

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.

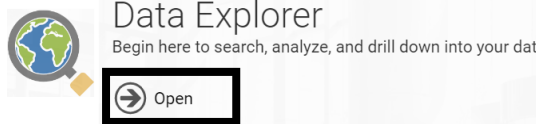
Lease Contract 1

Receivable Lease Contract..... 2

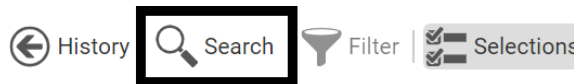
Lease Contract

Use the search option to navigate to your agency.

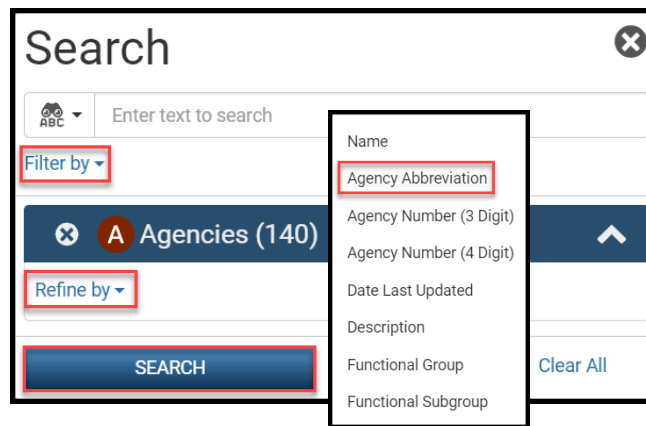
1. Select: Open.



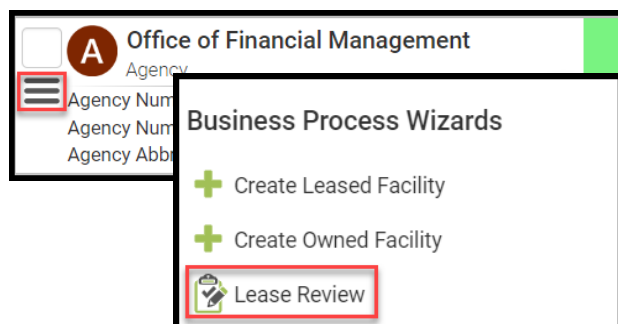
2. Select: Search.



- 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.

Facility Lease Contracts

Search Lease Numbers
Enter Search Text

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
A01121 OFM	A01121 OFM	01/02/2017	09/09/9999	
DEL 13-0007 LA2	DEL 13-0007 LA2	07/01/2021	06/30/2023	
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2025	
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2023	
Test Lease	123XYZABC	10/01/2022	10/01/2023	

12. Input: Month-To-Month.
→ Select “yes.”

Month-To-Month

13. Select: Next (three times).

14. Select: Save Changes.

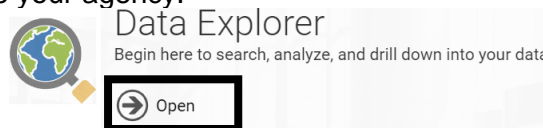
15. Select: Next (three times).

16. Select: Save And Close.

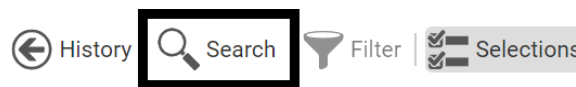
Receivable Lease Contract

Use the search option to navigate to your agency.

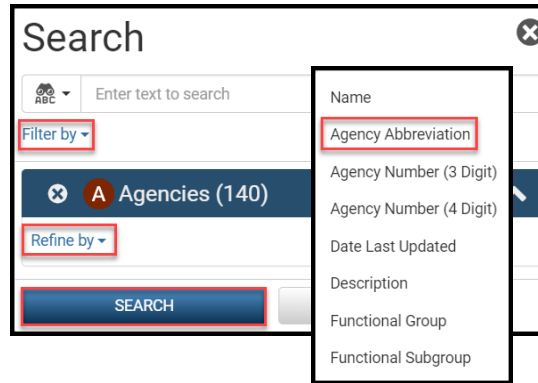
1. Select: Open.



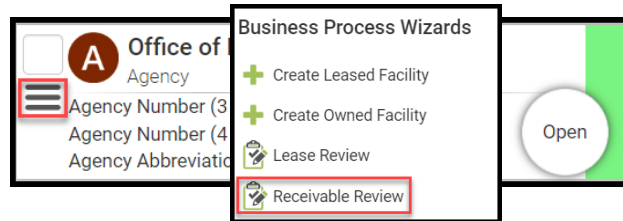
2. Select: Search.



- 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.

Facility Receivable Contracts

Search Receivable Contract Numbers

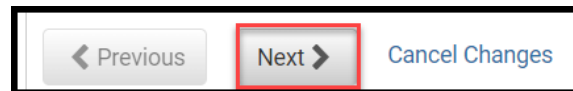
Enter Search Text

Receivable Name	Receivable Contract Number	Receivable Contract Start Date	Receivable Contract End Date	Details
SSL 20-0044	SSL 20-044	11/01/2020	10/31/2025	

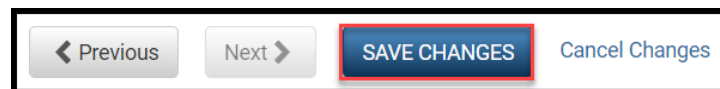
- 18. **Input:** Month-To-Month.
→ Select "yes."



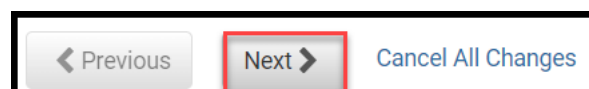
- 19. **Select:** Next (three times).



- 20. **Select:** Save Changes.



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



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

