3.09 LEASE REPORTING

Guidance and Procedures

Abstract

Overview of Reporting Package, Expectations of Agency for GASB 87 reporting, and Step-by-Step Procedures for ACFR reporting of GASB 87 Leases

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1. GENERAL OVERVIEW

Reconciliation between current year principal and interest payments posted to the general ledger and the Payment Schedule established as part of GASB 87 Lease Asset implementation. The GASB 87 Payment Schedule established the future payments, split between principal and interest, to be paid over the life of the lease. These payments should reconcile to the current G/L. Variances to the G/L **MUST** be corrected by the Agency before the fiscal year final close.

A. Agency Responsibilities

Director of Finance and Agency GAAP contact(s) will be held responsible for: ensuring that the reporting packages are turned in timely, reconciler has adequate knowledge of GASB 87 and excellent excel skills, lease payments are being posted to the appropriate g/ls and for the appropriate amounts, and G/L is reconciled to GASB 87 payment schedules, all necessary j/e are made by the Agency and assets are created correctly and timely.

- **TO BE DONE CORRECTLY: THIS REQUIRES EXTREME ATTENTION TO DETAIL, TIMELY RECONCILIATIONS, AND PROPER OVERSIGHT BY YOUR AGENCY.**
- **THIS WILL BE AN AUDIT HEAVY AREA FOR FY 2022.**
- **ASSET VALUES MUST BE CORRECT BEFORE THE FISCAL YEAR IS CLOSED BY THE CG'S OFFICE.**

B. Color Coded Tabs-Brief Introduction

The file is split into Four Sections, denoted by tab color: Blue, Pink, Purple, and Green

1. Blue: Final Reconciliation (Required to be balanced)

a. Lease Rollforward

Balance per G/L rolled forward from previous year (PY) to current year (CY). Lease principal balance is split into amount due within one year and net long-term liability. Various reconciliations between the Blue tab and the Pink tabs must balance. Note: Liabilities are made of principal payments only.

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Lease - Rollforward	E160														
2	Fiscal Year	2022														
3	Source: Prior Year Balances and Agency Input (Columns A - D). Payment Schedule Tab (Columns F - AK).															
10							Yes	2022			2023			Principal Payments		
11	Lease ID	Type of Debt/Lease	Agency	Interest Rate	x	Debt Outstanding 6/30/21	Increases/ (Revenue)	Decreases/ (Expenditures)	Debt Outstanding 6/30/22	x	Due Within One Year	Net Long-Term Liability		2022	2023	2024
12																
13	677351	Leased Computer Equipment	E160	6.29%		-	-	-	-		-	-		-	-	
14	677851	Leased Computer Equipment	E160	6.54%		1,844	-	(1,844)	-		-	-		1,844	-	
15	677952	Leased Computer Equipment	E160	6.79%		4,820	-	(4,820)	-		-	-		4,820	-	
16	678223	Leased Computer Equipment	E160	7.04%		4,042	-	(4,042)	-		-	-		4,042	-	
17	678052	Leased Computer Equipment	E160	6.79%		4,480	-	(4,480)	-		-	-		4,480	-	
18	678509	Leased Computer Equipment	E160	7.29%		1,561	-	(1,561)	-		-	-		1,561	-	
19	Konica 1310-01	Leased Copy Equipment	E160	5.26%		-	7,324	(4,554)	2,769		2,769	-		4,554	2,769	
20	Konica 2106-01	Leased Copy Equipment	E160	5.26%		-	11,845	(2,168)	9,677		2,285	7,392		2,168	2,285	2,40
21	Konica 2105-01	Leased Copy Equipment	E160	5.26%		-	12,041	(2,204)	9,837		2,323	7,515		2,204	2,323	2,44
22																
23																
24																
25																

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (

2. Pink: Lease Rollforward Supporting Reconciliations (Required to be balanced)

a. Expenditure Reconciliation

Compares the total payments posted by G/L through relevant most recent fiscal month (FM) end to established GASB 87 Payment Schedule. Remember, the GASB 87 Payment Schedule is the amortization

schedule of principal, interest and executory costs over the life of the leased asset and was set up by your Agency during initial implementation of GASB 87 in the spring/summer of 2021.

This tab allows the reconciler to see variances between actual g/l amounts and what the g/l should be per GASB 87 schedule establishment. If done properly, payments posted to the G/L should agree to the GASB 87 Payment Schedule. **Agency is responsible for fixing all reconciling items prior to year close.**

	A	B	C	D	E	F	G	H	I	J
1	Reconcililation between General Ledger and Payment Schedule						x	Formula helper - DO NOT DELETE		
2	This schedule is formula driven and may need adjustments going forward.									
3	Reconciled through FM01 through	6								
4	Fiscal Year	2022								
5				Formula (Source: Payment Schedule Tab - Columns M-O)		Formula (Source: BW Expense Report Tab)	Formula (Source: Payment Schedule Tab - Column Q)	Formula		
6	Lease Type	G/L Account	G/L Account Description	Total Lease Payments to be made in FY21		Total Payments through Period - 6	Total Payments through Period - 6	Reconcililation between Payment Schedule and Payments Posted		Expense Summary
7	Leased Other Equipment	5041820000	Lease Other - Principal	-		-	-	-		Lease Expense
8	Leased Copy Equipment	5041867020	Lease IT Copiers - Principal	8,926.25		4,041.05	4,041.05	-		
9	Leased Computer Equipment	5041867050	Lease Data Processing Equip - Principal	16,746.96		16,216.90	16,216.90	-		Short-Term
10	Leased Medical Equipment	5041860020	Lease - Med Sci Lab Equip - Principal	-		-	-	-		Low Value
11	Leased Building	5041840000	Lease Building - Principal	-		-	-	-		
12	Leased Land	5041870000	Lease Land - Principal	-		-	-	-		Excluded by Type
13	Leased Heavy Equipment	5041860050	Lease-Hvy Equip-Non Real Estate - Principal	-		-	-	-		Inter-Agency
14										
15	Leased Other Equipment	5041830000	Lease Other - Interest	-		-	-	-		Contingent
16	Leased Copy Equipment	5041867030	Lease IT Copiers - Interest	1,428.91		676.17	676.17	-		
17	Leased Computer Equipment	5041867060	Lease Data Processing Equip - Interest	288.42		282.23	282.23	-		Total
18	Leased Medical Equipment	5041860030	Lease - Med Sci Lab Equip - Interest	-		-	-	-		Expense Repo
19	Leased Building	5041850000	Lease Building - Interest	-		-	-	-		C
20	Leased Land	[illegible]	[illegible]	-		-	-	-		

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (...

b. Payment Schedule

GASB 87 Payment Schedule is the amortization schedule of principal, interest and executory costs over the life of the leased asset and was set up by your Agency. This schedule also contains the lease master data and asset reconciliation.

This tab allows for the reconciler to mark off which payments have been made per the g/l, which then flows to the Expenditures Reconciliation tab (see above). If done properly, payments posted to the G/L should agree to the GASB 87 Payment Schedule. **Agency is responsible for fixing all reconciling items prior to year close.**

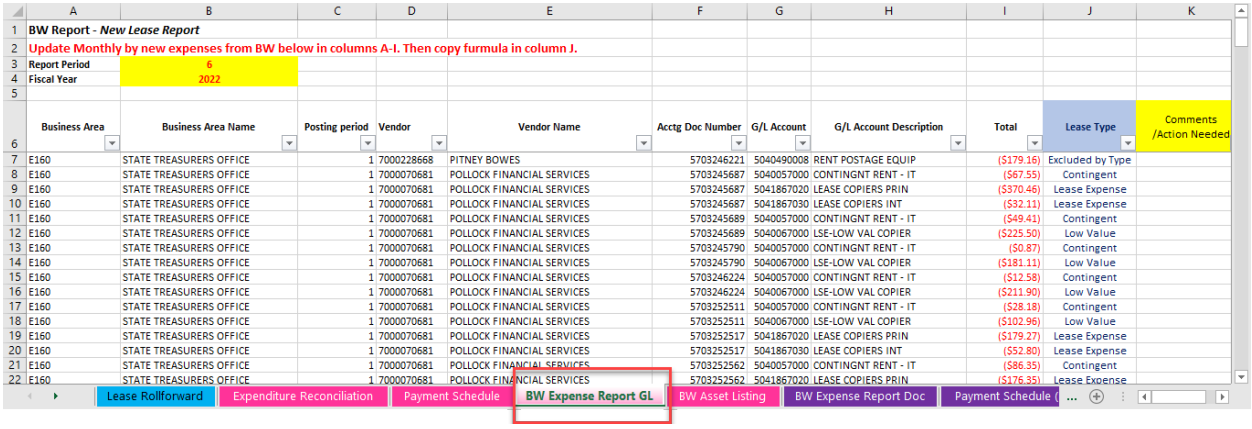
	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Formula	Formula	Formula	Input Required	Input Required	Input Required	Formula	Formula	Formula	Input Required	Input Required	Input Required	Input Require
2	ACFR Business Area	Business Area	Business Area Name	Lease ID	Vendor	Lease Type	Principal GL	Interest GL	Executory GL	Lease New for Current FY	Fiscal Year	Payment Date	Princip Amour
3	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010	Yes	2022	7/31/2021	370.
4	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	8/31/2021	372.
5	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	9/30/2021	373.
6	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	10/31/2021	375.
7	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	11/30/2021	377.
8	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	12/31/2021	378.
9	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	1/31/2022	380.
10	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	2/28/2022	381.
11	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	3/31/2022	383.
12	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	4/30/2022	385.
13	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	5/31/2022	387.
14	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2022	6/30/2022	388.
15	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	7/31/2022	390.
16	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	8/31/2022	392.
17	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	9/30/2022	393.
18	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	10/31/2022	395.
19	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	11/30/2022	397.
20	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	12/31/2022	399.
21	A000	E160	STATE TREASURERS OFFICE	Konica 1310-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010		2023	1/31/2023	400.
22	A000	E160	STATE TREASURERS OFFICE	Konica 1106-01	Pollock Financial Services	Leased Copy Equipment	5041867020	5041867030	5041867010	Yes	2022	7/31/2021	176.

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (...

c. BW Expense Report GL

BW report updated monthly by reconciler, with expenses through a specified period for a range of relevant lease g/l's. Expenses flow to the Expenditure Reconciliation tab (see above) based on the formula "G/L Account" in column B.

This tab allows for the reconciler to see what expense are posting to specific g/l's by document number, which then flows to the Expenditures Reconciliation tab (see above). If done properly, payments posted to the G/L should agree to the GASB 87 Payment Schedule. **Agency is responsible for fixing all reconciling items prior to year close.**



BW Report - *New Lease Report*

Update Monthly by new expenses from BW below in columns A-I. Then copy furmula in column J.

Report Period: 6

Fiscal Year: 2022

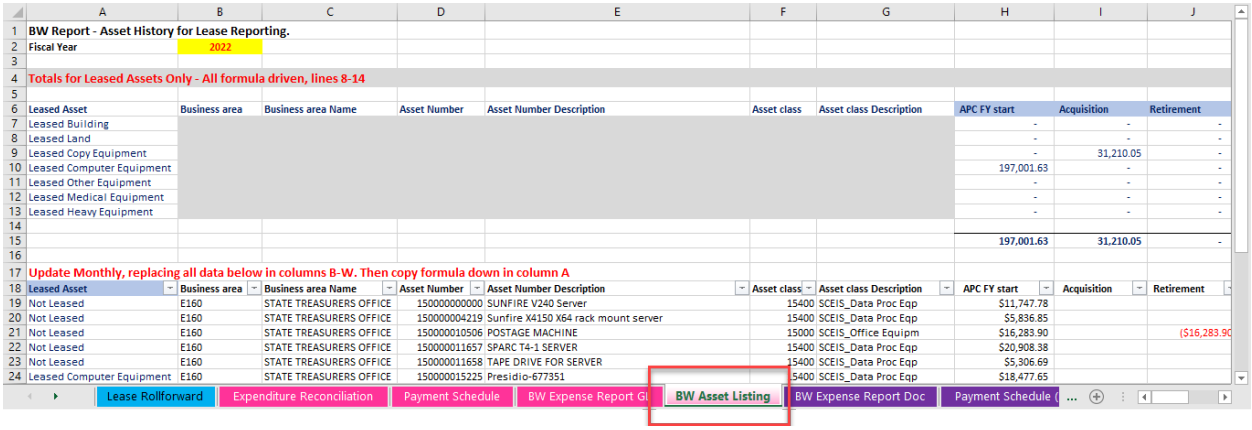
Business Area	Business Area Name	Posting period	Vendor	Vendor Name	Acctg Doc Number	G/L Account	G/L Account Description	Total	Lease Type	Comments /Action Needed
E160	STATE TREASURERS OFFICE	1	7000228668	PITNEY BOWES	5703246221	5040490008	RENT POSTAGE EQUIP	($179.16)	Excluded by Type	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5040057000	CONTINGNT RENT - IT	($67.55)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5041867020	LEASE COPIERS PRIN	($370.46)	Lease Expense	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5041867030	LEASE COPIERS INT	($32.11)	Lease Expense	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245689	5040057000	CONTINGNT RENT - IT	($49.41)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245689	5040067000	LSE-LOW VAL COPIER	($225.50)	Low Value	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245790	5040057000	CONTINGNT RENT - IT	($0.87)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245790	5040067000	LSE-LOW VAL COPIER	($181.11)	Low Value	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703246224	5040057000	CONTINGNT RENT - IT	($12.58)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703246224	5040067000	LSE-LOW VAL COPIER	($211.90)	Low Value	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252511	5040057000	CONTINGNT RENT - IT	($28.18)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252511	5040067000	LSE-LOW VAL COPIER	($102.96)	Low Value	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252517	5041867020	LEASE COPIERS PRIN	($179.27)	Lease Expense	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252517	5041867030	LEASE COPIERS INT	($52.80)	Lease Expense	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	5040057000	CONTINGNT RENT - IT	($86.35)	Contingent	
E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	5041867020	LEASE COPIERS PRIN	($176.35)	Lease Expense	

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (

d. BW Asset Listing

BW report updated monthly by reconciler, for changes to assets: acquisitions, retirements, transfers.

This tab allows for the reconciler to identify and summarize assets created for leases. The total acquisition value flows into the Lease Rollforward tab (see above) and into the Payment Schedule tab (see below). If done properly, assets created should agree to the GASB 87 Payment Schedule. **Agency is responsible for fixing all reconciling items prior to year close.**



BW Report - Asset History for Lease Reporting.

Fiscal Year: 2022

Totals for Leased Assets Only - All formula driven, lines 8-14

Leased Asset	Business area	Business area Name	Asset Number	Asset Number Description	Asset class	Asset class Description	APC FY start	Acquisition	Retirement
Leased Building							-	-	-
Leased Land							-	-	-
Leased Copy Equipment							-	31,210.05	-
Leased Computer Equipment							197,001.63	-	-
Leased Other Equipment							-	-	-
Leased Medical Equipment							-	-	-
Leased Heavy Equipment							-	-	-
							197,001.63	31,210.05	-

Update Monthly, replacing all data below in columns B-W. Then copy formula down in column A

Leased Asset	Business area	Business area Name	Asset Number	Asset Number Description	Asset class	Asset class Description	APC FY start	Acquisition	Retirement
Not Leased	E160	STATE TREASURERS OFFICE	150000000000	SUNFIRE V240 Server	15400	SCEIS_Data Proc Eqp	$11,747.78		
Not Leased	E160	STATE TREASURERS OFFICE	150000004219	Sunfire X4150 X64 rack mount server	15400	SCEIS_Data Proc Eqp	$5,836.85		
Not Leased	E160	STATE TREASURERS OFFICE	150000010506	POSTAGE MACHINE	15000	SCEIS_Office Equipm	$16,283.90		($16,283.90
Not Leased	E160	STATE TREASURERS OFFICE	150000011657	SPARC T4-1 SERVER	15400	SCEIS_Data Proc Eqp	$20,908.38		
Not Leased	E160	STATE TREASURERS OFFICE	150000011658	TAPE DRIVE FOR SERVER	15400	SCEIS_Data Proc Eqp	$5,306.69		
Leased Computer Equipment	E160	STATE TREASURERS OFFICE	150000015225	Presidio-677351	15400	SCEIS_Data Proc Eqp	$18,477.65		

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (

3. Purple: Additional Information

a. BW Expense Report Doc

BW report updated monthly by reconciler, to be used as a tool to help complete the monthly updates for payments posted on the Payment Schedule tab. The lease ID will populate when payment is EQUAL to the payment schedule. Also keep in mind, if two leases have the same payment amount, only the first lease ID will be returned.

This tab is available to help with the reconciliation. **Agency is responsible for fixing all reconciling items prior to year close.**

	A	B	C	D	E	F	G	H	I
1	BW Report - *New Lease Report - ONLY lease GLs*								
2	Update Monthly by new expenses from BW below in columns A-G. Then copy furmulas in columns I - J.								
3	Report Period	6							
4	Fiscal Year	2022							
5								Formula	Formula
6	Business Area	Business Area Name	Posting peri	Vendor	Vendor Name	Acctg Doc Numb	Total	Absolute Value	Lease ID
7	E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	($402.57)	402.57	Konica 1310-01
8	E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252517	($232.07)	232.07	Konica 2105-01
9	E160	STATE TREASURERS OFFICE	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	($228.29)	228.29	Konica 2106-01
10	E160	STATE TREASURERS OFFICE	1	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703246410	($1,858.98)	1,858.98	677851
11	E160	STATE TREASURERS OFFICE	1	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703246411	($1,627.31)	1,627.31	677952
12	E160	STATE TREASURERS OFFICE	1	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703246413	($688.76)	688.76	678223
13	E160	STATE TREASURERS OFFICE	1	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703246415	($1,138.29)	1,138.29	678052
14	E160	STATE TREASURERS OFFICE	1	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703246417	($178.75)	178.75	678509
15	E160	STATE TREASURERS OFFICE	2	7000070681	POLLOCK FINANCIAL SERVICES	5703262828	($402.57)	402.57	Konica 1310-01
16	E160	STATE TREASURERS OFFICE	2	7000070681	POLLOCK FINANCIAL SERVICES	5703272995	($232.07)	232.07	Konica 2105-01
17	E160	STATE TREASURERS OFFICE	2	7000070681	POLLOCK FINANCIAL SERVICES	5703272997	($228.29)	228.29	Konica 2106-01
18	E160	STATE TREASURERS OFFICE	2	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703259181	($1,627.31)	1,627.31	677952
19	E160	STATE TREASURERS OFFICE	2	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703259184	($1,138.29)	1,138.29	678052
20	E160	STATE TREASURERS OFFICE	2	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703259669	($178.75)	178.75	678509
21	E160	STATE TREASURERS OFFICE	2	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703259674	($688.76)	688.76	678223
22	E160	STATE TREASURERS OFFICE	3	7000070681	POLLOCK FINANCIAL SERVICES	5703283592	($402.57)	402.57	Konica 1310-01
23	E160	STATE TREASURERS OFFICE	3	7000070681	POLLOCK FINANCIAL SERVICES	5703296511	($228.29)	228.29	Konica 2106-01
24	E160	STATE TREASURERS OFFICE	3	7000070681	POLLOCK FINANCIAL SERVICES	5703296515	($232.07)	232.07	Konica 2105-01

Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (

b. Payment Schedule (Excluded)

GASB 87 Payment schedule for EXCLUDED leases. This tab allows for the reconciler to track additional leases not covered by GASB 87. This is for Agency information only but is highly recommended to assist in monthly reconciliations.

Excluded leases are reported here by category. This section will be audit heavy.

	A	B	C	D	E	F	G	H	I	J
1	Reconciliation between General Ledger and Payment Schedule						x	Formula helper - DO NOT DELETE		
2	This schedule is formula driven. Contact ACFR Team to update if needed.									
3	Reconciled through FM01 through	7								
4	Fiscal Year	2022								
5				Formula (Source: Payment Schedule Tab - Columns M-O)		Formula (Source: BW Expense Report Tab)	Formula Source: Payment Schedule Tab - Column Q)	Formula		
6	Lease Type	G/L Account	G/L Account Description	Total Lease Payments to be made in FY22		Total Payments through Period - 7	Total Payments through Period - 7	Reconciliation between Payment Schedule and Payments Posted		Expense Summar
31										
32	Excluded from GASB 87 (Low Value or Short-Term)									
33	Short-Term	5040490001	Short-Term Rent-Other-Non-IT			-				
34	Short-Term	5040027000	Short-Term Rent Copiers Eq			-				
35	Short-Term	5040037000	Short-Term Rent Data Proc Eq			-				
36	Short-Term	5040040000	Short Term Rent - Med Sci Lab Equip			-				
37	Short-Term	5040060000	Short Term Rent-Non State Owned Building			-				
38	Short-Term	5040080000	Short Term Rent-Non State Owned Land			-				
39	Short-Term	5040490005	Short Term Rent-Other-Hwy Equip-Non Real Estate			-				
40						-				
41	Low Value	5040490000	Lease - Low Value Other Non-IT			-				
42	Low Value	5040067000	Lease - Low Value Copier Equipment			4,312.20				
43	Low Value	5040077000	Lease - Low Value Data Processing			-				
44						-				
45	Excluded by Type	5040490003	Rent Post Office Box			-				
46	Excluded by Type	5040490004	Rent Storage Tanks			-				
47	Excluded by Type	5040490002	Rent-Other-Mtg Rms & Video Equip			-				
48	Excluded by Type	5040490008	Rent Postage Equipment			537.48				
49	Excluded by Type	5040490009	Rent Parking			-				
50	Excluded by Type	5040490010	Rent Storage Space			-				
51	Excluded by Type	5040490011	Rent Towers			-				
52	Excluded by Type	5040490012	Rent Trash Containers			-				
53						-				
54	Inter-Agency	5040490007	Internal Rent-Other-Motor Pool			-				
55	Inter-Agency	5040490006	Internal Rent-Other-Research Vessels			-				
56	Inter-Agency	5040070000	Rent-St Own RI Prop			120,590.58				
57	Inter-Agency	5040070001	Rent-St Own-M&O Chgs			-				
58						-				
59	Contingent	5040050000	Contingent Rent Pmts - Non-IT			-				
60	Contingent	5040057000	Contingent Rent Pmts - IT			1,412.84				
61						-				
62			Total	54,781.08		148,069.45	42,432.70	-		
63						148,069.45				

ACFR Reporting | Lease Rollforward | Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (Excluded)

	A	B	C	D	E	F	G	H	I	J	K	L	M
1	Formula	Formula	Formula	Input Required	Input Required	Input Required	Formula	Formula	Formula	Input Required	Input Required	Input Required	Input Require
2	ACFR Business Area	Business Area	Business Area Name	Lease ID	Vendor	Lease Type	Principal GL	Interest GL	Executory GL	Lease New for Current FY	Fiscal Year	Payment Date	Princip Amour
3	A000	E160	STATE TREASURERS OFFICE				0	0	0				
4	A000	E160	STATE TREASURERS OFFICE				0	0	0				
5	A000	E160	STATE TREASURERS OFFICE				0	0	0				
6	A000	E160	STATE TREASURERS OFFICE				0	0	0				
7	A000	E160	STATE TREASURERS OFFICE				0	0	0				
8	A000	E160	STATE TREASURERS OFFICE				0	0	0				
9	A000	E160	STATE TREASURERS OFFICE				0	0	0				
10	A000	E160	STATE TREASURERS OFFICE				0	0	0				
11	A000	E160	STATE TREASURERS OFFICE				0	0	0				
12	A000	E160	STATE TREASURERS OFFICE				0	0	0				
13	A000	E160	STATE TREASURERS OFFICE				0	0	0				
14	A000	E160	STATE TREASURERS OFFICE				0	0	0				
15	A000	E160	STATE TREASURERS OFFICE				0	0	0				
16	A000	E160	STATE TREASURERS OFFICE				0	0	0				
17	A000	E160	STATE TREASURERS OFFICE				0	0	0				
18	A000	E160	STATE TREASURERS OFFICE				0	0	0				
19	A000	E160	STATE TREASURERS OFFICE				0	0	0				
20	A000	E160	STATE TREASURERS OFFICE				0	0	0				
21	A000	E160	STATE TREASURERS OFFICE				0	0	0				
22													

... Expenditure Reconciliation | Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (Excluded) | Master ...

4. Green: Supporting Information

These tabs are used for lookup formulas only. No adjustments should ever be required.

a. Master Data

List of all relevant leasing expense g/ls and their respective reporting category.

	A	B	C	D
1	G/L Account	G/L Account Description	Long Name	Reporting Categor
2	5040050000	CONTNGNT REN NON-IT	Contingent Rent Pmts - Non-IT	Contingent
3	5040057000	CONTINGNT RENT - IT	Contingent Rent Pmts - IT	Contingent
4	5040490002	RENT-OTH-ROOM&VID	Rent-Other-Mtg Rms & Video Equip	Excluded by Type
5	5040490003	RENT PO BOX	Rent Post Office Box	Excluded by Type
6	5040490004	RENT STOR TANK	Rent Storage Tanks	Excluded by Type
7	5040490008	RENT POSTAGE EQUIP	Rent Postage Equipment	Excluded by Type
8	5040490009	RENT PARKING	Rent Parking	Excluded by Type
9	5040490010	RENT STORAGE SPACE	Rent Storage Space	Excluded by Type
10	5040490011	RENT TOWERS	Rent Towers	Excluded by Type
11	5040490012	RENT TRASH CONTAINER	Rent Trash Containers	Excluded by Type
12	5040070000	RENT-ST OWN RL PROP	State owned real property	Inter-Agency
13	5040070001	RENT-ST OWN-M&O CHGS	State owned real property	Inter-Agency
14	5040490006	INTERNAL RSC VESSELS	Internal Rent-Other-Research Vessels	Inter-Agency
15	5040490007	INTERNAL MOTOR POOL	Internal Rent-Other-Motor Pool	Inter-Agency
16	5041810000	LEASE OTHER-EXC COST	Lease Other - Executory Cost	Lease Expense
17	5041820000	LEASE OTHER - PRINCP	Lease Other - Principal	Lease Expense
18	5041830000	LEASE OTHER-INTEREST	Lease Other - Interest	Lease Expense

... Payment Schedule | BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (Excluded) | Master Data | Lease Types with G

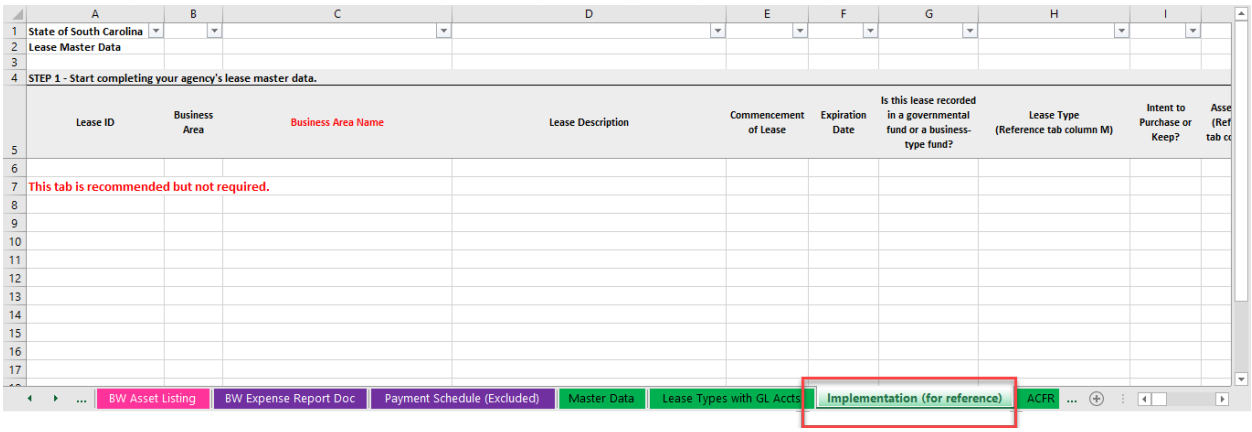
b. Lease Types with GL Accts

List of list types and respective g/ls for principals, interest and executory costs.

	A	B	C	D
1	Lease Type	GL Account Principal	GL Account Interest	GL Account Executory
2	Leased Building	5041840000	5041850000	5041860000
3	Leased Land	5041840000	5041850000	5041860000
4	Leased Copy Equipment	5041867020	5041867030	5041867010
5	Leased Computer Equipment	5041867050	5041867060	5041867040
6	Leased Other Equipment	5041820000	5041830000	5041810000
7	Leased Medical Equipment	5041860020	5041860030	5041860010
8	Leased Heavy Equipment	5041860050	5041860060	5041860040
9				
10	LV Leased Copy Equipment	5040067000	n/a	n/a
11	Short Term Copy Equipment	5040027000	n/a	n/a
12	Contingent Payments	5040057000	n/a	n/a
13				
14				
15				
16				
17				
18				
19				

... BW Expense Report GL | BW Asset Listing | BW Expense Report Doc | Payment Schedule (Excluded) | Master Data | Lease Types with GL Accts | Implementatio ...

c. *Implementation Master Data from July 2021 (for reference only)*



State of South Carolina
Lease Master Data

STEP 1 - Start completing your agency's lease master data.

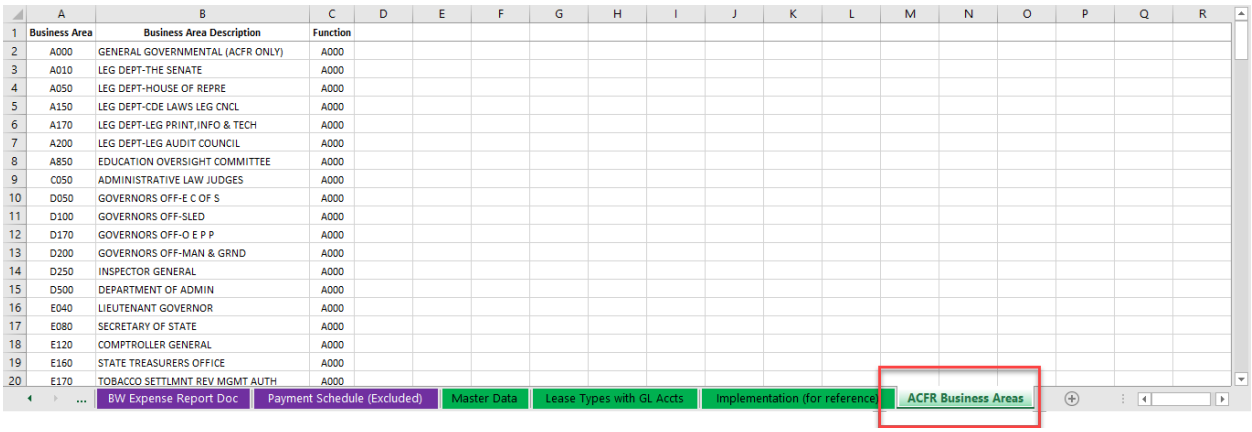
Lease ID	Business Area	Business Area Name	Lease Description	Commencement of Lease	Expiration Date	Is this lease recorded in a governmental fund or a business-type fund?	Lease Type (Reference tab column M)	Intent to Purchase or Keep?	Asse (Ref tab co

This tab is recommended but not required.

BW Asset Listing | BW Expense Report Doc | Payment Schedule (Excluded) | Master Data | Lease Types with GL Accts | Implementation (for reference) | ACFR

d. *ACFR Business Areas*

List of all Business Areas and their ACFR Business Area rollup.



Business Area	Business Area Description	Function
A000	GENERAL GOVERNMENTAL (ACFR ONLY)	A000
A010	LEG DEPT-THE SENATE	A000
A050	LEG DEPT-HOUSE OF REPRE	A000
A150	LEG DEPT-CDE LAWS LEG CNCL	A000
A170	LEG DEPT-LEG PRINT,INFO & TECH	A000
A200	LEG DEPT-LEG AUDIT COUNCIL	A000
A850	EDUCATION OVERSIGHT COMMITTEE	A000
C050	ADMINISTRATIVE LAW JUDGES	A000
D050	GOVERNORS OFF-E C OF S	A000
D100	GOVERNORS OFF-SLED	A000
D170	GOVERNORS OFF-O E P P	A000
D200	GOVERNORS OFF-MAN & GRND	A000
D250	INSPECTOR GENERAL	A000
D500	DEPARTMENT OF ADMIN	A000
E040	LIEUTENANT GOVERNOR	A000
E080	SECRETARY OF STATE	A000
E120	COMPTROLLER GENERAL	A000
E160	STATE TREASURERS OFFICE	A000
E170	TOBACCO SETTLMNT REV MGMT AUTH	A000

BW Expense Report Doc | Payment Schedule (Excluded) | Master Data | Lease Types with GL Accts | Implementation (for reference) | ACFR Business Areas

C. Other Important Items to Remember/Understand

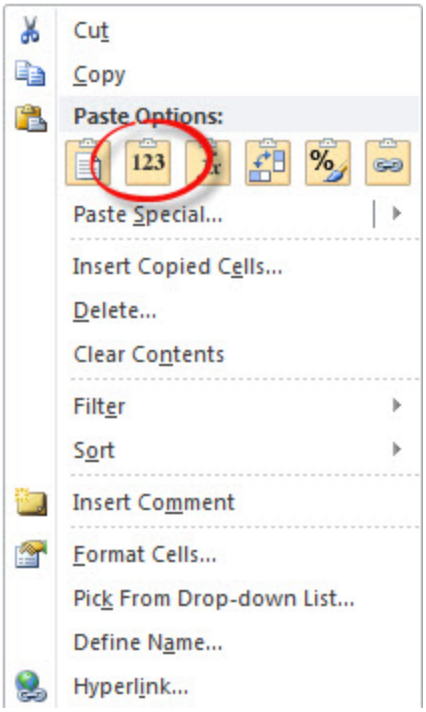
1. Payment Schedule-Source of Information

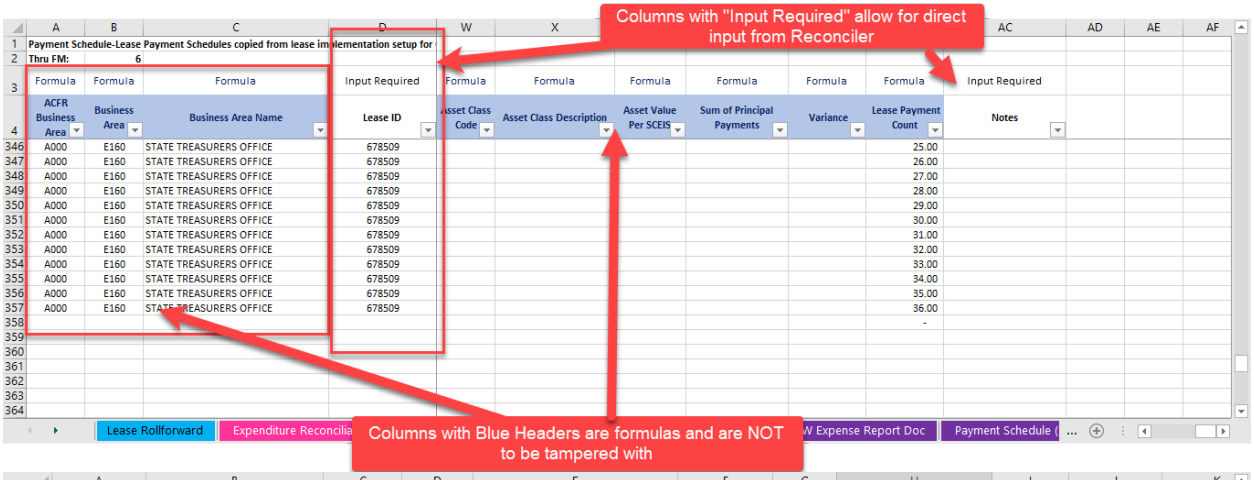
The Payment Schedule is sourced from the lease implementation completed by your Agency as part of GASB 87. This process is where the lease life is setup, principal, interest, and executory costs are calculated on a regular basis and a lease amortization schedule is set up over the life of the lease. Your Agency then must make payments in agreement to this schedule, posting the correct amounts to the correct g/l's on a monthly basis. Any variances between the g/l and the payment schedule MUST be reconciled by your Agency and adjusted either through j/e to the g/l or payment schedule**.**

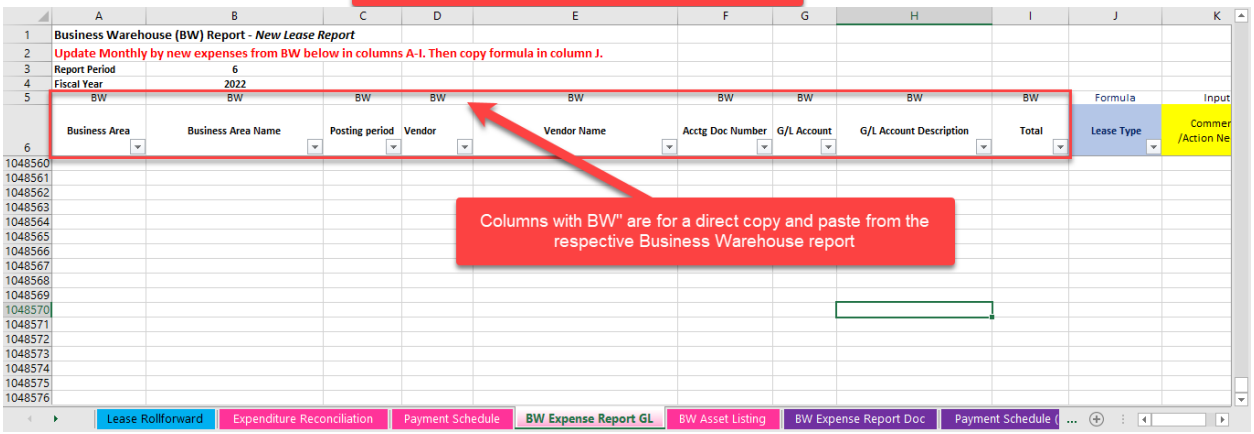
New Leases will need to be added as needed and schedules will need to be created when not provided by vendor. Currently, Presidio is the only vendor providing the amortization schedules.

2. Where the Reconciler has Direct Inputs and Where Formulas are Denoted

Formulas are denoted with a light blue background/blue font for heading. Reconciler input is required where denoted by "Input Required" or "BW". "BW" means a direct copy and paste from a specific Business Warehouse report to be run for the specific period.


Cut
Copy
Paste Options:
123
Paste Special...
Insert Copied Cells...
Delete...
Clear Contents
Filter
Sort
Insert Comment
Format Cells...
Pick From Drop-down List...
Define Name...
Hyperlink...


Columns with "Input Required" allow for direct input from Reconciler
Columns with Blue Headers are formulas and are NOT to be tampered with
Payment Schedule-Lease Payment Schedules copied from lease implementation setup for
Thru FM: 6
Formula
Input Required
ACFR Business Area
Business Area
Business Area Name
Lease ID
Asset Class Code
Asset Class Description
Asset Value Per SCEIS
Sum of Principal Payments
Variance
Lease Payment Count
Notes
Lease Rollforward
Expenditure Reconcilia
W Expense Report Doc
Payment Schedule

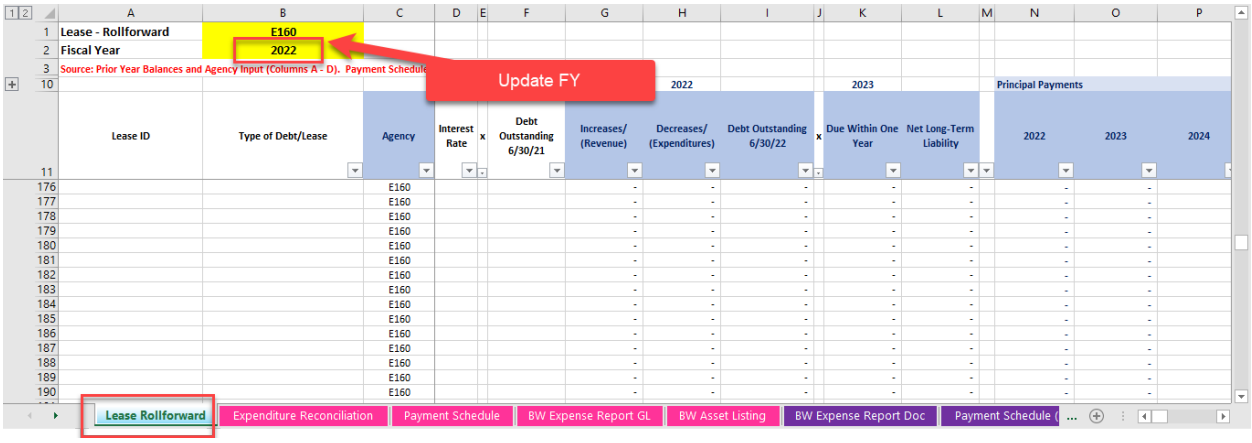

Business Warehouse (BW) Report - New Lease Report
Update Monthly by new expenses from BW below in columns A-I. Then copy formula in column J.
Report Period 6
Fiscal Year 2022
BW
Formula
Input
Business Area
Business Area Name
Posting period
Vendor
Vendor Name
Acctg Doc Number
G/L Account
G/L Account Description
Total
Lease Type
Commer /Action Ne
Columns with BW" are for a direct copy and paste from the respective Business Warehouse report
Lease Rollforward
Expenditure Reconciliation
Payment Schedule
BW Expense Report GL
BW Asset Listing
BW Expense Report Doc
Payment Schedule

2. RECONCILIATION PROCEDURES (in order)

A. Update FY/FM

1. Update FY, if applicable

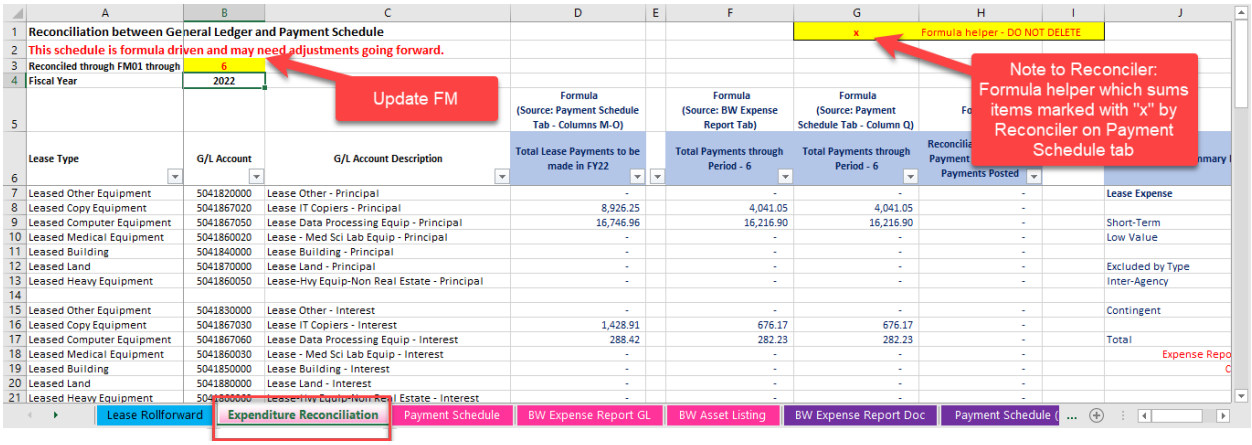
It will roll through to the rest of the tabs. No need to update anywhere else.



2. Expenditure Reconciliation

a. Update the FM Only!

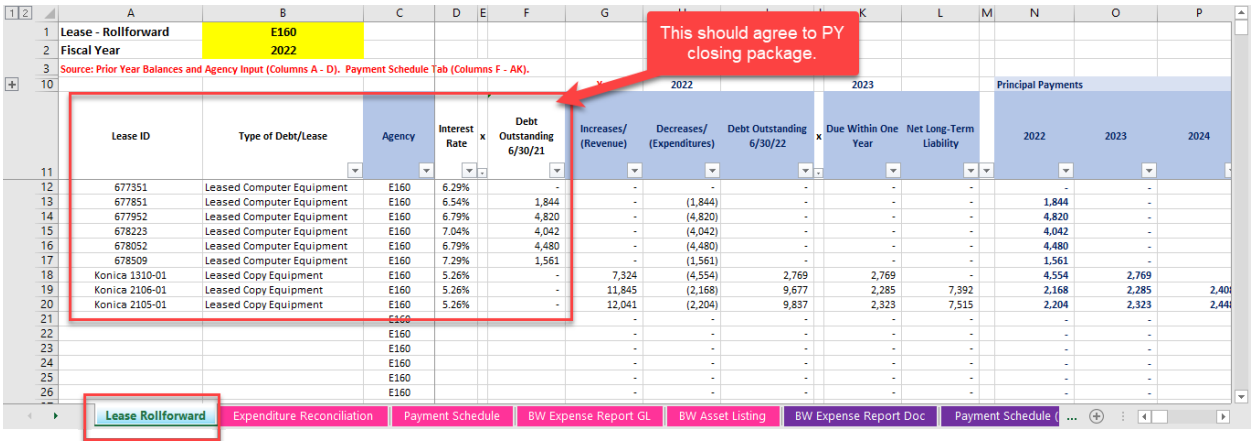
It will roll through to the rest of the tabs. No need to update anywhere else.



B. Update/Verify Beginning Balance

1. Lease Rollforward

The debt outstanding in column F **MUST** agree to previous year's reporting package for debt outstanding at year end in column I. **YOUR PACKAGE WILL NOT BE ACCEPTED IF THESE ROLLFORWARD BALANCES DON'T AGREE.**

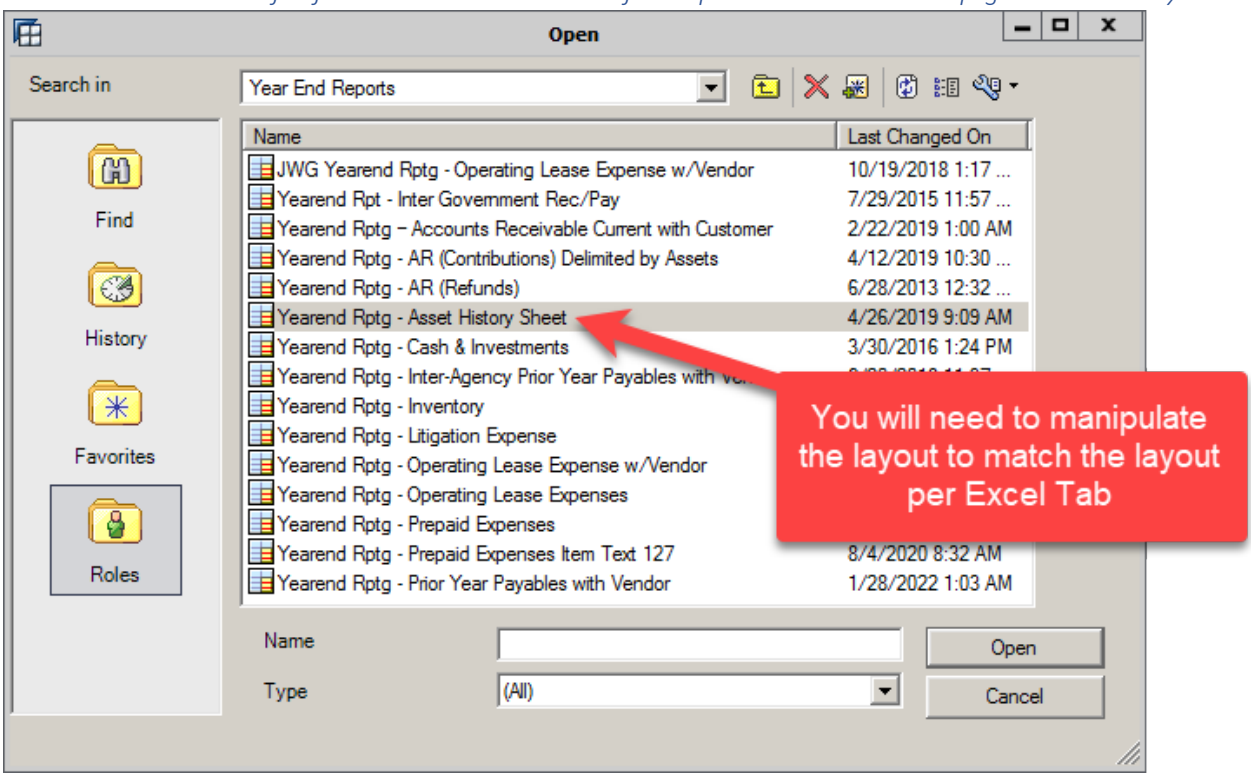


	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P
1	Lease - Rollforward	E160														
2	Fiscal Year	2022														
3	Source: Prior Year Balances and Agency Input (Columns A - D). Payment Schedule Tab (Columns F - AK).															
10								2022			2023			Principal Payments		
11	Lease ID	Type of Debt/Lease	Agency	Interest Rate	x	Debt Outstanding 6/30/21	Increases/ (Revenue)	Decreases/ (Expenditures)	Debt Outstanding 6/30/22	x	Due Within One Year	Net Long-Term Liability		2022	2023	2024
12	677351	Leased Computer Equipment	E160	6.29%		-	-	-	-		-	-		-	-	
13	677851	Leased Computer Equipment	E160	6.54%		1,844	-	(1,844)	-		-	-		1,844	-	
14	677952	Leased Computer Equipment	E160	6.79%		4,820	-	(4,820)	-		-	-		4,820	-	
15	678223	Leased Computer Equipment	E160	7.04%		4,042	-	(4,042)	-		-	-		4,042	-	
16	678052	Leased Computer Equipment	E160	6.79%		4,480	-	(4,480)	-		-	-		4,480	-	
17	678509	Leased Computer Equipment	E160	7.29%		1,561	-	(1,561)	-		-	-		1,561	-	
18	Konica 1310-01	Leased Copy Equipment	E160	5.26%		-	7,324	(4,554)	2,769		2,769	-		4,554	2,769	
19	Konica 2106-01	Leased Copy Equipment	E160	5.26%		-	11,845	(2,168)	9,677		2,285	7,392		2,168	2,285	2,40
20	Konica 2105-01	Leased Copy Equipment	E160	5.26%		-	12,041	(2,204)	9,837		2,323	7,515		2,204	2,323	2,44
21			E160				-	-	-		-	-		-	-	
22			E160				-	-	-		-	-		-	-	
23			E160				-	-	-		-	-		-	-	
24			E160				-	-	-		-	-		-	-	
25			E160				-	-	-		-	-		-	-	
26			E160				-	-	-		-	-		-	-	

C. Update BW Reports through FM selected on the expenditure reconciliation.

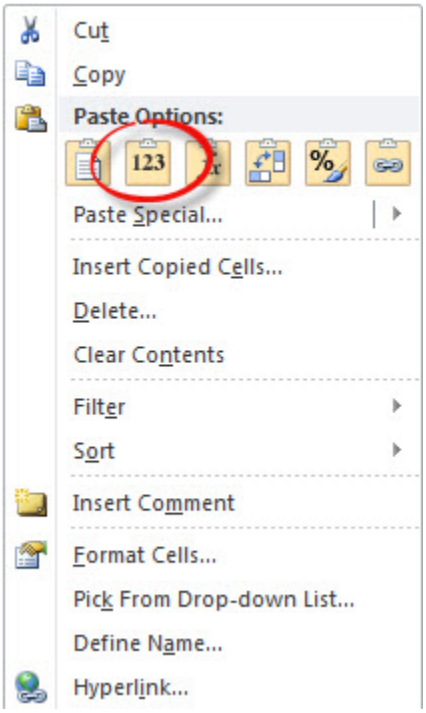
1. BW Asset Listing

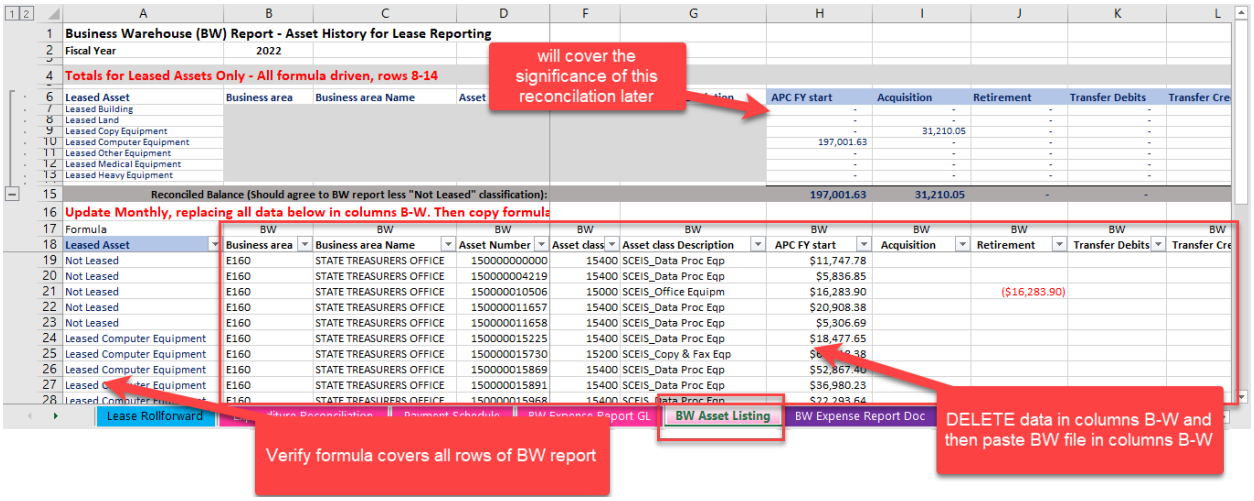
a. Download BW file from Business Warehouse for respective FM: Yearend Rptg – Asset History Sheet



NOTE – BW report default view should mimic this tab.

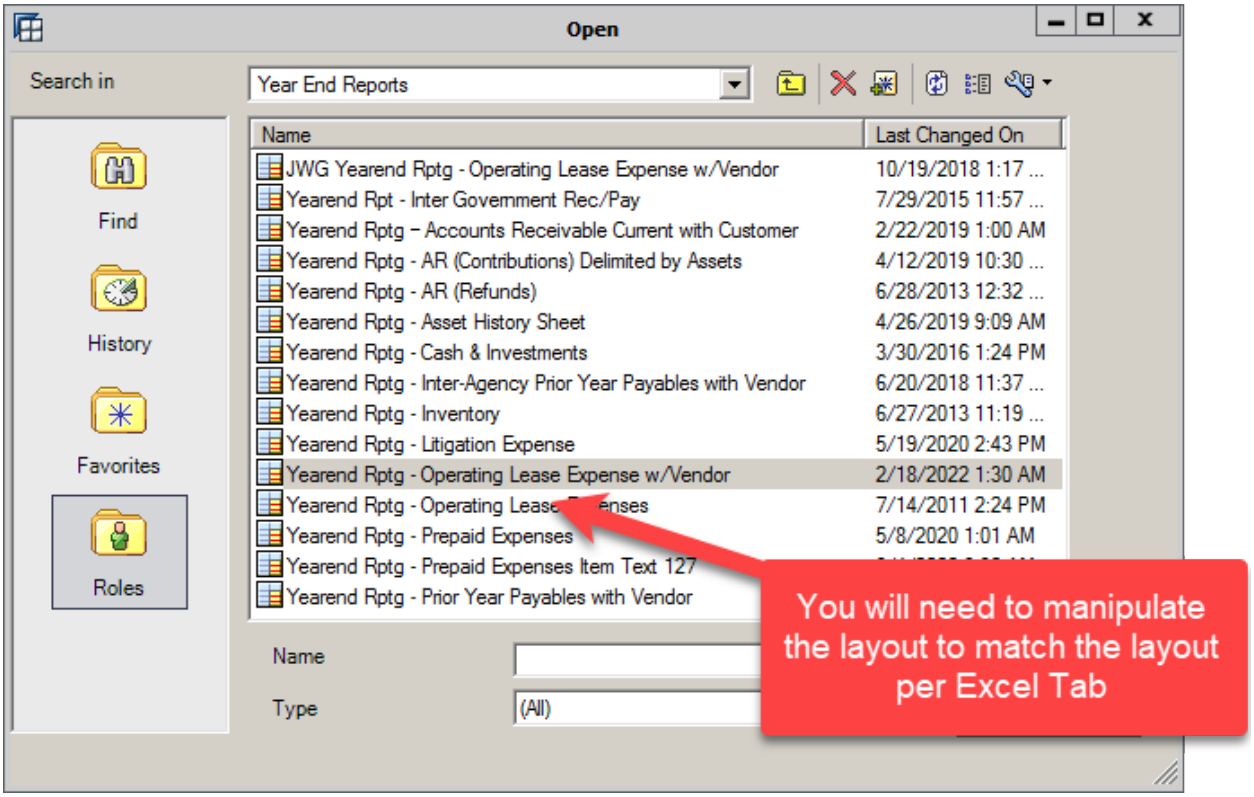
b. Paste special as values BW file onto BW Asset Listing tab





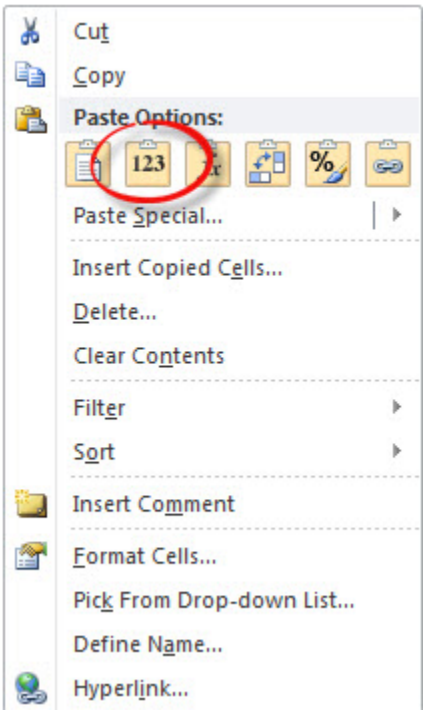
2. BW Expense Report GL: Yearend Rptg – Operating Lease Expense w/Vendor

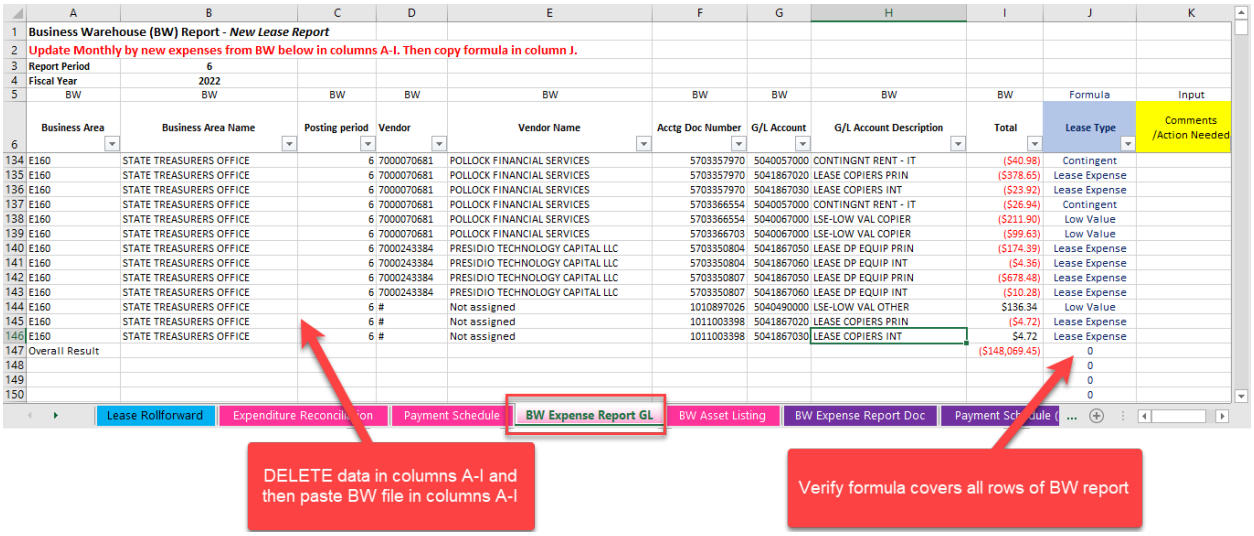
a. Download BW file from BW for respective FM



NOTE – BW report default view should mimic this tab.

b. Paste special as values BW file onto BW Expense Report GL, cell A7.



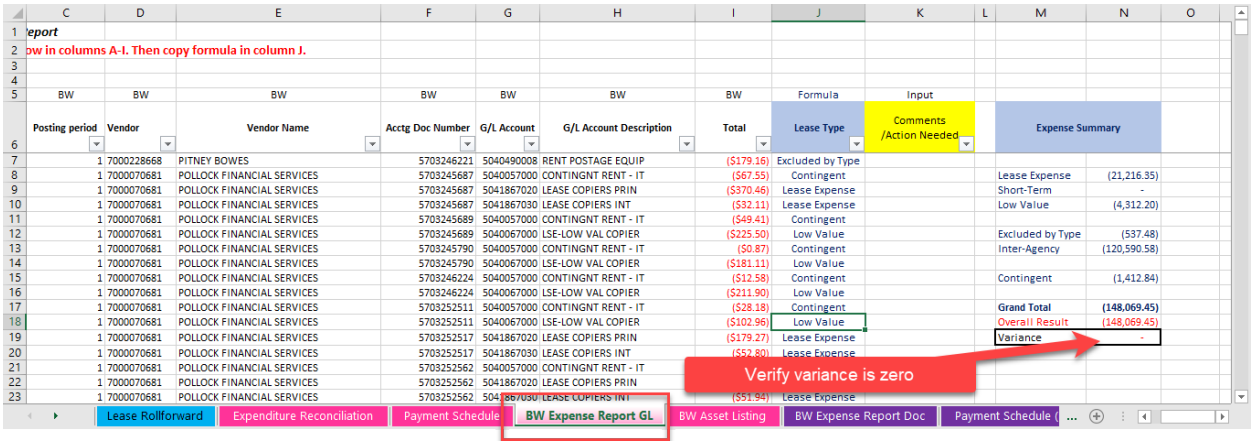


	A	B	C	D	E	F	G	H	I	J	K
1	Business Warehouse (BW) Report - *New Lease Report*										
2	Update Monthly by new expenses from BW below in columns A-I. Then copy formula in column J.										
3	Report Period	6									
4	Fiscal Year	2022									
5	BW	BW	BW	BW	BW	BW	BW	BW	BW	Formula	Input
6	Business Area	Business Area Name	Posting period	Vendor	Vendor Name	Acctg Doc Number	G/L Account	G/L Account Description	Total	Lease Type	Comments /Action Needed
134	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703357970	5040057000	CONTINGNT RENT - IT	($40.98)	Contingent	
135	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703357970	5041867020	LEASE COPIERS PRIN	($378.65)	Lease Expense	
136	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703357970	5041867030	LEASE COPIERS INT	($23.92)	Lease Expense	
137	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703366554	5040057000	CONTINGNT RENT - IT	($26.94)	Contingent	
138	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703366554	5040067000	LSE-LOW VAL COPIER	($211.90)	Low Value	
139	E160	STATE TREASURERS OFFICE	6	7000070681	POLLOCK FINANCIAL SERVICES	5703366703	5040067000	LSE-LOW VAL COPIER	($99.63)	Low Value	
140	E160	STATE TREASURERS OFFICE	6	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703350804	5041867050	LEASE DP EQUIP PRIN	($174.39)	Lease Expense	
141	E160	STATE TREASURERS OFFICE	6	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703350804	5041867060	LEASE DP EQUIP INT	($4.36)	Lease Expense	
142	E160	STATE TREASURERS OFFICE	6	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703350807	5041867050	LEASE DP EQUIP PRIN	($678.48)	Lease Expense	
143	E160	STATE TREASURERS OFFICE	6	7000243384	PRESIDIO TECHNOLOGY CAPITAL LLC	5703350807	5041867060	LEASE DP EQUIP INT	($10.28)	Lease Expense	
144	E160	STATE TREASURERS OFFICE	6	#	Not assigned	1010897026	5040490000	LSE-LOW VAL OTHER	$136.34	Low Value	
145	E160	STATE TREASURERS OFFICE	6	#	Not assigned	1011003398	5041867020	LEASE COPIERS PRIN	($4.72)	Lease Expense	
146	E160	STATE TREASURERS OFFICE	6	#	Not assigned	1011003398	5041867030	LEASE COPIERS INT	$4.72	Lease Expense	
147	Overall Result								($148,069.45)	0	
148										0	
149										0	
150										0	

c. *Verify Reconciliation of Lease Type*

Note to the Reconciler: This reconciliation is important because it tags each recorded g/l expense by "Lease Type". Any variance indicates that relevant g/l expenses will not be properly reconciled as they have not been properly identified to a "Lease Type".

"Lease Type" is important because it flows to Expenditure Reconciliation tab which reconciles the G/L to Payment Schedule as established according to GASB 87 requirements.



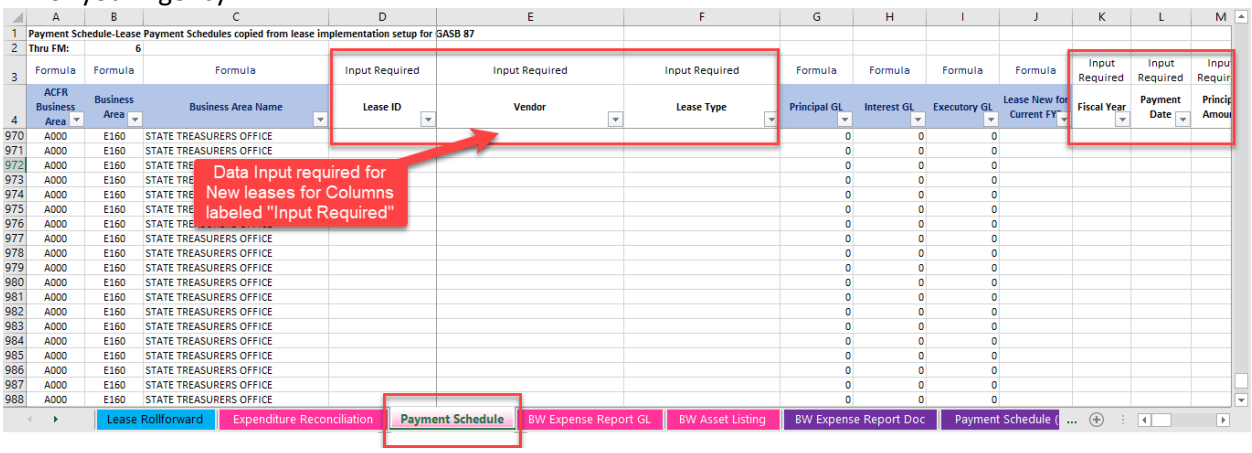
	C	D	E	F	G	H	I	J	K	L	M	N	O
1	*eport*												
2	ow in columns A-I. Then copy formula in column J.												
3													
4													
5	BW	BW	BW	BW	BW	BW	BW	Formula	Input				
6	Posting period	Vendor	Vendor Name	Acctg Doc Number	G/L Account	G/L Account Description	Total	Lease Type	Comments /Action Needed		Expense Summary		
7	1	7000228668	PITNEY BOWES	5703246221	5040490008	RENT POSTAGE EQUIP	($179.16)	Excluded by Type					
8	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5040057000	CONTINGNT RENT - IT	($67.55)	Contingent			Lease Expense	(21,216.35)	
9	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5041867020	LEASE COPIERS PRIN	($370.46)	Lease Expense			Short-Term	-	
10	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245687	5041867030	LEASE COPIERS INT	($32.11)	Lease Expense			Low Value	(4,312.20)	
11	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245689	5040057000	CONTINGNT RENT - IT	($49.41)	Contingent					
12	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245689	5040067000	LSE-LOW VAL COPIER	($225.50)	Low Value			Excluded by Type	($37.48)	
13	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245790	5040057000	CONTINGNT RENT - IT	($0.87)	Contingent			Inter-Agency	(120,590.58)	
14	1	7000070681	POLLOCK FINANCIAL SERVICES	5703245790	5040067000	LSE-LOW VAL COPIER	($181.11)	Low Value					
15	1	7000070681	POLLOCK FINANCIAL SERVICES	5703246224	5040057000	CONTINGNT RENT - IT	($12.58)	Contingent			Contingent	(1,412.84)	
16	1	7000070681	POLLOCK FINANCIAL SERVICES	5703246224	5040067000	LSE-LOW VAL COPIER	($211.90)	Low Value					
17	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252511	5040057000	CONTINGNT RENT - IT	($28.18)	Contingent			**Grand Total**	**(148,069.45)**	
18	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252511	5040067000	LSE-LOW VAL COPIER	($102.96)	Low Value			Overall Result	(148,069.45)	
19	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252517	5041867020	LEASE COPIERS PRIN	($179.27)	Lease Expense			Variance	-	
20	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252517	5041867030	LEASE COPIERS INT	($52.80)	Lease Expense					
21	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	5040057000	CONTINGNT RENT - IT							
22	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	5041867020	LEASE COPIERS PRIN							
23	1	7000070681	POLLOCK FINANCIAL SERVICES	5703252562	5041867030	LEASE COPIERS INT	($51.94)	Lease Expense					

D. Add New Leases

1. Create Payment Schedules if not provide by vendor to establish amortization of principal, interest, and executory costs over the life of the lease. See https://cg.sc.gov/guidance-and-forms-state-agencies/gasb-87-lease-accounting for further guidance. Also, contact ACFR team if a blank lease calculator is needed.
2. Create Lease asset using the SCEIS Help document. See https://cg.sc.gov/guidance-and-forms-state-agencies/gasb-87-lease-accounting for further guidance.
3. Payment Schedule

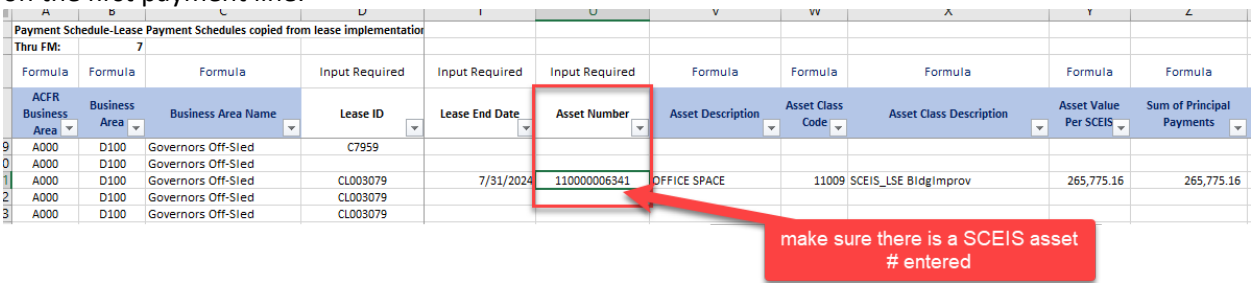
a. Add lease to Payment Schedule tab

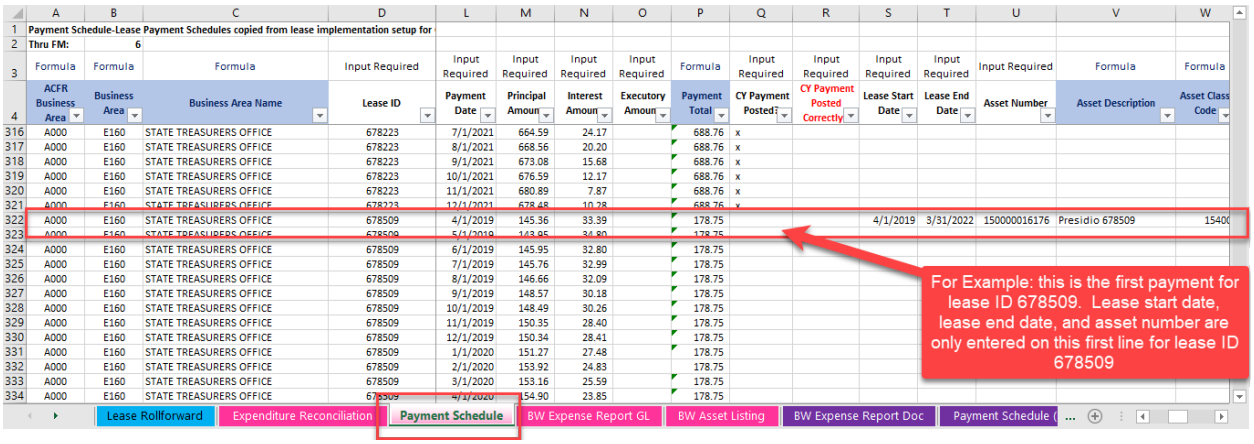
All relevant information MUST be complete, assets reconciled and agree to GASB 87 requirements. 1,000 rows of formulas have been filled. If more rows are needed, please contact the ACFR team to unlock and fill for your Agency.



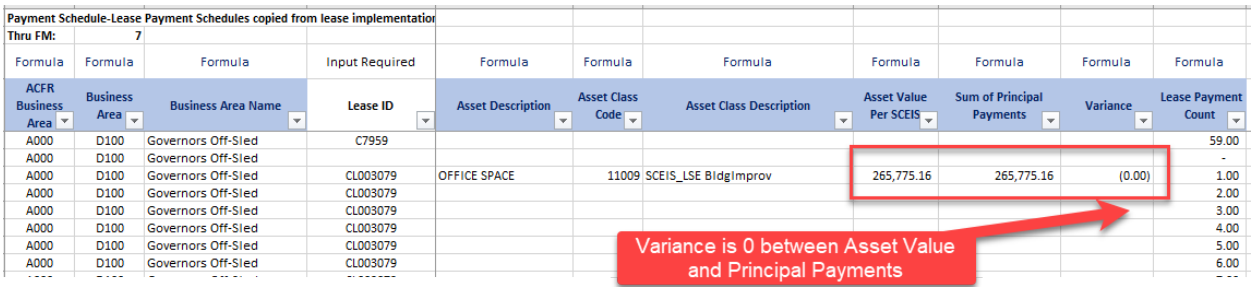
b. Unique items when adding new leases to the Payment Schedule tab

For Columns: S (Lease Start Date), T (Lease End Date), U (Asset Number) please add the information only for the first row of the lease payment. In other words, there maybe 40 payments associated with this specific lease. The Reconciler will only need to input the lease start date, lease end date and asset number on the first payment line.





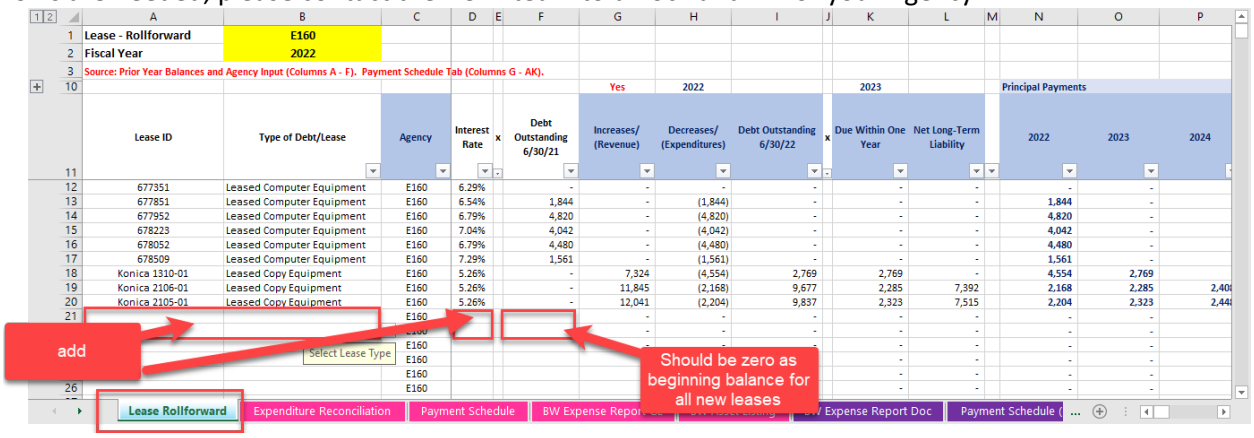
c. Verify the asset value is equal to the sum of principal payments, see column AA. Also verify asset class is correct.



4. Lease Rollforward

a. Add Lease ID, select Type of Debt/Lease from drop down selection box, and add Interest rate

Information MUST agree to the Payment Schedule tab. 150 rows of formulas have been filled. If more rows are needed, please contact the ACFR team to unlock and fill for your Agency.

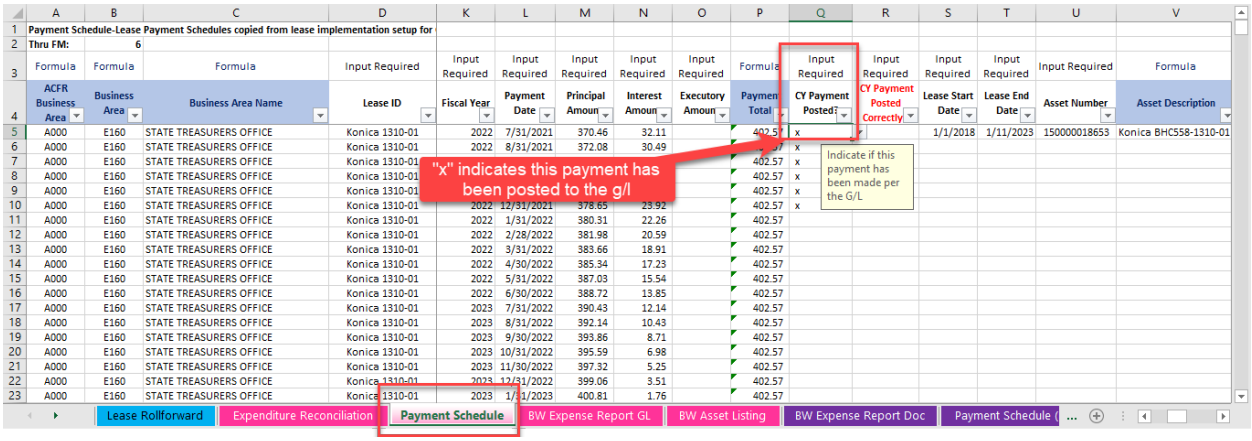


E. Reconcile Payment Schedule to G/L

1. Indicate if payment has been posted to G/L by selecting "x" from the dropdown box.

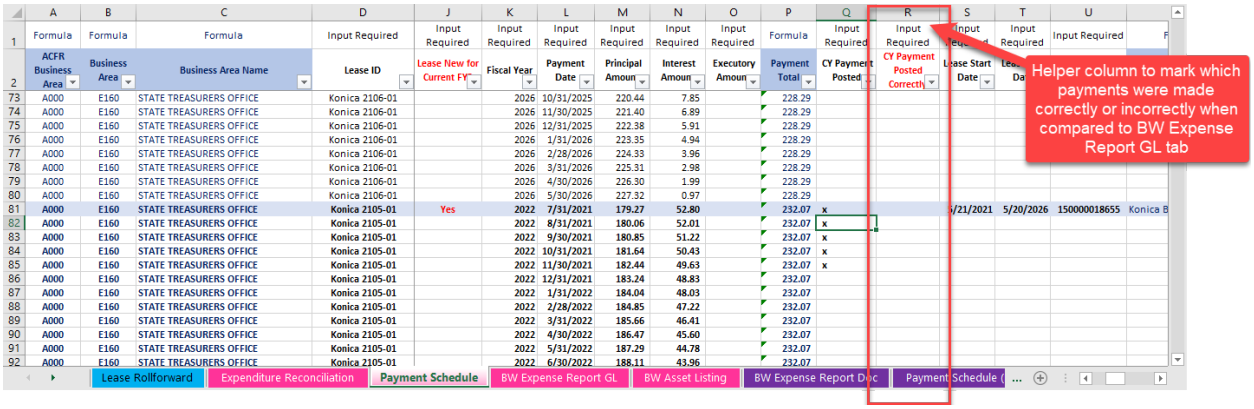
G/L detail of payments can be found on BW Expense Report GL and should cross-reference back to the Payment Schedule. Reconciler should put an x in column Q regardless if payment is correct, column R is for capturing if the payment was posted incorrectly. The Expenditure Reconciliation tab won't tie to the BW Expense Report GL until reconciler posts the necessary j/e to balance the G/L to the payment

schedule.



2. Determine if Payment Posted Correctly to the G/L

a. *Indicate which payments per the Payment Schedule do not agree to the G/L.* This is not required but extremely helpful when posting complicated JE's.



b. *Make any necessary j/e's if payment posted to G/L does not agree to GASB 87 Payment schedule*

Reconciler should determine that the Principal, Interest and Executory amounts agree to the correct g/l accounts and amounts posted on the BW Expense Report GL tab. **Agency is responsible for fixing all reconciling items with necessary j/e's prior to year close.**

3. Review G/L Accounts Excluded from GASB 87 Lease Coverage

Sometimes, an agency can post GASB 87 lease expenses to the incorrect g/l accounts. Agencies should review the below g/l accounts activity to determine if any GASB 87 lease expenses were posted and if so, adjust to the correct g/l account.

G/L Account	G/L Account Description	Reporting Category
5040050000	CONTNGNT REN NON-IT	Contingent
5040057000	CONTINGNT RENT - IT	Contingent
5040490002	RENT-OTH-ROOM&VID	Excluded - Meetings Rooms & Equipment
5040490003	RENT PO BOX	Excluded - PO Box
5040490004	RENT STOR TANK	Excluded - Storage Tanks
5040490008	RENT POSTAGE EQUIP	Excluded - Postage Equipment
5040490009	RENT PARKING	Excluded - Parking
5040490010	RENT STORAGE SPACE	Excluded - Storage Space
5040490011	RENT TOWERS	Excluded - Towers
5040490012	RENT TRASH CONTAINER	Excluded - Trash Containers
5040070000	RENT-ST OWN RL PROP	Inter-Agency
5040070001	RENT-ST OWN-M&O CHGS	Inter-Agency
5040490006	INTERNAL RSC VESSELS	Inter-Agency
5040490007	INTERNAL MOTOR POOL	Inter-Agency
5040067000	LSE-LOW VAL COPIER	Low Value
5040077000	LEASE-LOW VALUE DP	Low Value
5040490000	LSE-LOW VAL OTHER	Low Value
5040027000	ST RENT-COPYING EQ	Short-Term
5040037000	ST RENT-DATA PROC EQ	Short-Term
5040040000	ST RENT-MED LAB EQ	Short-Term
5040060000	ST RENT-NON ST BLDG	Short-Term
5040080000	ST RENT-NON ST LAND	Short-Term
5040490001	ST RENT-NON IT OTHER	Short-Term
5040490005	ST RENT HEAVY EQUIP	Short-Term

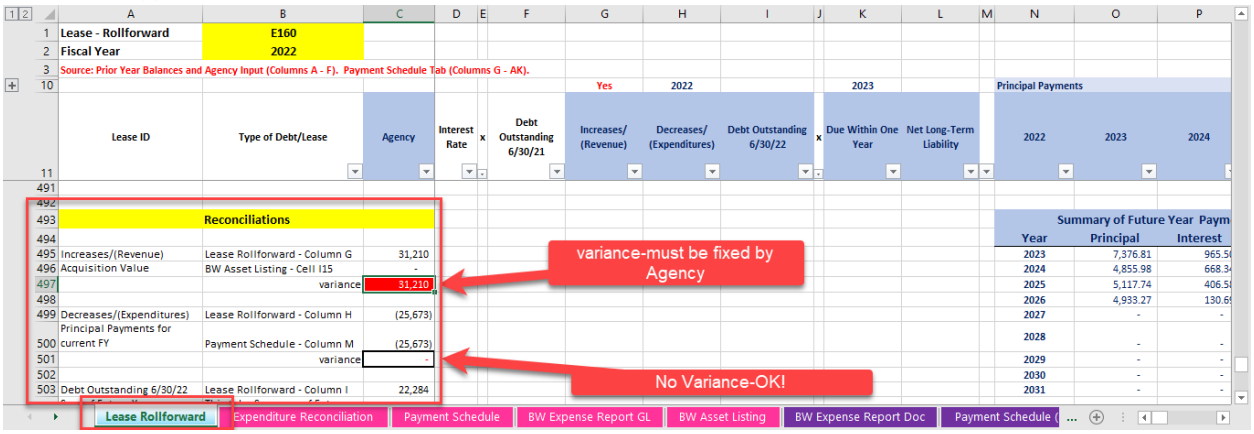
c. Correct GASB 87 Payment Schedule if necessary

If it is determined that the g/l is correct and the payment schedule is wrong, then the reconciler will need to create a new lease calculator and GASB 87 payment schedule, correct the asset value in SCEIS and update the payment schedule so that it agrees to the g/l. **Agency is responsible for maintaining GASB 87 payment schedules that agree to each g/l payment posting and related SCEIS assets value.**

F. Verify Reconciliations-No Variances

Fixing variances is the responsibility of the Agency and **MUST** be made prior to year close. Packages submitted with variances will be considered incomplete.

a. Verify Reconciliation-No Variances



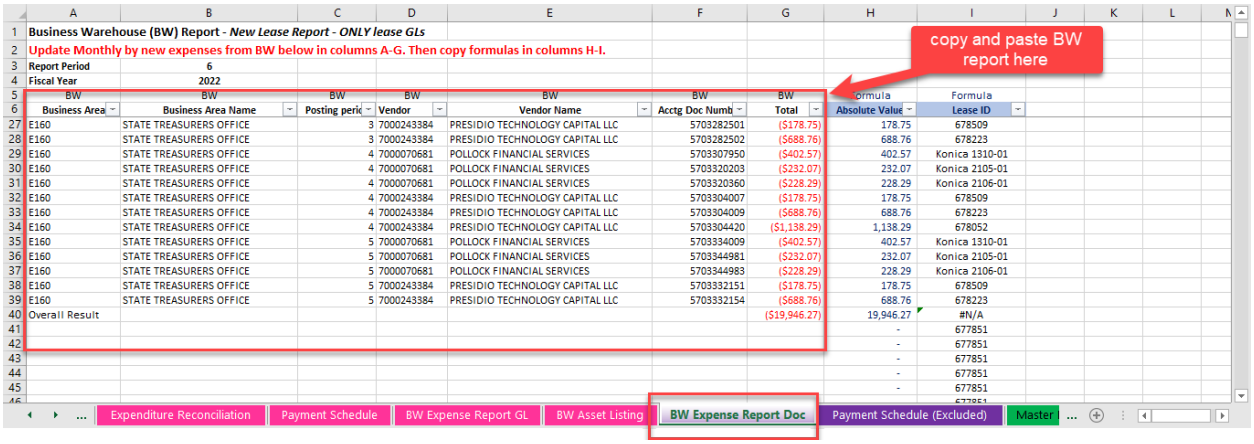
b. Research All Variances

It is the responsibility of the Agency to keep GASB 87 Payment Schedules in balances with the G/L. Any variances, not attributable to timing, must be corrected by j/e OR by adjusting the GASB 87 Payment Schedules (and corresponding Asset establishment in SCEIS).

4. Other Schedules (Not Required-But May Be Helpful to Reconciler)

A. BW Expense Report Doc

1. Download BW file from Business Warehouse for respective FM This is a tool only and isn't perfect. Payments must match to the penny and leases with the same payment amount will return only the first lease listed on the payment schedule.



B. Payment Schedule (Excluded)

These are lease payments that were determined to be excluded from GASB 87. Your Agency must keep track of these and have documentation available should it be requested by the auditors. Please keep in mind this schedule is not required to be included in this format or file, but it is recommended that your Agency completes this schedule.

1. Excluded Categories:

Excluded from GASB 87 (Low Value or Short-Term)		
Short-Term	5040490001	Short-Term Rent-Other-Non-IT
Short-Term	5040027000	Short-Term Rent Copiers Eq
Short-Term	5040037000	Short-Term Rent Data Proc Eq
Short-Term	5040040000	Short Term Rent - Med Sci Lab Equip
Short-Term	5040060000	Short Term Rent-Non State Owned Building
Short-Term	5040080000	Short Term Rent-Non State Owned Land
Short-Term	5040490005	Short Term Rent-Other-Hvy Equip-Non Real Estate
Low Value	5040490000	Lease - Low Value Other Non-IT
Low Value	5040067000	Lease - Low Value Copier Equipment
Low Value	5040077000	Lease - Low Value Data Processing
Excluded by Type	5040490003	Rent Post Office Box
Excluded by Type	5040490004	Rent Storage Tanks
Excluded by Type	5040490002	Rent-Other-Mtg Rms & Video Equip
Excluded by Type	5040490008	Rent Postage Equipment
Excluded by Type	5040490009	Rent Parking
Excluded by Type	5040490010	Rent Storage Space
Excluded by Type	5040490011	Rent Towers
Excluded by Type	5040490012	Rent Trash Containers
Inter-Agency	5040490007	Internal Rent-Other-Motor Pool
Inter-Agency	5040490006	Internal Rent-Other-Research Vessels
Inter-Agency	5040070000	Rent-St Own RI Prop
Inter-Agency	5040070001	Rent-St Own-M&O Chgs
Contingent	5040050000	Contingent Rent Pmts - Non-IT
Contingent	5040057000	Contingent Rent Pmts - IT

5. Further Questions?

Please contact:

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