

PeopleSoft®

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Real Estate Management 8.9
PeopleBook

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Real Estate Management 8.9 PeopleBook
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Real Estate Management Industry and System Overview

The J.D. Edwards Real Estate Management system is a sophisticated property information management system that enables you to manage your leases and financial information with up-to-the-minute processing and billing capabilities.

Real Estate Management is lease-based. A lease is an agreement between a lessee (tenant) and a lessor (owner or property manager) that specifies a period of time and rent that is payable to the lessor. The lease is the basis for invoices or vouchers, and receipts or payments.

Using Real Estate Management, you can produce everything from simple, one-time-only invoices to the most complex recurring billing that is required by any type of lease. Real Estate Management enables you to gather, process, and store information on occupancy patterns, property data, and market updates so that you can maintain your competitive advantage. You can access and work with property and tenant information at the level of detail that you need, which gives you the power to increase the return on your investment.

The following features comprise the Real Estate Management system:

Tenant and Lease Information

You set up information about the companies and people with whom you do business in the Address Book system. Each record includes the mailing address, telephone numbers, A/R and A/P control information, and so on. You must enter addresses before you can enter information related to business units, facilities, tenants, and leases.

You also set up information about the tenant leases, such as the tenant name and location, the cost of the space that the tenant occupies, rental terms, and so on. Leases can be as simple or as complex as needed. The system can calculate annualized rent on a rentable or useable area basis. You can set up and maintain coterminous and holdover leases in addition to regular leases and subleases.

Manual Billing

You use manual billing programs to work with invoices that you generate manually or automatically. You can enter taxes and discounts for the entire invoice, or different taxes and discounts for different pay items (for example, materials and labor) on the same invoice.

Receipt Processing

You apply receipts and adjust invoices using the receipt entry program. The Real Estate Management receipts entry program is similar to the Manual Receipts Entry program used in the Accounts Receivable system with the following exceptions:

- Real Estate Management uses lease numbers and bill codes to apply receipts.
- The bill codes can have different priorities, which affect how the system applies payments that do not exactly match invoices. You can apply payments automatically by bill code priority of application.

- Real Estate Management has additional processing options for the receipts entry program that are not used in the Accounts Receivable system.
- Unapplied receipts can be deposited against bill codes (G/L offsets) other than UC. For example, security deposits can be entered against specific bill codes.

Security Deposits

If you require security deposits to cover damages outside of normal wear and tear, enter the amounts required and received in the security deposit applications. Using the security deposit programs, you can issue full and partial refunds, accept security deposits as monthly payments, and track interest that is generated by security deposits. Interest can be simple or compound.

Tenant Work Orders

The Tenant Work Order Entry program is similar to other work order entry programs, except that it requires tenant-specific information such as buildings, units, tenants, and leases.

Recurring Billing

You set up and generate routine billings on a periodic basis using recurring billing. You can set up billings for weekly, monthly, quarterly, semiannual, or annual cycles. The system also allows numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. You can set up recurring billings as receivables, payables, or accruals (general ledger only).

You can also create prorated and catch-up billings. Prorated billings are recurring billings that either start or end within a billing period, as opposed to the beginning or end of a billing cycle. To prorate a billing, the system compares the number of days that the billing was in effect for the period to the total number of days in the period. Catch-up billings include all unbilled periods from the current period back to either the last billed period or the starting date for the recurring billing.

Sales Overage

In many leases with retail tenants, you establish rent that relates to a portion of their reported sales. In return for a lower fixed rent or no fixed rent at all, tenants pay a percentage of their sales to the landlord. This billing process is called sales overage, because the sales usually must be over (exceed) a certain level (breakpoint) before rent is billed. You can change the percentage charged as sales increase. This procedure provides tenants with incentives to increase their sales.

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because the overhead for operation from a higher fixed rent is reduced. The landlord benefits from sales overage because the potential revenue related to the rent is higher and establishing rent as a percentage of sales dollars results in an automatic hedge against inflation.

Expense Participation

You can bill tenants a proportion of operating expenses such as common area maintenance, utilities, taxes, and insurance using expense participation. Expense participation can be subject to limits, base exclusions, gross-ups, account exclusions, ceilings, fees, adjustment amounts and factors, and estimated billings. The Real Estate Management system can automatically calculate estimated expense participation amounts. The estimates can be based on budget amounts, actual expense amounts, or a percentage increase of actual expense amounts.

Escalations

You can set up leases so that rent amounts or other charges increase (escalate) from year to year. Many commercial leases (retail, office, and industrial) are set up so that the rent amounts increase regularly, based on an index such as the Consumer Price Index (CPI), Porters' Wage, or a user defined index. The calculations for rent increase can also include catch-up billings.

Holdovers

When a tenant wants to remain in a facility after the lease has expired, the lease becomes known as a holdover. You can extend the lease dates by a number of months or even a number of days for one or more holdover leases.

Revenue Fee Processing

The flexibility of the revenue fee process allows you work with a variety of fees to produce an invoice, voucher, or intercompany journal entry. In the event that you bill one party and pay another, you can create a single journal entry to offset the revenue and expense accounts that are associated with the invoice and voucher specifications. The revenue can be the amounts that have been either billed or collected (using accrual or cash basis accounting, respectively).

Fee and Interest Assessment

The system can generate charges against late payments as a lump sum or as an amount per a number of days to a maximum number of days. If you charge interest (a percentage of the unpaid amount), you can charge simple interest, compound interest, and simple or compound interest on penalties.

FASB 13 Standards

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States for financial statements to be in accordance with Generally Accepted Accounting Principals (GAAP). FASB 13, which is ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease.

For each new period, FASB 13 requires that you calculate the difference between the straight-line and actual rents. If the difference is positive, it is an accrual. The system uses an accrual entry to debit the account for accrued assets and to credit the account for rent revenue. If the difference is negative, it is a deferral. A deferral postpones the recognition of a revenue that has been received (or an expense already paid). You must then add the deferral or accrual entry that includes the difference for the new period. As a result, the sum of the accruals and deferrals offsets to zero over the life of the lease.

Projected Rent

You can use rent projections to review rent increases, based on tenants' lease terms, to estimate future cash flows with different inflation and occupancy factors; or report five-year future rent when it is required on financial statements.

Reports

You can generate numerous reports that provide you with information about your tenants and leases, billing information, and virtually every activity related to managing your properties, including integrity reports that are used to ensure that your information is correct.

Real Estate Management System Integration

The following J. D. Edwards systems integrate with Real Estate Management:

General Accounting	The system writes records from the Real Estate Management system to general ledger accounts when it processes invoices and vouchers. When you post batches, the system creates records in the Account Ledger table (F0911) and either the Customer Ledger (F03B11) or A/P Ledger (F0411) tables.
Accounts Receivable	The Real Estate Management system creates invoices in the Customer Ledger table (F03B11) when you post batches.
Accounts Payable	The Real Estate Management system creates vouchers in the A/P Ledger table (F0411) when you post batches.

Real Estate Management Tables

The Real Estate Management system uses the following tables to process lease information and financial transactions:

Lease Master Header File (F1501B)	Stores lease information, including the lease number, lessee, and tenant information.
OW Billings Generation Control Master (F15011B)	Stores billing-generation control information, including information about recurring billings (invoices or vouchers), escalation, and sales overage.
Tenant E.P. Class Master (F15012B)	Stores expense-participation setup information, including the tenant participation period, occupancy period, gross-up factor, share factor, lease end dates, and billing frequency pattern.
Sales Overage Master (F15013B)	Stores the sales overage setup information that the system uses to calculate sales overage by lease, including billing and reporting frequency patterns.
Product Scales Master (F15014B)	Stores additional sales overage setup information including product codes.
Min/Max Rents And Recoveries Master (F15015B)	Stores information related to the adjustments to sales overage, including lease end dates and billing frequency patterns.
Tenant Escalation Master (F15016B)	Stores escalation setup information, including indices, lease end dates, and billing frequency pattern.
Lease Master Detail File (F15017)	Stores detailed information about leases, including buildings, move-in and move-out dates, rentable area, unit information, and so on.
Billing Frequency Master (F15019)	Stores billing frequency information, or cycles, for recurring and extraordinary billings such as regular rent, expense participation, escalations, and so on.
Tenant Exclusion Header Table (F150120)	Stores information for expense participation class exclusions, including exclusion rules, area methods, and area types.
Tenant Exclusion Detail Table (F150121)	Stores information such as exclusion rules, expense participation unit types, area values, and exclusion bill codes 1 through 10.
Share Factor Denominator Header (F150122)	Stores information required for the expense participation denominator calculations including area types, area methods, cap values, and share factor IDs.
Share Factor Denominator Detail (F15023)	Stores information such as denominator IDs, area values, and expense participation unit types.

Recurring Billings Master (F1502B)	Stores setup information for recurring billing, including escalations, lease end dates, accrued and deferred rent, and billing frequency pattern.
Rent Increase Amounts (F1502WAB)	Stores information that the system uses to perform recurring billing global updates.
Estimated EP Recurring Billing Work File (OneWorld) (F1502WB)	Stores estimated expense participation billing information.
Extended Billings Master File (F15020)	Stores the weekly recurring billing for periods 15 through 54.
Management Fee Master (F1505B)	Stores lease end date information and revenue fee information, including fee rates, revenue bill codes, and G/L accounts.
Revenue Fee Generation History (F1505HB)	Stores revenue fee information, including batch numbers, billing periods, and fiscal year.
Floor Master File (F1506)	Stores detailed information about floors, including log lines and related property or projects, and category codes used for reports.
Unit Master File (F1507)	Stores unit information, including floor, unit type, unit usage, unit status, and a unit description.
Property Management Constants (F1510B)	Stores the rules that control system-wide issues, including versioning, area validation information, and lease year information.
Expense Participation Class Account (F15110B)	Stores information about expense participation class accounts.
Tenant/Lease Billings Detail Master (F1511B)	Stores billing information, including posted and unposted invoices and vouchers, tenant transaction history, recurring billings, sales overage, expense participation, and escalations.
Billings Detail Batch Summary (F1511B1)	Stores detailed information about billing batches.
Tenant/Lease Billings Detail History (F1511HB)	Stores a history of sales overage and fee & interest billing batch transactions.
Billing Code Extension (F1512)	Stores the control information that defines and limits the bill codes and adjustment reasons that the system uses to identify AAls related to transactions.
FASB 13 Lease Control File (F1513B)	Stores the current generation of FASB 13 actual and straight-line information.
Area Master (F1514)	Stores the square footage values by date for buildings, floors, and units.
Area Work File (F1514W)	Stores the building, unit, and floor area values by dates, which the system uses to determine occupancy.

Log Detail Master (F1521)	Stores log detail information.
Log Standard Master (F1523)	Stores log line information, including area, critical dates, number of units within a building, and tenant improvements.
A/R Fee & Interest (F1525B)	Stores fee and interest information, including charges, interest rates, and calculation patterns.
Expense Participation Class Master (F1530)	Stores expense class setup information, including date ranges and adjustment factors.
Expense Participation Class Adjustment (F1531)	Stores the adjustment amounts applied to expense classes.
Expense Participation Audit (F1532B)	Stores the calculations for expense participation billings, which enables you to review and revise them online before generating expense participation billings.
Tenant Account Exclusions (F1533B)	Stores the tenant class account exclusion, which the system uses to calculate the total expense participation exposure.
EP Billing Register Work File (F1538B)	Stores the transaction exclusions and estimated expense participation billings.
Sales Report Control File (F1540B)	Stores information about product scale records, which the system uses when generating expected sales reports.
Gross Lease Occupied Area Table (F1541)	Stores occupancy information such as building, unit, GLOA values, GLA values, occupancy percentages, and area types.
Tenant Weekly Sales File (F15410)	Stores weekly sales reports by product code and lease, including posted batches.
Tenant Sales History File (F1541B)	Stores posted sales reports.
Projected Sales File (F1542)	Stores detailed information on estimated sales, including ULI codes, product codes, unit store numbers, and estimated sales amounts for periods 1 through 12.
Tenant Sales Analysis Reporting (F1543B)	Stores the results of the calculations that the system performs when generating sales figures.
Sales Analysis Control File (F1544B)	Stores the sales analysis summary codes, which control the generation of the sales figures.
Sales Seasonality (F1547)	Stores the seasonality values that are used to estimate sales.
Escalation Billing Register (F1548B)	Stores the calculations from a batch of escalation billings.
Seasonality Models (F1549)	Stores the projects, ULI codes, and minimum number of tenants required that are used for estimating sales.

Escalation Index Master (F1550)	Stores the escalation index tables for a calendar year, within which you can specify monthly index values. The system uses the values to escalate the amounts for recurring billings.
Security Deposit Master (F1565)	Stores tenant information that relates to security deposits.
Legal Clause Table (F1570)	Stores information pertaining to legal clause or lease addendum information, including tenants, legal clause numbers, option types, beginning and ending effective dates, and critical dates.
Legal Clause Options Audit (F15701)	Stores option information, including tenants, legal clause numbers, option types, and critical dates.
Lease Option Type Header (F157011)	Stores lease option types and their respective descriptions.
Lease Option Type Detail (F157012)	Stores detailed information such as tenants, option types, option type details, and lease types.
Legal Clause Space Detail (F15702)	Stores information about the unit or space, such as tenants, legal clause numbers, floors, units, and business units.
Legal Clause Space Detail Audit (F157021)	Stores detailed information about the unit or space, most specifically, critical dates and units that can be leased.
Legal Clause Amounts (F15703)	Stores information about amounts pertaining to the options. Amounts can be represented in currency, percentages, number of days, miles, and so on, as specified by the amount type.
Market/Potential/Renewal Rent Master (F159071)	Stores the annualized market, potential, and renewal rents that the system uses to make analysis and rent projections.

Real Estate Management Menus

The Real Estate Management system includes the following menus:

Menu Name	Menu Number
Real Estate Management	G15
Daily Processing	G1510
• Tenant & Lease Information	G1511
• Tenant & Lease Reporting	G1514
• Manual Billing	G1512
• Cash Receipts	G1513
• Security Deposits	G1515

• Tenant Work Orders	G1516
Periodic Processing	G1520
• Recurring Billing	G1521
• Sales Overage	G1522
• Sales Report Processing	G15221
• Sales Analysis Processing	G15222
• Expense Participation	G1523
• Escalations	G1524
• Holdover	G1525
• Revenue Fees	G1526
• Fees & Interest	G1526
• FASB 13	G1528
• Projected Rent	G1529
Advanced & Technical Operations	G1531
• Global Updates	G15311
• Purges	G15312
• Integrities	G15313
System Setup	G1541
• Facility Setup	G15411
• RE System Setup	G15412
• RE User Defined Codes	G15413

Real Estate Management System Setup

Before you can use the Real Estate Management system, you need to define information that the system uses during processing. The following list describes the information that you must set up for the Real Estate Management system:

Constants	Establish system basics, such as the following: <ul style="list-style-type: none">• How to retrieve the business unit to use for the revenue account• The month at which the lease cycle begins• The month at which the reporting cycle begins• Whether to display tax fields for tax processing• Whether to allow revisions to the lease (versioning)• User defined codes for rentable and useable areas and options for validating the areas defined
Automatic Accounting Instructions (AAs)	Define which accounts the system uses for journal entries
User defined codes	Define customized codes that are appropriate for your business needs, such as business unit types, tenant lease types, lease status codes, and log classes.
Bill codes and adjustment reasons	Define bill codes and adjustment reasons that you use when you set up AAs to specify unique accounts to use for journal entries.
Billing frequency	Define billing frequencies for recurring billing cycles.

Note

Because you generate invoices and vouchers from the Real Estate Management system, you must also set up the Accounts Receivable and Accounts Payable constants. See *Setting Up Accounts Receivable Constants* in the *Accounts Receivable Guide* and *Setting Up Accounts Payable Constants* in the *Accounts Payable Guide* for more information.

Setting Up Real Estate Management System Constants

System constants are default settings that the Real Estate Management system uses to process requests, generate billings, and perform other tasks. You set up system constants to define how you want the system to process information. You must define certain constants before you enter information for tenants, facilities, and leases.

You can set up Real Estate Management constants by building and company.

- If the constants are not defined for the building, the system uses the company constants.

- If the constants are not defined for the company, the system uses the information that is set up for the default company 00000.

When you set up constants for company 00000, not only do you provide default information that can be used by all companies and buildings, you also establish system constants. The options that define the constants for the system such as versions, area types, and area validations appear only on the form for company 00000.

The system stores information about the real estate constants in the Property Management Constants table (F1510B).

Settings to the Real Estate Management constants take effect after you exit and restart the system.

Caution

J.D. Edwards recommends that you do not change system constants after you set up the system. If you do make changes, you must be thoroughly familiar with the information that is involved because it is central to the system processes. You should also ensure that only authorized personnel can access and maintain the constants.

► To set up Real Estate Management system constants

From the RE System Setup menu (G15412), choose RE System Constants.

1. On Work with Property Management Constants, click Add.

The screenshot shows the 'Property Management Constants Revisions' dialog box in the PeopleSoft system. The 'Company' field is set to '00000'. The 'Building' field is empty. The 'Revenue Business Unit Flag' is set to '0'. The 'Lease Year Beginning Month' is '1' and the 'Report Year Begin Month' is '1'. There are checkboxes for 'Tax Suppress' (unchecked), 'Activate Versioning' (checked), and 'Hard Versioning Error' (checked). Under 'Rentable Area Type', 'REN' is selected, and 'Validate Rentable Area' is checked. Under 'Useable Area Type', 'USE' is selected, and 'Validate Useable Area' is checked. There are three 'Alt. Area Type' fields (1, 2, 3), all of which are empty, and their respective 'Validate' checkboxes are unchecked.

Note

When you use a company number other than the default company value of 00000, you see an abbreviated version of the Property Management Constants Revisions form. The system verifies versions, area types, and area validations only for company 00000.

2. On Property Management Constants Revisions, complete the following fields to establish defaults by building and company:
 - Company
 - Building
 - Revenue Business Unit Flag
 - Lease Year Beginning Month
 - Report Year Begin Month
3. Click the following options for company 00000 only to establish defaults for the entire Real Estate Management system:
 - Tax Suppress
 - Activate Versioning
 - Hard Versioning Error
 - The Hard Versioning Error option does not appear unless you have enabled the Activate Versioning option.
4. Complete the following required fields and corresponding options for company 00000 only:
 - Rentable Area Type
 - Validate Rentable Area
 - Useable Area Type
 - Validate Useable Area
5. Complete the following optional fields and corresponding options for company 00000 only:
 - Alt. Area Type 1
 - Validate Alt. Area 1
 - Alt. Area Type 2
 - Validate Alt. Area 2

- Alt. Area Type 3
 - Validate Alt. Area 3
6. Click OK.

Automatic Accounting Instructions

Automatic accounting instructions (AAIs) define the relationships between your day-to-day accounting functions and your chart of accounts. They are rules that define how to create general ledger entries.

Each J.D. Edwards system that interfaces with the General Accounting system has automatic accounting instructions. AAIs can be used to do the following:

- Determine how the post program creates journal entries for intercompany settlements.
- Determine how the system distributes journal entries so that each company maintains a zero net balance.
- Debit an Accounts Receivable or Accounts Payable trade account when you are posting invoices or vouchers. AAIs eliminate the need to enter offsetting accounts manually or to know which offset account to update at the time of posting.
- In the Sales Order Management and Procurement systems, provide journal entries for many different kinds of transactions.
- In the Fixed Assets system, identify accounts that post to fixed assets and equipment, and create asset master records, depreciation account records, and other transactions.

Because the software already has AAIs in place, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each automatic accounting instruction is associated with a specific general ledger account that consists of the following:

- A business unit
- An object
- A subsidiary (optional)

AAIs for the Real Estate Management System

You can create AAIs for each unique combination of company and either a billing or adjustment code, or G/L offset code that you plan to use.

- Billing and G/L offset codes can be 1 – 4 characters.
- Adjustment reason codes can be only 2 characters.

You can also set up AAIs for the company 00000 that the system uses as a default, if a specific AAI is not defined. Each AAI is associated with a G/L account that consists of a business unit, object, and, optionally, a subsidiary.

The following table outlines the AAI items used in the Real Estate Management system, the type of code that can be used with the AAI item, and a description of the account that should be associated with it.

AAI Item	Type of Code	Description of AAI
PM	Billing code	The revenue account for an invoice, which the system credits. You must set up this AAI for each bill code that you use. For example, PMRO identifies the revenue account for regular office rent, as specified by the billing code (RO).
	Tax code	The tax account for an invoice generated with taxes using tax explanation code AR. You must enter a G/L offset in the tax rate area, and then set up the AAI using the G/L offset specified. For example, if the tax rate area CO is set up with the G/L offset TXTX, the system generates a journal entry for the tax amount and uses the account set up for AAI PMTXTX.
RC	G/L offset	The receivables trade account, which the system debits. For example, RCRO identifies the receivables trade account for regular office rent, as specified by the G/L offset code (RO).
	Tax offset	The offset for the tax amount if the tax explanation code is AR. You must set up the AAI using the G/L offset entered in the tax explanation code.
RM	Billing code	The expense account for a voucher, which the system debits. You must set up this AAI for each bill code that you use. For example, RMRENT identifies the expense account for the rent payment related to a payable lease, as specified by the billing code (RENT).
	Tax code	The tax account for a voucher generated with taxes using tax explanation code AR. You must enter a G/L offset in the tax rate area, and then set up the AAI using the G/L offset specified. For example, if the tax rate area CO is set up with the G/L offset TXTX, the system generates a journal entry for the tax amount and uses the account set up for AAI RMTXTX.
PC	G/L offset	The payables trade account, which the system credits. For example, PCRENT identifies to the payables trade account for the rent payment related to a payable lease, as specified by the G/L offset code (RENT).
	Tax offset	The offset for the tax amount if the tax explanation code is AR. You must set up the AAI using the G/L offset entered in the tax explanation code.
RA	Adjustment code	The adjustment account for a receipt transaction, which the system either debits or credits, depending on how it is used. For example, the system uses the RASI to identify the account to credit for interest earned on a security deposit; and RABD to identify the write-off account to debit for bad debt.

In the Automatic Accounting table (F0012), the AAls related to the Real Estate Management system have sequence numbers between 15.000 and 15.999. The following table shows some of the AAls that are defined in the system for demonstration purposes:

Field	Explanation	Sample Items
15.010	Regular rent – office	PMRO, RCRO
15.020	Regular rent – retail	PMRRTL, RCRRTL
15.040	Rent expense – payable	PCRENT, RMRENT
15.050	Expense participation	PMEXPA, RCEXPA
15.060	Sales overage (A/R)	PMSLSO, RCLSO
15.065	Sales overage (A/P)	PCSALE, RMSALE
15.070	Escalation	PMESCA, RCESCA
15.080	Management fees	PMMGMT, RCMGMT
15.090	Miscellaneous receivables FASB 13 - accruals FAS B 13 - adjustments FASB 13 - catch-up adjustments FASB 13 – deferrals	PMMISC, RCMISC PMACCR, RCACCR PMAJST, RCAJST PMCACH, RCCACH PMDEFR, PCDEFR
15.100	Security deposit	PMSECD, RCSECD
15.110	Non-sufficient funds	PMNSF, RCNSF
15.700	Late fees	PMLATE, RCLATE
15.800	Sales tax – payable	PMCTXTX, RMTXTX
15.900	Security deposit refunds - offset account Security deposit clearing account	PCREFD RARF

See Also

- *Working with AAls* in the *General Accounting Guide* for information about setting up and using AAls

Setting Up User Defined Codes for Real Estate Management

Many fields throughout the Real Estate Management system require user defined codes. In these fields, the system does not accept codes that are not defined in a user defined codes table. You can customize these user defined codes to meet the needs of your organization. Some user defined codes contain a special handling code, which directs the system to perform a specific function.

The following table lists some of the user defined codes used by the Real Estate Management system:

Business Unit Type (00/MC)	Defines the types of business units with which you work, such as office building or warehouse. J.D. Edwards recommends that you use this code to differentiate the properties and buildings that you manage. In addition, you should use this code to separate the Real Estate Management business unit types from other types of business units.
Unit Type (15/UT)	Defines the types of units that consist of rentable areas for which leases exist, such as office, condo, apartment, or retail store.
Unit Usage (15/UU)	Defines how a unit is used, such as storage or parking.
Unit Status (15/US)	Defines the status of a unit, such as occupied or vacant.
Lease Type (15/LT)	<p>Defines the types of leases for billing and reporting purposes, such as operating agreement or sublease.</p> <p>Special handling codes are as follows:</p> <ul style="list-style-type: none"> • O – Enter the letter O in the first position of the Description 2 field to indicate that the lease type is open-ended. • S – Enter S in the first position of the Description 2 field to indicate that the lease type is a sublease. • NA – Enter NA in the first two positions of the Description 2 field to indicate the lease as speculative.
Lease Status (15/LS)	<p>Defines the status of a lease for billing and reporting purposes, such as expired, holdover, or terminated.</p> <p>Special handling codes are as follows:</p> <ul style="list-style-type: none"> • O – Enter the letter O in the first position of the Description 2 field to indicate that the lease type is open-ended. • X – Enter X in the first position of the Description 2 field to indicate that the lease status is inactive.
Log Class (15/LG)	<p>Defines the types of information that a log line can contain, which can further describe a lease or facility.</p> <ul style="list-style-type: none"> • For leases, the log class can define terms and conditions such as insurance. • For facilities, the log class can define building permits, features and amenities, and fire protection systems. <p>You can enter any combination of the following special handling codes to specify the log class when more than one value is applicable:</p>

	<ul style="list-style-type: none"> • B – Enter B in the first position of the Description 2 field to indicate that the log class is a building. • F – Enter F in the first position of the Description 2 field to indicate that the log class is a floor. • L – Enter L in the first position of the Description 2 field to indicate that the log class is a lease. • O – Enter O in the first position of the Description 2 field to indicate that the log class is an option. • U - Enter L in the first position of the Description 2 field to indicate that the log class is a unit. • Blank – Leave the Description 2 field blank to indicate that the log class applies to all.
Log Amenity ID (15/AM)	Defines the facility amenities identified in a log line, such as the number of rentable units and elevator banks, seating capacity, and so on.
Tenant Sales Product Code (15/PC)	Provides another level of detail for goods that are sold by tenants, such as jewelry or office furnishings for a retail store.
Tenant Sales Report Type (15/RT)	Defines the types of sales reports that are provided by tenants, such as estimated, actual, or verbal.
Tenant Sales Adjustment Type (15/AT)	Defines the adjustment reasons or causes for changes in originally reported sales, such as a correction or a miscellaneous adjustment.
Revenue Fee Type (15/FE)	<p>Defines the types of fees that the system uses to calculate revenue, such as lease commissions or management fees.</p> <p>Special handling codes are as follows:</p> <ul style="list-style-type: none"> • LS – Enter LS in the first two positions of the Description 2 field to indicate that the revenue fee type is lease-based. • CCAR – Enter CCAR in the first two positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the Accounts Receivable system. • CCGL – Enter CCGL in the first two positions of the Description 2 field to indicate that the revenue fee type is based on a business unit from the General Accounting system.
Fee & Interest Type (15/FY)	Defines the types of fees and interest that the system uses to generate charges against invoices, such as delinquency fees and security deposit interest.
Area Type (15/AR)	<p>Defines the types of area that the system uses to calculate rent, such as rentable area or useable area.</p> <p>Note</p> <p>The codes REN and USE are hardcoded and should not be changed.</p>
Space Detail Hierarchy (15/HI)	Defines the hierarchy level for space detail options, such as first, second, or final.
Option Status (15/OS)	Defines the status of an option type, such as approved, declined, or expired.

Option Amount Type (15/TA)	Defines the amount type for the option, such as, dollars, percentage, or number of spaces.
Offer Status (15/OF)	Defines the status of the option offer, such as accepted or declined.
Standard Option Level (15/SL)	Defines whether the option is a lease or tenant level standard. The values of T (tenant level) and L (lease level), which are the only valid values for the UDC, are hard-coded and should not be changed.
Recurring Option (15/RO)	Defines whether the option standard is a recurring option throughout the term of the lease.
Clause Key Level (15/CK)	Defines whether the clause is lease-level or tenant-level. The values of T (tenant level) and L (lease level), which are the only valid values for the UDC, are hard-coded and should not be changed.
Escrow Deposit Type (15/ED)	Defines the types of escrow deposits, such as utility, security, or key deposit.

See Also

- ❑ *User Defined Codes* in the *Foundation Guide* for information about adding, revising, and deleting user defined codes

Setting Up Bill Codes and Adjustment Reasons

You use bill codes and adjustment reasons to identify the automatic accounting instructions (AAIs) that the system uses when you post transactions.

The Real Estate Management system uses adjustment reasons that are specific to the system. They must be defined both as adjustment reason codes in the Billing Code Extension table (F1512) and as adjustment classifications, which are user defined codes (15/AD).

Caution

The Accounts Receivable system also uses reason codes. Do not use the A/R reason codes unless they have also been set up in the Real Estate Management system. To limit the possibility of errors, J.D. Edwards recommends that you set up identical codes for both systems.

You can define a bill code or adjustment reason for a specific property or building. Otherwise, all information is true for all properties. You can also revise bill codes and adjustment reasons. If you acquire new properties or sell properties, you typically need to revise the bill code and adjustment reason information.

You can add new bill codes after you add the appropriate AAI; however, after the code is entered, you cannot change it. You must delete it and add another bill code.

See Also

- ❑ *User Defined Codes* in the *Foundation Guide* for detailed information about adding, revising, and deleting user defined codes
- ❑ *AAIs for the Real Estate Management System* in the *Real Estate Management Guide* for information about AAIs that you must set up

Before You Begin

- ❑ Set up the real estate AAIs that you want to use. Because of the relationship among AAIs, bill codes, and adjustment reason codes, you must set up AAIs before you set up bill codes and adjustment reason codes.

► To set up bill codes and adjustment reasons

From the RE System Setup menu (G15412), choose Bill Codes/Adjustment Reasons.

1. On Work With Bill Codes/Adj Reasons, click Add.
2. On Bill Codes/Adjustment Reasons Revisions, complete the following fields, as necessary, and click OK:
 - Bill Code
The value that you enter must be set up as an extension to an item in the AAI table. For example, if you specify BD, you must have an AAI item set up that uses the extension BD, such as RABD.
 - Building
 - Bill Code or Adj
If you specify A, you must complete the Adj. Classifications field.
 - Subject to GPR
 - Priority Application
 - Security Group
 - Subject to Late Fees
 - Adj Classifications
You must complete this field if you entered A (for adjustment) in the Bill Code or Adj field.
 - Special Processing Code
 - Spread Code
 - Comment Required

Note

All other fields on the form are for future use and do not need to be completed.

Processing Options for Bill Codes / Adjustment Reasons (P1512)

Versions Tab

This processing option allows you to specify a version of the Automatic Accounting Instructions program (P0012).

1. AAI Revisions (P0012) Version

Blank = ZJDE0015

Use this processing option to override the default version of the AAI Revisions program (P0012) when you select the Work with Bill Codes/Adjustment Reasons program (P1512) form exit. If you leave this processing option blank, the system uses the default version ZJDE0015.

Printing the Bill Code/Adjustment Reason Listing Report

From the RE System Setup menu (G15412), choose Bill Code / Adjustment Reason Listing.

You can print a list of the bill codes and adjustment reason codes that you have set up by running the Bill Code/Adjustment Reason Listing report (R15450). The report prints the same information that appears online, but has a processing option that you can set to include the corresponding AAIs that are set up for each bill code and adjustment reason code. Reviewing the AAI information allows you to verify that the correct accounts have been set up for each AAI.

Because the system uses the bill code to retrieve the corresponding AAIs, the report will not validate that a bill code exists for all AAIs.

This report includes information from the Billing Code Extension table (F1512).

Processing Options for Bill Code/Adjustment Reason Listing (R15450)

Print Tab

This processing option allows you to specify whether to include the corresponding AAI information for the bill codes and adjustment reason codes.

1. Print Corresponding AAls

Blank = Do not print AAls

1 = Print AAls

Use this processing option to allow the printing of the corresponding Automatic Accounting Instructions (AAls) that have been set up for the bill codes and adjustment reasons. Valid values are:

Blank

Do not print the corresponding AAls.

1

Print the corresponding AAls.

Setting Up Billing Frequency Information

You set up billing frequency information, or cycles, for recurring and irregular billings such as rent, expense participation, escalations, sales overage, and so on. For such billings, the billing cycle determines how often and when an account is billed. You can set up the following types of billing cycles:

- Periodic for monthly, quarterly, semiannual, annual, and irregular billing cycles
- Weekly

Regardless of the type of billing cycle that you set up, you must assign it a fiscal date pattern code so that the system can correlate the period that you define with a calendar. For example, if you specify that annual billing should occur in period 12, you must indicate whether period 12 is December or May. The fiscal date pattern code defines the beginning and ending of the fiscal year, as well as the number and length of each period for that year.

You must assign a fiscal date pattern code that is set up; otherwise, the system will return an error when you post billings.

- For periodic frequencies, the date pattern code must be set up in the Date Fiscal Patterns table (F0008). You can add new date pattern codes or revise existing codes by accessing Date Patterns. It is accessible from the Form menu from the Company Names & Numbers program (P0010).
- For weekly billings, the date pattern code that you assign must be set up in the Date Fiscal Patterns – 52 Period Accounting table (F0008B). You can verify whether the 52-period date pattern exists by turning on the corresponding option when you set up the weekly billing frequency. If a date pattern does not exist, you can set one up, by using the Set 52 Period Dates program (P0008B).

See Also

See the following topics in the *General Accounting Guide*:

- *Setting Up Fiscal Date Patterns* for information about setting up and modifying fiscal date patterns that you assign to periodic billing frequencies
- *Setting Up Fiscal Date Patterns for 52 Period Accounting* for information about setting up and modifying fiscal date patterns that you assign to weekly billing frequencies

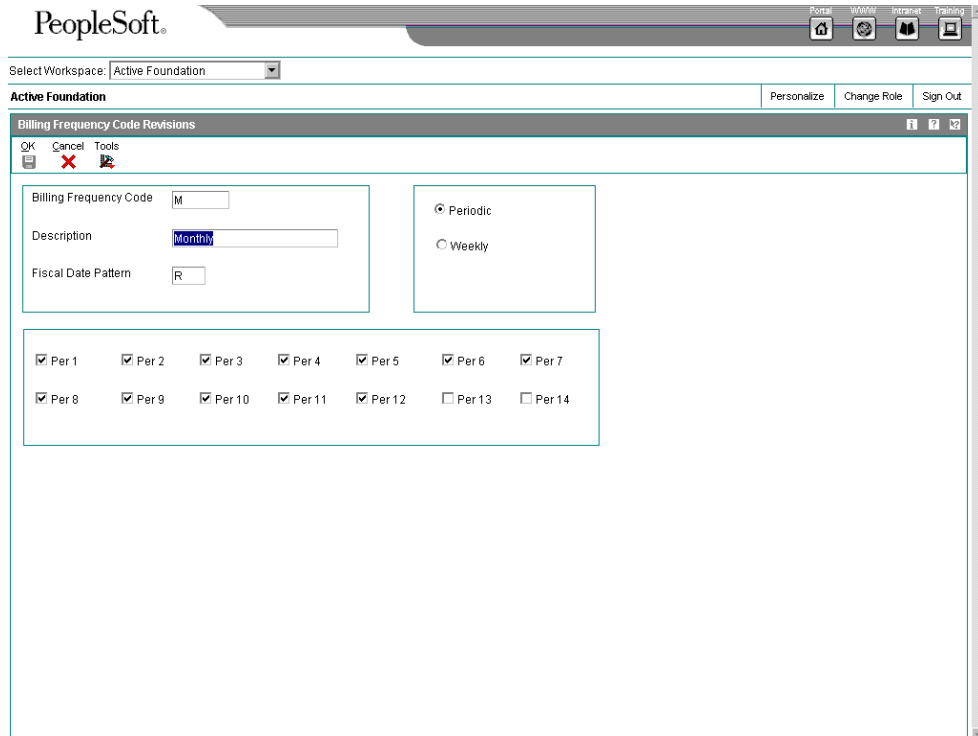
Before You Begin

- Set up the fiscal date patterns that you want to use.

► To set up periodic billing cycles

From the RE System Setup menu (G15412), choose Billing Frequency Information.

1. On Work with Billing Frequency Codes, click Add.



2. On Billing Frequency Code Revisions, complete the following fields:
 - Billing Frequency Code
 - Description
 - Fiscal Date Pattern
3. Click the following option:
 - Periodic
4. Click all of the following options that apply and click OK:
 - Per 1
 - Per 2
 - Per 3
 - Per 4
 - Per 5
 - Per 6
 - Per 7

- Per 8
- Per 9
- Per 10
- Per 11
- Per 12
- Per 13
- Per 14

► **To set up weekly billings and define a 52-period date pattern**

From the RE System Setup menu (G15412), choose Billing Frequency Information.

1. On Work with Billing Frequency Codes, click Add.
2. On Billing Frequency Code Revisions, complete the following fields:
 - Billing Frequency Code
 - Description
 - Fiscal Date Pattern
3. Choose the following option:
 - Weekly

When you choose the Weekly option, the following option becomes available:

- Set 52 Period Pattern
 - If you do not need to verify that a date pattern code exists, you can turn off this option.

4. Click OK.
 - If the Set 52 Period Pattern option is turned on, the Work with 52 Period Pattern form appears so that you can verify that a weekly date pattern exists for the fiscal date pattern code that you specified.
5. On Work with 52 Period Pattern, complete the following fields and click Find:
 - Fiscal Date Pattern
 - Enter the same code that you entered when you set up the billing code frequency.
 - Date Fiscal Year Begins
6. If the date pattern code that you specified does not exist, click Add.

7. On 52 Period Setup - PM, complete the following fields:

- Fiscal Date Pattern
- Date Yr Beg
- End Of Per 01

Based on the ending date of period one, the system calculates ending dates for the each of the 52 periods, in 7-day increments. The system assigns the same ending day for periods 52, 53, and 54.

8. Click OK.

Related Task for Setting Up the 52-Period Date Pattern

Revising 52-Period Date Pattern	<p>After you set up a 52-period date pattern, you might need to revise it. For example, you might need to change the ending date of the last period, so that you can use it for adjustments.</p> <p>To revise the 52-period date pattern, use the Set 52 Period Dates program (P0008B), which you can access from the 52 Period Accounting menu (G09313).</p>
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Setting Up Tax Rate and Area Information for Real Estate Management

The Real Estate Management system allows you to set up and work with the areas, rates, and effective dates for current and future taxes. Each tax area can have its taxes assessed by different tax authorities for different purposes and rates. The system uses this information in conjunction with a tax explanation code to calculate the tax amounts for billings when tax processing is in effect. As tax rates change, you can update the tax rate and area information.

The system does not check for duplicate tax rate and area information, which means that you can set up different tax rates and effective date ranges for the same tax rate and area. The system checks for overlapping effective date ranges. When an overlap exists, the system issues an error.

To process taxes in the Real Estate Management system, note the following:

- The Tax Suppress field in the Property Management Constants table (F1510B) controls whether tax processing is in effect and whether the tax-related fields are displayed. Processing options for specific billing programs also control tax processing.
- When tax processing is in effect, you can assign the necessary tax information for a billing in the Tax Explanation Code, Tax Rate/Area, and Service/Tax Date fields. The service and tax date must occur within the effective date range defined for the tax rate and area.

- The system automatically supplies the tax rate area for a tenant from either the Customer Master by Line of Business table (F03012) or Supplier Master table (F0401). You can also manually assign a different tax rate area for a specific billing.

In addition to the tax explanation codes used in the Accounts Payable and Accounts Receivable systems, the Real Estate Management system uses the tax explanation code AR. The system calculates taxes for tax explanation code AR in the same manner that it does for S with the following differences:

- The system creates a separate pay item for each tax rate specified.
- The system uses the G/L offset from the tax rate area in conjunction with PM/RC AAls (for invoices) and RM/PC AAls (for vouchers) to locate the tax account and tax offset account to use.

For example, suppose you want to charge a county tax of 2% and a city tax of 3% on an invoice with a taxable amount of 1,000. Using the code AR and the appropriate tax rate area, the system automatically creates two pay items for the tax information. Therefore, the resulting invoice has the following three pay items:

- 1,000 for the invoice
- 20 for the county tax
- 30 for the city tax

If the tax explanation code S is used, the resulting invoice has only one pay item for 1,000 with a tax amount of 50.

Caution

Any tax explanation codes other than AR that you use in the Real Estate Management system are subject to the standard financial tax processing and setup. See *Tax Explanation Codes* in the *Tax Reference Guide* for more detailed information.

The system stores tax rate and area information in the Tax Areas table (F4008).

See Also

- ❑ *Manual Billing Process* in the *Real Estate Management Guide* for detailed information about entering manual billings with taxes

See the following topics in the *Tax Reference Guide*:

- ❑ *Setting Up Tax Rate Areas* for information about setting up tax rate areas that are used with tax explanation codes other than AR
- ❑ *Setting Up Tax Authorities*
- ❑ *Setting Up AAls for Taxes*
- ❑ *Setting Up Tax Rules*
- ❑ *Tax Explanation Codes* for information about and examples of how the system uses tax explanation codes to calculate tax amounts

Before You Begin

- ❑ Set up tax authorities.
- ❑ Set up the appropriate tax AAls.

► **To set up tax rate areas for Real Estate Management**

From the Tax Processing and Reporting menu (G0021), choose Tax Rate/Areas.

1. On Work With Tax Rate/Areas, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Tax Rate/Area Revisions

OK Cancel Tools

Tax Rate/Area: NYC Effective Date: 01/01/07

Description: New York City Tax Expiration Date: 12/31/06

Tax Authorities

Address	Tax Authority	Bill Code	Tax Rate
4080	New York State Tax Authority		5.000
4040	New York City Tax Authority		3.250
TOTAL TAX			8.250

2. On Tax Rate/Area Revisions, complete the following fields:

- Tax Rate/Area
- Description
- Effective Date
- Expiration Date
- Address
Enter the address book number of the tax authority.
- G/L Offset
This field is required for tax explanation code AR.
- Tax Rate

Note

If you use tax explanation codes B (VAT + Use) or C (VAT + sales), you must enter the VAT tax authority and tax rate on the first line of the tax rate area.

3. Click OK.

Setting Up Log Standard Information

Log information further describes a lease or facility. For leases, the log information defines the terms and conditions of the lease, such as critical dates, lease options, text descriptions, and so on. For facilities, it defines area for expense participation, critical dates, the number of units within a building or on a floor, tenant improvements, inspection of the sprinkler system, and so on. The information entered as log lines is stored in the Log Standard Master table (F1523).

The Log Standard Level Selection form lets you set up and work with models, which are templates of standard log lines and extended text. After you set up the models you can copy them into leases, properties, buildings, floors, or units that have similar requirements. These standards are beneficial because they:

- Simplify the setup process for individual leases and facilities
- Allow you to set up a large number of leases or facilities more effectively
- Help maintain uniformity
- Reduce the possibility of errors

The system uses the following user defined codes to identify the models indicated:

- Tenant Lease Type (15/LT) for leases
- Business Unit Types (00/MC) for properties and buildings
- Grouping Code (15/GC) for floors
- Unit Type (15/UT) for units

You can update log information when necessary by revising log lines, deleting lines within logs, and adding more lines to the log after creating the initial log standard. When you revise the log standard, you change the current information for that log standard from that point forward. Logs already attached to leases or facilities do not change.

Additionally, you can attach a media object (for example, a lease abstract) to a log standard. Every time that you copy the log standard, the system includes the attached media object.

Setting Up Log Standard Levels

Before you enter log standards, you must set up log standard levels to specify the type of property for which you want to enter the log standards. The system allows you to choose from the following four standards:

- Business Unit Log Standards
- Floor Log Standards

- Unit Type Log Standards
- Lease Type Log Standards

After you specify a standard level, you can enter the actual log standards.

Before You Begin

- Ensure that the following user defined codes are set up:
 - Tenant Lease Type (15/LT)
 - Business Unit Types (00/MC)
 - Grouping Code (15/GC)
 - Unit Type (15/UT)
 - Log Class (15/LG)
 - Amenity Identification (15/AM)

See Also

- *Working with Media Objects* in the *Foundation Guide* for information about adding attachments

► To enter log standards

From the RE System Setup menu (G15412), choose Log Standards Information.

1. On Log Standard Level Selection, click one of the following options:
 - Business Unit Log Standards
 - Floor Log Standards
 - Unit Type Log Standards
 - Lease Type Log Standards
2. Complete the field from the following list that corresponds to the option that you specified:
 - Type Business Unit
 - Area Grouping Code
 - Unit Type
 - Lease Type
3. From the Form menu, choose Revisions.
4. On Log Standards Revisions, complete the following fields and click OK:
 - L C
 - AM ID

- Description
- Explanation -Remark-
- R S

Enter Y in the R S (Required Standards) field to specify that the log line is a required standard. If the log line is a required standard, no one can delete it from the model or change the information in the L C, AM ID, or UM fields. When you set up a lease, property or building, floor, or unit, you use processing options to specify whether you can change any of the other fields in a required standard log line.
- UM
- E.P. Code
- RP1
- RP2

Setting Up Statement Messages

You can set up the system to print user defined messages on statements that you send to customers. The Statement Messages program (P00191) uses UDC codes for table 15/MS as identifiers for the associated text that prints on the statement. Although you can set up an unlimited number of statement messages, the print statement program limits the number of messages that print to the following locations on the statement:

- The header portion of the statement.
- To the left of the total that appears following the statement detail.
- The aging portion of the statement, if you specify to print aging information.

You can specify a different message to print according to the aging category. For example, you might want a more severe message to print on statements with invoices in the 5th aging category than on statements with invoices in the 1st aging category. If one statement has invoices in multiple aging categories, the system prints the message associated with the oldest aging category.

The Statement Message program has processing options that allow you to specify either a 60- or 80-character message to print on the statement. Although the processing options allow you to specify a different UDC table to use, the Print Statements program accesses codes from table 15/MS only.

The system stores the statement message codes and associated text in the General Message Detail table (F00192).

See Also

- *Printing Real Estate Management Statements in the Real Estate Management Guide*

Before You Begin

- ❑ Verify your processing option settings as follows:
 - ❑ Ensure that you enter 15 in the System Code processing option and MS in the Record Type processing option. These two processing options are located on the Defaults tab.
 - ❑ Ensure that you enter 2 in the Text Type processing option on the Display tab.

► To set up statement messages

From the RE System Setup menu (G15412), choose Statement Messages.

1. On Work With Generic Message/Rate Types, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Enter Generic Message Rates

Product Code: 15 Real Estate Management

User Defined Codes: MS

Code	Description
1	1st delinquency
2	2nd delinquency
3	3rd delinquency
4	4th delinquency
5	5th delinquency
HOLIDAY	Holiday Message

2. On Enter Generic Message/Rates, complete the following fields for each message that you want to set up:
 - Code
 - Description
3. To set up the associated message text for the code, choose the code, and then choose General Message from the Row menu.
4. On General Message type the message text in the following field and click OK.
 - DescriptionProcessing option settings determine whether the length of the message can be 60 or 80 characters in length.

5. Repeat steps 3 and 4 for each unique message that you want to set up.

Processing Options for Generic Message/Rates Records (P00191)

Defaults Tab

These processing options allow you to specify the UDC table to which rates and messages can be associated.

1. System Code

2. Record Type

Display Tab

These processing options allow you to specify whether the information associated with the UDC code is a rate or text. If you specify text, you can also specify the total number of characters available for entry.

1. Text Type

1 = Display Rate Text

2 = Display Message Text

Use this processing option to specify the type of text that the system displays. Valid values are:

1

Rate text

2

Message text

2. Text Column Display

1 = 60 Column Display

2 = 80 Column Display

Use this processing option to specify the width, in characters, of the text column that the system displays. Valid values are:

1

60 characters

2

80 characters

Setting Up Lease Option Type Information

You can set up options for each lease type that you use, or for specific tenants. For example, you might offer an option for parking on commercial leases that you do not offer on leases for restaurants.

Option types include lease details such as mortgage information, options to renew, lease terms, right of first refusal, and insurance information. You can define these options as standard for a tenant or a lease type.

Lease option type information is stored in the following tables:

- Lease Option Type Header (F157011)
- Lease Option Type Detail (F157012)

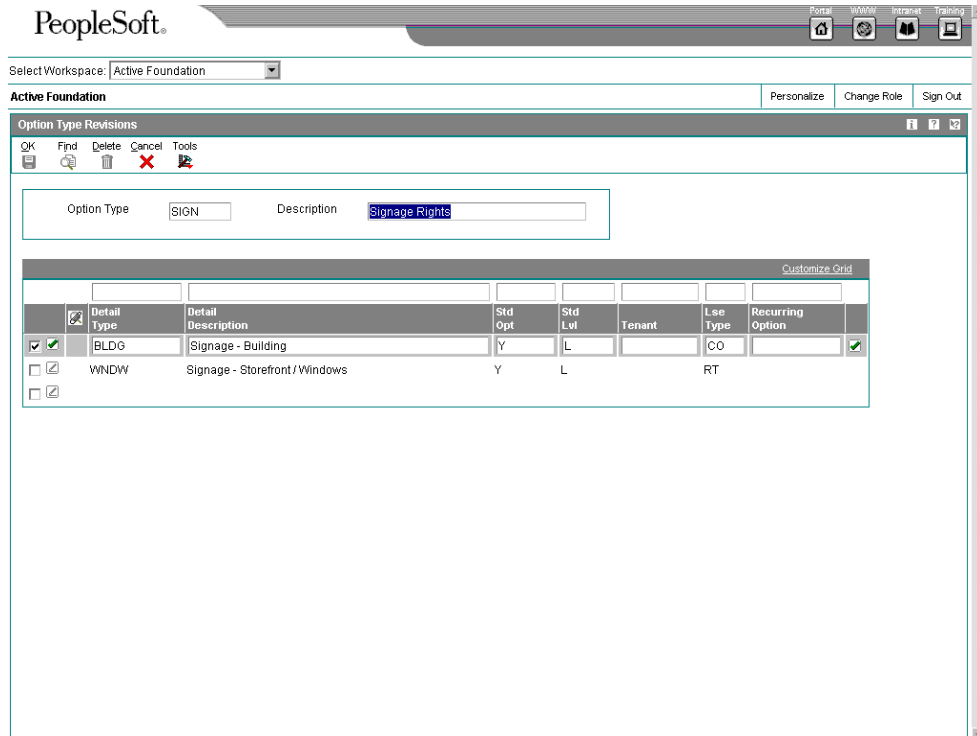
See Also

- *Legal Clause Information* in the *Real Estate Management Guide* for information about further defining option types with corresponding legal clause details

► To set up lease option type information

From the RE System Setup menu (G15412), choose Lease Option Type Information.

1. On Work With Option Types, click Add.



2. On Option Type Revisions, complete the following fields to specify the lease option:
 - Option Type
 - Description
3. Complete the following fields in the detail area:
 - Detail Type
 - Detail Description
4. Complete the following optional field:
 - Std Opt
 - Enter 1 to specify that the option type is standard and continue to the next step, or leave this field blank and continue to step 7.
5. Complete the following field to specify whether the standard applies to the lease or the tenant:
 - Std Lvl
6. Do one of the following:
 - If the standard level is lease, complete the following additional field:
 - Lse Type
 - If the standard level is tenant, complete the following additional field:

- Tenant

Note

You cannot specify that a lease option is standard for both a tenant and a lease.

7. Complete the following optional field:
 - Recurring Option
8. Click OK.

Facility Setup

Real Estate Management facility information for commercial or other rentable property is organized by properties or buildings, floors, and units. A property can be a building or group of buildings. Before you can set up information about the building in the Real Estate Management system, you must set up the building as a business unit in the General Accounting system. You organize business units (or buildings) by business unit type. The business unit type that you assign to your building directly corresponds to the log standards that you can apply.

After you set up your building, you can define the number of floors and the number of units per floor. Log standards can assist you in ensuring that all pertinent information about the building, floor, or unit is entered.

Setting Up Building Information

You set up and maintain information for properties and buildings in the Property/Building Information program (P15062).

Properties and buildings are business units. A building is the minimum required element for facility information and is the most specific level by which you can group accounts. To further define the information and allow for greater flexibility, you can associate one or more buildings with a common property, and subdivide a building into floors and units.

You can set up relationships between parent and subordinate business units using levels of detail. The level of detail indicates how a property or building is associated with a higher level of project or grouping. You can set up a hierarchy using up to nine levels, with level one being the least detailed level and level nine being the most detailed level. For example, you could set up a property (level one) that consists of a retail mall (level two), office building (level two), and parking structure within the office building (level nine). The default level of detail is nine.

When you set up a business unit, you must assign it to a company. When setting up relationships between properties and buildings that are associated with one another, consider assigning numbers in numerical sequence. For example, property 15001 has three buildings that are associated with it. You could set up the buildings as 40001, 50001, and 60001. A building associated with building 40001 could be 40002, and so on.

You can assign values for up to 30 category codes to define the parameters of the business unit (building) that are important to your organization. For example, you could use the category code for region to specify that a property is located in the western region.

Copying Building Log Standards

After you set up your building, you can assign the necessary information or “building log” to it. To reduce errors, you can copy the standard log information that is set up for the business-unit type. The setting of the Copy Log Standards processing option for the Property/Building Information program (P15062) determines whether the system automatically copies the appropriate log standards when you set up the building or whether you must manually copy the log:

- If the processing option is set to blank, to automatically copy the information, the system copies the model of the log standards when you add the building information.

- If the processing option is set to 1, to bypass the copy, then you can manually copy the log standards after you set up the building, or add the appropriate log lines individually.

Note

If a log line in the standard is designated as required (the RS field is set to Y), you cannot delete the line from the model or change the information in the corresponding LC, AM ID, or UM fields. If you need to change the log line, you must remove the Y from the RS field on the appropriate log standard, and then set the Required Standards Protection processing option for the Property/Building Information program to blank, Do not protect.

See Also

- ❑ *Setting Up Log Standard Information in the Real Estate Management Guide for information about adding and revising the building log standards*
- ❑ *See the following topics in the General Accounting Guide for more information about setting up and using business units:*
 - ❑ *Business Units*
 - ❑ *Setting Up Business Units*
 - ❑ *Assigning Category Codes to Business Units*

Before You Begin

- ❑ Set up an address book record for the property or building.
- ❑ Enter the business unit in the General Accounting System, and assign the appropriate business unit type and category codes.

► To enter property or building information

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Building Revisions

OK Delete Cancel Form Tools

Building 15010 Corporate Center

Building Info Tax/Account Info Description

Company 00150 Level of Detail 2 Posting Edit

B.U. Type FM Development Project

Facility Address 6277 Corporate Center

Remit to Address 150 Property Management Company

Project Number

Customize Grid

Area Type	Begin Date	End Date	Quantity	U/M	Description
REN	01/01/05	12/31/2010	50000	SF	

2. On Building Revisions, complete the following required fields in the header area:
 - Building
Enter the business unit number.
 - Description
3. Choose the Building Info tab and complete the following required fields:
 - Company
 - Facility Address
 - B.U. Type
Although this field is required, you can set up blank as a valid value in the UDC.
4. Complete the following optional fields:
 - Level of Detail
 - Posting Edit
 - Remit to Address
 - Project Number

5. Choose the Tax/Account Info tab and complete any of the following optional fields:
 - Tax Rate/Area
 - Tax Entity
 - Tax Area - Payroll
 - Burden Account
 - Labor Account
 - Premium Account
6. Choose the Description tab and complete any of the optional Additional Description fields.
7. Complete the following fields, as necessary, in the detail area and click OK:
 - Area Type
 - Begin Date
 - End Date
 - Quantity
 - UM
 - Description

► **To copy the building log standards**

From the Facility Setup menu (G15411), choose Property/Building Information.

1. On Work with Property/Buildings, complete any of the following fields to narrow your search, and then click Find:
 - Building
 - Company
 - Type Business Unit
2. Choose the facility and click Select.
3. On Building Revisions, choose Log Details from the Form menu.
4. On Log Details, choose Copy Logs from the Form menu.

The model of standard lines for the business unit type appears in the detail area.
5. Add, revise, or delete log lines, as necessary.

You can revise and delete only those log lines that are not required standards (that is, for which the RS field is blank).

6. Click OK.

If a line appears in blue, the log item was attached at the lease level and will be copied to the unit level of the building.

Processing Options for Property/Building Information (P15062)

Display Tab

This processing option enables you to specify whether to allow changes to the fields on a log line that is designated as required for the standard.

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether the system allows changes to the following required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

- 1 Do not allow changes to required standards fields.

If this option is set to 1, you will not be able to delete the associated logs with required standards.

Edits Tab

This processing option enables you to specify whether to validate the area entered for the building against the total areas entered for the floors of the building.

1. Area Edit (Building to Floor)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the building and the floors set up for the building. You will receive an error message if the total of the building square footage is less than the total square footage of the floors. Valid values are:

Blank Do not validate the square footage.

1 Validate the square footage.

Process Tab

These processing options enable you to specify whether to copy log standards automatically when a building is set up, and whether to copy the areas that are defined for a building if you choose to copy the building.

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the building logs.
Valid values are:

Blank Copy the log standards to the building logs.

1 Do not copy the log standards to the building logs.

2. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Use this processing option to automatically copy the records in the Area Master table (F1514) to a new building when you add the building by using the Copy button on the Work With Property/Buildings form. This functionality does not apply when you add a building manually without copying the records. Valid values are:

Blank

Automatically copy the F1514 table records from a selected building to the building being added.

1

Do not copy the F1514 table records. You must manually enter the areas for the new building.

Versions Tab

These processing options enable you to specify the versions of various programs that the system runs when the programs are accessed from the Form menu.

1. Floor Information (P1506) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Floor Information program (P1506) when the Floor Information form exit is chosen from the Work with Property/Buildings form.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Address Book (P01012) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Address Book program (P01012) when the Address Book form exit is chosen from the Work with Property/Buildings form.

If you leave this processing option blank, the system uses version ZJDE0001.

Printing the Property/Building Listing Report

From the Facility Setup menu (G15411), choose Property/Building Listing.

As an alternative to reviewing property and building information online, you can print the Property/Building Listing report (R15006P) to review the properties that have been set up. Because properties and buildings are business units, you might want to add data selection for Business Unit Type to limit the report to those business units that are set up as properties. When you run R15006P, you can choose to display category codes and log details.

The Property/Building Listing report includes information from the Business Unit Master table (F0006) and the Log Detail Master table (F1521).

Processing Options for Property/Building Listing (R15006P)

Print Tab

These processing options allow you to specify whether to print category code information, and whether to include the details of the building log, such as the log class, amenity identification codes, and so forth.

1. Print Category Codes

Blank = Print Category Codes 1-10

1 = Print Category Codes 1-20

2 = Print Category Codes 1-30

Use this processing option to specify which category codes will print on the report. Valid values are:

Blank Print category codes 1-10.

1 Print category codes 1-20.

2 Print category codes 1-30.

2. Print Log Details

Blank = Do not print log details

1 = Print log details

Use this processing option to specify whether log detail information for each property or building is included on the report. Valid values are:

Blank Do not include log details.

1 Include log details.

Setting Up Floor Information

After you set up the business unit and building information, you can assign floors to the building. Setting up floors is optional because a single unit could comprise the entire floor. If you do set up floors, you must assign each of them an area grouping code and area grouping value. The grouping code and value that you assign is useful for reporting purposes. The default area grouping code is FLOR, which signifies physical floor space. When you use this grouping code, the system automatically assigns the value of the floor to the area grouping value.

Copying Floor Log Standards

After you set up your floors, you can assign the necessary information or "floor log" to it. To reduce errors, you can copy the standard log information that is set up for the area grouping code. The setting of the Copy Log Standards processing option for the Floor Information program (P1506) determines whether the system automatically copies the appropriate log standards when you set up the floor or whether you must manually copy the log.

- If the processing option is set to blank (to automatically copy the information), the system copies the model of the log standards when you add the floor information.
- If the processing option is set to 1 (to bypass the copy), then you can manually copy the log standards after you set up the floor, or add the appropriate log lines individually.

Note

If a log line in the standard is designated as required (the RS field is set to Y), you cannot delete the line from the model or change the information in the corresponding LC, AM ID, or UM fields. If you need to change the log line, you must remove the Y from the RS field on the appropriate log standard, and then set the Required Standards Protection processing option for the Floor Information program to blank, Do not protect.

Validation for Areas

If you assign the value of FLOR to your grouping unit, you can set a processing option to validate the area of the floors that you set up against the area of the building. The system uses the date range that you specify to validate the rentable and useable areas that are set up for all of the floors in a building or for all of the units on a floor.

If the area of the floor changes and the total area of the building is exceeded, the system displays an error message. Similarly, if the total area of a floor is less than the total area of the units on the floor, the system displays an error message. To locate the error, review the information for the building, floors, and units on their respective forms. You must correct errors on the building level before you can make changes to the floor, and you must correct errors at the floor level before you can make changes to the units.

The system validates areas only under the following circumstances:

- The grouping code assigned to the floor is FLOR.
- The area types are defined in the Real Estate system constants. You must define area types for rentable and useable areas; the other three alternate areas are optional.
- The area master entries are set up for the building, floors, and units, and they correspond to the area types specified in the Real Estate system constants.

Note

When you add floors to UDC 15/FL, the code must be four characters in length and should be left-justified. For example, if adding floor 10, it must be entered with two leading spaces or zeros.

See Also

- ❑ *Setting Up Log Standard Information* in the *Real Estate Management Guide* for information about adding and revising the floor log standards

Before You Begin

- ❑ Set up the buildings or property.
- ❑ If processing options are set for validation, verify that the corresponding real estate system constants are set up.

Example of Area Validations

A building has a total rentable area of 70,000 square feet. The building contains three floors with the following rentable areas:

- 10,000 SF on the first floor
- 30,000 SF on the second floor
- 30,000 SF on the third floor

As you enter the three floors, the system compares the sum of the floor areas against the area of the building. Because the subtotal of 70,000 square feet is equal to the total area of the building, the system accepts the area of the third floor.

Similarly, if you had entered 20,000 SF, instead of 30,000 SF, for the second floor, the system would still accept the area of each floor because the total SF of the floors did not exceed the total for the building.

However, if you had entered 40,000 SF, instead of 30,000 SF, for the second floor, the system would return an error when you entered the area for the third floor because the sum (80,000 SF) exceeds the total area of the building. To locate which floor is in error, you must review the information for each floor.

Note

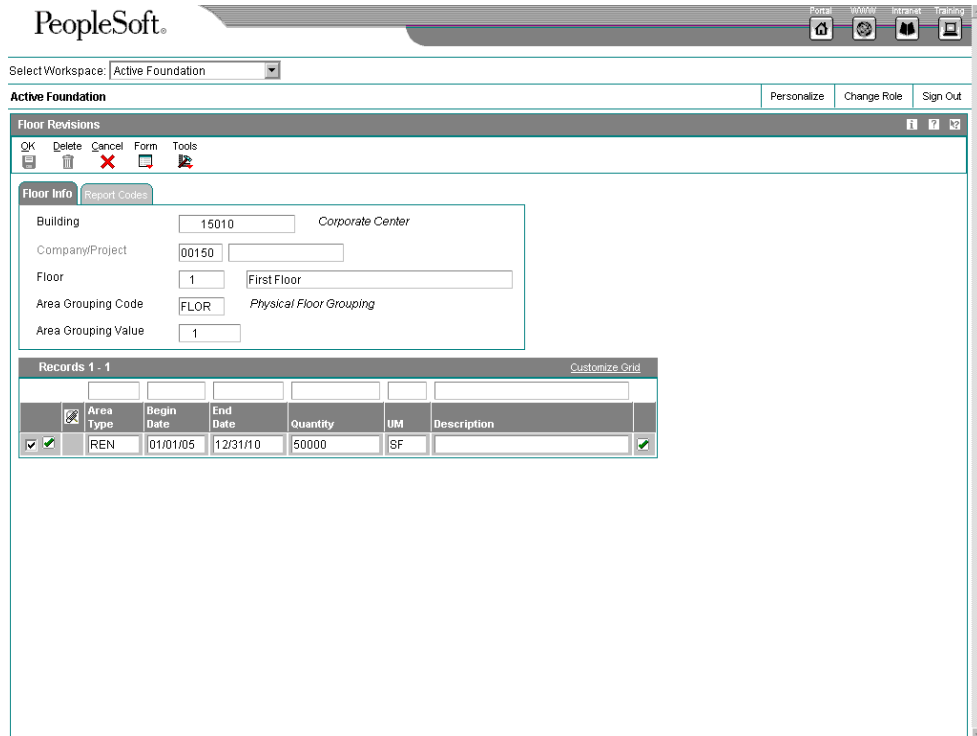
If the total area of all the units on a floor is less than the total area of that floor, the Building/Unit Statistics report (R15410) shows the difference as an undefined area for the floor.

If you enter date ranges for the floor areas that you specify, the system validates any new floors added to the building, as well as changes to the area against the date range.

► To enter floor information

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, click Add.



2. On Floor Revisions, on the Floor Info tab, complete the following required fields:
 - Building
 - Floor
 - Area Grouping Code
3. Complete the following optional field:
 - Area Grouping Value

If you enter FLOR in the Area Grouping Code field, the system automatically assigns the floor number to this field.
4. To assign reporting codes to the floor, choose the Report Codes tab and complete any of the following optional fields:
 - Report Code 01
 - Report Code 02
 - Report Code 03
 - Report Code 04
 - Report Code 05

5. Complete the following fields in the detail area and click OK:

- Area Type
- Begin Date
- End Date
- Quantity
- UM
- Description

► **To copy the floor log standards**

From the Facility Setup menu (G15411), choose Floor Information.

1. On Work With Floor Information, click Find to display all floors for all buildings, or complete the following fields to narrow your search, and then click Find:

- Building
- Floor
- Grouping Code
- Grouping Value

2. Choose the floor and click Select.

3. On Floor Revisions, choose Log Details from the Form menu.

4. On Log Details, choose Copy Logs from the Form menu.

The model of standard lines for the area grouping code appears in the detail area.

5. Add, revise, or delete log lines, as necessary.

You can revise and delete only those log lines that are not required standards (the RS field is blank).

6. Click OK.

Processing Options for Floor Information (P1506)

Display Tab

This processing option allows you to specify whether to allow changes to the fields on a log line that is designated as required for the standard.

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether to allow changes to the following required standards fields: Log Class, Amenity ID, Description and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

1 Do not allow changes to required standards fields.

If this option is set to 1, you will not be able to delete the associated logs with required standards.

Edits Tab

These processing options allow you to validate information such as the floor number and areas (floor to building and floor to unit), as well as to specify whether to use a default grouping code for the floor.

1. Floor Number Edit

Blank = Bypass editing

1 = Edit the floor number

Use this processing option to specify whether the system validates the floor number against the 15/FL UDC table. Valid values are:

Blank Do not validate the floor number.

1 Validate the floor number.

2. Grouping Code

Use this processing option to specify whether to limit entry to one grouping code. The code that you enter here will allow the system to use only one Area Grouping Code. The code entered will default into the Area Grouping Value for all transactions.

If this processing option is left blank, you can enter the Area Grouping Code for each floor referenced by the Floor Information Application (P1506).

3. Area Edit (Floor to Building)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the building and the floors set up for the building. An error will occur if the total of the floor square footage exceeds the square footage of the building.

Valid values are:

Blank Do not validate the square footage.

1 Validate the square footage

4. Area Edit (Floor to Unit)

Blank = Bypass the edit

1 = Perform the edit

Use this processing option to perform square footage edits between the floor and the units set up for the floor. An error will occur if the total square footage of the units exceeds the square footage of the floor.

Blank Do not validate the square footage.

1 Validate the square footage.

Process Tab

These processing options allow you to specify whether to copy log standards automatically when a floor is set up, and whether to copy the areas that are defined for the floor if you choose to copy the floor.

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether the system copies log standards to the floor logs. Valid values are:

Blank Copy log standards to the floor logs.

1 Do not copy log standards to the floor logs.

2. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Use this processing option to automatically copy the records in the Area Master table (F1514) to a new floor when you add the floor by using the Copy button on the Work With Floor Information form. This functionality does not apply when you add a floor manually without copying the records. Valid values are:

Blank

Automatically copy the F1514 table records from a selected floor to the floor being added.

1

Do not copy the F1514 table records. You must manually enter the areas for the new floor.

Versions Tab

These processing options allow you to specify the versions of programs that are accessed from the Form menu.

1. Property/Building (P15062) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Property/Building Information program (P15062) when the Property/Building form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Unit Information program (P15217) when the Unit Information form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

Setting Up Unit Information

After you set up buildings (and, optionally, floors), you can assign units to them. You use the Unit Information program (P15217) to set up and maintain information for a unit, which is any rentable area for which a lease exists (such as an office, a retail store, or a display area). Because the amount of area that is assigned to units can expand or shrink over the life of a lease, you can enter effective dates when you set up units, which simplifies your ability to track tenant activity.

As an alternative to adding each unit individually and entering the same standard information (such as building, floor, unit type, and so forth), multiple times, you can use the Multi-Unit Information program (P15071) to set up all of the units for a specific building on the same entry form, and then later assign detail information to each unit.

Additionally, to save time and reduce errors, you can manually copy units from one building to another building or use the Replicate Property/Units program to automatically copy units from one building to another building.

The system stores unit information in the following tables:

- Business Unit Master (F0006)
- Log Standard Master (F1523)
- Market/Potential/Renewal Rent Master (F159071)

Copying Unit Log Standards

After you set up your units, you can assign the necessary information or “unit log” to it. To reduce errors, you can copy the standard log information that is set up for the unit type. The setting of the Copy Log Standards processing option for the Unit Information program (P15217) determines whether the system automatically copies the appropriate log standards when you set up the unit or whether you must manually copy the log.

- If the processing option is set to blank (to automatically copy the information), the system copies the model of the log standards when you add the unit information.
- If the processing option is set to 1 (to bypass the copy), then you can manually copy the log standards after you set up the unit, or add the appropriate log lines individually.

Note

If a log line in the standard is designated as required (the RS field is set to Y), you cannot delete the line from the model or change the information in the corresponding LC, AM ID, or UM fields. If you need to change the log line, you must remove the Y from the RS field on the appropriate log standard, and then set the Required Standards Protection processing option for the Unit Information program to blank, Do not protect.

See Also

- ❑ *Setting Up Log Standard Information* in the *Real Estate Management Guide* for information about adding and revising the unit log standards

Before You Begin

- ❑ Set up buildings and properties.
- ❑ Set up floors, if necessary.

► To set up unit information

Use one of the following navigations:

From the Facility Setup menu (G15411), choose Unit Information.

From the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, click Add.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Unit Master Revisions

Unit Information Report Codes Mailing Address

Building 15020 Atrium Mall

Unit 101 Space 101

Floor 1 Test

Unit Type RSALE Retail Sales

Unit Usage S Sales/Services Unit Status

EP Unit Type Master/Sub Unit M

Area Type	Begin Date	End Date	Quantity	UM	Description
<input checked="" type="checkbox"/> REN			5,000.00	SF	Rentable Area <input checked="" type="checkbox"/>
<input type="checkbox"/> USE			4,700.00 SF		Useable Area

2. On Unit Master Revisions, complete the following required fields on the Unit Information tab:

- Building
- Unit
- Unit Type

3. Complete any of the following optional fields:

- Floor
- Unit Usage
- EP Unit Type
- Unit Status
- Master/Sub Unit

If you enter S to specify sub-unit, enter the unit number of the master unit in the unlabeled field to the right of this field. The field becomes visible when you navigate to another field on the form.

4. Choose the Report Codes tab and complete any of the following optional fields:
 - Report Code 01
 - Report Code 02
 - Report Code 03
 - Report Code 04
 - Report Code 05

5. Choose the Mailing Address tab and complete any of the following optional fields as necessary:
 - Mailing Address/Comment
 - State
 - Postal Code
 - Country

6. Complete the following fields in the detail area and click OK:
 - Begin Date
 - End Date
 - Quantity
 - UM
 - Description

Note

If the processing option is set to validate the total area defined for the units against the area defined for the floor, and the total unit area exceeds the total floor area, the system returns an error message, and you will not be able to add the unit or save changes to the unit until you correct the error.

► To copy the unit log standards

Use one of the following navigations:

From the Facility Setup menu (G15411), choose Unit Information.

From the Tenant & Lease Information menu (G1511), choose Unit Information.

1. On Work with Units, click Find to display all units for all buildings, or complete any of the following fields and options to narrow your search, and then click Find:
 - Tenant
 - Building
 - Unit Type/No
 - Unit Size
 - Thru
 - Floor No
 - Thru
 - Show Vacant Units
 - Show Occupied Units
 - Include Committed as Occupied
 - Starting Effective Date
 - Ending Effective Date
2. Choose the unit and click Select.
3. On Unit Master Revisions, choose Log Details from the Form menu.
4. On Log Details, choose Copy Logs from the Form menu.

The model of standard lines for the unit type appears in the detail area.
5. Add, revise, or delete log lines, as necessary.

You can revise and delete only those log lines that are not required standards (the RS field is blank). In addition, if a line appears highlighted in blue, the log item was attached at the lease level. This information carries through to the unit level.
6. Click OK.

► **To set up multi-unit information**

From the Facility Setup menu (G15411), choose Multi-Unit Information.

1. On Work with Buildings, complete the following field and click Find:
 - Building
2. Choose the building and click Select.
3. On Multi Unit Information, complete the following fields in the detail area of the form:
 - Unit I.D.

- Unit Type
- Description
- Unit Usage
- Floor No.
- Master/Sub
- Master Unit
Complete this field only when you specify S in the Master/Sub field.
- EP Unit Type

4. Click OK.

Processing Options for Unit Search (P15217)

Display

1. Required Standards Protection

Blank = Do not protect
1 = Protect required standards

2. Speculative Lease Occupancy Status

Blank = Display units as vacant
1 = Display units as occupied
3. Enter up to five lease statuses that will be used to determine which logs are suppressed in the Unit Log Detail application.

Lease Status 1

Lease Status 2

Lease Status 3

Lease Status 4

Lease Status 5

Edits

1. Floor Number Edit

Blank = Bypass editing
1 = Edit the floor number

2. Area Edit (Floor to Unit)

Blank = Bypass the edit
1 = Perform the edit
Process

1. Copy Log Standards

Blank = Automatically copy
1 = Bypass copy

Specify the Area Type that should be used to retrieve area values by selecting a value for Processing Option 2 or 3.

*RENTABLE will be used if both options are left blank.

2. Search Area Type

*RENTABLE = Rentable area type

*USEABLE = Useable area type

3. Alternate Area Type

4. Option Log Classes

5. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Versions

1. Floor Information (P1506) Version

Blank = ZJDE0001

2. Lease Information (P1501) Version

Blank = ZJDE0001

Processing Options for Multi-Unit Information (P15071)

Process Tab

This processing option enables you to specify whether to copy log standards automatically when a unit is set up.

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the unit logs. Valid values are:

Blank Copy the log standards to the unit logs.

- 1 Do not copy the log standards to the unit logs.

Versions Tab

This processing option enables you to specify the version of the program to use when it is accessed from the Form menu.

1. Unit Revisions (P15217) Versions

Blank = ZJDE0001

Use this processing option to specify whether the system overrides the default version of the Unit Revisions program (P15217) when the Unit Revisions form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

Replicating Units

From the Facility Setup menu (G15411), choose Replicate Property / Units.

As an alternative to setting up units manually, you can use the Replicate Property/Units program to help you quickly set up units in a building (target) that are similar to existing units in another building (source). You can instruct the system to replicate (copy) only the general information for the units or include detail information such as log lines.

If you copy units into a target building where other units exist, the system does not replace any existing units. Instead, it appends new units.

You use processing options to control the information that the system copies, as follows:

- To copy only the general information for all units from the source, complete the Property From and Property To processing options on the Process tab.
- To limit the replication to a range of units, you must also complete the Unit From and Unit To processing options on the Process tab.

Note

If you specify a range of units with alphanumeric numbers, the system also copies any numeric units within the range specified. For example, if the source building has units 10 through 30, and units A10, B12, C14, and D16, and you enter A10 in the Unit From processing option and C14 in the Unit To processing option, the system copies units A10, B12, and C14, as well as units 10 through 14.

To ensure that you create the desired units, you can run this program in proof mode to produce a report only, without changing data.

After you replicate the units, you can modify any information as necessary using the Unit Information program (P15217).

See Also

- *Setting Up Unit Information* in the *Real Estate Management Guide*

Processing Options for Replicate Property / Units (R15115)

Process Tab

These processing options enable you to specify the source building and the units to copy.

1. Property From

Use this processing option to define the property or building from which you want to copy units. The property or building must be previously defined using the Property/Building Information program (P15062) and have units associated with it. This property or building is the source.

2. Property To

Use this processing option to define the property or building to which you want to copy units. The property or building must be previously defined using the Property/Building Information program (P15062) and have units associated with it. This property or building is the target.

3. Unit From

Use this processing option to identify the starting unit for the range of units to be copied. If you leave the Unit To processing option blank, the system copies the starting unit and all units greater than the starting unit.

If you leave this option blank, the system copies the ending unit and all units less than the ending unit. If you leave both processing options blank, the system copies all units for the specified property or building.

If you are copying a range of units with alpha and numeric characters, the alpha/numeric units will be copied along with numeric units included in the range without the alpha characters.

4. Unit To

Use this processing option to identify the ending unit for the range of units to be copied. If you leave the Unit From processing option blank, the system copies the ending unit and all units less than the ending unit. If you leave this option blank, the system copies the starting unit and all units greater than the starting unit. If you leave both processing options blank, the system copies all units for the specified property or building.

If you are copying a range of units with alpha and numeric characters, the alpha/numeric units will be copied along with numeric units included in the range without the alpha characters.

Copy Logs Tab

These processing options enable you to specify whether to copy log lines, log text, and log quantities associated with the source unit information.

1. Copy Log Lines

Blank = Do not copy

1 = Copy log lines

Use this processing option to specify whether to copy the log lines for each unit. Valid values are:

Blank

Do not copy the log lines.

1

Copy the log lines.

2. Copy Log Text

Blank = Do not copy

1 = Copy log text

Use this processing option to specify whether to copy the log text for each unit. The system copies log text only if log lines are copied. Valid values are:

Blank

Do not copy the log text.

1

Copy the log text.

3. Copy Log Quantity

Blank = Do not copy

1 = Copy log quantity

Use this processing option to specify whether to copy the quantity for each log line. The system copies the log line quantity only if log lines are copied. Valid values are:

Blank

Do not copy the quantity for each log line.

1

Copy the quantity for each log line.

Select Tab

These processing options enable you to specify the unit information to copy and provide default values for effective dates.

1. Copy Area Records

Blank = Do not copy

1 = Copy ALL records

2 = Copy based on Effective Date

Use this processing option to copy the area records associated with the criteria defined for replication. Valid values are:

Blank

Do not copy the area records.

1

Copy all area records.

2

Copy area records based on an effective date.

2. Area Record Effective Date

Blank = System Date

Use this processing option to enter the area record effective date. The system only uses this option if area records are selected to be copied. If you leave this option blank, the system uses the system date.

3. Copy Rent Amounts

Blank = Do not copy

1 = Copy ALL Records

2 = Copy based on Effective Date

Use this processing option to copy the rent amounts associated with the criteria defined for replication. Valid values are:

Blank

Do not copy the rent amounts.

1

Copy all rent amounts.

2

Copy the rent amounts based on an effective date.

4. Rent Amount Effective Date

Blank = System Date

Use this processing option to enter the rent amount effective date. The system only uses this option if rent amount records are selected to be copied. If you leave this option blank, the system uses the system date.

Print Tab

These processing options specify whether the system generates a report only or performs the update, as well as whether the system generates the report with detail information or summary information only.

1. Print Edit Report

Blank = Print edit report only

1 = Perform update

Use this processing option to create new units and associated records or print a report without creating any records. Valid values are:

Blank

Print a report without creating any new records.

1

Create new units and associated records.

2. Summary or Detail Report

Blank = Detail report

1 = Summary report

Use this processing option to specify whether the system generates detailed or summary reports. Valid values are:

Blank

Print a detailed report.

1

Print a summary report.

Printing the Unit Listing Report

From the Facility Setup menu (G15411), choose Unit Listing.

As an alternative to reviewing unit information online, print the Unit Listing report (R1507P). The report prints the same information that you can review online, including the following:

- Unit type
- Unit usage
- Unit status
- Tenant
- Rentable area
- Useable area

Additionally, you can use processing options to specify a third area type that the system includes as a column on the report.

Processing Options for Unit Listing (R1507P)

Process Tab

These processing options enable you to specify the date to use to select units and an alternate area type in addition to Rentable and Useable.

1. Report As Of Date

Use this processing option to specify the as of date the system uses to identify occupied units on the Unit Master Listing report.

The system recognizes a unit as occupied if the move-in date of the tenant occurs on or before the as of date. If the planned-out and actual-out dates of the most recent tenant occur on or before the as of date, the unit has a status other than occupied.

If you leave this option blank, the system date will be used.

2. Alternate Area Type

Use this processing option to specify the alternate area type that the system should print in addition to the rentable and useable area types. Valid values are found in User Defined table (15/AR).

Print Tab

This processing option enables you to specify whether to start a new page on the report for each new building.

1. Page Break on Building Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system creates page breaks in the report based on changes to the building number. Valid values are:

Blank Do not create page breaks for each building number.

1 Create page breaks for each building number.

Setting Up Market, Renewal, and Potential Rent Information

You can analyze how much rent to charge for one or more units using the Market/Renewal/Potential Rent program (P159071). Based on your input, the system can calculate the market rent (the highest rent that you could charge for the property), the potential rent (the rent that you could most likely receive for the property), and the renewal rent (the actual rent after discounts and adjustments have been deducted).

This program is useful for preparing budgets and examining cash flow. The system displays all of the rent amounts as annual amounts per square foot and uses this information when calculating rent projections.

► To set up market, renewal, and potential rent information

From the Facility Setup menu (G15411), choose Market/Renewal/Potential Rent.

1. On Work with Market/Renewal/Potential Rent, complete the following field:
 - Business Unit
2. Click the option that corresponds to the type of rent information that you want to enter, and then click Find:
 - Market Rent
 - Renewal Rent
 - Potential Rent

The system displays the field that corresponds to the option you choose on the following form. For example, if you choose the Market Rent option, the system does not display the fields to enter the renewal or potential rent.

3. Choose the building and click Select.
4. On Market/Renewal/Potential Rent Revisions, click Find to locate all the units in the building or complete the following fields to narrow the search criteria, and then click Find:
 - Floor Number
 - Unit Number
 - Unit Type
 - Unit Usage
 - Unit Size

- Through
- From Date
- Thru Date

For example, you could limit the search to stores with areas between 1,500 and 2,000 square feet that sell men's clothing.

5. Complete the field that corresponds to the selected option:

- Market Rent
- Renewal Rent
- Potential Rent

The rent amount field available in the header area depends upon the rent amount option that you chose on the Work with Market/Renewal/Potential Rent form.

6. To assign the rent amount, choose one or more units, and then click Copy.

The system copies the rent amount entered to all of the units that you chose.

7. Click OK.

Processing Options for Market / Renewal / Potential Rent (P159071)

Process Tab

These processing options allow you to specify the area type on which to base rent amounts.

1. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to determine which area type the system should use from the Property Management Constants table (F1510B) for the application.

Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM Constants table.

*USEABLE Retrieve the area type defined as useable in the PM Constants table.

2. Alternative Area Type

Use this processing option to determine which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in UDC 15/AR.

Versions Tab

This processing option allows you to specify the version of the Unit Information program that the system accesses from the Form menu.

1. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Unit Information program (P15217) when you select the Market/Renewal/Potential Rent program (P159071) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Printing the Building / Unit Statistics Report

From the Facility Setup menu (G15411), choose Building / Unit Statistics.

After you set up units for a building, you can run the Building / Unit Statistics report (R15410) to print information about the area types defined for each unit. The system prints a subtotal of each area type by floor and by building. Processing options allow you to define up to five columns of area information, such as rentable, useable, and so forth.

The report is based on the Market/Potential/Renewal Rent Master table (F159071) and also includes information from the Lease Master Header (F1501B), Lease Master Detail (F15017), and Log Standard Master (F1523) tables.

Processing Options for Building / Unit Statistics (R15410)

Select Tab

These processing options enable you to specify the date that the system uses to select records to print on the report, as well as to define the column headings and area type to print.

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report. This processing option controls the date that the system uses to retrieve square footage (area) information.

Column Heading 1

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 1

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

Column Heading 2

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 2

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

Column Heading 3

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 3

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

Column Heading 4

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 4

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

Column Heading 5

Use this processing option to display up to five columns of statistical information on the report. The column heading field allows up to 11 user defined characters. If you leave the column heading for any column blank, that column will not be printed.

Area Type 5

Use this processing option to display up to five columns of statistical information on the report. In addition to the column heading text, you must enter a valid area type value. Valid area types appear in the Area Type User Defined Table (15/AR).

If you leave the column heading for any column blank, that column will not be printed.

Print Tab

This processing option enables you to specify whether to print subtotals by unit type on the report.

1. Subtotals By Unit Type

Blank = Do not print subtotals by unit type

1 = Print subtotals by unit type

Use this processing option to specify whether the system prints subtotals by unit type. Valid values are:

Blank

Do not print subtotals by unit type.

1

Print subtotals by unit type.

Setting Up Tenant Information

After you set up property information, you can assign tenants to the units. You set up information about the companies and people with whom you do business as tenants using the Tenant Information program (P01012), which is identical to the Address Book revisions program (P01012).

To differentiate tenants from other address book records, you can assign them a unique search type, such as T (for tenant). You must enter tenant address book records before you can enter related real estate information, such as assigning tenants to a lease.

Note

The system uses the address in Address Line 1 as the mailing address for tenant statements and invoices. If your tenants require you to send statements and invoices to a different payee (for example, to a parent company or regional office), enter an address book record for the payee, and then reference their address book number in the Parent Number field on the Related Address tab of the tenant's address book record.

See Also

- *Address Book Maintenance* in the *Address Book Guide* for information about adding and revising address book records

Setting Up Lease Information

A lease is an agreement between a lessee (tenant) and a lessor (owner or property manager) that specifies a period of time and rent payable to the lessor. The lease is the basis for invoices or vouchers, and receipts or payments. When you set up leases for tenants, you enter the name and location of the tenant, the area that the tenant occupies, the terms of the rental, and so on.

You set up information about leases that are associated with the tenants by using the Lease Information program (P1501). Tenant leases can be as simple or as complex as necessary. You can set up and maintain coterminous and holdover leases in addition to regular leases and subleases. The system can calculate annual rent on a rentable or useable area basis using the following information provided by running the corresponding Real Estate Management programs:

Information	Program
Built-in rate increases that are associated with your choice of indices	Escalation Indices (P1550)
Sales overage information	Sales Overage Information (P15013)
Start and stop points for common area maintenance (CAM) fees	Expense Participation Information (P15012)
Straight-line rent using FASB 13 standards	FASB 13 Generation (R15130)

The system stores lease information that you enter in the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017).

Copying Lease Log Standards

After you set up a lease, you can assign the necessary information or “lease log” to it. To reduce errors, you can copy the standard log information that is set up for the lease type. The setting of the Copy Log Standards processing option for the Lease Information program determines whether the system copies the appropriate log standards automatically when you set up the lease or whether you must copy the log manually.

- If the processing option is set to blank (to copy the information automatically), the system copies the model of the log standards when you add the lease information.
- If the processing option is set to 1 (to bypass the copy), then you can copy the log standards manually after you set up the lease, or add the appropriate log lines individually.

Note

If a log line in the standard is designated as required (the RS field is set to Y), you cannot delete the line from the model or change the information in the corresponding LC, AM ID, or UM fields. If you need to change the log line, you must remove the Y from the RS field on the appropriate log standard, and then set the Required Standards Protection processing option for the Lease Information program to blank, Do not protect.

See Also

- ❑ *Setting Up Log Standard Information* in the *Real Estate Management Guide* for information about adding and revising the lease log standards

Before You Begin

- ❑ Set up tenants and, if applicable, alternate payees in the Address Book system.

► To set up a new lease

From the *Tenant & Lease Information* menu (G1511), choose *Lease Information*.

1. On *Work with Leases*, click *Add*.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Lease Master Revisions

Lease: 15341 t Eddie Bear Version Beg/End

Lease Info Page 1

Tenant: 1530 Eddie Bean Outlet Store Lease Type: RT Retail

Lease Manager: Lease Status: Default

Alt. Payee: 1530 Eddie Bean Outlet Store Payment Terms: 004 Due First of Month

Payment Source: Lessee: Y

Term of Lease: 61 MO Begins: 05/22/03 Ends: 05/31/08 Org. End: 05/31/08

	Building	Co	Unit	Move-In Date	Plan-Out Date	Actual-Out Date	Rentable Area	Useable Area	Unt Grp	Occupant Address	SIC
<input checked="" type="checkbox"/>	15020	00150	102	05/22/03	05/31/08		5,000.00	4,800.00			
<input type="checkbox"/>		15020	00150	203	05/22/03	05/31/08	3,000.00	2,500.00			

2. On *Lease Master Revisions*, complete the following field in the header area:

- Lease

If you leave the Lease field blank, the system assigns the lease number.

3. On the Lease Info Page 1 tab, complete the following fields:

- Tenant
- Lease Manager
- Alt. Payee
- Payment Source
- Lease Type
- Lease Status
- Payment Terms
- Lessee

Caution

Do not change the Lessee field during the term of the lease. Instead, you should create one lease to generate A/R invoices and a separate lease for A/P vouchers.

- Term of Lease
If you leave the Term of Lease field blank, the system calculates a value based on the lease dates.
- Begins
- Ends

4. Choose the Lease Info Page 2 tab and complete the following fields as necessary:

- Print (I/S/N)
- Subldgr Inact.
- Dsp. Notice
- Mgmt. Fee
- Tenant SIC
- Supplemental Date
- Start Rent Date
- Rent Year - Begin Month
- Lease Year - Begin Month

- Own/Lease
5. If you are using multicurrency, click the Currency tab and complete the following fields:
 - Lease Currency Code
 - Lease Override Exchange Rate
 6. Complete the following fields in the detail area, and then click the next detail line:
 - Building
 - Unit
- The system locates the unit and completes the rest of the fields in the detail area. If you need to revise this information, you must revise it at the unit level.

If do not know the building and unit number, you can choose Unit Search from the Form menu to locate the units.

7. If you are using multi-currency, complete the following fields in the detail area as applicable:
 - Trans Curr
 - Override Exch Rate

Note

The system assigns the value of the Lease Currency Code field on the Currency tab to the Base Currency field in the detail portion of the form. All detail records and versions of a lease must use the same base currency. You can assign and change the transaction currency codes on detail records and lease versions as necessary.

8. Click OK.

► **To copy lease log standards**

From the Tenant & Lease Information menu (G1511), choose Lease Information.

1. On Work with Leases, click Find to display all leases, or complete any of the following fields to narrow your search, and then click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project

- Lease Type/Status
2. To display all versions of the lease, click the following option:
 - Display All Versions
 3. Choose the lease and click Select.
 4. On Lease Master Revisions, choose Log Details from the Form menu.
 5. On Log Details, choose Copy Logs from the Form menu.

The model of standard lines for the lease type appears in the detail area.
 6. Add, revise, or delete log lines, as necessary.

You can revise and delete only those log lines that are not required standards (lines for which the RS field is blank).
 7. Click OK.

Note

If a line appears in blue, the log item was attached at the lease level. This information carries through to the unit level.

Processing Options for Lease Master Maintenance (P1501)

Defaults Tab

1. Move-In Date Default

Blank = Default the lease begin date

1 = Bypass the default

Use this processing option to specify whether the lease begin date is the default move-in date for the unit. Valid values are:

Blank Default the lease begin date into the move-in date.

1 Do not default the lease begin date.

If the move-in date field is left blank, accurate searches on occupied or vacant space will be compromised.

2. Plan-Out Date Default

Blank = Default the lease end date

1 = Bypass the default

Use this processing option to specify whether the lease end date is the default plan-out date for the unit. Valid values are:

Blank Default the lease end date into the plan-out date.

1 Do not default the lease end date.

If the plan-out date field is left blank, accurate searches on occupied or vacant space will be compromised.

3. Search Default For Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default search value on the Work With Lease form.

*LAST The system will display the version of the lease with latest effective date.

*CURRENT The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

Display Tab

1. Required Standards Protection

Blank = Do not protect

1 = Protect required standards

Use this processing option to specify whether to allow changes to the following required standards fields: Log Class, Amenity ID, Description, and Unit of Measure. Valid values are:

Blank Allow changes to required standards fields once the required standards field has been cleared.

1 Do not allow changes to required standards fields.

2. Warning Message Suppression

Blank = Display warning messages

1 = Suppress warning messages

Use this processing option to specify whether warning messages are displayed when the Unit Number field is invalid or blank. Valid values are:

Blank Display warning messages for invalid or blank units.

1 Do not display warning messages for invalid or blank units.

The system will display error messages regardless of how you set this processing option.

Edits Tab

1. Require Lease Manager

Blank = Optional

1 = Required

Use this processing option to specify whether the Lease Manager field is required. Valid values are:

Blank Lease Manager field is optional.

1 Lease Manager field is required.

2. Unit Number Edit

Blank = Valid unit required

1 = Unit number optional

2 = Invalid unit number allowed

Use this processing option to specify whether a valid unit number is required.

Valid Values are:

Blank Valid unit number is required.

- 1 Unit number is optional (blanks allowed).
- 2 Invalid unit number is allowed.

3. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system will display the FASB

13 warning window. If the FASB 13 has already been generated for the lease, the warning window will activate when any related data is changed. Valid values are:

Blank Do not display the FASB 13 warning window.

- 1 Display the FASB 13 warning window.

If this processing option is left blank and the user does not enter Y to allow for FASB 13 regeneration, you will need to generate the FASB 13 manually.

4. Require Collection Manager

Blank = Optional

1 = Required

Use this processing option to specify whether the Collection Manager field is required. Valid values are:

Blank Collection Manager field is optional.

- 1 Collection Manager field is required.
-

Process Tab

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to copy log standards to the lease logs.
Valid values are:

Blank Copy the log standards to the lease logs.

1 Do not copy the log standards to the lease logs.

2. Speculative Lease Display and Entry

Blank = Both

1 = Nonspeculative leases only

2 = Speculative leases only

Use this processing option to specify whether to allow the display and entry of speculative and nonspeculative leases. Valid values are:

Blank Allow the display and entry of speculative and nonspeculative leases.

1 Allow the display and entry of nonspeculative leases only.

2 Allow the display and entry of speculative leases only.

3. Copy Clause Option Standards

Blank = Do not copy automatically

1 = Copy Tenant level standards

2 = Copy Lease level standards

3 = Copy both Tenant and Lease levels

Use this processing option to specify the option type standards to automatically copy to the Legal Clause table (F1570) when you create a lease. Valid values are:

Blank

Do not copy automatically.

1

Copy tenant level standards. This copies any option type that is defined as standard for the tenant.

2

Copy lease level standards. This copies any option type that is defined as standard for the lease type.

3

Copy both tenant and lease level standards. This copies any option type that meets the defined tenant or lease type criteria.

Versions Tab

1. Unit Information (P15217) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Unit Information program (P15217) when the Unit Revisions row exit or the Unit Search form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Recurring Billing (P1502) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Recurring Billing Information program (P1502) when the Recurring Billing form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

3. Expense Participation (P15012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Expense Participation Information program (P15012) when the Expense Participation form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

4. Escalation (P15016) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Escalation Information program (P15016) when the Escalations form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

5. Sales Overage (P15013) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Sales Overage Information program (P15013) when the Sales Overage form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

6. Address Book (P01012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Address Book Revisions program (P01012) when the Address Book form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

7. Tenant A/R Ledger Inquiry (P15222) Version

Blank = ZJDE0001

Use this processing option to specify the version of Tenant A/R Ledger Inquiry program (P15222) when the A/R Ledger form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

8. A/P Ledger Inquiry (P0411) Version

Blank = ZJDE0001

Use this processing option to override the default version of the A/P Ledger Inquiry program (P0411) when the A/P Ledger form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

9. A/P Inquiry By Business Unit (P04220) Version

Blank = ZJDE0001

Use this processing option to override the default version of the A/P Inquiry By Business Unit program (P04220) when the A/P BU form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

10. Security Deposits (P1565) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Security Deposit Maintenance program (P1565) when the Sec Deposits form exit is chosen.

If you leave this processing option blank, the system uses version ZJDE0001.

11. Legal Clause Information (P1570) Version

Blank = ZJDE0001

Distribution Tab

Use this processing option to override the default version of the Legal Clause Information program (P1570). If you leave this processing option blank, the system uses version ZJDE0001.

1. Distribution Structure Type

Use this processing option to specify the structure type of the workflow distribution list to be used when a new lease version is created. The structure type and the parent number together determine which distribution list will be used for message routing.

You can access initial setup from the Workflow Management menu (G02).

2. Distribution Parent Number

Use this processing option to specify the parent address book number that will be assigned to a new lease version. The parent number and structure type together determine the workflow distribution list. A message will be sent to all members under the parent number of the distribution list when a new lease version is created.

If this option is left blank, no message will be sent when a new lease version is created.

If the Structure Type/Parent Number combination is not found in the Address Organization Structure Master File (F0150), only the Address Number specified in the option will receive a message.

You can access initial setup from the Workflow Management menu (G02).

Currency Tab

1. Default Currency From

Blank = Default currency from tenant

1 = Default currency from alternate payee

2 = Default currency from building

3 = No default

Use this processing option to specify the default transaction currency code. Valid values are:

Blank

Use the currency code from the tenant as the default transaction currency code.

1

Use the currency code from the alternate payee as the default transaction currency code.

2

Use the currency code from the building as the default transaction currency code.

3

No default transaction currency code.

2. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether you can override the transaction currency code that defaults from the lease. If an override is allowed, you can change the transaction currency when a line is entered or before it is billed. This value locks after the line is billed. If an override is not allowed, the transaction currency code value displays but is disabled. Valid values are:

Blank

Allow transaction currency override.

1

Use the transaction currency code that defaults from the lease.

3. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether you can override the exchange rate that either defaults from the lease or is retrieved from the Exchange Rate table (F0015) at billing generation. If you allow an override, you can change the exchange rate at any time. If you do not allow an override, the system displays the exchange rate value that was entered for the lease. However, the exchange rate value on the form is disabled for changes. Valid values are:

Blank

Allow the exchange rate to be overridden.

1

Use the exchange rate that defaults from the lease, or leave blank to retrieve exchange rate at billing generation.

Creating New Lease Versions

You can easily accommodate the changing needs of your tenants by creating new versions of their lease. For example, if a tenant wants to expand his rentable area by 2,000 square feet during his 36-month lease, you can create a subset of his existing lease, make the necessary changes, and save the lease as a new version.

Creating a new version of a lease is advantageous because the system copies the information from the existing lease, so that you do not have to reenter the same information. The system also allows you to track activity for all versions of the lease.

Before You Begin

- Set up versioning in the Real Estate Management system constants. See *Setting Up Real Estate Management System Constants* in the *Real Estate Management Guide*.

► To create a new version

From the Tenant & Lease Information menu (G1511), choose Lease Information.

1. On Work with Leases, click Find to locate all leases or complete the fields in the header portion of the form to narrow your search, and then click Find.
2. Choose the lease and click Select.
Alternatively, you can choose Revisions from the Row menu.
3. On Lease Master Revisions, choose New Version from the Form menu.
4. On Version Confirmation, complete the following field:
 - Version Effective Date
If you do not specify a version effective date, the system will not create the new version.
5. Click one of the following options to specify whether to copy lease log standards:
 - No Logs
 - Log Standards
 - Current LogsIf you do not copy the logs for the existing version, you cannot copy them at a later date. However, you can copy the log *standards* at a later date and revise them.
6. Click one of the following options to copy information from the existing lease version or the standards:
 - No Options
 - Tenant Standards
 - Lease Standards
 - Both Standards

- Current Options

If you specify Current Options, the system displays the following additional options. Choose one or more options as necessary:

- Clause Options Audit
- Clause Amounts
- Space Detail
- Space Detail Audit

If you choose an option for which no information exists, the system ignores it.

7. Click OK.

The system redisplay the Lease Master Revisions form and assigns the new version of the lease in the header area.

8. On Lease Master Revisions, complete or revise any of the fields as necessary.

Note

When revising dates, be sure to clear the value in the Term of Lease field. When you save changes, the system recalculates and displays the new lease term in the field.

9. Click OK.

10. On Work with Leases, to display all versions of all leases, click the following option and click Find:

- Display All Versions

A green check mark indicates the default lease version as defined in the processing options:

- If the processing option default is *CURRENT, the system displays the version of the lease that is effective as of the system date.
- If the processing option default is *LAST, the system displays the version of the lease with the latest effective date.

Note

When you create a new lease version, the system updates the Version End Date field of the previous version with the date that is immediately prior to the effective date of the new version. For example, if the lease version is 1, and you create a new version using 6/01/05 as the effective date, the system updates the Version End Date of version 1 to 5/31/05.

11. To return to the new lease version, click the purple icon next to the Display All Versions option.

Legal Clause Information

You use legal clause information to access and track option types and related lease information for retail and commercial leases, and to store this information in one location without having to refer to the actual lease. For example, after you establish an option type, such as early termination or first right of refusal, you can further define the option types with corresponding details such as beginning dates, end dates, notice dates, critical dates, space details, and associated option amounts.

Processing options for the Legal Clause Information program (P1570) allow you to specify additional forms to display, such as Space Detail Revisions, Clause Amount Revisions, and Clause Options Audit Revisions, when you add legal clause information.

The system uses the Legal Clause Table (F1570) to track information at the source section or paragraph level of the original lease, and associates all of the related information by using a legal clause number key that is assigned through Next Numbers. Additionally, the system maintains legal clause information in the following tables:

- Legal Clause Options Audit (F15701)
- Legal Clause Space Detail (F15702)
- Legal Clause Space Detail Audit (F157021)

As an alternative to reviewing legal clause information online, you can generate the following reports to review critical dates and corresponding information that allows you to determine necessary courses of action for each lease option.

- Legal Clause Report (R15710)
- Legal Clause Options Audit Report (R157101)
- Space Detail Audit Report (R157102)

See Also

- ❑ *Setting Up Lease Option Type Information* in the *Real Estate Management Guide* for information about entering and maintaining lease option types

► To enter legal clause information

From the Tenant & Lease Information menu (G1511), choose Legal Clause Information.

1. On Work With Legal Clauses, click Add.
2. On Legal Clause Revisions, complete one of the following fields:
 - Tenant
 - Lease
3. If you chose Lease, complete the following additional field:
 - Lease Version
4. To specify the clause, complete the following fields:
 - Option Type

The system completes the Detail Type field based on the value you choose for the option type.

- Option Status
5. To establish critical lease and option dates, complete the following fields:
 - Begin Date
 - End Date
 - Notice Date
 - Critical Date

If you leave the Begin and End Dates blank, and the clause is entered for a lease, the system uses the beginning and ending dates of the version of the lease specified.

6. To specify the individual who is responsible for the notice option, complete the following field:
 - Notice Responsibility
7. To specify the source section or paragraph of the lease document, complete the following field:
 - Lease Doc Reference
8. Click OK.

Depending on the processing option settings, additional forms might appear automatically. See the task that corresponds to the additional form, or click Cancel to set up information at a later date.

Copying Clause Option Standards

To reduce manual data entry, you can copy the option standards of a lease at the tenant level, the lease level, or both. Depending on the setting of the processing option in the Lease Information program (P1501), the system can automatically copy clause option standards for the tenant, the lease, or both, when you enter the lease. If the processing options are not set up to automatically copy clause option standards, you can manually copy them.

When you copy option standards, you must determine the type of clause (either tenant or lease) to which you are copying the standards.

Note

Nonstandard options must be entered manually.

► To copy option standards

From the Tenant & Lease Information menu (G1511), choose Legal Clause Information.

1. On Work With Legal Clauses, choose Copy Standards from the Form menu.
2. On Copy Option Standards, complete the following field to specify whether to copy the standards that are set up for the lease or the tenant, or leave this field blank to specify both:
 - From Standard Level
3. To specify whether to copy the standard to the lease or tenant, complete the following field:
 - To Clause Type
You must specify either L (lease) or T (tenant); you cannot leave this field blank or specify both.
4. If you specified a From Standard Level of lease or both, complete the following fields. Otherwise skip this step:
 - Lease
 - Lease Version
5. If you specified a From Standard Level of tenant or both, complete the following field:
 - Tenant
6. If you specified a From Standard Level of both, click the following option:
 - Copy From All
7. Click OK.

Entering Space Detail Information

You can enter multiple space detail records for legal clauses. Space details include information such as units that can be leased, floors that are occupied, and square footage amounts. You can specify which rights take precedence between clauses within the same lease.

The system sequences space detail records using Next Numbers, and maintains space detail information in the following tables:

- Legal Clause Space Detail (F15702)
- Legal Clause Space Detail Audit (F157021)

► **To enter space detail information**

Depending on the setting of processing options, the system might display the Space Detail Revisions form immediately after you set up the legal clause information.

From the Tenant & Lease Information menu (G1511), choose Legal Clause Information.

1. On Work With Legal Clauses, click Find to display all clauses, or complete any of the fields in the header portion of the form, and then click Find.
2. Choose the clause, and then choose Space Detail from the Row menu.
3. On Space Detail Revisions, complete any of the following fields and click OK:
 - Building
 - Unit
 - Project
 - Floor
 - Description
 - Square Footage
 - Hierarchy
 - Lease Version

The system displays the Work With Legal Clauses form and locates the clause.

4. To enter auditing information about space details, such as dates and decisions, choose Space Detail from the Row menu.
5. On Space Detail Revisions, choose the detail record to which you want to add audit information, and then choose Space Detail Audit from the Row menu.
6. On Space Detail Audit Revisions, complete any of the following fields and click OK:
 - Date Offered
 - Decision Required
 - A/ D
 - Status Change
 - Lease Version

Entering Clause Amounts

After you enter legal clause information, you can assign amounts to the clause, as applicable. When you enter an amount, you should specify what type of amount you entered. Amount types can be currency amounts, fees, percentages, number of days, miles, and so on. You can enter effective dates that specify the beginning or end of the term.

The system maintains clause amounts information in the Legal Clause Amounts table (F15703).

► To enter clause amounts

Depending on the setting of processing options, the system might display the Clause Amounts Revisions form after you set up the legal clause or space detail information.

From the Tenant & Lease Information menu (G1511), choose Legal Clause Information.

1. On Work With Legal Clauses, click Find to display all clauses, or complete any of the fields in the header portion of the form, and then click Find.
2. Choose the clause, and then choose Clause Amounts from the Row menu.
3. On Clause Amounts Revisions, complete any of the following fields and click OK:
 - Amount
 - Amount Type
 - U/ M
 - Begin Date
 - End Date
 - Lease Version
 - Cur Cod

Auditing Clauses

You can audit clauses. When you audit clauses, you review and track the options taken on the lease, along with the corresponding dates that relate to clause offers, decisions, and statuses.

The system maintains auditing information associated with clauses in the Legal Clause Options Audit table (F15701).

► **To audit clauses**

Depending on the setting of processing options, the system might display the Clause Options Audit Revisions form after you set up the legal clause information.

From the Tenant & Lease Information menu (G1511), choose Legal Clause Information.

1. On Work With Legal Clauses, click Find to display all clauses, or complete any of the fields in the header portion of the form, and then click Find.
2. On Work With Legal Clauses, choose the clause, and then choose Option Audit from the Row menu.
3. On Clause Options Audit Revisions, complete any of the following fields and click OK:
 - Date Offered
 - Decision Required
 - A/ D
 - Status Change
 - Hierarchy
 - Lease Version

Reviewing Critical Dates for Leases

A critical date is any date that requires action or a decision. When you need to review dates for required actions or decisions about leases or facilities, use the Critical Date Inquiry program (P15204). You can review critical dates for log details and clauses. For example, you can review when insurance needs to be renewed, renewal reminders need to be sent, or work needs to be done. You can use the following criteria by which to search for critical dates:

- Lease number
- Property or building
- Date range
- Log class
- Resolution status of a lease log line

You can add critical dates to a lease, unit, property or building, or clause.

► To review and revise critical dates

From the Tenant & Lease Information menu (G1511), choose Critical Date Inquiry.

1. On Work with Critical Dates, to review critical dates associated with log details, complete any of the fields in the header portion of the form to specify your search criteria, and then click Find. Otherwise skip to step 5 to review clause dates.
If you leave the From Date field blank, the system uses today's date.
2. On Work with Log Detail Critical Dates, to revise the critical date, choose the log item and click Select.
3. On Lease Master Revisions, choose Log Details from the form menu.
4. On Log Details, revise any critical dates as necessary, and then click OK.
Click OK again to access Work with Critical Dates.
5. On Work with Critical Dates, to review critical dates associated with clauses, choose Clause Dates from the Form menu.
6. On Work with Legal Clause Critical Dates, complete any of the fields in the header portion of the form to specify your search criteria, and then click Find.
7. To review the clause or revise the critical date, click Select.
8. On Legal Clause Revisions, revise the critical date as necessary, and then click OK.

Running the Gross Lease Occupancy Refresh Program (R15141)

From the Tenant & Lease Information menu (G1511), choose Gross Lease Occupancy Refresh.

You run the Gross Lease Occupancy Refresh program (R15141) to calculate gross lease occupied area (GLOA) and gross leasable area (GLA) for all units for a building for a specified period. The system retrieves the GLOA values from the Lease Master Detail File table (F15017) and retrieves the GLA values from the Area Master table (F1514).

Processing options allow you to specify how the system performs the calculations, as well as whether the calculations should be performed for all lease statuses and lease types.

When you run Gross Lease Occupancy Refresh, the system updates the Gross Lease Occupied Area table (F15141).

Note

You do not need to use expense participation to use the Gross Lease Occupancy Refresh or the Gross Lease Information programs. However, if you use the Share Factor Denominator Revisions program (P150122) and the Tenant Exclusions Revisions program (P150120), you should run the Gross Lease Occupancy Refresh program to populate table F15141. The Expense Participation Calculation Generation program (R15110) uses the information from table F15141 to establish the denominator for each lease and to deduct any applicable exclusions. You assign the share factor and tenant exclusion rules in the Expense Participation Information program (P15012) for each lease.

Specifying that the report apply to all buildings can significantly increase processing time. To reduce processing time, use data selection to choose specific buildings.

Processing Options for Gross Lease Occupancy Refresh (R15141)

Options Tab

1. Start Date For Generation

Use this processing option to specify the date to begin gross lease occupancy generation.

2. End Date For Generation

Use this processing option to enter the date to quit gross lease occupancy generation.

3. Gross Lease Area Method

Blank = Select Area values as of 1st of Month

'1' = Select Area values as of Last Day of Month

'2' = Select Area values as of 15th day of Month

'3' = Use Average Area for month

'4' = Clear Table using Data Selection

'5' = Clear all Records from Table

Use this processing option to specify one of the following:

o the calculation method for the occupied area for a unit

o the records to delete from the Gross Lease Occupied Area table (F15141)

Valid values are:

Blank

Choose area values as of the first day of the month.

1

Choose area values as of the last day of the month.

2

Choose area values as of the 15th day of the month.

3

Choose an average area for the month. (Average = Total occupied area / Days in the month.)

4

Delete records based on data selection, and the date range and area type values in the processing options.

5

Delete all records in the Gross Lease Occupied Area table.

4. Area Type

*RENTABLE = Rentable Area Type

*USEABLE = Useable Area Type

Use this processing option to specify the area type for the Gross Lease Occupancy Information program (P151410). Valid values are:

Blank

Use the area type specified in the Alternate Area Type processing option.

*RENTABLE Use the area type that is defined as rentable in the Property Management Constants table (F1510). If the Area Type and the Alternate Area Type processing options are blank, *RENTABLE is the default value.

*USEABLE Use the area type that is defined as useable in the Property Management Constants table (F1510).

5. Alternate Area Type

6. Include Committed as Occupied

Blank = Consider committed space as vacant

'1' = Consider committed space as occupied

Use this processing option to specify whether a unit is occupied or vacant for the period from the commitment date to the lease begin date. Valid values are:

Blank

A unit is vacant for the period from the commitment date to the lease begin date.

1

A unit is occupied for the period from the commitment date to the lease begin date.

Lease Status Tab

1. Select/Omit Flag

Blank = Select all Lease Statuses

'S' = Select only the following Lease Statuses

'O' = Omit the following Lease Statuses

Use this processing option to specify which lease statuses to select or omit from

the generation process. Valid values are:

Blank

Select all lease statuses.

S

Select only leases with the following lease statuses.

O

Omit leases with the following lease statuses.

2. Lease Status 1

3. Lease Status 2

4. Lease Status 3

5. Lease Status 4

6. Lease Status 5

7. Lease Status 6

8. Lease Status 7

9. Lease Status 8

10. Lease Status 9

11. Lease Status 10

12. Include Blank Lease Statuses in Select/Omit List

Blank = Exclude Blank Lease Statuses in List

'1' = Include Blank Lease Statuses in List

Use this processing option to specify whether to include leases with a blank lease status in the select/omit list. Valid values are:

Blank

Do not include leases with a blank lease status.

1

Include leases with a blank lease status.

Lease Type Tab

1. Select/Omit Flag

Blank = Select all Lease Types

'S' = Select only the following Lease Types

'O' = Omit the following Lease Types

Use this processing option to specify which lease types to select or omit from the generation process. Valid values are:

Blank

Select all lease types.

S

Select only leases with the following lease types.

O

Omit leases with the following lease types.

2. Lease Type 1

3. Lease Type 2

4. Lease Type 3

5. Lease Type 4

6. Lease Type 5

7. Lease Type 6

8. Lease Type 7

9. Lease Type 8

10. Lease Type 9

11. Lease Type 10

12. Include Blank Lease Types in Select/Omit list

Blank = Exclude Blank Lease Types in List

'1' = Include Blank Lease Types in List

Use this processing option to specify whether to include leases with a blank lease type in the select/omit list. Valid values are:

Blank

Do not include leases with a blank lease type.

1

Include leases with a blank lease type.

Print Tab

1. Print Edit Report

Blank = No Messages printed

'1' = Full Report

'2' = Print Warning Messages Only

Use this processing option to specify the messages that appear on the Gross Lease Occupancy Refresh report (R15141). Valid values are:

Blank

Do not print any messages.

1

Print all messages.

2

Print warning messages only.

Reviewing Gross Lease Occupancy Information

You use the Gross Lease Occupancy Information program to review information in the Gross Lease Occupied Area table (F15141), such as:

- Gross leased occupied area (GLOA)
- Gross leaseable area (GLA)
- Occupied percentage
- Building, property, or final totals

You can view this information by month or for a specified date range for units, buildings, or properties. If necessary, you can enter or revise GLOA and GLA values for a unit or building. Additionally, you can secure the revisions that you make from future updates by setting the appropriate control.

Before You Begin

- ❑ Run the Gross Lease Occupancy Refresh program (R15141) to update the Gross Lease Occupied Area Table (F15141).

► To review gross lease occupancy information

From the Tenant & Lease Information menu (G1511), choose Gross Lease Occupancy Information.

1. On Work with GLOA, complete the following fields to locate GLOA records:
 - Start Date
 - Area Type
2. Complete the following optional field to narrow your search:
 - EP Unit Type
3. To summarize the displayed records by property, building, or unit, click one of the following options in the Summarize By portion of the form:
 - Property
 - Building
 - Unit
4. To specify which GLOA fields appear, click the following options in the Display Fields portion of the form:
 - Display GLOA
 - Display GLA
 - Display Occ Pcnt

5. To display specific totals, click the following options in the Display Totals portion of the form:
 - Building Totals
 - Property Totals
 - Final Totals
6. To narrow your search using category codes, choose the appropriate category codes tab and complete any of the fields with the appropriate values.
7. To narrow your search using unit report codes, choose the Unit Report Codes tab and complete the appropriate report code fields.
8. Click Find.
9. To update GLOA values for a record, or to protect certain values from being updated when running the Gross Lease Occupancy Refresh, choose the record and click Select.
10. On GLOA Revisions, complete any of the following fields and click OK:
 - Gross Lease Occupied Area
 - O F
 - Gross Leaseable Area
 - L F

Type 1 in this field to prevent the values in the GLOA and GLA fields from being overwritten when you run the Gross Lease Occupancy Refresh program (R15141).

Tenant and Lease Reports

As an alternative to reviewing information online, the system provides numerous reports that you can print to review information about tenants, leases, legal clauses, and critical dates.

Printing the Tenant Alpha Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Alpha Listing.

To review a listing of all tenants and their leases, generate the Tenant Alpha Listing report (R15301). You can use processing options to choose effective dates by which to limit the information that appears, as well as to choose the version of the lease that you want to review.

The system prints tenant and lease information, including lease type and status, useable and rentable areas, and move-in and move-out dates.

The system prints information from the Lease Master Header File (F1501B) and Lease Master Detail File (F15017) tables.

Data Selection and Data Sequencing

You can use data selection to limit the number of records that the report prints. The system sequences information in the order that records were entered unless you specify otherwise.

Processing Options for Tenant Alpha Listing (R15301)

Process Tab

1. Version Effective Date

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default field for the Lease Version processing option.

2. Search Default for Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine which lease version the system will display. If you have not set up the Property Management constants (F1510B) to use versioning, the system does not use this processing option. Valid values are:

*LAST Display the version of the lease that has the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Printing the Tenant Master Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Master Listing.

To review a master list of the names and addresses associated with leases, you can generate the Tenant Master Listing report (R15415). Processing options allow you to customize the report to include the information most pertinent to your business. In addition to the tenant address book information, you can choose to include up to three columns from the following list on the report:

- Party to Bill
- Occupant
- Salesman
- Lease Manager
- Payment Source
- Building / Unit / Lease

The system prints information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File(F15017)
- Address Book Master (F0101)
- Business Unit Master (F0006).

Data Selection and Data Sequencing

You can use data selection to limit the number of records the report prints. The system sequences information in the order that records were entered unless you specify otherwise.

Processing Options for Tenant Master Listing (R15415)

Process Tab

1. Version Effective Date

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default for Lease Version processing option.

2. Search Default for Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine the display of the lease versions on the search form. Valid values are:

*LAST Display the version of the lease with the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Note: If the Property Management Constants (F1510B) are not set up to use versioning, the system ignores this processing option.

Columns Tab

1. Select Address for Columns 2-4

1 = Party to Bill

2 = Occupant

3 = Salesman

4 = Lease Manager

5 = Payment Source

* = Building / Unit / Lease

Column 2 >

Use this processing option to specify the information to be printed to the right of the tenant name and address (Column 1) by selecting three of the following in the order that you wish them to appear on the report:

1

Party to Bill

2

Occupant

3

Salesman

4

Lease Manager

5

Payment Source

*

Building/Unit/Lease

There are actually two columns for each column that you specify; one for the address book number and one for the mailing address. In the case of the Building/Unit/Lease, the two columns are for the facility numbers and the mailing address of the property or building.

Print Tab

1. Print Alpha Name and Mailing Name

Blank = Print mailing name only

1 = Print both

Use this processing option to determine whether the system should print the mailing name and the alpha name from the Address Book or only the mailing name. Valid values are:

Blank

Print the mailing name only from the Address Book.

1

Print both the alpha name and the mailing name.

2. Repeating Address Entries

Blank = Print repeating entries

1 = Suppress printing

Use this processing option to suppress the printing of repeating address entries. If a tenant is leasing multiple units and all selected addresses are identical, you can use this option to prevent duplicate printing of the same set of addresses. Valid values are:

Blank

Print all addresses.

1

Suppress the printing of repeating address entries.

Printing the Tenant Rent Roll Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Rent Roll.

You use the Tenant Rent Roll report to review rent amounts in effect on the date that you specify in the processing options. The quantities are associated with recurring billings and can include the following:

- Base rent
- Expense participation
- Escalation
- Sales overage or rent steps
- Miscellaneous recurring billings
- Market, renewal, or potential rent
- Vacant and occupied units
- Speculative leases, preleases, and subleases
- Monthly and annual amounts
- Gross amounts and amounts per square foot

The Tenant Rent Roll report is based on the Market/Potential/Renewal Rent Master table (F159071) and can also include information from the following tables:

- Business Unit Master (F0006)
- Address Book Master (F0101)
- Tenant/Lease Billings Detail Master (F1511B)
- Sales Overage Master File (F15013B)

- Product Scales Master (F15014B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

Processing Options for Tenant Rent Roll (R15421)

Process Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

Specifying an as of date for the report will determine the version of the lease that will be processed. Only the version of the lease that is active on the as of date will be processed resulting in a point in time view of the rent roll. If you leave the as of date blank, then the system date will be used.

2. Billing Amount Frequency

Blank = Based on annual amounts

1 = Based on monthly amounts

Use this processing option to specify whether to base billing amounts on a monthly or annual basis. Valid values are:

Blank Base billing figures on annual amounts.

1 Base billing figures on monthly amounts.

3. Expression of Billing Amounts

Blank = Based on square footage

1 = Based on gross figures

Use this processing option to specify whether to express the billing amounts on a per square footage basis or a gross amount basis. Valid values are:

Blank Calculate billing amounts per square foot.

1 Calculate billing amounts on gross figures.

4. Line 2 Display Format

1 = Annual rent amounts

2 = Monthly rent amounts

Use this processing option to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Valid values are:

1 Display annual rent amounts.

2 Display monthly rent amounts.

Note: If processing options 4 and 5 are blank, Line 2 does not display.

5. Line 2 Display Format

1 = Amount per square foot

2 = Gross amounts

Use this processing option to display amounts in an alternate format on the second detail line. The selections made in processing options 4 and 5 determine the display format. Valid values are:

1 Display amount per square foot.

2 Display gross amounts.

Note: If you leave processing options 4 and 5 blank, Line 2 does not display.

6. Second Detail Line Description

Blank = Omit the description

1 = Print Area Type description

Use this processing option to determine whether the system retrieves the area type description for the second detail line description. Valid values are:

Blank Omit the description.

1 Print the description.

7. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to determine which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

*RENTABLE Retrieves the area type defined as rentable in the PM Constants table. (Default)

*USEABLE Retrieves the area type defined as useable in the PM Constants table.

8. Alternative Area Type

Use this processing option to determine which area type the system should use if the Select Area Type Processing Option is left blank. Valid area types are set up in the User Defined Table (15/AR).

9. Rent Selection

M = Market Rent

R = Renewal Rent

P = Potential Rent

Use this processing option to select one of the following rent types for units if the Sales Overage format is being used. Valid values are:

M Comparison to market rent.

P Comparison to potential rent.

R Comparison to renewal rent.

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to select the bill codes that the system uses to identify base rent amounts. Up to 12 bill codes can be used.

2. Bill Codes for EP Billing Amounts

Use this processing option to select the bill codes that the system uses to identify Expense Participation billing amounts. Up to 3 bill codes can be used.

3. Bill Codes for Escalation Billing Amt.

Use this processing option to select the bill codes that the system uses to identify Escalation billing amounts. Up to 3 bill codes can be used.

Print Tab

1. Print Rent Steps

Blank = Print sales overage data

1 = Print rent steps

Use this processing option to determine whether the system displays rent step information or sales overage information on the Tenant Rent Roll report. Valid values are:

Blank Print sales overage data.

1 Print rent steps.

2. Print Rent Amounts

Blank = Print annual rent amounts

1 = Print monthly rent amounts

Use this processing option to determine whether the system prints the monthly or annual rent amount on the report when using the rent step format. Valid values are:

Blank Print annual rent amounts.

1 Print monthly rent amounts.

3. Print Rent Amounts

Blank = Print the rent per square foot

1 = Print the gross rent

Use this processing option to determine whether the system prints the gross rent or the rent per square foot on the report when using the rent step format. Valid values are:

Blank Print per square foot rent amounts.

1 Print gross rent amounts.

4. Rent Steps

Blank = Begin with As Of date

1 = Print all rent steps

Use this processing option to specify whether the system prints all rent steps or rent steps beginning with the as of date. Valid values are:

Blank Print rent steps beginning with the as of date.

1 Print all rent steps.

5. Vacancies and Future Leases

Blank = Print only occupied units

1 = Print vacancies

2 = Print vacancies and future leases

Use this processing option to determine whether the system includes vacancies and future leases on the report. Valid values are:

Blank Print only occupied units.

1 Print vacancies.

2 Print vacancies and future leases.

6. Print Leased or Vacant Totals

Blank = Do not print separate totals

1 = Print the leased/vacant totals

Use this processing option to determine whether the system prints vacant and/or lease totals on the report. This option is only valid when vacancies are to be printed. Valid values are:

Blank Do not display separate totals.

1 Print the leased/vacant totals.

7. Print Building Address

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints building addresses on the report. Valid values are:

Blank Do not print the building address on the report.

1 Print the building address on the report.

8. Speculative Leases

Blank = Do not include

1 = Include speculative leases

Use this processing option to determine whether the system includes speculative leases on the report. Speculative leases are designated by an 'NA' in the second description of the Tenant Lease Type user defined code table (15/LT). Valid values are:

Blank Do not include speculative leases.

1 Include speculative leases.

9. Non-billable Lease Status

Blank = Do not include

1 = Include non-billable lease status

Use this processing option to determine whether the system includes leases with a non-billable status ('X' in the description field on UDC 15/LS) on the report. Valid values are:

Blank Do not include leases with a non-billable status.

1 Include leases with a non-billable status. This will include pre-leases.

10. Subleases

Blank = Omit subleases

1 = Include subleases

2 = Include subleases and rent amounts

Use this processing option to determine whether the system includes subleases and corresponding rent amounts on the report. Valid values are:

Blank Omit subleases.

-
- 1 Include subleases.
 - 2 Include subleases and corresponding rent amounts in totals.

Currency Tab

1. As If Currency Code

Use this processing option to enter the currency code for As If currency processing on the Tenant Rent Roll report. This processing option enables the system to translate and print amounts in a currency other than the stored currency. If you leave this processing option blank, the report amounts print in the stored currency.

2. As If Exchange Rate Date

When a default exchange rate does not exist for the lease billing record, use this processing option to specify the date that the system should use to locate an exchange rate when the system uses As If currency processing. If you leave this processing option blank, the system uses Report As Of Date to locate an exchange rate.

Printing the Tenant Log Information Report

From the Tenant & Lease Reporting menu (G1514), choose Tenant Log Information.

You use the Tenant Log Information report to review a list of tenants and their leases. It also includes critical dates, and the log information and extended text associated with those dates. The report is based on the Lease Master Header File table and Lease Master Detail File table (F1501B and F15017, respectively) and can also include information from the following tables:

- Business Unit Master (F0006)
- Log Standard Master (F1523)

Processing Options for Tenant Log Information (R15610)

Select Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report.

This processing option controls the date that the system uses to select records for this report.

NOTE: Records with critical dates prior to this date will not be selected.

2. Report Heading

Enter Project Category Code

Blank = Standard Heading

Use this processing option to print an additional line in the report heading.

Valid values are:

Category Code This will print the description of the category (reporting) code. Enter one of the 30 user defined codes (such as 01, 02, 03, and so on) for the associated project number. (MCUS)

Blank Leaving the processing option blank will print the standard report heading.

3. Omit Log Records Without Text

Blank = Do not omit log records

1 = Only print log lines that have text

Use this processing option to determine if log records that do not contain log text information should be omitted from the report. Valid values are:

Blank Do not omit log records.

1 Include only those log lines with associated text.

Log Class Tab

Log Class 1

Use this processing option to select specific log classes for processing. Up to ten (10) log classes can be used.

Printing the Lease Master Listing

From the Tenant & Lease Reporting menu (G1514), choose Lease Master Listing.

You use the Lease Master Listing report (R15401) to review a profile for specific leases that includes the setup information associated with the tenant, lease, recurring billings, and extraordinary billings. You can print the entire profile or limit the report to one or more of the following sections (as specific changes occur to the respective setup information):

- Lease unit details
- Lease log details
- Recurring billings
- Expense participation
- Sales overages
- Escalation

You use processing options to control the sections that the report prints.

This report is based on the Lease Master Header File table and the Lease Master Detail File table (F15017 and F1501B, respectively).

Processing Options for Lease Master Listing (R15401)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave this processing option blank, the system includes all records.

Process Tab

1. Unit Detail Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the unit detail information on the report. Valid values are:

Blank Do not include unit information on the report.

1 Include detailed unit information on the report.

2 Include summarized unit information on the report.

2. Lease Log Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the lease log information on the report.
Valid values are:

Blank Do not include log line information on the report.

1 Include detailed log information on the report.

2 Include summarized log information on the report.

3. Log Class Selection

Blank = Select all

4. Legal Clause Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to specify how the system includes legal clause information on the report. Valid values are:

Blank

Do not include legal clause information on the report.

1
Include detailed legal clause information on the report.

2
Include summarized legal clause information on the report.

5. Related Legal Clause Information

Blank = Do not print

1 = Print related information

Clause Option Audit

Use this processing option to specify the tables from which the system prints related legal clause information on the report. Valid values are:

Blank

Print related legal clause information from the Legal Clause table (F1570) only.

1

Print related legal clause information from the following tables:

- o Legal Clause Options Audit (F15701)
- o Legal Clause Space Detail (F15702)
- o Legal Clause Space Detail Audit (F157021)
- o Legal Clause Amounts (F15703)

6. Recurring Billing Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the recurring billing information on the report. Valid values are:

Blank Do not include recurring billing information on the report.

1 Include detailed recurring billing information on the report.

2 Include summarized recurring billing information on the report.

7. Select or Omit Bill Codes

Blank = Select all

S = Select

O = Omit

Use this processing option to select or omit bill codes from the Lease Master Listing. If you leave this processing option blank, the system processes all bill codes. You can select up to 5 bill codes. Valid values are:

Blank Include all bill codes.

S Include only the selected bill codes.

O Omit the selected bill codes.

8. Expense Participation Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the expense participation information on the report. Valid values are:

Blank Do not include expense participation information on the report.

1 Include detailed expense participation information on the report.

2 Include summarized expense participation information on the report.

9. Sales Overage Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the sales overage information on the report. Valid values are:

Blank Do not include sales overage information on the report.

1 Include detailed sales overage information on the report.

2 Include summarized sales overage information on the report.

10. Escalation Information

Blank = Do not print

1 = Print detailed information

2 = Print summarized information

Use this processing option to control the printing of the escalation information on the report. Valid values are:

Blank Do not include escalation information on the report.

1 Include detailed escalation information on the report.

2 Include summarized escalation information on the report.

Print Tab

1. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should be printed on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

2. Page Break On Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Printing the Lease Log Information Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Log Information.

To review the log classes that you have set up for each lease, you can run the Lease Log Information report (R154012). This report prints the lease, lease type, and lease status, and then lists the tenant and each log type (log class) associated with the lease.

The Lease Log Information report is based on the Log Standard Master table (F1523).

Processing Options for Lease Log Information Listing (R154012)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system excludes log lines with ending dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Printing the Lease Log Summary Analysis Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Log Summary Analysis.

You use the Lease Log Summary Analysis report (R15690) to review the lease dates and critical dates of the log classes that are associated with the lease. Processing options allow you to choose the log classes that you want to print.

The Lease Log Summary Analysis report is based on the following tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Log Standard Master (F1523)

Processing Options for Lease Log Summary Analysis (R15690)

Print Tab

1. Search Default for Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine which lease versions the system displays on the report. Valid values are:

*LAST Display the version of the lease with the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Note: If the Property Management Constants (F1510B) are not set up to use versioning, the system ignores this processing option.

2. Report Heading

Enter project category code

Blank = Standard heading

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code Print the description of the category (reporting) code.

Enter one of the 30 user defined codes (such as 01, 02, 03) for the associated project number.

3. Print Lease Dates on Report

Blank = Do not print

1 = Print lease dates

Use this processing option to control whether the system prints the beginning and ending dates of the lease on the report. Valid values are:

Blank Do not print the lease dates.

1 Print the lease dates.

Logs Tab

1. Log Classes for Summary Analysis

Use this processing option to select the log classes that the system uses for summary analysis. You can use up to 10 log classes.

The key to the headings for columns A-J, which is printed at the top of each page, contains the descriptions of the related log classes.

Printing the Lease Expiration Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Lease Expiration Listing.

You use the Lease Expiration Listing report to review the expiration dates, property statistics, and annual rent information for leases for a specified time period. The report is based on the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017) and can also include information from the following tables:

- Business Unit Master (F0006)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Log Standard Master (F1523)

Processing Options for Lease Expiration Listing (R15403)

Select Tab

1. Report As Of Date

Blank = System Date

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date.

If you leave the as of date blank, the system uses the system date.

2. Number of Future Months to Print

Use this processing option to control the number of months into the future that the report covers. The starting date for this period should be specified in the report as of date processing option.

3. Override Option Log Class

Use this processing option to control what log classes the system uses to determine whether options exist for a lease. The report displays a date of the log type in the Option Date column of the report.

If you leave this processing option blank, the system reviews the second description of the User Defined Codes for Log Type to determine which log types are lease options.

Note: The begin date of the unit option log must be within the date range selected for the report.

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to select the bill codes that the system uses to identify base rate amounts. You can use up to 12 bill codes.

To calculate the base rent, the system adds the rent amounts for all the bill codes you specify. The other rent on the report then includes those billings that are in addition to the base rent. Finally, the effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

Print Tab

1. Print Report in Condensed Format

Blank = Detail report

1 = Condensed format

Use this processing option to print the Lease Expiration Listing in a condensed format (without rent amounts) or as a detail listing. Valid values are:

Blank Print a detailed report.

1 Print the report in a condensed format. The system excludes the columns related to rent.

2. Page Break on Building Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the building number changes. Valid values are:

Blank Do not enter a page break for each building number change.

1 Enter a page break for each building number change.

Note: You must set up Building as the first sequence in order to specify page breaks and addresses by building.

3. Print Building Address on Report

Blank = Print first line of description
1 = Print building address on heading

Use this processing option to determine which information should be printed on the report heading. Valid values are:

Blank Print only the first line of the description from the Property/Building Information table (F0006).

1 Print the first line of the description from the Property/Building Information table and the address from the address book record for the Facility Address field.

Note: You must set up Building as the first sequence in order to specify page breaks and addresses by building.

Currency Tab

1. As If Currency Code

Use this processing option to specify the currency code for As If currency processing when the G/L constant for currency conversion is not set to N. The system translates and prints amounts for the bill codes that you choose in a currency other than the stored currency. If you leave this processing option blank, the system converts and accumulates the billing amounts in the base currency of the building that is being processed.

2. As If Exchange Rate Date

Use this processing option to specify the date on which to retrieve an exchange rate when a default exchange rate does not exist for the lease billing record, and the G/L constant for currency conversion is not set to N. If you leave this processing option blank, the system uses the as of date for the report.

Printing the Lease Date Edit Worksheet

From the Tenant & Lease Reporting menu (G1514), choose Lease Date Edit Worksheet.

To review a list of all the important dates associated with leases, such as move-in, move-out, and expiration dates, run the Lease Date Edit Worksheet (R15400). The worksheet provides a one-line, easy-to-read, report that lists the building, unit, tenant, lease, lease status, and all pertinent dates. Processing options allow you to add an additional report heading.

The Lease Date Edit Worksheet is based on information from the Lease Master Header File table (F1501B), the Lease Master Detail File table F15017), and the Business Unit Master table (F0006).

Processing Options for Lease Date Edit Worksheet (R15400)

Print Tab

1. Report Heading

Blank = Standard heading
Enter project category code

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code This will print the description of the category (reporting) code. Enter one of the 30 user defined codes for the associated project number. (MCUS)

Printing the Lease Follow-Up Worksheet

From the Tenant & Lease Reporting menu (G1514), choose Lease Follow-Up Worksheet.

You use the Lease Follow-Up Worksheet to review information associated with leases and properties, such as the log classes, critical dates, effective dates, extended text, and billing addresses. For each log entry, the report includes a set of blank lines on which you can manually record any changes and actions associated with the log. A signature line exists for the person who reviewed and corrected the report.

The Lease Follow-Up Worksheet is based on information in the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017), and might include information from the following tables:

- Business Unit Master (F0006)
- Address Book Master (F0101)
- Log Standard Master (F1523)

Processing Options for Lease Follow-Up Worksheet (R15430)

Defaults Tab

1. Report As Of Date

Blank = System date

Use this processing option to control the information printed on the report.

When you specify an as of date for the report, the system includes information for only those leases that begin on or begin after the as of date. If this option is left blank, the system date will be used.

2. Report Heading

Blank = Standard heading
Enter project category code

Use this processing option to print an additional line on the report heading.

Valid values are:

Blank Print the standard report heading.

Category Code This will print the description of the category (reporting) code. Enter one of the 30 user defined codes for the associated project number. (MCUS)

Printing the Log Detail Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Log Detail Listing.

You use the Log Detail Listing report (R15402) to review a comprehensive list of information associated with log lines for leases, buildings, floors, and units. You can use data selection to limit the report to one or more log classes, buildings, units, and so on. Processing options allow you to print the associated log text.

Processing Options for Log Detail Listing (R15402)

Print Tab

1. Print Associated Log Text

Blank = Print associated log text

1 = Suppress the printing

Use this processing option to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

Blank Print the associated log text.

1 Suppress the printing of the associated log text.

Printing the Log Standards Listing Report

From the Tenant & Lease Reporting menu (G1514), choose Log Standards Listing.

You use the Log Standards Listing report (R154021) to review the information entered as log standards (templates of standard log lines and attached media objects). The report is based on the Log Standard Master table (F1523) and can also include information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Business Unit Master (F0006)

Processing Options for Log Standards Listing (R154021)

Print Tab

1. Print Associated Log Text

Blank = Print associated log text

1 = Suppress the printing

Use this processing option to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

Blank Print the associated log text.

-
- 1 Suppress the printing of the associated log text.
-

Printing the Critical Date Report

From the Tenant & Lease Reporting menu (G1514), choose Critical Date Report.

You use the Critical Date Report (R15611) to review information associated with log lines for leases, buildings, floors, and units. The sequence of information is by critical date.

The report is based on the Log Standard Master (F1523) table and can also include information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Business Unit Master (F0006)

Processing Options for Critical Date Report (R15611)

Defaults Tab

1. Omit Log Records Without Text

Blank = Do not omit log records

1 = Only print log lines that have text

Use this processing option to determine whether the system omits log records that do not contain log text information from the report. Valid values are:

Blank Do not omit log records.

- 1 Include only those log lines with associated text on the report.
-
-

2. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to determine which area type from the Property Management Constants table (F1510B) the system uses for the report. Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM Constants table.
(Default)

*USEABLE Retrieve the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in the User Defined Table (15/AR).

Print Tab

1. Print Building's Address on Report

Blank = Print first line of description

1 = Print building's address on heading

Use this processing option to determine which information the system prints on the report heading. Valid values are:

Blank Print only the first line of the description on the report heading.

1 Print the first line of description from the Property/Building Information table (F0006) and the address from the Facility Address field in the address book record.

2. Print Area Type Value

Blank = Value from the log line

1 = Value from the lease unit details

Use this processing option to determine the area type that the system prints on the report. Valid values are:

Blank Print the area type from the log line.

1 Print the area type from the lease unit details.

Printing the Critical Date Review Report

From the Tenant & Lease Reporting menu (G1514), choose Critical Date Review Report.

You use the Critical Date Review Report (R15605) to review the critical dates associated with log lines for leases, buildings, floors, and units. Along with the critical dates, the report includes the detail information and extended text for each log, if any. Unlike the Critical Date Report, the Critical Date Review Report does not show quantities for the log lines.

The report is based on the Log Standard Master table (F1523) and can also include information from the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017).

Processing Options for Critical Date Review Report (R15605)

Print Tab

1. Print Associated Log Text

Blank = Do not print

1 = Print the associated log text

Use this processing option to specify whether to print the associated text information for a given lease log record. The system pulls the text information from the media object attached to the individual log record. Valid values are:

Blank Do not print the associated log text.

1 Print the associated log text.

Printing the New Leases Report

From the Tenant & Lease Reporting menu (G1514), choose New Leases Report.

To review information about a new or existing lease, run the New Leases Report (R15471). This report provides information about the lease, such as the units and building to which the lease is associated, square footage, base rent, lease start and end dates, and who originated the lease.

Processing options allow you to specify whether to print annual or monthly amounts, as well as to specify up to twelve bill codes to use.

The New Leases Report is based on the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017).

Processing Options for the New Leases Report (R15471)

Process Tab

1. From Date

Blank = System date

Use this processing option to specify the beginning date of the reporting period. The report prints leases entered on or after this date.

2. Through Date

Use this processing option to specify the ending date of the reporting period. The report prints leases entered on or before this date.

3. Billing Amount Frequency

Blank = Based on annual amounts

1 = Based on monthly amounts

Use this processing option to specify whether to base billing amounts on a monthly or annual basis. Valid values are:

Blank

Base billing figures on annual amounts.

1

Base billing figures on monthly amounts.

Bill Codes Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to specify that the bill codes that the system uses to identify base rent amounts. You can use as many as 12 bill codes.

Printing the Occupancy/Vacancy Listing

From the Tenant & Lease Reporting menu (G1514), choose Occupancy/Vacancy Listing.

The Occupancy/Vacancy Listing report (R15600) provides a list of vacant units on a date that you specify in the Report As of Date processing option on the Process tab. You can use this report to view the following information:

- Square footage
- Rental rate per square foot
- Undefined square footage
- Annual rent

To calculate the annual rent, the system multiplies the quantity in the Rate Per Sq Foot field by the quantity in the Square Feet field.

- Monthly rent
To calculate the monthly rent, the system divides the annual rent by 12.
- Lost Rent to Date
To calculate the lost rent, the system divides the monthly rent by 30 and then multiplies that quantity by the quantity of Days Vacant.

Note

The system does not calculate lost rent for interim periods of vacancy. For example, suppose that during the course of a month, a unit was occupied from days 1 - 10, vacant from days 11 - 15, and then occupied from days 16 - 31. If the Report As Of Date is the 31st of the month, the system does not calculate the rent lost for days 11 - 15.

The Annual Rent, Monthly Rent, and Rental Lost To Date columns are based on the Rate Per Sq Foot value and Square Feet values for a unit.

- Date when the unit became vacant or occupied
The Date Since column contains the date the unit became vacant and is based on when the most recent tenant moved out. To calculate this date, the system adds one day to the tenant's move-out date.

The Days Vacant column indicates the number of days that the unit has been vacant. This value is the number of calendar days between the dates in the Date Since column and the As of Date.

This report is based on the Unit Master File table (F1507) and can include information from the Business Unit Master table (F0006). Based on processing option selections, the report displays all of the occupied units, as well as square footage summaries.

Note

The system determines the amount in the Rental Lost To Date column based on the rent type that you specify in the Rent Selection field in the processing options. Your choices are Market, Renewal, or Potential. This selection appears on the column headings for Rate Per Sq Ft, Monthly Rent, and Annual Rent.

Processing Options for the Occupancy/Vacancy Listing (R15600)

Process Tab

1. Report As Of Date

Blank = System Date

Use this processing option to specify the beginning date that a unit is either vacated or occupied on the vacancy listing report. If you leave this processing option blank, the system uses the system date.

2. Report Heading

Enter Project Category Code

Blank = Standard Heading

Use this processing option to specify whether the system displays an additional line on the report heading. Valid values are:

Blank

Display the standard report heading.

Project Category Code

Display the description of the category (reporting) code. Enter one of the 30 user defined codes for the associated project number (MCUS).

3. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to specify which area type the system uses from the Property Management Constants table (F1510B). Valid values are:

*RENTABLE Use the area type defined as rentable in the PM Constants table.

*USEABLE Use the area type defined as useable in the PM Constants table.

4. Alternate Area Type

Use this processing option to specify which area type the system uses if you leave the Select Area Type processing option blank. Set valid area types in the user defined table (15/AR).

5. Speculative Leases

Blank = Do not include speculative leases

1 = Include speculative leases

Use this processing option to specify whether the system includes speculative leases on the report. Speculative leases are designated by NA in the second description of the Tenant Lease Type user defined code (15/LT). Valid values are:

Blank

Do not include speculative leases.

1

Include speculative leases.

6. Rent Selection

M = Market Rent (default)

R = Renewal Rent

P = Potential Rent

Use this processing option to specify the rent type of a unit. Valid values are:

M

Market rent.

P

Potential rent.

R

Renewal rent.

7. Committed As Occupied

Blank = Committed dates considered vacant

1 = Committed dates considered occupied

Use this processing option to specify whether to display units that are attached to commitment leases as vacant or occupied. Valid values are:

Blank

Display units as vacant.

1

Display units as occupied.

Totals Tab

1. Print Floor Totals

Blank = Do not print floor totals

1 = Print floor totals

Use this processing option to specify whether to print floor totals. Valid values are:

Blank

Do not print floor totals.

1

Print floor totals.

2. Print Building Totals

Blank = Do not print building totals

1 = Print building totals

Use this processing option to specify whether to print building totals on the report. Valid values are:

Blank

Do not print building totals.

1

Print building totals.

3. Print Property Totals

Blank = Do not print property totals

1 = Print property totals

Use this processing option to specify whether to print property totals on the report. Valid values are:

Blank

Do not print property totals.

1

Print property totals.

Printing the Legal Clause Report

From the Tenant & Lease Reporting menu (G1514), choose Legal Clause Report.

The Legal Clause Report (R15710) provides an alternative to reviewing legal clause information online, and having to access several forms. This report prints the tenant or lease (or both) to which the clause applies, and lists the clause number, option and detail type, option status, and date fields. Processing options allow you to print related information, such as space details, clause amounts, audit information, and attachments.

The system prints information from the Legal Clause Table (F1570).

Processing Options for the Legal Clause Report (R15710)

Process Tab

1. Process Default Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default version that the system uses to locate legal clause information at the lease level. In addition to locating either last or current audit information for clause options, the system always locates all legal clause information at the tenant level. Valid values are:

*LAST The system locates the legal clause information for the version of the lease with the most current effective date.

*CURRENT The system locates the legal clause information for the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants table (F1510B), the system ignores this processing option.

Print Tab

1. Related Legal Clause Information

Blank = Do not print information

1 = Print related information

Clause Options Audit (F15701)

Use this processing option to specify whether to print additional legal clause information on the report. Valid values are:

Blank

Prints additional legal clause information only from the Legal Clause table (F1570).

1

Prints additional legal clause information from the following tables:

- o Legal Clause Options Audit (F15701)
 - o Legal Clause Space Detail (F15702)
 - o Legal Clause Space Detail Audit (F157021)
 - o Legal Clause Amounts (F15703)
 - o Legal Clause Attachments (Media Objects)
-

Printing the Legal Clause Option Audit Report

From the Tenant & Lease Reporting menu (G1514), choose Legal Clause Option Audit Report.

The Legal Clause Option Audit Report (R157101) includes all of the information that is set up for legal clause options, such as the lease or tenant, option and detail type, date that the option was offered, decision date, whether the option was accepted, and its hierarchy.

The system prints information from the Legal Clause Options Audit Table (F15701).

Processing Option for the Legal Clause Options Audit Report (R157101)

Process Tab

1. Process Default Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default version that the system uses to locate legal clause information at the lease level. In addition to locating either last or current audit information for clause options, the system always locates all legal clause information at the tenant level. Valid values are:

*LAST The system locates the legal clause information for the version of the lease with the most current effective date.

*CURRENT The system locates the legal clause information for the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants table (F1510B), the system ignores this processing option.

Printing the Space Detail Audit Report

From the Tenant & Lease Reporting menu (G1514), choose Space Detail Audit Report.

As an alternative to reviewing space detail audit information online, you can print the Space Detail Audit Report (R157102). The Space Detail Audit Report prints the same information that you can review online, such as the lease or tenant, date offered, decision date, whether the offer was accepted, and a change date.

The system prints information from the Legal Clause Space Detail Audit table (F157021).

Processing Options for the Space Detail Audit Report (R157102)

Process Tab

1. Process Default Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default version that the system uses to locate legal clause information at the lease level. In addition to locating either last or current audit information for clause options, the system always locates all legal clause information at the tenant level. Valid values are:

*LAST The system locates the legal clause information for the version of the lease with the most current effective date.

*CURRENT The system locates the legal clause information for the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants table (F1510B), the system ignores this processing option.

Manual Billing Process

You use the Manual Billing Entry program (P1511) to generate an invoice to bill tenants for one-time-only charges such as build-outs, supplies, or repairs, so that you do not have to set up and run these charges in a recurring billing cycle. You can also use this program to revise invoices that were created both manually and automatically. Additionally, if the lease is set up appropriately, you can use Manual Billing Entry to generate vouchers for payments.

The manual billing process consists of the following activities:

Entering the Manual Billings

When you enter manual billings, the system creates records in the Tenant/Lease Billings Detail Master table (F1511B) that have the following characteristics:

- A batch type of 1
- A batch status of Error
- A posted code of blank

Although the batch is in error, you can still add, revise, and delete records from the batch, as necessary.

Generating the Billing/Edit Register

After you enter manual billings, you run the Billing Edit Register program (R15300) to validate that the batch is ready to post. When you run R15300, the system changes the batch status to either pending or approved and produces a report of any errors that it encounters. If the batch has errors, you must correct the errors and rerun R15300.

Approving Batches (Optional)

If you have the option turned on for management approval in the Accounts Receivable constants, the system changes the batch status to pending when you successfully generate the billing/edit register. You must approve batches that are in a pending status before you can post them.

If your batches do not require manager approval, the system generates the batches with an approved status when you run the Billing Edit Register program, and you can skip the approval process.

Posting Invoices and Vouchers

When batches are in an Approved status, they are ready to post. When you post invoices and vouchers, the system creates records in either the Customer Ledger table (F03B11) and Account Ledger table (F0911) for invoices, or the Accounts Payable Ledger table (F0411) and Account Ledger table (F0911) for vouchers. The system also updates the records in table F1511B to prevent them from being posted twice.

Using Batch Control to Manage the Entry Process

Before entering transactions, you can activate batch control to help manage your entry process. The batch control feature allows you to quickly determine whether you entered your transactions correctly. You specify the number of transactions and the total amount that you plan to enter in the batch on the manual batch record. You use batch control to verify whether the batch of transactions that you enter balances to the manual record of the batch. Instead of reviewing each transaction individually, you can determine at a glance whether the total amount and number of documents entered requires further review.

Batch control is for your information only. The system does not prevent you from posting the batch if differences exist between the amounts that you entered and the amounts that you expected.

You activate batch control in the constants for your system by clicking the appropriate option. When you activate batch control, you activate it for the entire system. For example, if you activate batch control in the Accounts Receivable system, it is activated for both the invoice and receipt applications.

Batch control information is stored in the Batch Control Records table (F0011).

See Also

- ❑ *Setting Up Accounts Receivable System Controls* in the *Accounts Receivable Guide* for information about how to set up batch control

Entering Batch Information

When you activate batch control in the constants, the system displays an additional form whenever you add a transaction. You use this form to enter information about the batch before you enter the transactions. The form for batch control functions the same regardless of the system or entry program that you use. If you do not want to enter information into the batch control form, you can bypass the form.

See Also

- ❑ *Multicurrency Batch Totals* in the *Multicurrency Guide* for information about using batch control in a multicurrency environment

► To enter batch information

Use one of the following navigations, depending on the transaction that you want to enter:

For journal entries, from the Journal Entry, Reports, & Inquiries menu (G0911), choose Journal Entry.

For invoices, from the Customer Invoice Entry menu (G03B11), choose Standard Invoice Entry or Speed Invoice Entry.

For vouchers, from the Supplier & Voucher Entry menu (G0411), choose Standard Voucher Entry or Speed Voucher Entry.

For manual billings, from the Manual Billing menu (G1512), choose Manual Billing Entry.

1. On the transaction entry program, click Add.

Note

When you choose Speed Invoice Entry or Speed Voucher Entry, the system displays the Batch Control form automatically; you do not click Add.

2. On Batch Control, complete the following fields and click OK:
 - Batch Date
This field is optional. If you leave it blank, the system uses today's date.
 - Batch Number
This field is optional. If you leave it blank, the system assigns the batch number from Next Numbers.
 - Total Batch Amount
The data dictionary setting for this item (AICU) specifies the number of decimals that the system displays in this field when you enter a value.
 - Total Documents

Reviewing Batch Totals

After you enter transactions and exit the batch, the system subtracts the totals that you entered for the batch from the totals that you expected to enter and displays the result in the Difference row on the Batch Control form. This can help you locate missing or duplicate entries before you post them. Batch control is for your information only; you do not need to correct the information on the form. If the amount entered differs from the amount expected, the system does not prevent you from posting the batch.

When you finish entering transactions and exit the batch, one of two things happens:

1. If the system has not finished processing the batch, the NOTIFY - The Batch Is Still In The Process Of Closing form appears. The following two options are available on this form:
 - Retry. The Batch Control form appears when the system has finished processing the batch. Continue to click Retry until the Batch Control form appears.
 - Cancel. The Batch Control form does not appear, and you will not be able to compare the totals that you entered on the Batch Control form with the totals you entered for the batch. Bypassing the Batch Control form does not affect the transactions that you entered or the status of the batch.
2. The system has finished processing the batch, and the Batch Control form appears.

Review the form to compare the totals that you entered on the Batch Control form with the totals that you entered for the batch. If there is a difference, you should review your data to locate the discrepancy.

On Batch Control, review the following fields:

- Total Expected Amount
- Total Expected Documents

- Total Entered Amount
- Total Entered Documents

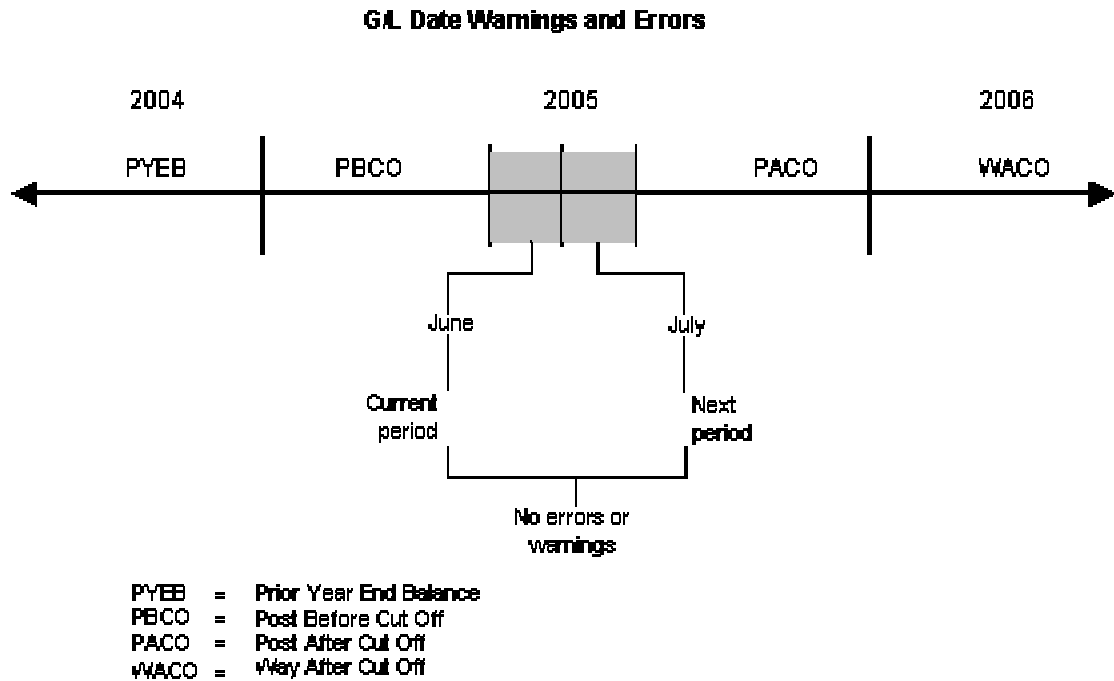
Note

If you did not enter information on the Batch Control form before you entered transactions, the system displays negative numbers in the Difference row for Amount and Documents. The Batch Control form always uses the following formula: Total Expected - Total Entered. If you do not complete the Total Expected fields, the system assumes zero and your difference is negative.

G/L Date Warnings and Errors

When you enter, review, or revise a transaction, the system validates the G/L date against the open periods for the system (General Accounting, Accounts Payable, or Accounts Receivable) in the company constants. The open periods are the current and the next accounting period, even if the next accounting period is in the next fiscal year. If you enter, review, or revise a transaction with a G/L date that is not in the open periods, you receive a warning or an error message.

In the following example, the current period is June (period 06). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you do *not* receive a warning or an error message because these are open periods.



See Also

- ❑ *Setting Up Fiscal Date Patterns* in the *General Accounting Guide* for more information about how to set up fiscal date patterns
- ❑ *Setting Up Constants for General Accounting* in the *General Accounting Guide* for more information about how to set up the Allow PBCO constant

Warning and Error Messages

The following table describes the warnings and error messages that you receive when you enter a transaction outside of the two-period window. The message that appears depends on the settings in your general accounting constants and fiscal date patterns.

PYEB - Prior Year-End Balance	<p>Reason: You entered a G/L date for the prior year.</p> <p>Result: The system issues an error message and does not accept the entry.</p> <p>Solution: For journal entry transactions only, you can use document type ## to enter and post entries to a prior year (for example, to make audit adjustments).</p>
PBCO - Post Before Cut Off	<p>Reason: You entered a G/L date that is prior to the current period.</p> <p>Result: The system issues either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p>Solution: If the PBCO feature is not activated, the system issues an error message and you must change the date of the transaction so that it is in the current period, or change the constant to allow PBCO entries.</p> <p>If the PBCO feature is activated, the system issues a warning and you can click OK to accept the entry.</p>
PACO - Post After Cut Off	<p>Reason: You entered a G/L date that is after the two-period window.</p> <p>Result: The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the full year, the system issues an error message. You must change the G/L date of the transaction to be within the two-month window, or set up the fiscal date pattern for the entire year.</p> <p>If the fiscal date pattern is set up for the full year, the system issues a warning and you can click OK to accept the entry.</p>

WACO - Way After Cut Off	<p>Reason: You entered a G/L date for a future year that is not the next accounting period.</p> <p>Result: The system issues either a warning or an error message, depending on how the fiscal date pattern is set up.</p> <p>Solution: If the fiscal date pattern is not set up for the future year, the system issues an error message. You must change the G/L date of the transaction.</p> <p>If the fiscal date pattern is set up for the future year of your transaction, the system issues a warning and you can click OK to accept the entry.</p> <p>Note</p> <p>If you are in the last fiscal period and you enter a transaction into the first fiscal period of the next year, the system does not issue a warning; the open period is the current and next fiscal period regardless of the year.</p>
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Manual Billing Entry

You enter manual billings in batches. You must enter invoices and vouchers in separate batches because the system processes them differently. The value of the Lessee field (STMB) on the lease controls whether the system generates invoices or vouchers. If the Lessee field is blank, the system generates invoices; if the Lessee field has a value of either Y or 1, the system generates vouchers.

Caution

After the system has created billings for a lease, you should not change the value of the Lessee field.

When you enter batch of manual billing transactions, the system does the following:

- Creates a batch header record in the Batch Control Records table (F0011)
- Assigns the batch a batch type of 1
- Assigns the batch a batch status of Error
- Creates records in the Tenant/Lease Billings Detail Master table (F1511B)

The system assigns the generation type 7 to all manual billings.

When you enter a manual billing transaction, you can specify the payment terms and tax information for either the entire transaction or for each pay item. You can also add text to transactions by attaching a media object to it. Text associated with invoices can appear on invoices that you send to your tenants.

Although the system assigns manual billing transactions to a batch with an error status, you can still add, revise, or delete records from the batch as necessary.

After you enter manual billings, you must run the Billing Edit Register program (R15300) to change the batch status from error to either pending or approved, and then run the appropriate post program.

See Also

See the following topics in the *Real Estate Management Guide*:

- ❑ *Generating the Billing Edit/Register* for detailed information about the Billing Edit/Register program (R15300)
- ❑ *Posting Invoices and Vouchers Generated from Billings or Fees* for detailed information about how the system processes manual billing transactions
- ❑ *Setting Up Tax Rate and Area Information for Real Estate Management*

See the following topics in the *Tax Reference Guide*:

- ❑ *Setting Up Default Values for Taxes* for information about setting up default tax information for customers and suppliers
- ❑ *Tax Explanation Codes* for information about calculations the system performs for tax explanation codes other than AR

Before You Begin

- ❑ Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.
- ❑ Verify that the processing options are set up to display the tax fields if you need to add transactions with taxes.

► To create manual billings

From the Manual Billing menu (G1512), choose Manual Billing Entry.

1. On Work with Manual Billings, click Add.
2. On Manual Billing Revisions, complete the following required fields in the header area:
 - Invoice Number
You cannot assign the same invoice number to more than one invoice for the same company.

If you leave this field blank, the system assigns the invoice number from the Next Numbers – Automatic table (F0002) for the Accounts Receivable system.
 - Lease Number
 - Invoice Amount
 - Invoice Date
 - G/L Date
 - Gen Type
Enter 7 to specify the transaction is a manual billing.

Note

The system does not update the Billings Generation Control Master table (F15011B) for manual billings. For more information, see *Reviewing Billing Control Information* in the *Real Estate Management Guide*.

3. If you need to enter taxes, complete the following fields:

- Tax Ex Code
- Tax Rate/Area

If you leave these fields blank, the system uses the tax information that is set up for the tenant from either the Customer Master by Line of Business table (F03012) or the Supplier Master table (F0401), depending on whether you are entering an invoice or a voucher. You can also override any values that the system assigns.

If you do not want to assign the same tax explanation code and tax rate area to all of the pay items on the transaction, either leave these fields blank and enter the values for the appropriate pay items in the detail area of the form, or use the values supplied and override them on the individual pay item.

4. Complete the following optional fields:

- Payment Terms

If you leave this field blank, the system uses the payment term code that is set up for the lease.

- Serv/Tax Date
- Supplier Invoice
- Alternate Payee
- Inv Prt Cd

5. To specify multicurrency information, complete the following fields:

- Trans Curr

The system uses the base and transaction currencies that are set up in the lease as default values. You can override the transaction currency, if necessary.

- Exchange Rate

The system uses the exchange rate that is set up in the lease as the default value. If a default value does not exist for the lease, and you leave this field blank, the system retrieves the value from the Currency Exchange Rates table (F0015) based on the date specified in the Exchange Rate Retrieval Date processing option on the Currency tab.

6. To enter foreign amounts, click the following option:

- Foreign

7. Complete the following required fields in the detail area:

- Gross Amount

The amount you enter for each pay item must total to the amount entered in the Invoice Amount field in the header portion of the form.

- Bill Code

The system completes many of the fields in the detail area when you click in the next detail line.

8. Complete any of the other optional fields in detail area, as necessary.

9. Click OK.

Processing Options for Manual Billing Entry (P1511)

Display Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to define the display of the tax fields. This processing option overrides the setup in the Real Estate Management Constants table (F1510B). Valid values are:

Blank

Use the value in the Property Management Constants table to control tax processing.

0

Display the tax fields.

1

Do not display the tax fields.

2. Display Service/Tax Date Field

Blank = Display the field

1 = Suppress the display

Use this processing option to define whether the system displays the Service/Tax Date field. Valid values are:

Blank

Display the Service/Tax Date field.

1

Do not display the Service/Tax Date field.

Edits Tab

1. Edit Business Unit Against Lease

Blank = Edit against the lease

1 = Bypass editing

Use this processing option to edit the business unit as a valid building on the lease. Valid values are:

Blank

Edit the business unit against the lease.

1

Do not edit the business unit against the lease.

2. Generation Type Change Restrictions

Enter the Generation Type

Use this processing option to restrict changes and entries to a specific generation type. If you enter a value in this field, users can view invoices of other generation types, but cannot make changes to the invoices unless the generation type is the same. This value also affects a user's ability to add invoices of generation types other than the allowed values. Valid values are:

1

Recurring Billing

2

Expense Participation

3

Sales Overage

4

Escalations

5

A/R Fees and Interest

6

Estimated Expense Participation

7

Manual Invoice

Currency Tab

1. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify which date to use when the system retrieves the exchange rate for currency conversions. The system retrieves an exchange rate from the Currency Exchange Rates table (F0015) when an override exchange rate does not default from the lease, or when you do not enter an exchange rate and Multi-Currency Conversion is set to Y or Z in General Accounting Constants. Valid values are:

Blank

Use the G/L date to retrieve the exchange rate.

1

Use the invoice date to retrieve the exchange rate.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing,

you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage
XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection

Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency
1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.
 - You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).
-

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review
- General review of transactions within a batch
- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

Considerations for Deleting Real Estate Transactions

When you delete a transaction from the Tenant/Lease Billings Detail Master table (F1511B), which you access from the Real Estate Management batch review program (P150011) or the Manual Billing Entry program (P1511), the system performs additional updates for specific generation types.

The following table describes the additional updates that occur when you delete a transaction for the generation type specified:

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record in the EP Billing Register Work File table (F1538B).
3 – Sales Overage	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
4 - Escalation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record from the Escalation Billing Register table (F1548B).

Note

To be deleted from the system, the transaction must be unposted (which means that invoice and voucher records must not have been generated for the billing).

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:

- Batch Number
- Unposted Batches
- Posted Batches
- All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on the whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.
- If the batch was generated for vouchers, the system displays the Voucher Batch Review form.

3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.

The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review. Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program(R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.
- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B

Tenant A/R Invoices

/

Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank

Invoice Date

1

Due Date

2

Service/Tax Date

3

G/L Date

4

Do not require matching date.

4. Match Criteria

Blank = Building and unit match

1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank

Match credit by building and unit.

1

Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Before You Begin

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab in the Lease Information program (P1501), is set to Y. This field controls whether the system prints invoices for the tenant.

Note

If the Print (I/S/N) field is set to Y and the invoice does not print, review the value of the Inv Prt Cd field on the billing. If this field is set to N, it overrides the value from the lease.

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Printing Real Estate Management Statements

From the Manual Billing menu (G1512), choose Print Statements.

Note About Navigation

The Print Statements program (R155001) appears on every menu from which you process billings.

You send statements to your tenants to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate the following types of statements using the Real Estate Management program for printing statements:

- Open invoice statements
Each invoice appears on a statement until it is paid
- Summarized or balance forward statements
Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.
- Zero balance statements

Using processing options, you can also specify whether to apply credit memos, include paid invoices, print future amounts (invoices that are not due), include aging or summary information, and specify the text for the aging columns and an additional statement message.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer tenant inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last-minute payment by a tenant or make a change to the data selection. Information is stored in the statement tables until you purge it.

See Also

See the following topics in the *Accounts Receivable Guide* for information about reviewing, reprinting, resetting, and purging statements:

- ❑ *Reviewing Statements*
- ❑ *Reprinting Statements*
- ❑ *Resetting Statements*
- ❑ *Purging Statements and Delinquency Notices*

Before You Begin

- ❑ Verify that the Print Statement option on the tenant's customer master record is turned on.
- ❑ Verify that the Print Statement option in the Accounts Receivable system constants is turned on for each company for which you want to print statements.
- ❑ Verify that the Print (I/S/N) field on the Lease Info Page 2 tab is set to Y for the tenant's lease. The print statement field is the second of the three that appear on the form after the field description.
- ❑ Set up any messages that you want to print on the statement. See *Setting Up Statement Messages* in the *Real Estate Management Guide*.
- ❑ Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- ❑ Post receipt transactions to ensure that the statement reflects the most current information.

Processing Options for Print Statements (R155001)

Aging Tab

1. Print Aging

Blank = Do not print aging

1 = Print aging

Use this processing option to determine whether the system includes aging information on the statement. The fields for aging always appear in the lower part of the statement; this option controls whether they contain amounts. Valid values are:

Blank

Do not print aging on the statements.

1

Print aging on the statements.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to determine from where the system retrieves the aging specifications and statement date. Valid values are:

Blank

Use the processing options on the Statement report for aging.

1

Retrieve the aging specifications from the A/R Constants.

3. Statement Date to Age Open Balances

Blank = System date

Use this processing option to enter the statement date to age open balances. If you leave this processing option blank, the system uses the system date.

4. Age Open Balances Date

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date from which to age open balances. Valid values are:

D
Due Date (Default)

I
Invoice Date

G
General Ledger Date

S
Statement Date

5. Aging Category Method

1 = Aging Days
2 = Fiscal Periods
3 = Calendar Months

Use this processing option to specify the method for defining aging categories. Valid values are:

1
Aging Days

2
Fiscal Periods

3
Calendar Months

6. Apply Credits

Blank = Age credits
1 = Apply to current aging balance

Use this processing option to determine whether the system ages credits or applies credits to the current aging balance. Valid values are:

Blank

Age credits.

1

Apply credits to the current aging balance.

Aging Days Tab

1. Aging Day Ranges

Range 1 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 2 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 3 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 4 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 5 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 6 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Print Tab

1. Remit To Address

Blank = Print the address

1 = Suppress printing the address

Use this processing option to print the Remit To address at the top of each statement. Valid values are:

Blank

Print the Remit To address.

1

Do not print the Remit To address.

2. Account Summary Information

Blank = Print the information

1 = Suppress printing the information

Use this processing option to determine whether the system prints account summary information on statements. Valid values are:

Blank

Print account summary information.

1

Do not print account summary information.

3. Future Dollars

Blank = Include future dollars

1 = Bypass future dollars

Use this processing option to determine whether the system includes future dollars. Valid values are:

Blank

Include future dollars.

1

Do not include future dollars.

4. Date To Exclude Future Dollars

Use this processing option to enter a future date to exclude future dollars.

5. Begin Date For Detail Records

Use this processing option to specify the beginning date of detail records to print on the report.

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to select which address should print as the statement "From" address. Valid values are:

Blank

Company address

1

Facility address

2

Remit to address

7. Exclude Paid Invoices

Blank = Include paid invoices with current activity

1 = Exclude paid invoices

Use this processing option to exclude paid invoices from the statement print. Valid values are:

Blank

Include paid invoices with current activity.

1

Exclude paid invoices.

Message Tab

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to enter a message identifier to print at the top of the statement. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

2. Message Identifier Aging Buckets

Aging Bucket 1

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 2

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 3

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 4

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 5

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the

General Message Detail table (F00192).

Aging Bucket 6

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

3. Message Identifier - Total Line

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Reviewing Billing Transactions

You can review the details of a tenant's particular billing transaction. For example, you can review generation type, batch number, invoice number, and gross amounts for each transaction. You can also view the total gross amount of all the records that the system displays.

► **To review billing transactions**

From the Tenant & Lease Information menu (G1511), choose Billings Transaction Inquiry.

1. On Work With Billing Transactions, complete any of the following fields to locate a transaction that you want to review, and then click Find:
 - Lease
 - Generation Type
 - Bill Code
 - Supplier Invoice
 - Doc Co
2. Click one of the following options to review records by posted status:
3. To review details about a transaction, choose a record and click Select.

Note

On Transaction Detail, the fields are informational only and cannot be edited.

4. Click OK.

Processing Options for Billings Transaction Inquiry (P15211)

Versions Tab

1. Manual Billing Entry (P1511)

Blank = ZJDE0001

Use this processing option to specify the version to use for Manual Billing Entry (P1511). If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Tenant A/R Ledger Inquiry program (P15222). If you leave this processing option blank, the system uses the default version ZJDE0001.

3. Supplier Ledger Inquiry (P0411)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Supplier Ledger Inquiry program (P0411). If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Account Ledger Inquiry (P09200)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Account Ledger Inquiry program (P09200). If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Batch Journal Review (P150011)

Blank = Use version for generation type

Use this processing option to specify the version to use for the Batch Journal Review program (P150011). If you leave this processing option blank, the system uses the version that corresponds with the generation type.

Real Estate Management Receipts Processing

One of the most important steps in the accounts receivable process is to quickly enter payments that you receive from your tenants to evaluate your current cash position. The PM Cash Receipts Entry program (P15103) provides the flexibility that you need to enter and maintain various types of receipts. The process to enter receipts and adjust invoices in the Real Estate Management system is similar to the process used in the Accounts Receivable system with the following exceptions:

- The Real Estate Management system uses lease numbers and bill codes to apply receipts.
- The bill codes can have different priorities that affect how the system applies payments that do not exactly match invoices. You can apply payments automatically by bill code priority of application.
- The Real Estate Management receipt entry program has additional processing options.

You use the standard three-tier processing steps, as follows, to manage manual receipts:

3. Enter
4. Review
5. Post

See Also

- *Multicurrency Receipts* in the *Multicurrency Guide* for information about entering domestic, foreign, and alternate currency receipts

Dates, Document Types, and Type Input Codes

When you enter and process manual receipts, you must be familiar with how the system uses dates, the document types the system assigns to invoice and receipt records, and the type input codes that are available and how the system uses them.

Dates

When you enter a receipt, you must enter both a receipt date and a G/L date.

Receipt Date	The date you enter for the receipt date can be the date you entered the receipt into the system, or the date on your customer's check. The system does not use the receipt date for any accounting purposes. The system maintains this date for informational purposes only.
G/L Date	The system uses the G/L date for exchange rate calculations, to determine whether a discount is earned, and to update account information when you post the receipt. Because the system uses the G/L date for so many reasons, you cannot change the G/L date after you enter the receipt.

Document Types

The system uses document types to identify invoice and receipt transactions. Because document types are part of the key that the system uses to locate transactions, it is important that you understand how the system assigns and uses document types.

Invoice Document Types

Invoice document types can be user defined or system defined (RR, for example). Invoice transactions can exist in the system autonomously; they are not dependent upon the existence of other transactions. The system stores invoices in the Customer Ledger table (F03B11)

The system assigns the document type for all receipt transactions. Receipts cannot exist without a corresponding record in the Customer Ledger table. The document type the system assigns to receipts is the stored in the matching document type field (DCTM), unless the receipt generates an invoice record. Invoice records that are generated from the receipt programs include:

- Unapplied receipts (RU)
- Chargebacks (RB)
- Deductions (R5)
- Drafts (R1)

When you display open items for a customer, each pay item consists of an invoice document type. When apply the receipt to the invoice, the system generates a receipt document for the invoice.

Common invoice document types include:

RI (Regular Invoice)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RI to all invoice documents created by the Sales Order Management system, as well as those entered manually using Standard Invoice Entry or Speed Invoice Entry.
RM (Credit Memo)	Unless you modify the processing option in the Invoice Entry MBF Processing Options program (P03B0011), the system assigns RM to credit memos entered manually using Standard Invoice Entry or Speed Invoice Entry.
RR (Recurring Invoice)	The system assigns RR to all recurring invoices entered with frequency and number of payments.
RN (Manual Billing)	The system assigns RN to all invoices generated from manual billings in the Real Estate Management system.
RD (Recurring Billing)	The system assigns RD to all invoices generated from the recurring billings in the Real Estate Management system.
RH (Expense Participation)	The system assigns RH to all invoices generated from the expense participation billings in the Real Estate Management system.
RJ (Sales Overage)	The system assigns RJ to all invoices generated from the sales overage billings in the Real Estate Management system.
RL (Escalation)	The system assigns RL to all invoices generated from the escalation billings in the Real Estate Management system.
RT (A/R Fee & Interest)	The system assigns RT to all invoices generated from the fee and interest billings in the Real Estate Management system.
RB (Chargeback Invoice)	The system assigns RB to invoice chargeback records generated when the receipt is entered. The chargeback indicates that you want to pursue payment for an unearned discount or disputed invoice amount.
R5 (Deduction)	The system assigns R5 to invoice deduction records generated when the receipt is entered. The deduction indicates an unpaid amount that must be researched and resolved.
R1 (Draft)	The system assigns R1 to draft invoice records. Drafts are a promise to pay a debt. This document can be a paper record or an electronic record. A draft includes the amount to be paid, the due date, banking information and, possibly, information about underlying liabilities.
RF (Delinquency Fee)	The system assigns RF to fee invoices. The fee invoice represents the total amount of all fees generated for all eligible invoices for the customer for that period of time.

Receipt Document Types

When you apply the receipt to an invoice, the system creates the following two records:

- A receipt header record that stores the amount of the receipt, the check number, receipt and G/L dates, and so on. The system stores receipt header records in the Receipts Header table (F03B13).
- A receipt detail record that stores the amount of the receipt that is applied to each invoice. The system stores receipt detail records in the Receipts Detail table (F03B14).

The system assigns receipt document types to the record in the F03B14 table. Receipt document types include:

RC (receipt)	The system assigns this document type when you enter a receipt.
RO (void receipt)	The system assigns this document type when you void a receipt.
RS (spread receipt)	The system assigns this document type when you apply a credit memo to an invoice on a zero-amount receipt. The system does not assign this document type when you apply an unapplied receipt to an invoice.
RV (NSF non-sufficient funds receipt)	The system assigns this document type when a customer does not have sufficient funds in the bank to pay the payment.
RU (unapplied receipt)	The system assigns this document type to a receipt that is not applied to a specific invoice. The system applies this receipt to the customer's overall account to reduce the open balance.
RL (logged receipt)	The system assigns this document type to a receipt that is not associated with a customer or payor.
RR (rounding record)	The system assigns this document type when the receipt is either fully applied on the foreign side, but not fully applied on the domestic side, or fully unapplied on the foreign side but not fully unapplied on the domestic side. This rounding record is at the receipt level and not tied into any particular invoice pay item.

Type Input Codes

When applying receipts to invoices, you can use type input (TI) codes to automatically calculate amounts to apply for payments, discounts, write-offs, chargebacks, and deductions.

The following table lists the types of input codes for standard receipts entry and how you can use them to automatically calculate any necessary amounts.

10 - Simple Invoice Match	<p>Calculations:</p> <ul style="list-style-type: none"> • Payment amount = current open amount - discount available • Discount taken = discount available • Write-off = optional • Chargeback = optional • Deduction = optional
11 - Invoice Match with Automatic Chargeback for Discount Amount	<p>Calculations:</p> <ul style="list-style-type: none"> • Payment amount = current open amount - discount available • Discount taken = optional • Write-off = optional • Chargeback = discount available • Deduction = optional
15 - Invoice Match with Write-Off	<p>Calculations:</p> <ul style="list-style-type: none"> • Amount applied = current amount - discount available • Discount taken = discount available • Write-off = current open amount - amount applied, discount taken, chargeback amount, and deduction amount • Chargeback = optional • Deduction = optional
16 - Invoice Match with Chargeback	<p>Calculations:</p> <ul style="list-style-type: none"> • Amount applied = current open amount - discount available • Discount taken = discount available • Write-off = optional • Chargeback = current open amount - amount applied, discount taken, write-off, and deduction amount • Deduction = optional
17 - Invoice Match with Deduction	<p>Calculations:</p> <ul style="list-style-type: none"> • Amount applied = current open amount - discount available • Discount taken = discount available • Write-off = optional • Chargeback = optional • Deduction = current open amount - amount applied, discount taken, write-off, and chargeback

Example: Using Type Input Codes to Enter Receipts

The following examples illustrate how you can use type input codes to enter receipts. For each example, the outstanding invoice amount is 1000.00, and the payment terms are 1/10, net 30.

Simple Invoice Match (Type Input 10)

You receive 990.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
10	990.00	10.00			1000.00	123	001	RI

Using type input 10, the system applies 990.00 and allows the discount of 10.00.

Invoice Match with Automatic Chargeback for Discount Amount (Type Input 11)

You receive 990.00 for invoice 123 after the discount period has expired.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
11	990.00			10.00	1000.00	123	001	RI

Using type input 11, the system applies the 990.00 and creates a chargeback for 10.00.

Invoice Match with Write-Off (Type Input 15)

You receive 970.00 for invoice 123 within the discount period. You decide to create a write-off for the 20.00 instead of creating a chargeback invoice.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
15	970.00	10.00	20.00		1000.00	123	001	RI

Using type input 15, the system applies the 970.00, allows 10.00 for the discount, and creates a write-off for 20.00.

Invoice Match with Chargeback (Type Input 16)

You receive 600.00 for invoice 123 within the discount period.

TI Code	Amount Applied	Discount	Write-Off	Chargeback	Gross Amount	Document Number	Pay Item	Document Type
16	600.00	10.00		390.00	1000.00	123	001	RI

Using type input 16, the system applies the 600.00, allows 10.00 for the discount, and creates a chargeback for 390.00.

Invoice Match with Deduction (Type Input 17)

You receive 850.00 for invoice 123 within the discount period. You decide to create a deduction for the remaining amount of 140.00, which you will research and resolve at a later time.

TI Code	Amount Applied	Discount	Write-Off	Deduction	Gross Amount	Document Number	Pay Item	Document Type
17	850.00	10.00		140.00	1000.00	128	001	RI

Using type input 17, the system applies the 850.00, allows the discount of 10.00, and creates a deduction for 140.00.

Entering Receipts for Real Estate Management

To apply receipts that you receive from your tenants to invoices that were generated from the billing programs in the Real Estate Management system, use the PM Cash Receipts Entry program (P15103). Do not use the receipt entry programs for the Accounts Receivable system.

Using PM Cash Receipts Entry, you choose the invoices that the receipt pays and choose how to apply short payments or unearned discounts to the invoices that are specified on the receipt. You also use this program to enter security deposits.

You use type input (TI) codes to specify how you want the system to apply payment amounts. Based on the payment amount that you enter and the type input code that you use, the system can calculate write-off, chargeback, and deduction amounts, as well as determine whether discounts that are available are earned. You can also overpay invoices to generate a credit to the tenants' account. Processing options allow you secure type input codes that you do not use.

You enter receipts in batches, just as you enter invoices in batches. Depending on the settings of the Accounts Receivable constants, the system might display a batch control form for entering information about the batch, such as the number of transactions and total amount. To make your bank reconciliation process easier, you might want to group the different types of receipts into different batches.

Note

The system assigns a new batch number only when you exit the Work with Customer Receipts Inquiry form (not the PM Receipts Entry form) and reenter it. The status of the batch remains In Use until you exit the Work with Customer Receipts Inquiry form. The system assigns the batch type RB to all records that are generated by the receipts applications.

When you apply a receipt to invoices, the system creates one document to represent the receipt, which is stored in the Receipts Header table (F03B13), and one document for each invoice to which you apply the receipt, which is stored in the Receipts Detail table (F03B14).

See Also

- ❑ *Locating Tenant Receipts* in the *Real Estate Management Guide* for information on reviewing the results of receipt application

The following topics in the *Multicurrency Guide* for information about entering multicurrency receipts, including how to display open invoices by currency:

- ❑ *Multicurrency Receipts*
- ❑ *Entering Manual Receipts in a Foreign Currency*
- ❑ *Entering Manual Receipts in a Alternate Currency*

Fields Updated During Receipt Entry

When you enter a receipt, the system updates specific fields with the account ID. The system locates the AAI based on the how the receipt is applied to invoices. The system uses this account ID when you post the payment to create automatic entries. The following table lists the fields that the system updates based on the type of payment, and the AAI that the system uses to locate the account.

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
Bank Account	All	N/A	GLBA	Receipts Header (F03B13)	<p>The system uses the bank account number entered on the receipt.</p> <p>If the Bank Account field is blank, the system locates the account based on the following hierarchy:</p> <ul style="list-style-type: none"> • RB for the company entered on the payment • RB for company 00000
A/R Trade	Applied payment	10	AID	Receipts Detail (F03B14)	<p>The system does not use an AAI.</p> <p>The system uses the account entered in the AID field of the invoice record in the F03B11 table.</p>

A/R Trade	Unapplied payment	N/A	AID	Receipts Header (F03B13)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Unapplied Bill Code field:</p> <ul style="list-style-type: none"> • RCxxxx for the company entered on the receipt • RCxxxx for company 00000 • RCUC for the company entered on the receipt • RCUC for company 00000
A/R Trade	Payment that generates a chargeback	11 and 16	AIDC and AID	Receipts Detail (F03B14) and Customer Ledger (F03B11)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Chargeback G/L Offset field:</p> <ul style="list-style-type: none"> • RCxxxx for the company entered on the invoice • RCxxxx for company 00000 • RC for the company entered on the invoice • RC for company 00000
A/R Trade	Stand-alone chargeback	26	AIDC	Receipts Detail (F03B14)	<p>The system locates the account using the following hierarchy, where xxxx is the value of the Chargeback G/L Offset field:</p> <ul style="list-style-type: none"> • RCxxxx for the company entered on the receipt • RCxxxx for company 00000 • RC for the company entered on the receipt • RC for company 00000

Discount Taken	Payment with a discount	10	AIDD	Receipts Detail (F03B14)	The system uses the following hierarchy: <ul style="list-style-type: none"> • RKD for the company entered on the receipt • RKD for company 00000
Write-off	Payment with a write-off	10 and 15	AIDW	Receipts Detail (F03B14)	The system uses the following hierarchy, where xx is the write-off reason code: <ul style="list-style-type: none"> • RA xx for the company entered on the invoice • RA xx for company 00000
Write-off	Stand-alone write-off	25	AIDW	Receipts Detail (F03B14)	The system uses the following hierarchy, where xx is the write-off reason code: <ul style="list-style-type: none"> • RA xx for the company entered on the receipt • RA xx for company 00000
Deduction Suspense	Payment with a deduction	17	DAID	Receipts Detail (F03B14)	The system uses the following hierarchy: <ul style="list-style-type: none"> • RN that is set up for the company entered on the invoice • RN for company 00000
Deduction Suspense	Stand-alone deduction	27	DAID	Receipts Detail (F03B14)	The system uses the following hierarchy: <ul style="list-style-type: none"> • RN that is set up for the company entered on the receipt • RN for company 00000

Entering Unapplied Receipts for Real Estate Management

The easiest, quickest method of recognizing cash for your business and crediting the tenant's account is to enter unapplied receipts. This type of receipt enables you to immediately enter the money you receive into the system, which helps you determine your current cash position. Entering unapplied receipts allows you to apply a receipt to a tenant's account without applying it to a specific invoice or group of invoices. For example, you might want to include the receipt in your daily bank deposit and apply it later to the appropriate invoices. You also use unapplied receipts for entering security deposits.

When you enter an unapplied receipt, the system creates a record in each of the following tables:

Customer Ledger (F03B11)	<p>The invoice record for the unapplied receipt. Because a receipt document cannot exist in the system by itself and must be associated to some invoice record, the system generates an invoice record for the unapplied receipt and assigns it a document type RU.</p> <p>The invoice record for the unapplied receipt has the following characteristics:</p> <ul style="list-style-type: none"> • It establishes an audit trail to the receipt payment ID. • It is expressed as a credit amount. • It has a batch type of RB. • It contains a posting status of D (posted). The posted codes for the receipt records in the Receipts Header table (F03B13) and the Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	<p>The receipt record for the transaction.</p>
Receipts Detail (F03B14)	<p>The receipt record that is associated with the invoice that it pays.</p> <p>Unapplied receipt (RU), chargeback (RB), and deduction (R5) invoice records, which are generated from the receipt application, have a corresponding detail record that is used for posting purposes. The system creates the invoice records (F03B11) with a posting status of D. You must post the receipt records (F03B14) to update the general ledger.</p>

The unapplied receipt remains open until you apply it to the appropriate invoices.

After you enter unapplied receipts, you must post them. When you post unapplied receipts, the system debits the bank account and credits the A/R trade account associated with the AAI item RCUC, unless you override the Unapplied Bill Code field on the receipt.

See Also

- ❑ [Processing Security Deposits](#) in the *Real Estate Management Guide* for more detailed information on working with and maintaining security deposits

Before You Begin

- ❑ Verify that the appropriate offset account is set up for the AAI item RCxxxx, where xxxx is the Unapplied Bill Code. If you enter unapplied receipts, the system uses the default RCUC unless you specify a different Unapplied Bill Code value.

► To enter an unapplied receipt for real estate

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work With Customer Receipts Inquiry, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

PM Receipts Entry

Receipt Header Unapplied Cash Currency

Company 00001 Bank Account 1.1110.BEAR G/L Date 06/30/05
 Payor 3004 Lease Receipt Date 06/30/05
 Tenant 3004 Pacific Company, The Batch 84832
 Receipt Number 19701 Previous
 Receipt Amount 4,554.00 Remark

Document Number	Transaction Payment Amount	Transaction Open Amount	Transaction Gross Amount	Transaction Discount Taken	OS CD	Bill Code	Lease	Building	Unit
11	4,554.00		4,600.00						

Amount Applied: 4,554.00 Amount Pending: Amount Unapplied:

2. On PM Receipts Entry, click the Receipt Header tab and complete the following fields:

- Company
- Bank Account
If you leave this field blank, the system uses the bank account that is set up for AAI RB for the company number entered.
- Lease
If you enter a tenant but do not enter a lease number, the system will use the first lease, building, and unit for the tenant as the default value.
- G/L Date
- Payor
- Receipt Date
If you leave this field blank, the system uses the G/L date.
- Tenant

If you leave this field blank, the system uses the value from the Payor field.

- Receipt Number
 - Depending on the setting of the processing option for Duplicate Receipt Edit, the system might display a warning or error message if the receipt number has already been entered.
 - Receipt Amount
 - Remark
3. Click the Unapplied Cash tab and complete the following fields:
- Unapplied Bill Code
If you leave this field blank, the system uses UC as the default value.
 - Lease
If you leave this field blank, the system uses the value entered on the Receipt Header tab.
 - Building
 - Unit
If this is a multi-unit lease and you do not enter a building or unit for the lease, you will get a warning indicating that the system will apply cash to the first building and unit on the lease.
 - Receipt Reference
 - Payment Instrument
 - Cleared Date

Note

When you enter the receipt, the system automatically completes the appropriate fields on the Currency tab based on the lease, but you can override all fields except the Base Currency field.

Displaying Open Invoices for Real Estate Management

To specify the invoices that a receipt pays, you must display them on the receipt entry form. Regardless of the method that you use to locate open invoices, you specify search criteria on one form, and the system returns the invoices that meet the criteria specified on the PM Receipts Entry form.

The system provides the following methods for displaying open invoices that you want to pay:

Load Invoices	<p>The system displays all the open invoices for the specified payor that meet the additional search criteria specified:</p> <ul style="list-style-type: none"> • Company You can specify one company or enter * for all companies. • Currency Code You can specify one currency code or * for all currency codes. • Lease <p>The system displays the invoices in order by due date.</p>
Select Invoices	<p>The system displays all the open invoices that meet the following search criteria that you enter:</p> <ul style="list-style-type: none"> • Payor or Tenant • Company You can specify one company or enter * for all companies. • Currency Code You can specify one currency code or * for all currency codes. <p>Additionally, you can use the QBE row to specify additional search criteria, such lease number or bill code.</p> <p>The system displays the invoices that meet the criteria that you specified. You then select each invoice pay item that you want to pay. After invoices are selected, you can alter the search criteria and select more invoices. The system returns all the invoices selected in the order that you selected them on the receipt entry form.</p>
Select Invoices by Remittance	<p>You use this method to enter the remittance information from your bank. You enter information about the invoice, such as the invoice number, in the Invoice Reference field, and the system indicates the number of invoices located that meet the criteria that you specified. You use a separate detail line to specify different search criteria.</p> <p>Processing options allow you to set up a default search order that the system uses to locate the invoices based on the value entered in the Invoice Reference field. The system can locate open invoices by:</p> <ul style="list-style-type: none"> • Invoice number • Sales order number • Customer reference number • Statement number • Lease number <p>With the exception of statement number, the system uses the invoice reference to locate invoices from the Customer Ledger table (F03B11). The system locates invoices using the statement number from the A/R Notification History Detail table (F03B21).</p>

Regardless of the method that you choose to display open invoices, the system does not retrieve the following types of invoices:

- RU - Unapplied receipt
- R5 – Deductions

See Also

- ❑ Applying Unapplied Receipts to Invoice for information on closing unapplied invoice records (RU)
- ❑ Researching and Resolving Deductions

► To load all open invoices for a tenant

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, choose Load from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Load Invoices

OK Cancel Tools

Company 00001 Financia/Distribution Company

Payor 3004 Pacific Company, The

Lease

Currency USD U.S. Dollar

Base USD U.S. Dollar

Priority Code Application

3. On Load Invoices, complete the following fields:
 - Company
The system loads only those invoices for the company that you specify. Use * to load all invoices for all companies.
 - Payor
 - Lease
4. If you want load invoices in the order of bill code priority, click the following option and click OK:
 - Priority Code Application

If you do not turn on this option, the system loads invoices in order by due date.

Note

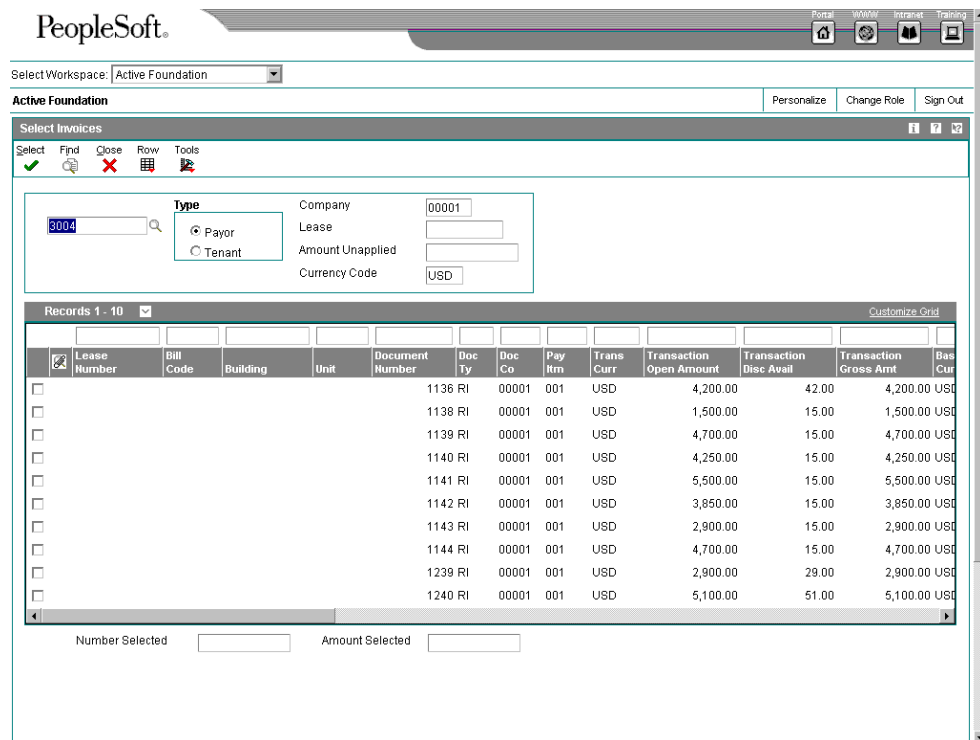
The system does not load invoices with RU (unapplied) and R5 (deduction) document types.

If you set a processing option to use a default type input code, when the system displays invoices, it updates the TI field with the value that you specified in the processing option.

► **To select open invoices for a tenant**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, choose Select from the Form menu.



3. On Select Invoices, complete the following optional field:

- Address Number

The system uses the tenant number that you entered in the receipt header. You can select invoices for another tenant by entering their address number in this field.

4. Click one of the following options to designate the type of address book number that you entered:
 - Payor
 - Tenant
5. Complete the following optional fields to select specific invoices:
 - Company
Enter * to display all open invoices for all companies.
 - Lease
 - Currency Code
6. Click Find to display the open items that meet your search criteria.
As an addition to or as an alternative, you can use the QBE line to locate invoices.

Note

The system does not display RU (unapplied receipt) or R5 (deduction) invoice records. These records are not available for selection.

7. Choose the invoice or group of invoices and click Select.
The system marks the invoices that you select. To remove the selection, choose the invoice and click Select again. You can select invoices from multiple customers. The system keeps track of the invoices that you select and the total amount of the selected invoices.
8. Click Close to display the selected invoices in the detail area of the PM Receipts Entry form.

Note

The system displays the invoices in the order in which they were selected.

If you set a processing option to use a default type input code, when the system displays invoices, it updates the TI field with the value that you specified in the processing option.

► To select open invoices for a tenant by remittance

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, choose Remittance from the Form menu.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Select Invoices by Remittance

OK Delete Cancel Form Tools

Payor: 3004 Pacific Company, The Company: 00001

Tenant: 3004 Pacific Company, The Currency: USD

Parent: * Base: USD

Lease: *

Invoice Reference	Remittance Amount	Remittance Discount	Net Payment Amount	Items Found	Amount Open	Discount Available	Discount Earnable
Records 1 - 1							

Total Remittance Amount: _____ Total Remittance Discount: _____ G/L Date: 06/30/05

3. On Select Invoices by Remittance, complete the following optional fields to more narrowly define your search for the invoices:

- Payor
- Tenant
- Parent
- Lease
- Company

You can also use * to specify all values.

Note

If the invoice does not contain the information that you entered in these fields, the system cannot locate it.

4. In the detail area, complete the following fields for each item on the tenant's remittance:

- Invoice Reference

Enter the invoice number, statement number, sales order number, customer reference number, or lease number. The system searches the Customer Ledger table (F03B11) for invoices in the order that you designate in the Match Priority processing options, unless you complete the Override Type field.

Note

The system searches the A/R Notification History Detail table (F03B21) to locate the statement number; therefore, you must use the Statement Notification Refresh program (R03B500X) to generate statements for the system to locate invoices by statement number.

5. In the detail area, complete any of the following optional fields:
 - **TI**
Enter the TI code to override the default value specified in the processing option, if desired.

The system ignores any value that you enter, unless you specify a remittance amount for tracking purposes
 - **Override Type**
To reduce processing time, you can specify the search criteria for the system to use to locate the invoice based on the information entered. For example, if you enter an invoice number in the Invoice Reference field, you can enter 1 in this field and the system searches for the invoice by invoice number only and ignores the Match Priority processing options.
6. Click in the next detail line and review the following fields that the system completes:
 - Items Found
 - Amount Open
 - Discount Available
 - Discount Earnable
 - Process Type
7. If you need to keep a running total of the remittance amounts, you can complete the Remittance Amount and Remittance Discount fields to update the totals on the bottom of the form, however, the system does *not* use the amounts entered as the payment and discount amounts on the PM Receipts Entry form. You must specify the payment amount when the system returns the invoices selected.
8. Click OK.
The system displays the invoices on the PM Receipts Entry form in the order that you entered them on the remittance form.

Applying a Receipt to Tenant Invoices (TI Code 10)

You use type input code 10 when the receipt pays all or part of the invoice and you do not want to specify manual write-offs, chargebacks, or deductions. The system automatically takes any discount that is earned (the G/L date is on or before the discount due date). You indicate how much of the invoice the receipt pays in the Payment Amount field. If you leave this field blank, the system pays the entire open amount of the invoice, up to the receipt amount.

After you enter receipts, you must post them to the general ledger.

When you post receipt records, the system debits the bank account for the amount of the receipt and credits the A/R trade account that was used when the invoice was posted.

► To apply a receipt to tenant invoices (TI code 10)

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, enter 10 in the following field next to the first invoice that you want to pay:

- T I

When you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice.

4. If necessary, override the value in the following fields:

- Payment Amount

If you specify a payment amount that is greater than the open amount of the invoice, the system displays the overpayment as a negative open amount.

Note

Depending on the processing option settings, the system might automatically write off the difference between the open amount of the invoice and the payment amount that you enter. See [Applying a Receipt to Tenant Invoices with Write-Offs \(TI Codes 10 and 15\)](#) in the *Real Estate Management Guide* for more information.

- Remark

5. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

Applying a Receipt to Tenant Invoices with Discounts (TI Code 10)

When you apply a receipt to an invoice or group of invoices, you can choose whether to allow the discount. If the tenant pays the invoice in full on or before the discount due date, the discount is earned and the system automatically completes the Discount Taken field with the amount of the discount. If the discount is not earned (the G/L date of the receipt is after the discount due date), the system does not automatically complete the Discount Taken field, but you can override it and apply a discount amount manually. If you do not allow the discount, the system leaves the invoice open in the amount of the discount.

You can set processing options to allow the amount of the discount taken to be more than the discount available, or to allow the discount taken to be more than the applied (payment amount). For example, you might issue a credit to a tenant in the form of a discount for a disputed item. You can also specify grace days to add to the discount due date.

After you enter receipts with discounts, you must post them. When you post payments with earned discounts, in addition to the bank account and A/R trade account, the system updates a discount taken account. The system uses the following hierarchy to locate the discount taken account:

6. The system searches for AAI item RKDxxx, where xxx is the discount reason code that you entered for the company that you entered on the receipt.
7. If the system does not locate this AAI, it uses RKDxxx for company 00000.
8. If the system does not locate this AAI, it returns an error.

Before You Begin

- Verify that the appropriate discount account is specified for the AAI item RKD.
- Verify that the processing options under the Discount tab are set up.

► To apply a receipt to tenant invoices with discounts (TI code 10)

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, enter 10 in the following field next to the appropriate invoice:
 - TI

When you move the cursor out of this field, the system automatically completes the Payment Amount field with the amount of the invoice and the Discount Taken field with the amount in the Discount Available field, if the discount is earned.
4. If necessary, override the value in the following fields:
 - Payment Amount

Note

Depending on the processing option settings, the system might automatically write off differences between the open amount of the invoice and the payment amount that you enter. See [Applying a Receipt to Tenant Invoices with Write-Offs \(TI Codes 10 and 15\)](#) in the *Real Estate Management Guide* for more information.

- Remark

- Discount Taken

If the discount is earned and the invoice is paid in full, the system completes this field with the amount of the discount available.

If the discount is not earned (the G/L date of the payment is after the discount due date, or the invoice is not paid in full), the system does not complete this field.

You can override the field to specify a different discount amount, including zero.

5. Complete the following optional field:

- DS CD

6. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

7. Click OK.

Applying a Receipt to Tenant Invoices with Chargebacks (TI Codes 11 and 16)

When applying a receipt to an invoice, you might want to create a chargeback if the amount that you receive is less than the open amount for the invoice. For example, a tenant might issue a payment for an invoice, less the discount, even though the terms of the discount have expired.

You can use the following type input codes for generating a chargeback invoice:

TI Code 11	Use this type input code when you want the system to create a chargeback for an unearned discount. The system automatically completes the Chargeback Amount field with the discount available.
TI Code 16	Use this type input code when you want the system to generate a chargeback for a short payment that is not an unearned discount. The system automatically completes the Chargeback Amount field with the difference between the payment amount that you enter and the open amount of the invoice.

When you enter a receipt with a chargeback, the system generates the following three records:

Customer Ledger (F03B11)	<p>A chargeback invoice record, which takes the place of a specific invoice, for the disputed amount that you want to charge back to the tenant. The system closes the original invoice and marks it as paid, and creates a new chargeback invoice record that it assigns a document type of RB.</p> <p>The chargeback invoice record has the following characteristics:</p> <ul style="list-style-type: none"> • It establishes an audit trail to the receipt payment ID. • It establishes an audit trail to the original invoice, if the chargeback was generated for a specific invoice. • It is expressed as a debit amount. • It has a batch type of either RB. <p style="padding-left: 40px;">It contains a posting status of D (posted). The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt or draft is posted.</p>
Receipts Header (F03B13)	The receipt record.
Receipts Detail (F03B14)	The detail record that pays the invoice from which the chargeback was generated.

Regardless of the type input code you use, if you specify a chargeback amount and reason code, the system creates a chargeback record.

After you enter receipts with chargebacks, you must post them. When you post receipts with chargebacks, in addition to the bank account and A/R trade account, the system might update a different A/R trade account for the chargeback amount, depending on whether you complete the Chargeback G/L Offset field on the receipt record.

Before You Begin

- ❑ Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback G/L offset code.
- ❑ Verify that the processing options on the chargeback tab are set up.
- ❑ Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

► **To apply a receipt to tenant invoices with chargebacks (TI codes 11 and 16)**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, enter 11 or 16 in the following field next to the appropriate invoice:
 - T I

If you enter 11, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice and the Chargeback Amount field with the amount in the Discount Available field.

If you enter 16, when you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the payment, depending on the number of invoices you pay.
4. If necessary, override the value in the following fields:
 - Payment Amount

If the payment amount is greater than the open amount of the invoice, the system does not calculate the chargeback amount until you override the payment amount to be less than the open invoice amount.

 - Remark
 - Chargeback Amount
5. Complete the following required field:
 - CB Cd

The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. To direct the offset for the chargeback to a different A/R trade account, complete the following field:
 - Chargeback G/L Offset
7. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

 - Amount Unapplied

The system creates an unapplied record for the amount in this field.
8. Click OK.

Applying a Receipt to Tenant Invoices with Write-Offs (TI Codes 10 and 15)

If the payment that you receive is not enough to pay the open amount of the invoice, or if you receive a small overpayment, you might want to write off the difference and close the invoice. For example, you might receive a payment from a tenant that is slightly less than the invoice amount. To maintain a good relationship with your tenant, you might choose to write off the minor amount instead of creating a chargeback invoice for the difference or leaving the amount open.

The following two options are available for performing write-offs:

<p>Automatic write-off (TI Code 10)</p>	<p>The system calculates the difference between the payment amount and the open amount of the invoice. If the difference is within the tolerance limits that are defined in the processing options, the system automatically performs the write-off.</p> <p>For example, if you establish the maximum write-off amount as 10, the invoice open amount is 500, and you enter a receipt for 490. The system automatically writes off 10, provided that you either enter 490 in the Payment Amount field or accept the system default. You do not need to calculate or specify a write-off amount.</p> <p>Automatic write-offs require you to enter a default reason code in the processing options, which the system uses to determine the write-off (adjustment) account. When you enter the receipt, you cannot override the write-off reason code for automatic write-offs.</p> <p>When you apply the payment to invoices, the system displays a remaining open amount. After you enter the receipt and review it, the system displays the write-off amount and write-off reason code. You can override the write-off reason code at this time.</p>
<p>Manual write-off (TI Code 15)</p>	<p>You specify that you want the system to perform a write-off by using type input code 15, and the system calculates the write-off amount for you. If you exceed the maximum manual write-off amount specified in the processing options, the system issues an error when you click OK. You can then manually adjust the write-off amount.</p> <p>You can set up a default reason code to use for manual write-offs, but it is not required, and you can override it when you enter the receipt.</p>

Regardless of the type input code you use, if you specify a write-off amount and reason code, the system generates a write-off.

For the write-off to occur on amounts that exceed the invoice open amount, such as overpayments, you must override the transaction payment amount with the receipt amount. Otherwise, the system generates an unapplied receipt record for the amount. For example, if the payment amount is 100.00 and the invoice amount is 95.00, and you wish to write off the 5.00 automatically, you must change the payment amount in the detail area from 95.00 to 100.00. Otherwise, the system generates an unapplied receipt record for 5.00.

After you enter receipts and drafts, you must post them. When you post payments with write-offs, in addition to crediting the bank account and debiting the A/R trade account, the system updates a write-off account that you specify for the AAI item RAXx, where xx is the write-off (adjustment) reason code. You must set up an AAI for each write-off (adjustment) reason code that you use.

Before You Begin

- ❑ Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAXx, where xx is the write-off reason code.
- ❑ Verify that the processing option on the Edits tab is set up to allow write-offs.
- ❑ Verify that the processing options on the Auto Write Off and Mnl Write Off tabs are set up.
- ❑ Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

► To apply a receipt to tenant invoices with write-offs (TI code 15)

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, enter 15 in the following field next to the appropriate invoice:
 - TI
When you move the cursor out of this field, if the receipt amount is less than the open amount of the invoice, the system automatically calculates the write-off amount and completes the Payment Amount and Write-Off Amount fields.
4. If necessary, override the value in the following fields:
 - Payment Amount
If the amount of the receipt is greater than the open amount of the invoice, the system does not calculate the write-off amount until you override the payment amount.
 - Remark
 - Transaction Write Off Amount
5. Complete the following required field:
 - WO Cd
The system does not accept blank as a valid value, even if it is set up in the user defined codes.
6. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
If you have fully applied the payment to invoices, the amount pending should equal the receipt amount in the header portion of the entry form.
 - Amount Unapplied
The system creates an unapplied record for the amount in this field.
7. Click OK.

Applying a Receipt to Tenant Invoices with Deductions (TI Code 17)

Entering receipts with deductions is a method of postponing a response to a short payment from your tenant without delaying payment entry. You can enter the payment immediately while another person researches and resolves the deduction. Some common reasons that a tenant might take a deduction are):

- Unearned discounts
- Billing errors
- Refusal to pay tax

You specify that you want the system to calculate deductions by using type input code 17. If the amount applied to the invoice is less than the receipt amount, the system updates the Deduction Amount field for the difference automatically. The system also updates the deduction reason code with the default value that you specify in the processing options.

When you enter a receipt with a deduction, the system generates the following three documents:

Customer Ledger (F03B11)	<p>A deduction invoice document, which takes the place of a specific invoice or group of invoices, for the disputed amount that you want to research and resolve. The system closes the invoice, marks it as paid, creates a new deduction invoice record, and assigns the document type R5 to it.</p> <p>The deduction invoice record has the following characteristics:</p> <ul style="list-style-type: none"> • It establishes an audit trail to the receipt payment ID. • It establishes an audit trail to the original invoice (if the deduction was generated for a specific invoice). • It is expressed as a debit amount. • It has a batch type of either RB (if generated from a receipt application) or DB (if generated from a draft application). • It contains a posting status of D (posted). • The posted codes for the payment records in the Receipts Header table (F03B13) and Receipts Detail table (F03B14) remain blank until the receipt is posted.
Receipts Header (F03B13)	The receipt record.
Receipts Detail (F03B14)	The detail record that pays the invoice from which the deduction was generated.

Regardless of the type input code that you use, if you specify a deduction amount and reason code, the system creates a deduction record.

After you enter receipts, you must post them. When you post payments with deductions, in addition to the bank account and A/R trade account, the system debits the deduction suspense account that is set up for the AAI item RN. The system also creates records in the A/R Deduction Management table (F03B40). The deduction record enables you to research and resolve the reason for the deduction at a later time.

Note

If you need to change the deduction amount or void the payment after it is posted, you must first reverse or void the deduction record (F03B40) using the deduction application. You can, however, revise other non-deduction payment detail records.

See Also

- ❑ *Deduction Processing* in the *Accounts Receivable Guide* for information on researching and resolving deductions

Before You Begin

- ❑ Verify that the account that you want to use for the deduction suspense account is set up for the AAI item RN.
- ❑ Determine whether you want to specify a default deduction reason code and, if so, enter the value in the processing options on the Defaults tab.
- ❑ Verify that the valid values that you want to use for the deduction reason code are set up in UDC (03B/CR).

► To apply a receipt to tenant invoices with deductions (TI code 17)

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, enter 17 in the following field next to the appropriate invoice:
 - TI
When you move the cursor out of this field, the system completes the Payment Amount field with the amount of the invoice or the amount of the receipt, depending on the number of invoices you pay.
4. If necessary, override the value in the following fields:
 - Payment Amount
If the amount of the receipt is greater than the open amount of the invoice, the system does not calculate the deduction amount until you override the payment amount to be less than the open invoice amount.
 - Remark
 - Transaction Deduction Amount
5. Complete the following required field:
 - DD Cd
The system does not accept blank as a valid value, even if it is set up in the user defined codes.

6. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header of the entry form.
 - Amount Unapplied
The system creates an unapplied record for the amount in this field.
7. Click OK.

Applying a Receipt to Tenant Invoices Using Multiple Type Input Codes

You can enter a receipt and apply it simultaneously to a group of invoices that require individual treatment. For example, if you have three invoices, you might allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off a minor underpayment on the last invoice.

When you apply a receipt to invoices using multiple type input codes, you can address each invoice individually by using the type input codes in any combination.

Note

The system uses the following criteria to determine the payment amount for each receipt detail line:

- Receipt Amount
- Open Invoice Amount
- Type Input Code
- Unapplied Amount

For example, if you neglect to complete the Receipt Amount field, and you attempt to pay multiple invoices, the system attempts to compensate for the first payment amount that you enter by completing Payment Amount field on the second detail line with a negative payment amount.

Applying Unapplied Receipts to Tenant Invoices

After you enter an unapplied receipt, you can apply it to the appropriate invoice or group of invoices using all of the available type input codes. To match an unapplied receipt to invoices, you select the unapplied payment first and then display the open invoice records. You cannot use the Load, Select, or Remittance features to display unapplied invoice records along with the open invoices.

When you fully apply an unapplied receipt to invoices, the system performs the following functions for each invoice to which the receipt was applied:

- Creates a new batch record in the Batch Control Records table (F0011) for batch type RBm if the unapplied payment is posted when you apply it against invoices.

- Closes the RU invoice document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates RC documents in the Receipts Detail table (F03B14).

If you fully apply an unapplied receipt to invoices before it is posted, the system deletes the RU record from the F03B11 and F03B14 tables.

Regardless of whether the unapplied receipt is posted before you apply it to an invoice, you must post the receipt after you apply it to invoices to update the appropriate accounts in the general ledger.

See Also

- [Journal Entries Created by the Receipt Post](#) in the *Real Estate Management Guide* for more information about posting zero amount receipts

► To apply an unapplied receipt to tenant invoices

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work with Customer Receipts Inquiry, to display unapplied receipts, click the following option and click Find:
 - Unapplied
2. Choose the appropriate receipt and click Select.
3. On PM Receipts Entry, display the open items for the customer.
4. In the header area, complete the following field, if desired:
 - G/L Date

Note

The G/L date that you assign does not change the G/L date of the unapplied receipt record in the Receipts Header table (F03B13). The system uses the G/L date for the record that it creates in the Receipts Detail table (F03B14) to pay the invoice.

5. In the detail area, complete the following field with the appropriate code:
 - T I
6. If necessary, override the value in the following fields:
 - Payment Amount
 - Discount Taken
 - Remark
 - Transaction Write Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Chargeback Amount
If you enter a chargeback amount, you must enter a chargeback reason code.
 - Transaction Deduction Amount
If you enter a deduction amount, you must enter a deduction reason code.
7. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
The amount pending should equal the receipt amount specified in the receipt header if you have fully applied the receipt to invoices.
 - Amount Unapplied
The system creates an unapplied receipt record for the amount indicated in this field.
 8. Click OK.

Applying Credit Memos to Tenant Invoices

When the customer has outstanding credit memos, you can apply them to outstanding invoices using the PM Receipts Entry program (P15103). Because you do not have a physical payment, you enter zero in the Receipt Amount field. You can use the Load, Select, or Remittance feature to display the credit memo and invoice, and then you use the appropriate type input code to apply the credit memo to the invoice. If the credit memo does not fully pay the invoice, you can leave the invoice open for the amount that remains, or create a write-off, chargeback, or deduction record for the difference.

When you fully apply a credit memo to an invoice, the system does the following:

- Closes the RM credit memo document in the Customer Ledger table (F03B11) by updating the pay status to P.
- Closes the RN or RD invoice document in the Customer Ledger table (F03B11) by updating the pay status to P, if the invoice is fully paid.
- Creates a record in the Receipts Header table (F03B13) for a zero amount.
- Creates RS receipt documents in the Receipts Detail table (F03B14) for both the credit memo and the invoice.

After you apply credit memos to invoices, you must post the batch to update the general ledger.

See Also

- [Journal Entries Created by the Receipt Post](#) in the *Real Estate Management Guide* for more information about posting zero amount receipts

► **To apply a credit memo to an tenant invoice**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt, but leave the Receipt Amount field blank.
2. Display the open items for the customer.
3. To fully apply a credit memo to an invoice, enter 10 in the following field next to the credit memo:
 - T I
4. Using the appropriate code, complete the following field next to the invoice:
 - T I

If the credit memo does not fully pay the invoice, you can leave the invoice open for the remaining amount or use a type input code to create a write-off, chargeback, or deduction record for the difference.
5. Click OK.

Entering G/L Receipts in Real Estate Management

When you receive a check that is not associated with a tenant's account, such as a refund check from an insurance company or a rebate, you can enter the check by entering a G/L receipt using the PM Receipts Entry program (P15103). A G/L receipt enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

After you enter G/L receipts, you must post them to update the bank and G/L accounts.

► **To enter G/L receipts in real estate**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On PM Receipts Entry, follow the steps to enter an unapplied receipt.

Note

You do not need to complete the Customer or Payor fields when you enter a G/L receipt.

3. From the Form menu, choose General Ledger.
4. On G/L Receipts Entry, complete the following fields for each G/L account:
 - G/L Account Number

You can use multiple grid lines to distribute the receipt to as many G/L accounts as necessary. The total amount that you enter must equal the receipt amount.

 - Payment Amount

5. Complete the following optional field:
 - Remark
 6. Click OK to return to the PM Receipts Entry form.
 7. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
If you have fully applied the receipt to invoices, the amount pending should equal the receipt amount in the receipt header.
 - Amount Unapplied
The system creates an unapplied receipt record for the amount in this field.
-
- Note**
If you have an amount in this field, you must to complete the Payor and Customer fields on the form before you click OK or the system returns an error.
-
8. Click OK.

Creating Stand-Alone Records in Real Estate Management

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the tenant sends a payment for several invoices, but the payment amount does not equal the total amount of the invoices. You can also use the stand-alone feature when an unapplied receipt is applied to several invoices and a small difference between the totals exists. In these scenarios, the system matches the payment to invoices, but the shortage is recorded without specifying a particular invoice.

You can also use the stand-alone feature without performing an invoice match. For example, you can create a deduction or write off a small duplicate payment. Additionally, to distribute an unapplied receipt to several tenant accounts, you can enter a stand-alone chargeback without invoice matching. When you use the stand-alone feature without invoice matching, you must enter the amount as a credit (negative); otherwise, the system creates an unapplied receipt for twice the amount specified.

J.D. Edwards recommends that you use the stand-alone feature in conjunction with invoice match, whenever possible.

You use the following type input codes to create stand-alone transactions in the PM Receipts Entry program (P15103):

25 (Stand-alone write-off)	Use this code to create a write-off for a disputed amount that is not associated with a specific invoice.
26 (Stand-alone chargeback)	Use this code to create a chargeback invoice for an unpaid amount that is not associated with a specific invoice.
27 (Stand-alone deduction)	Use this code to create a deduction for an amount that is not associated with a specific invoice.

See Also

- ❑ [Fields Updated During Receipt Entry](#) in the *Real Estate Management Guide* for information about how the system locates the appropriate accounts for stand-alone transactions

Creating Stand-Alone Write-Offs in Real Estate (TI Code 25)

A stand-alone write-off is a write-off for an amount that is not associated with any specific invoice. For example, when you receive a receipt to pay multiple invoices, and the tenant has not indicated which invoice should receive the short payment, you can write off this amount using a stand-alone entry. Additionally, you might use the stand-alone feature for write-offs that are not associated with any invoice. For example, you use a stand-alone write-off when you receive a duplicate payment for a small amount and want to write it off.

When you create a stand-alone write-off (type input code 25), the system reduces the tenant's open balance by the amount of the write-off.

See Also

- ❑ [Applying a Receipt to Tenant Invoices with Write-offs \(TI Codes 10 and 15\)](#) in the *Real Estate Management Guide*

Before You Begin

- ❑ Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system will accept the stand-alone entry.
- ❑ Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RAXx, where xx is the write-off reason code.
- ❑ Verify that the processing option on the Edits tab is set up to allow write-offs.
- ❑ Verify that the valid values that you want to use for the write-off reason code are set up in UDC (03B/RC).

► **To create a stand-alone write-off with invoice match in real estate**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, complete the following field with the appropriate value for each invoice:
 - T I
4. From the Form menu, choose Standalone, and then choose Write-Off.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Standalone Transaction

OK Cancel Tools

Type Input 25 Stand-alone Write-Off

Tenant 3334 Lewis Enterprises

Tenant Reference

Lease

Building

Unit

Write-Off Amount

Write-Off Reason Code

Currency Code USD U.S. Dollar

5. On Create Standalone Payment, complete any of the following fields:
 - Tenant
 - Tenant Reference
 - Lease
 - Building

- Unit
- Write-Off Amount
- Write-Off Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.

6. Click OK.

On PM Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone write-off, and assigns a type input code of 25 to the payment. The system also shows the associated write-off amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

8. Click OK.

► **To create a stand-alone write-off without invoice match in real estate**

You use stand-alone write-offs without invoice match if you have a small over payment that you want to write-off.

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. From the Form menu, choose Standalone, and then choose Write-Off.
3. On Create Standalone Payment, complete the following fields:

- Tenant
- Tenant Reference
- Lease
- Building
- Unit
- Write-Off Amount

For stand-alone write-offs without invoice match, you must enter the write-off amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified.

- Write-Off Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default write-off reason code from the processing options.
4. Click OK.

On PM Receipts Entry, the system adds a new detail line, creates a positive payment amount for the stand-alone write-off and assigns a type input code of 25 to the payment amount. The system also shows the associated write-off amount and reason code.
 5. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.
 - Amount Unapplied

The system creates an unapplied record for the amount in this field.
 6. Click OK.

Creating Stand-Alone Chargebacks in Real Estate (TI Code 26)

When an amount in dispute is not associated with a specific invoice, you can create a stand-alone chargeback for the amount. A stand-alone chargeback enables you to reinvoice the customer for the amount that is in dispute. Typically, you enter stand-alone chargebacks when the payment amount does not total the invoices being paid, and you want to charge back the difference to the customer. In this case, you enter a standalone chargeback with invoice match. The system increases the customer's open balance by the amount of the short-payment.

You enter a stand-alone chargeback without invoice match when you want to distribute an unapplied receipt among multiple tenant accounts. When you do this, the system creates a record in the Receipts Header table (F03B13) for the payor, and creates associated records in the Receipts Detail (F03B14) and Customer Ledger (F03B11) tables for the chargeback amount (as a credit) to each tenant. This process simulates the creation of an unapplied receipt for each tenant.

See Also

- ❑ [Applying a Receipt to Tenant Invoices with Chargebacks \(TI Codes 11 and 16\)](#) in the *Real Estate Management Guide*

Before You Begin

- ❑ Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback G/L offset code.
- ❑ Verify that the processing options under the Chargeback tab are set up.
- ❑ Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

► **To create a stand-alone chargeback with invoice match in real estate**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, complete the following field with the appropriate value for each invoice:
 - T I
4. From the Form menu, choose Standalone, and then choose Chargeback.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Standalone Transaction

OK Cancel Tools

Type Input 26 Stand-alone Chargeback

Tenant 3334 Lewis Enterprises

Tenant Reference

Chargeback G/L Offset

Lease

Building

Unit

Chargeback Amount

Chargeback Reason Code

Currency Code USD U.S. Dollar

5. On Create Standalone Payment, complete the following fields:
 - Tenant
 - Tenant Reference
 - Chargeback G/L Offset
 - Lease
 - Building

- Unit
- Chargeback Amount
- Chargeback Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.

6. Click OK.

On PM Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone chargeback, and assigns a type input code of 26 to the payment. The system also shows the associated chargeback amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

8. Click OK.

Example: Using Stand-Alone Chargebacks to Distribute an Unapplied Receipt Among Multiple Tenants

When you receive one payment to be distributed among multiple tenants without applying it to invoices, you use the stand-alone chargeback feature.

For example, you receive a receipt for 15,000 from payor 3001 to be applied as follows:

- 5,000 to tenant 3004
- 5,000 to tenant 3333
- 5,000 to tenant 3334

Using the stand-alone chargeback feature, you specify the tenant and amount that you want to distribute. Enter the payment amount as a credit (negative amount). You repeat the process until the amount is fully distributed among the tenants.

The system creates the following records:

Table	Document Type	Gross Amount	Tenant Number	Payment ID
F03B13	N/A	15,000	3001	521
F03B11	RB	-5,000	3004	521
F03B11	RB	-5,000	3333	521

F03B11	RB	-5,000	3334	521
F03B14	RC*	-5,000	3004	521
F03B14	RC*	-5,000	3333	521
F03B14	RC*	-5,000	3334	521

*This is the matching document type (DCTM).

The system uses the payment ID to provide an audit trail from the F03B11 and F03B14 records to the original F03B13 payment record.

Later, you must apply the negative chargeback invoices to invoices that you want to pay.

► To create a stand-alone chargeback without invoice match

You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied receipt among multiple tenant accounts.

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. From the Form menu, choose Standalone, and then choose Chargeback.
3. Complete the following fields and click OK:
 - Tenant

Enter the tenant number to whom you want to distribute the unapplied receipt. The system creates credit (RB) records in the Customer Ledger table (F03B11) for the appropriate tenants, which you can locate and apply against invoices at a later time.
 - Tenant Reference
 - Chargeback G/L Offset
 - Lease
 - Building
 - Unit
 - Chargeback Amount

Enter the amount that you want to distribute to the first tenant as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount specified.
 - Chargeback Reason Code

The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default chargeback reason code from the processing options.

4. Click OK.

On PM Receipts Entry, the system adds a new detail line, and creates a positive payment amount for the stand-alone chargeback and assigns it a type input code of 26. The system also shows the associated chargeback amount and reason code.

Repeat steps 2, 3, and 4 for each tenant to whom you want to distribute an amount.

5. Verify that the following fields on the bottom of the form contain the correct information:

- Amount Applied

If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.

- Amount Unapplied

The system creates an unapplied record for the amount in this field.

6. Click OK.

Creating Stand-Alone Deductions in Real Estate (TI Code 27)

When the amount of the payment does not equal the amount of the invoices that it pays, you can create a stand-alone deduction to postpone the research and resolution of the short-payment until a later date. Additionally, you might use the stand-alone feature for deductions that are not associated with any invoice. For example, you would use this feature if you receive a duplicate payment for a small amount and are unsure about how to process it.

When you create a stand-alone deduction (type input code 27), the system reduces the tenant's account by the amount of the short-payment.

When you post the deduction, the system creates a record in the A/R Deduction Management table (F03B40) that you use to resolve the issue.

See Also

- *Applying a Receipt to Tenant Invoices with Deductions (TI Code 17) in the Real Estate Management Guide*
- *Deduction Processing in the Accounts Receivable Guide* for information on researching and resolving deductions

► **To create a stand-alone deduction with invoice match in real estate**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On PM Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, complete the following field with the appropriate value for each invoice:
 - T I

- From the Form menu, choose Standalone, and then choose Deduction.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Create Standalone Transaction

OK Cancel Tools

Type Input 27 Stand-alone Deduction

Tenant 5334 Lewis Enterprises

Tenant Reference

Lease

Building

Unit

Deduction Amount

Deduction Reason Code

Currency Code USD U.S. Dollar

- On Standalone Payment, complete the following fields and click OK:

- Tenant
- Tenant Reference
- Lease
- Building
- Unit
- Deduction Amount
- Deduction Reason Code

The system does not accept blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.

- Click OK.

On PM Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone deduction, and assigns a type input code of 27 to the payment. The system also shows the associated deduction amount and reason code.

7. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.
 - Amount Unapplied
The system creates an unapplied record for the amount in this field.
8. Click OK.

Before You Begin

- Verify that the account that you want to use for the chargeback A/R trade account is set up for the AAI item RCxxxx, where xxxx is the chargeback G/L offset code.
- Verify that the processing options under the Chargeback tab are set up.
- Verify that the valid values that you want to use for the chargeback reason code are set up in UDC (03B/CB).

► To create a stand-alone deduction without invoice match

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. From the Form menu, choose Standalone, and then choose Deduction.
3. On Create Standalone Payment, complete the following fields and click OK:
 - Tenant
 - Tenant Reference
 - Lease
 - Building
 - Unit
 - Deduction Amount
For stand-alone deductions without invoice match, you must enter the Deduction Amount as a credit (negative amount).
 - Deduction Reason Code
The system does not accept Blank as a valid value, even if it is set up in the user defined codes. If you leave this field blank, the system does not use the default deduction reason code from the processing options.
4. Click OK.
On PM Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone deduction, and assigns a type input code of 27 to the payment. The system also shows the associated deduction amount and reason code.

5. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Applied
If you have fully applied the payment to invoices, the amount pending should equal the receipt amount that appears in the header portion of the entry form.
 - Amount Unapplied
The system creates an unapplied record for the amount in this field.
6. Click OK.

Processing Options for PM Cash Receipts Entry (P15103)

Display Tab

2. Bank Account

Blank = Do not retain the bank account

1 = Retain the bank account

Use this processing option to specify whether to retain the company number entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the company number.

1

Retain the company number.

3. G/L Date

Blank = Do not retain the G/L Date

1 = Retain the G/L Date

Use this processing option to specify whether to retain the bank account entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the bank account.

1

Retain the bank account.

4. Receipt Date

Blank = Do not retain the receipt date

1 = Retain the receipt date

Use this processing option to specify whether to retain the G/L date entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the G/L date.

1

Retain the G/L date.

5. Payor Number

Blank = Do not retain the payor number

1 = Retain the payor number

Use this processing option to specify whether to retain the receipt date entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the receipt date.

1

Retain the receipt date.

6. Customer Number

Blank = Do not retain the customer number

1 = Retain the customer number

Use this processing option to specify whether to retain the payor number entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the payor number.

1

Retain the payor number.

7. Remark

Blank = Do not retain the remark

1 = Retain the remark

Use this processing option to specify whether to retain the customer number entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the customer number.

1

Retain the customer number.

8. Currency

Blank = Do not retain the currency

1 = Retain the currency

Use this processing option to specify whether to retain the remark entered on the form after you enter the receipt. Valid values are:

Blank

Do not retain the remark.

1

Retain the remark.

9. Exchange Rate

Blank = Do not retain the exchange rate

1 = Retain the exchange rate

Use this processing option to retain the currency entered on the form after you enter the receipt. Valid values are:

Blank

Do not the retain the currency.

1

Retain the currency.

10. Payment Instrument

Blank = Do not retain the pay instrument

1 = Retain the pay instrument

Use this processing option to retain the exchange rate entered on the form after you enter the receipt. Valid values are:

Blank

Do not the retain the exchange rate.

1

Retain the exchange rate.

11. Cleared/Value Date

Blank = Do not retain the cleared/value date

1 = Retain the cleared/value date

Use this processing option to specify whether to retain the payment instrument on the form after you enter the receipt. Valid values are:

Blank

Do not retain the payment instrument.

1

Retain the payment instrument.

12. Lease Number

Blank = Do not retain the lease number

1 = Retain the lease number

Use this processing option to specify whether to retain the cleared/value date on the form after you enter the receipt. Valid values are:

Blank

Do not retain the cleared/value date.

1

Retain the cleared/value date.

1. Display Receipt Type

1 = All

2 = Unapplied

3 = Logged

4 = General Ledger

Use this processing option to control the type of receipts displayed on the Customer Receipts Inquiry form. Valid values are:

1

All

2

Unapplied

3

Logged

4

General Ledger

2. Date Type

1 = Receipt date

2 = G/L date

Use this processing option to specify to which dates the Date Selection From and Thru fields apply. Valid values are:

1
Receipt date

2
G/L date

3. Type Input Code

Blank = No default
10 = Simple invoice match
11 = Match auto chargeback discount
15 = Match with write-off
16 = Match with chargeback
17 = Match with deduction

Use this processing option to specify the default Type Input Code for receipt application. Valid values are:

Blank
User must update the TI (Type Input) field manually.

10
Simple invoice match.

11
Match auto chargeback discount.

15
Match with write-off.

16
Match with chargeback.

17
Match with deduction.

4. Remark

Blank = Use the receipt header remark

1 = Use the invoice remark

Use this processing option to specify the default remark to use for receipt detail records.
Valid values are:

Blank

Use the receipt header remark.

1

Use the invoice remark.

5. Receipt Numbering

Blank = Manual entry

1 = Use next numbers

Use this processing option to specify whether to have Next Numbers supply the default receipt number. Valid values are:

Blank

Do not use Next Numbers.

1

Use Next Numbers.

6. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify a default deduction reason code to use when you enter a deduction amount. If you leave this field blank, you must enter the deduction reason code manually when entering a deduction amount.

7. Override Company Number

Blank = Use company from receipt entry

1 = Use '*'

Use this processing option to specify the default company number on the Load, Select, and Remittance forms. Valid values are:

Blank

Use the company number from Receipt Entry.

1

Use * for all companies.

1. Receipt Number

Blank = Not required

1 = Require receipt number

Use this processing option to specify whether to require a receipt number. Valid values are:

Blank

Do not require a receipt number.

1

Require a receipt number.

2. Write-Offs

Blank = Allow write-offs

1 = Do not allow write-offs

Use this processing option to specify whether to allow write-offs on receipts. Valid values are:

Blank

Allow write-offs.

1

Do not allow write-offs.

3. Delete/NSF Unposted Receipts

Blank = Allow delete and NSF operations

1 = Do not allow delete and NSF operations

Use this processing option to specify whether to allow deleting and NSF operations on unposted receipts. Valid values are:

Blank

Allow deleting and NSF operations.

1

Do not allow deleting and NSF operations.

4. Overpayment Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when the system detects an overpaid invoice. Valid values are:

0

No Edit

1

Warning

2

Error

5. Duplicate Receipt Edit

0 = No edit

1 = Warning

2 = Error

Use this processing option to specify the severity of the error message issued when the system detects a duplicate receipt number. Valid values are:

0

No Edit

1

Warning

2

Error

1. Apply Invoices

Blank = Apply up to receipt amount

1 = Apply all selected invoices

Use this processing option to specify how to apply receipts to invoices that are loaded into the grid. Valid values are:

Blank

Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. The remaining invoices will not be automatically applied.

1

Apply all invoices. The system applies all invoices regardless of the receipt amount.

Note: If the Type Input Code processing option is blank, the system ignores this processing option.

2. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to create summarized or detailed journal entries.

When you post receipts, the system creates one journal entry for each receipt or draft record (detail), or one journal entry for each batch of receipts or drafts (summary). The post is determined by whether the ISTR (A/R Post Status) field in the Receipts Header table (F03B13) is set to a value of blank or 1. Valid values are:

Blank

Summarized journal entries

1

Detail journal entries

Note: Do not enter detail and summary records in the same batch. Each batch must be processed with the corresponding version (detail or summary) of the Apply Receipts to Invoices program (R03B50).

Depending on how you set processing options for receipts entry and how you set the values in the General Accounting Constants, the system produces different documents in the Account Ledger table (F0911).

In Standard Receipts Entry, when you specify Summary method (value of 0) in the journal entry processing option, the system generates one journal entry per receipt batch in the Account Ledger table. The system assigns the journal entry a document type of RK, with a document number equal to the receipt batch number.

In order for the Summary method to work, you must do the following:

- o Set the offset method in the A/R Constants to a value of B (batch mode).

- o Ensure that the intercompany settlement option in the General Accounting Constants is not set to a value of 2.

- o Ensure that there are no foreign transactions in the batch.

Otherwise, the system generates journal entries using the Detail method.

If you set the processing options to Detail method (value of 1), the system generates one journal entry for each cash receipt. The result is a document type of RC. The system uses Next Numbers to determine the next journal entry document number. The system then updates the document number for audit purposes (using fields RZDCTG, RZDOCG, and RZKCOG) in the Receipts Detail table (F03B14).

3. Display Invoices

Blank = Display all invoices

1 = Display only approved invoices

Use this processing option to specify whether to display all invoices or only invoices with an approved pay status. Valid values are:

Blank

Display all invoices.

1

Display only approved invoices.

1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

Use this processing option to specify whether to validate the effective date for the exchange rate against the G/L period of the receipt. Valid values are:

Blank

Do not validate the effective date.

1

Validate the effective date.

2. Alternate Currency Receipts

Blank = Do not allow

1 = Allow

Use this processing option to specify whether to allow the payment of an invoice in an alternate currency. An alternate currency receipt is one in which the currency of the receipt does not match the currency of the invoice or the currency of the company on the invoice.

Valid values are:

Blank

Do not allow payment in alternate currency.

1

Allow payment in alternate currency.

1. Pay Status

Blank = Data Dictionary default

Use this processing option to specify the default pay status to use when creating chargebacks. If you leave this field blank, the system uses the Data Dictionary default value for PST.

2. Date Option

Blank = Use the receipt G/L date

1 = Use dates from the invoice

Use this processing option to specify which invoice date and net due date the system uses when creating chargebacks. Valid values are:

Blank

Use the receipt G/L date.

1

Use the corresponding dates from the invoice.

3. Reason Code

Blank = Manual Entry

Use this processing option to specify a default reason code the system uses when a chargeback amount is entered. If you leave this field blank, you must enter the chargeback reason code manually when entering a chargeback amount.

1. Maximum Underpayment Amount

Use this processing option to specify the limit for automatic underpayment write-off amounts. When a payment is applied to an invoice, and the remaining open amount is less than or equal to this limit, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code

Use this processing option to specify the write-off reason code for the system to use when performing automatic write-offs for underpayment amounts. If automatic underpayment write-offs are allowed, this processing option is required.

3. Maximum Overpayment Amount

Use this processing option to specify the amount for the automatic overpayment write-off. When you apply a payment to an invoice, and the overpayment amount is less than or equal to this limit, the system automatically writes off the overpayment amount. You must enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify the write-off reason code to use when the system performs automatic write-offs for overpayment amounts. If automatic overpayment write-offs are allowed, this processing option is required.

1. Maximum Underpayment Amount

Use this processing option to specify the limit for entering underpayment write-off amounts manually. The system does not allow write-off amounts greater than this limit.

2. Maximum Overpayment Amount

Use this processing option to specify the amount limit for entering overpayment write-off amounts manually. The system does not allow write-off amounts greater than this limit. You must enter the value as a negative amount.

3. Write-Off Reason Code

Blank = Manual entry

Use this processing option to specify the default write-off reason code. When you enter a write-off amount manually, the system automatically supplies the default write-off reason code.

1. Discount Available

Blank = Do not allow taken > available

1 = Allow taken > available

Use this processing option to specify whether to allow the discount taken to be greater than the discount available. Valid values are:

Blank

Do not allow discounts taken to be greater than the discounts available.

1

Allow discounts taken to be greater than the discounts available.

2. Discount Applied

Blank = Do not allow taken > applied

1 = Allow taken > applied

Use this processing option to specify whether to allow the discount taken to be greater than the amount applied. Valid values are:

Blank

Do not allow the discount to be greater than the amount applied.

1

Allow the discount to be greater than the amount applied.

3. Grace Period Days

Use this processing option to specify the number of grace period days that you can use with the discount due date. This option is used only when calculating the default discount taken. You can also enter the discount manually.

4. Discount Reason Code

Use this processing option to specify the default discount reason code that you want the system to use when discounts are taken. You can override this code, if necessary, when you enter the receipt. The discount reason code that you enter must exist in UDC 00/DE. You must also set up a corresponding AAI item (RKDxxx where xxx is the reason code) for each discount reason code that you specify.

1. Invoice Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are:

Blank

1

2

3

4

5

Note: If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

2. Sales Order Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
- o Sales Order Number
- o Customer Reference Number
- o Statement Number
- o Lease Number

Valid values are:

Blank

1

2

3

4

5

Note: If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

3. Customer Reference Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

-
- o Invoice Number
 - o Sales Order Number
 - o Customer Reference Number
 - o Statement Number
 - o Lease Number

Valid values are:

Blank

1

2

3

4

5

Note: If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

4. Statement Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- o Invoice Number
 - o Sales Order Number
 - o Customer Reference Number
 - o Statement Number
 - o Lease Number
-

Valid values are:

Blank

1

2

3

4

5

Note: If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

5. Lease Number Match

Use this processing option to specify the sequence of search methods that the system uses to select invoices on the Remittance Entry form. Five search methods are available:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number
- Lease Number

Valid values are:

Blank

1

2

3

4

5

Note: If you leave a search method field blank, the system excludes that search method and uses the other methods you specify. If you leave all five fields blank, the system searches using all methods in the order listed above.

1. Exclude Type Input Codes

2. Automatic Application

Blank = Allow auto application

1 = Do not allow auto application

Use this processing option to determine whether the system applies cash receipts automatically. Valid values are:

Blank Apply cash receipts automatically.

1 Do not apply cash receipts automatically.

If you apply cash receipts manually, you must enter input type codes manually.

3. Credit Auto Application

Blank = Apply credit balances

1 = Exclude credit balances

Use this processing option to specify whether to include invoices with credit balances when applying checks automatically. Valid values are:

Blank Include invoices with credit balances.

1 Exclude invoices with credit balances.

4. Security Group Display

Blank = Display all records

1 = Do not display security group records

Use this processing option to determine whether the system displays security group records. The system checks the security group field in the Bill Code/Adjust Revisions table (F1512B). If the security group field value is S, the system does not display transactions with that bill code in the cash receipts form. Valid values are:

Blank Display all records.

1 Do not display security group records.

5. Batch Entry

Blank = Allow entry for all

1 = Limit entry by company

Use this processing option to limit batch entry by company number. Valid values are:

Blank Allow entry for all companies.

1 Limit entry by company number.

1. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Tenant Ledger Inquiry program (P15222) when selecting the Cash Receipts Entry program (P15103) form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

2. Customer Master (P01012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Customer Master program (P0301I) when selecting the Cash Receipts Entry program (P15103) form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

Locating Tenant Receipts

Before you can revise, delete, void, or designate a receipt as having insufficient funds (NSF), you must locate it. You use the Work With Customer Receipts Inquiry form, which you access through the PM Receipts Entry program (P015103), to locate receipts. You can locate receipts by entering payor, bank account, lease, or date range, or by choosing a specific receipt type, such as unapplied or logged. You can also use the QBE line to locate receipts by receipt number, batch date, posted status, and so on.

► To locate a tenant receipt

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work With Customer Receipts Inquiry, to limit your search by date, complete the following fields:
 - From
 - Through
 - From
 - Through
2. If you complete the date fields, choose a corresponding option:
 - G/L
 - Receipt
3. To further limit your search, complete the following fields:
 - Payor
 - Bank Account
 - Lease
4. To display all receipts or a list of receipts by receipt type, click one of the following options:
 - All
 - Unapplied
 - Logged
 - General Ledger
5. To further limit your search, complete any fields in the QBE line.
6. Click Find.

Approving and Posting Receipts

After you enter receipts, you must post them to the general ledger to update the appropriate account information. Depending on your organization's policy, you might require management approval before posting receipt batches. The process to review and approve batches is the same regardless of the batch type.

Note

The status of the receipt batch header remains In Use until you completely exit the Work With Customer Receipts Inquiry form.

See Also

The following topics in the *Accounts Receivable Guide*:

- ❑ *Using the Batch Review Program* for information about reviewing and approving receipt batches
- ❑ *The Financial Post Process* for detailed information about procedures, processing options, and the post reports

The following topics in the *Multicurrency Guide*:

- ❑ *Posting Foreign and Alternate Currency Receipts*
- ❑ *Calculating Realized Gains and Losses* for information about how the system manages gains and losses

Posting Receipts

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Post Receipts to G/L.

From the Cash Receipts menu (G1513), choose Post Cash Receipts

After you approve receipts, you can post them to the general ledger. Because the system creates all the entries to the Account Ledger table (F0911) when you post receipts, balancing errors occur only when the post program is interrupted. If the post program is aborted before it completes, run the post program again to delete the entries that the system created, and then run the post program a third time to create new entries.

During the post, the system does the following:

- Selects unposted receipt transactions from the following tables:
 - Receipts Header (F03B13)
 - Receipts Detail (F03B14)
- Validates each transaction

If no errors occur, the system does the following:

- Debits the appropriate bank account for the receipt amount, which creates bank deposit records in the Account Ledger table (F0911)
- Creates automatic offsets (credit) to the A/R Trade account in the Account Ledger table (F0911)
- Creates automatic entries to the discount, write-off, chargeback, or deduction accounts, if applicable
- Updates balances in the Account Balances table (F0902)
- Marks the transactions as posted (P) in the Account Ledger table (F0911)
- Updates the Receipts Header table (F03B13) and Receipt Detail table (F03B14) with a D in the Posted Code field
- Updates the status of the Batch Control Record table (F0011) to D.

You can also post receipts from the Work With Batches form that you access when you choose either Receipts Journal Review or Cash Receipts Journal Review program (P0011), located on the same menu as the post program.

Note

The system creates unapplied receipt (RU), chargeback (RB), and deduction (R5) invoices with a posted status of D in the Customer Ledger table (F03B11). To determine whether these records are posted, you must locate and verify the posted status of the receipt document from which they originated.

Journal Entries Created by the Receipt Post

When you post receipts to G/L, the system creates the Account Ledger record (F0911) differently, depending on the setting of the processing option for the journal entry creation method in the receipts entry program.

Regardless of the method you use to create journal entries, the system updates the following fields in the receipt detail record (F03B14) from the journal entry that the system creates:

- RZDCTG (Document Type - JE)
- RZDOCG (Document Number - JE)
- RZKCOG (Document Company - JE)

Detail Method

If you set the processing option to create detailed journal entries, when you enter the receipt, the system updates the A/R Post Status (ISTR) field in the Receipts Header table (F03B13) to 1. When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each receipt in the batch
- Assigns the journal entry a document type of RC to the entry for the bank account
- Assigns the document number from Next Numbers for system 09, line 2 (Journal Entry)

The system does not use the receipt number because the field lengths are not the same. The receipt number is a 25-character field, and the journal entry document number is an 8-character field.

- Updates the record in the Receipts Detail table (F03B14) with the document number that is assigned to the journal entry for audit purposes

Summary Method

If you set the processing option to create summarized journal entries, when you enter the receipt, the system does *not* update the A/R Post Status (ISTR) field in the Receipts Header table (F03B13). When you post receipts, the system:

- Creates one document in the Account Ledger table (F0911) for each batch of receipts posted
- Assigns the journal entry a document type of RK to the entry for the bank account
- Assigns the batch number as the document number

In order for the system to create summarized journal entries, you must also verify the following:

- The offset method in the Accounts Receivable Constants is set to a value of B (batch mode).
- The intercompany settlement option in the general accounting constants is set to a value other than 2 or 3.

Otherwise, the system generates detailed journal entries.

Key to Method Used

The following table shows the type of journal entry that the system creates according to the settings in the general accounting and accounts receivable constants.

Intercompany (G/A Constants)	Offset Method* (A/R Constants)	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
1 (Hub)	B	D	Detail
1	Y	D	Detail
1	S	D	Detail
2 (Detail)	B	D	Detail
2	Y	D	Detail
2	S	D	Detail
3 (Configured Hub)	B	D	Error (not allowed)
3	Y	D	Detail
3	S	D	Detail
1	B	S	Summary
1	Y	S	Detail
1	S	S	Detail

2	B	S	Summary
2	Y	S	Detail
2	S	S	Detail
3	B	S	Error (not allowed)
3	Y	S	Detail
3	S	S	Detail
<p>* Offset Method</p> <ul style="list-style-type: none"> • Y = One automatic entry offset per document, regardless of the number line item • S = One automatic entry per pay item • B = One automatic entry per batch 			

Posting Voided and NSF Receipts

The system also creates different journal entries when you post a receipt that has been voided or designated as insufficient funds (NSF). Regardless of the processing option setting for the journal entry creation method, the following occurs:

- When you post a voided receipt, the system creates a journal entry with the document type RO.
- When you post a receipt that is designated as NSF, the system creates a journal entry with the document type RV.

The system updates the DOCQ, DCTQ, and KCOQ fields on the F03B13 record with the document number and document type that the system assigns to the journal entry.

Posting Zero Amount Receipts

When you fully apply credit memos or unapplied receipts to invoices, the system does not generate journal entries to the bank account because the amount of the receipt is zero.

Additionally, the system creates an automatic entry (document type AE) only when the A/R trade account to which the unapplied receipt or credit memo was posted is different from the A/R trade account to which the invoice was posted. If the trade accounts are the same for the credit memo or unapplied receipt and the invoice, the system does not generate AE entries or produce a posting edit report.

See Also

- ❑ *Fields Updated During Receipt Entry* in the *Real Estate Management Guide* for more information about how the system retrieves the A/R trade account
- ❑ *Multicurrency Fields Updated During Receipt and Draft Post* in the *Multicurrency Guide* for information about the journal entries created when you post foreign and alternate currency receipts

Automatic Entries Created by the Receipt Post

When you post receipts, the system creates automatic entries (document type AE) in the Account Ledger table (F0911). The system uses the account IDs from fields that the system updated when you entered the receipt. The following table lists the field that the post uses to locate the account for the AE entry based on the type of receipt that you entered.

Account	Type of Receipt	Field	Table
A/R Trade	Applied Receipt (TI Code 10)	AID	F03B14
	Unapplied Receipts	AID	F03B13
	Chargebacks (TI Codes 11, 16, and 26)	AIDC	F03B14
Discount Taken	Discounts (TI Code 10)	AIDD	F03B14
Write-off	Write-offs (TI Codes 10, 15, and 25)	AIDW	F03B14
Deduction Suspense	Deduction (TI Codes 17 and 27)	DAID	F03B14

Company 00000

When the system creates automatic entries for receipts, it always assigns company 00000 to the document company field of the journal entry (KCO), regardless of the setting of the offset method in the constants. It must assign company 00000 because of the one-to-many relationship inherent in the receipt entry process: one receipt can pay many invoices from different companies. If the post did not use company 00000, it would have to create additional journal entries to accommodate each invoice document company.

Revising Receipts

After you enter receipts, you might need to revise them. For example, you might have applied a receipt to the wrong invoice or customer, or used the wrong G/L date. Depending on the posting status and the data that you need to change, you might have to delete or void the receipt and re-enter it.

The following table outlines the fields that you can revise on a receipt. You can revise unposted receipts that are in the current G/L period only, unless you turn on the option Allow PBCO Postings on the General Accounting Constants form.

<p>Revising unposted receipts</p>	<p>You can revise the following fields on an unposted receipt:</p> <ul style="list-style-type: none"> • Bank Account • Remark • Receipt Amount <p style="text-align: center;">If you revise the receipt amount, you must also revise the payment amount information in the detail area.</p> <ul style="list-style-type: none"> • Payment Instrument • Cleared Date • Unapplied G/L Offset • Receipt Reference • Lease* • Building* • Unit* <p>* These fields can be revised only on unapplied receipts, and only when you use the PM Standard Receipts Entry program (P15103).</p> <p>You can also change the payment amount or type input code, remove invoice pay items, or choose other invoices to pay.</p>
<p>Revising posted receipts</p>	<p>After you post a receipt, you can change the information in only the following fields:</p> <ul style="list-style-type: none"> • Remark • Payment Instrument • Cleared Date • Receipt Reference <p>You do not need to post the receipt again.</p> <p>You can also void invoice pay items and select new invoices to pay. If you revise payment information, you must post the receipt again.</p>

Note about Revising the Building

Depending on the setup of the receivables trade account AAI item (RC), the system might issue an error when you try to revise the building on an unposted receipt.

When you enter an unapplied receipt, the system uses the default AAI item RCUC to retrieve the A/R trade account unless you enter an unapplied G/L offset. If you enter an unapplied G/L offset, the system uses the account set up for AAI item RCxxxx, where xxxx is the value of the G/L offset. If the AAI does not have a business unit specified, the system uses the building number (MCU2) entered on the unapplied receipt as the business unit for the account. The system updates the AID field of the Receipts Header record (F03B13) based on the account retrieved from the AAI.

If you change the building number on an unapplied receipt, the system does not rewrite the value of AID. Based on your AAI setup, if the system determines that a different account should be updated to the AID field, it issues an error. You must delete the unapplied receipt and re-enter it.

Deleting and Voiding Receipts

When you cannot revise the information on a receipt, such as the payor or G/L date, you must delete or void the receipt. You follow the same steps to delete and void a receipt; if the receipt is unposted, the system removes all the receipt records, if the receipt is posted, the system creates new reversing records.

When you delete or void a receipt, the system does the following:

- Restores the open amount of the invoice or group of invoices that the receipt paid.
- Changes the pay status on the invoices from paid (P) to approved (A).

Additionally, if you void a receipt, the system does the following:

- Marks all invoice pay items on the receipt with X next to the type input code.
- Marks the receipt as voided in the Receipts Header table (F03B13).
- Creates new records in the Batch Control Records table (F0011) and the Receipts Detail table (F03B14).

You must post the new batch to update the general ledger accounts with reversing information. When you post a voided receipt, the system creates a record in the Account Ledger table (F0911) with the document type RO.

Before You Begin

- ❑ Verify that the values that you want to use for the Void/NSF reason codes are set up in UDC 03B/VR.

► To delete or void a receipt

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate a receipt.
2. Choose the receipt that you want to delete or void.
3. Choose Delete from the tool bar or choose Void/Delete from the Row menu.
4. On Confirm Delete, click OK.

If the receipt is not posted, the system removes the records.

5. If the receipt is posted, on Void/NSF Receipt, complete the following fields:

- G/L Date
 - Reason Code
6. Click OK.

► **To delete or void an invoice pay item from a receipt**

From the Cash Receipts menu (G1513), choose PM Cash Receipts Entry.

1. On Work With Customer Receipts Inquiry, follow the steps to locate the receipt.
2. Choose the appropriate receipt and click Select.
3. On PM Receipts Entry, choose the pay item that you want to delete or void.
4. From the Row menu, choose Void/Delete.
5. On Confirm Delete, click OK.

If the receipt is not posted, the system removes the pay item record.

6. If the receipt is posted, on Void/NSF Receipt, complete the following fields and click OK:

- Reason Code

On PM Receipts Entry, the system marks the voided pay item with X and creates a new pay item for a reversing amount.

7. On PM Receipts Entry, choose another invoice to distribute the payment amount, or click OK to create an unapplied receipt for the amount of the voided pay item.

Designating Receipts as Non-Sufficient Funds (NSF)

When the payor's bank account does not have sufficient funds available to pay the invoices that they have specified, you can designate a receipt as non-sufficient funds (NSF) and reopen the invoice or group of invoices. The steps to designate a receipt as NSF are the same regardless of the whether the receipt is posted or unposted.

When you designate a receipt as NSF, the system does the following:

- Marks the record in the Receipts Header table (F03B13) as NSF. When you are analyzing the payment trends of your customer or tenant, this mark helps you distinguish NSF receipts from reversals for entry errors and so on.
If the receipt is not posted at the time that it is designated as NSF, the system also marks the posted status of this record as D.
- Restores the open amount of the invoice or group of invoices that the receipt paid.
- Changes the pay status of the invoices from paid (P) to approved (A).
- Creates a new record in the Batch Control Records table (F0011), if the receipt is posted.
- Creates a new record in the Receipts Detail table (F03B14) with a matching document type RV, if the receipt is posted.

If the receipt is not posted at the time that it is designated as NSF, the system deletes the original record in the F03B14 table.

You must post the new batch to update the general ledger accounts with reversing information. When you post a receipt that is designated as NSF, the system creates in the Account Ledger table (F0911) a record with the document type RV.

► **To designate receipts as NSF**

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Standard Receipts Entry.

From the Cash Receipts menu (G1513), choose PM Receipts Entry.

1. On Work with Customer Receipts Inquiry, follow the steps to locate a receipt.
2. Choose the receipt that you want to designate as NSF.
3. From the Row menu, choose NSF.
4. On Confirm Delete, click OK.
5. On Void/NSF Receipt, complete the following fields and click OK:
 - G/L Date
 - Reason Code

Printing the Receipts Journal Report

Use one of the following navigations:

From the Manual Receipts Processing menu (G03B12), choose Receipts Journal Report.

From the Automated Receipts Processing menu (G03B13), choose Receipts Journal Report.

From the Cash Receipts menu (G1513), choose Receipts Journal Report.

As an alternative to reviewing receipts online, you can print the Receipts Journal Report (R03B311). You can create your own version to select more specific information. For example, you might select a specific batch or batches to print, or you might select batches for a specific user or a specific date.

When you print the Receipts Journal Report, the system prints a list of the receipts entered for each bank account, and the invoices that each receipt paid, if any. For drafts, the system does not print a bank account number on the header of the report until the draft reaches a contingent liability or collection status. The report prints unposted transactions unless you use data selection to specify a posted code of D.

This report prints information from the Receipts Header (F03B13) and Receipts Detail (F03B14) tables.

Column Headings on Report

The column heading TI that prints on the report represents the receipt type code that the system assigns to the TYIN field in the Receipt Header table when you enter a receipt. The system assigns one of the following values from UDC 03B/TI:

Receipt Type Code	Description of Code
A	Applied receipt
D	Draft
G	General ledger receipt
L	Logged receipt
R	Rounding record
U	Unapplied receipt

Data Sequence

The system prints the transactions in the following sequence:

9. User ID
10. Batch number
11. Batch date
12. G/L account
13. Company
14. Address number
15. Payment (receipt) number

The totals on the report depend on this exact sequence. If you modify the sequence, you must also modify the totaling logic of the program.

Processing Options for Receipts Journal Report (R03B311)

Print Options

1. Select the format of the account number to print in the body of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Detail Account Format

2. Select the format of the G/L bank account number to print in the heading of the report: '1' = account number, '2' = short account ID, '3' = unstructured account.

Heading Account Format

Printing the Cash Receipts Variance Report

From the Cash Receipts menu (G1513), choose Cash Receipts Variance Report.

You use this report to review the cash receipts amounts that have been billed and received, and the amounts still outstanding for the month and year-to-date. Each detail line for a bill code is a summary of all the transactions for that bill code.

This report includes information from the following tables:

- Customer Ledger (F03B11)
- Business Unit Master (F0006)
- Tenant/Lease Billings Detail Master (F1511B)

Processing Options for Cash Receipts Variance Report (R15440)

Select Tab

1. Reporting Period

Use this processing option to enter the reporting period (month) for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

2. Reporting Year

Use this processing option to enter the reporting year for the Cash Receipts Variance report (R15440). This option controls the reporting period that appears in the As Of field on the report.

3. Year-To-Date Amounts

Blank = Based on calendar year

1 = Based on fiscal year

Use this processing option to determine whether the system bases all year-to-date amounts on the company's fiscal year pattern or on a calendar year. Valid values are:

Blank Base amounts on a calendar year.

1 Base amounts on the company's fiscal year.

Print Tab

1. Print Option

Blank = Print by tenant

1 = Print by building

Use this processing option to determine whether the system prints the Cash Receipts Variance report (R15440) by tenant or building. Valid values are:

Blank Print the report by tenant.

1 Print the report by building.

Note: If running this report by building, Business Unit 2 should be used in data selection for the building.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code in which to print amounts on the Cash Receipts Variance Report report when the General Accounting Constant flag is not set to N. Valid values are:

Blank

Print amounts associated with the base currency of the record.

1

Print amounts associated with the transaction currency of the record.

Printing the Tenant A/R Daily Balance Report

From the Cash Receipts menu (G1513), choose Tenant A/R Daily Balance.

As an alternative to reviewing online the account balances for your tenants, you can print the Tenant A/R Daily Balance Report (R15733). The report includes information such as open invoices amounts, applied and unapplied receipts, and write-offs.

The report includes information from the Customer Ledger table (F03B11).

Processing Options for Tenant A/R Daily Balance (R15733)

Select Tab

1. Report Start Date

Blank = Print all

Use this processing option to select the report start date. Any A/R transactions that have a G/L date prior to the report start date do not print on the report, but will affect the initial cumulative balances. Any A/R transactions that have a G/L date after the report start date print on the report.

Print Tab

1. Cumulative Balances

Blank = Print by tenant

1 = Print by lease

Use this processing option to determine whether the system calculates a cumulative balance for an individual tenant or for each individual lease.

Valid values are:

Blank Print the cumulative balances by tenant.

1 Print the cumulative balances by lease.

Note: Sequencing for the report version must be set accordingly.

Currency Tab

1. Report Currency

Blank = Base Currency
1 = Transaction Currency

Use this processing option to specify the currency code in which to print amounts on the Tenant A/R Daily Balance report when the General Accounting Constant option is not set to N. Valid values are:

Blank

Print amounts associated with the base currency of the record.

1

Print amounts associated with the transaction currency of the record.

Reviewing the Transaction History for a Tenant

You display and print a tenant's transaction history for billing and cash receipts in Tenant A/R Ledger Inquiry. This information is stored in the A/R Ledger and the Tenant/Lease Billings Detail Master (F1511B) tables.

Reviewing Applied Receipts

After you enter a receipt, you might want to verify that you applied it to the correct invoices or view the current open amount for the tenant. To do so, use the Tenant A/R Ledger Inquiry program (P15222). When you use this program to review paid and partially paid invoices, you can also review information about the receipt that was applied to the invoice, such as the receipt number, payment ID, and batch number, as well as the write-off, chargeback, and deduction amounts. Having this information available from Tenant A/R Ledger Inquiry minimizes the necessity of having to locate and review receipt information from other applications.

Chargebacks, Deductions, and Unapplied Receipts

During the application of receipts to invoices, you might create open chargeback, deduction, or unapplied receipt records. The system assigns document types RB, R5, and RU to these invoices, respectively, and a receipt batch type of RB (not 2B). Because these invoices are open, you cannot review the receipt that generated these invoices using the option from the Row menu. The following table outlines the available options for locating the receipt that generated the open chargeback, deduction, or unapplied receipt invoice record.

Invoice	Options for Locating the Receipt
Chargeback (RB) generated from a receipt	<ul style="list-style-type: none"> • Locate the invoice number from which the chargeback originated, using the Original Document field. Then, choose the invoice, and choose Receipt/Draft Dtls from the Row menu. If the chargeback was generated from a deduction, you must locate the deduction record (R5), which is now paid as a result of creating the chargeback, and then choose PM Rec/Draft Dtls from the Row menu. • Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you choose PM Receipts Entry.
Deduction (R5) generated from an invoice or receipt	<ul style="list-style-type: none"> • Using the Original Document field, locate the invoice number from which the deduction originated. Then choose the invoice and choose PM Rec/Draft Dtls from the Row menu. • Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you choose PM Receipts Entry.
Chargeback (RB) generated from a deduction	<ul style="list-style-type: none"> • Locate the payment ID on the chargeback record and enter it in the QBE line. Verify that your search criteria includes the option All, and then click Find. The system displays the chargeback and deduction records. Choose the deduction (R5), and then choose PM Rec/Draft Dtls from the Row menu.
Unapplied Receipt (RU)	<ul style="list-style-type: none"> • Use the payment ID to locate the receipt on the Work With Customer Receipts Inquiry form, which you access when you choose PM Receipts Entry.

See Also

- *Deduction Processing* in the *Accounts Receivable Guide* for information about creating and resolving deductions

► To review transactions using Tenant A/R Ledger Inquiry

From the Cash Receipts menu (G1513), choose Tenant A/R Ledger Inquiry.

1. On Work with Tenant Ledger Inquiry, to limit your search complete any of the following fields:
 - Tenant
 - Parent
The system returns customer records for both the parent and children. The system does not return records for grandchildren and subsequent levels of parent/child relationships.
 - Lease
 - Batch Number
 - Include Security Deposit
 - Invoice No From
 - Thru
 - Date From
 - Thru
2. To display documents by pay status, click one of the following options:
 - All
You must choose this option if you use the As Of Date feature.
 - Paid
 - Open
 - Include Partial
The Include Partial option appears only when you click the Paid option, allowing you to display or exclude partially paid invoices.
3. To display documents by date, click one of the following options:
 - Invoice Date
 - G/L Date
 - Due Date

- Statement Date
4. To view invoices as of a specific date, complete the following field:
 - As Of Date
The system compares the G/L date of the receipt to the As Of date that you enter to determine whether the invoice was open or paid on that date.

To use this feature you must click the option All to include invoices regardless of pay status.
 - Recurring Invoice
When you click the Recurring Invoice option, the system automatically updates the display to display only recurring invoices (RD document type).
 - Summarize
When you click the Summarize option, the system automatically updates the form to display a summary of activity based on the bill codes.
 5. Click Find to display the invoices that meet your search criteria.
 6. To review totals, scroll to the bottom of the form.

Note

To review receipt details, you must choose an invoice that is paid (pay status = P), and then choose PM Rec/Draft DtIs from the Row menu.

Processing Options for Tenant A/R Ledger Inquiry (P15222)

Versions Tab

1. A/R Invoice Entry (P03B11) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry program (P03B0011) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions (P1511) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

3. Lease Information (P1501) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information application (P1501) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Recurring Billing (P1502) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Recurring Billing application (P1502) when you select the form exit from the Tenant A/R Ledger Inquiry program (P15222).

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. PM Cash Receipts Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

Currency Tab

1. Currency Code for As If Display

Use this processing option to specify the currency code for As If currency display on the Tenant Ledger Inquiry program (P15222). This option enables the system to translate and display amounts in a currency other than the stored currency. If you leave this processing option blank, the As If currency grid columns do not display.

2. As Of Date for Exchange Rate

Use this processing option to enter the As Of date for processing the current exchange rate for the as-if currency. If you leave this processing option blank, the system uses the Thru date.

Note: A valid exchange rate must exist in the exchange rate table for the two currencies based on the As Of date.

Note: This is a future enhancement for the Property Management module.

Process Tab

1. Customer Self-Service in Java/HTML

Blank = Bypass customer self-service

1 = Activate customer self-service

Use this processing option to activate Customer Self-Service functionality for use in Java/HTML. To bypass Customer Self-Service functionality, leave this processing option blank.

Processing Security Deposits

To recover expenses for damages in excess of normal wear and tear, or to ensure that keys are returned or utility bills are paid, you might require a security deposit from your tenants. The Real Estate Management system provides security deposit programs that assist you in entering and refunding deposits as necessary. You can refund full or partial amounts, accept security deposits as monthly payments, and track any interest that is generated by security deposits.

The process to enter and track security deposits is as follows:

1. Enter a security deposit record
You enter the security deposit to create a record in the Security Deposit Master table (F1565) that you use for tracking, reporting, and information purposes.
2. Generate a manual billing record to print an invoice (optional)
If your tenant requests an invoice, when you enter the security deposit, you can create a security deposit invoice in the Tenant/Lease Billings Detail Master table (F1511B), which you can then print using the Property Management Invoices program (R15500). If you do not need to print an invoice, you do not need to generate a billing record.
3. Receive the security deposit
4. You enter the security deposit from your tenant in the PM Standard Receipts Entry program (P15103) as an unapplied receipt, and you identify it as a security deposit by assigning an unapplied bill code, such as SECD.
5. Generate interest (optional)
If required, you can generate interest on the security deposit that you can refund to your tenant when you refund the deposit.
6. Refund part of the deposit (optional)
Depending on your lease, you might be required to refund a portion of the security deposit to your tenant after a designated time period (for example, after they have paid their rent on time for six months).
7. Apply the deposit to invoices (optional)
When the lease expires, you can assess whether to withhold a portion of the deposit to pay for damages, rent, utilities, and other expenses. You can use the Security Deposit Refund Application (P15654) to review the security deposit and access the PM Receipts Entry program, which you use to apply the unapplied receipt (security deposit) to invoices as necessary.
8. Refund the security deposit
You run the Security Deposit Refund Generation program (R15655) to generate a voucher in the Accounts Payable system. You use this voucher to pay the tenant and to close the unapplied receipt record.
9. Post records
After you generate vouchers, you must post both the voucher and receipt batches to update the appropriate general ledger accounts.

Security Deposit Maintenance

You use the Security Deposit Maintenance program (P1565) to enter the record for the security deposit for tracking, reporting, and refunding purposes. When you enter the security deposit, the system creates a record in the Security Deposit Master table (F1565), after which you can create additional records and documents from Security Deposit Maintenance, as follows:

- Generate a Security Deposit Invoice

Depending on whether you need to print an invoice, you can generate a manual billing record that you can use to print an invoice using the Print Invoices program (R15500). The system creates a posted record in the Tenant/Lease Billings Detail Master table (F1511B).

Note

You do not generate a billing edit register or post this record to create an invoice. The system uses the record solely for printing the invoice.

- Receive the Security Deposit

If you have received the check for the security deposit, you can access the PM Receipts Entry program and enter the check as an unapplied receipt and assign the receipt the unapplied bill code that is set up for security deposits (such as SECD). The system creates records in the Receipts Header (F03B13), Receipts Detail (F03B14) and Customer Ledger (F03B11) tables.

You also use Security Deposit Maintenance to assign the deposit to a different version of the lease if necessary.

See Also

See the following topics in the *Real Estate Management Guide*:

- *Manual Billing Entry* for the steps to enter the invoice for the security deposit
- *Entering Unapplied Receipts for Real Estate Management* for the steps to enter the unapplied receipt for the security deposit
- *Printing Real Estate Management Invoices*

► To enter the security deposit

From the *Security Deposits* menu (G1515), choose *Security Deposit Maintenance*.

1. On *Work with Security Deposits*, click *Find* to locate all leases, or complete any of the following fields to limit your search criteria:
 - Tenant
 - Lease
 - Critical Date-From
 - To

2. To display all versions of the lease, click the following option:
 - Display All Versions
3. To limit your search to leases according to whether a security deposit has been attached, click one of the following options:
 - No Deposit
 - Deposit Attached
When you enable this option, the system displays the Deposit Not Refunded option.
 - All
4. To display leases for which security deposits have been refunded, click the following option:
 - Deposit Not Refunded
5. Choose the lease record and click Select.
6. On Security Deposit Revisions, to display only the default versions of leases, click the following option:
 - Show Default Version Only
7. Complete the following fields in the detail area to specify the property to which the security deposit applies, the type of deposit, and the deposit amount.
 - Building
 - Unit
 - Bill Code
 - Deposit Type
 - Amount
8. If you want to print an invoice for your tenant, type Y in the following field to create a billing for the deposit from this program:
 - Create Invoice
9. Complete the following field to assign the person to whom the refund should be sent:
 - Alternate Payee
If the person to receive the refund is different from the tenant on the lease, you must set up a supplier master record in addition to the address book record before you can complete this field. The program provides a Form menu exit to an Address Book program, from which you can access the Supplier Master Information program (F0401).
10. Click OK.
If you entered Y in the Create Invoice field, the system prompts you to create the billing record.

- To create the security deposit invoice, choose the detail line, and then choose Create SD Invoice from the Form menu. Otherwise skip this step.

The system displays the Manual Billing Revisions form, which you complete to add the invoice. When you add the invoice, the system creates a billing record in the Tenant/Lease Billings Detail Master table (F1511B) and assigns it a batch number and a posted code of D.

Do not generate a billing edit register or post this invoice.

The system updates the Deposit Status to B to indicate the manual billing record was generated.

- On Work with Security Deposits, to enter the receipt for the security deposit, choose Cash Receipts from the Form menu. Otherwise, you can enter the receipt at a later date.
- On Work With Customer Receipts Inquiry, follow the steps to enter an unapplied receipt.

Related Tasks for Security Deposit Maintenance

<p>Assigning the security deposit to a new version of the lease</p>	<p>If you need to assign the security deposit to a new version of the lease, choose the lease, choose the security deposit record, and then choose Version from the Row menu.</p> <p>The system assigns the security deposit to the version of the lease that you specify.</p> <p>Note</p> <p>Verify that the option for Show Default Version only is not turned on; otherwise, the system cannot assign the security deposit.</p>
<p>Changing the status of a security deposit</p>	<p>The system assigns a status to the security deposit when you generate a manual billing (B) and when you refund the deposit (R).</p> <p>You can, however, add UDC codes (15/SD) to assign to the security deposit for tracking and reporting purposes. For example, you might want to update the status after you enter the receipt for the security deposit.</p> <p>To change the status, choose the lease, and then choose Speed Status from the Form menu.</p> <p>On Speed Status Change, complete the To Deposit Status field and click OK.</p>

Processing Options for Security Deposit Maintenance (P1565)

Defaults Tab

1. Display Selection

Blank = All

1 = No deposit attached

2 = Deposit attached

Use this processing option to determine how the system displays security deposit information. Valid values are:

Blank

Display all records.

1

Display records without attached security deposits.

2

Display records with attached security deposits.

2. Search Default For Lease Version

*LAST = Latest effective date

*CURRENT = System date

Use this processing option to define the default search value for the lease version in the Security Deposit Maintenance program (P1565). Valid values are:

*LAST Display only the lease version that has the latest lease version effective date.

*CURRENT Display only the lease version that is effective as of the system date.

Versions Tab

1. Manual Billing (P1511)

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing application (P1511) that will be executed when the user selects the form exit to Create Manual Billing. If you leave this processing option blank, the system uses the default version of

ZJDE0001.

One invoice will be created for all selected lines where Manual Bill is set to 'Y' and the deposit status is equal to blank. The batch will be defined as a posted batch. A warning message will be issued if a security deposit record is defined as a manual bill but the exit to create the invoice is not selected. An invoice may be created at a later date.

2. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information program (P1501) when you select the Security Deposit Maintenance program (P1565) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

3. Bill Codes/Adj Reasons (P1512)

Blank = ZJDE0001

Use this processing option to override the default version of the Bill Codes /Adjustment Reasons program (P1512) when you select the Security Deposit Maintenance program (P1565) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

4. PM Cash Receipts (P15103)

Blank = ZJDE0001

Use this processing option to override the default version of the Property Management Cash Receipts program (P15103) when you select the Security Deposit Maintenance program (P1516) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether you can override the transaction currency code that defaults from the lease. If the system allows an override, you can change the transaction currency when a line is entered or before it is billed. The value is locked after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

Allow overrides for the transaction currency.

1

Use the transaction currency code that defaults from the lease.

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether you can override the exchange rate that either defaults from the lease or opens from the Currency Exchange Rates table (F0015) at billing generation. If the system allows overrides, the exchange rate can change at any time. If the system does not allow overrides and an exchange rate value is entered for the lease, that value displays, but the exchange rate value on the form is disabled for changes. Valid values are:

Blank

Allow overrides to the exchange rate.

1

Use the exchange rate that defaults from the lease or opens at billing generation.

Using the Security Deposit Refund Application

You use the Security Deposit Refund Application program (P15654) to access the Required vs Received Detail form, which is an online inquiry program that displays the security deposit amount and status, and the open receipt amount. Using this program, you can determine whether the security deposit was received from the tenant and, if so, the amount received.

The program also has a feature that allows you to access the unapplied receipt record, entered specifically for the security deposit, and apply it to open invoices. If you are not refunding the entire security deposit, you should apply it to the appropriate open invoices before you run the Security Deposit Refund Generation program.

You can also use this program to change the status of the security deposit, as well as to access the tenant ledger.

Note

You do not have to use this program to apply the unapplied receipt to invoices. You can use the PM Receipts Entry program (P15103). The advantage of using this program is that it locates and selects the unapplied receipt record for you.

See Also

- *Applying a Receipt to Tenant Invoices (TI Code 10) in the Real Estate Management Guide* for more information about completing this task

► To review required versus received security deposit details

From the Security Deposits menu (G1515), choose Security Deposit Refund Application.

1. On Work With Security Deposits, choose Required vs Recv'd from the Form menu.
2. On Required vs Received Detail, complete one of the following required fields:
 - Tenant
 - Lease
3. To display leases by security group, complete the following field:
 - Security Group
4. If you completed the Security Group field, click the following option to turn it off. Otherwise, leave the option turned on to display leases for all security groups:
 - Select All Security Groups
5. Click the following option to display security deposit receipts that were entered with a future date (a date that is after today's date):
 - Include Future

6. Click Find.

If the system does not display a record, the receipt for the security deposit has not been entered.

7. Review the Required Amount and Receipt Open amount fields to assess the portion of the security deposit that is received.

► To apply security deposits to open tenant invoices

You can use the PM Cash Receipts Entry program (P15103) to apply the unapplied receipt to the tenant's open invoices.

From the Security Deposits menu (G1515), choose Security Deposit Refund Application.

1. On Work With Security Deposits, locate the lease to which the security deposit has been entered.
2. Choose the lease version, and then choose Refund Application from the Row menu.
The system displays all of the unapplied receipts for the tenant that were entered for the security deposit billing code.
3. On Deposit Refund Application, to display leases by security group, complete the following field:
 - Security Group
4. If you completed the Security Group field, click the following option to turn it off. Otherwise, leave the option turned on to display leases for all security groups:
 - Select All Security Groups
5. Click Find to limit the display of unapplied receipt records by security group.
6. Choose the unapplied receipt record that you want to apply to invoices, and then choose Apply Deposit from the Row menu.

Note

On Work With Customer Receipts Inquiry, you can search for other receipts, or just choose the receipt and apply the deposit.

7. Follow the steps to apply the unapplied receipt to open invoices.

Processing Options for Security Deposit Refund Application (P15654)

Defaults Tab

1. Search Default for Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to define the default search value of the lease version on the

Security Deposit Refund Application program (P15654). Valid values are:

*LAST Display the version of the lease with the latest lease version effective date.

*CURRENT Display the version of the lease that is effective as of the system date.

2. Include Speculative Leases

Blank = Do not include

1 = Include

Use this processing option to determine if speculative leases should be included on the report. Valid values are:

Blank

Do not include speculative leases.

1

Include speculative leases.

Note: Speculative leases are designated by an "NA" in the second description of the Tenant Lease Type User Defined Code Table (15/LT).

3. Security Group Code

Blank = All

Use this processing option to enter the Security Group Code that should be used to retrieve security deposits received that have no corresponding security deposit required information. Valid values are:

Blank

All security groups.

Code

Enter the security group code.

Versions Tab

1. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Tenant A/R Ledger Inquiry program (P15222) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Property Management Cash Receipts program (P15103) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

3. Security Dep Master (P1565) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Security Deposit Master Application program (P1565) when you select the Security Deposit Refund Application program (P15654) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Refunding Partial and Full Security Deposits

From the Security Deposits menu (G1515), choose Security Deposit Refund Generation.

You use the Security Deposit Refund Generation program (R15655) to generate a voucher to refund a security deposit to a tenant. You can use this program to generate a partial refund (before the lease expires) or a full refund (when the lease expires). If you generate a full refund, you have additional options to generate the voucher for the entire amount of the security deposit or for the difference between the security deposit amount and open invoices.

Note

Do not confuse a partial refund with a full refund that has been reduced to pay open invoices. You must generate partial refunds separately from full refunds. You cannot generate both partial and full refunds in the same batch.

Processing options allow you to run this program to produce a report only, so that you can ensure that you are processing the appropriate records. Afterwards, you must run the program again to create and update the appropriate batches. The system generates voucher or receipt records in the following batches:

- A voucher record in the Accounts Payable Ledger table (F0401) in a voucher batch (batch type V).
- A receipt record in the Receipts Detail table (F03B14) in a receipt batch (batch type RB).

See Also

- [Generating Fees and Interest](#) in the *Real Estate Management Guide* for more information about refunding partial and full security deposits

Processing Options for Security Deposit Refund Generation (R15655)

Defaults Tab

1. Accounts Payable G/L Offset

Use this processing option to enter the G/L offset for Accounts Payable. The system uses this option to identify the G/L account to be used for the credit entry created in Accounts Payable.

2. Adjustment Reason

Use this processing option to enter the adjustment reason. The system uses this option to designate the adjustment reason bill code that will be used to credit Accounts Receivable entries and debit Accounts Payable entries.

3. Voucher Pay Status Code

Use this processing option to enter a voucher pay status code. If this option is left blank, the pay status will default to 'A'.

Select Tab

1. G/L Date

Blank = System date

Use this processing option to specify the G/L date that the system uses for transactions. If this option is left blank, the system date will be used.

2. Generation As Of Date

Blank = System date

Use this processing option to enter the as of date for the security deposit refund generation. The system uses this date to determine the transactions to be included in the refund process in conjunction with the lease end date range and lease actual out date range processing options.

If you leave this processing option blank, the system date will be used.

3. Voucher Due Date

Blank = Calculated due date

Use this processing option to enter an override due date for the voucher. If left blank, the due date will be calculated.

4. Lease End Date Range

From date

Use this processing option to determine the range of lease effective dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

Days prior to As Of date.

Use this processing option to determine the range of lease effective dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

5. Lease Actual Out Date Range

From date

Use this processing option to determine the range of lease actual out dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

Days prior to As Of date

Use this processing option to determine the range of lease actual out dates used to process a refund.

From Date If the from date and the days prior options are blank, the system will use the generation as of date.

To Date If the to date and days after options are blank, the system will use the generation as of date.

Days Prior If this option is not blank, this number will be subtracted from the generation

as of date.

Days After If this option is not blank, this number will be added to the generation as of date.

If this option is set to '1', the refund is processed based on data selection without regard to lease effective dates. Setting this option also requires the lease actual out date range processing option be set to '1'. If nothing is selected in the processing option, the refund generation will not be processed.

Process Tab

2. Refund Amounts

Blank = Full refund

1 = Deposit less unpaid debts

Use this processing option to specify how refund amounts should be determined.

Valid values are:

Blank Give a full refund.

1 Refund the deposit less any unpaid debts.

3. Refund Generation Processing

Blank = Standard refund

1 = Partial refund

Use this processing option to specify whether to calculate standard or partial refund generation processing. You cannot run both standard and partial refund processing for the same refund generation. Valid values are:

Blank

Use standard refund processing to calculate the available refund.

1

Use partial refund processing to calculate the available refund, which is based on the dollar or percentage amount that you specify in the Partial Refund Adjustment option.

4. Partial Adjustment Indicator

Blank = Percentage Amount

1 = Dollar Amount

Use this processing option to specify the calculation method for the partial refund process. Valid values are:

Blank

Use a percentage value as the corresponding amount.

1

Use a dollar value as the corresponding amount.

5. Partial Refund Adjustment

Use this processing option to specify the base value to calculate the partial refund amount. If the Partial Adjustment Indicator option is set to 1, the value that you specify for this processing option is a dollar amount. If the Partial Adjustment Indicator is set to blank, the value that you specify for this processing option is a percentage amount.

Note: Enter percentage amounts as decimals; for example, enter 5 1/4% as 5.25.

6. Partial Refund Transaction Currency

Use this processing option to specify the transaction currency of the receipts to include in the partial refund adjustment amount. Refunds are issued when the General Accounting Constant field for Currency Conversion is not set to N. If Currency Conversion is not

activated, the system uses selection criteria from all other processing options associated with this program to determine which receipts to include in the refunded amount.

7. Select or Omit Bill Codes for Partial Refund

Blank = Select All

S = Select

O = Omit

Use this processing option to select or omit bill codes from the security deposit refund generation. You can select up to five (5) bill codes. Valid values are:

Blank Include all bill codes.

O Omit the selected bill codes.

S Include only the selected bill codes.

Bill Codes Tab

1. Select or Omit Bill Codes

Blank = Select All

S = Select

O = Omit

Use this processing option to select or omit bill codes from the security deposit refund generation. You can select up to five (5) bill codes. Valid values are:

Blank Include all bill codes.

O Omit the selected bill codes.

S Include only the selected bill codes.

Print Tab

1. Create Refund Batches

Blank = Edit report only

1 = Create and update batch

Use this processing option to create and update the refund batches. This option will allow you to print the report only or create the security deposit refund batches and print the report. Valid values are:

Blank Print an edit report with no update to the files

1 Create and update batches

Versions Tab

1. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that will be executed when the F0911 general ledger journal entries are created.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

2. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) that will be executed when the F0411 A/P entries are created.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

What You Should Know About Processing Options

Generating a full refund	If you specify a full refund in the Refund Amount processing option, the system ignores the value set in the Refund Generation processing option.
Refunding interest earned	To refund the interest earned on security deposits, you must first set up the bill code (for example, INTR) in a security group. After you generate the interest for the security deposit, you can generate the voucher to refund the security deposit, the interest, or both.
Multicurrency considerations	<p>When you use multicurrency, the system displays the transaction currency of the security deposit receipt on the report, and creates vouchers in the receipt's transaction currency. The system creates a separate voucher for each receipt transaction currency that is refunded.</p> <p>When working with partial refunds, enter the transaction currency in the Partial Refund Transaction Currency processing option on the Process tab. The system processes only the receipt amounts with the same transaction currency.</p>

Approving and Posting Security Deposit Refund and Adjustment Batches

After you generate the transactions to refund the security deposit, you must post the batches to the general ledger to update the appropriate account information. According to your organization's policies, you might require management approval before posting either the receipt or voucher batches. The process to review and approve batches is the same regardless of the batch type.

Note

The programs to review, approve, and post receipt and voucher batches are located on the Security Deposits menu (G1515).

The Security Deposit Refund Generation program creates two batches of transactions to post, as follows:

- A receipt batch (batch type RB)
You use the Adjustments Journal Review program (P0011) to review and approve batches.

When batches are approved, you post them using the Post Adjustments program (R09801), which is the same program that you use to post receipts.

When you post receipts records generated to refund security deposits, the system debits the liability account for security deposits (based on the unapplied billing code entered) and credits the clearing account for security deposits.
- A voucher batch (batch type V)
You use the Voucher Journal Review (P0011) to review and approve batches.

When batches are approved, you post them using the Post Vouchers program (R09801).

When you post vouchers generated to refund security deposits, the system debits the clearing account for security deposits and credits the A/P trade account for the voucher.

See Also

- *Approving and Posting Receipts* in the *Real Estate Management Guide*

See the following topics in the *Accounts Payable Guide* for information about approving and posting vouchers:

- *The Financial Post Process* for general information about posting financial batches
- *Automatic Entries for Voucher Batches* for information about the entries that the system creates when you post vouchers

Printing the Security Deposit Required versus Received Report

As an alternative to reviewing whether a security deposit has been entered, billed, or received, you can print the Security Deposit Req'd vs Rec'd Report (R15615). You use this report to determine which tenants have not complied with the security deposit requirement. The report prints the following information:

- The date that the security deposit was entered and the amount of the deposit
- The status of the security deposit (for example, whether it was billed)
- The amount and date that the security deposits were received

This report includes information from the following tables:

- Lease Master Detail table (F15017)
- Customer Ledger (F03B11)
- Receipts Detail (F03B14)
- Market/Potential/Renewal Rent Master (F159071)
- Security Deposit Master (F1565)

Processing Options for Security Deposit Required vs. Received Report (R15615)

Print Tab

1. Print the Building Address on Report

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints the building address on the Security Deposit Req'd vs Rec'd report (R15615). Valid values are:

Blank Do not print the building address on the report.

- 1 Print the building address on the report.
-

2. Print Totals if Only One Req. or Rec.

Blank = Do not print totals

1 = Print totals

Use this processing option to specify whether to print totals for those leases and/or units that have only one requirement and/or receipt. Valid values are:

Blank Do not print the totals.

1 Print the totals.

Process Tab

1. Include Leases with no Deposit Info.

Blank = Do not include

1 = Include leases

Use this processing option to specify whether to include leases that have no deposit master information. Valid values are:

Blank Do not include leases with no deposit master information.

1 Include leases with no deposit master information.

2. Security Group Code

Blank = All

Use this processing option to enter the security group code that the system uses to retrieve security deposits received that have no corresponding security deposit required information. Valid values are:

Blank All security groups.

Code Enter the security group code.

Select Tab

1. Select / Omit Deposit Status

Blank = Select All

S = Select

O = Omit

Use this processing option to specify whether to select or omit security deposit statuses from the Security Deposit Req'd vs Rec'd report (R15615). You can select up to five statuses. The status must be a valid value in the Security Deposit Applied Status User Defined Code table (15/SD). Valid values are:

Blank Include all security deposit statuses.

O Omit the selected statuses from the report.

S Include only the selected statuses on the report.

Printing the Security Deposit Critical Date Report

From the Security Deposits menu (G1515), choose Security Deposit Critical Date Report.

You use this report to review critical dates for security deposits, such as due dates for security deposits by lease, lease version, unit, bill code, tenant, and gross amount.

The report prints information from the Security Deposit Master table (F1565) and the Business Unit Master table (F0006).

Processing Options for Security Deposit Critical Date Report (R15614)

Print Tab

1. Print the Building Address on Report

Blank = Do not print

1 = Print the building address

Use this processing option to determine whether the system prints the building address on the Security Deposit Critical Date report (R15614). Valid values are:

Blank Do not print the building address on the report.

1 Print the building address on the report.

Processing Tenant Work Orders

You use various tenant work orders programs in the Real Estate Management system to enter work orders to manage leasehold improvements as requested by tenants. These tenant work orders identify lease, building, and unit information that is necessary for tracking the completion of tasks. Billable costs in the general ledger, which reference the tenant work order as the subledger, can be processed to accounts receivable through the Service Billing system.

Using the Tenant Work Order Entry program (P48201) you can enter tenant work orders, compare completion to a projected schedule, and track task completion.

After you enter work orders, you can review accumulated costs charged to a work order by using the Tenant Work Order Cost Inquiry program (P15249). You can also use this program to review detailed cost transactions and totals for both actual and estimated amounts for the selected work orders.

See Also

- ❑ *Creating Work Orders* in the *Work Orders Guide* for more information about entering work order information

► To enter tenant work orders

From the *Tenant Work Orders* menu (G1516), choose *Tenant Work Order Entry*.

1. On *Work With Work Orders*, click *Add*.

The screenshot shows the PeopleSoft interface for the 'Work Order Revisions' form. The form is titled 'Work Order Revisions' and includes a toolbar with 'OK', 'Cancel', 'Form', and 'Tools' buttons. The main form area contains the following fields:

Order Number	452015	Building	15020	Atrium Mall
Description	Install Display Cases	Unit	202	Space 202
Lease	15366	Parent Number	00452015	Install Display Cases
Status Comment		Charge to BU	15020	Atrium Mall
Search X-Ref		Cost Code		
W.O. Status	01 Completed	Est Hours	100.00	
Type		Est Amount	3,500.00	USD
Priority		Tax Expl Code		
Std Desc	1002	Tax Rate/Area		
Flash Message				
Subledger Inact	Active Subledger			

2. On Work Order Revisions, complete the following fields in the header area:
 - Order Number
If you leave this field blank, the system assigns the order number from the Next Numbers Revisions program (P0002).
 - Description
3. Click the General tab and complete the following required fields:
 - Lease
 - Type
 - Std Desc
4. Complete the following optional fields as necessary:
 - Status Comment
 - Search X-Ref
 - W.O. Status
 - Priority
 - Flash Message
 - Subledger Inact
 - Parent Number
 - Cost Code
 - Est Hours
 - Est Amount

The system completes the remaining fields on the form with information provided from the lease.
5. Click the Dates/Assignments tab and complete the following fields:
 - Planned Comp
 - Date Assigned
 - Start Date
 - Transaction
 - Originator
 - Supervisor

- Customer
The system completes this field with the tenant specified on the lease.
 - Manager
6. Click the Classification tab and complete the any of the following optional fields:
 - Phase
 - Category 02
 - Category 03
 - Category 04
 - Category 05
 - Status
 - Service Type
 - Skill Type
 - Experience Level
 - Category 10
 7. Click OK.

► **To review costs charged to tenant work orders**

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Cost Inquiry.

1. On Work With Order Cost, complete any of the following fields and click Find:
 - Tenant Number
 - Order Number
 - Property/ Building
 - Business Unit
 - Unit
 - Phase

- Ledger Type
- From Date
- Through Date

You can use the date range fields to limit to a specific range the display of actual costs from the posted and unposted transactions in the G/L Account Ledger table (F0911). The G/L Account Ledger table provides the hour and amount totals for actual costs for both posted and unposted transactions.

2. Click the following option to further limit the work orders that appear:

- Include Inactive Work Orders

The system displays details about each work order transaction.

3. To review more information about the costs associated with a particular work order, choose the order and choose Order Cost from the Row menu.

Processing Options for Work With Work Orders (P48201)

Defaults 1

Enter the Default Category Codes to be used to Search for Work Orders

1. Phase
2. Category Code 02
3. Category Code 03
4. Category Code 04
5. Category Code 05
6. Category Code 06
7. Category Code 07
8. Category Code 08
9. Category Code 09
10. Category Code 10

Defaults 2

Enter the Default Values to be used to Search for Work Orders.

1. From Status Code W.O.
2. Thru Status Code W.O.
3. Type - W.O.
4. Document Type
5. Models

Blank = Do not include models

1 = Include models

Defaults 3

Enter the default address book numbers to be used to search for work orders.

1. Job or Business Unit
2. Originator
3. Customer
4. Planner

5. Supervisor
Versions

Enter the version of the following applications to call. Leave blank to use the default version defined in parentheses.

1. Work Order Print (R17714) Version

Blank = XJDE0001

2. Equipment Work Order Print (R48425) Version

Blank = XJDE0001

3. Project Work Order Print (R48415) Version

Blank = XJDE0001

4. Tenant Work Order Print (R15448) Version

Blank = XJDE0001

5. Completed PM (P12071) Version

Blank = ZJDE0001

6. Parts Detail (P17730) Version

Blank = ZJDE0001

7. Labor Detail (P17732) Version

Blank = ZJDE0001

8. Inventory Issues (P31113) Version

Blank = ZJDE0002

9. Time Entry (P311221) Version (S/WM Only)

Blank = ZJDE0001

10. Work With Returned Material Authorization (P40051) Version (S/WM Only)

Blank = ZJDE0001

11. Open Purchase Order (P4310) Version

Blank = ZJDE0011

12. Returned Material Authorization Revisions (P400511) Version (S/WM Only)

Blank = ZJDE0001

13. On Line Work Order Quote (P17717) Version (S/WM Only)
-

Blank = ZJDE0001

14. Time Entry By Employee (P051121) Version

Blank = ZJDE0001

15. Work with Failure Analysis (P17766) Version

Blank = ZJDE0001

16. Failure Analysis (P17767) Version

Blank = ZJDE0001

17. Supplier Recovery Generation (R1776) Version

Blank = XJDE0001

18. Status History (P1307) Version

Blank = ZJDE0001

19. Work with Equipment Work Orders (P13220) Version

Blank = ZJDE0001

20. Work Order Cost (P48211) Version

Blank = ZJDE0001

21. Resource Assignment (P48331) Version

Blank = ZJDE0001

WO Entry

1. Work Order Entry Program

1 = Work Orders (P17714)

2 = Project Task Details (P48014)

3 = Tenant Work Orders (P15248)

2. Work Order Entry Version

Blank = ZJDE0001

Process

1. Priority

Blank = Do not highlight and color code

1 = Highlight and color code

2. Customer Self-Service Functionality

Blank = Bypass Customer Self-Service functionality.

1 = Activate Customer Self-Service functionality for use in Java/HTML.

2 = Activate Customer Self-Service functionality for use in Windows.

Processing Options for Tenant Work Order Cost Inquiry (P15249)

Versions Tab

1. Tenant WO Entry (P15248) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Tenant Work Order Entry program (P15248) when you select the row exit from the Work with Work Orders program (P48201).

If you leave this processing option blank, the system uses version ZJDE0001.

2. Work Order Cost (P48211) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Work Order Cost program (P48211) when you select the row exit from the Work with Work Order Cost form.

If you leave this processing option blank, the system uses version ZJDE0001.

Printing the Tenant Work Order Status Summary Report

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Status Summary.

As an alternative to reviewing tenant work orders online, you can print the Tenant Work Order Status Summary Report. Use this report to quickly review information such as the description of the work order, the planned completion date, estimated and actual hours, the work order type, and the work order status.

To limit the number of work orders that the system generates, you can use data selection to print only those work orders to which a tenant or lease has been assigned.

This report does not have associated processing options.

Reviewing the Tenant Work Order Print Report

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Print.

This report is nearly identical to the Work Order Print report generated from the Work Orders system, with the addition of tenant-specific information such as associated leases, buildings, and units.

Process Recurring Billings

To bill your tenants for the same amount on a regular basis, you can process tenant transactions using the recurring billing programs. To set up recurring billings, you add bill codes to your tenant's lease and assign each detail line a billing frequency. You can set up billings for weekly, monthly, quarterly, semiannual, or annual cycles. The system also allows numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. You can set up recurring billings as receivables, payables, or accruals (general ledger only).

You can also create prorated and catch-up billings. Prorated billings are recurring billings that either start or end partially within a billing period. To prorate a billing, the system compares the number of days that the billing was in effect for the period to the total number of days in the period. Catch-up billings include all unbilled periods from the current period back to either the last billed period or the starting date for the recurring billing.

After you set up recurring billing information, you run the Recurring Billing Generation program (R15100) to create records in the Tenant/Lease Billings Detail Master table (F1511B). Similar to manual billings, you must run the Billing/Edit Register program (R15300) and post the transactions to create records in the Accounts Receivable and Accounts Payable systems. You use processing options to direct the system to run the Billing Edit/Register program for you automatically; however, you must post transactions manually.

Note

You must set up a separate lease to process recurring billings for vouchers than the lease you use to process recurring billings for invoices.

Before You Begin

- ❑ Verify that the A/R Controls in the Accounts Receivable Constants are set up appropriately. See *Setting Up A/R Constants* in the *Accounts Receivable Guide* for more information.
- ❑ Verify that the Lessee field on the lease has the appropriate value for generating either invoices or vouchers.

Entering Recurring Billing Information

You set up and work with the information that the system uses to create the recurring billings for a lease by creating bill code lines.

You can use a processing option to specify whether the system retains the gross amount, the annual square-foot rate, or the taxable amount when you create a new version of a recurring billing. If you calculate taxes on recurring billings, you can use a processing option to specify whether to use the gross billing amount as the taxable amount.

To save time and reduce the possibility of errors, you can copy and save recurring billing information for a different version of the lease. The system stores recurring billing information in the Recurring Billings Master table (F1502B).

Combining, Separating, and Suspending Bill Code Lines

The Billing Group and Item Grouping fields on the Recurring Billing Revisions form can be used to determine how the system selects the leases to generate recurring billings, and how the system summarizes pay items (detail lines) on invoices and statements that you print for your tenants. The system automatically groups all bill code lines for the same bill code into one transaction pay item as long as the lease, alternate payee, and the billing and item grouping codes have the same values.

Note

Grouping bill code lines does not affect how the system generates transactions in the Customer Ledger table (F03B11), Accounts Payable Ledger table (F0411), or the Account Ledger table (F0911).

Combining Bill Code Lines

You use the Billing Group and Item Grouping fields to combine recurring billing information (bill code lines). You can group the bill code lines for different tenants and leases into one combined billing, or use item grouping to group bill code lines into a single item on an invoice or statement:

- Use the Billing Group field to group tenants and leases into one combined billing. The system uses the number of the first building that is identified with the lease unit as the Billing Group field. If you need to do so, you can assign a different billing group ID.

If you have a common group of tenants that occupy several buildings and units, you can create a billing group for the tenants. For example, assume that a particular tenant that sells party supplies has ten leases. Each lease is for a separate shopping center and a different building number in each center. You could create a billing group named Party Grp and generate recurring billings for the group.
- Use the Item Grouping field to group bill code lines into a single item on an invoice or statement. The description of the item grouping comes from the Remark field of the first line in the group. For example, suppose grouping code A1 identifies the original base rent and several billing escalations that follow in the setup. When you enter A1 in the Item Grouping field, the system combines them as one line item that uses the description for the base rent.

Separating Bill Code Lines

If a tenant requires separate invoices or statements, you can separate bill code lines by doing the following:

- Creating a separate lease for each bill code line that requires a separate invoice or statement.
- Assigning a different code in the SI Code field for each bill code that requires a separate invoice or statement. In this way, the system combines only those bill code lines with the same code in the SI Code field.
- Assigning a different address book number in the Alternate Payee field for each bill code line that requires a separate invoice or statement.

Suspending Bill Code Lines

If you want to temporarily suspend a recurring billing without having to change the starting and ending dates, you can enter I (for Inactivate) in the S C field on the bill code line. When you want to resume billing, you clear the value from the field.

The Effect of FASB 13 Standards on Recurring Billing

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States for financial statements and ensures that they be in accordance with Generally Accepted Accounting Principals (GAAP). FASB 13, which is ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. For example, suppose a tenant's recurring billing each month for a three-year lease is 1000 USD the first year, 1500 the second year, and 2000 the third year. FASB 13 requires a billing of 1500 each month for the life of the lease.

To satisfy the FASB 13 standard, you must include GAAP bill code lines for accrual (positive) and deferral (negative) adjustments. An accrual is a revenue (or an expense) that gradually increases over time. A deferral postpones the recognition of a revenue that has been received (or an expense already paid) until a later date.

The final setup for the rent each month for the example above is as follows:

- 1000 with a 500 accrual entry the first year
- 1500 the second year
- 2000 with a -500 deferral entry the third year

If you use FASB 13 processing, you have to manually add only the three bill code lines that relate to the unadjusted monthly billings (1000, 1500, and 2000). The TY (Bill Type) field for these lines is blank. The system creates the two GAAP lines for which the TY field contains A (Accrual Billing). If you do not use the automatic process, you must manually add all five lines. The Display of FASB 13 Entries processing option (Display tab) controls whether the system displays the GAAP lines for the accrual and deferral adjustments.

To create FASB 13 information, you must run the FASB 13 Generation program (R15130).

See Also

See the following topics in the *Real Estate Management Guide*:

- [FASB 13 Standards](#)
- *Generating FASB 13 Information*

Related Tasks for Entering Recurring Billing Information

Assigning recurring billing information to a new version of the lease	If you need to assign recurring billing information to a new version of the lease, choose the lease, choose the billing code lines that you want to assign, and then choose Versions from the Row menu. The system suspends the lease and copies the selected bill code lines into the new version of the lease.
Changing FASB 13 Information	If you change the FASB 13 information (such as a starting date, ending date, and billable amount for a bill code line), you must run the FASB 13 Generation program (R15130). Depending on the setting of a processing option, the system might display a warning when you change information. You must respond to this warning or you will not be able regenerate FASB 13 information.

Before You Begin

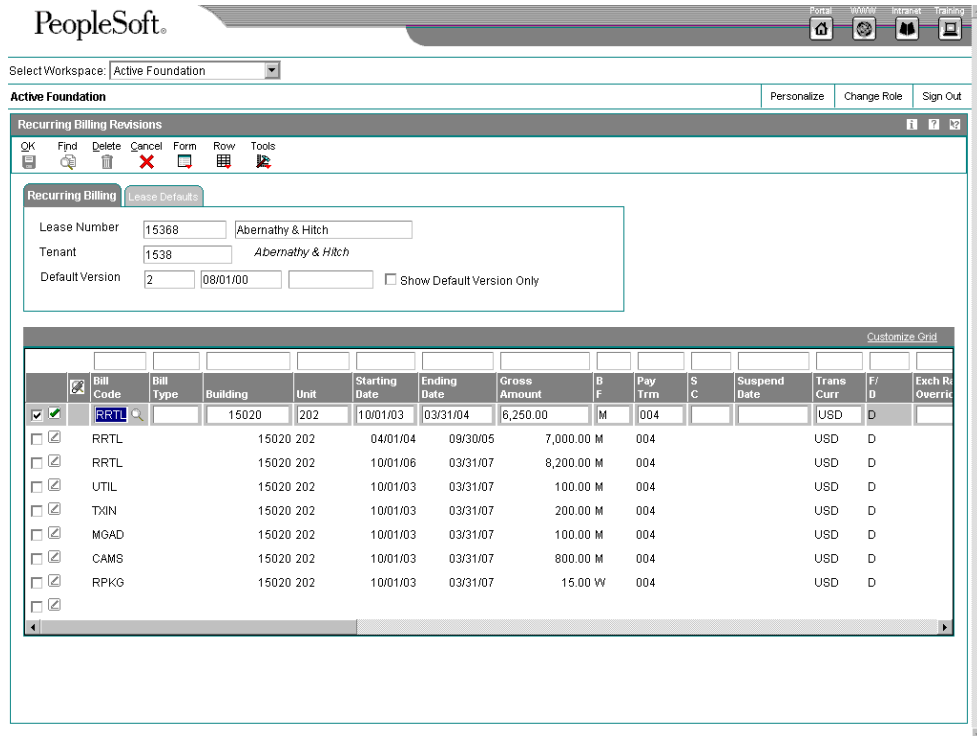
- Set up the billing frequencies that you want to use.
- Set up the AAls and bill codes that you want to use.

► To enter recurring billing information

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

1. On Work with Leases, complete any of the following fields:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project Number
 - Lease Type/Status
2. To display all versions of the lease, click the following option:
 - Display All Versions
3. Click Find.
4. Choose the lease version and click Select.

Alternatively, you can choose the detail line and choose Revisions from the Row menu.



5. On Recurring Billing Revisions, on the Recurring Billing tab, to see only the entries for the default version of the lease, click the following option:
 - Show Default Version Only

The system provides default information from the lease for the first unit of a multi-unit lease. The value in the Start Rent field (Lease Defaults tab) determines the starting date of the billing.

6. Complete the following required fields:
 - Bill Code

If you set up recurring billings as payables, you must use bill codes specific to Accounts Payable for each pay item line.
 - Gross Amount
 - B F
 - Taxable Amount

You can enter either a gross amount or a taxable amount, depending upon how the processing option is set.

7. Complete the following optional fields:

- Bill Type

- Building

- Unit

If the lease is for more than one building or unit, the system displays the first building and unit and displays a warning.

- Starting Date

J.D. Edwards recommends that you assign a starting date to a bill code line before you generate a billing for that line. You can, however, set up bill code lines for rent amounts that you know will happen in the future. FASB 13 processing can use this information.

- Ending Date

You must enter an ending date for the bill code line unless the lease is open-ended, month-to-month, or occurs in the future.

- Pay Trm

- S C

If you enter Y in the S C field, to maintain an audit trail, the system suspends the bill code line without changing the original starting and ending dates.

- Suspend Date

- Billing Group

- Remark

- Alternate Payee

- Rentable Area

- Annual Sq Ft

- Tax Expl Code

- Tax Rate/Area

- U G

If you use the Unit Group field instead of the Unit field, the system does not automatically provide the dates from the lease.

- Deal No

- S I Code

- Item Grouping

- Billing ID

When a billing is generated, the system records the billing ID in the OW Billings Generation Control Master table (F15011B) to prevent you from billing a tenant twice for the same period.

- Base Billing ID

Because you cannot use the same billing ID when you create a new version, the system enters the original billing ID into the Base Billing ID field to help you track recurring billing versions.

- Lease Version

- From Year

- To Year

- Year Type

- V S

8. Click OK.

Processing Options for Recurring Billing Information (P1502)

Defaults Tab

1. Retrieve Bill Code Description

Blank = Do not retrieve description

1 = Retrieve description

Use this processing option to specify whether to locate a code description other than the code description that is set up for the bill code. Valid values are:

Blank

Do not locate a bill code description.

1

Locate a bill code description from the Billing Code Extension file (F1512).

Note: If you leave this processing option blank, and then change it to 1 at a later date, inquiry into that recurring billing record will bring in the bill code description.

2. Search Default For Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default search value on the Work with Lease form.

*LAST The system will display the version of the lease with latest effective date.

*CURRENT The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

3. Version Copy Retain Amount

Blank = Retain Gross Amount

1 = Retain Annual Square Foot Rate

2 = Retain Taxable Amount

Use this processing option to determine which amount should be retained when a new version of the recurring billing information is created. Valid values are:

Blank Retain the gross amount.

1 Retain the annual square footage rate.

2 Retain the taxable amount.

4. Default Gross Amt to Taxable Amt

Blank = Do not default

1 = Default total gross amount

Use this processing option to specify whether the system will default the gross recurring billing amount into the taxable amount. Valid values are:

Blank Do not default the gross amount into the taxable amount.

1 Default the gross amount to the taxable amount..

If all your gross recurring billing amounts are taxable, you should set this processing option to 1 to have the same amount entered in the taxable amount.

You can manually change taxable amounts when there are exceptions. If you do not calculate taxes on recurring billings, or if the taxable amounts differ from the gross, leave this processing option blank.

Display Tab

1. Display of FASB 13 Entries

Blank = Display entries

1 = Suppress the display

Use this processing option to specify whether the system will display accrual and deferral bill type entries created from the FASB 13 Generation (R15130).

Valid values are:

Blank Display both accrual and deferral FASB entries.

1 Do not display accrual and deferral FASB entries.

This processing option allows you to view recurring billing entries with a bill type of A that were created through the FASB 13 program.

2. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to control the display of the tax fields. Valid values are:

Blank Display of tax fields is controlled by Property Management Constants.

0 Display tax fields

1 Do not display tax fields.

This processing option overrides the tax suppress option set up in Property Management Constants file (F1510B).

Edits Tab

1. Date Edits Against the Lease Master

Blank = Bypass date edits

1 = Perform date edits

Use this processing option to specify whether the system validates recurring billing entries against the beginning and ending dates in the Lease Master.

Valid values are:

Blank Do not validate recurring billing entries.

1 Validate recurring billing entries.

If you set this processing option to 1, the system allows you to enter only recurring billing entries with dates that occur within the beginning and ending dates of the lease. If this option is left blank, the system accepts all entries.

2. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system will display the FASB

13 warning window. If the FASB 13 has already been generated for the lease, the warning window will appear when any FASB 13 related data is changed. Valid values are:

Blank Do not display the FASB 13 warning window.

1 Display the FASB 13 warning window.

If this processing option is left blank and the user does not enter Y to allow for FASB 13 regeneration, you will need to generate the FASB 13 manually.

Process Tab

1. Designate Per Square Foot Rate

Blank = Based on gross billing amount

1 = Based on taxable billing amount

Use this processing option to specify whether the system calculates the annual per square foot rate on the gross billing amount or on the taxable billing amount. Valid values are:

Blank Calculate the rate per square foot with the gross billing amount.

1 Calculate the rate per square foot with the taxable billing amount.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to override the transaction currency code that defaults from the lease. If the system allows overrides, you can change the transaction currency when a line is entered or before the line is billed. This value locks after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

Allow overrides of the transaction currency.

1

Use the transaction currency code that defaults from the lease.

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Generating Recurring Billings

From the Recurring Billing menu (G1521), choose Recurring Billing Generation.

When you run Recurring Billing Generation (R15100), the system does the following:

- Creates a batch header record in the Batches table (F0011)
- Assigns a batch type of 1 to the batch
- Assigns a batch status of Error, Approved or Pending to the batch
- Creates records in the Tenant/Lease Billings Detail Master table (F1511B)
- Assigns 1 as the generation type

Depending on the version that you choose, the system creates billings for invoices or billings for vouchers.

You use processing options to specify, among other things, which records the system selects for processing, the dates assigned to those records, and whether the billings are prorated or catch-up.

After you enter and generate recurring billings, you must run the Billing Edit/Register program (R15300), and then run the appropriate post program. You can use a processing option to automatically run program R15300 after the recurring billings have been generated.

Multicurrency Considerations

If you are working with multiple currencies, the system creates a separate invoice for each transaction currency on a lease. If an override exchange rate exists for a billing line, the system uses the override rate in the currency conversion process. Otherwise, the system retrieves the exchange rate based on the date specified in the processing option entitled General Ledger Date for Billings (on the Process tab).

Processing Options for Recurring Billing Generation (R15100)

Process Tab

1. Recurring Billing Date

Use this processing option to define the billing period the system uses when selecting records for recurring billing generation. Carefully examine this processing option to ensure that the billing period to be processed contains a selection value equal to 'X'. You must enter a billing date.

The purpose of this processing option is to define the billing date the system will use to select recurring billing records to be processed. Only records that have a selection value equal to 'X' will be selected. This value is determined from the X's in the Recurring Billing file (F1502B) which were populated from the Billing Frequency file (F15019). For

example, if you enter

01/01/05, 01/15/05, or 01/31/05, the system selects all records in effect for January 1, 2005 through January 31, 2005.

2. Billing Control Period Number

Use this processing option to specify the billing period number for which the system assigns a G (generated) in the OW Billing Generation Control Master table (F15011B). The system also uses this processing option when calculating catch-up billings and prorations. For example, if period 9 is not yet billed and the Proration and Catchup processing option is set to 2 or 3, the system includes period 9 when you bill period 10.

Note: Review this processing option carefully to verify that the billing period to be processed contains a selection value equal to X. For example, if period 01 of 2005 specifies G rather than X in the billing control information for a given lease, the system does not choose that lease for the generation. The system determines that recurring billings have already been generated.

If weekly billings are included in the generation, you should complete the Weekly Billing Date processing option to ensure that weekly billings are generated correctly.

3. Billing Control Year

Use this processing option to define the fiscal year that will be flagged in the Billing Control Information table (F15011B). This also assists the system when calculating catch-up billings and prorations. Carefully examine this processing option to ensure that the billing period to be processed contains a selection value equal to 'X'. You must enter the fiscal year.

The purpose of this processing option is to define the fiscal year in conjunction with the billing period that will be flagged as generated (G) when the recurring billings are run and what leases are selected. For example, if period 01 of 2005 is flagged with a 'G' in the billing control information for a given lease, that lease will not be selected in the generation as the program has determined that recurring billings have already been generated.

4. Weekly Billing Date

Use this processing option to specify the weekly billing date if the period specified in the Billing Control Period Number processing option does not define the weekly billing period. For example, if period 01 is specified in the Billing Control Period Number processing option, but period 04 for weekly billings must be run, you can enter 01/31/04. The system determines the week in which the date falls based on information stored in the Date Fiscal Patterns - 52 Period Accounting table (F0008B) and the Billing Frequency Master table (F15019). This processing option allows weekly billings to be run in conjunction with the regular monthly billings.

Caution: Since effective compare dates are located based on the processing option for the billing period, the system might generate incorrect billings if you do not enter a weekly.

5. General Ledger Date for Billings

Use this processing option to define the general ledger (G/L) date to which the system posts billings. Enter the G/L date for booking Accounts Receivable or Accounts Payable. The purpose of this processing option is to define the period, based on the date, that the system posts billings in the General Ledger table (F0911). The system determines the period to post in the general ledger by reviewing the fiscal pattern for the company that each lease is attached to and then posting to that period. Thus, leases attached to companies with different fiscal patterns can still be run in the same generation.

Note: Even if leases are attached to companies with irregular fiscal patterns, billings can still be run on a calendar year. In this case, this processing option allows the system to post to the correct G/L period. This also allows for consistency and less confusion when running monthly billings.

For example, a fiscal pattern on a company is July to June, so period 01 would be July. If period 01 of year 2005 is entered in processing options 2 and 3 respectively, and the G/L date entered in processing option #5 is 01/31/05, the system posts the billings for this company to period 07 in the G/L.

6. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to define whether invoices (receivables) or vouchers (payables) will be processed in the generation. Valid values are:

Blank Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master screen (P1501) and only one type of lease can be processed per single generation.

Proration Tab

1. Proration and Catch-Up

Blank = Bill current period

1 = Prorate and bill current period

-
- 2 = Prorate and do catch-up billing**
 - 3 = Do catch-up billing / no proration**

Use this processing option to determine whether the system generates prorations and catch-up billings. Valid values are:

Blank

Bill the current period with no proration.

1

Prorate and bill the current period.

2

Prorate and perform catch-up billing.

3

Perform catch-up billing with no proration.

Note: Prorations and catch-ups are based on the fiscal date pattern defined in the Billing Frequency Master table (F15019).

2. Method of Proration

Blank = Use actual number of days

1 = Base proration on a 30 day month

2 = Use the Quarter Day method

Use this processing option to define the method for calculating prorations.

Valid values are:

Blank Base proration on the actual number of days in the billing period.

1 Base proration on a 30-day month. This is effective only for a calendar year monthly billing frequency.

2 Base proration on the quarter-day method. This is calculated by taking the number of days occupied in the period, multiplied by the number of billing periods in the year, then divided by the the number of days in the year. Additionally, an adjustment will be calculated in the last period of the recurring billing. It will be prorated as described and an adjustment will be added to it, which will result in the total amount paid or payable equalling the number of days tenancy.

Override Dates Tab

1. Due Date

Use this processing option to specify an override due date for the invoices and vouchers. If you leave this option blank, the system calculates the due date based on the payment terms.

2. Period Begin Date

Use this processing option to override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

3. Period End Date

Use this processing option to override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

4. Service Tax Date

Use this processing option to define the service/tax date that the billings will post to in the general ledger. If you leave this option blank, the system will use the fiscal end date of the billing period selected.

Print Tab

1. Print Edit Report

Blank = Generate recurring billings

1 = Print edit report (facsimile)

Use this processing option to generate recurring billings or print an edit report. Valid values are:

Blank

Generate recurring billings. If you leave this option blank, the system prints only the Billing Edit Register report (R15300) and marks each billing control ID in the Billings Generation Control table (F15011B) with a 'G'.

1

Print an edit report (facsimile) without generating recurring billings. The system does not check for errors or warnings.

Versions Tab

1. Billing/Edit Register (R15300)

Blank = No report

Use this processing option to specify the version of the Billing/Edit Register report (R15300) to print when the system generates recurring billings. If you are using XJDE0001, you must specify the default report name in this processing option or the system will not print reports while still marking the billing control ID's in the Billing Control table (F15011B) with a 'G'.

Currency Tab

1. Edit Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the record currency type in which to print the edit report amounts when the General Accounting Constant field for currency conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record (default).

1

Print the amounts associated with the transaction currency of the record.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage
XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection

Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.
 - You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).
-

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review
- General review of transactions within a batch

- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

Considerations for Deleting Real Estate Transactions

When you delete a transaction from the Tenant/Lease Billings Detail Master table (F1511B), which you access from the Real Estate Management batch review program (P150011) or the Manual Billing Entry program (P1511), the system performs additional updates for specific generation types.

The following table describes the additional updates that occur when you delete a transaction for the generation type specified:

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record in the EP Billing Register Work File table (F1538B).
3 – Sales Overage	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
4 - Escalation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record from the Escalation Billing Register table (F1548B).

Note

To be deleted from the system, the transaction must be unposted (which means that invoice and voucher records must not have been generated for the billing).

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:

- Batch Number
- Unposted Batches
- Posted Batches
- All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on the whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.
- If the batch was generated for vouchers, the system displays the Voucher Batch Review form.

3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.

The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review.
Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program(R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.

- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B

Tenant A/R Invoices

/

Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank

Invoice Date

1

Due Date

2

Service/Tax Date

3

G/L Date

4

Do not require matching date.

4. Match Criteria

Blank = Building and unit match

1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank

Match credit by building and unit.

1

Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Before You Begin

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab in the Lease Information program (P1501), is set to Y. This field controls whether the system prints invoices for the tenant.

Note

If the Print (I/S/N) field is set to Y and the invoice does not print, review the value of the Inv Prt Cd field on the billing. If this field is set to N, it overrides the value from the lease.

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Printing Real Estate Management Statements

From the Manual Billing menu (G1512), choose Print Statements.

Note About Navigation

The Print Statements program (R155001) appears on every menu from which you process billings.

You send statements to your tenants to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate the following types of statements using the Real Estate Management program for printing statements:

- Open invoice statements
Each invoice appears on a statement until it is paid
- Summarized or balance forward statements
Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.
- Zero balance statements

Using processing options, you can also specify whether to apply credit memos, include paid invoices, print future amounts (invoices that are not due), include aging or summary information, and specify the text for the aging columns and an additional statement message.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer tenant inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last-minute payment by a tenant or make a change to the data selection. Information is stored in the statement tables until you purge it.

See Also

See the following topics in the *Accounts Receivable Guide* for information about reviewing, reprinting, resetting, and purging statements:

- ❑ *Reviewing Statements*
- ❑ *Reprinting Statements*
- ❑ *Resetting Statements*
- ❑ *Purging Statements and Delinquency Notices*

Before You Begin

- ❑ Verify that the Print Statement option on the tenant's customer master record is turned on.
- ❑ Verify that the Print Statement option in the Accounts Receivable system constants is turned on for each company for which you want to print statements.
- ❑ Verify that the Print (I/S/N) field on the Lease Info Page 2 tab is set to Y for the tenant's lease. The print statement field is the second of the three that appear on the form after the field description.
- ❑ Set up any messages that you want to print on the statement. See *Setting Up Statement Messages* in the *Real Estate Management Guide*.
- ❑ Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- ❑ Post receipt transactions to ensure that the statement reflects the most current information.

Processing Options for Print Statements (R155001)

Aging Tab

1. Print Aging

Blank = Do not print aging

1 = Print aging

Use this processing option to determine whether the system includes aging information on the statement. The fields for aging always appear in the lower part of the statement; this option controls whether they contain amounts. Valid values are:

Blank

Do not print aging on the statements.

1

Print aging on the statements.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to determine from where the system retrieves the aging specifications and statement date. Valid values are:

Blank

Use the processing options on the Statement report for aging.

1

Retrieve the aging specifications from the A/R Constants.

3. Statement Date to Age Open Balances

Blank = System date

Use this processing option to enter the statement date to age open balances. If you leave this processing option blank, the system uses the system date.

4. Age Open Balances Date

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date from which to age open balances. Valid values are:

D

Due Date (Default)

I

Invoice Date

G

General Ledger Date

S

Statement Date

5. Aging Category Method

1 = Aging Days

2 = Fiscal Periods

3 = Calendar Months

Use this processing option to specify the method for defining aging categories. Valid values are:

1

Aging Days

2

Fiscal Periods

3

Calendar Months

6. Apply Credits

Blank = Age credits

1 = Apply to current aging balance

Use this processing option to determine whether the system ages credits or applies credits to the current aging balance. Valid values are:

Blank

Age credits.

1

Apply credits to the current aging balance.

Aging Days Tab

1. Aging Day Ranges

Range 1 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 2 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 3 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 4 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 5 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 6 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Print Tab

1. Remit To Address

Blank = Print the address

1 = Suppress printing the address

Use this processing option to print the Remit To address at the top of each statement. Valid values are:

Blank

Print the Remit To address.

1

Do not print the Remit To address.

2. Account Summary Information

Blank = Print the information

1 = Suppress printing the information

Use this processing option to determine whether the system prints account summary information on statements. Valid values are:

Blank

Print account summary information.

1

Do not print account summary information.

3. Future Dollars

Blank = Include future dollars

1 = Bypass future dollars

Use this processing option to determine whether the system includes future dollars. Valid values are:

Blank

Include future dollars.

1

Do not include future dollars.

4. Date To Exclude Future Dollars

Use this processing option to enter a future date to exclude future dollars.

5. Begin Date For Detail Records

Use this processing option to specify the beginning date of detail records to print on the report.

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to select which address should print as the statement "From" address. Valid values are:

Blank

Company address

1

Facility address

2

Remit to address

7. Exclude Paid Invoices

Blank = Include paid invoices with current activity

1 = Exclude paid invoices

Use this processing option to exclude paid invoices from the statement print. Valid values are:

Blank

Include paid invoices with current activity.

1

Exclude paid invoices.

Message Tab

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to enter a message identifier to print at the top of the statement. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

2. Message Identifier Aging Buckets

Aging Bucket 1

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 2

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 3

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 4

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 5

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 6

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

3. Message Identifier - Total Line

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify which currency to use when you print statements.

Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Printing the Tenant Billing Listing Report

From the Recurring Billing menu (G1521), choose Tenant Billing Listing.

You use the Tenant Billing Listing report (R15420) to review the setup information for recurring billings. The report includes information from the following tables:

- Tenant/Lease Billings Detail Master
- Recurring Billings Master

Processing Options for Tenant Billing Listing (R15420)

Process Tab

1. Report As Of Date

Blank = System date

Use this processing option to enter the as of date for processing the tenant billing detail. This option lets you select the date for which you want to include tenant billing information. The system does not include recurring billings that are not in effect on this date. If this option is left blank, the system date will be used.

2. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to determine which area type from the Property Management Constants table (F1510B) the system uses for the report. Valid values are:

*RENTABLE Retrieve the area type defined as rentable in the PM Constants table.
(Default)

*USEABLE Retrieve the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type the system uses if the Select Area Type processing option is left blank. Valid area types are set up in the User Defined Table (15/AR).

Select Tab

1. Detail or Summary

Blank = Summary report

1 = Detailed report

Use this processing option to determine whether the system prints detailed or summarized billing amount information. If you leave this option blank, the report displays the lease terms, move-out date, and useable square footage. If you enter a 1, the report displays the bill codes and the starting and ending dates of the recurring billing records. Valid values are:

Blank Print summarized information on the report.

1 Print detailed information on the report.

Print Tab

1. Tenant Move Out Information

Blank = Include moved-out tenants

1 = Omit moved-out tenants

Use this processing option to specify whether to identify the tenants that have moved out or to exclude those tenants from the report altogether. Valid values are:

Blank Print the tenant information with a message that the tenant has moved out.

1 Omit the tenant information if the tenant has moved out prior to the as of date.

Printing the Recurring Billing Information Listing

From the Recurring Billing menu (G1521), choose Recurring Billing Information Listing.

As an alternative to reviewing online the recurring billing information that is set up, such as the bill codes and frequencies, you can run the Recurring Billing Information Listing (R154011). You can use this report to verify whether the recurring information is set up correctly before you generate recurring billings.

Processing Options for Recurring Billing Information Listing (R154011)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

3. Page Break On Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Printing the Recurring Billing Comparison Report

From the Recurring Billing menu (G1521), choose Recurring Billing Comparison Report.

You use this report to compare the amounts for recurring billings from two periods. The system compares a billing period that you select, which is the current period, with the period prior to that period. This report helps you identify the differences between the recurring billing setup for the current period and the setup for the prior period.

For example, suppose a tenant pays sales tax for a particular bill code line in the setup for recurring billing. The rate code for the sales tax expired in the prior month, but the setup still shows the rate code in the bill code line. By running this report, you can see a tax amount for the prior period, no tax amount for the current period, and a difference between the two periods. The system displays the transaction currency code on this report.

The system recalculates the billing amounts for the prior period based on the recurring billing information for that period. It does not use the A/R or A/P information that exists for the same period. In this way, the system avoids any differences caused by adjustments to the A/R or A/P information, and the report more accurately reflects the differences between the two setups.

The report is based on the Recurring Billings Master table (F1502B).

Processing Options for Recurring Billing Comparison Report (R15305)

Process Tab

1. Billing Period Number

Use this processing option to enter the billing period number for the current period. The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

2. Billing Year

Use this processing option to enter the billing year for the current period.

The numbers for the billing period and billing year, which specify the current period, are based on the date pattern defined in the Billing Frequency table (F15019).

3. Print Lines Without Differences

Blank = Do not print

1 = Print lines

Use this processing option to print lines without differences between Current and Prior period amounts. Valid values are:

Blank Do not print lines without differences.

1 Print lines without differences.

4. Weekly Billing Date

Use this processing option to define the weekly billing date.

If you leave this processing option blank, the system uses the period from processing option #1. If the period in processing option #1 does not define the weekly billing period, the system uses this processing option to enter the weekly billing date.

Proration Tab

1. Prorate Amounts For Partial Periods

Blank = Do not prorate

1 = Prorate amounts

Use this processing option to prorate the amounts that are in effect for partial periods.
Valid values are:

Blank Do not prorate amounts.

1 Prorate amounts.

2. Base Proration on a 30-day Month

Blank = Days in billing period

1 = Base proration on a 30-day month

Use this processing option to base proration on a 30-day month (if monthly).

Valid values are:

Blank Use the number of days in the billing period.

1 Base proration on a 30-day month.

Override Tab

1. Begin Date of Current Period

Use this processing option to override the period begin date. If left blank, the system uses the period specified in the billing period number processing option. The purpose of this option, along with the period end date override option, is to override the billing period begin date associated with the period specified in the billing period number processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

2. End Date of Current Period

Use this processing option to override the period end date. If left blank, the system uses the period specified in the fiscal year for billing control processing option. The purpose of this option, along with the period begin date override option, is to override the billing period end date associated with the period specified in the fiscal year for billing control processing option. This redefines the number of days in the billing period, which in turn affects the proration calculation.

3. Begin Date of Prior Period

Use this processing option to enter the beginning date of the prior period that the system uses for prorated billings. The system uses the beginning and ending dates to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

4. End Date of Prior Period

Use this processing option to enter the ending date of the prior period that the system uses for prorated billings. The system uses the beginning and ending date to determine the period instead of using the period immediately prior to the one that was specified as the current period.

If the beginning and ending dates for the prior period are left blank, the prior period will be based on the month prior to the current period if using a monthly frequency.

Lessee Tab

1. Receivables or Payables

Blank = Process receivable leases

1 = Process payable leases

Use this processing option to determine whether the report processes A/R or A/P leases. This option works in conjunction with the Lessee field in the Tenant/Lease Master table (F1501B). You cannot run reports for both types of leases at the same time. Valid values are:

Blank Process leases with a blank Lessee field. (A/R)

Y, 1 Process leases with a non-blank Lessee field. (A/P)

Print Tab

1. Print Sequence

Blank = Print by bill code

1 = Print by lease number

Use this processing option to select one of the following print sequences for the R.B. Comparison Report:

Blank Print by bill code.

1 Print by lease number.

Printing the Rent Change Report

From the Recurring Billing menu (G1521), choose Rent Change Report.

You use the Rent Change Report (R15550) to review the transactions associated with leases and their changes in rent. Except for the percent increase, the system does not perform any calculations for the report. It provides only a history of changes in rent. The report is based on the Tenant/Lease Billings Detail Master table (F1511B).

Note

To ensure that the system makes valid comparisons, you must enter a transaction currency in the Billing Transaction Currency processing option on the Currency tab.

Processing Options for Rent Change Report (R15550)

Select Tab

1. Begin Date Of Analysis Period

Blank = Default from lease

Use this processing option to enter the beginning date of the analysis period.

If you leave this processing option blank, the system uses the beginning date from the lease.

2. End Date Of Analysis Period

Blank = Default from lease

Use this processing option to enter the ending date of the analysis period.

If you leave this processing option blank, the system uses the ending date from the lease.

3. Number Of Years Back or Forward

Use this processing option to enter the number of years to go back from the end date or to go forward from the beginning date, if not working with explicit dates.

If you use this option, you must specify either a beginning or ending date.

4. Amount Selection

Blank = Base figures on annual amounts

1 = Base figures on monthly amounts

Use this processing option to determine whether the system bases all figures on monthly or annual amounts. Valid values are:

Blank Base figures on annual amounts.

1 Base figures on monthly amounts.

Bill Codes Tab

1. Select or Omit Bill Codes

Blank = Select all

S=Select

O=Omit

Use this processing option to select or omit bill codes from the Rent Change report (R15550). You can select up to six bill codes. If you leave this processing option blank, the system processes all bill codes. Valid values are:

Blank Include all bill codes.

S Include only the selected bill codes.

O Omit the selected bill codes.

1. Select or Omit Bill Codes

Blank = Select all

S=Select

O=Omit

Use this processing option to select or omit bill codes from the Rent Change report (R15550). You can select up to six bill codes. If you leave this processing option blank, the system processes all bill codes. Valid values are:

Blank Include all bill codes.

S Include only the selected bill codes.

O Omit the selected bill codes.

Bill Code 1

Use this processing option to either select or omit bill codes for the Rent Change Report.

Print Tab

1. Lease Commencement Rent Increases

Blank = Print rent increases

1 = Omit printing rent increases

Use this processing option to determine whether the system prints rent increases caused by lease commencements on the Rent Change report (R15550).

Valid values are:

Blank Print rent increases caused by lease commencements on the report.

1 Do not print rent increases caused by lease commencements.

2. Lease Expiration Rent Decreases

Blank = Print rent decreases

1 = Omit printing rent decreases

Use this processing option to determine whether the system prints rent decreases caused by lease expirations on the Rent Change report (R15550).

Valid values are:

Blank Print the rent decreases caused by lease expirations on the report.

1 Do not print rent decreases caused by lease expirations.

3. Print Building Address on Report

Blank = Print first line of description

1 = Print building address on heading

Use this processing option to determine which information should be printed on the report heading. Valid values are:

Blank Print only the first line of description.

1 Print the first line of description from the Property/Building Information table (F0006) and the address in the Facility Address field from the address book record on the report.

Note: You must set up Building as the first sequence in order for the system to create page breaks and addresses by building.

4. Blank Line For New Lease or Unit

Blank = Do not print a blank line

1 = Print a blank line

Use this processing option to determine whether the system prints a blank line before every new lease or unit on the report. Valid values are:

Blank Do not print a blank line.

1 Print a blank line before every new lease or unit.

5. Active, Non-Escalated Rent Amounts

Blank = Do not print amounts

1 = Print all amounts

Use this processing option to control whether the system includes active, non-escalated rent amounts (rent amounts that have not changed) on the report.

Valid values are:

Blank Do not print active, non-escalated rent amounts.

1 Print all active, non-escalated rent amounts.

Currency Tab

1. Billing Transaction Currency

Use this processing option to specify the recurring billing transaction currency code to use for reporting when the G/L Constant field for Currency Conversion is not set to N. The report includes billing amounts for all selected bill codes where the transaction currency is equal to the selected value.

Reviewing Billing Transactions

You can review the details of a tenant's particular billing transaction. For example, you can review generation type, batch number, invoice number, and gross amounts for each transaction. You can also view the total gross amount of all the records that the system displays.

► **To review billing transactions**

From the Tenant & Lease Information menu (G1511), choose Billings Transaction Inquiry.

1. On Work With Billing Transactions, complete any of the following fields to locate a transaction that you want to review, and then click Find:
 - Lease
 - Generation Type
 - Bill Code
 - Supplier Invoice
 - Doc Co
2. Click one of the following options to review records by posted status:
3. To review details about a transaction, choose a record and click Select.

Note

On Transaction Detail, the fields are informational only and cannot be edited.

4. Click OK.

Processing Options for Billings Transaction Inquiry (P15211)

Versions Tab

1. Manual Billing Entry (P1511)

Blank = ZJDE0001

Use this processing option to specify the version to use for Manual Billing Entry (P1511). If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Tenant Ledger Inquiry (P15222)
-

Blank = ZJDE0001

Use this processing option to specify the version to use for the Tenant A/R Ledger Inquiry program (P15222). If you leave this processing option blank, the system uses the default version ZJDE0001.

3. Supplier Ledger Inquiry (P0411)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Supplier Ledger Inquiry program (P0411). If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Account Ledger Inquiry (P09200)

Blank = ZJDE0001

Use this processing option to specify the version to use for the Account Ledger Inquiry program (P09200). If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Batch Journal Review (P150011)

Blank = Use version for generation type

Use this processing option to specify the version to use for the Batch Journal Review program (P150011). If you leave this processing option blank, the system uses the version that corresponds with the generation type.

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Overview of Sales Overage

In many leases with retail tenants, you establish rent that relates to a portion of their reported sales. In return for a lower fixed rent or no fixed rent at all, tenants pay a percentage of their sales to the landlord. This billing process is called percentage sales or sales overage because the sales usually must be over (exceed) a certain level (breakpoint) before rent is billed. You can change the percentage charged as sales increase to provide tenants incentives to increase their sales.

Sales overage is attractive to tenants, especially start-up businesses or tenants moving to a new location, because generally:

- The overhead for operation from a higher fixed rent is reduced.
- A major portion of the landlord's revenue is tied directly to the success of the tenants' business. To promote the tenants' success, the landlord, in turn, invests in maintaining the property's attractiveness and general appeal, and leases space to a variety of business types.

The landlord benefits from sales overage because:

- The potential revenue related to the rent is higher.
- Establishing rent as a percentage of sales dollars results in an automatic hedge on inflation.

Processing Sales Overage

The following table outlines the process to set up and calculate sales overages:

Enter Sales Overage Information	You specify which leases to process for sales overage billings, by adding sales overage information. You use the Sales Overage Information program (P15013) to set up the lease appropriately. When you enter sales overage information, the system creates a record in the Sales Overage Master table (F15013B).
Generate Expected Sales Report	After you set up the lease to report on sales overages, you must create records in the Sales Report Control File table (F1540B). You enter expected sales amounts in the records generated in table F1540B, so that you can run reports.
Enter Expected Sales	By having records in Sales Report Control File table (F1540B), you need only enter sales amounts; you do not have to enter lease, building, and tenant information. You use the Expected Sales Report Entry program (P1540) to locate records to which sales amounts are added.
Enter Unexpected Sales	If your tenant reports unexpected sales, you can add records directly into the Sales Report Control File table F1540B table for these sales amounts.

Review Sales Report Batches	After you enter sales amounts, you must post the batches to update the records in the Sales Report Control File (F1540B), Tenant Sales History (F1541B), and Tenant Weekly Sales (F15410) tables.
Post Sales Report Batches	When you post sales report batches, the system updates the Tenant Sales History (F1541B) and Tenant Weekly Sales (F15410) tables.
Adjusting Posted Sales	If errors were made in entering sales amounts, you can adjust posted sales records, and repost them. Additionally, you can generate adjusted billings.
Generating Sales Overage Billings	After you enter sales amounts, you can generate billings by running the Sales Overage Generation program (R15120).
Post Billings	After you generate billings, you must post them to create the invoice and voucher transactions.
Sales Reporting	The system provides various reports that you can use in as an alternative to online inquiries, as well as to compare weekly sales, report occupancy rents, and so forth.

Billing Calculations for Sales Overage

Before the system performs the billing calculations for sales overage, it checks the following tables:

- Billings Generation Control Master (F15011B)
- Sales Overage Master (F15013B)
- Min/Max Rents And Recoveries Master (F15015B)
- Sales Report Control (F1540B)
- Tenant Sales History (F1541B)
- Tenant Weekly Sales (F15410)

Checking these tables ensures that a billing generation includes only those leases with reported sales that have not already been processed. The system does not perform calculations for a lease if one or more of the following conditions exists:

- The billings for sales overage have already been calculated for the respective period.
- No estimate or actual sales have been reported for the period.
- Sales have been reported and entered, but the Tenant Sales History table has not been updated with that information.
- The sales information is only estimated or verbal, and the billings cannot be based on estimated sales. The sales information is controlled by the Sales Report Type field in the Sales Report Control table and the Invoice Estimates field in the Sales Overage Master table. If sales estimates exist in the Project Sales table (F1542), the system includes those leases.

- The YTD sales do not exceed the breakpoint for the lease. In this case, the Billing Period field in the Billings Generation Control Master table is updated to G (Generated) for the related control record. Therefore, the system does not consider the lease for that period.

Sales Overage Computation Methods

To calculate sales overage, you can choose from six methods of computation as shown in the following table. The methods control how the system handles the sales information, breakpoints, and percentages.

Method 0-Weekly Sales	The sales amount for the week is used directly to calculate the gross overage billing.
Method 1-Each Period	The sales amount for the current period is annualized, and the YTD gross overage billing is calculated. This amount is then deannualized to calculate the current gross overage billing.
Method 2-Cumulative	The YTD sales amount is used directly to calculate the YTD gross overage billing. The prior YTD gross overage billing is then deducted to calculate the current gross overage billing.
Method 3-Cumulative Pro Rata	The YTD sales amount is annualized and the YTD gross overage billing is calculated. This amount is then deannualized before the prior YTD gross overage billing is deducted.
Method 4-Modified Cumulative	The YTD sales amount is used directly to calculate the YTD gross overage billing. During the calculation, the percentage for the highest breakpoint that is reached is applied to the entire amount of sales that exceeds the first breakpoint. The prior YTD gross overage billing is then deducted to calculate the current gross overage billing.
Method 5-Partial Year Pro Rata	This method is used with the process for a year-end override if a tenant has moved in or out within a fiscal year that is specified in the system constants.
Method 6 – Lease Pro Rata	This method calculates like Method 3, except the lease breakpoint is used to determine a maximum billable amount for the lease. The billable amount is then prorated by the product code, based on the product code sales being a percentage of total sales.

Examples: Sample Calculations

The sample calculations for the first five methods are based on the following information for a product scale record. The gross sales-override rent is calculated for the second period (except for the weekly billing, which just accounts for sales for period 1).

The following table shows the comparative calculations that are involved in the first five methods of computation:

	Method 0	Method 1	Method 2	Method 3	Method 4
Sales information					
Period 1	125,000		125,000	125,000	125,000
Period 2		100,000	<u>100,000</u>	<u>100,000</u>	<u>100,000</u>
YTD sales			225,000	225,000	225,000
Annualized		x <u>12</u>		x <u>6</u>	
Calculated sales	125,000	1,200,000	225,000	1,350,000	225,000
Breakpoints					
First breakpoint	50,000	50,000	50,000	50,000	50,000
Zero	- <u>0</u>	- <u>0</u>	- <u>0</u>	- <u>0</u>	- <u>0</u>
Percent due (implied)	50,000	50,000	50,000	50,000	50,000
	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>	x <u>.00</u>
First amount due	0	0	0	0	0
Second breakpoint	75,000	75,000	75,000	75,000	75,000
First breakpoint	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>	<u>-50,000</u>
	25,000	<u>25,000</u>	<u>25,000</u>	25,000	<u>25,000</u>
Percent due	x <u>.04</u>	x <u>.04</u>	x <u>.04</u>	x <u>.04</u>	x <u>.03</u>
Second amount due	1,000	1,000	1,000	1,000	750
Calculated sales	125,000	1,200,000	225,000	1,350,000	225,000
Second breakpoint	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>	<u>-75,000</u>
	50,000	1,125,000	150,000	1,275,000	<u>150,000</u>
Percent due	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>	x <u>.03</u>
Third amount due	1,500	33,750	4,500	38,250	4,500
Total of amounts due					
YTD current period					
Year	2,500	34,750	5,500	39,250	5,250
Gross override billing					
Deannualized ¹		34,750	5,500	39,250	5,250
		÷ <u>12</u>		÷ <u>6</u>	
		2,896		6,542	
Prior YTD gross override billing ²					
Current gross override billing			<u>-2,500</u>	<u>-3,646</u>	<u>-2,250</u>
	2,500	2,896	3,000	2,896	<u>3,000</u>
Current period adjustment					
Minimum rent ³					
Gross sales override rent (billable amount)	- <u>2,000</u>	- <u>2,000</u>	- <u>2,000</u>	- <u>2,000</u>	- <u>2,000</u>
	500	896	1,000	896	1,000

¹ A gross overage billing that is based on one month is deannualized to 1/12, a billing based on two months is deannualized to 2/12 or 1/6, a billing based on three months is deannualized to 3/12 or 1/4, and so on.

² The respective method was used to calculate the prior YTD gross overage billing.

³ The minimum rent is the amount in effect at the time of the calculation.

Calculation for Method 5

An owner or property manager can set up the system constants in the Real Estate Management system constants to organize the billing operations for all the tenants for a fiscal lease year. A specialized billing reconciliation, such as sales overage, uses this lease year as the cutoff date. Therefore, any tenant who moves in or out within the lease year can be charged a prorated share of the sales for the partial year. The calculation includes the tenant's sales for either the ensuing 12 months if it is a move-in or the preceding year if it is a move-out. A daily proration is calculated from the sales and applied to the partial year.

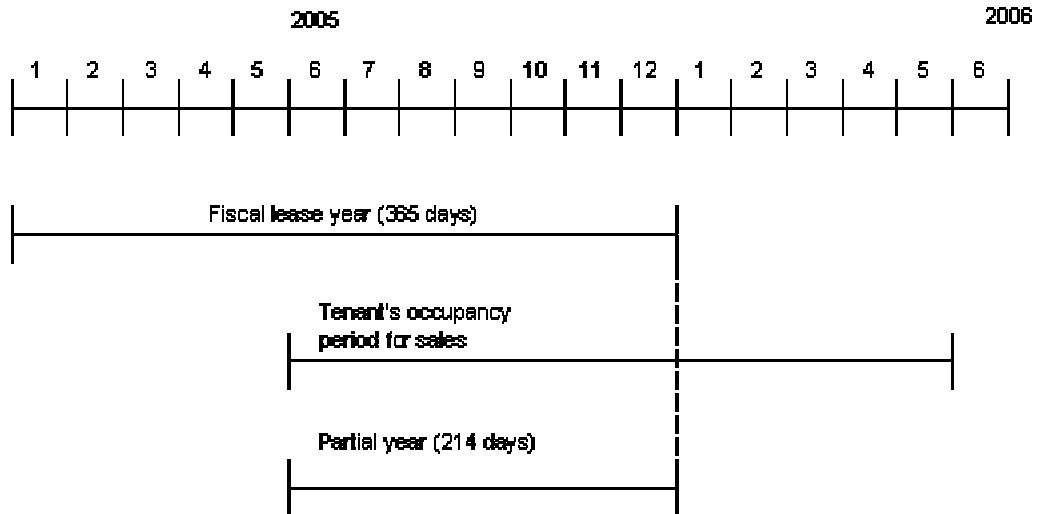
You can also specify a period of sales either greater than or less than 12 months if necessary. This value is controlled by the Beg Period (Beginning Period), Beg Year, and Override Year fields in the Sales Overage Master table.

For example, suppose a tenant's lease begins on June 1, 2005, and the fiscal lease year begins on January 1. The calculation for sales overage is based on the owner's fiscal year rather than the tenant's rent year. Along with these dates, this example involves the following information:

- Sales from 06/01/05 to 12/31/05: USD 85,000
- Sales from 01/01/06 to 05/31/06: 25,000
- Dollar breakpoint: 50,000
- Percentage due: 10

The following illustration shows the relationship between the fiscal lease year, the tenant's occupancy period, and the partial year:

Fiscal Lease Year, Tenant's Occupancy, and Partial Year



The system performs the following steps to calculate the sales overage for the partial year:

1. Gather the reported sales for a full year to determine the gross sales (85,000 + 25,000 = 110,000).
2. Subtract the dollar breakpoint from the gross sales (110,000 - 50,000 = 60,000).
3. Multiply the difference from step 2 by the percentage due to determine the gross overage billing (60,000 x .10 = 6,000).
4. Prorate the gross overage billing, based on the number of days in the partial year (6,000 x 214/365 = 3518).

The billable amount is 3518 USD for the partial year from June 1 to December 31, 2005.

Calculation Method 6 – Lease Pro Rata

The following example shows a lease through the first four months of the sales year to demonstrate the calculations that the system performs using the Lease Pro Rata method. In this example, lease 333 has a percentage due of 5 percent, with a total breakpoint of \$2,700,000.00 that was set up in the Product Scales Information (F15014B) with the following product code breakdown:

Product Code	Dollar Breakpoint	Percent Due
CLTH	600,000.00	5.00
ELEC	900,000.00	5.00
SPRT	1,200,000.00	5.00

Sales for January through April 2005 are as follows:

Product Code	January	February	March	April
CLTH	40,000.00	60,000.00	90,000.00	95,000.00
ELEC	50,000.00	65,000.00	70,000.00	125,000.00
SPRT	150,000.00	160,000.00	175,000.00	180,000.00

When the Sales Overage Generation is run for January 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 240,000.00 (40,000 + 50,000 + 150,000).
- Annualized sales are 2,880,000.00 (240,000 * 12).

Product Code	Description	Amt One	Amt Two	%	Billing Amt	Annualized Amt
CLTH	Sales (Period, Annualize)	40,000	480,000 (40000*12)			
ELEC	Sales (Period, Annualize)	50,000	600,000 (50000*12)			
SPRT	Sales (Period, Annualize)	150,000	1,800,000 (150000*12)			
SPRT	Overage Calculation (Bkpt)	1,200,000	600,000 (1800000 - 1200000)	5		
SPRT	PR% (Prod/Lease Billable)	30,000 (600000*5%)	30,000	100	750	9,000
	Total Gross Billing				750	

Note

SPRT is the only product code that went over its breakpoint, so that product code owes the entire 5 percent. The total gross billing is calculated as follows:

- $2,880,000.00 - 2,700,000.00 = 180,000 * 5\% = 9,000 / 12 = 750.00$
-

When the Sales Overage Generation is run for February 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 525,000.00 (240,000 + 60,000 + 65,000 + 160,000).
- Annualized sales are 3,150,000.00 (525,000 * 12 / 2).

Product Code	Description	Amt One	Amt Two	%	Billing Amt	Annualized Amt
CLTH	Sales (Period,Annualize)	60,000	600,000 (100000*12/2)			
ELEC	Sales (Period,Annualize)	65,000	690,000 (115000*12/2)			
SPRT	Sales (Period,Annualize)	160,000	1,860,000 (310000*12/2)			
SPRT	Overage Calculation (Bkpt)	1,200,000	660,000 (1860000 – 1200000)	5		
SPRT	PR%(Prod/Lease Billable)	33,000 (660000*5%)	33,000	100	3,750	22,500
	Total Gross Billing				3,750	
	Prior Gross Billing				(750)	
	Current Gross Billing				3,000	
	Net Invoice Amount				3,000	

Note

Again, SPRT is the only product code that went over its breakpoint, so that product code owes the entire 5 percent. The total gross billing is calculated as follows:

- $3,150,000.00 - 2,700,000.00 = 450,000 * 5\% = 22,500 / 12 * 2 = 3,750.00$
-

When the Sales Overage Generation is run for March 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 860,000.00 (525,000 + 90,000 + 70,000 + 175,000).
- Annualized sales are 3,440,000.00 (860,000 * 12 / 3).

Product Code	Description	Amt One	Amt Two	%	Billing Amt	Annualized Amt
CLTH	Sales (Period,Annualize)	90,000	760,000.00 (190000*12/3)			
CLTH	Overage Calculation (Bkpt)	600,000	160,000 (760000 – 600000)	5.00		
CLTH	PR% (Prod/Lease Billable)	8,000 (160000*5%)	45,000 (8000 + 37000)	17.78 (8000/ 45000)	1,644.65	6,578.60
ELEC	Sales (Period,Annualize)	70,000	740,000 (185000*12/3)			
SPRT	Sales (Period,Annualize)	175,000	1,940,000 (485000*12/3)			
SPRT	Overage Calculation (Bkpt)	1,200,000	740,000 (1940000- 1200000.)	5.00		
SPRT	PR% (Prod/Lease Billable)	37,000 (740000*5%)	45,000 (37000 + 8000)	82.22 (37000/ 45000)	7,605.35	30,421.40
	Total Gross Billing				9,250.00	
	Prior Gross Billing				(3,750.00)	
	Current Gross Billing				5,500.00	
	Net Invoice Amount				5,500.00	

Note

Both CLTH and SPRT are over their respective breakpoints, and both product codes must share a percentage of the total billable. The total gross billing is calculated as follows:

- $3,440,000.00 - 2,700,000.00 = 740,000 * 5\% = 37,000 / 12 * 3 = 9,250.00$

The billing amount for product code CLTH is: $9,250.00 * 17.78\% = 1,644.65$

The billing amount for product code SPRT is: $9,250.00 * 82.22\% = 7,605.35$

When the Sales Overage Generation is run for April 2005, the results are:

- Lease breakpoint is 2,700,000.00.
- Gross sales are 1,260,000.00 (860,000 + 95,000 + 125,000 + 180,000).
- Annualized sales are 3,780,000.00 (1,260,000 * 12 / 4).

Product Code	Description	Amt One	Amt Two	%	Billing Amount	Annualized Amount
CLTH	Sales (Period,Annualize)	95,000	855,000 (285000*12/4)			
CLTH	Overage Calculation (Bkpt)	600,000	255,000 (855000 - 600000)	5		
CLTH	PR% (Prod/Lease Billable)	12,750 (255000*5%)	54,000	100	4,250 (12750/12*4)	12,750
ELEC	Sales (Period,Annualize)	125,000	930,000 (310000*12/4)			
ELEC	Overage Calculation (Bkpt)	900,000	30,000 (930000 - 900000)	5		
ELEC	PR% (Prod/Lease Billable)	1,500 (30000*5%)	54,000	100	500 (1500/12*4)	1,500
SPRT	Sales (Period,Annualize)	180,000	1,995,000 (665000*12/4)			
SPRT	Overage Calculaton (Bkpt)	1,200,000	795,000 (1995000 - 1200000)	5		

SPRT	PR% (Prod/Lease Billable)	39,750 (795000*5%)	54,000	100	13,250 (39750/12*4)	39,750
	Total Gross Billing				18,000	
	Prior Gross Billing				(9,250)	
	Current Gross Billing				8,750	
	Net Invoice Amount				8,750	

Now that all of the product codes are over their respective breakpoints, each owes the entire 5 percent. The total gross billing is calculated as follows:

- $3,780,000.00 - 2,700,000.00 = 1,080,000 * 5\% = 54,000 / 12 * 4 = 18,000.00$

Sales Overage Processing Methods

You can create two records for the same lease:

- One record with sales information (normal processing)
- One record with year-end override information.

The value in the Year End Override Code field in the Sales Overage Master and Min/Max Rents And Recoveries Master tables determines whether the system performs year-end override processing. Normal processing occurs when the Year End Override Code field is blank. In this case, the sales information that is used to calculate the overage is determined by the gross overage billing amounts for each product scale record.

Year-end override processing occurs when the Year End Override Code field contains a user defined, one-character code (for example, Y). This value lets you depart from normal processing to do the following:

- Recalculate the overage rent if sales have been reviewed and adjusted at the end of the year.
- Rebill for previous periods.
- Reconcile with previous periods .
- Prorate the sales if a move-in or move-out results in a partial occupancy for a lease year.

Sales Overage Accruals

For leases that are based on sales overages, you can create accrual entries (F0911 account ledger records only). You create accrual entries based on the Accrual Method field on the Sales Information Revisions form in the sales overage information for the lease. You also set the Generate Accruals processing option on the Process tab in the Sales Overage Generation program (R15120).

The following methods exist for generating sales overage accruals:

Method	Description
1	When you choose accrual method one, the system generates the record as a reversing accrual each month, except the report year-end month.
2	When you choose accrual method two, the system generates the record as a reversing accrual, regardless of the report year-end month. For the report year-end month, the accrual entry is not reversed.
3	When you choose accrual method three, the system generates the record as a reversing accrual each month, except for the report year-end month. If actual or estimated sales exceed the actual breakpoint, generate an invoice or voucher, regardless of the reporting month.

When the system creates accrual entries, it does the following:

- Writes the records in the Tenant/Lease Billings Detail Master table (F1511B).
- Updates the billing control information.
- Populates the transaction type with an A for accruals in the Tenant/Lease Billings Detail Master table (F1511B).
- Uses the bill code in the Product Scales Master table (F15014B). If this field is blank, the system uses the bill code in the Sales Overage Master File table (F15013B).

Be aware that the system does not write records to the Tenant/Lease Billings Detail History table (F1511HB). Consequently, no prior gross billings exist.

When the system creates billings, it does the following:

- Writes records to the Tenant/Lease Billings Detail Master table (F1511B).
- Updates the billing control information.
- Writes records to the Tenant/Lease Billings Detail History table (F1511HB). Consequently, prior gross billings are created.
- Sets the transaction type to blank in the F1511B.
- Uses the bill code in the Sales Overage Master File table (F15013B).

You can create accrual entries that are based on actual tenant sales from the Tenant Sales History table (F1541B) or projected sales, which are stored in the Projected Sales File table (F1542).

Minimum Rent, Maximum Rent, and Recovery Adjustments

Sales overage adjustments can include minimum rent, maximum rent, and recoveries.

Minimum rent, or fixed rent, is the amount that is deducted from the gross overage billing for a billing period. If the gross overage is less than this amount, the billing for the period does not include sales overage. Typically, a minimum rent is involved with a lease that is set up both for regular rent as a recurring billing and for sales overage. In this case, the bill code line for recurring billing has the same amount and bill code as the minimum rent for sales overage.

Maximum rent is the upper limit of the gross overage billing for a billing period. If the gross overage is greater than this amount, the system uses the maximum amount in the calculation.

Recovery is normally an amount that a tenant has paid or has been billed that can be deducted from the gross overage billing for the billing period. For example, suppose a tenant paid a contractor to improve the appearance of a storefront. Depending on the terms of the lease, the tenant can recover this expense over a period of time against the sales overage.

Entering Sales Overage Information

Using the Sales Overage Information program (P15013), you set up and work with the information that the system uses to calculate sales overage for a lease. While entering sales overage information, you can also enter minimum rent, maximum rent, and recovery information for the lease.

This system stores the information that you enter in the Sales Overage Master (F15013B), Product Scales Master (F15014B), and Min/Max Rents And Recoveries Master (F15015B) tables.

► To enter sales overage information

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, click Add.
2. On Sales Information Revisions, click the Lease Info tab, and complete the following fields:
 - ULI Code
 - Store Number
 - Tenant Sales Category
 - Alternate Payee
3. Click the Sales Reporting tab and complete the following fields:
 - Report Frequency Code
 - Report Due Days
 - Annual Report Due Days
 - Review Sales from Month/Year
 - Report Year End (Mo)
 - Year End Override Year
 - Audit Date
4. Click the Billing Functions tab and complete the following fields:
 - Billing Frequency
 - Computation Method
 - Lease Breakpoint

- Invoice Estimates
 - Suspend Code
 - Suspend Date
 - Billing Group
 - Billing Control ID
 - Bill Code
 - Payment Terms
 - Manual Review Reqd
5. Click the Lease Defaults tab and complete the following fields:
- Tax Expl Code
 - Tax Rate/Area
6. Click the Reporting Codes tab and complete any of the following optional fields:
- Property Code 1
 - Property Code 2
 - Property Code 3
 - Property Code 4
 - Property Code 5
7. Complete the following fields in the detail area and click OK:
- DBA
 - Prod Code

The system verifies a tenant's sales against product codes. The product code must be set up in UDC table 15/PC.
 - Begin Date
 - End Date
 - Dollar Breakpoint

You can enter multiple breakpoints for the same product code.
 - % Due
 - Yr Fm

- Yr To
- Y T
- P R
- P C
- Accrual Method
- Area
- Store Number
- RC 1
- RC 2
- RC 3
- RC 4
- RC 5
- Bill Code
- Sales Lease
- Susp Code
- Susp Date
- V S
- Deal No
- Tenant Sales Cat

► **To enter minimum and maximum rent and recovery information**

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, complete the following fields to locate the lease for which you want to enter minimum and maximum rent and recovery information and click Find:
 - Lease
 - Year End Override Code
2. Choose the lease and click Select.

3. On Sales Information Revisions, choose Min/Max Rent from the Form menu.
4. On Min/Max Rent & Recoveries Revisions, to display all versions, click the following option:
 - Show Default Version Only
5. Complete all of the fields that are appropriate and click OK:
 - S.O. Type
 - Begin Date
 - End Date
 - Amount
 - Limit Period
 - RfrC B/C
 - Recovery Rate%
 - Recovery Limit%
 - C F
 - Bill Code
 - YearEnd Override
 - Priority Sequence
 - Building
 - Unit
 - Limit Amount
 - Billing Frequency
 - Description
 - Suspend Code
 - Susp Date

Related Tasks for Entering Sales Overage Information

Assigning sales overage information to a new version of the lease	<p>If you need to assign sales overage information to a new version of the lease, select the lease and choose Versions from the Row menu.</p> <p>The system displays a version confirmation message. To suspend the selected sales overage information line, click OK.</p> <p>The system copies all of the relevant information to a new line and enters the date one day prior to the date of the new effective date for the version in the Suspend Date field for the original bill code lines.</p> <p>The system also copies any minimum and maximum rent and recovery information.</p>
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Printing the Sales Overage Information Listing

From the Sales Overage menu (G1522), choose Sales Overage Information Listing.

As an alternative to reviewing sales overage information online, you can run the Sales Overage Information Listing report (R154014). This report includes the same information that appears on the Sales Information Revisions form. By reviewing the sales overage setup information before you generate billings, you can save time and avoid errors.

The Sales Overage Information Listing report is based on information from the Sales Overage Master File table (F15013B).

Processing Options for Sales Overage Information Listing (R154014)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary
-

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Generating the Expected Sales Report

From the Sales Report Processing menu (G15221), choose Expected Sales Report Generation.

Before you can enter expected sales, you must generate the expected sales report. When you run the Expected Sales Report Generation program (R15780), you prepare the system to accept sales information that you expect to receive for a specific lease by first creating records without monetary amounts (records with empty buckets). Processing options allow you to generate records for a specific period or for all of the periods in a year. Typically, you run the generation program on a monthly basis.

Note

If you are entering weekly sales reports, ensure that you enter the weekly sales date in the appropriate processing option.

Entering Expected and Unexpected Sales

After you run the Expected Sales Report Generation program (R15780), you can enter the expected and unexpected sales figures from your tenants. The menu provides a different version of the same program (P1540) that you use to enter expected and unexpected sales:

- Enter expected sales using the Expected Sales Report Entry program.
- Enter unexpected sales using the Unexpected Sales Report Entry program.

► To enter expected sales

From the Sales Report Processing menu (G15221), choose Expected Sales Report Entry.

1. On Work With Sales Entry, to locate the record for which you want to enter expected sales reports, click Find. To limit the search, complete any of the following fields on the Reporting tab and the fields on the Lease Information tab, click the appropriate option, and click Find:

- Report Per/Yr
- Weekly Sales Date
- Report Type
- Sales Rpt Status
- Expected Sales

The Unexpected Sales option is unavailable when you enter expected sales reports.

- All Sales Reports
- Posted
- Unposted
- All
- Tenant
- Lease
- DBA
- Product Code
- Building
- Unit

- Store Number
2. To enter multiple sales amounts for the same lease, choose the lease and from the Row menu, choose Multiple Revisions. To enter sales amounts for multiple leases, from the Form menu, choose Multiple Revisions.

The system displays all records without sales amounts. To further restrict the records (for example, to find a month's worth of sales or sales for a certain product code), complete any of the following fields and click Find:

- Sales Per/Yr
- Weekly Sales Date
- Batch Number

To enter sales amounts for one lease, choose the lease and from the Row menu, choose Expected Sales.

Alternatively, choose the lease and click Select. The system displays all records for the lease without sales amounts.

3. Complete the following field in the detail area:
 - Sales Amount
4. Click OK.

The system enters the batch number for each sales amount entry.

► To enter unexpected sales

From the Sales Report Processing menu (G15221), choose Unexpected Sales Report Entry.

1. On Work With Sales Entry, click Add.

Alternatively, to review existing sales entries, you can locate a record before adding unexpected sales.
2. On Unexpected Sales Revisions, complete the following fields in the header area:
 - Lease
 - DBA
 - Product Code
 - Store Number
 - Building
 - Unit
 - Report Type

- Rpt Per/Yr
- Weekly Sales Date

Note

To save time and typing when you are entering sales for the same lease, product code, or report month and year, consider completing just those fields in the header so that the system enters the default information into the detail area when you enter sales amounts.

3. If you entered default values in the header area, complete the following field in the detail area and click OK:
 - Sales Amount
4. If you did not enter default values in the header area, complete the following fields in the detail area:
 - Lease
 - DBA
 - Store Number
 - Prod Code
 - Sales Amount
 - R T
 - Building
 - Unit
 - Weekly Sales Date

If you are entering weekly sales, enter the weekly sales date and the system calculates the report month and report year for you.

 - R S
5. Click OK.

Processing Options for Sales Report Entry (P1540)

Process Tab

1. Unexpected Sales Entry

Blank = Not allowed

1 = Allow entry of unexpected sales

Use this processing option to allow or prohibit the entry of unexpected sales reports. Valid values are:

Blank

Prohibit the entry of any sales reports for which an Expected Sales Report Generation report (R15780) has not been generated.

1

Allow the entry of unexpected sales reports.

2. Adjusted Sales Entry

Blank = Not allowed

1 = Entry of adjusted (duplicate) sales

Use this processing option to allow or prohibit the entry of adjustment sales reports. Valid values are:

Blank

Prohibit the entry of adjustment sales reports.

1

Allow the entry of adjustment sales reports to periods for which sales have already been reported.

Defaults Tab

1. Batch Control

Blank = Use A/R Constant setting

1 = Batch Control On

0 = No Batch Control

Use this processing option to establish batch control for sales entry. Valid values are:

Blank

Use the value entered in the Batch Control Required field of the A/R Constants file.

1

Implement batch control, which lets you compare the total amount and number of sales

reports that you expect to enter with the total amount and number of sales reports you actually enter in a batch.

0

Do not implement batch control.

Reviewing Sales Report Batches

Before you generate sales overage billings, you can review batches of sales information for posting using the Sales Report Batch Review program (P15206). For example, you could run this program after posting and adjusting sales. The sales information is stored in the Batch Control Records (F0011) and the sales report control tables.

Real Estate Management provides three levels of detail for reviewing and approving batches of sales report batches:

- General batch review
- General review of the information in a batch
- Detailed review of a batch

You use Sales Report Batch Review to review batches of transactions at the highest, or most general, level of detail. You can display a list of batches based on information such as user ID, batch number, and batch date.

When you review batches of transactions, you can review sales report batch details for posted batches (for example, to check batch totals) and batches in Error status.

Note

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter for both the input total (Difference Amount) and the number of documents (Difference Documents). If you do not use batch control, the system subtracts your actual entries from zero, which results in negative numbers in these fields.

► To review sales report batches

From the Sales Report Processing menu (G15221), choose Sales Report Batch Review.

1. On Work With Batches, complete the following field:
 - Batch Number / Type
The system uses the default value of 3 (Sales Report Entry) for the batch type.
2. Click one of the following options to review batches by posted code:
 - Unposted Batches
 - Posted Batches
 - All Batches
3. Click Find.
4. To review the transactions in the batch, choose the batch and click Select.
5. On Sales Report Batch Detail, to review the details of a transaction, choose the transaction and click Select.
6. On Unexpected Sales Revisions, review or revise the transaction and necessary.

Processing Options for Sales Report Batch Review (P15206)

Process Tab

1. Batch Type

Use this processing option to specify a default batch type for Sales Report Batch Review program (P15206). Valid values are:

3

Property Management Sales batch

Versions Tab

1. Post Sales Reports to History (R15820) Version

Blank = XJDE0001

Use this processing option to specify the version that the system uses for the Post Sales Reports to History program (R15820). If you leave this processing option blank, the system uses version XJDE0001.

Posting Sales Reports to History

From the Sales Report Processing menu (G15221), choose Post Sales Reports to History.

You use the Post Sales Reports to History program (R15820) to post both expected and unexpected sales. When you post sales batches, the system updates the Tenant Sales History File table (F1541B) and, for weekly sales, the Tenant Weekly Sales File table (F15410). Ensure that you set the Print Edit Report processing option to 1 to post the sales records.

Note

You can specify whether the system generates sales analysis information when you post sales batches. See *Setting Up Levels of Sales Analysis Detail* in the *Real Estate Management Guide* for more information.

Processing Options for Post Sales Reports to History (R15820)

Print Tab

1. Print Edit Report

Blank = Edit report only

1 = Post the sales records

Use this processing option to post the sales records to the Tenant Sales History table (F1541B). Valid values are:

Blank

Print a report showing the sales report entries to be posted. To post the sales reports, run this report again and enter 1 in this processing option.

1

Post all sales report entries that meet your data selection criteria to the Tenant Sales History table. A report prints showing the sales report entries that were posted.

Adjusting Posted Sales

After you post sales, you might need to change the sales figures (for example, when a tenant's actual sales have changed since the posting). You use the Adjust Sales Reports program (P1540) to change the posted sales figures. After you adjust the sales figures, you must run the Post Sales Reports to History program (R15820) to update the appropriate tables.

► To adjust posted sales

From the Sales Report Processing menu (G15221), choose Adjust Sales Reports.

1. On Work With Sales Entry, click Find to display all posted sales batches, or complete any of the fields and options on the Reporting and Lease Information tabs to limit your search criteria, and then click Find.

- Report Per/Yr
- Weekly Sales Date
- Report Type
- Sales Rpt Status
- All Sales Reports
- Posted

When you choose the Posted option, the Rpt Sts field in the detail area can display P (posted) or X (replaced).

- Unposted
- All
- Tenant
- Lease
- DBA
- Product Code
- Building
- Unit
- Store Number

2. Choose the sales record and click Select.
3. On Adjusted Sales Revision, complete the following field and click OK:

- Sales Amount

4. On Work With Sales Entry, choose the record that you changed and click Select.

On Adjusted Sales Revisions, the Rpt Sts field for the original sales amount now displays an X to indicate that the record has changed. The system has added another line with the new sales amount. The Rpt Sts field for the new sales amount is blank because this record has not yet been posted.

Generating Sales Overage Billings

From the Sales Overage menu (G1522), choose Sales Overage Generation.

When you run Sales Overage Generation (R15120), the system does the following:

- Creates a batch header record in the Batches table (F0011)
- Assigns the batch a batch type of 1
- Assigns the batch a batch status of error, pending or approved
- Creates records in the Tenant/Lease Billings Detail Master table (F1511B)
- Assigns 3 as the generation type

You use processing options to specify the following:

- The records that the system processes
- Whether the system creates billing records for vouchers or invoices
- The dates to assign to the billing records

Note

The billing period that you specify in the data selection must be the same as the billing period that you specify in the first processing option on the Process tab.

After you generate sales overage billings, you must run the Billing Edit/Register program (R15300), and then run the appropriate post program. You can set a processing option to direct the system to automatically run the Billing Edit/Register program after the sales overage billings have been generated.

Processing Options for Sales Overage Generation (R15120)

Process Tab

1. Process Tenant Sales Through Date

2. G/L Date Used For Booking A/R

Use this processing option to enter the G/L date to be used for booking accounts receivables. The system uses this date when posting transactions to G/L files. Enter the date in your system's default format.

3. Invoice date

Use this processing option to enter the invoice date. If you leave this field blank, the system date will print on the invoices.

4. Service date

Blank = First date of last period

Use this processing option to enter the service date for sales overage billings. The service date should correspond to the period in which sales amounts are being retrieved. This date is used in subsequent periods to retrieve prior billings. If you leave this option blank, the system will use the first day of the last period of sales reviewed as the service date.

5. Lease Version to Process

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default lease version to process for Sales Overage.

If you enter *LAST, the system will process the version of the lease with the latest effective date. If you enter *CURRENT, the system will process the version of the lease that is effective as of the system date. If the default version of the lease does not have any associated Sales Overage information, version 1 will be used.

6. Weekly Sales Date

Blank = System Date

Use this processing option to determine the period to be used to process weekly sales. This date will be converted to a period number based on the billing frequency.

Note: If a record is determined to have a weekly billing frequency, the generation will override the computation method with a 0.

7. Generate Accruals

Blank = Do not generate accrual entries

1 = Generate accrual entries

Use this processing option to specify whether to generate accrual entries. Valid values are:

Blank

Do not generate accrual entries.

1

Generate accrual entries.

8. Process Estimated Sales

Blank = Process actual sales only

1 = Process both actual and estimated sales

Use this processing option to specify whether to only include actual sales, or include both actual and estimated sales from the Projected Sales table (F1542) when you run the sales overage generation program. Valid values are:

Blank

Process only actual sales when generating sales overage.

1

Process actual and estimated sales when generating sales overage.

Options Tab

1. Receivables or Payables

Blank = Process only receivable leases

1 = Process only payable leases

Use this processing option to define whether invoices (receivables) or vouchers (payables) will be processed in the generation. Valid values are:

Blank

Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y

Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master form (P1501) and only one type of lease can be processed per single generation.

2. Amount to Retrieve From A/R or A/P

Blank = Billed amounts

1 = Billed less adjustments

2 = Payment amounts

Use this processing option to select an amount to retrieve from the Customer Ledger table (F03B11) when processing minimum/maximum rents and recoveries using the Minimum/Maximum Rents and Recoveries program (P15015). Valid values are:

Blank

Use the original amount of the invoice in the A/R table.

1

Use the account total less adjustments (such as write-offs) that have been made to the invoice, if any.

2

Use the amounts that have been paid against the invoice.

3. AR/AP Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/tax Date

3 = G/L Date

Use this processing option to choose a date for retrieving Accounts Receivable

information. You can use this option to specify a date other than the invoice date for retrieving Accounts Receivable information. The system includes open amounts from unapplied cash invoices as payments. Valid values are:

Blank Invoice Date

1 Due Date

2 Service/Tax Date

3 G/L Date

4. Prior Gross Billings Calculation

Blank = Calculate Prior Gross Billings at Lease level

1 = Calculate Prior Gross Billings at Detail Level

Use this processing option to specify how the system calculates prior gross billings before writing them to the Tenant/Lease Billings Detail Master (F1511B) and Tenant/Lease Billings Detail History (F1511HB) tables. Valid values are:

Blank

Calculate prior gross billings at the lease level.

1

Calculate prior gross billings at the detail level (lease, building, unit, DBA, product code).

Print Tab

1. Print Billing Report

Blank = No report

1 = Print summarized report

2 = Print detailed report

Use this processing option to print a summarized or detailed billing generation report. Valid values are:

Blank

Do not print a generation report.

1

Print a summarized generation report, which prints only the billing totals.

2

Print a detailed generation report, which prints all prior, current, and year-to-date billing totals, and how these amounts were calculated.

Versions Tab

1. Billing/Edit Register (R15300) Version

Blank = XJDE0003

Use this processing option to specify the version of the Billing/Edit Register (R15300) that the system prints when generating the sales overage billings. If you leave this processing option blank, the system uses XJDE0001.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage
XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection

Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.
 - You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).
-

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review
- General review of transactions within a batch
- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

Considerations for Deleting Real Estate Transactions

When you delete a transaction from the Tenant/Lease Billings Detail Master table (F1511B), which you access from the Real Estate Management batch review program (P150011) or the Manual Billing Entry program (P1511), the system performs additional updates for specific generation types.

The following table describes the additional updates that occur when you delete a transaction for the generation type specified:

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record in the EP Billing Register Work File table (F1538B).
3 – Sales Overage	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
4 - Escalation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record from the Escalation Billing Register table (F1548B).

Note

To be deleted from the system, the transaction must be unposted (which means that invoice and voucher records must not have been generated for the billing).

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:

- Batch Number
- Unposted Batches
- Posted Batches
- All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on the whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.
- If the batch was generated for vouchers, the system displays the Voucher Batch Review form.

3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.

The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review.

Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program(R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.

- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B

Tenant A/R Invoices

/

Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank

Invoice Date

1

Due Date

2

Service/Tax Date

3

G/L Date

4

Do not require matching date.

4. Match Criteria

Blank = Building and unit match

1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank

Match credit by building and unit.

1

Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Before You Begin

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab in the Lease Information program (P1501), is set to Y. This field controls whether the system prints invoices for the tenant.

Note

If the Print (I/S/N) field is set to Y and the invoice does not print, review the value of the Inv Prt Cd field on the billing. If this field is set to N, it overrides the value from the lease.

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

-
2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Printing Real Estate Management Statements

From the Manual Billing menu (G1512), choose Print Statements.

Note About Navigation

The Print Statements program (R155001) appears on every menu from which you process billings.

You send statements to your tenants to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate the following types of statements using the Real Estate Management program for printing statements:

- Open invoice statements
Each invoice appears on a statement until it is paid
- Summarized or balance forward statements
Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.
- Zero balance statements

Using processing options, you can also specify whether to apply credit memos, include paid invoices, print future amounts (invoices that are not due), include aging or summary information, and specify the text for the aging columns and an additional statement message.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer tenant inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last-minute payment by a tenant or make a change to the data selection. Information is stored in the statement tables until you purge it.

See Also

See the following topics in the *Accounts Receivable Guide* for information about reviewing, reprinting, resetting, and purging statements:

- *Reviewing Statements*
- *Reprinting Statements*
- *Resetting Statements*
- *Purging Statements and Delinquency Notices*

Before You Begin

- ❑ Verify that the Print Statement option on the tenant's customer master record is turned on.
- ❑ Verify that the Print Statement option in the Accounts Receivable system constants is turned on for each company for which you want to print statements.
- ❑ Verify that the Print (I/S/N) field on the Lease Info Page 2 tab is set to Y for the tenant's lease. The print statement field is the second of the three that appear on the form after the field description.
- ❑ Set up any messages that you want to print on the statement. See *Setting Up Statement Messages* in the *Real Estate Management Guide*.
- ❑ Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- ❑ Post receipt transactions to ensure that the statement reflects the most current information.

Processing Options for Print Statements (R155001)

Aging Tab

1. Print Aging

Blank = Do not print aging

1 = Print aging

Use this processing option to determine whether the system includes aging information on the statement. The fields for aging always appear in the lower part of the statement; this option controls whether they contain amounts. Valid values are:

Blank

Do not print aging on the statements.

1

Print aging on the statements.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to determine from where the system retrieves the aging specifications and statement date. Valid values are:

Blank

Use the processing options on the Statement report for aging.

1

Retrieve the aging specifications from the A/R Constants.

3. Statement Date to Age Open Balances

Blank = System date

Use this processing option to enter the statement date to age open balances. If you leave this processing option blank, the system uses the system date.

4. Age Open Balances Date

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date from which to age open balances. Valid values are:

D

Due Date (Default)

I

Invoice Date

G

General Ledger Date

S

Statement Date

5. Aging Category Method

1 = Aging Days

-
- 2 = Fiscal Periods
 - 3 = Calendar Months

Use this processing option to specify the method for defining aging categories. Valid values are:

1
Aging Days

2
Fiscal Periods

3
Calendar Months

6. Apply Credits

Blank = Age credits

1 = Apply to current aging balance

Use this processing option to determine whether the system ages credits or applies credits to the current aging balance. Valid values are:

Blank
Age credits.

1
Apply credits to the current aging balance.

Aging Days Tab

1. Aging Day Ranges

Range 1 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 2 Begin

Use this processing option to enter the aging day ranges if the system uses the

aging days method.

Range 3 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 4 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 5 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 6 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Print Tab

1. Remit To Address

Blank = Print the address

1 = Suppress printing the address

Use this processing option to print the Remit To address at the top of each statement. Valid values are:

Blank

Print the Remit To address.

1

Do not print the Remit To address.

2. Account Summary Information

Blank = Print the information

1 = Suppress printing the information

Use this processing option to determine whether the system prints account summary information on statements. Valid values are:

Blank

Print account summary information.

1

Do not print account summary information.

3. Future Dollars

Blank = Include future dollars

1 = Bypass future dollars

Use this processing option to determine whether the system includes future dollars. Valid values are:

Blank

Include future dollars.

1

Do not include future dollars.

4. Date To Exclude Future Dollars

Use this processing option to enter a future date to exclude future dollars.

5. Begin Date For Detail Records

Use this processing option to specify the beginning date of detail records to print on the report.

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to select which address should print as the statement "From" address. Valid values are:

Blank
Company address

1
Facility address

2
Remit to address

7. Exclude Paid Invoices

Blank = Include paid invoices with current activity
1 = Exclude paid invoices

Use this processing option to exclude paid invoices from the statement print. Valid values are:

Blank
Include paid invoices with current activity.

1
Exclude paid invoices.

Message Tab

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to enter a message identifier to print at the top of the statement. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

2. Message Identifier Aging Buckets

Aging Bucket 1

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined

message set up in the General Message Detail table (F00192).

Aging Bucket 2

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 3

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 4

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 5

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 6

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

3. Message Identifier - Total Line

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage

XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection

Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.
 - You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).
-

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review

- General review of transactions within a batch
- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

Considerations for Deleting Real Estate Transactions

When you delete a transaction from the Tenant/Lease Billings Detail Master table (F1511B), which you access from the Real Estate Management batch review program (P150011) or the Manual Billing Entry program (P1511), the system performs additional updates for specific generation types.

The following table describes the additional updates that occur when you delete a transaction for the generation type specified:

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record in the EP Billing Register Work File table (F1538B).
3 – Sales Overage	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
4 - Escalation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record from the Escalation Billing Register table (F1548B).

Note

To be deleted from the system, the transaction must be unposted (which means that invoice and voucher records must not have been generated for the billing).

Reviewing Sales History

Sales History Inquiry is an online, date-sensitive program that displays actual sales from the Tenant Sales History File table (F1541B) and estimated sales from the Projected Sales File table (F1542). The program displays the start date and the end date for the first 12-month cycle, as well as the start date and end date of the subsequent 12-month cycle. The following information appears:

- Total sales for the first 12-month cycle
- Total sales for the second 12-month cycle
- Total sales for the 24-month cycle
- Sales per square foot for the first 12-month cycle
- Sales per square foot for the second 12-month cycle
- Sales per square foot for the 24-month cycle

The system uses the following tables in the sales inquiry:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Tenant Sales History File (F1541B)
- Projected Sales File (F1542)
- Sales History Work File (F1541BW)
- Real Estate Management Constants (F1510B)
- Unit Master File (F1507)
- Area Master (F1514)

Total sales are calculated using the following formulas:

- Sales per square foot amounts for the first and second 12-month cycles:

Total Sales (12-month) = Sales 1 + Sales 2 + ... + Sales 11 + Sales 12

Total Square Foot (12-month) = Sq Ft 1 + Sq Ft 2 + ... + Sq Ft 11 + Sq Ft 12

Total Sales / Sq Ft (12-month) = Total Sales (12-month) / Total Sq Ft (12-month)

- Sales per square foot amounts for the overall 24-month period:

Total Sales (24-month) = Sales 1 + Sales 2 + ... + Sales 23 + Sales 24

Total Square Foot (24-month) = Sq Ft 1 + Sq Ft 2 + ... Sq Ft 23 + Sq Ft 24

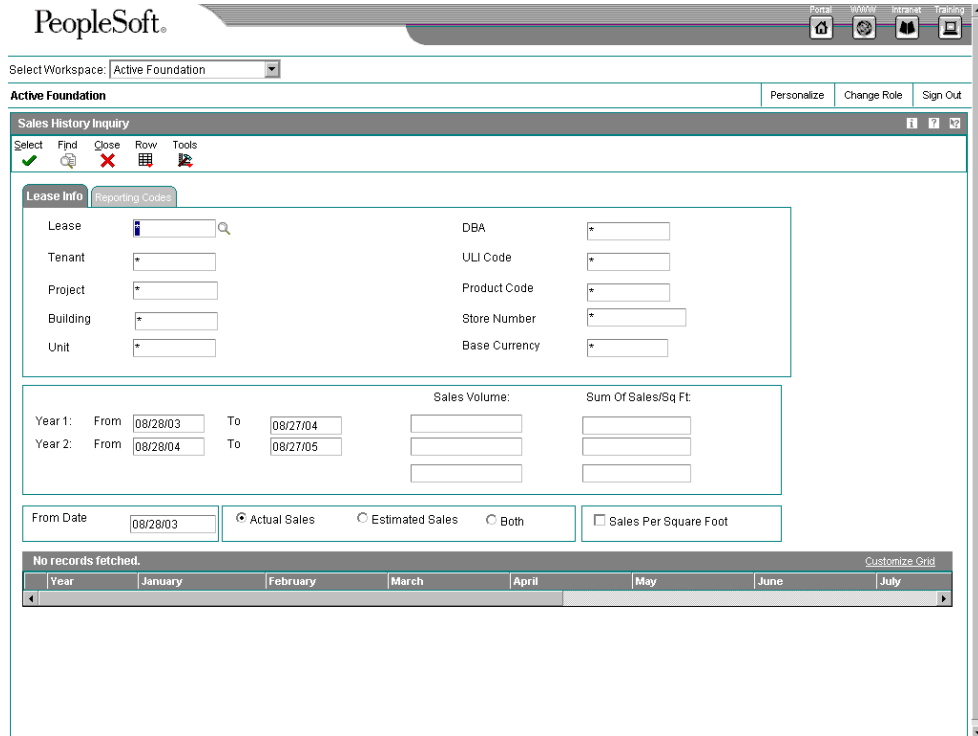
Total Sales / Square Foot (24-month) = Total Sales (24-month) / Total Sq Ft (24-month)

Note

Because total sales and sales per square foot can be weighted differently, they cannot simply be added for the first and second 12-month cycles.

► **To review actual and projected sales**

From the Sales Report Processing menu (G15221), choose Sales History Inquiry.



1. On Sales History Inquiry, click the Lease Info tab and complete any of the following fields to narrow your search to specific sales data:
 - Lease
 - Tenant
 - Project

- Building
 - DBA
 - ULI Code
 - Product Code
 - Store Number
 - Base Currency
2. Click the Reporting Codes tab and complete any of the remaining Property Code fields.
 3. Complete the following field:
 - From Date
 4. Click one of the following options to specify the data that the system displays:
 - Actual Sales
 - Estimated Sales
 - Both
 5. Click the following option:
 - Sales Per Square Foot
 6. Click Find.

The system displays sales or sales per square feet amounts for the 24-month cycle in the detail area. Columns for periods that do not fall in the date range that you specified are either not displayed or are grayed out. For sales that exist in the Tenant Sales History File table (F1541B) or the Projected Sales File table (F1542), if only part of the year falls within the 24-month rolling date range, the months that are outside of the range are grayed out.

7. To view sales data in more detail, choose a record, and then choose Sales by Unit from the Row menu.

Note

The filter fields on Sales By Unit Detail are populated automatically from the header fields that you completed on Sales History Inquiry. Sales or sales per square foot amounts for the units appear for the months of the year that you specified. Since sales per square foot amounts are summarized on the Sales History Inquiry form, the Sales By Unit Detail form displays the units which make up the total, since different units might have contributed to sales for the different months.

8. On Sales By Unit Detail, choose a record, and then choose Monthly Area from the Row menu.
9. On Monthly Sales Area, review the monthly square footage for each unit selected.

10. Click Cancel, and then click Close to return to Sales History Inquiry.

11. On Sales History Inquiry, click Close.

Processing Options for Sales History Inquiry (P1541B)

Process Tab

These processing options specify parameters for retrieving sales history data, for example unit area type and gross leasable area retrieval.

1. Unit Area Type

*RENTABLE = Rentable area type

*USEABLE = Useable area type

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for units. Valid values are:

*RENTABLE Use the area type defined as rentable in the PM Constants table.

*USEABLE Use the area type defined as useable in the PM Constants table.

2. Alternate Area Type

Use this processing option to specify which area type the system should use for units, if you leave the Unit Area Type processing option blank. You must enter a valid area type from user defined table 15/AR.

3. Gross Leasable Area (GLA) Retrieval

Blank = Retrieve area as of the first of the month

1 = Retrieve area as of the last day of the month

Use this processing option to specify whether to retrieve Gross Leasable Area (GLA) as of the first day or last day of the month. Valid values are:

Blank

Retrieve Gross Leasable Area as of the first day of the month.

Retrieve Gross Leasable Area as of the last day of the month.

4. Default Display

Blank = Display actual sales

1 = Display estimated sales

2 = Display both actual and estimated sales

Use this processing option to specify the default display upon entry into the Sales History Inquiry application. This checks the radio button to display either actual, estimated, or both actual and estimated sales. Valid values are:

Blank

Display actual sales.

1

Display estimated sales.

2

Display actual and estimated sales.

Printing the Sales Report Listing

From the Sales Report Processing menu (G15221), choose Sales Report Listing.

You use this report to review expected, unexpected, or estimated sales information at the appropriate time in the sales entry process. You can limit the data selection to a specific batch, building, or lease. The report is based on the Sales Report Control table (F1540B) and does not have processing options.

Printing the Sales History Report

From the Sales Report Processing menu (G15221), choose Sales History Report.

You can compare the sales history between the current year and prior year. The Sales History report provides information for 12 periods beginning with the Report Month and Report Year that you specify. You can also review the sales history for the year prior to the month and year periods that you specify. The system calculates monthly and yearly percent

changes when you select the prior year. The report can also provide sales history information on a year-to-date or rolling 12-month basis.

Processing Options for Sales History Report (R15250)

Processing Tab

1. Calendar Reporting Month

Use this processing option to enter the calendar reporting month. The system analyzes sales history for the 24 months prior to the date that you specify in this option on the Sales History Report. For example, if you enter '06' in the Month field and '02' in the Year field, the system analyzes sales history from June 2000 to June 2002.

2. Calendar Reporting Year

Use this processing option to enter the calendar reporting year. The system analyzes sales history for the 24 months prior to the date that you specify in this option on the Sales History Report. For example, if you enter '06' in the Month field and '02' in the Year field, the system analyzes Sales History from June 2000 to June 2002.

Select Tab

1. Sales Amount Selection

Blank = Gross sales amount

1 = Sales amount per square foot

Use this processing option to print sales amounts per square feet or to print gross sales amounts. Valid values are:

Blank Print the gross sales amounts on the report.

1 Divide the gross sales amount by the lease's square footage and print these per square foot amounts on the Sales History Report.

2. Select Area Type

Blank = *RENTABLE

***RENTABLE**

***USEABLE**

Use this processing option to determine which area type from the Property Management Constants table (F1510B) that the system should use for the report.

Valid values are:

***RENTABLE** Retrieves the area type defined as rentable in the PM Constants table.

***USEABLE** Retrieves the area type defined as useable in the PM Constants table.

3. Alternative Area Type

Use this processing option to determine which area type that the system should use if the Select Area Type Processing Option is left blank. Valid area types are found in the User Defined table (15/AR).

4. Print Actual Or Estimated Sales

Blank = Print actual sales

1 = Print estimated sales

Use this processing option to specify whether the system prints actual sales or estimated sales. Valid values are:

Blank

Print actual sales only.

1

Print estimated sales only.

Print Tab

1. Suppress Print Option

Blank = Print product code, DBA, and store number

1= Suppress printing product code, DBA, and store number

Use this processing option to determine whether to print the product code, the DBA number, and the store number on the Sales History report. Valid values are:

Blank Print the product code, DBA number, and the store number on the Sales History report.

1 Suppress printing product code, DBA number, and store number.

2. Totals Option

Blank = Based on year-to-date sales

1 = Rolling 12 month sales

Use this processing option to specify whether the system should base the report on a rolling 12 month yearly total or year-to-date totals. Valid values are:

Blank Base totals on year-to-date sales.

1 Print totals based on the 12 months prior to the current month.

3. Prior Year Sales

Blank = Do not print prior year sales

1 = Print Prior Year Sales

Use this processing option to specify whether to include prior year sales in addition to current year sales on the report. If you do choose to include prior year sales, the system calculates the monthly and yearly change percentages. Valid values are:

Blank

Do not print prior year sales on the report.

1

Print prior year sales on the report.

Printing the Occupancy Costs / Rents Report

From the Sales Report Processing menu (G15221), choose Occupancy Cost/Rents Report.

The Occupancy Cost/Rents report (R15412) allows you to review the total occupancy costs versus the total tenant sales. For this report, the system uses information stored in the Unit Master File table (F1507) and displays the following information:

- Building
- Unit
- Lease begin
- Lease end
- Square footage
- Tenant
- Base rent
- Percent sales rent
- Recoveries
- Effective rent

The system provides the building and report totals. The system inserts page breaks in the report whenever the building changes.

Use the Report As Of date processing option on the Process tab to determine the active leases that the system processes. The system also uses this date as the base date from which amounts are included. The report includes accounts receivable records from the Customer Ledger table (F03B11) and records from the Accounts Payable Ledger table (F0411) per bill code selection if the G/L date is greater than or equal to the Report As Of date.

The system accumulates tenant sales for the combination of lease, building, and unit, using the Report As Of date as the start date for the accumulations from the Tenant Sales History File table (F1541B) and the Tenant Weekly Sales File table (F15410). Use the Report Through Date processing option on the Process tab as the ending date for records that are included in the gross accumulations.

Processing Options for Occupancy Costs / Rents Report (R15412)

Process Tab

1. Report As Of Date

Blank = System Date

Use this processing option to specify the start date of the report. The system only processes the version of the lease that is active on the start date of the report, which results in a point-in-time view of the data.

If you leave this processing option blank, the system uses the system date. Accounts receivable or accounts payable and sales information is processed if the corresponding date (general ledger for A/R and A/P or the report period and year for sales) is greater than or equal to the from date and less than or equal to the through date.

2. Report Through Date

Use this processing option to specify the date through which the system processes the Occupancy Cost/Rents Report program (R15412). The system processes accounts receivable or accounts payable and sales information if the corresponding date (General Ledger for A/R and A/P or the Report Period and Year for Sales) is less than or equal to the through date and greater than or equal to the from date.

3. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

*RENTABLE Locates the area type defined as rentable in the Property Management Constants table.

*USEABLE Locates the area type defined as useable in the Property Management Constants table.

4. Alternative Area Type

Use this processing option to specify which table (15 area type the system should use if you leave the Select Area Type processing option blank. You can set valid values in the User Defined A/R).

5. Receivables or Payables

Blank = Receivable Leases

1 = Payable Leases

Use this processing option to choose either receivable or payable leases for report processing. Valid values are:

Blank

Report only on receivable type leases (a lease in which the lessee is not specified).

1

Report only on payable type leases (a lease in which the lessee is specified).

Note: You can process only one type of lease at a time.

Base Rent Tab

1. Bill Codes for Base Rent Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent**
- Sales Rent**
- Recoveries**
- Other Bill Codes**

Sales Rent Tab

1. Bill Codes For Sales Rent Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent
- Sales Rent
- Recoveries
- Other Bill Codes

Recoveries Tab

1. Bill Codes for Recovery Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- Base Rent
- Sales Rent
- Recoveries
- Other Bill Codes

Other Bill Codes Tab

1. Bill Codes for Other Amounts

Use this processing option to specify bill codes for accounts receivable or accounts payable amounts for the following categories:

- o Base Rent
 - o Sales Rent
 - o Recoveries
 - o Other Bill Codes
-

Printing the Weekly Sales History Report

From the Sales Report Processing menu (G15221), choose Weekly Sales History Report.

You print the Weekly Sales History Report to review the weekly sales information stored in the Tenant Weekly Sales File table (F15410). You can review sales based on the gross amounts or per square foot, as well as the prior year sales history.

Processing Options for Weekly Sales History Report (R15251)

Process Tab

1. Weekly Date

Blank = System date

Use this processing option to specify the weekly date, which is the beginning of the current 52 period cycle. The system uses the date to determine weekly sales history amounts. These amounts are retrieved from subsequent processing options for printing prior year history and for reporting YTD totals or totals based on a rolling 52 period cycle. The system process dates based on a calendar year.

If you leave this processing option blank, the system uses the system date.

2. Sales Amount Selection

Blank = Gross sales amount

1 = Sales amount per square foot

Use this processing option to print gross sales amounts or to print sales amounts per square foot. Valid values are:

Blank

Print the gross sales amounts on the report.

1

Divide the gross sales amounts by the square footage to print the amounts per square foot. If square footage does not exist in the Product Scales Master table (F15014B), the system uses square footage from the lease. If square footage is not found in the lease, the system uses square footage from the Area Master table (F1514).

3. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to specify which area type the system should use from the Property Management Constants table (F1510B) for the report. Valid values are:

*RENTABLE Uses the area type defined as rentable in the PM Constants table.

*USEABLE Uses the area type defined as useable in the PM Constants table.

4. Alternative Area Type

Use this processing option to specify an area type, other than rentable or useable, that the system can use to retrieve square footage from the lease. If no square footage is found in the lease, the system uses the Area Master table (F1514). You must enter a valid value from the user defined table 15/AR.

Print Tab

1. Prior Year Sales

Blank = Do not print prior year sales

1 = Print prior year sales

Use this processing option to print prior year sales in addition to current year sales. If you choose to print prior year sales, the system calculates a yearly percent change. Valid values are:

Blank

Do not print prior year sales on the report.

1

Print prior year sales on the report.

2. Totals Option

Blank = Year to date sales

1 = Rolling 52 periods

Use this processing option to specify whether to base the report totals on a year-to-date cycle or a rolling 52 period cycle. The processing option for Weekly Date on the Process tab is the beginning period to retrieve sales amounts. Valid values are:

Blank

Base totals on year-to-date sales beginning with Weekly Date through the end of the specified year.

1

Base totals on the rolling 52 month sales beginning with Weekly Date through the next 52 months.

Printing the Review Sales Report

From the Sales Report Processing menu (G15221), choose Review Sales Report.

You can use this report to determine which leases have no actual sales for the periods that you select. You can determine whether you need estimates or other information from tenants in order to obtain sales amounts. This report retrieves actual sales from the Tenant Sales History table (F1541B).

You can print all records from the Product Scale table (F15014B) that fall in the date range that you select in the processing options, regardless of whether any associated sales records exist in the Tenant Sales History File table (F1541B). The system inserts page breaks in the report based on the building, and it does not include weekly sales.

Processing Options for Review Sales Report (R15411)

Process Tab

1. Process Year

Blank = System year

Use this processing option to specify the year for processing the Review Sales report (R15411). If you leave this processing option blank, the system prints the report based on the system date.

2. From Period

Use this processing option to specify the date from which to process the Review Sales Report. If you leave this processing option blank, the system prints a report with data from the beginning of the process year.

3. Thru Period

Use this processing option to specify the date through which to process the Review Sales report. If you leave this processing option blank, the system prints a report with data through the end of the process year.

Print Tab

1. Display Decimals

Blank = Do not display decimals

1 = Display decimals

Use this processing option to specify whether to print the monthly sales amounts as decimals. Valid values are:

Blank

Do not print monthly sales amounts as decimals.

1

Print monthly sales amounts as decimals.

Sales Forecasting

Percentage Rent, or Sales Overage, is a significant component of revenue for all retail real estate companies and a significant expense for retail tenants. The sales forecasting tools are designed to enable users to forecast sales amounts for future periods. These estimated amounts can then be used to generate billings for the tenants. More importantly, they can be used to analyze historical trends and to predict future revenue and expenses.

Sales forecasting uses the following applications:

- Seasonality Generation (R1547)
- Seasonality Information (P15470)
- Seasonality Models (P1549)
- Projected Sales Generation (R1542)
- Sales History Inquiry (P1541B)

The Seasonality Generation program creates the values that populate the Sales Seasonality table (F1547) and are used to calculate estimates for noncomparable leases. The Seasonality Information program is used to revise generated seasonality values. The Seasonality Models program displays the order in which the seasonality model for estimating sales is determined.

The Projected Sales Generation program projects monthly and annual sales. You use processing options to specify whether the system projects annual sales. For noncomparable leases, sales are projected based on the seasonality values. For comparable leases, sales are projected based on comparisons with prior actual sales amounts.

The Sales History Inquiry displays a rolling 24-month cycle for both actual and estimated sales amounts. Actual sales amounts are retrieved from the Tenant Sales History File table (F1541B). Estimated sales amounts are retrieved from the Projected Sales File table (F1542).

The following graphic provides a high-level overview of the programs and tables required for sales forecasting:

Before You Begin

- ❑ Complete the appropriate processing option to specify whether the system creates seasonality values at the building or the project level.
- ❑ Complete the appropriate processing option to specify whether the system creates the default seasonality model.

Seasonality Generation

On the Sales Forecasting menu (G152211), choose Seasonality Generation.

You use the Seasonality Generation program to generate the seasonality values that the system uses to estimate sales for noncomparable leases. Seasonality values are stored in the Sales Seasonality table (F1547). A lease is considered noncomparable if any of the following items for the lease within the comparable period has changed:

- Urban Land Industry (ULI) Code
- Building
- Unit
- Area
- DBA

If the lease was comparable and any of the items above change, the lease then becomes noncomparable. The seasonality values are calculated by building and ULI or project and ULI.

The system uses the following formula to calculate seasonality values:

$$\text{Seasonality (month X)} = (\text{Sales (month X this year)} \times 100) / \text{total sales for current year}$$

Seasonality Generation can be run in either edit or update mode. You use processing options to determine whether the values are created at the building or project level and whether the default seasonality model should be created. If the seasonality values are generated by building (MCU), the default seasonality model includes all sales for that particular building. If the seasonality values are generated by project (MCUS), the default seasonality model includes all sales for that particular project.

Processing Options for Seasonality Generation (R1547)

Process Tab

These processing options specify parameters for generating seasonality values, for example the year, time period, leases and area type to be included when running the program.

1. Process Year

Blank = System year

Use this processing option to specify the year used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system uses the current year.

2. From Period

Use this processing option to specify the beginning date used to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system processes the report beginning from the current year.

3. Thru Period

Use this processing option to specify the date through which to process the Seasonality Generation program (R1547). If you leave this processing option blank, the system sets the through date to the end of the current year.

4. Process by Building or Project

Blank = Process seasonality by building
1 = Process seasonality by project number

Use this processing option to specify whether to generate seasonality values by building or project number. Valid values are:

Blank
Generate seasonality values by building (MCU).

1
Generate seasonality values by project number (MCUS).

5. Generate Default Seasonality Model

Blank = Do not generate default seasonality model

1 = Generate default seasonality model

Use this processing option to specify whether to generate seasonality values for the default seasonality model. If you generate seasonality values by building (MCU), the default seasonality model does not take all sales for that particular building into consideration. If you generate seasonality values by project (MCUS), the default seasonality model takes all sales for that particular project into consideration. Valid values are:

Blank

Do not generate the default seasonality model.

1

Generate the default seasonality model.

6. Leases to Consider for Generation

Blank = Consider only comparable leases

1 = Consider both comparable and non-comparable leases

Use this processing option to specify whether to calculate seasonality using only comparable leases or both comparable and non-comparable leases. Comparable leases are leases for which the ULI code, building, unit, square footage, doing business as, and tenant have remained unchanged over the year. Furthermore, sales must exist for every period in the year. Valid values are:

Blank

Consider only comparable leases.

1

Consider both comparable and non-comparable leases.

7. Process Estimated Sales

Blank = Process actual sales only

1 = Process both actual and estimated sales

Use this processing option to specify whether to consider actual sales only, or both actual and estimated sales, when you run the Seasonality Generation program (R1547). Valid values are:

Blank

Process only actual sales.

1

Process actual and estimated sales.

8. Area Type

*RENTABLE

*USEABLE

9. Alternate Area Type

Use this processing option to specify the area type. The system validates this value against the user defined code list (15/AR).

Print Tab

These processing options specify whether the system only prints an edit report and how the report is displayed.

1. Print Edit Report

Blank = Print edit report

1 = Update seasonality values

Use this processing option to specify whether to generate seasonality values in the Sales Seasonality table (F1547) or to print an edit report. Valid values are:

Blank

Print an edit report. The system does not update the Sales Seasonality table.

1

Generate seasonality values and print an edit report. The system populates the Sales Seasonality table with the appropriate values.

2. Page Break By Building/Project

Blank = Do not page break by building or project

1 = Page break by building or project

Use this processing option to specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Valid values are:

Blank

Do not insert a page break between building (MCU) or project number (MCUS).

1

Insert a page break between building or project number.

Exclusions Tab

These processing options specify which ULI Codes, unit types, lease types and lease status should be excluded when running the Seasonality Generation program.

1. ULI Codes to Exclude

Use this processing option to specify which Urban Land Industry (ULI) codes to exclude when the system generates seasonality values.

2. Unit Types to Exclude

Use this processing option to specify which unit types to exclude when the system generates seasonality values.

3. Lease Types to Exclude

Use this processing option to specify which lease types to exclude when the system generates seasonality values.

4. Lease Status' to Exclude

Use this processing option to specify which lease statuses to exclude when the system generates seasonality values.

► **To revise seasonality information**

From the Sales Forecasting menu (G152211), choose Seasonality Information.

1. On Work With Seasonality Information, complete the following fields and click Find:
 - Building
 - ULI Code
 - Year

If seasonality values have been generated for the selected building, they appear in the detail area.
2. Click the following option to display the default seasonality model:
 - Show Default Model
3. To revise existing seasonality values, choose a record, and then choose Revisions from the Row menu.

PeopleSoft®

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Seasonality Revisions

OK Cancel Tools

Building 1028

ULI Code

Year 2005 Default Model

Actual # of Tenants 2

January	4,200	February	5,288
March	6,345	April	10,288
May	7,420	June	8,216
July	3,119	August	12,488
September	9,877	October	4,299
November	7,526	December	5,284

Total Seasonality %

4. On Seasonality Revisions, revise any of the information in the following fields as necessary:

- Actual # of Tenants
- January
- February
- March
- April
- May
- June
- July
- August
- September
- October
- November

- December

The following field displays the total for the seasonality values:

- Total Seasonality %

The program ensures that the seasonality values for a particular year total 100%.

5. Click OK.

Note

Even though seasonality values are calculated to four decimal places when values are manually entered, the program rounds only to the nearest hundredth. For example, even though the values might actually total 100.0001%, the program rounds the value to 100.00%.

Processing Options for Seasonality Information (P15470)

Process Tab

This processing option specifies whether seasonality information should be created by building or by project.

1. Seasonality by Building or Project

Blank = Process seasonality by building

1 = Process seasonality by project number

Use this processing option to specify whether to process seasonality information by building or project number. Valid values are:

Blank

Process seasonality values by building (MCU).

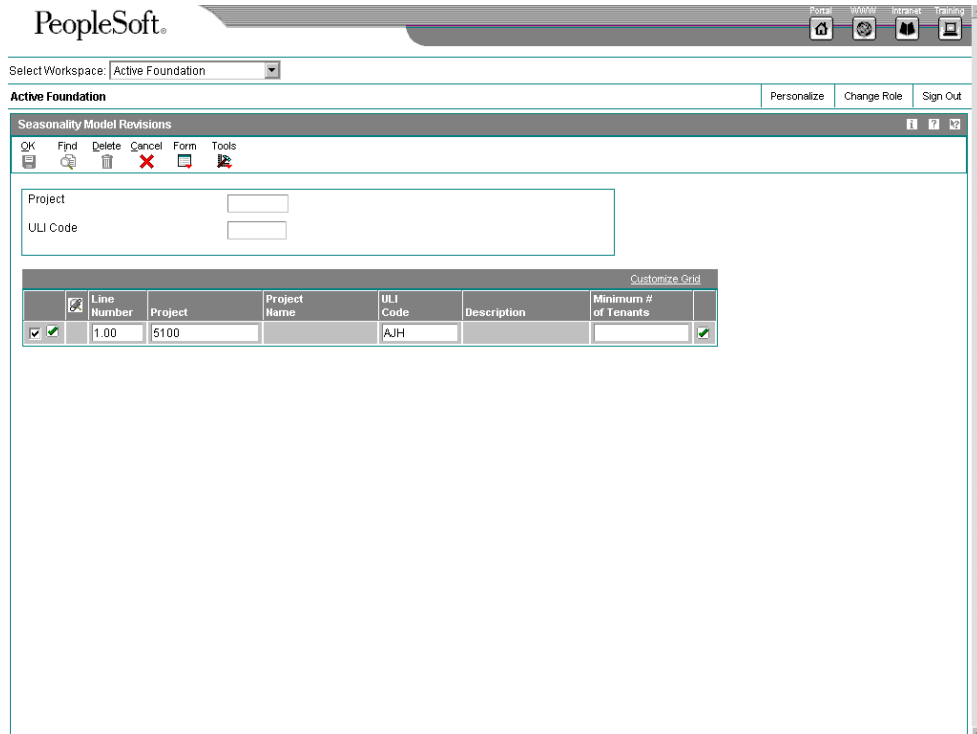
1

Process seasonality values by project number (MCUS).

► **To create seasonality models manually**

From the Sales Forecasting menu (G152211), choose Seasonality Models.

1. On Work With Seasonality Models, click Find.
2. Choose a record, and then choose Revisions from the Row menu.



3. On Seasonality Model Revisions, complete the following fields in the detail area:
 - Building
 - ULI Code
4. Click OK.

Processing Options for Seasonality Models (P1549)

Process Tab

This processing option specifies whether seasonality model should be generated by building or by project.

1. Process by Building or Project

Blank = Process by building

1 = Process by project number

Use this processing option to determine whether to process seasonality by building or project number. Valid values are:

Blank Process seasonality values by building (MCU).

1 Process seasonality values by project number (MCUS).

Generating Projected Sales

From the Sales Forecasting menu (G152211), choose Projected Sales Generation.

To provide reliable data that support sales forecasting for overage rents, you run the Projected Sales Generation program (R1542). This program estimates future sales based on a variety of calculation methods. You use processing options to determine which calculation is used.

J.D. Edwards provides seven forecasting methods for comparable and noncomparable leases. Regardless of the method you use, certain conditions have to be met. Typically, sales data has to be available for a certain number of months.

Leases must meet the following conditions to be considered comparable:

- The ULI Code (for example, the Major Merchandise code) has not changed
- The building has not changed
- The area (square footage) has not changed
- The unit has not changed
- The DBA has not changed

If any of these conditions change or if insufficient sales data are available to use any of the forecasting methods, you need to run the Seasonality Generation program (R1547) to generate the values required by the forecasting methods.

You can generate either a month-by-month detail report or a summary report. The detail report includes the calculations for each month of the year; and indicates estimates with an asterisk (*). The summary report includes the rolling sales, year-to-date sales, and annualized sales. The summary report also includes sales per square foot and percent changes. Estimates are identified with an asterisk. The annual projection for a lease is the same as the amount for 12 months if the lease has a full set of rolling 12 months of actual sales. If the lease does not, it is considered noncomparable, in which case the system uses seasonality values to calculate the annual projection. The system calculates seasonality values, as follows:

$(\text{Monthly Sales} / \text{Seasonality}) / \text{Number of Months}$

Before You Begin

- Run the Seasonality Generation program (R1547) before you run the Projected Sales Generation program to ensure that all included leases meet the conditions for comparable leases. For information about running the Seasonality Generation program, see *Generating Seasonality Values* in the *Real Estate Management Guide*.

Forecasting Method 1: Percent Increase of Rolling 12 Months Over Prior Rolling Months

The percentage increase is calculated by comparing the rolling 12 months up to 2 months prior to the month for which sales are estimated, to the prior rolling 12 months. For example, if you want to estimate sales for November 2006, you compare the time period from October 2005 through September 2006 with the time period from October 2004 through September 2005. The same percentage is applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = (\text{Previous Year's Sales for Same Month} \times \text{Current Rolling 12 months}) / \text{Prior Rolling 12 Months}$$

Example

The following table illustrates the results of the forecast calculation based on reported sales from October 2004 to September 2005.

	2004-2005	2005-2006	2006	Value Type	Forecast Calculation
OCTOBER	88048	97420	84821	Reported (RPT)	
NOVEMBER	88636	97355		RPT	
DECEMBER	90520	101217		RPT	
JANUARY	121928	104431		RPT	
FEBRUARY	98552	115141		RPT	
MARCH	98155	122095		RPT	
APRIL	94741	120730		RPT	
MAY	98765	107837		RPT	
JUNE	106026	102469		RPT	
JULY	105369	96900		RPT	
AUGUST	106312	103977		RPT	
SEPTEMBER	97083	89204		RPT	
TOTAL	1194135	1258776			

% INCREASE		5.41%			
NOVEMBER			102622	Estimated (EST) =	97355 * 1.0541
DECEMBER			106693	EST =	101217 * 1.0541

By applying the forecast calculation above, you arrive at the sales estimate for November and December based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note

For a lease to be comparable, 24 rolling months of sales must exist.

Forecasting Method 2: Lease Year-To-Date Increase Over Prior Year

The percentage for all months is calculated based on a year-to-date increase over the previous year. The same percentage is applied to the remaining months. Leases must have at least 13 months of actual sales for the system to estimate sales. For example, if you want to estimate sales for November 2006, you compare the time period from January through October 2005 with the time period from January through October 2006. The same percentage is then applied to the remaining months if you are estimating sales to the end of the reporting period.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = (\text{Last Year's Sales for Same Month} \times \text{Year-To-Date Sales for Current Year}) / \text{Year-To-Date Sales Last Year}$$

Example:

The following table illustrates the results of the forecast calculation based on reported sales for 2005 and 2006.

	2005	2006 Reported	2006 Estimated	Forecast Calculation
JANUARY	121928	104431		
FEBRUARY	98552	115141		
MARCH	98155	122095		
APRIL	94741	120730		
MAY	98765	107837		
JUNE	106026	102469		

JULY	105369	96900		
AUGUST	106312	103977		
SEPTEMBER	97083	89204		
OCTOBER	97420	84821		
NOVEMBER	97355		99564.96	1.0227 * 97355
DECEMBER	101217		103514.63	1.022 * 101217
TOTAL	1026350	1049605		
% INCREASE		2.27%		

By applying the forecast calculation above, you arrive at the sales estimate for November and December 2006 based on the sales figures for the same month in the previous year. The table also shows the percent increase in sales between the two time periods.

Note

For a lease to be comparable, 13 months of sales must exist. In addition, you cannot use this method to forecast January sales.

Forecasting Method 3: Fixed Percent Increase

Sales are estimated using a fixed flat percentage increase entered in the appropriate processing option.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{Fixed Flat Percent Increase}$$

Example:

This table illustrates calculating a sales estimate by using a flat percentage:

	2005 Reported	Estimated	Forecast Calculation
NOVEMBER	88500	97350	88500 * 1.1

You arrive at the sales estimate for November 2006 by multiplying the sales figure for November 2005 with the flat percentage entered into the processing option.

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 4: Specific Percent Increase for Each Month

Sales are estimated using a percentage increase for the particular month as entered in the appropriate processing option.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{This Month's Percent Increase}$$

Example:

To calculate sales estimates for January, February and March of 2006, you enter the following percentage values in the appropriate processing options:

- January: 10%
- February: 20%
- March: 30%

	2005 Reported	2006 Estimated	Forecast Calculation
JANUARY	10000	11000	10000 * 1.1
FEBRUARY	12500	15000	12500 * 1.2
MARCH	15000	19500	15000 * 1.3

You arrive at the sales estimates for January, February and March 2006 by multiplying the sales figures for the corresponding months of 2005 with the percentage you entered in the processing options.

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 5: Specific Percent Increase over Prior Month's Sales

Sales are estimated using a percentage increase over the prior month's sales in the prior year. This percentage increase is entered in the appropriate processing options.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales Last Month Last Year} * \text{This Month's Percent Increase}$$

Example:

To calculate sales estimates for July, August and September 2006, you enter the following percentage values in the appropriate processing option:

- July: 25%
- August: 30%
- September: -15%

	2005 Reported	2006 Estimated	Forecast Calculation
JUNE	20000		
JULY	22500	25000	20000 * 1.25
AUGUST	25000	29250	22500 * 1.3
SEPTEMBER	27500	21250	25000 * .85

You arrive at the sales estimates for July, August and September 2006 by multiplying each previous month's sales in 2005 with the percentage you entered in the processing option.

Note

For a lease to comparable, sales must exist for the month prior to the estimated month in the prior year.

Forecasting Method 6: Flat Percent Derived From Comparing the 13th to the 1st Month

Sales are estimated by comparing sales for the 13th to the 1st month when 13 months of sales figures are available. To calculate this month's estimated sales, you use the percentage increase or decrease multiplied by this month's sales for the year.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \text{Sales This Month Last Year} * \text{Sales for 13}^{\text{th}} \text{ month} / \text{Sales for 1}^{\text{st}} \text{ month}$$

Example:

The following table shows the reported sales figures for 13 months and illustrates how the sales estimates for February through December 2006 are calculated:

	2005 Reported	2006 Reported	2006 Estimated	Forecast Calculation
JANUARY	30000	40000		
FEBRUARY	25000		33,333	25000 * 1.3333
MARCH	20000		26,667	20000 * 1.3333
APRIL	28000		37,333	28000 * 1.3333
MAY	30000		40,000	30000 * 1.3333
JUNE	35000		46,667	35000 * 1.3333
JULY	32000		42,667	32000 * 1.3333
AUGUST	30000		40,000	30000 * 1.3333
SEPTEMBER	27000		36,000	27000 * 1.3333
OCTOBER	33000		44,000	33000 * 1.3333
NOVEMBER	45000		60,000	45000 * 1.3333
DECEMBER	60000		80,000	60000 * 1.3333

You derive the percentage used to calculate the sales estimates from the following calculation:

$$\begin{aligned} \text{Increase in 13}^{\text{th}} \text{ month over 1}^{\text{st}} \text{ month} &= \text{Sales (January 2006) / Sales (January 2005)} \\ &= 40000 / 30000 \\ &= 1.3333 \\ \text{Percentage increase} &= 33.33\% \end{aligned}$$

Note

For a lease to be comparable, sales for the estimated month in the prior year must exist, that is, at least 13 months of sales data must be available.

Forecasting Method 7: Project/Building Year-To-Date Increase Over Prior Year

Sales are estimated based on a year-to-date increase for the mall (either building or project number as defined in the processing options) over the prior year. Because this method includes more than just the lease for which sales are being estimated, the reporting months sales for all comparable leases within the building or project are included in the calculation of year-to-date sales. For example, if estimating sales for December 2006, you compare year-to-date sales for January to December 2006 with the year-to-date sales for January to December 2005 for all comparable leases with the same building or project number. When forecasting the first three months of the year, (January, February, and March), year-to-date sales include the prior 4 months through the reporting month.

This forecasting method uses the following calculation:

$$\text{Monthly Estimate} = \frac{\text{Lease Sales This Month Last Year} * \text{Mall Year To Date Sales This Year}}{\text{Mall Year To Date Sales Last Year}}$$

Where *Month* is the current reporting period.

Example:

In this example, leases 1, 2, and 3 are all in Building "ULSTER". The following table lists the reported sales for leases 1, 2 and three for 2005 and 2006:

	Lease 1		Lease 2		Lease 3	
	2005	2006	2005	2006	2005	2006
JANUARY	30000	40000	25000	28000	21500	30000
FEBRUARY	25000	35000	20000	30000	25000	25000
MARCH	20000	25000	28000	35000	22000	20000
APRIL	28000	33000	30000	35000	25000	20730
MAY	30000	34200	35000	25000	23000	27837
JUNE	35000	23800	25000	20000	24200	32469
JULY	32000	35000	20000	29000	23000	26900
AUGUST	30000	24000	28000	32000	33200	33977
SEPTEMBER	27000	29000	30000	30000	20000	29204
OCTOBER	33000	22000	35000	39000	25000	24821
NOVEMBER	45000	41000	28000	42000	29000	25000
DECEMBER	30000	50000	30000	49000	22000	
YTD (NOVEMBER)	365000	392000	334000	394000	292900	295938

Lease 3 is not used for calculating the building growth rate because it does not have sales for December. Without a full set of year-to-date sales, the growth rate calculation would be

skewed and, therefore, incorrect. In this example, only leases 1 and 2 are used to calculate the building growth rate.

This calculation yields the following result:

$$\begin{aligned}
 \text{Building Growth Rate} &= \text{Year-To-Date Sales 2006} / \text{Year-To-Date Sales 2005} \\
 &= 392000 + 394000 / 365000 + 334000 \\
 &= 786000 / 699000 \\
 &= 1.1245 \\
 \text{Percentage increase} &= 12.45\%
 \end{aligned}$$

You arrive at the sales estimate for December 2006 for Lease 3 by multiplying the sales figure for November 2005 with the percentage increase calculated for the building growth rate:

$$\text{Estimated Sales (Lease 3, December 2006)} = 22000 * 1.1245 = 24739.00$$

Note

For a lease to be comparable, sales must exist for at least a whole calendar year, from January to December.

Sales Forecasting for Noncomparable Leases

For noncomparable leases, you use seasonality values to calculate monthly estimates: Running the Seasonality Generation program provides you with the values necessary for generating monthly estimates.

Example: Sales Forecasting for Building "Quincy" and ULI Code B05 for the year 2005

This table lists the actual sales for 2000 as well as the seasonality values for each month.

	Sales	Seasonality (%)	Seasonality Calculation
	2005	2005	
JANUARY	30000	8.2192	= 30000 / 365000
FEBRUARY	25000	6.8493	= 25000 / 365000
MARCH	20000	5.4795	= 20000 / 365000
APRIL	28000	7.6712	= 28000 / 365000
MAY	30000	8.2192	= 30000 / 365000
JUNE	35000	9.5890	= 35000 / 365000

JULY	32000	8.7671	= 32000 / 365000
AUGUST	30000	8.2192	= 30000 / 365000
SEPTEMBER	27000	7.3973	= 27000 / 365000
OCTOBER	33000	9.0411	= 33000 / 365000
NOVEMBER	45000	12.3288	= 45000 / 365000
DECEMBER	30000	8.2192	= 30000 / 365000
TOTAL	365000	100.00	

In order to generate a monthly estimate, you need to retrieve the previous 3 months of actual sales. The program requires at least one month of sales to generate the monthly estimate. If there are no sales over the previous 3-month period, the program cannot calculate a monthly estimate.

For the months following the first month for which estimates are generated, the Projected Sales Generation (R1542) program uses the estimated sales to generate subsequent estimated amounts.

The monthly estimate is calculated using the following formula:

$$\text{Monthly Estimate (n, x)} = ((\text{Sales}_{n-3, x} / \text{Seasonality}_{n-3, x-1} + \text{Sales}_{n-2, x} / \text{Seasonality}_{n-2, x-1} + \text{Sales}_{n-1, x} / \text{Seasonality}_{n-1, x-1}) / \text{Number of months}) * \text{Seasonality}_{n, x-1}$$

Where n is the current period/month and x is the current year.

In the processing options for Projected Sales Generation, you can determine whether the program is run for the reporting period only or for a period of time through the end of the reporting period:

Forecast Through the Reporting Period

You want to generate estimates for the months of April, May and June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30000	40000	
FEBRUARY	6.8493	25000	35000	
MARCH	5.4795	20000	25000	
APRIL	7.6712	28000		37177.51

MAY	8.2192	30000		39777.77
JUNE	9.5890	35000		45542.80

The projected sales for April, May and June are calculated as follows:

$$\begin{aligned} \text{Sales Estimate (April)} &= 0.076712 * (40000/0.82192 + 35000/0.068493 + 25000/0.054795) / 3 \end{aligned}$$

$$= 0.076712 * (486665.37 + 511001.12 + 456246.01) / 3$$

$$= 37177.51$$

$$\begin{aligned} \text{Sales Estimate (May)} &= 0.082192 * (35000/0.068493 + 25000/0.054795 + 37177.51/0.076712) / 3 \end{aligned}$$

$$= 0.082192 * (511001.12 + 456246.01 + 484637.48) / 3$$

$$= 39777.77$$

$$\begin{aligned} \text{Sales Estimate (June)} &= 0.095890 * (25000/0.054795 + 37177.51/0.076712 + 39777.77/0.082192) / 3 \end{aligned}$$

$$= 0.095890 * (456246.01 + 484637.48 + 483961.58) / 3$$

$$= 45542.80$$

Forecast for the Reporting Period Only

You want to generate an estimate only for the month of June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30000	40000	
FEBRURARY	6.8493	25000	35000	
MARCH	5.4795	20000	25000	
APRIL	7.6712	28000		
MAY	8.2192	30000		
JUNE	9.5890	35000		43749.43

The projected sales for June are calculated as follows:

$$\begin{aligned}\text{Sales Estimate (June)} &= 0.095890 * (25000/.054795 + 0 + 0) / 1 \\ &= 0.095890 * 456246.01 \\ &= 43749.43\end{aligned}$$

Processing Options for Projected Sales Generation (R1542)

Process Tab

These processing options specify parameters for generating projected sales, for example which reporting period the forecast is generated for, what area type is used, and whether the forecast is only for comparable or for all leases.

1. Reporting Period

Use this processing option to specify the month through which to forecast sales. If you leave this processing option blank, the system uses the system date.

2. Year

Use this processing option to specify the year to forecast sales. If you leave this processing option blank, the system uses the system date.

3. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to choose the area type for the Projected Sales Generation program (R1542). If you leave the Alternate Area Type and the Process By Building or Project processing options blank, the system uses *RENTABLE. Valid values are:

Blank

Use the alternate area type that you specified in the Process By Building or Project processing option.

*RENTABLE Use the rentable area type specified in the company constants.

*USEABLE Use the useable area type specified in the company constants.

4. Alternate Area Type

5. Process By Building or Project.

Blank = Process by building

1 = Process by project

Use this processing option to specify whether to process the Projected Sales Generation program (P1542) by building or project number. Valid values are:

Blank

Process the program by building (MCU).

1

Process the program by project number (MCUS).

6. Sales For Partial Months

Blank = Calculate sales as for whole months

1 = Calculate sales partially

Use this processing option to specify whether to consider sales for partial months as whole months or as partial months.

For partial months, if there is partial first or last month, the Projected Sales Generation program (P1542) adjusts monthly sales to only consider sales for the number of days in the period that fall within the move in and move out dates. Valid values are:

Blank

Calculate sales for partial months as whole months.

1

Calculate sales for partial months partially.

7. Gross Leasable Area (GLA) Retrieval

Blank = Retrieve area as of the first of the month

1 = Retrieve area as of the last day of the month

Use this processing option to specify whether to locate gross leasable area (GLA) as of the first day or last day of the month. Valid values are:

Blank

Locate gross leasable area as of the first day of the month.

1

Locate gross leasable area as of the last day of the month.

8. Forecast Through Reporting Period

Blank = Forecast for reporting period only

1 = Forecast through reporting period

Use this processing option to specify whether to forecast sales for the specified reporting period only, or to forecast sales for all periods with no sales reported. Valid values are:

Blank

Forecast sales for the reporting period only.

1

Forecast sales through the reporting period.

9. Forecast Comparable

Blank = Only forecast sales for comparable leases

1 = Forecast sales for all leases

Use this processing option to specify whether to forecast sales for only comparable leases, or for both comparable and non-comparable leases. Valid values are:

Blank

Forecast sales for comparable leases only.

1

Forecast sales for all leases.

Forecast Tab

These processing options specify what forecast method is used for generating projected sales. You can also use them to enter specific monthly percentages for forecast methods that require specific percentages.

1. Forecasting Method

Blank = Do not forecast sales

1 = Percent increase of rolling 12 months over prior rolling 12 months

2 = Lease YTD increase over prior year

3 = Fixed percent increase

4 = Specific percent increase for each month

5 = Specific percent increase over prior month's sales

6 = Flat percent derived from comparing the 13th to the 1st month

7 = Project/Building YTD increase over prior year

Use this processing option to specify the forecasting method that the system uses to forecast sales for comparable leases. If a lease is noncomparable, the system uses the appropriate seasonality values to forecast sales. Valid values are:

Blank

Do not forecast sales.

1

Use the percentage increase of the current rolling 12 months over the prior rolling 12 months.

2

Use the lease year-to-date increase over the prior year.

3

Use the fixed percentage that you enter for the Flat Percentage Increase (Method 3) processing option.

4

Use a specific percentage increase for each month.

5

Use a specific percentage increase over prior month's sales.

6

Use the flat percentage that is derived from comparing the thirteenth month to the first month.

7

Use the year-to-date increase of the project or building over the prior year.

2. Flat Percentage Increase (Method 3)

Use this processing option to enter a percentage increase by which to forecast sales, if you indicate the fixed percent increase method in the Forecasting Method processing option. Enter fractional percentages as decimals. For example, to indicate five and a half percent, enter 5.5.

3. If Method 4 or 5 is selected, enter the specific percentage for each month.

Percentage - January

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for January if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - February

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for February if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - March

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for March if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - April

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for April if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - May

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for May if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - June

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for June if you indicated either of the following methods in the Forecasting Method processing option:

-
- o Specific percent increase for each month
 - o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - July

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for July if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - August

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for August if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - September

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for September if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - October

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for October if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - November

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for November if you indicated either of the following methods in the Forecasting Method processing option:

- Specific percent increase for each month
- Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Percentage - December

Use this processing option to indicate a specific percentage increase by which the system forecasts sales for December if you indicated either of the following methods in the Forecasting Method processing option:

- o Specific percent increase for each month
- o Specific percent increase over prior month's sales

Enter fractional percentages as decimals. For example, enter 5.5 to indicate five and a half percent.

Print Tab

These processing options specify whether the system prints only an edit report and how the report is displayed.

1. Print Edit Report

Blank = Print edit report
1 = Update sales forecast

Use this processing option to specify whether to print an edit report or generate estimated sales to populate the Projected Sales file (F1542). Valid values are:

Blank
Print an edit report only.

1
Print an edit report and forecast the sales.

2. Page Break

Blank = Do not page break
1 = Page break on building/project

Use this processing option to specify whether to insert a page break between each building, if you print the report by building, or between each project, if you print the report by project number. Valid values are:

Blank
Do not insert page break between building (MCU) or project number (MCUS).

1

Insert page break between building or project number.

3. Print Select

Blank = Print month by month detail

1 = Print summary

Use this processing option to specify whether to print the Projected Sales Generation report (R1542) as a month-by-month detail report or a summary report. Valid values are:

Blank

Print the detail report.

1

Print the summary report.

4. Print Tenant Name

Blank = Do not print tenant name

1 = Print tenant name

Use this processing option to specify whether the Projected Sales Generation month-by-month detail report (R1542) prints the tenant name. Valid values are:

Blank

Do not print tenant name.

1

Print tenant name.

What You Should Know About Processing Options

The following processing options are only valid for the summary report:

- Select Area Type
- Alternate Area
- Gross Leasable Area (GLA) Retrieval.

The following processing option is only valid for the month-by-month detail report:

- Print Tenant Name

Sales Analysis Processing

For Sales Analysis, Real Estate Management gives you a wide range of reports that can be used to analyze and compare similar projects.

Sales Analysis as an Analytical and Reporting Tool

Typically used by property owners and marketing experts, sales analysis is strictly an analytical and reporting tool. It does not generate invoices. You can set up analysis periods for weekly, monthly, quarterly, and YTD sales. You can make projections based on the YTD amounts.

You can request the sales analysis information to be shown in a specific sequence in which the detail lines are sorted with the best performers appearing first. These reports are called ranking reports, and they display the lines that are sorted according to one of the following sales figures:

- Analysis period for the current year
- Same period in the prior year
- Change from the prior year
- Percentage increase or decrease

The level of detail that you can see in the Sales Analysis Report (R15675) can be one line at the project level or numerous lines according to units, tenants, product codes, and so on. For example, you could call a report that ranks the best performing tenants in a shopping mall, the best performing malls in a region, or the best performing products on each floor in a mall. You can rank the information according to different sales figures and print the same level of detail on separate reports.

A line of summarized information can include the number of items included in the summary. For example, a line summarized for a shopping mall might also show how many tenants are represented by that mall or how many different products are sold in it.

Controlling Invalid Comparisons

Invalid comparisons for sales information can result from either of the following situations:

- The sales information does not extend through the entire analysis period. At the tenant level, for example, YTD sales cannot be compared to the same period from the prior year if the tenant started the business after the prior year began or if no sales were reported for any one of the months involved.
- The rented area related to the sales information changed during the analysis period. Depending on the report, the system might handle such a change differently.

However, the lack of reported sales or the change in rented area at one level does not necessarily cause a higher level of comparison to be invalid. For example, a comparison of the sales performance between two shopping malls might not be invalid because of the lack of sales for a given tenant. But this comparison could be invalid when the overall performance of the malls is being analyzed without regard to attrition and vacant space.

Sales Analysis Summary Codes

The sales figures that the system uses for analysis, comparison, and ranking are calculated at the levels of detail that you require. These requirements, called key structures, are stored in the Sales Analysis Control table (F1544B). The system performs the calculations when the sales figures are generated and places the results in the Tenant Sales Analysis Reporting table (F1543B). This logic makes the process more efficient because the system has to create the records only once. You can then view the same records online or sort them in numerous ways in reports. The sales analysis summary code identifies the definition and key structure that controls the generation of the sales figures.

Before You Begin

- ❑ Enter and post sales reports that you received from tenants. See *Posting Sales Reports to History* in the *Real Estate Management Guide* for more information.

Setting Up Levels of Sales Analysis Detail

Setting up levels of detail that are required to support the analysis of sales information can include the following:

- Any combination of the following key fields (flags) as the key structure:
 - Building (business unit)
 - Tenant (address book number)
 - Unit number
 - DBA
 - Floor number
 - Product code
 - Project number
 - Company
 - Lease number (order number)
 - ULI codes
 - Reporting codes
- One or more of the key fields as an item count
- Whether sales analysis is automatically generated when you post expected or unexpected sales batches (automatic update when you run Post Sales Reports to History)
- Whether the system excludes invalid comparisons
- The basis for the square footage (building total, unit total, rentable, or useable)

The information that the system generates and stores in the Tenant Sales Analysis Reporting table relates to the following:

- System controlled

The summary code, century, year, and reporting period are supplied by the system. The reporting period works in conjunction with the Report Year Beginning Month field in the Real Estate Management system constants to determine the quarterly and YTD time periods.

- User controlled

You identify this information by setting up the key fields for the key structure.

- Sales analysis

The system calculates the sales figures as they relate to the analysis period and sequence such as YTD gross sales, changes in quarterly sales, and so on.

- Miscellaneous and statistical

The system calculates the square footage, changes in square footage, number of months without sales, total sales for the prior year, rolling sales for the previous 12 months, and item count.

Note

After you have generated the sales analysis for a summary code, you cannot change or delete the definition for the code. To be able to change or delete a code definition, you must first purge the related information from the Tenant Sales Analysis Reporting (F1543B) table.

► **To set up levels of Sales Analysis detail**

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Control Revisions.

1. On Work With Sales Analysis Summary Codes, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Sales Analysis Control Revisions

OK Cancel Tools

Sales Analysis Summary Code *By Building within Proj and Co* Cur Code

Automatic Update *Use Sales Analysis Generation*

Excl Invalid Comparison

Current Analysis Information Includes / through /

Summarize (S) or Count (C)

Lease	<input type="checkbox"/>	Tenant	<input type="text" value="C"/>	RC 11	<input type="checkbox"/>	RC 21	<input type="checkbox"/>
Building	<input type="text" value="S"/>	DBA	<input type="checkbox"/>	RC 12	<input type="checkbox"/>	RC 22	<input type="checkbox"/>
Unit	<input type="checkbox"/>	Company	<input type="text" value="S"/>	RC 13	<input type="checkbox"/>	RC 23	<input type="checkbox"/>
Floor	<input type="checkbox"/>	Product Code	<input type="checkbox"/>	RC 14	<input type="checkbox"/>	RC 24	<input type="checkbox"/>
Project	<input type="text" value="S"/>	ULI Code	<input type="checkbox"/>	RC 15	<input type="checkbox"/>	RC 25	<input type="checkbox"/>
		Tenant Sales	<input type="checkbox"/>				

Area Type Column Heading

Sq Ft Basis

2. On Sales Analysis Control Revisions, complete any of the following fields that are appropriate:
 - Sales Analysis Summary Code
 - Enter a two-character code of your choice in the Sales Analysis Summary Code field, and then enter a description.
 - Automatic Update
 - Excl Invalid Comparison

3. To request a summary of at least one of the key fields to identify the summary level, type S in each of the following fields that is appropriate. To request an item count, type C in each of the following fields that is appropriate. If you choose more than one field for an item count, the count is the total of all the unique combinations possible for the items. For example, suppose a shopping mall has three stores (A, B, and C) selling three similar products (1, 2, and 3). If you set up the sales analysis to summarize by building and you count both tenant and product code, the count is nine (A1, B1, C1, A2, B2, C2, A3, B3, C3).
 - Lease
 - Building
 - Unit
 - Floor

- Project
- Tenant
- DBA
- Company
- Product Code
- ULI Code
- RC 11
- RC 12
- RC 13
- RC 14
- RC 15
- RC 21
- RC 22
- RC 23
- RC 24
- RC 25

The system prompts you for additional information at the bottom of the form, depending on the key fields that you choose to summarize.

4. If available, complete the following fields:

- Area Type
- Sq Ft Basis

When you choose a key field for an item count, the system prompts you to specify the related column heading at the bottom of the form.

5. Complete the following field:

- Column Heading

This heading, which can be two lines of text, appears on the sales analysis reports.

6. Click OK.

Generating Sales Analysis Information

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Generation.

You use the Sales Analysis Generation program to summarize the information for sales analysis. Based on the Sales Analysis Control table, Sales Analysis Generation also uses information from the following tables:

- Tenant/Lease Billings Detail Master (F1511B)
- Tenant Sales History (F1541B)

The generated information is stored in the Tenant Sales Analysis Reporting table. If you have set up sales analysis to be generated automatically when you post expected or unexpected sales batches, the system generates the sales analysis information when you run the Post Sales Reports to History report (R15820). If sales analysis is not generated automatically:

- You must run Sales Analysis Generation directly from the Sales Analysis Processing menu.
- When you post sales reports to history, the system still updates sales for periods in the Tenant Sales Analysis Reporting File for which sales analysis has already been generated.
- Processing options control whether a report prints for review.

If you set the Sales Analysis Dynamic Update processing option to 1, Update through post, you no longer have to manually change the value in the Automatic Update field in Sales Analysis Control Revisions for each summary code being processed.

If you specify a number of months in the Number Of Months To Keep processing option (Purge tab), the system retains only that number of months-worth of sales analysis records, beginning with the most current record and counting back the number that you specify. The system deletes records older than the specified number of months. If you specify a number of months and also complete the Purge Through Period processing option, the system uses the earlier cutoff date.

Processing Options for Sales Analysis Generation (R15143)

Process Tab

1. Generation Date Month

Use this processing option to enter the generation date month. This is the month for which records in the Sales Reporting table (F1543B) are generated.

2. Generation Date Century and Year

Use this processing option to enter the generation date century and year.

This is the year for which records in the Sales Reporting table (F1543B) are generated.

3. Sales Analysis Dynamic Update

Blank = No change

1 = Update through post

Use this processing option to change selected summary codes from batch generation to dynamic update through the post program. Valid values are:

Blank Do not change the current process.

1 Update through the post program.

This option eliminates your having to manually change the value in the Sales Analysis field in the Sales Analysis Control program (P1544) for each summary code being processed. You would have to manually change the value in the Sales Analysis field if the code is not set up for automatic update and you want Sales Analysis to be generated automatically when you run the Post Sales to History report (R15820).

Print Tab

1. Sales Analysis Report

Blank = No report

1 = Print report

Use this processing option to print a report that will show the sales analysis reporting records that were created by running the Sales Analysis Generation report (R15143). Valid values are:

Blank Do not print the report.

1 Print the report showing sales analysis generated.

Purge Tab

1. Number Of Months To Keep

Use this processing option to specify which sales analysis records will be purged. The system retains only that number of months of sales analysis records beginning with the most current record and counting back that number of months. The system deletes records older than the specified number of months.

If you enter a value in this option and the purge through period option, the system will use the earlier cutoff date.

2. Purge Through Period

Month

Use this processing option to specify which sales analysis records will be purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter a value in this option and the number of months to keep option, the system will use the earlier cutoff date.

3. Sales Analysis Purge

Blank = Selective purge

1 = Purge all except current month

Use this processing option to determine whether the system purges records in the Sales Analysis Reporting table (F1543B). Valid values are:

Blank Do not purge records in the Sales Analysis Reporting table.

Enter a 1 if you only want to keep current month analysis data and you are selecting all summary codes.

1 Purge all records in the Sales Analysis Reporting table.

Reviewing Sales Analysis Information

You can review and revise the information in the Tenant Sales Analysis Reporting (F1543B) table by using the Sales Analysis Revisions program. For example, you can review how the sales calculations are derived, and the differences between the rolling sales and YTD sales. You can change or delete lines with information that is invalid or incomplete. A processing option controls whether the system recalculates the related information interactively. If the processing option is set to 1, Recalculate related amounts, the system recalculates the related information according to the changes that you make. Note the following:

- The automatic update involves only the record with which you are working. Changes have no effect across records. For example, if you change a QTD sales amount for the reporting period 3/05, the system does not change the same QTD amounts in the records for 1/05 and 2/05. Similarly, if you change a sales amount in the MTD Last Year field for 3/05, the system does not change the sales amount in the MTD This Year field for 3/04.
- The system recognizes only one change at a time. After all of the related fields have been recalculated for a change, you must click OK to trigger the recalculation process again.

You can use the Report Year Beginning Month field in the Real Estate Management system constants to organize the fiscal periods for the sales information that is displayed in Sales Analysis Revisions. If the field contains 5, for example, the form displays all of the sales for all tenants on a May through April fiscal year. The first quarter of sales is then reported for May, June, and July.

You can reset any records that have been changed, recalculated, or deleted by rerunning Sales Analysis Generation.

Understanding the Recalculation Process

If a change triggers the recalculation process, the related fields are recalculated in a specific sequence to obtain the correct results. The following table shows this sequence for each field that can trigger the process.

Field	Explanation
MTD-Gross Sales Amounts-This Year	1 MTD-Gross Sales Amounts-Change
	2 MTD-Per Square Foot (PSF) Amounts-This Year
	3 MTD-PSF Amounts-Change
	4 MTD-Percent Change
	5 QTD-Gross Sales Amounts-This Year
	6 QTD-Gross Sales Amounts-Change
	7 QTD-PSF Amounts-This Year
	8 QTD-PSF Amounts-Change
	9 QTD-Percent Change
	10 YTD-Gross Sales Amounts-This Year
	11 YTD-Gross Sales Amounts-Change
	12 YTD-PSF Amounts-This Year
	13 YTD-PSF Amounts-Change
	14 YTD-Percent Change
	15 CYP (Current Year Projection)-Gross Sales Amounts-This Year
	16 CYP-Gross Sales Amounts-Change
	17 CYP-PSF Amounts-This Year
	18 CYP-PSF Amounts-Change
	19 CYP-Percent Change
MTD-Gross Sales Amounts-Last Year	1 MTD-Gross Sales Amounts-Change
	2 MTD-PSF Amounts-Last Year
	3 MTD-PSF Amounts-Change

	4	MTD-Percent Change
	5	QTD-Gross Sales Amounts-Last Year
	6	QTD-Gross Sales Amounts-Change
	7	QTD-PSF Amounts-Last Year
	8	QTD-PSF Amounts-Change
	9	QTD-Percent Change
	10	YTD-Gross Sales Amounts-Last Year
	11	YTD-Gross Sales Amounts-Change
	12	YTD-PSF Amounts-Last Year
	13	YTD-PSF Amounts-Change
	14	YTD-Percent Change
	15	CYP-Gross Sales Amounts-This Year
	16	CYP-Gross Sales Amounts-Last Year
	17	CYP-Gross Sales Amounts-Change
	18	CYP-PSF Amounts-Last Year
	19	CYP-PSF Amounts-Change
	20	CYP-Percent Change
MTD-PSF Amounts-This Year	1	MTD-Gross Sales Amounts-This Year
	2	MTD-Gross Sales Amounts-Change
	3	MTD-PSF Amounts-This Year
	4	MTD-PSF Amounts-Change
	5	MTD-Percent Change
	6	QTD-Gross Sales Amounts-This Year
	7	QTD-Gross Sales Amounts-Change
	8	QTD-PSF Amounts-This Year
	9	QTD-PSF Amounts-Change
	10	QTD-Percent Change
	11	YTD-Gross Sales Amounts-This Year
	12	YTD-Gross Sales Amounts-Change
	13	YTD-PSF Amounts-This Year
	14	YTD-PSF Amounts-Change

	15	YTD-Percent Change
	16	CYP-Gross Sales Amounts-This Year
	17	CYP-Gross Sales Amounts-Change
	18	CYP-PSF Amounts-This Year
	19	CYP-PSF Amounts-Change
	20	CYP-Percent Change
MTD-PSF Amounts-Last Year	1	MTD-Gross Sales Amounts-Last Year
	2	MTD-Gross Sales Amounts-Change
	3	MTD-PSF Amounts-Last Year
	4	MTD-PSF Amounts-Change
	5	MTD-Percent Change
	6	QTD-Gross Sales Amounts-Last Year
	7	QTD-Gross Sales Amounts-Change
	8	QTD-PSF Amounts-Last Year
	9	QTD-PSF Amounts-Change
	10	QTD-Percent Change
	11	YTD-Gross Sales Amounts-Last Year
	12	YTD-Gross Sales Amounts-Change
	13	YTD-PSF Amounts-Last Year
	14	YTD-PSF Amounts-Change
	15	YTD-Percent Change
	16	CYP-Gross Sales Amounts-This Year
	17	CYP-Gross Sales Amounts-Last Year
	18	CYP-Gross Sales Amounts-Change
	19	CYP-PSF Amounts-Last Year
	20	CYP-PSF Amounts-Change
	21	CYP-Percent Change
QTD-Gross Sales Amounts-This Year	1	QTD-Gross Sales Amounts-Change
	2	QTD-PSF Amounts-This Year
	3	QTD-PSF Amounts-Change
	4	QTD-Percent Change

	5	YTD-Gross Sales Amounts-This Year
	6	YTD-Gross Sales Amounts-Change
	7	YTD-PSF Amounts-This Year
	8	YTD-PSF Amounts-Change
	9	YTD-Percent Change
	10	CYP-Gross Sales Amounts-This Year
	11	CYP-Gross Sales Amounts-Change
	12	CYP-PSF Amounts-This Year
	13	CYP-PSF Amounts-Change
	14	CYP-Percent Change
QTD-Gross Sales Amounts-Last Year	1	QTD-Gross Sales Amounts-Change
	2	QTD-PSF Amounts-Last Year
	3	QTD-PSF Amounts-Change
	4	QTD-Percent Change
	5	YTD-Gross Sales Amounts-Last Year
	6	YTD-Gross Sales Amounts-Change
	7	YTD-PSF Amounts-Last Year
	8	YTD-PSF Amounts-Change
	9	YTD-Percent Change
	10	CYP-Gross Sales Amounts-This Year
	11	CYP-Gross Sales Amounts-Last Year
	12	CYP-Gross Sales Amounts-Change
	13	CYP-PSF Amounts-Last Year
	14	CYP-PSF Amounts-Change
	15	CYP-Percent Change
QTD-PSF Amounts-This Year	1	QTD-Gross Sales Amounts-This Year
	2	QTD-Gross Sales Amounts-Change
	3	QTD-PSF Amounts-Change
	4	QTD-Percent Change
	5	YTD-Gross Sales Amounts-This Year
	6	YTD-Gross Sales Amounts-Change

	7	YTD-PSF Amounts-This Year
	8	YTD-PSF Amounts-Change
	9	YTD-Percent Change
	10	CYP-Gross Sales Amounts-This Year
	11	CYP-Gross Sales Amounts-Change
	12	CYP-PSF Amounts-This Year
	13	CYP-PSF Amounts-Change
	14	CYP-Percent Change
QTD-PSF Amounts-Last Year	1	QTD-Gross Sales Amounts-Last Year
	2	QTD-Gross Sales Amounts-Change
	3	QTD-PSF Amounts-Change
	4	QTD-Percent Change
	5	YTD-Gross Sales Amounts-Last Year
	6	YTD-Gross Sales Amounts-Change
	7	YTD-PSF Amounts-Last Year
	8	YTD-PSF Amounts-Change
	9	YTD-Percent Change
	10	CYP-Gross Sales Amounts-This Year
	11	CYP-Gross Sales Amounts-Last Year
	12	CYP-Gross Sales Amounts-Change
	13	CYP-PSF Amounts-Last Year
	14	CYP-PSF Amounts-Change
	15	CYP-Percent Change
YTD-Gross Sales Amounts-This Year	1	YTD-Gross Sales Amounts-Change
	2	YTD-PSF Amounts-This Year
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Change
	7	CYP-PSF Amounts-This Year
	8	CYP-PSF Amounts-Change

	9	CYP-Percent Change
YTD-Gross Sales Amounts-Last Year	1	YTD-Gross Sales Amounts-Change
	2	YTD-PSF Amounts-Last Year
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Last Year
	7	CYP-Gross Sales Amounts-Change
	8	CYP-PSF Amounts-This Year
	9	CYP-PSF Amounts-Change
	10	CYP-Percent Change
YTD-PSF Amounts-This Year	1	YTD-Gross Sales Amounts-This Year
	2	YTD-Gross Sales Amounts-Change
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Change
	7	CYP-PSF Amounts-This Year
	8	CYP-PSF Amounts-Change
	9	CYP-Percent Change
YTD-PSF Amounts-Last Year	1	YTD-Gross Sales Amounts-Last Year
	2	YTD-Gross Sales Amounts-Change
	3	YTD-PSF Amounts-Change
	4	YTD-Percent Change
	5	CYP-Gross Sales Amounts-This Year
	6	CYP-Gross Sales Amounts-Last Year
	7	CYP-Gross Sales Amounts-Change
	8	CYP-PSF Amounts-Last Year
	9	CYP-PSF Amounts-Change
	10	CYP-Percent Change
CYP-Gross Sales Amounts-Last Year	1	CYP-Gross Sales Amounts-This Year

Last Year	2	CYP-Gross Sales Amounts-Change
	3	CYP-PSF Amounts-Last Year
	4	CYP-PSF Amounts-Change
	5	CYP-Percent Change
Square Footage This Year	1	MTD-PSF Amounts-This Year
	2	MTD-PSF Amounts-Change
	3	QTD-PSF Amounts-This Year
	4	QTD-PSF Amounts-Change
	5	YTD-PSF Amounts-This Year
	6	YTD-PSF Amounts-Change
	7	CYP-PSF Amounts-This Year
	8	CYP-PSF Amounts-Change
Square Footage Last Year	1	MTD-PSF Amounts-Last Year
	2	MTD-PSF Amounts-Change
	3	QTD-PSF Amounts-Last Year
	4	QTD-PSF Amounts-Change
	5	YTD-PSF Amounts-Last Year
	6	YTD-PSF Amounts-Change
	7	CYP-PSF Amounts-Last Year
	8	CYP-PSF Amounts-Change
MTD-Empty Months	1	QTD-Empty Months
	2	YTD-Empty Months
QTD-Empty Months	1	YTD-Empty Months
MTD-Abs Chg SF (Absolute Change in Square Footage)	1	QTD-Abs Chg SF
	2	YTD-Abs Chg SF
QTD-Abs Chg SF	1	YTD-Abs Chg SF

The following fields are not affected by the recalculation process, nor does a change to them trigger the process:

- Rolling 12 Months Sales
- MTD-Net Change SF
- Count Field

- QTD-Net Change SF
- PY Empty Mos (Prior Year Empty Months)
- YTD-Empty Months
- YTD-Net Change SF
- YTD-Abs Chg SF

► **To review sales analysis information**

From the Sales Analysis Processing menu (G15222), choose Sales Analysis Revisions.

1. On Work With Sales Analysis, to locate the sales analysis information that you want to review, click Find. To limit the information displayed, complete any of the following fields in the header area, or use the QBE line and click Find:

- Summary Code
- Period
- Yr/Ctry
- Company
- Building
- Project
- Unit
- Floor
- Lease
- Tenant
- DBA
- Prod Code
- ULI
- Tnt Sls
- RM11
- RM12
- RM13
- RM14
- RM15

- RM21
 - RM22
 - RM23
 - RM24
 - RM25
2. Choose the summary code and click Select.
 3. On Sales Analysis Revisions, to change the information and trigger the recalculation process (if active), type the appropriate information and move the cursor out of the field.
 4. Click OK.

Processing Options for Tenant Sales Analysis Revisions (P15043)

Process Tab

1. Recalculate Amounts

1 = Recalculate related amounts

Blank = Do not recalculate

Use this processing option to determine which method of calculation to use.

Valid values are:

Blank Allow the amount fields to be changed without the automatic recalculation of related amount fields.

1 Automatically recalculate the related amount fields based on the changed amount fields.

Expense Participation

In the Real Estate Management industry, the process of billing tenants a pro rata share of operating expenses that are related to a property or building is known by many terms, such as expense participation (E.P.), common area maintenance (CAM), expense pass-through, rebills, escalations, triple net (NNN), and building operating costs (BOCs). These expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. The tenant's level of expense participation is detailed in the actual lease.

Within the Real Estate Management system, J.D. Edwards uses the term *expense participation*, which means that the system can calculate invoices for almost any form of expense sharing.

Expense Participation Computation Methods

The following table explains the computation methods that the system uses when calculating expense participation:

Computation Method	Explanation
A, M, S	Special codes used during expense participation generation to designate Already Billed, Manual Billing, and Suspended Billing records, respectively.
L	The group limit record, which does not have to be suspended. It is not processed through the E.P. Billing Register.
B	Uses the building's rentable area as the denominator (E.P. Code).
P	Uses the property's rentable area as the denominator (E.P. Code).
X	Determines the average occupied space for the building (gross-up factor) to use as the share denominator. To determine the average occupied space, the system: <ul style="list-style-type: none">• Adds the total rentable area for all units in the building• Calculates the number of days that each unit's lease overlaps the billing period• Multiplies that number of days by the rentable area• Divides the total by the number of days in the billing period.
Y	Determines the average occupied space for the property (gross-up factor) to be used as the share denominator. The system uses the same calculation as for computation method X, except that it uses the total rentable area for all buildings in the property to calculate the average occupied space.

N	<p>Compares the gross-up percentage with the percentage of occupied space for the building. If the gross-up percentage that you entered in E.P. Information Revisions is greater than the gross-up factor calculated by the system using computation method X, the system grosses up the calculation to reach the gross-up percentage that you entered.</p> <p>For example, if you entered .80 as the gross-up percentage, and the gross-up factor is .645465, the system uses the following calculation as the new gross-up factor:</p> $.80 / .645465 = 1.239418$ <p>If the gross-up percentage that you entered is less than the gross-up factor that is calculated by the system using computation method X, the system grosses up the calculation to reflect 100 percent occupancy. For example, if you entered .50 as the gross-up percentage, and the gross-up factor is .645465, the system uses the following calculation as the new gross-up factor:</p> $1 / .645465 = 1.549272$
U	Like computation method N. If the gross-up percentage that you entered is greater than the gross-up factor that is calculated by the system using computation method X, the system grosses up the calculation to reach the gross-up percentage that you entered. However, if the gross-up percentage that you entered is less than the gross-up factor that is calculated by the system using computation method X, the system enters 0 (zero) as the gross-up factor so that no gross-up factor is applied.
O	Like computation method N, except that the system compares the gross-up percentage with the percentage of occupied space for the property.
V	Like computation method U, except that the system compares the gross-up percentage with the percentage of occupied space for the property.

Expense Participation Calculations

The following table identifies and illustrates the steps and terms that are involved in the calculation for expense participation. A detailed explanation of this information follows the table:

Step	Explanation	Sample Calculation
1	Class Exposure	500,000.00 USD
1	Fee Rate (on total class exposure)	(x) .055
1	Administration Fee	27,500.00
2	Tenant Exclusion Value	(-) 36,000.00
2	Class Adj. Factor	(x) N/A
2	Gross Up Factor	(x) N/A
2	Transaction Exclusion	(-) N/A

2	Account Exclusion	(-) 12,000.00
2	Adj. Amount 1 (before admin fee)	(+) N/A
2	Fee Rate (on expense class exposure)	(x) N/A
2	Administration Fee	.00
2	Adj. Amount 2 (after admin fee)	(+) 15,750.10
2	Total Exposure	519,250.10
3	Limit – Max (on class)	375,000.00
3	Adj. Exposure	375,000.00
4	Compound Exclusion	(-) N/A
4	Net Exposure	375,000.00
5	Share Factor	(x) .019469
5	Gross Share	7,300.88
6	Limit – Min (on lease)	8,000.00
6	Subgroup Limit	N/A
6	Group Limit	N/A
6	Adj. Share	8,000.00
7	Occupancy Adj. (based on Occupancy Rule)	.838356
7	Net Share	6,706.85
8	Fee Rate (on tenant's net share)	N/A
8	Administration Fee	.00
8	Estimated Billings	(-) 1,825.00
8	Billable	4,881.85

Note

Unless otherwise stated, the setup information that is used in the following steps is supplied from the Tenant E.P. Class Master table (F15012B) and updated from the E.P Information program (P15012).

Expense Participation Calculation Steps

The following steps correspond to the table in Expense Participation Calculations:

Step 1

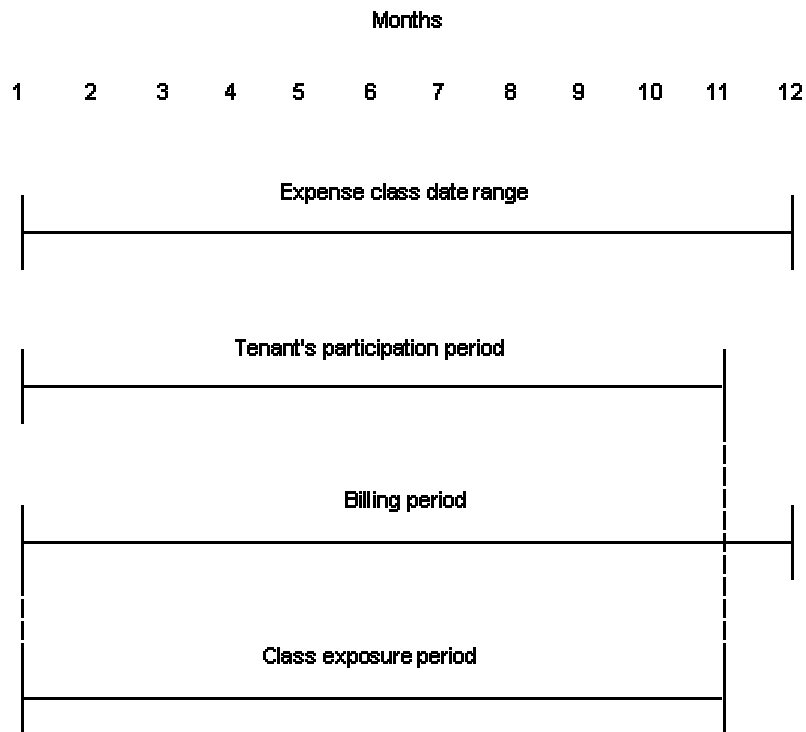
Identify the operating expenses by business unit (property or building number), account number, and time period, and then group these expenses into *expense classes* to make it easier to process and maintain them. Enter this information using the E.P. Class Information program (P1530). The system stores this information in the Expense Participation Class Master table (F1530).

The specific amount for an expense class is the *class exposure*. This amount is the total of all the transactions that are posted to the accounts which are specified in the expense class during the period for which the following three date ranges overlap:

- Expense class date range, which is controlled by the effective dates in the Expense Participation Class Master table (F1530).
- Tenant participation period, which is controlled by dates in the Tenant E.P. Class Master table. This table is updated by the information that you enter into the E.P. Information Revisions form.
- Billing period, which includes the period from the E.P. Calculation Generation program (R15110) and all previous periods not marked with an X for the billing control ID in the Billing Control Information program (P150111).

The following illustration shows the relationship between these date ranges and the time period for the class exposure. Assume the lease in this example begins on 1/01/2004 and ends on 11/30/2005. The E.P. generation is run for the billing period of 1/01/2005 through 12/31/2005:

Class Exposure: Date Ranges & Time Periods



In the sample calculation, the class exposure is 500,000 USD.

The administration fee is controlled by the Fee Rate and the Fee Basis fields in the Tenant E.P. Class Master table (F15012B). The fee basis designates whether the fee is applied to the tenant's net share, the expense class exposure, or the total class exposure. To calculate the fee, the system multiplies the designated amount by the fee rate. In the sample calculation, the total class exposure of 500,000 is multiplied by the fee rate of .055 for a result of 27,500.

Note

Only one (1) administration fee can be charged per E.P. class.

Step 2

Adjust or factor the class exposure if necessary. The resulting amount is the total exposure. This step includes the following sequence of variables:

- Adjustment factor, which is supplied from the Expense Participation Class Master table and updated from the E.P. Class Information program. In the sample calculation, no adjustment factor exists.

- Gross-up factor, which is controlled by the Percentage Gross-Up and Computation Method fields in the Tenant E.P. Class Master table (which is updated by the information that you enter into the E.P. Information Revisions form). In the sample calculation, no gross-up factor exists.
- Transaction exclusion, which is supplied from the Expense Participation Billing Register Work File table (F1538B) and updated from the E.P. Calculation Revisions program. Such an amount, which relates to one or more transactions that you want to exclude from the expenses, is manually entered during the E.P. process through the E.P. Calculation Revisions program (P15382). In the sample calculation, there is no transaction exclusion.
- Tenant exclusion value, which is supplied by the Exclusion Rule setup in the Tenant Exclusion Header (F150120) and the Tenant Exclusion Detail (F150121) tables. The system stores this exclusion rule or an override value in the Tenant E.P. Class Master table. In the sample calculation, the exclusion value of 36,000 is deducted from the total exposure.
- Account exclusion, which is supplied from the Tenant E.P. Class Master table and the Tenant Account Exclusions table (F1533B). You can enter amounts as dollar or percentage adjustments, at the class, lease, or account level. The system uses this amount to increase or decrease the exposure amount.

For example, the following chart shows the E.P. Adjustments. Remember that the adjustment amount is the amount to include. Also, percent and dollar adjustments are not calculated in the same way.

Adj Lvl	Adj Amount	Adj Calc	Business Unit	Obj Acct
A	100.00	5	15020	6430
A	75.00	6	15020	6440

The account exclusion would be calculated as follows:

Balance for E.P Class	1,400.00	(plus)
Dollar Adj. to account	100.00	(minus)
<u>Percent Adj. to account</u>	<u>75.00</u>	<u>(minus)</u>
Account Exclusion	1,425.00	

Because 100.00 was entered as a positive in the adjustment amount, the program assumes the amount should be added to the class exposure. On the generation, the account exclusion is always subtracted so the 100.00 is written as a -100.00 in order to add it. If you enter the 100.00 as a negative in the adjustment amount, the system subtracts the amount from the class.

Because 75 percent was entered as the percent adjustment to account, the program assumes that 75 percent is included and the balance will be deducted.

In the sample calculation, a dollar account level exclusion of 12,000 is made to further increase the exposure amount.

- Adjustment amount, which is supplied from the Expense Participation Class Adjustment table (F1531) and is updated from the E.P. Class Adjustments form. The Calculation Placement field controls whether that amount is applied before or after the administration fee. In the sample calculation, a 15,750.10 adjustment is added after the administration fee for a new exposure of 519,250.10.
- Administration fee, which is controlled by the Fee Rate and Fee Basis fields in the Tenant E.P. Class master table. The fee basis designates whether the fee is applied to the tenant's net share, the expense class exposure, or the total class exposure. In the sample calculation, no fee is added to the expense class exposure. The fee of 27,500 was added at the total class exposure in step 1.

Note

Only one (1) administration fee can be charged per E.P. class.

Step 3

Compare the total exposure to the *class limit*, which is either the upper limit or ceiling or lower limit for the class expenses, and select the appropriate amount. The result is the adjusted exposure from which the tenant's share is calculated. In the sample calculation, the total exposure of 519,250.10 is greater than the class limit of 375,000. Therefore, the adjusted exposure is 375,000.

Step 4

Reduce the *adjusted exposure* by the amount for a *base exclusion*.

This amount, which is commonly referred to as an expense stop, is the expense level at which the owner of the building stops absorbing all of the expense burden and the tenant starts to participate. It can also be escalated on an annually compounded basis according to the following formula:

$$\text{Base exclusion} \times \text{compound factor}^N$$

The compound factor is raised to the power of N, where N is the difference in years between the billing year and the base year (when the exclusion is not deducted until one year after the base year). Suppose, for example, the compound factor is 1.05, the base year is 2005, and the billing year is 2008. The factor is then 1.05 raised to the power of 3, which is equal to 1.16. After the exclusion is applied, the resulting amount is the net exposure. In the sample calculation, no compound exclusion is applied.

Step 5

Multiply the net exposure by the tenant's *share factor* to calculate the gross share for that tenant.

The share factor is a decimal fraction that is a result of dividing a numerator, which is usually the tenant's square footage, by a denominator, which is usually the gross, rentable, or rented square footage for the building or property. Or it can be based on a Share Factor Denominator. The Share Factor Denominator is setup in the Share Factor Denominator Header (F150122) and the Share Factor Detail (F150123) tables, and is entered in the Tenant E.P. Class Master table (15012B).

This information is controlled by the E.P. Code and Computation Method fields in the Tenant E.P. Class Master table. With the Percent Override field, the share factor can also be user defined. In the sample calculation, the 375,000 net exposure is multiplied by a .019469 factor for a gross share of 7,300.88.

Note

When a calculation within the expense participation process involves division as a mathematical function and the numerator or denominator is zero, the result is zero. The system stops the E.P. calculation when this occurs, and the billable amount is zero.

Step 6

Compare the gross share to the following three limits:

- Share – either minimum or maximum
- Subgroup
- Group

Select the amount to become the *adjusted share*.

If the total of the related classes with a group or subgroup exceeds the common limit, the limit amount is prorated to determine the adjusted share for each class. The prorating is based on the gross share for each class. In the sample calculation, the share limit for the lease is 8,000 and is a minimum limit. Therefore, the adjusted share is 8,000.

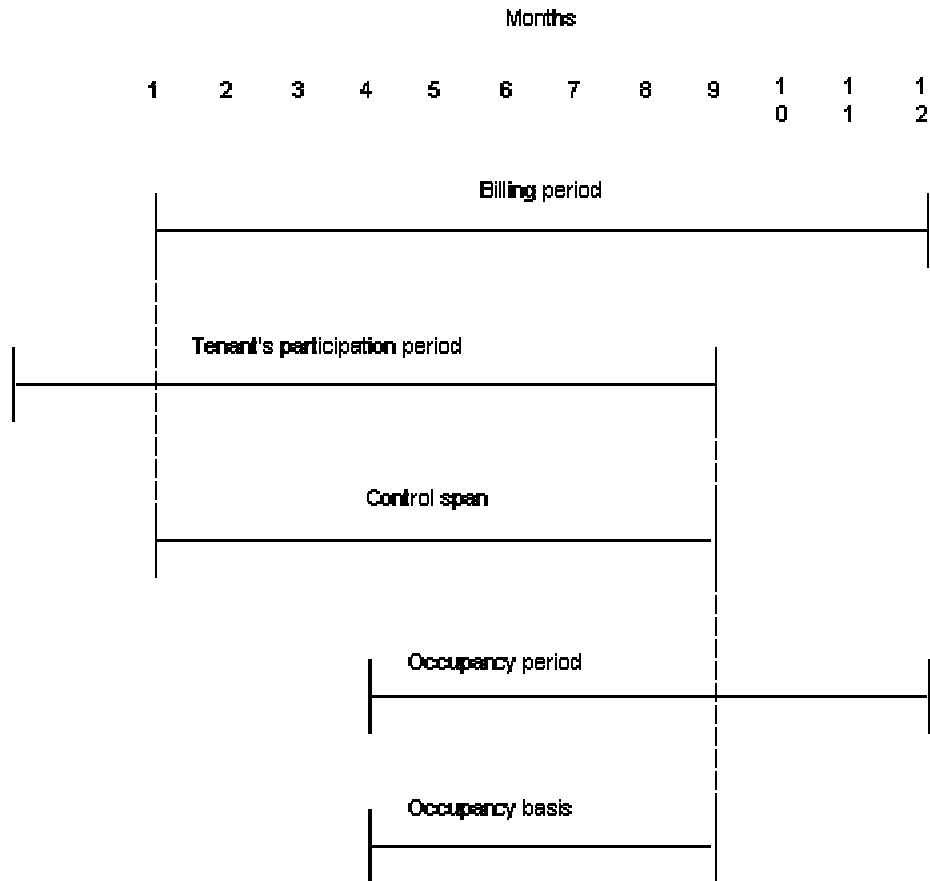
Step 7

Multiply the adjusted share by the occupancy adjustment factor of the tenant to calculate the net share. The occupancy factor is usually for a partial year in which the tenant has moved in or out, and is based on the following five date ranges:

- Billing period, which includes the period from the E.P. Calculation Generation program and all previous periods not marked with an X for the billing control ID in the Billing Control Information program (P150111).
- Tenant participation period, which is controlled by the effective dates in the Tenant E.P. Class Master table.
- Control span, which is the overlap of the billing period and the tenant expense participation period.
- Occupancy period, which is controlled by the occupancy dates in the Tenant E.P. Class Master table.
- Occupancy basis, which is the overlap of the control span and the occupancy period.

The following illustration shows the relationship between the five date ranges. Assume the lease in this example begins 10/01/2004 and ends on 09/30/05, but occupancy is through 12/31/2005:

Five Date Ranges



The occupancy factor is a decimal fraction that is the result of dividing the occupancy basis by the control span. This calculation is also controlled by the occupancy rule (partial, half month, and daily). In the sample calculation, the 8,000 adjusted share is multiplied by a .838356 occupancy adjustment factor for a net share of 6,706.85.

Step 8

The final step in the E.P. calculation can include the following tasks:

1. Increase the net share by an administration fee.

The Fee Rate and Fee Basis field in the Tenant E.P. Class Master table (F15012B) control this fee. The fee basis designates whether the fee is applied to the tenant's net share, the expense class exposure, or the total class exposure. To calculate the fee, the system multiplies the designated amount by the fee rate. When applied to the net share, the fee appears as a separate pay item on the invoice.

Note

In the sample calculation, the administration fee is applied to the total class amount in Step 1. Therefore, in this case, the fee in Step 8 is not applicable since only one (1) administration fee can be charged per E.P. class.

-
2. Reduce it by the estimated billings.

These billings are selected from the A/R Ledger table (F03B11) or the A/P Ledger table (F0411), and are identified by the related billing/receipt code that is specified in the E.P. Information setup, lease (document number), building (business unit), and unit in the Tenant E.P. Class Master table. The E.P. billing method and the processing options for the generation program also control whether estimated billings are included in the calculation.

The result is the tenant's billable amount for a specific E.P. class. In the sample calculation, the estimated billings of 1,825 are subtracted from the net share for a billable amount of 4,881.85.

Setting Up E.P. Classes

To process and maintain operating expenses shared by tenants more easily, you identify the expenses by property or building, account number, and time period, and then group these expenses into expense classes. For example, you can set up expense classes such as CAMs, utilities, taxes, advertising, and administration, and so forth.

► To set up expense participation classes

From the Expense Participation menu (G1523), choose E.P. Class Information.

1. On Work with E.P. Class Information, click Add.
2. Complete the following fields and click OK:
 - E.P. Class
 - Adjustment Factor
 - Building
You can use * as a wildcard character in the Building field.
 - From Object
 - From Subsid
 - To Object
 - To Subsid

You cannot use * as a wildcard character in the From Object, From Subsid, To Object, and To Subsid fields. You can, however, leave a field blank.

- Begin Date

- End Date

Printing the E.P. Class Listing Report

From the Expense Participation menu (G1523), choose E.P. Class Listing.

As an alternative to reviewing the E.P. classes that are set up online, you can run the E.P. Class Listing Report (R1530P). You use this report to review a list of the G/L accounts included in an expense participation class. You can review the information that you set up for an E.P. class and specify whether the report includes adjustments to the class and expense amounts for each account. The report is based on the Expense Participation Class Master table (F1530) and can also include information from the following tables:

- Account Balances (F0902)
- Account Ledger (F0911)
- Expense Participation Class Adjustment (F1531)

Processing Options for E.P. Class Master Listing (R1530P)

Select Tab

1. Print Transaction Totals

Blank = List accounts without totals

1 = Print transaction totals

Use this processing option to include transaction totals for each account listed. The system prints amounts only if the transaction date is between the beginning and ending dates for the accounts specified in the E.P. Class Master table (F1530). Valid values are:

Blank List the accounts included in each class without corresponding total amounts.

1 Print transaction totals for each account listed.

2. Begin Date for Transaction Amounts

Blank = System date

Use this processing option to enter the date to begin accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

3. End Date for Transaction Amounts

Blank = System date

Use this processing option to enter the date to stop accumulating transaction amounts. You can include more than one year within the specified date range.

If this option is left blank, the system date will be used.

Process Tab

1. Extract Account Balances

Blank = Account Balances (F0902)

1 = Account Ledger (F0911)

Use this processing option to determine whether the system should extract the account balances from the Detailed Transaction table (F0911) or from the Account Balances table (F0902). Valid values are:

Blank Extract account balances from the Account Balances table (F0902).

Selecting balances from this table pulls an amount for each month in the range selected in the begin and end date processing options.

1 Extract account balances from the Detailed Transaction table (F0911). Selecting balances from this table pulls accounts for the range selected in the begin and end date processing options by the G/L date.

2. Override for Account Transactions

Use this processing option to enter an override ledger type for extracting the expense account transactions. This option is helpful if you have posted transactions to a ledger type other than actual amounts (AA). The report prints transactions only from the ledger type that you enter here. Otherwise, no actual amount transactions print.

3. Offset Ledger Type

Blank = No offsets extracted

Use this processing option to enter a ledger type for extracting offset amounts. You can enter an offset ledger type for extracting the expense account transactions. This option is helpful if you have posted adjusting transactions to a ledger type other than actual amount (AA). The amounts for the ledger type entered will be added to the AA amounts with the same G/L account. If this option is left blank, the system will not extract offset amounts.

4. Account Range Inclusion

Blank = Combine Object and Subsidiary Accounts

1 = Separate Object and Subsidiary Accounts

Use this processing option to specify which accounts to include in the expense class. Valid values are:

Blank

Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts between these values are included (account 5555.040 would be included).

1

Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts as well as subsidiary accounts between the From and To subsidiary. For example, if the From values equal 5000.010 and the To values equal 59999.020, all accounts with object accounts between 5000 and 59999 as well as subsidiary accounts between 010 and 020 are included (account 5555.040 would not be included).

Options Tab

1. Global Business Unit Substitution

Use this processing option to enter the business unit to substitute for global business units when deriving accounts. The E.P. Class must have a wildcard entered in the Business Unit field for this program to recognize this business unit substitution.

Note: A field wildcard entered in the Business Unit field during the set up of the E.P. Classes (P1530) will cause the Expense Participation Generation program (R15110) to substitute a tenant's building as the business unit for deriving expense accounts.

2. Class Adjustment Totals

1 = Print totals for each class

Use this processing option to specify whether to include class adjustment totals for each class. Valid values are:

Blank Do not include class adjustment totals.

1 Print class adjustment totals for each class. These adjustments can be the result of identifying an adjustment factor for a class or setting up a specific adjustment amount to apply to an expense.

Setting Up Tenant Exclusion Rules

Tenant exclusion rules allow you to exclude certain tenant contributions from the total class exposure. These exclusions can be based on an expense participation (EP) unit type or an area value, or both. When you set up an exclusion rule, you can also specify up to ten bill codes. The Expense Participation Calculation Generation program (R15110) calculates the contributions for the input types that have an area value that is greater than the area value specified, for any of the bill codes specified. The EP class exposure is reduced by this amount.

When you use tenant exclusions, the system uses the information in the Gross Lease Occupied Area Table (F15141) to determine which units match the criteria. It then deducts the contribution amounts from the EP class exposure. The exclusion method (or area method) determines which value to retrieve from the Gross Lease Occupied Area Table when it calculates the exclusion amount.

You add the tenant exclusion rule to the Expense Participation Information program (P15012) for each lease. You can set up the tenant exclusion rule to apply only to specific lines. You can also add an exclusion override to EP information, which allows you to override the calculated exclusion amount for each applicable line.

► To set up tenant exclusion rules

From the Expense Participation menu (G1523), choose Tenant Exclusion Revisions.

1. On Work with Tenant Exclusions, click Add.
2. On Tenant Exclusion Revisions, complete the following fields:
 - Tenant Exclusion Rule
 - Description

- Area Method
 - Area Type
3. Complete the following optional fields in the detail area and click OK:
- EP Unit Type
 - Tenant Exclusion Area Value
 - Bill Code 1
- You can use bill codes 1 through 10.

► **To add tenant exclusion rules to EP information**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, locate a lease and click Select.
2. On E.P. Information Revisions, complete the following fields:
 - Tenant Exclusion Rule
 - Exclusion Override
 - Share Factor Denominator

Note

You can use these fields only in conjunction with computation methods B and P (building square footage and property square footage, respectively). See *Expense Participation Computation Methods* in the *Real Estate Management Guide* for more information.

3. Click OK.

Printing the Tenant Exclusion Listing

From the Expense Participation menu (G1523), choose Tenant Exclusion Listing.

As an alternative to reviewing tenant exclusion information online, you can print the Tenant Exclusion Listing (R156120). This report prints information such as the tenant exclusion rule, area method, and area type.

This report does not have associated processing options.

Working with the Share Factor Denominator

The share factor denominator allows you to exclude certain units from the denominator portion of the expense participation (EP) calculation. You base these exclusions on an EP unit type or an area value, or both. The Expense Participation Calculation Generation program (R15110) calculates the denominator by totaling all of the units for the building or property, based on the computation method that is used in the E.P. Class Information program (P1530), excluding all units that are equal to the EP unit type and that have an area value greater than the corresponding area value.

After creating a share factor denominator, you then add it to the EP information for all applicable leases and tenant exclusions. This value can be different for each line of EP information.

When you revise the denominator, you can also set up a cap value. The cap value is a percentage of the gross leaseable area (GLA) for the building or property. The system compares the calculated denominator to the cap value and uses the greater of the two values as the denominator for the EP calculation.

As you revise the share factor denominator, the system uses information in the Gross Lease Occupied Area Table (F15141) to determine which unit area values match the criteria to be excluded from the denominator.

► To create a share factor denominator

From the Expense Participation menu (G1523), choose Share Factor Denominator Revisions.

1. On Work with Share Factor Denominator, click Add.
2. On Share Factor Denominator Revisions, complete the following fields:
 - Share Factor Denominator
 - Share Factor Description
 - Area Method
 - Area Type
3. Complete the following optional field:
 - Cap Value
4. In the detail area, complete the following fields:
 - EP Unit Type
 - Share Factor Area Value
5. Click OK.

► **To add the share factor denominator to leases and tenant exclusions**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, locate the lease and click Select.
2. On E.P. Information Revisions, complete the following field:
 - Share Factor Denominator
3. Click OK.

Printing the Share Factor Denominator Listing

From the Expense Participation menu (G1523), choose Share Factor Denominator Listing.

As an alternative to reviewing share factor denominator information online, you can print the Share Factor Denominator Listing report (R156122). The report prints the denominator, area method, area type, cap value, E.P. unit type, and share factor area value.

This report does not have associated processing options.

Setting Up Expense Participation Information

You set up expense participation information for each tenant by using the E.P. Information program (P15012).

Some tenants might not participate in expenses. For example, an anchor store in a shopping mall might be exempt because it draws in traffic that increases sales for all mall tenants. Some tenants pay a lesser share of expenses than others because of their locations.

After you set up expense participation information, you can enter adjustment levels. You can set up class, lease, or account level adjustments to be applied as either monetary amounts or as percentages.

Related Tasks for Entering Expense Participation Information

Assigning expense participation information to a new version of the lease	If you need to assign expense participation information to a new version of the lease, on the E.P. Information Revisions form, choose the lease, and then choose Versions from the Row menu. The system suspends the original version of the lease and copies all of the information to a new lease.
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► **To set up expense participation information**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, click Find to display all leases, or complete any of the following fields and options to limit your search, and then click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project
 - Lease Type/Status
 - Display All Versions
2. Choose the lease and click Select.
3. On E.P. Information Revisions, click the Expense Participation tab and complete the following field:
 - Comment
4. Turn on the following options, as necessary.
 - Bill Manually
 - Show Default Version Only
5. Complete the following fields in the detail area and click OK:
 - E.P. Grp
 - Sub Grp
 - E.P. Cls
 - Act B/R
 - Est B/R
 - Adm B/R
 - % Fee
 - F B

- Tenant Sq Ft
- E.P. Code
- C M
- Group Limit
- Percent Override
- B F
- M R
- Begin Date
- End Date
- Base Exclusion
- Base St Yr
- Compound Factor
- Building
- Unit
- U G
- Alternate Payee
- Gross Up
- Tenant Exclusion Rule
- Exclusion Override
- Share Factor Denominator
- Occup From
- Occup To
- Billing Group
- O R
- Remark
- Pay Terms

- S I
- Susp Code
- Susp Date
- Tax Rate/Area
- Tax Expl Code
- Deal No
- Item Grp
- Billing ID
- Lease Version
- V S
- Base Billing ID

► **To set up adjustment levels**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, to locate the tenant for whom you want to enter adjustment levels, click Find.
2. Choose the record and click Select.
3. On E.P. Information Revisions, choose the E.P. group record and from the Row menu, choose EP Adjustments.
4. On Expense Participation Adjustments, complete the following fields and click OK:
 - Adj Lvl
 - Adjustment Amount
 - Min/ Max
 - Adj Calc
 - Adjustment Base
 - Adj StYr
 - Business Unit
 - Obj Acct
 - Sub

- Account Description

On E.P. Information Revisions, the system places an informational icon on the far left to indicate that an adjustment level has been set up for the row.

Processing Options for Expense Participation Information (P15012)

Display Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management Constants.

0 Display tax fields

1 Do not display tax fields.

If this option is set to 1, it overrides the Tax Suppress field in the Property Management System Constants.

Edits Tab

1. Edit Dates Against Lease Master

Blank = Bypass editing

1 = Edit dates

Use this processing option to specify whether the system validates expense participation entries against the beginning and ending dates in the Lease Master.

Valid values are:

Blank Do not validate expense participation entries.

1 Validate expense participation entries.

If you set this processing option to 1, the system will allow you to enter only expense participation entries with dates that occur within the beginning and ending dates of the lease. If this processing option is left blank, the system will accept all entries.

Defaults Tab

1. Search Default For Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to specify the default search value of the lease version on the Work with E.P. Information form.

*LAST Displays the version of the lease with the latest lease version effective date.

*CURRENT Displays the version of the lease that is effective as of the system date.

Currency Tab

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to override the transaction currency code that defaults from the lease. If the system allows an override, you can change the transaction currency when a line is entered or before a line is billed. This value locks after the line is billed. If the system does not allow an override, the transaction currency code value displays, but it is disabled for changes. Valid values are:

Blank

The system allows overrides of the transaction currency.

1

Use the transaction currency code that defaults from the lease.

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether to override the exchange rate that either defaults from the lease or opens from the Exchange Rate table (F0015) at billing generation. If the system allows an override, the exchange rate can change at any time. If the system does not allow an override and an exchange rate value has been entered for the lease, that value displays, but the exchange rate value on the form is disabled for changes. Valid values are:

Blank

The system allows overrides for the exchange rate.

1

Use the exchange rate that defaults from the lease or leave blank to open at billing generation.

Printing the E.P. Information Listing

From the Expense Participation menu (G1523), choose E.P. Information Listing.

As an alternative to reviewing expense participation information online, you can print the E.P. Information Listing. You use this report to review the billing setup for leases that use expense participation. If you run and review this report before you generate invoices, you can save time and billing errors. The report is based on the Tenant E.P. Class Master table (F15012B) and also includes information from the Tenant Account Exclusions table (F1533B).

Processing Options for Expense Participation Information Listing (R154013)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Generating Expense Participation Calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Generation.

You generate calculations for E.P. billings so that you can review and revise them online before generating the actual billing. The system retrieves information from the Tenant E.P. Class Master table (F15012B) and updates the E.P. Billing Register table (F1538B) with the calculations it performs.

Note

If the total of the class exposure is a negative amount, the program stops further calculations and does not generate a billing for that record.

The generation type processing option determines whether the system generates calculations for actual billings (type 2) or estimated billings (type 6).

If you are working with tenant exclusions, you should run the E.P. Calculation Generation program (R15110) for leases with the specified EP unit types, area values, or both, to deduct those amounts from subsequent generations of leases that have specific tenant exclusions set up.

Data Selection Considerations

The billing period that you specify in the data selection must be the same as the billing period that you specify in the processing option for Billing Period Number. The Billing Period Data field must contain an X to match the code for the billing frequency.

Processing Options for Expense Participation Calculation Generation (R15110)

Process Tab

1. Billing Period Number

Use this processing option to enter the billing period number for which the system generates invoices.

2. Fiscal Year

Use this processing option to enter the fiscal year you wish to process. This is the fiscal year of the billing period number entered in the previous processing option.

For example, if you are generating expense participation for a lease on a regular calendar year (January through December) and you want to generate expenses for June 2002, you would enter '06' as the period number and '02' as the fiscal year. If you are generating expense participation for a lease on an irregular fiscal pattern (for example, July through June), and you want to generate expenses for June 2002, you would enter '12' as the period number and '01' as the fiscal year. (Fiscal Year 2001 encompasses July 1, 2001, through June 30, 2002, in this example. The ending date of the first period determines the fiscal year).

WARNING: Do not process leases with different fiscal patterns within one generation. Set up different versions by company, building/property or lease for each different fiscal pattern.

3. Generation Type

Use this processing option to select the Generation Tupe for the calculated records. Valid values are:

2 E.P. Billings. A value of 2 will create a batch of billing records with a generation type of 2. The system will then recognize these billings being generated as E.P. Billing records.

6 Estimated E.P./Recurring Billings. A value of 6 will create a batch of billing records with a generation type of 6. The system will then recognize these billings being generated as Estimated E.P./Recurring Billing records.

Select Tab

1. Area Log Class

Use this processing option to limit retrieval of building or property square footage to a single log class. Use this option to select the proper square footage amount if you have multiple building or property log lines set up with the same Expense Participation Code (EPCD). The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

2. Area Amenity ID

Use this processing option to limit retrieval of building or property square footage to a single combination of log class and amenity ID. Use this option to select the proper square footage amount if you have multiple building or property log lines set up with the same Expense Participation Code (EPCD) and the same log class. The system uses this square footage amount in the share factor calculation when using the building or property as the denominator.

3. Prorate Base Exclusion Amount

Blank = Do not prorate

1 = Prorate using occupancy factor

Use this processing option to instruct the system to prorate the base exclusion amount using the occupancy factor. Valid values are:

Blank Do not prorate.

1 Prorate the base exclusion amount using the occupancy factor.

4. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to define whether invoices (receivables) or vouchers (payables) will be processed in the generation. Valid values are:

Blank Process leases with a blank Lessee flag. This will create receivable invoices.

1 or Y Process leases with a non-blank Lessee flag. This will create payable vouchers.

Note: The Lessee flag is located on the Lease Master screen (P1501) and only one type of lease can be processed per single generation.

Expenses Tab

1. Override Ledger Type

Use this processing option to enter an override ledger type for extracting account transactions. The system uses this ledger type to identify the account transactions used to accumulate expenses. The cash/accrual marker in the E.P.

Class Information program (P1530) determines the default ledger type. AA is the accrual ledger type (a blank cash/accrual flag) and AZ is the cash ledger type (an A cash/accrual flag). This option allows you to specify a different ledger type to extract budgeted expenses for estimated expense participation.

2. Extract Account Transactions

1 = Extract Account Balances (F0902)

2 = Extract Detailed Transactions (F0911)

Use this processing option to determine whether the account transactions should be extracted from the Account Balances table (F0902) or from the Detailed Account Ledger table (F0911). Valid values are:

1 Use the Account Balances table (F0911) to extract expense amounts (default).

2 Use the detailed Account Ledger table (F0911) to extract expense amounts.

3. Adjustment Ledger Type

Use this processing option to enter the ledger type for extracting expense adjustments. If you leave this field blank, the system does not extract expense adjustments.

4. Account Range Inclusion

Blank = Combine Object and Subsidiary Accounts

1 = Separate Object and Subsidiary Accounts

Use this processing option to specify which accounts to include in the expense class. Valid values are:

Blank

Combine object and subsidiary accounts. Includes all accounts greater than or equal to the From object account and subsidiary, and less than or equal to the To account and subsidiary. For example, if the From values equal 5000.010, and the To values equal

59999.020, all accounts between these values are included (account 5555.040 is included).

1

Use separate comparison for object and subsidiary accounts. Includes all accounts with object accounts between the From and To object accounts as well as subsidiary accounts between the From and To subsidiary accounts. For example, if the From values equal 5000.010, and the To values equal 59999.020, all accounts with objects between 5000 and 59999 as well as subsidiary accounts between 010 and 020 are included (account 5555.040 is not included).

Billings Tab

1. Amount to Reconcile

Blank = Estimated billings

1 = Estimated less adjustments

2 = Payments to estimated billings

Use this processing choose an amount to reconcile with current billings. Valid values are:

Blank Reconcile estimated billings. The amount retrieved is the total of all amounts billed.

1 Reconcile estimated billings less adjustments. The amount retrieved is the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, as adjustments that reduce the amount of the invoice are already recorded as negative amounts.

2 Reconcile payments to estimated billings. The amount retrieved is the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and the amount still open. The system also includes open amounts from unapplied cash invoices as payments.

2. A/R or A/P Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing to choose a date for retrieving Accounts Receivable or Accounts Payable information. You can use this option to specify a date other than the invoice date for retrieving account information. The system includes open amounts from unapplied cash invoices as payments. Valid values are:

Blank Invoice Date

1 Due Date

2 Service/Tax Date

3 G/L Date

3. Override Begin Date

Use this processing to override the begin date to locate Accounts Receivable or Accounts Payable information. This processing option is only valid if versioning is not active.

4. Override End Date

Use this processing to override the end date to locate Accounts Receivable or Accounts Payable information. This processing option is only valid if versioning is not active.

Print Tab

1. Summary or Detail Report

Blank = Summary report

1 = Detail report

Use this processing option to specify whether the system generates a detailed or summary report. Valid values are:

Blank

Print a detail report (R1538).

1

Print a summary report (R1538S).

Note: The system runs only one report through the EP Billing Generation program (R15101). If you need to run both detailed and summary reports, you must run the additional report from the Expense Participation menu (G1523).

Versions Tab

1. EP Extraction Register (R1532)

Blank = XJDE0001

Use this processing option to define the version of the EP Extraction Register report (R1532) to print when generating the expense participation billings.

If you leave this processing option blank, the system uses the default version XJDE0001.

2. EP Billing Register (R1538S/R1538)

Blank = XJDE0001

Use this processing option to define the version of the EP Billing Register report (R1538/R1538S) to print when generating the expense participation billings.

If you leave this processing option blank, the system uses the default version XJDE0001.

3. Class Adjustment Listing (R1535)

Blank = No report

Use this processing option to define the version of the Class Adjustment Listing report (R1535) to print when generating the expense participation billings.

If you leave this option blank, the system does not execute the Class Adjustment Listing report.

Printing the E.P. Calculation Register - Detail Report

From the Expense Participation menu (G1523), choose E.P. Calculation Register - Detail.

You use this report to review a list of the calculation details for a batch of expense participation billings before generating the billing. You can also use it as a reference to locate information more quickly on the E.P. Calculation Revisions form. The report is based on the EP Billing Register table (F1538B) and includes both calculated amounts and their related limits for comparison.

J.D. Edwards recommends that you print this report after you make the final changes from the E.P. Calculation Revisions form because it is the only record of the calculations for expense participation.

Processing Options for EP Billing Register (R1538)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

Printing the E.P. Calculation Register - Summary Report

From the Expense Participation menu (G1523), choose E.P. Calculation Register - Summary.

You use this report to review a summary of the expense participation calculation before generating the billing. It is similar to the E.P. Calculation Register - Detail report, except that it summarizes the information and presents the billable amount, class totals, and grand totals.

Processing Options for EP Billing Register - Summary (R1538S)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

Printing the E.P. Extraction Register Report

From the Expense Participation menu (G1523), choose E.P. Extraction Register.

You use this report to review the G/L transactions that qualify as expense amounts for each E.P. class in a specific billing generation. It is based on the Expense Participation Audit table (F1532B).

Processing Options for E.P. Extraction Register (R1532)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number for the E.P. Extraction Register report (R1532).

Printing the E.P. Class Adjustment Listing

From the Expense Participation menu (G1523), choose E.P. Class Adjustment Listing.

You use this report to review the adjustment amounts that are applied to the expense participation classes in a specific billing generation. It is based on the Expense Participation Audit table (F1532B) and includes information from the Expense Participation Class Adjustment table (F1531). A processing option for the E.P. Calculation Generation program controls whether the system prints the E.P. Class Adjustment Listing when you generate the calculations.

Processing Options for E.P. Class Adjustment Listing (R1535)

Select Tab

1. Batch Number to Process

Use this processing option to enter the batch number when running the Class Adjustments Listing report (R1535).

Deleting Unposted Expense Participation Batches

From the Expense Participation menu (G1523), choose E.P. Batch Delete.

If necessary, you can delete unposted E.P. batches. You cannot delete other types of unposted batches with this program. The system updates the information in the OW Billings Generation Control Master table (F15011B) and deletes information from the following tables:

- Batch Control Records (F0011)
- Tenant/Lease Billings Detail Master (F1511B)
- Billings Detail Batch Summary (F1511B1)
- EP Billing Register Work File (F1538B)
- Estimated E.P. Recurring Billing Work File (F1502WB)

Processing Options for E.P. Batch Delete (R158061)

Process Tab

1. Batch Number

Use this processing option to specify the batch number for the records that you want to delete.

2. Edit or Update

Blank = Edit mode

'1' = Delete records

Use this processing option to specify whether to update the files or run the batch delete in edit mode only. Valid values are:

Blank

Do not perform an update against the files. This value runs the batch delete program in an edit mode.

1

Perform an update against the files. The records that the system identifies with the specified batch number are deleted from the files outlined in the processing option selections for this program.

Revising Expense Participation Calculations

You use the E.P. Calculation Revisions program (P15382) to review and revise the calculations that are generated by the E.P. Calculation Generation program (R15110) before generating the E.P. billings.

Note

This task is optional. If you choose not to revise calculations, you can continue to generate E.P. billings.

► To revise expense participation calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Revisions.

1. On Work With EP Calculation Batches, to locate the batch for which you want to revise calculations, click Find. To limit the search, complete the following fields, option, or use the QBE line and click Find:

- Batch Number
- Lease
- Tenant
- Building
- Display History Records

If the lock icon displays in the far left column it indicates the batch is locked and you are unable to make changes. This icon appears when the EP Billing has been generated on the batch and it has been completely posted through the post program.

2. Choose the record and click Select.

Note

If billing has already been generated for the selected record, you get a warning. If you make changes to the record, the changes are not reflected for this billing. You have to delete the entire expense participation calculation batch and generate it again. If only one record within the batch is incorrect, you need to delete it from E.P. Calculation Revisions. In addition, you use the E.P. Journal Review program to delete the invoice that was created for the incorrect record (using the E.P. Billing Generation program).

On EP Calculation Revisions, the system enters the lease number and version number, E.P. class, billing control ID, and the batch number into the header.

3. Click the Page 1 tab, and revise any of the following fields:

- Building
- Tenant
- Unit
- Alt Payee
- G/L Offset
- Sep Invoice
- Generation Type
- Manual Rev
- Tax Rate
- Tax Expl Code

- Class Exp
- From (MM/YYYY)
- To Ending Date
- Admin Fee
- Fee Rate
- Exclusion Rule
- Excl. Value
- Adj Factor
- Gross Up Fct
- Trans Excl
- Acct Excl/Adj
- Adj Amount (1)
- Admin Fee
- Fee Rate
- Adj Amount (2)
- Max Limit (C)
- Adj Amt
- Calc
- Base
- Yr
- Min Limit (C)
- Adj Amt
- Calc
- Base
- Yr
- Adj Exp

4. Click the Page 2 tab and revise any of the following fields:

- Cmpd Excl
- Base
- Cmpnd
- Yr
- Net Exposure
- Share Factor
- Numr
- Denom
- Comp
- E.P. Code
- Share Factor Denominator
- Cap %
- Cap Amount
- Gross Share
- Max Limit (L)
- Adj Amt
- Calc
- Base
- Yr
- Min Limit (L)
- Adj Amt
- Calc
- Base
- Yr
- Subgroup Limit
- Subgroup

- Subgroup Adjustment
 - Group Limit
 - Group
 - Group Adjustment
 - Occup Adj
 - From
 - To
 - Occup Rule
 - Net Share
 - Admin Fee
 - Fee Rate
 - Admin B/R Code
 - Total Billable
-

Note

You can force the system to recalculate the E.P. amount using your changes at any time. From the Form menu, choose Recalculate. The total billable amount is not affected when you change the following fields:

- Exclusion Rule
 - Share Factor Denominator
 - Cap %
 - Occup Rule
 - Comp (Dates Computation Method)
 - E.P. Code.
-

5. Click OK.

Processing Options for EP Calculation Revisions (P15382)

Process Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management Constants.

0 Display tax fields

1 Do not display tax fields. If this option is set to 1, it overrides the Tax Suppress field in the Property Management System Constants.

Versions Tab

1. EP Information (P15012) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Expense Participation Information program (P15012) when you select the Expense Participation form exit.

If you leave this processing option blank, the system uses version ZJDE0001.

Generating Expense Participation Billings

From the Expense Participation menu (G1523), choose E.P. Billing Generation.

When you run the E.P. Billing Generation program (R15101), the system creates a batch of E.P. billings from a batch of calculations created through the E.P. Calculation Generation program (R15110).

When you run E.P. Billing Generation, the system does the following:

- Creates a batch header record in the Batches table (F0011)
- Assigns the batch a batch type of 1
- Assigns the batch a batch status of error
- Creates records in the Tenant/Lease Billings Detail Master table (F1511B)
- Assigns 1 as the generation type

After you generate recurring billings, you must run the Billing Edit/Register program (R15300), and then run the appropriate post program. You can set a processing option to direct the system to automatically run this program after the expense participation billings have been generated.

Processing Options for E.P. Billing Generation (R15101)

Process Tab

1. Batch Number to Process

Use this processing option to specify which batch number the system will use to process the Expense Participation Billings Work File Generation.

2. G/L Date

Use this processing option to specify the date the system uses as the G/L date when posting transactions to the Accounts Receivable, Accounts Payable and General Ledger tables.

3. Inflation Rate For Recurring Billings

Use this processing option to specify the inflation rate which the system will apply to recurring billing amounts. Enter the percentage as a decimal, for example 5% is entered as 0.05.

The inflation rate you enter will be applied to the recurring billing records.

This processing option is recognized by the E.P. Generation process if a version number was entered for the Estimated E.P. Recurring Billing Edit/Update Report (R15113).

Versions Tab

1. Billing/Edit Register (R15300) Version

Blank = Omit report

Use this processing option to specify the version of the Billing/Edit Register (R15300) that the system will print when generating the expense participation billings.

If you leave this processing option blank, no report will print.

2. Estimated EP Edit Report (R15113)

Blank = Omit report

Use this processing option to define the version of the Estimated EP Edit/Update report (R15113) that the system will print when generating the expense participation billings. This report will run in edit mode only.

If you leave this processing option blank, no report will print.

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:
 - Batch Number
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.
 - If the batch was generated for vouchers, the system displays the Voucher Batch Review form.
3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.

The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review. Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program(R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.
- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B

Tenant A/R Invoices

/

Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank
Invoice Date

1
Due Date

2
Service/Tax Date

3
G/L Date

4
Do not require matching date.

4. Match Criteria

Blank = Building and unit match
1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank
Match credit by building and unit.

1
Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize
1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Before You Begin

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab in the Lease Information program (P1501), is set to Y. This field controls whether the system prints invoices for the tenant.

Note

If the Print (I/S/N) field is set to Y and the invoice does not print, review the value of the Inv Prt Cd field on the billing. If this field is set to N, it overrides the value from the lease.

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on

the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Generating Estimated Expense Participation Billings

From the Expense Participation menu (G1523), choose Estimated E.P. Generation.

After you generate expense participation calculations (for either generation type 2 or type 6) and make any necessary revisions (using the E.P. Calculation Revision program), you generate estimated E.P. billings by running the Estimated E.P. Generation program (R15102).

Processing options allow you to specify the batch number for the associated calculations, as well as to enter the rate of inflation. Additionally, you can specify a version number so that the system automatically runs the Estimated E.P. Edit/Update program (R15113) to generate the recurring billing record (stored in the Recurring Billings Master table—F1502B). If you do not specify a version, you must run the Estimated E.P. Edit/Update program separately.

Note

You generate estimated E.P. billings using Estimated E.P. Generation; or you generate estimated E.P. billings per square foot using Estimated E.P. PSF Generation, but not both.

Processing Options for Estimated EP Work File Generation (R15102)

Process Tab

1. Batch Number to Process

Use this processing option to enter the batch number to process for the Estimated Expense Participation Billings Work File Generation.

2. Inflation Rate

Use this processing option to enter an inflation rate that the system applies to recurring billing amounts. Valid values are:

% Percent applied to the recurring billing records. Enter values as follows: for example, enter '.05' for 5%.

When a version number is entered for the Estimated E.P. Recurring Billing Edit/Update report (R15113), the expense participation process recognizes this processing option.

Versions Tab

1. Estimated EP Edit Report (R15113)

Blank = Omit Report

Use this processing option to define the version of the Estimated EP Edit/Update report (R15113) to print when the system generates expense participation billings. This report runs in edit mode only.

If you leave this processing option blank, no report will print.

Updating Estimated Expense Participation Billings

From the Expense Participation menu (G1523), choose Estimated E.P. Edit/Update.

When you run the Estimated E.P. Edit/Update program (R15113), the system retrieves information from the Estimated E.P. Recurring Billing Work File table (R1502WB) and updates the Recurring Billings Master table (F1502B).

Processing Options for Estimated EP Edit/Update (R15113)

Process Tab

1. Batch Number to Process

Use this processing option to enter the batch number you wish to process. The system assigns the batch number when you run the Estimated E.P. Generation report (R15111).

2. Copy Area From Work Table

Blank = Do not populate area value

1 = Copy area from work table

Use this processing option to copy the area value (for example, square footage amount) from the work file into recurring billings. This option lets you control whether the system copies the area values during the billing generation into the newly created recurring billing record.

3. Override Description

Blank = Use default remark

1 = Use bill code extension description

Use this processing option to use the description from the bill code extension table (F1512) as the remark for the entries in the recurring billing table.

Valid values are:

Blank Use the default remark of "Estimated Expense Participation".

1 Use the bill code extension description.

Defaults Tab

1. Display of Tax Fields

Blank = Default to PM Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify how the system displays the tax fields.

Valid values are:

Blank Display of tax fields is controlled by Property Management Constants.

0 Display tax fields

1 Do not display tax fields. If this option is set to 1, it overrides the Tax Suppress field in the Property Management System Constants.

2. Billing Frequency Code

Use this processing option to enter the default billing frequency code that the system uses in the recurring billing records.

If an existing recurring billing record is suspended and a new record is created, the system uses the billing frequency of the existing recurring billing record for the newly created record.

Print Tab

1. Print Edit Report

Blank = Report only

1 = Update recurring billing table

Use this processing option to specify whether the system writes records to the recurring billing table or prints an edit report. Valid values are:

Blank Run the program in edit mode. The Estimated E.P./Recurring Billing Edit/Update report (R15113) prints, but recurring billing records are not generated.

1 Print the Estimated E.P./Recurring Billing Edit/Update report and update recurring billing records.

Select Tab

1. Effective Date Selection

- 1 = Start date of the expense span
- 2 = Month after end date of expense span

Use this processing option to select the beginning effective date of the recurring billing records. Valid values are:

- 1 Use the start date of the expense span as the beginning effective date of the recurring billing records. The expense span, also known as the Control Span, is defined as the time period where the billing period and the occupancy period overlap. (Default)
- 2 Use the month after the end of the billing period as the beginning effective date for the recurring billing records.

2. Months To Billing Term

Use this processing option to enter the number of months to be added to the beginning effective date to define the billing term. The system adds the number of months that you specify to the beginning effective date, which defines the billing term of the recurring billing records.

3. Override Beginning Effective Date

Use this processing option to enter the date that the system uses as the beginning effective date, which overrides the previously selected beginning effective date. If you enter a date, the system ignores any previous processing option entries that specify a beginning effective date, and uses this date as the beginning effective date for the recurring billing records.

4. Catch-Up Billings

- Blank = Create catch-up billings
- 1 = Suppress catch-up billing creation

Use this processing option to determine whether the system creates catch-up billing records within this billing generation. Valid values are:

Blank Create catch-up billing records.

-
- 1 Do not create catch-up billing records.

5. Catch-Up Billing Calculation Method

Blank = Estimated billings

1 = Estimated billings less adjustments

2 = Payments to estimated billings

Use this processing option to select the method that the system uses to calculate catch-up billings. Valid values are:

Blank Retrieve the total of all amounts billed.

1 Retrieve the total of all billed amounts less any adjustments. This is calculated as the total of all gross amounts, because adjustments that reduce the amount of the invoice are already recorded as negative amounts.

2 Retrieve the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and amount still open. The system also includes open amounts from unapplied cash receipts as payments.

6. Receivables/Payables Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing option to select the date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can use this option to specify a date other than the invoice date for retrieving Accounts Receivable or Accounts Payable information. Valid values are:

Blank Invoice Date

1 Due Date

2 Service/Tax Date

3 G/L Date

Thresholds Tab

1. Threshold For Change Amount
-

Use this processing option to enter a threshold for the change amount. This processing option lets you keep insignificant billing amounts from updating recurring billings by specifying a minimum change amount that must be exceeded prior to any updating.

2. Threshold for Change Percent

Use this processing option to enter a threshold for the change percent. This processing option lets you keep insignificant billing amounts from updating recurring billings by specifying a minimum change percent that must be exceeded prior to any updating.

3. Threshold Calculation

Blank = Must exceed amount and percent

1 = Must exceed amount or percent

Use this processing option to determine whether the system uses the calculated threshold change to update recurring billings. Valid values are:

Blank Update recurring billings when the change exceeds the amount and the percent threshold.

1 Update recurring billings when the change exceeds the amount or the percent threshold.

Generating Estimated Expense Participation PSF Billings

From the Expense Participation menu (G1523), choose Estimated E.P. PSF Generation.

When you run the Estimated E.P. PSF Billings program, the system generates estimated billings for the upcoming year based on the E.P. setup information; square footage from the log; and per-square-foot-rental information for the lease, building, or property. It updates the Estimated E.P. Recurring Billing Work File table (F1502WB) and automatically prints a report for your review. The system computes an annual billing amount by multiplying each square footage amount by the square footage in the lease. The computations are a generation type 6 estimated billing batch.

After generating the billings, ensure that you run Estimated E.P. Edit/Update to update the Recurring Billings Master table (F1502B).

Note

You generate estimated E.P. billings per square foot using the Estimated E.P. PSF Generation program; or you generate estimated E.P. billings using the Estimated E.P. Generation program, but not both.

Processing Options for Estimated EP PSF Generation (R15114)

Process Tab

1. Generation Date

Blank = System date

Use this processing option to enter the generation date of the billing records. The system uses this date to qualify records for the billing generation. This generation date must fall within the following dates:

- Lease Beginning and Ending Dates
- Lease Log Line Effective Dates
- Building Beginning and Ending Dates
- Building Log Line Effective Dates
- E.P. Information Effective Dates

Note: Set up the Building Log Lines with an E.P code to connect them with the proper E.P. Information records (F15012B).

2. Recurring Billing Start Month

Use this processing option to enter the month in which the recurring billing should begin. This number represents the month that is the beginning effective date for the newly created recurring billing record.

3. Recurring Billing Start Year

Use this processing option to enter the year in which recurring billing should begin. This number represents the year that is the beginning effective date for the newly created recurring billing record.

4. Log Class for PSF Amounts

Use this processing option to enter the log class to be used to retrieve per square foot (PSF) amounts. This value identifies the log line that contains the Lease or Building square footage amounts to use.

5. Lease Version to Process

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine which lease version that the system will use when processing records. Valid values are:

Blank Process all versions.

*LAST Process only the lease version that has the latest effective date.

*CURRENT Process only the lease version that is active as of the system date.

Update Tab

1. Update Recurring Billing Work File

Blank = No update

1 = Update table

Use this processing option to update the Recurring Billing workfile (F1502WB).

Valid values are:

Blank This value will instruct the program to run in Edit mode. The Recurring Billing PSF Generation report will print, but the workfile records will not be generated.

1 This value will instruct the program to print the Recurring Billing PSF Generation report and workfile billing records will be generated.

Processing Escalations

In the Real Estate Management industry, the word *escalation* generally refers to the terms in a lease that cause a tenant's rent or other charges to increase (escalate) from year to year. Many commercial leases (such as retail, office, and industrial leases) are set up so that the rent amounts increase regularly, based on a particular index such as the Consumer Price Index (CPI), Porters' Wage, or a user-defined index.

The following lists some additional information about these indices:

- The CPI measures the general increase in consumer prices (inflation) at the city, state, regional, and national levels. For example, suppose that the index for January 2005 is 169.24 and the index for January 2006 is 178.38. Inflation for 2005 is the percent increase between the two indices, which is 5.4 percent. The CPI is published monthly by the U.S. government with a three-month lag time. However, for most metropolitan areas, the regional index is published every six months.
- Porters' Wage is a special index that has been used historically in the metropolitan area of New York. This index is based on the Porters' Union Wage contract, which consists of base rates and fringe benefits that are renegotiated periodically by the union. Leases set up for a building can relate to the sum of a specific combination of these rates. The comparative increase in this sum from year to year, which can be expressed as a rate per square foot, determines the increase in rent. Note the following:
 - Though this index is becoming obsolete, many older leases still include this term.
 - You must use a method outside of the Real Estate Management system to calculate the sum of the base and fringe rates, and to establish an index that reflects this amount for each year.
 - Because each building might relate to a unique combination, more than one Porters' Wage index might have to be maintained.
- A user defined index is based on some other criteria. For example, the comparative increase in the operating costs of a specific building could determine the increase in rent. Another example is an index based on money rates, such as the prime rate, or based on treasury notes.

Regardless of the index that is used, escalation is the term that J.D. Edwards uses to describe the process that automatically generates the related increase in rent. This section describes the escalation process.

Escalation Terms and Calculations

The following table identifies and illustrates the steps and terms that are involved in the calculation for standard percent escalation. A detailed explanation of this information follows the table.

Step	Explanation	CALCULATION SAMPLE
1	Current index	472.810
2	Base index	462.200
2	Gross percent escalation	0.023

Step	Explanation	CALCULATION SAMPLE
3	Lease factor	x 0.900
3	Factored percent escalation	0.021
4	Minimum percent	> 0.015
4	Maximum percent	> 0.020
	Adjusted percent escalation	0.020
5	Base rent	USD 2,000.00
5	Gross escalated rent	2,040.00
5	Maximum rent	< 2,100.00
5	Net escalated rent	2,040.00
5	Net annual rent adjustment	40.00
5	Periodic adjustment amount	3.33

Note

Unless otherwise stated, the setup information that is used in the following steps is supplied from the Tenant Escalation Master table (F15016B) and updated from the Escalation Information form.

Escalation Calculation Steps

The following steps correspond to the table in Escalation Terms and Calculations:

Step 1

The *current index* is the value that is associated with one or more index periods defined for an escalation index. This information is kept in the Escalation Index Master table (F1550) and updated from the Escalation Indices form. In the sample calculation, the current index is 472.810.

The system uses one of the following methods to determine this value:

Direct Method

The system selects the value that is defined for the period that is just prior to the next escalation period to be generated.

This selection is controlled by the Next Period Start Month, Next Period Start Year, and Escalation Computation Method fields. The method of computation must be D.

Calculation Method

The system selects the values that are defined for the periods that occur within a specified length of time, and then adds the values and divides that total by the number of index periods involved.

This average is controlled by the Escalation Period Length and Computation Method fields. The method of computation must be C.

Override Method

The system selects the value that is defined for the period that is specified in the processing options for the Escalation Billing Generation program (R15150).

Step 2

Compare the current index with a base index and calculate the *gross percent escalation*.

Because escalation is dependent on the percentage of change in an index rather than the actual gross change, the system uses the following formula:

$$(\text{Current index} - \text{base index}) / \text{base index}$$

In the sample calculation, the base index is 462.200. The gross change is 10.610, but the gross percent change is 2.30 percent. Because the system expresses the percentage as a decimal fraction, the number 0.023 represents the percentage.

You can use either the original index or last index as the base. The original index is the initial calculation for the lease, and the last index is the most recent calculation. This figure is controlled by the Original or Last field. The value is supplied from either the Base Index or Last Index field.

Note

You must manually enter the base index, base start month and year, and base end month and year values when setting up escalation information. When the generation has been run, the system automatically enters the last index value in the Last Index field.

Step 3

Multiply the gross percent by an adjustment factor to calculate the *factored percent escalation*.

This percentage is controlled by the Base Escalation Reduction (Lease Factor) field. In the sample calculation, the escalation is based on 90 percent of the CPI, so the lease factor is 0.90. Therefore, the factored percent is 0.021.

Step 4

Compare the factored percent with minimum and maximum limits to calculate the *adjusted percent escalation*. This adjusted percent escalation is the percentage by which the rent is increased.

- This escalation is controlled by the Escalation Period Length, Minimum Per Year, and Maximum Per Year fields.
- The period length must be 12 for the escalation index.
- If the factored percent is equal to or greater than the minimum and equal to or less than the maximum, the system uses the factored percent as the adjusted percent. However, if it is less than the minimum, the minimum percent is used. If it is greater than the maximum, the maximum percent is used.

In the sample calculation, the factored percent of 0.021 is greater than the maximum percent of 0.020, so the system uses 0.020 as the adjusted percent.

Step 5

Use the adjusted percent to calculate the *periodic adjustment amount*. This step involves the following intermediate calculations:

- To calculate the *gross escalated rent*, the system uses the following formula:
Base rent amount x (1 + adjusted percent)
- In a similar way to Step 2 in the calculation, you can use either the original rent or last rent as the base. This amount is supplied from either the Base (Original) Escalation Amount or Last Escalation Amount field. In the sample calculation, the base rent is multiplied by 1.020 for a result of 2,040.00.
- The gross escalated rent is compared with the *maximum rent*, and the smaller amount becomes the *net escalated rent*. The system can use either of the following fields to determine the maximum rent:
 - Maximum Escalated Rent
 - Maximum Per Lease. The system uses the percentage from this field in the following formula to calculate the maximum rent:
Base rent amount x maximum percent
- In the sample calculation, the gross rent is less than the maximum rent, so 2,040.00 becomes the net escalated rent.
- To calculate the *net annual rent adjustment*, the system subtracts the base rent amount from the *net escalated rent*. In the sample calculation, the difference is 40.00.
- To calculate the *periodic adjustment amount*, the system divides the net annual adjustment by the number of periods per year as specified by the billing frequency code. If the billing frequency is monthly in the sample calculation, the net annual adjustment is divided by 12 to result in 3.33 as the periodic adjustment.

The system uses this amount to adjust the recurring billings and to calculate any catch-up billings (billing in arrears).

Calculations Using the Porters' Wage Index

When escalation is based on the Porters' Wage index, the calculation has some differences from the standard percent escalation. The calculation involves the following steps:

- Determine the current index.
- Compare the current index with a base index and calculate the gross escalation or gross percent escalation. The calculation is controlled by the PW Computation field.
 - If the field is 1, the calculation is: Current index - base index
 - If the field is 2, the calculation is: (Current index - base index) / base index
- Calculate the factored escalation. This is also controlled by the PW Computation field.
 - If the field is 1, the calculation is: Gross escalation x Porter Wage factor
 - If the field is 2, the calculation is: Gross percent escalation x Porter Wage factor x 100

The result of this step is the amount of escalation per square foot.

- Multiply the quantity from the Porter Wage Square Feet field in the Tenant Escalation Master table by the factored percent escalation, and then add the base rent. The result is the gross escalated rent.
- Compare the gross escalated rent with the maximum rent, and the smaller amount becomes the net escalated rent.
- Subtract the base rent amount from the net escalated rent to calculate the net annual rent adjustment.
- Divide the net annual adjustment by the number of periods per year as specified by the billing frequency code to calculate the periodic adjustment. The system uses this amount to adjust the recurring billings and to calculate any catch-up billings.

Note

When you use the Porters' Wage index:

- The Porter Wage Factor and Computation fields in the Tenant Escalation Master table (F15016B) are required. If these two fields are used, the system automatically bypasses the Minimum Per Year, Maximum Per Year, and Base Escalation Reduction Factor (Lease Factor) fields, which relate to standard percent escalation.
 - The Porter Wage Computation field controls whether the system uses the actual gross change or percent of change in the Porters' Wage rates.
-

Updating the Recurring Billings Master Table

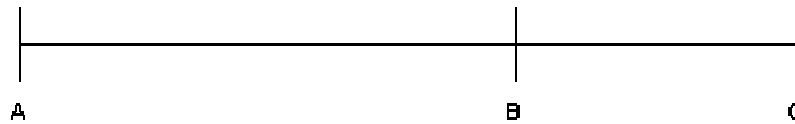
The system uses the periodic adjustment amount to update the Recurring Billings Master table (F1502B) with the estimated information. In the process, the old bill code lines that are related to the estimated rent for escalation are suspended as of the day which is prior to the beginning date of the new billing. Such a line is identified by the bill code contained in the B.R. (Billing Receipt) Code field of the Tenant Escalation Master table (F15016B).

Catch-Up Billings

A catch-up billing for escalation is normally the remainder of the amounts that should have been billed for past periods (the periodic adjustment amounts) minus the estimated escalation that was actually billed for those periods.

The past periods include all periods between points B and C on the time line in the following illustration:

Past Periods Between B and C



The segment AB is the period length.

Point B is the current next month and year.

Point C is one of the following:

- The latter of the G/L date (generation date) and the last billing date for the estimated escalation. In this case, the start date for recurring billing is one month after the G/L date.
- The latter of the last billing date for the estimated escalation and the period prior to the start date for recurring billing. This condition is used only if the start date is specified in the processing options for the Escalation Billing Generation program.

Note the Following

- An estimated billing is the periodic adjustment amount for the past year that continues to be billed in the current year until a new escalation is generated.
- The estimated amounts that are actually billed are retrieved directly from the Customer Ledger table (F03B11) for invoices or the Accounts Payable Ledger table (F0411) for vouchers.
- A catch-up billing can include any escalation billings that were not billed in the prior year.

- The system uses the B.R. Code (Billing Receipt Code) field in the Tenant Escalation Master table to identify the accounts for catch-up billings. The G/L Offset field identifies the accounts for the estimated recurring billings, which the system deducts when calculating the catch-up billings.
 - If you specify that catch-up billings be included in the generation and none are created, the system places an "empty" transaction in the Tenant/Lease Billings Detail Master table (F1511B). This indicates to the system that a batch for escalation billings does exist and ensures that the escalation information is updated during the posting process. In this case, however, transactions with a zero amount are not actually updated to the Customer Ledger (F03B11), Accounts Payable Ledger (F0411) or Account Ledger (F0911) tables.
-

Sample Calculation

This sample calculation is based on the following escalation information:

Next month and year: January 2005

Period length: 12

Net annual rent adjustment: USD 1,800

Billing frequency: monthly

Periodic adjustment: 150

Estimated billing for escalation: 100 per month

April 1, 2005, is both the G/L date and the start date for recurring billing. The first three months of 2005 were billed at 100 USD per month, so the calculation for the catch-up amount is as follows:

$$(3 \times 150) - (3 \times 100) = 150$$

Setting Up Escalation Indices

You set up and work with tables for an escalation index by calendar year. With such a table, you can specify the monthly values for the index. The system uses periodic changes in these values to escalate the amounts for recurring billing. This information is stored in the Escalation Index Master table (F1550). The specific indices are user defined and are stored in the User Defined Codes table.

► To set up escalation indices

From the Escalations menu (G1524), choose Escalation Indices.

1. On Work With Escalation Indices, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation Personalize Change Role Sign Out

Escalation Index Revision

OK Cancel Tools

Escalation Index CPIDN Denver-Boulder Index

Calendar Year 04

January Index	455.70	July Index	459.30
February Index	455.70	August Index	459.30
March Index	455.70	September Index	459.30
April Index	455.70	October Index	459.30
May Index	455.70	November Index	459.30
June Index	455.70	December Index	459.30

2. On Escalation Index Revision, complete the following fields and click OK:
 - Escalation Index
 - Calendar Year
 - January Index through
 - December Index

Printing the Escalation Indices Listing Report

From the Escalations menu (G1524), choose Escalation Indices Listing.

As an alternative to reviewing the escalation indices online, you can print the Escalation Indices Listing (R1550P). You use this report to review a list of the calendar years and related monthly values set up for an escalation index such as the Consumer Price Index, Porters' Wage, or a user defined index. The report is based on information stored in the Escalation Index Master table (F1550).

This report has no associated processing options.

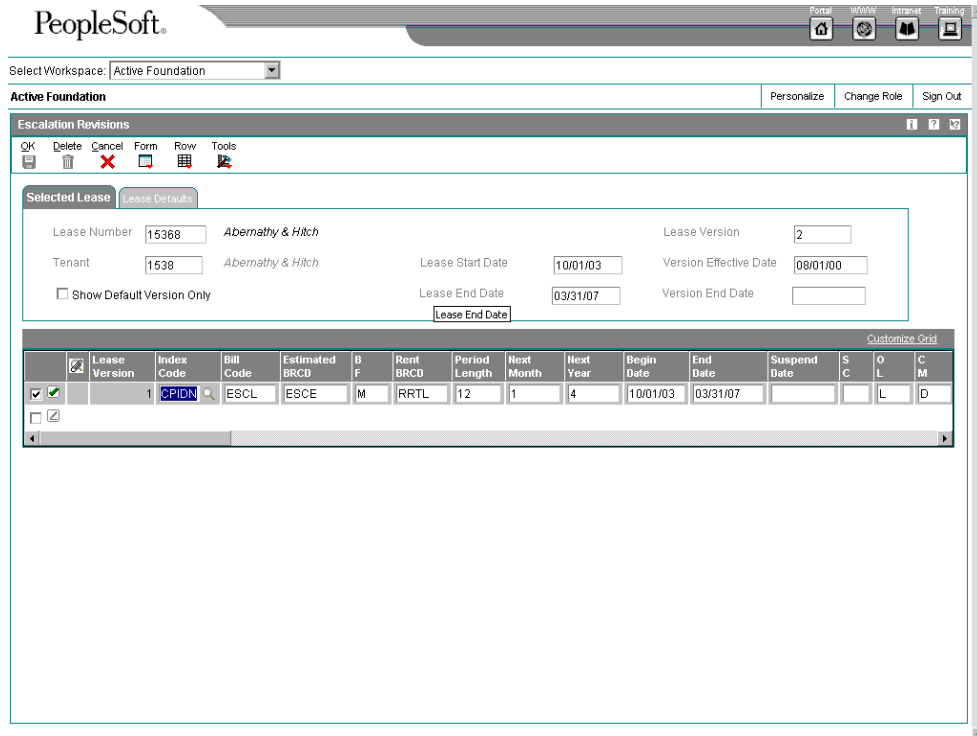
Setting Up Escalation Information

You set up and work with information that the system uses to calculate escalation for a lease using Escalation Information. This information is stored primarily in the Tenant/Lease Billings Detail Master (F1511B) and Tenant Escalation Master (F15016B) tables.

► To set up escalation information

From the Escalations menu (G1524), choose Escalation Information.

1. On Work with Leases, to locate the lease with escalation information that you want to work with, click Find. To limit the search, complete any of the following fields, or use the QBE line and click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Project
 - Lease Type/Status
2. Choose the lease and from the Row menu, choose Revisions.
Alternatively, you can choose the lease and click Select.



3. On Escalation Revisions, click the following option:
 - Show Default Version Only
4. Complete the following fields in the detail area and click OK:
 - Lease Version
 - Index Code
 - Bill Code
 - Estimated BRCD
 - B F
 - Rent BRCD
 - Period Length
 - Next Month
 - Next Year
 - Begin Date
 - End Date

- Suspend Date
- S C
- O L

If the O L (Original or Last) field is set to L for Last and no information exists for the last index, the system uses the original index in the billing generation. If information does not exist for both the last and the base index in this case, the system does not perform the calculation.
- C M

If the computation method is C for Calculation, the system selects the index values defined for the periods that occur within a specified length of time. It then adds the values and divides that total by the number of index periods involved. For example, suppose the following six indices were defined for the year 2005: 500.0 (January), 501.0 (March), 501.0 (May), 502.0 (July), 502.0 (October), and 502.0 (December). The total of 3008 is divided by 6 to equal the current index of 501.3.
- Min.% Per Year
- Max.% Per Year
- Max.% Per Lease
- M R
- B O
- Lease Factor
- Base Start Month
- Base Start Year
- Base End Month
- Base End Year
- Base Index
- Original Basis
- Last Start Month
- Last Start Year
- Last End Month
- Last End Year
- Last Index

- Last Basis
- Building
- Unit
- Alternate Payee
- Billing Group
- Unit Group

If both the B O (Escalation Basis Override Code) and Unit Group fields are used to set up calculation, the related bill code lines for the recurring billings must have matching unit group codes. Otherwise, the system does not generate the escalation billings.

- Maximum Amount
- Porter Wage Factor
- Porter Wage Computation
- Porter Wage Square Feet
- Remark
- Deal No
- P T
- S I
- Tax Exp
- Tax Rt/ Area
- Billing ID

The system uses the billing control ID in the Billing ID field to keep track of all of the periods that have been billed. This information is stored in the Billings Generation Control Master table (F15011B). You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period.

- Base Billing ID
- V S
- Transaction Originator
- Date Entered

Printing the Escalation Information Listing

From the Escalations menu (G1524), choose Escalation Information Listing.

As an alternative to reviewing escalation information online, you can print the Escalation Information Listing report (R154015). This report allows you to verify escalation information that is set up before you run escalation billings. The report includes information from the Tenant Escalation Master table (F15016B).

Processing Options for Escalation Information Listing (R154015)

Select Tab

1. Report As Of Date

Blank = Select all

Use this processing option to control the information printed on the report. When you specify an as of date for the report, the system excludes records with expiration dates prior to the date entered.

If you leave the as of date blank, the system includes all records.

Print Tab

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print detailed information on the report.

1 Print summarized information on the report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to determine whether tax information should print on the report. If the summarized report format is selected, no tax information will print regardless of the value entered in this option. Valid values are:

Blank Print tax information.

1 Suppress the printing of tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to control the page breaking of the report when the lease number changes. Valid values are:

Blank Do not enter a page break for each lease number change.

1 Advance to a new page for each lease number change.

Note: You must set up Lease as the first sequence in order to specify a page break by lease number change.

Printing the Escalation Calculation Register

From the Escalations menu (G1524), choose Escalation Calculation Register.

You use this report to review a list of the calculation details for a batch of escalation billings, which lets you review the information for accuracy before posting the batch. The report is based on the Escalation Billing Register table (F1548B) and has no processing options. A processing option for the Escalation Billing Generation program controls which version of the Escalation Calculation Register runs when you generate the calculations.

Generating Escalation Billings

From the Escalations menu (G1524), choose Escalation Billing Generation.

When you generate a batch of escalation billings, the system uses the setup information from the Tenant Escalation Master table, updates the calculations in the Escalation Billing Register table (F1548B), and uses the calculations to create both estimated recurring billings and catch-up billings.

When you run either Post Invoices/Post Vouchers or Escalation Update Without Post, the system updates the Recurring Billings Master table (F1502B) with the estimated information for recurring billings. As a control against duplicate updates, the system marks a batch when the update is first performed for it. This action prevents the system from running the program more than once for a specific batch.

Processing options let you create catch-up billings for past billing periods, which are placed in the Tenant/Lease Billings Detail Master table (F1511B). To determine the catch-up portion, the system uses information in the Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) tables, which includes posted records that are related to a specific combination of bill code, building, unit, and start and end dates.

The system assigns a generation type of 4 for escalation billings. For the billing records in the Billings Generation Control Master table (F15011B), the system updates the related Billing Period field to G (for generated). When you successfully run the Update or Post, the system changes the related Billing Period fields to B (for billed).

When you generate escalation billings, you can also print the Escalation Calculation Register. A processing option allows you to specify whether to print the register, which lists the calculation details for a batch of escalation billings. You should review this information for accuracy before posting the batch. J.D. Edwards recommends that you print this report and keep it as a record because it is the only report of the calculations for escalation.

You can also set a processing option to control whether the system runs the billing edit/register after you generate the escalation billings.

Processing Options for Escalation Billing Generation (R15150)

Process Tab

1. Escalation Generation Date

Use this processing option to enter the generation date for processing escalations. The system uses this date when posting the transactions to the Accounts Receivable table (F03B11) and the General Ledger tables (F0911 and F0902).

2. Date for Retrieving AR/AP Information

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing option to select a date that the system uses to retrieve Accounts Receivable or Accounts Payable information. You can specify a date other than the invoice date. Valid values are:

Blank Invoice Date

1 Due Date

2 Service/Tax Date

3 G/L Date

3. Adjust Periodic Billing Amount

Blank = Do not adjust

1 = Adjust periodic billing amount

Use this processing option to prorate the annual escalation billing during this generation. This insures that a lease set up for a partial year is properly billed. Valid values are:

Blank Do not prorate.

1 If a recurring billing record that results from this generation is effective for less than a year, the periodic billing amount is adjusted so that the system bills the entire amount of annual escalation.

Select Tab

1. Enter the Desired Start Date

OR

Use this processing option to override the effective beginning date of the recurring billing records resulting from rent escalation. The usual start date is one month after the General Ledger date. The program will use the first non-blank option. Valid values are:

Enter the desired start month date.

Enter a number of months which, when added to the G/L date, will give the desired start date.

2. Enter the Number of Months to be Added to the G/L Date

Use this processing option to override the effective beginning date of the recurring

billing records resulting from rent escalation. The usual start date is one month after the General Ledger date. The program will use the first non-blank option. Valid values are:

Enter the desired start month date.

Enter a number of months which, when added to the G/L date, will give the desired start date.

1. Enter the Desired Month

AND

Use this processing option to override the year and month when deriving the current index amount. The program will use the month immediately prior to the Next Month and Year in the Escalation billing record. Valid values are:

Enter the desired month.

Enter the desired year.

Enter the number of months which, when added to the Next Month and Year, gives the desired month.

2. Enter the Desired Year

OR

Use this processing option to override the year and month when deriving the current index amount. The program will use the month immediately prior to the Next Month and Year in the Escalation billing record. Valid values are:

Enter the desired month.

Enter the desired year.

Enter the number of months which, when added to the Next Month and Year, gives the desired month.

3. Enter the Number of Months to be Added to the Next Month and Year

Use this processing option to override the year and month when deriving the current index amount. The program will use the month immediately prior to the Next Month and Year in the Escalation billing record. Valid values are:

Enter the desired month.

Enter the desired year.

Enter the number of months which, when added to the Next Month and Year, gives the desired month.

Catch-Up Tab

1. Amount Used for Catch-Up Billings

Blank = Estimated billings

1 = Estimated billings less adjustments

2 = Payments to estimated billings

Use this processing option to choose an amount to be used for calculating catch-up billings. Valid values are:

Blank Retrieve the total of all amounts billed.

1 Retrieve estimated billings less adjustments. The amount retrieved is the total of all billed amounts less any adjustments. The amount calculated is the total of all gross amounts, because adjustments that reduce the amount of the invoice are already recorded as negative amounts.

2 Retrieve the amount of recorded payments. Payments are the difference between the net billings (billings less adjustments) and open amounts. The system also includes open amounts from unapplied cash invoices as payments.

2. Bypass Calculation of Catch-Ups

Blank = Issue catch-up billings

1 = Bypass calculation

Use this processing option to bypass the calculation of catch-up billings or issue catch-up billings but not credits. Valid values are:

Blank Control the generation of catch-up billing records to include only positive amounts.

1 Suppress the calculation of catch-up billings.

3. Unbilled and Estimated Escalations

Blank = Do not exclude

1 = Exclude unbilled and estimated

Use this processing option to control whether the system should exclude the unbilled, estimated escalations from the calculation of catch-up billings.

Valid values are:

Blank Include unbilled, estimated escalations from the calculation of catch-up billings.

1 Exclude unbilled, estimated escalations from the calculation of catch-up billings.

4. G/L Date for Catch-Up Billings

Blank = Generation Date

Use this processing option to specify a different General Ledger date for the catch-up billing records. If you leave this option blank, the G/L date will be the same as the generation date.

Versions Tab

1. Calculation Register (R1548) Version

Blank = XJDE0001

Use this processing option to define the version of the Escalation Calculation Register report (R1548) to print when generating the escalation billings.

If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Billing/Edit Register (R15300)

Blank = XJDE0004

Use this processing option to define the version of the Billing/Edit Register report (R15300) to print when generating the escalation billings.

If you leave this processing option blank, the system uses the default version ZJDE0001.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage
XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection
Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.

- You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review
- General review of transactions within a batch
- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

Considerations for Deleting Real Estate Transactions

When you delete a transaction from the Tenant/Lease Billings Detail Master table (F1511B), which you access from the Real Estate Management batch review program (P150011) or the Manual Billing Entry program (P1511), the system performs additional updates for specific generation types.

The following table describes the additional updates that occur when you delete a transaction for the generation type specified:

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated. The system deletes the associated record in the EP Billing Register Work File table (F1538B).

3 – Sales Overage	The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.
4 - Escalation	<p>The system updates the Billing Control table (F15011B) by removing the G from the period field in which the transaction was generated.</p> <p>The system deletes the associated record from the Escalation Billing Register table (F1548B).</p>

Note

To be deleted from the system, the transaction must be unposted (which means that invoice and voucher records must not have been generated for the billing).

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:
 - Batch Number
 - Unposted Batches
 - Posted Batches
 - All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on the whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.

- If the batch was generated for vouchers, the system displays the Voucher Batch Review form.
3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.
The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review. Valid values are:

- 1 Recurring Billing
- 2 Expense Participation
- 3 Sales Overage
- 4 Escalation
- 5 Late Fee
- 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Reviewing and Updating Escalation Information without Posting

To bill tenants for escalations in recurring billings, you must run the Escalation Update Without Post program. This program writes the annual, estimated escalation amount to the Recurring Billings Master table (F1502B), which lets you bill tenants for escalations using the same billing frequency that you bill for rent. When you run this program, you also can choose to update the Tenant Escalation Master table (F15016B), where the system updates escalation information in the following sequence:

3. Provides the Last Period Start-Month and Year fields with the date from the Next Period Start-Month and Year fields
4. Adds the period length to the new start date in the Last Period Start fields to calculate the new date for the Next Period Start-Month and Year fields
5. Provides the Last Period End-Month and Year fields with the date of the period just prior to the new date in the Next Period Start fields
6. Provides the Last Index field with the current index from the respective calculation
7. Provides the Last Escalation Amount (Last Basis) field with the net escalated rent from the calculation

Note

If you want to bill tenants a one-time-only charge for escalation, do not run this program.

You must post invoices or vouchers after running this program. Escalation Update Without Post processing options on the Update tab control whether you run a report, update information, or both as follows:

If you set processing option 1, Update Recurring Billing Table, to:	And if you set processing option 2, Print Edit Report, to:	Then the system:
Blank	Blank	Prints an edit report without writing records to the Recurring Billing table or updating records. No recurring billing dates print.
Blank	1	Updates the Escalation Information table only.
1	Blank	Writes records to the Recurring Billing table but does not update the Escalation Information table. Recurring billing dates and amounts print.
1	1	Writes records to and updates the Recurring Billing table and updates the Escalation Information table.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program(R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.
- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices

/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B

Tenant A/R Invoices

/

Tenant Vouchers

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank
Invoice Date

1
Due Date

2
Service/Tax Date

3
G/L Date

4
Do not require matching date.

4. Match Criteria

Blank = Building and unit match
1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank
Match credit by building and unit.

1
Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize
1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Before You Begin

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab in the Lease Information program (P1501), is set to Y. This field controls whether the system prints invoices for the tenant.

Note

If the Print (I/S/N) field is set to Y and the invoice does not print, review the value of the Inv Prt Cd field on the billing. If this field is set to N, it overrides the value from the lease.

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Printing the Next Increase Listing

From the Escalations menu (G1524), choose Next Increase Listing.

You use this report as a management tool to help you schedule the generation of escalation billings. The report prints information from the Tenant Escalation Master table (F15016B) and is associated with the Next Period Start - Month and Year fields.

Note the Following

If the O L field for a lease contains O for Original, the system prints the original information for escalation from the following fields:

- Base Period Start - Month
- Base Period Start - Year
- Base Period End - Month
- Base Period End - Year
- Base Index
- Base Escalation Amount (Original Basis)

If the O L field for a lease contains L for Last, the system prints the most recent information for escalation from the following fields:

- Last Period Start - Month
- Last Period Start - Year
- Last Period End - Month
- Last Period End - Year
- Last Index
- Last Escalation Amount (Last Basis)

If the last index or last basis is zero, the system uses the original information instead of the last.

The report has no associated processing options.

Updating Holdover Dates

From the Holdover menu (G1525), choose Update Holdover Dates.

When a tenant wants to remain in a facility after the lease has expired, the lease becomes known as a holdover. You can extend the lease dates by a number of months or even a number of days for one or more holdover leases using the Update Holdover Dates program. Based on the processing options that you select, the program also updates the end dates of records for the selected leases in the following related tables:

- Tenant E.P. Class Master (F15012B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- A/R Fee & Interest (F1525B)

Using the Update Holdover Dates processing options, you can:

- Set the new end dates for the lease as a specific date, an increment of days from the old lease date, or an increment of months from the old lease date.
- Specify a bill code for new recurring billing records created by the holdover update process.
- Request an audit trail that suspends current recurring billing records and creates new recurring billing records.
- Select or omit records based on a bill code.
- Increase the rent amounts in the Recurring Billings Master table (F1502B) by a dollar or percent adjustment. When you select this option, the system creates an audit trail regardless of the value specified in the Create an Audit Trail processing option on the Options tab.

Note

To easily update records for all leases in holdover status using Update Holdover Dates, J.D. Edwards recommends that you:

- Change each lease's status to holdover status on the Lease Master Revisions form. See [Setting Up Lease Information](#) in the *Real Estate Management Guide*.
 - Define the holdover code during data selection.
-

Before You Begin

- ❑ Set up user defined codes to include a holdover lease status (15/LS).

Processing Options for Update Holdover Dates (R15090)

Select Tab

1. From Date for Lease Selection

Use this processing option to specify the From date that the system uses for selecting leases. For a specific date, leave the to date for lease selection processing option blank or enter the same date in both options.

2. To Date for Lease Selection

Use this processing option to specify the To date that the system uses for selecting leases. For a specific date, leave this option blank or enter the same date in the From and To date processing options.

3. Date Selection Criteria

1 = Use Increment Date

2 = Extend by number of days

3 = Extend by number of months

4 = Same as 3.

End date set to last day of month

Use this processing option to specify which lease dates the system uses when selecting leases. Valid values are:

1 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and change all end dates to the date entered in the New Lease End Date processing option.

2 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of days entered in the Increment Days/Month processing option.

3 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option.

4 Select all leases with an end date (or planned out date) in the range of dates from the date in option 1 to the date in option 2, and extend all end dates by the number of months entered in the Increment Days/Month processing option and set the end date to the last day of the month.

4. New Lease End Date

Use this processing option to enter the new end date for the selected leases, which is based on the Date Selection Criteria option. If you have set the Date Selection Criteria option to 1, the system uses the date you enter here as the new end date for all leases in the specified range.

5. Increment Days/Months

Use this processing option to specify the number of days or months the system uses to increment the lease end date, which is based on the Date Selection Criteria option.

If you have set the Date Selection Criteria option to 2, the number you enter here is the number of days the system adds to the lease end date. If you set the Date Selection Criteria option to 3 or 4, the number you enter here indicates the number of months the system adds to the lease end date. (Maximum increment = 999).

6. Last Day of Month

Use this processing option to extend the new lease end date to the last day of the new month, if the current end date is the last day of the month. For example, assume that the current lease end date is February 28th and you are extending the lease for six months. If you activate this processing option, the new lease end date changes to August 31st. In this example, if you had not activated this processing option, the system would have assigned a new lease end date of August 28th. Valid values are:

Blank

Extend the new end date of the lease to the same day in the new lease end month as the current lease end day.

1

Extend the new lease end date to the last day of the new lease end month.

Options Tab

1. New Bill Code

Blank = Uses existing bill code

Use this processing option to enter the new bill code for recurring billing records created by holdover. If you leave this field blank, the system uses the bill code of the existing record.

2. Create an Audit Trail

Blank = Update existing records

1 = Create an audit trail

Use this processing option to create an audit trail for recurring billing records. Valid values are:

Blank Update existing records.

1 Create an audit trail of recurring billing records by suspending current records and creating new billing records.

3. Adjustment Indicator

Blank = Adjustment entered as percentage

1 = Adjustment entered as dollar value

Use this processing option to specify whether to enter the corresponding Adjustment Amount as a percentage or a dollar value. Valid values are:

Blank

Use the corresponding amount as a percentage value (default).

1

Use the corresponding amount as a dollar value.

4. Enter Adjustment Amount

Use this processing option to specify the amount by which to increase the gross amount for recurring billing records. If the adjustment indicator is equal to 1, the system adds the increase to the gross amount. If the adjustment indicator is blank, the system multiplies the increase by the gross amount.

Note: Enter a percentage value as a whole number, for example, enter 5 1/4% as 5.25.

5. Adjustment Currency Code

Use this processing option to specify the currency code of recurring billing records. If the Adjustment Indicator processing option is blank, or if Currency Processing in G/L

Accounting Constants is set to N, the system ignores this processing option.

6. Taxable Amount Adjustment

Blank = No Change to Taxable Amount

1 = Increase Taxable by Dollar Amount

2 = Increase Taxable by Percentage

Use this processing option to specify how to modify the Taxable Amount. The system uses this processing option when the Gross Amount is not equal to the Taxable Amount and both amounts are greater than zero. The system adjusts the Gross Amount based on the Adjustment Indicator and Adjustment Amount. Valid values are:

Blank

Do not adjust the Taxable Amount.

1

Adjust the Taxable Amount by the DOLLAR change to the Gross Amount.

2

Adjust the Taxable Amount by the PERCENTAGE change to the Gross Amount.

Note: If the original Gross Amount and Taxable Amount are equal, this option is ignored and both values are increased by the adjustment amount.

Update Tab

Expense Participation Information

Use this processing option to specify which records the system updates with new end dates for the specified leases in the following tables:

- o Expense Participation (F15012B)
- o Minimum Rent/Recoveries (F15015B)
- o Escalation Master (F15016B)
- o Recurring Billing Master (F1502B)
- o Management Fee Master (F1505B)
- o A/R Fee & Interest (F1525B)

When you update these tables, the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017) are updated as well.

Note: You must update the Product Scale Master table (F15014B) manually.

Bill Codes Tab

1. Select / Omit Bill Codes
-

Blank = Select all
S = Select specific bill codes
O = Omit specific bill codes

Use this processing option to select or omit bill codes from the Update Holdover process. You can select up to six bill codes. Valid values are:

Blank Include all bill codes.
S Include only the selected bill codes.
O Omit the selected bill codes.

Print Tab

1. Print Edit Report

Blank = Edit report only
1 = Update holdover dates

Use this processing option to update the holdover dates or print an edit report. Valid values are:

Blank Print an edit report only without allowing updates.
1 Update the holdover dates and update the tables.

2. FASB 13 Regeneration

Blank = No FASB 13 update
1 = Regenerate FASB 13 records

Use this processing option to allow the regeneration of FASB 13 records that were updated by the holdover process. Valid values are:

Blank Do not update FASB 13 tables.
1 Regenerate FASB 13 records.

Printing the Holdover Tenant Report

From the Holdover menu (G1525), choose Holdover Tenant Report.

You use this report to review the lease information associated with leases in a holdover status, rent amounts, and receivable balances. The system calculates the days in holdover as the number of days from the original lease end date to the current system date.

The report prints information from the Tenant/Lease Billings Detail Master table (F1511B).

Processing Options for Holdover Tenant Report (R15490)

Bill Codes Tab

Bill Code

Use this processing option to select the bill codes that the system uses to identify base rent amounts. You can use up to twelve bill codes.

To calculate the base rent, the system adds the rent amounts for the selected bill codes. The system includes the other rents on the report in addition to the base rent. The effective rent is the base and other rents combined, and indicates the total amount of the bill codes related to recurring billing for the tenant and unit.

Defaults Tab

1. Search Default for Lease Version

***LAST = Latest Effective Date**

***CURRENT = System Date**

Use this processing option to specify the default search value on the Work with Lease form.

***LAST** The system will display the version of the lease with latest effective date.

***CURRENT** The system will display the version of the lease that is effective as of the system date.

Note: If versioning is not set up in the Property Management Constants file (F1510B), the system ignores this processing option.

Select Tab

Document Type

Use this processing option to specify which document types the system excludes from the receivables balance. You can use up to twelve document types.

Print Tab

1. Summary or Detail Report

Blank = Detail report

1 = Summary report

Use this processing option to specify whether the system generates detailed or summary reports. Valid values are:

Blank Print a detail report.

1 Print a summary report.

Currency Tab

1. Currency Code

Use this processing option to specify the currency code in which to locate rent amounts and open amounts for the report. If currency processing is set to N in the General Accounting Constants, the system ignores this processing option.

Processing Revenue Fees

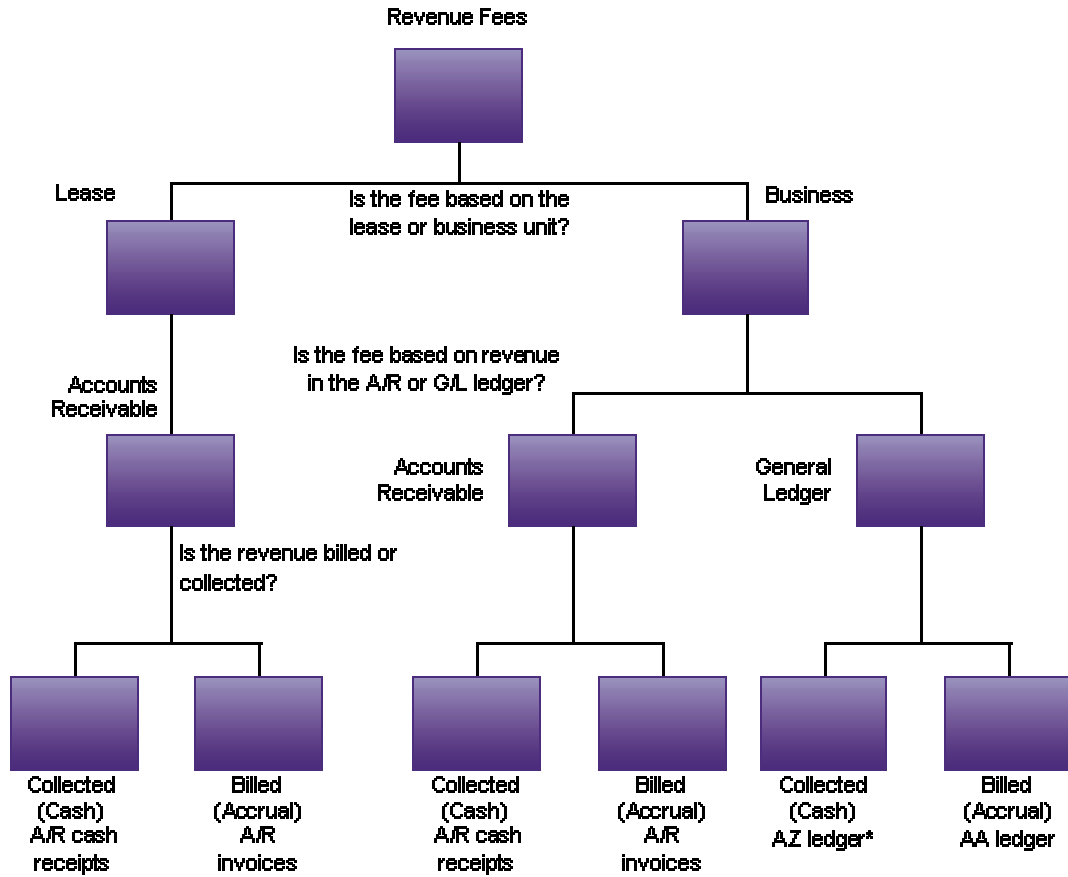
The flexibility of the revenue fee process lets you work with a variety of fees to produce an invoice, voucher, or intercompany journal entry. For example, a fee management company can create receivables to bill owners, or an owner can create payables to pay a leasing agent. If you bill one party and pay another, you can create a single journal entry to offset the revenue and expense accounts that are associated with the invoice and voucher specifications. Because you are not restricted to management fees only, the term *revenue fee* is more appropriate.

A fee is based on revenue from either an entire business unit or an individual lease. For a business unit, which relates to a management perspective, the revenue can be based on either the Customer Ledger table (F03B11), or one or more accounts in the Account Ledger table (F0911). For a lease, which relates to commissions, the revenue is based on the Customer Ledger table only because the lease number is a part of the F03B11 record but not the F0911 record. This action is controlled by the fee type, which is a user defined code (15/FE). Depending upon the agreement that you make with your leasing agent, you can choose to pay the commission immediately or pay the commission in increments. Commissions are based on rent only.

The revenue can be the amounts that have been either billed or collected (an accrual or cash basis, respectively). This action is controlled by the fee table.

The following chart shows the primary decisions that affect the setup and calculation of revenue fees:

How Decisions Affect Revenue Fees



* You must have the Cash Basis Accounting module in order to use the AZ ledger for revenue fees.

Setting Up Fee Tables

When you set up fee tables, the information is stored in the Management Fee Master table (F1505B). This information controls the generation of the revenue fees. A fee can be based on revenue from either an entire business unit or an individual lease, which is controlled by the fee type.

Setting Up Business Unit Fee Information

Use the following guidelines when setting up business unit fee tables:

- When you set up the user defined code for Revenue Fee Type, you must specify the appropriate type in the Description 2 field, which is either CCAR (business unit - A/R) or CCGL (business unit - G/L).
- In the Rev B Cd (Revenue Bill Code) field for related revenue, you specify a bill code for a single account such as RRTL. For an account range, you specify the AAI that is related to the beginning account, such as 001B. The system automatically identifies the AAI for the end of the range.

The AAIs for an account range are PM001B (beginning account) and PM001E (ending account). You can define up to 999 different ranges (for example, PM999B and PM999E).

- You can define a detail line for an A/R invoice, A/P voucher, or G/L transactions. The system always creates journal entries in the general ledger. This action is controlled by the GM (Generation Mode) field and the accounting fields.
 - For an A/R invoice, the account number identifies the revenue account to be credited, and the bill code identifies the G/L offset account for A/R to be debited.
 - For an A/P voucher, the account number identifies the expense account to be debited, and the bill code identifies the G/L offset account for A/P to be credited.
 - For offsetting G/L transactions, the system creates journal entries to debit the expense account and credit the revenue account associated with the invoice and voucher specifications.
- The following formula is used to calculate the fee amount: Revenue amount x fee rate
- The fee limits that are specified in the Minimum Amount and Maximum Amount fields are based on monthly amounts.
- The Billing Control ID, assigned by Next Numbers, relates to the last time that a record was generated based on the batch number, billing period, and fiscal year for that record, and is used to compare the previous billing to the last billing during processing. This information is stored in the Revenue Fee Generation History table (F1505HB).
- Set the processing option to blank for business unit fee tables.

Note

You cannot bill a tenant twice for the same period unless you clear the Billing ID field for that period. See *Deleting Revenue Fee Batches* in the *Real Estate Management Guide* for instructions about clearing the field.

► **To set up business unit fee information**

From the Revenue Fees menu (G1526), choose Business Unit Fee Information.

1. On Work With Revenue Fee Master, click Add.
2. On Revenue Fee Master Revisions, complete the following required fields:
 - Fee Type
 - Rev B CD
 - Fee Rate
 - C A
 - Rev BU
3. Complete the following optional fields:
 - From
 - Thru
 - G M
 - Minimum Amount
 - Maximum Amount
 - Pay To
 - G/L Offset
 - Account
 - Sub Ledger
 - Company
 - Payment Terms
If you leave Payment Terms blank, the system enters the default payment term, such as Net 30.
 - Bill To

- G/L Offset
 - Account
 - Sub Ledger
 - Company
 - Payment Terms
4. Click OK.

Setting Up Lease Fee Information

You follow the same guidelines for setting up lease fee tables that you used for setting up business unit fee tables with the following differences:

- The revenue is based only on one or more leases, and their revenue bill codes.
- The Lease Number field replaces the Revenue BU field in the Revenue Fee Master Revisions form.
- The Building and Unit fields are added to the Revenue Fee Master Revisions form.
- You must include the fee type, bill code, and lease number that is associated with the revenue.
- When you set up the user defined code for Revenue Fee Type, you must enter LS (lease) in the Description 2 field.
- Set the processing option to 1 for lease fee tables.

► To set up lease fee information

From the Revenue Fees menu (G1526), choose Lease Fee Information.

1. On Work With Revenue Fee Master, click Add.
2. On Revenue Fee Master Revisions, complete the following required fields:
 - Fee Type
 - Lease
 - Rev B CD
 - Fee Rate
 - C A
3. Complete the following optional fields:
 - From
 - Thru
 - G M

- Minimum Amount
- Maximum Amount
- Building
- Unit
- Pay To
- G/L Offset
- Account
- Sub Ledger
- Company
- Payment Terms

If you leave Payment Terms blank, the system enters the default payment term, such as Net 30.

- Bill To
- G/L Offset
- Account
- Sub Ledger
- Company
- Payment Terms

4. Click OK.

Printing the Revenue Fee Listing

From the Revenue Fees menu (G1526), choose Revenue Fee Listing.

As an alternative to reviewing the business unit and lease fee information online, you can print the Revenue Fee Listing (R15405). The report prints information from the Management Fee Master table (F1505B).

Processing Options for Revenue Fee Listing (R15405)

Print Tab

1. Detail or Summary

Blank = Print detail information

1 = Print summary information

Use this processing option to determine whether the report should print detailed or summarized information. Valid values are:

Blank Print summarized information on the report.

1 Print detailed information on the report.

2. Lease or Business Unit Based Fees

Blank = Print business unit based fees

1 = Print lease based fees

Use this processing option to select either lease-based fees or business-unit based fees for reporting. Valid values are:

Blank Print business unit-based fees.

1 Print lease-based fees.

Processing Options for Revenue Fee Master Revisions (P1505)

Display Tab

1. Fee Type Screen Format

Blank = Business Unit based

1 = Lease based

Use this processing option to specify which fee type the system uses. Valid values are:

Blank Use business unit-based fee types

1 Use lease-based fee types

If you set this processing option to 1, the lease field will be included on the form. If you leave this processing option blank, the business unit will be included on the form.

Generating Revenue Fees

From the Revenue Fees menu (G1526), choose Revenue Fee Generation.

You use Revenue Fee Generation to generate a batch of invoices, vouchers, or G/L transactions that are related to revenue fees. Regardless of the batch, the revenue fee process always creates the G/L transactions. The program uses information from the Management Fee Master table (F1505B), and can update one or more of the following tables:

- Customer Ledger (F03B11)
- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)
- Revenue Fee Generation History (F1505HB)

A processing option controls whether the system prints a report only or updates records.

Reviewing Batches of Revenue Fee Transactions

When you run the Revenue Fee Generation program (R15105), you can generate batches of invoices, vouchers, and journal entries that you must post. Before you post the entries, you might want to review the transactions in the batch, or revise transactions. Depending on whether your organization requires management approval, you might need to approve batches before you can post them.

The Revenue Fees menu (G1526) provides the following three batch review programs that correspond to the three batch types that you might generate:

- General Journal Review (batch type G)
- Invoice Journal Review (batch type IB)
- Voucher Journal Review (batch type V)

The process to review and approve batches, and revise transactions in the batch is the same, regardless of the batch program and batch type.

See Also

- ❑ *Journal Entry Processing* in the *General Accounting Guide* for information about revising, deleting, voiding, and reversing journal entries
- ❑ *Working with Standard Vouchers* in the *Accounts Payable Guide* for information about revising, deleting, and voiding vouchers
- ❑ *Working with Standard Invoices* in the *Accounts Receivable Guide* for information about revising, deleting and voiding invoices

► To review batches of revenue fee transactions

From the Revenue Fees menu (G1526), choose the journal review program that corresponds to the type of batch that you want to review.

1. On Work With Batches, click Find to display all batches, or complete the following fields and options to display batches by batch type or batch number, and then click Find:
 - Batch Number / Type
 - Unposted Batches
 - Posted Batches
 - All Batches
2. To review the documents in a batch, choose the batch and click Select.
The form that appears depends on the batch type. For example, if you are reviewing journal entries (batch type G), the General Journal Review form appears.
3. On the batch review form, to review the details of a transaction, choose the transaction and click Select.
The system displays the form that corresponds to the transaction.

Posting Revenue Fee Batches

After you review and approve the batches of invoices, vouchers, and journal entries that were created from the Revenue Fee Generation program (R15105), you must post the batches to update the records in the appropriate tables, as follows:

- When you post *invoices*, the system updates the posted code on Customer Ledger records (F03B11) to D, creates automatic entries and updates the posted code on Account Ledger records (F0911) to P, and updates the Account Balances table (F0902).
- When you post *vouchers*, the system updates the posted code on Accounts Payable Ledger records (F0411) to D, creates automatic entries and updates the posted code on Account Ledger records (F0911) to P, and updates the Account Balances table (F0902).
- When you post *journal entries*, the system updates the posted code on Account Ledger records to P (F0911) and updates the Account Balances table (F0902).
- Additionally, the program updates the posted code on the batch header record (F0011) to D.

See Also

- ❑ *Automatic Entries for Voucher Batches* in the *Accounts Payable Guide* for specific information about posting vouchers
- ❑ *The Invoice Post Process* in the *Accounts Receivable Guide* for specific information about posting invoices

See the following topics in the *General Accounting Guide*:

- ❑ *The Financial Post Process* for general information about posting financial batches
- ❑ *Posting Financial Batches* for the available methods of running the post program
- ❑ *The Journal Entry Post Process* for specific information about posting journal entries

Deleting Revenue Fee Batches

From the Revenue Fees menu (G1526), choose Revenue Fee Batch Deletion.

If necessary, you can use the Revenue Fee Batch Deletion program (R15807) to delete an unposted revenue fee batch that was incorrectly generated. After you delete the batch, you can bill the tenant again for charges in the same period. When you run the Revenue Fee Batch Deletion program, the system does the following:

- Clears the Billing Control ID field on the record in the OW Billings Generation Control Master table (F15011B)
- Deletes the batch header record (F0011)
- Deletes the transactions in the batch
- Deletes the corresponding records in the Revenue Fee Generation History table (F1505HB).

A processing option controls whether the system prints a report only of the batches to delete or actually deletes the batches. The system displays the number of the last batch that was deleted in processing option 1 on the Select tab.

You cannot delete posted batches.

Caution

Exercise care when running this program You cannot recover deleted batches.

Processing Options for Revenue Fee Batch Deletion (R15807)

Select Tab

1. Batch Number

Use this processing option to define the revenue fee batch number you want to delete. The system will default the last revenue fee batch that was deleted.

2. Delete Batch

Blank = Do not delete

1 = Delete the batch

Use this processing option to delete the batch. Valid values are:

Blank Do not delete the batch.

1 Delete the batch.

Print Tab

1. Print Audit Report

Blank = No report

1 = Print audit report

Use this processing option to print an audit report. Valid values are:

Blank Do not print an audit report.

1 Print an audit report.

Processing Fees and Interest

If invoices remain unpaid after their due date, or if you receive the payments late, you can assess fees on the invoices. The fees that you assess can be based on the invoice aging (the number of days past the due date) or as a flat amount. The interest that you charge on payments you receive late can be calculated as:

- Simple interest (per month or per year on outstanding balances)
- Compound interest
- Interest on fees (simple or compound)

The bill code and automatic accounting instructions (AIs) that you set up determine whether you charge a late fee or interest. This distinction is important because revenue collected from fees and interest is taxed differently from revenue received from rent. In some cases, you must differentiate the interest that you charge from the interest that you must pay on security deposits, and so on.

The fee and interest programs also control the following:

- Level of detail. For example, you can define a late fee generally for all the leases and facilities -- specifically for a lease, tenant, building, or bill code—or for any combination of those four items
- Timing, period, and frequency
- Grace periods

For example, charges can be very general, such as all tenants are subject to a 25.00 late fee, or they can be very specific, such as .5 percent per month after a five-day grace period for a specific lease. You set up and work with fees and interest in tables of charges, interest rates, and calculation patterns.

Fee and interest information is stored in the A/R Fee & Interest table (F1525B), which controls the generation of the fees. The fee type is a user defined code (15/FY) that is stored in the User Defined Codes table (F0005).

Fee Search Levels and Examples of Fee Processing

The search level identifies the level of detail with which a fee and interest table is associated. It is determined by the four key fields that you set up in the Fee and Interest table:

- Lease
- Tenant
- Building
- Bill Code

The following chart shows the different combinations of these fields that make up the 12 valid search levels:

Field KEY FIELDS	Explanation											
	1	2	3	4	5	6	7	8	9	10	11	12
Lease	X	X	X	X								
Tenant	X	X	X	X	X	X	X	X				
Building	X	X			X	X			X	X		
Bill Code	X		X		X		X		X		X	

Notice that as the level increases from 1 to 12, the level of detail becomes more general. With level 1, for example, the search is limited to a specific lease, tenant, building, and bill code (A/R account). Level 10, however, limits the search only to a specific building.

Using up to 12 levels, you do not need to define the calculation of fees and interest for every lease, tenant, building, and bill code. You need to set up only the general policy and any exceptions within that policy. Then during the generation, the system selects the most specific fee and interest table, based on its search level, and the key information of the invoice being generated.

For example, suppose you have the same late fee policy for all tenants in all buildings except one. In the one building, you have a second late fee policy for all tenants except one. For the one tenant, you have a third policy. That same tenant has another lease related to the first policy. The first two policies include all the bill codes, and the third policy is associated with heating, ventilation, and air conditioning (bill code HVAC). You need to set up only four fee tables (four levels of detail) to satisfy all of the late fee requirements in this example:

- Level 12 (all leases, tenants, buildings, and bill codes)
- Level 10 (all leases, tenants, and bill codes for a specific building)
- Level 2 (all bill codes for a specific lease, tenant, and building)
- Level 1 (a specific lease, tenant, building, and bill code)

Examples of Fee Calculations

The following examples provide information about the different types of fees you might assess:

Example: Late Fees (Fixed Amount and Simple Interest)

If the rent is not paid within five days, the tenant is assessed a 50.00 one-time penalty. An additional five days grace is allowed before a simple interest of 12.0 percent is charged on the last open unpaid rent balance. The interest is retroactive to the first day of the month, and it accrues daily. All the charges are based on the due date of the invoice, and the bill code LATE is used to record the income from such charges.

The bill code plus the prefixes RC and PM make up the related AAIs RCLATE and PMLATE.

Example: Simple Interest on a Security Deposit

For the security deposit, a tenant is entitled to earn annual interest on a monthly basis. The interest is simple (noncompounding); and the rate varies, according to the prime rate. Though the lease begins on June 1, 2006, the interest calculation begins two months later on August 1. The interest is based on the G/L date of the receipt for the security deposit, and the bill code INTR (interest) is used to record the interest.

You use the processing options for Fee and Interest Generation to specify the interest rate because it is variable. The Rate Indc field identifies this rate. The Retr Code field is blank. This code is optional because no grace period exists. The bill code, plus the prefixes RC and PM, make up the related AAI RCINTR and PMINTR.

Example: Compounding Interest

Only one detail line associated with compounding interest is allowed in a fee and interest table. For the detail line, note the following:

- The Retr Code field must be blank because no grace period exists.
- The BCd/AdjR field must contain a bill code for an adjustment. During the generation, therefore, the system updates the A/R Account Ledger table as an adjustment.
- The Cmp Flg field must be set to 1.

The adjustment reason, plus the prefix RA, make up the related AAI RAIN.

Setting Up Fee and Interest Tables

You set up and work with fees and interest in tables of charges, interest rates, and calculation patterns in the Fee & Interest Information program (P1525).

► To set up fee and interest tables

From the Fees & Interest menu (G1527), choose Fee & Interest Information.

1. On Work With Fee and Interest Table, click Add.

PeopleSoft

Select Workspace: Active Foundation

Active Foundation

Personalize Change Role Sign Out

Fee and Interest Table

OK Cancel Tools

Fee Type: LTF Late Fees

Lease:

Tenant:

Building:

Bill Code:

Search Level: 12

Freq Code	Start Date	Retro	Partial Period	BCd/ AdjR	Amount	Rate	Rate Scope	Rate Indc	Open Amnt	Comp Flag	Seq
D		R	1	LATE	25.00						

Begin Date: 01/01/01 Ending Date: 12/31/07

Grace Periods: Grace Period Type: Currency Code:

Maximum Periods: Maximum Period Type: Billing Control ID: 33

Payment Terms: Tax Rate/Area: Tax Exp:

2. On Fee and Interest Table, complete the following field:
 - Fee Type
3. To set up the search levels, complete any of the following fields that are appropriate:
 - Lease
 - Tenant
 - Building
 - Bill Code
4. Complete the following required fields:
 - Freq Code
 - BCd/ AdjR
 - Rate Scope
 - Rate Indc
5. For fixed amount tables, complete the following required fields:
 - Fee Type
 - Freq Code

- BCd/ AdjR
 - Amount
6. For all types of tables, complete any of the following fields that are appropriate:
- Start Date
 - Retro Code
 - Partial Period
 - Amount
 - Rate
 - Rate Scope
 - Open Amnt
 - Comp Flag
 - Seq
 - Begin Date
 - Ending Date
 - Grace Periods
 - Grace Period Type
 - Maximum Periods
 - Maximum Period Type
 - Payment Terms
 - Tax Rate/Area
 - Tax Exp

Note

The system supplies the Billing Control ID, which the system uses to keep track of all the periods that have been generated and posted. For billing generation type 5, the Billing Control ID is stored with the invoice information in the Tenant/Lease Billings Detail History table (F1511HB) rather than in the Billings Generation Control Master table (F15011B).

7. Click OK.

Printing the Fee & Interest Listing

From the Fees & Interest menu (G1527), choose Fee & Interest Listing.

As an alternative to reviewing online the tables that are set up for fee and interest processing, you can print the Fee & Interest Listing report (R15625). This report includes the same information that you can review online, and helps to ensure that you have the information set up correctly before you generate fee and interest transactions. The report prints information from the A/R Fee & Interest table (F1525B).

Using data selection, you can limit the information that prints by the following criteria:

- Fee type
- Search level
- Key information for the search level (lease, tenant, building, and bill code)

This report does not have associated processing options.

Generating Fees and Interest

From the Fee & Interest menu (G1527), choose Fee & Interest Generation.

You use the Fee & Interest Generation program to generate a batch of invoices for fees and interest against A/R invoices and adjustments for interest on security deposits. The program is based on the A/R Ledger table and controlled by the fee tables in the A/R Fee & Interest table (F1525B). You set a processing option to control whether the system creates a batch or only prints a report so that you can preview the information to be processed.

You can calculate interest earned on security deposits. You must first set up the revenue bill code, such as INTR (interest) in a security group. After you calculate the interest earned, you can then generate the A/P voucher using the Security Deposit Refund Generation program to refund the interest, the security deposit, or both.

Caution

You can generate fees and interest for a tenant more than once in the same period until a batch is posted. If you inadvertently generate a batch of fees and interest, and have not yet posted it, you can delete the batch. The system deletes the batch header, the batch transactions, and the corresponding records in the Tenant/Lease Billings Detail History table. After you post a batch, you cannot delete it.

See Also

- *Refunding Partial and Full Security Deposits* in the *Real Estate Management Guide* for more information about security deposits

Processing Options for Fee and Interest Generation (R15160)

Select Tab

1. Fee Type

Use this processing option to enter the fee type for generation. This option lets you limit the generation of fees and interest to one fee type at a time.

2. Generation Date

Use this processing option to enter the generation date. The system uses this date for generating fees.

3. G/L Date For Invoices

Use this processing option to enter the enter the G/L date for creating invoices. The system uses the G/L date to apply transactions to the desired accounting period.

4. Invoice Date

Use this processing option to enter the invoice date that appears on generated invoices.

Process Tab

1. File Update

Blank = Report only

1= Create invoice and/or check records

Use this processing option to create an invoice and check records. You can use this option to run the report so you can verify the information before the system updates any files. Valid values are:

Blank Generate report without updating records.

1 Create an invoice and update records.

2. File Update Method

Blank = Do not accumulate late fee amounts

1 = Accumulate late fee amounts by invoice

Use this processing option to specify how many invoice pay items that the system generates for a late fee. If you enter 1, late fees are accumulated for each invoice and one late fee pay item is generated in the Billings Detail table (F1511B) for the total late fee amount.

If you leave this processing option blank, a late fee pay item is generated for each bill code in the Billings Detail table. The report prints a line for the late fee amount for each bill code regardless of the selection made on this option. Valid values are:

Blank

Update the Billings Detail table with one late fee pay item for each bill code.

1

Accumulate the total late fee amount for each invoice and update the Billings Detail table with one pay item for the total amount.

3. Late Fee Processing

Blank = Check the Late Fee value

1 = Bypass checking the value

Use this processing option to determine whether the Subject to Late Fees value associated with the bill code on the invoice should be checked. Valid values are:

Blank Do not check the value.

1 Perform the check.

This option causes the system to select invoices based on the security group value associated with the bill code on the invoice. The generation program can select security group bill codes, non-security bill codes, or both.

4. Security Deposit Write-Off Reason Code

Use this processing option to create a balancing A/R entry that the system uses to post the fee and interest adjustment batch.

5. Variable Fee Or Interest Rates

Currency Tab

1. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify the date to locate the exchange rate for currency conversions. An exchange rate is opened from the Currency Exchange Rate table (F0015) when the field for Multi-Currency Conversion is set to Y or Z in the General Accounting Constants. Valid values are:

Blank

Use the G/L date to locate the exchange rate.

1

Use the invoice date to locate the exchange rate.

Generating the Billing Edit/Register

From the Manual Billing menu (G1512), choose Billing Edit/Register.

Note About Navigation

The Billing Edit/Register program (R15300) appears on every menu from which you process billings. The system provides a separate version of the program for each generation type, and that version is set up on the menu that corresponds to the process.

After you enter or generate billings, you must run the Billing Edit/Register program to validate the transactions in the batch and to change the batch status. Depending on the type of billing, you might be able to set a processing option to run this program automatically (for example, when you generate recurring billings).

The following table indicates the version for each generation and type of billing:

Version	Generation Type	Type of Billing
XDJE0001	1	Recurring
XDJE0002	2	Actual Expense Participation
XDJE0003	3	Sales Overage
XDJE0004	4	Escalation
XDJE0005	5	Fee and Interest
XDJE0006	6	Estimated Expense Participation
XDJE0007	7	Manual

Caution

The Billing Edit/Register program provides a processing option for you to specify a batch number. An additional processing option allows you to use data selection to specify the batches to process. Do not specify a batch number in both the processing option and the data selection; otherwise, the system returns an error and does not process your transactions.

If no errors exist when you run the Billing Edit/Register program, the system changes the batch status to either pending or approved, depending on the setting of the Management Approval of Input option in the Accounts Receivable or Accounts Payable constants:

- If the option is turned on, the system changes the batch status to pending; you must approve batches before posting them.
- If the option is turned off, the system changes the batch status to approved, and the batch is ready to post.

If an error exists in the batch, the batch retains the Error status, and the system updates the Manual Rev Req'd field (BLMR) to Y on the record in the Tenant/Lease Billings Detail Master table (F1511B). You must revise the transaction to correct the error, clear the value of the Manual Rev Req'd field, and rerun the Billing Edit/Register program before you can post invoices and vouchers.

Using processing options, you can also specify whether the system prints the following:

- All batch transactions
- Only an error listing
- Associated invoice text
- All warning messages

Additionally, if you use multicurrency, you can specify whether the system prints amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

2. Update From Data Selection

Blank = Do not update batch header

1 = Update batch header

Use this processing option to determine whether or not the batch header should be updated when using data selection to run the Edit Register. When the Edit Register is run manually, an error will be issued if this is set to '1' to update batch headers based on data selection and a batch number has also been entered in the previous processing option. If the Edit Register is run automatically through a billing generation process, this processing option will be set to blank and only the batch number being processed in the billing generation will be updated. Valid values are:

Blank

Perform editing but do not update batch headers when using data selection.

1

Perform editing and update the batch header for every batch selected in data selection

Print Tab

1. Batch Transaction Printing

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to determine what transactions print on the selected batch. The batch headers are updated based on values in the G/L, A/R, or A/P Constants despite the selection chosen in this processing option. Valid values are:

Blank

Print all transactions.

1

Print no transaction listing.

2

Print an error list only. This value prints hard errors only if processing option #3 suppresses warnings. If warnings are not suppressed, the system prints both types of messages.

2. Associated Text Printing

Blank = Do not print

1 = Print associated invoice text

Use this processing option to define whether the system prints associated invoice text on the report. Invoice text is included only for transactions selected in conjunction with the value entered in the batch transaction printing processing option. Valid values are:

Blank

Do not print associated invoice text.

1

Print associated invoice text.

3. Suppress Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to suppress the printing of warning messages. The system still prints error messages. Valid values are:

Blank

Print all warning messages.

1

Suppress the printing of warning messages.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency code to use when the General Accounting Constant field for Currency Conversion is not set to N. Valid values are:

Blank

Print the amounts associated with the base currency of the record.

1

Print the amounts associated with the transaction currency of the record.

Real Estate Management Batch Journal Review

You use the Real Estate Journal Review program (P150011) to review, revise, and delete transactions from a real estate batch (such as billings or fees) before you run the post program (R15199) to generate invoice and voucher transactions. Depending on whether your organization requires management approval, you might also be required to approve the batches.

Note

Do not confuse the Real Estate Journal Review program (P150011) with the Batches program (P0011). Use the following guidelines:

- You use the Real Estate Journal Review program to review records in the Tenant/Lease Billings Detail Master table (F1511B) that you post (using program R15199) to generate invoice and voucher transactions.
- You use the Batches program to review invoice, voucher, and receipt batches before you run the financial post program (R09801) to update records in the Accounts Balances table (F0902).

The Real Estate Journal Review program appears on all of the menus in the Real Estate system for which you generate F1511B transactions. From menu to menu, the program name is different to reflect the default generation type that is assigned to the transactions in the batch. For example, when you access the Manual Billing Journal Review program (from menu G1512), you review batches of transactions for generation type 7 only.

The system provides three levels of detail for reviewing and approving batches of billing transactions:

- General batch review
- General review of transactions within a batch
- Detailed review of a transaction

You can review batches at the highest, or most general, level of detail. You can display a list of batches based on your user ID, batch number, batch date, and so on.

Difference Amounts and Batch Control

If you use batch control, the system shows the differences between what you expect to enter and what you actually enter in a batch. These differences are shown for both the input total and the number of documents, and are informational only.

If you do not use batch control, the system subtracts your actual entries from zero, resulting in negative amounts in the fields that display the differences. The differences that appear are informational only.

► To review Real Estate Management batches

From the transaction or process menu, choose the journal review program that corresponds to the type of billings that you want to review.

Note About Navigation

A different version of the journal review program (P150011) appears on every menu from which you process billings (or fees). The name that appears on the menu corresponds to the type of billings, based on the generation type. For example, on the Expense Participation menu (G1523), the program is called E.P. Journal Review, but the same program on the Recurring Billing menu (G1521), is called Recurring Billing Journal Review.

1. On Work With Batches, click Find to display all batches, or complete the following field and any of the following options to limit your search, and then click Find:

- Batch Number
- Unposted Batches
- Posted Batches
- All Batches

The system displays unposted batches by default. As a reminder, the system displays the number of the last batch that you worked with in the Previous Batch Number field.

2. To review the transactions in the batch, choose the batch and click Select.

The form that the system displays depends on the whether the billings are for invoices or vouchers, as follows:

- If the batch was generated for invoices, the system displays the Invoice Batch Review form.
- If the batch was generated for vouchers, the system displays the Voucher Batch Review form.

3. On Invoice (or Voucher) Batch Review, choose the document and click Select to review the details of the transaction.

The system displays the Manual Billing Revisions form.

Processing Options for Real Estate Journal Review (P150011)

Process Tab

1. Generation Type

Use this processing option to specify the appropriate generation type for batch review. Valid values are:

- 1 Recurring Billing
 - 2 Expense Participation
 - 3 Sales Overage
-

-
- 4 Escalation
 - 5 Late Fee
 - 7 Manual Billing

If a generation type is not specified, the batch review program will not perform valid searches on Property Management batches.

Versions Tab

1. Manual Billing (P1511) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Manual Billing Revisions program (P1511) when Property Management Billing Review is chosen. The specified version will pass the processing option values to Property Management billings.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

2. PM Cash Receipts (P15103) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Cash Receipts program (P15103) when Property Management Cash Receipts is chosen. The specified version will pass the processing option values to Property Management Cash Receipts.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

3. Tenant Ledger (P15222) Version

Blank = ZJDE0001

Use this processing option to override the default version of the PM Tenant Ledger program (P15222) when Property Management Tenant Ledger is chosen. The specified version will pass the processing option values to Property Management Tenant Ledger.

If you leave this processing option blank, the default version, ZJDE0001, will be used.

4. Billing Edit Register (R15300) Version

Blank = Corresponding Generation Version

Use this processing option to override the default version of the PM Billing Edit Register program (P15300) when Property Management Billing Edit Register is chosen. The specified version will pass the processing option values to Property Management Billing Edit Register.

If you leave this processing option blank, default version ZJDE0001 will be used for Recurring Billing; ZJDE0002 will be used for Expense Participation; ZJDE0003 will be used for Sales Overage; ZJDE0004 will be used for Escalation; ZJDE0005 will be used for A/R Fees and Interest; ZJDE0006 will be used for Estimated Expense Participation; and ZJDE0007 will be used for Manual Invoice.

5. Post A/R Type Batch (R15199) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses the version ZJDE0001.

6. Post A/P Type Batch (R15199) Version

Blank = ZJDE0002

Use this processing option to override the default version of the Real Estate Management G/L Transaction Generation program (R15199). If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers Generated from Billings or Fees

From the Manual Billing menu (G1512), choose either Post Invoices or Post Vouchers.

Note About Navigation

The Post Invoices and Post Vouchers program (R15199) appears on every menu from which you process billings. The system provides a separate version of the program for the type of transaction (invoices or vouchers) that you want to generate.

After you successfully run the Billing Edit/Register program (R15300) and, if necessary, approve batches, you must post the batches to create transactions in the appropriate tables. The system provides a separate version of the program for posting invoices and vouchers. You must run the appropriate version for the documents in the batch; you cannot process invoices and vouchers in the same batch.

Regardless of whether you post invoices or vouchers, the system performs the same tasks, as follows:

- Selects records from the Tenant/Lease Billings Detail Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it a new batch type, as follows:

- For invoices, the system assigns the batch type 2B.
- For vouchers, the system assigns the batch / (forward slash).

For audit purposes, the system uses the same batch number that was assigned to the original batch.

- If you post invoices, the system creates records in the Customer Ledger table (F03B11) and the Account Ledger (F0911) tables with document type RN.
- If you post vouchers, the system creates records in the Accounts Payable Ledger (F0411) and the Account Ledger (F0911) tables with document type PV.
- Updates the posted code to D on the records in table (F1511B).
- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in the Account Ledger table (F0911).
 - Updates the Account Balance table (F0902).
 - For invoices, updates the posted code on records in table F03B11 to D.
 - For vouchers, updates the posted code on records in table F0411 to D.
 - Updates the posted code on records in table F0911 to P.
 - Updates the batch status to G/L Approved.

Correcting Errors

If the post program encounters an error, the system updates the batch status to G/L Error. When this occurs, the system has not yet updated table F0902, nor has it updated the posted code to D on the records in table F0911.

After you correct the errors, you must post the batch again. Because the system updates the posted code to D on records in table F1511B, you must set the processing option for Posted Batches Data Selection to 1 to ensure that the system includes the posted F1511B records. The system does not create additional records in the F03B11, F0411, or F0911 tables.

Processing Options for Post Invoices and Post Vouchers (R15199)

Select Tab

1. Batch Type

2B = Tenant A/R Invoices
/ = Tenant Vouchers

Use this processing option to enter the batch type for processing. Valid values are:

2B
Tenant A/R Invoices

/

2. Posted Batches Data Selection

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to include or exclude batches that have been posted. Valid values are:

Blank

Omit posted batches.

1

Include posted batches. This option should be set to a '1' when the batch is in G/L error status. This will allow the user to re-submit the post after the G/L errors have been corrected in order to complete the post process.

Process Tab

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to determine whether the system applies credit amounts to new invoices as they are posted. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts. If this option is selected, an Accounts Receivable batch is created for the transactions.

This batch must be processed separately.

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option to choose the type of credits that the system should apply. Valid values are:

Blank

Credit only unapplied cash.

1

Apply all open credits.

Credits will be selected by matching the lease number and the bill code and by any additional criteria as defined in the following processing options.

3. Match Credit Date

Blank = Invoice Date (default)

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

4 = Do not require matching date

Use this processing option to specify the type of date that the system uses to match credits to invoices. Valid values are:

Blank

Invoice Date

1

Due Date

2

Service/Tax Date

3

G/L Date

4

Do not require matching date.

4. Match Criteria

Blank = Building and unit match

1 = Building and unit match not required

Use this processing option to choose whether the system matches credit to invoices using building and unit. Valid values are:

Blank

Match credit by building and unit.

1

Do not require matching building and unit.

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to summarize the FASB 13 amounts by revenue account and by document number into the G/L Account Ledger. Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Populate Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value with which to populate the subledger in the Account Ledger table (F0911). All records that are posted in the batch use the value that you enter. The value overrides any subledger value that populates the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master table (F1511B).

1

Use the tenant number.

2

Use the lease number.

3

Use the unit number.

Versions Tab

1. General Ledger Post Report (R09801)

Blank = ZJDE0026 (Batch Type 2B)

Blank = ZJDE0037 (Batch Type /)

Use this processing option to override the default version of the General Ledger Post Report (R09801) when the system processes G/L transactions.

If you leave this field blank, the system uses the default version ZJDE0026 (Batch Type 2B) or ZJDE0037 (Batch Type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to override the default version of the Cash Receipts Adjustment Journal report (R03B11) when the system processes G/L transactions.

If you leave this processing option blank, the system will not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to override the default version of the Journal Entry MBF program (P0900049) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to override the default version of the Invoice Entry MBF program (P03B0011) that the system uses when processing the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to override the default version of the Voucher Entry MBF program (P0400047) when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to override the default version of the Escalation Update W/O Post report (R15152) that is executed when the system processes the G/L transactions.

If you leave this processing option blank, the system uses the default version XJDE0001.

Note: The Escalation Update W/O Post report is executed for only those batches with a generation type equal to 4 and that have not been run through this process in update mode prior to posting.

Approving and Posting Interest Adjustment Batches

After you generate interest on security deposits, you must post the batch to the general ledger to update the appropriate account information. According to your organization's policy, you might require management approval before posting either the receipt or voucher batches. The process to review and approve batches is the same regardless of the batch type.

Note

The programs to review, approve, and post adjustment batches are located on the Fee & Interest menu (G1527).

You use the Adjustments Journal Review (P0011) to review and approve batches associated with security deposit interest. After you approve the batches, you post them using the Post Adjustments program (R09801), which is the same program that you use to post receipts.

See Also

See the following topics in the *Real Estate Management Guide*:

- ❑ *Posting Receipts* for information about posting interest adjustments, which are receipts
- ❑ *Journal Entries Created by the Receipt Post*
- ❑ *Automatic Entries Created by the Receipt Post*

Printing Real Estate Management Invoices

From the Manual Billing menu (G1512), choose Print Invoices.

Note About Navigation

The Print Invoices program (R15500) appears on every menu from which you process billings.

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted to print invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The printed invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

Processing options allow you to specify which invoices to print based on a date range, but, if necessary, you can use data selection to print specific invoices for a specific tenant. Processing options also allow you to specify whether to print attachment information, tax information, and short text messages on invoices.

The system prints invoice information from the Tenant/Lease Billings Detail Master table (F1511B).

Processing Options for Print Invoices (R15500)

Select Tab

1. Enter Invoice From Date

Blank = System Date

Use this processing option to specify the From Date for selecting invoices. If you leave this option blank, the system uses the system date.

2. Enter Invoice Through Date

Blank = System Date

Use this processing option to specify the Through Date for selecting invoices. If you leave this option blank, the system uses the system date.

Print Tab

1. Zero Balance or Credit Balances

Blank = Print w/ zero or credit balance

1= Omit print w/ zero or credit balance

Use this processing option to specify whether to print invoices with zero balances or with credit balances. Valid values are:

Blank

Print invoices with zero or credit balances.

1

Do not print invoices with zero or credit balances.

2. First Invoice Reference Number

Blank = Omit reference number

1 = Print on return portion

Use this processing option to specify whether to print the first invoice reference number on the return portion. Valid values are:

Blank

Do not print the reference number.

1

Print the first invoice reference number.

3. Invoice Text

Blank = Print invoice text

1 = Omit invoice text

Use this processing option to specify whether to print invoice text. Valid values are:

Blank

Print the invoice text.

1

Do not print the invoice text.

4. Separate Tax Amounts

Blank = No "Tax Amount" column

1 = Add a "Tax Amount" column

Use this processing option to specify whether to add a tax amount column and print tax amounts, if any, separately on the invoices. Valid values are:

Blank

Do not include tax amounts in a separate column.

1

Add a tax amount column and print the tax amounts separately.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which From Address that the system prints on the invoice. Valid values are:

Blank

Print the Company Address on the invoice.

1

Print the Facility Address on the invoice.

2

Print the Remit To Address on the invoice.

6. Additional Invoice Text

Use this processing option to add text to invoices. This text appears on all invoices that the Invoice Print program (R48506) generates.

Printing Real Estate Management Statements

From the Manual Billing menu (G1512), choose Print Statements.

Note About Navigation

The Print Statements program (R155001) appears on every menu from which you process billings.

You send statements to your tenants to inform them of their account activities and to provide them with an additional payment option. Statements list the open invoices and their due dates, as well as the invoices that were paid in that period. You can generate the following types of statements using the Real Estate Management program for printing statements:

- Open invoice statements
Each invoice appears on a statement until it is paid
- Summarized or balance forward statements
Unpaid invoices are summarized into a single balance forward amount, similar to a credit card statement.
- Zero balance statements

Using processing options, you can also specify whether to apply credit memos, include paid invoices, print future amounts (invoices that are not due), include aging or summary information, and specify the text for the aging columns and an additional statement message.

The system prints statement information from the Customer Ledger table (F03B11). The system stores statement information in the following tables:

- A/R Notification History (F03B20) - This table stores information about the statement.
- A/R Notification History Detail (F03B21) - This table stores information about the invoices that appear on the statement.

Because the system stores information about a statement, you can review statements previously generated online to answer tenant inquiries and reprint statements that are lost. You can also reset the last statement generated so that you can include a last-minute payment by a tenant or make a change to the data selection. Information is stored in the statement tables until you purge it.

See Also

See the following topics in the *Accounts Receivable Guide* for information about reviewing, reprinting, resetting, and purging statements:

- ❑ *Reviewing Statements*
- ❑ *Reprinting Statements*
- ❑ *Resetting Statements*
- ❑ *Purging Statements and Delinquency Notices*

Before You Begin

- ❑ Verify that the Print Statement option on the tenant's customer master record is turned on.
- ❑ Verify that the Print Statement option in the Accounts Receivable system constants is turned on for each company for which you want to print statements.
- ❑ Verify that the Print (I/S/N) field on the Lease Info Page 2 tab is set to Y for the tenant's lease. The print statement field is the second of the three that appear on the form after the field description.
- ❑ Set up any messages that you want to print on the statement. See *Setting Up Statement Messages* in the *Real Estate Management Guide*.
- ❑ Run the Post Invoices program (R15199) to generate invoice transactions in the Customer Ledger table (F03B11).
- ❑ Post receipt transactions to ensure that the statement reflects the most current information.

Processing Options for Print Statements (R155001)

Aging Tab

1. Print Aging

Blank = Do not print aging

1 = Print aging

Use this processing option to determine whether the system includes aging information on the statement. The fields for aging always appear in the lower part of the statement; this option controls whether they contain amounts. Valid values are:

Blank

Do not print aging on the statements.

1

Print aging on the statements.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to determine from where the system retrieves the aging specifications and statement date. Valid values are:

Blank

Use the processing options on the Statement report for aging.

1

Retrieve the aging specifications from the A/R Constants.

3. Statement Date to Age Open Balances

Blank = System date

Use this processing option to enter the statement date to age open balances. If you leave this processing option blank, the system uses the system date.

4. Age Open Balances Date

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date from which to age open balances. Valid values are:

D

Due Date (Default)

I

Invoice Date

G

General Ledger Date

S

Statement Date

5. Aging Category Method

1 = Aging Days

2 = Fiscal Periods

3 = Calendar Months

Use this processing option to specify the method for defining aging categories. Valid values are:

1

Aging Days

2

Fiscal Periods

3

Calendar Months

6. Apply Credits

Blank = Age credits

1 = Apply to current aging balance

Use this processing option to determine whether the system ages credits or applies credits to the current aging balance. Valid values are:

Blank

Age credits.

1

Apply credits to the current aging balance.

Aging Days Tab

1. Aging Day Ranges

Range 1 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 2 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 3 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 4 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 5 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Range 6 Begin

Use this processing option to enter the aging day ranges if the system uses the aging days method.

Print Tab

1. Remit To Address

Blank = Print the address
1 = Suppress printing the address

Use this processing option to print the Remit To address at the top of each statement. Valid values are:

Blank
Print the Remit To address.

1
Do not print the Remit To address.

2. Account Summary Information

Blank = Print the information
1 = Suppress printing the information

Use this processing option to determine whether the system prints account summary information on statements. Valid values are:

Blank
Print account summary information.

1
Do not print account summary information.

3. Future Dollars

Blank = Include future dollars
1 = Bypass future dollars

Use this processing option to determine whether the system includes future dollars. Valid values are:

Blank
Include future dollars.

1
Do not include future dollars.

4. Date To Exclude Future Dollars

Use this processing option to enter a future date to exclude future dollars.

5. Begin Date For Detail Records

Use this processing option to specify the beginning date of detail records to print on the report.

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to select which address should print as the statement "From" address. Valid values are:

Blank

Company address

1

Facility address

2

Remit to address

7. Exclude Paid Invoices

Blank = Include paid invoices with current activity

1 = Exclude paid invoices

Use this processing option to exclude paid invoices from the statement print. Valid values are:

Blank

Include paid invoices with current activity.

1

Exclude paid invoices.

Message Tab

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to enter a message identifier to print at the top of the statement. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

2. Message Identifier Aging Buckets

Aging Bucket 1

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 2

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 3

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 4

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 5

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

Aging Bucket 6

Use this processing option to enter a message identifier for each of the six aging buckets. For the message identifier, use the code related to the user defined message set up in the General Message Detail table (F00192).

3. Message Identifier - Total Line

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

Currency Tab

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify which currency to use when you print statements. Valid values are:

Blank

Print statements in domestic currency.

1

Print statements in foreign currency.

FASB 13 Standards

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States so that financial statements are in accordance with Generally Accepted Accounting Principles (GAAP). FASB 13, which is Ruling 13 from that board, states that the revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. For example, suppose you have a lease that is active from January 1, 2005, to December 31, 2007; and the actual base rent is the following:

Time Period	Actual Rent
1/1/05 - 12/31/05	15,000
1/1/06 - 12/31/06	20,000
1/1/07 - 12/31/07	25,000

According to FASB 13, the total revenue from rent for the lease, which is 60,000 (15,000 + 20,000 + 25,000), must be recognized evenly or 20,000 per year (60,000 / 3 years).

Time Period	Actual Rent	Straight-Line Rent	Difference*
1/1/05 - 12/31/05	15,000	20,000	5,000
1/1/06 - 12/31/06	20,000	20,000	0
1/1/07 - 12/31/07	25,000	20,000	(5,000)

*Difference = straight-line rent minus actual rent

For each new period, FASB 13 requires that you calculate the difference between the straight-line and actual rents. A positive difference is an accrual. An accrual is a revenue (or an expense) that gradually increases with the passage of time. GAAP states that accruals must be recognized in the financial statements. In the example, you received 15,000 in cash the first year, but you earned 20,000 based on FASB 13. The system uses an accrual entry to debit the account for accrued assets and credit the account for rent revenue.

A negative difference is a deferral. A deferral postpones the recognition of a revenue that has been received (or an expense already paid). GAAP states that deferrals must also be recognized in the financial statements. In the example, you received 25,000 in cash the third year, but you earned 20,000 based on FASB 13. The system uses a deferral entry to debit the account for rent revenue and credit the account for unearned revenue, which is a liability.

You must then add the deferral or accrual entry that includes the difference for the new period. As a result, the sum of the accruals and deferrals offsets to zero over the life of the lease.

FASB 13 Terms and Effective Dates

The system calculates the FASB effect for the term of the generation. The length of the FASB term is in months. This term depends on the relationship between the "as of" date, and the beginning and ending dates of the lease. Processing options control the "as of" date, and whether the system uses the effective dates of the lease or the move-in and planned move-out dates of each unit as the beginning and ending dates for the lease.

Example: Starting Date

The term of the generation starts on the beginning date for the lease or the "as of" date, whichever comes later. From the Recurring Billings Master table (F1502B), the system selects only the current and future information relative to the starting date.

If you change the FASB 13-related information for a lease after both the initial generation and the starting date of its term, you must run the FASB 13 Generation program again. The FASB effect is recalculated based on the initial term, and any adjustment is applied to the new term.

Example: Ending Date

The term of the generation extends to the ending date for the lease. This action is controlled by the following restrictions:

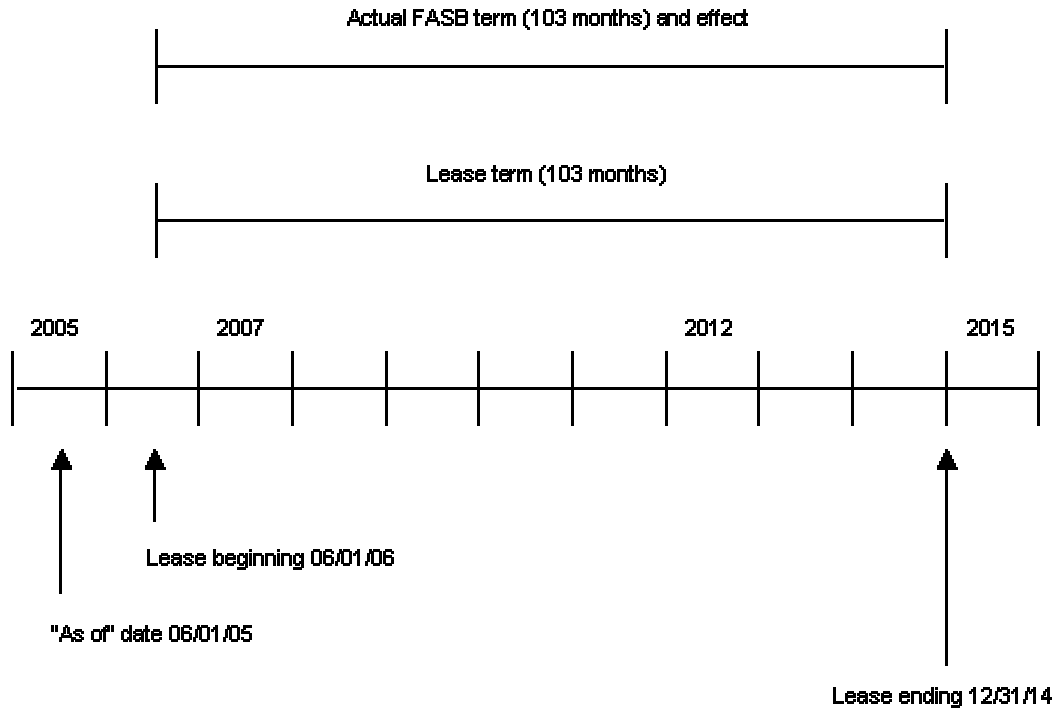
- The maximum number of months that the FASB 13 Generation program can process is 1188 (99 calendar years beginning with January). Therefore, the system can calculate a lease for only 99 years.
- If the starting date is not in January, the number of months is less than 1188. For example, suppose the starting date of the FASB term is in June. The maximum number of months is 1183 because the first five months of the year are not included ($1188 - 5 = 1183$). In a similar way, an ending date that is not in December reduces the number of months.
- The century change year (CENTCHG) that is defined for the system also controls the length of the term. This data item controls the cutoff year for the century that the system uses. In the following examples, suppose the year of the starting date for the FASB term is 2005:
 - If the CENTCHG value is 20, the cutoff year is 2020 and the range of years for the century is 1921 - 2020. The maximum term from January 2005 through December 2020 is 16 years.
 - If the value is 71, the cutoff year is 2071 and the range of years is 1972 - 2071. The maximum term from January 2005 through December 2071 is 67 years.

Example

Suppose a lease begins on June 1, 2005, and ends December 31, 2014. The term of the lease is 103 months. If you specify June 1, 2005, for the "as of" date, the starting date for the initial generation is June 1, 2006. The ending date of the lease limits the term to 103 months. In this case, the term of the lease and the FASB term are the same.

The following timeline illustrates this example:

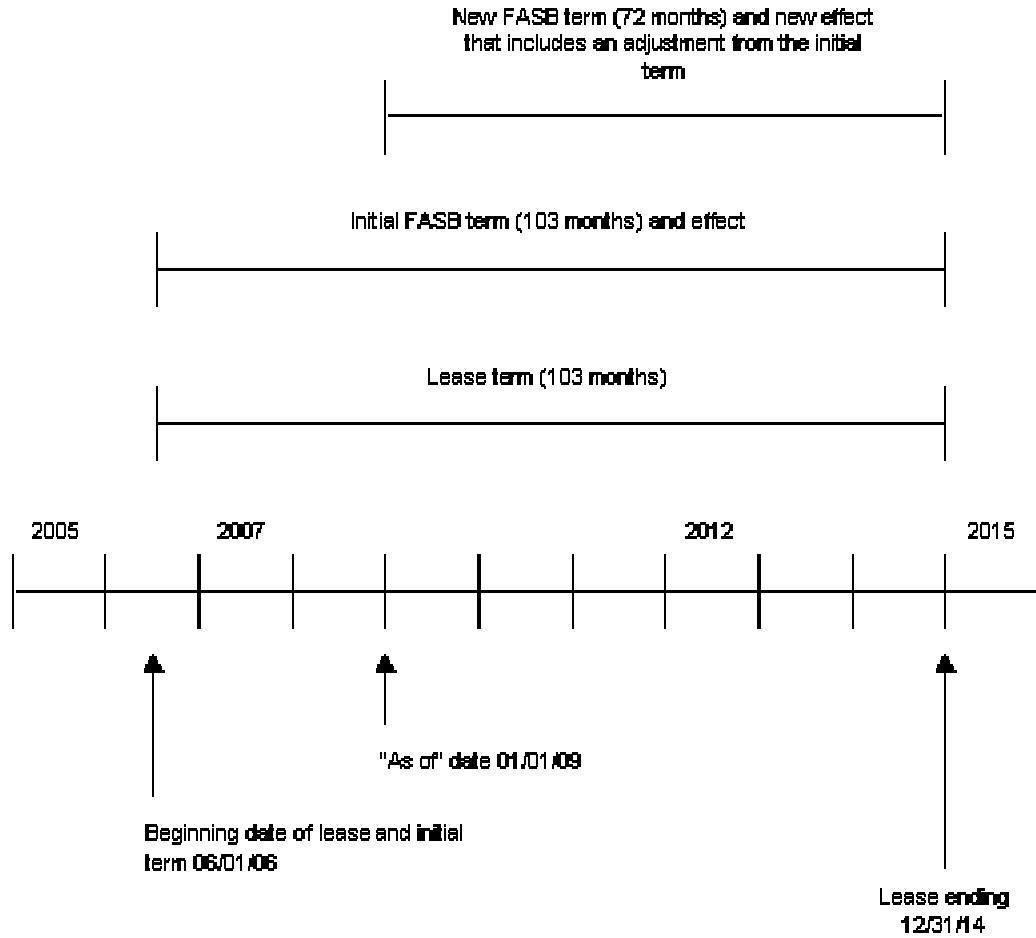
Example: Lease Term and FASB Term



In this example, suppose you initially ran the FASB 13 Generation program before January 1, 2009, and you increased the rent on January 1, 2009. This date is after the initial generation and 31 months after the starting date of its term. When you run the FASB 13 Generation program again using January 1, 2009, for the "as of" date, the term is now only 72 months (103 - 31). However, the system recalculates the effect from the starting date of the initial term and applies an adjustment to the new term.

The following timeline illustrates the relationship between the term of the lease, FASB terms, effects, and adjustment:

Term of Lease, FASB Terms, Effects and Adjustments



FASB 13 Generation Control

When the system generates the FASB 13 information for a lease, it clears the Generation Control field for the lease in the FASB 13 Lease Control table (F1513B). This action prevents the system from generating the information again for that lease, which would result in duplicate FASB 13 differences. However, if you make a change from either the Lease Information or Recurring Billing Revisions form and that change affects FASB 13 information (for example, the lease ending date changes), you should generate the information again.

A processing option for both the Lease Information and Recurring Billing Revisions forms controls whether the system displays a warning when you change FASB 13 information. With this warning processing option activated, you can decide whether you want to generate the FASB 13 information again. If you choose to rerun the FASB 13 information again, the system automatically repopulates the Generation Control field.

Caution

After the system generates FASB 13 information, be careful when you change the lease and recurring billing information that is associated with it. For the changes to be included in the FASB 13 information, you must run the FASB 13 Generation program again.

Generating FASB 13 Information

From the FASB 13 menu (G1528), choose FASB 13 Generation.

When you run the FASB 13 Generation program, the system calculates the effect that FASB 13 has on a lease with recurring billings. The system:

- Creates a batch for processing and gathers the information necessary for the generation.
 - Using the Tenant/Lease Billings Detail Master table (F1511B), the system identifies the time periods during which each unit is occupied.
 - From the Recurring Billings Master table, the system selects the base rent amounts for the occupied units. It selects only the current and future setup information associated with the starting date for the FASB term. It does not consider information before that date. You can control this process with processing options.
- Calculates the straight-line rent for the time periods.
- Compares the straight-line rent to the actual rent and calculates the difference by month for the duration of the lease.

Depending upon how the processing options are set, the system takes one of the following actions during the generation:

- Places the information into the FASB 13 Lease Control table as the current generation and prints a report.
- Rolls back (restores) the batch from a previous (inactive) generation and makes it the current (active) generation. The system assigns a new batch number to the current generation and clears the old batch from the table.

This function lets you make corrections to a lease or its recurring billings and then regenerate the FASB 13 information. For example, suppose you ran FASB 13 Generation for a lease with an error in the recurring billing step rent. You can roll back the previous generation to replace the current generation that has the error.

Note

The FASB 13 Lease Control table can keep batches from only the previous two generations. You cannot roll back a specific batch more than once.

- Prints a report but does not update the FASB 13 Lease Control File table. This process lets you preview the information before you generate it.

Processing Options for FASB 13 Generation (R15130)

Process Tab

1. FASB 13 As Of Date

Blank = System Date

Use this processing option to enter the as of date for the FASB 13. The system uses this date for calculating the FASB 13 effect from this date forward. If you leave the As Of date blank, the system uses the system date.

Note: If you enter a date prior to the lease begin date, the lease begin date value overrides the entered date.

2. Catch-Up Adjustment Date

Use this processing option to enter an adjustment date if you want the system to perform catch-up adjustments in one period.

3. Prorate Partial Month Rents

Blank = Do not prorate

1 = Prorate partial month rents

Use this processing option to prorate partial month rents. Valid values are:

Blank Do not perform proration calculations.

1 Prorate on a daily basis the recurring billings beginning on other than the first day of the month and ending on other than the last day of the month.

4. Lease Term Date Selection

Blank = Use dates at lease level

1 = Use dates at building/unit level

Use this processing option to determine whether the system uses the move-in and plan-out dates at the building or unit level of the lease or the beginning and ending dates of the lease to calculate the FASB lease term. Valid values are:

Blank Calculate the FASB lease term using the lease beginning and ending dates.

1 Calculate the FASB lease term using the move-in and plan-out dates of the lease at the building or unit level.

5. FASB 13 Rounding Option

Blank = Do not round amounts

1 = Round the FASB 13 amounts

Use this processing option to determine whether the system rounds the FASB amounts on the report to the nearest whole denomination and suppress data dictionary formatting. Valid values are:

Blank Do not round the FASB amounts.

-
- 1 Round the FASB amounts.

Bill Codes Tab

1. Bill Codes to Retrieve Rent Amounts

Use this processing option to select the bill codes that the system uses to retrieve the rent amounts from the Recurring Billings table (F1502B), which are used to calculate the FASB 13 effect. You can select up to 10 bill codes.

2. Bill Codes for Conversion

Use this processing option to select the bill codes that the system uses to retrieve the manual FASB 13 recurring billings entries for conversion. You can select up to 10 bill codes.

Conversion Tab

1. Perform Manual FASB 13 conversion

Blank = No conversion

1 = Manual conversion

Use this processing option to perform manual FASB 13 recurring billing conversion. Valid values are:

Blank Do not perform the manual conversion.

- 1 Perform the manual conversion.

2. Suspend Pre-Conversion Entries

Blank = Suspend entries

1 = Keep pre-conversion entries

Use this processing option to keep pre-conversion FASB 13 recurring billing entries or to suspend the recurring billing entries. Valid values are:

Blank Suspend entries.

- 1 Keep pre-conversion entries.

Defaults Tab

1. Version Effective Date
-

Use this processing option to determine the lease version effective date.

If you leave this processing option blank, the system uses the value entered in the Search Default field for the Lease Version processing option.

2. Search Default for Lease Version

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine which lease version the system will display. If you have not set up the Property Management constants (F1510B) to use versioning, the system does not use this processing option. Valid values are:

*LAST Display the version of the lease that has the latest version effective date.

*CURRENT Display the version of the lease that is active as of the system date.

Print Tab

1. Print Edit Report

Blank = Edit report only

1 = Update FASB 13 control table

2 = Roll back to previous generation

Use this processing option to update the FASB 13 Lease Control table (F1513B), roll back the FASB 13 information as of the previous generation, or print an edit report. Valid values are:

Blank Print an edit report without updating the FASB 13 table.

1 Update the FASB 13 Lease Control table.

2 Roll back the FASB 13 information as of the previous generation.

2. Batch Number for Roll Back Process

Use this processing option to enter the batch number to process if you are rolling back FASB 13 information as of the previous generation.

Reviewing FASB 13 Information

You can review and revise the information that is created by the FASB 13 Generation program by using FASB 13 Revisions. You must revise the FASB 13 information if you find an error, or change the FASB 13 information in a lease and its recurring billings before regenerating the FASB 13 information.

► To review FASB 13 information

From the FASB 13 menu (G1528), choose FASB 13 Revisions.

1. On Work with FASB 13, to locate the lease for which you want to review FASB 13 information, complete the following field and click Find:

- Lease

2. If a lease is tied to more than one building and unit, you can limit the search by completing the following fields, or using the QBE line and click Find:

- Building
- Unit

3. To revise the information, choose the row and from the Row menu, choose Revisions.

Alternatively, choose the row and click Select. The system scrolls to the last month and year of the lease.

4. On FASB 13 Revisions, make changes as necessary. If you change an amount, note the following requirements for the ending year of the lease:

- The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.
- The total FASB effect must be zero.

5. Click OK.

If these requirements are met, when you click OK, the system processes the new information interactively. It summarizes the annual amounts and recalculates the balance forward. If these requirements are not met, you will get an error.

Processing Options for FASB 13 Revisions (P1513)

Process Tab

1. Display FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to display the information from the previous or from the current

FASB 13 generation. Valid values are:

Blank Display the information from the current generation.

1 Display the information from the previous generation.

Versions Tab

1. Lease Information (P1501) Version

Blank = ZJDE0001

Use this processing option to override the default version of the Lease Information program (P1501) when you select the FASB 13 Revisions program (P1513) form exit.

If you leave this processing option blank, the system uses the default version of ZJDE0001.

Updating Recurring Billings with FASB 13 Information

From the FASB 13 menu (G1528), choose FASB 13 R.B. Update.

You run the FASB 13 R.B. Update program to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master table. The system uses this information to update the normal recurring billing cycle—thus, creating the appropriate billings.

The Batch Selection processing option (Process tab) controls whether the system updates the Recurring Billings Master table with all FASB 13 information in a batch or just the information identified during the data selection process. To preview the billing information without updating the recurring billing, set the Print Edit Report processing option (Print tab) to blank.

Processing Options for FASB 13 Recurring Billing Update (R15132)

Process Tab

1. Batch Selection

Blank = Based on data selection

Enter the batch number

Use this processing option to control whether the system updates the Recurring Billing Master table (F1502B) with the FASB 13 information in a batch or only the information identified on the data selection screen.

Blank All FASB information using data selection is updated.

Enter the batch number.

2. FASB 13 Record Selection

Blank = Records not in R.B. Generation

1 = Process all records

Use this processing option to process all FASB 13 records selected for recurring billing generation or to process only those records that have not been included in a recurring billing generation. Valid values are:

Blank Process only records that have not been included in a recurring billing generation.

1 Process all FASB records selected for a recurring billing generation.

3. Generation From Date

Use this processing option to enter the From Date for which the system calculates the FASB 13 effect and generates recurring billings.

If you do not enter a date range, the system uses the From and Through date range from the FASB 13 Lease Control table (F1513B).

4. Generation Through Date

Use this processing option to enter the Through Date for which the system calculates the FASB 13 effect and generates recurring billings.

If you do not enter a date range, the system uses the lease control generation date and the lease term ending date as the From and Through date range.

Bill Codes Tab

Accrued Entry

Use this processing option to enter the bill codes for the entries generated in the Recurring Billing table (F1502B). Valid values are:

Accrued Entry

Deferred Entry

Adjusted Entry

Catch-Up Adjustment Entry

Catch Up Adjustment

Use this processing option to enter the bill codes for the entries generated in the Recurring Billing table (F1502B). Valid values are:

Accrued Entry

Deferred Entry

Adjusted Entry

Catch-Up Adjustment Entry

Print Tab

1. Print Edit Report

Blank = Print edit report

1 = Perform update

Use this processing option to update the recurring billings entries and the FASB 13 Lease Control table (F1513B) or print an edit report. Valid values are:

Blank Print an edit report without updating the recurring billing or FASB 13 information.

1 Update the recurring billing and FASB 13 information.

Printing the FASB 13 Register - Month Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Month.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table (F1513B). The report shows the current information by month for a specific year in detail or summary format. The detail report shows actual and straight-line rent, whereas the summary report shows just the total FASB effect for the lease.

Processing Options for FASB 13 Register - Month (R15407)

Process Tab

1. Report Year Selection

Use this processing option to enter the year in which FASB 13 data is to be reported.

Print Tab

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to select the format of the report to print. Valid values are:

Blank Print the detailed FASB 13 effect.

1 Print the summarized FASB 13 effect.

Printing the FASB 13 Register - Year Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Year.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table. The report shows the information by year for a specific time period that begins with the current year. It can include either the current (active) or previous (inactive) generation.

Processing Options for FASB 13 Register - Year (R15409)

Process Tab

1. Report From Date

Blank = System Date

Use this processing option to enter the date from which the system reports and summarizes the FASB 13 information. If this option is left blank, the system date will be

used. The report always runs through the end of the FASB lease term.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to select the information from the previous or current FASB 13 generation. Valid values are:

Blank Select the information from the current generation.

1 Select the information from the previous generation.

Printing the FASB 13 Listing

From the FASB 13 menu (G1528), choose FASB 13 Listing.

You use this report to review the actual recurring billings and straight-line rent for a lease, and the related FASB 13 information (differences, adjustments, and net effect). The report is based on the FASB 13 Lease Control table. The report shows the information for a specific time period in detail or summary format. It can include either the current (active) or previous (inactive) generation.

Processing Options for FASB 13 Detail Listing (R15406)

Process Tab

1. Report Through Date

Blank = End of FASB 13 lease term

Use this processing option to enter the date from which the system reports and summarizes the FASB 13 information. If this option is left blank, the system date will be used. The report always runs through the end of the FASB lease term.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to select the information from the previous or current FASB 13 generation. Valid values are:

Blank Select the information from the current generation.

1 Select the information from the previous generation.

Print Tab

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to select the format of the report to print. Valid values are:

Blank Print the detailed FASB 13 effect.

1 Print the summarized FASB 13 effect.

Projecting Rent

Property managers often use rent projections to review rent increases that are based on tenants' lease terms, estimate future cash flow with different inflation and occupancy factors, or report five-year future rent when it is required on financial statements.

See Also

- ❑ [Process Recurring Billings](#) in the *Real Estate Management Guide*

Before You Begin

- ❑ If you plan to project rent, have your accounting department set up company fiscal patterns for all projection years. See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*.
- ❑ Set up user defined codes for special ledgers (15/PG) and ledger types (09/LT).
- ❑ Set up bill codes and their AAls.

Generating Projected Rent

From the Projected Rent menu (G1529), choose Projected Rent Generation.

You use the Projected Rent Generation program to automatically project rent into the future. During the generation, the system:

- Gathers the information that is necessary for the generation, which includes reviewing the following tables:
 - Lease Master Header table (F1501B) for the time periods which each unit is occupied
 - Recurring Billings Master table (F1502B) for the rent amounts that are related to occupied units
 - Area Master (F1514) and Market/Potential/Renewal Rent Master (F159071) tables for units and their related areas
- Calculates the projected rent, which depends on whether the unit is occupied or vacant:
 - A unit is occupied when it has a lease attached to it during the term of the projection. The system uses the rent information from recurring billings.
 - For a vacant unit that does not have a lease attached to it on the beginning date of the projection, you can set the Bill Code for Vacant Units processing option (on the Process tab) to control whether the system projects rent for that unit. If it does, the system uses the market rent.
 - If the lease of an occupied unit expires before the ending date of the projection, an occupancy gap exists. You can set the Renewal processing option (on the Process tab) to control whether the system projects rent for a unit during this time of vacancy. If it does, the system uses the information for the recurring billings from the expired lease.
 - If the system projects rent for a unit during an occupancy gap and a calendar year changes before a new lease resumes, the system increases the rent by the

inflation rate that is specified in the Annual Inflation Rate processing option (on the Process tab).

- Updates the G/L Account Balances table (F0902). The system saves the rent amounts within specific ledgers, with each amount going into the account that is associated with the business unit of the building, and the object and subsidiary of the AAI linked to the bill code.

Each generation that updates the table clears the ledgers of all the information that is associated with rent projection and replaces it with the newly generated information. The system does not keep track of prior rent projections.

- Populates the G/L Account Balances table (F0902) using the appropriate AAI, depending on whether the lease is receivable (RM AAI) or payable (PM AAI).
- Prints a report that lists the information that is involved in the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system updates the G/L Account Balances table or just prints a report so that you can preview the projection.

Processing Options for Projected Rent Generation (R15660)

Select Tab

1. Report Begin Date

Use this processing option to define the beginning date of the reporting period. The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered from the processing options.

2. Report End Date

Use this processing option to define the ending date of the reporting period.

The system calculates the projected rent for periods that occur on or between the beginning and ending dates entered from the processing options.

4. Billing Frequency Code

Blank = Monthly billing frequency

Use this processing option to determine the billing frequency that the system uses to project market rent amounts for vacant units. If you entered a bill code in the previous processing option, then you should enter a billing frequency code here. If you enter a bill code in the previous processing option and leave this option blank, the system uses a monthly billing frequency.

5. Square Footage Selection

Blank = Rentable Square Footage

1 = Useable Square Footage (F15017)

Use this processing option to determine which square footage that the system should use. Valid values are:

Blank Use the rentable square footage defined in the Lease Master Detail table (F15017).

1 Use the useable square footage defined in the Lease Master Detail table.

6. Select Area Type

*RENTABLE

*USEABLE

Use this processing option to determine which area type that the system should use when retrieving square footage from the Area Master table (F1514). Valid values are:

*RENTABLE Retrieves the area type defined as rentable in the P.M. Constants table (F1510B).

*USEABLE Retrieves the area type defined as useable in the P.M. Constants table.

7. Alternative Area Type

Use this processing option to determine which area type the system should use if the Select Area Type processing option is blank. Valid area types are set up in the User Defined Table (15/AR).

Process Tab

1. Annual Inflation Rate

Use this processing option to enter an annual inflation rate if you want the program to assume that leases renew at this rate indefinitely (for example, for 5%, enter .05).

If you enter an inflation rate, the system uses it to calculate projected rent amounts for units that have either a gap between occupancies or will be projected at market rental rates upon lease expiration. For example, if one lease expires on April 30, 2002, and another lease for the same unit begins on June 1, 2003, the system uses the projected rent amount for the first lease through Dec. 31, 2002, and then multiplies it by the inflation rate entered here to project rent for the unit from Jan. 1, 2003, to May 30, 2003.

2. Renewal

Blank = Do Not Assume Renewal of Lease

1 = Assume Renewal of Lease

Use this processing option to determine which projected rental amounts should be used for reporting after the lease has expired. Valid values are:

Blank Do not assume renewal of the lease.

1 Assume renewal of the lease.

Actual Lease Amounts

Use this processing option to enter ledger type codes for: a) Actual Lease Amounts, b) Speculative Lease Amounts, and c) Unit Square Footage Amounts.

The system enters amounts generated in the rent projection into accounts in the ledger types that you specify in this option. Each time you execute the Rent Projection Generation report (R15660), the system clears the accounts in the ledger types and enters the amounts into the appropriate accounts through your bill code specifications and Automatic Accounting Instructions (AAI).

Note: As a precautionary measure to avoid clearing actual amounts, you first must set up these ledger types in User Defined Codes (System 15, Code PG) in order for the system to recognize these ledger types as eligible to be cleared and then regenerated. The system will not clear ledger types AA, AU, and AZ, regardless of whether they are set up in this User Defined Codes table.

4. Amounts As Credits Or Debits

Blank = Enter amounts as debit entries

1= Enter amounts as credit entries

Use this processing option to determine whether the system enters the projected rent amounts as credits or debits. Valid values are:

Blank Enter actual and speculative lease amounts as debit entries.

1 Enter actual and speculative lease amounts as credit entries.

Print Tab

1. Update Account Balances

Blank = Report only

1 = Update account balances

Use this processing option to determine whether the system should update the account balances with projected rent amounts. Valid values are:

Blank Print a report without updating any account balances.

- 1 Update account balances with projected rent amounts.

2. Total Line Print Option

Blank = Unit's average square footage

1 = Last square footage amount

Use this processing option to determine what square footage value should print on the report. Valid values are:

Blank Print the unit's average square footage over the generation period.

- 1 Print the last square footage amount on the unit total line.

3. Description Field on Report

Blank = Print the lease description

1 = Print the tenant name as description

Use this processing option to determine which description should print on the report. Valid values are:

Blank Print the lease description.

- 1 Print the tenant name as the description.

This option controls the Description field on the report if the detail line relates to an occupied unit. However, if a unit is vacant during the rent projection period, the field contains the description of the unit. If the line relates to a property or building, the field contains the description of the business unit.

4. Totals Print Option

Blank = Do not print totals

1 = Print totals for each building and unit

Use this processing option to determine how the system summarizes and totals amounts for the report. Valid values are:

Blank Summarize the amounts within the generation period as a combined total for each building and unit along with the grand total.

- 1 Print annual totals within the unit and building and include grand totals.
-

Bill Codes Tab

1. Bill Code for Unit Square Footage

Use this processing option to enter a bill code for recording unit square footage.

This processing option controls the account into which the square footage of the unit is entered. The system uses the business unit of the building and the object and subsidiary of the Automatic Accounting Instructions (AAI) linked to the bill code.

2. Select or Omit Bill Codes

Blank = Select All

S = Select

O = Omit

Use this processing option to select or omit bill codes from the Projected Rent Generation report (R15660). You can select up to eight bill codes. Valid values are:

Blank Include all bill codes.

S Include only the selected bill codes.

O Omit the selected bill codes.

Options Tab

1. Prorate Amounts From Partial Billings

Blank = Do not prorate

1 = Prorate amounts

Use this processing option to determine whether the system prorates amounts from partial month recurring billings. Valid values are:

Blank Do not prorate amounts from partial month recurring billings.

1 Prorate amounts from partial month recurring billings.

2. Include Non-Billable Leases

Blank = Do not include

1 = Include in calculations

Use this processing option to determine whether the system includes non-billable lease

statuses in the projected rent calculation. Valid values are:

Blank Do not include non-billable lease statuses in the projected rent calculation.

1 Include non-billable lease statuses in the selection process.

3. Exclude Tax Amount From Calculation

Blank = Include tax amount

1 = Exclude tax amount

Use this processing option to determine whether the system includes the tax amount as part of the projected rent calculation. Valid values are:

Blank Include tax amounts in the calculation.

1 Exclude tax amounts from the calculation.

4. Deriving the Square Footage

Blank = Use business unit from rent account

1 = Use Company from the Unit Master

Use this processing option to determine the correct square footage account.

Valid values are:

Blank Use the business unit from the rent account when deriving the square footage account.

1 Use the company from the Unit Master when deriving the square footage account.

Reapplying Projection Adjustments

From the Projected Rent menu (G1529), choose Reapply Projection Adjustment.

When you run the Projected Rent Generation program (R15660) and update the Account Balances table (F0902), the system clears the table of all the information that is associated with rent projection and replaces it with the newly generated information. Therefore, you must reapply the adjustments to the projected rent that you made prior to the generation. You can do this automatically by running the Reapply Projection Adjustment program, which updates the Account Balances table from the Account Ledger table (F0911).

This program applies only to the adjustments that you have already entered, reviewed, and posted in the General Accounting system before a generation. Therefore, you do not need to run this program regularly.

For example, suppose you projected the rent for a unit with an occupancy gap between leases. The gap crossed a calendar year, so the system increased the rent by the annual inflation rate for the remainder of the gap. However, you wanted the rent to be inflated for the entire occupancy gap, so you use the General Accounting system to adjust the projected rent amount accordingly. But as soon as you generate projected rent again, you lose the adjustment that you made. To restore it, run the Reapply Projection Adjustment program (R15665).

You can print a report that lists the information that is involved in the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system just prints a report so that you can preview the projection, or prints the report and updates the Account Balances table.

Processing Options for Reapply Projection Adjustments (R15665)

Print Tab

1. Update Account Balances

Blank = Print report only

1 = Update account balances

Use this processing option to run this program in proof or final mode. Valid values are:

Blank Print an edit report without updating any files in the Account Balances table (F0902).

1 Update the Account Balances table.

Global Updates

You can apply changes to all transactions in the Real Estate Management system by running global update programs. For example, assume that one of your tenants subleases space to another business. The rent has not changed, the lease is the same, and so on. In this case, you can replace the original tenant's address book number with the sublet tenant's address book number, and run a global update program to make the change effective throughout the Real Estate Management system. In a different scenario, assume that one of your tenants wants to move to one of your larger properties. You can preserve the tenant's activity (lease history, past payment history, sales overage, and so on) by using a global update program to migrate the information from one property to the other.

Updating Property and Building Relations

From the Global Updates menu (G15311), choose Property/Building Relations.

If you change the Project Number (MCUS) for a building (business unit), you can run the Property / Building Relations program (R15804) to update the new project number entered on all of the related records in the Lease Master Detail File table (F15017) and the Unit Master File table (F1507).

This update is necessary because the system uses the project number as search and selection criteria on interactive and batch programs. This update program prints a report that lists the new and the old information, as well as the tables that were updated.

This program does not have associated processing options.

See Also

See the following topics in the *Real Estate Management Guide*:

- ❑ [Setting Up Building Information](#)
- ❑ [Setting Up Unit Information](#)
- ❑ [Setting Up Lease Information](#)

Updating Priority Codes on Invoices

From the Global Updates menu (G15311), choose Priority Code Reapplication.

If you need to change the priority assigned to a bill code, you can update this change to the Customer Ledger table (F03B11) by running the Priority Code Reapplication program (R15903). The priority code determines the order in which open invoices should be paid.

This program does not have associated processing options, nor does it provide a report of the priorities that were changed.

See Also

- ❑ [Displaying Open Invoices for Real Estate Management](#) in the [Real Estate Management Guide](#) for more information about cash receipts

Updating Accounts Receivable from the Address Book

Use one of the following navigations:

For the Accounts Receivable system, choose Update A/R from Address Book from the A/R Advanced & Technical Operations menu (G03B31).

For the Real Estate Management system, choose Update A/R from Address Book from the Global Updates menu (G15311).

When you generate invoices, either manually or automatically from another system, certain address book information, such as the customer's alpha name, is written to each record. The Accounts Receivable system uses the address book information for many processes, such as printing statements and reports, and for inquiry programs. When address book information changes, you can update your invoice records by running the Update A/R from Address Book program (R03B802).

Depending on the size of your Customer Ledger table (F03B11), you might want to run Update A/R from Address Book during off-peak hours. Run this periodically, especially before running aging reports or printing statements, to ensure that the Customer Ledger table contains current information. You do not need to run it nightly, because the accuracy of programs such as Credit Analysis Refresh (R03B525) is not dependent upon the Address Book. However, if you use the Customer Ledger Inquiry program to search by parent number, and parent numbers are changed frequently in the Address Book, you might want to run Update A/R from Address Book nightly.

The system updates the following fields in the Customer Ledger table (F03B11):

- Payor (PYR), based on the processing option on the Updates tab.
The system retrieves the value for the Payor from the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system retrieves the value from the Address Book Number field (AN8).
- Alpha Name (ALPH) from the Address Book Master table (F0101).
- Parent Address Number (PA8) from the Address Organization Structure Master table (F0150).
- Alternate Payee (AN8J), based on the value of the Send Statements To (STTO) field in the Customer Master by Line of Business table.

The address book number that the system assigns to the Alternate Payee field depends on the value of the Send Statements To field. For example, if you send the statement to the customer (value of C), the system updates the Alternate Payee field with the customer's address book number (AN8). If you send the statement to the parent (value of P), the system updates the Alternate Payee field with the address book number of the parent (PA8) from the Address Organization Structure Master table (F0150).

- Category Codes 1–10 (AC01–AC10), from the Customer Master by Line of Business table.

- Collection Report Y/N (COLL), from the Customer Master by Line of Business table.

The system updates the following fields in the Receipts Header table (F03B13):

- Alpha Name (ALPH), based on the setting of the processing option, from the Address Book Master table.
- Parent Address Number (PA8) from the Address Organization Structure Master table.

See Also

- [Address Book Maintenance](#) in the *Address Book Guide* for information about revising address book records

Processing Options for Update A/R from Address Book (R03B802)

Update

1. Enter a '1' to update the Payor in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.
 2. Enter a '1' to update Alpha Names of customers in your A/R Ledger (F03B11) with Address Book values. If left blank, this field will not be updated.
-

What You Should Know About Processing Options

Updating the Parent Address Number	The system updates the parent number regardless of processing option settings.
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Updating Billing Frequency Patterns

From the Global Updates menu (G15311), choose Frequency Pattern Update.

If you need to change the periods for a particular building frequency code, you can do so by using the Billing Frequency Information program (P15019). After you run this program, you must run the Frequency Pattern Update program (R15803) to change the billing records in the following tables:

- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

The program does not have associated processing options, nor does it print a report of the records that the system updates.

Selecting Recurring Bill Code Lines to Update

From the Global Updates menu (G15311), choose Recurring Billing Global Selection.

You run the Recurring Billing Global Selection program (R15021) in conjunction with the Recurring Billing Global Update program (R15116) to choose the bill code lines for which you want to revise amounts, and then update the changes to the recurring billing records in table F1502B.

When you run the Recurring Billing Global Selection program, the system does the following:

- Updates records in the Estimated EP Recurring Billing Workfile table (F1502WB) based on the selection criteria that you choose.
- Automatically runs program R15116 in edit (proof) mode so that you can preview the information in a report format before the system updates the records. A processing option controls which version of program R15116 the system runs.

The program uses both the anniversary date of a lease and the effective dates for the recurring billings, and takes into account calculations. This processing method gives you the following flexibility:

- On a single batch of selected records, you can apply different calculations by running different versions of the update program. This action lets you review and compare the results without committing to a particular update.
- If the method and amount of increase are consistent from one run or month to the next, you maintain only the date control in the versions of the selection program. A common version can then exist for the update program.

For both the selection and update programs, J.D. Edwards recommends that you set up the different versions per billing frequency for the following reasons:

- In the calculation, a flat amount is applied to the selected records, regardless of the billing frequency.
- The billing frequency controls how the calculated amounts are expressed. Monthly billings are expressed as monthly amounts, annual billings as annual amounts, and so on. However, the totals on the report do not take into account any difference in the billing frequency.

Caution

The billing frequency for the selection *must* correspond to the frequency for the update. Otherwise, different frequencies could be involved in the same calculation and the results would not be correct, such as if monthly billings were calculated with an annual increase.

The selection program can produce an exception report that shows the selected records that would be omitted from the update, along with an explanation. The system honors the following conditions to determine whether a bill code line is updated:

- The new begin date cannot occur after the expiration date of the lease.
- The new begin date cannot occur on or after the suspend date if the bill code line is suspended.
- The bill code line cannot be associated with a non-billable lease unless the processing options are set to allow it.

- The original (current) end date cannot be blank if the new begin date is not specified in the processing options.
- The original begin and end dates cannot be blank if the new begin and end dates are not specified in the processing options, and non-billable leases are not allowed.

Note

The exception report is printed only if the processing options are set appropriately and selected records have actually been omitted.

Processing Options for Recurring Billing Global Selection (R15021)

Dates Tab

1. New Beginning Effective Date

Blank = Day after original end date

Use this processing option to enter the new beginning effective date. The system uses the date you enter as the beginning date of the new recurring billing records created by the Update program.

If you leave this option blank, the system uses the day after the existing recurring billing is scheduled to end as the beginning date of the new records. In either case, existing recurring billing records will be suspended as of the day prior to the begin date of the corresponding new recurring billing records during the update process.

2. New Ending Effective Date

Blank = Lease expiration date

Use this processing option to specify the new ending effective date. The system uses the date you enter as the effective end date of the new recurring billing records. If this option is blank, the new recurring billing record will be scheduled to end on the day the lease ends.

Select Tab

From Anniversary Date

Use this processing option to specify an anniversary date or anniversary date range which will be compared to the lease start dates. If a lease begins within the range you specify, the recurring billings for that lease will be eligible for selection. If both dates are left blank, all records will be eligible for selection. If just one date is entered, it will be used for both the dates.

Note: The term "Lease Anniversary" refers to the day and month a lease starts.

Floor Number

Use this processing option to specify which fields the system uses to select recurring billing records from the Unit Master records. Valid fields are:

Floor Number

Unit Type

Unit Useage

Report Code 01

Report Code 02

This option allows you to select recurring billing records based on certain fields of the unit to which they are attached. You can select any combination of the above fields by entering a 1 in the corresponding processing option.

3. Include Non-Billable Leases

Blank = Do not include

1 = Include billing records

Use this processing option to specify whether to include recurring billing records for non-billable leases (pre-lease and speculative lease types). Valid values are:

Blank Do not include non-billable leases.

1 Include non-billable leases.

Print Tab

1. Report of Bypassed Records

Blank = No report

1 = Print report

Use this processing option to print a report showing recurring billing records included in data selection but bypassed by the program. The report shows which records were not selected for update and explains why they were not selected for update. Valid values are:

Blank Do not print the bypassed record report.

1 Print the bypassed record report.

Versions Tab

1. R.B. Global Update (R15116) Version

Blank = XJDE0001

Use this processing option to override the default version of the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system uses version XJDE0001.

Updating Recurring Billing Records

From the Global Updates menu (G15311), choose Recurring Billing Global Update.

You can change many recurring billing records at the same time for increases or decreases in the billing amounts using this program. This program is most commonly used to increase rents. When you run the Recurring Billing Global Update program in the update mode, the system calculates the new recurring billing information for one or more leases, updates the related bill code lines in the Recurring Billings Master table, and suspends the lines being replaced.

The update program retrieves information from the Estimated EP Recurring Billing Workfile table (F1502WB), which contains the batch of selected information that is created when you run the Recurring Billing Global Selection report. You must run the Recurring Billing Global Selection program before the update program, and you must specify the number of the resulting batch in the processing options for the update.

A processing option controls whether the system performs the update, resets the bill code lines to their current settings, or just prints a report so that you can preview the calculations and new information that are involved in an update. The report also includes the records that cannot be updated, based on the thresholds that are specified in the processing options. When you run the selection program, the system automatically runs the update program in edit mode so that you can preview the new information.

The processing options control how the new billing amount is calculated. For the calculation, the system performs the following steps:

1. Determines whether the type of square footage to be used is rentable or useable.
2. Retrieves the original (current) billing amount. If the method of increase involves the amount per square foot, the system divides the original amount by the appropriate square footage from the Lease Master tables.
3. Applies the method of increase to the original amount, which results in the new gross billing amount. For example:
4. For percent, the original amount is multiplied by the specified percent.
5. For amount or amount per square foot, the specified amount is added to the original amount.

6. For new amount or new amount per square foot, the original amount is replaced by the specified amount.
7. Applies the rounding controls to the new amount.
8. Processes the new rounded amount against the original amount to determine the calculated change. For example:
9. If the threshold is a percent, the original amount is divided by the rounded amount.
10. If the threshold is an amount, the original amount is subtracted from the rounded amount.
11. Compares the calculated change with the threshold. If the change is greater than or equal to the threshold, the rounded amount is accepted for the new billing amount. This step prevents updates with insignificant amounts.

Note

A processing option controls whether the system updates the Recurring Billings Master table with the new amount.

12. Runs the update version.

Depending on the setting of the Update Recurring Billings processing option (on the Print tab), the system does the following:

- If the processing option is set to 1 (Update recurring billing records), the system writes the new records to the Recurring Billings Master table, and suspends the original recurring billing records.
- If the processing option is set to 2 (Reset recurring billing records), the system deletes the new records previously written, and resets the Suspend Code and Suspend Date fields of the original records so that they are no longer suspended.

The system prints a report that shows the records that were reset and those that were omitted from the process.

Before You Begin

- Run the Recurring Billing Global Selection program to choose the records for which you want to update amounts. See *Selecting Recurring Bill Code Lines to Update* in the *Real Estate Management Guide*.

See Also

- [Entering Recurring Billing Information](#) in the *Real Estate Management Guide* for information on updating billing amounts manually

Processing Options for Recurring Billing Global Update (R15116)

Process Tab

1. Batch Number (required)

Use this processing option to enter the batch number to process. The batch number is assigned by the Recurring Billing Global Selection program (R15021).

2. Method of Increase

- 1 = Percent Increase
- 2 = Amount Increase
- 3 = Annual Amt per Sq. Ft. Increase
- 4 = New Amount
- 5 = New Annual Amount per Sq. Ft.

Use this processing option to select the method by which to increase the existing recurring billing records. Valid values are:

- 1 Percent increase
- 2 Amount increase
- 3 Annual Amount Per Square Foot increase
- 4 New Amount
- 5 New Annual Amount Per Square Foot

Note: If you are updating recurring billing records by amount increase or new amounts, you should set up versions per billing frequency. The system applies the amount that you enter here to the recurring billing amount regardless of the billing frequency of the recurring billing.

3. Calculation Amount or Percentage

Use this processing option to enter the amount or percent to use in the calculations. The increase method in the previous processing option determines whether the number entered here is an amount or a percent.

Note: Enter 5.25% as 5.25.

4. Recurring Billing Transaction Currency

Use this processing option to specify the transaction currency of the recurring billing records that the system locates and updates when the G/L Constant for Currency Conversion is not set to N. If the Method of Increase is set to 2, 3, 4, or 5, or the Threshold

for Change Amount is not equal to zero, you must enter the transaction currency. If the G/L Constant for Currency Conversion is set to N, the transaction currency is not needed.

5. Rentable or Useable Square Footage

*RENTABLE

*USEABLE

Use this processing option to determine which square footage the system uses to base rentable or useable square footage calculations. Valid values are:

*RENTABLE

*USEABLE

Options Tab

1. Method of Rounding

U = Up to nearest increment

D = Down to nearest increment

H = Nearest increment (up or down)

Use this processing option to determine how the system rounds the new recurring billing amounts. Valid values are:

U

Round up to the nearest increment.

D

Round down to the nearest increment.

H

Round to the nearest increment (up or down).

2. Rounding Increment

Use this processing option to determine the amount the system uses for rounding the new recurring billing amounts. The new records are rounded based on this selection and by the method you choose in the method of rounding processing option. When you enter the rounding increment, the result of the rounding will be exactly divisible by this entry. For example, if you enter '10.00,' the system rounds to the nearest 10.00. If you enter '5.00,' the system rounds to the nearest 5.00.

3. Threshold for Change Percent

Use this processing option to enter the threshold percentage that the system uses to determine whether the recurring billing records should be updated. If the amount calculated results in changes less than the percentage entered, the system does not create a new recurring billing line for that record.

Note: The two threshold processing options may be used separately or as a combination of the two. If you choose to use a combination, the recurring billing records would have to meet both thresholds in order for new recurring billings amounts to be created.

4. Threshold for Change Amount

Use this processing option to enter a threshold amount that the system uses to determine whether the recurring billing records should be updated. If the amount calculated results in changes less than the amount entered, then the system does not create a new recurring billing line for that record.

Note: The two threshold processing options may be used separately or as a combination of the two. If you choose to use a combination, the recurring billing records would have to meet both thresholds in order for new recurring billing amounts to be created.

Print Tab

1. Update Recurring Billings

Blank = Edit report only

1 = Update recurring billing records

2 = Reset recurring billing records

Use this processing option to determine whether to update or reset the Recurring Billings Master table (F1502B) for the specified batch number. If you leave this option blank, the system prints an edit report only. If you have specified this particular version number to run as part of the Recurring Billing Global Selection program (R15021), the report runs only in edit mode.

Running the Lease Global Update

From the Global Updates menu (G15311), choose Lease Global Update.

The Lease Global Update program allows you to change specific lease-related fields for the records in selected tables. The following are examples of situations for which this program is useful:

- Maintaining the history for leases that have been moved to different units, such as when an appraisal results in the units being renumbered
- Changing the number of a tenant or the name of an alternate payee
- Recording when an internal building number or company changes.

Use the processing options to specify which fields and tables to update. This program uses information stored in the Lease Master Header File table (F1501B).

You can update the following information:

- Building number

When you update the building number (business unit), the system does not change the company number in the tables. You cannot use the same business unit for more than one company.

You can use the Old Building Number and Old Unit Number processing options on the Options tab to limit the update to a single building and unit in situations in which more than one building and unit are associated with the lease. If these options are blank, the system selects all of the buildings and units in the lease for processing.

- Unit
- Tenant

When the system updates tenant numbers, the alternate payee does not change to the alternate payee for the new tenant. To make this change, you must also update the alternate payee in the Alternate Payee processing option on the Field Updates tab.

- Alternate Payee
- Alternate Payment Source
- Manager
- Occupant
- Salesman
- DBA (Doing Business As)
- Lease Status
- Payment Terms

You can update the following tables:

- Lease Master Header File (F1501B)
When you choose this table, the system also updates all the applicable fields in the Lease Master Detail File table (F15017). You choose select these tables separately for the update.
- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- Tenant/Lease Billing Detail (F1511B)
- Tenant/Lease Billings Detail History (F1511HB)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries (F15015B)
- Tenant Escalation Master (F15016B)
- A/R Fee & Interest (F1525B)
- Sales Report Control (F1540B)
- Tenant Sales History (F1541B)
- Tenant Weekly Sales (F15410)
- Log Detail Master (F1521)
- Security Deposit Master (F1565)
- Accounts Payable Ledger (F0411)
- Customer Ledger (F03B11)

Use the processing options to determine whether the system runs the update in proof (edit) mode or final mode. J.D. Edwards recommends that you first run this report in edit mode.

Processing Options for Lease Global Update (R15117)

Options Tab

1. Edit/Update Selection

Blank = Edit

1 = Update selected tables

Use this processing option to specify whether to run the report in edit mode with no updates to the selected tables, or in update mode. Valid values are:

Blank

Run the report in edit mode with no updates to records for selected tables.

1

Run the report and update records for selected tables.

2. Page Break Selection

Blank = No page break

1 = Page break for each new lease.

Use this processing option to specify whether the system should insert a page break when a new lease is processed. Valid values are:

Blank

Do not insert a page break between leases.

1

Insert a page break for each new lease.

3. Old Building Number

Use this processing option to choose a specific building for update. Only records with the building number that you enter are selected for update.

4. Old Unit Number

Use this processing option to choose a specific unit for update. Only records with the unit number that you specify are selected for update.

Table Selection Tab

1. F1501B - Lease Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

2. F15012B - Expense Participation Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

3. F15013B - Sales Overage Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

4. F15014B - Product Scales Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

5. F15015B - Min/Max Rents and Recoveries

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

6. F15016B - Tenant Escalation Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

7. F1502B - Recurring Billing Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

8. F1505B - Management Fee Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

9. F1511B - Tenant/Lease Billing Detail

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

10. F1511HB - Tenant Billing Detail History

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

11. F1521 - Log Detail Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

12. F1525B - Fees and Interest

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

13. F1540B - Sales Report Control

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

14. F1541B - Tenant Sales History

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

15. F15410 - Tenant Weekly Sales

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

16. F1565 - Security Deposit Master

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

17. F03B11 - Account Receivable Ledger

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

18. F0411 - Accounts Payable Ledger

Use this processing option to specify whether to process the corresponding table for this report. Valid values are:

Blank

Do not process this table.

1

Process this table.

Fields Selection Table

1. Building

Use this processing option to specify the new value for the building. The new value replaces the old value in any record that you accept for update.

2. Unit

Use this processing option to specify the new value for the unit. The new value replaces the old value in any record that you accept for update.

3. Tenant

Use this processing option to specify the new value for the tenant. The new value replaces the old value in any record that you accept for update.

4. Alternate Payee

Use this processing option to specify the new value for the alternate payee. The new value replaces the old value in any record that you accept for update.

5. Manager

Use this processing option to specify the new value for the manager. The new value replaces the old value in any record that you accept for update.

6. Alternate Payment Src.

Use this processing option to specify the new value for the alternate payment source. The new value replaces the old value in any record that you accept for update.

7. Occupant

Use this processing option to specify the new value for the occupant. The new value replaces the old value in any record that you accept for update.

8. Salesman

Use this processing option to specify the new value for the salesman. The new value replaces the old value in any record that you accept for update.

9. Doing Business As

Use this processing option to specify the new value for Doing Business As (DBA). The new value replaces the old value in any record that you accept for update.

10. Lease Status

Use this processing option to specify the current, user-defined standing of the lease, for example, Active, Expired, Negotiation, or Terminated.

11. Payment Terms

Use this processing option to specify the new value for the payment terms. The new value replaces the old value in any record that you accept for update.

Purging Real Estate Tables

J.D. Edwards provides several purge programs that allow you to remove obsolete information from your Real Estate Management tables. You can run the programs in proof mode, which allows you to verify the information before it is removed. When you run the programs in update mode, the system deletes the records.

Caution

Purge programs *do not* write records to another table; therefore, you cannot recover records that have been purged from the tables. J.D. Edwards strongly recommends that you first run the programs in proof mode to ensure that the system deletes only the information that you intend to delete.

Before You Begin

- ❑ Back up the tables that you are purging in the event that you need to restore information.

Purging Billing Batches

From the Purges menu (G15312), choose Batch Delete.

When you use the Batch Delete program to delete unposted billing batches (invoices or vouchers), the system updates records in the following tables:

- Batch Control Records (F0011)
- Customer Ledger (F03B11)
- Accounts Payable Ledger (F0411)
- Account Ledger (F0911)
- Billings Generation Control Master (F15011B)
- Estimated EP Recurring Billing (F1502WB)
- Tenant/Lease Billings Detail Master (F1511B)
- Expense Participation Audit (F1532B)
- EP Billing Register (F1538B)
- Sales Report Control (F1540B)
- Escalation Billing Register (F1548B)

Note

- The system removes the entire batch of transactions and the information for the batch header simultaneously.
- The system resets the billing control ID for the related period from G (Generated) to blank in the Billings Generation Control Master table so that you can generate billings again for that period.

- You cannot delete a posted batch. However, you can selectively delete unposted records in a batch that has been previously posted. These unposted records include any transaction that posts from the Tenant/Lease Billings Detail Master table to the Customer Ledger or Accounts Payable Ledger, but fails to post to the Account Ledger table. In this case, all of the associated records (F1511B, F03B11, F0411, and F0911) are considered unposted.
 - Processing options control whether the system updates the tables or prints a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.
 - You cannot use the Batch Delete program to delete batches of receipts, revenue fees, or security deposits because the Batch Delete program deletes batches in the Tenant/Lease Billings Detail Master table.
-

Processing Options for Billings Batch Deletion (R15806)

Select Tab

1. Batch Number

Use this processing option to specify the batch number for the records you want to delete.

2. File Deletion Selection

Blank = Accounts Receivable

1 = Accounts Payable

Use this processing option to control whether the system deletes information from the Accounts Payable Ledger table (F0411) or the Customer Ledger table (F03B11). Valid values are:

Blank

Delete information from the Customer Ledger table.

1

Delete information from the Accounts Payable Ledger table.

Process Tab

1. Posted Tenant Invoice Delete

Blank = Do not delete posted invoices

1 = Delete posted invoices

Use this processing option to specify whether to delete Tenant/Lease Billings Detail Master records (F1511B) that have a posted code value of D and do not normally create corresponding A/R (F03B11) or G/L (F0911) records. Examples of such records are a zero amount invoice pay item or a Sales Overage "carry forward pending" or "carry forward taken" record. Valid values are:

Blank

Do not delete tenant invoice records.

1

Delete tenant invoice records.

Print Tab

1. Audit Trail Report

Blank = No report

1 = Print a report

Use this processing option to specify whether the system prints an audit report of all the records deleted by this program. Valid values are:

Blank

Do not print an audit trail report.

1

Print an audit trail report.

If this option and the Edit or Update processing option are left blank, the batch deletion process will not complete.

2. Edit Or Update

Blank = Edit mode only

1 = Delete the records

Use this processing option to specify whether to update the files or run the batch delete in edit mode only. Valid values are:

Blank

Do not perform an update against the files. This value lets you run this batch delete

program in an edit mode.

1

Perform an update against the files. The records identified by the selected batch number are deleted from the files outlined in the processing option selections for this program.

Purging Sales Analysis Information

From the Purges menu (G15312), choose Sales Analysis Purge.

To delete the information in the Tenant Sales Analysis Reporting File table (F1543B), run the Sales Analysis Purge program (R1543). Processing options allow you to specify the records to retain by month or the records to purge by date. If you complete both processing options, the system uses the earliest cut-off date.

Processing Options for Sales Analysis Purge (R1543)

Process Tab

Process

1. Number Of Months To Keep

Use this processing option to specify which Sales Analysis records will be purged. The system retains only that number of months of Sales Analysis records beginning with the most current record and counting back that number of months. The system deletes records older than that number of months.

If you enter values in this option and the purge through period option, the system will use the earlier cutoff date.

Month

Use this processing option to specify which Sales Analysis records will be purged. If you enter a month and year, the system deletes all records prior to that month and year.

If you enter values in this option and the months to keep option, the system will use the earlier cutoff date.

Print Tab

1. Print Edit Report

Blank = Print edit report only

1 = Purge sales analysis records

Use this processing option to specify whether the system purges Sales Analysis records or prints an edit report. Valid values are:

Blank

Print a report of the records to be purged.

1

Purge the Sales Analysis records.

Purging Sales Report Information

From the Purges menu (G15312), choose Sales Report Purge.

To purge records from the Sales Report Control table (F1544B), run the Sales Report Purge program (R1541). In addition to removing F1544B records, the system also updates the batch control records (F0011). The system purges only the sales information that is posted (status code X or P). The most recent sales record, which has a blank status, cannot be purged.

Use the processing options to specify the maximum age in months for the records that you want to keep. The system uses the most recent sales record in a specific product scale group as the base from which to count back. To be eligible for purging, a record must be older than the specified number of months. You can specify one or more buildings or other related criteria during data selection.

Note

You can still review the sales history for a lease even though the sales information has been purged because the Tenant Sales History table (F1541B) is not affected by this program.

Processing Options for Sales Report Purge (R1541)

Process Tab

1. Number of Months To Keep

For monthly Sales Reports, use this processing option to specify which Sales Report records will be purged. The system retains only that number of months of monthly Sales Report records beginning with the most current record and counting back that number of months. Records older than that number of months are deleted.

Only those monthly reports that have posting status codes of P or X, and that are older than the number of months specified here, are eligible for deletion.

If you leave this processing option blank, the system deletes all monthly Sales Report records with posted status codes of P and X.

2. Number of Weeks To Keep

For weekly Sales Reports, use this processing option to specify which weekly Sales Report records are to be purged. The system retains only that number of of weekly Sales Report records beginning with the most current record and counting back that number of weeks. Records older than that number of weeks are deleted.

Only the weekly Sales Reports that have posting status codes of P or X, and that are older than the number of weeks specified here, are eligible for deletion.

If you leave this processing option blank, the system deletes all weekly Sales Report records with posted status codes of P and X.

Print Tab

1. Print Edit Report

Blank = Print edit report only

1 = Purge sales reports records

Use this processing option to specify whether to purge Sales Reports records or print an edit report only. Valid values are:

Blank

Print a report of the records to be purged.

1

Purge the Sales Reports records.

Purging Tenant and Lease Billing Details

From the Purges menu (G15312), choose Tenant Billing Detail Purge.

When you want to remove records from the Tenant/Lease Billings Detail Master table (F1511B), run the Tenant Billing Detail Purge program (R15119). Processing options allow you to specify a cutoff date as the basis for selection. To be eligible for purging, a record must have a date prior to the cutoff date. If you specify more than one cutoff date, the system uses only the first date. You can specify one or more buildings to further narrow the selection during data selection.

Processing Options for Tenant / Lease Billing Detail Purge (R15119)

Process Tab

1. Purge Billing Information

Blank = Print an edit report

1 = Purge billing information

Use this processing option to control the purging of the tenant/lease billing information. Valid values are:

Blank

Print an edit report only.

1

Purge the tenant/lease billing information and print a report.

Select Tab

1. G/L Date

Use this processing option to enter the critical date that the system uses as the purge criteria for the tenant/lease billing information. If you enter more than one date, the system uses only the first date that was entered. Valid dates include:

- o G/L Date
- o Invoice Date
- o Due Date
- o Service/Tax Date

Building Information Purge

From the Purges menu (G15312), choose Building Information Purge.

You can delete one property or building record (business unit) at a time, including all of its related information, in the Real Estate Management system. You use the processing options to select the property or building to delete.

This program is based on the Business Unit Master table (F0006). The system can delete a building number from that table if no related information exists in the Account Master table (F0901), Account Balances table (F0902), or the Account Ledger table (F0911). However, regardless of the account records and balances, the system deletes related information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- OW Billings Generation Control Master (F15011B)
- Extended Billings Master File (F15020)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master File (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Log Detail Master (F1521)
- Unit Master File (F1507)
- Billing Code Extension (F1512)
- Floor Master File (F1506)
- Area Master (F1514)
- Security Deposit Master (F1565)
- Market/Potential/Renewal Rent Master (F159071)
- Business Unit Master (F0006)

Processing Options for Building Information Purge (R15808)

Process Tab

1. Building To Delete

Use this processing option to select the building that you want to delete. This program will only remove the building from the Business Unit Master table (F0006) if records do not exist in the Account Master table (F0901), Account Balances table (F0902), or the Account Ledger table (F0911).

2. Update Option

Blank = Delete records

1 = Print an edit report

Use this processing option to determine whether the selected building and the corresponding Property Management records should be deleted or only an edit report should be printed prior to deletion. Valid values are:

Blank

Delete the records. The Building record in the Business Unit Master table (F0006) will not be deleted if Account information exists, but the related Property Management information will be deleted.

1

Do not delete records. Print an edit report only.

Purging Lease Information

From the Purges menu (G15312), choose Lease Information Purge.

The Lease Information Purge program allows you to delete obsolete information that is related to one or more leases.

Caution

Use the processing options carefully to establish the critical dates that the system uses to determine what to purge, and to narrow the wide range of information that you can select from the various tables for the purge, such as buildings and units.

The Lease Information Purge is based on the Lease Master Header File table (F1501B) and can purge information from the following tables:

- Lease Master Header File (F1501B)
- Lease Master Detail File (F15017)
- Tenant E.P. Class Master (F15012B)
- Sales Overage Master File (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- Tenant/Lease Billings Detail Master (F1511B)
- Tenant/Lease Billings Detail History (F1511HB)
- Log Detail Master (F1521)
- Tenant Account Exclusions (F1533B)
- EP Billing Register Work File (F1538B)
- Escalation Billing Register (F1548B)
- Security Deposit Master (F1565)
- OW Billings Generation Control Master (F15011B)

Critical Dates and Record Selection

In the processing options, you can select from three critical dates that the system uses to determine whether a record is eligible for purging. Because a critical date might not be part of a table that is selected for the purge, the system uses the following criteria for record selection:

- If all of the records for the lease in the Lease Master Header File table (F1501B) are eligible for purging, all of the related records in the selected tables are eligible. The system bypasses the remaining items in the date selection process.

- If one of the critical dates applies to a selected table, the date for a record must be prior to the critical date.
- If more than one critical date applies to a selected table, each critical date for the record must be before the critical date of the respective table.
- If none of the critical dates applies to a table that you selected, the system determines the records to be purged, based on the relationship between the tables. All of the records for a specific lease in the parent table must be eligible for the related records in the dependent table to be eligible.

For example, in terms of sales overage, the Product Scales Master table (F15014B) and the Min/Max Rents And Recoveries Master table (F15015B) are dependent on the Sales Overage Master File table (F15013B), which is the parent.

- If a record is eligible in the Recurring Billings Master table (F1502B), the Tenant E.P. Class Master table (F15012B), the Tenant Escalation Master table (F15016B), the Sales Overage Master table (F15013B), or the Management Fee Master table (F1505B), then the related record with the same billing control ID number in the OW Billings Generation Control Master table (F15011B) will be deleted.
- If you choose to purge all of the Tenant E.P. Class Master (F15012B) records for a lease, the corresponding records in the Tenant Account Exclusion table (F1533B) records will also be deleted.

Note

If you use data selection, and if the item that you are selecting is in both the Lease Master Header File table (F1501B) and the Lease Master Detail File table (F15017), use the Lease Master Header item for selection.

Processing Options for Lease Information Purge (R15118)

Dates Tab

1. Ending Effective Date

Use this processing option to specify the cutoff date for purging records. The system compares the cutoff date to the Ending Effective Date in the real estate management tables that you choose to purge.

2. Move-Out Date

Use this processing option to specify the cutoff date for purging records. The system compares the date to the Move-Out Date in the real estate management tables that you choose to purge.

3. Date Last Updated

Use this processing option to specify the cutoff date for purging records. The system compares the date to the Date Last Updated in the real estate management tables that you choose to purge.

Options Tab

1. Edit/Purge Selection

Blank = Edit

1 = Purge Lease and related tables.

Use this processing option to specify whether to run the report in edit mode or in update mode. Valid values are:

Blank

Run report in edit mode with no updates to the selected tables.

1

Run report in update mode and purge records from the selected tables.

2. Page Break Selection

Blank = No page break

1 = Page break for each new lease.

Use this processing option to specify whether the system should insert a page break when you process a new lease. Valid values are:

Blank

Do not insert page break between leases.

1

Insert a page break between leases.

3. Building Number

Use this processing option to choose a specific building to process. The system chooses only records with the unit that you specify for this report. If you enter a unit, you must also enter a matching building.

4. Unit Number

Use this processing option to choose a specific unit to process. The system chooses only records with the unit that you specify for this report. If you enter a unit, you must also enter a matching building.

Table Selection Tab

1. F1501B - Lease Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

2. F15012B - Expense Participation Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

3. F15013B - Sales Overage Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

4. F15014B - Product Scales Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

5. F15015B - Minimum Rent/Recoveries

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

6. F15016B - Tenant Escalation Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

7. F1502B - Recurring Billing Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

8. F1505B - Management Fee Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

9. F1511B - Tenant/Lease Billing Detail

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

10. F1511HB - Invoice History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

11. F1521 - Log Detail Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

12. F1533B - E.P. Account Exclusions

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

13. F1538B - E.P. Calculation History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

14. F1548B - Escalation Calculation History

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

15. F1565 - Security Deposit Master

Use this processing option to specify whether to purge data from the corresponding table when you run this report. Valid values are:

Blank

Do not purge data from this table.

1

Purge data from this table.

Integrity Reports

You can use integrity programs and reports to verify and resolve problems with consistency across different tables.

Reviewing Billing Control Information

You can review the information that is stored in the Billings Generation Control Master table (F15011B) for a specific lease using the Billing Control Information program (P150111). The information for the billings that are associated with the lease include:

- Generation type
- Billing control ID
- Status of each billing period

Using the Billing Control Information program, you can review transactions for the following generation types:

- 1 – Recurring Billing
- 2 – Expense Participation
- 3 – Sales Overage
- 4 – Escalation
- 6 – Estimated Expense Participation

At the time billing records were generated, the system assigned them a billing control ID. The system uses this number, in conjunction with the billing status, to track the periods for which billings have been generated.

The billing status can have one of the following values:

- Blank – No billing activity exists
- G – The billing record (F1511B) has been generated.
- B – The billing record has been billed (generation types 2 and 6 only)
- X – The billing record has been generated and posted.

This billing control information prevents you from billing a tenant more than once for the same period.

See Also

See the following topics in the *Real Estate Management Guide*:

- ❑ [Generating Recurring Billings](#)
- ❑ [Generating Expense Participation Calculations](#)
- ❑ [Generating Sales Overage Billings](#)
- ❑ [Generating Escalation Billings](#)
- ❑ [Generating Estimated Expense Participation Billings](#)

► **To review billing control information**

From the Integrities menu (G15313), choose Billing Control Information.

1. On Work with Billings Generation Control, complete the following field and click Find:
 - Lease Number
2. Choose the billing record that you want to review and click Select.
3. On Billings Generation Control Revisions, review any of the 54 periods, and then click OK.

Running the Billing Control Integrity

From the Integrities menu (G15313), choose Billing Control Integrity.

You use the Billing Control Integrity program (R15905) to validate that each record in the Billings Generation Control Master table (F15011B) has a corresponding record in one of the following tables:

- Tenant E.P. Class Master (F15012B)
- Sales Overage Master (F15013B)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)

The system processes one billing control record at a time. The generation type of the billing determines the appropriate table. For example, if the generation type is 1, the system searches the Recurring Billings Master table for a record with the same lease and billing control number. If the system does not find a corresponding record, the system deletes the billing control record.

Running the Batch Control Integrity

From the Integrities menu (G15313), choose Batch Control Integrity.

When you run the Batch Control Integrity program, the system validates that each batch header record in the Batch Control Records table (F0011) has a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Processing options control whether the system performs one or both of the following actions:

- Deletes the batch headers that do not correspond to Tenant/Lease Billings Detail Master records
- Generates a report that lists the Tenant/Lease Billings Detail Master records that do not correspond to batch header records

Processing Options for Batch Control Integrity (R15703)

Process Tab

1. Delete Batch Headers

Blank = Do not delete

1 = Perform delete

Use this processing option to verify that each batch header in the Batch Control Records table (F0011) has a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Do not delete batch headers.

1

Delete batch headers that have no corresponding detail records.

Note: You can use this program to pinpoint database problems.

2. Print Detail Report

Blank = Do not print report

1 = Print report

Use this processing option to print a report that shows all the Tenant/Lease Billings Detail Master records (F1511B) that do not have a corresponding batch header record in the Batch Control Records table (F0011). Valid values are:

Blank

Do not print a report.

1

Print a report.

Note: You can use this program to pinpoint database problems.

Running the Log Line Integrity

From the Integrities menu (G15313), choose Log Line Integrity.

When you run the Log Line Integrity program, the system validates that the building and unit for a lease in the Lease Master Header (F1501B) and Lease Master Detail (F15017) tables corresponds to the building and unit for the related log lines in the Log Standard Master table (F1523). Processing options control whether the system performs the update or just prints a report so that you can preview the effect of the update. You can also specify whether the update is associated with leases that are tied to one or more units.

Processing Options for Log Line Integrity Report (R15431)

Process Tab

1. Log Line Edit/Update

Blank = Print edit report

1 = Update single unit leases

2 = Update multi and single unit leases

Use this processing option to determine whether the system performs an update or prints a report so that you can preview the effect of the update. Valid values are:

Blank

Print an edit report listing all log lines with buildings and units that do not correspond to the lease's buildings or units. The system does not perform an update.

1

For single-unit leases only, replace the log line's building or unit with the lease's building or unit.

2

For multi-unit leases, replace the log line's building or unit with the lease's first building or unit.

2. Lease Version Default

Blank = Process all versions

*LAST = Latest Effective Date

*CURRENT = System Date

Use this processing option to determine the lease version that the system uses to process records. Valid values are:

Blank Process all versions.

*LAST Process only the lease version that has the latest version effective date.

*CURRENT Process only the lease version that is active as of the system date.

Print Tab

1. Print All Log Lines for Multit-Unit Leases

Blank = Do not print all log lines

1 = Print all log lines

Use this processing option to print all log lines for multiple-unit leases. Valid values are:

Blank

Do not print all log lines for multi-unit leases. This option will only print log lines that have errors.

1

Print all log lines for multi-unit leases.

Running the Invoice Posted Status Update

From the Integrities menu (G15313), choose Invoice Posted Status Update.

You run the Invoice Posted Status Update program (R15912) to update the G/L posted status to posted (D) on records in the Tenant/Lease Billings Detail Master table (F1511B) when the record is marked as unposted, but corresponding posted records exist in the Account Ledger table (F0911) and the Batch Control Records table (F0011).

Note

The program does not update the unposted F1511B record under the following conditions:

- When the corresponding F0911 record is posted or cannot be located.
- When the batch control record (F0011) for batch type 1 is not posted or cannot be located.
- When the corresponding lease record in the Lease Master Header table (F1501B) cannot be located.

This program does not have associated processing options, nor does it provide a report of the records updated.

Running the Billing Detail Serv/Tax Date Integrity

From the Integrities menu (G15313), choose Billing Detail Serv/Tax Date Integrity.

When you run the post program (R15199) to generate invoices and vouchers, the system updates the service/tax date from the first detail line of the billing record (F1511B) to all of the pay items on the transaction. To update the invoice (F03B11) and voucher (F0411) transactions with the service/tax date that was entered on each billing detail record, run the Billing Detail Serv/Tax Date Integrity program (R15906).

When you run this integrity program, the system compares the service/tax date in each billing detail record to the transaction pay item that was generated from it, and updates the service/tax date on the transaction record as necessary.

You can run this program in edit (proof) or update mode. When you run the program in edit mode, the system generates a report of the transactions to be updated. The report includes the pertinent information about the F1511B record and the service/tax date from the corresponding F03B11 or F0411 transaction. The report displays an asterisk on every line for which a discrepancy exists. When you run the program in update mode, the system updates the service/tax date on the discrepant lines.

Note

When you run the Billing Detail Serv/Tax Date Integrity program in update mode, the service/tax date that appears (under the Posted Serv/Tax Date column) is the date of transaction record *before* the update.

Processing options allow you to specify a date range for the billing records (F1511B), so that the program does not have to validate all of the billing records each time that you run it.

Processing Options for the Billing Detail Serv/Tax Integrity (R15906)

Process Tab

1. Table Update Selection

Blank = Accounts Receivable

1 = Accounts Payable

2. Edit or Update

Blank = Report only

1 = Update selected table

3. From G/L Date

4. Thru G/L Date
