Peregrine AssetCenter



Contracts



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AssetCenter

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Introduction

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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.

Chapter 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.

Chapter 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

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1 Preliminary steps

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 li-
	cense
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 hereafter),
- 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.







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

ጆ 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 $\ensuremath{\scriptscriptstyle \mathbb{H}}$.

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

ጆ 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 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]
Туре (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 3 - Defining rent [page 49]
Leasing tab	This tab is displayed when the Type (seType) field
2	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 de- termine the possible end-of-term options.
	Step 7 - Defining loss values [page 99]
Contracts button	This button is displayed in the details of applica- tion service contracts. It enables you to access the typical fields and links of contracts (licence con- tracts in this case).
	You will note that the screens describing the ap - plication 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 as- sets that are covered or the payment condi- tions.	 Contracts/ Con- tracts 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 condi- tions. 	 Contracts/ Con- tracts 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 or- der	Blanket PO-type con- tracts 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 peri- od, penalties are in- cumbent on the buy- er.	 Contracts/ Con- tracts Contracts / Blanket purchase orders 	
ASP	An application service is a software applica- tion that is hosted by a third-party called an Application Service Provider or ASP. A subscription contract is used for this. Com- pany employees use the application over a communication pro- tocol (Internet, X-25, etc.).	Contracts/ Applica- tion services	A specific detail screen for application ser- vices 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.

ጆ 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.

ጆ 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 Subtton 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 trig- ger the workflow scheme	The workflow scheme is started if the following event occurs: Adding a document			
Conditions re- quired for the	The workflow scheme continues running if the following fields are set to the following values:			
workflow to con-	Table name	Name of the field or link	Field value	
tinue running	Documents (am- Document)	Table (DocObjTable)	amContract	
Is AssetCenter Server required to trigger and run the workflow scheme?	Yes			
scheme? Simplified de- scription of the workflow scheme	 The workflow s added to the c This validation the contract su Finance (SYS_0 If a contract su validation required a lf a validation required group), the sta If all the validat contract super toValidated. 	scheme creates a validation ontract. request is translated into a v upervisor, if one is defined, o CORE_FINANCE) group. pervisor is defined and acce uest is created and assigned equest is denied (by the contr tus of the document is set to tion requests are accepted (b visor, if applicable), the statu	request for the document workflow activity assigned to r otherwise directly to the pts the validation request, a to the Finance group. ract supervisor or the Finance o Rejected . by the Finance group and the us of the document is set	
		pervisor is defined, a notifical		

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 cre- ated 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 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:		
	1	Display the list of assets (Portfolio/ Assets and batches menu).	
	2	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 (Modifybutton).	
	No	ote:	
	Yc pe	ou will notice that in this way, the contract automatically ap- ears in the Contracts tab of the asset detail.	
	So	lution 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 pay- ments window is displayed.	
		Validate this window without modifying it (Select button).	
	7	Validate these additions (Modifybutton).	
	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 P	rocedure	
Other S	olution 1:	
Insurance 1	Display the list of assets (Portfolio/ Assets and batches menu).	
 Maintenance 2 	Select the Contracts tab.	
License 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 (Modifybutton).	
S	olution 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**.

ጆ 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 spe- cifies that the contract is ap- proaching end of term. As a result, all linked assets are no longer covered by the contract.
An asset is not longer covered by the	Assets under	Planned removal	lf you wish to
contract but the contract continues	contract (amAst-	date	manage removal
to cover other assets	CntrDesc)	(dPlannedRe-	dates that are dif-
		mov)	ferent from the
			end of term date,
			you must use this
			the effective re
			moval data of the
			asset.
An asset is returned to the lessor at			Step 7 - Defin-
the end of term			ing loss values
			[page 99]
An asset is purchased from the lessor			Step 7 - Defin-
at the end of term			ing loss values
			[page 99]
An asset is lost or stolen before the			Step 7 - Defin-
end of term			ing loss values
			[page 99]



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.

ጆ 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
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 Peri- odicity field.
Bill cycle day	tsBillCycDay	Determines the time (ex- pressed 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 pay- ments.

Details on the working of the Periodicity field

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

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 con-
	tract.
Prorate and distribute rent to a selection of as-	The rent is calculated at the contract level then
sets	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	Va	lue
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 <a>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.

⁶⁷ 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.

d 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.

💡 Tip:

To modify the selection of assets (add or remove assets), click once more the icon to the right of the **Prorate to assets** (seProrateRule) field and then modify the selection.

Click Select to accept the new selection of assets.

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:

Title	SQL name	Usage
Value	mValue	The value of this field is equal to the sum of the Market value (mMarketVal) fields of the as- sets associated with the rent.
		Warning:
		This value is correctly calcu- lated only if you have ad- ded the assets to the con- tract before defining the rent detail.
LRF	pLRF	Enter manually the value cor- responding 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.

Table 5.3. Rents - Fields used to calculate contract 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 associ-
		ated with the rent.
Prorated by	ProrateField	This field specifies the field at
		the asset level used to prorate
		and distribute the rent to the
	<u> </u>	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 refer- ence field to be displayed (Acquis. tab, Procurement sub-tab)
Rent (mPayments)	Rent	General	RentalLease

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 refer- ence field to be displayed (Acquis. tab, Procurement sub-tab)	
Resale price (mResale-	General		Purchase	
Price)			 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 	
lnit. payment (mlnt-	Acquis.	Price and conditions	Rental	
Pay)			Lease	

ጆ 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:

```
Asset "Rent"= Contract "Rent" × 7
```

Prorata value of asset ∑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

 - **2** 33.3333333333333254
 - **3** 33.33333333333333254

ጆ 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

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

Calculating asset level rent

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 (seProrateR- ule)	 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}= 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 as- sets associated with the rent.
		Warning:
		This value is correctly calcu- lated only if you have ad- ded the assets to the con- tract before defining the rent detail.
LRF	pLRF	Enter manually the value cor- responding 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.

ጆ Note:

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



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 bor- rowed capital.
		This field is used in the calcula- tion 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 ex- pense lines generated from the loan amortization line.
Principal	mPrincipal	Amount of borrowed capital that is repaid.
		The value of this field is deduc- ted from the Amount field (mAmount) of the loan in or- der to obtain the balance in the amortization schedule.
		The principal is accounted for in the total of the loan amortiz- ation line.

Field label	SQL name of the field	Usage
Rate	pInterestRate	Interest rate applied to the payment date of the amortiza- tion 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 amortiz- ation line.
Fees	mFees	Amount of fees paid.
		The amount is accounted for in the total of the loan amortiz- ation 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 corres- ponding 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 as- sets	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 corres- ponding 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 man- aging loans.
Allocate unit level rent to a selection of assets	This calculation method is not useful for man- aging 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 lin	nes (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
Interest	mInterest	summed to obtain the total
Fees	mFees	repayment amount for all the assets to which the loan ap- plies.
		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) us the rent to the assets		: detail) used as a reference to prorate
	Tab	Sub-tab	Value that the Acq. method (seAcquMethod) field should take for the refer- ence field to be displayed (Acquis. tab, Procurement sub-tab)
(identical)			
Depreciation (mDe- prVal)	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 refer- ence field to be displayed (Acquis. tab, Procurement sub-tab)
Rent (mPayments)	Rent	General	 Rental
			Lease
Resale price (mResale-	General		Purchase
Price)			 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
lnit. payment (mlnt-	Acquis.	Price and conditions	 Rental
Pay)			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**):

Prorata value of asset Asset "Rent"= Contract "Rent" × ∑Pronata 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 33.3333333333333333333
 - **2** 33.333333333333254
 - **3** 33.333333333333254

ጆ 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 l	ines (amLoanPayment) table	
Date	dPayment	Populates the Date (dCreation) field
Principal	mPrincipal	The totals of these fields are
Interest	mInterest	summed to obtain the full re-
Fees	mFees	payment amount.
		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

⁶⁷ 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

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 con- tract	
Acceptance date	Date on which you accept the assets	Accept. date (dAccept)

Table 7.1. Acceptance date and interim rent window

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.	Serial # (SerialNo)
	Tip:	
	This information is pre- cious for the lessee: The certificate of accept- ance sent to the lessor lists the accepted as- sets, their acceptance dates and serial num- bers.	

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 at 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

ጆ 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.



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 (selntRentType) 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 ex-	- For each rent period:			
pense lines	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 dis- tribute rent to all assets Allocate unit level 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 con- tract
	Prorate and dis- tribute rent to a selection of as- sets Allocate unit level rent to a se- lection of assets	An expense line for each selected asset	Asset detail, Rent tab, rent sub-tab, Finance sub-tab	Asset and con- tract
	Do not allocate or distribute rent to assets	A unique ex- pense line	Contract detail, Rent tab, rent sub-tab, Finance sub-tab	Contract

Origin of the ex-	n of the ex- For each rent period:			
pense lines	Prorata method	Expense lines generated	Cost center or cost category used to allocate the expense lines	Allocation of the expense lines
Interim rents (in	Prorate and dis-	An expense line	Asset detail, Port-	Asset and con-
the case of leas- ing agreements)	tribute rent to all assets	for each asset on the contract.	folio tab, General sub-tab	tract
	Allocate unit level rent to all assets	Origin of the amount: Detail of the asset, Acquis. tab, Price and conditions sub- tab, Init. pay- ment (mIntPay) field		
	Prorate and dis- tribute rent to a	An expense line for each selected	Asset detail, Port- folio tab, General	Asset and con- tract
	sets Allocate unit level rent to a se- lection of assets	Origin of the amount: Detail of the asset, Acquis. tab, Price and conditions sub- tab, Init. pay- ment (mIntPay) field	SUD-LAD	
	Do not allocate or distribute rent to	No interim rent is	created in this case	
	assets			

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

- 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 gener- ated	Cost center or cost category used to alloc- ate the expense lines	Allocation of the expense lines
Prorate and distribute	A repayment line for	Asset detail, Portfolio	
rent to all assets	each asset on the con-	tab, General sub-tab	
Allocate unit level rent	tract		
to all assets			
Prorate and distribute	A repayment line for	Asset detail, Portfolio	
rent to a selection of	each asset on the se-	tab, General sub-tab	
assets	lected contract		
Allocate unit level rent	_		
to a selection of assets			
Do not allocate or dis-	A unique repayment	No allocation	Contract
tribute rent to assets	line		

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

⁶⁷ 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

🗟 Loss value type 'Linear'					
Description:	Linear	△ Period	△Rate	٩	New
Periodicity:	Monthly -	0 days	100%	+	Duplicate
Precision	0 • %	3 years	1%	-	
T TECISION.	u <u>•</u> ~	1 month	97.25%	+	
Duration:	3 years 📲	2 months	94.5%		
	Linearize	3 months	91.75%		
	Linedize	4 months	89%		
		5 months	86.25%		
Propa	igate	6 months	83.5%		
If you want to y	ion plaulata	7 months	80.75%		
immediately the	ecalculate e contracts	8 months	78%		
using this loss	value rule	9 months	75.25%		
		10 months	72.5%	•	
		11 months	69.75%	+	Class
		🔚 🗠 😒 🔄	37/37		Liose

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 \blacksquare or \blacksquare 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 III button:

🔍 Add percent	age to rule '	'Linear'	_	
Period:	3 months	*	Ad	3
Rate:	85%	*	Add	2
			Cano	el

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.

ጆ 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.

🖲 Loss valu	e 'Linear	DEMO (S	erve	er <u>- O ×</u>
△Date	${\bigtriangleup}Value$		+	New
01/01/2001		8,954.18	^	Duplicate
02/01/2001		8,707.94		Duplicate
03/01/2001		8,461.70		<u>D</u> elete
04/01/2001		8,215.46		
05/01/2001		7,969.22		
06/01/2001		7,722.98		
07/01/2001		7,476.74		
08/01/2001		7,230.50		
09/01/2001		6,984.26		
10/01/2001		6,738.02		
11/01/2001		6,491.78		
12/01/2001		6,245.54		
01/01/2002		5,999.30	•	
02/01/2002		5 753 06	+	
/	<u>~~</u>	37/37		
Da	te: 01/01/	/2001	-	
	100%			
Ra	ite: 100%		-	
Vali	ue: US\$8,	954.18	8	<u>C</u> lose

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

S 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 I 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 I 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-	Assignment (seAssignment)	Retired
tab		
General	Date (sDispos)	Value of the Carried out
		on field of the return slip
General	Reason (DisposReason)	Return ([Name of the re-
		turn 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 Day-to-day management of ASP chapter 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.

ጆ 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 administrator 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.

Q 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 (E button).

Populate in particular the following fields and links:

Field or link

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

ጆ 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 (S 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 (Solution).

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).



Practical cases



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

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:

🔩 Configuration of mod	lules		_ 🗆 ×
A Name	∠ Description ∠ Last executio	on 🔺	New
 ✓ PurgeEventInTable ✓ PurgeEventOutTable 	Purge the input-events table Purge the outgoing-events table		Dyplicate
🗸 Rent	Calculate rent		Delete
SendScan	Send the scanner to the computers	-	
4		•	
Enabled Nar	ne: Rent		
Descripti	on: Calculate rent		
User data ite	em: 720	9	
Verification schedules			
	Day Month Year		
Days: Daily	_ JAII _ JAII		
Times: Periodical	■ 3 6 9 12 15 18 21		
<u>D</u> urin <u>a</u>	i period: 10min 🚆 Outside of period: 10min		
F	Preview:		
×/×/× Preview			<u>C</u> lose

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 **a** 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 **b** 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:

-											
Con	tracts: Det	tail of	contract	'PC (Server fir	ancing)'						_ 🗆 ×
🛼 R	eference: PC	2				Purpose	Server	r financing			New
	Type: Le	ease sc	hedule		•	Mode	Server	r financing		۹ 🗉 🔹	Duplicate
Contra	act status: In	prepar	ation							•	💰 Order
Gene	ral Leasin	g C	onditions	Procurement	Cycle	Contacts Opt	ions	Assets (leased)	Rents	Co:	Accent
		Lessor	Interleasir	19	۹ 🗉 ۲	Additional expe	nses —				
T	otal value of	assets	US\$0,00	-	28	Ship	oing cos	ts: Lessee		•	
Defa	ult lease rate	factor	3%		ċ	Freight	out cos	ts: Lessee		•	
-Loss	or destruction	n of ass	sets				nsuranc	e: Lessee		•	
	Con	ditions	Net value		-	li li	iterim re	nt Accept. date		•	
		Rule	:		् 🖂 🔻	Notice period					
	Calc	ulation	Calculate	on a given date	• 🔜	Les	sor notic	e: 3 months		×	
	Ass	ignee:	[<						
	Cond	ditions:			-						
			Assigna	ble							
											Close

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:

🧃 Contracts: Detai	l of contract 'PC (Server fir	ancing)'				_ 🗆 ×
🛼 Reference: PC			Purpose:	Server financing		New
Type: Leas	e schedule	*	Model:	Server financing	• ۵ •	Dyplicate
Contract status: In pr	eparation				•	😺 Order
General Leasing	Conditions Procurement	Cycle	Contacts Optic	ns Assets (leased)	Rents Co: 🔺 🕨	C Accept
-Contacts and person	s in charge of the contract					
Contract contact	Mankowicz, Dominic	- 🗉 🔎	Technical conf	act: Lübeck, Alexandre	<u> </u>	
Biling contact	Merchand, Nicole	۰ 🖾 👂	Insurance cont	act: Colombo, Gerald	🤍 🖾 🔻	
Notification address	/San Mateo site/				۰ 🗉 🔻	
Billing address	/Ariane Building/				۰ 🗉 🔹	
Third party contacts						
Description: Lesso	r		Company: Inte	rleasing	۰ 🗉 🔹	
Contact					<	
Field 1:						
Lessor						() () () () () () () () () ()
						Llose

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:

Contracts: Detail of contract 'PC (Server financing)'	_ 🗆 🗵
Reference: PC Purpose: Server financing	New
Type: Lease schedule 🔹 Model: Server financing 🔍 🖼 💌	Dyplicate
Contract status: In preparation	😺 Order
General Leasing Conditions Procurement Cycle Contacts Options Assets (leased) Rents Co:	Accept
Possible end of term options Penerwal V Return Purchase Upgrade Upprade Upprade	
Comment	😪 Return
Return option type: On request	
Return notice period: 3 months 🔹 Return notice date: 30/09/2006 💌 🗃	
Comment:	
×	Close

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.

ጆ 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 ClickAdd 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:

Contracts: Detail of contract 'PC (Server financing)'	<u>_0×</u>
K Reference: PC Purpose: Server financing	New
Type: Lease schedule Model: Server financing	Duplicate
Contract status: In preparation	😺 Order
General Leasing Conditions Procurement Cycle Contacts Options Assets (leased) Rents Co:	💕 Accept
🗹 Assets 🖉 🛆 Asset tag 🖉 Acquis 🖉 Start d 🖉 End date 🤐	
Compaq Deskpro EN - DT - PIII 933 (DKT001062) DKT001062 Received 01/01/2003 31/12/2006	
*	📽 Return
+	
△ ⊗ <u>1/1</u>	⊡lose

- 8 Click **Modify** to confirm the choice of asset.
- 9 Click I 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.

🗟 Assets: Detail of asset (or batch) 'Compaq Deskpr	D EN - DT - PIII 933 (DKT001062)'	
Model: Deskpro EN - DT - PIII 9 C . Total qty.:		BW
General Portfolio Ports Acquis. Rent Fixed As	et Contracts Maint. Costs Projects Photo Histor 👞 📥 Dupl	icate
Acq. method: Lease	Field 2:	
A/C code: 2183	Field 3:	
Procurement		
Request: DEMO-REQ30 (Workstation)	Accept. date:	
New / used: Not defined	P0001031 Interleasing 🔍 Acquis. status: Received 💌	
Supplier: Interleasing 🔍 🗉 🔹 Receip	DS001031 Interleasing 🔍 Market value: US\$1 676,81 🔮	
Schedule: PC (Server financing)	Q = -	
Lessor code:	Lesson: Interleasing	
Price and conditions Procurement		se

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:

Contracts: Detail of contract 'PC (Server financing)'	_ 🗆 🗙
K Reference: PC Purpose: Server financing	New
Type: Lease schedule Model: Server financing	 Duplicate
Contract status: In preparation	🕑 💕 Order
General Leasing Conditions Procurement Cycle Contacts Options Assets (leased) Rents Co:	Accept
Description: Rent	
Prorate to assets: Prorate and distribute rent to all assets]
Prorated by: Market value (mMarketVal)	
Rounding: 0,01	
General Financials History Documents Features Workflow	
Amount	
Rent US\$33,54	
Value: US\$1 676,81	
LRF: 2%	
Periodicity: Monthly Main rent	
Start: 01/01/2004 • End: 31/12/2006 • 쓥	
Payment In advance Acceptance date	
Bill cycle day: 0 days 💂 Grace: 0 days 💂	
Recalc. effective from: 01/01/2004 💌	
Rent - PC (Server financing)	Close

- 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 **Accept** button in the contract detail screen. The following window is displayed:

🕵 Acceptance date and	l interim re	nt				_ 🗆 🗵
Select the assets to take into account in the calculation:						
Assets	∆Ass	et	△Acquis, status	△Accept. date	∆lnit. p	ayment 🔍 🔍
🛄 Compaq Deskpro EN - I	DT • DKTC	01	Received			0, +
						+
•						
					_ ∧ ⊗	1/1
Acceptance date			Interim rent calculatio	on		
Acquis. status:	Accepted	-		Total of rents:	33,54	
Start date:	01/01/2004	•		Period:	Monthly	•
Acceptance date:	07/02/2004	-	Total o	of interim rents:	25,71	
Serial number:			-Interim rent calculat	ion		
				Calculation type:	Accept. date	•
			Days: 23	Min. days:	0 🌻	
				Max. days:	90 🌻	
			Prorate	by: Market value		•
			Round	ling: 0,01 🏾 🚔		
					Apply	<u>C</u> lose

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.

Return envelope: Detail of list 'Return to Interleasing'					
Description: Return to Interleasing Status:	New				
General Shipping Assets History Documents	Duplicate				
Fin. contract PC (Server financing)	😪 Retire				
Code: C001001					
Pickup-					
Location:	ation:				
Scheduled on: 31/12/2006 Contirmed on:					
Carried out on: Field 1:					
Comment					
×	<u>C</u> lose				

4 Click Create.

- 5 Click the **Shipping** tab, then click I 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 I in the Assets tab to access the window of assets under contract:

🗧 Add asset to return envelope		<u>_ ×</u>	
A Model	As △T △Uni	+	New
Deskpro EN - DT - PIII 933	DKT0 1		
			<u>D</u> etail
		-	Select
		+	
		1.7.1	Cancel

- 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.

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.

ጆ 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.

ጆ 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 ⁴/₂ 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**.

Restart AssetCenter Server manually by clicking the ⁴/₂ 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 ⁴/₂ 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

Connect to the database as Mr Rami. You now have two possibilities:

- 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.

Creating an alarm

ጆ 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.

Here are the steps in this scenario:

- 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.

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] [Super-visor.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 con-
	tract 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.







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**.

Prorata value of asset

∑ Pronata values of assets

Examples

Here is a prorata rent calculation formula of an asset:

Asset "Rent"= Contract "Rent" ×

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:

Asset "Rent"= Contract "Rent" × <u>
Prorata value of asset</u> <u>
Sprorata values of assets</u>

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. Do not confuse with...

Rent amount [page 163]

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

End of term [page 160]

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)



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 Con- tracts module, if your license file permits.	Does not apply.	Refer to the Tailor - ing guide, chapter Customizing a cli- ent workstation , section Activating the modules
	You need to activate this module if you don't see the following menus.	s t	
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 Portfo- lio guide, chapter Portfolio items , section Natures .
Models	Models (amModel)	 General tab: Nature field Contract tab 	Refer to the Portfo- lio guide, chapter Portfolio items , section Models .
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 (amEm- plDept)	 Application services tab Contracts tab 	Step 1- Creating the contract [page 31] Day-to-day man- agement of ASP contracts [page 113]
Groups	Employee groups (amEmplGroup)	Contracts tab	
Companies	Companies (amCom- pany)	Contracts tab	Step 1- Creating the contract [page 31] General concepts [page 23]
Contracts menu			
Application services	Contracts (amCon- tract)	All	Day-to-day man- agement of ASP contracts [page 113]
Contracts	Contracts (amCon- tract)	All	The whole guide
Blanket purchase or- ders	Contracts (amCon- tract)	All	Refer to the Pro- curement guide, chapter Orders , section Blanket purchase orders

Contracts

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 (amCon- tract)	All	Types of contracts [page 34]
			Creating the mas- ter lease: This defines the general terms and condi- tions. It is used as a template for lease schedules
			[page 25]
Lease schedules	Contracts (amCon- tract)	All	Step 5 - Accepting assets [page 83]
			Step 3 - Defining rent [page 49]
			Step 4 - Defining Ioans [page 67]
Returns - end of term	Return envelope (am- ReturnEnv)	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 action="" of=""></name>	Proposes either contex- tual or non-contextual actions.	Does not apply.	References [page 171]
	Enables you to trigger the selected action.		
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 ac- cessible using the main menus.	Does not apply.	Refer to the User interface guide, chapter Record lists, chapter Using
	This menu item is re- served for the adminis- trator since such tables usually do not need to be directly accessed or modified.		lists.
Itemized lists	Itemized lists (amltem-	Does not apply.	Itemized lists
	izealist)		[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 con- sult
Tables directly linked to the C	ontracts module	
Asset rents (amAssetRent)	Portfolio/ Assets and Batches,	Step 3 - Defining rent
	Rent tab	[page 49]
	Administration/List of screens	
Assets under contract (amAst-	Portfolio/ Assets and Batches,	Linking an asset to a contract
CntrDesc)	Contracts tab	[page 41]
	Contracts/ Contracts, Assets	Step 3 - Defining rent
	tab	[page 49]
	Administration/List of screens	
Return envelope (amRe-	Contracts/ Returns - end of	Step 7 - Defining loss values
turnEnv)	term	[page 99]
Asset rent payments (amAstRn-	Not available.	Step 3 - Defining rent
tExpLin)		[page 49]
Employees covered by a con-	Contracts/Contracts, Employ-	Step 1- Creating the contract
tract (amCntrEmpl)	ees tab	[page 31]
	Contracts/ Application ser-	
	vices, Employees tab	
	Contracts/ Blanket purchase order, Employees tab	
	Contracts/ Master leases, Em- ployees tab	
	Contracts/ Lease schedules, Employees tab	
	Administration/List of screens	
Contracts assigned to projects	Portfolio/ Projects, Contracts	Refer to the Portfolio guide,
(amCntrProjDesc)	tab	chapter Work orders and pro-
	Administration/List of screens	jects, section Projects.

Label and SQL name of the table	Menus enabling you to access the table	Section of the guide to con- sult
Schedule level rents (am-	Contracts/ Contracts, Rents	Step 3 - Defining rent
CntrRent)	tab	[page 49]
	Contracts/ Blanket purchase orders, Rents tab	
	Contracts/ Lease schedules, Rents tab	
	Administration/List of screens	
Contract-level rent payments		Step 3 - Defining rent
(amCntrRntExpLin)		[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, Con- tracts 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 con- sult
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, Leas- ing tab, Rule field (LossVal- Rule), 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, Con- tacts 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 con- sult
Models (amModel)	Portfolio/ Models	Refer to the Portfolio guide, chapter Portfolio items , sec- tion Models .
Natures (amNature)	Portfolio/ Natures	Refer to the Portfolio guide, chapter Portfolio items , sec- tion 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

Tal na	ble (label and SQL me)	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 (amCoun- try)	Refer to the Core tables guide.	
2	Locations (amLoca- tion)		
3	Employees (amEmplDept)		
4	Employee groups (amEmplGroup)		
1	Companies (am- Company)	Refer to the Core tables guide.	
2	Contacts (amCon- tact)		
1	Tax jurisdictions (amTaxJuris)	Refer to the Financials guide.	
2	Tax formulas (amTaxFormula)		
1	Orders (amPOrder)	Refer to the Procure- ment guide.	This is a prerequisite for Blanket PO type con- tracts since such contracts refer to a record in the Orders table (amPOrder).
1	Assets (amAsset)	Refer to the Portfolio guide.	

Та	ble (label and SQL	Tables to populate	Comments
na	me)	beforehand (label	
		and SQL name)	
1	Contracts (amCon- tract)	 Cost categories (amCostCategory) Cost center (am- 	
		CostCenter)	
		 Models (amModel) 	
		 Locations (amLoca- tion) 	
		 Employees (amEmplDept) 	
		 Employee groups (amEmplGroup) 	
		 Companies (am- Company) 	
		 Contacts (amCon- tact) 	
		 Orders (amPOrder) 	
		 Assets (amAsset) 	
1	Third parties (amThirdParty)	 Companies (am- Company) 	
		 Contacts (amCon- tact) 	
		 Contracts (amCon- tract) 	
1	Assets under con-	 Assets (amAsset) 	
	tract (amAstCntr-	 Contracts (amCon- 	
	Desc)	tract)	
1	Schedule level	Cost categories	
	rents (amChtrRent)	(amCostCategory)	
		 Cost center (am- CostCenter) 	
		 Tax jurisdictions (amTaxJuris) 	
		 Tax formulas (amTaxFormula) 	
name)		Tables to populate beforehand (label and SQL name)	Comments
--------	--	--	----------
1 2	Loans (amLoan) Loan amortization schedule lines (amLoanPayment)	 Cost categories (amCostCategory) Cost center (am- CostCenter) Companies (am- Company) Assets (amAsset) Contracts (amCon- tract) 	
1	Percentage of losses (amLossVal- Rule)	 Contracts (amCon- tract) 	
2	Loss value percent- ages (am- LossValRate)		
3	Loss values (am- LossValLine)		
1	Asset rents (amAs- setRent)	 Cost categories (amCostCategory) Cost center (am- CostCenter) Tax jurisdictions (amTaxJuris) Tax formulas (amTaxFormula) Assets (amAsset) Schedule level rents (amCntrRent) 	
1	Employees covered by a con- tract (amCntrEm- pl)	 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 (amRe- quest)	Refer to the Procure- ment guide.	This guide explains how requests, orders and receipts of acquired assets work in the leasing
2	Request lines (am- ReqLine)		part of the Contracts module.
3	Orders (amPOrder)		
4	Order lines (am- POrdLine)		
5	Receiving slips (amReceipt)		
6	Receipt lines (am- ReceiptLine)		

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	Field populated from the itemized	Table in which field is found (label
itemized list	list (label and SQL name)	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 (amRe- turnEnv)	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 ac- tion	Context of ac- tion (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 ac- tion	Context of ac- tion (SQL name of table)	Section of the guide to consult
Remove from port- folio	sysLeasePurgeAsset	Script	Return envel- ope (amRe- turnEnv)	Step 8 - Managing end of term [page 107]
Notify the contract supervisor	sysCntrNotif	Messaging	Documents (amDocument)	Automatic valida- tion of documents linked to contracts [page 37]
Add/Modi- fy a docu- ment	sysCntrNotif	Wizard	Contracts (am- Contract)	Automatic valida- tion of documents linked to contracts [page 37]
Document rejected	sysCntrDocRej	Script	Documents (amDocument)	Automatic valida- tion of documents linked to contracts [page 37]
Document validated	sysCntrDocApp	Script	Documents (amDocument)	Automatic valida- tion 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 install- ation folder
Installation	 Installation of As- 	Printed	\doc\pdf\Installation.pdf
	setCenter	On line	\doc\chm\install.chm
Core tables	 Departments and 	Printed	\doc\pdf\CommonTables.pdf
	employees	On line	\doc\chm\common.chm
	 Employee groups 		
	 Locations 		
	 Companies 		
	 Contacts 		
	 Country 		

The document	Covers information relating to the	Format	Location in the AssetCenter install- ation folder
Introduction	 General software 	Printed	\doc\pdf\UserInterface.pdf
	interface	On line	\doc\chm\userint.chm
Portfolio	 Natures 	Printed	\doc\pdf\Portfolio.pdf
	 Models 	On line	\doc\chm\portfol.chm
	 Assets and batches 		
	 Work orders 		
	 Software licenses 		
Administration	Itemized lists	Printed	\doc\pdf\Administration.pdf
	 Customization of fields 	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 data- base's tables, 	Text file	<pre>doc\infos\database.txt \infos\tables.txt</pre>
	fields, links and in- dexes	On line	\doc\chm\dbstruct.chm
	 Automatic agents triggered by Asset- Center. 		
General online help	 The functioning of the entire applica- tion 	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 	Printed	\doc\pdf\Financials.pdf
	 Cost centers 	On line	\doc\finance.chm
	 Tax jurisdictions 		
	 Tax formulas 		

The document	Covers information	Format	Location in the AssetCenter install-
	relating to the		ation folder
Procurement	 Orders 	Printed	\doc\pdf\Procurement.pdf
	 Blanket purchase orders 	On line	\doc\procur.chm
	 Requests 		
	 Receipts 		

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 applica- tion-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 approach- ing end of term for contract	BST_CNTR_END_NOTIF2	Contracts (am- Contract)	
Keep contract rents in sync with the contract Keep asset rents in sync with the	BST_CONTRACT03 BST_CONTRACT02	Schedule level rents (am- CntrRent) Asset rents (amAssetRent)	
Notify approach- ing end of term for asset	BST_CONTRACT01	Contracts (am- Contract)	
Contract docu- ment validation	SYS_CONTRACT_APPR	Documents (amDocument)	Automatic validation of docu- ments 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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