

Creating Cylinder Leases



Introduction

My customer wants to lease their cylinders instead of being charged daily or monthly rent. How do I setup a cylinder lease for a customer?

Cylinder leases can be setup for a customer's cylinder records. The leases can be for any length of time from 3 months to a lifetime lease, but the most common timeframe is a yearly lease. Once the lease is setup, the cylinder rental programs will automatically renew the lease at the appropriate time until the lease is cancelled. **Note:** customers can have multiple leases on their accounts with different lease renewal dates.

Here is how to setup a lease:

1. Setup the **Lease Description** for each type of cylinder that will be leased. The **Lease Type** is the number of months for the lease; therefore the type for an annual lease is 12.

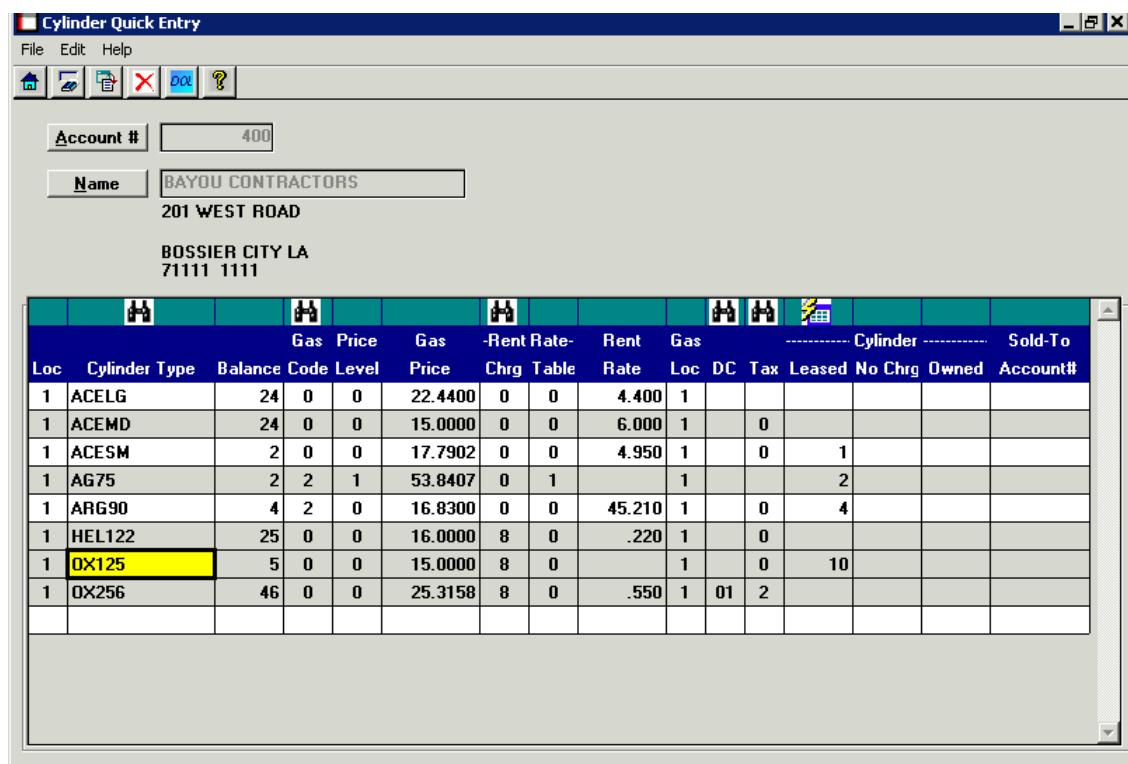
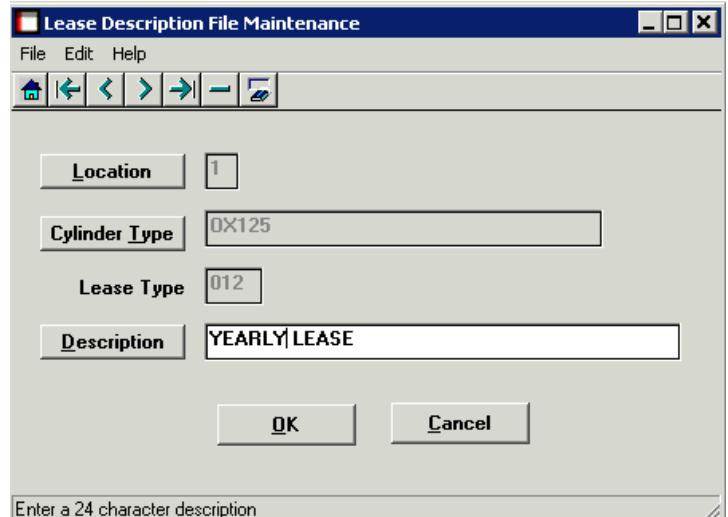
The program is found on: **Cylinders > File Maintenance > Lease Descriptions**

2. Run the **Cylinder Quick Entry (WIQIK_M)**

program and enter the customer number.

Select the line with the cylinder type for the lease. Then click the icon for **Leased**.

Note: the Cylinder Master Record must be created first before the lease can be added.



3. The next screen is the lease detail. Enter the **Lease Type**, **Lease Start Date**, **Amount**, and the **number of cylinders** on this lease.

Note: the expiration date should be calculated.

The screenshot shows the 'Cylinder Master File Maintenance' application window. It contains fields for Account # (400), Location (BAYOU CONTRACTORS), Cylinder Type (OX125), Lease Type (YEARLY LEASE), Lease Start Date (5/01/2017), Lease Amount (60.00), Lease Cylinders (1), Total Amount (60.00), Expiration Date (5/01/2018), and Status (A=Active). Buttons at the bottom include OK, Cancel, and Exit.

When needed, the cylinder leases can be viewed for an account in the Cylinder Fast Inquiry program.

Select the customer and the cylinder type. Then select the **Leases** button at the top.

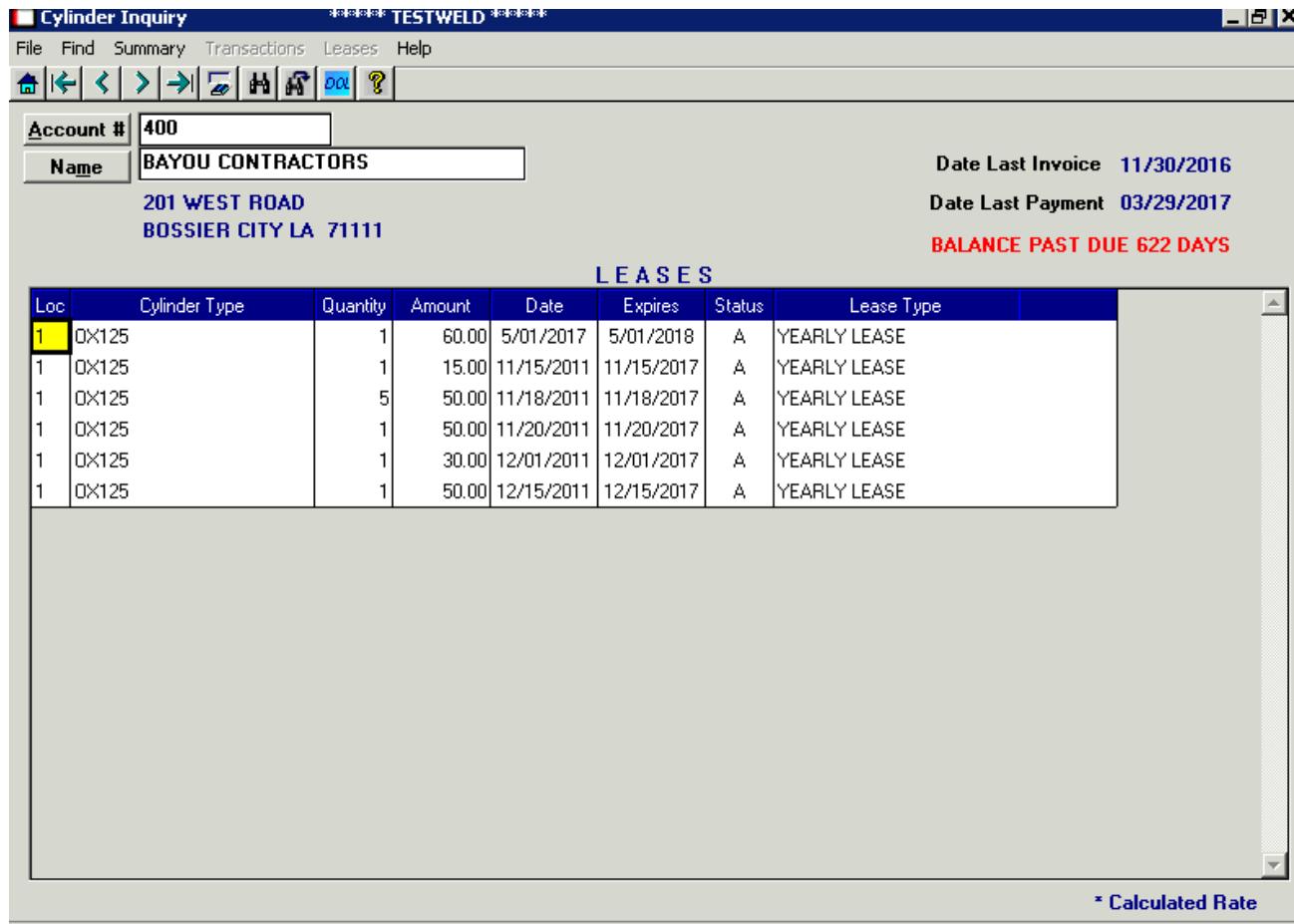
The screenshot shows the 'Cylinder Inquiry' window for account 400 (BAYOU CONTRACTORS) located at 201 WEST ROAD, BOSSIER CITY LA 71111. The window displays cylinder leases with the following data:

Loc	Cylinder Type	Description	Gas Price	Gas Price Exp	Rent	No Chrg	Owned	Leased	Total	S	Rate	Dlvry Ch
1	ACELG				0	0	0	0	0	A		
1	ACEMD				0	0	0	0	0	A		
1	ACESM	ACETYLENE SMALL	17.7902 CYL		1	0	0	1	2	A	4.95	
1	AG75	CYLINDER FULL	53.8407 CCF		0	0	0	2	2	A	7.00*	
1	ARG90	CYLINDER FULL	16.8300 CCF		0	0	0	4	4	A	45.21	
1	HEL122	CYLINDER FULL	16.0000 CYL		25	0	0	0	25	A	.220	
1	OX125	OXYGEN COMPRESSED	15.0000 CYL		5-	0	0	10	5	A		
1	OX256	OXYGEN 256	25.3158 CYL		46	0	0	0	46	A	.550	
** TOTALS **					67	0	0	17	84			

Note: each lease will display with the start and expiration dates.

Each month when the cylinder rental programs are run, the leases will automatically be renewed for the month that is entered. If the lease is a yearly lease, it will renew for one year and if the lease is a six month lease, it will renew for six months.

If the customer cancels the lease, then the cylinder transaction program (Cylinders > Transaction Processing > Entry) should be used to cancel the lease.



Have questions? Feel free to [send us an email](#), we welcome the questions!

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