

Lease

The Lease screen is used to manage leases for a Company Owned device. This screen can be opened by clicking the Lease toolbar button on the Devices screen. Take note that the Lease toolbar button will only be enabled if the Ownership field on Devices screen is set to Company Owned, Lease, or Lease to Own.

There are certain processes that may affect the Lease.

1. The device is detached. See also [How to Detach or Remove a Device](#)
2. The device is transferred to another consumption site. See also [How to Perform 'Transfer to Another Consumption Site' Device Action](#)
3. The device is sold. [How to Perform 'Sold' device action](#)
4. The device is tagged to be transferred back to bulk plant. See also [How to Perform 'At Customer to be Transferred Back to Bulk Plant Location' Device Action](#)
5. The device is picked up and transferred back to its bulk plant location. See also [How to Perform 'Pick up and Transfer Back to Bulk Plant Location' Device Action](#)
6. The consumption site is reassigned. See also [How to Reassign a Consumption Site](#)

Field Description

Lease No - By default, Lease No is generated by the system based on the start date set from System Manager > Starting Numbers > Tank Management. Default Lease No can be manually replaced by entering a unique identifier for the Lease. The value entered here will be shown in the Lease No field in the Devices screen. This is a required field.

Start Date - Enter a date or click the calendar button on this field to graphically enter a date when the Lease will start billing the customer.

Lease Code - You can either enter a code in this field or select one from the combo box list. Click the ellipsis button on this field to open the Lease Code screen where you can add, modify or delete a lease code.

Bill Customer - Select a customer from the combo box list to be billed by this lease. Only active customers from iRely A/R System will be available from the combo box list.

Name - Once a customer is selected, the Name field next to this field will show the Customer Name.

Rental Status - Select a rental status from the combo box list. Options are Active and Inactive.

Lease Status - Select a lease status from the combo box list. Options are Mailed, Received, Pending, and Inactive. Lease with a Lease Status set to Inactive will not be displayed on [Lease Billing](#) screen.

Agreement Letter - Select an agreement letter for loaned equipment. The custom letter will be used and shown when the lease is printed.

Evaluation Method - Select an [evaluation method](#) that will be the basis of the calculation for Lease Equipment Analysis > Sales Quantity and Profit Margin.

Print Value in Agreement - Uncheck this option when you want the amount value to be hidden in Lease Agreement.

Billing Frequency - Select whether the customer be billed 'Monthly' or 'Yearly'.

Billing Month - This field is accessible only when the Billing Frequency is set to Yearly. Use this field to enter the specific month the lease will be billed.

Billing Type - Select a billing type from the drop down list. Options are: Gallons or Dollars.

Dollars - Will charge a flat lease rate amount.

Gallons - Will compare YTD quantity to the lease incentive minimum gallons for the corresponding tank size. If the YTD quantity is less than the incentive, the lease rate will be charged. This type of Lease Billing should normally be done at the end of the season, before the season reset has been completed.

Lease to Own - Check this box if the lease is Lease To Own, otherwise leave this unchecked.

Don't Bill After - This field is disabled by default. This will only be enabled once Lease To Own check box is checked. Use this field to enter a date when a Lease should stop billing the customer.

Last Lease Billing Date - Enter a date or click the calendar button on this field to graphically enter a date when the Lease was last billed to a customer. This field is auto-updated each time Leases are billed.

Pages

- [How to Open the Lease screen](#)
- [How to Create a Device Lease](#)
- [How to Print Lease Agreement](#)
- [How to Generate Leased Equipment Usage Analysis](#)