

**627B LeaseMaker®**  
**User's Guide**  
**PROM Software Inc**

*Now with*  
*Fuel Cost Comparison Routine*

[www.promsoft.com](http://www.promsoft.com)

**PROM Software Inc**

## Table of Contents

Description	3
Computing Leases - [Lease] Function Key	4
Federal Regulation M Lease Disclosure	8
Using a Printer to Print Lease & Loan Disclosures	11
LeaseChecker™ & Dealer Reserve Calculations	13
Computing Loans - [Loan] Function Key	14
Sample Loan Disclosure	17
Dealer Reserve and Interest-Rate Buy-Down Calculations	18
APRChecker™ Routine	18
Fuel Cost Comparison Routine	21
Setup Routines - [Setup] Function Key	22
Master Setup Options (Affects Leases & Loans)	22
Lease Setup Options	26
Loan Setup Options – General	29
Enabling the Balloon Loan	30
Loan Setup Options – Credit Insurance Plans	31
Battery Replacement & Maintenance	32
Year 2000 Compliant	33
Troubleshooting the LeaseMaker	34
Getting Help with Calculations	34
Installing Your Name in the LeaseMaker	35
LeaseMaker Lease Types	36

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## Description

The 627B LeaseMaker computes and discloses motor vehicle loans and leases. It can find the payment or the price of the vehicle based on the entered payment. The sales tax rules for all U.S. States are built into the program.

The lease routines compute most vehicle leases, including money or lease-factor types, simple-interest types, and many captive leasing companies. The residual value can be entered as an amount or as a percentage of the MSRP. Residualized add-ons (or deducts) can be entered at the new Hard Adds prompt. The residual value is adjusted by an excess mileage charge based on the number of excess miles and cost per mile. The payment or vehicle price can be computed.

**Now with Fuel Cost  
Comparison Routine**

Extensive options are included to control whether items such as Rebates, Extended Warranties, Documentation and Bank Fees are subject to sales tax. These can be configured on a state-by-state basis. Sales tax on the down payment can be capitalized. The tax options are configurable through the built-in Setup Routine.

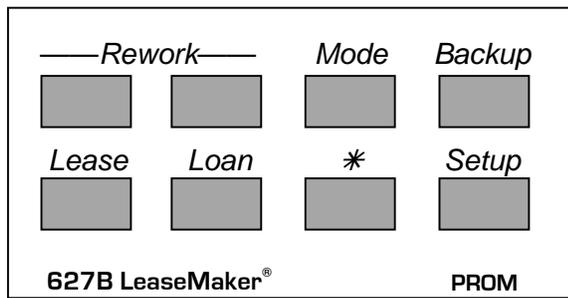
The loan routines compute retail and balloon loans (including 0% loans). Retail loans can have monthly, weekly, or biweekly payments, and either the payment or loan amount (vehicle price) can be computed. The balloon payment can be entered or computed as a percentage of the MSRP, and an excess mileage charge can be computed based on the entered number of excess miles and cost per mile.

Credit life and disability insurance can be computed for loans (including 0% loans) for any state. All credit insurance rates are installed and maintained by the user and can be changed through the built-in Setup Routine.

There is an optional printer for the LeaseMaker that will print the Lease Disclosure/Worksheet and Loan Disclosure.

The [Mode] function key controls whether the payment or vehicle price is computed. Pushing the [Mode] key changes the mode. The mode can be changed after the payment or price is calculated. For example, you could solve for a payment, change the mode, enter a new payment and/or make other changes, and then solve for the price.

In response to a prompt, enter a value and push [ENTER]. Incorrect entries may be cleared by pressing the red [C-CE] key unless you have already pushed [ENTER], in which case you can use the [Backup] function key to return to the previous prompt.



## Computing Leases - [Lease] Function Key

Push the [Lease] or [Rework] function key to start this routine.

- LEASE TYPE x?\_ (Appears only if the lease type has been set at ASK -- See Setting the Lease Calculation Method on page 26.) Enter the desired lease type. See Table of Lease Types on page 36.
- PRICE xxxxxx.xx?\_ (Appears if the mode is FIND PAYMENT. Push the [Mode] function key to change modes.) Enter the desired price.
- PMT xxxx.xx?\_ (Appears if the mode is FIND PRICE. Push the [Mode] function key to change modes.) Enter the desired payment.
- BANK FEE xxx.xx?\_  
CAP FEE Y/N?\_ Enter the desired bank fee and indicate whether it is to be capitalized.
- DOC FEE xxxx.xx?\_  
CAP BANK FEE Y/N?\_ Enter the documentation fee and indicate whether it is to be capitalized.
- TRADE xxxxx.xx?\_ Enter the trade-in allowance.
- PAYOFF xxxxx.xx?\_ (Appears only if a trade-in allowance was entered.) Enter the payoff amount due on the trade.
- CASH D xxxxx.xx?\_ Enter the cash downpayment. The cash downpayment can consist of cash and/or a rebate (if any).<sup>1</sup>
- REBATE xxx?\_ Enter the total rebate amount that is being applied to the lease. If you want to apply the rebate to reduce the

<sup>1</sup> The entry here consists of the down payment made in cash and/or the Rebate that is being applied to reduce the capitalized cost. If only a portion of the Rebate is being used to reduce the cap cost, enter that portion here together with any cash.

cap cost, make sure you enter it at the CASH D? prompt too.

- OTHER-1 xxxxx.xx?\_ Enter the amount. Entries here are taxed.
- OTHER-2 xxxxx.xx?\_ Enter the amount. Entries here may or may not be taxed. See Setup Routine.
- STATE ss xx?\_ (Appears only if the Ask State option is elected – see Setting the Sales Tax State on page 22). Enter the appropriate state code number (See Table of State Numbers for Ask State Option on page 12.)
- ss TAX x.xx%?\_ Enter the desired sales tax rate as a percentage.
- CAP SLS TAX Y?\_ (Appears in tax-the-price states, and in tax-upfront states: Iowa, Maine, Ohio and New York.) To capitalize the sales tax, push [Yes], or push [No] to include it in the drive-off.<sup>2</sup>
- CAP DP TAX Y?\_ (Appears in tax-the-payment states.) Push [Yes] to capitalize the sales tax on the down payment, or [No] to include it in the drive-off.<sup>2</sup>
- CR 4 TRADE N?\_ (Appears only in some states.) Push [Yes] to allow a sales-tax credit for the trade-in allowance, or [No].
- In Texas only, you can enter a "3" to allow a sales-tax credit for a leased-vehicle trade-in on a lease without reducing the cap cost by the trade-in amount. Enter the value of the old vehicle in the TRADE prompt and enter a "3" at this prompt.
- ss TX2 x.xx%?\_ (Appears only if both the price and payment are taxed.) Enter the use tax rate as a percentage.
- MPG <= 19?  
CAP NJ FEE Y? (Appears only in New Jersey.) If the vehicles average miles per gallon is 19 or less, enter [YES].<sup>3</sup>
- To cap the supplemental title fee enter [YES].
- TERM xx?\_ Enter the lease term in months.

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<sup>2</sup> Entering a "3" will also capitalize any sales tax on a cash down payment and documentation fee entered in the Drive-off section below.

<sup>3</sup> The New Jersey Supplemental Title Fee applies if the vehicle price is \$45,000 or higher, or if the average miles per gallon is 19 or lower.

- (type) xxxxxx?\_ (Appears only for lease types that use a monthly money factor.) If the factor shown is correct, push [ENTER]; otherwise, enter the desired factor. Enter a factor of 565 as ".00565" or "565".
- (type) xx.xxx%?\_ (Appears for lease types that use an interest rate.) If the lease rate shown is correct, push [ENTER]; otherwise, enter the desired lease rate. Enter the lease rate as a percentage, i.e., 12% is entered as "12.00".
- RV %/\$ xx?\_ Enter the desired residual value percentage or amount. (Entries less than 100 are considered to be a percentage of the MSRP, entries of 100 or greater are considered the actual residual amount.)  
*[See page 30 to enable this feature]*
- MSRP xxxxx?\_ (Appears only if a residual value percentage was entered.) Enter the correct MSRP.
- HARD ADDS xxxx?\_ Enter the amount of any add-ons that can be "residualized".<sup>4</sup>
- EX MILES Y?\_ Push [Yes] to compute an excess mileage charge.
- MILES/YR xxxx?\_ Enter the expected mileage per year.
- STD M/YR xxxxx?\_ Enter the allowed annual mileage.
- \$/MILE x.xx?\_ Enter the correct cost per mile, e.g., enter 15 cents per mile as 0.15.
- EXCISE/M xx.xx?\_ (Appears only if enabled.) Enter the monthly excise tax amount. (This field can be used for any item that is to be added to the monthly payment and is NOT subject to a sales tax applied to the monthly payment.)
- LOCAL FEE xx.xx?\_ (Appears only if enabled.) Enter the local fee. This value is additional monthly rent and is subject to sales tax applied to the monthly payment.

xx PT@	xxxxxx.xx
PRICE	xxxxxxxx.xx

The monthly payment or vehicle price will appear in the display

<sup>4</sup> If an MSRP was entered, the Hard Adds amount is added to it before applying the residual value percentage. If you entered the residual value amount directly, the Hard Adds amount is added to it. You can enter negative amounts at this prompt for deducts.

The following prompts collect the information needed to calculate the drive-off cash due and the drive-off disclosure

SEC DEP xxxx.xx?\_ If the security deposit shown is correct, push [Enter], otherwise enter the security deposit. (See Setting the Security Deposit Calculation Method on page 27.)

To waive the security deposit, enter a 0 here.

OTHER-D xxxx.xx?\_ Enter any other non-taxable items to be paid at drive-off.

DISP FEE xxx?\_ Enter the disposition fee the lessee must pay at the end of the lease if he or she does not purchase the vehicle.

LE MKUP xxx.xx?\_ Enter the lease-end markup amount added to the residual value to compute the lease-end purchase option. (This feature must be enabled.)

The amount due in cash from the lessee at drive-off.

To disclose the lease, continue to push [Enter]. To start the routine again (or another routine), push the desired function key.

PRINT DISC Y/N?\_ To print<sup>5</sup> the disclosure, push [Yes]. To view it on the display, push [No]. (If viewing on the display, push [Enter] to proceed from each line to the next.)

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<sup>5</sup> Requires the optional printer and the LeaseMaker must be printer-enabled. See page 11.

**Federal Regulation M Lease Disclosure<sup>6</sup>**

REG M FED BOX	Reg. M reference
TOT DO            XXXXX.XX	<u>Total amount due at drive-off.</u>
XX ADV P         XXX.XX	Payment(s) in advance.           §213.4(b)
XX PT@           XXX.XX	Remaining monthly payments.   §213.4(c)
TM PTS           XXXXX.XX	Total of Monthly Payments.
DISP FEE         XXX.XX	Lease-end disposition fee. <sup>7</sup>
T PMTS           XXXXX.XX	Total of Payments. <sup>8</sup> §213.4(d)
	§213.4(e)
DRIVE-OFF ITEMIZATION	Reg. M reference
CAP RED         XXXXX.XX	<u>Itemization of drive-off amount.</u> <sup>9</sup> §213.4(b)
SS TAX           XXXX.XX	Cap cost reduction <sup>10</sup> .
DP TAX           XXX.XX	Sales tax. <sup>11</sup>
NJ FEE           XXXX.XX	Downpayment tax. <sup>11</sup>
DOC FEE         XXXX.XX	NJ Title Fee. <sup>11</sup>
DF TAX           XXX.XX	Documentation fee <sup>11</sup>
X PMT            XXXXXX.XX	Documentation fee tax <sup>11</sup>
SEC DEP         XXXXX.XX	Payment(s) made in advance.
BANK FEE         XXX.XX	Security deposit
OTHER-D         XXXXX.XX	Bank fee <sup>11</sup>
TOT DO           XXXXXX.XX	Other item(s) paid at drive-off.
	Total amount paid at drive-off. <sup>12</sup>

<sup>6</sup> Disclosure according to Board of Governors of the Federal Reserve System Regulation M, Consumer Leasing, 12 CFR 213, as amended, effective April 1, 1997, Appendix A2, and the Official Staff Commentary, 12 CFR 213, Supplement I, as amended, effective April 1, 1997.

<sup>7</sup> The disposition fee, if any, is disclosed in the Other Charges block.

<sup>8</sup> The Total of Payments (the total amount the lessee will have paid over the course of the lease) is the sum of the following: the total drive-off amount (excluding the refundable security deposit), the total of all monthly payments (excluding those payments made in advance), and the lease-end disposition fee.

<sup>9</sup> See also Official Staff Commentary (OSC) §213.4(b)(1-6).

<sup>10</sup> This is the sum of the entry at the CASH DOWN prompt and the trade equity (providing the equity is not negative). To use all or a portion of a cash rebate to reduce the cap cost, enter the desired value at the CASH DOWN prompt. For example, if there is a \$1000 rebate and the lessee wishes to apply \$750 of it to reduce the cap cost, enter \$750 at the CASH DOWN prompt and \$1000 at the REBATE prompt. The balance of the rebate will be applied to the other drive-off items. To apply all of the rebate plus some additional cash to reduce the cap cost, enter the sum of the rebate and cash, e.g., to apply a \$1000 rebate and make an additional \$500 cash downpayment, enter \$1500 at the CASH DOWN prompt and \$1000 at the REBATE prompt.

<sup>11</sup> Appears here if not capitalized.

<sup>12</sup> See OSC §213.4(b)(5) Balance Sheet Approach.

HOW DRIVE-OFF IS PAID	
NET TR	XXXXX.XX
REBATE	XXXXX.XX
DO CASH	XXXXX.XX
TOT DO	XXXXXX.XX

How the drive-off is paid.<sup>12</sup> §213.4(b)  
 Equity in trade.<sup>13</sup>  
 Cash rebate.<sup>14</sup>  
 Amount paid in cash.  
 Total amount paid at drive-off.<sup>15</sup>

GROSS CAP COST	
PRICE	XXXXXX.XX
NEG TR	XXXXX.XX
NJ FEE	XXXXXX.XX
XX TAX	XXXXX.XX
DP TAX.	XXXX.XX
DF TAX.	XXX.XX
OTHER-1	XXXXX.XX
OTHER-2	XXXXX.XX
BANK FEE	XXXX.XX
DOC FEE	XXXX.XX
GR CAP	XXXXXX.XX

Gross Capitalized Cost. §213.4(f)(1)  
 Vehicle price (value).  
 Trade deficit.<sup>13</sup>  
 NJ Title Fee.<sup>16</sup>  
 Sales tax.<sup>16</sup>  
 Downpayment tax.<sup>16</sup>  
 Documentation fee tax.<sup>16</sup>  
  
 Bank fee.<sup>16</sup>  
 Documentation fee.<sup>16</sup>  
 Gross capitalized cost.

CAP COST REDUCTION	
CASH D	XXXXX.XX
TRADE	XXXXX.XX
PAYOFF	-XXXXX.XX
NET TR	XXXXX.XX
CAP RDN	XXXXXX.XX
ADJ CAP	XXXXXX.XX

Capitalized Cost Reduction. §213.4(f)(2)  
 Cash down on vehicle price.<sup>17</sup> §213.4(f)(3)  
 Trade-in allowance.  
 Amount owed on trade.  
 Net trade-in allowance.<sup>18</sup>  
 Total cap cost reduction.  
 Adjusted capitalized cost.

<sup>13</sup> If there is a trade deficit (i.e., the trade equity is negative), the deficit is added to the capitalized cost and does not appear in the drive-off disclosure. See OSC §213.4(b)(3).

<sup>14</sup> Only rebates applied toward the drive-off amount are disclosed. See OSC §213.4(b)(4).

<sup>15</sup> See OSC §213.4(b)(5) Balance Sheet Approach.

<sup>16</sup> Appears here if capitalized.

<sup>17</sup> This includes cash and cash rebates applied as a cash downpayment.

<sup>18</sup> If the payoff amount is greater than the trade-in allowance, there is a trade deficit. A trade deficit is added to the gross capitalized cost.

<b>RESIDUAL VALUE</b>	
MSRP	XXXXXX.XX
HARD ADDS	XXXX.XX
RV FACTOR	XX%
RV AMT	XXXXXX.XX
ANTIC MI	XXXXX
STD MI	XXXXX
EX MI/YR	XXXXX
EX MILES	XXXXXX
@ \$x.xx	-XXXX.XX
RESID	XXXXX.XX

Calculation of Residual. §213.4(f)(4)

MSRP.<sup>19</sup>

Hard adds (residualized).

Percentage of MSRP.

Residual (before mileage adj.).

Miles to be driven a year.<sup>20</sup>

Miles allowed a year.

Excess miles a year.

Excess miles over lease term.

Cost per mile & total cost.

Adjusted residual value.

<b>DEPRECIATION</b>	
T DEPR	XXXXX.XX

Calculation of Depreciation. §213.4(f)(5)

Total depreciation.

<b>RENT CHARGE</b>	
C+R	XXXXX.XX
FACTOR	XXXXXX
RENT/M	XXX.XX
LCL FEE	XXX.XX
T RENT/M	XXX.XX
T RENT	XXXXX.XX

Calculation of Rent Charge.<sup>21</sup> §213.4(f)(6)

Sum (if factor lease).

Lease (money) factor.

Monthly rent charge.

Non-financed charge/month.<sup>22</sup>

Total monthly rent charge.

Total rent charge.<sup>23</sup>

<sup>19</sup> If the residual value is entered as a dollar amount directly (as is commonly done for used-vehicle leases and equipment leases), the MSRP and RV Factor do not appear.

<sup>20</sup> If the lessee anticipates driving more miles than the maximum allowed under the terms of the lease, the charge for the excess mileage is computed here and deducted from the residual value.

<sup>21</sup> This sample disclosure shows the calculation of the rent charge for a lease or money factor lease. Some lines of the disclosure are different for simple-interest leases.

<sup>22</sup> The non-financed monthly charge is a flat amount that can be added to the rent charge and is disclosed as part of the total rent. See page 28 to use a non-financed monthly charge.

<sup>23</sup> The total rent is defined as the difference between the total of the base monthly payments and the depreciation. If it is not exactly divisible by the number of payments, it will not be exactly equal to the number of payments times the monthly rent charge because of rounding.

MONTHLY PAYMENTS		
T DEPR	XXXXXX.XX	
T RENT	XXXXXX.XX	
T BASE	XXXXXX.XX	
TERM	XXX	
TAX PMT	XXXX.XX	
BASE P	XXXX.XX	
SS TAX	XXXX.XX	
EXCISE/M	XXX.XX	
PMT	XXXXX.XX	

<u>Calculation of Payments.</u>	\$213.4(f)
Total depreciation.	
Total rent charge.	
Total of base payments.	\$213.4(f)(7)
Total number of payments.	\$213.4(f)(8)
Taxable monthly payment. <sup>24</sup>	\$213.4(f)(9)
Base monthly payment.	\$213.4(f)(10)
Sales tax. <sup>25</sup>	\$213.4(f)(10)
Excise tax (if paid monthly).	\$213.4(f)(11)
Total monthly payment.	

PURCHASE OPTION		
RESID	XXXXX.XX	
LE MKUP	XXXX.XX	
P OPT	XXXXX.XX	

<u>Purchase Option.</u> <sup>26</sup>	\$213.4(i)(1)
Lease-end markup.	
Purchase option.	

SS TAX	X.XXX%
627B LEASEMAKER	

Sales tax state and rate

## Using a Printer to Print Lease & Loan Disclosures

To print the above Lease Disclosure or loan disclosures, you need the optional LeaseMaker printer (available from PROM). You will need to enable the printer by pushing the Setup Function key and entering the number 9911 in response to the CODE?\_ prompt. "PRINTER Y" will appear in the display.

To disable the printer, enter the same number (9911) again in response to the CODE?\_ prompt. "PRINTER N" will appear in the display.

Each time you enter the code, the printer status is changed. To enable the printer, make sure the display says "PRINTER Y" after you enter the code.

<sup>24</sup> If some items in the capitalized cost are not subject to monthly sales tax (such as other taxes) in tax-the-payment states, the taxable payment will be different than the base payment. If it is different, it is shown here.

<sup>25</sup> Appears here for tax-the-payment states.

<sup>26</sup> The purchase option amount includes the lease-end markup fee and is the amount the lessor can purchase the vehicle for at the end of the lease. Also see OSC §213.4(i)(3) & (5).

## Lease Payment Comparisons

The following sample lease was computed using each of the indicated lease types. (See LeaseMaker Lease Types on page 36 for descriptions of these lease types.) Lease Cap: \$20,000, Residual Value: \$6,000, Term: 36, Factor: 0.00500 or Interest Rate: 12.00%. There is no sales tax, excess miles, bank fee or other charges.

<u>Lease Types</u>	<u>Payment</u>	<u>Rent Charge</u>
(Factor) 8, 11-19, 21-25	518.89	4,680.04
1	525.00	4,900.00
2	526.38	4,949.68
3	519.80	4,712.80
4	521.17	4,762.12
5	537.48	4,811.80
6	538.89	4,861.15
9 <sup>27</sup>	519.80	4,712.80
10	521.17	4,762.12

## Table of State Numbers for Ask State Option

If the calculator has been set up with the Ask State option (see Setting the Sales Tax State on page 22), enter a code number from this table to select the desired state at the STATE ss XX? prompt.

<u>State</u>	<u>Code Num</u>
Ask Option	0
AK	1
AL	2
AR	3
AZ	4
CA	5
CO	6
CT	7
DC	8
DE	9
FL	10
GA	11
HI	12

<u>State</u>	<u>Code Num</u>
IA	13
ID	14
IL	15
IN	16
KS	17
KY	18
LA	19
MA	20
MD	21
ME	22
MI	23
MN	24
MO	25
MS	26

<u>State</u>	<u>Code Num</u>
MT	27
NC	28
ND	29
NE	30
NH	31
NJ	32
NM	33
NV	34
NY	35
OH	36
OK	37
OR	38
PA	39
RI	40

<u>State</u>	<u>Code Num</u>
SC	41
SD	42
TN	43
TX	44
UT	45
VA	46
VT	47
WA	48
WI	49
WV	50
WY	51

<sup>27</sup> The Ford (Lease Type 9) Red Carpet Lease formula was changed October 2<sup>nd</sup>, 1999. The payment and lease charge amounts shown in the table are calculated by the new formula as published in Ford Dealer Bulletin #5677 dated September 17, 1999. The older formula produced a payment of \$541.80 and a lease charge of \$5,504.80.

## LeaseChecker™ & Dealer Reserve Calculations

This routine will compute the lease factor of a lease<sup>28</sup>, and will then compute the dealer reserve using a “buy” factor. The LeaseMaker will also do a number of yield and payoff calculations for leases. Ask for the LeaseMaker Supplement for Lenders & Lessors for information on how to use these routines.

<u>Prompt</u>	<u>User Response</u>
Code = 381	Push [Setup] and enter this code to calculate the lease dealer reserve by the difference in charges method. After entering the code to run this routine once, you can push the [*] function key to run it again.
CAP?_	Enter the adjusted lease cap.
RESID?_	Enter the residual value used to compute the lease.
TERM?_	Enter the term of the lease.
B PMT?_	Enter the base payment (excluding monthly taxes or non-financed charges).

<input type="text" value="FACTOR"/>	<input type="text" value="xxxxxx"/>	Computed lease factor. <sup>29</sup>
-------------------------------------	-------------------------------------	--------------------------------------

BUY xxxxxx?\_ Enter the “buy” factor.

<input type="text" value="CHG DIF"/>	<input type="text" value="xxxxx.xx"/>	Computed difference in charges reserve
--------------------------------------	---------------------------------------	--

### **Example**

Assume an adjusted cap of \$25,000, residual of \$12,000, term of 36 months, and a base monthly payment of \$485.00. The computed factor is 0.003348. If the lessor “buys” this lease with a factor of 0.00275, the dealer reserve is \$797.00.<sup>30</sup>

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<sup>28</sup> This routine will extract the lease factor for any lease, not just those computed with a lease factor. It can be used to determine the equivalent factor for a simple-interest lease.

<sup>29</sup> The formula to find the factor is:  $(\text{Term} \times \text{Pmt} + \text{Resid} - \text{Cap}) / (\text{Term} \times (\text{Cap} + \text{Resid}))$ . The result is rounded to six digits. If the computed factor is too large or is negative (indicating a negative lease charge), an error is reported.

<sup>30</sup> Original lease charge is:  $36 \times 485 + 12,000 - 25,000$  or 4,460.00. “Buy” lease charge is  $(25,000 + 12,000) \times 0.00275 \times 36$  or 3,663.00. Subtracting 3,663.00 from 4,460.00, we get a reserve amount of 797.00.

## Computing Loans - [Loan] Function Key

<u>Prompt</u>	<u>User Response</u>
	Push the [Loan] or [Rework] function key to start.
BAL TYPE 1/2?_	(Appears only if the ASK option is selected – see Setting the Balloon Loan Method on page 30.) Enter 1 for a conventional balloon loan, or 2 for an n-payment balloon loan.
PRICE xxxxx.xx?_ LOAN xxxxx.xx?_	(Appears if the mode is FIND PAYMENT.) If the vehicle price shown is correct, push [Enter], otherwise enter the desired price.  If the short loan routine is enabled, the LOAN prompt will appear and the following prompts related to the amount financed will be skipped.
PMT xxx.xx?_	(Appears if the mode is FIND PRICE.) If the payment shown is correct, push [Enter]; otherwise, enter the desired payment.
TRADE xxxxx.xx?_	If the trade-in allowance shown is correct, push [ENTER]; otherwise enter the desired trade-in allowance.
PAYOFF xxxxx.xx?_	If the payoff amount shown is correct, push [ENTER]; otherwise enter the correct payoff amount.
CASH D xxxxx.xx?_	If the cash downpayment shown is correct, push [ENTER], otherwise enter the correct cash downpayment.
REBATE xxx?_	Enter the cash rebate amount that is being applied to the loan.
OTHER-1 xxxxx.xx?_	If the Other-1 amount shown is correct, push [ENTER], otherwise enter the correct Other-1 amount. The Other-1 amount is subject to sales tax.
OTHER-2 xxxxx.xx?_	If the Other-2 amount shown is correct, push [ENTER], otherwise enter the correct Other-2 amount. The Other-2 amount is not subject to sales tax.
Ss TAX x.xx%?_	If the sales tax percentage shown for the indicated state is correct, push [ENTER], otherwise, enter the desired percentage.

FIN SLS TAX N?\_ Push [Yes] to finance the sales tax, or [NO] to put it into the drive-off amount.

MPG <= 19?  
FIN NJ FEE Y? (Appears only in New Jersey.) If the vehicles average miles per gallon is 19 or less, enter [YES].<sup>31</sup>

To finance the supplemental title fee enter [YES].

TERM xx?\_ If the term in months shown is correct, push [ENTER]; otherwise, enter the desired term. (The term is always entered in months, even for weekly and biweekly loans.)

FREQ xx?\_ (Appears only if multiple payment frequencies have been enabled.) Enter 12 for monthly payments, 52 for weekly payments, or 26 for biweekly payments.

DAYS TO #1 xx?\_<sup>32</sup>  
DAYS TO 1<sup>ST</sup> xx?\_ Enter the total number of days to the first payment, e.g., if there are 45 days to the first payment on a monthly loan, enter 45 days.<sup>33</sup>

RATE xx.xx%?\_ If the interest rate shown is correct, push [ENTER]; otherwise, enter the desired interest rate. Enter the interest rate as a percentage, i.e., 12% is entered as "12.00". The interest rate can be 0%.<sup>34</sup>

PPD CHG xx.xx?\_ (Appears only if the prepaid finance charge option has been enabled.) If the prepaid charge shown is correct, push [ENTER], otherwise enter the correct prepaid charge.

RV %/\$ xx?\_ (Appears only if the balloon payment option has been

<sup>31</sup> The New Jersey Supplemental Title Fee applies if the vehicle price is \$45,000 or higher, or if the average miles per gallon is 19 or lower.

<sup>32</sup> The "DAYS TO #1" prompt appears if using the Federal calendar, the "DAYS TO 1<sup>ST</sup>" if using the actual calendar. See Setup Routine (Code 52) to change the calendar

<sup>33</sup> On older versions of the software, the prompt for the Federal calendar was ODD DAYS?. If the prompt ODD DAYS appears, you are using an older calculator and the Federal calendar, and you should enter ONLY the number of extra or "odd" days, i.e., if there are 15 extra days (a total of 45), you would enter 15 at the ODD DAYS prompt.

<sup>34</sup> 0% loans require that the finance charge be exactly \$0.00. To make sure the total of payments exactly equals the note amount, the final payment of the loan may have to be adjusted by a few cents. For balloon loans, the adjustment is shown as "0% ADJ" in the Itemization of Adjusted Residual section of the loan disclosure. For regular loans, the last payment may be slightly different. You can ensure that all regular payments are equal by solving this type of loan in the FIND PRICE mode.

enabled.) If the residual value percentage or amount shown is correct, push [ENTER], otherwise, enter the desired amount. (Entries less than 100 are considered to be a percentage.)

- MSRP xxxxx?\_ If the MSRP shown is correct, push [ENTER]; otherwise enter the correct MSRP.
- EX MILES Y?\_ Push [Yes] to compute an excess mileage charge.
- MILES/YR xxxx?\_ Enter the expected mileage per year.
- STD M/YR xxxxx?\_ Enter the allowed annual mileage.
- \$/MILE x.xx?\_ Enter the correct cost per mile, e.g., enter 15 cents per mile as 0.15.

*The following three prompts only appear if insurance rates have been installed.*

- xx LIFE x?\_ If the life code displayed is correct, push [ENTER], otherwise enter the correct life code. Enter a code of 0 for no insurance, 1 for single, or 2 for joint.
- xx A&H 0/1? x\_ If the A&H (disability) code displayed is correct, push [ENTER], otherwise enter the correct A&H code. Enter a code of 0 for no insurance, 1 to use the first set of A&H insurance rates, or 2 to use the second set.
- xx IUI 0/1? x\_ If the IUI code displayed is correct, push [ENTER], otherwise enter the correct IUI code. Enter a code of 0 for no insurance, or 1 for insurance.

xx PT@	xxxxx.xx
PRICE	xxxxxx.xx

The periodic payment or vehicle price will appear in the display.

To disclose the loan, continue to push [ENTER]. To start the routine again (or another routine), press the appropriate function key.

- PRINT DISC Y/N?\_ To print<sup>35</sup> the disclosure, push [YES]. To view it on the display, push [NO]. (If viewing on the display, push [ENTER] to proceed from each line to the next.)

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<sup>35</sup> Requires the optional printer and the printer must be enabled. See page 11.

**Sample Loan Disclosure**

DRV-OFF	XXXX.XX
CASH D	XXXX.XX
REBATE	XXXX.XX
NJ FEE	XXXX.XX
A.P.R.	XX.XXX%
FIN CG	XXXXXX.XX
AMT FI	XXXXXX.XX
TOT PT	XXXXXX.XX
TOT SP	XXXXXX.XX
XX PT@	XXXX.XX
(frequency)	
1 PT @	XXXXX.XX
TERM-MONTHS	XXX
DAYS TO #1	XX
DAYS TO 1ST	XX
NOTE	XXXXXX.XX
PPD CHG	XXX.XX
PRICE	XXXXXX.XX
NJ FEE	XXXXX.XX
TRADE	-XXXXX.XX
PAYOFF	XXXXX.XX
CASH D	-XXXXX.XX
OTHER-1	XXXXX.XX
OTHER-2	XXXXX.XX
SLS TAX	XXXX.XX
SS RATE	X.XXX%
XX INS/DAY	X.XX
D-LP X	XXXX.XX
L-LP	XXXX.XX
A&H X	XXX.XX
IUI	XXX.XX
L BEN	XXXXX.XX
MSRP	XXXXX.XX
XX%	XXXXX.XX
EX MILES	XXXXX
@ \$X.XX	-XXXX.XX
0% ADJ	X.XX
ADJ RV	XXXXX.XX
YOUR NAME HERE	

Drive-off amount  
Cash downpayment  
Rebate  
NJ Title Fee (if paid at drive-off)  
Annual Percentage Rate  
Finance Charge  
Amount Financed  
Total of Payments  
Total Sale Price  
Payment Schedule  
Payment frequency (if not monthly)  
Adjusted balloon payment  
Term of loan in months  
Days to first payment (Fed cal) or  
Days to first payment (Actual cal)  
Note amount  
Price  
NJ Title Fee (if financed)  
Trade-in amount  
Payoff due on trade-in  
Cash downpayment  
Other-1 amount  
Other-2 amount  
Sales tax amount  
State and sales tax rate  
Insurance cost per day  
Life code & decreasing premium  
Level life premium (if non-zero)  
Accident & Health premium  
I.U.I. premium  
Initial life insurance benefit  
Itemization of adjusted residual  
Adjustment for 0% loans  
Your name can appear here.

## Dealer Reserve and Interest-Rate Buy-Down Calculations

The 627B LeaseMaker will calculate the dealer reserve for retail loans by three different methods. The routine can also be used to calculate an amount the dealer must pay the lender to “buy down” the interest rate.

To calculate the dealer reserve, first enter or rework the loan in the Loan routine and find the payment or price. Then push the [Setup] function key and enter one of the following code numbers (depending upon the method you wish to use to calculate the dealer reserve) and push [ENTER]. (After entering a code number to run a routine once, you can push the [\*] function key to run it again.)

<u>Prompt</u>	<u>User Response</u>
Code = 181	Enter this code and push [ENTER] to calculate the dealer reserve by the difference in finance charges method.
Code = 184	Enter this code and push [ENTER] to calculate the dealer reserve by the present value method.
Code = 185	Enter this code and push [ENTER] to calculate the dealer reserve by the prorate method.

BUY RATE xx.xx%?\_ Enter the correct buy rate.<sup>36</sup>

CHG DIF	xxxxx.xx	Difference in charges reserve
P VALUE	xxxxx.xx	Present value reserve
PRORATE	xxxxx.xx	Prorate reserve

## APRChecker™ Routine

(The LeaseMaker also has a complete APRChecker™ routine that will check the APR and Regulation Z disclosure as well as compute the dealer reserve. Ask for the LeaseMaker Supplement for Lenders & Lessors<sup>37</sup> for information on how to use this routine. The APRChecker routine is also available as a separate PC product.<sup>38</sup>)

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<sup>36</sup> The buy rate cannot be 0%, but you can discount or buy-down a 0% retail or balloon loan. If there is a prepaid finance charge on the loan, it is passed through to the lender.

<sup>37</sup> This supplement is available on line at our web site [www.promsoft.com](http://www.promsoft.com). You can also email us at [info@promsoft.com](mailto:info@promsoft.com) and we will send you a copy at no charge.

<sup>38</sup> Details are available on our web site at [www.promsoft.com](http://www.promsoft.com). You can also download a demonstration copy of the APRChecker PC program from the web site - see the APRChecker™ section.

## **Buying Down the Interest Rate**

A common method of promoting automobile and other product sales is to offer the buyers very low interest rates. These rates are usually well below the true cost of money. To induce a lender to accept the loans, the dealer "buys down" the interest rate by making an additional payment to the lender.

To calculate<sup>39</sup> this buy-down amount, compute the loan first using the artificially low interest rate. Then compute the Present Value (Code 184) dealer reserve and enter the lender's required interest rate as the Buy Rate. The resulting dealer reserve amount will appear as a negative amount (indicating the payment is *from* the dealer *to* the lender).

In practice, the lender simply reduces the advance to the dealer by the buy-down amount, e.g., if the amount financed on the contract is \$14,300 and the buy-down amount is \$350, the lender would advance \$13,950 to the dealer.

## **Description of Dealer Reserve Methods**

**Difference in Finance Charges (Code 181)** - The buy rate is used to calculate a second interest charge for the loan.<sup>40</sup> This second interest charge is the lender's retention; it is subtracted from the contract interest charge to compute the dealer reserve. If there is a prepaid finance charge on the loan, it is passed through to the lender.<sup>41</sup>

**Present Value Reserve (Code 184)** - This method discounts the stream of payments at the buy rate to find their present value (the value of the loan to the lender).

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<sup>39</sup> The calculation is much like pricing a bond. The loan as cast by the dealer represents a stream of payments to be made to the lender. This stream of payments is discounted at the lender's required rate (Buy Rate) to find the present value. This present value (which is less than the amount financed because of the discounted loan interest rate) is subtracted from the amount financed to find the additional amount the dealer must advance to the lender in order for the lender to realize the required rate.

As an example, consider a \$15,000, 36-month loan at 3.9%. Loan is made on 5/1/97 with the first payment due 6/1/97 (31 days later using an Actual calendar to the first payment). The monthly payment is \$442.22. The lender will accept the loan at 8%, and using a rate of 8%, the present-value buy-down amount is calculated at \$889.75. Thus, the stream of 36 payments discounted at 8% has a present value of \$14,110.25 to the lender, some \$889.75 less than the amount financed of \$15,000.

<sup>40</sup> In this calculation, the finance charge is determined without adjusting payments to a whole cent.

<sup>41</sup> This method is the most common (it is used by virtually all captive-finance companies). The lender's yield on the loan is slightly below the entered Buy Rate because the lender advances the dealer reserve amount at the start of the loan and yet must wait for the stream of payments to be repaid. Thus the dealer reserve amount becomes a no-interest loan that reduces the lender's overall yield on the loan slightly. The present value method takes this timing into account and computes a slightly smaller but more accurate dealer-reserve amount that maintains the lender's yield.

For interest-rate buy downs, the reverse error occurs and the buy-down amount is too high when the difference-in-charges method is used. Again, the present value method is more accurate.

The note amount is subtracted from this present value to find the dealer reserve. This method can also be used to allow the dealer to "buy down" the rate, i.e., the dealer can advertise a lower interest rate than the lender is willing to accept. (The rate can even be 0%.) In this case, the reserve appears as a negative number and is the additional amount the dealer must pay to the lender in order for the lender to realize the buy rate.

**Prorate Reserve (Code 185)** – This method prorates the total interest charge (but not a prepaid charge) between the dealer and the lender based on the ratio of the buy rate to the contract rate. E.g., if the contract is computed at 10.0% and the buy rate is 8.0%, the dealer would received  $2/10^{\text{ths}}$  of the finance charge. This method is not available for 0% loans.

## **Early Terminations**

When the dealer reserve is paid up front, a problem for the lender arises if the borrower pays the loan off early. In this case, the lender has advanced an amount to the dealer that is based on the loan running to maturity. If the loan does not run to maturity, the lender will not realize the interest income that was expected.

Some lenders charge the dealer back for unearned portions of the dealer reserve due to early terminations. The dealer may be required to leave a portion of the accumulated dealer reserve amounts on deposit with the lender as security against future charge-backs.

Another common method is to only advance the dealer a percentage of the calculated reserve amount (typically 75%-85%) and then not bother to charge the dealer back for early terminations.

Similarly, if the dealer "buys down" the interest rate and the loan does not run to maturity, the dealer may be entitled to a partial refund of the buy-down amount.

## Fuel Cost Comparison Routine

The 627B LeaseMaker will calculate the fuel consumption of two vehicles. Based on the entered miles per gallon rating of two vehicles, the annual fuel costs, annual and monthly savings, amounts of fuel, and percentage savings are all shown.<sup>42</sup>

This routine is initially assigned to the Star Key<sup>43</sup>, and can also be run at any time by pushing the Setup key and entering a code of 2.

FUEL COMPARO                      Push the Star Key, or push the [Setup] Key, the number '2', and push [ENTER] to run this routine.

MPG #1?\_                              Enter the miles-per-gallon rating of vehicle #1.

MPG #2?\_                              Enter the miles-per-gallon rating of vehicle #2.

MILES/YR?\_                            Enter the number of miles driven per year.

FUEL \$/G?\_                            Enter of the cost of fuel per gallon?

#1/YR \$	xxxxx.xx
#2/YR \$	xxxxx.xx
SAV/YR	xxxxx.xx
SAV/MO	xxxx.xx
GALS #1/YR	xxxxx
GALS #2/YR	xxxxx
SAVINGS %	xx

Annual cost of fuel for vehicle #1  
 Annual cost of fuel for vehicle #2  
 Savings per year  
 Savings per month  
 Annual gallons of fuel for vehicle #1  
 Annual gallons of fuel for vehicle #2  
 Percentage savings by using vehicle #2

<sup>42</sup> The calculations in this routine default to the U.S. system of miles per gallon and US gallons. By using Setup Code 21, you can change the calculations to the Metric system that uses a mileage rating measured in Liters per 100km and Liters of fuel.

<sup>43</sup> If you have assigned some other routine to the Star Key, push the [Setup] key and enter a code of 2. This will start the Fuel Cost Comparison Routine and will assign it to the Star Key.

## Setup Routines - [Setup] Function Key

The Setup routines are used to configure the calculator. The lease calculation method can be set to a certain type, or can be set to ask the user what lease type to use each time a lease is calculated or reworked.

Similarly, credit life and disability rates can be installed in the calculator for the loan routine by using the setup routine.

The calculator can also be initialized by a setup routine. Initialization is normally only required after the batteries have been replaced or the Software Cartridge has been removed from the calculator. If a calculator is initialized, the preset lease type and credit insurance rates will have to be reinstalled.

To access the Setup routines, push the [Setup] key and then enter the appropriate code number to access the desired routine.

### Master Setup Options (Affects Leases & Loans)

#### Setting the Sales Tax State

The method of computing sales tax on loans and leases is controlled by the Sales Tax State. Use this routine to change the Sales Tax State.

Code = 24

Push [Setup] and enter this code number.

STATE: ss Y/N?\_

If the state abbreviation shown is correct, push [YES]. If not, push [ENTER] to scroll up the list or [NO] to scroll down the list. Push [YES] when the desired state appears.

You can also enter the state code number (1 - 51). (See Table of State Numbers for Ask State Option on page 12.)

If you want the calculator to stop and ask for the sales tax state each time a loan or lease is calculated, enter a state code of 0.

ASK STATE Y/N?\_

(Appears only if 0 was entered at the previous prompt.) To cause the calculator to stop and ask for the sales tax state each time a loan or lease is calculated, push [YES].

CONFIRM ss Y/N?\_

If the state shown is correct, push [YES], otherwise push [NO].

TAX PMT TOO N?\_

(Appears only in some states.) There may be a local

(city or county) sales tax applied to the payment in addition to the state tax applied to the price of the vehicle. Push [YES] if you wish to have a local tax on the payment, otherwise push [NO].

TAX STATE	SS
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The selected state is shown.

The sales tax calculation method varies from state to state and may be different on leases and loans. A few states have no sales tax.

For loans, the sales tax computation in all states with a sales tax is based on the Price plus the amount in Other-1. The Other-2 amount is not taxed. You can put taxed document fees, after sells and/or other charges in the Other-1 field, and non-taxed items such as License & Registration in the Other-2 field. Most states provide a tax credit for a trade-in and/or rebate.

For leases, in most states the sales tax is computed on the monthly payment and in these states, the amounts in the Other-1 is subject to the sales tax. See above to select whether to tax the amount in the Other-2 field. See below for the states that use a different method of computing the tax.

In states that have a tax on the price of the vehicle (and in Maine and New York), you can elect whether or not to capitalize the sales tax. A special prompt "CAP SLS TX Y?\_" appears for these states. If the sales tax is not capitalized, it will appear as part of the drive-off tax amount.<sup>44</sup>

**Table of States that Tax the Vehicle Price on Leases**

<u>State</u>	<u>Credit for Trade</u>	<u>Credit for Residual</u>	<u>Tax Bank Fee</u>	<u>Tax Pmt too</u>
AR	Ask	-	-	-
DE	Ask	-	-	Y
IL	Ask	-	-	Optional
LA	-	-	Y	-
NC	Y	-	-	Optional
NJ	-	Y	Y	-
ND	-	-	-	-
OK	-	-	-	-
SC	-	-	-	-
SD	-	-	-	-
TX	Ask	-	-	-
VA	-	-	-	-
VT	-	Y	-	-

In Delaware the price and payment are subject to tax.

In Illinois the price (but not the bank fee) is subject to a state sales tax. In some cases, the sales tax is based on the difference between the price and the trade-in allowance, and in other cases no credit is allowed for the trade-in allowance. The calculator will stop and ask you in each lease whether you want to allow a credit for the trade-in when the sales tax is computed.

Also in Illinois, some localities (Chicago, for example) apply a local sales tax to the payment. To tax the payment (in addition to the price), select the TAX PMT TOO option in the Setting the Sales Tax Routine. (If you want to use the ASK STATE option in Illinois, and also enable a local tax on the payment, you must first select Illinois as the sales tax state, enter [YES] to the TAX PMT TOO option, and then run the Setting the Sales Tax State routine again to select the ASK STATE option.)

In Iowa and Ohio, the sales tax is computed on the payment and is either paid up front at lease signing or capitalized in the lease. Sales tax is also due on the cash downpayment.<sup>44</sup>

In Maine, the sales tax is computed on the payment and is either paid up front at lease signing or capitalized in the lease. Sales tax is also due on the cash downpayment and on any equity in a personal vehicle traded in.<sup>44</sup>

In New Jersey and New York, the sales tax is computed on the payment and is either paid up front at lease signing or capitalized in the lease.<sup>44</sup>

In New Jersey, there is a Supplemental Title Fee based on the price of the vehicle for both leases and loans. The fee applies if the price of the vehicle is \$45,000 or greater, or if the average miles per gallon is 19 or less. The fee is not subject to sales tax and can be capped or paid at drive-off. (To disable or change the base and fee percentage, use Setup Code 125.)

In North Carolina, the sales tax can be applied to either the payment or the price. If you select North Carolina, you will be asked which you wish to tax. If the price is taxed, the maximum tax is limited to \$1500.00. If you wish to use the ASK STATE option of the calculator, you must first select North Carolina as the state and select the option (tax payment or price) you want, and then select the ASK STATE option.

In South Carolina, the sales tax is applied to the price and there is a maximum tax of \$300.00

In Texas the price is subject to a state sales tax. In some cases, the sales tax due is based on the difference between the price and the trade-in allowance, and in other cases no tax credit is allowed for the trade-in allowance. The calculator will stop and ask you in each lease whether you want to allow a credit for the trade-in when the sales tax is computed. If a leased vehicle is being turned in for a new leased vehicle,

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<sup>44</sup> The sales tax due on the cash down and documentation fee can be capitalized by entering a "3" at the CAP SLS TAX Y?\_ prompt in the main lease routine.

the sales tax is based on the difference between the price of the new vehicle and the residual value of the old vehicle. Enter the residual value of the old vehicle as the TRADE and enter a "3" at the CR 4 TRADE prompt to give a sales tax credit for the old vehicle.

## State Lease Tax Options

You can control the taxing of these items with this setup routine.

Code = 26

Push [Setup] and enter 26?.

These options are stored by state. If you are using the "Ask State" option, the program will ask you to select the desired state before the next two prompts appear.

The default value shown in the next two prompts is the current setting, e.g., if the next prompt appears as TAX BANK FEE Y?, the current setting is to tax the bank fee.

TAX BANK FEE Y?\_

Push [Yes] to apply sales tax to the bank fee, or [No] to exclude it. You can also push [Enter] to keep the current setting.

In a tax-the-payment state, if the bank fee is capitalized and not taxed, that portion of the monthly payment attributable to the bank fee is excluded from the monthly tax.

TAX OTHER-2 Y?\_

(This option only affects tax-the-payment states - in tax-the-price states, the Other-2 field is never taxed.)

Push [Yes] to apply sales tax to the Other-2 amount, or [No] to exclude it from tax.

If [No] is selected, that portion of the monthly payment attributable to the Other-2 amount is excluded from the monthly tax.

TAX REBATE Y?\_

Push [Yes] to tax the portion of a Rebate used as a cash downpayment, or [No] to exclude it from tax.

TAX DOC FEE Y?\_

Push [Yes] to tax the Documentation Fee, or [No] to exclude it from tax.<sup>45</sup>

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<sup>45</sup> This option determines whether the Documentation Fee is subject to sales tax.

## Lease Setup Options

### Setting the Lease Calculation Method

#### Prompt

Code = 36

FACTOR Y/N?\_  
AHFC Y/N?\_  
BAMER Y/N?\_  
BMW Y/N?\_  
CHASE Y/N?\_  
CHRY Y/N?\_  
FIRSTAR Y/N?\_  
FUNB Y/N?\_  
FORD Y/N?\_  
GECAL Y/N?\_  
GMAC Y/N?\_  
MBCC Y/N?\_  
NMAC Y/N?\_  
SUBARU Y/N?\_  
TAMMAC Y/N?\_  
TMCC Y/N?\_  
UBVL Y/N?\_  
VW/AUDI Y/N?\_  
SIM-1 Y/N?\_  
SIM-2 Y/N?\_  
SIM-3 Y/N?\_  
SIM-4 Y/N?\_  
SIM-5 Y/N?\_  
SIM-6 Y/N?\_  
ASK Y/N?\_

#### User Response

Enter a code of 36 to select the lease calculation method.

Push [YES] to select the displayed lease calculation method. Otherwise, push [ENTER] to move down the list, or [NO] to move up. When the desired lease company is displayed, push [YES].

To select a lease type directly, you can enter the lease type number, e.g., enter "8" to select the FACTOR method, or enter a "0" (formerly a "7") to select the ASK option. (See the back page of this User's Guide for a listing of lease type numbers.)

If you select the ASK option, the calculator will stop and ask for the lease type number each time you calculate a lease.

If your lease company does not appear on this list and it uses a lease or money factor to compute leases (the most common method), select the FACTOR method (type 8).

## Setting the Security Deposit Calculation Method

The calculator will automatically calculate the lease security deposit amount or you can manually enter the deposit amount. Use this routine to select the method used to calculate the suggested security deposit amount.

### Prompt

### User Response

Code = 37

Push [Setup] and enter this code.

LEASE TYPE x?\_

(Appears only if calculator is in the "ASK" lease type mode.) The security deposit method entered below will only affect the lease type specified at this prompt.

SEC DEP 0-9? x\_

Enter 0 through 9 from the following table to select the amount to be prompted for the security deposit in the lease routine:

0	Suggests previous security deposit (amount changeable by user).
1	Payment rounded to the nearest \$25.
2	Payment adjusted upwards to the next \$25.
3	Payment rounded to the nearest \$50.
4	Payment adjusted upwards to the next \$50.
5	Payment amount.
6	\$300 if lease cap is under \$16,000, or \$500. (Bank of America, formerly NationsBank.)
7	1-48 months: payment plus \$100 but not less than \$300. 49+ months: payment plus \$200 but not less than \$400.
8	Payment plus \$100, but not less than \$200.
9	Payment rounded upwards to the next \$25 plus \$50. (UBVL.)

## Setting the Local Fee (Non-Financed Monthly Charge) & Excise Tax Options

You can include a local fee (also called a "non-financed monthly charge") and/or a monthly excise tax in lease calculations. Use this routine to enable or disable these features.

In "tax-the-payment" states, the sales tax is applied to the non-financed monthly charge but not to the excise tax. In other states, neither is taxed.

Code = 38                      Push [Setup] and enter this code.

LOCAL FEE N?\_                Push [Yes] to enable the local fee, or [No] to disable it.

EXCISE/M N?\_                Push [Yes] to enable the monthly excise tax, or [No] to disable it.

## Setting the Lease-end Value Markup Option

Code = 40                      Enabling this option allows you to enter a value to be added to the adjusted residual to calculate the purchase option. Push [Setup] and enter this code.

LEASE TYPE x?\_              (Appears only if calculator is in the "ASK" lease type mode.) The lease-end markup option method entered below will only affect the lease type specified at this prompt.

LE MKUP 0-9? x\_            Enter 0 through 9 from the following table to select the amount to be prompted for the lease-end markup in the lease routine:

0	Previous value (changeable by user).
1	Payment rounded to the nearest \$25.
2	Payment adjusted upwards to the next \$25.
3	Payment rounded to the nearest \$50.
4	Payment adjusted upwards to the next \$50.
5	Exact Payment amount.
9	Disable the Lease End Markup prompt.

## Loan Setup Options – General

### Setting the Payment Frequency

- Code = 50                      To set the payment frequency in the Loan routine, use this code.
- FREQ SETUP xx?\_              To cause the calculator to stop and ask the payment frequency for each loan, enter a value of 0.
- To calculate loans with a single payment frequency, enter that frequency, i.e., enter a 12 if you only want to compute monthly loans, a 52 for only weekly loans, or a 26 for only biweekly loans.

The selected frequency or "ASK PMT FREQ" is displayed.

### Enabling a Prepaid Charge

- Code = 51                      Enter this code to enable (or disable) a prepaid charge in the loan routine.
- PPD CHG N?\_                  Push [YES] if you wish to use a prepaid charge in the loan routine, otherwise push [NO]. The prepaid charge is financed (added to the loan amount).

### Changing the Odd-day Interest Calendar

- Code = 52                      Enter this code to change the Odd-day interest calendar.
- ACTUAL CAL x?\_                Push [YES] to select an Actual calendar to the first payment, or [NO] to select the Federal calendar. (Default is the Federal calendar.)

When using the Federal calendar, the calculator presents the prompt DAYS TO #1? in the loan routine. When using an Actual calendar, the calculator presents the prompt DAYS TO 1ST? in the loan routine.

In either case, you should enter the total number of days in the first period, e.g., for a loan with 45 days to the first payment, enter "45".

## Enabling the Balloon Loan

Use this setup code to enable and select the type of balloon loan calculation. To compute balloon loans with credit insurance, enable the balloon payment and then install the credit insurance rates. (See Setting the Credit Insurance Rates.)

Code = 53

Enter this code to display the balloon loan menu.

USE BALLOON N?\_  
CONV BAL Y/N?\_  
N-PMT BAL Y/N?\_  
ASK TYPE Y/N?\_

To enable balloon calculations, push [YES] and then select the type of balloon calculation desired from the following menu or push [NO] to disable balloon calculations.

Push [YES] at CONV BAL to select a conventional balloon loan that has N-1 payments with the balloon payment due one month after the last regular monthly payment.

Push [YES] at N-PMT BAL to select an N-payment balloon that has N payments with the balloon payment due at the same time as the last regular monthly payment. This type of balloon loan is used by BMW Financial Services and others.

Push [YES] at ASK TYPE to be asked which type of balloon loan you want to calculate each time a loan is calculated.

A conventional balloon loan has one fewer monthly payments than the term of the loan with the final balloon payment due one month after the last regular monthly payment. For example, for a 36-month conventional balloon loan, there would be 35 regular monthly payments with a final balloon payment due one month after the due date of the 35th monthly payment.

An N-payment balloon loan has the same number of monthly payments as the term of the loan with the final balloon payment due at the same time as the last regular monthly payment. In the above example, there would be 36 regular monthly payments with a final balloon payment due at the same time as the 36<sup>th</sup> monthly payment.

If you calculate both types of balloon loans, you can have the calculator ask you what type of balloon loan you want to use each time you start a new loan.

## Enabling the Short Loan Routine

Use this setup code to enable or disable the short loan routine. The short loan routine prompts only for the Loan amount and skips all other prompts related to the amount being financed. No sales tax is computed.

Code = 54                      Enter this code to enable or disable the short loan routine.

SHORT LOAN N?\_              Push [YES] to use the short loan routine, or [NO] to use the long routine.

## Rounding/Truncating the Loan Payment<sup>46</sup>

Code = 55                      Enter this code to select loan payment rounding or truncation.

ROUND PMT N?\_              Push [YES] to round the loan payment, or [NO] to proceed to the next prompt.

TRUNCATE PMT N?\_           Push [YES] to truncate the loan payment, or [NO] to proceed to the above prompt.

## Enabling the Printer

Code = 9911                   Push [Setup] and enter this code to enable the printer. To disable the printer, enter the code again.

## Loan Setup Options – Credit Insurance Plans

The LeaseMaker loan routine can compute credit life, disability, and I.U.I. insurance on loans. For details on how to install and maintain a credit insurance plan, ask for the LeaseMaker Guide to Credit Insurance.

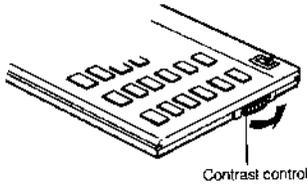
You can view or download the LeaseMaker Guide to Credit Insurance online on our web site at [www.promsoft.com](http://www.promsoft.com) in the User's Guide Section, or you can email us at [info@promsoft.com](mailto:info@promsoft.com) and we will send you a copy at no charge.

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<sup>46</sup> Consider a loan for \$3,038.12 for 36 months at 12.00% interest. The rounded payment is \$100.91, and the truncated payment is \$100.90 (the exact payment is \$100.909059).

## Battery Replacement & Maintenance

### Adjusting the Display Contrast



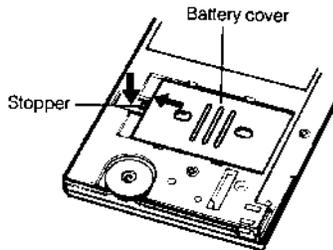
The calculator is equipped with a control to adjust the contrast of the LCD (liquid crystal display). As the batteries age, the contrast will need to be adjusted from time to time. Adjust the display contrast with the knob on the right-hand end of the computer (under the On/Off switch). While looking at the display from a position about 70 degrees above the keyboard, first increase the contrast until black squares are clearly visible behind the characters and then decrease the contrast slowly until the squares just disappear. If the display contrast becomes too dim, the batteries should be replaced.

### Battery Replacement

The batteries are of a long-life lithium type that will operate the calculator for about a year, depending upon how much you use it. The calculator is equipped with an "automatic off" feature that turns the calculator off in about 5 minutes if no keys are operated. To turn it back on, press the [CA] key (next to the red [C·CE] key).

To replace the batteries, you should first have replacement batteries at hand. Two lithium-type CR2032 batteries are required.

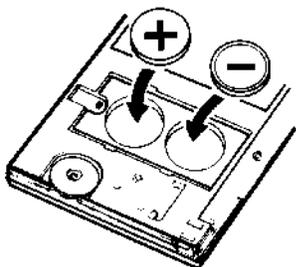
1) Make sure the calculator is turned off. Place the calculator face down on a table with the contrast-adjusting knob in the upper left-hand corner (the writing on the back of the calculator will be right-side up).



2) Remove the Software Cartridge before you replace the batteries.

3) Using a small screwdriver, remove the two screws on the back; while lifting the edge of the calculator's back cover closest to you, slide it up to remove it.

4) Slide the silver-colored battery compartment cover upward to open the compartment; remove the cover. The batteries are now disconnected; remove and discard them.

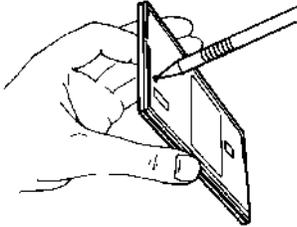


5) Install the new batteries, making sure the polarity is correct, and replace the battery compartment cover. (Make sure to replace the battery compartment cover--the batteries are not connected unless the battery compartment cover is in

place.) Replace the back of the calculator by first hooking the 3 tabs on the top and then lowering the edge closest to you so you can replace the 2 screws. Install the Software Cartridge.

## Initializing the Software Cartridge

If the calculator does not operate after you replace the batteries, you should initialize it with the following steps.



1) With a pencil or straightened paper clip and the calculator ON, push the "ALL RESET" button on the left side of the back of the calculator. (There may be a white label covering the "ALL RESET" button. If so, gently lift up the lower left corner of the label to reveal the "ALL RESET" button.) You should see 4 stars in the display (2 on the left, 2 on the right).

2) Push [ENTER]. You should now see a single star at the right edge of the display.

3) Turn the calculator off, wait 2 seconds, and then turn it back on. You should see "0." in the display. The calculator is now ready to be configured.

4) Push the [Setup] key. You should see "INITIALIZING..." appear for a moment and then, **after about 2 minutes**, you will then be asked to set the Sales Tax State and Lease Type. See Master Setup Options, Setting the Sales Tax State on page 22 for detailed information.

## Year 2000 Compliant

This program is not date aware. Therefore, all routines will calculate correctly in and beyond the Year 2000.

## Troubleshooting the LeaseMaker

INITIALIZING or CONFIGURING appears when I try to compute a lease or loan.	The Software Cartridge needs to be configured. See Initializing the Software Cartridge on page 33.
Printer doesn't work.	Make sure to enable the printer. See Enabling the Printer on page 31.
ERROR 8 occurs when I try to print.	Replace the printer's batteries.
Display is dim or ERROR 1 or ERROR 4 message appears in screen.	Replace the calculator batteries. See page 31. You may have to initialize the Software Cartridge after replacing the batteries. See page 33.
Calculator won't run at all.	Check that the Software Cartridge is installed properly in the back of the calculator. See Initializing the Software Cartridge on page 33.
The sales tax is incorrect or for the wrong state.	Set the sales tax state. See Setting the Sales Tax State on page 22.
How do I use more than one lease company?	See Setting the Lease Calculation Method on page 26 and use the ASK option.
I don't get the correct payment when I calculate a lease.	Check the input values to make sure they agree exactly with the lease. See below.

## Getting Help with Calculations

Technical help is available to registered users of the LeaseMaker calculator. If you have a question regarding calculated results, please send us complete details (including a completed worksheet or loan agreement) by email to support @promsoft.com.

Include your name and email address or daytime telephone number. We will examine the faxed worksheet and report our findings.

You can also email us at support @promsoft.com with technical questions.

## Installing Your Name in the LeaseMaker

You can install your name (or an identification number, telephone number, or other message) in the LeaseMaker Calculator. Once installed, your name will appear briefly each time you start a routine.

To install your name, push the [Setup] key and enter a code of 726 in response to the "CODE?\_" prompt. The message "INSTALL NAME" will appear briefly, followed by a single question mark, "?\_".

To enter a character (letter, number, or symbol), enter the appropriate code number from the table below and push [ENTER]. The character will appear in the display followed by a question mark. Enter the code number for the next character and push [ENTER] again. Continue entering code numbers for all the characters you wish to enter, and then push [ENTER] when you're done. If you make a mistake, push the [Backup] key to erase the last character.

You can enter up to 16 characters. The first character must not be a space (code 27), however, spaces can be used in any other position.

For example, to enter the name "LARRY 555-1234", enter the code numbers 12, 1, 18, 18, 25, 27, 35, 35, 35, 28, 31, 32, 33, 34.

To remove a name without installing a new one, start the Install Name routine and just push [ENTER] when the "?\_" prompt appears.

### Character Code Table

A	1	P	16	1	31	(	46
B	2	Q	17	2	32	)	47
C	3	R	18	3	33	+	48
D	4	S	19	4	34	,	49
E	5	T	20	5	35	.	50
F	6	U	21	6	36	/	51
G	7	V	22	7	37	:	52
H	8	W	23	8	38	;	53
I	9	X	24	9	39	<	54
J	10	Y	25	!	40	=	55
K	11	Z	26	"	41	>	56
L	12	(space)	27	#	42	?	57
M	13	-	28	\$	43	@	58
N	14	*	29	%	44		
O	15	0	30	&	45		

## LeaseMaker Lease Types<sup>47</sup>

<b><u>FACTOR</u></b>	8	Lease or "money" factor type.
<b><u>AHFC</u></b>	16	American Honda Finance Corp.
<b><u>BAMER</u></b>	19	BankAmerica (formerly NationsBank Auto Leasing). <sup>48</sup>
<b><u>BMW</u></b>	18	BMW Financial Services.
<b><u>CHASE</u></b>	23	Chase Manhattan Bank. <sup>48</sup>
<b><u>CHRY</u></b>	11	Chrysler GoldKey Lease.
<b><u>FIRSTAR</u></b>	20	Firststar Dealer Finance.
<b><u>FORD</u></b>	9	Ford Red Carpet Lease. (Formula revised October 2nd, 1999)
<b><u>FUNB</u></b>	25	First Union National Bank. <sup>48</sup>
<b><u>GECAL</u></b>	12	General Electric Credit Auto Lease. <sup>48</sup>
<b><u>GMAC</u></b>	10	GMAC SmartLease.
<b><u>MBCC</u></b>	14	Mercedes-Benz Credit Corp.
<b><u>NMAC</u></b>	13	Nissan Motor Acceptance Corp.
<b><u>SUBARU</u></b>	22	Subaru Financial Services.
<b><u>TAMMAC</u></b>	21	Tammac Corporation.
<b><u>TMCC</u></b>	15	Toyota Motor Credit Corp.
<b><u>UBVL</u></b>	24	UB Vehicle Leasing, Inc.
<b><u>VW/AUDI</u></b>	17	VW Credit/Audi Financial Services.
<b><u>SIM-1</u></b>	1	Simple-interest method, 0 monthly payments in advance, N monthly payments, and residual due in N months.
<b><u>SIM-2</u></b>	2	Simple-interest method, 0 monthly payments in advance, N monthly payments, and residual due in N+1 months (an extra month's interest is charged on the residual).
<b><u>SIM-3</u></b>	3	Simple-interest method, 1 monthly payment in advance, N monthly payments, and residual due in N months.
<b><u>SIM-4</u></b>	4	Simple-interest method, 1 monthly payment in advance, N monthly payments, and residual due in N+1 months (an extra month's interest is charged on the residual).
<b><u>SIM-5</u></b>	5	Simple-interest method, 0 monthly payments in advance, N-1 monthly payments, and residual due in N months; This is the same as a standard (conventional) balloon loan.
<b><u>SIM-6</u></b>	6	Simple-interest method, 0 monthly payments in advance, N-1 monthly payments, and residual due in N+1 months.

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<sup>47</sup> If your lease company is not listed and the company uses a monthly lease or money factor, use the FACTOR lease type (number 8).

<sup>48</sup> No long active in the leasing business.