



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

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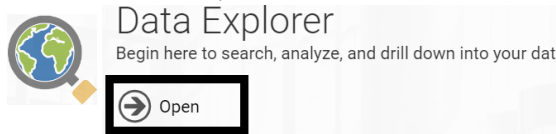
**Overview**

Step	Action	Additional Information
1	Add new lease contract	Use the search option to find the other asset so that you can add a new lease contract.
2	Add lease payment	Use the other asset lease contract menu to add lease payment information.
3	Add lease option	Use the other asset lease contract menu to add lease option information.
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.		

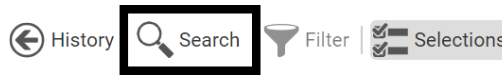
**Add New Lease Contract**

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

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Agencies.

**5. Select:** Refine by.

**6. Select:** Agency abbreviation.

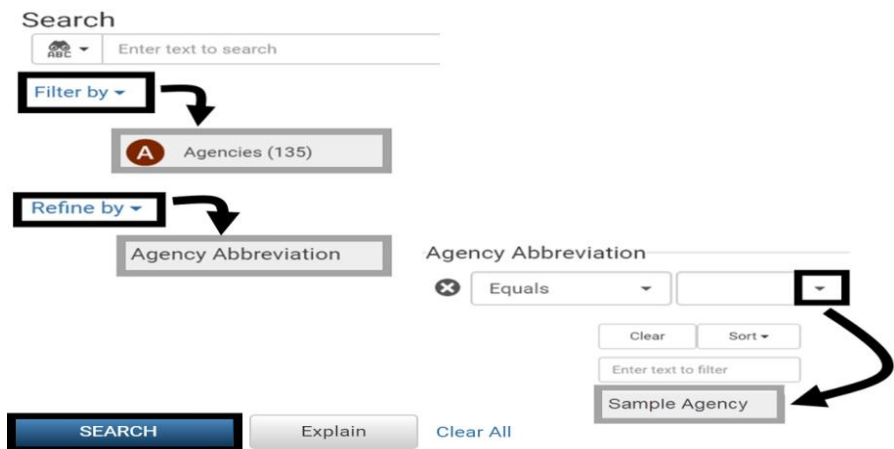
→ FPMT will display additional options depending on your search criteria.

**7. Select:** Your agency.

**8. Select:** Search.

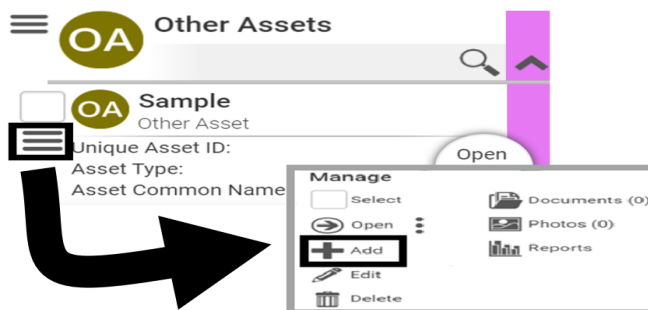
**9. Select:** Open.

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.

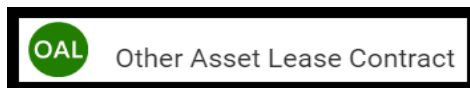


**10. Select:** Menu.

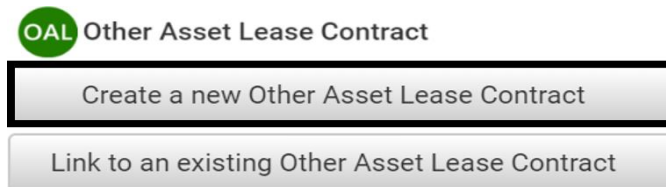
**11. Select:** Add.



**12. Select:** Other asset lease contract.



**13. Select:** Create a new other asset lease contract.



Advanced Mode

**14. Input:** Name.

→ Use lease number for the name.

→ Contract properties includes several optional fields. For example, description is optional.

Other Asset Lease Contract Properties

Name

Description

**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:** Lease executed date.

→ Use date the last party signed the lease agreement.

**19. Input:** Lease start date.

**20. Input:** Lease end date.

Lease Executed Date [?](#)

Lease Start Date

Lease End Date

**21. 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

**22. Select:** Capitalized.

→ Will this lease contract be capitalized?

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.

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

Initial Direct Costs [?](#)

**24. Input:** Asset useful life.  
→ Provide useful life of the asset being leased (in years).

Asset Useful Life [?](#)

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

Interest Rate if Known [?](#)

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

**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.

Manually Record Accounting Entries [?](#)

Master Index [?](#)

Master Index Title [?](#)

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.

Vendor Number [?](#)

Vendor Number Suffix [?](#)

Vendor Name [?](#)

Vendor Address 1 [?](#)

Vendor Address 2 [?](#)

Vendor Address 3 [?](#)

Vendor City [?](#)

Vendor State [?](#)

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

Lease Contract Status


Lease Contract Inactive Reason

Comment



## Add New Lease Contract - Other Asset Facilities Portfolio Management System (FPMT)

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

←  Other Asset To Other Asset Lease Contract Link Properties ▼

← Other Asset Properties ▼

SAVE AND CLOSE

Cancel

### 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).

- Select:** Menu.
- Select:** Add.



- Select:** Lease payment.



- Select:** Create a new lease payment.



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

Name

Description

- Input:** Payment series number.  
→ Use sequential numbers for payment series (1, 2, 3, etc.).
- Select:** Payment frequency.
- Select:** Payment type.
- Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- Input:** Index rate.  
→ Use the index or rate in effect at lease commencement.

Index Rate ?

- Input:** Payment start date.
- 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.

Other Asset Lease Contract To Lease Payment Link Properties

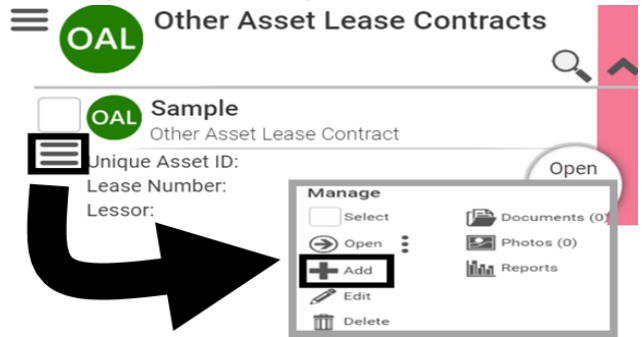
Other Asset Lease Contract Properties

SAVE AND CLOSE

**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.



- 3. **Select:** 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.

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

Lease Option Status

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

←  Other Asset Lease Contract To Lease Option Link Properties ▼

← Other Asset Lease Contract Properties ▼

**SAVE AND CLOSE**

Cancel