This job aid provides information for agency accounting staff who will use the receivable review business process wizard to review/edit receivable lease contract information.

Overview

The receivable review business process wizard combines several procedures to review and update receivable leases (state is the lessor) for facilities, land, and other assets. FPMT will guide you through a sequence of steps to review/edit data.

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<td>Review receivable lease contracts and edit data if needed.</td>
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<td>Use the data review section to review receivable leases for facilities, land, and other assets. &lt;br&gt;✓ Select save and close to exit the business process wizard.</td>
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Agency accounting staff will use this business process wizard to provide information about receivable lease contracts, options, amendments, payments, and other financial data.

✓ This business process wizard is part of a two-step process for facility leases. For example, facility users will use a receivable lease facility business process wizard to complete the facility-related steps and accounting users will use this business process wizard to complete the accounting-related steps. This two-step process will require coordination between agency facilities staff and accounting staff if the facility user does not also have the accounting role to complete both steps. If both steps are not completed, FPMT will consider the receivable lease contract ‘invalid’ and information about the receivable lease facility will not appear on some reports until the additional financial data is added.
Start Business Process Wizard

The receivable review business process wizard is available from the agency menu.

1. Select: Open.

2. Select: Search.

   ➔ FPMT will display a list of criteria.


5. Select: Refine by.

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

7. Select: Search.

8. Select: Menu.

   ➔ FPMT will display the receivable review business process wizard in multiple steps so that you can focus on specific data for facilities, land, and other assets.
Facility Receivable Contracts

FPMT will display a list of active receivable contracts for the agency.

✔ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts. For each receivable contract, you can also edit and add payments, options, and amendments.

1. **Select:** Details.
   - ✔ FPMT will display receivable contract details.
   - ✔ Use the search option to find a lease contract in the list.
   - ✔ If you do not want to review/edit facility receivable contracts, select next to go to the next step in the business process wizard.

2. **Review/Edit:** Facility receivable contract details.
   - ✔ Use the scroll bar to review/edit additional data.
   - ✔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. **Select:** Next.
   - ✔ FPMT will display the next step to review/edit receivable payments.
   - ✔ FPMT will display an error message if there are data validation issues that you need to correct.

   ✔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

   - **Manually Record Accounting Entries:**
     - ✔ If yes, FPMT will not send any transactions to AFRS for this contract.
     - ✔ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
# Facility Receivable Payments

FPMT will display a list of active receivable payments for the receivable lease contract.

- For facility receivable lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for [renew facility lease/receivable lease with deferred maintenance](#).

1. **Select:** Details.  
   ➔ FPMT will display receivable payment details.

2. **Review/Edit:** Receivable payment details.  
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.  
   ➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.  
   ➔ FPMT will display the next step to review/edit receivable options.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
Add New Receivable Payment

You can add receivable payments to the receivable contract.

For facility receivable lease contracts with deferred maintenance, you will need to complete additional steps for payments. Reference the job aid for **renew facility lease/receivable lease with deferred maintenance**.

1. **Select:** Add new receivable payment.
   ➔ FPMT will display receivable payment details.

2. **Input:** Name.
   ➔ Use payment type - payment series number (payment type dash payment series number).
   ➔ Description is optional.

3. **Input:** Payment series number.
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. **Select:** Payment frequency.

5. **Select:** Payment type.

6. **Input:** Payment amount.

7. **Input:** Index rate.
   ➔ Use the index or rate in effect at lease commencement.

8. **Input:** Payment start date.
9. **Input:** Payment end date.
   ➔ Comments are optional.

10. **Select:** Save changes.
    ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Facility Receivable Options
FPMT will display a list of active receivable options for the receivable contract.

1. Select: Details.
   ➔ FPMT will display receivable option details.

2. Review/Edit: Lease option details.
   ➔ Use the scroll bar to review/edit additional data.

3. Select: Save changes.
   ➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. Select: Next.
   ➔ FPMT will display the next step to review/edit receivable lease amendments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
Add New Receivable Lease Option
You can add receivable options to the receivable contract.

1. **Select:** Add new receivable option.
   ➔ FPMT will display receivable option details.

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

3. **Input:** Option number.
   ➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

4. **Select:** Option type.

5. **Input:** Option description.
   ➔ Option date is optional.

6. **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.

7. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Facility Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. **Select:** Details.
   ➔ FPMT will display receivable amendment details.

2. **Review/Edit:** Receivable amendment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
   ➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

5. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable contracts.

   ➔ In this example, we can select another receivable contract to review or select next to go to the next step in the business process wizard.
Add New Receivable Amendment

You can add receivable amendments to the receivable contract.

- Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select:** Add new receivable amendment.
   ➔ FPMT will display receivable amendment details.

2. **Input:** Name.
   ➔ Use the amendment type and amendment number for the name.
   ➔ Description is optional.

3. **Input:** Amendment number.
   ➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).
4. **Select:** Amendment type.

5. **Input:** Amendment description.
   ➔ Provide brief description of what has changed in the lease.

6. **Input:** Amendment effective date.
7. **Input:** Amendment execution date.
   ➔ Comments are optional.

8. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Land Receivable Lease Contracts

FPMT will display a list of active receivable contracts for the agency.
✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts.
✓ For each receivable contract, you can also edit and add payments, options, and amendments.

1. Select: Details.
   ➔ FPMT will display receivable contract details.
   ➔ Use the search option to find a lease contract in the list.
   ➔ If you do not want to review/edit land receivable contracts, select next to go to the next step in the business process wizard process.

   ➔ Use the scroll bar to review/edit additional data.
   ➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

   ➔ FPMT will display the next step to review/edit receivable payments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

   Manually Record Accounting Entries
   Yes
   ✓ If yes, FPMT will not send any transactions to AFRS for this contract.
   ✓ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
**Land Receivable Lease Payments**

FPMT will display a list of active receivable lease payments for the receivable lease contract.

1. **Select:** Details.
   ➔ FPMT will display receivable payment details.

2. **Review/Edit:** Receivable payment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable lease options.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
Add New Receivable Lease Payment

You can add receivable lease payments to the receivable lease contract.

1. **Select:** Add new receivable payment.
   ➔ FPMT will display receivable payment details.

2. **Input:** Name.
   ➔ Use payment type - payment series number (payment type dash payment series number).
   ➔ Description is optional.

3. **Input:** Payment series number.
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. **Select:** Payment frequency.

5. **Select:** Payment type.

6. **Input:** Payment amount.

7. **Input:** Index rate.
   ➔ Use the index or rate in effect at lease commencement.

8. **Input:** Payment start date.

9. **Input:** Payment end date.
   ➔ Comments are optional.

10. **Select:** Save changes.
    ➔ FPMT will display an error message if there are data validation issues that you need to correct.

    ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Land Receivable Lease Options

FPMT will display a list of active receivable options for the receivable contract.

1. **Select:** Details.
   ➔ FPMT will display receivable option details.

2. **Review/Edit:** Receivable option details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable amendments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Receivable Lease Option
You can add receivable lease options to the receivable lease contract.

1. Select: Add new receivable lease option.
   ➔ FPMT will display receivable lease option details.

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

3. Input: Option number.
   ➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

4. Select: Option type.

5. Input: Option description.
   ➔ Option date is optional.

6. 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.

7. Select: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Land Receivable Lease Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. **Select:** Details.
   ➔ FPMT will display receivable amendment details.

2. **Review/Edit:** Receivable amendment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
   ➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

5. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable contracts.

> In this example, we can select another receivable lease to review or select next to go to the next step in the business process wizard.
**Add New Receivable Lease Amendment**

You can add receivable amendments to the receivable contract.

- Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select:** Add new receivable amendment.
   - FPMT will display lease amendment details.

2. **Input:** Name.
   - Use the amendment type and amendment number for the name.
   - Description is optional.

3. **Input:** Amendment number.
   - Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. **Select:** Amendment type.

5. **Input:** Amendment description.
   - Provide brief description of what has changed in the lease.

6. **Input:** Amendment effective date.

7. **Input:** Amendment execution date.
   - Comments are optional.

8. **Select:** Save changes.
   - FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Other Asset Receivable Contracts
FPMT will display a list of active receivable contracts for the agency.
✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts.
✓ For each receivable contract, you can also edit and add payments, options, and amendments.

1. Select: Details.
   ➔ FPMT will display receivable contract details.
   ➔ Use the search option to find a lease contract in the list.
   ➔ If you do not want to review/edit other asset receivable contracts, select next to go to the next step in the business process wizard process.

2. Review/Edit: Other asset receivable contract details.
   ➔ Use the scroll bar to review/edit additional data.
   ➔ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.
   ➔ FPMT will display the next step to review/edit receivable payments.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

   ➔ FPMT includes fields on lease contracts so that you can provide additional information for manually recording accounting entries and other financial data.

   Manually Record Accounting Entries
   ☑ If yes, FPMT will not send any transactions to AFRS for this contract.
   ☑ If no, FPMT will send transactions to AFRS for this contract. You will also need to provide additional financial-related information.
Other Asset Receivable Lease Payments
FPMT will display a list of active receivable payments for the receivable contract.

1. **Select:** Details.
   ➔ FPMT will display receivable payment details.

2. **Review/Edit:** Receivable payment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step in the process.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable options.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Receivable Payment

You can add receivable payments to the receivable contract.

1. **Select:** Add new receivable payment.  
   ➔ FPMT will display receivable payment details.

2. **Input:** Name.  
   ➔ Use payment type - payment series number (payment type dash payment series number).  
   ➔ Description is optional.

3. **Input:** Payment series number.  
   ➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. **Select:** Payment frequency.

5. **Select:** Payment type.

6. **Input:** Payment amount.

7. **Input:** Index rate.  
   ➔ Use the index or rate in effect at lease commencement.

8. **Input:** Payment start date.

9. **Input:** Payment end date.  
   ➔ Comments are optional.

10. **Select:** Save changes.  
    ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
**Other Asset Receivable Options**

FPMT will display a list of active receivable options for the receivable contract.

1. **Select:** Details.  
   ➔ FPMT will display receivable option details.

2. **Review/Edit:** Receivable option details.  
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.  
   ➔ FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Next.  
   ➔ FPMT will display the next step to review/edit receivable amendments.  
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.
Add New Receivable Lease Option
You can add receivable options to the receivable contract.

1. Select: Add new receivable option.
   ➔ FPMT will display receivable option details.

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

3. Input: Option number.
   ➔ Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).

4. Select: Option type.

5. Input: Option description.
   ➔ Option date is optional.

6. 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.

7. Select: Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Other Asset Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

1. **Select:** Details.
   ➔ FPMT will display receivable amendment details.

2. **Review/Edit:** Receivable amendment details.
   ➔ Use the scroll bar to review/edit additional data.

3. **Select:** Save changes.
   ➔ FPMT will display the list of receivable amendments so that you can select another receivable amendment, add a new receivable amendment, or go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

4. **Select:** Save changes.
   ➔ FPMT will display a list of active receivable contracts so that you can select another receivable contract for review or select next to go to the next step.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

5. **Select:** Next.
   ➔ FPMT will display the next step to review/edit receivable contracts.

In this example, we can select another receivable lease contract or select next to go to the next step in the business process wizard.
Add New Receivable Lease Amendment

You can add receivable lease amendments to the receivable lease contract.

Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

1. **Select:** Add new receivable lease amendment.
   ➔ FPMT will display lease amendment details.

2. **Input:** Name.
   ➔ Use the amendment type and amendment number for the name.
   ➔ Description is optional.

3. **Input:** Amendment number.
   ➔ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. **Select:** Amendment type.

5. **Input:** Amendment description.
   ➔ Provide brief description of what has changed in the lease.

6. **Input:** Amendment effective date.

7. **Input:** Amendment execution date.
   ➔ Comments are optional.

8. **Select:** Save changes.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.

   ➔ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.
Data Review and Exit Business Process Wizard

FPMT will display receivable contracts for facilities, land, and other assets.

✓ You can expand each area to display specific receivable contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

1. Select: Open.
   ➔ FPMT will display receivable contract information.

2. Select: Save and close.
   ➔ FPMT will display an error message if there are data validation issues that you need to correct.
   ➔ FPMT will save all changes and close the business process wizard.
   ✓ Save and close = save all changes and close the business process wizard.
   ✓ Cancel all changes = cancel all changes and close the business process wizard.

In this example, we select open to review information for a receivable contract.

FPMT uses standard navigation tools to drill-up/drift-down to review information.

✓ Use the navigation options to go back (history) or narrow results (filter) or expand/flatten the hierarchy (flat/hierarchy) to review information.