



QuickStart Guide

Deals – Overriding Lease Fees

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ARKONA QuickStart Guide

Use this QuickStart Guide to learn how to override and change fees on a lease deal.

1. Use function 61=Lease Fees to display the Leasing Fees window.

```
B01000DA                A R K O N A                11/11/04
JIM                      09:50:01
=====
1 Stock*
2 MSRP      25000.00
3 Price     25000.00      12 S
4 Cap Red
5 Trade
6 Payoff
7 Term      M      50      34 T
8 Factor    .0035000      61 F
9 Resid/%   .50        30 I
10 Rebate*
11 Cash Rec
    Cash Req  1018.94      32 A
    Payment   414.99      23 T
    Function* 61
CG23981FI0WP23981      25595X00A000RES012500
F1=Position to Function  F2=Save   F3=Exit   F12=Cancel
(c) 2000 - 2001 Arkona, Inc.
```

Leasing Fees			
Inc	Cap	Description	Amount
Y	N	Document Fee	149.00
Y	N	NYSI	10.00
Y	N	Registration	12.50

F12=Cancel

Leasing Fees Window

2. Override the fees as follows:

- **To remove a fee, type the letter N in the Inc (include) column next to the fee and press [ENTER] to save and close the window.**
- **To change the amount of a fee, [TAB] into the Amount field, key in the new amount and hit [FIELD EXIT]. Press [ENTER] to save and close the window.**
- **To override a fee computed by the system, type the letter O in the Inc column next to the fee and press [ENTER] to save and close the window.**
- **To add a fee to the capitalized cost of the lease (i.e. the fee becomes part of the payment,) type the letter Y in the Cap column next to the fee and press [ENTER] to save and close the window.**
- **To include a fee with the up front charges, type the letter N in the Cap column next to the fee and press [ENTER] to save and close the window.**
- **To add a fee to each monthly payment, type the letter P in the Cap column next to the fee and press [ENTER] to save and close the window.**