

This job aid provides step-by-step instructions for making an existing lease or receivable contract month-tomonth in FPMT. For instructions on how to create a new lease or receivable lease, refer to the Create Leased Facility and Create Receivable Lease job aids. For instructions on placing a lease or receivable lease in holdover status, refer to the Holdover Status job aid.

- The Month-To-Month field is located in the lease contract and receivable contract tables.
- Users can update the Month-To-Month field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizards.

Lease Contract	. 1
Receivable Lease Contract	.3

## Lease Contract

Use the search option to navigate to your agency.

1. Select: Open.

2. Select: Search.

3. Select: Filter by. 4. Select: Agency. 5. Select: Refine by. 6. Select: Agency Abbreviation. 7. Select: Your agency

8. Select: Search.

9. Select: Menu.

10. Select: Lease Review.

	Data Explorer Begin here to search, analyze, and drill down into your data
Select: Search.	History Search Filter Selections
	Starting Point
Select: Filter by. Select: Agency.	Search 😵
Select: Refine by.	Enter text to search Name
Select: Agency Abbreviation.	Filter by -     Agency Abbreviation       Agency Number (3 Digit)
Select: Your agency abbreviation from dropdown. Select: Search.	Agencies (140)     Agency Number (4 Digit)       Refine by •     Date Last Updated       Description       SEARCH     Functional Group
	Functional Subgroup
Select: Menu. Select: Lease Review.	Agency Agency Number (3 Digit): 105 Agency Number (4 Digit): 1050 Agency Abbreviation: OFM
	Receivable Review



**11. Select:** Details button next to applicable lease contract.

ase Contracts				
earch Lease Numbers				
Enter Search Text				
Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
DEL 13-0007	DEL 13-0007	02/01/2013	06/30/2026	-
DEL WA-18318	DEL WA-18318	05/05/2022	05/05/2023	<i>p</i>
Lease Contract Name	Lease Number	03/04/2024	03/05/2029	<i>p</i>
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	<i>#</i>
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2026	<i>p</i>
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2025	
Training Lease Renewal	Test OFM Lease	06/01/2023	05/30/2028	7

**12. Input:** Month-To-Month. → Select "yes."

database.

Month To Month		
Monu-To-Monu		

13. Input: Comment. Comment  $\rightarrow$  Add a rationale for the month-to-month lease. →This is the last field in the table. 14. Select: Next (five times). **Cancel Changes** Previous Next > 15. Select: Save Changes. **Cancel Changes** Previous Next > SAVE CHANGES 16. Select: Next. Cancel All Changes Previous Next > 17. Select: Save And Close. Previous Next > SAVE AND CLOSE **Cancel All Changes** →You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the



## **Receivable Lease Contract**

Use the search option to navigate to your agency.

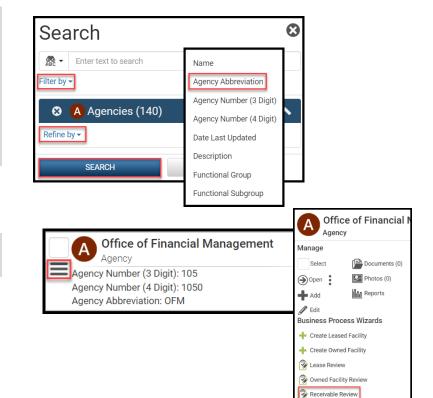
1. Select: Open.



2. Select: Search.



- 3. Select: Filter by.
- 4. Select: Agency.
- 5. Select: Refine by.
- 6. Select: Agency Abbreviation.
- **7. Select:** Your agency abbreviation from dropdown.
- 8. Select: Search.
- 9. Select: Menu.
- **10. Select:** Receivable Review.



## **11. Select:** Details button next to applicable receivable contract.

eceivable Contracts				
earch Receivable Contract Numbers	3			
Enter Search Text				
Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
SSL 20-0044	SSL 20-044	11/01/2020	10/31/2025	
SSL 21-0121 A	SSL 21-0121 A	01/01/2022	10/31/2023	2
Test OFM Receivable Co	Test OFM Receivable Co	01/01/2023	06/30/2023	1
Test Receivable Lease - S	Test Receivable Lease - S	01/01/2020	11/30/2023	2
Test Receivable Renewal	Test Receivable Number	01/01/2023	05/31/2023	<b>J</b>



<ul><li><b>12. Input:</b> Month-To-Month.</li><li>→ Select "yes."</li></ul>	Month-To-Month
<ul> <li>13. Input: Comment.</li> <li>→Add a rationale for the month-to-month receivable contract.</li> <li>→This is the last field in the table.</li> </ul>	Comment
14. Select: Next (five times).	Previous Next > Cancel Changes
<b>15. Select:</b> Save Changes.	Avecomparison of the second seco
16. Select: Next.	Previous Next > Cancel All Changes
<ul> <li><b>17. Select:</b> Save And Close.</li> <li>→ You must go all the way through the wizard and select Save and Close in the</li> </ul>	Average Save and Close     Cancel All Changes

Data Review section in order to save your changes to the

database.