



Office of Financial Management

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FACILITIES PORTFOLIO MANAGEMENT TOOL (FPMT) USER ACCESS

Designated agency administrators complete this form to request elevated permissions for FPMT agency users.

REQUESTER

Name: _____

Agency: _____

Job Title: _____

Email: _____

Specify the role(s) within FPMT this user should have (see Role definitions):

☐ Agency Editor – Facilities

☐ Agency Editor – Accounting

AGENCY ADMINISTRATOR APPROVAL

☐ I acknowledge the requester is authorized for the above Permissions and Role(s).

☐ The requester has completed FPMT Training

Signature: _____ Date: _____

Printed Name: _____

Email the signed User Access request form to: OFM Help Desk HereToHelp@ofm.wa.gov

USER ACCESS DEFINITIONS

Permission Level

Read-Only	Agency Editor
<ul style="list-style-type: none">User has read access to all data.Permission is automatically granted when user account is requested.	<ul style="list-style-type: none">User has read access to all data.User can create and edit data for the assigned agency.The type of data the user needs access to must be designated – facilities or accounting, or both.User can have this role for multiple agencies.

Roles

Agency Editor - Facilities	Agency Editor - Accounting
<p>Wizards can access:</p> <ul style="list-style-type: none">Create a New Owned FacilityCreate a New Leased FacilityCreate a New Receivable LeaseDeactivate an Owned Facility <p>Tables can access:</p> <ul style="list-style-type: none">Facility (owned, leased, and receivable)SpaceCondition MatrixOperating CostsDebt ServiceDebt Service Payments	<p>Determines if transactions are sent to AFRS.</p> <p>Wizards can access:</p> <ul style="list-style-type: none">Lease and Receivable ReviewRenew a Lease and Receivable Lease ContractDeactivate a Leased Facility and Receivable Leased Facility <p>Tables can access:</p> <ul style="list-style-type: none">Land (owned, leased, and receivable)Other Assets (leased and receivable)Lease and Receivable ContractsLease and Receivable PaymentsLease and Receivable OptionsLease and Receivable AmendmentsDebt ServiceDebt Service PaymentsAFRS Data/Transactions documents (read-only)