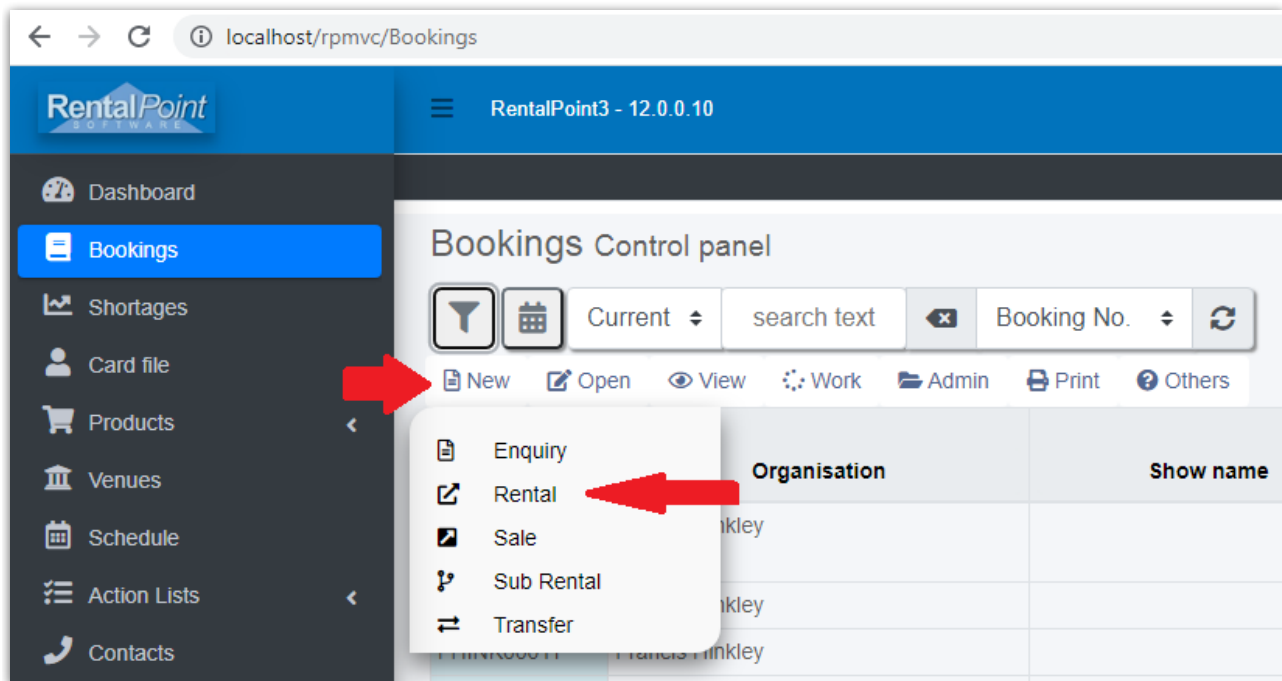


# Enter New Booking

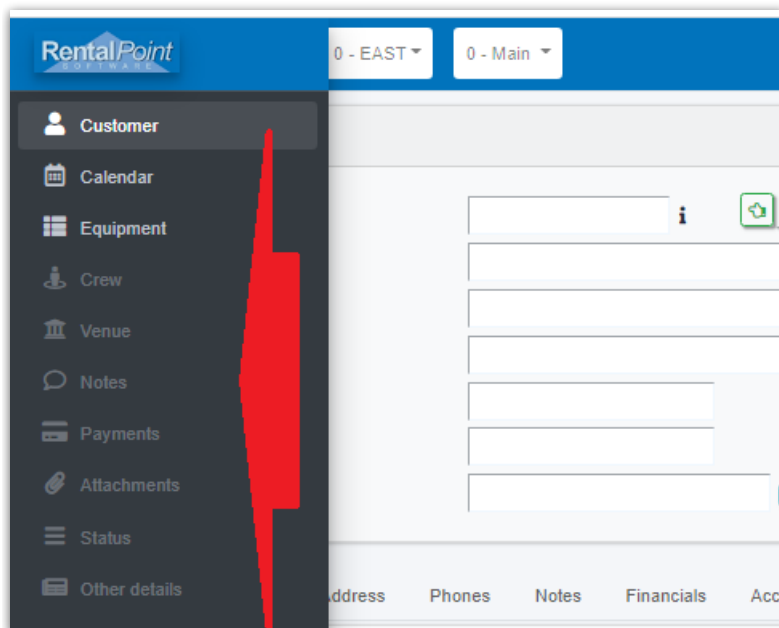
Last Modified on 27/11/2025 10:38 am EST

From the Booking Grid, click  **New** , then choose then relevant booking type

Fig 1.0



A customer booking is a compilation of information relevant to the job, stored under different tabs/sections, so that any one section can easily be edited without locking up the entire booking. When entering a new booking, Customer, Calendar and Equipment details are entered before other sections become available for access. Section headings can be found to the left of the form you are currently working on. Click on any section to access corresponding information. Each tab/section is explained below....



# Table of Contents

- Customer Details
- Calendar
- Equipment Grid(<https://rentalpoint3.knowledgeowl.com/help/equipment-tab>)
- Labor
- Venue
- Notes
- Payments
- Attachments
- Status
- Other Details

## Customer Details


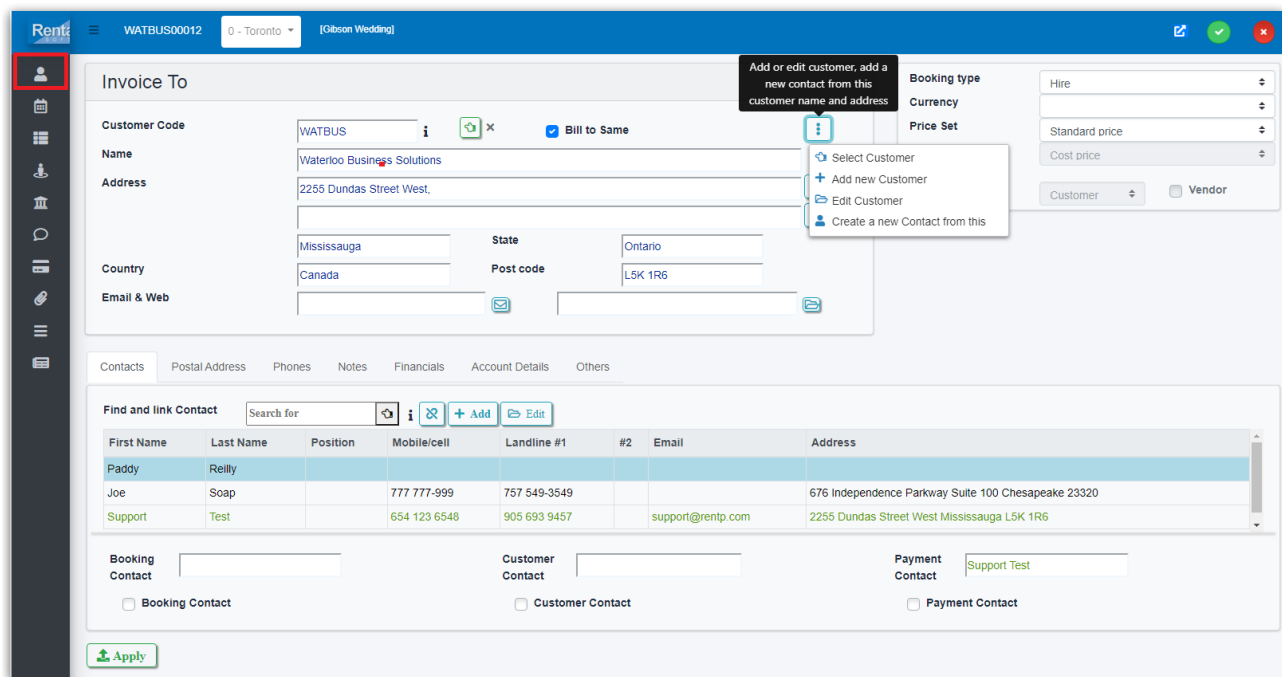



Enter details on who the booking is for by typing the customer name. The system will auto fill the rest of the information relating to the existing customer. Add new/edit existing customers/contacts via the  icon to the right of the customer code

Fig 1.1



Invoice To



Customer Code: WATBUS    Bill to Same

Name: Waterloo Business Solutions

Address: 2255 Dundas Street West,

Country: Mississauga State: Ontario

Canada Post code: L5K 1R6

Email & Web:  

Booking type: Hire

Currency: Standard price

Price Set: Cost price

Customer ☐ Vendor ☐

Find and link Contact

First Name	Last Name	Position	Mobile/cell	Landline #1	#2	Email	Address
Paddy	Reilly						
Joe	Soap		777 777-999	757 549-3549			676 Independence Parkway Suite 100 Chesapeake 23320
Support	Test		654 123 6548	905 693 9457		support@rentp.com	2255 Dundas Street West Mississauga L5K 1R6

Booking Contact: ☐ Booking Contact

Customer Contact: ☐ Customer Contact

Payment Contact: ☒ Payment Contact

Apply

## Booking types


- **Rental Booking** has primarily Rental Inventory on it however it can also have consumable items. RentalPoint will expect any rental items to be returned.
- **Sale Booking** is for selling consumable or rental items. These will remain in Out status and will not be expected to be returned in the software.
- **Cycle Billed** (also known as Long Term) is for books that will be out for an extended period of time (perhaps undetermined) and regular invoicing needs to take place. Intervals are for 7, 14, 28, Monthly, Quarterly.

- **Sub Rentals/Cross Rentals** will show up in the equipment grid. These bookings are "tied" to a main booking for the purposes of resolving shortages. These bookings will appear on the Delivery and Return Schedule at the appropriate dates.
- **Transfers** are only available with the multi location module. If this module is enabled transfers between locations is available for shortage resolution.

## Bill To

The Booking can be entered for one customer but billed to another when invoicing. Click the 'Same' checkbox to stay with the same customer.

## Contacts

Information for each contact associated with the customer record. Here you can select booking, customer and payment contacts for the booking. The relevant contact information will be used on client documentation. Add new contacts via the  icon to the right of the customer code (fig 1.1 above)

## Rental Price Set Customer Pays

Price sets are determined during implementation and available for selection within the booking. The price set is used to price equipment added to the booking.

## Sales Price Customer Pays

Prices sets are determined during implementation and available for selection within the booking. The sales price determined here is used to price sales equipment added to the booking. Sales prices can be changed in the product record.

## Rental Discount Rate

Is displayed on the customer tab of the booking but has already been set up in the customer record. You'll have an opportunity to apply a once off rental discount on the equipment tab of the booking. However, if you want a rental discount permanently associated with the booking, then set this up on the financials tab of the customer record.

## Customer Contact

By setting the 'Can change Customer Contact in a Booking' operator privilege, the user can now change the customer contact from within the booking. If the user changes the customer contact, the customer record will be updated and all bookings referenced to that customer will reflect to the new customer contact.

## Financials and other details

Other customer information is visible behind a tabbed index at the bottom of the customer page. Some customer information can be modified from these tabs within the booking.

**Invoice To**

Customer Code:  Bill to Same

Name:

Address:

Country:  State:  Postal Code:

Email & Web:

**Contacts** **Postal Address** **Phones** **Notes** **Financials** **Account Details** **Others**

**Insurance**

**Account Manager**

**Tax Details**

☐ Tax Exempt

Exempt No.

Tax Authority #1:

Tax Authority #2:

**Credit Status**

Credit Limit

Account type

Allow Stop

Payment Method

## Calendar

Important dates affecting the booking are applied in the Calendar Tab. While many dates can be set, RentalPoint allows for user selection of dates relevant to each booking.

For Warehouse Out and IN Dates only, uncheck ☐ **Schedule Enabled**

**Timeline**

Thursday 21/05/2021 08:11 ☐

Friday 22/05/2021 19:19 ☐

Warehouse Out

Warehouse In

**Settings**

☐ Schedule Enabled

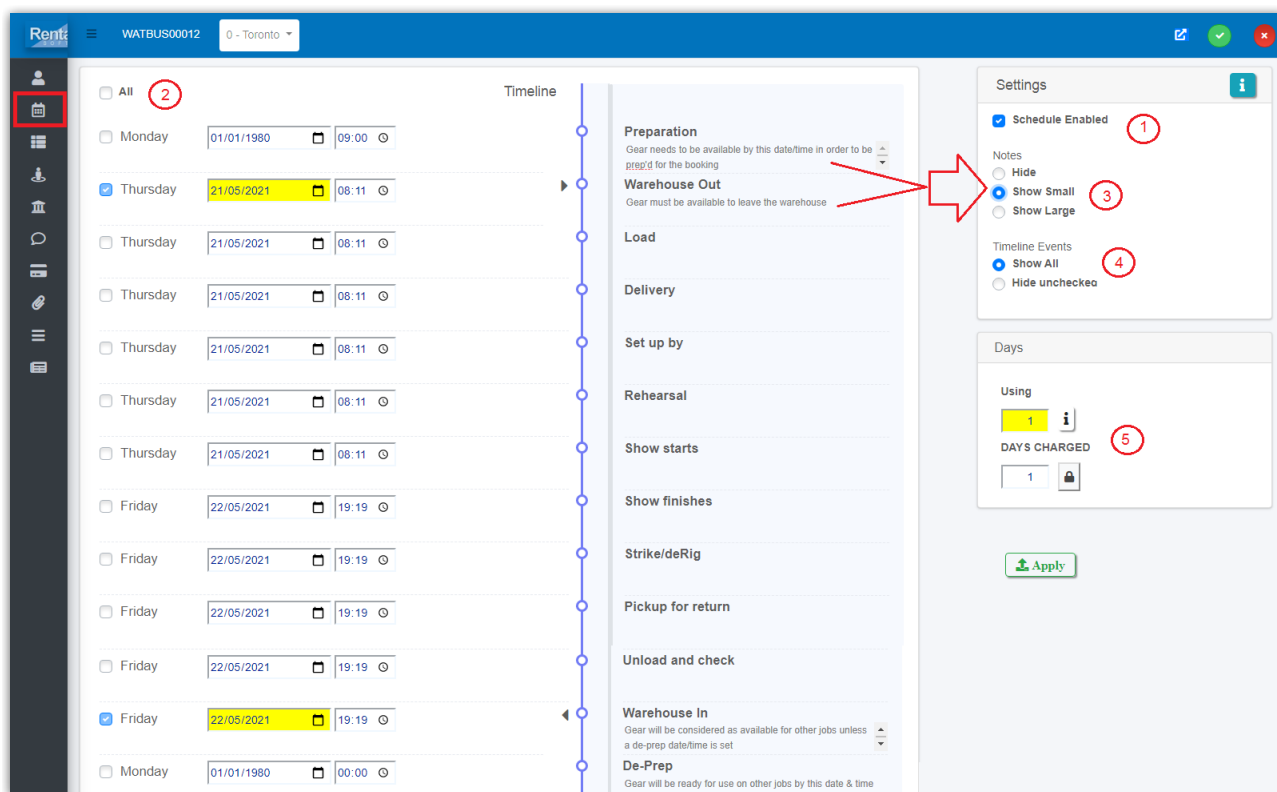
Notes

☒ Hide

☐ Show Small

☐ Show Large

OR for a wider date selection, check ☒ **Schedule Enabled** and populate the dates relevant to your booking



#### 1. Schedule Enabled:

- ☒ **Schedule Enabled** makes all dates in the RentalPoint booking timeline available to the user. Each date to be used, should then be checked individually.
- ☐ **Schedule Enabled** limits the booking calendar to warehouse out and in dates which are the minimum dates required for a booking.
- The visibility of the schedule enabled checkbox and timeline dates are controlled by operational parameter 78
- Operational Parameter 88 controls use of Prep and De-prep dates: These dates are used to take the gear out of availability before the booking warehouse out date and after the booking return date, to allow time for prep and de-prep of the gear before it is available for another show.

2. Use ☒ **All** to check/uncheck all dates in the timeline.

3. Notes allow the user to define each timeline date in more detail. The notes option can be hidden/displayed small/displayed large by using the available radio buttons next to each option.

4. Display of dates in the timeline can be limited to those populated by the user via the 'Hide unchecked'/'Show All' radio buttons

5. Days Using and Days Charged can be used independent of each other and are controlled by parameters.

Calendar tab notes are stored in TblBookNote with the following note types

Booking Notes Table			
tblBooknote			
Field Name	Field Type	Size	Description
ID	decimal	9	Primary Key ( Auto increment number)
booking_no	varchar	13	Foreign key to tblBookings.booking_no.
line_no	tinyint	1	Line number
text_line	varchar	253	Line of notes text
NoteType	tinyint	1	Note type {0-booking,1-invoice,2-labour,3-statement of work}
Description	NoteType	Value	
Preparation	4		
Warehouse Out	5		
Load	6		
Delivery	7		
Set up by	8		
Rehearsal	9		
Show starts	10		
Show finishes	11		
Strike/deRig	12		
Pickup for return	13		
Unload and check	14		
Warehouse in	15		
De-Prep	16		

## Equipment Grid

Add inventory to your booking via the [Equipment Grid of the Booking](#)

Code	Description	Quantity	Avail	Short	Unit Rate	Days	%Disc	Price	Status
Heading 1	Heading 1								heading
MSR100	8" Powered Speaker - Yamaha MSR1001	1	50	0	5	1	0	5	Single
MSR100	8" Powered Speaker - Yamaha MSR1001	1	49	0	5	1	0	5	Single
CASE1	Road Case 1	1	See	List	0	1	0	0	Package
PRX715	15" Two-Way Full-Range Main System/Floor Monitor	1	0	1	130	1	0	130	Single
PRX712	12" Two-Way Full-Range Main System/Floor Monitor	1	0	1	100	1	0	100	Single
EON515	15" Two-Way Multipurpose Self-Powered - JBL	1	0	1	55	1	0	55	Single

## Labor

Labor can be added to a booking via either a standard price (option 1 below)

or by entering previously established labor products (option 2 below)

### Option 1: Add Crew Standard Price

Manually add a flat rate crew cost under the equipment grid of a booking in the 'Crew' field (see screenshot below)

If you later add crew products under the crew tab of a booking, then the crew tab pricing takes precedence and will be charged to the client in place of the percentage price.

The screenshot shows the RentalPoint software interface. At the top, there's a header with 'WOWAUD00019', '0 - EAST', and '0 - Main'. Below this is a menu bar with options like Find, Work, View, Change, Arrange, Shortages, Lists, Assets, Heading, Admin, and Preferences. The main area displays a table of equipment items with columns for Code, Description, Quantity, Avail, Short, Sub Rental, Unit Rate, Days, %Disc, Price, Status, C, and W. The items listed include SOUPAC (Basic Sound System), MXPRO (MX Processor), SUBW (Subwoofer), GH156 (GH15 15 Floor Standing Speaker), RF123 (RF 15 Floor Standing Speaker), ALTS315 (Alto TS315 Speaker), TS315CAS (Alto TS315 Speaker CASE), TS315CAB (TS315 10' Cable), and NX514 (NX15 10' Cable). Below the table is a 'Pricing Summary' window. It shows fields for Total Rental (2,370), Del/Pickup (0), Crew (474), Rental discount @ rate % (0), Sub total (2,844), Exempt (0), and Total Price (2,844). A red arrow points to the Crew field.

Code	Description	Quantity	Avail	Short	Sub Rental	Unit Rate	Days	%Disc	Price	Status	C	W
SOU-PAC	Basic Sound System	1	See	List	0	800	2	0	1600	Package	✓	✓
MXPRO	MX Processor	1	14	0	0	100	2	0	200	Single	✓	✓
SUBW	Subwoofer	1	0	1	1	0	2	0	0	Single	✓	✓
GH156	GH15 15 Floor Standing Speaker	1	1	0	0	80	2	0	160	Single	✓	✓
RF123	RF 15 Floor Standing Speaker	1	0	1	1	0	2	0	0	Single	✓	✓
ALTS315	Alto TS315 Speaker	1	4	0	0	75	2	0	150	Single	✓	✓
TS315CAS	Alto TS315 Speaker CASE	1	3	0	0	0	2	0	0	Component	✓	✓
TS315CAB	TS315 10' Cable	1	10	0	0	0	2	0	0	Component	✓	✓
NX514	NX15 10' Cable	1	0	1	1	50	2	0	100	Single	✓	✓

Pricing Summary

Total Rental: 2,370

Del/Pickup: 0

Crew: 474

Rental discount @ rate %: 0

Sub total: 2,844

Exempt: 0

Total Price: 2,844

Alternatively, to simply add crew costs based on the rental price of a booking, set Pricing Parameter #68 to the percentage to be used in the calculation.

The screenshot shows the 'RentalPoint Version 11 Parameter Setup' window. It has three tabs: 'Configuration', 'Pricing Setup', and 'Web and Email'. The 'Pricing Setup' tab is selected. A red arrow points to the 'Pricing Setup' tab. Below the tabs is a 'Select Pricing Parameter' dialog box. It lists several parameters, with '68. Crew / Installation Based on Percentage' highlighted. A red arrow points to this parameter.

RentalPoint Version 11 Parameter Setup

Configuration | Pricing Setup | Web and Email

Select Pricing Parameter

- \* 64. Default Number of Days to Charge
- \* 66. Cycle Bill Weekends
- \* 67. Deposit Based on Percentage of Cost Price
- 68. Crew / Installation Based on Percentage**
- \* 69. Default Discount Percentage for Backup Equip

That's it! RentalPoint will automatically add the calculated price (rental Price \* labour percentage) to each booking in the crew field on the equipment grid of the booking.

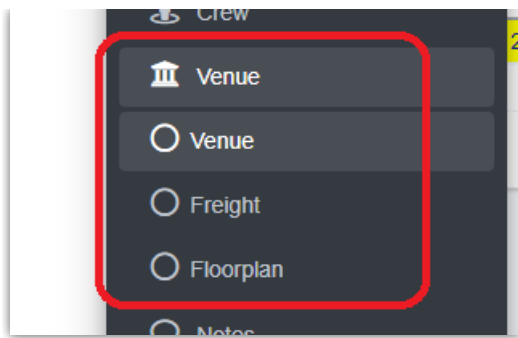
## Option 2: Add Crew Products



Both Crew Parameters and Labor Products must be set up before proceeding to Add Labour/Crew to a Booking.

## Venue

The venue tab displays where the event is being held/where the equipment is delivered to, how the order is being picked up/delivered and any additional floorplan information. Venue information is separated under three sub menu headings



## Notes

The notes tab accepts 'Statement of Work' separate to 'Booking Notes' so that they can be printed separately on output documentation

## Booking Notes:

- Booking notes can be used to keep track of revisions made to the booking by administrators/sales staff etc. not necessarily printed on warehouse documentation.
  - The insert field used to include notes on RTF documentation is &BKNOTESC&
  - Booking notes are generally available in standard fast reports via a runtime report option. TBLBookNote.Notetype = 0 identifies Booking Notes

## Statement of Work

- On the Notes tab of the booking in addition to booking notes a Statement of Work box allows the 'Scope of



Deliverables' or the description of the event to be entered. This can then be added to the necessary reports using insert field &SOFWORKC&

- Statement of work can be added to fast reports that use the **Frp\_Report\_PickList** stored procedure, or the query below can be added to a custom stored procedure.
- TBLBookNote.NoteType = 3 for Fast Reports (see *full description of tblBookNote below*)
  - SELECT @StatNote = COALESCE(@StatNote, '') + '' + CAST(COALESCE(text\_line, '') AS varchar(max)) FROM tblBookNote WHERE BookingNo = @booking\_no AND NoteType = 3 ORDER BY line\_no

## Payments

## Attachments

## Status

## Other Details

This booking tab accepts information like Showname, Event Type, Security Deposit, Project, Division, along with operator and salesperson associated with the booking.

Some fields will only be visible if configured in parameter settings

MRCI00017 0 - EAST 0 - Main [The Morning Show]

**Other details**

Show name  
The Morning Show

Minimum Security Deposit Required  
0

Sales Person  
Sales Person Code: RE  
Sales Person Name: RENTALPOINTSUPPORT

Project Details  
Project Code: PROJ2  
Project Description: St Peters School Graduation  
Project Manager Code:  
Project Manager Name:

Event Type  
SCHOOL

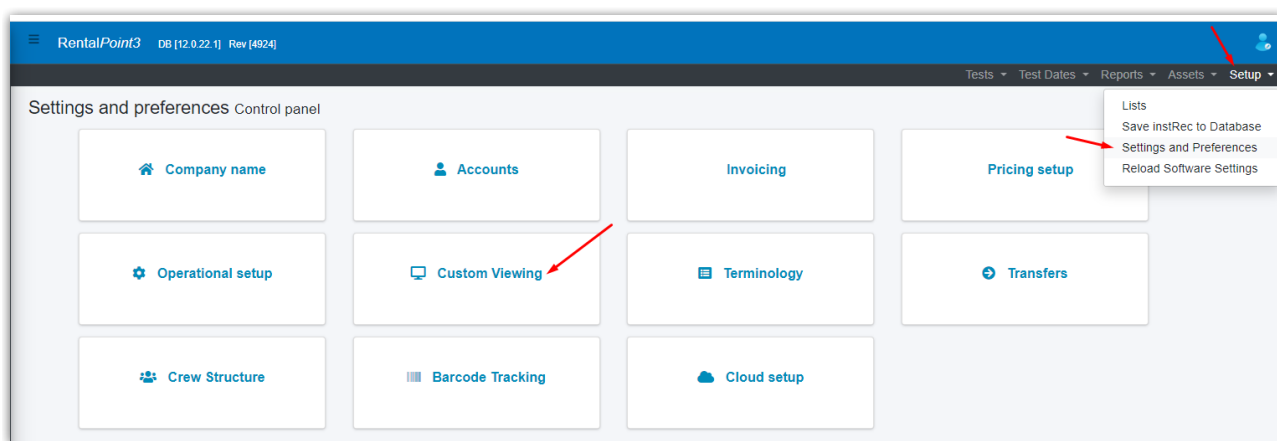
Division  
0 - SOUND

Booking Last Modified By Operator  
rentalpointsupport

Booking Originally Taken By Operator  
RENTALPOINTSUPPORT

For example:

To display Event Type on the Others Tab and on the Booking Grid, ensure the option is checked in Custom Viewing Preferences



Unchecked items will be hidden from view

### RentalPoint Custom Viewing Options

Booking Grid

User Interface

<input checked="" type="checkbox"/> Invoice No.	<input checked="" type="checkbox"/> Venue	<input checked="" type="checkbox"/> Booking Type	<input checked="" type="checkbox"/> Date Added
<input type="checkbox"/> Confirm Date	<input type="checkbox"/> Crew Status	<input checked="" type="checkbox"/> Original Operator	<input checked="" type="checkbox"/> Event Type
<input type="checkbox"/> PO #	<input checked="" type="checkbox"/> Salesperson	<input checked="" type="checkbox"/> Division	<input type="checkbox"/> Contract No
<input checked="" type="checkbox"/> Invoiced Status	<input checked="" type="checkbox"/> Revenue	<input checked="" type="checkbox"/> Project Manager	<input checked="" type="checkbox"/> Payment Terms

☒ Progress Status
   
 Select the colours that each status will display in :
 

☐ Quote
   
☐ Light Pencil

☐ Heavy Pencil
   
☐ Confirmed

☐ Cancelled

☐ Colour Code Status
 


☐ Booked
   
☐ Pull
   
☐ Out

☐ Returned (Complete)
   
☐ Bookings With No Status

☐ Bookings returned (or out in the case of sales) but not invoiced will show in this color
   
☐ Invoiced

☐ Enable Separate Colour Code Status for Cross Rentals

☐ Cross Rentals

The Event Type drop down list is built from user entry across all bookings. Each value is stored in uppercase in the database with duplicates filtered out. Select an entry from the existing drop down list or click  to enter a new event type.

AED100025 0 - Main

### Other details

Show name

Minimum Security Deposit Required

Sales Person

Sales Person Code

Sales Person Name

Booking Last Modified By Operator

Booking Originally Taken By Operator

Event Type

CORPORATE

CORPORATE

TYPE1

TYPE2

To remove the new entry click



AED100025 0 - Main

### Other details

Show name

Minimum Security Deposit Required

Sales Person

Sales Person Code

Sales Person Name

Booking Last Modified By Operator

Booking Originally Taken By Operator

Event Type

WEDDING

Once the tab is saved (either by saving the booking or clicking to another tab), the new entry will display as part of the existing list

AED100025 0 - Main

### Other details

Show name

Minimum Security Deposit Required

Sales Person

Sales Person Code

Sales Person Name

Booking Last Modified By Operator

Booking Originally Taken By Operator

Event Type

WEDDING