

We are currently updating our site; thank you for your patience.

## CONTRACTS

### RENTAL CALCULATOR

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**Ribbon Access:** Contract > Contracts

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- Select the Site
- Click on the 'Row Selector' in front of the contract.
- Click on the 'Rental Information' tab.

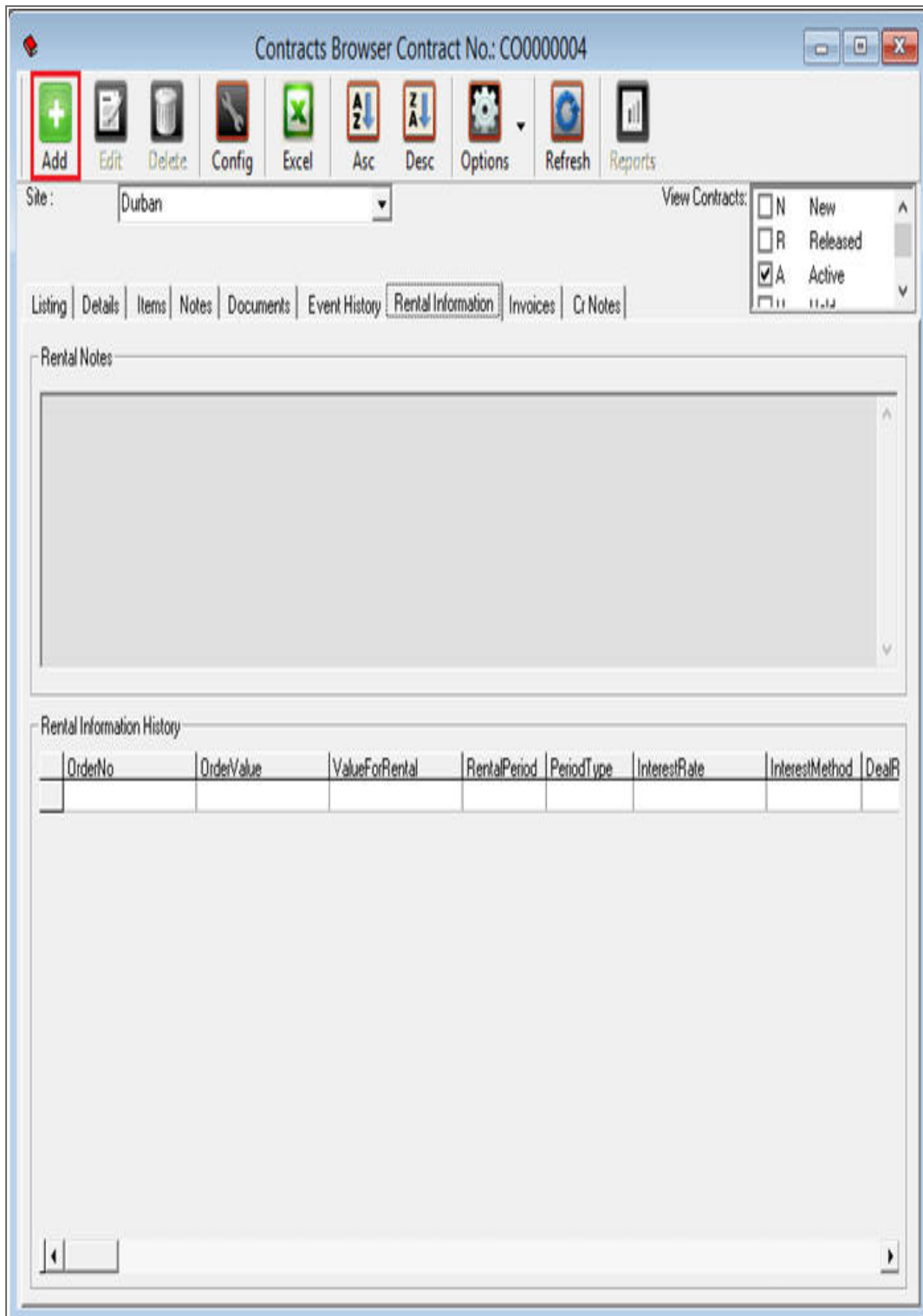
Contracts Browser Contract No.: CO0000004

Site:  View Contracts:  N New  R Released  A Active

Listing | Details | Items | Notes | Documents | Event History | **Rental Information** | Invoices | Cr Notes

ContractNo	ContractTypeDesc	Location	CustomerCode	CustomerName	OrderNo	StartDate	EndDate
CO0000004	Cost Per Copy	Forest Hills Centre	HOP001	Hope Works	Test Comment	07 Apr 2014	07 Apr 2014
CO0000005	Cost Per Copy	Forest Hills Centre	DER001	Derton Technologies	ContractOrderN	01 Mar 2014	01 Mar 2014
CO0000006	Cost Per Copy	Forest Hills Centre	OFF001	Office Supplies Unlimited		22 Apr 2014	22 Apr 2014
CO0000007	Cost Per Copy	Forest Hills Centre	OFF001	Office Supplies Unlimited		07 Jan 2014	07 Jan 2014
CO0000008	Cost Per Copy	Forest Hills Centre	YES001	Young Electric	abc123	07 May 2014	07 May 2014
CO0000009	Cost Per Copy	Forest Hills Centre	DER001	Derton Technologies		07 May 2014	07 May 2014
CO0000010	Cost Per Copy	Jolly Farm Centre	HOP001	Hope Works		07 May 2014	07 May 2014
CO0000011	Cost Per Copy	Main	WES001	Westwood Dynamic	ContractOrderN	09 May 2014	09 May 2014
CO0000012	Cost Per Copy	South Riding Centre - Fi	TIA001	Titan Group		16 May 2014	16 May 2014
CO0000013	Cost Per Copy	South Riding Centre	TIA001	Titan Group		16 May 2014	16 May 2014
CO0000014	Cost Per Copy	Main	TIA001	Titan Group		16 May 2014	16 May 2014
CO0000015	Cost Per Copy	Main	TIA001	Titan Group		20 May 2014	20 May 2014
CO0000017	Cost Per Copy	Main	TIA001	Titan Group		17 Jun 2014	17 Jun 2014
CO0000018	Cost Per Copy	Main	SAM001	Samanthas Diner		09 Jul 2014	09 Jul 2014
CO0000019	Cost Per Copy		OFF001	Office Supplies Unlimited		28 Jul 2014	28 Jul 2014

- Click on the 'Add Record' button



- The Rental Calculator screen will come up.
- Click on the 'Save Record' button.
  - **Note:** This calculates the Rental amount. It does not add or adjust your current rental fee. You will still need to add a Rental Fee on the Contract Item.
  - This Rental Information History is required in order to use the 'Interest Rate Adjustment' functionality.
- Add a **Note** to define this rental structure.
- **Rental Factor:** Type in a rental factor, if required. Select 'Compute' - this will calculate the Contract Value with the rental factor for the 'Applied Rental'.
- **Computed Rental:** This field will populate when you select the Order No. Any changes to the Contract Value, etc. means you'll need to click on 'Compute' to recalculate this field.
- Type in an **interest variance**, if required.
- The **Interest Rate** is populated by the latest effective interest rate configured on the system.
- The **Rental Period** pulls through from what is configured on the contract.
- The **Sales Order** and **Contract Value** will pull through. You can change the contract value if required.
- Search for and select the 'Sales **Order**' for the New Deal that was raised to create this contract.

**Rental Calculator**

**Save** **Cancel**

**Contract Information**

Contract No.: CO000004

Customer: HOP001 Hope Works

Period: 60 Type: m Months

**Rental Note**

Date: 28 Jul 2014

Employee: Belinda Shaman

Notes: Monthly Rental

**Rental Detail**

Order No.: OR0000001

Order Value: 28500

Contract Value: 28500

Rent Period: 60 Type: m Months

Interest Rate: 8 Method: V Variable

Interest Variance: 0.5

Computed Rental: 584.721142820961

Rental Factor: 1.2

Computed Rental 2: 34200

Applied Rental: 34200 **Compute**

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