This job aid provides step-by-step instructions for creating a new receivable lease in FPMT.

As of April 2024, FPMT's accounting functionality and integration with the Agency Financial Reporting System (AFRS) have been removed. There is now only one agency editor role, which has access to all wizards.

Contents

Overview

Who is responsible for entering receivable contracts?	• The owning agency or master lease holder is responsible for entering the receivable lease data.
Where do I access the receivable lease creation wizard?	• The receivable lease creation wizard is accessed via the menu button on the owned facility tile or the lease contract tile.
When should I enter a new receivable contract?	• Receivable leases should be entered within 30 days of the receivable contract start date. • If there is a master lease contract, the receivable lease start and end dates must fall within the parameters of the master lease.
What information do I need to create a receivable contract?	• A copy of the new receivable lease contract. • The UFI for owned facilities or the master lease contract number for leased facilities. ○ If you need to locate a lease number or a UFI, you can run a Lease Contract Inventory Report or an Owned Facilities Inventory Report from the agency tile in FPMT. • If this is a relocation of office space that is in scope for the Six-Year Facilities Plan, the tenant agency must report any applicable tenant improvement one-time costs via the Receivable Review wizard after the receivable lease has been created in FPMT.
Why should I use the wizard?	• Users can no longer manually edit data in FPMT and must use the wizards to create receivable contracts. • The wizard simplifies the receivable lease creation process by guiding you through each step and reducing manual activity in the system. • The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.

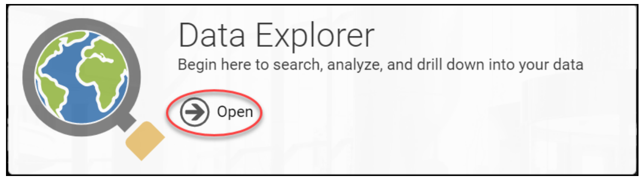
Wizard basics:

- The wizard opens in a new window, which will close when you complete the receivable lease creation process. Once the wizard window closes, you will need to refresh your original FPMT window to see all of the changes.
- Once you Save and Close, you cannot go back into the wizard.
- Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, you will lose your data.
- You navigate through the wizard by clicking the Next or Previous buttons.

Launch the Receivable Lease Creation Wizard

Navigate to the owned facility or master lease contract and launch the receivable lease creation wizard.

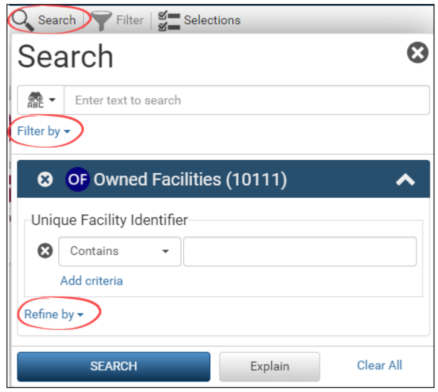
1. **Open** the Data Explorer module.

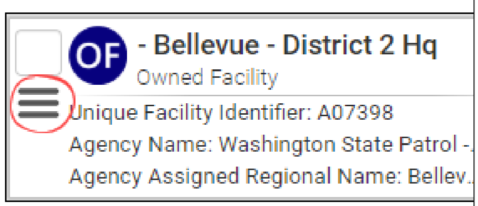


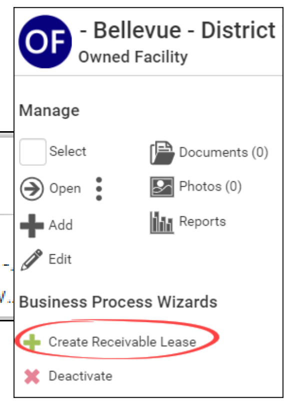
Owned Facility

2. **Select** the Search button on the data explorer tool bar.
3. **Select** Filter by and choose **Owned Facilities**.
4. **Select** Refine by and choose **Unique Facility Identifier**.
5. **Enter** the UFI.

   ➔If you need to locate a UFI, run the Owned Facilities Inventory Report available via the menu button on the agency tile.
6. **Select** SEARCH
7. **Select** the menu button on the owned facility tile.
8. **Select** Create Receivable Lease.



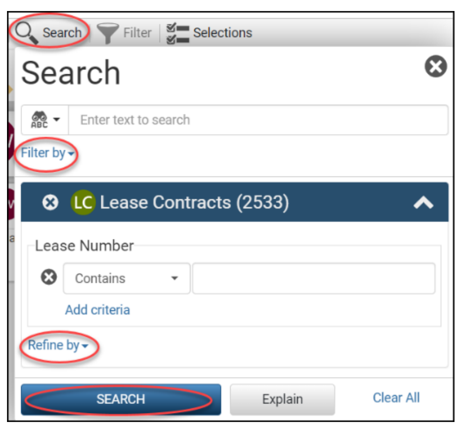


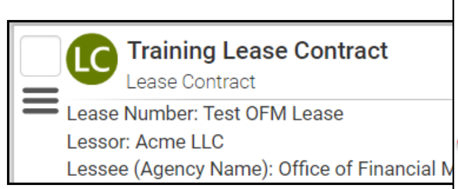


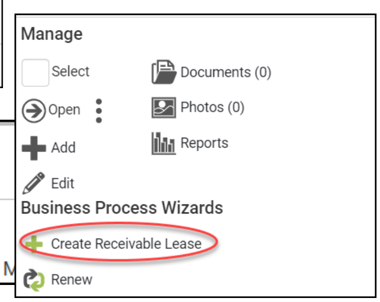
Leased Facility

1. **Select** the Search button on the data explorer tool bar.
2. **Select** Filter by and choose **Lease Contracts.**
3. **Select** Refine by and choose **Lease Number**.

   ➔If you need to locate a lease number, run the Lease Contract Inventory Report available via the menu button on the agency tile.
4. **Enter** the lease number
5. **Select** SEARCH
6. **Select** the menu button on the lease contract tile.
7. **Select** Create Receivable Lease.

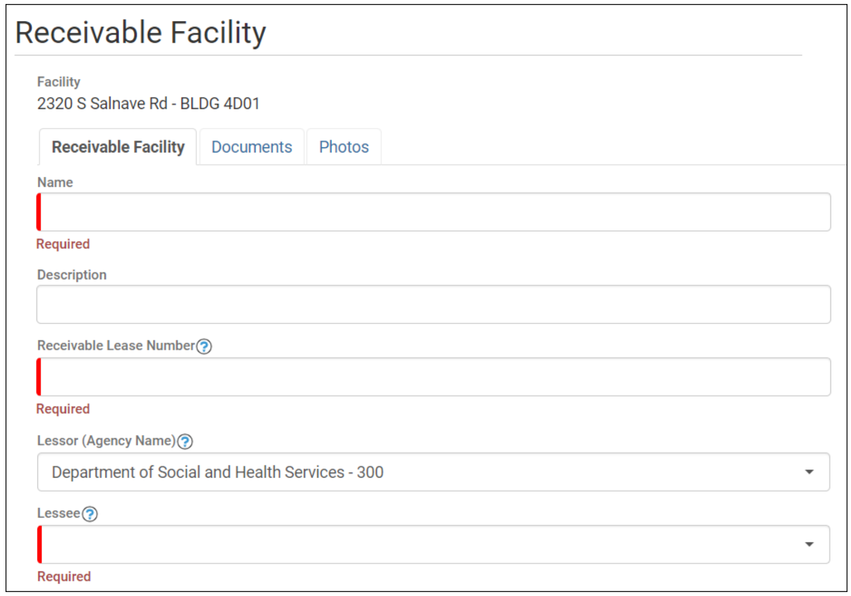


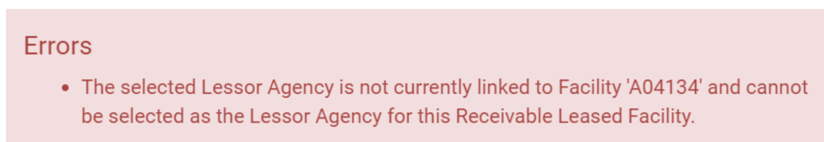


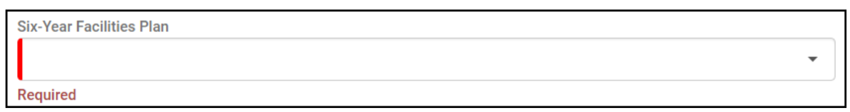


Add a New Receivable Facility

1. **Enter** agency data. Red fields are system required. Other required fields are noted in this job aid.
   - Name
     ➔Lessee SAAM acronym – Lessee common name
     (e.g., ES – Yakima Worksource)
   - Receivable Lease Number
     ➔Must be a unique number.
   - Lessor
     ➔The owning agency or master lease holder.
     ➔The system will ensure the lessor matches the agency associated with the owned facility or master lease contract. If you choose the wrong lessor, you will get an error.
   - Lessee
     ➔The tenant agency
     ➔Select Other Tenants – 999 if the lessee is not a state agency.
   - Six-Year Facilities Plan
     ➔Ensure this field is marked "yes" if this receivable facility is in scope for the Six-Year Facilities Plan. Otherwise, select "no."
     ➔If you skip this step, you will receive an error.
2. **Select** Next >

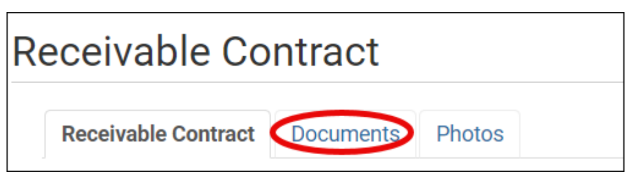


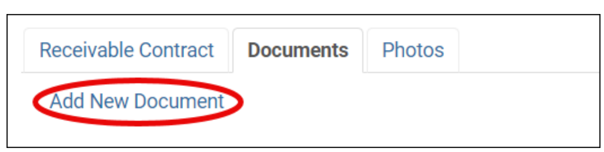


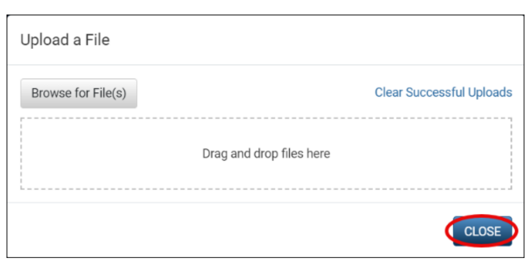


Add a Receivable Contract

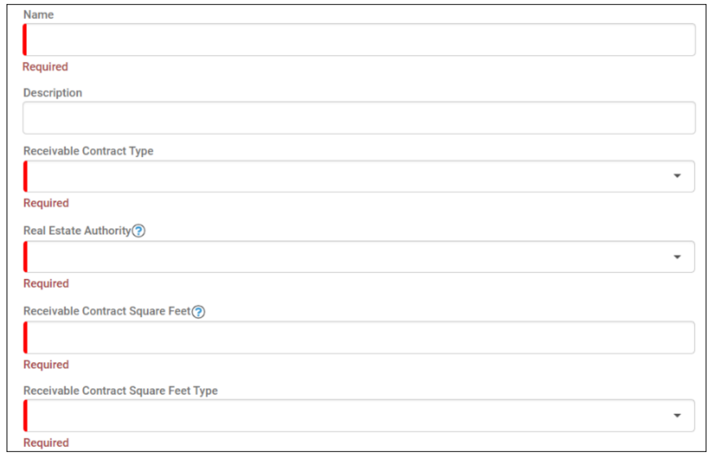
1. **Upload** a copy of the contract.
   - Select Documents.
   - Select Add New Document.
   - Browse for, or drag and drop, your file.
   - Select CLOSE.

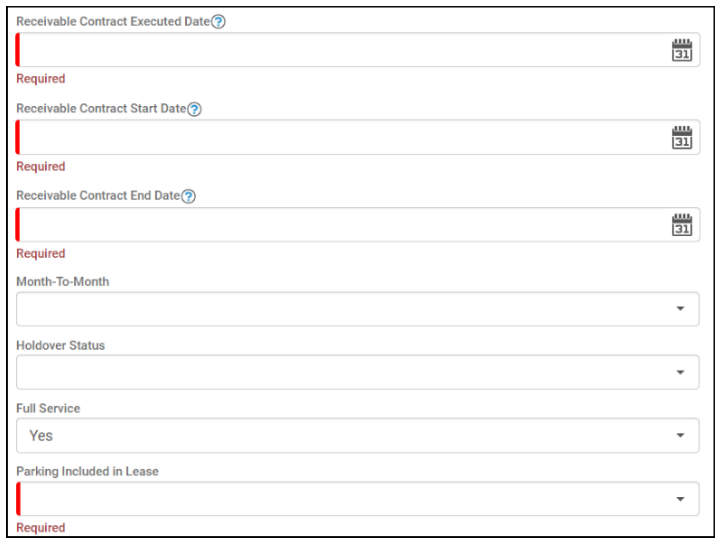






2. **Enter** agency data. Red fields are required.
   - Name
     ➔Use the receivable lease number
   - Receivable Contract Type (dropdown)
   - Real Estate Authority (dropdown)
   - Receivable Contract Square Feet
   - Receivable Contract Square Feet Type (dropdown)
   - Receivable Contract Executed Date
     ➔The date the last party signed the contract
   - Receivable Contract State Date
   - Receivable Contract End Date
   - Month-To-Month
     ➔Select "yes" if this is a month-to-month lease. Enter an end date one year out from the start date.
   - Full Service
     ➔Defaulted to Yes for receivable leases
     ➔Change to No if receivable lease is not fully serviced
   - Parking Included in Lease (yes/no)
   - Operating Cost Fields
     ➔Dropdown fields – select lessor or lessee paid. If a cost is not applicable, select N/A.
     ➔Full Service "Yes" will automatically populate "lessor paid" in all fields except Other.





Lessee Paid - Lessee pays for the service directly to the utility company.

Lessee Paid Via Reimbursement - Lessor pays for the service directly and is reimbursed by the lessee.

Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.

N/A - If service is not an option, enter N/A.

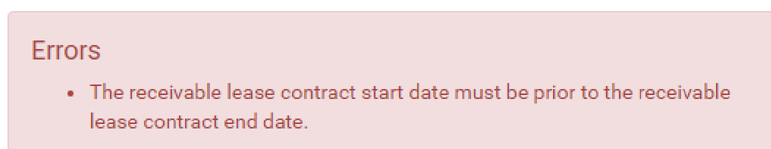
➔The tenant improvement one-time cost fields only apply to office spaces that are in scope for the Six-Year Facilities Plan.
➔The tenant agency is responsible for this data and will report any applicable costs via the [Receivable Review]() wizard after the contract has been created in FPMT.
➔Lessor agencies should select “No” to the following fields in order to continue through the wizard:

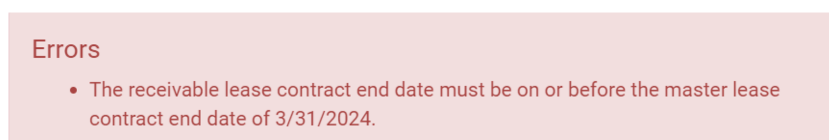
- Was furniture moved to this location?
- Were staff moved to this location?
- Are there tenant improvement (TI) costs?

3. Select Next

➔The system will ensure that the receivable contract start date is a date prior to the receivable contract end date.

➔Additionally, if the receivable contract is associated with a leased facility, the system will ensure that the receivable contract start and end dates are within the parameters of the master lease contract.

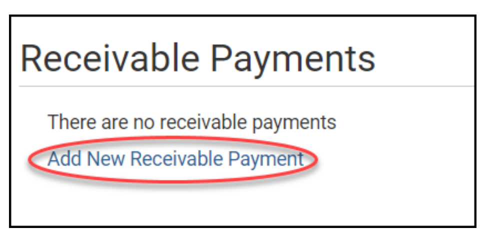




Add a Receivable Payment

1. Select Add New Receivable Payment

➔You cannot save and close the renewal until you add at least one receivable payment. If there is no base rent, enter a receivable payment for $0.

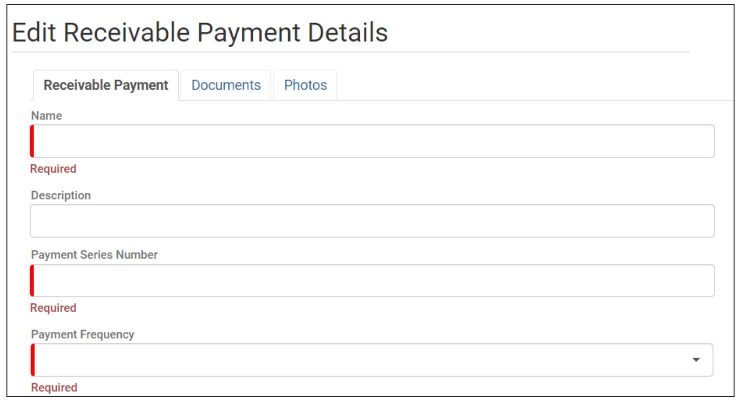


2. Enter agency data. Red fields are required.

- Name

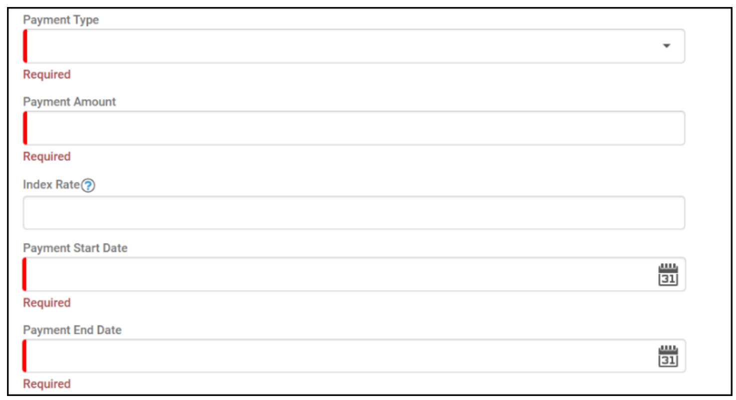
  ➔Use payment type – payment series number (e.g., Base Rent - 1).
- Payment Series Number

  ➔Use sequential numbers for payment series (1, 2, 3, etc.).
- Payment Frequency (dropdown)



- Payment Type (dropdown)
- Payment Amount
- Index Rate

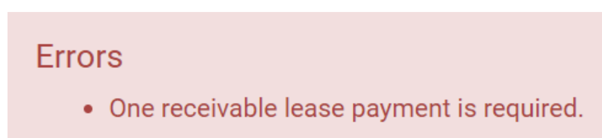
  ➔Use the index or rate in effect at lease commencement.
- Payment Start Date
- Payment End Date

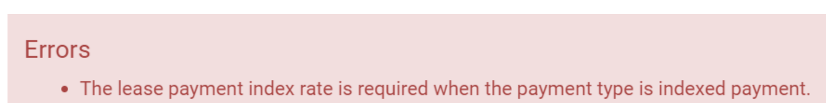


3. Select SAVE CHANGES

➔This table includes the following checks:

- At least one lease payment is required.
- All required fields are completed.
- The payment start and end dates must fall within the parameters of the master lease contract start and end dates.
- The Index Rate is required if the payment type is “indexed payment.”





You now have the option to edit your payment by selecting the Details icon or delete by selecting the trash can.

Repeat this process if there is more than one payment series.

➔You must enter a series for each time the rent amount changes.

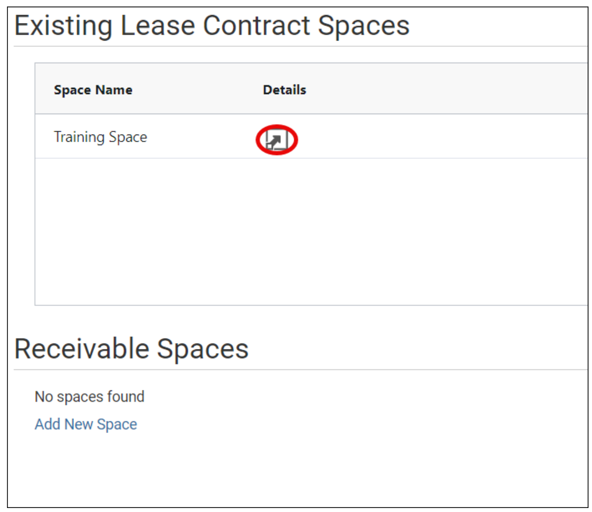
➔If there is no base rent, or if you are receiving free rent for a portion of the lease term, enter a payment for $0.

4. Select Next > to add a space.

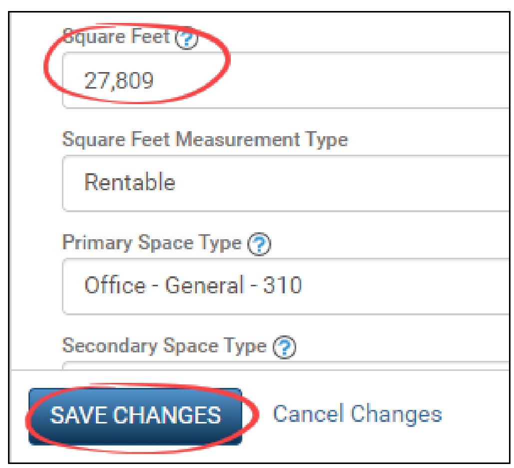
Edit the Existing Space

➔You must update the existing owned facility space or master lease contract space before adding a new receivable space.

1. **Select** the details icon to edit the existing space.

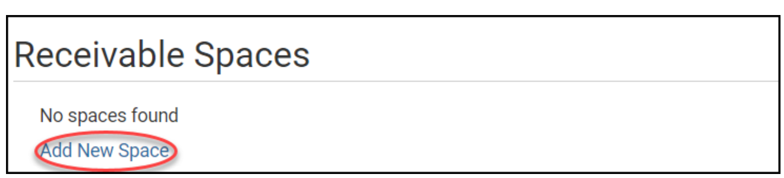


2. **Enter** the new square footage (subtract the receivable contract square feet from the original square feet).
3. **Select** SAVE CHANGES.



Add a Receivable Space

1. **Select** Add New Space



2. Enter agency data. Red fields are required.

➔Select the information ? icon for additional guidance about fields.

- Name

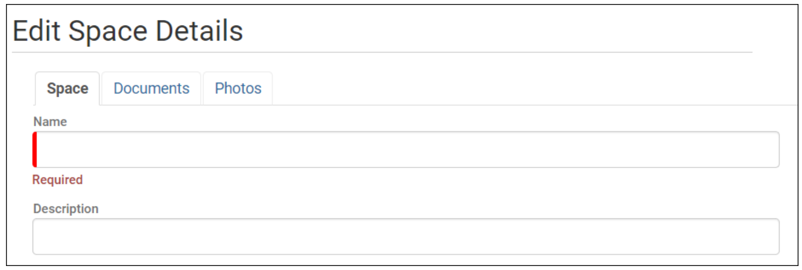
  ➔Tenant agency SAAM acronym – Agency assigned common name (e.g., ES – Yakima Worksource)

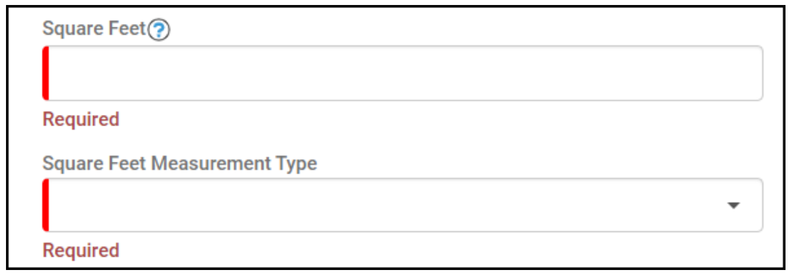
- Square Feet

  ➔The sum of all receivable space square feet cannot exceed the total square feet in the receivable contract.

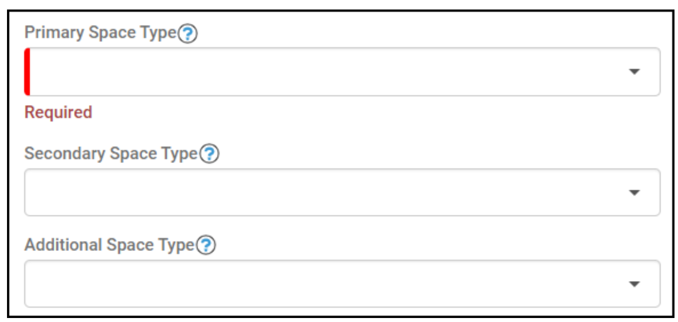
  ➔The sum of all space square feet cannot exceed the total square feet in the master lease contract or owned facility

- Square Feet Measurement Type (dropdown)





- Primary Space Type (dropdown)
- ➔Refer to the [Property Class & Space Type Categories]() job aid for additional information.
- Secondary Space Type
- Additional Space Type



- If part of your new space is available for use by another agency, refer to the [Available Space]() job aid for details on how to populate the additional fields for potential collocation.

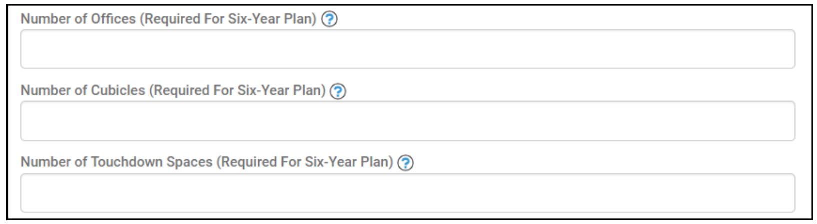
➔If Available Space is marked Yes, you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.

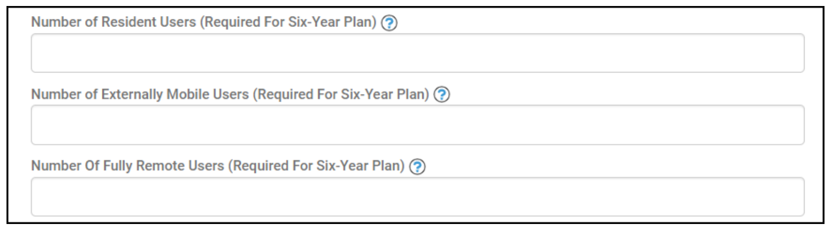
➔If this receivable facility is in scope for the Six-Year Facilities Plan, the tenant agency must populate the following additional fields via the Receivable Review wizard after the contract has been created in FPMT:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  - ➔Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

➔Select the information icon for definitions.

➔OFM will populate user count fields from HRMS data via import.

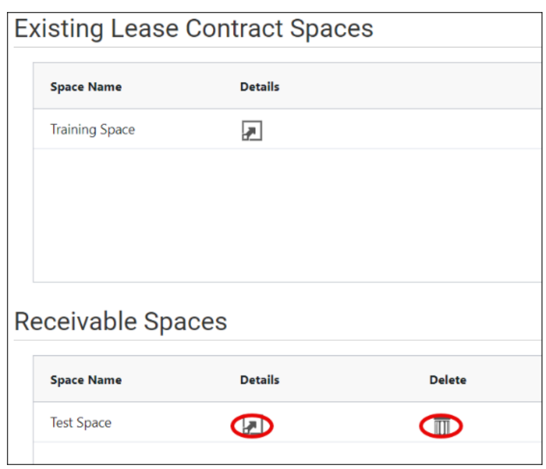




3. **Select** SAVE CHANGES.

➔If you did not update the existing space before adding a new one, you will receive an error message.

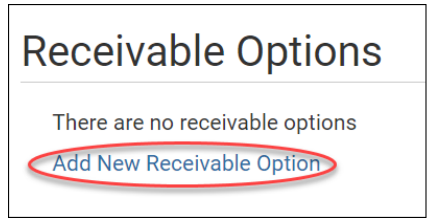
➔Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.



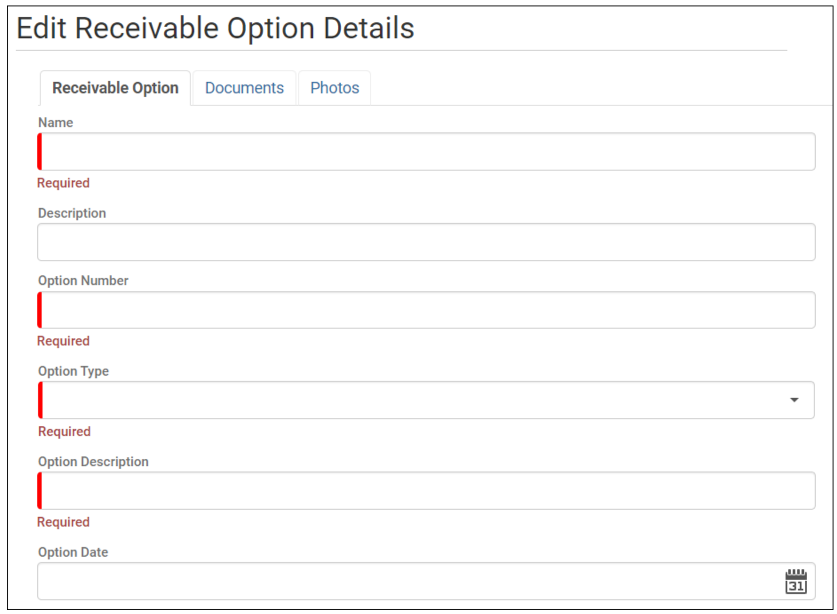
4. **Select** Next

Add a Receivable Option (if applicable)

1. **Select** Add New Receivable Option



2. **Enter** agency data. Red fields are required.
   - Name
     ➔Use Option Type – Option Number (e.g., Cancel – 1)
   - Option Number
     ➔Options should be numbered sequentially (e.g., 1, 2, 3)
   - Option Type
     ➔Dropdown menu
   - Option Description
     ➔Provide a brief desciption of the clause
   - Option Date

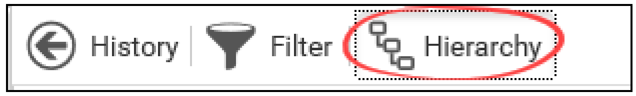


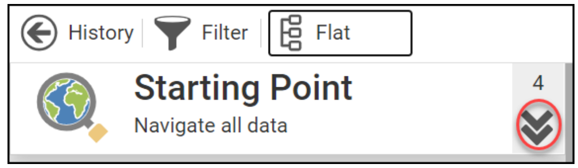
3. **Select** SAVE CHANGES
4. **Select** Next twice to review your data.

➔If you need to enter a receivable amendment, refer to the amendments job aid for details on required table updates by amendment type.

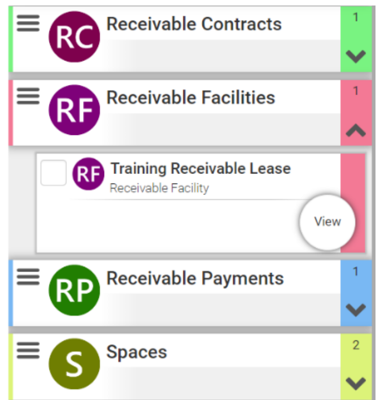
Review Your Data

1. **Select** the Hierarchy button to change to the Flat view. You can now see all the tables you have added or edited as part of the wizard process.
2. **Select** the arrows on the Starting Point tile to expand all of the tiles below.



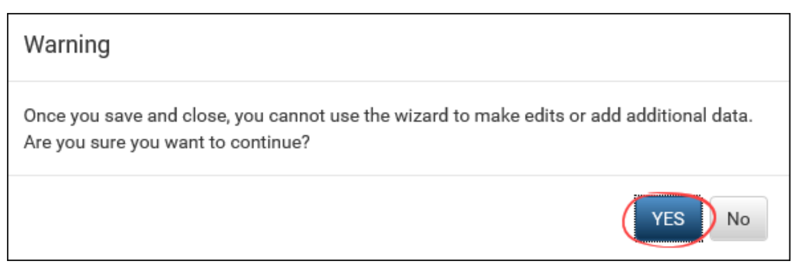


3. **Select** View on each tile to see the data you have entered.
4. **Review** your data.



➔To edit your data, use the Previous button to navigate back to an earlier screen.

5. **Select** SAVE AND CLOSE to complete the wizard.
6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.



➔When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.