

PeopleSoft®

EnterpriseOne 8.10
Real Estate Management
PeopleBook

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About These EnterpriseOne PeopleBooks

Preface

EnterpriseOne PeopleBooks provide you with the information that you need to implement and use PeopleSoft EnterpriseOne applications.

This preface discusses:

- EnterpriseOne application prerequisites
- Obtaining documentation updates
- Typographical elements and visual cues
- Comments and suggestions

Note

EnterpriseOne PeopleBooks document only fields that require additional explanation. If a field is not documented with the process or task in which it is used, then either it requires no additional explanation or it is documented with common elements for the section, chapter, PeopleBook, or product line.

EnterpriseOne Application Prerequisites

To benefit fully from the information that is covered in these books, you should have a basic understanding of how to use EnterpriseOne applications.

See the *Foundation Guide*.

You might also want to complete at least one EnterpriseOne introductory training course.

You should be familiar with navigating the system and adding, updating, and deleting information by using EnterpriseOne menus and forms. You should also be comfortable using the World Wide Web and the Microsoft Windows or Windows NT graphical user interface.

These books do not review navigation and other basics. They present the information that you need to use the system and implement your EnterpriseOne applications most effectively.

Obtaining Documentation Updates

You can find updates and additional documentation for this release, as well as previous releases, on the PeopleSoft Customer Connection Website. Through the Documentation section of PeopleSoft Customer Connection, you can download files to add to your PeopleBook Library. You can find a variety of useful and timely materials, including updates to the full PeopleSoft documentation that is delivered on your PeopleBooks CD-ROM.

Note

Before you upgrade, you must check PeopleSoft Customer Connection for updates to the upgrade instructions. PeopleSoft continually posts updates as the upgrade process is refined.

See Also

PeopleSoft Customer Connection Website, <http://www.peoplesoft.com/corp/en/login.jsp>

Typographical Conventions and Visual Cues

This section discusses:

- Typographical conventions
- Visual cues

Typographical Conventions

The following table contains the typographical conventions that are used in EnterpriseOne PeopleBooks:

Typographical Convention or Visual Cue	Description
<i>Italics</i>	Indicates emphasis, topic titles, and titles of PeopleSoft or other book-length publications. Also used in code to indicate variable values.
Key+Key	A plus sign (+) between keys means that you must hold down the first key while you press the second key. For example, Alt+W means hold down the Alt key while you press W.
Monospace font	Indicates a PeopleCode program or other code example.
“ ” (quotation marks)	Indicates an adjective that is used in a way that might not be readily understood without the quotation marks, for example "as of" date, "as if" currency, "from" date, and "thru" date.
Cross-references	EnterpriseOne PeopleBooks provide cross-references either below the heading "See Also" or preceded by the word See. Cross-references lead to other documentation that is pertinent to the immediately preceding documentation.

Visual Cues

EnterpriseOne PeopleBooks contain the following visual cues:

- Notes
- Cautions

Notes

Notes indicate information that you should pay particular attention to as you work with the PeopleSoft system.

Note

Example of a note.

Cautions

Text that is preceded by *Caution* is crucial and includes information that concerns what you must do for the system to function properly.

Caution

Example of a caution.

Comments and Suggestions

Your comments are important to us. We encourage you to tell us what you like, or what you would like to see changed about PeopleBooks and other PeopleSoft reference and training materials. Please send your suggestions to:

PeopleSoft Product Documentation Manager, PeopleSoft Inc., 4460 Hacienda Drive, Pleasanton CA 94588

Or you can send e-mail comments to doc@peoplesoft.com.

While we cannot guarantee an answer to every e-mail message, we will pay careful attention to your comments and suggestions.

Real Estate Management Industry and System Overview

The 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 term 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 PeopleSoft EnterpriseOne 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 real estate transactions:

System Setup Tables

F1510B - Real Estate Management Constants	Stores the rules that control system-wide issues, including versioning, area validation information, and lease year information.
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Facility Tables

F1506 - Floor Master	Stores detailed information about floors, including log lines and related property or projects, and category codes used for reports.
F1507 - Unit Master	Stores unit information, including floor, unit type, unit usage, unit status, and a unit description.
F1514 - Area Master	Stores the square footage values by date for buildings, floors, and units.
F1514W - Area Work File	Stores the building, unit, and floor area values by dates, which the system uses to determine occupancy.
F1521 - Log Detail Master	Stores log detail information.
F1523 - Log Standard Master	Stores log line information, including area, critical dates, number of units within a building, and tenant improvements.

Lease Tables

F1501B - Lease Master Header	Stores lease information, including the lease number, lessee, and tenant information.
F15017 - Lease Master Detail	Stores detailed information about leases, including buildings, move-in and move-out dates, rentable area, unit information, and so on.
F1521 - Log Detail Master	Stores log detail information.
F1523 - Log Standard Master	Stores log line information, including area, critical dates, number of units within a building, and tenant improvements.
F1570 - Legal Clauses	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.
F15701 - Legal Clause Options Audit	Stores option information, including tenants, legal clause numbers, option types, and critical dates.
F157011 - Lease Option Type Header	Stores lease option types and their respective descriptions.
F157012 - Lease Option Type Detail	Stores detailed information such as tenants, option types, option type details, and lease types.
F15702 - Legal Clause Space Detail	Stores information about the unit or space, such as tenants, legal clause numbers, floors, units, and business units.
F157021 - Legal Clause Space Detail Audit	Stores detailed information about the unit or space, most specifically, critical dates and units that can be leased.
F15703 - Legal Clause Amounts	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.
F159071 - Market/Potential/Renewal Rent Master	Stores the annualized market, potential, and renewal rents that the system uses to make analysis and rent projections.

Security Deposit Tables

F1565 - Security Deposit Master	Stores tenant information that relates to security deposits.
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Billing Tables

F1502B – Recurring Billings Master	Stores the information necessary to generate billing records automatically
F1511B – Lease Billings Master	Stores all of the billing records that the system generates for FASB 13, escalations, recurring billings, expense participation, sales overage, and fees and interest.

Escalation Tables

F15016B - Tenant Escalation Master	Stores escalation setup information, including indices, lease end dates, and billing frequency pattern.
F1548B - Escalation Billing Register	Stores the calculations from a batch of escalation billings.
F1550 - Escalation Index Master	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.

Fees and Interest Tables

F1525B - Fees & Interest	Stores fee and interest information, including charges, interest rates, and calculation patterns.
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Revenue Fee Tables

F1505B - Management Fee Master	Stores lease end date information and revenue fee information, including fee rates, revenue bill codes, and G/L accounts.
F1505HB - Revenue Fee Generation History	Stores revenue fee information, including batch numbers, billing periods, and fiscal year.

Sales Overage Tables

F15013B - Sales Overage Master	Stores the sales overage setup information that the system uses to calculate sales overage by lease, including billing and reporting frequency patterns.
F15014B - Product Scales Master	Stores additional sales overage setup information including product codes.
F15015B - Min/Max Rents And Recoveries Master	Stores information related to the adjustments to sales overage, including lease end dates and billing frequency patterns.
F1511HB - Lease Billings History	Stores a history of sales overage and fee & interest billing batch transactions.
F1540B - Sales Report Control	Stores information about product scale records, which the system uses when generating expected sales reports.
F15410 - Tenant Weekly Sales	Stores weekly sales reports by product code and lease, including posted batches.

F1541B - Tenant Sales History	Stores posted sales reports.
F1542 - Projected Sales	Stores detailed information on estimated sales, including ULI codes, product codes, unit store numbers, and estimated sales amounts for periods 1 through 12.
F1543B - Tenant Sales Analysis Reporting File	Stores the results of the calculations that the system performs when generating sales figures.
F1544B - Sales Analysis Control	Stores the sales analysis summary codes, which control the generation of the sales figures.
F1547 - Sales Seasonality	Stores the seasonality values that are used to estimate sales.
F1549 - Seasonality Models	Stores the projects, ULI codes, and minimum number of tenants required that are used for estimating sales.

Expense Participation Tables

F150120 - Tenant Exclusion Header	Stores information for expense participation class exclusions, including exclusion rules, area methods, and area types.
F150121 - Tenant Exclusion Detail	Stores information such as exclusion rules, expense participation unit types, area values, and exclusion bill codes 1 through 10.
F150122 - Share Factor Denominator Header	Stores information required for the expense participation denominator calculations including area types, area methods, cap values, and share factor IDs.
F150123 - Share Factor Denominator Detail	Stores information such as denominator IDs, area values, and expense participation unit types.
F15012B - Tenant E.P. Class Master	Stores expense-participation setup information, including the tenant participation period, occupancy period, gross-up factor, share factor, lease end dates, and billing frequency pattern.
F1502WB - Estimated EP Recurring Billings	Stores estimated expense participation billing information.
F15110B - Expense Participation Class Account	Stores information about expense participation class accounts.
F15141 - Gross Lease Occupied Areas	Stores occupancy information such as building, unit, GLOA values, GLA values, occupancy percentages, and area types.
F1530 - Expense Participation Class Master	Stores expense class setup information, including date ranges and adjustment factors.

F1531 - Expense Participation Class Adjustment	Stores the adjustment amounts applied to expense classes.
F1532B - Expense Participation Audit File	Stores the calculations for expense participation billings, which enables you to review and revise them online before generating expense participation billings.
F1533B - Tenant Account Exclusions	Stores the tenant class account exclusion, which the system uses to calculate the total expense participation exposure.
F1538B - EP Billing Register	Stores the transaction exclusions and estimated expense participation billings.

FASB 13 Tables

F1513B - FASB 13 Lease Control	Stores the current generation of FASB 13 actual and straight-line information.
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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

Menu Name	Menu Number
• 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 (AAIs)	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 AAIs 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 Real Estate Management Constants table (F1510B).

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

Caution

PeopleSoft 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 Real Estate Management Constants, click Add.

PeopleSoft®

Bill Codes / Adjustment Reasons - Bill Codes/Adjustment Reasons Revisions

OK Cancel Form Tools

Bill Code	<input type="text" value="RRTL"/>		
Building	<input type="text"/>		
Description	<input type="text" value="Regular Rent - Retail"/>		
Bill Code or Adj	<input type="text" value="B"/>	Commer/Resid/Both	<input type="text" value="C"/>
Subject to GPR	<input type="text" value="N"/>	Used for Unit GPR	<input type="text" value="Y"/>
Bill to Tenant	<input type="text" value="Y"/>	Auto Suspend	<input type="text" value="N"/>
Priority Application	<input type="text" value="1"/>	Special Processing Code	<input type="text"/>
Apply to Aging	<input type="text"/>	Subject to Sales Tax	<input type="text" value="N"/>
Security Group	<input type="text"/>	Spread Code	<input type="text" value="Y"/>
Subject to Late Fees	<input type="text" value="Y"/>	Subject to Management Fees	<input type="text" value="Y"/>
Adj Classifications	<input type="text"/>	Comment Required	<input type="text" value="N"/>

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 Real Estate 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) are rules that define the relationships between your day-to-day accounting functions and your chart of accounts. Each system that interfaces with the General Accounting system has AAIs.

In the General Accounting system, 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 trade account or credit an 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.
- Provide journal entries for many different kinds of transactions in the Sales Order Management and Procurement systems.
- Identify accounts that post to fixed assets and equipment in the Fixed Assets system, and create asset master records, depreciation account records, and other transactions.

Because the PeopleSoft EnterpriseOne software includes AAIs, you must verify that they are appropriate for your business needs. You can revise existing AAIs and set up others as needed.

Each AAI is associated with a specific general ledger account that consists of a business unit, object, and optionally, a subsidiary.

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 AAIs related to the Real Estate Management system have sequence numbers between 15.000 and 15.999. The following table shows some of the AAIs 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, RCSLSO
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 AAIs in the General Accounting Guide* for information about setting up and using AAIs

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. PeopleSoft 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)	<p>Defines the facility amenities identified in a log line, such as the number of rentable units and elevator banks, seating capacity, and so on.</p>
Tenant Sales Product Code (15/PC)	<p>Provides another level of detail for goods that are sold by tenants, such as jewelry or office furnishings for a retail store.</p>
Tenant Sales Report Type (15/RT)	<p>Defines the types of sales reports that are provided by tenants, such as estimated, actual, or verbal.</p>
Tenant Sales Adjustment Type (15/AT)	<p>Defines the adjustment reasons or causes for changes in originally reported sales, such as a correction or a miscellaneous adjustment.</p>
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)	<p>Defines the types of fees and interest that the system uses to generate charges against invoices, such as delinquency fees and security deposit interest.</p>

Area Type (15/AR)	Defines the types of area that the system uses to calculate rent, such as rentable area or useable area. Note The codes REN and USE are hardcoded and should not be changed.
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, it is recommended 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

Prerequisite

- ❑ 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.

PeopleSoft®

Bill Codes / Adjustment Reasons - Bill Codes/Adjustment Reasons Revisions

OK Cancel Form Tools

Bill Code	<input type="text" value="RRTL"/>		
Building	<input type="text"/>		
Description	<input type="text" value="Regular Rent - Retail"/>		
Bill Code or Adj	<input type="text" value="B"/>	Commer/Resid/Both	<input type="text" value="C"/>
Subject to GPR	<input type="text" value="N"/>	Used for Unit GPR	<input type="text" value="Y"/>
Bill to Tenant	<input type="text" value="Y"/>	Auto Suspend	<input type="text" value="N"/>
Priority Application	<input type="text" value="1"/>	Special Processing Code	<input type="text"/>
Apply to Aging	<input type="text"/>	Subject to Sales Tax	<input type="text" value="N"/>
Security Group	<input type="text"/>	Spread Code	<input type="text" value="Y"/>
Subject to Late Fees	<input type="text" value="Y"/>	Subject to Management Fees	<input type="text" value="Y"/>
Adj Classifications	<input type="text"/>	Comment Required	<input type="text" value="N"/>

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

Enter a building number only when you want to limit the use of the code to a specific building; otherwise, leave this field blank.

- Bill Code or Adj

If you specify A, you must complete the Adj. Classifications field.

- 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 / Adjustments Reasons (P1512)

Versions Tab

This processing option enables you to specify the version of the Automatic Accounting Instructions program (P0012) that the system uses.

1. Automatic Accounting Instructions (P0012)

Blank = ZJDE0015

Use this processing option to specify the version of the AAI Revisions program (P0012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses 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 enables you to specify whether the system includes the corresponding AAI information for the bill codes and adjustment reason codes.

1. Print Corresponding AAIs

Blank = Do not print AAIs

1 = Print AAIs

Use this processing option to specify whether to print the AAI that corresponds to the bill codes and adjustment reason codes that print on the report. Valid values are:

Blank

Do not print AAIs.

1

Print AAIs.

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).

The system stores billing frequency information in the Billing Frequency Master table (F15019).

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

Prerequisite

- ❑ 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.



Billing Frequency Information - Billing Frequency Code Revisions

OK Cancel Form Tools

Billing Frequency Code

Description

Fiscal Date Pattern

Periodic

Weekly

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

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.



Billing Frequency Information - 52 Period Setup - PM

OK Cancel Tools

Fiscal Date Pattern	<input type="text" value="R"/>	End of Period 01	<input type="text" value="01/07/05"/>
Date Fiscal Year Begins	<input type="text" value="01/01/05"/>		

| End of Period |
|--|--|--|--|--|
| 02 <input type="text" value="01/14/05"/> | 15 <input type="text" value="04/15/05"/> | 28 <input type="text" value="07/15/05"/> | 41 <input type="text" value="10/14/05"/> | 53 <input type="text" value="12/31/05"/> |
| 03 <input type="text" value="01/21/05"/> | 16 <input type="text" value="04/22/05"/> | 29 <input type="text" value="07/22/05"/> | 42 <input type="text" value="10/21/05"/> | 54 <input type="text" value="12/31/05"/> |
| 04 <input type="text" value="01/28/05"/> | 17 <input type="text" value="04/29/05"/> | 30 <input type="text" value="07/29/05"/> | 43 <input type="text" value="10/28/05"/> | |
| 05 <input type="text" value="02/04/05"/> | 18 <input type="text" value="05/06/05"/> | 31 <input type="text" value="08/05/05"/> | 44 <input type="text" value="11/04/05"/> | |
| 06 <input type="text" value="02/11/05"/> | 19 <input type="text" value="05/13/05"/> | 32 <input type="text" value="08/12/05"/> | 45 <input type="text" value="11/11/05"/> | |
| 07 <input type="text" value="02/18/05"/> | 20 <input type="text" value="05/20/05"/> | 33 <input type="text" value="08/19/05"/> | 46 <input type="text" value="11/18/05"/> | |
| 08 <input type="text" value="02/25/05"/> | 21 <input type="text" value="05/27/05"/> | 34 <input type="text" value="08/26/05"/> | 47 <input type="text" value="11/25/05"/> | |
| 09 <input type="text" value="03/04/05"/> | 22 <input type="text" value="06/03/05"/> | 35 <input type="text" value="09/02/05"/> | 48 <input type="text" value="12/02/05"/> | |
| 10 <input type="text" value="03/11/05"/> | 23 <input type="text" value="06/10/05"/> | 36 <input type="text" value="09/09/05"/> | 49 <input type="text" value="12/09/05"/> | |
| 11 <input type="text" value="03/18/05"/> | 24 <input type="text" value="06/17/05"/> | 37 <input type="text" value="09/16/05"/> | 50 <input type="text" value="12/16/05"/> | |
| 12 <input type="text" value="03/25/05"/> | 25 <input type="text" value="06/24/05"/> | 38 <input type="text" value="09/23/05"/> | 51 <input type="text" value="12/23/05"/> | |
| 13 <input type="text" value="04/01/05"/> | 26 <input type="text" value="07/01/05"/> | 39 <input type="text" value="09/30/05"/> | 52 <input type="text" value="12/30/05"/> | |
| 14 <input type="text" value="04/08/05"/> | 27 <input type="text" value="07/08/05"/> | 40 <input type="text" value="10/07/05"/> | | |

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

- 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.

Related Task for Setting Up the 52-Period Date Pattern

Revising 52-Period Date Pattern	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. 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).
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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 AAI (for invoices) and RM/PC AAI (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

Prerequisite

- ❑ 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.



Tax Rate / Area Information - Tax Rate/Area Revisions

OK Cancel Tools



Tax Rate/Area	<input type="text" value="CO"/>	Effective Date	<input type="text" value="01/01/97"/>
Description	<input type="text" value="Colorado State & Regional Tax"/>	Expiration Date	<input type="text" value="12/31/06"/>

Tax Authorities

Address	Tax Authority	Bill Code	Tax Rate
<input type="text" value="4010"/>	<i>Colorado State Treasurer</i>	<input type="text" value="TXTX"/>	<input type="text" value="3.800"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
<input type="text"/>		<input type="text"/>	<input type="text"/>
TOTAL TAX			<input type="text" value="3.800"/>

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

- Tax Rate/Area
- Description
- Effective Date
- Expiration Date
- Tax Auth 1

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.

Logs and Legal Clauses

The system provides two methods for tracking information: logs and legal clauses. You can use either or both methods depending on the type of information that you want to track:

- Logs allow you to track information by lease, building, floor, or unit.
- Legal clauses allow you to track information by lease or tenant.

Although you can use logs to track lease information, the legal clause applications provide a much more robust means of tracking because you can associate the clause directly to a unit, and you can group all the clauses by tenant instead of by lease only.

You can set up templates both for legal clauses and for logs. You set up the templates for legal clauses by using lease option types; you set up the templates for logs by using log standards.

The following table outlines some of the differences between legal clauses and logs, as well as information specific to the template, to help you determine which you might want to use:

Feature	Legal Clause	Log
Clause Amounts	Can track each lease option by an amount, for which you can define the amount type. Amount types include monetary, number, miles, and percentage.	No field for tracking. Must use attachment.
Standard Option versus Required Log	You can specify whether the option is standard for the lease or tenant. The system copies any standard lease options automatically based on the setting of a processing option.	You can set up log standards that are required. If one log standard is required, the system copies all standards automatically based on the setting of a processing option.
Dates	<ul style="list-style-type: none"> • Lease Option • Begin • End • Critical • Notice • Audit Information • Date offered • Date decision is required • Date the status of an option changed 	<ul style="list-style-type: none"> • Log Class • Begin • Expired • Critical • Audit Information is tracked using attachments
Amenity ID	Not used, because you can set up multiple detail types per option type.	Each log class is one detail line; you use the amenity ID to create subcategories for a log class.

E.P. Code	Expense participation does not use area information from the legal clauses.	You can set up areas to use for expense participation calculations instead of using the areas that are set up on the lease.
Space Details	You can set up square footage or unit information for each detail line for each lease option. For example, if the unit is a parking structure, you can set up space details for each floor of the parking garage, that has audit information that is separate from the audit	

Log Standards

Log standards are templates or models that you can set up so that you can track the same information for the same types of buildings, floors, and units. The following table outlines the log standard and type, and the information that you might set up:

Log Standard	Based On	Examples of Information to Track (Log Classes)
Building	Business Unit Type	<ul style="list-style-type: none"> • Date that you built or acquired the building • Mortgage information • Insurance information • Tax assessment information
Floor	Area Grouping Code	<ul style="list-style-type: none"> • Number of restrooms • Number of elevators
Unit	Unit Type	<ul style="list-style-type: none"> • Areas to use in EP • Raised flooring • Handicap ramps • Number of parking spaces • Number of restrooms

When you use logs, each type of information that you want to track is a log class. You set up the logs by log class by building, floor, or unit.

Lease Options

For legal clauses, you use lease options as the model or template for the type of information that you want to track.

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 might define the areas that you want to use 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.

When you want to use the same logs to track similar information on the lease or facility, you can set up log standards to use as a template. These standards are useful because they:

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

When you set up log standards, you must set up the log standard level to identify whether the log pertains to the lease, building, floor, or unit. You use the following user defined codes to further identify the type of lease, building, floor, or unit to which the log pertains:

- 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

When you set up log lines, you can specify whether they are required. For example, you might make the log line for insurance information required, so that a critical date is entered that indicates when insurance information must be received.

You can update log information when necessary by revising log lines, deleting lines within logs, and adding more lines to the log. 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.

The system provides processing options that allow you to copy log standards automatically when you add a new lease, building, floor, or unit. To take advantage of this feature, you must ensure that at least one of the log lines for the log standard is a required line. If none of the log lines are required, you must manually copy the logs to use them.

Prerequisite

- 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 in the previous step:
 - Type Business Unit
 - Area Grouping Code
 - Unit Type
 - Lease Type
3. From the Form menu, choose Revisions.

PeopleSoft

Log Standards Information - Log Standards Revisions

OK Delete Cancel Row Tools

Type Business Unit Retail Mall

Area Grouping Code

Unit Type

Lease Type

Records 1 - 9											
	L	C	AM ID	Description	Explanation -Remark-	R	S	UM	E.P. Code	RP1	RP2
<input type="checkbox"/>	BA		B01	Rentable Square Footage		Y		SF	01		
<input type="checkbox"/>	BA		B02	Useable Square Footage		Y		SF	02		
<input type="checkbox"/>	BA		B08	Interior Common Area	Code Limit	Y		SF	03		
<input type="checkbox"/>	BA		B09	Mortgage Information	See Text						
<input type="checkbox"/>	FF		F02	Number of Floors		Y		EA			
<input type="checkbox"/>	FF		F05	Number of Parking Stalls	Assigned by Tenant			SP			
<input type="checkbox"/>	FS			Fire Protection Systems	Chemical System	Y					
<input type="checkbox"/>	IN		B10	Insurance	See Text	Y					
<input type="checkbox"/>											

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, building, floor, or unit, you use processing options to specify whether you can change any of the other fields in a standard log line that is required.

Note

At least one of the log standards that you set up must be a required log line for the system to copy the log standards automatically. If none of the log standards are required, you must manually copy them to use them.

- UM
- E.P. Code
- RP1
- RP2

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.

Detail Type	Detail Description	Std Opt	Std Lvl	Tenant	Lse Type	Recurring Option
<input type="checkbox"/>	BLDG	Signage - Building	Y	L		CO
<input type="checkbox"/>	WNDW	Signage - Storefront / Windows	Y	L		RT
<input type="checkbox"/>						

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.

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*

Prerequisite

- 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.

Records 1 - 7		Customize Grid
	Code	Description
<input checked="" type="radio"/>	1	1st delinquency
<input type="radio"/>	2	2nd delinquency
<input type="radio"/>	3	3rd delinquency
<input type="radio"/>	4	4th delinquency
<input type="radio"/>	5	5th delinquency
<input type="radio"/>	HOLIDAY	Holiday Message
<input type="radio"/>		

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.
 - Description

Processing 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

1. System Code
2. Record Type

Display

1. Text Type

- 1 = Display Rate Text
 - 2 = Display Message Text
2. Text Column Display

- 1 = 60 Column Display
 - 2 = 80 Column Display
-

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 and Property Information

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

You can set up relationships between parent and subordinate business units by 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 that includes 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 building, you must assign it to a company. When you set 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.

Note

If you use the Contract Billing or Service Billing systems, do not use category codes 11 or 12.

The system stores building and property information in the Business Unit Master table (F0006) and the Area Master table (F1514).

After you set up information for a building (business unit), you must set up the appropriate accounts to be able to post billings. To expedite the process of setting up accounts, you can run the Copy Accts to Business Units program (P09804) and specify the range of accounts to copy from another business unit. You must set up accounts before you process billings; otherwise, the system generates errors.

Building Logs and Copying Building Log Standards

After you set up your building, you can assign a building log to it. You can use building logs to track information such as:

- Important dates, such as the date that the property was built or acquired
- Tax assessments
- Mortgage information

To reduce errors, you can copy the standard log information that is set up for the type of building that you enter. 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 based on the business unit type (for example, whether the building is a commercial or retail property, or an apartment complex). At least one log detail line must be required for the system to copy the logs automatically.
- 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.

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 business units and accounts:
 - ❑ *Setting Up Business Units*
 - ❑ *Assigning Category Codes to Business Units*
 - ❑ *Copying Accounts to Business Units*

Prerequisite

- ❑ 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.



Property / Building Information - Building Revisions

Building

Company
 Level of Detail
 Posting Edit

B.U. Type *Retail Mall*

Facility Address *Atrium Mall*

Remit to Address *CSC Corporation*

Project Number *Corporate Center*

Records 1 - 3 [Customize Grid](#)

<input type="checkbox"/>	<input type="checkbox"/>	Area Type	Begin Date	End Date	Quantity	UM	Description
<input type="checkbox"/>	<input type="checkbox"/>	REN			177,200.00	SF	Rentable Area
<input type="checkbox"/>	<input type="checkbox"/>	USE			153,075.00	SF	Useable Area
<input type="checkbox"/>	<input type="checkbox"/>						

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 changes are allowed 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. The Required Standard field (RQ) in the Log Standards Information program (P1523) must be set to blank on all required standards for which you allow changes.

1

Do not allow changes to required standards fields.

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 Validation (Building to Floor)

Blank = Do not validate the area

1 = Validate the area

Use this processing option to specify whether the system validates the area entered for the building against the sum of the area entered for the floors. The system uses this processing option when you revise the building area after floors have been set up. Valid values are:

Blank

Do not validate the area.

1

Validate the area. If the area entered for the floors exceeds the area entered for the building, the system returns an error.

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 the system automatically copies the log standards to the building logs when you add a building. Valid values are:

Blank

Automatically copy the log standards to the building logs.

1

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

Note: You can manually copy log standards to a building after you add it.

2. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to automatically copy the Area Master (F1514) records to the new building when you click Copy on the Work with Property/Buildings form to add a building. Valid values are:

Blank

Automatically copy the Area Master records from the selected building to the building that is added.

1

Do not copy the Area Master records. Area values must be manually entered for the new building.

Note: This processing option applies only when using Copy, and does not apply when a building is manually added.

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)

Blank = ZJDE0001

Use this processing option to specify the version of the Floor Information program (P1506) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Address Book (P01012)

Blank = ZJDE0001

Use this processing option to specify the version of the Address Book Revisions program (P01012) to use when the program is accessed from the Form menu. 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 are used to specify whether the system includes category code information and the details of the building log, such as the log class and the amenity identification code.

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 to print on the report. Valid values are:

Blank

Print category codes 1 - 10.

1

Print category codes 11 - 20.

2

Print category codes 21 - 30.

2. Print Log Details

Blank = Do not print log details

1 = Print log details

Use this processing option to specify whether to print the log details for the property or building that prints on the report. Valid values are:

Blank

Do not print log details.

1

Print log details.

3. Print Attachments

Blank = Print attachments

1 = Suppress the printing

Use this processing option to specify whether to print the attachment information for the building log record. This processing option is valid only when the Print Log Details processing option is set to 1. Valid values are:

Blank

Print the attachment information.

1

Do not print the attachment information.

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

Prerequisites

- 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

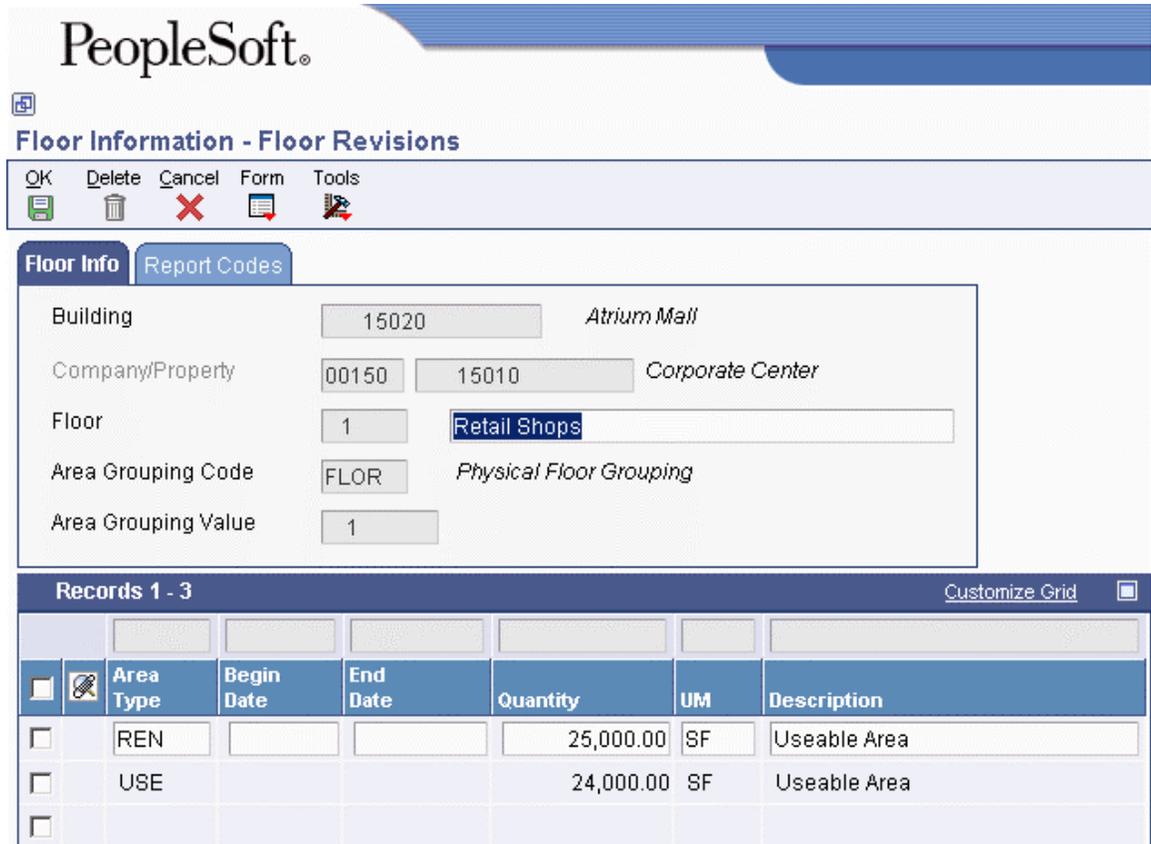
If the total area of all the units on a floor is less than the total area of that floor, the Building/Unit Statistics report (R15410) shows the difference as an undefined area for the floor.

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.



PeopleSoft®

Floor Information - Floor Revisions

OK Delete Cancel Form Tools

Floor Info Report Codes

Building 15020 Atrium Mall

Company/Property 00150 15010 Corporate Center

Floor 1 Retail Shops

Area Grouping Code FLOR Physical Floor Grouping

Area Grouping Value 1

Records 1 - 3 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Area Type	Begin Date	End Date	Quantity	UM	Description
<input type="checkbox"/>	<input type="checkbox"/>	REN			25,000.00	SF	Useable Area
<input type="checkbox"/>	<input type="checkbox"/>	USE			24,000.00	SF	Useable Area
<input type="checkbox"/>	<input type="checkbox"/>						

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, and then click OK.

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

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. The Required Standard field (RQ) in the Log Standards Information program (P1523) must be set to blank on all required standards for which you allow changes.

1

Do not allow changes to required standards fields.

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. Validate Floor Number

Blank = Do not validate the floor number

1 = Validate the floor number

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

Blank

Do not validate the floor number.

1

Validate the floor number.

Note: Floor numbers entries in UDC 15/FL must be 4-digits in length and must be left-justified. For example, to add floor 10, you must precede the number 10 with two spaces, as follows:

__10

2. Grouping Code

Use this processing option to specify a single grouping code to assign to new floors. The code that you enter must exist in UDC 15/GC. The system automatically assigns the value that you enter to all new floors and does not allow you to override the code on the form. If you leave this processing option blank, you can assign any grouping code to any floor.

3. Area Validation (Floor to Building)

Blank = Do not validate the area

1 = Validate the area

Use this processing option to specify whether to validate the sum of the area entered for the floors against the area entered for the building. Valid values are:

Blank

Do not validate the area entered.

1

Validate the area entered. If the area for the floors exceeds the area entered for the building, the system returns an error.

4. Area Validation (Floor to Unit)

Blank = Do not validate the area

1 = Validate the area

Use this processing option to specify whether to validate the sum of the area entered for the units against the area entered for the floor. Valid values are:

Blank

Do not validate the area.

1

Validate the area. If the area for the units exceeds the area entered for the floor, the system returns an error.

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 automatically copies the log standards to the floor logs when you add a building. Valid values are:

Blank

Automatically copy the log standards to the floor logs.

1

Do not automatically copy the log standards to the floor logs.

Note: You can manually copy log standards to a floor after you add it.

2. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to automatically copy the Area Master (F1514) records to the new floor when you click Copy on the Work With Floor Information form to add a floor. Valid values are:

Blank

Automatically copy the Area Master records from the selected floor to the new floor that is added.

1

Do not copy the Area Master records. Area values must be manually entered for the new floor.

Note: This processing option applies only when using Copy, and does not apply when a floor is manually added.

Versions Tab

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

1. Property/Building (P15062)

Blank = ZJDE0001

Use this processing option to specify the version of the Property/Building Information program (P15062) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Unit Information (P15217)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Information program (P15217) to use when the program is accessed from the Form menu. 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

Prerequisites

- ❑ 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

Unit Information - Unit Master Revisions

OK Delete Cancel Form Tools

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

Records 1 - 3 Customize Grid

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

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 subunit, 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:
 - 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; 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.



Multi-Unit Information - Multi Unit Information

Building *Atrium Mall*
 Skip To Unit

Records 1 - 10 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Unit I.D.	Unit Type	Description	Unit Usage	Floor No.	Master/Sub	Master Unit	EP Unit Type
<input type="checkbox"/>		101	RSALE	Space 101	S	1	M		
<input type="checkbox"/>		102	RSALE	Space 102	S	1	M		
<input type="checkbox"/>		103	RESTR	Space 103	R	1	M		
<input type="checkbox"/>		1A	OFFCE	Unit A	O		M		
<input type="checkbox"/>		1B	OFFCE	Unit B	O		M		
<input type="checkbox"/>		1C	OFFCE	Unit C	O		M		
<input type="checkbox"/>		1D	OFFCE	Unit D	O		M		
<input type="checkbox"/>		1E	OFFCE	Unit E	O		M		
<input type="checkbox"/>		202	RSALE	Space 202	S	2	M		
<input type="checkbox"/>		203	RSALE	Space 203	S	2	M		

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 Tab

These processing options enable you to specify whether to allow changes to the fields on a log line, as well as to suppress certain records from appearing when you search for units.

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.

Note: The Required Standard field (RQ) in the Log Standards Information program (P1523) must be set to blank on all required standards for which you allow changes.

1

Do not allow changes to required standards fields.

2. Speculative Lease Occupancy Status

Blank = Display units as vacant

1 = Display units as occupied

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

Blank

Display the units as vacant.

1

Display the units as occupied.

Lease Status 1

Use this processing option to specify the lease logs to suppress from displaying, based on the lease status, when you review the unit logs. To override this processing option, turn off the Suppress Selected Logs option on the Log Details form. You can suppress the logs for up to five lease statuses.

Edits Tab

These processing options enable you to specify whether to validate the floor number against the UDC Table 15/FL, as well as whether to validate the area entered for the building against the total areas entered for the floors of the building.

1. Floor Number Validation

Blank = Do not validate the floor number

1 = Validate the floor number

Use this processing option to specify whether to validate the floor number entered against the values set up in the UDC table 15/FL. Valid values are:

Blank

Do not validate the floor number.

1

Validate the floor number.

2. Area Validation (Floor to Unit)

Blank = Do not validate the area

1 = Validate the area

Use this processing option to specify whether to validate the square footage entered for the units against the square footage entered for the floor. Valid values are:

Blank

Do not validate the square footage.

1

Validate the square footage. The system returns an error if the sum of the square footage entered for the units exceeds the square footage entered for the floor.

Process Tab

These processing options enable you to specify what information is copied when you set up a building, as well as the default search area type that is used when accessing the program. In addition, these processing options allow you to specify the log classes for which you want the system to provide a visual queue.

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to automatically copy the log standards to the unit logs when you add a unit. Valid values are:

Blank

Automatically copy the log standards to the unit logs.

1

Do not automatically copy the log standards to the unit logs.

Note: You can manually copy log standards to a unit after you add it by using the appropriate Form menu.

2. Search Area Type

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use as the default search criteria for the Unit Size and Thru fields in the header portion of the Work with Units form. The system completes the unlabeled field (ARTY) to the right of the Thru field with the value specified. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

Note: The system displays both the Rentable Area and Useable Area columns in the detail area of the form regardless of the setting of this processing option. To display an additional area type, leave this processing option blank and complete the Alternate Area Type processing option.

If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

3. Alternate Area Type

Use this processing option to specify an area type other than rentable and useable to use as search criteria for the Unit Size and Thru fields in the header portion of the Work with Units form. The system completes the unlabeled field (ARTY) to the right of the Thru field with the value specified, and adds a column in the detail area to display the area. The value that you enter must exist in UDC 15/AR.

The system ignores this processing option if the Search Area Type processing option has a value. If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

4. Option Log Classes

Use this processing option to specify the log classes for which you want the system to provide a visual queue, if they have been assigned to the unit. The system displays the letter O in the OP field on the Work with Units form, if one of the log classes that you enter has been assigned to the unit. If the lease, to which the unit is assigned, is speculative, the system displays the letter S, instead of O.

5. Copy Area Master

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to automatically copy the Area Master records (F1514) to the new unit when you click Copy on the Work With Units form to add a unit. Valid values are:

Blank

Automatically copy the Area Master records from the selected unit to the unit that is copied.

1

Do not copy the Area Master records. Area values must be manually entered for the new unit.

Note: This processing option applies only when using Copy, and does not apply when a unit is manually added.

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)

Blank = ZJDE0001

Use this processing option to specify the version of the Floor Information program (P1506) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version 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 the system automatically copies the log standards to the unit logs when you add a unit. Valid values are:

Blank

Automatically copy the log standards to the unit logs.

1

Do not automatically copy the log standards to the unit logs.

Note: You can manually copy log standards to a unit after you add it.

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 Information (P15217)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Information program (P15217) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Setting Up Market, Renewal, and Potential Rent Information

You use the Market/Renewal/Potential Rent program (P159071) to set up the market, renewal, and potential rent amounts to project future rent and generate budget and cash flow reports. You enter the amounts as an annual amount per square foot. Processing options allow you to specify whether the amounts pertain to the rentable area, useable area, or an alternate area type.

The system uses the information that you set up only when you run the Projected Rent Generation program (R15660) or the Tenant Rent Roll report (R15421).

► 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:
 - Property/Building
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.

Market/Renewal/Potential Rent - Market / Renewal / Potential Rent Revisions

Work with Market / Renewal / Potential Rent **Market / Renewal / Potential Rent Revisions**

OK Find Cancel Row Form Previous Next Tools

Market Rent

Building *Atrium Mall* Floor Number

Unit Type Unit Number

Unit Usage Currency Code

Unit Size Through

From Date Thru Date

Market Rent Renewal Rent Potential Rent

Area Type *Useable Area*

Records 1 - 10 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Unit Number	Begin Date	Ending Date	Market Rent	Square Feet	Unit Type	Floor Number	Unit Usage	Unit Description
<input type="checkbox"/>		101			22.50	4,700.00	RSALE	1	S	Space 101
<input type="checkbox"/>		102			22.50	4,800.00	RSALE	1	S	Space 102
<input type="checkbox"/>		103			22.50	1,500.00	RESTR	1	R	Space 103
<input type="checkbox"/>		1A			22.50		OFFCE		O	Unit A
<input type="checkbox"/>		1B			22.50		OFFCE		O	Unit B
<input type="checkbox"/>		1C			22.50		OFFCE		O	Unit C
<input type="checkbox"/>		1D			22.50		OFFCE		O	Unit D
<input type="checkbox"/>		1E			22.50		OFFCE		O	Unit E
<input type="checkbox"/>		202			22.50	2,500.00	RSALE	2	S	Space 202
<input type="checkbox"/>		203			22.50	4,800.00	RSALE	2	S	Space 203

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type that the system uses as the default search criteria for the Area Type field (ARTY) on the Market/Renewal/Potential Rent Revisions form. The system retrieves this area type from the Real Estate Management Constants table (F1510B). Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

2. Alternate Area Type

Use this processing option to specify an area type other than rentable or useable to use as search criteria for the Area Type field (ARTY) that appears on Market/Renewal/Potential Rent Revisions form. The value that you enter must exist in UDC 15/AR.

The system ignores this processing option if the Search Area Type processing option has a value. If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

Versions Tab

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

1. Unit Information (P15217)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Information program (P15217) to use when the program is accessed from the Form menu. 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 specify the source property or building from which you want to copy units.

2. Property To

Use this processing option to specify the target property or building to which you want to copy units.

3. Unit From

Use this processing option, in conjunction with the Unit To processing option, to specify the range of units to copy. If the range of units specified includes alphanumeric characters, the system ignores the alpha characters and includes the units for the numeric values specified. For example, if you enter a range of 103A to 407Z, the system copies all units numbered between 103 to 407, regardless of the alpha character.

If you leave this processing option blank, but specify a value in the Unit To processing option, the system copies all units equal to or less than the value specified.

If you leave both the Unit From and Unit To processing options blank, the system copies all units for the building entered in the Property From processing option.

4. Unit To

Use this processing option, in conjunction with the Unit From processing option, to specify the range of units to copy. If the range of units specified includes alphanumeric characters, the system ignores the alpha characters and includes the units for the numeric values specified. For example, if you enter a range of 103A to 407Z, the system copies all units numbered between 103 to 407, regardless of the alpha character.

If you leave this processing option blank, but specify a value in the Unit From processing option, the system copies all units equal to or greater than the value specified.

If you leave both the Unit From and Unit To processing options blank, the system copies all units for the building entered in the Property From processing option.

5. Proof or Final Mode

Blank = Print edit report only

1 = Perform update

Use this processing option to specify whether to run the program in proof or final mode. Valid values are:

Blank

Proof mode. The system prints a report of the transactions selected for processing. The system does not copy the records or update any tables.

1

Final mode. The system copies the records, updates the appropriate tables, and prints a report.

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 from the units when the system creates the new units. Valid values are:

Blank

Do not copy the log lines to the new units.

1

Copy the log lines to the new units.

2. Copy Log Text

Blank = Do not copy

1 = Copy log text

Use this processing option to specify whether to copy the text from the log lines when the system copies them to the new units. The system ignores this processing option if the value of the Copy Log Lines processing option is blank. Valid values are:

Blank

Do not copy the log text to the log lines.

1

Copy the log text to the log lines.

3. Copy Log Quantity

Blank = Do not copy

1 = Copy log quantity

Use this processing option to specify whether to copy the quantities from the log lines when the system copies them to the new units. The system ignores this processing option if the value of the Copy Log Lines processing option is blank. Valid values are:

Blank

Do not copy the log quantities to the log lines.

1

Copy the log quantities to the log lines.

Select Tab

These processing options enable you to specify the unit information to copy and to 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 specify whether to copy the Area Master records (F1514) to the new units. Valid values are:

Blank

Do not copy Area Master records.

1

Copy all Area Master records from the selected unit to the unit that is copied.

2

Copy Area Master records based on the effective date entered in the Area Record Effective Date processing option. The system copies only the area records that have a begin date (EFTB) on or after the date specified.

2. Area Record Effective Date

Blank = System Date

Use this processing option to specify the date to use to copy Area Master records (F1514). The system copies only those Area Master records that have a begin date (EFTB) greater than or equal to the date entered. If you leave this processing option blank, the system uses today's date.

The processing option for Copy Area Records must be 2 or the system ignores this processing option.

3. Copy Rent Amounts

Blank = Do not copy

1 = Copy ALL Records

2 = Copy based on Effective Date

Use this processing option to specify whether to copy rent amounts to the new units. The system copies the amounts from the Market/Potential/Renewal Rent Master table (F159071). Valid values are:

Blank

Do not copy rent amounts.

1

Copy all rent amounts from the selected unit to the unit that is copied.

2

Copy rent amounts based on the effective date entered in the Rent Amount Effective Date processing option. The system copies only the rent amounts that have a begin date (EFTB) on or after the date specified.

4. Rent Amount Effective Date

Blank = System Date

Use this processing option to specify the date to use to select the rent amount records from the Market/Potential/Renewal Rent Master table (F159071) to copy. The system copies only those rent records that have a begin date (EFTB) greater than or equal to the date entered. If you leave this processing option blank, the system uses today's date.

The processing option for Copy Rent Amounts must be 2 or the system ignores this processing option.

Print Tab

This processing option allows you to specify whether the system includes detailed information associated with each unit that is copied.

1. Summary or Detail Report

Blank = Detail report

1 = Summary report

Use this processing option to specify whether the system prints the detail associated with each unit that is copied. Valid values are:

Blank

The system prints the detail of each unit that is copied.

1

The system prints only the total number of records copied.

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 that the system uses to use to select units and an alternate area type (other than rentable and useable).

1. Report As Of Date

Use this processing option to specify the date to use to determine whether the unit is occupied. If the move-in, planned-out, or actual-out date on the unit is on or before the date that you specify, the system recognizes the unit as occupied. If you leave this processing option blank, the system uses the current date.

2. Alternate Area Type

Use this processing option to specify the alternate area type to include on the report in addition to the rentable and useable area types. The value that you specify must be set up in UDC 15/AR.

Print Tab

This processing option enables you to specify whether the system generates 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 generates a separate page of the report for each building . Valid values are:

Blank

Do not generate a separate page for each building.

1

Generate a separate page for each building.

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). You must enter tenant address book records before you can enter related real estate information, such as assigning tenants to a lease.

In addition to setting up the tenant, you might need to set up additional address book records to represent the company or person to whom bills should be sent, or the parent company. To differentiate tenants from other address book records, you can assign them a unique search type, such as T (for tenant) or B (for billing address).

Finally, you must set up a customer master record and a supplier master record for the tenant and other related address book records. In most circumstances, the customer master record is required to process billings and payments; the supplier master record is required to refund security deposits and process vouchers.

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

- *Entering Address Book Information in the Address Book Guide*

Setting Up Lease Information

In Real Estate Management, 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, and then specify the area that the tenant occupies, the rental terms of the lease, 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. In addition to regular leases and subleases, you can set up and maintain coterminous (option) and holdover leases. The system stores lease information in the Lease Master Header (F1501B) and the Lease Master Detail (F15017) tables.

After you set up the lease, you can access the following programs (using Form menus) to set up information to process different types of rent billings or to track information about the lease:

Program	Information
Log Details (P1521)	You can access the log standards and set up additional information about the lease.
Legal Clause Information (P1570)	In addition, or as an alternative, to using log standards, you can set up legal clause information about the lease or tenant.
Recurring Billing Information (P1502)	You set up billing amounts and frequencies (by bill code) that you use to generate recurring billings.
Security Deposit Maintenance (P1565)	You can set up information for security deposits that you will refund later.
Escalation Information (P15016)	You can set up information to generate rent increases based on an index such as the Consumer Price Index.
Sales Overage Information (P15013)	You can set up information to calculate and generate rent billings as a percent of sales.
E.P. Information (P15012)	You can set up information to generate billings for shared expenses, such as common area maintenance, parking, utilities, and so on.

See Also

- *New Lease Entry in the Real Estate Management Guide*

Prerequisite

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

► To locate a lease

Before you set up a new lease, you might want to verify that it has not been set up previously. You also must locate a lease to set up other related information, such as recurring billing information, expense participation information, and so on.

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

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
- Property
- Lease Type/Status
- Display All Versions

► To set up a new lease

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

1. On Work with Leases, click Add.

The screenshot displays the PeopleSoft interface for 'Lease Information - Lease Master Revisions'. The top navigation bar includes the PeopleSoft logo and a 'Sign Out' link. Below the title bar, there is a toolbar with icons for OK, Delete, Cancel, Form, Row, and Tools. The main form area contains several input fields and dropdown menus for lease details:

- Lease: 15341, 1, Eddie Bean, Version Beg/End
- Tenant: 1530, Eddie Bean Outlet Store, Lease Type: RT, Retail
- Lease Manager: (empty), Lease Status: (empty), Default
- Alt. Payee: 1530, Eddie Bean Outlet Store, Payment Terms: 004, Due First of Month
- Payment Source: (empty), Lessee: Y
- Legal Notice: (empty)
- Term of Lease: 61 MO, Begins: 05/22/03, Ends: 05/31/08, Org. End: 05/31/08

Below the form is a table titled 'Records 1 - 3' with columns for Building, Co, Unit, Move-In Date, Plan-Out Date, Actual-Out Date, Rentable Area, Useable Area, Unit Grp, Occupant Address, and SIC. The table contains three rows of data:

Building	Co	Unit	Move-In Date	Plan-Out Date	Actual-Out Date	Rentable Area	Useable Area	Unit Grp	Occupant Address	SIC
15020	00150	102	05/22/03	05/31/08		5,000.00	4,800.00			
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 uses the Next Number Revisions program (P0002) to assign the lease number.

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

- Tenant
- Lease Manager

This field might be required, depending on the setting of a processing option.

- Alt. Payee

Complete this field to designate the person or company that is responsible for the payment of billed charges. If you leave this field blank, the system uses the value of the Factor/Special Payee field (AN85) that is assigned to the tenant's address book record.

- 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. Click the Lease Info Page 2 tab and complete the following fields as necessary:

- Print (I/S/N)

The three unlabeled fields represent Invoice (I), Statement (S), and Notice (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 should revise it at the unit level to avoid integrity issues.

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 multicurrency, 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.

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.

► **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
 - Property
 - 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). If a log line in the log 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).
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 Information (P1501)

Defaults Tab

These processing options enable you to specify the default information that the system provides when you enter a new lease.

1. Move-In Date

Blank = Default the lease begin date

1 = Bypass the default

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

Blank

Use the lease begin date as the move-in date.

1

Do not use the lease begin date as the move-in date.

Note: If you leave the Move-In Date field blank, searches on occupied or vacant space will be compromised.

2. Plan-Out Date

Blank = Default the lease end date

1 = Bypass the default

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

Blank

Use the lease end date as the plan-out date.

1

Do not use the lease end date as the plan-out date.

Note: If you leave the Plan-Out Date field blank, searches on occupied or vacant space will be compromised.

3. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

4. Company

Blank = Default the company field in the header

1 = Bypass the default

Use this processing option to specify whether to update the Company field (CO) in the header portion of the Lease Master Revisions form with the company number specified in the first detail line. The system updates the Company field only if it is blank; the system does not overwrite any value entered. Valid values are:

Blank

Update the company.

1

Do not update the company.

Display Tab

These processing options enable you to specify whether to protect required log standards from revision, and whether to display a warning message when you set up the lease for a unit that has not been set up.

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. The Required Standard field (RQ) in the Log Standards Information program (P1523) must be set to blank on all required standards for which you allow changes.

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 to display a warning message when the value in the Unit Number field is invalid or is left blank. Valid values are:

Blank

Display a warning message for invalid or blank units.

1

Do not display a warning message for invalid or blank units.

Note: The system displays error messages regardless of how you set this processing option.

Edits Tab

These processing options enable you to specify how the system validates specific information that you enter.

1. Require Lease Manager

Blank = Optional

1 = Required

Use this processing option to specify whether the lease requires a lease manager. Valid values are:

Blank

The lease does not require a lease manager; you can leave the Lease Manager field blank.

1

The lease requires a lease manager.

2. Unit Number Edit

Blank = Valid unit required

1 = Unit number optional

2 = Invalid unit number allowed

Use this processing option to specify whether the lease requires a valid unit number. Valid values are:

Blank

The lease requires a valid unit number. The unit number that you enter must exist in the Unit Master table (F1507); you cannot leave this field blank.

1

The lease does not require a unit number; you can leave this field blank. However, if you enter a unit number, it must be valid.

2

The lease requires a unit number, but the number that you enter can be invalid.

3. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system displays the FASB 13 warning window when you revise a date that affects FASB 13. Valid values are:

Blank

Do not display the FASB 13 warning window. You must manually update the Generation Control field (GENC) to Y using the FASB 13 Revisions program (P1530), so that FASB 13 information can be recalculated and new FASB 13 records generated.

1

Display the FASB 13 warning window. The system provides you with an opportunity to automatically update the Generation Control field (GENC) to Y, so that FASB 13 information can be recalculated and new FASB 13 records generated.

Note: If you click OK on the FASB 13 warning window, the system updates the GENC field to Y on the appropriate FASB 13 records. If you click Cancel on the FASB 13 warning window, the system does not update the GENC field to Y. You must update it manually using the FASB 13 Revisions program (P1530).

Process Tab

These processing options enable you to specify whether the system copies the log and clause option standards, allows the entry of all types of leases, and uses the New Lease Entry program.

1. Copy Log Standards

Blank = Automatically copy

1 = Bypass copy

Use this processing option to specify whether to automatically copy the log standards to the lease logs when you add a lease. Valid values are:

Blank

Automatically copy the log standards to the lease logs.

1

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

Note: You can manually copy log standards to a lease after you add it by using the appropriate Form menu.

2. Speculative Lease Display and Entry

Blank = Both

1 = Nonspeculative leases only

2 = Speculative leases only

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

Blank

Display and allow the entry of speculative and nonspeculative leases.

1
Display and allow the entry of nonspeculative leases only.

2
Display and allow the 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 whether to automatically copy option type standards to the Legal Clauses table (F1570) when you add a lease, and which option type standards to copy. Valid values are:

Blank

Do not automatically copy option standards.

1
Automatically copy the tenant level standards. The system copies all option types that are defined as standard for the tenant.

2
Automatically copy the lease level standards. The system copies all option types that are defined as standard for the lease type.

3
Automatically copy both the tenant and lease level standards. The system copies all option types that are defined as standard for both the tenant and the lease type.

4. Run New Lease Setup

Blank = Do not run new lease setup process

1 = Run new lease setup process

Use this processing option to specify whether to launch the New Lease Setup program (P15010) after you add a new lease. Valid values are:

Blank

Do not launch the New Lease Setup program.

1

Launch the New Lease Setup program.

Versions Tab

These processing options enable you to specify the version of the programs to run when they are accessed from the Form menu.

1. Unit Information (P15217)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Information program (P15217) to use when the program is accessed from Row and Form menus. If you leave this processing option blank, the system uses version ZJDE0001.

2. Recurring Billing Information (P1502)

Blank = ZJDE0001

Use this processing option to specify the version of the Recurring Billing Information program (P1502) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Expense Participation (P15012)

Blank = ZJDE0001

Use this processing option to specify the version of the E.P. Information program (P15012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Escalation Information (P15016)

Blank = ZJDE0001

Use this processing option to specify the version of the Escalation Information program (P15016) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Sales Overage Information (P15013)

Blank = ZJDE0001

Use this processing option to specify the version of the Sales Overage Information program (P15013) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

6. Address Book Revisions (P01012)

Blank = ZJDE0001

Use this processing option to specify the version of the Address Book program (P01012) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses the default version ZJDE0001.

7. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Ledger Inquiry program (P15222) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

8. Supplier Ledger Inquiry (P0411)

Blank = ZJDE0001

Use this processing option to specify the version of the Supplier Ledger Inquiry program (P0411) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

9. Security Deposit Maintenance (P1565)

Blank = ZJDE0001

Use this processing option to specify the version of the Security Deposit Maintenance program (P1565) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

10. Legal Clause Information (P1570)

Blank = ZJDE0001

Use this processing option to specify the version of the Legal Clause Information program (P1570) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

11. New Lease Setup (P15010)

Blank = ZJDE0001

Use this processing option to specify the version of the New Lease Setup program (P15010) to use when you add a new lease. The Run New Lease Setup processing option must be set to 1 or the system ignores this processing option. If you leave this processing option blank, the system uses version ZJDE0001.

Work Center Messages Tab

These processing options enable you to specify the distribution list for the recipients of workflow messages.

1. Distribution Structure Type

Use this processing option to specify the structure type of the distribution list to use to send workflow messages when a lease version is created. The system uses the structure type in conjunction with the parent number to locate the distribution list to use for message routing.

If you leave this processing option blank, the system does not send workflow messages.

2. Distribution Parent Number

Use this processing option to specify the parent address book number of the distribution list to use to send workflow messages when a lease version is created. The system uses the parent number in conjunction with the structure type to locate the distribution list to use for message routing.

If the system cannot locate a distribution list for the parent number/structure type specified, a workflow message is sent only to the parent address number specified.

If you leave this processing option is left blank, the system does not send workflow messages.

Currency Tab

These processing options enable you to specify the default currency code for the lease, as well as whether the system allows overrides to the currency code and exchange rates.

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 to use on the lease. The system updates the Lease Currency Code field (CRCD) with the value specified. Valid values are:

Blank

Use the currency code from the tenants address book record as the default transaction currency code.

1

Use the currency code from the alternate payees address book record as the default transaction currency code.

2

Use the currency code from the company to which the building is assigned as the default transaction currency code.

3

Do not supply a value for the transaction currency code. If you choose this value, you must enter the transaction currency code manually. Otherwise, the system returns an error.

2. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to allow users to override the transaction currency code from the default value on the lease. Regardless of the setting of this processing option, the system does not allow the transaction currency code to be changed after a transaction has been billed for the lease. Valid values are:

Blank

Allow users to override the transaction currency code.

1

Do not allow users to override transaction currency code.

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.

New Lease Entry

As an alternative to entering the lease and then setting up information for other programs separately, you can use the New Lease Setup program (P15010) to assist you in setting up and tracking information for other programs at the time that you set up the lease. The New Lease Setup program provides access to the following programs from one form:

Program	Information
Legal Clause Information (P1570)	You can set up legal clause information about the lease or tenant. You use this program in addition, or as an alternative, to using log standards.
Log Details (P1521)	You can access the log standards and set up additional information about the lease.
Recurring Billing Information (P1502)	You can set up billing amounts and frequencies by bill code that you use to generate recurring billings.
Security Deposit Maintenance (P1565)	You can set up information for security deposits that you will refund later.
Escalation Information (P15016)	You can set up information to generate rent increases based on an index such as the Consumer Price Index.
Sales Overage Information (P15013)	You can set up information to calculate and generate rent billings as a percent of sales.
E.P. Information (P15012)	You can set up information to generate billings for shared expenses, such as common area maintenance, parking, utilities, and so forth.
Manual Billing Entry (P1511) New Manual Billing Entry (P15111)	You can enter manual billing records, as necessary. After you enter a manual billing record, the system launches the New Manual Billing program, which provides access to run the programs that complete the billing process.

Note

You access the New Lease Setup form only when you perform the lease entry process. After you exit the form, you cannot access it again for an existing lease.

New Manual Billing Entry

If you choose the button for Manual Billing / Misc. Expenses from the New Lease Setup form, the system provides you with the following program options when you finish entering the manual billing record to complete the billing process:

- Review and Change Manual Billing (P1511)
- Generate Billings Register (R15300)
- Post Invoice Batch to Update G/L (R15199)
- Post Voucher Batch to Update G/L (R15199)

You can choose to run the programs at this time, or access them later from the Manual Billing menu (G1512).

The New Manual Billing Entry program is available only from the New Lease Setup form. If you do not choose the Manual Billing / Misc. Expenses button when you set up a new lease, you cannot access the New Manual Billing Entry program.

See Also

See the following tasks in the *Real Estate Management Guide* for the steps to complete the information on the forms that you access from the New Lease Entry program (P15010):

- ❑ *To enter legal clause information*
- ❑ *To enter log standards*
- ❑ *To enter recurring billing information*
- ❑ *To enter sales overage information*
- ❑ *To set up expense participation information*
- ❑ *To enter the security deposit*
- ❑ *To set up escalation information*
- ❑ *To enter manual billings*

► To use the new lease entry features

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

1. On Work with Leases, follow the steps to add a new lease and click OK.



New Lease Entry - New Lease Setup

Lease / Version	1118	1
Tenant	1534	Rocky Mtn Promotion Group

Legal Clauses / Addenda	<input type="checkbox"/> Info Added
Log Detail Information	<input type="checkbox"/> Info Added
Recurring Billings / Rent	<input type="checkbox"/> Info Added
Sales Overage / Percent Rent	<input type="checkbox"/> Info Added
Expense Participation / Pass-Throughs	<input type="checkbox"/> Info Added
Security Deposits / Other Deposits	<input type="checkbox"/> Info Added
Escalations / CPI	<input type="checkbox"/> Info Added
Manual Billings / Misc. Expenses	<input type="checkbox"/> Info Added

Select the program(s) applicable to this new lease. The system will access the selected program to allow entry of relevant data.

Print Lease Master Listing

Review / Change Lease Master

End New Lease Entry

The system displays the New Lease Setup form, which provides a series of buttons that access other related programs that you set up by lease. The system displays this form only after you enter a new lease. You cannot return to the New Lease Setup form after you exit the program.

2. On New Lease Setup, click the button that corresponds to the information that you want to set up, and then follow the steps to complete the associated task.

Each time that you complete the steps associated with a specific task, the system returns you to the New Lease Setup form and displays a check mark in the Info Added field next to corresponding button.

Note

For manual billings, the system does not return you to the New Lease Setup form until you exit the New Manual Billing form.

3. If you entered manual billing information, continue to step 3a to complete the tasks on the New Manual Billing form, which the system displays. Otherwise, click Cancel and continue to step 3b.



New Lease Entry - New Manual Billing

Cancel Tools



Batch Number	<input type="text" value="28252"/>	Generation Type	<input type="text" value="7"/>
Lease	<input type="text" value="1118"/>		
<input type="button" value="Review and Change Manual Billing"/>		After Manual Billings have been created, you may select this option to review and change your billings.	
<input type="button" value="Generate Billings Register"/>		After reviewing and changing Manual Billings, you may select this option to generate invoices or vouchers.	
<input type="button" value="Post Invoice Batch to Update G/L"/>		After creating an invoice, you may select this option to post to the General Ledger (G/L).	
<input type="button" value="Post Voucher Batch to Update G/L"/>		After creating a voucher, you may select this option to post to the General Ledger (G/L).	

- a. On New Manual Billing, click the button that corresponds to the process that you want to complete.

You do not have to complete all of the tasks that are accessible from the New Manual Billing form; however, the tasks that you choose must be performed in sequence, as follows:

- If you need to revise the manual billing record that you entered, choose the Review and Change Manual Billing button.
- If you do not need to make revisions, choose Generate Billings Register to prepare the batch for posting.
- After you generate the billings register, choose either Post Invoice Batch to Update G/L or Post Voucher Batch to Update G/L.

After you exit the New Manual Billing form, you cannot access it again for that lease.

- b. On Work with Manual Billings, click Cancel to return to the New Lease Setup form.
4. Continue setting up information as desired.

When you complete all of the tasks for setting up the information that you need, click End New Lease Entry.

5. On Lease Master Revisions, click Add to add another lease, or click Cancel to complete the entry process.

Processing Options for New Lease Entry (P15010)

Versions

These processing options enable you to specify the version of the programs that run when they are accessed from the form.

1. Legal Clause Information (P1570)

Blank = ZJDE0001

Use this processing option to specify the version of the Legal Clause program (P1570) to use when you click Legal Clause / Addenda. If you leave this processing option blank, the system uses version ZJDE0001.

2. Recurring Billing Information (P1502)

Blank = ZJDE0001

Use this processing option to specify the version of the Recurring Billing program (P1502) to use when you click Recurring Billings / Rent. If you leave this processing option blank, the system uses version ZJDE0001.

3. Sales Overage Information (P15013)

Blank = ZJDE0001

Use this processing option to specify the version of the Sales Overage program (P15013) to use when you click Sales Overage / Percent Rent. If you leave this processing option blank, the system uses version ZJDE0001.

4. Expense Participation Information (P15012)

Blank = ZJDE0001

Use this processing option to specify the version of the Expense Participation program (P15012) to use when you click Expense Participation / Pass-Throughs. If you leave this processing option blank, the system uses version ZJDE0001.

5. Security Deposit Information (P1565)

Blank = ZJDE0001

Use this processing option to specify the version of the Security Deposit program (P1565) to use when you click Security Deposit / Other Deposits. If you leave this processing option blank, the system uses version ZJDE0001.

6. Manual Billing Revision (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing program (P1511) to use when you click Manual Billing / Misc. Expenses. If you leave this processing option blank, the system uses version ZJDE0001.

7. Escalation Information (P15016)

Blank = ZJDE0001

Use this processing option to specify the version of the Escalation program (P15016) to use when you click Escalations / CPI. If you leave this processing option blank, the system uses version ZJDE0001.

8. New Manual Billing (P15111)

Blank = ZJDE0001

Use this processing option to specify the version of the New Manual Billing program (P15111) to use when you add manual billings through the New Lease Setup program. The system launches the New Manual Billing program after you enter the manual billing record and click OK. If you leave this processing option blank, the system uses version ZJDE0001.

9. Lease Master Listing (R15401)

Blank = XJDE0001

Use this processing option to specify the version of the Lease Master Listing report (R15401) to use when you click Lease Master Listing. If you leave this processing option blank, the system uses version XJDE0001.

Processing Options for New Manual Billing (P15111)

Versions Tab

These processing options enable you to specify the version of the corresponding program to run.

1. Manual Billing (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing program (P1511) to use when you click Review and Change Manual Billing. If you leave this processing option blank, the system uses version ZJDE0001.

2. Billing Edit Register (R15300)

Blank = XJDE0007

Use this processing option to specify the version of the Billing Edit Register program (R15300) to use when you click Generate Billing Register. If you leave this processing option blank, the system uses version XJDE0007.

3. Post Invoice Batch to G/L (R15199)

Blank = ZJDE0001

Use this processing option to specify the version of the G/L Transaction Generation program (R15199) to use when you click Post A/R Batch to Update G/L. If you leave this processing option blank, the system uses version ZJDE0001.

4. Post Voucher Batch to G/L (R15199)

Blank = ZJDE0002

Use this processing option to specify the version of the G/L Transaction Generation program (R15199) to use when you click Post A/P Batch to Update G/L. If you leave this processing option blank, the system uses version ZJDE0002.

Legal Clause Information

As an alternative to using log information, or in addition to using logs, you can set up legal clauses. 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 that appear automatically when you add legal clause information. Examples include Space Detail Revisions, Clause Amount Revisions, and Clause Options Audit Revisions.

The system uses the Legal Clauses 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 the next numbers feature. 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)
- Legal Clause Amounts (F15703)

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.



Legal Clause Information - Legal Clause Revisions

OK	Cancel	Form	Tools

Tenant	<input type="text"/>	Clause Number	<input type="text" value="8"/>
Lease	<input type="text" value="271"/> <i>DeAnna's Deli</i>	Lease Version	<input type="text" value="1"/>
Option Type	<input type="text" value="REF1"/> <i>First Refusal</i>	Additional	
Detail Type	<input type="text" value="CONTIG"/> <i>Contiguous, specific</i>	<input type="checkbox"/> Space Detail <input checked="" type="checkbox"/> Option Audit <input checked="" type="checkbox"/> Clause Amounts	
Option Status	<input type="text"/>		

Begin Date	<input type="text" value="07/01/03"/>	Notice Date	<input type="text"/>
End Date	<input type="text" value="12/31/03"/>	Critical Date	<input type="text"/>

Notice Responsibility	<input type="text"/>
Lease Doc Reference	<input type="text"/>

2. On Legal Clause Revisions, complete one of the following fields:
 - Tenant
 - Lease
3. If you choose 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 that information later.

Copying Clause Option Standards

To reduce manual data entry, you can copy the option standards for a lease at the tenant level, the lease level, or both. Depending on the setting of the Copy Clause Option Standards 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 clause 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, nor can you 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 uses the next numbers feature to sequence space detail records, 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

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

Note

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

PeopleSoft®

Legal Clause Information - Space Detail Revisions

OK Find Delete Cancel Row Tools

Tenant

Lease DeAnna's Deli

Clause Number

Records 1 - 2								Customize Grid
	Detail Number	Building	Unit	Property	Floor	Description	Square Footage	Hierarchy
	8	15020	103		1		1,500.00	

3. On Space Detail Revisions, complete any of the following fields and click OK:

- Building
- Unit
- Property
- 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 applicable amounts to the clause. When you enter an amount, you should specify the type of amount that you entered. Amount types can be currency amounts, fees, percentages, number of days, miles, and so on. You can also enter effective dates that specify the beginning and end of the term.

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

► To enter clause amounts

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

Note

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

PeopleSoft®

Legal Clause Information - Clause Amounts Revisions

OK Find Delete Cancel Tools

Tenant

Lease DeAnna's Deli

Clause Number

Records 1 - 2 Customize Grid

<input type="checkbox"/>	<input type="checkbox"/>	Amount	Amount Type	U/M	Begin Date	End Date	Lease Version	Sequence Number	Cur Cod
<input type="checkbox"/>	<input type="checkbox"/>	12.75	\$	SF	01/01/04	12/31/04	1	1.000	
<input type="checkbox"/>	<input type="checkbox"/>								

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 that were 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

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

Note

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

PeopleSoft

Legal Clause Information - Clause Options Audit Revisions

OK Find Delete Cancel Tools

Tenant Option Type *First Refusal*

Lease *DeAnna's Deli* Detail Type *Contiguous, specific*

Clause Number

Records 1 - 2 [Customize Grid](#)

<input type="checkbox"/>	<input type="checkbox"/>	Date Offered	Decision Required	A/D	Status Change	Hierarchy	Lease Version	Sequence Number
<input type="checkbox"/>	<input type="checkbox"/>	01/01/04	01/31/04	A		1ST	1	1.000
<input type="checkbox"/>	<input type="checkbox"/>							

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

Processing Options for Legal Clause Information (P1570)

Defaults

These processing options enable you to specify default information when you add legal clause information.

1. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

Space Detail Revisions

Use this processing option to specify whether the system automatically displays the form for the Space Detail Revisions, Options Audit Revisions, and Clause Amounts Revisions programs after you click OK to add a new legal clause. Valid values are:

Blank

Do not automatically display the form.

1

Automatically display the form.

Note: This processing option functions only when you add a new legal clause record. If the legal clause record exists, use the Form menu to access the applicable entry program.

Display

These processing options enable you to specify whether to retain the tenant number, lease number, option type, and option status.

1. Retain Tenant Number

Blank = Do not retain the Tenant Number

1 = Retain the Tenant Number

Use this processing option to specify whether the system retains the value entered in the corresponding field of the previous legal clause when you add a new legal clause. Valid values are:

Blank

Do not retain the value from the previous legal clause.

1

Retain the value from the previous legal clause.

Versions

These processing options enable you to specify the version of the programs to run when they are accessed from the Form menu.

1. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Critical Date Inquiry (P15204)

Blank = ZJDE001

Use this processing option to specify the version of the Critical Date Inquiry program (P15204) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Creating New Lease Versions

You can 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 useful because the system copies the information from the existing lease, so that you do not have to reenter identical information. The system also allows you to track activity for all versions of the lease.

Prerequisite

- ❑ 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, complete the steps to locate the lease.
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 Logs

If 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 legal clause information from the existing lease version or from the standards:

- No Options
- Tenant Standards
- Lease Standards
- Both Standards
- Current Options

If you specify Current Options, the system displays the following additional options. Click 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 specified in the Search Default for Lease Version processing option:

- If the processing option default is set to blank, the system displays the version of the lease that is effective as of the system date.
- If the processing option default is set to 1, 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.

Reviewing Critical Dates for Leases

A critical date is any date on which an action or a decision is required. 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 add critical dates to a lease, unit, property or building, or clause. After you have established critical dates, 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

► To review and revise critical dates

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

1. On Work with Log Detail 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. 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. Choose Clause Dates from the Form menu to review critical dates associated with clauses.
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 revise the critical date or any other information for the legal clause, choose the legal clause record and click Select.
8. On Legal Clause Revisions, revise the information as necessary, and then click OK.

Processing Options for Critical Date Inquiry (P15204)

Defaults

This processing option enables you to specify the default information that will be used when inquiring on critical dates.

1. Search for Default Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

Versions

These processing options enable you to specify the version of the programs that run when they are accessed from the Form menu.

1. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Unit Information (P15217)

Blank = ZJDE0001

Use this processing option to specify the version of the Unit Information program (P15217) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Floor Information (P1506)

Blank = ZJDE0001

Use this processing option to specify the version of the Floor Information program (P1506) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Property/Building Information (P15062)

Blank = ZJDE0001

Use this processing option to specify the version of the Property/Building Information program (P15062) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Legal Clause Information (P1570)

Blank = ZJDE001

Use this processing option to specify the version of the Legal Clause Information program (P1570) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

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 in a building or property for a specified period. This information can be used for reporting purposes to brokers who are seeking properties to lease and to landlords who can provide the information to prospective tenants.

When you run R15141, the system does the following:

- Uses the dates entered in the processing options to determine the period of time, based on the lease dates, for which the calculations apply.
- Retrieves the GLOA value from the Lease Master Detail table (F15017) based on the area values entered on the lease.
- Retrieves the GLA value, which includes vacant and occupied areas, based on the area values entered on the unit, which is stored in 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. You can also run the program for specific building (business unit) category codes to determine occupancy for a group of buildings (for example, the occupancy on A-rated properties).

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

Note

Running the Gross Lease Occupancy Refresh program (R15141) is required for expense participation when using the Share Factor Denominator Revisions program (P150122) and the Tenant Exclusions Revisions program (P150120).

Processing Options for Gross Lease Occupancy Refresh (R15141)

Options Tab

These processing options enable you to specify the date range to use to select records, the gross lease area method to use to process the records, the area types to include, and whether to include committed space.

1. Start Date For Generation

Use this processing option to specify the beginning date that the system uses to calculate gross leaseable areas (GLA) and gross lease occupied areas (GLOA), based on the lease date.

2. End Date For Generation

Use this processing option to specify the ending date that the system uses to calculate gross leaseable areas (GLA) and gross lease occupied areas (GLOA), based on the lease date.

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.

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. Select Area Type

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use for gross lease occupancy calculations. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

5. Alternate Area Type

Use this processing option to specify the alternate area type to use if the Select Area Type processing option is blank. The value that you specify must exist in UDC 15/AR. If both area type processing options are blank, the system uses the rentable area.

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

These processing options enable you to specify which lease statuses the system processes.

1. Select/Omit Flag

Blank = Select all Lease Statuses

1 = Select only the following Lease Statuses

2 = Omit the following Lease Statuses

Use this processing option, in conjunction with the Lease Status 1 through Lease Status 10 processing options, to specify which leases to select for processing based on the lease status. Valid values are:

Blank

Process all leases for all lease statuses.

1

Select the leases with a lease status specified in the processing options.

2

Omit the leases with a lease status specified in the processing options. The system processes leases for all other lease statuses.

2. Lease Status 1

Use this processing option, in conjunction with the Select/Omit Flag processing option, to specify which leases to select for processing based on the lease status. The lease status that you specify must exist in UDC 15/LS.

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

These processing options enable you to specify the lease types that the system processes.

1. Select/Omit Flag

Blank = Select all Lease Types

1 = Select only the following Lease Types

2 = Omit the following Lease Types

Use this processing option, in conjunction with the Lease Type 1 through Lease Type 10 processing options, to specify which leases to select for processing based on the lease type. Valid values are:

Blank

Select all lease types.

S

Select only lease types identified in the lease type processing options.

O

Omit lease types identified in the lease type processing options.

2. Lease Type 1

Use this processing option to specify the lease types to select or omit based on the value specified in the Select/Omit Flag processing option.

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

This processing option enables you to specify how the system prints the edit report.

1. Print Edit Report

Blank = No Messages printed

1 = Full Report

2 = Print Warning Messages Only

Use this processing option to specify whether to print a report of the records that the system generates, and whether to print all records or only those records for which the system issues a warning message. Valid values are:

Blank

Do not print a report.

1

Print all records. The system prints all records updated to the Gross Lease Occupied Area table (F15141).

2

Print records with warning messages only. The system prints only those records for which a warning message is issued.

Reviewing Gross Lease Occupancy Information

After you generate occupancy data by running the Gross Lease Occupancy Refresh program (R15141), you can use the Gross Lease Occupancy Information program (P151410) to review it. You can select records to review by using the Start Date, Area Type, or EP Unit Type fields, and then choose to summarize the displayed records by property, building, or unit. By turning on one or more options, you can choose to display GLOA (gross lease occupied area), GLA (gross leaseable area), and occupancy percentages. You can also choose the totals that appear. The system displays 12 months of occupancy information for the specified start date.

If you summarize records by unit, you can revise the GLA or GLOA amounts as necessary, and then lock the values to prevent them from being updated in the future. The system provides two lock fields so that you can lock GLA, GLOA, or both. When you revise any information, including lock flags, the system updates the Gross Lease Occupied Areas table (F15141).

Prerequisite

- ❑ Run the Gross Lease Occupancy Refresh program (R15141) to update the Gross Lease Occupied Areas 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 any of 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, click the appropriate category codes tab and complete any of the fields on the tabs.
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 or GLA values for a record, or to protect certain values from being updated when running the Gross Lease Occupancy Refresh, click the Unit option and click Find:
10. Choose the unit that you want to revise and click Select.
11. On GLOA Revisions, complete any of the following fields and click OK:
 - Gross Lease Occupied Area
 - O 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).
 - 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 report displays tenant and lease information, including lease type and status, useable and rentable areas, and move-in and move-out dates.

Information for the report comes 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 includes. The system sequences information in the order that records were entered unless you specify otherwise.

Processing Options for Tenant Alpha Listing (R15301)

Process Tab

These processing options enable you to specify the date that the system uses to determine the version of the lease that appears on the report.

1. Lease Version Effective Date

Use this processing option to specify the date to use to locate the lease that the system uses to retrieve the tenant information that prints on the report. If you leave this processing option blank, the system uses the value in the Search Default for Lease Version processing option to retrieve the lease.

2. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. The system uses the value specified in this processing option only when the Version Effective Date processing option is blank. Valid values are:

Blank

The system prints information for the version of the lease that is effective as of the system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

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 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 (F1501B)
- Lease Master Detail (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 that appear on the report. The system sequences information in the order that records were entered unless you specify otherwise.

Processing Options for Tenant Master Listing (R15415)

Process Tab

These processing options enable you to specify the date that the system uses to determine the version of the lease that appears on the report.

1. Lease Version Effective Date

Use this processing option to specify the date to use to locate the lease that the system uses to retrieve the tenant information that prints on the report. If you leave this processing option blank, the system uses the value in the Search Default for Lease Version processing option to retrieve the lease.

2. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. The system uses the value specified in this processing option only when the Version Effective Date processing option is blank. Valid values are:

Blank

The system prints information for the version of the lease that is effective as of the system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

Columns Tab

This processing option enables you to specify the address information that appears in each of the columns on the report.

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 which address information to print in the corresponding columns, in addition to the tenants address information. The system considers each address book number/ mailing address combination as one column, and allows up to three additional columns (2, 3, and 4) to be printed on the report. Valid values are:

1
Party to Bill

2
Occupant

3
Salesman

4
Lease Manager

5
Payment Source

*
Building/Unit/Lease

Note: If you specify building/unit/lease, the system prints the building number from the Business Unit Master table (F0006), not the address book number of the building.

Print Tab

These processing options enable you to specify whether to include the mailing name only or the mailing name and alpha name on the report, as well as whether to display duplicate addresses.

1. Alpha Name and Mailing Name

Blank = Print mailing name only

1 = Print both

Use this processing option to specify whether to print only the mailing name on the report or both the alpha name and mailing name. The system retrieves the information from the Address Book Master table (F0101). Valid values are:

Blank

Print only the mailing name.

1

Print both the alpha name and the mailing name.

2. Duplicate Address Entries

Blank = Print repeating entries

1 = Suppress printing

Use this processing option to specify whether to print all address book entries, regardless of whether they are duplicate, or unique address book entries only. For example, if a tenant leases multiple units, you can suppress the report from printing the same address book information for each unit. Valid values are:

Blank

Do not suppress printing duplicate address entries.

1

Suppress printing duplicate 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 (R15421) to review rent amounts that are in effect on the date that you specify in the processing options. The information is stored in the Recurring Billings Master table (F1502B). The quantities associated with the recurring billing records 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

If the information is available, the system also includes the market, renewal, or potential rent amounts from the Market/Potential/Renewal Rent Master table (F159071).

Processing Options for Tenant Rent Roll (R15421)

Process Tab

These processing options enable you to specify the information that appears on the report.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

8. Alternate 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

These processing options enable you to specify the bill codes that the system uses to identify base rent amounts, expense participation billing amounts, and escalation billing amounts.

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

These processing options enable you to specify whether specific information appears on the report.

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

These processing options enable you to specify the currency code and exchange rate date for the “as if” currency feature.

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. The report also includes critical dates, as well as the log information and extended text associated with those dates. The report is based on information from the Lease Master Header table and the Lease Master Detail table (F1501B and F15017, respectively) and can also include information from the following tables:

- Business Unit Master (F0006)
- Log Detail Master (F1521)

Processing Options for Tenant Log Information (R15610)

Select Tab

These processing options enable you to specify the date that the system uses to print records on the report, as well as whether the report omits log records.

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

These processing options enable you to specify the data that the system includes on the report.

1. Select Specific Log Classes:

Blank = Select all.

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 generate 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 includes.

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

Processing Options for Lease Master Listing (R15401)

Select Tab

This processing option enables you to specify the date that the system uses to select records that appear on the report.

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

These processing options enable you to specify the data that the system includes on the report.

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

Log Class

Use this processing option to select specific log classes for processing. This option lets you restrict the log classes that print on this report. You can enter up to five log classes, and only log lines with those log classes will be included on the report.

If you leave this processing option blank, the system prints all log classes.

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

1 = Select

2 = Omit

Use this processing option, in conjunction with the bill code processing options, to specify the records to include on the report based on bill code. Valid values are:

Blank

Include all records on the report.

1

Include only the records for the bill codes specified in the processing options.

2

Omit the records for the bill codes specified in the processing options. The system selects records for all other 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

This processing option enables you to specify whether tax information appears on the report, as well as whether the system should insert page breaks by lease number.

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 displays 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 Detail Master table (F1521).

Processing Options for Lease Log Information Listing (R154012)

Select Tab

This processing option enables you to specify the date that the system uses to determine the records that appear on the report.

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

These processing options enable you to specify whether detailed records or summary records appear on the report, as well as whether the system inserts page breaks by lease number.

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 appear on the report.

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

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Log Detail Master (F1521)

Processing Options for Lease Log Summary Analysis (R15690)

Print Tab

These processing options enable you to specify the information that appears on the report.

1. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system prints the information for the version of the lease that is effective as of the system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

Note: If versioning is not set up in the Real Estate Management Constants table (F1510B), 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

This processing option enables you to specify the log classes that the system uses for summary analysis.

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 table (F1501B) and the Lease Master Detail table (F15017). The report can also include information from the following tables:

- Business Unit Master (F0006)
- Tenant Escalation Master (F15016B)
- Recurring Billings Master (F1502B)
- Log Detail Master (F1521)

Processing Options for Lease Expiration Listing (R15403)

Select Tab

These processing options enable you to specify the data that appears on the report.

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

This processing option enables you to specify the records that the system uses to calculate base rent amounts.

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

These processing options enable you to specify how various information appears on the report.

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

These processing options enable you to specify the currency and exchange rate that the system uses in the “as if” currency code feature.

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 is a one-line, easy-to-read report that lists the building, unit, tenant, lease, lease status, and all pertinent dates. Processing options enable you to add an additional report heading.

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

Processing Options for Lease Date Edit Worksheet (R15400)

Print Tab

This processing option enables you to specify whether the system includes an additional line on the report heading.

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 table (F1501B) and the Lease Master Detail table (F15017), and might include information from the following tables:

- Business Unit Master (F0006)
- Address Book Master (F0101)
- Log Detail Master (F1521)

Processing Options for Lease Follow-up Worksheet (R15430)

Defaults Tab

These processing options enable you to specify the information that appears on the report.

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.

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 specify whether associated log text appears on the report.

Processing Options for Log Detail Listing (R15402)

Print Tab

This processing option enables you to specify whether the system includes lease log text on the report.

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

Processing Options for Log Standards Listing (R154021)

Print Tab

This processing option enables you to specify whether the system includes lease log text on the report.

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 Detail Master table (F1521) and can also include information from the following tables:

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

Processing Options for Critical Date Report (R15611)

Defaults Tab

These processing options enable you to specify whether the system includes log records without text information, as well as to specify the area type that appears on the report. The system retrieves the area type from the Real Estate Management Constants table (F1510B).

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

3. Alternate 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

These processing options enable you to specify whether the system includes the building address and the area type on the report.

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. In addition to the critical dates, the report also includes the detail information and extended text for each log, if any. Unlike the Critical Date Report, the Critical Date Review Report does not include quantities for the log lines.

The report is based on information from the Log Detail Master table (F1521) and can also include information from the Lease Master Header table (F1501B) and the Lease Master Detail table (F15017).

Processing Options for Critical Date Review Report (R15605)

Print Tab

This processing option enables you to specify whether the system includes lease log text on the report.

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 the person who originated the lease.

Processing options allow you to specify whether the system includes 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 table (F1501B) and the Lease Master Detail table (F15017).

Processing Options for the New Leases Report (R15471)

Process Tab

These processing options enable you to specify which records appear on the report.

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

This processing option enables you to specify the bill codes that the system uses to identify base rent amounts.

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 as of the date that you specify. 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 on which the unit became vacant or occupied

The Date Since column contains the date that the unit became vacant and is based on the date that 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 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 Occupancy/Vacancy Listing (R15600)

Process Tab

These processing options enable you to specify which records appear on the report.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

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

These processing options enable you to specify whether the system displays totals by floor, building, or property.

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) displays 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. You can specify whether the system includes related information such as space details, clause amounts, audit information, and attachments.

Information for this report comes from the Legal Clauses table (F1570).

Processing Options for the Legal Clause Report (R15710)

Process Tab

This processing option enables you to specify the date that the system uses to determine the version of the lease that appears on the report.

1. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints legal clause options for the version of the lease that is based on today's date (the system date) or the latest effective date. Regardless of the version used to print legal clause options at the lease level, the system prints all legal clause information that is set up for the tenant. Valid values are:

Blank

The system prints the legal clause options for the version of the lease that is effective as of the system date.

1

The system prints legal clause options for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

Print Tab

These processing options enable you to specify additional legal clause information to be included in the report.

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 information for this report comes from the Legal Clause Options Audit table (F15701).

Processing Option for the Legal Clause Options Audit Report (R157101)

Process Tab

This processing option enables you to specify the date that the system uses to determine the version of the lease that appears on the report.

1. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints legal clause options for the version of the lease that is based on today's date (the system date) or the latest effective date. Regardless of the version used to print legal clause options at the lease level, the system prints all legal clause information that is set up for the tenant. Valid values are:

Blank

The system prints the legal clause options for the version of the lease that is effective as of the system date.

1

The system prints legal clause options for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

Note: If versioning is not set up in the Real Estate 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.

Rather than reviewing space detail audit information online, you can print the Space Detail Audit Report (R157102). The Space Detail Audit Report includes 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 information for the report comes from the Legal Clause Space Detail Audit table (F157021).

Processing Options for the Space Detail Audit Report (R157102)

Process Tab

This processing option enables you to specify the date that the system uses to determine the version of the lease that appears on the report.

1. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints legal clause options for the version of the lease that is based on today's date (the system date) or the latest effective date. Regardless of the version used to print legal clause options at the lease level, the system prints all legal clause information that is set up for the tenant. Valid values are:

Blank

The system prints the legal clause options for the version of the lease that is effective as of the system date.

1

The system prints legal clause options for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

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 are used to specify the date that the system uses to select records that appear on the report, as well as to define the column headings and area type that the system includes.

1. Report As Of Date

Blank = System Date

Use this processing option to specify the date to use to retrieve area information for the unit. The system retrieves all Area Master records (F1514) that have a begin date (EDBT) equal to or greater than the date specified. If you leave this processing option blank, the system uses today's date.

2. Column and Area Types

Area Type 1

Use this processing option to specify the area types to print for the corresponding column headings on the report. The area type that you specify must be set up in UDC 15/AR, and you must specify a value in the corresponding Column Heading processing option. If you enter an area type, but do not enter a corresponding column heading, the system does not print the column.

Print Tab

This processing option is used to specify whether the system includes 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.

Manual Billing Process

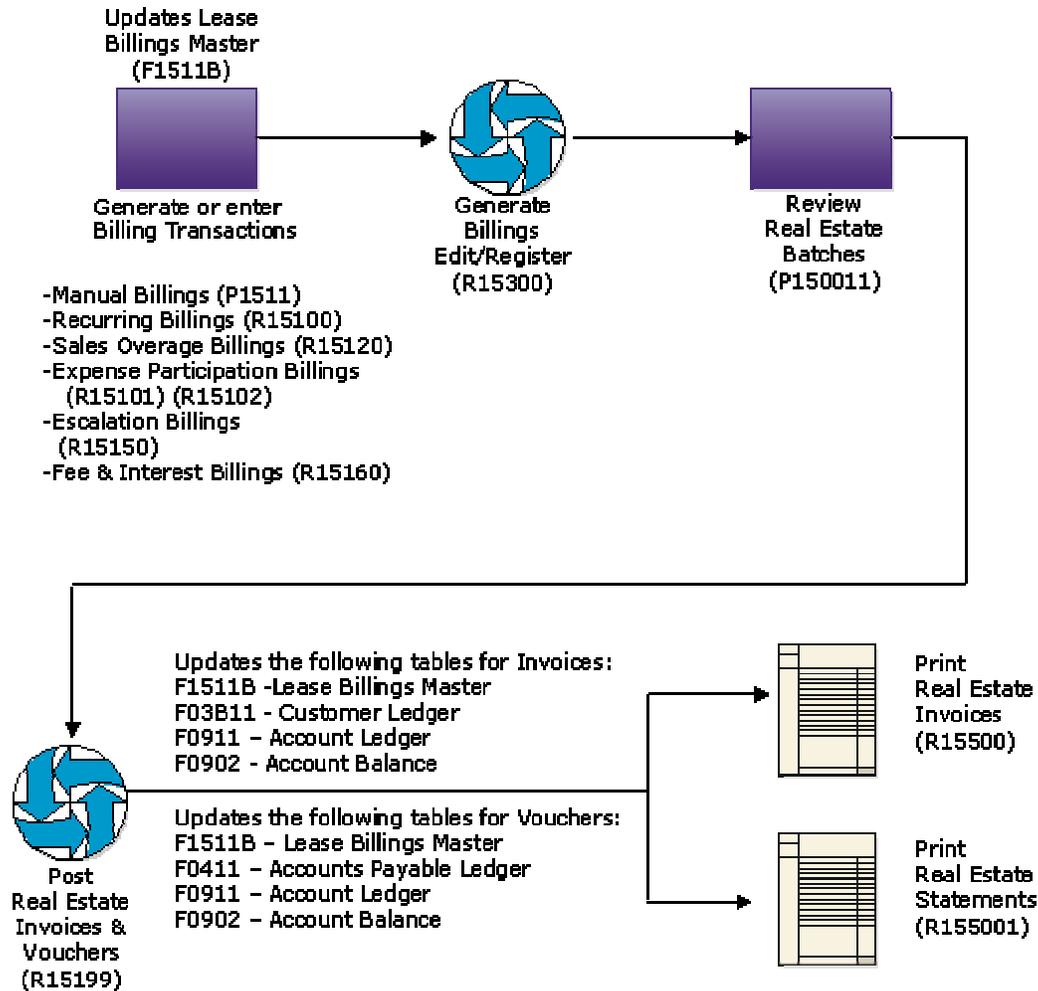
You use the Manual Billing Entry program (P1511) to generate an invoice to bill tenants for one-time-only charges such as build-outs, supplies, or repairs, so that you do not have to set up and run these charges in a recurring billing cycle. You can also use this program to revise billing records that 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	You enter the billing information that you use to process an invoice or voucher. The system creates a batch record in the Batch Control Records table (F0011) and records in the Lease Billings Master table (F1511B).
Generating the Billing Edit/Register	After you enter manual billings, you must run the Billing Edit/Register program (R15300) to validate that the batch is ready to post.
Reviewing and Approving Batches (optional)	If the Manager Approval of Input option is turned on in the Accounts Receivable or Accounts Payable 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.
Posting Real Estate Invoices and Vouchers	When batches are in an Approved status, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers.

The following graphic shows the billing process that the system uses:

Real Estate Billing Process



Using Batch Control to Manage the Entry Process

Before you enter 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 equals 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 System Controls for Accounts Receivable* in the *Accounts Receivable Guide* for information about how to set up batch control for the Accounts Receivable system
- ❑ *To set up Accounts Payable constants* in the *Accounts Payable Guide* for information about how to set up batch control for the Accounts Payable system

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. This form works 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 Find/Browse form, 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.

Note

When you enter transactions using the Journal Entry program (P0911), enter the cumulative amount for all debit entries in the batch. For example, if you enter journal entry 1 and journal entry 2 in the same batch, sum together all debit amounts for journal entry 1 and journal entry 2 to determine the total batch amount.

When you enter transactions using the Standard Invoice Entry (P03B11), the Speed Invoice Entry (P03B11SI), or the Manual Billing Entry (P1511) program, enter the net amount for all invoices in the batch. For example, if you enter invoice 1 and invoice 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

When you enter transactions using the Standard Voucher Entry (P0411) or the Speed Voucher Entry (P0411SV) program, enter the net amount for all vouchers in the batch. For example, if you enter voucher 1 and voucher 2 in the same batch, sum together all debit and credit amounts to determine the total batch amount.

- 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:

- 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.
- 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. In the event of 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

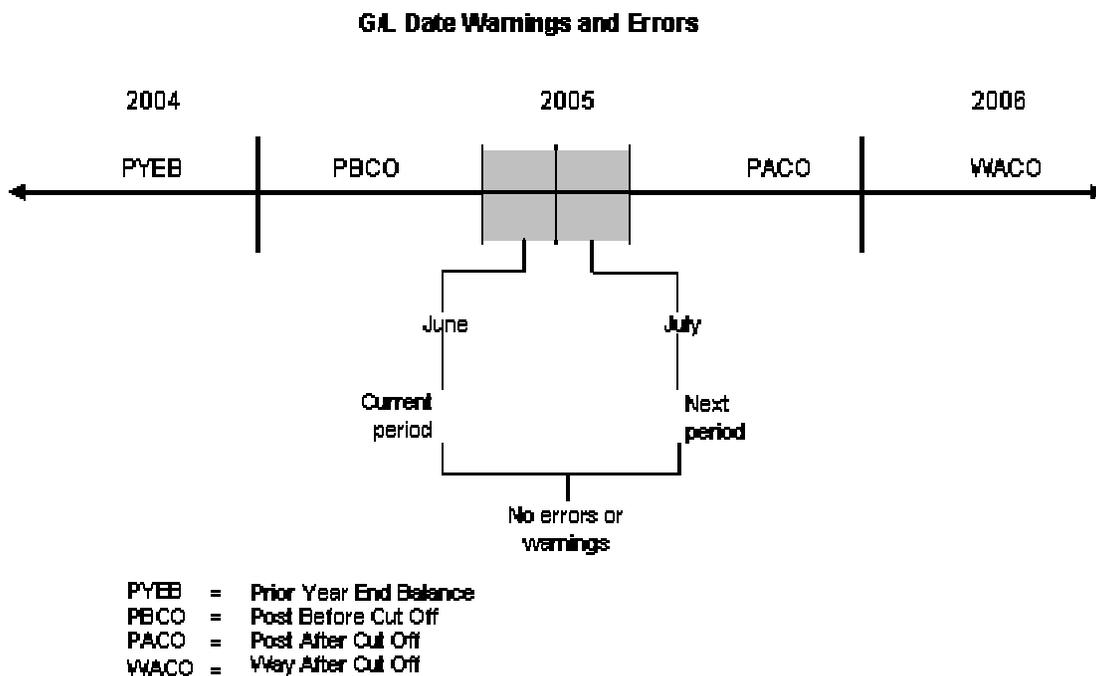
Note

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 minus 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 general ledger date against the open periods for the General Accounting, Accounts Payable, or Accounts Receivable system 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 general ledger date that is not in the open periods, you will receive a warning or an error message.

In the following example, the current period is 06 (June). If you enter, review, or revise transactions in periods 06 and 07 (June and July), you will *not* receive a warning or an error message because these are open periods.



Warning and Error Messages

The following table describes the warning and error messages that you might receive when you enter a transaction outside of the two-period window. The message that appears depends on your fiscal date patterns and your general accounting constants.

Message	Explanation
PYEB - Prior Year-End Balance	<p>Reason: You entered a G/L date for the prior year.</p> <p>Result: The system generates 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 generates either a warning or an error message, depending on the PBCO setting in your general accounting constants.</p> <p>Solution: If the PBCO setting is not activated, the system generates 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 setting is activated, the system generates 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 generates 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 generates 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 generates 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 generates 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 generates 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 generates a warning and you can click OK to accept the entry.</p> <p>Note</p> <p>If it is the last fiscal period of the year and you enter a transaction in the first fiscal period of the next year, the system does not generate a warning; the open periods are the current and next fiscal periods regardless of the year.</p>

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

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 you enter manual billings for a lease, do not change the value of the Lessee field; instead, set up a new lease with the appropriate value specified. Otherwise, the system might produce unpredictable results.

When you enter a batch of manual billing transactions, the system does the following:

- Creates a batch header record in the Batch Control Records table (F0011)
- Assigns a batch type of 1 to the batch
- Assigns a batch status of Error

Even if the batch is in error, you can still add, revise, and delete records from the batch.

- Creates records in the Lease Billings Master table (F1511B)
- Assigns a generation type of 7, if the processing option is set up correctly

If the processing option is not set up to provide a default generation type, you must enter it manually when you enter the billing record. If the system assigns a generation type other than 7, the processing option is not set up correctly, and it should be changed either to blank or 7 for the version that is used to enter manual billings.

When you enter a manual billing transaction, you can specify the payment terms and tax information for the entire transaction or for each pay item. You can also use media objects to add text to transactions. Text associated with billing records can appear on invoices that you print and send to your tenants.

See Also

See the following topics in the *Real Estate Management Guide* for more information:

- ❑ *Generating the Billing Edit/Register*
- ❑ *Posting Invoices and Vouchers for Real Estate Management*
- ❑ *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 that the system performs for tax explanation codes other than AR

Prerequisites

- ❑ 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 enter manual billings

From the Manual Billing menu (G1512), choose Manual Billing Entry.

1. On Work with Manual Billings, click Add.

The screenshot shows the PeopleSoft interface for 'Manual Billing Entry - Manual Billing Revisions'. The header area includes fields for Invoice Number (3087), Invoice Amount (3,500.00), Invoice Date (06/30/05), G/L Date (06/30/05), Tax Ex Code, Tax Rate/Area, Tax Amount, Taxable Amount, Trans Curr (USD), Lease Number (271), Lease (1), Batch (6186), Payment Terms (004), Gen Type (1), Company (00150), Inv Prt Cd, ServTax Date (06/30/05), Supplier Invoice, Alternate Payee (1540), and Base (USD). Below the header is a table with the following data:

Pay Itm	Gross Amount	Bill Code	Description	Inv Grp	Due Date	P C	Building	Unit	Co	DBA	Me Re
001	3,500.00	RRTL	Regular Rent - Retail		07/01/05	D	15020	103	00150		

2. On Manual Billing Revisions, complete the following required fields in the header area:

- Invoice Number

If you leave this field blank, the system assigns the invoice number from the Next Numbers – Automatic table (F0002) for the Accounts Receivable system. You cannot assign the same invoice number to more than one invoice for the same company.

- 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 a billing record for 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 the detail area.
9. Click OK.

Processing Options for Manual Billing Entry (P1511)

Display Tab

These processing options enable you to specify whether the system displays tax fields.

1. Display Tax Fields

Blank = Default to RE Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify whether to display the Tax Explanation Code, Tax Rate/Area, Taxable Amount, and Tax Amount fields on the Manual Billing Revisions form. Valid values are:

Blank

Use the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B) to determine whether to display the tax fields.

0

Display the tax fields. If you choose this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

1

Do not display the tax fields. If you choose this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B).

2. Display Service/Tax Date Field

Blank = Display the field

1 = Suppress the display

Use this processing option to specify whether the system displays the Service/Tax Date field on the Manual Billing Revisions form. Valid values are:

Blank

Display the Service/Tax Date field.

1

Do not display the Service/Tax Date field.

Process Tab

These processing options enable you to specify the generation type, whether the system performs validations against the lease, and whether to update specific fields.

1. Validate Building Against Lease

Blank = Validate the building

1 = Do not validate the building

Use this processing option to specify whether to validate that the building entered on the billing is set up on the lease. Valid values are:

Blank

Validate the building against the lease.

1

Do not validate the building against the lease.

2. Generation Type

Enter the Generation Type

Use this processing option to specify the default generation type for which you allow manual billings to be entered or revised. The system allows you to review transactions entered for all generation types, but limits your ability to add or revise transactions to the generation type specified. Valid values are:

Blank

The system does not provide a default value; you must manually enter the generation type. You have access to add or revise billing records for all generation types.

1

Recurring Billings

2

Expense Participation

3

Sales Overage

4

Escalations

5

A/R Fees and Interest

6

Estimated Expense Participation

7

Manual Billing

3. Populate Doing Business As (DBA)

Blank = Do not populate DBA

1 = Populate DBA

Use this processing option to specify whether to update the Doing Business As field (DBA) with the value from the corresponding field in the Lease Master Detail table (F15017). Valid values are:

Blank

Do not update the value of the DBA field.

1

Update the value of the DBA field.

Currency Tab

This processing options enables you to specify the date that the system uses to retrieve currency exchange rates.

1. Exchange Rate Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is not entered on the lease or on the entry form. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) based on the date specified. Valid values are:

Blank

Use the G/L date to retrieve the exchange rate.

1

Use the invoice date to retrieve the exchange rate.

Note: The system returns an error if it cannot locate a valid exchange rate to use.

Processing Options for New Manual Billing (P15111)

Versions Tab

These processing options enable you to specify the version of the corresponding program to run.

1. Manual Billing (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing program (P1511) to use when you click Review and Change Manual Billing. If you leave this processing option blank, the system uses version ZJDE0001.

2. Billing Edit Register (R15300)

Blank = XJDE0007

Use this processing option to specify the version of the Billing Edit Register program (R15300) to use when you click Generate Billing Register. If you leave this processing option blank, the system uses version XJDE0007.

3. Post Invoice Batch to G/L (R15199)

Blank = ZJDE0001

Use this processing option to specify the version of the G/L Transaction Generation program (R15199) to use when you click Post A/R Batch to Update G/L. If you leave this processing option blank, the system uses version ZJDE0001.

4. Post Voucher Batch to G/L (R15199)

Blank = ZJDE0002

Use this processing option to specify the version of the G/L Transaction Generation program (R15199) to use when you click Post A/P Batch to Update G/L. If you leave this processing option blank, the system uses version ZJDE0002.

Revising and Deleting Unposted Billing Transactions

You use the Manual Billing Entry program (P1511), to revise and delete unposted billing transactions in the Lease Billings Master table (F1511B), regardless of the generation type. Note that you cannot revise or delete a *posted* transaction; you must instead enter another transaction to adjust or offset it (for example a credit or debit memo), and then complete the billing process to generate the invoice or voucher.

If you change the amount of a pay item or delete it, you must also change the invoice amount in the header portion of the form to reflect the new amount.

Considerations for Deleting Billing Transactions

Depending on the generation type of the billing transaction, the system performs additional updates when you delete a transaction. The following table describes the additional updates that occur when you delete an unposted transaction for the generation type specified.

Generation Type	Result of Deleting Transaction
1 – Recurring Billings	The system updates the Billings Generation Control table (F15011B) by removing the G from the period field in which the transaction was generated.
2 – Expense Participation	The system updates the Billings Generation Control table 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 table (F1538B).
3 – Sales Overage	The system updates the Billings Generation Control table by removing the G from the period field in which the transaction was generated.
4 – Escalation	The system updates the Billings Generation Control table 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).

Related Tasks for Processing Manual Billings

The following table lists the related tasks that you might perform after you enter manual billing records. You must run the programs that are designated as required to complete the billing generation process.

<p>Generating the Billing Edit/Register (Required)</p>	<p>After you enter manual billings, you must run version XJDE0007 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.</p> <p>See <i>Generating the Billing Edit/Register</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Manual Billing Journal Review</p>	<p>You can review the batch of manual billing records before you post them, and revise or delete billing transactions as necessary.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Posting Invoices and Vouchers (Required)</p>	<p>After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Printing Invoices</p>	<p>After you post invoices, you can print and send them to your tenants.</p> <p>See <i>Printing Invoices for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Printing Statements</p>	<p>After you post invoices, you can print statements and send them to your tenants.</p> <p>See <i>Printing Statements for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Billings Transaction Inquiry</p>	<p>You can review manual billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Tenant Ledger Inquiry</p>	<p>You can review the invoices generated from manual billing transactions using the Tenant Ledger Inquiry program (P15222).</p> <p>See the task <i>To review transactions using Tenant Ledger Inquiry</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
<p>Supplier Ledger Inquiry</p>	<p>You can review the vouchers generated from manual billing transactions using the Supplier Ledger Inquiry program (P0411).</p> <p>See <i>Reviewing Supplier Ledger Information</i> in the <i>Accounts Payable Guide</i> for detailed information.</p>

Generating the Billing Edit/Register

Choose Billing Edit/Register from one of the following menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

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 shows the version of the Billing/Edit Register program to run based on the generation type and type of billing:

Version	Generation Type	Type of Billing
XJDE0001	1	Recurring
XJDE0002	2	Actual Expense Participation
XJDE0003	3	Sales Overage
XJDE0004	4	Escalation
XJDE0005	5	Fee and Interest
XJDE0006	6	Estimated Expense Participation
XJDE0007	7	Manual

Note

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, as follows:

- 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, batches are ready to post.

Note

If you have specified that a manual review is required, the batch status remains in an Error status until the value is cleared from the Manual Rev Req'd field (BLMR), which you access from the Manual Billing Entry program (P1511). The system provides this field to ensure that managers review specific batches, for example, for billing record amounts that are over a certain limit.

Processing options allow you to specify whether the system displays 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 displays amounts in the base (domestic) currency or the transaction (foreign) currency.

Processing Options for Billing Edit/Register (R15300)

Process Tab

These processing options enable you to specify the batch number and whether to update the batch number.

1. Batch Selection

Blank = Based on data selection

Enter the batch number

Use this processing option to specify the batch number to process. If you leave this processing option blank, the system processes batches based on data selection.

2. Update Batch Header

Blank = Do not update batch header

1 = Update batch header

Use this processing option to specify whether the system updates the batch header record (F0011) for batches processed using data selection. If you enter a value in the Batch Selection processing option, the system updates the batch header record automatically. Valid values are:

Blank

Do not update the batch header record. The batch status remains in an Error status, and you must manually approve it.

1

Update the batch header record. The system updates the batch status of the batch header record based on the setting of the Manager Approval of Input option in the constants program that corresponds to the type of batch. For example, if the option is set to Y in the Accounts Receivable constants, the system updates the batch status to Pending for all AR batches.

Print Tab

These processing options enable you to specify the information that appears on the report.

1. Print Report

Blank = Print all transactions

1 = Do not print a transaction listing

2 = Print an error list only

Use this processing option to specify whether to print a transaction report of batches that have been processed, and whether to include all transactions for the batch on the report. Valid values are:

Blank

Print all transactions for the batches processed on the report.

1

Do not print a report.

2

Print only those transactions that processed in error. If the value of the Suppress Warning Messages processing option is blank, the system includes warning messages on the report.

2. Print Invoice Attachments

Blank = Do not print

1 = Print invoice attachments

Use this processing option to specify whether the system prints invoice attachments on the transaction report. The system prints invoice attachments only when the processing option Print Report is set to blank. Valid values are:

Blank

Do not print invoice attachments.

1

Print invoice attachments.

3. Print Warning Messages

Blank = Print all warning messages

1 = Suppress printing

Use this processing option to specify whether to suppress printing warning messages on the transaction report. The system prints error messages regardless of the setting of this processing options. Valid values are:

Blank

Print warning messages.

1

Do not print warning messages.

4. Print Description

Blank = Print the tenant description

1 = Print the lease description

Use this processing option to specify whether to print the tenant description or the lease description on the report. Valid values are:

Blank

Print the tenant description.

1

Print the lease description.

Currency Tab

This processing option enables you to specify whether the amounts that appear on the report are in the base currency or the transaction currency.

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify whether to print multicurrency transaction amounts in the base or transaction currency. Valid values are:

Blank

Print amounts in the base currency.

1

Print amounts in the transaction currency.

Batch Journal Review for Real Estate Management

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 Lease Billings 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.

You can display a list of batches based on your user ID, batch number, batch date, and so on. 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

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 batches for Real Estate Management

Use one of the following navigations depending on the type of billing batches that you want to review:

From the Manual Billing menu (G1512), choose Manual Billing Journal Review.

From the Recurring Billing menu (G1521), choose Recurring Billing Journal Review.

From the Sales Overage menu (G1522), choose Sales Overage Journal Review.

From the Expense Participation menu (G1523), choose E.P. Journal Review.

From the Escalations menu (G1524), choose Escalation Journal Review.

From the Fees & Interest menu (G1527), choose Invoice 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.
3. On Invoice 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

This processing option enables you to specify the default generation type that appears on the Work With Batches form.

1. Generation Type

Use this processing option to specify the generation type to use as the default value on the Work With Batches form. If you leave this processing option blank, the system does not display Real Estate Management batches. Valid values are:

1

Recurring Billings

2

Expense Participation

3

Sales Overage

4

Escalations

5

A/R Fees and Interest

6

Estimated Expense Participation

7

Manual Billing

Versions Tab

These processing options enable you to specify the version of the program that the system uses when it is accessed from the Transaction Apps option on the Form menu.

1. Manual Billing Revisions (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing Entry program (P1511) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. RE Receipts Entry (P15103)

Blank = ZJDE0001

Use this processing option to specify the version of the RE Receipts Entry program (P15103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Ledger Inquiry program (P15222) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Billing Edit / Register (R15300)

Blank = Corresponding Generation Version

Use this processing option to specify the version of the Billing Edit/Register program (R15300) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Post RE Invoices (R15199)

Blank = ZJDE0001

Use this processing option to specify the version of the Post RE Invoices program (R15199) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

6. Post RE Vouchers (R15199)

Blank = ZJDE0002

Use this processing option to specify the version of the Post RE Vouchers program (R15199) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0002.

Posting Invoices and Vouchers for Real Estate Management

Choose either Post RE Invoices or Post RE Vouchers from one of the following menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

After you successfully run the Billing Edit Register program (R15300) and approve batches (if necessary), you must then post the batches. You post the batches to create transactions in the appropriate tables. The system provides two versions of the G/L Transaction Generation program (R15199) that you can use to generate invoice and voucher records. They are as follows:

- Post Invoices
- Post Vouchers

The only difference between the two versions is the setting of the Batch Type processing option. You must run the appropriate version for the billing documents in the batch; you cannot generate and 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 Lease Billings Master table (F1511B).
- Creates a new record in the Batch Control Records table (F0011) and assigns it one of the following batch types:
 - For invoices, the system assigns the batch type 2B.
 - For vouchers, the system assigns the batch type / (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 table (F0911), and assigns them one of the following document types (based on the program that originated the billing record) so that you can easily identify them:
 - RD—Recurring Billing
 - RH—Expense Participation
 - RJ—Sales Overage
 - RL—Escalations
 - RN—Manual Billing
 - RT—Fees and Interest

- If you post vouchers, the system creates records in the Accounts Payable Ledger table (F0411) and the Account Ledger table (F0911), and assigns them one of the following document types (based on the program that originated the billing record) so that you can easily identify them:
 - PF—Recurring Billing
 - PJ—Sales Overage
 - PQ—Manual Billing, Expense Participation, Escalations
- If you post accrual entries from recurring billings, the system creates records in the Account Ledger table only and assigns them a document type of AC. The system also updates the Subledger and Subledger Type fields as follows, depending on the setting of the corresponding processing option:

PO Setting	Subledger	Subledger Type
1—Tenant	Address Book Number	A
2—Lease	Lease Number	L
3—Unit	Unit Number	U

- Updates the posted code to D on the records in table F1511B.
- Changes the billing status from G to X for the appropriate period in the Billings Generation Control table (F15011B) for the following generation types:
 - 1—Recurring Billing
 - 2—Expense Participation
 - 3—Sales Overage
 - 4—Escalation
 - 6—Estimated Expense Participation

The system does not update table F15011B for other generation types.

- Automatically submits the General Ledger Post Report (R09801), which does the following:
 - Creates automatic entries with the document type AE in 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 does not update table F0902, nor does it update 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 RE Invoices and Post RE Vouchers (R15199)

Select Tab

These processing options enable you to specify whether the system processes invoice or voucher transactions and whether it considers posted billing records.

1. Batch Type

2B = Tenant Invoices

/ = Tenant Vouchers

Use this processing option to specify the transaction batch type to process. If you leave this processing option blank, the system does not process any transactions. Valid values are:

2B

Process tenant invoices.

/

Process tenant vouchers.

2. Process Posted Batches

Blank = Bypass Posted Batches

1 = Include Posted Batches

Use this processing option to specify whether to process batches that include one or more transactions that have been previously posted to the Tenant/Lease Billings Detail Master table (F1511B), but have not been posted to the Customer Ledger (F03B11), Supplier Ledger (F0411) or Account Ledger (F0911) tables. Valid values are:

Blank

Do not process posted batches.

1

Process posted batches.

Note: The system does not process batches that have corresponding records in the F03B11, F0411, or F0911 tables, regardless of the setting of this processing option.

Process Tab

These processing options enable you to specify how the system processes credits, whether to summarize FASB amounts, and whether to update subledgers.

1. Apply Credit Amounts

Blank = Do not apply credit amounts

1 = Apply to invoices as posted

Use this processing option to specify whether the system applies credit amounts to invoices that it generates. For the system to apply the credit amount, the transaction must have the same lease number and bill code as the invoice to which it is applied. The system generates a separate receipt batch (batch type RB) for transactions that have applied credits; you must post this batch manually to update the general ledger. Valid values are:

Blank

Do not apply credit amounts.

1

Apply credit amounts.

Note: The system ignores this processing option for voucher batches (batch type \).

2. Type of Credits

Blank = Unapplied cash only (default)

1 = All open credits

Use this processing option, in conjunction with the Apply Credit Amounts processing option, to specify the type of credit amounts to apply to the invoice. For the system to apply the credit amount, the transaction must have the same lease number and bill code as the invoice to which it is applied. The system ignores this processing option if the Apply Credit Amounts processing option is blank. Valid values are:

Blank

Apply only credits from unapplied receipts.

1

Apply all open credits.

Note: The system ignores this processing option for voucher batches (batch type \).

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 whether to use an additional date criteria to locate and apply the credit transaction, and the type of date to use. The system uses the date specified in addition to the lease number and bill code to locate and apply credit amounts to invoices. Valid values are:

Blank
Invoice Date

1
Due Date

2
Service/Tax Date

3
G/L Date

4
Do not use a date criteria to apply credits.

Note: The system ignores this processing option for voucher batches (batch type \).

4. Match Building and Unit

- Blank = Building and unit match
- 1 = Building and unit match not required

Use this processing option to specify whether to use the building number and unit, in addition to the lease number and bill code, as criteria to locate and apply credit transactions to invoices. Valid values are:

Blank
Use the building number and unit as additional matching criteria for applying credits.

1
Do not use the building number and unit as additional matching criteria for applying credits.

Note: The system ignores this processing option for voucher batches (batch type \).

5. FASB 13 Summarization

Blank = Do not summarize

1 = Summarize FASB 13 amount

Use this processing option to specify whether to summarize the FASB 13 amounts by revenue account and document number when the system generates the Account Ledger record (F0911). Valid values are:

Blank

Do not summarize the FASB 13 amounts.

1

Summarize the FASB 13 amounts.

6. Update Subledger In Account Ledger

Blank = Default from Billings Detail

1 = Tenant

2 = Lease

3 = Unit

Use this processing option to specify the value to use to update the Subledger field on Account Ledger transactions (F0911) that the system generates. The system updates all transactions in the batch based on the value specified. Valid values are:

Blank

Use the subledger value from the Tenant/Lease Billings Detail Master record (F1511B).

1

Use the tenant number as the subledger.

2

Use the lease number as the subledger.

3

Use the unit number as the subledger.

Versions Tab

These processing options enable you to specify the version of the corresponding program to run, if applicable.

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 program (R09801) that the system uses to post invoice and voucher transactions to the general ledger. If you leave this processing option blank, the system uses version ZJDE0026 for invoice batches (batch type 2B) and version ZJDE0037 for voucher batches (batch type /).

2. Receipts Journal (R03B311)

Blank = No report

Use this processing option to specify the version of the Receipts Journal Report program (R03B311) to use to produce a report when credit amounts are applied to invoices. If you leave this processing option blank, the system does not generate a report.

3. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to specify the version of the Journal Entry MBF Processing Options program (P0900049) to use to generate Account Ledger transactions (F0911). If you leave this processing option blank, the system uses version ZJDE0001.

4. Invoice Entry MBF (P03B0011)

Blank = ZJDE0001

Use this processing option to specify the version of the Invoice Entry MBF Processing Options program (P03B0011) to use to generate Customer Ledger transactions (F03B11). If you leave this processing option blank, the system uses version ZJDE0001.

5. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use to generate Supplier Ledger transactions (F0411). If you leave this processing option blank, the system uses version ZJDE0001.

6. Escalation Update (R15152)

Blank = XJDE0001

Use this processing option to specify the version of the Escalation Update Without Post program (R15152) to use to process escalation batches (generation type 4) that have not been previously posted. If you leave this processing option blank, the system uses version XJDE0001.

Printing Invoices for Real Estate Management

Choose Print RE Invoices from one of the following menus:

- Manual Billing (G1512)
- Security Deposits (G1515)
- Recurring Billing (G1521)
- Sales Overage (G1522)
- Expense Participation (G1523)
- Escalations (G1524)
- Fees & Interest (G1527)

You can print invoices for your tenants after you have entered manual billings or generated recurring billings. Transactions do not need to be posted prior to printing invoices. When you run the Print Invoices program (R15500), the system prints each invoice on a separate page. The invoice includes information such as the tenant and lease, invoice date and document (reference) number, remarks, and amounts.

The system uses the value of the Print Invoice field (INVP) from the billing record to determine whether to generate an invoice. The system uses the value of the Print Invoice field (INVP) on the billing record to determine whether to print an invoice. The system uses the value of the Send Invoice To field (SITO) from the customer master record in the Customer Master by Line of Business table (F03012) to determine the billing address that appears on the invoice.

The system prints invoice information from the Lease Billings Master table (F1511B). You can use processing options to specify which invoices to print based on a date range. Processing options also

allow you to specify whether to print attachment information, tax information, and short text messages on invoices. In addition, you can use data selection to print specific invoices for specific tenants.

Prerequisite

- Verify that the first field, immediately following the Print (I/S/N) field, which is located under the Lease Info Page 2 tab on the Lease Master Revisions form, 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 system does not print the invoice, review the value of the Inv Prt Cd field on the Manual Billing Revisions form. If this is set to N, it overrides the value from the lease.

Processing Options for Print RE Invoices (R15500)

Select Tab

These processing options enable you to specify the invoice records to print, based on date.

1. From Date

Blank = System Date

Use this processing option, in conjunction with the Through Date processing option, to specify the date range to use to print invoices. If you leave this processing option blank, the system uses the system date as the beginning date in the date range.

2. Through Date

Blank = System Date

Use this processing option, in conjunction with the From Date processing option, to specify the date range to use to print invoices. If you leave this processing option blank, the system uses the system date as the ending date in the date range.

Print Tab

These processing options enable you to specify the information that appears on the invoice.

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 that have a zero or credit balance. Valid values are:

Blank

Print invoices that have a zero or credit balance.

1

Do not print invoices that have a zero or credit balance.

2. First Invoice Reference Number

Blank = Do not print invoice reference number

1 = Print invoice reference number

Use this processing option to specify whether to print the invoice reference number of the first invoice on the header portion of the form, below the page number. Valid values are:

Blank

Do not print the invoice reference number.

1

Print the invoice reference number.

3. Invoice Attachments

Blank = Print invoice attachments

1 = Do not print invoice attachments

Use this processing option to specify whether to print attachment information on the invoice. Valid values are:

Blank

Print invoice attachments.

1

Do not print invoice attachments.

4. Tax Amounts

Blank = Do not print tax amounts

1 = Print tax amounts

Use this processing option to specify whether to print tax amounts in a separate column on the invoice. Valid values are:

Blank

Do not print tax amounts.

1

Print tax amounts in a separate column on the invoice.

5. Invoice From Address

Blank = Company address

1 = Facility address

2 = Remit To address

Use this processing option to specify which address to print as the From Address on the invoice. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). The system prints the From Address specified only when the value is different from the Remit To address. Valid values are:

Blank

Print the address of the Company.

1

Print the address of the Facility Address.

2

Print the address of the Remit To Address.

6. Additional Invoice Text

Use this processing option to specify any additional text to print on each invoice.

Printing Statements for Real Estate Management

Choose *Print RE Statements* from one of the following menus:

- Manual Billing (G1512)
- Recurring Billing (G1521)
- Fees & Interest (G1527)

You send statements to your tenants to inform them about their account activities and to provide them with an additional payment option. Statements list 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 the invoice 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

You can also use processing options to specify whether the system applies credit memos, includes paid invoices, prints future amounts (invoices that are not due), and includes aging or summary information. You can also 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 that were previously generated online to answer tenant inquiries and to reprint statements that are lost. You can also reset the last statement that the system generated so that you can include a last-minute payment by a tenant or revise 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 detailed information about working with statements:

- *Reviewing Statements*
- *Reprinting Statements*
- *Resetting Statements*
- *Purging Statements and Delinquency Notices*

Prerequisites

- ❑ Verify that the Print Statement option on the tenant's customer master record is enabled.
- ❑ Verify that the Print Statement option in the Accounts Receivable system constants is enabled 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 on the Lease Master Revisions form 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 appear 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 the receipt transactions to ensure that the statement reflects the most current information.

Processing Options for Print RE Statements (R155001)

Aging Tab

These processing options enable you to specify whether the system includes aging information on the statement, as well as the criteria that it uses for aging.

1. Print Aging

Blank = Do not print aging

1 = Print aging

A code that specifies whether to print aging information on the statement. Valid values are:

Blank

Do not print aging information.

1

Print aging information.

2. Retrieve Aging Specifications

Blank = Use the aging processing options

1 = Retrieve from A/R company constants

Use this processing option to specify whether to retrieve the aging specifications and statement date from the Accounts Receivable constants. If you leave this field blank, the system retrieves the aging specifications from the processing options. Valid values are:

Blank

Use processing options to retrieve aging specifications.

1

Use the Accounts Receivable constants.

3. Statement Date

Blank = System date

Use this processing option to specify the date for the system to use to determine the aging category to which to assign open invoices. The system compares the date that you enter to the date on the invoice, as specified by the Age Open Balances Date processing option, to determine the number of days the invoice is past due. The system also uses this date as the Statement Date that prints on the statement.

If you leave this processing option blank, the system uses today's date to age open invoices.

4. Open Balances Date Type

D = Due Date

I = Invoice Date

G = General Ledger Date

S = Statement Date

Use this processing option to specify the date on the invoice for the system to use to determine the aging category. The system compares the date that you specify to the value in the Statement Date processing option to determine the number of days the invoice is past due. Valid values are:

Blank

Use the default value of D (due date).

D

Use the invoice due date.

I

Use the invoice date.

G

Use the G/L date.

S

Use the statement date.

5. Aging Method

1 = Aging Days

2 = Fiscal Periods

3 = Calendar Months

Use this processing option to specify which aging categories the system uses to assign invoices. The system uses the date specified in the Statement Date processing option and the value specified in the Open Balances Date Types processing option to calculate the aging for each invoice, and then assigns them to the aging category specified by this code. Valid values are:

Blank

Use the default value 1 (aging days).

1

Aging days. The system assigns invoices to the aging categories specified in the Aging Day Ranges processing options. The aging categories are user defined.

2

Fiscal periods. The system uses the fiscal periods defined by the date pattern assigned to the company record as the aging categories.

3

Calendar. The system uses each calendar month as an aging category.

6. Apply Credits

Blank = Age credits

1 = Apply to current aging balance

Use this processing option to specify whether to age credit amounts according to the aging specifications, or to apply credits to the Current aging column that prints on the statement. Valid values are:

Blank

Age credits according to the aging specifications.

1

Apply credits to current aging category.

Aging Days Tab

These processing options enable you to specify the aging categories that the system assigns to invoices.

1. Aging Day Ranges

Range 1 Begin

Use this processing option to specify the number of days to begin each aging category. The system uses the number of days entered to determine the interval for the six aging categories that print on the statement.

Print Tab

These processing options enable you to specify the information that appears on the statement.

1. Remit To Address

Blank = Print the remit to address

1 = Do not print the remit to address

Use this processing option to specify whether to print the Remit To Address entered on the building record. Valid values are:

Blank

Print the Remit To Address.

1

Do not print the Remit To Address.

2. Account Summary Information

Blank = Print account summary

1 = Do not print account summary

Use this processing option to specify whether to print an account summary on the statement. Valid values are:

Blank

Print the account summary.

1

Do not print the account summary.

3. Future Amounts

Blank = Include future amounts

1 = Exclude future amounts

Use this processing option to specify whether to print invoice amounts that are not due on the statement. The system uses the value entered in the Date of Future Amounts processing option to determine whether the invoice amount is future. Valid values are:

Blank

Include future amounts.

1

Exclude future amounts.

4. Date of Future Amounts

Use this processing option to specify the date to use to indicate that an invoice amount is in the future. The system compares the G/L date of the invoice record (F03B11) to the date entered in this processing option to determine whether the amount is in the future.

The system prints future amounts on the invoice only when the Future Amounts processing option is blank; otherwise, the system ignores this processing option.

5. Date to Include Detail

Use this processing option to specify the date from which the system prints invoice details on the statement. The system uses the date that you enter to determine the balance forward amount to print on the statement. All invoice records (F03B11) with a G/L date on or before the date entered are included in the balance forward amount. The system prints a separate detail record for all invoice records with a G/L date after the date entered.

If you leave this processing option blank, the system uses today's date.

6. FROM Address Selection

Blank = Company address

1 = Facility address

2 = Remit to address

Use this processing option to specify the address to print as the From Address on the statement. The system retrieves the value from the corresponding field of the building record in the Business Unit Master table (F0006). Valid values are:

Blank

Print the address of the Company.

1

Print the address of the Facility Address.

2

Print the address of the Remit To Address.

7. Include Paid Invoices

Blank = Include paid invoices with current activity

1 = Exclude paid invoices

Use this processing option to specify whether to include invoices that were paid in the current period on the statement. Valid values are:

Blank

Include paid invoices.

1

Exclude paid invoices.

Message Tab

These processing options enable you to specify the messages that appear on the statement.

1. Message Identifier - Top Of Statement

Blank = No message printed

Use this processing option to specify the message identifier that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter. For example, if you enter REMIT in the processing option, the system retrieves the text associated with the code REMIT that is set up in the Statement Messages program. The system prints the message in the remittance section of the statement

If you leave this processing option blank, the system does not print a remittance message on the statement.

2. Message Identifier Aging Buckets

3. Message Identifier - Total Line

Use this processing option to specify the message identifier that corresponds to the code that is set up in the Statement Messages program (P00191). The system locates the associated text to print based on the identifier (code) that you enter. For example, if you enter TOTAL in the processing option, the system retrieves the text associated with the code TOTAL that is set up in the Statement Messages program. The system prints the message in the account summary section of the statement.

Currency Tab

This processing option enables you to specify whether to print amounts in the base currency or the transaction currency.

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify the currency to use to print amounts on the statement, if you process transactions in a multicurrency environment. Valid values are:

Blank

Base currency

1

Transaction currency

Reviewing Billing Transactions

To review the details of a billing transaction, use the Billings Transaction Inquiry program (P15211). When you specify a record using the Billings Transaction Inquiry program, the system displays the billing details from the Lease Billings Master table (F1511B) and the Lease Billings History table (F1511HB) on one form, eliminating the need to scroll to review details.

Note

The system updates table F1511HB only when you generate sales overage and fee and interest billings (generation types 3 and 5).

► 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:
 - Lease
 - Generation Type
 - Bill Code
 - Doc Co
 - Supplier Invoice
2. To review transactions by date, complete the following date range fields:
 - Invoice From
 - Thru
3. Click one of the following options to specify which date range to use:
 - Invoice Date
 - G/L Date
 - Due Date
 - Service/Tax Date
4. Click one of the following options to review records by posted status:
 - Unposted
 - Posted
 - All
5. Click Find.
6. To review details about a transaction, choose a record and click Select.
On Transaction Detail, the fields are informational only and cannot be revised.
7. Click OK.

Processing Options for Billings Transaction Inquiry (P15211)

Versions Tab

These processing options enable you to specify the version of the corresponding program to use when it is accessed from the Form menu.

1. Manual Billing Entry (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing Entry program (P1511) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Ledger Inquiry program (P15222) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Supplier Ledger Inquiry (P0411)

Blank = ZJDE0001

Use this processing option to specify the version of the Supplier Ledger Inquiry program (P0411) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Account Ledger Inquiry (P09200)

Blank = ZJDE0001

Use this processing option to specify the version of the Account Ledger Inquiry program (P09200) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. Batch Journal Review (P150011)

Blank = Use version for generation type

Use this processing option to specify the version of the Real Estate Journal Review program (P150011) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Real Estate Management Receipts Processing

One of the most important steps in the accounts receivable process is to enter payments that you receive from your tenants. Doing so enables you to evaluate your current cash position. The RE 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, but 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 to invoices. You can apply payments automatically by bill code priority.
- The receipt entry program has additional processing options that are specific to processing real estate receipts.

You use the standard three-tier processing steps, as follows, to manage manual receipts:

- Enter
- Review
- Post

Dates and Document Types

When you enter and process manual receipts, you must be familiar with how the system uses receipt dates and general ledger dates. You must also be familiar with the document types that the system assigns to invoice and receipt records.

Receipt Dates and General Ledger Dates

When you enter a receipt, you must enter both a receipt date and a general ledger 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 information only.
- General ledger date
The system uses the general ledger 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 general ledger date for so many reasons, you cannot change the general ledger 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 data that the system uses to locate transactions, you should 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—that is, 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 that the system assigns to a receipt 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 you 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 that are 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 resolved.
R1 (Draft)	The system assigns R1 to <i>draft</i> 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 the time period specified.
NP (Partial NSF)	The system assigns NP to stand-alone invoice records that are generated for the NSF amount when you enter a partial NSF draft.

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 general ledger 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 receipt detail record in table F03B14. 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 (insufficient 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 is not associated with any particular invoice pay item.

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 RE Receipts Entry program (P15103). Do not use the receipt entry programs for the Accounts Receivable system.

When you use RE Receipts Entry, you specify the invoices that the receipt pays as well as how to apply the payment. 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 credits to tenant accounts. Processing options allow you secure TI 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 simplify your bank reconciliation process, 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 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 about reviewing the results of receipt application

See 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 an 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 receipt 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)	The system uses the bank account number entered on the receipt. If the Bank Account field is blank, the system locates the account based on the following hierarchy: <ul style="list-style-type: none">• RB for the company entered on the payment• RB for company 00000

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
A/R Trade	Applied payment	10	AID	Receipts Detail (F03B14)	The system does not use an AAI. Instead, the system uses the account entered in the AID field of the invoice record in the F03B11 table.
A/R Trade	Unapplied payment	N/A	AID	Receipts Header (F03B13)	The system locates the account using the following hierarchy, where xxxx is the value of the Unapplied Bill Code field: <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)	The system locates the account using the following hierarchy, where xxxx is the value of the Chargeback G/L Offset field: <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

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
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)	<p>The system uses the following hierarchy:</p> <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)	<p>The system uses the following hierarchy, where xx is the write-off reason code:</p> <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)	<p>The system uses the following hierarchy, where xx is the write-off reason code:</p> <ul style="list-style-type: none"> • RA xx for the company entered on the receipt • RA xx for company 00000

Account	Type of Payment Application	Type Input Code	Field Updated	Table Updated	AAI Used
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 fastest and easiest method to recognize cash for your business and credit the tenant's account is to enter unapplied receipts. You use an unapplied receipt to immediately enter the money that you receive into the system. Doing so helps you to determine your current cash position. Unapplied receipts enable 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 later apply it 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 with 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>

Unapplied receipts remain open until you apply them 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 information about working with security deposits

Prerequisite

- ❑ 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 RCUC as the default unapplied bill code unless you specify a different unapplied bill code value.

► To enter an unapplied receipt for real estate

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. On Work With Customer Receipts Inquiry, click Add.

PeopleSoft® Sign Out

RE Receipts Entry - RE Receipts Entry i ?

OK Delete Cancel Form Row Tools

Receipt Header Unapplied Cash Currency

Company	00150	Bank Account	15020.1110.FIB	G/L Date	06/30/05
Payor	1540	Lease	271	Receipt Date	06/30/05
Tenant	1540	DeAnna's Deli		Batch	28289
Receipt Number	504	Previous			
Receipt Amount	3,500.00	Remark			

No records fetched. Customize Grid

	T	I	Document Number	Transaction Payment Amount	Transaction Open Amount	Transaction Gross Amount	Transaction Discount Taken	DS CD	Bill Code	Lease	Building	Unit

G/L Receipt

Amount Applied	Amount Pending	Amount Unapplied
1,943.00		1,557.00

2. On RE 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 general ledger 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 lease is for multiple units 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 information from the lease, but you can override all information on this tab except the base currency.

Displaying Open Invoices for Tenants

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 specified criteria on the RE Receipts Entry form.

The system provides the following methods for displaying open invoices that you want to pay:

Load Invoices	The system displays all the open invoices for the specified payor that meet the additional search criteria specified: <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 enter * for all currency codes.• Lease The system displays the invoices in order by due date.
----------------------	---

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 <p>You can specify one company or enter * for all companies.</p> <ul style="list-style-type: none"> • Currency Code <p>You can specify one currency code or enter * for all currency codes.</p> <p>Additionally, you can use the QBE row to specify additional search criteria such as lease number or bill code.</p> <p>The system displays the invoices that meet the criteria that you specified. You then choose each invoice pay item that you want to pay. After you indicate the invoices, you can alter the search criteria and choose more invoices. The system returns all the invoices in the order that you chose 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 the following criteria:</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

Note

The system does not display invoices when the bill code is set up with a spread code value of N.

See *Setting Up Bill Codes and Adjustment Reasons* in the *Real Estate Management Guide* for more information.

See Also

- ❑ *Applying Unapplied Receipts to Tenant Invoices* in the *Real Estate Management Guide* for information about closing unapplied invoice records (RU)
- ❑ *Researching and Resolving Deductions* in the *Accounts Receivable Guide* for information about closing deduction records

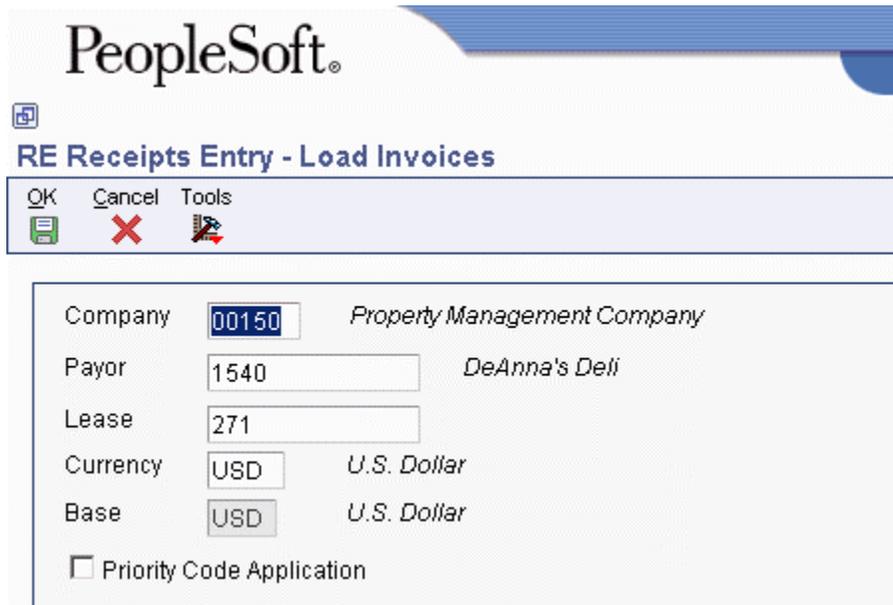
Prerequisite

- ❑ If you select invoices by remittance, verify that the processing options on the Match Priority tab for the RE Receipts Entry program (P15103) are set up appropriately.

► To load all open invoices for a tenant

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, choose Load from the Form menu.



The screenshot shows the PeopleSoft interface for the 'RE Receipts Entry - Load Invoices' dialog box. The title bar includes 'PeopleSoft' and 'RE Receipts Entry - Load Invoices'. Below the title bar are buttons for 'OK', 'Cancel', and 'Tools'. The main area contains several input fields and labels:

Company	<input type="text" value="00150"/>	Property Management Company
Payor	<input type="text" value="1540"/>	DeAnna's Deli
Lease	<input type="text" value="271"/>	
Currency	<input type="text" value="USD"/>	U.S. Dollar
Base	<input type="text" value="USD"/>	U.S. Dollar
<input type="checkbox"/> 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 click 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 choose open invoices for a tenant

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, choose Select from the Form menu.

PeopleSoft® Sign Out

RE Receipts Entry - Select Invoices F ? M

Select Find Close Row Tools

1540

Type

Payor
 Tenant

Company 00150
Lease 271
Amount Unapplied 1,557.00
Currency Code USD

Records 1 - 3 Customize Grid

	Lease Number	Bill Code	Building	Unit	Document Number	Doc Ty	Doc Co	Pay Rtm	Trans Curr	Transaction Open Amount	Transaction Disc Avail	Transaction Gross Amt	B	C
<input type="checkbox"/>	00000271	MISC	15020	103	3084	RN	00150	001	USD	1,500.00		1,500.00	U	
<input type="checkbox"/>	00000271	TXTX	15020	103	3084	RN	00150	002	USD	57.00		57.00	U	
<input type="checkbox"/>	00000271	RRTL	15020	103	3088	RD	00150	001	USD	3,500.00		3,500.00	U	

Number Selected Amount Selected

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 locate specific invoices:
 - Company
Enter * to locate all open invoices for all companies.
 - Lease
 - Currency Code
6. Click Find to display the open items that meet your search criteria.

Notes

You can use the QBE line to locate invoices.

The system does not display RU (unapplied receipt) or R5 (deduction) invoice records. These records are not available for selection.

7. Choose the invoices and click Select.

The system marks the invoices that you choose. To remove the selection, choose the invoice and click Select again. You can choose invoices from multiple customers. The system keeps track of the invoices that you choose and the total amount of the selected invoices.

8. Click Close to display the invoices in the detail area of the RE Receipts Entry form.
-

Notes

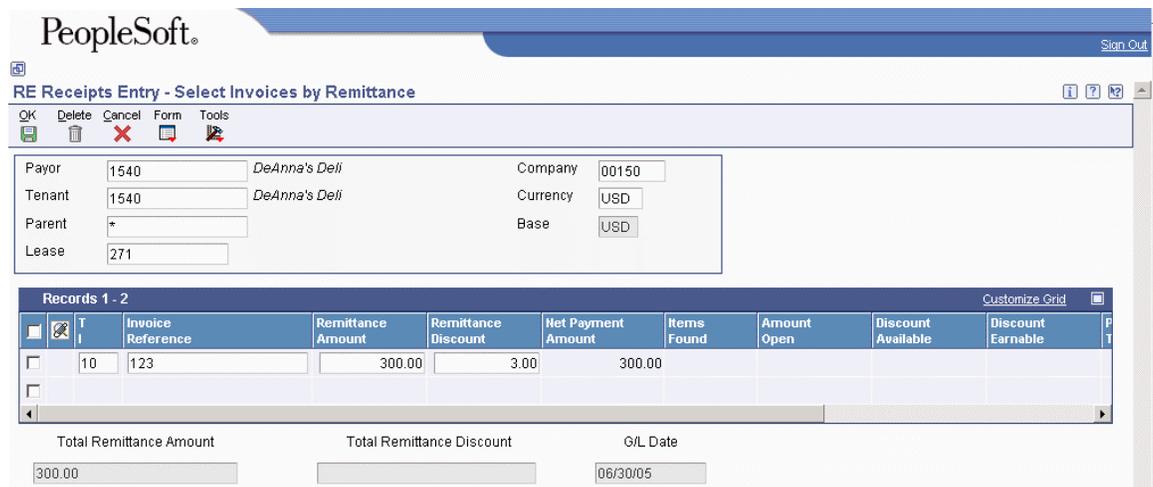
The system displays the invoices in the order in which they were selected.

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 choose open invoices for a tenant by remittance

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, choose Remittance from the Form menu.



Invoice Reference	Remittance Amount	Remittance Discount	Net Payment Amount	Items Found	Amount Open	Discount Available	Discount Earnable
10 123	300.00	3.00	300.00				

Total Remittance Amount: 300.00
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 will not 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) or the Print Statements program (R155001) to generate statements for the system to locate invoices by statement number.

5. In the detail area, complete any of the following optional fields:

- T I

You can enter a TI code to override the default value specified in the processing option, if desired. However, 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 Receipts Entry form. You must specify the payment amount when the system displays the invoices you specified.

8. Click OK.

The system displays the invoices on the RE Receipts Entry form in the order that you entered them on the remittance form.

Applying Receipts or Drafts to Invoices Using Type Input Codes

When you apply receipts or drafts to invoices, you 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 or draft entry and how you can use them to automatically calculate any necessary amounts.

Type Input Code	Calculations
10—Simple Invoice Match	<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	<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	<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	<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

Type Input Code	Calculations
17—Invoice Match with Deduction	<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 or drafts. 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.

Simple Invoice Match (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 (that is, the G/L date is on or before the discount due date). You indicate the amount of the invoice that 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.

Invoice Match with Discount (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 (that is, 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:

1. 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.
2. If the system does not locate this AAI, it uses RKDxxx for company 00000.
3. If the system does not locate RKDxxx for company 00000, it returns an error.

Invoice Match with Chargeback (TI Codes 11 and 16)

When you apply a receipt to an invoice, you can 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 amount, 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 specific records in the following three tables:

Customer Ledger (F03B11)	<p>The system generates 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 and assigns it 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 RB. • It contains a posting status of D (posted). <p>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 system generates a receipt record.
Receipts Detail (F03B14)	The system generates a detail record that pays the invoice from which the chargeback was generated.

Regardless of the type input code that 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 updating 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.

Invoice Match with Write-Off (TI Codes 10 and 15)

If the payment that you receive is not enough to satisfy 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 table describes the two options 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, assume that you establish the maximum write-off amount as 10.00, the invoice open amount is 500.00, and you enter a receipt for 490.00. The system automatically writes off 10.00, provided that you either enter 490.00 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, in which case 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 that 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 want 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.

Invoice Match with Deduction (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 as follows:

- Taking unearned discounts
- Billing errors
- Refusing 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 automatically updates the Deduction Amount field for the difference. 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 documents in the following three tables:

Customer Ledger (F03B11)	<p>The system generates 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 document type R5 to the new record.</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 it was generated from a receipt application) or DB (if it was generated from a draft application). • It contains a posting status of D (posted). <p>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.</p>
Receipts Header (F03B13)	The system generates a receipt record.
Receipts Detail (F03B14)	The system generates a 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 updating 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

Invoice Match Using Multiple Type Input Codes

You can enter a receipt and apply it simultaneously to a group of invoices that require individual actions. For example, in a group of three invoices, you can allow the discount on one invoice, charge back the discount amount on another invoice, and create a write-off of 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.

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 indicate the receipt amount, and you attempt to pay multiple invoices, the system attempts to compensate for the first payment amount that you enter by completing the Payment Amount field on the second detail line with a negative payment amount.

Prerequisite

- Verify that the appropriate accounts are specified for the following AAI items:
 - RKD for discounts taken
 - RCxxxx, where xxxx is the chargeback general ledger offset code, for the chargeback A/R trade account
 - RAxx, where xx is the write-off reason code
 - RN, for the deduction suspense account

- ❑ Verify that the following UDC tables are set up to specify the reason codes:
 - 00/DE for discount reason codes
 - 03B/CB for chargeback reason codes
 - 03B/RC for write-off reason codes
 - 03B/CR for deduction reason codes
- ❑ Verify that the processing options are set up appropriately for discounts, chargebacks, write-offs, and deductions, as well as for any type input codes that you allow.

► **To apply a receipt to tenant invoices**

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, follow the steps to display the open invoices for the tenant.
3. In the detail area, complete the following field with the type input code that corresponds to the application method that you want to use.

- T I

If you enter 10, the system automatically completes the Payment Amount field with the amount of the invoice when you exit this field. If the invoice has an earned discount, the system also completes the Discount Taken field with the amount in the Discount Available field.

If you enter 11, 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 when you exit this field.

If you enter 16, 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 exit this field.

If you enter 15, the system automatically completes the Write-Off Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

If you enter 17, the system automatically completes the Deduction Amount field with the difference between the payment amount that you enter and the open amount of the invoice when you exit this field.

4. If necessary, override the value in the following fields:

- Transaction Payment Amount

If the payment amount is greater than the open amount of the invoice, the system does not calculate chargeback, write-off, or deduction amounts until you override the payment amount to be less than the open invoice 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 on the invoice.

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 *Invoice Match with Write-Off (TI Codes 10 and 15)* in the *Real Estate Management Guide* for more information.

- Remark
- Transaction 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 (that is, the general ledger 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 value in this field to specify a different discount amount, including zero.

- Transaction Write Off Amount
 - Transaction Charge Back Amount
 - Transaction Deduction Amount
5. Complete one of the following steps, if necessary, depending on the type input code that you entered.
- a. If you entered a type input code of 11 or 16, complete the following field:
 - CB Cd
 - b. If you entered a type input code of 15, complete the following field:
 - WO Cd
 - c. If you entered a type input code of 17, complete the following field:
 - DD Cd

Note

The system does not accept blank as a valid value, even if it is set up in the user defined codes. Depending on the setting of processing options, the system might automatically supply the value for the reason code.

6. If the TI code is 11 or 16, complete the following optional field to direct the offset for the chargeback to a different A/R trade account:
- Chargeback G/L Offset

7. Verify that the following fields on the bottom of the form contain the correct information:
 - Amount Pending

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.
8. Click OK.

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 receipt 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 RB 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 Real Estate Receipts menu (G1513), choose RE 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 RE Receipts Entry, locate the open items for the customer.

4. In the header area, complete the following field, if desired:

- G/L Date

Note

The general ledger date that you assign does not change the general ledger date of the unapplied receipt record in the Receipts Header table (F03B13). The system uses the general ledger 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:

- Transaction Payment Amount
- Transaction Discount Taken
- Remark
- Transaction Write Off Amount

If you enter a write-off amount, you must enter a write-off reason code.

- Transaction Charge Back 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 RE 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.

► **To apply a credit memo to a tenant invoice**

From the Real Estate Receipts menu (G1513), choose RE 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 tenant.
3. To fully apply a credit memo to an invoice, on the RE Receipts Entry form, 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 General Ledger 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 general ledger receipt using the RE Receipts Entry program (P15103). A general ledger receipt enables you to credit the appropriate general ledger account and include the amount in your bank deposit.

After you enter general ledger receipts, you must post them to update the bank and the general ledger accounts.

► **To enter general ledger receipts in Real Estate Management**

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. On Work with Customer Receipts Inquiry, click Add.
2. On RE 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 general ledger receipt.

- From the Form menu, choose General Ledger.

PeopleSoft® Sign Out

RE Receipts Entry - G/L Receipts Entry ? ? ?

OK Delete Cancel Tools

Company: 00150 Property Management Company G/L Date: 06/30/05
Bank Account: 15020.1110.FIB Receipt Date: 06/30/05
Receipt Number: 504 Batch: 28302
Amount Available: 1,557.00 Remark:
Currency: USD Exchange Rate: Base: USD Foreign:

Records 1 - 2 Customize Grid

	G/L Account Number	Payment Amount	Remark	Sub Type	Sub Ledger	Asset Number	Business Unit	P C	G/L Date
⊖	15020.6480	100.00	Rebate from Insurance Company				15020		
⊕									

Amount Distributed: 100.00

- On G/L Receipts Entry, complete the following fields for each general ledger account:
 - G/L Account Number
You can use multiple lines in the detail area to distribute the receipt to as many general ledger accounts as necessary. The total amount that you enter must equal the receipt amount.
 - Payment Amount
- Complete the following optional field:
 - Remark
- Click OK to return to the RE Receipts Entry form.
- 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 complete the Payor and Customer fields on the form before you click OK or the system returns an error.

8. Click OK.

Entering Stand-Alone Transactions

Stand-alone records are write-offs, chargebacks, and deductions that are not associated with any known invoice. You create stand-alone records when the customer or 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 customer or 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.

You should use the stand-alone feature in conjunction with invoice match, whenever possible.

You use the following type input codes to create stand-alone transactions:

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

See the following topics in the *Real Estate Management Guide*:

- ❑ *Fields Updated During Receipt Entry* for information about how the system locates the appropriate accounts for stand-alone transactions
- ❑ *Invoice Match with Write-Off (TI Codes 10 and 15)*
- ❑ *Invoice Match with Chargeback (TI Codes 11 and 16)*
- ❑ *Invoice Match with Deduction (TI Code 17)*

Stand-Alone Write-Offs (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 might 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 customer's (or tenant's) open balance by the amount of the write-off.

Stand-Alone Chargebacks (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 tenant 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 tenant. In this case, you enter a standalone chargeback with invoice match. The system increases the tenant'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 account.

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.

Note

Later, you must apply the negative chargeback invoices to invoices that you want to pay.

Stand-Alone Deductions (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 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

- ❑ *Deduction Processing* in the *Accounts Receivable Guide* for information about researching and resolving deductions

Prerequisites

For stand-alone write-offs:

- ❑ Ensure that you set the maximum amount in the Manual Write-Off processing option high enough so that the system accepts entry.
- ❑ Verify that the account that you want to use for the each write-off reason code is set up for the AAI item RA xx , 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.

For stand-alone chargebacks:

- ❑ Verify that the chargeback A/R trade account is set up for the AAI item RC $xxxx$, where $xxxx$ is the chargeback general ledger 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.

For stand-alone deductions:

- ❑ Verify that the deduction suspense account is set up for the AAI item RN.
- ❑ Verify that the valid values that you want to use for the deduction reason code are set up in UDC 03B/CR.

► **To enter stand-alone records with invoice match in Real Estate Management**

From the Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, locate 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 either Write-Off, Chargeback, or Deduction.



RE Receipts Entry - Create Standalone Transaction

OK Cancel Tools



Type Input	<input type="text" value="25"/>	<i>Stand-alone Write-Off</i>
Tenant	<input type="text" value="1540"/>	<i>DeAnna's Deli</i>
Tenant Reference	<input type="text"/>	
Lease	<input type="text" value="271"/>	
Building	<input type="text"/>	
Unit	<input type="text"/>	
Write-Off Amount	<input type="text" value="50.00"/>	
Write-Off Reason Code	<input type="text" value="MW"/>	<i>Minor Amount Write-off</i>
Currency Code	<input type="text" value="USD"/>	<i>U.S. Dollar</i>

5. On Create Standalone Transaction, complete or revise any of the following fields:

- Tenant
- Tenant Reference
- Lease
- Building
- Unit

6. Complete the following steps, depending on whether the transaction is a write-off, chargeback or deduction:

For standalone write-offs, complete the following fields:

- 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.

For standalone chargebacks, complete the following fields:

- Chargeback G/L Offset

If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

- 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.

For stand-alone deductions, complete the following fields:

- 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.

7. Click OK.

On RE Receipts Entry, the system adds a new detail line, creates a payment amount for the stand-alone transaction, and assigns the appropriate type input code.

8. Verify that the values in the following fields on the bottom of the form are correct:

- Amount Pending

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.

9. Click OK.

► **To enter stand-alone transactions without invoice match in Real Estate Management**

You use stand-alone write-off without invoice match if you have a small overpayment that you want to write off.

You use stand-alone chargeback without invoice match when you want to enter and distribute an unapplied receipt among multiple tenant accounts.

From the RE Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. Follow the steps to enter an unapplied receipt for real estate.
2. On RE Receipts Entry, choose Standalone from the Form menu, and then choose Write-Off, Chargeback or Deduction.



RE Receipts Entry - Create Standalone Transaction

OK Cancel Tools



Type Input	<input type="text" value="25"/>	<i>Stand-alone Write-Off</i>
Tenant	<input type="text" value="1540"/>	<i>DeAnna's Deli</i>
Tenant Reference	<input type="text"/>	
Lease	<input type="text" value="271"/>	
Building	<input type="text"/>	
Unit	<input type="text"/>	
Write-Off Amount	<input type="text" value="50.00"/>	
Write-Off Reason Code	<input type="text" value="MW"/>	<i>Minor Amount Write-off</i>
Currency Code	<input type="text" value="USD"/>	<i>U.S. Dollar</i>

3. On Create Standalone Transaction, complete the following fields:

- Tenant

If you are creating standalone chargebacks so that you can distribute an unapplied receipt among multiple tenants, 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
- Lease
- Building
- Unit

4. Complete the following additional fields, depending on whether the transaction is a write-off, chargeback or deduction:

For stand-alone write-offs complete the following fields:

- 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.

For stand-alone chargebacks complete the following fields:

- Chargeback G/L Offset

If you do not use a separate account to track the offset for chargebacks, you can leave this field blank.

- 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.

For stand-alone deductions complete the following fields:

- Deduction Amount

For stand-alone deductions without invoice match, you must enter the deduction amount as a credit (negative amount). Otherwise, the system creates an unapplied record for twice the amount that you specified.

- 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.

5. Click OK.

On RE Receipts Entry, the system adds a new detail line, creates a positive payment amount for the stand-alone transaction, and assigns the appropriate type input code.

Note for Stand-alone Chargebacks

If you are creating standalone chargebacks to distribute an unapplied receipt among multiple tenant accounts, repeat steps 2, 3, and 4 for each tenant to whom you want to distribute an amount.

6. Verify that the values in the following fields on the bottom of the form are correct:
 - Amount Pending
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.

Processing Options for RE Receipts Entry (P15103)

Display Tab

These processing options enable you to retain values that were previously entered on the RE Receipts Entry form. If you are entering similar types of receipts, completing these processing options can reduce data entry time.

1. Company

Blank = Do not retain the company number

1 = Retain the company number

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.

2. Bank Account

Blank = Do not retain the bank account

1 = Retain the bank account

A code that specifies 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.

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 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.

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 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.

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 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.

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 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.

7. Remark

Blank = Do not retain the remark

1 = Retain the remark

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.

8. Currency

Blank = Do not retain the currency

1 = Retain the currency

Use this processing option to specify whether 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.

9. Exchange Rate

Blank = Do not retain the exchange rate

1 = Retain the exchange rate

Use this processing option to specify whether 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.

10. Payment Instrument

Blank = Do not retain the pay instrument

1 = Retain the pay instrument

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.

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 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.

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 lease number on the form after you enter the receipt. Valid values are:

Blank

Do not retain the lease number.

1

Retain the lease number.

Defaults Tab

These processing options enable you to specify default values to use on the Work with Customer Receipts Inquiry, Receipt Entry, Additional Information, Load Invoices, and Select Invoices forms. When you enter the receipt, you can override any of the values that you enter in these processing options.

1. Display Receipt Type

1 = All

2 = Unapplied

3 = Logged

4 = General Ledger

Use this processing option to specify which type of receipts to display on the Work With 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 the default date type to use for the Date Selection From and Through fields. 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, in conjunction with the Automatic Application processing option, to specify the default type input code for applying receipts to invoices automatically. If the Automatic Application processing option is set to 1 (Do not allow auto application), the system ignores this processing option. Valid values are:

Blank

The system does not use a default value.

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 assign to receipt detail records.
Valid values are:

Blank

Use the remark from the invoice record.

1

Use the remark from the receipt header.

5. Receipt Numbering

Blank = Manual entry

1 = Use next numbers

Use this processing option to specify whether the system assigns the receipt number automatically using the Next Numbers program (P0002). Valid values are:

Blank

Do not use Next Numbers. You must manually enter the receipt number.

1

Use Next Numbers.

6. Deduction Reason Code

Blank = Manual entry

Use this processing option to specify the default deduction reason for entering a deduction amount. If you leave this processing option blank, the deduction reason code must be entered manually in the detail area on the RE Receipts Entry form. Valid deduction reason codes are defined in UDC 03B/CR.

7. Override Company Number

Blank = Use company from receipt entry

1 = Use '*'

Use this processing option to specify the default company number to use on the Load, Select, and Remittance forms. Valid values are:

Blank

Use the company number entered on the RE Receipts Entry form.

1

Use * for all companies.

8. Bill Code for Unapplied Receipts

Blank = Default from the bill code classified as UNC

1 = Default from the customer master

Use this processing option to specify whether to use the value in the G/L Offset field of the customer record (F03012) as the default value for the Unapplied Bill Code field when you enter unapplied receipts. The system locates the A/R trade account based on the bill code that you use. Valid values are:

Blank

Do not use the value from the customer record. The system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of UNC in the Special Processing Code field (CLSS).

1

Use the G/L offset from the customer record. If the customer record does not have a G/L offset defined, the system uses the first bill code that it locates in the Billing Code Extension table (F1512) that has a value of UNC in the Special Processing Code field (CLSS).

Edits Tab

These processing options enable you to perform specific functions such as writing off amounts or designating receipts as having insufficient funds, as well as to specify whether you want the system to notify you of certain conditions such as using a duplicate receipt number or entering an overpayment.

1. Receipt Number

Blank = Not required

1 = Require receipt number

Use this processing option to specify whether the system requires a receipt number when you enter a receipt. Valid values are:

Blank

Do not require receipt number.

1

Require 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 the delete and NSF operations on unposted receipts. Valid values are:

Blank

Allow delete and NSF.

1

Do not allow delete and NSF.

4. Overpayment Edit

- 0 = No edit
- 1 = Warning
- 2 = Error

Use this processing option to specify the severity of the error message issued when an invoice has been overpaid. Valid values are:

0
No Edit

1
Warning

2
Error

Note: When you overpay an invoice, the system displays it as a negative open amount.

5. Duplicate Receipt Edit

- 0 = No edit
- 1 = Warning
- 2 = Error

Use this processing option to specify the severity of the message issued when a duplicate receipt number is detected in the system. The system searches for duplicate receipt numbers for all records in the Receipts Header table (F03B13), not for individual customers. Valid values are:

0
No Edit

1
Warning

2
Error

Process Tab

These processing options enable you to control how the system applies receipts to invoices when you use a default type input code. They also control whether the system creates a summarized record in the Account Ledger table (F0911) for each batch of receipts that you enter or a detail record for each receipt.

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 appear in the detail area when you specify a default type input code to use. If you leave the Type Input Code processing option on the Defaults tab blank, the system ignores this processing option. Valid values are:

Blank

Apply invoices up to the receipt amount. The system automatically applies invoices up to the receipt amount. Remaining invoices that appear in the detail area are not considered. If you select both credit memos and invoices, you must select credit memos first so that the system can process them. For example:

- o Processing option for Type Input Code (Defaults tab) = 10
- o Processing option for Apply Invoices = Blank (apply up to the receipt amount)
- o Receipt amount = 100
- o Invoice amount = 200, due date = 6/15/05
- o Credit memo amount = 100, due date = 6/30/05

When you use the Load feature to display open invoices for the customer, the system displays the invoice record before the credit memo because it has an earlier due date. Because you have type input code 10 specified in the processing option, the system applies the receipt amount of 100 to the invoice and leaves the invoice open for 100. The system does not consider the credit memo because the full amount of the receipt is applied to the first invoice.

1

Apply all invoices. The system applies the receipt to the invoice open amount, regardless of whether the receipt amount is exceeded. The system considers all invoices and credit memos that appear in the detail area.

Note: This processing option also affects how the system processes write-offs, chargebacks, and deductions. For example:

- o Processing option for Type Input Code (Defaults tab) = 15
- o Processing option for Apply Invoices = 1 (apply all invoices)
- o Processing option for Maximum Write-off Amount = 25 (automatic and manual)
- o Receipt amount = 80
- o Invoice amount = 100

The system displays the type input code as 15 (manual write-off), applies 100 to the invoice and ignores the write-off. The system returns an error because the amount applied to the invoice exceeds the amount of the receipt. For the system to process the write-off, you must override the transaction payment amount to 80.

2. Journal Entry Creation Method

Blank = Summarize journal entries

1 = Detail journal entries

Use this processing option to specify whether the post program creates one summarized journal entry for the batch of receipts entered, or one journal entry for each receipt. The system assigns the value that you enter in this processing option to the A/R Post field (ISTR) in the Receipts Header record (F03B13). The post program uses this value to create the journal entry records. Valid values are:

Blank

Summarized journal entries. The system creates one journal entry with the document type RK for each batch of receipts that you post. The system assigns the receipt batch number as the document number of the journal entry. To use this method, you must also ensure that:

- o The offset method in the A/R Constants is equal to B (batch mode)
- o The batch does not contain any foreign transactions

Otherwise, the system creates journal entries in detail.

1

Detail journal entries. The system creates one journal entry with the document type RC for each receipt in the batch. The system uses Next Numbers for journal entry documents

(system 09) to assign the document number to the receipt journal entry.

To provide an audit trail, the system updates the following fields in the Receipts Detail table (F03B14) with the journal entry information:

- o JE document type (RZDCTG)
- o JE document number (RZDOCG)
- o JE document company (RZKCOG)

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.

Currency Tab

These processing options enable you to specify whether you want the system to validate whether the exchange rate is effective, and whether to allow alternate currency receipts to be entered.

1. Edit Effective Date

Blank = Do not edit effective date

1 = Edit effective date

Use this processing option to specify whether the system validates the effective date that it uses to retrieve the exchange rate against the G/L date that you enter on the receipt. Valid values are:

Blank

Do not validate the effective date.

1

Validate the effective date. The system issues a warning when the effective date of the exchange rate retrieved from the Currency Exchange Rates table (F0015) is not in the same period as the G/L Date of the receipt.

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 (a currency other than the base or transaction currency of the invoice). Valid values are:

Blank

Do not allow payment in alternate currency.

1

Allow payment in alternate currency.

Chargeback Tab

These processing options enable you to specify values that the system assigns to chargeback records that it creates.

1. Pay Status

Blank = Data Dictionary default

Use this processing option to specify the default pay status to assign to chargeback invoice records. If you leave this processing option blank, the system uses the value that is set up in the Data Dictionary for item PST. Valid values are defined in UDC 00/PS (Pay Status).

2. Date Option

Blank = Use the receipt G/L date

1 = Use dates from the invoice

Use this processing option to specify the invoice date and net due date to assign to chargeback invoice records. Valid values are:

Blank

Use the receipt G/L date.

1

Use the corresponding dates from the invoice that is used to generate the chargeback.

3. Reason Code

Blank = Manual Entry

Use this processing option to specify the default reason code to assign when you enter a chargeback amount. If you leave this processing option blank, you must enter the chargeback reason code manually. Valid chargeback reason codes are defined in UDC 03B/CB.

Auto Write-Off Tab

These processing options activate the automatic write-off feature and enable you to establish write-off limits for both underpayments and overpayments. You must designate the write-off reason code that the system uses when you activate the automatic write-off feature.

1. Maximum Underpayment Amount

Use this processing option to specify the limit to use to write off underpayments. If the difference between the payment amount and open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

2. Underpayment Reason Code

Use this processing option to specify whether to activate the automatic write-off process and to specify the default reason code that you want the system to assign when it automatically writes off an underpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAXx, where xx is the reason code) for the write-off reason code that you specify.

3. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which the system writes off overpayments. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system automatically writes off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

4. Overpayment Reason Code

Use this processing option to specify whether to activate the automatic write-off process and to specify the default reason code for the system to assign when it automatically writes off an overpayment. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAXx, where xx is the reason code) for the write-off reason code that you specify.

Mnl Write-Off Tab

These processing options enable you to establish write-off limits for both underpayments and overpayments, and to set up a default write-off reason code.

1. Maximum Underpayment Amount

Use this processing option to specify the maximum amount for which you can write off an underpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

2. Maximum Overpayment Amount

Use this processing option to specify the maximum amount for which you can write off an overpayment. If the difference between the payment amount and the open amount of the invoice is equal to or less than the amount specified, the system allows you to write off the remaining amount when you enter the receipt.

Enter the value as a negative amount.

3. Write-Off Reason Code

Blank = Manual entry

Use this processing option to specify the default reason code that you want the system to assign when you enter a write-off amount. Valid write-off reason codes are defined in UDC 03B/RC. You must also set up a corresponding AAI item (RAXx, where xx is the reason code) for each write-off reason code that you specify.

Discount Tab

These processing options enable you to specify the rules for processing discounts.

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 payment amount. Valid values are:

Blank
Do not allow the discount taken to be greater than the payment amount.

1
Allow the discount taken to be greater than the payment amount.

3. Grace Period Days

Use this processing option to specify how many days to add to the discount due date to extend the period during which the discount can be taken. The system uses this processing option only when it calculates the discount taken automatically.

4. Discount Reason Code

Use this processing option to specify the 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.

Match Priority Tab

These processing options enable you to specify the order that the system uses to locate invoices when entering receipts from a remittance.

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. The search methods are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number
- Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods 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. The search methods are:

- Invoice Number
- Sales Order Number
- Customer Reference Number
- Statement Number
- Lease Number

Valid values are blank, 1, 2, 3, 4, and 5. If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods 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. The search methods are:

- 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, and 5. If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods 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. The search methods are:

- 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, and 5. If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods 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. The search methods are:

-
- 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, and 5. If you leave a search method blank, the system excludes that search method and uses the other methods you specify. If you leave all of the methods blank, the system searches using all methods in the order listed above.

RE Edits Tab

These processing options enable you to specify the type input codes that are invalid for use when applying receipts to invoices.

1. Exclude Type Input Codes

Input Code 1

Use this processing option to specify the type input codes to disable from use when applying receipts to invoices. You can specify up to eight type input codes to disable. The system returns an error if the type input code is used.

2. Automatic Application

Blank = Allow auto application

1 = Do not allow auto application

Use this processing option in conjunction with the Type Input Code processing option to specify whether the system applies the receipt to open invoices automatically. For example, if the Type Input Code processing option is set to 10, and this processing option is blank (apply receipts automatically), the system defaults the type input code specified into the corresponding field for all open invoices.

If the Type Input Code processing option is blank, the system ignores this processing option.

3. Credit Auto Application

Blank = Apply credit balances

1 = Exclude credit balances

Use this processing option, in conjunction with the Type Input Code processing option, to specify whether to include credit memos (negative invoices) when the system applies receipts automatically. Valid values are:

Blank

Apply credit memos automatically. Depending on the setting of the Automatic Application processing option, and whether the Priority Code Application option (using the Load feature) is used, the system either displays credit memos only or displays and applies them.

- o If the Automatic Application processing option is set to blank, the system includes credit memos when the receipt is applied automatically. Additionally, if the Priority Code Application option is turned on when invoices are loaded, the system displays and applies only those credit memos that are assigned bill codes that have a priority application code (PRAP) equal to 00.

- o If the Automatic Application processing option is set to 1, the system displays the credit memos in the detail area of the form, but does not automatically apply them. Additionally, if the Priority Code Application option is turned on when invoices are loaded, the system displays only those credit memos that are assigned bill codes that have a priority application code (PRAP) equal to 00.

1

Do not apply credit memos automatically. The system does not display or apply credit memos regardless of the setting the Automatic Application processing option and regardless of the setting of the Priority Code Application option.

4. Security Group Display

Blank = Display all records

1 = Do not display security group records

Use this processing option to specify whether to display security group records, which are invoices for bill codes that have been set up with the value S in the Security Group field (SECG) in the Billing Code Extension table (F1512). Valid values are:

Blank

Display all invoices.

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 specify whether to allow receipts to be entered for multiple companies in the same batch. Valid values are:

Blank

Allow receipts to be entered in a single batch regardless of the company number.

1

Do not allow receipts to be entered for multiple companies in the same batch; all receipts in the batch must be entered for the same company.

6. Unapplied Receipt Company Validation

Blank = No validation on lease company

1 = Validate lease company

Use this processing option to specify whether to validate the company entered on an unapplied receipt against the company entered on the lease. Valid values are:

Blank

Do not validate the company.

1

Validate the company. The system issues an error if the company entered on the unapplied receipt is different from the company entered on the lease. If you do not specify a lease number on the unapplied receipt, the system locates the first lease entered for the tenant and validates the company number from that lease.

Note: This processing option applies only when an unapplied receipt is entered, not when it's applied to invoices.

Versions Tab

These processing options enable you to specify the version of the programs that run when they are accessed from the Form menu.

1. Tenant Ledger (P15222)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Ledger Inquiry program (P15222) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses the default version ZJDE0001.

2. Customer Master (P03013)

Blank = ZJDE0001

Use this processing option to specify the version of the Customer Master Information program (P03013) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Locating Tenant Receipts

Before you can revise, delete, void, or designate receipts as having insufficient funds (NSF), you must locate them. You use the Work With Customer Receipts Inquiry form, which you access through the RE Receipts Entry program (P015103), to locate receipts. You can locate receipts by entering information such as payor, bank account, lease, and 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 Real Estate Receipts menu (G1513), choose RE Receipts Entry.

1. On Work With Customer Receipts Inquiry, to limit your search by date, complete the following fields:
 - From
 - Through
2. If you complete the date fields, click a corresponding date 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 of the fields in the QBE row.
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, management approval might be required before you can post 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 exit the Work With Customer Receipts Inquiry form.

See Also

See 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

See 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 Real Estate Receipts menu (G1513), choose Post Receipts.

After you approve receipts, you can post them to the general ledger. Because the system creates all of 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 (credits) 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 the Receipts Journal Review or Real Estate 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 Process

When you post receipts to the general ledger, 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 that 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 for the bank account a document type of RC
- 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 number, and the journal entry document number is an 8-character number.
- 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

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 creates 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

Intercompany (G/A Constants)	Offset Method (A/R Constants)*	Journal Entry Creation Method (Summary or Detail)	Journal Entry Created (F0911)
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 of line items • 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 in 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 Automatic Entries Created by the 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 Process

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 fields that the system uses during the post process to locate the account for the AE entry based on the type of receipt.

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. The system must assign company 00000 because of the one-to-many relationship inherent in the receipt entry process—that is, 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 general ledger date. Depending on the posting status and the data that you need to change, you might have to delete or void the receipt, and then re-enter it.

The following table indicates the fields that you can revise on a receipt. You can revise unposted receipts that are in the current general ledger period only, unless you enable the Allow PBCO Postings option within the General Accounting constants.

<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 RE 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 specify 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 AAI item for the receivables trade account (RC), the system might generate 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 general ledger offset. If you enter an unapplied general ledger offset, the system uses the account set up for AAI item RCxxx, where xxx is the value of the general ledger 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 generates 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 the general ledger 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 to which the receipt applied.
- 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 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.

Prerequisite

- 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

From the Manual Receipts Processing menu (G03B12), choose Standard 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 Manual Receipts Processing menu (G03B12), choose Standard 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 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 CodeOn Receipts Entry, the system marks the voided pay item with X and creates a new pay item for a reversing amount.
7. On 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 Insufficient Funds

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 insufficient funds and reopen the invoice or group of invoices. The steps to designate a receipt as insufficient are the same regardless of whether the receipt is posted or unposted. When you designate a receipt as insufficient funds, the system does the following:

- Indicates the insufficient fund status of the record in the Receipts Header table (F03B13). When you analyze the payment trends of your customer or tenant, this indication helps you to distinguish insufficient funds receipts from reversals for entry errors and so on.
If the receipt is not posted at the time that it is designated as insufficient funds, the system also marks the posted status of this record as D.
- Restores the open amount of the invoice or group of invoices to which the receipt applied.
- 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 when it is designated as insufficient funds, 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 insufficient funds, the system creates in the Account Ledger table (F0911) a record with the document type RV.

► **To designate receipts as NSF**

From the Manual Receipts Processing menu (G03B12), choose Standard 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

Choose Receipts Journal Report from one of the following menus:

Manual Receipts Processing menu (G03B12)

Automated Receipts Processing menu (G03B13)

Real Estate Receipts menu (G1513)

As an alternative to reviewing receipts online, you can run the Receipts Journal Report (R03B311). You can create your own version to display specific information. For example, you might set up a version of the report that displays specific batches based on a particular date or for a specific user.

When you run the Receipts Journal Report, the system displays 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 include 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 includes information from the Receipts Header table (F03B13) and the Receipts Detail table (F03B14).

Column Headings

The column heading TI 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 displays the transactions in the following sequence:

- User ID
- Batch number
- Batch date
- G/L account
- Company
- Address number
- Payment (receipt) number

Important Note

The totals on the report depend on this sequence. If you modify the sequence, you must also modify the program logic that determines how totals are calculated.

Processing Options for Receipts Journal Report (R03B311)

Print Tab

These processing options enable you to specify the format that the system uses to print account numbers on the report.

1. Account Format - G/L Receipts and Drafts

1 = Standard format

2 = Short account ID

3 = Unstructured account

Use this processing option to specify the format for the system to use to print account numbers on the report. The system prints the account number in the detail section of the report for general ledger receipts and drafts only; otherwise, the system prints the document numbers of the invoices paid. If you leave this processing option blank, the system does not print the account number. Valid values are:

1

Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

2

Print the 8-character account ID that the system assigns to the account number in the Account Master table (F0901).

3

Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

2. Account Format - Bank Account

1 = Standard format

2 = Short account ID

3 = Unstructured account

Use this processing option to specify the format for the system to use to print the bank account numbers on the report. The system prints the bank account number in the header section of the report. If you process drafts, the system does not print the bank account number on the report if the draft is at acceptance stage and has not been registered. If you leave this processing option blank, the system does not print the bank account number. Valid values are:

1

Print the account number in the standard format, BU.Obj.Sub (business unit.object.subsidiary).

2

Print the 8-character account ID that the system assigns to the account number in the Account Master table (F0901).

3

Print the account number that you assign to the Free Form (3rd Acct. No.) field in the Account Master table (F0901).

Printing the Receipts Variance Report

From the Real Estate Receipts menu (G1513), choose 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)
- Lease Billings Master (F1511B)

Processing Options for Receipts Variance Report (R15440)

Select Tab

These processing options enable you to specify the records that appear on the report.

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

This processing option is used to specify whether the system prints the report by tenant or by building.

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

This processing option is used to specify the currency in which the report prints.

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 Real Estate 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

This processing option enables you to specify the records that appear on the report.

1. Report Start Date

Blank = Print all

Use this processing option to specify the date to use to retrieve the Accounts Receivable transactions to print on the report. The system includes all transactions on the report that have a G/L date that is after the date specified. The system includes transactions that have G/L dates that are prior to the date specified in the cumulative balances, but it does not include the transactions on the report.

Print Tab

This processing option enables you to specify whether the report displays cumulative balances by tenant or by lease.

1. Cumulative Balances

Blank = Print by tenant

1 = Print by lease

Use this processing option to specify whether the system calculates a cumulative balance for an each tenant or for each lease. Valid values are:

Blank

Calculate the cumulative balances by tenant.

1

Calculate the cumulative balances by lease.

Currency Tab

This processing option enables you to specify the currency that appears on the report.

1. Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify whether to print amounts in the base currency or the transaction currency of the record. Valid values are:

Blank

Print amounts in the base currency.

1

Print amounts in the transaction currency.

Reviewing Applied Receipts by Using Tenant Ledger Inquiry

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 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 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 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 RE 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 RE 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 RE 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 RE 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 RE 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 RE Receipts Entry.

► **To review transactions using Tenant Ledger Inquiry**

From the Real Estate Receipts menu (G1513), choose Tenant 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 first-level children. The system does not return records for 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 enable 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 and allows 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 general ledger 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 All option to include invoices regardless of pay status.

- Recurring Invoice

When you click the Recurring Invoice option, the system automatically refreshes the form to display only recurring invoices (RD document type).

- Summarize

When you click the Summarize option, the system automatically refreshes 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 equals P), and then choose RE Rec/Draft Dtls from the Row menu.

Processing Options for Tenant Ledger Inquiry (P15222)

Versions Tab

These processing options enable you to specify the version of the programs to run when they are accessed from the Form menu.

1. Standard Invoice Entry (P03B11)

Blank = ZJDE0001

Use this processing option to specify the version of the Standard Invoice Entry program (P03B11) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Manual Billing Entry (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing Entry program (P1511) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

4. Recurring Billing (P1502)

Blank = ZJDE0001

Use this processing option to specify the version of the Recurring Billing Information program (P1502) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

5. RE Receipts Entry (P15103)

Blank = ZJDE0001

Use this processing option to specify the version of the RE Receipts Entry program (P15103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Currency Tab

These processing options enable you to specify the currency code and exchange rate to use for the “as if” currency code feature.

1. As If Currency Code

Use this processing option to specify the "as if" currency and to display the As If Curr Code field on the Work with Tenant Ledger Inquiry form. The system recalculates domestic amounts based on the "as if" currency and the date in the Exchange Rate processing option, and displays them in the "as if" columns in the detail area on the form.

If you leave this processing option blank, the system does not display the As If Curr Code field or "as if" currency columns.

2. Exchange Rate Date

Use this processing option to specify the date to use to retrieve the exchange rate between the "as if" currency and the domestic currency. If you leave this processing option blank, the system uses the value that you specify in the Thru Date on the Work with Tenant Ledger Inquiry form. If you leave this processing option blank and do not specify a value in the Thru Date, the system uses the most recent exchange rate entered. If an exchange rate does not exist, the system returns an error.

Process Tab

This processing option enables you to specify whether to use the customer self-service functionality in the Java/HTML environments.

1. Customer Self-Service in Java/HTML

Blank = Bypass customer self-service

1 = Activate customer self-service

Use this processing option to specify whether to activate customer self-service functionality in Java/HTML environments. Valid values are:

Blank

Do not activate customer self-service.

1

Activate customer self-service.

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:

4. Enter a security deposit record

You enter the security deposit to create a record in the Security Deposit Master table (F1565), which you use for tracking and reporting information about security deposits.

5. Generate a manual billing record to print an invoice (optional)

When you enter the security deposit record, you can create a security deposit invoice in the Lease Billings Master table (F1511B). You can then use the Print RE Invoices program (R15500) to print the invoice. If you do not need to print an invoice, you do not need to generate a billing record.

6. Receive and post the security deposit receipt

You enter the security deposit from your tenant as an unapplied receipt using the RE Receipts Entry program (P15103). You identify the receipt as a security deposit by using an unapplied bill code, such as SECD. The bill code that you use must be assigned to a security group so that the system recognizes it as a security deposit. After you enter the receipt, you must post it.

7. 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.

8. Refund part of the deposit (optional)

Depending on the terms of the 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).

9. 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 use the Security Deposit Refund Application program (P15654) to review the security deposit and access the RE Receipts Entry program, which you use to apply the unapplied receipt (security deposit) to invoices as necessary.

10. Refund the security deposit

You run the Security Deposit Refund Generation program (R15655) to generate a voucher in the Accounts Payable system and an adjustment (receipt) in the Accounts Receivable system. You use the voucher to pay the tenant and the adjustment to close the unapplied receipt record.

11. 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 security deposit record 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 do the following:

- Generate a security deposit invoice

You can print an invoice that your tenant can use to remit the security deposit. To do so, enter Y in the Create Invoice field (BLMN), and then choose Create SD Invoice from the Form menu to enter the manual billing record that is used to generate the invoice. When you enter the manual billing record, the system automatically updates the posted code to D to prevent it from being posted to the Accounts Receivable system. The manual billing record is used only to generate the invoice; it is not used to update account information.

Caution

Do not access the Manual Billing Entry program (P1511) from the menu to enter the manual billing record that is used to generate the invoice; the system does not update the posted code automatically. Posting the manual billing record is a common error that results in erroneous accounting entries. Use only the Form menu from the Security Deposit Maintenance program to generate the manual billing record.

- Receive the security deposit

If you have received the check for the security deposit, you can 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 table (F03B13), the Receipts Detail table (F03B14), and the Customer Ledger (F03B11) table.

You can also use Security Deposit Maintenance to assign the security 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 billing record for the security deposit
- *Entering Unapplied Receipts for Real Estate Management* for the steps to enter the unapplied receipt for the security deposit
- *Printing Invoices for Real Estate Management*

Prerequisite

- Verify that the bill codes that you use for security deposits are assigned to a security group. See *Setting Up Bill Codes and Adjustment Reasons* in the *Real Estate Management Guide*.

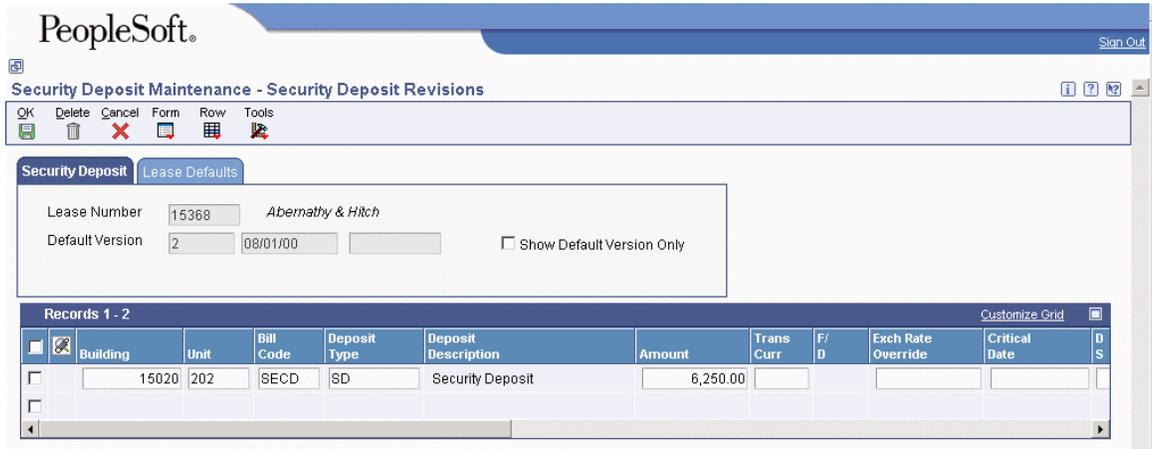
► **To enter the security deposit**

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 generate an invoice to send to your tenant, type Y in the following field.
 - Create Invoice

Note

To enter a manual billing record for the invoice and also ensure that the system automatically updates the posted code to D, choose Create SD Invoice from the Form menu. Do not enter the manual billing record by choosing the Manual Billing Entry program from the menu. If you do so, the system does not update the posted code.

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.

11. 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 with all of the appropriate information completed based on the information entered for the security deposit record (F1565). You can override any of the fields as necessary. When you add the invoice, the system creates a billing record in the Lease Billings 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.

12. On Work with Security Deposits, to enter the receipt for the security deposit, choose Receipts Entry from the Form menu. Otherwise, you can enter the receipt at a later date.
13. 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 suspends the security deposit record entered and 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 enabled; 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

These processing options enable you to select records to display on the form.

1. Display Selection

Blank = All

1 = No deposit attached

2 = Deposit attached

Use this processing option to specify which records to display on the Work with Security Deposits form. Valid values are:

Blank

Display all records.

Display only those records that have a security deposit.

2

Display only those records that do not have a security deposit.

2. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

Versions Tab

These processing options enable you to specify the version of the program to run when it is accessed from the Form menu.

1. Manual Billing (P1511)

Blank = ZJDE0001

Use this processing option to specify the version of the Manual Billing program (P1511) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this

processing option blank, the system uses version ZJDE0001.

3. Bill Codes/Adj Reasons (P1512)

Blank = ZJDE0001

Use this processing option to specify the version of the Bill Codes / Adjustment Reasons program (P1512) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Currency Tab

These processing options enable you to specify whether users can override the transaction currency and exchange rate.

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to allow users to override the transaction currency code from the default value on the lease. Regardless of the setting of this processing option, the system does not allow the transaction currency code to be changed after a transaction has been billed for the lease. Valid values are:

Blank

Allow users to override the transaction currency code.

1

Do not allow users to override transaction currency code.

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether to allow users to enter a value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Valid values are:

Blank

Allow users to override the exchange rate. If you leave this field blank, the system uses the default exchange rate that is entered on the lease. If the lease does not have an exchange

rate, the system uses the exchange that is set up in the Currency Exchange Rates table (F0015).

1

Do not allow users to override the exchange rate.

Working with Security Deposits

After you receive the security deposit from your tenant, you can use the Security Deposit Refund Application program (P15654) to review and work with security deposits online. Using Form and Row menus, you can also perform the following related tasks:

- Access the Security Deposit Maintenance program (P1565) to revise the security deposit amount, add another security deposit, change the security deposit status, or add a receipt.
- Review the security deposits received.
- Compare the security deposits owed to those received by using the Required vs Received Detail form.
- Apply the security deposit to open invoices.

If you are not refunding the entire security deposit, you should apply it to the appropriate open invoices before you refund the deposit.

Note

You do not have to use Security Deposit Refund Application program to apply the unapplied receipt to invoices. You can use the RE Receipts Entry program (P15103). The advantage of using the Security Deposit Refund Application program is that it locates and selects the unapplied receipt record for you.

- Access the Security Deposit Refund Generation program (R15655), form which you can generate a voucher to refund all or part of the security deposit.

► 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 disable it. Otherwise, leave the option enabled 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 the current 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 determine the portion of the security deposit that is received.

► To apply security deposits to open tenant invoices

You can also use the RE 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, complete the following optional field to display leases by security group:
 - Security Group
4. If you completed the Security Group field, click the following option to disable. Otherwise, leave the option enabled 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 choose the receipt and apply the deposit.

7. Follow the steps to apply the unapplied receipt to open invoices.

Note

If you have several security deposits to refund, you can continue to toggle between the Deposit Refund Application and the Customer Receipts Inquiry form to refund the deposits as necessary for other tenants. To reduce the number of batches that you need to post, the system maintains all of the receipt records in the same batch until you completely exit the Security Deposit Refund Application program (P15654).

See Also

- *To apply an unapplied receipt to tenant invoices in the Real Estate Management Guide*

Processing Options for Security Deposit Refund Application (P15654)

Defaults Tab

These processing options enable you to specify default information when you access the program.

1. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

2. Display Speculative Leases

Blank = Do not include

1 = Include

Use this processing option to specify whether to display speculative leases. Valid values are:

Blank

Do not display speculative leases.

1

Display speculative leases.

3. Security Group Code

Blank = All

Use this processing option to specify the default value for the Security Group field that displays on the Deposit Refund Application form. If you leave this processing option blank, the system displays security deposits for all groups.

Versions Tab

These processing options enable you to specify the versions of the programs to run when they are accessed from the Form menu.

1. Tenant Ledger Inquiry (P15222)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Ledger Inquiry program (P15222) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. RE Receipts Entry (P15103)

Blank = ZJDE0001

Use this processing option to specify the version of the RE Receipts Entry program (P15103) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

3. Security Deposit Master (P1565)

Blank = ZJDE0001

Use this processing option to specify the version of the Security Deposit Maintenance program (P1565) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version 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 can 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. 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).

Refunding Interest Earned on Security Deposits

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

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.

When working with partial refunds, enter the transaction currency in the Partial Refund Transaction Currency processing option on the Partial Refund tab. The system processes only the receipt amounts with the same transaction currency.

See Also

- ❑ *Generating Fees and Interest* in the *Real Estate Management Guide* for information about refunding partial and full security deposits for which interest has accrued

Prerequisite

- ❑ Post all unapplied receipts that were entered for security deposits that you want to refund.

Processing Options for Security Deposit Refund Generation (R15655)

Defaults Tab

These processing options enable you to specify the default information that the system provides when you generate security deposit refunds.

1. Accounts Payable G/L Offset

Use this processing option to specify the G/L offset code to use for the vouchers that the system generates when a security deposit is refunded. The system retrieves the A/P trade account based on the AAI item PCxxxx, where xxxx is the G/L offset code, for the company entered on the voucher.

If you enter a G/L offset code for which there is no AAI set up, or if you leave this processing option blank, the system uses the default AAI item PC for the company entered on the voucher.

2. Adjustment Reason

Use this processing option to specify the default adjustment reason code (bill code) to use for the receipt that the system generates when a security deposit is refunded. The system retrieves the account to credit based on the AAI item RAXx, where xx is the adjustment reason code for the company entered on the receipt.

If you enter an adjustment reason code for which there is no AAI set up, or if you leave this processing option blank, the system does not generate a refund for the security deposit.

3. Voucher Pay Status Code

Use this processing option to specify the pay status to assign to the vouchers that the system generates. If you leave this processing option blank, the system assigns a pay status of A (approved).

Select Tab

These processing options enable you to select the leases for which the system generates security deposit refunds.

1. G/L Date

Blank = System date

Use this processing option to specify the G/L date to use for the receipts and vouchers that the system generates. If you leave this processing option blank, the system uses today's date as the G/L date.

2. Generation As Of Date

Blank = System date

Use this processing option in conjunction with one of the following to select the leases for which you are generating the security deposit refund:

Data Selection

The processing options for the Lease End Selection and Actual Out Selection must be blank or the system uses the values in the Lease End or Actual Out processing options.

Lease End Date and Actual Out Date processing options

The system uses the As Of Date that you enter in conjunction with the date ranges specified in the Lease End Date and Actual Out Date processing options to determine the version of the lease and the date ranges to use to select the leases.

Lease End Days and Actual Out Days processing options

The system uses the As Of Date that you enter in conjunction with the number of days specified in the Lease End Days and Actual Out Days processing options to determine the version of the lease and the date range to use to select the leases.

If you leave this processing option blank, the system uses today's date.

Note: The system does not refund any security deposit records that have a suspend date that is prior to the 'as of' date that you enter.

3. Voucher Due Date

Blank = Calculated due date

Use this processing option to specify the due date to assign to the voucher that the system generates. If you leave this processing option blank, the system uses the payment term from the alternate payee's supplier master record (F0401) to calculate the due date.

4. Lease End Selection

Blank = Use lease end dates and lease end days

1 = Use data selection

Use this processing option to specify the criteria that the system uses to select lease records. Valid values are:

Blank

Use the values entered in either the Lease End Date and Actual Out Date processing options or Lease End Days and Actual Out Days processing options.

1

Use data selection, in conjunction with the Generation As Of Date processing option, to select the records to process. You must also set the Actual Out Selection processing option to 1 to use data selection.

5. Lease End Date From

Use this processing option, in conjunction with the Lease End Date Through processing options and the Actual Out Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

6. Lease End Date Through

Use this processing option, in conjunction with the Lease End Date From processing options and the Actual Out Date processing options, to specify the date ranges that the system uses to select the lease records from the Lease Master Header table (F1501B) for which to generate security deposit refunds.

The Lease End Date processing options work with the Actual Out Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

7. Lease End Days Prior to As Of Date

Use this processing option, in conjunction with the Lease End Days After As Of Date and the Actual Out Days processing options, to specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

8. Lease End Days After As Of Date.

Use this processing option, in conjunction with the Lease End Days Prior to As Of Date and the Actual Out Days processing options, to specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Lease End Days processing options work with the Actual Out Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

9. Actual Out Selection

Blank = Use actual out dates and actual out days

1 = Use data selection

Use this processing option to specify the criteria that the system uses to select lease records. Valid values are:

Blank

Use the values entered in either the Actual Out Date and Lease End Date processing options or the Actual Out Days and Lease End Days processing options.

1

Use data selection, in conjunction with the Generation As Of Date processing option, to select the records to process. You must also set the Lease End Selection processing option to 1 to use data selection.

10. Actual Out Date From

Use this processing option, in conjunction with the Actual Out Date Through processing option and the Lease End Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

11. Actual Out Date Through

Use this processing option, in conjunction with the Actual Out Date From processing option and the Lease End Date processing options, to specify the date ranges that the system uses to select the lease records for which to generate security deposit refunds.

The Actual Out Date processing options work with the Lease End Date processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

12. Actual Out Days Prior to As Of Date

Use this processing option, in conjunction with the Actual Out Days After As Of Date and the Lease End Days processing options, to specify the number of days prior to the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

13. Actual Out Days After As Of Date

Use this processing option, in conjunction with the Actual Out Days Prior to As Of Date and the Lease End Days processing options, to specify the number of days after the date entered in the Generation As Of Date processing option to use to select the lease records for which to generate security deposit refunds.

The Actual Out Days processing options work with the Lease End Days processing options to provide two date ranges to select lease records. You must complete both sets of processing options or the system does not select records to process.

Note: The Actual-Out Date field on the lease must be completed to use any of the processing options. If you do not have actual out dates completed, use data selection to process security deposit refunds.

Process Tab

These processing options enable you to specify how the system processes the security deposit refund.

1. Refund Generation

Blank = Disregard unpaid debts

1 = Refund only if debts paid

Use this processing option to specify whether to generate refunds for tenants that have open invoices (unpaid debts). Valid values are:

Blank

Disregard unpaid debts. The system produces a refund for tenants that have open invoices.

1

Refund only if debts paid. The system produces a refund only for those tenants who do not have open invoices (debts are paid).

2. Refund Amounts

Blank = Full refund

1 = Deposit less unpaid debts

Use this processing option to specify whether to refund the full amount of the security deposit or to subtract open invoices (unpaid debt) from the security deposit and refund the difference. Valid values are:

Blank

Full refund. The system generates a refund for the entire amount of the security deposit.

1

Deposit less unpaid debts. The system subtracts open invoices from the security deposit and refunds the difference.

3. Refund Generation Processing

Blank = Standard refund

1 = Partial refund

Use this processing option to specify whether to generate a standard or partial refund. A standard refund includes refunds from which open invoices (unpaid debts) are subtracted. To designate a partial refund you must also complete the corresponding processing options to designate the amount or percent of the refund that you want to process. You cannot process full and partial refunds together; you must run the program separately for each. Valid values are:

Blank

Process a standard refund.

1

Process a partial refund. The system determines the amount of the refund to process based upon the settings of the Partial Adjustment Indicator and Partial Refund Amount/Percent processing options.

4. Create Refund Batches

Blank = Edit report only

1 = Create and update batch

Use this processing option to specify whether to print a report and generate refund batches, or print a report only. Valid values are:

Blank

Print a report only. The system prints a report of the transactions selected for processing, but does not create refund batches or update tables.

1

Create refund batches. The system creates the security deposit refunds, updates the appropriate tables, and prints a report.

5. Security Deposit Status

Blank = Update the deposit status

1 = Do not update the deposit status

Use this processing option to specify whether the system updates the Security Deposit Applied Status field (SDAP) to R when the security deposit has been fully refunded. The system displays the status of the security deposit in the DS field on the Security Deposit Revisions form. Valid values are:

Blank

Update the security deposit status to R.

1

Do not update the security deposit status.

Std Refund Tab

These processing options enable you to specify the bill codes used to select the security deposit records to refund.

1. Select or Omit Bill Codes for Standard Refund

Blank = Select All

1 = Select

2 = Omit

Use this processing option to specify whether to process standard refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered. You can enter up to five bill codes to use or exclude. Valid values are:

Blank

Process standard refunds for all bill codes.

1

Process standard refunds for the bill codes entered in the Standard Refund Bill Codes processing options.

2

Do not process standard refunds for the bill codes entered in the Standard Refund Bill Codes processing options; process refunds for all other bill codes.

Standard Refund Bill Code 1

Use this processing option, in conjunction with the Select or Omit Bill Codes for Standard Refunds processing option, to specify the bill codes to use as selection criteria for the security deposit records to refund.

Note: The system selects only bill codes that are assigned to a security deposit group regardless of whether you choose to select or omit them.

Partial Refund Tab

These processing options enable you to specify how to process partial refunds, and the bill codes to use to select the security deposit records to refund.

1. Partial Adjustment Indicator

Blank = Percentage

1 = Amount

Use this processing option to specify whether the value entered in the Partial Refund Amount/Percent processing option indicates an amount or a percentage. Valid values are:

Blank

Percentage

1

Amount

2. Partial Refund Amount/Percent

Use this processing option to specify either the percentage of the full refund amount or the amount of the partial refund, based on the setting of the Partial Adjustment Indicator processing option.

Note: Enter percentages as whole numbers. For example, enter 5 for 5% (not .05).

3. Partial Refund Transaction Currency

Use this processing option to specify the transaction currency (CRCD) to use to select the unapplied receipts to generate a partial refund. For partial refunds, you must refund the security deposit in the same currency in which it was received. If you need to generate partial refunds in multiple currencies, you must run the program separately for each transaction currency.

If you use multicurrency, you must specify a value in this processing option. If you do not use multicurrency, the system ignores this option.

4. Select or Omit Bill Codes for Partial Refund

Blank = Select All

1 = Select

2 = Omit

Use this processing option to specify whether to process partial refunds by bill code. You can either select or omit the transactions to refund based on the bill codes entered in the Partial Refund Bill Codes processing options. The bill codes that you enter must be assigned to a security group or the system ignores them. Valid values are:

Blank

Process partial refunds for all bill codes.

1

Process partial refunds for the bill codes entered in the Partial Refund Bill Codes processing options.

2

Do not process partial refunds for the bill codes entered in the Partial Refund Bill Codes processing options; process refunds for all other bill codes.

Partial Refund Bill Code 1

Use this processing option, in conjunction with the Select or Omit Bill Codes for Partial Refunds processing option, to specify the bill codes to use as selection criteria for the security deposit records to refund.

Note: The system selects only bill codes that are assigned to a security deposit group regardless of whether you choose to select or omit them.

Versions Tab

These processing options enable you to specify the versions of the programs to run when the system generates the vouchers to refund the security deposit.

1. Journal Entry MBF (P0900049)

Blank = ZJDE0001

Use this processing option to specify the version of the Journal Entry MBF Processing Options program (P0900049) to use to generate vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

2. Voucher Entry MBF (P0400047)

Blank = ZJDE0001

Use this processing option to specify the version of the Voucher Entry MBF Processing Options program (P0400047) to use to generate vouchers. If you leave this processing option blank, the system uses version ZJDE0001.

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 you post either the receipt or the 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:

Receipt batch (batch type RB)	You use the Receipts Journal Review program (P0011) to review and approve receipt batches. When batches are approved, you post them using the Post Receipts program (R09801). When you post the receipt records that were generated to refund the security deposits, the system debits the A/R trade account (based on the unapplied billing code entered on the receipt) and credits an adjustment account associated with the AAI item RAxx, where xx is the reason code that you enter in the corresponding processing option.
Voucher batch (batch type V)	You use the Voucher Journal Review (P0011) to review and approve voucher 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 adjustment account (that is credited when you post the receipt) and credits the A/P trade account for the voucher. The system locates the A/P trade account from the AAI item PCxxxx, where xxxx is the G/L offset entered in the corresponding processing option.

Prerequisite

- ❑ Verify that the AAI item RAxx is set up, where xx is the adjustment reason code entered in the corresponding processing option, for the company entered on the receipt.
- ❑ Verify that the AAI item PCxxxx is set up, where xxxx is the G/L offset entered in the corresponding processing option, for the company entered on the receipt.

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 displays 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

These processing options enable you to specify the information that appears on the report.

1. Building Address

Blank = Do not print

1 = Print the building address

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

Blank

Do not print the building address on the report.

1

Print the building address on the report.

2. Lease Totals

Blank = Do not print totals if only 1 required or received

1 = Print totals

Use this processing option to specify whether to print a lease total when the lease or unit has only one requirement or receipt received. Valid values are:

Blank

Do not print lease totals. The system prints the lease totals when the lease or unit has more than one requirement or more than one receipt received.

1

Print the lease totals. The system prints the lease totals regardless of the number of requirements or receipts received.

Select Tab

These processing options enable you to specify the records that appear on the report.

1. Leases Without Required Deposit

Blank = Do not include

1 = Include leases

Use this processing option to specify whether to include the leases on the report for which no security deposit master information exists. Valid values are:

Blank

Do not include leases for which no security deposit master information exists.

1

Include all leases.

2. Security Group Code

Blank = All

Use this processing option to specify the security group code to use to retrieve the security deposits that have been received, but were not required. If you leave this processing option blank, the system includes all security deposits that have been received.

Process Tab

These processing options enable you to specify whether the system includes information based on the security deposit status.

1. Select / Omit Deposit Status

Blank = Select All

1 = Select

2 = Omit

Use this processing option to specify whether to select or omit security deposit records based on the security deposit status codes specified. The status of the code must be a valid in UDC 15/SD. Valid values are:

Blank

Include all security deposit records, regardless of the status.

O

Omit from the report the security deposit records that are assigned one of the statuses specified.

S

Include on the report only the security deposit records that are assigned one of the statuses specified.

Security Deposit Status 1

Use this processing option to specify whether to select or omit security deposit records based on the security deposit status codes specified. The status of the code must be a valid in UDC 15/SD. Valid values are:

Blank

Include all security deposit records, regardless of the status.

O

Omit from the report the security deposit records that are assigned one of the statuses specified.

S

Include on the report only the security deposit records that are assigned one of the statuses specified.

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 displays 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

This processing option enables you to specify whether the building address appears on the report.

1. Print the Building Address on Report

Blank = Do not print

1 = Print the building address

Use this processing option to specify whether the system prints the building address on the report. 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 for managing 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 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.

PeopleSoft®

Tenant Work Order Entry - Work Order Revisions

Work With Work Orders | Work Order Revisions

OK Cancel Form Previous Next Tools

Order Number: 452015

Description: Install Display Cases

General | Dates/Assignments | Classification

Lease	15368	Building	15020	Atrium Mall
Status Comment		Unit	202	Space 202
Search X-Ref		Parent Number	00452015	Install Display Cases
W.O. Status	<input type="checkbox"/>	Charge to BU	15020	Atrium Mall
Type	<input type="checkbox"/>	Cost Code		
Priority	<input type="checkbox"/>	Est Hours	100.00	
Std Desc	1002	Est Amount	3,500.00	USD
Flash Message	<input type="checkbox"/>	Tax Expl Code		
Subledger Inact	<input type="checkbox"/>	Tax Rate/Area		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 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:

- Tenant Number
- Lease 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 Account Ledger table (F0911). The Account Ledger table provides the hour and amount totals for actual costs for both posted and unposted transactions.

2. To further limit the work orders that appear, click the following option and click Find:

- 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 then choose Order Cost from the Row menu.

Processing Options for Work With Work Orders (P48201)

Defaults Tab

These processing options control default values that are used for some of the filter fields on the Work With Work Orders form.

1. From Status Code W.O.

Use this processing option to specify the beginning status code for a range of work orders. The system uses this default when searching for work orders. Enter a value from UDC 00/SS (Work Order Status).

2. Thru Status Code W.O.

Use this processing option to specify the ending status code for a range of work orders. The system uses this default when searching for work orders. Enter a value from UDC 00/SS (Work Order Status).

3. Type - W.O.

Use this processing option to specify the classification of work orders or engineering change orders. The system uses this default when searching for work orders. Enter a value from UDC 00/TY (Work Order/ECO Type).

4. Document Type

Use this processing option to specify the document type. The system uses this default when searching for work orders. Enter a value from UDC 00/DT (Document Type - All Documents).

5. Job or Business Unit

Use this processing option to specify the business unit or job that the system uses to search for work orders.

6. Models

Blank = Do not include models

1 = Include models

Use this processing option to specify whether the system displays model work orders. Valid values are:

Blank

Do not display model work orders.

1

Display model work orders.

7. Originator

Use this processing option to specify the originator of the work order that the system uses to search for work orders.

8. Customer

Use this processing option to specify the customer of the work order that the system uses to search for work orders.

9. Manager

Use this processing option to specify the manager of the work order that the system uses to search for work orders.

10. Supervisor

Use this processing option to specify the supervisor of the work order that the system uses to search for work orders.

Categories Tab

These processing options control which values are used for the category codes.

1. Phase

Use this processing option to specify the current stage or phase of development for work orders that the system uses to search for work orders. Enter a value from UDC 00/W1 (Phase/System Codes).

2. Category Code 02

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W2 (Work Order Category Code 2).

3. Category Code 03

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W3 (Work Order Category Code 3).

4. Category Code 04

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W4 (Work Order Category Code 4).

5. Category Code 05

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W5 (Work Order Category Code 5).

6. Category Code 06

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W6 (Work Order Category Code 6).

7. Category Code 07

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W7 (Work Order Category Code 7).

8. Category Code 08

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W8 (Work Order Category Code 8).

9. Category Code 09

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W9 (Work Order Category Code 9).

10. Category Code 10

Use this processing option to specify the type or category of work orders that the system uses to search for work orders. Enter a value from UDC 00/W0 (Work Order Category Code 10).

Versions Tab

These processing options control which version the system uses when any of the following programs are called:

1. Work Order Print (R17714) Version

Blank = XJDE0001

Use this processing option to specify the version of the Work Order Print program (R17714) that the system uses when printing work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

2. Equipment Work Order Print (R48425) Version

Blank = XJDE0001

Use this processing option to specify which version of the Maintenance Work Order Report program (R48425) the system uses to print work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

3. Project Work Order Print (R48415) Version

Blank = XJDE0001

Use this processing option to specify the version of the Work Order Print program (R48415) to use when printing project work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

4. Tenant Work Order Print (R15448) Version

Blank = XJDE0001

Use this processing option to specify the version of the Tenant Work Order Print program (R15448) that the system uses when printing tenant work orders. If you leave this processing option blank, the system uses the XJDE0001 version.

5. Completed PM (P12071) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Preventive Maintenance Backlog program (P12071) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

6. Parts Detail (P17730) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work Order Parts Detail program (P17730) that the system uses. If you leave this processing option blank, the system uses

the ZJDE0001 version.

7. Labor Detail (P17732) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Work Order Labor Detail program (P17732). If you leave this processing option blank, the system uses the ZJDE0001 version.

8. Inventory Issues (P31113) Version

Blank = ZJDE0002

Use this processing option to specify the version of the Work Order Inventory Issues program (P31113) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

9. Time Entry (P311221) Version (S/WM Only)

Blank = ZJDE0001

Use this processing option to specify the version of the Work Order Time Entry program (P311221) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

10. Work With Returned Material Authorization (P40051) Version (S/WM Only)

Blank = ZJDE0001

Use this processing option to specify the version of the Work With Return Material Authorization program (P40051) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

11. Open Purchase Order (P4310) Version

Blank = ZJDE0011

Use this processing option to specify the version of the Purchase Orders program (P4310) that the system uses. If you leave this processing option blank, the system uses the ZJDE0011 version.

12. Returned Material Authorization Revisions (P400511) Version (S/WM Only)

Blank = ZJDE0001

Use this processing option to specify the version of the Return Material Authorization

Revisions program (P400511) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

13. On Line Work Order Quote (P17717) Version (S/WM Only)

Blank = ZJDE0001

Use this processing option to specify the version of the On Line Work Order Quote Inquiry program (P17717) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

14. Time Entry By Employee (P051121) Version

Blank = ZJDE0001

Use this processing option to specify the version of Speed Time Entry (P051121) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

15. Work with Failure Analysis (P17766) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work with Failure Analysis program (P17766) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

16. Failure Analysis (P17767) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Failure Analysis program (P17767) that the system uses. If you leave this processing option blank, the system uses the ZJDE0001 version.

17. Supplier Recovery Generation (R1776) Version

Blank = XJDE0001

Use this processing option to specify the version of the Create Supplier Recovery Claims program (R1776) that you want to use to generate a supplier recovery claim from a work order. If you leave this processing option blank, the system uses the XJDE0001 version.

18. Status History (P1307) Version

Blank = ZJDE0001

Use this processing option to specify which version the system uses for the Status History program (P1307). If you leave this processing option blank, the system uses the ZJDE0001

version.

19. Work with Equipment Work Orders (P13220) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work with Equipment Work Orders program (P13220) that you want to use. If you leave this processing option blank, the system uses the XJDE0001 version.

20. Work Order Cost (P48211) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Work Order Cost program (P48211) that you want to use when you review the cost of an order. If you leave this processing option blank, the system uses the XJDE0001 version.

21. Resource Assignment (P48331) Version

Blank = ZJDE0001

Use this processing option to specify the version that the system uses for the Resource Assignment program (P48331). If you leave this processing option blank, the system uses the ZJDE0001 version.

22. Quick Customer/Contact Add (P01015) Version

Blank = ZJDE0001

Use this processing option to specify the version of the Quick Customer/Contact Add program (P01015) that you want to use. If you leave this processing option blank, the system uses the ZJDE0001 version.

23. Equipment Search/Select (P17012S) Version

Blank = ZJDE0001

Use this processing option to specify the version to use for the Equipment Search/Select application (P17012S). If this processing option is left blank, version ZJDE0001 is used.

WO Entry Tab

These processing options control which work order entry program and version that the system calls from the Work With Work Orders program.

1. Work Order Entry Program

1 = Work Orders (P17714)

2 = Project Task Details (P48014)

3 = Tenant Work Orders (P15248)

Use this processing option to specify which program the system uses for work order entry and printing when you create or choose a work order. Valid values are:

1

Work Order Revisions (P17714)

2

Project Task Details (P48014)

3

Tenant Work Order Entry (P15248)

2. Work Order Entry Version

Blank = ZJDE0001

Use this processing option to specify the version for the selected work order entry program. If you leave this processing option blank, the system uses the ZJDE0001 version.

Process Tab

These processing options control whether the Priority Code field is highlighted and whether self-service functionality is used.

1. Priority

Blank = Do not highlight and color code

1 = Highlight and color code

Use this processing option to specify whether the system applies a contrasting color to the Priority field within the detail area. Valid values are:

Blank

Do not apply a contrasting color to the Priority field.

1

Apply a contrasting color to the Priority field.

Note: Colors for the Priority field are hard-coded by the special handling field in UDC 00/PR (Work Order Priority).

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.

Use this processing option to specify whether the system activates customer self-service functionality. Valid values are:

Blank

Do not activate customer self-service functionality.

1

Activate customer self-service functionality for Java and HTML.

2

Activate customer self-service functionality for Windows.

Processing Options for Tenant Work Order Cost Inquiry (P15249)

Versions Tab

These processing options enable you to specify the version of the associated program to run when it is accessed from the Row menu.

1. Tenant WO Entry (P15248)

Blank = ZJDE0001

Use this processing option to specify the version of the Tenant Work Order Entry program (P15248) to use when the program is accessed from the Row menu. If you leave this processing option blank, the system uses version ZJDE0001.

2. Work Order Cost (P48211)

Blank = ZJDE0001

Use this processing option to specify the version of the Work Order Cost program (P48211) to use when the program is accessed from the Form menu. 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.

Note

This report has no associated processing options.

Reviewing the Tenant Work Order Print Report

From the Tenant Work Orders menu (G1516), choose Tenant Work Order Print.

As an alternative to reviewing the work orders for your tenants online, you can generate the same information on a report by running the Tenant Work Order Print program (R15448). The system generates a new page for each work order entered in the system. The report does not have any associated processing options; you use data selection to limit the report to specific tenants or leases.

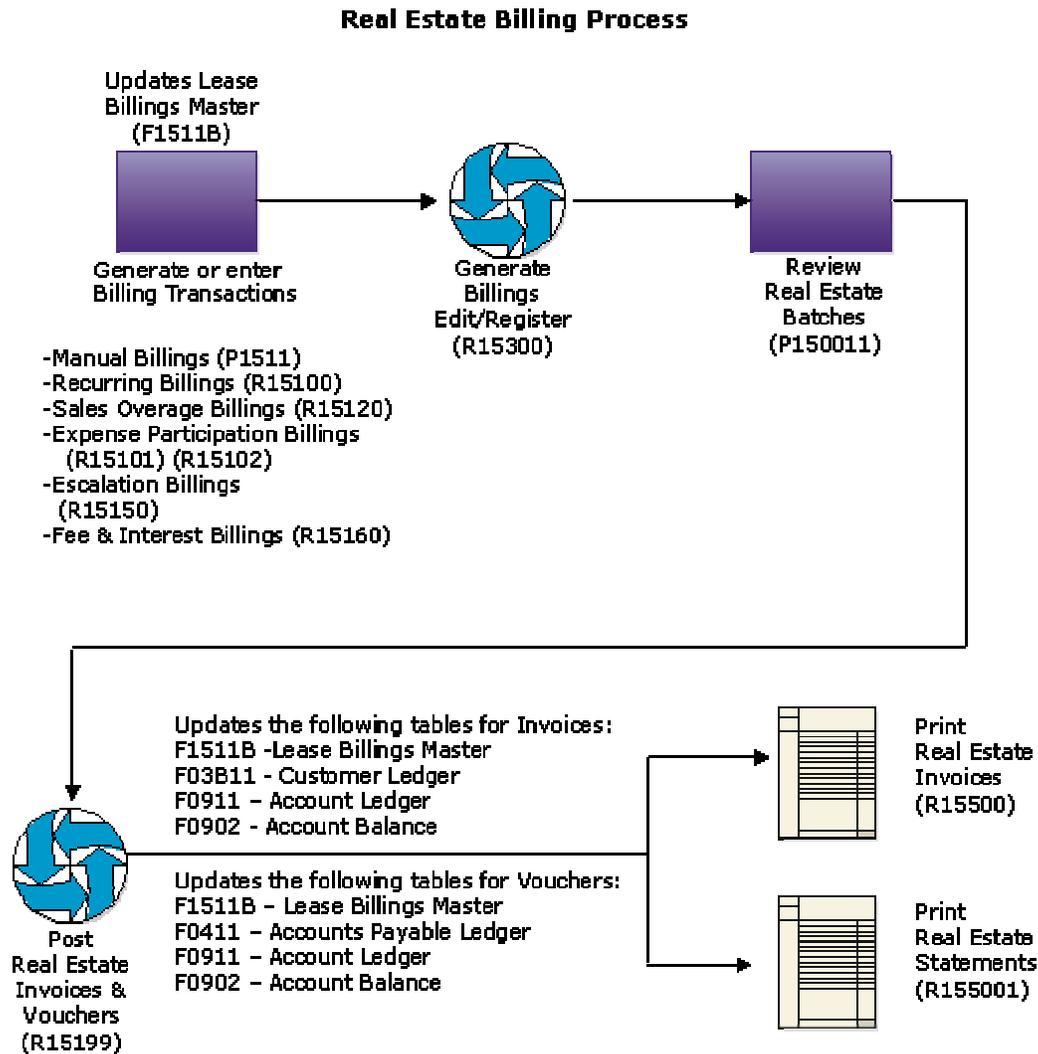
Recurring Billings Process

If you bill your tenants (or pay your landlord) the same amount on a regular basis, you can enter recurring billing information and generate billings automatically by billing frequency. Additionally, if you use other processes such as escalations, expense participation, and FASB 13, the system updates the recurring billings table so that invoices (or vouchers) can be generated automatically when the recurring billing process is completed. The system can also generate prorated billings (for partial billing periods) and catch-up billings for unbilled periods.

The recurring billing process consists of the following activities:

- **Entering recurring billing information**
You enter recurring billing information, such as the bill codes and billing frequencies, start and end dates, payment terms, and so forth, that the system uses to generate billing records.
- **Generate recurring billings**
You generate the billing records that you process into invoices or vouchers. The system creates a batch record in the Batch Control Records table (F0011) and records in the Lease Billings Master table (F1511B).
- **Generating the billing edit register**
After you generate recurring billings, you must run the Billing Edit/Register program (R15300) to validate that the batch is ready to post.
- **Reviewing and approving batches (optional)**
If the Manager Approval of Input option is enabled in the Accounts Receivable or Accounts Payable 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.
- **Posting Real Estate invoices and vouchers**
When batches are in an Approved status, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices program (R15199) to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers.

The following graphic shows the billing process that the system uses:



Prerequisites

- ❑ Verify that the A/R Controls in the Accounts Receivable Constants are set up appropriately. See *Setting Up Constants for Accounts Receivable* 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

Before you can generate billing records automatically, you must set up the recurring billing information for each lease, such as the bill codes and billing frequencies, start and end dates, payment terms, and so forth.

You can set up billings for regular weekly, monthly, quarterly, semiannual, or annual cycles, as well as numerous other cycles such as 13-period, quarter-days, and irregular month and period combinations. The system updates the recurring billing record with an X for each period that corresponds to the billing frequency that you enter, based on the information in the Billing Frequency Master table (F15019). For example, if the billing frequency that you enter is Q (for quarterly), which is set up as the third, sixth, ninth, and twelfth periods in table F15019, the system updates the corresponding fields (BF03, BF06, BF09, and BF12) in the Recurring Billings Master table (F1502B) with an X. The Recurring Billing Generation program (R15100) uses this information to create billing records for the appropriate periods.

You can set up recurring billing information to generate invoices, vouchers, or journal entries only (accruals) as follows:

Invoices and vouchers	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. You must set up a separate lease to process recurring billings for vouchers than the lease that you use to process recurring billings for invoices. Note After you generate recurring billings for a lease, you should not change the value of the Lessee field.
Journal entries (accruals)	The value of the Bill Type field (TRAN) on the Recurring Billing Revisions form controls whether the system generates a billing record or accrual record. If the Bill Type is blank, the system generates a billing record (invoice or voucher depending on the lease). If the Bill Type is A, the system generates an accrual record (journal entry only). When you run the post program (R15199), regardless of whether you post invoices or vouchers, the system generates a journal entry for the accrual in the Account Ledger table (F0911).

The system stores recurring billing information in the Recurring Billings Master table (F1502B).

Grouping Bill Code Lines to Generate Recurring Billings

As an alternative to generating recurring billings by tenant and lease, you can use the Billing Group field (BLGR) to organize recurring billing information and generate recurring billing records for different leases and tenants. The system assigns the number of the first building that is identified with the lease as the default value for the Billing Group field, but you can override the value as necessary.

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.

The Effect of FASB 13 Standards on Recurring Billing

If the rent that you bill increases or decreases over the term of the lease, you must enter accrual or deferral entries to accommodate the FASB 13 ruling, which states that revenue from rent (recurring billings) must be recognized evenly (as a straight line) over the life of the lease. For example, if a tenant's rent for a three-year lease is 1000 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. You must enter or generate journal entries to account for the adjustments (500 for each month during the first year and –500 for each month during the third year).

The FASB 13 Generation program (R15130) calculates the adjustment amounts for you, and the FASB 13 R. B. Update program (R15132) generates the recurring billings for the adjustments.

If you do not use the FASB 13 programs to calculate and generate the adjustment billings, you must set up the bill codes for the adjustment amounts manually in recurring billings, or enter a journal entry each month for the adjustment.

Bill Code Considerations for Printing Invoices

When you print invoices, the system generates one invoice per lease and prints each billing record as a separate detail line. You can summarize billing records for different billing codes into a single pay item that appears on the invoice. Alternatively, you can direct the system to print multiple invoices for the same lease.

Note

Grouping and separating 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). The system uses the information to print the invoice only.

Summarizing Bill Code Lines for Printing Invoices

You can group bill code lines into a single item to appear on an invoice. The description of the item grouping comes from the Remark field of the first line in the group. For example, suppose item grouping code A1 identifies the base rent and several billing escalations. When you enter A1 in the Item Grouping field, the system combines them as one line item that uses the description from the base rent billing line.

Separating Bill Code Lines for Printing Invoices

Normally, the system generates a separate invoice for each tenant and lease; however, if a tenant requires multiple invoices for the billing records generated for the same lease, you can designate which billing lines appear on a separate invoice by doing one of the following:

- Assigning a different value in the SI Code field (SEPI) for each bill code that requires a separate invoice. The system prints only those bill code lines with the same code in the SI Code field on one invoice.
- Assigning a different address book number in the Alternate Payee field for each bill code line that requires a separate invoice.

See Also

See the following topics in the *Real Estate Management Guide* for more information about the effects of FASB 13:

- ❑ *FASB 13 Standards and Process*
- ❑ *Generating FASB 13 Information*
- ❑ *Updating Recurring Billings with FASB 13 Information*

Prerequisites

- ❑ Set up the billing frequencies that you want to use.
- ❑ Set up the AAIs 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 fields in the header portion of the form to limit your search criteria and click Find:
2. Choose the lease version that you want to work with, and then click Select.

Alternatively, you can choose the detail line and choose Revisions from the Row menu.

PeopleSoft. Sign Out

Recurring Billing Information - Recurring Billing Revisions

OK Find Delete Cancel Form Row Tools

Recurring Billing Lease Defaults

Lease Number 15368 Abernathy & Hitch

Tenant 1538 Abernathy & Hitch

Default Version 2 Show Default Version Only

Records 1 - 10 Customize Grid

	Bill Code	Bill Type	Building	Unit	Starting Date	Ending Date	Gross Amount	B F	Pay Trm	S C	Suspend Date	DBA	Trans Curr	F/D
<input type="checkbox"/>	RRTL			15020	202	10/01/03	03/31/04	6,250.00	M	004			USD	D
<input type="checkbox"/>	RRTL			15020	202	04/01/04	09/30/05	7,000.00	M	004			USD	D
<input type="checkbox"/>	RRTL			15020	202	10/01/06	03/31/07	8,200.00	M	004			USD	D
<input type="checkbox"/>	UTIL			15020	202	10/01/03	03/31/07	100.00	M	004			USD	D
<input type="checkbox"/>	TXIN			15020	202	10/01/03	03/31/07	200.00	M	004			USD	D
<input type="checkbox"/>	MGAD			15020	202	10/01/03	03/31/07	100.00	M	004			USD	D
<input type="checkbox"/>	CAMS			15020	202	10/01/03	03/31/07	800.00	M	004			USD	D
<input type="checkbox"/>	RPKG			15020	202	10/01/03	12/31/03	15.00	W	004			USD	D
<input type="checkbox"/>	RPKG			15020	202	01/01/04	12/31/04	20.00	W	004				F
<input type="checkbox"/>	RPKG			15020	202	01/01/05	12/31/05	25.00	W	004				F

3. On Recurring Billing Revisions, on the Recurring Billing tab, to see the entries only for the default version of the lease, click the following option:

- Show Default Version Only

4. 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.

- Ending Date

This field is not required if the lease is open-ended.

5. Complete the following additional fields as necessary, and then click OK:

- Bill Type
- Unit

If the lease is for more than one building or unit, the system displays only the first building and unit, as well as a message notifying you about the condition.

- Billing Group
- Remark
- 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.

- S I Code
- Item Grouping

6. Complete the following fields as necessary.

- Building
- Starting Date
- Pay Trm
- Alternate Payee

The system provides default values for these fields. You can override them as required.

Processing Options for Recurring Billing Information (P1502)

Defaults Tab

These processing options enable you to specify the default information to use when entering recurring billing information.

1. Retrieve Bill Code Description

Blank = Do not retrieve description

1 = Retrieve description

Use this processing option to specify whether to retrieve the description for the bill code from the Billing Code Extension table (F1512), or leave the description blank so that it can be entered manually. Valid values are:

Blank

Leave the description for the bill code blank.

1

Retrieve the description for the bill code from the Billing Code Extension table (F1512).

Note: If you leave this processing option blank, and then change it to 1 at a later date, the system retrieves the bill code description when you inquire on the recurring billing record.

2. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

Note: If versioning is not set up in the Real Estate Management Constants table (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 specify which amount to retain when you create a new version of the recurring billing information. Valid values are:

Blank

Retain the gross amount.

1

Retain the annual square footage amount.

2

Retain the taxable amount.

4. Use Gross Amt as Taxable Amt

Blank = Do not default

1 = Default total gross amount

Use this processing option to specify whether the system uses the gross recurring billing amount as the taxable amount. Valid values are:

Blank

Do not use the gross amount as the taxable amount.

1

Use the gross amount as the taxable amount.

Display Tab

These processing options enable you to specify whether the system displays the FASB 13 entries and the tax fields.

1. Display of FASB 13 Entries

Blank = Display entries

1 = Suppress the display

Use this processing option to specify whether to display accrual and deferral entries (recurring billing transactions with a bill type of A) that were created from the FASB 13 Generation program (R15130). Valid values are:

Blank

Display both accrual and deferral FASB entries.

1

Do not display either accrual or deferral FASB entries.

2. Display Tax Fields

Blank = Default to RE Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify whether to display the tax fields (Tax Explanation Code, Tax Rate Area, and Taxable Amount) on the Recurring Billing Revisions form. Valid values are:

Blank

Use the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants to determine whether to display tax fields.

0

Display tax fields. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

1

Do not display tax fields. The system ignores the setting of the Tax Suppress option (FG01) in the Real Estate Management Constants.

Edits Tab

These processing options enable you to specify whether the system validates the dates entered against the lease, and whether the system displays the FASB 13 warning window when revisions are made to recurring billings affect FASB 13.

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 Tenant/Lease Master table (F1501). Valid values are:

Blank

Do not validate recurring billing entries. The system accepts all entries regardless of the lease dates.

1

Validate recurring billing entries. The system allows you to enter only recurring billing entries with dates that occur within the beginning and ending dates of the lease.

2. Activate FASB 13 Warning Window

Blank = Do not activate

1 = Activate

Use this processing option to specify whether the system displays the FASB 13 warning window when you revise an amount or date that affects FASB 13. Valid values are:

Blank

Do not display the FASB 13 warning window. You must manually update the Generation Control field (GENC) to Y using the FASB 13 Revisions program (P1530), so that FASB 13 information can be recalculated and new FASB 13 records generated.

1

Display the FASB 13 warning window. The system provides you with an opportunity to automatically update the Generation Control field (GENC) to Y, so that FASB 13 information can be recalculated and new FASB 13 records generated.

Note: If you click OK on the FASB 13 warning window, the system updates the GENC field to Y on the appropriate FASB 13 records. If you click Cancel on the FASB 13 warning window, the system does not update the GENC field to Y. You must update it manually using the FASB 13 Revisions program (P1530).

Process Tab

This processing option enables you to determine how the system calculates the square footage rate.

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 uses the gross amount (AG) or

the taxable amount (ATXA) to calculate the annual square footage rate. Valid values are:

Blank

Use the gross amount.

1

Use the taxable amount.

Currency Tab

These processing options enable you to limit or allow overrides to the transaction currency and exchange rate.

1. Transaction Currency Override

Blank = Allow transaction currency override

1 = Use default transaction currency

Use this processing option to specify whether to allow users to override the transaction currency code from the default value on the lease. Regardless of the setting of this processing option, the system does not allow the transaction currency code to be changed after a transaction has been billed for the lease. Valid values are:

Blank

Allow users to override the transaction currency code.

1

Do not allow users to override transaction currency code.

2. Exchange Rate Override

Blank = Allow exchange rate override

1 = Use default exchange rate

Use this processing option to specify whether to allow users to override the value in the Exchange Rate field (CRR). The system uses the value that you enter as the exchange rate for transactions billed in foreign currency. If you leave this option blank, the system uses the exchange rate that is set up in the Currency Exchange Rates table (F0015) when the transaction is billed.

Overrides to the exchange rate should be limited to those instances when an agreement has been made between the tenant and landlord to use a fixed exchange rate for the term of the lease. Valid values are:

Blank

Allow users to override the exchange rate.

1

Do not allow users to override the exchange rate.

Generating Recurring Billings

From the Recurring Billing menu (G1521), choose Recurring Billing Generation.

After you set up recurring billing information for your lease, you run the Recurring Billing Generation program (R15100) to generate billing records. When you run Recurring Billing Generation, the system does the following:

- Creates a batch header record in the Batch Control Records table (F0011)
- Assigns a batch type of 1 to the batch
- Assigns a batch status of Error, Pending, or Approved

The system assigns the batch status based on the setting of the Manager Approval of Input option in the Accounts Receivable constants (for invoices) and Accounts Payable constants (for vouchers).

Even if the batch is in error, you can add, revise, and delete records from the batch as necessary.

- Creates records in the Lease Billings Master table (F1511B)
- Assigns a generation type of 1

You use processing options to specify, among other things, the records that the system processes, the dates to assign to those records, whether to process prorated or catch-up billings, and whether to generate invoices or vouchers.

Note

You can segregate recurring billing records that generate accrual entries from other recurring billing records. To do so, specify in the data selection for the Recurring Billing Generation program that transaction type is equal to A.

Prorated Billings

You generate prorated billings when the start and end dates entered on the billing record do not comprise a complete billing period. The system provides different methods for calculating prorated billings, but the most common method is simply to divide the billing amount by the number of days in the billing period, and then multiply the result by the number of days on the billing record (represented by the Starting Date and Ending Date fields).

Catch-Up Billings

You generate catch-up billings to process records for all unbilled periods from the starting date entered on the recurring billing record.

Multicurrency Considerations

If you work 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

These processing options enable you to specify the records for the generation, whether to generate records for invoices or vouchers, and whether to process the records in proof or final mode.

1. Recurring Billing Date

Use this processing option to specify the date to use to retrieve the recurring billing records to process from the Recurring Billings Master table (F1502B). The system processes all records for the period in which the date that you enter occurs. For example, if you enter 06/15/05, and you process recurring billings monthly, the system processes all records that are effective from 06/01/05 through 06/30/05.

Note: The system locates the billing frequency (monthly, weekly, quarterly) from the F1502B record, and then validates that a period has been defined for the date specified in the Billing Frequency Master table (F15019). The period number contains the value X, if it has been defined. For example, assume that you process recurring billings monthly, use a billing frequency of M, and you enter a date of 6/15/05. The Billing Frequency Master record must contain the value X for the sixth period (June) for the billing frequency M; otherwise, the system does not process any records for that period.

You cannot leave this processing option blank.

2. Billing Control Period Number

Use this processing option to specify the period number field to update in the Billing Generation Control table (F15011B). The system assigns a G (generated) to the period number field for which recurring billings are generated to prevent the system from generating duplicate billings for the same period. The system also uses the period number that you enter to process prorated and catch-up billings, if the Proration and Catch-Up processing option is set to either 2 or 3.

You cannot leave this processing option blank.

Note: This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If your fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

3. Billing Control Year

Use this processing option to specify the fiscal year to update in the Billing Generation Control table (F15011B). The system assigns a G (generated) to the period number field as specified in the Billing Control Period Number processing option for the fiscal year entered in this processing option to prevent the system from generating duplicate billings for the same period in the same year.

Note: This processing option is independent from the Recurring Billing Date processing option; therefore, you can select and process records for a different billing period from the one that you update using this processing option. If your fiscal date pattern is not a regular calendar year, verify that the period number that you enter corresponds to the date that you entered in the Recurring Billing Date processing option.

You cannot leave this processing option blank.

4. Weekly Billing Date

Use this processing option to specify the date to use to generate recurring weekly billings when the period entered in the Billing Control Period Number processing option does not coincide with the desired weekly billing period. For example, if you entered 01 in the Billing Control Period Number processing option, but you also want to run weekly billings for period 04, you can do this by entering a date in this processing option that falls within the weekly billing period 04.

The system uses the date to retrieve the corresponding weekly billing period from the Date Fiscal Patterns - 52 Period Accounting table (F0008B) and updates the period in the Billing Generation Control table (F15011B) accordingly. If you generate both weekly and monthly recurring billings, the system writes a separate record in table F15011B.

Note: The system validates that a weekly date pattern has been set up in the Billing Frequency Master table (F15019). If you do not have such a date pattern defined, the system does not generate weekly recurring billings.

5. General Ledger Date for Billings

Use this processing option to specify the general ledger date (DG) to assign to the billing records generated in the Tenant/Lease Billings Detail Master table (F1511B). The system uses this date to post billings to the Account Ledger table (F0911) and either the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), depending on

whether you are generating invoices or vouchers.

6. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is 1 or Y, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Valid values are:

Blank

Select leases that generate invoice records.

1

Select leases that generate voucher records.

Note: You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

7. Proof or Final Mode

Blank = Generate recurring billings

1 = Print edit report (facsimile)

Use this processing option to specify whether to process recurring billings in proof or final mode. Valid values are:

Blank

Final mode. The system generates recurring billing records in the Tenant/Lease Billings Detail Master table (F1511B), runs the Billing Edit Register program (R15300), which prints a report, and updates the records as generated (G) for the appropriate period in the Billing Generation Control Master table (F15011B).

1

Proof mode. The system prints a report of the records selected to generate, but does not generate recurring billings or update tables. The system does not validate the records selected for errors.

Proration Tab

These processing options enable you to specify whether to generate prorated or catch-up billings and the method of proration to use.

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 specify whether the system generates proration and catch-up billings. Valid values are:

Blank

Bill the current period only; do not prorate or process catch-up billings. The system bills for the entire current period regardless of the number of days the unit or building was occupied.

1

Prorate and bill the current period; do not process catch-up billings. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option.

2

Prorate and process catch-up billing. The system prorates the amount of the billing based on the starting and ending dates, and the value in the Method of Proration processing option. The system also generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing for period 9 only, because it is consecutive to period 10.

3

Perform catch-up billing, but do not prorate the current period. The system generates a billing for the consecutive periods prior to the current billing period that were not billed. For example, if the current period is 10, and periods 7 and 9 were not billed, the system would process the catch-up billing for period 9 only, because it is consecutive to period 10. The system also bills for the entire current period regardless of the number of days the unit or building was occupied.

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 specify the method to calculate the prorated billing amount if you entered 1 or 2 in the Proration and Catch-Up processing option. Valid values are:

Blank

Prorate the billing amount based on the number of days in the billing period.

1

Prorate the billing amount based on a 30-day month. This option is valid only for a monthly billing frequency.

2

Prorate the billing amount based on the Quarter Day method. The system uses starting and ending dates from the recurring billing record to determine the number of days to bill for the period, and then multiplies it by the number of billing periods in the year, divides that result by the number of days in the year, and multiplies it by the billing amount. Additionally, the system calculates an adjustment in the last period of the recurring billing cycle that uses the same method of proration, so that the total amount billed or paid is equal to the number of days tenancy.

Override Dates Tab

These processing options enable you to specify the dates to select and update recurring billing records that the system generates.

1. Due Date

Use this processing option to specify the due date to assign to the invoice or voucher records generated for the recurring billing. If you leave this processing option blank, the system calculates the due date based on the payment terms code entered.

2. Period Begin Date

Use this processing option in conjunction with the Period End Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you generate prorated billings, the system uses the override dates that you enter to calculate the prorated amount.

3. Period End Date

Use this processing option in conjunction with the Period Begin Date processing option to specify the billing period to use in the generation process, instead of the dates associated with the billing period entered in the Billing Control Period Number processing option. If you bill prorations, the system uses the override dates that you enter to calculate the

prorated amount.

4. Service Tax Date

Use this processing option to specify the service tax date to assign to the invoice or voucher records that the system generates. If you leave this processing option blank, the system uses the last day of the billing period selected.

5. Invoice Date

Use this processing option to specify the invoice date to assign to the recurring billing records that are generated, including catch-up billings and tax pay items. If you leave this processing option blank, the system uses the date entered in the General Ledger Date for Billings processing option as the invoice date.

Versions Tab

This processing option enables you to specify whether to run the Billing Edit/Register program (R15300) automatically and which version to use.

1. Billing/Edit Register (R15300)

Blank = No report

Use this processing option to specify the version of the Billing/Edit Register program (R15300) to run after the system generates recurring billings. If you leave this processing option blank, you must run the Billing/Edit Register program manually; the system does not use a default version and will not produce a report.

Currency Tab

These processing options enable you to specify whether amounts appear in the base or transaction currency, and the date on which the exchange rate is based.

1. Edit Report Currency

Blank = Base Currency

1 = Transaction Currency

Use this processing option to specify whether to print amounts on the report in the base currency (BCRC) or the transaction currency (CRCD). Valid values are:

Blank

Print the amounts in the base currency of the record.

1

Print the amounts in the transaction currency of the record.

2. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify the date to use to retrieve the exchange rate for multicurrency billings when an exchange rate is not entered on the lease. The system retrieves the exchange rate from the Currency Exchange Rates table (F0015) based on the date specified. Valid values are:

Blank

Use the G/L date to retrieve the exchange rate.

1

Use the invoice date to retrieve the exchange rate.

The system returns an error if it cannot locate a valid exchange rate to use.

Revising Recurring Billing Information

After you have generated the billing records for the recurring billings, the system does not allow you to change the information for the recurring billing line, even if the billing records have not been posted. A lock icon appears to the right of the first field on the form as a reminder that billing records have been generated. Depending on the circumstances, you can use one of the following methods to revise recurring billing information on locked records:

- Suspend the billing line and enter a new billing line

Enter a Y or I in the SC field on the Recurring Billing Revisions form to suspend the billing line from generating future billing records, and then add another line with the correct information. If the original line has not been posted, you can use the Manual Billing Entry Revisions program (P1511) to delete it, or you can generate a manual billing record for the difference.

Note

The system does not generate catch-up billings for the difference between the two billing lines. For example, if the billing line is set up to bill 1000 monthly, and you suspend it and add another billing line for 1100, when you generate recurring billings, the system does not automatically adjust for the 100 difference for previous periods. The system considers each billing record separately.

- Update the Billings Generation Control table (F15011B)

When you generate recurring billings, the system creates a record in the Billings Generation Control table for the billing line and updates the period for which the billing record was generated with a G, which locks the recurring billing record. The system updates the table in this manner to prevent the generation of duplicate billings.

Another method for correcting recurring billings that were generated in error is to delete the billing records (using the Manual Billing Entry Revisions program), remove the G from the appropriate period in the Billings Generation Control table (F15011B), and then change the recurring billing information for that line.

Note

This method is recommended only for billing records that have never been posted. If a billing record has been posted, the system updates the billing period in table F15011B with X, instead of G; removing the G does not unlock the record, because it has been billed for a previous period.

You use the Billing Control Information program (P150111) and the billing ID to locate the appropriate billing control record and to remove the G from the appropriate billing periods. The system unlocks the recurring billing record so that you can make the appropriate changes.

For example, if you set up a recurring billing record that starts 3/01/05 and ends 12/31/06, and you generate the billing record for March (period 03), the system updates table F15011B with a G in period 3 for the billing record. If you delete the billing record and remove the G from the billing period in table F15011B, the recurring billing record is eligible to be updated.

Caution

This option should be carefully exercised. You can inadvertently update the wrong records and generate duplicate billings. Access to the Billing Control Information program should be granted only to those users with a thorough understanding of the billing process.

-
- Run the Billings Batch Deletion program (R15806) to delete some or all of the billing records in the batch. This program deletes the unposted billing records from the appropriate tables and removes the G from the billing period in the Billings Generation Control table. The system unlocks the recurring billing record only when all of the periods in the Billings Generation Control table are blank.

The Effect of FASB 13 on Changes to Recurring Billing Information

When you generate FASB 13 adjustments, the system creates records in the FASB 13 Lease Control table (F1513B), which prevents you from generating FASB 13 adjustments multiple times. However, if you change recurring billing information that affects FASB 13 (such as the starting and ending dates for the rent bill codes, or the rent amounts), you must recalculate the FASB 13 adjustments. To do this, you must update the Generation Control field (GENC) to Y on the records that are affected and rerun the FASB 13 Generation program (R15130).

To assist you in this process, the system provides a processing option (Activate the FASB 13 Warning Window) that, when activated, prompts you to update the GENC field to Y. If you do not activate the processing option, or if you do not click OK in the warning window message, you must manually update the GENC field to Y using the FASB 13 Revisions program (P1513) before you can regenerate FASB 13 adjustments. If you do not run the FASB 13 programs, you must manually calculate the adjustment and enter a journal entry.

See Also

See the following topics in the *Real Estate Management Guide* for more detailed information:

- ❑ *Revising FASB 13 Information*
- ❑ *Purging Billing Batches*

Copying Recurring Billing Records to a New Lease Version

If you create a new version of the lease, you will need to set up recurring billing information for it. To save time and reduce the possibility of errors, you can copy recurring billing information and save it in a different version of the lease. The new lease version does not have to be active to copy new recurring billing records.

When you use the Version feature, the system automatically suspends the recurring billing records for the previous version of the lease and creates new records for the new version of the lease. Processing options allow you to specify whether the system copies the gross amount, the annual square-foot rate, or the taxable amount.

Note

The dates on the recurring billing transactions that you copy must be inclusive of the dates established for the new lease version. For example, if the new lease version begins 7/01/05, and the recurring billing record that you are copying has an ending date of 6/30/05, the system does not copy the record to the new lease. Similarly, if the new version of the lease ends 12/31/05, and the recurring billing record has an ending date of 3/31/06, the system assigns an ending date of 12/31/05 (based on the ending date of the new lease version).

Prerequisite

- ❑ Create a new version of the lease. See *Creating New Lease Versions* in the *Real Estate Management Guide* for more information.

► To copy recurring billing records to a new lease version

From the Recurring Billing menu (G1521), choose Recurring Billing Information.

1. On Work with Leases, complete any of the fields in the header portion of the form to narrow your search criteria.
2. Click the following option, and then click Find:
 - Display All Versions

3. Choose the latest version of the lease to which you want to copy billing records and click Select.
4. On Recurring Billing Revisions, choose the billing records that you want to copy to the new lease version, and then choose Version from the Row menu.

The system automatically performs the following steps:

- Suspends the billing records that you specified by updating the SC field with Y.
- Updates the Suspend Date field with a date that is one day prior to the starting date of the new lease version. For example, if version 2 of the lease starts on 7/01/06, the system updates the Suspend Date field to 6/30/06.
- Creates new billing records based on the starting and ending date of the lease. You can override the information on the new billing records as necessary.

Note

The system uses the starting and ending dates on the recurring billing record in conjunction with the starting and ending dates assigned to the new lease version to determine the dates to assign to the new (copied) billing record.

For example, if the new lease version begins 7/01/05 and ends 12/31/08, and the dates on the billing record are 8/15/05 through 01/31/09, the system assigns the new (copied) billing record starting and ending dates of 8/15/05 and 12/31/08, respectively.

5. Click OK.

Related Tasks for Processing Recurring Billings

The following table lists the related tasks to perform after you generate recurring billing records. You must run the programs that are designated as Required to complete the recurring billing generation process.

<p>Generating the Billing Edit/Register (required)</p>	<p>After you generate recurring billings, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.</p> <p>See <i>Generating the Billing Edit/Register</i> in the <i>Real Estate Management Guide</i>.</p>
<p>Recurring Billing Journal Review</p>	<p>You can review the batch of recurring billing records before you post them, and revise or delete billing transactions as necessary.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
<p>Posting Invoices and Vouchers (required)</p>	<p>After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>

Printing Invoices	<p>After you post invoices, you can print and send them to your tenants.</p> <p>See <i>Printing Invoices for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Printing Statements	<p>After you post invoices, you can print statements and send them to your tenants.</p> <p>See <i>Printing Statements for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Reviewing Billing, Invoice, and Voucher Transactions	<p>You can review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i>.</p> <p>You can review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222).</p> <p>See <i>To review transactions using Tenant Ledger Inquiry</i> in the <i>Real Estate Management Guide</i>.</p> <p>You can review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry program (P0411).</p> <p>See <i>Reviewing Supplier Ledger Information</i> in the <i>Accounts Payable Guide</i>.</p>

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:

- Lease Billings Master (F1511B)
- Recurring Billings Master (F1502B)

Processing Options for Tenant Billing Listing (R15420)

Process Tab

These processing options enable you to specify the records that appear on the report, as well as the area type.

1. Report As Of Date

Blank = System date

Use this processing option to specify the date to use to retrieve the tenant billing information to print on the report. If you leave this processing option blank, the system uses today's date.

2. Select Area Type

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

3. Alternate Area Type

Use this processing option to specify the area type to retrieve if the Select Area Type processing option is blank. The value that you enter must exist in UDC 15/AR. If both area type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT) from the Real Estate Management Constants table (F1510B).

Print Tab

This processing option enables you to specify whether the system displays summary or detailed information on the report.

1. Detail or Summary

Blank = Summary report

1 = Detailed report

Use this processing option to specify whether the system prints a summarized or detail report. Valid values are:

Blank

Print a summarized report.

1

Print a detailed report. The system includes the lease start and end dates, and the bill codes on the report in addition to the information that prints when you choose summary.

Select Tab

This processing option enables you to specify whether the system displays information for tenants that have moved out.

4. Tenant Move Out Information

Blank = Include moved-out tenants

1 = Omit moved-out tenants

Use this processing option to specify whether to print information on tenants who have moved out (the move out day on the lease is after the date specified in the Report As Of Date processing option.) Valid values are:

Blank

Print the tenant information.

1

Do not print the tenant information.

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 that the recurring information is set up correctly before you generate recurring billings.

Processing Options for Recurring Billing Information Listing (R154011)

Select Tab

This processing option enables you to specify the recurring billing records that appear on the report.

1. Report As Of Date

Blank = Select all

Use this processing option to specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

Print Tab

These processing options enable you to specify which information appears on the report.

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to specify whether to print a summarized or detailed report. Valid values are:

Blank

Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

Print a summarized report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to 1 (summary). Valid values are:

Blank

Print tax information.

1

Do not print tax information.

3. Page Break On Lease Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system inserts a page break (starts a new page) when the lease number changes. Valid values are:

Blank

Do not insert a page break.

1

Insert a page break.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

Printing the Recurring Billing Comparison Report

From the Recurring Billing menu (G1521), choose Recurring Billing Comparison Report.

You use the Recurring Billing Comparison 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 to identify the differences between the recurring billing setup for the current period and the setup for the prior period.

For example, assume that 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 indicates the rate code in the bill code line. By running this report, you can observe 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 accounts receivable or accounts payable information that exists for the same period. In this way, the system avoids any differences caused by adjustments to the accounts receivable or accounts payable information, and the report more accurately reflects the differences between the two setups.

The system derives information for this report from the Recurring Billings Master table (F1502B).

Processing Options for Recurring Billing Comparison Report (R15305)

Process Tab

These processing options enables you to specify the records from the Recurring Billings Master table (F1502B) that appear on the report.

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

These processing options enable you to specify how the system prorates amounts.

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

These processing options enable you to override the dates for the current and prior periods.

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

This processing option enables you to specify whether accounts payable or accounts receivable leases are processed.

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

This processing option enables you to specify the print sequence of the report.

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 changes in rent. Other than to indicate 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 Lease Billings 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

These processing options enable you to specify records from the Lease Billings Master table (F1511B).

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.

Default Tab

This processing option enables you to select which version of a lease the system uses when generating the report.

1. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system prints the information for the version of the lease that is effective as of the system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

Bill Codes Tab

These processing options enable you to select or omit records by bill code.

1. Select or Omit Bill Codes

Blank = Select all

1 = Select

2 = 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. Valid values are:

Blank

Include all bill codes.

1

Include only the selected bill codes.

2

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

These processing options enable you to specify the information that appears on the report.

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

This processing option enables you to specify the currency code that appears on the report.

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.

Overview of Sales Overage

In many leases with retail tenants, you establish rent that is based upon 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 revenue associated with sales is potentially higher than for a fixed rent amount.
- 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 File 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 table (F1540B). You enter expected sales amounts in the records generated in table F1540B to be able to run reports.
Enter expected sales	By having records in Sales Report Control table, 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 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 following tables: <ul style="list-style-type: none"> • Sales Report Control • Tenant Sales History (F1541B) • Tenant Weekly Sales (F15410)
Post sales report batches	When you post sales report batches, the system updates the Tenant Sales History table and the Tenant Weekly Sales table.
Adjust 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.
Generate sales overage billings	After you enter sales amounts, you 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.
Track and report sales	The system provides various reports that you can use as an alternative to online inquiries, as well as to compare weekly sales, report occupancy rents, and so on.

Billing Calculations for Sales Overage

Before the system performs the billing calculations for sales overage, it verifies information in the following tables:

- Billings Generation Control (F15011B)
- Sales Overage Master File (F15013B)
- Min/Max Rents And Recoveries Master (F15015B)
- Sales Report Control (F1540B)
- Tenant Sales History (F1541B)
- Tenant Weekly Sales (F15410)

By referring to these tables, the system ensures that a billing generation includes only 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 Projected 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 seven 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 system uses the sales amount for the week to calculate the gross overage billing.
Method 1-Each Period	The system multiplies the sales amount for the current period by 12 to calculate the YTD gross overage billing. The system then divides the result by 12 to calculate the gross overage billing.
Method 2-Cumulative	The system uses the YTD sales amount to calculate the 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 system multiplies the YTD sales amount by 12 to calculate the YTD gross overage billing. This amount is then divided by 12 before the prior YTD gross overage billing is deducted.
Method 4-Modified Cumulative	The system uses the YTD sales amount 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 is calculated similar to Method 3, except that 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-coverage rent is calculated for the second period (except for the weekly billing, which just accounts for sales for period 1).

The following table compares the calculations that the system uses 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 x <u>.00</u>	50,000 x <u>.00</u>	50,000 x <u>.00</u>	50,000 x <u>.00</u>	50,000 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	25,000	25,000	25,000	25,000
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	150,000
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	2,500	34,750	5,500	39,250	5,250
Year					
Gross coverage billing					
Deannualized ¹		34,750 ÷ <u>12</u> 2,896	5,500	39,250 ÷ <u>6</u> 6,542	5,250
Prior YTD gross coverage billing ²					
Current gross coverage billing	2,500	2,896	- <u>2,500</u> 3,000	- <u>3,646</u> 2,896	- <u>2,250</u> 3,000
Current period adjustment					
Minimum rent ³					
Gross sales coverage rent (billable amount)	- <u>2,000</u> 500	- <u>2,000</u> 896	- <u>2,000</u> 1,000	- <u>2,000</u> 896	- <u>2,000</u> 1,000

Notes

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 vaules 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 the calculation is associated with a move-in or the preceding year if the calculation is associated with a move-out. A daily proration is calculated from the sales and applied to the partial year.

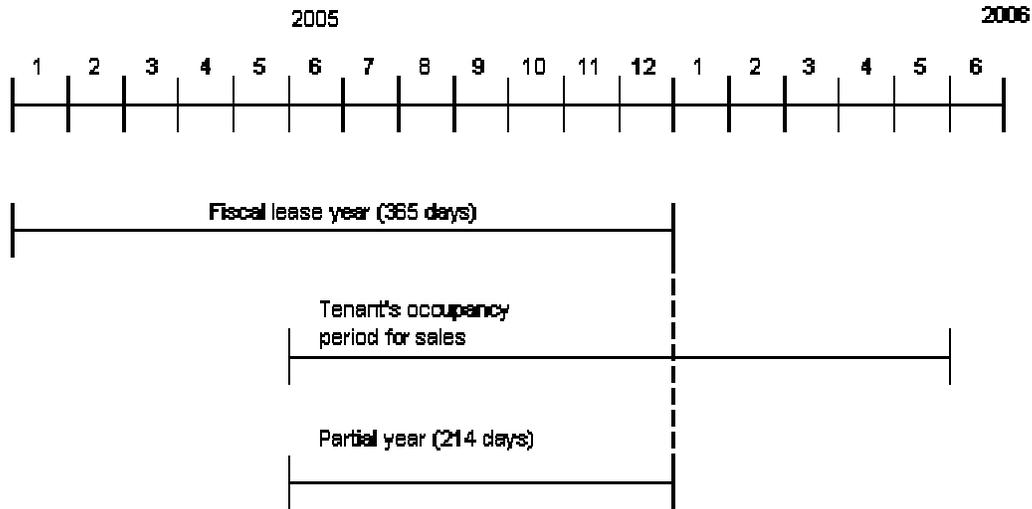
You can also specify a period of sales either greater than or less than 12 months if necessary. This value is controlled by the Beg Period (Beginning Period), Beg Year, and Override Year values in the Sales Overage Master table.

For example, suppose that 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 assumes 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, in the sequence shown, to calculate the sales average for the partial year:

- Gathers the reported sales for a full year to determine the gross sales ($85,000 + 25,000 = 110,000$).
- Subtracts the dollar breakpoint from the gross sales ($110,000 - 50,000 = 60,000$).
- Multiplies the difference from step 2 by the percentage due to determine the gross average billing ($60,000 \times .10 = 6,000$).
- Prorates the gross average billing, based on the number of days in the partial year ($6,000 \times 214/365 = 3518$).

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 Master table (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 as follows:

- 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 as follows:

- 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 as follows:

- 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 as follows:

- 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 1, the system generates the record as a reversing accrual each month, except the report year-end month.
2	When you choose accrual method 2, 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 3, 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 Lease Billings Master table (F1511B).
- Updates the billing control information.
- Populates the transaction type with an A for accruals in the Lease Billings Master table.
- 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 Lease Billings History table (F1511HB). Consequently, no prior gross billings exist.

When the system creates billings, it does the following:

- Writes records to the Lease Billings Master table (F1511B).
- Updates the billing control information.
- Writes records to the Lease Billings 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.

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 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

You can set up and work with the information that the system uses to calculate sales overage for a lease. When you enter sales overage information, you can also enter minimum rent, maximum rent, and recovery information for the lease.

The system stores sales overage information in the following tables:

- Sales Overage Master (F15013B)
- Product Scales Master (F15014B)
- Min/Max Rents And Recoveries Master (F15015B)

► To enter sales overage information

From the Sales Overage menu (G1522), choose Sales Overage Information.

1. On Work With Sales Information, click Add.

Records 1 - 4

Lease Version	DBA	Prod Code	Begin Date	End Date	Dollar Breakpoint	% Due	Yr Frm	Yr To	Y T	P R	P C	ULI Code	Building	Unit	Accrual Method
<input type="checkbox"/>	2	JEWL	10/01/03	03/31/07		10.00					N	A01	15020	202	
<input type="checkbox"/>	2	JEWL	10/01/03	03/31/07	150,000.00	5.00					N	A01	15020	202	
<input type="checkbox"/>	2	OTDR	10/01/03	03/31/07		3.00					N	A01	15020	202	
<input type="checkbox"/>															

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 codes 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 then 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.

PeopleSoft. Sign Out

Sales Overage Information - Min/Max Rent & Recoveries Revisions Help ?

OK Find Delete Cancel Tools

Lease Abernathy & Hitch Lease Version

Year End Override Show Default Version Only

Records 1 - 2 Customize Grid													
	Lease Version	S.O. Type	Begin Date	End Date	Amount	Limit Period	R/Rc B/C	Recovery Rate%	Recovery Limit%	C F	Bill Code	YearEnd Override	Priorit Seque
<input type="checkbox"/>	1	RC	10/01/03	03/31/07	150.00					Y			

4. On Min/Max Rent & Recoveries Revisions, click the following option to display all versions:
 - Show Default Version Only
5. Complete the following fields as appropriate and click OK:
 - S.O. Type
 - Begin Date
 - End Date
 - Amount
 - Limit Period
 - Rfr 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

<p>Assigning sales overage information to a new version of the lease</p>	<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>
---	--

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

This processing option enables you to specify the date to use to select records that appear on the report.

1. Report As Of Date

Blank = Select all

Use this processing option to specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

Print Tab

These processing options enable you to specify whether to include summary or detail information, whether to include tax information, and whether to insert a page break by lease number.

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to specify whether to print a summarized or detailed report. Valid values are:

Blank

Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1

Print a summarized report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to 1 (summary). Valid values are:

Blank

Print tax information.

1

Do not print tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system inserts a page break (starts a new page) when the lease number changes. Valid values are:

Blank

Do not insert a page break.

1

Insert a page break.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

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.

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.

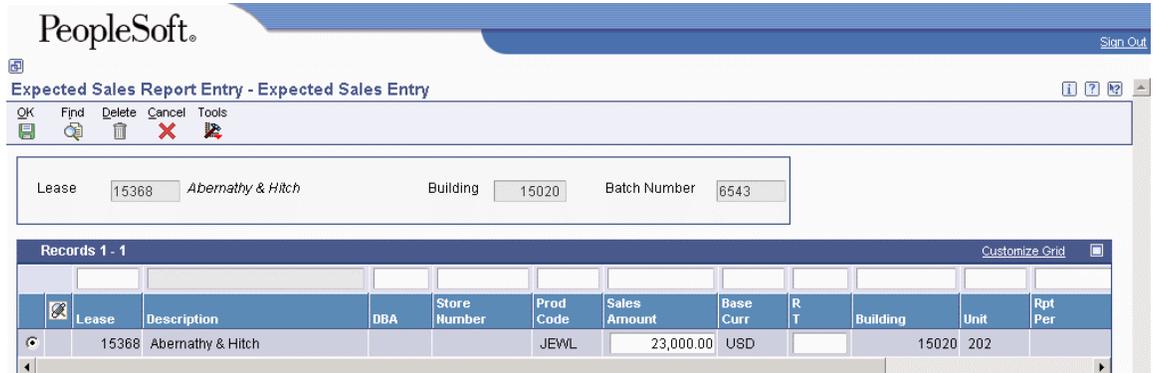
1. On Work With Sales Entry, do one of the following:
 - Click Find to display all sales report records.
 - Complete any of the fields on the Reporting and Lease Information tabs to limit your search criteria.
2. To limit the number of records that appear by the type of sales report, click the Reporting tab and click one of the following options:
 - Expected Sales
 - All Sales Reports

The Unexpected Sales option is unavailable when you enter expected sales reports.

3. To limit the number of records that appear by the posted status, click one of the following options:
 - Posted
 - Unposted
 - All
4. Click Find.

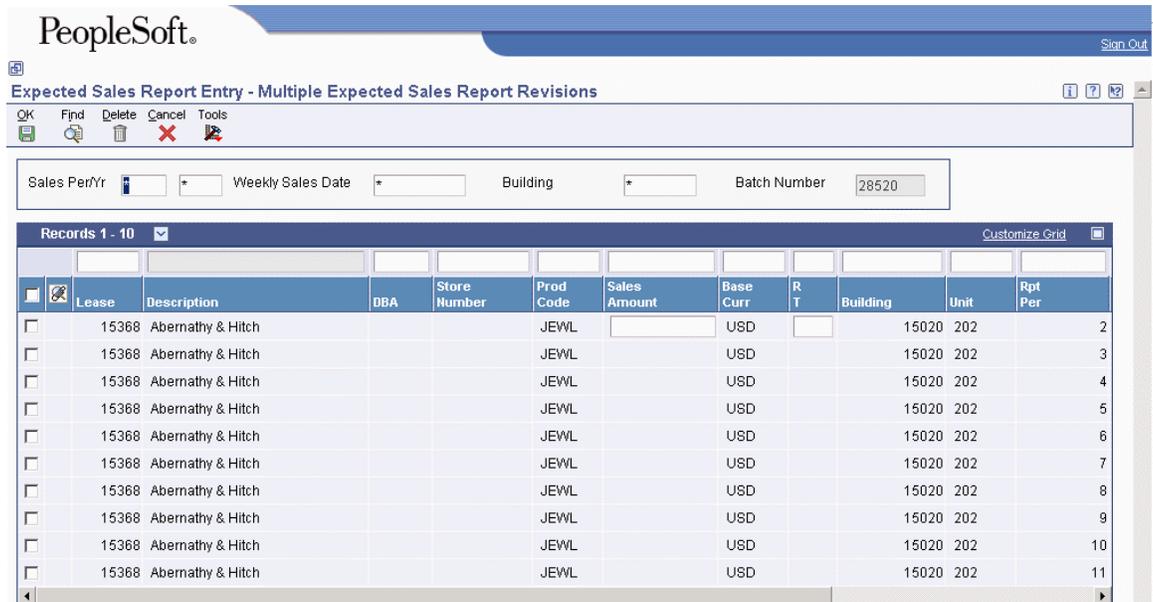
5. Do one of the following:

- To enter sales for one record only, choose the record, click Select, and then proceed to the next step.
Alternatively, you can choose the record, and then choose Expected Sales from the Row menu.
- To enter sales for multiple records, choose Multiple Revisions from either the Row or Form menu, and then proceed to step 7.



6. On Expected Sales Entry, complete the following field in the detail area and click OK:

- Sales Amount



7. On Multiple Expected Sales Report Revisions, complete any of the following fields to limit the number of records that appear:

- Sales Per/Yr
- Weekly Sales Date
- Batch Number

8. Complete the following field in the detail area for all desired records, and then click OK:
 - Sales Amount

► **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.

The screenshot displays the 'Unexpected Sales Report Entry - Unexpected Sales Revisions' window in PeopleSoft. The header area contains the following fields:

- Lease: 15368
- DBA: (empty)
- Building: 15020
- Rpt Per/Yr: 6 / 5
- Product Code: OTDR
- Store Number: (empty)
- Unit: 202
- Report Type: (empty)
- Batch Number: 6546

Below the header is a grid titled 'Records 1 - 2'. The grid has the following columns: Lease, Description, DBA, Store Number, Prod Code, Sales Amount, Base Curr, R T, Building, Unit, Rpt Per, Rpt Yr. The first record in the grid is:

Lease	Description	DBA	Store Number	Prod Code	Sales Amount	Base Curr	R T	Building	Unit	Rpt Per	Rpt Yr
15368	Abernathy & Hitch			OTDR	3,500.00	USD		15020	202	6	

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 when you are entering sales for the same lease, product code, or report month and year, consider completing 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. The system will calculate the report month and report year for you.

 - R S
5. Click OK.

Processing Options for Sales Report Entry (P1540)

Process Tab

These processing options enables you to specify whether to allow the entry of unexpected and adjusted sales amounts.

1. Unexpected Sales Entry

Blank = Not allowed

1 = Allow entry of unexpected sales

Use this processing option to specify whether to allow the entry of unexpected sales amounts when the Sales Report Control record (F1540B) has not been generated. Valid values are:

Blank

Do not allow the entry of unexpected sales amounts if the Sales Report Control record is not generated.

1

Allow the entry of unexpected sales amounts regardless of whether the Sales Report Control record is generated.

2. Adjusted Sales Entry

Blank = Not allowed

1 = Entry of adjusted (duplicate) sales

Use this processing option to specify whether to allow the entry of adjusted sales amounts to periods for which sales have been reported. Valid values are:

Blank

Do not allow the entry of adjusted sales amounts.

1

Allow the entry of adjusted sales amounts.

Defaults Tab

This processing option enables you to specify whether to activate batch control when entering sales amounts.

1. Batch Control

Blank = Use A/R Constant setting

1 = Batch Control On

0 = No Batch Control

Use this processing option to specify whether to activate batch control for entering sales amounts regardless of the setting of the Batch Control Required field in the Accounts Receivable constants. Valid values are:

Blank

Use the value entered in the Batch Control Required field on the Accounts Receivable constants.

1

Activate batch control.

0

Do not activate 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 might 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 the following 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.

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, revise the transaction as necessary.

Processing Options for Sales Report Batch Review (P15206)

Process Tab

These processing options enable you to specify the default information that appears when you access the program.

1. Batch Type

Use this processing option to specify the default value for the Batch Type field that displays on the Work With Batches form. If you leave this processing option blank, the system uses *.

2. Display Multiple Status Column

Blank = Do not display multiple status column
1 = Display multiple status column

Versions Tab

This processing option enables you to specify the version of the program to run when you post by batch.

1. Post Sales Reports to History (R15820)

Blank = XJDE0001

Use this processing option to specify the version of the Post Sales Reports to History program (R15820) to use if you choose to post by batch. 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 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

This processing option enables you to specify whether the program runs in proof or final mode.

1. Proof or Final Mode

Blank = Edit report only

1 = Post the sales records

Use this processing option to specify whether to run the program in proof or final mode. Valid values are:

Blank

Proof mode. The system prints a report of the sales amounts to post.

1

Final mode. The system updates the sales amounts to the Tenant Sales History table (F1541B) and prints a report.

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, 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.

PeopleSoft® Sign Out

Adjust Sales Reports - Adjusted Sales Revisions Help ?

OK Find Delete Cancel Tools

Lease: 15368 Abernathy & Hitch Batch Number: 5561

Adjustment Type:

Sales Report Type: Rpt Per/Yr: 10 | 3

Records 1 - 1 Customize Grid											
Lease	Description	DBA	Store Number	Prod Code	Sales Amount	Base Curr	A T	R T	Building	Unit	Rpt Per
<input type="checkbox"/>	15368 Abernathy & Hitch			CLMN	15,210.50	USD			15020	202	

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 adds a 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 Batch Control Records table (F0011)
- Assigns the batch a batch type of 1
- Assigns the batch a batch status (error, pending, or approved)
- Runs a version of the Billing Edit/Register program (R15300), which generates the records in the Lease Billings Master table for generation type 3.

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.

See Also

- *Generating the Billing/Edit Register* in the *Real Estate Management Guide* for more detailed information about this program

Processing Options for Sales Overage Generation (R15120)

Process Tab

These processing options enable you to specify the parameters to use to process the records.

1. Month

Use this processing option to specify the month and year through which you want to process tenant sales. The system processes all sales that are posted to the Tenant Sales History table (F1541B) and, for weekly sales, the Tenant Weekly Sales table (F15410) from the beginning of the tenant's reporting year through the date that you enter in this processing option.

3. G/L Date

Use this processing option to specify the G/L date to assign to the records in the Lease Billings Master table (F1511B) that the system generates.

4. Invoice Date

Use this processing option to specify the invoice date to assign to the records in the Lease Billings Master table (F1511B) that the system generates. If you leave this processing option blank, the system uses today's date as the invoice date.

5. Service / Tax Date

Blank = First date of last period

Use this processing option to specify the service/tax date to use to retrieve prior sales overage billings from the Lease Billings Master table (F1511B) that are used to adjust current sales overage billings. The system selects all records for the period in which the

date that you enter occurs.

If you leave this processing option blank, the system uses the first day of the last period (based on today's date).

6. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system calculates sales overage billings for the version of the lease that is based on today's date (the system date) or the latest effective date. If the version of the lease specified does not have associated sales overage information, the system uses version 1 of the lease. Valid values are:

Blank

The system uses the version of the lease that is effective as of the system date.

1

The system uses the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system uses the version dated 10/01/03.

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

7. Weekly Sales Date

Blank = System Date

Use this processing option to specify the date to use to select records to process for weekly sales. The system processes all sales entered for the period in which the date you enter occurs. If you leave this processing option blank, the system processes records for the period associated with today's date.

8. Generate Accruals

Blank = Do not generate accrual entries

1 = Generate accrual entries

Use this processing option to specify whether to generate accrual entries when billing records are posted. Valid values are:

Blank

Do not generate accrual entries. The system generates billing records in the Lease Billings Master table (F1511B) only.

1

Generate accrual entries. The system generates billing records in the Lease Billings Master table (F1511B) and updates the Transaction Billing Type field (TRAN) with A, which generates the accrual entries when the batch is posted. The Accrual Method field on the Sales Information Revisions form must be completed for the system to generate accrual entries.

9. Process Estimated Sales

Blank = Process actual sales only

1 = Process both actual and estimated sales

Use this processing option to specify whether to use actual sales amounts only or actual and estimated sales amounts to generate sales overage billings. The system retrieves estimated sales amounts only from the Projected Sales table (F1542). Valid values are:

Blank

Use actual sales amounts only.

1

Use actual and estimated sales amounts.

Options Tab

These processing options enable you to specify the parameters to use to process the selected records.

1. Receivables or Payables

Blank = Process only receivable leases

1 = Process only payable leases

Use this processing option to specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is not blank, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Valid values are:

Blank

Select leases that generate invoice records.

1

Select leases that generate voucher records.

Note: You must process sales overage billings that generate invoices separately from sales overage billings that generate vouchers.

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 specify the amount to retrieve from the Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) table if you have set up minimum maximum rent amounts, and recovery amounts using the Min/Max Rents & Recoveries program (P15015). Valid values are:

Blank

Use the gross amount of the transaction.

1

Use the gross amount less adjustments (such as write-offs) that have been made to the invoice, if any. This value is valid only if you process invoices.

2

Use the amounts that have been paid against the transaction.

3. AR/AP Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/tax Date

3 = G/L Date

Use this processing option to specify the date type to use to retrieve invoice records, including unapplied receipts, from the Customer Ledger table (F03B11) or vouchers from the Accounts Payable Ledger table (F0411). The system selects all records for the date type specified for the period and year entered in the Tenant Sales Through Date processing option. For example, if you specify Due Date in this processing option and 06 and 2005 in the Tenant Sales Through Date processing option, the system retrieves all records with a due date between 6/01/05 and 6/30/05. 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 updating 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 (building, unit, and product code).

Print Tab

This processing option enables you to specify whether to generate a printed report.

1. Print Billing Report

Blank = No report

1 = Print summarized report

2 = Print detailed report

Use this processing option to specify whether to print a billing report, and the type of billing report to print. Valid values are:

Blank
Do not print a billing report.

1
Print a summarized billing report. The system prints billing totals only.

2

Print a detailed billing report. The system prints all prior, current, and year-to-date billing totals, as well as the calculations for each amount.

Versions Tab

This processing option enables you to specify the version of the program to run.

1. Billing/Edit Register (R15300)

Blank = XJDE0003

Use this processing option to specify the version of the Billing/Edit Register program (R15300) to run after the system generates sales overage billings. If you leave this processing option blank, the system uses version XJDE0003.

Related Tasks for Processing Sales Overage Billings

The following table lists the related tasks to perform after you generate the sales overage billing records. You must run the programs that are designated as Required to complete the sales overage billing generation process.

Sales Overage Journal Review	You can review the batch of sales overage billing records before you post them, and revise or delete billing transactions as necessary. <i>See Batch Journal Review for Real Estate Management in the Real Estate Management Guide.</i>
Posting Invoices and Vouchers (Required)	After you generate the billing edit register, you must post the sales overage billing transactions to generate the invoice or voucher records. <i>See Posting Invoices and Vouchers for Real Estate Management in the Real Estate Management Guide.</i>
Printing Invoices	After you post invoices, you can print and send them to your tenants. <i>See Printing Invoices for Real Estate Management in the Real Estate Management Guide.</i>
Printing Statements	After you post invoices, you can print statements and send them to your tenants. <i>See Printing Statements for Real Estate Management in the Real Estate Management Guide.</i>

Reviewing Billing, Invoice, and Voucher Transactions	You can review sales overage billing transactions in detail using the Billings Transaction Inquiry program (P15211). <i>See Reviewing Billing Transactions in the Real Estate Management Guide.</i>
	You can review the invoices generated from the sales overage process by using the Tenant Ledger Inquiry program (P15222). <i>See To review transactions using Tenant Ledger Inquiry in the Real Estate Management Guide.</i>
	You can review the vouchers generated from the sales overage process by using the Supplier Ledger Inquiry (P0411). <i>See Reviewing Supplier Ledger Information in the Accounts Payable Guide.</i>

Reviewing Sales History

Sales History Inquiry is an online, date-sensitive program that displays actual sales from the Tenant Sales History table (F1541B) and estimated sales from the Projected Sales 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 (F1501B)
- Lease Master Detail (F15017)
- Tenant Sales History (F1541B)
- Projected Sales (F1542)
- Sales History Work File (F1541BW)
- Real Estate Management Constants (F1510B)
- Unit Master (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
 - Property
 - 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.

PeopleSoft Sign Out

Sales History Inquiry - Sales History Inquiry

Select Find Close Row Tools

Lease Info **Reporting Codes**

Lease	*	DBA	*
Tenant	*	ULI Code	*
Property	*	Product Code	*
Building	*	Store Number	*
Unit	*	Base Currency	*

Year	From	To	Sales Volume	Sum Of Sales/Sq Ft
Year 1:	01/01/04	12/31/04		
Year 2:	01/01/05	12/31/05	200,000.00	5.56
			200,000.00	5.56

From Date: 01/01/04 Actual Sales Estimated Sales Both Sales Per Square Foot

Records 1 - 1 Customize Grid

Year	January	February	March	April	May	June	July
2005	5.00	8.33	3.33	3.33	5.00	6.67	

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 search fields on Sales By Unit Detail are completed 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 enable you to specify the parameters to use to retrieve sales history data.

1. Select Area Type

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type that the system uses to calculate the sales per square foot amount that appears on the Monthly Sales Area form. The system retrieves this area type from the Real Estate Management Constants table (F1510B). Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

2. Alternate Area Type

Use this processing option to specify the alternate area type to use if the Unit Area Type processing option is blank. The value that you specify must exist in UDC 15/AR. The system uses the area type to calculate the sales per square foot when you turn on the option. The system ignores this processing option if you entered a value in the Unit Area Type processing option.

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 the area, which is used to calculate the gross leaseable area (GLA), based on the first day of the month or the last day of the month. Valid values are:

Blank

Retrieve the gross leasable area as of the first day of the month.

1

Retrieve the gross leasable area as of the last day of the month.

4. Sales to Display

Blank = Display actual sales

1 = Display estimated sales

2 = Display both actual and estimated sales

Use this processing option to specify the default option to turn on to display sales amounts on the Sales History Inquiry form. You can override this default option on the form, if desired. Valid values are:

Blank

Display actual sales amounts

1

Display estimated sales amounts.

2

Display both actual and estimated sales.

Printing the Sales Report Listing

From the Sales Report Processing menu (G15221), choose Sales Report Listing.

You use the Sales Report Listing 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

These processing options enable you to specify the reporting month and year.

1. Calendar Reporting Month

Use this processing option to specify the beginning calendar reporting month for the sales history report.

2. Calendar Reporting Year

Use this processing option to specify the beginning calendar reporting year for the sales history report.

Select Tab

These processing options enable you to specify the records that appear on the report.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

3. Alternate 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

These processing options enable you to further specify the information to include on the report.

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 to base report totals on a rolling 12 period cycle, or a year-to-date cycle. Valid values are:

Blank

Base totals on year-to-date sales beginning with the Calendar Report Month and Calendar Report Year through the end of the specified year.

1

Base totals on rolling 12 month sales beginning with the Calendar Report Month and Calendar Report Year through the next 12 months.

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 compare the total occupancy costs against the total tenant sales. For this report, the system uses information stored in the Unit Master 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 table (F1541B) and the Tenant Weekly Sales 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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

4. Alternate 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, Sales Rent, Recoveries, and Other Bill Codes Tabs

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:

- 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 that is stored in the Tenant Weekly Sales 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

These processing options enable you to specify the parameters used to generate the report.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use on the report. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

4. Alternate 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

These processing options enable you to specify whether to include prior year sales information on the report, as well as how to derive the totals.

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 the Review Sales 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 Scales 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 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

These processing options enable you to specify the dates used to retrieve the data to include on the report.

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.

Print Tab

This processing option enables you to specify whether to display decimals on the report.

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:

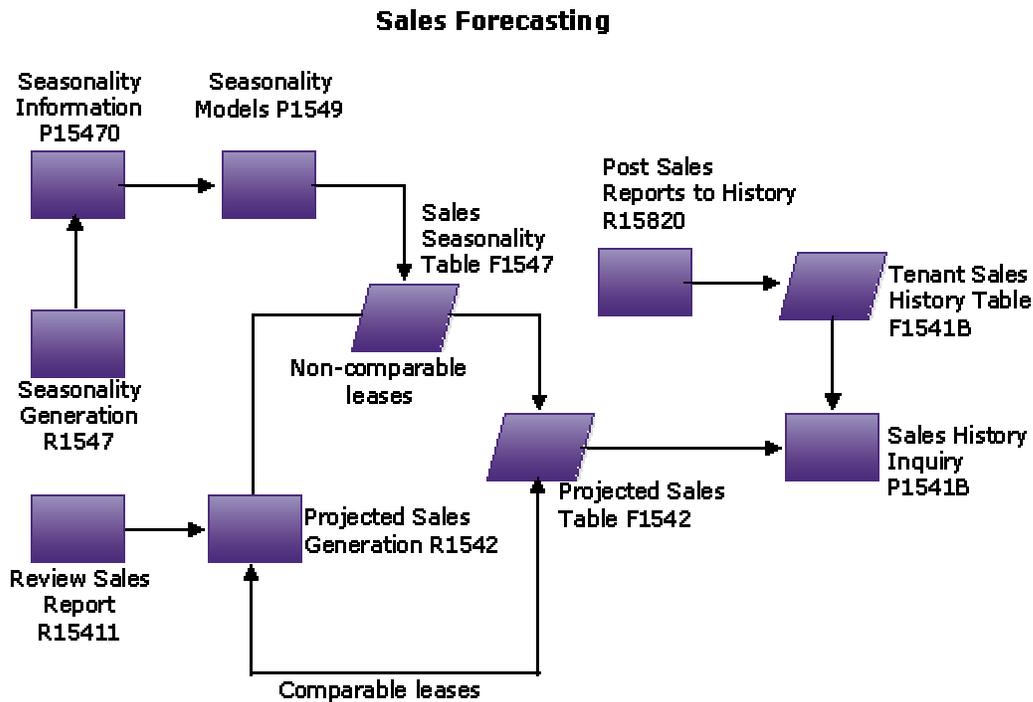
- Seasonality Generation (R1547)
- Seasonality Information (P15470)
- Seasonality Models (P1549)
- Projected Sales Generation (R1542)
- Sales History Inquiry (P1541B)

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:



Generating Seasonality Values

If a lease does not meet the conditions for comparable leases or if insufficient sales data are available to generate future sales estimates, you can define seasonality values to enable the system to create a sales forecast. Seasonality values and a default seasonality model can be generated by running the Seasonality Generation program (R1547), or created manually.

You can use the Seasonality Information program (P15470) to review and revise seasonality values generated by the Seasonality Generation program. You can also manually enter new seasonality values as an alternative to using the Seasonality Generation program.

You can retrieve seasonality values for estimating sales, based on a seasonality model. You can set up seasonality models in the Seasonality Models program (P1549) by defining the number of tenants. This information is stored in the Sales Seasonality table (F1547) and used by the Projected Sales Generation program (R1542) to determine which seasonality values to use. When the system forecasts sales, it uses the model with the lowest line number whose minimum number of tenants is fewer than the number of tenants for whom the sales forecast is run. If none of the models generated or entered manually meets the criteria, the system uses the default model that includes sales for the entire project or building.

Prerequisites

- ❑ 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 have 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 enable you to specify parameters that the system uses for generating seasonality values.

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 Property

Blank = Process seasonality by building

1 = Process seasonality by property

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate seasonality values. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

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 enable you to specify whether the system prints only an edit report and whether the system inserts a page break by building or property.

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/Property

Blank = Do not page break by building or property

1 = Page break by building or property

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 enable you to specify the ULI Codes, unit types, lease types, and lease status to exclude.

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.



Seasonality Information - Seasonality Revisions

OK Cancel Tools



Building	15020		
ULI Code			
Year	500		
Actual # of Tenants	5		
January	2.0000	February	10.0000
March	3.0000	April	4.0000
May	5.0000	June	6.0000
July	3.0000	August	3.0000
September	4.0000	October	15.0000
November	20.0000	December	25.0000
Total Seasonality %	100.00		

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 enables you to specify whether to create seasonality information by building or by project.

1. Seasonality by Building or Property

Blank = Process seasonality by building

1 = Process seasonality by property

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.

PeopleSoft®

Seasonality Models - Seasonality Model Revisions

OK Find Delete Cancel Form Tools

Building 15020 Atrium Mall

ULI Code A01 Department Stores

Records 1 - 2 [Customize Grid](#)

<input type="checkbox"/>	<input type="checkbox"/>	Line Number	Building	Building Name	ULI Code	Description	Minimum # of Tenants
<input type="checkbox"/>		1.000	15020	Atrium Mall	D02	Clothing	6
<input type="checkbox"/>							

3. On Seasonality Model Revisions, complete the following fields in the detail area:
 - Building
 - ULI Code
 - Minimum # of Tenants
4. Click OK.

Processing Options for Seasonality Models (P1549)

Process Tab

This processing option enables you to specify whether the system generates the seasonality model by building or by property.

1. Process by Building or Property

Blank = Process by building

1 = Process by property

Use this processing option to specify whether to set up seasonality models by building or property. Valid values are:

Blank

Set up seasonality models by building (MCU).

1

Set up seasonality models by property (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.

PeopleSoft 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:

$$(\text{Monthly Sales} / \text{Seasonality}) / \text{Number of Months}$$

Prerequisite

- 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. 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	88,048	97,420	84,821	Reported (RPT)	
NOVEMBER	88,636	97,355		RPT	
DECEMBER	905,20	101,217		RPT	
JANUARY	121,928	104,431		RPT	
FEBRUARY	98,552	115,141		RPT	
MARCH	98,155	122,095		RPT	
APRIL	94,741	120,730		RPT	
MAY	98,765	107,837		RPT	
JUNE	106,026	102,469		RPT	
JULY	105,369	96,900		RPT	
AUGUST	106,312	103,977		RPT	
SEPTEMBER	97,083	89,204		RPT	
TOTAL	1,194,135	1,258,776			
% INCREASE		5.41%			
NOVEMBER			102,622	Estimated (EST) =	97,355 * 1.0541
DECEMBER			106,693	EST =	101,217 * 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	121,928	104,431		
FEBRUARY	98,552	115,141		
MARCH	98,155	122,095		
APRIL	94,741	120,730		
MAY	98,765	107,837		
JUNE	106,026	102,469		
JULY	105,369	96,900		
AUGUST	106,312	103,977		
SEPTEMBER	97,083	89,204		
OCTOBER	97,420	84,821		
NOVEMBER	97,355		99,564.96	1.0227 * 97,355
DECEMBER	101,217		103,514.63	1.022 * 101,217
TOTAL	1,026,350	1,049,605		
% INCREASE		2.27%		

By applying the forecast calculation above, you determine 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	88,500	97,350	88,500 * 1.1

You determine 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	10,000	11,000	10,000 * 1.1
FEBRUARY	12,500	15,000	12,500 * 1.2
MARCH	15,000	19,500	15,000 * 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	20,000		
JULY	22,500	25,000	20,000 * 1.25
AUGUST	25,000	29,250	22,500 * 1.3
SEPTEMBER	27,500	21,250	25,000 * .85

You determine the sales estimates for July, August, and September, 2006 by multiplying each previous month's sales in 2005 with the percentage that 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	30,000	40,000		
FEBRUARY	25,000		33,333	25,000 * 1.3333
MARCH	20,000		26,667	20,000 * 1.3333
APRIL	28,000		37,333	28,000 * 1.3333
MAY	30,000		40,000	30,000 * 1.3333
JUNE	35,000		46,667	35,000 * 1.3333
JULY	32,000		42,667	32,000 * 1.3333
AUGUST	30,000		40,000	30,000 * 1.3333
SEPTEMBER	27,000		36,000	27,000 * 1.3333
OCTOBER	33,000		44,000	33,000 * 1.3333
NOVEMBER	45,000		60,000	45,000 * 1.3333
DECEMBER	60,000		80,000	60,000 * 1.3333

You derive the percentage used to calculate the sales estimates from the following calculation:

$$\begin{aligned} \text{Increase in 13}^{\text{th}} \text{ month over 1}^{\text{st}} \text{ month} &= \text{Sales (January 2006) / Sales (January 2005)} \\ &= 40,000 / 30,000 \\ &= 1.3333 \\ \text{Percentage increase} &= 33.33\% \end{aligned}$$

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 3 for 2005 and 2006:

	Lease 1		Lease 2		Lease 3	
	2005	2006	2005	2006	2005	2006
JANUARY	30,000	40,000	25,000	28,000	21,500	30,000
FEBRUARY	25,000	35,000	20,000	30,000	25,000	25,000
MARCH	20,000	25,000	28,000	35,000	22,000	20,000
APRIL	28,000	33,000	30,000	35,000	25,000	20,730
MAY	30,000	34,200	35,000	25,000	23,000	27,837
JUNE	35,000	23,800	25,000	20,000	24,200	32,469
JULY	32,000	35,000	20,000	29,000	23,000	26,900
AUGUST	30,000	24,000	28,000	32,000	33,200	33,977
SEPTEMBER	27,000	29,000	30,000	30,000	20,000	29,204
OCTOBER	33,000	22,000	35,000	39,000	25,000	24,821
NOVEMBER	45,000	41,000	28,000	42,000	29,000	25,000
DECEMBER	30,000	50,000	30,000	49,000	22,000	
YTD (NOVEMBER)	365,000	392,000	334,000	394,000	292,900	295,938

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:

$$\begin{aligned}
 \text{Building Growth Rate} &= \text{Year-To-Date Sales 2006} / \text{Year-To-Date Sales 2005} \\
 &= 392,000 + 394,000 / 365,000 + 334,000 \\
 &= 786,000 / 699,000 \\
 &= 1.1245 \\
 \text{Percentage increase} &= 12.45\%
 \end{aligned}$$

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:

$$\text{Estimated Sales (Lease 3, December 2006)} = 22,000 * 1.1245 = 24,739.00$$

Note

For a lease to be comparable, sales must exist for at least a 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	30,000	8.2192	= 30,000 / 36,5000
FEBRUARY	25,000	6.8493	= 25,000 / 36,5000
MARCH	20,000	5.4795	= 20,000 / 365,000
APRIL	28,000	7.6712	= 28,000 / 365,000
MAY	30,000	8.2192	= 30,000 / 365,000
JUNE	35,000	9.5890	= 35,000 / 365,000
JULY	32,000	8.7671	= 32,000 / 365,000

AUGUST	30,000	8.2192	= 30,000 / 365,000
SEPTEMBER	27,000	7.3973	= 27,000 / 365,000
OCTOBER	33,000	9.0411	= 33,000 / 365,000
NOVEMBER	45,000	12.3288	= 45,000 / 365,000
DECEMBER	30,000	8.2192	= 30,000 / 365,000
TOTAL	365,000	100.00	

To generate a monthly estimate, you need to retrieve the previous three 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:

$$\text{Monthly Estimate (n, x)} = \frac{((\text{Sales}_{n-3, x} / \text{Seasonality}_{n-3, x-1} + \text{Sales}_{n-2, x} / \text{Seasonality}_{n-2, x-1} + \text{Sales}_{n-1, x} / \text{Seasonality}_{n-1, x-1}) / \text{Number of months}) * \text{Seasonality}_{n, x-1}}$$

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

In this example, assume that you want to generate estimates for the months of April, May and June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30,000	40,000	
FEBRUARY	6.8493	25,000	35,000	
MARCH	5.4795	20,000	25,000	
APRIL	7.6712	28,000		37,177.51
MAY	8.2192	30,000		39,777.77
JUNE	9.5890	35,000		45,542.80

The projected sales for April, May and June are calculated as follows:

$$\begin{aligned} \text{Sales Estimate (April)} &= 0.076712 * (40,000/.082192 + 35,000/.068493 + 250,007.054795) / 3 \end{aligned}$$

$$= 0.076712 * (486,665.37 + 511,001.12 + 456,246.01) / 3$$

$$= 37177.51$$

$$\begin{aligned} \text{Sales Estimate (May)} &= 0.082192 * (35,000/.068493 + 25,000/.054795 + 37,177.51/.076712) / 3 \end{aligned}$$

$$= 0.082192 * (511,001.12 + 456,246.01 + 484,637.48) / 3$$

$$= 39,777.77$$

$$\begin{aligned} \text{Sales Estimate (June)} &= 0.095890 * (25,000/.054795 + 37,177.51/.076712 + 39,777.77/.082192) / 3 \end{aligned}$$

$$= 0.095890 * (45,6246.01 + 48,4637.48 + 48,3961.58) / 3$$

$$= 45,542.80$$

Forecast for the Reporting Period Only

In this example, assume that you want to generate an estimate for only the month of June.

	Seasonality	Sales 2005	Sales 2006	Sales Estimate
JANUARY	8.2192	30,000	40,000	
FEBRURARY	6.8493	25,000	35,000	
MARCH	5.4795	20,000	25,000	
APRIL	7.6712	28,000		
MAY	8.2192	30,000		
JUNE	9.5890	35,000		43,749.43

The projected sales for June are calculated as follows:

$$\text{Sales Estimate (June)} = 0.095890 * (25,000/.054795 + 0 + 0) / 1$$

$$= 0.095890 * 456,246.01$$

$$= 43,749.43$$

Processing Options for Projected Sales Generation (R1542)

Process Tab

These processing options enable you to specify parameters that the system uses for generating projected sales.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected sales. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

4. Alternate Area Type

Use this processing option to specify the alternate area type the system should use if you leave the Select Area Type processing option blank. You can set up valid values in the User Defined table (15/AR).

5. Process By Building or Property

Blank = Process by building

1 = Process by property

Use this processing option to specify whether to process the Projected Sales Generation program (P1542) by building or property number. Valid values are:

Blank

Process the program by building (MCU).

1

Process the program by property 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 enable you to specify the forecast method to use for generating projected sales, as well as to specify the monthly percentages for forecast methods that require them.

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 = Property/Building YTD increase over prior year

Use this processing option to specify the forecasting method to use 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 from the prior rolling 12 months.

2

Use the lease year-to-date increase from 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 from the 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:

- 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 - 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:

- 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 - 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:

-
- 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 - 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:

-
- 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 - 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:

- 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 - 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:

- 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 - 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 enable you to specify whether to print an edit report, whether to insert a page break, and whether to include the tenant's name.

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/property

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.

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 valid only for the summary report:

- Select Area Type
- Alternate Area
- Gross Leasable Area (GLA) Retrieval.

The following processing option is valid only for the month-by-month detail report:

- Print Tenant Name

Adding and Revising Projected Sales

You use the Projected Sales Revision program (P15423) to revise or delete projected sales records that the system generates when you run the Projected Sales Generation program (R1542), or to manually add projected sales records. A processing option allows you to choose whether to display and add records for the building or the property.

The system updates the Projected Sales table (F1542) with the revisions that you make.

► To add projected sales

From the Sales Forecasting menu (G152211), choose Projected Sales Revisions.

1. On Work With Projected Sales, click Add.
2. On Projected Sales Revisions, complete the following required fields:
 - Lease
 - Building
 - Unit

3. Complete any of the following optional fields:
 - Store Number
 - DBA
 - ULI Code
 - Product Code
4. Complete the following field to identify the year for which the projected sales are applicable:
 - Year

Enter the year as a four-character number, including the century.
5. Enter the estimated sales for the any or all of the months (January through December).
6. Click OK.

Processing Options for Projected Sales Revisions (P15423)

Process Tab

Use this processing option to specify whether the system displays the building or property field on the form.

1. Process by Building or Property

Blank = Process by building

1 = Process by property

Use this processing option to specify whether to process estimated sales records by building or property number. Valid values are:

Blank

Process seasonality values by building (MCU).

1

Process seasonality values by property number (MCUS).

Sales Analysis Processing

For Sales Analysis, Real Estate Management provides a wide variety 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 specify that the sales analysis information be presented 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

You can specify the level of detail for the Sales Analysis Report (R15675). The report can display one line at the project level or numerous lines according to units, tenants, product codes, and so on. For example, you could create 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 include 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 launched 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 File 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.

Prerequisite

- 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 criteria:

- 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 (R15820))
- Whether the system excludes invalid comparisons
- The basis for the square footage (building total, unit total, rentable, or useable)

The system generates the following types of information and stores the information in the Tenant Sales Analysis Reporting File table (F1543B):

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 (such as YTD gross sales, changes in quarterly sales, and so on) as they relate to the analysis period and sequence.
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.



Sales Analysis Control Revisions - Sales Analysis Control Revisions

OK Cancel Tools



Sales Analysis Summary Code	<input type="text" value="BL"/>	<input type="text" value="By Building within Proj and Co"/>	Cur Code	<input type="text"/>			
Automatic Update	<input type="text" value="1"/>	<i>Use Sales Analysis Generation</i>					
Excl Invalid Comparison	<input type="text" value="Y"/>						
Current Analysis Information Includes <input type="text"/> / <input type="text"/> through <input type="text"/> / <input type="text"/>							
Summarize (S) or Count (C)							
Lease	<input type="text"/>	Tenant	<input type="text" value="C"/>	RC 11	<input type="text"/>	RC 21	<input type="text"/>
Building	<input type="text" value="S"/>	DBA	<input type="text"/>	RC 12	<input type="text"/>	RC 22	<input type="text"/>
Unit	<input type="text"/>	Company	<input type="text" value="S"/>	RC 13	<input type="text"/>	RC 23	<input type="text"/>
Floor	<input type="text"/>	Product Code	<input type="text"/>	RC 14	<input type="text"/>	RC 24	<input type="text"/>
Project	<input type="text" value="S"/>	ULI Code	<input type="text"/>	RC 15	<input type="text"/>	RC 25	<input type="text"/>
		Tenant Sales	<input type="text"/>				
Area Type	<input type="text" value="REN"/>	Column Heading	<input type="text" value="No. of Tenants"/>				
Sq Ft Basis	<input type="text" value="B"/>		<input type="text"/>				

2. On Sales Analysis Control Revisions, complete any of the following fields:
 - Sales Analysis Summary Code
Enter a two-character code 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, as appropriate. To request an item count, type C in each of the following fields as appropriate:

Note

If you choose more than one field for an item count, the count is the total of all of 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. Complete the following fields if applicable:

- Area Type
- Sq Ft Basis

5. Complete the following field:

- Column Heading

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. 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 table (F1543B) 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 sales analysis records for that number of months, 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

These processing options enable you to specify the date to use to generate records, as well as whether the system automatically updates the sales analysis field.

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

This processing option enables you to specify whether to generate a sales analysis report.

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

These processing options enable you to specify which sales analysis records to purge.

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

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 File table(F1543B) 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 that have invalid or incomplete information. 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.

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 appears 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

Field	Explanation
	<p>5 QTD-Gross Sales Amounts-This Year</p> <p>6 QTD-Gross Sales Amounts-Change</p> <p>7 QTD-PSF Amounts-This Year</p> <p>8 QTD-PSF Amounts-Change</p> <p>9 QTD-Percent Change</p> <p>10 YTD-Gross Sales Amounts-This Year</p> <p>11 YTD-Gross Sales Amounts-Change</p> <p>12 YTD-PSF Amounts-This Year</p> <p>13 YTD-PSF Amounts-Change</p> <p>14 YTD-Percent Change</p> <p>15 CYP (Current Year Projection)-Gross Sales Amounts-This Year</p> <p>16 CYP-Gross Sales Amounts-Change</p> <p>17 CYP-PSF Amounts-This Year</p> <p>18 CYP-PSF Amounts-Change</p> <p>19 CYP-Percent Change</p>
MTD-Gross Sales Amounts-Last Year	<p>1 MTD-Gross Sales Amounts-Change</p> <p>2 MTD-PSF Amounts-Last Year</p> <p>3 MTD-PSF Amounts-Change</p> <p>4 MTD-Percent Change</p> <p>5 QTD-Gross Sales Amounts-Last Year</p> <p>6 QTD-Gross Sales Amounts-Change</p> <p>7 QTD-PSF Amounts-Last Year</p> <p>8 QTD-PSF Amounts-Change</p> <p>9 QTD-Percent Change</p> <p>10 YTD-Gross Sales Amounts-Last Year</p> <p>11 YTD-Gross Sales Amounts-Change</p>

Field	Explanation
	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

Field	Explanation
	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

Field	Explanation
	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

Field	Explanation
	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

Field	Explanation
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

Field	Explanation
	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 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

Field	Explanation	
	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, complete any of the following fields in the header area and click Find:
 - Summary Code
 - Period
 - Yr/Ctry
 - Company
 - Building
 - Property
 - 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.



Sales Analysis Revisions - Sales Analysis Revisions

OK Cancel Tools

Summary Code	TP	<i>By Tenant & ProdCode w/in Bldg</i>		Period	12	Yr/Ctry	04	20
Company	00150	Tenant	1538	RM11		RM21		
Building	15020	DBA		RM12		RM22		
Property	15010	Prod Code	CLMN	RM13		RM23		
Unit		ULI		RM14		RM24		
Floor		Tnt Sls		RM15		RM25		
Lease		Cur Code						

Gross Amounts Sq Foot Amounts Variance

	This Year	Last Year	Change Amt	Percent Chg
MTD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
QTD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
YTD	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
CYP	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Rolling Twelve Months		<input type="text"/>		

- 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.
- Click OK.

Processing Options for Tenant Sales Analysis Revisions (P15043)

Process Tab

This processing option enables you to specify the method of calculation to use.

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 Overview and Process

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 common area maintenance, expense pass-through, rebills, escalations, triple net, and building operating costs. These expenses can include utilities, taxes, insurance, maintenance, cleaning, advertising, and promotions. Within the Real Estate Management system, we use the term *expense participation* because the system can generate billings that result in invoices and vouchers for almost any type of expense sharing.

The expense participation process assumes that each tenant pays for expenses based on the percentage of the area in the building or property that they occupy. However, because leases can be negotiated to exclude a unit from expense sharing or reduce the level of a unit’s share, the system provides for entering adjustments to the expense category, tenant’s area, and the area of the building – all of which are used in the calculation to derive the tenant’s expense share amount.

You can set up expense participation to generate estimated billings for your tenants’ expected share of expenses on a recurring frequency, such as monthly, and then generate billings again at the end of the year based on actual amounts from which you can deduct the estimated paid amounts. You can also use the actual amounts as the basis for the estimated billings for the following year, as well as generate estimated expenses based on a budget ledger type, if desired.

The process to generate estimated and actual billings for expense participation consists of the following tasks:

Task	Description
Set up expense participation classes	You set up expense participation classes, which specify the accounts or range of accounts that comprise the expenses for each class.
Set up the share factor denominator (optional)	You can set up a denominator to use in the expense participation calculation that excludes units from the area of the building or property based on the expense participation unit type, the area of the unit, or both.
Set up tenant exclusions (optional)	You can set up rules to exclude expenses from the expense class based on bill code.
Set up expense participation information	You set up expense participation information to specify the expense classes for each tenant based on the tenant’s lease, as well as any adjustment information.
Generate expense participation calculations	After you set up the expense participation information for each tenant, you can generate the calculations for each tenant’s share of expenses for the expense class. You can generate the calculation for actual or estimated amounts.
Review and revise expense participation calculations	Before generating the expense participation billing records, you can review the expense participation calculations and make revisions, as necessary.

Task	Description
Generate estimated expense participation billings	If you do not generate the records for the estimated expense participation amounts when you generate the billing records for actual amounts, you can generate the estimated amounts separately. You can either use the same calculation batch that was used to generate the actual billing records or use a different calculation batch.
Update estimated expense participation billings	After you generate the estimated expense participation records in the worktable, you generate recurring billing records for estimated expenses.
Post expense participation billing records	After you generate expense participation billings, regardless of whether they are for actual or estimated expenses, you must post the records to generate invoices or vouchers and update the appropriate account information.

Expense Participation 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 for expenses related to common area maintenance, utilities, taxes, advertising, parking, administration, and so on.

You set up the accounts that comprise the expense class using the E.P. Class Information program (P1530). The total amount of all transactions posted to the accounts that are set up for the expense class is the *class exposure*. The class exposure includes only those transactions that occur within all of the following date ranges:

- The date ranges entered for the expense participation class
- The tenant participation period for the expense participation class, which is set up in the expense participation information
- The billing period, which is specified in a processing option when you run the E.P. Calculation Generation program (R15110)

The system stores expense class information in the Expense Participation Class Master table (F1530).

Prerequisite

- Set up expense class codes in UDC 15/EC.

► 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.

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E.P. Class Information - E.P. Class Information Revisions

OK Delete Cancel Form Tools

E.P. Class CAMS Common Area Maintenance Cash/Accrual

Adjustment Factor 0.950000 Class Adjustments Exist

Records 1 - 2 Customize Grid

	Building	From Object	From Subsid	To Object	To Subsid	Begin Date	End Date
<input type="checkbox"/>	*	6430		6460			
<input type="checkbox"/>							

2. On E.P. Class Information Revisions, complete the following field to identify the expense class:
 - E.P. Class
3. In the detail area complete the following field:
 - Building

Enter * to specify all buildings or use a separate detail line, as necessary.
4. Complete the following fields to identify the range of accounts to use to calculate the class exposure.
 - From Object
 - From Subsid
 - To Object
 - To Subsid

Enter 99999999 to include all subsidiaries for the account.

You cannot use * in any of the account fields.
5. Complete the following fields to define the effective dates for the E.P. class, if necessary.
 - Begin Date
 - End Date
6. Repeat steps 3 through 5 for each range of accounts that you want to include in the class.
7. Click OK to complete the entry.

Expense Participation Information

You define the parameters that the system uses to calculate the tenants' share of expenses for each expense class in which they participate using the E.P. Information program (P15012). You set up expense participation information by lease and by expense class. If a lease pertains to multiple units, expense participation information must be set up for each unit and expense class separately.

At its most basic level, the expense participation information that you set up must specify the expense class, the tenant's area (numerator), and the area of the building or property (denominator). These are the key components to calculate the tenant's expense share using the formula: amount of expenses x (tenant's area / building or property area) = tenant's expense share

The following table further explains each of the components that you must set up as the expense participation information for the lease.

Expense class	You specify the expense class, which contains the account information necessary to derive the total expense amount for a specific period of time.
Tenant's area	The system retrieves the tenant's area from the area entered on their lease, which you can override, if necessary.
Area of building (or property)	<p>The system retrieves or calculates the area of the building based on the computation method that you specify:</p> <ul style="list-style-type: none"> • If the computation method is B, the system retrieves the area for the building from the building log record that is assigned the same E.P. code that you specify on the expense participation information record. If you do not have a building log record set up for area and E.P. code, you cannot use this computation method. • If the computation method is X, the system uses the average occupied space for the building (also known as a gross-up factor). The system sums the rentable square footage of all the units in the building and calculates the number of days that each unit is occupied (based on the billing period used in the expense participation calculation). Then, the system multiplies the area by the number of days occupied and divides that result by the number of days in the billing period. <p>You use the corresponding computation methods P and Y, respectively, to compute property area values, instead of building area values.</p>

In addition to the basic information that you must set up, you can specify adjustments to the expense class, limits, and other rules for calculating the denominator (area of the building or property) by excluding units.

See Also

See the following topics in the *Real Estate Management Guide* for detailed information about setting up expense participation information for adjustments and limits:

- ❑ *Adjustments to Expense Participation Calculations*
- ❑ *Tenant Exclusion Rules*

- ❑ *Share Factor Denominators*
- ❑ *Groups and Subgroup Limits*

Example: Calculations Without Adjustments

Without specifying adjustments, the only factor that affects the expense participation calculation is the computation method. The following examples show how changing the computation method affects the tenant's expense share amount.

The following setup information pertains to both examples:

- Building 15020 = 100,000 square feet
- Building 15020 has 5 units; the following describes the square footage of each unit:
 - Unit 1A = 20,000
 - Unit 1B = 15,000
 - Unit 1C = 25,000
 - Unit 1D = 30,000
 - Unit 1E = 10,000
- Units 1C and 1D are occupied for the entire billing period for which expense participation is calculated (365 days)
- Unit 1A is occupied from 6/01/05 through 12/31/05 (214 days)
- Expense Class = UTIL
- Class Exposure = 90,000
- Tenant's S.F. = 20,000 (Unit 1A)

Computation Method B

Using computation method B, you must specify an E.P. code to use to retrieve the area for the building from the building log. In this example, the E.P code is 01 and the corresponding area in the building log is 90,000 square feet.

If you generate expense participation calculations, the system calculates the tenant's utility expense share for unit 1A as follows:

Class exposure x (tenant area / building area) = tenant's utility expense amount

$$90,000 \times (20,000 / 90,000) = 20,000$$

The system uses 90,000 square feet, instead of 100,000, because it found 90,000 set up in the building log record for E.P. code 01.

Note

The formula for computation method P is the same as computation method B, except that the system uses the combined area of all buildings that make up the property.

Computation Method X

Using computation method X, the system calculates the average occupied space in the building, which it uses as the denominator, using the following steps:

12. For each occupied unit, the system multiplies the area of the unit by the number of days that the unit is occupied.
13. The system adds the result from the previous step for all occupied units and then divides that sum by the number of days in the billing period.

The following table shows the information that is set up for the units in the building and the calculation that the system performs

Unit	Area	Occupied Days	Calculation (Area x Days)
1A	20,000.	214	20,000 x 214 = 4,280,000
1C	25,000	365	25,000 x 365 = 9,125,000
1D	30,000	365	30,000 x 365 = 10,950,000
Total occupied space x occupied days = 24,355,000			
Denominator = 24,355,000 / 365 (number of billing days) = 66,726.03			

Using the newly calculated denominator, the system calculates the tenant's utility expense share as follows:

Class exposure x tenant area / building area = tenant's utility expense amount

$$90,000 \times (20,000 / 66,726.03) = 26,975.98$$

Note

The formula for computation method Y is the same as computation method X, except that the system uses the combined area of all buildings that make up the property.

See Also

- *Example: Calculations with Adjustments* in the *Real Estate Management Guide* for detailed information about using computation methods N, O, U, and V in conjunction with the gross-up percentage

Prerequisite

- To use calculation methods B or P, verify that building log records have been set up that define the building area by E.P. code. See *Setting Up Building and Property Information* in the *Real Estate Management Guide* for more information.

► To set up basic expense participation information

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, complete the steps to locate the lease and click Find.

- Choose the lease and click Select.

PeopleSoft® Sign Out

E.P. Information - E.P. Information Revisions

Expense Participation | Lease Defaults

Lease: 271 Bill Manually

Tenant: 1540 DeAnna's Deli

Comment:

Default Version: 1 Show Default Version Only

Records 1 - 2		Customize Grid											
	E.P. Cls	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
<input type="checkbox"/>			CAMS	EXPA	EXPE	MGMT	0.020000	1	5,000	03	B		
<input type="checkbox"/>													

- On E.P. Information Revisions, click the Expense Participation tab and complete the following optional field:
 - Comment
- Click to enable the following options, as necessary.
 - Bill Manually

If you enable this option, the system does not create billing records automatically. You must manually enter the billing records, based on the calculations.
 - Show Default Version Only
- Complete the following fields in the detail area:
 - E.P. Cls
 - Act B/R

Enter the bill code to which you want expense participation amounts billed.
 - Est B/R

If you enter a bill code in this field, the system subtracts the amounts previously billed for the bill code from the tenant's expense participation amount that it calculates when you generate expense participation billings.
 - Adm B/R

If you specified to add an adjustment amount to the class exposure before the administration fee is calculated, the system ignores the value in this field and considers the fee as part of the expense amount.
 - E.P. Code

The system uses this code only when you specify calculation methods B or P, and only when you do not specify a share factor denominator.
 - C M

If you enter B or P, you must additionally specify either an E.P. code or a share factor denominator.

- B F
- Begin Date

If you leave this field blank, the system uses the starting date of the lease.

- End Date

If you leave this field blank, the system uses the ending date of the lease.

- Occup From

If you leave this field blank, the system uses the starting date of the lease.

- Occup To

If you leave this field blank, the system uses the ending date of the lease.

6. Click OK.

Processing Options for Expense Participation Information (P15012)

Display Tab

This processing option is used to specify whether the system displays tax fields.

1. Display of Tax Fields

Blank = Default to RE Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify whether to display the Tax Explanation Code and Tax Rate/Area fields on the E.P. Information Revisions form. Valid values are:

Blank

Use the setting of the Tax Suppress option in the Real Estate Management Constants table (F1510B) to determine whether to display the tax fields.

0

Display the tax fields. If you choose this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table.

1

Do not display the tax fields. If you choose this option, the system ignores the setting of the Tax Suppress option in the Real Estate Management Constants table.

Edits Tab

This processing option is used to specify whether the system validates the dates entered on the expense participation record against the lease dates.

1. Edit Dates Against Lease Master

Blank = Bypass editing

1 = Edit dates

Use this processing option to specify whether the system verifies whether the dates entered for expense participation information are within the beginning and ending lease dates in the Lease Master Header table (F1501B). Valid values are:

Blank

Do not verify that the expense participation dates are within the lease dates.

1

Verify that expense participation dates are within the lease dates. The dates for the expense participation information must match the lease dates, or the system displays an error message.

Defaults Tab

This processing option is used to specify the lease version that the system retrieves.

1. Search Default For Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system retrieves the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system displays the version of the lease that is effective as of the system date.

1

The system displays the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03 and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system displays the version dated 10/01/03.

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

Currency Tab

These processing options are used to specify whether to allow overrides to the currency code and exchange rate.

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.

Adjustments to Expense Participation Calculations

You can set up expense participation information to adjust any and all components of the calculation that the system uses to determine the tenant's expense share amount, which includes:

- The class exposure (expense class amount)
- The numerator (tenant's area)
- The denominator (area of building or property)

For example, some tenants, such as an anchor tenant in a shopping mall, might be exempt from expense sharing because their unit attracts the shoppers who increase the sales for all mall tenants. You can set up an adjustment to exclude the area for their unit from the total area for the building or property.

Additional adjustments might include:

- Excluding an account from the class exposure
- Adding a fee to the class exposure or to the tenant's expense share amount
- Multiplying the class exposure by a percentage
- Adding or subtracting an amount from the class exposure
- Adding or subtracting an amount from the tenant's expense share amount
- Subtracting estimated expenses for which the tenant has been billed

Regardless of the type of adjustment, you specify adjustment information in one of two programs:

- E.P. Class Information (P1530)
- E.P. Information (P15012)

See Also

- *Group and Subgroup Limits* in the *Real Estate Management Guide* for information about setting up and using these types of limits

Adjustments to the Class Exposure

You can adjust the class exposure by multiplying it by a percentage, adding or subtracting an amount to it, excluding account information, and so forth. The following table outlines each adjustment to the class exposure that you can set up, and the program that you use to define it:

Adjustment Type	Description	Program
Account Exclusion	You can specify the accounts to exclude from the class exposure. The system subtracts the amounts posted to the accounts from the class exposure.	E.P. Class Information (P1530)
Amount	You can add an adjustment amount to or subtract an adjustment amount from the class exposure. You can also specify whether the adjustment occurs before or after the administration fee, if specified, based on the value of the Fee Basis field (FEBS) that you set up in the E.P. Information program.	E.P. Class Information (P1530)
	You can set up a rule that excludes amounts from the class exposure, based on bill code, E.P. unit type, and area. After you set up the tenant exclusion rule, you assign it to the appropriate expense class in the E.P. Information program. <i>See Tenant Exclusion Rules in the Real Estate Management Guide for detailed information about this program.</i>	Tenant Exclusion Revisions (P150120)
	You can specify an amount that overrides the exclusion amount that the system calculates based on the tenant exclusion rule that you specify. For example, you might have expense participation information set up to exclude tenant contributions for utilities the first year, based on the amounts billed, but decide to exclude a defined amount the next year regardless of the billed amount.	E.P. Information (P15012)
	You can specify a base exclusion amount that can be increased (compounded) by a percentage for each year that the tenant participates, which the system subtracts from the class exposure. When you set up a base exclusion amount, you must specify the year that it occurs. The system excludes the base amount the year following the beginning year that you specify. The system subtracts the base exclusion amount as the final adjustment to the class exposure, if specified.	
You can specify a minimum or maximum amount against which the total exposure is compared, and for which the system generates adjustment amounts. If the total exposure is less than the minimum amount specified, the system adjusts it to use the minimum amount. If the total exposure is greater than the maximum amount specified, the system adjusts it to use the maximum amount.		

Fee	<p>You can add a management or administration fee to the class exposure. The amount of the fee depends on the percentage that you specify, and at which point the system uses it in the calculation. As an adjustment to the class exposure, the fee could be calculated on the class exposure before or after exclusions have been made.</p> <p>You can also set up the system to calculate the fee based on the tenant's net share amount for the expense class, which does not affect the class exposure.</p>	E.P. Information (P15012)
Percentage	<p>You can multiply the class exposure by a percentage adjustment factor. For example, if the landlord agrees to pay 10% of expenses for a specific expense class, you can adjust the class exposure by multiplying it by 90%. You specify the percentage in a decimal format in the Adjustment Factor field.</p>	E.P. Class Information (P1530)
	<p>You can multiply the class exposure by a gross-up percentage. The system uses the gross-up percentage only when you specify the computation methods N or O (for computing the area of the building), or U or Y (for computing the area of the property).</p> <p>See <i>Example: Calculations with Adjustments</i> in the <i>Real Estate Management Guide</i> for examples of how the system uses the computation methods and gross-up percentage.</p>	E.P. Information (P15012)

Adjustments to the Numerator

You can adjust the numerator (tenant's area) that is used in the calculation for the tenant's share factor in one of the following ways:

- You can adjust the square footage that represents the tenant's area that the system uses as the numerator in the calculation for the tenant's share factor by changing the value in the Tenant Sq. Ft. field (EPOF) that the system supplies with the rentable area that is set up on the lease. The system uses the value that you enter as the tenant's area.
- You can specify a percentage of the class exposure to use, instead of calculating a share factor by dividing the tenant's area by the building (or property) area. For example, if you enter .20 in the Percent Override field (PCTP), the system multiplies the class exposure by 20% to derive the gross share amount.

Adjustments to the Denominator

Adjustments to the area of the building or property can be made only by setting up a share factor denominator in the Share Factor Denominator Revisions program (P150122) and assigning it to the expense participation information for the expense class. When you set up a share factor denominator, you specify the areas of units to exclude from the total area of the building (or property) by E.P. unit type, unit area, or both.

See Also

- *Share Factor Denominators* in the *Real Estate Management Guide* for information about setting up a share factor denominator to use as the denominator in the calculation for expense participation

Tenant Exclusion Rules

Tenant exclusion rules allow you to subtract certain tenant contributions from the total class exposure. The system identifies the amounts to exclude by unit type, unit area, and bill code. For example, you can exclude all amounts associated with bill code EXPE (estimated expense participation billing) for units assigned an E.P unit type of ANC (anchor).

You can also specify an area value to use as additional criteria to locate the amounts associated with the unit. For example, you might want to exclude only amounts associated with bill code EXPE for anchor units that have a square footage of 15,000 or more.

The system uses the Gross Lease Occupied Areas table (F15141) to locate the unit areas based on the area method and area type that you specify. The area method includes gross leaseable, gross lease occupied, average leaseable, and average lease occupied. The area type specifies whether the area is rentable, useable, or some other value.

Note

The information that you specify for the area type must correspond to the area type that was used to generate the information in table F15141 or the system does not exclude any area.

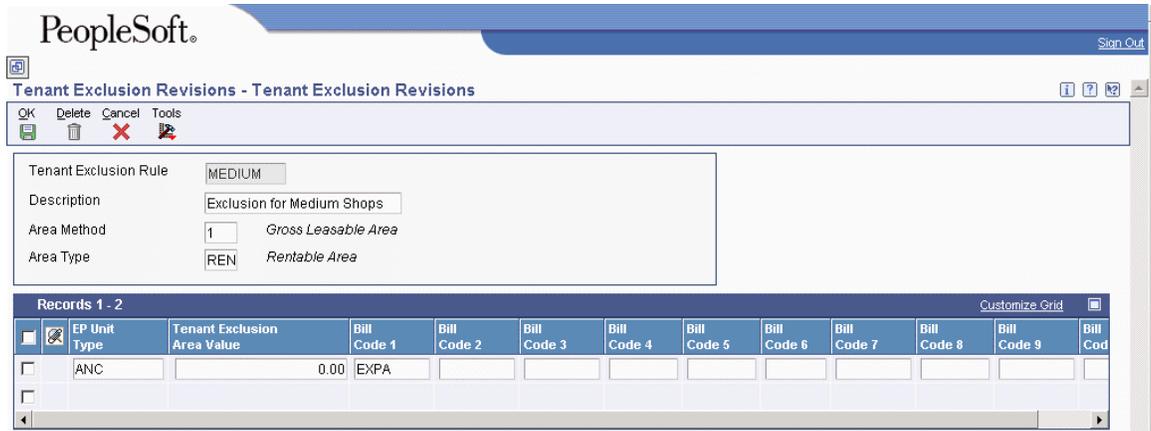
The system retrieves the amounts to subtract (based on the bill codes that you enter) from either the Customer Ledger (F03B11) or the Accounts Payable Ledger (F0411) table, depending on the lease. You set up the rule using the Tenant Exclusion Revisions program (P150120), and then assign it to the expense participation information that you set up for the lease. The system calculates the tenant exclusion amount when you run the E.P. Calculation Generation program (R15110).

The system stores tenant exclusion rules in the Tenant Exclusion Header (F150120) and Tenant Exclusion Detail (F150121) tables.

► 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

The area type that you specify must be the same as the area type that was used for the Gross Lease Occupancy Refresh program (R15141), or the system cannot locate the values to exclude.

- EP Unit Type
- Tenant Exclusion Area Value

If you specified an E.P. unit type, the system uses the tenant exclusion area value in conjunction with the E.P. unit type. For example, if the E.P. unit type is ANC and the the value in this field is 10,000, the system excludes units that are assigned an E.P. unit type of ANC and have more than 10,000 square feet from the tenant's area used for the numerator in the expense participation calculation.

- Bill Code 1

You must specify a value in at least one of the bill code fields, or the system does not exclude amounts.

Share Factor Denominators

The Expense Participation Calculation Generation program (R15110) calculates the tenant's share factor by dividing the area of the unit that the tenant leases by the total area of all of the units in the building or for the property. You can manipulate the tenant's share factor by specifying unit areas to exclude from the total (denominator) amount. You can identify the unit areas to exclude from the calculation by E.P. unit type, area value, or both. The system retrieves the area information for the unit from the Gross Lease Occupied Areas table (F15141) based on the area method that you specify. For example, if you want the system to exclude all unit areas with more than 10,000 square feet, you must specify whether the 10,000 square feet is a GLA, GLOA, or the average GLA or GLOA.

In addition to specifying the unit areas to exclude from the total area that the system uses to calculate the tenant's share factor, you can also set up a cap value, which is a percentage of the gross leaseable area (GLA) for the building or property, that establishes a minimum area value to use in the calculation. The system compares the calculated denominator to the cap value and uses the greater of the two values as the denominator for the expense participation calculation.

Note

Because the cap value is a percentage of GLA, if the area method that you specify for the share factor denominator is GLA, the system never uses the cap.

After you create a share factor denominator, you can add it to the expense participation information for all applicable leases. The share factor denominator works only with computation methods B and P, and only when an E.P. code is not specified. This value can be different for each line of expense participation information that you set up.

The system stores share factor information that you set up in the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables.

► **To set up a share factor denominator**

From the Expense Participation menu (G1523), choose Share Factor Denominator Revisions.

1. On Work with Share Factor Denominator, click Add.

PeopleSoft®

Share Factor Denominator Revisions - Share Factor Denominator Revisions

OK Delete Cancel Tools

Share Factor Denominator: ANCHOR

Share Factor Description: Share Factor for Anchors

Area Method: 1 Gross Leaseable Area

Area Type: REN Rentable Area

Cap Value: 0.85

DENOMINATOR EXCLUSIONS

Records 1 - 2		Customize Grid
<input type="checkbox"/>	EP Unit Type	Share Factor Area Value
<input type="checkbox"/>	ANC	0.00
<input type="checkbox"/>		

2. On Share Factor Denominator Revisions, complete the following fields:

- Share Factor Denominator
- Share Factor Description
- Area Method
- Area Type

The area type that you specify must be the same as the area type that was used for the Gross Lease Occupancy Refresh program (R15141), or the system cannot locate the values to exclude.

3. Complete the following optional field:

- Cap Value

Enter the cap value as a percentage in a decimal format. For example, if you want to specify a cap that is 85% of GLA, enter .85. The system always uses GLA for determining the cap value.

4. In the detail area, complete one or both of the following fields for as many unit types as desired:

- EP Unit Type
- Share Factor Area Value

If you specified an E.P. unit type, the system uses the share factor area value in conjunction with the E.P. unit type. For example, if the E.P. unit type is ANC and the value this field is 10,000, the system excludes units that are assigned an E.P. unit type of ANC and have more than 10,000, from the total building area used for the denominator in the expense participation calculation.

5. Click OK.

Example: Calculations with Adjustments

To understand how to specify adjustment information for the expense participation record, you must understand how the system uses the adjustment in the calculation. Each adjustment that you specify affects the tenant's expense share amount, but you can affect it differently depending on the adjustment that you set up. The following screens show the order in which the system uses each adjustment in the calculation. By reviewing this calculation, you can determine how to set up adjustment information in the corresponding expense participation program.



E.P. Calculation Revisions - EP Calculation Revisions

OK Cancel Form Tools

Lease/Vers 271 1 E.P. Class CAMS BCI 1 Batch Number 6539

Page1 Page2

Building	15020	Tenant	1540	DeAnna's Deli	Base Curr	USD
Unit	103	Alt Payee	1540	DeAnna's Deli		
Bill Code	EXPA	Sep Invoice		Generation Type	2	
Manual Rev		Tax Rate		Tax Expl Code		
Total Billable	8,000.00					
Class Exp	302,440.00	From (MM/YYYY)	1 / 2005	To Ending Date	12/31/05	
Admin Fee		(+) Fee Rate				
Excl. Value		(-) Exclusion Rule				
Class Adj Fct	0.950000	(X)				
Gross Up Fct		(X)				
Trans Excl		(-)				
Acct Excl/Adj	300.00-	(-)				
Adj Amount (1)	500.00	(+)				
Admin Fee	5,762.36	(+) Fee Rate	0.020000			
Adj Amount (2)		(+)				
Total Exp	293,880.36	**				
Max Limit (C)	300,000.00	(>) Adj Amt	300,000.00	Calc	1	Base Yr
Min Limit (C)	250,000.00	(<) Adj Amt	250,000.00	Calc	1	Base Yr
Adj Exp	293,880.36	**				

The following tables list most of the fields from each corresponding screen and provides an explanation of how the system calculates each field. If the field is not listed in one of the tables, a more detailed explanation follows.

Field	Amount	Explanation of Calculation	Running Total	Program
Class Exp.	302,440.00	The system totals the amounts for the accounts specified for the expense class CAMS (E.P. Class).	302,440.00	E.P. Class Information (P1530)
Excl Value		If a tenant exclusion rule had been specified, the system would have added the amounts based on the bill codes specified, and subtracted the result from the class exposure.		
Adj Factor	.95	The system multiplies the class exposure by the adjustment factor. The adjustment factor is used when the landlord pays some portion of expense, in this case 5%.	287,318.00	E.P. Class Information (P1530)
Acct Excl/Adj	300.00	An account adjustment. The system adds this amount to the class exposure. The system displays the amount as negative, because the calculation is set up to subtract it (subtracting a negative number results in addition).	287,618.00	E.P. Information (P15012) Expense Participation Adjustments form
Adj Amount 1	500.00	The system subtracts the amount from the class exposure. The Calculation Placement field determines whether the system enters the adjustment amount in this field or in the Adj. Amount 2 field.	287,118.00	E.P. Class Information (P1530) E.P. Class Adjustments Revisions form

Field	Amount	Explanation of Calculation	Running Total	Program
Admin Fee	5,762.36	The Fee Basis field determines when the fee is calculated and added to the class exposure. In this example, the fee basis specifies that the system calculate the fee on the class exposure after exclusions.	293,880.36	E.P. Information (P15012)
Total Exposure	293,880.36			System-calculated
Max Limit (C)	300,000.00	The maximum limit for the total exposure. If the total exposure is greater than 300,000, the system uses 300,000 as the adjusted exposure amount. You set this up as a class adjustment level.		E.P. Information (P15012) Expense Participation Adjustments form
Min Limit (C)	250,000	The minimum limit for the total exposure. If the total exposure is less than 250,000, the system uses 250,000 as the adjusted exposure amount. You set this up as a class adjustment level.		E.P. Information (P15012) Expense Participation Adjustments form
Adj Exposure	293,880.36	Because the total exposure is within the maximum and minimum range specified, the system uses it.		System-calculated

E.P. Calculation Revisions - EP Calculation Revisions

Lease/Vers: 271 | 1 | E.P. Class: CAMS | BCI | 1 | Batch Number: 6539

Page1 | Page2

Adj Exp: 293,880.36 **
 Cmpd Excl: 10,000.00 (-) Base: 10,000.00 Cmpnd: 1.000000 Yr: 2004
 Net Exposure: 283,880.36 **
 Share Factor: 0.028571 (X) Numr: 5,000 Denom: 175,000.00
 Comp: B E.P. Code: 03 Share Factor Denominator:
 Cap %: 0.00 Cap Amount:
 Gross Share: 8,110.75 **
 Max Limit (L): 8,000.00 (>) Adj Amt: 8,000.00 Calc: 1 Base: Yr:
 Min Limit (L): 5,500.00 (<) Adj Amt: 5,500.00 Calc: 1 Base: Yr:
 Subgroup Limit: (>) Subgroup: Subgroup Adjustment:
 Group Limit: (>) Group: Group Adjustment:
 Adj Share: 8,000.00 **
 Occup Adj: 1.000000 (X) From: 06/01/05 To: 12/31/06 Occup Rule: D
 Net Share: 8,000.00 **
 Admin Fee: (+) Fee Rate: Admin B/R Code:
 Est Billing: (-)
 Total Billable: 8,000.00 ***

Field	Amount	Explanation of Calculation	Running Total	Program
Adj Exp.	293,880.36	From previous screen		
Cmpd Excl (Base Exclusion)	10,000.00	The system subtracts the amount from the adjusted exposure.	283,880.36	E.P. Information (P15012)
Net Exposure	283,880.36		283,880.36	System-calculated
Share Factor	.028571	The result of the following calculation: Numerator (tenant's area) / Denominator (building area) Numerator = 5,000 Denominator = 175,000		System-calculated

Field	Amount	Explanation of Calculation	Running Total	Program
Comp (Computation Method)	B	The computation method. The system used the area from the building log that was set up for E.P. code 03.		E.P. Information (P15012)
Gross Share	8,110.75	The system multiplies the share factor by the net exposure.	8,110.75	System-calculated
Max Limit (L)	8,000	The maximum limit for the gross share. If the gross share is greater than 8,000, the system uses 8,000 as the adjusted share amount. You set this up as a lease adjustment level.		E.P. Information (P15012) Expense Participation Adjustments form
Min Limit (L)	5,500	The minimum limit for the gross share. If the gross share is less than 5,500, the system uses 5,500 as the adjusted share amount. You set this up as a lease adjustment level.		E.P. Information (P15012) Expense Participation Adjustments form
Adj Share	8,000	Because 8,081.60 is greater than 8,000, the system uses 8,000 as the adjusted share.	8,000	System-calculated
Net Share	8,000		8,000	System-calculated
Est Billing		If the system had located estimated billings based on the bill code entered in the Est B/R field, the amount would have been subtracted from the net share.	8,000	E.P. Information (P15012)
Total Billable	8,000		8,000	System-calculated

Gross-Up Factor

You can enter a gross-up percentage to adjust the class exposure based on a minimum occupancy level (the number of days that each tenant occupies their unit in the building). The system uses the percentage that you specify in conjunction with the computation method to determine a gross-up factor that reflects the percent of occupancy for the building and the occupancy for each unit.

If the computation method is B, P, X, or Y, the system multiplies the class exposure by the gross-up percentage and includes it as part of the total exposure. These computation methods do not adjust the gross-up factor based on occupancy.

Computation methods N and U derive a gross-up factor by dividing the area of the building (based on the E.P. code from the building log) by the average occupied area, that the system calculates using computation method X. The system adjusts the gross-up factor based on the percentage specified on the expense participation record, if necessary.

Computation methods O and V perform the same calculations as N and U, but derive the gross-up factor by using the result of computation method Y (average occupied area of the property) as the numerator.

The following examples show how the system calculates the gross-up factor using computation methods N and U.

Computation Method N

The system compares the gross-up percentage on the expense participation record to the gross-up factor, which it calculates by dividing the area of the building (based on the E.P. code from the building log) by the average occupied area for each unit, which it calculates by running computation method X.

For example, if you set up the expense participation record to use computation method X, and the system calculates a denominator of 67,000 s.f., and the area of the building (based on the E.P. code and building log) is 175,000 s.f., the calculated gross-up factor is .38 (38%).

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates, the system adjusts the calculated amount using the following formula:

$$\text{Gross-up percentage entered on expense participation record} / \text{calculated gross-up factor} = \text{new gross-up factor}$$

For example, if the gross-up percentage on the expense participation record is .5, and the calculated gross-up factor is .38, the system derives the new gross-up factor .76 (.38 / .50). The system uses this gross-up factor to multiply by the class exposure as part of the total exposure amount.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system adjusts the calculated amount using the following formula:

$$1 / \text{calculated gross up factor} = \text{new gross-up factor}$$

For example, if the gross-up percentage on the expense participation record is .25 and the calculated gross-up factor is .38, the system calculates the new gross-up factor as 2.63.

Computation Method U

If the gross-up percentage on the expense participation record is greater than the gross-up factor that the system calculates using computation method Y (which performs the same calculation as computation method X, but uses the area of the property instead of the building), the system performs the same calculation as it does using computation method N.

If the gross-up percentage on the expense participation record is less than the gross-up factor that the system calculates, the system does not use a gross-up factor.

See Also

- ❑ *Example: Calculations Without Adjustments* in the *Real Estate Management Guide* for examples using computation methods B and X

► To set up adjustments to the expense class

From the Expense Participation menu (G1523), choose E.P. Class Information.

1. On Work with E.P. Class Information, click Find.
2. Choose the expense class that you want to adjust and click Select.
3. On E.P. Class Information Revisions, complete the following field to specify an adjustment factor.
 - Adjustment Factor
Enter the percentage by which you want to multiply the total class exposure. Enter the percentage in a decimal format. For example, to specify 2%, enter .02.
4. To specify an amount to add or subtract to the class exposure, choose Class Adjustments from the Form menu.

PeopleSoft®

E.P. Class Information - E.P. Class Adjustments Revisions

OK Delete Cancel Tools

E.P. Class Common Area Maintenance

Records 1 - 2		Customize Grid					
<input type="checkbox"/>	<input type="checkbox"/>	Adjustment Amount	C P	Description	Begin Date	End Date	Cur Cod
<input type="checkbox"/>	<input type="checkbox"/>	500.00	2				USD
<input type="checkbox"/>	<input type="checkbox"/>						

5. On E.P. Class Adjustments Revisions, complete the following fields:

- Adjustment Amount

Enter the adjustment amount for the currency specified by the currency code.

- C P
- If you enter 1 or A, the system adds the adjustment amount to the class exposure after it calculates an administration fee, if specified. Otherwise, the system adds the adjustment amount to the class exposure before it calculates the administration fee.
- Description
 - Cur Cod
6. Complete the following optional fields to specify effective dates for the adjustment amount:
 - Begin Date
 - End Date
 7. Click OK.

Note

Adjustments to the class exposure can also be set up in the E.P. Information program (P15012). See *To set up expense participation adjustments* in the *Real Estate Management Guide* for detailed information.

► **To set up expense participation adjustments**

From the Expense Participation menu (G1523), choose E.P. Information.

1. On Work with Leases, click Find to display all leases for which expense participation information is set up, or complete one or more of the following fields to limit the display:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Property
 - Lease Type/Status
2. Turn on the following option to display all versions of the lease, if desired.
 - Display All Versions
3. Choose the lease for which you want to set up adjustment information and click Select.
4. On E.P. Information Revisions, complete the following fields to adjust the class exposure:
 - Base Exclusion
 - Compound Factor
 - Base St Yr

The system does not subtract the amount specified in the Base Exclusion field until the year following the year specified in this field. For example, if you specify 25,000 as the

base exclusion amount to start in 2005, the system does not exclude it from the class exposure until you generate expense participation for 2006.

- Gross Up

Enter the percentage in a decimal format. For example, enter .80 to specify 80%.

Note

The system uses the gross-up percentage differently depending on the calculation method. See *Example: Calculations with Adjustments* in the *Real Estate Management Guide* for detailed information.

- Tenant Exclusion Rule
- Exclusion Override

If you specify an amount in this field, the system does not use the tenant exclusion rule specified.

5. Complete the following fields to adjust the numerator (tenant's area):

- Tenant Sq Ft
- Percent Override

6. Complete the following fields to adjust the denominator (area of building or property):

- Share Factor Denominator

The system uses the share factor denominator only with computation methods B and P, and only when an E.P. code is not specified.

7. Complete the following fields to specify a fee:

- % Fee

Enter the percentage as a decimal. For example, enter .01 to specify a 1% fee.

- F B

8. To set up account exclusions and minimum and maximum adjustment levels for the expense class, choose EP Adjustments from the Row menu.

E.P. Information - Expense Participation Adjustments



OK Delete Cancel Form Tools

Lease Number

E.P. Class

Records 1 - 6 Customize Grid

<input type="checkbox"/>	Adj Lvl	Adjustment Amount	Min/Max	Adj Calc	Adjustment Base	Adj STYr	Property/Building	Obj Acct	Sub	Account Description	Cur Cod
<input checked="" type="checkbox"/>	C	300,000.00	M	1							USD
<input type="checkbox"/>	C	250,000.00	N	1							USD
<input type="checkbox"/>	L	8,000.00	M	1							USD
<input type="checkbox"/>	L	5,500.00	N	1							USD
<input type="checkbox"/>	A	300.00		5			15020	5350		EP Revenue (CAM)	USD
<input type="checkbox"/>											

9. On Expense Participation Adjustments complete the following fields:

- Adj Lvl
- Adjustment Amount

If the adjustment level is A, and you specify an adjustment amount, the system adds or subtracts the amount from the account balance that corresponds to the property (business unit), object, and subsidiary that you specify. If you want to exclude an entire account balance, leave this field blank.

- Min/ Max

If the adjustment level is C or L, you must specify whether the amount represents a minimum or maximum amount.

- Adj Calc

Choose the calculation method that corresponds to the adjustment level.

- Adjustment Base

If you specify an adjustment base amount, the system applies the adjustment amount to the adjustment base amount. You cannot specify an adjustment base amount without specifying an adjustment amount.

The system does not use the adjustment base amount with adjustment level A.

- Adj StYr

The value that you specify corresponds to the adjustment calculation that you entered:

If the value of the adjustment calculation is 1 or 2, enter the lease year for which the adjustment applies. For example, enter 0001 to specify the first year of the lease.

If the value of the adjustment calculation is 3 or 4, enter the fiscal year for which the adjustment applies. For example, enter 2005 to specify the fiscal year for which the adjustment applies.

This field is not used when the value of the adjustment calculation is 5, 6, or F.

10. Complete the following fields to specify the account balances to exclude, if you entered an adjustment level of A.

- Property/ Building
- Obj Acct
- Sub

11. Click OK.

The system returns you to the E.P. Information Revisions form and displays an informational icon next to the detail line for the expense class to indicate that an adjustment level exists.

Note

See *Group and Subgroup Limits* in the *Real Estate Management Guide* for information about completing the E.P. Grp, Sub Grp, and Group Limit fields.

Group and Subgroup Limits

When you set up expense participation information, you can group two or more expense classes to define a common limit that applies to the sum of the classes within the group. The system compares the limit amount for the group to the gross share amount for each expense class in the group. If the sum of the gross share amounts for the group exceeds the group limit, the system performs a calculation that adjusts the net amount by the group adjustment amount.

To define more than one common limit for a group, you can create subgroups within the group that has a different common limit than the one established for the group. For example, you could group two or more expense classes into a subgroup that has a common limit of 10,000, and then group that subgroup with other expense classes into a group that has common limit of 16,000.

For each group and subgroup that you want to use, you must set up a separate expense participation limit record using computation method L.

The following screen displays expense participation information that is set up to use both a subgroup and a group limit:

	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
<input type="checkbox"/>		CU							2,500		L	6,000.00	
<input type="checkbox"/>	CUT								2,500		L	9,000.00	
<input type="checkbox"/>	CUT		UTIL	EXPA	EXPE				2,500		B		
<input type="checkbox"/>	CUT	CU	CAMS	EXPA	EXPE				2,500		B		
<input type="checkbox"/>	CUT	CU	TXIN	EXPA	EXPE				2,500		B		

In this example, the expense classes CAMS and TXIN make up the subgroup CU. A separate expense participation record has been set up to identify the subgroup as CU with a limit of 6,000 and a computation method of L. The expense classes that make up the group CUT include the two expense classes for the subgroup (CAMS and TXIN) and the expense class UTIL. A separate expense participation record has been set up to identify the group as CUT with a limit of 9,000 and a computation method of L.

Note

When you set up the subgroup and group limit expense participation records, you must additionally specify a billing frequency.

Example: Group and Subgroup Limits

When you set up group limits, you ensure that the tenant's total gross share does not exceed a defined amount. If the amount exceeds the group limit, the system performs the calculation that is described in the example to adjust the tenant's net share (billable) amount.

The following examples show how the system uses the group limit and subgroup limit to reduce the tenant's billable amount for the expense class.

Example: Group Limit Adjustments

In this example, the group consists of two expense classes, so that you can easily follow the calculation that the system performs. If there were more expense classes in the group, the system would perform the same calculation for each expense class.

The following table shows the relevant information that is set up on the expense participation record.

Setup Information	Value
E.P. Group	CU
E.P. Classes	CAMS, UTIL
Group Limit	9,000
Gross Share for CAMS	11,243.00
Gross Share for UTIL	6,378.57
Sum of Gross Shares for CAMS and UTIL	17,621.57

Calculation for CAMS

$$9,000.00 \text{ (group limit)} / 17,621.57 \text{ (sum of gross shares)} = .510738$$

$$11,243.00 \text{ (gross share for CAMS)} \times .510738 = 5,742.23 \text{ (net share for CAMS - billable amount)}$$

$$11,243.00 - 5,742.23 = 5,500.77 \text{ (group adjustment)}$$

Calculation for UTIL

$$9,000.00 \text{ (group limit)} / 17,621.57 \text{ (sum of gross shares)} = .510738$$

$$6,378.57 \text{ (gross share for UTIL)} \times .510738 = 3,257.78 \text{ (net share for UTIL – billable amount)}$$

$$6,378.57 - 3,257.78 = 3,120.79 \text{ (group adjustment)}$$

Example: Subgroup Limit and Group Limit Adjustments

In this example, two of the three expense classes in the group are organized into a smaller subgroup with its own limit. The system performs the same calculations that were described in the previous example for each expense class in the subgroup using the subgroup limit to determine the net share. Then, the system uses this net share as the basis for calculating the net share (billable amount) for each expense class using the group limit.

By reviewing the resulting calculations, you can see that using group and subgroup limits ensures that the tenant's total expense share does not exceed specific limits.

The following table shows the relevant information that is set up on the expense participation record.

Setup Information	Value
E.P. Group	CUT (CAMS, UTIL, TXIN)
E.P. Subgroup	CT (CAMS, TXIN)
E.P. Classes	CAMS, UTIL, TXIN
Group Limit	9,000
Subgroup Limit	6,000
Gross Share for CAMS	9,854.89
Gross Share for UTIL	6,378.57
Gross Share for TXIN	3,262.83
Sum of Gross Shares for Subgroup (CAMS and TXIN)	13,117.72

Subgroup Calculation for CAMS

$$6,000 \text{ (subgroup limit)} / 13,117.72 = .45740$$

$$9,854.89 \text{ (gross share for CAMS)} \times .45740 = 4,507.63 \text{ (net share for subgroup)}$$

$$9,854.89 - 4,507.63 = 5,347.26 \text{ (subgroup adjustment)}$$

Subgroup Calculation for TXIN

$$6,000 \text{ (subgroup limit)} / 13,117.72 = .45740$$

$$3,262.83 \text{ (gross share for TXIN)} \times .45740 = 1,492.42 \text{ (net share for subgroup)}$$

$$3,262.83 - 1,492.42 = 1,770.41 \text{ (subgroup adjustment)}$$

Group Calculation for CAMS

To determine the group share amount, the system uses the net share amounts for the subgroup + the gross share for UTIL, which was not part of a subgroup.

$$4,507.63 + 1,492.42 + 6,378.57 = 12,378.62 \text{ (sum of net share and gross share amounts)}$$

$$9,000 \text{ (group limit)} / 12,378.62 = .72706$$

$$4,507.63 \text{ (net share for subgroup)} \times .72706 = 3,277.32 \text{ (net share for CAMS – billable amount)}$$

$$4,507.63 - 3,277.32 = 1,230.31 \text{ (group adjustment)}$$

Group Calculation for TXIN

$$9,000 \text{ (group limit)} / 12,378.62 = .72706$$

$$1,492.42 \text{ (net share for subgroup)} \times .72706 = 1,085.08 \text{ (net share for TXIN – billable amount)}$$

$$1,492.42 - 1,085.08 = 407.34 \text{ (group adjustment)}$$

Group Calculation for UTIL

$$9,000 \text{ (group limit)} / 12,378.62 = .72706$$

$$6,378.57 \text{ (gross share)} \times .72706 = 4,637.60 \text{ (net share for UTIL – billable amount)}$$

$$6,378.57 - 4,637.60 = 1,740.97 \text{ (group adjustment)}$$

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.
--	---

Generating Expense Participation Calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Generation.

You generate the expense participation calculations before you generate the estimated or actual billing amounts, so that you can verify that you have expense participation information set up correctly for each tenant.

Processing options allow you to specify whether to generate calculations for estimated or actual billings based on the generation type. If you specify to generate the calculations for estimated billings (generation type 6, then you must run the Estimated E.P. Generation program (R15102) and the Estimated E.P. Edit/Update program (R15113) to generate the recurring billing records. If you generate calculations for actual billings (generation type 2) you run the E.P. Billing Generation program (R15101) to generate the billing records.

Regardless of the generation type that you specify, when you run the E.P. Calculation Generation program (R15110) the system does the following:

- Retrieves expense participation information from the Tenant E.P. Class Master table (F15012B)
- Generates a batch number for the calculations
- Updates the E.P. Billing Register table (F1538B)

The system generates a record in this table for every lease for which it generates an expense participation calculation.

Note

The system does not generate a record if the total for the expense class is a negative amount.

- Updates the E.P. Billings Generation Control Master
The system generates a record in this table for each lease for which it generates an expense participation calculation. The system updates the billing period field with G that corresponds to the billing period number specified in the processing option. For example, if you specify a billing period of 12, the system updates the 12th billing period field.

- Automatically generates the EP Billing Register (R1538 or R1538S) and the EP Extraction Listing (R1532)

You use the EP Billing Register to review the calculations that the system generates, and the EP Extraction Listing to review the account balances for each expense class.

You can run expense participation at any time during the year for any tenant or lease. However, if you set up a tenant exclusion rule to exclude the billing expenses related to a specific unit type, such as anchor, you must generate and post the expense participation records for the anchor units first, so that the amounts can be deducted from leases set up with the anchor tenant exclusion. If the tenant exclusion rule does not specify a unit type, you can generate expense participation billings for any tenant or lease at any time in any order.

Data Selection and Data Sequence

You can specify data selection to limit the calculation generation program to specific leases or buildings. If you use data selection, do not specify criteria that conflicts with the processing options. For example, do not use data selection to specify the billing period to use to process records. The system uses the information that is set up in the processing options.

This program has been hard-coded to perform activities in a specific order; therefore, data sequencing is not set up. Do not specify additional data sequencing.

Prerequisite

- Run the Gross Lease Occupancy Refresh program (R15141) if you set up expense participation information using a tenant exclusion rule or share factor denominator. See *Running the Gross Lease Occupancy Refresh Program (R15141)* in the *Real Estate Management Guide* for more information.

Processing Options for Expense Participation Calculation Generation (R15110)

Process Tab

These processing options are used to specify the period for which the system retrieves account information to generate the calculation, as well as to specify the generation type for the billing records.

1. Billing Period Number

Use this processing option to specify the periods for which expenses are retrieved that comprise the expense class. The system uses the billing frequency that is set up on the E.P. Information Revisions form, in conjunction with this processing option, to retrieve the appropriate expense amounts.

The system retrieves expenses for the period specified, as well as for all periods prior to the period specified that do not have an X in the period number field on the Work with Billing Frequency Codes form. For example, if the billing frequency is annual (A), which is set up with an X for period 12 only, the system retrieves the billing frequency record for A and then retrieves the expenses for the entire fiscal year (periods 1 through 12).

Note: The billing period number that you specify must have an X in the corresponding period in the Billing Frequency Master table (F15019), or the system does not retrieve any expenses.

If the lease that you process is set up on an irregular fiscal date pattern, the period number does not coincide with the calendar month. For example, if the fiscal year is 7/01/05 through 6/30/06, period 12 represents June, not period 6.

The value in this field also determines the year and period fields that the system updates in the Billings Generation Control Master table (F15011) for the billings that the system generates.

The system retrieves expenses from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option.

2. Fiscal Year

Use this processing option to specify the fiscal year to use to retrieve the expense amounts. The system uses the Billing Period Number processing option in conjunction with this processing option, and the billing frequency from the expense participation record, to retrieve the appropriate expense amounts.

Note: The fiscal year is defined as the year in which the end of the first period occurs. For example, if the fiscal year begins 12/15/04, and the end of period 1 is 01/14/05, the fiscal year is 05.

The system retrieves expenses from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option.

3. Generation Type

Use this processing option to specify the generation type to assign to the records that the system generates. Valid values are:

2

Expense Participation. Enter this value only if the calculations that you generate are for actual expense participation billing records.

6

Estimated Expense Participation.

Select Tab

These processing options are used to specify additional information to retrieve the appropriate records, as well as the instructions to process them.

1. Area Log Class

Use this processing option to specify the log class to use to locate the building log record to retrieve the square footage for the building or property (used for the denominator) when the same EP code is assigned to multiple building log lines.

Note: The system uses this processing option only with the calculation method B or P, and only when you do not enter a share factor denominator on the expense participation information record.

2. Area Amenity ID

Use this processing option to specify the amenity ID to use to locate the building log record to retrieve the square footage for the building or property (used for the denominator) when the same log class and EP code is assigned to multiple building log lines.

Note: The system uses this processing option only with the calculation method is B or P, and only when you do not enter a share factor denominator on the expense participation information record.

3. Prorate Base Exclusion Amount

Blank = Do not prorate

1 = Prorate using occupancy factor

Use this processing option to specify whether to prorate the base exclusion amount entered on the E.P. Information Revisions form based on the occupancy dates. The system derives an occupancy factor that it multiplies by the base exclusion amount to determine the prorated base exclusion amount.

The system calculates the occupancy factor by dividing the number of days that the tenant occupies the unit (based on the occupancy from and through dates on the expense participation information record) by the number of days in which the following dates overlap:

- o Dates of the billing period (entered in the Billing Period Number processing option)
 - o Expense participation dates (entered in the Begin Date and End Date fields on the E.P. Information Revisions form)
 - o Effective dates for the expense class (entered on the E.P. Class Information Revisions form)
-

For example, if the unit is occupied for four months (9/01 through 12/31, or 122 days), and the billing period, expense participation dates, and effective dates for the expense class overlap by one year (365 days), the occupancy factor is .3342 (122 / 365). If occupancy begins on 09/15, the calculation is .2959 (108 / 365).

4. Receivables or Payables

Blank = Create receivable invoices

1 = Create payable vouchers

Use this processing option to specify whether to select leases that generate invoice records or leases that generate voucher records. If the value of the Lessee field (STMB) on the lease is blank, the system generates invoice records when you post billings. If the value of the Lessee field (STMB) on the lease is 1 or Y, the system generates voucher records when you post billings. The system processes only those leases that have a value in the Lessee field that corresponds to the setting of this processing option. Valid values are:

Blank

Select leases that generate invoice records.

1

Select leases that generate voucher records.

Note: You must process recurring billings that generate invoices separately from recurring billings that generate vouchers.

Expenses Tab

These processing options are used to specify the ledger type, table, and account range to use to retrieve the appropriate records.

1. Override Ledger Type

Use this processing option to specify the ledger type to use to locate the account transactions. The system locates the account transactions from either the Account Ledger (F0911) or Account Balances (F0902) table, depending on the setting of the Extract Account Transactions processing option. If you leave this processing option blank, the system uses the Cash/Accrual field for the expense class to determine the ledger type.

2. Extract Account Transactions

1 = Extract Account Balances (F0902)

2 = Extract Detailed Transactions (F0911)

Use this processing option to specify whether to extract the account transactions from the Account Ledger (F0911) or the Account Balances (F0902) table. Valid values are:

Blank or 1

Use the Account Balances table (F0902).

2

Use the Account Ledger table (F0911).

3. Adjustment Ledger Type

Use this processing option to specify the ledger type to use to extract account transactions that were entered for adjustments. The system extracts the adjustment transactions in addition to the transactions that you specified for the expense class for ledger types AA or AZ, or the ledger type that you entered in the Override Ledger Type processing option.

4. Account Range Inclusion

Blank = Combine Object and Subsidiary Accounts

1 = Separate Object and Subsidiary Accounts

Use this processing option to specify whether the system uses the ranges specified for the object accounts separately from the ranges specified for the subsidiary accounts, or whether the system considers the object account range only. Valid values are:

Blank

Use the range for the object accounts only. The system includes all subsidiaries within the range of objects specified. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all accounts between 5000 and 5100, regardless of the subsidiary.

1

Use separate ranges for the object and subsidiary accounts. For example, if the From Object and From Subsidiary fields contain 5000 and 001, respectively, and the To Object and To Subsidiary fields contain 5100 and 020, respectively, the system includes all object accounts between 5000 and 5100 that have subsidiaries between 001 and 020. If account 5050.025 were set up, the system would not include it in the range.

Billings Tab

These processing options are used to specify the information to retrieve and process estimated expense participation billings.

1. Amount to Reconcile

Blank = Estimated billings

1 = Estimated less adjustments

2 = Payments to estimated billings

Use this processing option to specify how the system processes estimated billings. Valid values are:

Blank

Reconcile estimated billings. The system retrieves the estimated billing amounts from either the Customer Ledger (F03B11) or the Accounts Payable Ledger (F0411) table, based on the bill code entered in the Est B/R field (BRCD). The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

1

Reconcile estimated billings less adjustments. The system retrieves the estimated billing amounts from either the Customer Ledger or the Accounts Payable Ledger table, based on the bill code entered in the Est B/R field. Additionally, the system includes the receipt adjustment records for the same bill code from the Receipts Detail table (F03B14). Because the receipt adjustments are negative, including adjustments reduces the estimated billing amount and increases the tenant's net share. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

2

Reconcile payments to estimated billings. The system retrieves the payments, including unapplied receipts, for estimated billing amounts from either the Receipts Detail or the Accounts Payable Matching Document Detail (F0414) table, based on the bill code entered in the Est B/R field. The system uses the same dates to retrieve the estimated billing amounts that it uses to retrieve the expense amounts, and then subtracts that amount from the tenant's net share.

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 option to specify the date to use for retrieving the estimated billing amounts from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). Valid values are:

Blank

Invoice date

1

Due date

2

Service or tax date

3

G/L date

3. Override Begin Date

Use this processing option to specify the beginning date to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

4. Override End Date

Use this processing option to specify the ending date to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). If you leave this processing option blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

5. Version Override

Blank = Use version occupancy dates

1 = Use override dates

Use this processing option to specify the dates to use to retrieve the estimated billings from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414) if versioning is active. If lease versioning is not active, the system ignores this processing option. Valid values are:

Blank

Use the occupancy dates that are entered in the Occupancy From (OCPB) and Occupancy

To (OCPE) fields on the expense participation record.

1

Use the dates entered in the Override Begin Date and Override End Date processing options. If those processing options are blank, the system uses the dates defined by the Billing Period Number and Fiscal Year processing options.

Print Tab

This processing option is used to specify whether the system generates a detailed or summary report.

1. Summary or Detail Report

Blank = Summary report

1 = Detail report

Use this processing option to specify the calculation report to generate. Valid values are:

Blank

Generate the E.P. Calculation Register - Summary report (R1538S).

1

Generate the E.P. Calculation Register - Detail report (R1538).

Note: You can run additional reports, as necessary, from the Expense Participation menu (G1523).

Versions Tab

These processing options are used to specify the version of the corresponding print program to run.

1. E.P. Extraction Register (R1532)

Blank = XJDE0001

Use this processing option to specify the version of the E.P. Extraction Register (R1532) to generate. If you leave this processing option blank, the system uses version XJDE0001.

2. E.P. Calculation Register (R1538/R1538S)

Blank = XJDE0001

Use this processing option to specify the version of the E.P. Calculation Register (R1538 or R1538S) to generate. The version that you specify corresponds to the report that you choose to generate based on the setting of the Summary or Detail Report processing option. If you leave this processing option blank, the system uses version XJDE0001.

3. E.P. Class Adjustment Listing (R1535)

Blank = No report

Use this processing option to specify the version of the E.P. Class Adjustment Listing (R1535) to generate. If you leave this processing option blank, the system does not generate the report.

Deleting Expense Participation Batches

From the Expense Participation menu (G1523), choose E.P. Batch Delete.

If, after generating the expense participation calculations, you find that the expense participation information was not set up correctly, you can run the E.P. Batch Delete program (R158061) to remove the records from the E.P. Billing Register table (F1538B).

You can delete expense participation batches even after the billing records have been generated for actual amounts, if they have not been posted to the Accounts Receivable or Accounts Payable systems. After records are posted, the system does not delete them when you run this program; you must enter manual billing records for adjustments.

You delete expense participation batches only when the change that you want to make affects multiple lease records or an expense class. Otherwise, you can revise individual calculations for specific leases using the E.P. Calculation Revisions program (P15382).

When you delete expense participation batches, the system updates the Billings Generation Control Master table (F15011B) by removing the G or B from the appropriate periods, and removes records from the following tables:

- EP Billing Register (F1538B)
- Batch Control Records (F0011)
- Estimated EP Recurring Billings (F1502WB)
- Lease Master Billings (F1511B)

Processing options allow you to run this program in proof (edit) mode first so that you can review a report of the records to be deleted before you run the program in final (update) mode.

Note

When you generate the recurring billing records for estimated expense participation amounts, the system locks the calculation batch, even if the actual amounts have not been generated. After the calculation batch is locked, the system does not delete or unlock the record.

See Also

- *Revising Expense Participation Calculations* in the *Real Estate Management Guide* for information about an alternative to deleting the expense participation batch

Processing Options for E.P. Batch Delete (R158061)

Process Tab

These processing options are used to specify the batch number to use to locate the records to delete, and to specify whether to delete the records or print a report only.

1. Batch Number

Use this processing option to specify the batch number of the records to delete.

2. Edit or Update

Blank = Edit mode

1 = Delete records

Use this processing option to specify whether to run the program in proof (edit) or final (update) mode. Valid values are:

Blank

Proof mode. The system only generates a report of the records to delete. It does not remove records from the table.

1

Final mode. The system updates the table by removing the records and generates a report.

Revising Expense Participation Calculations

After you generate expense participation calculations you can review them online using the E.P. Calculation Revisions program (P15382). The system provides the calculation in the same format that appears on the EP Calculation Register for the detail report that the system automatically generates when you run the E.P. Calculation Generation program (R15110).

You can use the E.P. Calculation Revisions program to revise an amount or calculation, to add an transaction exclusion amount to the class exposure, or to delete one or more calculations from the batch. For example, if one the calculations was not set up correctly, you can delete it without affecting the remaining records in the batch. When you revise an amount, you must recalculate the remaining amounts to update them correctly. When you choose an option from the Form menu to recalculate the amounts, the system displays a message to notify the user that the calculated amounts were overridden.

You can revise and recalculate amounts as often as necessary until you generate expense participation billing records. To revise amounts after you generate billing records, you should delete the calculation batch using the E.P. Batch Delete program (R158061), and then regenerate it after making the desired revisions.

Note

Although the system allows it, if you delete an expense participation calculation record after the billing records are generated, you lose the audit trail to how the system derived the expense participation amounts.

By reviewing, revising, and recalculating the expense participation amounts, you can ensure that the system generates the billing amounts exactly as required.

The E.P. Calculation Revisions program updates information in the EP Billing Register table (F1538B) only.

► To revise expense participation calculations

From the Expense Participation menu (G1523), choose E.P. Calculation Revisions.

1. On Work With EP Calculation Batches, click Find to display all expense participation calculation records, or complete any of the following fields to limit your search:
 - Batch Number
 - Lease
 - Tenant
 - Building
2. To display calculation records for batches that have been posted to the Accounts Receivable or Accounts Payable system, turn on the following option and click Find:

- Display History Records

A lock icon appears in the far left column on records that have been posted or if recurring billing records have been generated for estimated expense participation amounts. You can not revise locked records.

3. To review or revise a calculation, choose the record and click Select.

Note

The system displays a warning message, if a billing record has been generated for the calculation record that you select. Changes made to calculation records for which billing records have been generated do not affect those billing records. To affect the billing records that have been generated, you must delete the expense participation batch, which deletes the billing records, and then revise the calculation record and regenerate the billing records.

4. On EP Calculation Revisions complete any of the input-capable fields on the Page 1 or Page 2 tab.
5. If you revise a field that affects the calculation, such as an amount or percentage field, choose Recalculate from the Form menu.

The system recalculates the billable amount accordingly.

Note

The system does not recalculate the billable amount for changes that you make to the following fields:

- Exclusion Rule
- Share Factor Denominator
- Cap %
- Occup Rule
- Comp (Dates Computation Method)
- E.P. Code

To recalculate the billable amount based on the changes that you make to these fields, you must delete the calculation batch, revise the expense participation information, and regenerate the calculation.

6. Click OK.

Processing Options for EP Calculation Revisions (P15382)

Process Tab

This processing option is used to specify whether the system displays tax fields.

1. Display of Tax Fields

Blank = Default to RE Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify whether the system displays the tax fields on the EP Calculation Revisions form. Valid values are:

Blank

Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to display the tax fields on the form.

0

Display the tax fields.

1

Do not display the tax fields.

Versions Tab

This processing option is used to specify the version of the program to run when it is accessed from the Form menu.

1. EP Information (P15012)

Blank = ZJDE0001

Use this processing option to specify the version of the Expense Participation Information program (P15012) to use when the program is accessed from the Form menu. 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.

After you generate the calculation batch for the expense participation records, you must generate the expense participation billing records by running the E.P. Billing Generation program (R15101).

Note

A processing option allows you to specify a version of the Estimated EP Edit Report (R15113) to run after this program completes. If you choose to specify a version the system runs the Estimated E.P. Generation program (R15102) and generates expense participation records for estimated amounts in the Estimated EP Recurring Billings worktable (F1502WB). Then, the system runs program R15113 in proof mode to generate a report of the records generated in the worktable.

When you run the E.P. Billing Generation program, the system does the following:

- Creates a batch header record in the Batch Control Records table (F0011)
- Assigns 1 as the batch type
- Assigns Error as the batch status
- Creates records in the Lease Billings Master table (F1511B) for each expense class
- Changes the G to B in the period field in the Billings Generation Control table (F15011B) to indicate that billing records exist

The system updates the code to X when the batch is posted to the Accounts Receivable or Accounts Payable system.

After you generate expense participation billings, you must run the Billing Edit/Register program (R15300), and then run the appropriate post program. A processing option allows you to run program R15300 automatically after the expense participation billing records are generated.

See Also

- *Generating Estimated Expense Participation Billings* in the *Real Estate Management Guide* for information about creating recurring billing records for estimated expense participation based on actual billing amounts

Processing Options for E.P. Billing Generation (R15101)

Process Tab

These processing options are used to specify the records to process and the general ledger date to assign to the billing records that the system generates. Additionally, if you specify to run the report for estimated billings, you can specify an inflation rate to apply to the estimated billing amounts.

1. Batch Number to Process

Use this processing option to specify the batch number of the expense participation calculation records for which the system generates billing records. If you leave this processing option blank, the system does not generate billing records for any calculation batches.

2. G/L Date

Use this processing option to specify the general ledger date to assign to the billing records that the system generates. If you leave this processing option blank, the system assigns today's date.

3. Inflation Rate For Recurring Billings

Use this processing option to specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter .05 to specify 5%.

The system uses this processing option only when you specify a version in the Estimated EP Edit Report (R15113) processing option. If you do not specify a version, the system ignores this processing option.

Versions Tab

These processing options are used to specify the version of the program to run after the expense participation billing records are generated.

1. Billing/Edit Register (R15300)

Blank = Omit report

Use this processing option to specify the version of the Billing/Edit Register program (R15300) to run after the system generates the expense participation billing records.

If you leave this processing option blank, the system does not run the Billing/Edit Register program automatically.

2. Estimated EP Edit Report (R15113)

Blank = Omit report

Use this processing option to specify the version of the Estimated EP Edit/Update program (R15113) to run after the system generates the expense participation billing records. The system runs program R15113 in proof mode only (to generate a report), regardless of the setting of the Print Edit Report processing option for the version.

If you leave this processing option blank, the system does not print a report.

Related Tasks for Processing Expense Participation Billings

The following table lists the related tasks to perform after you generate the expense participation recurring billing records. You must run the programs that are designated as Required to complete the expense participation billing generation process.

Generating the Billing Edit/Register (Required)	After you generate expense participation billings, you must run version XJDE0002 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. Depending on the setting of the version processing option, the system might run this program automatically upon completion of the E.P. Billing Generation program (R15101). <i>See Generating the Billing Edit/Register in the <i>Real Estate Management Guide</i>.</i>
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E.P. Journal Review	<p>You can review the batch of expense participation billing records and revise or delete billing transactions as necessary before you post the billing records.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Posting Invoices and Vouchers (Required)	<p>After you generate the billing edit register, you must post the billing transactions to generate the invoice or voucher records.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Printing Invoices	<p>After you post invoices, you can print and send them to your tenants.</p> <p>See <i>Printing Invoices for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Printing Statements	<p>After you post invoices, you can print statements and send them to your tenants.</p> <p>See <i>Printing Statements for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Reviewing Billing, Invoice, and Voucher Transactions	<p>You can review recurring billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i>.</p>
	<p>You can review the invoices generated from recurring billing transactions by using the Tenant Ledger Inquiry program (P15222).</p> <p>See <i>To review transactions using Tenant Ledger Inquiry</i> in the <i>Real Estate Management Guide</i>.</p>
	<p>You can review the vouchers generated from recurring billing transactions by using the Supplier Ledger Inquiry (P0411).</p> <p>See <i>Reviewing Supplier Ledger Information</i> in the <i>Accounts Payable Guide</i>.</p>

Estimated Expense Participation Billings

In addition to generating expense participation billings for actual expenses, you can generate expense participation billings for estimated expenses for the upcoming year. You can generate estimated expenses using one of three methods. Regardless of the method that you choose, when you run the Estimated E.P. Edit/Update program (R15113) the system generates records in the Recurring Billings Master table (F1502B) that you process as a recurring billing for the upcoming year.

The following table outlines each method and its corresponding steps:

Method	Steps
Generate estimated expense participation billings simultaneously with the actual expense participation billings, based on the actual billing amounts.	<ol style="list-style-type: none"> 1. Generate the calculation for generation type 2 (actual billings) 2. Run the E.P. Billing Generation program (R15101) with the processing option set to generate estimated billings or run the Estimated E.P. Generation program (R15102) on the calculation batch for actual amounts. 3. Run the Estimated E.P. Edit/Update program (R15113)
Generate estimated expense participation billings separately from actual billings, using a different criteria for the calculation, if desired.	<ol style="list-style-type: none"> 1. Generate the calculation for generation type 6 (estimated billings) 2. Run the Estimated E.P. Generation program (R15101). 3. Run the Estimated E.P. Edit/Update program (R15113).
Generate estimated expense participation billings based on a per square foot rate.	<ol style="list-style-type: none"> 1. Run the Estimated E.P. PSF Generation program (R15114). 2. Run the Estimated E.P. Edit/Update program (R15113).

After you generate records in table F1502B, you must run the Recurring Billing Generation program (R15100) to generate records in the Lease Billings Master table (F1511B), and then post the records to the Accounts Receivable or Accounts Payable system.

Generating Estimated Expense Participation Billings

Choose one of the following programs from the Expense Participation menu (G1523), depending on the method you choose to generate estimated billings:

- E.P. Billing Generation
- Estimated E.P. Generation
- Estimated E.P. PSF Generation

Regardless of the method that you choose to generate estimated expense participation billing records, you must run the Estimated E.P. Edit/Update program (R15113) afterwards to generate the recurring billing information records for the estimated expense participation amounts.

E.P. Billing Generation (R15101)

When you generate actual expense participation billings, you can specify a version of the Estimated EP Edit Report (R15113) in a processing option. When you do this, the system runs the Estimated E.P. Generation program (R15102), and then runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report. The system updates the following tables for estimated expenses:

- Estimated EP Recurring Billings worktable (F1502WB)
The system generates a record for each expense class.
- Billings Generation Control table (F15011B)
The system generates a record for each expense class for generation type 6 and updates the appropriate Bill Period field to G.

The system generates estimated billing amounts based on the billing frequency from the calculation record.

Estimated E.P. Generation (R15102)

If you prefer not to generate estimated expense participation billings at the time that you generate actual billings, or if you want to use a different calculation batch than was generated for the actual billings, you run the Estimated E.P. Generation program. You can run this program for any calculation batch, regardless its generation type. For example, if the calculation batch was generated for actual billings (generation type 2), you can still use that batch to generate estimated billings.

When you run Estimated E.P. Generation, the system does the following:

- Retrieves the calculation record from the E.P. Billing Register table (F1538B)
- Generates a record for each expense class in the Estimated EP Recurring Billings worktable (F1502WB)
- Generates a record for each expense class in the Billings Generation Control table (F15011B), if necessary, and updates the appropriate Bill Period field to B

Note

If you generated the calculations for estimated expenses (generation type 6), the records already exist in table F15011B and the system merely updates the Bill Period field from G to B.

If you generated the calculations for actual expenses (generation type 2), the system creates the F15011B records for the estimated expenses when you run this program.

Processing options allow you to specify the batch number for the associated calculation batch, as well as to enter the rate of inflation, if desired. Additionally, you can specify a version number so that the system automatically runs the Estimated E.P. Edit/Update program (R15113) in proof mode to generate a report. If you do not specify a version number for R15113, the system does not print a report of the records it generates in table F1502WB.

The system generates estimated billing amounts based on the billing frequency from the calculation record.

Estimated E.P. PSF Generation (R15114)

As an alternative to generating estimated expense participation billings based on a calculation batch, you can set up the system to calculate the estimated billing amounts based on an amount per square foot. To do this, you must set up a log record for each expense class. You assign the same log class code to each of these records and enter the expense class in the Amenity ID field (AMID) and the amount per square foot in the Units field (PMU1). You can enter information for either the lease log or the building log. If information exists in both logs for the same expense class, the system uses the amount per square foot from the lease log.

The following screen shows how the setup information appears in a building log record:

Property / Building Information - Log Details

Building: 15020 Atrium Mall
Type Business Unit: ML Retail Mall

	L/C	AM ID	Begin Date	Expired Date	Description	Explanation -Remark-	Units	UM	Critical Date
<input type="checkbox"/>	BA	B01			Rentable Square Footage		177,200.00	SF	
<input type="checkbox"/>	BA	B02			Useable Square Footage		153,075.00	SF	
<input type="checkbox"/>	BA	B08			Interior Common Area	Code Limit	175,000.00	SF	
<input type="checkbox"/>	BA	B09			Mortgage Information	See Text			
<input type="checkbox"/>	FF	F02			Number of Floors			EA	
<input type="checkbox"/>	FF	F05			Number of Parking Stalls	Assigned by Tenant		SP	
<input type="checkbox"/>	FS				Fire Protection Systems	Chemical System			
<input type="checkbox"/>	IN	B10			Insurance	See Text			
<input type="checkbox"/>	SF	CAMS			EP Per Square Foot Computation		200.00		
<input type="checkbox"/>	SF	UTIL			EP Per Square Foot Computation		125.00		

The log class is SF, the expense classes are CAMS and UTIL, and the amount per square foot for each expense class is 200 and 125, respectively.

When you run the Estimated E.P. PSF Generation program, the system multiplies the amount per square foot for the expense class by the number of square feet specified in the Tenant's SF field (EPOF) from the corresponding expense participation information record, and then generates a record in table F1502WB for the estimated annual billing amount. The system always uses an annual frequency when you run this program. When you run the Estimated E.P. Edit/Update program (R15113), a processing option allows you to assign the billing frequency to the recurring billing records that the system generates.

Note

The system does not generate records in the Billings Generation Control table until you run the Recurring Billing Generation program (R15100).

See Also

See the following related topics in the *Real Estate Management Guide*:

- ❑ *Generating Expense Participation Billings*
- ❑ *Updating Estimated Expense Participation Billings*

Considerations for Revising Estimated Recurring Billing Records

When you erroneously generate records in the Estimated EP Recurring Billings worktable (F1502WB) or need to revise the calculation information, do the following:

- Run the E.P. Batch Delete program (R158061) to delete the appropriate records.
- Revise the necessary expense participation information.
- Regenerate the calculations.
- Rerun the Estimated E.P. Generation program.

You cannot delete the records in worktable F1502WB without also deleting the calculation records in table F1538B. However, you can continue to generate the recurring billing information records by running the Estimated E.P. Edit/Update program (R15113), and then revise the recurring billing information as necessary. If you do this, though, the calculation will not support the revisions that you make.

See Also

See the following related topics in the *Real Estate Management Guide*:

- ❑ *Deleting Expense Participation Batches*
- ❑ *Revising Expense Participation Calculations*

Processing Options for Estimated EP Work File Generation (R15102)

Process Tab

These processing options are used to specify the records to process, as well as the inflation rate to apply to estimated expense participation amounts.

1. Batch Number to Process

Use this processing option to specify the batch number of the expense participation calculation batch to process. If you leave this processing option blank, the system does not process any records.

2. Inflation Rate

Use this processing option to specify the percentage by which the system multiplies the recurring billing amount for estimated expense participation billings to adjust for an inflation rate.

Enter the percentage in a decimal format. For example, enter .05 to specify 5 percent.

Versions Tab

This processing option is used to specify the version of the program to run.

1. Estimated EP Edit Report (R15113)

Blank = Omit Report

Use this processing option to specify the version of the Estimated E.P. Edit/Update program (R15113) to run in proof (edit) mode so that the system can generate a report of the records that it updated in the Estimated EP Recurring Billings worktable (F15102WB).

When you leave this processing option blank, the system updates the records but does not generate a report.

Note: The system always runs the Estimated E.P Edit/Update program in proof mode even when the processing option of the version specified is set to run the program in final (update) mode.

Processing Options for Estimated EP PSF Generation (R15114)

Process Tab

These processing options are used to specify how the system processes selected records.

1. Generation Date

Blank = System date

Use this processing option to specify the date to use to generate estimated expense participation billing records. The system uses the date that you enter, in conjunction with the following dates, to determine the leases to process:

- o Lease beginning and ending dates
- o Lease log line effective dates
- o Building beginning and ending dates
- o Building log line effective dates
- o E.P. information effective dates

Note: When information for the same expense class is specified in both the lease log and the building log, the system uses the estimated expense participation billing record for the lease log.

2. Recurring Billing Start Month

Use this processing option, in conjunction with the Recurring Billing Start Year processing option, to specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). For example, if you enter 6 in this processing option and 05 as the recurring billing start year, the system uses 6/01/05 as the starting date on the recurring billing record.

3. Recurring Billing Start Year

Use this processing option, in conjunction with the Recurring Billing Start Month processing option, to specify the beginning date to use on the recurring billing record that the system generates when you run the Estimated EP Edit/Update program (R15113). For example, if you enter 05 in this processing option and 6 as the recurring billing start month, the system uses 6/01/05 as the starting date on the recurring billing record.

4. Log Class for PSF Amounts

Use this processing option to specify the log class to use to retrieve the amount per square foot for the expense class from the lease or building log. When the expense class is set up for the same log class in both the lease and building logs, the system uses the value from the lease log.

5. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system calculates estimated expense participation per square foot for the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system uses the version of the lease that is effective as of the system date.

1

The system uses the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system uses the version dated 10/01/03.

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

Update Tab

This processing option is used to specify whether the system runs the program in proof or final mode.

1. Proof or Final

Blank = Proof mode

1 = Final mode

Use this processing option to specify whether to process the records in proof or final mode. Valid values are:

Blank

Proof mode. The system generates only a report of the records it retrieves to process.

1

Final mode. The system generates records in the Estimated EP Recurring Billings worktable (F1502WB) and generates a report.

Updating Estimated Expense Participation Billings

From the Expense Participation menu (G1523), choose Estimated E.P. Edit/Update.

The final step in generating estimated billings for expense participation is to run the Estimated E.P. Edit/Update program (R15113). When you run the Estimated Edit/Update program, the system generates a record in the Recurring Billings Master table (F1502B) for each record in the Estimated EP Recurring Billing worktable (F1502WB), based on the batch number that you specify. The system also removes the record from table F1502WB and locks the corresponding calculation record, if one exists, in the EP Billing Register table (F1538B).

Note

Estimated expense participation records generated by running the Estimated E.P. PSF Generation program (R15114) do not generate records in table F1538B.

The system locks the calculation records in table F1538B, regardless of whether the actual expense participation billing records have been generated or posted. Therefore, if you are generating actual and estimated expense participation billings, you must generate the billing records for the actual amounts *before* you generate the recurring billing records for estimated amounts. You cannot run the E.P. Billing Generation program on locked calculation batches.

When the system generates the new recurring billing record for estimated expenses, it suspends the existing record. Therefore, you can run R15114 as often as necessary without having to manually suspend or delete recurring billing records generated erroneously.

Catch-Up Billings

The system can also generate a record for catch-up billings, if specified in the processing option, when the difference between the estimated amount billed for the year and the actual amount differs. For example, if the amount of estimated expenses billed each month is 1,400.00, and the actual annual amount (divided by 12) is 1,600.00, the system generates a catch-up billing for 2,400.00, which represents the difference between the estimated and actual amounts (200) multiplied by the number of months in the billing cycle (12).

You can specify whether the catch-up billing is based on estimated amounts only, estimated amounts less adjustments (write-offs), or estimated amounts less payments (receipts). The method you choose directly affects the catch-up billing amount.

Generating Recurring Billing Records based on Estimated Per Square Foot Calculations

If you generated estimated expense participation billings using the Estimated E.P. PSF Generation program, when the system generates the recurring billing record, it uses the area value from the lease, not the area that is assigned to the expense participation information record. The system uses this area, in conjunction with the annual billing amount (which is calculated using the area from the expense participation record), to derive the rate per square foot that appears on the Recurring Billing Revisions form.

For example, if the expense participation information record specifies an area of 6,000 square feet and the log record specifies an amount per square foot of 310.00, the system calculates the annual estimated billing amount as 1,860,000.00. However, if the area on the lease is 5,000 square feet, the system divides 1,860,000 by 5,000 to derive a rate per square foot of 372 (not 310) that appears on the recurring billing information record.

Processing Options for Estimated EP Edit/Update (R15113)

Process Tab

These processing options enable you to specify the records to process, as well as information to assign to the recurring billing records that the system generates.

1. Batch Number to Process

Use this processing option to specify the batch number of the estimated expense participation batch to process. If you leave this processing option blank, the system does not process any records.

2. Copy Area From Work Table

Blank = Do not populate area value

1 = Copy area from work table

Use this processing option to specify whether to copy the area value (for example, the square footage amount) from the Estimated EP Recurring Billings table (F1502WB) into the records that the system generates in the Recurring Billings Master table (F1502).

3. Override Description

Blank = Use default remark

1 = Use bill code extension description

Use this processing option to specify the value of the remark field to use for the recurring billing records that the system generates. Valid values are:

Blank

Use Estimated Expense Participation as the default remark.

1

Use the description of the bill code.

4. Proof or Final

Blank = Proof mode

1 = Final mode

Use this processing option to specify whether the system processes records in proof or final mode. Valid values are:

Blank

Proof mode. The system generates only a report of the records to process, but does not generate records in the Recurring Billings Master table (F1502B).

1

Final mode. The system generates records in the Recurring Billings Master table (F1502B) and generates a report.

5. Billing Frequency Code

Use this processing option to specify the billing frequency code to assign to the recurring billing records that the system generates.

Note: When an existing billing record is suspended and replaced with a new billing record, the system assigns the billing frequency from the suspended record to the new billing record and ignores the setting of this processing option.

Print Tab

This processing option enables you to specify whether the system generates recurring billing records or prints only an edit report.

1. Display of Tax Fields

Blank = Default to RE Constants

0 = Display tax fields

1 = Suppress display of tax fields

Use this processing option to specify whether the system includes tax information on the report that the system generates. Valid values are:

Blank

Use the setting of the Tax Suppress field in the Real Estate Management constants to determine whether to include the tax information on the report.

0

Include the tax fields.

1

Do not include the tax fields.

Select Tab

These processing options enable you to specify the effective dates that the system assigns to the records that it generates, as well as whether to generate a catch-up billing record for a reconciliation amount and how to calculate the amount.

1. Effective Date Selection

1 = Start date of the expense span

2 = Month after end date of expense span

Use this processing option to specify the date to assign to the Starting Date field (EFTB) on the recurring billing record that the system generates. Valid values are:

Blank or 1

Use the date from the corresponding field on the record in the Estimated EP Recurring Billings worktable (F1502WB).

2

Add one month to the value of the Ending Date field (EFTE) on the record in table F1502WB and use it as the starting date.

2. Months To Billing Term

Use this processing option to specify the number of months to add to the starting date of the recurring billing record, based on the setting of the Effective Date Selection processing option, to determine the ending date to assign to the record.

3. Override Beginning Effective Date

Use this processing option to specify the starting date to assign to the recurring billing record that the system generates. If you specify a date in this processing option, the system ignores the setting of the Starting Date processing option.

4. Catch-Up Billings

Blank = Create catch-up billings

1 = Do not create catch-up billings

Use this processing option to specify whether to generate a catch-up billing record, based on the method specified in the Catch-Up Billing Calculation Method processing option, to reconcile the amount of the estimated expenses to the actual expense amounts that the system calculated. For example, if the annual amount of the actual expenses is 10.000 and

the annual amount of estimated expenses paid is 8,000, the system generates a recurring billing record for the amount of the difference (2,000). Valid values are:

Blank

Generate catch-up billing records.

1

Do not generate 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 specify the method to calculate the catch-up billing record, if the Catch-Up Billings processing option is set to blank. Valid values are:

Blank

Use the estimated billing amounts.

1

Use the estimated billing amounts less any adjustments, such as write-offs.

2

Use the payment amounts of the estimated billings, including the amount of any unapplied receipts. To include the estimated expenses, the unapplied receipts must be entered for the same bill code.

6. Receivables/Payables Retrieval Date

Blank = Invoice Date

1 = Due Date

2 = Service/Tax Date

3 = G/L Date

Use this processing option to specify the date type to use to determine the adjustment and payment records to retrieve from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414). The system retrieves the records for the billing term based on the date type that you specify. Valid values are:

Blank

Invoice date

1

Due date

2

Service or tax date

3

G/L date

Thresholds Tab

These processing options enable you to specify the minimum amount or percentage of change that must occur between the actual and estimated billing amounts to generate a recurring billing record.

1. Threshold For Change Amount

Use this processing option to specify the amount of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter 500 in this processing option, the difference between the annual actual expense amount and the annual estimated expense amount must be at least 500, or the system does not generate a new recurring billing record for the estimated amount.

2. Threshold for Change Percent

Use this processing option to specify the percent of change between the actual billing amount and the estimated billing amount that is necessary to generate a recurring billing record for the estimated expenses.

For example, if you enter .05 in this processing option, the difference between the annual actual expense amount and the annual estimated expense amount must be at least 5 percent, or the system does not generate a new recurring billing record for the estimated amount.

Enter the percentage in a decimal format. For example, enter .05 to specify 5 percent.

3. Threshold Calculation

Blank = Must exceed amount and percent

1 = Must exceed amount or percent

Use this processing option to specify the threshold criteria to use to generate the recurring billing record for the estimated expenses. Valid values are:

Blank

Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds both the amount and the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed both threshold criteria, the system does not generate a recurring billing record.

1

Generate a recurring billing record for estimated expenses when the difference between the actual and estimated annual billing amounts exceeds either the amount or the percentage specified in the Threshold for Change Amount and Threshold for Change Percent processing options. When the estimated amount does not exceed one of the threshold criterion, the system does not generate a recurring billing record.

Expense Participation Reports

From the Expense Participation menu (G1523), choose an expense participation report.

Review the following table for a description of each expense participation report:

Report	Description
E.P. Class Listing (R1530P)	<p>As an alternative to reviewing expense participation classes online, you can print the E.P. Class Listing report. You can use this report to review a list of the general ledger accounts included in each expense participation class to avoid duplicating the accounts in other expense classes that you set up. Use processing options to specify whether to include adjustments to the expense class on the report, and whether to print the associated expense amounts.</p> <p>The report is based on the Expense Participation Class Master table (F1530) and can also include information from the following tables, depending on your processing option settings:</p> <ul style="list-style-type: none">• Account Balances (F0902)• Account Ledger (F0911)• Expense Participation Class Adjustment (F1531)
Tenant Exclusion Listing (R156120)	<p>As an alternative to reviewing tenant exclusion information online, you can print the Tenant Exclusion Listing report. This report prints tenant exclusion information from the Tenant Exclusion Header (F150120) and Tenant Exclusion Detail (F150121) tables.</p> <p>This report does not have processing options.</p>

Report	Description
Share Factor Denominator Listing (R156122)	<p>As an alternative to reviewing share factor denominator information online, you can print the Share Factor Denominator Listing report. This report prints share factor denominator information from the Share Factor Denominator Header (F150122) and Share Factor Denominator Detail (F150123) tables.</p> <p>This report does not have processing options.</p>
E.P. Information Listing (R154013)	<p>You use the E.P. Information Listing to review the billing setup for leases that use expense participation. If you print and review this report before you generate invoices, you can save time and reduce 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).</p>
E.P. Class Adjustment Listing (R1535)	<p>You use the E.P. Class Adjustment Listing report to review the adjustment amounts that are applied to the expense participation classes in a specific billing generation. This report 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 (R15110) controls whether the system prints this report when you generate the calculations.</p>
E.P. Calculation Register – Detail (R1538)	<p>You use the E.P. Calculation Register – Detail report to review a list of the calculation details for a batch of expense participation billings before generating the billing. You can also refer to this report to locate information more quickly on the E.P. Calculation Revisions form. This report is based on the EP Billing Register table (F1538B) and includes both calculated amounts and their related limits for comparison.</p>
E.P. Calculation Register – Summary (R1538S)	<p>You use the E.P. Calculation Register – Summary report to review a summary of the expense participation calculation before generating the billing. This report 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.</p>
E.P. Extraction Register (R1532)	<p>You use the E.P. Extraction Register report to review the general ledger transactions that qualify as expense amounts for each E.P. class in a specific billing generation. This report is based on the Expense Participation Audit table (F1532B).</p>

Processing Options for E.P. Class Listing (R1530P)

Select Tab

These processing options are used to specify the dates that the system uses to accumulate transaction totals on the report.

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

These processing options are used to specify the records to include on the report.

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

These processing options are used to specify the business unit the system uses to generate expense accounts, as well as whether to include class adjustment totals.

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.

Processing Options for E.P. Information Listing (R154013)

Select Tab

This processing option is used to specify the date to use to select records to include on the report.

1. Report As Of Date

Blank = Select all

Use this processing option to specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you

enter 12/31/06, the system retrieves billing records that have an ending date that is on or after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

Print Tab

These processing options are used to specify the information to include on the report, as well as whether the a new page is generated for each lease.

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to specify whether to print a summarized or detailed report. Valid values are:

Blank

Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1

Print a summarized report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to 1 (summary). Valid values are:

Blank

Print tax information.

1

Do not print tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system inserts a page break (starts a new page) when the lease number changes. Valid values are:

Blank

Do not insert a page break.

1

Insert a page break.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

Processing Options for E.P. Class Adjustment Listing (R1535)

Select Tab

This processing option is used to specify the records to include on the report.

1. Batch Number to Process

Use this processing option to enter the batch number when running the Class Adjustments Listing report (R1535).

Processing Options for E.P. Calculation Register - Detail (R1538)

Select Tab

This processing option is used to specify the records to include on the report.

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

Processing Options for E.P. Calculation Register - Summary (R1538S)

Select Tab

This processing option is used to specify the records to include on the report.

1. Batch Number to Process

Use this processing option to enter the batch number of the E.P. billing calculation records to print.

Processing Options for E.P. Extraction Register (R1532)

Select Tab

This processing option is used to specify the records to include on the report.

1. Batch Number to Process

Use this processing option to enter the batch number for the E.P. Extraction Register report (R1532).

Processing Escalation Billings

In the real estate management industry, commercial leases are often set up with terms to regularly increase the rent (or other charges) according to an index such as the Consumer Price Index (CPI), Porter's Wage. The process that you run to calculate and increase the tenant's rent amount is called *escalation*. The process to generate escalation billings includes:

- Setting up escalation indices
- Setting up escalation information
- Generating the escalation billings
- Generating new recurring billing amounts
- Posting the escalation billings

Setting Up Escalation Indices

The escalation index that you set up, such as the Consumer Price Index, Porter Wage, or some other user defined index, provides the current rate that the system uses to determine the amount of escalation to bill.

Setting Up Escalation Information

The escalation information includes the base index, which the system compares against the current index to determine the escalation amount, the date and bill code to use to retrieve estimated escalation billings, the bill code to assign to recurring billing records that the system generates, and the calculation method to use. You can also set up maximum and minimum escalation limits, as well as adjustments to make to the escalation rate before the system calculates the escalation amount.

Generating the Escalation Billings

The system compares the current index to the base index to calculate the gross percent escalation using the following formula:

$$\frac{\text{(current index - base index)}}{\text{base index}}$$

Note

If you use the Porter's Wage index, the system might use a different formula depending on the computation method.

The system then multiplies the gross percent escalation by the recurring billing amounts to determine the amount of the escalation to bill. Processing options allow you to specify whether to prorate amounts based on a partial year, as well as whether to perform catch up billings.

The system updates the Lease Billings Master table (F1511B) and the Tenant Escalation Master table (F15016B).

Generating New Recurring Billing Amounts

You run the Escalation Update Without Post program (R15152) to generate the recurring billing record for the escalation amount. Depending on processing option settings, you can either combine the escalation amount with the rent amount or generate a separate recurring billing record for the escalation amount.

If you generated catch-up escalation billing amounts, you can run program R15152 at the time that you post the catch-up billing records, instead of as a separate step.

The system updates the Recurring Billings Master table (F1502B) and the Tenant Escalation Master table (F15016B).

Posting the Escalation Billings

If you generated catch-up escalation billing amounts, you must post them to generate the invoice (or voucher) records and update the appropriate general ledger accounts.

Escalation Indices

The first step in the escalation process is to identify and set up the escalation indices that you want to use to calculate the escalation amount. You use the Escalation Indices program (P1550) to specify the index, the calendar year for which the index applies, and the monthly index amounts. The system uses the periodic change in the amounts specified to derive a rate by which to calculate the escalation amounts.

The following table provides additional information about the most commonly used indices:

Consumer Price Index (CPI)	<p>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.</p> <p>The U.S. government publishes the CPI monthly, with a three-month lag time. For most metropolitan areas, the regional index is published every six months.</p>
Porter's Wage Index	<p>The Porter's Wage is a special index that has been used historically in the metropolitan area of New York. This index is based on the Porter's Union Wage contract, which consists of base rates and fringe benefits that are renegotiated periodically by the union.</p> <p>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:</p> <ul style="list-style-type: none">• Although 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 Porter's Wage index might have to be maintained.

User Defined Index	User defined indices can be set up to use some other criteria for increasing the rent. For example, you could escalate the rent of a building based on an increase in the operating costs, or you could set up an index that is based on the prime rate or other treasury note rates.
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The system stores escalation index information in the Escalation Index Master table (F1550).

Prerequisite

- Set up the escalation indices that you use in UDC 15/IX (escalation indexes).

► **To set up an escalation index**

From the Escalations menu (G1524), choose Escalation Indices.

1. On Work With Escalation Indices, click Add.

The screenshot shows the 'Escalation Indices - Escalation Index Revision' dialog box in PeopleSoft. At the top, there are buttons for 'OK', 'Cancel', and 'Tools'. Below these are input fields for 'Escalation Index' (containing 'CPIDN') and 'Calendar Year' (containing '04'). The 'Escalation Index' field is also labeled 'Denver-Boulder Index'. Below these fields is a table of monthly index values:

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 to identify the index:
 - Escalation Index
 - Calendar Year
3. Complete the monthly index fields.
4. Click OK.

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 can use this report to review the monthly index amounts that are associated with the escalation index for the calendar year. The system retrieves information for this report from the Escalation Index Master table (F1550).

This report has no associated processing options.

Escalation Information

After you set up the escalation indices that you want to use, you must set up escalation information for each lease for which you generate escalation billings. You use the Escalation Information program (P15016) to set up the information, which includes the index to use and the base index amount, the bill codes to use, start and end dates, the computation method, minimum and maximum amount limits, and so on.

The following table further explains the escalation information that is required to generate the recurring escalation billing record:

Index Information	You must specify an index code that represents the index by which to calculate the escalation, as well as the base index amount. The system uses both index amounts to derive a rate, which it multiplies by a basis amount to calculate the escalation.
Bill Codes	<p>You must specify the bill codes to use to retrieve amounts and to assign to the escalation billing records that the system generates in recurring billing.</p> <ul style="list-style-type: none">• Bill Code – The system assigns the value in the Bill Code field (GLC) to the escalation billing records that it generates for catch-up billings.• Estimated BRCD – The system uses the value in the Estimated BRCD field (BRCD) to retrieve the amounts from the estimated escalation recurring billings records to determine the amount of catch-up billing to generate, if any. The system also assigns this value to the escalation billing records that it generates for recurring billing, unless you specify to combine the escalation and rent amounts.• Rent BRCD – The system uses the value in the Rent BRCD field (BRRT) to retrieve the annual amount to use as the original basis, unless you specify a value in the Original Basis field (BESA). Depending on the processing option settings of the Escalation Update Without Post program (R15152), the system might assign this bill code to the recurring billing record that it generates when you combine escalation and rent amounts.
Dates	<p>You must specify the following dates:</p> <ul style="list-style-type: none">• Effective dates for the escalation information (Begin Date and End Date fields)• Effective dates for the base index (Base Start Month, Base Start Year, Base End Month, Base End Year fields)• Effective dates for generating the escalation amount (Next Month, Next Year, and Period Length fields) <p>The system updates these fields when you generate the escalation recurring billing record based on the billing frequency.</p>

Computation Method	<p>You must specify one of the following computation methods:</p> <ul style="list-style-type: none"> • Direct (D) – The system retrieves the index amount based on the index code that you entered directly from the index table. • Average (C) – The system uses an average of the index values for the term of the escalation billing period. For example, if the escalation term is 9/01 through 12/31 (four months), the system retrieves and sums the index amounts for the corresponding months, and then divides that result by the number of periods (four) to derive the average amount to use as the index amount. <p>The system does not include missing or zero index values when it derives the average amount to use.</p>
Basis Amount	<p>You must specify the amount to use as the basis for the escalation. You can enter a value in the Original Basis field (BESA), use the annual rent amount from recurring billing, or use the escalated rent amount (the system adds the annual amounts for the rent and estimated bill codes).</p>

You can also set up information to specify escalation limits, adjustments to the index amount that the system uses, and Porter Wage information, if used.

The system stores escalation information in the Tenant Escalation Master (F15016B) table.

Examples: Calculating Escalation

The examples that follow show how the system uses the escalation information that you set up to calculate the escalation amount. One example shows how the system calculates the escalation amount using a conventional index such as the Consumer Price Index, and the other example shows how the system calculates the escalation amount using the Porter’s Wage Index.

Example A: Consumer Price Index – Computation Methods D and C

Setup Information

Escalation Index: CPI for 2005		Escalation Information for Lease 100	
January	420.10	Escalation Index	CPI
Feb	420.60	Billing Frequency	M
March	421.20	Period Length	12
April	421.50	Next Month	01
May	422.00	Next Year	06
June	422.40	Minimum % Per Year	.015
July	422.65	Maximum % Per Year	.045
August	422.90	Base Index	416.40
September	423.30	Original Basis	60,000

October	423.75		Lease Factor	.90
November	424.05			
December	424.50			
Processing Options: Escalation Billing Generation				
Escalation Generation Date:		3/01/06		
Amount Used for Catch-Up Billings:		Estimated billings		
Process Catch-Up Billings:		Yes		

Process

14. Because an override date has not been entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information:
- If the calculation method is D (direct), the system retrieves the index for the month prior to the month entered in the Next Month field. In this example, the system would retrieve the index for December of 2005 (424.50).
 - If the calculation method is C (average), the system uses the value of the Next Month, in conjunction with the period length, to determine the average index to use. In this example, because the period length is 12, the system uses the average index for 2005 (422.41).

Note

Because the computation method dictates only which index amount to use as the current index, the remaining calculations in this example will use the index retrieved for computation method D.

15. The system uses the following formula to calculate the gross escalation rate that it multiplies by the basis amount:

$$(\text{current index} - \text{base index}) / \text{base index}$$

In this example $[(424.50 - 416.40) / 416.40]$, the rate of escalation is 0.01945.

16. Because the setup information includes a lease factor of 90 percent, the system multiplies the gross escalation rate by the lease factor to derive a new rate of .017505.
17. Because the rate does not exceed either the minimum or maximum percentages, the system ignores them. If the rate had been less than .015 or greater than .045, the system would have substituted the minimum or maximum rate for the calculated rate.
18. The system multiplies the escalation rate (.017505) by the basis amount (60,000) to calculate the escalation amount. In this example the escalation amount is 1,050.30 for year 06.

Note

Depending on the setting of the Original or Last field (ORLS), the system uses either the original or last basis amount in the calculation. If the system is calculating the escalation for the lease for the first time, the system always uses the original basis amount.

19. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount (1,050.30) by 12. In this example, the periodic adjustment amount is 87.53.
-

Note

The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. Had the billing frequency been annual or yearly, the system would not have performed this step.

20. At this point, the system must determine whether it needs to perform catch-up billings. To do so, it compares the value of the Escalation Generation Date (processing option) to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

In this example, the Next Month and Next Year fields in the escalation information is set up for 01 and 06, respectively, and the escalation date entered is 03/01/06. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it actually begins to calculate the escalation as of 04/01/06. Therefore, it would generate a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings (or 262.58).

Note

The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

Example B: Porter's Wage Index – Computation Methods 1 and 2

When you use the Porter's Wage Index and formula to calculate the escalation amount, the system does use the maximum, minimum, or lease factor percentages.

Setup Information

Escalation Index: Porter Wage for 2005		Escalation Information for Lease 101	
January	13.86	Escalation Index	CPI
Feb	13.86	Period Length	12
March	13.86	Next Month	01

April	13.86		Next Year	06
May	13.86		Base Index	13.75
June	13.86		Original Basis	60,000
July	13.86		Maximum Amount	1,500
August	13.86		Porter Wage Factor	1.75
September	13.86		Porter Wage S.F.	5,000
October	13.86			
November	13.86			
December	13.86			
Processing Options: Escalation Billing Generation				
Escalation Generation Date:		3/01/06		
Amount Used for Catch-Up Billings:		Estimated billings		
Process Catch-Up Billings:		Yes		

Process

21. Because an override date has not been entered in the processing options of the Escalation Billing Generation program (R15150), the system retrieves the current index value based on the computation method that is entered and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information. Because the index is the same for each month, the system uses 13.86 regardless of the calculation method.
22. Depending on the value in the Porter Wage Computation field (PWC), the system calculates either an amount change or percent change between the Porter Wage indices:
 - If the computation method is 1, the system uses the difference between the current and base index to determine the gross escalation amount. In this example, the gross escalation amount is 0.11 (13.86 – 13.75).
 - If the computation method is 2, the system uses the following formula to calculate the gross escalation percent:
$$(\text{current index} - \text{base index}) / \text{base index}$$

In this example, the gross escalation rate is 0.008 [(13.86 – 13.75) / 13.75].
23. Depending on the computation method, the system calculates the amount of escalation per square foot differently:
 - If the computation method is 1, the system multiplies the gross escalation amount by the value in the Porter Wage Factor field (PWF). In this example, the amount of escalation per square foot is 0.1925 (0.11 x 1.75).

- If the computation method is 2, the system uses the following formula to calculate the amount of escalation per square foot:

$$(\text{gross escalation percent} \times \text{Porter Wage factor}) \times 100$$

In this example, the amount of escalation per square foot is 1.4 $[(.008 \times 1.75) \times 100]$.

24. Next, the system multiplies the amount of escalation per square foot by the value in the Porter Wage Square Feet field (PWSF).
- If the computation method is 1, the system calculates the escalation amount as 962.50 $(0.1925 \times 5,000)$ per year.
 - If the computation method is 2, the system calculates the escalation amount as 7,000 $(1.4 \times 5,000)$ per year.
25. To determine the escalation amount per month (periodic adjustment amount), the system divides the escalation amount by 12. In this example, the periodic adjustment amount is 80.21 if the computation method is 1 and 583.33 if the computation method is 2.

Note

The system derives a monthly escalation amount because the billing frequency in the escalation information is set up as monthly. Had the billing frequency been annual or yearly, the system would not have performed this step.

26. At this point, the system must determine whether it needs to perform catch-up billings. To do so, it compares the value of the Escalation Generation Date (processing option) to the values in the Next Month and Next Year fields of the escalation information. If a gap exists between the two dates, then the system performs catch-up billings (unless the processing option is set to bypass generating catch-up billings).

In this example, the Next Month and Next Year fields in the escalation information are set up for 01 and 06, respectively, and the escalation date entered is 03/01/06. Because the system always uses the month following the date entered in the processing option to start generating the escalation, it begins to calculate the escalation as of 04/01/06. Therefore, it would generate a billing record in the Lease Billings Master table (F1511B) for three months of catch-up billings.

Note

The system does not write the recurring billing record for the escalation amount until you run the Escalation Update Without Post program (R15152).

► **To set up escalation information**

From the Escalations menu (G1524), choose Escalation Information.

1. On Work with Leases, click Find to display all leases. Alternatively, to limit your search to specific leases, complete any of the following fields, and then click Find:
 - Tenant
 - Alternate Payee
 - Lease Start Date
 - Lease End Date
 - Building
 - Property
 - Lease Type/Status
2. Choose the lease to which you want to add escalation information and click Select.

The screenshot displays the PeopleSoft interface for 'Escalation Information - Escalation Revisions'. The 'Selected Lease' tab is active, showing details for Lease Number 15368 (Abernathy & Hitch) and Lease Version 2. The tenant is 1538 (Abernathy & Hitch). The lease start date is 10/01/03 and the end date is 03/31/07. The version effective date is 08/01/00. There is a checkbox for 'Show Default Version Only' which is currently unchecked.

Below the details is a table of records. The first record is selected and shows the following values:

Lease Version	Index Code	Bill Code	Estimated BRCD	B F	Rent BRCD	Period Length	Next Month	Next Year	Begin Date	End Date	S C	O L	C M	Min. % Per Year
1	CPIDN	ESCL	ESCE	M	RRTL	12	1	4	10/01/03	03/31/07	L	D		0.0300

3. On Escalation Revisions, to display only the escalation rules that apply to the active lease, click the following option:
 - Show Default Version Only
4. Complete the following fields in the detail area:
 - Index Code
 - Bill Code
 - Estimated BRCD
 - B F
 - Rent BRCD
 - Period Length
 - Next Month
 - Next Year
 - Begin Date

If you leave this field blank, the system uses the lease start date.

- End Date

If you leave this field blank, the system uses the lease end date.

- O L

The system uses the basis amount and the index amount based on the value that you enter.

If you enter L, and the Last Basis field (LESA) is blank, the system uses the original basis and base index amounts when it generates the billing records.

- C M
- 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

If you leave this field blank, the system updates it with the annual amount specified for the recurring bill code entered in the Rent BRCD field.

5. Leave the following fields blank; the system updates them when you generate the escalation billing records.

- Last Start Month
- Last Start Year
- Last End Month
- Last End Year
- Last Index
- Last Basis

6. If the lease is set up for more than one unit, complete the following fields. Otherwise leave the fields blank to use the default information from the lease.

- Building
- Unit
- Alternate Payee
- Billing Group

- Unit Group

If you entered a value in the field for the Escalation Basis Override Code (EBOC), the unit group assigned to the recurring billing record must be the same as the value that you enter in this field. Otherwise, the system will not generate an escalation billing record.

7. Complete the following fields as applicable:

- Maximum Amount
- Porter Wage Factor
- Porter Wage Computation
- Porter Wage Square Feet
- Remark
- P T
- S I

8. Click OK.

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 the escalation information that is set up before you run escalation billings.

Processing options enable you to choose whether to generate a summary report or a detailed report, and whether to include taxes. The report includes the escalation information that is entered as of the date that you enter in the Report As Of Date processing options. You can use data selection to further limit the number of records that the report includes.

The report uses information from the Tenant Escalation Master table (F15016B).

Processing Options for Escalation Information Listing (R154015)

Select Tab

This processing option enables you to specify the date to use to select the records to include on the report.

1. Report As Of Date

Blank = Select all

Use this processing option to specify the date to use to retrieve the recurring billing information to print on the report. The system prints only those recurring billing records that have an ending date that is on or after the date that you specify. For example, if you enter 12/31/06, the system retrieves billing records that have an ending date that is on or

after 12/31/06. If you leave this processing option blank, the system prints all the recurring billing records.

Print Tab

These processing options enable you to specify the information that the system includes on the report, as well as whether the system inserts a page break when the lease number changes.

1. Detail or Summary

Blank = Print detailed information

1 = Print summarized information

Use this processing option to specify whether to print a summarized or detailed report. Valid values are:

Blank

Print a detailed report. The system includes the Billing Group, Alternate Payee, Remark, and Deal Number in addition to the information that the system prints for a summarized report.

1

Print a summarized report.

2. Tax Information

Blank = Print tax information

1 = Do not print tax information

Use this processing option to specify whether to print tax information on the detailed report. The system ignores this processing option if the Detail or Summary processing option is set to 1 (summary). Valid values are:

Blank

Print tax information.

1

Do not print tax information.

3. Page Break on Lease Number

Blank = No page break

1 = Page break

Use this processing option to specify whether the system inserts a page break (starts a new page) when the lease number changes. Valid values are:

Blank

Do not insert a page break.

1

Insert a page break.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

Generating Escalation Billings

From the Escalations menu (G1524), choose Escalation Billing Generation.

After you set up the information necessary to process the escalation, you run the Escalation Billing Generation program (R15150) to calculate the escalation amount and the amount of catch-up billing, if necessary. When you run program R15150, the system does the following:

- Generates a batch of calculation records in the Escalation Billing Register table (F1548B), including the amount of catch-up billing, unless it is bypassed.
- Generates a record in the Batch Control Records table (F0011) and the Lease Billings Master table (F1511B) for the amount of the catch-up billing, unless it is bypassed. The system assigns the catch-up billing record the bill code that was entered in the Bill Code field (GLC) in the escalation information.
- Updates the following fields in the Tenant Escalation Master table (F15016B):
 - Last Start Month
 - Last Start Year
 - Last End Month
 - Last End Year
 - Last Index
 - Last Basis
- Generates a record in the Billings Generation Control Master table (F15011) for generation type 4, and updates the first billing period to G based on the values entered in the Next Month (NPSM) and Next Year (NPSY) fields of the escalation information record.

- Locks the escalation information record to protect it from revision. Because the escalation information record provides an audit trail for the escalation calculation that the system generates, the system does not allow revisions to the information after the escalation calculation is processed. To revise the escalation information for future escalation processing, you must enter a new record and suspend the old record.
- Automatically runs the Billing Edit Register program (R15300).

Processing Options

In addition to setting the Escalation Generation Date, which the system uses to retrieve the current index, process escalation calculations, and assign the G/L date, processing options also enable you to do the following:

- Specify the date to use to retrieve estimated billing records from the Customer Ledger or Accounts Payable Ledger tables, as well as whether to exclude the estimated amounts from catch-up billings.
- Specify the G/L date to assign to the catch-up billing records if you want to use the escalation generation date.
- Specify the date for retrieving the current index if you do not want to use the month prior to the escalation date.
- Specify the date to assign to the recurring billing records that the system generates when you run the Escalation Update Without Post program (R15152).
- Specify whether to make an adjustment to the periodic billing amount when the lease is set up for less than a full year.
- Specify the version of the Escalation Calculation Register (R1548) to print. The Escalation Calculation Register prints the information that the system used to calculate the escalation amount, so that you can review the information before you generate recurring billing records and post any catch-up billing records.

Data Selection

You must specify data selection to choose which escalation records to process. Version XJDE0001 has data selection set up for the Next Start Period – Month, Next Start Period – Year, and Next Start Period – Century fields. If you do not want to use this data selection, you should set up data selection so that the system does not select escalation information records that are suspended.

See Also

- *Generating the Billing Edit/Register* in the *Real Estate Management Guide* for detailed information about the records that the system generates when you run this program

Processing Options for Escalation Billing Generation (R15150)

Process Tab

These processing options enable you to specify how the system processes selected records.

1. Escalation Generation Date

Use this processing option to specify the date to use to begin processing escalations, to retrieve the index amount (if no override date is specified), and to assign as the starting date on the recurring billing records (if no override date is specified) that the system generates when the Escalation Update Without Post program (R15152) is run. If you leave this processing option blank, the system uses today's date.

The following list explains how the system uses this date differently, depending on the function it performs:

- o As the escalation processing date, the system uses the first day of the month that follows the date that you enter. For example, if you enter 01/01/06, the system starts processing the escalation as of 2/01/06.

To determine the number of months for which to generate catch-up billings, the system compares the date that you enter to the dates that you specified in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information. The system processes escalations through the number of periods specified in the Period Length field (ESCL) in the escalation information.

For example, if you enter 01/01/06, and the Next Month and Next Year fields contain 01 and 06, respectively, and you process escalations monthly, the system processes one month of catch-up billing (because it starts the escalation on 2/01/06). If, however, the Next Month and Next Year fields contain 02 and 06, respectively, the system would not generate a catch-up billing.

- o As the date to retrieve the index amount, the system uses the month prior to the date that you enter. For example, if you enter 01/01/06, the system retrieves the index from month 12 and year 05, based on the index code that you entered.

- o As the date to assign to the recurring billing starting date, the system uses the first day of the month that follows the date that you enter (the same date that it uses for the escalation processing date).

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 specify the date to use to retrieve the estimated billing amounts from the Accounts Receivable or Accounts Payable transaction tables (F03B11, F03B14, F0411, F0414) to use to process catch-up billings. Valid values are:

Blank

Invoice date

1

Due date

2

Service or 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 specify whether to adjust the periodic billing amounts based on the annual escalation amount when the lease is set up for less than 12 months.

For example, if the lease is set up through 5/31/06, and you generate escalations beginning on 01/06, the system computes the escalation amount for the entire year, divides the amount by 12 (assuming that you use a monthly billing frequency), and updates that amount to recurring billings when the Escalation Update Without Post program (R15152) is run. If you enter 1 in this processing option, the system divides the annual amount by 5, thereby adjusting the periodic amount, and updates that amount to recurring billings when the Escalation Update Without Post program is run.

Valid values are:

Blank

Do not adjust the periodic billing amounts to reflect the annual escalation amount.

1

Adjust the periodic billing amounts to reflect the annual escalation amount.

Select Tab

These processing options enable you to specify the override effective beginning date that the system uses for recurring billing records that result from rent escalation.

1. Enter the Desired Start Date

OR

Use this processing option to specify the number of months to add to the G/L date, which is specified by the Escalation Generation Date processing option, to use as the starting date on the recurring billing records that the system generates when the Escalation Update Without Post program (R15152) is run.

2. Enter the Number of Months to be Added to the G/L Date

Use this processing option to specify the number of months to add to the G/L date, which is specified by the Escalation Generation Date processing option, to use as the starting date on the recurring billing records that the system generates when the Escalation Update Without Post program (R15152) is run.

Indexes Tab

These processing options enable you to specify the override month and year that the system uses to derive the current index amount.

1. Enter the Desired Month

AND

Use this processing option to specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

2. Enter the Desired Year

OR

Use this processing option to specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

3. Enter the Number of Months to be Added to the Next Month and Year

Use this processing option to specify the number of months to add to the value in the Next Month field (NPSM) in the escalation information to use to retrieve the index amount. If you leave this processing option blank, the system retrieves the index that is one period prior to the values entered in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information.

Catch-Up Tab

These processing options enable you to specify how the system processes catch-up billings.

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 specify how the system processes catch-up billings. Valid values are:

Blank

Estimated billings. The system retrieves the estimated billing amounts from the Customer Ledger table (F03B11) or the Accounts Payable Ledger table (F0411), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. If the system does not locate any estimated escalation records from these tables, it generates catch-up billings using the amounts that are set up on the recurring billing record for the bill code entered in the Estimated BRCD field (BRCD) in the escalation information.

If recurring billing is not set up with estimated escalation amounts, the system generates catch-up billings based on the date that you enter in the Escalation Generation Date processing option and the values in the Next Month (NPSM) and Next Year (NPSY) fields in the escalation information. For example, if the escalation generation date that you enter is 01/01/06, the Next Month and Next Year fields contain 01 and 06, respectively, and you process escalations monthly, the system generates one month of catch-up billing. Because the system always uses the first day of the month that follows the date that you enter in the Escalation Generation Date processing option, it starts the escalation on 02/01/06 (not 01/01/06). The difference between the escalation generation date that the system uses and the Next Month and Next Year values is one month. If, however, the Next Month and Next Year fields contain 02 and 06, respectively, the system would not generate a catch-up billing.

1

Estimated billings less adjustments. The system retrieves the amount that was applied to the estimated billing records from Receipts Detail table (F03B14), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. Because payments to vouchers cannot be adjusted, the system uses the payment amount from the Accounts Payable Matching Document Detail table (F0414) for vouchers that were generated for estimated escalation billings.

2

Payments for estimated billings. The system retrieves the payment amounts for the estimated billing records from the Receipts Detail table (F03B14) or the Accounts Payable Matching Document Detail table (F0414), based on the date that you enter in the Date for Retrieving AR/AP Information processing option. The system also includes unapplied receipt amounts, as long as they were entered for the same bill code.

2. Bypass Calculation of Catch-Ups

Blank = Issue catch-up billings

1 = Bypass calculation

Use this processing option to specify whether to process catch-up billings. Valid values are:

Blank

Process catch-up billings.

1

Do not process catch-up billings.

3. Unbilled and Estimated Escalations

Blank = Do not exclude

1 = Exclude unbilled and estimated

Use this processing option to specify whether to exclude estimated escalation amounts that are set up in recurring billing, but have not been billed, from being processed with catch-up billings. Valid values are:

Blank

Do not exclude estimated amounts that have not been billed.

1

Exclude estimated amounts that have not been billed.

4. G/L Date for Catch-Up Billings

Blank = Generation Date

Use this processing option to specify the G/L date to assign to the catch-up billing records. If you leave this processing option blank, the system assigns the date entered in the Escalation Generation Date processing option.

Versions Tab

These processing options enable you to specify the version of the report that the system generates.

1. Calculation Register (R1548) Version

Blank = XJDE0001

Use this processing option to specify the version of the Escalation Calculation Register program (R1548) to run when the system generates escalation billings. If you leave this processing option blank, the system uses version XJDE0001.

2. Billing/Edit Register (R15300)

Blank = XJDE0004

Use this processing option to specify the version of the Billing Edit Register program (R15300) to run after the system generates escalation billings. If you leave this processing option blank, the system uses version XJDE0004.

Generating Escalation Recurring Billing Records

From the Escalations menu (G1524), choose Escalation Update Without Post.

After you generate the escalation calculations, you must run the Escalation Update Without Post program (R15152) to create the escalation records in the Recurring Billings Master table (F1502B). You can launch this program from the menu, or you can run it as part of the post process by setting the appropriate processing option in the Post RE Invoices or Post RE Vouchers program (R15199).

You must run program R15199 to generate and post the invoice (or voucher) transactions for any catch-up billing records that the system generated when the Escalation Billing Generation program (R15150) was run. If no catch-up billing records are generated, then you should run program R15152.

When you run the Escalation Update Without Post program, the system does the following:

- Generates recurring billing records in the Recurring Billings Master table for the escalation amount.

Depending on how you set the Combine Base Rent and Escalation processing option, the system can automatically include the escalation amount in the recurring billing amount for rent. The system suspends the current recurring billing record (based on the bill code that you specify) and generates a new record for the new recurring billing amount. Otherwise, the system generates a separate recurring billing record for the escalation amount only. The system assigns to the recurring billing record the bill code that is entered in the Estimated BRCD field (BRCD) of the escalation information.

The system assigns the date that the escalation begins (which is the first day of the month that follows the escalation generation date) as the starting date of the recurring billing record unless you enter an override date to use.

- Updates the Next Month (NPSM) and Next Year (NPSY) fields in the Tenant Escalation Master table (F15016B).

Processing Options for Escalation Update Without Post (R15152)

Process Tab

These processing options enable you to specify the escalation batch number to process and whether to combine the escalation amount with the amount of the recurring billing record that is set up for rent.

1. Escalation Batch Number

Use this processing option to specify the batch number of the escalation billing records to process. The system retrieves and processes the records from the Escalation Billing Register table (F1548B) that are assigned the batch number that you enter.

2. Combine Base Rent and Escalation

Blank = Escalation amount only

1 = Combine amounts

Use this processing option to specify whether to combine the escalation amount and the rent amount on the recurring billing record that the system generates. Valid values are:

Blank

Generate a separate recurring billing record for the escalation amount. The system assigns the bill code that is entered in the Estimated BRCD field (BRCD) in the escalation information to the recurring billing record that it generates. The system also suspends the recurring billing record that is set up for the estimated escalation, if one exists.

1

Combine the escalation amount with the rent amount. The system suspends the recurring billing record and generates a new record that includes the rent and escalation amount. The system assigns the bill code that is entered in the Base Rent Bill Code processing option to the new recurring billing record that it generates. If that processing option is blank, the system assigns the bill code that is entered in the Rent BRCD field (BRRT) in the escalation information.

3. Base Rent Bill Code

Use this processing option to specify the bill code to assign to the combined rent and escalation recurring billing record that the system generates. The system uses this processing option only when the Combine Base Rent and Escalation processing option is set to 1. If you leave this processing option blank, the system assigns the bill code that is entered in the Rent BRCD field (BRRT) in the escalation information.

Update Tab

These processing options enable you to specify whether to run the program in proof or final mode, and whether to update the Recurring Billings Master table (F1502B).

1. Write to the Recurring Billing Table

Blank = Do not write
1 = Write Records

Use this processing option to specify whether to generate recurring billing records. Valid values are:

Blank

Do not generate recurring billing records. The system updates only the Tenant Escalation Master table (F15016B).

Note: If you choose not to generate recurring billing records, you cannot reset this processing option to generate the records at a later date; you must enter them manually.

1

Generate recurring billing records. The system updates the Tenant Escalation Master and the Recurring Billings Master table (F1502B).

2. Print Edit Report

Blank = Report only
1 = Update table(s)

Use this processing option to specify whether to only generate a report of the records that the system selects to process. Valid values are:

Blank

Proof mode. The system generates only a report. The system does not update any tables.

1

Final Mode. The system generates a report and updates the Tenant Escalation Master (F15016B) and the Recurring Billings Master table (F1502B). The system generates records in table F1502B only when the Generate Recurring Billing Records processing option is set to 1.

Related Tasks for Processing Escalation Billings

The following table lists the related tasks to perform after you generate the catch-up escalation billing records. You must run the programs that are designated as Required to complete the escalation billing generation process.

Escalation Journal Review	<p>If you generated catch-up billings records, you can review the batch, and revise or delete the transactions as necessary before you post them.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Posting Invoices and Vouchers (Required)	<p>If you generate catch-up billing records, you must post them to generate the invoice or voucher records that update the appropriate general ledger accounts.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Printing Invoices	<p>After you post invoices, you can print and send them to your tenants.</p> <p>See <i>Printing Invoices for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Printing Statements	<p>After you post invoices, you can print statements and send them to your tenants.</p> <p>See <i>Printing Statements for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Reviewing Billing, Invoice, and Voucher Transactions	<p>You can review escalation billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i>.</p> <hr/> <p>You can review the invoices generated from the escalation billing process by using the Tenant Ledger Inquiry program (P15222).</p> <p>See <i>To review transactions using Tenant Ledger Inquiry</i> in the <i>Real Estate Management Guide</i>.</p> <hr/> <p>You can review the vouchers generated from the escalation billing process by using the Supplier Ledger Inquiry program (P0411).</p> <p>See <i>Reviewing Supplier Ledger Information</i> in the <i>Accounts Payable Guide</i>.</p>

Printing the Escalation Calculation Register

From the Escalations menu (G1524), choose Escalation Calculation Register.

You use the Escalation Calculation Register report to review a list of the calculation details for a batch of escalation billings. Doing so 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 the system runs when you generate the calculations.

Printing the Next Increase Listing

From the Escalations menu (G1524), choose Next Increase Listing.

You use the Next Increase Listing report as a management tool to help you schedule the generation of escalation billings. The report displays 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 (Original), the system displays 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 (Last), the system displays 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.

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)
- Fees and 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 currency amount 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, PeopleSoft 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.
-

Prerequisite

- ❑ Set up user defined codes to include a holdover lease status (15/LS).

Processing Options for Update Holdover Dates (R15090)

Select Tab

These processing options enable you to specify the records to process, as well as the parameters for processing them.

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

These processing options enable you to specify how the system processes the recurring billing records.

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

This processing option enables you to specify which records the system updates.

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

This processing option is used to specify the bill codes that the system selects or omits from processing.

1. Select / Omit Bill Codes

Blank = Select all

1 = Select specific bill codes

2 = Omit specific bill codes

Use this processing option, in conjunction with the bill code processing options, to specify which records to select for processing based on the bill code. Valid values are:

Blank

Select records for all bill codes.

1

Select the records with the bill codes specified in the processing options.

2

Omit the records with the bill codes specified in the processing options. The system processes records for all other bill codes.

Print Tab

These processing options enable you to specify whether to generate a report or update the records, as well as whether to regenerate records for FASB 13.

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 uses information from the Lease Billings Master table (F1511B).

Processing Options for Holdover Tenant Report (R15490)

Bill Codes Tab

This processing option enables you to specify the bill codes to use to identify the base rent amounts.

1. Bill Codes for Base Rent Amounts

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

This processing option enables you to specify the version of the lease that the system includes on the report.

1. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system prints the information for the version of the lease that is effective as of the

system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

Select Tab

This processing option enables you to specify the document types that the system excludes from the report.

1. Excluded Document Types
-

Print Tab

This processing option enables you to specify whether the system generates the report with summary information or detailed information.

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

This processing option enables you to specify the currency code to use to select records that appear on the report.

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

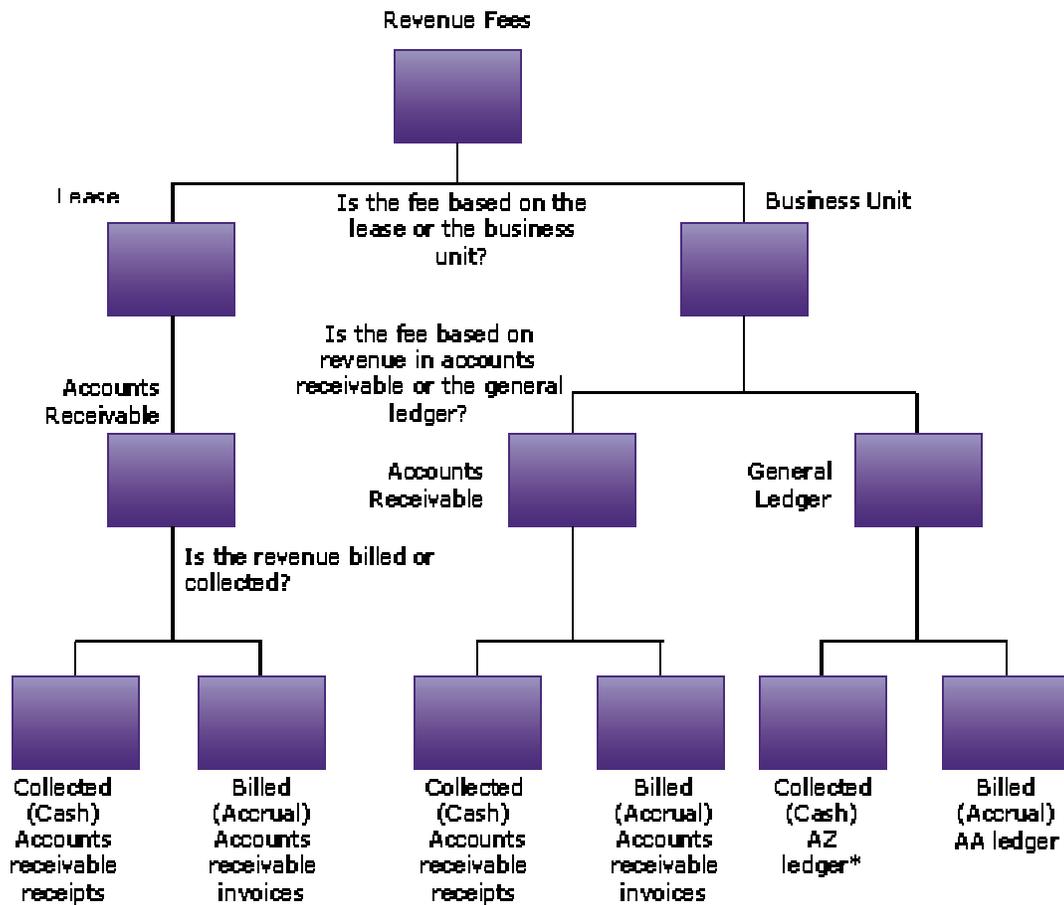
The flexibility of the revenue fee process lets you work with a variety of fees to produce an invoice, a voucher, or an intercompany journal entry. For example, a fee management company can create receivables to bill owners, or an owner can create payables to pay a leasing agent. If you bill one party 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 on 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 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 – accounts receivable) or CCGL (business unit – general ledger).
- 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 accounts receivable invoice, accounts payable voucher, or general ledger 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 accounts receivable invoice, the account number identifies the revenue account to be credited, and the bill code identifies the general ledger offset account for accounts receivable to be debited.
 - For an accounts payable voucher, the account number identifies the expense account to be debited, and the bill code identifies the general ledger offset account for accounts payable to be credited.
 - For offsetting general ledger 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 for 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.

The screenshot shows the PeopleSoft interface for setting up business unit fee information. The form is titled "Business Unit Fee Information - Revenue Fee Master Revisions" and includes a toolbar with "OK", "Cancel", and "Tools" buttons. The form is divided into several sections:

- Fee Type:** MCH (Merchant Dues Distribution)
- Rev BU:** 15020 (Atrium Mall)
- Table:** A table with columns: Rev B CD, Description, From, Dates, Thru, Fee Rate, C A, G M, and Billing Control ID. The first row contains: RRTL, Regular Rent - Retail (C), 01/01/03, 12/31/07, 0.100000, A, [], 2. Below the table are fields for Minimum Amount (2,000.00), Maximum Amount (10,000.00), and Base Currency (USD).
- A/P Pay To:** []
- G/L Offset:** []
- Account:** []
- Sub Ledger:** [] []
- Company:** []
- Payment Terms:** [] Net 30 Days
- A/R Bill To:** 1538 (Abermathy & Hitch)
- G/L Offset:** MGMT
- Account:** 15020.6490
- Sub Ledger:** [] []
- Company:** 00150
- Payment Terms:** [] Net 30 Days

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.

- 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, but 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.
- You 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.

 - 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

These processing options enable you to specify whether the system generates the report with detail information or summary information, as well as whether the system includes lease-based fees or business unit-based fees.

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

This processing option enables you to specify whether the system displays the Lease field or the Business Unit field on the form.

1. Fee Type Screen Format

Blank = Business Unit based

1 = Lease based

Use this processing option to specify whether to assign the fee to the business unit or to the lease. Valid values are:

Blank

Assign the fee to the business unit. The system displays the revenue business unit on the forms.

1

Assign the fee to the lease. The system displays the lease on the forms.

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 general ledger transactions that are related to revenue fees. Regardless of the batch, the revenue fee process always creates the general ledger 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 to 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:

Invoices	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).
Vouchers	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).
Journal entries	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 information about 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 Billings Generation Control table (F15011B)
- Deletes the batch header record
- 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.

Caution

Exercise care when running this program. You cannot recover deleted batches.

Note

You cannot delete posted batches.

Processing Options for Revenue Fee Batch Deletion (R15807)

Select Tab

These processing options enable you to specify the records that the system deletes.

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

This processing option enables you to specify whether to print an audit report of the records that the system deletes.

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 that 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 (AAIs) 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 than 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 general, such a 25.00 late fee that applies to all tenants, or they can be 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 Fees and Interest table (F1525B), which controls the generation of the fees. The fee type is a user defined code (15/FY).

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. The search level 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 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). In this example, you need to set up only four fee tables (four levels of detail) to satisfy all of the late fee requirements, as follows:

- 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 that 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. Although the lease begins on June 1, 2006, the interest calculation begins two months later on August 1. The interest is based on the general ledger 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 AAIs 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 use the Fee & Interest Information program (P1525) to set up tables of charges, interest rates, and calculation patterns. Doing so enables you to maintain information associated with the various fees and interest that applies to your organization.

► 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.



Fee & Interest Information - Fee and Interest Table

OK Cancel Tools

Fee Type	LTF	Late Fees
Lease	<input type="text"/>	
Tenant	<input type="text"/>	
Building	<input type="text"/>	
Bill Code	<input type="text"/>	
Search Level	12	

Freq Code	Start Date	Retro Code	Partial Period	BCd/ AdjR	Amount	Rate	Rate Scope	Rate Indc	Open Amnt	Comp Flag	Seq
M	D	R	1	LATE	25.00						

Begin Date	01/01/01	Ending Date	12/31/07
Grace Periods	<input type="text"/>	Grace Period Type	<input type="text"/>
Maximum Periods	<input type="text"/>	Maximum Period Type	<input type="text"/>
Payment Terms	<input type="text"/>	Tax Rate/Area	<input type="text"/>
		Currency Code	<input type="text"/>
		Billing Control ID	33
		Tax Exp	<input type="text"/>

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:
 - 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, as 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 is used 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 Lease Billings 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.

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 Fees and Interest table (F1525B).

You use data selection criteria as follows to limit the information that appears on the report:

- 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 accounts receivable invoices and adjustments for interest on security deposits. The program is based on the Customer Ledger table and controlled by the fee tables in the Fees and 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 accounts payable voucher using the Security Deposit Refund Generation program (R15655) 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 Lease Billings History (F1511HB) 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

These processing options enable you to specify the type of fees to process, the date by which to process them, and the dates to assign to the invoices that the system generates.

1. Fee Type

Use this processing option to specify the type of fee to process. The value that you specify must exist in UDC 15/FY.

2. Generation Date

Use this processing option to specify the date to use to select the invoice records for which you want to generate fees or interest. The system selects only those invoice records with an open amount that have a due date that is on or before the date that you enter. If you leave this processing option blank, the system uses the current date.

3. G/L Date For Invoices

Use this processing option to specify the general ledger date to assign to the fee or interest invoice records that the system generates.

4. Invoice Date

Use this processing option to specify the date to assign to the fee or interest records that the system generates. If you leave this processing option blank, the system assigns the current date as the invoice date.

Process Tab

These processing options enable you to specify whether the system updates records prints only a report or, as well as how the system processes the fee and interest records.

1. File Update

Blank = Report only

1 = Create invoice and/or check records

Use this processing option to specify whether the program runs in proof or final mode.

Valid values are:

Blank

Proof mode. The system generates only a report.

1

Final mode. The system generates the fee or interest record, updates the appropriate tables, and generates a report.

2. File Update Method

Blank = Do not accumulate late fee amounts

1 = Accumulate late fee amounts by invoice

Use this processing option to specify whether the system generates one fee record for each invoice or one fee record for each unique bill code that appears on the invoice. Regardless of the value that you specify, the report includes one line for each late fee amount by bill code. Valid values are:

Blank

Generate one fee record for each unique bill code that is entered on the invoice. The system summarizes the fee amount by the bill code if the invoice has multiple pay items for the same bill code.

1

Generate one late fee for the invoice, regardless of the number of pay items or the bill codes.

3. Late Fee Processing

Blank = Check the Late Fee value

1 = Bypass checking the value

Use this processing option to specify whether the system verifies that the Subject to Late Fees option (LTFE) is turned on in the Bill Codes / Adjustment Reasons program (P1512) for the bill code for which the late fee is processed. Valid values are:

Blank

Verify that the option is turned on. The system does not generate late fees for bill codes that do not have the Subject to Late Fees option turned on.

1

Do not verify that the option is turned on. The system generates late fees for all of the bill codes specified, regardless of the setting of the Subject to Late Fees option.

4. Security Deposit Write-Off Reason Code

Use this processing option to specify the reason code used to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the compounded interest on security deposits. The system retrieves the account from the AAI item RAxx, where xx is the reason code.

The system uses this processing option only when you specify to generate compounded interest on security deposits. If the Compound Flag field (COPF) is set to blank, the system ignores this processing option.

5. Late Fee Write-Off Reason Code

Use this processing option to specify the reason code that the system uses to retrieve the offset account for the Receipts Detail record (F03B14) that the system generates for the interest on fees. The system retrieves the account from the AAI item RAxx, where xx is the reason code.

The system uses this processing option only when you specify to generate fees that are compounded. If the Compound Flag field (COPF) on the Fees and Interests record (F1525B) is set to blank, the system ignores this processing option.

6. Variable Fee Or Interest Rates

Variable Rate 1

Use this processing option to specify the rate that the system uses to calculate the fee or interest when the value in the Rate Indicator Code field (RAIF) in the Fee and Interest table (F1525B) is equal to 1, 2, 3, or 4. The system uses the rate from this processing option that corresponds to the value entered in the Rate Indicator field. If the value of the Rate Indicator field is %, the system ignores this processing option.

Type the rate in decimal format. For example type .05 to specify 5 percent.

Currency Tab

This processing option enables you to specify the date to use to retrieve the exchange rate.

1. Exchange Rate Retrieval Date

Blank = G/L Date

1 = Invoice Date

Use this processing option to specify the date that the system uses to retrieve the exchange rate from the Currency Exchange Rates table (F0015) when the system generates the fee in a currency that is different from the currency code assigned to the company. Valid values are:

Blank

Use the general ledger date to retrieve the exchange rate.

1

Use the invoice date to retrieve the exchange rate.

Related Tasks for Processing Fees and Interest

The following table lists the related tasks that you might perform after you generate fee and interest billing records. You must run the programs that are designated as required to complete the billing generation process.

Generating the Billing Edit/Register (Required)	After you generate fee and interest records, you must run version XJDE0005 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status. <i>See <i>Generating the Billing Edit/Register</i> in the <i>Real Estate Management Guide</i> for detailed information.</i>
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Invoice Journal Review	<p>You can review the batch of invoice fee records before you post them, and revise or delete transactions as necessary.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Receipts Journal Review	<p>You can review the batch of receipt (adjustment) records before you post them, and revise or delete transactions as necessary.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Posting Invoices (Required)	<p>After you generate the billing edit register, you must post the billing transactions to generate the invoice records.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Posting Receipts (Required)	<p>After you generate the receipt (adjustment) transactions, you must post them to update the general ledger.</p> <p>See <i>Posting Receipts</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Printing Invoices	<p>After you post invoices, you can print and send them to your tenants.</p> <p>See <i>Printing Invoices for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Printing Statements	<p>After you post invoices, you can print statements and send them to your tenants.</p> <p>See <i>Printing Statements for Real Estate Management</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Billings Transaction Inquiry	<p>You can review manual billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Tenant Ledger Inquiry	<p>You can review the invoices generated from manual billing transactions using the Tenant Ledger Inquiry program (P15222).</p> <p>See the task <i>To review transactions using Tenant Ledger Inquiry</i> in the <i>Real Estate Management Guide</i> for detailed information.</p>
Supplier Ledger Inquiry	<p>You can review the vouchers generated from manual billing transactions using the Supplier Ledger Inquiry program (P0411).</p> <p>See <i>Reviewing Supplier Ledger Information</i> in the <i>Accounts Payable Guide</i> for detailed information.</p>

FASB 13 Standards and Process

The Financial Accounting Standards Board (FASB) controls the accounting standards in the United States to ensure 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. The difference between the straight-line rent that the system calculates for FASB 13 and the actual rent that you bill your tenant (or pay your landlord) must be reflected in the general ledger.

The following examples show the actual rent amount for three years and the effect of FASB 13:

Example: Actual Rent

Lease Term: 1/01/05 – 12/31/07	
Time Period	Actual Rent
1/1/05 to 12/31/05	15,000
1/1/06 to 12/31/06	20,000
1/1/07 to 12/31/07	25,000
Total	60,000

Example: Effect of FASB 13

Time Period	Actual Rent	Straight-Line Rent	Accrual/Deferral*
1/1/05 to 12/31/05	15,000	20,000	5,000
1/1/06 to 12/31/06	20,000	20,000	0
1/1/07 to 12/31/07	25,000	20,000	(5,000)

*Straight-line rent minus actual rent

To calculate the effect of FASB 13, the system adds the rent amounts for the entire lease term, and then divides the sum by the number of months in the lease term. Then the system subtracts the actual rent from the straight-line rent to determine the amount of the accrual or deferral that must be recorded in the general ledger. GAAP states that accruals and deferrals must be recognized in the financial statements.

A positive difference is an accrual. In the example, you received 15,000 in cash the first year, but you earned 20,000 based on FASB 13. Therefore, the system generates an accrual entry to debit the account for accrued/deferred rental income and credit the account for rental revenue.

A negative difference is a deferral. In the example, you received 25,000 in cash the third year, but you earned 20,000 based on FASB 13. Therefore, the system generates a deferral entry to debit the account for rent revenue and credit the account for accrued/deferred rental income.

Note

The net sum of the accruals and deferrals over the life of the lease should be zero.

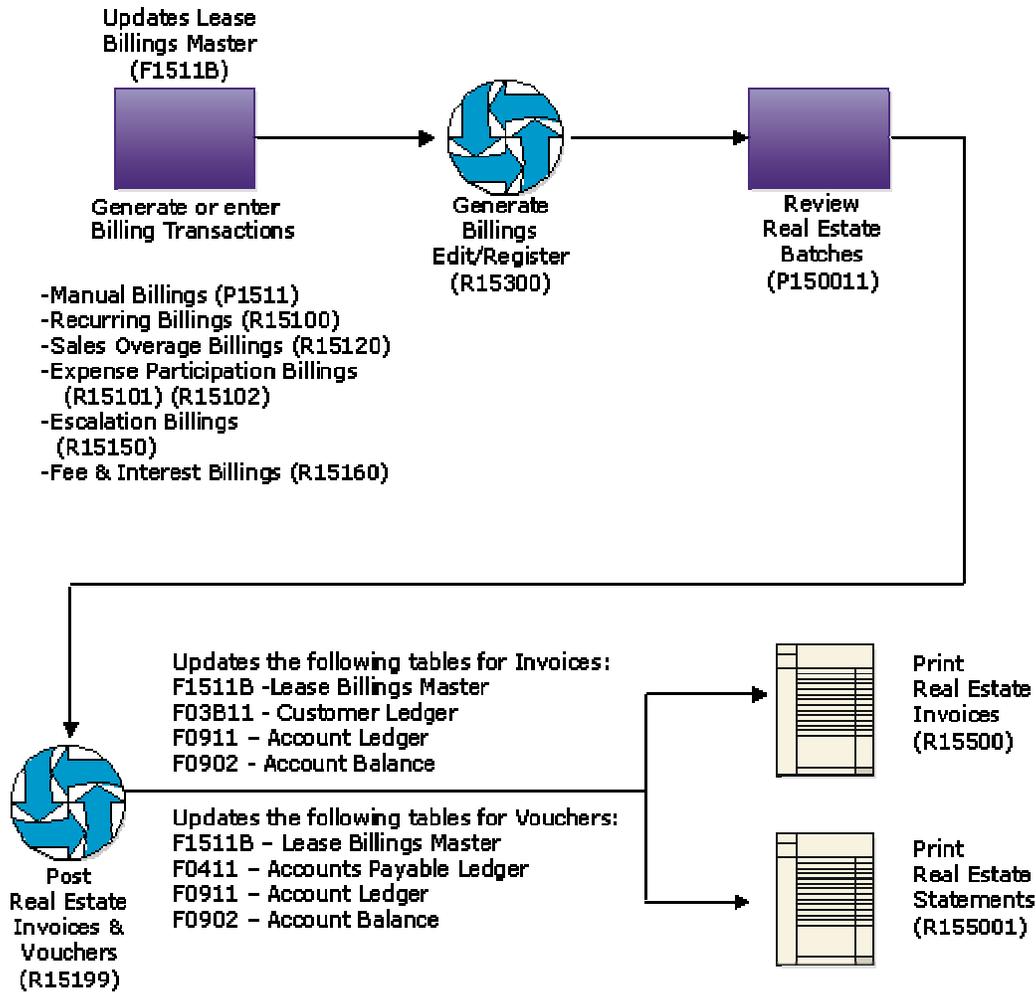
The FASB 13 Billing Process

The process for generating the effect of FASB 13 on the recurring billing process consists of the following activities:

Generating FASB 13 Information	To calculate the effect of FASB 13 on the rent that you bill, you run the FASB 13 Generation program (R15130). The system calculates the straight-line rent for each period, compares it to the actual rent for the period, and determines the accrual or deferral (adjustment) amount.
Updating Recurring Billings with FASB 13 Information	You run the FASB 13 Recurring Billing Update program (R15132) to generate the FASB 13 recurring billing records that you process into invoices or vouchers.
Generating the Billing Edit/Register	After you generate recurring billings, you must run the Billing Edit/Register program (R15300) to ensure that the batch is ready to post.
Reviewing and Approving Batches (Optional)	If the Manager Approval of Input option is enabled in the Accounts Receivable or Accounts Payable 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.
Posting Real Estate Invoices and Vouchers	<p>When batches are at a status of Approved, they are ready to post. Depending on how the lease is set up, you run either the Post RE Invoices to generate invoices or the Post RE Vouchers program (R15199) to generate vouchers.</p> <p>You can use either version of the program to post accrual entries, but you should post the entries in a separate batch. You can segregate billing records that generate accrual entries from other billing records by specifying in the data selection for the post program that the transaction type is equal to A.</p>

The following graphic shows the associated billing process that the system uses:

Real Estate Billing Process



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 of FASB 13 by performing the following steps in sequential order:

- The system determines the start and end dates to use to generate FASB 13 information.
- Start date – The Lease Term Date Selection processing option determines whether the system uses the start date of the lease or the move-in date on the building or unit. Then, based on the date entered in the FASB 13 As Of Date processing option, the system uses whichever date is later, the “as of” date or the lease start date (or move-in date on the building or unit).

For example, if the FASB 13 As Of Date processing option is set to 6/01/05, and the processing option is set to use the start date on the lease, which is 6/20/05, the system uses 6/20/05 as the start date for the FASB 13 generation.

- End date – The system generates FASB 13 information through the date specified in the Lease Term Date Selection processing option (either the end date of the lease or the plan-out date on the building or unit).

Considerations for the End Date

Regardless of the end date on the lease (or move-out date on the unit), the maximum number of months that the FASB 13 Generation program can process is 1188, or 99 calendar years beginning with January.

Additionally, the value of the century change year data item (CENTCHG) can affect the end date that the system uses because it affects the cut-off date for the century. For example, if the value of CENTCHG is 20, the cutoff year for processing FASB is 2020, regardless of the length of the lease. If the leases that you process have long terms, verify that the value of this data item is set to a number that represents the longest lease term that you process.

- The system generates a batch for processing and retrieves information from the following tables based on the start and end dates:
 - From the Lease Master Header table (F1501B), the system calculates the number of months that each unit is occupied.
 - From the Recurring Billings Master table (F1502B), the system determines the base rent amounts for the occupied units.
- The system calculates the straight-line rent for the lease term.
- The system compares the straight-line rent to the actual rent and calculates the difference (accrual or deferral) for each month for the lease term.
- Based on the setting of the processing options, the system either generates a report of the records that would be generated, so that you can review them before you generate them, or generates records in the FASB 13 Lease Control table (F1513B) and generates a report.

Processing Options for FASB 13 Generation (R15130)

Process Tab

These processing options enable you to specify which records to process and how to process them.

1. FASB 13 As Of Date

Blank = System Date

Use this processing option to specify the date to use to begin generating FASB 13 information. The system process all records from the date specified forward (no ending date). If you leave this processing option 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 date entered.

2. Catch-Up Adjustment Date

Use this processing option to specify the date to use to generate FASB 13 catch-up adjustments. The system generates FASB 13 information for all periods (based on the date you enter) through the date specified in the FASB 13 As Of Date processing option. If you leave this option blank, the system does not generate catch-up adjustments.

3. Prorate Partial Month Rents

Blank = Do not prorate

1 = Prorate partial month rents

Use this processing option to specify whether to generate prorated FASB 13 information for partial month rents. Valid values are:

Blank

Do not generate prorated information.

1

Generate prorated information. The system prorates information based on the number of days the unit is occupied and the number of days in 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 specify which dates on the lease to use to generate FASB 13 information. Valid values are:

Blank

Use the beginning and ending dates on the lease.

1

Use the move-in and plan-out dates entered for the building or unit on the lease.

5. FASB 13 Rounding Option

Blank = Do not round amounts

1 = Round the FASB 13 amounts

Use this processing option to specify whether the system rounds the FASB amounts to the nearest whole number. Valid values are:

Blank

Do not round the FASB amounts.

1

Round the FASB amounts.

6. Process Mode

Blank = Edit report only

1 = Update FASB 13 control table

2 = Roll back to previous generation

Use this processing option to specify whether to print a report only, generate FASB 13 records, or delete FASB 13 records.

Blank

Print a report of the FASB 13 calculations, but do not generate FASB 13 records.

1

Generate FASB 13 records and print a report.

2

Delete the FASB 13 records previously generated and print a report. You must specify a batch number in the Batch Number for Roll Back Process processing option to select the records to delete.

Note: The system ignores all other processing options when you choose this option.

7. Batch Number for Roll Back Process

Use this processing option to specify the batch number to use to update the FASB 13 Lease Control table (F1513B) with calculations previously generated. The value of the Print Edit Report processing option must be 2 or the system ignores this processing option.

Bill Codes Tab

These processing options enable you to specify the bill codes to use for retrieving data for the FASB 13 records that the system generates.

1. Bill Codes to Retrieve Rent Amounts

Use this processing option to specify the bill codes to use to retrieve the rent amounts from the Recurring Billings Master table (F1502B) to generate the FASB 13 information. You can specify as many as 10 bill codes.

2. Bill Codes for Conversion

Use this processing option to specify the bill codes to use to retrieve the converted FASB amounts from the Recurring Billings Master table (F1502B) to generate new FASB 13 information. You can specify as many as 10 bill codes.

Conversion Tab

These processing options enable you to specify whether to generate converted FASB 13 records.

1. Perform Manual FASB 13 conversion

Blank = No conversion

1 = Manual conversion

Use this processing option to specify whether to calculate FASB 13 information for the bill codes entered in the Bill Codes for Conversion processing option for which there are manual billing records. Valid values are:

Blank

Do no calculate FASB 13 information.

1

Calculate FASB 13 information.

2. Suspend Pre-Conversion Entries

Blank = Suspend entries

1 = Keep pre-conversion entries

Use this processing option to specify whether to suspend the converted FASB 13 recurring billing records based on the bill codes entered in the Bill Codes for Conversion processing option. Valid values are:

Blank

Suspend the converted FASB 13 records.

1

Do not suspend the converted FASB 13 records.

Version Tab

These processing options enable you to select which version of a lease is used when generating information.

1. Version Effective Date

Use this processing option to specify the date to use to retrieve the lease version. 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

Blank = System Date

1 = Latest Effective Date

Use this processing option to specify whether the system prints information for the version of the lease that is based on today's date (the system date) or the latest effective date. The system uses the value specified in this processing option only when the Version Effective Date processing option is blank. Valid values are:

Blank

The system prints information for the version of the lease that is effective as of the system date.

1

The system prints information for the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system prints information for the version dated 10/01/03.

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

Revising FASB 13 Information

After you generate FASB 13 information, you can revise it, if necessary, using one of the following methods:

- Use the FASB 13 Revisions program (P1513) to change the actual or straight-line rent amounts, or adjustments.

The system automatically revises the accrual or deferral amount, but the following requirements must be met to prevent the system from generating an error:

- The total of the amounts in the Actual Rent column must equal the total of the amounts in the Straight Rent column.
- The total in the Accr/Defer column (the FASB effect) must be zero (blank).
- Change information on the recurring billing record or lease information record, and rerun the FASB 13 Generation program (R15130).

When the system generates the FASB 13 records, the Generation Control field (GENC) for the record is blank, which prevents the system from generating FASB 13 records again. When changes that you make either to the lease information or recurring billings affects FASB 13, the system updates the GENC field to Y, enabling you to recalculate new FASB 13 records. Two conditions must be met, however, to automatically update the GENC field to Y. They are as follows:

- The processing option for the FASB 13 Warning Window must be set to 1 (Activate).
- You must click OK when the system displays the FASB 13 warning window.

If you do not set the processing option to automatically update the GENC field, you must manually update it using the FASB 13 Revisions program (P1530).

Note

In the FASB 13 Revisions program, you must set the Allow Revision of Generation Control processing option to 1 to display the GENC field.

- Delete the active FASB 13 records, and roll back to the records previously generated.

If you discover that FASB 13 records were generated using the wrong data selection or processing option settings, or that you need to revise a recurring billing record, you can delete all or part of the active batch of FASB 13 records and reactivate the previous records. Then you can make your changes and regenerate the correct FASB 13 records.

To delete and roll back the calculations, you must set the Process Mode processing option to 2 (roll back to previous generation) in the FASB 13 Generation program (R15130), and specify the batch number assigned to the FASB 13 records in the corresponding processing option. You can use data selection to limit the records that are deleted, if desired. When you run the program with the processing options set to roll back, the system deletes the active FASB records and reassigns the batch number to the previous records.

For example, after you run the FASB 13 Generation program twice, the records appear as follows in the FASB 13 Lease Control table (F1513B):

Lease	Building	Unit	Century	Year	Batch Number	Generation Code	Actual Rent Period 1
1234	150	101	20	3	0		10,000
1234	150	101	20	4	0		12,000
1234	150	101	20	5	0		13,000
1234	150	101	20	3	552		11,000
1234	150	101	20	4	552		12,000
1234	150	101	20	5	552		13,000

After you run FASB 13 Generation (R15130) to roll back the records to the previous batch, the system deletes the active records and updates the records for the previous calculations as follows:

Lease	Building	Unit	Century	Year	Batch Number	Generation Code	Actual Rent Period 1
1234	150	101	20	3	552	Y	10,000
1234	150	101	20	4	552	Y	12,000
1234	150	101	20	5	552	Y	13,000

The system updates the Generation Code field to Y so that you can rerun FASB 13 calculations.

Note

The system retains only two batches in the FASB 13 Lease Control table (F1513B); therefore, you cannot roll back a specific batch more than once.

► **To review FASB 13 information**

From the FASB 13 menu (G1528), choose FASB 13 Revisions.

Yr	Building	Unit	Actual Rent	Straight Rent	Accr/Defer	Adjustment	Balance Forward	Year End Balance	Post	Base Curr	Tre Cu
3	15020	202		311.07	311.07			311.07	N	USD	
4	15020	202	1,040.04	1,244.28	204.24		311.07	515.31	N	USD	
5	15020	202	1,299.96	1,244.28	55.68-		515.35	459.67	N	USD	
6	15020	202	1,560.00	1,244.28	315.72-		459.63	143.91	N	USD	
7	15020	202	455.01	311.09	143.92-		143.91	0.01-	N	USD	

1. On Work with FASB 13, to locate the lease for which you want to review FASB 13 information, complete the following field:
 - Lease
2. Complete the following optional fields to limit your search criteria, and then click Find:
 - Building
 - Unit
3. To revise the information, choose Revisions from the Row menu.

Alternatively, choose the row and click Select. The system automatically scrolls to the last month and year of the lease.

FASB 13 Revisions - FASB 13 Revisions

OK Cancel Tools

Lease Building
 Trans Curr Generation Control

Records 1 - 61										Customize Grid
<input type="checkbox"/>	<input type="checkbox"/>	Yr	Month	Building	Unit	Actual Rent	Straight Rent	Accr/Defer	Adjustment	
<input type="checkbox"/>		3	JAN	15020	202					
<input type="checkbox"/>		3	FEB	15020	202					
<input type="checkbox"/>		3	MAR	15020	202					
<input type="checkbox"/>		3	APR	15020	202					
<input type="checkbox"/>		3	MAY	15020	202					
<input type="checkbox"/>		3	JUNE	15020	202					
<input type="checkbox"/>		3	JULY	15020	202					
<input type="checkbox"/>		3	AUG	15020	202					
<input type="checkbox"/>		3	SEPT	15020	202					
<input type="checkbox"/>		3	OCT	15020	202		103.69	103.69		
<input type="checkbox"/>		3	NOV	15020	202		103.69	103.69		
<input type="checkbox"/>		3	DEC	15020	202		103.69	103.69		
<input type="checkbox"/>		4	JAN	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	FEB	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	MAR	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	APR	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	MAY	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	JUNE	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	JULY	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	AUG	15020	202	86.67	103.69	17.02		
<input type="checkbox"/>		4	SEPT	15020	202	86.67	103.69	17.02		

4. On FASB 13 Revisions, revise the information as necessary.

If you change an amount, note the following requirements for the ending year of the lease:

- The total of the actual rent must equal the total of the straight rent.
- The total in the Accr/Defer field must be zero (blank).

5. Click OK.

If the system detects no errors, it summarizes the annual amounts and recalculates the accruals, deferrals, and balance forward.

Processing Options for FASB 13 Revisions (P1513)

Process Tab

These processing options enable you to specify which records and fields appear on the forms.

1. Display FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to display FASB 13 from the previous generation or the current generation. Valid values are:

Blank

Display the information from the current generation.

1

Display the information from the previous generation.

2. Allow Revision of Generation Control

Blank = Do not allow revision of Generation Control

1 = Allow revision of Generation Control

Use this processing option to specify whether to display the Generation Control field (GENC) so that it can be updated manually. Valid values are:

Blank

Do not display the Generation Control field.

1

Display the Generation Control field.

Versions Tab

This processing option enables you to specify the version of the Lease Information program.

1. Lease Information (P1501)

Blank = ZJDE0001

Use this processing option to specify the default version of the Lease Information program (P1501) to use when the program is accessed from the Form menu. If you leave this processing option blank, the system uses version ZJDE0001.

Updating Recurring Billings with FASB 13 Information

From the FASB 13 menu (G1528), choose FASB 13 R.B. Update.

After you generate the FASB 13 information, you must update the effects of FASB 13 to recurring billings. You run the FASB 13 R.B. Update program (R15132) to automatically create the bill code lines for accrued rent, deferred rent, and adjustments in the Recurring Billings Master table (F1502B). The system uses this information to update the recurring billing cycle and to create the appropriate FASB 13 adjustment billings.

You use a processing option to specify whether the system updates the Recurring Billings Master table for the entire batch of FASB 13 information or only the records that you specify in the data selection. In addition, you can specify whether the program runs in print mode, which enables you to preview the FASB 13 billing information without updating the recurring billing table.

After you generate the FASB 13 recurring billing records, you can review them using the Recurring Billing Information program (P1502).

Related Tasks for Processing FASB 13 Information

The following table lists the related tasks to perform after you update FASB 13 to recurring billings. To complete the FASB 13 billing process, you must run the programs that are designated as required.

Generating the Billing Edit/Register (Required)	<p>After you generate recurring billings for FASB 13, you must run version XJDE0001 of the Billing Edit/Register program (R15300) to validate the transactions in the batch and to change the batch status.</p> <p>See <i>Generating the Billing Edit/Register</i> in the <i>Real Estate Management Guide</i>.</p>
Recurring Billing Journal Review	<p>You can review the batch of recurring billing records before you post them, and revise or delete billing transactions as necessary.</p> <p>See <i>Batch Journal Review for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Posting Invoices and Vouchers (Required)	<p>After you generate the billing edit register, you must post the FASB 13 transactions to generate the invoice or voucher records.</p> <p>See <i>Posting Invoices and Vouchers for Real Estate Management</i> in the <i>Real Estate Management Guide</i>.</p>
Billings Transaction Inquiry	<p>You can review FASB 13 billing transactions in detail using the Billings Transaction Inquiry program (P15211).</p> <p>See <i>Reviewing Billing Transactions</i> in the <i>Real Estate Management Guide</i>.</p>

Processing Options for FASB 13 Recurring Billing Update (R15132)

Process Tab

These processing options enable you to specify the records to update to the Recurring Billings Master table (F1502B).

1. Batch Selection

Blank = Based on data selection

Enter the batch number

Use this processing option to specify the batch number to select the FASB 13 Lease Control records (F1513B) to use to update recurring billings. If you leave this processing option blank, the system uses Data Selection to select the appropriate records. If Data Selection is not specified, the system processes all records.

Note: Do not specify a batch number and data selection.

2. FASB 13 Record Selection

Blank = Records not in R.B. Generation

1 = Process all records

Use this processing option to specify whether to generate recurring billing records for all FASB 13 records (based on the batch number or data selection) or for specific FASB 13 records, by additionally using the date range entered in the Generation From Date and Generation Through Date processing options. Valid values are:

Blank

Process specific FASB 13 records based on the additional date range criteria.

1

Process all FASB 13 records.

3. Generation From Date

Use this processing option in conjunction with the Generation Through Date processing option to specify the date range to use to select FASB 13 records from the FASB 13 Lease Control table (F1513B) to generate recurring billing records. The system processes all FASB records for the periods that correspond to the dates entered. For example, if the date range entered is 6/10/05 through 12/31/05, the system processes the FASB records for periods 6 through 12 for 2005.

If you leave this processing option blank, the system processes all records through the date specified in the Generation Through Date processing option. If you leave both date processing options blank, the system processes all FASB 13 records based on the batch number or data selection.

4. Generation Through Date

Use this processing option in conjunction with the Generation From Date processing option to specify the date range to use to select FASB 13 records from the FASB 13 Lease Control table (F1513B) to generate recurring billing records. The system processes all FASB records for the periods that correspond to the dates entered. For example, if the date range entered is 6/10/05 through 12/31/05, the system processes the FASB records for periods 6 through 12 for 2005.

If you leave this processing option blank, the system processes all records from the date specified in the Generation From Date processing option. If you leave both date processing options blank, the system processes all FASB 13 records based on the batch number or data selection.

5. Print or Final Mode

Blank = Print edit report

1 = Perform update

Use this processing option to specify whether to process recurring billings in proof or final mode. In proof mode, the system prints a report only of the recurring billing records that it generates. In final mode, the system updates the Recurring Billings Master table (F1502B) and prints a report. Valid values are:

Blank

Proof mode.

1

Final mode.

Bill Codes Tab

These processing options enable you to specify the bill codes to use on the recurring billing records that the system generates.

1. Bill Codes for Entries Generated in the Recurring Billing Table

Accrued Entry

Use this processing option to specify the bill codes to assign for the accrued, deferred, adjusted, and catch-up billing entries that the system generates in the Recurring Billings

Master table (F1502B).

2. Monthly Billing Frequency

Use this processing option to specify the billing frequency code to use for monthly billings. The billing frequency code that you enter must exist in the Billing Frequency Master table (F15019).

Printing the FASB 13 Register - Month Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Month.

You use the FASB 13 Register - Month 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 either detail or summary format. The detailed report shows actual and straight-line rent; the summary report shows only the total FASB effect for the lease.

Processing Options for FASB 13 Register - Month (R15407)

Process Tab

This processing option enables you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

1. Report Year Selection

Use this processing option to specify the year to use to print FASB 13 information from the FASB 13 Lease Control table (F1513B).

Print Tab

This processing option enables you to specify whether the information that appears on the report is detailed or summarized.

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to specify whether to print a detailed or summarized report. Valid values are:

Blank

Print a detailed report. The system prints the actual, straight line, and net effect of FASB for each period.

1

Print a summarized report. The system prints only the net effect of FASB for each period.

Printing the FASB 13 Register - Year Report

From the FASB 13 menu (G1528), choose FASB 13 Register - Year.

You use the FASB 13 Register - Year report to review the actual recurring billings and straight-line rent for a lease, as well as to review 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 information by year and includes columns for up to five years from the date that you specify in the Report From Date processing option. For example, if you enter 1/01/05 as the Report From Date, the system displays information for 2005, 2006, 2007, 2008, and 2009. The report can include records from either the current (active) or previous (inactive) FASB 13 generation.

Processing Options for FASB 13 Register - Year (R15409)

Process Tab

These processing options enable you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

1. Report From Date

Blank = System Date

Use this processing option to specify the beginning date to use to print FASB 13 information. The system prints all FASB 13 information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to print FASB 13 records from the current or previous FASB 13 generation. Valid values are:

Blank

Print records from the current FASB 13 generation.

1

Print records from the previous FASB 13 generation.

Printing the FASB 13 Listing

From the FASB 13 menu (G1528), choose FASB 13 Listing.

You use the FASB 13 Listing 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 information for a specific period, in either 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

These processing options enable you to specify the records from the FASB 13 Lease Control table (F1513B) that appear on the report.

1. Report Through Date

Blank = End of FASB 13 lease term

Use this processing option to specify the beginning date to use to print FASB 13 information. The system prints all FASB 13 information from the date specified through the end of the lease term. If you leave this processing option blank, the system uses today's date.

2. Select FASB Generation

Blank = From current generation

1 = From previous generation

Use this processing option to specify whether to print FASB 13 records from the current or previous FASB 13 generation. Valid values are:

Blank

Print records from the current FASB 13 generation.

1

Print records from the previous FASB 13 generation.

Print Tab

This processing option enables you to specify whether the information that appears on the report is detailed or summarized.

1. Print Format

Blank = Detailed only

1 = Summarized only

Use this processing option to specify whether to print a detailed or summarized report.
Valid values are:

Blank

Print a detailed report. The system prints the actual, straight line, and net effect of FASB for each period.

1

Print a summarized report. The system prints only the net effect of FASB for each period.

Projecting Rent

You can 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 doing so is required on financial statements.

Prerequisites

- ❑ Set up company fiscal patterns for all projection years. See *Setting Up Fiscal Date Patterns* in the *General Accounting Guide*.
- ❑ Set up the market, renewal, and potential rent. See *Setting Up Market, Renewal, and Potential Rent Information* in the *Real Estate Management Guide*.
- ❑ Set up user defined codes for special ledgers (15/PG) and ledger types (09/LT).
- ❑ Set up bill codes and the associated AAIs.

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 that each unit is occupied
 - Recurring Billings Master table (F1502B) for the rent amounts that are related to occupied units
 - Area Master table (F1514) and Market/Potential/Renewal Rent Master table (F159071) for units and their related areas
- Calculates the projected rent, according to 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 to which no lease is attached 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 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 track prior rent projections.

- Populates the Account Balances table (F0902) using the appropriate AAI, depending on whether the lease is receivable (RM AAI) or payable (PM AAI).
- Generates a report with the information that is used in the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system updates the Account Balances table or just generates the report so that you can preview the projection.

Processing Options for Projected Rent Generation (R15660)

Select Tab

These processing options enable you to specify the records to select to calculate projected rent.

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

1 = Rentable area type

2 = Useable area type

Use this processing option to specify the area type to retrieve from the Real Estate Management Constants table (F1510B) to use to calculate projected rent on vacant space. Valid values are:

Blank

Use the value from the Alternate Area Type processing option.

1

Use the value from the Rentable Area Type field (RNAT).

2

Use the value from the Useable Area Type field (USAT).

If both area-type processing options are blank, the system uses the value from the Rentable Area Type field (RNAT).

7. Alternate 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

These processing options enable you to specify how the system processes specific information for projected rent.

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

These processing options enable you to specify whether the system prints only a report or updates the Account Balances table (F0902), as well as how certain values appear on the report.

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

These processing options enable you to specify the account to use to record the unit square footage, as well as the bill codes that appear on the report.

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

1 = Select

2 = Omit

Use this processing option to select or omit bill codes from the Projected Rent Generation report (R15660). You can select or omit up to eight bill codes. Valid values are:

Blank

Include all bill codes.

1

Include only the selected bill codes.

2

Omit the selected bill codes.

Options Tab

These processing options enable you to specify how the system calculates projected rent, as well as to specify the account that the system uses for square footage.

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 (R15665), 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, assume that you projected the rent for a unit with an occupancy gap between leases. Because the gap crossed a calendar year, 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, you run the Reapply Projection Adjustment program.

You can print a report that lists the information associated with the rent projection. The Update Account Balances processing option (on the Print tab) controls whether the system generates only a report so that you can preview the projection, or updates the Account Balances table in addition to generating the report.

Processing Options for Reapply Projection Adjustments (R15665)

Print Tab

This processing option enables you to specify whether to run the program in proof or final mode. Running the program in final mode updates the Account Balances table (F0902).

-
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 certain global update programs. For example, assume that one of your tenants subleases space to another business. In this case, assuming that the rent has not changed, the lease is the same, and so on, 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 table (F1507).

This update is necessary because the system uses the project number as search and selection criteria on a variety of interactive and batch programs. This update program generates 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 Tenants* in the *Real Estate Management Guide*

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.

- 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)

Process Tab

These processing options specify whether the system updates certain fields in the Customer Ledger table (F03B11).

1. Payor

Blank = Do not update field

1 = Update field

Use this processing option to specify whether to update the Payor field (PYR) in the Customer Ledger table (F03B11). Valid values are:

Blank

Do not update the Payor field.

1

Update the Payor field. The system uses the value of the Alternate Payor field (ARPY) in the Customer Master by Line of Business table (F03012). If the Alternate Payor field is blank, the system uses the customer's address book number.

2. Alpha Name

Blank = Do not update field

1 = Update field

Use this processing option to specify whether to update the Alpha Name field (ALPH) in the Customer Ledger table (F03B11). Valid values are:

Blank

Do not update the Alpha Name field.

1

Update the Alpha Name field. The system uses the value of the Alpha Name field (ALPH) in the Address Book Master table (F0101).

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 make the change, 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 File (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 generate 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 Billings 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 provides 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, you should 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 nonbillable 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 nonbillable leases are not allowed.

Note

The system prints the exception report 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

These processing options enable you to specify the starting and ending dates to assign to the new recurring billing records that the system generates.

1. New Starting Date

Blank = Day after original end date

Use this processing option to specify the starting date to assign to the new recurring billing

records that the system creates when you run the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system assigns the day after the ending date (EFTE) of the current recurring billing records.

2. New Ending Date

Blank = Lease expiration date

Use this processing option to specify the ending date to assign to the new recurring billing records that the system creates when you run the Recurring Billing Global Update program (R15116). If you leave this processing option blank, the system assigns the ending date of the lease.

Select Tab

These processing options enable you to specify the records to select to create recurring billing records.

1. Select Leases with Specific Start Date Anniversaries

From Date

Use this processing option to specify the range of lease beginning dates to use to select recurring billing records. If you complete only one of the two date range processing options, the system uses the value that you enter for both the From and Through Dates. If you leave both processing options blank, the system selects all leases.

2. Limit Selection Based on Fields in Associated Unit Master

Floor Number

Use this processing option to specify selection criteria for generating new recurring billing records. The system selects only those recurring billing records entered for units that have the values specified. The value that you enter must exist in the associated UDC table for the field.

Print Tab

This processing option enables you to specify whether the system prints an exception report of the excluded records.

1. Exception Report

Blank = No report

1 = Print report

Use this processing option to specify whether to print an exception report of the records that were selected for update, but excluded because of processing issues. Valid values are:

Blank

Do not print an exception report.

1

Print an exception report. The system prints each record from the Rent Increase Amounts table (F1502WAB) for which the system does not generate a recurring billing record, and prints the corresponding reason for omitting the record.

Versions Tab

This processing option enables you to specify the version of the program that the system executes.

1. R.B. Global Update (R15116)

Blank = XJDE0001

Use this processing option to specify the version of the Recurring Billing Global Update program (R15116) to execute when this program completes. 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 simultaneously change many recurring billing records to indicate increases or decreases in the billing amounts. You do so by using Recurring Billing Global Update. 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 Billings table (F1502WB), which contains the batch of selected information that is created when you run the Recurring Billing Global Selection program. 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 only prints a report so that you can preview the calculations and new information associated with an update. The report also indicates 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 in sequential order:

- Determines whether the type of square footage to be used is rentable or useable.
- 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.
- Applies the method of increase to the original amount, which results in the new gross billing amount. For example:
 - For percent, the original amount is multiplied by the specified percent.
 - For amount or amount per square foot, the specified amount is added to the original amount.
 - For new amount or new amount per square foot, the original amount is replaced by the specified amount.
- Applies the rounding controls to the new amount.
- Processes the new rounded amount against the original amount to determine the calculated change. For example:
 - If the threshold is a percent, the original amount is divided by the rounded amount.
 - If the threshold is an amount, the original amount is subtracted from the rounded amount.
- 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.

- 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 generates a report that indicates the records that were reset and those that were omitted from the process.

Prerequisite

- 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 about updating billing amounts manually

Processing Options for Recurring Billing Global Update (R15116)

Process Tab

These processing options enable you to specify the records to process, as well as how the system processes the selected records.

1. Batch Number (required)

Use this processing option to specify the batch number to use to select records to process. The system generates recurring billing records for all Rent Increase Amount records (F1502WAB) assigned the batch number specified. The system assigns the batch number to F1502WAB records when you run the Recurring Billing Global Selection program (R15021).

If you leave this processing option blank, the system does not process any records.

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 specify the method to use to increase the amounts of the recurring billing records. The system suspends the existing billing record and generates a new recurring billing record with the new amount based on the method that you choose. Valid values are:

1

Percent increase.

2

Amount increase. The system applies the amount that you enter to the recurring billing transactions regardless of the billing frequency; therefore, consider running the program separately for each billing frequency or setting up a version for each billing frequency.

3

Annual amount per square foot increase.

4

New amount. The system applies the amount that you enter to the recurring billing transactions regardless of the billing frequency; therefore, consider running the program separately for each billing frequency or setting up a version for each billing frequency.

5

New annual amount per square foot.

3. Calculation Amount or Percentage

Use this processing option to specify the amount or percent to use for the calculation method entered in the Method of Increase processing option. Enter percentages as whole numbers. For example, to specify 5.25%, enter 5.25.

4. Recurring Billing Transaction Currency

Use this processing option to specify the transaction currency to use to update selected records in a multicurrency environment. The system updates transactions for the currency specified only when the Method of Increase processing option is 2, 3, 4, or 5 and the Amount Threshold processing option is not equal to zero.

5. Rentable or Useable Area

1 = Rentable area type

2 = Useable area type

Use this processing option to specify whether the system applies the calculations to the rentable or useable areas. If you leave this processing option blank, the system uses the rentable area as the default value. Valid values are:

1

Rentable area.

2

Useable area.

6. Update Recurring Billings

Blank = Edit report only

1 = Update recurring billing records

2 = Reset recurring billing records

Use this processing option to specify whether to update the recurring billing amounts, reset recurring billing amounts that were previously updated, or print an edit report only of the records selected for processing. Valid values are:

Blank

Print an edit report of the records selected for processing. The system does not perform updates.

1

Update recurring billing records. The system suspends the current recurring billing records and generates new records for the new amounts.

2

Reset recurring billing records. You use this option when the wrong records were previously updated. The system deletes the records from the Rent Increase Amount table (F1502WAB) and the Recurring Billings Master table (F1502B). You must rerun the Recurring Billing Global Selection program (R15021) to select new records to update.

Options Tab

These processing options enable you to specify how the system rounds billing amounts and whether the system updates recurring billing records based on percentage or amount thresholds.

1. Method of Rounding

1 = Up to nearest increment

2 = Down to nearest increment

3 = Nearest increment (up or down)

Use this processing option to specify the rounding algorithm to use for the newly calculated recurring billing amounts. If you leave this processing option blank, the system does not perform rounding. Valid values are:

1

Round up to the nearest increment.

2

Round down to the nearest increment.

3

Round to the nearest increment (up or down).

2. Rounding Increment

Use this processing option to specify the increment to use to round amounts based on the method of rounding specified. The system can round to the number of decimals for the currency entered on the records. For example, if the currency code has two decimals (USD, CAD, GBP, EUR), you can specify to round to the nearest cent.

The result of the rounding will always be exactly divisible by the increment that you enter in this processing option. For example, if you enter 10.75 in this processing option, 1 in the Method of Rounding processing option, and the system calculates the amount as 15.60, the system rounds up to 21.50.

If you leave this processing option blank, the system does not perform rounding.

3. Percentage Threshold

Use this processing option to specify the threshold percentage for the system to use to determine whether to update the recurring billing records that were selected. If the amount calculated results in a change that is less than the percentage entered, the system does not generate a new recurring billing line for that record.

Note: If you enter a value in both the Percentage Threshold and Amount Threshold processing options, the amount of change must meet both thresholds for the system to generate the new recurring billing line.

4. Amount Threshold

Use this processing option to specify the threshold amount for the system to use to determine whether to update the recurring billing records that were selected. If the amount calculated results in a change that is less than the amount entered, the system does not generate a new recurring billing line for that record.

Note: If you enter a value in both the Percentage Threshold and Amount Threshold processing options, the amount of change must meet both thresholds for the system to generate the new recurring billing line.

Running the Lease Global Update

From the Global Updates menu (G15311), choose Lease Global Update.

The Lease Global Update program (R15117) allows you to change specific lease-related values 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 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 (F1501B)

When you choose this table, the system also updates all the applicable fields in the Lease Master Detail table (F15017). You choose select these tables separately for the update.

- Recurring Billings Master (F1502B)
- Management Fee Master (F1505B)
- Tenant/Lease Billing Detail (F1511B)
- Lease Billings History (F1511HB)

- 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)
- Fees and 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. PeopleSoft recommends that you first run this report in proof mode.

Processing Options for Lease Global Update (R15117)

Options Tab

These processing options enable you to specify whether to run the program in proof or final mode, whether to insert a page break, and which records to update.

1. Proof or Final Mode

Blank = Edit

1 = Update selected tables

Use this processing option to specify whether to run the program in proof or final mode. Valid values are:

Blank

Proof mode. The system generates a report of the records selected for update for you to review but does not update records in the selected tables.

1

Final mode. The system generates a report and updates the records in the selected tables.

2. Page Break

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. Building for Update

Use this processing option to specify a single building to update. The system updates only the records for the building number specified.

4. Unit for Update

Use this processing option to specify a single unit to update. The system updates only the records for the unit number specified.

Update Records for Selected Tables:

Enter a 1 next to the table(s) in which you want to update data.

Table Selection Tab

These processing options enable you to specify the tables to update when you run the program in final mode.

1. F1501B - Lease Master

Use this processing option to specify whether to update records in the corresponding table. Valid values are:

Blank

Do not update records in this table.

1

Update records in this table.

Enter new values to update records for the selected tables.

Field Updates Tab

These processing options enable you to specify the values that the system assigns to specific fields when you run the program in final mode.

1. Building

Use this processing option to specify the new value to assign to the Building field (MCU) on records in the tables specified on the Table Selection processing option.

2. Unit

Use this processing option to specify the new value to assign to the Unit field (UNIT) on records in the tables specified on the Table Selection processing option.

3. Tenant

Use this processing option to specify the new value to assign to the Tenant field (AN8) on records in the tables specified on the Table Selection processing option.

4. Alternate Payee

Use this processing option to specify the new value to assign to the Alternate Payee field (AN8J) on records in the tables specified on the Table Selection processing option.

5. Lease Manager

Use this processing option to specify the new value to assign to the Lease Manager field (ANSA) on records in the tables specified on the Table Selection processing option.

6. Payment Source

Use this processing option to specify the new value to assign to the Payment Source field (AN8P) on records in the tables specified on the Table Selection processing option.

7. Occupant

Use this processing option to specify the new value to assign to the Occupant field (AN8A) on records in the tables specified on the Table Selection processing option.

8. Salesman

Use this processing option to specify the new value to assign to the Salesman field (AN8S) on records in the tables specified on the Table Selection processing option.

9. Doing Business As

Use this processing option to specify the new value to assign to the DBA (Doing Business As) field (DBAN) on records in the tables specified on the Table Selection processing option.

10. Lease Status

Use this processing option to specify the new value to assign to the Lease Status field (LSST) on records in the tables specified on the Table Selection processing option.

11. Payment Terms

Use this processing option to specify the new value to assign to the Payment Terms field (TRAR) on records in the tables specified on the Table Selection processing option.

Purging Real Estate Tables

Several purge programs are available 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. PeopleSoft 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.

Prerequisite

- 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 (F15011B)
- Estimated EP Recurring Billings (F1502WB)
- Lease Billings Master (F1511B)
- Expense Participation Audit File (F1532B)
- EP Billing Register (F1538B)
- Sales Report Control (F1540B)
- Escalation Billing Register (F1548B)

Processing options control whether the system updates the tables or generates a report so that you can preview the information to be deleted. The report also shows any posted information that cannot be deleted.

Notes

- 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 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 Lease Billings 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.
 - You cannot use the Batch Delete program to delete batches of receipts, revenue fees, or security deposits because the system does not write records to the Tenant/Lease Billings Detail Master table (F1511B); the Batch Delete program deletes batches only when records exist in table F1511B.
-

Processing Options for Billings Batch Deletion (R15806)

Select Tab

These processing options enable you to specify the records to be deleted.

WARNING: This program will delete the Property Management batch specified below. The batch may not be recovered so exercise this option with care. **DO NOT** use this program to delete Cash Receipts or Security Deposit Refund batches.

1. Batch Number

Use this processing option to specify the batch number of the records to delete.

2. Delete Invoices or Vouchers

Blank = Accounts Receivable

1 = Accounts Payable

Use this processing option to specify whether the system deletes records for the batch 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

These processing options enable you to specify whether to delete records from the Lease Billings Master table (F1511B), as well as whether to run the program in proof or final mode.

1. Posted Tenant Invoice Delete

Blank = Do not delete posted invoices

1 = Delete posted invoices

Use this processing option to specify whether to delete the posted Lease Billings Master records (F1511B) that do not create corresponding Customer Ledger (F03B11), Accounts Payable Ledger (F0411), or Account Ledger (F0911) records. For example, invoices that have a zero amount, and carry-forward pending and carry-forward taken records generated from sales overage. Valid values are:

Blank

Do not delete records.

1

Delete records.

2. Proof or Final Mode

Blank = Edit mode only

1 = Delete the records

Use this processing option to specify whether to process records in proof or final mode. Use this option, in conjunction with the Audit Report processing option, to print a report of the batches to process for deletion. Valid values are:

Blank

Proof mode. The system does not delete the records for the batch number specified.

1

Final mode. The system deletes the records for the batch number specified. The system generates a report of the deleted batches only if you turn on the processing option to print the audit report.

Print Tab

This processing option enables you to specify whether to generate a report of the deleted records.

1. Audit Report

Blank = No report

1 = Print a report

Use this processing option to specify whether the system prints an audit report of the records deleted by this program. Valid values are:

Blank

Do not print an audit report.

1

Print an audit report.

Purging Sales Analysis Information

From the Purges menu (G15312), choose Sales Analysis Purge.

You can delete the information in the Tenant Sales Analysis Reporting File table (F1543B), by running 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

These processing options enable you to specify the records to purge from the Tenant Sales Analysis Reporting table (F1543B), as well as whether to run the program in proof or final mode.

1. Number Of Months To Retain

Use this processing option to specify the records to retain in the Tenant Sales Analysis Reporting table (F1543B). The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1543B record has the month of 06 and year of 05, and you enter 12 in this processing option. The system retains records that are dated from 6/04 through 6/05. The system purges records that are dated prior to month 06 and year 04.

If you enter a value in this processing option and the Purge Through Period processing option, the system uses the earlier of the two dates.

-
2. Purge Through Period
 3. Proof or Final Mode

Blank = Print edit report only
1 = Purge sales analysis records

Use this processing option to specify whether to run the program in proof or final mode.
Valid values are:

Blank

Proof mode. The system prints a report of the records selected to purge from the Tenant Sales Analysis Reporting table (F1543B).

1

Final mode. The system purges the records and prints a report.

Purging Sales Report Information

From the Purges menu (G15312), choose Sales Report Purge.

To purge records from the Sales Analysis 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

These processing options enable you to specify the records to purge from the Sales Report Control table (F1540B) and the Tenant Sales History table (F1541B), as well as whether to run the program in proof or final mode.

1. Number of Months To Retain

Use this processing option to specify the monthly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Sales History (F1541B) tables. The system purges only those monthly sales report records that exist in both tables (F1540B and F1541B), have a posting status code of either P or X, and are older than the number of months specified.

The system locates the record with the most current date and uses it as the starting date to count back. For example, if the most recent F1540B and F1541B records have the month of 06 and year of 05, and you enter 12 in this processing option. The system retains records that are dated from 6/04 through 6/05. The system purges records that are dated prior to month 06 and year 04.

If you leave this processing option blank, the system deletes all monthly F1540B and F1541B records with posted status codes of P and X.

2. Number of Weeks To Retain

Use this processing option to specify the weekly sales report records to retain in the Sales Report Control (F1540B) and the Tenant Weekly Sales (F15410) tables. The system purges only the weekly sales report records that exist in both tables, have a posting status code of either P or X, and that are older than the number of weeks specified.

The system locates the record with the most current date and uses it as the starting date to count back.

If you leave this processing option blank, the system deletes all weekly F1544B records with posted status codes of P and X.

3. Proof or Final Mode

Blank = Print edit report only

1 = Purge sales reports records

Use this processing option to specify whether to run the program in proof or final mode. Valid values are:

Blank

Proof mode. The system prints a report of the records to purge.

1

Final mode. The system prints a report and purges the records from the Sales Report Control (F1540B), Tenant Sales History (F1541B), and the Tenant Weeklay Sales (F15410) tables.

Purging Tenant and Lease Billing Details

From the Purges menu (G15312), choose Tenant Billing Detail Purge.

When you want to remove records from the Lease Billings Master table (F1511B), run the Tenant Billing Detail Purge program (R15119). Processing options allow you to specify a cutoff date as the basis for record 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 use data selection to specify one or more buildings to further narrow the records to be purged.

Processing Options for Tenant Billing Detail Purge (R15119)

Process Tab

This processing option enables you to specify whether the program runs in proof or final mode.

1. Proof or Final Mode

Blank = Print an edit report

1 = Purge billing information

Use this processing option to specify whether to run the program in proof or final mode.
Valid values are:

Blank

Proof mode. The system prints a report of the records selected to purge from the Tenant/Lease Billings Detail Master table (F1511B).

1

Final mode. The system purges the records and prints a report.

Select Tab

These processing options enable you to specify the records to be purged from the Lease Billings Master table (F1511B).

Enter ONE of the following dates to select as the purge cut-off date. Records with dates prior to the ONE date entered will be purged.

1. G/L Date

Use this processing option to specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Choose only one date to use for the purge criteria.

If you leave this processing option blank, the system does not purge any records.

2. Invoice Date

Use this processing option to specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Choose only one date to use for the purge criteria.

If you leave this processing option blank, the system does not purge any records.

3. Due Date

Use this processing option to specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Choose only one date to use for the purge criteria.

If you leave this processing option blank, the system does not purge any records.

4. Service/Tax Date

Use this processing option to specify the date to use to purge records from the Lease Billings Master table (F1511B). The system purges all F1511B records that have a date less than the date entered in the specified field. Choose only one date to use for the purge criteria.

If you leave this processing option blank, the system does not purge any records.

Purging Building Information

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, within the Real Estate Management system. You use 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 Account Ledger table (F0911). However, regardless of the account records and balances, the system deletes related information from the following tables:

- Lease Master Header (F1501B)
- Lease Master Detail (F15017)
- Billings Generation Control (F15011B)
- Extended Billings Master (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 (F1507)
- Billing Code Extension (F1512)
- Floor Master (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

These processing options enable you to specify the records to delete, as well as whether to run the program in proof or final mode.

CAUTION: This program deletes the building specified below and all related Property Management information. Deleted records CANNOT be retrieved.

1. Building To Delete

Use this processing option to specify the building number to use as selection criteria to delete records from the following Real Estate system tables:

- o Lease Master Header (F1501B)
- o Lease Master Detail (F15017)
- o Billings Generation Control (F15011B)
- o Extended Billings Master (F15020)
- o Tenant E.P. Class Master (F15012B)
- o Sales Overage Master (F15013B)
- o Product Scales Master (F15014B)
- o Min/Max Rents And Recoveries Master (F15015B)
- o Tenant Escalation Master (F15016B)
- o Recurring Billings Master (F1502B)
- o Log Detail Master (F1521)
- o Unit Master (F1507)
- o Billing Code Extension (F1512)
- o Floor Master (F1506)
- o Area Master (F1514)
- o Security Deposit Master (F1565)
- o Market/Potential/Renewal Rent Master (F159071)
- o Business Unit Master (F0006)

Note: The system deletes the building record from the Business Unit Master table only when records have been purged from the Account Ledger (F0911), Account Balance

(F0902), and Account Master (F0901) tables.

2. Proof or Final Mode

Blank = Delete records

1 = Print an edit report

Use this processing option to specify whether to run the program in proof or final mode.
Valid values are:

Blank

Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

1

Final mode. The system purges the records and prints a report.

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 (F1501B)
- Lease Master Detail (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)
- Lease Billings Master (F1511B)
- Lease Billings History (F1511HB)
- Log Detail Master (F1521)
- Tenant Account Exclusions (F1533B)
- EP Billing Register (F1538B)
- Escalation Billing Register (F1548B)
- Security Deposit Master (F1565)
- Billings Generation Control (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 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 File 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 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 Exclusions 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 table (F1501B) and the Lease Master Detail table (F15017), use the Lease Master Header item for selection.

Processing Options for Lease Information Purge (R15118)

Dates Tab

These processing options enable you to specify which date the system uses to select the records to purge.

1. Ending Effective Date

Use this processing option to specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

2. Move-Out Date

Use this processing option to specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

3. Date Last Updated

Use this processing option to specify the date to use to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have a date less than the date entered.

If you enter a date in more than one processing option, the record must meet all date criteria entered for the system to purge it. If you do not complete one of the date processing options, the system does not purge any records.

Options Tab

These processing options enable you to specify whether to run the program in proof or final mode, as well as the records to purge when you run the program in final mode.

1. Proof or Final Mode

Blank = Edit

1 = Purge Lease and related tables.

Use this processing option to specify whether to run the program in proof or final mode.

Valid values are:

Blank

Proof mode. The system prints a report of the records to purge from the Real Estate system tables.

1

Final mode. The system purges the records and prints a report.

2. Page Break Selection

Blank = No page break

1 = Page break for each new lease.

Use this processing option to specify whether the system inserts a page break (starts a new page) when the lease number changes. Valid values are:

Blank

Do not insert a page break.

1

Insert a page break.

Note: Lease number (DOCO) must be the first item in the Data Sequence for the system to insert a page break when the lease number changes.

3. Building Number

Use this processing option to specify the building number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges all records that have the building number that you enter, unless you additionally specify a unit number in the Unit Number processing option.

4. Unit Number

Use this processing option to specify the unit number to use as selection criteria to purge records from the tables specified on the Table Selection processing option tab. The system purges only those records that have the unit number that you enter for the building specified in the Building Number processing option. If you specify a value in this processing option, you must complete the Building Number processing option; otherwise, the system does not use the unit selection criteria.

Table Selection Tab

This processing option enables you to specify the tables from which the system purges records.

1. F1501B - Lease Master

Use this processing option to specify whether to purge data from the corresponding table.

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 a variety of information and resolve problems with consistency across different tables.

Billing Control Information

You can review the information that is stored in the Billings Generation Control 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

Billing control information prevents you from billing a tenant multiple times for the same period. You use the Billing Control Information program to review transactions for the following generation types:

- 1 – Recurring Billing
- 2 – Expense Participation
- 3 – Sales Overage
- 4 – Escalation
- 6 – Estimated Expense Participation

When the system generates billing records, it assigns to 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 following table describes the four billing status 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.

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*.

PeopleSoft®

Billing Control Information - Billings Generation Control Revisions

OK Cancel Tools

Lease Number

Billing Control ID

Generation Type *Expense Participation*

Year/Century

Per 01	<input checked="" type="checkbox"/>	Per 12	<input type="checkbox"/>	Per 23	<input type="checkbox"/>	Per 34	<input type="checkbox"/>	Per 45	<input type="checkbox"/>
Per 02	<input type="checkbox"/>	Per 13	<input type="checkbox"/>	Per 24	<input type="checkbox"/>	Per 35	<input type="checkbox"/>	Per 46	<input type="checkbox"/>
Per 03	<input type="checkbox"/>	Per 14	<input type="checkbox"/>	Per 25	<input type="checkbox"/>	Per 36	<input type="checkbox"/>	Per 47	<input type="checkbox"/>
Per 04	<input type="checkbox"/>	Per 15	<input type="checkbox"/>	Per 26	<input type="checkbox"/>	Per 37	<input type="checkbox"/>	Per 48	<input type="checkbox"/>
Per 05	<input type="checkbox"/>	Per 16	<input type="checkbox"/>	Per 27	<input type="checkbox"/>	Per 38	<input type="checkbox"/>	Per 49	<input type="checkbox"/>
Per 06	<input type="checkbox"/>	Per 17	<input type="checkbox"/>	Per 28	<input type="checkbox"/>	Per 39	<input type="checkbox"/>	Per 50	<input type="checkbox"/>
Per 07	<input type="checkbox"/>	Per 18	<input type="checkbox"/>	Per 29	<input type="checkbox"/>	Per 40	<input type="checkbox"/>	Per 51	<input type="checkbox"/>
Per 08	<input type="checkbox"/>	Per 19	<input type="checkbox"/>	Per 30	<input type="checkbox"/>	Per 41	<input type="checkbox"/>	Per 52	<input type="checkbox"/>
Per 09	<input type="checkbox"/>	Per 20	<input type="checkbox"/>	Per 31	<input type="checkbox"/>	Per 42	<input type="checkbox"/>	Per 53	<input type="checkbox"/>
Per 10	<input type="checkbox"/>	Per 21	<input type="checkbox"/>	Per 32	<input type="checkbox"/>	Per 43	<input type="checkbox"/>	Per 54	<input type="checkbox"/>
Per 11	<input type="checkbox"/>	Per 22	<input type="checkbox"/>	Per 33	<input type="checkbox"/>	Per 44	<input type="checkbox"/>		

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 table (F15011B) has a corresponding record in one of the following tables:

- Tenant E.P. Class Master (F15012B)
- Sales Overage Master File (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, it 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 (R15703), the system validates that each batch header record in the Batch Control Records table (F0011) has a corresponding record in the Lease Billings Master table (F1511B). You use processing options to specify 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 Lease Billings Master records that do not correspond to batch header records

Processing Options for Batch Control Integrity (R15703)

Process Tab

These processing options enable you to specify the records that the system deletes from the Batch Control Records table (F0011), as well as whether the system prints a report of records in the Lease Billings Master table (F1511B) that do not have a corresponding record in table F0011.

1. Delete Batch Headers

Blank = Do not delete

1 = Perform delete

Use this processing option to specify whether to delete batch header records from the Batch Control Records table (F0011) that do not have a corresponding record in the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Do not delete batch header records.

1

Delete batch headers records.

2. Print Detail Report

Blank = Do not print report

1 = Print report

Use this processing option to specify whether to print a report of the Tenant/Lease Billings Detail Master records (F1511B) that do not have a corresponding batch header record (F0011). The system prints all transactions that meet this criteria regardless of whether they have been posted. Each transaction must be associated with a batch header record to post it to the appropriate tables. Valid values are:

Blank

Do not print a report.

1

Print a report.

Running the Log Line Integrity

From the Integrities menu (G15313), choose Log Line Integrity.

When you run the Log Line Integrity program (R15431), the system validates that the building and unit for a lease in the Lease Master Header table (F1501B) and Lease Master Detail table (F15017) corresponds to the building and unit for the related log lines in the Log Standard Master table (F1523). You use processing options to specify 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 associated with one or more units.

Processing Options for Log Line Integrity Report (R15431)

Process Tab

These processing options enable you to specify whether to run the program in proof mode or final mode, as well as to specify the version of the lease to use.

1. Proof or Final Mode

Blank = Print edit report

1 = Update single unit leases

2 = Update multi and single unit leases

Use this processing option to specify whether to run the program in proof or final mode, and which leases to update. Valid values are:

Blank

Proof mode. The system prints a report of the log lines that have buildings and units that do not correspond to the buildings and units on the lease.

1

Final mode for single-unit leases. The system replaces the building or unit on the log standard with the building or unit from the lease.

2

Final mode for multi-unit leases. The system replaces the building or unit on the log standard with the first building or unit from the lease.

2. Search Default for Lease Version

Blank = System Date

1 = Latest Effective Date

2 = Process all dates

Use this processing option to specify whether the system validates log lines using the version of the lease that is based on today's date (the system date) or the latest effective date. Valid values are:

Blank

The system uses the version of the lease that is effective as of the system date.

1

The system uses the version of the lease with the latest (future) effective date. For example, if today's date is 6/30/03, and the lease has two versions dated 1/01/03 and 10/01/03, respectively, the system uses the version dated 10/01/03.

2

The system uses all versions of the lease regardless of the date.

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

Print Tab

This processing option enables you to specify the log lines that the system includes on the report.

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 specify whether to print only the log lines in error or all log lines for multiple-unit leases. Valid values are:

Blank

Print only the log lines in error for multi-unit leases.

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.

If you are running the Post RE Invoices or Post RE Vouchers program (R15199) and the processing is interrupted (for example, as a result of a power outage), some records in the Lease Billings Master table (F1511B) might remain unposted. You run the Invoice Posted Status Update program (R15912) to update the posted status on the F1511B records to D.

The system updates the records only under the following conditions:

- The corresponding Customer Ledger (F03B11) or Accounts Payable Ledger (F0411) record is posted.
- The corresponding Account Ledger (F0911) record is posted.
- The corresponding Batch Control Records (F0011) for batch type 1 is posted.

If the system cannot locate one of the corresponding records, or if one of the records is posted, it does not update the posted code on the F1511B record.

This program does not have associated processing options, nor does it provide a report of the records that are 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 in the Lease Billings Master table (F1511B) to all of the pay items on the transaction. To update the invoice and voucher transactions with the service/tax date that was entered on each billing detail record, you 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 if 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 relevant 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 enable 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 Billing Detail Serv/Tax Integrity (R15906)

Process Tab

These processing options enable you to specify whether the system updates the accounts payable or accounts receivable records, as well as whether the program is submitted in proof mode or final mode. In addition, these processing options enable you to specify, according to the general ledger dates, the records that the system updates.

1. Table Update Selection

Blank = Accounts Receivable

1 = Accounts Payable

Use this processing option to specify whether to update the service/tax date on invoices (F03B11) or vouchers (F0411). The system uses the value of the Service/Tax Date field (DSV) from the Tenant/Lease Billings Detail Master table (F1511B) to update the selected records. Valid values are:

Blank

Update the invoice records in the Customer Ledger table (F03B11).

1

Update the voucher records in the Accounts Payable Ledger table (F0411).

2. Proof or Final Mode

Blank = Report only

1 = Update selected table

Use this processing option to specify whether to run the program in proof or final mode. In proof mode, the system prints a report of the records selected to update from the table selected in the Table Update Selection processing option. In final mode, the system updates the service/tax date on the records in the selected table with the service tax date from the Tenant/Lease Billings Detail Master table (F1511B). Valid values are:

Blank

Proof mode. The system prints a report of the records selected to update.

1

Final mode. The system updates the records in the selected table and prints a report.

3. From G/L Date

Use this processing option, in conjunction with the Through G/L Date processing option, to specify the range of G/L dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update.

If you leave this processing option blank, the system includes all records through the date entered in the Through G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

4. Through G/L Date

Use this processing option, in conjunction with the From G/L Date processing option, to specify the range of G/L dates to use to select the records from the Tenant/Lease Billings Detail Master table (F1511B) to use in the update.

If you leave this processing option blank, the system includes all records from the date entered in the From G/L Date processing option. If you leave both the From G/L Date and Through G/L Date processing options blank, the system includes all records.

EnterpriseOne PeopleBooks Glossary

“as of” processing	A process that is run at a specific point in time to summarize item transactions.
52 period accounting	A method of accounting that uses each week as a separate accounting period.
account site	In the invoice process, the address to which invoices are mailed. Invoices can go to a different location or account site from the statement.
active window	The window that contains the document or display that will be affected by current cursor movements, commands, and data entry in environments that are capable of displaying multiple on-screen windows.
ActiveX	A technology and set of programming tools developed by Microsoft Corporation that enable software components written in different languages to interact with each another in a network environment or on a web page. The technology, based on object linking and embedding, enables Java applet-style functionality for Web browsers as well as other applications (Java is limited to Web browsers at this time). The ActiveX equivalent of a Java applet is an ActiveX control. These controls bring computational, communications, and data manipulation power to programs that can “contain” them—for example, certain Web browsers, Microsoft Office programs, and anything developed with Visual Basic or Visual C++.
activity	In Advanced Cost Accounting, an aggregation of actions performed within an organization that is used in activity-based costing.
activity driver	A measure of the frequency and intensity of the demands that are placed on activities by cost objects. An activity driver is used to assign costs to cost objects. It represents a line item on the bill of activities for a product or customer. An example is the number of part numbers, which is used to measure the consumption of material-related activities by each product, material type, or component. The number of customer orders measures the consumption of order-entry activities by each customer. Sometimes an activity driver is used as an indicator of the output of an activity, such as the number of purchase orders that are prepared by the purchasing activity. See also cost object.
activity rule	The criteria by which an object progresses from a given point to the next in a flow.
actual cost	Actual costing uses predetermined cost components, but the costs are accumulated at the time that they occur throughout the production process.
adapter	A component that connects two devices or systems, physically or electronically, and enables them to work together.
add mode	The condition of a form where a user can enter data into it.
advanced interactive executive	An open IBM operating system that is based on UNIX.
agent	A program that searches through archives or other repositories of information on a topic that is specified by the user.

aging	A classification of accounts by the time elapsed since the billing date or due date. Aging is divided into schedules or accounting periods, such as 0-30 days, 31-60 days, and so on.
aging schedule	A schedule that is used to determine whether a payment is delinquent and the number of days which the payment is delinquent.
allegato IVA clienti	In Italy, the term for the A/R Annual VAT report.
allegato IVA fornitori	In Italy, the term for the A/P Annual VAT report.
application layer	The seventh layer of the Open Systems Interconnection Reference Model, which defines standards for interaction at the user or application program level.
application programming interface (API)	A set of routines that is used by an application program to direct the performance of procedures by the computer's operating system.
AS/400 Common	A data source that resides on an AS/400 and holds data that is common to the co-existent library, allowing PeopleSoft EnterpriseOne to share information with PeopleSoft World.
assembly inclusion rule	A logic statement that specifies the conditions for using a part, adjusting the price or cost, performing a calculation, or using a routing operation for configured items.
audit trail	The detailed, verifiable history of a processed transaction. The history consists of the original documents, transaction entries, and posting of records and usually concludes with a report.
automatic return	A feature that allows a user to move to the next entry line in a detail area or to the first cell in the next row in several applications.
availability	The expression of the inventory amount that can be used for sales orders or manufacturing orders.
available inventory	The quantity of product that can be promised for sale or transfer at a particular time, considering current on-hand quantities, replenishments in process, and anticipated demand.
back office	The set of enterprise software applications that supports the internal business functions of a company.
backhaul	The return trip of a vehicle after delivering a load to a specified destination. The vehicle can be empty or the backhaul can produce less revenue than the original trip. For example, the state of Florida is considered a backhaul for many other states—that is, many trucking companies ship products into the state of Florida, but most of them cannot fill a load coming out of Florida or they charge less. Hence, trucks coming out of Florida are either empty or produce less revenue than the original trip.
balance forward	The cumulative total of inventory transactions that is used in the Running Balance program. The system does not store this total. You must run this program each time that you want to review the cumulative inventory transactions total.

balance forward receipt application method	A receipt application method in which the receipt is applied to the oldest or newest invoices in chronological order according to the net due date.
bank tape (lock box) processing	The receipt of payments directly from a customer's bank via customer tapes for automatic receipt application.
base location	[In package management] The topmost location that is displayed when a user launches the Machine Identification application.
basket discount	A reduction in price that applies to a group or "basket" of products within a sales order.
basket repricing	A rule that specifies how to calculate and display discounts for a group of products on a sales order. The system can calculate and display the discount as a separate sales order detail line, or it can discount the price of each item on a line-by-line basis within the sales order.
batch job	A job submitted to a system and processed as a single unit with no user interaction.
batch override	An instruction that causes a batch process to produce output other than what it normally would produce for the current execution only.
batch process	A type of process that runs to completion without user intervention after it has been started.
batch program	A program that executes without interacting with the user.
batch version	A version of a report or application that includes a set of user-defined specifications, which control how a batch process runs.
batch/lot tracking	The act of identifying where a component from a specific lot is used in the production of goods.
batch/mix	A manufacturing process that primarily schedules short production runs of products.
batch-of-one processing	A transaction method that allows a client application to perform work on a client workstation, and then submit the work all at once to a server application for further processing. As a batch process is running on the server, the client application can continue performing other tasks. See also direct connect, store-and-forward.
binary large object (BLOB)	A collection of binary data stored as a single entity in a [file].
binder clip	See paper clip.
black products	Products that are derived from the low or heavy end of the distillation process—for example, diesel oils and fuel oils. See also white products.
blend note	Document that authorizes a blending activity, and describes both the ingredients for the blend and the blending steps that occur.

blend off	Reworking off-specification material by introducing a small percentage back into another run of the same product.
blind execution	The mode of execution of a program that does not require the user to review or change the processing options set for the program, and does not require user intervention after the program has been launched.
boleto	In Brazil, the document requesting payment by a supplier or a bank on behalf of a supplier.
bolla doganale	VAT-Only Vouchers for Customs. In Italy, a document issued by the customs authority to charge VAT and duties on extra-EU purchasing.
bookmark	A shortcut to a location in a document or a specific place in an application or application suite.
bordero & cheque	In Brazil, bank payment reports.
broker	A program that acts as an intermediary between clients and servers to coordinate and manage requests.
BTL91	In the Netherlands, the ABN/AMRO electronic banking file format that enables batches with foreign automatic payment instructions to be delivered.
budgeted volume	A statement of planned volumes (capacity utilization) upon which budgets for the period have been set.
bunkering	A rate per ton or a sum of money that is charged for placing fuel on board; can also mean the operation itself.
business function	An encapsulated set of business rules and logic that can normally be re-used by multiple applications. Business functions can execute a transaction or a subset of a transaction (check inventory, issue work orders, and so on). Business functions also contain the APIs that allow them to be called from a form, a database trigger, or a non-EnterpriseOne application. Business functions can be combined with other business functions, forms, event rules, and other components to make up an application. Business functions can be created through event rules or third-generation languages, such as C. Examples of business functions include Credit Check and Item Availability.
business function event rule	Encapsulated, reusable business logic that is created by using through event rules rather than C programming. Contrast with embedded event rule. See also event rule.
business object library	[In interoperability] The repository that stores EnterpriseOne business objects, which consist of Java or CORBA objects.
business unit	A financial entity that is used to track the costs, revenue, or both, of an organization. A business unit can also be defined as a branch/plant in which distribution and manufacturing activities occur. Additionally, in manufacturing setup, work centers and production lines must be defined as business units; but these business unit types do not have profit/loss capability.

business view	Used by EnterpriseOne applications to access data from database tables. A business view is a means for selecting specific columns from one or more tables with data that will be used in an application or report. It does not select specific rows and does not contain any physical data. It is strictly a view through which data can be handled.
business view design aid (BDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing business views. The tool uses a graphical user interface.
buy-back crude	In foreign producing oil countries, that portion of the host government's share of "participation crude" which it permits the company holding a concession to "buy back."
CAB	In Italy, the bank branch code or branch ID. A five-digit number that identifies any agency of a specific bank company in Italy.
cadastro de pessoas fisicas	Cadastro de pessoas fisicas. In Brazil, the federal tax ID for a person.
category code	A code that identifies a collection of objects sharing at least one common attribute.
central object	A software component that resides on a central server.
central objects merge	A process that blends a customer's modifications with the objects in a current release with objects in a new release.
central server	A computer that has been designated to contain the originally installed version of the software (central objects) for deployment to client computers.
certificate input	See direct input.
certificate of analysis (COA)	A document that is a record of all of the testing which has been performed against an item, lot, or both, plus the test results for that item and lot.
change management	[In software development] A process that aids in controlling and tracking the evolution of software components.
change order	In PeopleSoft, an addendum to the original purchase order that reflects changes in quantities, dates, or specifications in subcontract-based purchasing. A change order is typically accompanied by a formal notification.
chargeback	A receipt application method that generates an invoice for a disputed amount or for the difference of an unpaid receipt.
chart	EnterpriseOne term for tables of information that appear on forms in the software. See forms.
check-in location	The directory structure location for the package and its set of replicated objects. This location is usually \\deploymentserver\release\path_code\package\packagename. The subdirectories under this path are where the central C components (source, include, object, library, and DLL file) for business functions are stored.

checksum value	A computed value that depends on the contents of a block of data, and that is transmitted or stored with the data to detect whether errors have occurred in the transmission or storage.
class	[In object-oriented programming] A category of objects that share the same characteristics.
clean cargo	Term that refers to cargoes of gasoline and other refined products. See also dirty cargo.
client access	The ability to access data on a server from a client machine.
client machine	Any machine that is connected to a network and that exchanges data with a server.
client workstation	A network computer that runs user application software and is able to request data from a server.
ClieOp03	In the Netherlands, the euro-compliant uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
ClieOp2	In the Netherlands, the uniform electronic banking file format that enables batches with domestic automatic direct debit instructions and batches with domestic payment instructions to be delivered.
cluster	Two or more computers that are grouped together in such a way that they behave like a single computer.
co-existence	A condition where two or more applications or application suites access one or more of the same database tables within the same enterprise.
cold test	The temperature at which oil becomes solid. Generally considered to be 5 degrees F lower than the pour point.
commitment	The number of items that are reserved to fill demand.
common object request broker architecture	An object request broker standard that is endorsed by the Object Management Group.
compa-ratio	An employee's salary divided by the midpoint amount for the employee's pay grade.
component changeout	See component swap.
component object model (COM)	A specification developed by Microsoft for building software components that can be assembled into programs or add functionality to existing programs running on Microsoft Windows platforms. COM components can be written in a variety of languages, although most are written in C++, and can be unplugged from a program at runtime without having to recompile the program.

component swap	In Equipment/Plant Management, the substitution of an operable component for one that requires maintenance. Typically, you swap components to minimize equipment downtime while servicing one of the components. A component swap can also mean the substitution of one parent or component item for another in its associated bill of material.
conference room pilot environment	An EnterpriseOne environment that is used as a staging environment for production data, which includes constants and masters tables such as company constants, fiscal date patterns, and item master. Use this environment along with the test environment to verify that your configuration works before you release changes to end-users.
configurable network computing (CNC)	An application architecture that allows interactive and batch applications that are composed of a single code base to run across a TCP/IP network of multiple server platforms and SQL databases. The applications consist of re-usable business functions and associated data that can be configured across the network dynamically. The overall objective for businesses is to provide a future-proof environment that enables them to change organizational structures, business processes, and technologies independently of each other.
configurable processing engine	Handles all “batch” processes, including reporting, Electronic Data Exchange (EDI) transactions, and data duplication and transformation (for data warehousing). This ability does not mean that it exists only on the server; it can be configured to run on desktop machines (Windows 95 and NT Workstation) as well.
configuration management	A rules-based method of ordering assemble-to-order or make-to-order products in which characteristics of the product are defined as part of the Sales Order Entry process. Characteristics are edited by using Boolean logic, and then translated into the components and routing steps that are required to produce the product. The resulting configuration is also priced and costed, based on the defined characteristics.
configured item segment	A characteristic of a configured item that is defined during sales order entry. For example, a customer might specify a type of computer hard drive by stating the number of megabytes of the hard drive, rather than a part number.
consuming location	The point in the manufacturing routing where a component or subassembly is used in the production process. In kanban processing, the location where the kanban container materials are used in the manufacturing process and the kanban is checked out for replenishment.
contra/clearing account	A G/L account used by the system to offset (balance) journal entries. For example, you can use a contra/clearing account to balance the entries created by allocations.
contribution to profit	Selling price of an item minus its variable costs.
control table	A table that controls the program flow or plays a major part in program control.
control table workbench	During the Installation Workbench process, Control Table Workbench runs the batch applications for the planned merges that update the data dictionary, user defined codes, menus, and user overrides tables.

control tables merge	A process that blends a customer's modifications to the control tables with the data that accompanies a new release.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
corrective work order	A work order that is used to formally request unscheduled maintenance and communicate all of the details pertaining to the requested maintenance task.
cost assignment	Allocating resources to activities or cost objects.
cost component	An element of an item's cost—for example, material, labor, or overhead.
cost object	Any customer, product, service, contract, project, or other work unit for which you need a separate cost measurement.
cost rollup	A simulated scenario in which work center rates, material costs, and labor costs are used to determine the total cost of an item.
costing elements	The individual classes of added value or conversion costs. These elements are typically materials, such as raw and packaging; labor and machine costs; and overhead, such as fixed and variable. Each corporation defines the necessary detail of product costs by defining and tracking cost categories and subcategories.
credit memo	A negative amount that is used to correct a customer's statement when he or she is overcharged.
credit notice	The physical document that is used to communicate the circumstances and value of a credit order.
credit order	A credit order is used to reflect products or equipment that is received or returned so that it can be viewed as a sales order with negative amounts. Credit orders usually add the product back into inventory. This process is linked with delivery confirmation.
cross segment edit	A logic statement that establishes the relationship between configured item segments. Cross segment edits are used to prevent ordering of configurations that cannot be produced.
crude oil assay	A procedure for determining the distillation curve and quality characteristics of a crude oil.
cumulative update	A version of software that includes fixes and enhancements that have been made since the last release or update.
currency relationships	When converting amounts from one currency to another, the currency relationship defines the from currency and the to currency in PeopleSoft software. For example, to convert amounts from German marks to the euro, you first define a currency relationship between those two currencies.
currency restatement	The process of converting amounts from one currency into another currency, generally for reporting purposes. It can be used, for example, when many currencies must be restated into a single currency for consolidated reporting.

current cost	The cost that is associated with an item at the time a parts list and routing are attached to a work order or rate schedule. Current cost is based on the latest bill of material and routing for the item.
customer pricing rules	In Procurement, the inventory pricing rules that are assigned to a supplier. In Sales, inventory pricing rules that are assigned to a customer.
D.A.S. 2 Reporting (DAS 2 or DADS 1)	In France, the name of the official form on which a business must declare fees and other forms of remuneration that were paid during the fiscal year.
data dictionary	A dynamic repository that is used for storing and managing a specific set of data item definitions and specifications.
data source workbench	During the Installation Workbench process, Data Source Workbench copies all of the data sources that are defined in the installation plan from the Data Source Master and Table and Data Source Sizing tables in the Planner data source to the System - release number data source. It also updates the Data Source Plan detail record to reflect completion.
data structure	A description of the format of records in a database such as the number of fields, valid data types, and so on.
data types	Supplemental information that is attached to a company or business unit. Narrative type contains free-form text. Code type contains dates, amounts, and so on.
datagram	A self-contained packet of information that is forwarded by routers, based on their address and the routing table information.
date pattern	A period of time that is set for each period in standard and 52-period accounting and forecasting.
DCE	See distributed computing environment.
DEB	See déclaration d'échange de biens.
debit memo	In Accounts Payable, a voucher that is entered with a negative amount. Enter this type of voucher when a supplier sends you a credit so that you can apply the amount to open vouchers when you issue payment to the supplier.
debit memo	A form that is issued by a customer, requesting an adjustment of the amount, which is owed to the supplier.
debit statement	A list of debit balances.
de-blend	When blend off does not result in a product that is acceptable to customers. The further processing of product to adjust specific physical and chemical properties to within specification ranges. See also blend off.
déclaration d'échange de biens (DEB)	The French term that is used for the Intrastat report.
delayed billing	The invoicing process is delayed until the end of a designated period.

delta load	A batch process that is used to compare and update records between specified environments.
denominated-in currency	The company currency in which financial reports are based.
deployment server	A server that is used to install, maintain, and distribute software to one or more enterprise servers and client workstations.
detail	The specific information that makes up a record or transaction. Contrast with summary.
detail information	Information that primarily relates to individual lines in a sales or purchase order.
direct connect	A transaction method in which a client application communicates interactively and directly with a server application. See also batch-of-one immediate, store-and-forward.
direct input	The system calculates the net units when you enter gross volume, temperature, and gravity or density. This data is generally entered during product receiving from the certificate that is prepared by an independent inspector.
direct ship orders	A purchase order that is issued to a third-party supplier who designates the destination as the customer. A direct ship sales order is also created for the customer. Direct ship orders occur when a product is not available from a company-owned or company-operated source, so the system creates an order to ship the product from a third-party source directly to the customer. Sometimes referred to as a drop ship or third-party supply.
direct usage	Consumption of resources that are attributable to specific production runs because the resources were directly issued to the schedule/order.
director	An EnterpriseOne user interface that guides a user interactively through an EnterpriseOne process.
dirty cargo	Term that refers to crude oil cargoes or other non-refined petroleum cargoes. See also clean cargo.
dispatch planning	Efficient planning and scheduling of product deliveries. Considerations include: Dispatch groups Scheduled delivery date Scheduled delivery time Preferred delivery date Preferred delivery time Average delivery time for that geographical location Available resources Special equipment requirements at the product's source or destination.
displacement days	The number of days that are calculated from today's date by which you group vouchers for payment. For example, if today's date is March 10 and you specify three displacement days, the system includes vouchers with a due date through March 13 in the payment group. Contrast with pay-through date.

display sequence	A number that the system uses to re-order a group of records on the form.
distributed computing environment (DCE)	A set of integrated software services that allows software which is running on multiple computers to perform seamless and transparently to the end-users. DCE provides security, directory, time, remote procedure calls, and files across computers running on a network.
distributed data processing	Processing in which some of the functions are performed across two or more linked facilities or systems.
distributed database management system (DDBMS)	A system for distributing a database and its control system across many geographically dispersed machines.
do not translate (DNT)	A type of data source that must exist on the AS/400 because of BLOB restrictions.
double-byte character set (DBCS)	A method of representing some characters by using one byte and other characters by using two bytes. Double-byte character sets are necessary to represent some characters in the Japanese, Korean, and Chinese languages.
downgrade profile	A statement of the hierarchy of allowable downgrades. Includes substitutions of items, and meeting tighter specifications for those products with wider or overlapping specification ranges.
DTA	Datenträgeraustausch. A Swiss payment format that is required by Telekurs (Payserv).
dual pricing	To provide prices for goods and services in two currencies. During the euro transition period, dual pricing between the euro and Economic and Monetary Union (EMU) member currencies is encouraged.
dynamic link library (DLL)	A set of program modules that are designed to be invoked from executable files when the executable files are run, without having to be linked to the executable files. They typically contain commonly used functions.
dynamic partitioning	The ability to dynamically distribute logic or data to multiple tiers in a client/server architecture.
economy of scale	A phenomenon whereby larger volumes of production reduce unit cost by distributing fixed costs over a larger quantity. Variable costs are constant; but fixed costs per unit are reduced, thereby reducing total unit cost.
edit mode	A processing mode or condition where the user can alter the information in a form.
edit rule	A method that is used for formatting user entries, validating user entries, or both, against a predefined rule or set of rules.
embedded event rule	An event rule that is specific to a particular table or application. Examples include form-to-form calls, hiding a field that is based on a processing option value, or calling a business function. Contrast with business function event rule. See also event rule.

employee work center	A central location for sending and receiving all EnterpriseOne messages (system and user-generated), regardless of the originating application or user. Each user has a mailbox that contains workflow and other messages, including Active Messages. With respect to workflow, the Message Center is MAPI compliant and supports drag-and-drop work reassignment, escalation, forward and reply, and workflow monitoring. All messages from the message center can be viewed through EnterpriseOne messages or Microsoft Exchange.
Emulator	An item of software or firmware that allows one device to imitate the functioning of another.
encapsulation	The ability to confine access to and manipulation of data within an object to the procedures that contribute to the definition of that object.
engineering change order (ECO)	A work order document that is used to implement and track changes to items and resulting assemblies. The document can include changes in design, quantity of items required, and the assembly or production process.
enhanced analysis database	A database containing a subset of operational data. The data on the enhanced analysis database performs calculations and provides summary data to speed generation of reports and query response times. This solution is appropriate when external data must be added to source data, or when historical data is necessary for trend analysis or regulatory reporting. See also duplicated database, enterprise data warehouse.
enterprise server	A computer containing programs that collectively serve the needs of an enterprise rather than a single user, department, or specialized application.
EnterpriseOne object	A re-usable piece of code that is used to build applications. Object types include tables, forms, business functions, data dictionary items, batch processes, business views, event rules, versions, data structures, and media objects. See also object.
EnterpriseOne process	Allows EnterpriseOne clients and servers to handle processing requests and execute transactions. A client runs one process, and servers can have multiple instances of a process. EnterpriseOne processes can also be dedicated to specific tasks (for example, workflow messages and data replication) to ensure that critical processes do not have to wait if the server is particularly busy.
EnterpriseOne web development computer	A standard EnterpriseOne Windows developer computer with the additional components installed: Sun's JDK 1.1. JFC (0.5.1). Generator Package with Generator.Java and JDECOM.dll. R2 with interpretive and application controls/form.
environment workbench	During the Installation Workbench process, Environment Workbench copies the environment information and Object Configuration Manager tables for each environment from the Planner data source to the System release number data source. It also updates the Environment Plan detail record to reflect completion.
equivalent fuel	A barrel of equivalent fuel supplies six million BTUs of heat. Fuel gas quantities are usually calculated as equivalent fuel barrels in economic calculations for refinery operations.

escalation monitor	A batch process that monitors pending requests or activities, and restarts or forwards them to the next step or user after they have been inactive for a specified amount of time.
ESR	Einzahlungsschein mit Referenznummer. A pay slip with a reference number.
event rule	[In EnterpriseOne] A logic statement that instructs the system to perform one or more operations that are based on an activity that can occur in a specific application, such as entering a form or exiting a field.
exit bar	[In EnterpriseOne] The tall pane with icons in the left portion of many EnterpriseOne program windows.
facility	An entity within a business for which you want to track costs. For example, a facility might be a warehouse location, job, project, work center, or branch/plant. Sometimes referred to as a business unit.
fast path	[In EnterpriseOne] A command prompt that allows the user to move quickly among menus and applications by using specific commands.
file handle	A temporary reference (typically a number) that is assigned to a file which has been opened by the operating system and is used throughout the session to access the file.
file server	A computer that stores files to be accessed by other computers on the network.
find/browse	A type of form used to: Search, view, and select multiple records in a detail area. Delete records. Exit to another form. Serve as an entry point for most applications.
firm planned order (FPO)	A work order that has reached a user defined status. When this status is entered in the processing options for the various manufacturing programs, messages for those orders are not exploded to the components.
fiscal date pattern	A representation of the beginning date for the fiscal year and the ending date for each period in that year.
fix/inspect	A type of form used to view, add, or modify existing records. A fix/inspect form has no detail area.
fixed quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a fixed quantity relationship to its parent, the amount of the component does not change when the software calculates parts list requirements for different work order quantities. Contrast with variable quantity.

flexible account numbers	The format of account numbers for journal entries. The format that you set up must be the three segments: Business unit. Object. Subsidiary.
form design aid (FDA)	The EnterpriseOne GUI development tool for building interactive applications and forms.
form exit	[In EnterpriseOne] An option that is available as a button on the Form Exit bar or as a selection in the Form menu. It allows users to open an interconnected form.
form interconnection	Allows one form to access and pass data to another form. Form interconnections can be attached to any event; however, they are normally used when a button is clicked.
form type	The following form types are available in EnterpriseOne: Find/browse. Fix/inspect. Header detail. Headerless detail. Message. Parent/child. Search/select.
form-to-form call	A request by a form for data or functionality from one of the connected forms.
framework	[In object-oriented systems] A set of object classes that provide a collection of related functions for a user or piece of software.
frozen cost	The cost of an item, operation, or process after the frozen update program is run; used by the Manufacturing Accounting system.
frozen update program	A program that freezes the current simulated costs, thereby finalizing them for use by the Manufacturing Accounting system.
globally unique identifier (GUI)	A 16-byte code in the Component Object Model that identifies an interface to an object across all computers and networks.
handle	[In programming] A pointer that contains the address of another pointer, which, in turn, contains the address of the desired object.
hard commitment	The number of items that are reserved for a sales order, work order, or both, from a specific location, lot, or both.
hard error	An error that cannot be corrected by a given error detection and correction system.
header	Information at the beginning of a table or form. Header information is used to identify or provide control information for the group of records that follows.

header information	Information that pertains to the entire order.
hover help	A help function that provides contextual information or instructions when a cursor moves over a particular part of the interface element for a predefined amount of time.
ICMS	Imposto sobre circulação de mercadoria e serviços. In Brazil, a state tax that is applied to the movement of merchandise and some services.
ICMS Substituto	Imposto sobre circulação de mercadoria e serviços substituto. In Brazil, the ICMS tax that is charged on interstate transactions, or on special products and clients.
ICMS Substituto-Markup	See imposto sobre circulação de mercadoria e serviços substituto-markup.
imposto de renda (IR)	Brazilian income tax.
imposto sobre produtos industrializados	In Brazil, a federal tax that applies to manufactured goods (domestic and imported).
imposto sobre services (ISS)	In Brazil, tax on services.
inbound document	A document that is received from a trading partner using Electronic Data Interface (EDI). This document is also referred to as an inbound transaction.
indented tracing	Tracking all lot numbers of intermediates and ingredients that are consumed in the manufacture of a given lot of product, down through all levels of the bill of material, recipe, or formula.
indexed allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a fixed percentage.
indirect measurement	Determining the quantity on-hand by: Measuring the storage vessels and calculating the content's balance quantity. or Theoretically calculating consumption of ingredients and deducting them from the on-hand balance.
indirect usage	Determining what should have been used by multiplying receipt quantity of the parent times the quantity per statement in the formula, recipe, or bill of material. This transaction typically affects both consumption on schedule as well as issue from on-hand balances.
in-process rework	Recycling a semi processed product that does not meet acceptable standards. Further processing takes the product out of a given operation and sends it back to the beginning of that operation or a previous operation (for example, unreacted materials). Rework that is detected prior to receipt of finished goods and corrected during the same schedule run.
INPS withholding tax	Instituto Nazionale di Previdenza Sociale withholding tax. In Italy, a 12% social security withholding tax that is imposed on payments to certain types of contractors. This tax is paid directly to the Italian social security office.

inscrição estadual	ICMS tax ID. In Brazil, the state tax ID.
inscrição municipal	ISS tax ID. In Brazil, the municipal tax ID.
integrated toolset	Unique to EnterpriseOne is an industrial-strength toolset that is embedded in the already comprehensive business applications. This toolset is the same toolset that is used by PeopleSoft to build EnterpriseOne interactive and batch applications. Much more than a development environment, however, the EnterpriseOne integrated toolset handles reporting and other batch processes, change management, and basic data warehousing facilities.
integrity test	A process that is used to supplement a company's internal balancing procedures by locating and reporting balancing problems and data inconsistencies.
interbranch sales order	A sales order that is used for transactions between branch/plants other than the selling branch/plant.
Interoperability	The ability of different computer systems, networks, operating systems, and applications to work together and share information.
inventory pricing rule	A discount method that is used for purchases from suppliers and sales to customers. The method is based on effectivity dates, up-to quantities, and a factor by which you can mark up or discount the price or cost.
inventory turn	The number of times that the inventory cycles, or turns over, during the year. A frequently used method to compute inventory turnover is to divide the annual costs of sales by the average inventory level.
invoice	An itemized list of goods that are shipped or services that are rendered, stating quantities, prices, fees, shipping charges, and so on. Companies often have their invoices mailed to a different address than where they ship products. In such cases, the bill-to address differs from the ship-to address.
IP	See imposto sobre produtos industrializados.
IR	See imposto de renda.
IServer Service	Developed by PeopleSoft, this Internet server service resides on the Web server and is used to speed up delivery of the Java class files from the database to the client.
ISS	See imposto sobre serviços.
jargon	An alternate data dictionary item description that EnterpriseOne or PeopleSoft World displays, based on the product code of the current object.
java application server	A component-based server that resides in the middle-tier of a server-centric architecture and provides middleware services for security and state maintenance, along with data access and persistence.
JDBNET	A database driver that allows heterogeneous servers to access each other's data.

jde.ini	A PeopleSoft file (or member for AS/400) that provides the runtime settings that are required for EnterpriseOne initialization. Specific versions of the file or member must reside on every machine that is running EnterpriseOne, including workstations and servers.
JDE.LOG	The main diagnostic log file of EnterpriseOne. Always located in the root directory on the primary drive. Contains status and error messages from the startup and operation of EnterpriseOne.
JDEBASE Database Middleware	<p>PeopleSoft proprietary database middleware package that provides two primary benefits:</p> <ol style="list-style-type: none"> 1. Platform-independent APIs for multidatabase access. These APIs are used in two ways: <ol style="list-style-type: none"> a. By the interactive and batch engines to dynamically generate platform-specific SQL, depending on the data source request. b. As open APIs for advanced C business function writing. These APIs are then used by the engines to dynamically generate platform-specific SQL. 2. Client-to-server and server-to-server database access. To accomplish this access, EnterpriseOne is integrated with a variety of third-party database drivers, such as Client Access 400 and open database connectivity (ODBC).
JDECallObject	An application programming interface that is used by business functions to invoke other business functions.
JDEIPC	Communications programming tools that are used by server code to regulate access to the same data in multiprocess environments, communicate and coordinate between processes, and create new processes.
JDENET	PeopleSoft proprietary middleware software. JDENET is a messaging software package.
JDENET communications middleware	PeopleSoft proprietary communications middleware package for EnterpriseOne. It is a peer-to-peer, message-based, socket-based, multiprocess communications middleware solution. It handles client-to-server and server-to-server communications for all EnterpriseOne supported platforms.
just in time installation (JITI)	EnterpriseOne's method of dynamically replicating objects from the central object location to a workstation.
just in time replication (JITR)	EnterpriseOne's method of replicating data to individual workstations. EnterpriseOne replicates new records (inserts) only at the time that the user needs the data. Changes, deletes, and updates must be replicated using Pull Replication.
Kagami	In Japan, summarized invoices that are created monthly (in most cases) to reduce the number of payment transactions.
latitude	The X coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.

laytime (or layhours)	<p>The amount of time that is allotted to a tanker at berth to complete loading or discharging cargo. This time is usually expressed in running hours, and is fixed by prior agreement between the vessel owner and the company that is chartering the vessel. Laytime is stipulated in the charter, which states exactly the total of number of hours that are granted at both loading and unloading ports, and indicates whether such time is reversible. A statement of “Seventy-Two Hours, Reversible” means that a total of 72 hours is granted overall at both ports, and any time saved at one port can be applied as a credit at the other port.</p> <p>For example, if the vessel uses only 32 hours instead of 36 hours to load cargo, it can apply an additional four hours to the 36 hours allotted at the discharge port. Such considerations are important for purposes of computing demurrage.</p>
leading zeros	<p>A series of zeros that certain facilities in PeopleSoft systems place in front of a value that is entered. This situation normally occurs when you enter a value that is smaller than the specified length of the field. For example, if you enter 4567 in a field that accommodates eight numbers, the facility places four zeros in front of the four numbers that you enter. The result appears as 00004567.</p>
ledger type	<p>A code that designates a ledger which is used by the system for a particular purpose. For example, all transactions are recorded in the AA (actual amounts) ledger type in their domestic currency. The same transactions can also be stored in the CA (foreign currency) ledger type.</p>
level break	<p>The position in a report or text where a group of similar types of information ends and another one begins.</p>
libro IVA	<p>Monthly VAT report. In Italy, the term for the report that contains the detail of invoices and vouchers that were registered during each month.</p>
line of business	<p>A description of the nature of a company’s work; also a tool to control the relationship with that customer, including product pricing.</p>
linked service type	<p>A service type that is associated with a primary service type. Linked service types can be cancelled, and the maintenance tasks are performed when the primary service type to which they are linked comes due. You can specify whether the system generates work orders for linked service types, as well as the status that the system assigns to work orders that have already been generated. Sometimes referred to as associated service types. See also primary service type and service type.</p>
livro razao	<p>In Brazil, a general ledger report.</p>
load balancing	<p>The act of distributing the number of processes proportionally to all servers in a group to maximize overall performance.</p>
location workbench	<p>During the Installation Workbench process, Location Workbench copies all locations that are defined in the installation plan from the Location Master table in the Planner data source to the System data source.</p>
log files	<p>Files that track operations for a process or application. Reviewing log files is helpful for troubleshooting problems. The file extension for log files is .LOG.</p>
logic data source	<p>Any code that provides data during runtime.</p>

logical compartment	<p>One of two ways that is identified in the transportation constants to display compartments on vehicles. Logical display numbers the compartments sequentially.</p> <p>For example, if two vehicles are on a trip and each vehicle has three compartments, the logical display is 1,2,3,4,5,6.</p>
logical file	A set of keys or indices that is used for direct access or ordered access to the records in a physical file. Several logical files can have different accesses to a physical.
logical shelf	A logical, not physical, location for inventory that is used to track inventory transactions in loan/borrow, or exchange agreements with other companies. See also logical warehouse.
logical warehouse	Not a physical warehouse containing actual inventory, but a means for storing and tracking information for inventory transactions in loan/borrow, or exchange agreements with other companies.
longitude	The Y coordinate of the location of an item in the warehouse. The system can use latitude, longitude, and height when suggesting locations for putaway, replenishment, and picking.
LSV	Lastschriftverfahren. A Swiss auto debit format that is required by Telekurs (Payserv).
mail merge	A mass-mail facility that takes names, addresses, and (sometimes) pertinent facts about recipients and merges the information into a form letter or a similarly basic document.
mailmerge workbench	[In EnterpriseOne] An application that merges Microsoft Word 6.0 (or higher) word-processing documents with EnterpriseOne records to automatically print business documents.
main fuels	Usually refers to bulk fuel products, but sometimes includes packaged products.
maintenance loop	See maintenance route.
maintenance route	A method of performing PMs for multiple pieces of equipment from a single preventive maintenance work order. A maintenance route includes pieces of equipment that share one or more identical maintenance tasks which can be performed at the same time for each piece of equipment. Sometimes referred to as maintenance loop.
maintenance work order	In PeopleSoft EnterpriseOne systems, a term that is used to distinguish work orders created for the performance of equipment and plant maintenance from other work orders, such as manufacturing work orders, utility work orders, and engineering change orders.
manufacturing and distribution planning	Planning that includes resource and capacity planning, and material planning operations. Resource and capacity planning allows you to prepare a feasible production schedule that reflects your demand forecasts and production capability. Material Planning Operations provides a short-range plan to cover material requirements that are needed to make a product.
mapping	A set of instructions that describes how one data structure passes data to another.

master business function	An interactive master file that serves as a central location for adding, changing, and updating information in a database.
master business function	A central system location for standard business rules about entering documents, such as vouchers, invoices, and journal entries. Master business functions ensure uniform processing according to guidelines that you establish.
master table	A database table that is used to store data and information that is permanent and necessary to the system's operation. Master tables might contain data such as paid tax amounts, supplier names, addresses, employee information, and job information.
matching document	A document that is associated with an original document to complete or change a transaction. For example, a receipt is the matching document of an invoice.
media object	An electronic or digital representation of an object.
media storage objects	Files that use one of the following naming conventions that are not organized into table format: Gxxx, xxxGT, or GTxxx.
memory violation	An error that occurs as the result of a memory leak.
menu selection	An option on a menu that initiates a software function directly.
message center	A central location for sending and receiving all EnterpriseOne messages (system- and user-generated), regardless of the originating application or user.
messaging application programming interface (MAPI)	An architecture that defines the components of a messaging system and how they behave. It also defines the interface between the messaging system and the components.
metal content	A series of properties of a blended product that help to determine its suitability for a prescribed purpose.
metals management	The process of maintaining information about the location and status of durable product containers such as liquid petroleum gas (LPG) cylinders.
mobile inventory	Inventory that is transferred from a depot to a barge or truck for milk-run deliveries.
modal	A restrictive or limiting interaction that is created by a given condition of operation. Modal often describes a secondary window that restricts a user's interaction with other windows. A secondary window can be modal with respect to its primary window or to the entire system. A modal dialog box must be closed by the user before the application continues.
model work order	For scheduled preventive maintenance or for a condition-based alert, a model work order functions as a template for the creation of other work orders. You can assign model work orders to service types and condition-based alerts. When the service type comes due or the alert is generated, the system automatically generates a work order that is based on information from the model work order.

modeless	Not restricting or limiting interaction. Modeless often describes a secondary window that does not restrict a user's interaction with other windows. A modeless dialog box stays on the screen and is available for use at any time, but also permits other user activities.
multiple stocking locations	Authorized storage locations for the same item number at locations, in addition to the primary stocking location.
multitier architecture	A client/server architecture that allows multiple levels of processing. A tier defines the number of computers that can be used to complete some defined task.
named event rules (NER)	Also called business function event rules. Encapsulated, re-usable business logic that is created by using event rules, rather than C programming.
national language support (NLS)	Mechanisms that are provided to facilitate internationalization of both system and application user interfaces.
natureza da operação	Transaction nature. In Brazil, a code that classifies the type of commercial transaction to conform to the fiscal legislation.
negative pay item	An entry in an account that indicates a prepayment. For example, you might prepay a supplier before goods are sent or prepay an employee's forecasted expenses for a business trip. The system stores these pending entries, assigning them a minus quantity as debit amounts in a designated expense account. After the prepaid goods are received or the employee submits an expense report, entering the actual voucher clears all of the negative pay items by processing them as regular pay items. Note that a negative pay item can also result from entering a debit memo (A/P) or a credit memo (A/R).
net added cost	The cost to manufacture an item at the current level in the bill of material. Thus, for manufactured parts, the net added cost includes labor, outside operations, and cost extras applicable to this level in the bill of material, but not materials (lower-level items). For purchased parts, the net added cost also includes the cost of materials.
next status	The next step in the payment process for payment control groups. The next status can be either WRT (write) or UPD (update).
node	A termination point for two or more communications links. A node can serve as the control location for forwarding data among the elements of a network or multiple networks, as well as performing other networking and, in some cases, local processing.
non-inventory items	See non-stock items.
non-list price	A price for bulk products that is determined by its own algorithms, such as a rolling average or commodity price plus.
non-prime product	A manufactured product with revenue potential that is less than the product planned for, or scheduled to be produced.
non-stock items	Items that the system does not account for as part of the inventory. For example, office supplies, or packaging materials can be non-stock items.
nota fiscal	In Brazil, a legal document that must accompany all commercial transactions.

nota fiscal fatura	In Brazil, a nota fiscal and invoice information.
notula	In Italy, the process whereby a business does not recognize value added tax until the payment of a voucher.
object configuration manager (OCM)	EnterpriseOne's object request broker and the control center for the runtime environment. It keeps track of the runtime locations for business functions, data, and batch applications. When one of these objects is called, the Object Configuration Manager directs access to it by using defaults and overrides for a given environment and user.
object embedding	When an object is embedded in another document, an association is maintained between the object and the application that created it; however, any changes made to the object are also only kept in the compound document. See also object linking.
object librarian	A repository of all versions, applications, and business functions that are re-usable in building applications.
object linking	When an object is linked to another document, a reference is created with the file in which the object is stored, as well as with the application that created it. When the object is modified, either from the compound document or directly through the file in which it is saved, the change is reflected in that application as well as anywhere it has been linked. See also object embedding.
object linking and embedding (OLE)	A technology for transferring and sharing information among applications by allowing the integration of objects from diverse applications, such as graphics, charts, spreadsheets, text, or an audio clip from a sound program. OLE is a compound document standard that was developed by Microsoft Corporation. It enables you to create objects with one application, and then link or embed them in a second application. Embedded objects retain their original format and links to the application that created them. See also object embedding, object linking.
object management workbench (OMW)	The change management system that is used for EnterpriseOne development.
object-based technology (OBT)	A technology that supports some of the main principles of object-oriented technology: Classes. Polymorphism.I Inheritance. Encapsulation.
object-oriented technology (OOT)	Brings software development past procedural programming into a world of re-usable programming that simplifies development of applications. Object orientation is based on the following principles: Classes. Polymorphism.I Inheritance. Encapsulation.

offsetting account	An account that reduces the amount of another account to provide a net balance. For example, a credit of 200 to a cash account might have an offsetting entry of 200 to an A/P Trade (liability) account.
open database connectivity (ODBC)	Defines a standard interface for different technologies to process data between applications and different data sources. The ODBC interface comprises set of function calls, methods of connectivity, and representation of data types that define access to data sources.
open systems interconnection (OSI)	The OSI model was developed by the International Standards Organization (ISO) in the early 1980s. It defines protocols and standards for the interconnection of computers and network equipment.
order detail line	A part of an order that contains transaction information about a service or item being purchased or sold, such as quantity, cost, price, and so on.
order hold	A flag that stops the processing of an order because it has exceeded the credit or budget limit, or has another problem.
order-based pricing	Pricing strategy that grants reductions in price to a customer. It is based upon the contents and relative size (volume or value) of the order as a whole.
outbound document	A document that is sent to a trading partner using EDI. This term is also referred to as an outbound transaction.
outturn	<p>The quantity of oil that is actually received into a buyer's storage tanks when a vessel is unloaded. For various reasons (vaporization, clingage to vessel tank walls, and so on), the amount of a product pumped into shore tankage at unloading is often less than the quantity originally loaded onto the vessel, as certified by the Bill of Lading. Under a delivered or CIF outturn transaction, the buyer pays only for the barrels actually "turned out" by the vessel into storage.</p> <p>When a buyer is paying CIF Bill of Lading figures, a loss of 0.5% of total cargo volume is considered normal. Losses in excess of 0.5%, however, are either chargeable to the seller or are covered by specialized insurance that covers partial, as well as total, loss of the cargo.</p>
overhead	In the distillation process, that portion of the charge that leaves the top of the distillation column as vapor. This definition is strictly as it relates to ECS.
override conversion method	A method of calculating exchange rates that is set up between two specific currencies. For those specific currencies, this method overrides the conversion method in General Accounting Constants and does not allow inverse rates to be used when calculating currency amounts.
package / package build	A collection of software that is grouped into a single entity for modular installation. EnterpriseOne objects are installed to workstations in packages from the deployment server. A package can be compared to a bill of material or kit that indicates the necessary objects for that workstation and where the installation program can find them on the deployment server. It is a point-in-time "snapshot" of the central objects on the deployment server.
package location	The directory structure location for the package and its set of replicated objects. This location is usually \\deployment server\release\path_code\package\ package name. The replicated objects for the package are placed in the subdirectories under this path. This location is also where the package is built or stored.

package workbench	During the Installation Workbench process, Package Workbench transfers the package information tables from the Planner data source to the System - release number data source. It also updates the Package Plan detail record to reflect completion.
packaged products	Products that, by their nature, must be delivered to the customer in containers which are suitable for discrete consumption or resale.
pane/panel	A resizable subarea of a window that contains options, components, or other related information.
paper clip	An icon that is used to indicate that a media object is attached to a form or record.
parent/child form	<p>A type of form that presents parent/child relationships in an application on one form:</p> <p>The left portion of the form presents a tree view that displays a visual representation of a parent/child relationship.</p> <p>The right portion of the form displays a detail area in browse mode. The detail area displays the records for the child item in the tree.</p> <p>The parent/child form supports drag and drop functionality.</p>
parent/child relationship	See parent/component relationship.
parent/component relationship	<p>1. In Capital Asset Management, the hierarchical relationship of a parent piece of equipment to its components. For example, a manufacturing line could be a parent and the machinery on the line could be components of the line. In addition, each piece of machinery could be a parent of still more components.</p> <p>2. In Product Data Management, a hierarchical relationship of the components and subassemblies of a parent item to that parent item. For example, an automobile is a parent item; its components and subassemblies include: engine, frame, seats, and windows.</p> <p>Sometimes referred to as parent/child relationship.</p>
partita IVA	In Italy, a company fiscal identification number.
pass-through	A process where data is accepted from a source and forwarded directly to a target without the system or application performing any data conversion, validation, and so on.
pay on consumption	The method of postponing financial liability for component materials until you issue that material to its consuming work order or rate schedule.
payment group	A system-generated group of payments with similar information, such as a bank account. The system processes all of the payments in a payment group at the same time.
PeopleSoft database	See JDEBASE Database Middleware.
performance tuning	The adjustments that are made for a more efficient, reliable, and fast program.
persistent object	An object that continues to exist and retains its data beyond the duration of the process that creates it.

pervasive device	A type of intelligent and portable device that provides a user with the ability to receive and gather information anytime, from anywhere.
planning family	A means of grouping end items that have similarity of design or manufacture.
plug-in	A small program that plugs into a larger application to provide added functionality or enhance the main application.
polymorphism	A principle of object-oriented technology in which a single mnemonic name can be used to perform similar operations on software objects of different types.
portal	A Web site or service that is a starting point and frequent gateway to a broad array of on-line resources and services.
Postfinance	A subsidiary of the Swiss postal service. Postfinance provides some banking services.
potency	Identifies the percent of an item in a given solution. For example, you can use an 80% potent solution in a work order that calls for 100% potent solution, but you would use 25% more, in terms of quantity, to meet the requirement ($100 / 80 = 1.25$).
preference profile	The ability to define default values for specified fields for a user defined hierarchy of items, item groups, customers, and customer groups. In Quality Management setup, this method links test and specification testing criteria to specific items, item groups, customers, or customer groups.
preflush	A work order inventory technique in which you deduct (relieve) materials from inventory when the parts list is attached to the work order or rate schedule.
preventive maintenance cycle	The sequence of events that make up a preventive maintenance task, from its definition to its completion. Because most preventive maintenance tasks are commonly performed at scheduled intervals, parts of the preventive maintenance cycle repeat, based on those intervals.
preventive maintenance schedule	The combination of service types that apply to a specific piece of equipment, as well as the intervals at which each service type is scheduled to be performed.
primary service type	A service type to which you can link related service types. For example, for a particular piece of equipment, you might set up a primary service type for a 1000-hour inspection and a linked service type for a 500-hour inspection. The 1000-hour inspection includes all of the tasks performed at 500 hours. When a primary service type is scheduled to be performed, the system schedules the linked service type. See also linked service type.
pristine environment	An EnterpriseOne environment that is used to test unaltered objects with PeopleSoft demonstration data or for training classes. You must have this environment so you can compare pristine objects that you modify.
processing option	A data structure that allows users to supply parameters that regulate the execution of a batch program or report.

product data management (PDM)	In PeopleSoft EnterpriseOne software, the system that enables a business to organize and maintain information about each item which it manufactures. Features of this system, such as bills of material, work centers, and routings, define the relationships among parents and components, and how they can be combined to manufacture an item. PDM also provides data for other manufacturing systems including Manufacturing Accounting, Shop Floor Management, and Manufacturing and Distribution Planning.
product line	A group of products with similarity in manufacturing procedures, marketing characteristics, or specifications that allow them to be aggregated for planning; marketing; and, occasionally, costing.
product/process definition	A combination of bill of material (recipe, formula, or both) and routing (process list). Organized into tasks with a statement of required consumed resources and produced resources.
production environment	An EnterpriseOne environment in which users operate EnterpriseOne software.
program temporary fix (PTF)	A representation of changes to PeopleSoft software that your organization receives on magnetic tapes or diskettes.
project	[In EnterpriseOne] A virtual container for objects being developed in Object Management Workbench.
projected cost	The target expenditure in added value for material, labor, and so on, during manufacture. See also standard cost.
promotion path	The designated path for advancing objects or projects in a workflow.
protocollo	See registration number.
PST	Provincial sales tax. A tax that is assessed by individual provinces in Canada.
published table	Also called a “Master” table, this is the central copy to be replicated to other machines and resides on the “publisher” machine. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
publisher	The server that is responsible for the published table. The Data Replication Publisher Table (F98DRPUB) identifies all of the published tables and their associated publishers in the enterprise.
pull replication	One of the EnterpriseOne methods for replicating data to individual workstations. Such machines are set up as pull subscribers that use EnterpriseOne’s data replication tools. The only time that pull subscribers are notified of changes, updates, and deletions is when they request such information. The request is in the form of a message that is sent, usually at startup, from the pull subscriber to the server machine that stores the Data Replication Pending Change Notification table (F98DRPCN).
query by example (QBE)	Located at the top of a detail area, this area is used to search for data to display in the detail area.

rate scheduling	A method of scheduling product or manufacturing families, or both. Also a technique to determine run times and quantities of each item within the family to produce enough of each individual product to satisfy demand until the family can be scheduled again.
rate type	For currency exchange transactions, the rate type distinguishes different types of exchange rates. For example, you can use both period average and period-end rates, distinguishing them by rate type.
real-time	Pertaining to information processing that returns a result so rapidly that the interaction appears to be instantaneous.
receipt routing	A series of steps that is used to track and move items within the receipt process. The steps might include in-transit, dock, staging area, inspection, and stock.
referential integrity	Ensures that a parent record cannot be deleted from the database when a child record for exists.
regenerable	Source code for EnterpriseOne business functions can be regenerated from specifications (business function names). Regeneration occurs whenever an application is recompiled, either for a new platform or when new functionality is added.
register types and classes	In Italian VAT Summary Reporting, the classification of VAT transactions.
relationship	Links tables together and facilitates joining business views for use in an application or report. Relationships that are created are based on indexes.
rélevé d'identité bancaire (RIB)	In France, the term that indicates the bank transit code, account number, and check digit that are used to validate the bank transit code and account number. The bank transit code consists of the bank code and agency code. The account number is alphanumeric and can be as many as 11 characters. PeopleSoft supplies a validation routine to ensure RIB key correctness.
remessa	In Brazil, the remit process for A/R.
render	To include external data in displayed content through a linking mechanism.
repassé	In Brazil, a discount of the ICMS tax for interstate transactions. It is the adjustment between the interstate and the intrastate ICMS tax rates.
replenishment point	The location on or near the production line where additional components or subassemblies are to be delivered.
replication server	A server that is responsible for replicating central objects to client machines.
report design aid (RDA)	The EnterpriseOne GUI tool for operating, modifying, and copying report batch applications.
repost	In Sales, the process of clearing all commitments from locations and restoring commitments, based on quantities from the Sales Order Detail table (F4211).
resident	Pertaining to computer programs or data while they remain on a particular storage device.

retorno	In Brazil, the receipt process for A/R.
RIB	See relevé d'identité bancaire.
ricevute bancarie (RiBa)	In Italy, the term for accounts receivable drafts.
riepilogo IVA	Summary VAT monthly report. In Italy, the term for the report that shows the total amount of VAT credit and debit.
ritenuta d'acconto	In Italy, the term for standard withholding tax.
rollback	[In database management] A feature or command that undoes changes in database transactions of one or more records.
rollup	See cost rollup.
row exit	[In EnterpriseOne] An application shortcut, available as a button on the Row Exit bar or as a menu selection, that allows users to open a form that is related to the highlighted grid record.
runtime	The period of time when a program or process is running.
SAD	The German name for a Swiss payment format that is accepted by Postfinance.
SAR	See software action request.
scalability	The ability of software, architecture, hardware, or a network to support software as it grows in size or resource requirements.
scripts	A collection of SQL statements that perform a specific task.
scrub	To remove unnecessary or unwanted characters from a string.
search/select	A type of form that is used to search for a value and return it to the calling field.
selection	Found on PeopleSoft menus, selections represent functions that you can access from a menu. To make a selection, type the associated number in the Selection field and press Enter.
serialize	To convert a software object into a stream of bytes to store on a disk or transfer across a network.
server map	The server view of the object configuration mapping.
server workbench	During the Installation Workbench process, Server Workbench copies the server configuration files from the Planner data source to the System release number data source. It also updates the Server Plan detail record to reflect completion.
service interval	The frequency at which a service type is to be performed. Service intervals can be based on dates, periods, or statistical units that are user defined. Examples of statistical units are hours, miles, and fuel consumption.

service type	An individual preventive maintenance task or procedure, such as an inspection, lubrication, or overhaul. Service types can apply to a specific piece of equipment or to a class of equipment. You can specify that service types come due based on a predetermined service interval, or whenever the task that is represented by the service type becomes necessary.
servlet	A [small] program that extends the functionality of a Web server by generating dynamic content and interacting with Web clients by using a request-response paradigm.
share path	The network node under which one or more servers or objects reside.
shop floor management	A system that uses data from multiple system codes to help develop, execute, and manage work orders and rate schedules in the enterprise.
silent mode	A method for installing or running a program that does not require any user intervention.
silent post	A type of post that occurs in the background without the knowledge of the user.
simulated cost	After a cost rollup, the cost of an item, operation, or process according to the current cost scenario. This cost can be finalized by running the frozen update program. You can create simulated costs for a number of cost methods—for example, standard, future, and simulated current costs. See also cost rollup.
single-byte character set (SBCS)	An encoding scheme in which each alphabetic character is represented by one byte. Most Western languages, such as English, can be represented by using a single-byte character set.
single-level tracking	Finding all immediate parents where a specific lot has been used (consumed).
single-voyage (spot) charter	An agreement for a single voyage between two ports. The payment is made on the basis of tons of product delivered. The owner of the vessel is responsible for all expenses.
slimer	A script that changes data in a table directly without going through a regular database interface.
smart field	A data dictionary item with an attached business function for use in the Report Design Aid application.
SOC	The Italian term for a Swiss payment format that is accepted by Postfinance.
soft commitment	The number of items that is reserved for sales orders or work orders in the primary units of measure.
soft error	An error from which an operating system or program is able to recover.
software action request (SAR)	An entry in the AS/400 database that is used for requesting modifications to PeopleSoft software.
SOG	The French term for a Swiss payment format that is accepted by Postfinance.
source directory	The path code to the business function source files belonging to the shared library that is created on the enterprise server.

special period/year	The date that determines the source balances for an allocation.
specification merge	The Specification merge is comprised of three merges: Object Librarian merge (via the Object Management Workbench). Versions List merge. Central Objects merge. The merges blend customer modifications with data that accompanies a new release.
specification table merge workbench	During the Installation Workbench process, Specification Table Merge Workbench runs the batch applications that update the specification tables.
specifications	A complete description of an EnterpriseOne object. Each object has its own specification, or name, which is used to build applications.
spot charter	See single-voyage charter.
spot rates	An exchange rate that is entered at the transaction level. Spot rates are not used on transactions between two EMU member currencies because exchange rates are irrevocably fixed to the euro.
stamp tax	In Japan, a tax that is imposed on drafts payable, receipts over 30000 Japanese yen, and all contracts. The party that issues any of the above documents is responsible for this tax.
standalone	Operating or capable of operating independently of certain other components of a computer system.
standard cost	The expected, or target cost of an item, operation, or process. Standard costs represent only one cost method in the Product Costing system. You can also calculate, for example, future costs or current costs. However, the Manufacturing Accounting system uses only standard frozen costs.
standard costing	A costing method that uses cost units that are determined before production. For management control purposes, the system compares standard costs to actual costs and computes variances.
subprocess	A process that is triggered by and is part of a larger process, and that generally consists of activities.
subscriber table	The Subscriber table (F98DRSUB), which is stored on the Publisher Server with the Data Replication Publisher table (F98DRPUB), that identifies all of the subscriber machines for each published table.
summary	The presentation of data or information in a cumulative or totaled manner in which most of the details have been removed. Many systems offer forms and reports that summarize information which is stored in certain tables. Contrast with detail.
super backflush	To create backflush transactions for material, labor, or both, against a work order at predefined pay points in the routing. By doing so, you can relieve inventory and account for labor amounts at strategic points throughout the manufacturing process.

supersession	Specification that a new product is replacing an active product on a specified effective date.
supplemental data	Additional types of data for customers and suppliers. You can enter supplemental data for information such as notes, comments, plans, or other information that you want in a customer or supplier record. The system maintains this data in generic databases, separate from the standard master tables (Customer Master, Supplier Master, and Address Book Master).
supplying location	The location from which inventory is transferred once quantities of the item on the production line have been depleted. In kanban processing, the supplying location is the inventory location from which materials are transferred to the consuming location when the containers are replenished.
system code	A numeric or alphanumeric designation that identifies a specific system in EnterpriseOne software.
system function	[In EnterpriseOne] A named set of pre-packaged, re-usable instructions that can be called from event rules.
table access management (TAM)	The EnterpriseOne component that handles the storage and retrieval of user defined data. TAM stores information such as data dictionary definitions; application and report specifications; event rules; table definitions; business function input parameters and library information; and data structure definitions for running applications, reports, and business functions.
table conversion workbench	During the Installation Workbench process, Table Conversion Workbench runs the table conversions that change the technical and application tables to the format for the new release of EnterpriseOne. It also updates the Table Conversions and Controls detail records to reflect completion.
table design aid (TDA)	An EnterpriseOne GUI tool for creating, modifying, copying, and printing database tables.
table event rules	Use table event rules to attach database triggers (or programs) that automatically run whenever an action occurs against the table. An action against a table is referred to as an event. When you create an EnterpriseOne database trigger, you must first determine which event will activate the trigger. Then, use Event Rules Design to create the trigger. Although EnterpriseOne allows event rules to be attached to application events, this functionality is application-specific. Table event rules provide embedded logic at the table level.
table handle	A pointer into a table that indicates a particular row.
table space	[In relational database management systems] An abstract collection of containers in which database objects are stored.
task	[In Solution Explorer and EnterpriseOne Menu] A user defined object that can initiate an activity, process, or procedure.
task view	A group of tasks in Solution Explorer or EnterpriseOne Menu that are arranged in a tree structure.
termo de abertura	In Brazil, opening terms for the transaction journal.

termo de encerramento	In Brazil, closing terms for the transaction journal.
three-tier processing	The task of entering, reviewing, approving, and posting batches of transactions.
three-way voucher match	The process of comparing receipt information to supplier's invoices to create vouchers. In a three-way match, you use the receipt records, the purchase order, and the invoice to create vouchers.
threshold percentage	In Capital Asset Management, the percentage of a service interval that you define as the trigger for maintenance to be scheduled. For example, you might set up a service type to be scheduled every 100 hours with a threshold percentage of 90 percent. When the equipment accumulates 90 hours, the system schedules the maintenance.
throughput agreement	A service agreement in which a business partner agrees to store and manage product for another business partner for a specified time period. The second partner actually owns the stock that is stored in the first partner's depot, although the first partner monitors the stock level; suggests replenishments; and unloads, stores, and delivers product to the partner or its customers. The first partner charges a fee for storing and managing the product.
throughput reconciliation	Reconcile confirmed sales figures in a given period with the measured throughput, based on the meter readings. This process is designed to catch discrepancies that are due to transactions not being entered, theft, faulty meters, or some combination of these factors. This reconciliation is the first stage. See also operational reconciliation.
token	[In Object Management Workbench] A flag that is associated with each object which indicates whether you can check out the object.
tolerance range	The amount by which the taxes that you enter manually can vary from the tax that is calculated by the system.
TP monitor	Transaction Processing monitor. A monitor that controls data transfer between local and remote terminals and the applications that originated them. TP monitors also protect data integrity in the distributed environment and can include programs that validate data and format terminal screens.
tracing	The act of researching a lot by going backward, to discover its origin.
tracking	The act of researching a lot by going forward, to discover where it is used.
transaction set	An electronic business transaction (EDI Standard document) composed of segments.
transclude	To include the external data in the displayed content through a linking mechanism.
transfer order	An order that is used to ship inventory between branch/plants within your company and to maintain an accurate on-hand inventory amount. An interbranch transfer order creates a purchase order for the shipping location and a sales order for the receiving location.
translation adjustment account	An optional G/L account used in currency balance restatement to record the total adjustments at a company level.

translator software	The software that converts data from an application table format to an EDI Standard Format, and from EDI Standard Format to application table format. The data is exchanged in an EDI Standard, such as ANSI ASC X12, EDIFACT, UCS, or WINS.
tree structure	A type of graphical user interface that displays objects in a hierarchy.
trigger	Allows you to attach default processing to a data item in the data dictionary. When that data item is used on an application or report, the trigger is invoked by an event which is associated with the data item. EnterpriseOne also has three visual assist triggers: Calculator. Calendar. Search form.
two-way voucher match	The process of comparing purchase order detail lines to the suppliers' invoices to create vouchers. You do not record receipt information.
universal batch engine (UBE)	[In EnterpriseOne] A type of application that runs a noninteractive process.
unnormalized	Data that is a random collection of data elements with repeating record groups scattered throughout. Also see Normalized.
user overrides merge	The User Overrides merge adds new user override records into a customer's user override table.
user-defined code (UDC)	A value that a user has assigned as being a valid entry for a given or specific field.
utility	A small program that provides an addition to the capabilities which are provided by an operating system.
variable numerator allocations	A procedure that allocates or distributes expenses, budgets, adjustments, and so on, among business units, based on a variable.
variable quantity	A term that indicates the bill of material relationship between a parent item and its components or ingredients. When a bill of material component has a variable quantity relationship to its parent, the amount of the component changes when the software calculates parts list requirements for different work order quantities. Contrast with fixed quantity.
variance	1. In Product Costing and Manufacturing Accounting, the difference between the frozen standard cost, the current cost, the planned cost, and the actual cost. For example, the difference between the frozen standard cost and the current cost is an engineering variance. Frozen standard costs come from the Cost Components table, and the current costs are calculated by using the current bill of material, routing, and overhead rates. 2. In Capital Asset Management, the difference between revenue that is generated by a piece of equipment and costs that are incurred by the equipment.
versions list merge	The Versions List merge preserves any non-XJDE and non-ZJDE version specifications for objects that are valid in the new release as well as their processing options data.

VESR	Verfahren Einzahlungsschein mit Referenznummer. The processing of an ESR pay slip with reference line through accounts receivable and accounts payable.
visual assist	Forms that can be invoked from a control to assist the user in determining what data belongs in the control.
voucher logging	The process of entering vouchers without distributing amounts to specific G/L accounts. The system initially distributes the total amount of each voucher to a G/L suspense account, where it is held until you redistribute it to the correct G/L account.
wareki date format	In Japan, a calendar format, such as Showa or Heisei. When a new emperor begins to reign, the government chooses the title of the date format and the year starts over at one. For instance, January 1, 1998, is equal to Heisei 10, January 1st.
wash down	A minor cleanup between similar product runs. Sometimes used in reference to the sanitation process of a food plant.
wchar_t	An internal type of a wide character. Used for writing portable programs for international markets.
web server	A server that sends information as requested by a browser and uses the TCP/IP set of protocols.
work order life cycle	In Capital Asset Management, the sequence of events through which a work order must pass to accurately communicate the progress of the maintenance tasks that it represents.
workfile	A system-generated file that is used for temporary data processing.
workflow	According to the Workflow Management Coalition, workflow means “the automation of a business process, in whole or part, during which documents, information, or tasks are passed from one participant to another for action, according to a set of procedural rules.”
workgroup server	A network server usually containing subsets of data that are replicated from a master network server.
WorldSoftware architecture	The broad spectrum of application design and programming technology that PeopleSoft uses to achieve uniformity, consistency, and complete integration throughout its software.
write payment	A step in processing payments. Writing payments includes printing checks, drafts, and creating a bank tape table.
write-off	A method for getting rid of inconsequential differences between amounts. For example, you can apply a receipt to an invoice and write off the difference. You can write off both overpayments and underpayments.

Z file	For store and forward (network disconnected) user, EnterpriseOne store-and-forward applications perform edits on static data and other critical information that must be valid to process an order. After the initial edits are complete, EnterpriseOne stores the transactions in work tables on the workstation. These work table are called Z files. When a network connection is established, Z files are uploaded to the enterprise server; and the transactions are edited again by a master business function. The master business function then updates the records in your transaction files.
z-process	A process that converts inbound data from an external system into an EnterpriseOne software table or converts outbound data into an interface table for an external system to access.
zusammenfassende melding	In Germany, the term for the EU Sales Listing.

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