

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

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**Overview**

Step	Action	Additional Information
1	Input contract end date	Use an end date of 9/9/9999 for the lease contract and/or receivable lease contract.
2	Input comments	Provide comments about the holdover status for the lease contract and/or receivable lease contract.
3	Input payment end date	Use an end date of 9/9/9999.

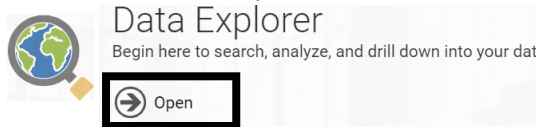
Holdover status occurs when your agency plans to continue leasing a facility and the lease contract expires before a renewal can be negotiated.

- ✓ 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.

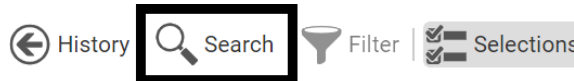
**Lease Contract - Holdover**

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

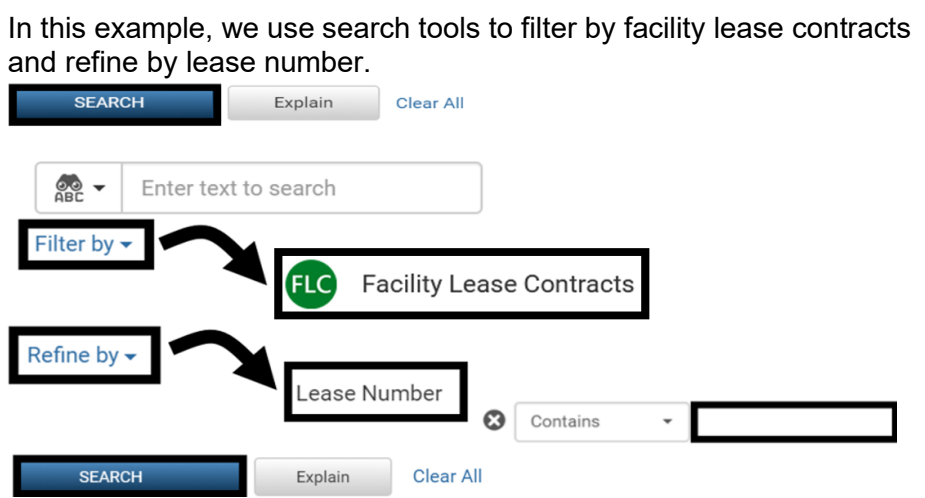
**1. Select:** Open.



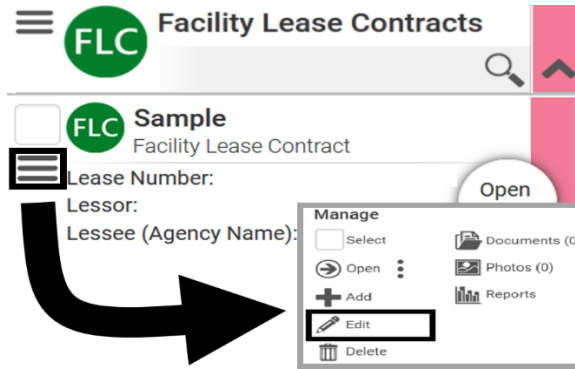
**2. Select:** Search.



**3. Select:** Filter by.  
**4. Select:** Facility lease contracts.  
**5. Select:** Refine by.  
**6. Select:** Lease number.  
 → FPMT will display additional options for search criteria.  
**7. Input:** Search criteria.  
**8. Select:** Search.



- 9. **Select:** Menu.
- 10. **Select:** Edit.



The screenshot shows the 'Facility Lease Contracts' (FLC) interface. A card for 'Sample Facility Lease Contract' is visible with fields for Lease Number, Lessor, and Lessee (Agency Name). A context menu is open over the card, showing options: Select, Open, Add, Edit, and Delete. A black arrow points from the 'Edit' option in the menu to the 'Edit' button on the card. Other options in the menu include Documents (0), Photos (0), and Reports. An 'Open' button is also visible on the card.

- 11. **Select:** Advanced mode.  
→ The  checkbox for advanced mode is located in the upper right corner.



← Facility Lease Contract Properties ↑

- 12. **Input:** Lease end date.  
→ Use 9/9/9999 for holdover.

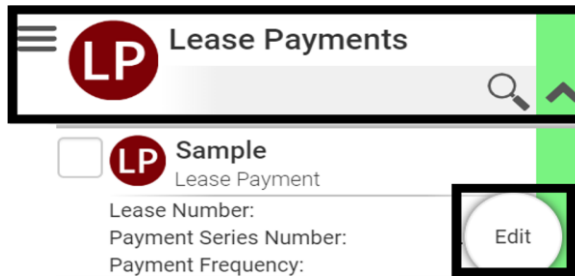
Lease End Date



- 13. **Input:** Comments.  
→ Provide comments about the holdover status.

Comment

- 14. **Select:** Lease payments.
- 15. **Select:** Edit.



The screenshot shows the 'Lease Payments' (LP) interface. A card for 'Sample Lease Payment' is visible with fields for Lease Number, Payment Series Number, and Payment Frequency. An 'Edit' button is highlighted with a black box. The interface also includes a search icon and an upward arrow.

- 16. **Input:** Payment end date.  
→ Use 9/9/9999 for holdover.

Payment End Date



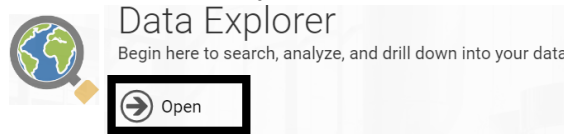
- 17. **Select:** Save and close.

**SAVE AND CLOSE** Cancel

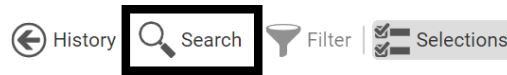
## Receivable Lease Contract - Holdover

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.



**3. Select:** Filter by.

**4. Select:** Facility receivable contracts.

**5. Select:** Refine by.

**6. Select:** Receivable contract number.

→ FPMT will display additional options for search criteria.

**7. Input:** Search criteria.

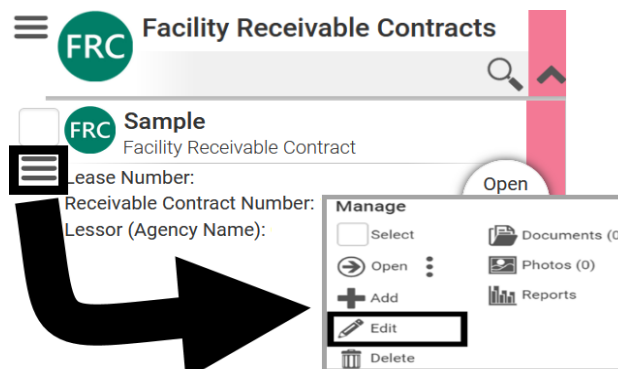
**8. Select:** Search.

In this example, we use search tools to filter by facility receivable contracts and refine by receivable contract number.



**9. Select:** Menu.

**10. Select:** Edit.



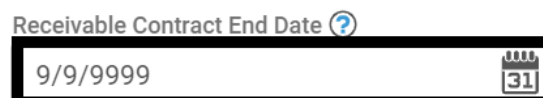
**11. Select:** Advanced mode.

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



**12. Input:** Receivable contract end date.

→ Use 9/9/9999 for holdover.



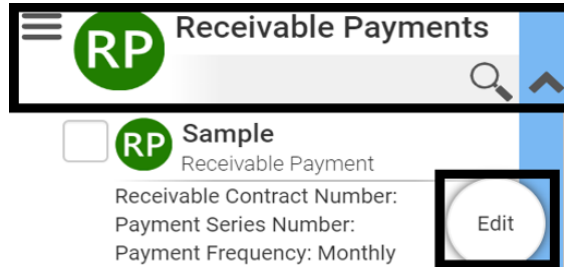
**13. Input:** Comments.

→ Provide comments about the holdover status.



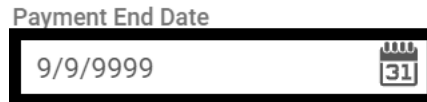
**14. Select:** Receivable payments.

**15. Select:** Edit.



**16. Input:** Payment end date.

→ Use 9/9/9999 for holdover.



**17. Select:** Save and close.

