

Debt Service – Overview



Agencies that have owned, in-scope facilities with debt service must report the loan information as part of the biennial Six-Year Facilities Plan baseline data collection process.

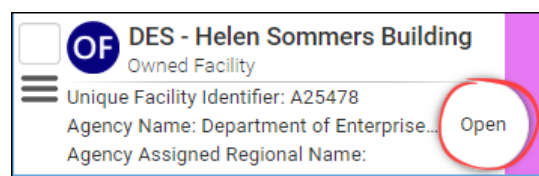
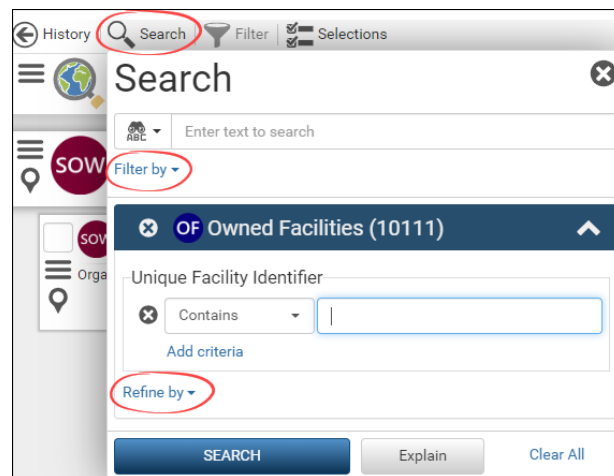
- ✓ Debt service is added from the owned facility tile. If there is more than one loan for an owned facility, add a debt service table for each loan.
- ✓ Debt service payments are added from the debt service tile.
- ✓ You must add a debt service payment table for each payment.
- ✓ **Some agencies have already imported their debt service data. Check for existing tables before creating new ones.**

Add Debt Service

1. Navigate to the owned facility tile

→ If you need to locate a UFI, run the Owned Facilities Inventory report from the Agency tile

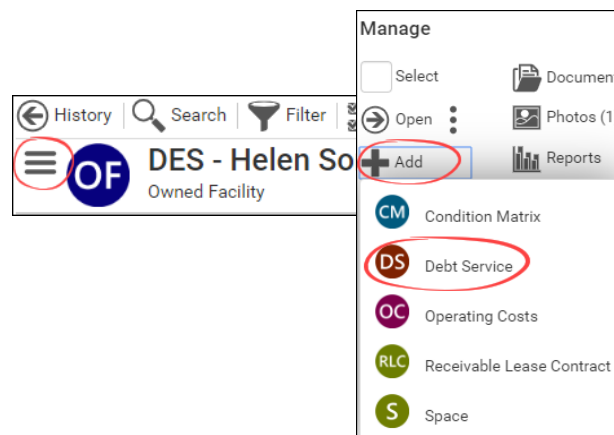
- A. Click the  **Search** button on the data explorer toolbar
- B. Click **Filter by** and select **Owned Facilities** from the dropdown menu
- C. Click **Refine by** and select **Unique Facility Identifier** from the dropdown menu
- D. Enter the UFI
- E. Click 
- F. Click Open



2. Click the menu button

3. Click Add

4. Select Debt Service



5. Select Create a new Debt Service

6. Enter data – red fields are required

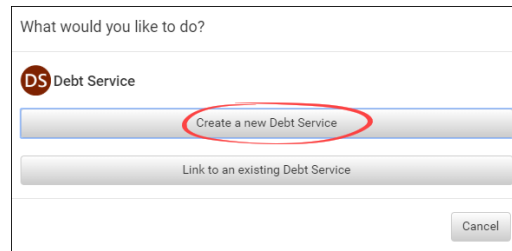
Field-specific guidance:

Name: Use the unique service ID found on your debt service documentation

Example: S179-269-01

Unique Debt Service ID: Same as name

7. Click SAVE AND CLOSE



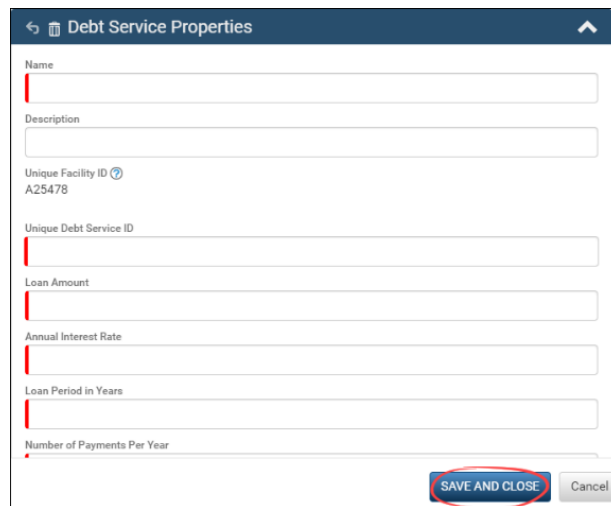
What would you like to do?

DS Debt Service

Create a new Debt Service

Link to an existing Debt Service

Cancel



Debt Service Properties

Name

Description

Unique Facility ID ⓘ
A25478

Unique Debt Service ID

Loan Amount

Annual Interest Rate

Loan Period in Years


Number of Payments Per Year

SAVE AND CLOSE Cancel

Add Debt Service Payment

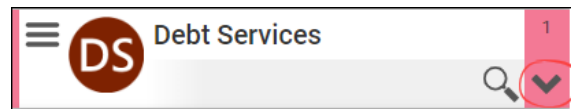
1. Click the arrow to expand the Debt Services tile group

→If needed, refresh your screen to see the new Debt Services tile group.

2. Click the  menu button on the Debt Service tile

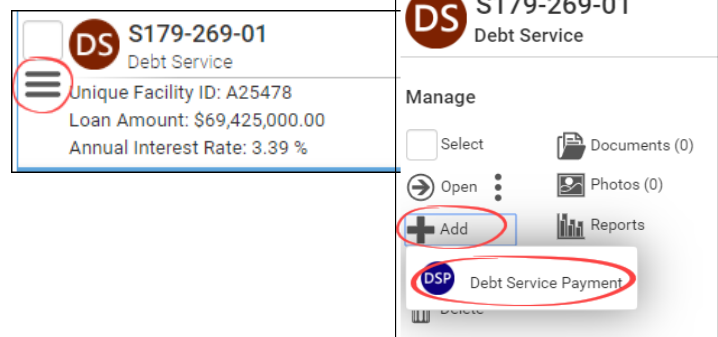
3. Click  Add

4. Select Debt Service Payment



DS Debt Services

1



DS S179-269-01
Debt Service

Unique Facility ID: A25478
Loan Amount: \$69,425,000.00
Annual Interest Rate: 3.39 %

Manage

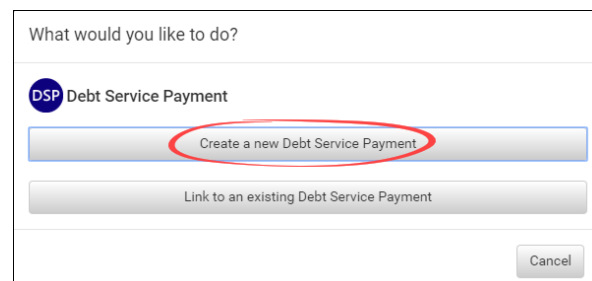
Select Documents (0)

Open Photos (0)

Add Reports

DSP Debt Service Payment

5. Select Create a new Debt Service Payment



What would you like to do?

DSP Debt Service Payment

Create a new Debt Service Payment

Link to an existing Debt Service Payment

Cancel

6. Enter data – red fields are required

Field-specific guidance:

Name: Year - Number (1-20 or 1-40)

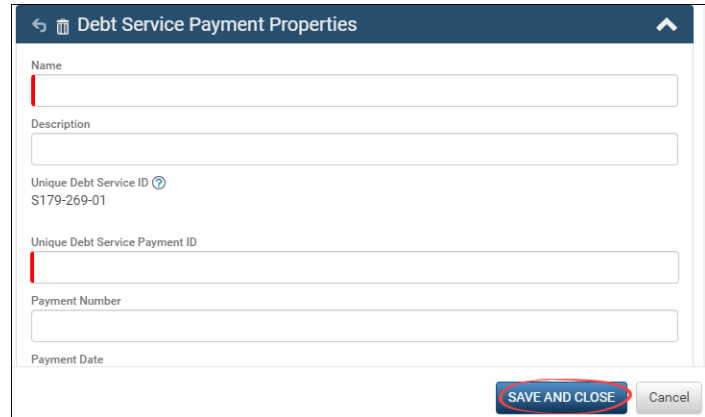
Example: 2010 - 1

Unique Debt Service Payment ID:
Same as Name

Example: 2010 - 1

7. Click SAVE AND CLOSE

→ Repeat this process for all debt service payments



The screenshot shows a web form titled "Debt Service Payment Properties". It contains several input fields: "Name", "Description", "Unique Debt Service ID" (with a help icon and the value "S179-269-01"), "Unique Debt Service Payment ID", "Payment Number", and "Payment Date". The "Name" and "Unique Debt Service Payment ID" fields have a red vertical bar on the left side, indicating they are required. At the bottom right, there are two buttons: "SAVE AND CLOSE" (highlighted with a red oval) and "Cancel".