This job aid provides step-by-step instructions for making an existing lease or receivable contract month-to-month in FPMT. For instructions on how to create a new lease or receivable lease, refer to the Create Leased Facility and Create Receivable Lease job aids. For instructions on placing a lease or receivable lease in holdover status, refer to the Holdover Status job aid.

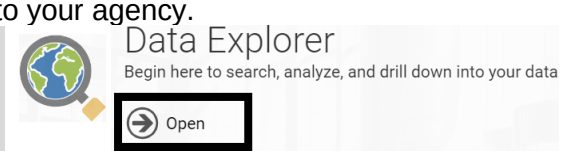
- ✓ The Month-To-Month field is located in the lease contract and receivable contract tables.
- ✓ Users can update the Month-To-Month field by launching the Lease Review or Receivable Review wizard. These fields cannot be manually edited outside of the wizards.

Lease Contract 1
Receivable Lease Contract 2

Lease Contract

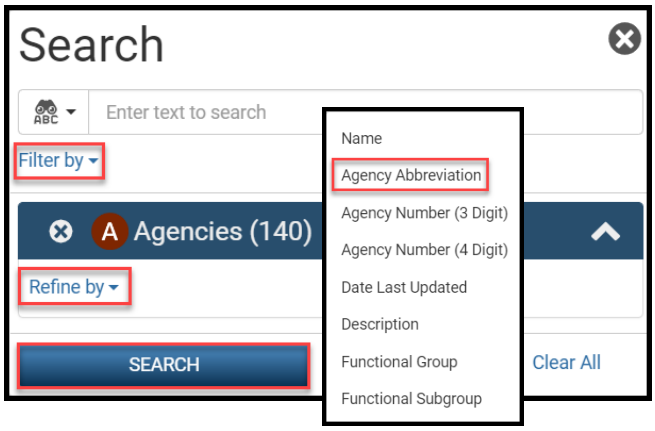
Use the search option to navigate to your agency.

1. Select: Open.

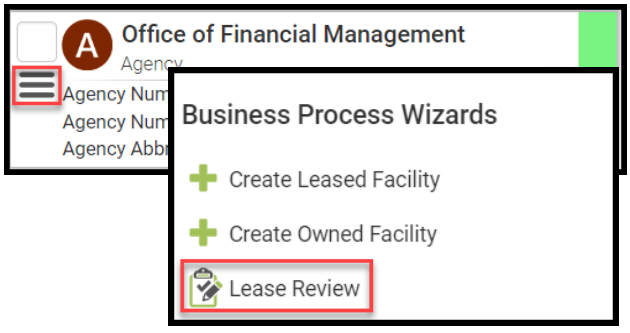


2. Select: Search.

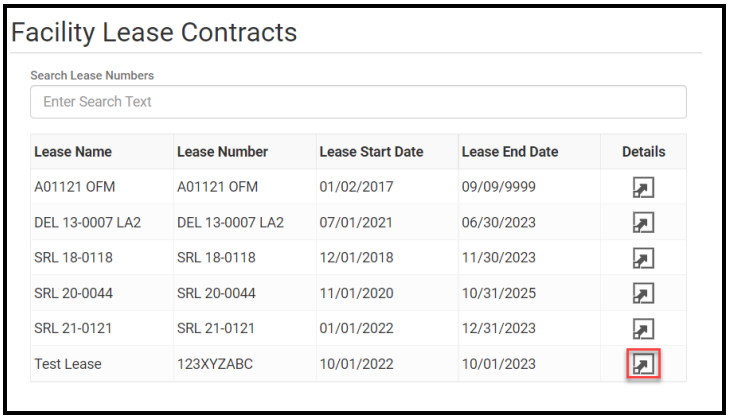
3. Select: Filter by.
4. Select: Agency.
5. Select: Refine by.
6. Select: Agency Abbreviation.
7. Select: Your agency abbreviation from dropdown.
8. Select: Search.



9. Select: Menu.
10. Select: Lease Review.

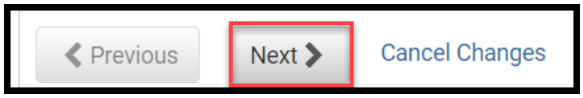


11. Select: Details button next to applicable lease contract.



12. Input: Month-To-Month.
➔ Select "yes."

13. Select: Next (three times).



14. Select: Save Changes.

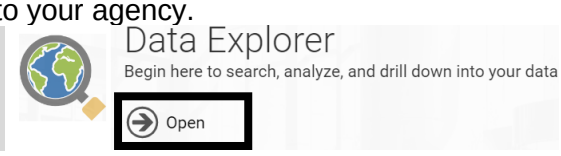
15. Select: Next (three times).

16. Select: Save And Close.

Receivable Lease Contract

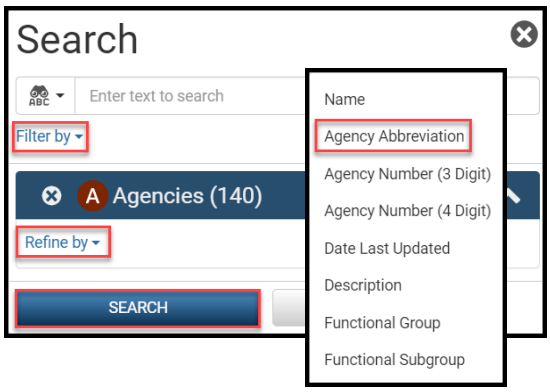
Use the search option to navigate to your agency.

1. Select: Open.

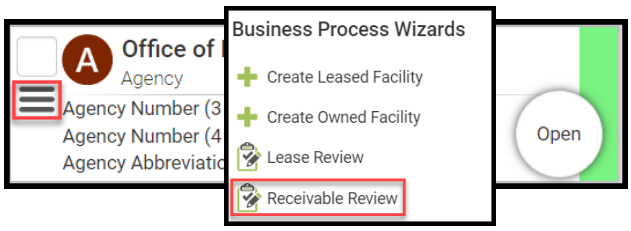


2. Select: Search.

3. **Select:** Filter by.
4. **Select:** Agency.
5. **Select:** Refine by.
6. **Select:** Agency Abbreviation.
7. **Select:** Your agency abbreviation from dropdown.
8. **Select:** Search.



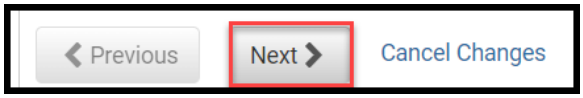
9. **Select:** Menu.
10. **Select:** Receivable Review.



17. **Select:** Details button next to applicable receivable contract.

18. **Input:** Month-To-Month.
    ➔ Select “yes.”

19. **Select:** Next (three times).



20. **Select:** Save Changes.

21. **Select:** Next (three times).

22. **Select:** Save And Close.