

ARC Lease Administration Operating 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

Add Asset ×

AM Business Unit COLUM *Profile ID OP-EQ-10YR <input type="text"/> *Asset Description Operating Equip Lease - 10 YR Location Code <input type="text"/> CAP # <input type="text"/> *Asset Type Equipment <input type="text"/> Tag Number <input type="text"/> Currency USD Transaction Code <input type="text"/> Specialized Asset: <input type="checkbox"/> Transfer of Ownership: <input type="checkbox"/> ROU Asset Cost 0.00	Asset ID NEXT <input type="text"/> Asset Category 00020 <input type="text"/> *Estimated Life 25 Periods Area ID <input type="text"/> Seq # <input type="text"/> Asset Subtype <input type="text"/> Serial ID <input type="text"/> Quantity 1.0000 <input type="text"/> Fair Value 1000000 <input type="text"/> FV Template ID <input type="text"/> FV Group ID <input type="text"/> Fair Value at End Date <input type="text"/> Probable Guar. Residual Value <input type="text"/>
--	---

- A. Select 'Add Equipment' and Click Go
- B. Select 'OP-EQ-10YR' for capital equipment profile
- C. Enter Fair value and useful life
- D. Click OK

Step 4 - Financial Terms

Financial Terms Clauses Options and Critical Dates Notes a

Action

Payables Lease	Lease Name	Lease Type
0000000370	Type Lease Name here	Default

Financial Summary

Accounting Date 05/14/2020

Interest Rate Percent

- 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 <input type="text"/>
	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: Arrears

Start Date: 05/14/2020 → Start Date: 07/01/2024

End Date: 05/13/2025

Integration With Accounts Payable

Payee: BANK OF AMERICA N A

Location: P-CARD TEAM USE ONLY

Ship To: 615W131STS

Amount: /Square Feet

or

Amount: USD

*Schedule: Annual-June

Frequency: Annually

Terms Calendar: Yearly Calen

Description:

Reference:

Rent Escalation

*Escalation Type: None

Go

OK Cancel Refresh

A. Update the Start Date to 07/01/YYYY (YYYY – Should be same end year as 1st 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

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

Look Up User Defined Value

Business Unit: COLUM
 PO Number: begins with
 Purchase Order Date: =
 Purchase Order Reference: begins with
 Supplier ID: begins with 0000009996

Look Up **Clear** **Cancel** **Basic Lookup**

Search Results
 Only the first 300 results can be displayed.

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

ARC Navigator Search Advanced Search Last Search

Clauses Options and Critical Dates Notes and Attachments Contacts Supplemental Data

Payables Lease Lease Name Lease Type Lessor Location
 0000000370 Found System PO: 0000078106 Operating Agreement BANK OF AMERICA N A Leasing Payments Only

User Defined Fields

PO No. 1:: 0000136981
 PO No. 2::
 PO No. 3::

Lease Created By Harish Venkataperumal Last Updated By Raissa Kalerskaia
 Created On 03/15/2020 9:00:18PM Last Updated On 03/16/2020 8:18:26AM

Save **Return to Search** **Refresh**

- Click on Clauses tab and click on arrow - User Defined fields
- 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.
- Click Save

Step 7 - Enter Chartfield Information

The screenshot shows the 'General Information' tab selected. Below it, the 'Asset List' tab is active, with the 'Cost' sub-tab 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.

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 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
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.
- C. Click Save to save latest changes

Step 9 - 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.