Receivable Lease - Tenant Agency Data Overview

Receivable leases are created in FPMT by the master lease holder or owning agency. While this process covers the majority of lease data, the tenant agency is responsible for populating some fields in FPMT and reviewing the overall record for accuracy.

- ✓ There are a handful of fields in the Receivable Leased Facility table, such as an assigned regional name or number, that are more applicable to larger agencies. These fields may be populated by the tenant agency, but they are not required.

- ✓ Tenant agencies are required to validate that the following fields in the Receivable Leased Facility table are properly populated:
  - ▪ The Lessee field should reflect the tenant agency, not the lessor.
  - ▪ The Six-Year Facilities Plan field should be marked "yes."

- ✓ Tenant agencies are required to validate that the following fields in the Receivable Lease Contract table are properly populated:

  - ▪ Receivable Lease Square Feet
  - ▪ Costs, such as electric, garbage, janitorial etc., are accurately reflected.

- ✓ Tenant agencies are required to validate that the following field in the Receivable Lease Payment table is properly populated:

  - ▪ Payment Amount

- ✓ Tenant agencies are also required to enter workstation and occupancy data in the Space table.

- ✓ If you need to create a new FPMT account, please refer to the [Getting Started](#) job aid.

- ✓ For instructions on how to reset your password, please refer to the [Password Reset](#) job aid.

- ✓ For help with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.

- ✓ For questions about the Facilities Inventory or Six-Year Facilities Plan processes, please contact OFM Facilities Planning via ofmfacilitiesoversig@ofm.wa.gov.

Contents

Review Receivable Leased Facility Data

1. **Navigate** to the Receivable Leased Facility tile

   A. Click the 🔍 Search button on the data explorer toolbar

   B. **Click** Filter by ▾ and choose **Agencies** from the dropdown menu

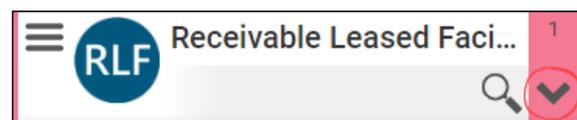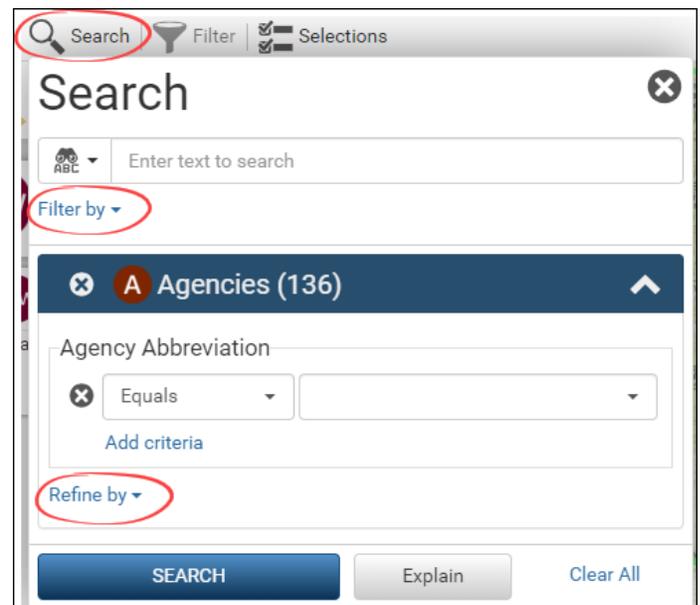   **C.** **Click** Refine by ▾ and choose **Agency Abbreviation** from the dropdown menu

   ➔ These are SAAM abbreviations

   ➔ Larger agencies may want to search by receivable lease number if there are multiple receivable leases

   D. **Enter** the abbreviation
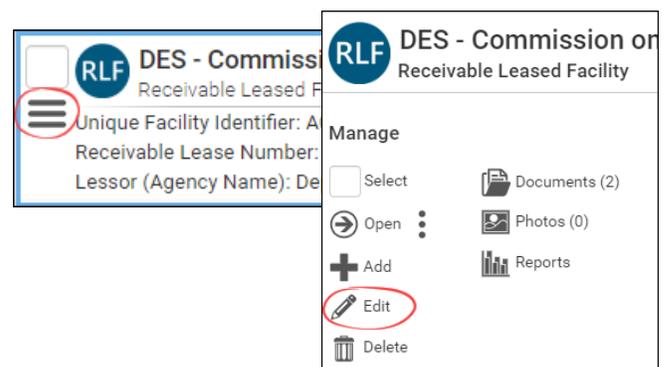
   E. **Click** the SEARCH button

   F. **Click** Open

2. If needed, click the arrow to expand the Receivable Leased Facility tile group

3. **Click** the ☰ menu button on the Receivable Leased Facility tile

4. **Click** ✎ Edit

5. Ensure your agency is in the Lessee field

Lessor (Agency Name) ⑦

Department of Enterprise Services - 179

Lessee ⑦

Washington State Commission on African-American Affairs - 119

6. Ensure the Six-Year Facilities Plan field is marked "yes."

Year First Leased

2018

Six-Year Facilities Plan

Yes

Confidential ⑦

7. Larger agencies may wish to enter data for the following fields:
- Lessee Agency Assigned Regional Name
- Lessee Agency Assigned Regional Number
- Lessee Agency Assigned Common Name
- Lessee Agency Assigned Number
- Lessee Agency Assigned Associated Complex, Campus, Regional Center

➔Click the ⑦ button next to each field name for a definition of the term

8. Click SAVE AND CLOSE

Lessee Agency Assigned Regional Name ⑦

Lessee Agency Assigned Regional Number ⑦

Lessee Agency Assigned Common Name ⑦

Lessee Agency Assigned Number ⑦

Lessee Agency Assigned Associated Complex, Campus, Regional Center ⑦

Review Receivable Lease Data

1. Click Open on the Receivable Leased Facility tile

RLF **DES - Commission on Afric...**
Receivable Leased Facility
Unique Facility Identifier: A00386
Receivable Lease Number: PMO 17-...   Open
Lessor (Agency Name): Department...

2. If needed, click the arrow to expand the Receivable Lease Contract tile group

3. **Click** Open on the Receivable Lease Contract tile
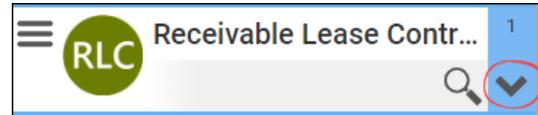
4. Click the ☰ menu button on the Receivable Lease Contract tile

5. **Click** 🖉 Edit
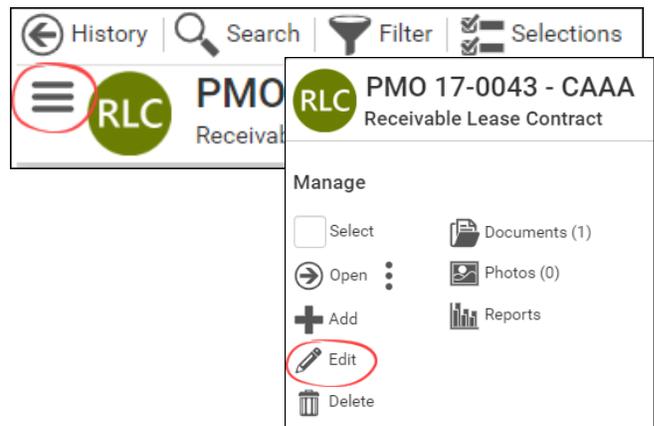
6. **Ensure** the Receivable Lease Square Feet Field is correctly populated

7. **Ensure** cost data is accurate

8. **Click** SAVE AND CLOSE

|	
Assessment	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Bulbs/Tubes	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Natural Gas	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Electric	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Garbage	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Insurance	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Janitorial	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Restroom Supply	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Sewer	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Stormwater	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Property Tax	
N/A - If service is not an option, enter N/A.	
Water	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	
Recycling	
Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.	

Review Receivable Lease Payment Data

1. If needed, click the arrow to expand the Receivable Lease Payments tile group
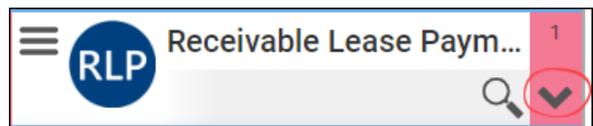
2. **Click** the ☰ menu button on the Receivable Lease Payment tile

3. **Click** 🖉 Edit
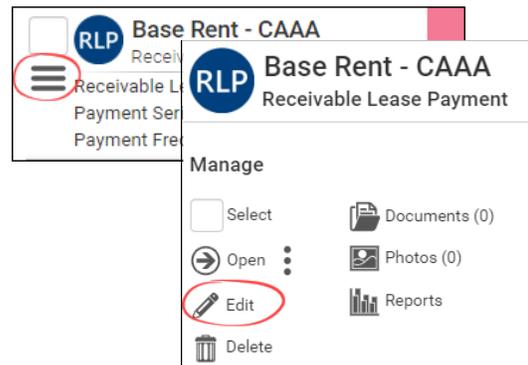
4. **Ensure** the Payment Amount is accurate
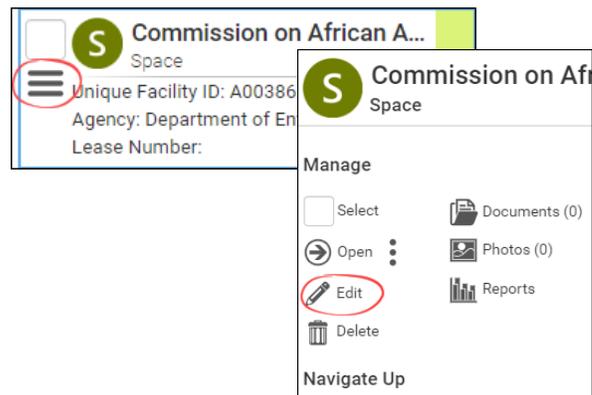
5. **Click** SAVE AND CLOSE

Payment Type

Base Rent

Payment Amount

$2,050.00

Update Workstation & Occupancy Data

1. If needed, click the arrow to expand the Receivable Lease Payments tile group

2. **Click** the ☰ menu button on the Receivable Lease Payment tile

3. **Click** ✏ Edit

4. Either verify existing workstation and occupancy data is current or update the following fields:
   - Number of Offices
   - Number of Workstations
   - Number of Mobile Benches
   - Number of Touchdown Spaces
   - Number of Resident Users
   - Number of Internally Mobile Users
   - Number of Externally Mobile Users

➔Click the ⑦ button next to each field name for a definition of the term.

➔If mobile bench, touchdown space or internally/externally mobile user data is not applicable or available, leave those fields blank.

5. **Click** SAVE AND CLOSE
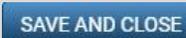
Number of Offices ⑦
1

Number of Workstations ⑦
1

Number of Mobile Benches ⑦

Number of Touchdown Spaces ⑦

Description of Unique Space Uses ⑦

Total Number of Workspaces ⑦
2

Number of Resident Users ⑦
2

Number of Internally Mobile Users ⑦

Number of Externally Mobile Users ⑦