



Year-End Form Training

Subscription Based Information Technology Arrangements

Chelsea Bennett, Senior Financial Reporting Manager



Purpose of Form

- Generally accepted accounting principles (GAAP) require certain SBITA information be disclosed in the State's Annual Comprehensive Financial Report (ACFR). As part of this process, reporting organizations are required to utilize this form to accumulate information about all SBITA obligations of the State.
- GASB 96, effective 7/1/22, established guidance on the accounting and financial reporting for **subscription-based information technology arrangements (SBITAs)** for governments.
 - This statement:
 - Establishes that a SBITA results in a right-to-use subscription asset – an intangible asset – and a corresponding subscription liability;
 - provides the capitalization criteria for outlays other than subscription payments, including implementation costs of a SBITA; and
 - requires note disclosure of essential information regarding a SBITA
 - Ex: Variable payments

Purpose of Form

- GASB 96 is very similar to GASB 87 for leases:
 - determination of the length of the contract
 - the initial and subsequent recording of an intangible asset and liability
 - multiple components
- Key difference between GASB 96 & GASB 87 is tracking of implementation costs (discussed in later slides)
- Contracts that convey control of the right to use another party's combination of IT software and tangible capital assets that meets the definition of a lease in Statement No. 87, Leases, in which the software component is insignificant when compared to the cost of the underlying tangible capital asset (for example, a computer with operating software or a smart copier that is connected to an IT system) should be reported on the "Lease Agreement Data - Lessee" form.

Purpose of Form

- The same software used to capture financial reporting information for leases, EZLease, is also used for SBITAs
- The form provided by EZLease is used to upload agreements directly in the system
 - Certain fields are required to be completed for a record to be valid
- **For software not yet placed in service:**
 - **Report on Year-End Questionnaire:**
 - **Any payments to the SBITA vendor for subscription software that is still in the implementation phase, and therefore not placed into service**
 - **Any labor costs related to the implementation phase of a SBITA should be tracked utilizing SAO timesheet templates or in HCM Time & Labor codes (discussed in later slides)**
- **For software in service during the fiscal year:**
 - **SBITA form should be completed**
- Although agencies may have submitted a form in prior year, SAO is asking that agencies resubmit the information based on fiscal year 2023 data for **agreements meeting the capitalization threshold of \$100,000.**
 - Threshold is calculated using the total payments over the life of the SBITA agreement (including renewal periods)

Definition of a SBITA

- **Subscription Based Information Technology Arrangement (SBITA):**
 - contract that **conveys control** of the right to use another party's (a SBITA vendor's) IT **software**, alone or in combination with tangible capital assets (the underlying IT assets), as specified in the contract for **a period of time** in an exchange or exchange-like transaction.
 - Ownership of the subscription asset is never expected to transfer at end of agreement, but the Government (Subscriber) **CONTROLS** the subscription asset (some form of IT software, etc.) for the specific period of the contract.
- Information Technology (IT) software can be actual software programs, IT software applications, and software platforms, etc.
- The arrangement commonly includes provisions such as remote access to software applications or cloud data storage

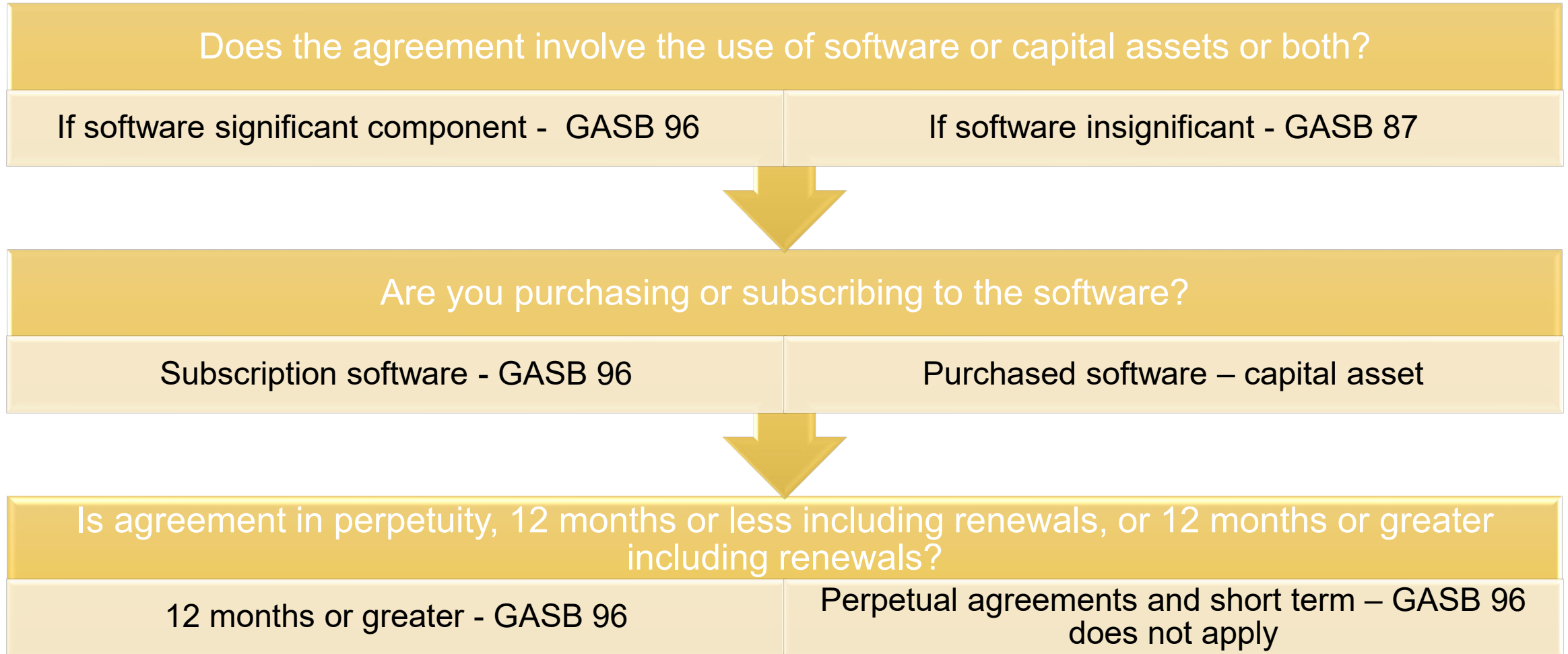
Possible SBITAs

- **Possible SBITAs include these types of arrangements:**
 - **Cloud based video conferencing**
 - **SaaS – Software as a Service**
 - **IaaS – Infrastructure as a Service**
 - **PaaS – Platform as a Service**
 - **Cloud Storage**
- Cloud-based storage makes it possible to save files to a remote database and retrieve them on demand.
- Companies that provide cloud services enable users to store files and applications on remote servers and then access data remotely.
- Types of Cloud Services
 - Email
 - Storage, backup, and data retrieval
 - Creating and testing apps
 - Analyzing data
 - Audio and video streaming
 - Delivering software on demand
- Examples: web-based ERP System, AWS web services, Office 365 (excel, word, etc.), Google docs, and cloud services (Outlook email, Google drive, Apple [iCloud],).

Exclusions

- Contracts that solely provide IT support services
- Intergovernmental agreements - do not include any lease information for leases that are leased from other state organizations which are part of the primary government for financial reporting purposes (e.g. vendor is Georgia Technology Authority).
 - A list of organizations within the primary government can be found on the SAO website at Statewide Reporting>Reporting Structure and Chart of Accounts>State Reporting Entity and GAAP Funds.
 - Note - Interagency software should be reported by agency with contract with vendor (i.e. agencies would not report use of Workday as that will be a SAO contract)
- Short-term SBITAs - agreement that, at the beginning of the SBITA, has a “maximum possible term” under the contract, including any options to extend, of 12 months or less.
 - The intent to renew no longer overrides what is in the SBITA.
 - Periods for which both the government and the SBITA vendor have an option to terminate the SBITA without permission from the other party (or if both parties have to agree to extend) are cancellable periods and are excluded from the subscription term
 - For example, a rolling month-to-month SBITA, or a SBITA that continues into a holdover period until a new SBITA contract is entered into, would not be enforceable if both the government and the SBITA vendor have an option to terminate and, therefore, either could cancel the SBITA at any time.
 - If the SBITA is year-to-year and does not contain renewal options, then it does not meet GASB 96 definition even if intent is to renew for multiple years.
- Perpetual agreements - software that is purchased therefore permanently owned.
- Non-exchange like transactions (\$1 software)

Decision Matrix



Instructions tab

A	B	C	D	E
Form Name	Subscription Based Information Technology Agreements (SBITAs)			
Due Date	September 1, 2023			
Section A.	Select the entity code number from the drop-down menu (organization name should be automatically populated), enter preparer's name and preparer's telephone number at the top of the form.			
	Entity Code:			
	Entity Name:	#N/A		
	Prepared by:			
	Telephone #:			
	Email:			
Section B.	<p>Please submit this form for agreements that meet the definition of a SBITA mentioned below and the capitalization threshold of \$100,000.</p> <p>Subscription based information technology arrangements (SBITAs) provide agencies with access to vendors' IT software and associated tangible capital assets for subscription payments without granting governments perpetual license or title to the IT software and associated tangible capital assets. Prior to the issuance of GASB Statement 96, there was no accounting or financial reporting guidance specifically for SBITAs.</p> <p>Contracts that convey control of the right to use another party's combination of IT software and tangible capital assets that meets the definition of a lease in Statement No. 87, Leases, in which the software component is insignificant when compared to the cost of the underlying tangible capital asset (for example, a computer with operating software or a smart copier that is connected to an IT</p>			

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Instructions - READ 1ST
Primary
Payments
Variable Payments
+
:
◀

Instructions tab

A	B	C	D	E
Instructions for "Primary" Worksheet				
Section C.	Complete applicable columns on the "Primary" tab for SBITAs that meet the capitalization threshold of \$100,000. NOTE - Columns in BLUE are REQUIRED. Columns in GREY are OPTIONAL. An indication has been made below for each column. Column A will remain RED until all REQUIRED columns are completed.			
Column A	Required	<u>SBITA Number</u>	Every SBITA number should begin with the 5 digit Business Unit Number & SBITA number combined. For example, the State Accounting Office would list a SBITA number such as: 40700SBITA01. This column will remain red until all required columns are completed.	
Column C	Required	<u>Begin Date</u>	Enter the date of the first payment as stated in the SBITA agreement/contract (format mm/dd/yyyy). This date should be after the intial implementation stage, when the asset is placed into service. See "Initial Direct Costs" below for further guidance on implementaion costs.	
Column D	Required	<u>End Date</u>	Enter the last day of the SBITA period (format mm/dd/yyyy). For example, if a 36 month SBITA began 07/01/22, the end date would be 06/30/25. The term also includes option to extend the contract (if it is reasonably certain that the option will be exercised) or option to terminate the contract (if it is reasonably certain that the option will not be exercised).	

Primary tab

- Conditional formatting in column A – will remain red until all blue columns are completed
- Columns in grey are optional – agency can leave blank if not applicable
- Column A – SBITA Number (Required):
 - Every lease number should begin with 5 digit business unit number
 - For example, the State Accounting Office would list a SBITA number such as: 40700SBITA01

A	C	D	H	Q	V	AE	AF	AJ	AV	AW	AX
 SBITA Number	Begin Date	End Date	Incremental Borrowing Rate	Initial Direct Costs	Incentives	Payments in Advance (T)	Description	Vendor Name	Attached Agency number	SWC number	Was software in service at end of fiscal year?

Primary tab

- Column C – Begin Date (Required):
 - Enter the date of the first payment as stated in the SBITA agreement/contract (format mm/dd/yyyy). This date should be after the initial implementation stage, when the asset is placed into service. See "Initial Direct Costs" on slide 14 for further guidance on implementation costs.
 - For agreements that began before GASB 96's implementation date:
 - Start date of agreements should be input as of 7/1/22
 - SAO does not need any information prior to this date
- Column D – End Date (Required):
 - Enter the last day of the SBITA period (format mm/dd/yyyy). **This includes renewals.**
 - For example, if an agreement had a one year term starting 7/01/2022 plus two renewal periods, the end date would be 06/30/25.
 - Reminder - Cancellation and Fiscal Funding Clauses only affect the lease term if it is reasonably certain that the clause will be exercised.

Primary tab

- Column H – Incremental Borrowing Rate
 - The interest rate the vendor charges the agency, which may be the interest rate implicit in the SBITA or stated in the agreement.
 - If the interest rate is not stated in the agreement or cannot be readily determined by the agency, then the State's borrowing rate must be used. This determination is made only in the year of the SBITA's inception and does not need to be updated annually.
 - The State's incremental borrowing rate is based on bond sale rates during the prior fiscal year. Select the rate with the number of years that is closest to the number of years in the subscription term. For example, if the SBITA began in FY 2023 and was for a term of 9 years, select the 10 year rate of 2.72 as the rate.
 - Enter rate without % sign (EZLease will convert to %). Rates are updated annually. For FY23, rates established by GSFIC in June of 2022 used:
 - 2.26 - 5 year rate
 - 2.72 - 10 year rate
 - 3.42 - 20 year rate

Primary tab

- Column Q – Initial Direct Costs (Optional):
 - Leave blank if no Initial Direct Costs exists in the lease
 - Payments before the commencement of the subscription term associated with the SBITA contract made to the SBITA vendor, as well as payments made for the capitalizable initial implementation costs before the commencement of the subscription term, should be reported as Initial Direct Costs.
 - **Initial Implementation Stage** - Activities in this stage include ancillary charges related to designing the chosen path, such as configuration, coding, testing, and installation associated with the government's access to the underlying IT assets. Other ancillary charges necessary to place the subscription asset into service also should be included in this stage.
 - Agencies should track their time spent in this stage to later be capitalized and reported on the year-end SBITA form as initial direct costs
 - Stages of implementation & time tracking of stages are further defined on next slides
 - **Training costs are always expensed and should not be included in the initial direct costs amount.**
 - The initial implementation stage for the SBITA is completed when the subscription asset is placed into service.

Stages of Implementation

	Activities Include:	Accounting for outlays:
Preliminary	<ul style="list-style-type: none"> the conceptual formulation and evaluation of alternatives, the determination of the existence of needed technology, and the final selection of alternatives for the SBITA 	<ul style="list-style-type: none"> Expense as incurred
Initial Implementation	<ul style="list-style-type: none"> ancillary charges related to designing the chosen path, such as configuration, coding, testing, and installation Other ancillary charges necessary to place the subscription asset into service also should be included in this stage Data conversion - only to the extent that it is determined to be necessary to place the subscription asset into service. Otherwise, it should be considered an activity of the operation and additional implementation stage. 	<ul style="list-style-type: none"> capitalized as part of the subscription asset The initial implementation stage for the SBITA is completed when the subscription asset is placed into service Data conversion - Activities can be capitalized if deemed necessary to place the asset into service.

Stages of Implementation

	Activities Include:	Accounting for outlays:
Operation & Additional Implementation	<ul style="list-style-type: none">• maintenance, troubleshooting, and other activities associated with the government's ongoing access to the underlying IT assets.• Activities in this stage also may include additional implementation activities that occur after the subscription asset is placed into service	<ul style="list-style-type: none">• Activities can be expensed or capitalized depending on the impact to the SBITA (see next slide for further explanation)

Stages of Implementation

	Expense as incurred	Capitalize
Operation & Additional Implementation	Outlays in this stage that are associated with operational activities should be expensed as incurred	An increase in the functionality of the subscription asset; that is, the subscription asset allows the government to perform tasks that it could not previously perform with the subscription asset
	<ul style="list-style-type: none">• Training is always expensed (regardless of stage)	An increase in the efficiency of the subscription asset; that is, an increase in the level of service provided by the subscription asset without the ability to perform additional tasks.

Time Tracking Stages

- State organizations currently participating in SAO's HCM T&L system can use combination codes to capture the necessary information.
 - For assistance with setting up new combination codes please contact sao_reporting@sao.ga.gov.
 - For additional guidance relating to entering combination codes in T&L refer to <https://sao.georgia.gov/time-and-labor-streamlining>

Sum of total cost			
COMPANY	NAME	ACCT_CD	Total
407		407-ERP-IMP	45,212.00
		407-ERP-OPS	9,005.00
		407TW-ERPGA	6,402.00
		407-ERP-IMP	46,690.00
		407-ERP-IMP	21,489.00
		407-ERP-IMP	20,785.00
		407-ERP-IMP	16,104.00
		407-ERP-IMP	15,759.00
		407-ERP-IMP	15,535.00
		407-ERPGA	3,785.00
		407-ERP-IMP	9,068.00
		407TW-ERPGA	548.00
		407-ERP-IMP	12,979.00
		407-ERP-IMP	12,206.00
		407-ERP-IMP	9,678.00
		407TW-ERPGA	318.00

Time Tracking Stages

- State organizations not participating in SAO's T&L or those that do not use combination codes in T&L can instead use SAO's time recording templates. Email SAO_Reporting@sao.ga.gov to request a copy of these templates.
 - Individual timesheet:
 - The employee would associate new SBITA hours to the appropriate stage via the column in the time recording template for each pay period.

A	B	C	D	E	F
New SBITA Timesheet					
Organization Name					
Pay Period Start Date:	4/23/2023				
Pay Period End Date:	4/30/2023				
Employee or Contractor:	Employee #1				
Manager:	Kris Martins				
Day	Date	Implementation Hours	Operational Hours	Training Hours	Total SBITA Hours
Monday	4/23/2023	1.25			1.25
Tuesday	4/24/2023				0.00
Wednesday	4/25/2023				0.00
Thursday	4/26/2023				0.00

Instructions Time Sheet +

Time Tracking Stages

- The individual timesheets can then be summarized using the “Organization Summary of New SBITA” excel file

A	B	C	D	E	F	G	H	I	J	K	L
New ERP Timesheet		Submit to SAO at least quarterly.									
Organization Name											
Month	Employee or Contractor Name	Employee or Contractor Rate	Implementation Hours [ERP-IMP]	Operational Hours [ERP-OPS]	Training Hours [ERP-TRN]	Total ERP Hours		Implementation Hours Rate	Operational Hours x Rate	Training Hours x Rate	Total ERP Hours x Rate
▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼	▼
04/23		\$28.85	1.25	0	0	1.25		\$36.06	\$0.00	\$0.00	\$36.06
05/23		\$28.85	1	0	0	1		\$28.85	\$0.00	\$0.00	\$28.85
06/23		\$28.85	1	0	0	1		\$28.85	\$0.00	\$0.00	\$28.85

Primary tab

- Column V –Incentives (Optional)
 - Subscription contract incentives are payments made to, or on behalf of, the subscription user, for which the user has a right of offset with its obligation to the vendor, or other concessions granted to the user. A SBITA incentive is equivalent to a rebate or discount and includes assumption of a user's preexisting SBITA obligations to a third party, other reimbursements of SBITA costs, free subscription periods, and reductions of interest or principal charges by the vendor.
- Column AE – Payments in Advance (Optional)
 - If payments made at beginning of each period select "T" or leave blank if not applicable.
- Column AF – SBITA Description (Optional):
 - For agency use only - enter description of SBITA. For example, "Office 365" or "Sharepoint".
- Column AJ – Vendor Name (Required):
 - Vendor per the agreement
 - Should not be another state agency within the primary government
 - Agreements with component unit ok
 - Refer to slide 7 for location of entity listing to determine if entity is primary government or a component unit

Primary tab

- Column AV – Attached Agency Number (Optional)
 - For agency use only - if SBITA is being reported for an attached agency, input business unit number or fund code.
- Column AW – SWC Number (Optional):
 - For agency use only - if SBITA is negotiated as a State-wide Contract (SWC), agency may input contract number.
- Column AX – Was software in service at end of fiscal year? (Required):
 - Select “Yes” or “No” from drop down
 - The commencement of the subscription term occurs when the initial implementation stage is completed, at which time the government has obtained control of the right to use the underlying IT assets, and, therefore, the subscription asset is placed into service.
 - If a SBITA has more than one module and the modules are implemented at different times, the initial implementation stage for the SBITA is completed, and, therefore, the subscription asset is placed into service when initial implementation is completed for the first independently functional module or for the first set of interdependent modules, regardless of whether all remaining modules have been completely implemented.
 - If no work is needed to place software into service, select “Yes”


Payments tab

- Column A – SBITA Number (Required):
 - Select SBITA number from drop down
 - Drop down list pulled from Primary tab to ensure numbers match
- Column B – Payment (Required)
 - Enter the entire subscription payment due for each payment period per the agreement.
 - Note - SBITAs for which the gross payment amount is \$1 should not be reported.

[illegible]

Payments tab

- Column C – Payment Start Date (Required)
 - Date of 1st Payment – must agree to start date on Primary tab
- Column D – Payment End Date (Required)
 - Date of last payment – must agree to end date on Primary tab
- Column E – Frequency (Required)
 - From drop down select weekly, monthly, yearly etc.
- Payment steps:


A	B	C	D	E	F
					
SBITA Number (choose related SBITA from Primary tab)	Payment	Payment Start Date	Payment End Date	Frequency	
4xx00example1	7,615.02	09/01/2023	08/31/2024	Monthly	
4xx00example1	7,805.39	09/01/2024	08/31/2025	Monthly	
4xx00example1	8,000.53	09/01/2025	08/31/2026	Monthly	
4xx00example1	8,200.54	09/01/2026	08/31/2027	Monthly	
4xx00example1	8,405.56	09/01/2027	08/31/2028	Monthly	
4xx00example1	8,615.69	09/01/2028	08/31/2029	Monthly	
4xx00example1	8,831.09	09/01/2029	08/31/2030	Monthly	
4xx00example1	9,051.86	09/01/2030	08/31/2031	Monthly	
4xx00example1	9,278.16	09/01/2031	08/31/2032	Monthly	
4xx00example1	9,510.11	09/01/2032	08/31/2033	Monthly	
4xx00example1	9,747.87	09/01/2033	08/31/2034	Monthly	
4xx00example1	9,991.56	09/01/2034	08/31/2035	Monthly	

Variable Payments tab

- Variable payments (Optional):
 - Leave blank if not applicable
 - Payments made during the current fiscal year that are not fixed in substance
 - Types:
 - Payments that depend on an index or a rate (such as the Consumer Price Index or a market interest rate), initially measured using the index or rate as of the commencement of the lease term.
 - Variable payments based on number of licenses/users
- Any component of those variable payments that is fixed in substance should be included in the payment amount.
 - For example, if an agreement provides 20 licenses at a fixed cost, and then an additional charge per license after that, the cost for the original 20 licenses would be part of the cost of the SBITA (fixed in substance) and the additional per seat cost paid during the FY would be considered a variable payment

Variable Payments tab

- Column A – SBITA Number
 - SBITA number reported to SAO
- Column B – First Payment (Required)
 - Date of 1st Payment
- Column C – Last Payment (Optional)
 - Date of last payment – if multiple payments, if not leave blank
- Columns D – J – At least one required if variable payments exist
 - Input any \$ amount for variable payments
 - Only need total dollar amount (not payments in frequency)
 - If type not listed, enter amount in “Other” column & specify what type in column J

A	B	C	D	E	F	G	H	I	J	K
If this tab is not applicable to your organization, please indicate by selecting 'Not Applicable' from the drop down box.										
Not applicable?										
										
SBITA Number	First Payment	Last Payment	CPI	Excess Usage	Maintenance	Percent of Sales	Taxes	Number of Users/Licenses	Other	If other, specify what type.

GASB 96-Contract Review #1

Proforma Invoice Date:
Proforma Invoice Number:
Payment terms:
Account #:

June 1, 2022
22070018
30 Days
106426

Georgia Government (Accounting Office)

Accounts Payable:

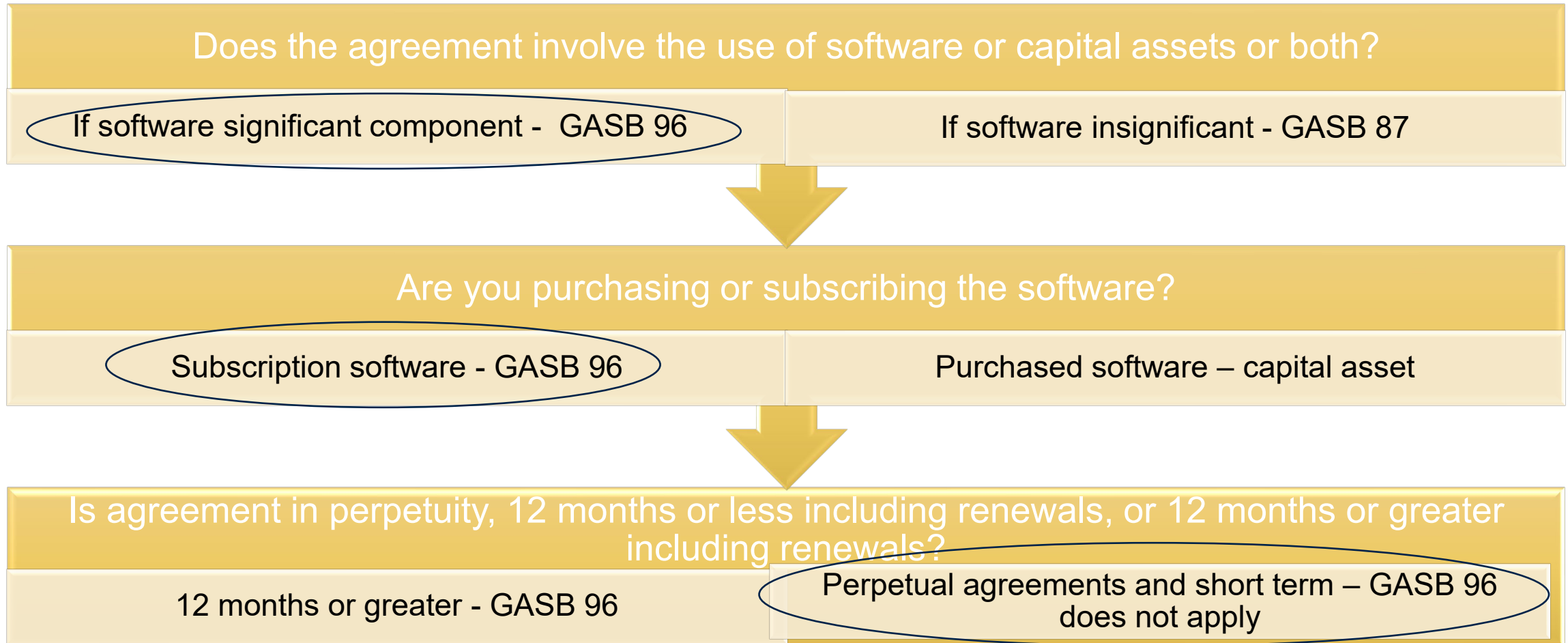
Renewal Type	Model	Description	License Period	QTY	Unit Price	Total Fees (USD)
Subscription Renewal	KBHU	kiteworks Business Secure File Sharing Hosted Users with 1 TB of storage and 350 GB of bandwidth-KW-US-East	Aug 01, 2022 to Jul 31, 2023	35	180.00	6,300.00

Excess hosted storage charged at \$0.25 per GB per month and excess hosted bandwidth charged at \$0.25 per GB transfer per month.

Deployment Charges	6,300.00
Shipping	0.00

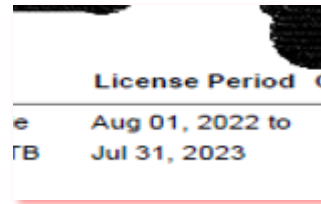
Subtotal	6,300.00
Sales Tax/VAT*	0.00
Total Due	USD 6,300.00

Decision Matrix



GASB 96-Contract Review #1 con't

- Since there are no renewal periods, it is a short-term subscription agreement and is exempted from GASB 96



License Period	
e	Aug 01, 2022 to
FB	Jul 31, 2023

- This agreement also mentions a variable payment

Excess hosted storage charged at \$0.25 per GB per month and excess hosted bandwidth charged at \$0.25 per GB transfer per month.

- If agreement had met the definition of a SBITA, then variable payments should be reported on the form

GASB 96-Contract Review #2

Quotation

Customer: [REDACTED]
 Contact: [REDACTED]
 Customer #: [REDACTED]
 Enrollment #: [REDACTED]
 Email: [REDACTED]
 Date of Issue: [REDACTED]

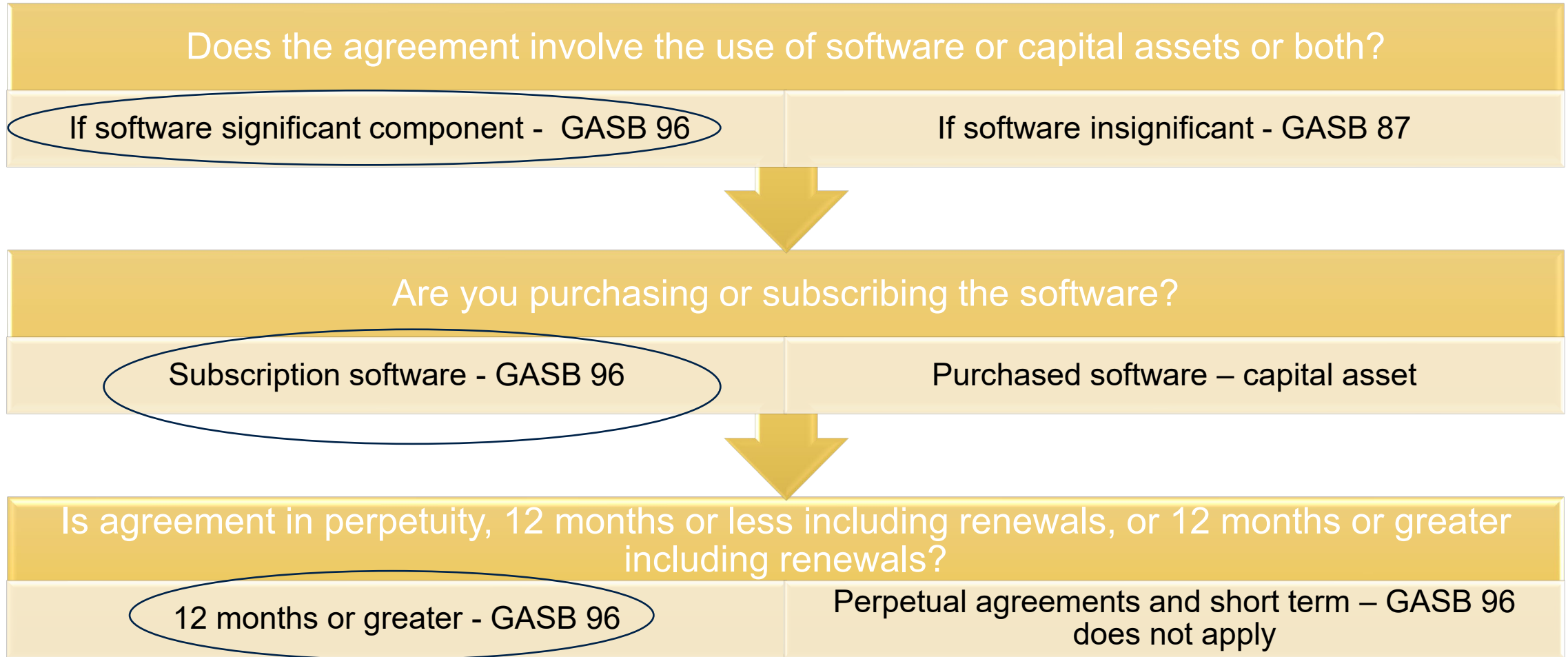
Quote Number: Proj BH09.26.2022 v1
 Quote Expires: 9/30/2022

[REDACTED]

Mfg#	Product Description	Price/U/mo	Mos. Remaining	Qty	Unit Price	Ext. Price
PF1-00002	Project P1 GCC Sub Per User	\$7.48	8	360	\$59.84	\$ 21,542.40
7MS-00001	Project P3 GCC Sub Per User	\$22.44	8	22	\$179.52	\$ 3,949.44
7VX-00001	Project P5 GCC Sub Per User	\$41.14	8	15	\$329.12	\$ 4,936.80
Total Amount Due:					Year 1 Payment	\$ 30,428.64
					Year 2 Payment	\$ 45,642.96
					Year 3 Payment	\$ 45,642.96

- Customer's purchase is subject to the terms and conditions of the above referenced contract.
- Sale/use tax is based on the "ship to" address on your invoice. Please indicate your taxability status on your purchase order. If exempt, Customer must have an Exemption Certificate on file, including non-federal government customers. If you have a questions re: your tax status, please contact your inside sales representative listed above.
- Shipments to California: for certain products, a State Environmental Fee of up to \$10 per item may be applied to your invoice. Prices do not reflect this fee unless noted. For more information, refer to www.dell.com/environmentalfee. This applies unless this provision is specifically excluded in the above referenced contract.
- All product descriptions and prices are based on latest information available and are subject to change within the terms of the above referenced contract.
- Unless specified otherwise in the above referenced contract, all prices are based on Net 30 terms. If not shown, shipping, handling, taxes and other fees will be added at the time of the order where applicable.
- Customer understands and acknowledges that all warranties, representations and returns are subject to the manufacturer, publisher or distributor guidelines.

Decision Matrix



GASB 96-Contract Review #2 con't

- The contract has a begin date and end date
- The contract has options to extend, and is therefore not exempt as a short-term SBITA

Year 1 Payment	\$	30,428.64
Year 2 Payment	\$	45,642.96
Year 3 Payment	\$	45,642.96

- Software agreements Intangible-Right-to-Use Asset and Liability

Fixed costs are capitalized and then amortized over the life of the SBITA


Present Value calculation:

Period	Annual Payments	Present Value	=PV(Rate, Number of Periods, Payment, [fv],[type]	Interest Rate	1.7420%	Notes:	Start with period 0 if pmts are in advance
0	30,428.64	\$30,428.64	=PV(1.742,0,0,-30428.64,0)				Start with period 1 if pmts are in arrears
1	45,642.96	\$44,861.47	=PV(1.742,0,1,-45642.96,0)				
2	45,642.96	\$44,093.37	=PV(1.742,0,2,-45642.96,0)	MLP:	121,714.56		Period = 12 months
		\$119,383.48		PVLP:	\$119,383.48		

- Note that the PV of the payments meet the \$100k capitalization threshold

GASB 96-Contract Review #2 con't


Primary Tab:

A	C	D	H	Q	V	AE	AF	AJ	AV	AW	AX
 EZLease	Begin Date	End Date	Incremental Borrowing Rate	Initial Direct Costs	Incentives	Payments in Advance (T)	Description	Vendor Name	Attached Agency number	SWC number	Was software in service at end of fiscal year?
SBITA Number 4xx00example1	07/01/2022	06/30/2025	2.26					Oracle			yes




If there are any implementation costs required to place asset into service, input in Initial Direct Costs column. These costs will be capitalized as part of the Intangible Right to Use SBITA Asset. These implementation costs do not affect the SBITA liability.

Payments Tab:

A	B	C	D	E	F
 EZLease	Payment	Payment Start Date	Payment End Date	Frequency	
SBITA Number (choose related SBITA from Primary tab)					
1 4xx00example1	30,428.64	07/01/2022	06/30/2023	Yearly	
2 4xx00example1	45,642.96	07/01/2023	06/30/2024	Yearly	
3 4xx00example1	45,642.96	07/01/2024	06/30/2025	Yearly	
4					
5					
6					
7					

GASB 96-Contract Review #2 con't

Variable Payments Tab:

	A	B	C	D	E	F	G	H	I	J	K
1	If this tab is not applicable to your organization, please indicate by selecting 'Not Applicable' from the drop down box.										
2	Yes	Applicable?									
3											
											
4	SBITA Number	First Payment	Last Payment	CPI	Excess Usage	Maintenance	Percent of Sales	Taxes	Number of Users/Licenses	Other	If other, specify what type.
5	4xx00example1	6/12/2023			3,000.00						
6											