This job aid provides information for using FPMT to add a new lease contract for other assets.

Overview

<table>
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<tr>
<th>Step</th>
<th>Action</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add new lease contract</td>
<td>Use the search option to find the other asset so that you can add a new lease contract.</td>
</tr>
<tr>
<td>2</td>
<td>Add lease payment</td>
<td>Use the other asset lease contract menu to add lease payment information.</td>
</tr>
<tr>
<td>3</td>
<td>Add lease option</td>
<td>Use the other asset lease contract menu to add lease option information.</td>
</tr>
</tbody>
</table>

New leases are added to FPMT after the lease contract has been executed.
✓ You will need a copy of the new lease contract so that you can provide required information.
Add New Lease Contract

Use the search option to find the other asset so that you can add the new lease contract.

1. Select: Open.

2. Select: Search.

5. Select: Refine by.

➔ FPMT will display additional options depending on your search criteria.
7. Select: Your agency.
8. Select: Search.
9. Select: Open.

10. Select: Menu.

12. Select: Other asset lease contract.

13. Select: Create a new other asset lease contract.
### Add New Lease Contract - Other Asset

**Facilities Portfolio Management System (FPMT)**

<table>
<thead>
<tr>
<th><strong>14. Input:</strong> Name.</th>
<th><strong>➔ Use lease number for the name.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>➔ Contract properties includes several optional fields. For example, description is optional.</strong></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>15. Input:</strong> Lease number.</th>
<th><strong>➔ Use a unique lease number.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>16. Input:</strong> Lessor.</td>
<td><strong>➔ Use lessor name as stated on lease agreement.</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>17. Select:</strong> Lease type.</th>
<th><strong>Lease Type</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>18. Input:</strong> Lease executed date.</th>
<th><strong>➔ Use date the last party signed the lease agreement.</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>19. Input:</strong> Lease start date.</td>
<td><strong>20. Input:</strong> Lease end date.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>21. Select:</strong> Variable payments.</th>
<th><strong>➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Variable Payments</strong></td>
<td><strong>Description of Variable Payments</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>22. Input:</strong> Initial direct costs.</th>
<th><strong>➔ These are ancillary charges necessary to place the leased asset into service.</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>23. Input:</strong> Asset useful life.</th>
<th><strong>➔ Provide useful life of the asset being leased (in years).</strong></th>
</tr>
</thead>
</table>

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24. **Input:** Interest rate if known.
   ➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.

25. **Select:** Manually record accounting entries.
   ➔ Will accounting entries be recorded manually in AFRS?
   ✓ If yes, FPMT will not send any transactions to AFRS for this contract.
   ✓ If no, select master index if total lease payments are over threshold and provide information for accounting reference.

26. **Select:** Vendor number.
   ➔ Vendor number is required if you selected ‘no’ for manually recording accounting entries.
   ➔ Vendor name and address will be updated nightly in FPMT from the statewide vendor table.

27. **Select:** Lease contract status.

28. **Select:** Save and close.
   ➔ FPMT will add the contract information.
Add Lease Payment

Use the other asset lease contract menu to provide payment information for the new lease.

✓ If the lease contract has more than one lease payment, add each payment separately. All payments can have an active status (FPMT reports will pull data based on the run date of the report).

1. Select: Menu.
2. Select: Add.

3. Select: Lease payment.

4. Select: Create a new lease payment.

5. Input: Name.
   ➔ Use payment type - payment series number (payment type dash payment series number).
   ➔ Description is optional.

6. Input: Payment series number.
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

7. Select: Payment frequency.

8. Select: Payment type.


10. Input: Index rate.
    ➔ Use the index or rate in effect at lease commencement.

11. Input: Payment start date.
12. Input: Payment end date.
13. Select: Day payment initiated.
➔ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

➔ Status should be active when adding new lease payment.

15. Select: Hold payments.
➔ Comments are optional.

16. Select: Save and close.
➔ FPMT will add the payment information.
Add Lease Option

Use the other asset lease contract menu to provide lease option information for the new lease.

1. **Select:** Menu.
2. **Select:** Add.

<table>
<thead>
<tr>
<th>3. <strong>Select:</strong> Lease option.</th>
<th><img src="image" alt="Lease Option" /></th>
</tr>
</thead>
<tbody>
<tr>
<td>4. <strong>Select:</strong> Create a new lease option.</td>
<td><img src="image" alt="Create a new Lease Option" /></td>
</tr>
</tbody>
</table>

**5. Input:** Name.
- Use option type - option number (option type dash option number).
- Description is optional.
- FPMT will assign a lease number.

**6. Input:** Option number.
- Use option number in the order it appears in the lease contract (1, 2, 3, etc.).

**7. Select:** Option type.

**8. Input:** Option description.
- Option date is optional.
   ➔ Status should be active when adding new lease option.

10. Select: Reasonably certain option will be exercised.
    ➔ This will determine if the payment is included in lease liability and lease asset calculations.
    ✓ If yes, and option type is purchase, the exercise price of the purchase option will be required.
    ➔ Comments are optional.

11. Select: Save and close.
    ➔ FPMT will add the option information.