QA Report – Run and Review

Facilities Portfolio Management Tool (FPMT)

It is each agency’s responsibility to validate its data prior to submitting reports for the annual Facilities Inventory and biennial Six-Year Facilities Plan.

- The QA report captures the most common types of errors. It is possible that a more complex error could be present. If OFM finds such an error, the Facilities Planning team will notify you.
- The QA report is accessed from the agency tile in FPMT.
- The goal is to have a “clean” QA, which means there is no content in any of the report tabs. It is important to check each tab in Excel to ensure there are no errors present. You will need to scroll to the right to see all of the tabs.
- If you have entered new facilities into FPMT, do not run the QA report until you have received notification that they have been approved.
- If errors are found, refer to the QA Report – Correction Steps job aid.
- Once errors are corrected, rerun the QA Report to ensure that all errors have been addressed.
- After all errors have been corrected, you may run and submit your Owned and/or Leased Facilities Summary Reports, as applicable, and Baseline Report (Six-Year Plan agencies only) to OFM via ofmfacilitiesoversig@ofm.wa.gov.
- For assistance with FPMT, please contact the OFM Help Desk at HeretoHelp@ofm.wa.gov or (360) 407-9100.

Step 1: Navigate to your agency tile

A. Click the button

B. Click Filter by and choose Agencies

C. Click Refine by and choose Agency Abbreviation
   Note: These are SAAM abbreviations

D. Choose your agency from the list. You can filter the list by typing the abbreviation in the text box

E. Click the button

Step 2: Click the menu button on the agency tile
Step 3: Click ⬇️ Reports and select QA Report

Step 4: Click ➔ Download Excel Report

→ In Chrome, the Excel file will appear at the bottom left of your screen.

Step 5: Check each of the 14 tabs for errors
Step 6: If errors are present, refer to the *QA Report – Correction Steps job aid*

In the Workbook column, you will find error types that correspond to each of the tab names in the QA report, along with a description of the error, causes and correction steps.

Step 7: Correct errors and rerun the QA report until it is clean.