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ANNUAL FACILITIES INVENTORY OVERVIEW

Since 1997, RCW 43.82.150 has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington’s facilities inventory. All facility data is collected and maintained in FPMT.

For the purposes of the Statewide Facilities Inventory, a facility is defined as: *a building with at least one wall, a roof and a permanent foundation, regardless of occupancy*. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

OFM’s statewide inventory policy has been aligned with accounting standards as part of expanding FPMT to meet new Governmental Accounting Standards Board (GASB) requirements. Inventory data in FPMT must be current and accurate each month. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements.

REPORTING REQUIREMENTS, SUBMISSION PROCESS AND DUE DATES

Overview

This reporting cycle includes new data requirements, which are needed to better define current space utilization across the enterprise and where we can leverage opportunities for efficiency. OFM has updated its statewide policies to reflect these new requirements.

In order to meet statutory reporting requirements, data must be current as of June 30, 2022, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Please refer to the FPMT Facilities Inventory Data Requirements Checklist for a detailed overview of required system updates along with step-by-step instructions.

Key inventory requirements include:

- Reporting all receivable leases*
- Reporting available space, if applicable. Available space refers to unused or unneeded space that could be made available to another agency/school.
- Reporting a current condition assessment score for all owned and leased facilities. This data is statutorily required per RCW 43.82.150.
- Attaching a copy of each lease/receivable contract or amendment in FPMT.

*A receivable lease, or sublease, is a lease agreement between an agency/school that owns a building or is the holder of the master lease and a tenant. The tenant could be a state agency, school or a non-governmental entity such as a nonprofit. The master lease holder or owning agency/school is responsible for creating receivable leases in FPMT.

FPMT Roles and Permissions

Last October, FPMT functionality was expanded to meet new GASB requirements. The system enhancement included changes to user roles and permissions, which will impact FPMT reporting processes, including access to business process wizards.
FPMT now has two versions of the Agency Editor role – Facilities and Accounting. Both roles are required to complete the inventory reporting process. Per agency/school discretion, users may be assigned both roles. Otherwise, facilities staff will need to coordinate with their agency/school’s accounting staff to ensure all data is entered in a timely manner.

**FPMT Wizards**

Business process wizards are available in FPMT for common tasks, including renewing leases, deactivating facilities, and creating new owned, leased and receivable facilities.

Wizards reduce manual activity in the system by guiding users through each step of the process and automating steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors. Agencies should use wizards for all processes where they are available. Additionally, agencies/schools should not overwrite existing data in FPMT. The database is designed to store historical data for trend reporting.

Due to updated role permissions, access to the wizards has changed. Each job aid specifies which FPMT role is required for that particular task. The table below provides an overview of which wizards are available to each role and highlights which tasks are now two-step processes.

<table>
<thead>
<tr>
<th>Existing FPMT Wizards</th>
<th>Role Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Create Owned Facility</td>
<td>Facilities</td>
</tr>
<tr>
<td>Create Leased Facility  +</td>
<td>Facilities</td>
</tr>
<tr>
<td>Create Receivable Lease  +</td>
<td>Facilities</td>
</tr>
<tr>
<td>Deactivate Owned Facility</td>
<td>Facilities</td>
</tr>
<tr>
<td>Lease Renewal</td>
<td>Accounting</td>
</tr>
<tr>
<td>Receivable Lease Renewal</td>
<td>Accounting</td>
</tr>
<tr>
<td>Deactivate Leased Facility</td>
<td>Accounting</td>
</tr>
<tr>
<td>Deactivate Receivable Leased Facility</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>New FPMT Wizards</th>
<th>Role Assignment</th>
</tr>
</thead>
<tbody>
<tr>
<td>Lease Review</td>
<td>Accounting</td>
</tr>
<tr>
<td>Receivable Lease Review</td>
<td>Accounting</td>
</tr>
</tbody>
</table>

**Data Validation**

Agencies/schools are expected to validate their inventory data and are required to run and review the system-generated QA reports to check for, and correct, missing and/or invalid data.

FPMT now has two QA reports – Facilities QA Report and Lease Contract QA Report. The Facilities QA Report is focused on square footage errors, and the Lease Contract QA Report includes financial data errors as well as errors related to the new GASB functionality. Please refer to OFM’s data validation instructions, also included as Appendix A, for specific guidance on how to validate your data.

These reports flag the most common types of data errors, but they are not exhaustive. If OFM finds a more complex errors, staff will contact you for additional correction steps.
FPMT Data Submission Process
After data is validated, each agency/school will notify OFM via FPMT that their data is complete. This functionality is new for this reporting cycle. Refer to the FPMT Data Submission job aid, also included as Appendix B, for step-by-step instructions.

If your agency/school has entered new facilities into FPMT, do not submit your data until you have received notification that they have been approved by OFM.

To view your agency/school’s inventory reports, refer to the Reports Quick Overview job aid, which includes a list of available reports, definitions and instructions. Applicable reports are accessed via the agency tile in FPMT.

Due Dates
All inventory data is due to OFM by Thursday, June 23, 2022.

NOTE: New facilities must be entered into FPMT by June 1 to allow sufficient time for OFM review and approval.

OFM will send reminder emails ahead of defined due dates and will confirm receipt when agencies/schools submit their data. Agencies/schools will be notified if data has been accepted or if correction steps are required.

On June 24, agency/school leadership will be notified of all missing datasets.

CONTACT INFORMATION
For questions about the annual Statewide Facilities Inventory process, please contact your OFM Facilities Analyst or send an email to ofmfacilitiesoversig@ofm.wa.gov.

For assistance with FPMT, please contact the OFM Help Desk at HereToHelp@ofm.wa.gov or (360) 407-9100.
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?** | - 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?** | - 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?** | - 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?** | - 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?** | - 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?** | - 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?** | - 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 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.”

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**Run the Lease Contract QA Report**

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

   ➔ 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.
Correct Financial Data Errors

1. Review the report tabs for errors.
   ➔ A handful of tabs, including the first four tabs and the hold payments tabs, are related to GASB functionality. Those issues are not addressed in the Corrections Steps job aid.

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.

3. **Rerun** the Lease Contract QA Report to ensure the errors were fixed.
Overview
FPMT includes new functionality that will allow agencies to notify OFM via the system that their data is complete. Agencies will no longer need to email inventory and Six-Year Facilities Plan baseline data reports to OFM.

✓ All FPMT data is due to OFM by June 23, 2022.
✓ New facilities must be entered into FPMT by June 1, 2022.
✓ Do not submit your data until new facilities have been approved by OFM.
✓ If you need to create a new FPMT account, please refer to the Request New User Account job aid.
✓ For instructions on how to reset your password, please refer to the Reset or Change Password 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 Oversight and Planning via ofmfacilitiesoversig@ofm.wa.gov.

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Navigate to the Agency Notification Tile

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

2. **Select** the **Search** button on the data explorer tool bar.

3. **Select** **Filter by** and choose **Agency Notification**.

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

5. **Select** your agency acronym from the list
   - You can filter the list by typing in the box.
   - These are SAAM acronyms.

6. **Select** **SEARCH**
Submit Your Data

1. **Select** the menu button on the Agency Notification tile.

2. **Select**

   ➔ You may submit your inventory and baseline data at the same time or separately.

3. **Populate** fields as applicable.
   ➔ Fields are defaulted to No.
   - **Inventory Data Complete**
     ➔ Update the field to Yes if you are ready to submit your inventory data to OFM.
   - **Baseline Data Complete**
     ➔ Update the field to Yes if you are ready to submit your baseline data to OFM.
   - **Fiscal Year** (pre-populated)
     ➔ Do not change this field.

4. **Select** SAVE AND CLOSE
   ➔ When you change a field to Yes and save the record, the system will send an email to OFM and the user.
   ➔ When OFM approves or denies your data, you will receive an email from the system.
   ➔ If OFM denies your data due to errors, you will receive additional information with needed correction steps.