

# Updating or Deleting Existing Leases and SBITAs in GASB Lite User Guide

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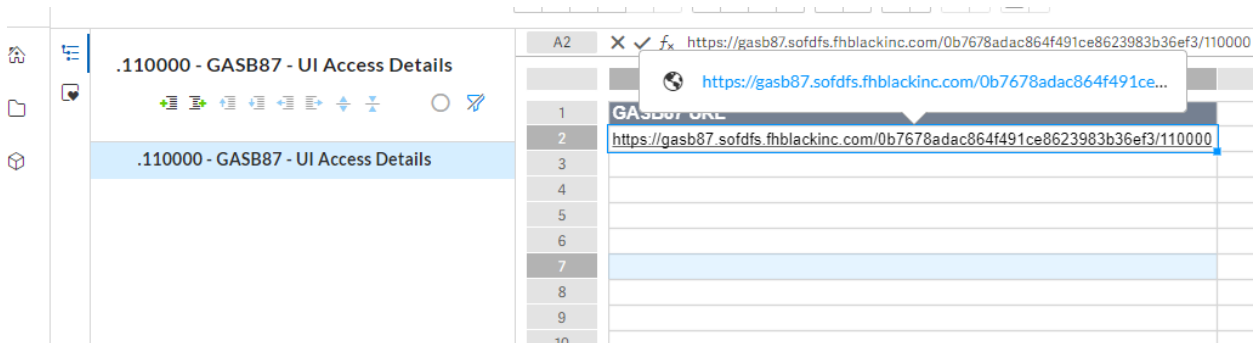
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# Updating Existing Leases and SBITAs in GASB Lite

This guide provides instructions on how to update existing Leases or SBITAs in GASB Lite. There are two methods available: using the Survey Tool (recommended) and manually editing the input sheet.

## Method 1: Updating Leases/SBITAs Using the Survey Tool (Recommended)

1. Click on the URL provided in the spreadsheet to open the GASB 87 or 96 Survey.



2. Ensure you input the **Lease ID (Short Name)** or **SBITA ID** exactly as it appears in the previous input sheet. This step is crucial to avoid creating a duplicate lease/SBITA. The new information will then override the existing one.

### GASB 87 Decision Tree - 40000

#### 1. Lease ID (Short Name) \*

 50 chars remaining

Provide a unique, short alphanumeric name for the lease that begins with your OLO. 50 characters or fewer.  
Example: 430000-contract #-Copiers

#### 2. Lease Description

An optional description for the lease can be specified

#### 3. Lease Type \*

- Lessee  
 Lessor

#### 4. Does the contract meet any of the exclusions below? [GASB 87, ¶18] \*

- a. Leases of intangible assets, including rights to explore for or exploit natural resources, such as oil, gas, and minerals and similar nonregenerative resources; licensing contracts for items such as motion picture films, video recordings, plays, manuscripts, patents, and copyrights; and licensing contracts for computer software. In sublease transactions, however, GASB 87 does apply to the intangible right-to-use assets that are created by the original leases of tangible underlying assets.
- b. Leases of biological assets, including timber, living plants, and living animals.
- c. Leases of inventory.
- d. Contracts that meet the definition of a service concession arrangement (refer to GASB Statement 60, paragraph 4).
- e. Leases in which the underlying asset is financed with outstanding conduit debt, unless both the underlying asset and the conduit debt are reported by the lessor.
- f. Supply contracts, such as power purchase agreements.

3. Make necessary changes to the lease or SBITA information.
4. Submit the updated information through the tool.
  - o The survey tool validates your entries, ensuring the correct formats are used and mandatory fields are filled.

- Error messages will appear if any issues, such as incorrect date formats or missing data, need to be addressed before submission.

## Method 2: Updating Leases/SBITAs Manually in the Input Sheet

1. Locate the Lease/SBITA in the Input Sheet.
2. Make the necessary changes manually.
3. Ensure Correct Formatting.
  - Maintain the same formatting as the original. Do not add extra spaces or characters.
  - Only modify the data in the **red columns**.

### Important Note:

Manual updates require extra caution since the system does not automatically validate formatting or field completion like the Survey Tool. Mistakes here can lead to errors which prevent the chains from running and updating the adjustments.

## Deleting Existing Leases and SBITAs in GASB Lite

This guide outlines the procedures for deleting existing Leases or SBITAs within GASB Lite. A lease or SBITA must be removed from GASB Lite if the agreement has reached its expiration and is not being renewed on or before June 30, 2024.

1. Locate the Lease/SBITA in the Input Sheet.
2. Select the whole row of the Lease/SBITA that needs to be deleted after ensuring it meets the criteria detailed above.
3. Right-click on the selected row.
4. Click on “Delete Row.”

The screenshot shows the Workiva interface for the '110000 - Lessee Input' sheet. The spreadsheet displays a table with the following columns: Short Name, Description, Fund Type, Fund Name, Separate Disclosure, and Department/Ag. The data rows are as follows:

Short Name	Description	Fund Type	Fund Name	Separate Disclosure	Department/Ag
1100-114-0051-AG-Lakeland, Florida	Auditor General- Suite 406, 5015 South Florida Avenue, Lakeland Florida 33813	Governmental	1100000101000010		1100000
	Auditor General- Suite 401, Plaza 1 7282 Plantation Road, Pensacola, Florida 32504	Governmental	1100000101000010		1100000
	Auditor General- 3600 NW 43rd Street, suite F-2, Gainesville, Florida 32606	Governmental	1100000101000010		1100000
	Auditor General- 853 Staters Welcome Road, Lake City, Florida 32025	Governmental	1100000101000010		1100000
	Auditor General- 4638-R, US Highway, Marianna, Florida 32447	Governmental	1100000101000010		1100000
	Auditor General- Suite 160, 929 North Florida Spring Avenue, Deland Florida 32720	Governmental	1100000101000010		1100000
	Auditor General- Building 2, Unit 205 Westpark Professional Center, Port St. Lucie, 34886-2261	Governmental	1100000101000010		1100000
	Auditor General- Suite 210, 330 Crossing Boulevard, Orange Park, Florida 32073	Governmental	1100000101000010		1100000
	Auditor General- Suite 232, 220 Congress Drive, Delray Beach, FL 33445	Governmental	1100000101000010		1100000
	Auditor General- 901 Maitland Building, 901 N. Lake Destiny Drive, Maitland, Florida 32751	Governmental	1100000101000010		1100000
	Auditor General- Building 31, World Plaza, 12557 New Brittany Blvd, Suite 1, For Myers, Florida 33907	Governmental	1100000101000010		1100000
	Auditor General- Suite 200, 12651 South Dixie Highway, Pinecrest, FL 33156	Governmental	1100000101000010		1100000
	Auditor General- Suite 105, 40 Sarasota BLVD, Sarasota, FL 34240	Governmental	1100000101000010		1100000
	Auditor General- Suite 350, Concourse Center, Building B, 3505 E. Frontage Road, Tampa, Florida 33606	Governmental	1100000101000010		1100000

A context menu is open over row 2, with the 'Delete Row 2' option highlighted in yellow.

**Important Note:**

New leases or SBITAs that do not meet the \$1.5 million threshold should not be recorded in GASB Lite. If any leases or SBITAs below this threshold have been recorded in prior years, specifically before the issuance of CFO Memorandum No. 13, agencies are required to maintain them in GASB Lite until their expiration. Furthermore, adjustments for these leases or SBITAs must continue to be accounted for as necessary.

For any questions or concerns, please contact [SFRS@myfloridacfo.com](mailto:SFRS@myfloridacfo.com).