

OFM

Facilities Oversight and Planning

2023 Facilities Inventory Instructions

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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](#). Accordingly, 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

There are no new data requirements this reporting cycle; however, the process for placing a lease into holdover status and reporting month-to-month leases has changed. These new processes are included in the [FPMT Facilities Inventory Data Requirements Checklist](#), which provides a detailed overview of required system updates along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2023, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

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.
- 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 that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning agency is responsible for creating and updating receivable leases in FPMT.

NOTE: If your agency is a receivable lease tenant only and does not have its own leased or owned assets, your agency is not required to submit inventory data to OFM. Your agency's data will be updated as part of the master lease holder or owning agency's inventory updates.

FPMT Roles and Permissions

FPMT has two versions of the Agency Editor role – Facilities and Accounting. Both roles are required to complete the inventory reporting process. Per agency discretion, users may be assigned both roles. Otherwise, facilities staff will need to coordinate with their agency’s accounting staff to ensure all data is entered in a timely manner.

Refer to the [Request New User Account](#) job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by each agency’s [FPMT Administrator](#) via the [FPMT User Access Form](#).

FPMT Wizards

Business process wizards are available in FPMT for common tasks, including renewing leases, updating contracts, deactivating facilities, and creating new owned, leased and receivable facilities. Beginning March 13, agency editors will have reduced manual edit permissions in FPMT and will be required to use wizards moving forward.

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, such as creating records with missing tables and overwriting existing lease data.

Access to wizards is determined by the user’s role permissions. 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 two-step processes.

FPMT Wizards	Role Assignment
Create Owned Facility	Facilities
Create Leased Facility †	Facilities
Create Receivable Lease †	Facilities
Deactivate Owned Facility	Facilities
Lease Renewal	Accounting
Receivable Lease Renewal	Accounting
Deactivate Leased Facility	Accounting
Deactivate Receivable Leased Facility	Accounting
Lease Review ††	Accounting
Receivable Review ††	Accounting

† First step in two-step process
 †† Second step in two-step process

Data Validation

Agencies 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 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 FPMT’s 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 error, staff will contact you for additional correction steps.

FPMT Data Submission Process

After data is validated, each agency will notify OFM via FPMT that its data is complete. This functionality will automatically generate an email to OFM with a copy to the agency user. Refer to the [FPMT Data Submission](#) job aid, also included as Appendix B, for step-by-step instructions.

If your agency 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'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 updates must be submitted by **Thursday, June 22, 2023**. As a reminder, inventory data should be current and accurate each month in FPMT. This deadline is to ensure relevant updates are included in OFM's annual report to the Legislature.

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 submit their data. Agencies will be notified if data has been accepted or if correction steps are required.

CONTACT INFORMATION

For questions about the Statewide Facilities Inventory process, please contact your assigned [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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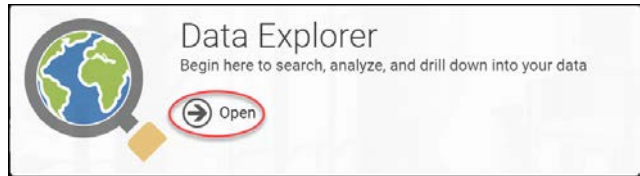
Overview



<p>Which FPMT user roles can access the QA Reports?</p>	<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.
<p>Where do I access the QA Reports?</p>	<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.
<p>When should I run the QA Reports?</p>	<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.
<p>How do I know if I have errors in the QA Reports?</p>	<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.
<p>What types of errors are included in the QA Reports?</p>	<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.
<p>How do I fix the errors listed in the QA Reports?</p>	<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.
<p>How do I know if the correction steps worked?</p>	<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.

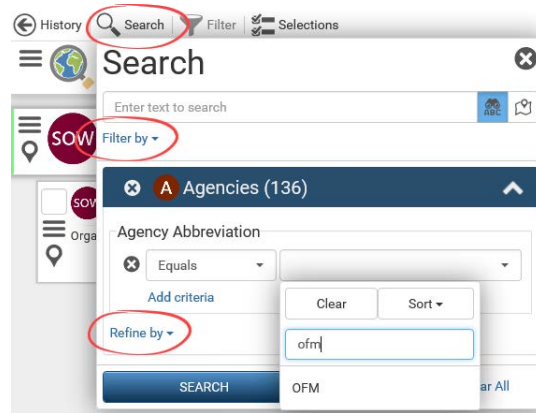
Run the Facilities QA Report



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.



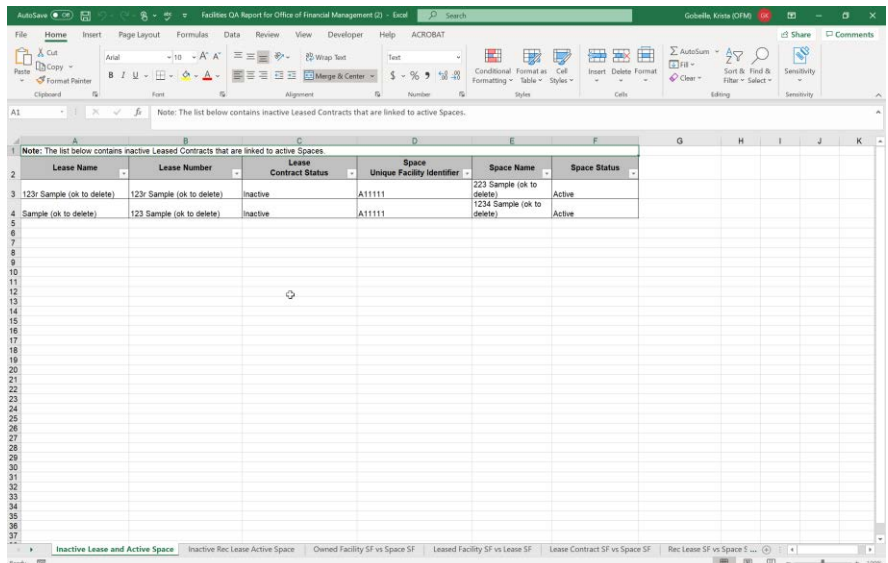
10. **Select Download Excel Report**

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



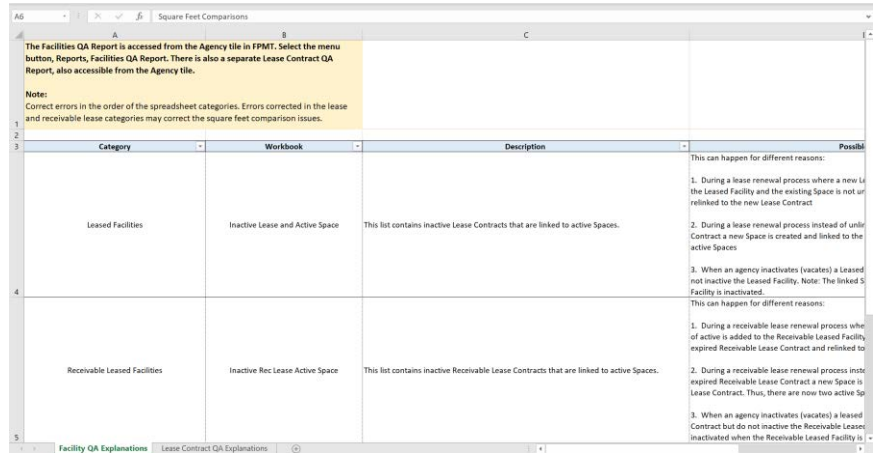
Correct Square Footage Errors

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
123: Sample (ok to delete)	123: 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



- 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.

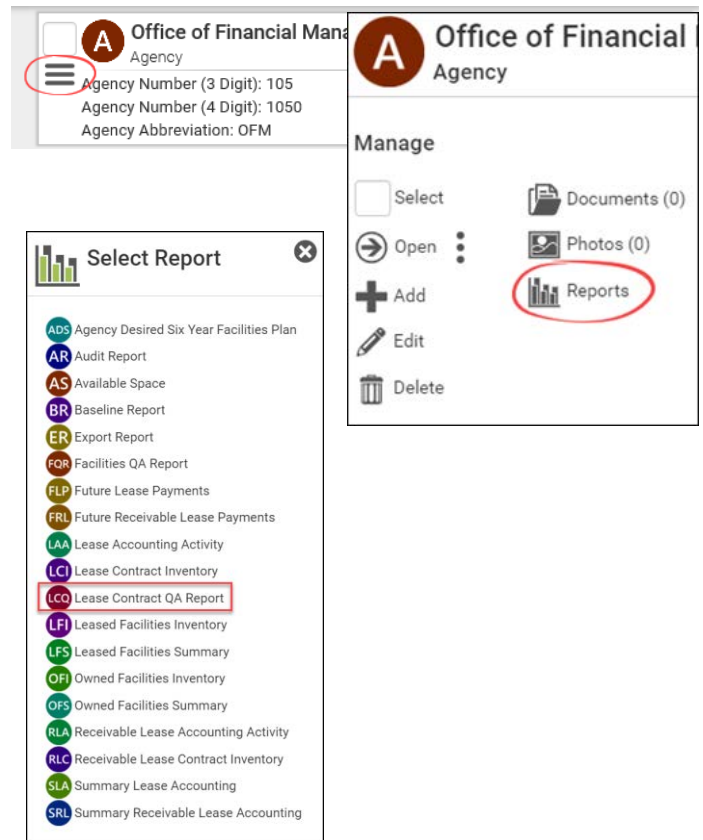


Category	Workbook	Description	Possibilities
Leased Facilities	Inactive Lease and Active Space	This list contains inactive Lease Contracts that are linked to active Spaces.	<p>This can happen for different reasons:</p> <ol style="list-style-type: none"> During a lease renewal process where a new Lease Contract is created and linked to the active Spaces During a lease renewal process instead of under Contract a new Space is created and linked to the active Spaces When an agency inactivates (vacates) a Leased not inactive the Leased Facility. Note: The linked 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"> During a receivable lease renewal process who of active is added to the Receivable Leased Facility, expired Receivable Lease Contract and re-linked to Lease Contract. Thus, there are now two active Sp During a receivable lease renewal process inste expired Receivable Lease Contract a new Space is Lease Contract. Thus, there are now two active Sp When an agency inactivates (vacates) a leased Contract but do not inactivate the Receivable Lease inactivated when the Receivable Leased Facility is

- Rerun** the Facilities QA Report until it is “clean.”

Run the Lease Contract QA Report

- Select the  menu button on the agency tile.
- Select  Reports



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

Manage

- Select
- Open
- Add
- Edit
- Delete

Documents (0)
Photos (0)
Reports

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
- LCC 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
- SLA Summary Lease Accounting
- SRL Summary Receivable Lease Accounting

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

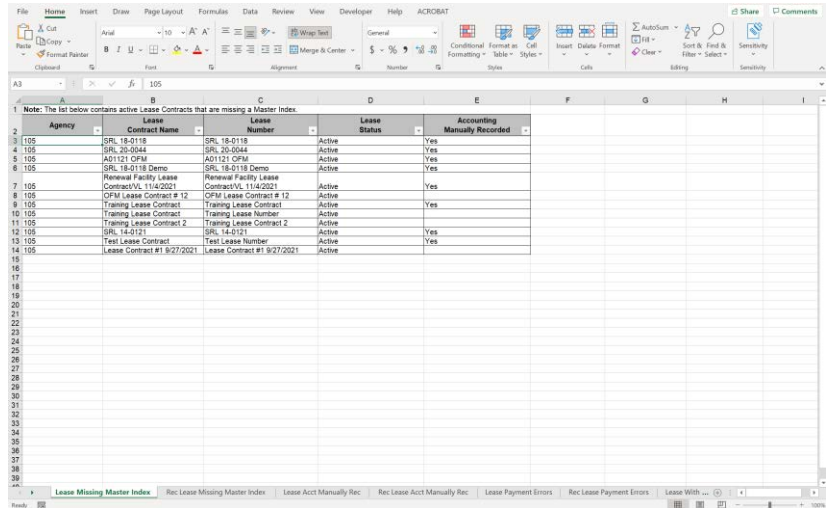
- Select Download Excel Report
 - In Chrome, the Excel file will appear at the bottom left of your screen.

 Download Excel Report

Correct Financial Data Errors

1. Review the report tabs for errors.

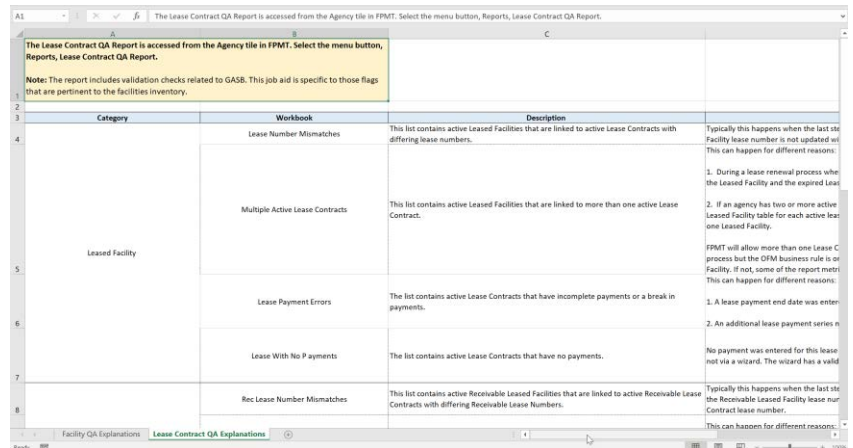
→ The Hold Payments tab is related to GASB functionality and is not addressed in the Corrections Steps job aid.



Agency	Lease Contract Name	Lease Number	Lease Status	Accounting Manually Recorded
105	SRL 18-0118	SRL 18-0118	Active	Yes
105	SRL 20-0044	SRL 20-0044	Active	Yes
105	ACT121 OPM	ACT121 OPM	Active	Yes
105	SRL 18-0118 Demo	SRL 18-0118 Demo	Active	Yes
105	Renewal Facility Lease Contract VL 11/4/2021	Renewal Facility Lease Contract VL 11/4/2021	Active	Yes
105	OPM Lease Contract # 12	OPM Lease Contract # 12	Active	Yes
105	Training Lease Contract	Training Lease Contract	Active	Yes
105	Training Lease Contract	Training Lease Contract	Active	Yes
105	Training Lease Contract 2	Training Lease Contract 2	Active	Yes
105	SRL 14-0121	SRL 14-0121	Active	Yes
105	Test Lease Contract	Test Lease Number	Active	Yes
105	Lease Contract #1 9/27/2021	Lease Contract #1 9/27/2021	Active	Yes

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
Leased Facility	Lease Number Mismatches	This list contains active Leased Facilities that are linked to active Lease Contracts with differing lease numbers.
	Multiple Active Lease Contracts	This list contains active Leased Facilities that are linked to more than one active Lease Contract.
	Lease Payment Errors	This list contains active Lease Contracts that have incomplete payments or a break in payments.
	Lease With No Payments	This list contains active Lease Contracts that have no payments.
Rec Lease Number Mismatches	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.



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 reports to OFM.

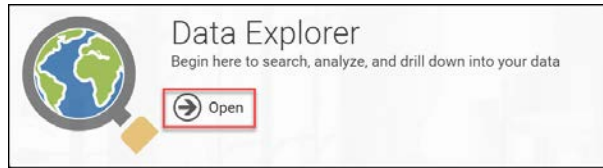
- ✓ All FPMT data is due to OFM by June 22, 2023.
- ✓ New facilities must be entered into FPMT by June 1, 2023.
- ✓ Do not submit your data until new facilities have been approved by OFM.
- ✓ If you need to create a new FPMT account, please refer to the [Request New User Account](#) job aid.
- ✓ Please note that all new accounts are Read Only by default. Edit rights must be requested and approved by your agency's [FPMT Administrator](#) via the [FPMT User Access Form](#).
- ✓ 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, please contact your assigned [OFM Facilities Analyst](#) or send an email to ofmfacilitiesoversig@ofm.wa.gov.

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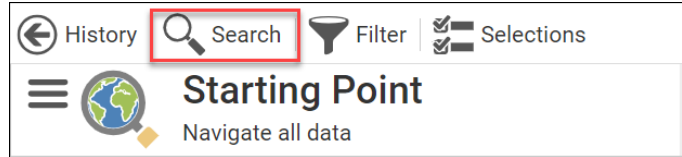
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Navigate to the Agency Notification Tile

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

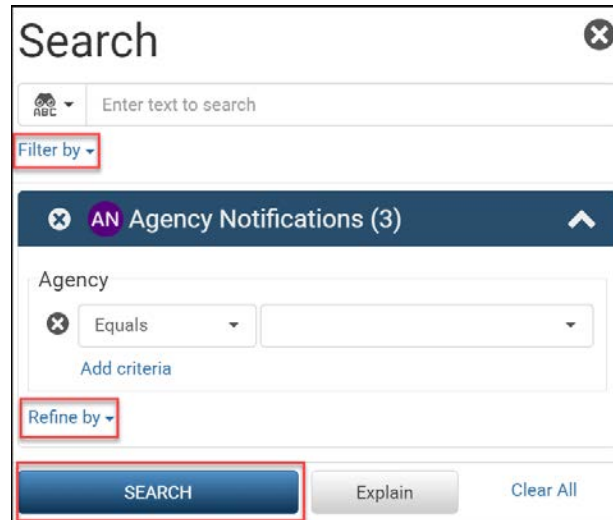


2. **Select** the **Search** button on the data explorer tool bar.



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

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

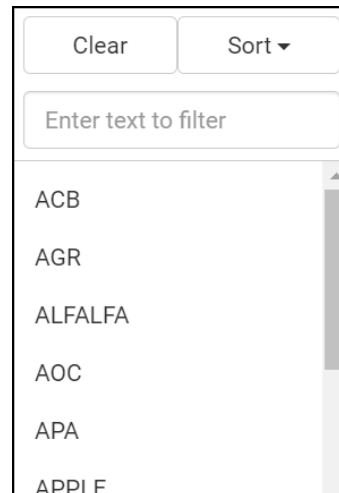


5. **Select** your agency acronym from the list


→ You can filter the list by typing in the box.

→ These are SAAM acronyms.

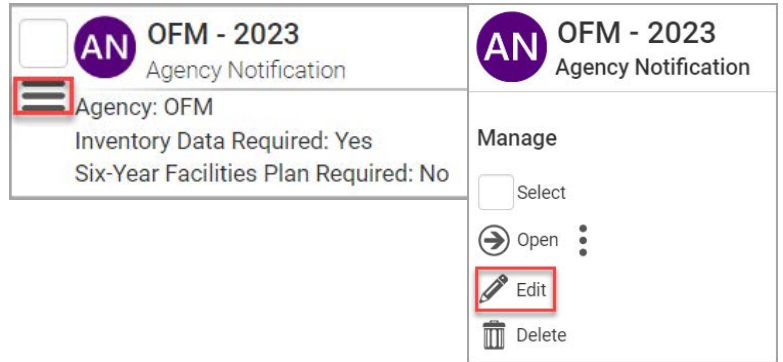
6. **Select** **SEARCH**



Submit Your Data

1. **Select** the  menu button on the 2023 Agency Notification tile.
 - There will be a new tile for each year.
 - OFM has pre-populated whether your agency is required to report Inventory and Six-Year Plan data. In odd years like 2023, no Six-Year Plan data is collected.

2. **Select**  Edit

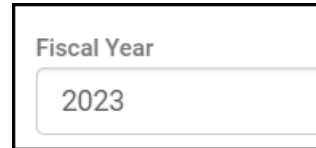


The screenshot shows two side-by-side tiles for 'OFM - 2023 Agency Notification'. The left tile has a red box around the menu icon (three horizontal lines) in the top-left corner. The right tile has a red box around the 'Edit' button in the 'Manage' dropdown menu.

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



The screenshot shows a dropdown menu for 'Inventory Data Complete' with 'No' selected. Below it is a text field for 'Agency Inventory Submitted Date'.



The screenshot shows a dropdown menu for 'Fiscal Year' with '2023' selected.

4. **Select** SAVE AND CLOSE
 - ➔ When you change the 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.



The screenshot shows two buttons: a blue 'SAVE AND CLOSE' button and a grey 'Cancel' button.