

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.

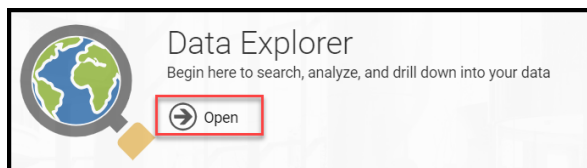
- ✓ The Month-To-Month field is located in the lease contract and receivable contract tables.
- ✓ Users can update the Month-To-Month field by launching the [Lease Review](#) or [Receivable Review](#) wizard. These fields cannot be manually edited outside of the wizards.

Lease Contract ..... 1  
 Receivable Lease Contract..... 3

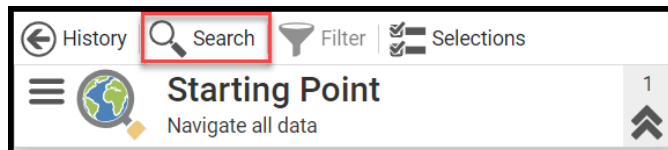
**Lease Contract**

Use the search option to navigate to your agency.

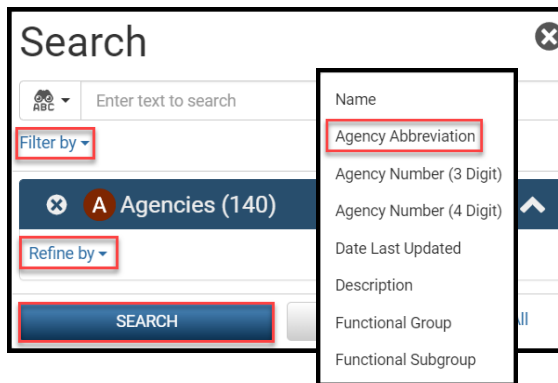
**1. Select:** Open.



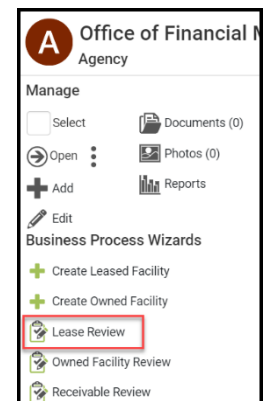
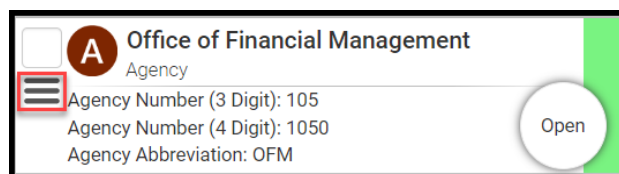
**2. Select:** Search.










- 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.

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	

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

**13. Input:** Comment.  
→ Add a rationale for the month-to-month lease.  
→ This is the last field in the table.

**14. Select:** Next (five times).




**15. Select:** Save Changes.





**16. Select:** Next.

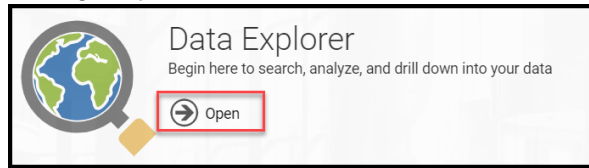



**17. Select:** Save And Close.  
→ You must go all the way through the wizard and select Save and Close in the Data Review section in order to save your changes to the database.

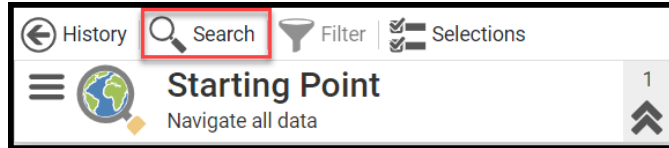
**Receivable Lease Contract**

Use the search option to navigate to your agency.

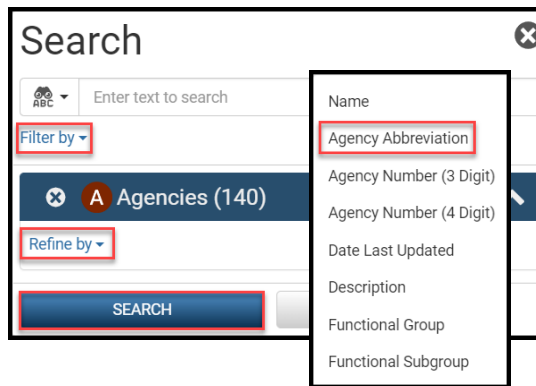
**1. Select:** Open.



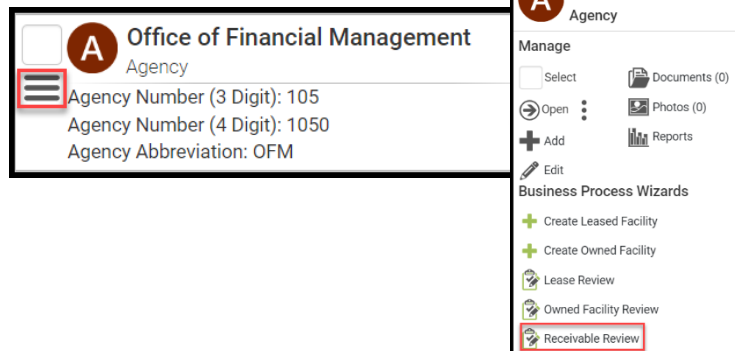
**2. Select:** Search.



- 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.



**11. 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	

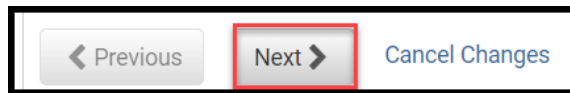
**12. Input:** Month-To-Month.  
→ Select “yes.”



**13. Input:** Comment.  
→ Add a rationale for the month-to-month receivable contract.  
→ This is the last field in the table.



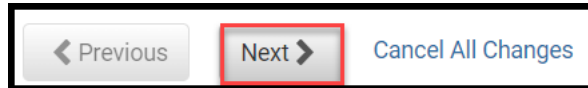
**14. Select:** Next (five times).



**15. Select:** Save Changes.



**16. Select:** Next.



**17. Select:** Save And Close.  
→ 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.

