



This job aid provides information for agency accounting users who will add lease and receivable lease amendments.

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Overview

Step	Action	Additional Information
1	Add amendment	Add amendment for lease or receivable lease.
2	Update other related information	Update other related information if needed for the amended lease or receivable lease terms.
3	Attach copy of amendment	Use the documents option to attach a copy of the amendment.

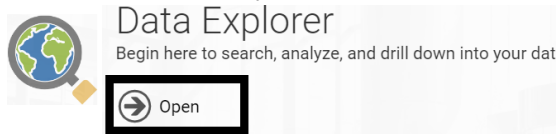
Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, add or delete lease options, etc.

- ✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease. If needed, you can update the [other related information](#) after you add the amendment. For example, you might need to update information for payments or options.
- ✓ Accounting users can also add lease and receivable lease amendments when using the business process wizards for lease review or receivable review.

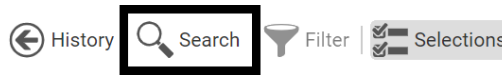
Lease Amendment

Use the search option to find the lease contract so that you can add the amendment.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

4. Select: Facility lease contracts.

5. Select: Refine by.

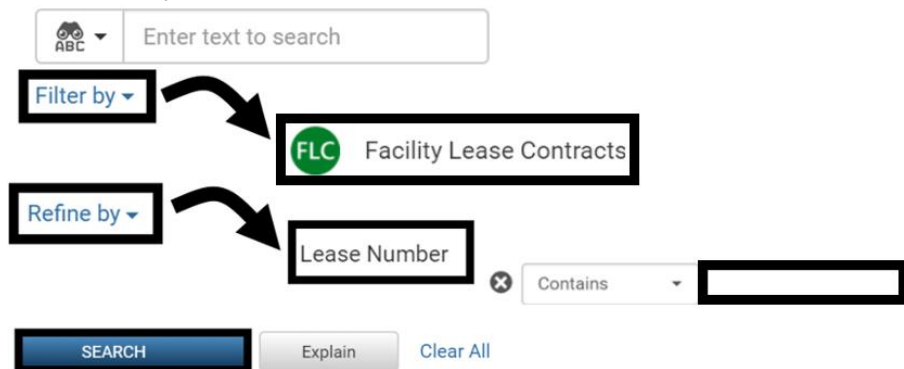
6. Select: Lease number.

→ FPMT will display additional options depending on your search criteria.

7. Input: Search criteria.

8. Select: Search.

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



9. Select: Menu.

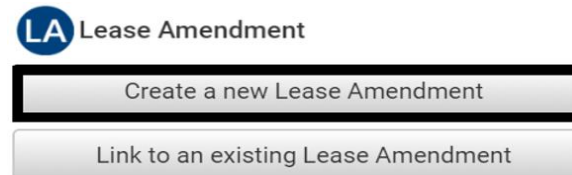
10. Select: Add.



11. Select: Lease amendment.



12. Select: Create a new lease amendment.



13. Input: Name.

→ Use the amendment type and amendment number for the name.

→ Lease amendment properties includes several optional fields for your agency. For example, description is optional.

← Lease Amendment Properties ^

Name

Description

14. Input: Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

15. Select: Amendment type.

Amendment Number

Amendment Type

16. Input: Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

17. Input: Amendment effective date.

18. Input: Amendment execution date.

19. Select: Lease amendment status.

→ Status should be active when adding new amendments.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Lease Amendment Status

Comment

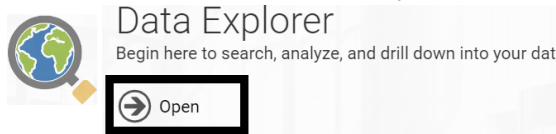
20. Select: Save and close.

→ Depending on the type of amendment, you may need to update [other related information](#) to complete this process.

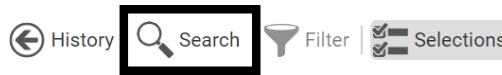
Receivable Lease Amendment

Use the search option to find the receivable lease contract so that you can add the amendment.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

4. Select: Facility receivable contracts.

5. Select: Refine by.

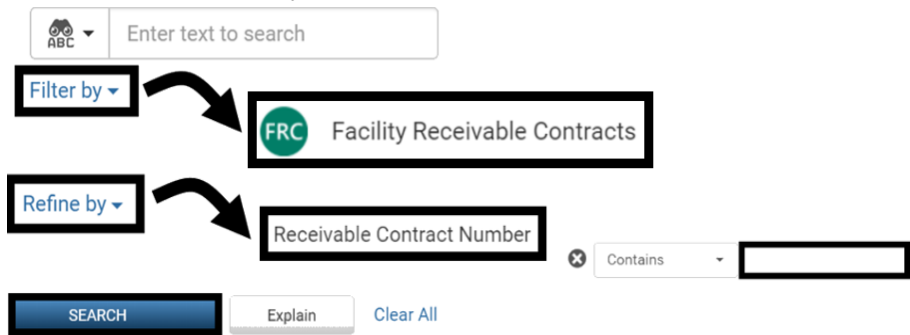
6. Select: Receivable contract number.

→ FPMT will display additional options depending on your search criteria.

7. Input: Search criteria.

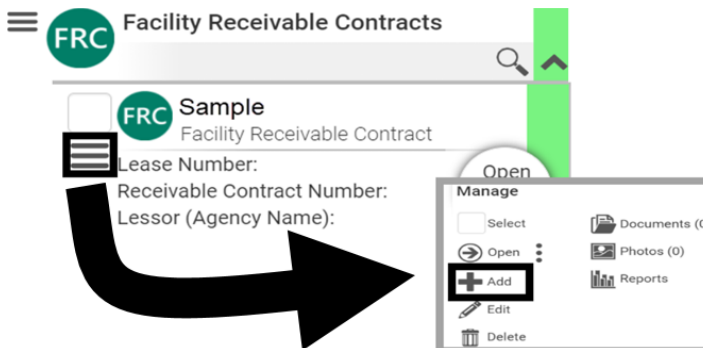
8. Select: Search.

In this example, we use search tools to filter by facility receivable contracts and refine by receivable contract number.



9. Select: Menu.

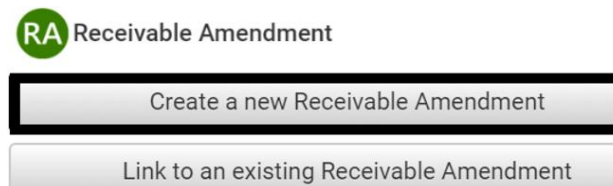
10. Select: Add.



11. Select: Receivable amendment.



12. Select: Create a new receivable lease amendment.



13. Input: Name.
 → Use the amendment type and amendment number for the name.
 → Receivable amendment properties includes several optional fields for your agency. For example, description is optional.

← 🗑️ Receivable Amendment Properties ^

Name

Description

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

Amendment Number

15. Select: Amendment type.

Amendment Type

16. Input: Amendment description.
 → Provide brief description of what has changed in the lease.

Amendment Description

17. Input: Amendment effective date.

Amendment Effective Date

18. Input: Amendment execution date.

Amendment Execution Date

19. Select: Receivable amendment status.
 → Status should be active when adding new amendments.
 → Comments are optional.

Receivable Amendment Status

Comment

20. Select: Save and close.
 → Depending on the type of amendment, you may need to update [other related information](#) to complete this process.

Update Other Related Information

Amendments provide a way to document specific changes for an existing contract.

- ✓ Depending on the type of amendment, you might need to make additional updates based on the changes for the lease or receivable lease.
- ✓ These tables can be manually updated by selecting the menu button for the table and then selecting Edit.

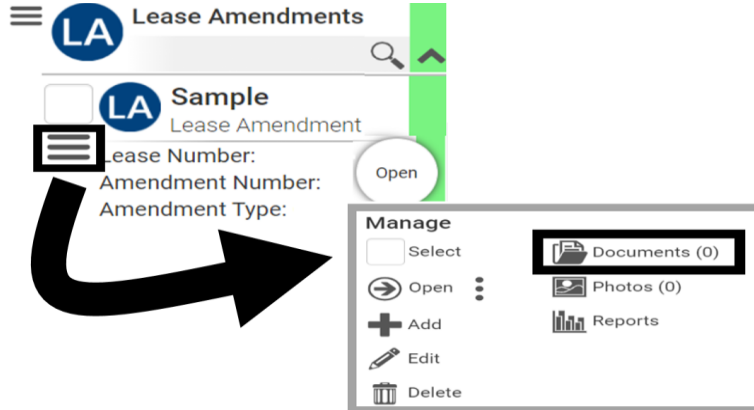
Amendment Type	Lease Tables	Data Field/Action
Lease Extension	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Square Feet & Rent Change	Lease/Receivable Lease Contract Space(s) Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Lease Square Feet (update) Square Feet (update) Payment End Date (update) New Lease Payment (add)
Square Feet Change	Lease/Receivable Lease Contract Space(s)	Lease Square Feet (update) Square Feet (update)
Rent Rate Change	Lease/Receivable Lease Payment (existing) Lease/Receivable Lease Payment (new)	Payment End Date (update) New Lease Payment (add)
Add Option(s)	Lease/Receivable Lease Option (new)	New Lease Option (add)
Delete Option(s)	Lease/Receivable Lease Option (existing)	Lease Option Status (inactive)
Amend Legal Description	None	None
Revise Parking	Lease/Receivable Lease Contract	Parking Included in Lease (update) Parking Stall Count (update)
Ownership Change	Lease/Receivable Lease Contract If FPMT sends transactions to AFRS: Lease Contract Lease Payment (existing) Lease Payment (new)	Lessor Name (update) If FPMT sends transactions to AFRS: Vendor Number and Suffix (update) Payment End Date (update) New Lease Payment (add)
Revise Other Costs	Operating Costs	Applicable Annual Costs (update)
Other Change in Lease Term	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)
Asset Impairment	Lease/Receivable Lease Contract Lease/Receivable Lease Payment	Lease End Date (update) Payment End Date (update)

Attach Copy of Amendment Document

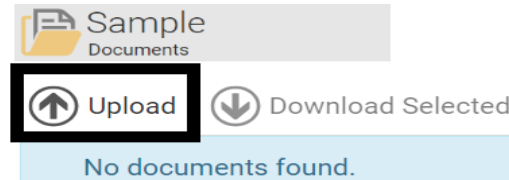
Use the documents option to attach a copy of the amendment.

1. **Select:** Menu.
 2. **Select:** Documents.
- FPMT uses standard tools to upload and manage documents.

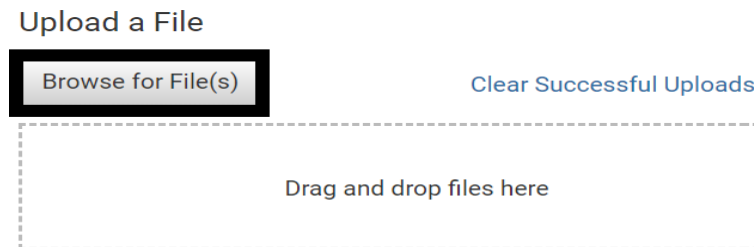
In this example, we select documents from the lease amendment menu.



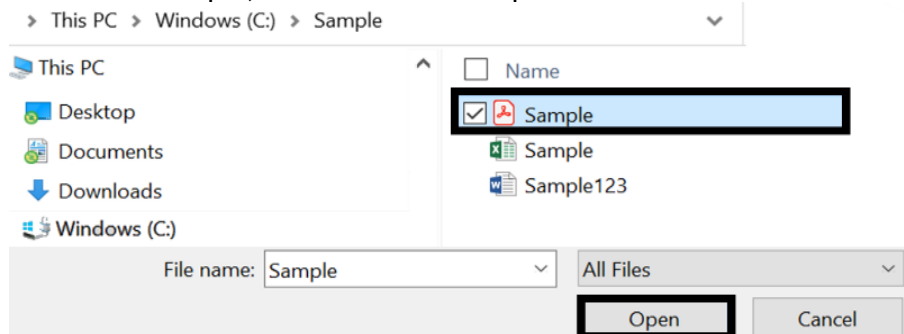
3. **Select:** Upload.



4. **Select:** Browse for files.
- FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.



→ In this example, we select a file to upload.



5. **Select:** Close.

