



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

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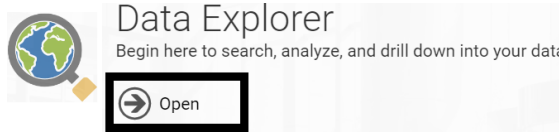
**Overview**

Step	Action	Additional Information
Pre-requisites	<ul style="list-style-type: none"> <li>• Add Land</li> <li>• Add Owned Land</li> </ul>	You will add the receivable land to existing land. The existing land must have Owned Land added to it before you can add the Receivable Land. Reference the job aids for adding new land and adding owned land.
1	Add Receivable Land	Use the search option to find your agency and expand the information so that you can add the receivable land.
2	Add Receivable Lease Contract	Use the search option to find the land so that you can add the receivable lease contract.
3	Add Receivable Lease Payment	Use the receivable lease contract menu to add lease payment information.
4	Add Receivable Lease Option	Use the receivable lease contract menu to add lease option information.
<p>New receivable leases are added to FPMT after the lease contract has been executed.</p> <p>✓ 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.</p>		

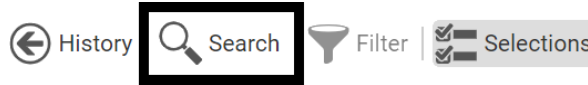
**Add New Receivable Land**

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

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Agencies.

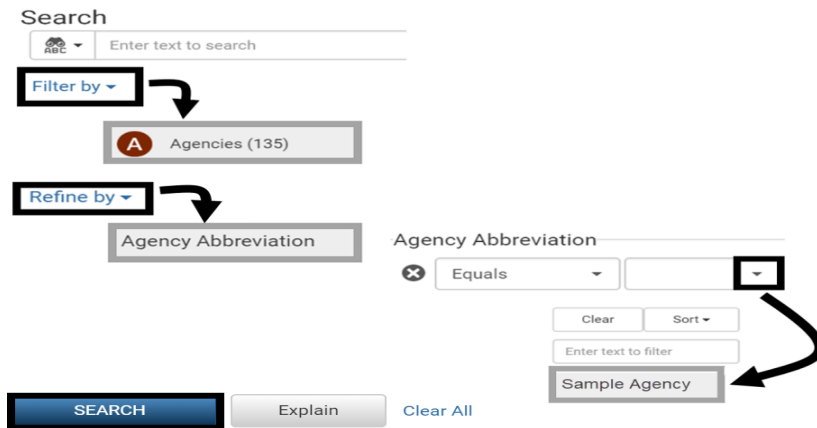
**5. Select:** Refine by.

**6. Select:** Agency abbreviation.

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

**7. Select:** Your agency.

**8. Select:** Search.

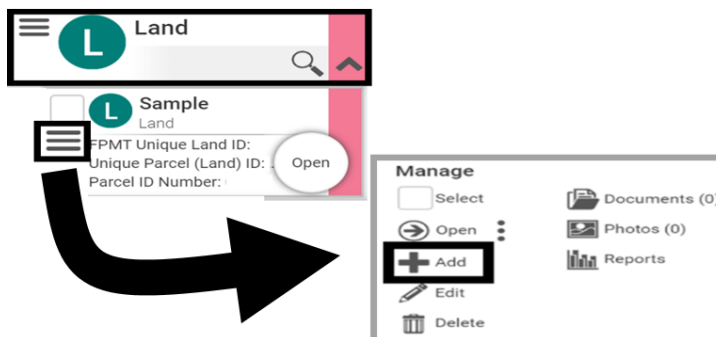


**9. Select:** Open.

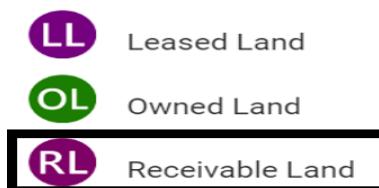


**10. Select:** Menu.

**11. Select:** Add.



**12. Select:** Receivable land.



**13. Select:** Create a new receivable land.

**RL** Receivable Land

**14. Input:** Name.

→ Use your agency SAAM acronym - agency common name (acronym dash name).  
 → Receivable land properties includes several optional fields for your agency. For example, description is optional.

Advanced Mode

**Receivable Land Properties** ^

Name

Description

**15. Input:** Receivable lease number.

→ Use number assigned by parent agency, DES, or institution. This number must be unique and different than master lease number.

Receivable Lease Number ?

**16. Select:** Lessor.

**17. Select:** Lessee.

→ If lessee is not a state agency, select other tenants 999 and use other lessee field for non-state agency name.

Lessor (Agency Name)

Lessee

Lessee - Other

**18. Input:** Agency optional information.

→ Use agency optional information for cross-referencing with agency internal data.

Agency Plan Name <input style="width: 100%;" type="text"/>	Agency Assigned Regional Number <input style="width: 100%;" type="text"/>
Agency Management Unit <input style="width: 100%;" type="text"/>	Agency Assigned Number <input style="width: 100%;" type="text"/>
Agency Assigned Regional Name <input style="width: 100%;" type="text"/>	Year First Leased <input style="width: 100%;" type="text"/>
Agency Assigned Common Name <input style="width: 100%;" type="text"/>	

**19. Select:** Owned land status.  
→ Status should be active when adding new owned land.


Receivable Land Status  
  
 Receivable Land Inactive Reason  
  
 Comment

**20. Select:** Save and close.  
→ FPMT will add the new receivable land so that you can add the receivable contract and other information.

**Add Receivable Lease Contract**

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

**1. Select:** Open.

 **Data Explorer**  
Begin here to search, analyze, and drill down into your data

**2. Select:** Search.

**3. Select:** Filter by.  
**4. Select:** Agencies.  
**5. Select:** Refine by.  
**6. Select:** Agency abbreviation.  
 → FPMT will display a list of agencies using SAAM abbreviations.  
**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. Other options are available in the filter dropdown and refine by dropdown.

Search  
  
 → Agencies (135)  
 → Agency Abbreviation  
 Agency Abbreviation  
 Equals

  
 Agencies  
 Sample Agency  
 Agency  
 Agency Number (3 Digit):  
 Agency Number (4 Digit):  
 Agency Abbreviation:

**10. Select:** Menu.

**11. Select:** Add.



**12. Select:** Land receivable contract.



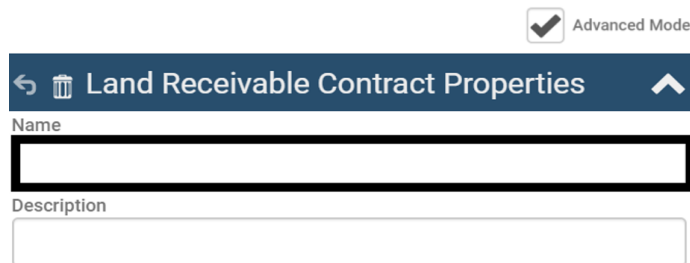
**13. Select:** Create a new land receivable contract.



**14. Input:** Name.

→ Use receivable lease number for the name.

→ Receivable lease contract properties includes several optional fields. For example, description is optional.

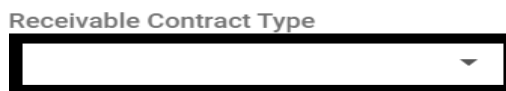


**15. Input:** Receivable contract number.

→ Use a unique receivable contract number.

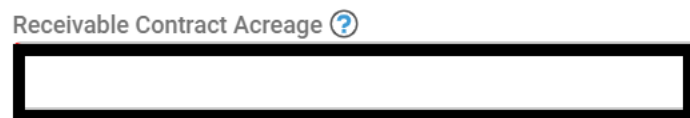


**16. Select:** Receivable contract type.



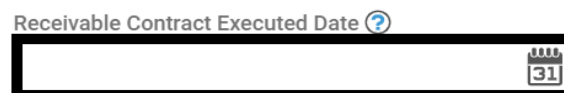
**17. Input:** Receivable contract acreage.

→ Use square feet as stated in lease agreement.

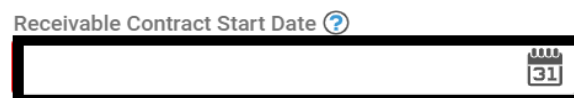


**18. Input:** Receivable contract executed date.

→ Use date the last party signed the lease agreement.



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



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



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

Debt Issued [?](#)

No ▾

**22. 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.

Prepayments [?](#)

**23. 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 [?](#)

**24. Input:** Interest rate.  
→ Use interest rate stated in the contract or the implied interest rate.

Interest Rate

**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.

Manually Record Accounting Entries [?](#)

▾

Master Index [?](#)

▾

Master Index Title [?](#)

Accounting Reference [?](#)

**26. Select:** Receivable contract status.  
→ Status should be active when adding new receivable contract.

Receivable Contract Status

Active - Lease is active and connected to the property. ▾

Receivable Contract Inactive Reason

▾

Comment

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

**SAVE AND CLOSE** Cancel

### 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.

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:** Receivable payment status.  
 → Status should be active when adding new payment.  
 → Comments are optional.

Receivable Payment Status

Active

Comment

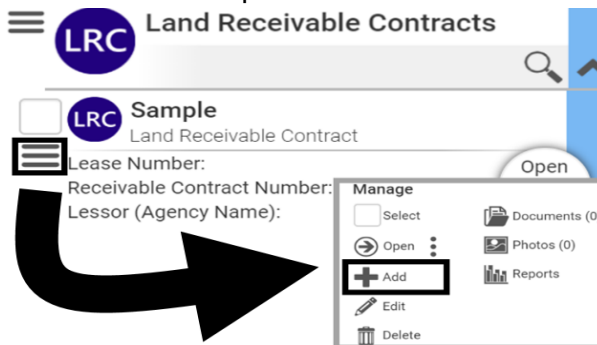
- 14. Select:** Save and close.  
 → FPMT will add the payment information.

SAVE AND CLOSE Cancel

**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.

RO Receivable Option

- 4. Select:** Create a new receivable option.

Create a new Receivable Option

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

Name

Description

- 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:** Receivable option status.  
→ 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.

Receivable Option Status

Reasonably Certain Option Will Be Executed ?

Exercise Price ?

Comment

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