:** Need at least one

If you don't have a name for a contact, you can create one using First Name "Accounts" and Last Name "Receivables".

Once you have a Company and Contact created an order can be started from the Account screen. The Account screen is the location where the sales side of an order is created and where Purchase Orders and the Company database are accessed. You can also search the CTUS inventory without having to open an order. To start an order without a Company selected go to **File>New** and select your choice, either Quote or Sale Order. Since CTUS mostly uses Rental Orders, Quote will be selected for this example. You can also click the Quote and Sale Order buttons on the menu bar.

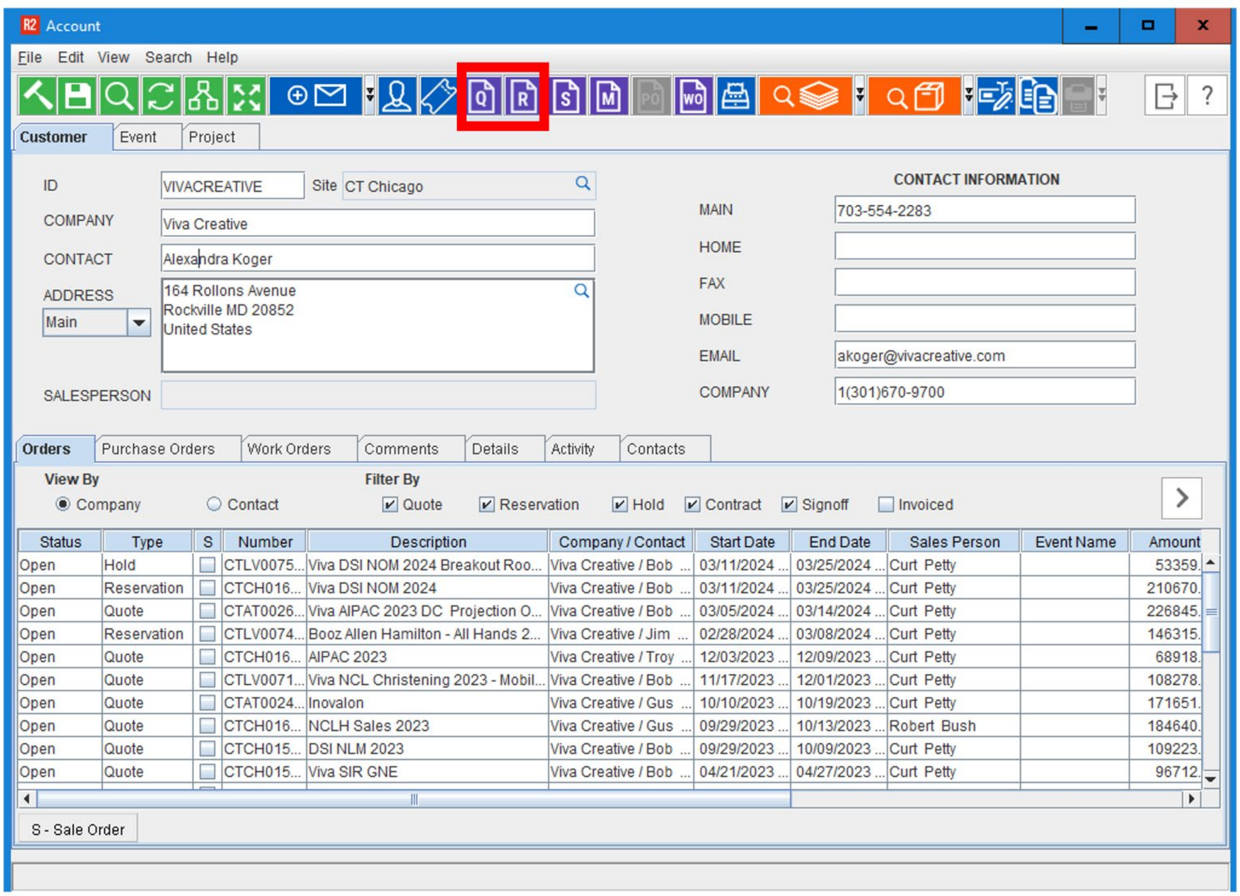


Orders can start one of three different statuses: *Quote*, *Hold* or *Reservation*. Starting an order without a company selected as shown here can only result in it being a Quote. The order can be converted to a Hold or Reservation from within the Quote after it is created as this example will later show.



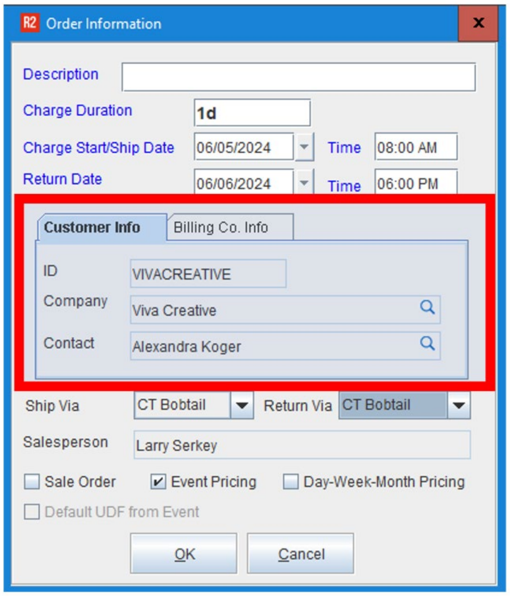
When Quote is selected a window named Order Information will open where the user enters their own Description and selects a Charge Duration indicating how many days items placed on the order will be charged. The Customer Info tab is where the company for which the order is placed is selected, and the Billing Co. Info tab is used when a different company is responsible for payment. This is where the order's invoice will be sent at the show's conclusion. The Ship Via section has a list of transportation options and the Event Pricing selection should remain in the default checked status.

Another method of beginning an order is to already have the Company and Contact selected on the Account screen. To do so, click in to either the *Company* or *Contact* field of the Account screen and search for either the Company or Contact depending on your choice. A list of will be presented if the search is not an exact match, choose from the list to populate the Account screen.



Notice how the company *ID*, *Company* and *Contact* information are presented. Also, all of the orders and POs assigned to the orders related to the *Contact* of this company will be shown in the Orders and Purchase Orders tabs. This would be only for the Site selected at the time of the search, shown in the Site field.

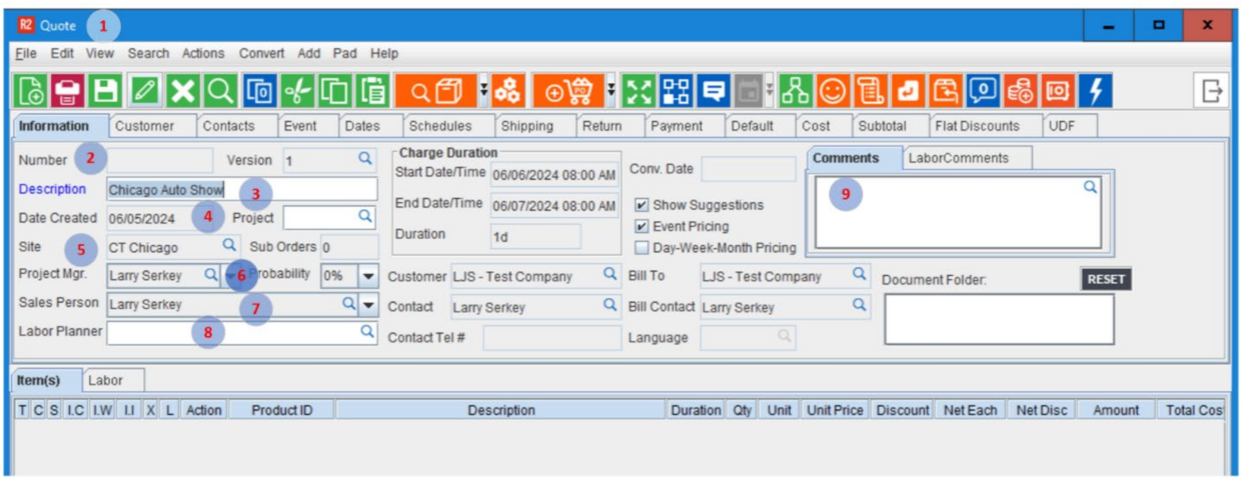
Also notice that the Quote and Reservation buttons are active, so an order can be started in Quote or Reservation status. When either of those are pressed it will open the Order Information box will open.



The Customer Info and Billing Co Info will be carried over from the Company database when starting an order with the Company/Contact selected.

Again, add the Description, Charge Duration and select the Ship Via options if known, Keep the Event Pricing checked and click OK.

This should open the new order. In this example a Quote is used as the starting status.

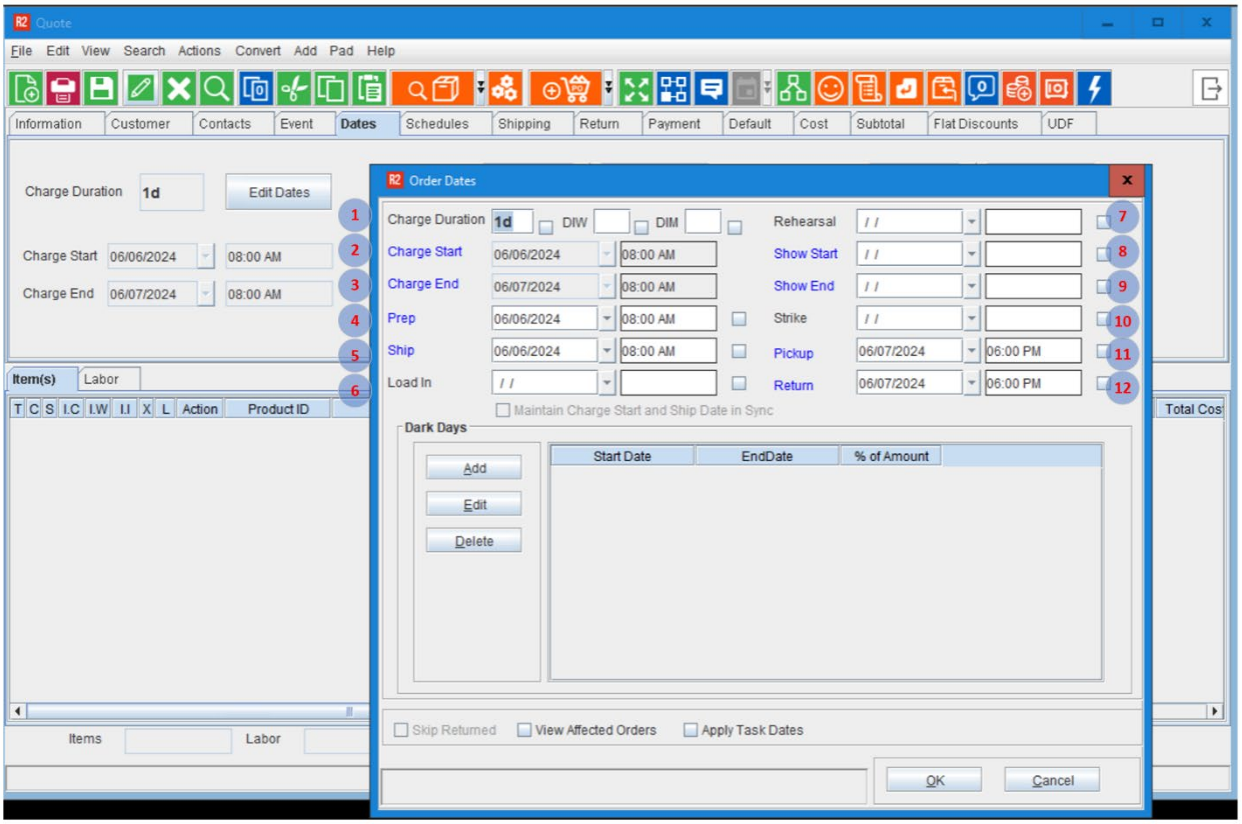


1. Shows the status of an order.
2. The order number is automatically generated by R2 upon the order being saved for the first time. To save the order dates need to be entered in the Dates tab seen above (7).
3. The Description field is created by the user. Use specifics like year, specific set of gear, etc to differentiate from orders that may be similar.
4. The Project field opens the Search Projects screen where a current Project can be added, or a new one can be created
5. Site will default to the user's home site unless that is changed after logging in to R2. The site selected here will be the CTUS location from which the order is filled and shipped. The site can be moved while the order is in Quote status. DO NOT change an order from Reservation status to Quote after the Ops Dept has begin allocating gear to the order.
6. Project Manager field defaults to user creating the order, this can be changed by clicking in the magnifying glass, searching for and selecting the R2 user designated as PM.
7. The Sales Person field has the same criteria as PM field in 4.

8. Labor Planner is chosen
9. Notes can be entered in the Comments field that can be seen by anyone opening the order.

Dates

Click the Dates tab, then the Edit Dates button on the Dates tab to arrange the necessary days/times for certain instances.

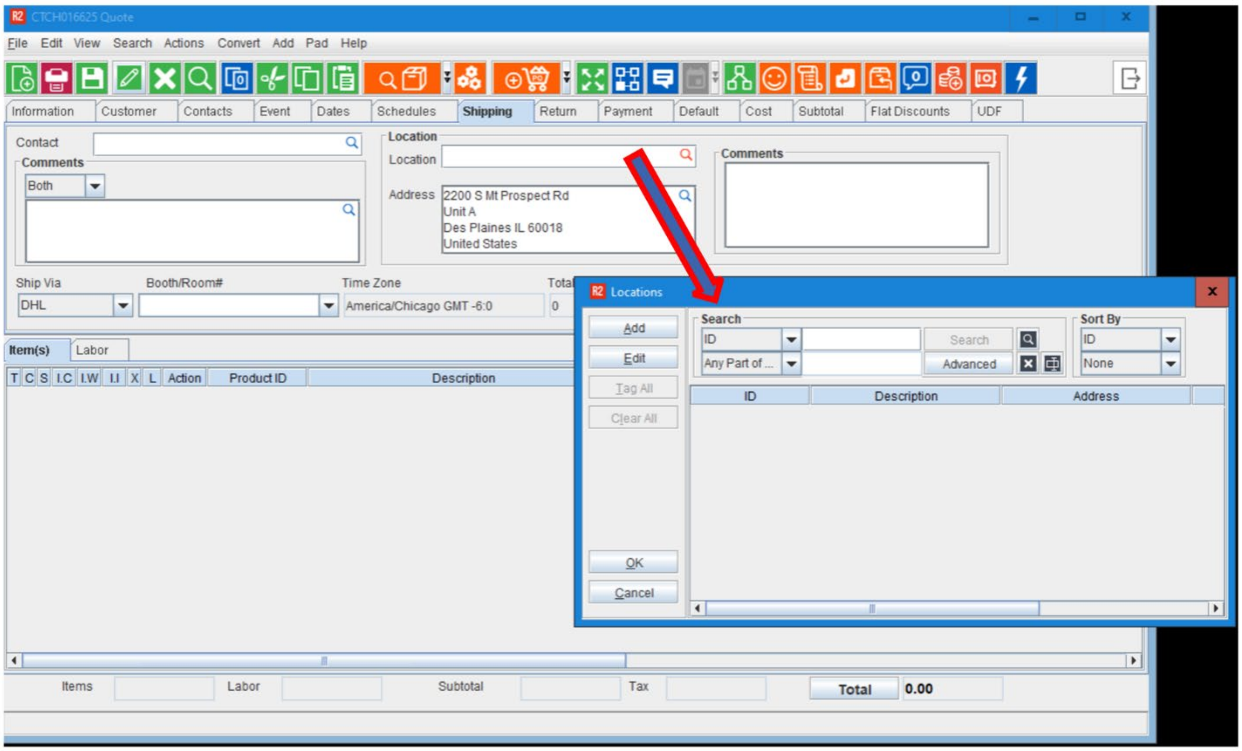


1.	**Charge Duration:** Default set in Order Information, can be changed, affects pricing, default for all items added to an order
2.	**Charge Start:** Used to calculate Charge Duration, system generated
3.	**Charge End:** Used to calculate Charge Duration, system generated
4.	**Prep:** Sets Prep Task date in warehouse, Operations might change as it affects gear Availability
5.	**Ship:** Sets Ship Task date in warehouse
6.	**Load In:** Date/time gear needs to enter venue, set by SP/PM
7.	**Rehearsal:** Set by SP/PM
8.	**Show Start:** Set by SP/PM
9.	**Show End:** Set by SP/PM
10.	**Strike:** Set by SP/PM
11.	**Pickup:** SP/PM needs to inform Logistics
12.	**Return:** Sets Return task date in warehouse, Logistics needs to inform local Ops Dept, affects gear Availability

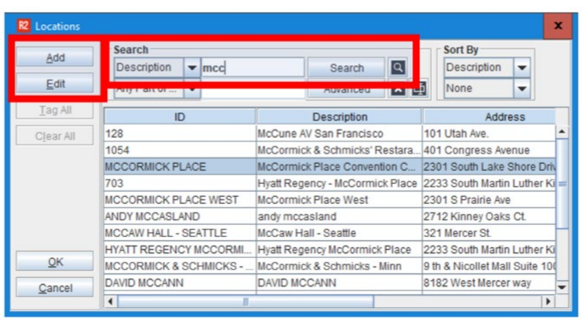
Once the dates and times are set the order should have an Order Number listed in the Number field on the Information tab.

Shipping and Venue

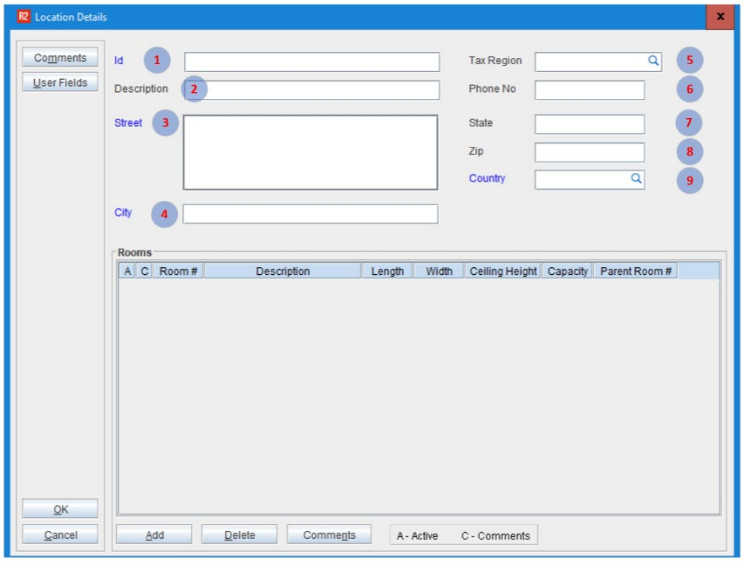
Next, select the Shipping tab to enter venue location. First, search the Locations database to see if the location of the venue has already been created. Click on the magnifying glass in the Location field and select the search criteria listed under Search.



The Search criteria in the example below has been changed to Description to find the venue McCormick Place.



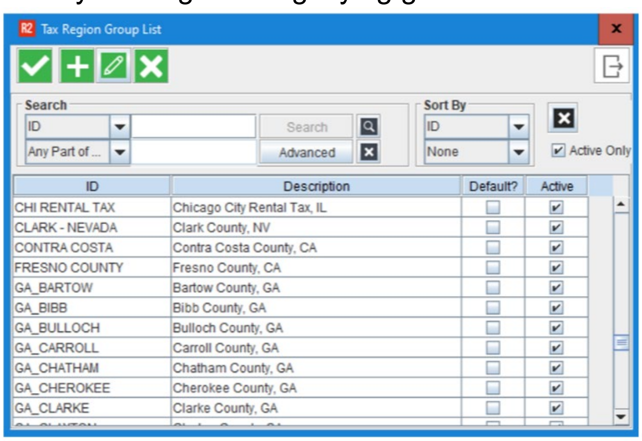
The Edit button opens the venue entry. If the venue for the order is not listed, click the Add button to create a new venue. Mandatory fields are in blue text.



1.	**ID:** Created by user, mandatory
2.	**Name:** Created by user
3.	**Street:** Created by user, mandatory
4.	**City:** Created by user, mandatory
5.	**Tax Region:** ! Must be added by user to account for any taxable items on order
6.	**Phone No:** Optional, if different from Main Address
7.	**State:** Opens Price Groups
8.	**Zip:** Zip code of venue, created by user
9.	**Country:** Mandatory

Tax Regions

Tax Regions are listed in the Tax Region Group List that is accessed through the Tax Region field by clicking the magnifying glass.



Scrolling to the bottom of this list will present all of the tax regions CTUS will need to charge for taxable items on an order. Most of the regions are broken up by counties within the state that requires the tax. If it is in the state of Illinois but not in Chicago, the ILLINOIS STATE tax entry should be selected.

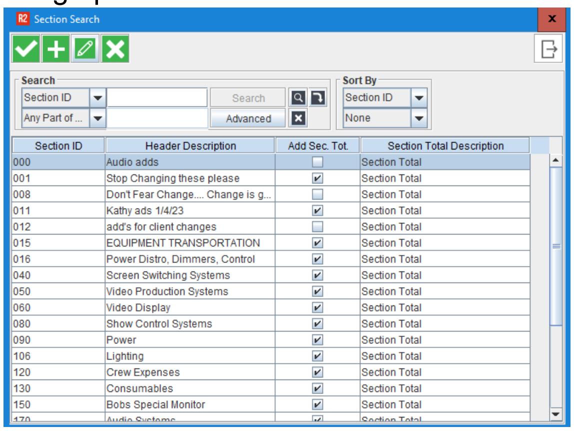
If the state or county is not listed in the Tax Region Group List, you should select *Out of State*.

Once all of the order information provided in the tabs of the order items and labor positions can be added. R2 is very flexible when it comes to pricing and scheduling for each line entered into the Items tab. Before entering items, it's important to understand formatting in the Items tab. Gear and Consumable Items can be grouped into sections that can have their own headings and discounting. Each line within the sections can have its own pricing and discounting as well as different dates for shipment and return. Every line can also have its own Charge Duration. The next sections will explain this in further detail.

Sections

A section is created by adding a *Section Header* and a *Section Total*. The Section Total adds the pricing of items from the first line below the Section Header to the line above the Section Total. You need to have one Section Total for each Section Header, otherwise, the Summary section of a printout will not show the correct amount or the name for that section.

To add a Section Header, go to the top menu bar of the order and select **Add>Section**. This will bring up the Section Search window.

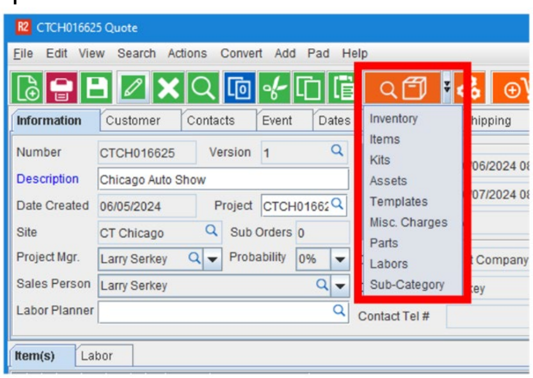


You can select a section that has already been created by double clicking the line chosen. If there is a check mark in the Add Sec. Tot. column of the section the Section Total will be brought into the order with the Section Header. If you don't see a Header Description that you need, you can choose any selection and overwrite the Description in the order. Discounting can be applied to a section in the Discount column of the Section Total. Note that Section discounts will reduce the price of lines that may already be discounted in the section.

Sub Totals can also be added to show a price total within a Section Header and Section Total. There can be multiple Sub Totals within a section. Note that Sub Total Discounts will reduce the price of lines that may already be discounted in the Sub Total sections.

Adding Items

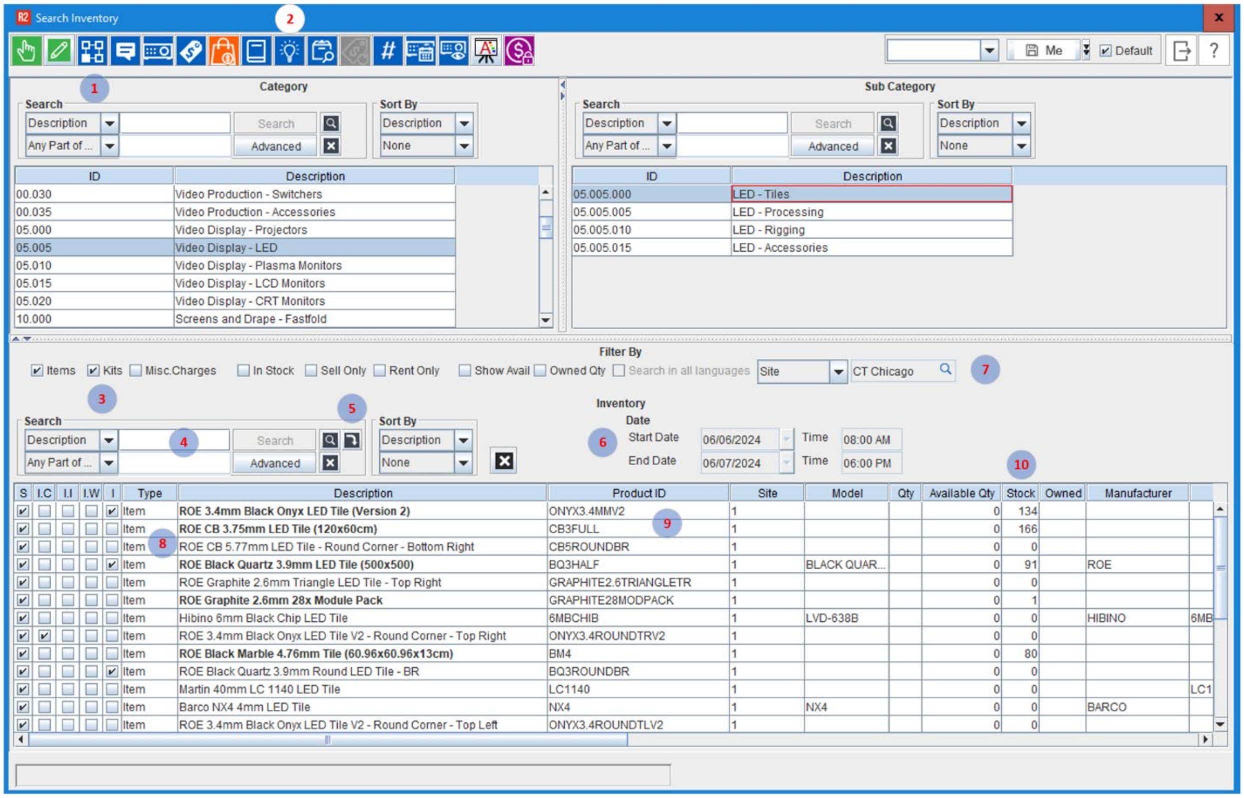
Use the Search Inventory button or the other selections in its drop-down menu to narrow down specific items.



The Search Inventory screen shows all CTUS rental inventory as well as Miscellaneous Charges in one screen that is listed by Category. It shows the best overview view of CTUS inventory. It also has a feature named *Suggested Items* which lists gear that may complement your selected item.

The Search Items, Kits and Misc. Charges selections all use the same Search Items window with the respective names selected in the Filter By section.

Search Inventory Screen



1.	**Availability:** Shows booking status in a calendar for Item	
2.	**Suggested Items:** Lists Items that can complement a chosen Item	
3.	**Filter By:** Allows for search results to be narrowed to an Item, Kit or Misc Charge	
4.	**Search Criteria:** Select criteria from drop-down and type in name of Item	
5.	**Down Arrow:** Click this for more results, arrow will no longer show at end of search results	
6.	**Dates:** Will default to order Start/End Dates if opened in an order, determines availability	
7.	**Site:** Defaults to site of order when opened within an order	
8.	**Type:** Shows if result is an Item, Kit or Miscellaneous Item	
9.	**Product ID:** Lists the Product ID for each line	
10.	**Availability/Stock:** Shows availability for the date selected, also lists stock on hand at site	

Click the Category of items and then the Sub-Category to populate the list in the bottom Search screen. A search can be done in the search results for a specific item. Multiple Items can be chosen in the Search screen by double-clicking each line that will be added to the order. The lines will turn blue when selected and the default quantity will be 1. To add multiple quantities of an item manually type the number in the Qty column. Manually typing in the quantity will automatically select the line turning it blue. Then click the green hand button in the upper left corner to add the items to the order. Put the added lines in the section you have created for this gear.

A line with multiple quantities added might split into two lines if there is not enough stock in the site filling the order. If an item is added on for a quantity of two and there is only one available at the site, the line splits into two lines with one showing as Available and the other in red text showing as Not Available.

Consumable Items and Miscellaneous Charges

Consumable Items, also referred to as *Expendables* are part of the CTUS Items database but they are inventory that is resold to a client. Examples include gaff tape, memory sticks and markers which are used on show site but not returned. Therefore, when Consumable Items are not used on an order and returned to a CTUS site they are not to be checked back in to the location as rentals items are when returned. By returning the consumable items in the Warehouse Return task the items will not be charged for on the rental order. Any adjustments that need to be made regarding how many consumable items need to be charged for should be made the order's PM/SP.

There are sections in R2 that have items that are provided by CTUS and charged for on the order but they are not the rental inventory. These are called *Miscellaneous Charges* and are used when charging for such things as Logistics and Travel Costs. Note that all Miscellaneous Charges that are used in an order have to be Job-Related, therefore the Product ID of these need to start with JOB.

	SecHead		- **EXPENDABLES**					
Reserved	Sell	AABAT	Battery (each) - AA		100	Each	1.00	0.00
Reserved	Sell	AAABAT	Battery (each) - AAA		100	Each	1.00	0.00
Reserved	Sell	GAFFWHTE	Gaff Tape (roll) - White		4	Each	20.00	0.00
Reserved	Sell	GAFFBLCK	Gaff Tape (roll) - Black		4	Each	20.00	0.00
Reserved	Sell	MATTING	Rubber Matting (feet)		50	Each	6.00	0.00
Reserved	Sell	DUVE	Duveteen (roll) - 25 Yards		5	Each	200.00	0.00
Reserved	Rent	TROUGH	Cable Ramp	1d	8	Day	25.00	0.00
Not Available	Rent	DESKLAMP	Table Top Desk Lamp	1d	6	Day	0.00	0.00
Reserved	Sell	MATTING	Rubber Matting (feet)		50	Each	6.00	0.00
Reserved	Sell	15INZIP	Cable Zip Ties (each) - 15in		50	Each	0.15	0.00
	SecTotal		**Section Total**					0.00
	SecHead		- **Trucking**					
	Misc.	JOBFREIGHTC...	53' Truck - NYC -> Nashville one way*	1d	6	Day	6500.00	0.00
	SecTotal		**Section Total**					0.00
	SecHead		- **Travel**					
	Misc.	JOBAIRFARE	Airfare*	1d	10	Day	750.00	0.00
	Misc.	JOBPERDIEM	Per Diem*	7d	10	Day	80.00	0.00
	Misc.	JOBGROUNDT	Ground Transportation*	1d	18	Day	250.00	0.00
	Misc.	JOBHOTEL	Hotel* - Provided by client*	1d	10	Day	0.00	0.00
	SecTotal		**Section Total**					0.00

1.	**Consumables**, aka Expendables Section (Items marked as "SELL")
2.	**Logistics Charge** using Miscellaneous Item (Product IDs start with "JOB")
3.	**Travel Charges** using Miscellaneous Item (Product IDs start with "JOB")

Pricing - Duration and Discounting

Pricing is calculated by the Charge Duration, Quantity, Unit Price and any Discount applied. The Charge Duration is determined when first creating an order but can be changed for individual lines, new lines being added to an order or to current lines. This can be done by going to the top menu bar of the order, choosing **Actions>Change Charge Durations>All Lines (or Selected Lines)**.

The Unit Price for each item is carried over from the Search Inventory and Search Items screen. Discounting of this price can be done at each individual line, on a Section Total or a Sub Total. *Please Note that using all of these discount methods in conjunction with one another will result in all discounts adding up to lower the price of each section.* There is also a Discount Override that will clear all discounted lines and sections and replace only the line discount for the discount percentage chosen. This can be accessed in the *Default tab* through the *Discount* field. There is also a *Discount* section on the *Subtotal* tab where a *Fixed* dollar amount or *Percentage* discount can be added to the bottom line of an order. This discounts the *Total* price of an order.

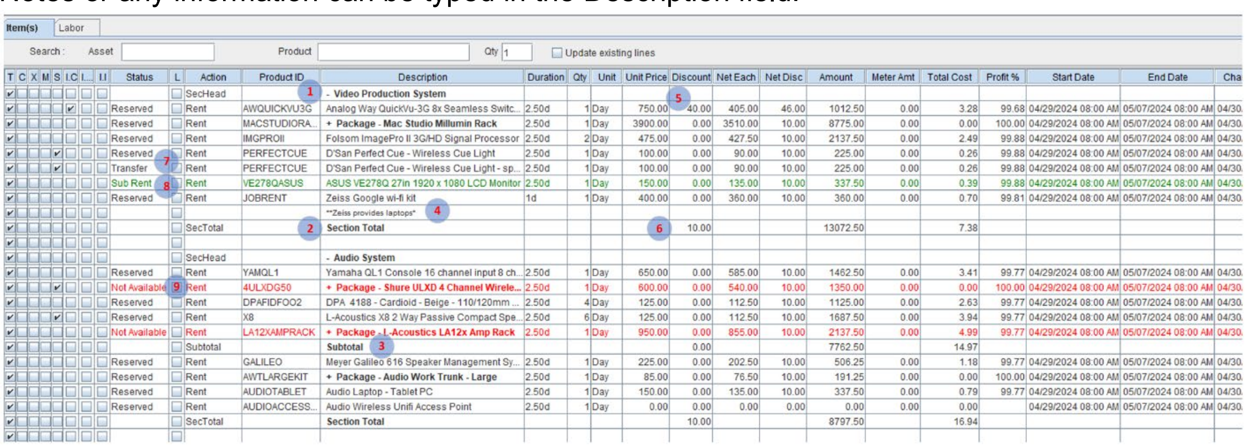
Order Line Dates – Update Line Details

Each individual item line in an order is assigned a Charge Duration, Charge Start, Charge End, Prep, Ship, Load In, Rehearsal, Show Start, Show End, Strike, Pickup and Return date/time. These are taken from the order dates at the start of an order. Any one of these can be changed for an individual line or section of lines through the *Order Line Dates* screen through *Update Line Details*.

Formatting

When an order is in Hold or Reservation status some of the item lines text might be different colors. *Red* text shows an item that is *Not Available* for the order during the Prep and Return dates and the Status column will show this line as Not Available. An item line in *Green* text will indicate the line is assigned to a Sub Rental and it's Status will either show Sub Rent or S-Assigned depending on whether the Asset Manager has begun assigned it to a Sub Rent PO.

Line(s) can also be marked as *Non-Printable* which leaves them off the Rental/Sales order and Invoice printouts. To mark a line as Non-Printable, right-click on the line(s) and choose Update Line Details, then select the Non-Printable tick box. When a line in marked as Non-Printable the text size will be smaller than the items that are printable. ! *Non-Printable lines that have a Unit Price will not print on any printable document, but the $ amount will still be in the Total amount.*
Notes or any information can be typed in the Description field.



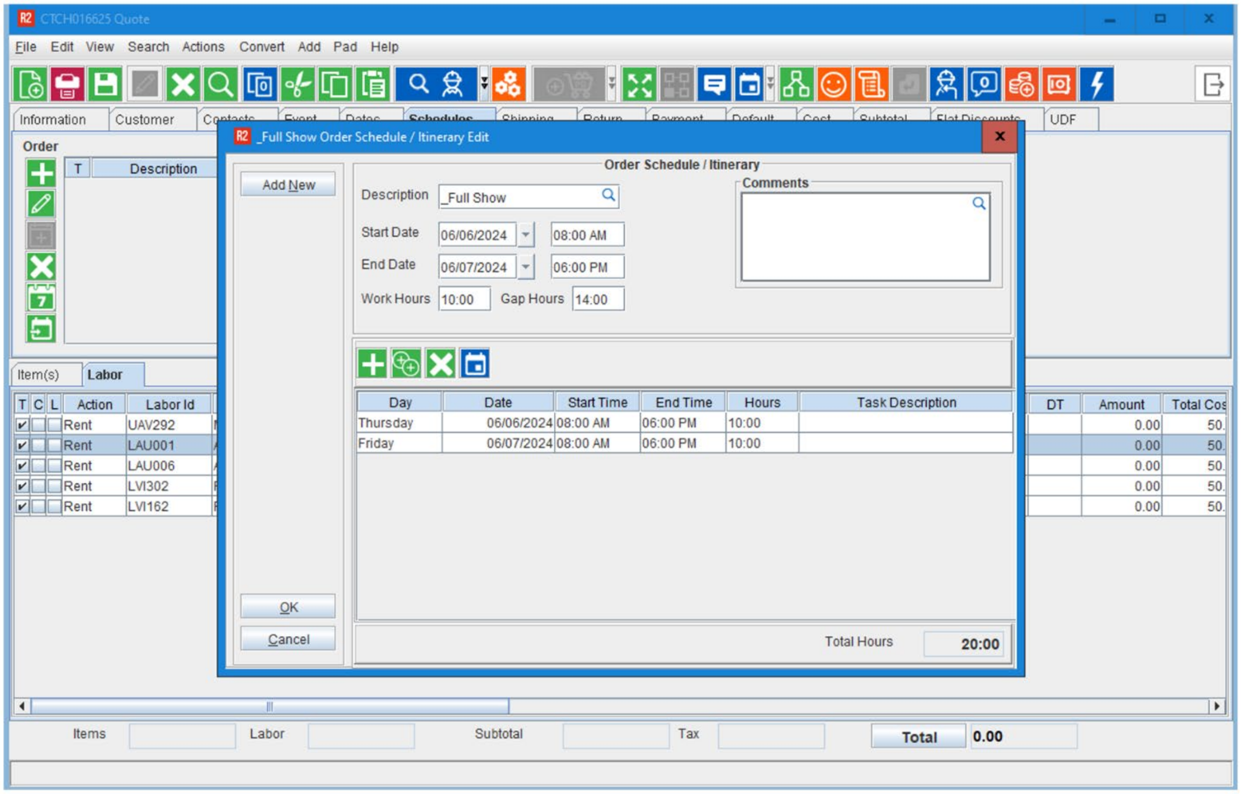
1.	**Section Head:** Needs a Section Total
2.	**Section Total:** Needs a Section Head
3.	**Sub Total:** Access in the Action column, discount can be applied in Discount field
4.	**Notes:** Manually typed in Description Field, Notice Non-Printable smaller text
5.	**Line Discount:** Manually entered discount, applies to one line only
6.	**Section Discount:** Manually typed discount in Section Total, will add discount to already discounted lines and Sub-Totals

7.	**Line Marked As Transfer:** Status will show as Transfer
8.	**Line Marked As Sub Rent:** Line will be in green text, Status will show as S-Assing
9.	**Line Status Not Available:** Text will be red, Status will show as Not Available

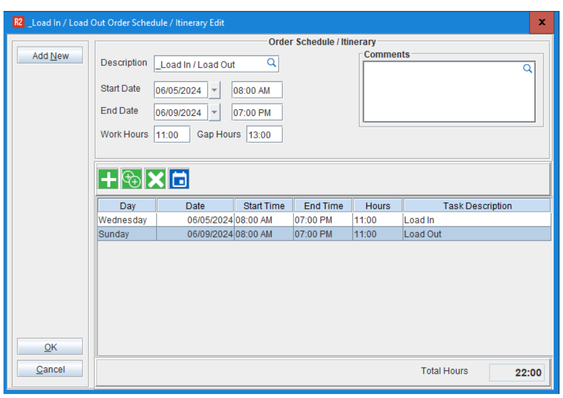
Converting an Order
An order can be converted to any of the 3 statuses': Quote, Hold or Reservation. This is done by going to the top menu bar of an order and clicking the *Convert* drop-down and selecting the order type. ! *An order in Reservation or Hold status should not be converted back to a Quote without prior notification and approval from the Operations team of the site listed for fulfilling the order. Planning for an order in Hold or assignment of lines to Sub Rents or Transfers in a Reservation might have occurred and need to be changed.*

Adding Labor Positions and Schedules
Clicking on the Labor tab will change the Search Inventory to a blue *Seach Labor* button. Pressing it will open the *Search Labors* screen that lists all of the labor positions and pricing for both Union and Non-Union labor. The Regular Time (RT), Overtime (OT) and Double Time (DT) rates are provided for each position. ! *Note that pricing for all labor positions cannot be discounted.* To familiarize yourself with the positions and their rates, type the % in the Search field and click the down arrow until it is gone to view all position Descriptions and their rates. Rates will also be noted in the Appendix of this handbook. To add positions double click on the lines in the Search Labors screen and then click on the green hand button in the upper left corner of that screen.

Labor *Schedules* accounting for the dates/times needed to crew the show need to be made in the Schedules tab of an order. One or multiple schedules can be created depending on how many there might be for a show. For example, there might be a crew that is booked for the full length of a show and other positions may only be needed for a Load In/Load Out or both. In this case, two schedules can be created, named *Full Show* and *Load In/Load Out*. Then add the labor positions needed for the full show and the labor positions for Load In/Load Out with the quantities needed listed in the Qty field. To do this, click in the *Schedules* tab of the order and then click the green + sign in the Order box which will open the *Schedule / Itinerary Edit* box.

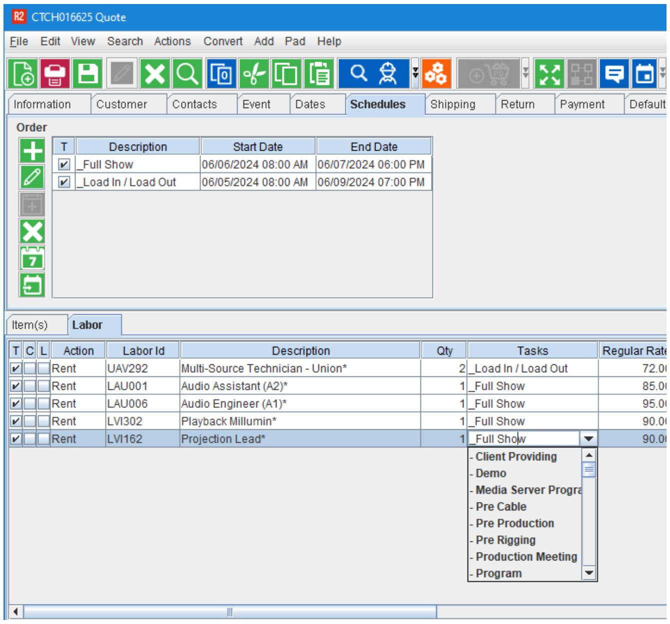


Type in the *Description* for your schedule and the *Start* and *End* Date. Then choose what the work minimum pay hours in the fields next to the Start/End dates. These hours should be the same amount that will be listed in the *Work Hours* field. The *Gap Hours* field should be the remainder of a 24 period so Work Hours + Gap Hours equals 24.00. Then, click on the green double plus sign button to all the dates/times listed in the Start/End dates. The *Task Description* field can be used to indicate what role the position should fill which will show in the Labor section of a printout.

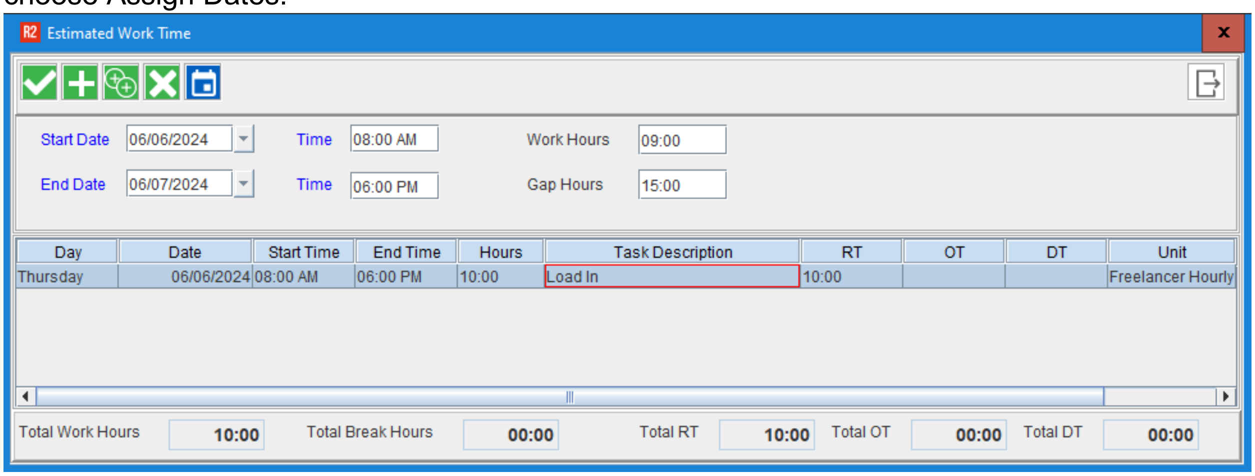


For the Load In/Out schedule in this example I changed the Start/End dates and times to one day before and after the order Start/End dates. Then the days that weren't needed were deleted by selecting those lines and clicking the green X delete button. Task Descriptions were added which will show on the order's invoice printout that is sent to the client.

With both schedules created they can then be selected in the *Tasks* column of the Labor tab.



If a new position is added either of these schedules can be used for the additional position, and if neither of these schedules applicable they can be adjusted at the individual line.
For example, if a position was added and only needed for the Load In day it can be adjusted through *Assign Dates*. To access this, right click on the line that needs to be adjusted and choose Assign Dates.



Then, delete the day not needed by clicking on that line and then clicking the green X delete button. Now that new position will only be scheduled for the Load In day.

Sliding the Labor tab heading to the right will show the Resource Type, Policy and Unit. To increase a Labor price, change the Resource Type to the blank selection and enter the increased Regular Time, Overtime and Double Time hours.

Printouts – Rental and Sales Order Contracts and Invoices
There are six different Rental and Sale Order printouts with each showing different sets of information from the order. They can be run from an open order by pressing the Print button in the upper left corner or from the Search Orders screen without the order open. ! *Note that*

printouts will lock an order if they are not closed. Select the contract city of the CTUS site that is billing the order.

1. Rental Contract – Shows Days, Unit Price Disc% and Extended Pricing per line and Section
2. Rental Contract [Line Summary] – Shows Extended Pricing per line and Section
3. Rental Contract [No T&Cs] – Same as Rental Contract without the Terms & Conditions
4. Rental Contract [Summary] – Shows section pricing for Items
5. Rental Contract [Equipment and Labor Summary] - Shows section pricing for Items and Labor
6. Bill to Rental Contract

3.0 Purchase Orders

3.1 Creating a Purchase Order

All costs over $100.00, such as crew (all types), freight, travel expenses, inventory and sub rents need to be accounted for before, during and shortly after a show has finished to accurately gauge all costs incurred each month. Therefore, it is imperative that a Purchase Order (PO) is raised for these costs and that it is associated with an order number if the purchase is job related. The proper PO type and the correct Product IDs for Miscellaneous Charges and Items need to be used to account for the purchase. An accurate or closely estimated dollar amount is needed if it is not readily available. If estimated, the actual costs need to be updated when that information becomes available.

When a Purchase Order needs to be created:

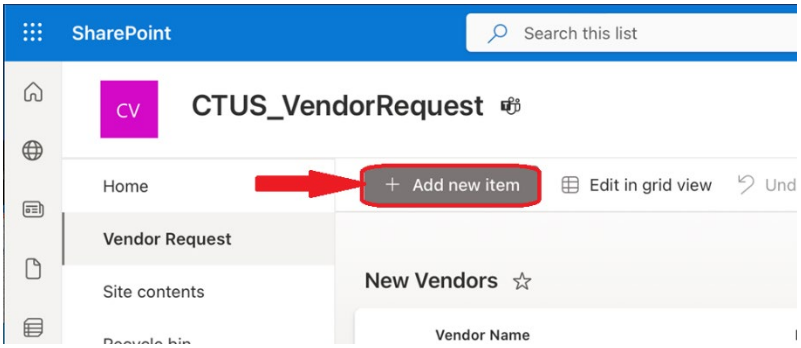
1. Every time we commit to goods or services over $100.00, we must raise a PO at time of commitment.
2. The Person that engages with the Vendor is the one to raise the PO. As an example, if the PM is the person to hire an Independent Contractor directly they raise the PO; if they ask a labor coordinator to do so then the labor coordinator raises the PO
3. Where labor is engaged and paid through payroll there is no requirement to raise a PO, however, labor coordinators must ensure that temp timesheets are received in a timely fashion. Same with Union Stewards Reports. If a PM is relying on a Stewards report to monitor their margins it is strongly recommended that the math on that report is checked for accuracy.

PO Creation for Expense Reports

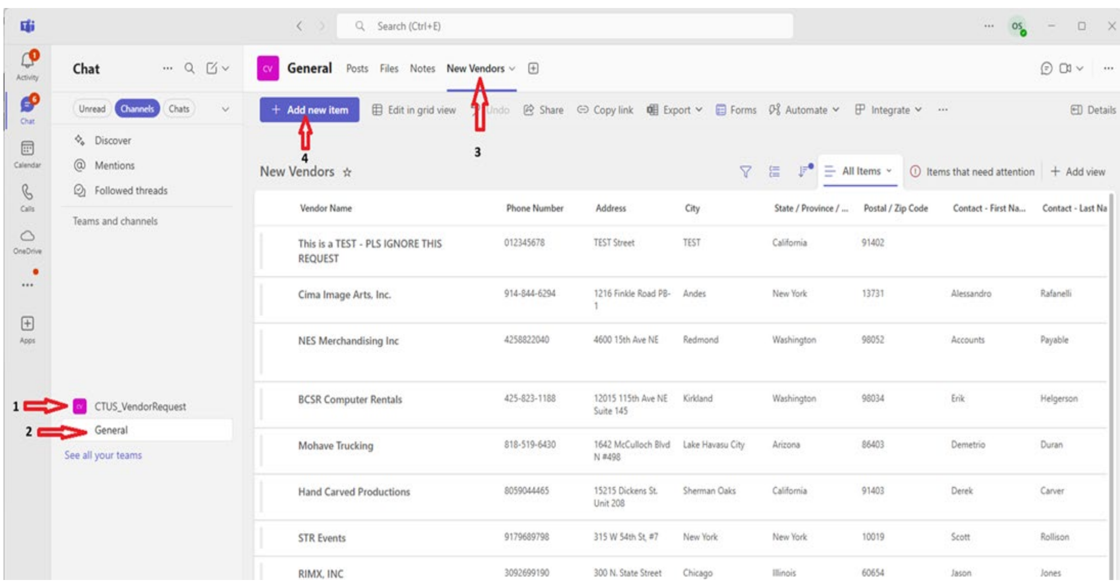
1. Expense reports need to be created for anything over $100.00.
2. On the rare occasion that inventory purchases need to be purchased on show site, notify the Inventory Manager and the Director of Operations at the site from which the order was shipped before adding to an expense report. These items might need to be added to CT's stock through an Inventory PO.
3. An entry is created in the R2 Company database for each person who is issued a credit card that is used on expense reports. The Company name will be "Bank of the West – Mastercard – *Employee Name*". The cardholder's name will be created as a Contact for the company.

New Vendor Creation and Approval

1. Open Teams to [New Vendor requests]
2. Once the page loads, use the "+ Add new item" button to launch the New Vendor request form



3. Alternatively, if you are already in Teams, you can navigate to the New Vendor for per the image below



4. Upon saving the new vendor a new email will be sent to you confirming the new entry, and after the entry has been entered in to R2 an email will be sent to you confirming the new entry has been accepted and added to R2.

Purchase Order Types

There are release limits for each Purchase Order type. A login screen will show if a user's release limit is below the assigned dollar amount for the PO type they are attempting to Release.

Capital Expenditure Purchase Orders, or CAPEX POs are done using an Inventory PO that is assigned to that year's Project ID.

1. <u>Miscellaneous</u> – Most common PO type used, created for expense reports, supplies, etc.

2. <u>Sub Rent</u> – Used by Operations Dept only for outside rental of non-CT gear.
3. <u>Inventory</u> – Used only for purchases of CT gear and supplies that are added to inventory database.
4. <u>Labor</u> – Used by Labor Department for payment of freelance independent contractors and staffing agencies.

Product ID's used on Purchase Order's

A. <u>Miscellaneous Charges</u>
   1. A type of Item (MiscItem) used for expenses on Purchase Orders as well as Rental Orders. To ensure that the PO lines are coded correctly and the revenue for your order entries are applied properly upon invoicing the correct Miscellaneous Charge needs to be applied.
      A. There are 3 categories of Misc Charges that are used in accordance to where the revenue will be applied
         1. <u>Job related expense</u> - JOB prefix, used on orders when there is a dollar amount charged for the Miscellaneous Charge, when used on PO's the lines need to be associated to an order, ex. "JOBTRAVEL"
         2. INV prefix– CT inventory related, not used on Rental Orders
         3. EXP prefix – Non-job-related expense, not used on Rental Orders
      B. These do not have a stock quantity associated to them
      C. Product IDs that begin with "EXP" **<u>should not</u>** be used on Rental Orders. These are specifically for overhead costs and should only ever appear on a Purchase Order
      D. Corporate Freight – The product ID **JOBFREIGHTCORP** is used for freight charges that result from corporate decisions to warehouse inventory in specific locations.
         1. It should **<u>only</u>** be used for costs related to:
            - Inter-depot transfers
            - Freight to shows in cities where we have a sales office but no warehouse (San Francisco, Atlanta)
            - Flows from one show to another
         2. It <u>should not</u> be used for costs associated with:
            - Late adds
            - Equipment repair or replacement
            - Freight to cities where we do not have an office (NY, Boston, New Orleans, Orlando, etc.)
            - Freight to pick up or return sub-rented gear

B. <u>Inventory Items</u>
   1. Items & Kits – Individual items and kits make up the majority of CT's inventory. Seen on Sub-Rent PO's and Inventory PO's.
   2. Unique Items – Five items whose Product ID's start with the JOB prefix but are not Miscellaneous Changes. Can be used on all PO's with an Order #
      - JOBCONSUMABLE – Direct consumable - taxable

- JOBSUBRENT – Sub rented Equipment – used by the Operations Dept for designating items that are not in our inventory but needed for sub rentals
- JOBRESALE = Resale Equipment – CT purchased the equipment with the intent of reselling to client in Rental or Sale Order, taxable
- JOBCLIENTGEAR – Client Owned Equipment – this item is provided by the client, but CT has the responsibility for delivering
- JOBRENT – Own Equipment – CT must account for its own gear that doesn't have an asset ID

3. Unique Item – Non-Job – Can be used on all PO's
    - SERVICEPARTS – Parts – Repair & Maintenance

*See Appendix below for Miscellaneous Charge Product ID's and their descriptions

3.2 Purchase Order Process

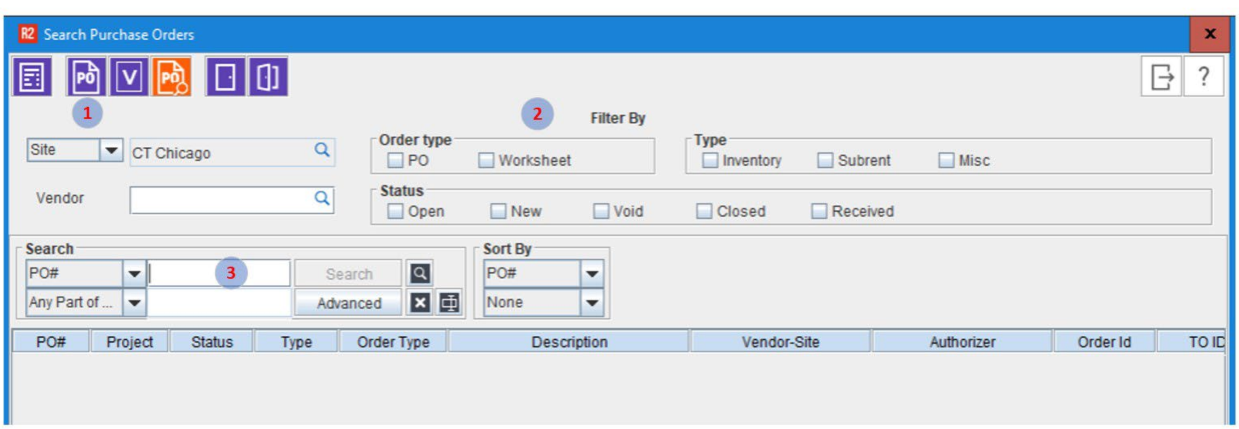
The PO process has three steps and can be started from the Search POs screen in R2 or from within an order. All three steps need to be completed or the PO cannot be closed and entered on the batch for payment. The first step is to create the PO, and this is where most of the information entered. Second, the PO needs to be Released, which will change its status to show it has been approved for payment and the PO# will be available in Concur to add to an expense report. Third and last, the PO needs to be fully Received which will indicate all items on it have been obtained in the purchase. Partial amounts can br received on a PO line, but all lines must be fully received before it will be ready to be closed and processed for payment.

1. Creating the Purchase Order

Certain instances that require POs can allow for the PO to be started from locations in R2 other than the Search POs screen. Subrent POs can be made from within the Items tab of an order and Labor POs can be started through the Labor Planning window. They can also be made outside of an order as a stand-alone PO which is provided in the example below.

To start, open the Search POs screen through the Account module, select View from the top menu bar, then Purchase Orders. You can also access it by pressing the double down arrows on the drop-down menu quick search button named Search Orders.

This brings up the Search Purchase Orders screen, where you can not only search for POs that were already created but create a new one.



1. New PO Button	Opens a new Purchase Order
2. Filter by Section	Selections to narrow search
3. Search Criteria field	Dropdown search criteria, manually enter search criteria in text field

To start a new stand-alone Purchase Order, click the New PO button as seen above (1).

Purchase Order Status

Open	PO has been created but not Released
New	PO has been Released
Void	PO has been canceled
Closed	PO in Received status marked Closed by AP for payment, should not be reopened
Received	All lines items are fully received

Purchase Order Buttons

1. Save	Saves all work on PO
2. Print	Creates a printout of the PO that can be saved as a PDF
3. Add blank line to PO	Can be used to add a ProductID or for formatting
4. Delete line	Can delete one or multiple lines
5. Search	Locates search string entered
6. Add Items/Misc Charges/Kits	
7. Add Subtotal	
8. Availability	Shows inventory of items in rental inventory
9. View Assets	
10. PO History	
11. Show All Orders	Tracks changes made to PO by all users
12. Comments	
13. User Fields	
14. Activity	
15. Enter MFG Serial Numbers	
16. Bill to Order	Assigns line(s) to be charged against a Job #
17. Reset Bill to Order	Clears line(s) assigned to a Job #
18. Release	2nd Step, Approval of PO, changes status to New
19. Approve PO	
20. Receive	3rd and final Step, will receive all quantities of all lines
21. Void	
22. Close PO	
23. Open PO	
24. Return to Vendor	
25. Update Returned on Order	
26. Set Manager as Authorizer	NOT USED
27. Vendor Barcodes	

28. Exit	Closes the PO

Purchase Order Tabs

A. INFORMATION TAB

1.	**Type:** defaults to Inventory PO, PO Type can't be change after it is released unless Saved as NEW
2.	**PO#** - system generated after first Save, first 4 letters refer to site selected when it is created
3.	**Description** – user creates description
4.	**Reference #** - refers back to vendor's Order # if available
5.	**Status** – auto populates as the PO changes
6.	**Project** – opens Search Project screen to assign to current Project ID or create a new Project
7.	**Vendor Name** – assign to a Vendor and its Contact
8.	**Approved Status** – will change automatically as approval status changes
9.	**In House Comments** – used for notes, can be viewed/edited/added to by user and others

B. VENDOR TAB

The vendor tab is informational and view only. The vendor's Main, Billing and Shipping addresses can be seen as well as vendor's contact information.

C. SHIPPING TAB

The Shipping tab has fields to enter the contact information of the person responsible for receiving the purchase. The Contact field pulls from the Company/Contact database. The Ship To field pulls from the Locations table that is also used in orders. Also has drop down fields to select Shipping Method and a field to enter the Tracking #.

D. RETURN TAB

Provides Contact and Address information for an order that is returning to a location different from the Shipping location.

E. SUBRENTAL TAB

This tab is only active when the PO Type is Subrental. The date and time fields in this tab refer to the date and time fields listed in the lines of the order it was created. These date/time fields can be changed on the PO without changing the lines they are assigned to in the order.

PO – SubRental tab	Order Lines – Dates
Receive From Vendor	Prep
Deliver To Show Site	Ship
Pick-Up From Show Site	Pickup
Return To Vendor	Return

F. REFERENCE TAB

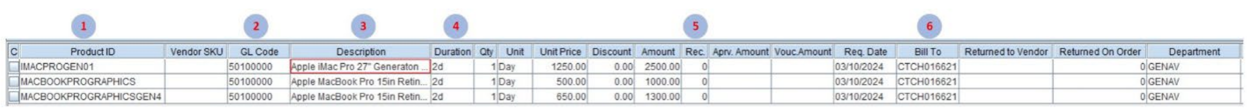
This tab has two windows that show what order or transfer the PO is assigned to. If the PO was generated inside of an order through a Subrental or Transfer the order number would be listed in the respective windows. Order and Transfer numbers can also be assigned from within these two windows for informational purposes. However, if the PO was created outside of an order the lines that are being billed to an order need to be assigned through the Bill to Order feature shown later in this section.

G. SUBTOTAL TAB

The subtotal tab has a field for the Profit Center which should be the default home site of the user. The Tax Region field will default to the rate listed for the location. If items are purchased in different tax regions the Tax Applicable box can be unchecked and a line for each tax rate can be entered that has the Product ID of the item that was taxed.

Adding Items

Once all of the tabs are entered with the pertinent information, items can be added to the PO through the Add Items button or manually entered by a blank line if the Product ID is typed in that field.



C	Product ID	Vendor SKU	GL Code	Description	Duration	Qty	Unit	Unit Price	Discount	Amount	Rec.	Aprv. Amount	Vouc.Amount	Req. Date	Bill To	Returned to Vendor	Returned On Order	Department
	IMACPROGEN01		50100000	Apple iMac Pro 27" Generaton ...	2d	1	Day	1250.00	0.00	2500.00	0			03/10/2024	CTCH016621		0	GENAV
	MACBOOKPROGRAPHICS		50100000	Apple MacBook Pro 15in Retin...	2d	1	Day	500.00	0.00	1000.00	0			03/10/2024	CTCH016621		0	GENAV
	MACBOOKPROGRAPHICSGEN4		50100000	Apple MacBook Pro 15in Retin...	2d	1	Day	650.00	0.00	1300.00	0			03/10/2024	CTCH016621		0	GENAV

1. Product ID	Shows Product ID of the item/Miscellaneous Charge
2. GL Code	Must show a code in this column, if missing it is probably wrong PO Type
3. Description	This field can be overwritten
4. Duration	Used in charging for sub-rented items or labor
5. Rec	Receive column, can be partial amount, needs to be fully received to be closed
6. Bill To	Job # the line will be assigned to

When a new PO is open for the first time a PO# will be created after it is first saved.
When all items are added, pricing is applied and all of the information tabs are filled out, the PO is ready for the next step, approval through the Release button.

2. PO Approval

Click the Release button to start the PO approval process. After the Release button is pressed the Approve button should be active and that should be pressed to continue the process. If you are unable to pass this point the PO $ amount is above your approval limit and your supervisor will need to release the PO. Either your supervisor or you can finish the process by pressing the Release button again.

The PO status will be changed to Open and will then be ready for the final step of receiving all lines on the PO..

3. Receive PO

All lines on a Purchase Order must be fully received in order for the Finance Dept to close it as part of their final processing. R2 allows for partially received lines for items that were ordered but not shipped, as in the case of a backorder.

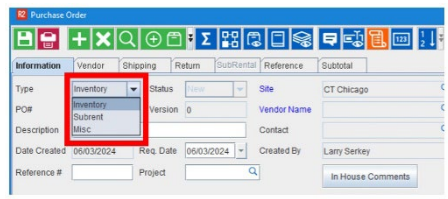
Clicking the Receive button will receive full quantities for all lines on the PO. You can also manually enter the number of an item received in the Receive column by typing the number in that column.

Example - Creating a Stand-alone Miscellaneous Purchase Order

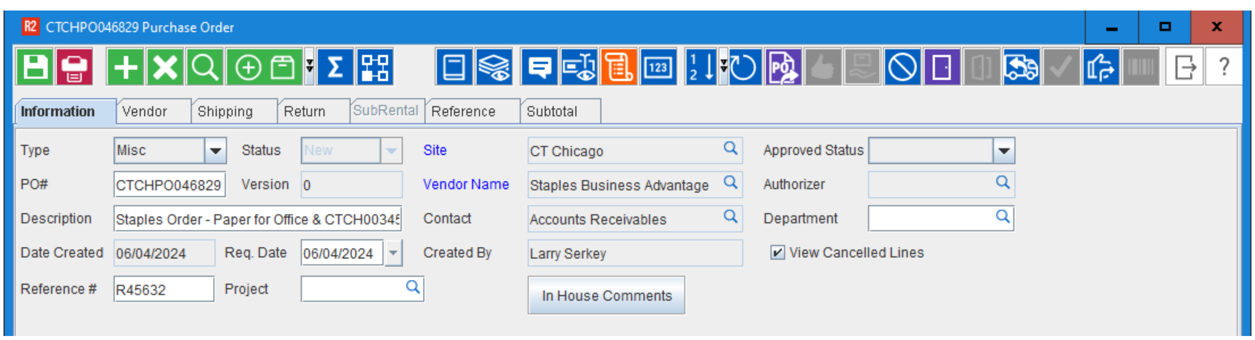
1. Click New PO button in the Search Purchase Orders screen

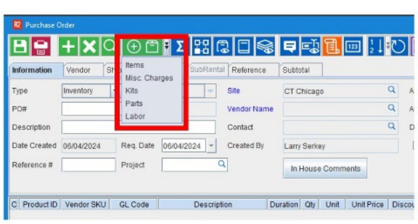
2. In the new PO field, select the PO Type as Misc

3. On the Information tab, fill out the Description and add a vendor Reference # if applicable. Select a Vendor by searching for it in the Vendor Name field, then selecting the Contact for that vendor. If this PO is assigned to a Project, click in the Project field and search for Project ID.



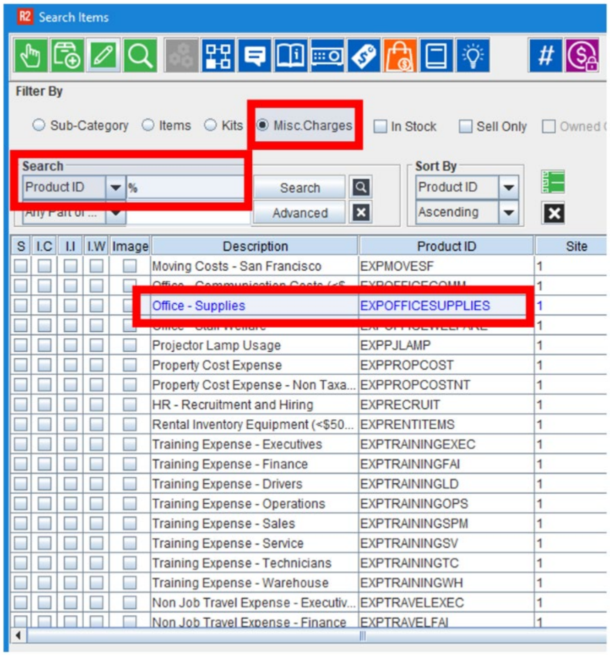
4. When all of the necessary information is entered into the tabs items can be added to the PO.





5. Select Items to add to the PO through the Add Items button. Two Miscellaneous Charges will be added, one for a case of paper that will be used at a CTUS office and one case that will be used for an order.

6. Once the item is selected, either the Search Items or Search Labor screen will open.



7. Since Misc Charges was selected, the Search Items window opens with the Misc Charges radio button selected.

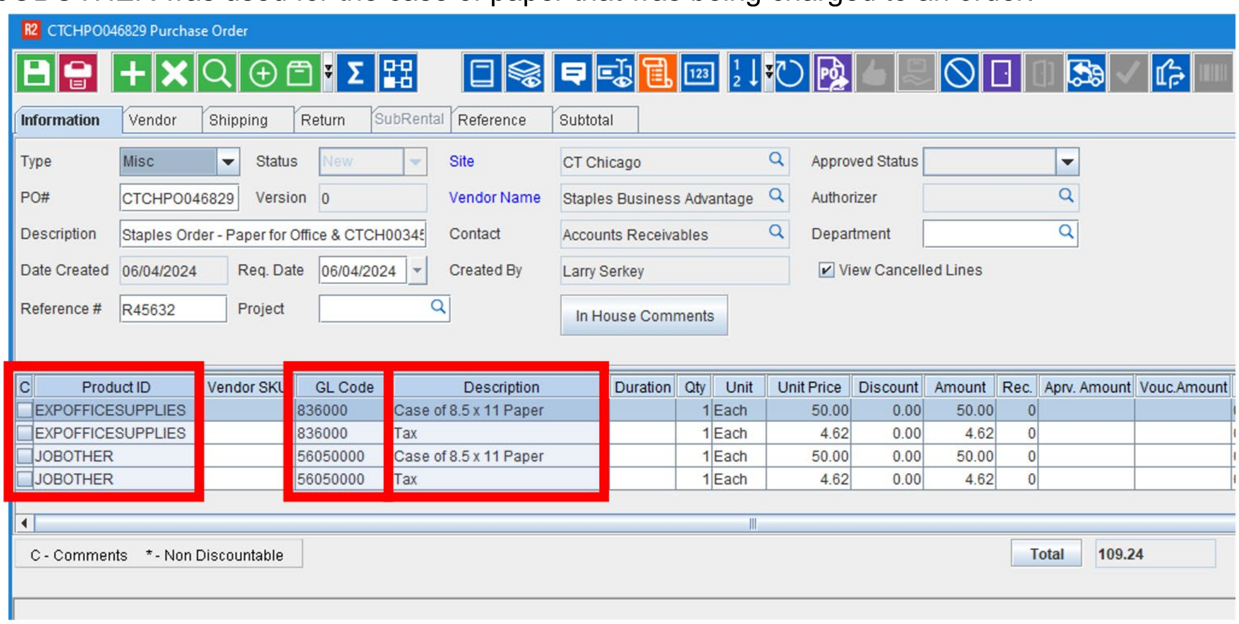
8. Here a % is used as the search criteria as a wildcard search which brings up all items.

9. To narrow down a search enter the Product ID, or the search criteria can be changed to Description.

10. Double click on the line or lines you need to add to the PO.

11. Click the green finger button in the upper left corner to add the selections to the PO.

12. The Product ID EXPOFFICESUPPLIES was selected for the case of paper that was for the CTUS office and the Product ID JOBOTHER was used for the case of paper that was being charged to an order.

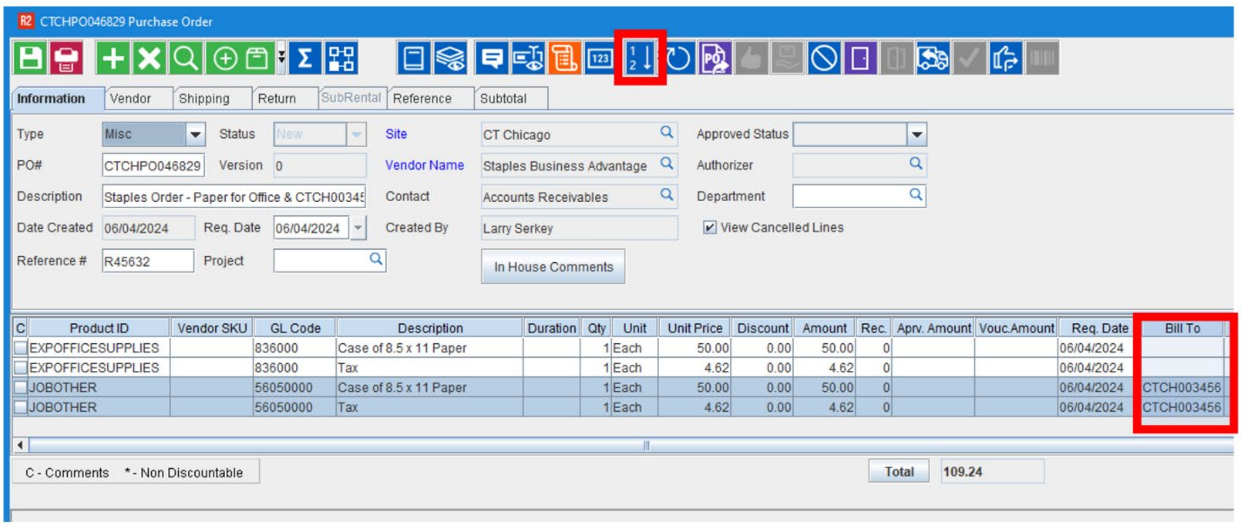


13. Another line of each Product ID was added to account for the tax of item. This is useful for purchasing items in different tax regions or if the tax rate is not known. To do this, first click the Subtotal tab, then uncheck the Tax Applicable box. You can also change the Tax Region to 0%. Once you have the new lines of the same Product ID for tax, you can overwrite the Description typing in “Tax”.

14. The Description for the cases of paper can be overwritten as well.

15. If there is an entry in the GL Code column it signals that the correct lines are used for this PO.

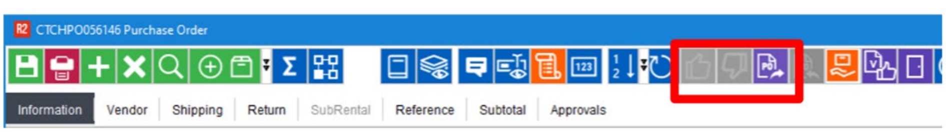
16. The case of paper that was purchased for the order needs to be accounted for using Bill to Order. To do so, first click the line or lines that need to be assigned, then click the Bill to Order button. This will bring up the Search Orders window, where you will search for the order and double click to select.



17. The order that the lines are charged to will then show up in the Bill To column. If you need to clear the order from these lines to change to a different order, go to the Reset Bill to Order button which is placed next to the Bill to Order button.

18. Pricing can be entered in the Unit Price column for each line.

19. Once the information is entered in the tabs, lines are added and pricing is correct, the PO can go on to be Released. To do so, click the Release button.

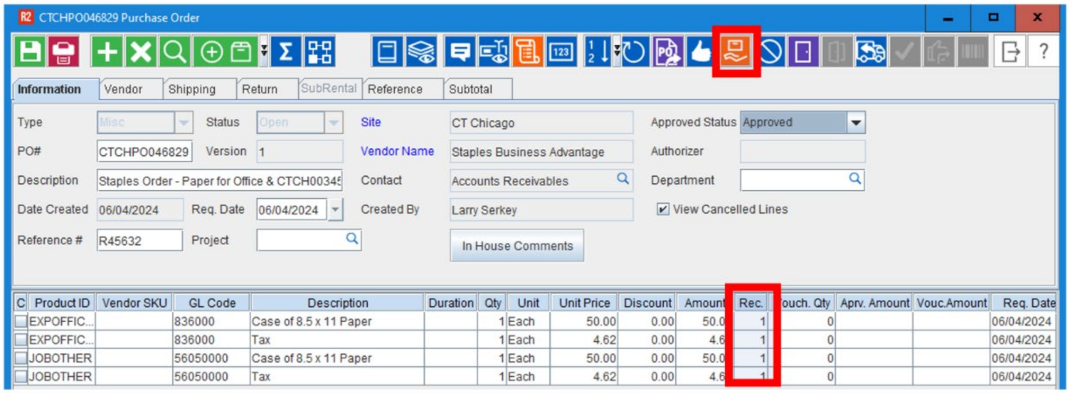


20. Next, click the Approve Thumbs Up button.

21. Finally, click the Release button again.

22. Once the PO is released notice the Status changes from New to Open. Also, the Approved Status field changed from a blank entry to Approved.

23. The last step is to Receive the PO. To Receive all lines, click the Receive button. You can also click in the Rec. column and type in the number of quantities received.



APPENDIX

A. 2026 CTUS Labor Positions

Position	Product ID
Audio Assistant (A2)	LAU001
Audio Assistant (A2) T1	LAU002
Audio Engineer (A1)	LAU006
Audio Engineer (A1) T1	LAU007
Audio Systems Engineer T1	LAU010
Audio Systems Engineer	LAU011
Audio Technician	LAU012
Audio Intercom Engineer	LAU014
Audio RF Engineer	LAU015
Audio RF Engineer T1	LAU016
Audio PA/Stage Tech	LAU017
Audio ProTools Engineer	LAU021
Audio Intercom Engineer T1	LAU023
Boom Operator	LAV018
Breakout Lead T1	LAV022
Breakout Lead	LAV023
Breakout Supervisor T1	LAV027
Breakout Supervisor	LAV028
Breakout Technician	LAV029
General Utility/Stagehand	LAV081
Camera Operator Jib	LAV105
Loader/Pusher	LAV129
Truckloader	LAV213
IT Network/Systems Engineer	LIT102
IT Network/Systems Technician	LIT103
Lighting Director	LLI122
Lighting Technician	LLI123
Lighting Operator Moving	LLI141
Lighting Operator Spot	LLI176
Project Manager	LMG156
Stage Manager	LMG181
Rigger Ground	LRI092
Rigger High	LRI097
Rigger	LRI167
Rigger Assistant	LRI172
Carpenter Assistant	LTS045
Carpenter Lead	LTS050

Electrician	LTS062
Production Electrician	LTS073
Master Electrician T1	LTS077
Master Electrician T2	LTS078
Master Electrician T3	LTS079
Decorator Lead	LTS100
Camera Assistant	LVI030
Camera Operator	LVI035
Camera Operator Hand Held	LVI040
Graphics Operator Chyron	LVI086
Graphics Programmer	LVI091
NY LED Assistant	LVI100
NY LED Lead	LVI101
NY LED Lead (T1)	LVI102
LED Assistant	LVI111
LED Lead	LVI116
LED Lead T1	LVI117
Audio Monitor Engineer	LVI139
Graphics Operator Power Point	LVI151
Projection Assistant	LVI157
Projection Lead	LVI162
Projection Lead T1	LVI163
Camera Operator Robo	LVI173
Screen Supervisor	LVI174
Camera Operator Steadicam	LVI197
Technical Director	LVI203
Teleprompter Operator	LVI208
Video Director	LVI236
Video Editor	LVI237
Video Engineer Assistant (E2)	LVI238
Video Engineer in Charge (E1)	LVI239
Video Record Operator	LVI244
Video Technician	LVI249
Video Ascender Operator	LVI257
Video Encore Operator	LVI260
Video Encore Operator T1	LVI261
Watchout Program/Operator	LVI262
Video Spyder Operator	LVI273
Graphics Operator Keynote	LVI275
Show Control Medialon Operator	LVI276
Playback Pro Operator	LVI281
Content Creator	LVI283
Creative Director	LVI284

Storyboard Artist	LVI285
Project Assistant	LVI286
Graphic Design Project Manager	LVI287
Graphic Artist Tier 2	LVI288
Graphic Artist Tier 1	LVI289
Motion Graphic Artist Tier 2	LVI290
Motion Graphic Artist Tier 1	LVI291
3D Animation Project Manager	LVI292
3D Animator Tier 2	LVI293
3D Animator Tier 1	LVI294
Senior Editor	LVI295
Video Editor Tier 2	LVI296
Video Editor Tier 1	LVI297
Senior Sound Designer	LVI298
Music Composer	LVI299
Audio Editor	LVI300
Playback Millumin	LVI302
Playback Millumin T1 Advanced	LVI303
Kola Programmer	LVI305
Sebastian Op	LVI306
Sebastian Architect	LVI307
Liam EIC	LVI308
Cloud E2	LVI309
Cloud E1	LVI310
Cloud Playback	LVI311
Cloud Record	LVI312
Cloud Graphics	LVI313
Cloud Video TD	LVI314
Unity Comm Tech	LVI315
Streaming Engineer	LVI316
Cloud A1	LVI317
Disguise Programmer	LVI318
Media Server Technician	LVI319
Content Manager	LVI320
Virtual Production Technical Manager	LVI321
xR Disguise Programmer	LVI322
Technical Artist - Unreal Engine	LVI323
Technical Artist - Unity	LVI324
Technical Artist - Notch	LVI325
Camera Tracking Tech - Mo-sys	LVI326
Camera Tracking Tech - Stype	LVI327
Show Contol Developer	LVI328
Pixera Program/Operator	LVI329

Video Aquilon Operator	LVI330
CTAT Shop Labor	SLAT200
CTCH Shop Labor	SLCH200
CTLA Shop Labor	SLLA200
CTLV Shop Labor	SLLV200
CTNY Shop Labor	SLNY200
SVP - Camera Operator - Stedi Cam - Broadcast	SVPC005
SVP - Ped Cam Op	SVPC010
SVP - Cam Op - Handheld - Broadcast	SVPC015
SVP - Stage Manager	SVPP005
SVP - Tech Manager	SVPP010
SVP - Cimema Projectionist	SVPPJ005
SVP - Camera Tracking Supervisor	SVPT005
SVP - Camera Tracking Technician	SVPT010
SVP - Motion Capture Supervisor	SVPT015
SVP - Motion Capture Operator	SVPT020
SVP - Motion Capture Coordinator	SVPT025
SVP - Virtual Camera (VCAM) Supervisor	SVPT030
SVP - Virtual Camera (VCAM) Technician	SVPT035
SVP - Virtual Art Department (VAD) Artist	SVPT040
SVP - Maintenance Engineer	SVPU005
SVP - VP Producer	SVPV005
SVP - Production Manager	SVPV010
SVP - VP Supervisor	SVPV015
SVP - Lead Engine Operator	SVPV020
SVP - Engine Operator	SVPV025
SVP - Associate Engine Operator	SVPV030
SVP - Media Server Operator - Broadcast	SVPV035
SVP - Engine Technical Director	SVPV040
SVP - System Technical Director	SVPV045
SVP - Systems Engineer	SVPV050
SVP - Systems Engineer - Broadcast	SVPV055
SVP - Lead LED Engineer	SVPV060
SVP - LED Engineer	SVPV065
SVP - Projectionist	SVPV070
SVP - VP Coordinator	SVPV075
SVP - VP PA	SVPV080
SVP - VP Utility	SVPV085
SVP - Screens Producer Broadcast	SVPV090
SVP - Content Manager - Broadcast	SVPV095
SVP - Associate Color Scientist	SVPV100
SVP - Color Scientist	SVPV105
SVP - Director - Broadcast	SVPV110

SVP - VC - Shader	SVPV115
SVP - Fiber Engineer	SVPV120
Audio Assistant (A2) - Union - Chicago	UAU002
Audio Assistant (A2) - Union - San Francisco	UAU005
Audio Engineer (A1) - Union - Chicago	UAU007
Audio Engineer (A1) - Union - San Francisco	UAU010
Audio Utility/Stagehand - Union - Chicago	UAU014
Audio Utility/Stagehand - Union - San Francisco	UAU017
Audio Intercom Engineer - Union - Chicago	UAU018
Audio Intercom Engineer - Union - San Francisco	UAU021
Audio RF Engineer - Union - Chicago	UAU022
Audio RF Engineer - Union - San Francisco	UAU025
Boom Operator - Union - Chicago	UAV019
Boom Operator - Union - San Francisco	UAV022
Breakout Lead - Union - Chicago	UAV024
Breakout Lead - Union - San Francisco	UAV027
General Utility/Stagehand - Union - Chicago	UAV082
General Utility/Stagehand - Union - San Francisco	UAV085
Breakout Technician - Union - Chicago	UAV106
Breakout Technician - Union - San Francisco	UAV109
Loader/Pusher - Union - Chicago	UAV130
Loader/Pusher - Union - San Francisco	UAV133
Multi-Source Technician - Union - Chicago	UAV147
Multi-Source Technician - Union - San Francisco	UAV150
Truckloader - Union - Chicago	UAV214
Truckloader - Union - San Francisco	UAV217
Show Call - Union - Chicago	UBR006
Broadcast Fee- Union - Las Vegas	UBR007
Broadcast Fee - Union - San Francisco	UBR008
Lighting Utility/Stagehand - Union - Chicago	ULI125
Lighting Utility/Stagehand - Union - San Francisco	ULI128
Lighting Operator Moving - Union - Chicago	ULI142
Lighting Operator Moving - Union - San Francisco	ULI145
Lighting Operator Spot - Union - Chicago	ULI177
Lighting Operator Spot - Union - San Francisco	ULI180
Lighting Director - Union - Chicago	ULI197
Lighting Director - Union - San Francisco	ULI200
Steward - Union - Chicago Local 110	UMG134
Steward - Union - Chicago Local 2	UMG138
Steward - Union - San Francisco	UMG202
Show Call Dept. Head Rate - Union - San Francisco	UMG230
Show Call Second Rate - Union - San Francisco	UMG234
Rigger Ground - Union - Chicago	URI093

Rigger Ground - Union - San Francisco	URI096
Rigger High - Union - Chicago	URI098
Rigger High - Union - San Francisco	URI101
Rigger - Union - Chicago	URI168
Rigger - Union - San Francisco	URI171
Rigger Assistant - Union - Chicago	URI298
Rigger Assistant - Union - San Francisco	URI301
Carpenter Assistant - Union - Chicago	UTS046
Carpenter Assistant - Union - San Francisco	UTS049
Carpenter Lead - Union - Chicago	UTS051
Carpenter Lead - Union - San Francisco	UTS054
Master Electrician - Union - Chicago	UTS076
Master Electrician - Union - San Francisco	UTS079
Decorator Lead - Union - Chicago	UTS101
Decorator Lead - Union - San Francisco	UTS104
Focus One Electrician - Union - New York	UTS278
Focus One Master Electrician - Union - New York	UTS279
Camera Assistant - Union - Chicago	UVI031
Camera Assistant - Union - San Francisco	UVI034
Camera Operator - Union - Chicago	UVI036
Camera Operator - Union - San Francisco	UVI039
Camera Operator Hand Held - Union - Chicago	UVI041
Camera Operator Hand Held - Union - San Francisco	UVI044
Video Director - Union - Chicago	UVI057
Video Director - Union - San Francisco	UVI060
Graphics Operator Chyron - Union - Chicago	UVI087
Graphics Operator Chyron - Union - San Francisco	UVI090
Camera Operator Jib - Union - Chicago	UVI106
Camera Operator Jib - Union - San Francisco	UVI109
LED Assistant - Union - Chicago	UVI112
LED Assistant - Union - San Francisco	UVI115
LED Lead - Union - Chicago	UVI117
LED Lead - Union - San Francisco	UVI120
Graphics Operator Power Point - Union - Chicago	UVI152
Graphics Operator Power Point - Union - San Francisco	UVI155
Projection Assistant - Union - Chicago	UVI158
Projection Assistant - Union - San Francisco	UVI161
Projection Lead - Union - Chicago	UVI163
Projection Lead - Union - San Francisco	UVI166
Technical Director - Union - Chicago	UVI204
Technical Director - Union - San Francisco	UVI207
Teleprompter Operator - Union - Chicago	UVI209
Teleprompter Operator - Union - San Francisco	UVI212

Video Engineer Assistant (E2) - Union - Chicago	UVI232
Video Engineer Assistant (E2) - Union - San Francisco	UVI235
Video Engineer in Charge (E1) - Union - Chicago	UVI240
Video Engineer in Charge (E1) - Union - San Francisco	UVI243
Video Tape Operator - Union - Chicago	UVI245
Video Record Operator - Union - San Francisco	UVI248
Video Utility/Stagehand - Union - Chicago	UVI252
Video Utility/Stagehand - Union - San Francisco	UVI255
Video Encore Operator - Union - Chicago	UVI261
Video Encore Operator - Union - San Francisco	UVI264
Audio Monitor Engineer - Union - Chicago	UVI266
Audio System Engineer - Union - San Francisco	UVI269
Audio Monitor Engineer - Union - San Francisco	UVI272
Graphics Operator Keynote - Union - Chicago	UVI277
Graphics Operator Keynote - Union - San Francisco	UVI280
Show Control Medialon Operator - Union - San Francisco	UVI314
Camera Operator Robo - Union - Chicago	UVI321
Camera Operator Robo - Union - San Francisco	UVI324
Video Spyder Operator - Union - Chicago	UVI326
Video Spyder Operator - Union - San Francisco	UVI329
Camera Operator Steadicam - Union - Chicago	UVI336
Camera Operator Steadicam - Union - San Francisco	UVI339
Playback Pro Operator - Union - Chicago	UVI351
Playback Pro Operator - Union - San Francisco	UVI354
Camera Operator Lead - Union - Chicago	UVI362
Camera Operator Lead - Union - San Francisco	UVI365
Millumin Operator - Union - Chicago	UVI397
Millumin Operator - Union - San Francisco	UVI400
Video Ascender Operator - Union - Chicago	UVI406
Video Ascender Operator - Union - San Francisco	UVI409

B. List of Miscellaneous Charge Product ID's in R2

1. Job related Miscellaneous Charges - used on Orders and Purchase Orders

JOBTRAVEL	Crew Travel Expense
JOBPERDIEM	Per Diem
JOBPARKING	Parking
JOBOTHERNT	Non-Taxable Other Cost of Sales
JOBOTHER	Other Cost of Sales
JOBMISSING	Missing / Damaged Equipment
JOBMILEAGE	Reimbursable Mileage
JOBINTERNET	Internet Charges
JOBHOTEL	Hotel

JOBGROUP	Group Sales
JOBGROUNDT	Ground Transportation
JOBFREIGHTFS	Fuel Surcharge - 10%
JOBFREIGHTDEL	Delivery
JOBFREIGHTCORP	Freight Corporate (**DOES NOT NEED TO BE ASSIGNED TO AN ORDER**)
JOBFREIGHTCOL	Pickup
JOBFREIGHTADD	Freight Adds
JOBCREWMEAL	Crew Meal
JOBCREW	Independent Contractor
JOBAUTORENT	Automobile Rental
JOBAIRFARE	Airfare

2. Non-Job Expense Miscellaneous Charges – Used for Overhead costs, not used on Orders. – used on Expense Purchase Orders that are not job related

EXPWHSUPPLIES	Supplies - Warehouse
EXPWHFREIGHT	Non-Job Freight
EXPTRUCKOTHERLOCAL	Other Truck Costs - Local
EXPTRUCKOTHERLD	Other Truck Costs - Long Distance
EXPTRAVELWH	Non-Job Travel Expense - Warehouse
EXPTRAVELTC	Non-Job Travel Expense - Technicians
EXPTRAVELSV	Non-Job Travel Expense - Service
EXPTRAVELSPM	Non-Job Travel Expense - Sales
EXPTRAVELOPS	Non-Job Travel Expense - Operations
EXPTRAVELLD	Non-Job Travel Expense - Drivers
EXPTRAVELFAI	Non-Job Travel Expense - Finance
EXPTRAVELEXEC	Non-Job Travel Expense - Executives
EXPTRAININGWH	Training Expense - Warehouse
EXPTRAININGTC	Training Expense - Technicians
EXPTRAININGSV	Training Expense - Service
EXPTRAININGSPM	Training Expense - Sales
EXPTRAININGOPS	Training Expense - Operations
EXPTRAININGLD	Training Expense - Drivers
EXPTRAININGFAI	Training Expense - Finance
EXPTRAININGEXEC	Training Expense - Executives
EXPRENTITEMS	Rental Inventory Equipment (<$500/unit)
EXPRECRUIT	HR - Recruitment and Hiring
EXPPROPCOSTNT	Property Cost Expense - Non-Taxable
EXPPROPCOST	Property Cost Expense
EXPPJLAMP	Projector Lamp Usage
EXPOFFICEWELFARE	Office - Staff Welfare
EXPOFFICESUPPLIES	Office - Supplies
EXPOFFICECOMM	Office - Communication Costs (<$500/unit)
EXPMOVESF	Moving Costs - San Francisco
EXPMKTWEB	Marketing - Web
EXPMKTPRINT	Marketing - Brochures / Print
EXPMKTOTHER	Marketing - Other
EXPMKTDEMOS	Marketing - Demos & Exhibit

EXPMKTCLOTHING	Marketing - Corporate Clothing
EXPMKTADVERTISING	Marketing - Advertising
EXPMISSING	Missing / Damaged Equipment
EXPITSOFTWARE	IT - Software Licenses (<$500/unit)
EXPITREPAIR	IT - Repair
EXPITCONSULT	IT - Consultancy
EXPEQUIPREPAIROFFICE	Office Equipment Repair
EXPEQUIPRENTWH	Non-Job Equipment Rental - Warehouse
EXPCONSUMABLE	Non-Job Consumables
EXPCOMMIS	Direct External Commissions
EXPCLNTENT	Client Entertainment
EXPCELLWH	Cell Phone - Warehouse
EXPCELLTC	Cell Phone - Technicians
EXPCELLSV	Cell Phone - Service
EXPCELLSPM	Cell Phone - Sales
EXPCELLOPS	Cell Phone - Operations
EXPCELLLD	Cell Phone - Drivers
EXPCELLFAI	Cell Phone - Finance
EXPCELLEXEC	Cell Phone - Executives
EXPCABLES	Cables & Connectors (<$500/unit)

3. Non-Job-Related Inventory Miscellaneous Charges - Not Used on Orders – used for Inventory Purchase Orders

INVWIPSYSTEMS	Work in Progress - Systems (all items)
INVWHEQUIP	Warehouse Equipment (>$500/unit)
INVTRUCKLOCAL	Trucks - Local (>$500/unit)
INVTRUCKLD	Trucks - Long Distance (>$500/unit)
INVPREPAIDFEES	Prepaid Fees
INVOTHERNT	Inventory - Non-Taxable - Other (>$500/unit)
INVOTHER	Inventory - Other (>$500/unit)
INVOFFICEFURN	Office Furniture (>$500/unit)
INVOFFICEEQUIP	Office Equipment (>$500/unit)
INVLANDIMPROVE	Building Improvement (>$500/unit)
INVLAMPS	Inventory - Lamps (>$500/unit)
INVITSOFTWARE	IT - Computer Software (>$500/unit)
INVITCOMPUTER	IT - Computers / Hardware (>$500/unit)
INVCABLES	Inventory - Cable (>$500/unit)

4. Non-Job-Related Service and Repair Parts –

SERVICEPARTS	Parts – Repair & Maintenance Expense
AUDIOACC	Audio Accessory
VIDIOACC	Video Accessory

C. Items

General Information

Field	Description
Product ID	The Product ID is automatically inserted based on the IDS defined for items, which can be edited if necessary. This is a mandatory field to save the item. However, you can also provide unique ID if required. You can also add 'Additional Product ID' by clicking the importable button. Want to know more on Additional Product ID?
Description	Provide the unique description for the item
Type	To select either the item is 'Serial' or 'Non-Serial' type. • **Serial**: Serialized items are tracked at the asset level. Their Product IDs will have Asset IDs assigned to them as the individual units received into inventory. Orders will then be filled by Asset ID. Assigning Asset IDs allows R2 to track individual units in addition to tracking items at the Product ID level. To view Assets already assigned to the selected Product ID, click the Assets button. • **Non-Serial**: Non-Serialized or Quantity items are only tracked at the Product ID level
Active	The selection of the checkbox decides if this item is **Active** or **Inactive** and if it can be used on Orders.
Keywords	You can enter a value here which can be used while searching items.
Long Description	To provide a long description for the item. This description can be displayed in prints using the long description CID.
Sub Category	The sub-category to which the item belongs will be displayed here.
UPC	The Unique Product Code of the item. For notational purposes.
T-Around	This is the time taken for an item to be prepared after it has come back after being used on an order. During the T-Around time, the item is not marked as unavailable but merely as being ready for the next order. You may enter a time in Hours (h), Days (d) or Months (m) by placing the letter h, d or m after the number you enter. However, R2 converts this time period so that it appears in hours. For example, if you enter 1d (or 1), when you press <Tab>, R2 will convert this value into 24.00h.

	Example: When Item A, for which the T-Around is marked as 3 hrs, is added on an order which commences 1 hour after coming back to the inventory will display the status of turn around for 2 hours.
Date Added	The date on which the item was created is displayed here.
With Assets	
Accessory	To mark the item as an accessory. While filling items which has accessories, the **Accessory** button is displayed in the window. Clicking on this button displays the accessories. More
Misc	To mark the item as Misc.
Warranty period	You can set the warranty period for the item by entering a number in this field. The value will always be in months. For more details, click here
Consigned	
Sort priority	
Container	Select this checkbox to mark the item to be considered as a container. This checkbox will be false by default. This checkbox will be available for Serial and Non-serial Items ONLY, it is not applicable for Parts/Kits/Labor definition. • If the item is a **Non-serial**, then the Container is Created with Container ID as Product ID and its description same as that of the Product. • if the Item is a **Serial Item**, then the Container is Created on the basis of Asset ID and Asset Description.

Quantity - It displays the quantity of the item. It is just for your information about the total quantity, owned quantity etc.

Field	Description
Owned	Displays the total owned quantity of the item.
Total	Displays the total quantity of the item.
Locked	Displays the quantity which is locked to kit.

Manufacturer - This section is to store information about or obtained from the item manufacturer.

Field	Description
Name	Enter the manufacturer name here
Part No	If applicable, enter the manufacturer's part number for the item here.
Model	Enter the manufacturer's model name and/or number here.
Made In	The location of the manufacturer.
URL	The URL of the manufacturing company.

Allow - This section is to allow which action can be performed on this item. select any of the checkboxes as needed.

Field	Description
Rent	Determines whether the item can be rented
Sell	Determines whether the item can be sold
QC	Determines whether the item needs quality checks
Sub Rent	Determines whether the item can be a sub rental. Also, you can set the same item as Rent, Sell or Sub-Rent for different sites
Check Availability	De-select this box if you wish the item to always appear as available, regardless of actual stock. If your business typically handles large orders, this option may be useful for incidental items you regularly purchase as needed. This checkbox will be selected by default if the 'Check Availability' option is selected in the Configuration module
Damage Waiver	Amount levied on the item in anticipation of any damage that could happen to it
Statistics	Determines whether the item has to be included into statistics analysis
Discount	Determines whether the item price can be discounted. The value entered here is the discount applied on this item when on an order. If user tries to enter an discount which is more than that defined here, then system locks the line and take the value defined in 'Item Edit' window
Consumable	Consumable on an order can be charged by selecting this checkbox.

Print On Order	Select this checkbox if you want to display this item on an order print. Items for which this checkbox has not been marked will be displayed in small font in the order and will not appear on the order print.
Searchable	Select this checkbox if you want the be able to search this item in modules other than Maintenance

Pricing Information - The Pricing area lets you record an item's pricing information. This information includes what it would cost for the company to purchase the item at retail price and directly from a vendor. This section is **not** where you establish the rental or sell price of an item. Use the **Pricing** button to modify what a customer is charged to rent or sell the item.

Field	Description
Retail	The Retail field is where you input the retail price of an item that is used when the 'Sell' action is selected on an order for the item. This corresponds to the value in the Pricing' window.\
Low Retail	Determines whether the item can be sold
MSRP	For notational purposes only
Repl. Cost:	Enter the amount which you want to be charged to the customer for this item in case of loss or damage to it. The amount entered here is displayed when the *Action* > *Update Replacement Cost* function is performed on an item in a contract. For more details, click here
Average Cost	To indicate the dollar amount you paid for the item. This dollar amount is used to calculate item profit, as the item is rented or sold
Purchase Price	Enter the purchase price of the item
NBV and As On:	Net Book Value (NBV) and As On checkboxes display the NBV of the asset based on the latest posted depreciation batch for the asset.
Depreciation	If depreciation is selected, item can be depreciated and user can view the depreciation details and work on functionality related to depreciation. If the depreciation box is not selected, item cannot be depreciated
Life	The period for which the item will be usable on orders
Sal.%	The Salvage value%, which is used to calculate the salvage of items. This will be calculated depending on the salvage value % mentioned in the selected depreciation group in Item Edit screen. You can overwrite the value in the depreciation group by directly entering a value in this field

Groups - Your selections in the Groups section determine the item's group memberships. Selecting the more button next to a group field opens a group list dialog from which you can select a group.

Field	Description
Availability	Use this field to assign an item to an Availability Group so that you can check availability for interchangeable items simultaneously. Availability Groups eliminate the need to individually check each alternate item's availability inside the Availability window. Availability Groups are set up here.
Exchange	Exchange Groups are collections of items that have similar or identical functions and features. You would assign an item to an Exchange Group so that if the item is unavailable, you can quickly select a replacement from its Exchange Group. Exchange Groups are added and edited through the Item Edit dialog
Commission	
Meter	This field allows you to tag meter group to the items. Click here to know more.
Report	This field lets you track items by G/L Account code. Report Groups let you specifically track and export accounting information to your accounting software (Great Plains or Platinum), if the report group assigned to this item is configured as a G/L code segment. When setting up report groups, note that the Report ID should correspond to the G/L code segment number. See 'Exporting R2 Accounts Receivable to Great Plains' for greater detail.
Department	This field determines the Item's Department. This can be used to search or for filtering items
Attribute	Use this field to designate an item attribute group. To do this, click the **more** button to the right of the Attribute field, then double-click on the Attribute Group you wish to select. Click here for additional information on working with Item Attributes within the Item Edit window. Attribute Types can also be added or edited through Misc > Attributes More..
Tax	This field determines the Item's Tax Item Group membership
Maintenance	This field determines the maintenance group the item belong to. You can define the servicing schedule for an item inside the maintenance group. To define a maintenance group
Price	This field determines the Price Group membership.
Depreciation	This field determines the Depreciation Group membership. See, Depreciation
Matrix Price	
Account	

GL Accounts - These are accounts to which all the accounting details regarding the transactions made on the item have to be sent.

Field	Description
Revenue	GL Codes defined for Rent, Sales, and Sub Rent under Revenue grid, will be displayed in the invoices posted in case of Receivables batches. • **Rent**: The revenue incurred while renting an item • **Sales**: The revenue incurred while selling an item • **Sub rent**: The revenue incurred while sub-renting the item.
Expenses	GL Codes defined for Sub Rent, COGS, and depreciation under Expense grid, will be displayed in the invoices in case of Payments batches • **Sub rent**: Expenses incurred while creating a purchase order • **COGS**: The cost incurred while selling an item • **Depreciation** :Expenses incurred when an item depreciates
Balance Sheet	GL Codes defined for Inventory, Acc Depreciation, and Write-Off will be displayed • **Inventory**: • **Acc Depreciation**: The total depreciation currently recorded against either a single or all productive assets • **Write Off** :You can enter a value here to charge an expense or a loss against an asset, thereby reducing its value as listed on the company's balance sheet.
Discount	