This job aid provides information for using FPMT to renew a master lease contract with associated receivable lease for land.

Overview

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Add new master lease contract</td>
<td>Use the search option to find the leased land so that you can add the new master lease contract.</td>
</tr>
<tr>
<td>2</td>
<td>Add lease payment</td>
<td>Use the land lease contract menu to add lease payment information for new master lease contract.</td>
</tr>
<tr>
<td>3</td>
<td>Add lease option</td>
<td>Use the land lease contract menu to add lease option information if needed for new master lease contract.</td>
</tr>
<tr>
<td>4</td>
<td>Update master lease number on leased land</td>
<td>Use the leased land menu to update lease number for new master lease contract.</td>
</tr>
<tr>
<td>5</td>
<td>Add new receivable lease contract</td>
<td>Use the receivable land menu to add the new receivable lease contract.</td>
</tr>
<tr>
<td>6</td>
<td>Add receivable lease payment</td>
<td>Use the receivable lease contract menu to add lease payment information.</td>
</tr>
<tr>
<td>7</td>
<td>Add receivable lease option</td>
<td>Use the receivable lease contract menu to add lease option information if applicable.</td>
</tr>
<tr>
<td>8</td>
<td>Update receivable lease number on land</td>
<td>Use the land menu to update the receivable lease number.</td>
</tr>
<tr>
<td>9</td>
<td>Link new receivable lease contract to new master lease contract</td>
<td>Use the land lease contract menu to link new receivable lease contract to new master lease contract.</td>
</tr>
<tr>
<td>10</td>
<td>Inactivate expired receivable lease contract</td>
<td>Use the receivable lease contract menu to update expired lease status information.</td>
</tr>
<tr>
<td>11</td>
<td>Inactivate expired master lease contract</td>
<td>Use the land lease contract menu to update lease status information for expired master lease contract.</td>
</tr>
</tbody>
</table>

Master leases with associated receivable leases are renewed in FPMT on or after the new lease start date.
✓ You will need a copy of the new master lease contract and a copy of the receivable 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 Master Lease Contract
Use the search option to find the leased land so that you can add the new master 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.

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

➔ 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.

➔ 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. | Lease Number |
| 16. **Input:** Lessor.  
➔ Use lessor name as stated on lease agreement. | 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. | Lease Executed Date |
| 20. **Input:** Lease start date. | Lease Start Date |
| 21. **Input:** Lease end 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. | Initial Direct Costs |
| 24. **Input:** Interest rate if known.  
➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university. | Interest Rate if Known |

➔ 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.

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.

**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.
Add New Receivable Lease Contract

Use the receivable land menu to add the new receivable lease contract.

1. Select: Menu.
2. Select: Add.


4. Select: Create a new land receivable contract.

5. Input: Name.
   ➔ Use receivable lease number for the name.
   ➔ Receivable lease contract properties includes several optional fields for your agency. For example, description is optional.

6. Input: Receivable contract number.
   ➔ Use a unique receivable contract number.

7. Select: Receivable contract type.

8. Input: Receivable contract acreage.
   ➔ Use square feet as stated in lease agreement.
9. **Input:** Receivable contract executed date.
   ➔ Use date the last party signed the lease agreement.

10. **Input:** Receivable contract start date.

11. **Input:** Receivable contract end date.

12. **Select:** Debt issued.
   ➔ Has debt been issued that is secured by the payments from this lease?

13. **Input:** Prepayments.
   ➔ Payments received from the lessee at or before lease commencement that relate to a future period, such as deposit for final month's rent.

14. **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).

15. **Input:** Interest rate.
   ➔ Use interest rate stated in the contract or the implied interest rate.

16. **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.
17. Select: Receivable contract status.
➔ Status should be active when adding new receivable contract.

18. Select: Save and close.
➔ FPMT will add the contract information.

Add Receivable Lease Payment
Use the receivable lease contract menu to add lease payment information.
➔ If the receivable 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: Receivable payment.

4. Select: Create a new receivable payment.

5. Input: Name.
➔ Use payment type - payment series number (payment type dash payment series number).
➔ Description is optional.
### Master Lease and Receivable Lease Renewal - Land
Facilities Portfolio Management System (FPMT)

<table>
<thead>
<tr>
<th>Step</th>
<th>Description</th>
<th>Input/Selection</th>
</tr>
</thead>
<tbody>
<tr>
<td>6.</td>
<td>Input: Payment series number.</td>
<td>Payment Series Number</td>
</tr>
<tr>
<td></td>
<td>➔ Use sequential numbers for payment series (1, 2, 3, etc.).</td>
<td></td>
</tr>
<tr>
<td>7.</td>
<td>Select: Payment frequency.</td>
<td>Payment Frequency</td>
</tr>
<tr>
<td>8.</td>
<td>Select: Payment type.</td>
<td>Payment Type</td>
</tr>
<tr>
<td>9.</td>
<td>Input: Payment amount.</td>
<td>Payment Amount</td>
</tr>
<tr>
<td>10.</td>
<td>Input: Index rate.</td>
<td>Index Rate</td>
</tr>
<tr>
<td></td>
<td>➔ Use the index or rate in effect at lease commencement.</td>
<td></td>
</tr>
<tr>
<td>11.</td>
<td>Input: Payment start date.</td>
<td>Payment Start Date</td>
</tr>
<tr>
<td>12.</td>
<td>Input: Payment end date.</td>
<td>Payment End Date</td>
</tr>
<tr>
<td>13.</td>
<td>Select: Receivable payment status.</td>
<td>Receivable Payment Status</td>
</tr>
<tr>
<td></td>
<td>➔ Status should be active when adding new payment.</td>
<td></td>
</tr>
<tr>
<td></td>
<td>➔ Comments are optional.</td>
<td></td>
</tr>
<tr>
<td>14.</td>
<td>Select: Save and close.</td>
<td>Save and close</td>
</tr>
<tr>
<td></td>
<td>➔ FPMT will add the payment information.</td>
<td></td>
</tr>
</tbody>
</table>

**FPMT Help Desk**
- Need help? Contact the OFM Help Desk [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100
Add Receivable Lease Option

Use the receivable lease contract menu to add lease option information if applicable.

1. Select: Menu.
2. Select: Add.

3. Select: Receivable option.

4. Select: Create a new receivable option.

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

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.
9. **Select**: Receivable 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.

**Update Receivable Lease Number on Receivable Land**

Use the receivable land menu to update the lease number.

1. **Select**: Menu.
2. **Select**: Edit.
3. **Input**: Receivable lease number.
   ➔ Use number assigned by parent agency, DES, or institution. This number must be unique and different than master lease number.
4. **Select**: Save and close.
Link New Receivable Lease Contract To New Master Lease Contract

Use the land lease contract menu to link the new receivable lease contract to the new master lease contract.

1. Select: Menu.
2. Select: Add.


4. Select: Link to an existing land receivable contract.

5. Select: Checkbox next to land receivable contract.

   ➔ Use the search option to narrow the list of contracts if needed.

In this example, we use the search option to find the receivable contract number so that we can narrow the list of contracts.

Use search option to narrow list of land receivable contracts if needed.
Inactivate Expired Receivable Lease Contract

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

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

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

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

5. Select: Save and close.

   ![Image of receivable lease contract status and inactive reason selection]

Receive Contract Status
- Inactive - This lease contract is no longer active.

Receive Contract Inactive Reason
- Expired - The lease has expired and was replaced with a new lease.

Comment

   [Optional comment field]
Inactivate Expired Master Lease Contract

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

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

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

   ➔ 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.