Create New Receivable Lease Wizard – Overview

This job aid contains step-by-step instructions for FPMT’s new receivable lease creation wizard, which can be used for owned or leased facilities. The new user interface simplifies receivable lease creation by guiding you through each step of the process and automatically linking the new tables.

- The wizard opens in a new window, which will close when you complete the process. Once the window closes, you will need to refresh your original FPMT window to see all of the changes.
- Once you Save and Close, you cannot go back into the wizard.
- Make sure to allow enough time to complete the entire wizard process in one sitting. If you time out of FPMT during the process, you will lose your data.
- You navigate through the wizard by clicking the Next or Previous buttons.
- The wizard features business rules or validation checks that will alert users to missing data and common data entry errors.
- A new receivable leased facility should be added to the system on or after the receivable lease start date.
- The master lease holder or owning agency is responsible for creating the receivable lease in FPMT. The tenant agency is responsible for verifying that data is accurate.
- At a minimum, a new receivable leased facility must include the following tables: receivable leased facility, space, receivable lease contract, and at least one receivable lease payment. Optional tables include: receivable lease options. The last step is data review, which is optional but recommended.
- If the new receivable leased facility is in scope for the Six-Year Facilities Plan:
  - You will need to attach a copy of the receivable lease documentation outside of the wizard after you complete the new receivable facility creation process. Instructions are included in this job aid.
  - Workstation and occupancy data is required; however the tenant agency is responsible for this data and will report these counts by editing the space table after the receivable lease has been created.
- To complete this task, you will need a copy of the receivable lease contract and either the master lease number (leased facilities) or unique facility identifier (owned facilities). If you need to locate a lease number or a UFI, you can run a lease contract inventory or owned facilities inventory report from the agency tile in FPMT.

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Questions?
OFM Help Desk
HereToHelp@ofm.wa.gov
360.407.9100
Launch Creation Wizard

You add a receivable lease contract from the owned facility tile or master lease contract tile.

1. Navigate to the owned facility or master lease contract tile

   **Owned Facility:**
   
   A. Click the **Search** button on the data explorer toolbar
   
   B. Click **Filter by** and choose **Owned Facilities** from the dropdown menu
   
   C. Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
   
   D. Enter the UFI
   
   E. Click the **SEARCH** button

   **Master Lease Contract**
   
   A. Click the **Search** button on the data explorer toolbar
   
   B. Click **Filter by** and choose **Lease Contracts** from the dropdown menu
   
   C. Click **Refine by** and choose **Lease Number** from the dropdown menu
   
   D. Enter the Lease Number
   
   E. Click the **SEARCH** button

2. Click the menu button

3. Click Create Receivable Lease
Add New Receivable Leased Facility

1. Enter agency data – red fields are required.

Field-specific guidance:

Name: Lessee SAAM acronym – Lessee common name
Example: ES – Yakima Worksource

Receivable Lease Number: Receivable lease contract numbers must be unique numbers and cannot be used for more than one record.

Lessor: The master lease holder or owning agency

Lessee: The tenant agency
Additional guidance is available by clicking on the information icon (?) next to the field name

If this is an in-scope facility for the Six-Year Facilities Plan, ensure the Six-Year Facilities Plan field is marked “yes.”

2. Click Next

Add a Receivable Lease Contract

1. Enter agency data – red fields are required

Field-specific guidance:

Name: Use the receivable lease number
Example: SSL 03-0161

Receivable lease contract numbers must be unique and cannot be used for more than one record.

2. Click Next
Add a Receivable Lease Payment

1. Click Add New Receivable Lease Payment

2. Enter data - red fields are required

Field-specific guidance:

**Name:** Use the payment type and payment series number

Example: Base Rent - 1

**Payment Type:** Dropdown menu – Base Rent, Amortized TI or Other

**Payment Series Number:** Payments should be numbered sequentially

Example: 1, 2, 3

3. Click Save Changes

**Note:** At least one lease payment is required. If there is no base rent, enter a payment for $0.

➢ Repeat this process if there is more than one lease payment series. All payments can have an Active status, as reports pull data based on the date the report is run.

➢ Even if the lease is being entered retroactively, all lease payment series must be entered for accurate cash flow reports.

➢ Once the receivable lease payment is saved, you can update the information by clicking the details icon or delete the payment by clicking on the trash can.

To continue, click Next ➤
Edit the Existing Space

You must update the existing lease contract space or owned facility space before adding a new receivable lease space.

1. Click the Details icon to edit the existing space
2. Enter the new square footage (subtract the receivable lease square feet from the original square feet)
3. Click SAVE CHANGES

Add a New Space

1. Click Add New Space
2. Enter data – red fields are required
   
   Field-specific guidance:
   
   **Name:** Tenant SAAM Acronym – Space ID
   
   Example: DSHS - 0001
   
   **Space ID:** A unique number to identify the space
   
   Example: 0001
   
   **Tenant:** Make sure to enter the tenant agency, not the master lease holder/owning agency
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**Facilities Portfolio Management Tool (FPMT)**

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**Note on square footage:** The sum of all Space square feet cannot exceed the total master Lease Contract or Owned Facility square feet.

**Square Feet Measurement Type:** Dropdown menu

➔ Refer to the [Facility Square Footage Measurement Guidelines](#) for more information.

**Primary Space Type:** Dropdown menu

➔ Refer to the [Property Class & Space Type Categories job aid](#) for more information.

**Note:** If this leased or owned facility is in scope for the Six-Year Plan, workstation and occupancy data is required. The tenant agency will edit the space with this information once the master lease holder or owning agency creates the receivable lease.

3. **Click SAVE CHANGES**

➔ If you did not update the existing space before adding a new one, you will receive an error message.

➔ Once the new space is saved, you can update the information by clicking the details icon or delete the space by clicking on the trash can.

To add a Receivable Lease Option, click and continue to next step below.

If no other changes are needed, click until you reach the **Data Review** section.

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**Errors**

- The square footage of all receivable leases plus total lease contract space square footage must not exceed the lease contract square footage. The lease contract square footage is currently 28,009 and the total receivable lease square footage plus total lease contract space square footage is 28,209.
- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 28,009 and the total associated space square feet is 28,209.
Add a Receivable Lease Option

1. Click Add New Receivable Lease Option

2. Enter data – red fields are required

Field-specific guidance:

**Name:** Use the option type and option number

Example: Cancel – 1

**Option Number:** Options should be numbered in the order they appear in the lease contract

Example: 1, 2, 3

**Option Type:** Dropdown menu – Purchase, Expand, Cancel, Reduce or Renew

**Option Description:** The description should provide a brief summary of the clause in the lease.

Example: Cancellation of the lease is possible with 90 days’ notice after year 3

3. Click Save Changes

➔ Once the receivable lease option is saved, you can update the information by clicking the Details icon or delete the option by clicking on the trash can.

To continue, click Next twice to navigate to the Data Review section.

➔ Data review is optional but recommended.
Review Your Data

1. **Click** the **Hierarchy** button to change to the **Flat** view. You can now see all the tables you have added or edited as part of the wizard process.

2. **Click** the arrows (expand arrows) on the **Starting Point** tile to expand all of the tiles below.

3. **Click** View on each tile to see the data you have entered.

4. **Review** the data.

5. **Click** SAVE AND CLOSE

6. You will see a warning that lets you know you can’t go back into the wizard after saving and closing. If you don’t need to make any additional edits, click YES.

➤ When you Save and Close, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.

➤ If this is an in-scope facility for the Six-Year Plan, continue to the next step below.
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Attach Copy of Receivable Lease Contract

1. Navigate to the new Receivable Lease
   A. Click Open on Master Lease Contract tile
   B. Click the arrow on the Receivable Lease Contracts tile group
   C. Click the menu button on the Receivable Lease Contract tile
   D. Click Documents

   ➞The document management screen will open in a new window.

2. Click the Upload button
3. Browse for or drag and drop the file(s)
4. Click Close