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

Overview

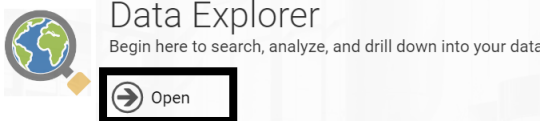| Step	Action	Additional Information
1	Input contract end date	Use an end date of 9/9/9999 for the lease contract and/or receivable lease contract.
2	Input comments	Provide comments about the holdover status for the lease contract and/or receivable lease contract.
3	Input payment end date	Use an end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

Holdover status occurs when your agency plans to continue leasing land 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.
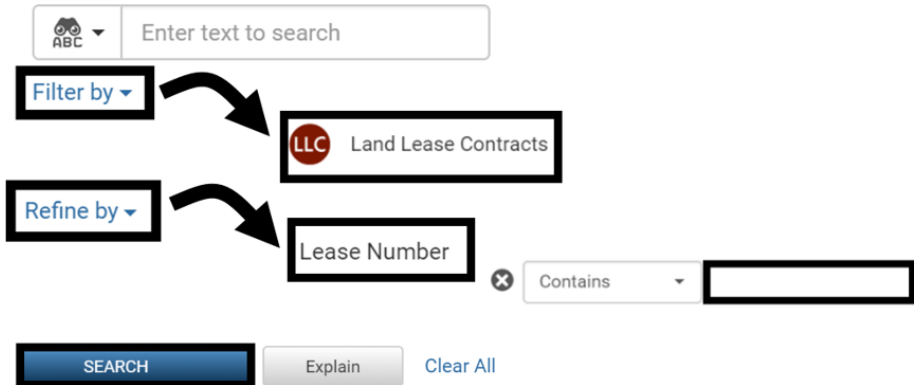
1. **Select:** Open.

Data Explorer
Begin here to search, analyze, and drill down into your data
Open

2. **Select:** Search.

History   Search   Filter | Selections

3. **Select:** Filter by.
4. **Select:** Land 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.

In this example, we use search tools to filter by land lease contracts and refine by lease number.

Enter text to search

Filter by ▾   LLC Land Lease Contracts

Refine by ▾   Lease Number

Contains ▾

SEARCH   Explain   Clear All

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

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

12. **Input:** Lease end date.
➔ Use 9/9/9999 for holdover.
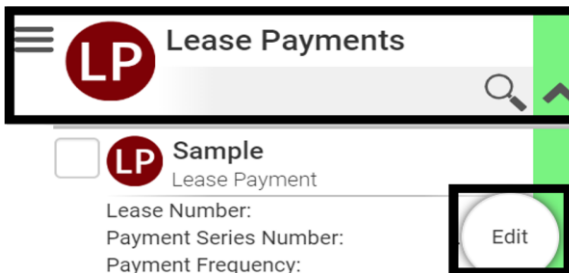
13. **Input:** Comments.
➔ Provide comments about the holdover status.

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

16. **Input:** Payment end date.
➔ Use 9/9/9999 for holdover.
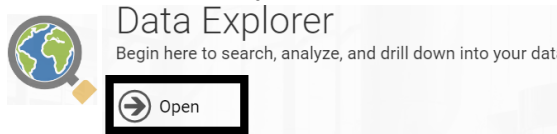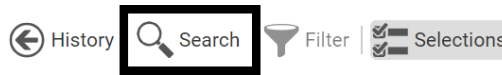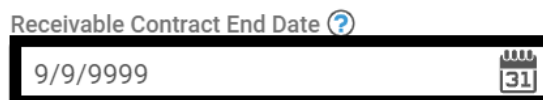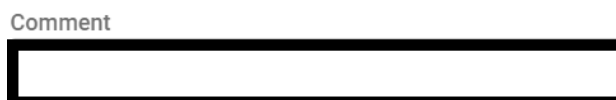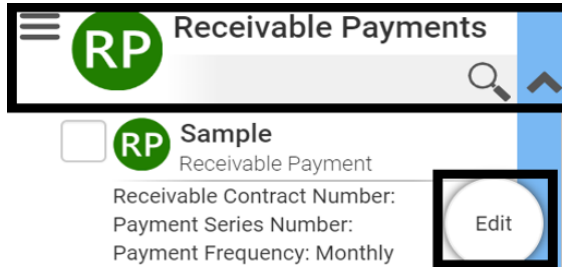
17. **Select:** Save and close.

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.

Data Explorer
Begin here to search, analyze, and drill down into your data

Open

2. Select: Search.

History   Search   Filter | Selections

3. Select: Filter by.
4. Select: Land 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 land receivable contracts and refine by receivable contract number.

ABC   Enter text to search

Filter by ▾   LRC   Land Receivable Contracts

Refine by ▾   Receivable Contract Number

Contains ▾

SEARCH   Explain   Clear All

9. Select: Menu.
10. Select: Edit.

LRC   **Land Receivable Contracts**

LRC   **Sample**
Land Receivable Contract

Lease Number:
Receivable Contract Number   Open
Lessor (Agency Name):

Manage
Select   Documents (0)
Open ⋮   Photos (0)
Add   Reports
Edit
Delete

11. Select: Advanced mode.
➜ The ☑ checkbox for advanced mode is located in the upper right corner.

☑ Advanced Mode

↶ **Land Receivable Contract Properties** ⌃

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

Receivable Contract End Date ?

9/9/9999   📅

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

Comment

14. Select: Receivable payments.

15. Select: Edit.

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

17. Select: Save and close.

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