



Managing Your Financing Options Using the Management Portal

The management portal makes it easy to **view**, **add**, and **manage** your Financing Options in Sales Builder Pro.



Financing Options

Click **Manage** to View, Organize, Add, or Remove programs
Click **Export** to download your financing options

[Manage](#)
[Export \(xlsx\)](#)
[Export \(csv\)](#)

Financing Options ? 

Company: Paula's Sample HVAC

Last Update: 07/24/17 12:58 PM by Jimmy John

Active

Program Name	Payment Label	Term	Payment Factor	Dealer Fee	Adjust Price For Down Payment	Last Update
  1 year	/ mon	12		5.0%	Yes	07/24/17 12:58 PM Jimmy John
  2 year	/ mon	24		5.0%	Yes	07/24/17 12:58 PM Jimmy John
  3 year	/ mon	36		5.0%	Yes	07/24/17 12:58 PM Jimmy John

To view your finance programs, click the blue **Manage** button in the Financing Options section of the Management portal.

All of the finance programs listed under the **Active** header will appear in the app, and all of the finance programs listed under the **Inactive** header will be hidden.

To add a new financing program, select the green plus sign at the bottom of the list.

For **Program Name**, enter a descriptive, customer friendly name that will appear on the app for the salesman to select.

Payment Label indicates how frequently the customer will make payments. Be sure to include the program name in the payment label. The payment label will show on the customer quote after the calculated payment. (e.g. "\$113.70 /month, Min Monthly, 7.99% APR")

Program Name	Payment Label	Term	Payment Factor	Dealer Fee	Adjust Price For Down Payment	Last Update
  Min Monthly	/ mo. Min Monthly, 7.99% APR		1.49%	6.0%	Yes	02/18/19 2:53 PM June Getzinger

Term is the number of months of the program.

Payment Factor is the minimum percentage of the balance that the customer has to pay each month. If you leave it blank, the app will assume that the customer will make equal payments for the entire term.

Dealer Fee is the fee that the lender charges you to offer the program. If you pass that on to the consumer, you will want to indicate that here. The Sale Price of the equipment, accessory and add-on will be increased by the dealer fee when the Financing Program is selected.

Adjust Price for Down Payment – check this box to adjust the financed amount/payment when a down payment is applied.

When complete, click **Add** to add the program to your Active list.

Add Financing Option ✕

Program Name:

Payment Label:

Term (months): **Payment Factor:** % **Dealer Fee:** %

Adjust Price for Down Payment

HINT: If Payment Factor is not entered, 1 / Term will be used as the payment factor.
 HINT: Finance Price = Cash Price / (1 - Dealer Fee)

		1 year	/ mon	12	5.0%	Yes	07/26/17 2:21 PM Gina Sarkey	
		2 year	/ mon	24	5.0%	Yes	07/26/17 2:21 PM Gina Sarkey	
		Min Monthly	/ mon		1.49%	5.0%	Yes	07/26/17 2:21 PM Gina Sarkey
		Min Monthly	/ mon		1.49%	5.0%	Yes	07/26/17 2:21 PM Gina Sarkey
Inactive								
		Program Name	Payment Label	Term	Payment Factor	Dealer Fee	Adjust Price For Down Payment	Last Update
		3 year	/ mon	36		5.0%	Yes	07/26/17 2:21 PM Gina Sarkey

To **deactivate** or **remove** a finance program, select the line item by hovering over the blue arrow icon, and **drag** it down to the Inactive section. You can also use the blue arrow icon to re-order programs within the Active list, to help you sort them in a logical way for your workflow.

Tip: If you have seasonal promotions from your distributors or retail stores that you partner with, you can add a new program and then deactivate it when the promotion is over.

After making any change to the order or status of a finance program, a **Save** button will appear on the right-hand side, and you will need to save your change before making another change. To **cancel** your change, simply refresh the page.

Financing Options FAQ

When should I use Term vs. Payment Factor for my finance program?

You should use Term if the payments will be equal for the length of the term, and you should use Payment Factor if the program requires a minimum percentage of the balance as a monthly payment. You cannot use both fields in one finance program.

How do I adjust the dealer fee for sales tax?

If your dealer fee is 7% and your sales tax is 8%, then multiply 7% x 8% to get 0.56% and add it to your dealer fee. Your adjusted dealer fee becomes 7.56%

I still have questions about my financing options!

No problem! Please feel free to contact your Customer Success Specialist by email, and we'd be glad to walk you through the process.