This job aid provides step-by-step instructions for using FPMT's receivable lease renewal wizard to renew (1) a receivable lease contract associated with an owned facility or (2) a receivable lease contract that expires prior to the master lease contract. Receivable leases that expire at the same time as a master lease should be renewed as part of the master lease renewal process. 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

Who is responsible for renewing a receivable lease contract?	• The owning agency or master lease holder is responsible for entering and renewing receivable leases.
Which FPMT user roles can renew a receivable lease?	• 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, nor can this role renew leases manually in the system. • Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.
Where do I access the receivable lease renewal wizard?	• The renewal wizard is accessed via the menu button on the expiring receivable lease contract tile.
When should I renew a receivable lease lease?	• Receivable leases should be renewed on or after the new lease start date, but before the first payment. • Additionally, for leased facilities, receivable lease start and end dates must fall within the parameters of the master lease contract.

What information do I need to renew a receivable lease?	• A copy of the new receivable lease contract.
	• The expiring receivable lease contract number.
	  ○ If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory Report from the agency tile.
	• If FPMT will send transactions to AFRS and the total lease payments are above the capitalization threshold, you will also need:
	  ○ Prepayments, if applicable
	  ○ Master Index

Why should I use the wizard?	• 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.

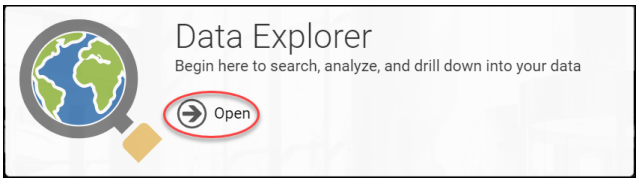
Wizard basics:

- 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, you will lose your data.
- You navigate through the wizard, by clicking the Next or Previous buttons.

Launch the Receivable Lease Renewal Wizard

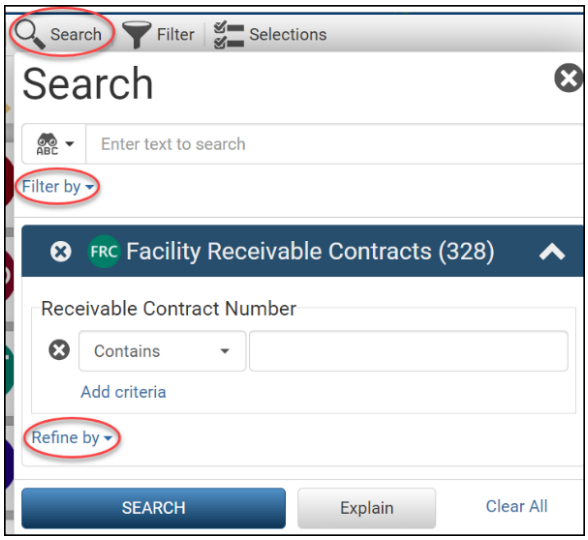
Navigate to the expiring receivable lease contract and launch the lease renewal wizard.

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



2. **Select** the Search button on the data explorer tool bar.
3. **Select** Filter by and choose **Facility Receivable Contracts**.
4. **Select** Refine by and choose **Receivable Contract Number**.
5. **Enter** the lease number for the expiring receivable lease contract.

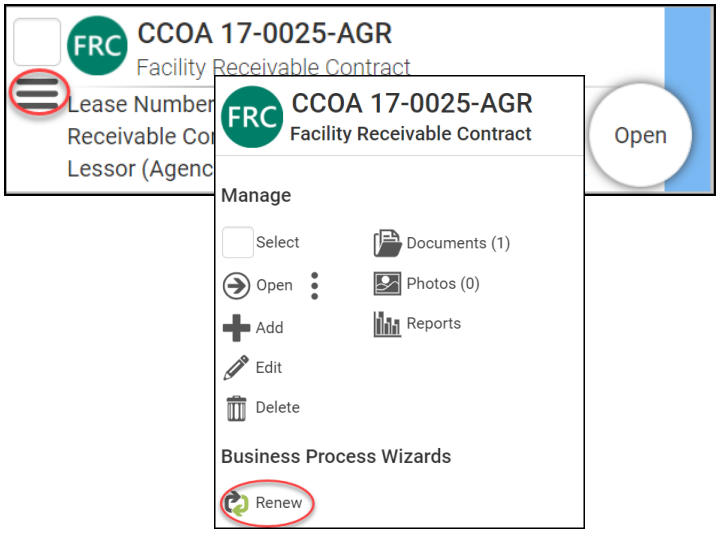
   ➔If you need to locate the expiring receivable lease contract number, run the Receivable Lease Contract Inventory Report available via the menu button on the agency tile.
6. **Select** SEARCH



7. **Select** the menu button on the facility receivable contract tile
8. **Select** **Renew**

   ➔FPMT will open the receivable lease renewal wizard in a new window.

   ➔The system will automatically populate information from the existing receivable lease. You may update this information if there are changes.

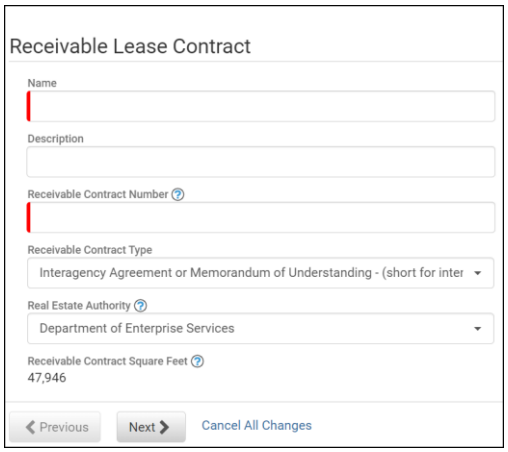


Renew the Receivable Lease Contract

1. **Enter** agency data. Red fields are required.
   - Name

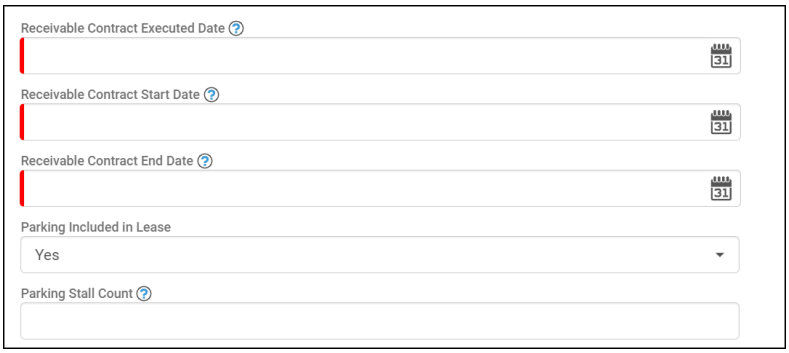
     ➔Use the receivable lease number.
   - Receivable Contract Number

     ➔Must be a unique contract number.



- Receivable Contract Executed Date

  ➔Use the date the last party signed.
- Receivable Contract Start Date
- Receivable Contract End Date



- 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.

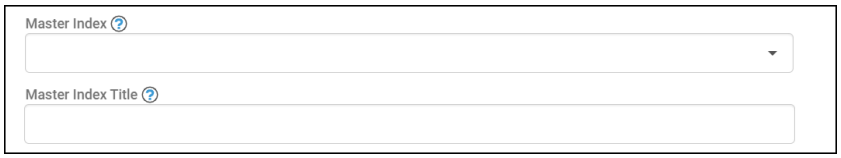
- Manually Record Accounting Entries

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

- 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.



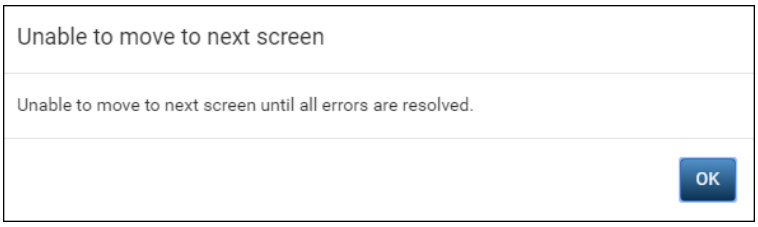
- Accounting Reference

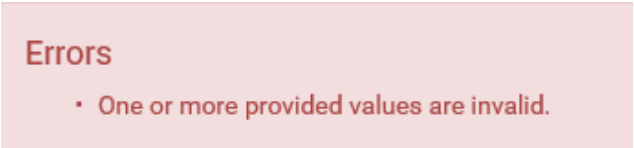
  ➔Accounting coding reference field for agencies manually recording accounting entries. This field will appear on reports used to record accounting entries.

➔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.



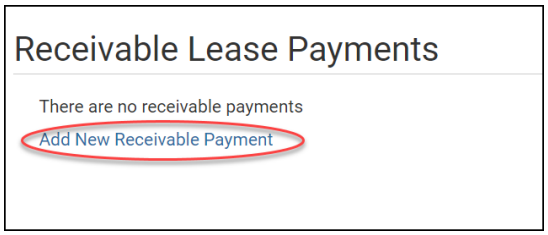


➔**Select** Next > to add a receivable lease payment.

Add a Receivable Lease Payment

1. **Select** Add New Receivable Payment

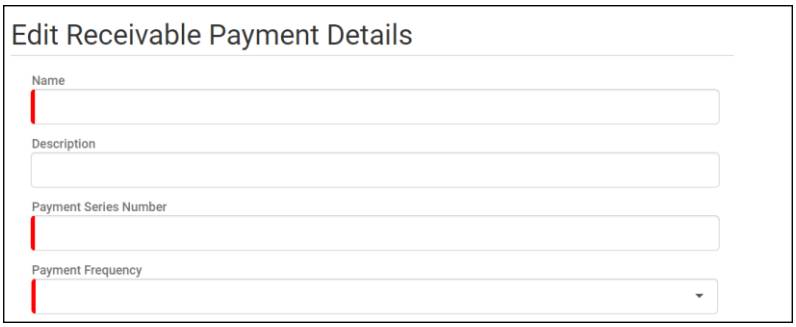
   ➔You cannot save and close the renewal until you add at least one receivable lease payment. If there is no base rent, enter a receivable lease payment for $0.



2. **Enter** agency data. Red fields are required.
   - Name

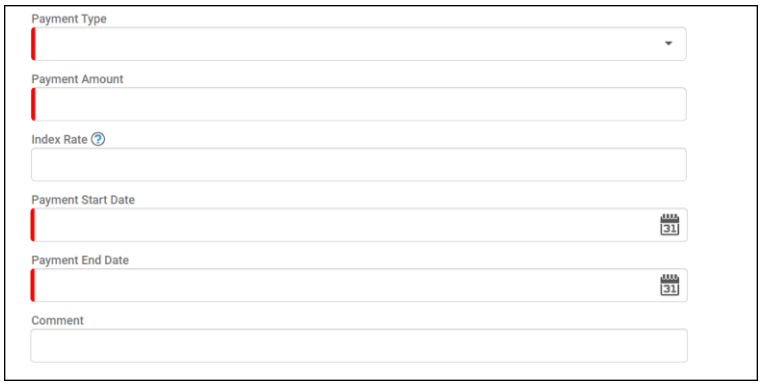
     ➔Use payment type – payment series number (e.g., Base Rent - 1).
   - Payment Series Number

     ➔Use sequential numbers for payment series (1, 2, 3, etc.).
   - Payment Frequency (dropdown)



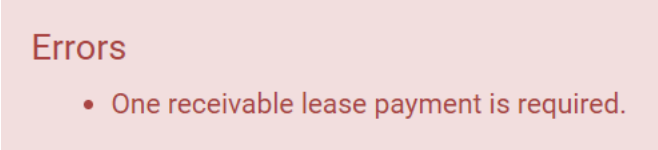
   - Payment Type (dropdown)
   - Payment Amount
   - Index Rate

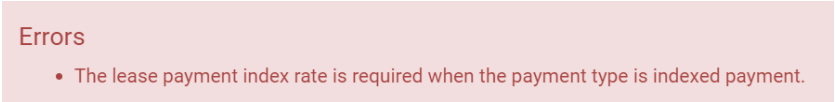
     ➔Use the index or rate in effect at lease commencement.
   - Payment Start Date
   - Payment End Date



3. **Select** SAVE CHANGES

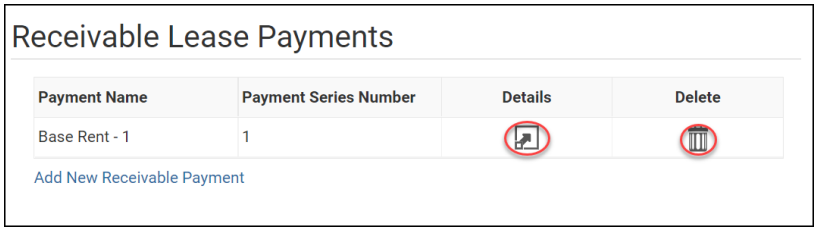
➔This table includes the following checks:
- At least one lease payment is required.
- All required fields are completed.
- The payment start and end dates must fall within the parameters of the master lease contract start and end dates.
- The Index Rate is required if the payment type is “indexed payment.”





➔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.



➔If you need to edit a receivable lease space, select Next >.

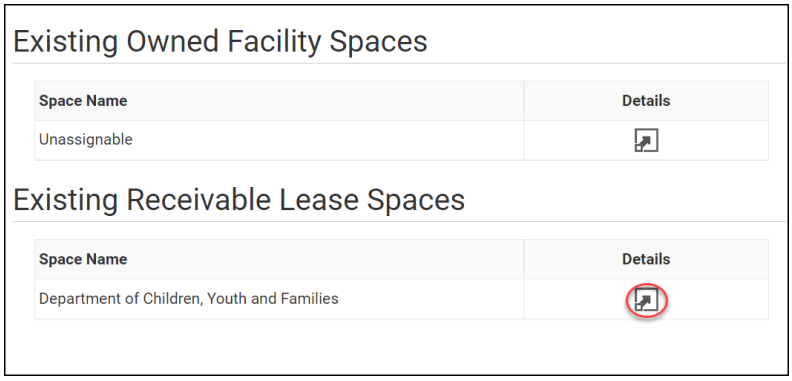
➔If you **do not** need to edit a receivable lease space but do need to add a receivable lease option, select Next > twice.

➔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.

Edit Existing Receivable Space(s)

➔The system will display all active spaces associated with the receivable lease as well as spaces associated with the owned facility or master lease contract.

1. **Select** the details icon.



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 square feet of all spaces exceed the total square feet in the owned facility or master lease contract.

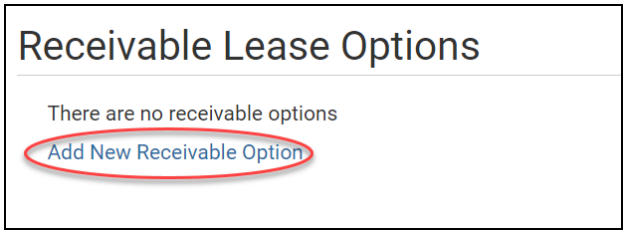
3. Select SAVE CHANGES

➔If you need to add a receivable lease option, select Next ❯.

➔If you do not need to add a receivable lease option, select Next ❯ three times to skip ahead to Data Review.

Add a Receivable Lease Option

1. Select Add New Receivable Option



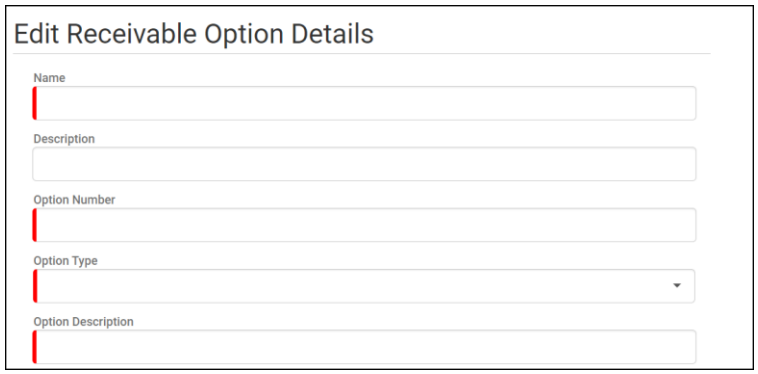
2. Enter agency data. Red fields are required.

- 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.

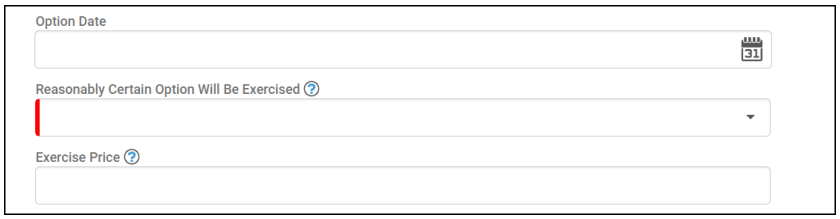


- Option Date
- Reasonably Certain Option Will Be Exercised (yes/no)

  ➔This field is needed to determine whether or not this payment should be included in the lease liability and lease asset calculations.
- Exercise Price

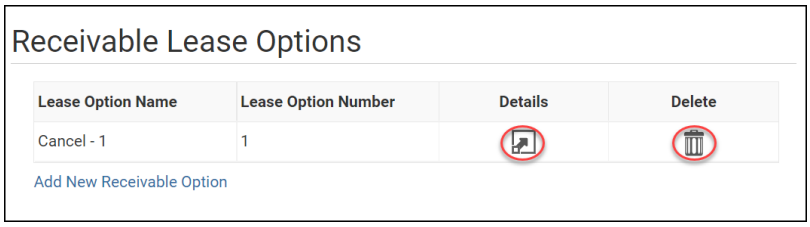
  ➔The exercise price of the purchase option if it is reasonably certain that the lessee will exercise that option.

  ➔Required if option type is Purchase and Resonably Certain is marked "yes."



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

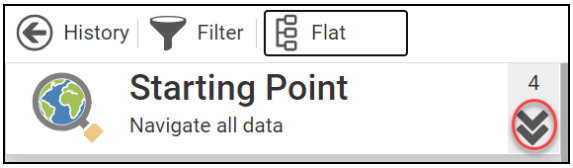
➔Repeat this process if there is more than receivable lease option.



➔Select Next > twice to review your data.

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.

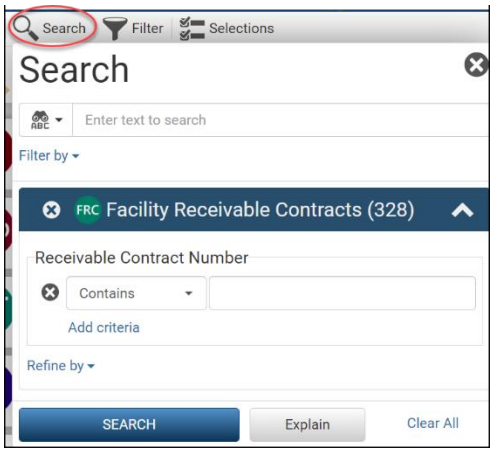
➔When you complete the renewal, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

➔Continue to the next step below to upload a copy of the new contract.

Upload Copy of New Contract

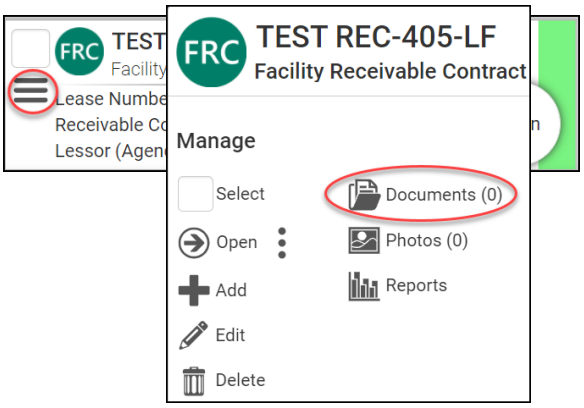
1. **Select** the Search search button on the data explorer tool bar.

   ➔Your filters will remain in place from your original search.
2. **Remove** the old receivable lease number and enter the new one.
3. **Select** SEARCH

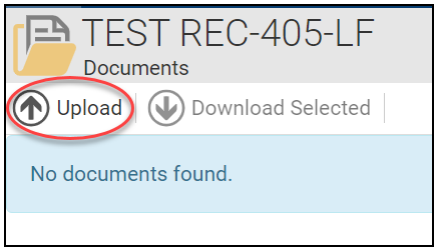


4. **Select** the ☰ menu button on the new receivable lease tile.
5. **Select** Documents

   ➔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.