

This job aid provides information for using FPMT to inactivate other assets.

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 Other Asset - Inactivate 1
 Other Asset Lease Contract - Inactivate 3
 Other Asset Receivable Lease Contract - Inactivate 4

Overview

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

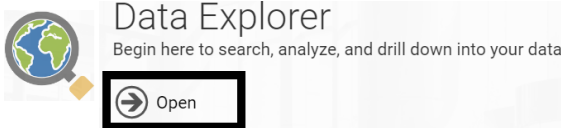
You will need to inactivate other assets when they are no longer obligated to the state. For example, if the other asset is sold or transferred.

- ✓ Information about inactive other assets will remain in FPMT but will not be included in reports that are set up to include active other assets only.
- ✓ If you created other asset records 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’.

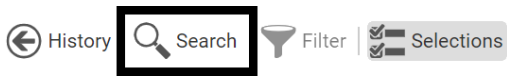
Other Asset - Inactivate

Use the search option to find the other asset so that you can update the status.

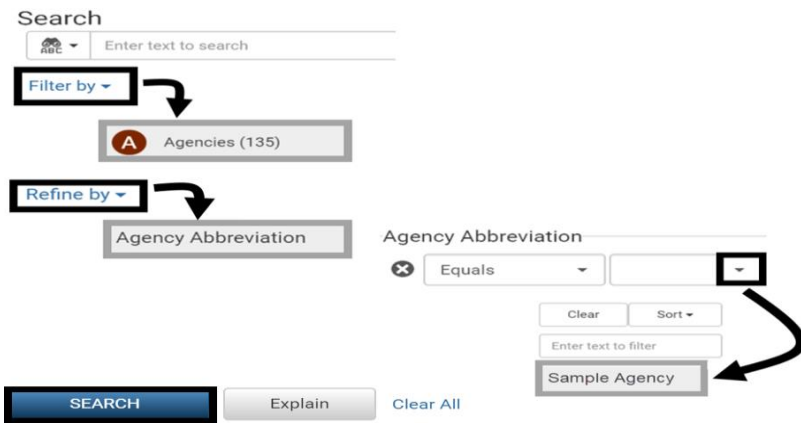
1. Select: Open.



2. Select: Search.



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.



9. Select: Open.



10. Select: Other asset.

11. Select: Menu.

12. Select: Edit.



13. Select: Asset status.



14. Select: Save and close.

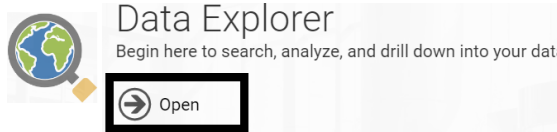


Other Asset Lease Contract - Inactivate

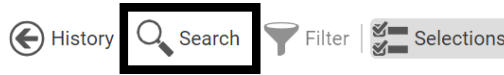
Use the search option to find the lease contract so that you can update the status.

- ✓ When you inactivate the lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.

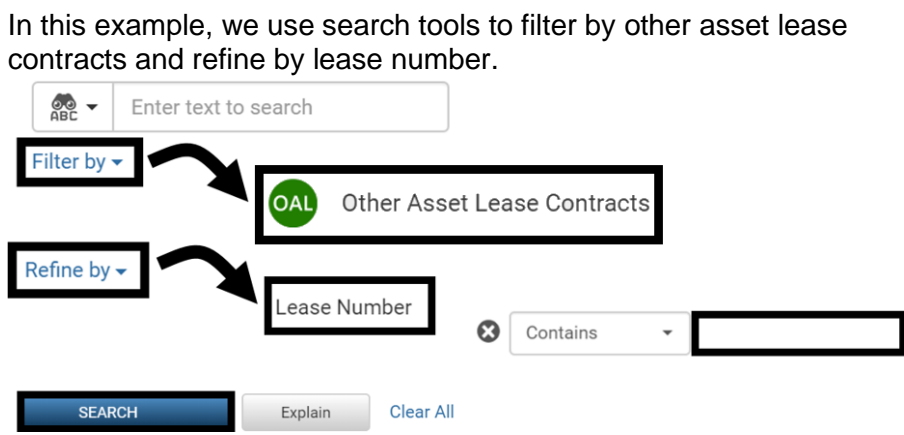
1. Select: Open.



2. Select: Search.



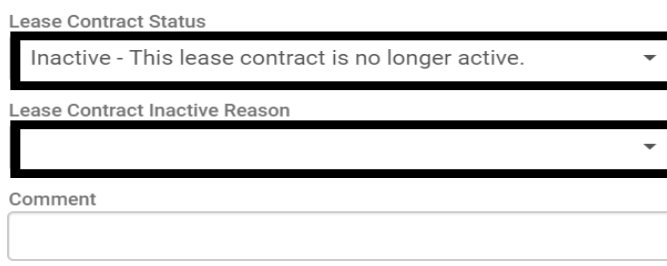
3. Select: Filter by.
4. Select: Other asset lease contracts.
5. Select: Refine by.
6. Select: Lease number.
7. Input: Search criteria.
 → FPMT will display additional options depending on your search criteria.
8. Select: Search.



9. Select: Menu.
10. Select: Edit.



11. Select: Lease contract status.
12. Select: Lease contract inactive reason.



13. Select: Save and close.

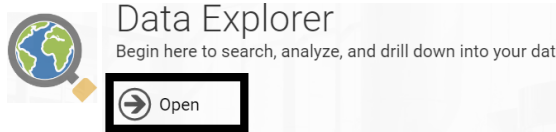


Other Asset Receivable Lease Contract - Inactivate

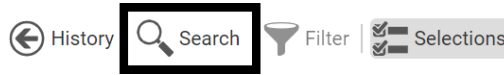
Use the search option to find the receivable lease contract so that you can update the status.

- ✓ When you inactivate the receivable lease contract, any associated lease amendments, lease options, and lease payments will automatically inactivate.

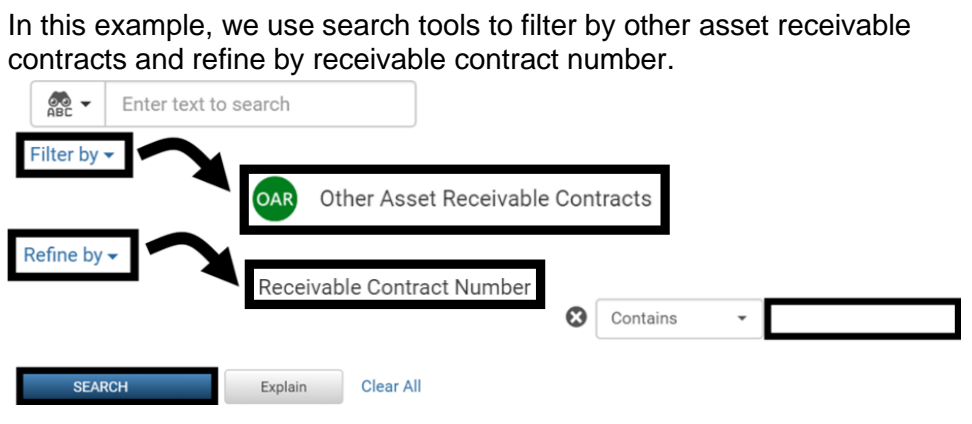
1. Select: Open.



2. Select: Search.



3. Select: Filter by.
4. Select: Other asset receivable contracts.
5. Select: Refine by.
6. Select: Receivable contract number.
7. Input: Search criteria.
 → FPMT will display additional options depending on your search criteria.
8. Select: Search.



9. Select: Menu.
10. Select: Edit.



11. Select: Receivable contract status.
12. Select: Receivable contract inactive reason.



13. Select: Save and close.

