This job aid provides information for agency accounting staff who will edit holdover status for facilities.

## Overview

<table>
<thead>
<tr>
<th>Step</th>
<th>Action</th>
<th>Additional Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Input contract end date</td>
<td>Use an end date of 9/9/9999 for the lease contract and/or receivable lease contract.</td>
</tr>
<tr>
<td>2</td>
<td>Input comments</td>
<td>Provide comments about the holdover status for the lease contract and/or receivable lease contract.</td>
</tr>
<tr>
<td>3</td>
<td>Input payment end date</td>
<td>Use an end date of 9/9/9999.</td>
</tr>
</tbody>
</table>

Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

✓ Holdover status is updated in FPMT using 9/9/9999 for the contract end date and payment end date.
✓ Accounting users can also edit the holdover status when using the business process wizards for lease review or receivable review.

## Lease Contract - Holdover

Use the search option to find the lease contract so that you can input end dates (9/9/9999) and comments.

1. Select: Open.
   [Image of Data Explorer]
2. Select: Search.
5. Select: Refine by.
6. Select: Lease number.
   » FPMT will display additional options for search criteria.
7. Input: Search criteria.
8. Select: Search.

In this example, we use search tools to filter by facility lease contracts and refine by lease number.
10. Select: Edit.

   ➔ The ✔ checkbox for advanced mode is located in the upper right corner.

12. Input: Lease end date.
    ➔ Use 9/9/9999 for holdover.

13. Input: Comments.
    ➔ Provide comments about the holdover status.

15. Select: Edit.

16. Input: Payment end date.
    ➔ Use 9/9/9999 for holdover.

17. Select: Save and close.
Receivable Lease Contract - Holdover

Use the search option to find the lease contract so that you can input end dates (9/9/9999) and comments.

1. Select: Open.

2. Select: Search.


5. Select: Refine by.

➔ FPMT will display additional options for search criteria.

7. Input: Search criteria.
8. Select: Search.

10. Select: Edit.

➔ The checkbox for advanced mode is located in the upper right corner.

12. Input: Receivable contract end date.
➔ Use 9/9/9999 for holdover.

13. Input: Comments.
➔ Provide comments about the holdover status.

15. Select: Edit.


17. Select: Save and close.