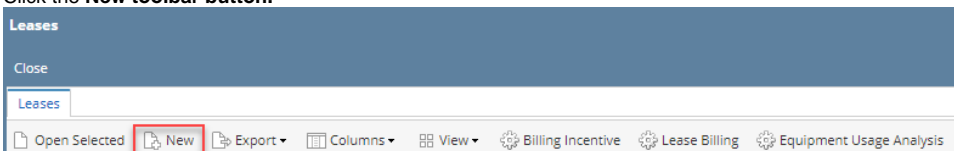


How to Open the Lease Code Screen

- From Menu panel:

1. On the Menu panel, click the **Lease** menu.

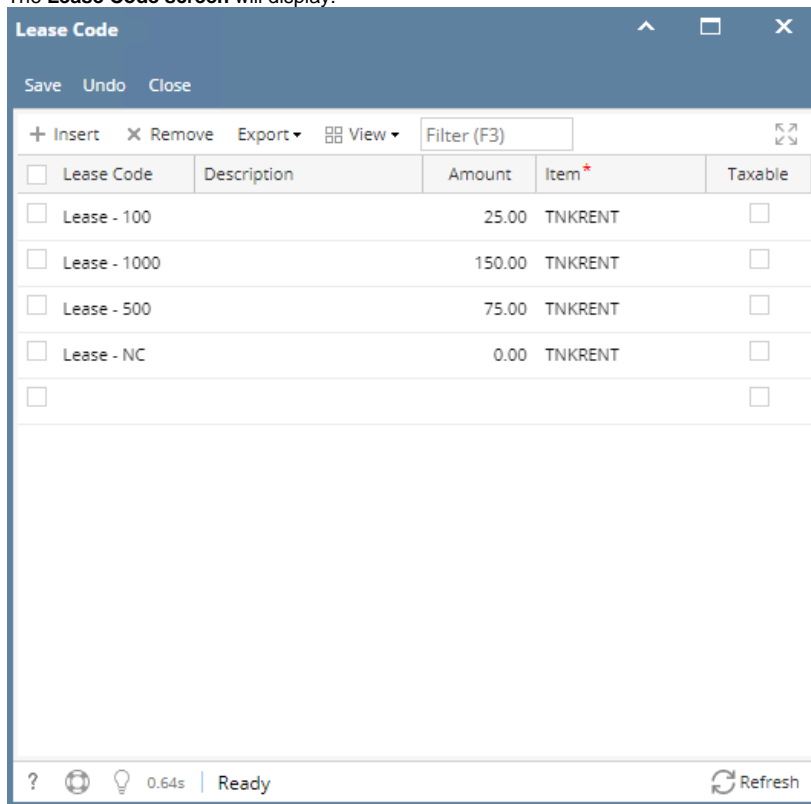
2. Click the **New toolbar button**.



3. New Lease screen will display. Click the **Lease Code hyperlink label**.

A screenshot of the "Lease" form. The title bar says "Lease" with expand/collapse and close buttons. Below the title bar is a toolbar with "New", "Save", "Delete", "Undo", "Billing Incentive", "Print", and "Close". There are three tabs: "Details" (selected), "Devices", and "Attachment". The form is divided into sections: "Info" with fields for "Lease No", "Start Date", "Rental Status", and "Lease Status"; "Agreement" with "Agreement Letter" and "Evaluation Method"; and "Billing" with "Bill Customer", "Tax Group", "Billing Frequency", "Billing Month", "Billing Type", "Lease To Own", and "Last Lease Billing Date". A "Lease Code" hyperlink label with a red asterisk is highlighted with a red box next to the "Start Date" field. The bottom status bar shows "?", a lightbulb icon, "1.53s", "Ready", "1 of 1", and a "Refresh" button.

4. The **Lease Code** screen will display.

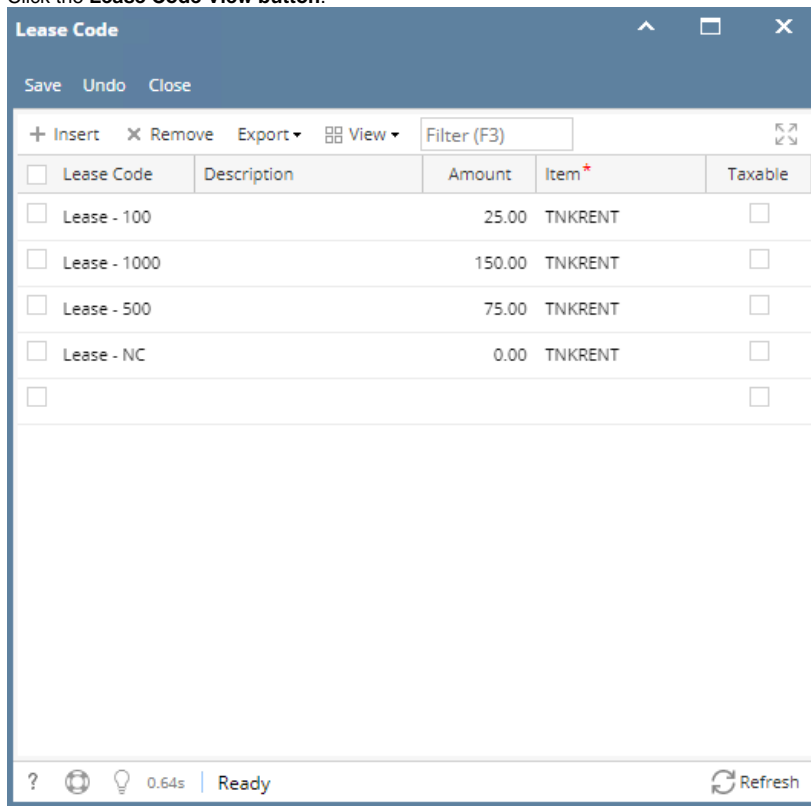


The screenshot shows the 'Lease Code' screen with a table containing the following data:

<input type="checkbox"/> Lease Code	Description	Amount	Item*	Taxable
<input type="checkbox"/> Lease - 100		25.00	TNKRENT	<input type="checkbox"/>
<input type="checkbox"/> Lease - 1000		150.00	TNKRENT	<input type="checkbox"/>
<input type="checkbox"/> Lease - 500		75.00	TNKRENT	<input type="checkbox"/>
<input type="checkbox"/> Lease - NC		0.00	TNKRENT	<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

At the bottom of the screen, there is a status bar with a question mark icon, a globe icon, a lightbulb icon, the text '0.64s | Ready', and a 'Refresh' button with a circular arrow icon.

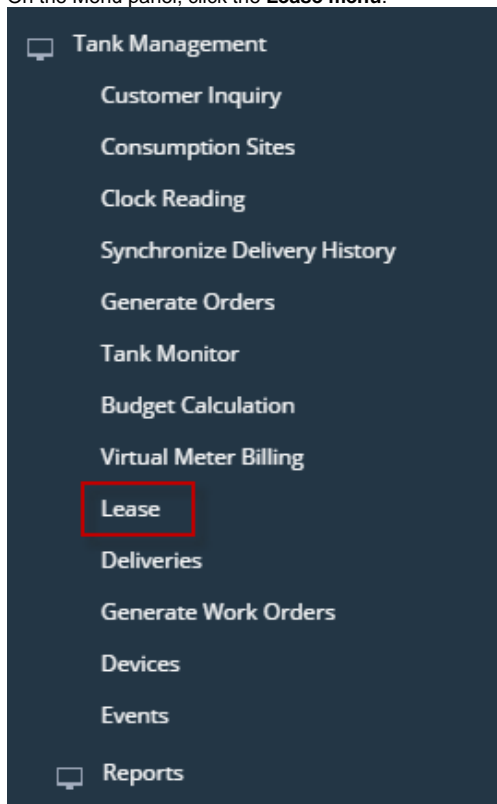
- From Existing Lease screen:
 1. [Open a Lease screen](#)
 2. Click the **Lease Code View** button.



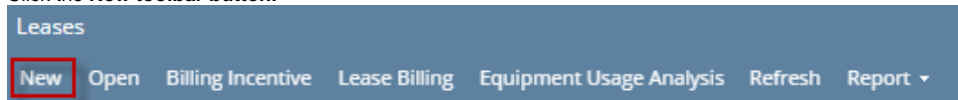
This screenshot is identical to the one above, showing the 'Lease Code' screen with the same table and status bar.

- From Menu panel:

1. On the Menu panel, click the **Lease** menu.



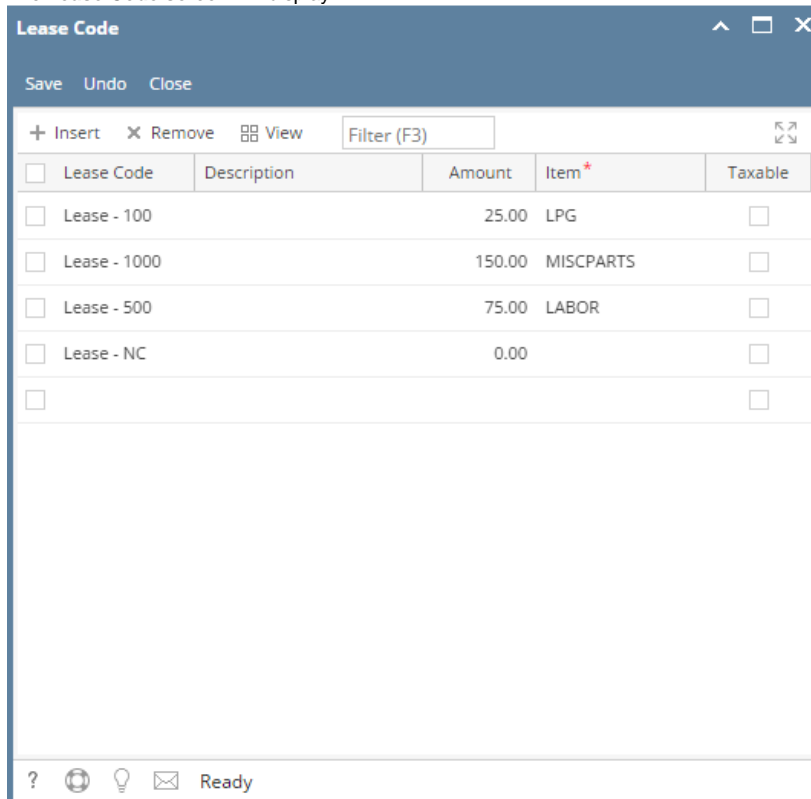
2. Click the **New** toolbar button.



3. New Lease screen will display. Click the **Lease Code** hyperlink label.

A screenshot of the 'New Lease' screen. The window title is 'Lease'. It has a toolbar with 'New', 'Save', 'Delete', 'Undo', 'Billing Incentive', and 'Close'. Below the toolbar are tabs for 'Details', 'Devices', and 'Attachment (0)'. The 'Details' tab is active, showing sections for 'Info', 'Agreement', and 'Billing'. In the 'Info' section, the 'Lease Code' label is highlighted with a red rectangular box. The 'Billing' section contains fields for 'Bill Customer', 'Billing Frequency', 'Billing Month', 'Billing Type', 'Lease To Own', 'Last Lease Billing Date', and 'Don't Bill After'.

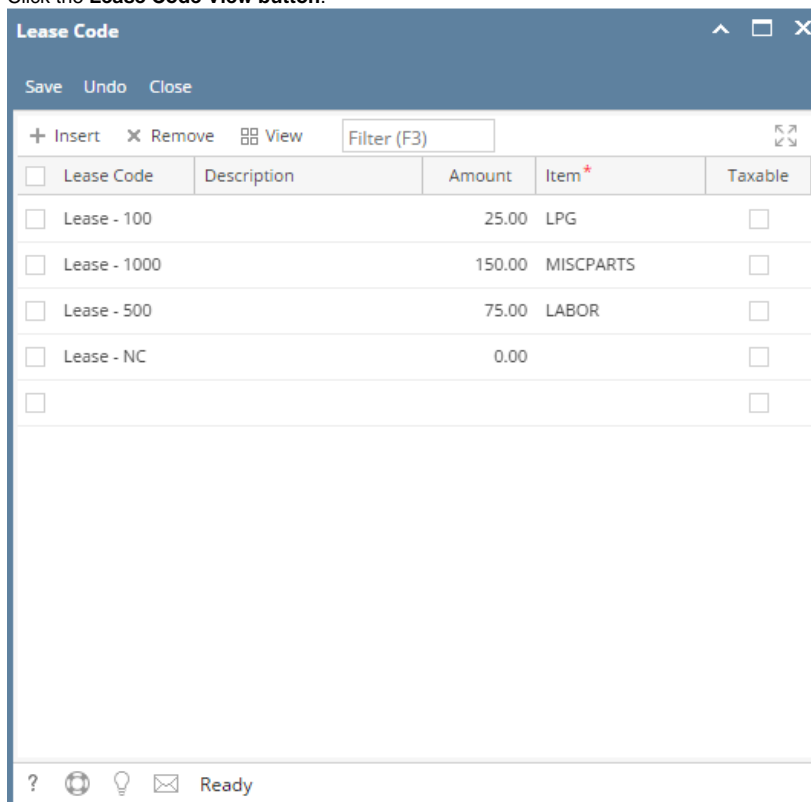
4. The **Lease Code** screen will display.



The screenshot shows the 'Lease Code' window with a table of lease items. The table has columns for Lease Code, Description, Amount, Item, and Taxable. The items listed are Lease - 100 (25.00, LPG), Lease - 1000 (150.00, MISCPARTS), Lease - 500 (75.00, LABOR), and Lease - NC (0.00). There is an empty row below the last item.

Lease Code	Description	Amount	Item	Taxable
<input type="checkbox"/>	Lease - 100	25.00	LPG	<input type="checkbox"/>
<input type="checkbox"/>	Lease - 1000	150.00	MISCPARTS	<input type="checkbox"/>
<input type="checkbox"/>	Lease - 500	75.00	LABOR	<input type="checkbox"/>
<input type="checkbox"/>	Lease - NC	0.00		<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

- From Existing Lease screen:
 1. [Open a Lease screen](#)
 2. Click the **Lease Code View** button.

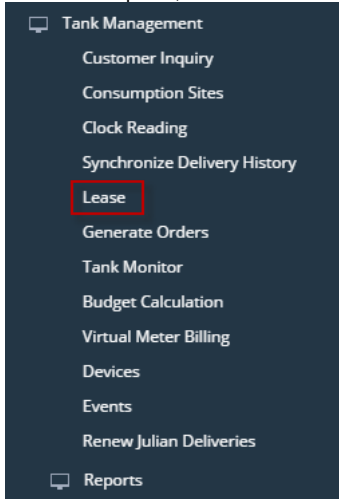


This screenshot is identical to the one above, showing the 'Lease Code' window with the same table of lease items.

Lease Code	Description	Amount	Item	Taxable
<input type="checkbox"/>	Lease - 100	25.00	LPG	<input type="checkbox"/>
<input type="checkbox"/>	Lease - 1000	150.00	MISCPARTS	<input type="checkbox"/>
<input type="checkbox"/>	Lease - 500	75.00	LABOR	<input type="checkbox"/>
<input type="checkbox"/>	Lease - NC	0.00		<input type="checkbox"/>
<input type="checkbox"/>				<input type="checkbox"/>

- From Menu panel:

1. On the Menu panel, click the **Lease Codes** menu.



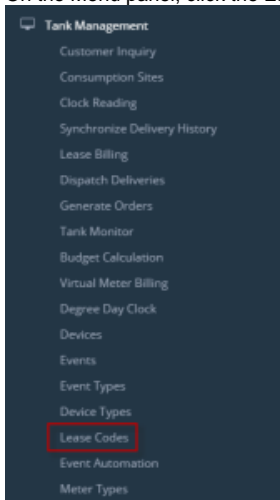
- From Lease screen:

1. [Open a Lease screen](#)
2. Click the **Lease Code View** button.

A screenshot of the 'Lease' screen. The title bar says 'Lease' with expand and close icons. Below the title bar are buttons for 'Save', 'Delete', 'Undo', and 'Close'. The main area has a 'Details' tab selected. It contains several form fields: 'Lease No:' with the value 'LEASE-1'; 'Start Date:' with a calendar icon and a dropdown menu labeled 'Lease Code' (highlighted with a red box); 'Bill Customer:' with a dropdown and a 'Name:' field; 'Rental Status:', 'Lease Status:', and 'Billing Frequency:' each with a dropdown menu; 'Billing Month:' and 'Billing Type:' each with a dropdown menu; 'Lease To Own:' with a checkbox and 'Don't Bill After:' with a calendar icon; and 'Last Lease Billing Date:' with a calendar icon. At the bottom is a status bar with icons for help, undo, redo, and email, followed by the text 'Ready' and a pagination control showing 'Page 1 of 1'.

- From Menu panel:

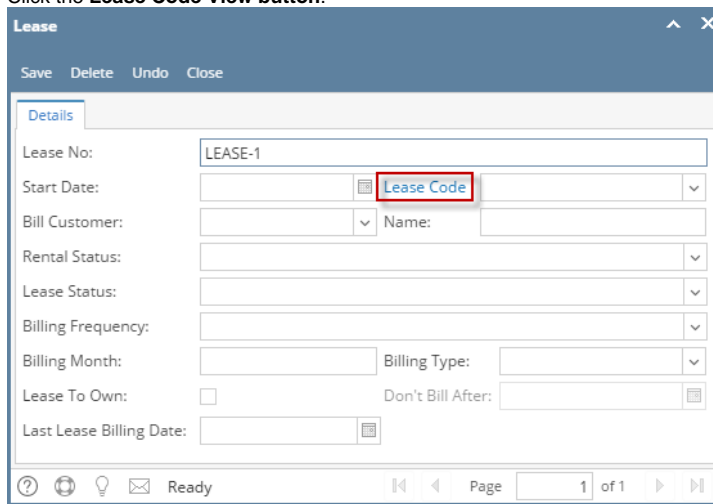
1. On the Menu panel, click the **Lease Codes** menu.



- From Lease screen:

1. [Open a Lease screen](#) .

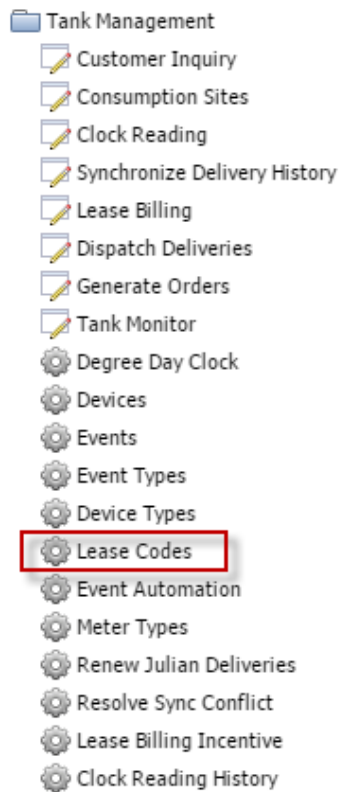
2. Click the **Lease Code View** button.



The screenshot shows a 'Lease' window with a 'Details' tab. The 'Lease No:' field contains 'LEASE-1'. The 'Start Date:' field is empty, and the 'Lease Code' field is highlighted with a red box. Other fields include 'Bill Customer:', 'Rental Status:', 'Lease Status:', 'Billing Frequency:', 'Billing Month:', 'Billing Type:', 'Lease To Own:', 'Don't Bill After:', and 'Last Lease Billing Date:'. The window has a 'Save', 'Delete', 'Undo', and 'Close' menu bar.

- **From Menu panel:**

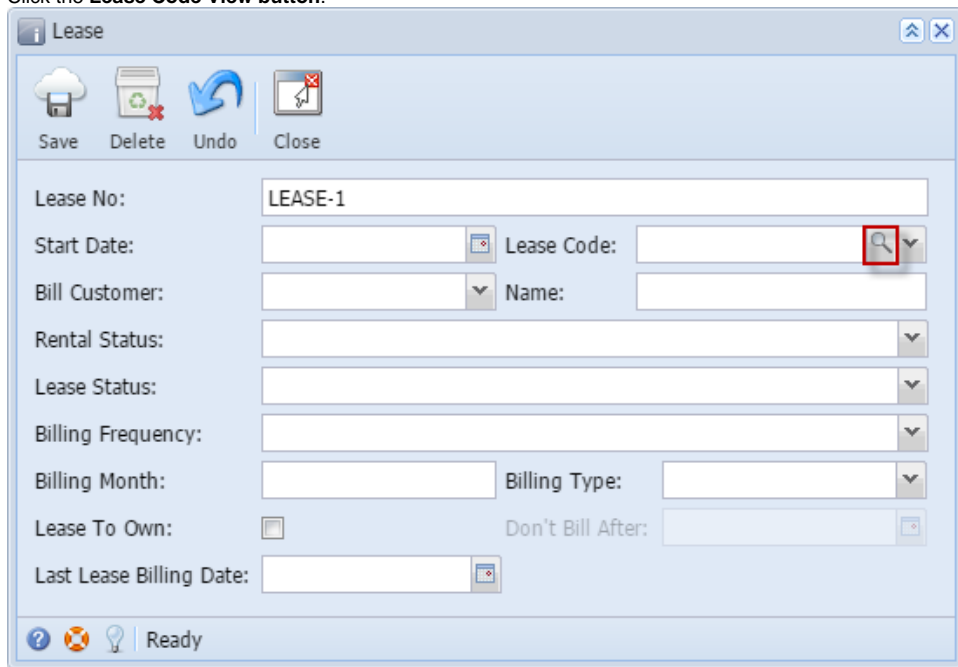
1. On the Menu panel, click the **Lease Codes** menu.



- **From Lease screen:**

1. [Open a Lease screen](#) .

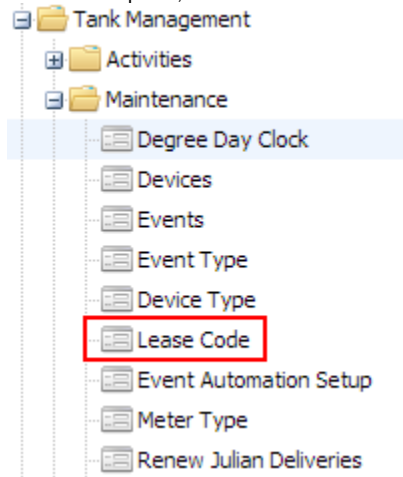
2. Click the **Lease Code View** button.



The screenshot shows a software window titled "Lease". At the top, there is a toolbar with icons for Save, Delete, Undo, and Close. Below the toolbar, the form contains several input fields and dropdown menus. The "Lease No:" field is populated with "LEASE-1". The "Lease Code:" field has a magnifying glass icon next to it, which is highlighted with a red square. Other fields include "Start Date:", "Bill Customer:", "Rental Status:", "Lease Status:", "Billing Frequency:", "Billing Month:", "Billing Type:", "Lease To Own:", "Don't Bill After:", and "Last Lease Billing Date:". The status bar at the bottom indicates "Ready".

- **From Menu panel:**

1. On the Menu panel, double click the **Lease Codes** menu.



- **From Lease screen:**

1. [Open a Lease screen](#) .

2. Click the **Lease Code ellipsis** button.

Lease

Save Delete Undo Close

Lease No: LEASE-5

Start Date: Lease Code: ...

Bill Customer: Name:

Rental Status:

Lease Status:

Billing Frequency:

Billing Month: Billing Type:

Lease To Own: Don't Bill After:

Last Lease Billing Date:

Ready