Post Rent/Lease Invoices

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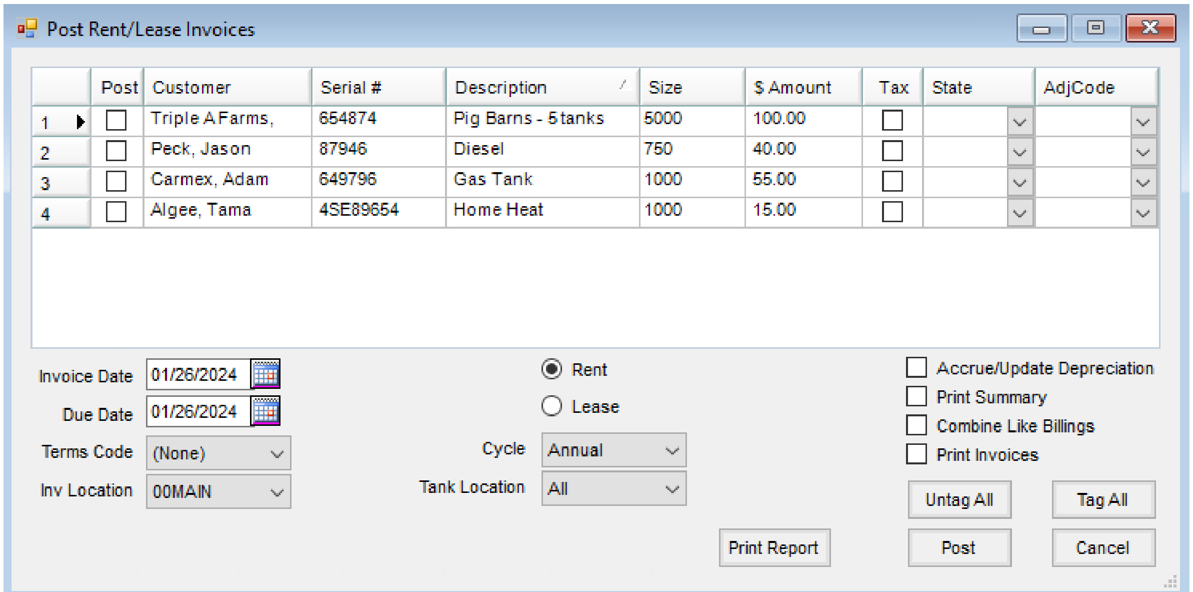
Posting Rent/Lease Invoices creates an Invoice on the customer's Regular Accounts Receivable account using the product selected on the *Rent/Lease* tab of the tank.



- **Post** – This must be marked for an Invoice to be created for the Tank.
- **Customer, Serial #, Description, Size, and $ Amount** – This displays information from the Tank file.
- **Tax** – The Tank populates in the grid with *Tax* selected if the State and Adjustment rates are set on the Tank's *Rent/Lease* tab AND the Customer is marked *Sales Taxable* AND the rent/lease Product is marked as *Sales Taxable*.
- **State** – If the *Tax* option is manually selected, choose the *State* code for the sales tax.
- **AdjCode** – If the *Tax* option is manually marked and an Adjustment Code should be added onto the State tax, select the *AdjCode*.
- **Invoice Date** – This is the date to be used on the Invoices created for the rent or lease amount.
- **Invoice Due Date** – This is the due date on the Invoices created.
- **Terms** – This is populated from the *Rent/Lease* tab of the Tank. These terms override terms set in Location Preferences or the Customer file.
- **Inv Location** – This Location overrides the Location on the Product, Tank, and Customer file. The Invoices post to this Location.
- **Rent/Lease selection** – Both rent and lease Tanks may be entered under one cycle. This selection filters for either rent or lease for the selected cycle.
- **Cycle** – This filters for the cycle information set on the Tank at *File / Open / Tank Information* on the *Rent/Lease* tab.

- **Tank Location –** Filter for either rent or lease tanks for particular cycle for a selected Location or for all Locations.
- **Print Report –** This prints a report of the Tanks in the grid.
- **Accrue/Update Depreciation** – If this option is selected and depreciation information is set up on the *Rent/Lease* tab of the Tank file, the Accumulated Depreciation and Net Tank Value information on the Tank updates upon posting the Rent/Lease Invoices.
- **Print Summary** – When selected, a summary report prints showing the total charged for each Product from the Rent/Lease Invoices created. A sales tax recap also prints if applicable.
- **Combine Like Billings** – For Customers with multiple Tanks, selecting this option combines all Tanks for one owner under one unique cycle based on the rental billing splits. All Customer IDs on the Tank should be who is receiving the bill. It creates one rent Invoice containing a separate line item for each Tank with a total amount of all the selected Tanks. This Invoice contains the serial numbers and Tank descriptions in the *Additional Info* area of the Invoice. It posts on the owner's Regular Accounts Receivable account.
- **Print Invoices** – If selected, the rent/lease Invoices print immediately upon posting.
- **Untag All** – This unmarks all Tanks in the grid previously selected in the *Post* column.
- **Tag All** – This selects the *Post* option for all Tanks in the grid.
- **Post –** This creates rent/lease Invoices for the selected Tanks.