This job aid provides information for using FPMT to renew a master lease contract with associated receivable lease for land.

Overview

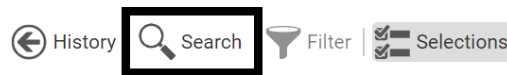| Step	Action	Additional Information
1	Add new master lease contract	Use the search option to find the leased land so that you can add the new master lease contract.
2	Add lease payment	Use the land lease contract menu to add lease payment information for new master lease contract.
3	Add lease option	Use the land lease contract menu to add lease option information if needed for new master lease contract.
4	Update master lease number on leased land	Use the leased land menu to update lease number for new master lease contract.
5	Add new receivable lease contract	Use the receivable land menu to add the new receivable lease contract.
6	Add receivable lease payment	Use the receivable lease contract menu to add lease payment information.
7	Add receivable lease option	Use the receivable lease contract menu to add lease option information if applicable.
8	Update receivable lease number on land	Use the land menu to update the receivable lease number.
9	Link new receivable lease contract to new master lease contract	Use the land lease contract menu to link new receivable lease contract to new master lease contract.
10	Inactivate expired receivable lease contract	Use the receivable lease contract menu to update expired lease status information.
11	Inactivate expired master lease contract	Use the land lease contract menu to update lease status information for expired master lease contract.
Master leases with associated receivable leases are renewed in FPMT on or after the new lease start date. ✓ You will need a copy of the new master lease contract and a copy of the receivable lease contract (with lease acreage square feet and other information as stated in the lease agreement) so that you can provide required information.		

Add New Master Lease Contract

Use the search option to find the leased land so that you can add the new master lease contract.
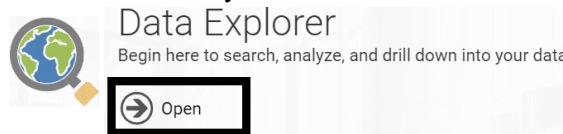
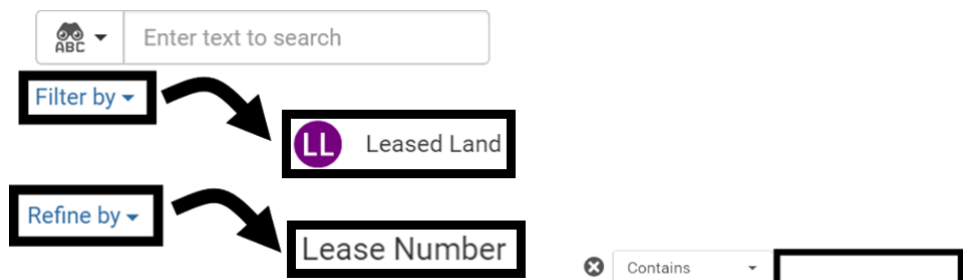|	
1. Select: Open.	**Data Explorer** Begin here to search, analyze, and drill down into your data ⊙ Open
2. Select: Search.	← History 🔍 Search ▽ Filter | ☑ Selections
3. Select: Filter by. **4. Select:** Leased land. **5. Select:** Refine by. **6. Select:** Lease number. ➔ FPMT will display additional options. **7. Input:** Search criteria. **8. Select:** Search.	In this example, we use search tools to filter by leased land and refine by lease number. ABC ▾ | Enter text to search Filter by ▾ → LL Leased Land Refine by ▾ → Lease Number ⊗ Contains ▾ [＿＿]
9. Select: Leased land. ➔ FPMT will display a list of leased land so that you can provide specific information. **10. Select:** Menu. **11. Select:** Add.	☰ LL **Leased Land** 🔍 ⌃ ☐ LL **Sample** Leased Land ☰ FPMT Unique Land ID: Unique Parcel (Land) ID: Open Parcel ID Number: **Manage** ☐ Select 📄 Documents (0) ⊙ Open ⋮ 🖼 Photos (0) ➕ Add 📊 Reports ✏ Edit 🗑 Delete
12. Select: Land lease contract.	LLC **Land Lease Contract**
13. Select: Create a new land lease contract.	Create a new Land Lease Contract
14. Input: Name. ➔ Use lease number for the name. ➔ Lease contract properties includes several optional fields for your agency. For example, description is optional.	☑ Advanced Mode ↩ 🗑 **Land Lease Contract Properties** ⌃ Name [＿＿＿＿＿＿＿＿] Description [＿＿＿＿]

15. Input: Lease number.
➔ Use a unique lease number.

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

Lease Number

Lessor ?

17. Select: Lease type.

Lease Type

18. Input: Leased acreage.
➔ Use square feet as stated in lease agreement.

Leased Acreage ?

19. Input: Lease executed date.
➔ Use date the last party signed the lease agreement.

20. Input: Lease start date.

21. Input: Lease end date.

Lease Executed Date ?

Lease Start Date

Lease End Date

22. 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).

Variable Payments

Description of Variable Payments

23. Input: Initial direct costs.
➔ These are ancillary charges necessary to place the leased land into service.

24. Input: Interest rate if known.
➔ Use interest rate if stated in lease contract or incremental borrowing rate for college or university.

Initial Direct Costs ?

Interest Rate if Known ?

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

25. 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.

Manually Record Accounting Entries ?

Master Index ?

Master Index Title ?

Accounting Reference ?

26. Select: Vendor number.

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

➔ Vendor name and address will be updated 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 ?

27. Select: Lease contract status.

Lease Contract Status

Active - Lease is active and connected to the property.

Lease Contract Inactive Reason

Comment

28. Select: Save and close.

➔ FPMT will add the contract information.

↶ 🗑 Leased Land To Land Lease Contract Link Properties ⌄

↶ Leased Land Properties ⌄
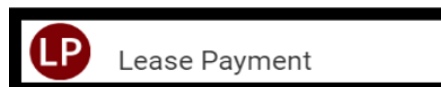
SAVE AND CLOSE   Cancel

Add Lease Payment

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

✓ If the 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:** 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.
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: Day payment initiated. ➔ Use day payment will be recorded in AFRS if transactions are being sent to AFRS.	Day Payment Initiated ⑦ [dropdown]
14. Select: Lease payment status. ➔ Status should be active when adding new lease payment. **15. Select:** Hold payments. ➔ Comments are optional.	Lease Payment Status Active Hold Payments No Comment [text box]
16. Select: Save and close. ➔ FPMT will add the payment information.	↩ 🗑 Land Lease Contract To Lease Payment Link Properties ▼ ↩ Land Lease Contract Properties ▼ SAVE AND CLOSE Cancel

Add Lease Option

Use the land lease contract menu to provide lease option information for the new lease if applicable.

1. Select: Menu. **2. Select:** Add.	☰ (LLC) **Land Lease Contracts** 🔍 ⌃ (LLC) Sample Land Lease Contract ☰ Lease Number: Open Lessor: Lessee (Agency Name) **Manage** ☐ Select 📄 Documents (0) → Open ⋮ 🖼 Photos (0) ➕ Add 📊 Reports ✏ Edit 🗑 Delete
3. Select: Lease option.	(LO) Lease Option
4. Select: Create a new lease option.	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.	Name [text box] Description [text box] Lease Number ⑦

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.

Option Number

Option Type

Option Description

Option Date
31

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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 ?

Exercise Price ?

Comment

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11. Select: Save and close.

➔ FPMT will add the option information.

↩ 🗑 Land Lease Contract To Lease Option Link Properties ⌄
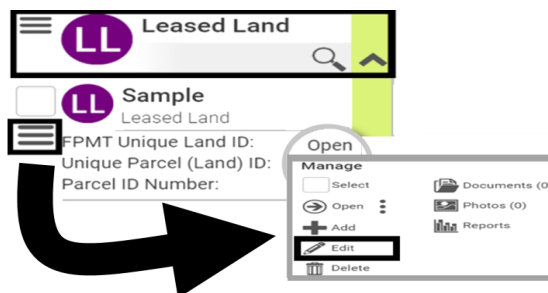
↩ Land Lease Contract Properties ⌄

SAVE AND CLOSE   Cancel

Update Lease Number on Leased Land

Use the leased land menu to update the lease number.

1. Select: Menu.

2. Select: Edit.

☰ **LL** Leased Land
🔍 ⌃

☐ **LL** Sample
Leased Land

☰ FPMT Unique Land ID:
Unique Parcel (Land) ID:
Parcel ID Number:

Open
Manage
☐ Select   📄 Documents (0)
➲ Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

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3. Input: Lease number.

➔ Use the assigned number on the lease contract (this will replace the old lease number).
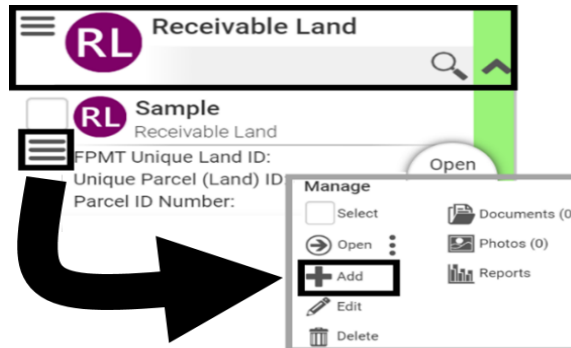
Lease Number

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4. Select: Save and close.

SAVE AND CLOSE   Cancel

Add New Receivable Lease Contract

Use the receivable land menu to add the new receivable lease contract.

1. **Select:** Menu.
2. **Select:** Add.

3. **Select:** Land receivable contract.

4. **Select:** Create a new land receivable contract.

5. **Input:** Name.
➔ Use receivable lease number for the name.
➔ Receivable lease contract properties includes several optional fields for your agency. For example, description is optional.

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

7. **Select:** Receivable contract type.

8. **Input:** Receivable contract acreage.
➔ Use square feet as stated in lease agreement.

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

Receivable Contract Executed Date ?

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

Receivable Contract Start Date ?

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

Receivable Contract End Date ?

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

Debt Issued ?

No

13. **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.

Prepayments ?

14. **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).

Variable Payments ?

Description of Variable Payments ?

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

Interest Rate

16. **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.

Manually Record Accounting Entries ?

Master Index ?

Master Index Title ?

Accounting Reference ?

17. Select: Receivable contract status.

➔ Status should be active when adding new receivable contract.

Receivable Contract Status

Active - Lease is active and connected to the property. ▼

Receivable Contract Inactive Reason

▼

Comment

18. Select: Save and close.
➔ FPMT will add the contract information.

↰ 🗑 Receivable Land To Land Receivable Contract Link Properties ▼

↰ Receivable Land Properties ▼

SAVE AND CLOSE   Cancel

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.

LRC **Land Receivable Contracts**

🔍 ⌃

LRC **Sample**
Land Receivable Contract

Lease Number: Open
Receivable Contract Number: Manage
Lessor (Agency Name):
                                          ☐ Select   📄 Documents (0)
                                          ⊙ Open ⋮   🖼 Photos (0)
                                          ➕ Add   📊 Reports
                                          ✏ Edit
                                          🗑 Delete

3. Select: Receivable payment.

RP **Receivable Payment**

4. Select: Create a new receivable payment.

Create a new Receivable Payment

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

Name

Description

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.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

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

Index Rate ⑦

11. Input: Payment start date.
12. Input: Payment end date.

Payment Start Date

Payment End Date

13. Select: Receivable payment status.
➔ Status should be active when adding new payment.
➔ Comments are optional.

Receivable Payment Status

Active

Comment

14. Select: Save and close.
➔ FPMT will add the payment information.

↶ 🗑 Land Receivable Contract To Receivable Payment Link Properties ⌄
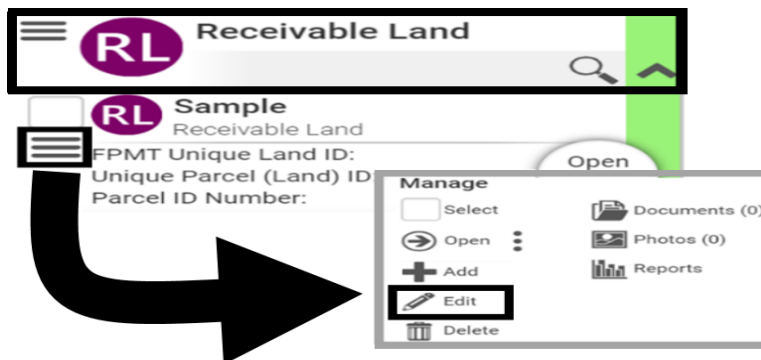
↶ Land Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

Add Receivable Lease Option

Use the receivable lease contract menu to add lease option information if applicable.

1. **Select:** Menu.
2. **Select:** Add.
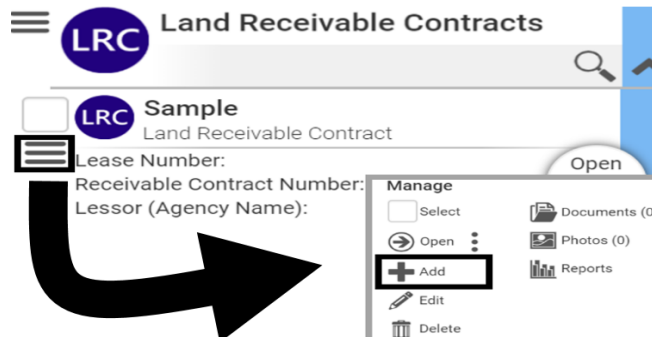
3. **Select:** Receivable option.

4. **Select:** Create a new receivable option.

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

Name

Description

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.

Option Number

Option Type

Option Description

Option Date

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 ⑦

Exercise Price ⑦

Comment

11. **Select:** Save and close.

➔ FPMT will add the option information.

↺ 🗑 Land Receivable Contract To Receivable Option Link Properties ⌄

↺ Land Receivable Contract Properties ⌄

SAVE AND CLOSE   Cancel

Update Receivable Lease Number on Receivable Land

Use the receivable land menu to update the lease number.

1. **Select:** Menu.
2. **Select:** Edit.

RL Receivable Land

RL Sample
Receivable Land
FPMT Unique Land ID:
Unique Parcel (Land) ID
Parcel ID Number:

Open

Manage

☐ Select   🖶 Documents (0)
→ Open   ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

3. **Input:** Receivable lease number.

➔ Use number assigned by parent agency, DES, or institution. This number must be unique and different than master lease number.

Receivable Lease Number ⑦

4. **Select:** Save and close.
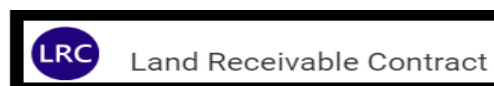
SAVE AND CLOSE   Cancel

Link New Receivable Lease Contract To New Master Lease Contract

Use the land lease contract menu to link the new receivable lease contract to the new master lease contract.
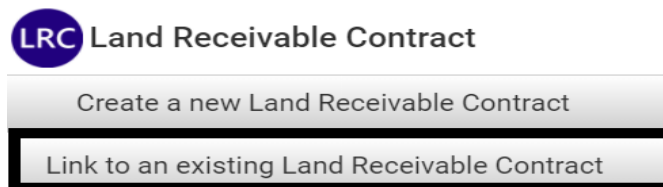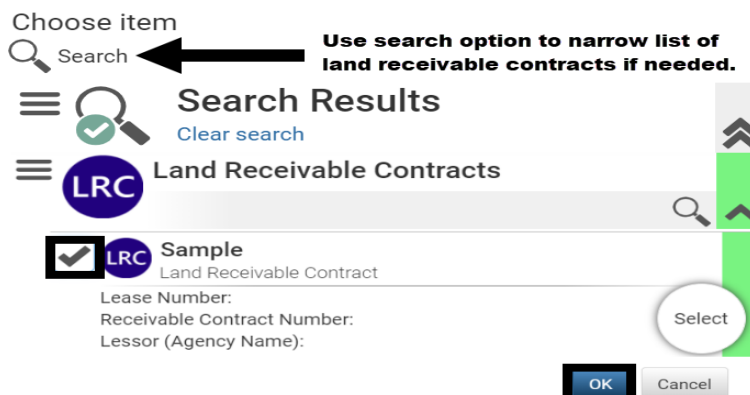
1. **Select:** Menu.
2. **Select:** Add.

3. **Select:** Land receivable contract.

4. **Select:** Link to an existing land receivable contract.

5. **Select:** Checkbox next to land receivable contract.
6. **Select:** Ok.
➔ Use the search option to narrow the list of contracts if needed.

In this example, we use the search option to find the receivable contract number so that we can narrow the list of contracts.

Inactivate Expired Receivable Lease Contract

Use the receivable lease contract menu to inactivate the expired lease contract.

✓ When you inactivate the lease contract, FPMT will also inactivate any associated lease amendments, lease options, and lease payments.

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. ▾

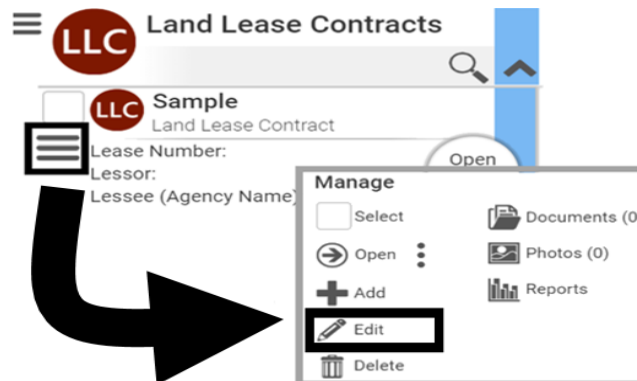**Comment**

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

SAVE AND CLOSE   Cancel

Inactivate Expired Master Lease Contract

Use the land lease contract menu to inactivate the expired lease contract.

✓ When you inactivate the lease contract, FPMT will also inactivate any associated lease amendments, lease options, and lease payments.

1. **Select:** Menu.
2. **Select:** Edit.
➜ Ensure you are editing the expired lease contract.

3. **Select:** Lease contract status.
➜ Use the inactive status for the expired lease contract.
4. **Select:** Lease contract inactive reason.
➜ Use the expired reason because the lease was replaced with a new lease.
➜ Comments are optional.

Lease Contract Status

Inactive - This leased land is no longer a part of the state's inventory. ▾

Lease Contract Inactive Reason

Expired - The lease has expired and was replaced with a new lease. ▾

Comment

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

SAVE AND CLOSE   Cancel