

Lessee entries at lease commencement

					Applicable Funds				
Step	Description of transaction	T-Code	DR	CR	Cobj	Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
1.	Recognize lease proceeds (complete lease purchase-rev)	908R	1551-Deposit Liability	3200-GAAP Revenue Offset	1700	X		X	X
2.	Recognize acquisition of asset (complete lease purchase-exp)	909R	3600-GAAP Expenditure Offset	1551-Deposit Liability	5770	X		X	X
3.	Establish lease liability (eliminate 1700)	462	3200-GAAP Revenue Offset	1716-Lease Oblig.	1700		X	X	X
4.	Establish lease asset (eliminate 5770)	545 or 555 (FID)	08XX-Leased Asset 3074-Change in Cap. Assets	3600-GAAP Exp. Offset 3018-Net Invest. In Cap. Assets	5770		X	X	X

Lessee entries throughout the fiscal year

					Applicable Funds				
Step	Description of transaction	T-Code	DR	CR	Cobj	Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
5.	Record accumulated amortization of lease	542 or 541 (FID)	3600-GAAP Exp. Offset 3018-Net Invest. In Cap. Assets	08XX-Amort. of Lease 3074-Change in Cap. Assets	74xx		X	X	X
6a.	a. Record lease payment (principal portion)	222	3500-Expenditure Control Cash	0070-Cash on Deposit w/ OST	70xx	X		X	X
	b. Record lease payment (interest portion)	222	3500-Expenditure Control Cash	0070-Cash on Deposit w/ OST	7401	X		X	X
	OR								
6b.	a. Record total lease payment	222	3500-Expenditure Control Cash	0070-Cash on Deposit w/ OST	70xx	X		X	X
	b. Reclassify interest portion of lease payment	416	0070-Cash on Deposit w/ OST	3500-Expenditure Control Cash	70xx	X		X	X
	c. Reclassify interest portion of lease payment	415	3500-Expenditure Control Cash	0070-Cash on Deposit w/ OST	7401	X		X	X
7.	Reduce lease liability by principal lease payments	459	1716-Lease Oblig.	3600-GAAP Exp. Offset	70xx		X	X	X

Lessee entries at fiscal year end

					Applicable Funds				
Step	Description of transaction	T-Code	DR	CR	Cobj	Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
8.	Reclass current portion of lease liability								
	a. Reduce lease liability-noncurrent	475R	1716-Lease Oblig. Noncurrent	2951-System Clearing GL	N/A		X	X	X
	b. Establish/adjust lease liability-current	475	2951-System Clearing GL	1281-Lease Oblig. Current	N/A		X	X	X

Lessee entries at lease remeasurement or modification

					Applicable Funds				
Step	Description of transaction	T-Code	DR	CR	Cobj	Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
9.	a. Recognize lease proceeds	908R	1551-Deposit Liability	3200-GAAP Revenue Offset	1700	X		X	X
	b. Recognize acquisition of asset	909R	3600-GAAP Expenditure Offset	1551-Deposit Liability	5770	X		X	X
	c. Adjust lease liability (eliminate amount from 9a)	462	3200-GAAP Revenue Offset	1716-Lease Oblig.	1700		X	X	X
	d. Adjust lease asset (eliminate amount from 9b)	545 or 555 (FID)	08XX-Leased Asset 3074-Change in Cap. Assets	3600-GAAP Exp. Offset 3018-Net Invest. In Cap. Assets	5770		X	X	X
10.	Recognize gain/(loss) on leased asset only if the change reduces the carrying value of the leased asset to zero.	537 or 536 (FID)	3200-GAAP Revenue Offset 3018-Net Invest. In Cap. Assets	08XX-Leased Asset 3074-Change in Cap. Assets	2331		X	X	X

Lessee entries at lease termination or at the end of the lease

					Applicable Funds				
Step	Description of transaction	T-Code	DR	CR	Cobj	Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
11.	Move current portion of lease liability to noncurrent lease liability								
	a. Reduce lease liability-current	475R	1281-Lease Oblig. Current	2951-System Clearing GL	N/A		X	X	X
	b. Adjust lease liability-noncurrent	475	2951-System Clearing GL	1716-Lease Oblig. Noncurrent	N/A		X	X	X
12.	a. Remove accumulated amortization	573	08XX-Amort. of Lease	2951-System Clearing GL	N/A		X	X	X
	b. Reduce asset value by the amount in step 12a	574	2951-System Clearing GL	08XX-Leased Asset	N/A		X	X	X
	c. Eliminate excess asset value, record gain/(loss) (as necessary)	537 or 536 (FID)	3200-GAAP Revenue Offset 3018-Net Invest. In Cap. Assets	08XX-Leased Asset 3074-Change in Cap. Assets	2331		X	X	X
13.	Adjust lease liability (as necessary)	462R	1716-Lease Oblig.	3200-GAAP Revenue Offset	2331		X	X	X

Lessor entries at lease commencement

Step	Description of transaction	T-Code	DR	CR	Cobj	Applicable Funds			
						Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
1.	Establish lease receivable-noncurrent	498	0941-Lease Receivable-noncurrent	1861-Def. Inflow Lease Rec.	N/A	X		X	X
2.	Establish allowance for uncollectible lease receivable-noncurrent	498R	1861-Def. Inflow Lease Rec.	0942-Allow for Doubt. Lease Rec. NC	N/A	X		X	X
3.	Record payments <u>received before lease commencement</u>								
	a. Recognize cash transaction	190	0070-Cash on Deposit w/ OST	3100-Revenue Control Cash	0687	X		X	X
	b. Recognize deferred inflow-lease receivable	522R	3200-GAAP Revenue Offset	1861-Def. Inflow Lease Rec.	0687	X		X	X

Lessor entries throughout the fiscal year

Step	Description of transaction	T-Code	DR	CR	Cobj	Applicable Funds			
						Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
4a.	a. Record receipt of monthly lease <u>principal</u> payment	190	0070-Cash on Deposit w/ OST	3100-Revenue Control Cash	0687	X		X	X
	b. Record receipt of monthly lease <u>interest</u> payment	190	0070-Cash on Deposit w/ OST	3100-Revenue Control Cash	0802	X		X	X
	OR								
4b.	a. Record receipt of <u>total</u> monthly lease payment	190	0070-Cash on Deposit w/ OST	3100-Revenue Control Cash	0687	X		X	X
	b. Reclass interest income on lease receivable	407	3100-Revenue Control Cash	0070-Cash on Deposit w/ OST	0687	X		X	X
	c. Reclass interest income on lease receivable	408	0070-Cash on Deposit w/ OST	3100-Revenue Control Cash	0802	X		X	X
5.	Reduce lease receivable by lease payments (principal)	560	3200-GAAP Revenue Offset	0941-Lease Receivable-noncurrent	0687	X		X	X
6.	Record accumulated amortization of deferred inflow	522	1861-Def. Inflow Lease Rec.	3200-GAAP Revenue Offset	2347	X		X	X

Lessor entries at fiscal year end

Step	Description of transaction	T-Code	DR	CR	Cobj	Applicable Funds			
						Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
7.	Reclass current portion of lease receivable								
	a. Reduce lease receivable-noncurrent	474R	2951-System Clearing GL	0941-Lease Receivable-noncurrent	N/A	X		X	X
	b. Establish/adjust lease receivable-current	474	0506-Lease Receivable-current	2951-System Clearing GL	N/A	X		X	X
8.	Adjust allowance for uncollectible lease receivable-noncurrent	498R	1861-Def. Inflow Lease Rec.	0942-Allow for Doubt. Lease Rec. NC	N/A	X		X	X

Lessor entries at lease remeasurement or modification

Step	Description of transaction	T-Code	DR	CR	Cobj	Applicable Funds			
						Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
9.	Adjust lease receivable-noncurrent	498	0941-Lease Receivable-noncurrent	1861-Def. Inflow Lease Rec.	N/A	X		X	X
10.	Adjust allowance for uncollectible lease receivable-noncurrent	498R	1861-Def. Inflow Lease Rec.	0942-Allow for Doubt. Lease Rec. NC	N/A	X		X	X

Lessor entries at lease termination or at the end of the lease

Step	Description of transaction	T-Code	DR	CR	Cobj	Applicable Funds			
						Governmental Fund	Government-Wide	Proprietary Fund	Fiduciary Fund
11.	Move current portion of lease receivable to noncurrent								
	a. Adjust lease receivable-current (non-document supported GL)	474R	2951-System Clearing GL	0506-Lease Receivable-current	N/A	X		X	X
	b. Adjust lease receivable-noncurrent	474	0941-Lease Receivable-noncurrent	2951-System Clearing GL	N/A	X		X	X
12.	Eliminate allowance for uncollectible lease receivable-noncurrent	498	0942-Allow for Doubt. Lease Rec. NC	1861-Def. Inflow Lease Rec.	N/A	X		X	X
13.	a. Record gain/(loss) on lease (calculation = NC receivable balance less deferred inflow on lease receivable balance)	522	1861-Def. Inflow Lease Rec.	3200-GAAP Revenue Offset	2332	X		X	X
	b. Eliminate lease receivable-noncurrent	498R	1861-Def. Inflow Lease Rec.	0941-Lease Receivable-noncurrent	N/A	X		X	X