

# HOW TO CREATE CYLINDER MAINTENANCE BILLS FROM LEASE

1. From the command line type: MENU LEASE<Enter>

COMMAND	<b>MENU: LEASE</b>
	The Equinox Welding Supply Management System Customer Cylinder Lease Menu
<ul style="list-style-type: none"> <li>1. Cylinder Lease Master File</li> <li>2.</li> <li>3. Cylinder Lease File List</li> <li>4. Cylinder Lease Renewal List</li> <li>5. Unpaid Lease Renewal List</li> <li>6. Invalid Lease Data List</li> <li>7. Lease Alias Code Maintenance</li> <li>8. Lease Rate Code Maintenance</li> <li>9. Lease Transfer History Inquiry</li> <li>10. Lease Transfer Between Accounts</li> <li>11. Lease Renewal Form Letter File</li> <li>12.</li> </ul>	<ul style="list-style-type: none"> <li><b>13. Create Cyl Maint Bills from Lease</b></li> <li><b>14. Edit/Post Maint Bills work file</b></li> <li>15.</li> <li>16.</li> <li>17.</li> <li>18.</li> <li>19.</li> <li>20.</li> <li>21.</li> <li>22. Return to Customer Menu</li> <li>23. Return to Master Menu</li> <li>24. Sign Off</li> </ul>

**Invoice Creation based on Lease Items**

Lease Alias codes/Items to charge: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Limit to Lease term years: \_\_\_\_\_

Bill (O)nce per lease alias, once per (C)yl on lease, or  
 once per cyl size/(T)ype? \_\_\_\_\_

Please review the customer exemption file before continuing, to ensure that it reflects those you wish to have NOT included on this run.

## CREATE CYL. MAINT. BILLS FROM LEASE

This Option is used to charge a maintenance fee on cylinders that are on lease (for example: 99 year leases). A work file is created and must be reviewed and release to create invoices, using Option 14: Edit/Post Maintenance Bills work file.

**Lease Alias codes/Items to charge:**

You can specify up to 10 alias codes and a corresponding item to charge for each alias. That way each alias can represent a different dollar amount and you can charge more for high pressure or for liquid tanks. You will need to set-up an Item# for this charge in the inventory master file. You could call it CYLMAINT or what ever you want.

**Limit to Lease term years:**

You may limit to lease term years by entering the number on years here. (If you only want this charge to be applied to your 99 year leases you would put 99 in here.)

Bill (O)nce per lease alias, once per (C)yl on lease, or once per cyl size (T)ype? This field allows for flexibility. You can bill once per alias code, which will cover many leases and cylinders, once per cylinder, or once per size type, which will cover multiple leases. (If you want this charge to be applied only once per Alias code use (O). If you want it to be applied to each lease within this alias code put a (C) here, If you want it applied to each cylinder type within this alias code put a (T) here.

Please review the customer exemption file before continuing to ensure that it reflects those you wish to have NOT included on this run. (I couldn't find any information about this customer exemption file and Bob is still sick. As soon as he calls in I'll ask him about this.

MSG: This work file already exists, continuing will clear it. This message means a work file has already been created and by pressing <ENTER> , the work file will be cleared and recreated.