Holdover Status

This job aid provides step-by-step instructions for placing a facility in holdover status. Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

- The Holdover Status field is located in the lease contract and receivable contract tables.
- Users can update the Holdover Status field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizard.
- For long-term leases with no end date (e.g., with the federal government), enter a lease and payment end date 10 years out from when the system is being updated.
- For indefinite month-to-month lease instructions, refer to the Month-to-Month Leases job aid.

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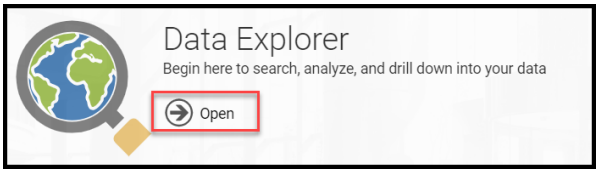
Launch Receivable Review Wizard 5

Lease Contract

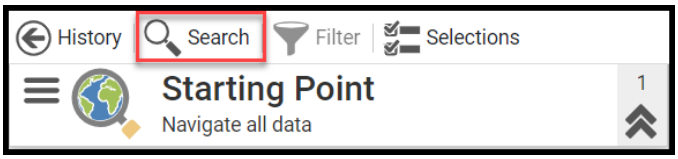
Navigate to Agency Tile

Use the search option to navigate to your agency.

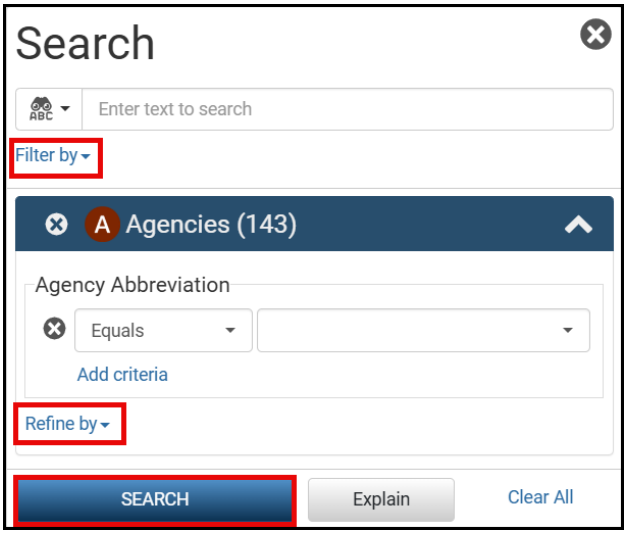
1. **Select**: Open on the Data Explorer module.



2. **Select**: Search.

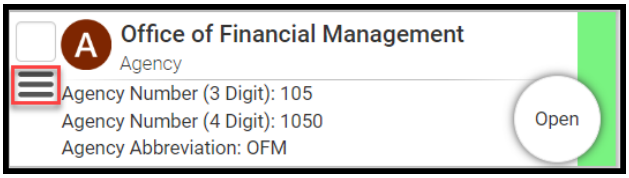


3. **Select**: Filter by and choose Agencies.
4. **Select**: Refine by and choose Agency Abbreviation.
5. **Select**: Your agency abbreviation from the dropdown (these are SAAM acronyms).
6. **Select**: Search.

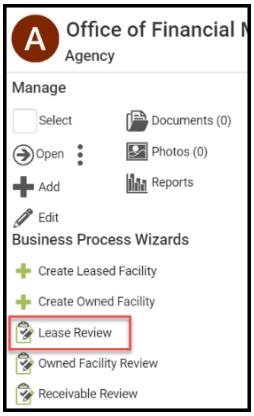


Launch Lease Review Wizard

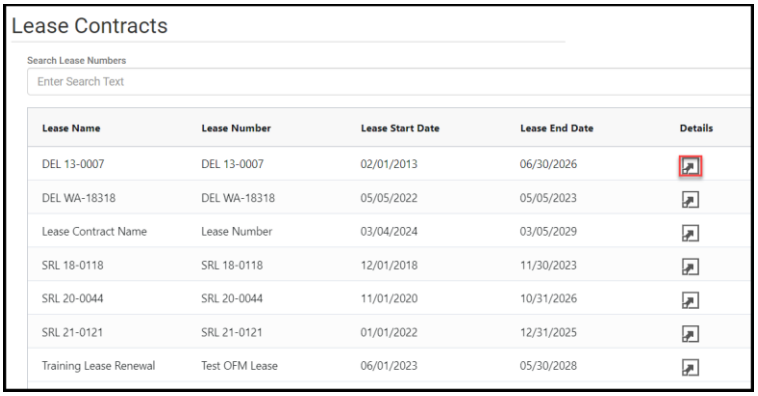
1. **Select**: Menu button on your agency tile.



2. **Select**: Lease Review in the agency menu under Business Process Wizards.



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



4. **Input**: Holdover Status. Choose "Yes."

   Note: Do not update the original lease end date.

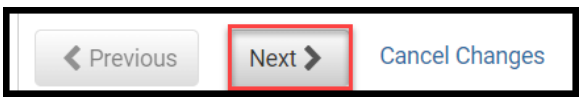


5. **Input**: Holdover Rationale. Add a rationale for why the lease is in holdover.

   Note: This field becomes required when Holdover Status is "Yes," and you will receive an error if you leave it blank.



6. **Select**: Next (four times).



7. **Select**: Save Changes.



8. **Select**: Next.



9. **Select**: Save and Close.

   Note: 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 database.

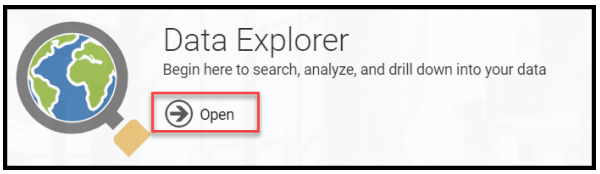


Receivable Lease Contract

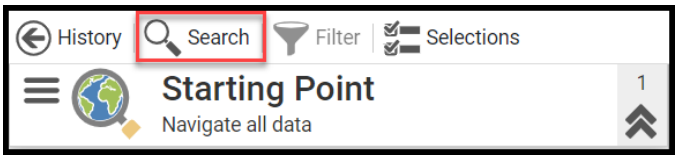
Navigate to Agency Tile

Use the search option to navigate to your agency.

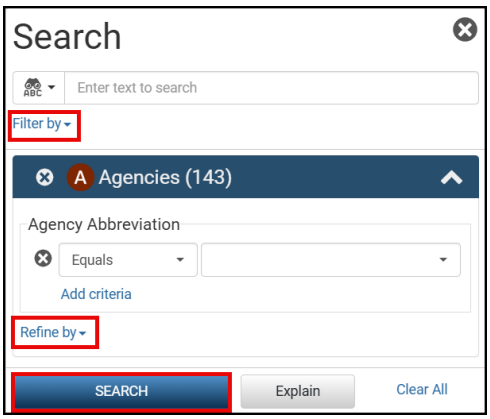
1. **Select**: Open on the Data Explorer module.



2. **Select**: Search.

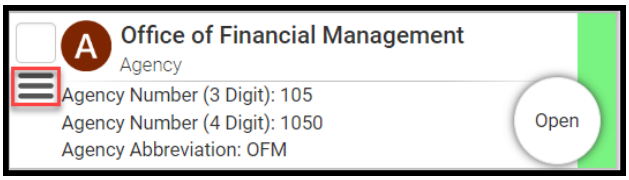


3. **Select**: Filter by and choose Agencies.
4. **Select**: Refine by and choose Agency Abbreviation.
5. **Select**: Your agency abbreviation from the dropdown (these are SAAM acronyms).
6. **Select**: Search.

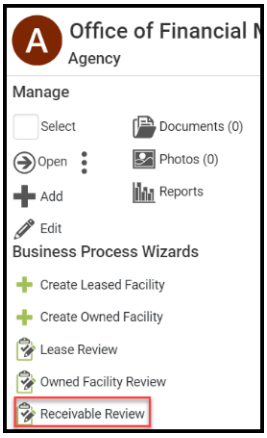


Launch Receivable Review Wizard

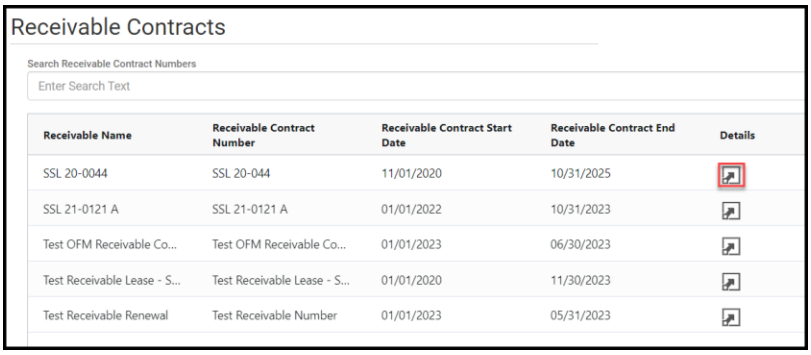
1. **Select**: Menu button on your agency tile.



2. **Select**: Receivable Review in the agency menu under Business Process Wizards.



3. **Select**: Details button next to applicable receivable contract.



4. **Input**: Holdover Status. Choose “Yes.”

   Note: Do not update the original receivable contract end date.

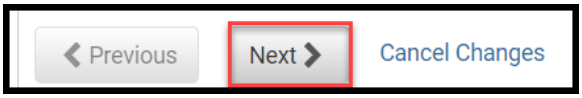


5. **Input**: Holdover Rationale. Add a rationale for why the receivable contract is in holdover.

   Note: This field becomes required when Holdover Status is “Yes,” and you will receive an error if you leave it blank.



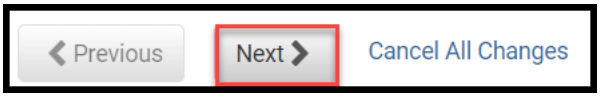
6. **Select**: Next (four times).



7. **Select**: Save Changes.



8. **Select**: Next (twice).



9. **Select**: Save and Close.

   Note: 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 database.

