

This job aid provides step-by-step instructions for uploading a copy of a lease or receivable lease contract to FPMT.

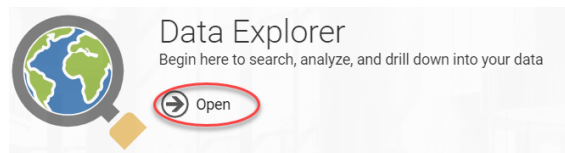
- ✓ Files should be attached to their corresponding table. For example, a lease contract should be attached to the Facility Lease Contract table.
- ✓ Use the contract number as the file name.
- ✓ Users must have the accounting role to upload files to the lease and receivable contract tiles.

Lease Contract.....	1
Receivable Lease Contract.....	2

Lease Contract

Navigate to the Facility Lease Contract tile.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

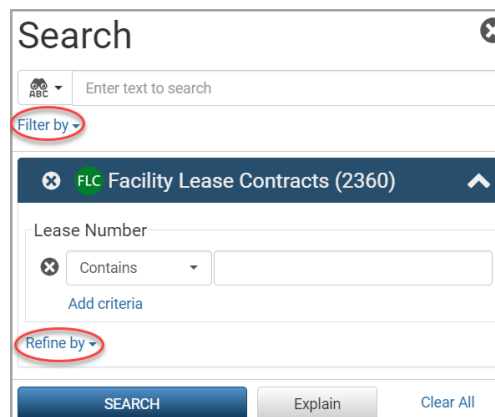
4. Select: Facility Lease Contracts.

5. Select: Refine by.

6. Select: Lease Number.

7. Input: Lease Number.

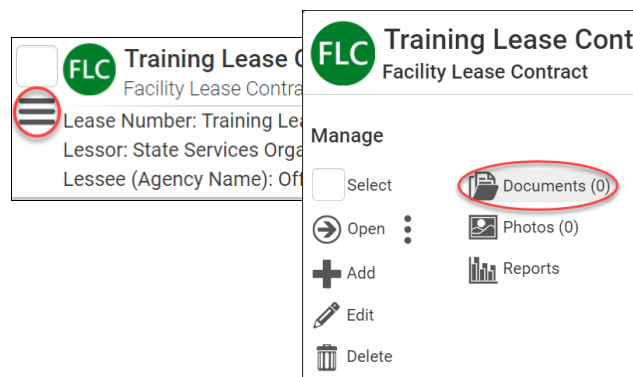
8. Select: Search.



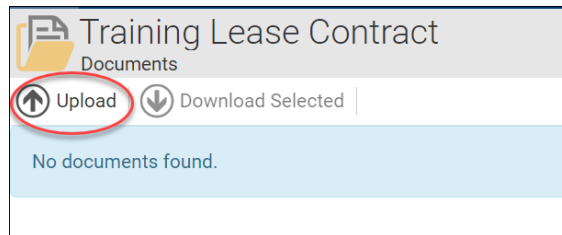
9. Select: Menu.

10. Select: Documents.

→ The document manager will open in a new window

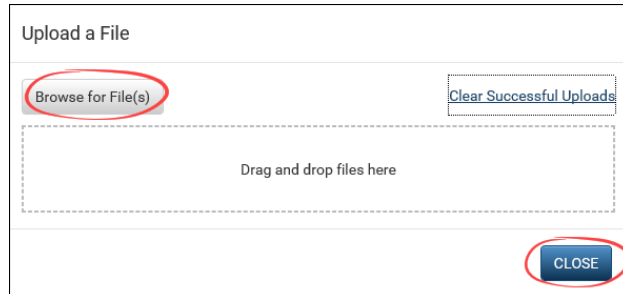


11. Select: Upload.



12. Browse for, or drag and drop, the file.

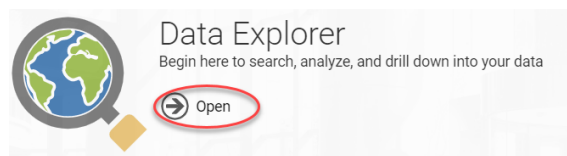
13. Select: Close.



Receivable Lease Contract

Navigate to the Facility Receivable Contract tile.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

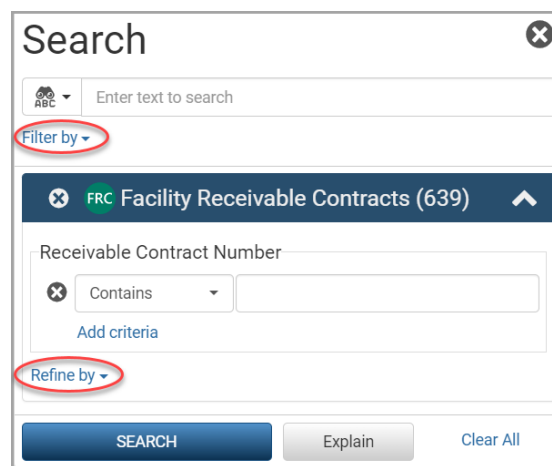
4. Select: Facility Receivable Contracts.

5. Select: Refine by.

6. Select: Receivable Contract Number.

7. Input: Receivable Contract Number.

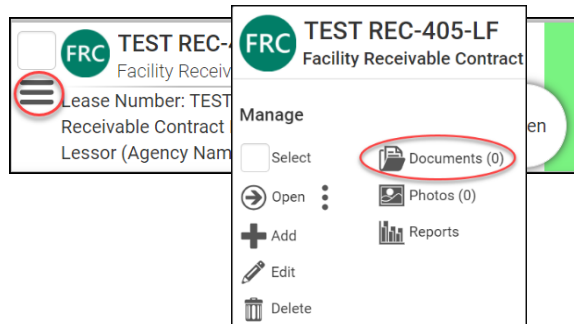
8. Select: Search.



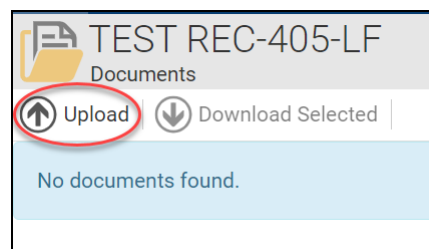
9. Select: Menu.

10. Select: Documents.

→ The document manager will open in a new window



11. Select: Upload.



12. Browse for, or drag and drop, the file.

13. Select: Close.

