This job aid provides information for using FPMT to add new leased land.

<table>
<thead>
<tr>
<th>Overview</th>
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<tr>
<td><strong>Step</strong></td>
</tr>
<tr>
<td>1</td>
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<td>3</td>
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<td>4</td>
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New leases are added to FPMT after the lease contract has been executed. ✓ You will need a copy of the lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information.
Add New Leased Land

Use the search option to find your agency and expand the information so that you can add the new leased land.

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: Land.
    → FPMT will display a list of land so that you can provide specific information.
11. Select: Menu.
13. **Select:** Leased land.

14. **Select:** Create a new leased land.

15. **Input:** Name.
   - Use your agency SAAM acronym - agency common name (acronym dash name).
   - Leased land properties includes several optional fields for your agency. For example, description is optional.

16. **Input:** Lease number.
   - Use the assigned number on the lease contract.

17. **Select:** Lessee.
   - Select agency name from dropdown.

18. **Select:** Leased land status.
   - Status should be active when adding new leased land.

19. **Select:** Save and close.
   - FPMT will add the leased land so that you can add the lease contract, payment, and other information.
Add Land Lease Contract

Use the leased land menu to provide lease contract information.

1. **Select:** Leased land.
   ➔ FPMT will display a list of leased land so that you can provide specific information.

2. **Select:** Menu.

3. **Select:** Add.

4. **Select:** Land lease contract.

5. **Select:** Create a new land lease contract.

6. **Input:** Name.
   ➔ Use lease number for the name.
   ➔ Lease contract properties includes several optional fields for your agency. For example, description is optional.

7. **Input:** Lease number.
   ➔ Use a unique lease number.

8. **Input:** Lessor.
   ➔ Use lessor name as stated on lease agreement.

9. **Select:** Lease type.

10. **Input:** Leased acreage.
    ➔ Use square feet as stated in lease agreement.
11. **Input:** Lease executed date.  
➔ Use date the last party signed the lease agreement.

12. **Input:** Lease start date.

13. **Input:** Lease end date.

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<thead>
<tr>
<th>Lease Executed Date</th>
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<th>Lease Start Date</th>
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<thead>
<tr>
<th>Lease End Date</th>
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14. **Select:** Variable payments.  
➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

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<tr>
<th>Variable Payments</th>
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<table>
<thead>
<tr>
<th>Description of Variable Payments</th>
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15. **Input:** Initial direct costs.  
➔ These are ancillary charges necessary to place the leased land into service.

<table>
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<tr>
<th>Initial Direct Costs</th>
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16. **Input:** Interest rate if known.  
➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.  
➔ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.

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<th>Interest Rate if Known</th>
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17. **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.

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<th>Manually Record Accounting Entries</th>
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<table>
<thead>
<tr>
<th>Master Index</th>
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<table>
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<tr>
<th>Master Index Title</th>
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<table>
<thead>
<tr>
<th>Accounting Reference</th>
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18. **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.

19. **Select:** Lease contract status.
   ➔ Status should be active when adding new leased land.

20. **Select:** Save and close.
   ➔ FPMT will add the contract information.
Add New Leased Land
Facilities Portfolio Management System (FPMT)

Add Lease Payment
Use the leased land menu to provide lease payment information.
✓ 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).

2. Select: Open.

3. Select: Land lease contracts.
   ➔ FPMT will display a list of contracts so that you can provide specific information.

4. Select: Menu.
5. Select: Add.


7. Select: Create a new lease payment.

8. Input: Name.
   ➔ Use payment type - payment series number (payment type dash payment series number).
   ➔ Description is optional.
   ➔ FPMT will assign a lease number.

Name

Description

Lease Number
9. **Input:** Payment series number.
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

10. **Select:** Payment frequency.

11. **Select:** Payment type.

12. **Input:** Payment amount.

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

14. **Input:** Payment start date.

15. **Input:** Payment end date.

16. **Select:** Date payment initiated.
   ➔ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

17. **Select:** Lease payment status.
   ➔ Status should be active when adding new lease payment.

18. **Select:** Hold payments.
   ➔ Comments are optional.

19. **Select:** Save and close.
   ➔ FPMT will add the payment information.
Add Lease Option
Use the leased land menu to provide lease option information.

2. Select: Open.

3. Select: Land lease contracts.
   ➔ FPMT will display a list of contracts so that you can provide specific information.

4. Select: Menu.
5. Select: Add.


7. Select: Create a new lease option.

8. Input: Name.
   ➔ Use option type - option number (option type dash option number).
   ➔ Description is optional.
   ➔ FPMT will assign a lease number.
9. **Input:** Option number.
   - Use option number in the order it appears in the lease contract (1, 2, 3, etc.).

10. **Select:** Option type.

11. **Input:** Option description.
   - Option date is optional.

12. **Select:** Lease option status.
   - Status should be active when adding new lease option.

13. **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.

14. **Select:** Save and close.
   - FPMT will add the option information.

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### Option Number

### Option Type

### Option Description

### Option Date

### Lease Option Status

- Active

### Reasonably Certain Option Will Be Exercised

### Exercise Price

### Comment

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### Land Lease Contract To Lease Option Link Properties

### Land Lease Contract Properties

**SAVE AND CLOSE**