Peregrine

AssetCenter

Evolve Wisely™

Contracts

Peregrine
S Y S T E M S ®

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Introduction

PEREGRINE

Who is the Contracts module intended for?

The Contracts module is intended for companies with assets under contract:

- Insurance
- Leases
- Maintenance
- Licenses
- Application services.
- Blanket purchase orders

The Contracts module is generally established by the following people:

- Financial managers
- Purchase managers
- Purchasers
- Portfolio managers
- Lawyers
- Those responsible for administrative tracking of assets.

What does the Contracts module do?

The Contracts module describes and manages contracts:

- Contractual conditions
- Stakeholders
- Rent, loans and taxes
- Expenses
- Assets and personal charges
- Lessor-Lessee procedures
- Leasing contract terminations
- Reports

The **leasing** part of the Contract module is particularly important, since leasing has a large effect on the Total Cost of Ownership (TCO) of assets. Gartner Group believes that proper management of leasing agreements is one of the main sources of possible savings in IT asset management and that it is necessary, in order to achieve this, to use an appropriate software package.

How to use the Contracts guide.

Section Utilization

Chapter General concepts

This chapter explains how to use the basic functions of the Contracts module and presents the different types of contracts that you can manage with AssetCenter.

This information is intended to provide a general view of how the Contracts module works.

Chapitre Step 1- Creating the contract

This chapter explains the first step in managing a contract and gives detail on creating the contract in the AssetCenter database.

Read this chapter as an introduction to the parts of the Contracts module specific to the day-to-day management of contracts.

Chapter Step 2 - Adding the assets to the contract

This chapter explains the second step in managing a contract and details the method to link a contract and an asset.

Read this chapter to find out how to add or remove an asset from the contract you have created, or to find out how to consult the list of assets on the contract.

Chapter Step 3 - Defining rent

This chapter explains the third step in managing a contract and deals with the question of contract-level and asset-level rents.

Read this chapter to learn how to add a rent to a contract, to define the rent payment schedule and to select the rent prorata method.

Chapter Step 4 - Defining loans

This chapter explains the fourth step in managing a contract and deals with the question of contract-level and asset-level loans.

Read this chapter to learn how to add a loan to the contract, define the loan amortization schedule and to chose the cost allocation method for the loan.

Chapter Step 5 - Accepting assets

This chapter explains the fifth step in managing a leasing contract: Accepting assets.

Read this chapter to learn how to accept assets and calculate interim rent.

Chapter Step 6 - Generating expense lines

This chapter explains the sixth step in managing a contract and deals with the question of expense lines.

Read this chapter to find out how to generate or recalculate expense lines from rents and loan payments.

Chapter Step 7 - Defining loss values

This chapter explains the seventh step in managing a leasing contract: Defining loss values.

Read this chapter to find out how to manage the loss or destruction of an asset.

Chapitre Step 8 - Managing end of term

This chapter explains the eighth step in managing a contract and detail with end of term procedure.

Read this chapter to find out what options you have when a contract reaches its term.

Chapter Day-to-day management of ASP contracts

This chapter concerns application service contracts only.

Read this chapter to learn about the specificities of application service contracts, and to find out how to manage them with AssetCenter.

Section Practical cases

Chapter Day-to-day management of ASP contracts

This chapter enables you to discover how AssetCenter manages contracts through 4 illustrated examples.

Read this chapter to follow these four contract-management simulations and the creation of an alarm with AssetCenter.

Section Appendixes

Chapter Glossary

The terminology specific to the Contracts module is relatively specialized. The glossary contains most of these key terms for the Contracts module.

Read this glossary for an explanation of these terms.

Chapter References

This chapter contains exhaustive and systematic reference information.

Read this chapter if you would like to learn more about all the components of AssetCenter that are used in the Contracts module. You can also find here advanced or supplementary information.

Preliminary steps

PART

1 Preliminary steps

CHAPTER

Prerequisites of the Contracts module

In order to use the Contracts module, your AssetCenter user license must grant you access to the following modules:

Table 1.1. Contracts module - required user license

Required functionality	Module to be purchased within the license
Contract management	Contracts
Portfolio management	Portfolio
Cost management	Financials
Procurement management (optional)	Purchases

Working in your production database with the Contracts module

In order to work in your own production database, you must:

1 Install AssetCenter,

2 Execute AssetCenter Database Administrator,

3 Create your database and import the **Line-of-business data** specific to contracts (see Importing the Line-of-business data when you create the database [page ?]),

4 Insert a user license including the modules in the table.

Access to these modules is determined by the license file **license.cfg** delivered with AssetCenter.

5 Execute AssetCenter,

6 Connect to your database,

7 Activate the modules in the table (**File/ Activate modules** menu).

For further information on activating modules, refer to the **Tailoring** guide, chapter **Customizing client computers**, section **Activating the modules**.

Importing the **System data** when you create your database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator

2 Select the **File/ Open** menu

3 Select the **Open database description file - create new database** option.

4 Select the file **gbbase.xml**, which is located in the **config** sub-folder of the AssetCenter installation folder

5 Select the **Action/ Create database** menu item.

6 Check the **Create system data** option.

7 Populate the other fields and continue creating the database.

Importing the **Line-of-business data** when you create the database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator

2 Select the **File/ Open** menu

3 Select the **Open database description file - create new database** option.

4 Select the file **gbbase.xml**, which is located in the **config** sub-folder of the AssetCenter installation folder

5 Select the **Action/ Create database** menu item.

6 Check the **Import extra data** option.

7 Select the following options in the **Data to import** list:
   - Contracts - Line-of-business data
   - Contracts - Line-of-business data (ASP)

8 Populate the other fields and continue creating the database.

Importing the **Line-of-business** into an existing database

Proceed in the following manner:

1 Execute AssetCenter Database Administrator

2 Select the **File/ Open** menu

3 Select the **Open database description file - create new database** option.

4 Select the file **gbbase.xml**, which is located in the **config** sub-folder of the AssetCenter installation folder

5 Select the **Action/ Create database** menu item.

6 Unselect the **Create database** option.

7 Unselect the **Create system data** option.

8 Check the **Import extra data** option.

9 Select the following options from the **Data to import** field:
  - Contracts - Line-of-business data
  - Contracts - Line-of-business data (ASP)

10 Click **Create**

To learn more about installing AssetCenter

Refer to the **Installation** guide.

II

PART

Utilization

2 General concepts

CHAPTER

This chapter gives a general overview of the **Contracts** module.

AssetCenter helps you manage contracts or agreements signed with your partner companies (maintenance contracts, insurance contracts, etc.).

Contracts are organized hierarchically and are managed in a separate table: Each contract may have a parent contract and sub-contracts.

The list of tabs in the contracts screen and their contents depends on the **Type** (seType) and **Nature of payments** (sePayType) fields.

Leasing contracts

Key concepts

Leasing consists of giving a third-party the right to possess and use an asset for a set time period against the payment of rent.

The customer, or lessee, uses the equipment at their disposal without actually owning them. They pay rent to the lessor, who is either the legal owner of the assets or acts on behalf of the legal owner of the assets.

Leasing involves the following concepts:

- Leasing [page 162]
- Master lease [page 159]
- Lease schedule [page 159]
- Rent [page 162]
- Acceptance [page 157]
- Loss value [page 166]
- Loans [page 159]
- End of term [page 160]
- Assignee [page 165]

For a definition of these concepts, refer to Glossary [page 157].

Simplified data model

Figure 2.1. Contracts - data model
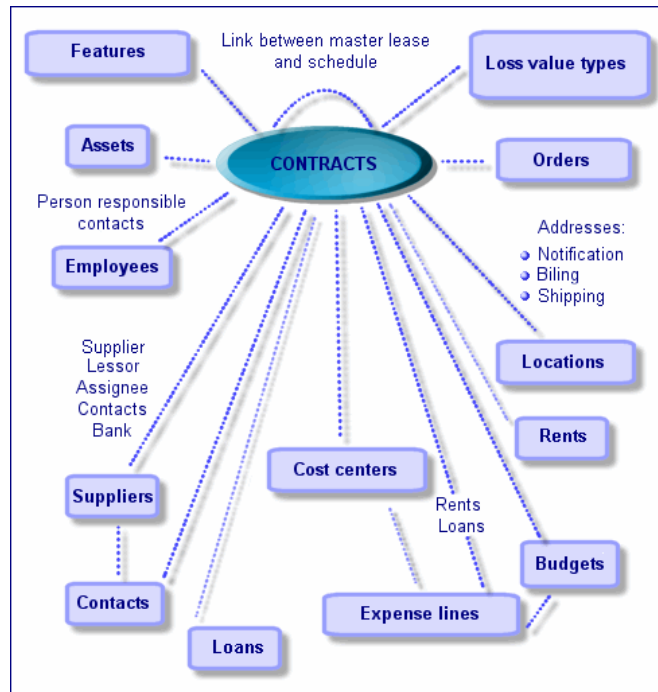
A typical procedure

Here is an example of a typical leasing procedure:

Figure 2.2. Leasing - simplified description of procedure
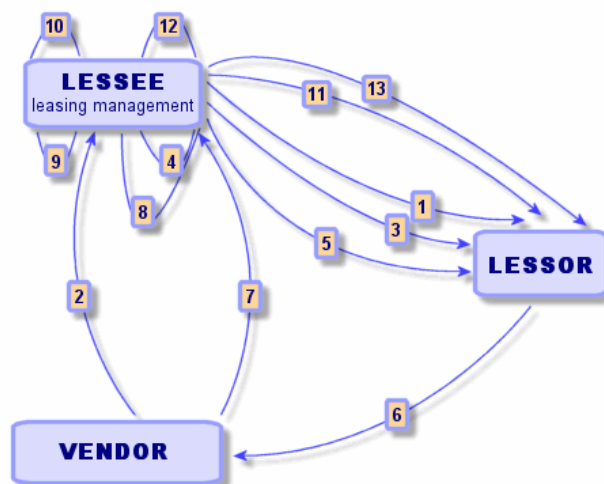
1 Creating the master lease: This defines the general terms and conditions. It is used as a template for lease schedules.
2 Creating estimates (quotes) for assets to be leased using AssetCenter. This enables you to start evaluating rent amounts.
3 Creating the lease schedule. This can be attached to a master lease or remain autonomous.
4 Creating the purchase order for the assets to be leased using AssetCenter.
5 Issuing the purchase order (lessee to lessor).
6 Purchase order from lessor to vendor.
7 Delivery from vendor to lessor.
8 Creating the receiving slip for the assets associated with the order using AssetCenter. This allocates the assets to the schedule.
9 If you do not use AssetCenter to manage procurement, the assets need to be added manually to the lease schedule.

10 Rent description.

11 Accepting the assets. Sending the acceptance certificate (lessee to lessor).

12 Life-cycle management of assets on contract: additional assets, loss or destruction of assets, returns, renewals and purchases.

13 End of term management: renewal or upgrading the contract, returning or purchasing the assets.

Tracking operations

To track the asset lifecycle, display the **Cycle** tab. It summarizes operations performed on the assets as part of a lease contract.

1 Placing under contract (take down)

2 Acceptance

3 Renewal

4 Purchase (buy out)

5 Return

 Note:

This tab is for information only: You cannot perform operations on the assets under contract.

To unfold the list of assets and the return envelopes associated with an operation, click .

By double-clicking, it is thus possible to access the details of the assets and return envelopes listed.

 Note:

In the case of returns, the date which appears is the scheduled return date.

Maintenance contracts

AssetCenter enables you to define the terms and conditions of you maintenance contracts and manage related work orders.

For further information on managing work orders with AssetCenter, refer to the **Portfolio and Software licenses** guide, chapter **Work orders and projects**, sub-chapter **Work orders**.

Insurance contracts

AssetCenter **Contracts** module enables you to define the terms and conditions of your insurance contracts.

Apart from these specificities, managing an insurance contract with AssetCenter follows the same process as managing a leasing contract.

For further information on creating and tracking insurance contracts, refer to the overview of leasing contracts. Leasing contracts [page 23].

Software licenses

AssetCenter enables you to define the terms and conditions of your license contracts.

For further information on managing software licenses and installations with AssetCenter, refer to the **Portfolio and Software licenses** guide, chapter **Software**.

Blanket purchase order contracts

Blanket purchase order type contracts are closely linked to AssetCenter's **Procurement** module because customers are linked to their supplier by a minimum purchase commitment for a given period.

Refer to the **Procurement** guide, chapter **Orders**, sub-chapter **Blanket purchase orders**, for further information on the creation and management of **blanket purchase order** type contracts.

Application service contracts

Key concepts

An application service is a software application hosted by a third-party called an application service provider or ASP. This application is usually related to a particular business domain (bank account management, customer accounts, etc.) and is subject to a subscription-type contract.

Application services free company's from having to upgrade or maintain applications.

AssetCenter is capable of storing and tracking your company's application-service data: You can access ASP contract data and create automated procedures (through actions and workflows).

Steps to follow to manage application service contracts in AssetCenter

1   **Creating the contract** from the **Contracts/ Application services** menu: This step involves populating the fields that will define the contract created (contract supervisor, reference, application type etc.)

2   **Selecting the employees who have access to the contract** from the **Employees** tab in the application service detail: This step involves selecting the contract administrator (and their login) and the contract users.

3   **Day-to-day management of the contract**: Day-to-day management is based on actions and workflows (administration, connection, routing e-mail, adding and removing users, modifying accounts). The workflow schemes are run in AssetCenter Server.

> ⚠ Warning:
>
> In order for the workflow to function, the module **Execute workflow rules for execution group BST_ASP** must be enabled in AssetCenter Server.

4   **Validating modifications** by the contract administrator using the **Tools/ Tasks in progress** menu: this step is manual and enables the supervisor to check and integrate all changes indicated by AssetCenter Server. Information

related to the contract is then refreshed and the workflow notifies the contract users.

Managing an application service contract with AssetCenter requires you to follow the following distinct steps:

3
CHAPTER

Step 1- Creating the contract

This chapter explains how to create a contract and deals with the following points:

- Available menus
- Critical fields to populate
- Tabs to not populate at this stage
- Types of contracts available

Creating a contract

To create a contract:
1 Display the list of contracts using one of the following menus:

Table 3.1. Access menus for contracts

Menu	Contract types displayed using the menu
	All types, except **ASP**
Contracts/ Lease schedules	Lease schedule
Contracts/ Blanket purchase order	Blanket purchase orders
Contracts/ Master leases	Master lease

Menu	Contract types displayed using the menu
Contracts/ Application services	ASP

💡 Tip:

As you can see, several menus give access to the same contract types.

The menus displaying only certain types of contracts have the advantage of filtering the contracts.

As you can also see, only one menu gives access to the **ASP** type contracts. The **Contracts/ Contracts** menu does not display them.

2 Create a new contract (**New** button).
3 Populate the contract fields and links, especially the following ones:

Field or link	Value
The **General** tab	
Attached to (Parent)	To learn how to populate this field ▶ Organizing the hierarchy of contracts [page 33]
Type (seType)	In order to learn how to populate this field ▶ Types of contracts [page 34]
Nature of payments (sePayType)	■ **None**: the contract is neither financed by rents nor loans. ■ **Rent**: the contract is financed by rents. ▶ Step 3 - Defining rent [page 49] ■ **Loan**: the contract is financed by loans. ▶ Step 4 - Defining loans [page 67] ■ **Both**: the contract is financed by rents and loans. ▶ Step 3 - Defining rent [page 49] ▶ Step 4 - Defining loans [page 67]
Leasing tab	This tab is displayed when the **Type** (seType) field is set to **Lease schedule**
■ Assignable (bAssignable) ■ Assignee ■ Conditions (AssignCond)	Lease contracts can be assigned: The lessor may use an assignee to finance the equipment. In this case, populate these fields.
License tab (for license contracts)	This tab is displayed when the **Type** (seType) field is set to **License**
The **Employees** tab	This tab enables you to define the list of users of a license.

Field or link	Value
Options tab	This tab is displayed when the **Type** (seType) field is set to **Lease schedule** and enables you to determine the possible end-of-term options. ▶ Step 7 - Defining loss values [page 99]
Contracts button	This button is displayed in the details of application service contracts. It enables you to access the typical fields and links of contracts (**licence** contracts in this case). You will note that the screens describing the **application service** aspects and the **license** aspects correspond to the same record. ▶ Day-to-day management of ASP contracts [page 113]

    4 Do not populate the following tabs; They will be populated at a later stage:

Tab	Chapter or section to consult
Assets	▶ Step 2 - Adding the assets to the contract [page 41]
Assets (leased)	▶ Step 5 - Accepting assets [page 83]
Rents	▶ Step 3 - Defining rent [page 49]
Loans	▶ Step 4 - Defining loans [page 67]

Organizing the hierarchy of contracts

Contracts are organized hierarchically thanks to the **Attached to** (Parent) link.

The list of sub-contracts is located in the **Schedules** sub-tab of the parent contract.

The hierarchical organization is useful in two cases:

- To link a lease schedule to a master lease.
- To link an amendment to a contract.

In the case of a lease contract, the **Master lease** defines the general terms and conditions between lessor and lessee without specifying the assets covered, or rent conditions. **Lease schedule** contracts are sub-contracts that are hierarchically linked to this contract from which they inherit the features.

Types of contracts

AssetCenter enables you to manage several types of contracts. The **Type** field (seType) at the top of a given contract detail indicates the contract type. The value of this field, selected from a system itemized list, determines which tabs are shown in the contract detail and their contents.

Contract type	Description	Access menu(s)	Specific tab(s)
Master lease	Enables you to define the general leasing conditions without defining the list of assets that are covered or the payment conditions.	■ **Contracts/ Contracts** ■ **Contracts/ Master leases**	■ **Leasing** ■ **Schedules**
Lease schedule	Enables you to: ■ Define a lease schedule (or rental agreement. ■ Specify the list of assets included in the contract and the payment conditions.	■ **Contracts/ Contracts** ■ **Contracts/ Lease schedules**	**Leasing**
Maintenance	Enables you to: ■ Define a maintenance contract ■ Manage work orders relating to this contract.	**Contracts/ Contracts**	**Maintenance**
Insurance	Enables you to define an insurance contract (insurance policy).	**Contracts/ Contracts**	
License	Enables you to define a license agreement.	**Contracts/ Contracts**	**Licenses**

Contract type	Description	Access menu(s)	Specific tab(s)
Blanket purchase order	**Blanket PO**-type contracts oblige the buyer to buy for a given minimum amount over a given period of time. If the minimum amount is not reached at the end of the period, penalties are incumbent on the buyer.	■ **Contracts/ Contracts** ■ **Contracts / Blanket purchase orders**	
ASP	An application service is a software application that is hosted by a third-party called an Application Service Provider or ASP. A subscription contract is used for this. Company employees use the application over a communication protocol (Internet, X-25, etc.).	**Contracts/ Application services**	A specific detail screen for application services complements the general contracts detail. The general screen can be accessed from the specific screen by clicking the **Contract** button.
Other	Enables you to define a contract which does not correspond to one of the above types.	**Contracts/ Contracts**	

Documents linked to contracts

Adding a document to a contract

To add a document to a contract, several methods are available:

■ **Method 1: Using the wizard**

  1 From the contract detail, click the **Documents** button situated on the right of the window.

  AssetCenter starts the **Add/Modify a document** wizard.

2   Select the option **New document**.

3   Follow the instructions given by the wizard.

Note:

You can also start the document creation wizard by right-clicking the **Documents** tab in the contract detail and then selecting **Actions/ Add/Modify a document** from the shortcut menu.

- **Method 2: From the Documents tab**
  1   From the contract detail, click the **Documents** tab and then click the + button.

       The add-document window is displayed.

  2   Populate the requested fields and then click **Add.**

Modifying a document linked to a contract

- **Method 1: Using the wizard**
  1   From the contract detail, click the **Documents** button situated on the right of the window.

       AssetCenter starts the **Add/Modify a document** wizard.

  2   Select the option **Edit the document**.

  3   Follow the instructions given by the wizard.

Note:

You can also start the document modification wizard by right-clicking the **Documents** tab in the contract detail and then selecting **Actions/ Add/Modify a document** from the shortcut menu.

- **Method 2: From the Documents tab**
  1   From the contract detail, click the **Documents** tab and then select the document you wish to modify.

  2   Click the ▧ button to access the document detail.

  3   Modify your document and then click the **Modify** button.

Automatic validation of documents linked to contracts

This section explains how document validation is automated with AssetCenter, and how to configure this.

The system data of the **Contracts** module includes a workflow scheme entitled **Validate contract document** (SYS_CONTRACT_APPR).

This workflow scheme automates the validation of documents linked to contracts.

Events that trigger the workflow scheme	The workflow scheme is started if the following event occurs: ◈ Adding a document		
Conditions required for the workflow to continue running	The workflow scheme continues running if the following fields are set to the following values:		
	Table name	**Name of the field or link**	**Field value**
	Documents (am-Document)	Table (DocObjTable)	amContract
Is AssetCenter Server required to trigger and run the workflow scheme?	Yes		
Simplified description of the workflow scheme	**1** The workflow scheme creates a validation request for the document added to the contract. This validation request is translated into a workflow activity assigned to the contract supervisor, if one is defined, or otherwise directly to the **Finance** (SYS_CORE_FINANCE) group. **2** If a contract supervisor is defined and accepts the validation request, a validation request is created and assigned to the **Finance** group. **3** If a validation request is denied (by the contract supervisor or the **Finance** group), the status of the document is set to **Rejected**. **4** If all the validation requests are accepted (by the **Finance** group and the contract supervisor, if applicable), the status of the document is set to**Validated**. If a contract supervisor is defined, a notification message is sent to them.		

The following are the features of this workflow scheme:

Before requesting a contract validation, make the following configuration:

1 Display the groups (**Portfolio/ Groups** menu).
2 Display the **Finance** (SYS_CORE_FINANCE) group.

Field or link	Comments
Supervisor (Supervisor)	The person designated by this link receives notification when a workflow activity is created by the **Validate contract document** workflow scheme. They also get to view these workflow activities.
Composition tab	
Members	The members of the group view the workflow activities of the document validation request created by **Validate contract document** workflow scheme.

Populate at least the following fields and links:

Configuring AssetCenter Server

AssetCenter Server checks whether the **Validate contract document** workflow scheme should be triggered depending on the scheduling settings of the initial workflow event.

To make sure AssetCenter performs this task:

1   Start AssetCenter Server.
2   Connect to the AssetCenter database (**File/ Connect to database** menu).
3   Display the modules (**Tools/ Configure modules** menu).
4   Select the module **Execute workflow rules for schemes without execution group**.
5   Define the schedule for triggering the module (**Verification schedule**).

Executing AssetCenter Server as background task

AssetCenter Server must be executed in the background in order for the **Execute workflow rules for schemes without execution group** module to execute periodically.

Accepting or denying a document validation request

For each required validation, the **Validate contract document** workflow scheme creates a workflow activity.

These workflow activities are assigned to the contract supervisor and the **Finance** group in charge of validations.

A workflow task can be seen by the contract supervisor and the members of the group to which the task is assigned.

To accept or refuse a validation request:
1 Connect to the AssetCenter database with the supervisor login or the one of a group member.
2 Display the workflow tasks (**Tools/ Tasks in progress** menu).
3 Select the task corresponding to the validation request.
4 Take a look at the workflow task.
5 Click **Validate** or **Refuse**.

Viewing the validation status of the current document

1 Select the **Contracts/ Contractual documents** menu.
2 In the **Workflow** tab, select the contractual document that interests you in the list and view its current validation status.

4

CHAPTER

Step 2 – Adding the assets to the contract

This chapter explains how to link a contract with an asset and deals with the following points:

- Consulting the list of assets on the contract
- Deleting the link between an asset and a contract

Linking an asset to a contract

Manual method

The procedure to link an asset and a contract differs depending on the contract type:

Table 4.1. Linking an asset and a contract

Contract type	Procedure
Maintenance	1 Display the list of assets (**Portfolio/ Assets and batches** menu).
	2 Select the asset.
	3 Select the **Maint.** tab.
	4 Populate the **Maint. contract** (MaintContract) link.
	5 Validate these modifications (**Modify**button).
	Note:
	You will notice that in this way, the contract automatically appears in the **Contracts** tab of the asset detail.

Contract type	Procedure
Lease schedule	**Solution 1:**

Solution 1:

1 Display the list of assets (**Portfolio/ Assets and batches** menu).

2 Select the **Acquis.** tab.

3 Select the **Procurement** sub-tab.

4 Populate the **Acq. method** (seAcquMethod) field with a value other than **Purchase**.

5 Populate the **Schedule** (AcquContract) link.

6 Validate these modifications (**Modify**button).

Note:

You will notice that in this way, the contract automatically appears in the **Contracts** tab of the asset detail.

Solution 2:

1 Display the list of contracts using one of the available access menus (▶ Menus and tabs (Contracts) - list [page 171]).

2 Select the **Assets (leased)** tab.

3 Click the ⊞ button.

4 Select the assets to add to the contract.

5 Validate your selection (**Select** button).

6 If the **Nature of payments** (sePayType) field of the contract is set to **Rent** or **Both**, then the **Add assets to contract: select rent payments** window is displayed.

Validate this window without modifying it (**Select** button).

7 Validate these additions (**Modify**button).

Tip:

- The **Acq. method** field (seAcquMethod) takes the value of the **Acq. method** field (seAcquMethod) at the contract level (**General** tab).

- The **Procurement** sub-tab indicates the name and the reference of the lessor as well as the reference of the lease contract in the **Schedule** field (AcquContract).

- The **Price and conditions** indicates the start and end dates of term.

Contract type	Procedure

▪ Other
▪ Insurance
▪ Maintenance
▪ License
	Solution 1:
	1 Display the list of assets (**Portfolio/ Assets and batches** menu).
	2 Select the **Contracts** tab.
	3 Click the ⊞ button.
	4 The **Add asset to contract** window is displayed.
	      Populate this window.
	      Validate the information entered (**Add** button).
	5 Validate these additions (**Modify**button).

	Solution 2:
	1 Display the list of contracts using one of the available access menus
	      (▶ Menus and tabs (Contracts) - list [page 171]).
	2 Select the **Assets** tab.
	3 Click the ⊞ button.
	4 The **Add contract to asset** window is displayed.
	      Populate this window.
	      Validate the information entered (**Add** button).
	5 Validate these additions (**Modify**button).

Using the Procurement module

The procurement cycle enables you to manage the association of an asset with a contract.

You can reference an existing contract or a contract to be acquired.

You can reference an existing asset or an asset to be acquired.

This process is useful because it automates the creation or linking assets and contracts. When the order is received, the assets and contracts are created and linked together in AssetCenter if necessary.

For information on how to proceed, consult the **Procurement** guide, section **Special cases**, chapter **Contracts**.

🖋 Note:

In the case of "Lease schedule" type contracts:

When you receive the ordered assets, they are created in the database even if you refuse them. The **Acquis. status** (seAcquStatus) is set to **Received** (**Acquis.** tab of the asset, **Procurement** sub-tab). You can then consider accepting them; When are effectively accepted, the **Acquis. status** field is set to **Accepted**.

▶ Step 5 - Accepting assets [page 83]

Consulting the list of assets on the contract

To consult the list of assets on the contract:

1 Display the list of contracts using one of the available access menus (▶ Menus and tabs (Contracts) - list [page 171]).

2 Select the contract in the list.

3 Select one of the following tabs:

Contract type	Tab
Lease schedule	Assets (leased)
Insurance	Assets
Maintenance	Assets
License	Assets
Other	Assets

Consulting the list of contracts associated with an asset

To consult the list of contracts associated with an asset

1 Display the list of assets (**Portfolio/ Assets and batches** menu).

2 Select the asset in the list.

3 Select one of the following tabs:

Contract type	Tab	Sub-tab	Field or link
Lease schedule	Acquis.	Procurement	Schedule (AcquContract)
	Contracts		
Insurance	Contracts		
Maintenance	Maint.		Maint. contract (MaintCon-tract).
	Contracts		
License	Contracts		
Other	Contracts		

Deleting the link between an asset and a contract

Why delete the link between an asset and a contract?

The link between an asset and contract is only meant to be deleted if is created by error.

Under normal circumstances, you should not delete this link; There are other ways of specifying that the asset is no longer covered by the contract from a given date.

By maintaining this link, there is a trace that the asset was covered by the contract at a given time.

Deleting the link between an asset and a contract

To delete the link between an asset and a contract, choose one of the following options:

- From the contract detail:
  1 Display the contract detail.
  2 Select the **Assets** or **Assets (leased)** tab.
  3 Select the assets to unlink.
  4 Click the ▬ button.

- In the asset detail:
  1 Display the asset detail.
  2 Select the **Contracts** tab.

3   Select the contracts to unlink.

4   Click the ▭ button.

Specifying that an asset is no longer covered by a contract

There are several cases when an asset is no longer covered by a contract.

Each case should be handled differently:

Case	Table to modify	Field to modify	Comments
The contract is at the end of term for all the assets covered by it	Contracts (am-Contract)	End (dEnd)	This date specifies that the contract is approaching end of term. As a result, all linked assets are no longer covered by the contract.
An asset is not longer covered by the contract but the contract continues to cover other assets	Assets under contract (amAst-CntrDesc)	Planned removal date (dPlannedRe-mov)	If you wish to manage removal dates that are different from the end of term date, you must use this field to specify the effective removal date of the asset.
An asset is returned to the lessor at the end of term			▶ Step 7 - Defining loss values [page 99]
An asset is purchased from the lessor at the end of term			▶ Step 7 - Defining loss values [page 99]
An asset is lost or stolen before the end of term			▶ Step 7 - Defining loss values [page 99]

5 Step 3 - Defining rent

CHAPTER

This chapter explains how to define contract-level rents and deals with the following points:

- Adding a rent payment
- Defining the rent payment schedule
- Selecting the rent distribution method

Key concepts

Rent payments are defined at the contract level and are often carried down to the asset level.

The contract rents and the asset rents are stored in different tables:

- **Contract rents** table (amCntrRent)
- **Asset rents** table (amAssetRent)

Adding a rent at the contract level

Contract rents are described in the **Rents** tab of the contract detail. All the contracts, except master leases can be paid by rents. This tab is therefore only displayed if the contract detail meets the following conditions:

- The **Type** field (seType) it set to another value than **Master lease**.
- The **Nature of payments** field (sePayType) **Rents** or **Both**.

Selecting how the Rents tab is displayed

The **Rents** can be displayed in two ways:

1 In tab form
2 In list form

To switch between display modes, right-click within the **Rents** tab (not on the title of the tab) and then select **Display in tab form** or **Display in list form** from the shortcut menu.

Adding a rent to a contract in tab form

1 Display the **Rents** tab.
2 Right-click the sub-tab situated at the bottom left of the **Rents** tab.
3 Select **Add linked record**.
4 Populate the new sub-tab.

To learn how to populate the rent payment schedule: ▶ Populating the rent payment schedule [page 51]

To learn how to select the rent distribution method: ▶ Rent allocation method [page 54]

To learn to how to define the rent expenses allocation method: ▶ Expenses linked to rents [page 94]

5 Click **Modify**.

Adding a rent to a contract displayed in list view

1 Display the **Rents** tab.

2 Click the + button.

3 Populate the rent detail.

To learn how to populate the rent payment schedule: ▶ Populating the rent payment schedule [page 51]

To learn how to select the rent distribution method: ▶ Rent allocation method [page 54]

4 Click **Add**.

5 Click **Modify**.

Adding a rent at the asset level

It is not possible to create a rent payment directly at the asset level: Asset-level rents are automatically created when the asset is added to a contract for which rent is prorated or allocated to the asset level.

The information found at the asset level is similar to the information in the **Rents** tab in the lease contract detail.

You can consult the details of asset-level rent in the **Rent** tab of the asset detail.

🖊 Note:

This tab is only displayed if the acquisition method of the asset, as specified in the **Acq. method** (seAcquMethod) field, is **Rental**.

When the asset is added to a lease schedule from the contract detail, AssetCenter automatically updates the acquisition method of the asset and **Rent** tab is displayed.

An asset-level rent is automatically deleted when you specify at the contract level that rent is no longer prorated or allocated to the asset level or if a rent payment is taken off the contract.

Populating the rent payment schedule

This section presents the fields used to describe the rent schedule.

Fields used to describe a rent payment schedule

Table 5.1. Rents - Fields used to describe a rent payment schedule

Field label	SQL name of the field	Usage
Start	dStart	Start of contract rent period.
End	dEnd	End of contract rent period.
		The 🐷 icon enables you to set an alarm for the end date.
Periodicity	sePeriodicity	Frequency of payments.
Payment	seAdvArrears	Determines whether the rent is due at the start or the end of the period defined in the **Periodicity** field.
Bill cycle day	tsBillCycDay	Determines the time (expressed in days, months) when the rent is due relative to the value entered in the **Payment** field.
		You can also enter a negative value.
Grace	tsGrace	Specifies the number of days of tolerance for late rent payments.

Details on the working of the Periodicity field

Here is how AssetCenter sets the starts of rental periods depending on the **Periodicity** field:

Table 5.2. **Periodicity** field - Overview

Value of the Periodicity field	Start of the period
Daily	00:00
Weekly	Monday
Semi-monthly	1st and 16th of the month
Monthly	1st of the month

Value of the Periodicity field	Start of the period
Bimonthly	January 1, March 1, May 1, July 1, September 1, November 1
Quarterly	January 1, April 1, July 1, October 1
Semi-annual	January 1 and July 1
Annual	January 1

Examples of how the rent payment schedule is applied

Example 1

If you enter the following values:

Field label	SQL name of the field	Value
Periodicity	sePeriodicity	Monthly
Payment	seAdvArrears	In advance
Bill cycle day	tsBillCycDay	-5 days

Then the rent is due 5 days before the start of the specified rent period (1st of the month).

Example 2

If you enter the following values:

Field label	SQL name of the field	Value
Periodicity	sePeriodicity	Monthly
Payment	seAdvArrears	In advance
Bill cycle day	tsBillCycDay	4 days
Grace	tsGrace	7 days

Then the rent is due 4 days after the first day of the month: i.e. the 5th. The lessor tolerates payments up to 7 days late. The lessee is free to pay up to the 12th of the month.

Rent allocation method

This section explains the different methods distribution methods available and how to chose the most appropriate one.

Selecting the rent prorata method

Procedure

To select the rent prorata method:

1 Display the contract detail.

2 Select the **Rents** tab.

3 Display the rent detail.

4 Populate the **Prorate to assets** (seProrateRule) field.

You can choose between the following prorata methods:

Prorata method	Calculation method
Do not allocate or distribute rent to assets	Rent is calculated at the contract level and is not allocated to the asset level.
Prorate and distribute rent to all assets	Rent is calculated at the contract level then distributed to each of the assets on the contract.
Prorate and distribute rent to a selection of assets	The rent is calculated at the contract level then distributed to a selection of the assets on the contract.
Allocate unit level rent to all assets	A unit rent payment is defined at the contract level, then allocated as-is to each asset on the contract.

Prorata method	Calculation method
Allocate unit level rent to a selection of assets	A unit rent payment is defined at the contract level, then allocated as-is to a selection of the assets on the contract.

How to choose

Why prorate or allocate rent to all the assets on the contract?

❖ When the rent parameters are the same for **all** the assets and apply to **all** the assets.

Why prorate or allocate rent to a selection of the assets on the contract?

▪ To take different lease rate factors or unit rents into account depending on the selection of assets.

In this way, in the case of lease contracts, a lessee can create several lease rents, each of which can be distributed or allocated to a distinct selection of assets under contract. Thus, the assets of a given brand can be subject to a certain rent corresponding to a certain lease rate factor or unit rent, the assets of another brand having a different lease rate factor or unit rent are subject to another rent.

▪ To distribute a rent at the contract level to those assets under contract which you consider to be the "main" assets, and not take "secondary" assets into account.

In this way, you may choose to distribute or allocate the rent pertaining to a PC maintenance, to the hard drives but not to the screens.

Why choose to not distribute rent to asset level?

▪ When the list of assets on the contract does not impact the rent payment amount.

As a consequence, adding or removing assets during the term of the contract does not modify the rent payment amount.

Example: Fixed insurance premiums.

▪ To gain time and disk space.

▪ To keep an executive view of a contract without having to go into the details of assets.

Distributing the contract rent to all the assets or to a selection of assets under contract.

This section explains how to distribute a rent payment to all the assets or to a selection of assets under contract.

Steps to follow

In order for automatic calculations to be performed by the software to function correctly, you must do the following in order:

1 Create the contract without creating the contract rent.

2 Add the assets to the contract without creating rent at the asset level (**Acquis.** tab in the asset detail).

For each asset, make sure the **Market value** (mMarketVal) field is populated (**Acquis.** tab, **Procurement** sub-tab).

3 Create the contract rent (**Rents** tab of the contract).

Populate in particular the following fields and links:

Field or link	Value
Rule for rent prorata calculations (seProrateRule)	▪ **Prorate and distribute rent to all assets** ▪ **Prorate and distribute rent to a selection of assets**

Field or link	Value
Main rent (bMainRent)	In the case of multiple rent payments, a distinction is made between main rent and secondary rent payments. This is an important concept in leasing since interim rent, which is specific to this type of contract, only exists for "main" rent payments.
	Here are the principles applied at main rent level:
	■ Let's say that a certain payment is the main rent payment of a contract: This certain payment will then be the main rent payment of all assets tied to this contract.
	■ There can only be one main rent payment any given contract.
	To define a rent payment as being a main rent payment, select the **Main rent** (bMainRent) option in the rent description sub-tab.
	Warning:
	The existence of only one main rent at the asset or contract level is not verified by Asset-Center.

4 If you wish to restrict the application of the rent to a selection of assets, click the ▣ icon to the right of the **Prorate to assets** field (seProrateRule): The list of assets included under the contract is displayed.

Select from this list the assets to which the rent is distributed.

Click **Select** to confirm the selection of assets.

⚙ Important:

You must **simultaneously** select the assets to associate with rent.

Thus, when you click **Select**, the current selection will cancel and overwrite the previous selection.

⚙ Important:

If you select the **From the date of acceptance** option (bFromAcceptDate) in the contract rent detail, the expense lines for this rent payment will not be calculated until the assets under the contract have been accepted.

Calculating rent at the contract level

The **Rents** tab in the contract detail gives you the list and detail of rents.

The amount of a rent payment is calculated from the following fields:

Table 5.3. Rents - Fields used to calculate contract rent

Title	SQL name	Usage
Value	mValue	The value of this field is equal to the sum of the **Market value** (mMarketVal) fields of the assets associated with the rent.
		Warning:
		This value is correctly calculated only if you have added the assets to the contract before defining the rent detail.
LRF	pLRF	Enter manually the value corresponding to the contractual conditions.
Rent	mPayments	The rent payment is calculated by applying the value of the **LRF** (pLRF) field to the **Value** (mValue) field of the rent.

Calculating asset level rent

Rent is calculated for each asset on the contract according to the conditions defined in the following fields at the contract level:

Table 5.4. Rents - Fields used to calculate asset rent

Title	SQL name	Usage
Rent	mPayments	This field stores the total rent amount for all assets associated with the rent.
Prorated by	ProrateField	This field specifies the field at the asset level used to prorate and distribute the rent to the asset level.
Rounding	fPrecision	This field specifies how rent values should be rounded after the prorata calculation.
Acceptance date	bFromAcceptDate	This option is only used for contracts for which the **Type** (seType) field is set to **Lease schedule**.
		When this option is cleared, the asset-level rent payment starts at the rent start date.
		When this option is selected, an interim rent payment is created covering the period from the acceptance date to the first full rent period.

Selecting the reference field for distributing rent to the asset level

The reference field for distributing rent to the asset level is defined by the **Prorate by** field (ProrateField) of the contract rent.

The **Prorate by** field may be set to the following values:

Value	Location of the field (in the asset detail) used as a reference to prorate the rent to the assets		
	Tab	Sub-tab	Value that the Acq. method (seAcquMethod) field should take for the reference field to be displayed (Acquis. tab, Procurement sub-tab)
Rent (mPayments)	Rent	General	▪ Rental ▪ Lease

Value	Location of the field (in the asset detail) used as a reference to prorate the rent to the assets		
	Tab	Sub-tab	Value that the Acq. method (seAcquMethod) field should take for the reference field to be displayed (Acquis. tab, Procurement sub-tab)
Resale price (mResale-Price)	General		■ Purchase ■ Rental ■ Lease
Purchase price (mPrice)	Acquis.	Price and conditions	◆ Purchase
List price (mListPrice)	Acquis.	Price and conditions	
Taxes (mIntPayTax)	Acquis.	Price and conditions	■ Rental ■ Lease
Taxes (mTax)	Acquis.	Price and conditions	◆ Purchase
Market value (mMar-ketVal)	Acquis.	Procurement	
Purchase option value (mPurchOptVal)	Acquis.	Price and conditions	◆ Lease
Residual value (mNet-Value)	Fixed Asset		◆ Purchase
Init. payment (mInt-Pay)	Acquis.	Price and conditions	■ Rental ■ Lease

📝 Note:

Certain reference fields are rather used to calculate lease rents: **Market value** (mMarketVal), **Purchase option value** (mPurchOptVal), etc.

Others are used to calculate other types of rent for assets that are not necessarily rented or leased. For example, an insurance premium may be considered as a contract-level rent and therefore distributed (allocated) to purchased assets prorata to the **Purchase price** field.

As a convention, we will refer to the value of the reference field as the "Prorata value".

Here is the formula that is used to calculate the asset **Rent** (mPayments) field of the asset:

$$\text{Asset "Rent"} = \text{Contract "Rent"} \times \frac{\text{Prorata value of asset}}{\sum \text{Prorata values of assets}}$$

Rounding

Rounding errors are carried over to the first rent item: AssetCenter Server calculates rent for each asset associated with the rent except for the first, and adjusts the rent corresponding to the first asset in order that the sum total of rent payments at the asset level is equal to the rent at the contract level (the "first" asset depends on the database management system and how its indexes are configured).

If the rounding value is set to **0**, rents for each asset are calculated using the default precision for floating numbers. For example, for a contract rent with value **100** distributed identically to 3 assets, AssetCenter generates the following asset rents according to the selected rounding value:

- For a rounding value equal to 0.01
  1 33,34
  2 33,33
  3 33,33
- For a rounding value equal to 0
  1 33.3333333333333433
  2 33.3333333333333254
  3 33.3333333333333254

 Note:

The rounding value is also used in the distribution of tax values.

Example for the calculation of a rent distributed to the assets associated with the rent

Let's suppose that a company leases 3 assets:
- Two PCs X and Y with a market value of $1500 each.
- One PC Z with a market value of $2000.
- The contract-level rent is prorated by the **market values**.

The initial lease rate factor of the contract is 3%.

Calculating contract level rent

Contract-level **rent**	= Contract rent **value** × **Lease Rate Factor**
	= sum of the **Market values** of the assets on the contract × **Lease Rate Factor**
	= $5000 × 3%
	= $150

Calculating asset level rent

Rent for Y	= Contract **Rent** × **Prorata value** of Y / (sum of **Prorata values** of X, Y and Z)
	= Contract **Rent** × **Market value** of Y / (sum of **Market values** of X, Y and Z)
	= 150 × 1500 / (1500 + 1500 + 2000)
	= $45

Rent for Z	= 1500 × 2000 / 5000 = $60

Rent for X	= Contract **Rent** - (sum of **Rents** for the assets other than X)
	= 150 - 45 - 60
	= $45

Allocating a unit rent to all the assets or to a selection of assets under contract.

This section explains how to calculate contract rent and allocate a unit rent to the assets associated with the contract rent.

Steps to follow

Use the procedure described in section Distributing the contract rent to all the assets or to a selection of assets under contract. [page 56].

The only difference concerns the following field:

Field or link	Value
Rule for rent prorata calculations (seProrateRule)	▪ **Allocate unit level rent to all assets** ▪ **Allocate unit level rent to a selection of assets**

Furthermore, the **Market value** (mMarketVal) field of the assets may be left empty (**Acquis.** tab, **Procurement** sub-tab).

Calculating asset and contract-level rent

The **Rents** tab in the contract detail gives you the list and detail of rents.

The amount of a rent payment is calculated from the following field:

Table 5.5. Rents - Fields used to calculate contract rent

Title	SQL name	Usage
Unit rent	mUnitPayments	Defines the rent payment for each asset associated with the contract rent

The following calculations are carried out:
▪ The contract rent is equal to:

$$Rent_{Contract} = \text{Unit rent x Number of assets under contract included in the selection}$$

▪ The asset rent is equal to:
RentAsset = Unit rent.

Not allocating the rent to the assets under contract

This section explains how to calculate rent at schedule level without distributing it at asset level.

Steps to follow

In order for automatic calculations to be performed by the software to function correctly, you must do the following in order:
1 Create the contract without creating the contract rent.

2 Add the assets to the contract without creating rent at the asset level (**Acquis.** tab in the asset detail).

For each asset, make sure the **Market value** (mMarketVal) field is populated (**Acquis.** tab, **Procurement** sub-tab).

3 Create the contract rent (**Rents** tab of the contract).

Populate in particular the following fields and links:

Field or link	Value
Rule for rent prorata calculations (seProrateRule)	Do not allocate or distribute rent to assets
Main rent (bMainRent)	Select this option for the main rent

Calculating contract level rent

The **Rents** tab in the contract detail gives you the list and detail of rents.

The amount of a rent payment is calculated from the following fields:

Table 5.6. Rents - Fields used to calculate contract rent

Title	SQL name	Usage
Value	mValue	The value of this field is equal to the sum of the **Market value** (mMarketVal) fields of the assets associated with the rent. Warning: This value is correctly calculated only if you have added the assets to the contract before defining the rent detail.
LRF	pLRF	Enter manually the value corresponding to the contractual conditions.
Rent	mPayments	The rent payment is calculated by applying the value of the **LRF** (pLRF) field to the **Value** (mValue) field of the rent.

Calculating asset level rent

When the **Prorate to assets** (seProrateRule) is set to **Do not allocate or distribute rent to assets**, no rent is created at the asset level.

Allocating rents

To define the way in which periodic rent expenses are allocated:

1 Display the contract detail.
2 Select the **Rents** tab.
3 Display the rent detail.
4 Display the **Finance** sub-tab.
5 Populate the **Cost category** (CostCategory) and **Cost center** (CostCenter) fields.

Note:

Interim rent expenses (from lease schedules) are allocated to the cost category and cost center of the asset.

6 Step 4 - Defining loans

CHAPTER

This chapter explains how to define contract loans and deals with the following points:

- Adding a loan
- Defining the loan amortization schedule
- Selecting the loan payment allocation method

Key concepts

Loans are defined at the contract level.

Loans linked to contracts are stored in the **Loans** table (amLoan).

The loan repayment lines are stored in the **Loan amortization schedule lines** table (amLoanPayment).

Adding a loan at the contract level

Contract loans are described in the **Loans** tab of the contract detail. All contracts, except master leases can be financed by loans. This tab is therefore only displayed if the contract detail meets the following conditions:

- The **Type** field (seType) it set to another value than **Master lease**.
- The **Nature of payments** field (sePayType) **Loans** or **Both**.

Selecting how the **Loans** tab is displayed

The **Loans** can be displayed in two ways:
1 In tab form
2 In list form

To switch between display modes, right-click within the **Loans** tab (not on the title of the tab) and then select **Display in tab form** or **Display in list form** from the shortcut menu.

Adding a loan to a contract in **tab** form

1 Display the **Loans** tab.
2 Right-click the sub-tab situated at the bottom left of the **Loans** tab.
3 Select **Add linked record**.
4 Populate the new sub-tab.
5 Click **Modify**.

Adding a loan to a contract in **list** form

1 Display the **Loans** tab.
2 Click the + button.
3 Populate the loan detail.
4 Click **Add**.
5 Click **Modify**.

Adding a loan at the asset level

It is not possible to create a loan directly from an asset detail: Loans are linked to the contract only.

Populate the loan amortization schedule

This section explains how to create a loan amortization schedule.

Adding a payment line to a loan

1 Display the contract detail.
2 Select the **Loans** tab.
3 Display the loan detail.
4 Click the ⊞ button to add an entry to the loan amortization schedule.
5 Populate the detail of the loan amortization schedule.
6 Click **Add** to confirm your entry.
7 Click **Modify** to validate the added loan amortization line.

Copying a loan amortization schedule from an external program

Rather than creating the loan amortization schedule lines one by one, you can copy them elsewhere and paste them directly into the list.

The data to copy to the loan amortization schedule in AssetCenter should be structured in the same way as the table. When the copy is made, a payment line is created for each line of data: The fields of each line are automatically associated with their respective columns in the amortization schedule

Fields used to describe the loan amortization schedule

Table 6.1. Loans - Fields used to describe the loan amortization schedule

Field label	SQL name of the field	Usage
Amount	mAmount	Defines the total of the borrowed capital.
		This field is used in the calculation of the balance in loan amortization schedules.
Start	dStart	Loan repayment start date.
		This field is for informational purposes only.
Interest rate	pInterestRate	Defines the interest rate of the loan when it is fixed.
		This field is for informational purposes only.
Floating rate	FloatingRate	Defines the interest rate of the loan when it is variable.
		This field is for informational purposes only.
Payment lines		
Date	dPayment	Payment date of the loan amortization line.
		This date is used in the expense lines generated from the loan amortization line.
Principal	mPrincipal	Amount of borrowed capital that is repaid.
		The value of this field is deducted from the **Amount** field (mAmount) of the loan in order to obtain the balance in the amortization schedule.
		The principal is accounted for in the total of the loan amortization line.

Field label	SQL name of the field	Usage
Rate	pInterestRate	Interest rate applied to the payment date of the amortization line.
		This field is for informational purposes only.
Interest	mInterest	Amount of interest paid.
		The amount is accounted for in the total of the loan amortization line.
Fees	mFees	Amount of fees paid.
		The amount is accounted for in the total of the loan amortization line.

Example

If you enter the following values in the loan detail:

Field label	SQL name of the field	Value
Amount	mAmount	300

and you enter the following values in the detail of a loan amortization line:

Field label	SQL name of the field	Value
Date	dPayment	2001/01/05
Principal	mPrincipal	20
Interest	mInterest	5
Fees	mFees	1

Then, the loan amortization schedule displays the following line:

Column	Value
Date	2001/01/05
Principal	20
Balance	Previous line balance - Principal
	= 300 - 20
	= 280
Interest	5

Column	Value
Fees	1
Total	Principal + Interest + Fees
	= 20 + 5 + 1
	= 26

Loan allocation method

This section explains the different methods distribution methods available and how to chose the most appropriate one.

Selecting the loan prorata method

Procedure

To select the loan prorata method:

1 Display the contract detail.

2 Select the **Loans** tab.

3 Display the loan detail.

4 Populate the **Prorate to assets** (seProrateRule) field located at the bottom of the window.

You can choose between the following prorata methods:

Prorata method	Calculation method
Do not allocate or distribute rent to assets	Each loan amortization schedule line leads to the creation of an expense line.
	These expense lines are created at the contract level only (and not at the asset level).
	The amount of the expense lines corresponds to the amount shown in the **Total** column of the loan amortization schedule.

Prorata method	Calculation method
Prorate and distribute rent to all assets	Each loan amortization schedule line leads to the creation of an expense line for each asset on the contract.
	These expense lines are linked to the contract and are duplicated at the level of each corresponding asset.
	The amount of the expense lines corresponds to the amount shown in the **Total** column of the loan amortization schedule after allocation to the assets.
Prorate and distribute rent to a selection of assets	Each loan amortization schedule line leads to the creation of an expense line for each asset on the contract that you have selected for the loan.
	These expense lines are linked to the contract and are duplicated at the level of each corresponding asset.
	The amount of the expense lines corresponds to the amount shown in the **Total** column of the loan amortization schedule after allocation to the assets.
Allocate unit level rent to all assets	This calculation method is not useful for managing loans.
Allocate unit level rent to a selection of assets	This calculation method is not useful for managing loans.

How to choose

When to allocate a payment to all the assets on the contract?

❖ When the loan amortization schedule is the same for **all** assets and is applied to **all** assets.

When to allocate a payment to a selection of assets?

▪ When the loan amortization schedule is not the same for all the assets on the contract.

  Example: If the rate, schedule or fees apply differently depends on the assets.

▪ To distribute the payments at the contract level to those assets under contract that you consider to be the "main" assets, and not take "secondary" assets into account.

Thus, it is possible to allocate the payments to the hard drives but not the screens.

When to choose to not distribute rent to asset level?

- When the list of assets on the contract does not impact the loan repayment amount.

  As a consequence, adding or removing assets during the term of the contract does not modify the loan repayment amount.
- To gain time and disk space.
- To keep an executive view of a contract without having to go into the details of assets.

Distributing the loan payments to all the assets or to a selection of assets under contract.

This section explains how to distribute a loan payment to all the assets or to a selection of assets under contract.

Steps to follow

1 Create the contract without creating a loan.
2 Add the assets to the contract.

   For each asset, make sure the **Market value** (mMarketVal) field is populated (**Acquis.** tab, **Procurement** sub-tab).
3 In the **General** tab of the contract detail, set the **Nature of payments** (sePayType) fields to **Loans** or **Both**, depending on the required repayment type.

   The **Loans** tab is displayed.
4 From the **Loans** tab, add the loan.
5 Click **Modify**. The table in the sub-tab lists the payments on the loan. The **Balance** column indicates the capital that still needs to be paid.

Field or link	Value
Prorate to assets (seProrateRule)	■ **Prorate and distribute rent to all assets** ■ **Prorate and distribute rent to a selection of assets**

Populate **Prorate to assets** at the bottom of the window using the following values:

7 When you select the value **Prorate and distribute rent to a selection of assets**, a list is displayed under the **Prorate to assets** field. It enables you to select the assets. By default, this list is empty.

To add assets to the selection, click the + button located at the bottom right of the **Prorate to assets** field: This list of assets on the contract is displayed.

In this list, select the assets to the which the loan repayments are allocated.

Click **Select** to confirm the selection of assets.

To remove assets, select them in the list and then click the - button.

Generating expense lines

For each loan amortization schedule line AssetCenter Server generates an expense line for each asset to which the loan applies.

These expense lines are displayed in the following tabs:

Detail	Tab
Contracts	Costs
Assets	Costs

 Tip:

An expense line is shown twice; It is, however, the same expense line.

It has not been generated 2 times.

The amount of the expense lines is generated from the following fields:

Table 6.2. Loans - Fields that are used in calculating the expense lines

Title	SQL name	Usage at the expense-line level
Loan amortization schedule lines (amLoanPayment) table		

Title	SQL name	Usage at the expense-line level
Date	dPayment	Populates the **Date** (dCreation) field
Principal	mPrincipal	The amounts of these fields are summed to obtain the total repayment amount for all the assets to which the loan applies.
Interest	mInterest	
Fees	mFees	
		The sum is shown in the loan amortization schedule in the **Total** column.
Loans (amLoan) table		
Prorated by	ProrateField	This field specifies which fields are used to prorate the amount in the **Total** column between the assets associated with the loan.
Rounding	fPrecision	This field specifies how to round the repayment amount obtained after distribution between the assets associated with the loan.

Selecting the reference field for distributing repayments to the asset level

The reference field for distributing the repayment between the assets associated with the loan is defined by the **Prorated by** (ProrateField) field.

The **Prorate by** field may be set to the following values:

Value	Location of the field (in the asset detail) used as a reference to prorate the rent to the assets		
	Tab	Sub-tab	Value that the Acq. method (seAcquMethod) field should take for the reference field to be displayed (Acquis. tab, Procurement sub-tab)
(identical)			
Depreciation (mDeprVal)	Fixed Asset		Purchase
Depreciation basis (mDeprBasis)	Fixed Asset		Purchase

Value	Location of the field (in the asset detail) used as a reference to prorate the rent to the assets		
	Tab	Sub-tab	Value that the Acq. method (seAcquMethod) field should take for the reference field to be displayed (Acquis. tab, Procurement sub-tab)
Rent (mPayments)	Rent	General	■ Rental ■ Lease
Resale price (mResale-Price)	General		■ Purchase ■ Rental ■ Lease
Purchase price (mPrice)	Acquis.	Price and conditions	Purchase
List price (mListPrice)	Acquis.	Price and conditions	
Taxes (mIntPayTax)	Acquis.	Price and conditions	■ Rental ■ Lease
Taxes (mTax)	Acquis.	Price and conditions	Purchase
Market value (mMarketVal)	Acquis.	Procurement	
Purchase option value (mPurchOptVal)	Acquis.	Price and conditions	Lease
Residual value (mNetValue)	Fixed Asset		Purchase
Init. payment (mIntPay)	Acquis.	Price and conditions	■ Rental ■ Lease

As a convention, we will refer to the value of the reference field as the "Prorata value".

The following formula is used to calculate the value of the **Debit** (mDebit) field of the expense line when the **Prorate by** field is different from **(identical):**

$$\text{Asset "Rent"} = \text{Contract "Rent"} \times \frac{\text{Prorata value of asset}}{\sum \text{Prorata values of assets}}$$

The following formula is used to calculate the value of the **Debit** (mDebit) field of the expense line when the **Prorate by** field is set to **(identical):**

Rounding

Rounding errors are carried over to the first rent item: AssetCenter Server calculates rent for each asset associated with the rent except for the first, and adjusts the rent corresponding to the first asset in order that the sum total of rent payments at the asset level is equal to the rent at the contract level (the "first" asset depends on the database management system and how its indexes are configured).

If the rounding value is set to **0**, rents for each asset are calculated using the default precision for floating numbers. For example, for a contract rent with value **100** distributed identically to 3 assets, AssetCenter generates the following asset rents according to the selected rounding value:

- For a rounding value equal to 0.01
  - **1** 33.34
  - **2** 33.33
  - **3** 33.33
- For a rounding value equal to 0
  - **1** 33.3333333333333433
  - **2** 33.3333333333333254
  - **3** 33.3333333333333254

Note:

The rounding value is also used in the distribution of tax values.

Example calculation

Let's suppose a company buys 3 assets on credit:

- Two PCs X and Y with a market value of **$1500** each
- One PC Z with a market value of **$2 000**
- The loan repayment is prorated by the **market values**

The following values will appear in the detail of the loan:

Field label	SQL name of the field	Value
Amount	mAmount	$3 500

Let's suppose you enter the following values in the detail of the first loan amortization line:

Field label	SQL name of the field	Value
Date	dPayment	2005/01/05
Principal	mPrincipal	200
Interest	mInterest	50
Fees	mFees	10

Then, the loan amortization schedule displays the following line:

Column	Value
Date	2005/01/05
Principal	200
Balance	Previous line balance - Principal
	= 5 000 - 200
	= 4 800
Interest	50
Fees	10
Total	Principal + Interest + Fees
	= 200 + 50 + 10
	= 260

Repayment calculation for each of the assets

Payment for Y	= Payment **Total** **Prorata value** of Y / (sum of **Prorata values** of X, Y and Z)
	= Payment **Total** **Market value** of Y / (sum of **Prorata values** of X, Y and Z)
	= 260 1500 / (1500 + 1500 + 2000)
	= $78

Payment for Z	= 260 2000 / 5000
	= $104

Payment for X	= Payment **Total** - (sum of **Rents** for the assets other than X)
	= 260 - 78 - 104

= $78

Allocating the loan payments to all the assets or to a selection of assets under contract.

Steps to follow

This distribution method is not useful for managing loans.

Do not allocate or distribute rent to assets

Steps to follow

1 Create the contract without creating a loan.
2 Add the assets to the contract.
   For each asset, make sure the **Market value** (mMarketVal) field is populated (**Acquis.** tab, **Procurement** sub-tab).
3 In the **General** tab of the contract detail, set the **Nature of payments** (sePayType) fields to **Loans** or **Both**, depending on the required repayment type.
   The **Loans** tab is displayed.
4 From the **Loans** tab, add and populate the loan.
5 Click **Modify**. The table in the sub-tab lists the payments on the loan. The **Balance** column indicates the capital that still needs to be paid.

Field or link	Value
Prorate to assets (seProrateRule)	Do not allocate or distribute rent to assets

Populate the **Prorate to assets** (seProrateRule) field at the bottom of the window with the following value:

Generating expense lines

For each loan amortization schedule line, AssetCenter Server generates an expense line.

These expense lines are displayed in the **Costs** tab of the contract.

The amount of the expense lines is generated from the following fields:

Table 6.3. Loans - Fields that are used in calculating the expense lines

Title	SQL name	Usage at the expense-line level
Loan amortization schedule lines (amLoanPayment) table		
Date	dPayment	Populates the **Date** (dCreation) field
Principal	mPrincipal	The totals of these fields are summed to obtain the full re-payment amount.
Interest	mInterest	
Fees	mFees	
		The sum is shown in the loan amortization schedule in the **Total** column.

Allocating rents

To define the way in which loan expenses are allocated:

1 Display the contract detail.

2 Select the **Loans** tab.

3 Display the rent detail.

4 Populate the **Cost category** (CostCategory) and **Cost center** (CostCenter) fields.

7

Step 5 - Accepting assets

 Important:

This chapter only concerns contracts when the **Type** field (seType) is set to **Lease schedule**.

This chapter explains how to accept assets and calculate interim rent.

Key concepts

Once the assets have been received, the lessee has a certain amount of time to evaluate the assets and make sure that they function correctly. Acceptance of the assets marks the effective start of leasing and the payment of rent.

This is a crucial step in the leasing process, giving rise to the exchange of contractual documents between the lessee and lessor. The lessee sends a certificate of acceptance to the lessor indicating the accepted assets.

Accepting assets

To accept assets:

1 Display the list of contracts (**Contracts/ Lease schedules** menu).

2 Select the contract.

3 Click **Accept** in the contract detail. The window displayed shows a list of the assets concerned by the lease contract.

4 Select the assets you want to accept.

5 Populate the acceptance window, **Acceptance date** frame: Step 5 - Accepting assets [page 83]

6 Populate the acceptance window, **Interim rent calculation** frame: Step 5 - Accepting assets [page 83]

7 Validate your choices for the selected asset(s) (**Apply** button).

8 Close the window (**Close** button).

How to populate the Acceptance date frame

Table 7.1. **Acceptance date and interim rent** window

Field	Value to assign	Field impacted in the asset detail
Acquis. status	Accepted	Acquis. status (seAcquStatus)
Start date	AssetCenter simply shows the start date of the contract	
Acceptance date	Date on which you accept the assets	Accept. date (dAccept)

Field	Value to assign	Field impacted in the asset detail
Serial number	If you accept the assets individually, you populate this field with the serial number of the asset. Tip: This information is precious for the lessee: The certificate of acceptance sent to the lessor lists the accepted assets, their acceptance dates and serial numbers.	Serial # (SerialNo)

How to populate the Interim rent calculation frame

Acceptance defines the start of payment. Thus the lessee must pay the lessor the interim rent.

Interim rent covers the period between accepting an asset and the date of the first rent payment for a full period.

Warning:

AssetCenter manages the interim rent calculation for the main rent of the contract only.

AssetCenter calculates the interim rent in several ways depending on the option selected in the **Prorate to assets** field (seProrateRule) in the main rent sub-tab of the **Rents** tab of the contract detail:

- **Prorate and distribute rent to all assets.**
- **Prorate and distribute rent to a selection of assets.**
- **Do not allocate or distribute rent to assets.**
- **Allocate unit level rent to all assets.**
- **Allocate unit level rent to a selection of assets.**

Prorate to all assets option

AssetCenter performs this operation out in 3 steps:

1 It first calculates the interim rent for all the selected assets in the acceptance screen. It bases its calculation on the total of assets rents selected and the interim rent calculation type defined in the acceptance screen. Note that the selected group of assets does not necessarily correspond to all the assets under the contract.

2 It distributes this interim rent to each asset of the selection. It bases its calculation on the two fields in the asset details: **Payments** (mPayments) and **Periodicity** (sePeriodicity) fields (**Acquis.** tab, main rent sub-tab). The interim rent of each asset is stored in the **Init. payment** field (mIntPay) in the **Price and conditions** tab.

3 It recalculates the overall interim rent of the contract. This is equal to the sum of the interim rents of the assets under contract. It is indicated in the **Init. payment** field (mIntPay) of the **General** tab of the contract detail.

Here is how to calculate the interim rent for all assets:

1 Select the interim rent **Calculation type** and, depending on the method chosen, populate the **Min. days** , **Max. days** and **Percentage** fields. If you select **Fixed value**, enter this value in the **Total of interim rents** field.

2 Click ▦ to display the **Total of interim rents** for all assets.

3 Specify how the resulting interim rent should be distributed at assets level:
   1 In the **Prorate by** field, indicate the method used to distribute the interim rent to asset level.
   2 In the **Rounding** field, indicate the value to which interim rent should be rounded.

4 Click **Apply** to save the calculation at asset and schedule level. Thus:
   1 The **Init. payment** (mIntPay) field in the **General** tab of the contract detail, which specifies the overall interim rent at schedule level, is recalculated.
   2 For each asset, the **Init. payment** field (SQL name: mIntPay) in the **Price and conditions** sub-tab of the **Acquis.** tab of the asset detail indicates the interim rent at the asset level. This rent is calculated by distributing the over rent amount at schedule level to the assets according to the rule fixed by the **Prorate by** and **Rounding** fields.
   3 For each asset, the expense line relative to its interim rent appears in the **Costs** tab of the asset detail.

Prorate and distribute rent to a selection of assets option

The procedure used to calculate the interim rent on acceptance of a number of assets is similar to that described in the case of a main rent prorated to all assets, with the following conditions:

- There is an interim rent a the level of each asset belonging to the selection of assets, calculated when the asset is "accepted". The interim rent for the assets which do not make up the selection is zero.
- The overall interim rent at schedule level is equal to the sum of the interim rents of the selection of assets. It is indicated in the **Init. payment** field (mIntPay) in the **General** tab of the contract detail.

Do not allocate or distribute rent to assets **option**

There is no interim rent at the asset level.

The overall interim rent at schedule level is entered directly by the lessee in the **Init. payment** field (mIntPay) in the **General** tab of the contract detail.

In this case, the **Apply** button is not used to calculate interim rent: It is just used to accept the assets under contract.

The expense line corresponding to the interim rent of the contract is displayed in the **Costs** tab of the contract detail.

Types of interim rent calculations

🖊 Note:

The interim rent calculation types are only used when the main rent of the contract is distributed to all or a selection of the assets (**Prorate to assets** field (seProrateRule) in the main rent sub-tab in the **Rents** tab of the contract detail).

In this case, AssetCenter enables you to calculate the interim rent for a group of assets in three different ways:
- According to the date of acceptance.
- As a percentage of the rent of these assets.
- As a fixed value.

The interim rent calculation type is shown in the **Leasing** tab of the contract detail and in the acceptance and interim rent calculation window.

The following sections describe in detail the interim rent calculation methods for a group of assets.

Calculation according to the "Acceptance date"

The interim rent is calculated from the acceptance date of the assets, i.e. prorata to (in proportion to) the interim period. AssetCenter considers there are 30 days in a month.

The calculation parameters are summarized in the acceptance and interim rent window:

- The reference amount is specified in the **Total of rents** field: This is the total of the periodic rents of the selected assets. Note that in the case where the schedule level rent is distributed to a selection of the assets (**Prorate to assets** field (seProrateRule) in the **Rents** tab of the contract detail), the periodic rent of an asset not belonging to the selection is replaced by zero.

- The number of days to be taken into account is automatically determined by AssetCenter.

  - **Days**

    Number of days, calculated by AssetCenter, between the acceptance date and the date of the 1st rent on a full period.

  - **Min. days**

    Minimum number of invoiced days.

  - **Max. days**

    Maximum number of invoiced days.

Example of interim rent calculation according to the acceptance date

A lease contract starts on July 1, 2004. The monthly rent, payable on the first day of the month amounts to $3000. It is distributed to all the assets. On June 17, 2004, the lessee accepts two of the assets under contract whose monthly rents are $800 (asset A) and $400 (asset B).

- The interim rent for these two assets covers the period from June 17 through June 30 inclusive, i.e. 14 days. It is thus evaluated at 14/30 * (800 + 400) = $560.

  The total interim rent at schedule level (specified in the **Init. payment** field (mIntPay) in the **General** tab of the contract detail) increases by $560.

- For each of the two assets accepted, the **Init. payment** field in the **Price and conditions** sub-tab in the **Acquis.** tab of the asset detail indicates the interim rent of the asset.

  Let's suppose that the interim rent of these two assets is calculated by distributing the total interim rent at schedule level prorata to the rent, rounded to 0.1.

  The interim rent of A amounts to: 560 * 800 / (800 + 400) = $373.3.

  The interim rent of B amounts to: 560 * 400 / (800 + 400) = $186.7.

Example of utilization of Min. days and Max. days fields

A lease contract starts on July 1, 2004. The rents, distributed to all assets, are due on the first day of the month. The interim rent is calculated according to the acceptance date. **Min. days** shows 3 days, **Max. days** shows 25 days.

- If all the assets on the contract are accepted on June 29, 2004, the interim rent will be calculated for a period of 3 days (minimum number of invoiced days), even if, in reality, the period covers 2 days only.

- If all the assets under contract are accepted on June 2, 2004, the gap between the acceptance date and the start of the first full period (July 01, 2004) is greater than 25 days. The interim rent will only be calculated for a period of 25 days only (which is the maximum number of invoiced days).

- If the assets on the contract are accepted on the start date of the contract (July 01, 2004), there will be no interim rent to be calculated for these assets because the invoiced period corresponds to a full rent. **Min. days** should show 0 and **Max days** 31 days.

Calculation by "Percentage of rent"

The interim rent is calculated as a percentage of the amount specified in the **Total of rents** field of the contract:

- The percentage is specified in the **Percentage** field which is displayed when the calculation method is selected. It is by default equal to the percentage defined it the **Leasing** tab of acceptance window.

- The **Total of rents** is the sum of the periodic rents of the selected assets. Note that when the schedule level rent is distributed to a selection of assets (**Prorate to assets** field (seProrateRule) in the **Rents** tab of the contract detail), the periodic rent of an asset not belonging to the selection is replaced by zero.

The interim rent is in this way independent of the acceptance date of the assets.

Example

A lease contract starts on July 1, 2004. The monthly rent is payable on the first day of the month and amounts to $3000. The interim rent calculation percentage, defined in the **Leasing** tab of the contract detail is 30%. The rent is distributed to all the assets and all the assets under contract are accepted during the month of June 2004.

- The interim rent of the contract covers the period from June 1 through June 30, 2004.

  It amounts to 3000 * 30% = $900.

- The interim rents at the asset level are calculated by prorating the interim rent according to the selected method.

Calculation by fixed value

The interim rent is equal to a fixed value: >You just need to enter this value in the **Total of interim rents** field in the acceptance window.

8 Step 6 - Generating expense lines

CHAPTER

This chapter explains how rent and loan repayment expense lines are generated and recalculated.

Key concepts

Expense lines are generated for all the costs associated with a contract:
- Periodic rents
- Initial payments (or interim rents in the case of lease contracts).
- Loan repayments

The expense lines corresponding to rent are generated in two ways:
- The interim rent expense lines are created by AssetCenter when the assets are accepted.
- The expense lines for periodic rent payments are created by AssetCenter Server.

The expense lines corresponding to loan repayments are generated by AssetCenter.

As a consequence, AssetCenter Server must be installed, configured and started on the server.

To configure AssetCenter Server

1 Start AssetCenter Server.
2 Connect to your database (**File/ Connect to database** menu).
3 Select the **Tools/ Configure modules** menu item.
4 Select the module **Calculate rents and loans** (Rent).
5 Populate the options of the module **Calculate rents and loans** according to the instructions given in the **Administration** guide, chapter **AssetCenter Server**, section **Calculate rents and loans module (Rent).**

Executing AssetCenter Server as background task

1 Start AssetCenter Server.
2 Connect to your database (**File/ Connect to database** menu).

Generation of periodic rent and loan repayment expense lines

Once connected, AssetCenter Server verifies at regular intervals whether it needs to generate expense lines. If this is so, it generates them.

 Important:

The generation of expense lines for rents depends on the **Acceptance date** (bFromAcceptDate) checkbox: if the box is checked, expense lines related to rents are only generated from the acceptance date of the asset. If the box is cleared, expense lines are generated from the date of validity of the rent.

After checking and generating or recalculating the expense lines relative to a periodic rent, AssetCenter Server stores the date of the last expense line in the **Recalculation effective from** field (dRecalcul).

▪ If the contract level rent is distributed or allocated to the assets, AssetCenter Server modifies the **Recalculation effective from** (dRecalcul) field that is found in the rent sub-tabs of the **Acquis.** tab of the assets detail.
▪ If the contract level rent is not distributed or allocated to asset level, AssetCenter Server modifies the **Recalculation effective from** (dRecalcul) field, that is found in the rent sub-tabs of the **Rents** tab of the contract detail.

AssetCenter Server does not recalculate every single expense line each time.

▪ Projected expense lines associated with a periodic rent are always recalculated.

■ The **Recalculation effective from** (dRecalcul) field, proper to each rent, sets the date from which past and present expense lines associated with a periodic rent are recalculated.

The lessee may directly modify the recalculation date of the non-projected expense lines by directly modifying the **Recalculation effective from** (dRecalcul) field. This flexibility enables you to recalculate erroneous expense lines in case of a change in tax rates, for example.

Creation of expense lines for initial payments

Interim rent is a notion which is specific to leasing agreements.

There is an initial payment for each contract type. AssetCenter enables you to specify this in the **Init. payment** field (mIntPay) in the **General** tab of the contract detail. In the case of a "Lease schedule", this initial payment corresponds to the interim rent.

The **Interim rent** field (seIntRentType) in the **Leasing** tab of a given contract detail specifies the method of calculation of the interim rent: according to the acceptance date, a percentage, etc.

As a general rule, the value of the interim rent is calculated on accepting the assets.

Expense lines linked to initial payments. In the case of leasing agreements:

■ These initial payments correspond to interim rent payments.

■ There is either an expense line for each asset under contract (corresponding to the **Init. payment** field (mIntPay) in the **Price and conditions** sub-tab of the **Acquis.** sub-tab of the asset detail), or an expense line for each asset of a selection of the assets under contract, or an expense line for all the assets under contract (corresponding to the **Init. payment** field in the **General** tab of the contract detail). In the first two cases, the expense line is allocated to the cost center defined at the top of the **Acquis.** tab of the asset detail. In the third case, it is allocated to the cost center defined in the **General** tab of the contract detail.

Expenses linked to rents

Viewing expense lines

1 Display the list of contracts using one of the available access menus (▶ Menus and tabs (Contracts) - list [page 171]).

2 Display the contract detail.

3 Go to the **Costs** tab.

Rules used to generate expense lines

Origin of the expense lines	For each rent period:			
	Prorata method	**Expense lines generated**	**Cost center or cost category used to allocate the expense lines**	**Allocation of the expense lines**
Periodic rents	Prorate and distribute rent to all assets	An expense line for each asset on the contract	Asset detail, **Rent** tab, rent sub-tab, **Finance** sub-tab	Asset and contract
	Allocate unit level rent to all assets			
	Prorate and distribute rent to a selection of assets	An expense line for each selected asset	Asset detail, **Rent** tab, rent sub-tab, **Finance** sub-tab	Asset and contract
	Allocate unit level rent to a selection of assets			
	Do not allocate or distribute rent to assets	A unique expense line	Contract detail, **Rent** tab, rent sub-tab, **Finance** sub-tab	Contract

Origin of the expense lines	For each rent period:			
	Prorata method	**Expense lines generated**	**Cost center or cost category used to allocate the expense lines**	**Allocation of the expense lines**
Interim rents (in the case of leasing agreements)	Prorate and distribute rent to all assets	An expense line for each asset on the contract.	Asset detail, **Portfolio** tab, **General** sub-tab	Asset and contract
	Allocate unit level rent to all assets	Origin of the amount: Detail of the asset, **Acquis.** tab, **Price and conditions** sub-tab, **Init. payment** (mIntPay) field		
	Prorate and distribute rent to a selection of assets	An expense line for each selected asset	Asset detail, **Portfolio** tab, **General** sub-tab	Asset and contract
	Allocate unit level rent to a selection of assets	Origin of the amount: Detail of the asset, **Acquis.** tab, **Price and conditions** sub-tab, **Init. payment** (mIntPay) field		
	Do not allocate or distribute rent to assets	No interim rent is created in this case		

Modifying the cost center or cost category

If you modify, at the contract or at the asset level, the cost center or cost category for allocating expense lines, the new cost center or cost category is not propagated to those expense lines that have already been generated.

This is not a problem for future expense lines; AssetCenter Server will recalculate them automatically taking the new cost center and cost category into account.

On the other hand, AssetCenter Server will only recalculate past expense lines if you explicitly specify it as follows:

1   Display the contracts (**Contracts/ Contracts** menu).
2   Display the detail of the contract to modify.
3   Select the **Contracts** tab, rent sub-tab.
4   Populate the **Recalculation effective from** (dRecalcul) field with the date from the which the new cost center is to be taken into account.

Example:

Until **October 31, 2004**, the rent expense lines are allocated to the cost center **C1**.

From **November 01, 2004**, the rent expense lines are to be allocated to the cost center **C2**.

In the detail of the asset, **Contracts** tab, **RRR** rent sub-tab, you only changed the **Cost center** (CostCenter) field to **C2** on **December 24, 2004**.

To this day, you have generated expense lines for up until **December 31, 2004**.

In order that AssetCenter Server allocates the rent expense lines **RRR** for November and December 2004 to the cost center **C2**, simply set the **Recalculation effective from** (dRecalcul) field to **November 01, 2004**.

Expenses linked to loans

Viewing expense lines

1   Display the list of contracts using one of the available access menus (▶ Menus and tabs (Contracts) - list [page 171]).
2   Display the contract detail.
3   Go to the **Costs** tab.

Rules used to generate expense lines

For each repayment:			
Prorata method	**Expense lines generated**	**Cost center or cost category used to allocate the expense lines**	**Allocation of the expense lines**
Prorate and distribute rent to all assets Allocate unit level rent to all assets	A repayment line for each asset on the contract	Asset detail, **Portfolio** tab, **General** sub-tab	
Prorate and distribute rent to a selection of assets Allocate unit level rent to a selection of assets	A repayment line for each asset on the selected contract	Asset detail, **Portfolio** tab, **General** sub-tab	
Do not allocate or distribute rent to assets	A unique repayment line	No allocation	Contract

Modifying the cost center or cost category

If you modify, at the asset level, the cost center or cost category for allocating expense lines, the new cost center or cost category is not propagated to those expense lines that have already been generated.

You must:
1 Delete the expense lines.
2 Delete the contract loan.
3 Recreate the contract loan.
4 Let AssetCenter Server generate the expense lines.

9 Step 7 - Defining loss values

CHAPTER

 Important:

This chapter only concerns contracts when the **Type** field (seType) is set to **Lease schedule**.

This chapter explains how to manage the loss or destruction of an asset.

Key concepts

Leasing agreements define what steps to take in case of destruction, simple loss or progressive loss over a period of time of the assets under contract.

The **Leasing** tab in the contract detail enables you to specify the calculation method for the loss values:

Field or link	Description
Rule (LossValRule)	Enables selection of the loss-value rule.

Field or link	Description
Calculation (seLossValCalcMode)	Specifies whether the loss value is calculated on a given date or for all periods.

Once the selected calculation method has been taken into account, by clicking the calculator button you can launch the calculation.

Defining loss value calculation rules

In general, the value of lost or destroyed assets is defined contractually.

AssetCenter enables you to describe stipulated loss value rules and to estimate the loss value of an asset or of a group of assets according to their reference value.

These two tasks are performed at the lease contract level, in the **Leasing** tab. You cannot estimate the loss value of an asset directly from the asset detail.

Before being able to calculate the loss value for a group of assets, you must define the calculation rules for this value.

In order to do this:

1 Display the lease contract detail and go to the **Leasing** tab.
2 Go to the **Rule** field (LossValRule).
3 Create a new loss value rule by entering its name and moving to another field (AssetCenter will then offer to let you create the rule on the fly or in detail. Chose the detailed creation).

Here is an example of a loss value rule on assets:

Figure 9.1. Loss type value - "linear" example
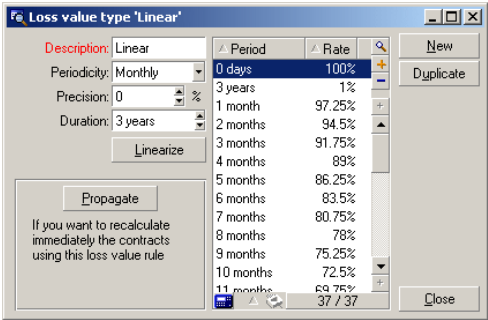
Periodicity (sePeriodicity)

Periodicity of calculation.

Precision (fPrecision)

Precision used in calculating percentage, which enables you to round off percentages.

Example: 0.1 will ensure that the percentages calculated by linearization will be expressed to 1 decimal after the point.

Duration (tsDuration)

Length of validity of the rule from the start of the contract.

Propagate

Use this button if when modifying a loss value you want the changes to be propagated to those contract which are already linked.

⊞ and ⊟ buttons

Click ⊞ or ⊟ to add or remove a loss percentage.

The calculation rule determines the percentage to be applied to the reference price of the assets to obtain a loss value according to the time elapsed since the start of the contract.

In the case where the loss values follow a straight line relationship between two values, the **Linearize** button enables you to calculate them automatically. You just need to:

1 Define the **Periodicity** and the **Precision** of the calculation,

2 Enter the first and last loss values,

3 Select both of these loss values,

4 Click **Linearize**: The corresponding percentages between these two values are generated.

If the variation in percentage is not linear, the different loss values have to be entered manually by clicking the ⊞ button:
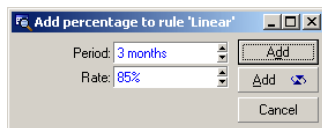
In this example, the loss value will be equal to 85% of the reference value of the assets from 3 months after the start of term until the next period.

Calculating the loss value

Once the loss value calculation rule is selected, AssetCenter calculates the loss values using this loss-value calculation rule. There are two ways of calculating loss-values:

▪ Calculating for all periods.
▪ Calculating on a given date.

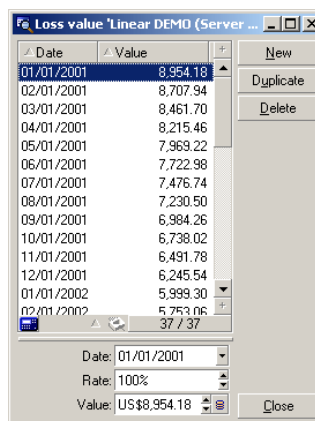Click the calculator button ▦ to start these calculation procedures.

🖉 Note:

Before launching the calculation of the loss value, you need to confirm the selected method of calculation by clicking **Modify** in the contract detail.

Calculate for all periods

AssetCenter calculates the loss values for all the periods included within the duration of validity of the rule beginning with the start date of the contract

(**General** tab). AssetCenter generates the table loss values specific to the lease contract.

Date (dLossVal) and Rate (pRate)

Date and rate of the line selected. These values are obtained from the selected loss value rule. You can modify this information or save it in the list of loss values of the contract.

Value (mValue)

Loss value corresponding to the line selected in the loss value calculation rule. You can enter the reference value of the asset or of a group of assets.

Calculate on a given date

AssetCenter calculates the loss value on a given date by referring to the calculation rule associated with the contract.

Basis of calculation

By default, AssetCenter gives you the **Total value of assets** (mMarketVal) (**Leasing** tab in contract).

You can enter the reference value of an asset or of a group of assets.

Start of contract

Sets the date from which the loss value rule is applied. This date is by default equal to start date of the contract (**General** tab).You can modify this to in order to calculate, for example, the loss value of asset which were taken down after the start of the contract.

Calculate button

Click here to:
■   Display the rate to be applied to the calculation basis: it is determined by the rule chosen and the loss date of the assets.
■   Calculate the loss value corresponding to the basis of calculation.

Updating loss values

You can modify the detail of a loss-value calculation rule:
■   Via the **Administration/ List of screens** menu, in the **Loss values** table (amLossValLine) (only the AssetCenter administrator has access to this menu).
■   By clicking the ▣ button to the right of the **Rule** field (LossValRule) in the **Leasing** tab of the contract detail.

In this case, all contracts using this loss value need to be updated.

Immediate update after modifying loss-value

To update all contracts using a loss-value rule which has just been modified, you just need to click **Propagate** in the detail of the loss value.

Updates done by AssetCenter Server

AssetCenter Server recalculates, at regular intervals, the loss values for lease contracts whose calculation method is set to **Calculate for all periods** (**Calculation** field (seLossValCalcMode) in **Leasing** tab of lease contract detail). In this way, loss values pertaining to any loss value rules which have been modified since the last time AssetCenter Server accessed the database are updated.

To define the frequency of recalculation of loss values:
1   Select the **Tools/ Configure modules** menu item in AssetCenter Server.
2   Go to the **Modules** tab.

3   Select the **Calculate stipulated loss values** option.

4   Enter the frequency of calculation at the bottom of the window.

5   Click **OK** to confirm.

10 Step 8 - Managing end of term
CHAPTER

🔑 Important:

This chapter only concerns contracts when the **Type** field (seType) is set to **Lease schedule**.

This chapter explains the different end-of-term options for a contract.

Renewing the presence of assets in a contract.

At the end of term, the lessee may extend the lease for all or a selection of the assets: This is called renewing the assets.

To renew assets:

1 Click the **Renew** button in the contract detail window.

⚠ Warning:

This button is only available if the **Renewal** option (bRenOpt) in the **Options** tab in the contract detail has been selected.

This starts the **Renew assets** wizard.

2 Populate the **Select assets to renew** page.

The first window displayed enables you to select the assets to be renewed.

Rent column

If the **Prorate to assets** option (seProrateRule) in the main rent sub-tab in the **Rents** tab of the contract detail is selected, this column lists the main rents for each asset. Otherwise it shows null rents.

Once the assets are selected, click **Next** to continue the procedure.

3   Populate the page **Select the rents to be renewed**

The second window enables you to select the rents of the contract to be renewed for all the assets selected in the previous step.

Once the rents are selected, click **Next**.

4   Populate the page **New rents**

The third window enables you to specify the conditions of application of each of the renewed rents. Select each rent and populate the following fields:

Description

Name of the new rent.

When a new rent is created, a corresponding rent sub-tab is created in the **Rents** tab of the contract detail.

Start

The start date of the new rent is by default equal to the end date of the previous period plus 1 day.

End

The end date of the new rent is by default equal to the end date of the previous period (the end of the contract) + the length of time specified in the **Renewal period** field (tsDefRenDur) in the **Renewal** sub-tab of the **Options** sub-tab of the contract.

Rent

The new lease rent is calculated by default using the information appearing in the **Renewal by default** frame of the **Renewal** sub-tab in the **Options** tab of the contract

Once the new rents are defined, click **Next** to continue the procedure.

5   Populate the page **Renewal of assets**

6   Click **Renew** in the final window to confirm.

The final window defines the renewal period for the selected assets.

By default:

- The date of renewal of the assets is equal to the earliest of the start dates of the new rents.
- The end date of renewal of the assets is equal to the latest of the end dates of the new rents.

Consequences of renewing assets

Click **Renew** in the renewal rents definition window to confirm the procedure:

- AssetCenter creates sub-tabs using the information you have just entered for the new rents in the **Rents** tab of the existing contract. These new rents are calculated and managed in the same way as the previous lease rents.
- These rent sub-tabs can be found in the **Acquis.** tab of the asset detail.

Returning assets

This section explains how to return assets at the end of term.

Clicking the **Return** button in the contract detail creates a return envelope associated with the schedule.

Warning:

This button is only available if the **Return** option (bRetOpt) in the **Options** tab of the contract detail has been selected.

Return envelopes can also be managed from the **Contracts/ Returns - end of term** menu item. This enables you to access the list of all return envelopes, regardless of their associated contracts, whereas the **Return** button only displays the return envelopes linked to the given contract.

A return envelope concerns one or more assets from the same contract.

Contract associated with a return envelope

It is the **Fin. contract** (Schedule) field in the **General** tab of a detail of return slip that specifies the contract to which the return slip is linked.

Obtaining the list of assets to be returned (return envelope)

The list of assets to be returned can be found in the **Assets** tab of the return envelope detail.

1 Click ⊞ to select the assets in the list of assets concerned by the lease schedule specified in the **General** tab of the return envelope detail.

2 Click ⊟ to remove the assets from the selection.

The shipping information is included in the **Shipping** tab of the return slip detail.

When an asset is included in a return envelope, its status is automatically modified: The **Acquis. status** field (seAcquStatus) in the **Procurement** sub-tab in the **Acquis.** tab of the asset detail indicates that the asset is **To be returned**.

The asset is neither deleted from the table of assets nor from the list of assets under contract (this list is accessible in the **Assets** tab of the contract detail).

Retiring assets

The returned assets are not automatically retired.

To effectively retire assets included in a return envelope:

1 Give a date to the **Carried out on** field (dCarriedOut) in the **General** tab of the return envelope.

2 Select the assets to retire in the **Assets** tab of the return envelope detail.

3 Click **Retire**.

tab	field	new value
Acquis.	**Acquis. status** (seAcquStatus)	**Returned**
Portfolio, **General** sub-tab	**Assignment** (seAssignment)	**Retired**
General	**Date** (sDispos)	Value of the **Carried out on** field of the return slip
General	**Reason** (DisposReason)	**Return** ([Name of the return slip])

The following fields are then modified for each asset:

Buying-out assets.

To buy-out assets:

1 Click the **Purchase** button in the contract detail. This button is only available if the **Purchase** option (bPurchOpt) in the **Options** tab of the contract detail has been activated.

2 Select the assets to buy-out.

AssetCenter calculates the various amounts for the given selection:

■ The total of the **Payments** fields (mPayments) in the sub-tabs of the **Acquis.** tabs corresponding to the main rent (**Acquis.** tabs).

■ The total, for the selected assets, of the **Market value** (mMarketVal) fields in the **Procurement** sub-tabs of the **Acquis.** tabs.

AssetCenter automatically fills in certain purchase conditions:

■ The buy-out value is equal to the total, for the selected assets, of the **Purchase option value** fields (mPurchOptVal) of the **Price and conditions** sub-tabs of the **Acquis.** tabs.

■ The buy-out date is by default, the date of end of term.

Enter the **Purchase price** manually and modify the purchase date if necessary. In the **Prorate by** field, specify how the purchase price is to be distributed at the level of the selected assets.

Note:

The **Total of rents**, the **Total of market values** and the **Projected buyout value** are only shown for informational purposes. They help you set the **Purchase price**.

Next, click **Apply** to confirm the operation.

The following fields are then automatically modified for the selected assets:

tab	field	new value
Acquis.	**Acq. method** (seAcquMethod)	**Purchase**
Acquis., **Price and conditions** sub-tab	**Purchase date** (dAcquisition)	Value of the purchase date
Acquis., **Price and conditions** sub-tab	**Purchase price** (mPrice)	Value calculated from the parameters defined in the purchase option screen

An expense line is created in the **Costs** tab of the asset.

Other cases

▶ Deleting the link between an asset and a contract [page 46]

11
CHAPTER

Day-to-day management of ASP contracts

This chapter explains how to manage application-service contracts.

Prerequisites

1 Start AssetCenter Server (via the Windows **Start** menu).
2 Connect to the database (**File/ Connect to database** menu).
3 Configure the module **Execute workflow rules for execution group 'BST_ASP'** (**Tools/ Configure modules** menu).
4 Enable the module (select the option **Enabled**).
5 Configure the frequency of triggering of the module.

 Note:

The workflow is triggered according to the defined frequency. If you wish to check for modifications manually, you can do so by clicking the <Activate> icon on the main window of AssetCenter Server.

> 💡 **Tip:**
>
> For further information on verification schedules in AssetCenter Server, refer to the **Administration** guide, chapter **AssetCenter Server**.

In order to use the ASP workflows, you must configure and execute AssetCenter Server:

Connecting to the ASP administration Web page

This section explains how the application service adminstrator can quickly connect the administration page of the ASP Internet site in order to manage user accounts, for example (create or modify accounts, modify rights, profiles, etc.).

> 💡 **Tip:**
>
> Reminder: The ASP administration page is specified in the **Administration URL** (ASPUserRegURL) (**General** tab of the contract).

To connect to the ASP internet site as the administrator:

From the list of contracts:
1 Display the contracts (**Contracts/ Application services** menu).
2 Right-click the contract.
3 Trigger the action **Administer the application service** (**Actions** shortcut menu).

From the list of persons of the contract:
1 Display the contracts (**Contracts/ Application services** menu).
2 Select the contract.
3 Select the **Employees** tab.
4 Right-click inside the **Employees** tab.
5 Trigger the action **Administer this application service** (**Actions** shortcut menu).

Your Web browser displays the ASP administration access page.

Connecting to the ASP Web site

This section explains how users can quickly connect to the ASP Internet site.

💡 Tip:

Reminder: The general address of the ASP is specified in the **Application URL** (ASPConnectionURL) field (**General** tab of the contract).

To connect to the ASP internet site as a user:
1 Display the contracts (**Contracts/ Application services** menu).
2 Select the contract.
3 Select the **Employees** tab.
4 Right-click within the **Employees** tab.
5 Trigger the action **Connect to the application service** (**Actions** shortcut menu).

Your Web browser displays the ASP access page.

Send an e-mail to support

This section explains how to send an e-mail to support.

💡 Tip:

Reminder: The general address of the ASP is specified in the **Technical support** (ASPEMail) field (**General** tab of the contract).

To send a mail to support:
1 Display the contracts (**Contracts/ Application services** menu).
2 Right-click the contract.
3 Trigger the action **Send an e-mail to support** (**Actions** shortcut menu).

A new message addressed to technical support is displayed in your messaging system.

Managing user accounts

Prerequisites

In order to manage ASP user accounts, you must install, configure and run AssetCenter Server.

Configure AssetCenter Server

1 Start AssetCenter Server.
2 Connect to your database (**File/ Connect to database** menu).
3 Select the **Tools/ Configure modules** menu item.
4 Select the module **Execute workflow rules for execution group 'BST_ASP'** (WkGroupBST_ASP).
5 Populate the options in the module **Execute workflow rules for execution group 'BST_ASP'** as indicated in the **Administration** guide, chapter **AssetCenter Server**, section **Calculate rents and loans (Rent) module**.

Execute AssetCenter Server as background task

1 Start AssetCenter Server.
2 Connect to your database (**File/ Connect to database** menu).

Make sure the key information on the ASP contract is populated

In order for the **User account management** workflow to run, the following fields must be populated in the ASP contract:

Field or link
The **General** tab
Supervisor (Supervisor)
Administration URL (ASPUserRegURL)

Make sure the messaging system is set up

In order for notification messages to reach the intended users, the messaging system must be correctly configured and the corresponding information populated at the user level.
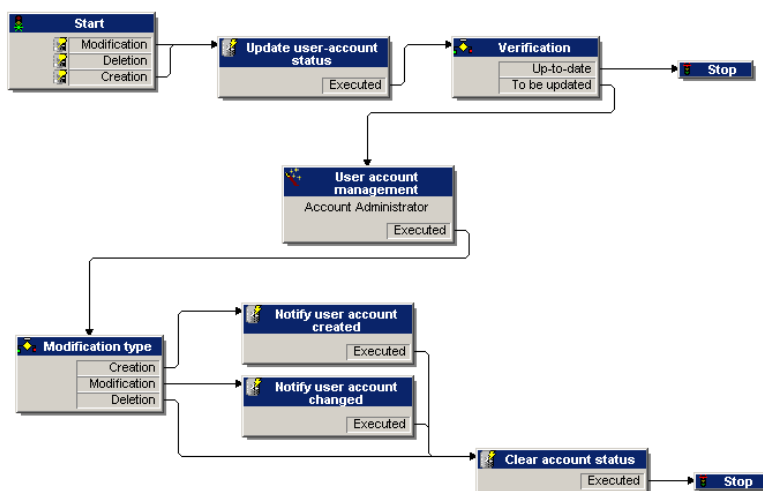
▶ **Administration** guide, **Messaging** chapter.

Processes

Global process

The detail of the **User account management** workflow scheme gives you a reasonable idea of the overall process:

Figure 11.1. **User account management** workflow - diagram

Creating a user account

To create a user account:

1 Create the user of the contract in the AssetCenter database:

    1 Display the contracts (**Contracts/ Application services** menu).

    2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Add a contract user (▣ button).

    Populate in particular the following fields and links:

Field or link

User (User)
Login (ASPLogin)
Profile (Profile)

> ✎ Note:
>
> The **Status** (seStatus) field in the user detail is set to **To be created** until the ASP administrator registers the user accounts.

2 When the **Execute workflow rules for execution group 'BST_ASP'** is executed in AssetCenter Server, it sees that a new contract user has been created and creates a workflow task assigned to the contract supervisor.

3 The contract supervisor consults the workflow task (**Tools/ Tasks in progress** menu).

He triggers a wizard (**Wizard** button) that enables him to access the administration page of the ASP Web site (**Administer the application service** button).

4 The contract supervisor creates the account on the Web site.

5 In the AssetCenter wizard, the supervisor indicates that the account has been created (**Account created** checkbox) and exits the wizard (**Finish** button then **OK**).

6 The next time it is executed, the **Execute workflow rules for execution group 'BST_ASP'** module in AssetCenter Server updates the user status in the AssetCenter database.

To consult it:

1 Display the contracts (**Contracts/ Application services** menu).

2 Display the contract detail.

3 Select the **Employees** tab.

4 Select the contract user.

The **Status** (seStatus) field has changed from **To be created** to **Up to date**.

7 The workflow also sends a message to the user to notify that the creation has been performed by the contract supervisor.

Modifying a user account login or profile

To modify the login or profile of a user account:

1 Display the detail of the user of the contract in the AssetCenter database:

1 Display the contracts (**Contracts/ Application services** menu).

2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Display the detail of the contract user (⊠ button).

       Modify the following fields:

Field or link
Login (ASPLogin)
Profile (Profile)

> ✎ Note:
>
> The **Status** (seStatus) field in the user detail is set to **To be updated** until the ASP administrator updates the user account on the ASP Web site.

  2 When the **Execute workflow rules for execution group 'BST_ASP'** is executed in AssetCenter Server, it sees that a new contract user has been modified and creates a workflow task assigned to the contract supervisor.

  3 The contract supervisor consults the workflow task (**Tools/ Tasks in progress** menu).

    He triggers a wizard (**Wizard** button) that enables him to access the administration page of the ASP Web site (**Administer the application service** button).

  4 The contract supervisor updates the account on the Web site.

  5 In the AssetCenter wizard, the supervisor indicates that the account has been modified (**Account created** checkbox) and exits the wizard (**Finish** button then **OK**).

  6 The next time it is executed, the **Execute workflow rules for execution group 'BST_ASP'** module in AssetCenter Server updates the contract user status in the AssetCenter database.

    To consult it:

    1 Display the contracts (**Contracts/ Application services** menu).

    2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Select the contract user.

       The **Status** (seStatus) field changes from **To be updated** to **Up to date**.

  7 The workflow also sends a message to the user to notify that the modification has been performed by the contract supervisor.

Deleting a user account

To delete a user account:

1 Modify the user of the contract in the AssetCenter database:

    1 Display the contracts (**Contracts/ Application services** menu).

    2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Display the detail of the user (⊠ button).

       Populate the following fields:

Field or link	Value
Login (ASPLogin)	Empty
Status (seStatus)	Up to date

2 When the **Execute workflow rules for execution group 'BST_ASP'** is executed in AssetCenter Server, it sees that a new contract user has been created and creates a workflow task assigned to the contract supervisor.

3 The contract supervisor consults the workflow task (**Tools/ Tasks in progress** menu).

He triggers a wizard (**Wizard** button) that enables him to access the administration page of the ASP Web site (**Administer the application service** button).

4 The contract supervisor deletes the account on the Web site.

5 In the AssetCenter wizard, the supervisor indicates that the account has been deleted (**Account deleted** checkbox) and exits the wizard (**Finish** button then **OK**).

6 The next time it is executed, the **Execute workflow rules for execution group 'BST_ASP'** module in AssetCenter Server updates the contract user status in the AssetCenter database.

To consult it:

    1 Display the contracts (**Contracts/ Application services** menu).

    2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Select the contract user.

       The **Status** (seStatus) field changes from **To be updated** to **Up to date**.

7 The workflow also sends a message to the user to notify that the deletion has been performed by the contract supervisor.

8 You may now delete the contract user:

    1 Display the contracts (**Contracts/ Application services** menu).

    2 Display the contract detail.

    3 Select the **Employees** tab.

    4 Delete the contract user (- button).

III

PART

Practical cases

12 Practical cases

CHAPTER

This chapter contains four distinct practical cases that illustrate how AssetCenter manages contracts:

- Maintenance contracts
- Insurance contracts (policies)
- Leasing contracts (agreements)
- ASP contracts

A specific practical case showing how to create an alarm is also included.

We invite you to perform the described operations on an empty database that you will populate as shown in the practical cases.

Managing a maintenance contract

Presentation of the practical case

This scenario uses two companies, Broca and Rodon.

Broca signs a maintenance contract with Rodon for a Thompson branded computer. This computer has both a CPU and a monitor, but only the CPU is covered by the contract.

In this scenario, Broca Company includes the maintenance contract in its database. It then has Rodon Company perform two distinct work orders on the computer covered by the contract (one for the CPU, the other for the monitor).

Here are the steps in this scenario:

1   Create the brand Thompson.
2   Create the natures (CPU and monitor).
3   Create the models.
4   Create the company Rodon.
5   Create the maintenance contract.
6   Creating the portfolio items.
7   Create and track the work order on the CPU.
8   Create and track the second work order on the monitor.

Launching AssetCenter

To launch AssetCenter, click the icon that corresponds to the AssetCenter program group.

First open the demonstration database as the AssetCenter administrator ("Admin"). The associated password has been left empty for you.

Step 1: Create the brand

From the **Portfolio/ Brands** menu, click **New**. Create the brand Thompson and populate the fields and links as shown in the following table:

	Record 1
Name (Name)	Thompson

Click the **Create** button and close the window.

Step 2: Create the natures

From the **Portfolio/ Natures** menu, click **New**. Create the natures one after the other by populating the fields and links as shown in the following tables and then click **Create**:

	Record 1
Name (Name)	PC1 - Computer
Create (seBasis)	Portfolio item
Also create (seOverflowTbl)	Computers (amComputer)
Management constraint (seMgtConstraint)	Unique asset tag

	Record 2
Name (Name)	PC1 - Monitor
Create (seBasis)	Portfolio item
Management constraint (seMgtConstraint)	Unique asset tag

Step 3: Create the models

From the **Portfolio/ Models** menu, click **New**. Create the models one after the other by populating the fields and links as shown in the following tables and then click **Create**.

	Record 1
Name (Name)	PC1 - Desktop
Brand (Brand)	Thompson
Nature (Nature)	PC1 - Computer

	Record 2
Name (Name)	PC1 - Monitor
Brand (Brand)	Thompson
Nature (Nature)	PC1 - Monitor

Step 4: Create the company

From the **Portfolio/ Companies** menu, click **New**. Create the company Rodon and populate the fields and links as shown in the following table:

	Record 1
Name (Name)	Rodon

Click the **Create** button and close the window.

Step 5: Create the maintenance contract

From the **Contract/ Contracts** menu, click **New**. Create the maintenance contract and populate the fields and links as shown in the following table:

	Record 1
Reference (Ref)	PC1 - Maintenance
Type (seType)	Maintenance
Contract status (seStatus)	Active
Validity - Start (dStart)	2003/01/01
Validity - End (dEnd)	2003/12/31

Click the **Create** button.

Step 6: Create the portfolio items

From the **Portfolio/ Portfolio items** menu, click **New**. Create the two portfolio items one after the other by populating the fields and links as shown in the following tables and then click **Create**.

	Record 1
Model (Model)	PC1 - Desktop
Code (Code)	PC1 - 001

	Record 2
Model (Model)	PC1 - Monitor
Code (Code)	PC1 - 002
Component of (Parent)	1 Thompson PC1 - Desktop

Step 7: Create and track the first work order

- From the **Portfolio/ Work orders** menu, click **New**. Create the work order by populating the fields and links in the **General** tab as shown in the following table:

	Record 1
Work order number (WONo)	PC1 - 001
Asset (Asset)	Thompson PC1 - Desktop

Type (seType) - displayed by default	On-contract maintenance

Click the **Create** button.

- In the **Tracking** tab of the work order detail, make sure that by default the **Contract** field shows "PC1 - Maintenance". Populate the **Maint. provider #** field with the reference "PC1- 001" and then click **Modify**.

- From the **Contracts/ Contracts** menu, call up the contract detail. The **Maintenance** contract enables you to access the work order "PC1 - 001" linked to this contract that you have created. You can also access it from the **Portfolio/ Asset and batches**, in the **Maintenance** tab of the asset detail.

⚠ Warning:

In order for the automatic processes that link work orders and maintenance contracts to work correctly, the **Maintenance** contract link in the asset detail must be populated.

Step 8: Create and track the second work order

- From the **Portfolio/ Work orders** menu, click **New**. Create the work order by populating the fields and links in the **General** tab as shown in the following table:

	Record 2
Work order number (WONo)	PC1 - 002
Asset (Asset)	Thompson PC1 - Monitor
Type (seType) - displayed by default	On-contract maintenance

Click the **Create** button.

- In the **Tracking** tab of the work order detail, make sure the **Contract** field is not and cannot be populated.

- As the monitor linked to the computer on the maintenance contract is not itself on the contract, select **Off-contract maintenance** for the Type field in the **General** tab of the work order detail.

For further information on maintenance contracts, refer to the AssetCenter **Portfolio** guide.

Managing an insurance contract

Insurance type contracts do not have any specific management rules linked to them. You can refer to the other practical cases in this guide for an overview of managing contracts in AssetCenter.

Managing a lease contract

Presentation of the practical case

This scenario brings together two companies, Taltek Services and Interleasing.

These two companies sign a leasing agreement. Taltek Services plays the role of lessee and Interleasing that of the lessor. In this situation, there is no master lease in place.

The person responsible for the lease contract at Taltek Services (Gerald Colombo, administrative and financial management) uses AssetCenter to manage their IT equipment.

Their contact at Interleasing is Susan Juan.

In this scenario, Taltek Services leases a PC from Interleasing from January 1, 2004 through January 1, 2006. The PC will be returned to the lessor at the end of term.

Here are the steps in this scenario:

1 Creating a lease contract.
2 Selecting the assets associated with the leasing agreement.
3 Calculating rent.
4 Accepting assets and calculating interim rent.
5 Viewing the expenses associated with the contract.
6 Returning the assets at the end of term.
7 Tracking operations.

Prerequisites for practical case

The Leasing module uses AssetCenter Server in order to calculate deadlines and rental payments.

As a consequence, you must install and run AssetCenter Server on your server or computer. For more information on how to operate AssetCenter Server, refer to the **Administration** guide.

Launching AssetCenter

To launch AssetCenter, click the icon that corresponds to the AssetCenter program group.

We recommend opening the demonstration database as the AssetCenter administrator ("Admin"). The associated password has been left empty for you.

Launching AssetCenter Server

To launch AssetCenter Server, click the icon that corresponds to the AssetCenter program group.

Use the **File/ Connect to database** menu item to connect to the empty database.

Once the connection is made, AssetCenter Server monitors the database and manages stocks, alarms, purchases and history lines. It calculates past, present and future rents associated with the leasing agreement.

Configure AssetCenter Server to calculate the rents associated with the lease contract needed for this example:

1 Select the **Tools/ Configure modules** menu item.

2 Select the **Rent** option and enter the values listed in the following image:
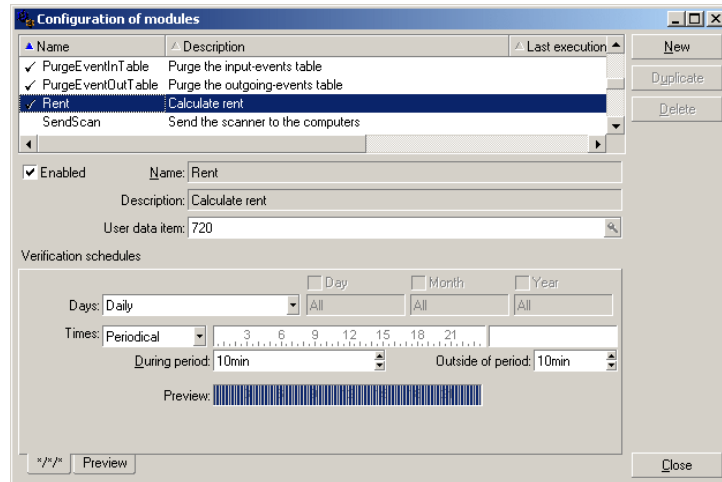
Rent will be calculated for the next 720 days.

3 Click **Modify**.

Step 1: Creating the lease contract

The first step is to create a lease contract in the table of contracts.

1 Display the list of contracts (**Contracts/Contracts**).

2 Click **New**.

3 Set the **Type** field to **Lease schedule**.

4 Populate the **Model** specifying **Server financing**.

To create models, refer to the **Portfolio** Guide.

5 Click **Create** to validate.

Entering general information on the contract

1 Populate the **Reference** (Ref) field and the **General** tab as shown below:

In this way, the **General** tab specifies that the contract is for a period of 2 years, and that Taltek Services as lessee must respect a 3 months notice period to inform the lessor of the end of term.

Usually a leasing agreement is automatically renewed at the end of term with the same conditions if the lessee does not inform the lessor in advance of the end of term.

Hence the usefulness of the alarm, represented by the 🐸 icon, that the lessee may associate with the end of term date in order to be automatically advised by AssetCenter Server, AssetCenter's monitoring program, of impending ends of term.

2 Click 🐸 to view the structure of an alarm.

3 Click **Cancel** to cancel the creation of an alarm and return to the contract detail.

Entering leasing conditions

The **Leasing** tab in the contract detail summarizes part of the financial conditions of the contract (excepting the information relative to rents).

Populate the **Leasing** tab as shown here:

The **Leasing** tab enables you to specify the name of the lessor by selecting it from the table of suppliers.

It also sets the company associated with the additional expenses and the method used to calculate interim rent. The interim rent covers the "take down" - the period between receiving and accepting the asset and the date of first rent payment on a complete period.

Entering information on the parties involved

A certain amount of information on the parties involved in the contract needs to be specified, i.e. who are the contacts at the lessor and lessee.

Fill in the **Contacts** tab as shown below:

Entering end of term information

Given that in this scenario the asset under contract is to be returned to the lessor at the end of term, it is important to fill in the **Options** tab which specifies the end of term options possible under the contract.

Therefore modify the **Options** tab as shown below in order to activate the end of term options:

As the **Options** tab indicates, leasing agreements usually can be modified at the end of term in three different ways:

■ The contract may be renewed.

■ The assets under contract may be bought out by the lessee.

■ The assets under contract may be returned.

At the end of term, Taltek Services must return the leased assets, after giving the lessor three months advance notice.

Note that AssetCenter automatically creates the date at which Taltek Services must give the lessor notification, using the end of lease date specified in the **General** tab as its reference.

📝 Note:

As the **Options** tab shows, AssetCenter also enables you to describe another contractual option: upgrading the assets under this contract. There is no intelligence linked to the activation of these options.

Creating the contract

By filling in the **General**, **Leasing**, **Contacts** and **Options** tabs we have described the leasing agreement drawn up between Taltek and Interleasing.

To simplify the scenario, not all the fields will be populated and the other tabs will not be filled in.

Now to start the leasing process we need to associate an asset with the contract.

Step 2: Selecting the assets associated with the leasing agreement

Taltek Services leases one single asset from Interleasing.

We will first create the asset that will then be associated with the lease contract.

1 Go to the **Assets (leased)** tab in the detail view of the lease contract created in the previous step. This tab displays the list of assets associated with the contract: For the moment the list is empty.

2 Click ⊞. This opens Taltek Services' table of assets.

3 Click **New** to create an asset. A new window will appear from which you will add an asset to your lease contract.

4 Select the model **Deskpro EN - DT - PIII 933**.

5 Click**Add** then **Select**.

6 AssetCenter displays an intermediate window that enables you to automatically populate the start and end of term dates in the asset detail. Leave this as is and click **Select**.

7 The **Assets (leased)** tab now shows that the asset is associated with the contract:
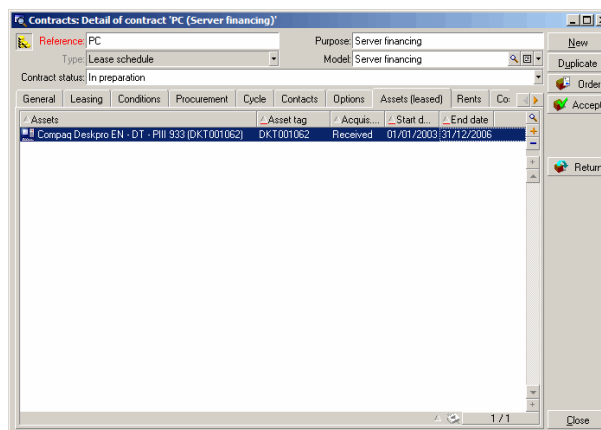
8 Click **Modify** to confirm the choice of asset.

9 Click ⊞ to access the detail view of the asset.

10 You will also find the information on the lease contract in the **Acquis.** tab of the asset. The **Procurement** and **Price and conditions** sub-tabs indicate in the "Lease" section, the name of the lessor and start and end dates.
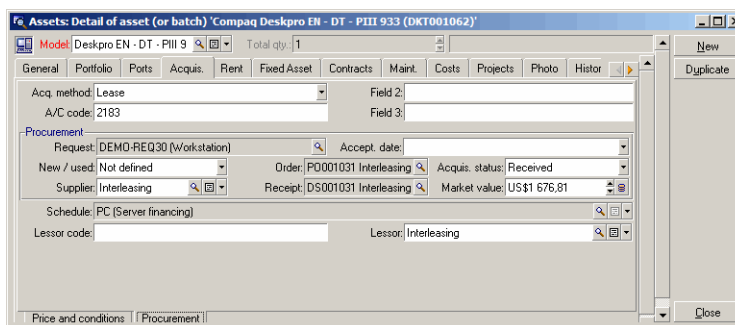
11 In this way we will see in the next step, that the calculation of the different costs associated with the lease contract (rents, etc.) is based on the value of the assets under contract. Fill in therefore, if this is not done already, the **Market value** field (mMarketVal) in the **Procurement** sub-tab as shown above. The "Market value" of the asset is its market value at the start of term: for a new asset this corresponds to its purchase price.

12 Click **Modify** to confirm this value.

13 Click **Close** to return to the contract detail.

Step 3: Calculating rent

Within the framework of the leasing agreement, Taltek Services must pay rent to Interleasing.

This step aims to specify the methods of calculating rent.

1 Right click in the sub-tab at the bottom of the **Rents** tab in the contract detail and fill it in as shown below:
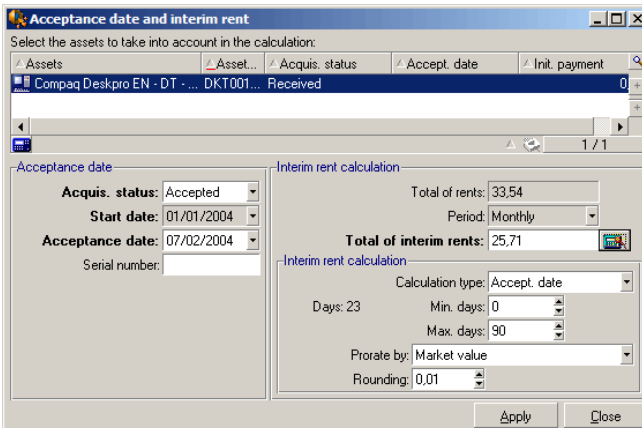
2 The part under the **Description** field specifies the methods of rent calculation. In this case it is calculated by applying a lease rate factor to the market value at schedule level.

■ In our case, the lease rate factor is 2%.

■ The market value of the contract used as the basis for rent calculations is by default equal to the sum of the market values of the assets under contract. In this example, it is the market value of the asset under contract specified in the previous step, i.e. $2000.

- The rent amount is automatically displayed in the **Payments** field (mPayments) depending on the **LRF** (SQL name: pLRF) you have entered.

3 The "Schedule" zone indicates that this rent is payable monthly throughout the two year term. It also specifies the methods of rent payment: The rent must be paid the first day of each month; the lessor will not accept any late rent payment.

4 The option **Prorate and distribute rent to all assets** selected in the **Prorate to assets** (seProrateRule) field indicates that the rent will be distributed to the asset level. There will be a lease rent associated with the asset on the contract.

5 Check the **Main rent** checkbox (bMainRent) in order for the interim rent calculation in the next step to work (the notion of initial payment or interim rent only exists for the main rent of the contract).

6 Click **Modify** to confirm these parameters. The **Acquis.** tab in the detail of an asset is automatically updated: a rent sub-tab is created and the **Payments** field (mPayments) of this sub-tab indicates the rent amount for the asset.

Thus in this step, we have fixed the rent calculation methods. To simplify this example, we have not dealt with taxes associated with rents.

Step 4: Accepting assets and calculating interim rent

To accept the asset under contract and calculate the interim rent, click the button in the contract detail screen. The following window is displayed:

Accepting assets

Accepting assets is a key step in the leasing process, giving rise to the exchange of contractual documents between lessee and lessor. It contractually binds the lessee to pay rent on the equipment.

To accept the asset, select it, then click **Apply**. The **Acquis. Status** field indicates **Accepted** and the **Acceptance date** shows today's date. You can modify this date manually if you want.

Calculating interim rent

Interim rent covers the period between receiving and accepting an asset and the date of the first main rent payment for a full period. (It's the sum that's left to pay for the current month.) A contract can be associated with several rent payments (insurance, leasing, maintenance, etc.), however, interim rent only exists for the contract's "Main" rent. (The Main rent is the rent payment, described in the **Rents** tab of the contract, for which the **Main rent** check box (bMainRent) is selected).

The interim rent is calculated when the asset is accepted using the conditions defined in the **Leasing** tab of the contract detail. By default, it is calculated from the acceptance date.

In our case, the rent is monthly and is payable on the first day of the month, the interim rent covers the period between the acceptance date (February 7, 2004) and the date of the first rent payment for al full period (March 1, 2004).

To calculate the interim rent, carry out the following operations in the "Acceptance date and interim rent" screen:

1   Select the asset.
2   Click the 🔍 button.
3   The interim rent due is displayed in the **Total of interim rents** field.

Confirming the acceptance and interim rent

1   Click **Apply** to accept the asset and confirm the interim rent.
2   Click **Close** to return to the contract detail.

Step 5: Viewing the expenses associated with the contract

The previous steps show how to define the rents associated with a leasing agreement. The corresponding expense lines are generated automatically by

AssetCenter Server. You can also manually refresh the expense lines generated by pressing **F5** on your keyboard.

1 To view the associated rents, go to the **Costs** tab in the lease detail. The list of rent payments period by period is displayed.

2 Click ▦> to calculate the total of the rents.

You will also find the expense lines associated with an asset in the **Costs** tab of the asset detail:
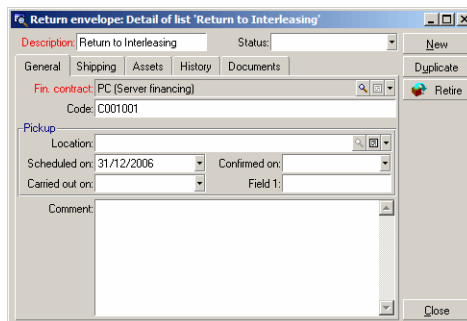
- The expense line associated with the interim rent of the asset.
- The expense lines generated by AssetCenter Server, which correspond to the asset's periodic rent payments.

Step 6: Returning the assets at the end of term

At the end of term, the lessee chooses between returning, purchasing or renewing all or part of the assets.

In this scenario, Taltek Services returns the asset to Interleasing. We are now going to create the corresponding return envelope.

1 Click **Return**. A window is displayed which enables you to create a return envelope for the assets.

2 Click **New** to create the return envelope.

3 Enter a **Description** (Description) and fill in the **General** tab as shown below. You will see that the **General** tab proposes a projected return date, by default equal to the end of term date (January 1, 2004). We can now specify an effective return date different from this.

4 Click **Create**.

5 Click the **Shipping** tab, then click ▣ tab to the right of the **Lessor** field to access Interleasing's coordinates.

6 You now need to specify that the asset has been returned: Display the **Assets** tab of the return envelope.

7 Click ⊞ in the **Assets** tab to access the window of assets under contract:
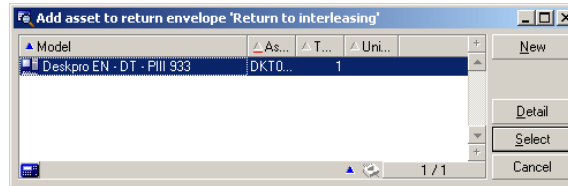
8 Select the asset under contract.

9 Click **Select** to associate it with the return envelope.

10 Click **Modify** in the return envelope to confirm the information entered. The **Acquis. status** (seAcquStatus) of the asset is modified and shows that the asset is **To be returned**.

11 Click **Retire**: the asset is effectively retired. It is the effective return date, specified in the **General** tab of the return envelope, that is taken into account:

   1 The **Acquis. status** of the asset is modified to indicate that the asset is **Returned**.

   2 The **Assignment** field (seAssignment) in the **General** tab of the asset detail is modified to indicate that the asset is a **Retired asset**.

   3 The **Reason for return** (RetReason) field in the **General** tab of the asset detail is updated to show "Return (returned to Interleasing)".

12 Click **Close** to return to the contract detail.

The asset has now been returned to Interleasing.

Step 7: Tracking operations

Go to the **Cycle** tab in the contract detail to view the stages in this scenario:

1 Including the assets under the contract on January 1, 2004.

2 Accepting the assets on February 2, 2004.

3 Returning the assets on January 1, 2006.

Summary

We have just described a leasing scenario between two companies, a lessor and a lessee.

Using AssetCenter, the lessee was able to calculate the various rents payable to the lessor (interim rent and past, present and future monthly rents) and manage the return of the asset taking into account the contractual deadlines.

This leasing scenario, designed to show you what AssetCenter is capable of, by no means covers all its functionality. The rest of this guide explains its complete functionality.

Managing an ASP contract

Presentation of the practical case

This scenario uses two companies, Broca and Sontay.

These two companies enter into an ASP agreement. Broca plays the role of the customer and Sontay that of the service provider.

The ASP contract supervisor at Broca (Mr Black) uses AssetCenter to manage his contracts.

Mr Rami is technical support manager for users of the application at Broca.

In this scenario, Ms Dianis, who works at Broca Company, wishes to have access to the application as a user. Then she will have a technical question concerning using the application and will connect to the ASP. Later, Ms Dianis will leave the company and thus be removed from the list of application users. To finish off, Mr Rami will reconfigure the application.

Here are the steps in this scenario:
1 Import the ASP line-of-business data.
2 Create the company Sontay.
3 Create the employees (Mr Black, Mr Rami, Ms Dianis).
4 Create the ASP contract.
5 Configure AssetCenter Server.
6 Create the user accounts for the contract.
7 Ms Dianis connects to the application service and sends an e-mail to technical support.

8   Mr Black deletes Ms Dianis's account.

9   Mr Rami reconfigures the application.

Prerequisites for practical case

ASP-contract functionality requires certain workflows to be running on AssetCenter Server.

As a consequence, you must install and run AssetCenter Server on your server or computer. For more information on how to operate AssetCenter Server, refer to the **Administration** guide.

Launching AssetCenter

To launch AssetCenter, click the icon that corresponds to the AssetCenter program group.

First open the demonstration database as the AssetCenter administrator ("Admin"). The associated password has been left empty for you.

Step 1: Installing the import script for ASP line-of-business data

From the **File/ Import** click **Execute a script**.

Click the Folder icon next to the **Script to execute** field and the select the file `asp.scr`. The full path of this file should be `C:\Program Files\Peregrine\AssetCenter\datakit\bestprac\asp.scr`.

Once this step is performed, the line-of-business data containing the required workflows and actions is imported into AssetCenter.

Step 2: Create the company Sontay

From the **Portfolio/ Companies** menu, click **New**. Create the company Sontay and populate the fields and links as shown in the following table:

	Record 1
Name (Name)	Sontay

Click the **Create** button and close the window.

Step 3: Create the employees

From the **Portfolio/ Departments and employees** menu, click **New.** Create the three actors in our scenario by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC4 Black
Title (Title)	Contract supervisor
Profile tab	
Login	aspblack
Password	black
Rights	Check "Administration rights"

	Record 2
Name (Name)	PC4 Rami
Title (Title)	Technical support manager
Profile tab	
Login (UserLogin)	asprami
Password (LoginPassword)	rami
Rights	Check "Administration rights"

	Record 3
Name (Name)	PC4 Dianis
Profile tab	
Login (UserLogin)	aspdianis
Password (LoginPassword)	dianis
Rights	Check "Administration rights"

Step 4: Create the ASP contract

> ⚠ Warning:
>
> To perform this step, connect as Mr Black.

Prerequisites

From the **Administration/ Itemized lists** menu, click **amAspCntrProfile** in the list on the left.

Select the value **User** in the window on the right and then click +.

A new window is displayed: Click **Add**.

Contract

From the **Contract/ Application services** menu, click **New**. Create the ASP contract and populate the fields and links as shown in the following table:

Field or link	Record 1
Reference (Ref)	PC4 - REF001
Application type (seASPType)	ASP
Network access (seASPAcessType)	Internet
The **General** tab	
Supervisor (Supervisor)	Mr Black
Company (Company)	PC4 - Sontay
Application URL (ASPConnectionURL)	http://peregrine.com
Administration URL (ASPUserRegURL)	http://support.peregrine.com
Technical support (ASPEmail)	support@sontay.com
Technical contact (Techcnct)	Mr Rami

Click the **Create** button.

In the **Employees** tab in the detail of the application service, click +. In the **User** field, select Mr Rami. Populate the **Login** field with Mr Rami's login (asprami) and set the **Profile** field to **Administrator**. Click **Add**.

Perform the same operation for Ms Dianis, who you will add as a user of the ASP.

Note:

The **Status** (seStatus) field in the user detail is set to **To be created** until the ASP administrator registers the user accounts.

Go back to the **General** tab in the contract detail and then click **Contract**. This gives you access to the terms and conditions of the ASP contract.

Step 5: Configuring AssetCenter Server

Start AssetCenter Server and connect to the empty database as the administrator.

From the **Action/ Activate** menu, select the **Execute workflow rules for execution group 'BST_ASP'** module and select the corresponding checkbox.

AssetCenter Server is configured to execute at regular intervals.

Step 6: Create the contract-user accounts

Go back to AssetCenter. From the **Tools/ Tasks in progress** menu, access the two workflow tasks in progress. The **Activity** column shows **User account management** for both tasks.

🖊 Note:

The next operation must be performed in two steps (one operation for each user account).

Click **Wizard**. In the new window, click **Administer the application service**. For the needs of the scenario, the Internet support page http://support.peregrine.com/ [http://support.peregrine.com/] opens automatically. Lets suppose that you are connected to the administration page of the ASP contract.

Exit the page in progress and select the **Account created** checkbox in the creation wizard.

Click **Finish**, **OK**, and then **Close**.

Restart AssetCenter Server manually by clicking the 🕑 icon then **OK**.

Go back to AssetCenter and display the detail of the ASP contract using the **Contracts/ Application services.4**.

In the **Employees** tab, access the detail of the user Rami, then Dianis: The **Status** field has changed from **To be created** to **Up to date** for both users.

Close all windows.

Step 7: Ms Dianis connects to the application service and sends an e-mail to technical support

Connect to the same empty database, but as Ms Dianis.

From the **Portfolio/ Departments and employees** menu, select the detail of the user 'Dianis' in the list on the left. The **Application services** tab shows the ASP contracts to which Ms Dianis has access.

- To connect to the application service:

    Right-click the contract line **PC4** and then select **Actions/ Connect to the application service**.

- To send a mail to support:

Double click the contract detail, then right click the editable zone of the **Contract** field. Select **Actions/ Send an e-mail to support**. A message to **support@sontay.com** is opened automatically.

Step 8: Mr Black deletes Ms Dianis's account

Connect to the database as Mr Black, ASP contract adminstrator, and then select the **Contracts/ Application services** menu.

⚠ Warning:

The **Employees** tab shows the registered users and administrators of the application service. As a safeguard, AssetCenter does not allow you delete an employee by simply clicking the - button. Deletions must be validated as described below.

Display the detail of the contract. In the **Employees** tab, double-click the user 'Dianis'. Empty the **Login** field and then click **Modify**.

The **Status** field is set to **To be created**.

Restart AssetCenter Server manually by clicking the ⟳ icon then **OK**.

Return to the previous window and press **F5**. The **Status** field now shows **To be updated**.

In the **Tools/ Tasks in progress**, the **Activity** column shows **User account management**.

Click **Wizard**. In the new creation wizard, click **Administer the application service**.

Exit the page in progress and select the **Account deleted** checkbox in the creation wizard.

Click **Finish**, **OK**, and then **Close**.

Restart AssetCenter Server manually by clicking the ⟳ icon then **OK**.

Go back to the contract detail and press **F5**. The **Status** field now shows **Up to date**.

Step 9: Mr Rami reconfigures the application

1   From the **Contracts/ Application services** menu, right-click the ASP contract and then select **Actions/ Administer the application service** from the shortcut menu.

2 From the **Portfolio/ Departments and employees** menu, select Mr Rami in the left pane. The detail of Mr Rami is displayed. In the **Application services** tab, right-click the ASP contract and then select **Actions/ Administer this application service** from the shortcut menu.

Connect to the database as Mr Rami. You now have two possibilities:

Creating an alarm

 Note:

In order illustrate the alarm process, the practical case uses a contract whose date is overrun.

Presentation of the practical case

This scenario uses two companies, Broca and Tchesco.

Broca signs for an "other"-type contract with Tchesco. This contract runs from January 01, 2003 through December 31, 2003 and notice of termination must be given at least 2 months before the end of term.

In this scenario, the company Broca includes an "other"-type contract in its database and configures AssetCenter to trigger an alarm 70 days before the end of term. This alarm will be sent to the contract supervisor, Mr Post, then to his manager, Mr Rissou (Head of the legal department), in the form of e-mail notification using the AssetCenter messaging system.

1 Create Mr Rissou.
2 Create the legal department (supervised by Mr Rissou).
3 Create Mr Post.
4 Create the company Tchesco.
5 Create the actions: Notify the contract supervisor and their manager.
6 Create the contract with Tchesco Company.
7 Create the alarm.

Here are the steps in this scenario:

Step 1: Create Mr Rissou.

From the **Portfolio/ Departments and employees** menu, click **New.** Create the employee by populating the fields and links as shown in the following table and then click **Create**:

	Record 1
Name (Name)	PC5 Rissou
Title (Title)	Head of legal department
Profile tab	
Login (UserLogin)	rissou
Password (LoginPassword)	none
Rights	Check "Administration rights"

Step 2: Create the legal department.

From the **Portfolio/ Departments and employees** menu, click **+Department.** Create the legal department by populating the fields and links as shown in the following table and then click **Create**:

	Record 1
Name (Name)	PC5 - Legal
Supervisor (Supervisor)	PC5 Rissou

Step 3: Create Mr Post.

From the **Portfolio/ Departments and employees** menu, click **New.** Create the employee by populating the fields and links as shown in the following table and then click **Create**:

	Record 2
Name (Name)	PC5 Post
Title (Title)	Contract supervisor
Department (Parent)	PC5 Legal
Profile tab	
Login (UserLogin)	post
Password (LoginPassword)	none

Rights	Check "Administration rights"

Step 4: Create the company Tchesco.

From the **Portfolio/ Companies** menu, click **New**. Create the company Tcheso and populate the fields and links as shown in the following table:

	Record 1
Name (Name)	Tchesco

Click the **Create** button and close the window.

Step 5: Create the actions

Select the **Tools/ Actions/ Edit** menu and then click **New**. Create the three actions for the scenario, one by one, by populating the fields and links as shown in the following tables:

	Record 1
Name (Name)	PC5 - Notify the contract supervisor
Context (ContextTable)	Contracts (amContract)
Type (seActionType)	Messaging
SQL name (SQLName)	PC5_Notify_contract_supervisor
Visible in the menu	Check this box
Messaging tab	
To (MsgTo)	AM:[Supervisor.UserLogin]
Subject (Subject)	The contract comes to term on [dEnd]

	Record 2
Name (Name)	PC5 - Notify departmental supervisor of the contract supervisor
Context (ContextTable)	Contracts (amContract)
Type (seActionType)	Messaging
SQL name (SQLName)	PC5_Notify_the_departmental_super-visor_of_the_contract_supervisor
Visible in the menu	Check this box
Messaging tab	
To (MsgTo)	AM:[Supervisor.Parent.Supervisor.UserLogin]
Subject (Subject)	The contract comes to term on [dEnd]

Message (memMsgText)	You receive this message because the contract supervisor, [Supervisor.MrMrs] [Supervisor.Name], has not read their notification message.

Step 6: Create the contract

From the **Contract/ Contracts** menu, click **New**. Create the contract and populate the fields and links as shown in the following table:

	Record 1
Reference (Ref)	PC5 - 001
Type (seType)	Other
Contract status (seStatus)	Active
Supervisor (Supervisor)	PC5 Post
Nature of payments (sePayType)	Rents
Validity - Start (dStart)	2003/01/01
Validity - End (dEnd)	2003/12/31

Click the **Create** button.

Step 7: Create the alarm

- From the contract detail, click . The alarm creation window is displayed. Populate the fields and links as shown in the following table:

	Record 1
Alarm on	Check this box
Activate	70 days before
Action	PC5 - Notify the contract supervisor
Second level	Check this box
Activate	65 days before
Action	PC5 - Notify departmental supervisor of the contract supervisor

Click **OK** then **Modify**.

- Launch AssetCenter Server and connect to the empty database as administrator by selecting the **File/ Connect to database** menu. The associated password is empty.

From the **Tools/ Configuration of modules** menu, select the **Verify alarms** module. Select the **Enabled** box and then close the window.

- Connect to AssetCenter as Mr Rissou. A message informs you that you have a message to read. Click **Yes** then **Next** to access the message.

The alarm message you created is displayed. An initial message is first sent to Mr Post when AssetCenter first detects that the 70 day notice period is overrun. Mr Rissou then receives a message when AssetCenter detect that it is less than 65 days before the end of the contract and Mr Post has still not read his message.

Click **Referenced object**. The detail window for the contract PC5 - 001 opens automatically.

IV

PART

Appendixes

13 Glossary
CHAPTER

Acceptance

Accepting assets is a key step in the leasing process, giving rise to the exchange of contractual documents between lessee and lessor (**Certificate of Acceptance**).

It contractually binds the lessee to pay rent.

AssetCenter database table that describes these objects

Assets (amAsset)

Lease rate factor

The lease rate factor is used in the rent calculation formula of contracts:

```
Contract rent = Value of the contract rent × Lease rate
factor
```

The lease rate factor varies according to the type of asset under contract. It is contractual.

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)

Schedule level rents (amCntrRent)

Blanket purchase order

Blanket PO-type contracts oblige the buyer to buy for a given minimum amount over a given period of time.

If the minimum amount is not reached at the end of the period, penalties are incumbent on the buyer.

AssetCenter database table that describes these objects

Contracts (amContract)

Contract

AssetCenter enables you to manage contracts or agreements made with your business partners.

An asset can be associated with several contracts.

Examples

AssetCenter helps you manage the following types of contracts:

- **Master lease**
- **Lease schedule**
- **Maintenance**
- **Insurance**
- **License**
- **Blanket purchase order**
- **Other**

AssetCenter database table that describes these objects

Contracts (amContract)

Master lease

The master lease defines the general terms and conditions for leasing equipment and the relations between the lessor and lessee.

It is used as the basis (or template) for the creation of lease schedules.

Equipment and rent amounts are not defined on the master lease; this information is detailed on individual lease schedules.

AssetCenter database table that describes these objects

Contracts (amContract)

Lease schedule

The lease schedule is an application of the master lease.

It inherits most of the information from the master lease and contains the list of equipment, the rent amounts and the principal dates.

AssetCenter database table that describes these objects

Contracts (amContract)

Loans

In some cases, you may need to borrow funds for leasing agreements.

AssetCenter helps you describe that loan and manage its reimbursement (principal, interest, fees).

Corresponding terms

▶ Assignee [page 165]

AssetCenter database table that describes these objects

Loans (amLoan)

Bill cycle day

Time duration before the rent is due.

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)
Schedule level rents (amCntrRent)

End of term

At the end of term, lessees usually have several possibilities open to them: purchase, return or renew the equipment.

Purchase option

Most agreements stipulate that the lessee can or must buy the equipment at fair market value. This value is decided on between the lessor and lessee based on typical market prices for the type of equipment concerned.

Notification

Most agreements require the lessee to explicitly notify the lessor in advance of the chosen end of lease option for the equipment (renew, return, purchase). In general, if the lessor is not notified in advance the lessee may be liable to pay extra rent.

AssetCenter helps notify you in advance about assets that are approaching end of term.

The lessee can create alarms at several levels, which are triggered by the approach of certain dates: end of term, return, purchase or renewal dates of notification.

Early termination

Occasionally, assets are sold to a third party, lost, stolen or destroyed. In general, the lessor is informed and this has an immediate impact on rent amounts (see the definition of loss value).

In certain cases, the lessee can return the equipment before the end of term. This can take place at any time at the request of the lessee, or on dates determined by the contract. The lessee has to pay penalties called early termination fees.

AssetCenter database table that describes these objects

Contracts (amContract)

Allocation

An allocation is one mode of calculating the rent of assets under contract.

Using the **Allocation** mode requires you to define the same fixed amount for the rent of each asset.

Opposites

▶ Prorata [page 165]

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)
Schedule level rents (amCntrRent)

Interest

Interest is a part of reimbursing loans, with principal and fees.

AssetCenter database table that describes these objects

Loans (amLoan)

Leasing

Leasing has similarities and differences with long-term rental and hire-purchase agreements.

Rent payments are used in all cases. But there are differences between the three:

- Leasing: Leasing agreements use payment schedules to calculate rent payments and penalties. A wide variety of leasing agreements exist, all of which help a company avoid the capital cost involved in owning equipment. Leasing is often also used as an asset management strategy, especially for IT assets, which can quickly become obsolete.
- Long-term rental: A leasing agreement with no buy-out option at the end of term, such as the case with hire-purchase.
- Hire-purchase: A system of purchase by paying in installments where the lessee can use the equipment while paying for it.

Rent

Rent is determined by the amount of periodic payments and the frequency of payments.

In the case of multiple rent payments, a distinction is made between main rent and secondary rent payments.

AssetCenter enables you to calculate the overall rent amount for the contract, the rent payments of the assets subject to the contact, and the interim rent payments.

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)

Schedule level rents (amCntrRent)

Interim rent

Interim rent covers the period between receiving and accepting an asset and the date of the first rent payment for a full period.

While a contract can be associated to several rents (insurance, rent, maintenance, etc.), the interim rent is only for a contract's main rent.

The interim rent is calculated from the moment you accept the assets under contract.

Main rent

In the case of multiple rent payments, a distinction is made between main rent and secondary rent payments.

This is an important concept in leasing since interim rent, which is specific to this type of contract, only exists for "main" rent payments.

Let's say that a certain payment is the main rent payment of a contract: This certain payment will then be the main rent payment of all assets tied to this contract.

There can only be one main rent payment for any given asset.

On the other hand, there can be several main rent payments at the contract level.

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)

Schedule level rents (amCntrRent)

Rent amount

The rent amount is calculated by applying a lease rate factor to the value of this rent.

The rent amounts are used as contracts at the level of the asset rents.

Do not confuse with...

▸ Value of a rent [page 167]

Notification

Most agreements require the lessee to explicitly notify the lessor in advance of the chosen end of lease option for the equipment (renew, return, purchase).

In general, if the lessor is not notified in advance the lessee may be liable to pay extra rent.

AssetCenter helps notify you in advance about assets that are approaching end of term.

The lessee can create alarms at several levels, which are triggered by the approach of certain dates: end of term, return, purchase or renewal dates of notification.

AssetCenter database table that describes these objects

Contracts (amContract)

Periodicity

Rent is determined by the amount of periodic payments and the frequency of payments.

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)
Schedule level rents (amCntrRent)

Assignee

To finance equipment, the lessor sometimes uses a third party to whom he transfers the responsibility of handling financial obligations on the part of the lessee.

This third party is usually a financial body called an assignee.

In general, the assignee collects rent payments from the lessee and the lessor conserves his contractual obligations.

AssetCenter database table that describes these objects

Contracts (amContract)

Prorata

Prorating is one mode of calculating the rent of assets under contract.

Using the **Prorata** mode involves calculating asset rents prorata on a reference value (purchase price, rent, initial value, etc.) called **Prorata value**.

Examples

Here is a prorata rent calculation formula of an asset:

$$\text{Asset "Rent"} = \text{Contract "Rent"} \times \frac{\text{Prorata value of asset}}{\sum \text{Prorata values of assets}}$$

Opposites

▶ Allocation [page 161]

AssetCenter database tables that describes these objects

Asset rents (amAssetRent)
Schedule level rents (amCntrRent)

Application service

An application service involves using an IT application in a company without having to install it.

The application is housed with an external service provider, called an **Application Service Provider**, or **ASP**.

As an intermediary between the software publisher and the client, the service provider supplies the application on subscription.

Online use of the application automates its maintenance and upgrade operations.

Users can access the application via Internet or Intranet.

AssetCenter database table that describes these objects

Contracts (amContract)

Loan amortization schedule

The loan amortization schedule defines the payments and dates associated with loan reimbursements.

Each deadline is comprised of the following items:
- A date
- A principal amount
- An interest rate
- A fee amount

AssetCenter database table that describes these objects

Loan amortization schedule lines (amLoanPayment)

Loss value

Lessees are usually liable to pay penalties in the case of lost or damaged assets, etc.

They depend on the value of the assets which are lost or destroyed. In general this loss value is contractually defined.

AssetCenter manages the different possible methods of loss value calculation, depending on the time elapsed since the start of term and the type of asset concerned.

AssetCenter database table that describes these objects

Loss values (amLossValLine)

Loss value percentages (amLossValRate)

Percentage of losses (amLossValRule)

Prorata value

In certain cases, the rent of an asset is calculated prorata on a reference value.

This reference value is called a **prorata value**.

You can select the prorata value at the asset rent level.

The reference value comes from the detail of the asset (**Purchase price**, **Rent**, **Market value**, etc.).

Here is how the **Rent** field (mPayments) of an asset is calculated if the **Rent** field of the contract and the prorata values of the assets are known:

$$\text{Asset "Rent"} = \text{Contract "Rent"} \times \frac{\text{Prorata value of asset}}{\sum \text{Prorata values of assets}}$$

AssetCenter database table that describes these objects

Schedule level rents (amCntrRent)

Value of a rent

The value of a rent is the basis of the calculation of this rent's amount.

The rent values are used as contracts at the level of the asset rents.

Purchase option value

Most agreements stipulate that the lessee can or must buy the equipment at fair market value.

This value is decided on between the lessor and lessee based on typical market prices for the type of equipment concerned.

Synonyms

AssetCenter database table that describes these objects

Assets (amAsset)

Initial value

The market value of an asset is its market value at the time it was included in the table of assets.

This is its purchase price if it is new, its buy-out price if it is second hand, etc.

AssetCenter database table that describes these objects

Assets (amAsset)

Initial payment

There is an initial payment for each contract type.

In the case of a lease schedule, this initial payment corresponds to an interim rent.

As a general rule, the value of the interim rent is calculated on accepting the assets.

Synonyms

▸ Interim rent [page 163]

AssetCenter database table that describes these objects

Assets (amAsset)

14 References

CHAPTER

Menus and tabs

Data in the Contracts module is accessible using the following menus, links and fields:

Table 14.1. Menus and tabs (Contracts) - list

Sub-menu	Table accessible by the menu (label and SQL name)	Dedicated tabs, fields or links	Section of the guide to consult
File menu			
Activate modules	Enables you to activate or deactivate the Contracts module, if your license file permits. You need to activate this module if you don't see the following menus.	Does not apply.	Refer to the **Tailoring** guide, chapter **Customizing a client workstation**, section **Activating the modules**
Portfolio menu			

Sub-menu	Table accessible by the menu (label and SQL name)	Dedicated tabs, fields or links	Section of the guide to consult
Natures	Natures (amNature)	■ **Create** field (seBasis) ■ **Contract type** field (seCntrType)	Refer to the **Portfolio** guide, chapter **Portfolio items**, section **Natures**.
Models	Models (amModel)	■ **General** tab: **Nature** field ■ **Contract** tab	Consultez le manuel **Parc**, chapitre **Eléments du parc**, section **Modèles**
Assets and batches	Assets (amAsset)	■ A large part of the **Acquis.** tab ■ **Rent** tab ■ **Contracts** tab	Linking an asset to a contract [page 41] Step 3 - Defining rent [page 49] Step 4 - Defining loans [page 67]
Departments and employees	Employees (amEmplDept)	■ **Application services** tab ■ **Contracts** tab	Step 1- Creating the contract [page 31] Day-to-day management of ASP contracts [page 113]
Groups	Employee groups (amEmplGroup)	**Contracts** tab	
Companies	Companies (amCompany)	**Contracts** tab	Step 1- Creating the contract [page 31] General concepts [page 23]
Contracts menu			
Application services	Contracts (amContract)	All	Day-to-day management of ASP contracts [page 113]
Contracts	Contracts (amContract)	All	The whole guide
Blanket purchase orders	Contracts (amContract)	All	Refer to the **Procurement** guide, chapter **Orders**, section **Blanket purchase orders**

Sub-menu	Table accessible by the menu (label and SQL name)	Dedicated tabs, fields or links	Section of the guide to consult
Master leases	Contracts (amContract)	All	Types of contracts [page 34]
			Creating the master lease: This defines the general terms and conditions. It is used as a template for lease schedules. [page 25]
Lease schedules	Contracts (amContract)	All	Step 5 - Accepting assets [page 83]
			Step 3 - Defining rent [page 49]
			Step 4 - Defining loans [page 67]
Returns - end of term	Return envelope (amReturnEnv)	All	Step 7 - Defining loss values [page 99]
Tools menu			
Reporting/ Reports	Reports (amReport)	Does not apply.	Reports and forms [page 188]
Reporting/ Forms	Forms (amForm)	Does not apply.	Reports and forms [page 188]
Actions/ Edit	Actions (amAction)	Does not apply.	References [page 171]
Actions/ <Name of action>	Proposes either contextual or non-contextual actions. Enables you to trigger the selected action.	Does not apply.	References [page 171]
Customize toolbar	Enables you to add or remove icons from the toolbar.	The **Contracts** category.	Toolbar icons [page 174]
Administration menu			

Sub-menu	Table accessible by the menu (label and SQL name)	Dedicated tabs, fields or links	Section of the guide to consult
List of screens	Enables you to access tables that are not accessible using the main menus. This menu item is reserved for the administrator since such tables usually do not need to be directly accessed or modified.	Does not apply.	Refer to the **User interface** guide, chapter **Record lists**, chapter **Using lists**.
Itemized lists	Itemized lists (amItemizedList)	Does not apply.	Itemized lists [page 182]
Counters	Counters (amCounter)	Does not apply.	Counters [page 184]

Toolbar icons

Some of the toolbar icons are specific to the Contracts module.

To obtain this list and add these icons to the toolbar:

1 Select the **Tools/ Customize toolbar** menu.
2 Select the **Tools** tab.
3 Select **Contracts** in the list of **Categories**.

For more information on customizing the toolbar, consult the **Tailoring** guide, chapter **Customizing a client workstation**, section **Customizing the toolbar**.

Interface options

There are no interface options specifically dedicated to the Contracts module.

Tables

The Contracts module uses the following tables:

Table 14.2. Tables (Contracts) - list

Label and SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Tables directly linked to the Contracts module		
Asset rents (amAssetRent)	Portfolio/ Assets and Batches, **Rent** tab	Step 3 - Defining rent [page 49]
	Administration/ List of screens	
Assets under contract (amAst-CntrDesc)	Portfolio/ Assets and Batches, **Contracts** tab	Linking an asset to a contract [page 41]
	Contracts/ Contracts, **Assets** tab	Step 3 - Defining rent [page 49]
	Administration/ List of screens	
Return envelope (amRe-turnEnv)	Contracts/ Returns - end of term	Step 7 - Defining loss values [page 99]
Asset rent payments (amAstRn-tExpLin)	Not available.	Step 3 - Defining rent [page 49]
Employees covered by a contract (amCntrEmpl)	Contracts/ Contracts, **Employees** tab	Step 1- Creating the contract [page 31]
	Contracts/ Application services, **Employees** tab	
	Contracts/ Blanket purchase order, **Employees** tab	
	Contracts/ Master leases, **Employees** tab	
	Contracts/ Lease schedules, **Employees** tab	
	Administration/ List of screens	
Contracts assigned to projects (amCntrProjDesc)	Portfolio/ Projects, **Contracts** tab	Refer to the **Portfolio** guide, chapter **Work orders and projects**, section **Projects**.
	Administration/ List of screens	

Label and SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Schedule level rents (am-CntrRent)	Contracts/ Contracts, **Rents** tab	Step 3 - Defining rent [page 49]
	Contracts/ Blanket purchase orders, **Rents** tab	
	Contracts/ Lease schedules, **Rents** tab	
	Administration/ List of screens	
Contract-level rent payments (amCntrRntExpLin)		Step 3 - Defining rent [page 49]
Contracts (amContract)	Contracts/ Contracts	The whole guide
	Contracts/ Application services	
	Contracts/ Blanket purchase order	
	Contracts/ Master leases	
	Contracts/ Lease schedules	
	Portfolio/ Departments and employees, **Contracts** tab	
	Portfolio/ Assets and Batches, **Contracts** tab	
	Portfolio/ Companies, **Contracts** tab	
Loans (amLoan)	Contracts/ Contracts, **Loans** tab	Step 4 - Defining loans [page 67]
	Contracts/ Blanket purchase orders, **Loans** tab	
	Contracts/ Lease schedules, **Loans** tab	
	Administration/ List of screens	
Loan amortization schedule lines (amLoanPayment)	Contracts/ Contracts, **Leasing** tab, **Rule** field (LossValRule)	Step 4 - Defining loans [page 67]
	Contracts/ Master leases, **Leasing** tab, **Rule** field (LossValRule)	
	Contracts/ Lease schedules, **Leasing** tab, **Rule** field (LossValRule)	
	Administration/ List of screens	

Label and SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Loss values (amLossValLine)	Administration/ List of screens	Step 7 - Defining loss values [page 99]
Loss value percentages (am-LossValRate)	Contracts/ Contracts, **Leasing** tab, **Rule** field (LossValRule), detail of the rule.	Step 7 - Defining loss values [page 99]
	Contracts/ Master lease, **Leasing** tab, **Rule** field (LossValRule), detail of the rule.	
	Contracts/ Lease schedule, **Leasing** tab, **Rule** field (LossValRule), detail of the rule.	
	Administration/ List of screens	
Percentage of losses (am-LossValRule)	Contracts/ Contracts, **Leasing** tab, **Rule** field (LossValRule)	Step 7 - Defining loss values [page 99]
	Contracts/ Master leases, **Leasing** tab, **Rule** field (LossValRule)	
	Contracts/ Lease schedules, **Leasing** tab, **Rule** field (LossValRule)	
	Administration/ List of screens	
Third parties (amThirdParty)	Contracts/ Contracts, **Contacts** tab	
	Contracts/ Blanket purchase orders, **Contacts** tab	
	Contracts/ Master leases, **Contacts** tab	
	Contracts/ Lease schedules, **Contacts** tab	
	Administration/ List of screens	
Tables indirectly linked to the Contracts module		
Assets (amAsset)	Portfolio/ Assets and batches	Linking an asset to a contract [page 41]
		Step 2 - Adding the assets to the contract [page 41]
Locations (amLocation)	Portfolio/ Locations	Refer to the **Portfolio** guide, chapter **Overview (Portfolio)**, section **Main tables used in portfolio management**.

Label and SQL name of the table	Menus enabling you to access the table	Section of the guide to consult
Models (amModel)	Portfolio/ Models	Refer to the **Portfolio** guide, chapter **Portfolio items**, section **Models**.
Natures (amNature)	Portfolio/ Natures	Refer to the **Portfolio** guide, chapter **Portfolio items**, section **Natures**.
Employees (amEmplDept)	Portfolio/ Departments and employees	Step 1- Creating the contract [page 31] General concepts [page 23]
Companies (amCompany)	Portfolio/ Companies	Step 1- Creating the contract [page 31] General concepts [page 23]

Interdependence of tables

The Contracts module uses numerous tables in the AssetCenter database. There are multitudes of links between these tables. It is thus convenient to optimize the order in which you populate these tables.

The order that we propose below is not mandatory: AssetCenter enables you to create missing records in linked tables whenever it is necessary.

Example

We recommend that you create the cost categories before creating the contracts. However, you can, of course, create a cost category on the fly when you are populating the detail of a contract. Keep in mind, though, that you will have to populate numerous, interwoven, tables, which can be quite complicated.

Here is a table that optimizes the order of how you should create your records. It indicates which dependant tables you need to populate.

Secondary tables not directly linked to the Contracts module are not included here. They are automatically populated when you create records in the main tables.

Table 14.3. Interdependence of tables (Contracts) - table

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Itemized lists (amItemizedList)	None	For information about which itemized lists to populate: ▶ Itemized lists [page 182].
1 Cost categories (amCostCategory)	Refer to the **Financials** guide.	
2 Cost center (am-CostCenter)		
1 Natures (am-Nature)	Refer to the **Portfolio** guide.	Enter **Contract** in the **Create** field (seBasis) and populate the **Contract type** field (seCntrType).
1 Models (amModel)	Refer to the **Portfolio** guide.	
1 Country (amCountry)	Refer to the **Core tables** guide.	
2 Locations (amLocation)		
3 Employees (amEmplDept)		
4 Employee groups (amEmplGroup)		
1 Companies (am-Company)	Refer to the **Core tables** guide.	
2 Contacts (amContact)		
1 Tax jurisdictions (amTaxJuris)	Refer to the **Financials** guide.	
2 Tax formulas (amTaxFormula)		
1 Orders (amPOrder)	Refer to the **Procurement** guide.	This is a prerequisite for **Blanket PO** type contracts since such contracts refer to a record in the **Orders** table (amPOrder).
1 Assets (amAsset)	Refer to the **Portfolio** guide.	

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Contracts (amContract)	■ Cost categories (amCostCategory) ■ Cost center (amCostCenter) ■ Models (amModel) ■ Locations (amLocation) ■ Employees (amEmplDept) ■ Employee groups (amEmplGroup) ■ Companies (amCompany) ■ Contacts (amContact) ■ Orders (amPOrder) ■ Assets (amAsset)	
1 Third parties (amThirdParty)	■ Companies (amCompany) ■ Contacts (amContact) ■ Contracts (amContract)	
1 Assets under contract (amAstCntrDesc)	■ Assets (amAsset) ■ Contracts (amContract)	
1 Schedule level rents (amCntrRent)	■ Cost categories (amCostCategory) ■ Cost center (amCostCenter) ■ Tax jurisdictions (amTaxJuris) ■ Tax formulas (amTaxFormula)	

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Loans (amLoan) 2 Loan amortization schedule lines (amLoanPayment)	■ Cost categories (amCostCategory) ■ Cost center (amCostCenter) ■ Companies (amCompany) ■ Assets (amAsset) ■ Contracts (amContract)	
1 Percentage of losses (amLossValRule) 2 Loss value percentages (amLossValRate) 3 Loss values (amLossValLine)	◆ Contracts (amContract)	
1 Asset rents (amAssetRent)	■ Cost categories (amCostCategory) ■ Cost center (amCostCenter) ■ Tax jurisdictions (amTaxJuris) ■ Tax formulas (amTaxFormula) ■ Assets (amAsset) ■ Schedule level rents (amCntrRent)	
1 Employees covered by a contract (amCntrEmpl)	■ Contracts (amContract) ■ Employees (amEmplDept)	

Table (label and SQL name)	Tables to populate beforehand (label and SQL name)	Comments
1 Return envelope (amReturnEnv)	■ Locations (amLocation) ■ Companies (amCompany) ■ Contacts (amContact) ■ Assets (amAsset) ■ Country (amCountry) ■ Contracts (amContract)	
1 Requests (amRequest) **2** Request lines (amReqLine) **3** Orders (amPOrder) **4** Order lines (amPOrdLine) **5** Receiving slips (amReceipt) **6** Receipt lines (amReceiptLine)	Refer to the **Procurement** guide.	This guide explains how requests, orders and receipts of acquired assets work in the leasing part of the Contracts module.

Itemized lists

Certain fields can be populated by selecting their values from a list. These itemized lists are such lists.

You can access the **Itemized lists** table (amItemizedList) using the **Administration/ Itemized lists** menu item.

The Contracts module uses the following itemized lists:

Table 14.4. Itemized lists (Contracts) -list

Identifier of the itemized list	Field populated from the itemized list (label and SQL name)	Table in which field is found (label and SQL name)
amAspCntrProfile	Profile (Profile)	Employees covered by a contract (amCntrEmpl)
amAssignCond	Conditions (AssignCond)	Contracts (amContract)
amCity	City (City)	Contracts (amContract)
amCntrNature	Nature (Nature)	Contracts (amContract)
amCntrStatus	Status (Status)	Contracts (amContract)
amDocCategory	Category (Category)	Contracts (amContract)
amFloatingRate	Floating rate (FloatingRate)	Loans (amLoan)
amLossCond	Conditions (LossCond)	Contracts (amContract)
amPurchOptType	Purchase option type (PurchOptType)	Contracts (amContract)
amRenOptType	Renewal option type (RenOptType)	Contracts (amContract)
amRetEnvStatus	Status (RetEnvStatus)	Contracts (amContract)
amRetReason	Reason for return (RetReason)	Contracts (amContract)
amRetOptType	Return option type (RetOptType)	Contracts (amContract)
amShipMode	Shipping method (ShipMode)	Contracts (amContract)
amState	State (State)	Contracts (amContract)
amUpgOptType	Upgrade option type (UpgOptType)	Contracts (amContract)

For more information on using itemized lists, refer to the **Advanced use** guide, chapter **Itemized lists**.

Calculated fields

There are no calculated fields specific to the Contracts module.

You can access the **Calculated fields** table (**amCalcField**) using the **Administration/ Calculated fields** menu item.

For more information on using calculated fields, refer to the **Administering the database** guide, chapter **Calculated fields**.

For more information on script writing, refer to the **Advanced use** guide, chapter **Scripts**.

For more information on using APIs, refer to the **Programmer's reference** guide.

Counters

The Contracts module uses certain counters.

These counters are used in the default values of certain fields.

You can access the **Counters** table (**amCounter**) using the **Administration/Counters** menu item.

The following counters are directly linked to the Contracts module:

Table 14.5. Counters (Contracts) - list

SQL name of the counter	Label and SQL name of the table that uses the counter	Label and SQL name of the field that uses the counter
amLoan_Code	Loans (amLoan)	Code (Code)
amContract_Ref	Contracts (amContract)	Reference (Ref)
amReturnEnv_Code	Return envelope (amReturnEnv)	Code (Code)

For more information on how to use counters, refer to the **Administration** guide, chapter **Customizing the database**, section **Counters in field default values**.

Actions and wizards

The **Line-of-business data** contains actions for the Contracts module.

After you have imported the actions in your working database, you can identify the ones specific to the Contracts module by doing the following:

1   Display the list of actions (**Tools/Actions/Edit**)
2   Right-click in the list window.
3   Select **Configure list**.
4   Add the **Nature** link (Nature) and the **Domain** link (Domain) to the columns in the list.
5   Click **OK**.
6   Sort the list from the **Nature** column.
7   The reports for the Contracts module are identified by the **BST_ASP** and **BST_CONTRACT** natures.

8 Sort the list on the **Domain** column.

9 The reports belonging to the Contracts module are included in the **Contracts** domain and its sub-domains.

Some of these actions are described in this guide:

Table 14.6. Actions and wizards (Contracts) - list

Name of action	SQL name of action	Type of action	Context of action (SQL name of table)	Section of the guide to consult
Administer the applica- tion service	ConnectToAdminAccnt	Executable	Employees covered by a contract (am- CntrEmpl)	Day-to-day manage- ment of ASP con- tracts [page 113]
Administer the applica- tion service	ConnectToASPAdministration	Executable	Contracts (am- Contract)	Day-to-day manage- ment of ASP con- tracts [page 113]
Connect to the applica- tion service	ConnectToASPService	Executable	Employees covered by a contract (am- CntrEmpl)	Day-to-day manage- ment of ASP con- tracts [page 113]
Send an e- mail to sup- port	MailToSupport	Executable	Contracts (am- Contract)	Day-to-day manage- ment of ASP con- tracts [page 113]
Add assets to a con- tract	Ast2Cntr	Wizard	No table	Step 2 - Adding the assets to the con- tract [page 41]
Notify end of contract	BstCntrEndNotifset	Script	Contracts (am- Contract)	Step 8 - Managing end of term [page 107]
Creating a contract	BstCntrCreateContract	Wizard	No table	Step 1- Creating the contract [page 31]
Accepting assets	sysLeaseAssetAccept	Script	Contracts (am- Contract)	Step 5 - Accepting assets [page 83]
Renew as- sets	sysLeaseAssetRenew	Script	Contracts (am- Contract)	Renewing the pres- ence of assets in a contract. [page 107]
Return as- sets	sysLeaseAssetReturn	Script	Contracts (am- Contract)	Step 7 - Defining loss values [page 99]

Name of action	SQL name of action	Type of action	Context of action (SQL name of table)	Section of the guide to consult
Remove from portfolio	sysLeasePurgeAsset	Script	Return envelope (amReturnEnv)	Step 8 - Managing end of term [page 107]
Notify the contract supervisor	sysCntrNotif	Messaging	Documents (amDocument)	Automatic validation of documents linked to contracts [page 37]
Add/Modify a document	sysCntrNotif	Wizard	Contracts (amContract)	Automatic validation of documents linked to contracts [page 37]
Document rejected	sysCntrDocRej	Script	Documents (amDocument)	Automatic validation of documents linked to contracts [page 37]
Document validated	sysCntrDocApp	Script	Documents (amDocument)	Automatic validation of documents linked to contracts [page 37]

You can access the **Actions** table (**amAction**) using the **Tools/ Actions/ Edit** menu item.

For more information on using actions, refer to the **Advanced use** guide, chapter **Actions**.

You can also create new actions.

AssetCenter Server modules

The following AssetCenter Server modules are dedicated to the Contracts module.

- **Calculate stipulated loss values** (LostVal)
- **Calculate rent** (Rent)
- **Execute workflow rules for execution group 'BST_ASP'** (WkGroupBST_ASP)
- **Execute workflow rules for execution group 'BST_CONTRACT'** (WkGroupBST_CONTRACT)

For more information on this module, refer to the **Administration** guide, chapter **AssetCenter Server**, section **Configuring the modules monitored by AssetCenter Server**.

System data and Line-of-business data

AssetCenter is provided with a standard set of data.

This set of data is part of one of the following groups:

- **System data**: essential data for the AssetCenter database.
- **Line-of-business data**: Basic data to insert into your production database if you find it useful.

  This data is divided into functional areas.
- **Sample data**: useful data for you to familiarize yourself with AssetCenter.

System data data specific to the Contracts module

The **System data** contain data specific to the **Contracts** module in the **Actions** table (amAction).

Sample data specific to the Contracts module

The **Sample data** contains data specific to the Contracts module in the **Reports** table (amReport).

The **Sample data** specific to the Contracts module is automatically a part of the demonstration database installed with AssetCenter.

The **Sample data** specific to the Contracts module is a part of your working database if you choose this option with AssetCenter Database Administrator.

Line-of-business data data specific to the Contracts module

The **Line-of-business data** contains data specific to the Contracts module, in particular for the following tables:

- Features (amFeature)
- Actions (amAction)
- Tables linked to the workflow
- Application options (amOption)

The **Line-of-business data** specific to the Contracts module is automatically a part of the demonstration database installed with AssetCenter.

The **Line-of-business data** specific to the Contracts module is a part of your working database if you choose this option with AssetCenter Database Administrator.

Reports and forms

AssetCenter is provided with forms and reports. Certain of these forms and reports are specific to the Contracts module.

In order for these reports and forms to be available in your database, you must import them from the AssetCenter Database Administrator.

Importing and identifying reports specific to the Contracts module

To find out how to import reports, refer to the **Advanced use** guide, chapter **Crystal Reports**, section **Installing and using the reporting tool**.

To identify the reports specific to the Contracts module, consult the **Advanced use** guide, chapter **Crystal Reports**, section **Identifying Crystal Reports specific to a given module**.

Importing and identifying forms specific to the Contracts module

To find out how to import forms, refer to the **Advanced use** guide, chapter **Forms**, section **Installing preconfigured forms into your working database**.

To identify the forms specific to the Contracts module, consult the **Advanced use** guide, chapter **Forms**, section **Identifying forms specific to a given module**.

Automatic processes

For more information on the automatic background processes executed by AssetCenter, consult the **Database structure** guide. For each table discussed in this guide, you will find an **Background processes** section.

APIs

There are no AssetCenter APIs dedicated to the Contracts module.

To obtain a list of AssetCenter APIs and their descriptions, consult the **Programmer's reference** guide.

Views

There are no defaults view specific to the Contracts module.

For more information on using views, refer to the **Tailoring** guide, chapter **Using views**.

Other documentation

This guide only provides information directly relating to the Contracts module.

To obtain associated information not covered in this guide, we recommend that you read the following documents:

Table 14.7. Other documentation (Contracts) - list

The document ...	Covers information relating to the ...	Format	Location in the AssetCenter installation folder
Installation	◆ Installation of AssetCenter	Printed	`\doc\pdf\Installation.pdf`
		On line	`\doc\chm\install.chm`
Core tables	▪ Departments and employees ▪ Employee groups ▪ Locations ▪ Companies ▪ Contacts ▪ Country	Printed	`\doc\pdf\CommonTables.pdf`
		On line	`\doc\chm\common.chm`

The document ...	Covers information relating to the ...	Format	Location in the AssetCenter installation folder
Introduction	◆ General software interface	Printed	`\doc\pdf\UserInterface.pdf`
		On line	`\doc\chm\userint.chm`
Portfolio	■ Natures ■ Models ■ Assets and batches ■ Work orders ■ Software licenses	Printed	`\doc\pdf\Portfolio.pdf`
		On line	`\doc\chm\portfol.chm`
Administration	■ Itemized lists ■ Customization of fields	Printed	`\doc\pdf\Administration.pdf`
		On line	`\doc\chm\admin.chm`
Help on fields and links	◆ Description of the database's fields and links	On line	This help is accessible using one of the following methods, after having selected the field or link: ■ Right-click and select **Help on this field** from the shortcut menu. ■ Press **Shift** and **F1** simultaneously on your keyboard. ■ Select the **Help/ Help on this field** menu.
Database structure	■ List of the database's tables, fields, links and indexes ■ Automatic agents triggered by AssetCenter.	Text file	■ `doc\infos\database.txt` ■ `\infos\tables.txt`
		On line	`\doc\chm\dbstruct.chm`
General online help	◆ The functioning of the entire application	On line	This help is accessible using one of the following methods, after having selected the field or link: ■ Press **F1** on the keyboard. ■ Select the **Help/ Index** menu.
Financials	■ Cost categories ■ Cost centers ■ Tax jurisdictions ■ Tax formulas	Printed	`\doc\pdf\Financials.pdf`
		On line	`\doc\finance.chm`

The document ...	Covers information relating to the ...	Format	Location in the AssetCenter installation folder
Procurement	▪ Orders ▪ Blanket purchase orders ▪ Requests ▪ Receipts	Printed	`\doc\pdf\Procurement.pdf`
		On line	`\doc\procur.chm`

Workflow schemes

The **Sample data** includes workflow schemes for the Contracts module.

After you have imported the workflows in your working database, you can identify the ones specific to the Contracts module by doing the following:

1   Display the list of workflow schemes (**Tools/Workflow/Workflow schemes**).
2   Right-click in the list window.
3   Select **Configure list**.
4   Add the **Execution group** link (GroupName) to the columns in the list.
5   Click **OK**.
6   Sort the list from the **Execution group** column.
7   The workflow schemes for the Contracts module are identified by the **BST_ASP** and **BST_CONTRACT** natures.

Some of these workflow schemes are described in this guide:

Table 14.8. Workflow schemes (Contracts) -list

Name of the workflow scheme	Reference of the work-flow scheme	Context of the start object	Section of the guide to consult
User account management	ASP002	Employees covered by a contract (am-CntrEmpl)	
Calculate application-service rents	ASP001	Schedule level rents (am-CntrRent)	Day-to-day management of ASP contracts [page 113]

Name of the workflow scheme	Reference of the work-flow scheme	Context of the start object	Section of the guide to consult
Notify approaching end of term for contract	BST_CNTR_END_NOTIF2	Contracts (am-Contract)	
Keep contract rents in sync with the contract	BST_CONTRACT03	Schedule level rents (am-CntrRent)	
Keep asset rents in sync with the contract	BST_CONTRACT02	Asset rents (amAssetRent)	
Notify approaching end of term for asset	BST_CONTRACT01	Contracts (am-Contract)	
Contract document validation	SYS_CONTRACT_APPR	Documents (amDocument)	Automatic validation of documents linked to contracts [page 37]

Use the **Tools/ Workflow/ Workflow schemes** menu item to access the **Workflow schemes** table (amWfScheme).

For further information on using workflow schemes, refer to the **Advanced use** guide, **Workflow** chapter.

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