

Using Microsoft Excel to create your own Amortization Schedule:

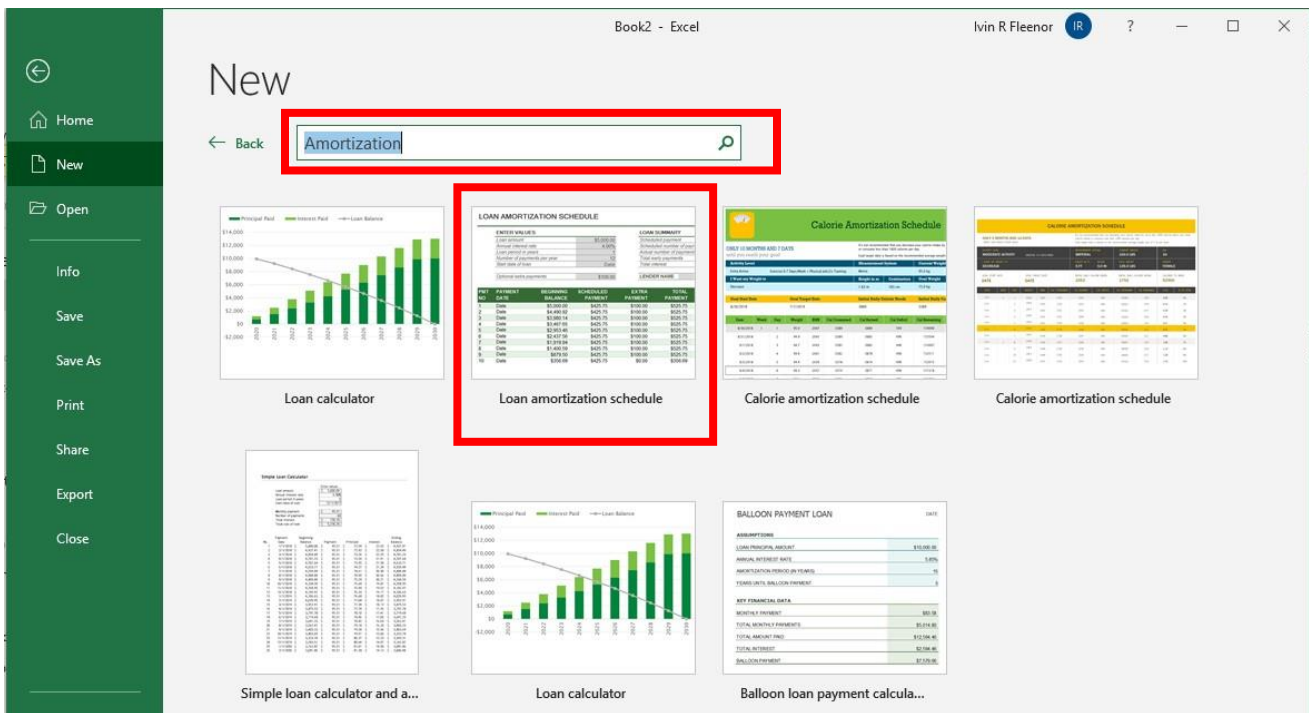
This Amortization Schedule template process can be used for the following:

- Identify monthly Principal and Interest amounts for Contracts that Transfer Ownership (FMV greater than or = Capitalization Threshold).
- Identifying monthly Lease Liability and Interest amounts for Leases that Do Not Transfer Ownership (Loan amount = PV amount noted in step 1 of the “Working Example of Leases that do not Transfer Ownership”)

In Excel, click “File”, then “New”.

In the Search box at the top of the screen type “Amortization” then hit “enter” on keyboard or click on the magnifying glass.

Your screen should then look similar to this:



Our working example uses the template titled “Loan amortization schedule”, with green rows and highlighted in the red box as noted above. Click on that template tile, the screen will change, then click the “Create” icon.



Then enter the appropriate information in the grey fields at top of the page. Everything else is formula driven.

LOAN AMORTIZATION SCHEDULE

ENTER VALUES

Loan amount	\$23,845.82
Annual interest rate	5.00%
Loan period in years	5
Number of payments per year	12
Start date of loan	3/4/2020
Optional extra payments	

LOAN SUMMARY

Scheduled payment	\$450.00
Scheduled number of payments	60
Actual number of payments	60
Total early payments	\$0.00
Total interest	\$3,154.18

LENDER NAME: Big Time Leasing Company

PMT NO	PAYMENT DATE	BEGINNING BALANCE	SCHEDULED PAYMENT	EXTRA PAYMENT	TOTAL PAYMENT	PRINCIPAL	INTEREST	ENDING BALANCE	CUMULATIVE INTEREST
1	3/4/2020	\$23,845.82	\$450.00	\$0.00	\$450.00	\$350.64	\$99.36	\$23,495.18	\$99.36
2	4/4/2020	\$23,495.18	\$450.00	\$0.00	\$450.00	\$352.10	\$97.90	\$23,143.07	\$197.25
3	5/4/2020	\$23,143.07	\$450.00	\$0.00	\$450.00	\$353.57	\$96.43	\$22,789.50	\$293.68

Note: Use amortization schedule from Lessor if available, otherwise create/document your own to follow.