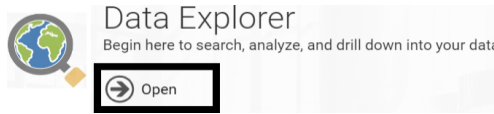


This job aid provides information for agency accounting staff who will use the amortization schedules to support lease accounting reconciliation activities.

- ✓ 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.

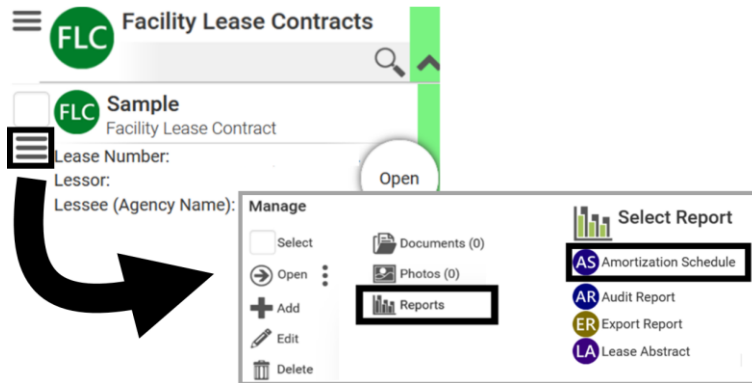
In this example, we use search options to find a facility lease contract.



**7. Select:** Menu.

**8. Select:** Reports.

**9. Select:** Amortization schedule.



→ In this example, the report results are displayed.

**AS Amortization Schedule**  
Sample

Report generated on  
Sample Date/Time

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1 of 1 100%

**Individual Lease Amortization Schedule**

Unique Identifier Sample Lease Term Sample  
Lease Number Sample Useful Life Sample  
Asset Type Sample Interest Rate Sample

Payment No	Payment Date	Principal	Interest	Payment	Liability Balance	Amortization Expense	Cumulative Amortization	Asset Balance
0					Sample			Sample
1	Sample	Sample	Sample	Sample	Sample	Sample	Sample	Sample
2	Sample	Sample	Sample	Sample	Sample	Sample	Sample	Sample
3	Sample	Sample	Sample	Sample	Sample	Sample	Sample	Sample
<b>Grand Total</b>		\$ Sample	\$ Sample	\$ Sample		\$ Sample		