



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

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Overview

The lease review business process wizard combines several procedures to review and update leases for facilities, land, and other assets. FPMT will guide you through a sequence of steps to review/edit data.

Step	Action	Additional Information
1	Start business process wizard	Use the search option to find your agency and select review lease business process wizard from the agency menu options.
2	Review/edit facility leases	Review lease contracts and edit data if needed.
3	Review/edit land leases	Review lease contracts and edit data if needed.
4	Review/edit other asset leases	Review lease contracts and edit data if needed.
5	Review changes and exit business process wizard	Use the data review section to review leases for facilities, land, and other assets. ✓ Select save and close to exit the business process wizard.

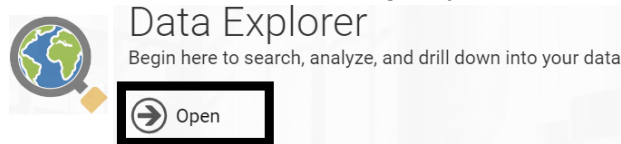
Agency accounting staff will use this business process wizard to provide information about lease contracts, options, amendments, payments, and other financial data.

✓ This business process wizard is part of a two-step process for facility leases. For example, facility users will use a leased 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 lease contract 'invalid' and information about the leased facility will not appear on some reports until the additional financial data is added.

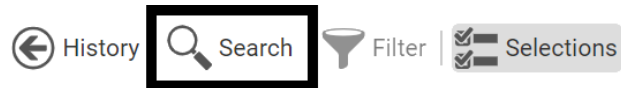
Start Business Process Wizard

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

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

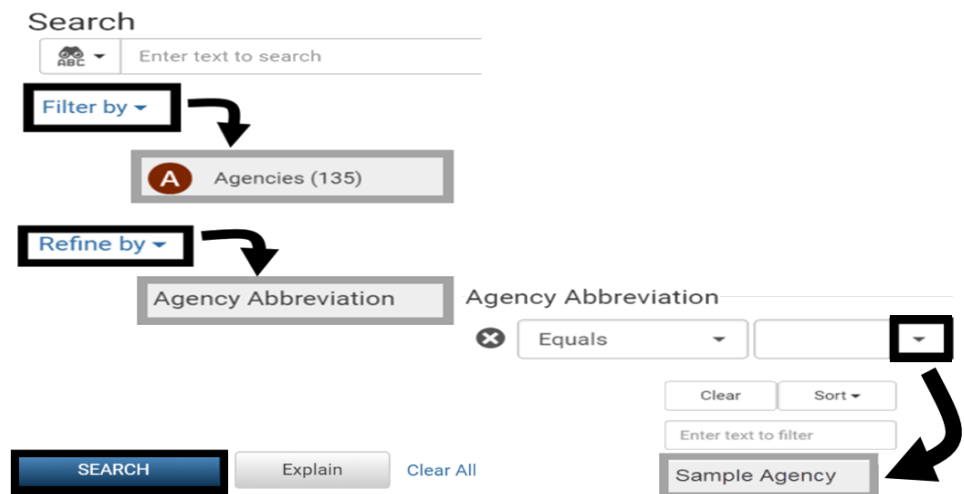
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

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

7. Select: Search.



8. Select: Menu.

9. Select: Lease review.

→ FPMT will display the lease review business process wizard in multiple steps so that you can focus on specific data for facilities, land, and other assets.



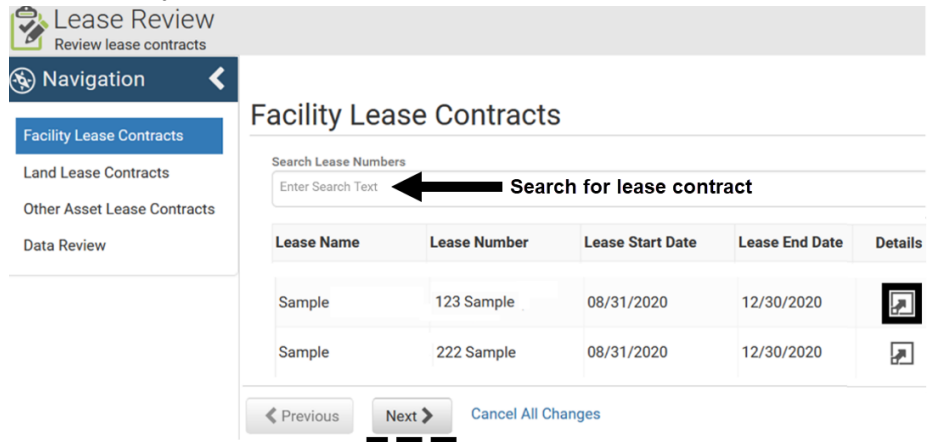
Facility Lease Contracts

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

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

1. Select: Details.

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





Lease Review
Review lease contracts

Navigation

- Facility Lease Contracts**
- Land Lease Contracts
- Other Asset Lease Contracts
- Data Review

Facility Lease Contracts

Search Lease Numbers
Enter Search Text **Search for lease contract**

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	
Sample	222 Sample	08/31/2020	12/30/2020	

[< Previous](#) [Next >](#) [Cancel All Changes](#)

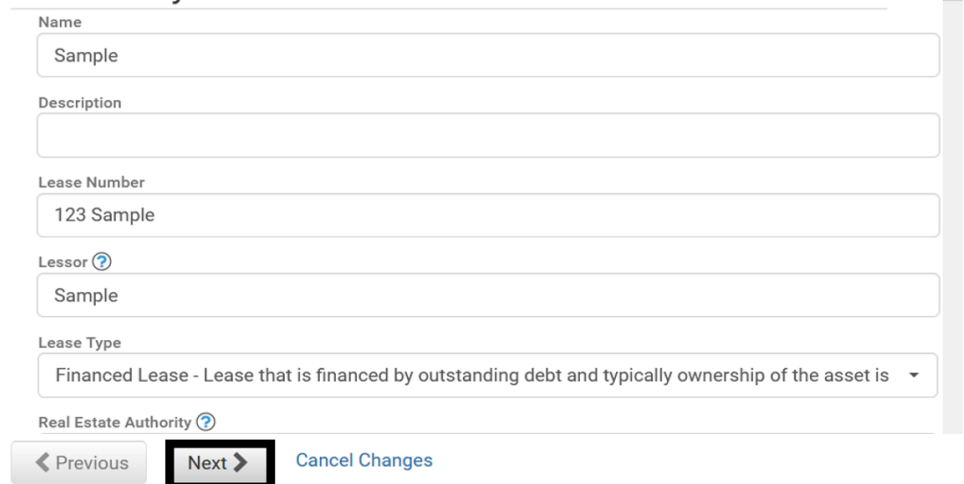
2. Review/Edit: Facility lease contract details.

- ➔ 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 lease payments.
- ➔ FPMT will display an error message if there are data validation issues that you need to correct.


Edit Facility Lease Contract Details





Name
Sample

Description

Lease Number
123 Sample

Lessor 
Sample

Lease Type
Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is 

Real Estate Authority 

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- ➔ 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.

Facility Lease Payments

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

- ✓ For facility 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 lease payment details.

Facility Lease Contracts

Facility Lease Contract
Facility Lease Payments
Facility Lease Options
Facility Lease Amendments

Land Lease Contracts
Other Asset Lease Contracts
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Lease Payment](#)

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Cancel Changes

2. Review/Edit: Lease payment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease payment, or go to the next step.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Payment Details

Name

Sample

Description

Payment Series Number

123 Sample

Payment Frequency

Monthly

Payment Type

SAVE CHANGES

Cancel Changes

4. Select: Next.

→ FPMT will display the next step to review/edit lease options.



→ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Lease Contracts

Facility Lease Contract
Facility Lease Payments
Facility Lease Options
Facility Lease Amendments

Land Lease Contracts
Other Asset Lease Contracts
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

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Add New Lease Payment

You can add lease payments to the lease contract.

- ✓ For facility 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 lease payment.

→ FPMT will display lease payment details.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options



Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

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2. Input: Name.

→ Use payment type - payment series number (payment type dash payment series number).
→ Description is optional.

Name

Description

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.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

7. Input: Index rate.

→ Use the index or rate in effect at lease commencement.

Index Rate 

8. Input: Payment start date.

9. Input: Payment end date.

Payment Start Date

Payment End Date

10. Select: Day payment initiated.

→ Use day payment initiated if transactions are being sent to AFRS.

11. Select: Hold payments.

Day Payment Initiated 

Hold Payments

- 12. Select:** Deferred maintenance.
→ Comments are optional.

Deferred Maintenance

No

Comment

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

SAVE CHANGES

[Cancel Changes](#)

→ 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 Lease Options

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

- 1. Select:** Details.
→ FPMT will display lease option details.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options



Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

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- 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 lease options so that you can select another lease option, add a new lease option, or go to the next step.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Option Details

Name

Sample

Description

Option Number

123 Sample

Option Type

Forward

SAVE CHANGES

[Cancel Changes](#)

- 4. Select:** Next.

→ FPMT will display the next step to review/edit lease amendments.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options



Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

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Add New Lease Option

You can add lease options to the lease contract.

- Select:** Add new lease option.
→ FPMT will display lease option details.

Facility Lease Contracts



- Facility Lease Contract
- Facility Lease Payments
- Facility Lease Options**
- Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

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[Cancel Changes](#)

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

Name

Description

- Input:** Option number.
→ Use option number in the order it appears in lease contract (1, 2, 3, etc.).
- Select:** Option type.
- Input:** Option description.
→ Option date is optional.

Option Number

Option Type

Option Description

Option Date



- 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.

Reasonably Certain Option Will Be Exercised [?](#)

Exercise Price [?](#)

Comment

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

SAVE CHANGES

[Cancel Changes](#)

→ 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 Lease Amendments

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

1. Select: Details.

→ FPMT will display lease amendment details.

Facility Lease Contracts
Facility Lease Contract
Facility Lease Payments
Facility Lease Options
Facility Lease Amendments
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Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Lease Amendment](#)

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[SAVE CHANGES](#)
[Cancel Changes](#)

2. Review/Edit: Lease amendment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Amendment Details

Name

Description

Amendment Number

Amendment Type

Amendment Description

[SAVE CHANGES](#)
[Cancel Changes](#)

4. Select: Save changes.

→ FPMT will display a list of active lease contracts so that you can select another lease 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 lease contracts.

Facility Lease Contracts
Facility Lease Contract
Facility Lease Payments
Facility Lease Options
Facility Lease Amendments
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Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Lease Amendment](#)

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[SAVE CHANGES](#)
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→ In this example, we can select another lease contract to review or select next to go to the next step in the business process wizard.

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	
Sample	222 Sample	08/31/2020	12/30/2020	

[< Previous](#)
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[Cancel All Changes](#)

Add New Lease Amendment

You can add lease amendments to the 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 lease amendment.

→ FPMT will display lease amendment details.

Facility Lease Contracts

Facility Lease Contract

Facility Lease Payments

Facility Lease Options



Facility Lease Amendments

Land Lease Contracts

Other Asset Lease Contracts

Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Lease Amendment](#)

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[Cancel Changes](#)

2. Input: Name.

→ Use the amendment type and amendment number for the name.

→ Description is optional.

Name

Description

3. Input: Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. Select: Amendment type.

Amendment Number

Amendment Type

5. Input: Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

6. Input: Amendment effective date.

7. Input: Amendment execution date.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

8. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

[SAVE CHANGES](#)

[Cancel Changes](#)

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

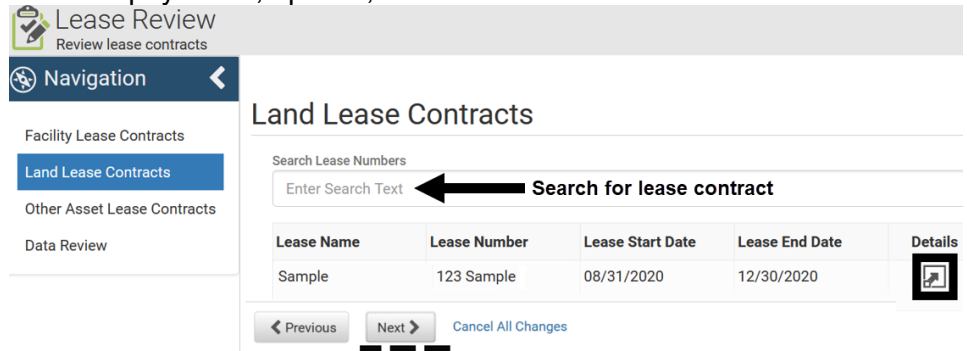
Land Lease Contracts

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

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

1. Select: Details.

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




Lease Review
Review lease contracts

Navigation

- Facility Lease Contracts
- Land Lease Contracts**
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- Data Review

Land Lease Contracts

Search Lease Numbers
Enter Search Text **Search for lease contract**

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	

[Previous](#) [Next](#) [Cancel All Changes](#)

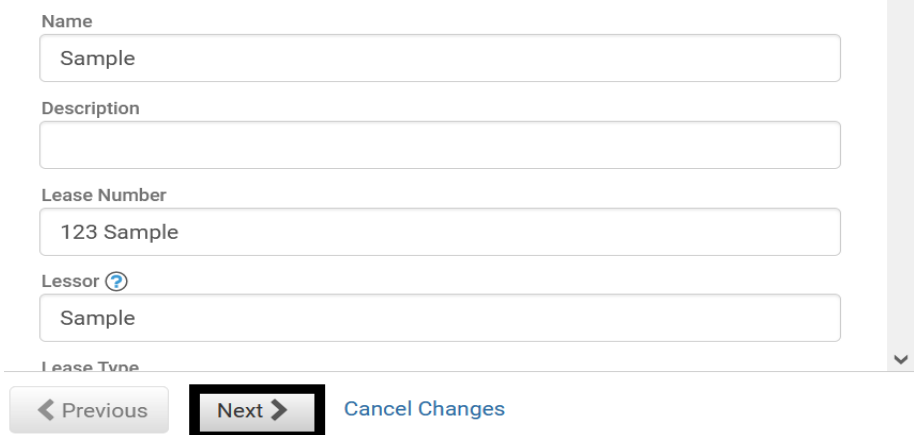
2. Review/Edit: Land lease contract details.

- 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 lease payments.
- FPMT will display an error message if there are data validation issues that you need to correct.

Edit Land Lease Contract Details



Name
Sample

Description

Lease Number
123 Sample

Lessor
Sample

Lease Type

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- 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 Lease Payments



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

1. Select: Details.

→ FPMT will display lease payment details.

- Facility Lease Contracts
 - Land Lease Contracts
 - Land Lease Contract
 - Land Lease Payments**
 - Land Lease Options
 - Land Lease Amendments
 - Other Asset Lease Contracts
- Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Lease Payment](#)

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2. Review/Edit: Lease payment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease payment, or go to the next step.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Payment Details

Name
Sample

Description

Payment Series Number
123 Sample

Payment Frequency
Monthly

Payment Type

SAVE CHANGES

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4. Select: Next.

→ FPMT will display the next step to review/edit lease options.

→ FPMT will display an error message if there are data validation issues that you need to correct.

- Facility Lease Contracts
 - Land Lease Contracts
 - Land Lease Contract
 - Land Lease Payments**
 - Land Lease Options
 - Land Lease Amendments
 - Other Asset Lease Contracts
- Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

[Add New Lease Payment](#)

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Add New Lease Payment

You can add lease payments to the lease contract.

- Select:** Add new lease payment.
→ FPMT will display lease payment details.

Facility Lease Contracts
Land Lease Contracts
Land Lease Contract
Land Lease Payments
Land Lease Options
Land Lease Amendments
Other Asset Lease Contracts
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		
Add New Lease Payment			

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

Name

Description

- Input:** Payment series number.
→ Use sequential numbers for payment series (1, 2, 3, etc.).
- Select:** Payment frequency.
- Select:** Payment type.
- Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- Input:** Index rate.
→ Use the index or rate in effect at lease commencement.

Index Rate 

- Input:** Payment start date.
- Input:** Payment end date.

Payment Start Date

Payment End Date

- Select:** Day payment initiated.
→ Use day payment initiated if transactions are being sent to AFRS.
- Select:** Hold payments.

Day Payment Initiated 

Hold Payments

- 12. Select:** Deferred maintenance.
→ Comments are optional.

Deferred Maintenance

No

Comment

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

SAVE CHANGES

[Cancel Changes](#)

- 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 Lease Options

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

- 1. Select:** Details.
→ FPMT will display lease option details.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

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- 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 lease options so that you can select another lease option, add a new lease option, or go to the next step.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Option Details

Name

Sample

Description

Option Number

123 Sample

Option Type

Fixed

SAVE CHANGES

[Cancel Changes](#)

- 4. Select:** Next.
→ FPMT will display the next step to review/edit lease amendments.
→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

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Add New Lease Option

You can add lease options to the lease contract.

- 1. Select:** Add new lease option.
→ FPMT will display lease option details.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		
Add New Lease Option			

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

Name

Description

- 3. Input:** Option number.
→ Use option number in the order it appears in lease contract (1, 2, 3, etc.).
- 4. Select:** Option type.
- 5. Input:** Option description.
→ Option date is optional.

Option Number

Option Type

Option Description

Option Date



- 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.

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

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

SAVE CHANGES

[Cancel Changes](#)

→ 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 Lease Amendments

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

1. Select: Details.

→ FPMT will display lease amendment details.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

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SAVE CHANGES

Cancel Changes

2. Review/Edit: Lease amendment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Amendment Details

Name

Sample

Description

Amendment Number

123 Sample

Amendment Type

Other Change in Lease Term

Amendment Description

SAVE CHANGES

Cancel Changes

4. Select: Save changes.

→ FPMT will display a list of active lease contracts so that you can select another lease 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 lease contracts.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

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SAVE CHANGES

Cancel Changes

→ In this example, we can select another lease to review or select next to go to the next step in the business process wizard.

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
Sample	123 Sample	08/31/2020	12/30/2020	
Sample	222 Sample	08/31/2020	12/30/2020	

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Cancel All Changes

Add New Lease Amendment

You can add lease amendments to a 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 lease amendment.

→ FPMT will display lease amendment details.

Facility Lease Contracts

Land Lease Contracts

Land Lease Contract

Land Lease Payments



Land Lease Options

Land Lease Amendments

Other Asset Lease Contracts

Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

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SAVE CHANGES

Cancel Changes

2. Input: Name.

→ Use the amendment type and amendment number for the name.

→ Description is optional.

Name

Description

3. Input: Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. Select: Amendment type.

Amendment Number

Amendment Type

5. Input: Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

6. Input: Amendment effective date.

7. Input: Amendment execution date.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

8. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

Cancel Changes

→ 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 Lease Contracts

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

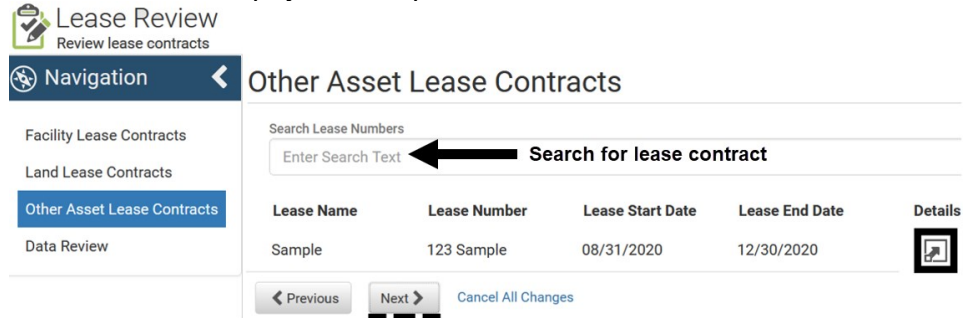
- ✓ FPMT will guide you through the sequence of steps to review and edit data for lease contracts.
- ✓ For each lease contract, you can also edit and add payments, options, and amendments.

1. Select: Details.

→ FPMT will display lease contract details.

→ Use the search option to find a lease contract in the list.

→ If you do not want to review/edit other asset contracts, select next to go to the next step in the business process wizard process.



2. Review/Edit: Other asset lease contract details.

→ Use the scroll bar to review/edit additional data.

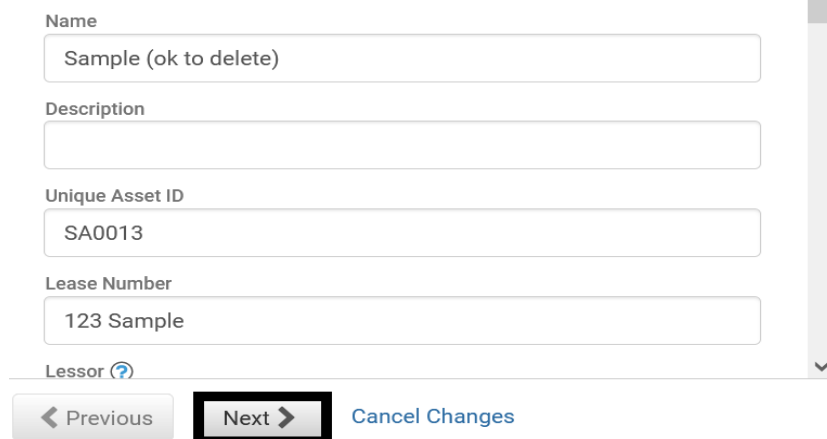
→ FPMT includes additional fields on lease contracts so that you can provide lease accounting information.

3. Select: Next.

→ FPMT will display the next step to review/edit lease payments.

→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Edit Other Asset Lease Contract Details



→ 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.

Other Asset Lease Payments



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

1. Select: Details.

→ FPMT will display lease payment details.

Facility Lease Contracts
Land Lease Contracts
Other Asset Lease Contracts
Other Asset Lease Contract
Other Asset Lease Payments
Other Asset Lease Options
Other Asset Lease Amendments
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

Add New Lease Payment

[< Previous](#)
[Next >](#)
[Cancel Changes](#)

2. Review/Edit: Lease payment details.

→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease payments so that you can select another lease payment, add a new lease 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.

Edit Lease Payment Details

Name

Description

Payment Series Number

Payment Frequency

Payment Type

[SAVE CHANGES](#)
[Cancel Changes](#)



4. Select: Next.

→ FPMT will display the next step to review/edit lease options.

→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Facility Lease Contracts
Land Lease Contracts
Other Asset Lease Contracts
Other Asset Lease Contract
Other Asset Lease Payments
Other Asset Lease Options
Other Asset Lease Amendments
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

Add New Lease Payment

[< Previous](#)
[Next >](#)
[Cancel Changes](#)



Add New Lease Payment

You can add lease payments to the lease contract.

- 1. Select:** Add new lease payment.
→ FPMT will display lease payment details.

Facility Lease Contracts
Land Lease Contracts
Other Asset Lease Contracts
Other Asset Lease Contract
Other Asset Lease Payments
Other Asset Lease Options
Other Asset Lease Amendments
Data Review

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Sample	123 Sample		

Add New Lease Payment

[Previous](#) [Next](#) [Cancel Changes](#)

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

Name

Description

- 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.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

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

Index Rate 

- 8. Input:** Payment start date.
- 9. Input:** Payment end date.

Payment Start Date

Payment End Date

- 10. Select:** Day payment initiated.
→ Use day payment initiated if transactions are being sent to AFRS.
- 11. Select:** Hold payments

Day Payment Initiated 

Hold Payments

- 12. Select:** Deferred maintenance.
→ Comments are optional.

Deferred Maintenance

No

Comment

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

SAVE CHANGES

[Cancel Changes](#)

→ 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 Lease Options

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

- 1. Select:** Details.
→ FPMT will display lease option details.

Facility Lease Contracts

Land Lease Contracts

Other Asset Lease Contracts

Other Asset Lease Contract

Other Asset Lease Payments

Other Asset Lease Options

Other Asset Lease Amendments

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

[< Previous](#)

[Next >](#)

[Cancel Changes](#)

- 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 lease options so that you can select another lease option, add a new lease option, or go to the next step.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Option Details

Name

Sample

Description

Option Number

123 Sample

Option Type

Fixed

SAVE CHANGES

[Cancel Changes](#)

- 4. Select:** Next.
→ FPMT will display the next step to review/edit lease amendments.
→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

Facility Lease Contracts

Land Lease Contracts

Other Asset Lease Contracts

Other Asset Lease Contract

Other Asset Lease Payments

Other Asset Lease Options

Other Asset Lease Amendments

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

[Add New Lease Option](#)

[< Previous](#)

Next >

[Cancel Changes](#)

Add New Lease Option

You can add lease options to the lease contract.

- Select:** Add new lease option.
→ FPMT will display lease option details.

Facility Lease Contracts

Land Lease Contracts

Other Asset Lease Contracts

Other Asset Lease Contract



Other Asset Lease Payments

Other Asset Lease Options

Other Asset Lease Amendments

Data Review

Lease Options

Option Name	Option Number	Details	Delete
Sample	123 Sample		

Add New Lease Option

[Previous](#) [Next](#) [Cancel Changes](#)

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

Name

Description

- Input:** Option number.
→ Use option number in the order it appears in lease contract (1, 2, 3, etc.).
- Select:** Option type.
- Input:** Option description.
→ Option date is optional.

Option Number

Option Type

Option Description

Option Date



- 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.

Reasonably Certain Option Will Be Exercised ?

Exercise Price ?

Comment

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

SAVE CHANGES

[Cancel Changes](#)

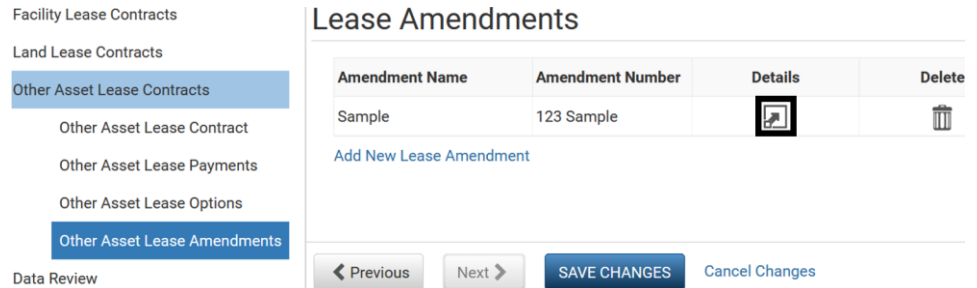
→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

Other Asset Lease Amendments

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

1. Select: Details.

→ FPMT will display lease amendment details.



2. Review/Edit: Lease amendment details.

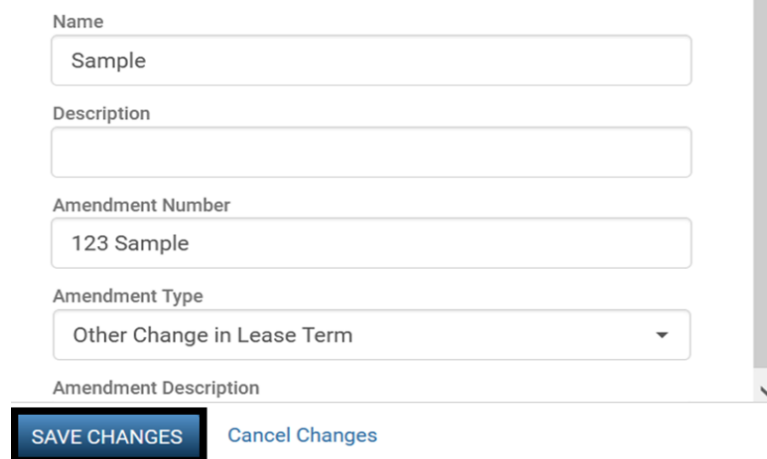
→ Use the scroll bar to review/edit additional data.

3. Select: Save changes.

→ FPMT will display the list of lease amendments so that you can select another lease amendment, add a new lease amendment, or go to the next step.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Lease Amendment Details



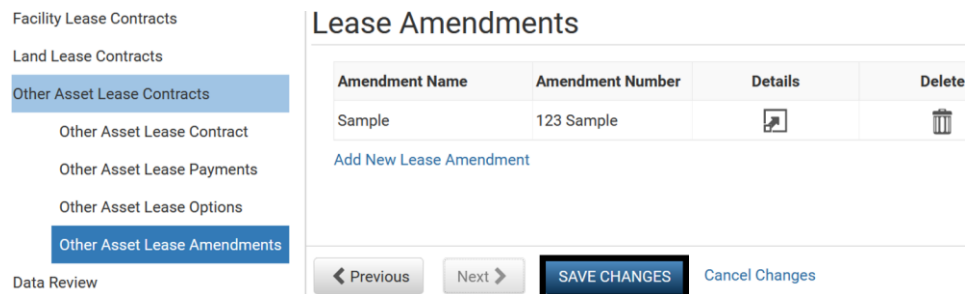
4. Select: Save changes.

→ FPMT will display a list of active lease contracts so that you can select another lease for review or select next to go to the next step.

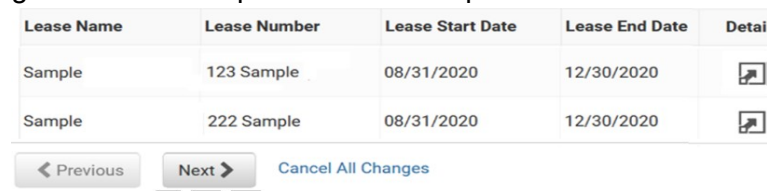
→ FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step.

5. Select: Next.

→ FPMT will display the next step to review/edit lease contracts.



→ In this example, we can select another lease contract or select next to go to the next step in the business process wizard.



Add New Lease Amendment

You can add lease amendments to the 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 lease amendment.

→ FPMT will display lease amendment details.

Facility Lease Contracts

Land Lease Contracts

Other Asset Lease Contracts

Other Asset Lease Contract



Other Asset Lease Payments

Other Asset Lease Options

Other Asset Lease Amendments

Data Review

Lease Amendments

Amendment Name	Amendment Number	Details	Delete
Sample	123 Sample		

[Add New Lease Amendment](#)

[< Previous](#)

[Next >](#)

[SAVE CHANGES](#)

[Cancel Changes](#)

2. Input: Name.

→ Use the amendment type and amendment number for the name.

→ Description is optional.

Name

Description

3. Input: Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. Select: Amendment type.

Amendment Number

Amendment Type

5. Input: Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

6. Input: Amendment effective date.

7. Input: Amendment execution date.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

8. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

[SAVE CHANGES](#)

[Cancel Changes](#)

→ 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 leases for facilities, land, and other assets.

- ✓ You can expand each area to display specific lease 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 lease information.

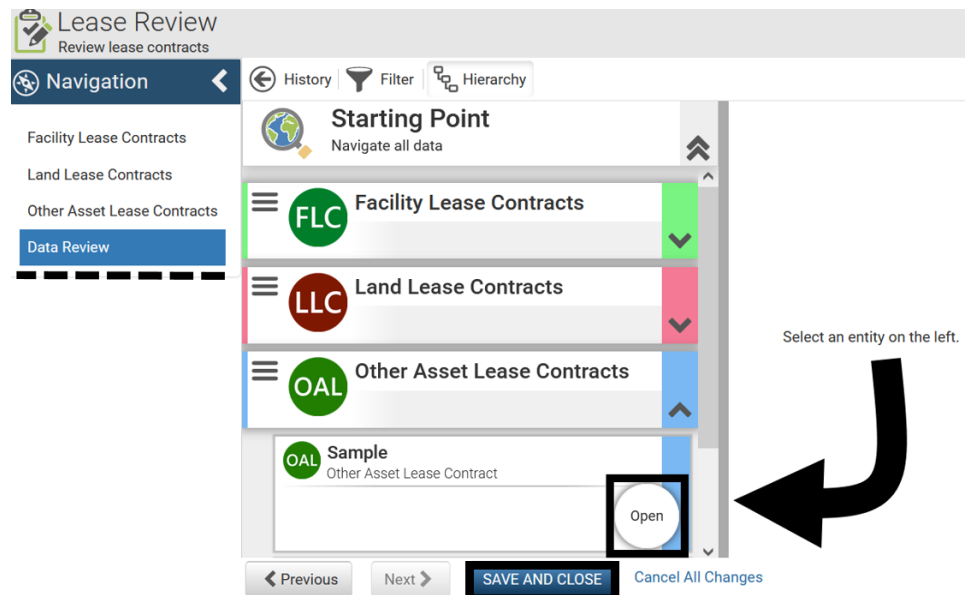
2. Select: Save and close.

→ 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.

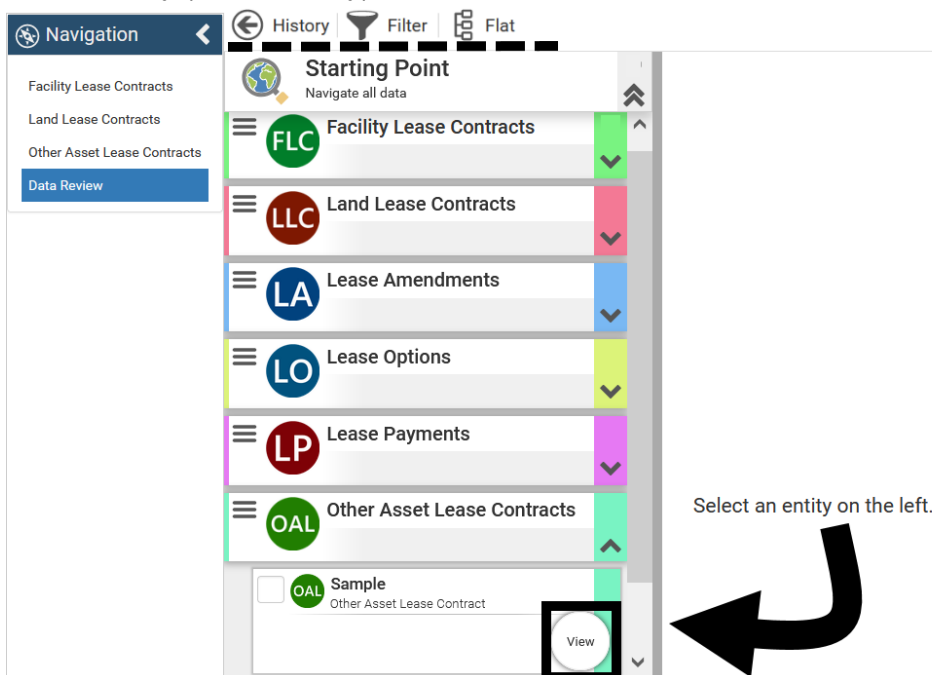
In this example, we select open to review information for a lease contract.



The screenshot shows the 'Lease Review' interface. On the left, a 'Navigation' sidebar lists 'Facility Lease Contracts', 'Land Lease Contracts', 'Other Asset Lease Contracts', and 'Data Review' (which is highlighted). The main area shows a 'Starting Point' section with a list of contract types: 'Facility Lease Contracts' (FLC), 'Land Lease Contracts' (LLC), 'Other Asset Lease Contracts' (OAL), and a 'Sample' contract under 'Other Asset Lease Contracts'. The 'Open' button for the 'Sample' contract is highlighted with a red box. A large black arrow points from the text 'Select an entity on the left.' to the 'Open' button.

→ FPMT uses standard navigation tools to drill-up/drill-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.



This screenshot shows the 'Lease Review' interface with more contract types expanded in the list: 'Lease Amendments' (LA), 'Lease Options' (LO), and 'Lease Payments' (LP). The 'Sample' contract under 'Other Asset Lease Contracts' is still visible. The 'View' button for the 'Sample' contract is highlighted with a red box. A large black arrow points from the text 'Select an entity on the left.' to the 'View' button.