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

Overview.............................................................................................................................................. 1
Lease Contract - Holdover .................................................................................................................... 1
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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>Input 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 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.
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.

In this example, we use search tools to filter by other asset 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.
Holdover Status - Other Asset
Facilities Portfolio Management System (FPMT)

**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.

   In this example, we use search tools to filter by other asset 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.