Federal Real Property Management User's Guide

Version 4.2

By FSC, Inc.

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), the Federal Real Property Council (FRPC), 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, FRPC and OMB. In addition, the system gives you the ability to enter additional agency-defined 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. Similarly, any code that has been assigned to a property record cannot be deleted from the system.

Close Button

Click the Close button to end the dialog.

Guide to Property Specific Dialogs

Overview

This section describes the primary dialogs associated with GSA Installations, Complexes, Buildings, Land and Structures. The dialogs for Buildings, Land and Structure are generally identical. Variances between these dialogs are noted in dialog descriptions.

Installations

Agencies and bureaus are currently required to report their real property inventory to GSA on an annual basis. All owned and commercially leased (not leased from GSA) must be reported at the constructed asset level. Each asset that is reported must be assigned to a specific GSA Installation.

Installations are created along Bureau boundaries, within each type of Installation. Property (building, land or structures) can only be assigned to a given Installation if the property has the same characteristics as the Installation. For example, a commercially leased building operated by Bureau A can only be assigned to a Bureau A installation that is categorized as a leased property installation.

Note: The only Installation data element required for the Federal Real Property Profile (FRPP) data call for fiscal year 2005 was the installation id. All other data elements collected via this dialog are not reported to GSA.

Note: If your agency/bureau only leases property from GSA and does not have any owned or commercially lease property in the portfolio, this dialog is not required and is hidden.

Installation Dialog, Data Elements

Installation Id

A unique identification code assigned from a block of installation identification codes provided to the agency/bureau by GSA.

Agency

The application will default this selection to your agency.

Bureau

Select the Bureau assigned to this installation. Only property with the same Reporting Bureau will be able to be assigned to this installation.

Name

Enter installation name.

Address

Enter installation address.

Geographic Location

Click the Folder button to locate the geographic location of the installation. Enter State Postal Id. Then click search to bring up a list of locations. Click the desired location. Based on your selection, the system will automatically complete information for the city and state.

Zip Code

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

Last Reported Value

This field is maintained by the application. Starting with fiscal year 2005 this data element was not required for the Federal Real Property Profile (FRPP) data call, however GSA has not officially announced the discontinuance of this data element..

Historical Indicator

Indicates that the installation contains property categorized as historical. Starting with fiscal year 2005 this data element was not required for the Federal Real Property Profile (FRPP) data call, however GSA has not officially discontinued use of this data element..

Property Type

Either Owned, Leased or Trust. Only property with the same ownership type may be assigned to the installation.

Disposal Date

This data element was not required for the fiscal year 2005 Federal Real Property Profile (FRPP) data call, however GSA has not officially announced the discontinuance of this data element..

Unassigned Property

This window lists property that have the same bureau and property type assignement as the installation that are not currently assigned to an installation. Double-click on the selected line to assign the property to the installation. There is no need to click the Update button.

Assigned Property

This window lists properties that are assigned to the installation. You can double-click on the selected line to navigate to the property record. To unassign the property click the line in the window, then the Unassign button. There is no need to click the Update button.

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Complexes

Complexes are user-defined groupings of property. Unlike the formal rules for assigning property to a GSA Installation, a complex can consist of any type of property with any type of ownership. For example, you could define a complex and then assign GSA leased buildings, GSA owned buildings, leased land and owned structures to the complex. The only rule enforced by the application is the rule that a given property can only be assigned to one complex. If you wish to change the property's complex assignment, simply unassign the property from the current complex and then assign it to a new complex.

Complex Dialog, Data Elements

Name

Enter complex name.

Address

Enter complex address.

Geographic Location

Click the Folder button to locate the geographic location of the complex. Enter State Postal Id. Then click search to bring up a list of locations. Click the desired location. Based on your selection, the system will automatically complete information for the city and state.

Zip Code

Federal RPM uses a reference table for zip codes in the U.S. Clicking the drop-down menu will reveal all of the zip codes in the selected Geographic location. If no drop-down list is revealed, then the zip code must be entered manually. Entering the five-digit Zip code is required, the four-digit ZIP code is optional.

Management Office

The Real Estate Management Office responsible for the complex.

GSA Controlled Indicator

If you wish to enforce a rule that only GSA owned or GSA leased property may be assigned to the complex this indicator must be set. This designation can only be made when the complex is first created. Once created the indicator cannot be changed.

Depending on your implementation of Federal RPM the GSA controlled indicator may not be displayed and if not displayed will not be enforced.

Complex Id

A unique identifier for the complex, automatically assigned by the applications.

Primary Occupant

The primary occupant of the complex based on occupiable square footage.

Complex Totals – Occupied Square Footage

The total occupiable square footage for all property assigned to the complex.

Complex Totals – Personnel

The total number of on board personnel for all property assigned to the complex.

Complex Totals – Urban Arcres

The total urban acreage for all property assigned to the complex.

Complex Totals – Rural Arcres

The total rural acreage for all property assigned to the complex.

Unassigned Property

This window lists properties that have not been assigned to a complex. Double-click on the selected line to assign the property to the complex. There is no need to click the Update button.

Assigned Property

This window lists properties that are assigned to the complex. You can double-click on the selected line to navigate to the property record. To unassign the property click the line in the window, then the Unassign button. There is no need to click the Update button.

Building, Land and Structure

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

The application provides a dialog for each of these categories of property. Because of the similarity between the dialogs they are presented as a group in this section. Exceptions between the categories are noted where necessary.

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, land or structures you own, or lease from commercial vendors. In order to set up a commercial lease, you must first add a property record to Federal RPM.

Property Search

The property search feature is the ability to search for any type of property, regardless of whether it is building, land, or structure. Otherwise, the property search feature works the same as a building, land, or structure search.

Dialog Menus At A Glance

- **Acquisition:** Click to enter acquisition data, assign additional property category attributes, and/or assign a property manager to the property.
- **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 – Building Occupants:** Click this menu option to view occupants in the building. Note: this submenu option is only displayed for buildings.
- **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 "**Error! Reference source not found.**."
- **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 – Floors and Rooms:** Click to allocate leased and owned space by floors and room for each type of space associated with a lease or building. Note: this submenu option is only displayed for buildings.
- **Characteristics - Housing:** Click to enter or view housing data associated with the property. For details, see "**Error! Reference source not found.**."
- **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).
- **Characteristics – Installation:** Click this menu option to navigate to the GSA installation to which the property is assigned.
- **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 "**Error! Reference source not found.**."
- **Characteristics – Occupied Space:** Click this menu option to define and allocate occupied space for owned property. Note: this submenu option is only displayed for owned buildings.
- **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 "**Error! Reference source not found.**."
- **Characteristics – Parking:** Click to enter or view parking data associated with the property. For details, see "**Error! Reference source not found.**."

- **Characteristics – Performance Measures:** Click to view the properties performance measures. Performance measures include those data elements required for the FRPP, including mission dependency.
- **Characteristics – Personnel Counts:** 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.
- **Characteristics – Restrictions:** Click to enter or view restrictions (as defined for the FRPP) associated with the property. Restrictions address rights expressly granted or denied to the property.
- **Characteristics – Seismic Safety:** Click to enter or view seismic safety data associated with the property. Note: this submenu option is not displayed for land.
- **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.
- **Characteristics - Township:** Click to enter or view the township location of the property
- **Characteristics – Vulnerability Assessment:** Click to view the vulnerability assessment for the property. Note: this submenu option is only displayed for buildings..
- **Clean Up:** Click to enter or view clean up project data and to view clean up amortization. Note: this menu option is only displayed for owned property.
- **Maintenance – Deferred Maintenance:** Click to enter or view deferred maintenance data. This menu option is only displayed for owned buildings and owned structures. **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. Note: this menu option is only displayed for owned buildings or owned structures that are assigned to a property class that has preventive maintenance activities.
- **Depreciation:** Click to enter or view depreciation data and to view accumulated depreciation.

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

- **Disposal:** Click to enter or view data concerning property disposal. ."
- **Journal Vouchers (JVs):** Click to enter miscellaneous income and expense activity for the property.

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

- **Report – Utilization:** Click to generate a utilization report.
- **Sublease:** Click to enter or view sublease data.

Building, Land and Structure Dialogs, Data Elements

Name

Enter property name.

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

Address

Enter 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. Enter a two letter state abbreviation into the State Postal Id, then click search to bring up a list of locations. Click the desired location. 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

Federal RPM uses a reference table for zip codes in the U.S. Clicking the drop-down menu will reveal all of the zip codes in the selected Geographic location. If no drop-down list is revealed, then the zip code must be entered manually. Entering the five-digit Zip code is required, the four-digit ZIP code is optional. The zip code reference table includes the Congressional District and Zip-Code centric latitude and longitude for the zip code. Changing the zip code will automatically change the Congressional District. Changing the zip code will only change the latitude and longitude if requested.

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

Congressional District

Click the Folder button to select a congressional district for the property. Enter the congressional district (state and district number) where the installation is located. You can click the Folder button again to assign more than one congressional district to the property. Up to 10 congressional districts may be assigned to each property. If you need to remove a selection, click the drop down list and then click the district you wish to remove.

Note Changing the zip code will automatically change the Congressional District assignment.

Primary Occupant

The application automatically keeps track of the primary occupant for the property based upon the assignment of organizations to space allocation records.

Occupied Square Feet

The application automatically keeps track of the occupied square footage for the property (displayed for buildings only).

Space Source

Select the means used to acquire the property.

Region

Select the region where the property is located.

Gross Square Footage (Gross Sqft)

Enter the gross square footage of the building. Displayed for buildings only.

Urban Acres

Enter the urban acres for the land parcel. Displayed for land only.

Rural Acres

Enter the rural acres for the land parcel. Displayed for land only.

Size

Enter the number of size units associated with the structure. Displayed for structures only.

Size Unit of Measure

Select the unit of measure for the size of the structure. Displayed for structures only.

Note The unit of measure choices displayed to you are based upon the structure's predominant use. The FRPC has specified valid units of measure for each predominant use.

GSA Region

Enter the GSA Region in which this building is located. Displayed for buildings only.

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

Status

Select the status of the property (either active or inactive).

Property Id

This field is for display only. For GSA buildings, 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 management office that has responsibility for this property.

Lease List Window

This Window lists any leases and occupancy agreements assigned to the property. Double-click on the lease number or occupancy agreement number to navigate to the lease or occupancy agreement. 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 property.

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.

Acquisition

If you’re entering a new property you must provide data collected via the acquisition dialog as the first step in the process.

Date Acquired

Enter the date the property was acquired.

Date Constructed

Enter the date the property was constructed.

Acquisition Method

Select the acquisition method for the property. Your selection will determine if the property is leased or owned. If leased, lease data must be provided before the property record may be saved.

Acquisition Cost

Enter the cost of the property. This amount may be set to $0 for both owned and leased property.

Reporting Bureau

Select the bureau responsible for this property. For property not acquired from GSA, this selection will be to report bureau property to GSA via the FRPP.

External Id

This is an optional field used to cross-reference the property record in Federal RPM with a related property record in an external application. Enter the property record identifier used by the external application.

Report to GSA

This indicator is used to determine whether a property should be reported to GSA in the FRPP. The indicator is automatically set to off for property leased from GSA.

Interim Use Indicator

This check box is used to specify if the property is an interim use property.

Baseline Indicator

This check box will only appear if your agency is using Federal RPM for Advance Billing purposes. An Advance Bill is used to obtain funding for the operation of an owned property. This indicator is used to state that the property has baseline occupant assignments. For a baselined property space records associated with the property record, via the Characteristics – Occupied Space dialog, are used to determine current occupancy and space records associated with the lease are used to determine the Advance Bill amount. For non-base lined property, space records associated with the lease record are used to determine both occupancy and the Advance Bill amount.

FASAB Category

Select the property category. Categories are defined by the Federal Accounting Standards Board (FASAB).

Historical Category

Select the property’s historical category. Categories are defined by the FRPC.

Predominant Use

Select the property’s predominant use category. Categories are defined by the FRPC.

Property Class

This is an optional field used to further categorize property within the boarder predominant use categories specified by the FRPC. Contact your System Administrator if you need an additional property class.

Proper Use

An optional field used to indicate the extent to which the property is being used as intended. Contact your System Administrator if you need an additional proper use category.

Property Manager

The individual in charge of the property. Property managers may receive email alerts concerning audit trail events for the property, or lease expiration notices. Contact your System Administrator if you need an additional Property Manager added to the list of available property managers.

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. 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 audit trail report for the property.

Characteristics – Building Occupants

This screen is only available for Buildings. It lists by Bureau and Floor the usable square footage, percent of floor occupied, expected vacancy date (set via the allocation rule screen), and, if leased, the lease number lease end date and lease projected end date. To view organizational assignments by type of space, double-click the Bureau name. To view room information, double-click the Floor name.

Characteristics – Condition Assessment

The Condition Assessment dialog provides a means to track and report condition assessments conducted for the property. Condition assessments available in Federal RPM include: Replacement value; 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.

The Replacement Value condition assessment is used in conjunction with the repair backlog to calculate the property's facility condition index (FCI). If multiple replacement values are on file, the most current replacement value entry is used for the calculation.

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 – Contacts

This screen allows you to build your own 'Rolodex' of key contacts for the property. The type column lists those contact types already defined in the database. If you need to add another type of contact simply type the contact type description in this column. Please note that an optional import to the GSA/DHS rent process includes loading realty specialist contact information for GSA and DHS.

Characteristics – Diary

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 or delete the entry.

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

Characteristics – Floors and Rooms

The Floors and Rooms dialog provides the ability to define floors and rooms for both owned and leased buildings. This enables the user to maintain floor and room data, as well as to obtain a quick view into the entire property, summarizing occupant data across all space types associated with the property. Views are provided for a given building (and its associated leases) and leases (both GSA assignments and commercial leases). The views allow the user to click on column headings to sort the data. They also allow the user to 'drill-down' to view room assignments for the associated building, occupant and floor.

List of Floors

Lists floors associated with the property. Note that the floor name is followed by an asterisk if the rentable floor square footage does not equal the total rentable square footage for all rooms on the floor. Use the Up/Down arrows to the right of the list to change the display order of the floors. This display order is used in this dialog as well as the Allocation dialog.

Floor Section

Floor

The name of the floor.

R/U Factor

The rentable/usable (R/U) factor for the floor (default value is one).

Rentable Sqft

The number of rentable square feet on the floor. This will automatically enter a number for usable square feet.

Usable Sqft

The number of usable square feet on the floor.

Copy

Any floor that has a name that is numeric (i.e. '2') can be copied to multiple floors. The copying process will also copy the room associated with the source floor, as long as the room number is numeric. For example, if you copy floor 1 and floor 1 has room 101 assigned to it, then the copy process will create floor 2 and room 201.

Rooms Section

Room Number

The number for the room.

Rentable Sqft

The rentable square feet in the room.

Usable Sqft

The usable square feet in the room.

SCIF (Sensitive Compartmented Information Facilities)

Select the SCIF status of the room.

Type of Space

Select the designated use for the room from the drop down list.

Notes

If needed, provide additional information not covered in the previous headings. For example, the notes field could be used to specify the seating capacity of the room.

Copy

Any room that has a name that is numeric (i.e. ‘201’) can be copied to multiple rooms on the subject floor.

Characteristics – Housing

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 – Restrictions

Property restrictions (for example rights-of-way, gas rights, and oil rights) may be specifically granted to, or denied from a piece of property. Use this dialog to specify restrictions, and to grant or deny restrictions to/from each property. Restriction categories are defined by the Federal Real Property Council (FRPC).

Categories Tab

Description

Enter the description for the restriction. 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 restrictions that are specifically granted to a property.

File List

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

Category

Select the restriction 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 the short name.

Granted By

Enter the name of the individual or legal entity that granted the restriction.

Start Date

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

End Date

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

Denied Tab

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

File List

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

Category

Select the restriction 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 restriction..

Denied By

Enter the name of the individual or legal entity that denied the restriction.

Start Date

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

End Date

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

Characteristics – Map Coordinates

By assigning map coordinates (latitude and longitude) to a property, real property data is automatically displayed in Federal RPM.Net via Google Maps. 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.)

Address

This field will default to the address assigned to the property record. However, for geocoding purposes you can also record a second address.

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.

Sensitive Location Indicator

When turned on, the property's address will be reported in the FRPP rather than its geographic coordinates.

Characteristics – Occupied Space

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, 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

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

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 car pool parking spaces inside.

Inside – Handicap

Enter the number of handicap parking spaces inside.

Inside – All Other

Enter the number of all other parking spaces inside.

Outside – Car Pool

Enter the number of car pool parking spaces outside.

Outside – Handicap

Enter the number of handicap parking spaces outside.

Outside – All Other

Enter the number of all other parking spaces outside.

Characteristics - Performance Measures

The FRPP data call for fiscal year 2005 requires that certain performance measures be reported to GSA on a constructed asset basis. The purpose of this dialog is place most of the data elements required for the performance measures in one convenient location in the application.

Summary Tab

Mission Dependency

Select the mission dependency for the property.

Sustainability

Select the sustainability rating for the property.

Utilization

A display of the calculated utilization and utilization rating based on utilization criteria used for the FRPP. Utilization is not provided for land or structures, or for certain predominant use categories for buildings.

Condition Index

The facility condition index (FCI) based on FCI formula used for the FRPP. Condition index is not provided for land.

Operating Costs

Fiscal year operating costs. Cost categories include those specified for the FRPP. Operating costs are not calculated for land.

Utilization Tab

Design Capacity Unit of Measure

Select the design capacity unit of measure used to calculate utilization. Default values provided by the application include Occupancy and Square footage per person. Occupancy utilization is calculated based on the total occupiable square footage and the amount of occupiable square footage unassigned to a ‘Vacant’ or ‘Unassigned’ organization. Square footage per person utilization is based upon the total occupiable square feet, the number of on board personnel, and the utilization thresholds specified by the agency for each utilization category. Note that an agency can also specify their own design capacity unit of measure for each of the predominant use categories where GSA requires a utilization rating.

Design Capacity

The design capacity in user-specified units of measure.

Units Used

The number of design capacity units used in user-specified units of measure.

Utilization Percent

Percent of utilization.

Rate

The utilization rate, based on utilization percent, predominant use and utilization thresholds specified by the FRPC.

Condition Index Tab

Replacement Value

The latest replacement value entered for the property via the Condition Assessment Dialog.

Repair Backlog

The total value of all incomplete, funded, approved deferred maintenance projects. Deferred maintenance amounts are maintained via the Deferred Maintenance Dialog.

Condition Index

The condition index of the property as calculated using the FRPC condition index formula (1 – (repair backlog / replacement value) * 100).

Rate

The condition rating based upon the condition index and the thresholds specified by the FRPC.

Cost Tab

The cost tab presents operating cost categories by fiscal year, including the budget and year to date amount. The prorated budget is compared against actuals to calculate a variance. Budget amounts may be entered manually or via the GSA Rent Budget worksheet. Actual amount for rent are calculated automatically by the application as GSA rent is imported or rent for commercial leases is recognized. Actual amounts for all other cost categories must be entered manually via this dialog.

Characteristics – Personnel

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, and/or Organization, by budget category (authorized, onboard and telecommuters) and type (full-time, military, part-time, summer students, contractors, detailees, non-assigned, and other personnel). Federal RPM will also automatically update the fields contained in this dialog during import of Personnel Location data.

On board personnel counts are used to calculate the utilization for a building when the utilization is based upon occupiable square footage per person. In this instance, the application will automatically recalculate utilization based on changes to the on board personnel count and/or the occupiable square footage.

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.)

Organization

Select the organization to which the personnel are assigned. (Note: organization assignment is optional.)

Full Time

Enter the number of full-time personnel.

Military

Enter the number of military personnel.

Part Time

Enter the number of part-time personnel.

Summer Students

Enter the number of summer students.

Contractors

Enter the number of contractors.

Detailees

Enter the number of Detailees.

Other Personnel

Enter the number of Other personnel.

Non-Assigned

Enter the number of Non-assigned personnel.

Characteristics – Seismic Safety

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).

Last Renovated

Enter the date property was last renovated (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

The Special Features dialog provides a means to identify and report special features for the property. For example, the property might include childcare 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 that may be applied to the property. Special Features are defined by your organization. To assign one or more types of special features characteristic to the property, click on the special features name, and 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

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.

Characteristics – Vulnerability Assessment

The application comes preloaded with U.S. Marshal vulnerability assessment guidelines based on the risk level of the property. Use this screen to complete vulnerability assessments.

Clean Up Projects

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 statuses 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.

Select Project

If there is more than one project for the selected property, then this menu item is for switching between each 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.

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.

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 statuses 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

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

Federal RPM is specifically designed to fully manage 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 statuses 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.

Select Project

If there is more than one project for the selected property, then this menu item is for switching between each project

Start Date

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

End Date

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

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.

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).

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.

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 statuses 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

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

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

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 statuses 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.

Select Project

If there is more than one project for the selected property, then this menu item is for switching between each project

Reason

Select the reason for the capital improvement project.

Leasehold Improvement

A checkbox that 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 in the funding tab 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 depreciated.

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 statuses 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 a 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

Real property is removed from service at the end of its life-cycle. 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 records the disposal of real property. The dialog also includes all data elements required by GSA to report excess property. In addition, Federal RPM also calculates and displays the net gain/loss on the property and creates associated financial transactions to be passed to the general ledger

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 Method

Select the disposal method for the property.

Disposal Subcategory

Select the disposal subcategory for the property.

Disposal Recipient (Non-Federal)

Enter the property’s non-federal recipient.

Disposal Recipient (Federal)

Select the property’s federal recipient.

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 (JVs)

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 the box 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.

PO or Bank Card

Enter the PO or bank card number.

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

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 "FIMS Interface
- This provides the user the ability to periodically check the Federal RPM/FIMS Interface log to review additions, changes, or deletions of space assignments that originated in FIMS. In addition, you can start/stop the FIMS interface agent, or change the frequency that it checks FIMS for

changes. This menu item may not be displayed for all implementations of Federal RPM. Note that the FIMS interface agent is used to communicate with the Trirega Facility Manager application. This particular interface may not be used by your agency.

- 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 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 "FIMS Interface
- This provides the user the ability to periodically check the Federal RPM/FIMS Interface log to review additions, changes, or deletions of space assignments that originated in FIMS. In addition, you can start/stop the FIMS interface agent, or change the frequency that it checks FIMS for changes. This menu item may not be displayed for all implementations of Federal RPM. Note that the FIMS interface agent is used to communicate with the Trirega Facility Manager application. This particular interface may not be used by your agency.
- 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. Set the acquisition method to ‘Commercial Lease’.
2. You will be asked to specify the type of Delegation authority you have received for the lease. If the lease is categorized as General Purpose you must provide the GSA-approved ARA/PBS date.
3. Create a lease record, a lease determination worksheet, and a capitalized lease worksheet (a capitalized lease worksheet is only required if the lease determination process has specified that the lease is a capitalized lease).
4. After creating these records, click the Manage Space button. A list box of space types will appear.
5. Double click the name of the space type you need to add. The space type dialog will appear.
6. The space allocation dialog displays up to 4 frames of data. These frames include: Agency/Bureau space rate and amounts; GSA space rates and amounts; Delegated Service dates and vendor; and Allocation rules. The Agency/Bureau space rates and amounts, and the Allocation rules frames appear for all types of leases and space. The GSA space rates and amounts frame appears only for GSA provided space. The Delegated Service frame only appears for delegated service types.

    The GSA space rates and amounts frame records the amounts received on your GSA rent bill. The space rate cannot be changed, but the space amount can be changed. Remember, the space amount (rentable square footage) must equal the amount on the GSA rent bill before you will be able to import financial charges from your GSA rent bill.

    The Agency/Bureau space rate and amount frame is used to specify the rate and amount that will be rebilled to your customers. In most cases the rate and amount will equal those amount specified on the GSA rent bill.

    The Delegated Service frame is used to record the active dates for the service and the vendor providing the service. During the import of financial charges these dates are used to determine if the service is active, and to generate delegated service charges. As with rent, delegated service charges are charged in arrears (i.e. if the service date starts in May, May charges will be recognized in June).

    The Allocation rule frame allows you to allocate (split) the total rentable square footage that appears in the Agency/Bureau frame across different organizations, types of space, fund codes, program codes, project codes, object class codes, floors, and/or rooms. Use the start/end dates in the allocation rule section to specify occupancy dates. These dates are used in the Action Items section of Federal RPM to view forecasted vacancies.

7. Click the Add button, then enter the rate per square foot (this is the annual rate), the R/U factor, number of occupied rentable square feet and the number of joint use rentable square feet. At this point the dialog will display the total amount of rentable square feet remaining to be allocated. All rentable square footage amounts must be allocated before this space record may be saved.
8. In the Allocation Rule Detail frame, select organization, floor, room, fund, start date, end date, type of space, object class, program, and/or project. The combination of these factors must form a unique allocation rule. Note that when you select a room, its SCIF rating and type of space will be used to automatically complete the entries for the allocation rule. You can change SCIF or type of space for the room, but these changes will be made across all allocation rules for the subject property, floor and room. SCIF and type of space settings cannot be changed for space types that are not occupiable (i.e. Security –Basic). After entering the allocation assignments, enter the number of square feet and/or joint use square feet assigned to this allocation rule.
9. 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 6, 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. To change the amount of total space or an allocation rule, simply navigate to the area required, make the change and 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. 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.

Next Charge

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

Annualized Rent (Annual 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.

% Federal Occupancy

Enter the percentage of federal occupancy.

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.

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 – Characteristics

Just like the building/land/structure screens, the lease screen includes a set of Characteristics sub-menu items focused on the particular lease. Items that are different from the Characteristics options for building/land/structure are described below.

Accounting Allocation

This menu item only appears if your agency is using a two-step allocation process for processing financial data to the general ledger. This process selection is made via the Global Rules screen. Once made, accounting rules are used to distribute rent changes rather than occupancy rules. This screen allows you to allocate charges for each organization that occupies the leased property. Allocation is made by account and project and then by percent. Each rule must be allocated to a total of 100 percent before the allocation rules may be saved.

Multi-Property Lease

This menu item only appears if the lease is a multi-property lease. This determination is made when the lease is first entered. The screen lists those properties associated with the lease. One property records is designated as the 'Master' property, the other properties are considered 'Child' properties. Space allocation records for the lease are used to determine billing requirements, while space records for properties (accessed via the Characteristics – Occupied Space screen) are used to designate occupancy.

Rent Notes

This screen allows you to specify notes for the rent bill on a lease and organizational basis.

Trial Bill

This option allows you to run a trial bill for the lease. For GSA leases the trial bill is based on the GSA work files loaded into the database. Ensure the work files for the current accounting period have been loaded before you run the trial bill. For commercial leases the trial bill is based on the next accounting period scheduled to be processed and the lease term. Remember that commercial leases are charged in arrears. Finally the trail bill will also include delegated service space types if their service period falls within the next accounting period scheduled to be processed. Again, remember that delegated services are charges in arrears.

Lease Menu - Depreciation

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

Lease Menu - RWAs

How To Add an RWA

1. Open a lease by clicking the Lease Mgt.at the top of the screen, selecting Lease, then searching for the desired lease.
2. Once in the lease dialog, select RWAs in the top menu.
3. Once in the RWA dialog, the summary tab will be displayed. Click on the general tab and click the add button on the bottom.
4. Enter data for all of the items in the general tab. The approved/denied area only needs data if approved was chosen in the status line item.
5. When all of the data has been entered in the general tab, click on the financial tab and enter data for all of the line items. The credit card information on the right side only needs to be entered if credit card was chosen as the billing type.
6. Click update when all data has been entered. If all of the necessary data has been entered, then FRPM will say the RWA has been successfully added.

RWA Dialog Detail

Summary Tab

This is the first tab that appears when the RWA dialog is opened. The tab is an overview of funding and financial data. If there is no RWA on file, then this tab will be blank.

Non-Recurring Obligated Funding

This item shows the non-recurring obligated funding amount.

Recurring Obligated Funding

This item shows the recurring obligated funding amount.

Total Obligated Funding

This item shows the combined total of the non-recurring and recurring obligated funding.

Non-Recurring Recognized Funding

This item shows the non-recurring recognized funding amount.

Recurring Recognized Funding
This item shows the recurring recognized funding amount.

Total Recognized Funding
This item shows the combined total of the non-recurring and recurring recognized funding.

Non-Recurring Remaining Funding
This item shows the non-recurring remaining funding amount.

Recurring Remaining Funding
This item shows the recurring remaining funding amount.

Total Remaining Funding
This item shows the combined total of the non-recurring and recurring remaining funding.

Funding - Required
This item shows total amount of required funding.

Funding - Assigned
This item shows the total amount of assigned funding.

Funding - Variance
This item shows the difference between the assigned funding and the required funding.

General Tab
This tab provides general information about the RWA. The tab contains information on when the RWA's purpose, when it will be performed, contact information, and the RWA number.

RWA – Agency Order # GSA RWA #

Enter these unique identifying numbers when submitting an RWA.

RWA – Status

There are two choices for status – proposed and approved. Proposed means the RWA needs to wait for approval. Approved means the RWA already has been approved, and additional information needs to be added in the Approved/Denied section.

Contact

Indicates who is working on the project, and how to contact the person.

Project Reason and Description

Project Reason and Description is a drop-down menu indicating a project's purpose. If additional information is necessary, then type a note in the window below the drop-down menu.

Requested Work Dates

Enter the start and completion dates (in mm/dd/yyyy format.)

Approved/Denied

If an RWA is approved, then data needs to be entered for this section. This information tells who approved the RWA, and the date it was approved.

Recurring

Recurring RWAs are used to provide services to the customer where the costs of those services cannot readily be separated from standard operating costs. Check this box if the RWA is recurring

Plans attached

Check this box if there are plans attached

Modification

Check this box if the RWA is a modification.

Billing Tab

The billing tab is where all of the financial information regarding the RWA exists.

RWA Amount

Enter the cost of the RWA.

Billing Type

Choose how the RWA is being paid for.

Billing Terms

Select the appropriate billing terms. The billing terms determine how often the RWA is paid for.

Fund Code / Treasury Symbol

Enter the appropriate Fund Code/Treasury Symbol number. The Fund Code/Treasury Symbol, Requisition Number, and Agency Accounting Data are frequently the same number.

Requisition Number

Enter the requisition number. The Fund Code/Treasury Symbol, Requisition Number, and Agency Accounting Data are frequently the same number.

Agency Accounting Data

Enter the Agency Accounting Data number. The Fund Code/Treasury Symbol, Requisition Number, and Agency Accounting Data are frequently the same number.

Agency Fund Year

Choose a fund year from the drop-down menu

Agency Fund Type

Choose the agency fund type (appropriation type)

Credit Card

Enter credit card information here. This section cannot be filled in unless if credit card is chosen as the billing type.

Funding Tab

This is where funding rules are added. Once a funding rule is added, it **cannot be modified**, only deleted.

Org:

Select the org code.

Object Class

Select the object class.

Project

Select the project code.

Funded Amount

Enter the funded amount here.

GSA Data Tab

Where contact information is located. The GSA contact's name, phone number, email address, and fax number can be found here.

GSA Contact Name

Enter the GSA contact's name

GSA Contact Phone

Enter the GSA contact's phone number

GSA Contact Email

Enter the GSA contact's email address

GSA Contact Fax

Enter the GSA contact's fax number (if applicable)

Project Completed

Check this box if the project is completed.

Fixed Price Applies

Check this box if the fixed price applies

Guarantee Applies

Check this box if the guarantee applies

Agreed Upon Completion Date

Enter the completion date (in mm/dd/yyyy format)

Lease Menu - Occupancy Agreements and Terms

Federal RPM allows users to create and update GSA Occupancy Agreement (OA) records for GSA leases. The OA records allow the user to track the OA from initial negotiation (pending status) through execution (approved status). The OA provides the ability to specify all items on the paper OA, including Tenant Improvement (TI) and Shell Rental Rate escalation provisions for each year of the OA. Once approved, the data contained in the OA is used to verify GSA rent billing data as it is received each month. Alerts will be generated in those cases where the billing data does not agree with the OA. Note: You must specify lease start and end dates before you may enter lease terms. When you set up the OA you must also indicate whether the OA is based on a fiscal year basis (where the OA year normally ends on September 30) or an OA year basis (where the OA year does not end on September 30).

Occupancy Agreement Tab – General

Occupancy Agreement Number

Unique identifying number which is required when the OA is given approved status. This should be the same number used by GSA. During the import of GSA Rent data, the system compares this number against the assignment number in the GSA Rent file. If a match is found, the system reassigns records in Federal RPM to the new GSA assignment.

Status

Indicates whether an OA is proposed or approved. The OA must be approved before the system will attempt to match it to GSA Rent data, or compare it against GSA Rent data.

Status/Start/End/Final Date

Status date is the date that the OA was placed in its current status (Pending/Accepted). Start date is the date that the OA begins. End date is the date that the OA will expire. Final end date is the date that indicates the end of optional renewal. Start, end and final dates should match those on the GSA Assignment.

Rentable Sqft

This data may be entered by the user, or can be derived from multiplying the usable square feet by the RU factor.

Usable Sqft

This data may be entered by the user, or can be derived from dividing the rentable square feet by the RU factor.

RU Factor

This data may be entered by the user, or can be derived from dividing the rentable square feet by the usable square feet. The number must be greater than 0, and less than or equal to 2..

Tenant Imp Start/End Date

This data is required if the tenant improvements are being made to the property.

Cannot Change OA

The user checks this box if the lease associated with the OA cannot be canceled. (Note: The GSA fee is reduced from 8% to 6% if the lease cannot be canceled.)

OA Term Based On

Select either Fiscal Year or OA Year. Note that if you change to term that the OA is based on, all terms currently on file will be removed.

Contact Information

This data provides contact information for the individual at the bureau level that approved the OA, and the GSA Realty Specialist that signed the OA. This data is required if the OA is in an approved status. The e-mail addresses must be a valid e-mail format.

Occupancy Agreement Tab – Financial Summary

This tab provides the user with an area in which to enter the various fees, expenses, and cost related factors involved in leasing the property. Note that the screen will display warning messages if GSA fees are not within certain percentages of the Market Rent subtotal.

Escalation Factors Tab

Via the escalations factors tab, Federal RPM provides the ability to specify rent escalation amounts by lease year. For GSA Assignments you may specify rent escalations for either General, Warehouse, or Unique space types (never more than 1 of these space types). For commercial leases you may specify rent escalations for any single type of space, as long as that space type is an occupiable type of space (i.e. you may escalate rates for office space but not for security basic).

To create the escalation schedule, click on the ‘Create’ button. Federal RPM will use the start and end dates of either the lease or occupancy agreement to automatically create a schedule for each year in the lease term.

In creating the schedule, if the lease is on file, the rate per square foot and rentable square feet are derived from the space table (using general, unique or warehouse square feet, if more than 1 type of space exists the general space type is used). If the lease is not on file and the OA is on file, the OA factors for Shell Rental are used to determine rate per sqft and rentable square feet. (using general, unique or warehouse square feet, if more than 1 type of space exists the general space type is used). If neither lease space nor OA data is on file, the rate per square foot and rentable square feet are set to zero.

Use the schedule to enter the rate per square foot and rentable square feet for each year. As you enter the amounts Federal RPM will automatically calculate and display the amount of the projected charge for each calendar year (under the Lease Amount column) and fiscal year (under the Fiscal Year Amount column).

Once entered, the effect of the escalation factors vary by category of lease.

For GSA assignments, the projections are compared against incoming rent bills to determine if GSA has escalated the rent as specified in the Occupancy Agreement. If GSA has not escalated the rent according to the agreement, a warning message is displayed in the Current Activity report.

For commercial leases, when the projections become effective they are used to automatically update the rate per square foot charge, thus changing the amount of charges recognized for the lease.

Deadlines and Notes Tab

Days to Renew

Enter the number of days before the lease end date that you must notify the vendor of your intention 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 intention 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.

Supplemental Agreements Tab

Federal RPM provides the ability to capture Operating Cost (based on CPI) and Real Estate Tax escalation factors as specified in GSA Form 276, Supplemental Lease Agreement, and allows users to record these factors for both GSA Assignments and commercial leases. The Supplemental Agreements tab has a sub-tab for both Operating Cost and Real Estate Tax escalation factors. Data entered for either tab will be reflected in the Occupancy Agreement – Financial Summary sub-tab.

Multiple SLAs may be entered for Operating Cost and Real Estate Tax escalation projections. SLAs for a given escalation type (i.e. Real Estate Tax) may not have overlapping effective dates.

Once entered, SLAs are used to project future lease liability. Projections are based upon the effective date(s) for the SLA(s). Unlike escalation factors, SLAs are not compared against real estate taxes or operating expenses in GSA rent bills and they are not used to calculate real estate taxes or operating expenses for commercial leases.

Lease Menu - Worksheets

Lease Determination Worksheet

For new or existing commercial leases, Federal RPM provides a worksheet with a series of questions to determine whether a lease should be considered an operating lease or a capitalized lease. If the worksheet answers determine that the lease should be capitalized, Federal RPM requires the completion of a Capitalized Lease worksheet, and the answers from the Lease Determination worksheet are used to guide the set up of the capitalized lease. The completion of a Lease Determination worksheet is the first step in establishing a new commercial lease. The Lease Determination Worksheet must be completed before the user can create a new Lease record.

Initial Assessment Tab

The user starts the worksheet by completing the Initial Assessment tab. Answers provided in the Initial Assessment tab are only for guidance purposes, they are not used to classify the lease.

Part 1 Tab

Next the user proceeds to Part 1 of the worksheet. Each question must be checked Yes or No. If any question in Part 1 is checked as ‘Yes’, the lease is determined to be an Operating Lease.

Part 2 Tab

The user continues to Part 2. Each question must be checked Yes or No. If any question in Part 2 is checked as 'Yes', the lease is determined to be a Capitalized Lease.

Part 2 (Supplemental)

Part 2 has a supplemental worksheet section for Useful Life, Future Payments, and Amortization, if the lease is determined to be a Capitalized Lease.

Capitalized Lease Worksheet

The Capitalized Lease Worksheet (available for commercial leases only) is used to provide a permanent record of those factors used to determine whether a lease is a capitalized or operating lease. These factors include: Fair Market Value, Base Rent, Base Operating Costs, Nominal Discount Rate, and Net Rent and Executory (operating) costs for each year in the lease term. Using these factors, the worksheet automatically classifies the lease as capitalized if 90% of the Fair Market Value of the lease is less than the present value of the projected net rent charges; otherwise the lease is classified as an operating lease.

If the Lease Determination worksheet has classified the lease as a capitalized lease, then the Capitalized Lease worksheet must be completed, and the lease must be determined to be a capitalized lease (both the Lease Determination and Capitalized Lease worksheets must place the lease in the same category).

Net rent and executory cost projections captured in the Capitalized Lease worksheet are not used calculating lease liability. These projections are made based upon the escalation factors set in the Lease Terms dialog.

To initially create the Capitalized Lease worksheet, enter initial data, such as fair market value, base rent and operating costs, and the discount rate. Then select an escalation method, and click the update button. Based upon the escalation method selected, enter the net rent and executory cost data needed. Click the update button, data on the Future Payments Due tab is automatically calculated by the system. After you've set up the initial worksheet you can change the escalation method, however, this process will reset all net rent and operating cost projections already on file.

Once the worksheet is created, Federal RPM maintains an audit trail of changes to: escalation method, net rent, fair market value, base rent, and/or nominal discount rate.

Sublease

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.

Rent Notes

Provides the ability to define up to 10 custom notes that may be displayed at the bottom of Billing Reports. Up to 2 notes may be displayed at the bottom of each report. To create a Rent Note navigate to Main>Property>Reports. Click Rent Notes tab at the top of the Reports Dialog box. Click an item to select, enter the Title, click the Active box to activate the note, then check the Sort order (first or second) and enter the note. Click update.

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.

Reports with ‘spreadsheet’ in their title are designed to be exported to a spreadsheet.

General Dialogs

Overview

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

Chargeback

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 requests (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. You may click on the column headings of the listing to sort the chargebacks.

Adding Chargebacks

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

Bill Number

For a GSA Lease drill-down for the bill number. For a Commercial Lease use the Vendor's invoice number for the bill number.

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.

Description

Enter the chargeback request description.

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

Preferences

Each Federal RPM user can set preferences that will tell the application to look for and alert them to key events when they log onto Federal RPM. The user may turn these alerts on or off. If the alert is turned on, the user may select the time horizon for the alert. For example, the user may ask to be alerted to all leases that are scheduled to expire in the next 3, 6 or 9 months.

The scope of the alerts vary depending on the system permissions granted to the user. If the user has been granted System Administrator permissions, their alerts will apply to all property/lease records contained in Federal RPM. Otherwise, the alerts will only apply to those property/lease records where the user has been designated as the Property Manager for the property (see the Acquisition dialog).

Alerts include:

- Lease cancellation
- Lease renewal
- Auditable events
- Scheduled preventive maintenance

Change Password

You may change your password at your discretion. New passwords must be constructed using a 'secure' format regarding password length and content. Note: the application may also be configured to require that you change your password every 60 days.

Printer

Use this dialog to change the default printer and printing type. Click the Print button in Print Dialog to save your changes.

Log Off

Select to conclude your Federal RPM session.

Vendors

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.

Action Items Dialog

Continuing Need Request

During the import of GSA financial data Federal RPM generates Continuing Need Requests for those occupants that are in leased space that is associated with a lease that is scheduled to expire in the next 36 months. Notification letters are generated and e-mailed to these occupants. As the occupants reply to the request, Federal RPM users with System Administration permissions update the request with the response from the occupant. In addition they may generate a request for space and send it to GSA for action. This dialog allows you to add, change and review Continuing Need Requests. By double-clicking on the request (Lease No. column), you can navigate to the associated lease.

Forecasted Vacancies

When allocation rules are established for lease or owned space, Federal RPM provides the option to specify the start and end dates associated with the occupancy. Using these dates, this dialog allows you to enter a time horizon and space type to view forecasted vacancies across your entire inventory.

Lease Renewal Deadline

This dialog lists leases based on their renewal deadline (if a renewal deadline has not been set the lease’s projected expiration date will be used instead). Enter a time horizon to determine what leases have upcoming renewal deadlines.

Lease Cancellation Deadline

This dialog lists leases based on their cancellation deadline (if a cancellation deadline has not been set, the lease’s end date will be used instead). Enter a time horizon to determine what leases have upcoming cancellation deadlines.

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. 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.

Federal Real Property Profile

Beginning in fiscal year 2005 GSA requires agencies submit real property profile data on each of their constructed assets not leased from GSA. The export file is created on a fiscal year basis, in the mandatory XML format specified by GSA. You may export the FRPP multiple times for the same fiscal year, however, the data for the previous run will be overwritten. Exported data may be viewed via the FRPP report in the report library.

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.

Import Dialogs

FIMS Interface

This provides the user the ability to periodically check the Federal RPM/FIMS Interface log to review additions, changes, or deletions of space assignments that originated in FIMS. In addition, you can start/stop the FIMS interface agent, or change the frequency that it checks FIMS for changes. This menu item may not be displayed for all implementations of Federal RPM. Note that the FIMS interface agent is used to communicate with the Trirega Facility Manager application. This particular interface may not be used by your agency.

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 be 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 "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.

- General Processing Steps”).

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.

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 (Work Files)
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 Advance Bill Records

If you have elected to use Federal RPM for Advance Billing this process must be completed before Non-GSA Financial records may be imported into the system. This process will generate advance billing records for all affected property.

Once Advance Bill records have been generated for the Base Year, you may also use the application to generate Supplemental Advance records in either draft or final status. Processing of Supplemental Advance records is not tied to the import process discussed in this section. It may be conducted at any time.

Importing GSA Adjustment Records

By default, all GSA adjustments will be processed for billing using the remarks for the adjustment provided by GSA. The GSA Adjustment screen allows you to mark adjustments that should not be processed for billing and/or add your own remarks statement for the reason for the adjustment.

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.

The Import Dialog may be accessed from the main menu (Main>Import>Financial Data). Click the option tab. Enter Type (Non-GSA), Fiscal Year and Period. Click the Import Tab, then click Import at the bottom of the screen.

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 projects 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. In addition to occupied space charges, the system will also post any charges associated with delegated services. These charges are only posted if the delegated service dates, less 1 month, fall within the specified billing period. These charges have a charge origin of 3.
- **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.
- **Occupancy of Owned Property:** Federal RPM generates charge records for property that you own. These records have a charge amount of zero and are stored in the charges table. These records provide a history of occupancy in owned facilities.
- **Other Balance Sheet and Income Statement Transactions:** During this process Federal RPM generates other transactions that affect the balance sheet and the income statement. These include: expense transactions for property that is not capitalized, balance sheet transactions for capitalized projects, and gain/loss and balance sheet transactions for disposed property.

Import GSA Rent Bill

The Financial Import module in Federal RPM allows you to automatically import and process your GSA Rent and DHS Security Bills. 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 or DHS Security bills, 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.

Note: Federal RPM supports the import of different file formats. The file format select is set via the >>Administration>>Global Rules>>Lease Billing tab.

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

Step 1 – Obtain the GSA Rent and DHS Security Files

GSA will allow you to electronically download your rent and DHS security files from their FTP site. In order to complete this action, you must first request and receive an FTP user id and password from GSA.

You must provide the following data to GSA:

  - Station Symbol (OPAC BOAC)

- Agency/Bureau code
- IP Address (the Internet Protocol address of the computer from which you will download your rent file)
- Name
- Address
- Phone Number
- Email address

Email the above information to any of the following:

- Herb.McKoy@gsa.gov
- Carolyn.Williams@gsa.gov
- Shirl.Tillman@gsa.gov

You can also call (202) 501-9060 for assistance.

GSA will process your request and provide an FTP address, user name and password. Use this information to log onto your web browser and download your file.

GSA rent files are normally available during the last week of each month. Once you have downloaded the file, place in a directory on your computer and then open it up with a text editor (such as Note Pad). Use the text editor to replace any embedded commas with a blank space. After making these changes save the work file, renaming it following the naming conventions described in step 2 below.

Step 2 - 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.

After Non-GSA Financials have been imported, click the option tab. Enter Type (Star Monthly), Fiscal Year and Period. In the Type of Data to Load box click Work Files. Click Select Directory Tab to choose the Drive and Directory files will be imported to. Click the Import Tab then click Import at the bottom of the screen.

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).

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

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Tip You must balance the GSA Rent and DHS security charges contained in the electronic files with the amount on the paper bills BEFORE you proceed to step 3. Reconciliation can take place at the end of each work file import when the application displays the amount of charges received or after the import via the >>GSA Rent Processing reports in the report library. These control reports include: GSA Workfile Total by Bureau, and GSA/DHS Workfile Charges by CBR (spreadsheet).

Step 3 - 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.

Tip You can also have the application set up new allocation rule records for a CBR using rules already on file for the CBR. This setting is made via the >>Administration>>Global Rules>>Lease Billing screen. Please note that if you elect to have the application handle set up of allocation rules for multi-rule allocations you WILL NOT need to run the Items in Suspense step below.

After Work Files have been imported, click the option tab. Enter Type (Star Monthly), Fiscal Year and Period. In the Type of Data to Load box click Non-Financial Data. Click the Import Tab then click Import at the bottom of the screen.

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.

Tip You can also use the >>GSA Rent Processing report class in the report library to view CBRs no longer billed, the date that the CBR was last billed and CBRs that are now in holdover (space type no longer being billed.

Select Holdover Spaces

By default any space type not currently being billed by GSA/DHS will be removed from the lease record. To prevent this action the space type must be put into a 'holdover' status. Space items in holdover status WILL BE BILLED to customers using the bureau set rate per square foot.

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.

Selecting Adjustment Records for Rebill and Modifying Their Comments Section

In most cases your GSA Rent Bill will include billing adjustment records. After you have imported your non-financial GSA records, you can navigate back to the Import dialog, select the applicable fiscal year and period, and then click the Adjustments button. Federal RPM will display a list of all adjustments. You can indicate those adjustments that you want to pass along for rebilling purposes and also modify the comments section, providing a different description for the adjustment reason than that provided by GSA.

Selecting Leases in Holdover Status

In some cases your GSA Rent Bill will not include a rent charge for a given assignment, even though that assignment is active (in a billing status). During the import of GSA non-financial data Federal RPM will identify any assignments that fall in this category and give you a change to tag the assignment as a holdover. Assignments tagged as holdover will not have their associated space and allocation rule records removed from the system. This tagging preserves the allocation rules you have established for billing records that will be received in the future. If you do not tag these records they will be removed from the system.

Matching New GSA Assignments to Active Occupancy Agreements

During the import of GSA non-financial data Federal RPM will identify any new GSA assignments that match a pending or active Occupancy Agreement. When matches are found (the match is made between the GSA assignment number and the Occupancy Agreement number) the system will display the Occupancy Agreement number and ask you if you want to complete the match. If you answer yes, Federal RPM will realign records in the system to use the GSA property numbers and will preserve any Diary records already on file. If you answer no, no action is taken.

Push Alerts to Property Managers

During the import of GSA non-financial data Federal RPM will identify, by assigned Property Manager, any lease alerts or audit trail alerts. Alert selection will be based upon the alert rules set up and maintained via the Property Manager dialog. For each affected Property Manager an alert report will be generated, saved in PDF format, and emailed to the Property Manager.

Generate Continuing Need Notification Letters

During the import of GSA non-financial data Federal RPM will identify any lease scheduled to terminate in the next 36 months (termination is based upon the lease's end date, not the projected end date). When leases are found the system records the continuing need request (see Continuing Need Requests) and generates a Continuing Need Request letter. The letter is e-mailed to those lease occupants, that are Federal RPM users, that have been designated as Bureau contacts (see Federal RPM Users). The notification letter may be modified by using MS-Word to change the 'need' letter template stored in the <root>\rpm\templates directory, where <root> is the file/server location for Federal RPM. E-Mail results will be stored in the <root>\rpm\continuingneed directory. Please remember to have your e-mail application (i.e. MS Exchange) turned on before you start the e-mail process.

Step 4 - 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. After the Non-Financial Data has been imported, click the option tab. Enter Type (Star Monthly), Fiscal Year and Period. In the Type of Data to Load box click Items in Suspense. Click the Import Tab then click Import at the bottom of the screen. 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.

Tip If you have elected to have the application automatically handle Items in Suspense for multi-rule allocations (this setting is made via the >>Administration>>Global Rules>>Lease Billing screen) you WILL NOT need to run this step. You should review the activity log and verify that automatic allocations for new space types has been made to the correct accounting codes.

Step 5 - 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. After the items in suspense have been imported, click the option tab. Enter Type (Star Monthly), Fiscal Year and Period. In the Type of Data to Load box click Financial Data. Click the Import Tab then click Import at the bottom of the screen.

Generate Charges for Active Occupancy Agreements

During the import of GSA financial data Federal RPM will identify any active Occupancy Agreement that is not being charged in the current GSA rent bill and generate charges for the agreement. These charges are kept separate from the GSA charge records in the charges table (they have a charge origin code of 5). These charges are ‘passed on’ in the rebill process. This recognition of charges based on active Occupancy Agreements allow rebilled customers to recognize occupancy expenses even though GSA has not billed for the occupancy (i.e. because of late activation of the Customer Billing Record (CBR) in the GSA Star billing system).

Generate Charges Based on Bureau-Defined Rates and Space Amounts

During the import of GSA financial data Federal RPM will generate charges for GSA space using the rates per square foot and occupied square footage amounts specified by the Bureau. These charges are kept separate from the GSA charge records in the charges table (they have a charge origin code of 6). This process gives you the ability to rebill customers using a different rate per square foot and space amount than that billed by GSA. These charge records also include a rentable and usable space amount, allowing you to rebill customers with either type of space measurement.

Generate Charges for Delegated Services

During the import of GSA financial data Federal RPM will generate charges delegated services associated with GSA assignments. This process gives you the ability to rebill customers for the total charge associated with GSA provided space. . These charges are kept separate from the delegated charges for commercial leases in the charges table (they have a charge origin code of 4).

Pass-Through of GSA Adjustments

During the import of GSA financial data Federal RPM will pass-through those GSA adjustments that you have tagged for rebill (see GSA Non-Financial Import above). This process gives you the ability to rebill customers for only those tagged adjustments. These adjustment charges are kept separate from the GSA charge records in the charges table (they have a charge origin code of 6).

Forecast Lease Liability

During the import of GSA financial data Federal RPM will forecast lease liability for both GSA assignments and commercial leases. Forecasts are grouped by fiscal year for each of the next five fiscal years, and then for all fiscal years beyond five years. At your option, the forecast may have a present value applied to it, based on the specified discount rate. Forecasted amounts are automatically allocated using the allocation rules in place for the affected leases. Forecasts include provisions made for base rent escalations, and supplemental agreements for real estate tax and operating cost escalations.

Tip After completing the financial run you should review GSA financial reports for the proper allocation of expenses. A number of reports in the >>GSA Rent section of the report library support this process at the summary level, CBR level and allocation rule level.

Optional Financial Steps

Federal RPM may be configured to allow you to perform a year-end close cycle. This cycle must be completed after the GSA financial run for September and before the Non-GSA Financial run for October. The year-end close cycle performs all financial functions as the Non-GSA financial run, but only performs them for records added since the September run was completed. The year-end close cycle may only be run once.

Optional Non-Financial Steps

You may also elect to obtain realty specialist and R/U factor files from GSA and DHS. Processing of these files adds contact information for each CBR as well as R/U factors.

Format and rename GSA FIRM file. It's used for contact information. Format and rename the file. Open file in Excel and then save it as a Text (MS-DOS) file. File must be named YYMMAA00_supp1.txt where YY is the fiscal year, MM is the month and AA is your agency code. Do the same thing for the second GSA FIRM file, its name must be YYMMAA00_supp2.txt.

Format and rename DHS Contact file. It's used for contact information. Format and rename the file. Open file in Excel and then save it as a Text (MS-DOS) file. File must be named YYMMAA00_supp_sec. txt where YY is the fiscal year, MM is the month and AA is your agency code. Do the same thing for the second GSA FIRM file.

After preparing this files using the run the following processes: Import GSA Supplemental 1; Import GSA Supplemental 2; Import DHS Supplemental 1; Run Process GSA/DHS Supplemental data.

Global Rent Notes

Before generating rebill reports for customers you may wish to set a Rent Note that will appear on the cover page of each invoice. This note may be used to notify all customers of a global change that is now in affect, such as the increase in Security charges. Use the Global Rent Note screen to active and order the rent note(s) that should appear on the bill.

Generate Reports and E-mails

At the conclusion of the GSA Financial import process Federal RPM provides the ability to automatically generate and e-mail standard reports to your rebill customers. The e-mail package includes a cover letter, the Rebill Report, the Variance Summary Report, the Variance Detail Report, the Occupancy Summary Report, and the Property Report. Each of these reports is described in the reports section of this manual under the GSA Rent report category.

The report package will be e-mailed to those Federal RPM users that have been designated as Bureau contacts (see Federal RPM Users). E-Mail cover letters may be modified by using MS-Word to change the cover letter templates stored in the <root>\rpm\templates directory, where <root> is the file/server location for Federal RPM. E-Mail results will be stored in the <root>\rpm\emailed directory. Please remember to have your e-mail application (i.e. MS Exchange) turned on before you start the e-mail process.

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.

GSA Occupancy Agreement

You may obtain an electronic file of GSA Occupancy Agreements and load them into Federal RPM. The load process only addresses new Occupancy Agreements and does not update Occupancy Agreements already on file. The load process also updates budget projections.

Import Depreciation Records

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.

Import Journal Voucher Records

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.

Import Personnel Count Records

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.

Import 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).

Import 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).

Import GSA 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).

Import Latitude/Longitude Work Files

GSA provides a work file with latitude and longitude assignments for property leased from GSA. Please contact FSC if you would information on how to obtain and process this file. It should be noted that GSA provided data may not be accurate and should be reviewed during the import process.

Import ESRI ArcView GIS

This import allows you to post latitude/longitude assignments made using the numbered street address utility provided by ESRI to assign latitude/longitude assignments. Note that as a part of this process, you may also elect to import Congressional District assignments for your property. This step may only be completed if you have completed a cross-match of property locations and Congressional Districts. Contact FSC for more information on this process..

Administration Dialogs

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

Agency Contact

This dialog allows you to specify the default point of contact for your agency/bureau. Information entered will be used as the default point of contact for chargeback requests.

Property Managers

This dialog allows you to specify Property Managers that may be assigned to various properties. Property Managers do not have access to the application, however they can receive 'Push Alerts' generated and emailed by the application. These alerts may include audit trail, lease renewal and lease cancellation deadlines.

File Find List Box

This list box is preloaded with a list of Property Managers. Double-click on a manager name to maintain their record.

Name

The full name of the property manager.

Title

The property manager's title.

E-Mail

The property manager's E-Mail address. This address will be used for 'Push Alerts' sent via email.

Phone

The phone number for the property manager.

Fax

The fax number for the property manager.

Organization

The property manager's organization.

Number of Days to Lease Renewal

The time horizon used to determine Push Alerts for lease renewal deadlines for leases assigned to the property manager.

Number of Days to Lease Cancellation

The time horizon used to determine Push Alerts for lease cancellation deadlines for leases assigned to the property manager.

Auditable Events

The time horizon used to determine Push Alerts for auditable events for properties assigned to the property manager.

Licensed Users

This dialog allows you to define users of the Federal RPM system and set their system authorization roles. Note that if a user is marked as inactive they must remain in the inactive status for one week before they can be reactivated.

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.

E-Mail

The user’s E-Mail address.

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.

Bureau

Select the user’s assigned bureau.

Bureau Contact

Check box if the user is a bureau contact.

Line Office

Select the user’s line office.

Password

The user’s password to Federal RPM.

Confirm Password

The user confirms the password to Federal RPM.

Regional Assignments Tab

The user’s region.

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 Codes

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.

Global System Rules

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.

Lease Billing

- **GSA Star**: Check this box if you are using the system to import GSA Rent Bills generated by the GSA Star system. Uncheck the box if you are importing the old GSA Rent Bill from the GSA PBS billing application.
- **Advance Billing**: Check this box if you are using the system to generate Advance Billing records in order to fund the operation and maintenance of owned property.
- **GSA Import Cycle**: Select either Monthly or Quarterly for non-GSA Star imports. For Star imports this option must be set to Monthly.

- **GSA File Format**: Select type of file format for GSA rent files.
- **Auto Update of Items in Suspense**: If set to ‘Off’ items in suspense must be addressed manually by the user. If set to ‘Single Rule Allocations’ all space types with a single allocation will be automatically changed during the import of GSA non-financial data. If set to ‘Multi Rule Allocations’ all space types will be automatically changed during the import of GSA non-financial data. If allocation rules are automatically updated by the application, a item in suspense warning message is still generated for the import log.

Energy

- **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.

Utilization

The utilization category rules displayed in this dialog allow you to adjust definitions for utilization calculated on number of occupiable square feet per on board person for each building..

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 provides a four tier organizational hierarchy. From the top down, the tiers include: agency, bureau, line office, and organization. The line office tier is an optional tier. All allocation rules in Federal RPM are based on the lowest tier, organization.

Federal RPM also provides codes related to organizations. These codes include: real estate management offices (RMO), regions and state regions. A Real Estate Management Office is not tied to a region, bureau, line office or organization. It is considered an administrative center that assists in realty management. Use region codes to define geographical areas where your property is located. Use state region to assign specific states to each region. Note: the state region screen will only be displayed if your bureaus and/or line offices do not have regions that overlap a particular state. For example, if Ohio is in Region 1 for Line Office 1 and Region 2 for Line Office 2, the state region screen will not be displayed.

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.

Line Office

This list box is preloaded line offices assigned to the selected Bureau. Select the Line Office associated with the organization..

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.

Line Office

This dialog allows you assign multiple Line Offices to each Bureau.

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.

Line Office

Enter the name of the Line Office.

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 "**Error! Reference source not found.**."

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

An 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 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.

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

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

Bureau Capitalization Threshold

Use this screen to set the capitalization threshold policy for each bureau. If the acquisition cost specified for owned property meets or exceeds this threshold a capitalization record must be established as part of the property set up process. Note that any subsequent capitalized project set up for the property does not have to meet threshold requirements, only the first capitalized project.

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.

Reason Code

A numeric code to describe the reason for the reason for the depreciation 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.

Service Life

This screen is used to provide the default listing of service life periods for capitalized property. Service life is specified in months. Note that the capitalization screen allows the user to specify a different service life than that presented in the default list.

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 Code

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.

Design Capacity

The FRPP data call requires that a utilization rating be provided for buildings that have a predominant usage of: Housing, Laboratory, Office, or Warehouse. For each of these usage categories the application includes predefined utilization methods. These methods include: Occupied Square Feet, Square Foot Per Person, and Each.

Utilization Based on Occupiable Square Feet

A utilization rating based on Occupied Square Feet is updated automatically by the application by calculating the percentage of occupied square footage that is vacant against the total occupiable square footage. Space is considered vacant if it is assigned to an organization that has ‘Unassigned’ or ‘Vacant’ in its name.

Utilization Based on Square Feet Per Person

A utilization rating based on Square Foot Per Person is updated automatically by the application by calculating the occupiable square footage per person (on board personnel categories). The utilization range categories set in the Global Rules dialog are then used to determine the utilization rating.

Utilization Based on Each or Used-Defined Design Units

If utilization is based on ‘Each’ or if additional design capacity units of measure are defined via this dialog, the utilization is based on the percentage of the designed capacity and the occupied (used) design units.

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 Codes

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.

Space Type Codes

This provides the user with the ability to set up user defined space types. Navigate to the Space Type Dialog (Main>Reference>Space Codes). Click Add, then enter the new space type description and click update.

Special Feature Codes

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.

Mass Change of Allocation Codes

This provides a user with System Administration permissions the ability to perform a mass change of allocation codes. Organization, program and/or project codes may be changed. The change is made to all allocation records. In addition, depending on the effective date of the change, adjusting entries are made to reverse charges and income transactions and apply them to the new codes.

The drop down picklists are loaded with Organization, Program or Project descriptions depending upon which type of change the user selected. When the 'To' selection is made, the ‘Effective Date’ selection is automatically set to the current date. You may change the effective date of the change as necessary. Note: make sure the database is backed up before attempting to make a mass change.

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 Renovated

Date property was last renovated.

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
Steel 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 Control 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.

Sustainability

Sustainability reflects whether or not an asset meets the sustainability goals set forth in Section 2 (f) of Executive Order 13423. This data element is optional for FRPP reporting for fiscal year 2008 and required for fiscal year 2009 and thereafter. Categories currently defined by the FRPC include: Yes; No; Not Yet Evaluated; and Not Applicable.

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.

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