

Update Rent/Lease Amounts

Last Modified on 01/23/2024 1:53 pm CST

This utility was created as a quick and easy way to update rent or lease amounts charged per cycle. The *New Amount* may be applied to all selected tanks or the amount can be manually updated for each tank.

Tank rent and lease amounts can easily be updated by using the utility found at *Energy / Utilities / Update Rent/Lease Amounts*.

Process

1. Filter by *Type, Size, Location, Cycle*, customers, and/or tanks to be edited and select **Apply**.
2. Choose the line items in the left column that should be edited.
3. To update an individual line, enter the new payment amount in the *New Amount* column. To update all of the selected lines, enter the amount in the *New Amount* field and choose **Apply**.
4. Select **OK**.

Update Rent/Lease Amounts Window

The screenshot shows a software window titled "Update Rent/Lease Amounts" with a close button (X) in the top right corner. The window contains a table with the following data:

| | | Customer | Serial # | Description | Size | Type | Location | Cycle | Amount | New |
|---|--------------------------|----------------|----------|---------------------|------|------|----------|--------|--------|-----|
| 1 | <input type="checkbox"/> | Algee Tama | 4SE89654 | Home Heat | 1000 | R | 01IND | Annual | 15 | |
| 2 | <input type="checkbox"/> | Carmex Adam | 649796 | Gas Tank | 1000 | R | 01IND | Annual | 55 | |
| 3 | <input type="checkbox"/> | Peck Jason | 87946 | Diesel | 750 | R | 02MISO | Annual | 40 | |
| 4 | <input type="checkbox"/> | Triple A Farms | 654874 | Pig Barns - 5 tanks | 5000 | R | 00MAIN | Annual | 100 | |

Below the table are filter controls:

- Type: Both (dropdown)
- Location: All (dropdown)
- Select Customers: All (dropdown) and Select (button)
- Print Report (button)
- Tag All (button)
- Size: All (dropdown)
- Cycle: All (dropdown)
- Select Tanks: All (dropdown) and Select (button)
- New Amount: [text input field]
- Apply (button)
- OK (button)
- Cancel (button)

- **Grid Load** – The grid loads by selecting **Apply** after the filtering information is selected.
- **Checkbox** – Select the tanks to be updated. This must be marked in order for amounts to be updated for that tank.
- **Customer, Serial #, Description, Size, Type, Location, Cycle, and Amount** – This information displays from the tank file.
- **New Amount** – The new amount per cycle may be entered in this column manually or may be defaulted into the selected tanks by entering the *New Amount* at the bottom of the screen and choosing **Apply**.
- **Type** – Filter for Rent (R), Lease (L), or Both types of tanks.

- **Size** – A list of all tank sizes is available for selection.
- **Location** – Filter by tank location.
- **Cycle** – Filter either for a single cycle or all cycles.
- **New Amount** – This amount is applied to all selected tanks.
- **Select Customers** – Optionally filter for specific customers.
- **Select Tanks** – Optionally filter for specific tanks.
- **Apply** – This populates the grid based on the filter selections.
- **Print Report** – This prints a copy of the grid.
- **Tag All** – This selects all tanks in the grid.
- **OK** – This automatically updates rent/lease amounts for selected tanks.