



Agencies are required to report operating costs for all in-scope owned and leased facilities as part of the biennial Six-Year Facilities Plan baseline data collection process. This job aid provides step-by-step instructions for existing facilities. Operating costs can also be added as part of the [Create Owned Facility](#) and [Create Leased Facility](#) wizard processes.

- ✓ Use fiscal year 2021 annual operating cost data as an estimate for 2022 operating costs.
- ✓ If you do not have actuals, use OFM's [estimated operating costs](#).
- ✓ The operating costs Fiscal Year field value must be 2022. If you do not populate this field correctly, the operating costs will not be added to FPMT's baseline report.

## Contents

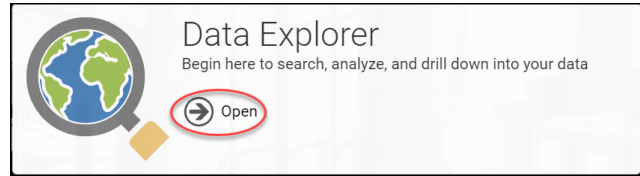
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**Overview**

<p><b>Which FPMT user roles can add operating costs?</b></p>	<ul style="list-style-type: none"> <li>• Users must have the Facilities role and edit rights in order to add operating costs in FPMT.</li> </ul>
<p><b>Are operating costs required for all facilities?</b></p>	<ul style="list-style-type: none"> <li>• Operating costs are only required for leased and owned facilities that are in scope for the biennial Six-Year Facilities Plan.</li> </ul>
<p><b>What time period are operating costs reported for?</b></p>	<ul style="list-style-type: none"> <li>• All operating expenses are reported as annual costs.</li> </ul>
<p><b>When do I add operating costs in FPMT?</b></p>	<ul style="list-style-type: none"> <li>• Operating costs are reported as part of the biennial Six-Year Facilities Plan process in even years, between March and June.</li> </ul>
<p><b>What fiscal year data should I use?</b></p>	<ul style="list-style-type: none"> <li>• Agencies may use actual expenses from the previous fiscal year as an estimate of current fiscal year costs.</li> <li>• If actuals are not available, agencies may use OFM's <a href="#">estimated operating expenses</a>.</li> <li>• The Fiscal Year field in the operating costs table must match the baseline year of the Six-Year Facilities Plan.</li> </ul>
<p><b>How do I add operating costs?</b></p>	<ul style="list-style-type: none"> <li>• To report operating costs, you manually add an Operating Costs table from the leased facility or owned facility tile.</li> <li>• Operating costs can also be added via a wizard when creating a new owned or leased facility.</li> </ul>
<p><b>What operating costs are captured in FPMT?</b></p>	<ul style="list-style-type: none"> <li>• Parking</li> <li>• Assessment</li> <li>• Natural Gas</li> <li>• Electricity</li> <li>• Garbage</li> <li>• Insurance</li> <li>• Janitorial</li> <li>• Restroom Supply</li> <li>• Sewer</li> <li>• Stormwater</li> <li>• Property Tax</li> <li>• Water</li> <li>• Recycling</li> <li>• Maintenance and Repair</li> <li>• Other Annual Cost</li> </ul>
<p><b>What if my agency does not pay for all listed operating expenses?</b></p>	<ul style="list-style-type: none"> <li>• Only populate costs that are applicable for your agency.</li> <li>• If your agency does not pay for a listed cost, leave the field blank.</li> </ul>
<p><b>What about full-service leases?</b></p>	<ul style="list-style-type: none"> <li>• If you have a fully serviced lease, you may or may not need to add an operating costs table.             <ul style="list-style-type: none"> <li>○ If your agency is responsible for any costs not displayed in the lease contract table (e.g., parking costs and maintenance/repair costs), you will need to create an operating costs table.</li> <li>○ If your agency does not have parking costs or any other operating costs for the facility, you do not need to add an operating costs table.</li> </ul> </li> <li>• Select “yes” for the Full Service field in the lease contract table.</li> </ul>

**Navigate to the Leased or Owned Facility**

1. Open the Data Explorer module.



2. Select the  Search button on the data explorer tool bar.

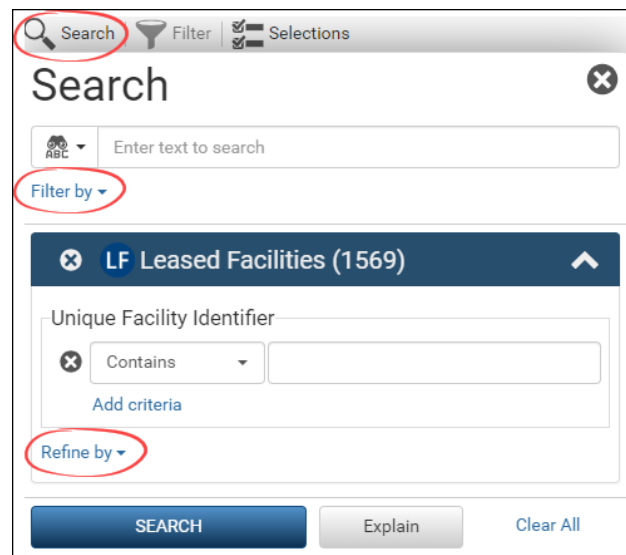
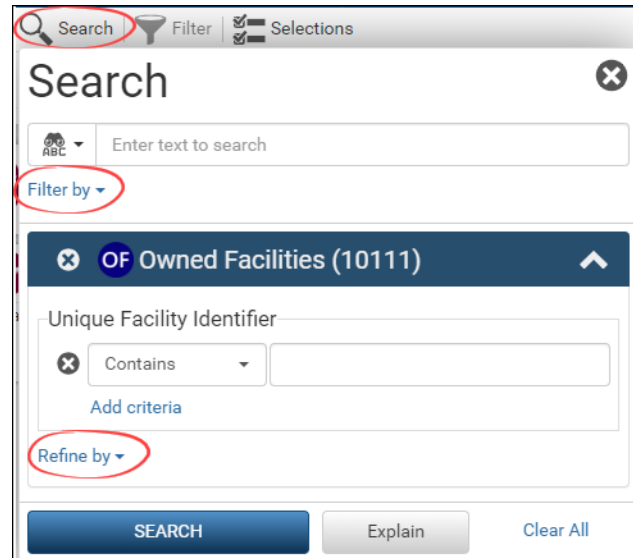
3. Select **Filter by** and choose **Owned Facilities** or **Leased Facilities**.

4. Select **Refine by** and choose **Unique Facility Identifier**.



5. Enter the UFI.

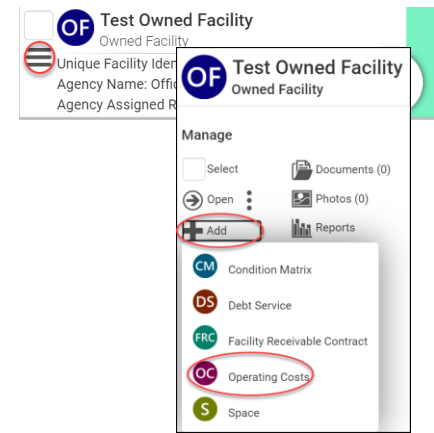
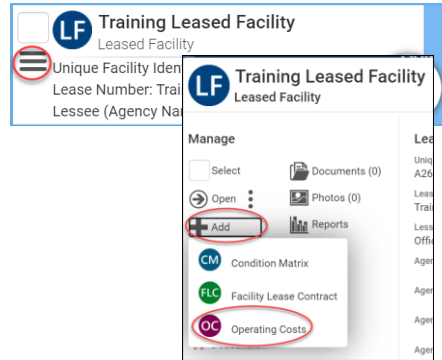
→ If you need to locate a UFI, run the Owned Facilities Inventory Report or the Leased Facilities Inventory Report from the agency tile.

6. Select 

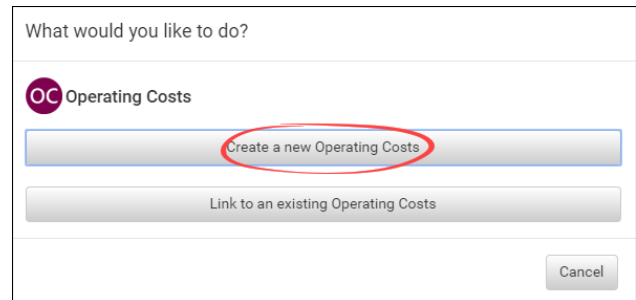



**Add Operating Costs**

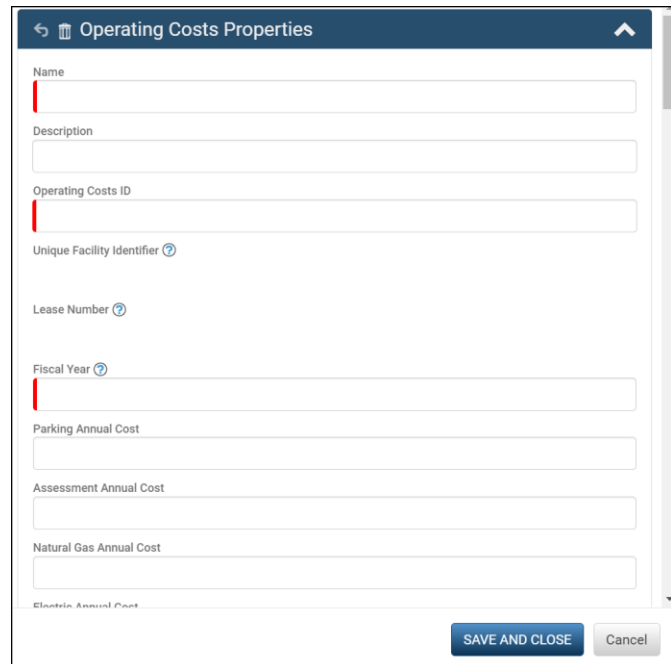
1. Select the  menu button on the owned or leased facility tile.
2. Select  Add
3. Select Operating Costs



4. Select Create a new Operating Costs



5. Enter agency data. Red fields are required.
  - Only populate applicable costs.
  - Select the information  icon for additional guidance about fields.
    - Name
      - Enter FY 2022
    - Operating Costs ID
      - A number to identify the record (e.g., 1)
    - Fiscal Year
      - Enter 2022
      - It is critical that this field is populated correctly.



6. Select 