

## Month-to-Month

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.

- Use this option for leases that are month-to-month indefinitely (e.g., storage units) or expired leases that will not be renewed and have become month-to-month until the agency vacates the space. An expired lease that is in the process of being renewed should be placed in holdover status.
- 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 wizard.

### Contents

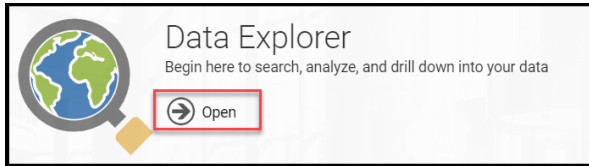
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# Lease Contract

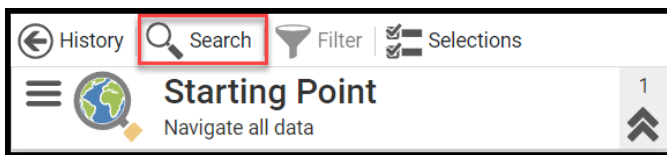
## Navigate to Agency Tile

Use the search option to navigate to your agency.

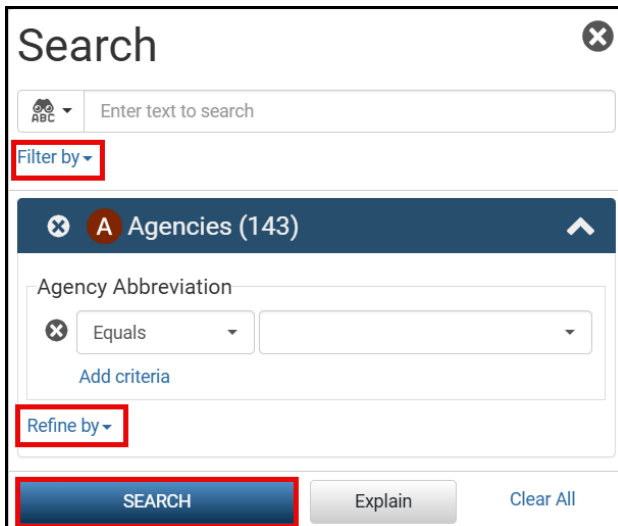
1. **Select:** Open on the Data Explorer module.



2. **Select:** Search.



3. **Select:** Filter by and choose Agencies.
4. **Select:** Refine by and choose Agency Abbreviation.
5. **Select:** Your agency abbreviation from the dropdown (these are SAAM acronyms).
6. **Select:** Search.

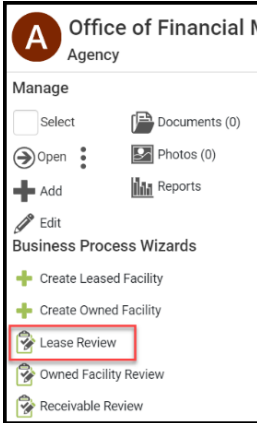


## Launch Lease Review Wizard

1. **Select:** Menu button on your agency tile.










- Select:** Lease Review in the agency menu under Business Process Wizards.



- Select:** Details button next to applicable lease contract.

Lease Contracts

Search Lease Numbers  
Enter Search Text

Lease Name	Lease Number	Lease Start Date	Lease End Date	Details
DEL 13-0007	DEL 13-0007	02/01/2013	06/30/2026	
DEL WA-18318	DEL WA-18318	05/05/2022	05/05/2023	
Lease Contract Name	Lease Number	03/04/2024	03/05/2029	
SRL 18-0118	SRL 18-0118	12/01/2018	11/30/2023	
SRL 20-0044	SRL 20-0044	11/01/2020	10/31/2026	
SRL 21-0121	SRL 21-0121	01/01/2022	12/31/2025	
Training Lease Renewal	Test OFM Lease	06/01/2023	05/30/2028	

- Input:** Lease End Date. If the original contract terms have expired and the lease is now month-to-month indefinitely, extend the end date by one year. Agencies will need to update the lease on an annual cadence to extend the lease term.

*Note:* If your agency will vacate this space and the lease is only month-to-month temporarily, extend the lease end date by six months. Agencies may extend the contract again if needed. Once the space is vacated, [deactivate the leased facility](#).

**Lease End Date**

Required

- Input:** Month-to-Month. Choose “Yes.”

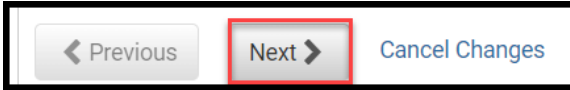
**Month-To-Month**

- Input:** Comment. Add a rationale for why the lease is month-to-month.

*Note:* This is the last field in the table.

**Comment**

7. **Select:** Next (two times).



8. **Select:** Details button next to the lease payment. Make sure to choose the most recent payment if there are multiple payment series.



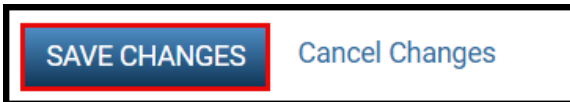
Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

9. **Input:** Payment End Date. If the original contract terms have expired and the lease is now month-to-month indefinitely, extend the payment end date by one year (should match the lease end date).

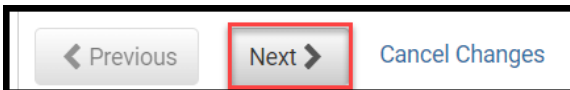
*Note:* If your agency will vacate this space and the lease is only month-to-month temporarily, extend the payment end date by six months (should match the lease end date).

A screenshot of a form field labeled 'Payment End Date'. The field is empty and has a calendar icon on the right. Below the field, the word 'Required' is written in red. The entire field area is highlighted with a red rectangular box.

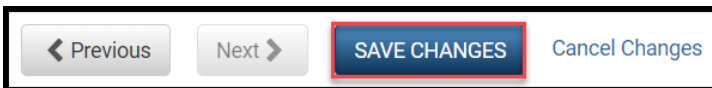
10. **Select:** Save Changes.



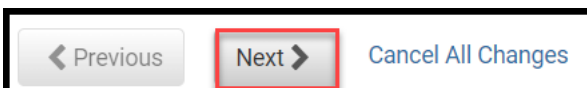
11. **Select:** Next (two times).



12. **Select:** Save Changes.



13. **Select:** Next.



14. **Select:** Save and Close.

*Note:* You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the database.

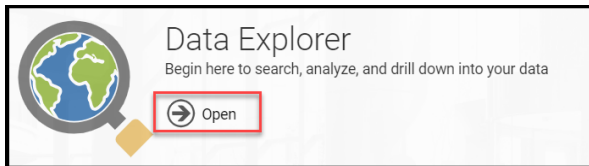


# Receivable Lease Contract

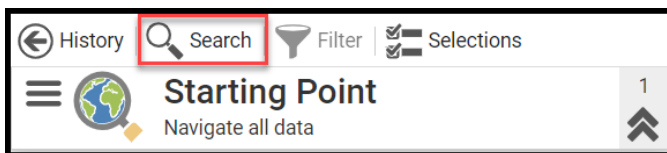
## Navigate to Agency Tile

Use the search option to navigate to your agency.

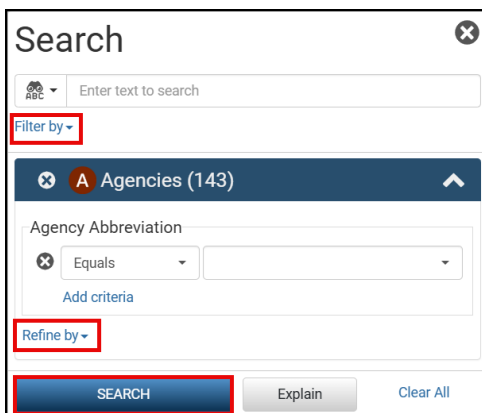
1. **Select:** Open on the Data Explorer module.



2. **Select:** Search.



3. **Select:** Filter by and choose Agencies.
4. **Select:** Refine by and choose Agency Abbreviation.
5. **Select:** Your agency abbreviation from the dropdown (these are SAAM acronyms).
6. **Select:** Search.

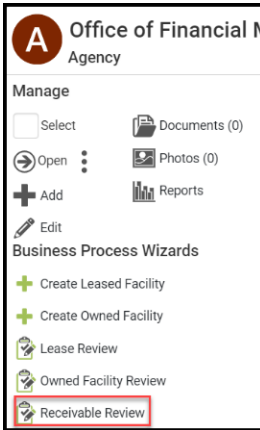


## Launch Receivable Review Wizard

1. **Select:** Menu button on your agency tile.



- Select:** Receivable Review in the agency menu under Business Process Wizards.








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

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	
SSL 21-0121 A	SSL 21-0121 A	01/01/2022	10/31/2023	
Test OFM Receivable Co...	Test OFM Receivable Co...	01/01/2023	06/30/2023	
Test Receivable Lease - S...	Test Receivable Lease - S...	01/01/2020	11/30/2023	
Test Receivable Renewal	Test Receivable Number	01/01/2023	05/31/2023	

- Input:** Receivable Contract End Date. If the original contract terms have expired and the receivable lease is now month-to-month indefinitely, extend the end date by one year. Agencies will need to update the receivable lease on an annual cadence to extend the contract term.

*Note:* If the tenant agency will vacate this space and the receivable lease is only month-to-month temporarily, extend the contract end date by six months. Agencies may extend the contract again if needed. Once the space is vacated, [deactivate the receivable facility](#).

Receivable Contract End Date 

Required 

- Input:** Month-to-Month. Choose “Yes.”

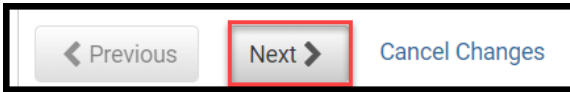
Month-To-Month

- Input:** Comment. Add a rationale for why the receivable contract is month-to-month.

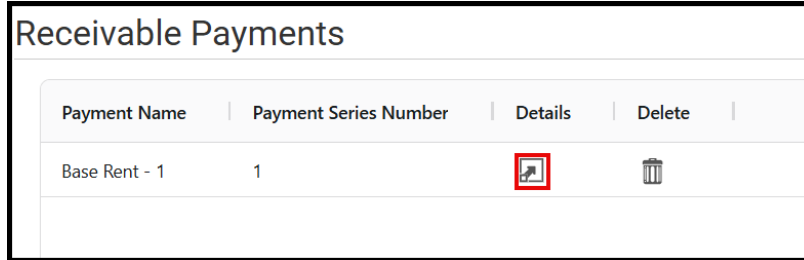
*Note:* This is the last field in the table.



Comment

7. **Select:** Next (two times).



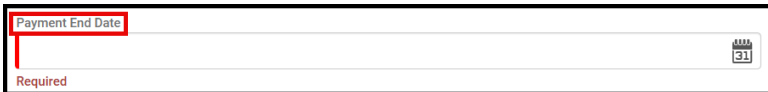
8. **Select:** Details button next to the receivable payment. Make sure to choose the most recent payment if there are multiple receivable payment series.



Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1		

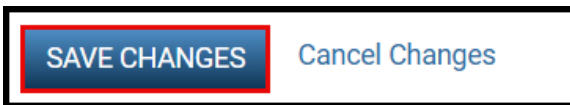
9. **Input:** Payment End Date. If the original contract terms have expired and the receivable lease is now month-to-month indefinitely, extend the payment end date by one year (should match the receivable contract end date).

*Note:* If the tenant agency will vacate this space and the receivable contract is only month-to-month temporarily, extend the payment end date by six months (should match the receivable contract end date).

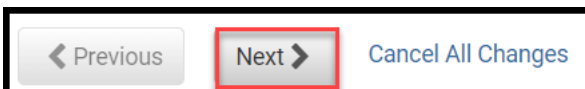


A screenshot of a text input field labeled 'Payment End Date'. The field is highlighted with a red box. Below the field, the word 'Required' is written. A calendar icon is visible on the right side of the field.

10. **Select:** Save Changes.



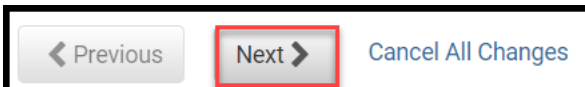
11. **Select:** Next (two times).



12. **Select:** Save Changes.



13. **Select:** Next (two times).



14. **Select:** Save and Close.

*Note:* You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the database.

