



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

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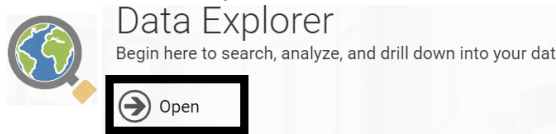
Overview

Step	Action	Additional Information
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.		

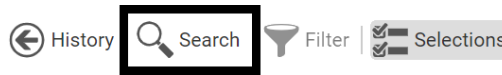
Add New Lease Contract

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

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

4. Select: Leased land.

5. Select: Refine by.

6. Select: Lease number.

→ FPMT will display additional options.

7. Input: Search criteria.

8. Select: Search.

In this example, we use search tools to filter by leased land and refine by lease number.



9. Select: Leased land.

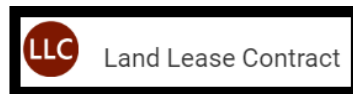
→ FPMT will display a list of leased land so that you can provide specific information.

10. Select: Menu.

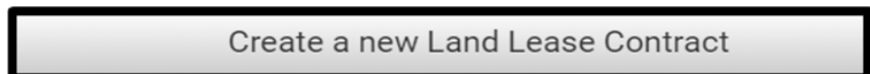
11. Select: Add.



12. Select: Land lease contract.



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.

Lease Number

Lessor [?](#)

17. Select: Lease type.

Lease Type

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

Leased Acreage [?](#)

19. Input: Lease executed date.
→ Use date the last party signed the lease agreement.
20. Input: Lease start date.
21. Input: Lease end date.

Lease Executed Date [?](#)

Lease Start Date

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).

Variable Payments

Description of Variable Payments

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.

Initial Direct Costs [?](#)

Interest Rate if Known [?](#)

→ If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.

25. Select: Manually record accounting entries.
 → 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.

Manually Record Accounting Entries [?](#)

Master Index [?](#)

Master Index Title [?](#)

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.

Vendor Number [?](#)

Vendor Number Suffix [?](#)

Vendor Name [?](#)

Vendor Address 1 [?](#)

Vendor Address 2 [?](#)

Vendor Address 3 [?](#)

Vendor City [?](#)

Vendor State [?](#)

27. Select: Lease contract status.

Lease Contract Status

Lease Contract Inactive Reason

Comment

28. Select: Save and close.
 → FPMT will add the contract information.

← 🗑️ Leased Land To Land Lease Contract Link Properties
▼

← Leased Land Properties
▼

SAVE AND CLOSE

Cancel

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.

Name

Description

- 6. Input:** Payment series number.
 - Use sequential numbers for payment series (1, 2, 3, etc.).
- 7. Select:** Payment frequency.
- 8. Select:** Payment type.
- 9. Input:** Payment amount.


Payment Series Number

Payment Frequency

Payment Type

Payment Amount

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

Index Rate 

- 11. Input:** Payment start date.
- 12. Input:** Payment end date.

Payment Start Date

Payment End Date

13. Select: Day payment initiated.
→ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.

Day Payment Initiated 



14. Select: Lease payment status.
→ Status should be active when adding new lease payment.
15. Select: Hold payments.
→ Comments are optional.

Lease Payment Status

 Hold Payments

 Comment

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.

Name

 Description


 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.

Lease Option Status

Reasonably Certain Option Will Be Exercised 

Exercise Price 

Comment

- 11. Select:** Save and close.
→ FPMT will add the option information.

  Land Lease Contract To Lease Option Link Properties 

 Land Lease Contract Properties 

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.

Lease Contract Status

Lease Contract Inactive Reason

Comment

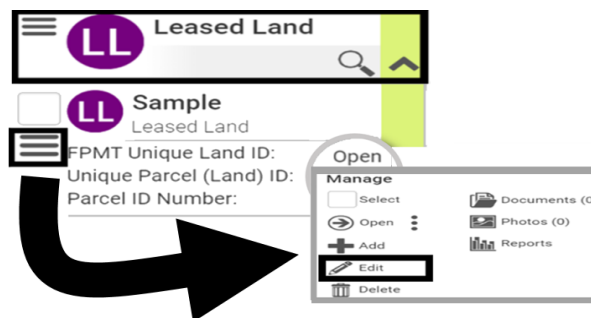
- 5. Select:** Save and close.



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).

Lease Number

- 4. Select:** Save and close.

