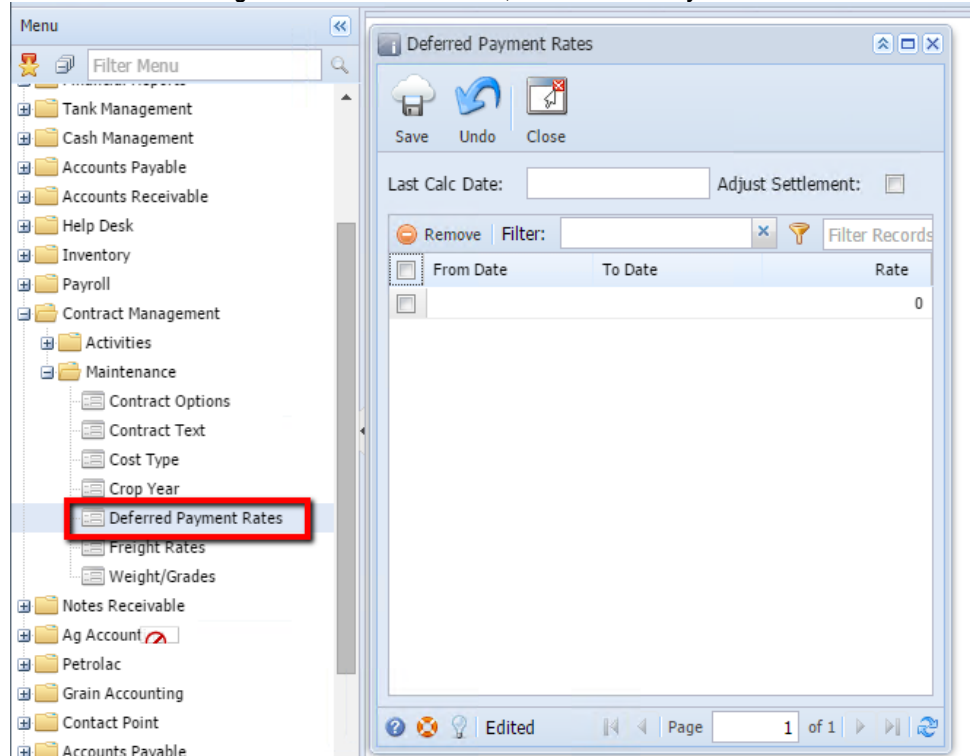


How To Add New Deferred Payment Rates

Here are the steps on how to add deferred payment rates:

- 1. From the **Contract Management > Maintenance** menu, select **Deferred Payment Rates**.



2. Add **Form Date** by clicking on the calendar look up. Select date from the look up.

The screenshot shows a software window titled "Deferred Payment Rates". At the top, there are icons for "Save", "Undo", and "Close". Below these, there are input fields for "Last Calc Date:" and a checkbox for "Adjust Settlement:". The main area contains a table with columns "From Date", "To Date", and "Rate". A calendar pop-up is displayed over the "From Date" field, showing the month of February 2015. The date "9" is selected and highlighted with a red border. The bottom of the window features a status bar with icons for help, search, and edit, along with the text "Edited", "Page 1 of 1", and navigation arrows.

From Date	To Date	Rate
		0

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14

Today

Edited Page 1 of 1

3. Add **To Date** by clicking on the calendar look up. Select date from the look up.

Deferred Payment Rates

Save Undo Close

Last Calc Date: Adjust Settlement: ☐

Remove Filter: Filter Records

<input type="checkbox"/>	From Date	To Date	Rate
<input type="checkbox"/>	02/09/2015	<input type="text"/>	0
<input type="checkbox"/>			0

February 2015

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
1	2	3	4	5	6	7
8	9	10	11	12	13	14




Today

Edited Page 1 of 1



4. Enter **Rate**.

5. Click on **Save** button to save the record.






Deferred Payment Rates

 Save  Undo  Close

Last Calc Date: Adjust Settlement: ☐

 Remove Filter:  Filter Records

<input type="checkbox"/>	From Date	To Date	Rate
<input checked="" type="checkbox"/>	02/09/2015	02/28/2015	10.45
<input type="checkbox"/>			0

   Edited   Page of 1 