



This job aid provides step-by-step instructions for using FPMT's deactivation wizard to deactivate an owned, leased or receivable leased facility. These instructions do not apply to land or other assets.

FPMT has updated roles and permissions, which determine which data and functionality a user can access. Refer to the [What's New with FPMT](#) job aid for a high-level overview of system changes, including a breakdown of user role permissions.

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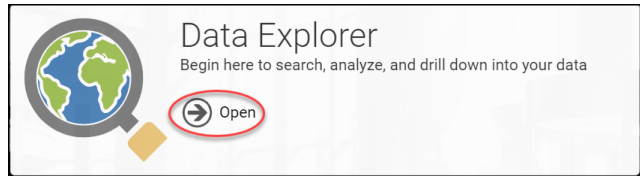
Overview


<p>Which FPMT user roles can deactivate a facility?</p>	<ul style="list-style-type: none"> • Access to the deactivation wizard varies by role. All users must have edit rights to deactivate an owned, leased or receivable leased facility. • Users with the Accounting role can deactivate leased and receivable leased facilities, but they cannot deactivate owned facilities. • Users with the Facilities role can deactivate owned facilities, but they cannot deactivate leased or receivable leased facilities. • Per agency discretion, an individual can be assigned both the Accounting and Facilities user roles.
<p>Where do I access the deactivation wizard?</p>	<ul style="list-style-type: none"> • The deactivation wizard is available via the menu button on the owned facility, leased facility and receivable leased facility tiles.
<p>What does it mean to deactivate an owned, leased or receivable leased facility?</p>	<ul style="list-style-type: none"> • Deactivation means you are removing a record from the agency's inventory report. The data remains in the system. • You should not deactivate facilities that are simply vacant or unused. You may update the space type or condition assessment score for vacant or unusable facilities to more accurately reflect their current state. • If the space is currently vacant but could be used by another agency, refer to the Available Space job aid for instructions on how to "advertise" this space.
<p>When should I deactivate an owned, leased or receivable leased facility?</p>	<ul style="list-style-type: none"> • An owned facility should be deactivated when it is no longer obligated to the state because it has been sold or demolished. <ul style="list-style-type: none"> ○ Owned facilities that are vacant and unused should not be deactivated, even if they will eventually be demolished. Facilities should not be deactivated until they have actually been sold or demolished. • A leased facility should be deactivated when it has been vacated due to relocation or building closure. The data will remain in the system but will no longer be included in reports. • A receivable leased facility should be deactivated when it has been vacated by the tenant agency.
<p>Will the wizard always deactivate all associated records?</p>	<ul style="list-style-type: none"> • The wizard will not deactivate the facility table if there is more than one active leased facility associated with that record. • The wizard will not deactivate the lease contract table if there is an active receivable leased facility associated with that record.
<p>What information do I need to deactivate an owned, leased or receivable leased facility?</p>	<ul style="list-style-type: none"> • While you do not need any specific information to use the deactivation wizard, the UFI is an easy way to search for and locate an owned or leased facility, and the receivable lease number is an easy way to search for a receivable leased facility.
<p>Why should I use the wizard?</p>	<ul style="list-style-type: none"> • The wizard simplifies the deactivation process by reducing manual activity in the system and automatically deactivating associated tables.
<p>Wizard basics:</p> <ul style="list-style-type: none"> • The wizard opens in a new window, which will close when you complete the process. Once the deactivation 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, <u>you will lose your data.</u> 	

Deactivate an Owned Facility

Navigate to the owned facility tile and launch the deactivation wizard.

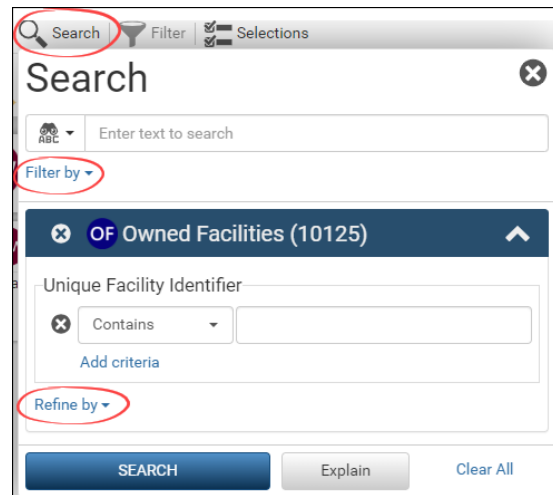
1. Open the Data Explorer module.



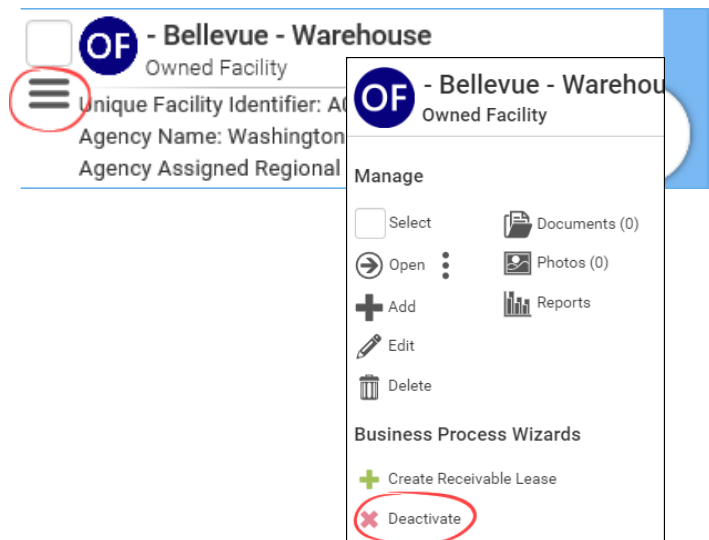
2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Owned Facilities**.
4. Select **Refine by** and choose **Unique Facility Identifier**.
5. Enter the UFI.

→ If you need to locate a UFI, run the Owned Facilities Inventory Report available via the menu button on your agency tile.

6. Select 



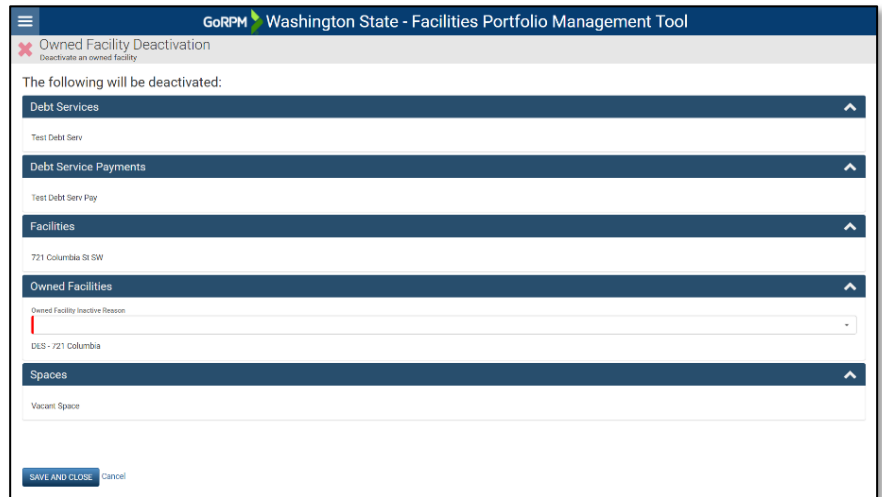
7. Select the  menu button on the owned facility tile.
8. Select 



9. Select the Owned Facility Inactive Reason.

→ This is a dropdown field.

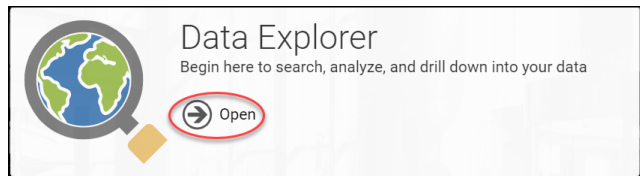
10. Select 




Deactivate a Leased Facility


Navigate to the leased facility tile and launch the deactivation wizard.

1. Open the Data Explorer module.



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

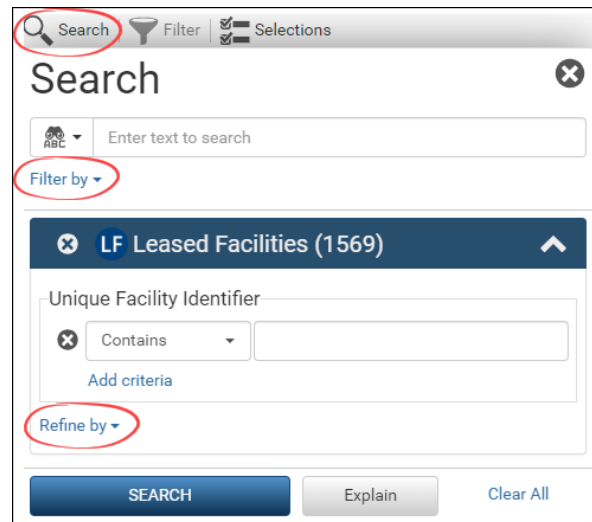
3. Select  and choose **Leased Facilities**.


4. Select  and choose **Unique Facility Identifier**.

5. Enter the UFI.

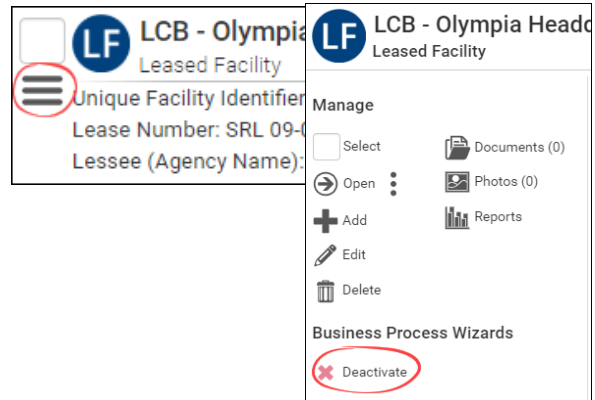
→ If you need to locate a UFI, run the Leased Facilities Inventory Report available via the menu button on your agency tile.

6. Select 



7. Select the  menu button on the leased facility tile.

8. Select 



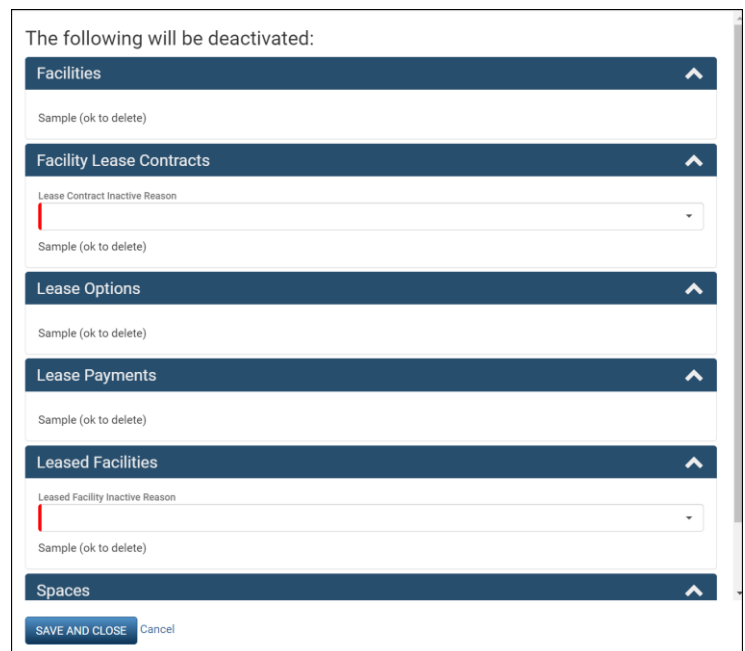
9. Select the Lease Contract Inactive Reason

→ This is a dropdown field.

10. Select the Leased Facility Inactive Reason

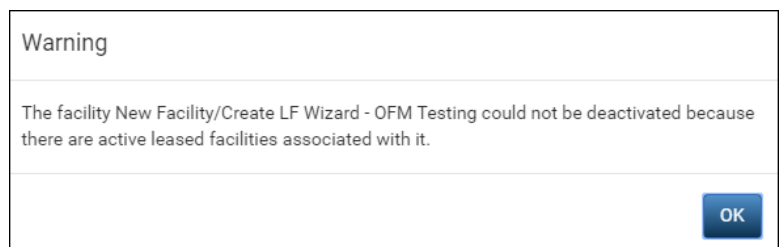
→ This is a dropdown field.

11. Select 



→ If the facility has more than one active leased facility associated with it (e.g., one than one tenant), you will not be able to deactivate the facility record as part of the wizard process. You will receive this message.

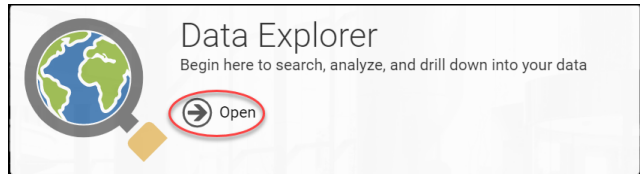
→ If the facility should be deactivated, you would first need to deactivate the leased facilities separately. Once there is only one active leased facility associated with the facility record, FPMT will automatically deactivate the facility as part of the wizard process.





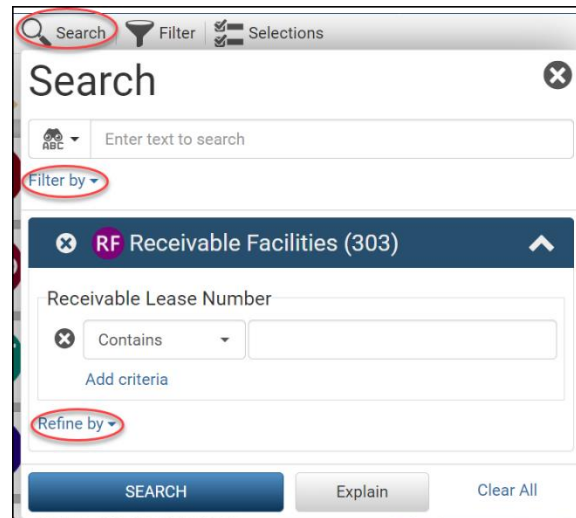
Deactivate a Receivable Leased Facility

Navigate to the receivable leased facility tile and launch the deactivation wizard.

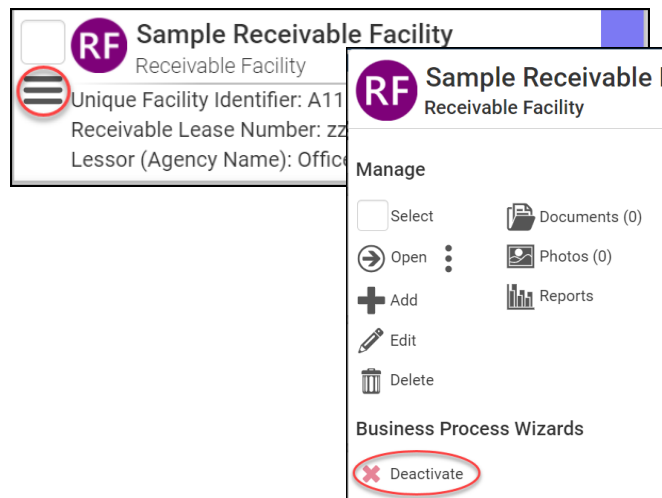
1. Open the Data Explorer module.



2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Receivable Facilities**.
4. Select **Refine by** and choose **Receivable Lease Number**.
5. Enter the receivable lease number.
→ If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory Report available via the menu button on your agency tile.
6. Select 



7. Select the  menu button on the receivable facility tile.
8. Select 



9. Select the Receivable Contract Inactive Reason

→ This is a dropdown field.

10. Select the Receivable Facility Inactive Reason

→ This is a dropdown field.

11. Select SAVE AND CLOSE



The screenshot shows the 'Receivable Facility Deactivation' wizard in the GoRPM Washington State - Facilities Portfolio Management Tool. The interface includes a title bar, a breadcrumb trail, and a list of sections to be deactivated. Each section has a dropdown menu for selecting an inactive reason. At the bottom, there are 'SAVE AND CLOSE' and 'Cancel' buttons.

Receivable Facility Deactivation
Deactivate a receivable facility

The following will be deactivated:

- Facility Receivable Contracts**
 - Receivable Contract Inactive Reason: CODA 17 0025 AGR
- Receivable Amendments**
 - Test Receiv Amend 101
- Receivable Facilities**
 - Receivable Facility Inactive Reason: DES - Department of Agriculture
- Receivable Options**
 - TEST Receiv Option 101
- Receivable Payments**
 - Base Rent - Department of Agriculture
 - TEST Payment 102

SAVE AND CLOSE Cancel