Divisions
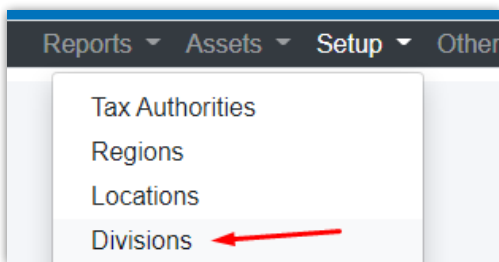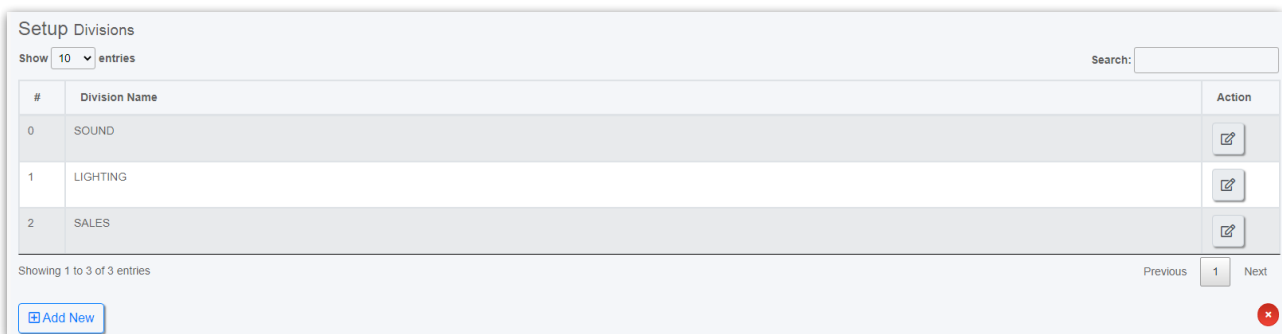
Divisions

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.
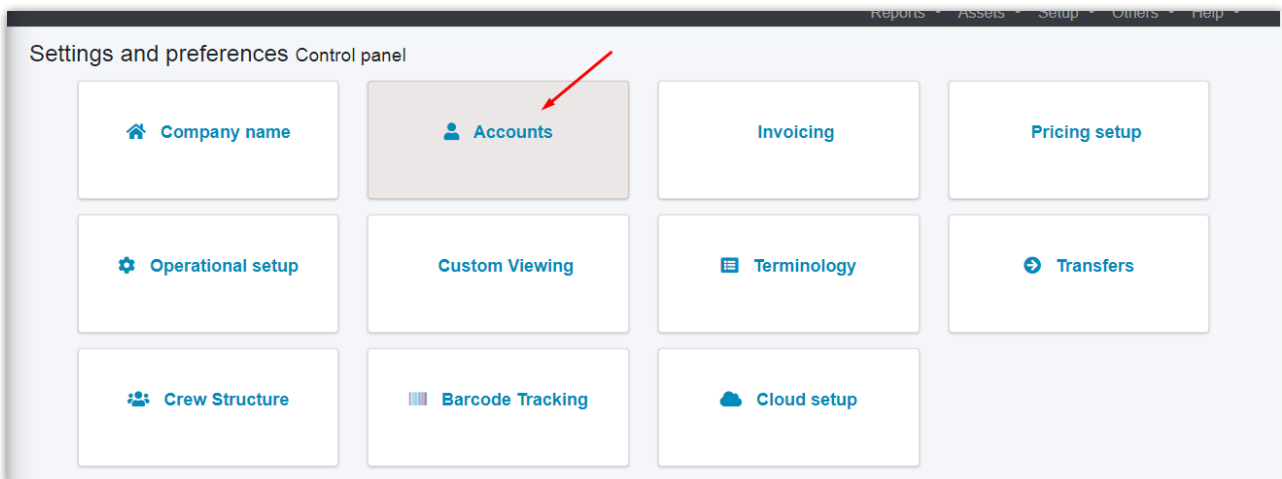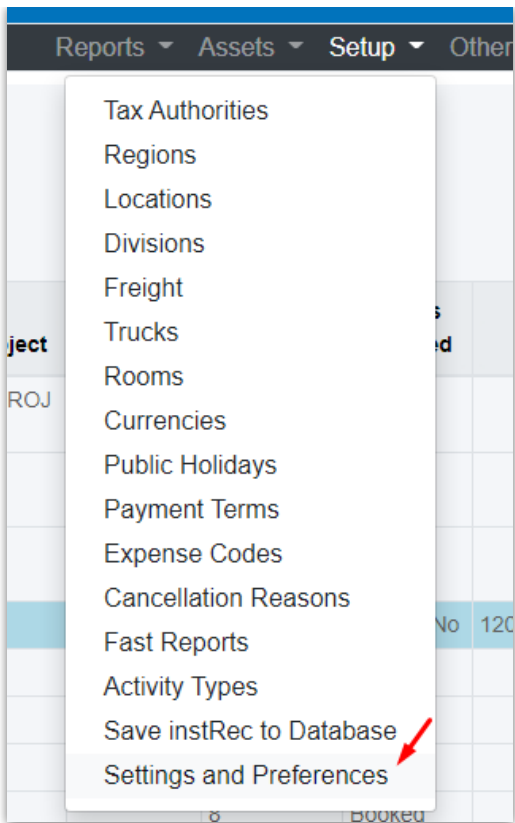
Revenue Separation

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.
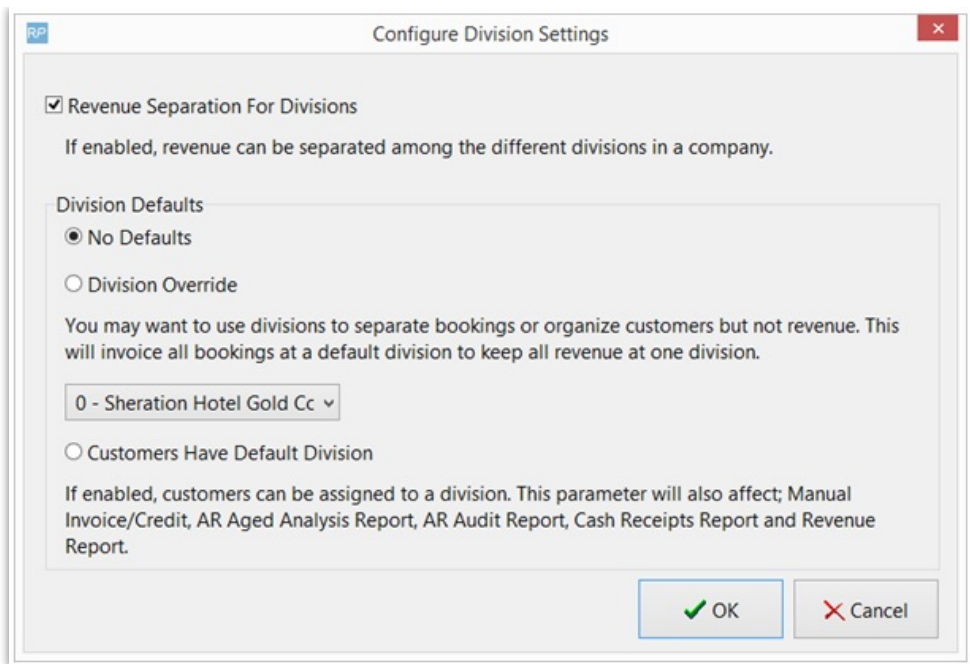

A setup window displays with a blank list. To add more divisions click Add New. Once the desired divisions are added, they will be displayed. RentalPoint will need to be restarted for the settings to take effect. The divisions will be available in bookings under the Other Details tab.


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

Reports ▾ **Assets** ▾ **Setup** ▾ **Other**

- Tax Authorities
- Regions
- Locations
- Divisions
- Freight
- Trucks
- Rooms
- Currencies
- Public Holidays
- Payment Terms
- Expense Codes
- Cancellation Reasons
- Fast Reports
- Activity Types
- Save instRec to Database
- Settings and Preferences

Reports ▾   Assets ▾   Setup ▾   Others ▾   Help ▾

Settings and preferences Control panel

🏠 Company name	👤 Accounts	Invoicing	Pricing setup
⚙ Operational setup	Custom Viewing	▤ Terminology	➜ Transfers
👥 Crew Structure	▥ Barcode Tracking	☁ Cloud setup	

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.
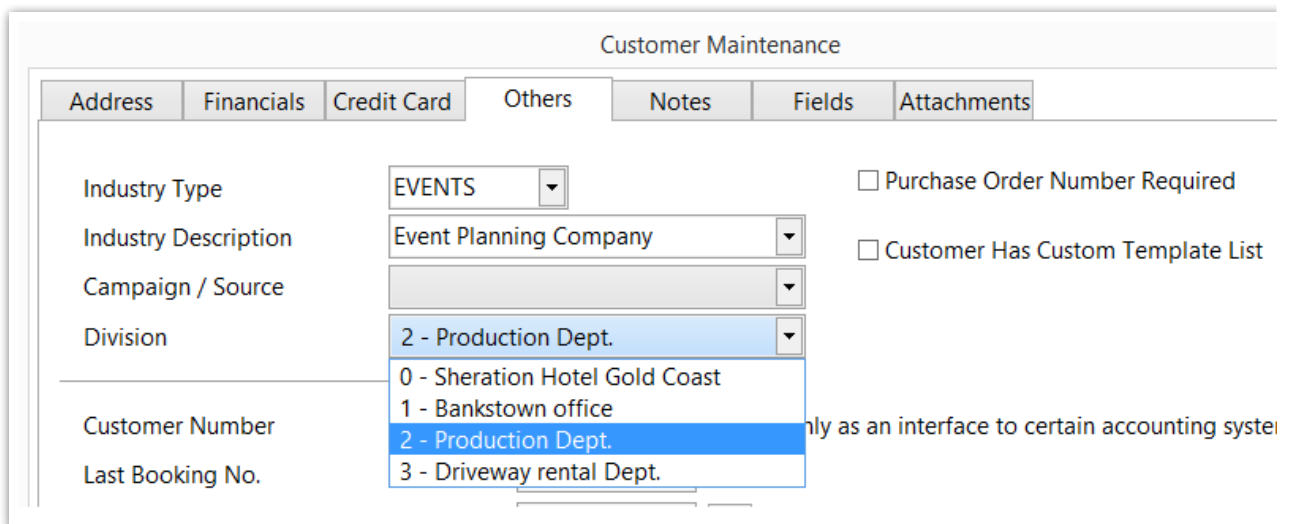
Bookings

To add a "Division" filter to the main booking window
In the main setup window, click on "Custom viewing", then check "Division" as below -

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

Revenue Report By Division

Revenue Report

Customer
- ◉ All
- ○ Customer [_____]

Salesperson
- ◉ All
- ○ Salesperson [_____]

Show
- ◉ All
- ○ Show [_____]

Source/Campaign
- ◉ All
- ○ Source/Campaign [_____ ▾]

Location Scope
- ○ All
- ○ Location [_____ ▾]

Division
[All Divisions ▾]

All Divisions
0 - Sheration Hotel Gold Coast
1 - Bankstown office
2 - Head office
3 - Driveway rental Dept.

Profit Analysis Report

Profit Analysis Report

Step 1. Select a Major Scope

Set

- ○ All Bookings
- ○ List of Bookings
- ○ Customer
- ○ Industry Type
- ○ Project
- ○ Project Manager
- ○ Salesperson
- ○ Showname
- ● Division
- ○ Event Type
- ○ Source / Campaign

Division

```
2 - Production Dept.           ▼
  0 - Sheration Hotel Gold Coast
  1 - Bankstown office
  2 - Production Dept.
  3 - Driveway rental Dept.
```

Step 2. Select Additional Options

Date Scope

- ● All Dates
- ○ Selected Dates (WH Out Date)

Start Date (inclusive)   28/12/2016 ▦▾

End Date (exclusive)   11/01/2017 ▦▾

Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦	▦

Default Standard Operating Cost %

```
                          0.00
```

Sub rental Cost Estimate

- ● Use Actual Values
- ○ Use Estimated Value Below:

```
0.00
```

PO/Sub rental Value to Use:

- ● Gross (includes taxes)
- ○ Net (excludes taxes)

Booking Status Scope

- ● All
- ○ Selected Status
  - ☐ Quote
  - ☐ Light Pencil
  - ☐ Heavy Pencil
  - ☑ Confirmed
  - ☐ Cancelled
- ○ Invoiced

Print Report Sections

▦ Tabular Data

- ● Single line per booking