

## Receivable Lease Renewal Wizard – Overview

This job aid provides step-by-step instructions for FPMT’s receivable lease renewal wizard. The new user interface simplifies the receivable lease renewal process by: (a) guiding you through each step of the process, (b) automatically linking and unlinking tables as appropriate, (c) automatically changing the status of the old receivable lease, receivable lease payment(s) and receivable lease option(s)/amendment(s) to inactive, and (d) automatically updating the receivable lease number in the receivable leased facility table.

- ✓ This wizard is used to renew a receivable lease on an owned facility or a receivable lease on a leased facility when the receivable lease expires before the master lease contract.
- ✓ The wizard opens in a new window, which will close when you complete the renewal. Once the renewal window closes, you will need to refresh your original FPMT window to see all of the changes.
- ✓ Make sure to allow enough time to complete the entire renewal process in one sitting. If you time out of FPMT during the renewal 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.
- ✓ Receivable leases should be renewed in the system on or after the new receivable lease start date.
- ✓ At a minimum, a receivable lease renewal must include a completed receivable lease contract and at least one receivable lease payment. You will have the option of editing an existing receivable lease space, adding a new receivable lease space or adding a receivable lease option. The last step is data review, which is optional but recommended.
- ✓ **To complete this process, you will need a copy of the new receivable lease contract and expired receivable lease contract number. If you are adding a new space, you will also need the facility UFI (unique facility identifier). If you need to locate a receivable lease contract number, you can run a receivable lease contract inventory (see Receivable Lease Ownership Data section for lease numbers) from your agency tile.**

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Questions?



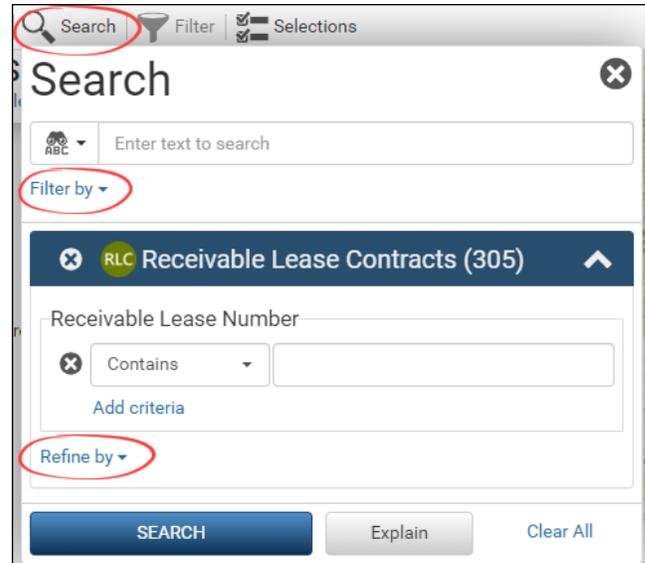
OFM Help Desk

[HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov)

360.407.9100

### Renew a Receivable Lease

1. Navigate to the expiring Receivable Lease Contract tile.
  - A. Click the  Search button on the data explorer toolbar
  - B. Click **Filter by** and choose **Receivable Lease Contracts** from the dropdown menu
  - C. Click **Refine by** and choose **Receivable Lease Number** from the dropdown menu
  - D. Enter the Receivable Lease Number
  - E. Click the  button
2. Click the  menu button on the Receivable Lease Contract tile
3. Click  Renew



→ FPMT will open the receivable lease renewal wizard in a new window.

→ The system will automatically populate information from the existing receivable lease. You may update this information if there are changes.

**Tip:** You can toggle between windows to find needed information for the renewal.

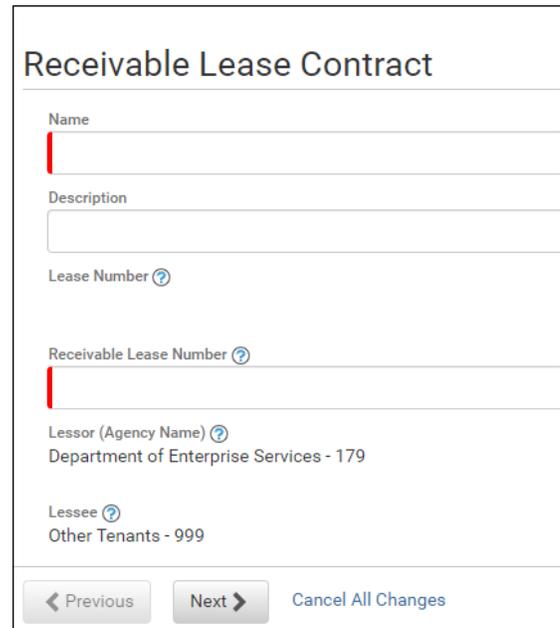
### Add a New Receivable Lease Contract

**1.** Fill out the following required fields:

- Name (use the receivable lease number)

**Note:** The receivable lease number must be a unique number. It cannot be used for more than one record.

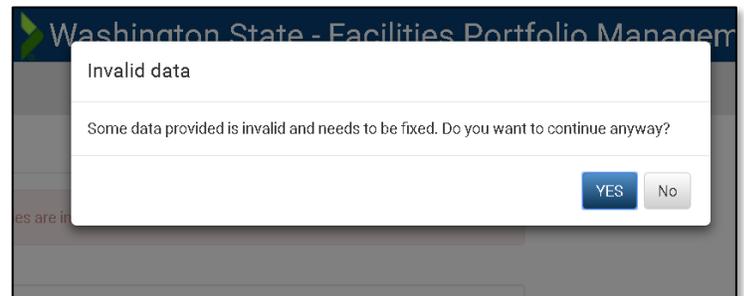
- Receivable Lease Number
- Receivable Lease Executed Date
- Receivable Lease Start Date
- Receivable Lease End Date



The screenshot shows a web form titled "Receivable Lease Contract". It contains several input fields: "Name" (with a red vertical bar on the left), "Description", "Lease Number" (with a help icon), "Receivable Lease Number" (with a red vertical bar on the left and a help icon), "Lessor (Agency Name)" (with a help icon, containing "Department of Enterprise Services - 179"), and "Lessee" (with a help icon, containing "Other Tenants - 999"). At the bottom, there are three buttons: "Previous", "Next", and "Cancel All Changes".

→ If you navigate away from the new receivable lease contract form before properly completing the table, you will receive an error message.

**Note:** This error will show up in every table if you try to save with missing/incorrect data or try to navigate away before properly completing the table. In addition to this error, you will see a message in pink with more detail (see below for an example).



→ In addition to validating that all required fields have been populated, the wizard will also ensure that the lease contract start date is a date prior to the lease contract end date.

→ If you have entered an end date that is prior to the start date, you will receive this error message.

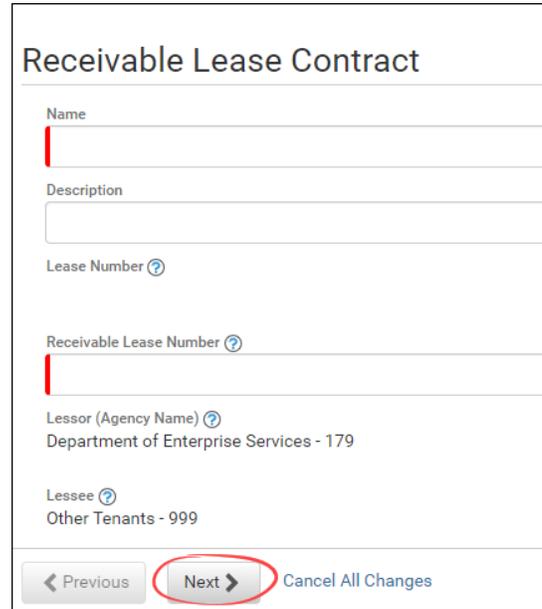
**Errors**

- The receivable lease contract start date must be prior to the receivable lease contract end date.

### Add a Receivable Lease Payment

1. Once you have completed the receivable lease contract table, Click [Next >](#)

**Note:** You cannot save and close the renewal until you add at least one receivable lease payment.



Receivable Lease Contract

Name

Description

Lease Number ?

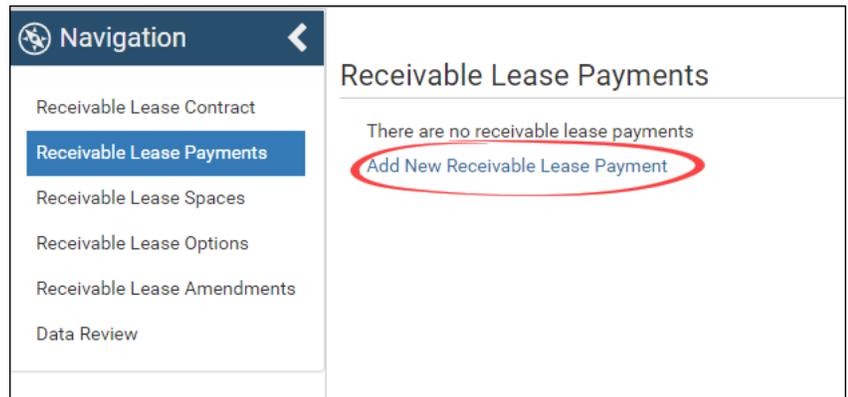
Receivable Lease Number ?

Lessor (Agency Name) ?  
Department of Enterprise Services - 179

Lessee ?  
Other Tenants - 999

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

2. Click Add New Receivable Lease Payment



Navigation

- Receivable Lease Contract
- Receivable Lease Payments
- Receivable Lease Spaces
- Receivable Lease Options
- Receivable Lease Amendments
- Data Review

Receivable Lease Payments

There are no receivable lease payments

[Add New Receivable Lease Payment](#)

**3. Enter data - red fields are required**

Field-specific guidance:

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

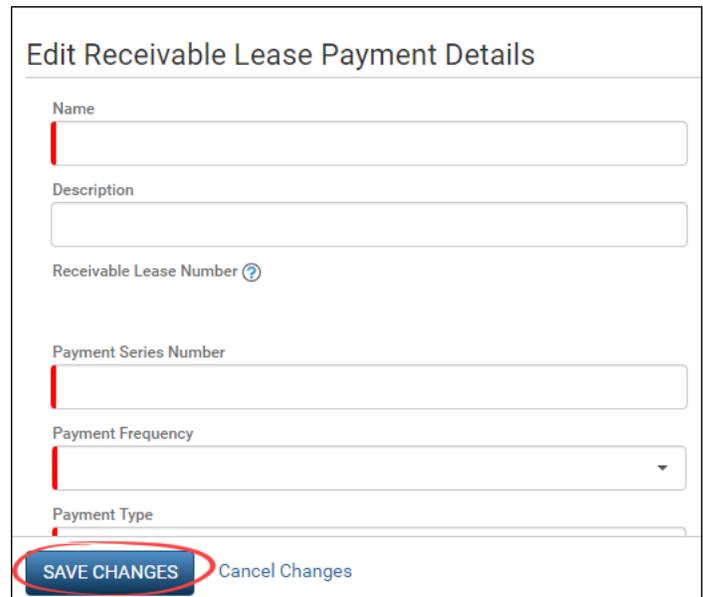
Example: Base Rent - 1

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

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

Example: 1, 2, 3

**4. Click SAVE CHANGES**



**Edit Receivable Lease Payment Details**

Name

Description

Receivable Lease Number

Payment Series Number

Payment Frequency

Payment Type

**SAVE CHANGES** Cancel Changes

- ➔ The receivable lease payment table features the following validation checks:
  - All required fields must be completed.
  - The receivable lease payment start and end dates must fall within the parameters of the receivable lease start and end dates.

➔ The receivable lease payment table cannot be saved until errors are corrected.

➔ If you navigate away from the receivable lease payment table before saving, you will receive an error.

**Errors**

- The receivable lease payment start date must be on or after the receivable lease contract start date of 11/1/2019.
- The receivable lease payment end date must be on or before the receivable lease contract end date of 10/31/2021.

**Errors**

- One receivable lease payment is required.

**Receivable Lease Payments**

There are no receivable lease payments  
[Add New Receivable Lease Payment](#)

→ 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.

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

Receivable Lease Payments

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

Add New Receivable Lease Payment

→ If you need to make any changes to your existing space or add a new space, **click** 

→ If you **do not** need to edit/add a space, but do need to add a [Receivable Lease Option](#), **click**  twice.

→ If you **do not** need to make any changes to your existing space(s) OR add a new space or receivable lease option, **click**  four times to reach the [Data Review](#) section.



### Receivable Lease Spaces – Existing Spaces

You will see all Active spaces currently associated with the receivable lease contract you are renewing.

1. **Click** the Details  icon to edit an existing space.

Existing Receivable Lease Spaces

Space Name	Space ID	Details
Sundance Deli	0004-Deli	

**2. Edit the existing space data**

**3. Click SAVE CHANGES**

→ If this is an in-scope facility for the Six-Year Plan, workstation and occupancy data is required. The tenant agency is responsible for reporting this data. Notify the tenant agency when the receivable lease has been renewed so they can review and update their data as necessary.

### Edit Space Details

Name  
Sundance Deli

Description  
Suite 1

Unique Facility ID  
A06856

Lease Number ?

Space ID ?  
0004-Deli

**SAVE CHANGES** Cancel Changes

**Note:** If you're updating the square footage, make sure the total space square feet matches the square footage in the Receivable Lease Contract table.

→ You will receive an error message when you click Next if the square footage does not match.

**Errors**

- The square footage of all spaces associated with a receivable lease contract cannot exceed the receivable lease contract square feet. The receivable lease contract square feet is currently 1,604 and the total associated space square feet is 1,700.

→ To add a new space, continue to the step below.

→ If you **do not** need to add additional spaces but do need to add a [Receivable Lease Option](#), click

→ If you **do not** need to add additional spaces or add a receivable lease option, click  three times to reach the [Data Review](#) section.

## Receivable Lease Spaces – New Spaces

**1. Click Add New Space.**

**2. Enter data – red fields are required**

Field-specific guidance:

**Name:** Tenant SAAM Acronym – Space ID

Example: DSHS - 0001

**Unique Facility ID:** You must enter the UFI. You can locate the UFI in the existing space table.

**Space ID:** A unique number to identify the space.

Example: 0001

**Note on square footage:** The sum of all Space square feet cannot exceed the total Receivable Lease Contract 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.

**3. Click SAVE CHANGES.**

→ If you **do not** need to add a lease option, click  three times to reach the [Data Review](#) section.

### Existing Receivable Lease Spaces

Space Name	Space ID	Details
Sundance Deli	0004-Deli	

### New Receivable Lease Spaces

No new receivable lease spaces found

[Add New Space](#)

### Edit Space Details

Name

Description

Unique Facility ID

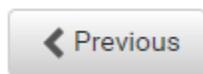
Lease Number 

Space ID 

Receivable Lease Number 

**SAVE CHANGES**

Cancel Changes

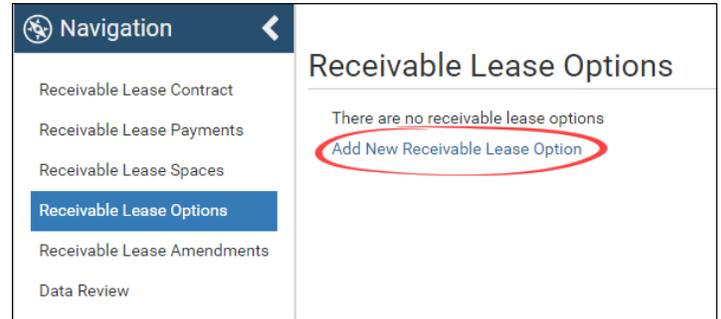
 Previous

**Next** 

Cancel All 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

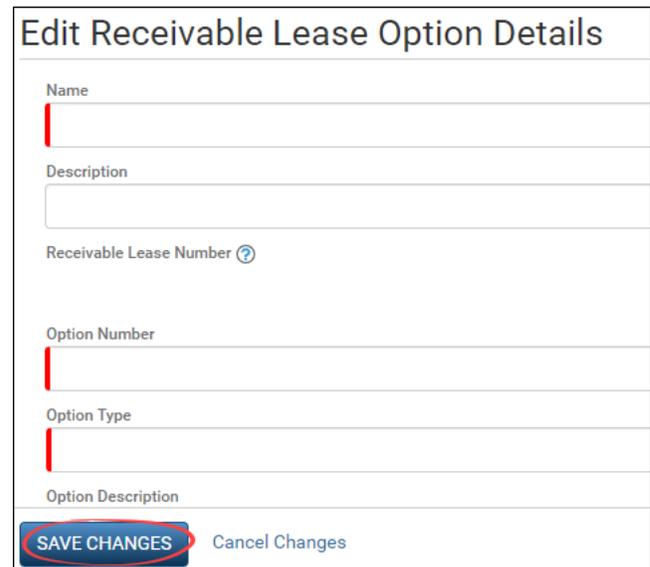
Example: 1, 2, 3

**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

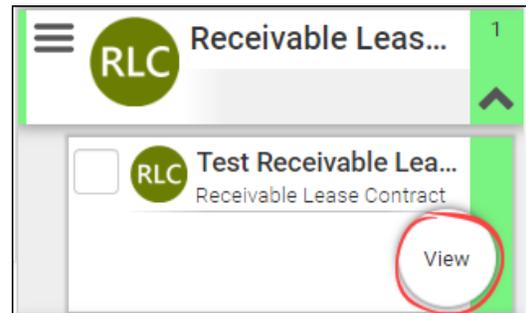
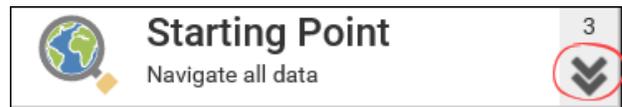


→Click  twice to review your data.



**Review Your Data**

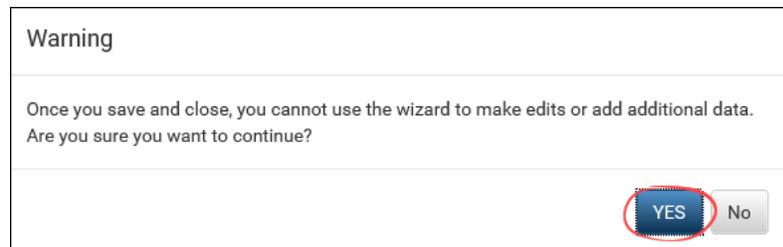
1. Click the  Hierarchy button to change to the  Flat view. You can now see all the tables you have added or edited as part of the renewal process.
2. Click the arrows  on the Starting Point tile to expand all of the tiles below.
3. Click View on each tile to see the data you have entered for the renewal.
4. Review the data for your lease renewal.



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 complete the renewal, 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 New Contract**

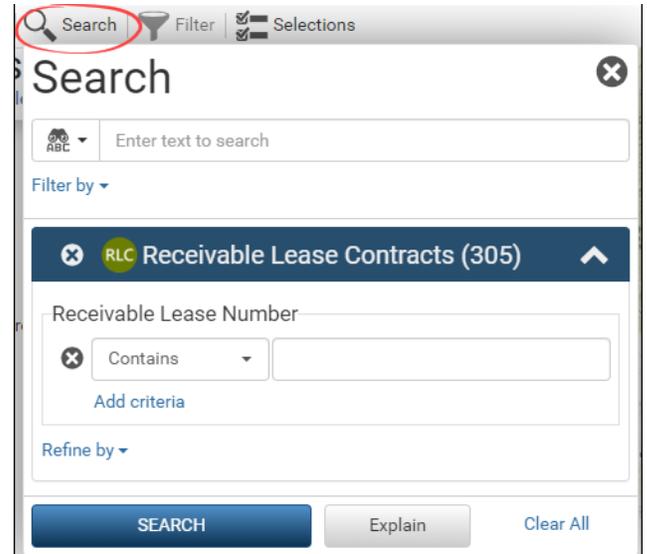
1. Navigate to the new receivable lease contract tile

A. Click  Search

→ Your filters will remain in place from your original search

B. **Remove** the old receivable lease number and enter the new one

C. Click 



2. Click the  menu button on the new Receivable Lease Contract tile

3. Click Documents

→ The document manager will open in a new window

4. Click the  Upload button

5. **Browse** for or drag and drop the file(s)

6. Click Close

