

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.

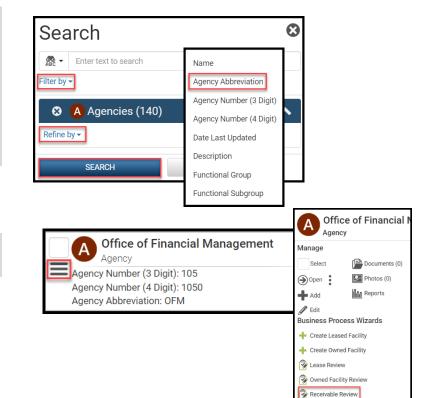
1. Select: Open.



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	J



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

Data Review section in order to save your changes to the

database.