

The lease contract quality assurance (QA) report provides a summary of common data errors for lease contracts and receivable lease contracts for facilities, land, and other assets.

- ✓ Agency accounting staff will run the lease contract QA report to review data issues that need to be resolved. If data issues impact facility data, they will also collaborate with their agency facility staff where needed to help resolve issues.

Run Lease Contract QA Report for Agency

The lease contract QA report is available from the agency menu.

1. Select: Open.

2. Select: Search.

3. Select: Filter by.
→ FPMT will display a list of criteria.

4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.
→ FPMT will display additional options depending on your search criteria.

7. Select: Search.

8. Select: Menu.

9. Select: Reports.
→ FPMT will display a list of reports.

10. Select: Lease contract QA report.
→ FPMT will display the report results in multiple sections.

Review Report Results

Report results are separated into multiple sections so that you can review specific data.

LCQ Lease Contract QA Report
Sample Agency

Report generated on
Sample Date/Time

SAMPLE

[Download Excel Report](#) [Download PDF Report](#)

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- ▼ LeaseContractQAReport
 - Lease Missing Master Index
 - Rec Lease Missing Master Index
 - Lease Acct Manually Rec
 - Rec Lease Acct Manually Rec
 - Lease Payment Errors
 - Rec Lease Payment Errors
 - Lease With No Payments
 - Rec Lease With No Payments
 - Hold Lease Payment
 - Lease Number Mismatches
 - Multiple Active Lease Contracts
 - Rec Lease Number Mismatches
 - Mult Active Rec Lease Contracts
 - Lease Term Ending (90 days)
 - Rec Lease Term Ending (90 days)
 - Active Expired Lease Contracts
 - Active Expired Rec Leases

Note: The list below contains active Lease Contracts that are missing a Master Index.

Agency	Lease Contract Name	Lease Number	Lease Status	Accounting Manually Recorded
Sample	Sample	Sample	Active	Yes
Sample	Sample	Sample	Active	Yes

Lease Data	Additional Information
Master Index	<ul style="list-style-type: none"> ✓ Lease missing master index ✓ Receivable lease missing master index
Accounting Manually Recorded	<ul style="list-style-type: none"> ✓ Lease contracts with accounting manually recorded = yes ✓ Receivable lease contracts with accounting manually recorded = yes
Lease Payment Errors	<ul style="list-style-type: none"> ✓ Active lease contracts that have incomplete payments or break in payments ✓ Active receivable lease contracts that have incomplete payments or break in payments
No Lease Payment	<ul style="list-style-type: none"> ✓ Active lease contracts with no lease payments ✓ Active receivable lease contracts with no lease payments
Hold Lease Payment	<ul style="list-style-type: none"> ✓ Active lease payments where hold payment field = yes
Lease Number Mismatch	<ul style="list-style-type: none"> ✓ Active leased facilities linked to active lease contracts with differing lease numbers ✓ Active receivable facilities linked to active receivable contracts with differing receivable numbers
Multiple Contract	<ul style="list-style-type: none"> ✓ Active leased facilities that are linked to more than one active lease contract ✓ Active receivable facilities that are linked to more than one active receivable contract
Lease Term Ending	<ul style="list-style-type: none"> ✓ Active lease contracts where lease term ends within 90 days or are in holdover status (end date 9/9/9999) ✓ Active receivable lease contracts where lease term ends within 90 days or are in holdover status (end date 9/9/9999)
Lease Expired	<ul style="list-style-type: none"> ✓ Active lease contracts where lease end date has passed ✓ Active receivable lease contracts where receivable lease end date has passed