



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

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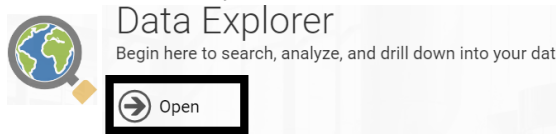
**Overview**

| Step   | Action                 | Additional Information   |
|--|------------------------|--|
| 1  | Add new lease contract | Use the search option to find the leased land and expand the information so that you can add a new lease contract. |
| 2  | Add lease payment      | Use the land lease contract menu to add lease payment information.   |
| 3  | Add lease option       | Use the land lease contract menu to add lease option information if applicable.                                    |
| New leases are added to FPMT after the lease contract has been executed.<br>✓ You will need a copy of the new lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information. |                        |  |

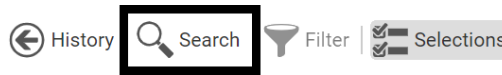
**Add New Lease Contract**

Use the search option to find the leased land so that you can add the new lease contract.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Leased land.

**5. Select:** Refine by.

**6. Select:** Lease number.

→ FPMT will display additional options.

**7. Input:** Search criteria.

**8. Select:** Search.

In this example, we use search tools to filter by leased land and refine by lease number.



**9. Select:** Leased land.

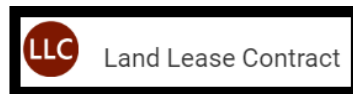
→ FPMT will display a list of leased land so that you can provide specific information.

**10. Select:** Menu.

**11. Select:** Add.



**12. Select:** Land lease contract.



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



**14. Input:** Name.

→ Use lease number for the name.

→ Lease contract properties includes several optional fields for your agency. For example, description is optional.



**15. Input:** Lease number.  
→ Use a unique lease number.  
**16. Input:** Lessor.  
→ Use lessor name as stated on lease agreement.

Lease Number

Lessor [?](#)

**17. Select:** Lease type.

Lease Type

**18. Input:** Leased acreage.  
→ Use square feet as stated in lease agreement.

Leased Acreage [?](#)

**19. Input:** Lease executed date.  
→ Use date the last party signed the lease agreement.  
**20. Input:** Lease start date.  
**21. Input:** Lease end date.

Lease Executed Date [?](#)

Lease Start Date

Lease End Date

**22. 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).

Variable Payments

Description of Variable Payments

**23. Select:** Capitalized.  
→ Note: If FPMT will be sending accounting entries to AFRS, the answer is always Yes. FPMT will send the same entries for all lease contracts where Manually Record Accounting Entries equals no. It will record the lease asset and lease liability and related subsequent entries.

Capitalized [?](#)

**24. Input:** Initial direct costs.  
→ These are ancillary charges necessary to place the leased land into service.

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

**26. 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.

**27. 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.

**28. Select:** Lease contract status.

**29. Select:** Save and close.  
→ FPMT will add the contract information.

Initial Direct Costs [?](#)

Interest Rate if Known [?](#)

→ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.

Manually Record Accounting Entries [?](#)

Master Index [?](#)

Master Index Title [?](#)

Accounting Reference [?](#)

Vendor Number [?](#)

Vendor Number Suffix [?](#)

Vendor Name [?](#)

Vendor Address 1 [?](#)

Vendor Address 2 [?](#)

Vendor Address 3 [?](#)

Vendor City [?](#)

Vendor State [?](#)

Lease Contract Status

Lease Contract Inactive Reason

Comment

←  Leased Land To Land Lease Contract Link Properties 

← Leased Land Properties 

**SAVE AND CLOSE**

Cancel



### Add Lease Payment

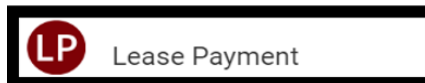
Use the land lease contract menu to provide payment information for the new lease.

- ✓ 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.

Name

Description

- 6. Input:** Payment series number.

- Use sequential numbers for payment series (1, 2, 3, etc.).

- 7. Select:** Payment frequency.

- 8. Select:** Payment type.

- 9. Input:** Payment amount.

Payment Series Number


Payment Frequency

Payment Type

Payment Amount

- 10. Input:** Index rate.

- Use the index or rate in effect at lease commencement.

Index Rate 

- 11. Input:** Payment start date.

- 12. Input:** Payment end date.

Payment Start Date

Payment End Date

**13. Select:** Day payment initiated.  
→ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

Day Payment Initiated 




**14. Select:** Lease payment status.  
→ Status should be active when adding new lease payment.  
**15. Select:** Hold payments.  
→ Comments are optional.



Lease Payment Status

Hold Payments

Comment

**16. Select:** Save and close.  
→ FPMT will add the payment information.

  Land Lease Contract To Lease Payment Link Properties 

 Land Lease Contract Properties 


**Add Lease Option**

Use the land lease contract menu to provide lease option information for the new lease if applicable.

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



**3. Select:** Lease option.

 Lease Option

**4. Select:** Create a new lease option.

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

Name

Description

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.

Option Number

Option Type

Option Description

Option Date



**9. Select:** Lease option status.

→ 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.

Lease Option Status


Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

**11. Select:** Save and close.

→ FPMT will add the option information.

←  Land Lease Contract To Lease Option Link Properties ▼

← Land Lease Contract Properties ▼

**SAVE AND CLOSE**

Cancel