

R W E L E P H A N T

# Report Decoder

## Inventory Reports

### INVENTORY REPORT

Shows a list of all of the Inventory Items including conceptual items based on Acquisition Date. Shows multiple lines for Items that were added on different dates. Item quantities may be zero.

**Uses:** See all Items you've added to RW, View lots of info about each Item

Inventory Item	Category	Custom ID	L	W	H	Volume		Stackable?		Acquisition Cost	Replacement Cost	Rental Price	Predicted No. of Uses	Acquisition Date	Qty Added	Description	Origin	Current Qty	Tags	Internal Note	Line Item Note	Location	Custom Field 1	Custom Field 2
						Volume	Per Units	Y/N	Restrictions															
Parker White	Elephant		10	10	10	0	1	N		\$100.00	\$0.00	\$12.00		01/01/14	5	This is a stock description.		5	porcelain					
White Elephant	Elephant		10	10	10	0	1	N		\$14.00	\$0.00	\$7.00		01/01/14	25	This is a stock description.		50	break up white up		Line Item Notes			

Does not display kits.

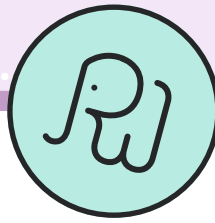
### OWNED INVENTORY REPORT

Shows a list of all of the Inventory Items you own as of the date the report is generated. Does not include Conceptual Items, Tax Items, or Items with a quantity of zero.

**Uses:** Calculating Value of Inventory Collection, taking Inventory Counts of all current Items

Inventory Item	Category	Custom ID	L	W	H	Volume		Stackable?		Acquisition Cost	Replacement Cost	Rental Price	Predicted No. of Uses	Description	Origin	Current Qty	Tags	Internal Note	Default Line Item Note	Location	Custom Field 1	Custom Field 2	Taxable
						Volume	Per Units	Y/N	Restrictions														
Parker	Elephants		10	10	10	0	1	N		\$100.00	\$0.00	\$12.00		This is a stock		5	porcelain						Yes
White Elephant	Elephants		10	10	10	0	1	N		\$14.00	\$0.00	\$7.00		This is a stock		50	break up white up		Line Item				Yes
White Elephant	Elephants	RESCART	1	1	1	0	1	N		\$75.00	\$0.00	\$0.75		This is a stock		2	white		Notes		Alto	Clarinet	Yes

Acquisition Cost displays the first-ever recorded data for the Item. Report does not display kits.



## COST OF INVENTORY REPORT

Shows all Inventory Items and their acquisition data.\* Shows multiple lines for Items that were added on different dates.

**Uses:** See value of inventory at time of purchase.

Acquisition Date	Inventory Item	Category	Quantity Acquired	Unit Acquisition Price	Acquisition Total
01/01/14	'Parker White Elephant'	Elephants	5	\$100.00	\$500.00
01/01/14	Armstrong White Elephant	Elephants	25	\$14.00	\$350.00
05/01/19	Armstrong White Elephant	Elephants	25	\$100.00	\$2,500.00
01/01/15	Bennett Gold Table	Furniture	10	\$65.00	\$650.00

\*PLEASE NOTE: This report is most helpful if you've entered "Acquisition Cost" data for your Items.

## INVENTORY QUANTITY CHANGE EVENTS REPORT

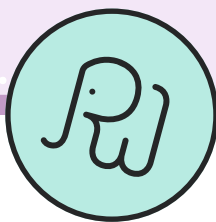
Shows a chronological list of changes to your inventory quantities as well as Change Dates, Acquisition Cost, or Sale Amount.

**Uses:** See how Inventory Quantities have changed, See Expenses you've incurred and Revenue you've recouped.

Change Date	Inventory Item	Category	Qty Change	Unit Acquisition Cost	Total Acquisition Cost	Invoice No.	Sale Total
01/01/10	Reed White Chair	Firm Seats	500	\$25.00	\$12,500.00		
01/01/13	DAMAGE FEE	Fees	1000	\$0.00	\$0.00		
01/01/13	DAMAGE FEE (B)	Fees	1000	\$0.00	\$0.00		

Does not display kits.

\*PLEASE NOTE: This report is most helpful if you've entered "Acquisition Cost" data for your Items.



## INVENTORY SALES REPORT

Shows a list of Inventory Items that have been sold using the Sale Order type.

**Uses:** See what has been sold and how much revenue has been generated from those sales.

Sale Date	Inventory Item	Category	Invoice Number	Quantity Sold	Total Sale Revenue
02/06/19	Reed White Chair	Firm Seats	63	1	\$13.00
05/01/20	Young Brass Elephant	Elephants	234	10	\$500.00
05/01/20	Reed White Chair	Firm Seats	234	20	\$500.00

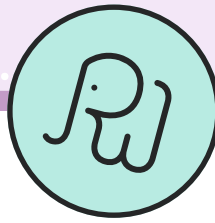
## REVENUE BY ITEM REPORT

Shows the total usage of your Inventory Items including minimum, maximum, and mean per order. This report also shows Revenue by Item before and after applied discounts.

**Uses:** Evaluate Inventory levels to determine if you should buy more of something, keep it the same, or liquidate it.

Inventory Item	Category	No. of Confirmed Orders with Item	Mean Qty Per Invoice	Min Qty Per Invoice	Max Qty Per Invoice	Total (Before Percentage Discounts are Applied)	Revenue (After Percentage Discounts are Applied)
'Parker White Elephant'	Elephants	4	3.25	1	5	\$145.00	\$145.00
Armstrong White Elephant	Elephants	4	15	5	25	\$420.00	\$420.00
Basie Grey Elephant	Elephants	0	0	0	0	\$0.00	\$0.00

Includes percentage discounts by not flat rate discounts. Does not display kits.



## ITEM UTILIZATION REPORT

Shows historical use of Inventory Items, Revenue, and Future Uses of the Item

**Uses:** See how your Inventory is performing so you can make critical decisions about marketing, liquidation, and inventory management

Inventory Item	No. of Completed Orders with Item	Total Qty on Completed Orders	Avg. Qty per Order	Total Revenue from Item	Future Proposals with Item	Future Confirmed Orders with Item
Russell Blue Chair	6	6	1	\$150.00	232,242,248	
Palmer Green Suede Chair	4	200	50	\$10,000.00		247,227
Sullivan Armchair	4	8	2	\$824.00	129,245,187	

Includes percentage discounts but not flat rate discounts. Does not display kits.

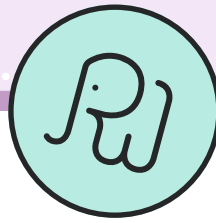
## CATEGORY UTILIZATION REPORT

Same as Item Utilization but by Category

**Uses:** Learn how your Categories are performing in comparison to each other

Category	No. of Completed Orders with Category	Total Qty on Completed Orders	Avg. Qty per Order	Total Revenue from Category	Future Proposals with Category	Future Confirmed Orders with Category
Elephants	7	85	12.14	\$2,857.50	7	3
Fees	5	1019	203.8	\$1,000.00	13	7
Firm Seats	8	2630	328.75	\$602,879.00	10	6

Doesn't include any discounts. Does not display kits.



## KIT UTILIZATION REPORT

Same as Item Utilization but with Kits

**Uses:** See Kit performance as well as future uses in case you need to discontinue a Kit

Inventory Item	# of Completed Orders w/ Item	Total Qty. on Completed Orders	Average Qty. per Order	Total Revenue from Item	Cost of Item	Future Proposals with Item	Future Confirmed Orders with Item
Terry Trio of Elephants	0	0		\$0.00	\$0.00	187,186,235	
Johnson Trio of Elephants	3	3	1	\$0.00	\$0.00		
Martha Wooden Table	7	8	1.14	\$198.00	\$0.00	248	

## INVENTORY LIFESPAN REPORT

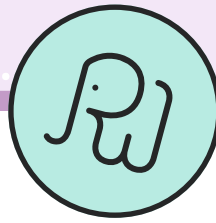
Shows the performance of an Item against your projections (Predicted Number of Uses) as well as quantity and value of all future uses

**Uses:** See if your predictions are accurate so you can make adjustments to marketing, pricing, or quantity of a piece. Refine your predictions for future use of new Items.

Inventory Item	Category	Current Qty	Predicted Uses			Completed Uses			Future Proposals			Future Confirmed Orders			Combined Future Uses			Percentage of Predicted Uses		Percentage of Predicted Revenue Earned	
			Uses	Uses x Qty	Total Revenue Predicted	Invoices	Total Qty on All Completed Orders	Total Revenue Earned	No. of Orders with Item	Total Qty on Orders	Total Revenue	No. of Orders with Item	Total Qty on Orders	Total Revenue	No. of Orders with Item	Total Qty on Orders	Total Revenue	Completed	Completed and Future	Completed	Completed and Future
Parker	Elephant	5	10	50	\$508.33	2	6	\$61.00	1	5	\$60.00	2	7	\$84.00	3	12	144	12%	36%	12%	40%
Armstrong	Elephant	50	5	250	\$1,750.00	2	50	\$350.00	3	105	\$390.00	2	10	\$70.00	5	115	460	20%	66%	20%	46%
Carter	Elephant	2	10	20	\$15.00	1	2	\$1.50	1	2	\$1.50	2	4	\$3.00	3	6	4.5	10%	40%	10%	40%

Does not display kits.

\*PLEASE NOTE: This report is only helpful if you've entered "Predicted Number of Uses" data for your Items.



## INVENTORY PROFITABILITY REPORT

Shows Profit, Loss, and Return-on-Investment by Item.

**Uses:** See how Items are Utilizing the Dollars you've invested in them

Inventory Item	Category	Current Qty	Acquisition Cost	Rental Price	No. Completed and Confirmed Orders with Item	Total Qty on Orders	Avg. Qty per Order	Revenue Generated from Orders	Profit/Loss	ROI
Ellington Gray	Elephants	5	\$35.00	\$0.00	3	15	5	\$0.00	-\$35.00	0%
Fitzgerald White	Elephants	1	\$5.00	\$5.00	2	2	1	\$10.00	\$5.00	200%
Holiday Ivory	Elephants	2	\$700.00	\$1,200.00	3	6	2	\$7,200.00	\$6,500.00	1029%

Acquisition Cost amount is the total of all Quantity Additions and Subtractions for an Item. Report includes percentage discounts but not flat rate discounts. Does not display kits.

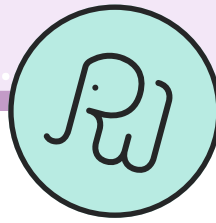
\*PLEASE NOTE: This report is most helpful if you've entered "Acquisition Cost" data for your Items.

## PERFORMANCE REPORT

Shows how an Item has performed in the past and how it is expected to perform in the future (includes volume)

**Uses:** Determine if an Item has performed well enough considering its footprint in your warehouse. Is it paying its rent?

Inventory Item	Category	Qty	Volume per Unit	Rental Price	Completed Orders				Future Proposals				Future Confirmed Orders			
					No. of Orders with Item	Total Qty on Orders	Avg. Qty per Order	Revenue	No. of Orders with Item	Total Qty on Orders	Avg. Qty per Order	Revenue	No. of Orders with Item	Total Qty on Orders	Avg. Qty per Order	Revenue
Parker	Elephants	5	100	\$12.00	2	6	3	\$61.00	1	5	5	\$60.00	2	7	3.5	\$84.00
Armstrong	Elephants	50	244	\$7.00	2	50	25	\$350.00	3	105	35	\$390.00	2	10	5	\$70.00
Carter	Elephants	2	124	\$0.75	1	2	2	\$1.50	1	2	2	\$1.50	2	4	2	\$3.00



## Order Reports

### MONTHLY DASHBOARD REPORT

Shows the big picture view of your finances during a specific monthly period

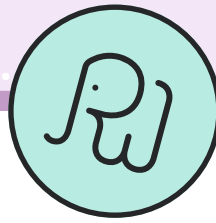
**Uses:** Give your business a check-up to make sure you're headed in the right direction

Revenue (from Orders that occurred during time period)	Month Just Ended	Previous Month	Same Month Last Year	Year-to-Date	Same Year-to-Date Last Year
	February 2020	January 2020	February 2019	2020	2019
Taxable Rental Revenue	\$2.00	\$2.00	\$45,913.50	\$4.00	\$576,666.50
Nontaxable Rental Revenue					
Taxable Fees Revenue					
Nontaxable Fees Revenue			\$0.00		\$0.00
Taxable Sales Revenue			\$13.00		\$13.00
Nontaxable Sales Revenue					
Sales Tax	\$0.20	\$0.20	\$0.00	\$0.40	\$0.00
<b>Total</b>	<b>\$2.20</b>	<b>\$2.20</b>	<b>\$45,926.50</b>	<b>\$4.40</b>	<b>\$576,679.50</b>
Number of Confirmed Orders (that occurred during time period)	2	2	1	4	5
Dollar Value of Confirmed Orders (that occurred during time period)	\$2.20	\$2.20	\$45,913.50	\$4.40	\$576,666.50
Number of Cancelled Orders (that would have occurred during time period)		1		1	
Dollar Value of Cancelled Orders (that would have occurred during time period)		\$1.10		\$1.10	
Order Closing Rate	100.00%	66.67%	100.00%	80.00%	100.00%
Dollar Value Closing Rate	100.00%	66.67%	100.00%	80.00%	100.00%
Payments Collected (payments by payment date, not based on orders that occurred within time period)					
Rental Orders	\$5.00		\$14,757.60	\$5.00	\$14,757.60
Sale Orders					
Number of Proposals created during time period	4		4	4	6
Number of Orders that became Confirmed during time period			1		
Number of Orders that became Canceled during time period			1		

### WEEKLY DASHBOARD REPORT

Shows the big picture view of your finances during a specific monthly period

**Uses:** Make sure you're on track to meet your goals



## INVOICES REPORT

Shows a list of all Orders within the timeframe including Wishlists, Proposals, Confirmed, Sale, and Damaged Orders. Herd Leaders can generate by Order Tag and includes Rental Rep.

**Uses:** See all the Orders you've created

Order No.	Client	Coordinator	Venue	Event Date	Status	Exp. Date	Type	Taxable Subtotal	Nontaxable Subtotal	Sales Tax	Order Total	Internal Note	Order Note	Invoice is Taxable	Volume	Rental Rep
229	Joe Shmoe	ABC Events	Acme Co.	07/19/20	CONFIRMED		Delivery	\$2,486.00	\$282.50	\$248.60	\$3,017.10			Y	0	Tericar
230	Jane Smith		Jane Smith	08/01/20	CONFIRMED		Will-call	\$2,611.50	\$0.00	\$287.27	\$2,898.77			Y	0	Tericar
219	James Doe	Jane Doe		02/25/20	PROPOSAL	03/09/20	Delivery	\$0.00	\$0.00	\$0.00	\$0.00			Y		RentCool

## DAYS OPEN REPORT

Shows how much time has lapsed from the Date you create an Order to when it is Confirmed or Cancelled. This is a helpful tool for refining the Sales processes of your business.

**Uses:** Refine your Sales Process, Decrease Days Open to Improve Cashflow

Order No.	Client	Coordinator	Venue	Event Date	Type	Status	Creation Date	Confirmation or Cancellation Date	Days Open	Taxable Subtotal	Nontaxable Subtotal	Sales Tax	Order Total	Invoice is Taxable	Rental Rep.
237	James Doe		Acme Co.	08/07/20	Delivery	CONFIRMED	03/04/20	03/04/20	0	\$2,785.00	\$612.70	\$278.50	\$3,676.20	Y	Tericar
							Average:		0						
219	James Doe	Jane Doe		02/25/20	Delivery	PROPOSAL	02/25/20	03/04/20	8	\$0.00	\$0.00	\$0.00	\$0.00	Y	RentCool
218	Jane Doe			04/04/20	Delivery	PROPOSAL	02/19/20	03/04/20	14	\$14,066.00	\$1,397.10	\$1,406.60	\$16,869.70	Y	RentCool
							Average:		11						
225	James Doe		XYZ Venue	10/03/20	Delivery	CANCELLED	03/04/20	03/04/20	0	\$2,750.00	\$275.00	\$275.00	\$3,300.00	Y	Tericar
238	Jane Doe			01/10/21	Will-call	CANCELLED	03/04/20	03/04/20	0	\$405.00	\$0.00	\$44.55	\$449.55	Y	Tericar
							Average:		0						

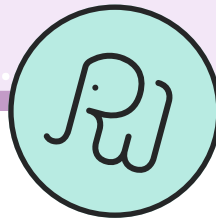
## JOB PLANNING REPORT

Shows a list of all Orders during the timeframe including Event Date, Delivery Window Start & End, Strike Window Start & End, Venue, Volume, Number of Items, and Notes.

**Uses:** Plan your crews and trucks for a given week

Order	Status	Window Start	Window End	Length (hours)	Type	Venue	Volume	# of Item	Note	Internal Notes	Off-the-Shelf	Restock	Rental Rep
04/18/20 Mic S 228	CONFIRMED	Sat, 04/18/20 - 09:00 AM	Sat, 04/18/20 - 11:00 AM	02:00	Delivery	XYZ Venue 234 Anywhere Street Icetown, California	0	24			2020-04-18 07:00:00	2020-04-19 12:00:00	Tericar
04/18/20 Mic S 228	CONFIRMED	Sat, 04/18/20 - 09:00 PM	Sat, 04/18/20 - 11:00 PM	02:00	Pick-up	XYZ Venue 234 Anywhere Street Icetown, California	0	24			2020-04-18 07:00:00	2020-04-19 12:00:00	Tericar
06/06/20 Mary Lamb 227	CONFIRMED	Sat, 06/06/20 - 09:00 AM	Sat, 06/06/20 - 12:00 PM	03:00	Delivery	Cool Manor 1456 Hip Hop Drive Helloville, California	0	14			2020-06-05 15:00:00	2020-06-07 12:00:00	Tericar





## LINE ITEM REPORT

Shows a list of all Items on Orders during a particular timeframe. Includes information about the Item and the Order.

**Uses:** Plan your crews and trucks. Use when doing Inventory Counts to know what won't be in its place in your warehouse.

Event Date	Item Name	Category	Qty	Note	Unit Price	Multiplier	Line Item Price	Adj. Line Item Price	Invoice No.	Client Name	Client Type	Coordinator	Venue	Street Address	City	State	Invoice Type	Rental Rep	Status
01/10/20	Russell Blue Chair	Soft Seats	1		\$1.00	1	\$1.00	\$1.00	150	Jane Smith	person	Realtime Events	XYZ Venue	234 Anywhere Street	Ice town	California	Delivery	Tericar	PROPOSAL
01/17/20	Martha Wooden Table	Tables	1		\$1.00	1	\$1.00	\$1.00	144	Joe Shmoe	person	Cool Events	Acme Co.				Delivery	Tericar	CONFIRM
01/19/20	Russell Blue Chair	Soft Seats	1		\$1.00	1	\$1.00	\$1.00	157	Jane Smith	person	ABC Events	Cool Manor	1456 Hip Hop Drive	Hellsville	California	Delivery	Tericar	CONFIRM
01/20/20	Russell Blue Chair	Soft Seats	1		\$1.00	1	\$1.00	\$1.00	151	Jane Smith	person	Cool Events	Acme Co.				Delivery	Tericar	PROPOSAL
01/22/20	Turner Hex Coffee	Furniture	10		\$65.00	1	\$650.00	\$650.00	216	RW Test	person	ABC Events	Cool Manor	1456 Hip Hop Drive	Hellsville	California	Delivery		WISHLIST

## ACCOUNTS RECEIVABLE REPORT

Shows Balance Due on all Orders within timeframe.

**Uses:** Track down missing payments. Remind yourself of upcoming payments.

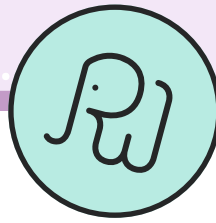
Invoice Number	Event Date	Client	Taxable Subtotal	Nontaxable Subtotal	Sales Tax	Total	Payments Received	Balance	Balance Due Date	Rental Rep	Invoice is Taxable
228	04/18/20	Mic S	\$2,720.50	\$0.00	\$272.05	\$2,992.55	\$1,496.28	\$1,496.27	04/08/20	Tericar	Y
234	05/01/20	Matthew Pine	\$1,000.00	\$0.00	\$100.00	\$1,100.00	\$1,100.00	\$0.00	04/21/20	Tericar	Y
227	06/06/20	Mary Lamb	\$1,661.00	\$300.00	\$166.10	\$2,127.10	\$1,063.55	\$1,063.55	05/27/20	Tericar	Y

## SALES TAX REPORT

Shows Gross Sales & Sales Tax Collected for Completed Orders in the specified date range. If you use variable sales tax rates in your business, this report will show you the total sums of Sales Tax for each different tax you charge.

**Uses:** See how much Sales Tax you've collected

Default Sales Tax	
Gross Sales	\$18,436.70
Exempt Sales	\$1,334.20
Taxable Sales	\$17,102.50
Sales Tax Collected	\$1,710.25



## FIRST PAYMENTS BY PAYMENT DATE REPORT

Shows the first payment made toward Orders during your desired date range regardless of Event Date.

**Uses:** Track initial payments collected on an Order. Incentivize and track your Sales Team's revenue on confirming Proposals.

Payment Date	Event Date	Client	Order No.	First Payment Amount	Subtotal	Nontaxable Subtotal	Sales Tax	Invoice Total	Balance	Balance Due Date	Rental Rep	Invoice is Taxable
07/01/21	10/09/21	Jane Doe	7248	\$815.25	\$1,273.82	\$280.24	\$76.43	\$1,630.49	\$815.25	09/29/21	Sarah	Y
07/01/21	09/11/21	Jessica Doe	6431	\$3,294.93	\$4,061.87	\$2,284.28	\$243.71	\$6,589.86	\$3,294.93	09/01/21	Sasha	Y
07/02/21	09/25/21	Jennifer Doe	7256	\$2,170.88	\$1,360.23	\$729.04	\$81.61	\$2,170.88	\$0.00	09/15/21	Sasha	Y

## PAYMENTS BY EVENT DATE REPORT

Shows all payments that have occurred for Orders taking place during your desired date range. Payments will be included by Event Date regardless of the Payment Date.

**Uses:** See Total Revenue over a timeframe. See all Orders over a timeframe. See Payments in relation to their Event Date.

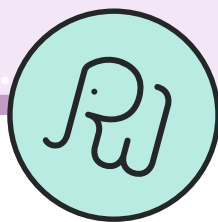
Payment Date	Event Date	Client	Order No.	Status	Payment Type	Payment Amount	Reference	Taxable Subtotal	Nontaxable Subtotal	Sales Tax	Order Total	Rental Rep
03/04/19	03/04/19	Jane Smith	70	CANCELLED	Credit	\$42.50	V1234	\$185.00	\$0.00	\$0.00	\$185.00	RentCool
02/06/19	05/01/19	Sam Smith	62	COMPLETED	Cash	\$14,757.60	rec'd by AH	\$26,657.00	\$0.00	\$2,665.70	\$29,322.70	RentCool
03/04/19	06/01/19	Mary Lamb	69	COMPLETED	Cash	\$9,851.05	rec'd by AH	\$8,756.00	\$0.00	\$875.60	\$9,631.60	RentCool

## PAYMENTS BY PAYMENT DATE REPORT

Shows all Payments made during your desired date range regardless of Event Date.

**Uses:** See what money you've collected and when

Payment Date	Event Date	Client	Order No.	Status	Payment Type	Payment Amount	Reference	Taxable Subtotal	Nontaxable Subtotal	Sales Tax	Order Total	Rental Rep
03/02/20	06/06/20	Mary Lamb	227	CONFIRMED	Cash	\$1,063.55		\$1,661.00	\$300.00	\$166.10	\$2,127.10	Tericar
03/04/20	07/12/20	Joe Blogs	226	CONFIRMED	Credit	\$1,716.00	V3453	\$3,120.00	\$0.00	\$312.00	\$3,432.00	Tericar
03/04/20	07/31/20	Joe Bloggs	247	CONFIRMED	Check	\$1,901.00	365477	\$3,330.00	\$139.00	\$333.00	\$3,802.00	Tericar



## SUBRENTALS REPORT

Shows a list of the Items you need to Subrent for the specified date range.

**Uses:** Keep track of what you've promised to Clients so you can Order from your supplier

Item	Qty	Origin	Client Name	Event Date	Order Number	Order Status	Off-the-Shelf	Restock
Washington	3	RentRUs	Joe Shmoe	02/01/19	52	CONFIRMED	02/01/19 10:00 AM	02/01/19 10:01 AM
Armstrong	5	Rent2Go	Jane Doe	05/27/19	107	WISHLIST		
Carter	1	HEB Rents	Jane Smith	07/01/19	114	PROPOSAL	07/01/19 5:00 PM	07/01/19 5:01 PM

## Revenue Reports

### REVENUE BY CLIENT REPORT

Shows volume of Orders and Total Revenue earned from particular Clients

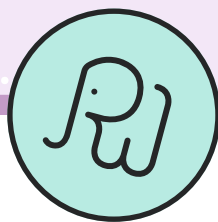
**Uses:** See where your business comes from, who your most valuable relationships are with, and who you should be thanking.

Number of Invoices	Client Name	Rental Revenue	Fee Revenue	Sales Tax	Total	Rental Rep
4	Jane Doe	\$545,917.50	\$0.00	\$0.00	\$545,917.50	RentCool
1	Joe Bloggs	\$30,498.00	\$0.00	\$0.00	\$30,498.00	RentCool
2	Sam Smith	\$26,670.00	\$0.00	\$2,665.70	\$29,335.70	RentCool

### REVENUE BY COORDINATOR REPORT

Same as Revenue by Client but for Coordinator

**Uses:** See where your business comes from, who your most valuable relationships are with, and who you should be thanking.



## REVENUE BY VENUE REPORT

Same as Revenue by Client but for Venue

**Uses:** See where your business comes from, who your most valuable relationships are with, and who you should be thanking.

## Discounts Reports

### DISCOUNTS BY INSTANCE REPORT

Shows each time a discount has been applied during the given date range.

**Uses:** Track how discount incentives are being issued within your rental company.

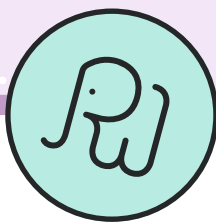
Event Date	Invoice Number	Client Name	Discount	Discount Amount	Total Discount	User	Rental Rep
04/10/20	245	Jane Doe	Discount (%)	-15.00%	-\$1,250.00	Tericar	Tericar
07/19/20	229	Joe Shmoe	Discount (%)	-12.00%	-\$339.00	Tericar	Tericar
10/10/20	310	John Doe	Discount (%)	-10.00%	-\$457.00	Tericar	Tericar

### DISCOUNTS BY USER REPORT

Shows each Discount Item in your account and the total of that discount broken down by User.

**Uses:** Learn how each user within your RW Elephant account is implementing discount incentives

Discount	Discount Total	User	Rental Rep
Discount (%)	-\$2,046.00	Tericar	Tericar
Discount (%)	-\$1,502.00	RentCool	Tericar



# Contacts Reports

## CONTACTS REPORT

Shows all of the contact information you've entered for your Contacts within RW Elephant.

**Uses:** See all Contacts, Evaluate who to Archive, Merge, and Delete

First Name	Last Name	Company Name	Person or Company	Work Phone	Home Phone	Mobile Phone	Work Email	Home Email	Mobile Email	Street Address	City	State	Postal Code
Jane	Doe	Cool Events	Person	555-456-3700	555.123.4567		Jane @ doe.com			345 Anywhere Lane	Whoville	CA	92009