Federal RPM

Real Property Management
User's Guide

Version 1.4

Doc-To-Help Standard Manual

By FSC, Inc.

Contents

Getting Started

Overview

Welcome to the Federal Real Property Management System (Federal RPM). The Federal RPM Real Property module is specifically designed to fulfill all Federal government regulations for Real Property. These business rules and regulations are established by the General Services Administration (GSA) and the General Accounting Office (GAO). These rules and regulations address GSA rent, depreciation, clean-up amortization, deferred maintenance and annual reporting of real property.

Federal RPM is also filled with functions and features to assist you in the effective management of real property. These features support the entire life-cycle of real property, from property acquisition through disposal.

System Design

Federal RPM is designed as a table-driven system. This makes it easy for you to customize the system to fit your unique mission requirements, without the need for computer programmers. As delivered, Federal RPM is preloaded with real property-related codes required by GSA, GAO, and OMB. In addition, the system gives you the ability to enter additional codes to track and manage your property.

After you have reviewed Federal RPM and your system requirements, your Federal RPM System Administrator should use the Reference function to set up the codes required. For the most part, this is a one-time activity. Once the codes are established, they will not need to be changed. However, some of the codes will require periodic maintenance as your property management needs change.

Once entered, Federal RPM uses the codes to manage your property. The data entry screens display the meaning of the code, not the code itself. Use the Reports feature of the system to view codes and descriptions.

For details, see “Guide to Reference Codes.”

Using the Dialogs

Federal RPM’s screens (referred to in this document as dialogs) are designed to be consistent in their use of command buttons, navigation of windows, and treatment of data. This consistency makes it easy to learn and operate the Federal RPM system.

When you make a menu selection, Federal RPM loads the selected dialog. On initial load, all data entry fields (text boxes, pick lists, and file folders) are disabled. To start your dialog, you must click the Add button, the Find button, or use the Find List box.

Add Button

Click the Add button to start the entry of a new record. When you click the Add button, text and pick lists will be activated and the system will position the cursor at the first text box requiring data.

Find Button

For large record sets, Federal RPM uses Find dialogs to help you quickly locate the information you need. Click the Find button to start the search for existing records. The Find Button closes the current window and opens a search dialog. To facilitate movement through your property records, this dialog will be populated with the results of your last search.

You may use any or all of the data elements in the search dialog to conduct your search. For example, to search for real property, you might select a City for your search.

Federal RPM also supports wild card searches. Use the % to specify wild card searches. For example, to search for all property that is located in Oregon, enter “O%” (without the quotes) in the state text box. The search dialog will return all records that match the conditions specified.

To select a record, you may either double-click on the record in the Matching Records list box, or single click on the selected record and click the Close button. Once you have selected a record, the Find dialog will return you to the calling dialog, and fill the screen with all data associated with the record.

Find List Box

For small record sets, Federal RPM uses Find List boxes to help you quickly locate the information you need. Find List boxes are loaded with data available when the dialog opens. To select a record, double-click on the record in the Find List box. The dialog will then be loaded with all data associated with the record.

Update Button

Click the Update button to save your work. You must click the Update button to save new records and changes to existing records. When you click the Update button, Federal RPM will perform edits on the data and notify you of any conditions that must be corrected before data may be saved.

When all edits are passed, the data is saved and you will be notified that the record has been updated. After successful Update, the screen will be cleared and the Add and Find buttons enabled.

Cancel Button

Click the Cancel button to clear the dialog without saving any changes.

Delete Button

Click the Delete button to delete a record. When you click the Delete button, Federal RPM will perform edits on the data and notify you of any conditions that exist that prevent the data from being deleted.

When all edits are passed, the data is deleted and you will be notified that the record has been deleted. After successful Delete, the screen will be cleared and the Add and Find buttons enabled.

Please note that any property record that has had financial activity cannot be deleted from the system. Similiarly, any code that has been assigned to a property record cannot be deleted from the sysetm.

Close Button

Click the Close button to end the dialog.

Guide to Property-Specific Dialogs

Overview

This section describes the primary dialogs within each of Federal RPM's menus, in menu and submenu order.

Buildings Dialog

GSA groups real property into three broad categories for management and reporting purposes. These categories include: Buildings, Land, and Other Structures and Facilities.

This is the main dialog to maintain and view data about your buildings. Buildings may be obtained from GSA, a commercial vendor, or may be owned by your agency/bureau. During the import of GSA assignment bills, Federal RPM automatically adds associated building records to the Federal RPM database. GSA provided buildings may be viewed through this dialog, however, data (such as address) cannot be changed. Similarly, the system prevents you from depreciating property that is leased from GSA.

This dialog is also used to enter data about buildings you own, or lease from commercial vendors. In order to set up a commercial lease, you must first add a building record to Federal RPM.

Dialog Menus At A Glance

· **Acquisition:** Click to enter acquisition data. For details, see "Main Building Dialog, Data Elements."

· **Characteristics – Audit Trail:** Certain events in Federal RPM trigger the creation of audit trail records for each property. Currently, these events include: change of acquisition cost; change in property manager assigned overall responsibility for the property; change in property acquisition date; addition of property to the inventory; change to clean up projects; addition of clean up projects; change to deferred maintenance project; addition of deferred maintenance project; change to depreciation record; addition of depreciation record; change to rate per square foot (GSA Assignments only); and change to square feet (GSA Assignments only). The Audit Trail dialog allows you to view all of these auditable events, or to view the events by audit category.

· **Characteristics – Complex:** Click this menu option to navigate to the complex to which the property is assigned.

· **Characteristics – Condition Assessment:** Click to enter or view condition assessment data. For details, see "Characteristics – Condition Assessment Dialog."

· **Characteristics – Diary:** Click the diary entry to enter specific notes (diary entries) about the property. Each diary entry contains the date the entry was made, and the name of the individual making the entry.

· **Characteristics - Energy:** Click to define the types of energy used by the property, and to enter energy consumption data. For details, see "Characteristics – Energy Consumption Dialog."

· **Characteristics - Housing:** Click to enter or view housing data associated with the property. For details, see "Characteristics – Housing Dialog."

· **Characteristics - Image:** Click to view a picture of the property. Images of the property may be stored in jpg or gif format. Pictures should be sent to your System Administrator for entry into Federal RPM's file system. (Note: Property images are viewed using Microsoft's Internet Explorer).

Note This menu item is disabled if a picture is not on file.

· **Characteristics – Installation:** Click this menu option to navigate to the GSA installation to which the property is assigned.

· **Characteristics – Land Rights:** Click to enter or view land rights associated with the property. Land rights address rights expressly granted or denied to the property. For details, see "Characteristics – Land Rights."

· **Characteristics – Map Coordinates:** Click to enter or view map coordinates for the property. Map coordinate data may be maintained manually, or imported directly from FSC using the Geographic Code import process. For details, see "Characteristics – Map Coordinates Dialog."

· **Characteristics – Occupied Space:** Click this menu option to define and allocate occupied space for owned property.

Note This menu item is hidden if the property is leased.

· **Characteristics – Other:** Click to enter or view Other data elements defined by your organization for Federal RPM. Up to 30 additional data elements may be defined. For details, see "Characteristics – Other Dialog."

· **Characteristics – Parking:** Click to enter or view parking data associated with the property. For details, see "Characteristics – Parking Dialog."

· **Characteristics – Personnel:** Click to enter or view personnel data associated with the property. Personnel data may be maintained manually, or imported directly from a Personnel Locator system. For details, see “Characteristics – Personnel Dialog.”

· **Characteristics – Seismic Safety:** Click to enter or view seismic safety data associated with the property. For details, see “Characteristics – Seismic Safety Dialog.”

· **Characteristics – Special Features:** Your organization may wish to define special features about real property that you wish to track. For example, you might wish to track property that has “Child Care” facilities. Once the “Child Care” feature has been defined (see “Guide to Reference Codes”), it can be assigned to a property. Click to enter or view Special Features. For details, see “Characteristics - Special Features Dialog.”

· **Characteristics - Township:** Click to enter or view the township location of the property. For details, see “Characteristics – Township Dialog.”

· **Clean Up:** Click to enter or view clean up project data and to view clean up amortization. For details, see “Clean Up Projects Dialog.”

· **Maintenance – Deferred Maintenance:** Click to enter or view deferred maintenance data. For details, see “Deferred Maintenance Projects Dialog.”

Note If your system has been configured to prevent entry of deferred maintenance, this menu item will not appear.

· **Maintenance - Preventive Maintenance:** Click to enter or view preventive maintenance data. For details, see “Preventive Maintenance Dialog.”

· **Depreciation:** Click to enter or view depreciation data and to view accumulated depreciation. For details, see “Depreciation Dialog.”

Note This option is only available if the property is owned.

· **Disposal:** Click to enter or view data concerning property disposal. For details, see “Disposal Dialog.”

· **Journal Vouchers:** Click to enter miscellaneous income and expense activity for the property. For details, see “Journal Vouchers.”

Note If your system has been configured to prevent entry of journal vouchers, this menu item will not appear.

· **Lease:** Click to enter or view lease data for the property. For details, see “Lease.”

Note This option is only activated if the property is leased.

· **Sublease:** Click to enter or view sublease data. For details, see “Sublease.”

Note This option is only activated if the property is owned.

Main Building Dialog, Data Elements

Organization

Select the organization that has primary responsibility for the property.

Note Federal RPM provides a number of allocation methods to assign usage and associated charges for a single building to one or more organizations.

Complex

Click the Folder button to locate and assign the building to a complex.

Installation

Click the Folder button to locate and assign the building to an installation.

Note GSA requires that all property that is not leased from GSA be assigned to an installation.

Name

Property name.

Note This field is disabled if the property is leased from GSA.

Address

Property address.

Note This field is disabled if the property is leased from GSA.

Geographic Location

Click the Folder button to locate the geographic location of the property. Based on your selection, the system will automatically complete information for the city and state.

Note GSA requires that all property be assigned a geographic location code. Geographic location codes are defined by GSA and contained in a Federal RPM reference table.

Zip Code

The property's five-digit ZIP code, and four-digit ZIP code suffix. Zip code is required, the four-digit ZIP code is optional.

Congressional District

The congressional district (state and district number) where the installation is located. Up to 10 congressional districts may be assigned to each installation.

Space Source

Select the means used to acquire the property.

Region

Select the region where the property is located.

Gross Square Footage

Enter the gross square footage of the building.

Note The gross square footage amount is used as the basis for allocating depreciation, clean up amortization, journal voucher and sublease charges and income.

Units

Enter the number of units associated with the building. This is an optional field.

Note The definition of units may vary depending on the predominant use of the building or the building's property class. For example, for a hospital, the units may be beds, for an office, the units may be rooms. Follow the policy set by your agency when entering data in this field.

GSA Region

The GSA Region in which this building is located.

Note This field is disabled if the property is leased from GSA. For agency owned or commercially leased property, this field is optional.

Property Id

This field is for display only. For GSA assignments, this field displays the GSA Building Number. For property not obtained from GSA, this field displays the property identification number assigned by the Federal RPM system.

Cont. Update

This check box is used to place the system into "Continuous Update Mode". Click the check box if you have multiple pieces of property that you are adding to the system for the same installation. When the continuous update box is checked, the system will retain Installation Name, Address, City, State, Zip Code, Congressional Code, Space Source, and Region as you add and move from record to record. This feature reduces the amount of data entry required to add new property records into Federal RPM.

Management Office

Select the real estate mangement office that has responsibility for this property.

Lease List Window

This Window lists any leases assigned to the property. Double-click on the lease number to navigate to the lease. Note: If the lease is no longer active (for GSA a lease without any occupied space records; for commercial lease, a lease with a final expiration date prior to the current date) the lease number is followed with "(Inactive)"

Add Lease Button

Click the Lease button to add a new lease to the building.

Note If this button is selected for a GSA provided building, the system assumes that you are setting up a delegated lease. At this point you will be presented with a picklist of GSA Assignments. Select the GSA Assignment(s) that is/are delegated, then complete entry of the associated commercial lease. Warning! Once this delegation relationship is established, it cannot be reversed.

Characteristics – Audit Trail Dialog

Certain events in Federal RPM trigger the creation of audit trail records for each property. Currently, these events include: change of acquisition cost; change in property manager assigned overall responsibility for the property; change in property acquisition date; addition of property to the inventory; change to clean up projects; addition of clean up projects; change to deferred maintenance project; addition of deferred maintenance project; change to depreciation record; addition of depreciation record; change to rate per square foot (GSA Assignments only); and change to square feet (GSA Assignments only).

The Audit Trail dialog allows you to view all of these auditable events, or to view the events by audit category. Audit categories include: Acquisition, Capital Improvement, Clean-Up, Deferred Maintenance, Disposal, Diary, Space Management, and All.

Click the Transaction Type list box to select the type of audit event you wish to review, then double-click the event in the list box to review the details of the event.

Click the Print Button to view the audti trail report for the property.

Characteristics – Condition Assessment Dialog

The Condition Assessment dialog provides a means to track and report condition assessments conducted for the property. Condition assessments available in Federal RPM include: Appraisal; Environmental; Executive Order Survey, Security, Safety; and Deferred Maintenance. One or more of each of these condition assessments may be completed for each property.

Condition assessments may be conducted by a commercial vendor, or by an internal team. Federal RPM maintains a history of all condition assessments made for each property.

Find List Box

Double-click to select a condition assessment.

Vendor

This list box is preloaded with Vendors defined by your organization. Select the vendor conducting the condition assessment.

Type

Select the type of condition assessment.

Condition

This list box is preloaded with general rating categories for the current condition of the property.

Assessment By

The name of the individual that conducted the condition assessment.

Assessment Date

The date of the assessment in mm/dd/yyyy format.

Appraised Amount

For appraisal condition assessments, the appraised amount (in U.S. dollars).

Special Notes

A free form area to enter special notes concerning the condition assessment.

Characteristics – Diary Dialog

The Diary dialog provides a means to enter free form notes about property events, contacts, etc. For each diary entry, the system automatically records the date that the entry was made, and the name of the individual making the entry. Once entered, only the author of a diary entry may change the entry.

Click the Print Button to view the diary report for the property.

Characteristics – Energy Consumption Dialog

The Energy dialog provides a means to define the type(s) of energy consumed by the property, record energy consumption and cost, and view history of energy usage by type of energy. Federal RPM is preloaded with energy types defined by the Department of Energy (DOE) and collects energy consumption in a format that may be used to comply with DOE's annual energy reporting requirements.

When you open this dialog for the first time, you must navigate to the Assign Types Tab, and assign one or more types of energy use for the property. Once types of energy are assigned, navigate to the Usage Tab to enter energy consumption, or to the History Tab to view consumption history.

Assign Types Tab

Unassigned Energy Types

This list box displays types of energy defined by DOE. To assign one or more types of energy to the property, click on the energy name, then click the Select button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of activities by pressing SHIFT+click.

Assigned Energy Types

The assigned energy types list box displays all energy types assigned to the property. To unassign one or more energy types, click on the energy type name, then click the Remove button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of activities by pressing SHIFT+click.

Usage Tab

Find List Box

This list box is preloaded with Energy Types defines via the Assign Tab process, for consumption by the property. Double-click to select a type of energy.

Transaction Date

Enter the date of the energy consumption transaction (in mm/dd/yyyy format).

Number of Units

Enter the number of energy units consumed (precision, 1 decimal place).

Cost

Enter the cost of energy consumed (in U.S. dollars).

Vendor

Select the vendor providing the fuel. (Optional field)

Invoice Number

Enter the invoice number associated with the fuel. (Optional field)

History Tab

List Box

This list box is preloaded with energy types that have a history of consumption for this property. Use the list box to select history information by type of energy.

Characteristics – Housing Dialog

For Quarters reporting a property manager may need to track housing information. The Housing dialog allows you to record building capacity, number of bedrooms and number of living units.

Capacity

Enter the capacity of the facility.

Number of Bedrooms

Enter the number of bedrooms in the facility.

Number of Living Units

Enter the number of living unit in the facility.

Characteristics – Land Rights

Land rights (for example rights-of-way, gas rights, oil rights) may be specifically granted to, or denied from a piece of property. Use this dialog to specify land rights, and to grant or deny rights to/from each property.

Categories Tab

Description

Enter the description for the land right. Entries made in this tab will automatically be available in the category combo boxes in the Granted and Denied tabs.

Granted Tab

This tab is used to assign and describe land rights that are specifically granted to a property.

File List

Double click on an entry to edit or delete the entry.

Category

Select the land right category. If you need a right that is not in the list, navigate to the Categories tab to enter a new category.

Short Name

Enter a short name for the land right.

Granted By

Enter the name of the individual or legal entity that authorized the granting of the land right.

Start Date

Enter the date that the land right was granted (in mm/dd/yyyy format).

End Date

Enter the date that the land right expires (in mm/dd/yyyy format).

Description

Enter a full description of the land right.

Denied Tab

This tab is used to assign and describe land rights that are specifically denied from a property.

File List

Double click on an entry to edit or delete the entry.

Category

Select the land right category. If you need a right that is not in the list, navigate to the Categories tab to enter a new category.

Short Name

Enter a short name for the land right.

Denied By

Enter the name of the individual or legal entity that denied the land right.

Start Date

Enter the date that the land right denial is effective (in mm/dd/yyyy format).

End Date

Enter the date that the land right denial expires (in mm/dd/yyyy format).

Description

Enter a full description of the land right.

Characteristics – Map Coordinates Dialog

By assigning map coordinates (latitude and longitude) to a property, data from Federal RPM may be easily exported to a Geographic Information System (GIS) for further reporting and analysis. Use this dialog to enter map coordinates. (Note: The Import Geographic Data feature of Federal RPM will also automatically update the fields contained in this dialog during import.)

Latitude - Direction

Select North or South.

Latitude - Degrees

Enter the degrees, 0 to 90.

Latitude - Minutes

Enter the number of minutes, 0 to 60.

Latitude - Seconds

Enter the number of seconds, 0 to 60.

Longitude - Direction

Select East or West.

Longitude - Degrees

Enter the number of degrees, 0 to 180.

Longitude - Minutes

Enter the number of minutes, 0 to 60.

Longitude - Seconds

Enter the number of seconds, 0 to 60.

Characteristics – Occupied Space Dialog

The Occupied Space dialog menu option only appears for owned property, the menu option is hidden for GSA leased property and commercially leased property. Use this dialog to define occupied space for owned property, and to allocate occupied space for owned property.

Defining Occupied Space

When you click the Occupied Space menu option a dialog appears that lists all available space types in the left window, and all assigned space types in the right window.

To add a type of space, click the selected space type in the left window, then click the add button. This action will cause the Allocate Space dialog to appear.

To modify a space assignment or to change the amount of occupied space, double-click on the space type in the right window. This will cause the Allocate Space dialog to appear.

Please refer to the Allocate Space dialog for instructions on completing allocation of occupied space.

Characteristics – Other Dialog

Your Agency may need to collect property specific data that is not currently defined in Federal RPM. The Other dialog allows you to view or enter this additional data. Working with your Federal RPM System Administrator, you can define up to 3 categories of additional data elements, with up to 10 data element per category. Fields contained in this dialog are defined by your organization during the initial implementation of Federal RPM. Contact your Federal RPM System Administrator if you require additional data elements to be added to this dialog.

Characteristics – Parking Dialog

This dialog is used to record the number of parking spaces, by location (inside versus outside) and type (car pool, handicap, and other) associated with the property. Please note that parking spaces for GSA leased space are also contained in Federal RPM. These parking spaces are recorded FOR EACH LEASE. This information is included as part of the data contained in the electronic rent bill provided by GSA. Parking data provided by GSA is only classified as either Structured (inside parking) or Surface (outside parking).

Inside – Car Pool

Enter the number of inside car pool parking spaces.

Inside – Handicap

Enter the number of inside handicap parking spaces.

Inside – All Other

Enter the number of inside all other parking spaces.

Outside – Car Pool

Enter the number of Outside car pool parking spaces.

Outside – Handicap

Enter the number of Outside handicap parking spaces.

Outside – All Other

Enter the number of Outside all other parking spaces.

Characteristics – Personnel Dialog

Property managers can assess and plan for property utilization by analyzing property utilization (square feet per person).. This dialog is used to record personnel data. The system tracks personnel for each Bureau and/or Line Office, by budget category (authorized versus onboard) and type (full-time, part-time, summer students, contractors, detailees, and other personnel). Federal RPM will also automatically update the fields contained in this dialog during import of Personnel Location data (see “Personnel Location”).

Bureau

Select the bureau to which the personnel are assigned.

Line Office

Select the line office to which the personnel are assigned. (Note: not all bureaus have line offices assigned to them. If line offices are not assigned to a bureau, the line office picklist will be disabled.)

Authorized – Full Time

Enter the number of full-time, authorized personnel.

Authorized – Part Time

Enter the number of part-time, authorized personnel.

Authorized – Summer Students

Enter the number of summer students, authorized personnel.

Authorized – Contractors

Enter the number of contractors, authorized personnel.

Authorized – Detailees

Enter the number of Detailees, authorized personnel.

Authorized – Other

Enter the number of Other, authorized personnel.

On-Board – Part Time

Enter the number of part-time, On-Board personnel.

On-Board – Summer Students

Enter the number of summer students, On-Board personnel.

On-Board – Contractors

Enter the number of contractors, On-Board personnel.

On-Board – Detailees

Enter the number of Detailees, On-Board personnel.

On-Board – Other

Enter the number of Other, On-Board personnel.

Characteristics – Seismic Safety Dialog

In February 1994, the Interagency Committee on Seismic Safety in Construction issued Standards of Seismic Safety for Existing Federally Owned or Leased Buildings (RP4). In addition to specifying appropriate seismic evaluation methodologies, the standard includes specific items that "trigger" a seismic evaluation. These triggers include:

· Significant remodeling

· Repair of structural damage

- Change of function
- Designation by the owning agency as an “exceptionally high risk”
- Newly added to the Federal inventory, such as by purchase or donation

Section 1 of Executive Order 12941 adopts the RP4 standards as the minimum technical criteria that all Executive Branch agencies and departments must meet in future seismic evaluation and mitigation projects. By adopting the RP4 standards, the "triggers" become mandatory, thus initiating a program of seismic evaluation and rehabilitation in all Federal agencies.

Section 2 of Executive Order 12941 requires that all agencies and departments owning or leasing buildings develop a seismic inventory and estimate the costs of mitigating unacceptable seismic risks. The order directs that inventory and cost information be forwarded to FEMA by December 1, 1998. FEMA will use the data to examine the costs and benefits of a wide variety of potential programs to upgrade the seismic safety of existing Federal buildings. By December 1, 2000, FEMA will submit to Congress the results of their findings.

Federal RPM is specifically designed to fulfill the data collection requirements of Executive Order 12941. The Seismic Safety function in Federal RPM collects necessary rating and condition data, while the Deferred Maintenance function collects financial projection and expenditure data.

Seismic Category

Select the seismic category for this property. Categories are specified by Executive Order 12941.

Soil Type

Select the type of soil the property’s foundation is built on.

Foundation Type

Select the type of foundation.

Number of Stories

Enter the number of stories in the property.

Date of Construction

Enter the date of original construction (in mm/dd/yyyy format).

Model Type

Select the primary model type for the property’s frame.

Essential (Above minimum RP4)

Check the box if the property is essential (above minimum RP4).

Date Rated

Enter the date the property was rated (in mm/dd/yyyy format).

Deficient

Check the box if the property has an overall rating of deficient.

Deficient Reason - Structural

Select the structural rating for this property.

Deficient Reason – Non-Structural

Select the non-structural rating for this property.

Deficient Reason – Geologic/Site Hazard

Select the geologic/site hazard rating for this property.

Deficient Reason – Adjacent Property

Select the adjacent property rating for this property.

Characteristics - Special Features Dialog

The Special Features dialog provides a means to identify and report special features for the property. For example, the property might include: child care facilities, bike racks, and handicap access. By assigning special features, property managers can easily track special characteristics about the property. Please contact your System Administrator if you need to define a special feature that is currently not available.

Unassigned Special Features

This list box displays types of special features characteristics that may be applied to the property. Special Features characteristics are defined by your organization. To assign one or more types of special features characteristic to the property, click on the special features name, then click the Select button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of activities by pressing SHIFT+click.

Assigned Special Features

The assigned special features list box displays all special features characteristics assigned to the property. To unassign one or more characteristics, click on the special features name, then click the Remove button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of activities by pressing SHIFT+click.

Characteristics – Township Dialog

This dialog allows you to view or enter the location of the property by township.

County Abstract Number

Enter the county abstract number for the township.

Meridian

A state may have 0, 1 or 2 meridians. Based upon the state that the property resides in, Federal RPM will either preassign the meridian (if the state has 0 or 1 meridian), or provide a list of meridians from which to choose. The meridian is used to identify the cadastral survey designation for a line extending North and South from the initial point of entry.

Aliquot Parts

Aliquot parts provide a means to subdivide a plot of land, 160 square acres in size. They are legal subdivisions, except fractional lots, or further subdivision of any smaller legal subdivision, except fractional lots, by division into fourths, down to 2.5 acres. Up to 4 Aliquot parts may be specified. Each additional specification further subdivides the plot of land. Aliquot parts are specified using the combo lists provided. Parts are assigned using the right-most combo box first, followed by the next available box to the left.

Survey Number

Enter the state/county number of the survey.

Township Number

Enter the township number. Township numbers are the designation for an East/West tier of townships North and South of a base line. There is an assumed decimal point before the fourth position which must be either a “0” if a full township or a “5” for a half township. The last position must be either a “N” or “S”. For example, 0010N is a township number of 1, North..

Range Number

Enter the range number. Range is a North/South column of townships East or West of a meridian. There is an assumed decimal point before the fourth position which must be either a “0” if a full range or a “5” for a half range. The last position must be either a “E” or “W”. For example, 0015E is a range of 1 and ½ East.

Section

Enter the section number. Section is a subdivision, normally 1 square mile (640 acres) and usually numbered 1 through 36.

Lot Number

Enter the number used to identify a specific lot..

Metes and Bounds

Enter the metes and bounds description for the property.

Clean Up Projects Dialog

Accounting standards set by the Office of Management and Budget (OMB), the General Accounting Office (GAO), and the Department of the Treasury, require that financial statements include liabilities and an amortization of expenses associated with clean up projects for property, plant and equipment.

Federal RPM is specifically designed to fully these financial requirements and to comply with all government regulations.

The purpose of the Clean Up dialog is to enter and maintain data required to amortize each Clean Up project. The Generate Financial function in Federal RPM amortizes clean up charges on a monthly basis. Please note that clean up projects must be approved and be fully funded (approved funds must be equal to or greater than the estimated cost of the clean up project) before amortization will occur.

The dialog is divided into five tabs as follows:

· **Summary** – Presents a summary of all clean up projects for the subject property.

· **General -** Presents general information about one or more clean up projects. The drop down list is used to select a project for viewing. Project status include: Proposed; Approved; Active; Denied; and Completed. Reason and Operating standard codes are user defined.

· **Cost** – Presents estimated and actual costs associated with each clean up project associated with the property

· **Funding** – Displays, by project, the status of funding and allocation of funding for each clean up project associated with the property. Funding allocation may be made by organization, object class, program and/or project. Funding status is tracked for each funding allocation record.

· **Ranking** – Displays/calculates the rank score of each clean up project. Projects are ranked using user-defined clean up ranking categories and assigned category weights (see “Guide to Reference Codes”).

Summary Tab

· **Estimated:** The total estimated cost of clean up projects for this property (in U.S. dollars).

· **Recognized:** The amount of clean up project charges amortized to date (in U.S. dollars).

- **Remaining:** The amount of clean up project charges remaining to be amortized (in U.S. dollars).
- **Recognized Through:** The date through which clean up costs have been amortized
- **Start Date:** The earliest start date of all clean up projects for the property
- **End Date:** The latest end date of all clean up projects for the property.
- **Funding Required:** Total funding required for all clean up projects for the property.
- **Funding Enacted:** Total funding enacted (officially appropriated) for all clean up projects associated with the property.
- **Funding Requested:** Total of all outstanding funding requests for clean up projects associated with this property.
- **Funding Variance:** The difference between funding required and funding enacted.

General Tab

Project Combo Box

A property may have multiple clean up projects. Use this list box to select a clean up project to view or maintain.

Project Name

Enter the name of the clean up project.

Status

Select the status of the clean up project.

Reason

This list box is preloaded with clean up project reasons defined by your organization.

Start Date

The start date of the clean up project (in mm/dd/yyyy format).

End Date

The end date of the clean up project (in mm/dd/yyyy format).

Note End dates may be moved forward or backward in time to the extent that the change does not impact amounts already amortized. Clean up project amounts are amortized between the specified start and end dates on a straight-line basis. Amortization amounts are applied based upon the number of days in the month being amortized.

Requested By

Enter the name of the individual requesting the clean up project.

Requested Date

Enter the date that the clean up project was requested.

Approved/Denied By

Enter the name of the individual approving/denying the clean up project. Note: Clean up projects must be approved before they can be amortized.

Approval/Denial Date

Enter the date that the clean up project was approved/denied.

Project Description

Enter the description of the project.

Need/Benefit

Enter a description of the need or benefit for/of this project.

Cost Tab

Project Combo Box

A property may have multiple clean up projects. Use this list box to select a clean up project to view or maintain.

Estimate Amount

The estimated amount of the clean up project (in U.S. dollars).

Note Estimates may be increased or decreased to the extent that the change does not impact amounts already amortized.

Estimate Class

Select the class of estimate.

Estimated By

Enter the name of the individual completing the estimate.

Estimate Expiration Date

Enter the date (in mm/dd/yyyy format) that the estimate expires.

Allocation Method

Select the method used to estimate the allocation of clean up charges.

Recognized

The amount amortized for the clean up project (in U.S. dollars).

Remaining

The amount of clean up charges remaining to be amortized (in U.S. dollars).

Recognized Through

The date through which clean up charges have been amortized.

Funding Tab

Data elements contained in the funding tab are used to establish funding records for each clean-up project. Each project must be fully funded (funds are in 'enacted' status and meet or exceed the estimated amount of the clean-up project) before the project may be amortized.

You may set up multiple funding records for each clean-up project, differentiating the funding by unique combinations of organization, object class, program and project. Each funding record may also have a status of 'estimated', 'requested', or 'enacted' (appropriated or approved). These funding status' allow you to track funding for a potential clean-up project before it begins.

Project Combo Box

A property may have multiple clean up projects. Use this list box to select a clean up project to view or maintain.

Funding List Box

Double click on an item to view and/or maintain funding information for the selected funding record.

Organization

Select the organization for the funding record.

Object Class

Select the object class for the funding record.

Program

Select the select the program for the funding record.

Project

Select the project for the funding record.

Estimated Amount

Enter the amount estimated for the funding record. This amount is typically a ‘work paper’ amount.

Unfunded Amount

A display only field that shows the unfunded amount for the project.

Funding Status

Select the status of the funding (estimated, requested or enacted).

Requested Amount

Enter the amount of funding formally requested for this funding record.

Funded Amount

Enter the fund amount formally enacted (approved/appropriated/obligated) for this funding record..

Ranking Tab

Project Combo Box

A property may have multiple clean up projects. Use this list box to select a clean up project to view or maintain.

Rank Score

This score is automatically calculated by the system. The score is calculated as the sum of cleaning need requirements and their associated weight multiplied by the ratio of the need in the project. For example, if a project has a Environmental Need that is 75% of the project with a need weight of 10, and a Personnel Safety Need that is 25% of the project with a need weight of 20 the rank score would be: (10 * .75) + 20 * .25) = 12.5.

Percent Remaining

The percent of the project remaining to be assigned to a needs requirement.

Unassigned Needs

A listing of needs available to be assigned to the project. Double-click on a need to select the need and assign the percent that it is applied to the project.

Assigned Needs

A listing of needs assigned to the project and the percent to which they are assigned. Double-click on a need to remove the need from the project.

Deferred Maintenance Projects Dialog

Accounting standards set by the Office of Management and Budget (OMB), the General Accounting Office (GAO), and the Department of the Treasury, require that financial statements include liabilities associated with the deferred maintenance of property, plant and equipment.

Federal RPM is specifically designed to fully these financial requirements and to comply with all government regulations.

The purpose of the Deferred Maintenance dialog is to enter and maintain data required for each Deferred Maintenance project. Actual charges for the projects are entered through the Journal Voucher function of Federal RPM.

The dialog is divided into five tabs as follows:

· **Summary** – Presents a summary of all deferred maintenance projects for the subject property. Totals are presented for Critical and Non-Critical Maintenance, both recognized and estimated. Totals are also presented for the funding status of all deferred maintenance projects for the property. Property condition index is calculated as the percent of total deferred maintenance in relation to the current market value of the property. For example, a property with $100,000 of deferred maintenance with a $1 million market value would have a Property Condition Index of 10% (100,000/ 1,000,000).

· **General -** Presents general information about one or more deferred maintenance projects. The drop down list is used to select a project for viewing. Project status include: Proposed; Approved; Active; Denied; and Completed. Reason and Operating standard codes are user defined.

· **Cost** – Presents estimated and actual costs associated with each deferred maintenance project associated with the property

· **Funding** – Displays, by project, the status of funding and allocation of funding for each deferred maintenance project associated with the property. Funding allocation may be made by organization, object class, program and/or project. Funding status is tracked for each funding allocation record.

· **Ranking** – Displays/calculates the rank score of each deferred maintenance project. Projects are ranked using user-defined deferred maintenance ranking categories and assigned category weights (see “Guide to Reference Codes”).

Summary Tab

· **Estimated Critical:** The total estimated cost of critical deferred maintenance projects for this property (in U.S. dollars).

· **Estimated Non-Critical:** The total estimated cost of non-critical deferred maintenance projects for this property (in U.S. dollars).

· **Recognized Critical:** The amount of critical deferred maintenance expense recognized to date (in U.S. dollars).

· **Recognized Non-Critical:** The amount of non-critical deferred maintenance expense recognized to date (in U.S. dollars).

· **Property Condition Index:** The property condition index is calculated as the percent of total deferred maintenance and current market value. For example, a property with $100,000 of deferred maintenance with a $1 million market value would have a Property Condition Index of 10% (100,000/ 1,000,000).

· **Funding Required:** Total funding required for all deferred maintenance projects for the property.

· **Funding Enacted:** Total funding enacted for all deferred maintenance projects associated with the property.

· **Funding Requested:** Total of all outstanding funding requests for deferred maintenance projects associated with this property.

· **Funding Variance:** The difference between funding required and funding enacted.

General Tab

Project Combo Box

A property may have multiple deferred maintenance projects. Use this list box to select a deferred maintenance project to view or maintain.

Project Name

Enter the name of the deferred maintenance project.

Status

Select the status of the deferred maintenance project.

Reason

This list box is preloaded with deferred maintenance project reasons defined by your organization.

Operating Standard

This list box is preloaded with deferred maintenance operating standard compliance reasons defined by your organization.

Start Date

The start date of the deferred maintenance project (in mm/dd/yyyy format).

End Date

The end date of the deferred maintenance project (in mm/dd/yyyy format).

Requested By

Enter the name of the individual requesting the deferred maintenance project.

Requested Date

Enter the date that the deferred maintenance project was requested.

Approved/Denied By

Enter the name of the individual approving/denying the deferred maintenance project.

Approval/Denial Date

Enter the date that the deferred maintenance project was approved/denied.

Project Description

Enter the description of the project.

Need/Benefit

Enter a description of the need or benefit for/of this project.

Cost Tab

Project Combo Box

A property may have multiple deferred maintenance projects. Use this list box to select a deferred maintenance project to view or maintain.

Estimate Class

Select the class of estimate.

Forecast

The date of the forecast for the project, and the method used to forecast the deferred maintenance amount (forecast methods are defined by GAO).

Estimated By

Enter the name of the individual completing the estimate.

Estimate Expiration Date

Enter the date (in mm/dd/yyyy format) that the estimate expires.

Critical Estimated

Enter the total estimated cost of critical deferred maintenance projects for this project (in U.S. dollars).

Critical Actual

The actual amount of critical deferred maintenance expenses to date for this project (in U.S. dollars).

Non-Critical Estimated

Enter the total estimated cost of non-critical deferred maintenance projects for this project (in U.S. dollars).

Non-Critical Actual

The actual amount of non-critical deferred maintenance expenses to date for this project (in U.S. dollars).

Funding Tab

Data elements contained in the funding tab are used to establish funding records for each deferred maintenance project. Unlike cleanup and capitalized improvement projects, the funding for deferred maintenance project is only for informational purposes. Expensed associated with a deferred maintenance project will be recognized via the entry of journal vouchers, regardless of the project's funding status.

You may set up multiple funding records for each deferred maintenance project, differentiating the funding by unique combinations of organization, object class, program and project. Each funding record may also have a status of 'estimated', 'requested', or 'enacted' (appropriated or approved). These funding status' allow you to track funding for a potential deferred maintenance project before it begins.

Project Combo Box

A property may have multiple deferred maintenance projects. Use this list box to select a deferred maintenance project to view or maintain.

Funding List Box

Double click on an item to view and/or maintain funding information for the selected funding record.

Organization

Select the organization for the funding record.

Object Class

Select the object class for the funding record.

Program

Select the select the program for the funding record.

Project

Select the project for the funding record.

Estimated Amount

Enter the amount estimated for the funding record. This amount is typically a 'work paper' amount.

Unfunded Amount

A display only field that shows the unfunded amount for the project.

Funding Status

Select the status of the funding (estimated, requested or enacted).

Requested Amount

Enter the amount of funding formally requested for this funding record.

Funded Amount

Enter the fund amount formally enacted (approved/appropriated/obligated) for this funding record.

Ranking Tab

Project Combo Box

Select a deferred maintenance project to view or maintain.

Rank Score

This score is automatically calculated by the system. The score is calculated as the sum of cleaning need requirements and their associated weight multiplied by the ratio of the need in the project. For example, if a project has a Environmental Need that is 75% of the project with a need weight of 10, and a Personnel Safety Need that is 25% of the project with a need weight of 20 the rank score would be: (10 * .75) + 20 * .25) = 12.5.

Percent Remaining

The percent of the project remaining to be assigned to a needs requirement.

Unassigned Needs

A listing of needs available to be assigned to the project. Double-click on a need to select the need and assign the percent that it is applied to the project.

Assigned Needs

A listing of needs assigned to the project and the percent to which they are assigned. Double-click on a need to remove the need from the project.

Preventive Maintenance Dialog

The Preventive Maintenance dialog provides a means to record preventive maintenance activities, view scheduled activities, and view a history of preventive maintenance actions by type of activity. Federal RPM preloads maintenance activities in this dialog, based upon the preventive maintenance activities that your organization has authorized for the property's property class through the preventive maintenance setup function in Federal RPM.

Note If preventive maintenance activities have not been authorized for the property class associated with the property, the Preventive Maintenance menu option is hidden. Contact your Federal RPM System Administrator if you need to track a preventive maintenance activity that is not listed.

Performed Tab

File List Box

This list box displays preventive maintenance activities authorized for this property. Double-click to enter a preventive maintenance action.

Type of Service

Name of the preventive maintenance activity.

Date

Enter the date the preventive maintenance activity was performed (in mm/dd/yyyy format).

Work Order Number

Enter the number of the work order for this activity.

Actual Hours

Enter the number of labor hours (precision, 1 decimal place) required to complete the preventive maintenance activity.

Actual Cost

Enter the cost (in U.S. dollars) required to complete the preventive maintenance activity.

Completed By

Enter the name of the individual completing the preventive maintenance.

Notes

Enter miscellaneous notes about the preventive maintenance activity.

History Tab

Use the list to select the type of preventive maintenance you wish to view. Federal RPM will return a list of completed activities, including the date completed, and a comparison of actual labor hours and cost required to complete the activity against the standard hours and cost established by your organization.

Scheduled Tab

This tab displays a list of scheduled preventive maintenance activities.

Depreciation Dialog

The purpose of the Depreciation dialog is to enter and maintain data required to depreciate each capitalized amount associated with the property. Capitalized projects may be established for property that is owned, capitalized leases, and/or lease hold improvements.

The Generate Financial function in Federal RPM depreciates the property (capitalized amount less salvage value) on a straight-line basis, across the service life of the capitalized project.

The dialog is divided into four tabs as follows:

· **Summary** – Presents a summary of all capital improvement projects for the subject property. Totals are presented for Total Capitalized amount, Total Salvage and Total Depreciation.

· **General -** Presents general information about one or more capital improvement projects. The drop down list is used to select a project for viewing. Project status include: Proposed; Approved; Active; Denied; and Completed.

· **Cost** – Presents the capitalized amount, salvage amount and amount depreciated for each capital improvement project associated with the property

· **Funding** – Displays, by project, the status of funding and allocation of funding for each capital improvement project associated with the property. Funding allocation may be made by organization, object class, program and/or project. Funding status is tracked for each funding allocation record. Please note that each capitalized project must be fully funded and have a status of ‘Approved’ before depreciation will be made for the project.

Note The menu for this dialog is only visible if the property is owned. The menu for the dialog is hidden for buildings leased from GSA.

Summary Tab

- **Capitalized:** The total capitalized amount of the property (in U.S. dollars).
- **Salvage:** The total salvage value of the property (in U.S. dollars).
- **Depreciated:** The total accumulated depreciation for the property (in U.S. dollars).
- **Remaining:** The amount remaining to be depreciated (in U.S. dollars).
- **Depreciated Through:** The date through which capitalized amounts have been depreciated.
- **In Service:** The earliest in service date of capitalized property (in mm/dd/yyyy format)
- **Out of Service:** The latest service end date of capitalized property (in mm/dd/yyyy format)
- **Funding Required:** Total funding required for all deferred maintenance projects for the property.
- **Funding Enacted:** Total funding enacted for all deferred maintenance projects associated with the property.
- **Funding Requested:** Total of all outstanding funding requests for deferred maintenance projects associated with this property.
- **Funding Variance:** The difference between funding required and funding enacted.

General Tab

Project Combo Box

Select a capital improvement project to view or maintain.

Project Name

Enter the name of the capital improvement project.

Reason

Select the reason for the captial improvement project.

Leasehold Improvement

Indicates whether the capitalized project is associated with a leasehold improvement. The leasehold improvement designation is made when the capitalized project is created. It cannot be changed once it is set.

Status

Select the status of the capital improvement project.

Requested By

Enter the name of the individual requesting the capital improvement project.

Requested Date

Enter the date that the capital improvement project was requested.

Approved/Denied By

Enter the name of the individual approving/denying the capital improvement project.

Approval/Denial Date

Enter the date that the capital improvement project was approved/denied.

Project Description

Enter the description of the project.

Need/Benefit

Enter a description of the need or benefit for/of this project.

Cost Tab

Project Combo Box

Select a capital improvement project to view or maintain.

In Service Date

Enter the date (in mm/dd/yyyy format) that the asset was placed in service. This data will be used as the starting date for depreciation.

Service Life

Select the number of service life months for the asset. In service date and service life months are used to perform depreciation of the asset. Federal RPM performs depreciation on a monthly basis as part of the Financial Import process. All depreciation is calculated on a straight-line basis.

Out of Service Date

Date asset will be fully depreciated. This field is system generated.

Capitalized Amount

Enter the amount capitalized for the asset.

Salvage Value

Enter the salvage value of the asset. Federal RPM depreciates the capitalized amount less the salvage value.

Accumulated Depreciation

Total accumulated depreciation for the asset. This amount is calculated by Federal RPM.

Remaining

Value of the capital improvement remaining to be depreciated.

Depreciated Through

Date through which depreciation for the capital improvement project has been depreciated. This date is posted by Federal RPM.

Estimate Class

Select the class of estimate.

Estimate Expiration Date

Enter the date (in mm/dd/yyyy format) that the estimate expires.

Estimated By

Enter the name of the individual completing the estimate.

Funding Tab

Data elements contained in the funding tab are used to establish funding records for each capital improvement project. Each project must be fully funded (funds are in ‘enacted’ status and meet or exceed the capitalized amount of the capitalized project) before the project may be depreciation.

You may set up multiple funding records for each capitalized project, differentiating the funding by unique combinations of organization, object class, program and project. Each funding record may also have a status of ‘estimated‘, ‘requested’, or ‘enacted’ (appropriated or approved). These funding status’ allow you to track funding for a potential capitalized project before it begins.

Project Combo Box

A property may have multiple capitalized projects. Use this list box to select a capitalized project to view or maintain.

Funding List Box

Double click on an item to view and/or maintain funding information for the selected funding record.

Organization

Select the organization for the funding record.

Object Class

Select the object class for the funding record.

Program

Select the select the program for the funding record.

Project

Select the project for the funding record.

Estimated Amount

Enter the amount estimated for the funding record. This amount is typically a ‘work paper’ amount.

Unfunded Amount

A display only field that shows the unfunded amount for the project.

Funding Status

Select the status of the funding (estimated, requested or enacted).

Requested Amount

Enter the amount of funding formally requested for this funding record.

Funded Amount

Enter the fund amount formally enacted (approved/appropriated/obligated) for this funding record..

Ranking Tab

Project Combo Box

Select a capital improvement project to view or maintain.

Rank Score

This score is automatically calculated by the system. The score is calculated as the sum of cleaning need requirements and their associated weight multiplied by the ratio of the need in the project. For example, if a project has a Environmental Need that is 75% of the project with a need weight of 10, and a Personnel Safety Need that is 25% of the project with a need weight of 20 the rank score would be: (10 * .75) + 20 * .25) = 12.5.

Percent Remaining

The percent of the project remaining to be assigned to a needs requirement.

Unassigned Needs

A listing of needs available to be assigned to the project. Double-click on a need to select the need and assign the percent that it is applied to the project.

Assigned Needs

A listing of needs assigned to the project and the percent to which they are assigned. Double-click on a need to remove the need from the project.

Disposal Dialog

At the end of its life-cycle, real property is removed from service. It may be declared as excess property and reported to GSA, it may be sold (either on the commercial market or through GSA), or it may be destroyed. This dialog supports recording the disposal of real property. The dialog includes all data elements required by GSA to report excess property.

Estimated Excess Date

Enter the estimated excess date (in mm/dd/yyyy format) for the property.

Excess Indicator

Check this box if the property is being excessed.

Actual Excess Date

Enter the actual excess date (in mm/dd/yyyy format) for the property.

Estimated Value

Enter the estimated fair market value of the property at time of excess.

Acres

Enter the number of acres being excessed.

Square Feet

Enter the number of square feet being excessed.

GSA Report Date

Enter the date (in mm/dd/yyyy format) the disposal was reported to GSA.

GSA Response Date

Enter the date (in mm/dd/yyyy format) that GSA responded to the disposal notification.

Approved by GSA

Check this box if the disposal request is approved by GSA.

Approved by HUD

Check this box if the disposal request is approved by HUD.

Disposal Reason

Enter the reason for the disposal of the property.

Disposal Date

Enter the date of disposal (in mm/dd/yyyy format).

Disposal Status

Enter the status of the disposal.

Disposal Cost

Enter the total of all costs associated with the disposal of the property.

Disposal Proceeds

Enter the proceeds from the sale of the property.

Journal Vouchers Dialog

Use this dialog to record miscellaneous income and expense amounts associated with the property. This dialog is also used to record actual expenditures for deferred maintenance projects.

File List Box

This list is preloaded with Journal Vouchers that have been entered into the system. Double-click to view the vouchers.

IMPORTANT Once vouchers are entered into the system, they cannot be changed.

Date

Enter the Journal Voucher date (in mm/dd/yyyy format).

Amount

Enter the Journal voucher amount (in U.S. dollars).

Income Checkbox

Check this box to see a list of Income Accounts, clear to see a list of Expense Accounts.

Deferred Maintenance Checkbox

This check box appears if the property has deferred maintenance projects on file. Check this box if the journal voucher is for a deferred maintenance project.

Critical Checkbox

This checkbox appears if the property has deferred maintenance projects on file. Check this box if the journal voucher is for a deferred maintenance project and the amount is for critical maintenance.

Object Class

Select the general ledger object class for the journal voucher.

Fund

Select the general ledger fund for the journal voucher.

Program

Select the general ledger program for the journal voucher.

Project

Select the general ledger project for the journal voucher.

Organization List Box

Select the general ledger organization for the journal voucher.

Deferred Maintenance List Box

This list box appears if the property has deferred maintenance projects on file and you have indicated that the journal voucher is for a deferred maintenance project. Use the list box to assign the journal voucher to a specific deferred maintenance project. If the Critical Box is checked, it will be recorded as Critical Maintenance, otherwise, it will be recorded as Non-Critical Maintenance.

Memo

Enter the reason for the journal voucher entry.

Lease Dialog

Federal RPM maintains two types of leases: GSA leases and commercial leases. Characteristics of these two lease types include:

GSA Leases

· Imported from the GSA rent file

· Data from the file used to construct a new property record, new lease, new space record(s), and a default allocation record for each type of space

· Each lease may include multiple types of space

· Space records may include both occupied space types (for example, General Purpose) and unoccupied space type (for example, Security Basic). (Note: Occupied Space reports in Federal RPM ignore the square footage assigned to unoccupied space types)

· Space records must match space assignments on file at GSA. For example, you cannot add General Purpose space to a GSA lease if GSA records do not include a General Purpose space type for the lease

· GSA does not provide the start or end date of the lease in the rent file. Federal RPM automatically assigns the start date to be the first day of the month for the first billing period for the lease. For example, if a new lease is received in the April 2001 rent bill, the lease will be assigned a start date of

April 1, 2001

- Leases obtained from GSA cannot be capitalized or have lease hold improvements
- Lease charges are obtained from the GSA rent file (see “Financial Import”)
- Lease charges are recognized on a monthly basis
- The rate per square foot cannot be changed for GSA leases
- The square footage for each type of space must always match the square footage amount on file at GSA
- Each type of space may be allocated across organizations, programs, projects, and object classes
- Once established, allocation rules are used to distribute lease charges are they are imported from GSA
- GSA leases may be delegated

Commercial Leases

- Entered manually. Before you can enter a commercial lease, you must first create a building, land, or other structure record, then add the lease
- Commercial leases may be capitalized and may have lease hold improvements
- Each lease may include multiple types of space
- Space records include occupied square feet (for example, General Purpose), charge basis square feet may not be assigned to a commercial lease (for example, Security Basic).
- Lease charges are based upon the rate per square foot and the number of square feet for each type of space
- Lease charges may be recognized on a monthly, quarterly, semi-annual, annual or one-time basis
- Lease charges are recognized in arrears on the first day following the initial lease cycle. For example, a lease with a start date of April 1, 2001 and a monthly payment cycle will have its lease charges recognized during the generation of non-GSA financial data for May 2001. In this process, lease charges for April 1 through April 30, 2001 will be recognized. A lease with a start date of April 1, 2001 and a quarterly payment cycle will have its lease charges recognized during the generation of non-GSA financial data for July 2001. In this process, lease charges for April 1 through June30, 2001 will be recognized (see “Financial Import”)
- The rate per square foot may be changed for commercial leases
- Each type of space may be allocated across organizations, programs, projects, and object classes
- Once established allocation rules are used to distribute lease charges are they are generated by Federal RPM
- Commercial leases may be assigned to a delegated GSA lease

The main lease dialog is used to enter basic lease information, add/remove/or change space types assigned to the lease, and navigate to depreciation (for capitalized leases and/or leasehold improvements) and lease terms.

How To Add Commercial Lease Space

1. Create a building, land or other structure record

2. Create a lease record

3. After creating the lease record, click the Manage Space button. A list box of space types will appear.

4. Double click on the name of the space type you need to add. The space type dialog will appear.

5. Click the Add button, then enter the rate per square foot (this is the annual rate), the number of occupied square feet and the number of joint use square feet. At this point the dialog will display the total amount of square feet remaining to be allocated. All square footage amounts must be allocated before this space record may be saved.

6. In the Allocation Rule Detail frame, select organization, object class, program, project allocation for this space type. (Tip: Some of these lists may be long. By placing your cursor in the list box and typing quickly, you can navigate through the list. For example, in the organization box, by quickly typing 'Ad' the system will navigate to any organization name that starts with 'Ad'). The combination of organization, object class, program and project must be unique for each type of space. After entering the allocation assignments, enter the number of square feet and/or joint use square feet assigned to this allocation rule.

7. Click the Update Button. The amount of regular and joint use square feet remaining to be allocated is displayed above the Allocation Rule Detail frame. Return to step 5, above, and continue to specify allocation rules until all square footage for regular and joint use space is allocated.

How to Reallocate Space by Type of Space

1. In the Current Allocation Rules frame, double-click on the type of space you need to reallocate. Click the Delete Button, the amount of space previously assigned to this allocation rule will now be available for allocation.

2. Delete other space allocation rules as required.

3. In the Allocation Rule Detail frame, select organization, object class, program, project allocation for this space type. (Tip: Some of these lists may be long. By placing your cursor in the list box and typing quickly, you can navigate through the list. For example, in the organization box, by quickly typing 'Ad' the system will navigate to any organization name that starts with 'Ad'). The combination of organization, object class, program and project must be unique for each type of space. After entering the allocation assignments, enter the number of square feet and/or joint use square feet assigned to this allocation rule.

4. Click the Update Button. The amount of regular and joint use square feet remaining to be

allocated is displayed above the Allocation Rule Detail frame. Return to step 5, above, and continue to specify allocation rules until all square footage for regular and joint use space is allocated.

Lease Dialog Detail

Lease No.

Enter the lease number. This is the control number for the lease agreement or contract.

Annualized Rent

This is a system generated amount that presents the annualized rent for the property (in U.S. dollars). Annualized rent is calculated by calculating a daily rent rate and multiplying the daily rate by the number of days in the calendar year. The daily rent rate is calculated by dividing the total amount of charges for the fiscal year by the number of days in the fiscal year that the lease was active.

Rent Year to Date (YTD)

This is a system generated amount that presents the amount of rent for the property for the current fiscal year (in U.S. dollars). Rent YTD is calculated as the total amount of charges for the fiscal year.

Start Date

Enter the lease start date (in mm/dd/yyyy format). For GSA leases, this field contains the date that the lease first received charges. For example, if the lease first received charges in the April 2001 rent bill, the start date would be April 1, 2001.

End Date

Enter the lease end date (in mm/dd/yyyy format). Note: The end date must be entered before lease terms may be entered.

Final Expiration Date

Enter the final date (after exercising all lease options) that lease is expected to expire. This date is used to calculate future liability associated with the lease.

Contact

Enter the name of the individual that has primary responsibility for the lease.

Month-to-month

Check if lease is made on a month to month basis.

Phone Number

Enter the phone number for the individual that has primary responsibility for the lease.

Capitalized Indicator

Check if the lease is capitalized.

Delegated Indicator

This indicator is set by the system and cannot be changed once it is set. For a GSA lease, it indicates if the lease is delegated, for a commercial lease, it is used to indicate if the commercial lease associated with a GSA delegated lease.

Fax Number

Enter the fax number for the individual that has primary responsibility for the lease.

Option Years Remaining

Enter the number of option years remaining on a multi-year lease.

Default Organization

Select the organization that has primary responsibility for this lease.

Payment Frequency

Only available for commercial leases. Select the frequency that the lease will be paid. Federal RPM recognizes commercial lease charges in arrears.

Vendor

Only available for commercial leases. Select the vendor leasing the property.

Tax Escalation Indicator

Check if the lease includes a tax escalator.

CPI Escalation Indicator

Check if the lease includes a CPI (consumer price index) escalator.

Fixed Escalation Indicator

Check if the lease includes a fixed escalator.

Assigned Space Types Window

This window lists each type of space followed by the regular square feet and joint use square feet assigned to the space. To navigate to a space type, double-click on the space type in this window.

Manage Space Button

Only available for commercial leases. Click this button to assign a new type of space to the lease. When this button is clicked, a list of occupied space types will appear. Double-click in this window to select the type of space you wish to add.

Lease Menu - Depreciation

Available for commercial leases. Click to enter capitalized project information for a capitalized lease or leasehold improvement.

Lease Menu – Terms

Available for GSA and commercial leases. Click to enter lease terms information. Note: You must specify a lease end date before you may enter lease terms.

Days to Renew

Enter the number of days before the lease end date that you must notify the vendor of your intension to renew the lease. Based on the days entered, the system will calculate and save a lease renewal alert date. This date will be used to alert users that the lease renewal deadline is approaching.

Days to Cancel

Enter the number of days before the lease end date that you must notify the vendor of your intension to cancel the lease. Based on the days entered, the system will calculate and save a lease cancellation alert date. This date will be used to alert users that the lease cancellation deadline is approaching.

Term Notes

A free form field for term notes (up to 2,000 characters of text).

Print Button

Located to the right of the Help Button. Click to print the lease term report for the lease.

Sublease Dialog

Federal RPM not only reports on property expenses, it also allows you to recognize income associated with the sublease of your real property. Use this dialog to set up and maintain data about the sublease. Sublease income is recognized by Federal RPM during the Import Financial Records process.

Note Subleases may only be created for property owned by your organization.

File List Box

Multiple subleases may be created for a piece of personal property. Double-click to select a sublease.

Sub Lease No.

Enter your organization’s control number for the sublease.

Start Date

Enter the sublease start date (in mm/dd/yyyy format).

End Date

Enter the sublease end date (in mm/dd/yyyy format).

Fund

Select the fund that should receive sublease proceeds.

Account

Select the general ledger income account that should be used to record sublease income.

Program

Select the general ledger program that should be used to record sublease income.

Project

Select the general ledger project that should be used to record sublease income.

Organization

Select the general ledger organization that should be used to record sublease income.

Leasee

Enter the name of the leasee.

Contact

Enter the name of the individual acting as the leasee point of contact.

Phone

Enter the contact's phone number.

Fax

Enter the contact's fax number.

Monthly Rent

Enter the amount of monthly rent (in U.S. dollars).

Notes

Enter miscellaneous notes about the sublease.

Land Dialog

At the highest level, Federal RPM tracks real property using the real property categories established by GSA. These categories include: Buildings, Land, and Other Structures and Facilities. This dialog, and its associated dialogs, called via submenus, provide the means to maintain all data related to land.

Dialog Menus At A Glance

· **Acquisition:** Click to enter acquisition data. For details, see "Main Building Dialog, Data Elements."

· **Characteristics – Audit Trail:** Certain events in Federal RPM trigger the creation of audit trail records for each property. Currently, these events include: change of acquisition cost; change in property manager assigned overall responsibility for the property; change in property acquisition date; addition of property to the inventory; change to clean up projects; addition of clean up projects; change to deferred maintenance project; addition of deferred maintenance project; change to depreciation record; addition of depreciation record; change to rate per square foot (GSA Assignments only); and change to square feet (GSA Assignments only). The Audit Trail dialog allows you to view all of these auditable events, or to view the events by audit category.

· **Characteristics – Complex:** Click this menu option to navigate to the complex to which the property is assigned.

· **Characteristics – Condition Assessment:** Click to enter or view condition assessment data. For details, see "Characteristics – Condition Assessment Dialog."

· **Characteristics – Diary:** Click the diary entry to enter specific notes (diary entries) about the property. Each diary entry contains the date the entry was made, and the name of the individual making the entry.

· **Characteristics - Energy:** Click to define the types of energy used by the property, and to enter energy consumption data. For details, see “Characteristics – Energy Consumption Dialog.”

· **Characteristics - Housing:** Click to enter or view housing data associated with the property. For details, see “Characteristics – Housing Dialog.”

· **Characteristics - Image:** Click to view a picture of the property. Images of the property may be stored in jpg or gif format. Pictures should be sent to your System Administrator for entry into Federal RPM’s file system. (Note: Property images are viewed using Microsoft’s Internet Explorer).

Note This menu item is disabled if a picture is not on file.

· **Characteristics – Installation:** Click this menu option to navigate to the GSA installation to which the property is assigned.

· **Characteristics – Land Rights:** Click to enter or view land rights associated with the property. Land rights address rights expressly granted or denied to the property. For details, see “Characteristics – Land Rights.”

· **Characteristics – Map Coordinates:** Click to enter or view map coordinates for the property. Map coordinate data may be maintained manually, or imported directly from FSC using the Geographic Code import process. For details, see “Characteristics – Map Coordinates Dialog.”

· **Characteristics – Occupied Space:** Click this menu option to define and allocate occupied space for owned property.

Note This menu item is hidden if the property is leased.

· **Characteristics – Other:** Click to enter or view Other data elements defined by your organization for Federal RPM. Up to 30 additional data elements may be defined. For details, see “Characteristics – Other Dialog.”

· **Characteristics – Parking:** Click to enter or view parking data associated with the property. For details, see “Characteristics – Parking Dialog.”

· **Characteristics – Personnel:** Click to enter or view personnel data associated with the property. Personnel data may be maintained manually, or imported directly from a Personnel Locator system. For details, see “Characteristics – Personnel Dialog.”

· **Characteristics – Seismic Safety:** Click to enter or view seismic safety data associated with the property. For details, see “Characteristics – Seismic Safety Dialog.”

· **Characteristics – Special Features:** Your organization may wish to define special features about real property that you wish to track. For example, you might wish to track property that has “Child Care” facilities. Once the “Child Care” feature has been defined (see “Guide to Reference Codes”), it can be assigned to a property. Click to enter or view Special Features. For details, see “Characteristics - Special Features Dialog.”

· **Characteristics - Township:** Click to enter or view the township location of the property. For details, see “Characteristics – Township Dialog.”

· **Clean Up:** Click to enter or view clean up project data and to view clean up amortization. For details, see “Clean Up Projects Dialog.”

· **Maintenance – Deferred Maintenance:** Click to enter or view deferred maintenance data. For details, see “Deferred Maintenance Projects Dialog.”

Note If your system has been configured to prevent entry of deferred maintenance, this menu item will not appear.

· **Maintenance - Preventive Maintenance:** Click to enter or view preventive maintenance data. For details, see “Preventive Maintenance Dialog.”

· **Disposal:** Click to enter or view data concerning property disposal. For details, see “Disposal Dialog.”

· **Journal Vouchers:** Click to enter miscellaneous income and expense activity for the property. For details, see “Journal Vouchers.”

Note If your system has been configured to prevent entry of journal vouchers, this menu item will not appear.

· **Lease:** Click to enter or view lease data for the property. For details, see “Lease.”

Note This option is only activated if the property is leased.

· **Sublease:** Click to enter or view sublease data. For details, see “Sublease.”

Note This option is only activated if the property is owned.

Organization

Each facility must be assigned to an organization. When this dialog is presented, the Organization pick list is preloaded with the organizations that have been entered into Federal RPM via the Reference Code process.

Complex

Click the Folder button to locate and assign the property to a complex.

Installation

In Federal RPM, an Installation represents a group of facilities. For example, an Installation might include 10 buildings, 12 plots of land, and 3 structures. To assign land to an Installation, click the Installation folder button and complete the Search Dialog to select the desired Installation.

Name

The name of the parcel of land.

Address

The address of the land.

Geographic Location

Federal RPM uses General Services Administration's (GSA) Geographic Location Codes (GLC) to define the location of cities, states, counties, and countries. Click the Geographic Location folder button and complete the Search Dialog to select the desired location. The selected GLC will be used to automatically complete the city, state, and country text boxes.

Zip Code

The ZIP code of the land.

Congressional District

Click the Congressional District folder button and complete the Search Dialog to select the desired congressional district. The selected district be added to the pick list of assigned congressional districts. Up to 10 districts may be assigned to each plot of land.

Space Source

Click the type of ownership for this plot of land.

Acres

Urban

Enter a number (precision of 1 decimal) for the number of urban acres for this plot of land.

Rural

Enter a number (precision of 1 decimal) for the number of rural acres for this plot of land.

Property Id

This is Federal RPM's unique identification for the property. It is assigned by the system and cannot be changed.

Cont. Update

If you have a number of facilities to enter and they all have the same basic information, click the Continuous Update checkbox. When you check this box, Federal RPM will only clear a few of the text boxes when you save your new record. This reduces the amount of data entry required to enter a new facility.

Management Office

Select the real estate management office that has responsibility for this property.

Special Notes

Record special notes about the facility in this area.

Other Structures and Facilities Dialog

At the highest level, Federal RPM tracks real property using the real property categories established by GSA. These categories include: Buildings, Land, and Other Structures and Facilities. This dialog, and its associated dialogs, called via menus, addresses all data required to maintain data related to Other Structures and Facilities.

Dialog Menus At A Glance

· **Acquisition:** Click to enter acquisition data. For details, see "Main Building Dialog, Data Elements."

· **Characteristics – Audit Trail:** Certain events in Federal RPM trigger the creation of audit trail records for each property. Currently, these events include: change of acquisition cost; change in property manager assigned overall responsibility for the property; change in property acquisition date; addition of property to the inventory; change to clean up projects; addition of clean up projects; change to deferred maintenance project; addition of deferred maintenance project; change to depreciation record; addition of depreciation record; change to rate per square foot (GSA Assignments only); and change to square feet (GSA Assignments only). The Audit Trail dialog allows you to view all of these auditable events, or to view the events by audit category.

· **Characteristics – Complex:** Click this menu option to navigate to the complex to which the property is assigned.

· **Characteristics – Condition Assessment:** Click to enter or view condition assessment data. For details, see "Characteristics – Condition Assessment Dialog."

· **Characteristics – Diary:** Click the diary entry to enter specific notes (diary entries) about the property. Each diary entry contains the date the entry was made, and the name of the individual making the entry.

· **Characteristics - Energy:** Click to define the types of energy used by the property, and to enter energy consumption data. For details, see "Characteristics – Energy Consumption Dialog."

· **Characteristics - Housing:** Click to enter or view housing data associated with the property. For details, see "Characteristics – Housing Dialog."

· **Characteristics - Image:** Click to view a picture of the property. Images of the property may be stored in jpg or gif format. Pictures should be sent to your System Administrator for entry into Federal

RPM's file system. (Note: Property images are viewed using Microsoft's Internet Explorer).

Note This menu item is disabled if a picture is not on file.

· **Characteristics – Installation:** Click this menu option to navigate to the GSA installation to which the property is assigned.

· **Characteristics – Land Rights:** Click to enter or view land rights associated with the property. Land rights address rights expressly granted or denied to the property. For details, see "Characteristics – Land Rights."

· **Characteristics – Map Coordinates:** Click to enter or view map coordinates for the property. Map coordinate data may be maintained manually, or imported directly from FSC using the Geographic Code import process. For details, see "Characteristics – Map Coordinates Dialog."

· **Characteristics – Occupied Space:** Click this menu option to define and allocate occupied space for owned property.

Note This menu item is hidden if the property is leased.

· **Characteristics – Other:** Click to enter or view Other data elements defined by your organization for Federal RPM. Up to 30 additional data elements may be defined. For details, see "Characteristics – Other Dialog."

· **Characteristics – Parking:** Click to enter or view parking data associated with the property. For details, see "Characteristics – Parking Dialog."

· **Characteristics – Personnel:** Click to enter or view personnel data associated with the property. Personnel data may be maintained manually, or imported directly from a Personnel Locator system. For details, see "Characteristics – Personnel Dialog."

· **Characteristics – Seismic Safety:** Click to enter or view seismic safety data associated with the property. For details, see "Characteristics – Seismic Safety Dialog."

· **Characteristics – Special Features:** Your organization may wish to define special features about real property that you wish to track. For example, you might wish to track property that has "Child Care" facilities. Once the "Child Care" feature has been defined (see "Guide to Reference Codes"), it can be assigned to a property. Click to enter or view Special Features. For details, see "Characteristics - Special Features Dialog."

· **Characteristics - Township:** Click to enter or view the township location of the property. For details, see "Characteristics – Township Dialog."

· **Clean Up:** Click to enter or view clean up project data and to view clean up amortization. For details, see "Clean Up Projects Dialog."

· **Maintenance – Deferred Maintenance:** Click to enter or view deferred maintenance data. For details, see "Deferred Maintenance Projects Dialog."

Note If your system has been configured to prevent entry of deferred maintenance, this menu item will not appear.

· **Maintenance - Preventive Maintenance:** Click to enter or view preventive maintenance data. For details, see “Preventive Maintenance Dialog.”

· **Depreciation:** Click to enter or view depreciation data and to view accumulated depreciation. For details, see “Depreciation Dialog.”

Note This option is only available if the property is owned.

· **Disposal:** Click to enter or view data concerning property disposal. For details, see “Disposal Dialog.”

· **Journal Vouchers:** Click to enter miscellaneous income and expense activity for the property. For details, see “Journal Vouchers.”

Note If your system has been configured to prevent entry of journal vouchers, this menu item will not appear.

· **Lease:** Click to enter or view lease data for the property. For details, see “Lease.”

Note This option is only activated if the property is leased.

· **Sublease:** Click to enter or view sublease data. For details, see “Sublease.”

Note This option is only activated if the property is owned.

Organization

Each facility must be assigned to an organization. When this dialog is presented, the Organization pick list is preloaded with the organizations that have been entered into Federal RPM via the Reference Code process.

Complex

Click the Folder button to locate and assign the property to a complex.

Installation

In Federal RPM, an Installation represents a group of facilities. For example, an Installation might include 10 buildings, 12 plots of land, and 3 structures.

To assign this facility to an Installation, click the Installation folder button and complete the Search Dialog to select the desired Installation.

Name

The name of the facility.

Address

The address of the facility.

Geographic Location

Federal RPM uses General Services Administration's (GSA) Geographic Location Codes (GLC) to define the location of cities, states, counties, and countries. Click the Geographic Location folder button and complete the Search Dialog to select the desired location. The selected GLC will be used to automatically complete the city, state, and country text boxes.

Zip Code

The ZIP code of the facility.

Congressional District

Click the Congressional District folder button and complete the Search Dialog to select the desired congressional district. The selected district be added to the pick list of assigned congressional districts. Up to 10 districts may be assigned to each facility.

Space Source

Click the type of ownership for this facility.

Gross Square Footage

Enter an integer for the gross square footage of the facility.

Property Id

This is Federal RPM's unique identification for the property. It is assigned by the system and cannot be changed.

Cont. Update

If you have a number of facilities to enter and they all have the same basic information, click the Continuous Update checkbox. When you check this box, Federal RPM will only clear a few of the text boxes when you save your new record. This reduces the amount of data entry required to enter a new facility.

Management Office

Select the real estate management office that has responsibity for this property.

Special Notes

Record special notes about the facility in this area.

Complex Dialog

Complexes represent a logical grouping of property (building, land, other structures, and/or commercial leases. Unlike Installations, which represent a formal reporting unit to GSA, Complexes are used to group property for internal agency/bureau reporting requirements. This dialog is used to create new Complexes, and to add or remove property from the Complex.

Please note that the add process for Complexes functions differently than other dialogs. To add a Complex, first click the Add Button. When the Add Button is clicked, the Unassigned Property window will be loaded with non-GSA property that has not been assigned to a Complex. This list is presented in Property name order. If you wish to add a Complex that is for GSA leases, click the GSA Controlled box after you click the Add Button. In this case the Unassigned Property window will be filled with any GSA buildings that have not been assigned to a Complex. These records will be listed in property id order. You must select at least 1 property from the Unassigned Property list before the system will create the new Complex record.

Name

The name of the complex.

Management Office

Select the real estate management office that has overall responsibility for the complex.

Address

The address of the complex.

Geographic Location

Federal RPM uses General Services Administration’s (GSA) Geographic Location Codes (GLC) to define the location of cities, states, counties, and countries. Click the Geographic Location folder button and complete the Search Dialog to select the desired location. The selected GLC will be used to automatically complete the city, state, and country text boxes.

Zip Code

The ZIP code of the complex.

Congressional District

Click the Congressional District folder button and complete the Search Dialog to select the desired congressional district. The selected district be added to the pick list of assigned congressional districts. Up to 10 districts may be assigned to each complex.

Unassigned Property

After you select a Complex, depending on the setting of the GSA Controlled Indicator, this list box is preloaded with a list of all GSA leases (in property id order) that have not been assigned to a Complex, or a list (in property name order) of all non-GSA facilities (buildings, land, and structures) that have not been assigned to a Complex. Double-click on the facility name to assign it to the Complex.

Assigned Property

After you select an Installation, this list box is preloaded with a list of all facilities (buildings, land, and structures) that have been to the Complex. To remove the facility from the Complex, highlight the property name, then click the Unassign button. To navigate to a facility assigned to the Complex, double-click on the facility name.

Installations Dialog

Installations present a logical grouping of property (building, land, other structures, and/or commercial leases, that represent a formal reporting unit to GSA. Each year, agencies are required to report their real property holdings to GSA via the Worldwide Inventory report, GSA 1166. This report is based upon property holdings by Installation. This dialog is used to create new Installations, and to add or remove property from the installation.

Installation Id

A unique, seven-digit number used to identify the installation. This number should be assigned using the block of installation numbers provided to your agency by GSA.

Name

The name of the installation.

Address

The address of the installation.

Geographic Location

Federal RPM uses General Services Administration's (GSA) Geographic Location Codes (GLC) to define the location of cities, states, counties, and countries. Click the Geographic Location folder button and complete the Search Dialog to select the desired location. The selected GLC will be used to automatically complete the city, state, and country text boxes.

Zip Code

The ZIP code of the installation.

Congressional District

Click the Congressional District folder button and complete the Search Dialog to select the desired congressional district. The selected district be added to the pick list of assigned congressional districts. Up to 10 districts may be assigned to each installation.

Unassigned Property

After you select an Installation, this list box is preloaded with a list of all facilities (buildings, land, and structures) that have not been assigned to an installation. Double-click on the facility name to assign it to the Installation.

Assigned Property

After you select an Installation, this list box is preloaded with a list of all facilities (buildings, land, and structures) that have are assigned to the installation. To remove the facility from the installation, highlight the property name, then click the Unassign button. To navigate to a facility assigned to the installatin, double-click on the facility name.

Reports

Federal RPM includes a comprehensive report library. The library organizes the reports into categories, such as Finance, Maintenance and Space Management. Each category contains many detailed reports to assist you in property management. In addition to the standard reports, the report module allows you to quickly define and apply report filters to build ad hoc reports.

To start a report session select Property/Reports from the main menu. To select a report, first select the report class, then select the report. For most of the reports you can customize the report by applying report filters. Filter categories include: general, location, and organization. If a filter is available for a given report, the filter will be enabled (you will be able to click the mouse on the filter list or selection). If a filter is not available it is disabled.

Report classes and their associated reports are presented below.

Report Class - Characteristics

Aged Property by State - Detail

A listing of owned, occupied property (excluding land) ordered by state, city and property name. Contains the type of construction, date constructed and a list of any capital improvement projects associated with the property.

Aged Property by State - Summary

A listing, by Bureau and Line Office, of the total number of owned, occupied, buildings and structures (land is excluded) by age group based on the date of construction. Aging groups are presented in 10 year intervals, up to 100 years in age.

Audit Trail

Displays a history of audit trail activity for each property. Data is sorted by property name, type of audit trail event, and audit trail date (in descending order). Details include the name of the user that changed the property record and a description of the change. For best results, use the date and/or building filter for this report.

Complex

Displays a list of complexes in alphabetical order by complex name. Complex information includes name, address and type (GSA controlled or not GSA controlled). For each complex the report lists the associated property name, type (building, land structure), annual rent, gross square footage, rural and urban acreage, number of on-board personnel and occupied square feet. For best results, use the complex, state or city filter for this report.

Diary

Displays a history of diary entries for each property. Data is sorted by property name and diary date (in descending order). Details include the name of the user that made the diary entry and the entry. For best results, use the date and/or building filter for this report

Disposal

Displays a list of all disposed property.

Donated Property

By Bureau and property name and address, displays the acquisition date, predominant use, property type (building, land or structure), gross square footage and rural and urban acreage for all property acquired by donation.

Excess Property

Displays a list of property that has been designated as excess.

Housing

Displays housing capacity, housing living units, housing bedrooms and address information for each property that has housing data. The properties are sorted by state and property name.

Installation

Displays a list of GSA installation alphabetical order by complex name. Installation information includes name, address and GSA installation id. For each installation the report lists the associated property name, type (building, land structure), annual rent, gross square footage, rural and urban acreage, number of on-board personnel and occupied square feet. For best results, use the installation, state or city filter for this report.

Multi-Use Heritage Assets

Displays the address, acquisition date, predominant use, square footage and acreage for all property with a FASAB property category of multi-use heritage asset.

New Acquisitions

Displays the address, acquisition date, predominant use, acquisition method, acquisition cost, gross square footage and acreage for all new property. For best results, use the date filter to specify the acquisition period for this report.

Personnel

Displays all personnel counts by type (authorize and on board) and category (full time, part time, summer, contractor, detailee, and other) . Report sorted by state, property, bureau and line office.

Property by Real Estate Management Office

Displays, by Real Estate Management Offices, state and property name, the property's city, property type (building, land or structure), annualized rent, gross square footage, urban and rural acreage, occupied square feet, and on board total for personnel. For best results, filter this report by real estate management office, state or city.

Property Summary by Real Estate Management Office

By Real Estate Management Office, provides a summary count of buildings, land, and structures by estate type (GSA Leased, GSA Owned, Commercially Leased, Owned). Within this count, a similar count is also produced for each Bureau and Line Office. Please note, because the second set of numbers is based upon Bureau/Line Office occupancy in a given property, some double counting of property may occur.

Seismic Risk by Amount of Risk

Displays the seismic risk information for each property. This report is grouped by seismic risk rating, state and property name. Seismic risk is based upon the seismic risk rating assigned by the U.S. Geological Survey to the county where the property is located. Seismic information for each property includes seismic category, soil type, foundation type, number of stories and results of inspections for seismic risk.

Seismic Risk by Type of Structure

This report is used to plan seismic risk assessments. It lists, by property model type and state, those properties that have not had a seismic inspection. Properties are listed alphabetically. Each property includes its seismic risk. Seismic risk is based upon the seismic risk rating assigned by the U.S. Geological Survey to the county where the property is located.

Special Features

Displays the special features for each property. The properties are grouped by state and listed alphabetically.

Report Class - Cleanup

Cleanup by State

Displays environmental cleanup information sorted by state, property name, and project name. Project data includes project start and end date, estimated amount, request and approval data, funding data and needs ranking data. For best results, this report should be filtered by state, property id (building number) or date. Date filters apply to the forecasted completion date of the environmental cleanup project.

Cleanup Summary by Reason

Displays environmental cleanup information sorted by the reason for the cleanup project, state, property name, and project name. Project data includes project start and end date, estimated amount, request and approval data, funding data and needs ranking data. For best results, this report should be filtered by state, property id (building number) or date. Date filters apply to the forecasted completion date of the environmental cleanup project.

Report Class - Energy

Cost by Type of Energy (bar chart)

Displays a bar chart of the total cost associated with each type of energy usage. For best results, this report should be filtered by date of energy usage.

Energy by State and Property

Displays complete information about energy usage for each property ordered by the state where the property resides. For best results, this report should be filtered by date of energy usage.

Report Class - Finance

Allocation, Funding

Displays complete funding information about cleanup, depreciation and deferred maintenance projects. The report is grouped and ordered by the property's state, property name and the type of project.

Balance Sheet, By Organization

Displays the acquisition cost, accumulated depreciation and net book value of assets by property class. The report is sorted by the organization. For best results, this report should be filtered by date of property acquisition. For example, to prepare a balance sheet for all property as of 10/1/2001, set the beginning date to the earliest date of property acquisition, and the end date 10/1/2001.

Balance Sheet, Summary

Displays the acquisition cost, accumulated depreciation and net book value of assets by property class. For best results, this report should be filtered by date of property acquisition. For example, to prepare a balance sheet for all property as of 10/1/2001, set the beginning date to the earliest date of property acquisition, and the end date 10/1/2001.

Chargebacks - Aged

Displays chargeback (rent credit requests) information for open requests (GSA or commercial vendor has not made a decision on the credit request.). The report is ordered by the date the charge back was requested.

Chargebacks - History

Displays chargeback information for both open and closed chargeback request. Report is ordered by the lease number of the charge back. For best results, this report should be filtered by date of the chargeback request

Charges by Bureau and Quarter

Lists the total charges (income and expense) for each bureau, broken down by quarter. For best results, this report should be filtered by charge dates.

Depreciation, Building

Displays complete depreciation project information for approved, active and/or completed capitalized projects for buildings. The report is grouped and ordered by the property's bureau, region and property name. For best results, this report should be filtered by date that depreciation was recognized. For example, to view depreciation through 9/30/2001, set the filter start date to the earliest date of property acquisition, and the end date to 9/30/2001. This setting will give you the net book value of property as of 9/30/2001.

Depreciation, Capitalized Leasehold Improvements

Displays complete depreciation project information for approved, active and/or completed capitalized projects for leases marked as leasehold improvements. The report is grouped and ordered by the property's bureau, the property's region and the type of property. For best results, this report should be filtered by date that depreciation was recognized. For example, to view depreciation through 9/30/2001, set the filter start date to the earliest date of property acquisition, and the end date to 9/30/2001. This setting will give you the net book value of property as of 9/30/2001.

Depreciation, Capitalized Leases

Displays complete depreciation project information for approved, active and/or completed capitalized projects for leases not marked as leasehold improvements. The report is grouped and ordered by the property's bureau, the property's region and the type of property. For best results, this report should be filtered by date that depreciation was recognized. For example, to view depreciation through 9/30/2001, set the filter start date to the earliest date of property acquisition, and the end date to 9/30/2001. This setting will give you the net book value of property as of 9/30/2001.

Depreciation, Land

Displays complete depreciation project information for approved, active and/or completed capitalized projects for land. The report is grouped and ordered by the property's bureau, region and property name. For best results, this report should be filtered by date that depreciation was recognized. For example, to view depreciation through 9/30/2001, set the filter start date to the earliest date of property acquisition, and the end date to 9/30/2001. This setting will give you the net book value of property as of 9/30/2001.

Depreciation, Other Structures

Displays complete depreciation project information for approved, active and/or completed capitalized projects for other structures. The report is grouped and ordered by the property's bureau, region and property name. For best results, this report should be filtered by date that depreciation was recognized. For example, to view depreciation through 9/30/2001, set the filter start date to the earliest date of property acquisition, and the end date to 9/30/2001. This setting will give you the net book value of property as of 9/30/2001.

Income/Expense Statement, by Organization

Displays the income and expense for each charge type. The report is grouped by organization, income items, and expense items. For best results, this report should be filtered by date that income/expense was recognized. For example, to view income and expense for September 2001, set the filter start date to 9/1/2001 and the end date to 9/30/2001. This setting will give you the net income for September 2001.

Income/Expense Statement, Summary

Displays the income and expense. .The report is grouped by income items and expense items. For best results, this report should be filtered by date that income/expense was recognized. For example, to view income and expense for September 2001, set the filter start date to 9/1/2001 and the end date to 9/30/2001. This setting will give you the net income for September 2001.

Journal Vouchers

Displays complete journal voucher information. For best results, this report should be filtered by date of the journal voucher and/or the property associated with the journal voucher

Land Acquisition Cost over $200,000

Displays information on land whose acquisition cost is greater than $200,000. The report includes acquisition date, acquisition method, and acreage amounts (urban and rural). The report is sorted by bureau.

Projected Lease Liability

Each month Federal RPM calculates the projected lease liability for active leases. The report displays the projected lease liability by fiscal year for the next five fiscal years, and then a total of all liabilities beyond the next 5 fiscal years. The report is ordered on the date of calculation of the lease liability and the lease's expiration date. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Subleases

Displays complete information on property that has subleases. Date filters for this report apply to the dates that sublease income was recognized.

Report Class - GSA Rent

By Lease

Displays the GSA Rent Bill ordered by the lease number

By Organization and Lease

Displays the GSA Rent Bill by lease ordered by the organization charged for the rent.

By Region

Displays a summary of the GSA Rent Bill grouped and ordered by region.

By Region and Organization

Displays a summary of the GSA Rent Bill grouped and ordered by the region and organization.

GSA Rent Projections

Displays the projected GSA Rent Bill by lease. This report is grouped and ordered by the bureau, property and budget year.

Prior Year Adjustments

Displays the prior year adjustments for the GSA Rent Bill ordered by the property id.

Summary by Organization

Displays a summary of the GSA Rent Bill grouped and ordered by the organization charges for the rent.

Summary GSA Rent Bill

Displays a summary of the GSA Rent Bill.

Report Class - Leases

Allocation, Lease

Displays complete space allocation information for leases. The report is grouped and ordered by the properties region, state, and property name.

Annual Rent - Commercial and Delegated Leases

Displays charges and square footage for commercial and delegated leases. The report is grouped and ordered by the type of acquisition and the lease number. The report includes: property type, lease type, annualized charges and regular, occupied square feet (joint use square footage is not included).

Capitalized Lease Liability - Summary

Displays the summary of projected lease rent payments for capitalized leases. Future payments are displayed by fiscal year for the next 5 fiscal years and then a total of payments beyond 5 years. The report is ordered on the bureau, date of calculation of the lease liability projection and the project. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Capitalized Leases in excess of $200,000

Displays the summary of projected lease rent payments for capitalized leases with a projected lease liability in excess of $200,000. Future payments are displayed by fiscal year for the next 5 fiscal years and then a total of payments beyond 5 years. The report is ordered on the bureau, real estate management office, state, complex and lease. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Delegated Lease

Displays charges for delegated leases and associated commercial leases. The report is grouped and ordered by bureau, state, property name and charge date. The report includes the GSA Assignment number, GSA rent charges, associated lease number for the commercial lease and amount of the commercial lease charges. For best results, this report should be filtered by date the delegated lease charge. For example, to view delegated lease charges for September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Expiring Leases

Displays the complex, property and lease information for leases with expiration dates. The report is grouped and ordered by the property's real estate management office and the expiration date. For best results, this report should be filtered by date of the projected expiration date for the lease. For example, to view all leases with a projected expiration date of FY 2004 enter 10/1/2003 in the start date and 9/30/2004 in the end date.

Lease Renewals

Displays the complex, property and lease information for leases with renewal deadline dates. The report is grouped and ordered by the property's real estate management office and the renewal date. For best results, this report should be filtered by date of the renewal deadline for the lease. For example, to view all leases with a renewal deadline in FY 2004 enter 10/1/2003 in the start date and 9/30/2004 in the end date.

Lease and Payment Amounts

Displays the complex, property and lease information for commercial leases. The report is grouped and ordered by the property's real estate management office and the property name. The report includes lease payment frequency, city, complex id, property id, lease number, payment amount and annualized rent.

Leases with One Time Payments

Displays the property and lease information for leases with one time payments. The report is grouped and ordered by the property's bureau and the property name. The report includes the property address, lease number, payment date and payment amount.

Leases without Expiration Dates

Displays property and lease information for commercial leases with no expiration dates. The report is grouped and ordered by the bureau, property name and lease number.

Operating Lease Liability - Summary

Displays the summary of projected lease rent payments for operating leases. Future payments are displayed by fiscal year for the next 5 fiscal years and then a total of payments beyond 5 years. The report is ordered on the bureau, date of lease liability calculation and the project. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Operating Lease Liability from $25,000 to $200,000

Displays the summary of projected lease rent payments for operating leases with a projected lease liability in excess greater than $25,000 and less than $200,001. Future payments are displayed by fiscal year for the next 5 fiscal years and then a total of payments beyond 5 years. The report is ordered on the bureau, real estate management office, state, complex and lease. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Operating Leases in Excess of $200,000

Displays the summary of projected lease rent payments for operating leases with a projected lease liability in excess greater than $200,000. Future payments are displayed by fiscal year for the next 5 fiscal years and then a total of payments beyond 5 years. The report is ordered on the bureau, real estate management office, state, complex and lease. For best results, this report should be filtered by date that the lease liability was calculated. For example, to view lease liabilities as of September 2001, enter 9/1/2001 in the start date and 9/30/2001 in the end date.

Real Property Lease Numbers

Displays the complex, property and lease information for real property leases. The report is grouped and ordered by the property’s real estate management office and the lease number. The report displays complex id, city, property id, property name, lease start date, lease end date, lease projected end date, and annual rent.

Rent Annual Cost by Bureau

Displays the annual rent charges and occupied square feet by real estate management office, bureau, lease type (commercially leased or GSA delegated lease) and acquisition method.

Report Class - Maintenance

Deferred Maintenance by Property Class

Displays complete deferred maintenance project information including estimate data, needs ranking, and actual costs. The report is grouped and ordered by the property’s state and property name. Date filters for this report apply to the deferred maintenance project request date.

Preventive Maintenance History

Displays past preventive maintenance information. The report is grouped and ordered by the property name and the date of the activity. Date filters for this report apply to the date that preventive maintenance was completed.

Scheduled Preventive Maintenance

Displays scheduled preventive maintenance activities. The report is grouped and ordered by the property's name and the date of the activity. For best results, this report should be filtered by date that preventive maintenance is scheduled to be performed. For example, to view planned preventive maintenance activities for FY 2002, enter 10/1/2001 in the start date and 9/30/2002 in the end date.

Report Class - Occupied Space

Allocation, Owned Space

Displays space allocation information for bureau owned space (space may be allocated by organization, project, program and/or object class). The report is grouped and ordered by the property's region, state, name and type of space.

By Gross Square Feet

Displays the property name and gross square footage for buildings and other structures. The report is grouped by state and ordered by property name.

By Property Class

Displays property name, address, type, gross square footage, urban acres and rural acres. The report is grouped and ordered by the property class, region, state, and name.

Leased Space by Predominant Use

Displays the number of leases, square footage (excluded joint use square feet) and gross square footage by predominant use.

Occupancy Count by Real Estate Mgt Office

Displays count of on-board occupants in buildings (excludes land and other structures) for each bureau and line office. The report is grouped and ordered by the real estate management office.

Occupied Sqft by Real Estate Mgt Office

Displays the regular and joint use square footage for each bureau and space type. The report is grouped and ordered by real estate management office and line office.

Parking Spaces

Displays the number of parking spaces by category (inside/outside carpool/handicap/other) for each property. The report is grouped and ordered by the property's region, state and name.

Property by Predominant Use

Displays the number of properties, gross square footage, urban acres and rural acres by predominant use.

The report is grouped and ordered by property type and predominant use.

Property by Property Class

Displays the number of properties, gross square footage, urban acres and rural acres by property class. The report is grouped and ordered by property type and property class.

Property Not Assigned to a Region

Displays properties not assigned to a region. The report is grouped and ordered by the ownership type and property id.

Staff Occupancy by Complex - Detail

Displays the number of staffed and unstaffed properties for GSA controlled and non-GSA controlled complexes. The report is grouped and ordered by the bureau, line office, state and complex name.

Staff Occupancy by Complex - Summary

Displays the number of staffed and unstaffed properties for GSA controlled and non-GSA controlled complexes by bureau and line office.

Staff Occupancy by Property Type - Detail

Displays the number of staffed and unstaffed bureau owned, bureau leased and GSA leased properties for complexes. The report is grouped and ordered by the bureau, line office, state, city, complex name and property name.

Staff Occupancy by Property Type - Detail

Displays the number of staffed and unstaffed bureau owned, bureau leased and GSA leased properties for complexes by property type, bureau and line office.

Utilization

Displays the square footage per person (on-board) for each building. The report is grouped and ordered by the property's bureau, line office and property name.

Report Class - Reference Codes

This report class provides the ability to print out all of the user-defined reference codes used by Federal RPM.

Account

Displays the account codes used in RPM.

Cleanup Estimates

Displays the cleanup codes used to describe the methodology used to allocate cleanup amortization costs.

Cleanup Reason

Displays the cleanup codes used to describe the reasons for a cleanup project.

Deferred Maintenance Reason

Displays the deferred maintenance reason codes used to categorize deferred maintenance projects.

Funds

Displays the accounting fund codes.

Maintenance Operating Standard

Displays the maintenance operating standards used to define the operating standard being met by the deferred maintenance project.

Object Class

Displays the sub-object class codes defined to support Standard General Ledger object class codes.

Organization

Displays the organization codes used in RPM.

Preventive Maintenance

Displays the preventive maintenance activities used in RPM.

Program

Displays the program codes used to track activity across multiple projects.

Project

Displays the projects codes used to track projects in Federal RPM.

Project Type

Displays the project categories used in RPM.

Proper Usage of Property

Displays the proper usage codes used to define the extent to which a property is being used as intended..

Property Class Buildings

Displays the codes used to define classes of buildings.

Property Class Land

Displays the codes used to define classes of land.

Property Class Structures

Displays the codes used to define classes of other structures.

Region

Displays the organizational regions used in RPM.

Service Life

Displays the service life codes used to define the service life of an asset.

State/Region Cross Reference

Displays the cross-reference between your organization's region codes, U.S. States and Countries.

Vendors

Displays the vendors used in RPM.

General Dialogs

Overview

This section describes the primary dialogs within each of Federal RPM’s menus, in menu and submenu order.

Chargeback Dialogs

Overview

As part of the Import Financial Process, Federal RPM imports the electronic GSA Rent Bill and during the import identifies potential over charges. After these charges have been researched, Federal RPM provides the ability to request and track either a commercial or federal credit request (GSA refers to these credit requests as a GSA Chargeback Request). The Chargeback module generates a GSA Chargeback Request Form which may be sent directly to GSA. Federal RPM report and query modules may be used to track the status and payment of outstanding credit requests. The Chargeback module may also be used to make credit requests to commercial vendors. The Chargeback Request process is supported with 3 dialogs which are described below.

Viewing Chargebacks

From the main menu, the Chargeback menu item leads to a dialog that allows you to view a list of chargebacks for a particular fiscal year and quarter.

Fiscal Year

Select the fiscal year that the chargeback was made.

Quarter

Select the quarter that the chargeback was made.

Select Period

After selecting the fiscal year and quarter, click the Select Period button. If there are any chargebacks on file for the selected time period they will be displayed in the Requested Chargebacks window. Double click on the chargeback item to navigate to the chargeback dialog.

Adding Chargebacks

From the main menu, the Chargeback menu item leads to a dialog that allows you to add a chargeback.

Fiscal Year

Select the fiscal year for the new chargeback.

Quarter

Select the quarter for the new chargeback.

Select Period

After selecting the fiscal year and quarter, click the Select Period button. At this point the Add Chargeback button is activated.

Click the Add Chargeback button and the system displays a dialog to find the lease for the chargeback. When you select the lease, the system will automatically display the dialog to add a chargeback. This dialog is discussed below.

Lease Number

The lease number is automatically displayed by the system.

Type

Select the type of chargeback. Federal RPM allows you to specify the chargeback as Normal, Immediate Credit, or Congressional Reduction for leases from GSA. For commercial leases, the system automatically defaults the selection to Normal.

Status

This box is disabled for new chargeback requests. The system will automatically assign the chargeback a status of Pending. For existing chargebacks, the status may be changed to accepted or rejected.

Fiscal Year and Quarter

The system displays the fiscal year and quarter for the chargeback.

Chargeback Number

GSA assigned chargeback number.

Control Number

Enter the unique number assigned by GSA for this chargeback. This number is assigned by GSA for their internal tracking purposes.

Requested Amount

Enter the amount of the chargeback request.

Requested Date

This date is automatically set by the system.

Requested Contact

Enter the name of your Agency’s point of contact for this chargeback request.

Requested Phone

Enter the phone number of your Agency’s point of contact for this chargeback request.

Approved Amount

For commercial chargeback requests, enter the amount of the chargeback request that was approved by the vendor. For GSA chargeback requests, the system will automatically enter the amount approved as part of the import process for the GSA bill.

Note The GSA PBS billing system contained chargeback credit results in the Rebill records. With the implementation of the new GSA Star billing system, the electronic bill provided by GSA does not contain chargeback results.

Approved Date

For commercial chargeback requests, enter the date that the chargeback request was approved/denied.

Note The GSA PBS billing system contained chargeback credit results in the Rebill records. With the implementation of the new GSA Star billing system, the electronic bill provided by GSA does not contain chargeback results.

Approved Contact

For commercial chargeback requests, enter the name of the vendor’s contact.

Note The GSA PBS billing system contained chargeback credit results in the Rebill records. With the implementation of the new GSA Star billing system, the electronic bill provided by GSA does not contain chargeback results.

Approved Phone

For commercial chargeback requests, enter the phone number of the vendor’s contact.

Note The GSA PBS billing system contained chargeback credit results in the Rebill records. With the implementation of the new GSA Star billing system, the electronic bill provided by GSA does not contain chargeback results.

Reason

Select the reason for the chargeback request and enter a description that supports the chargeback request.

Credit Amount Remaining to be Credited

Federal RPM requires that the full amount of the chargeback request be allocated to one or more organizational units. Federal RPM automatically allocates the approved chargeback amount using the ratios established in the allocation process. For example, if a $10,000 chargeback request is made for organization A and organization B and the allocation is split $5,000 to organization A and $5,000 to organization B, Federal RPM will split a chargeback credit evenly between the 2 organizations. A $8,000 credit would be split $4,000 to organization A and $4,000 to organization B.

Organization Codes List Box

This list box display a list of organizations that may receive a chargeback credit. To assign a credit amount to an organization, double-click on an Organization's name. This system will display a dialog to assign a credit amount to the organization. After the amount has been assigned, the amount credited will be reduced from the amount available to be credited and the organization and amount of credit will display in the list box on the right, bottom of the screen. This list box displays the organization, the amount of credit request allocated to this organization, and (if the credit request is approved) the amount of actual credit allocated to the organization.

File Dialogs

Actual Mode

Federal RPM maintains a separate set of records for your "actual" property inventory and your "budget" inventory. The Actual Mode menu choice places you in a mode where all system activity is conducted against your actual records. The Federal RPM menu banner reminds you that you are in "Actual Mode".

Budget Mode

Federal RPM allows you to set up and maintain a separate set of property records for one or more budget years. Once established, budget year records may be used to perform detailed analysis about budget year projections.

Use the Financial Import dialog to set up the budget year records for each budget year. Once a budget year has been established, the fiscal year will appear in the drop down pick list in this dialog. Select this menu choice to place the system in "Budget" mode for the fiscal year desired. The Federal RPM menu banner reminds you that you are in "Budget Mode", it also states the budget's fiscal year.

The Budget Mode dialog also provides the mean to regenerate budget records for the selected fiscal year. The Regeneration process calculates the following charges:

- Depreciation expenses
- Amortization of Clean Up charges
- Lease expenses
- Sublease income

Log Off

Select to conclude your Federal RPM session.

Vendors Dialog

When you enter a commercial lease or enter energy consumption data, Federal RPM asks you to select a vendor. The vendor selection is required for commercial leases, and optional for energy consumption.

Use this dialog to create vendor records. Please note that only users with System Administration privileges may maintain vendor information.

Name

Enter the name of the vendor.

Address

Enter the address of the vendor.

Zip Code

Enter the ZIP code of the vendor.

Phone Number

Enter the vendor's phone number.

Fax Number

Enter the vendor's fax number.

Vendor Id

Enter the vendor's Federal Tax Identification number.

Contact

Enter the name of the point of contact for the vendor.

Export Dialogs

General Ledger

All financial records generated by Federal RPM can be exported for input into your organization's general ledger. This dialog gives you the option of exporting all charges in the Federal RPM system, or only those charges associated with GSA Leases.

In addition, depending on the way you have configured Federal RPM, the system will export charges based on different allocation methods. If you have configured Federal RPM to export data to the general ledger using a two-step method, then Accounting Allocation rules will be used to assemble charges (see "Characteristics – Audit Trail Dialog"); if the system is not configured to use the two-step method, then charges are exported using the allocation rules established for each lease and type of space. All data will be exported to the ExportGL.txt file.

GSA 1166 Data

Beginning in fiscal year 1998 GSA requires that their mandatory report on real property (GSA Form 1166), be provided to GSA in electronic format. Select this option to automatically generate an electronic GSA 1166. **Note: The Federal RPM database should be backed up before exporting GSA 1166 data**. GSA 1166 data will be exported to the GSA1166.mdb Access database file and to a text file named 'YYYY.txt', where 'YYYY' is the fiscal year of the export. A master copy of the GSA1166.mdb file is provided with Federal RPM.

Geographic Codes

As part of the Federal RPM maintenance agreement, FSC provides a service to automatically geocode (assign latitude and longitude) your real property locations. Once geocoded, Federal RPM provides a means to export location records to most popular Geographic Information Systems (GIS). Select this option to export records for geocoding. Geographic code data will be exported to the Exp_Geo.mdb Access database file. A master copy of this file is provided with Federal RPM.

Mapping Data

Once your real property records have been geocoded, they may be exported to a GIS system for further analysis and reporting. Select this option to export Federal RPM records to a GIS. Federal RPM is specifically built to export records to the Federal Government's LandView III GIS. This public domain GIS contains databases that allow you to perform analysis based upon data maintained by the Bureau of the Census (population data), the Department of Transportation (roads, railroads, airports and bridge data), the Environmental Protection Agency (hazardous waste site data), and the U.S. Geological Survey (seismic activity data). FSC has pre-configured LandView III for Federal RPM. Data for the LandView system will be exported to 3 dBase files: bld.dbf; land.dbf; and struc.dbf. A master copy of each of these files is provided with Federal RPM.

To Central Site

Federal RPM's database allows you to consolidate multiple Federal RPM databases into a single master database. Once consolidated, you can use the resulting database to perform enterprise-wide queries and analyses of your real property assets. Select this option to download your database to an export file. The program exports:

- Real Property records
- Clean Up records
- Deferred Maintenance records
- Depreciation records
- Disposal records

Federal RPM data will be exported to the Exp_Site.mdb Access database file. A master copy of this file is provided with Federal RPM.

Import Dialogs

Financial Import

Overview

The Financial Import module in Federal RPM is used to: generate and post non-GSA financial records; import the GSA rent bill; and import the GSA Budget. Prior to the new GSA Star Billing system, the non-GSA and GSA rent bill processes were performed on a quarterly basis. With the implementation of the new Star Billing System (which occurred in June, 1998) the non-GSA, and GSA Billing processes are performed on a monthly basis. (Please note that Federal RPM may be configured to perform either a GSA Star import or a non-Star import. Use the Global Rules function to set the type of processing to perform.) The GSA Budget process is performed annually using a budget file provided by GSA.

The Financial Import process is based upon the following processing rules:

· Financial imports are performed on a monthly (or quarterly if non-Star) basis

· Imports are always performed in a sequential manner. For example, the October 1998 import will always be followed by the November import. ***Make sure you do not skip a month when processing import files***

· Non-GSA financial imports must always be conducted BEFORE the GSA rent bill import

· GSA financial imports must always performed in the following sequence:

· Import GSA Work Files

· Import Non-Financial Records

· Import Suspense Records (if items in suspense exist)

· Import Financial Records

· Data for the same period can only be imported ONCE. ***The Federal RPM database should be backed up before each major process*** (see “General Processing Steps”).

General Processing Steps

The Financial Import process should be conducted using the steps below.

1. Use the General Allocation module to allocate space for real property that you own or sublet

Note This step is not required if you are not allocating non-GSA charges in your organization (for example, depreciation expense or sublease income).

2. Back up the Federal RPM database

3. Perform the import of non-GSA financial records, and review results

4. Import the GSA Rent Bill file

5. Import GSA non-Financial records

6. Review and correct any warning or items in suspense generated in step 5

7. Allocate new space to organizational units (this step is not required if you are not using Federal RPM to allocate rent charges)

8. Allocate organizational unit charges to specific projects and accounts (this step is not required if you are not using Federal RPM to allocate rent charges, or if you are not using Federal RPM to allocate rent charges to specific project and account codes within an organization

9. Back up the Federal RPM database

10. Import GSA Financial records

11. Reconcile charges posted by Federal RPM with the charges on your paper GSA rent bill

12. Back up the Federal RPM database

Importing Non-GSA Financial Records

This process must be completed before GSA Financial records may be imported into the system. If you are importing GSA Star records, this process must be performed on a monthly basis, otherwise it is performed on a quarterly basis.

During the import of non-GSA Financial Records, the following financial records are generated and posted by the system:

- **Depreciation:** Depreciation charge records are generated for any active capital improvement project. A project is active if: (1) the property is currently owned; (2) the import period falls within the service life period. The system calculates depreciation using the service life period of the property, the property's acquisition cost, salvage value, and accumulated depreciation. Depreciation charges are calculated on a straight-line basis. The system determines the depreciation rate per day, and the number of days in the import period, and uses the product of these two number to determine the depreciation charge. After depreciation charges are calculated, they are allocated using the General Allocation rules set for the property. If general allocation rules have not been set, the system will default all charges to the default organization.

Example You own a piece of real property that has an acquisition cost of $120,000, a salvage value of $20,000, and a service life period of 10 years. On a straight-line basis, Federal RPM will generate $10,000 of depreciation charges for the property each year. The rate charged each period will vary depending on the number of days in the year, and the number of days in the month. For a non-leap year, the daily rate for this property is $27.40. For the month of April the system generates $821.92 of depreciation charges.

Please note, if a property has never been depreciated and has an acquisition date prior to the import period start date, the system will calculate all depreciation for the property from the time of acquisition, through the end of the import period.

· **Clean Up Amortization:** Clean up amortization charge records are generated for any active clean up project. A project is active if: (1) the property is currently owned; (2) the import period falls within the start and end date of the clean up project. The system calculates the amortization amount using the estimated cost of the project, the project's start date and estimated completion date, and the amount of charges already amortized. Clean up charges are calculated on a straight-line basis. The system determines the amortization rate per day, and the number of days in the import period, and uses the product of these two number to determine the clean up charge. After clean up charges are calculated, they are allocated using the General Allocation rules set for the property. If general allocation rules have not been set, the system will default all charges to the default organization.

Example You own a piece of real property that has a clean up project estimated to be $100,000, and a project life of 10 years. On a straight-line basis, Federal RPM will generate $10,000 of clean up charges for the property each year. The rate charged each period will vary depending on the number of days in the year, and the number of days in the month. For a non-leap year, the daily rate for this property is $27.40. For the month of April the system generates $821.92 of clean up charges.

Please note, if a property has never been amortized and has a project start date prior to the import period start date, the system will amortize clean up charges for the property from the time of project start, through the end of the import period.

· **Commercial Leases:** Lease charge records are generated for any active commercial (non-GSA) lease. A lease is active if the import period falls within the life of the lease. Lease charges are based upon the monthly rate per square foot, the number of square feet leased, and the number of days in the import month that the property was leased. Lease charges for commercial leases are allocated following the allocation rules set for each type of space contained in the lease.

· **Subleases:** Sublease income records are generated for any active sublease. A sublease is active if the import period falls within the life of the sublease. Sublease income records are based upon the monthly rate per square foot, the number of square feet subleased, and the number of days in the import month that the property was subleased. Sublease income is allocated following the allocation rules set through General Allocation.

Import GSA Rent Bill

The Financial Import module in Federal RPM allows you to automatically import and process your GSA Rent Bill. During this process Federal RPM: automatically adds new property records where GSA leases are located; automatically adds new GSA lease records; and automatically allocates lease charges following the space allocation rules specified by your organization. Federal RPM does not alter any of the financial amounts in the GSA Rent bill, and in fact, at the end of the import process, charges posted by Federal RPM should always be reconciled with the charges on the paper invoice provided by GSA.

The types of charges, space types, and square footage amounts presented on the GSA rent bill vary greatly depending on the date of the bill.

GSA rent bills generated before June 1, 1998 were created by the GSA Public Building Service rent system. This system:

· Bills rent on a quarterly basis

· Bills rent in advance

· Bills rent based on 18 different types of occupied space

· Bills rent only for occupied space types

· Includes chargeback credit transactions in the electronic rent bill

· Bills rent on a usable rate per square foot

· Calculates rented space using a rentable space definition

GSA rent bills generated after June 1, 1998 were created by the GSA Star Billing system. This system:

· Bills rent on a monthly basis

· Bills rent in arrears

· Bills rent based on 3 types of occupied space and many types of charge-basis (not occupied) space

· Does not include chargeback credit transactions in the electronic rent bill

· Bills rent on a rentable rate per square foot

· Calculates rented space using a usable space definition

These changes drastically affect the type of data contained in Federal RPM and make it very difficult to perform trend analysis for time periods that span the June 1, 1998 implementation of the Star Billing system.

Import of the GSA Rent Bill includes four processes which must be performed in order:

Step 1 - Import Work Files

This process transfers data from the GSA Rent Bill file (normally contained on diskette), and places the data into work tables contained in Federal RPM. The file naming conventions for the GSA import file are YYMMAABB.txt where YY is the fiscal year; MM is the month; AA is the GSA assigned Agency code; and BB is the GSA assigned Bureau code. Month codes include: January – JA; February – FB; March – MR; April – AP; May – MY; June – JN; July – JL; August – AG; September – SP; October – OC; November – NV; and December – DC. For example, the import for file Agency 14, Bureau 07 for June, 1998 would be 98JN1407.txt.

During the import of the work files, you may receive error messages. These errors are caused by the data format used by GSA to generate the electronic bills. If the electronic record contains an embedded comma processing will stop. If an error is found you will be notified of the record number where the error occurred, and receive a screen image that displays record data. At this point you must stop the import and use a text editor to edit the import file. (remember to make a backup of the import file before you make any changes). Use the text editor to find the record in error and replace the comma with a blank.

In addition to importing records to the work tables in Federal RPM, this process also places a default charge basis square foot amount in certain types of GSA Star records. This amount is added to the GSA record to allow you to allocate the charge (all allocation of GSA lease charges is based upon square feet). Federal RPM places default square footage amounts in the following types of space records:

Adjustment Records

· Prior year adjustments have their joint use square footage set to 1,000 and the rate per square foot set to $0.01

Space Records

Space records have their joint use square footage set to 1,000 if their regular square footage amount is 0 and their joint use square footage is 0. These records also have their rate per square foot set to $0.01. Examples of this type of space includes: GSA Fee, Joint Use Parking (both surface and structural), Extra Services – Delegated Operation, and Operating Costs

· Space records with space type 35 and 37 are for parking. The amounts in their square footage field represents number of parking spaces, not square feet

Step 2 - Import Non-Financial Data

This process reviews the data contained in the GSA Rent Bill and creates new non-financial records in the Federal RPM database if the records are not on file. Non-financial records include: property (building) records, GSA lease records, and space records. For each new space record the system also creates a default allocation record. The system generates a message for the Activity Report for each new non-financial record.

In addition to creating new non-financial records, the system also compares space amounts by lease on the GSA Rent Bill to the space amounts on file. If a discrepancy is found between these 2 amounts, the system generates an error record for the Activity Report.

After the import has been completed, click the Current Log button to view the Activity Report. As mentioned above, this report will contain a listing of all new non-financial records that were added to the database, and error messages for leases that have space amounts that differ from that on the GSA Rent Bill.

Allocating Space by Lease

After the import is completed, print out the Activity Report and use it as a worksheet to allocate space for each lease.

For new leases, the report should be used to direct work to modify current space allocation. During the import for these new leases, Federal RPM assigned all space to the default organization. These space assignments will need to be changed. Follow the instructions in the Space Allocation section of this manual to make these changes.

For leases that have space amounts different than that reported by GSA, the space amounts on file must be changed to match the amounts on the GSA Rent Bill. These new amounts must also be reallocated. If you do not agree with the GSA space amount use the Chargeback function of Federal RPM to generate a credit request.

If you have leases with space amounts different than that reported by GSA the system will treat these records as Items in Suspense. Space records in Federal RPM must be changed to match those amounts on the GSA Rent Bill before the financial import may be complete (see Step 3 below).

Allocating Space by Building

If your organization is using a two-step process to allocate charges for the general ledger, you must also complete allocation of space by building BEFORE the financial import is completed. This process allows you to allocate space assigned for each lease at the organizational level, to a project and account level. Please refer to the Accounting Allocation section of this manual for a description of this process.

REMEMBER that all space allocation must be completed BEFORE the financial import is run.

Step 3 - Import Items in Suspense

During the non-financial import Federal RPM compares the space amounts on the GSA Rent Bill with the space amounts on file in the Federal RPM database. If the amounts differ, Federal RPM places that rent item in suspense. The item remains in suspense until the amount in Federal RPM matches the amount on the GSA Rent Bill. Run this process to clear items in suspense. At the end of each Suspense run, the system will notify you whether or not all suspense items have been cleared. If suspense items are found, use the Activity Report (click the Current Log button to view this report) to view item detail.

Step 4 - Import Financial Data

This process allocates GSA Rent charges and posts them to the system. REMEMBER, this step should only be completed AFTER all space has been allocated for your GSA leases, and if you are using two-step allocation, to organization projects and accounts. At the end of the import process, Federal RPM will display a message box of the number of square feet and charge amounts processed in the GSA Rent bill. These amounts must be reconciled with your paper GSA Rent bill to verify that the import has been successfully completed.

GSA Budget Processing

Once each fiscal year, GSA provides an electronic file of budget records for the next fiscal year. This file is a mirror image of the normal GSA rent bill file, except it is for property and rent for the upcoming fiscal year(s). When you receive your GSA budget estimate, send the file to FSC for preprocessing. During this step FSC will reorganize the data and then send the file back to you in a file named 'GSABudget.mdb'. Once you have received this file, follow the steps above to load this data into Federal RPM. When data is loaded, Federal RPM will update the budget records in the system to record the data. Remember that Federal RPM maintains separate budget records for all financial and non-financial records. Place Federal RPM in Budget Mode to maintain these records. (For details, see "Budget Mode.")

Dialog Objects and Descriptions

The following objects are included in the Financial Import dialog:

· **Type:** This drop down pick list presents a list of financial imports that may be performed. The choices presented in the list vary depending on how Federal RPM is configured to process GSA Rent. If

Federal RPM is configured for non-Star rent the list will allow you to import non-GSA and GSA data on a quarterly basis. If Federal RPM is configured for Star rent, the list will allow you to import non-GSA and GSA data on a monthly basis.

· **Fiscal Year:** The fiscal year being processed.

· **Period:** This drop down pick list presents a list of financial periods that may be imported. The choices presented in the list vary depending on how Federal RPM is configured to process GSA Rent. If Federal RPM is configured for non-Star rent the list the drop down pick list presents a list quarters (including a Quarter 5 for the GSA Reconciliation quarter). If Federal RPM is configured for Star rent the list displays a list of months.

· **Agency Code:** The code for the Agency being processed.

· **Bureau Code:** The code for the Bureau being processed.

· **Source Drive:** Use the options tab to select the location of the source file.

· **Type of Data to Load:** Select the type of data to load. This radio button set follows the steps described above..

· **History:** Click this button to review a list of import status and results by fiscal year. Please select a fiscal year to activate this button.

· **Current Log:** Click this button to view the Activity Report. This report lists non-financial records that have been added to the system and exception conditions that must be corrected before financial import may be started.

Depreciation

You can use Federal RPM to generate depreciation of your assets, or have depreciation calculations made by an external system and posted to Federal RPM. Select this option to import depreciation charges. Depreciation data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_Depr.mdb.

Journal Vouchers

You can use Federal RPM to create records of miscellaneous income and expense related to real property, or have these amounts collected by other systems (such as accounts payable, or general journal) and import electronic charges into Federal RPM. Select this option to import journal voucher data. Journal Voucher data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_JV.mdb.

Personnel Location

Select this option to import personnel location data from your locator system into Federal RPM. Personnel location data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_Pers.mdb.

From Remote Site

Federal RPM's database allows you to consolidate multiple Federal RPM databases into a single master database. Once consolidated, you can use the resulting database to perform enterprise-wide queries and analyses of your real property assets. Select this option to import a database created by another Federal RPM site. Federal RPM data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_RPM.mdb. (Please note that only users with System Administration privileges may run this function).

Congressional District Codes

Federal RPM allows you to specify the congressional district(s) of your real property. Periodically, these codes change. Visit the Federal RPM web-site to download periodic updates to these codes. Select this function to update the reference tables in your Federal RPM system. Congressional District data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_Cong.mdb. (Please note that only users with System Administration privileges may import these codes).

Federal RPM Report Library

Federal RPM is delivered with a predefined set of reports. Periodically, FSC will expand this set of reports and post changes to the Federal RPM web site. Visit the Federal RPM web-site to download periodic updates to these codes and select this menu option to update the report library in your Federal RPM system. Federal RPM Report Library data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_Rpt.mdb. (Please note that only users with System Administration privileges may run this function).

Geographic Location Codes

As delivered, Federal RPM is preloaded with the Geographic Location Codes specified by GSA to locate property world-wide. Federal RPM uses these codes, along with Township and Geocodes, to identify the location of your real property. Periodically, GSA expands these codes. Visit the Federal RPM web site to download periodic updates to these codes. Select this function to update the reference tables in your Federal RPM system. Geographic Location Code data must be imported into Federal RPM using the master file provided with Federal RPM. This file is an Access database file named Imp_GLC.mdb. (Please note that only users with System Administration privileges may import these codes).

Administration Dialogs

Please note that all Administration Dialogs are limited to those users with System Administration privileges.

Users Dialog

This dialog allows you to define users of the Federal RPM system and set their system authorization roles.

General Tab

File Find List Box

This list box is preloaded with a list of Federal RPM users. Double-click on a user name to maintain their record.

First Name

The user’s first name.

Last Name

The user’s last name.

Login Name

The name the user will use to login to Federal RPM. No blanks or special characters are allowed in this name.

Region

The user’s region.

Permissions List Box

This list box is preloaded with permission groups defined for your organization. These permission groups define the user’s access to system functions.

Organization

The user’s organization.

Password

The user’s password to Federal RPM.

Maintain Groups and Permissions Dialog

As delivered, Federal RPM includes three permission groups: System Administrators; Financial Users; and Reports Only. Depending on your use of Federal RPM, you might need to define additional permission groups to manage personal property. For example, you might want a permission group that is only allowed to enter depreciation data. This dialog allows you to define custom user groups and the permissions for each group.

Define Groups Tab

File Find List Box

This list box is preloaded with a list of all security groups in Federal RPM.

Group Name

The name of the security group.

Assign Rights Tab

Group List Box

This list box is preloaded with all security groups defined for Federal RPM. Select the group you want to maintain.

Note Federal RPM groups System Administration, Finance, and Reports are reserved group names and may not have any assignments changed.

Unassigned

The unassigned list box displays all system menu items that may be assigned to the role. Menu assignments are offered for the main menu, and for the personal property menu. To assign one or more menu options, click on the menu name, then click the Select button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of menus by pressing SHIFT+click.

Assigned

The assigned list box displays all system menu items that are currently assigned to the security group. To unassign one or more menu options, click on the menu name, then click the Remove button.

Tip You can select more than one item in the list by pressing CTRL as you make your selection, or select a range of menus by pressing SHIFT+click.

Default Allocation Code

This dialog is used to specify the default allocation for GSA leased space. When Federal RPM imports GSA leased space for the first time, the space will be automatically allocated to the specified organizational unit. Default allocations are specified by Bureau.

It is recommended that a “suspense” organizational unit be established in Federal RPM for the default allocation. For example, you might set up an organizational unit named “New Space” and then assign this organizational unit as the default using this dialog. When new GSA space is imported into Federal RPM, it will be assigned to the default “New Space” organizational unit. In most cases, this default organizational allocation will be replaced by one or more organizations before charges are imported into Federal RPM.

File List Box

The list box is preloaded with Bureaus using Federal RPM. Double-click on a Bureau to assign the default organizational code.

Name

This text box displays the name of the selected Bureau.

Organization Code

This combo box displays a list of organizational units. Select the default organizational unit. All space imported from the electronic GSA rent bill for this Bureau will be automatically assigned to this organizational unit. If you wish to change this default allocation you must do so using the Lease dialog, and change the allocation before financial charges are imported into Federal RPM.

Maintain Federal RPM Global System Rules Dialog

As a commercial off-the-shelf system, Federal RPM can be quickly configured to fit your business needs, without the requirement for additional programming. This dialog allows your organization to tailor Federal RPM to fit your needs and to define global processing rules.

Depreciation Rules

· **Import Charges Checkbox:** Check this box if you want to use Federal RPM to generate depreciation for property. Uncheck the box if depreciation is calculated by another system.

Note If you check the box the Import - Depreciation Menu is disabled, otherwise it is enabled.

· **Threshold Amount:** Enter the minimum threshold amount for property capitalization (in U.S. dollars).

Note This threshold amount must be exceeded for the initial capitalization of property. Once a property has been capitalized, the threshold amount is no longer enforced. For example, if you set a threshold of $5,000, a property must be valued at or above $5,000 to be capitalized and depreciated. If the property is subsequently improved, through a capital improvement project valued at $1,000, the $1,000 amount may also be capitalized.

· **Expense Account**: The expense account to which accumulated depreciation will be charged.

GSA Import Rules

· **GSA Star**: Check this box if you are using the system to import GSA Rent Bills generated by the new GSA Star system. Uncheck the box if you are importing the old GSA Rent Bill.

· **GSA Import Cycle**: Select either Monthly or Quarterly for non-GSA Star imports. For Star imports this option must be set to Monthly.

Energy Account

· **Energy:** The expense account to which energy consumption expenses will be charged.

Journal Voucher Rules

· **Allow Entry Checkbox:** Check this box if you want to allow users to enter journal vouchers. Uncheck to prohibit entry of journal vouchers.

Note If you check the box the Journal Voucher Menu is enabled, otherwise it is disabled.

· **Import Checkbox:** Check this box if you allow import of journal voucher data, uncheck the box to prohibit import of journal voucher data.

Clean Up Rules

· **Allocate Charges Checkbox:** Reserve for future use.

· **Clean Up Expense Account:** The expense account to which amortized clean up expenses will be charged.

Deferred Maint.

· **Allow Entry Checkbox:** Check if you want to allow users to enter deferred maintenance projects in Federal RPM, uncheck to prohibit entry.

General Ledger List Box

This list box is preloaded with a list of GSA approved general ledger systems. Federal RPM charges may be exported to any of these systems. Select the system required. Check the Two-Step box if you are using Accounting Allocation rules to distribute your Rent Bill for the general ledger.

Enforce Regional Views

Check this box if you want users to be limited to maintaining and viewing property records only contained in their region.

Site Id

Use this text box to set the site id for your Federal RPM system. This setting is only required if Federal RPM is deployed with more than one database in your organization.

Guide to Reference Codes

Overview

This section provides a description of each internal code in Federal RPM that can be configured by the user. The purpose of the code, data entry rules, and implementation considerations are listed.

A code defined as **alphanumeric** can receive a code value of numbers, letters, or special characters (such as a dash). A code defined as **numeric** can only have a numeric entry.

If you are using Federal RPM at more than one physical site, code definitions should be coordinated across all of your sites. For example, a code for Theft Insurance, might be set to a value of “1” for all sites.

Organization

Federal RPM is preloaded with agency and bureau codes. However, in order to manage your property, you may choose to define additional organizational components. Federal RPM allows you to define: organizations, sites, regions, and state regions.

Use organization codes to define subcomponents of a given agency and bureau. Use site codes to uniquely define each Federal RPM database in a multiple-database deployment of Federal RPM. Use region codes to define geographical areas where your property is located. Use state region to assign specific states to each region.

Organization Code

An alphanumeric code (maximum length, 45 characters) to define organization codes. This dialog allows you to specify codes for your organization and to associate agency, bureau, fund, object class and account with a specific organization code. Because Federal RPM allows you to allocate occupied square feet by organization code, you may use the relationships established via this dialog to query occupied square feet by agency, bureau, fund, object class and account.

Please note that Fund, object class and account codes should be completed before you enter organization codes.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Agency

This list box is preloaded with your Agency’s name and should not need to be changed.

Bureau

This list box is preloaded with your Bureau's name and should not need to be changed.

Fund

This list box is preloaded with the funds you have defined for your organization.

Object Class

This list box is preloaded with the object classes you have defined for your organization.

Account Code

This list box is preloaded with the expense accounts you have defined for your organization.

Site Code

A numeric code used to uniquely define each Federal RPM database in a multiple-database deployment of Federal RPM. Site codes provide the ability to combine one or more Federal RPM databases into a single, consolidated database. Site codes are not required if Federal RPM is deployed in a single database configuration.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Region Code

A numeric code used to define each Region in your organization.

Note Federal RPM may be configured to only allow a user to view and manage property located in their region. See "Maintain Federal RPM Global System Rules Dialog."

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

State Region Code Cross-Reference

This dialog allows you to build a cross-reference between your organization's region codes, U.S. States and Countries. Once built, the cross-reference table allows you to build Region-based queries of your real property.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

General Ledger

Federal RPM allows you to define each chart of account segment for the Standard General Ledger as defined by GAO. These segments include: account, fund, object class, program and project. While use of these codes is optional in Federal RPM, their application provides you with the ability to track occupied space and property cost by account, fund, object class, program and/or project.

Account Code

An alphanumeric code (maximum length, 45 characters) to define income and expense account codes.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Agency

This list box is preloaded with your Agency's name and should not need to be changed.

Bureau

This list box is preloaded with your Bureau's name and should not need to be changed.

Type

Select the type of account, either Income or Expense

Fund Code

Alphanumeric code (maximum length, 45 characters) to define funds. Fund codes are normally associated with appropriations (single year or multi-year). By defining funds, you can track what appropriation was used to finance rental of GSA assignments, commercial leases, depreciation and clean-up amortization.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Agency

This list box is preloaded with your Agency’s name and should not need to be changed.

Bureau

This list box is preloaded with your Bureau’s name and should not need to be changed.

Project Code

An alphanumeric code (maximum length, 45 characters) to define projects. Use project codes to track occupied space and property costs associated with a given project.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Start Date

Date the project starts.

End Date

Expected completion date for the project.

Budget

Project budget.

Incurred

A system generated field that displays the amount of expenses incurred to date for the project.

Manager

Project manager's name.

Project Type

User-defined type of project.

Project Type Code

A numeric code to define categories of projects. This code is used in conjunction with the project code. For example, you may wish to create a project type called 'Research and Development' and then assign this project type to multiple projects. Once assigned, you'll be able to track all property associated with 'Research and Development'.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Program Code

An alphanumeric code (maximum length, 20 characters) to define program areas. Programs may cross organizational and project boundaries. For example, a Child Care program may involve multiple projects and organizations.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Agency

This list box is preloaded with your Agency’s name and should not need to be changed.

Bureau

This list box is preloaded with your Bureau’s name and should not need to be changed.

Object Class Code

An alphanumeric code (maximum length, 45 characters) to define object class codes. OMB has published a set of object class codes (3 digits in length) to standardize the categorization of budgets and expenditures across federal agencies. For example, object class 23.1 is used to budget and report rental payments to GSA. Federal RPM allows you to further define additional object class subcategories within those specified by OMB.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Note Federal RPM sorts these codes in alphanumeric, rather than numeric sequence. Depending on the coding conventions used in your organization for this code, the codes may not be sorted in the sequence expected.

Agency

This list box is preloaded with your Agency’s name and should not need to be changed.

Bureau

This list box is preloaded with your Bureau's name and should not need to be changed.

Capital Improvement Requirement

Need requirements are used by the depreciation dialog to assign a numeric rank to each capital improvement project. This dialog is used to establish need requirements for capital improvement projects and to assign a weight to each requirement.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Weight; Description

Click the radio button to order the requirement by assigned weight or description.

Description

The description of this capital improvement requirement

Weight

A numerical weight assigned to the requirement. Weights are used to calculate a composite score for each capital improvement project.

Clean Up Amortization

Clean Up Requirements

Need requirements are used by the clean up dialog to assign a numeric rank to each clean up project. This dialog is used to establish need requirements for clean up projects and to assign a weight to each requirement.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Weight; Description

Click the radio button to order the requirement by assigned weight or description.

Description

The description of this clean up requirement

Weight

A numerical weight assigned to the requirement. Weights are used to calculate a composite score for each capital improvement project.

Estimate Method

A numeric code used to describe the methodology used to allocate cleanup amortization costs. Federal RPM comes preloaded with the two allocation methods defined by GAO (Cubic Feet and Physical Capacity). These GAO defined estimating methods cannot be deleted.

File List Box

Double-click on an item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Reason Code

A numeric code to describe the reason for the cleanup project.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Maintenance

Deferred Maintenance Reason

A numeric code used to define the reason for deferred maintenance. This code is used to categorize deferred maintenance projects for reports and analysis. (Please note: Deferred maintenance is defined as those maintenance activities that: (1) require a large financial outlay; and (2) are not normally performed on periodic, recurring basis. Preventive maintenance is defined as those maintenance activities that: (1) do not normally require a large financial outlay; and (2) are normally performed on periodic, recurring basis).

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Deferred Maintenance Requirement

Deferred maintenance requirements are used by the deferred maintenance dialog to assign a numeric rank to each deferred maintenance project. This dialog is used to establish need requirements for deferred maintenance projects and to assign a weight to each requirement.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Weight; Description

Click the radio button to order the requirement by assigned weight or description.

Description

The description of this deferred maintenance requirement

Weight

A numerical weight assigned to the requirement. Weights are used to calculate a composite score for each deferred maintenance project.

Deferred Maintenance Operating Standard

A numeric code used to define the operating standard being met through the deferred maintenance project. Creation and application of operating standard codes supports the ability to conduct impact analysis of deferred maintenance projects. For example, the project might be required as a result an EPA policy, or internal Agency policy. Use of this code supports the ability to track compliance costs.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Preventive Maintenance Activity

Use this dialog to define preventive maintenance activities for one or more classes of real property (building, land and/or other structures and facilities). Definition of a preventive maintenance activity includes: the standard cost of the activity, the standard work hours required to complete the activity, the priority of the activity, the property classes to which it applies, and scheduling requirements.

Once activities are established, they may be modified to reflect changes in cost, hours, scheduling needs, and priority. Federal RPM provides a history of these changes. This history provides the basis to perform sophisticated forecasting of preventive maintenance needs.

(Please note: Deferred maintenance is defined as those maintenance activities that: (1) require a large financial outlay; and (2) are not normally performed on periodic, recurring basis. Preventive maintenance is defined as those maintenance activities that: (1) do not normally require a large financial outlay; and (2) are normally performed on periodic, recurring basis).

Define Tab

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Description

The name of the preventive maintenance activity.

Priority

The priority of the activity.

Account

The expense account associated with this activity. This account code is used to track preventive maintenance costs on Income/Expense Statements.

Frequency of Performance

The frequency recommended for the activity, set in either days, months or years. This setting is used to forecast preventive maintenance activities.

Effective Date

The date that the standard costs and labor-hours became effective for the maintenance activity. Federal RPM maintains an archive of standard cost and hours for each activity. This archive may be used to conduct sophisticated forecasting of preventive maintenance costs and hours.

External ID

Used to link Federal RPM’s preventive maintenance activity with a preventive maintenance activity defined by another third-party maintenance system. Use of this code is required to allow import of preventive maintenance costs into Federal RPM.

Assign Tab

Property Class

This combo box is preloaded with all of the Property Class codes defined for your system. Use the combo box to select the Property Class for preventive maintenance assignment/unassignment.

Available Activities/Select Button

The available activities list box displays all preventive maintenance activities defined for your system that have not been assigned to the property class. To assign one or more activities to a property class, click on the activity name, then click the Select button.

Tip You can select more than one item in the list by holding down CTRL as you make your selection, or select a range of activities by holding down SHIFT.

Assigned Activities/Remove Button

The assigned activities list box displays all preventive maintenance activities assigned to the selected property class. To unassign one or more activities, click on the activity name, then click the Remove button.

Tip You can select more than one item in the list by holding down CTRL as you make your selection, or select a range of activities by holding down SHIFT.

History Tab

Maintenance Activity Combo Box

The maintenance activity combo box is preloaded with all the preventive maintenance activities you have defined for your system. Click on the combo box to display a history of the standard cost and labor hours for the activity.

Proper Usage Codes

Numeric code to define the extent to which a property is being used as intended.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Property Class

Buildings

A numeric code to define a classes of buildings. These codes should be developed in conjunction with the GSA predominant use codes to define classes of buildings that are meaningful to your mission. For example, GSA has predominant use code of “Hospital”, a set of building class codes may be developed to identify “Hospital – Under 50 bed”, “Hospital – 50 to 100 beds”, and “Hospital – Over 100 beds”. Use codes 1 through 99 to define classes of buildings.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Land

A numeric code to define a classes of land. These codes should be developed in conjunction with the GSA predominant use codes to define classes of buildings that are meaningful to your mission. For example, GSA has predominant use code of “Agriculture”, a set of land class codes may be developed to identify “Agriculture – Under 50 Acres, “Agriculture – 50 to 100 Acres”, and “Agriculture – Over 100 Acres”. Use codes 100 through 199 to define classes of land.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Other Structures and Facilities

A numeric code to define a classes of other structures and facilities. These codes should be developed in conjunction with the GSA predominant use codes to define classes of buildings that are meaningful to your mission. For example, GSA has predominant use code of “Flood Control and Navigation”, a set of building class codes may be developed to identify “Locks”, “Earth Dam”, and “Water Metering Station”. Use codes 200 through 299 to define classes of structures.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Service Life

A numeric code to define the service life of an asset. Federal RPM uses service life to control the length of time over which a piece of property may be depreciated

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Order By: Code; Description

Click the radio button to order the codes by their code or description.

Years

The number of years (in whole numbers) over which property may be depreciated..

Special Features

A numeric code to define special features associated with real property. Examples include: child care, bike racks, and handicap access.

File List Box

Double-click on a item in the file list box to select the record for editing or deletion. When you click on an item, the Add button will be disabled, and the Update, Cancel and Delete buttons will be enabled.

Preloaded Codes

In addition to the user defined codes described in this manual, Federal RPM also includes a number of code tables that are delivered with the system. Some of these code sets are static, others change slowly with updates provided by FSC via the web. In all cases these predefined codes provide the means for Federal RPM to comply with external reporting requirements for real property. These code sets include:

· GSA Geographic Location Codes – These contain the country, state, territory, county and city/town codes for over 40,000 cities worldwide

· GSA Predominant Use Codes – These codes are used to report real property to GSA via the GSA 1166 report. Codes are established for each major class of real property (buildings, land, and other structures)

· FASAB Stewardship Reporting Codes

· Congressional District Codes

· Energy Types and Consumption Units

Glossary of Terms

Account

Agency's Treasury account number; also known as SIBAC number, Agency Symbol Code, and ALC (Agency Location Code).

Account Code

Bureau-defined general ledger, income/expense account.

Account Code Name

Bureau-defined general ledger income/expense account code name.

Accumulated Cleanup Amount

Accumulated amount spent for cleanup. This number is system generated.

Accumulated Depreciation

Accumulated depreciation for the property. This number is system generated.

Acquisition Cost

Acquisition cost in thousands of dollars.

Actual Excess Date

Date property became excess property.

Address

Property, lease, sublease or vendor's address.

Adjacent Deficiency

If property is deficient in seismic safety, the rating for adjacent property aspects of the property:

Not Rated - 0
Passed - 1
Failed - 2
Not Checked - 3

Agency Code

GSA-defined agency code; this field is also called “agency” on the GSA import record.

Agency Name

Name of agency associated with Bill.

Amortization Method

Interest amortization method for GSA loans.

Amount

GSA rent Bill: Amount of occupiable sqft for record.

Annual Rent

Annual rent paid by GSA.

Annualized Charges

Annual rent for the fiscal year, divided by the number of days in the fiscal year that the lease is active, multiplied by the number of days in the year. Annual rent is calculated for each type of space that does not deal with adjustments (space_type < 75). Annual rent is calculated as the rate per square foot, multiplied by the number of regular square feet assigned to the space type.

Anticipated Excess Date

Anticipated property excess date.

Appraiser

Name of person that completed the appraisal.

Appraisal Control No

System assigned number that uniquely identifies an appraisal record for a given property. Numbers assigned sequentially by the system, starting with 1.

Appraisal Date

Date appraised.

Appraised Value

Appraised value of property.

Approve Amount

Dollar amount of chargeback that was granted by GSA.

Approve Amount

Amount of chargeback approved by GSA.

Approve Contact

Name of the GSA regional representative that approved the chargeback.

Approve Date

Date chargeback was approved by the GSA region.

Approve Phone

Phone number of GSA agent approving chargeback request.

Authorized Contractors

Authorized number of contractor personnel for the property.

Authorized Detailees

Authorized number of detailed personnel for the property.

Authorized Fulltime

Authorized number of full time personnel for the property.

Authorized Other

Authorized number of other personnel for the property.

Authorized Part time

Authorized number of part time personnel for the property.

Authorized Summer

Authorized number of summer personnel for the property.

Baseline Indicator

True=-1
False=0

True for an installation when GSA and bureau concur that an excess recommendation is not warranted and the installation isn’t a deferral.

Basic Rentable Area

The Usable Area of that Office Area, Store Area or Building Common Area and its share of the Floor Common Areas on that floor. Basic Rentable Area is determined by multiplying the Usable Area of that Office Area, Store Area, or Building Common Area by the Floor R/U Ratio. The total Basic Rentable Area of a tenant occupying more than one floor shall be the sum of its Basic Rentable Areas on each floor. The total of all Basic Rentable Areas on a floor shall equal the Floor Rentable Area of that same floor.

Bill Number

A unique three-digit code assigned by GSA to each agency. Used in conjunction with the fiscal year and Julian date, it forms the bill number that appears on the invoice.

Bill No

Agency-entered bill number for a chargeback.

Bill Prefix

Standard billing prefix assigned by GSA to the Agency.

Billed Indicator

Indicates whether agency is the billed agency, or the serviced agency.

Building Name

GSA rent bill: name of building.

Building Number

GSA rent Bill: Unique numeric building identification within a state.

Building Rentable Area

The sum of all the Floor Rentable Areas.

Building R/U Ratio

The conversion factor that distributes the Building Common Area of a building. GSA does not provide the Building R/U Ratio in its electronic rent bill. This ratio is provided on the paper rent bill.

Boac

GSA rent Bill: Last six characters of treasury symbol.

Boac Check

GSA rent Bill: First two characters of treasury symbol.

Budget Year

Budget year.

Building Common Area

The areas of the building that provide services to building tenants but which are not included in the Office Area or Store Area of any specific tenant. These areas may include, but shall not be limited to, main and auxiliary lobbies, atrium spaces at the level of the finished floor, concierge areas or security desks, conference rooms, lounges or vending areas, food service facilities, health or fitness centers, daycare facilities, locker or shower facilities, mail rooms, fire control rooms, fully enclosed mechanical or equipment rooms. Specifically excluded from Building Common Area are Floor Common Areas, parking space, portions of loading docks outside the building line, and Major Vertical Penetrations.

Bureau Name

GSA rent bill: name of bureau within an agency.

Bureau Code

GSA-assigned bureau code; this field is also called “bureau” on the GSA import records.

Capitalization Description

Description of capitalized amount.

Capitalized Amount

Amount capitalized.

Change In Mission Indicator

Indicates whether installation’s mission or use has changed:

True=-1
False=0

Charge Amount

Amount of the charge.

Charge Date

Date that charge was made or recognized.

Charge Indicators for Service and Utilities

L - paid by lessor
G - paid by government
S - split
N - not applicable

Charge Origin

System-assigned charge origin:

1 - GSA
2 - Agency-owned or vendor-leased

Chargeback Comments

GSA chargeback comments.

Chargeback Contact

GSA chargeback contact.

Chargeback No

GSA assigned chargeback number.

Chargeback Status

System assigned chargeback status:

1-Pending
2-Approved
3-Rejected

Chargeback Type

System assigned chargeback type:

1-Normal
2-Immediate Credit
3-Congressional Reduction
4-Vendor

Charge Percent

Percent of property's GSA rent charge to be assigned to a organization code, account code, and project code. This percent is used in the two-step allocation process to further allocate charges before they are sent to the general ledger.

City

City name.

City Code

Geographic Location City code.

City Town Id

Second section of GSA's Geographic Location Code; indicates city or town code.

City Town Name

City name in the geographic location code table.

Cleanup Code Name

Description of method used to estimate cleanup requirements.

Cleanup Estimate Amount

Total estimated amount for the cleanup.

Cleanup Estimate Id

Method for assigning estimated total cleanup costs to operating periods:

1 - Physical capacity
2 - Passage of time

Cleanup Indicator

Indicates whether bureau uses Federal RPM to allocate clean up charges.

Cleanup Requirements

Source (applicable laws and regulations) of cleanup requirements.

Clearing Symbol

Agency treasury clearing symbol.

Cntrl No

GSA-assigned control number used to track chargeback and rebill transactions.

Comment1

Description of chargeback rebill and purpose of rebill.

Comment2

Description of chargeback rebill and purpose of rebill.

Common Area Factor

BOMA index used to calculate rentable square feet (usable x common area factor = rentable). Index is set for each building and city and may be adjusted annually. GSA uses this calculation in the Star billing system.

Condition Id

FASAB rating for condition of property:

0 - Unassigned
1 - Excellent
2 - Good
3 - Fair
4- Poor
5 - Very poor

Condition Name

Name of condition.

Contact

Contact name.

Contact Made

GSA employee contacted for chargeback.

Contact Phone

Phone number of GSA employee contacted for chargeback.

Control No

Unique number assigned by GSA to each chargeback. Number assigned for internal tracking purposes.

Cost

Standard or actual cost to complete a maintenance activity.

Country

The country for whatever table is being used.

County Territory Country Id

Third and last section of GSA's Geographic Location Code; indicates county, territory, or country code.

County Territory Country Name

County name in the geographic location code table.

Critical Indicator

Indicates whether journal voucher was for critical deferred maintenance or regular maintenance:

True=-1
False=0

Daily Cleanup Amount

Amount of cleanup charge amortized each day during the amortization period.

Daily Depreciation Amount

Daily depreciation charge; calculated based upon capitalized amount, salvage value and service life. This number is system generated.

Date Acquired

Date property acquired.

Date Receipt

Date the receiving user last took action on a request for stewardship role change for a given piece of personal property.

Date Constructed

Date of original construction, used in seismic risk rating.

Date Requested

Date a stewardship assignment change for a given property was requested.

Date Seismic Rating

Date that seismic rating was set for the property.

Day In Qtr

Number of billing days in the quarter. Used in combination with the annual billing rate to calculate the daily billing rate. This number is system generated.

Deferral Indicator

The installation is considered a deferral when GSA and the agency concur that the installation meets established utilization criteria for deferral of a survey. Deferral indicator:

True=-1
False=0

Deferred Maintenance Indicator

Indicates whether bureau uses Federal RPM to track deferred maintenance charges. Deferred maintenance is defined as those maintenance activities that: (1) require a large financial outlay; and (2) are not normally performed on periodic, recurring basis. Preventive maintenance is defined as those maintenance activities that: (1) do not normally require a large financial outlay; and (2) are normally performed on periodic, recurring basis).

Delegated Indicator

Identifies a GSA lease that is managed by the agency/bureau under GSA's Building Delegation Program.

Depreciation Import Indicator

Indicates whether Agency/Bureau uses Federal RPM to import depreciation from another system (True=-1) or use Federal RPM to calculate depreciation (False=0).

Depreciation Method Id

Type of depreciation:

1 - Straight line

Depreciation Threshold Amount

Minimum value of an asset before it can be capitalized.

Description

Included on the chargeback form (2972). Provides reason the Agency is requesting a chargeback (length varies also used for describing org Code). In personal property, used to describe the property.

Disposal Cost

Cost to dispose of a property.

Disposal Date

Date of property disposal.

Disposal Indicator

Disposal indicator:

True=-1
False=0

Disposal Proceeds

Gross proceeds from disposal.

Disposal Reason

Reason for property disposal.

Disposal Status

Status of disposal action.

District Id

GSA rent bill: Congressional district number.

Dollar

GSA rent Bill: The calculated rent amount for period (qtr).

E Mail

E-mail address of user.

Effective Date

Date that the activity (financial and/or non-financial) becomes effective.

End Date

Usage depends on table.

Energy Id

System id for energy type. Codes include:

1	Gasoline (gal)
2	Diesel/Fuel Oil (gal)
3	Electricity (kwh)
4	Nat. Gas (cubic feet)
5	LPG/Propane (gal)
6	Steam (lbs)
7	Wood (lbs)
8	Gasohol (gal)
9	MTBE/Oxygenates (gal)
10	Ethanol E-85 (gal)

11	Methanol M-85 (gal)
12	LNG (gal)
15	Jet Fuel (gal)
18	Coal (lbs)

Energy Name

Energy type name and unit of measurement.

Estimated Acquisition Cost

Estimated acquisition cost (in dollars).

Estimated Cost Indicator

GSA 1166, estimated cost indicator:

True=-1
False=0

Estimated Current Value

Estimated value of property, expressed in thousands of dollars.

Estimated Excess Date

Estimated property excess date.

Excess Acres

Number of excess acres.

Excess Estimated Value

Estimated value of excess property.

Excess Indicator

GSA 1166 excess indicator:

True=-1
False=0

Excess Square Feet

Amount of excess space in square feet.

Exemption

GSA rent bill: Code to identify assignments that are exempt from rent by special agreement.

External Id

The unique identification number or code used by an application external to Federal RPM to identify a property (building, land or other structure) record

Facility

GSA rent Bill: Code associated with a facility.

Simple building = ZZ
Complex building = Two alphanumeric characters

Fax

Fax telephone number.

Feature Name

Name of special property feature.

Final Lease Date

For renewal option leases, final lease date.

First Name

First name of person.

Fiscal Year

Fiscal year.

Floor Common Area

The areas on a floor such as washrooms, janitorial closets, electrical rooms, telephone rooms, mechanical rooms, elevator lobbies, and public corridors which are available primarily for the use of tenants on that floor.

Floor Usable Area

The sum of Usable Areas of Office Areas, Store Areas and Building Common Areas of a floor. The amount of Floor Usable Area can vary over the life of a building as corridors expand and contract and as floors are remodeled.

Foundation Type

Used to rate seismic risk:

Not Assigned - 0
Shallow - 1
Deep - 2
Other - 3

Frequency Type

Frequency that a preventive maintenance activity is performed.

1 – Days
2 – Hours
3 - Miles

Fund Code

Alphanumeric code (maximum length, 45 characters) to define funds. Fund codes are normally associated with appropriations (single year or multi-year). By defining funds, you can track what appropriation was used to finance rental of GSA assignments, commercial leases, depreciation and clean-up amortization.

Fund Name

User-defined description of fund code.

General_Ledger Type

Type of general ledger used by the Bureau:

0 - Unassigned
1 - FFS
2 - Oracle Financials
3 - Orion
4 - REL-TEK
5 - CDSI
6 - Keane
7 - FAMIS
8 - Walker Interactive
9 - IFMIS
10 - Federal Success

Geologic Deficiency

If property is deficient in seismic safety, the rating for geologic aspects of the property:

Not Rated - 0
Passed - 1
Failed - 2
Not Checked - 3

Gross Square Footage

Measurement of building's outside dimensions in square feet.

GSA Approval Indicator

GSA disposal approval indicator:

True=-1
False=0

GSA Assistance Indicator

GSA provides assistance for: utilization surveys; relocation analysis; preparation of Report of Excess (Standard Form 118); and disposing of installations under agency holding authority:

True=-1
False=0

GSA Exception

Exception code, not currently used by Federal RPM.

GSA Import Cycle

Agency's import cycle for GSA lease charges; Quarterly, Monthly.

GSA Region

GSA assigned GSA region code; this field is also called "region" on the GSA import records.

GSA Report Date

Date of GSA's authorization report for property disposal.

GSA Response Date

Date of GSA's response for authorization to dispose of property.

GSA Stars Indicator

Indicates whether bureau imports GSA Stars data or PBS data:

True=-1
False=0

GSA Workstations

Number of personnel assigned to a leased property; data provided by GSA and maintained in the property record.

Highest Best Use Id

Code for highest and best use; compiles with GSA 1166 standards, system standard code. Codes include:

1 Agriculture

2 Residential - High Density

3 Residential - Low Density

4 Commercial

5 Industrial - Heavy

6 Industrial - Light

7 Institutional

8 Multiple-use

Highest Best Use Name

Highest and best use name; compiles with GSA 1166 standards, system standard name.

Historical Indicator

GSA 1166 historical indicator:

True=-1
False=0

Housing Bedrooms

Number of bedrooms.

Housing Capacity

Housing capacity.

Housing Living Units

Number of housing living units.

Hours

Standard or actual hours (in tenths) required to complete a maintenance activity.

HUD Approval Indicator

HUD excess property approval indicator:

True=-1

False=0

In Service Date

Date property depreciation starts.

Inside Carpool

Number of inside parking spaces for carpool drivers.

Inside Handicap

Number of inside parking spaces for handicapped drivers.

Inside Other

Number of inside parking spaces for other drivers.

Installation Id

Numeric id, provided by OMB/GSA to an agency, for use in GSA's 1166 Report.

Interest Rate

Annual interest rate for GSA loan.

Interim Use Indicator

Indicates whether agency proposes interim use for the structure or facilities:

True=-1
False=0

Interface Amount

Amount exported/imported.

Interface Count

Number of records exported/imported.

Interface Date

Date of import/export.

Interface Month

Month of import/export.

Interface Qtr

Quarter of import/export.

Interface Name

Description of import/export.

Interface Type

Interface type:

1 - Import
2 - Export

Interface Year

Year of import/export.

Joint Use Sqft

Amount of joint use square feet for the property.

Journal Voucher Amount

Amount of journal voucher.

Journal Voucher Date

Date of journal voucher.

Journal Voucher Memo

Description of journal voucher.

Julian

Julian date of bill. Same number for a given bill quarter each year.

Journal Voucher Import Indicator

Indicates whether Agency/Bureau uses Federal RPM to import general journal entries from another system (True=-1) or uses Federal RPM (False=0).

Journal Voucher Indicator

Indicates whether Agency/Bureau uses Federal RPM for journal vouchers:

True=-1
False=0

Last Accrual Date

Date through which GSA loan has been paid.

Last Accumulated Date

Last date through which depreciation was calculated.

Last Cleanup Charge Date

Date through which cleanup charges have been amortized and accumulated.

Last Name

Last name of person.

Last Survey Date

Date of last survey.

Latitude Degrees

Map coordinate.

Latitude Direction

Map coordinate.

Latitude Minutes

Map coordinate.

Latitude Seconds

Map coordinate.

Lease Number

Number of the lease. For GSA buildings, same as the GSA assignment number. For commercial leases, this is the lease number.

Leasee Name

Name of leasee.

Logon

Login string for users of RPM.

Longitude Degrees

Map coordinate.

Longitude Direction

Map coordinate.

Longitude Minutes

Map coordinate.

Longitude Seconds

Map coordinate.

Maintenance Amount Critical

Estimated dollar amount of critical maintenance required to return asset to its acceptable operating condition.

Maintenance Amount Non Critical

Estimated dollar amount of non-critical maintenance required to return asset to its acceptable operating condition.

Maintenance Description

Description of deferred maintenance project.

Maintenance Frequency

Number of days between preventive maintenance activity.

Maintenance Forecast Date

Original date of the life-cycle maintenance forecast or condition assessment survey.

Maintenance Priority

1- Low
2- Medium
3- High

Measure Id

FASAB method used to measure deferred maintenance:

1 - Survey
2 - Life Cycle Cost

Measure Name

FASAB method used to measure deferred maintenance:

1 - Survey
2 - Life Cycle Cost

Model Type

Type of construction; used in conjunction with seismic risk:

Not Assigned - 0
Wood, Light Frame - 1
Wood, Commercial and Industrial - 2
Steel Moment Frame - 3
Steel Braced Frame - 4
Steel Light Frame - 5
Steel Frame with Concrete Shear Walls - 6
Stell Frame with Infill Shear Walls -7
Concrete Moment Frame -8
Concrete Shear Walls -9
Concrete Frame with Infill Shear Walls - 10
Precast/Tilt-Up Concrete Walls - 11
Precast Concrete Frames with Concrete Shear Walls - 12
Reinforced Masonry Bearing Walls with Wood/Metal Diaphragms - 13
Reinforced Masonry Bearing Walls with Precast Concrete Diaphragms - 14
Unreinforced Masonry Bearing Walls - 15
Other - 16

Month To Month Lease Indicator

Indicates whether lease is on a month-to-month basis:

True=-1
False=0

Name

Name of property.

Name - Installation Name

Installation name.

Negligible Cost Indicator

GSA 1166, negligible cost indicator (value less than $500):

True=-1
False=0

Next Activity Date

Date that next preventive maintenance activity is scheduled to be performed for activities performed on a daily measurement basis. This field is system generated.

Next Activity Value

Next time preventive maintenance is scheduled to be performed for activities performed on an hourly or mileage basis. This field is system generated.

Next Survey Date

Next survey date.

Nonstructural Deficiency

If property is deficient in seismic safety, the rating for nonstructural aspects of the property:

Not Rated - 0
Passed - 1
Failed - 2
Not Checked - 3

Number Buildings

GSA 1166, number of buildings reports by highest and best use code in section 3. This field is system generated.

Number Leases

GSA 1166, number of leases reported in section 5. This field is system generated.

Object Class Code

An alphanumeric code (maximum length, 20 characters) to define object class codes. OMB has published a set of object class codes (3 digits in length) to standardize the categorization of budgets and expenditures across federal agencies. For example, object class 23.1 is used to budget and report rental payments to GSA. Federal RPM allows you to further define additional object class subcategories within those specified by OMB.

Object Class Name

User-defined object class name.

Occupancy Right

GSA rent bill: right of occupancy when GSA has assignment responsibility.

Occupancy Indicator

Indicator whether the property is essential property (requires performance above minimum RP4 life safety level). Used in conjunction with seismic risk rating.

Office Space

Total usable square feet of office space in a property that GSA leases and then subleases to an agency/bureau.

Office Personnel

GSA rent bill: number of persons in office space.

Onboard Contractors

Number of onboard contractor personnel at the property.

Onboard Detailees

Number of onboard detailees personnel at the property.

Onboard Fulltime

Number of onboard full time personnel at the property.

Onboard Other

Number of onboard other personnel at the property.

Onboard Part Time

Number of onboard part time personnel at the property.

Onboard Summer

Number of onboard summer at the property.

Operating Condition Standard Id

Code used to describe requirements or standards for acceptable operating condition.

Operating Standard Id

User-defined code for policy/means used to define operating standard for the deferred maintenance.

Operating Standard Name

Description of operating condition of a property.

Organization Code

User-defined organization code.

Out Service Date

Date that property depreciation ends.

Outside Carpool

Number of outside parking spaces for carpool drivers.

Outside Handicap

Number of outside parking spaces for handicapped drivers.

Outside Other

Number of outside parking spaces for other drivers.

Owned By

System controlled owned by code:

1 - GSA lease
2 - GSA owned
3 - leased from another vendor
4 - owned by agency
5 - trust
6 - Pending lease from GSA
7 - Cooperative
8 - Interagency Agreement
9 - Joint funding agreement
10 - Easement
11 - Purchase order
12 - Under design
13 - Under Construction

Owned By Character

GSA 1166 property type:

G - Government
L - Lease
T - Trust

Payment Date

Billing quarter in question for chargeback.

Payoff Amount

Payoff amount for GSA loan as of the last accrual date for the loan.

Performed By

Name of individual that completed the preventive maintenance.

Period End

Billing qtr in question for chargeback.

Phone

Telephone number.

Predominant Use Code

GSA 1166, predominant use code for:

Buildings (100 series)
Land (200 series)
Other Structures (300 series)

Codes include:

110 Office

114 Post Office

121 Hospital

122 Prison

123 School

129 Other Institutional Uses

130 Housing

140 Storage

150 Industrial

160 Service

170 Research and Development

180 All Other

199 Trust Buildings

201 Agriculture

204 Grazing

207 Forest and Wildlife

208 Parks and Historic Sites

210 Office Building Locations

211 Military (except airfields)

212 Airfields

213 Harbor and Port Facilities

214 Post Office

215 Power Development and Distribution

216 Reclamation and Irrigation

218 Flood Control and Navigation

219 Vacant

220 Institutional

230 Housing

240 Storage

250 Industrial

270 Research and Development

280 Other Land

290 Trust Land

312 Airfield Pavements

313 Harbor and Port Facilities

315 Power Development and Distribution

316 Reclamation and Irrigation

318 Flood Contrl and Navigation

340 Storage (Other than Buildings)

350 Industrial (Other than Buildings)

360 Service (Other than Buildings)

370 Research and Development (Other than Buildings)

371 Utility Systems (Heating, Sewage, Water, Electric)

372 Communication Systems

373 Navigation and Traffic Aids (Other than Buildings)

376 Roads and Bridges

377 Railroads

378 Monuments and Memorials

379 Miscellaneous Military Facilities

380 All Other

399 Trust

Predominant Use Description

Description of predominant use code as defined by GSA.

Process Date

Date record was imported.

Program Code

User entered program identification code used in accordance with the Accounting Classification Structure. Programs may cross organizational and project boundaries. For example, a Child Care program may involve multiple projects and organizations.

Program Name

User-entered program name used in accordance with the Accounting Classification Structure.

Project Budget Amount

Budget amount for the project.

Project Code

An alphanumeric code (maximum length, 20 characters) to define projects. Use project codes to track occupied space and property costs associated with a given project.

Project Manager

Full name of the project manager.

Project Name

Project name.

Project Type Id

A numeric code to define categories of projects. For example, you may wish to create a project type called ‘Research and Development’ and then assign this project type to multiple projects. Once assigned, you’ll be able to track all property associated with ‘Research and Development’.

Project Type Name

Name of project type (e.g., R&D project).

Proper Use Id

User defined value stating the degree to which the property is being used for its intended purpose:

0 - Unassigned

Proper Use Name

User defined description stating the degree to which the property is being used for its intended purpose; 0 - Unassigned

Property Category Id

Federal Financial Accounting Standards, property category:

0 - Unassigned
1 - General PP&E
2 - Federal Mission PP&E
3 - Heritage Asset
4 - Multiple Heritage Asset; Stewardship Land

Property Class Id

User-defined class for how property is used:

Codes 0-99 reserved for Buildings
100-199 for Land
200-299 for Other Structures and Facilities
300 and above for personal property

Property Class Name

User-defined description for how property is used.

Property Count

Internal system field used to control imports.

Property Date

Internal system field used to control imports.

Property Description

Property description.

Property Id

Property's identification number. For GSA property, this code is the same as GSA's building id number.

For Bureau property, this code is in the format BB999999, where BB is the bureau code and 999999 is a sequentially assigned number. For personal property this field is 12 characters.

Property Manager

Property manager.

Property Type

System controlled property type:

1 - Building
2 - Land
3 - Other Structures and Facilities
4 – Installation
5 – Personal Property

Quarter

Fiscal year quarter number; quarter 5 is reconciliation; quarter 6 is budget.

Rate

GSA rent Bill: Annual rate per sqft.

Rate Sqft

Annual rental rate for one square foot of space.

Reason Code

Reason codes are provided for the GSA Chargeback request, Capital Improvement, Cleanup, and Deferred Maintenance. Codes for GSA Chargeback requests are system defined as follows:

1 - Space Classification
2 - Assigned Space
3 - Agency/Bureau name
4 – Other

Codes for Capital Improvement, Cleanup, and Deferred Maintenance are defined by the user.

Reason Description

Description of why chargeback is being requested. There can be up to 15 description fields used.

Rebill Date

Date rebill generated by GSA.

Receipt Status

Status of stewardship change request:

1 – Initial request
2 – On hold
3 – Accepted
4 - Denied

Receive Date

Date chargeback decision received from GSA.

Region Id

Bureau’s region code for the location of the property.

Remarks

GSA 1166, special, property specific remarks.

Renewal Option Years Remaining

Number of years remaining in any unexercised renewal option.

Rentable Area

Usable Area of an Office Area or Store Area with its associated share of Floor Common Areas and Building Common Areas. Rentable Area is determined by multiplying the Usable Area of an Office Area or Store by the R/U Ratio. The total of all Rentable Areas equals the Building Rentable Area for the building.

Report On 1166

Applies to Land only, indicates whether land should be reported to GSA via 1166:

True=1
False=0

Request Amount

Amount of chargeback request.

Request Date

Date chargeback was requested by the Bureau.

Requested Amount

Dollar amount of chargeback requested.

Return Receipt Status

Status of display of a change in stewardship request:

1 – Continue to display the request
2 – Do not display the request

R/U Ratio

The Rentable/Usable Ratio is the conversion factor that, when applied to Usable Area, gives the Rentable Area of the Office Area or Store Area. GSA does not provide this ratio in its electronic rent bill. This ratio is provided in the paper bill.

Rural Acres

Rural land area to nearest tenth of an acre; less than .1 acre should not be reported.

Salvage Amount

Salvage value of property.

Security Group Name

Name of security group.

Seismic Category

Not Categorized - 0
Non-Exempt - 1
Exempt: Agricultural Use - 2
Exempt: Detached Family Dwelling - 3
Exempt: Small, One-Story Building - 4
Exempt: Fully Rehabilitated - 5
Exempt: Post-Benchmark - 6
Exempt: Pre-Benchmark - 7
Exempt: Designed After Executive Order - 8
Exempt: Useful Life Less Than 5 Years - 9
Exempt: Other - 10

Seismic Indicator

Specifies whether property complies with seismic standards (value 0) or is deficient (value -1).

Service Life Id

User-entered id for property's service life in years.

Service Life Name

User-entered description for property's service life in years.

Service Life Years

Property's service life in years.

Short Code

Short code for GSA provided space (i.e., Office has a short code of OFF).

Site Id

A unique id assigned to define an RPM database. The site id allows data from multiple databases through an Agency or Bureau to be consolidated into a single database for query.

SMSA

Standard Metropolitan Statistical Area code.

Soil Type

Used to rate seismic risk:

Not Assigned - 0
Rock or Stiff Soil - 1
Stiff Clay - 2
Soft/Medium Clay/Sand - 3
More Than 70 Feet Soft Clay - 4

Space

GSA rent Bill: Occupied space category

Space Type

GSA's space type codes from the Fair Annual Rent system and Star system The system also assigns space codes for certain financial transactions if the space type is not known.

Special Features

User-defined property characteristics. For example, a special feature might be 'Bike Racks', 'Childcare Facilities', or 'Handicap Access'.

Special Notes

Free form description field which may be used by the user to supplement predominant use.

Special Space

Total usable square feet of special space in a property that GSA leases and then subleases to an agency/bureau.

Specialist

Name of GSA specialist in charge of a property leased by GSA and subleased to an agency/bureau.

Sqft

Amount of space, for specified space type, in square feet.

Start Date

Table and usage:

BUDGET_CLEANUP, start date of the cleanup project

BUDGET_LEASE, start date of the lease

BUDGET_SUBLEASE, start date of the sublease

CLEANUP, start date of the cleanup project

DEFERRED_MAINTENANCE, start date of the deferred maintenance project

LAND_RIGHT, start date of the land right being granted or denied

LEASE, start date of the lease

MAINTENANCE_ACTIVITY, effective date of the preventive maintenance activity

PROJECT, start date of the project

SUBLEASE, start date of the sublease

State

Postal state abbreviation.

State Postal Id

State code (state abbreviation).

State Postal Name

State name.

State Territory Country Id

First section of GSA's Geographic Location Code; indicates state, territory, or foreign country.

State Territory Country Name

State name in the geographic location code table.

Storage Space

Total usable square feet of storage space in a property that GSA leases and then subleases to an agency/bureau.

Stories

Number of stories (floors) in the building/structure.

Structural Deficiency

If property is deficient in seismic safety, the rating for structural aspects of the property:

Not Rated - 0
Passed - 1
Failed - 2
Not Checked - 3

Structure Id

User defined code for subcategories of Other Structures and Facilities property.

Structure Indicator

GSA 1166, Other Structure indicator, section 5:

True=-1
False=0

Structure Name

User defined description for subcategories of Other Structures and Facilities property.

Sublease Amount

Amount of the sublease.

Sublease Date

Internal system field used to control imports.

Sublease No

Number of the sublease. For GSA buildings, same as the GSA assignment number.

Symbol

Agency treasury symbol.

Term Right Date

First date that lease may be terminated.

Terms Remaining

Renewal options remaining in lease held by GSA for a building that GSA leases.

Transfer Indicator

Indicates whether installation or property was transferred:

True=-1
False=0

Title

Person’s job title (i.e. Title of employee submitting chargeback).

To Date

GSA rent Bill: End of period MMDDYY.

Transaction Code

GSA 1166 transaction code:

A - Add
C - Change
D - Delete
I - Interim use

Type

Type of user for the system. Can be Finance, Query only, or System Administrator.

Two Step Indicator

Indicates whether Bureau uses a two-step allocation process to prepare data for the general ledger:

True = -1
False = 0

If indicator is false, the Accounting Allocation option in the Characteristics menu for each type of property is disabled.

Units

Number of units contained in the property; meaning varies depending on primary use field (e.g., for hospitals units would be beds).

Urban Acres

Urban land area to nearest tenth of an acre; less than .1 acre should not be reported.

Usage Code

GSA 1166 usage code which equals the last two digits of Federal RPM’s highest best use code.

User Id

System assigned number to uniquely identify each system user.

Vendor Amount

Internal system field used to control imports.

Vendor Count

Internal system field used to control imports.

Vendor Date

Internal system field used to control imports.

Vendor Id

Identification of the vendor, recommended use is vendor Federal Employer Identification Number (FEIN).

Work Order Number

Work order number for preventive maintenance activities.

Years Per Term

Number of years in each renewal option term.

YTD Charges

Year-to-date rent charges for a lease.

Zip

ZIP code.