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

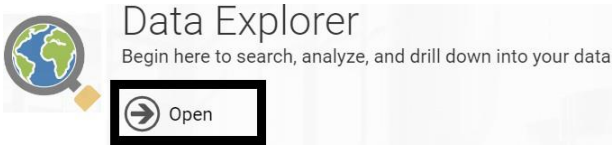
The receivable review wizard allows users to view and update tables associated with existing receivable facilities. FPMT will guide you through a sequence of steps to review/edit data.

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	Review and edit data if needed. You can also upload files as you move through the wizard. Receivable contracts will be displayed in two sections: ▪ 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.
3	Review changes and exit business process wizard	Use the data review section to review your changes. ✓ 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.

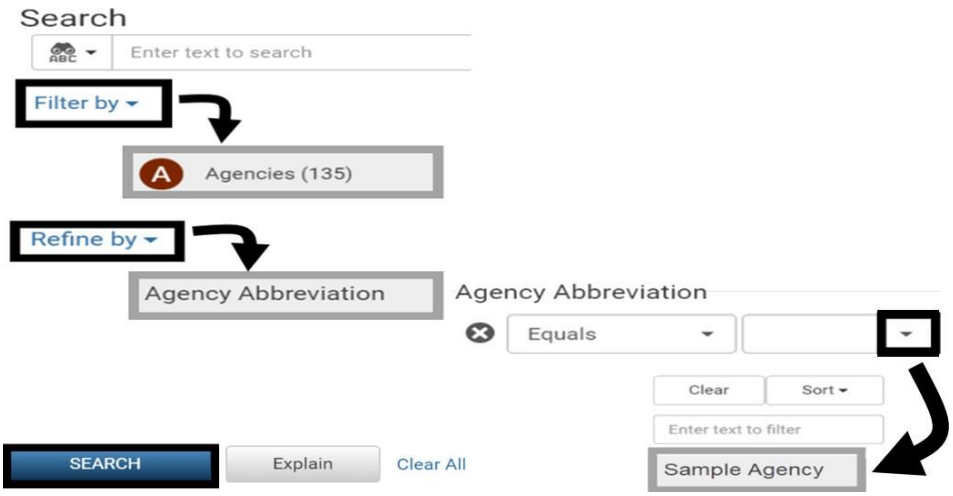
1. Select: Open.



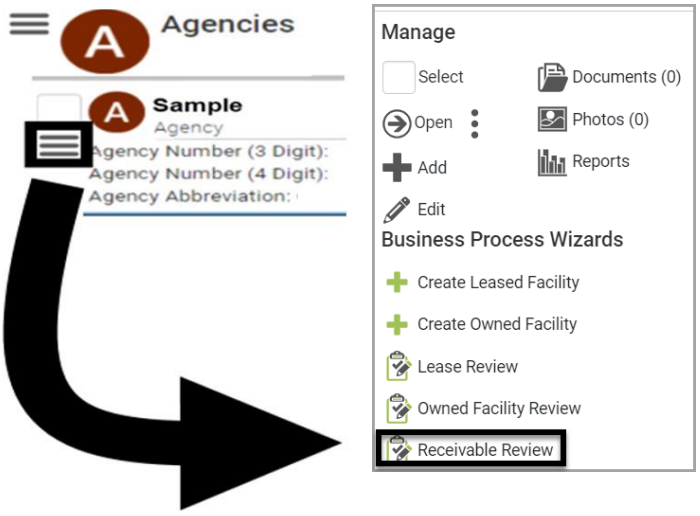
2. Select: Search.



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.



2. Review/Edit: Receivable contract details.

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

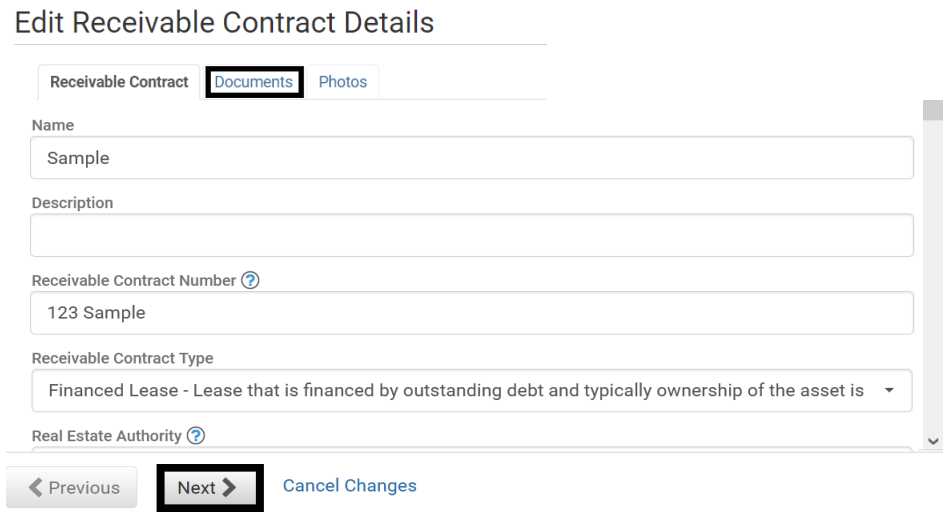
➔ You can also upload files by:

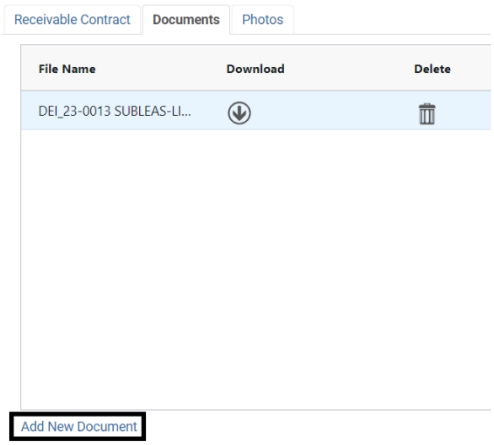
- Selecting Documents.
- Selecting Add New Document.
- Browse for, or drag and drop, your file(s).
- Select CLOSE.

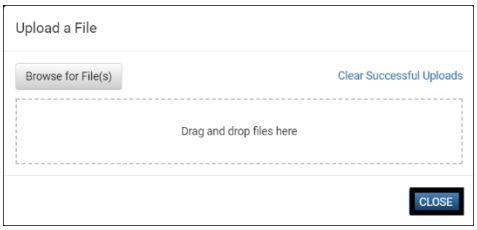
3. Select: Next.

➔ 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 Facility

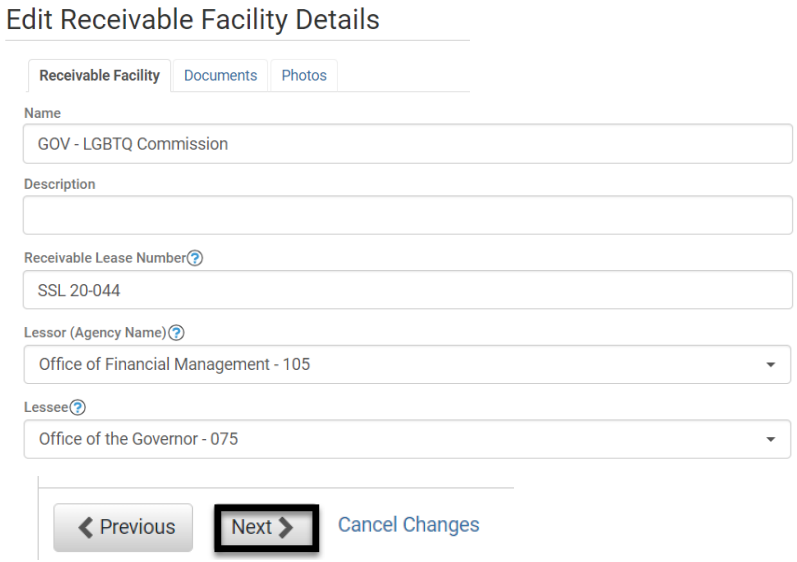
FPMT will display the receivable facility associated with the receivable contract.

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

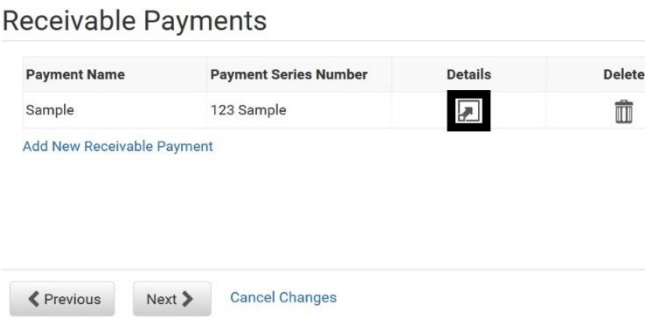


Edit Receivable Payments

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

1. Select: Details.

➔ FPMT will display receivable payment details.



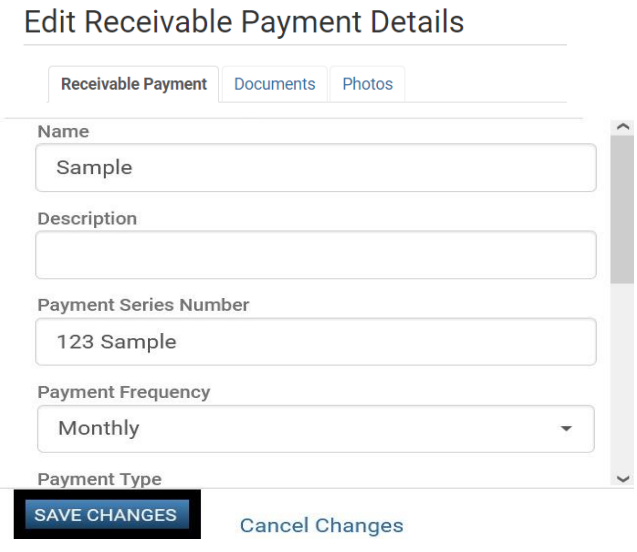
2. Review/Edit: Receivable payment details.

➔ 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.

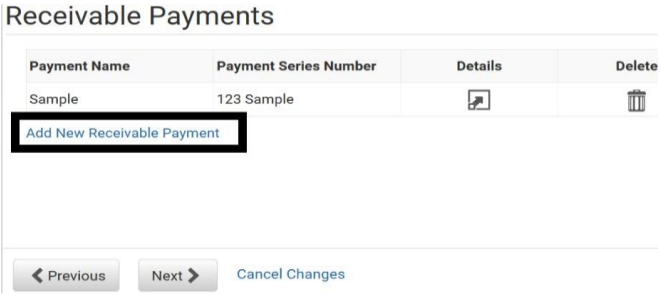


Add New Receivable Payment

You can add receivable payments to the receivable contract.

1. Select: Add new receivable payment.

➔ FPMT will display receivable payment details.



2. Input: Name.

➔ Use payment type - payment series number (payment type dash payment series number).

➔ Description is optional.



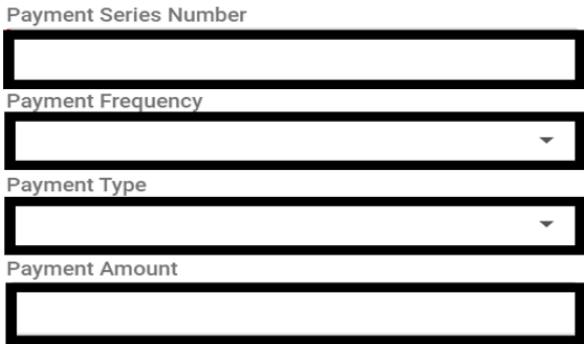
3. Input: Payment series number.

➔ Use sequential numbers for payment series (1, 2, 3, etc.).

4. Select: Payment frequency.

5. Select: Payment type.

6. Input: Payment amount.



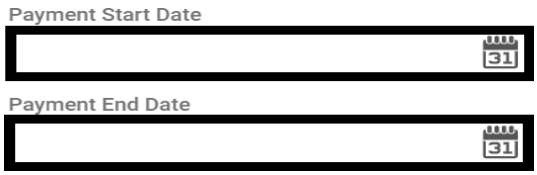
7. Input: Index rate.

➔ Use the index or rate in effect at lease commencement.



8. Input: Payment start date.

9. Input: Payment end date.



10. Select: Save changes.

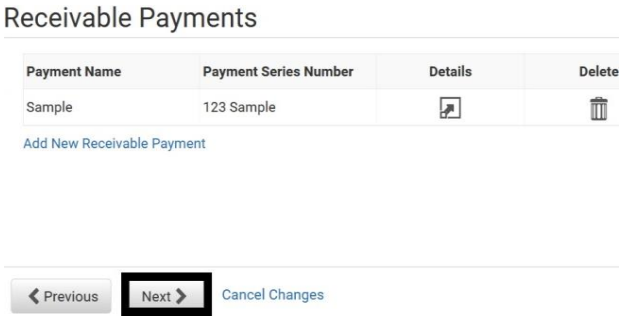
➔ FPMT will display an error message if there are data validation issues that you need to correct.



➔ 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.

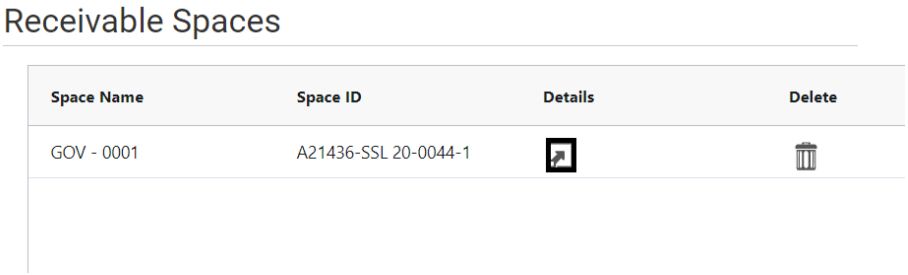


Edit Receivable Spaces

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

1. Select: Details.

➔ FPMT will display receivable space details.

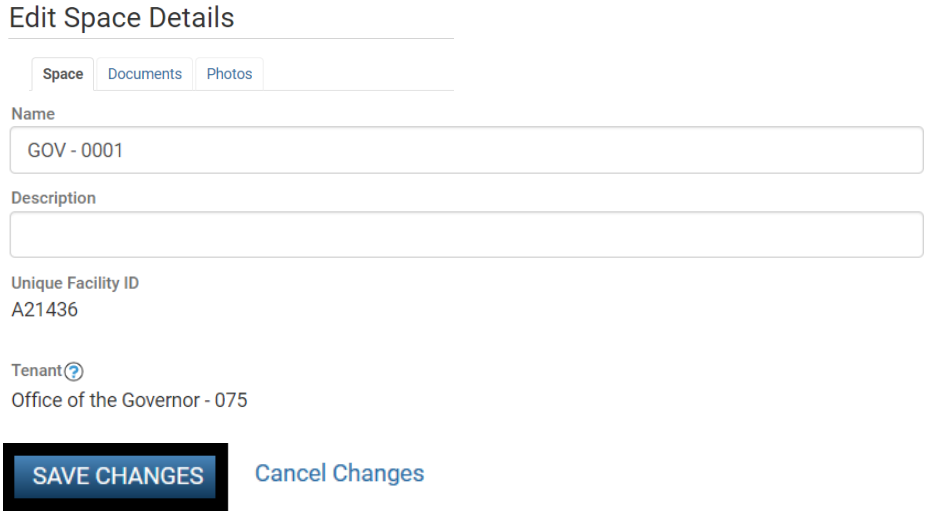


2. Review/Edit: Receivable space details.

➔ 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.



Add New Receivable Space

You can add receivable spaces to the receivable contract.

1. Select: Add new space.

➔ FPMT will display receivable space details.



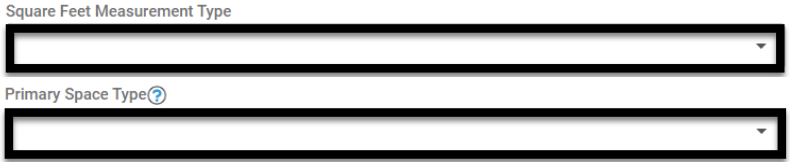
2. Input: Name.
➔Tenant Agency SAAM Acronym – Agency Assigned Common Name
(e.g., OFM – Storage Unit)
➔ Description is optional.



3. Input: Square feet.



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



➔ Secondary Space Type is optional.
➔ Additional Space Type is optional.



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.



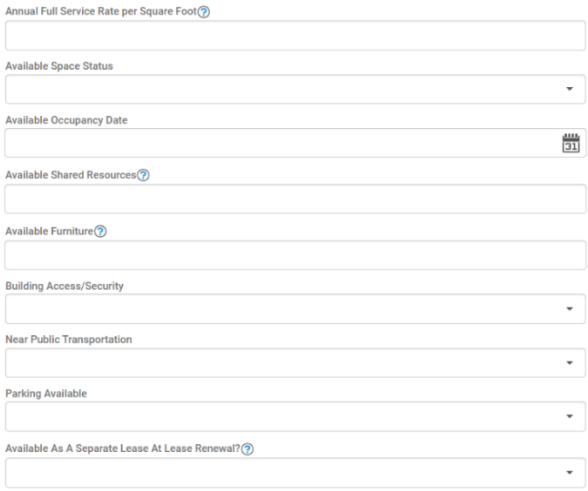
➔ Available Space Type is optional.



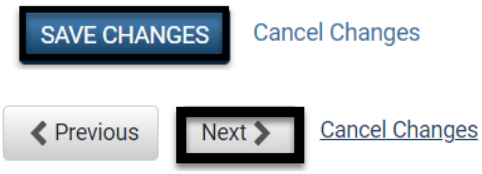
7. Input: Workstation counts.
➔ This data is required for facilities that are in scope for the Six-Year Facilities Plan.
➔ Select the ? information icon for definitions.



➔ 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.



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



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.

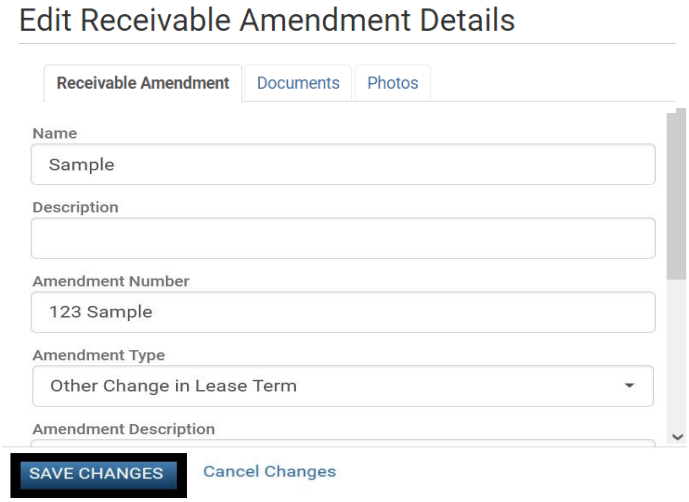


2. **Review/Edit:** Receivable amendment details.

➔ 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.



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.



2. Input: Name.

➔ Use the amendment type and amendment number for the name.

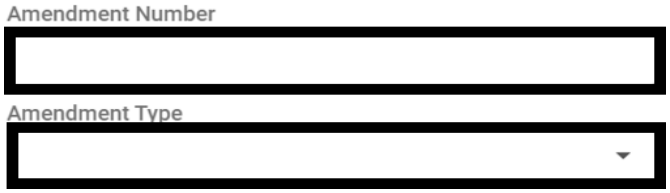
➔ Description is optional.



3. Input: Amendment number.

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

4. Select: Amendment type.



5. Input: Amendment description.

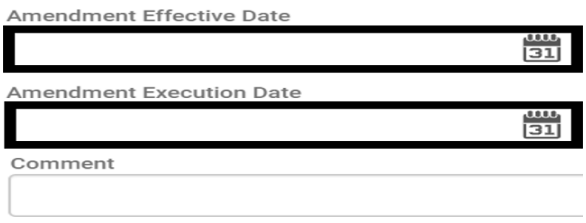
➔ Provide brief description of what has changed in the lease.



6. Input: Amendment effective date.

7. Input: Amendment execution date.

➔ Comments are optional.



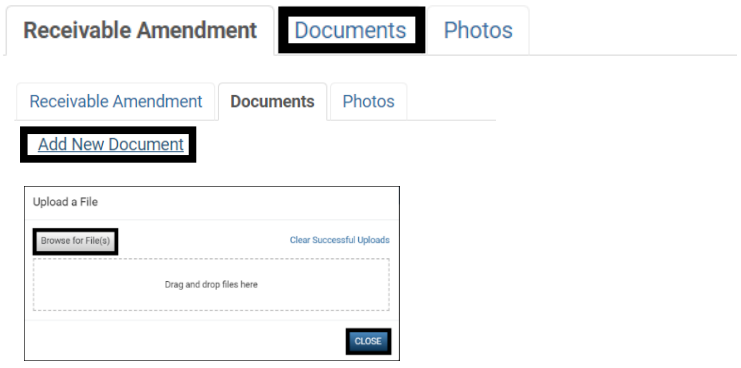
➔ Upload a copy of the amendment before saving your changes.

8. Select: Documents.

9. Select: Add New Document.

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

11. Select CLOSE.



12. 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.

13. Select: Save 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.



Lessee Receivable Contracts

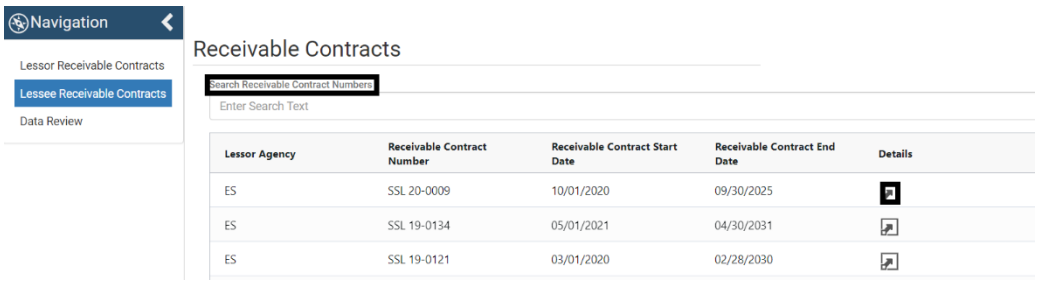
This section includes any spaces your agency subleases from another state agency.

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, receivable facility, and space table data.

1. Select: Details.
➔ FPMT will display receivable contract details.
➔ Use the search option to find a contract in the list.



2. Review/Edit: Receivable contract details.

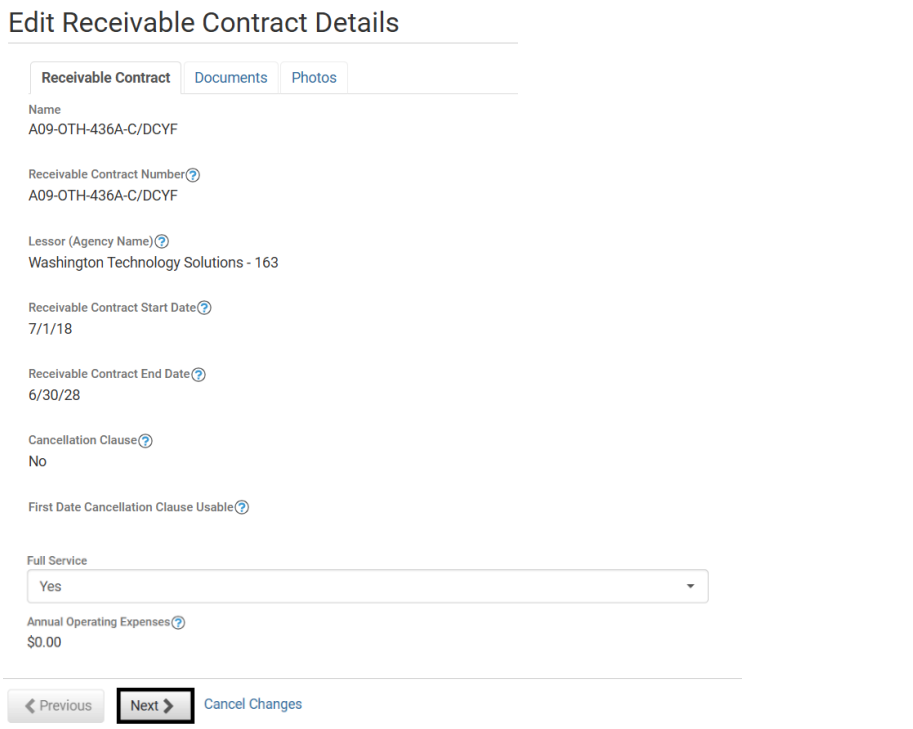
➔ Use the scroll bar to review/edit additional data.

➔ As a lessee, you can edit a limited amount of fields.

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 Facilities

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

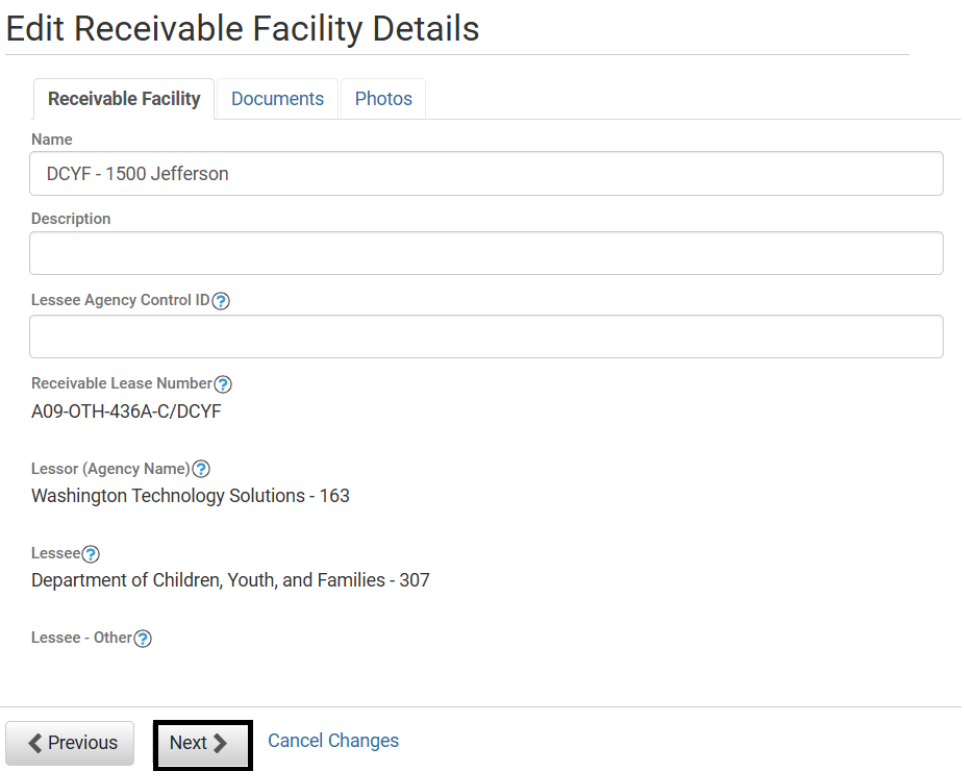
1. Review/Edit: Receivable facility details.

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

➔Refer to the ? information icon for field definitions.

2. Select: Next.

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

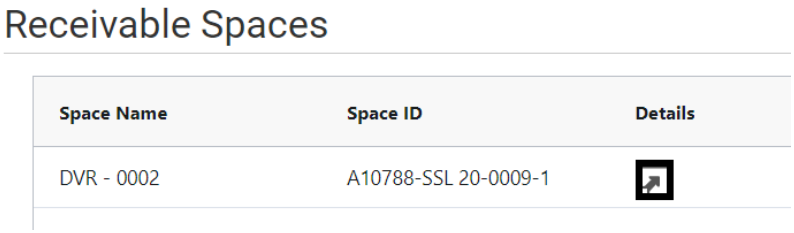


Edit Receivable Spaces

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.



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, but do not double count spaces. Do not include multi-purpose surfaces mainly used for eating, staging, or equipment.



3. Select: Save changes.

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



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.

