



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?



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Launch Creation Wizard

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

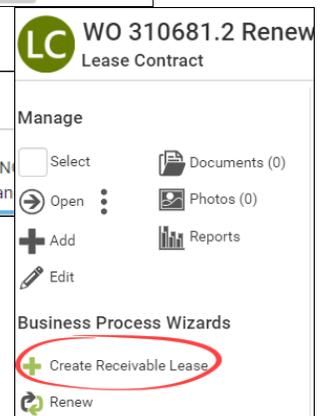
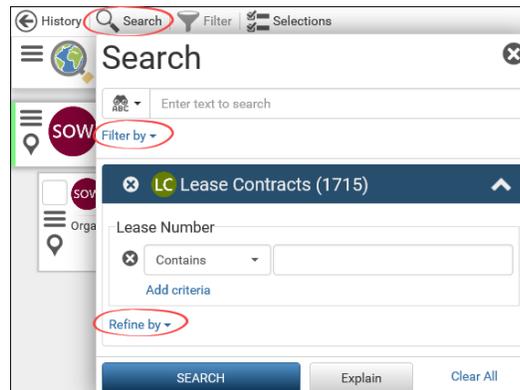
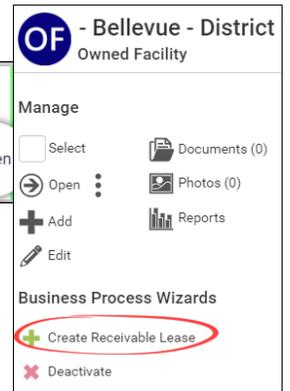
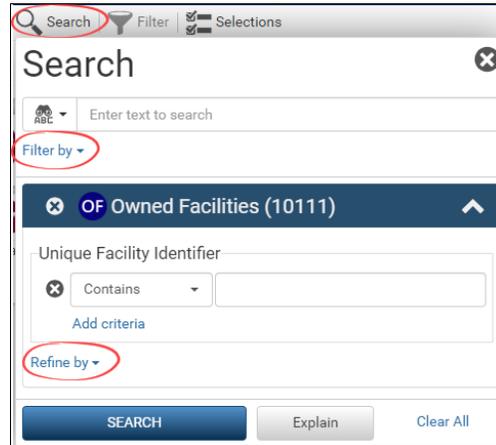
- 1. Navigate** to the owned facility or master lease contract tile

Owned Facility:

- Click the  **Search** button on the data explorer toolbar
- Click **Filter by** and choose **Owned Facilities** from the dropdown menu
- Click **Refine by** and choose **Unique Facility Identifier** from the dropdown menu
- Enter the UFI
- Click the  button

Master Lease Contract

- Click the  **Search** button on the data explorer toolbar
 - Click **Filter by** and choose **Lease Contracts** from the dropdown menu
 - Click **Refine by** and choose **Lease Number** from the dropdown menu
 - Enter the Lease Number
 - Click the  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.

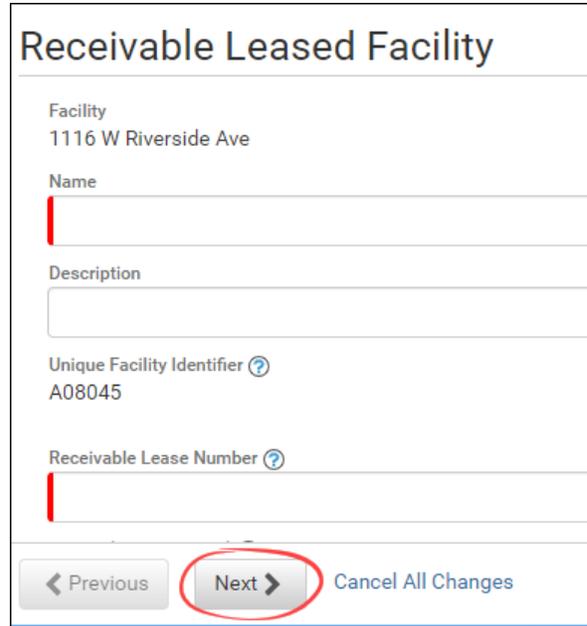
Lessor: The master lease holder or owning agency

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 



Receivable Leased Facility

Facility
1116 W Riverside Ave

Name

Description

Unique Facility Identifier (?)
A08045

Receivable Lease Number (?)

Add a Receivable Lease Contract

1. Enter agency data – red fields are required

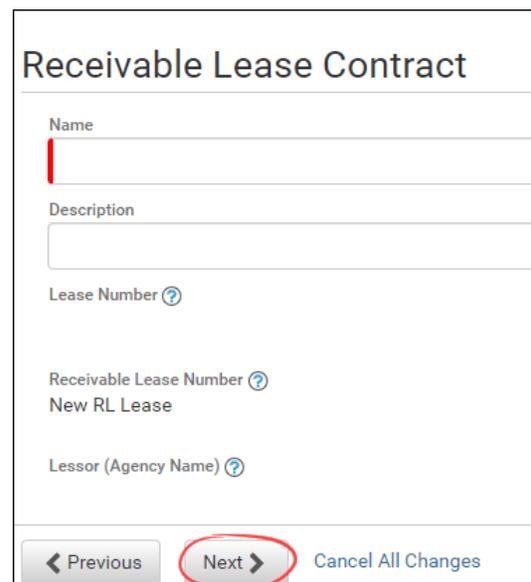
Field-specific guidance:

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 



Receivable Lease Contract

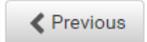
Name

Description

Lease Number (?)

Receivable Lease Number (?)
New RL Lease

Lessor (Agency Name) (?)



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 >](#)

Receivable Lease Payments

There are no receivable lease payments

[Add New Receivable Lease Payment](#)

Edit Receivable Lease Payment Details

Name: Base Rent - 1

Description:

Receivable Lease Number: ?

Payment Series Number: 1

Payment Frequency: Monthly

Payment Type: Base Rent

[SAVE CHANGES](#) Cancel Changes

Receivable Lease Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

[Add New Receivable Lease Payment](#)

[Previous](#) [Next >](#) Cancel Changes

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

Existing Lease Contract Spaces

Space Name	Space ID	Details
0001	0001	

Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)

Square Feet 

27,809

Square Feet Measurement Type

Rentable

Primary Space Type 

Office - General - 310

Secondary Space Type 

SAVE CHANGES Cancel 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

Receivable Lease Spaces

No receivable lease spaces found

[Add New Space](#)

Edit Space Details

Name

Description

Space ID 

Tenant 

Other Tenant 

SAVE CHANGES Cancel Changes

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 [Next >](#) and continue to next step below.

If no other changes are needed, click [Next >](#) until you reach the [Data Review](#) section.

Edit Space Details

Name	<input type="text"/>
Description	<input type="text"/>
Space ID ?	<input type="text"/>
Tenant ?	<input type="text"/>
Other Tenant ?	<input type="text"/>

SAVE CHANGES Cancel Changes

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.

Existing Lease Contract Spaces

Space Name	Space ID	Details
0001	0001	

Receivable Lease Spaces

Space Name	Space ID	Details	Delete
Receivable Lease Space	001		

[Add New Space](#)

[< Previous](#) **Next >** [Cancel Changes](#)

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

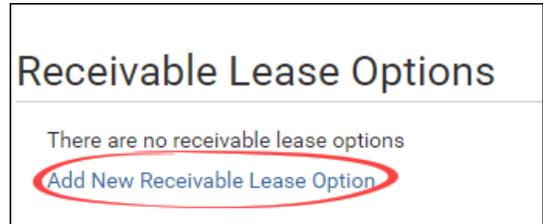
Example: 1, 2, 3

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



Edit Receivable Lease Option Details

Name

Description

Receivable Lease Number

Option Number

Option Type

Option Description

SAVE CHANGES Cancel 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.

Receivable Lease Options

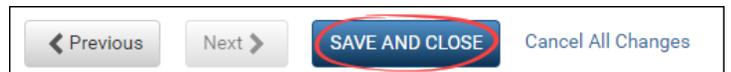
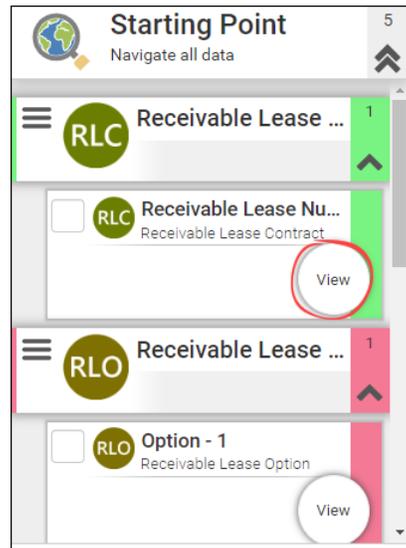
Lease Option Name	Lease Option Number	Details	Delete
Option - 1	1		

[Add New Receivable Lease Option](#)

Next > Cancel Changes

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  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

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**

