

# OFM

## Facilities Oversight and Planning

### 2024 Facilities Inventory Instructions

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## FACILITIES INVENTORY OVERVIEW

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Since 1997, [RCW 43.82.150](#) has required all Washington state agencies, departments, boards, commissions and institutions to report their inventory of state-owned and leased facilities as of June 30 each year. The Facilities Portfolio Management Tool (FPMT) serves as the system of record for Washington's facilities inventory. All facility data is collected and maintained in FPMT.

For the purposes of the Statewide Facilities Inventory, a facility is defined as: *a building with at least one wall, a roof and a permanent foundation, regardless of occupancy*. Facilities do not include roads, bridges, parking areas, utility systems and other similar improvements to real property.

Per OFM's statewide [inventory policy](#), *inventory data in FPMT must be current and accurate each month*. OFM will take a snapshot of the data on June 30 to comply with our reporting requirements.

## REPORTING REQUIREMENTS, SUBMISSION PROCESS AND DUE DATES

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### Overview

There are no new data requirements this reporting cycle. Please refer to the [FPMT Facilities Inventory Data Requirements Checklist](#) for a detailed overview of required system updates, along with step-by-step instructions.

In order to meet statutory reporting requirements, data must be current as of June 30, 2024, when OFM takes a snapshot of the data. For example, a lease that ends on June 30 should have an active status in FPMT. Leases that expire prior to June 30 should be renewed, extended, placed in holdover, or deactivated as applicable.

Key inventory requirements include:

- Reporting all receivable leases\*
- Reporting available space, if applicable. Available space refers to unused or unneeded space that could be made available to another agency.
- Reporting a current condition assessment score for all owned and leased facilities. This data is statutorily required per [RCW 43.82.150](#).
- Attaching a copy of each lease/receivable contract or amendment in FPMT.

\*A receivable lease, or sublease, is a lease agreement between an agency that owns a building or is the holder of the master lease and a tenant. All receivable leases must be reported, including subleases to private entities. The master lease holder or owning agency is responsible for creating and updating receivable leases in FPMT.

**NOTE:** If your agency is a receivable lease tenant only and does not have its own leased or owned assets, your agency is not required to submit inventory data to OFM. Your agency's data will be updated as part of the master lease holder or owning agency's inventory updates.

## **FPMT Roles and Permissions**

As of April 2024, FPMT has been updated to remove accounting functionality and integration with the Agency Financial Reporting System (AFRS). Moving forward, agencies will meet their Governmental Accounting Standards Board (GASB) reporting requirements in a new system called [DebtBook](#). As a result of this change, there is only one agency editor role in FPMT, which has access to all wizards.

Refer to the [Request New User Account](#) job aid for instructions on creating a new FPMT account. By default, all new accounts begin as Read Only. Edit rights must be requested and approved by each agency's [FPMT Administrator](#).

## **FPMT Wizards**

Users are no longer able to manually edit agency data and must use wizards to complete system updates. Business process wizards are available for all core tasks, including renewing leases, deactivating facilities, and creating new, or updating existing, owned, leased and receivable facilities.

Wizards guide users through each step of the process and automate steps like linking tables and changing table statuses. This simplifies the overall experience and supports reduction of data errors.

### **What's New with FPMT Wizards**

- All wizards are now a single-step process.
- Users will create a new Space table as part of the lease and receivable lease renewal processes. This step is needed to accurately populate data in OFM's new lease comparison report.
- The Lease Review and Receivable Review wizards allow users to edit all tables associated with the agency's leased and receivable facilities.
- A new Owned Facility Review wizard is now available and allows users to update all tables associated with their agency's owned facilities.

## **Data Validation**

Agencies are expected to validate their inventory data, and are required to run and review the system-generated QA report to check for, and correct, missing and/or invalid data.

As part of the recent FPMT system updates, OFM combined all of the QA checks into a single report. The updated QA Report includes square footage errors as well as errors related to lease and receivable contract data. Please refer to OFM's [data validation instructions](#), also included as Appendix A, for specific guidance on how to validate your data.

The QA report flags the most common types of data errors, but it is not exhaustive. If OFM finds a more complex error, staff will contact you for additional correction steps.

## **FPMT Data Submission Process**

After data is validated, each agency will notify OFM via FPMT that its data is complete. This functionality will automatically generate an email to OFM with a copy to the agency user. Refer to the [FPMT Data Submission](#) job aid, also included as Appendix B, for step-by-step instructions.

If your agency has entered new facilities into FPMT, do not submit your data until you have received notification that they have been approved by OFM.

## **Due Dates**

All inventory updates must be submitted by **June 23, 2024**. As a reminder, inventory data should be current and accurate each month in FPMT. This deadline is to ensure relevant updates are included in OFM's annual report to the Legislature.

**NOTE:** New facilities must be entered into FPMT by **June 1** to allow sufficient time for OFM review and approval.

OFM will send reminder emails ahead of defined due dates and will confirm receipt when agencies submit their data. Agencies will be notified if data has been accepted or if correction steps are required.

## **CONTACT INFORMATION**

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For questions about the Statewide Facilities Inventory process, please contact your assigned [OFM Facilities Analyst](#) or send an email to [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

For assistance with FPMT, please contact the OFM Help Desk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) or (360) 407-9100.



This job aid provides step-by-step instructions for running and reviewing FPMT’s QA Report, which captures the most common types of square footage and financial data errors.

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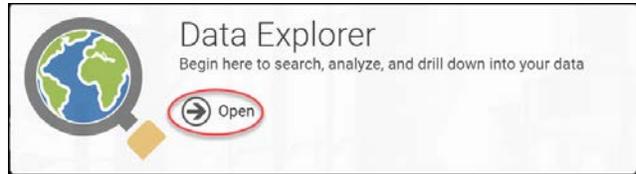
### Overview

<b>Where do I access the QA Report?</b>	<ul style="list-style-type: none"> <li>The QA report is accessed from the agency tile. Select the menu button, Reports, and QA Report.</li> <li>The report will open in a separate window, and you will have the option of downloading the report in Excel or PDF format.</li> </ul>
<b>When should I run the QA Report?</b>	<ul style="list-style-type: none"> <li>The QA Report can be reviewed at any time to check for errors and may be used to identify contracts that have expired or will expire in the next 90 days.</li> <li>Agencies are required to validate their data and correct any errors prior to submitting their inventory data to OFM.</li> <li>If you have entered new owned or leased facilities, wait to run the QA Report until after you have received notification that the new facilities have been approved by OFM.</li> </ul>
<b>How do I know if I have errors in the QA Report?</b>	<ul style="list-style-type: none"> <li>Errors/flags are grouped in tabs by category.</li> <li>For most tabs, the goal is to have a “clean” QA, which means the worksheet will not have any content.</li> <li>The report also includes a list of lease and receivable contracts that will expire in the next 90 days.</li> <li>Make sure to check each tab for errors/flags.</li> </ul>
<b>What types of errors are included in the QA Report?</b>	<ul style="list-style-type: none"> <li>The QA Report captures common types of errors related to square footage and financial data.</li> </ul>
<b>How do I fix the errors listed in the QA Report?</b>	<ul style="list-style-type: none"> <li>Refer to the <a href="#">QA Report – Correction Steps</a> job aid for instructions on how to fix errors in the QA report.</li> <li>The square footage errors are explained on the first tab, and the financial data errors are explained on the second tab.</li> </ul>
<b>How do I know if the correction steps worked?</b>	<ul style="list-style-type: none"> <li>Rerun the QA Report after making corrections.</li> <li>If you have correctly followed the data validation instructions, the report will no longer include the specific errors/flags you have addressed.</li> </ul>

Run the QA Report

Navigate to the agency tile and run the QA Report.

1. **Open** the Data Explorer module.



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

3. **Select** Filter by ▾ and choose **Agencies**.

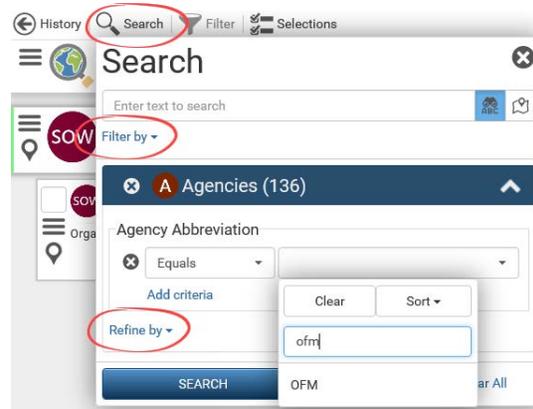
4. **Select** Refine by ▾ and choose **Agency Abbreviation**.

→ These are SAAM acronyms.

5. **Enter** the abbreviation.

→ You can type in the text box to filter the list.

6. **Select** 



7. **Select** the  menu button on the agency tile.

8. **Select**  Reports



9. **Select QA Report.**

→ The report will open in a new window.

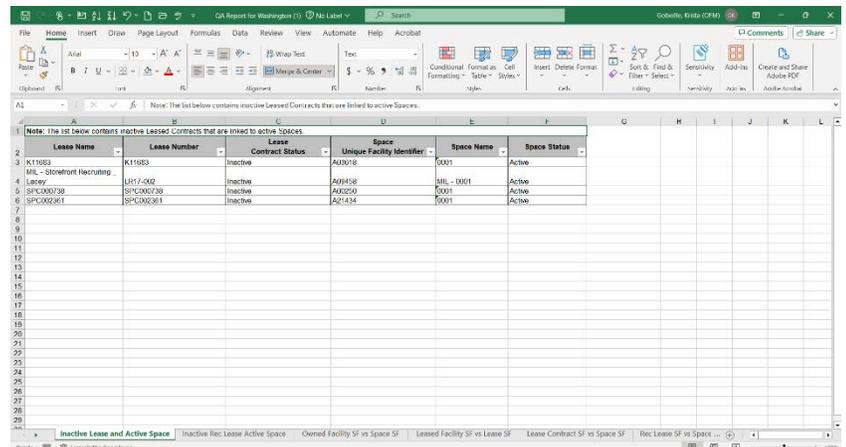


10. **Select Download Excel Report**



Correct Data Errors

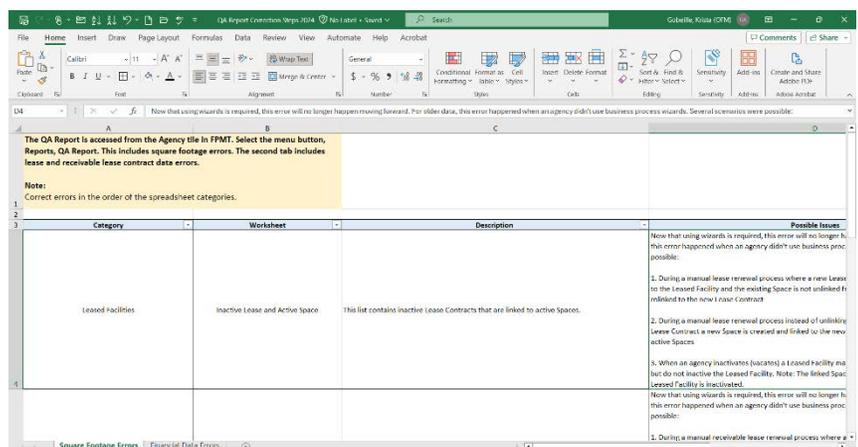
1. **Review** all 12 tabs for errors.



2. If errors are present, follow the instructions in the [QA Report – Correction Steps](#) job aid.

→ Square footage errors are explained in the first tab, and financial data errors are explained in the second tab.

→ In the Workbook column, you will find error types that correspond to each of the tab names in the QA Report, along with a description of the error, causes and correction steps.



3. **Rerun** the QA Report to ensure the errors were fixed.



## Overview

FPMT includes functionality that allows agencies to notify OFM via the system when their data is complete.

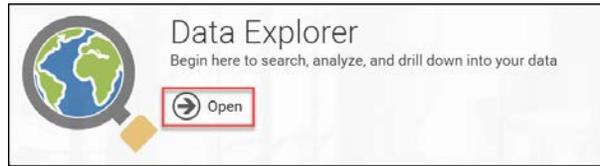
- ✓ All FPMT data is due to OFM by June 23, 2024.
- ✓ New facilities must be entered into FPMT by June 1, 2024.
- ✓ Do not submit your data until new facilities have been approved by OFM.
- ✓ If you need to create a new FPMT account, please refer to the [Request New User Account](#) job aid.
- ✓ Please note that all new accounts are Read Only by default. Edit rights must be requested and approved by your agency's [FPMT Administrator](#) via an email to the [OFM Help Desk](#).
- ✓ For instructions on how to reset your password, please refer to the [Reset or Change Password](#) job aid.
- ✓ For help with FPMT, please contact the OFM Help Desk at [HereToHelp@ofm.wa.gov](mailto:HereToHelp@ofm.wa.gov) or (360) 407-9100.
- ✓ For questions about the Facilities Inventory or Six-Year Facilities Plan, please contact your assigned [OFM Facilities Analyst](#) or send an email to [ofmfacilitiesoversig@ofm.wa.gov](mailto:ofmfacilitiesoversig@ofm.wa.gov).

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Navigate to the Agency Notification Tile

1. **Open** the Data Explorer module.

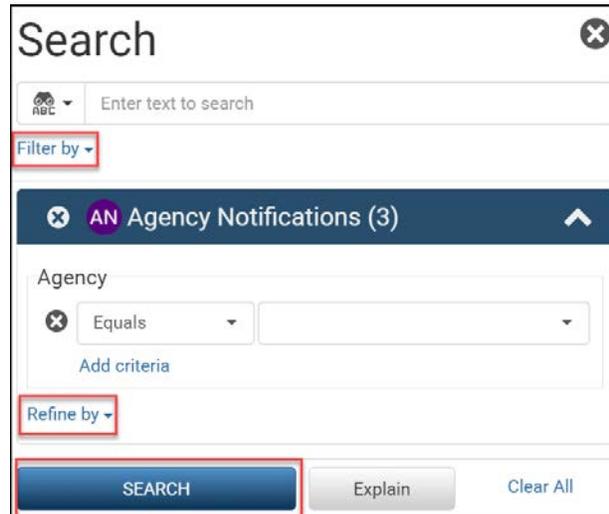


2. **Select** the **Search** button on the data explorer tool bar.



3. **Select** **Filter by** and choose **Agency Notification**.

4. **Select** **Refine by** and choose **Agency**.

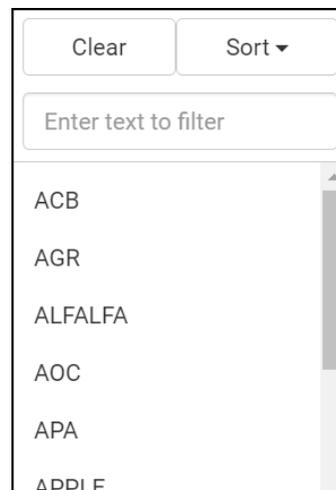


5. **Select** your agency acronym from the list

→ You can filter the list by typing in the box.

→ These are [SAAM abbreviations](#).

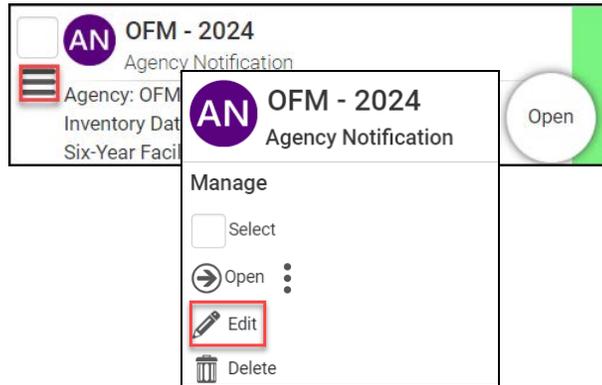
6. **Select** **SEARCH**



### Submit Your Data

1. **Select** the  menu button on the 2024 Agency Notification tile.
  - There will be a new tile for each year.
  - OFM has pre-populated whether your agency is required to report Inventory and Six-Year Plan data.

2. **Select**  Edit



3. **Update** fields as applicable
  - Inventory Data Complete
    - ➔ Defaulted to No
    - ➔ Update the field to Yes if you are ready to submit your inventory data to OFM.
  - Baseline Data Complete
    - ➔ Defaulted to No
    - ➔ Update the field to Yes if you are ready to submit your baseline data to OFM.
  - Fiscal Year (pre-populated)
    - ➔ Do not change this field.

**Inventory Data Complete**

No

Agency Inventory Submitted Date

**Baseline Data Complete**

No

Agency Baseline Submitted Date

Fiscal Year

2024

4. **Select SAVE AND CLOSE**
  - ➔ You may submit your inventory and baseline data individually or at the same time.
  - ➔ When you change the field to Yes and save the record, the system will send an email to OFM and the user.
  - ➔ When OFM approves or denies your data, you will receive an email from the system.
  - ➔ If OFM denies your data due to errors, you will receive additional information with needed correction steps.

