

# ARC Lease Administration Capital Space 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

Favorites ▾ Main Menu ▾ > Lease Administration ▾ > Payables Leases ▾ > Create New Lease Home | Worklist


Navigator ▾ Search  >> Advanced Search

## Add Property

AM Business Unit COLUM  
 \*Profile ID CP-BD-30YR  
 \*Asset Description Capital Space Lease - 30 YR  
 Location Code 1000011AAA  
 CAP #

Asset ID NEXT  
 Asset Category 00023  
 \*Estimated Life 104 Periods  
 Area ID   
 Seq #   
 Asset Subtype   
 Quantity 1.0000  
 Fair Value   
 FV Template ID   
 FV Group ID   
 Fair Value at End Date   
 Probable Guar. Residual Value

Asset Type Property  
 Currency USD  
 Transaction Code   
 Specialized Asset:   
 Transfer of Ownership:   
 ROU Asset Cost 0.00

Property Information

Property ID  
 \*Property Name Enter Property Name  
 Parent Property ID

\*Property Class Site  
 Property Description Enter Property Description

Site ID  
 \*Total Area 1000.000  
 Property Usable Area

Building ID  
 \*Space Unit of Measure SQF Square Feet  
 Property Rentable Area

Occupancy Date 07/01/2020

- A. Select 'Add Property' and Click Go
- B. Select 'CP-BD-30YR' or 'CP\_BD\_50YR' for capital space profile
- C. Selection Location
- D. Select Site
- E. Enter Property Name and Description
- F. Enter total area and Select SQF for UOM
- G. Enter Occupancy date
- H. Click OK

## Step 4 - Financial Terms

Financial Terms | Clauses | Options and Critical Dates | Notes a

Action ...Choose Action... Go

Payables Lease 0000000370 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. Keep the accounting date in sync with lease start date as much as possible
- C. Enter an annual interest rate

## Step 5 - Enter payment schedule

Financial Terms NEXT - TEST NAME

Base Rent Details

\*Payment Type Arrears

Start Date 07/01/2020

End Date 02/28/2029

Integration With Accounts Payable

Accounting Distribution Preview Payment Schedule

Payee BANK OF AMERICA N A

Location Leasing Payments Only

Ship To 615W131STS

Amount 2.50 / Square Feet

or

Amount 2500.00 USD

\*Schedule END OF MONTH

Frequency Monthly Terms Calendar Columbia U

Description

Reference

- A. Select 'Add Base Rent' option under Add Lease Payments
- B. Enter annual payment
- C. Select 'End of Month' for schedule.

**Rent Escalation**

\*Escalation Type: Stepped

**Auto-Escalation Details**

Escalate Every: 1 Year  Escalate By:  Amount  Percentage 5.00

Start Date: 01/01/2021

**Rent Escalation Schedule** Personalize | Find | First 1-7 of 7 Last

Start Date	Escalation Amount	Escalation Percentage	Net Escalation Amount	Expected Payment Amount
01/01/2021	125.00	5.00	125.00	2625.00
01/01/2022	256.25	5.00	131.25	2756.25
01/01/2023	394.06	5.00	137.81	2894.06
01/01/2024	538.77	5.00	144.71	3038.77
01/01/2025	690.70	5.00	151.93	3190.70
01/01/2026	850.24	5.00	159.54	3350.24
01/01/2027	1017.75	5.00	167.51	3517.75

- D. Select Stepped and Click Go for stepped rent schedule. If there is no stepped schedule, then click OK.
- E. Select escalation frequency and start date
- F. Enter either the amount or percentage.
- G. Click generate schedule
- H. Adjust the amounts as needed and Click OK
- I. Click Preview Payment schedule to review lease payment schedule

Financial Terms

000000128 - TEST

Base Rent Details

Total PVLP217214.46 PVLP for the Payment Group 217214.46

**Schedule Details** Personalize | Find | First 1-7 of 7 Last

Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type
1 07/31/2020	2500.00	2065.57	434.43	USD	1.0000000000	Pending	Normal R
2 08/31/2020	2500.00	2069.70	430.30	USD	1.0000000000	Pending	Normal R
3 09/30/2020	2500.00	2073.84	426.16	USD	1.0000000000	Pending	Normal R
4 10/31/2020	2500.00	2077.99	422.01	USD	1.0000000000	Pending	Normal R
5 11/30/2020	2500.00	2082.15	417.85	USD	1.0000000000	Pending	Normal R
6 12/31/2020	2500.00	2086.31	413.69	USD	1.0000000000	Pending	Normal R
7 01/31/2021	2625.00	2215.48	409.52	USD	1.0000000000	Pending	Normal R
8 02/28/2021	2625.00	2219.91	405.09	USD	1.0000000000	Pending	Normal R
9 03/31/2021	2625.00	2224.35	400.65	USD	1.0000000000	Pending	Normal R

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

# Step 6 - Enter Chartfield Information

The screenshot shows the 'General Information' tab selected. Below it, the 'Asset List' tab is active, and the 'Cost' sub-tab is highlighted. A table lists assets with columns for Asset ID, Description, Payments, Costs, and Value. The 'Cost Distribution' icon in the table header is highlighted with a blue arrow.

Asset ID	Asset Description Override	Allocated Lease Payments	Initial Direct Costs And Other	Undiscounted ROU Asset	ROU Asset Cost	Present Value Lease Payments	Cost Distribution
NEXT	Capital Equip Lease - 10 YR	5000.00		5000.00	4713.46	4713.46	

- 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' dialog box. The 'Distribute By...' section has 'Percentage' selected. The 'Add Distribution' button is highlighted. Below, the 'Accounting Distribution' section shows a table with 'Chartfields' selected. The 'Percentage' column is highlighted, and the 'OK' button is also highlighted.

Chartfields	Accounts	Prior Period Accounts														
<table border="1"> <thead> <tr> <th>Percentage</th> <th>Department</th> <th>PC Business Unit</th> <th>Project</th> <th>Activity</th> <th>Initiative</th> <th>Segment</th> </tr> </thead> <tbody> <tr> <td>100.00</td> <td>5101101</td> <td>GENRL</td> <td>UR004672</td> <td>01</td> <td>00000</td> <td>00000000</td> </tr> </tbody> </table>	Percentage	Department	PC Business Unit	Project	Activity	Initiative	Segment	100.00	5101101	GENRL	UR004672	01	00000	00000000		
Percentage	Department	PC Business Unit	Project	Activity	Initiative	Segment										
100.00	5101101	GENRL	UR004672	01	00000	00000000										

- 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 7 - 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
Total	5000.00	Undiscounted ROU Asset	5000.00
Unallocated Amount	0.00	ROU Asset Cost	4713.46
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 checked="" 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. The classification should be Finance.
- C. Click Save to save latest changes

# Step 8 - Submit lease for activation

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

Action: **Validate Lease** Go

Unit COLUM Status Pending

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

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

Action: **Activate Lease** Go

Unit COLUM Status Pending

Payables Lease  
0000000370 Type Lease

**Lease Timetable**

Commencement 05/14/2021  
Lease Term  
Remaining Term  
Lease Signed 05/14/2021

**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.