How to... Pay for a WFLHD Lab Trailer

• The contractor is renting a WFLHD lab trailer for $600 per month or any time less than 30 days for $50 per day.
• The contractor picked the trailer up on July 10\(^{th}\) and dropped the trailer off on October 20\(^{th}\).
• This is just an example. You will pay for the lab trailer as you go and not at the end.
22 Days
1 Month
1 Month
20 Days
1 Month
In the “Non CM Pay Items” tab, click on “Add New” to add a new item.
The lab trailer is considered to not be “Pay Item Specific.”

All non “Pay Item Specific” items start with 999. Choose 99952-0000 for payments by the Month and 99955-0000 for payments by the Day.
Once you select payment by day or month, the data will self populate.

Choose your schedule (same thing as option)

Enter your Line Item Number. **Remember lab trailers are between 9500 and 9999.**

In the “Supplemental Description” write “Units – Year”.
Enter the quantity of time in the “Account Quantities.”

Enter the monthly/daily rent in the “Unit Price.” Remember it will be a negative amount.

This will self populate.
Press “Save & Close.”
Now you will create a Non CM Pay Item for Lab Trailer Rental by the Day. Follow the directions from before.
Now you have both items created. They are measured by both the day and the month. You can also see the unit price for each one.
Filtered by the key word “lab.”

Your two items now show up in the “Grand Summary.” You can now create a pay note for each.
You can now make a pay note for the lab trailers rent. This pay note is for the August and September (full months). The pay note for July and October will go under the lab trailers by the day.