This job aid provides information for agency accounting staff who will use the lease review business process wizard to review/edit lease contract information.

Overview ........................................................................................................................................... 1
Start Business Process Wizard ........................................................................................................ 2
Facility Lease Contracts ...................................................................................................................... 3
  Facility Lease Payments .................................................................................................................. 4
    Add New Lease Payment .............................................................................................................. 5
  Facility Lease Options ..................................................................................................................... 6
    Add New Lease Option ................................................................................................................ 7
  Facility Lease Amendments ......................................................................................................... 8
    Add New Lease Amendment .................................................................................................... 9
Land Lease Contracts .......................................................................................................................... 10
  Land Lease Payments .................................................................................................................... 11
    Add New Lease Payment .......................................................................................................... 12
  Land Lease Options ...................................................................................................................... 13
    Add New Lease Option ............................................................................................................ 14
  Land Lease Amendments ............................................................................................................. 15
    Add New Lease Amendment .................................................................................................. 16
Other Asset Lease Contracts ............................................................................................................. 17
  Other Asset Lease Payments ........................................................................................................ 18
    Add New Lease Payment ......................................................................................................... 19
  Other Asset Lease Options .......................................................................................................... 20
    Add New Lease Option ........................................................................................................... 21
  Other Asset Lease Amendments ................................................................................................. 22
    Add New Lease Amendment ................................................................................................ 23
Data Review and Exit Business Process Wizard .............................................................................. 24

Overview

The lease review business process wizard combines several procedures to review and update leases for facilities, land, and other assets. FPMT will guide you through a sequence of steps to review/edit data.

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Start business process wizard</td>
<td>Use the search option to find your agency and select review lease business process wizard from the agency menu options.</td>
</tr>
<tr>
<td>2</td>
<td>Review/edit facility leases</td>
<td>Review lease contracts and edit data if needed.</td>
</tr>
<tr>
<td>3</td>
<td>Review/edit land leases</td>
<td>Review lease contracts and edit data if needed.</td>
</tr>
<tr>
<td>4</td>
<td>Review/edit other asset leases</td>
<td>Review lease contracts and edit data if needed.</td>
</tr>
<tr>
<td>5</td>
<td>Review changes and exit business process wizard</td>
<td>Use the data review section to review leases for facilities, land, and other assets. Select save and close to exit the business process wizard.</td>
</tr>
</tbody>
</table>

Agency accounting staff will use this business process wizard to provide information about lease contracts, options, amendments, payments, and other financial data.

✓ This business process wizard is part of a two-step process for facility leases. For example, facility users will use a leased facility business process wizard to complete the facility-related steps and accounting users will use this business process wizard to complete the accounting-related steps. This two-step process will require coordination between agency facilities staff and accounting staff if the facility user does not also have the accounting role to complete both steps. If both steps are not completed, FPMT will consider the lease contract 'invalid' and information about the leased facility will not appear on some reports until the additional financial data is added.
Start Business Process Wizard

The lease review business process wizard 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:** Lease review.
   ➔ FPMT will display the lease review business process wizard in multiple steps so that you can focus on specific data for facilities, land, and other assets.
Facility Lease Contracts
FPMT will display a list of active lease contracts for the agency.
✓ FPMT will guide you through the sequence of steps to review and edit data for lease contracts. For each lease contract, you can also edit and add payments, options, and amendments.

1. Select: Details.
   ➔ FPMT will display lease contract details.
   ➔ Use the search option to find a lease contract in the list.
   ➔ If you do not want to review/edit facility lease contracts, select next to go to the next step in the business process wizard.

   ➔ Use the scroll bar to review/edit additional data.
   ➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

   ➔ FPMT will display the next step to review/edit lease payments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.
   Manually Record Accounting Entries ☑
   ✔ If yes, FPMT will not send any transactions to AFRS for this contract.
   ✔ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
Facility Lease Payments

FPMT will display a list of active lease payments for the lease contract.

✓ For facility lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for renew facility lease/receivable lease with deferred maintenance.

1. **Select**: Details.
   ➔ FPMT will display lease payment details.

2. **Review/Edit**: Lease payment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select**: Save changes.
   ➔ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease payment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select**: Next.
   ➔ FPMT will display the next step to review/edit lease options.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
Add New Lease Payment
You can add lease payments to the lease contract.
✓ For facility lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for renew facility lease/receivable lease with deferred maintenance.

1. **Select:** Add new lease payment.
   ➔ FPMT will display lease payment details.

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

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

4. **Select:** Payment frequency.

5. **Select:** Payment type.

6. **Input:** Payment amount.

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

8. **Input:** Payment start date.

9. **Input:** Payment end date.

10. **Select:** Day payment initiated.
    ➔ Use the day payment initiated if transactions are being sent to AFRS.

11. **Select:** Hold payments.
12. **Select:** Deferred maintenance.
➔ Comments are optional.

Deferred Maintenance

| No |

Comment

13. **Select:** Save changes.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Lease Options

FPMT will display a list of active lease options for the lease contract.

1. **Select:** Details.
➔ FPMT will display lease option details.

2. **Review/Edit:** Lease option details.
➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
➔ FPMT will display the list of lease options so that you can select another lease option, add a new lease option, or go to the next step.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.
➔ FPMT will display the next step to review/edit lease amendments.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

FPMT Lease Review (Business Process Wizard)
Facilities Portfolio Management System (FPMT)

Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100
Add New Lease Option
You can add lease options to the lease contract.

1. Select: Add new lease option.
   ➔ FPMT will display lease option details.

2. Input: Name.
   ➔ Use option type - option number (option type dash option number).
   ➔ Description is optional.

3. Input: Option number.
   ➔ Use option number in the order it appears in lease contract (1, 2, 3, etc.).

4. Select: Option type.

5. Input: Option description.
   ➔ Option date is optional.

6. 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.

7. Select: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Facility Lease Amendments

FPMT will display a list of active lease amendments for the lease contract.

1. **Select:** Details.
   ➔ FPMT will display lease amendment details.

2. **Review/Edit:** Lease amendment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
   ➔ FPMT will display a list of active lease contracts so that you can select another lease for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

5. **Select:** Next.
   ➔ FPMT will display the next step to review/edit lease contracts.

   ➔ In this example, we can select another lease contract to review or select next to go to the next step in the business process wizard.
Add New Lease Amendment

You can add lease amendments to the lease contract.
✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select**: Add new lease amendment.
   ➔ FPMT will display lease amendment details.

2. **Input**: Name.
   ➔ Use the amendment type and amendment number for the name.
   ➔ Description is optional.

3. **Input**: Amendment number.
   ➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. **Select**: Amendment type.

5. **Input**: Amendment description.
   ➔ Provide brief description of what has changed in the lease.

6. **Input**: Amendment effective date.

7. **Input**: Amendment execution date.
   ➔ Comments are optional.

8. **Select**: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Land Lease Contracts
FPMT will display a list of active lease contracts for the agency.
✓ FPMT will guide you through the sequence of steps to review and edit data for lease contracts. For each lease contract, you can also edit and add payments, options, and amendments.

1. Select: Details.
   ➔ FPMT will display lease contract details.
   ➔ Use the search option to find a lease contract in the list.
   ➔ If you do not want to review/edit land lease contracts, select next to go to the next step in the business process wizard process.

   ➔ Use the scroll bar to review/edit additional data.
   ➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

   ➔ FPMT will display the next step to review/edit lease payments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

   Manually Record Accounting Entries
   Yes

✓ If yes, FPMT will not send any transactions to AFRS for this contract.
✓ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
Land Lease Payments

FPMT will display a list of active lease payments for the lease contract.

1. **Select**: Details.
   ➔ FPMT will display lease payment details.

2. **Review/Edit**: Lease payment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select**: Save changes.
   ➔ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease payment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select**: Next.
   ➔ FPMT will display the next step to review/edit lease options.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
Add New Lease Payment
You can add lease payments to the lease contract.

1. **Select:** Add new lease payment.
   - FPMT will display lease payment details.

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

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

4. **Select:** Payment frequency.
5. **Select:** Payment type.
6. **Input:** Payment amount.

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

8. **Input:** Payment start date.
9. **Input:** Payment end date.

10. **Select:** Day payment initiated.
    - Use day payment initiated if transactions are being sent to AFRS.
11. **Select:** Hold payments.
12. Select: Deferred maintenance.
➔ Comments are optional.

13. Select: Save changes.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

**Land Lease Options**

FPMT will display a list of active lease options for the lease contract.

1. Select: Details.
➔ FPMT will display lease option details.

2. Review/Edit: Lease option details.
➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.
➔ FPMT will display the list of lease options so that you can select another lease option, add a new lease option, or go to the next step.
➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. Select: Next.
➔ FPMT will display the next step to review/edit lease amendments.
➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Lease Option
You can add lease options to the lease contract.

1. **Select:** Add new lease option.
   ➔ FPMT will display lease option details.

2. **Input:** Name.
   ➔ Use option type - option number (option type dash option number).
   ➔ Description is optional.

3. **Input:** Option number.
   ➔ Use option number in the order it appears in lease contract (1, 2, 3, etc.).

4. **Select:** Option type.

5. **Input:** Option description.
   ➔ Option date is optional.

6. **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.

7. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

⇒ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Land Lease Amendments

FPMT will display a list of active lease amendments for the lease contract.

1. **Select:** Details.
   ➔ FPMT will display lease amendment details.

2. **Review/Edit:** Lease amendment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
   ➔ FPMT will display a list of active lease contracts so that you can select another lease for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

5. **Select:** Next.
   ➔ FPMT will display the next step to review/edit lease contracts.

➔ In this example, we can select another lease to review or select next to go to the next step in the business process wizard.
Add New Lease Amendment

You can add lease amendments to a lease contract.

- Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select**: Add new lease amendment.
   ➔ FPMT will display lease amendment details.

2. **Input**: Name.
   ➔ Use the amendment type and amendment number for the name.
   ➔ Description is optional.

3. **Input**: Amendment number.
   ➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
4. **Select**: Amendment type.

5. **Input**: Amendment description.
   ➔ Provide brief description of what has changed in the lease.

6. **Input**: Amendment effective date.
7. **Input**: Amendment execution date.
   ➔ Comments are optional.

8. **Select**: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Other Asset Lease Contracts

FPMT will display a list of active lease contracts for the agency.
✓ FPMT will guide you through the sequence of steps to review and edit data for lease contracts.
✓ For each lease contract, you can also edit and add payments, options, and amendments.

1. **Select:** Details.
   ➔ FPMT will display lease contract details.
   ➔ Use the search option to find a lease contract in the list.
   ➔ If you do not want to review/edit other asset contracts, select next to go to the next step in the business process wizard process.

2. **Review/Edit:** Other asset lease contract details.
   ➔ Use the scroll bar to review/edit additional data.
   ➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. **Select:** Next.
   ➔ FPMT will display the next step to review/edit lease payments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

   ➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

   - **Manually Record Accounting Entries:**
     - **Yes**
       - If yes, FPMT will not send any transactions to AFRS for this contract.
       - If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
Other Asset Lease Payments

FPMT will display a list of active lease payments for the lease contract.

1. **Select:** Details.  
   ➔ FPMT will display lease payment details.

2. **Review/Edit:** Lease payment details.  
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes. 
   ➔ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease payment, or go to the next step in the process.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.  
   ➔ FPMT will display the next step to review/edit lease options.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Lease Payment

You can add lease payments to the lease contract.

1. **Select:** Add new lease payment. 
   ⇒ FPMT will display lease payment details.

2. **Input:** Name. 
   ⇒ Use payment type - payment series number (payment type dash payment series number). 
   ⇒ Description is optional.

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

4. **Select:** Payment frequency.

5. **Select:** Payment type.

6. **Input:** Payment amount.

7. **Input:** Index rate. 
   ⇒ Use the index or rate in effect at lease commencement.

8. **Input:** Payment start date. 

9. **Input:** Payment end date. 

10. **Select:** Day payment initiated. 
    ⇒ Use day payment initiated if transactions are being sent to AFRS.

11. **Select:** Hold payments
12. Select: Deferred maintenance.  
➔ Comments are optional.

13. Select: Save changes.  
➔ FPMT will display an error message if there are data validation issues that you need to correct.

**Other Asset Lease Options**

FPMT will display a list of active lease options for the lease contract.

1. Select: Details.  
➔ FPMT will display lease option details.

2. Review/Edit: Lease option details.  
➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.  
➔ FPMT will display the list of lease options so that you can select another lease option, add a new lease option, or go to the next step.  
➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. Select: Next.  
➔ FPMT will display the next step to review/edit lease amendments.  
➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Lease Option
You can add lease options to the lease contract.

1. **Select:** Add new lease option.
   ➔ FPMT will display lease option details.

2. **Input:** Name.
   ➔ Use option type - option number (option type dash option number).
   ➔ Description is optional.

3. **Input:** Option number.
   ➔ Use option number in the order it appears in lease contract (1, 2, 3, etc.).

4. **Select:** Option type.

5. **Input:** Option description.
   ➔ Option date is optional.

6. **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.

7. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Other Asset Lease Amendments

FPMT will display a list of active lease amendments for the lease contract.

1. Select: Details.
   ➔ FPMT will display lease amendment details.

   ➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.
   ➔ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. Select: Save changes.
   ➔ FPMT will display a list of active lease contracts so that you can select another lease for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

5. Select: Next.
   ➔ FPMT will display the next step to review/edit lease contracts.

   ➔ In this example, we can select another lease contract or select next to go to the next step in the business process wizard.
Add New Lease Amendment

You can add lease amendments to the lease contract.
✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select**: Add new lease amendment.
   ➔ FPMT will display lease amendment details.

2. **Input**: Name.
   ➔ Use the amendment type and amendment number for the name.
   ➔ Description is optional.

3. **Input**: Amendment number.
   ➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
4. **Select**: Amendment type.

5. **Input**: Amendment description.
   ➔ Provide brief description of what has changed in the lease.

6. **Input**: Amendment effective date.
7. **Input**: Amendment execution date.
   ➔ Comments are optional.

8. **Select**: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Data Review and Exit Business Process Wizard

FPMT will display leases for facilities, land, and other assets.

✓ You can expand each area to display specific lease contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

1. **Select:** Open.
   - FPMT will display lease information.

2. **Select:** Save and close.
   - FPMT will display an error message if there are data validation issues that you need to correct.
   - FPMT will save all changes and close the business process wizard.

   ✓ Save and close = save all changes and close the business process wizard.
   ✓ Cancel all changes = cancel all changes and close the business process wizard.

In this example, we select open to review information for a lease contract.

➔ FPMT uses standard navigation tools to drill-up/drill-down to review information.
✓ Use the navigation options to go back (history) or narrow results (filter) or expand/flatten the hierarchy (flat/hierarchy) to review information.