This job aid provides step-by-step instructions for running and reviewing FPMT's QA Report, which captures the most common types of square footage and financial data errors.

Contents

Overview

Where do I access the QA Report?	• The QA report is accessed from the agency tile. Select the menu button, Reports, and 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 Report?	• The QA Report 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 inventory data to OFM. • If you have entered new owned or leased facilities, wait to run the QA Report 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 Report?	• Errors/flags are grouped in tabs by category. • For most tabs, the goal is to have a "clean" QA, which means the worksheet will not have any content. • The report also includes a list of lease and receivable contracts that will expire in the next 90 days. • Make sure to check each tab for errors/flags.
What types of errors are included in the QA Report?	• The QA Report captures common types of errors related to square footage and financial data.
How do I fix the errors listed in the QA Report?	• Refer to the QA Report – Correction Steps job aid for instructions on how to fix errors in the QA report. • The square footage errors are explained on the first tab, and the financial data errors are explained on the second tab.
How do I know if the correction steps worked?	• Rerun the QA Report after making corrections. • If you have correctly followed the data validation instructions, the report will no longer include the specific errors/flags you have addressed.

Run the QA Report

Navigate to the agency tile and run the QA Report.

1. **Open** the Data Explorer module.
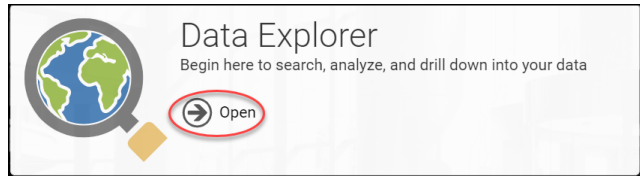
2. **Select** the 🔍 Search button on the data explorer tool bar.
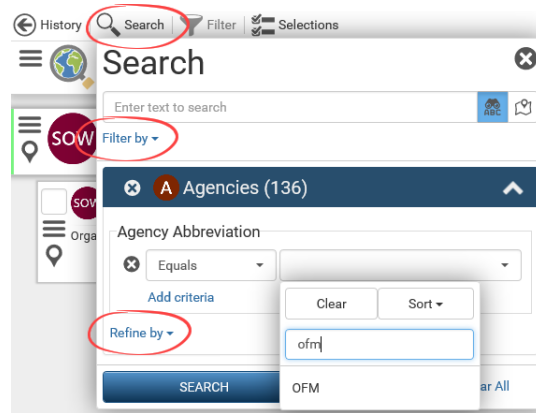
3. **Select** Filter by ▾ and choose **Agencies**.

4. **Select** Refine by ▾ and choose **Agency Abbreviation**.
   ➔These are SAAM acronyms.

5. **Enter** the abbreviation.
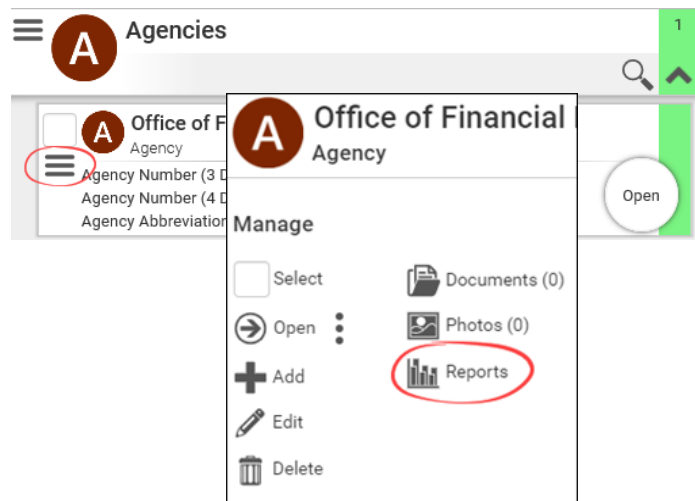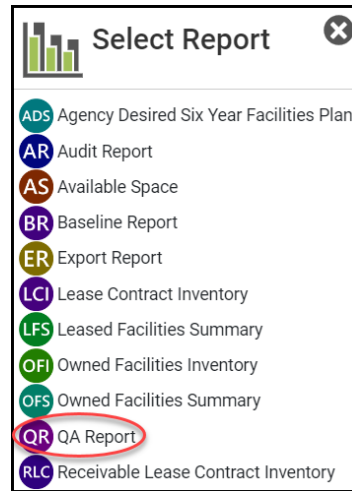   ➔You can type in the text box to filter the list.

6. **Select** SEARCH

7. **Select** the ☰ menu button on the agency tile.

8. **Select** 📊 Reports

Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

9. **Select** QA Report.

   ➔ The report will open in a new window.
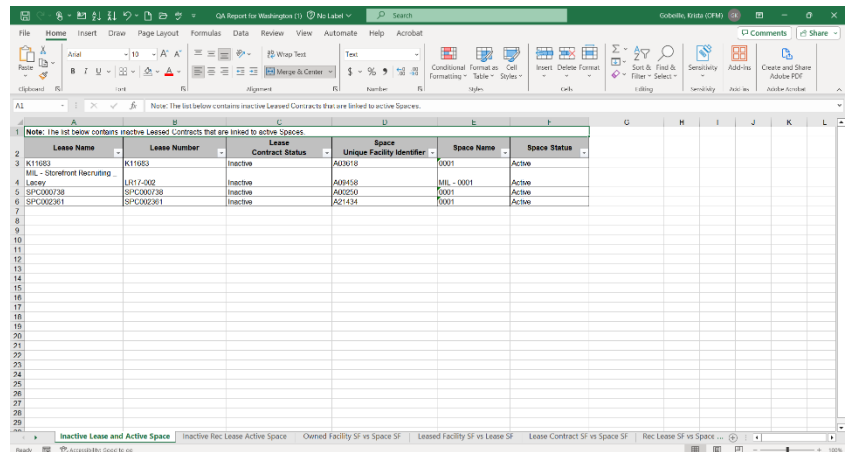

10. **Select** Download Excel Report

Correct Data Errors

1. **Review** all 12 tabs for errors.

2. If errors are present, follow the instructions in the QA Report – Correction Steps job aid.

   ➔ Square footage errors are explained in the first tab, and financial data errors are explained in the second tab.

   ➔ In the Workbook column, you will find error types that correspond to each of the tab names in the QA Report, along with a description of the error, causes and correction steps.
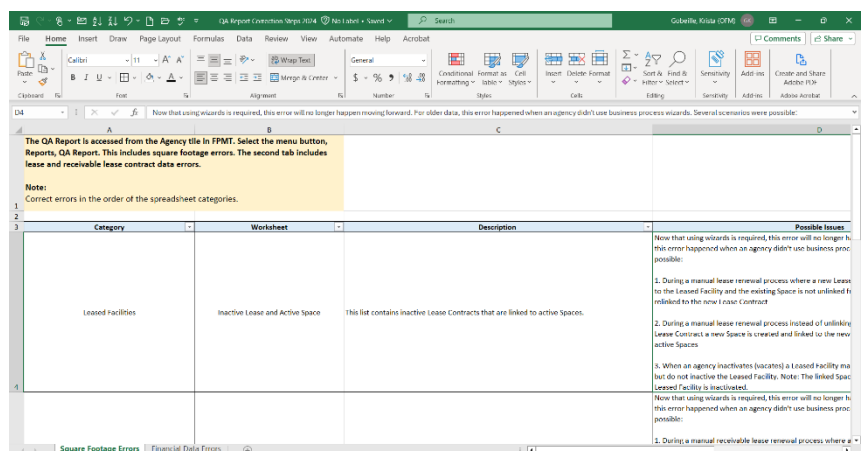
3. **Rerun** the QA Report to ensure the errors were fixed.