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.

## Contents

## Overview

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|---|---|
| **Which FPMT user roles can access the QA Reports?** | • All user roles, including read-only, can access both the Facilities QA and Lease Contract QA Report.<br><br>• Users must have the Facilities user role and edit rights to correct any errors that appear in the Facilities QA Report.<br><br>• 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?** | • Both QA reports are accessed from the agency tile. Select the menu button, Reports, and either Facilities QA Report or Lease Contract QA Report.<br><br>• 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?** | • 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.<br><br>• Agencies are required to validate their data and correct any errors prior to submitting their annual inventory data to OFM.<br><br>• 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?** | • 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.<br><br>• 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.<br><br>• Errors/flags are grouped in tabs by category.<br><br>• 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?** | • The Facilities QA Report captures common types of errors related to square footage.<br><br>• The Lease Contract QA Report includes common errors related to financial data as well as GASB-specific flags.<br><br>• 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?** | • 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.<br><br>• The Lease Contract QA Report errors are on the second tab. |
| **How do I know if the correction steps worked?** | • Rerun the QA Reports after making corrections.<br><br>• 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.
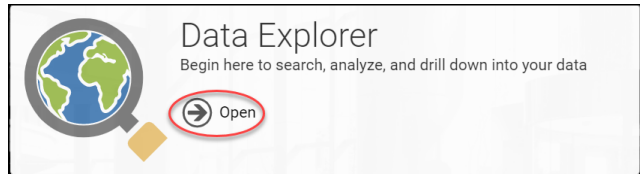
2. **Select** the 🔍 Search button on the data explorer tool bar.

3. **Select** Filter by ▾ and choose **Agencies**.

4. **Select** Refine by ▾ and choose **Agency Abbreviation**.

   ➔These are SAAM acronyms.

5. **Enter** the abbreviation.

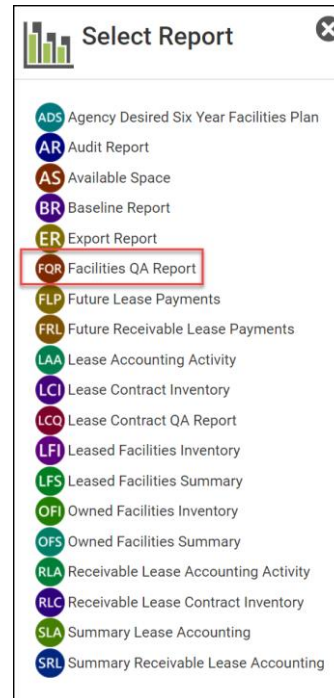   ➔You can type in the text box to filter the list.

6. **Select** SEARCH
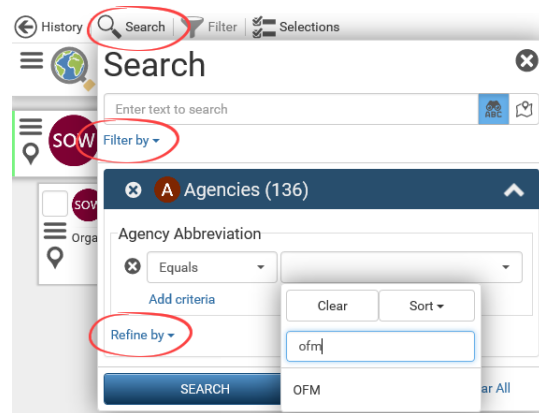
7. **Select** the ☰ menu button on the agency tile.

8. **Select** 📊 Reports
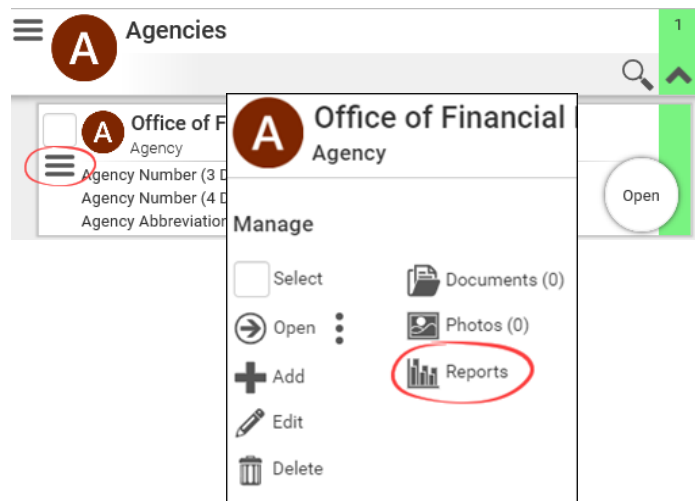
9. **Select** Facilities QA Report.

➔The report will open in a new window.
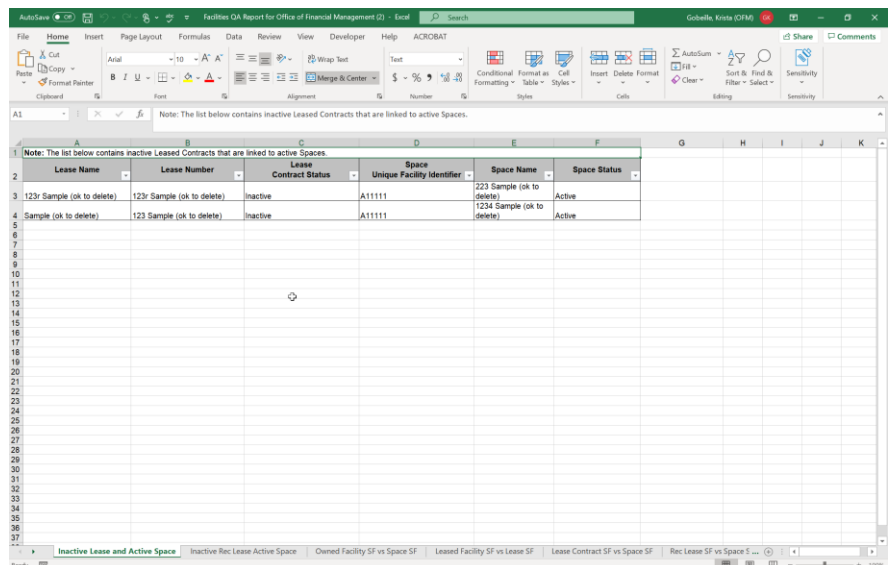


10. **Select** Download Excel Report

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



## Correct Square Footage Errors

1. **Review** all six tabs for errors.

**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.



**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



**3. Select** Lease Contract QA Report.

➔The report will open in a new window.
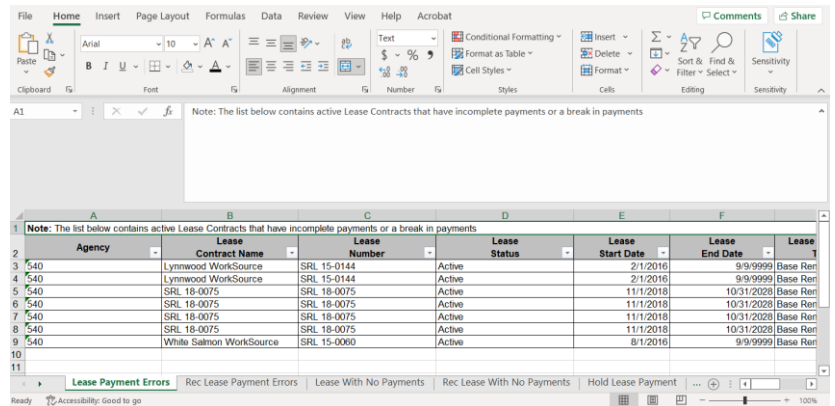


**4. Select** Download Excel Report

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

⬇️ Download Excel Report

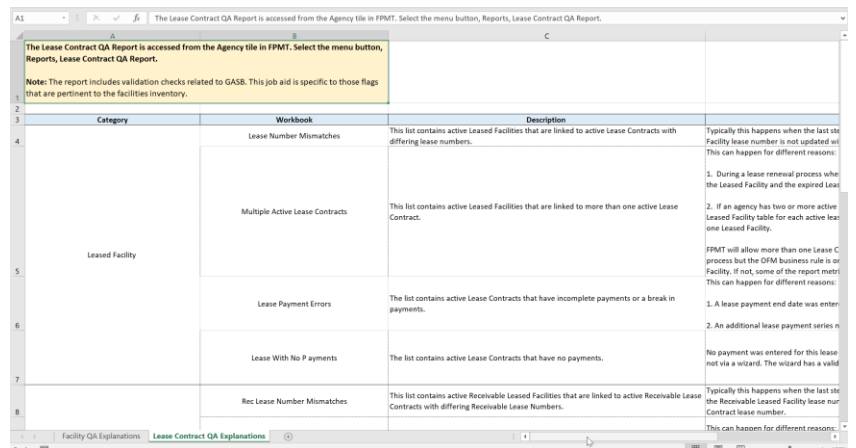## Correct Financial Data Errors

**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.



**2.** If errors are present, follow the instructions in the <u>QA Report – Correction Steps</u> job aid.

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



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