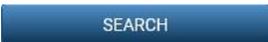


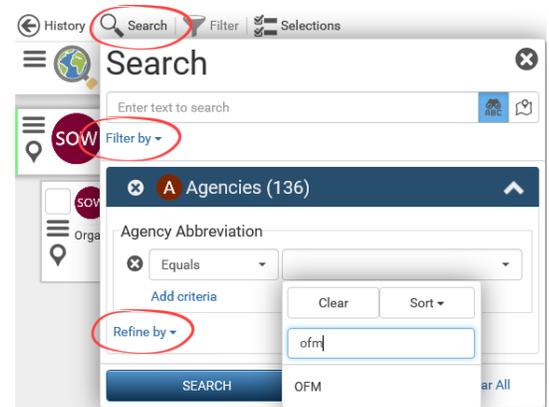
QA Report – Run and Review

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.

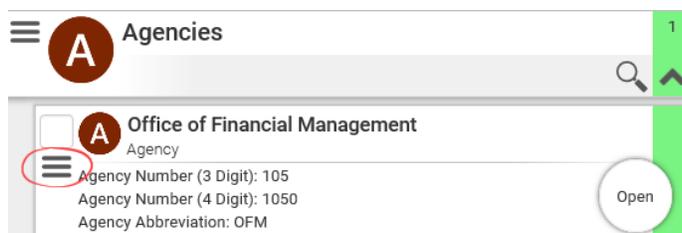
- ✓ The QA report captures the most common types of errors. It is possible that a more complex error could be present. If OFM finds such an error, the Facilities Planning team will notify you.
- ✓ The QA report is accessed from the agency tile in FPMT.
- ✓ The goal is to have a “clean” QA, which means 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  Search 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

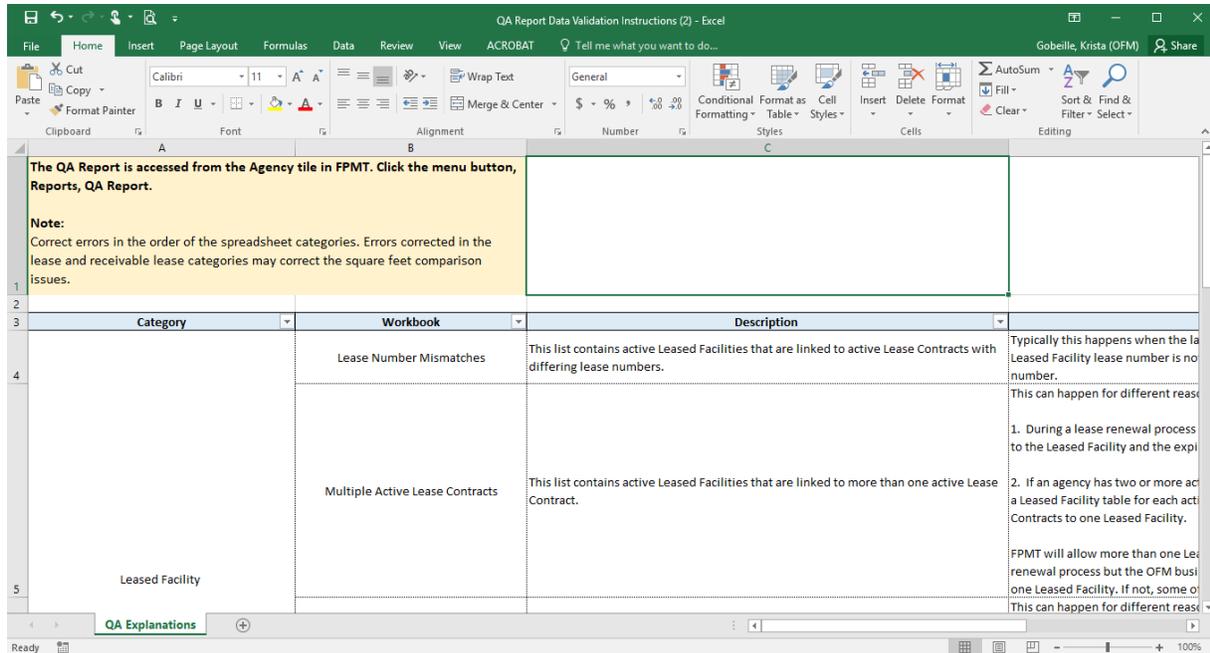


Step 2: Click the menu button on the agency tile



Step 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.



Category	Workbook	Description
Lease Number Mismatches		This list contains active Leased Facilities that are linked to active Lease Contracts with differing lease numbers.
Multiple Active Lease Contracts		This list contains active Leased Facilities that are linked to more than one active Lease Contract.

Note:
Correct errors in the order of the spreadsheet categories. Errors corrected in the lease and receivable lease categories may correct the square feet comparison issues.

Typically this happens when the Leased Facility lease number is no number.
This can happen for different reasons:
1. During a lease renewal process to the Leased Facility and the explanation
2. If an agency has two or more active Leased Facility tables for each active Contract to one Leased Facility.
FPMT will allow more than one Leased Facility in the renewal process but the OFM business rule is one Leased Facility. If not, some of the Leased Facilities will be removed.
This can happen for different reasons:

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