

# OIXIO Leasing | Loans App User Guide

January 2024

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# 1. Introduction

This document is user guidance for OIXIO Leasing | Loans App, built on Dynamics 365 Business Solution.

## 2. Entering Primary Contact information and Addresses Setup

Contact information in system is stored under individual contact card. There might several Contact addresses that are placed in Contact Address list.

### 2.1. Entering Contact Data

New contact is entered in system by opening **Contact List** and filling new Contact card:

The screenshot shows a 'Contact Card' interface for 'C000003 · Liam Twen'. The card is divided into several sections: 'General', 'Contact Addresses', and 'Contact Persons'. The 'General' section contains various fields for contact information, including 'No.', 'Name', 'Name 2', 'CRM Address Code', 'Mailing Address Code', 'Invoicing Address Code', 'VAT Registration No.', 'Registration No.', 'Registration No. Issuer', 'Customer No.', 'Customer Posting Group', 'Vendor No.', 'Vendor Posting Group', 'Contact Status', 'Legal Form Type', and 'Legal Form'. The 'Contact Addresses' section is currently selected, showing a list of addresses. The 'Contact Persons' section is also visible, showing a list of persons. The 'General' section is further divided into two columns of fields. The first column includes 'No.' (C000003), 'Name' (Liam Twen), 'Name 2', 'CRM Address Code', 'Mailing Address Code', 'Invoicing Address Code', 'VAT Registration No.', 'Registration No.' (37601010001), 'Registration No. Issuer', 'Customer No.', 'Customer Posting Group', 'Vendor No.', 'Vendor Posting Group', 'Contact Status' (New), 'Legal Form Type' (Person), and 'Legal Form'. The second column includes 'Industry Group', 'Contact Category', 'Combine Invoices' (toggle), 'First Name' (Liam), 'Middle Name', 'Last Name' (Twen), 'Job Title', 'Initials', 'Birth Date', 'Covering Type' (Auto), 'Covering Code valid From', 'Covering Code valid To', 'Covering Code Change Basis', and 'Contact Notes'.

Fields, which must be filled by user manually:

- **First Name**
- **Middle Name**
- **Last name**
- **Registration No.**

Fields, which are filled automatically by system:

- **Contact No:** from series no.
- **Contact Status:** New.
- **Legal Form Type:** Person.
- **Contact Status New** is assigned automatically and remains such until user manually change **Contact Status**.

- **Legal Form Type Person** is assigned automatically, but user manually can change **Legal Form Type** to **Company**.

## 2.2. Entering Contact Addresses

After contact information is completed, Contact addresses needs to be filled in. Contact Addresses such as CRM Address Code, Mailing Address Code or Invoicing Address Code can be created by pressing **Contact Addresses** action > **New** (in Contact card):

Contact Card | Work Date: 2025-01-23

C000003 · Liam Twen

Contact Addresses | Contact Persons

**General**

No. ....	C000003	Industry Group .....	
Name .....	Liam Twen	Contact Category .....	
Name 2 .....		Combine Invoices .....	<input type="checkbox"/>
CRM Address Code .....		First Name .....	Liam
Mailing Address Code .....		Middle Name .....	
Invoicing Address Code .....		Last Name .....	Twen

C000003 · Liam Twen | Work Date: 2025-01-23

Contact Address List | Search | Analyze | **+ New** | Manage

Address Code ↑	Used CRM Address	Used Mailing Address	Used Invoicing Address
(There is nothing to show in this view)			

Mandatory field is **Address Code**, which must be completed by user. Other fields, can be filled manually by user:

- **Address**
- **Address 2**
- **Post Code**
- **Phone No.**
- **Mobile Phone No.**
- **E-mail**

...ntact Address Card | Work Date: 2025-01-23

C000003 · CRM

**General**

Address Code	CRM	Country/Region Code	GB
Used CRM Address	No	County	
Used Mailing Address	No	Territory Code	
Used Invoicing Address	No	Home Page	
Address	5 Upper St Martin's Ln	Phone No.	020 3333 1000
Address 2		Mobile Phone No.	
City	West End Lane	E-Mail	liam@twen.co.uk
Post Code	WC1 2GS	E-Mail 2	

Fields **City** and **Country/Region Code** will be filled automatically, then user will fill field **Post Code**.

After Contact Addresses Codes are created, user can specify Addresses code in Contact card. On **Contact Card** select **CRM Address Code** value from **Contact addresses list**.

Contact Card | Work Date: 2025-01-23

C000003 · Liam Twen

Contact Addresses Contact Persons

**General**

No.	C000003	Industry Group	
Name	Liam Twen	Contact Category	
Name 2		Combine Invoices	<input type="checkbox"/>
CRM Address Code		First Name	Liam
Mailing Address Code			
Invoicing Address Code			Twen
VAT Registration No.			
Registration No.			
Registration No. Issuer			

Dropdown menu for CRM Address Code:

Contact No. ↑	Address Code ↑
C000003	CRM
C000003	INVOICING
C000003	MAILING
+ New	

**Mailing Address Code** or **Invoicing Address Code** should be specified the same as CRM Address Code on **Contact card**.

### 3. Entering Contract Information and Confirmation

Contract information in system is stored under individual Contract card.

#### 3.1. Entering Contract Data

New contract is entered in system by opening and filling new Contract card in **Contract List**:

Contract List | Work Date: 2025-01-23

Search Analyze **+ New** Manage Change Status

Contract No. ↑	Contract Status	Contract Date	Contract Description	Client No.	Client Name	Salesperson Code	Salesperson Name
LC-0000001	Active	2025-01-23	Leasing Contract	C000001	Liam Floris	JO	Jim Olive
LC-0000002	Unrealized	2025-01-23	Leasing Contract	C000002	ESSA corporation	EH	Ester Henderson

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No. LC-0000003

Contract Status New

Contract Date 2025-01-23

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Salesperson Code JO

Salesperson Name Jim Olive

Fin. Product Type Financial Lease

**Contract Notes**

Fields, which must be filled by user manually:

- **Contract Date**
- **Contract Description**
- **External Contract No.**
- **Client No.**
- **Salesperson Code**

Fields, which are filled automatically by system:

- **Contract No:** from series no.
- **Contract Status:** New.
- **Fin. Product Type:** Hire Purchase.
- **Contract Status New** is assigned automatically and remains such until Contract Status is changed manually and becomes **Active**, **Expired** or **Unrealized**.
- **Contract Date** is filled as current Work Date and can be edited manually.
- **Fin. Product Type: Hire Purchase** is assigned automatically, but user manually can change **Fin. Product Type** to **Financial Lease**.

### 3.2. Entering Schedule Data

After contract information is completed, schedule information needs to be filled in, and then schedule can be confirmed. Schedule card can be created by pressing **Manage > New** (on Contract card):

Contract Card | Work Date: 2025-01-23

LC-0000003

[Change Status](#)

**General**

Contract No. LC-0000003

Contract Status New

Contract Date 2025-01-23

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Salesperson Code JO

Salesperson Name Jim Olive

Fin. Product Type Financial Lease

Contract Notes

Schedules | [Manage](#) | Schedule Administration

[Edit](#) [View](#) [New](#)

Fields, which should be filled by user manually:

- **Client No.**
- **Financial Product**
- **Installments per year**
- **Leasing Period (months)**
- **Asset Value inc. VAT**
- **Adm. Fee Amount**
- **Downpayment Amount**
- **Fixed Interest %**
- **Version Valid From Date**
- **And other necessary information.**

Schedule Card | Work Date: 2025-01-23

LC-0000003 · LC-0000003-01

[Change Status](#) [Confirm Schedule](#)

**General**

Contract No. LC-0000003

Schedule No. LC-0000003-01

Schedule Status Pre-Contract

Version No. 1

Version Status New

Asset No.

Schedule Description

Client No. C000003

Schedule Substatus Code

Schedule Status Code

Schedule Status Code Description

FA Class Code

FA Subclass Subtype

Standard Conditions Code

Financial Product FL\_20

Fin. Product Description Financial Lease

Installments per year 12

Starting Date 2025-01-23

Leasing Period (months) 36

Number of Payment periods 36

Net Capital Amount -1 000.00

Interest Rate 5.00

Fixed Interest % 5

Base Interest %

Variable Interest Code

Variable Interest %

VarInt next change date

VarInt last change date

VarInt last chng date (actual)

VarInt Change Method Contracts/Payments Date

Initial VarInt Date

Initial VarInt Date Method Contract Date

Initial VarInt Date is final

Delivery Note Date

Activation Date

Handover Date

First Payment Date

Last Payment Date

Version Valid From Date 2025-01-23

Version Expired At Date

Fields explanation:

- **Schedule No** : is inherited from **Contract No** and schedule sequence no (01) is added.
- **Version No**: is managed by system. For the new schedule **Version No.** is always equal **1**, in case of amendment, schedule gets **Version No. = 2** and so on.
- **Version Status** : is managed by system. New schedule gets **Version Status = New**, after confirmation **Version Status = Valid**, after new schedule version is activated, initial schedule **Version Status** becomes **Old**.
- **Schedule Status**: is managed by user.
  - New schedule gets **Schedule Status = Pre-Contract**, after contract is received user can change **Schedule Status = Signed**.
  - After the asset is purchased, user can change the **Schedule Status = Purchase Posted**.
  - After the asset is transferred, user can change the **Schedule Status = Leased**.
  - After it's ending it might be changed to **Expired, Early buy-out or Terminated**, depending on ending reason.
- **Financial product**: is managed by user, specifies the code of the financial product.
- **Installment per year**: is managed by user, specifies the number of installments per year.
- **Leasing Period (months)**: is managed by user, indicates how many months the Leasing Contract will last.
- **Asset Value incl. VAT**: is managed by user, specifies the value of the Asset Value incl. VAT.
- **Adm. Fee Amount**: is managed by user, specifies the value of the Adm. Fee Amount.
- **Downpayment Amount**: is managed by user, specifies the value of Downpayment Amount.
- **Number of Payment periods** calculated by system, using **Leasing Period (months)** and **Installment per year**.
- **Fixed Interest rate**: annual interest rate, must be filled in by user.
- **Total Interest Rate**: is equal to **Fixed Interest Rate** plus **Variable Interest rate** and is filled in by system.
- **Version Valid From Date**: are managed by user and specifies the value of the Version Valid From Date field.

### 3.3. Schedule Status Change and Confirmation

When there are changes related to the Schedule, Schedule status needs to be changed. After Contract is received user can change **Schedule Status = Signed** by selecting **Change Status** action.

The screenshot shows a 'Schedule Card' for 'LC-0000003 · LC-0000003-01' with a work date of 2025-01-23. At the top, there are icons for edit, share, add, and delete. Below the title, there are two buttons: 'Change Status' (highlighted with a red box) and 'Confirm Schedule'. The main section is titled 'General' and contains a table of fields:

Contract No.	LC-0000003	Net Capital Amount	-1 000,00
Schedule No.	LC-0000003-01	Interest Rate	5,00
Schedule Status	Pre-Contract	Fixed Interest %	5
Version No.	1	Base Interest %	
Version Status	New	Variable Interest Code	

Then should be selected **New Status = Signed** and pressed button **Yes**.

Old Status ..... Pre-Contract

New Status .....  Pre-Contract

Signed

Downpayment

Delivered

Purchase Posted

Leased

Suspended

Expired

Early Buy-Out

Terminated

Transferred

Unrealized

Yes No

Schedule Status should be changed when the asset is purchased or transferred. In this case, **New Status** should be selected **Purchase Posted** or **Leased** and then pressed button **Yes**.

Old Status ..... Purchase Posted

New Status .....  Pre-Contract

Signed

Downpayment

Delivered

Purchase Posted

Leased

Suspended

Expired

Early Buy-Out

Terminated

Transferred

Unrealized

Yes No

When the **Schedule Status** is **Leased**, the Schedule Version Status should be confirmed. It is done by selecting **Confirm Schedule** action on Schedule Card.

Schedule Card | Work Date: 2025-01-23

LC-0000003 · LC-0000003-01

Change Status Confirm Schedule

**General**

Contract No.	LC-0000003	Net Capital Amount	-1 000,00
Schedule No.	LC-0000003-01	Interest Rate	5,00
Schedule Status	Leased	Fixed Interest %	5
Version No.	1	Base Interest %	
Version Status	New	Variable Interest Code	

After **Schedule Status** confirmation Schedule Status is changed to **Valid**.

Schedule Card | Work Date: 2025-01-23

LC-0000003 · LC-0000003-01

Change Status Confirm Schedule

**General**

Contract No.	LC-0000003	Net Capital Amount	-1 000,00
Schedule No.	LC-0000003-01	Interest Rate	5,00
Schedule Status	Leased	Fixed Interest %	5
Version No.	1	Base Interest %	
Version Status	Valid	Variable Interest Code	

### 3.4. Contract Confirmation

When Schedule is confirmed (**Versions Status= Valid**), then the Contract can be confirmed. It is done by selecting **Change Status** action on Contract Card.

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No.	LC-0000003	Salesperson Code	JO
Contract Status	New	Salesperson Name	Jim Olive
Contract Date	2025-01-23	Fin. Product Type	Financial Lease
Contract Description	Leasing Contract	Contract Notes	
Client No.	C000003		
Client Name	Liam Twen		

Then should be selected **New Status = Active** and pressed button **Yes**.

Old Status ..... New

New Status .....  Active

New

Expired

Unrealized

Yes No

Schedule and Contract confirmation results:

- **Contract Status = Active, Schedule Version Status = Valid, Schedule Status = Leased.**
- Schedule input parameters cannot be edited.

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No. LC-0000003

Contract Status **Active**

Contract Date 2025-01-23

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Salesperson Code JO

Salesperson Name Jim Olive

Fin. Product Type Financial Lease

**Schedules** | Manage Schedule Administration

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
LC-0000003	Leased	1	Valid		C000003			2025-01-23			

## 4. Schedule Amendment

After initial schedule is confirmed, there might be a need to update it due to changed schedule input parameters, for example: due to new **Fixed Interest %**. Such process in system is called **Schedule Amendment**. Then a new version of Schedule must be created.

## 4.1. Schedule Amendment Creation

New **Schedule Version** for Amendment can be created by opening **Contract Card** from **Contract List** and selecting button **New Schedule version** under **Schedule Administration**.

Contract Card | Work Date: 2025-01-23

LC-0000003

[Change Status](#)

### General

Contract No.	LC-0000003	Salesperson Code	JO
Contract Status	Active	Salesperson Name	Jim Olive
Contract Date	2025-01-23	Fin. Product Type	Financial Lease
Contract Description	Leasing Contract	<b>Contract Notes</b>	
Client No.	C000003		
Client Name	Liam Twen		

Schedules | Manage [Schedule Administration](#)

[New Schedule Version](#) [Confirm Schedule](#) [Change Status](#)

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
→ LC-000000...	Leased	1	Valid		C000003	-		2025-01-23			-

New Schedule Version creation result – new Schedule line with **Schedule Version Status = New**.

Contract Card | Work Date: 2025-01-23

LC-0000003

[Change Status](#)

### General

Contract No.	LC-0000003	Salesperson Code	JO
Contract Status	Active	Salesperson Name	Jim Olive
Contract Date	2025-01-23	Fin. Product Type	Financial Lease
Contract Description	Leasing Contract	<b>Contract Notes</b>	
Client No.	C000003		
Client Name	Liam Twen		

Schedules | Manage [Schedule Administration](#)

[New Schedule Version](#) [Confirm Schedule](#) [Change Status](#)

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
→ LC-000000...	Leased	1	Valid		C000003	-		2025-01-23			-
→ LC-000000...	Leased	2	New		C000003	-		2025-01-23			-

When a new Schedule Version for Amendment is created, it should include the changes to the schedule. It is done by marking new **Schedule Version** line and pressing button **Edit** under **Manage**. Then new Schedule input parameters should be entered, for e.g. new **Fixed Interest %** and new **Version Valid From Date**.

Schedule Card | Work Date: 2025-01-23

LC-0000003 · LC-0000003-01

Change Status Confirm Schedule

**General**

Contract No.	LC-0000003	Net Capital Amount	-1 000.00
Schedule No.	LC-0000003-01	Interest Rate	6.00
Schedule Status	Leased	Fixed Interest %	6
Version No.	2	Base Interest %	
Version Status	New	Variable Interest Code	
Asset No.		Variable Interest %	
Schedule Description		Varint next change date	
Client No.	C000003	Varint last change date	
Schedule Substatus Code		Varint last chng date (actual)	
Schedule Status Code		Varint Change Method	Contracts/Payments Date
Schedule Status Code Description	-	Initial Varint Date	
FA Class Code		Initial Varint Date Method	Contract Date
FA Subclass Subtype		Initial Varint Date is final	<input type="checkbox"/>
Standard Conditions Code		Delivery Note Date	
Financial Product	FL_20	Activation Date	
Fin. Product Description	Financial Lease	Handover Date	
Installments per year	12	First Payment Date	
Starting Date	2025-01-23	Last Payment Date	
Leasing Period (months)	36	Version Valid From Date	2025-03-01
Number of Payment periods	36	Version Expired At Date	

**4.2. Schedule Amendment Confirmation**

After changes are introduced in the new Schedule. Schedule Amendment confirm is done using the same button as for initial schedule confirm (selecting **Confirm Schedule** action).

Schedule Card | Work Date: 2025-01-23

LC-0000003 · LC-0000003-01

Change Status **Confirm Schedule**

**General**

Contract No.	LC-0000003	Net Capital Amount	-1 000.00
Schedule No.	LC-0000003-01	Interest Rate	6.00
Schedule Status	Leased	Fixed Interest %	6
Version No.	2	Base Interest %	
Version Status	New	Variable Interest Code	

Schedule Amendment confirmation results:

- New Schedule (Version No. 2) - **Version Status = Valid.**
- Old Schedule (Version No. 1) - **Version Status = Old.**

Contract Card | Work Date: 2025-01-23

LC-0000003

[Change Status](#)

---

**General**

Contract No. LC-0000003      Salesperson Code JO

Contract Status Active      Salesperson Name Jim Olive

Contract Date 2025-01-23      Fin. Product Type Financial Lease

Contract Description Leasing Contract      Contract Notes

Client No. C000003

Client Name Liam Twen

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Schedules | **Manage** | Schedule Administration

[Edit](#) | [View](#) | [New](#)

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
→ LC-000000...	Leased	1	Old		C000003	-		2025-01-23			-
LC-000000...	Leased	2	Valid		C000003	-		2025-01-23			-

## 5. Contract Ending

Schedule and contract statuses need to be changed when the contract expires.

### 5.1. Schedule Ending

**Schedule Status** can be changed by opening **Contract Card** marking Schedule Versions Line with **Schedule Version Status = Valid** and pressing button **Change Status** under **Schedule Administration**.

Contract Card | Work Date: 2025-01-23

LC-0000003

[Change Status](#)

**General**

Contract No. LC-0000003  
 Contract Status Active  
 Contract Date 2025-01-23  
 Contract Description Leasing Contract  
 Client No. C000003  
 Client Name Liam Twen

Salesperson Code JO  
 Salesperson Name Jim Olive  
 Fin. Product Type Financial Lease

**Schedules** | Manage | Schedule Administration

[New Schedule Version](#) | [Confirm Schedule](#) | [Change Status](#)

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
LC-000000...	Leased	1	Old		C000003	-		2025-01-23			
→ LC-000000...	Leased	2	Valid		C000003	-		2025-01-23			

When the status of the schedule is changed, the reason for changing the status of the schedule must be indicated.

- If **Contract** ends naturally, then should be selected **New Status = Expired** and pressed button **Yes**.

Old Status Leased

New Status

Pre-Contract

Signed

Downpayment

Delivered

Purchase Posted

Leased

Suspended

Expired

Early Buy-Out

Terminated

Transferred

Unrealized

Yes No

- If **Contract** ends, because the customer has previously purchased the asset, then should be selected **New Status = Early Buy-Out** and pressed button **Yes**.

Old Status ..... Leased

New Status .....  Pre-Contract  
 Signed  
 Downpayment  
 Delivered  
 Purchase Posted  
 Leased  
 Suspended  
 Expired  
 Early Buy-Out  
 Terminated  
 Transferred  
 Unrealized

Yes No

- If **Contract** ends, because the asset is transferred to another Customer, then should be selected **New Status = Transferred** and pressed button **Yes**.

Old Status ..... Leased

New Status .....  Pre-Contract  
 Signed  
 Downpayment  
 Delivered  
 Purchase Posted  
 Leased  
 Suspended  
 Expired  
 Early Buy-Out  
 Terminated  
 Transferred  
 Unrealized

Yes No

Schedule Ending – Schedule Status changing results:

- **Schedule Version Status = Valid** and Schedule Status = the selected Schedule end reason, for e.g. **Schedule Status = Early Buy-Out**.

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No. LC-0000003 Salesperson Code JO

Contract Status Active Salesperson Name Jim Olive

Contract Date 2025-01-23 Fin. Product Type Financial Lease

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Contract Notes

Schedules Manage [Schedule Administration](#)

New Schedule Version Confirm Schedule Change Status

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
LC-000000...	Leased	1	Old		C000003	-		2025-01-23			-
→ LC-000000...	<b>Early Buy-O...</b>	2	Valid		C000003	-		2025-01-23			-

## 5.2. Contract Status Changing

When Schedule Ending Status is specified, then **Contract Status** should be changed. It is done by selecting **Change Status** on **Contract Card**.

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No. LC-0000003 Salesperson Code JO

Contract Status Active Salesperson Name Jim Olive

Contract Date 2025-01-23 Fin. Product Type Financial Lease

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Contract Notes

Old Status ..... Active

New Status .....  New  
 Active  
 **Expired**  
 Unrealized

Yes No

Then should be selected **New Status = Expired** and pressed button **Yes**.

Contract Ending results:

- **Contract Status = Expired**
- **Schedule Status =** the selected Schedule end reason, e.g. **Schedule Status = Early Buy-Out**.

Contract Card | Work Date: 2025-01-23

LC-0000003

Change Status

**General**

Contract No. LC-0000003 Salesperson Code JO

Contract Status **Expired** Salesperson Name Jim Olive

Contract Date 2025-01-23 Fin. Product Type Financial Lease

Contract Description Leasing Contract

Client No. C000003

Client Name Liam Twen

Contract Notes

Schedules | Manage [Schedule Administration](#)

New Schedule Version Confirm Schedule Change Status

Schedule No. ↑	Schedule Status	Version No. ↑	Version Status	Asset No.	Client No.	Object Supplier	Object Supplier Name	Starting Date	Schedule Substatus Code	Schedule Status Code	Schedule Description
LC-000000...	Leased	1	Old		C000003	-		2025-01-23			
→ LC-000000...	<b>Early Buy-O...</b>	2	Valid		C000003	-		2025-01-23			