

# Divisions

Divisions are useful to distribute and track revenue in different departments. For instance if you have a sound department and a lighting department specifying a division on bookings will allows reporting on a specific department.

#### **Revenue Separation**

Divisions are used to separate income from bookings into a specified division or department of a company. A division is selected at the booking level. When a booking is invoiced, the invoice uses the division from the booking. When the invoice is paid, the payment uses the division from the invoice that it is applied to. Using divisions does not affect the booking in any way, it only affects reports and accounting activities after the booking is invoiced. Reports in RentalPoint, such as statements and account receivables, sort revenue by division. Divisions are not mandatory and are only something to be considered if you require more organized income separation. To create divisions click the Division option within the setup menu. Once a division is saved in the system it can be edited but not removed.

Reports - Assets - Setup -	Other
Tax Authorities	
Regions	
Locations	
Divisions	

A setup window displays with a blank list. To add more divisions click Add New. Once the desired divisions are added, they will be displayed. RentalPoint will need to be restarted for the settings to take effect. The divisions will be available in bookings under the Other Details tab.

	D Divisions 0 ✔ entries	Search:	
#	Division Name		Action
0	SOUND		ď
1	LIGHTING		ľ
2	SALES		ľ
Showing	1 to 3 of 3 entries	Previous	1 Next
€Ado	i New		6

To use divisions you'll need to enable accounts parameter #24.



ettings and preferences Control	panel		
😭 Company name	Accounts	Invoicing	Pricing setup
Operational setup	Custom Viewing	E Terminology	Transfers
😩 Crew Structure	Barcode Tracking	Cloud setup	

Revenue Separation	For Divisions
If enabled, revenue	can be separated among the different divisions in a company.
Division Defaults	
No Defaults	
O Division Override	
	e divisions to separate bookings or organize customers but not revenue. This ings at a default division to keep all revenue at one division.
0 - Sheration Hote	Gold Cc 🗸
O Customers Have I	Default Division
	rs can be assigned to a division. This parameter will also affect; Manual ged Analysis Report, AR Audit Report, Cash Receipts Report and Revenue

## Customers have default division

If you want certain customers to have a default division so that any bookings for that customer will automatically have the correct division selected you can enable accounts parameter #30. Additionally any pre-payments entered for the customer will be allocated to the customer's division before being assigned to a specific invoice when the payment will be applied to the division the invoice was generated for.You can then select a division for each customer on the Others tab of customer properties. This division will then be filled in for any new booking entered for the customer.

	Customer Maintenance					
Address Financials Cr	edit Card Others Notes	Fields Attachments				
Industry Type	EVENTS -	Purchase Order Number Required				
Industry Description	Event Planning Company	Customer Has Custom Template List				
Campaign / Source						
Division	2 - Production Dept.					
	<ul> <li>0 - Sheration Hotel Gold Coast</li> <li>1 - Bankstown office</li> </ul>					
Customer Number	2 - Production Dept.	nly as an interface to certain accounting syste				
Last Booking No.	3 - Driveway rental Dept.					

### Bookings

#### To add a "Division" filter to the main booking window

In the main setup window, click on "Custom viewing", then check "Division" as below -

RentalPoint Custom Viewing Options						
Booking Grid	User Interface	Customer Information	Venue Information			
✓ Invoice #		Venue	Booking Type	Date Added		
Confirm Da	te 🗆	Crew Status	Original Operator	Event Type		
🗆 PO #		Salesperson	🗹 Division 🛛 🧲			
Invoiced St	atus 🔽	Revenue	Project Manager			

This will then add a filter to the main booking window so you can filter on division, as below -

-	List	Plot Sheet	Projec		e primary scope	•	(	Sal
Contacts		₽	Division	All Divisions	•	Curr	ent O Arch	ive
@	<b>a</b>		Cancelled Transfer				Data to View	
PO	Out Date and T	ime 💌	<ul> <li>✓ Quotes</li> <li>✓ Light Pencil</li> <li>✓ Heavy Pencil</li> <li>✓ Confirmed</li> </ul>	✓ Sales	<ul> <li>✓ Booked</li> <li>✓ Pull</li> <li>✓ Out</li> <li>✓ Returned</li> </ul>	Uninvo	iced	
Vendors	Sequence		Scope	✓ Rental	Booked		4	
₽Ţ.	<							
rew Planner	DOME10200001	Dome Ligh	hts Australia			Sat	16/09/2017	09:0
	3M-CAN00007	3M CANA	DA PTY LTD			Tue	25/07/2017	00:0
	DELO6100001	Deloitte &	Touche			Tue	4/07/2017	08:0
Schedule	AVBRIDG00004	Audio Visu	al Bridges Da	ta Systems Inc		Sun	19/03/2017	09:0
	BRID3600001	Bridges Da	ata Systems In	с		Tue	14/02/2017	09:0
	ADVENT00001	Adventure	Tours and hol	idays		Mon	23/01/2017	09:0

**Revenue Report By Division** 

RP .	Revenue Report
Customer All     Customer	
Salesperson All   Salesperson	
Show All Show	
Source/Campaign All Source/Campaign	
Location Scope	
○ Location	•
Division	
All Divisions	•
All Divisions 0 - Sheration Hotel Gold C 1 - Bankstown office 2 - Head office	oast
3 - Driveway rental Dept.	

Profit Analysis Report

