

State of Florida

GASB 96 User Interface Training

Prepared by



State of Florida

GASB 96 Lite User Interface

Each Agency will be provided an URL for their agency.

Each Agency is responsible for entering all leases/contracts/agreements with a total value of \$1,500,000 or more, whether they qualify as a GASB 96 SBITA or not. The GASB Lite tool will collect all responses and provide the agency with two lists: 1) all the GASB 96 SBITAs and 2) all the non-GASB 96 SBITAs.

Definitions

All Contracts

SBITA ID (Short Name) - Provide a unique, short alphanumeric name for the SBITA that begins with your OLO. 50 characters or fewer. This is a permanent short name and cannot be updated in future periods. Example: 110000-contract #-Software.

SBITA Description - Enter a description of the SBITA, can be directly linked to footnotes.

GASB 96 Decision Tree

Does the contract meet any of the exclusions below? [GASB 96, ¶4]— Popups with additional information are included as denoted by the underline (and subsequent screenshots). Review the list and select Yes or No as appropriate.

Does the contract provide IT support services only? [GASB 96, ¶8] – Select Yes or No as appropriate.

Does the contract transfer ownership of the underlying IT asset [GASB 96, ¶B13] AND does not contain termination options, but may contain a fiscal funding or cancellation clause that is not reasonably certain of being exercised? [GASB 96, ¶10] – Select Yes or No as appropriate.

At the commencement of the subscription term, is the maximum possible term of the SBITA contract 12 months (or less), including any options to extend, regardless of their probability of being exercised? [GASB 96, ¶13] — Note: As discussed in paragraph 9, periods for which both the government and 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 should be excluded from the maximum possible term. For a SBITA that has cancellable periods, such as a rolling month-to-month SBITA or a year-to-year SBITA, the maximum possible term of that SBITA is the noncancellable period, including any notice periods. Select Yes or No as appropriate.

Does a contract exist 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? [GASB 96, ¶6] — Select Yes or No as appropriate.

Does the contract specify that equal or near-equal value is exchanged for the underlying IT assets? [GASB 96, ¶6] — Note: The difference between exchange and exchange-like transactions is a matter of degree. In contrast to a 'pure' exchange transaction, an exchange-like transaction is one in which the values exchanged, though related, may not be quite equal or in which the direct benefits may not be exclusively for the parties to the transaction. Nevertheless, the exchange characteristics of the transaction are strong enough to justify treating the transaction as an exchange for accounting recognition. [GASB 96, ¶6, Footnote 1] Select Yes or No as appropriate.

Does the contract meet both of the following criteria? a. The right to obtain the present service capacity from use of the underlying IT assets as specified in the contract AND b. The right to determine the nature and manner of use of the underlying IT assets as specified in the contract. [GASB 96, ¶7] — Review the criteria and select Yes or No as appropriate.

SBITA Details

Department/Agency - Enter 6-digit OLO Number of the agency where SBITA is recorded.

Fund Number – Select the 15-digit number of the fund where SBITA is recorded.

Separate Disclosure – If separate disclosure information is required, select Internal Service Fund or Component Unit. If not required, select N/A.

SBITA Start Date – Date on which the SBITA commences. Note: The commencement of the subscription term occurs when the initial implementation stage is completed, as described in paragraphs 29 and 30, 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.

SBITA Payment Date in Measurement Year – Enter the date of the first SBITA payment that is due within the Measurement year. Measurement year is the fiscal year in which the SBITA is recorded per GASB 96.

Measurement Date – SBITA start date, except in year of implementation, then it is the beginning of the first fiscal year presented in the financial statements.

SBITA Increment Between Payments - Specify the increment between successive payments, monthly, bi-monthly, quarterly, semi-annually, or annually.

SBITA Period (in months) – Enter the total number of months SBITA covers from 'SBITA Payment Date in Measurement Year' to end of SBITA term (including extension(s) when applicable). Note: The subscription term includes the period during which a government has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain that the government or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the government or SBITA vendor will not exercise that option).

SBITA Annual Interest Rate – Enter the annual interest rate (interest rate the SBITA vendor charges the government or the government's estimated incremental borrowing rate); values are % values out of a 100, annually, so 6.25% annually would be entered as 6.25.

SBITA Payments (in months) – Convert the payments/receipts to a monthly basis if the SBITA is paid or received over a period other than monthly (such as annually). Note: Variable payments other than those that depend on an index or a rate, such as variable payments based on future performance of a government, usage of the underlying IT assets, or number of user seats, should not be included in the measurement of the subscription liability. [GASB 96, ¶17] Select Specify payments for additional prompts.

- **1. Single Fixed Payment** Fixed Monthly Payment Value Use for a single fixed monthly payment amount for duration of SBITA.
- 2. Escalation Rule
 - a. Start Date for Payments Provide the date the payments are to start. Payments within the fiscal year prior to the Payment Start Date will be auto filled with \$0. Payment escalation rules will be

- applied as of the SBITA Payment Date in Measurement Year with the annual escalation rate applied every 12 months thereafter.
- **b. Initial Annual Payment** Enter the annual payment value at the start of the SBITA before any escalation factors have been applied.
- c. Annual Escalation Rate Enter the escalation rate to apply to the Initial Annual Payment, every 12 months after SBITA Payment Date in Measurement Year. Value must be specified as a multiplier, for example, the multiplier 1.03 (3%) will be entered as 1.03.

As an example, if a 10-year SBITA begins in July 2022 (SBITA Payment Date in Measurement Year), the Start Date for Payments is August 2022, the SBITA Period (months) = 120, the Initial Annual Payment is \$10,000 and the Escalation Rate is 3% (entered as 1.03), the breakdown is calculated as 7/2022 = \$0,8/2022 = \$833.33,..., 6/2023 = \$833.33, 7/2023 = \$858.33 (i.e. 833.33 * 1.03),..., 6/2034 = \$1087.31 (i.e. \$1,055.64 * 1.03).

3. Monthly Breakdown – Payment Breakdown - Enter the individual payments per period. You can paste values from the clipboard. Make sure the values are tab separated and contain two columns - period in the format MM-yyyy or MMyyyy and payment amount. Select the first payment input box below and paste using Ctrl+V (Cmd+V on macOS)

Initial Implementation Stage Capital Outlay – Enter capital outlay from the Initial Implementation Stage. Note: Activities in the Initial Implementation 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. The initial implementation stage for the SBITA is completed when the subscription asset is placed into service. [GASB 96, ¶29]

Additional Capital Outlay – Enter additional capital outlay that meets the criteria for additional outlay costs. Note: Additional outlays that are not a result of SBITA modifications but that result in either of the following that should be capitalized as an addition to an existing subscription asset: a. 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, b. 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 [GASB 96, ¶40]

SBITA Future Payment – Enter amount due at end of the SBITA, including, but not limited to, bulk payment due at end of SBITA. Leave blank if none.

Incentives (if applicable) – Enter the individual incentives per period, if applicable. Use positive numbers. Leave blank if there are no incentives.

Penalties (if applicable) – Enter the individual penalties per period, if applicable. Use positive numbers. Leave blank if there are no penalties.

SBITA Payment Sequence – Select an option to specify whether payments are made at beginning of period or at the end of the period.

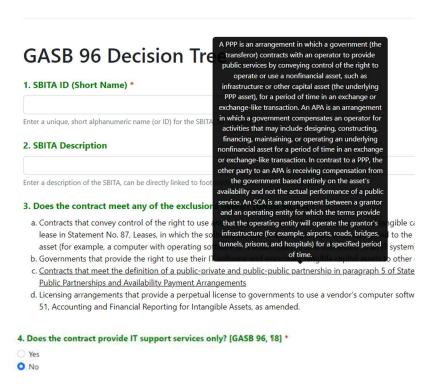
SBITA Example



GASB 96 Decision Tree



Popup text:



5. Does the contract - *
a. transfer ownership of the underlying IT asset [GASB 96, 1B13] AND
b. does not contain termination options, but may contain a fiscal funding or cancellation clause that is not reasonably certain of being exercised? [GASB 96, ¶10]
○ Yes
○ No
6. At the commencement of the subscription term, is the maximum possible term of the SBITA contract 12 months (or less), including any options to extend, regardless of their probability of being exercised? As discussed in paragraph 9, 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 should be excluded from the maximum possible term. For a SBITA that has cancellable periods, such as a rolling month-to-month SBITA or a year-to-year SBITA, the maximum possible term of that SBITA is the noncancellable period, including any notice periods. [GASB 96, ¶13]
○ No
7. Does a contract exist 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? [GASB 96, 16] *
O Yes
○ No
8. Does the contract specify that equal or near-equal value is exchanged for the the underlying IT assets? [GASB 96, ¶6] *
O Yes
○ No
Note: The difference between exchange and exchange-like transactions is a matter of degree. In contrast to a 'pure' exchange transaction, an exchange-like transaction is one in which the values exchanged, though related, may not be quite equal or in which the direct benefits may not be exclusively for the parties to the transaction. Nevertheless, the exchange characteristics of the transaction are strong enough to justify treating the transaction as an exchange for accounting recognition. [GASB 96, 16, Footnote 1]
9. Does the contract meet both of the following criteria? [GASB 96, ¶7] *
a. The right to obtain the present service capacity from use of the underlying IT assets as specified in the contract AND
b. The right to determine the nature and manner of use of the underlying IT assets as specified in the contract.
○ Yes ○ No
This is a GASB 96 SBITA. Complete the details below.
10. Department/Agency
110000 - Florida Legislature
ndicate where the SBITA is recorded.
11. Fund Number
110000101000007
ndicate where the SBITA is recorded.

13. Separate Disclosure *
○ N/A
○ Internal Service Fund
Component Unit
If separate disclosure is required, select one.
14. SBITA Start Date *
07/01/2022
Note: The commencement of the subscription term occurs when the initial implementation stage is completed, as described in paragraphs 29 and 30, 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. [GASB 96, 115]
15. SBITA Payment Date in Measurement Year *
07/01/2022 🗖 🗸
Note: Measurement Year is the fiscal year in which the SBITA is recorded per GASB 96.
16. Measurement Date *
07/04/2022 💆 🗸
07/01/2022
Note: Measurement Date is SBITA start date, except in year of implementation, then it is the beginning of the first fiscal year presented.
17. SBITA Increment Between Payments *
O 1 - Monthly
O 2 - Bi-monthly
O 3 - Quarterly
○ 6 - Semi-annually
O 12 - Annually
Select one
18. SBITA Period (in months) *
60 🗸
Enter total number of months SBITA covers from 'SBITA Payment Date in Measurement Year' to end of SBITA term (including extension(s) when applicable). Note: The subscription term includes the period during which a government has a noncancellable right to use the underlying IT assets. The subscription term also includes periods covered by an option to extend (if it is reasonably certain
that the government or SBITA vendor will exercise that option) or to terminate (if it is reasonably certain that the government or SBITA vendor will not exercise that option). [GASB 96, 19]
19. SBITA Annual Interest Rate *
5.0 🗸
Enter the annual interest rate (interest rate the SBITA vendor charges the government or the government's estimated incremental borrowing rate)[GASB 96, ¶18]; values are % values out of a 100, annually, so 6.25% annually would be entered as 6.25.

SBITA Payments:

Before entry

20. SBITA Payments (in months) *



Convert the payments/receipts to a monthly basis if the SBITA is paid or received over a period other than monthly (such as annually). Note: Variable payments other than those that depend on an index or a rate, such as variable payments based on future performance of a government, usage of the underlying IT assets, or number of user seats, should not be included in the measurement of the subscription liability. [GASB 96, 117]

There are three types of payments to choose from: fixed, escalating, and variable. Another screen will pop up to identify the breakdown and three separate tabs may be chosen to enter the correct information into the type of payment.

Single Fixed Payment – First tab

Our example would be identified on this tab since the payment is fixed at \$2,000 per month.

After Fixed Payment entry

20. SBITA Payments (in months) *



The SBITA payment breakdown has been defined (single, fixed value of 2000).

Convert the payments/receipts to a monthly basis if the SBITA is paid or received over a period other than monthly (such as annually). Note: Variable payments other than those that depend on an index or a rate, such as variable payments based on future performance of a government, usage of the underlying IT assets, or number of user seats, should not be included in the measurement of the subscription liability. [GASB 96, 117]

Escalation Rule – Second tab

If the monthly payments escalated over time, identify those dates, amounts and interest rates.

Specify Monthly Payment Breakdown					
Pick one of the three of	options below to specify the	e monthly payment breakdown.			
Single Fixed Payr	ment Escalation Rule	Monthly Breakdown			
Start Date for Pa	yments *				
07/01/2022					
	d every 12 months thereafte	as of the SBITA Payment Date in Measurement Year with the annual er.			
The annual payment v	value at the start of the SBIT	A before any escalation factors have been applied			
Annual Escalatio	n Rate				
		ent, every 12 months after SBITA Payment Date in Measurement Year. sle, the multiplier 1.03 (3%) will be entered as 1.03.			

After Escalation of Payment entry

20. SBITA Payments (in months) *

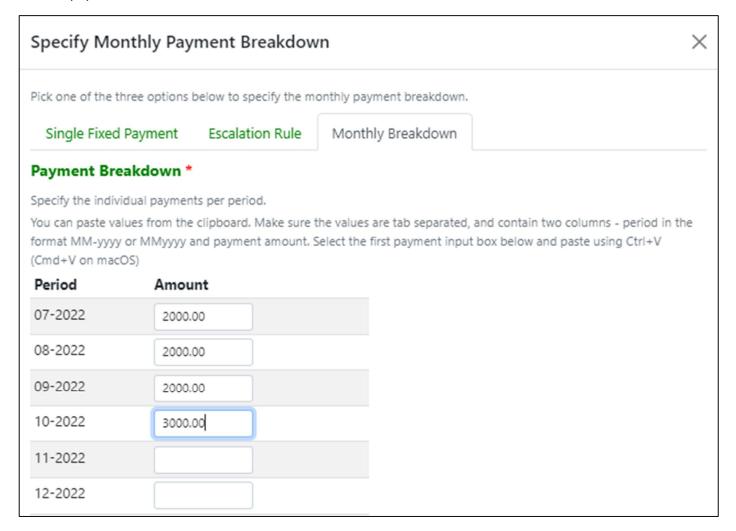
Specify payments

The SBITA payment breakdown has been defined (escalation rule, start date of 07-01-2023, initial annual payment of 2000.00, escalation factor of 1.03).

Convert the payments/receipts to a monthly basis if the SBITA is paid or received over a period other than monthly (such as annually). Note: Variable payments other than those that depend on an index or a rate, such as variable payments based on future performance of a government, usage of the underlying IT assets, or number of user seats, should not be included in the measurement of the subscription liability. [GASB 96, 117]

Monthly Breakdown - Third tab

Variable payments would be identified under this tab.



After Monthly Payment entry

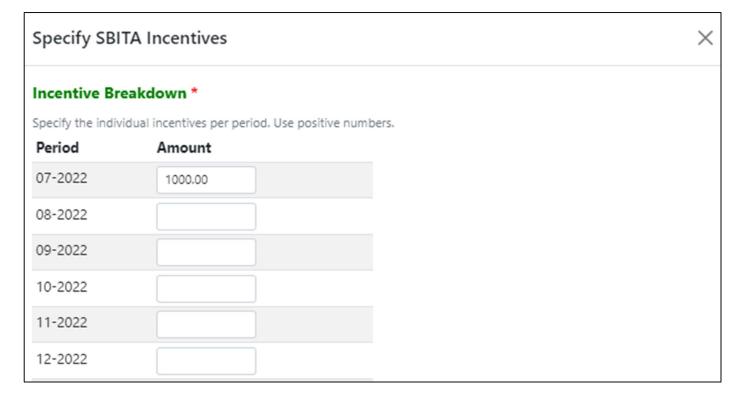
20. SBITA Payments (in months) *

Specify payments

The SBITA payment breakdown has been defined (breakdown starting 07-01-2023 with 4 payments specified).

Convert the payments/receipts to a monthly basis if the SBITA is paid or received over a period other than monthly (such as annually). Note: Variable payments other than those that depend on an index or a rate, such as variable payments based on future performance of a government, usage of the underlying IT assets, or number of user seats, should not be included in the measurement of the subscription liability. [GASB 96, ¶17]

21. Initial Implementation Stage Capital Outlay
Note: Activities in the Initial Implementation 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. The initial implementation stage for the SBITA is completed when the subscription asset is placed into service. [GASB 96, 129]
22. Additional Capital Outlay
Note: Additional outlays that are not a result of SBITA modifications but that result in either of the following that should be capitalized as an addition to an existing subscription asset: a. 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, b. 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 [GASB 96, ¶40]
23. SBITA Future Payment
Enter amount due at the end of the SBITA, including, but not limited to, any bulk payment due.
Before entry
24. Incentives (if applicable)
Specify incentives
Pop up will be as follows:



After entering incentives

24. Incentives (if applicable)



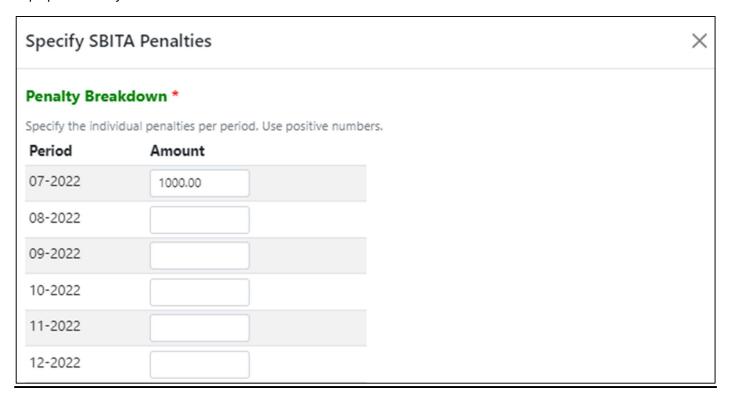
The incentives breakdown has been defined (breakdown with 1 incentives specified).

Before entry

25. Penalties (if applicable)



Pop up will be as follows:



After entering penalties

25. Penalties (if applicable)



The penalties breakdown has been defined (breakdown with 1 penalties specified).

26. SBITA Payment Sequence *

0 1 - Beginning of period

0 - End of period

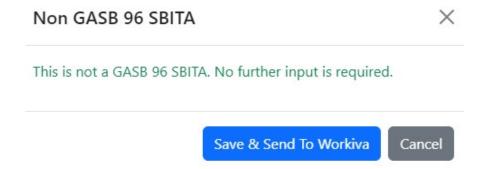
Select one

This concludes the questions, the next step is submission of the data by clicking:

Save & Send To Workiva

Non-GASB 96 SBITA

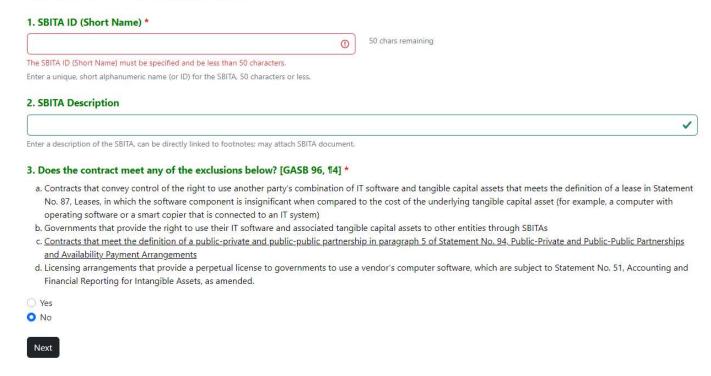
When the decision tree responses lead to a non-GASB 96 decision:



Errors and Warnings

When required fields are left blank, they are highlighted in red:

GASB 96 Decision Tree



12. Fund Type *				
○ Governmental ○ Enterprise				
The Fund Type is required.				
,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,				
13. Separate Disclosure *				
○ N/A				
O Internal Service Fund				
O Component Unit				
The Separate Disclosure is required.				
If separate disclosure is required, select one.				
20 CDITA D				
20. SBITA Payments (in months) *				
The payment breakdown is required.				
Specify payments				
Convert the payments/receipts to a monthly b	pasis if the SBITA is paid or received or	ver a period other than monthly (suc	ch as annually). Note: Variable payments ot	her than those that depend on an
index or a rate, such as variable payments bas the subscription liability. [GASB 96, ¶17]	ed on future performance of a govern	nment, usage of the underlying IT as	ssets, or number of user seats, should not b	e included in the measurement of
the subscription liability. [artists 30, 117]				
Specify Monthly Pay	mont Proakdow	ın.		~
Specify Monthly Pay	ment breakdow	11		^
Pick one of the three options	halow to specify the mr	onthly navment breakd	own	
rick one of the three options	below to specify the file	ontiny payment breaku	OWII.	
Single Fixed Payment	Escalation Rule	Monthly Breakdov	wn	
Single Fixed Fayinene	Lacalation redic	Worlding breakdov	WII	
Fixed Monthly Paymer	nt Value			
abc ①				
The Early will be a second	at a second to the second	and the second	F-H	
The fixed monthly payment va			dollar signs or commas.	
Single fixed monthly payment	amount for duration of	f lease		
			111-	900
			Accept &	Close Cancel
			Accept &	Close

Specify Monthly Payment Breakdown



Start date for payments must be a valid date on or after SBITA Payment Date in Measurement Year.

Provide the date the payments are to start. Payments within the fiscal year prior to the Payment Start Date will be autofilled with \$0. Payment escalation rules will be applied as of the SBITA Payment Date in Measurement Year with the annual escalation rate applied every 12 months thereafter.

Initial Annual Payment



The initial annual payment value must be a valid numeric amount without dollar signs or commas.

The annual payment value at the start of the SBITA before any escalation factors have been applied

Annual Escalation Rate



The annual escalation rate must be a valid numeric value expressed as a factor.

Escalation rate to apply to the Initial Annual Payment, every 12 months after SBITA Payment Date in Measurement Year. Value must be specified as a multiplier, for example, the multiplier 1.03 (3%) will be entered as 1.03.

As an example, if a 10-year SBITA begins in July 2021 (SBITA Payment Date in Measurement Year), the Start Date for Payments is August 2021, the SBITA Period (months) = 120, the Initial Annual Payment is \$10,000 and the Escalation Rate is 3% (entered as 1.03), the breakdown is calculated as 7/2021 = \$0, 8/2021 = \$833.33,..., 6/2022 = \$833.33, 7/2022 = \$858.33 (i.e. 833.33 * 1.03),..., 6/2031 = \$1087.31 (i.e. \$1,055.64 * 1.03).

Accept & Close Cancel

Specify Monthly Payment Breakdown



Pick one of the three options below to specify the monthly payment breakdown.

Single Fixed Payment

Escalation Rule

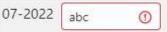
Monthly Breakdown

Payment Breakdown *

Specify the individual payments per period.

You can paste values from the clipboard. Make sure the values are tab separated, and contain two columns - period in the format MM-yyyy or MMyyyy and payment amount. Select the first payment input box below and paste using Ctrl+V (Cmd+V on macOS)

Period Amount



payment amount must be specified and be a valid numeric amount without dollar signs or commas.

21. Initial Implementation Stage Capital Outlay



The Initial Implementation Stage Capital Outlay value must be a valid numeric amount without dollar signs or commas.

Note: Activities in the Initial Implementation 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. The initial implementation stage for the SBITA is completed when the subscription asset is placed into service. [GASB 96, 129]

22. Additional Capital Outlay



The Additional Capital Outlay value must be a valid numeric amount without dollar signs or commas.

Note: Additional outlays that are not a result of SBITA modifications but that result in either of the following that should be capitalized as an addition to an existing subscription asset: a. 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, b. 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 [GASB 96, ¶40]

Specify SBITA Incentives



Incentive Breakdown *

Specify the individual incentives per period. Use positive numbers.

Period Amount



Specify SBITA Penalties



Penalty Breakdown *

Specify the individual penalties per period. Use positive numbers.

