



This job aid provides step-by-step instructions for using FPMT's receivable lease renewal wizard to renew (1) a receivable contract associated with an owned facility or (2) a receivable contract that expires prior to the master lease contract. Receivable leases that expire at the same time as a master lease should be renewed as part of the [master lease renewal](#) process.

As of April 2024, FPMT's accounting functionality and integration with the Agency Financial Reporting System (AFRS) have been removed. There is now only one agency editor role, which has access to all wizards.

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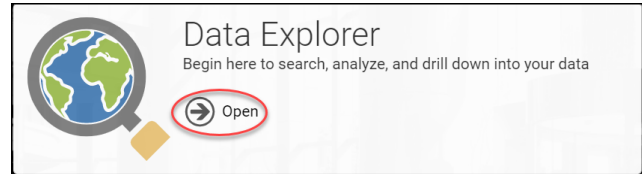
**Overview**



<b>Who is responsible for renewing a receivable lease contract?</b>	<ul style="list-style-type: none"> <li>The owning agency or master lease holder is responsible for entering and renewing receivable leases.</li> </ul>
<b>Where do I access the receivable lease renewal wizard?</b>	<ul style="list-style-type: none"> <li>The renewal wizard is accessed via the menu button on the expiring receivable lease contract tile.</li> </ul>
<b>When should I renew a receivable lease?</b>	<ul style="list-style-type: none"> <li>Receivable leases should be renewed within 30 days of the new lease start date.</li> <li>Additionally, for leased facilities, receivable lease start and end dates must fall within the parameters of the master lease contract.</li> </ul>
<b>What information do I need to renew a receivable lease?</b>	<ul style="list-style-type: none"> <li>A copy of the new receivable lease contract.</li> <li>The expiring receivable lease contract number.             <ul style="list-style-type: none"> <li>If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory Report from the agency tile.</li> </ul> </li> <li>If this is a renewal of office space that is in scope for the Six-Year Facilities Plan, the tenant agency must report any applicable tenant improvement one-time costs via the <a href="#">Receivable Review</a> wizard after the contract has been renewed in FPMT.</li> </ul>
<b>Why should I use the wizard?</b>	<ul style="list-style-type: none"> <li>Users can no longer manually edit data in FPMT and must use the wizards to renew lease contracts.</li> <li>The wizard simplifies the renewal process by guiding you through each step and reducing manual activity in the system.</li> <li>The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.</li> </ul>
<p><b>Wizard basics:</b></p> <ul style="list-style-type: none"> <li>The wizard opens in a new window, which will close when you complete the renewal. Once the renewal window closes, you will need to refresh your original FPMT window to see all of the changes.</li> <li>Once you Save and Close the renewal, you cannot go back into the wizard.</li> <li>Make sure to allow enough time to complete the renewal process in one sitting. If you time out during the renewal process, <u>you will lose your data</u>.</li> <li>You navigate through the wizard, by clicking the Next or Previous buttons.</li> </ul>	

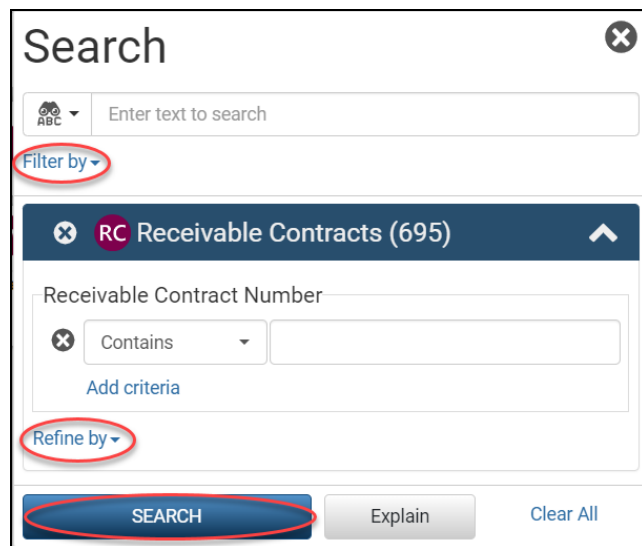
**Launch the Receivable Lease Renewal Wizard**



Navigate to the expiring receivable contract and launch the lease renewal wizard.

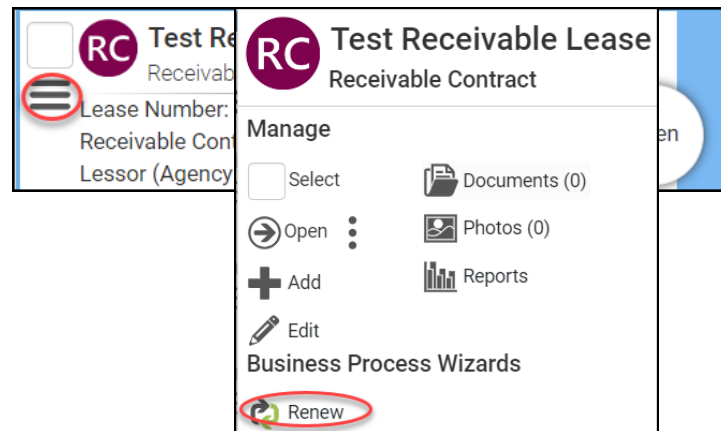
- 1. Open** the Data Explorer module.



- 2. Select** the  **Search** button on the data explorer tool bar.
- 3. Select** **Filter by** and choose **Receivable Contracts**.
- 4. Select** **Refine by** and choose **Receivable Contract Number**.
- 5. Enter** the receivable contract number for the expiring receivable contract.  
→ If you need to locate the expiring receivable contract number, run the Receivable Lease Contract Inventory Report available via the menu button on the agency tile.
- 6. Select** 



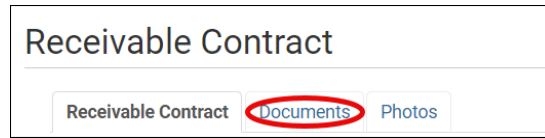
- 7. Select** the  menu button on the receivable contract tile.
- 8. Select**  **Renew**  
→ FPMT will open the receivable lease renewal wizard in a new window.  
→ The system will automatically populate information from the existing receivable lease. You may update this information if there are changes.



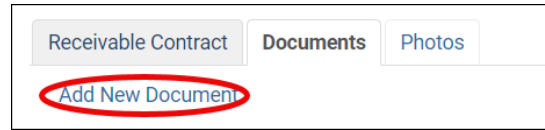
## Renew the Receivable Contract

### 1. Upload a copy of the new contract.

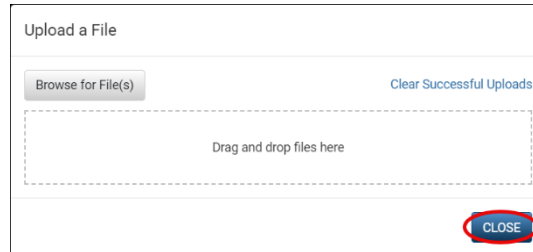
- Select Documents.
- Select Add New Document.
- Browse for, or drag and drop, your file.
- Select CLOSE.



Receivable Contract **Documents** Photos



Receivable Contract Documents Photos  
**Add New Document**



Upload a File

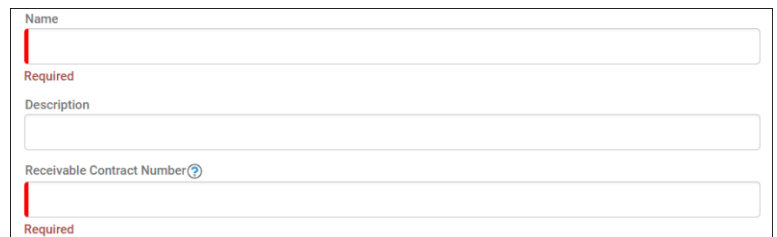
Browse for File(s) Clear Successful Uploads

Drag and drop files here

**CLOSE**

### 2. Enter agency data. Red fields are required.

- Name  
→ Use the receivable contract number.
- Receivable Contract Number  
→ Must be a unique contract number.

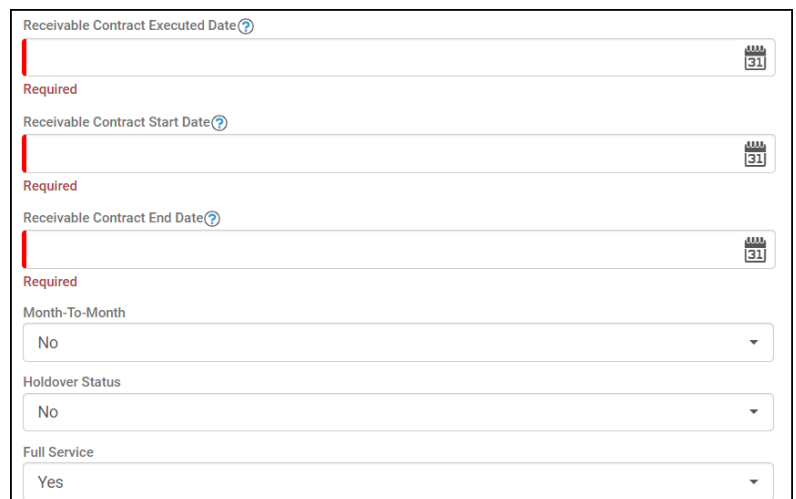


Name  
Required

Description

Receivable Contract Number (?)  
Required

- Receivable Contract Executed Date  
→ Use the date the last party signed.
- Receivable Contract Start Date
- Receivable Contract End Date
- Month-to-Month (yes/no)  
→ If Yes, enter an end date one year out from the start date.
- Full Service  
→ Choosing Yes will automatically populate most operating costs to lessor paid.



Receivable Contract Executed Date (?)  
Required

Receivable Contract Start Date (?)  
Required

Receivable Contract End Date (?)  
Required

Month-To-Month  
No

Holdover Status  
No

Full Service  
Yes

→ The tenant improvement one-time cost fields only apply to office spaces that are in scope for the Six-Year Facilities Plan.

→ The tenant agency is responsible for this data and will report any applicable costs via the [Receivable Review](#) wizard after the contract has been renewed in FPMT.

→ Lessor agencies should select “No” to the following fields in order to continue with the renewal process:

- Was furniture moved to this location?
- Were staff moved to this location?
- Are there tenant improvement (TI) costs?

Was Furniture Moved To This Location?

**Required**

Moving Furniture Cost, If Applicable

New Furniture Cost, If Applicable

If New Furniture Was Purchased, Why Wasn't Existing Furniture Used?

Were Staff Moved To This Location?

**Required**

Staff Moving Cost, If Applicable

Are There Tenant Improvement (TI) Costs?

**Required**

→ If you navigate away from the lease contract form before properly completing the table, you will receive an error message.

→ You cannot move forward until the error is fixed.

**Note:** This error will show up in every table if you try to save with missing/incorrect data or try to navigate away before properly completing the table. In addition to this error, you will see a message in pink with more detail.

→ **Select**  to add a receivable lease payment.

Unable to move to next screen

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Unable to move to next screen until all errors are resolved.

**Errors**

- One or more provided values are invalid.

### Add a Receivable Payment

#### 1. Select Add New Receivable Payment

→ You cannot save and close the renewal until you add at least one receivable lease payment. If there is no base rent, enter a receivable lease payment for \$0.

**Receivable Payments**

---

There are no receivable payments

**2. Enter agency data. Red fields are required.**

- Name
  - ➔Use payment type – payment series number (e.g., Base Rent - 1).
- Payment Series Number
  - ➔Use sequential numbers for payment series (1, 2, 3, etc.).
- Payment Frequency (dropdown)

- Payment Type (dropdown)
- Payment Amount
- Index Rate
  - ➔Use the index or rate in effect at lease commencement.
- Payment Start Date
- Payment End Date

**Edit Receivable Payment Details**

Receivable Payment | Documents | Photos

Name Required

Description

Payment Series Number Required

Payment Frequency Required

Payment Type Required

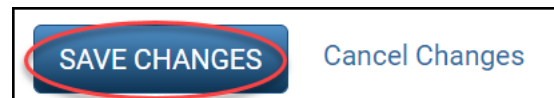
Payment Amount Required

Index Rate Required

Payment Start Date Required

Payment End Date Required

**3. Select SAVE CHANGES**



➔This table includes the following checks:

- At least one lease payment is required.
- All required fields are completed.
- The payment start and end dates must fall within the parameters of the master lease contract start and end dates.
- The Index Rate is required if the payment type is “indexed payment.”

➔Once the payment is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

➔Repeat this process if there is more than one payment series.

**Errors**

- One receivable lease payment is required.

**Errors**

- The lease payment index rate is required when the payment type is indexed payment.

**Receivable Payments**

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

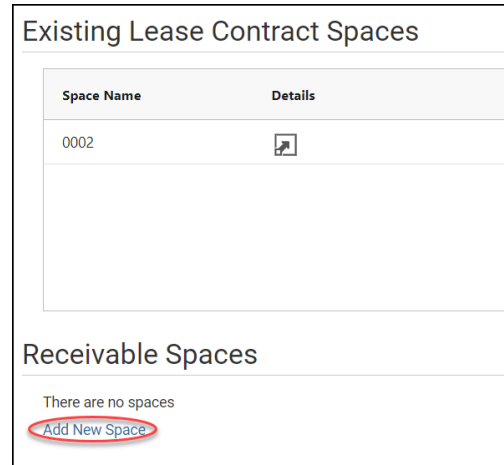
→ **Select** Next > to add a receivable space.




### Add a Receivable Space

The renewal wizard was recently updated and now requires users to create a new space when renewing a receivable contract.

#### 1. Select Add New Space




Space Name	Details
0002	

Receivable Spaces

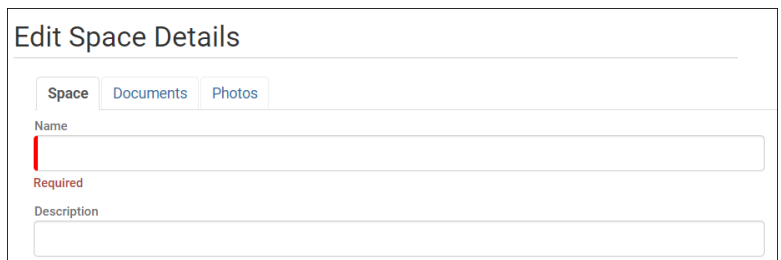
There are no spaces

[Add New Space](#)

#### 2. Enter agency data. Red fields are required.

→ Select the information  icon for additional guidance about fields.

- Name
  - Tenant Agency SAAM Acronym – Agency Assigned Common Name (e.g., OFM – Seattle Office)
- Square Feet
  - The sum of all receivable space square feet cannot exceed the total square feet in the receivable contract.
  - The sum of all space square feet cannot exceed the total square feet in the master lease contract or owned facility.
- Square Feet Measurement Type (dropdown)



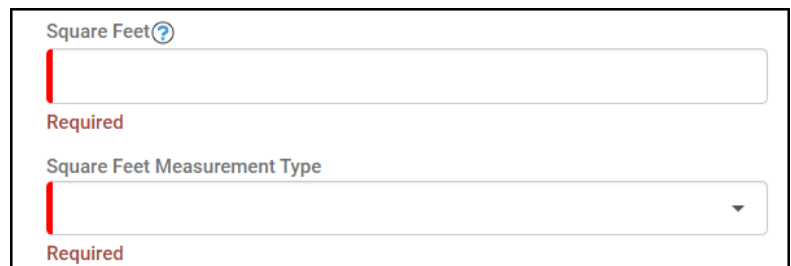
**Edit Space Details**


Space Documents Photos

Name  

Required

Description  



Square Feet 

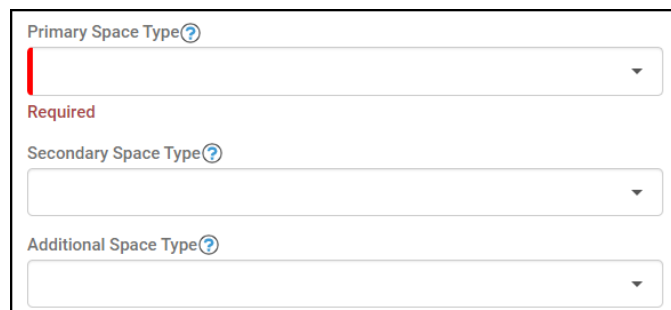
Required


Square Feet Measurement Type

Required


- Primary Space Type (dropdown)
- → Refer to the [Property Class & Space Type Categories](#) job aid for additional information.
- Secondary Space Type
- Additional Space Type




Primary Space Type 

Required

Secondary Space Type 

Additional Space Type 

- If part of your new space is available for use by another agency, refer to the [Available Space](#) job aid for details on how to populate the additional fields for potential collocation.

→ If Available Space is marked Yes, you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.

Available Space ?

→ If this receivable facility is in scope for the [Six-Year Facilities Plan](#), the tenant agency must populate the following additional fields via the [Receivable Review](#) wizard after the contract has been renewed in FPMT:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces  
 → Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

→ Select the information ? icon for definitions.

→ OFM will populate user count fields from HRMS data via import.

Number of Offices (Required For Six-Year Plan) ?

Number of Cubicles (Required For Six-Year Plan) ?

Number of Touchdown Spaces (Required For Six-Year Plan) ?

→ Make sure the space square feet matches the square feet in the Receivable Contract table.

→ You will receive an error message when you click Next if the space square feet exceeds the receivable contract square feet.

→ Additionally, you will receive an error if the combined square feet of all spaces exceeds the total square feet in the owned facility or master lease contract.

Number of Resident Users (Required For Six-Year Plan) ?

Number of Externally Mobile Users (Required For Six-Year Plan) ?

Number Of Fully Remote Users (Required For Six-Year Plan) ?

**Errors**

- The square footage of all spaces associated with a receivable lease contract cannot exceed the receivable lease contract square feet. The receivable lease contract square feet is currently 47,946 and the total associated space square feet is 50,000.

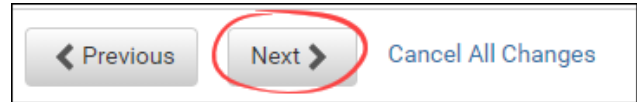
**3. Select SAVE CHANGES**

**SAVE CHANGES** Cancel Changes



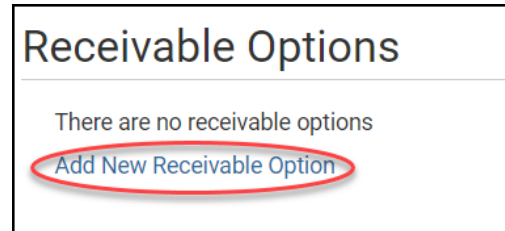
→ If you need to add a receivable option, **select** [Next >](#)

→ If you do not need to add a receivable option, **select** [Next >](#) three times to skip ahead to [Data Review](#).



## Add a Receivable Option

**1. Select Add New Receivable Option**



**2. Enter agency data.** Red fields are required.

- Name  
→ Use the option type – option number (e.g., Cancel – 1).
- Option Number  
→ Options should be numbered in the order they appear in the lease contract (1, 2, 3 etc.).
- Option Type (dropdown)
- Option Description  
→ Provide a brief description of the clause in the lease.
- Option Date

Edit Receivable Option Details

Receivable Option Documents Photos

Name  Required

Description

Option Number  Required

Option Type  Required

Option Description  Required

Option Date



**3. Select SAVE CHANGES**



→ Once the option is saved, you can edit it by selecting the details icon or delete it by selecting the trash can.

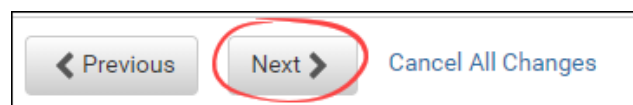
→ Repeat this process if there is more than receivable lease option.

Receivable Options




Lease Option Name	Lease Option Number	Details	Delete
Cancel - 1	1		

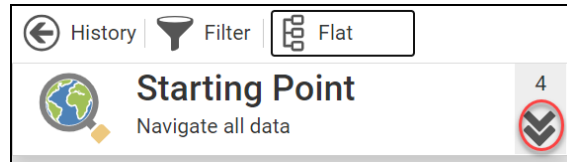
→ **Select** [Next >](#) twice to review your data.

→ If you need to enter a receivable amendment, refer to the [amendments](#) job aid for details on required table updates by amendment type.

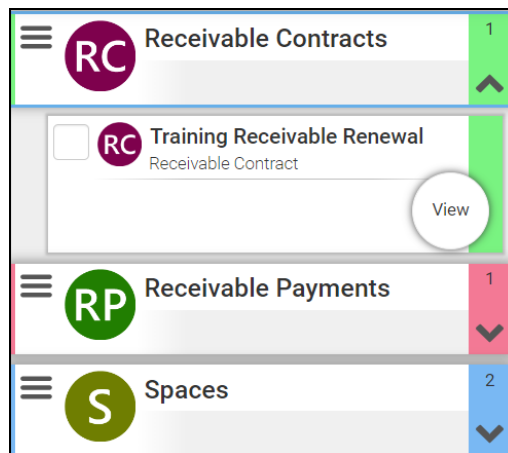


**Data Review**

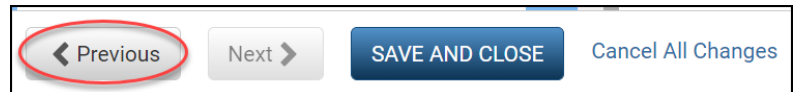
- 1. Select** the  Hierarchy button to change to the  Flat view. You can now see all the tables you have added or edited as part of the renewal process.
- 2. Select** the arrows  on the Starting Point tile to expand all of the tiles below.



- 3. Select** View on each tile to see the data you have entered for the renewal.
- 4. Review** the data for your renewal.



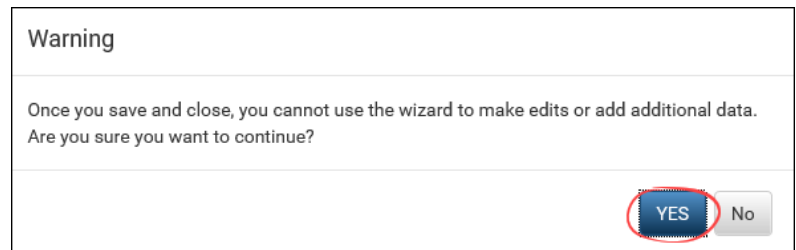
→ To edit your data, use the Previous button to navigate back to an earlier screen.



- 5. Select** SAVE AND CLOSE to complete your renewal.
- You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.



→ When you complete the renewal, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.



→ Continue to the next step below to upload a copy of the new contract.