

ARC Lease Administration Operating Space Job Aid

Step 1 - Add lease

The screenshot shows the top navigation bar with 'Favorites', 'Main Menu', 'Lease Administration', 'Payables Leases', and 'Create New Lease'. Below this is the ARC logo and a search bar. The 'Maintain Lease' section contains two buttons: 'Find an Existing Value' and 'Add a New Value'. Underneath are input fields for 'Business Unit' (set to 'COLUM'), 'Lease Number' (set to 'NEXT'), and an 'Exempt from Recognition' checkbox. A yellow box highlights the 'Add' button, with a blue arrow pointing to it from the right.

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


Step 2 - Enter lease terms

The screenshot shows the 'Create New Lease' form with several sections. The 'General Information' tab is active. The 'Payables Lease' section has a 'Lease Name' field (containing 'Type Lease Name here') and a 'Lessor' dropdown (set to 'BANK OF AMERICA'). The 'Lease Timetable' section has 'Commencement' (05/14/2020), 'Termination' (05/13/2025), and 'Lease Signed' (05/14/2020) fields, all highlighted with yellow boxes and blue arrows. The 'Lease Administration' section has 'Lease Administrator' (Natalya Vasilyeva) and 'Portfolio Manager' (Denman, David F.) fields, also highlighted with yellow boxes and blue arrows. A 'Go' button is visible in the top right of the form.

- 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

» Advanced Search

Add Property

AM Business Unit COLUM	Asset ID NEXT
*Profile ID CP-BD-30YR	Asset Category 00023
*Asset Description Capital Space Lease - 30 YR	*Estimated Life 104 Periods
Location Code 1000011AAA	Area ID
CAP #	Seq #
Asset Type Property	Asset Subtype
Currency USD	Quantity 1.0000
Transaction Code	Fair Value
Specialized Asset: <input type="checkbox"/>	FV Template ID
Transfer of Ownership: <input type="checkbox"/>	FV Group ID
ROU Asset Cost 0.00	Fair Value at End Date
	Probable Guar. Residual Value

Property Information

Property ID	*Property Class Site
*Property Name Enter Property Name	Property Description Enter Property Description
Parent Property ID	
Site ID	Building ID
*Total Area 1000.000	*Space Unit of Measure SQF Square Feet
Property Usable Area	Property Rentable Area
Occupancy Date 07/01/2020	

- A. Select 'Add Property' and Click Go
- B. Select 'OP-BD-30YR' for Operating space profile
- C. Enter Estimated life
- D. Enter Fair Value
- E. Selection Location
- F. Select Site
- G. Enter Property Name and Description
- H. Enter total area and Select SQF for UOM
- I. Enter Occupancy date
- J. 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

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 f

Description

Reference

Accounting Distribution Preview Payment Schedule

- 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 [Go]

Auto-Escalation Details

Escalate Every: 1 Year

Escalate By: Amount Percentage (5.00)

Start Date: 01/01/2021

[Generate Schedule]

[Add Escalation]

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

[OK] [Cancel] [Refresh]

- 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

Base Rent Details

Total PVLP217214.46 PVLP for the Payment Group 217214.46

Schedule Details Personalize | Find |

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 Information' section is visible, including the 'Asset List' table. The 'Cost' tab is highlighted, and the 'Cost Distribution' icon in the table is circled. The table has the following data:

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' page. The 'Distribute By...' section has 'Percentage' selected. The 'Add Distribution' button is highlighted. The 'Accounting Distribution' table is visible with the following data:

Chartfields	Accounts	Prior Period Accounts
Percentage	Department	PC Business Unit
100.00	5101101	GENRL
		Project
		UR004672
		Activity
		01
		Initiative
		00000
		Segment
		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 Operating.
- 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.