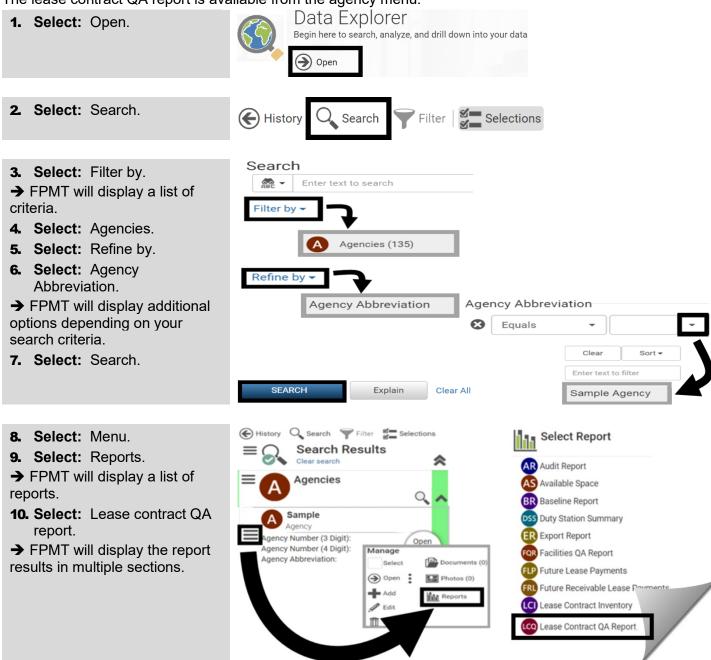The lease contract quality assurance (QA) report provides a summary of common data errors for lease contracts and receivable lease contracts for facilities, land, and other assets.

✓ 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.
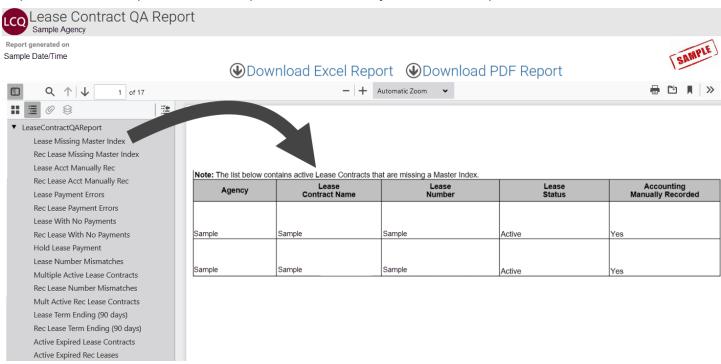
Run Lease Contract QA Report for Agency

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.

Lease Data	Additional Information
Master Index	✔ Lease missing master index ✔ Receivable lease missing master index
Accounting Manually Recorded	✔ Lease contracts with accounting manually recorded = yes ✔ Receivable lease contracts with accounting manually recorded = yes
Lease Payment Errors	✔ 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	✔ Active lease contracts with no lease payments ✔ Active receivable lease contracts with no lease payments
Hold Lease Payment	✔ Active lease payments where hold payment field = yes
Lease Number Mismatch	✔ 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	✔ 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	✔ 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	✔ Active lease contracts where lease end date has passed ✔ Active receivable lease contracts where receivable lease end date has passed