This job aid provides information about additional steps that are needed for lease payments when agency accounting staff are renewing a facility lease with deferred maintenance (or facility receivable lease with deferred maintenance).

## Overview

| Action | Additional Information |
|---|---|
| New lease has started | Use the business process wizard for lease review or receivable review to add/edit new lease payments for deferred maintenance.<br>✓ You can also add/edit lease payments when using the renew business process wizards for facility leases/receivable leases. |
| Notice to proceed is received | Use the business process wizard for lease review or receivable review to add/edit lease payments.<br>✓ Edit lease payment for deferred maintenance.<br>✓ Add new lease payment. |
| Notice to proceed is received late and vendor was paid too little or too much | Use the business process wizard for lease review or receivable review to add/edit lease payments.<br>✓ Edit lease payment for deferred maintenance.<br>✓ Add new lease payment.<br>✓ Ensure lease liability and lease asset amounts are adjusted and vendor is paid accurately. |

When a lease is renewed in FPMT, the system will inactivate the old lease contract (and associated lease payments) and create a new lease contract so that agency accounting staff can provide information about the new lease terms (including new lease payments). For additional information about renewing facility leases/receivable leases in FPMT, reference the job aids for facility business process wizards.

✓ For facility lease/receivable lease contracts with deferred maintenance, additional steps are needed for the payment information. For example, you will need to add a new payment for the deferred maintenance and add/edit payments when the notice to proceed is received.

✓ FPMT includes a 'deferred maintenance' field (located near the bottom of the payment screen). The default value is 'no' so you will need to select 'yes' when you add a payment for deferred mainenance.

## New Lease Has Started

When you renew a facility lease, FPMT will inactivate the old lease contract (and associated lease payments) and create a new lease contract so that you can provide information about the new lease terms. For example, you will need to add new lease payments for the new lease contract.

| Add new lease payment for deferred maintenance. ➔ For example, lease term is 7/1/2021 through 6/30/2024. | |
|---|---|
| **New Lease Payment** (deferred maintenance) | **Additional Information** Deferred Maintenance [Yes ▾] |
| Name | Use deferred maintenance for the payment name. |
| Payment Amount | Use old payment amount or agreed payment amount until the deferred maintenance is complete. |
| Payment Start Date | Use start date that is on the new lease term. ✓ For example, 7/1/2021. |
| Payment End Date | Use end date that is on the new lease term. ✓ For example, 6/30/2024. |

## Notice To Proceed Is Received

When the notice to proceed is received, you will need to adjust the payment end date for the lease payment associated with the deferred maintenance. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

| Edit deferred maintenance payment and add new lease payments. ➔ For example, lease term is 7/1/2021 through 6/30/2024 and the notice states the new payment begins 10/1/2021. ✓ Payment 1: deferred maintenance amount (7/1/2021 – 9/30/2021). ✓ Payment 2 and beyond: payments based on new lease contract (10/1/2021 – 6/30/2024). | |
|---|---|
| **Deferred Maintenance Lease Payment** (payment 1) | **Additional Information** Deferred Maintenance [Yes ▾] |
| Payment End Date | Use end date based on date specified in the notice. ✓ For example, 9/30/2021. |
| **New Lease Payment** (payment 2 and beyond) | **Additional Information** Deferred Maintenance [No ▾] |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount based on new lease contract. |
| Payment Start Date | Use start date based on the date specified in the notice to align with date new payment amount was due. ✓ For example, 10/1/2021. |
| Payment End Date | Use end date that is on the new lease term. ✓ For example, 6/30/2024. |

## Notice To Proceed Is Received Late and Vendor Was Paid Too Little

If the notice to proceed is received late and the vendor was paid too little, you will need to adjust the payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

### Agency Recording Accounting Entries Manually

If the notice to proceed is received late and the vendor was paid too little, you will need to adjust the payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

✓ If your agency is recording accounting entries manually, you will also need to adjust the lease liability and lease asset, and send the additional payment to the vendor manually.

| Edit deferred maintenance payment and add new lease payments. | |
|---|---|
| ➔ For example, lease term is 7/1/2021 through 6/30/2024 and the notice states the new payment begins 10/1/2021 but the notice was not received until 11/15/2021. | |
| ✓ Payment 1: deferred maintenance amount (7/1/2021 – 9/30/2021). | |
| ✓ Payment 2 and beyond: payments based on new lease contract (10/1/2021 – 6/30/2024). | |
| **Deferred Maintenance Lease Payment** (payment 1) | **Additional Information** <br> Deferred Maintenance <br> Yes ▾ |
| Payment End Date | Use end date based on date specified in the notice. <br> ✓ For example, 9/30/2021. |
| **New Lease Payment** (payment 2 and beyond) | **Additional Information** <br> Deferred Maintenance <br> No ▾ |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount based on new lease contract. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with date new payment amount was due. <br> ✓ For example, 10/1/2021. |
| Payment End Date | Use end date that is on the new lease term. <br> ✓ For example, 6/30/2024. |

## Agency Using FPMT For Accounting Transactions

If the notice to proceed is received late and the vendor was paid too little, you will need to adjust the payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

| | |
|---|---|
| **Edit deferred maintenance payment and add new lease payments.**<br>➔ For example, lease term is 7/1/2021 through 6/30/2024 and the notice states the new payment begins 10/1/2021 but the notice was not received until 11/15/2021.<br>✓ Payment 1: deferred maintenance amount (7/1 2021 – 9/30/2021).<br>✓ Payment 2: payment amount plus any amounts due from previous month(s) for 1 month (10/1/2021).<br>✓ Payment 3 and beyond: payments based on new lease contract (11/1/2021 – 6/30/2024). | |
| **Deferred Maintenance Lease Payment**<br>(payment 1) | **Additional Information**<br>Deferred Maintenance<br>Yes ▾ |
| Payment End Date | Use end date based on date specified in the notice.<br>✓ For example, 9/30/2021. |
| **New Lease Payment**<br>(payment 2) | **Additional Information**<br>Deferred Maintenance<br>No ▾ |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount plus any amounts due from previous month(s) for 1 month. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with payment amount plus any amounts due from previous month(s) for 1 month.<br>✓ For example, 10/1/2021. |
| Payment End Date | Use end date to align with the month in which the new payment amount was due.<br>✓ For example, 10/31/2021. |
| **New Lease Payment**<br>(payment 3 and beyond) | **Additional Information**<br>Deferred Maintenance<br>No ▾ |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount based on new lease contract. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with date new payment amount was due (plus 1 month).<br>✓ For example, 11/1/2021. |
| Payment End Date | Use end date that is on the new lease term.<br>✓ For example, 6/30/2024. |

## Notice To Proceed Is Received Late and Vendor Was Paid Too Much

If the notice to proceed is received late and the vendor was paid too much, you will need to adjust payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

### Agency Recording Accounting Entries Manually

If the notice to proceed is received late and the vendor was paid too much, you will need to adjust the payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

✓ If your agency is recording accounting entries manually, you will also need to adjust the lease liability and lease asset, and include credit on next payment to the vendor manually.

| **Edit deferred maintenance payment and add new lease payments.** | |
|---|---|
| ➔ For example, lease term is 7/1/2021 through 6/30/2024 and the notice states the new payment begins 10/1/2021 but the notice was not received until 11/15/2021. <br> ✓ Payment 1: deferred maintenance amount (7/1/2021 – 9/30/2021). <br> ✓ Payment 2 and beyond: payments based on new lease contract (10/1/2021 – 6/30/2024). | |
| **Deferred Maintenance Lease Payment** (payment 1) | **Additional Information** <br> Deferred Maintenance <br> Yes ▼ |
| Payment End Date | Use end date based on date specified in the notice. <br> ✓ For example, 9/30/2021. |
| **New Lease Payment** (payment 2 and beyond) | **Additional Information** <br> Deferred Maintenance <br> No ▼ |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount based on new lease contract. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with date new payment amount was due. <br> ✓ For example, 10/1/2021. |
| Payment End Date | Use end date that is on the new lease term. <br> ✓ For example, 6/30/2024. |

## Agency Using FPMT For Accounting Transactions

If the notice to proceed is received late and the vendor was paid too much, you will need to adjust the payment information for the lease contract. For example, you will need to edit the deferred maintenance lease payment and add new lease payments.

| **Edit deferred maintenance payment and add new lease payments.** |
| --- |
| ➜ For example, lease term is 7/1/2021 through 6/30/2024 and the notice states the new payment begins 10/1/2021 but the notice was not received until 11/15/2021. |
| ✓    Payment 1: deferred maintenance amount (7/1 2021 – 9/30/2021). |
| ✓    Payment 2: payment amount less any amounts due from previous month(s) for 1 month (10/1/2021). |
| ✓    Payment 3 and beyond: payments based on new lease contract (11/1/2021 – 6/30/2024). |

| **Deferred Maintenance Lease Payment** (payment 1) | **Additional Information** Deferred Maintenance [ Yes ▼ ] |
| --- | --- |
| Payment End Date | Use end date based on date specified in the notice. <br> ✓   For example, 9/30/2021. |
| **New Lease Payment** (payment 2) | **Additional Information** Deferred Maintenance [ No ▼ ] |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount less any amounts due from previous month(s) for 1 month. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with payment amount less any amounts due from previous month(s) for 1 month. <br> ✓   For example, 10/1/2021. |
| Payment End Date | Use end date to align with the month in which the new payment amount was due. <br> ✓   For example, 10/31/2021. |
| **New Lease Payment** (payment 3 and beyond) | **Additional Information** Deferred Maintenance [ No ▼ ] |
| Name | Use payment type - payment series number for the payment name. |
| Payment Amount | Use payment amount based on new lease contract. |
| Payment Start Date | Use start date based on the date specified in the notice (even if it is back-dated) to align with date new payment amount was due (plus 1 month). <br> ✓   For example, 11/1/2021. |
| Payment End Date | Use end date that is on the new lease term. <br> ✓   For example, 6/30/2024. |

## Add/Edit Lease/Receivable Lease Payments Using Business Process Wizard

Agency accounting staff will use the business process wizards for lease review or receivable review to add/edit lease payments. The business process wizards combine several procedures to review and update lease contracts and receivable lease contracts.

➔ In this example, the business process wizards for lease review and receivable review are available from the agency menu.
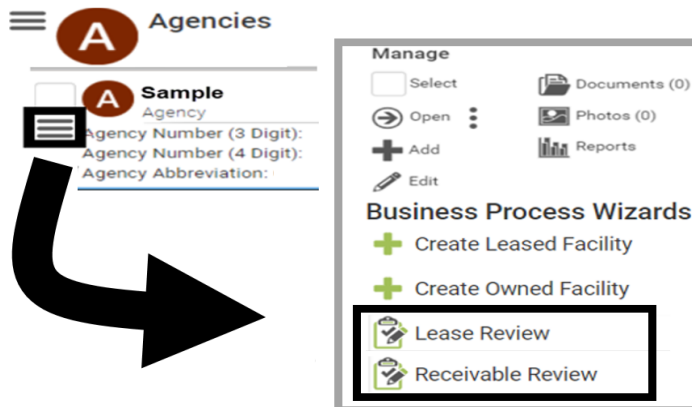


➔ In this example, we can add new lease payments or use the details to edit lease payments.

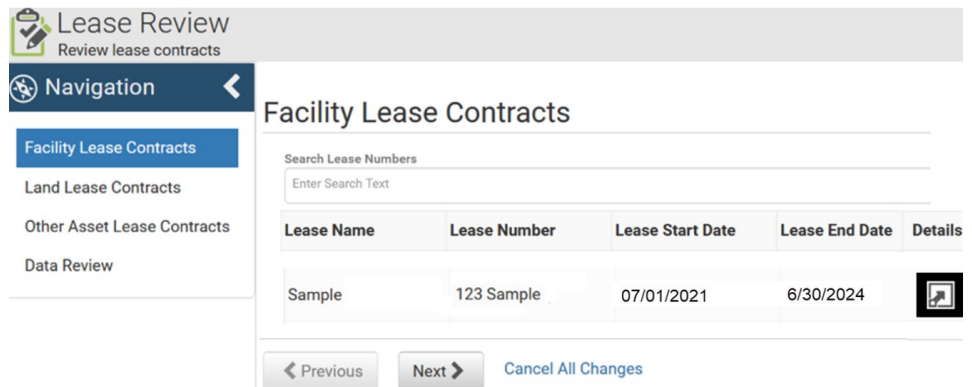## Example - Add/Edit Facility Lease Payment For Deferred Maintenance

This example will use the lease review business process wizard to add a facility lease payment for deferred maintenance (the steps to add a receivable lease payment for deferred maintenance will be similar).

✓ FPMT will display the lease review business process wizard in multiple steps for facilities, land, and other assets. This example will only focus on the facility data for deferred maintenance payments so we will skip some of the steps you might normally use for lease reviews. For additional information about lease reviews, reference the lease review job aid or receivable review job aid.

**1. Select:** Lease review.

➔ FPMT will display a list of active lease contracts for the agency.
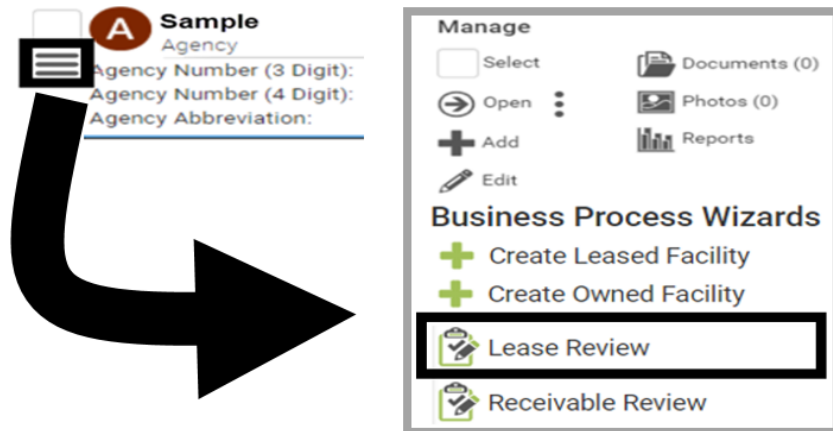
**2. Select:** Details.

➔ FPMT will display lease contract details.

**3. Select:** Next.

➔ FPMT will display the next step to add/edit lease payments.

4. **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 | ↗ | 🗑 |

**Add New Lease Payment**

❮ Previous    Next ❯    Cancel Changes

5. **Input:** Name.
➔ Use deferred maintenance for the name (when you add other payments, you will use payment type - payment series number for the name).

Name

Description

➔ 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.

Payment Series Number

Payment Frequency

Payment Type

9. **Input:** Payment amount.
➔ Use old payment amount or agreed payment amount until deferred maintenance is complete.

Payment Amount

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

Index Rate ⦿

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

Payment Start Date 📅    Payment End Date 📅

13. **Select:** Day payment initiated.
➔ Use day payment initiated if transactions are being sent to AFRS.

Day Payment Initiated ⦿

Hold Payments ⦿

No

**14. Select:** Deferred maintenance.
➔ FPMT will use 'no' as the default value so you will need to select 'yes' if the payment is for deferred mainenance.
➔ Comments are optional.

Deferred Maintenance

No ▼

Comment

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**15. Select:** Save changes.

SAVE CHANGES    Cancel Changes

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➔ You can add new lease payments and/or use the details to edit lease payments before moving to the next step in the business process wizard.
**16. Select:** Next.
➔ FPMT will display the next step for facility lease options.

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 | ↗ | 🗑 |
| Deferred Maintenance | 123 Sample | ↗ | 🗑 |

Add New Lease Payment

❮ Previous   Next ❯   Cancel Changes

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**17. Select:** Next.
➔ FPMT will display the next step for facility lease amendments.

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

❮ Previous   Next ❯   Cancel Changes

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**18. Select:** Save changes.
➔ FPMT will display the next step for land lease contracts.

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

❮ Previous   Next ❯   SAVE CHANGES   Cancel Changes

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**19. Select:** Next.
➔ FPMT will display the next step for other asset lease contracts.

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

❮ Previous   Next ❯   Cancel All Changes

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**20. Select:** Next.

➔ FPMT will display the next step for data review.

Facility Lease Contracts

Land Lease Contracts

Other Asset Lease Contracts
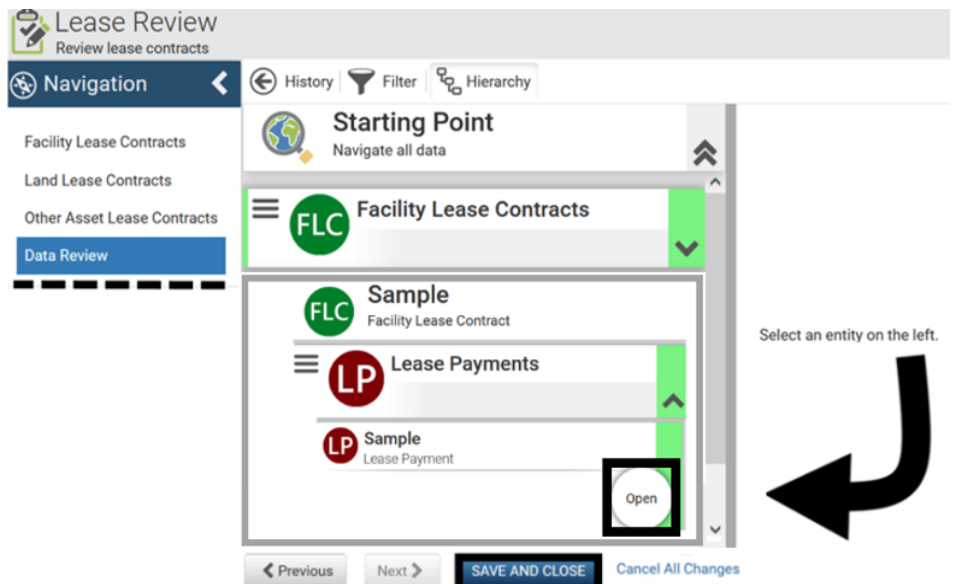
Data Review

Previous | Next > | Cancel All Changes

**21. Review:** Your changes.

**22. Select:** Save and close.

➔ 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.

Lease Review
Review lease contracts

Navigation

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

History | Filter | Hierarchy

Starting Point
Navigate all data

FLC Facility Lease Contracts

FLC Sample
Facility Lease Contract

LP Lease Payments

LP Sample
Lease Payment

Open

Select an entity on the left.

Previous | Next > | SAVE AND CLOSE | Cancel All Changes