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<b>Application</b>	ChreosClient – Chreos 3
<b>Module</b>	Stock
<b>Access</b>	“Stock   Hire return”
<b>Minimum service pack</b>	SP36
<b>This document</b>	Hire Return Ref 5.6 Published May 2004

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## Overview

“Hire return” manages the returning of hires and allows all current hires to be viewed.

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## Details Displayed

- The grid displays the following details for every item currently hired by a client:
  - **Item Ref** – The unique identifier of the item.
  - **Item Code** – The item code of the item. Note: This column is only displayed while ‘Return Hires’ is selected, see below.
  - **Item Name** – The name of the item.
  - **Hirer** – The name of the client who has currently hired the item.
  - **Due Back** – The date that the item is due back.
  - **Date Back** – The date that the item was last returned. If the item is currently on hire this field will be blank. Note: This column is only displayed while ‘View Hires’ is selected, see below.
  - **Phone** – The phone number of the client.
  - **Date Taken** – The date that the item was last hired.
- **Return Hires.** When this is selected all items currently on hire will be displayed and the functionality to return a hire will be activated.
- **View Hires.** When this is selected the following viewing options will be activated:
  - **All items.** All of the items that are available to hire, whether or not they are currently out.
  - **Items on hire.** All of the hire items that are currently on hire.
  - **Overdue items.** All of the hire items that are currently on hire and overdue.

- **Return Date.** The date that the hire is being returned on. This can be used as a filter, enter the required date and all items that have a return date before and including that date will be displayed.
- **Item ref/Code.** Select the required item. Refer to “Item search (1.5)”. The first instance of this item will be highlighted on the grid.
- **Client Code & Client Name.** Select the required client. Refer to “Client search (1.2)”. The first instance of this client will be highlighted on the grid.
- **Show only hires in the current region.** If ticked only hires in the current region will be displayed. If unticked all hires will be displayed.

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## To Return A Hire

- Select ‘Return hires’.
- Select the required item from the grid.
- Click the [Return item] button, double click on the item or highlight the item and press the <Enter> button.
- A confirmation message will appear asking if this item is to be returned. Click the [Yes] button.

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## Related Issues

- To renew a hire item the item must be returned through this screen and then reissued in the point of sale or invoice screen. Refer to “Point of Sale (5.3)” and “Debtor Invoices (3.2)”.

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