

# ARC Lease Administration Capital Equipment Job Aid



# Step 1 - Add lease

Favorites ▾ Main Menu ▾ > Lease Administration ▾ > Payables Leases ▾ > Create New Lease

ARC Navigator Search >> Advanced Search

Maintain Lease

Find an Existing Value Add a New Value

Business Unit COLUM Q  
Lease Number NEXT  
Exempt from Recognition

Add ←

- A. Navigate to Lease Administration → Payables Leases → Create New Lease
- B. Click Add

# Step 2 - Enter lease terms

General Information Financial Terms Clauses Options and Critical Dates Notes and Attachments Contacts Supplemental Data

Action ...Choose Action... Go Unit COLUM Status Pending

Payables Lease Lease Name Lessor Location Region  
NEXT Type Lease Name here Default BANK OF AMERICA P-CARD TEAM Default

Lease Timetable ? Lease Administration ?

Commencement 05/14/2020 Termination 05/13/2025  
Lease Term 0 years 0 months 0 days  
Remaining Term 0 years 0 months 0 days  
Lease Signed 05/14/2020 Additional Date details

Lease Administrator Natalya Vasilyeva  
Portfolio Manager Denman, David F.  
Lease ID  
Related Leases

- A. Enter Lease Name
- B. Select Lessor
- C. Enter Lease Commencement, Termination, and Signed dates
- D. Select yourself as the lease administrator.
- E. Select David Denman as Portfolio Manager.

## Step 3 - Enter lease profile

AM Business Unit COLUM

\*Profile ID CP-EQ-10YR

\*Asset Description Capital Equip Lease - 10 YR

Location Code

CAP #

\*Asset Type Equipment

Tag Number

Currency USD

Transaction Code

Specialized Asset:

Transfer of Ownership:

ROU Asset Cost 0.00

Asset ID NEXT

Asset Category 00022

\*Estimated Life 61 Periods

Area ID

Seq #

Asset Subtype

Serial ID

Quantity 1.0000

Fair Value

FV Template ID

FV Group ID

Fair Value at End Date

Probable Guar. Residual Value

OK Cancel

- A. Select 'Add Equipment' and Click Go
- B. Select 'CP-EQ-10YR' for capital equipment profile
- C. Click OK

## Step 4 - Financial Terms

Financial Terms

Payables Lease

Lease Name Type Lease Name here

Lease Type Default

Financial Summary

Accounting Date 05/14/2020

Interest Rate Percent 2

- A. Click on Financial Terms tab
- B. Enter an annual interest rate

# Step 5 - Enter payment schedule

Financial Terms NEXT - TEST

### Base Rent Details

\*Payment Type: Advance

Start Date: 05/14/2020

End Date: 06/30/2024

Integration With Accounts Payable

Payee: Department of Energy

Location:

Ship To: 615W131STS

Amount: / Square Feet

or

Amount: 10000.00 USD

\*Schedule: May

Frequency: Annually

Terms Calendar: May - April

Description:

Reference:

Accounting Distribution  
 Preview Payment Schedule

- A. Select 'Add Base Rent' option under Add Lease Payments
- B. Enter annual payment
- C. Click Preview Payment schedule to review lease payment schedule

Preview Payment Schedule Page

Financial Terms NEXT - TEST

### Base Rent Details

Total PVLP 48077.28 PVLP for the Payment Group 48077.28

| Schedule Details |               |          |                      |                  |          |                |                    | Personalize   Find |
|------------------|---------------|----------|----------------------|------------------|----------|----------------|--------------------|--------------------|
|                  | Schedule Date | Amount   | Obligation Reduction | Interest Expense | Currency | Proration Rate | Transaction Status | Schedule Type      |
| 1                | 05/31/2020    | 10000.00 | 9238.45              | 761.55           | USD      | 1.0000000000   | Pending            | Normal Rent        |
| 2                | 05/31/2021    | 10000.00 | 9423.22              | 576.78           | USD      | 1.0000000000   | Pending            | Normal Rent        |
| 3                | 05/31/2022    | 10000.00 | 9611.69              | 388.31           | USD      | 1.0000000000   | Pending            | Normal Rent        |
| 4                | 05/31/2023    | 10000.00 | 9803.92              | 196.08           | USD      | 1.0000000000   | Pending            | Normal Rent        |
| 5                | 05/31/2024    | 10000.00 | 10000.00             | 0.00             | USD      | 1.0000000000   | Pending            | Normal Rent        |

OK Cancel Refresh

- A. Review payment amount and schedule
- B. Click OK and OK

| Schedule of Payments ?              |               |            |            |                |           |                           |          |          |                     |             |  | Personalize | Find | First | 1 of 1 | Last |
|-------------------------------------|---------------|------------|------------|----------------|-----------|---------------------------|----------|----------|---------------------|-------------|--|-------------|------|-------|--------|------|
| Copy Terms                          | Payment Group | Start Date | End Date   | Financial Term | Rent Type | Miscellaneous Description | Amount   | Currency | Payee               | Schedule    |  |             |      |       |        |      |
| <input checked="" type="checkbox"/> | 1             | 05/14/2020 | 06/30/2024 | Base Rent      | Base Rent |                           | 1,000.00 | USD      | BANK OF AMERICA N A | Annual-June |  |             |      |       |        |      |

Copy Selected Financial Terms

**A.** Select Copy Terms and click Copy Selected Financial Terms

| Schedule of Payments ?              |               |            |            |                |           |
|-------------------------------------|---------------|------------|------------|----------------|-----------|
| Copy Terms                          | Payment Group | Start Date | End Date   | Financial Term | Rent Type |
| <input checked="" type="checkbox"/> | 1             | 05/14/2020 | 06/30/2024 | Base Rent      | Base Rent |
| <input type="checkbox"/>            | 1             |            |            | Base Rent      | Base Rent |

**A.** Click on Base Rent

\*Payment Type

Start Date  Start Date

End Date

Integration With Accounts Payable

Payee

Location

Ship To

Amount  /Square Feet  
or  
Amount  USD

\*Schedule

Frequency  Terms Calendar

Description

Reference

**Rent Escalation**

\*Escalation Type

**A.** Update the Start Date to 07/01/YYYY (YYYY – Should be same end year as 1<sup>st</sup> payment group)

**B.** Click OK

| Schedule of Payments                |               |            |            |                |
|-------------------------------------|---------------|------------|------------|----------------|
| Copy Terms                          | Payment Group | Start Date | End Date   | Financial Term |
| <input checked="" type="checkbox"/> | 1             | 05/14/2020 | 06/30/2024 | Base Rent      |
| <input type="checkbox"/>            | 1             | 07/01/2024 | 05/13/2025 | Base Rent      |

**Copy Selected Financial Terms**

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**Lease**  
 Created By Natalya Vasilyeva  
 Created On 05/14/2020 4:11:03PM

**Save** **Search** **Previous in List**

A. Click Save and continue to Step 6

## Step 6 - Associate PO

The screenshot shows the ARC system interface. The 'Clauses' tab is selected, and the 'User Defined Fields' section is expanded. A 'Look Up User Defined Value' window is open on the right, displaying a search results table for PO numbers. The table has columns for PO Number, Purchase Order Date, Purchase Order Reference, and Supplier ID. The 'Look Up' button is highlighted.

| PO Number  | Purchase Order Date | Purchase Order Reference | Supplier ID |
|------------|---------------------|--------------------------|-------------|
| 0000018611 | 06/19/2013          | (blank)                  | 0000009996  |
| 0000018686 | 06/20/2013          | (blank)                  | 0000009996  |
| 0000018692 | 06/20/2013          | (blank)                  | 0000009996  |
| 0000018699 | 06/20/2013          | (blank)                  | 0000009996  |
| 0000018698 | 06/21/2013          | (blank)                  | 0000009996  |
| 0000018777 | 06/21/2013          | (blank)                  | 0000009996  |
| 0000018813 | 06/24/2013          | (blank)                  | 0000009996  |
| 0000018822 | 06/24/2013          | (blank)                  | 0000009996  |
| 0000018907 | 06/25/2013          | (blank)                  | 0000009996  |
| 0000019137 | 07/05/2013          | (blank)                  | 0000009996  |
| 0000019180 | 07/08/2013          | (blank)                  | 0000009996  |
| 0000019183 | 07/08/2013          | (blank)                  | 0000009996  |
| 0000019218 | 07/08/2013          | (blank)                  | 0000009996  |
| 0000019219 | 07/08/2013          | (blank)                  | 0000009996  |
| 0000019239 | 07/09/2013          | (blank)                  | 0000009996  |
| 0000019431 | 07/10/2013          | (blank)                  | 0000009996  |

- A. Click on Clauses tab and click on arrow - User Defined fields
- B. Enter the PO ID related to the lease in PO No. 1 field. Enter PO ID in PO No.2/3 fields as needed if the prior PO is closed.
- C. Click Save

# Step 7 - Enter Chartfield Information

The screenshot shows the 'General Information' tab selected. Below it, the 'Asset List' tab is active, showing a table with columns: Asset ID, Asset Description Override, Allocated Lease Payments, Initial Direct Costs And Other, Undiscounted ROU Asset, ROU Asset Cost, Present Value Lease Payments, and Cost Distribution. The 'NEXT' row is highlighted, and the 'Cost Distribution' icon in the last column is highlighted with a yellow box and a blue arrow.

- A. Click on General Information tab
- B. Click on Cost tab and scroll right to click on Cost Distribution icon.

The screenshot shows the 'Asset Cost Distribution' screen. Under 'Distribute By...', the 'Percentage' radio button is selected. Below that, the 'Add Distribution' button is highlighted. The 'Accounting Distribution' table has the following values entered: Percentage (100.00), Department (5101101), PC Business Unit (GENRL), Project (UR004672), Activity (01), Initiative (00000), and Segment (00000000). The 'Save' button and 'OK' button are also highlighted with blue arrows.

- A. Click on Percentage
- B. Enter chartfield values for Department, PC Business Unit, Project, Activity, Initiative, Segment, Fund, Function, and Site (If applicable).
- C. Click Add Distribution if the lease is split funded. Adjust the percentage as needed.
- D. Click OK
- E. Click Save to save latest changes

## Step 8 - Lease Classification

**Asset Information**

Action: Classify Assets Go

Lease Payment Allocation

Allocation Basis: Percent

|                               |                |                                |                |
|-------------------------------|----------------|--------------------------------|----------------|
| Lease Payments                | 5000.00        | Initial Direct Costs And Other | 0.00           |
| Probable Residual Value Guar. | 0.00           | Unallocated                    | 0.00           |
| <b>Total</b>                  | <b>5000.00</b> | <b>Undiscounted ROU Asset</b>  | <b>5000.00</b> |
| Unallocated Amount            | 0.00           | <b>ROU Asset Cost</b>          | <b>4713.46</b> |
| Present Value of Payments     | 4713.46        |                                |                |

Action: Calculate Allocation Go

**Update Classification Criteria**

**Asset List**

| Asset ID | Asset Description           | Classification | Reviewed                 | Transfer of Ownership | Specialized Asset | Lease Term | Purchase Option | Lease Payments | Classification Overriden | Notes | Actions |
|----------|-----------------------------|----------------|--------------------------|-----------------------|-------------------|------------|-----------------|----------------|--------------------------|-------|---------|
| NEXT     | Capital Equip Lease - 10 YR | Finance        | <input type="checkbox"/> | No                    | No                | Yes        | No              | Yes            | No                       | No    | Actions |

- A. Under action, select Classify Assets and click Go
- B. Click on Classification tab and select Reviewed.
- C. Click Save to save latest changes

## Step 9 - Submit lease for activation

**General Information**

Action: Validate Lease Go

Unit: COLUM Status: Pending

- A. Under action, select Validate Lease and click Go

**General Information**

Action: Activate Lease Go

Unit: COLUM Status: Pending

Payables Lease  
0000000370 Type Lease

**Lease Timetable**

Commencement: 05/14/2024  
Lease Term  
Remaining Term  
Lease Signed: 05/14/2024

**Message**

You are not authorized to activate this lease. (18157,12054)

Would you like to send an e-mail to the Portfolio Manager informing them that this lease is ready to be activated?

Select Yes if you would like to send an e-mail.  
Select No if you do not want to send an e-mail.

Yes No

- A. Under action, select Activate Lease and click Go
- B. Click Yes to notify the lease activation manager. An email will be sent to the portfolio manager associated with the lease.