



This job aid provides step-by-step instructions for using the Receivable Review wizard to view and update existing receivable facility data.

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Overview

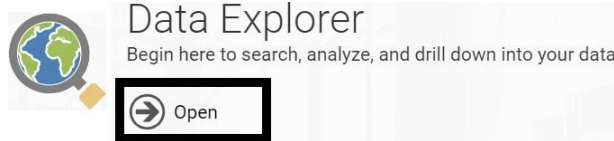
The receivable review wizard allows users to view and update tables associated with existing receivable facilities. FPMT will guide you through a sequence of steps to review/edit data.

| Step | Action | Additional Information |
|------|---|---|
| 1 | Start business process wizard | Use the search option to find your agency and select receivable review business process wizard from the agency menu options. |
| 2 | Review/edit receivable facilities | <p>Review and edit data if needed. You can also upload files as you move through the wizard.</p> <p>Receivable contracts will be displayed in two sections:</p> <ul style="list-style-type: none"> ▪ Lessor: Includes any spaces your agency subleases to another entity. You can edit data for all tables associated with these records. ▪ Lessee: Includes any spaces your agency subleases from another state agency (including spaces on the Capitol Campus). You can only edit a portion of the data for these records, including one-time cost data and space data. |
| 3 | Review changes and exit business process wizard | <p>Use the data review section to review your changes.</p> <ul style="list-style-type: none"> ✓ Select save and close to exit the business process wizard. ✓ You must go through the entire wizard and select save and close in the data review section in order to save your changes to the database. |

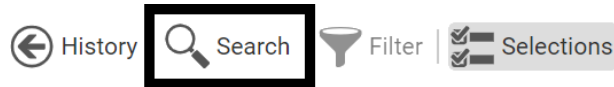
Start Business Process Wizard

The receivable review business process wizard is available from the agency menu.

1. Select: Open.



2. Select: Search.



3. Select: Filter by.

→ FPMT will display a list of criteria.

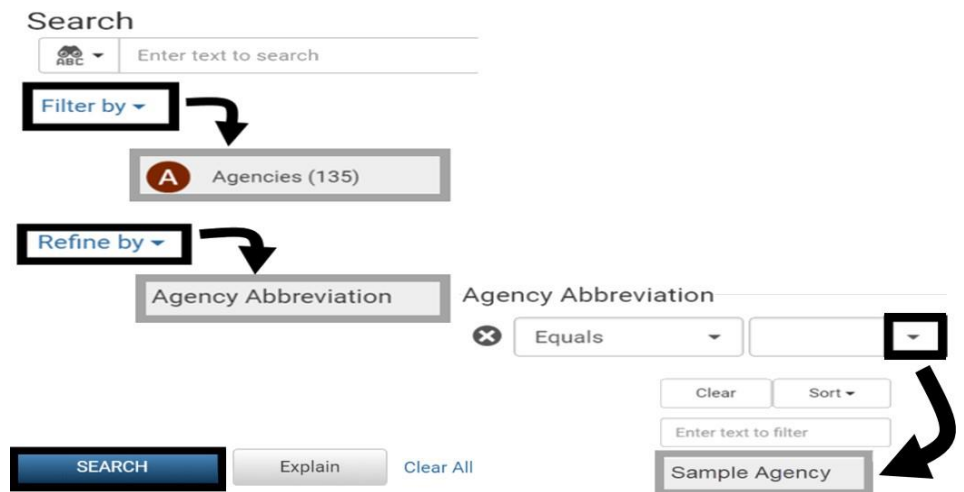
4. Select: Agencies.

5. Select: Refine by.

6. Select: Agency Abbreviation.

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

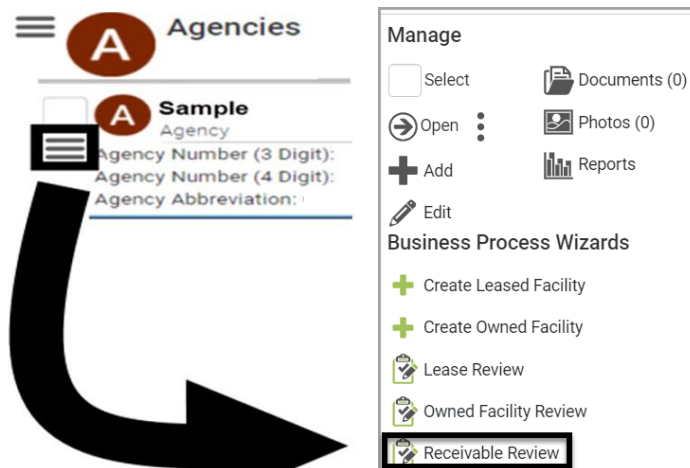
7. Select: Search.



8. Select: Menu.

9. Select: Receivable review.

→ FPMT will display the receivable facility data by table.



Lessor Receivable Contracts

This section includes any spaces your agency subleases to another entity.

Edit Receivable Contracts

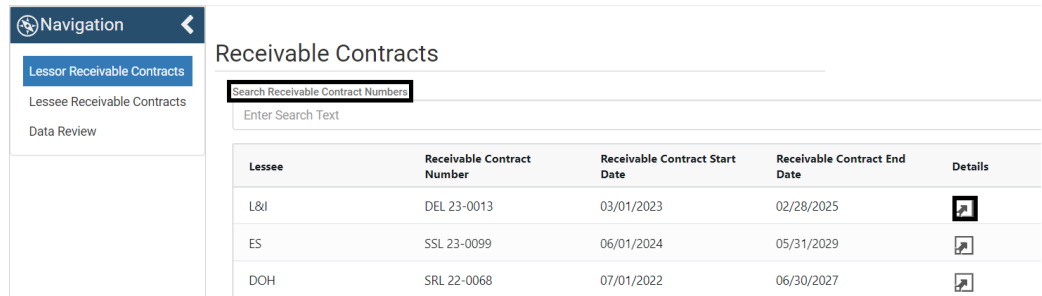
FPMT will display a list of active receivable contracts.

- ✓ FPMT will guide you through the sequence of steps to review and edit data for receivable contracts and related tables.

1. Select: Details.

→ FPMT will display receivable contract details.

→ Use the search option to find a contract in the list.



| Lessee | Receivable Contract Number | Receivable Contract Start Date | Receivable Contract End Date | Details |
|--------|----------------------------|--------------------------------|------------------------------|---------|
| L&I | DEL 23-0013 | 03/01/2023 | 02/28/2025 | |
| ES | SSL 23-0099 | 06/01/2024 | 05/31/2029 | |
| DOH | SRL 22-0068 | 07/01/2022 | 06/30/2027 | |

2. Review/Edit: Receivable contract details.

→ Use the scroll bar to review/edit additional data.

→ You can also upload files by:

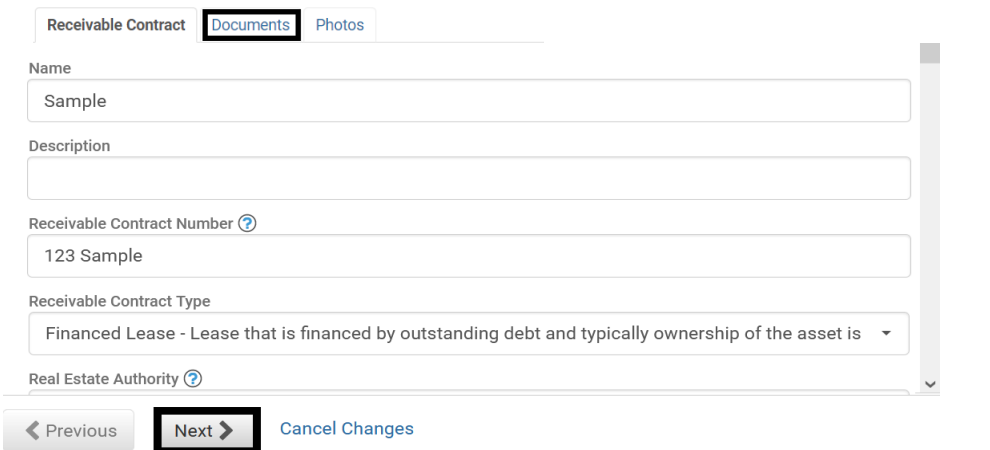
- Selecting Documents.
- Selecting Add New Document.
- Browse for, or drag and drop, your file(s).
- Select CLOSE.

3. Select: Next.

→ FPMT will display the next step to review/edit receivable payments.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Contract Details



Receivable Contract **Documents** Photos

Name
Sample

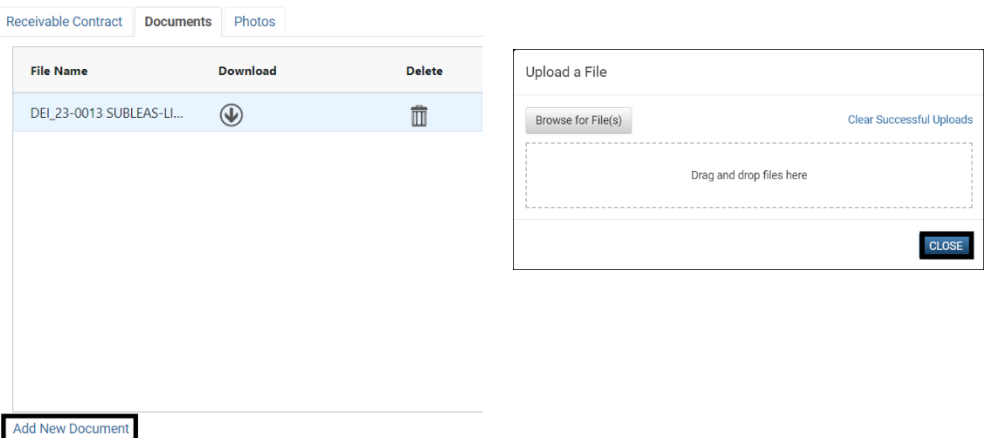
Description

Receivable Contract Number [?]
123 Sample

Receivable Contract Type
Financed Lease - Lease that is financed by outstanding debt and typically ownership of the asset is

Real Estate Authority [?]

[← Previous](#) **Next >** [Cancel Changes](#)



| File Name | Download | Delete |
|---------------------------|----------|--------|
| DEI_23-0013 SUBLEAS-LI... | | |

[Add New Document](#)

Upload a File

[Browse for File\(s\)](#) [Clear Successful Uploads](#)

Drag and drop files here

CLOSE

Edit Receivable Facility

FPMT will display the receivable facility associated with the receivable contract.

- 1. Review/Edit:** Receivable facility details.
→ If you do not want to review/edit your leased facility, select next to go to the next step in the business process wizard.
→ FPMT will display an error message if there are data validation issues that you need to correct.
- 2. Select:** Next

Edit Receivable Facility Details

Receivable Facility | Documents | Photos

Name
GOV - LGBTQ Commission

Description

Receivable Lease Number?
SSL 20-044

Lessor (Agency Name)?
Office of Financial Management - 105



Lessee?
Office of the Governor - 075

Edit Receivable Payments

FPMT will display a list of active receivable payments for the receivable contract.

- 1. Select:** Details.
→ FPMT will display receivable payment details.

Receivable Payments

| Payment Name | Payment Series Number | Details | Delete |
|--------------|-----------------------|---|---|
| Sample | 123 Sample |  |  |

[Add New Receivable Payment](#)

- 2. Review/Edit:** Receivable payment details.
→ Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
→ FPMT will display the list of receivable payments so that you can select another receivable payment, add a new receivable payment, or go to the next step.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Payment Details

Receivable Payment | Documents | Photos

Name
Sample

Description

Payment Series Number
123 Sample

Payment Frequency
Monthly

Payment Type

Add New Receivable Payment

You can add receivable payments to the receivable contract.

- 1. Select:** Add new receivable payment.
→ FPMT will display receivable payment details.

Receivable Payments

| Payment Name | Payment Series Number | Details | Delete |
|--------------|-----------------------|---------|--------|
| Sample | 123 Sample | | |

Add New Receivable Payment

- 2. Input:** Name.
→ Use payment type - payment series number (payment type dash payment series number).
→ Description is optional.

Name

Description

- 3. Input:** Payment series number.
→ Use sequential numbers for payment series (1, 2, 3, etc.).
- 4. Select:** Payment frequency.
- 5. Select:** Payment type.
- 6. Input:** Payment amount.

Payment Series Number

Payment Frequency

Payment Type

Payment Amount

- 7. Input:** Index rate.
→ Use the index or rate in effect at lease commencement.

Index Rate

- 8. Input:** Payment start date.
- 9. Input:** Payment end date.

Payment Start Date

Payment End Date

- 10. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

11. Select: Next.
→ FPMT will display the next step to review/edit receivable spaces.

Receivable Payments

| Payment Name | Payment Series Number | Details | Delete |
|--------------|-----------------------|--|---|
| Sample | 123 Sample |  |  |

[Add New Receivable Payment](#)



[← Previous](#) **Next >** [Cancel Changes](#)

Edit Receivable Spaces

FPMT will display a list of active receivable spaces for the receivable contract.

1. Select: Details.
→ FPMT will display receivable space details.

Receivable Spaces

| Space Name | Space ID | Details | Delete |
|------------|----------------------|---|---|
| GOV - 0001 | A21436-SSL 20-0044-1 |  |  |

2. Review/Edit: Receivable space details.
→ Use the scroll bar to review/edit additional data.
3. Select: Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Space Details

[Space](#) [Documents](#) [Photos](#)

Name

GOV - 0001

Description

Unique Facility ID

A21436

Tenant 

Office of the Governor - 075

SAVE CHANGES

[Cancel Changes](#)

Add New Receivable Space

You can add receivable spaces to the receivable contract.

1. Select: Add new space.
→ FPMT will display receivable space details.

Add New Space

[← Previous](#)

[Next >](#)

[Cancel Changes](#)

2. Input: Name.
 → Tenant Agency SAAM Acronym – Agency Assigned Common Name (e.g., OFM – Storage Unit)
 → Description is optional.

Name

Description

3. Input: Square feet.

Square Feet

4. Input: Square feet measurement type.
5. Input: Primary space type.

Square Feet Measurement Type

Primary Space Type

→ Secondary Space Type is optional.
 → Additional Space Type is optional.

Secondary Space Type

Additional Space Type


6. Input: Available Space
 → Defaulted to No.
 → Annual Full Service Rate per Square Foot and Available Occupancy Date fields become required when Available Space is Yes.

Available Space

→ Available Space Type is optional.
 → Backfill is optional.

Available Space Type

Backfill

7. Input: Workstation counts.
 → This data is required for facilities that are in scope for the Six-Year Facilities Plan.
 → Select  for definitions.

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)

- Annual Full Service Rate per Square Foot and Available Occupancy Date are required when Available Space is Yes.
- Additional fields related to available space are optional.
- Agencies are encouraged to provide as much detail as possible about their available spaces.

Annual Full Service Rate per Square Foot [?](#)

Available Space Status

Available Occupancy Date

Available Shared Resources [?](#)

Available Furniture [?](#)

Building Access/Security

Near Public Transportation

Parking Available

Available As A Separate Lease At Lease Renewal? [?](#)

- 8. Select:** Save changes.
- 9. Select:** Next.

SAVE CHANGES [Cancel Changes](#)



[← Previous](#) **Next >** [Cancel Changes](#)

Edit Receivable Options

FPMT will display a list of active receivable options for the receivable contract.

- 1. Select:** Details.
- FPMT will display receivable option details.

Receivable Options

| Option Name | Option Number | Details | Delete |
|-------------|---------------|---|---|
| Sample | 123 Sample |  |  |

[Add New Receivable Option](#)

[← Previous](#) [Next >](#) [Cancel Changes](#)

- 2. Review/Edit:** Lease option details.
- Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
- FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Option Details

Receivable Option Documents Photos

Name

Description

Option Number

Option Type

SAVE CHANGES [Cancel Changes](#)

Add New Receivable Option

You can add receivable options to the receivable contract.

- 1. Select:** Add new receivable option.
 → FPMT will display receivable option details.

Receivable Options

| Option Name | Option Number | Details | Delete |
|-------------|---------------|---------|--------|
| Sample | 123 Sample | | |

[Add New Receivable Option](#)

- 2. Input:** Name.
 → Use option type - option number (option type dash option number).
 → Description is optional.

Name

Description

- 3. Input:** Option number.
 → Use option number in the order it appears in receivable lease contract (1, 2, 3, etc.).
- 4. Select:** Option type.
- 5. Input:** Option description.
 → Option date is optional.

Option Number

Option Type

Option Description

Option Date

- Comments are optional.

Comment

- 6. Select:** Save changes.
 → FPMT will display an error message if there are data validation issues that you need to correct.

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

- 7. Select:** Next.
 → FPMT will display the list of receivable options so that you can select another receivable option, add a new receivable option, or go to the next step.

Receivable Options

| Option Name | Option Number | Details | Delete |
|-------------|---------------|---------|--------|
| Sample | 123 Sample | | |

[Add New Receivable Option](#)

Edit Receivable Amendments

FPMT will display a list of active receivable amendments for the receivable contract.

- 1. Select:** Details.
→ FPMT will display receivable amendment details.

Receivable Amendments

| Amendment Name | Amendment Number | Details | Delete |
|----------------|------------------|---|---|
| Sample | 123 Sample |  |  |

[Add New Receivable Amendment](#)

- 2. Review/Edit:** Receivable amendment details.
→ Use the scroll bar to review/edit additional data.
- 3. Select:** Save changes.
→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Amendment Details

Name

Description

Amendment Number

Amendment Type

Amendment Description



Add New Receivable Amendment

You can add receivable [amendments](#) to the receivable contract.

- ✓ Amendments provide a way to document specific changes for an existing contract. For example, common amendment types include lease extension, change square footage, change rental rate, etc.

- 1. Select:** Add new receivable amendment.
→ FPMT will display receivable amendment details.

Receivable Amendments

| Amendment Name | Amendment Number | Details | Delete |
|----------------|------------------|---|---|
| Sample | 123 Sample |  |  |

[Add New Receivable Amendment](#)

- 2. Input:** Name.
→ Use the amendment type and amendment number for the name.
→ Description is optional.

Name

Description

3. Input: Amendment number.

→ Use sequential numbers for amendments in the order they were executed (1, 2, 3, etc.).

4. Select: Amendment type.

Amendment Number

Amendment Type

5. Input: Amendment description.

→ Provide brief description of what has changed in the lease.

Amendment Description

6. Input: Amendment effective date.

7. Input: Amendment execution date.

→ Comments are optional.

Amendment Effective Date

Amendment Execution Date

Comment

→ Upload a copy of the amendment before saving your changes.

8. Select: Documents.

9. Select: Add New Document.

10. Browse for, or drag and drop, your file.

11. Select CLOSE.

Receivable Amendment **Documents** Photos

Receivable Amendment Documents Photos

Add New Document

Upload a File

Browse for File(s)

Clear Successful Uploads

Drag and drop files here

CLOSE

12. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

SAVE CHANGES

Cancel Changes

→ FPMT will close this form so that you can review/edit additional information and proceed to the next step in the business process wizard.

13. Select: Save changes.

Receivable Amendments

| Amendment Name | Amendment Number | Details | Delete |
|----------------|------------------|---------|--------|
| Sample | 123 Sample | | |

[Add New Receivable Amendment](#)

← Previous

Next >

SAVE CHANGES

Cancel Changes

→ FPMT will return you to the list of receivable contracts.

14. Select: Next.

→ If you do not want to edit additional contracts, select Next to move to Data Review.

| Receivable Name | Receivable Contract Number | Receivable Contract Start Date | Receivable Contract End Date | Details |
|-----------------|----------------------------|--------------------------------|------------------------------|---|
| Sample | 123 Sample | 08/31/2020 | 12/30/2020 |  |
| Sample | 222 Sample | 08/31/2020 | 12/30/2020 |  |

← Previous **Next** > [Cancel All Changes](#)

Lessee Receivable Contracts

This section includes any spaces your agency subleases from another state agency.

Edit Receivable Contracts

FPMT will display a list of active receivable contracts where your agency is the lessee.

✓ You have the opportunity to edit some receivable contract data as well as space table data.

1. Select: Details.

→ FPMT will display receivable contract details.




→ Use the search option to find a contract in the list.

Navigation <

- Lessor Receivable Contracts
- Lessee Receivable Contracts**
- Data Review

Receivable Contracts

Enter Search Text

| Lessor Agency | Receivable Contract Number | Receivable Contract Start Date | Receivable Contract End Date | Details |
|---------------|----------------------------|--------------------------------|------------------------------|---|
| ES | SSL 20-0009 | 10/01/2020 | 09/30/2025 |  |
| ES | SSL 19-0134 | 05/01/2021 | 04/30/2031 |  |
| ES | SSL 19-0121 | 03/01/2020 | 02/28/2030 |  |

2. Review/Edit: Receivable contract details.

→ Use the scroll bar to review/edit additional data.

→ As a lessee, you can only edit fields related to one-time costs. These fields apply to office spaces that are in scope for the Six-Year Facilities Plan.

→ If there are one-time costs to report and you do not have actuals, enter estimates and update the system when you have actuals.

3. Select: Next.

→ FPMT will display the next step to review/edit receivable payments.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Receivable Contract Details

Receivable Contract Documents Photos

Was Furniture Moved To This Location?

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?

Staff Moving Cost, If Applicable

Are There Tenant Improvement (TI) Costs?

Construction - Cost

Construction - How Are Tenant Improvements Being Paid For?

← Previous **Next** > [Cancel Changes](#)


Edit Receivable Spaces

FPMT will display a list of active receivable spaces for the receivable contract. This is where tenant agencies can add or update their workstation counts.

1. Select: Details.

→ FPMT will display receivable space details.


Receivable Spaces

| Space Name | Space ID | Details |
|------------|----------------------|---|
| DVR - 0002 | A10788-SSL 20-0009-1 |  |

2. Review/Edit: Receivable space details.

→ Use the scroll bar to review/edit additional data.

→ As the receivable tenant agency, you can add or update your workstation counts for the Six-Year Facilities Plan during this step.

→ Select the information  icon for definitions.

- 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.

3. Select: Save changes.

→ FPMT will display an error message if there are data validation issues that you need to correct.

Edit Space Details

Space


Documents


Photos


Name

Description

Unique Facility ID
A10788

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) 

SAVE CHANGES

Cancel Changes

Data Review and Exit Business Process Wizard

You can expand each area to display specific receivable contracts. This provides a quick way to review the information before you save your changes and exit the business process wizard.

- 1. Select:** Open.
→ FPMT will display lease information.
- 2. Select:** Save and close.
→ FPMT will display an error message if there are data validation issues that you need to correct.
→ FPMT will save all changes and close the business process wizard.

- ✓ Save and close = save all changes and close the business process wizard.
- ✓ Cancel all changes = cancel all changes and close the business process wizard.

