This job aid provides step-by-step instructions for using FPMT's lease renewal wizard to renew a master lease contract with an associated receivable lease.

As of April 2024, FPMT's accounting functionality and integration with the Agency Financial Reporting System (AFRS) have been removed. There is now only one agency editor role, which has access to all wizards.

Contents

Overview

Where do I access the renewal wizard?	• The renewal wizard is accessed via the menu button on the expiring master lease contract tile.
When should I renew a master lease?	• Master leases should be renewed no later than 30 days after the new lease start date. • When you renew a master lease, you will need to renew the associated receivable lease(s) at the same time, otherwise the receivable lease(s) will automatically become inactive when you save and close the renewal.
What information do I need to renew a master lease?	• A copy of the new master lease contract and the new receivable lease contract(s). • The expiring master lease contract number. o If you need to locate a lease number, you can run a Lease Contract Inventory Report from the agency tile in FPMT. • If this is a renewal of office space that is in scope for the Six-Year Facilities Plan, populate the tenant improvement one-time cost fields in the lease contract table, if applicable. If actuals are not available, use an estimate and update the system when you have actuals. • For receivable leases, reporting the tenant improvement one-time costs is the responsibility of the tenant agency. Tenant agencies will work with OFM to provide this data, as they cannot edit the receivable contract in FPMT.
Why should I use the wizard?	• Users can no longer manually edit data in FPMT and must use the wizards to renew lease contracts. • The wizard simplifies the renewal process by guiding you through each step and reducing manual activity in the system. • The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.

Wizard basics:
- The wizard opens in a new window, which will close when you complete the renewal. Once the renewal window closes, you will need to refresh your original FPMT window to see all of the changes.
- Once you Save and Close the renewal, you cannot go back into the wizard.
- Make sure to allow enough time to complete the renewal process in one sitting. If you time out during the renewal process, you will lose your data.
- You navigate through the wizard, by clicking the Next or Previous buttons.
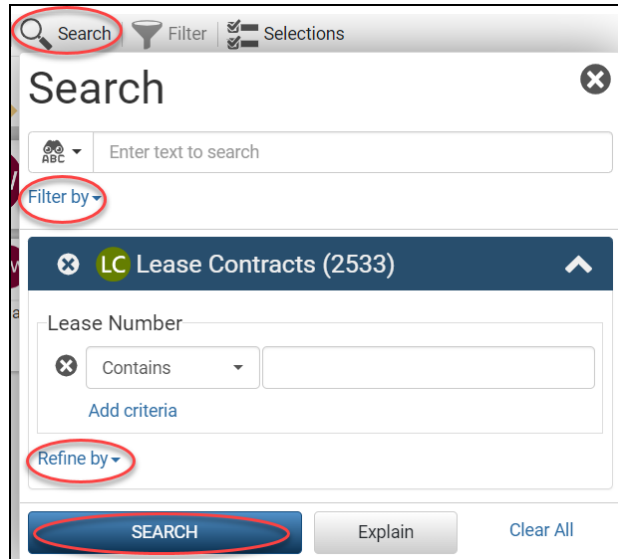
Launch the Lease Renewal Wizard

Navigate to the expiring master lease contract and launch the lease renewal wizard.

1. **Open** the Data Explorer module.
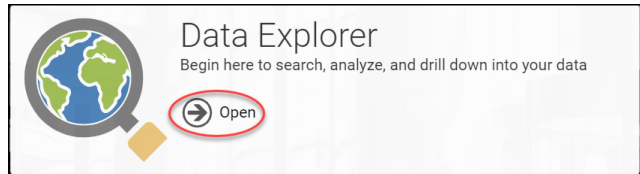
2. **Select** the 🔍 Search button on the data explorer tool bar.

3. **Select** Filter by ▾ and choose **Lease Contracts**.

4. **Select** Refine by ▾ and choose **Lease Number**.

5. **Enter** the lease number for the expiring master lease contract.

   ➔If you need to locate the expiring lease contract number, run the Lease Contract Inventory Report available via the menu button on the agency tile.

6. **Select** SEARCH

7. **Select** the ≡ menu button on the facility lease contract tile

8. **Select** 🔁 **Renew**

   ➔FPMT will open the lease renewal wizard in a new window.

   ➔The system will automatically populate information from the existing lease. You may update this information if there are changes.
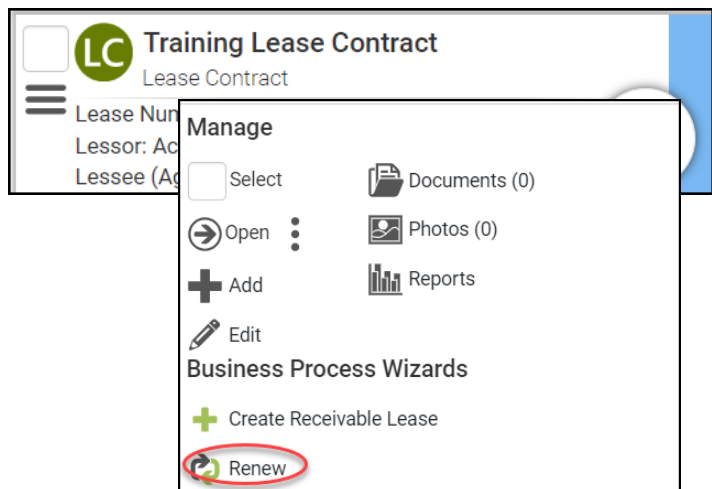
Renew the Master Lease

1. **Enter** agency data. Red fields are required.
   - Name
     ➔ Use the lease number
   - Lease Number
     ➔ Lease numbers must be unique; they cannot be used for more than one record.
   - Is this a triple net lease?
     ➔ Defaulted to No. Update if applicable.
   - Lease Executed Date
     ➔ The date the last party signed.
   - Lease Start Date
   - Lease End Date

Lease Contract

Name
_____
Required

Description
_____

Lease Number
_____
Required

Is This A Triple Net Lease? ⑦
No ▼

> Triple net lease, triple net, or NNN, is a type of commercial real estate lease where the tenant or lessee pays the full expenses of the property.

Lease Executed Date ⑦
_____ 📅
Required

Lease Start Date
_____ 📅
Required

Lease End Date
_____ 📅
Required

➔ The following fields only apply to office spaces that are in scope for the Six-Year Facilities Plan. If your facility is out of scope, select No.

➔ If any of these fields are relevant to your location and you do not have actuals, enter an estimate. Do not leave the cost fields blank. When actuals are available, update the record.

➔ If you select Yes for the red (system-required) fields, additional fields become required.
   - Was furniture moved to this location?
   - Moving furniture cost, if applicable
   - New furniture cost, if applicable
   - If new furniture was purchased, why wasn't existing furniture used?
   - Were staff moved to this location?
   - Staff moving cost, if applicable
   - Are there tenant improvement (TI) costs?

Was Furniture Moved To This Location?
_____ ▼
Required

Moving Furniture Cost, If Applicable
_____

New Furniture Cost, If Applicable
_____

If New Furniture Was Purchased, Why Wasn't Existing Furniture Used?
_____

Were Staff Moved To This Location?
_____ ▼
Required

Staff Moving Cost, If Applicable
_____

Are There Tenant Improvement (TI) Costs?
_____ ▼
Required

If any cost fields are populated, the associated fields become required.

- Construction – Cost
- Construction – How are tenant improvements being paid for?
- Common Area Improvement – Cost
- Common Area Improvement – How are tenant improvements being paid for?
- Exterior Improvement – Cost
- Exterior Improvement – How are tenant improvements being paid for?
- Fire and Security Improvement – Cost
- Fire and Security Improvement – How are tenant improvements being paid for?
- Deferred Maintenance – Cost
- Deferred Maintenance – How are tenant improvements being paid for?
- Other Tenant Improvement
- Other – Cost
- Other – How are tenant improvements being paid for?
- If tenant improvement costs are not one-time costs, how much is added to the cost/SF?

Construction - Cost

Construction - How Are Tenant Improvements Being Paid For?

Common Area Improvement - Cost ?

Common Area Improvement - How Are Tenant Improvements Being Paid For? ?

Exterior Improvement - Cost ?

Exterior Improvement - How Are Tenant Improvements Being Paid For? ?

Fire And Security Improvement - Cost

Fire And Security Improvement - How Are Tenant Improvements Being Paid For?

Deferred Maintenance - Cost

Deferred Maintenance - How Are Tenant Improvements Being Paid For?

Other Tenant Improvement

Other - Cost

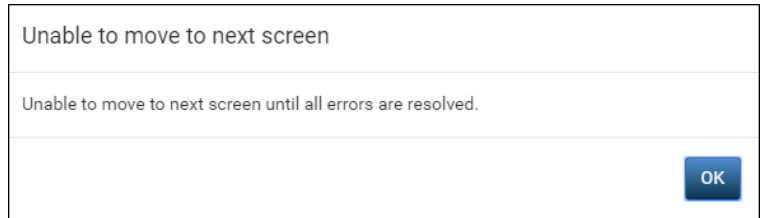Other - How Are Tenant Improvements Being Paid For?

If Tenant Improvement Costs Are Not One-Time Costs, How Much Is Added To The Cost/Sf?

2. Once you have completed the lease contract table, **select** Next >

< Previous   Next >   Cancel All Changes

➔If you navigate away from the lease contract form before properly completing the table, you will receive an error message.

➔You cannot move forward until the error is fixed.

Note: This error will show up in every table if you try to save with missing/incorrect data or try to navigate away before properly completing the table. In addition to this error, you will see a message in pink with more detail.

Unable to move to next screen

Unable to move to next screen until all errors are resolved.

OK

Errors
  • One or more provided values are invalid.

➔In addition to validating that all required fields have been populated, the wizard will also ensure that the lease contract start date is a date prior to the lease contract end date.
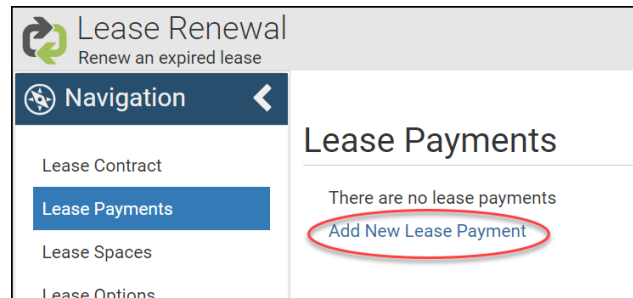
Errors
  • The lease contract start date must be prior to the lease contract end date.

Add a Lease Payment

1. **Select** Add New Lease Payment

➔You cannot save and close the renewal until you add at least one lease payment. If there is no base rent for the facility, enter a lease payment for $0.

Lease Renewal
Renew an expired lease

Navigation ‹

Lease Contract

Lease Payments

Lease Spaces

Lease Options

Lease Payments

There are no lease payments

Add New Lease Payment

2. **Enter** agency data. Red fields are required.
   ▪ Name
      ➔Use payment type – payment series number (e.g., Base Rent - 1).
   ▪ Payment Series Number
      ➔Use sequential numbers for payment series (1, 2, 3, etc.).
   ▪ Payment Frequency (dropdown)

Edit Lease Payment Details

Name

Required

Description

Payment Series Number

Required

Payment Frequency

Required

- ▪ Payment Type (dropdown)
- ▪ Payment Amount
- ▪ Index Rate

  ➔ Index or rate used to determine payment amounts, such as CPI or Market Rate. Enter the rate that is in effect at lease commencement.

Payment Type	
	▾
Required	
Payment Amount	
Required	
Index Rate ⑦	

- ▪ Payment Start Date
- ▪ Payment End Date

Payment Start Date	
	📅
Required	
Payment End Date	
	📅
Required	

3. Select SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔ The lease payment table features the following validation checks:

- ▪ All required fields must be completed.

- ▪ Index Rate is required if Payment Type is "Indexed Payment."

- ▪ The lease payment start and end dates must fall within the parameters of the lease start and end dates.

➔ The lease payment table cannot be saved until errors are corrected.

Errors
- The lease payment index rate is required when the payment type is indexed payment.

Errors
- The lease payment start date must be on or after the lease contract start date of 11/1/2019.
- The lease payment end date must be on or before the lease contract end date of 10/31/2021.

➔ If you navigate away from the lease payment table before saving, you will receive an error.

Errors
- One lease payment is required.

➔Once the lease payment is saved, you can update the information by selecting the details icon or delete the payment by selecting the trash can.

➔Repeat this process if there is more than one lease payment series. All payments can have an Active status.

➔You must enter all lease payment series for the contract, even if the lease is being entered into FPMT retroactively.

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent-1	1		

Add New Lease Payment

➔Once you are done adding payments, **select** Next > to add a Space.

< Previous	Next >	Cancel All Changes

Add a Space

The renewal wizard was recently updated and now requires users to create a new space when renewing a lease.

1. **Select** Add New Space
2. **Enter** agency data. Red fields are required.

   ➔Select the information ⑦icon for additional guidance about fields.

   ▪ Name

     ➔Use the Space ID

   ▪ Space ID

     ➔ UFI-Master Lease Number-Space Number
     (e.g., A27122-SRL 24-0001-1)

     ➔Use sequential space numbers if there is more than one space (e.g., 1, 2, 3)

   ▪ Square Feet

     ➔The sum of all space square feet cannot exceed the total square feet in the lease contract.

   ▪ Square Feet Measurement Type (dropdown)

Lease Contract Spaces

No lease contract spaces found
Add New Space

Edit Space Details

Name

Required

Description

Unique Facility ID
A01316

Space ID ⑦

Required

Tenant ⑦
Office of Financial Management - 105

Other Tenant ⑦

Square Feet ⑦

Required

Square Feet Measurement Type

Required

- Primary Space Type (dropdown)
- ➔Refer to the Property Class & Space Type Categories job aid for additional information.
- Secondary Space Type
- Additional Space Type

Primary Space Type ⑦

Required

Secondary Space Type ⑦

Additional Space Type ⑦

- If part of your new space is available for use by another agency, refer to the Available Space job aid for details on how to populate the additional fields for potential collocation.

➔If Available Space is marked Yes, you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.

Available Space ⑦

No

➔If this leased facility is in scope for the Six-Year Facilities Plan, you must populate the following additional fields:
- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  ➔Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

➔Select the information ⑦ icon for definitions.

➔OFM will populate user count fields from HRMS data via import.

Number of Offices (Required For Six-Year Plan) ⑦

Number of Cubicles (Required For Six-Year Plan) ⑦

Number of Touchdown Spaces (Required For Six-Year Plan) ⑦

Number of Resident Users (Required For Six-Year Plan) ⑦

Number of Externally Mobile Users (Required For Six-Year Plan) ⑦

Number Of Fully Remote Users (Required For Six-Year Plan) ⑦

➔You will receive an error message when you click Next if the space square feet exceeds the lease contract square feet.

Errors

- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 19,440 and the total associated space square feet is 19,447.
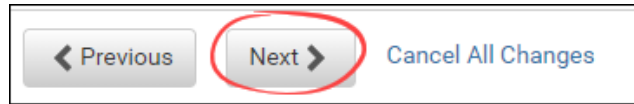
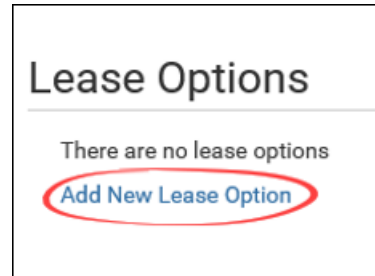3. **Select** SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔If you need to add a Lease Option, select [Next >]

➔If you **do not** need to add a lease option, select [Next >] three times to skip ahead to Receivable Lease Contracts.

Add a Lease Option

1. **Select** Add New Lease Option

Lease Options

There are no lease options

Add New Lease Option

2. **Enter** agency data. Red fields are required.
   - Name
      ➔Use the option type – option number (e.g., Cancel – 1).
   - Option Number
      ➔Options should be numbered in the order they appear in the lease contract (1, 2, 3 etc.).
   - Option Type (dropdown)
   - Option Description
      ➔Provide a brief description of the clause in the lease.
   - Option Date

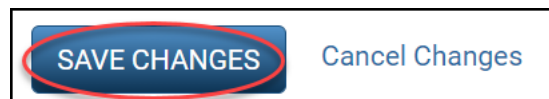**Edit Lease Option Details**

Name

Required

Description

Option Number

Required

Option Type

Required

Option Description

Required

Option Date

3. **Select** SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔Once the lease option is saved, you can update the information by selecting the details icon or delete the option by selecting the trash can.

Note: Repeat this process if there is more than one lease option.

Lease Options

Lease Option Name	Lease Option Number	Details	Delete
Cancel - 1	1		

Add New Lease Option

➔Select **Next >** twice to move to Receivable Contracts.

➔If you need to enter a lease amendment, refer to the **amendments** job aid for details on required table updates by amendment type.

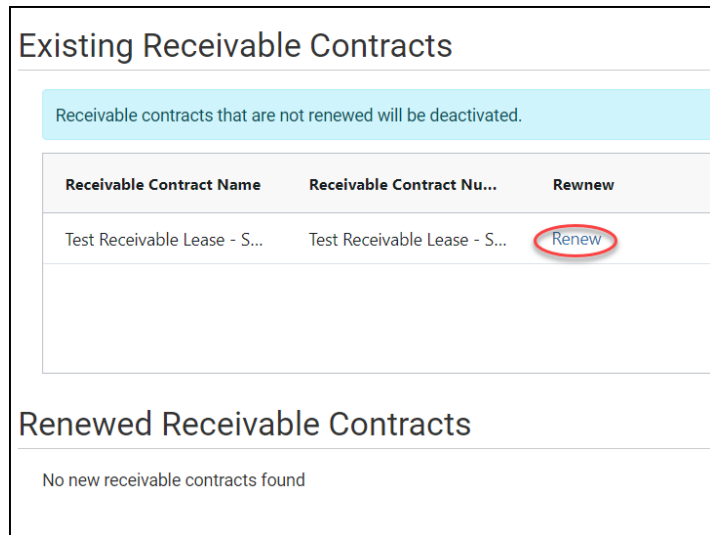| < Previous	Next >	Cancel All Changes
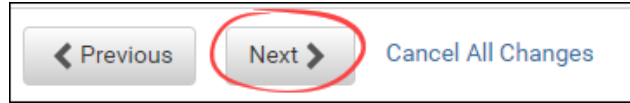
Renew Receivable Contract(s)

➔The system will display any associated receivable contracts.

➔The receivable contracts must be renewed at the same time as the master lease, otherwise they will be deactivated when you save and close the lease renewal wizard.

➔The system will automatically populate certain fields based on the previous lease. You can update this information if needed.

1. **Select** Renew

Existing Receivable Contracts

Receivable contracts that are not renewed will be deactivated.

Receivable Contract Name	Receivable Contract Nu...	Rewnew
Test Receivable Lease - S...	Test Receivable Lease - S...	Renew

Renewed Receivable Contracts

No new receivable contracts found

2. **Enter** agency data. Red fields are required.
   - Name
     ➔Use the receivable contract number.
   - Receivable Contract Number
     ➔Must be a unique contract number.

Edit Receivable Contract Details

Name

Required

Description

Receivable Contract Number ⑦

Required

- Receivable Contract Executed Date
  ➔Use the date the last party signed.
- Receivable Contract Start Date
- Receivable Contract End Date
- Month-to-Month (yes/no)
  ➔If Yes, enter an end date one year out from the start date.
- Full Service
  ➔Choosing Yes will automatically populate most operating costs to lessor paid.

Receivable Contract Executed Date ⑦

Required

Receivable Contract Start Date ⑦

Required

Receivable Contract End Date ⑦

Required

Month-To-Month

No

Holdover Status

No

Full Service

Yes

➔The following fields only apply to office spaces that are in scope for the Six-Year Facilities Plan.

➔The tenant agency is responsible for this data but cannot update the receivable contract directly. Tenant agencies will work with OFM to report their data.

➔Lessor agencies should select "No" to the following fields in order to continue with the renewal process:

- Was furniture moved to this location?
- Were staff moved to this location?
- Are there tenant improvement (TI) costs?

Was Furniture Moved To This Location?

Required

Moving Furniture Cost, If Applicable

New Furniture Cost, If Applicable

If New Furniture Was Purchased, Why Wasn't Existing Furniture Used?

Were Staff Moved To This Location?

Required

Staff Moving Cost, If Applicable

Are There Tenant Improvement (TI) Costs?

Required

➔Just like with the previous tables, you will receive an error message if you try to move forward with inaccurate or incomplete data.

Errors

- The receivable lease contract start date must be prior to the receivable lease contract end date.

➔**Select** Next > to add a receivable payment.

⟨ Previous   Next ⟩   Cancel All Changes

Add a Receivable Payment

1. **Select** Add New Receivable Payment

   ➔At least one receivable payment is required. If there is no base rent, add a receivable payment for $0.

Receivable Payments

There are no receivable payments
Add New Receivable Payment

2. **Enter** agency data. Red fields are required.

- Name

  ➔Use payment type – payment series number (e.g., Base Rent - 1).

- Payment Series Number

  ➔Use sequential numbers for payment series (1, 2, 3, etc.).

- Payment Frequency (dropdown)

- Payment Type (dropdown)

- Payment Amount

- Index Rate

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

- Payment Start Date

- Payment End Date

Edit Receivable Payment Details

Name
Required

Description

Payment Series Number
Required

Payment Frequency
Required

Payment Type
Required

Payment Amount
Required

Index Rate ?

Payment Start Date
Required

Payment End Date
Required

3. **Select** SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔This table includes the following checks:

- At least one lease payment is required.

- All required fields are completed.

- The payment start and end dates must fall within the parameters of the master lease contract start and end dates.

- The Index Rate is required if the payment type is "indexed payment."

Errors

- One receivable lease payment is required.

Errors

- The lease payment index rate is required when the payment type is indexed payment.

➔Once the payment is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

➔Repeat this process if there is more than one payment series.

Receivable Payments

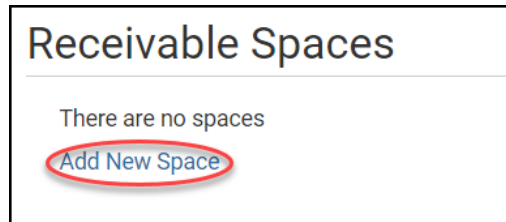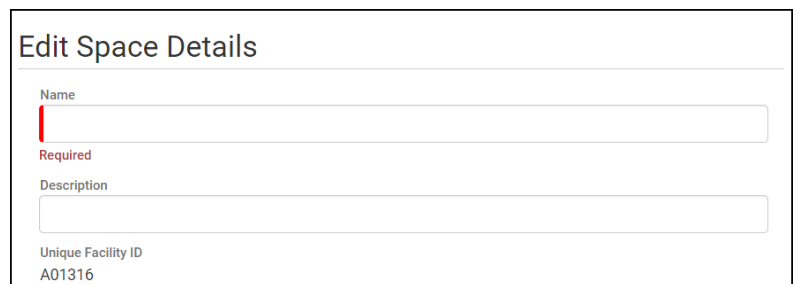| Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

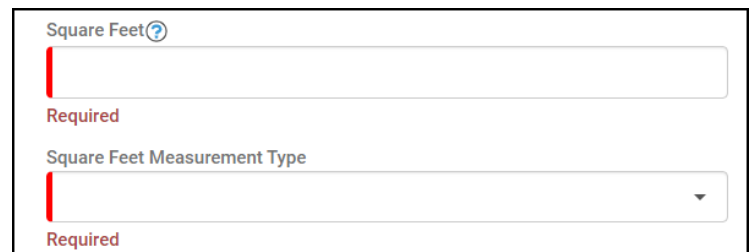➔ Once you are done adding payments, select [Next >] to add a Receivable Space.

Add a Receivable Space

The renewal wizard was recently updated and now requires users to create a new space when renewing a receivable contract.
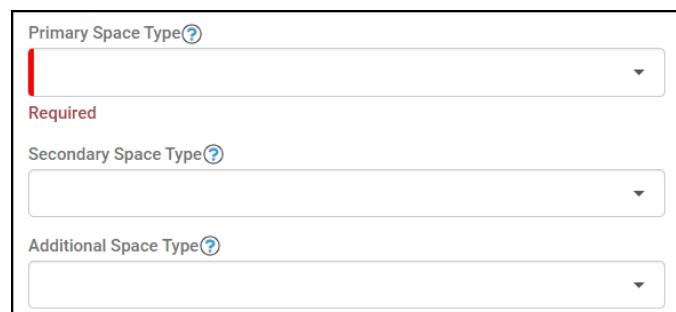
1. **Select** Add New Space
2. **Enter** agency data. Red fields are required.

   ➔ Select the information ⑦ icon for additional guidance about fields.

   ▪ Name

      ➔ Use the Space ID

   ▪ Space ID

      ➔ UFI-Receivable Contract Number-Space Number
      (e.g., A27122-SSL 23-0079-1)

      ➔ Use sequential space numbers if there is more than one space (e.g., 1, 2, 3)

   ▪ Square Feet

      ➔ The sum of all receivable space square feet cannot exceed the total square feet in the receivable contract.

      ➔ The sum of all space square feet cannot exceed the total square feet in the master lease contract.

   ▪ Square Feet Measurement Type (dropdown)

   ▪ Primary Space Type (dropdown)
   ▪ ➔ Refer to the [Property Class & Space Type Categories](#) job aid for additional information.
   ▪ Secondary Space Type
   ▪ Additional Space Type

- If part of your new space is available for use by another agency, refer to the [Available Space](#) job aid for details on how to populate the additional fields for potential collocation.

➔ If Available Space is marked Yes, you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.

Available Space ⑦
```
No                                                    ▾
```

➔ If this leased facility is in scope for the [Six-Year Facilities Plan](#), you must populate the following additional fields:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  ➔ Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

➔ Select the information ⑦ icon for definitions.

➔ OFM will populate user count fields from HRMS data via import.

Number of Offices (Required For Six-Year Plan) ⑦
```
```
Number of Cubicles (Required For Six-Year Plan) ⑦
```
```
Number of Touchdown Spaces (Required For Six-Year Plan) ⑦
```
```

Number of Resident Users (Required For Six-Year Plan) ⑦
```
```
Number of Externally Mobile Users (Required For Six-Year Plan) ⑦
```
```
Number Of Fully Remote Users (Required For Six-Year Plan) ⑦
```
```

➔ Make sure the total space square feet matches the square feet in the Receivable Lease Contract table.

➔ You will receive an error message when you click Next if the space square feet exceeds the receivable contract square feet.

➔ Additionally, you will receive an error if the combined total of all spaces exceeds the total square feet in the master lease contract.
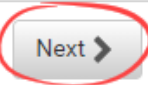
Errors
- The square footage of all receivable leases plus total lease contract space square footage must not exceed the lease contract square footage. The lease contract square footage is currently 28,009 and the total receivable lease square footage plus total lease contract space square footage is 28,209.
- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 28,009 and the total associated space square feet is 28,209.
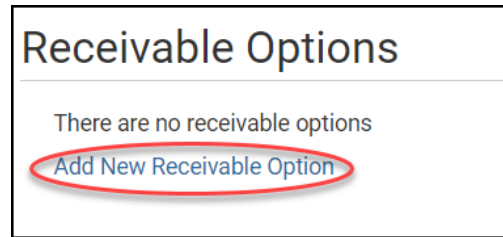
3. **Select** SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔ **Select** Next > to add a receivable option.

◀ Previous   Next ▶   Cancel All Changes

Add a Receivable Option

1. Select Add New Receivable Option

Receivable Options

There are no receivable options
Add New Receivable Option

2. Enter agency data. Red fields are required.

- Name
  - ➔Use the option type – option number (e.g., Cancel – 1).
- Option Number
  - ➔Options should be numbered in the order they appear in the lease contract (1, 2, 3 etc.).
- Option Type (dropdown)
- Option Description
  - ➔Provide a brief description of the clause in the lease.
- Option Date

Edit Receivable Option Details

Name

Required

Description

Option Number

Required

Option Type

Required

Option Description

Required

Option Date

3. Select SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔Once the option is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

➔Repeat this process if there is more than one receivable lease option.

Receivable Options

Lease Option Name	Lease Option Number	Details	Delete
Cancel - 1	1		

➔**Select** Next > twice to see your renewed receivable contract.

➔If you need to enter a receivable amendment, refer to the amendments job aid for details on required table updates by amendment type.

‹ Previous   Next ›   Cancel All Changes
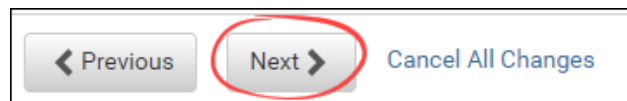
➔Once you have completed the receivable contract tables, you will see a status change in the wizard.

➔Repeat this process if you need to renew another receivable contract.

Existing Receivable Contracts

Receivable contracts that are not renewed will be deactivated.

Receivable Contract Name	Receivable Contract Nu...	Rewnew
Test Receivable Lease - S...	Test Receivable Lease - S...	Renewed

Renewed Receivable Contracts

| Renewed From	Receivable Contract Name	Receivable Contract Nu...	Details	Delete
Test Receivable Lease - S...	test	test	🔲	🗑

➔**Select** Next > to review your data.
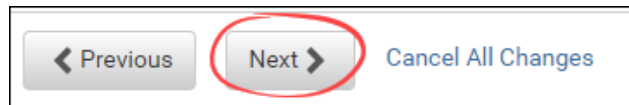
Data Review

1. **Select** the 🔲 Hierarchy button to change to the 🔲 Flat view. You can now see all the tables you have added or edited as part of the renewal process.

2. **Select** the arrows ⌄⌄ on the Starting Point tile to expand all of the tiles below.
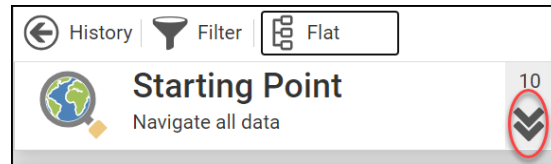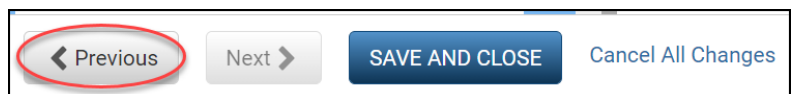
3. **Select** View on each tile to see the data you have entered for the renewal.

4. **Review** the data for your lease and receivable contract renewal.
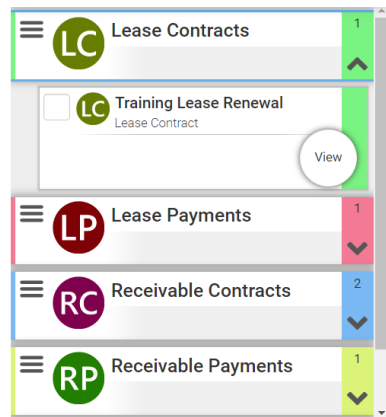
➔To edit your data, use the Previous button to navigate back to an earlier screen.

5. **Select** SAVE AND CLOSE to complete your renewal.

6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.

➔ When you complete the renewal, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

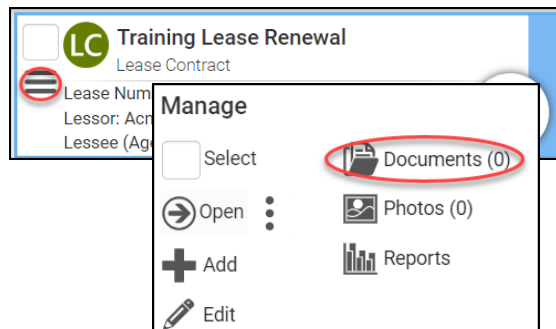➔ Continue to the next step below to upload a copy of the new contracts.
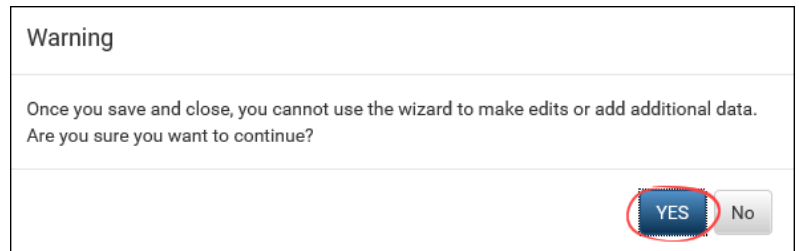
Upload Copy of New Contracts

You will need to attach a copy of both the master lease contract and the receivable contract.
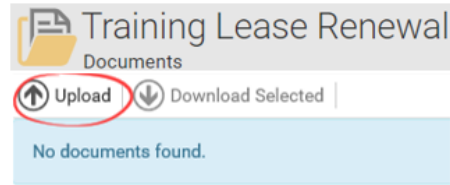
1. **Select** the 🔍 Search search button on the data explorer tool bar.

   ➔ Your filters will remain in place from your original search.

2. **Remove** the old master lease number and enter the new one.

3. **Select** SEARCH
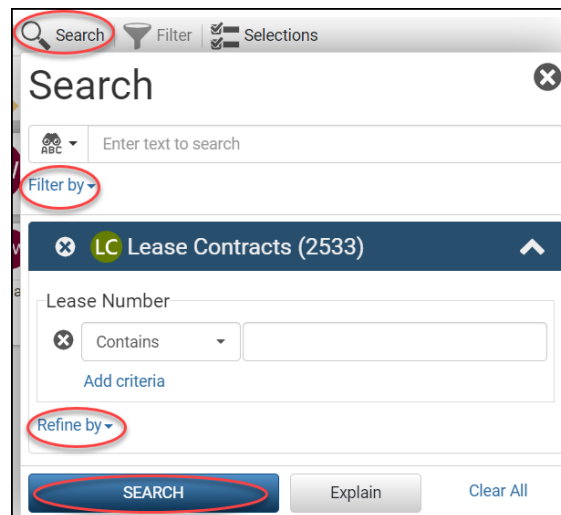
4. **Select** the ☰ menu button on the new master lease tile.

5. **Select** Documents
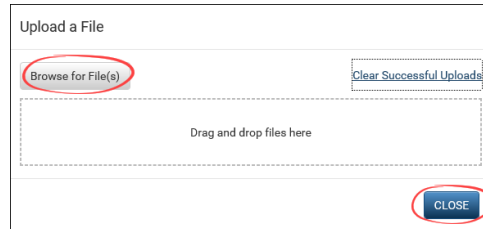
   ➔ The document manager will open in a new window.
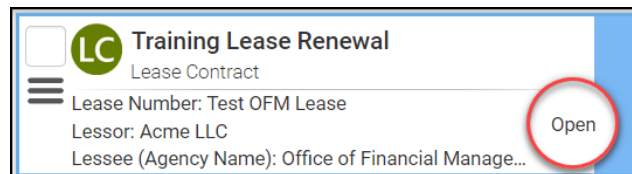
6. **Select** the ⬆ Upload button.

Training Lease Renewal
Documents
⬆ Upload | ⬇ Download Selected |
No documents found.

7. **Browse** for, or drag and drop, the file.

8. **Select** CLOSE.

Upload a File
Browse for File(s)   Clear Successful Uploads
                Drag and drop files here
                                                    CLOSE

9. **Select** Open on the new master lease contract tile.

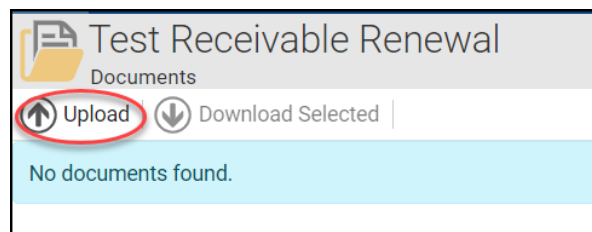**10.** **Expand** the receivable contracts group tile to see the new receivable contract tile.

LC **Training Lease Renewal**
Lease Contract
Lease Number: Test OFM Lease
Lessor: Acme LLC
Lessee (Agency Name): Office of Financial Manage...   Open

≡ RC **Receivable Contracts**   3
                                          🔍 ⬇

11. **Select** the ≡ menu button on the new receivable contract tile.

12. **Select** Documents

➡ The document manager will open in a new window.

RC **Test Receivable Renew**
Receivable Contract
Lease Number:
Receivable Contract Number: Test R
Lessor (Agency Name): Office of Fi

RC **Test Receivable Ren**
Receivable Contract
Manage
☐ Select   🗎 Documents (0)
➡ Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit

13. **Select** the ⬆ Upload button.

Test Receivable Renewal
Documents
⬆ Upload ⬇ Download Selected |
No documents found.
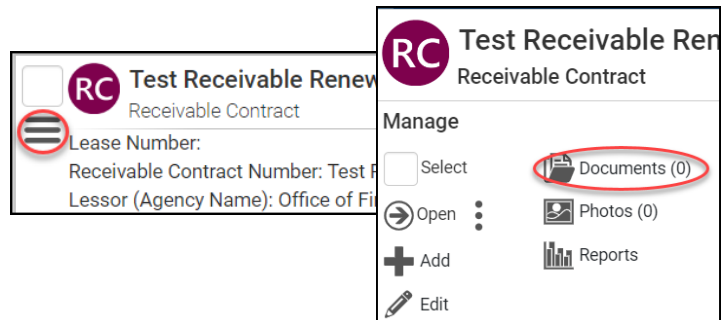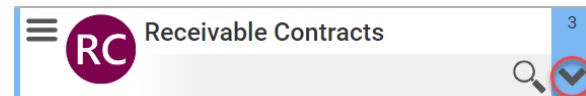
14. **Browse** for, or drag and drop, the file.

15. **Select** CLOSE.

Upload a File
Browse for File(s)   Clear Successful Uploads
                Drag and drop files here
                                                    CLOSE