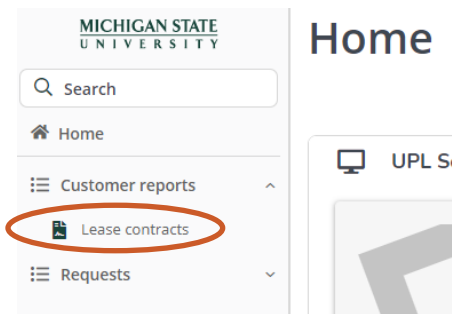# Lease Purchase Amortization Schedule
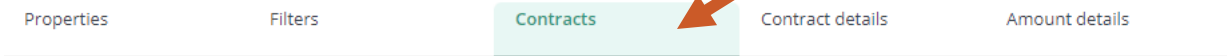
Overview: This job aid provides instruction on how to look up an amortization schedule in Planon, as part of UPL's Lease Purchase Program.

1. In your preferred web browser, navigate to planon.msu.edu and login.
2. From the Planon homepage left-hand menu, select the **Customer reports** dropdown and then select **Lease contracts**.
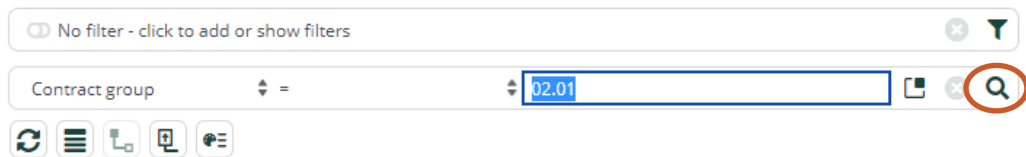

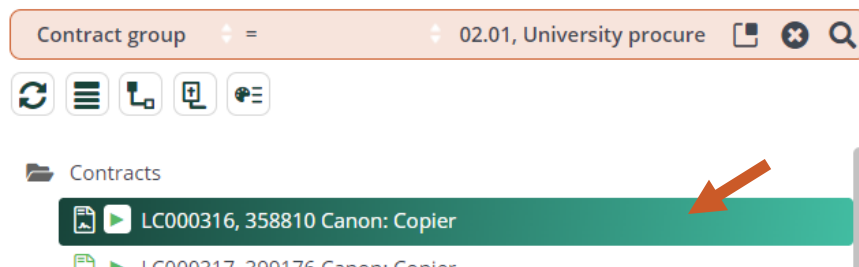3. Select the **Contracts** tab from the top navigation.

4. Update the filter settings to **Contract group = 02.01** and select the magnifying glass icon to search.
   a. **Note**: once you click the search icon, the filter bar will turn orange indicating a filter is applied.

5. Select your lease contract record from the search results.
   a. **Note**: You can add additional filters such as organization codes and purchase order (PO) numbers. The displayed title of each lease includes the Planon Lease Contract ID (LC######), the PO number, and a brief description of the lease.
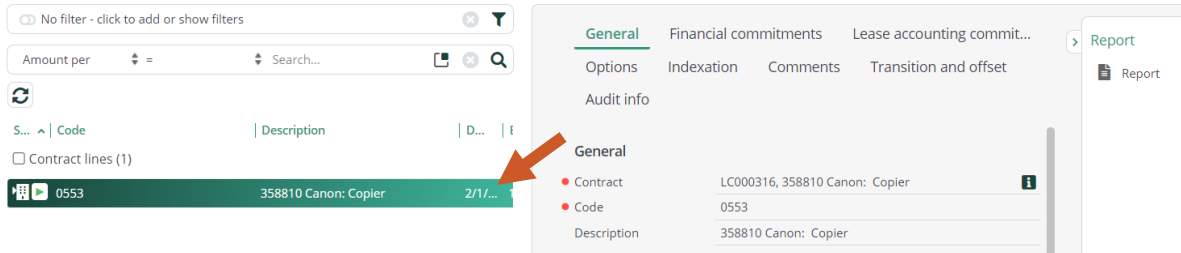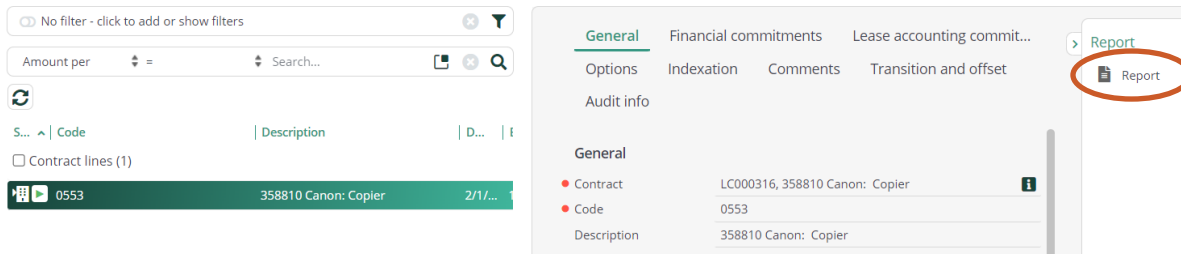
6. With the contract record selected, click the **contract details** tab along the top navigation. The contracts tab will display the title of the select lease contract.

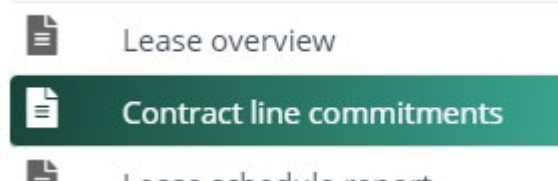7. Highlight the **contract line** in the Contract details tab.

8. On the far right-hand side, select the Report button.

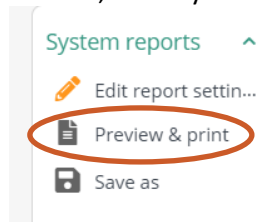9. In the resulting window, select the **System reports** tab.

10. Expand the labels column and select the **Contract line commitments** report.

11. On the far right-hand side, select the **Preview & print** button.
    a. **Note:** this will result in a pop-up of a PDF, which you will need to allow in order to view the report.

12. Save or print the PDF, which includes the monthly amortization schedule in a detailed table format.