



This job aid provides step-by-step instructions for creating a new receivable lease in FPMT.

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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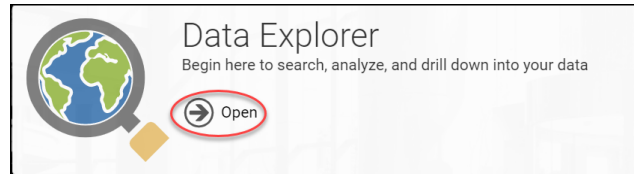
Overview

Who is responsible for entering receivable contracts?	The owning agency or master lease holder is responsible for entering the receivable lease data.
Where do I access the receivable lease creation wizard?	The receivable lease creation wizard is accessed via the menu button on the owned facility tile or the lease contract tile.
When should I enter a new receivable contract?	- Receivable leases should be entered within 30 days of the receivable contract start date. - If there is a master lease contract, the receivable lease start and end dates must fall within the parameters of the master lease.
What information do I need to create a receivable contract?	- A copy of the new receivable lease contract. - The UFI for owned facilities or the master lease contract number for leased facilities. - If you need to locate a lease number or a UFI, you can run a Lease Contract Inventory Report or an Owned Facilities Inventory Report from the agency tile in FPMT. - If this is a relocation 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 Receivable Review wizard after the receivable lease has been created in FPMT.
Why should I use the wizard?	- Users can no longer manually edit data in FPMT and must use the wizards to create receivable contracts. - The wizard simplifies the receivable lease creation process by guiding you through each step and reducing manual activity in the system. - The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.
Wizard basics: - The wizard opens in a new window, which will close when you complete the receivable lease creation process. Once the wizard window closes, you will need to refresh your original FPMT window to see all of the changes. - Once you Save and Close, you cannot go back into the wizard. - Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, <u>you will lose your data</u>. - You navigate through the wizard by clicking the Next or Previous buttons.	

Launch the Receivable Lease Creation Wizard

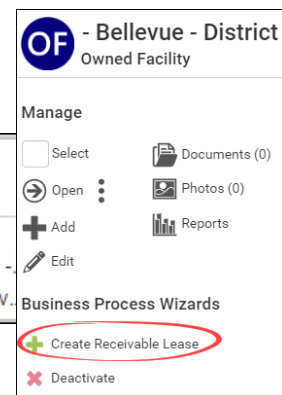
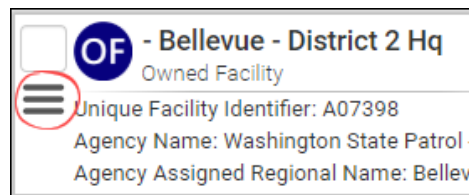
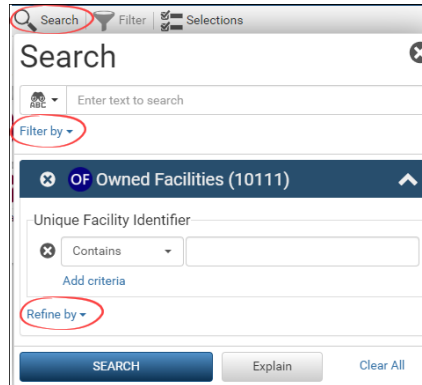
Navigate to the owned facility or master lease contract and launch the receivable lease creation wizard.

1. Open the Data Explorer module.



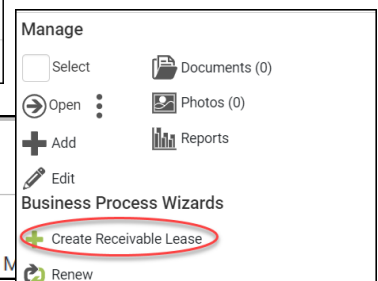
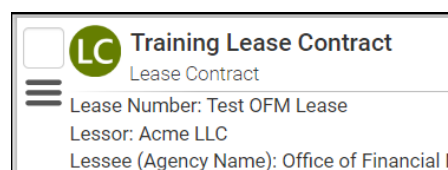
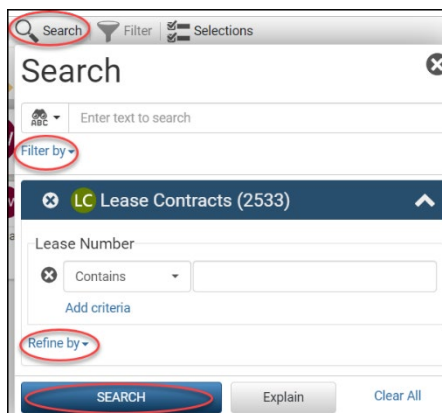
Owned Facility

2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Owned 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 available via the menu button on the agency tile.
6. Select 
7. Select the  menu button on the owned facility tile.
8. Select Create Receivable Lease.



Leased Facility

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



Add a New Receivable Facility

1. Enter agency data. Red fields are system required. Other required fields are noted in this job aid.

- **Name**
→ Lessee SAAM acronym – Lessee common name (e.g., ES – Yakima Worksource)
- **Receivable Lease Number**
→ Must be a unique number.
- **Lessor**
→ The owning agency or master lease holder.
→ The system will ensure the lessor matches the agency associated with the owned facility or master lease contract. If you choose the wrong lessor, you will get an error.
- **Lessee**
→ The tenant agency
→ Select Other Tenants – 999 if the lessee is not a state agency.
- **Six-Year Facilities Plan**
→ Ensure this field is marked “yes” if this receivable facility is in scope for the [Six-Year Facilities Plan](#). Otherwise, select “no.”
→ If you skip this step, you will receive an error.

2. Select Next >

Add a Receivable Contract

1. Upload a copy of the contract.

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

Receivable Facility

Facility
2320 S Salnave Rd - BLDG 4D01

Receivable Facility Documents Photos

Name

Required

Description

Receivable Lease Number ?

Required

Lessor (Agency Name) ?

Department of Social and Health Services - 300

Lessee ?

Required

Errors

- The selected Lessor Agency is not currently linked to Facility 'A04134' and cannot be selected as the Lessor Agency for this Receivable Leased Facility.

Six-Year Facilities Plan

Required

Receivable Contract

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 lease number
- Receivable Contract Type (dropdown)
- Real Estate Authority (dropdown)
- Receivable Contract Square Feet
- Receivable Contract Square Feet Type (dropdown)
- Receivable Contract Executed Date
 - ➔The date the last party signed the contract
- Receivable Contract State Date
- Receivable Contract End Date
- Month-To-Month
 - ➔Select “yes” if this is a month-to-month lease. Enter an end date one year out from the start date.
- Full Service
 - ➔Defaulted to Yes for receivable leases
 - ➔Change to No if receivable lease is not fully serviced
- Parking Included in Lease (yes/no)
- Operating Cost Fields
 - ➔Dropdown fields – select lessor or lessee paid. If a cost is not applicable, select N/A.
 - ➔Full Service “Yes” will automatically populate “lessor paid” in all fields except Other.

Name	
Required	
Description	
Receivable Contract Type	
Required	
Real Estate Authority?	
Required	
Receivable Contract Square Feet?	
Required	
Receivable Contract Square Feet Type	
Required	

Receivable Contract Executed Date?	
Required	
Receivable Contract Start Date?	
Required	
Receivable Contract End Date?	
Required	
Month-To-Month	
Holdover Status	
Full Service	
Parking Included in Lease	
Required	

Lessee Paid - Lessee pays for the service directly to the utility company.

Lessee Paid Via Reimbursement - Lessor pays for the service directly and is reimbursed by the lessee.

Lessor Paid - Lessor pays for the service directly and no variable change is applied to the tenant.

N/A - If service is not an option, enter N/A.

Other	
Required	

→ 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 created in FPMT.

→ Lessor agencies should select “No” to the following fields in order to continue through the wizard:

- 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

3. Select

Next >

< Previous **Next >** Cancel All Changes

→ The system will ensure that the receivable contract start date is a date prior to the receivable contract end date.

→ Additionally, if the receivable contract is associated with a leased facility, the system will ensure that the receivable contract start and end dates are within the parameters of the master lease contract.

Errors

- The receivable lease contract start date must be prior to the receivable lease contract end date.

Errors

- The receivable lease contract end date must be on or before the master lease contract end date of 3/31/2024.

Add a Receivable Payment

1. Select Add New Receivable Payment

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

Receivable Payments

There are no receivable payments

Add New Receivable Payment

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)

Edit Receivable Payment Details

Receivable Payment

Documents

Photos

Name

Required

Description

Payment Series Number

Required

Payment Frequency

Required

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

Payment Type

Required

Payment Amount

Required

Index Rate

Payment Start Date

Required

Payment End Date

Required

3. Select SAVE CHANGES

SAVE CHANGES

Cancel 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.”

Errors

- One receivable lease payment is required.

Errors

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

You now have the option to edit your payment by selecting the Details icon or delete by selecting the trash can.

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

→ You must enter a series for each time the rent amount changes.

→ If there is no base rent, or if you are receiving free rent for a portion of the lease term, enter a payment for \$0.

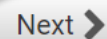
4. Select  to add a space.

Receivable Payments

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

[Add New Receivable Payment](#)





[Cancel All Changes](#)

Edit the Existing Space

→ You must update the existing owned facility space or master lease contract space before adding a new receivable space.

1. Select the  details icon to edit the existing space.

→ If you are subleasing space that is currently marked as available in FPMT, choose the space table that is available space “yes.”

Existing Lease Contract Spaces

Space Name	Details
Training Space	

Receivable Spaces

No spaces found
[Add New Space](#)

Existing Lease Contract Spaces

Space Name	Details
Training - 0001	
Training - Availa...	

2. Enter the new square footage (subtract the receivable contract square feet from the original square feet).

→ If the tenant agency is subleasing space that is currently marked as available, update the square feet to 0 if the entire space is being subleased. If only part of the space will be subleased, subtract the receivable contract square feet.

→ If the entire available space is being subleased, also update the Available Space field to “no.”

3. Select SAVE CHANGES.

Square Feet 

27,809

Square Feet Measurement Type

Rentable

Primary Space Type 

Office - General - 310

Secondary Space Type 

SAVE CHANGES

[Cancel Changes](#)

Available Space 

No

Add a Receivable Space

1. Select Add New Space

Receivable Spaces

No spaces found

[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., ES – Yakima Worksource)
- 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 ?

No

→ 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 created 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) ?

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) ?

3. Select SAVE CHANGES.

SAVE CHANGES

Cancel Changes

→ If you did not update the existing space before adding a new one, you will receive an error message.

Errors

- The square footage of all receivable leases plus total lease contract space square footage must not exceed the lease contract square footage. The lease contract square footage is currently 28,009 and the total receivable lease square footage plus total lease contract space square footage is 28,209.
- The square footage of all spaces associated with a lease contract cannot exceed the lease contract square feet. The lease contract square feet is currently 28,009 and the total associated space square feet is 28,209.

→ Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

Existing Lease Contract Spaces		
Space Name	Details	
Training Space		

Receivable Spaces		
Space Name	Details	Delete
Test Space		

4. Select [Next >](#)

[< Previous](#)
[Next >](#)
[Cancel All Changes](#)

Add a Receivable Option (if applicable)

1. Select Add New Receivable Option

Receivable Options

There are no receivable options

[Add New Receivable Option](#)

2. Enter agency data. Red fields are required.

- Name
→ Use Option Type – Option Number (e.g., Cancel – 1)
- Option Number
→ Options should be numbered sequentially (e.g., 1, 2, 3)

- Option Type
→ Dropdown menu

Note: You cannot enter more than one option with Option Type Cancel or Purchase.

- Option Description
→ Provide a brief description of the clause
- Option Date

Edit Receivable Option Details

Receivable Option	Documents	Photos
Name		
Required		
Description		
Required		
Option Number		
Required		
Option Type		
Required		
Option Description		
Required		
Option Date		

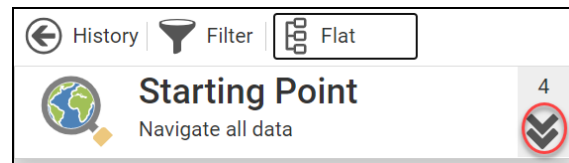
3. Select SAVE CHANGES
4. Select Next twice to review your data.



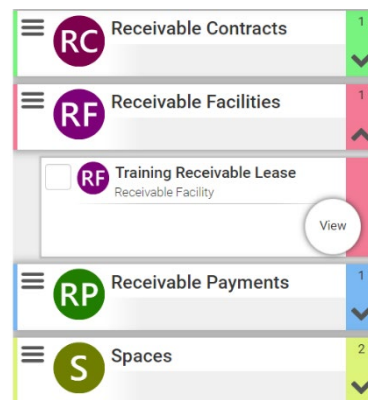
→ If you need to enter a receivable amendment, refer to the [amendments](#) job aid for details on required table updates by amendment type.

Review Your Data

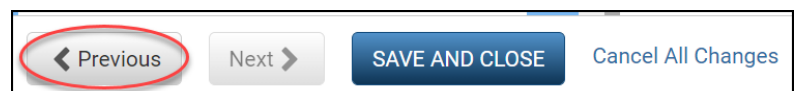
1. Select the  Hierarchy button to change to the  Flat view. You can now see all the tables you have added or edited as part of the wizard process.
2. Select the arrows  on the Starting Point tile to expand all of the tiles below.



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



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



5. **Select SAVE AND CLOSE** to complete the wizard.
6. 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 wizard, 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.

< Previous	Next >	SAVE AND CLOSE	Cancel All Changes
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Warning	
Once you save and close, you cannot use the wizard to make edits or add additional data. Are you sure you want to continue?	
YES	No