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

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New receivable leases are added to FPMT after the lease contract has been executed.
✓ You will need a copy of the new lease contract so that you can provide required information.
Add New Receivable Lease Contract

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

1. **Select:** Open.

2. **Select:** Search.

3. **Select:** Filter by.
4. **Select:** Agencies.
5. **Select:** Refine by.
6. **Select:** Agency abbreviation.

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

7. **Select:** Your agency.
8. **Select:** Search.
9. **Select:** Open.

10. **Select:** Menu.
11. **Select:** Add.

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

13. **Select:** Create a new other asset receivable contract.
14. **Input:** Name.
   ➔ Use receivable lease number for the name.
   ➔ Receivable lease contract properties includes several optional fields. For example, description is optional.

15. **Input:** Receivable contract number.
   ➔ Use a unique receivable contract number.

16. **Select:** Lessor.
   ➔ Use lessor name as stated on lease agreement.

17. **Select:** Lessee.

18. **Select:** Receivable contract type.

19. **Input:** Receivable contract executed date.
   ➔ Use date the last party signed the lease agreement.

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

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

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

23. **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.
24. **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).

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

26. **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.

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

28. **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.

9. **Input**: Payment amount.

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.
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.

   **Receivable Option Status**
   - Active

   **Reasonably Certain Option Will Be Executed**
   -

   **Exercise Price**
   -

   **Comment**
   -

11. **Select:** Save and close.
   ➔ FPMT will add the option information.

**Inactivate Expired Receivable Lease Contract**

Use the receivable lease contract menu to inactivate the expired lease contract.
✓ When you inactivate the lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.

1. **Select:** Menu.

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

3. **Select:** Receivable contract status.
   ➔ 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.

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

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

   **Comment**
   -

5. **Select:** Save and close.