

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

Overview 1
 Lease Contract - Holdover 1
 Receivable Lease Contract - Holdover 3

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	Input 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.

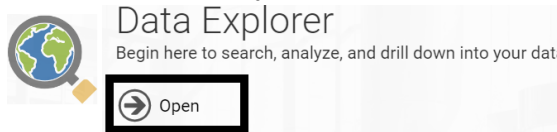
Holdover status occurs when your agency plans to continue leasing assets and the lease contract expires before a renewal can be negotiated.

- ✓ 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.

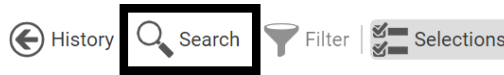
Lease Contract - Holdover

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

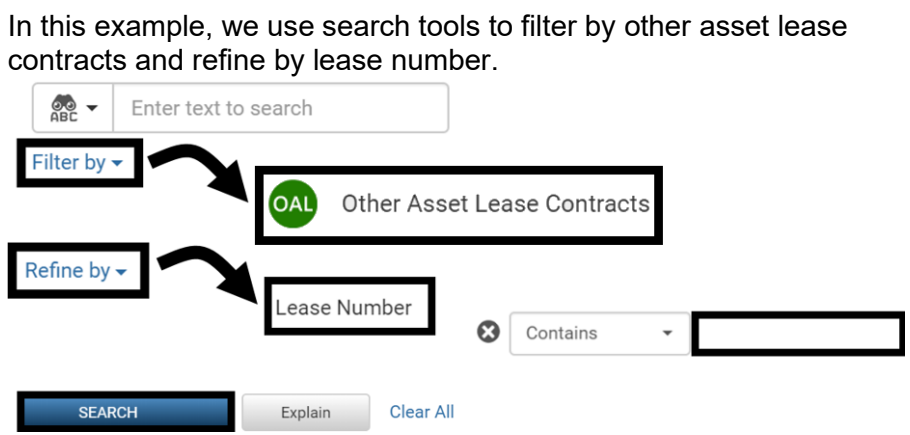
1. Select: Open.



2. Select: Search.



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



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



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



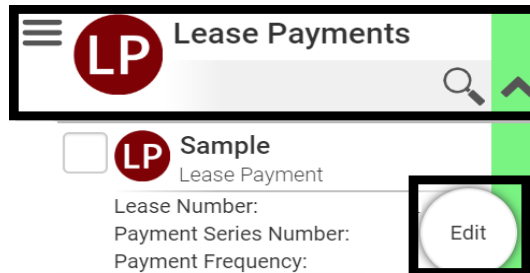
- 12. **Input:** Lease end date.
→ Use 9/9/9999 for holdover.



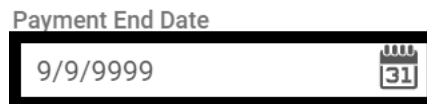
- 13. **Input:** Comments.
→ Provide comments about the holdover status.



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



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



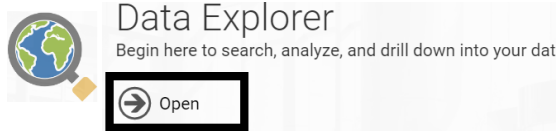
- 17. **Select:** Save and close.



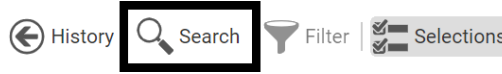
Receivable Lease Contract - Holdover

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

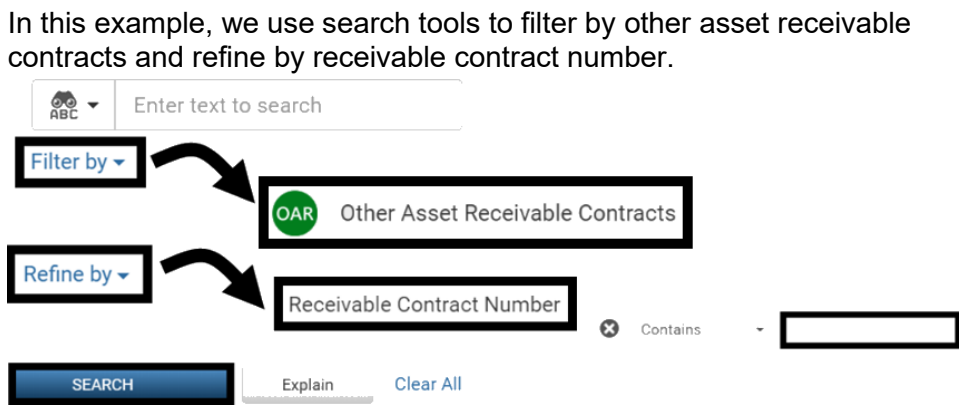
1. Select: Open.



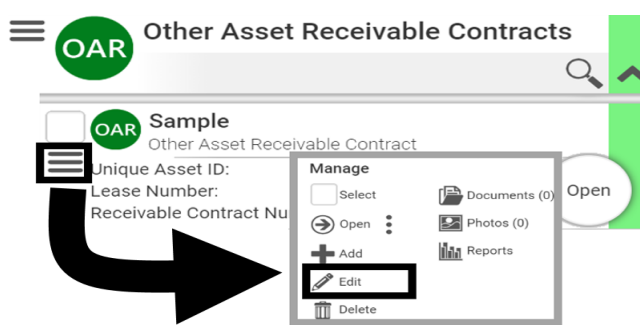
2. Select: Search.



3. Select: Filter by.
4. Select: Other asset receivable contracts.
5. Select: Refine by.
6. Select: Receivable contract number.
 → FPMT will display additional options.
7. Input: Search criteria.
8. Select: Search.



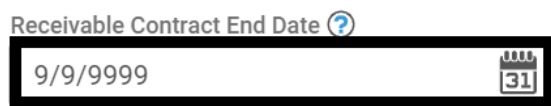
9. Select: Menu.
10. Select: Edit.



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.

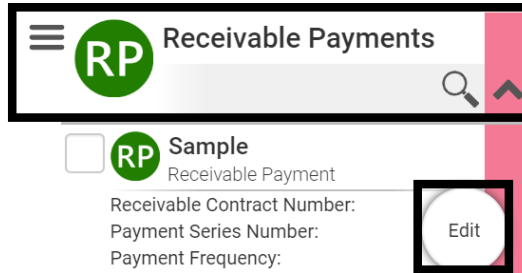


13. Input: Comments.
 → Provide comments about the holdover status.



14. **Select:** Receivable payments.

15. **Select:** Edit.



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

→ Use 9/9/9999 for holdover.

Payment End Date

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

