This job aid provides information for using FPMT to renew a lease for land.

Overview

1. Add new lease contract
   - Use the search option to find the leased land and expand the information so that you can add a new lease contract.

2. Add lease payment
   - Use the land lease contract menu to add lease payment information.

3. Add lease option
   - Use the land lease contract menu to add lease option information if applicable.

4. Inactivate expired lease contract
   - Use the land lease contract menu to update expired lease status information.

5. Update lease number on leased land
   - Use the leased land menu to update the lease number.

New leases are added to FPMT after the lease contract has been executed.

✓ You will need a copy of the new lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information.
Add New Lease Contract

Use the search option to find the leased land so that you can add the new lease contract.

1. Select: Open.
2. Select: Search.
5. Select: Refine by.
6. Select: Lease number. ➔ FPMT will display additional options.
7. Input: Search criteria.
8. Select: Search.
9. Select: Leased land. ➔ FPMT will display a list of leased land so that you can provide specific information.
10. Select: Menu.
13. Select: Create a new land lease contract.
14. Input: Name. ➔ Use lease number for the name.
➔ Lease contract properties includes several optional fields for your agency. For example, description is optional.
15. **Input:** Lease number.  
   ➔ Use a unique lease number.  

16. **Input:** Lessor.  
   ➔ Use lessor name as stated on lease agreement.  

17. **Select:** Lease type.  

18. **Input:** Leased acreage.  
   ➔ Use square feet as stated in lease agreement.  

19. **Input:** Lease executed date.  
   ➔ Use date the last party signed the lease agreement.  

20. **Input:** Lease start date.  

21. **Input:** Lease end date.  

22. **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).  

23. **Input:** Initial direct costs.  
   ➔ These are ancillary charges necessary to place the leased land into service.  

24. **Input:** Interest rate if known.  
   ➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.  
   ➔ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.
➔ 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.

26. Select: Vendor number.
➔ Vendor number is required if you selected ‘no’ for manually recording accounting entries.
➔ Vendor name and address will be updated nightly in FPMT from the statewide vendor table.

27. Select: Lease contract status.

28. Select: Save and close.
➔ FPMT will add the contract information.
Add Lease Payment

Use the land lease contract menu to provide payment information for the new lease.

✓ If the 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: Lease payment.

4. Select: Create a new lease payment.

5. Input: Name.
   ➔ Use payment type - payment series number (payment type dash payment series number).
   ➔ Description is optional.

6. Input: Payment series number.
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

7. Select: Payment frequency.

8. Select: Payment type.


10. Input: Index rate.
    ➔ Use the index or rate in effect at lease commencement.

11. Input: Payment start date.
12. Input: Payment end date.
13. Select: Day payment initiated.
➔ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

➔ Status should be active when adding new lease payment.
15. Select: Hold payments.
➔ Comments are optional.

16. Select: Save and close.
➔ FPMT will add the payment information.

**Add Lease Option**

Use the land lease contract menu to provide lease option information for the new lease if applicable.

1. Select: Menu.
2. Select: Add.
3. Select: Lease option.
4. Select: Create a new lease option.
5. Input: Name.
➔ Use option type - option number (option type dash option number).
➔ Description is optional.
➔ FPMT will assign a lease number.
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:** Lease option status.  
   ➔ Status should be active when adding new lease option.
10. **Select:** Reasonably certain option will be exercised.  
    ➔ 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.

11. **Select:** Save and close.  
    ➔ FPMT will add the option information.
Inactivate Expired Lease Contract

Use the land lease contract menu to inactivate the expired lease contract.

✓ When you inactivate the lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.

1. **Select:** Menu.
2. **Select:** Edit.
   ➔ Ensure you are editing the expired lease contract.

3. **Select:** Lease contract status.
   ➔ Use the inactive status for the expired lease contract.

4. **Select:** Lease contract inactive reason.
   ➔ Use the expired reason because the lease was replaced with a new lease.
   ➔ Comments are optional.

5. **Select:** Save and close.

Update Lease Number on Leased Land

Use the leased land menu to update the lease number.

1. **Select:** Menu.
2. **Select:** Edit.

3. **Input:** Lease number.
   ➔ Use the assigned number on the lease contract (this will replace the old lease number).

4. **Select:** Save and close.