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

Overview

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

New receivable leases are added to FPMT after the lease contract has been executed.
✓ You will need a copy of the lease contract so that you can provide required information.
Add Receivable Lease Contract
Use the search option to find the other asset so that you can add the new receivable lease.

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.

In this example, we use search tools to filter by agency and refine by agency abbreviation. You can also use other search and filter options to find the other asset.

10. Select: Menu.

12. Select: Other asset receivable contract.

13. Select: Create a new other asset receivable contract.
14. **Input**: Name.
   ➔ Use receivable lease number for the name.
   ➔ Receivable contract properties includes several optional fields. For example, description is optional.

15. **Input**: Receivable contract number.
    ➔ Use a unique receivable contract number.

16. **Select**: Lessor.
    ➔ Use lessor name as stated on lease agreement.

17. **Select**: Lessee.

18. **Select**: Receivable contract type.

19. **Input**: Receivable contract executed date.
    ➔ Use date the last party signed the lease agreement.

20. **Input**: Receivable contract start date.

21. **Input**: Receivable contract end date.

22. **Select**: Debt issued.
    ➔ Has debt been issued that is secured by the payments from this lease?

23. **Input**: Prepayments.
    ➔ Payments received from the lessee at or before lease commencement that relate to a future period, such as deposit for final month’s rent.
- Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

### Variable Payments

<table>
<thead>
<tr>
<th>Description of Variable Payments</th>
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<tbody>
<tr>
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</table>

- Use interest rate stated in the contract or the implied interest rate.

### Interest Rate

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- 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.

### Manually Record Accounting Entries

<table>
<thead>
<tr>
<th>Master Index</th>
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### Master Index Title

<table>
<thead>
<tr>
<th>Accounting Reference</th>
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</table>

## 27. Select: Receivable contract status.
- Status should be active when adding new receivable contract.

### Receivable Contract Status

<table>
<thead>
<tr>
<th>Active - Lease is active and connected to the property.</th>
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### Receivable Contract Inactive Reason

<table>
<thead>
<tr>
<th>Comment</th>
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## 28. Select: Save and close.
- FPMT will add the contract information.
Add Receivable Lease Payment

Use the receivable lease contract menu to add lease payment information.
✓ If the receivable 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: Receivable payment.

4. Select: Create a new receivable 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: Receivable payment status.
➔ Status should be active when adding new payment.
➔ Comments are optional.

14. Select: Save and close.
➔ FPMT will add the payment information.

Add Receivable Lease Option
Use the receivable lease contract menu to add lease option information.

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

3. Select: Receivable option.

4. Select: Create a new receivable option.

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

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 executed.
➔ 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.