



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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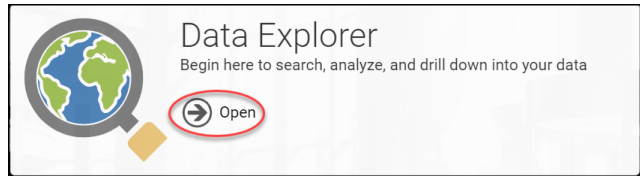
**Overview**


<p><b>Which FPMT user roles can access the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>All user roles, including read-only, can access both the Facilities QA and Lease Contract QA Report.</li> <li>Users must have the Facilities user role and edit rights to correct any errors that appear in the Facilities QA Report.</li> <li>Users must have the Accounting user role and edit rights to correct any errors that appear in the Lease Contract QA Report.</li> </ul>
<p><b>Where do I access the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>Both QA reports are accessed from the agency tile. Select the menu button, Reports, and either Facilities QA Report or Lease Contract QA Report.</li> <li>The report will open in a separate window, and you will have the option of downloading the report in Excel or PDF format.</li> </ul>
<p><b>When should I run the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>Agencies are required to validate their data and correct any errors prior to submitting their annual inventory data to OFM.</li> <li>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.</li> </ul>
<p><b>How do I know if I have errors in the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>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.</li> <li>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.</li> <li>Errors/flags are grouped in tabs by category.</li> <li>Make sure to check each Excel tab to see if there are any errors/flags.</li> </ul>
<p><b>What types of errors are included in the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>The Facilities QA Report captures common types of errors related to square footage.</li> <li>The Lease Contract QA Report includes common errors related to financial data as well as GASB-specific flags.</li> <li>Agencies should check both reports prior to submitting their annual inventory data to OFM.</li> </ul>
<p><b>How do I fix the errors listed in the QA Reports?</b></p>	<ul style="list-style-type: none"> <li>Refer to the <a href="#">QA Report – Correction Steps</a> 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.</li> <li>The Lease Contract QA Report errors are on the second tab.</li> </ul>
<p><b>How do I know if the correction steps worked?</b></p>	<ul style="list-style-type: none"> <li>Rerun the QA Reports after making corrections.</li> <li>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.</li> </ul>

**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**.

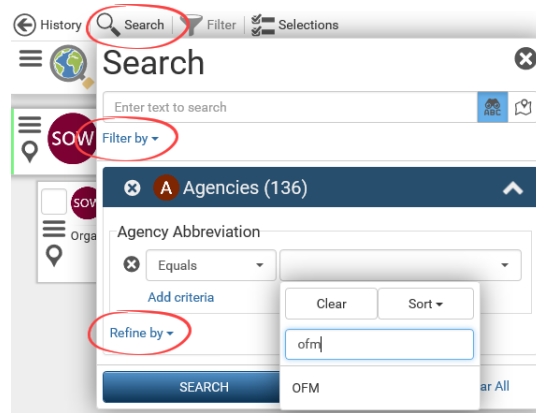
4. Select **Refine by** and choose **Agency Abbreviation**.

→ These are SAAM acronyms.

5. Enter the abbreviation.

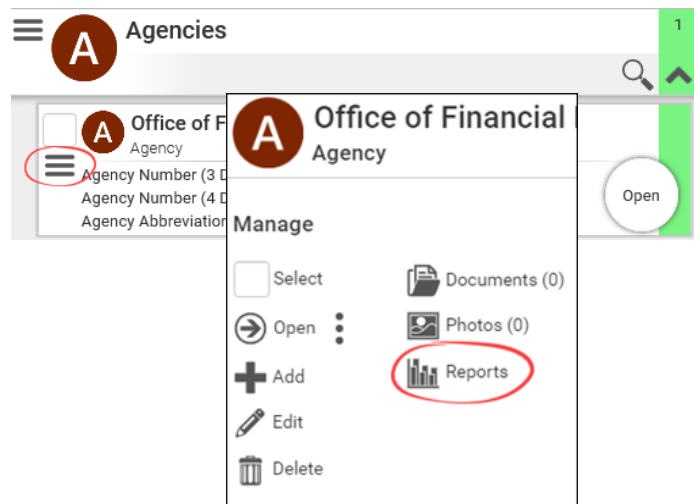
→ You can type in the text box to filter the list.

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.



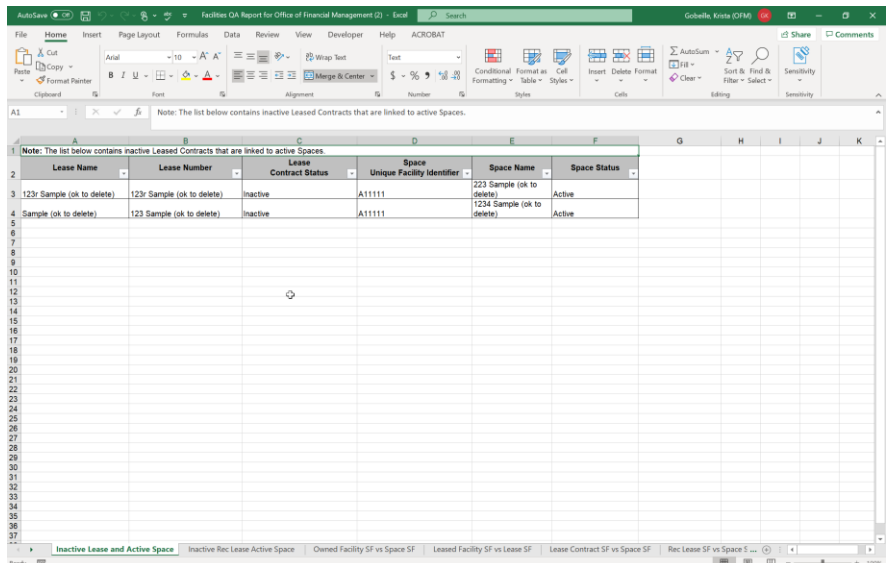
**10. Select Download Excel Report**

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



**Correct Square Footage Errors**

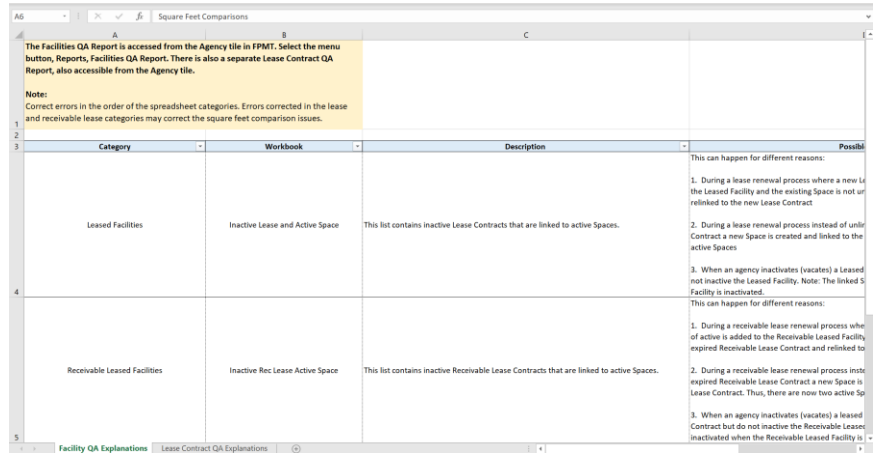
**1. Review all six tabs for errors.**



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
123r Sample (ok to delete)	123r 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

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.

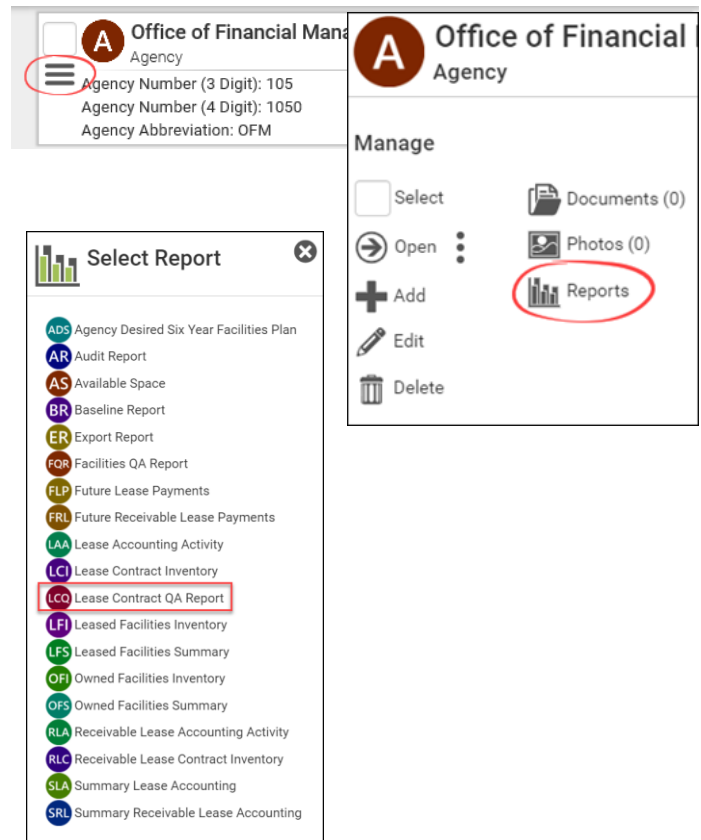


Category	Workbook	Description	Possible Causes
Leased Facilities	Inactive Lease and Active Space	This list contains inactive Lease Contracts that are linked to active Spaces.	<p>This can happen for different reasons:</p> <ol style="list-style-type: none"> <li>1. During a lease renewal process where a new Lease Contract is created and linked to the active Spaces</li> <li>2. During a lease renewal process instead of unlinking the existing Lease Contract and the existing Space is not unlinked to the new Lease Contract</li> <li>3. When an agency inactivates (vacates) a Leased Facility, the existing Lease Contract is not unlinked to the Leased Facility. Note: The linked Space is inactivated.</li> </ol>
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"> <li>1. During a receivable lease renewal process where a new Lease Contract is added to the Receivable Leased Facility, expired Receivable Lease Contract and linked to the active Spaces</li> <li>2. During a receivable lease renewal process instead of unlinking the existing Lease Contract and the existing Space is not unlinked to the new Lease Contract</li> <li>3. When an agency inactivates (vacates) a Leased Facility, the existing Lease Contract is not unlinked to the Leased Facility. Note: The linked Space is inactivated.</li> </ol>

3. Rerun the Facilities QA Report until it is "clean."

**Run the Lease Contract QA Report**

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



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

**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

Manage

- Select
- Open
- Add
- Edit
- Delete
- Documents (0)
- Photos (0)
- Reports**

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

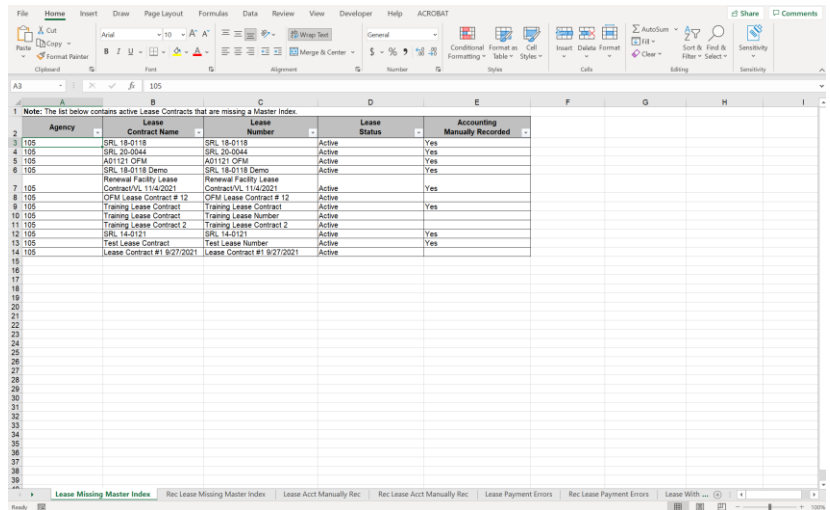
4. Select Download Excel Report  
 → In Chrome, the Excel file will appear at the bottom left of your screen.

 **Download Excel Report**

### Correct Financial Data Errors

1. Review the report tabs for errors.

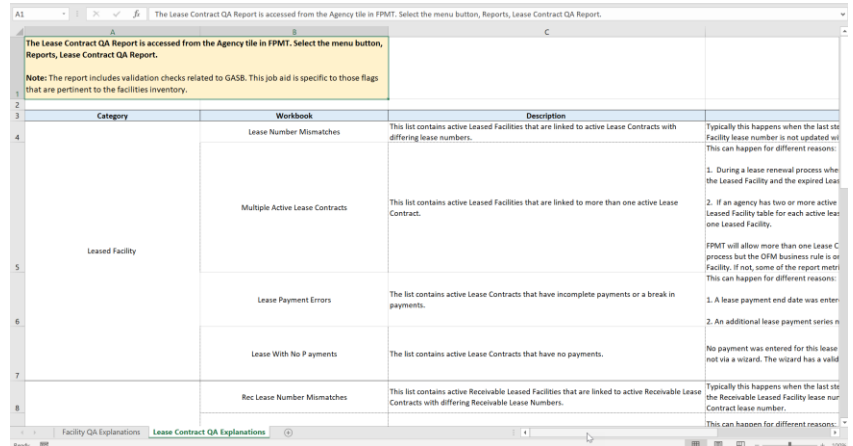
→ A handful of tabs, including the first four tabs and the hold payments tabs, are related to GASB functionality. Those issues are not addressed in the Corrections Steps job aid.



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 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	Explanation
Leased Facility	Lease Number Mismatches	This list contains active Leased Facilities that are linked to active Lease Contracts with differing lease numbers.	Typically this happens when the last str Facility lease number is not updated w This can happen for different reasons:
	Multiple Active Lease Contracts	This list contains active Leased Facilities that are linked to more than one active Lease Contract.	1. During a lease renewal process whe the Leased Facility and the expired Lea 2. If an agency has two or more active Leased Facility table for each active leas one Leased Facility.
	Lease Payment Errors	The list contains active Lease Contracts that have incomplete payments or a break in payments.	1. A lease payment end date was enter 2. An additional lease payment series n
	Lease With No P ayments	The list contains active Lease Contracts that have no payments.	No payment was entered for this lease not via a wizard. The wizard has a valid
	Rec Lease Number Mismatches	This list contains active Receivable Leased Facilities that are linked to active Receivable Lease Contracts with differing Receivable Lease Numbers.	Typically this happens when the last str the Receivable Leased Facility lease num Contract lease number. This can haasom for different reasons:

3. Rerun the Lease Contract QA Report the ensure the errors were fixed.