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

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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 so that you can provide required information.
Add New Lease Contract

Use the search option to find the other asset so that you can add the new master lease contract.

1. Select: Open.

2. Select: Search.

5. Select: Refine by.
   ➔ FPMT will display additional options depending on your search criteria.
7. Select: Your agency.
8. Select: Search.
9. Select: Open.

In this example, we use search tools to filter by agency and refine by agency abbreviation. You can also use other search and filter options to find the other asset.

10. Select: Menu.

12. Select: Other asset lease contract.

13. Select: Create a new other asset lease contract.
➔ Use lease number for the name.  
➔ Contract properties includes several optional fields. For example, description is optional.

15. Input: Lease number.  
➔ Use a unique lease number.

➔ Use lessor name as stated on lease agreement.

17. Select: Lease type.

18. Input: Lease executed date.  
➔ Use date the last party signed the lease agreement.

19. Input: Lease start date.

20. Input: Lease end date.

➔ Does lease include variable payments based on future performance of lessee or on usage of the asset? If yes, provide description (basis, terms, conditions).

22. Input: Initial direct costs.  
➔ These are ancillary charges necessary to place the leased asset into service.

➔ Provide useful life of the asset being leased (in years).
24. **Input:** Interest rate if known.
   ➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.

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.

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 other asset 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: Date 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 other asset 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.

### Add New Receivable Lease Contract

Use the other asset menu to add the new receivable lease contract.

1. **Select:** Menu.
2. **Select:** Add.
3. **Select:** Other asset receivable contract.
4. **Select:** Create a new other asset receivable contract.
5. **Input:** Name.
➔ Use receivable lease number for the name.
➔ Receivable lease contract properties includes several optional fields. For example, description is optional.
### Master Lease and Receivable Lease Renewal - Other Asset

#### Facilities Portfolio Management System (FPMT)

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<td>6.</td>
<td><strong>Input:</strong> Receivable contract number. ➔ Use a unique receivable contract number.</td>
<td>Receivable Contract Number</td>
</tr>
<tr>
<td>7.</td>
<td><strong>Select:</strong> Lessor. ➔ Use lessee name as stated on lease agreement.</td>
<td>Lessor (Agency Name)</td>
</tr>
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<td></td>
<td><strong>Select:</strong> Lessee.</td>
<td>Lessee</td>
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<tr>
<td>8.</td>
<td><strong>Select:</strong> Receivable contract type.</td>
<td>Receivable Contract Type</td>
</tr>
<tr>
<td>9.</td>
<td><strong>Input:</strong> Receivable contract executed date. ➔ Use date the last party signed the lease agreement.</td>
<td>Receivable Contract Executed Date</td>
</tr>
<tr>
<td>10.</td>
<td><strong>Input:</strong> Receivable contract start date.</td>
<td>Receivable Contract Start Date</td>
</tr>
<tr>
<td>11.</td>
<td><strong>Input:</strong> Receivable contract end date.</td>
<td>Receivable Contract End Date</td>
</tr>
<tr>
<td>12.</td>
<td><strong>Select:</strong> Debt issued. ➔ Has debt been issued that is secured by the payments from this lease?</td>
<td>Debt Issued</td>
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<td>13.</td>
<td><strong>Select:</strong> 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.</td>
<td>Prepayments</td>
</tr>
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<td>14.</td>
<td><strong>Select:</strong> 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).</td>
<td>Variable Payments</td>
</tr>
<tr>
<td>15.</td>
<td><strong>Select:</strong> Description of Variable Payments</td>
<td>Description of Variable Payments</td>
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HereToHelp@ofm.wa.gov  360.407.9100
16. **Input:** Interest rate.
   ➔ Use interest rate stated in the contract or the implied interest rate.

17. **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.

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

19. **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.

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:** Receivable payment status.
   ➔ Status should be active when adding new payment.
   ➔ Comments are optional.

14. **Select:** Save and close.
   ➔ FPMT will add the payment information.

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**Add Receivable Lease Option**

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

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.
**Link New Receivable Lease Contract To New Master Lease Contract**

Use the other asset lease contract menu to link the new receivable lease contract to the new master lease contract.

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

3. **Select:** Other asset receivable contract.

4. **Select:** Link to an existing other asset receivable contract.

5. **Select:** Checkbox next to other asset receivable contract.
6. **Select:** Ok.
   ➔ 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.
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.

5. Select: Save and close.

Inactivate Expired Lease Contract

Use the other asset 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.

5. Select: Save and close.