This job aid provides information for agency accounting staff who will use the amortization schedules to support lease accounting reconciliation activities.

- The amortization schedule calculates the present value of all active payments on the lease contract. Each lease contract (facilities, land, other assets, and all receivable lease types) with payments will have an amortization schedule. Reference the job aid for FPMT/AFRS accounting transactions for additional details.
- The amortization schedule is available from the list of reports for lease contracts and receivable lease contracts for facilities, land, and other assets.

1. **Select:** Open.

2. **Select:** Filter by.
3. **Select:** Filter criteria.

   ➔ Amortization schedules are available for lease contracts and receivable lease contracts for facilities, land, and other assets.

4. **Select:** Refine by.
5. **Input:** Search criteria.
6. **Select:** Search.

7. **Select:** Menu.
8. **Select:** Reports.
9. **Select:** Amortization schedule.

   ➔ In this example, the report results are displayed.

   ![Amortization Schedule Image]

   **Individual Lease Amortization Schedule**

<table>
<thead>
<tr>
<th>Payment No</th>
<th>Payment Date</th>
<th>Principal</th>
<th>Interest</th>
<th>Payment</th>
<th>Liability Balance</th>
<th>Amortization Expense</th>
<th>Cumulative Amortization</th>
<th>Asset Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
<tr>
<td>2</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
<tr>
<td>3</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
<td>Sample</td>
</tr>
</tbody>
</table>

   **Grand Total** $Sample $Sample $Sample $Sample $Sample

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