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   a. The total amount withdrawn from the lessee's department account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.

Lease contract	Description	Amount	Previous lease balance	Interest	Principal	New lease balance
LC000402	688343	885.91	46650.13	155.5	730.41	45919.72
LC000402	688343 Credit	730.41				
LC000402	688343 LP Interest	155.5				