



This job aid provides step-by-step instructions for using FPMT's lease renewal wizard to renew a master lease contract with an associated receivable lease. These instructions apply to facilities only and are not applicable to land and other assets.

FPMT has been expanded to meet new Governmental Accounting Standards Board (GASB) requirements. In addition to new functionality, system updates include new user roles as well as changes to existing business processes. Refer to the [What's New with FPMT](#) job aid for a high-level overview of system updates. As part of FPMT's new functionality, the system will send accounting entries to the Agency Financial Reporting System (AFRS) for leases that meet GASB criteria. Refer to Statewide Accounting's [GASB 87 web page](#) for lease decision trees and other background information to help you determine whether a lease is in scope for GASB.

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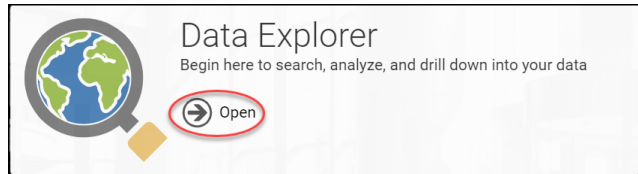
Overview



Which FPMT user roles can renew a lease?	<ul style="list-style-type: none"> This wizard can only be accessed by users with the FPMT Accounting role. Users must have edits rights. The FPMT Facilities role cannot access the renewal wizard. Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.
Where do I access the renewal wizard?	<ul style="list-style-type: none"> The renewal wizard is accessed via the menu button on the expiring master lease contract tile.
When should I renew a master lease?	<ul style="list-style-type: none"> Master leases should be renewed on or after the lease start date, but before the first payment. When you renew a master lease, you will need to renew the associated receivable lease(s) at the same time, otherwise the receivable lease(s) will automatically become inactive when you save and close the renewal.
What information do I need to renew a master lease?	<ul style="list-style-type: none"> A copy of the new master lease contract and the new receivable lease contract(s). The expiring master lease contract number. <ul style="list-style-type: none"> If you need to locate a lease number, you can run a Lease Contract Inventory Report from the agency tile in FPMT. If total lease payments are above the capitalization threshold, you will also need: <ul style="list-style-type: none"> Initial Indirect Costs, if applicable Prepayments on the receivable lease contract, if applicable If FPMT will send accounting entries to AFRS for this lease, you will also need: <ul style="list-style-type: none"> Master Index Vendor Number for lease payments Day Payment Initiated
Why should I use the wizard?	<ul style="list-style-type: none"> The wizard simplifies the renewal process by guiding you through each step and reducing manual activity in the system. The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.
Wizard basics: <ul style="list-style-type: none"> The wizard opens in a new window, which will close when you complete the renewal. Once the renewal window closes, you will need to refresh your original FPMT window to see all of the changes. Once you Save and Close the renewal, you cannot go back into the wizard. Make sure to allow enough time to complete the renewal process in one sitting. If you time out during the renewal process, <u>you will lose your data</u>. You navigate through the wizard, by clicking the Next or Previous buttons. 	

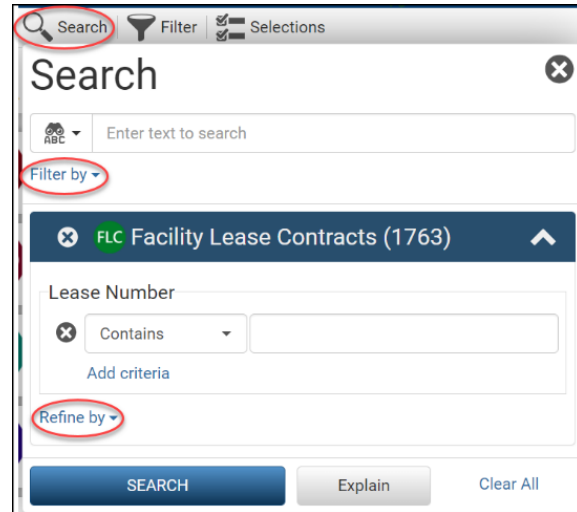
Launch the Lease Renewal Wizard



Navigate to the expiring master lease contract and launch the lease renewal wizard.

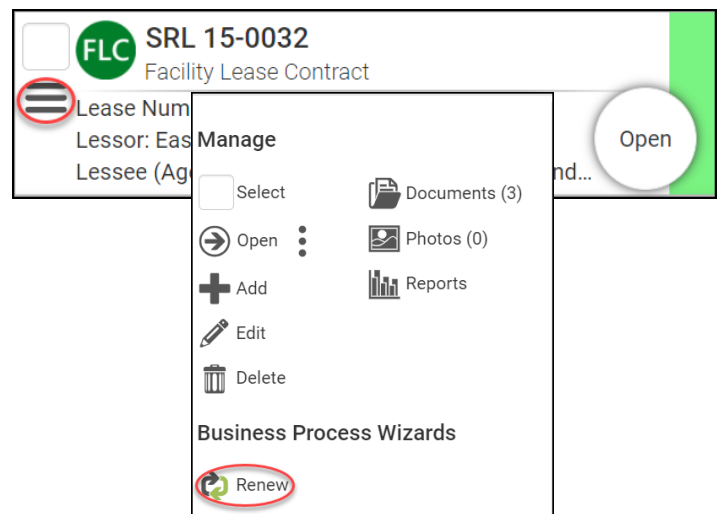
1. **Open** the Data Explorer module.



2. Select the  **Search** button on the data explorer tool bar.
3. Select **Filter by** and choose **Facility Lease Contracts**.
4. Select **Refine by** and choose **Lease Number**.
5. Enter the lease number for the expiring master lease contract.
→ If you need to locate the expiring lease contract number, run the Lease Contract Inventory Report available via the menu button on the agency tile.
6. Select 



7. Select the  menu button on the facility lease contract tile
8. Select  **Renew**
→ FPMT will open the lease renewal wizard in a new window.
→ The system will automatically populate information from the existing lease. You may update this information if there are changes.



Renew the Master Lease

1. Enter agency data. Red fields are required.




- Name
→ Use the lease number
- Lease Number
→ Lease numbers must be unique; they cannot be used for more than one record.
- Is this a triple net lease?
→ Defaulted to No. Update if applicable.
- Lease Executed Date
→ The date the last party signed.
- Lease Start Date
- Lease End Date

Lease Contract

Name	<input type="text"/>
Description	<input type="text" value="Field office"/>
Lease Number	<input type="text"/>

Is This A Triple Net Lease? [?](#)

Triple net lease, triple net, or NNN, is a type of commercial real estate lease where the tenant or lessee pays the full expenses of the property.

Lease Executed Date ?	<input type="text"/>	
Lease Start Date	<input type="text"/>	
Lease End Date	<input type="text"/>	

→ The following fields only apply to office spaces that are in scope for the Six-Year Facilities Plan.

→ Required fields in this section have been pre-populated with Unreported for the time being.

→ If the required fields are changed to Yes, additional fields become required.

- Was furniture moved to this location?
- Moving furniture cost, if applicable
- New furniture cost, if applicable
- If new furniture was purchased, why wasn't existing furniture used?
- Were staff moved to this location?
- Staff moving cost, if applicable
- Are there tenant improvement (TI) costs?

Was Furniture Moved To This Location?

Moving Furniture Cost, If Applicable

New Furniture Cost, If Applicable

If New Furniture Was Purchased, Why Wasn't Existing Furniture Used?

Were Staff Moved To This Location?

Staff Moving Cost, If Applicable

Are There Tenant Improvement (TI) Costs?

If any cost fields are populated, the associated fields become required.

- Construction – Cost
- Construction – How are tenant improvements being paid for?
- Common Area Improvement – Cost
- Common Area Improvement – How are tenant improvements being paid for?
- Exterior Improvement – Cost
- Exterior Improvement – How are tenant improvements being paid for?
- Fire and Security Improvement – Cost
- Fire and Security Improvement – How are tenant improvements being paid for?
- Deferred Maintenance – Cost
- Deferred Maintenance – How are tenant improvements being paid for?
- Other Tenant Improvement
- Other – Cost
- Other – How are tenant improvements being paid for?
- If tenant improvement costs are not one-time costs, how much is added to the cost/SF?

Construction - Cost

Construction - How Are Tenant Improvements Being Paid For?

Common Area Improvement - Cost ?

Common Area Improvement - How Are Tenant Improvements Being Paid For? ?

Exterior Improvement - Cost ?

Exterior Improvement - How Are Tenant Improvements Being Paid For? ?

Fire And Security Improvement - Cost

Fire And Security Improvement - How Are Tenant Improvements Being Paid For?

Deferred Maintenance - Cost

Deferred Maintenance - How Are Tenant Improvements Being Paid For?

Other Tenant Improvement

Other - Cost

Other - How Are Tenant Improvements Being Paid For?

If Tenant Improvement Costs Are Not One-Time Costs, How Much Is Added To The Cost/Sf?

- Capitalized
 - ➔Will this lease contract be capitalized? If FPMT will send accounting entries to AFRS, the answer will always be “yes.”
 - ➔OFM has pre-populated this field based on information received to record beginning balances.

Capitalized ?

- Asset Useful Life
 - ➔ Useful life of the asset being leased (in years).
- Initial Direct Costs
 - ➔ Ancillary charges necessary to place the leased facility into service.
- Interest Rate
 - ➔ Use interest rate if stated in the lease contract or incremental borrowing rate for college or university. If none entered, the state's incremental borrowing rate will be used.
- Manually Record Accounting Entries
 - ➔ If “yes,” FPMT will not send any transactions to AFRS for this contract.

Asset Useful Life ?	<input type="text"/>
Initial Direct Costs ?	<input type="text"/>
Interest Rate If Known ?	<input type="text"/>

- Vendor Number (dropdown)
 - ➔ This field is required if you selected “no” for manually recording accounting entries.

Manually Record Accounting Entries ?	<input type="text"/>
--------------------------------------	----------------------


Vendor Number ?	<input type="text"/>
-----------------	----------------------

- Master Index (dropdown)
 - ➔ The master index field is required if you selected “no” for manually recording accounting entries and the total lease payments are over the capitalization threshold.
- Master Index Title
 - ➔ If a master index is chosen, the system will populate this field.

Master Index ?	<input type="text"/>
Master Index Title ?	<input type="text"/>

- Accounting Reference
 - ➔ Accounting coding reference field for agencies manually recording accounting entries. This field will appear on reports used to record accounting entries.

Accounting Reference ?	<input type="text"/>
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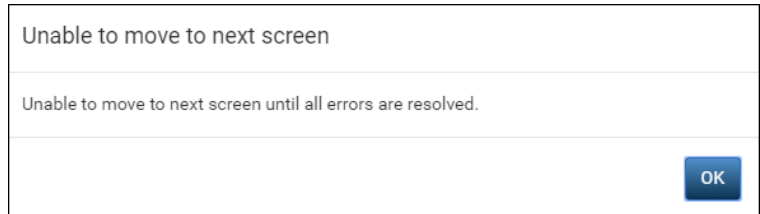
2. Once you have completed the lease contract table, **select** 



→ If you navigate away from the lease contract form before properly completing the table, you will receive an error message.

→ You cannot move forward until the error is fixed.

Note: This error will show up in every table if you try to save with missing/incorrect data or try to navigate away before properly completing the table. In addition to this error, you will see a message in pink with more detail.



Errors

- One or more provided values are invalid.

→ The system will check that you have populated all required fields if you selected “no” to Manually Record Accounting Entries.

Errors

- The lease contract vender number is required when manually record accounting entries is set to no.
- The lease contract vender number suffix is required when manually record accounting entries is set to no.

Errors

- The lease contract master index is required when manually record accounting entries is set to no.

Errors

- The lease contract capitalized must be set to yes when manually record accounting entries is set to no.

→ In addition to validating that all required fields have been populated, the wizard will also ensure that the lease contract start date is a date prior to the lease contract end date.

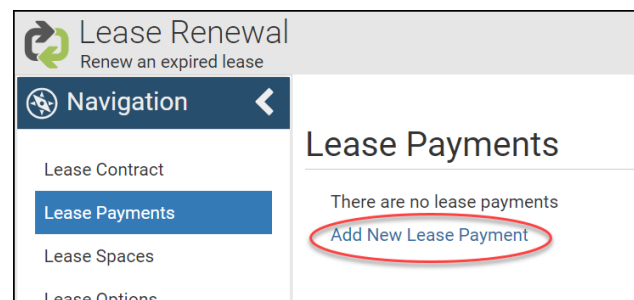
Errors

- The lease contract start date must be prior to the lease contract end date.

Add a Lease Payment

1. Select Add New Lease Payment

→ You cannot save and close the renewal until you add at least one lease payment. If there is no base rent for the facility, enter a lease payment for \$0.



2. Enter agency data. Red fields are required.

- Name
 - ➔ Use payment type – payment series number (e.g., Base Rent - 1).
- Payment Series Number
 - ➔ Use sequential numbers for payment series (1, 2, 3, etc.).
- Payment Frequency (dropdown)
- Payment Type (dropdown)

Edit Lease Payment Details

Name	<input type="text"/>
Description	<input type="text"/>
Payment Series Number	<input type="text"/>
Payment Frequency	<input type="text"/>
Payment Type	<input type="text"/>

- Payment Amount
- Index Rate
 - ➔ Index or rate used to determine payment amounts, such as CPI or Market Rate. Enter the rate that is in effect at lease commencement.

Payment Amount	<input type="text"/>
Index Rate ?	<input type="text"/>

- Payment Start Date
- Payment End Date
- Day Payment Initiated
 - ➔ This is the date the payment will be recorded in AFRS if transactions are being sent to AFRS for this lease contract. The date the payment is sent to the vendor will depend on the payment type as well as the AFRS processing schedule (consider weekends and holidays).
- Hold Payments
 - ➔ If “yes,” FPMT will not send payment transactions to AFRS but will send other accounting entries.

Payment Start Date	<input type="text"/>
Payment End Date	<input type="text"/>
Day Payment Initiated ?	<input type="text"/>
Hold Payments	<input type="text"/>

3. Select SAVE CHANGES

SAVE CHANGES	Cancel Changes
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→ The lease payment table features the following validation checks:

- All required fields must be completed.
- Index Rate is required if Payment Type is "Indexed Payment."
- Day Payment Initiated is required if Lease Contract Manually Record Accounting Entries is "No."
- The lease payment start and end dates must fall within the parameters of the lease start and end dates.


→ The lease payment table cannot be saved until errors are corrected.


→ If you navigate away from the lease payment table before saving, you will receive an error.


→ Once the lease payment is saved, you can update the information by selecting the details icon or delete the payment by selecting the trash can.

→ Repeat this process if there is more than one lease payment series. All payments can have an Active status.

→ You must enter all lease payment series for the contract, even if the lease is being entered into FPMT retroactively.

→ If you need to edit an existing space, select 

→ If you **do not** need to edit a space but do need to add a [Lease Option](#), select  twice.

→ If you **do not** need to make any changes to your existing space(s) OR add a lease option, select  four times to skip ahead to [Receivable Lease Contracts](#).

Errors

- The lease payment index rate is required when the payment type is indexed payment.

Errors

- The lease payment date payment initiated is required when manually record accounting entries is set to no in the lease contract

Errors

- The lease payment start date must be on or after the lease contract start date of 11/1/2019.
- The lease payment end date must be on or before the lease contract end date of 10/31/2021.

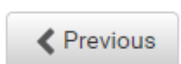

Errors

- One lease payment is required.

Lease Payments


Payment Name	Payment Series Number	Details	Delete
Base Rent-1	1		

[Add New Lease Payment](#)



[Cancel All Changes](#)

Edit Existing Space(s)


You will see all Active spaces currently associated with the lease contract you are renewing.


1. Select the Details  icon to edit an existing space.
2. Edit agency data as needed.

→ If you're updating the square footage, make sure the total space square feet matches the square feet in the Lease Contract table.

→ You will receive an error message when you click Next if the space square feet exceeds the lease contract square feet.

3. Select SAVE CHANGES


→ If you need to add a Lease Option, select .

→ If you **do not** need to add a lease option, select  three times to skip ahead to [Receivable Lease Contracts](#).

Add a Lease Option

1. Select Add New Lease Option

Existing Lease Spaces

Space Name	Details
0001 DSHS	

Edit Space Details

Name
0001 DSHS

Square Feet 

11,253

Square Feet Measurement Type

Rentable

Errors

- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 19,440 and the total associated space square feet is 19,447.


SAVE CHANGES

Cancel Changes

< Previous

Next >

Cancel All Changes


Navigation

Lease Contract

Lease Payments

Lease Spaces

Lease Options

Lease Amendments

Receivable Lease Contracts

Data Review

Lease Options

There are no lease options

[Add New Lease Option](#)

2. Enter agency data. Red fields are required.

- Name
 - ➔ Use the option type – option number (e.g., Cancel – 1).
- Option Number
 - ➔ Options should be numbered in the order they appear in the lease contract (1, 2, 3 etc.).
- Option Type (dropdown)
- Option Description
 - ➔ Provide a brief description of the clause in the lease.
- Option Date
- Reasonably Certain Option Will Be Exercised (yes/no)
 - ➔ This field is needed to determine whether or not this payment should be included in the lease liability and lease asset calculations.
- Exercise Price
 - ➔ The exercise price of the purchase option if it is reasonably certain that the lessee will exercise that option.
 - ➔ Required if option type is Purchase and Reasonably Certain is marked “yes.”

Edit Lease Option Details

Name

Description

Option Number

Option Type

Option Description

Option Date

Reasonably Certain Option Will Be Exercised

Exercise Price

Comment

3. Select SAVE CHANGES



➔ Once the lease option is saved, you can update the information by selecting the details icon or delete the option by selecting the trash can.

Note: Repeat this process if there is more than one lease option.

SAVE CHANGES

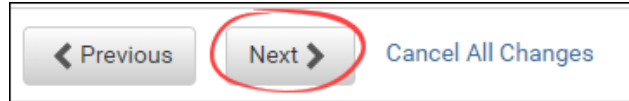
Cancel Changes

Lease Options

Lease Option Name	Lease Option Number	Details	Delete
Cancel - 1	1		

[Add New Lease Option](#)

→ Select **Next >** twice to move to Receivable Lease Contracts.



Renew Receivable Lease Contract(s)

→ The system will display any associated receivable lease contracts.

→ The receivable leases must be renewed at the same time as the master lease, otherwise they will be deactivated when you save and close the lease renewal wizard.

→ The system will automatically populate certain fields based on the previous lease. You can update this information if needed.

1. Select Renew

Existing Receivable Lease Contracts

Receivable lease contracts that are not renewed will be deactivated.

Receivable Lease Name	Receivable Lease Number	Renew
DEL 16-0068	DEL 16-0068	Renew
SSL 15-0032 DCYF	SSL 15-0032	Renew

Renewed Receivable Lease Contracts

No new receivable lease contracts found

2. Enter agency data. Red fields are required.

- Name
 - Use the receivable lease number.
- Receivable Contract Number
 - Must be a unique contract number.

Edit Facility Receivable Contract Details

Name

Description

Receivable Contract Number

- Receivable Contract Executed Date
 - Use the date the last party signed.
- Receivable Contract Start Date
- Receivable Contract End Date
- Month-to-Month (yes/no)
 - If Yes, enter an end date one year out from the start date.
- Full Service
 - Choosing Yes will automatically populate most operating costs to lessor paid.

Receivable Contract Executed Date

Receivable Contract Start Date

Receivable Contract End Date

Month-To-Month

Holdover Status

Full Service

- Capitalized

→ Will this lease contract be capitalized? If FPMT will send accounting entries to AFRS, the answer will always be "yes."

→ OFM has pre-populated this field based on information received to record beginning balances.

Capitalized [?](#)

Yes

- Debt Issued

→ Has debt been issued that is secured by the payments from this lease?

- Prepayments

→ Payments received from the lessee at or before lease commencement that relate to a future period, such as a deposit for the final month's rent.

→ This field is required if the total lease payments are above the capitalization threshold.

- Interest Rate

→ Use interest rate if stated in the lease contract or incremental borrowing rate for college or university. If none entered, the state's incremental borrowing rate will be used.

Debt Issued [?](#)

Prepayments [?](#)

Interest Rate

- Manually Record Accounting Entries

→ If "yes," FPMT will not send any transactions to AFRS for this contract.

→ This field should always be "yes" for receivable leases between two state agencies.

Manually Record Accounting Entries [?](#)

- Master Index (dropdown)
 - ➔The master index is required if you selected “no” for manually recording accounting entries and the total lease payments are over the capitalization threshold.
- Master Index Title
 - ➔If a master index is chosen, the system will populate this field.

Master Index [?](#)

Master Index Title [?](#)

- Accounting Reference
 - ➔Accounting coding reference field for agencies manually recording accounting entries. This field will appear on reports used to record accounting entries.

Accounting Reference [?](#)

➔Just like with the previous tables, you will receive an error message if you try to move forward with inaccurate or incomplete data.

Errors

- The receivable lease contract start date must be prior to the receivable lease contract end date.

➔**Select** [Next >](#) to add a receivable lease payment.

[◀ Previous](#)
[Next >](#)
[Cancel All Changes](#)

Add a Receivable Lease Payment

1. Select Add New Receivable Payment

➔At least one receivable payment is required. If there is no base rent, add a receivable payment for \$0.

Receivable Lease Payments

There are no receivable payments

[Add New Receivable Payment](#)

2. Enter agency data. Red fields are required.

- Name
 - ➔Use payment type – payment series number (e.g., Base Rent - 1).
- Payment Series Number
 - ➔Use sequential numbers for payment series (1, 2, 3, etc.).
- Payment Frequency (dropdown)

Edit Receivable Payment Details

Name

Description

Payment Series Number

Payment Frequency

- Payment Type (dropdown)
- Payment Amount
- Index Rate
 - ➔ Use the index or rate in effect at lease commencement.
- Payment Start Date
- Payment End Date

Payment Type

Payment Amount

Index Rate ?

Payment Start Date

Payment End Date

Comment

3. Select SAVE CHANGES

SAVE CHANGES

Cancel Changes

➔ This table includes the following checks:

- At least one lease payment is required.
- All required fields are completed.
- The payment start and end dates must fall within the parameters of the master lease contract start and end dates.
- The Index Rate is required if the payment type is "indexed payment."

Errors

- One receivable lease payment is required.

Errors

- The lease payment index rate is required when the payment type is indexed payment.

➔ Once the payment is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

➔ Repeat this process if there is more than one payment series.

Receivable Lease Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

[Add New Receivable Payment](#)

➔ If you need to edit a receivable lease space, select [Next >](#)

➔ If you **do not** need to edit a receivable lease space but do need to add a [receivable lease option](#), select [Next >](#) twice.

➔ If you **do not** need to edit a receivable lease space OR add a receivable lease option, select [Next >](#) four times to skip ahead to [Data Review](#).

< Previous


Next >

Cancel All Changes

Edit Existing Receivable Space(s)

1. Select the  details icon.

Existing Receivable Lease Spaces

Space Name	Details
LNI 0001	


2. Edit agency data as needed.

→ If you're updating the square footage, make sure the total space square feet matches the square feet in the Receivable Lease Contract table.

→ You will receive an error message when you click Next if the space square feet exceeds the receivable lease contract square feet.


→ Additionally, you will receive an error if the combined total of all spaces exceed the total square feet in the master lease contract.

Edit Space Details


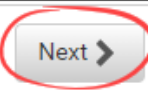
Name	LNI 0001
Square Feet 	<input type="text" value="100"/>
Square Feet Measurement Type	<input type="text" value="Rentable"/>

3. Select SAVE CHANGES

	Cancel Changes
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→ If you need to add a receivable lease option, select .

→ If you **do not** need to add a receivable lease option, select  twice to skip ahead to [Data Review](#).

		Cancel All Changes
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Add a Receivable Lease Option

1. Select Add New Receivable Option

Receivable Lease Options

There are no receivable options

[Add New Receivable Option](#)

2. Enter agency data. Red fields are required.

- Name
 - ➔ Use the option type – option number (e.g., Cancel – 1).
- Option Number
 - ➔ Options should be numbered in the order they appear in the lease contract (1, 2, 3 etc.).
- Option Type (dropdown)
- Option Description
 - ➔ Provide a brief description of the clause in the lease.

Edit Receivable Option Details

Name

Description

Option Number

Option Type

Option Description

- Option Date
- Reasonably Certain Option Will Be Exercised (yes/no)
 - ➔ This field is needed to determine whether or not this payment should be included in the lease liability and lease asset calculations.
- Exercise Price
 - ➔ The exercise price of the purchase option if it is reasonably certain that the lessee will exercise that option.
 - ➔ Required if option type is Purchase and Reasonably Certain is marked "yes."

Option Date



Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

→ Once the option is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

→ Repeat this process if there is more than one receivable lease option.

Receivable Lease Options

Lease Option Name	Lease Option Number	Details	Delete
Cancel - 1	1		

[Add New Receivable Option](#)

→ Once you have completed the receivable lease tables, you will see a status change in the wizard.



→ Repeat this process if you need to renew another receivable lease.

Existing Receivable Lease Contracts

Receivable lease contracts that are not renewed will be deactivated.

Receivable Lease Name	Receivable Lease Number	Renew
DEL 16-0068	DEL 16-0068	Renewed
SSL 15-0032 DCYF	SSL 15-0032	Renew



Renewed Receivable Lease Contracts


Renewed From	Receivable Lease Name	Receivable Lease Number	Details	Delete
DEL 16-0068	Test Receivable Contract	Test Receivable Contract		

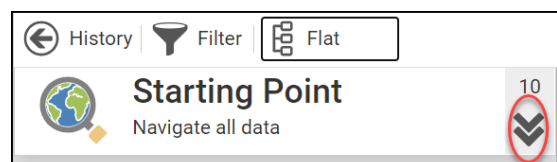
→ Select [Next >](#) twice to review your data.

[< Previous](#) [Next >](#) [Cancel All Changes](#)

Data Review

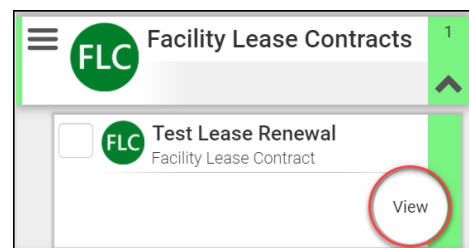
1. Select the  **Hierarchy** button to change to the  **Flat** view. You can now see all the tables you have added or edited as part of the renewal process.

2. Select the arrows  on the Starting Point tile to expand all of the tiles below.

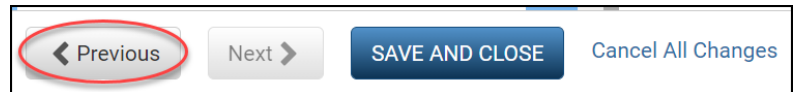


3. Select View on each tile to see the data you have entered for the renewal.

4. Review the data for your lease renewal.



→ To edit your data, use the Previous button to navigate back to an earlier screen.



5. **Select** SAVE AND CLOSE to complete your renewal.
6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.

→ When you complete the renewal, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

→ Continue to the next step below to upload a copy of the new contracts.





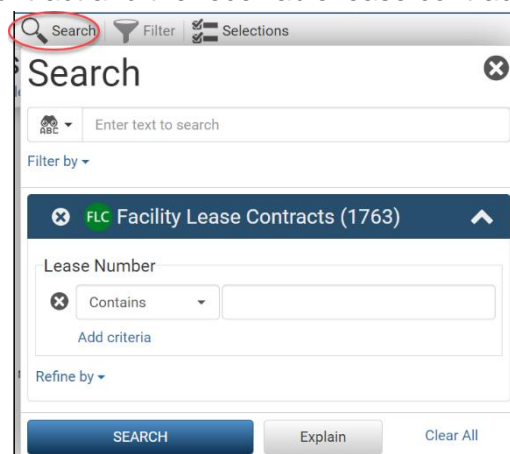
Warning


Once you save and close, you cannot use the wizard to make edits or add additional data. Are you sure you want to continue?

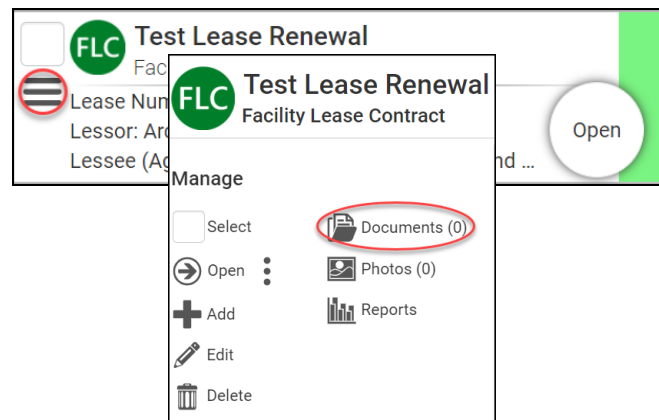
Upload Copy of New Contracts

You will need to attach a copy of both the master lease contract and the receivable lease contract.

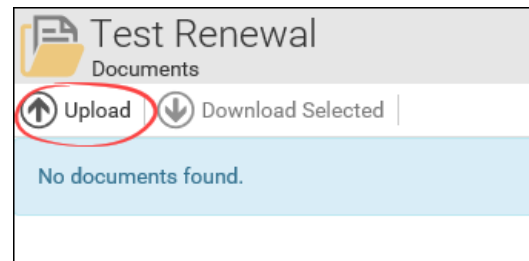
1. **Select** the  Search search button on the data explorer tool bar.
→ Your filters will remain in place from your original search.
2. **Remove** the old master lease number and enter the new one.
3. **Select** 



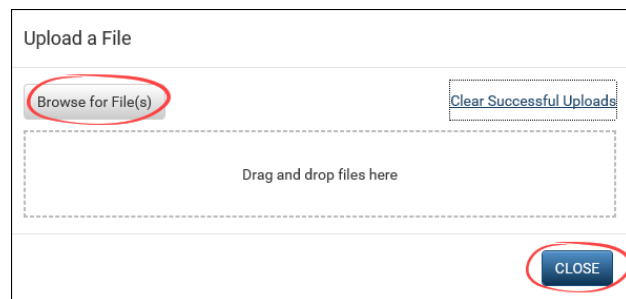
4. Select the  menu button on the new master lease tile.
5. Select Documents
→ The document manager will open in a new window.



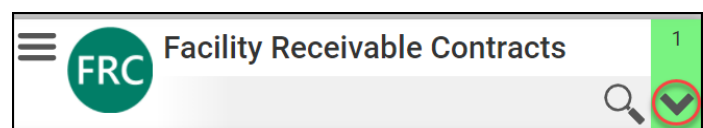
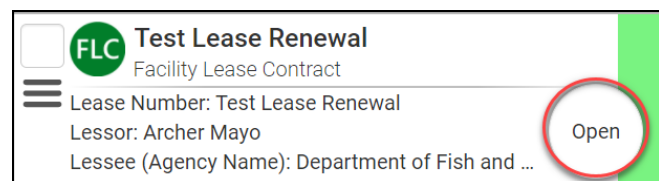
6. Select the  Upload button.



7. Browse for, or drag and drop, the file.
8. Select CLOSE.



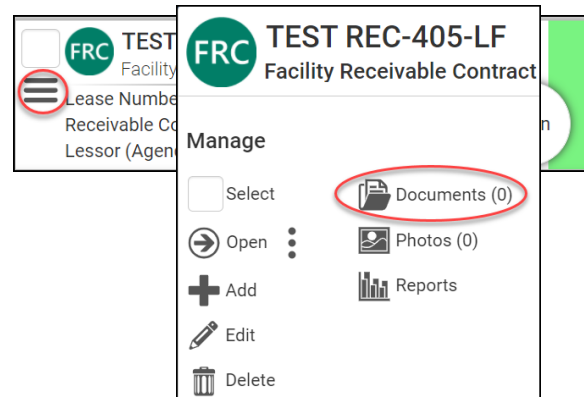
9. Select Open on the new master lease contract tile.
10. Expand the facility receivable contracts group tile to see the new receivable lease contract tile.



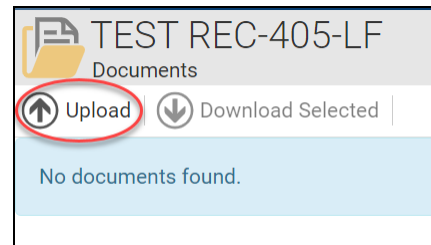
11. Select the  **menu button on the new receivable lease tile.**

12. Select Documents

→ The document manager will open in a new window.



13. Select the  **Upload button.**



14. Browse for, or drag and drop, the file.

15. Select CLOSE.

