



This job aid provides step-by-step instructions for running and reviewing FPMT's two QA Reports, which capture the most common type of data errors. The Facilities QA Report is associated with square footage errors, and the Lease Contract QA Report captures errors associated with financial data as well as other flags related to GASB functionality. Agencies should run both reports to validate their data.

FPMT has updated roles and permissions, which determine which data and functionality a user can access. All users can access both QA reports; however, to correct errors users must have the following roles:

- Facilities QA Report errors: Must be corrected by a user with the Facilities role and edit rights.
- Lease Contract QA Report errors: Must be corrected by a user with the Accounting role and edit rights.

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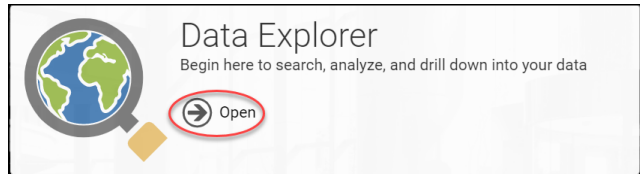
Overview



Which FPMT user roles can access the QA Reports?	<ul style="list-style-type: none"> All user roles, including read-only, can access both the Facilities QA and Lease Contract QA Report. Users must have the Facilities user role and edit rights to correct any errors that appear in the Facilities QA Report. Users must have the Accounting user role and edit rights to correct any errors that appear in the Lease Contract QA Report.
Where do I access the QA Reports?	<ul style="list-style-type: none"> Both QA reports are accessed from the agency tile. Select the menu button, Reports, and either Facilities QA Report or Lease Contract QA Report. The report will open in a separate window, and you will have the option of downloading the report in Excel or PDF format.
When should I run the QA Reports?	<ul style="list-style-type: none"> The QA Reports can be reviewed at any time to check for errors and may be used to identify contracts that have expired or will expire in the next 90 days. Agencies are required to validate their data and correct any errors prior to submitting their annual inventory data to OFM. If you have entered new owned or leased facilities, wait to run the QA Reports until after you have received notification that the new facilities have been approved by OFM.
How do I know if I have errors in the QA Reports?	<ul style="list-style-type: none"> For the Facilities QA Report, the goal is to have a “clean” QA, which will not have any content. All Excel tabs will be empty. The Lease Contract QA report includes some flags that are not errors, but rather provide awareness for the user. For example, the report includes contracts that will expire in the next 90 days. Errors/flags are grouped in tabs by category. Make sure to check each Excel tab to see if there are any errors/flags.
What types of errors are included in the QA Reports?	<ul style="list-style-type: none"> The Facilities QA Report captures common types of errors related to square footage. The Lease Contract QA Report includes common errors related to financial data as well as GASB-specific flags. Agencies should check both reports prior to submitting their annual inventory data to OFM.
How do I fix the errors listed in the QA Reports?	<ul style="list-style-type: none"> Refer to the QA Report – Correction Steps job aid for instructions on how to fix errors in both QA reports. This job aid does not include the report flags specific to GASB. The Lease Contract QA Report errors are on the second tab.
How do I know if the correction steps worked?	<ul style="list-style-type: none"> Rerun the QA Reports after making corrections. If you have correctly followed the data validation instructions, the Facilities QA Report will be “clean” and the Lease Contract QA report will no longer include the specific errors/flags you have addressed.

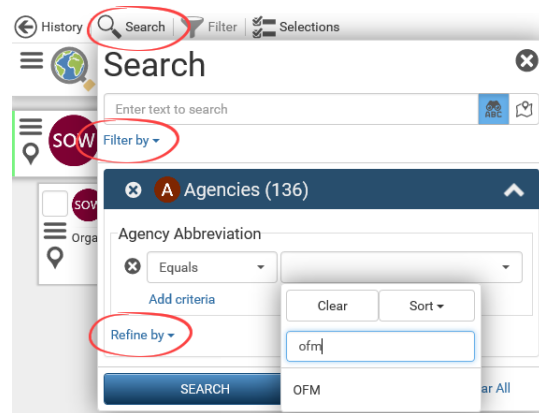
Run the Facilities QA Report


Navigate to the agency tile and run the Facilities QA Report.

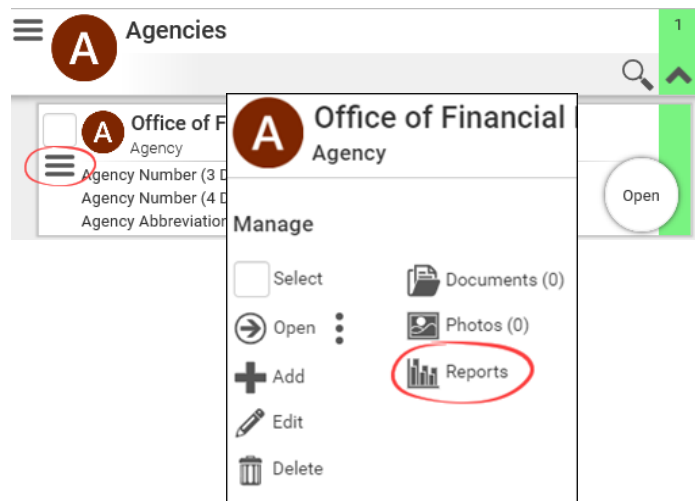
1. **Open** the Data Explorer module.



2. Select the  **Search** button on the data explorer tool bar.
3. Select **Filter by** and choose **Agencies**.
4. Select **Refine by** and choose **Agency Abbreviation**.
→ These are SAAM acronyms.
5. Enter the abbreviation.
→ You can type in the text box to filter the list.
6. Select 

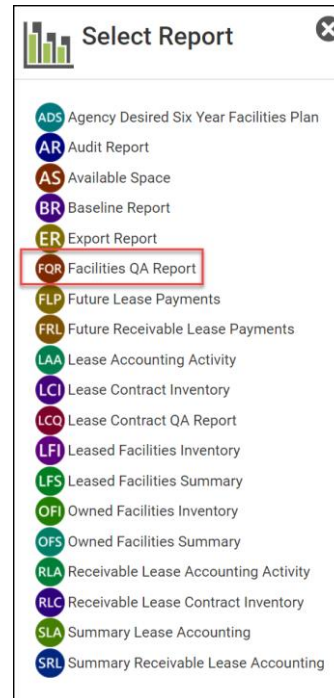


7. Select the  menu button on the agency tile.
8. Select  **Reports**



9. Select Facilities QA Report.

→ The report will open in a new window.



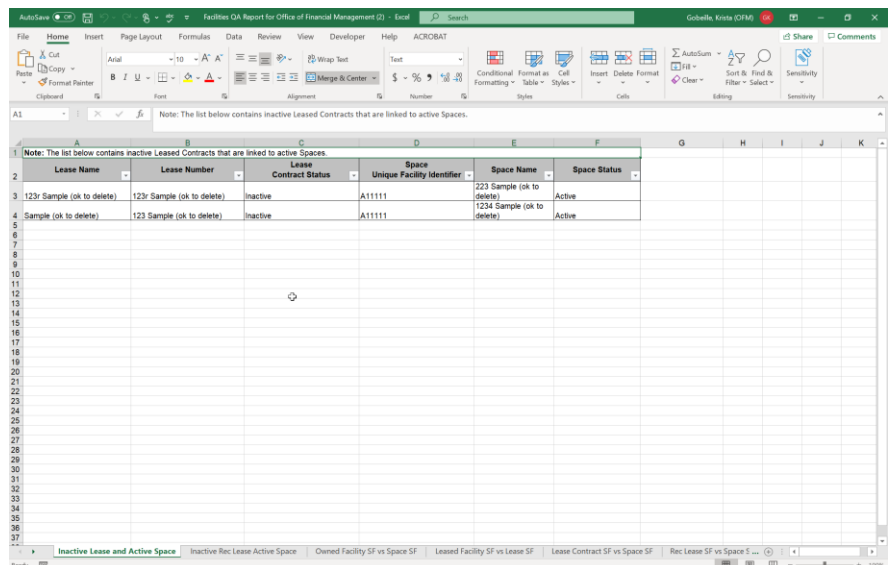
10. Select Download Excel Report

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

 **Download Excel Report**

Correct Square Footage Errors

1. Review all six tabs for errors.

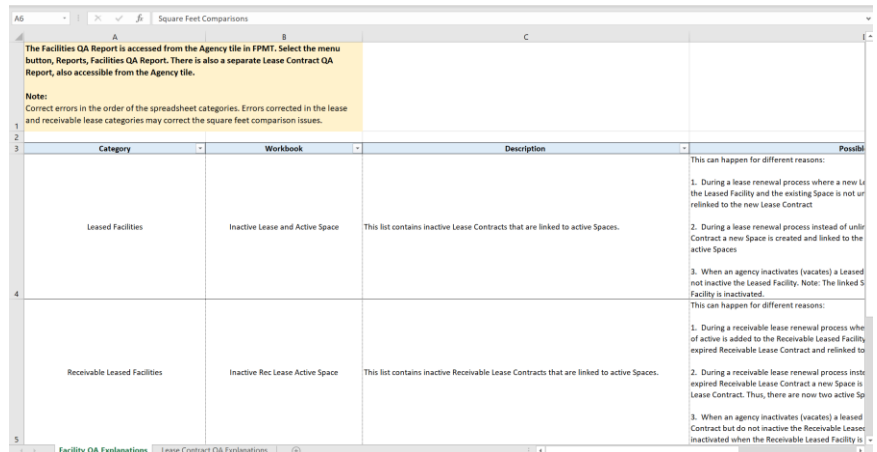


Note: The list below contains inactive Leased Contracts that are linked to active Spaces.

Lease Name	Lease Number	Lease Contract Status	Space Unique Facility Identifier	Space Name	Space Status
123r Sample (ok to delete)	123r Sample (ok to delete)	Inactive	A11111	123 Sample (ok to delete)	Active
Sample (ok to delete)	123 Sample (ok to delete)	Inactive	A11111	1234 Sample (ok to delete)	Active

The spreadsheet also includes tabs for: Inactive Rec Lease Active Space, Owned Facility SF vs Space SF, Leased Facility SF vs Lease SF, Lease Contract SF vs Space SF, and Rec Lease SF vs Space SF.

2. If errors are present, follow the instructions in 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 Facilities QA Report, along with a description of the error, causes and correction steps.

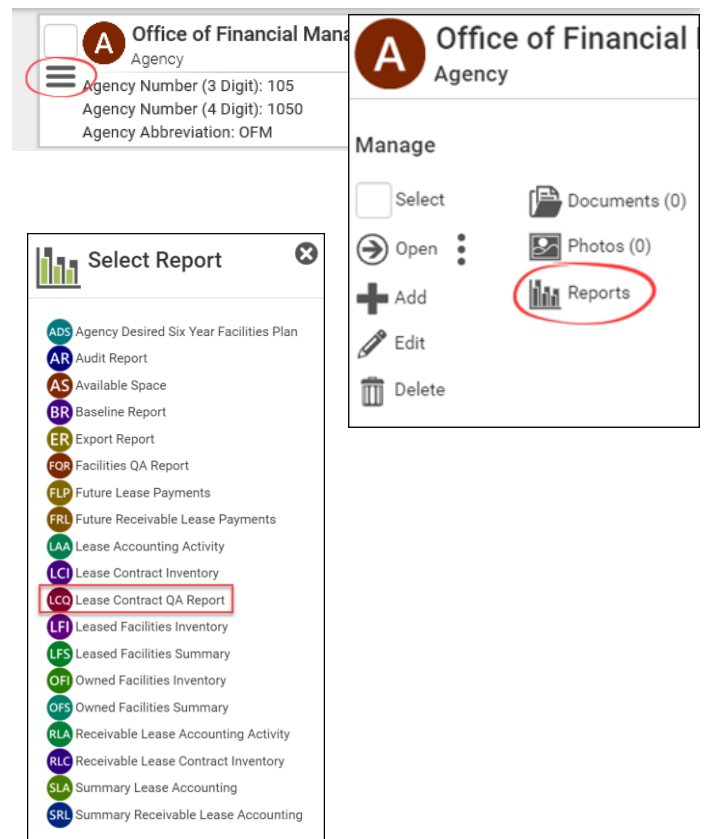


Category	Workbook	Description	Possible
Leased Facilities	Inactive Lease and Active Space	This list contains inactive Lease Contracts that are linked to active Spaces.	<p>This can happen for different reasons:</p> <ol style="list-style-type: none"> 1. During a lease renewal process where a new Lease Contract is created and the existing Space is not unlinked to the new Lease Contract 2. During a lease renewal process instead of unlinked a new Space is created and linked to the active Spaces 3. When an agency inactivates (vacates) a Lease Contract not inactive the Lease Facility. Note: The linked Space Facility is inactivated.
Receivable Leased Facilities	Inactive Rec Lease Active Space	This list contains inactive Receivable Lease Contracts that are linked to active Spaces.	<p>This can happen for different reasons:</p> <ol style="list-style-type: none"> 1. During a receivable lease renewal process who of active is added to the Receivable Leased Facility, expired Receivable Lease Contract and relinked to the active Spaces 2. During a receivable lease renewal process instead of active is added to the Receivable Leased Facility, expired Receivable Lease Contract and relinked to the active Spaces 3. When an agency inactivates (vacates) a Lease Contract but do not inactive the Receivable Lease Contract when the Receivable Leased Facility is inactivated.

3. Rerun the Facilities QA Report until it is "clean."

Run the Lease Contract QA Report

1. Select the  menu button on the agency tile.
2. Select  Reports



Office of Financial Management
Agency
Agency Number (3 Digit): 105
Agency Number (4 Digit): 1050
Agency Abbreviation: OFM

Select Report

- ADS Agency Desired Six Year Facilities Plan
- AR Audit Report
- AS Available Space
- BR Baseline Report
- ER Export Report
- FQR Facilities QA Report
- FLP Future Lease Payments
- FRL Future Receivable Lease Payments
- LAA Lease Accounting Activity
- LCI Lease Contract Inventory
- LCO Lease Contract QA Report**
- LFI Leased Facilities Inventory
- LFS Leased Facilities Summary
- OFI Owned Facilities Inventory
- OFS Owned Facilities Summary
- RLA Receivable Lease Accounting Activity
- RLC Receivable Lease Contract Inventory
- SLL Summary Lease Accounting
- SRL Summary Receivable Lease Accounting

Manage

- Select
- Open
- Add
- Edit
- Delete
- Documents (0)
- Photos (0)
- Reports**

3. Select Lease Contract QA Report.
→ The report will open in a new window.

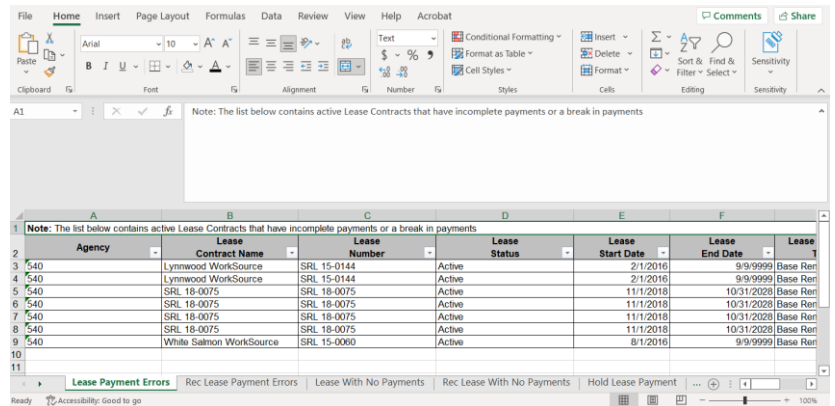
4. Select Download Excel Report
→ In Chrome, the Excel file will appear at the bottom left of your screen.

 **Download Excel Report**

Correct Financial Data Errors

1. Review the report tabs for errors.

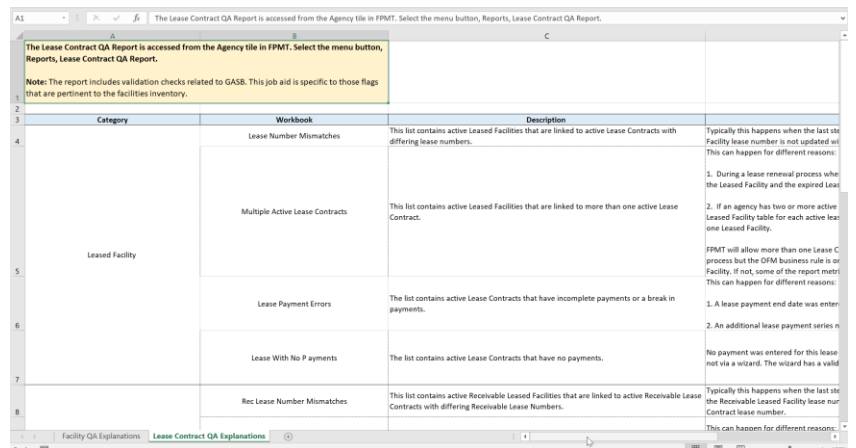
→ The Hold Payments tab is related to GASB functionality and is not addressed in the Corrections Steps job aid.



Agency	Lease Contract Name	Lease Number	Lease Status	Lease Start Date	Lease End Date	Lease Type
540	Lynnwood WorkSource	SRL 15-0144	Active	2/1/2016	9/9/9999	Base Rent
540	Lynnwood WorkSource	SRL 15-0144	Active	2/1/2016	9/9/9999	Base Rent
540	SRL 18-0075	SRL 18-0075	Active	11/1/2018	10/31/2028	Base Rent
540	SRL 18-0075	SRL 18-0075	Active	11/1/2018	10/31/2028	Base Rent
540	SRL 18-0075	SRL 18-0075	Active	11/1/2018	10/31/2028	Base Rent
540	SRL 18-0075	SRL 18-0075	Active	11/1/2018	10/31/2028	Base Rent
540	White Salmon WorkSource	SRL 15-0060	Active	8/1/2016	9/9/9999	Base Rent

2. If errors are present, follow the instructions in the [QA Report – Correction Steps](#) job aid.

→ The correction steps for the Lease Contract QA Report errors are on the second tab.



Category	Workbook	Description	Explanation
Lease Number Mismatches		This list contains active Leased Facilities that are linked to active Lease Contracts with differing lease numbers.	Typically this happens when the last six facility lease number is not updated. This can happen for different reasons: 1. During a lease renewal process when the Leased Facility and the expired Lease Contract are both active. 2. If an agency has two or more active Leased Facility table for each active lease one Leased Facility.
Multiple Active Lease Contracts		This list contains active Leased Facilities that are linked to more than one active Lease Contract.	FPMT will allow more than one Lease C process but the OFM business rule is so Facility, if not, some of the report meter. This can happen for different reasons: 1. A lease payment end date was entered. 2. An additional lease payment series n
Lease Payment Errors		The list contains active Lease Contracts that have incomplete payments or a break in payments.	No payment was entered for this lease not via a wizard. The wizard has a valid
Lease With No Payments		The list contains active Lease Contracts that have no payments.	Typically this happens when the last six the Receivable Leased Facility lease number. This can happen for different reasons:
Rec Lease Number Mismatches		This list contains active Receivable Leased Facilities that are linked to active Receivable Lease Contracts with differing Receivable Lease Numbers.	

3. Rerun the Lease Contract QA Report to ensure the errors were fixed.