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
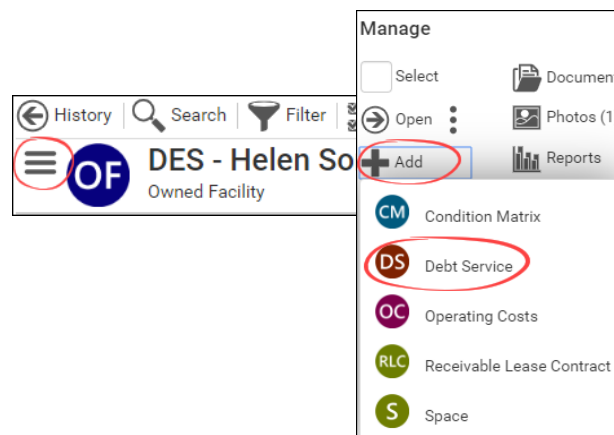
   A. **Click** the ⌕ Search button on the data explorer toolbar

   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** SEARCH

   F. **Click** Open
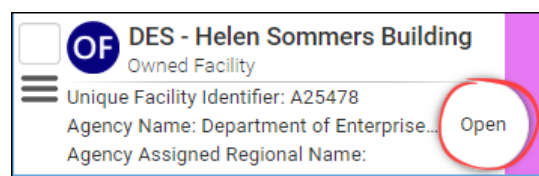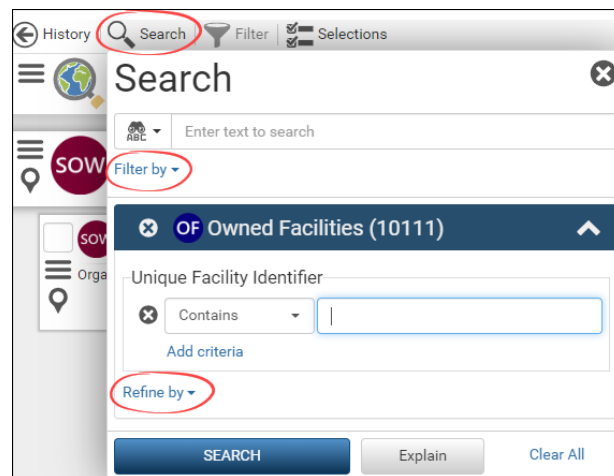
2. **Click** the ☰ menu button

3. **Click** ➕ Add

4. **Select** Debt Service

5. Select Create a new Debt Service
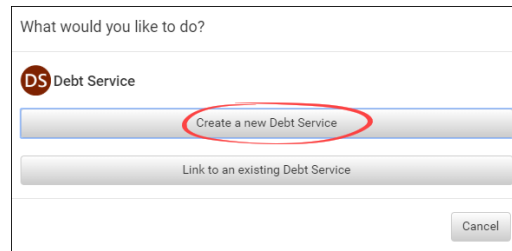
6. Enter data – red fields are required

Field-specific guidance:

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

   Example: S179-269-01

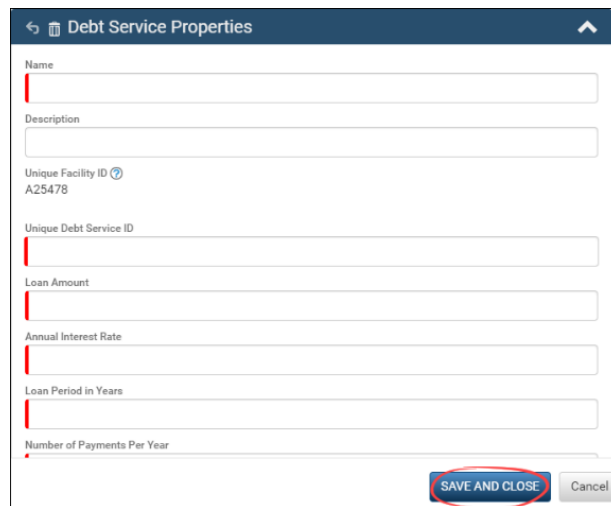**Unique Debt Service ID:** Same as name

7. Click SAVE AND CLOSE

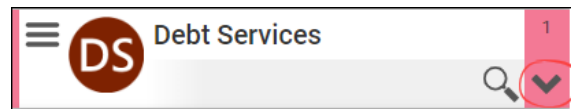## Add Debt Service Payment

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

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

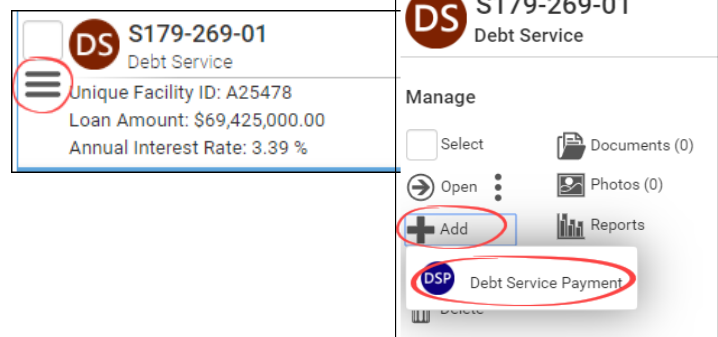**2.** Click the ☰ menu button on the Debt Service tile

3. Click ➕ Add

4. Select Debt Service Payment
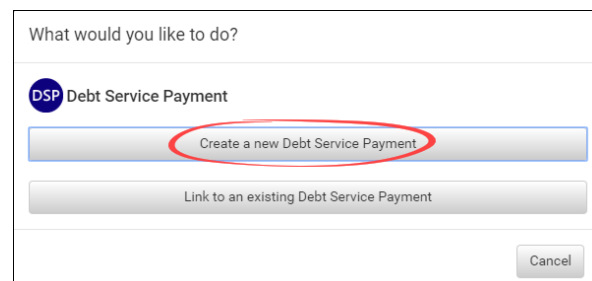
5. Select Create a new Debt Service Payment

6. Enter data – red fields are required

Field-specific guidance:
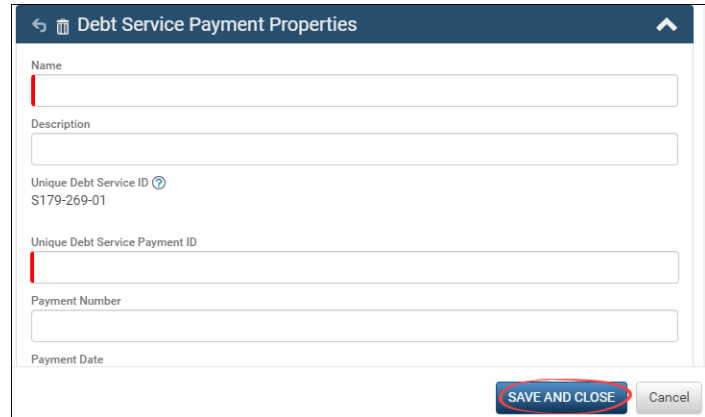
Name: Year - Number (1-20 or 1-40)

　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