



This job aid provides step-by-step instructions for using FPMT's deactivation wizard to deactivate an owned, leased or receivable leased facility.

Contents

Overview	2
Deactivate an Owned Facility	3
Deactivate a Leased Facility	4
Deactivate a Receivable Leased Facility	6

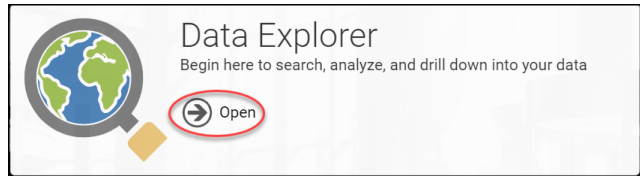
Overview


<p>Where do I access the deactivation wizard?</p>	<ul style="list-style-type: none"> The deactivation wizard is available via the menu button on the owned facility, leased facility, and receivable leased facility tiles.
<p>What does it mean to deactivate an owned, leased, or receivable leased facility?</p>	<ul style="list-style-type: none"> Deactivation means you are removing a record from the agency's inventory report. The data remains in the system. You should not deactivate facilities that are simply vacant or unused. You may update the space type or condition assessment score for vacant or unusable facilities to more accurately reflect their current state. If the space is currently vacant but could be used by another agency, refer to the Available Space job aid for instructions on how to "advertise" this space.
<p>When should I deactivate an owned, leased, or receivable leased facility?</p>	<ul style="list-style-type: none"> An owned facility should be deactivated when it is no longer obligated to the state because it has been sold or demolished. <ul style="list-style-type: none"> Owned facilities that are vacant and unused should not be deactivated, even if they will eventually be demolished. Facilities should not be deactivated until they have actually been sold or demolished. A leased facility should be deactivated when it has been vacated due to relocation or building closure. The data will remain in the system but will no longer be included in reports. A receivable leased facility should be deactivated when it has been vacated by the tenant agency.
<p>Who is responsible for deactivating a receivable facility?</p>	<ul style="list-style-type: none"> The lessor agency is responsible for deactivating the receivable facility.
<p>Will the wizard always deactivate all associated records?</p>	<ul style="list-style-type: none"> The wizard will not deactivate the facility table if there is more than one active leased facility associated with that record. The wizard will not deactivate the lease contract table if there is an active receivable leased facility associated with that record.
<p>What information do I need to deactivate an owned, leased, or receivable leased facility?</p>	<ul style="list-style-type: none"> While you do not need any specific information to use the deactivation wizard, the UFI is an easy way to search for and locate an owned or leased facility, and the receivable lease number is an easy way to search for a receivable leased facility. If agency operations are relocating from a leased or receivable facility to a different facility, you will need: <ul style="list-style-type: none"> Relocation UFI Relocation Contract Number (N/A if not applicable)
<p>Why should I use the wizard?</p>	<ul style="list-style-type: none"> Users are no longer able to manually edit records in FPMT and must use the wizard to deactivate facilities. The wizard simplifies the deactivation process by reducing manual activity in the system and automatically deactivating associated tables.
<p>Wizard basics:</p> <ul style="list-style-type: none"> The wizard opens in a new window, which will close when you complete the process. Once the deactivation 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, you will lose your data. 	

Deactivate an Owned Facility

Navigate to the owned facility tile and launch the deactivation wizard.

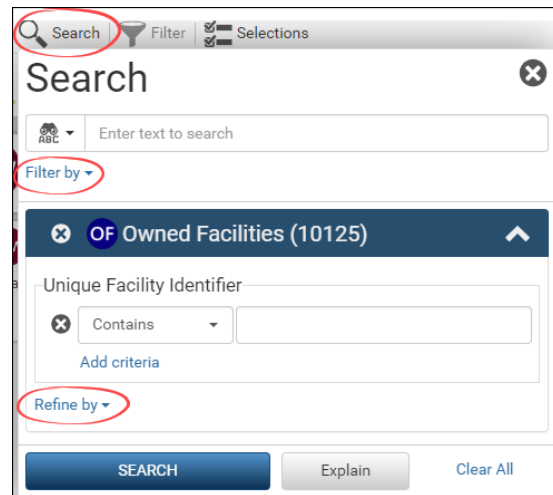
1. Open the Data Explorer module.




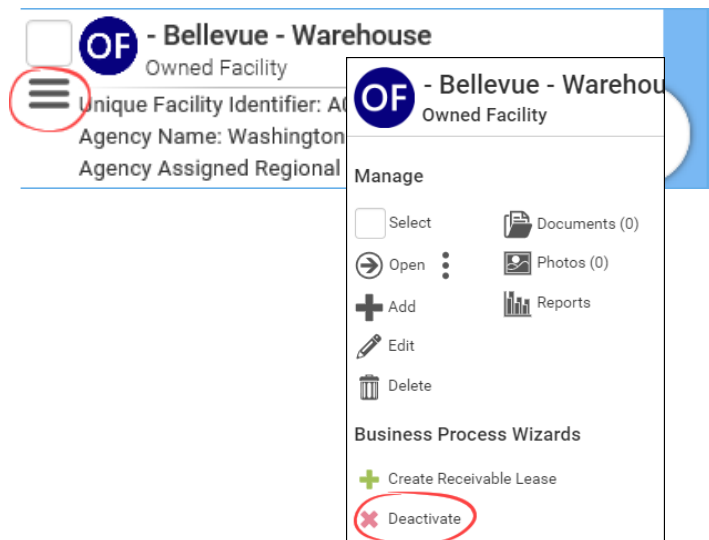
2. Select the  Search button on the data explorer tool bar.
3. Select **Filter by** and choose **Owned Facilities**.
4. Select **Refine by** and choose **Unique Facility Identifier**.
5. Enter the UFI.

→ If you need to locate a UFI, run the Owned Facilities Inventory Report available via the menu button on your agency tile.

6. Select 



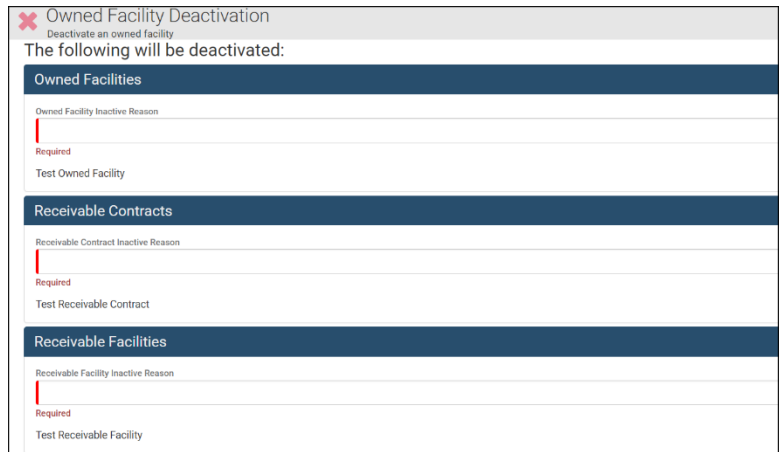
7. Select the  menu button on the owned facility tile.
8. Select 



9. Select the Owned Facility Inactive Reason.

→ This is a dropdown field.

10. Select 



Owned Facility Deactivation
Deactivate an owned facility
The following will be deactivated:

Owned Facilities

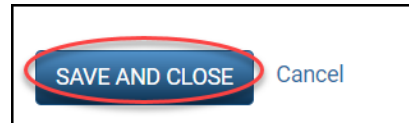
Owned Facility Inactive Reason
Required
Test Owned Facility

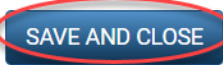

Receivable Contracts

Receivable Contract Inactive Reason
Required
Test Receivable Contract

Receivable Facilities

Receivable Facility Inactive Reason
Required
Test Receivable Facility

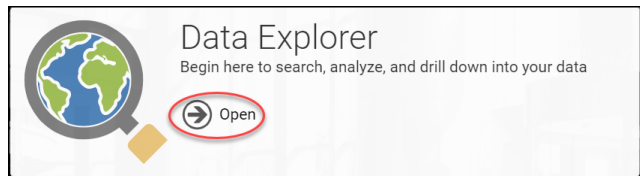



 

Deactivate a Leased Facility


Navigate to the leased facility tile and launch the deactivation wizard.

1. Open the Data Explorer module.



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

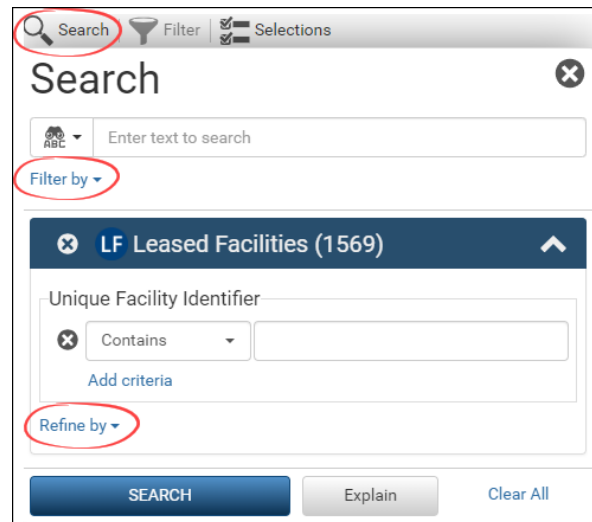
3. Select  and choose **Leased Facilities**.

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

5. Enter the UFI.


→ If you need to locate a UFI, run the Lease Contract Inventory Report available via the menu button on your agency tile.

6. Select 




Search


Enter text to search







LF Leased Facilities (1569)

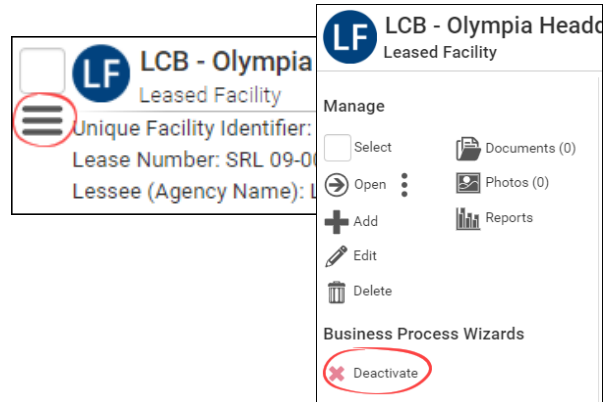
Unique Facility Identifier

 Contains



7. Select the  menu button on the leased facility tile.
8. Select 



9. Select the Lease Contract Inactive Reason

→ This is a dropdown field.

→ If you choose the inactive reason "Closed – Staff Relocated," two additional fields become required.

- Relocation UFI
 - If operations are being relocated to an existing facility in the inventory, enter the UFI.
 - If staff are moving to a new location that is not in the inventory, create a new facility to generate a UFI *prior to* deactivating the record.
- Relocation Contract Number
 - If staff are moving to a leased or subleased location, enter the contract number.
 - If staff are consolidating into an owned facility that is owned by your agency, enter N/A.

10. Select the Leased Facility Inactive Reason

→ This is a dropdown field.

11. Select 

Leased Facility Deactivation
Deactivate a leased facility.

The following will be deactivated:

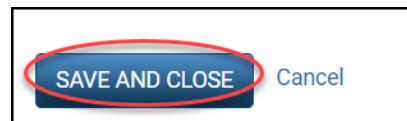
Facilities
1 Ferry Rd - BLDG 9028LA01

Lease Contracts
Lease Contract Inactive Reason
Required
Lease Contract Name

Lease Payments
Lease Payment Name

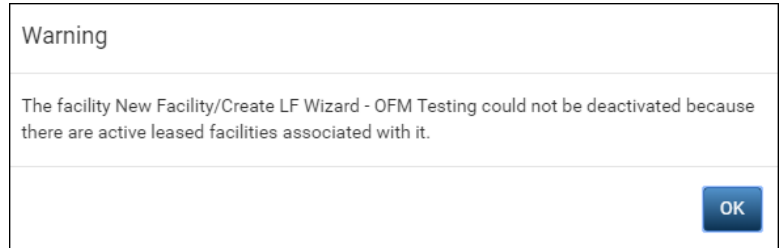
Leased Facilities
Leased Facility Inactive Reason
Required

Relocation UFI
Required
Relocation Contract Number
Required



→ If the facility has more than one active leased facility associated with it (e.g., one than one tenant), you will not be able to deactivate the facility record as part of the wizard process. You will receive this message.

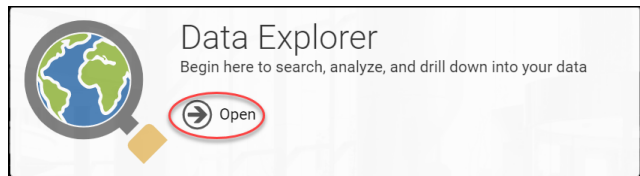
→ If the facility should be deactivated, you would first need to deactivate the leased facilities separately. Once there is only one active leased facility associated with the facility record, FPMT will automatically deactivate the facility as part of the wizard process.


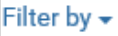




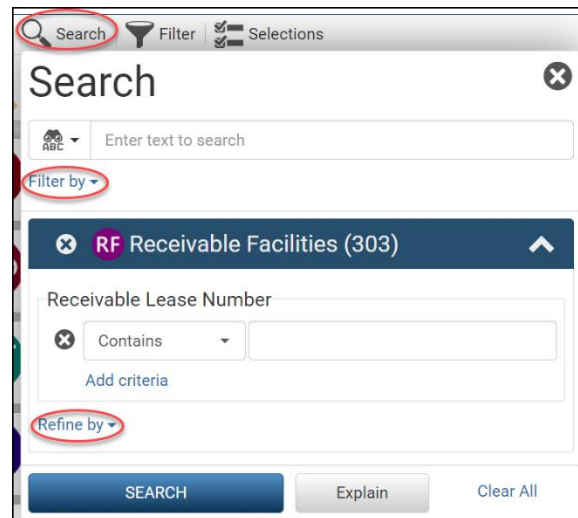
Deactivate a Receivable Leased Facility

Navigate to the receivable leased facility tile and launch the deactivation wizard.

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

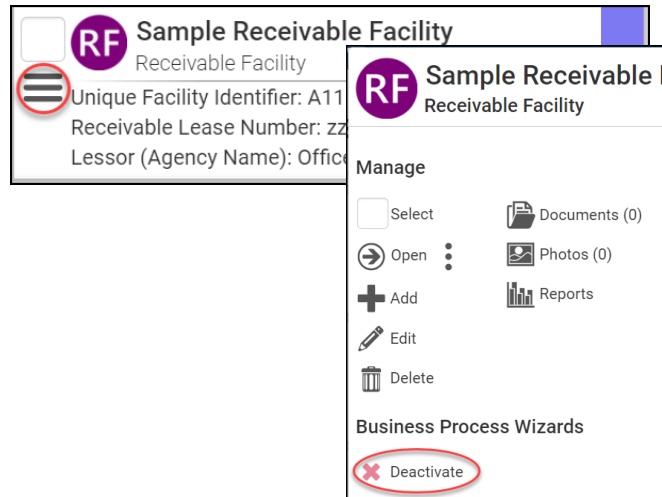


2. **Select** the  Search button on the data explorer tool bar.
3. **Select**  and choose **Receivable Facilities**.
4. **Select**  and choose **Receivable Lease Number**.
5. **Enter** the receivable lease number.
→ If you need to locate a receivable lease number, run the Receivable Lease Contract Inventory Report available via the menu button on your agency tile.
6. **Select** 



7. Select the  menu button on the receivable facility tile.

8. Select 



9. Select the Receivable Contract Inactive Reason

→ This is a dropdown field.

→ Choose Closed or Cancelled, as applicable.

→ Do not choose the Relocation option, as it will prompt you for additional data that the lessor agency will not have readily available.

10. Select the Receivable Facility Inactive Reason

→ This is a dropdown field.

→ Choose Closed or Cancelled, as applicable.

11. Select 

