

# AccuEvent Rental Software

## AccuEvent Standard Software Features

**NEW! There are now Single and Multi-User (Network) Compatible Software systems for each level!**

*\*Items specific to the Standard (and above) Versions*

### **The Quick View Screen:**

- ü The Quickview Screen is a daily overview of on-going business. By selecting a date on the Quick View Calendar, the boxes on the right of the screen show what is Confirmed (or Invoiced), Non-Confirmed (or Proposed) and also shows items available for rental on the far right.
- ü In the lower left-hand corner of this screen items that come back in and items that are going out show the "OUT" and "IN" times.

### **AccuEvent is a true time and date based rental system**

#### **Additional Features of the Quick View Screen:**

- ü *\*Rental Items are sectioned into categories in the available items list for ease locating items!*
- ü *\*Orders are sectioned by Order and Invoice number to show more orders per day in less space!*
- ü *\*Orders with To-Do or Paperwork items that are not done are shown in Red for ease of finding them!*
- ü When an order number is selected (or single-clicked with the mouse) that client's address information is populated in the address box on the left-hand side of the screen.
- ü When an order number is double-clicked with the mouse, the order entry screen for that order is shown so that you may edit, print or review that particular order.
- ü When an inventory item is double-clicked with the mouse, that item's pricing and other details are shown.

#### **Client Entry Screen Features:**

- ü Unlimited Clients
- ü *\*Unlimited Client Contacts with separate address, e-mail, titles and phone entries for each Client!*
- ü *\*Contact specific searches to find Contacts inside an organization!*
- ü *\*Unlimited notes section to keep track of notes with a time/stamp/user option!*
- ü Unlimited Orders for each Client
- ü Easy to use search screens to make Client lookups a breeze!
- ü Client alerts allow you to keep track of special items for any particular Client
- ü Unlimited notes for each Client with a time/date stamp option.
- ü Allows you to keep credit card info on file for each Client.
- ü Blacklist option keeps a database of addresses, names and phone numbers if undesirables that you don't want to rent to.

- ü Keep track of the Client's tax status, lead sources and many other items!
- ü Mailing labels, client listings and sales reports by client are also available!

### **Rental Order Entry:**

- ü *\*Keeps track of 4 separate dates :*  
Delivery (or Pickup Date if the Order is a Client Pickup), Event Start, Event End and Return Date
- ü *\*Keeps track of 3 separate sets of times:*  
Delivery (or client pickup)/ start and end times  
Event start and end times  
Pickup start and end times
- ü By default, the system rents the items on the order from the beginning delivery time to the ending pickup time.
- ü Office Note and Delivery Note boxes allow the entry person to keep unlimited notes for each order!
- ü *\*Staff notes option*
- ü *\*Separate Delivery and Return People allow the Delivery and Return Work Order Schedules to be printed by driver for easy scheduling!*
- ü *\*Split Time Option allows each item to move in and out of orders in different time and date frames!*
- ü *\*Damage or Rain or any other type of percentage fee can be automatically tracked and added to each order!*
- ü *\*Unlimited Paperwork Items allow you to track when a contract or invoice is signed, equipment pre-inspection or other items. These entry boxes are unlimited and completely user-definable!*
- ü The Item Summary Screen allows unlimited items to be added to each order (If the items are available within the order time frame).
- ü Easily select multiple items to rent by using the "Ctrl" key!
- ü Easily override pricing, delivery fees and discounts by double-clicking with the mouse on any individual item!
- ü Supplies and Supply Sets allow different sale or non-sale items to go out on each order based on selection at time of rental!
- ü Additional Fees allow you to list out different fees with user-defined descriptions for each order!
- ü Automatic deposit calculation based on percentage of rental by sub-total or total.
- ü Take unlimited payments on each order!
- ü AccuEvent also has the ability to keep a security deposit on file that doesn't affect the order totals!
- ü *\*Complete integration with Microsoft Word for Invoices, Contracts and Proposal forms*
- ü *\* Unlimited Invoice, Contract and Proposal Templates!*

### **Rental Items / Inventory Control**

- ü Unlimited categories for rental items!
- ü *\*10 different price levels for each item!*
- ü Supply Inventory allows for perishable (ex: cotton candy cones / floss), sale (ex Popcorn / Bags) or non-sale items (ex: Stakes or Sand bags) can be kept track of in a separate database set than the Rental Items.

ü Supply Set Options: Supply Sets can be set up so that the entry person has to make a choice of supply items each time a rental item is added to an order.  
For Example: An inflatable ride is rented. The order person is then prompted to use either the Grass or Pavement set to ensure that the correct items get delivered to the client.

Another Example: A Popcorn Machine gets rented. The order entry person is prompted to ask for the amount of guests attending the party so that the correct amount of bags and popcorn get delivered. Also, different pricing can be set up for each set so that the client is charged the correct amount for the additional supplies.

ü *\*Keeps maximum number of riders for each unit on file!*

#### **Rental Item Production Options:**

ü *\*Up to 3 images of each Rental Item can be kept in the production information so that it can be viewed by staff and/or printed on Invoice, Proposal and Contract Forms!*

ü *\*Length, Width, Height and Square Footage info can be kept on file (and printed on forms) for each rental item!*

ü *\*Weight of each item*

ü *\*Time needed to Load, Set, Strike, Unload and Total Amount of time for each item!*

ü *\*Keep track of Power requirements and number of attendants!*

#### **Accessory and Supply Options:**

ü This entry screen allows individual supply items and/or supply set selections to be added to each Rental Item.

#### **Administrative Reports:**

- ü Payment Register
- ü Receivables Reporting
- ü *\*Sales By Area*
- ü *\*Sales By Tax Rate*
- ü Sales by Employee, Client, Lead Source and by Event or Order dates
- ü Source Of Business Listing
- ü Times Rented, Return on Investment by All Items, Category or Individual Item
- ü *\*Zip Codes and Delivery Rates Listing*

#### **Client Specific Reporting:**

- ü Client Listings
- ü *\*Client Account Statements*
- ü Client Mailing Labels
- ü Client lists can be exported out directly to MS Excel and other popular formats for mailing letters and many other operations!

#### **Rental Inventory:**

- ü Inventory Listings
- ü Times Rented / Return On Investment
- ü Rental Item Lists can be exported directly to MS Excel and other popular formats for mailing letters and many other operations!

#### **Orders**

##### **Confirmed:**

- ü Delivery Work Order Schedules
- ü Pickup Work Order Schedules
- ü Client Pickup Work Order Schedules
- ü Client Return Work Order Schedules
- ü Item / Order Listings by Date

**Non-Confirmed:**

- ü Orders Summary Report
- ü Item / Order Listings by Date

**\*Custom Report Writer Tool:**

- ü *\*Our integrated Report Writer Tool is great for writing custom reports!*

**Import / Export Options:**

- ü Clients, Orders, Supplies and Rental Items can be directly imported and exported to and from MS Excel and many other popular formats!

***AccuEvent is definitely the best software in the business!***

**Please call: 817-295-8693 or e-mail [sales@accuevent.com](mailto:sales@accuevent.com) for pricing and sales information!**

**Make your decision today for AccuEvent!**

**<http://www.accuevent.com/>**