This job aid provides information for using FPMT to add a new subscription-based information technology arrangement (SBITA), which is entered as a new lease contract for other assets.

Overview

Step	Action	Additional Information
1	Search other asset	Use the search option to confirm the other asset does not already exist in FPMT.
2	Add other asset	Use the search option to find your agency so that you can add the other asset from the agency menu options.
3	Add new lease contract	Use the search option to find the other asset so that you can add a new lease contract.
4	Add lease payment	Use the other asset lease contract menu to add lease payment information.
5	Add lease option	Use the other asset lease contract menu to add lease option information.

Prequisites:
✓ You need a copy of the contract for the subscription-based information technology arrangement so that you can provide required information.
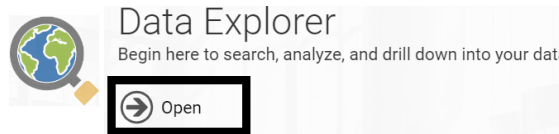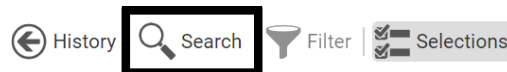
Search New Other Asset

Use the search option to confirm the other asset does not already exist in FPMT.

✓ If the other asset already exists in FPMT, review the information so that you do not add duplicate information.
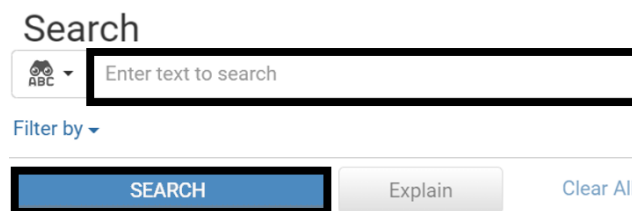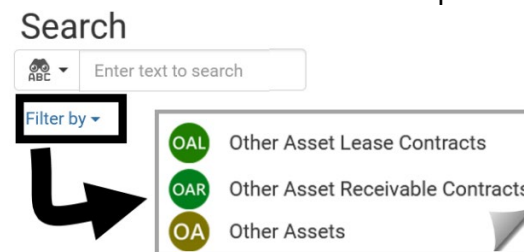
1. **Select:** Open.	Data Explorer *Begin here to search, analyze, and drill down into your data* ⊕ Open
2. **Select:** Search.	← History 🔍 Search ▽ Filter | ☰ Selections
3. **Input:** Search criteria. 4. **Select:** Search. ➔ FPMT will display additional options depending on your search criteria.	Search ABC ▾ | Enter text to search | Filter by ▾ **SEARCH**　Explain　Clear All ➔ You can also use other filter options to search for the other asset. Search ABC ▾ | Enter text to search | Filter by ▾ ↘ OAL Other Asset Lease Contracts OAR Other Asset Receivable Contracts OA Other Assets

Add New Other Asset

Use the search option to find your agency and use your agency menu options to add a new other asset.
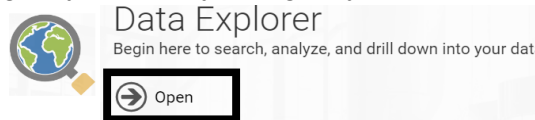
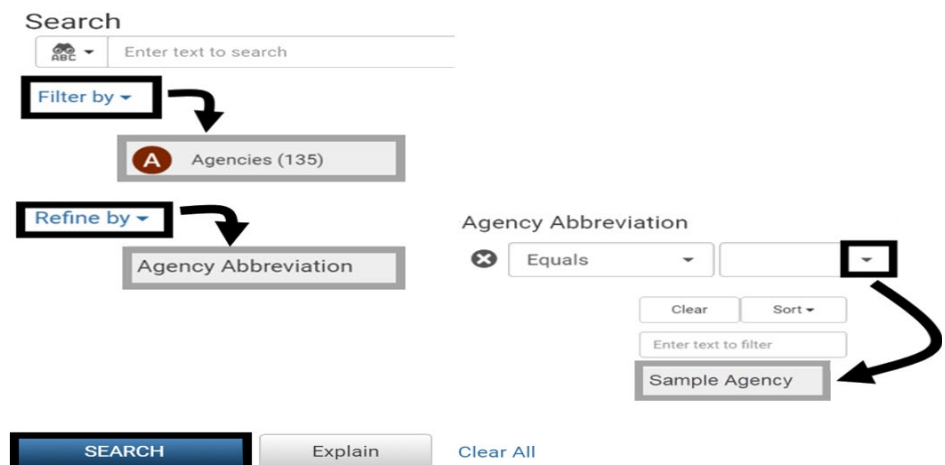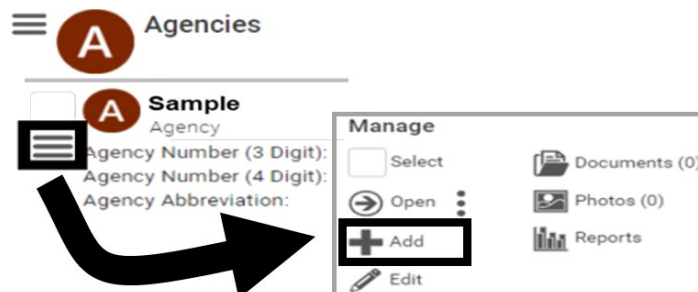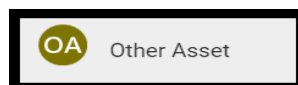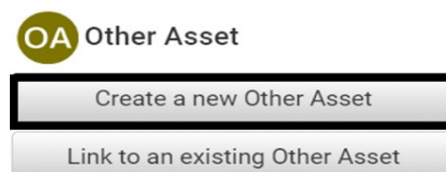|	
1. **Select:** Open.	Data Explorer — Begin here to search, analyze, and drill down into your data. Open
2. **Select:** Search.	History Search Filter	Selections
3. **Select:** Filter by. 4. **Select:** Agencies. 5. **Select:** Refine by. 6. **Select:** Agency abbreviation. ➔ FPMT will display additional options depending on your search criteria. 7. **Select:** Your agency. 8. **Select:** Search.	Search — Enter text to search. Filter by → Agencies (135). Refine by → Agency Abbreviation. Agency Abbreviation — Equals, Clear, Sort, Enter text to filter, Sample Agency. SEARCH Explain Clear All
9. **Select:** Menu. 10. **Select:** Add.	Agencies — Sample Agency — Agency Number (3 Digit): Agency Number (4 Digit): Agency Abbreviation: Manage — Select, Open, Add, Edit, Documents (0), Photos (0), Reports
11. **Select:** Other asset.	OA Other Asset
12. **Select:** Create a new other asset.	OA Other Asset — Create a new Other Asset — Link to an existing Other Asset

13. Input: Name.
  ➔ Use agency SAAM abbreviation - agency assigned common name. For example, DSHS - HQ Copy Machines.
• Description is optional.

Advanced Mode

↩ 🗑 **Other Asset Properties** ⌃

Name

Description

14. Select: Asset type.
  ➔ Software

Asset Type

Equipment
Vehicle
Software
IT Hardware
Other

Asset Common Name ?

15. Input: Asset common name.
  ➔ Use common asset name or description as assigned by your agency.
• Serial number is optional.

Serial Number ?

Note: If the SBITA has a tangible asset, and the contract price can be allocated between the tangible asset and the software, then the tangible asset will need to be entered as a separate Other Asset and its own lease contract.

16. Select: Ownership type.
  ➔ Leased.

Ownership Type

Owned - Asset that is owned by a state agency.

Leased - Asset that is contracted for by the state through a lease or related document.

Other - Asset that is used by the state, but is not owned or leased.

• Address information is optional for new other asset.
  ➔ If you select out of state, input the city name in the city -out of state field.

Primary Address ?

City

Zip Code

Secondary Address ?

City - Out of State ?

Zip +4

Alternative Address ?

County

State

Country

• Legislative district is optional for new other asset. If you do not know the legislative district, use the district finder on the [legislature site](#).

Legislative District

17. Select: Save and close.

  ➔ FPMT will add the new other asset.
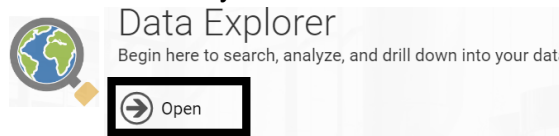
↩ 🗑 Agency To Other Asset Link Properties ⌄

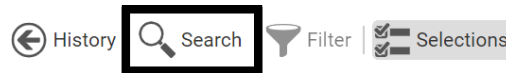↩ Agency Properties ⌄

SAVE AND CLOSE   Cancel

Add New Lease Contract

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

18. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
→ Open

19. Select: Search.

← History   Q Search   ▽ Filter | ☑ Selections

20. Select: Filter by.
21. Select: Agencies.
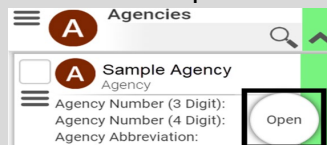**22. Select:** Refine by.
23. Select: Agency abbreviation.
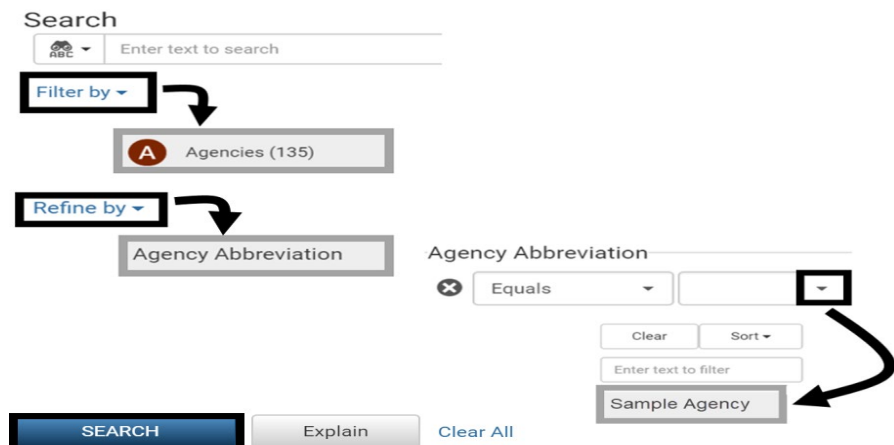➔ FPMT will display additional options depending on your search criteria.
24. Select: Your agency.
25. Select: Search.
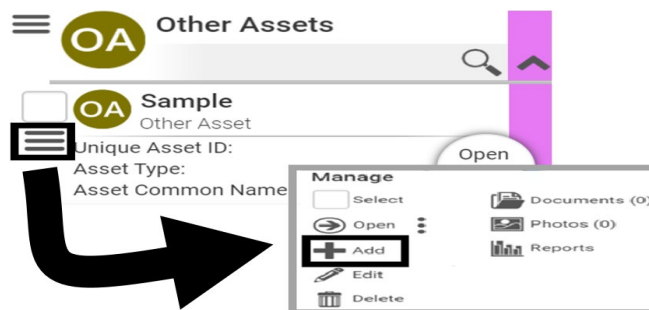**26. Select:** Open.

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.

Search

ABC ▾ | Enter text to search

Filter by ▾
    A Agencies (135)

Refine by ▾
    Agency Abbreviation

Agency Abbreviation
    ✕ | Equals ▾ | ▾
    Clear | Sort ▾
    Enter text to filter
    Sample Agency

SEARCH   Explain   Clear All

Agencies
A Sample Agency
  Agency
Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

27. Select: Menu.
28. Select: Add.

Other Assets
OA Sample
  Other Asset
Unique Asset ID: Open
Asset Type:
Asset Common Name   Manage
    ☐ Select   🗁 Documents (0)
    → Open ⋮   🖾 Photos (0)
    ✚ Add   📊 Reports
    ✐ Edit
    🗑 Delete

29. Select: Other asset lease contract.

OAL Other Asset Lease Contract

30. Select: Create a new other asset lease contract.

OAL Other Asset Lease Contract

Create a new Other Asset Lease Contract

Link to an existing Other Asset Lease Contract
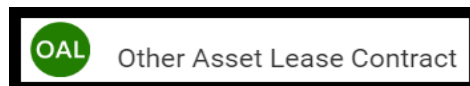
31. Input: Name.
➔ Use contract number for the name.

- Description is optional.

☑ Advanced Mode

↩ 🗑 Other Asset Lease Contract Properties ⌃

Name

Description

32. Input: Lease number.
➔ Use contract number.

33. Input: Lessor.
➔ Use vendor's name as stated on the agreement.

Lease Number

Lessor ⍰

34. Select: Lease type.
➔ Lease

Lease Type

35. Input: Lease (contract) executed date.
➔ Use date the last party signed the agreement.

36. Input: Lease start date.
➔ Use actual contract start date or 7/1/2022, whichever is earlier

37. Input: Lease (contract) end date.

Lease Executed Date ⍰

Lease Start Date

Lease End Date

Note: If the SBITA started pior to 6/30/2022, enter 7/1/2022 as the start date. Only payments on or after 7/1/2022 will be used to calculate the liability and asset.

38. Select: Variable payments.
➔ Does the contract include variable payments based on future performance of your agency, usage of the asset, or number of users?
If yes, provide description (basis, terms, conditions).

Variable Payments

Description of Variable Payments

Note: The amount of variable payments made during the fiscal year must be reported on the Lease & SBITA Disclsoure Form

39. Select: "Yes" Capitalized.
➔ Will this SBITA be capitalized?

Capitalized ⍰

40. Input: Initial direct costs.
➜ Enter capitalizable implementation costs expensed in the current fiscal year and/or accumulated in Construction in Progress (GL 2510) and subscription payments made to the vendor prior to the date the software was placed into service.

Initial Direct Costs ⑦

Note: The amount entered in this field will be added to the initial value of the asset and amortized over the subscription term on the Amortization Schedule.

41. Input: Asset useful life. (in years)
➜ Optional. Provide value if useful life is less than the subscription term.

Asset Useful Life ⑦

➜ *If you leave this field blank, the asset will be amortized over the subscription term.*

42. Input: Interest rate if known.
➜ Use interest rate if stated in contract or incremental borrowing rate for college or university.

Interest Rate if Known ⑦

➜ *If you leave this field blank, the state's incremental borrowing rate will be used for the interest rate.*

43. Select: "*Yes*" Manually record accounting entries.
➜ If yes, FPMT will not send any transactions to AFRS for this contract, and you will need to enter adjustments in AFRS at year-end. this is appropriate for all SBITAs

✓ Master Index and Accounting Reference fields will be optional, but may be helpful references when recording year-end adjustments.

Manually Record Accounting Entries ⑦

Master Index ⑦

Master Index Title ⑦

Accounting Reference ⑦

44. Select: Vendor number.

➔ Vendor number is optional. It is required if you selected 'no' for manually recording accounting entries.

➔ If vendor number is selected, vendor name and address will be updated after the contract is saved and nightly in FPMT from the statewide vendor table.

Vendor Number ?

Vendor Number Suffix ?
Vendor Name ?
Vendor Address 1 ?
Vendor Address 2 ?
Vendor Address 3 ?
Vendor City ?
Vendor State ?

45. Select: Save and close.

➔ FPMT will add the contract information.

↩ 🗑 Other Asset To Other Asset Lease Contract Link Properties ⌄

↩ Other Asset Properties ⌄

SAVE AND CLOSE   Cancel

Add Lease Payment

Use the other asset lease contract menu to provide payment information for the new lease.

✓ If the SBITA has more than one 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).

✓ Only enter payments that started on or after 7/1/2022 for contracts that started prior to 6/30/2022.

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.
   - Base Rent should be used for base subscription payments
   - Indexed payments can be used if the payment amount increases annually by a fixed rate or index

9. **Input:** Payment amount.

10. Input: Index rate.
➔ If there is a payment that increases based on an index or rate, enter the index or rate in effect at lease commencement. Note: You must also select "Indexed Payment" as the payment type

Index Rate ❓

11. Input: Payment start date.
➔ Must be no earlier than 7/1/2022.

12. Input: Payment end date.

Payment Start Date

Payment End Date

Note: If the SBITA started pior to 6/30/2022, enter 7/1/2022 as the start date. Only payments on or after 7/1/2022 will be used to calculate the liability and asset.

13. Select: Day payment initiated.
➔ Select the day FPMT should send the payment transactions to AFRS.

Day Payment Initiated ❓

- Hold payments is optional. If Hold payments = yes, FPMT will send all accounting transactions except the payments (event types 4 and 5), which includes the payments and the reduction of the liability

- Comments are optional.

Lease Payment Status

Active

Hold Payments

No

Comment

14. Select: Save and close.

➔ FPMT will add the payment information.

↶ 🗑 Other Asset Lease Contract To Lease Payment Link Properties ⌄

↶ Other Asset Lease Contract Properties ⌄
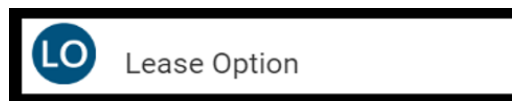
SAVE AND CLOSE   Cancel

Add Lease Option

Use the other asset lease contract menu to provide lease option information for the new lease.

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.

Lease Option Status

Active ▾

Reasonably Certain Option Will Be Exercised ⑦

▾

Exercise Price ⑦

Comment

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

↶ 🗑 Other Asset Lease Contract To Lease Option Link Properties ⌄

↶ Other Asset Lease Contract Properties ⌄

SAVE AND CLOSE   Cancel