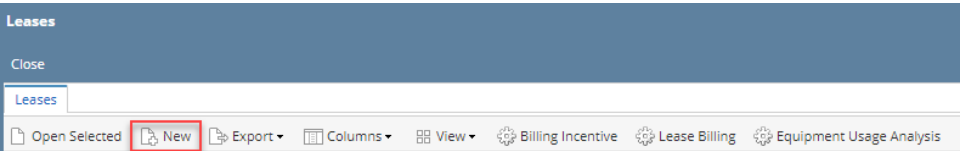


How to Open the Lease Code Screen

- From Menu panel:
 - On the Menu panel, click the **Lease** menu.
 - Click the **New toolbar button**.



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

A screenshot of the 'Lease' form. The form has a blue header with the word 'Lease' and a close button. Below the header is a toolbar with buttons: 'New', 'Save', 'Delete', 'Undo', 'Billing Incentive', 'Print', and 'Close'. The form is divided into three tabs: 'Details' (selected), 'Devices', and 'Attachment'. The 'Details' tab contains several sections: 'Info' with fields for 'Lease No', 'Start Date', 'Rental Status', and 'Lease Status'; 'Agreement' with fields for 'Agreement Letter', 'Evaluation Method', and 'Print Value in Agreement'; and 'Billing' with fields for 'Bill Customer', 'Tax Group', 'Billing Frequency', 'Billing Month', 'Billing Type', 'Lease To Own', 'Don't Bill After', and 'Last Lease Billing Date'. The 'Lease Code' label is highlighted with a red box. The bottom of the form shows a status bar with a question mark, a lightbulb icon, '1.53s', 'Ready', and a 'Refresh' button.

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

Lease Code ^ □ ×

Save Undo Close

+ Insert × Remove Export ▾ View ▾ Filter (F3) ↕

<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"/>

? ⓘ 0.64s | Ready Refresh

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

Lease Code ^ □ ×

Save Undo Close

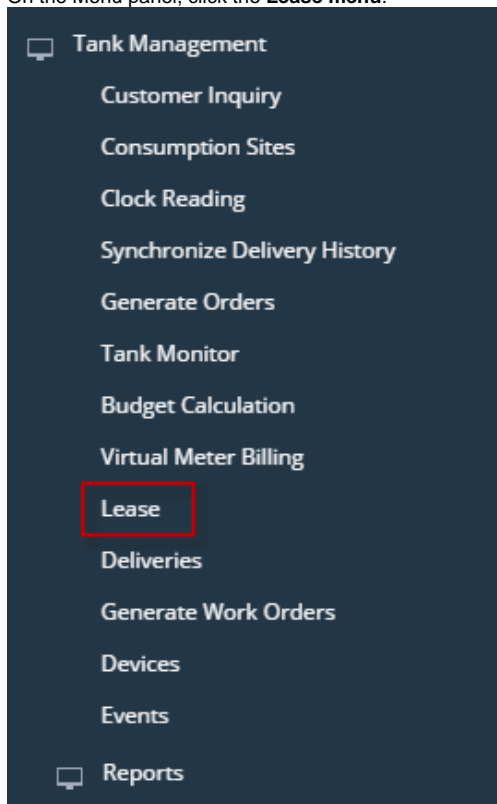
+ Insert × Remove Export ▾ View ▾ Filter (F3) ↕

<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"/>

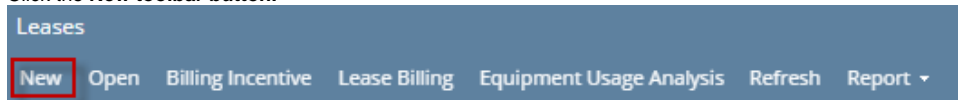
? ⓘ 0.64s | Ready Refresh

- 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.

The 'Lease' form is displayed with the 'Details' tab selected. It contains several sections: 'Info' with fields for Lease No, Start Date, Rental Status, and Lease Status; 'Agreement' with fields for Agreement Letter, Evaluation Method, and a checked 'Print Value in Agreement' box; and 'Billing' with fields for Bill Customer, Billing Frequency, Billing Month, Billing Type, Lease To Own, and Last Lease Billing Date. A 'Lease Code' hyperlink is visible next to the Start Date field, highlighted with a red box. The bottom status bar shows 'Ready' and 'Page 1 of 1'.

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

The screenshot shows the 'Lease Code' window with a dark blue header bar containing 'Save', 'Undo', and 'Close' buttons. Below the header is a toolbar with '+ Insert', 'X Remove', 'View' (grid icon), and a 'Filter (F3)' input field. The main area contains a table with the following data:

<input type="checkbox"/> 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"/>

At the bottom of the window is a status bar with icons for help, refresh, lightbulb, and email, followed by the text 'Ready'.

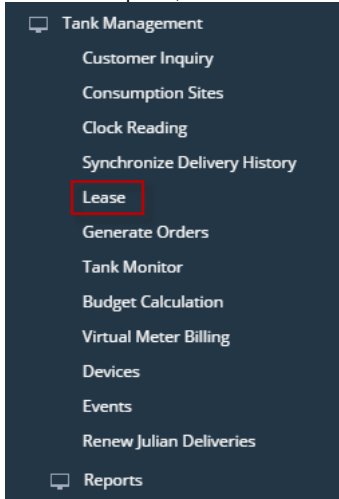
- From Existing Lease screen:

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 and status bar.

- From Menu panel:

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



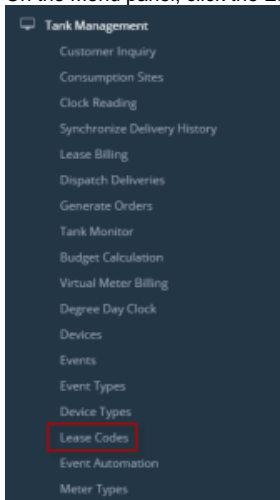
- From Lease screen:

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

A screenshot of the 'Lease' application window. The window has a title bar 'Lease' and buttons for 'Save', 'Delete', 'Undo', and 'Close'. Below the title bar is a 'Details' tab. The form contains several fields: 'Lease No:' with the value 'LEASE-1', 'Start Date:' with a calendar icon, 'Lease Code' (highlighted with a red box), 'Bill Customer:' with a dropdown arrow, 'Name:' with a text field, 'Rental Status:' with a dropdown arrow, 'Lease Status:' with a dropdown arrow, 'Billing Frequency:' with a dropdown arrow, 'Billing Month:' with a text field, 'Billing Type:' with a dropdown arrow, 'Lease To Own:' with a checkbox, 'Don't Bill After:' with a calendar icon, and 'Last Lease Billing Date:' with a calendar icon. At the bottom of the window is a status bar with icons for help, search, and a 'Ready' status, along with a page indicator 'Page 1 of 1'.

- From Menu panel:

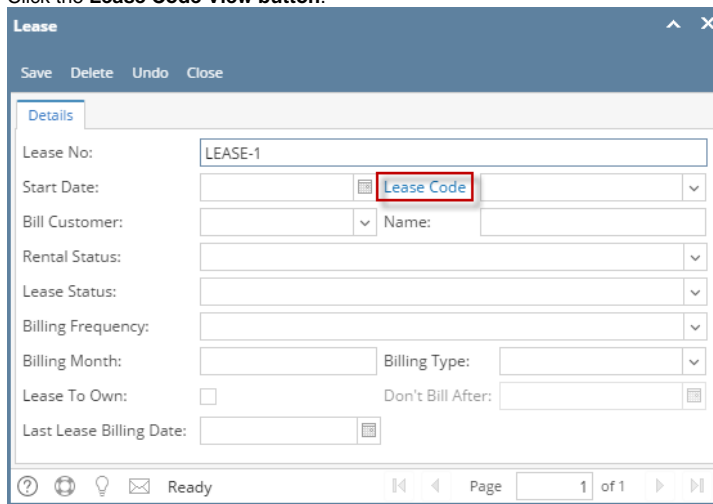
1. On the Menu panel, click the **Lease Codes** menu.



- From Lease screen:

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

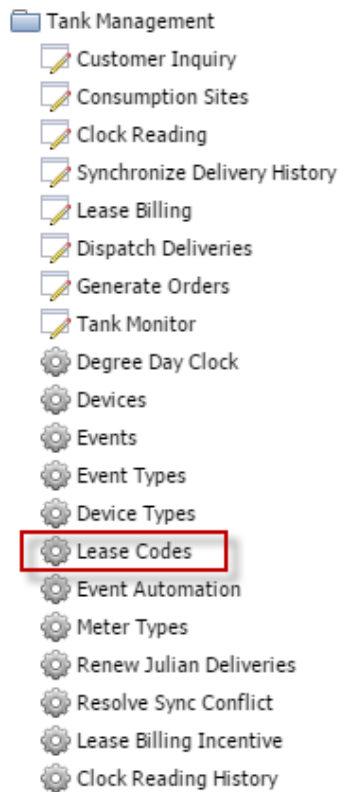
2. Click the **Lease Code View** button.



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:**

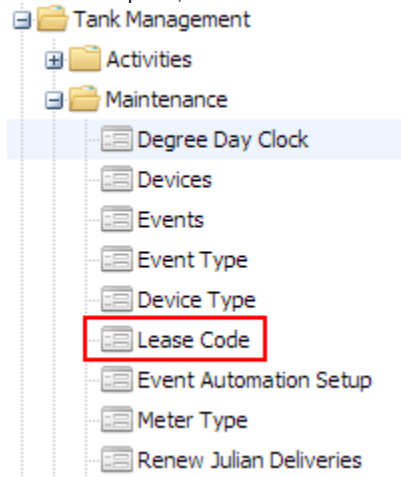
1. [Open a Lease screen](#) .

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 shows a question mark, a lifebuoy, a lightbulb, and the word "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