This job aid provides information for using FPMT to inactivate land.

Overview

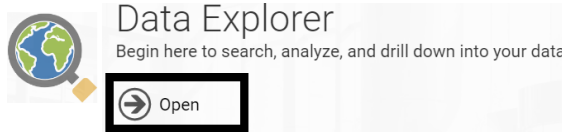| Step	Action	Additional Information
1	Select status	Select inactive for the status. ✓ For leased land, you will inactivate the lease contract and the leased land.
2	Select inactive reason	Select reason for the status.
3	Update contracts	For land with lease contracts and/or receivable lease contracts, you will also need to inactivate the relevant contracts.

You will need to inactivate land when it is no longer obligated to the state. For example, if the land is sold or transferred.

✓ Information about inactive land will remain in FPMT but will not be included in reports that are setup to include active land only.

✓ If you created a land record by mistake or created duplicate records, contact the OFM Help Desk (HereToHelp@ofm.wa.gov 360.407.9100). The OFM FPMT administrator may be able to delete the information instead of having the record show as 'inactive'.
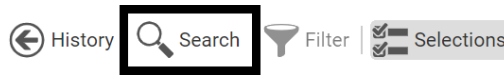
Owned Land - Inactivate

Use the search option to find the owned land so that you can update the status.

1. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
Open

2. Select: Search.

History   Search   Filter   Selections

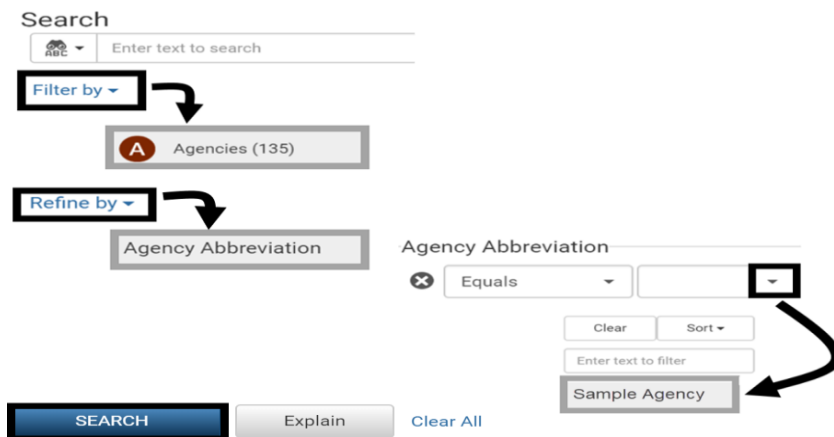**3. Select:** Filter by.
4. Select: Agencies.
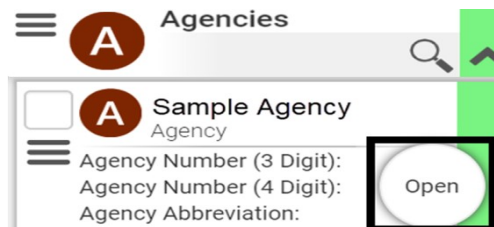**5. Select:** Refine by.
6. Select: Agency abbreviation.
➔ FPMT will display additional options depending on your search criteria.
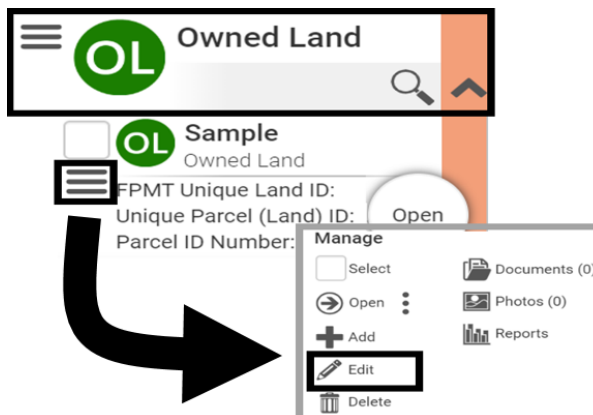**7. Select:** Your agency.
8. Select: Search.

Search

Enter text to search

Filter by ▾

A Agencies (135)

Refine by ▾

Agency Abbreviation

Agency Abbreviation
Equals ▾
Clear   Sort ▾
Enter text to filter
Sample Agency

SEARCH   Explain   Clear All

9. Select: Open.

Agencies

A Sample Agency
Agency
Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

10. Select: Owned Land.
11. Select: Menu.
12. Select: Edit.

OL Owned Land

OL Sample
Owned Land
FPMT Unique Land ID:
Unique Parcel (Land) ID: Open
Parcel ID Number:

Manage

Select   Documents (0)
Open ⋮   Photos (0)
Add   Reports
Edit
Delete

13. Select: Owned land status.

14. Select: Owned land inactive reason.

Owned Land Status
Inactive ▾

Owned Land Inactive Reason
▾

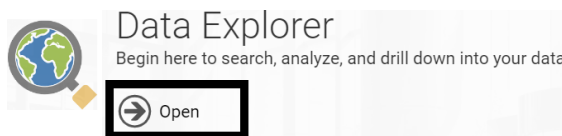Comment

15. Select: Save and close.

SAVE AND CLOSE   Cancel

Leased Land - Inactivate Land Lease Contract
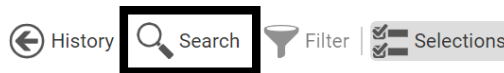
Use the search option to find the lease contract so that you can update the status.

✓ When you inactivate the lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.
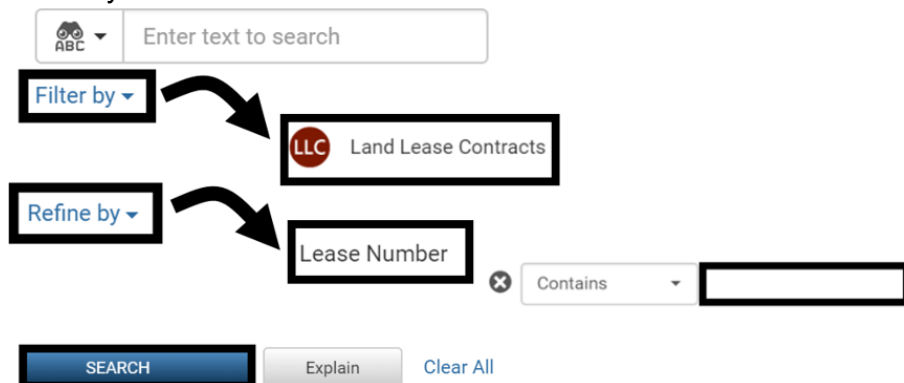
1. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
⊙ Open

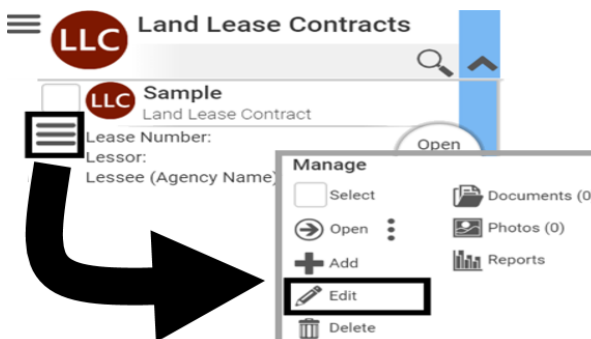**2. Select:** Search.

← History   🔍 Search   ▼ Filter   Selections

3. Select: Filter by.

4. Select: Land lease contracts.

5. Select: Refine by.

6. Select: Lease number.

➔ FPMT will display additional options depending on your search criteria.

7. Input: Search criteria.

8. Select: Search.

In this example, we use search tools to filter by land lease contracts and refine by lease number.

ABC ▾   Enter text to search

Filter by ▾

LLC Land Lease Contracts

Refine by ▾

Lease Number

⊗ Contains ▾

SEARCH   Explain   Clear All

9. Select: Menu.

10. Select: Edit.

≡ LLC Land Lease Contracts
🔍 ⌃

LLC Sample
Land Lease Contract
≡ Lease Number: Open
Lessor:
Lessee (Agency Name)

Manage
☐ Select   📄 Documents (0)
⊙ Open ⋮   🖼 Photos (0)
➕ Add   📊 Reports
✏ Edit
🗑 Delete

11. Select: Lease contract status.

12. Select: Lease contract inactive reason.

Lease Contract Status

Inactive - This leased land is no longer a part of the state's inventory. ▼

Lease Contract Inactive Reason

▼

Comment

13. Select: Save and close.

SAVE AND CLOSE   Cancel

Leased Land - Inactivate Land

Use the search option to find the leased land so that you can update the status.

1. Select: Open.

Data Explorer
Begin here to search, analyze, and drill down into your data

→ Open

2. Select: Search.

← History   🔍 Search   ▼ Filter | ☰ Selections

3. Select: Filter by.

4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency abbreviation.

→ FPMT will display additional options depending on your search criteria.

7. Select: Your agency.

8. Select: Search.

Search

ABC ▼   Enter text to search

Filter by ▼

A   Agencies (135)

Refine by ▼

Agency Abbreviation

Agency Abbreviation

✕   Equals   ▼   ▼

Clear   Sort ▼

Enter text to filter

Sample Agency

SEARCH   Explain   Clear All

9. Select: Open.

☰ A   Agencies
🔍 ⌃

☐ A   Sample Agency
Agency

☰   Agency Number (3 Digit):
Agency Number (4 Digit):   Open
Agency Abbreviation:

10. Select: Leased Land.
11. Select: Menu.
12. Select: Edit.

13. Select: Leased land status.
14. Select: Leased land inactive reason.

Leased Land Status

Inactive - This leased facility is no longer a part of the state's inventory. ▾

Leased Land Inactive Reason

▾

Comment

15. Select: Save and close.

SAVE AND CLOSE   Cancel