

This job aid provides an overview for using FPMT to provide information about facilities, land, and other assets.

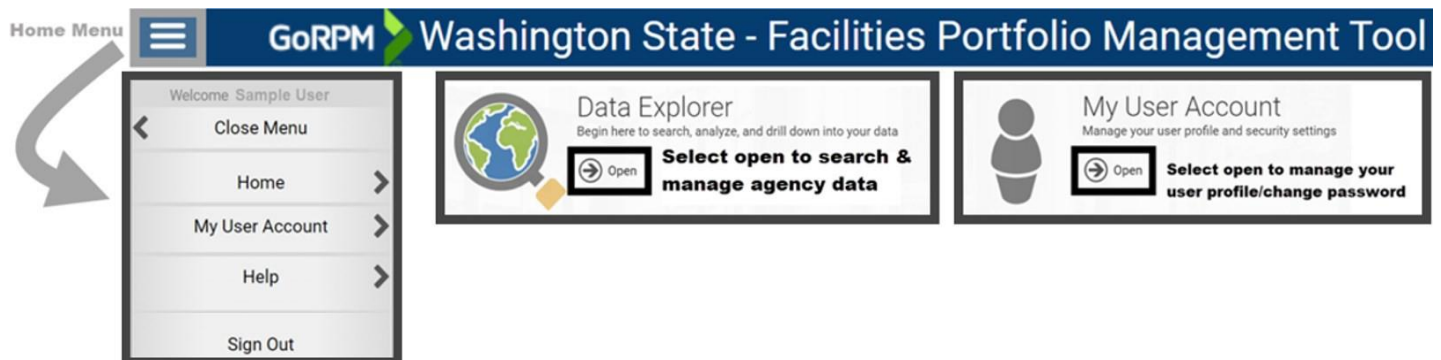
<b>FPMT Initial Implementation 2017</b>	<b>FPMT Lease Accounting Enhancements Oct 2021</b>
<p>FPMT was implemented in 2017 so that agencies have a standard system to track and manage information to meet facility reporting requirements.</p> <p>✓ Agency data in FPMT is used to inform the state's six-year facilities plan, capital budget decisions, comprehensive emergency management planning, annual facilities inventory, etc. Reference the <a href="#">facilities planning page</a> on the OFM website.</p>	<p>FPMT will be expanded in October 2021 so that agencies can use new processes and reports to comply with Governmental Accounting Standards Board Statement 87 Leases (GASB87).</p> <p>✓ FPMT will have expanded capabilities to track additional lease accounting information (facilities, land, other assets), calculate present value of leases, and interface with AFRS. Reference the <a href="#">GASB page</a> on the OFM website.</p>

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## Home Page

The FPMT home page includes standard navigation tools to track and manage information. All FPMT users have access to the data explorer and their user account. Additional options are dependent on security/permission levels.

- ✓ Data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.



## Data Explorer

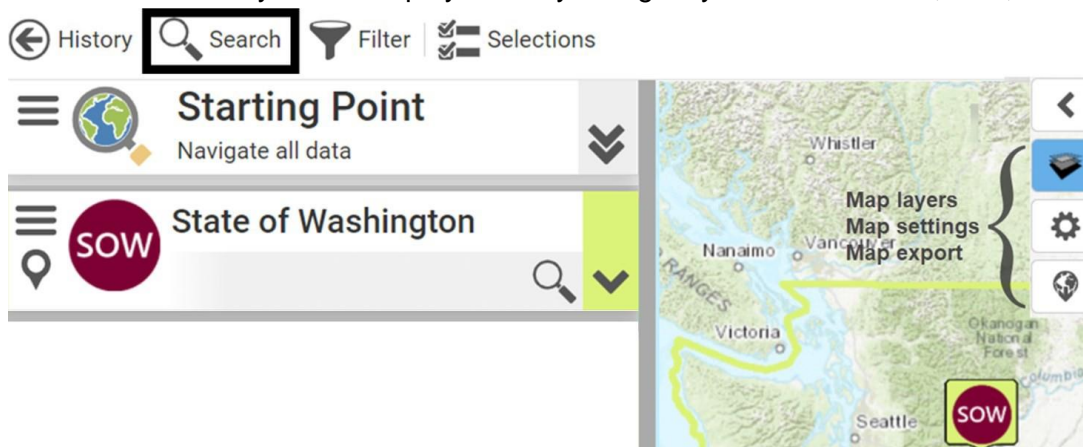
Use the data explorer to display or edit your agency data for facilities, land, and other assets.

- ✓ Data is secured by user roles with security/permissions. This helps to ensure agencies can manage and control their data.

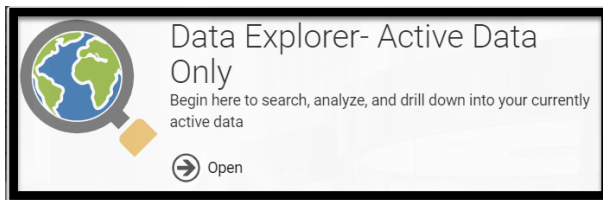
➔ In this example, we select open to search and display agency data.



➔ In this example, the starting point for data explorer is displayed. Use the [search](#) tools to find information so that you can display or edit your agency data for facilities, land, and other assets.



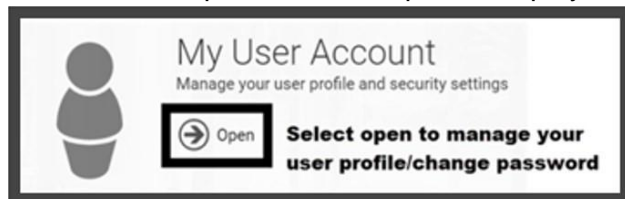
- ✓ Users with Read-Only permissions will see a second Data Explorer that only displays active data and pending facilities. This option will make viewing agency data less cumbersome for users who are less familiar with FPMT and only access the system occasionally. The original data explorer, which also includes inactive data, is still available to Read-Only users.



## My User Account

FPMT includes an option to manage information about your user profile and security settings.

→ In this example, we select open to display information about our user account.

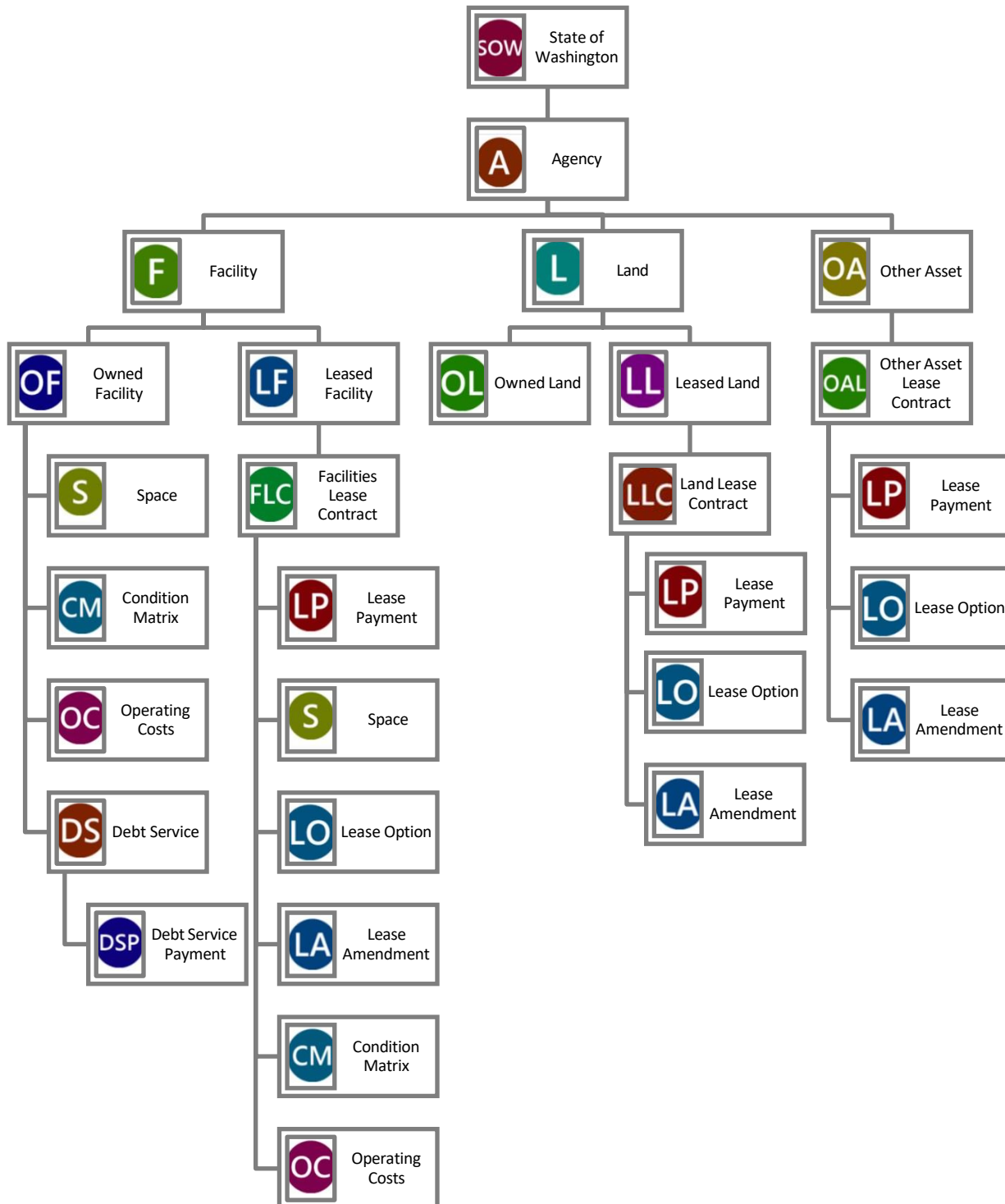


→ In this example, we can manage our user profile and display information about our user account.



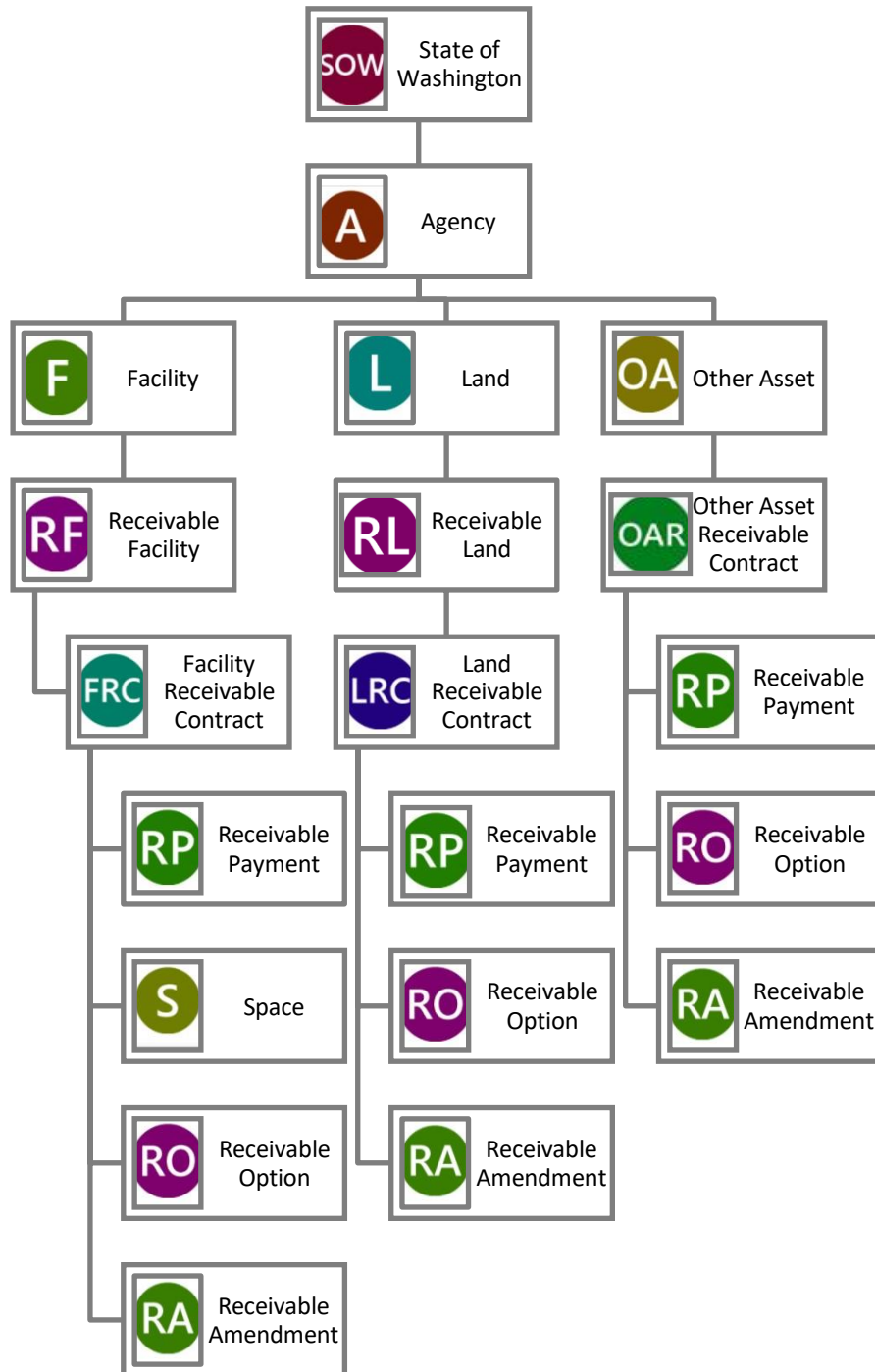
## Data Hierarchy

FPMT uses a standard data hierarchy to organize and manage information.



## Data Hierarchy - Receivable Leases

FPMT uses a standard data hierarchy to organize and manage information for receivable leases.



## Agency (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

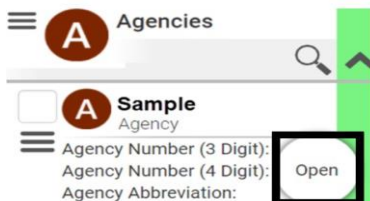
- ✓ Use the data explorer search tools to find information so that you can display and manage data for facilities, land, and other assets.

➔ In this example, we use search tools to filter by agencies and refine by agency abbreviation.



The screenshot shows a search interface with the following elements:

- Search** section with a text input field labeled "Enter text to search".
- Filter by** dropdown menu, which is open, showing a list of agencies. The first item is "A Agencies (135)".
- Refine by** dropdown menu, which is open, showing a list of agency abbreviations. The first item is "Agency Abbreviation".
- Agency Abbreviation** section with a dropdown menu set to "Equals" and a text input field labeled "Enter text to filter". Below this is a button labeled "Sample Agency".
- SEARCH** button, **Explain** button, and **Clear All** button.



The screenshot shows a sidebar menu with the following structure:

- Agencies** (indicated by a red circle with 'A')
  - Sample Agency** (indicated by a red circle with 'A')
    - Agency Number (3 Digit):
    - Agency Number (4 Digit):
    - Agency Abbreviation:
    - Open** button (highlighted with a black box)

➔ In this example, we can manage information in the data hierarchy from the agency menu. The options you see are determined by your role permissions.



The screenshot shows a management menu for the "Sample Agency" with the following options:

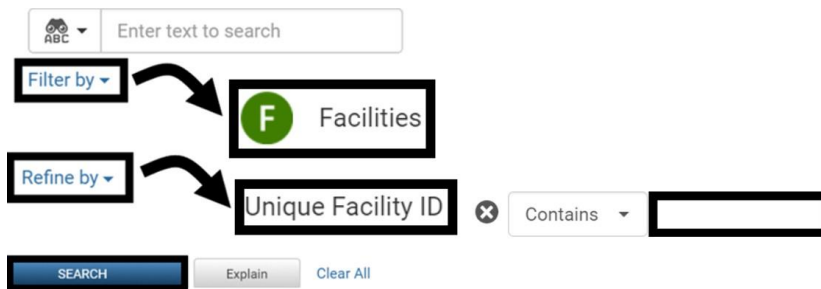
- Manage** section:
  - ☐ Select
  - ☒ Open
  - ☐ Add
  - ☐ Edit
  - ☐ Delete
- Documents (0)**
- Photos (0)**
- Reports**

## Facility (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

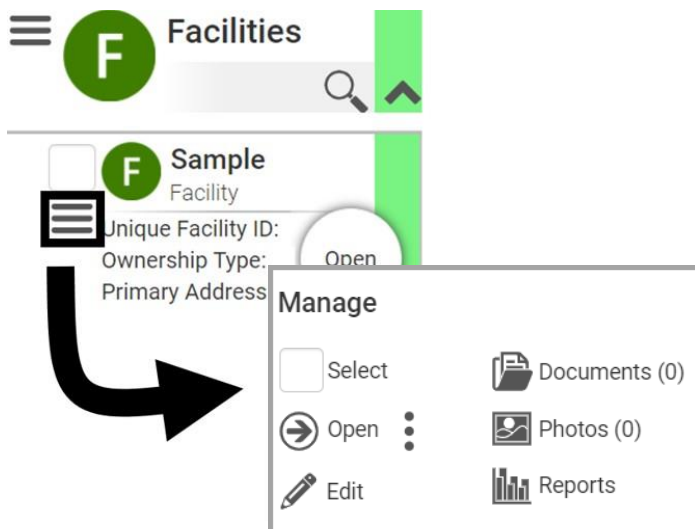
- ✓ Use the data explorer search tools to find information so that you can display and manage data for facilities.
- ✓ As of March 13, 2023, Agency Editors will have reduced manual editing permissions in FPMT and must use business process wizards to create new facilities, deactivate existing facilities, and renew or update existing contracts.

→ In this example, we use search tools to filter by facility and refine by unique facility identifier (UFI).



The screenshot shows a search interface with a search bar at the top. Below it, there are two filter sections. The first section, labeled 'Filter by', has a dropdown menu with 'Facilities' selected. The second section, labeled 'Refine by', has a dropdown menu with 'Unique Facility ID' selected. To the right of the 'Refine by' section, there is a 'Contains' dropdown menu and an input field. At the bottom, there are three buttons: 'SEARCH', 'Explain', and 'Clear All'.

→ In this example, we can manage information in the data hierarchy from the facilities menu



The screenshot shows the 'Facilities' menu with a green 'F' icon. Below the menu, there is a 'Sample Facility' entry with a green 'F' icon. To the right of the 'Sample Facility' entry, there is a 'Manage' dropdown menu. The 'Manage' menu has several options: 'Select', 'Open', 'Edit', 'Documents (0)', 'Photos (0)', and 'Reports'. A large black arrow points from the 'Manage' dropdown menu to the 'Sample Facility' entry.

## Land (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

- ✓ Use the data explorer search tools to find information so that you can display and manage data for land.

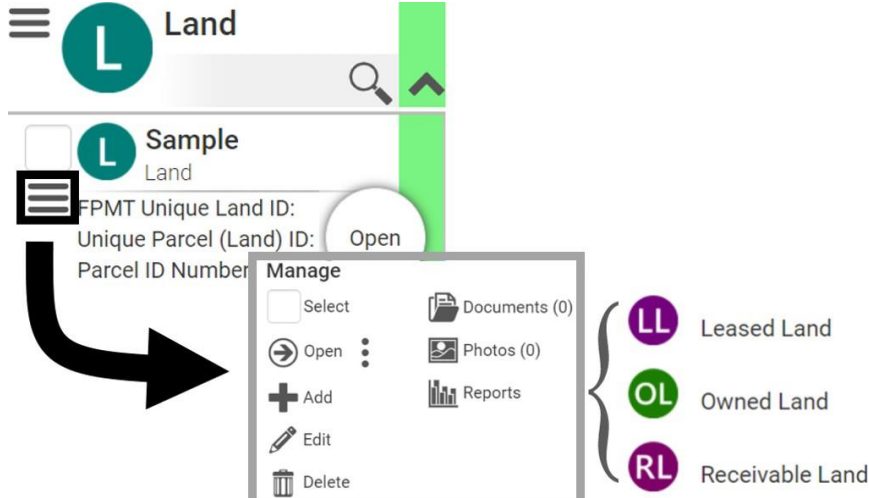
→ In this example, we use search tools to filter by land and refine by unique parcel (land) ID.



The screenshot shows a search interface with the following elements:

- A search bar with a dropdown menu showing "ABC" and a text input field labeled "Enter text to search".
- A "Filter by" dropdown menu with a green circle icon containing the letter "L" and the text "Land".
- A "Refine by" dropdown menu with a text input field labeled "Unique Parcel (Land) ID".
- A "Contains" dropdown menu with a text input field.
- A "SEARCH" button, an "Explain" button, and a "Clear All" button.

→ In this example, we can manage information in the data hierarchy from the land menu.



The screenshot shows a data hierarchy menu with the following elements:

- A hamburger menu icon on the left.
- A green circle icon containing the letter "L" and the text "Land".
- A magnifying glass icon and an upward arrow icon.
- A green circle icon containing the letter "L" and the text "Sample Land".
- A magnifying glass icon and an upward arrow icon.
- A "Manage" menu with the following options:
  - Select
  - Open
  - Add
  - Edit
  - Delete
- A "Documents (0)" icon and text.
- A "Photos (0)" icon and text.
- A "Reports" icon and text.
- A green circle icon containing the letter "LL" and the text "Leased Land".
- A green circle icon containing the letter "OL" and the text "Owned Land".
- A green circle icon containing the letter "RL" and the text "Receivable Land".

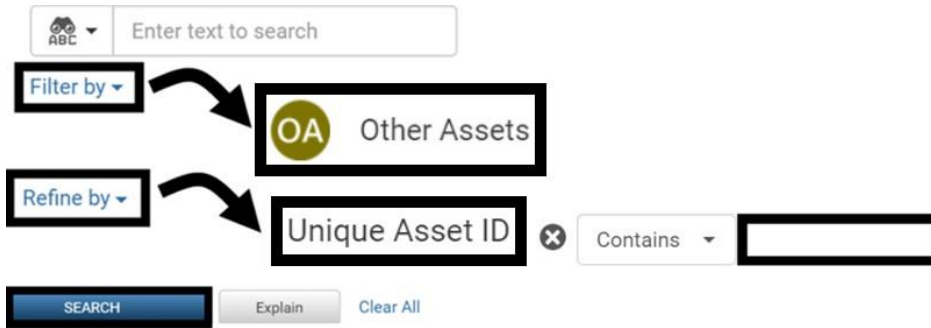


## Other Asset (Display/Manage Data)

FPMT uses a standard [data hierarchy](#) to organize and manage information.

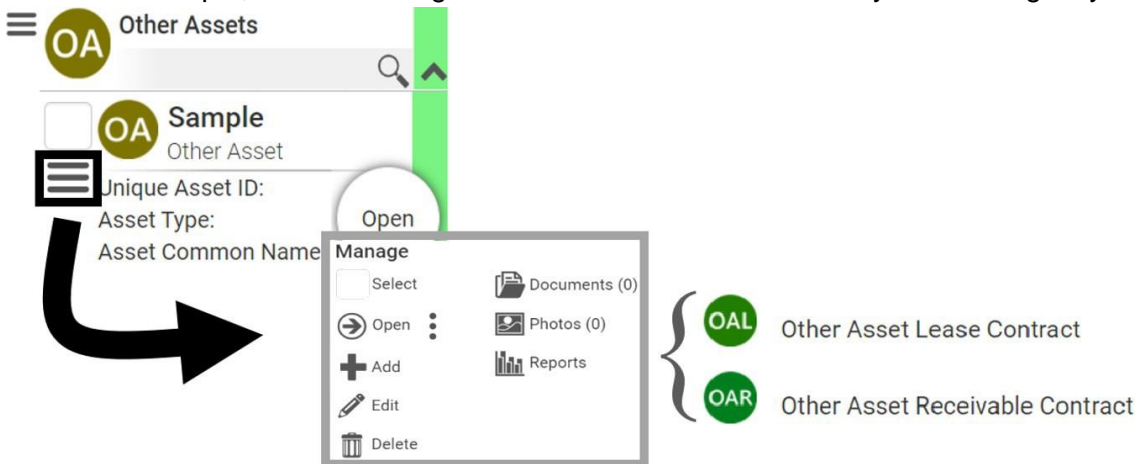
- ✓ Use the data explorer search tools to find information so that you can display and manage data for other assets.

→ In this example, we use search tools to filter by other assets and refine by unique asset ID.



The screenshot shows a search interface with a search bar at the top. Below the search bar, there are two filter sections. The first section, labeled 'Filter by', has a dropdown menu with 'Other Assets' selected. The second section, labeled 'Refine by', has a dropdown menu with 'Unique Asset ID' selected. To the right of the 'Refine by' dropdown, there is a 'Contains' dropdown menu and a text input field. At the bottom of the search interface, there are three buttons: 'SEARCH', 'Explain', and 'Clear All'.

→ In this example, we can manage information in the data hierarchy from the agency menu.



The screenshot shows a data hierarchy menu. The top level is 'Other Assets'. Below it is 'Sample', which is an 'Other Asset'. A context menu is open for 'Sample', showing options: 'Open', 'Manage', 'Select', 'Documents (0)', 'Photos (0)', 'Reports', 'Add', 'Edit', and 'Delete'. To the right of the context menu, there are two green circular icons labeled 'OAL' and 'OAR'. 'OAL' is labeled 'Other Asset Lease Contract' and 'OAR' is labeled 'Other Asset Receivable Contract'.

## Business Process Wizards

FPMT business process wizards combine several procedures to provide guidance and help reduce some of the steps for managing data. For example, the business process wizard to create a new leased facility will combine steps needed to add the new leased facility with additional steps needed for some of the related processes in the [data hierarchy](#). Users with the facility role will use the create leased facility wizard to complete the facilities-related steps and users with an accounting role will use the lease review wizard to complete the accounting-related steps.

- ✓ Due to updated user roles/permissions, creating a new leased or receivable leased facility is a two-step process. The two-step process will require coordination between agency facilities staff and accounting staff if the facility user does not also have the accounting role to complete both steps.

Business Process Wizard	Available From	User Role
Create Owned Facility + Create Owned Facility	Agency	Agency Editor Facility
Create Leased Facility + Create Leased Facility	Agency	Agency Editor Facility
Create Receivable Lease + Create Receivable Lease	Owned Facility Facility Lease Contract	Agency Editor Facility
Deactivate ✗ Deactivate	Owned Facility	Agency Editor Facility
Deactivate ✗ Deactivate	Leased Facility Receivable Facility	Agency Editor Accounting
Renew ↻ Renew	Facility Lease Contract Facility Receivable Contract	Agency Editor Accounting
Lease Review 📄 Lease Review	Agency	Agency Editor Accounting
Receivable Review 📄 Receivable Review	Agency	Agency Editor Accounting
<ul style="list-style-type: none"> <li>✓ Create, deactivate, and renew business process wizards are currently only available for facility data.</li> <li>✓ Lease review and receivable review business process wizards include facility, land, and other asset data.</li> </ul>		

In this example, our user account includes a facility role and an accounting role. We can use the business process wizards to create a new leased or owned facility. When we complete the facility-related steps, we can use the review business process wizard to complete the lease accounting steps.

- ✓ If you only have a facility role, you will not have access to the lease review or receivable review business process wizards.
- ✓ If you only have an accounting role, you will not have access to the create owned facility or create leased facility business process wizards.

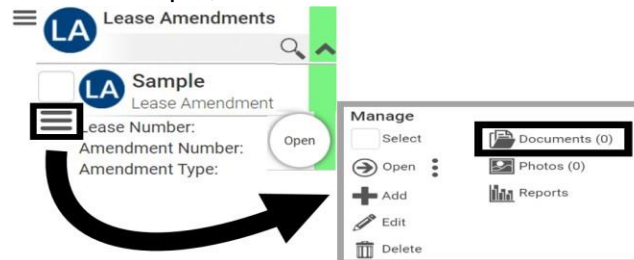


## Attachments (Display/Manage Documents & Photos)

FPMT uses standard tools to manage documents and photos. For example, you can upload attachments for facilities, land, and other assets.

1. **Select:** Menu.
2. **Select:** Documents.  
→ FPMT also provides the option to upload and manage photos.

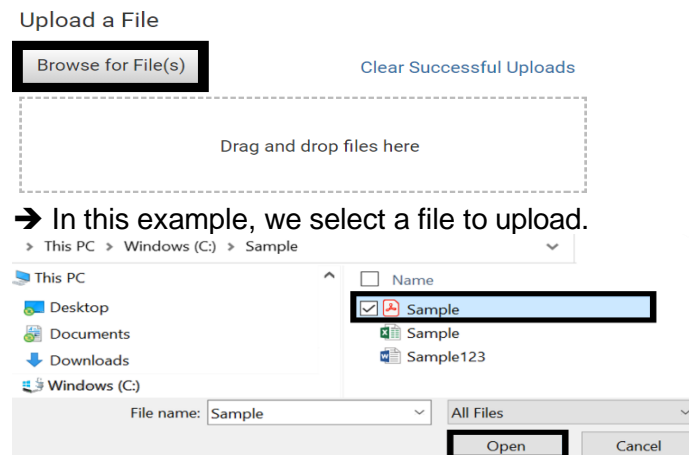
In this example, we select documents from the lease amendment menu.



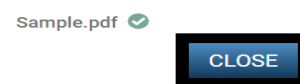
3. **Select:** Upload.



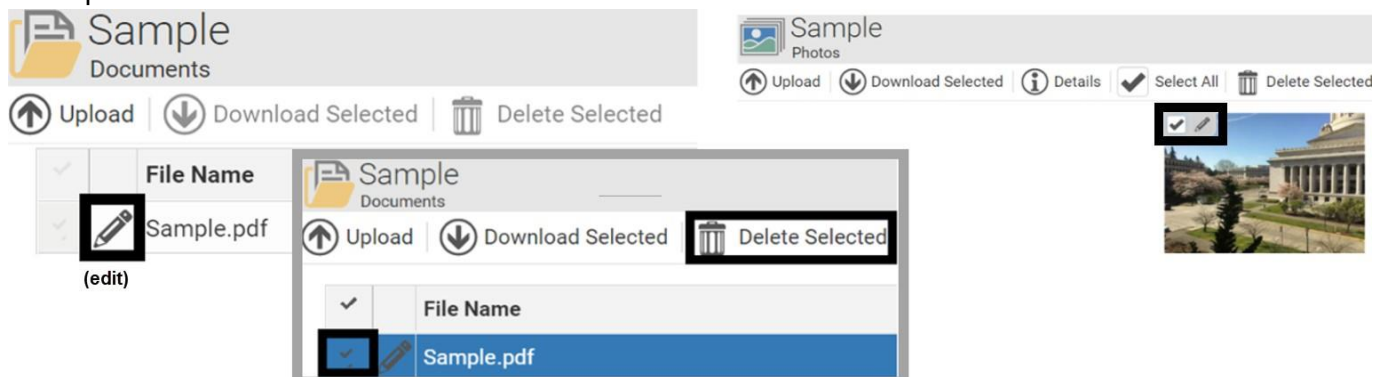
4. **Select:** Browse for files.  
→ FPMT uses standard options to browse, select, and upload files. You can also drag and drop files.



5. **Select:** Close.



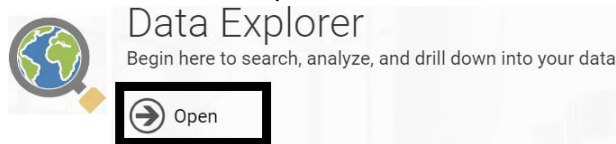
→ In this example, we can select the file to download or delete. We can also edit the file name and description.



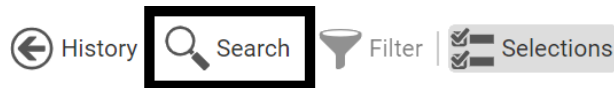
## Search

FPMT uses standard search and filter tools in the data explorer.

**1. Select:** Open.



**2. Select:** Search.



**3. Select:** Filter by.

→ FPMT will display a list of criteria.

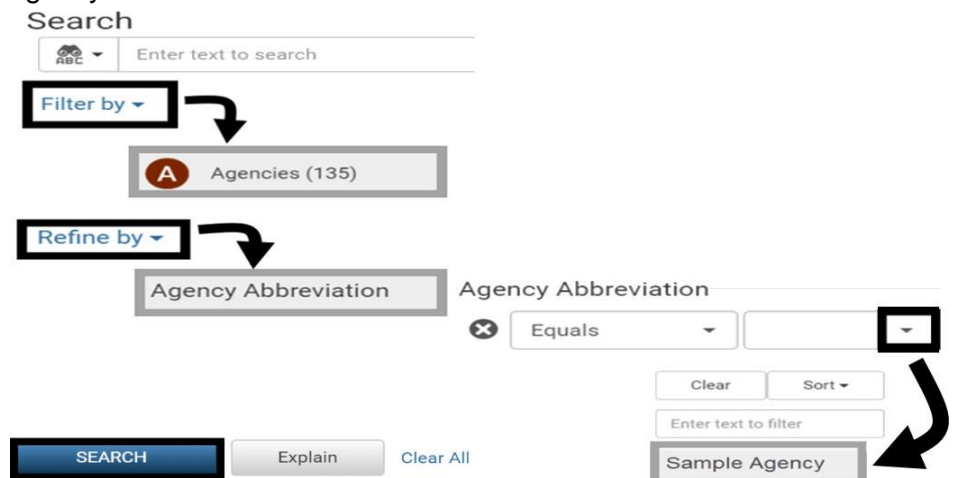
**4. Select:** Criteria.

**5. Select:** Refine by.

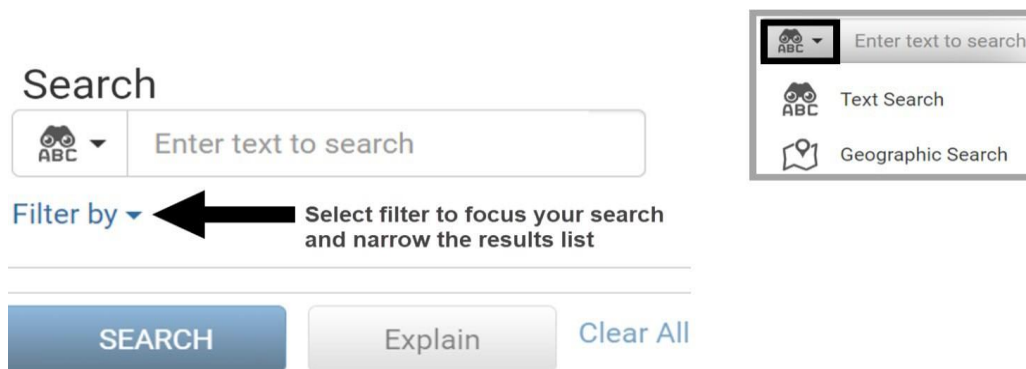
→ FPMT will display additional options depending on your search criteria.

**6. Select:** Search.

In this example, we use search tools to filter by agencies and refine by agency abbreviation.



→ In this example, we can use the search tools to search by text or by geographic search. We can also select filters to focus our search and narrow the results list.

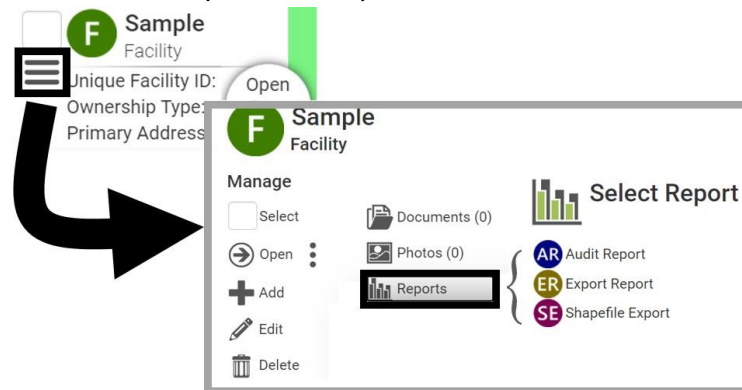


## Reports

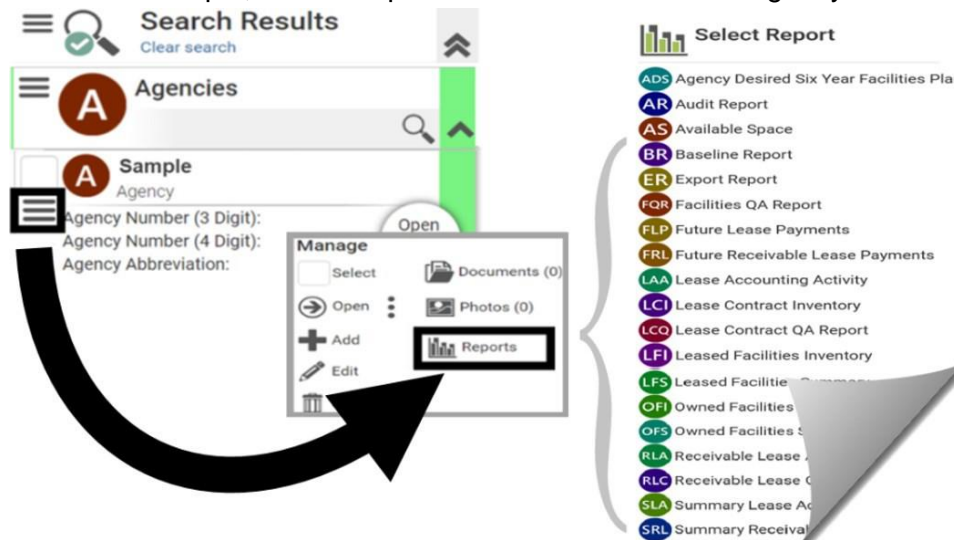
FPMT uses standard reporting tools in the data explorer.

- ✓ FPMT will provide additional options after you select a report. For example, FPMT will prompt you to input fiscal year or other criteria if needed.

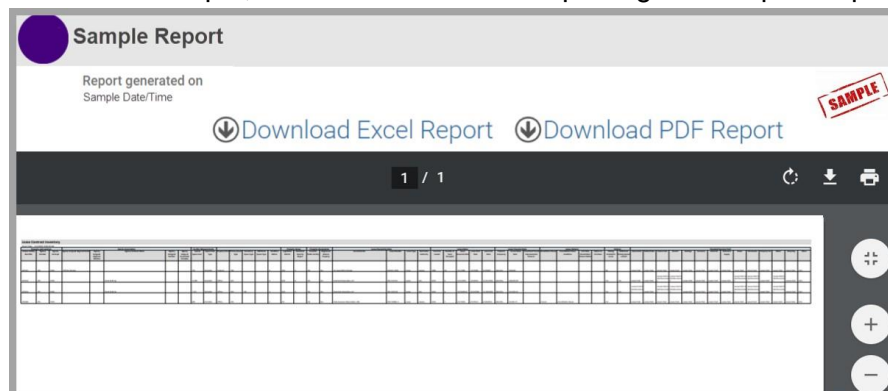
→ In this example, three reports are available from the facility menu.



→ In this example, several reports are available from our agency data menu.



→ In this example, we can use standard reporting tools to print report results, export report results, etc.



## Frequently Asked Questions

For additional information, contact the OFM Help Desk.



### OFM Help Desk

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

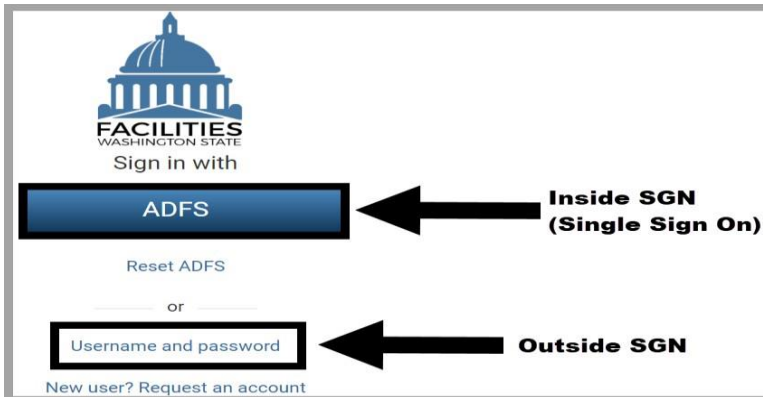
360.407.9100

## How do I sign in (log on) to FPMT?

Authorized users can sign in with their FPMT user name/email or via Single Sign On (SSO).

- ✓ Single sign on (SSO) is available via the State Government Network ([SGN](#)) when your agency uses the Active Directory Federated Services ([ADFS](#)).

1. **Open:** Browser.
2. **Input:** <https://fpmt.gorpm.com>.
3. **Press:** Enter. FPMT will display the sign in page.



## Is there a preferred browser or settings?

FPMT works best with current versions of Chrome or Firefox. Do not use Internet Explorer or Edge.

- ✓ You may need to use standard browser tools to adjust settings and preferences. For example, you may need to use browser tools to adjust pop-up settings to allow pop-ups from GoRPM or FPMT.

➔ In this example, we use standard Chrome browser tools to allow pop-ups.



## Why does FPMT have references to GoRPM and R&K Solutions?

FPMT uses standard software tools from GoRPM provided by our vendor R&K Solutions.

- ✓ You might see the GoRPM logo in the FPMT top banner area and references to R&K solutions in some of the user guide materials, etc.





## Where can I find help and resources about facilities planning and GASB87 accounting?


For additional information, contact the OFM Help Desk ([HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) 360.407.9100)


Topic / Area	Reference	Examples
Using FPMT	<a href="#">FPMT reference materials and job aids</a>	<ul style="list-style-type: none"> <li>✓ System navigation</li> <li>✓ FPMT eLearning</li> <li>✓ User accounts and roles/permissions</li> </ul>
Facilities Planning	<a href="#">OFM facilities reference materials</a>	<ul style="list-style-type: none"> <li>✓ Facility inventory</li> <li>✓ Six-Year Facility Plan</li> <li>✓ OFM agency contacts for facilities planning</li> </ul>
GASB87 Accounting	<a href="#">OFM accounting reference materials</a> and <a href="#">GASB87 information</a>	<ul style="list-style-type: none"> <li>✓ GASB87 overview and eLearning</li> <li>✓ In-scope/out-of-scope items and thresholds</li> <li>✓ OFM agency contacts for accounting</li> </ul>

## Does FPMT include online help or tool tips? How do I know which fields are required?

FPMT uses modern technology with standard navigation tools. For example, fields with tool tips include a question mark so that you can display additional information and required fields are labeled with a red band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.

Legal local government street address based on USPS standards. If common to multiple facilities provide a secondary address designator.

Primary Address 

Secondary Address 

**Required fields are clearly labeled with a red band on the left side. If you select save and have not provided data for required fields, FPMT will provide an error message to inform you of the required fields that still need your data.**

Error

An error occurred while saving.

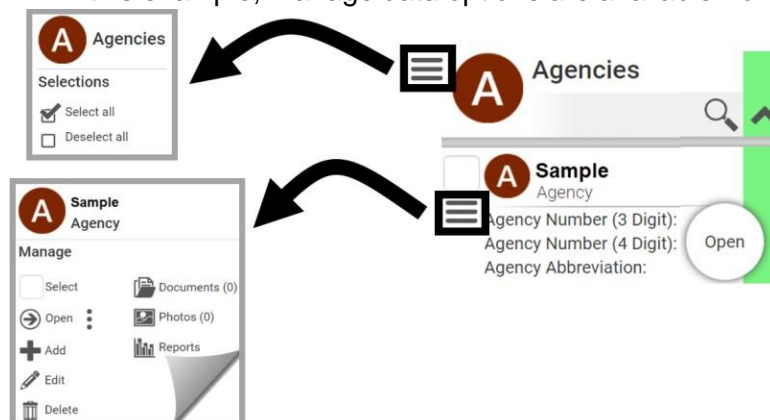
Required attribute "Primary Address" is missing a value.

**OK**

## Where are the manage data options?

The manage data options are available from the menu levels. If you select the menu and the manage data options are not available, ensure you are at the correct level in the [data hierarchy](#).

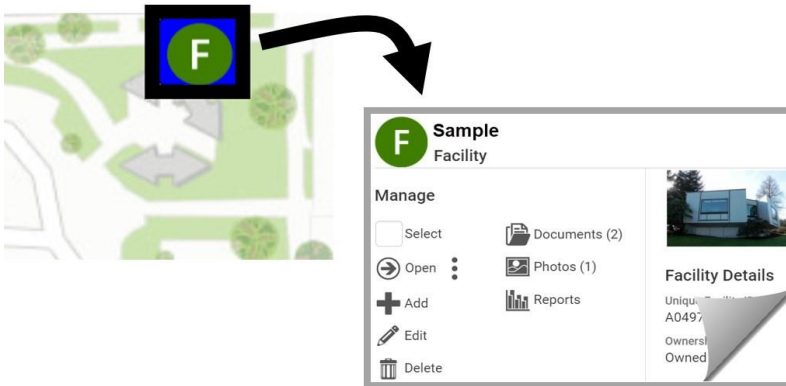
✓ In this example, manage data options are available from the agency menu.



### Can I use the geographic location on the map to display information about a facility?

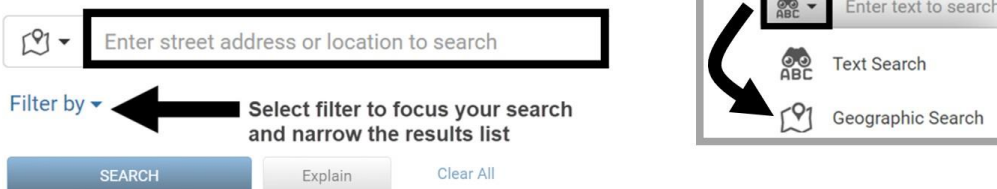
You can select the facility on the map to display information. The search tools also include options to find information using a text search or geographic search.

→ In this example, we select the facility on the map to display information.



→ In this example, we select the option to search by geographic location.

#### Search



### Did the facility business process wizards change due to GASB 87 lease accounting?

We updated the facility business process wizards with new fields and information to support enhanced lease accounting requirements. The facility business process wizards are streamlined to focus on facility-related information only so some of the lease accounting steps were removed. For example, a lease contract that is added as part of a facility business process wizard will be incomplete until the remaining required fields (including lease payment) have been added by a user with accounting role/permissions.

### Can I use the lease renewal wizards if I only have the facilities role?

You need accounting role/permissions to use the renewal wizards. We updated roles/permissions for the lease renewal wizards to support enhanced lease accounting requirements.

- ✓ If you have the facility role/permission only and have updates for FPMT data for facility lease renewals, you will need to coordinate the changes with your agency accounting point of contact.

### What is the lease review wizard and receivable review wizard?

We added two new business process wizards to support enhanced lease accounting requirements. The new lease review and receivable review business process wizards are available to users with accounting role/permissions.

- ✓ FPMT will guide you through a sequence of steps to review/edit data for lease contracts associated with facility, land, and other assets. You can also edit and add payments, options, and amendments. FPMT will display an error message if there are data validation issues that you need to correct before moving to the next step in the process.

### Should I use the lease review business process wizard to add a lease payment?

Users with the accounting role/permissions should use the lease review (or receivable review) business process wizard to add a lease payment. FPMT will guide you through a sequence of steps to review/edit data for lease contracts (facilities, land, other assets).