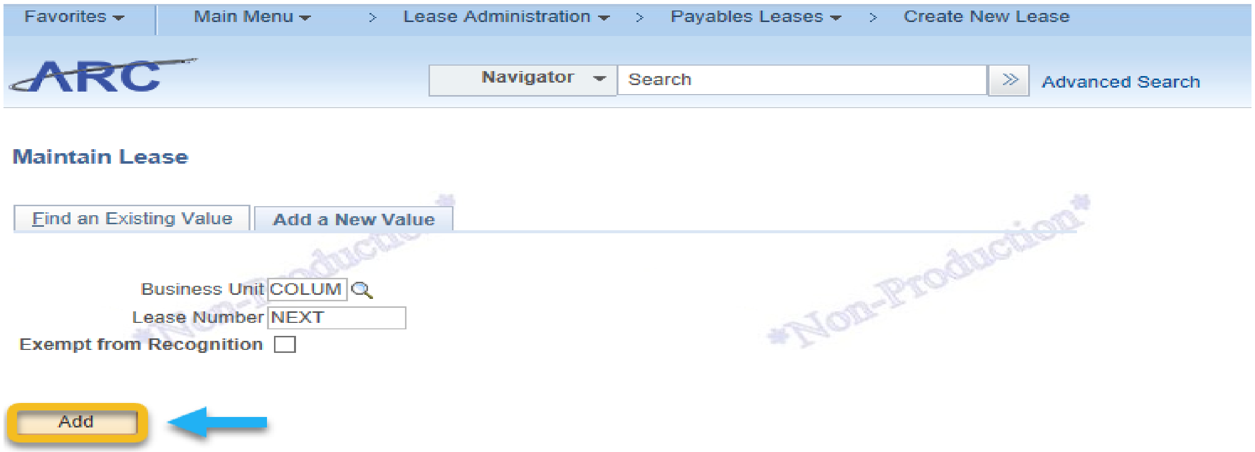
ARC Lease Administration
Capital Space Job Aid

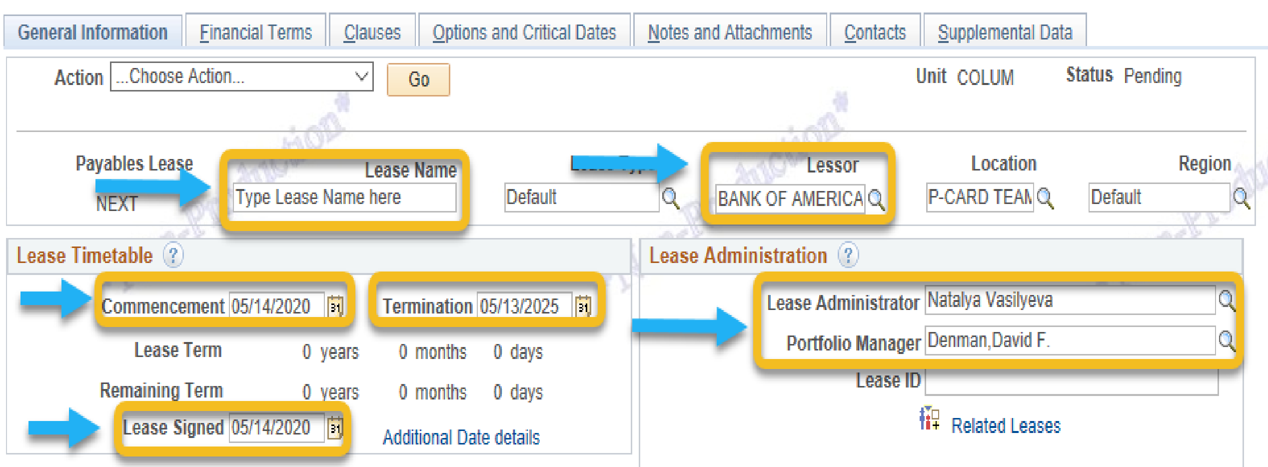
Columbia University
in the City of New York

Step 1 - Add lease



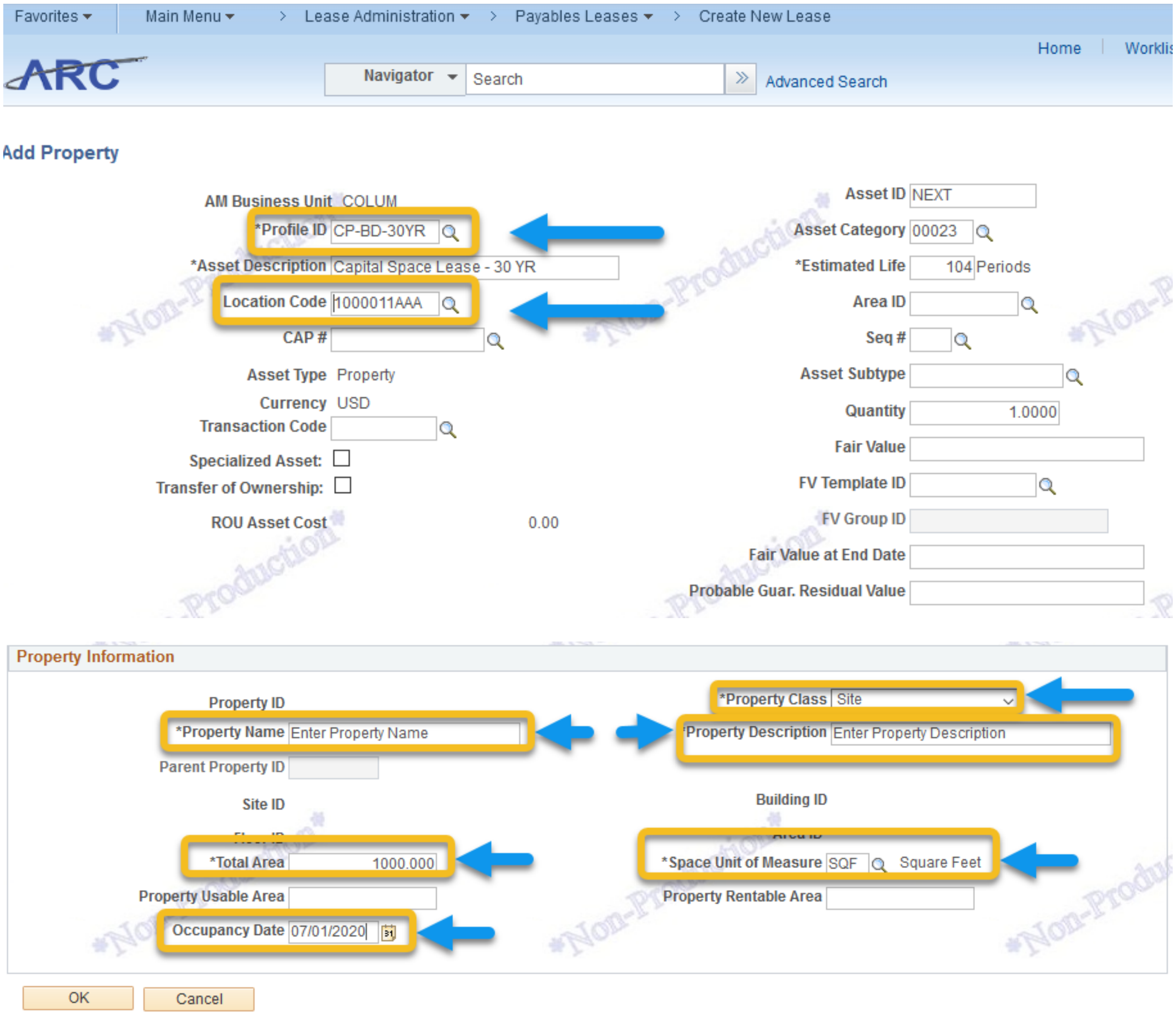
A. Navigate to Lease Administration → Payables Leases → Create New Lease
B. Click Add

Step 2 - Enter lease terms



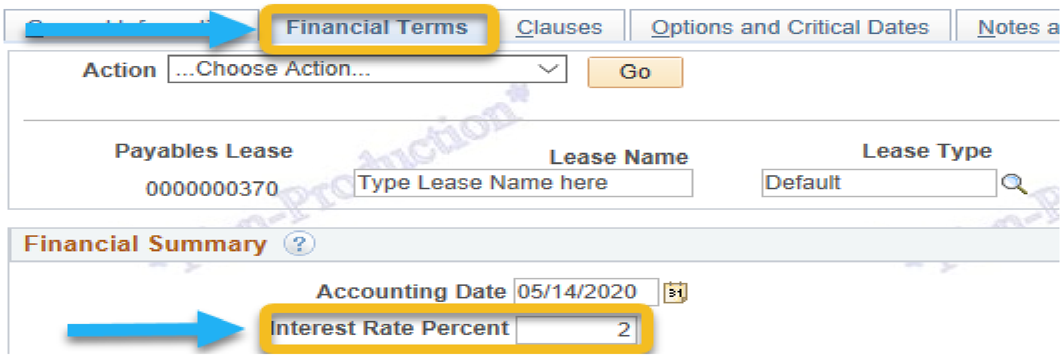
A. Enter Lease Name
B. Select Lessor
C. Enter Lease Commencement, Termination, and Signed dates
D. Select yourself as the lease administrator.
E. Select David Denman as Portfolio Manager.

Step 3 – Enter lease profile



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

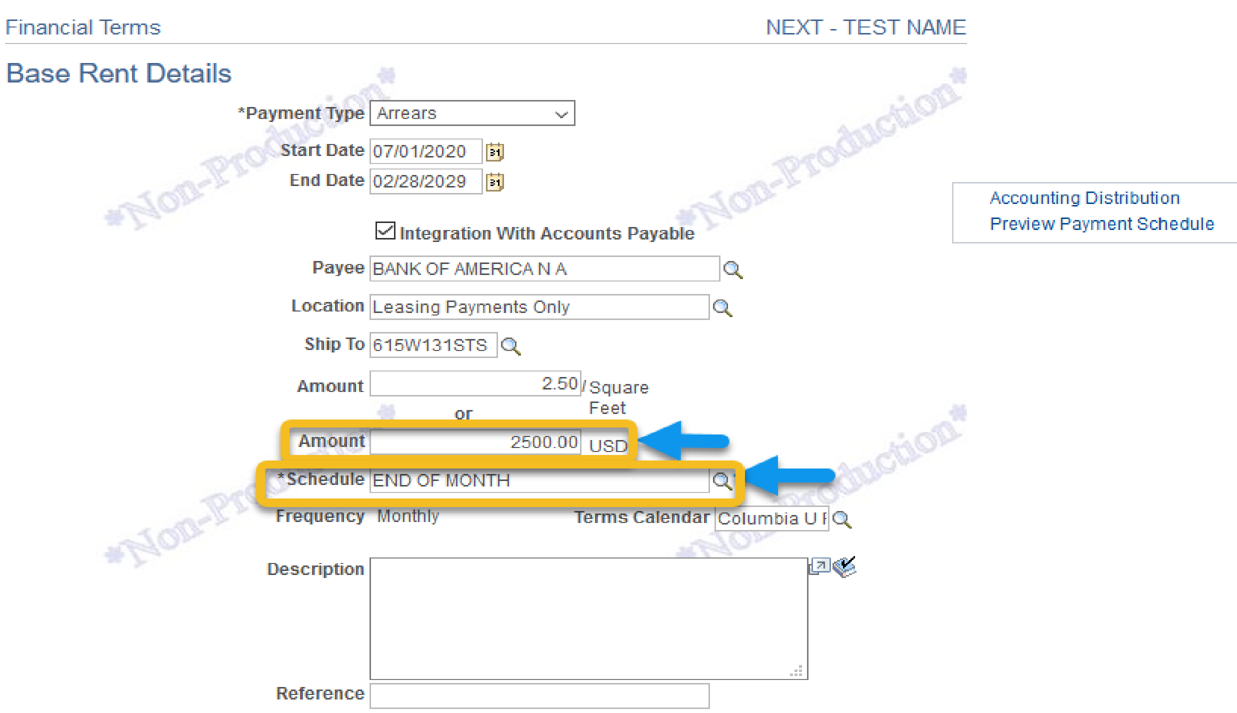


A. Click on Financial Terms tab

B. Keep the accounting date in sync with lease start date as much as possible

C. Enter an annual interest rate

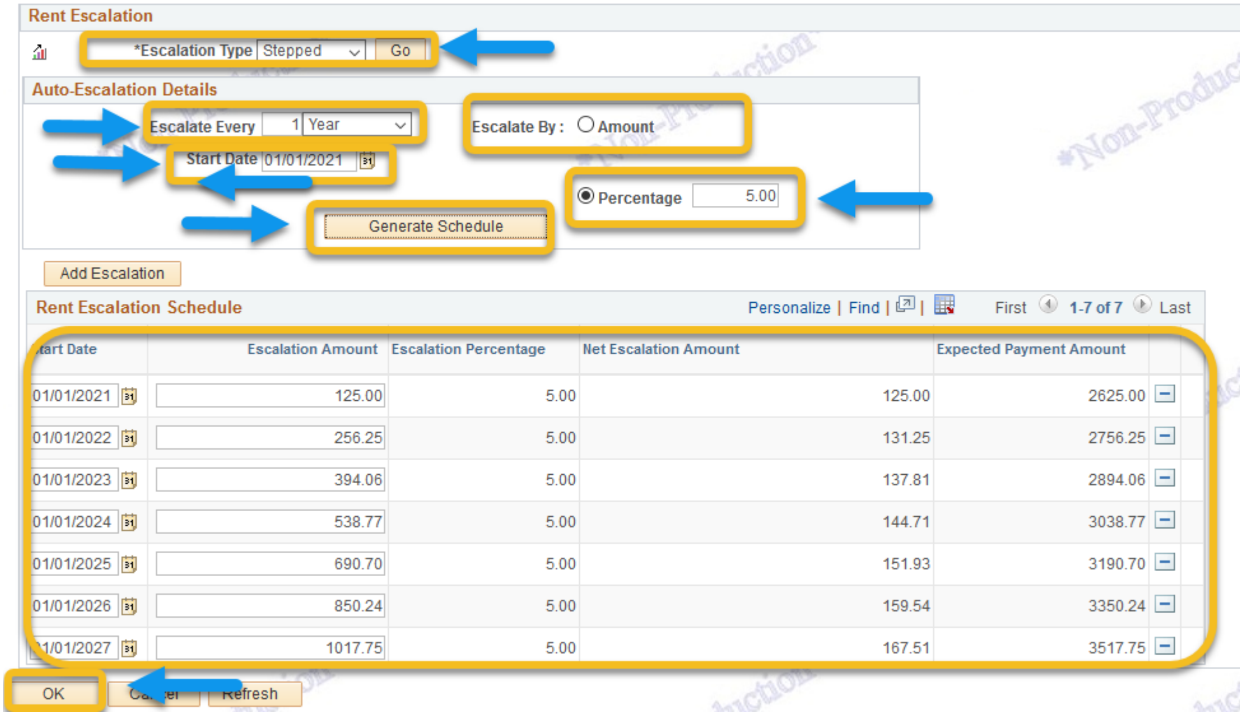
Step 5 - Enter payment schedule



A. Select 'Add Base Rent' option under Add Lease Payments

B. Enter annual payment

C. Select 'End of Month' for schedule.



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.

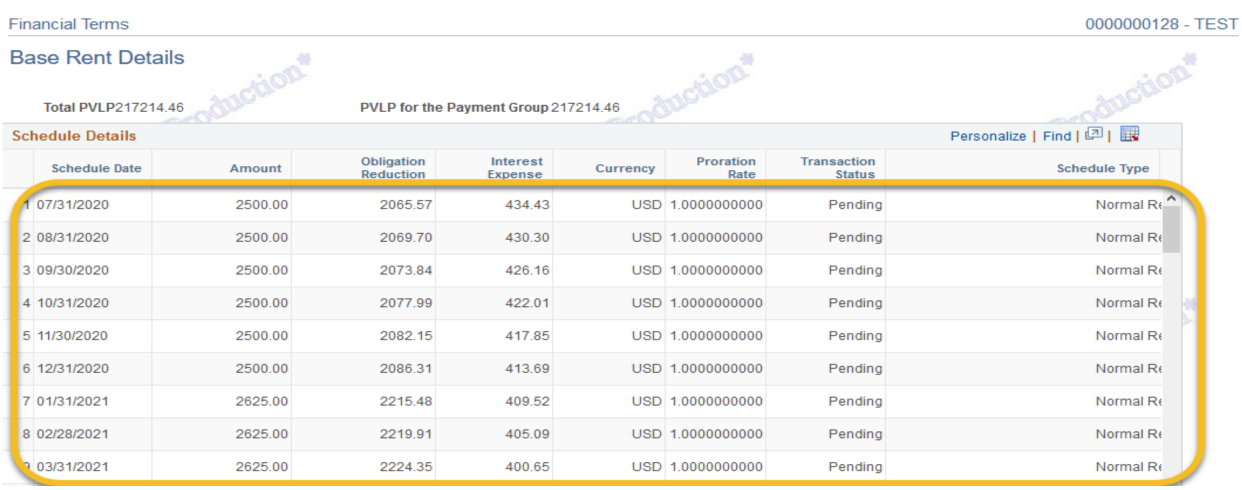
E. Select escalation frequency and start date

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

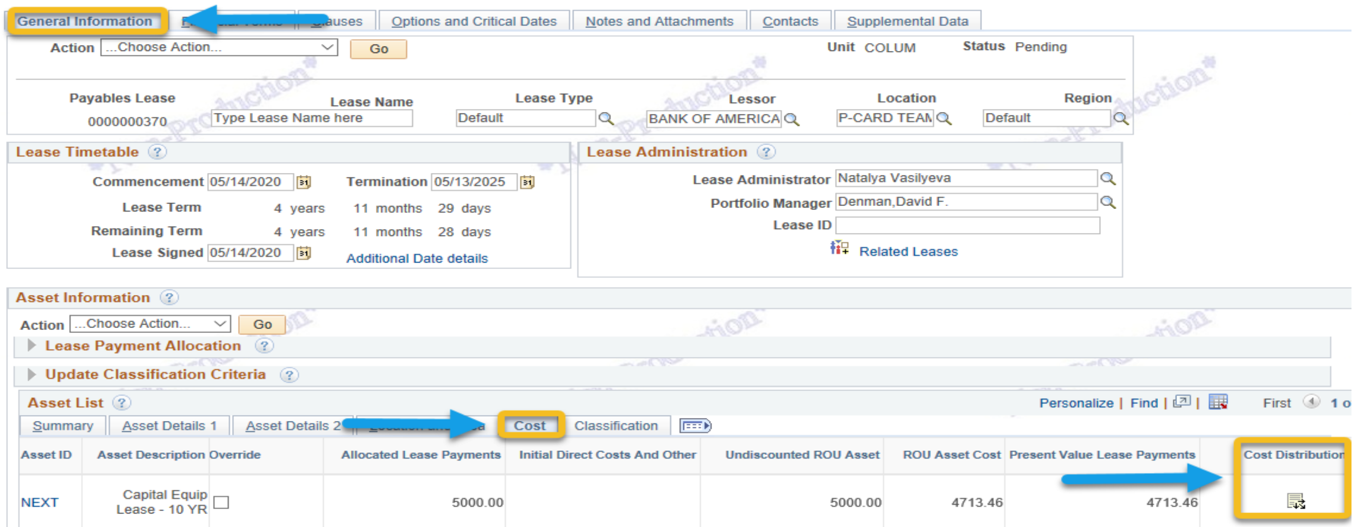


	Schedule Date	Amount	Obligation Reduction	Interest Expense	Currency	Proration Rate	Transaction Status	Schedule Type
1	07/31/2020	2500.00	2065.57	434.43	USD	1.0000000000	Pending	Normal Re
2	08/31/2020	2500.00	2069.70	430.30	USD	1.0000000000	Pending	Normal Re
3	09/30/2020	2500.00	2073.84	426.16	USD	1.0000000000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

A. Review payment amount and schedule

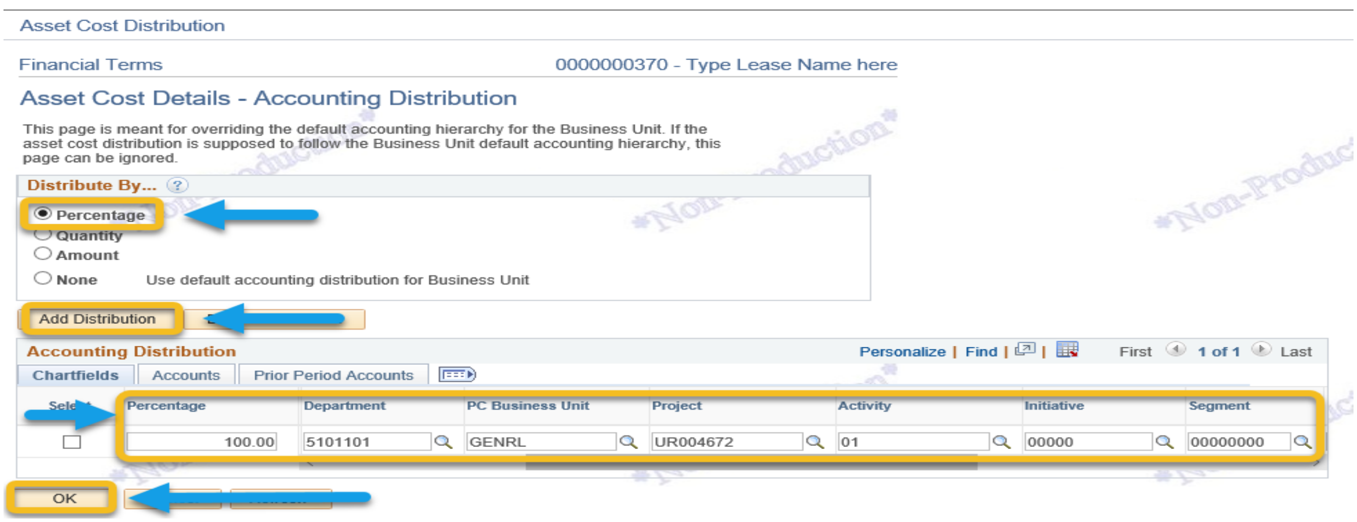
B. Click OK and OK

Step 6 – Enter Chartfield Information



A. Click on General Information tab

B. Click on Cost tab and scroll right to click on Cost Distribution icon.



A. Click on Percentage

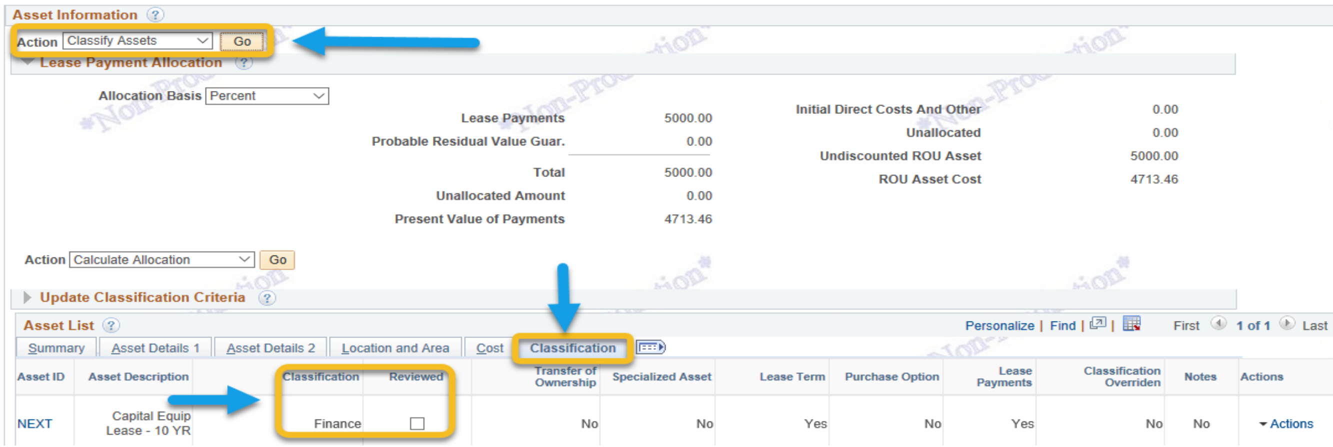
B. Enter chartfield values for Department, PC Business Unit, Project, Activity, Initiative, Segment, Fund, Function, and Site (If applicable).

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

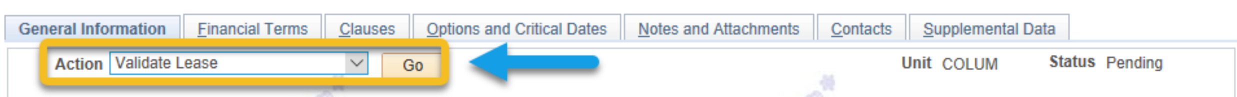


A. Under action, select Classify Assets and click Go

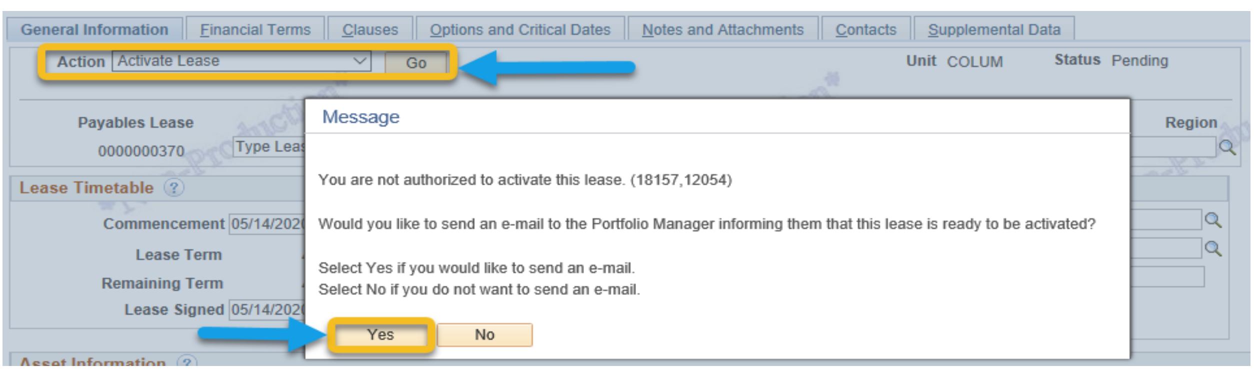
B. Click on Classification tab and select Reviewed. The classification should be Finance.

C. Click Save to save latest changes

Step 8 - Submit lease for activation



A. Under action, select Validate Lease and click Go



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.