



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

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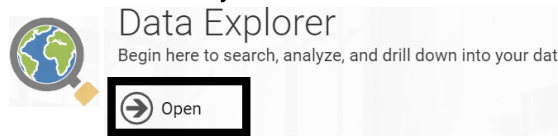
**Overview**

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

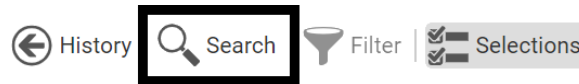
**Add Receivable Lease Contract**

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

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

**4. Select:** Agencies.

**5. Select:** Refine by.

**6. Select:** Agency abbreviation.

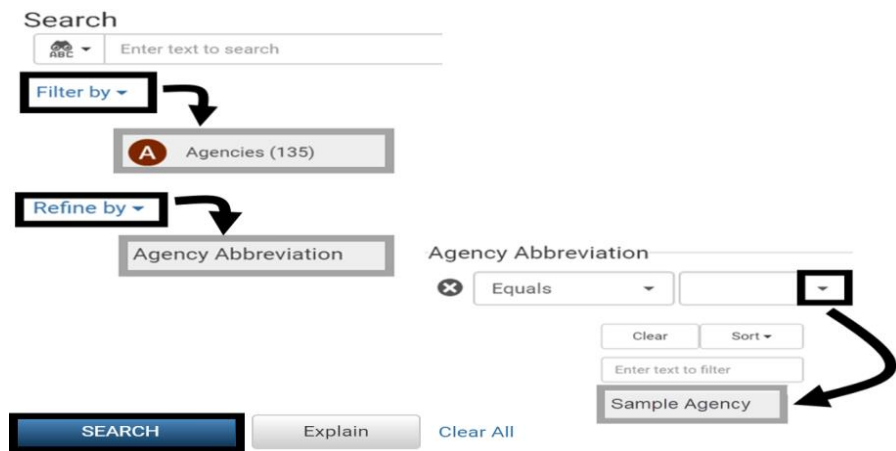
→ FPMT will display additional options depending on your search criteria.

**7. Select:** Your agency.

**8. Select:** Search.

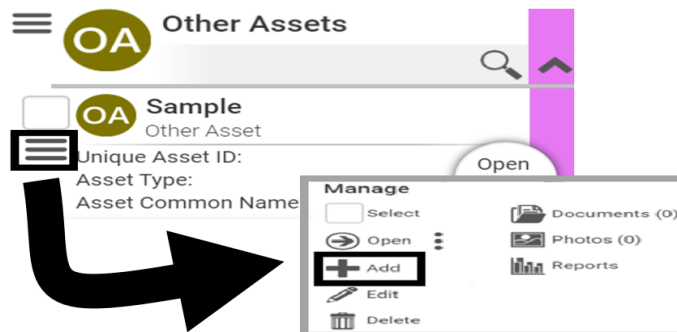
**9. Select:** Open.

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.

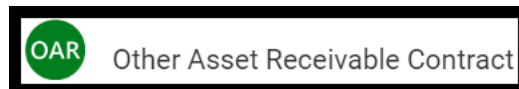


**10. Select:** Menu.

**11. Select:** Add.



**12. Select:** Other asset 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.

Advanced Mode

← **Other Asset Receivable Contract Properties** ↑

Name

Description

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

- Use a unique receivable contract number.

Receivable Contract Number

**16. Select: Lessor.**

- Use lessor name as stated on lease agreement.

**17. Select: Lessee.**

Lessor (Agency Name) ?

Lessee

Lessee - Other

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

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.**

Receivable Contract Executed Date ?  
 

Receivable Contract Start Date ?  
 

Receivable Contract End Date ?  
 

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

Debt Issued [?](#)

No ▼

**24. 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 [?](#)

**25. 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 [?](#)

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

Interest Rate

**27. 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 [?](#)

**28. 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



## Add New Receivable 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 Receivable Contract Link Properties ▼

← Other Asset Properties ▼

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.

Other Asset Receivable Contract To Receivable Payment Link Properties

Other Asset Receivable Contract Properties

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

Active ▾

Reasonably Certain Option Will Be Executed ?

▾

Exercise Price ?

Comment

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

← Other Asset Receivable Contract To Receivable Option Link Properties ▾

← Other Asset Receivable Contract Properties ▾

**SAVE AND CLOSE**

Cancel