Lease Purchase Billing History

Overview: This job aid provides instruction on how to look up billing history in Planon, as part of UPL’s Lease Purchase Program.

1. In your preferred web browser, navigate to planon.msu.edu/startpage/BP/statements and login.
2. Adjust the search criteria to the appropriate date range and your account number or org code. Click Search.

3. The search results matching your selected criteria will appear below the search fields.

4. Export the results to CSV using the square button with an arrow, located to the right of the search button. This will allow you to reformat/remove columns for printing, if you would like to keep a copy for your records.

5. For regular monthly billings, there will be three rows per contract representing:
   a. The total amount withdrawn from the lessee’s department account
   b. The credit applied to the lease principal
   c. The amount of interest paid
      i. **Note:** the interest paid line may not appear for early payments made against a lease.

If you have any questions, please contact the UPL Finance team at (517) 355-1700.