Oracle® Property Manager User Guide

RELEASE 11*i*

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ORACLE®

Contents

Preface

Welcome to Release 11*i* of the *Oracle Property Manager User Guide.*

This guide includes the information you need to work with Oracle Property Manager effectively. It contains detailed information about the following:

- Overview and reference information
- Oracle Property Manager implementation suggestions
- Specific tasks you can accomplish using Oracle Property Manager
- How to use Oracle Property Manager windows
- Oracle Property Manager programs, reports, and listings
- Oracle Property Manager functions and features
- Oracle Property Manager system setup

This preface explains how this user guide is organized and introduces other sources of information that can help you.

Audience for This Guide

This guide assumes you have a working knowledge of the following:

- The principles and customary practices of your business area.

- Oracle Property Manager

  If you have never used Oracle Property Manager, we suggest you attend the Oracle Property Manager training classes available through Oracle University.

- The Oracle Applications graphical user interface.

  To learn more about the Oracle Applications graphical user interface, read the *Oracle Applications User Guide.*

See Other Information Sources for more information about Oracle Applications product information.

How To Use This Guide

This guide contains the following chapters:

- Chapter 1 provides an overview of the features of Oracle Property Manager. It includes a description of the lease administration and space management tasks you can accomplish. It also describes how Oracle Property Manager integrates with other Oracle applications.

- Chapter 2 describes the setup procedures you follow when you install Oracle Property Manager. It explains how to create a new lease record, how to define service providers, and how to define locations.

Note: There is no separate implementation manual for Oracle Property Manager. All implementation information is included in this user guide.

- Chapter 3 describes the process of abstracting and administering leases with Oracle Property Manager, and how to edit or amend your lease records. It explains how to set up scheduled payments and billings, and how to export them to Oracle Payables or Receivables. It also tells you how to set up and use milestones.

- Chapter 4 explains how to use the space allocation features of Oracle Property Manager, and how to enter the names of new

employees. It also discusses the use of Computer Assisted Design (CAD) software.

- Chapter 5 explains how to submit a request or request set, and briefly describes each Oracle Property Manager report and listing.

- Finally, appendices A – D include information about menu paths, profile options, function security, and attachments.

Finding Out What's New

From the HTML help window for Oracle Property Manager, choose the section that describes new features or what's new from the expandable menu. This section describes information about any features that were not yet available when this user guide was printed. For example, if your system administrator has installed software from a mini pack as an upgrade, this document describes the new features.

Other Information Sources

You can choose from many sources of information, including online documentation, training, and support services, to increase your knowledge and understanding of Oracle Property Manager.

If this guide refers you to other Oracle Applications documentation, use only the Release 11*i* versions of those guides unless we specify otherwise.

Online Documentation

All Oracle Applications documentation is available online (HTML and PDF). The technical reference guides are available in paper format only. Note that the HTML documentation is translated into over twenty languages.

The HTML version of this guide is optimized for onscreen reading, and you can use it to follow hypertext links for easy access to other HTML guides in the library. When you have an HTML window open, you can use the features on the left side of the window to navigate freely throughout all Oracle Applications documentation.

- You can use the Search feature to search by words or phrases.

- You can use the expandable menu to search for topics in the menu structure we provide. The Library option on the menu expands to show all Oracle Applications HTML documentation.

You can view HTML help in the following ways:

- From an application window, use the help icon or the help menu to open a new Web browser and display help about that window.

- Use the documentation CD.

- Use a URL provided by your system administrator.

Your HTML help may contain information that was not available when this guide was printed.

Related User Guides

Oracle Property Manager shares business and setup information with other Oracle Applications products. Therefore, you may want to refer to other user guides when you set up and use Oracle Property Manager.

You can read the guides online by choosing Library from the expandable menu on your HTML help window, by reading from the Oracle Applications Document Library CD included in your media pack, or by using a Web browser with a URL that your system administrator provides.

If you require printed guides, you can purchase them from the Oracle store at http://oraclestore.oracle.com.

User Guides Related to All Products

Oracle Applications User Guide

This guide explains how to navigate the system, enter data, and query information, and introduces other basic features of the GUI available with this release of Oracle Property Manager (and any other Oracle Applications product).

You can also access this user guide online by choosing "Getting Started and Using Oracle Applications" from the Oracle Applications help system.

Oracle Alert User Guide

Use this guide to define periodic and event alerts that monitor the status of your Oracle Applications data.

Oracle Applications Implementation Wizard User Guide

If you are implementing more than one Oracle product, you can use the Oracle Applications Implementation Wizard to coordinate your setup activities. This guide describes how to use the wizard.

Oracle Applications Developer's Guide

This guide contains the coding standards followed by the Oracle Applications development staff. It describes the Oracle Application Object Library components needed to implement the Oracle Applications user interface described in the *Oracle Applications User Interface Standards*. It also provides information to help you build your custom Oracle Developer forms so that they integrate with Oracle Applications.

Oracle Applications Flexfields Guide

This guide provides flexfields planning, setup, and reference information for the Oracle Property Manager implementation team, as well as for users responsible for the ongoing maintenance of Oracle Applications product data. This guide also provides information on creating custom reports on flexfields data.

Oracle Applications User Interface Standards

This guide contains the user interface (UI) standards followed by the Oracle Applications development staff. It describes the UI for the Oracle Applications products and how to apply this UI to the design of an application built by using Oracle Forms.

User Guides Related to This Product

Oracle General Ledger User Guide

Use this manual when you plan and define your chart of accounts, accounting period types and accounting calendar, functional currency, and set of books. It also describes how to define journal entry sources and categories so you can create journal entries for your general ledger. If you use multiple currencies, use this manual when you define additional rate types, and enter daily rates. This manual also includes complete information on implementing Budgetary Control.

Oracle Payables User Guide

This guide describes how accounts payable transactions are created and entered in Oracle Payables. It describes the Payables open interface and the Payables open interface process. It describes in detail how to import invoice information and pay invoices.

The guide also describes payables–related information that is used by Cash Management, such as payment number, payment batch name, transaction amount, and payment status. This guide contains detailed setup information for Oracle Payables, which is required if you want to reconcile Payables transactions using Cash Management.

Oracle Receivables User Guide

Use this manual to learn how to implement flexible address formats for different countries. You can use flexible address formats in the Suppliers, Banks, Invoices, and Payments windows. It also describes the receipt interface and how Receivables processes and manages receipts.

Multiple Reporting Currencies in Oracle Applications

If you use the Multiple Reporting Currencies feature to report and maintain accounting records in more than one currency, use this manual before implementing Oracle Property Manager. The manual details additional steps and setup considerations for implementing Oracle Property Manager with this feature.

Multiple Organizations in Oracle Applications

If you use the Oracle Applications Multiple Organization Support feature to use multiple sets of books for one Oracle Property Manager installation, use this guide to learn about setting up and using Oracle Property Manager with this feature.

Installation and System Administration Guides

Oracle Applications Concepts

This guide provides an introduction to the concepts, features, technology stack, architecture, and terminology for Oracle Applications Release 11*i*. It provides a useful first book to read before an installation of Oracle Applications. This guide also introduces the concepts behind, and major issues, for Applications–wide features such as Business Intelligence (BIS), languages and character sets, and self–service applications.

Installing Oracle Applications

This guide provides instructions for managing the installation of Oracle Applications products. In Release 11*i*, much of the installation process is handled using Oracle One–Hour Install, which minimizes the time it takes to install Oracle Applications and the Oracle 8*i* Server technology stack by automating many of the required steps. This guide contains instructions for using Oracle One–Hour Install and lists the tasks you need to perform to finish your installation. You should use this guide in conjunction with individual product user guides and implementation guides.

Using the AD Utilities

Use this guide to help you run the various AD utilities, such as AutoInstall, AutoPatch, AD Administration, AD Controller, Relink, and others. It contains how–to steps, screenshots, and other information that you need to run the AD utilities.

Oracle Applications System Administrator's Guide

This guide provides planning and reference information for the Oracle Applications System Administrator. It contains information on how to define security, customize menus and online help, and manage processing.

Oracle Property Manager Technical Reference Guide

This reference guide contains database diagrams and a detailed description of database tables, forms, reports, and programs for Oracle Property Manager and related applications. This information helps you convert data from your existing applications, integrate Oracle Property Manager with non–Oracle applications, and write custom reports for Oracle Property Manager.

You can order a technical reference guide for any product you have licensed. Technical reference guides are available in paper format only.

Training and Support

Training

We offer a complete set of training courses to help you and your staff master Oracle Applications. We can help you develop a training plan that provides thorough training for both your project team and your end users. We will work with you to organize courses appropriate to your job or area of responsibility.

Training professionals can show you how to plan your training throughout the implementation process so that the right amount of information is delivered to key people when they need it the most. You can attend courses at any one of our many Educational Centers, or you can arrange for our trainers to teach at your facility. We also offer Net classes, where training is delivered over the Internet, and many multimedia–based courses on CD. In addition, we can tailor standard courses or develop custom courses to meet your needs.

Support

From on–site support to central support, our team of experienced professionals provides the help and information you need to keep Oracle Property Manager working for you. This team includes your Technical Representative, Account Manager, and Oracle's large staff of consultants and support specialists with expertise in your business area, managing an Oracle server, and your hardware and software environment.

Do Not Use Database Tools to Modify Oracle Applications Data

We STRONGLY RECOMMEND that you never use SQL*Plus, Oracle Data Browser, database triggers, or any other tool to modify Oracle Applications tables, unless we tell you to do so in our guides.

Oracle provides powerful tools you can use to create, store, change, retrieve, and maintain information in an Oracle database. But if you use Oracle tools such as SQL*Plus to modify Oracle Applications data, you risk destroying the integrity of your data and you lose the ability to audit changes to your data.

Because Oracle Applications tables are interrelated, any change you make using an Oracle Applications form can update many tables at once. But when you modify Oracle Applications data using anything other than Oracle Applications forms, you might change a row in one table without making corresponding changes in related tables. If your tables get out of synchronization with each other, you risk retrieving erroneous information and you risk unpredictable results throughout Oracle Applications.

When you use Oracle Applications forms to modify your data, Oracle Applications automatically checks that your changes are valid. Oracle Applications also keeps track of who changes information. But, if you enter information into database tables using database tools, you may store invalid information. You also lose the ability to track who has changed your information because SQL*Plus and other database tools do not keep a record of changes.

About Oracle

Oracle Corporation develops and markets an integrated line of software products for database management, applications development, decision support and office automation, as well as Oracle Applications. Oracle Applications provides the E–business Suite, a fully integrated suite of more than 70 software modules for financial management, Internet procurement, business intelligence, supply chain management, manufacturing, project systems, human resources and sales and service management.

Oracle products are available for mainframes, minicomputers, personal computers, network computers, and personal digital assistants, enabling organizations to integrate different computers, different operating systems, different networks, and even different database

management systems, into a single, unified computing and information resource.

Oracle is the world's leading supplier of software for information management, and the world's second largest software company. Oracle offers its database, tools, and application products, along with related consulting, education and support services, in over 145 countries around the world.

Your Feedback

Thank you for using Oracle Property Manager and this user guide.

We value your comments and feedback. This guide contains a Reader's Comment Form you can use to explain what you like or dislike about Oracle Property Manager or this user guide. Mail your comments to the following address or call us directly at (650) 506–7000.

Oracle Applications Documentation Manager
Oracle Corporation
500 Oracle Parkway
Redwood Shores, CA 94065
U.S.A.

Or, send electronic mail to **appsdoc@us.oracle.com**.

Overview

This chapter contains a description of the lease administration and space management tasks you can accomplish with Oracle Property Manager. It also describes how Oracle Property Manager integrates with other Oracle applications.

About Oracle Property Manager

Oracle Property Manager provides you with tools to organize the information you use to manage major real estate tasks, including lease administration and office space allocation. You can also produce reports that present your records in a variety of formats, depending upon your business needs. Property Manager can create your billing and payment schedules, and is integrated with other Oracle applications.

This discussion includes the following topics:

- Lease Management: page 1 – 2
- Space Management: page 1 – 3
- Workflow Automation: page 1 – 4
- Integration with Payables and Receivables: page 1 – 4
- Reporting: page 1 – 5
- Using Property Manager: page 1 – 6

Lease Management

Abstracting Leases

With Property Manager you can abstract, amend, and edit information for your leases.

When you *abstract* a lease, you extract critical information from a lease document and record that information in such way that you can easily access it, review it, and take action on it.

With Property Manager, you can abstract critical information associated with your lease documents, including:

- Payment terms
- Billing terms
- Options
- Key contacts for vendors or service providers
- Landlord services
- Insurance requirements

Amending and Editing Leases

You can easily amend and edit lease information, maintaining a detailed history of your changes as you do so.

Scheduling Payments and Billings

Property Manager automatically generates payment or billing schedules for each lease you define, normalizing the payment or billing stream in accordance with GAAP (Generally Accepted Accounting Principles). You can then review these schedules each period, authorizing them as they become due. You can also track lease payments in multiple currencies and export payments to your accounts payable system in the currency of your choice.

Space Management

Property Manager makes it easy to allocate space in leased and owned locations. You can specify detail for the following spaces:

- Regions and office parks
- Buildings
- Floors and suites
- Offices and cubicles

You can manipulate your space definitions and assignments as necessary to perform employee moves or reassign space for different uses. You can track space usage at any level by employee, cost center, or both. For example, you can use this information to charge cost centers for the square footage that they use, ensuring an economical use of available space.

If you use a Computer Assisted Design (CAD) application, or a Computer Assisted Facilities Management (CAFM) application, you can export space utilization information from Property Manager to the CAD or CAFM application.

Workflow Automation

During the life of the lease, certain events often require action by your company in a timely manner. With Property Manager you can identify those specific events and schedule the appropriate employee action.

Event Notification

Property Manager includes a Milestone feature, with which you can create milestones for key lease events, such as:

- Lease and option expiration dates
- Insurance payment and renewal requirements
- Payment expirations

You can also define any number of additional milestone events that are of importance to your particular enterprise. If you have Oracle Alert installed, you can configure it to generate automatic event notification.

Integration

Oracle Applications

Oracle Property Manager is integrated with other Oracle applications, including:

- Oracle General Ledger
- Oracle Payables
- Oracle Receivables
- Oracle Human Resources

This integration enables you to use your Property Manager records as the source of payments and billings, and to use your Human Resources records as a source for employee information in Property Manager.

Reporting

Property Manager provides a set of inquiry windows and standard reports.

Online Inquiry

Online inquiry screens provide you with instant access to critical information:

- Lease provisions
- Lease amendments and edits
- Service provider information
- Transaction history
- Payment and billing information
- Location configurations and usage
- Rentable, usable, and vacant area
- Optimal and maximum capacity
- Employee space assignments

Standard Reporting

You can produce standard reports to review:

- Lease provisions
- Rent schedules
- Milestone analysis
- Cash flow
- Space allocation and utilization

Using Property Manager

Process Flow

The following list is a typical sequence of events that you might follow to abstract a lease in Property Manager:

- Set up service providers, and define locations, regions and office parks, milestones, and reporting currencies.

- Abstract the lease. (Later, amend and edit it as needed).

- Assign employees to office space. (Later, move and reassign the employees as needed).

- Authorize payment and billing schedules.

- Export payments to Oracle Payables.

- Export bills to Oracle Receivables.

- Review online inquiries and/or produce reports.

Navigation

Oracle Property Manager has a multi–window, graphical user interface (GUI) with full point–and–click capability. You can use your mouse or keyboard to operate graphical controls, such as pull–down menus, buttons, lists of values, check boxes, or tabbed regions.

As with all Oracle applications, you navigate through Property Manager by using the Navigator. The Navigator groups the main tasks that you perform into these main categories:

- Leases and Documents
- Locations
- Agents
- Setup
- Open Interfaces
- Reports
- Other

You can customize the Navigator to meet your specific business processes and needs.

For more information on navigation paths see: Property Manager Navigation Paths: page A – 2.

Setting Up Property Manager

This chapter describes the setup procedures you follow when you install Oracle Property Manager. It explains how to create a new lease record, how to define service providers, and how to define locations.

Setting Up Oracle Property Manager

This section covers the steps that you follow in setting up Oracle Property Manager. You can set up Property Manager as a standalone application, or you can set it up together with other Oracle financial applications.

Before you set up Property Manager, set up Oracle Application responsibilities and users for the implementation. Oracle Property Manager provides the Oracle Property Manager responsibility. You can set up additional responsibilities, such as Lease Administrator and Facilities Manager, during the setup process.

The Setup Checklist presents the steps that you follow to set up Property Manager, whether as a standalone application or as one of a suite of Oracle applications. If you are setting up other Oracle applications at the same time, you can also refer to the Related Products setup steps and tables.

Oracle Applications Implementation Wizard

If you are implementing more than one Oracle Applications product, you may want to use the Oracle Applications Implementation Wizard to coordinate your setup activities. The Implementation Wizard guides you through the setup steps for the applications you have installed, suggesting a logical sequence that satisfies cross–product implementation dependencies and reduces redundant setup steps. The Wizard also identifies steps that can be completed independently—by several teams working in parallel—to help you manage your implementation process most efficiently.

You can use the Implementation Wizard as a resource center to read online help for a setup activity and open the appropriate setup window, and to see a graphical overview of setup steps. You can also document your implementation by using the Wizard to record comments for each step, for future reference and review.

See Also

Oracle Applications Implementation Wizard User Guide

Related Product Setup Steps: page 2 – 3

Setup Checklist: page 2 – 7

Related Product Setup Steps

You may need to perform the following steps to implement Oracle Property Manager. These steps are discussed in detail in the Setting Up sections of their respective Oracle product user's guides. The following tables list steps and a reference to their location within the Application Implementation Wizard (AIW).

Set Up Underlying Oracle Applications Technology

The Implementation Wizard guides you through the entire Oracle Applications setup, including system administration. However, if you do not use the Wizard, you need to complete several other setup steps, including:

- performing system–wide setup tasks such as configuring concurrent managers and printers
- managing data security, which includes setting up responsibilities to allow access to a specific set of business data and complete a specific set of transactions, and assigning individual users to one or more of these responsibilities.
- setting up Oracle Workflow

See Also

Oracle Applications Implementation Wizard User Guide

Oracle Applications System Administrator's Guide

Oracle Workflow Guide

Oracle General Ledger Setup Steps

Use the Setting Up General Ledger section in the *General Ledger User Guide* for help in completing the following setup steps.

Step	AIW Reference
Define your chart of accounts. See: Defining Your Chart of Accounts *(Oracle General Ledger User's Guide)* and Defining Your Account Structure *(Oracle General Ledger User's Guide)* Note: If you are not implementing Oracle General Ledger, you can use the Chart of Accounts window in Oracle Property Manager to define your chart of accounts.	Common Applications
Define your accounting period types and accounting calendar periods. See: Defining Period Types *(Oracle General Ledger User's Guide)* and Defining Calendars *(Oracle General Ledger User's Guide)*. Note: If you are not implementing Oracle General Ledger, you can use the Period Types and Accounting Calendar windows in Oracle Property Manager to define your accounting period types and accounting calendar periods.	Common Applications
Define and enable currencies that you plan to use. See: Currencies Window *(Oracle General Ledger User's Guide)*. Note: If you are not implementing Oracle General Ledger, you can use the Currencies window in Oracle Property Manager to define and enable the currencies you are using.	Common Applications

Step	AIW Reference
Define a set of books. Specify a set of books name and assign it a calendar, functional currency, and a chart of accounts structure. See: Defining Sets of Books *(Oracle General Ledger User's Guide)*. Note: If you are not implementing Oracle General Ledger, you can use the Set of Books window in Oracle Property Manager to define your set of books.	Common Applications
If you want to enter foreign currency transactions, define additional rate types, and enter your daily rates. See: Defining Conversion Rate Types *(Oracle General Ledger User's Guide)* and Entering Daily Rates *(Oracle General Ledger User's Guide)*. Note: If you are not implementing Oracle General Ledger, you can use the Conversion Rate Types and Daily Rates windows in Oracle Property Manager to enter foreign currency transactions.	Common Applications

Oracle Human Resources Setup Step

Refer to the Setting Up section in the *Oracle Human Resources User's Guide* for help in completing the following setup step.

Step	AIW Reference
Enter employees. If you have Oracle Human Resources installed, use the People window. See: Entering a New Person *(Managing People Using Oracle HRMS)*. If you do not have Oracle Human Resources installed, use the Enter Person window. See: Enter Person *(online help)*.	Common Financial

Oracle Payables Setup Step

Refer to the Setting Up section in the *Oracle Payables User's Guide* for help in completing the following setup step.

Step	AIW Reference
Enter suppliers in the Suppliers window See: Suppliers *(Oracle Payables User's Guide)*	Common Financial

Oracle Receivables Setup Steps

Refer to the Setting Up section in the *Oracle Receivables User's Guide* for help in completing the following setup step.

Step	AIW Reference
Define Receivables transaction source. See: Define transaction batch sources: *(Oracle Receivables User's Guide)*	Common Financial
Define Receivables payment terms. See: Define payment terms *(Oracle Receivables User's Guide)*	Common Financial
Define Receivables transaction types. See: Define transaction types *(Oracle Receivables User's Guide)*	Common Financial
Enter customers in the Customers window See: Enter Customers *(Oracle Receivables User's Guide)*	Common Financial

Setup Checklist

The following table lists Oracle Property Manager setup steps. A reference to each step's location within the Application Implementation Wizard (AIW) and whether the step is optional or required is provided. After you log on to Oracle Applications, complete the these steps to implement Oracle Property Manager:

Step No.	Required	Step	AIW Reference
Step 1	Required	**Create application user sign–ons and passwords.** See: Users Window *(Oracle Applications System Administrator's Guide).* **Context:** Perform this step once per installation.	Common Financial
		General Ledger Setup Steps	
Step 2	Required	**Define your chart of accounts.** See: Defining Your Chart of Accounts *(Oracle General Ledger User's Guide),* and Defining Your Account Structure *(Oracle General Ledger User's Guide)* **Context:** Perform this step once per installation.	Common Applications
Step 3	Required	**Define your accounting period types and accounting calendar periods**. See: Defining Period Types *(Oracle General Ledger User's Guide),* and Defining Calendars *(Oracle General Ledger User's Guide).* **Context:** Perform this step once per installation.	Common Applications
Step 4	Optional	**Define and enable currencies that you plan to use.** See: Currencies Window *(Oracle General Ledger User's Guide).* **Context:** Perform this step once per installation.	Common Applications
Step 5	Required	**Define a set of books. Specify a set of books name and assign it a calendar, functional currency, and a chart of accounts structure.** See: Defining Sets of Books *(Oracle General Ledger User's Guide).* **Context:** Perform this step once per installation.	Common Applications

	Step 6	Required	**After choosing your set of books, use the System Administrator responsibility to set the GL Set of Books Name profile option. If you are creating a single set of books, set the option for the Oracle Property Manager application. If you are creating multiple sets of books for a single installation, set the option for each unique combination of organization and responsibility.** See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options *(Oracle Applications System Administrator's Guide).* **Context:** Perform this step once per operating unit.	Common Applications
	Step 7	Optional	**If you want to enter foreign currency transactions, define additional rate types, and enter your daily rates.** See: Defining Conversion Rate Types *(Oracle General Ledger User's Guide)* and Entering Daily Rates *(Oracle General Ledger User's Guide).* **Context:** Perform this step once per installation.	Common Applications
			Receivables Setup Steps	
	Step 8	Required	**Define Receivables transaction source.** See: Define transaction batch sources: *(Oracle Receivables User's Guide)* **Context:** Perform this step once per operating unit.	Common Financials
	Step 9	Required	**Define Receivables payment terms.** See: Define payment terms *(Oracle Receivables User's Guide)* **Context:** Perform this step once per installation.	Common Financials
	Step 10	Required	**Define Receivables transaction types.** See: Define transaction types *(Oracle Receivables User's Guide)* **Context:** Perform this step once per operating unit.	Common Financials

Property Manager Setup Steps				
	Step 11	(See step description)	**Set Profile Options.** *These profile options are required:* • Default Country—Define the country code for local addresses • Operating Unit—Identify your organization • Set of Books—Define your functional currency and identify your chart of accounts for your expense and revenue accounts. • Batch source name—Controls the standard transaction type assigned to a transaction and determines whether exported transactions are automatically numbered. • Transaction type—Defines accounting for invoices • Equal space distribution—If set to "Y" allocated space will be distributed equally *These profile options are optional:* • Automatic Lease Number Generation—Determines whether lease numbers must be entered manually or are generated automatically. • Automatic Company Number Generation—Determines whether company numbers must be entered manually or are generated automatically. See: Profile Options in Oracle Property Manager: page B – 2. **Context:** Perform these steps once per operating unit.	Property Manager
	Step 12	Required	**After choosing your set of books (the PN Set of Books profile option), use the Application Developer responsibility to set the GL Set of Books ID Profile to Updateable.** See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options (*Oracle Applications System Administrator's Guide).* **Context:** Perform this step once per installation.	Property Manager
	Step 13	Optional	**Update country and territory information and assign flexible address formats.** See: Countries and Territories: page 2 – 13, and Flexible Addresses *(Oracle Receivables User's Guide or consult online help).* **Context:** Perform this step once per installation.	Property Manager

	Step 14	Optional	**Define descriptive flexfields.**	Property Manager
			The structure of the Descriptive Flexfields (datatypes, value sets) should be consistent among windows that share flexfield information.See: Defining Descriptive Flexfields *(Oracle Applications Flexfields Guide)*.	
			Context: Perform this step once per installation.	
	Step 15	Optional	**Define lookups.**	Property Manager
			See Lookups: page 2 – 15.	
			Context: Perform this step once per installation.	
	Step 16	Optional	**Define Service Providers.**	Property Manager
			See Setting Up Service Providers: page 2 – 31.	
			Context: Perform this step once per operating unit.	
	Step 17	Optional	**Define Regions and Office Parks.**	Property Manager
			See Setting Up Regions and Office Parks: page 2 – 41.	
			Context: Perform this step once per installation.	
	Step 18	Optional	**Define locations.**	Property Manager
			See: Setting Up Locations: page 2 – 37.	
			Context: Perform this step once per operating unit.	
	Step 19	Optional	**Define milestone templates.**	Property Manager
			See: Setting Up Milestone Templates: page 3 – 20	
			Context: Perform this step once per installation.	
	Step 20	Optional	**Define milestone sets.**	Property Manager
			See: Milestones: page 3 – 17	
			Context: Perform this step once per installation.	
The following Common Financial steps are performed after the Property Manager steps have been completed.				
Human Resources Setup Step				
	Step 21	Required	**Enter employees.**	Common Financials
			If you have Oracle Human Resources installed, use the People window. See: Entering a New Person *(Managing People Using Oracle HRMS)*.If you do not have Oracle Human Resources installed, use the Enter Person window. See: Enter Person: *(online help)*.	
			Context: Perform this step once per installation.	

Payables Setup Step				
	Step 22	Optional	**Define Suppliers** See: Suppliers *(Oracle Payables User's Guide)* **Context:** Perform this step once per installation.	Common Financials
Receivables Setup Step				
	Step 23	Optional	**Define Customers** See: Enter Customers *(Oracle Receivables User's Guide)* **Context:** Perform this step once per installation.	Common Financials

Setup Requirements for Property Manager Implementation

When you first install and configure Property Manager for your business, you need to set up the following:

- Reporting Currencies: page 2 – 12
- Flexfields: page 2 – 13
- Lookups: page 2 – 15
- Countries and Territories: page 2 – 13

Once these components are properly configured, you can work in Property Manager without having to make any routine modifications to them.

Reporting Currencies

In Property Manager, you can define a set of reporting currencies, which are currencies other than your predefined functional currency. After you select your reporting currencies, you then select an appropriate Conversion Rate Type to associate with each defined currency. (Reporting currencies and conversion rate types come from Oracle General Ledger. See: Currencies Window *(Oracle General Ledger User's Guide).*

After you have defined reporting currencies and assigned a Conversion Rate Type to each currency, you can export payments to Oracle Payables, and bills to Oracle Receivables, in those currencies. You would want to do this if, for example, your company holds a lease on property in Mexico, but your company makes payments to the landlord in United States dollars (USD). The payment terms of the lease may be in Mexican Nuevo Pesos (MXN), but you would need to export the payment to Oracle Payables in USD. The Conversion Rate Type defines the terms according to which the conversion from the functional currency to the reporting currency is performed.

Oracle Property Manager obtains the functional currency for a lease from Oracle General Ledger, as defined in the Profile Options for the set of books. The values in the Currency Code and Conversion Rate Type fields correspond to the values in General Ledger.

The functional currency used in Property Manager for all leases is the currency assigned to your set of books. You choose your set of books when you set the Property Manager Set of Books profile option.

► **To set up reporting currencies:**

1. In the Reporting Currencies window, choose the first empty row.

2. Select a currency and conversion rate from the list of values.

3. Save your work.

Flexfields Setup

You can customize flexfields so your users can record custom data in your Property Manager Application. The structure of the Descriptive Flexfields (datatypes, value sets) should be consistent among windows that share flexfield information. For detailed information, see: Defining Descriptive Flexfields *(Oracle Applications Flexfields Guide).*

Countries and Territories

Use the Countries and Territories window to maintain Value–Added Tax (VAT) Member State Codes, and to select an address style for a particular country or territory. You cannot enter a new country or territory in this window, but you can update the name, description, VAT member state code, or address style of the predefined countries or territories.

The VAT Member State Code identifies a country or territory as belonging to the European Union (EU). Special Value–Added Tax rules apply to member states of the EU.

The address style tells Oracle Property Manager how to format the address fields so that they best suit the address entry requirements of a particular country. Many countries can use the same address style, although a country can only use one address style at a time. Once you have associated an address style with a country or territory, Property Manager will provide that address style whenever an address you enter is located in that country.

► **To maintain country or territory information:**

1. Navigate to the Countries and Territories window.

2. Perform a query to select the country information you want to modify.

3. Adjust any of the following fields:

- **Country/Territory:** The name of the country or territory.

- **Description:** The country or territory description.

- **VAT Member State Code:** The member state code for a country belonging to the European Union (EU).

- **Address Style:** Select the appropriate address style from the Address Style list of values. If you leave this field blank, the default address style will be used.

- Save your work.

Lookups

Use the Oracle Property Manager Lookups window to review and maintain lookups that you use. *Lookups* are predefined values. For example, in a list of values for a field, you may select from a list of lookups.

In some fields in Property Manager windows, you are required to enter a value from a predefined lists of values. Sometimes the values on the list are items you have defined in a setup window such as service provider names or building aliases. Other predefined sets of values are *lookups,* which you can view, and in some cases, update, in the Oracle Property Manager Lookups window.

A lookup category is called a *lookup type*, and the allowable values for the lookup type are called *lookup names*. For example, for the lookup type of lease role types Property Manager predefines the following lookup names: Broker, Landlord, and Property Manager.

You can add lookup names to some lookup types. For lookup types that you can modify, you can define up to 250 lookup names. For example, you may want to define additional values for Services. You cannot change lookup name values after you save them. To remove an obsolete lookup you can: disable the code, enter an end date, or change the meaning and description to match a replacement code.

You can view all Property Manager lookups in the Oracle Property Manager Lookups window. However, note that you cannot modify some lookups because either they are used only by the system, or you cannot add to them. For example, the Property Manager application uses lookups that you do not use for data entry, such as lookups used to identify payment or billing frequency types.

If you use Multiple Language Support (MLS), you can define lookups in each of your installed languages. Select Translations from the toolbar or menu to enter the lookup name and description in other languages. When a user selects lookups from a list of values, the lookups on the list will appear in the user's language. For more information, see: the *Oracle Applications User's Guide.*

PN_FEATURE_CONDITION. Feature Condition

- P: Poor
- G: Good
- F: Fair
- E: Excellent

PN_INSURANCE_TYPE. Insurance Types

- ALL: All Risk
- FIRE: Fire
- LIABILITY: Public Liability
- PERSONAL: Personal Injury
- PROPERTY: Property Damage

PN_JOB_TITLE. Job Title for Contact

- MGR: Manager
- SOC: Sales Operation Clerk
- SOS: Sales Operation Supervisor

PN_LANDLORD_SERVICE_TYPE. Landlord Services

- FC: Health Club
- PARK: Parking
- ROOF: Roof rights
- SEC: Security Services
- TI: TI Allowance

PN_LEASE_OPTION_TYPE. Lease Options

- ALLOW: Allowance
- CONST: Construction Warranty
- EXP: Expansion
- HOLD: Holdover
- PURCH: Purchase
- RENEW: Renewal
- TERM: Early Termination

PN_LEASE_ROLE_TYPE. Lease Role Type

- PM: Property Manager
- LL: Landlord
- BR: Broker

PN_LEASE_TYPE. Lease Types

- GRS: Gross

- NNN: Triple Net
- OS: OS

PN_LOCATION_FEATURE_TYPE. Location Features

- CONCIERGE: Concierge Service
- ELEVATOR: Elevators
- HANDICAP: Handicapped Facilities
- HIGHWAY: Easy Highway Access
- OTHER: Other Facilities
- PARKING: Parking
- SHOPS: Retail Shops and Restaurants
- SIGN: Exterior Signage

PN_MILESTONES_SET. Milestones Set

- FULL: All Milestones
- INSURANCE: Insurance Requirement Milestones
- LEASE_DATES: Lease Commencement and Termination Milestones
- OPTION: Option Milestones
- PAYMENT_TERM: Payment Term Start and End Date Milestones

PN_MILESTONES_TYPE. Milestone Types

- FULL: All Milestones
- INSURANCE: Insurance Requirement Milestones
- LEASE_DATES: Lease Commencement and Termination Milestones
- Option: Option Milestones
- Payment_Term: Payment Term Start and End Date Milestones

PN_NOTE_TYPE. Notes Type

- AB LEASE: Lease Abstraction Notes
- AMLEASE: Lease Amendment Notes

PN_OBLIGATION_FIN_RESP_PARTY. Financially responsible party for the obligation.

- L: Landlord

- NA: Not Applicable
- PR: Pro–Rata
- S: External Service Provider
- SH: Shared
- T: Tennant

PN_OBLIGATION_RESP_TYPE. Type of obligation.

- ELECT: Electric
- ELEV: Elevator
- EPAINT: Exterior Paint
- FENCE: Fences
- FUEL: Fuel
- HVAC: HVAC
- INTALT: Interior Alterations
- JANIT: Janitorial
- LIGHT: Lighting
- LSCAPE: Landscaping
- PARKMAJ: Parking Lot Major
- PARKPAT: Parking Lot Patch
- PLUMB: Plumbing
- ROOF: Roof Repair
- SCAV: Scavenger
- SEW: Sewer
- SNOW: Snow Ice Removal
- SWALK: Sidewalk
- WAT: Water

PN_OPTION_STATUS_TYPE. Lease Option Status

- CANCEL: Cancelled
- EXERCISED: Exercised
- EXP: Expired
- NOACTION: No Action

- NOTEXERCISED: Not Exercised

- OPEN: Open

- OPTMISSED: Option Missed

- REJ: Rejected

PN_PAYMENT_PURPOSE_TYPE. Payment Purpose or Billing Purpose
Type

- DEP: Depreciation

- INSUR: Insurance

- OPEX: Operating Expense

- RENT: Rent

PN_PHONE_TYPE. Types of communication used in contacting

- FAX: Fax

- GEN: General

- TLX: Telex

PN_RIGHTS_TYPE: Type of right. Used in the Type field in the Rights
tab of the Leases window.

- ALT: Alterations

- ASSGNPRK: Assigned Parking

- AUDIT: Audit by CPA

- ENVIR: Environmental

- HLDOVR: Holdover

- OTHER: Other

- OTSTOR: Outside Storage

- PRK: Parking

- QTENJ: Quiet Enjoyment

- REFUSE: Refusal

- RESTR: Restoration

- ROOF: Roof Rights

- SUBASGN: Sublease/Assign

PN_RIGHTS_STATUS_TYPE. Status of right in lease terms.

- L: Consult Legal

- N: No
- S: Silent
- Y: Yes

PN_SPACE_TYPE. Space Type

- AV: Audio–Visual
- CONFERENCE: Conference
- COPY: Copy Room
- CUSTWORK: Customer/Client Workspace
- CVC: Customer Visit Ctr
- DATA: Data Center
- DEMO: Demo
- FAX: Fax Machine
- FILE: File Room
- HALLWAY: Hallways
- ICWORK: Contractor
- KITCHEN: Kitchen
- LEARN: Learning Lab
- LIBRARY: Library
- MAIL: Mail Room
- MANUDIST: Manufacturing/Distribution
- OFFICE: Office, Cubicle or Workstation
- PC: PC Lab
- PLAY: Play Room
- PRINTER: Printer
- PROP: Proposal Room
- RECEPT: Reception
- RESTROOM: Rest Rooms
- STORAGE: Storage
- TELECOM: Telecom Room
- TEMP: Temporary Employee

- TRAINING: Training
- WORK: Workspace

PN_STATE. State

- The PN_STATE lookup contains the two–letter abbreviations for the 50 United States and the District of Columbia (AK, AL, AR, AZ, and so on).

PN_TENANCY_USAGE_TYPE. Tenancy Usage

- OFFICE: Office Space
- RETAIL: Retail Space

PN_UNITS_OF_MEASURE. Units of Measure

- SFT: Square Feet
- SMT: Square Meter
- SYD: Square Yard

Setting Up New Leases

When you enter lease information in Oracle Property Manager, you assign a name and number to an individual lease, and then record information about that lease.

However, before you enter a new individual lease, you can enter *lease setup information*. Lease setup information is information that you derive from one lease, but that you can apply generally to other leases. For example, the landlord who is named in one lease may also be the landlord in other leases. The information you record about that landlord, such as the name, address, and phone number of your contacts at the landlord's office, is then available for your use when you enter other leases that have the same landlord.

You can also use some lease setup information when you perform property management tasks that are not directly related to lease administration. For example, after you have set up location information, you can use it when you enter leases and also when you allocate office space.

> **Note:** You can make changes to the lease setup information even after you have entered and saved it, as long as the status of the lease is Draft.

Lease setup information includes:

- **Service Providers**. You need to define a service provider only once. After you do, that service provider information is available for any leases you subsequently enter. For detailed information on Service Providers, see: Service Providers Overview: page 2 – 23.

- **Regions and Office Parks**. Once you define a region or an office park, that region or office park can include any location that you determine to be appropriate. For detailed information see: Regions and Office Parks Overview: page 2 – 25.

- **Locations.** Once a location has been defined, the information can be used in the Leases window, and can also be used for allocating space with the Space Assignment feature. For detailed information see: Locations Overview: page 2 – 25.

- **Milestone Types and Sets.** You can apply the Milestone Types and Sets that you define to any lease you choose. For detailed information see: Milestone Types and Sets Overview: page 2 – 29.

See Also

Service Providers Overview

Service Providers are companies or other business entities that perform certain functions, called *roles*, for the property or lease you are managing. Service providers include parties to the lease, with roles such as:

- Landlords
- Property managers
- Subtenants
- Insurance companies

You can also use the Service Providers window to keep track of other types of service companies, such as those that provide contract services, including:

- Maintenance
- Security
- Parking services
- Trash collection

You can record contact information for each service provider, including the name and address of the business, and the name, title, telephone number and email address of people in the service provider company.

> **Note:** Setting up a company as a service provider does not add that company to either the list of suppliers maintained in Oracle Payables or the list of customers maintained in Oracle Receivables. To add supplier or customer information, see: Suppliers *(Oracle Payables User's Guide or online help)* and Customers Overview *(Oracle Receivables User's Guide or online help).*

Roles and Sites

A single service provider company can have more than one role in relation to a particular property or lease. For example, the same company might act as both a landlord and a property manager for a single property. You can define multiple roles for a service provider in the Roles and Sites window.

A service provider's *site* is the location or place of business from which the service provider performs a specific role. For example, the same company may perform its landlord role from one site and provide its brokerage services from another site. You can identify sites by the name of the city or the address where the service provider is located. Just as you can define a variety of roles for a single service provider, you can define a different site for every role that you enter.

You use service provider roles and sites with other Property Manager features. When you use the Locations window to set up the properties you are managing, you can associate one or more service providers with specific locations. You can also associate service provider companies and roles with specific leases, in the Leases window.

Contacts

For each service provider role and site that you define, you can define an unlimited number of contacts. When you define a contact, you enter the contact's name, title, and phone numbers. You can then enter additional contacts for the same service provider and role.

Regions and Office Parks Overview

If your business is organized into geographical regions you may want to identify the region in which a building or other managed property is located. For example, a company that leases space in New York, Los Angeles, London, and Paris might want to group its New York and Los Angeles properties together into the North American region, and its London and Paris properties into the European region. Similarly, when the space you manage is located in an office park, you can include the name of the office park in your building definition. If you include the name of a region or an office park in your building definition, you will be able to use that name as a search criterion.

Additional Information: To associate buildings or office space with a region or an office park, you must first set up the office park or region, which you do in the Regions and Office Parks window. You can set up office parks and regions to be independent of each other, or you can set up office parks to be located within a region. After you have set up the office parks and regions where your properties are located, you can then use the Locations windows to associate specific locations with specific office parks and regions.

Locations Overview

Locations are the buildings, floors, and offices that you are managing with Property Manager. An individual location can be an entire building, or it can be a floor or group of floors in a building, or even a single office or group of offices on a floor. (All references to offices also apply to all other workspaces, such as cubicles.) When you set up locations, you enter information such as:

- Name or number of the building, floor, and office.
- Address of the building, and whether it is located in an office park. You can also assign the building to a geographical region.
- Names and roles of service providers for the location. See: Service Providers Overview: page 2 – 23.
- Building features.
- Area and capacity of building, floor, and office.
- Type of use planned for the office or floor.
- Contacts for the building, including the name and role of service providers. See Service Providers, for more information.

In Property Manager you use information about locations for these purposes:

- To identify and define a property, so that you can associate it with a lease in the Leases window.

- To define office space, so that you can assign employees to specific offices using the Employee Space Assignment feature.

- To maintain a comprehensive record of the physical features of a property.

- To maintain a comprehensive record of service providers associated with the location, including company names, roles, and site information.

Buildings

Buildings, floors, and offices each have their own setup window. When you set up locations, you begin by defining the building.

☞ **Attention:** Even if you are leasing or managing only part of a building, you need to complete the definition of the building before you define the smaller units, the floors and offices, that you are leasing. After you define the building, you then define any floors that you are leasing in whole or in part, and then define the individual offices on the defined floor, if you want to track space at this level of detail.

Buildings Setup

To set up a location, navigate to the Buildings window and begin by entering the building name. You then choose an *alias* for the building.

Note: For every building, floor, and office that you define, you must create a separate alias.

The aliases that you create will be used by Property Manager to assign unique *location codes* to specific office locations. You use location codes in the Leases window to identify buildings. Each element of a location code corresponds to one of the aliases you create. The first element of a location code is the building alias, the second element is the floor alias, and the third element is the office alias.

Since you use location codes throughout Property Manager, choose aliases that clearly refer back to their source, for example by using the first letters or numbers of the name of the location.

See Setting Up Locations: page 2 – 37 for examples of some of the options you have in creating aliases, and the locations codes they will produce.

After you have entered an alias for the building, enter a region or office park name if appropriate, and then enter address information.

The Buildings window includes three tabs:

- Area and Capacity
- Building Features
- Contacts

In the Area and Capacity tab, you define the unit of measurement (UOM) you want to use, then enter the amount of rentable and usable space. The Vacant field is a display–only field, where Property Manager displays the amount of vacant space based on information you supply in the Floors and Offices windows.

> **Note:** The Building and Office Managers Association (BOMA) has established definitions for rentable and usable areas of commercial real estate. The values you enter for area and capacity can be based on the definitions established by BOMA, or you can use definitions established by your own organization.

You can then enter values for the optimum and maximum number of occupants in the space. The Vacant field is a read–only field.

In the Building Features tabbed region you can describe attributes of the building such as:

- Highway access
- Parking
- Concierge services

The Contacts tab includes fields in which you can enter the names, roles, and site information for the contacts who are service providers for the building. In order to do this, you must have previously set up the service providers in the Service Providers window. See Setting Up Service Providers: page 2 – 31

The record for each floor includes a check box, with which you can flag the floor as Active. A floor that you are currently leasing or managing can be considered active. See: Setting Up Locations: page 2 – 37.

Floors

> **Note:** Set up every floor on which you are leasing or managing any space, regardless of whether you are leasing all or part of the floor.

When you have finished setting up the building, you can then set up floors in the building. In the Floors window, enter the floor number, then create an alias for the floor. The alias for the floor, like the building alias you previously created, will become an element in the location code. To ensure that aliases and location codes are consistent from one location to the next, follow the guidelines you used in creating the building alias, so that the floor alias clearly refers back to the floor number.

The Area and Capacity tab of the Floors window is similar to the Area and Capacity tab of the Buildings window. In the Area tab, enter the amount of usable and rentable space on each floor, following either the BOMA standards for measurement or your own established procedures. In the Capacity tab, enter the optimum and maximum number of occupants for the space. In the Usage tab, you can enter the activity or purpose for which the floor is intended. See: To set up floors.

Offices

> **Note:** All references to offices also apply to other types of office space, such as cubicles.

After you have defined buildings and floors, you can define individual offices on each floor. You need to define individual offices so you can:

- Keep track of information about the office.

- Associate the office with a specific lease in the Leases window.

- Assign employees to specific offices, using the Employee Space Assignment window. You must define every office to which you want to assign an employee.

The Offices window fields have the same names and uses as the Floors window fields. As you enter information in the Area tab of the Offices window, Property Manager will summarize the amount of vacant office space on each floor and in each building, and display the total in the Vacant fields in the Floors and Buildings windows. Later, when you assign office space in the Employee Space Assignment window, the amount of vacant space displayed in the Buildings and Offices windows will decrease as you allocate office space to employees.

Reviewing and Modifying Location Information

You can make changes or additions to the location information you previously entered and saved. For example, when you need to update contact information about a location, you can modify or delete the old contact name, and also add new names.

Similarly, if you need to define more floors or offices in a building you have previously defined, you can use the Locations window to do so. For example, to add information about a newly leased floor to an existing list of leased floors, you enter the name of the building in the Buildings window, choose the Floors button to open the Floors window, then select the blank line below the record of the last floor you had previously defined. You can then create a new record and enter the information for the new floor.

> **Note:** You cannot delete buildings, floors, or offices once they have been entered and saved. You can, however, uncheck the Active box if you want to show that the location is inactive.

Milestone Types and Templates Overview

Milestones are events of importance in the life of a lease, with dates and deadlines by which certain actions must be taken. You can define types of milestones that are appropriate for your business operations. Some examples of lease milestones are:

- Lease commencement and termination
- Insurance requirement notifications
- Lease option decisions, such as whether to purchase leased property, renew the lease, and expand the leased space

Lease milestones often require you, or someone in your company, to complete a specific task or set of tasks by a specific date. For example, some insurance policies require you to notify the insurance company of changes in the ownership and occupancy of the leased space. Another example is a lease that includes a renewal option that must be acted upon by a specified date.

Milestone Templates

In Oracle Property Manager, you can keep track of lease milestones, and group them together into named *milestone templates.* A milestone template identifies a default group of users who should be notified of particular milestones, so that they can take the appropriate action. Using a milestone template saves you the trouble of having to redefine milestone responsibilities every time you abstract a lease. With milestone templates, you can associate the predefined group of milestones with each lease.

- Milestone sets, type 1: group of *milestone types* gathered under name of, e.g., lease, or organization.

- Milestone set, type 2: group of *users* gathered under name, e.g. of lease, default group of users to be notified regarding a milestone (or group of milestones)

After you have set up milestone sets, you can associate them with leases.

You can automate the process of milestone notification by using Oracle Alert, or another notification system. Oracle Alert will send an email about approaching milestone dates to users who have been identified as Primary Users.

You can also manually review lease milestone information periodically, by navigating to the Leases Window, opening a lease, and clicking the Milestones button.

See Also

Milestones: page 3 – 17

Milestone Types: page 3 – 17

Milestone Templates: page 3 – 18

Lease Milestones: page 3 – 19

Setting Up Milestone Templates: page 3 – 20

Setting Up Milestones: page 3 – 21

Setting Up Service Providers

You enter information about service providers using two windows:

- Service Providers
- Roles and Sites

▶ **To define a service provider:**

1. In the Service Providers window, enter the name of the service provider company.
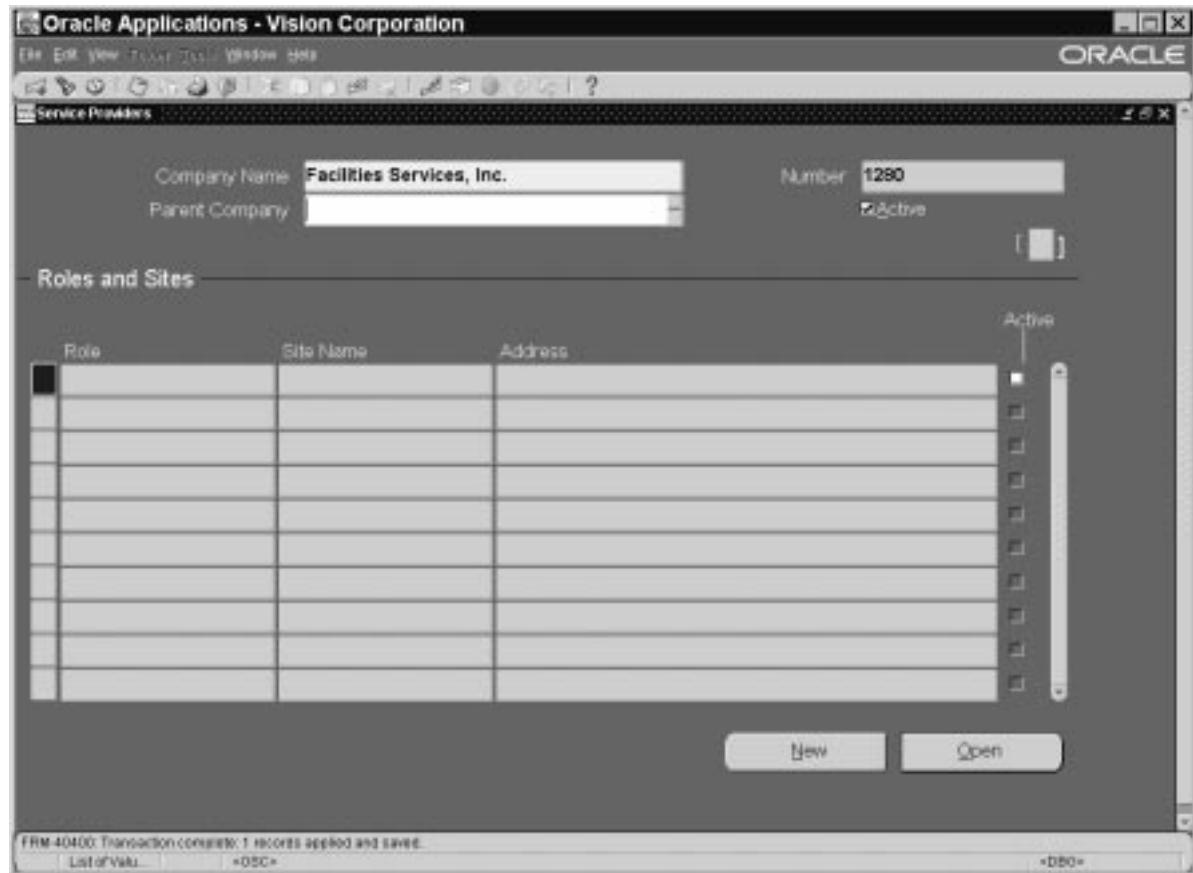
2. A company number may be generated automatically by Property Manager. (This is determined when Property Manager is first installed.) If the company number is not automatically generated,

enter a company number in accordance with your organization's numbering system.

3. Enter a parent company name if applicable. The parent company you enter must previously have been set up as a service provider.

4. If you are entering the company's name for the first time, choose the New button to open the Roles and Sites window and assign roles and sites to the service provider.

5. After you assign the first role to the company, enter contact information, and save your work, you then navigate back to the Service Providers window and select the New button. Another Roles and Sites window will open, in which you can enter additional roles for the same service provider.

▶ **To define roles, sites, and contacts for a service provider:**

1. In the Roles and Sites window, choose a role for the service provider. Enter the service provider's site associated with this role, and the address for this site.

2. In the Contacts region of the window enter the name, title, and email address of the individual contact.
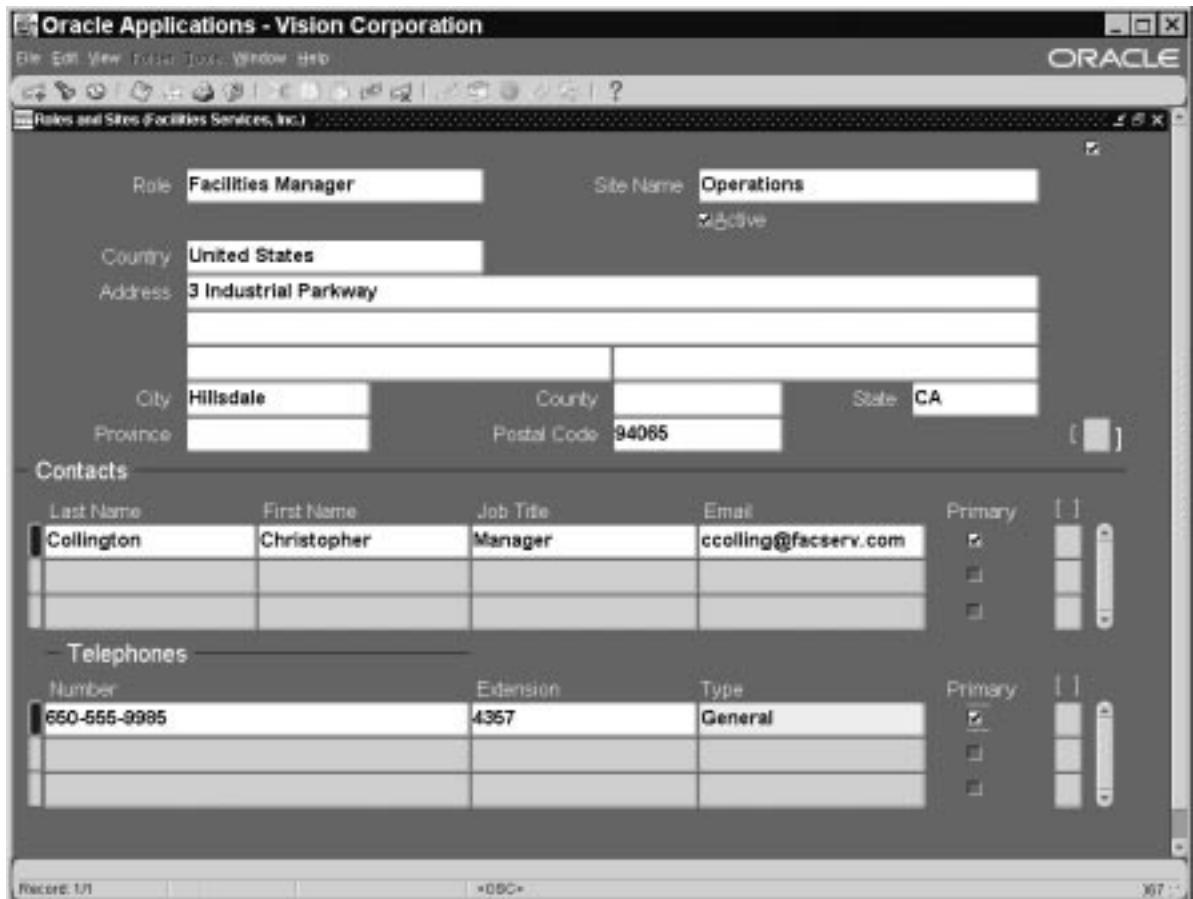
3. After you have entered the name of the first contact, enter telephone information for that contact. Enter additional telephone numbers for the same contact in the next blank telephone information row.

4. To enter another contact, move back up to the Contact Name field and enter the next name in the first blank row. Enter telephone information for this contact.

5. Save your work.

Modifying Service Providers

▶ **To modify existing information about service providers:**

1. In the Service Providers window, find the names of companies entered previously by using the View menu to perform a query on the Company Name field. Previously entered role information will appear in the lower Roles and Sites region. For detailed information on performing a query by example, see: Performing Query By Example in the *Oracle Applications User's Guide.*

2. To add a new role for an existing service provider company, move the cursor to the first blank row in the Roles and Sites region and choose the New button. Enter the new role, site, address, and contact information, and save your work.

3. To change existing Roles and Sites information, select the line with the role name you want to change and choose the Open button. Make your changes in the Roles and Sites window and save your work.

Service Providers Window Reference

Company Name. The name of the service provider's company.

Number. The number assigned to the company.

Parent Company. The name of the service provider's parent company.

Active. Indicates whether the service provider's company currently has an active role with your managed properties.

See Also

Roles and Sites Window Reference: page 2 – 36

Roles and Sites Window Reference

Role. The business role of the service provider.

Site. The name of the site from which the service provider operates for this role.

Country. The country where the service provider is located.

Address. The service provider's street address.

City. The city where the service provider is located.

County. The county where the service provider is located.

State. The state where the service provider is located.

Province. The province where the service provider is located.

Postal Code. The service provider's postal code.

Contacts: Last Name. The last name of the individual service provider contact.

Contacts: First Name. The first name of the individual service provider contact.

Primary. Indicates whether this contact is the primary contact for this service provider.

Contacts: Job Title. The job title of the individual service provider contact.

Contacts: Email. The email address of the individual service provider contact.

Telephone: Number. The telephone number of the individual service provider contact.

Telephone: Extension. The telephone extension of individual service provider contact.

Telephone: Type. The type of telephone, for example home, office, or mobile.

Primary. Indicates whether this telephone number is the primary number for this service provider.

Setting Up Locations

Prerequisite:

❑ Set up Service Provider roles and company names.

▶ **To set up a building:**

1. In the Buildings window, enter the building name.
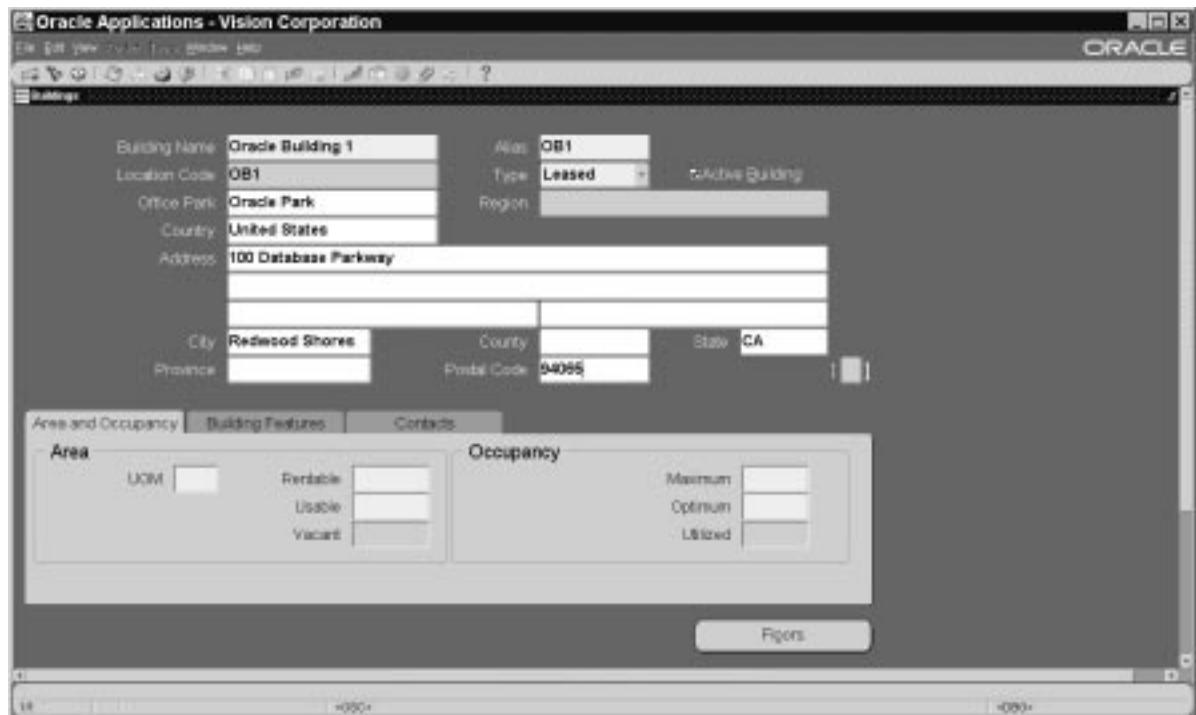
2. Create an *alias* for the building, and enter it in the Alias field. An alias, which is an abbreviation of the building name, can include letters and numbers. The building alias that you create will become the first element of the *location code*. Property Manager uses location codes to identify specific locations and to associate them with leases. If you set up floors and offices, their aliases will become the second and third elements of the location code. Choose a unique alias for each building, floor, and office, so that each location code refers to a unique location. The examples below illustrate some of the options you have in creating aliases, and the location codes that will result.

Example 1:

Step 1	Step 2	Step 3	Step 4
Name of Building, Floor & Office	**Choose Alias**	**Create Alias**	**Location Code**
Empire State Building	*E*mpire *S*tate *B*uilding	ESB	ESB
45th Floor	*45*th Floor	_45	ESB_45
Office 20	Office *20*	_20	ESB_45_20

Example 2:

Step 1	Step 2	Step 3	Step 4
Name of Building, Floor & Office	**Choose Alias**	**Create Alias**	**Location Code**
501 2nd Street	*501 2*nd Street	501_2	501–2
6th Floor	*6*th Floor	_06	501–2_06
Cubicle 9	Cubicle *9*	_09	501–2_06_09

Since the location code can contain up to three aliases, you may find it helpful to add a character that will separate one alias from another in the location code. In the examples above, an underscore character is used to begin the floor and office aliases. When Property Manager links the building, floor, and office aliases together, the underscore marks the point where one alias stops and the next one starts. By using an underscore, you can reserve the hyphen to separate groups of numbers within one alias, as in the second example above.

3. If the building is located in an office park or region that you have previously defined, enter the name of the office park or region. See Setting Up Regions and Office Parks: page 2 – 41

4. In the Area and Occupancy tabbed region of the Buildings window, enter the unit of measurement (UOM) and the rentable and usable amounts of space in the building. Also enter the optimum and maximum number of people the building can accommodate.

► **To set up floors:**

1.   If you want to set up floors in the building, choose the Floors button to open the Floors window. The Window Title of the Floors window will display the name of the building whose floors you are setting up. In the Floors window, enter the name and alias of each floor you are defining, following the guidelines for building aliases described above.
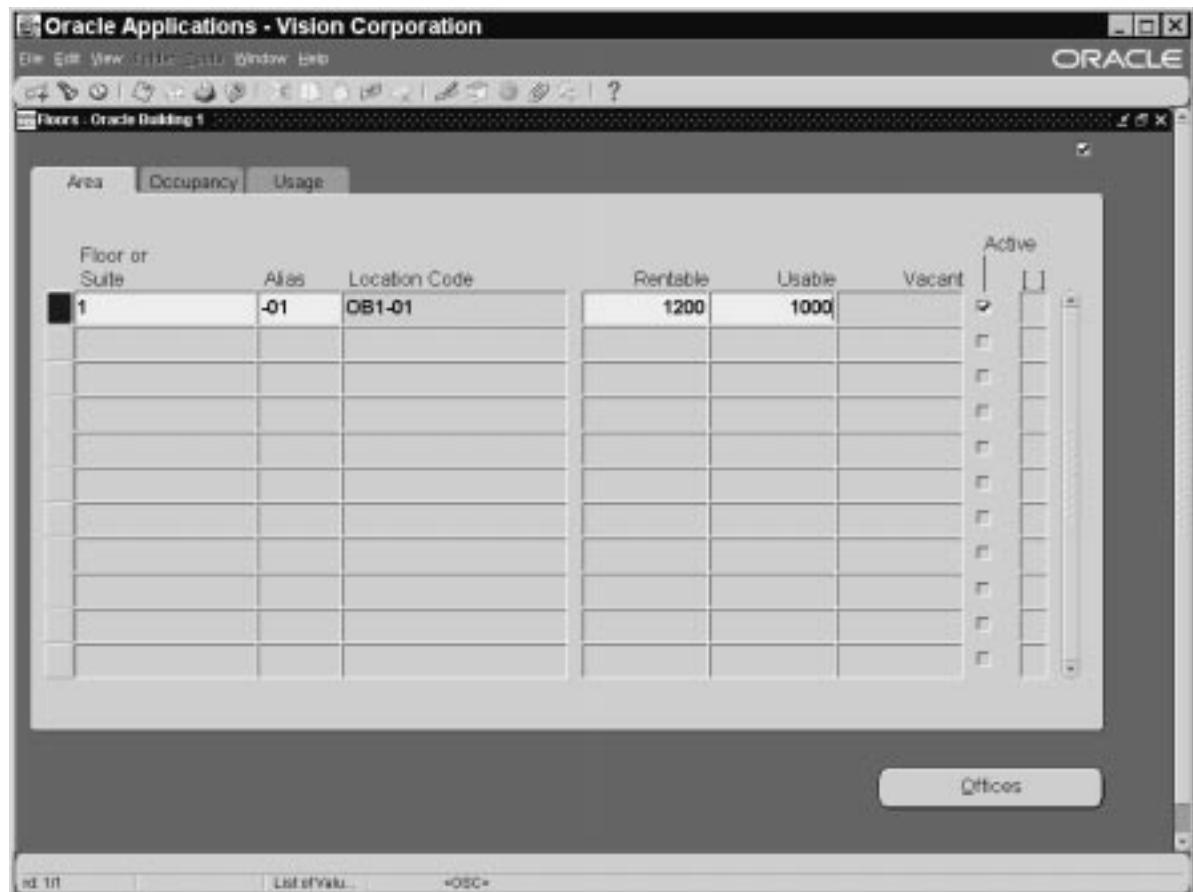
2.   Enter values in the Area and Occupancy tabbed of the Floors window following the guidelines for building area and capacity above.

3.   In the Usage tabbed region you can enter the type of use for which each floor is intended.

4. You can indicate the current status of each floor by checking or unchecking its Active box.

5. You can set up a single floor and then set up offices on that floor, or you can set up a group of floors and then set up offices on each floor. Choose the Offices button to open the Offices window for a specific floor.

► **To set up offices:**

1. The Offices Window title shows the name of the building and the number of the floor whose offices you are defining. Enter the name or number of the office or cubicle, and then enter its alias, following the guidelines for building aliases described above.
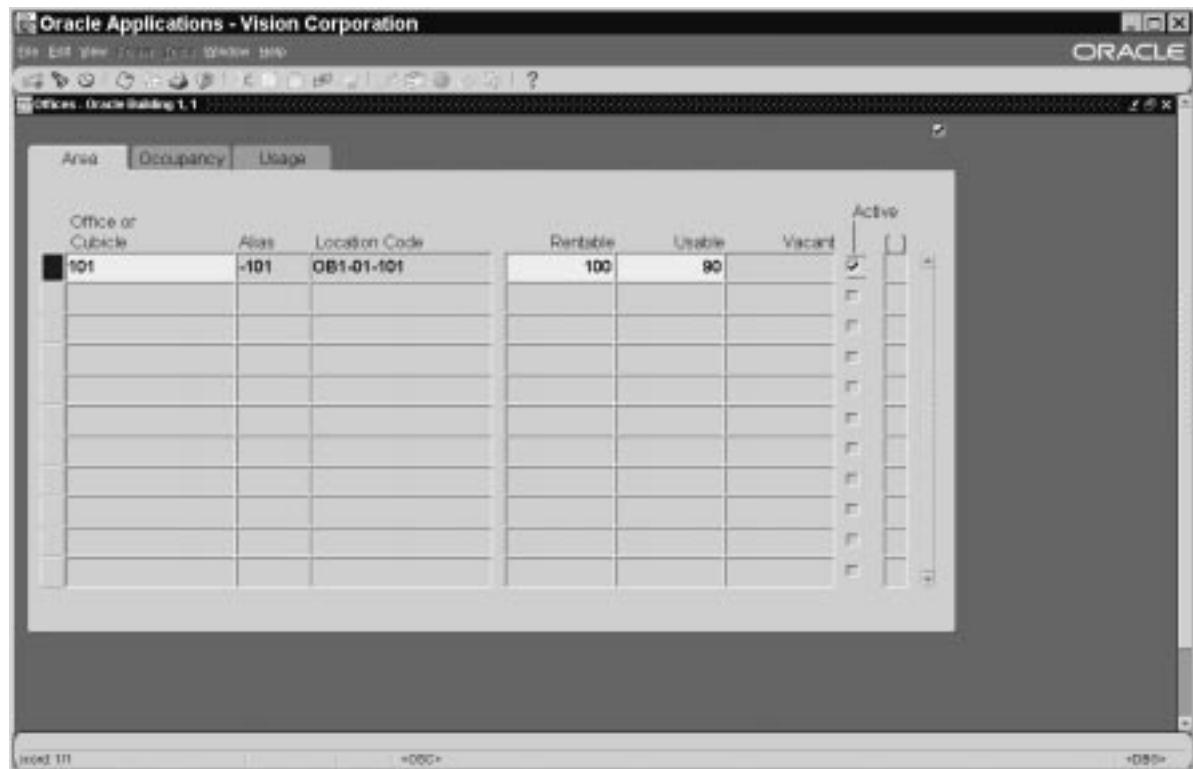
2. Enter values in the Area and Occupancy tabbed region of the Offices window following the guidelines for building area and capacity above.

3. In the Usage tabbed region you can enter the type of use for which the office is intended.

4. When you have defined the offices on a floor, save your work. If you want to define offices on additional floors, return to the Floors window to select the next floor whose offices you want to define. The box to the left of the floor name indicates which floor is selected.

Setting Up an Office Park or a Region

▶ **To set up a region or an office park:**

1. In the Regions and Office Parks window, enter the name and description of the region or office park.
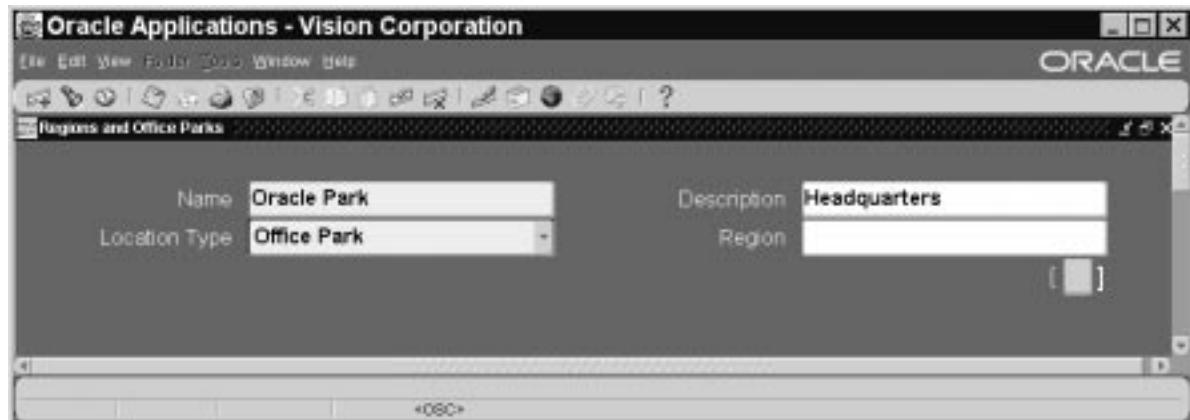
2. Select either Office Park or Region from the Location Type field.

3. If you selected Office Park, you can assign the office park to a previously defined region. Note that you cannot assign a region to a region.

4. Save your work.

Buildings Window Reference

Building Name. The unique building name. Select a name according to the naming conventions that your business uses. A street address can serve as a building name.

Alias. An abbreviation of the building name. Aliases become elements of the location code. Select characters in the building name that make the name unique. For example:

- **ESB** for **E**mpire **S**tate **B**uilding
- **45321 V** for **45321 V**entura Boulevard
- **300op** for **300 O**racle **P**arkway

For a detailed discussion of aliases, see Setting Up Locations: page 2 – 37

Leased or Owned. Indicates whether the building is leased or owned.

Office Park. The name of the office park, if the building is located in an office park. You must set up the office park before you enter it here. See Setting Up an Office Park or a Region: page 2 – 41

Region: The name of the region, if your building is located in a region. You must set up the region before you enter it here. See Setting Up an Office Park or a Region: page 2 – 41

Area and Capacity: UOM. The Unit of Measurement from the List of Values.

Area and Capacity: Rentable. The amount of rentable space

Area and Capacity: Usable. The amount of usable space

Area and Capacity: Optimum. Enter the optimum number of people who can occupy this building.

Area and Capacity: Max. Enter the maximum number of people who can occupy this building.

Building Features: Type. Select a feature from the List of Values.

Contacts: Role. The role for this contact from the List of Values.

Contacts: Company Name. The name of the contact's company.

Contacts: Site. The location of the contact's place of business.

Floors Button. Opens the Setup:Floors window.

See Also

Floors and Offices Window Reference: page 2 – 44

Floors and Offices Window Reference

Floor or Suite (Floors window). The name or number of the floor or suite.

Office or Cubicle (Offices window). The name or number of the office or cubicle.

Alias. The alias for this floor or office.

Location Code. The location code of the floor or office.

Usable. The usable space in the floor or office.

Rentable. The rentable space in the floor or office.

Vacant. The vacant space in the floor or office.

Active. Indicates whether the space is currently active.

See Also

Leases

T his chapter describes how to enter, maintain, and modify lease information. It explains how to create scheduled payments and scheduled billings, and how to export them to Oracle Payables and Oracle Receivables. It also tells you how to set up and use milestones.

Lease Administration Overview

You can automate your lease administration processes by using the lease management features included in the Leases window. You can also manage payments made to suppliers, and payments received from tenants, with Property Manager's payment and billing features.

The Leases window and the payments and billing features will help you to expedite many lease management tasks, such as:

- Abstracting the lease and related documents to identify basic information about the terms of the lease, as well as information about the parties to the lease.

- Staying informed about decisions you have to make and tasks you have to perform on a timely basis.

- Setting up payment schedules, authorizing payments, and exporting payments to Oracle Payables.

- Setting up billing schedules, and exporting invoices to Oracle Receivables.

- Keeping track of any additional information relevant to the lease.

If any of the terms of the original lease that you abstracted are later modified, you can use the Leases window to update your lease information. You can modify your lease information in two ways:

- Enter an amendment. You use the Amendment feature to record any amendments you have made to the lease. For example, when you create a lease amendment to terminate a lease early, you can update your information in Property Manager with the Amendment feature.

- Edit your lease information. If you simply need to correct an error you made while entering information, and you do not need to create a lease amendment, you can use the Edit feature to update your lease information.

Lease Abstraction Process

When you *abstract* a lease, you identify critical information in the lease and in related documents, such as conveyance documents, insurance policies, and service provider contracts. You then enter the information in the Leases window of Oracle Property Manager. Later, you can easily query the information, review it, and act on it.

Lease Information Sources

Some of the information you enter in the Leases window does not come directly from your lease documents, but rather from the business processes used by your organization.

- Your lease documents provide information about the location being leased, the parties to the lease, the terms of the lease, and ancillary contractual agreements.

- Your business processes and standards determine items such as lease naming conventions, account numbers for payments or remittances, and the names of users who are responsible for performing lease–related activities.

  Note: Ancillary agreements are contracts between either the landlord or the tenant and a third party. Such agreements can include insurance policies, maintenance contracts, and contracts with other service providers. The lease and the ancillary agreements may require you to make different types of payments in addition to rent, such as insurance, taxes, or operating expenses.

Lease Terms and Processes

The Leases window includes an upper region, where you enter information that describes and identifies the lease, and a group of tabbed regions, each of which is dedicated to a specific lease term or element of lease information.

The information you enter in the Leases window will:

- Identify the lease with a unique name and number.

- Describe the type, class, and current status of the lease.

- Describe the terms of the lease and the significant elements of related documents.

- Initiate or continue a payment or billing process.

Lease Description

Unique Lease Attributes

Unique lease attributes identify one specific lease. You enter these attributes when you first begin to abstract the lease:

- *Name* of lease. If you follow a consistent naming procedure when your create lease names, you will be able to readily identify the locations that each lease refers to.

- *Number* of lease. Oracle Property Manager can be configured to handle lease numbers in one of two ways, depending upon how it is implemented. Either the system automatically assigns a lease number to each new lease, or you enter a lease number each time you set up a new lease. If you enter the lease number, use a consistent lease numbering system. Property Manager does not enable you to assign the same number to two leases.

General Lease Attributes

These attributes can apply to any lease:

- *Type* of lease. The lease type describes how the rental amount is calculated. Three common types of leases are the gross lease, the net lease, and the percentage lease.

- *Lease Class.* The lease class indicates your role as it is defined in the lease you are abstracting. In each lease you can have one of two possible lease roles: tenant or landlord. The lease class that you select also determines whether you will use the Payments feature or the Billings feature. See: Payments and Billings Overview: page 3 – 25.

  - Choose the *Direct* lease class if you are the tenant in the lease. The Direct lease class enables the Payments feature, which is used by tenants to make payments to landlords and suppliers.

  - Choose the *Third Party* lease class if you are the landlord in the lease. The Third Party lease class enables the Billings feature, which is used by landlords to bill tenants and customers.

  - Choose the *Sublease* lease class if you are subleasing the property to a subtenant. The Sublease lease class, like the Third Party lease class, enables the Billings feature.

- *Master Lease Name.* A Master Lease is a lease that you have previously abstracted in Oracle Property Manager. It covers the same property that is covered by the lease you are currently abstracting. In the Master Lease, however, your role is that of tenant, while in the current lease, your role is that of landlord. You designate a master lease only if you are subleasing the property to a subtenant. To do this, you must choose Sublease as the Lease Class.

  Additional Information: When you choose the Sublease class and enter the name of a Master Lease, you are a party to two leases. In one lease your role is tenant, and in the other lease your role is landlord. You enter the ”tenant” lease into Oracle Property Manager first, then enter the ”landlord” lease. When you do this, the ”tenant” lease becomes the Master Lease in reference to the ”landlord” lease.

- *Status* of lease. A lease can have either Draft or Final status. The status of the lease determines what actions you can take regarding two areas of the lease abstraction process: making changes to the lease, and generating payments and billings.

  - Changes to the lease: If the lease is in draft status, you can modify, delete, or add to the existing lease information. If the lease is in final status, you cannot make changes to the lease unless you perform an edit or create a lease amendment.

– Payment and billing schedules: When you enter payment or billing terms in the Leases window, you initiate the process that creates scheduled payments or scheduled billings. When you change the lease status from Draft to Final and save your work, you generate scheduled payments or billings. If you finalize the lease before you enter payment or billing terms, you will have to edit the lease in order to generate payment or billing schedules.

Entering Lease Elements

Lease elements are the significant points of information in the lease itself, and in ancillary or third–party agreements associated with the lease. Lease elements provide the information you need to perform the administrative tasks necessary to implement the lease terms and the ancillary agreements. You enter information about lease elements in the tabbed regions of the Leases Window.

See Also

Lease Window and Edit Lease Window Reference: page 3 – 66.

Milestones

Most of the tabbed regions in the Leases window include the Milestones feature, which enables you to keep track of decisions and events that take place during the course of the lease. Milestones can be set up in these tabbed regions:

- Details
- Insurance
- Options
- Payments
- Billings

See Also

Milestones: page 3 – 17

Lease Details

The lease details you abstract include:

- **User Responsible.** This is the person in your organization who is assigned responsibility for the lease you are abstracting.

- **Account.** This is the account number to be charged for payments or used for remittances.

- **Proration Rule.** Timing used to prorate lease costs over a shorter period of time, for example, if the lease starts mid–month. The options are 365 days per year, 360 days per year, or days per month. The option you choose can vary depending on the lease and your accounting practices.

- **Dates**. These include execution, commencement, and termination dates of the lease itself, and of ancillary contractual agreements.

Contacts

In the Contacts region you keep track of the name, role, and site of companies with whom you do business as part of administering the lease. You enter information about these companies in the Service Providers window, where you can record additional information such as company addresses, and the names and phone numbers of company employees whom you might need to contact.

See Also

Service Providers Overview: page 2 – 23

Location Information

When you enter information about a lease, you can describe the location that the lease covers by entering location information in the Location tabbed region of the Leases window. If the lease covers more than one location you can enter information for all leased locations.

> **Note:** You must set up a location before you can enter lease information in the Lease window.

See Also

Locations Overview: page 2 – 25

Insurance

You can enter information about any insurance policies that cover the leased location in the Insurance tabbed region. In the Coverage Amount fields you can enter the amount of insurance that is legally required, if any, and enter separately the amount of insurance that was actually purchased under the specified policy.

Obligations

Obligations outline which party is responsible for performing or paying for specific services, costs, or duties. You can enter information about these services and obligations in this tabbed region. Examples of such services and obligations include:

- Building security
- Parking
- Maintenance
- Management
- Repairs
- Heating

Options

The lease may specify options that the tenant or landlord can exercise at different times during the course of the lease. You enter information about these options in the Options tabbed region. Some common lease options are:

- Purchase of the property by the tenant.
- Extension of the lease period.
- Modifications to the leased property.
- Expansion of the lease to cover additional space.

Payments

If you are a tenant, you can create payment items and schedules for the various payments you have to make in connection with your property. These can be payments of rent you make to the landlord, or payments you make to any of your suppliers.

Billings

If you are a landlord, you can create billing items and schedules to keep track of the rents and other payments that are made to you.

Notes

Your lease abstract can include any explanatory notes that you want to accompany the lease information. For example:

- If by leasing office space you acquire the right to a parking space, you can record that information in Notes.

- If you are a landlord with a holdover tenant, you can indicate that the tenant is a holdover in Notes.

Suggestion: You can also use notes to help you query a lease.

Rights

Rights are entitlements granted by the landlord to the tenant. Right types are defined by the system administrator in the Lookups window. The following are examples of rights:

- Right to assign or sublease: entitles the tenant to sublease the property or assign their rights.

- Roof rights: entitles the tenant to install antennae and satellite dishes on a specific part of the roof.

- Right of first refusal to adjoining space: requires the landlord to disclose the availability of property next to the tenant's space. This gives the tenant the opportunity to rent this adjoining space or refuse the offer before offering this space to other potential tenants.

See Also

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease
Windows: page 3 – 69

Milestones: page 3 – 17

Abstracting a Lease

You use the Leases window to enter the information you have abstracted from the lease. When you navigate to the Leases Window and choose the New button, the Lease (New) window displays an upper region with fields for the basic information that will identify the lease, and a tabbed region with tabs for entering specific information about the contents of the lease.

Prerequisites:

❑ Set up Service Providers. See: Setting Up Service Providers: page 2 – 31.

❑ Set up Locations. See: Setting Up Locations: page 2 – 37.

▶ **To set up a new lease:**

1. From the Navigator, choose Leases and Documents and then Enter Leases and Documents to display the Leases window.

2. Choose the New button to display the Lease (New) window.

3. In the Name field, enter a unique name for the lease.

4. Enter the lease number if Oracle Property Manager does not assign one.

5. Select the Type of lease. Lease types, such as Net and Gross, indicate whether the tenant is responsible for the payment of any fees, such as taxes and maintenance fees, in addition to rent.

6. Select the Lease Class. If you are the tenant in the lease you are abstracting, select the Direct lease class. If you are the landlord, select the Third–Party lease class. If you are subleasing the property to another tenant, select the Sublease class.

7. Select the Master Lease name if you have selected Sublease as the Lease Class.

   Note: If the lease you are setting up is either Direct class or Third–Party class, the Master Lease field is read–only.

8. Verify that the Status field value is Draft.

> **Note:** The Status field has two possible values: Draft and Final.

- A draft lease is one for which you have not completed the abstraction process.

- A finalized lease is one for which you have completed the abstraction process and have no additional information to enter.

The default value of the Status field is Draft. If you leave the Draft status of the lease unchanged until you have completed the abstraction process, you will not have to amend or edit the lease if you need to change or add lease information. Change the lease status from Draft to Final *after* you have abstracted information about the lease and entered it in the tabbed regions of the Leases window. See: Lease Window Tabbed Regions : page 3 – 13.

See Also

Lease Window and Edit Lease Window Reference: page 3 – 66

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Lease Window Tabbed Region

Prerequisite:

❑ Complete the upper regions of the Leases window. See Abstracting a Lease: page 3 – 11

▶ **To enter lease information:**

> **Note:** For detailed information about each of the tab controls, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69**.**

> **Note:** Tab controls that include information on critical dates include a **Milestone** button**.** Use the Milestone button to assign a person to be responsible for completing a particular action associated with the lease. See Setting Up Milestone Templates and Milestones: page 3 – 20.

1. **Details Tab Control.** Enter the name of the person who is responsible for administering the lease in the User Responsible field. Enter the account that will be charged in the Account field. Enter the execution, commencement, and termination dates of the lease in the Key Dates Region. See Details Tabbed Region: page 3 – 71

2. **Contacts Tab Control.** Enter the Role, Company Name, and Site of the service provider. See Contacts Tabbed Region: page 3 – 70

3. **Locations Tab Control.** Enter location information for the building, floor, or office that you are setting up. See Locations Tabbed Region: page 3 – 72

4. **Insurance Tab Control.** Enter information on insurance policies that cover the location. See Insurance Tabbed Region: page 3 – 72

5. **Obligations Tab Control.** Enter obligations listed in the lease. Obligations outline which party is responsible for performing or

paying for specific services, costs, or duties. See Obligations Tabbed Region: page 3 – 74

6. **Payments Tab Control.** (For Lease Class: Direct) Enter all payment terms you want to set up. See Entering Payment Information: page 3 – 36

7. **Billings Tab Control.** (For Lease Classes: Sublease or Third party) Enter all billing terms you want to set up. See Entering Billing Information: page 3 – 44

8. **Options Tab Control.** Enter information on any options that are specified in the lease. See Options Tabbed Region: page 3 – 75

9. **Notes Tab Control.** Enter any notes that you want to add to your lease information. See Notes Tabbed Region: page 3 – 73

10. **Rights Tab Control.** Enter any rights specified in the lease. See Rights Tabbed Region: page 3 – 76

11. Save your work.

Entering Prepayments

Prerequisite

❑ The supplier site is not enabled as a Pay Alone supplier in the Suppliers window.

▶ **To manage a Prepayment:**

1. Enter the prepayment payment terms:

   • Frequency of One Time. Use the same start date and end date.

   • If you are normalizing the rent payments, enable the normalize check box for the prepayment payment item.

   • Enter a target date, which is the rent payment date that the prepayment will prepay.

   Property Manager will create a payment item to offset the prepayment on the target date.

2. Enter payment terms for the term of the lease to create a recurring payment schedule. This payment schedule should include a payment for the target date.

3. On the target date export all payments to Payables, even if the sum of the payments is zero. This ensures that the accounting is correct.

Milestones

Some lease administration processes require you to make decisions and take actions at specific times during the course of the lease. In Oracle Property Manager you can set up *milestones* that correspond to these required actions. You can then keep track of the decisions and actions that are required, and handle them on a timely basis. If you have installed Oracle Alert, you can set up an automatic notification system that will inform users of milestones according to a schedule you create.

Milestone information includes the type of milestone, the name of the user responsible for acting on the milestone, the date by which the action must be taken, and the schedule according to which user notification will take place.

This discussion includes the following topics:

- Milestone Types: page 3 – 17
- Milestone Templates: page 3 – 18
- Lease Milestones: page 3 – 19

See Also

Milestone Types Overview

You can define different types of milestones to address the various lease events that will require action. After you enter these milestone types in the Lookups window, you can use the tabbed regions of the Leases window to associate milestones with a specific lease. Some common milestone types are:

- Insurance, for renewal of policies and payment of premiums.
- Lease options, for renewal or early termination of the lease.
- Lease payment and billing terms, for the timely creation and payment of invoices.

Milestone Templates Overview

A milestone template is a group of milestone types and users that you collect together under a single milestone template name. Each item that you list in the template consists of a milestone type, the name of the primary user, and, optionally, notification scheduling information.

The milestone template identifies one or more users who should be notified of particular milestones, so that they can take the appropriate action. Using a milestone template saves you the trouble of having to redefine milestone responsibilities every time you abstract a lease, by enabling you to group together milestone types and users that you commonly apply to your leases. With milestone templates, you can associate a defined group of milestone types and users with each lease, rather than having to associate each individual member of the group with the lease, one at a time. You can also assign the responsibility for taking action on a milestone to one user or to a group of users.

When you design a milestone template, you can associate milestone types with users in three ways:

- One milestone type can be associated with one user.
- Multiple milestone types can be associated with one user, when that user has the responsibility for those milestones.
- Multiple users can be associated with one milestone type, when it is necessary for one user to provide backup for another.

After you have set up milestone templates, you can associate them with leases in the tabbed regions of the Leases window.

You can automate the process of milestone notification by using Oracle Alert, or another notification system. Oracle Alert will send an email about approaching milestone dates to users who have been identified as Primary Users.

You can also manually review lease milestone information as necessary, by navigating to the Leases Window, opening a lease, and choosing the Milestones button.

See Also

Setting Up Milestone Templates: page 3 – 20

Lease Milestones

You can create milestones for each element of the lease that requires you to take some action during the life of the lease. Each of these lease elements has its own tabbed region in the Leases window.

- Details Milestones can alert you to an upcoming lease termination date.

- Insurance Milestones can indicate when an insurance payment is due, and when an insurance policy needs to be renewed.

- Options Milestones can notify you that the period of time during which you can exercise an option is nearing.

- Payments Milestones can remind you to set up payment items and scheduled payments, and to export schedule payments to your accounts payable application.

- Billings Milestones can remind you to create invoices and scheduled billings, and to export billings to your Accounts Receivables application.

See Also

Setting Up Milestone Templates and Milestones

This discussion includes the following topics:

- Setting Up Milestone Templates: page 3 – 20
- Setting Up Milestones: page 3 – 21

Setting Up Milestone Templates

Prerequisite:

❑ In the Lookups window define values for milestone types and primary users. See: Lookups: page 2 – 15.

▶ **To set up milestone templates:**

1. Navigate to the Milestone Templates window.

2. In the Name field, enter the name of the milestone template you are creating. Enter a template name that indicates the contents of the template so it will be clear to different users.

3. In the Description field, you have the option of entering a description of the template, which can provide additional

information for other users. For example, your description might state: "These payment milestones are only used with net leases."

4. In the Type field, enter a type of milestone that is appropriate to this template.

5. In the Primary User field, enter the name of the user who will have primary responsibility for taking action on the corresponding milestone type.

6. In the Lead Days field, enter the estimated number of days that will be required to complete the milestone type you entered.

7. In the Frequency field, enter the number of days that you want to elapse from one user notification to the next.

8. Save your work.

Setting Up Milestones

Prerequisite:

❑ In the Lookups window define values for milestone types and primary users. See: Lookups: page 2 – 15.

▶ **To set up milestones:**

Note: If you are currently entering lease information in an active Leases window, proceed to Step 3.

1. Navigate to the Leases window.

2. Perform a query to retrieve the lease for which you want to enter milestones.

3. Navigate to the tabbed region for the lease element for which you want to set up milestones. You can set up milestones in these tabbed regions:

- Billings
- Details
- Insurance
- Obligations
- Options
- Payments

4. Choose the Milestones button.

5. If you have previously set up a milestone template that includes the milestone types and users that you want to associate with this lease element, select and enter the Template Name, and choose the Select Template button.

> **Note:** If the milestone template you entered includes all the milestone types and users you want to enter, proceed to Step 8.

6. Select the milestone type you want to associate with this lease element.

7. Select the name of the user who will be responsible for taking action on the associated milestone type.

8. In the Action Due Date field, enter the date by which the action required by the milestone must be taken.

9. If the Lead Days field is blank, enter the estimated number of days that will be required to complete the specified milestone type.

10. If the Frequency field is blank, enter the number of days that you want to elapse from one user notification to the next.

11. Repeat Steps 6 through 10 if you need to enter additional milestone types and users.

12. Save your work.

Normalizing Payments or Billings

If you have a lease for which payment amounts vary over the lease term, Property Manager can normalize a lease for you and renormalize it if you amend the lease. *Normalization,* also known as straight–lining, spreads the cost of rent payments and rent abatements over the life of a lease to more accurately record the lease expense or revenue during the time it was incurred. For example, you have a three month lease, and your payments to your landlord are $500, $600, and $700. However, you want to record one third of the entire cost of the lease each month, so you normalize the lease payments to record a rent expense of $600 each month.

When you enter a lease, you enable the Normalize check box for a payment, billing, or abatement if you want it to be included in the normalization calculations. Refer to the accounting rules used by your organization to confirm which payments you are allowed to normalize.

☞ **Attention:** Enter all items, and be certain which items you want to normalize, because Property Manager renormalizes for amendments only, not edits.

After you save changes to a lease, Property Manager creates a payment or billing schedule. In the View Requests window you can then review the payment/billing schedule and the normalized amounts. If Property Manager needs to prorate a normalized amount, for example, if your payments are monthly and the lease begins mid–month, Property Manager uses the proration rule you selected in the Leases window.

You then submit the Normalized Rent Schedule Report, which shows you which manual journal entries to make in your general ledger to account for the normalized amounts in the deferred liability account and expense account. You make manual journal entries in Oracle General Ledger in the Enter Journals window. See: Enter Journals Window *(Oracle General Ledger User Guide).*

Continuing with the previous example, your payments to the landlord are $500, $600, and $700, and eventually will be charged to the expense and cash accounts. To record the normalization, you need to create the following manual entries in the first and third months to the expense and deferred liability accounts:

Month	Accounting Created	Debit	Credit
1	automatically	$500 expense	$500 cash
1	**manually**	**$100 expense**	**$100 deferred liability**
2	automatically	$600 expense	$600 cash
3	automatically	$700 expense	$700 cash
3	**manually**	**<$100> expense**	**<$100> deferred liability**

These manual journal entries in your general ledger ensure that the expense account is charged for the appropriate normalized rent each period. The charges to the deferred liability account sum to zero by the end of the lease period.

See Also

Normalized Rent Schedule Report: page 5 – 16

Editing or Amending a Normalized Payment or Billing

If you amend a lease because the parties agree to change the terms, then Property Manager *renormalizes* the lease. In other words, it recalculates the normalized amounts based on the new information. Property Manager renormalizes starting from the execution date of the amendment. Therefore only the remaining lease term is recalculated.

> **Note:** Property Manager does not include Approved payments in renormalization because they have already been accounted.

Payments and Billings Overview

Oracle Property Manager includes two features that you use to manage financial transactions for your property. You manage **payments to suppliers** with the payments feature, and you manage **billings to customers** with the billings feature. You set up both types of transactions in Property Manager, then you export the transaction information to Oracle Payables or Oracle Receivables.

	FEATURE	
	PAYMENTS	**BILLINGS**
Application that Property Manager Integrates With	Oracle Payables	Oracle Receivables
Type of Trading Partner	Supplier	Customer
Examples of Transaction	– Rent to Landlord – Taxes – Operating expenses – Insurance	– Rent from Tenant
How Transaction is Identified	Invoice number	Transaction number
Lease Class	Direct	Third party or Sublease

Table 3 – 1   (Page 1 of 1)

Each of these features enables you to set up financial transactions that can occur at any time during the life of the lease. The transactions can take place one time only, or they can be recurring transactions that take place according to a schedule that you determine. For example:

- One–time–only transactions can include security deposits and certain types of operating expenses.

- Recurring transactions can include rent and taxes.

  Note: The lease class that you select determines whether the payments feature or the billings feature is enabled. You enable the payments feature by selecting the Direct lease class. You enable the billings feature by selecting either the Third party or the Sublease lease class.

This discussion includes the following topics:

- Trading Partners: page 3 – 26
- The Payments and Billings Processes: page 3 – 27
- Transaction Terms: page 3 – 28
- Payment and Billing Events and Schedules: page 3 – 29
- Authorized Schedule Events: page 3 – 31
- Payment and Billing Items: page 3 – 32
- Prepayments: page 3 – 52
- Deferred Payments and Billings: page 3 – 33
- Integration With Oracle Payables and Receivables: page 3 – 34

See Also

Setting Up Payments: page 3 – 36

Setting Up Billings: page 3 – 44

Trading Partners

Your trading partner is the party with whom you conduct the financial transaction. Information about trading partners is created and maintained in the Oracle financial application to which you export the transaction information from Property Manager. Supplier information is maintained in Oracle Payables, and customer information is maintained in Oracle Receivables.

See Also

Suppliers *(Oracle Payables User's Guide)*

Customers Overview *(Oracle Receivables User's Guide)*

The Payments and Billings Processes

When you are setting up payment and billing information, each step in the process is a separate task. After you complete a step, you can immediately continue on to the next step, or you can stop the process at that point, and return to the next step at a later time. You can set up the terms and schedules for payments or billings when you first abstract the lease, or at any time thereafter.

The process of creating payments or billings consists of four basic steps:

1. You enter the terms of the transaction in the Payments or Billings tabbed region of the Leases window. See: Entering Payment Information: page 3 – 36 and Entering Billing Information: page 3 – 44.

2. You create a payment or billing schedule, made up of individual schedule events, by finalizing the lease in the Leases window and then saving your work.

3. You authorize schedule events in the Authorize Payments or Authorize Billings window. See Authorized Schedule Events: page 3 – 31.

4. You export payment or billing items to Oracle Payables or Oracle Receivables, using the Export Payments to Payables or Export Billings to Receivables window. See: Exporting Payment Items to Oracle Payables: page 3 – 40 and Exporting Billing Items to Oracle Receivables: page 3 – 48.

> **Note:** You can also prepay or defer a payment or billing item. See: Prepayments: page 3 – 52 and Deferred Payments and Billings: page 3 – 33.

Transaction Terms

You enter the terms of the transaction in the Payments or Billings tabbed region of the Leases window. Oracle Property Manager uses the information you enter to generate payment or billing schedules and scheduled events.

Your sources for transaction term information are:

- The lease.

- Documents covering ancillary agreements related to the lease, such as insurance policies and contracts with service providers.

- Your organization's business processes, which will determine what values you enter in certain fields, such as:

    - The account number to be charged for the payment or credited for the billing.

    - The purpose you assign to the transaction.

See Also

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Transaction Terms Details

In the Payments or Billings tabbed region of the Leases window you enter detailed information about the transactions you are setting up. This information includes:

- The **purpose** of the transaction. You can enter the same purpose in more than one transaction. For example, you may enter two payment terms that both have rent as their purpose, if the first term covers a different time period than the second term.

- The **type** of transaction. The transaction type indicates the origin of the payment or billing item. For example, for the Rent payment purpose the payment type may be base, direct, escalation, or abatement.

    Note: If the type of transaction you choose is *Prepayment*, the Frequency of the transaction must be One Time, and the Start Date and End Date must be identical to each other.

- The **account number** that will be charged or credited for the payment or billing. Select the account number from your organization's chart of accounts.

- The **amount** of each scheduled payment or billing. If you know the exact amount of the payment or billing, you can enter it as the **actual amount**. If you do not know the exact amount, you can enter an **estimated amount**. For example, when you are scheduling payments for taxes or utilities, you may be able to estimate the amount of the payment based on previous payments. Later, when you know the actual amount, you can enter it.

- The **Start Date** and **End Date** of the transaction period. The transaction period start date cannot be earlier than the commencement date of the lease, and the transaction period end date cannot be later than the termination date of the lease.

- The name of the **Supplier**, and the **Supplier Site**, to whom the payment is made, or the name of the **Customer** and **Customer Site** to whom the billing is made. This information comes from the list of suppliers in Oracle Payables, or the list of customers in Oracle Receivables. See: Suppliers *(Oracle Payables User's Guide)* or Customers Overview *(Oracle Receivables User's Guide)*

- The **Frequency** with which payments or billings are to be made. You can set up recurring payments or billings by entering a frequency value of weekly, monthly, quarterly, semiannually, or annually. You also use the Frequency field to set up a one–time–only payment or billing.

See Also

Payment and Billing Events and Schedules

When you finalize and save the transaction term information that you enter in the Leases window, Oracle Property Manager begins a concurrent process that generates either a *payment schedule* or a *billing schedule.* When the concurrent process is complete you can view the schedule in the Authorize Payments or Authorize Billings window.

These schedules are lists of monthly *schedule events.* A schedule event is a record that shows the total amount of money that is scheduled to be paid to all suppliers, or billed to all customers, in a specific month under the transaction terms of a specific lease. A separate schedule event is created for each month starting with the commencement date of the lease and ending with the termination date.

> **Note:** You can also manually create schedule events, for example when you need to defer a payment item that was included in the latest monthly scheduled payment. You can create a scheduled event manually only if a schedule event with the same schedule date does not already exist. See: Deferred Payments and Billings: page 3 – 33

Schedule Event Terms

When Oracle Property Manager generates a payment or billing schedule event, the terms of the event derive from the terms you entered for the payments or billings in the Leases window. The information in each schedule event includes:

- Lease name and number. A single schedule can include payment events from one lease or from many leases.

- Schedule Date. By default the schedule date for each event is the first day of the month.

- Approval status and name of approver. When you approve a payment schedule event, you approve for export to Oracle Payables all the individual payment items included in that event. When you approve a billing schedule event, you approve for export to Oracle Receivables all the individual billing items included in that event.

- Period name. This is the name of the general ledger monthly accounting period for the payment or billing.

- Total amount. For payment events, this is the sum total of all payments, to all suppliers, for all purposes, under one lease, for the specified month. For billing events, this is the sum total of all billings, to all customers, for all purposes, under one lease, for the specified month.

Authorized Schedule Events

When you authorize a payment or billing schedule event, you are approving all of the individual items it contains for export to Oracle Payables or Oracle Receivables. You cannot export items if the schedule that includes them has not been authorized. Before you authorize a schedule event, you can change the supplier or customer name and site, and the account, of any items that the event contains. You can also defer any of the individual items in the schedule to the next schedule event. See: Deferred Payments and Billings: page 3 – 33.

You display schedules in the Authorize Payments or Authorize Billings window. To select different groups of events that you want to include in the schedule, you enter search criteria in either the Find Payment Schedules or Find Billings Schedules window. You can display any one of these groups of events in a single schedule:

- All events for one lease

- All events for multiple leases that occur within a specified start and end date range

- All events for multiple leases that have the same transaction period.

- All events that have been approved.

When Oracle Property Manager first generates the scheduled event, its status is Draft. You approve an event by changing its status to Approved and saving your work. You must approve the event with the earliest schedule date first. The approval takes effect when you save your work.

See Also

Searching for Information: *(Oracle Applications User's Guide or online help)*

Payment and Billing Items

A payment or billing *item* is the basic unit of the financial transaction process. It is a record of individual payments or billings that you set up in a transaction term and that you can export to Oracle Payables or Oracle Receivables. The Payment Schedule Details window and the Billing Schedule Details window display all of the items that make up a single payment or billing schedule event. The upper region of the window shows information that identifies and pertains to the entire schedule event. The lower region shows detailed information that pertains to each payment or billing item.

The item **Due Date** has a default value that is the first day of the month of the period in which the payment or billing is to be made. If you want to change the Due Date you can override the default value by entering another date that falls within the same period.

In the Payment Schedule Details window you can defer individual payment items to the next schedule event. In the Billing Schedule Details window you can defer individual billing items to the next schedule event. See: Deferring Payment Items: page 3 – 42 and Deferring Billing Items: page 3 – 50.

You can also approve the entire Schedule Event by entering Approved in the Status field in the upper region of the window.

Payment Item Amount

To calculate the *amount* of each individual item, Oracle Property Manager refers back to the amount you entered in the Actual Amount field in the payment or billing term. Based on that amount, Oracle Property Manager calculates a daily amount that it then multiplies by the number of days in the interval that you specified in the Frequency field. This calculation produces the schedule item amount.

By calculating the item amount in this way, Oracle Property Manager can accommodate any of the various frequency intervals that you want to use, over a term period of any length that you choose. For example, you may want to make semiannual payments over a payment term period that lasts ten months instead of a year. In that case the amount of the first payment will be calculated to cover six months, and the amount of the second payment will be calculated to cover four months.

> **Note:** If you want set up amounts that are equal to each other for payment term periods that are unequal, you can set up separate payment or billing terms for each transaction, and enter One Time as the frequency.

See Also

Deferring Payments and Billings

You can defer individual payment and billing items from one schedule event to the next if the status of the payment event is Draft. If the status of the event is Approved, you cannot defer any items it contains.

Deferring a payment or billing item does not change any of the item's terms, including the original Due Date. The deferred item, with its original due date, will appear as an item in the next schedule event, and the amount of the item will be added to the new event's total amount.

To defer a transaction item to a subsequent schedule event, in the Payment Schedule Details or Billing Schedule Details window highlight the specific item you want to defer and choose the Defer button.

> **Note:** When you finalize and save financial transaction terms, in the Enter Leases window, Oracle Property Manager automatically creates a monthly schedule event for every

month from the commencement to the termination of the lease. If you want to defer an item from the final monthly schedule event that Property Manager created to an event that is *later* than the termination of the lease, you must first manually create the new schedule event by choosing the New button in the Authorize Payments or Authorize Billings window. After you create the new event, you can treat it as any other transaction event.

See Also

Deferring Payment Items: page 3 – 42

Deferring Billing Items: page 3 – 50

Integration With Oracle Payables and Receivables

All payment and billing items that you approve can be exported to either Oracle Payables or Oracle Receivables. To display approved items in the Export to Payables or Export to Receivables window, enter search criteria in the Find window. You can display different groups of approved items, for example:

- All transaction items for one lease.

- All transaction items for multiple leases that occur within a specified schedule or due date range.

- All transaction items for multiple leases that have the same period name, purpose, supplier name, or customer name.

- All transaction items that have an amount that falls within a specified amount range.

By default, each transaction item in an authorized schedule event will be set up for export in either the Export to Payables or Export to Receivables window. You specify the items that you do *not* want to export by unchecking the Export check box.

You can display transaction items that have been exported to Payables or AR by checking the Exported box in the Find Payments window and then entering search criteria. The Exported Payments to Payables or Exported Billings to Receivables window then displays only payment or billing items that meet the search criteria *and* have been exported to Payables or AR.

Payment and Billing Item Numbers

After you export a payment or billing item to Oracle Payables or Oracle Receivables, the system creates a unique number that is assigned to the item.

- When you export a payment item to Oracle Payables, the system creates an *invoice number* that is assigned to the payment item. The invoice number is displayed in the Payments Exported to Payables window.

- When you export a billing item to Oracle Receivables, the system creates a *transaction number* that is assigned to the billing item. The transaction number is displayed in the Billings Exported to Receivables window.

See Also

Setting Up Payments: page 3 – 36

Setting Up Billings: page 3 – 44

Setting Up Payments

You can set up payments that you export to Oracle Payables. Payables uses the payment information to create and pay invoices.

This discussion includes the following topics:

- Entering Payment Information: page 3 – 36
- Creating Payment Schedules and Events : page e3 – 37
- Approving Payment Schedule Events: page 3 – 38
- Exporting Payment Items to Oracle Payables: page 3 – 40
- Deferring Payment Items: page 3 – 42

Entering Payment Information

Prerequisites:

❑ In Oracle Payables set up the suppliers to whom you want to make payments. See: Suppliers *(Oracle Payables User's Guide or online help)*.

❑ In Oracle Property Manager enter lease details in the Leases window. Select Direct as the lease class. See Abstracting the Lease: page 3 – 11.

❑ Define payment account numbers in the lookups window. See: Lookups: page 2 – 15.

▶ **To enter payment terms:**

1. Navigate to the Leases window.

2. In the Payments tabbed region, select the purpose of the payment and the type of payment.

   Note: If you select the Prepayment type of payment, you must enter a frequency of One Time, and the start date and end date must be identical. You must also enter a target date. If you are normalizing the lease payments, enable the Normalize check box. For more details on prepayments, see: Entering Prepayments: page 3 – 15

   A prepayment is applied against a later payment schedule event when you enter the target date of the later event.

3. Select the frequency of payments. If you select One Time for the frequency, the start date and end date must be identical.

4. If you want to normalize the payments, check the Normalize check box. For more information on normalizing payments, see Normalizing Payments or Billings: page 3 – 23.

5. Enter the start date and end date for the period of time this payment term is to cover. The start date cannot be earlier than the commencement date of the lease. If necessary, however, the end date of the payment term can be later than the termination date of the lease.

6. Select the supplier name and supplier Site. This information is maintained in Oracle Payables.

7. The payment account number by default will be the account number you entered in Lease Details. (Optional) Select another account.

8. Enter the estimated amount of the payment if you do not know the actual amount.

9. Enter the actual amount of the payment. If you are setting up recurring payments, this is the amount of each individual payment.

10. Enter a target date if the type of payment is Prepayment. The target date is the date of a later scheduled payment event against which the prepayment will be applied.

11. Save your work.

See Also

Lease Window and Edit Lease Window Reference: page 3 – 66

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Normalizing Payments or Billings: page 3 – 23

Creating Payment Schedules and Events

Prerequisite:

❑ Enter lease payment terms in the Payments tabbed region of the Leases window.

▶ **To create payment schedules and events:**

■ In the Status field in the upper region of the Leases window select Final and save your work. Oracle Property Manager automatically creates payment schedules and payment events for the lease payment terms you entered.

> **Note:** After you have changed the lease status to Final and saved your work, you can make changes to the lease information either by editing the lease or by creating a lease amendment. See: Changes and Additions to the Lease: page 3 – 56.

Approving Payment Schedule Events

When you approve a payment event, all of the individual payment items in that event are approved.

Prerequisites:

❑ Enter lease payment terms in the Payments tabbed region of the Leases window.

❑ Create a payment schedule by changing the status of the lease to Final and saving your work.

▶ **To approve a payment event:**

1. In the Authorize Payments window, select the specific payment schedule event that you want to approve. Choose the Details button to open the Payment Schedule Details window.

Lease Name	Lease Number	Schedule Date	Payment Status	Approved By	Period Name
Oracle Building 1	4590	01/JAN/2001	Draft		
Oracle Building 1	4590	01/FEB/2001	Draft		
Oracle Building 1	4590	01/MAR/2001	Draft		
Oracle Building 1	4590	01/APR/2001	Draft		
Oracle Building 1	4590	01/MAY/2001	Draft		
Oracle Building 1	4590	01/JUN/2001	Draft		
Oracle Building 1	4590	01/JUL/2001	Draft		
Oracle Building 1	4590	01/AUG/2001	Draft		
Oracle Building 1	4590	01/SEP/2001	Draft		
Oracle Building 1	4590	01/OCT/2001	Draft		
Oracle Building 1	4590	01/NOV/2001	Draft		
Oracle Building 1	4590	01/DEC/2001	Draft		

Approve   New   Details

2. Change the payment status of the payment schedule event from Draft to Final.

3. In the Period Name field, select the general ledger period in which you want this payment item to appear.
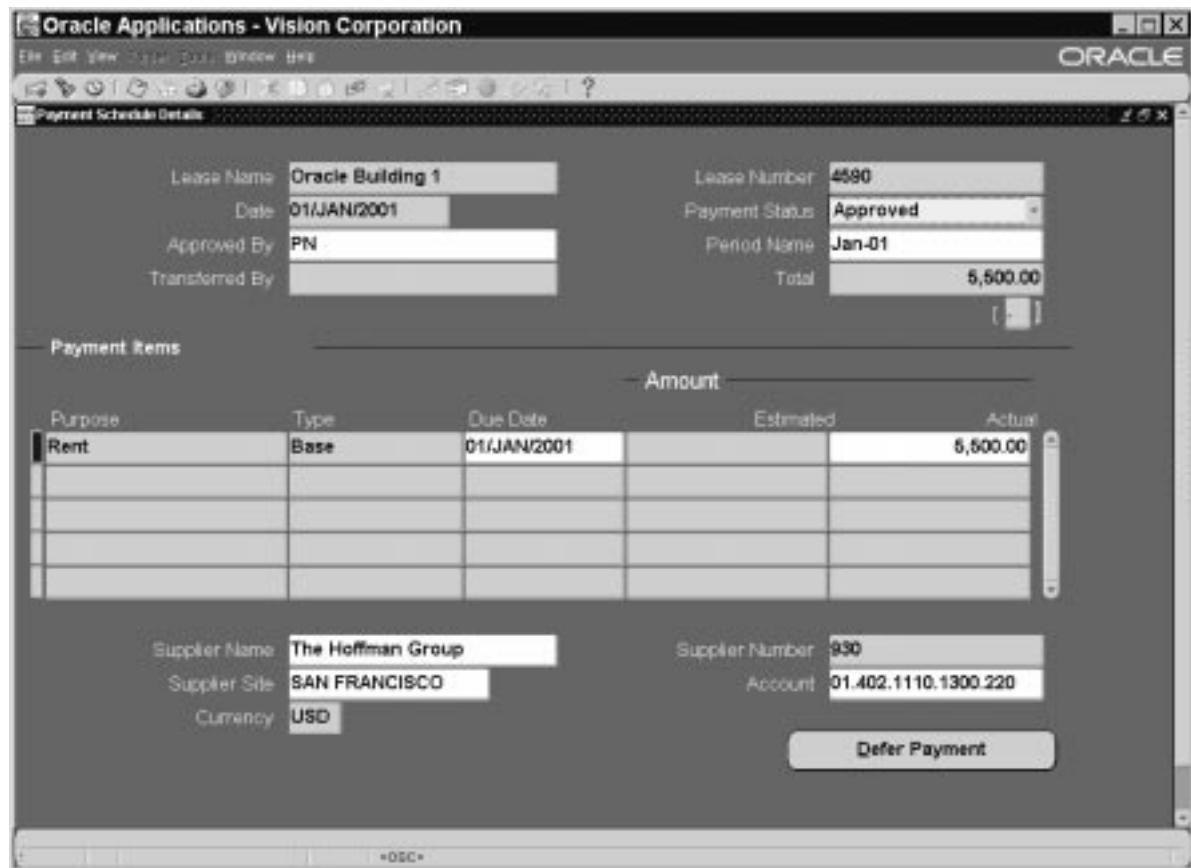
4. Save your work.

Exporting Payment Items to Oracle Payables

You can export any individual payment item that is included in an approved payment schedule event.

Prerequisite:

❑ Suppliers are entered in Oracle Payables. See: Suppliers *(Oracle Payables User's Guide or online help).*

❑ Approve all payment schedules that include payment items that you want to export. See: Approving Payment Schedule Events: page 3 – 38

▶ **To export payment items to Oracle Payables**

1. In the Find Payments window enter search criteria to retrieve the specific payment items that you want to approve. Choose the Find button to open the Export Payments to Payables window.

2. In the Export Payments to Payables window every payment item for which the Export check box is checked will be exported. *Uncheck the Export check box for any payment item that you do not want to export.*
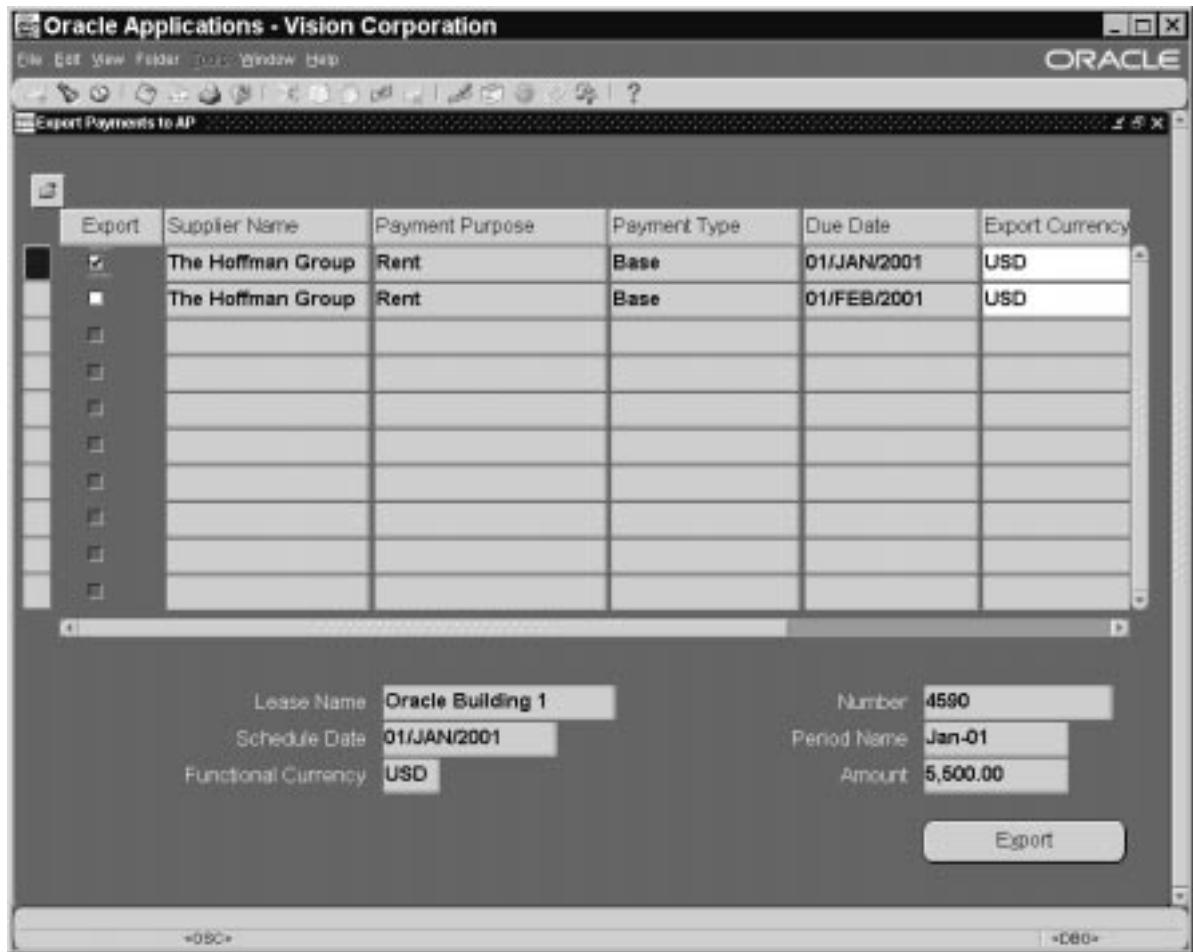
3. Choose the Export button to export all payment items with checked Export check boxes.

4. Property Manager assigns a unique invoice number to each exported payment item. To view the payment item invoice number navigate back to the Export Payments to Payables window.
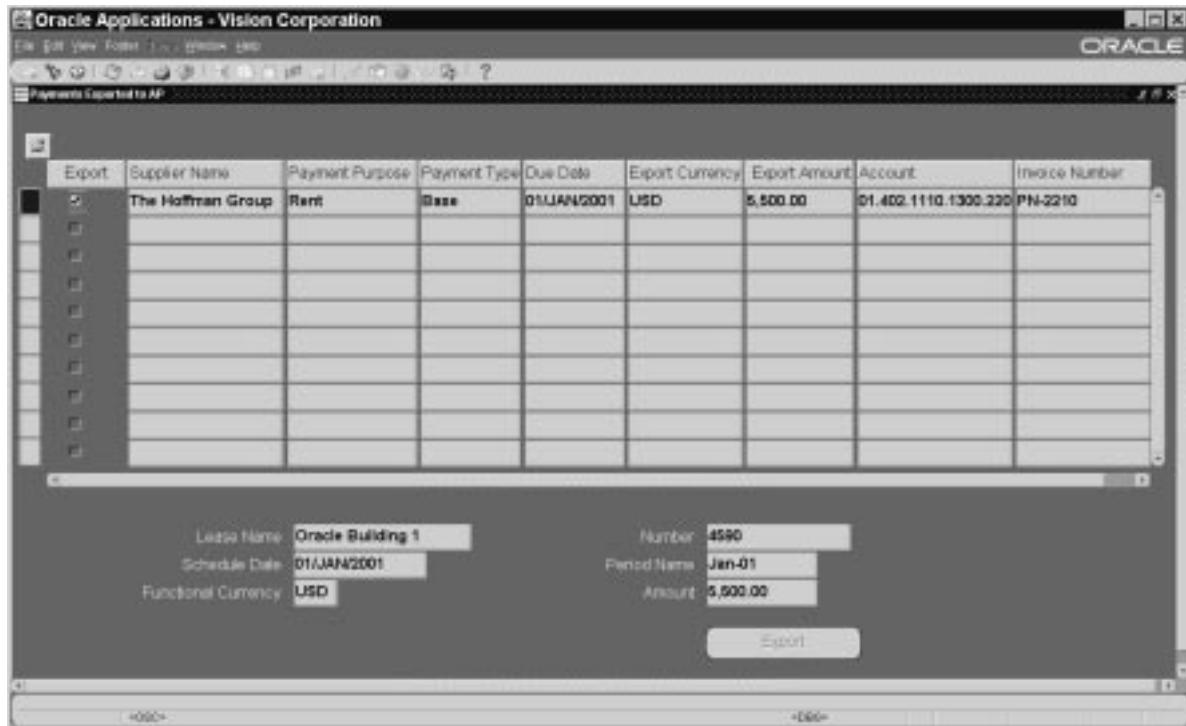
Deferring Payment Items

If a payment schedule event is in Draft status you can defer the included payment items from that event to the next payment schedule event.

Prerequisite:

❑ Create a payment schedule. See: Creating Payment Schedules and Events: page 3 – 37.

▶ **To defer payment items**

1. In the Find Payment Schedules enter search criteria to retrieve the specific payment schedule events that include the payment items

that you want to defer. Choose the Find button to open the Authorize Payments window.

2. In the Authorize Payments window, select the specific payment schedule event that includes the payment items that you want to defer. Choose the Details button to open the Payment Schedule Details window.

3. Select the payment item that you want to defer.

4. Choose the Defer Payment button.

5. Save your work.

Entering Billings

You can enter billing information in Oracle Property Manager that you export to Oracle Receivables. Receivables uses this information to create invoices and record payments.

- Entering Billing Information: page 3 – 44
- Creating Billing Schedules and Events: page 3 – 45
- Approving Billing Schedule Events: page 3 – 46
- Exporting Billing Items to Oracle Receivables: page 3 – 48
- Deferring Billing Items: page 3 – 50

See Also

Payments and Billings Overview: page 3 – 25

Entering Billing Information

Prerequisites:

❑ In Oracle Receivables set up the customers for whom you want to generate billings. See: Customers Overview *(Oracle Receivables User's Guide)*.

❑ In Oracle Property Manager enter lease details in the Leases window. Select either **Third party** or **Sublease** as the Lease Class. See: Abstracting a Lease: page 3 – 11.

▶ **To enter billing terms:**

1. Navigate to the Leases window. Choose the Billings tabbed region.

2. Select the purpose of the billing and the type of billing.

   Note: If you select the Prepayment type of billing, you must enter a frequency of One Time, and the Start Date and End Date must be identical to each other. You must also enter a Target Date. You must also enter a target date. If you are normalizing the lease payments, enable the Normalize check box. For more details on prepayments, see: Entering Prepayments: page 3 – 15

A prepayment is applied against a later scheduled billing event when you enter the Target Date of the later scheduled billing event.

3. Select the frequency of billings. If you select One Time for the frequency, the start date and end date must be identical to each other.

4. If you want to normalize your billings, check the Normalize check box. For more information on normalizing billings, see Normalizing Payments or Billings: page 3 – 23.

5. Enter the start date and end date for the period of time this billing term is to cover. The start date cannot be earlier than the commencement date of the lease. If necessary, however, the end date can be later than the termination date of the lease.

6. Select the Customer Name and Customer Site. This information is maintained in Oracle Receivables.

7. The billing account number by default will be the account number you entered in Lease Details. If you want to enter a different account number, select another account from Lookups.

8. Enter the estimated amount of the billing if you do not know the actual amount.

9. Enter the actual amount of the billing. If you are setting up recurring billings, this is the amount of each individual billing.

10. You must enter a target date if the type of billing is Prepayment. The target date is the date of a later scheduled billing event against which the prepayment will be applied.

11. Save your work.

Creating Billing Schedules and Events

Prerequisite:

❑ Enter lease billing terms in the Billings tabbed region of the Leases window. See: Entering Billing Information: page 3 – 44.

▶ **To create billing schedules and events:**

■ In the Status field in the upper region of the Leases window select Final and save your work. Oracle Property Manager automatically

creates billing schedules and billing events for the lease billing terms you entered.

> **Note:** After you have changed the lease status to Final and saved your work, you can make changes to the lease information either by editing the lease or by creating a lease amendment. See: Changes and Additions to the Lease: page 3 – 56.

Approving Billing Schedule Events

When you approve a billing event, all of the individual billing items in that event are approved.

Prerequisites:

❑ Enter lease billing terms in the Billings tabbed region of the Leases window. See: Entering Billing Information: page 3 – 44.

❑ Create a billing schedule by changing the status of the lease to Final and saving your work.

▶ **To approve a billing event:**

1. Navigate to the Find Billing Schedules window by selecting Billings:Authorize from the Navigator.

2. In the Find Billing Schedules window enter search criteria to retrieve the specific billing schedule events that you want to approve. Choose the Find button to open the Authorize Billings window.

3. In the Authorize Billings window, select the specific billing schedule event that you want to approve. Choose the Details button to open the Billing Schedule Details window.

4. Change the billing status of the billing schedule event from Draft to Final.

5. In the Period Name field, select the general ledger period in which you want this billing item to appear.
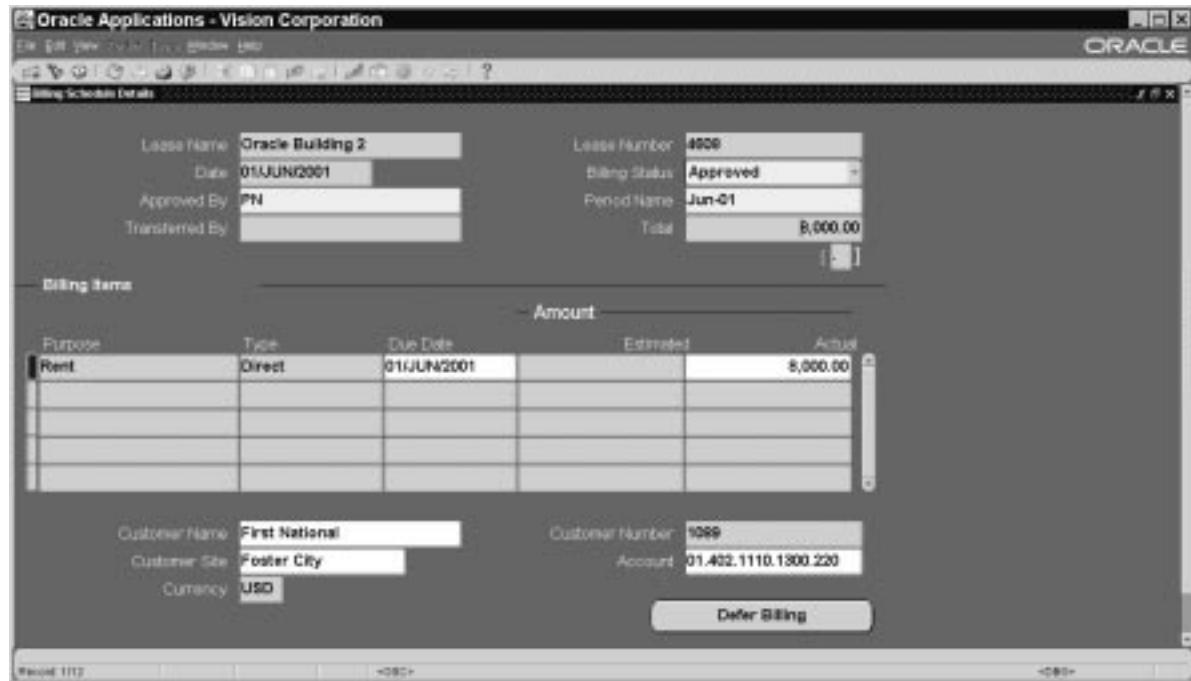
6. Save your work.

Exporting Billing Items to Oracle Receivables

You can export any individual billing item that is included in an approved billing schedule event.

Prerequisite:

❑ Approve all billing schedules that include billing items that you want to export. See: Approving Billing Schedule Events: page 3 – 46.

▶ **To export billing items to Oracle Receivables:**

1. Navigate to the Find Billings window by selecting Billings:Export to Receivables from the Navigator.

2. In the Find Billings window enter search criteria to retrieve the specific billing items that you want to approve. Choose the Find button to open the Export Billings to Receivables window.

3. In the Export Billings to Receivables window every billing item for which the Export check box is checked will be exported. *Uncheck the Export check box for any billing item that you do not want to export.*
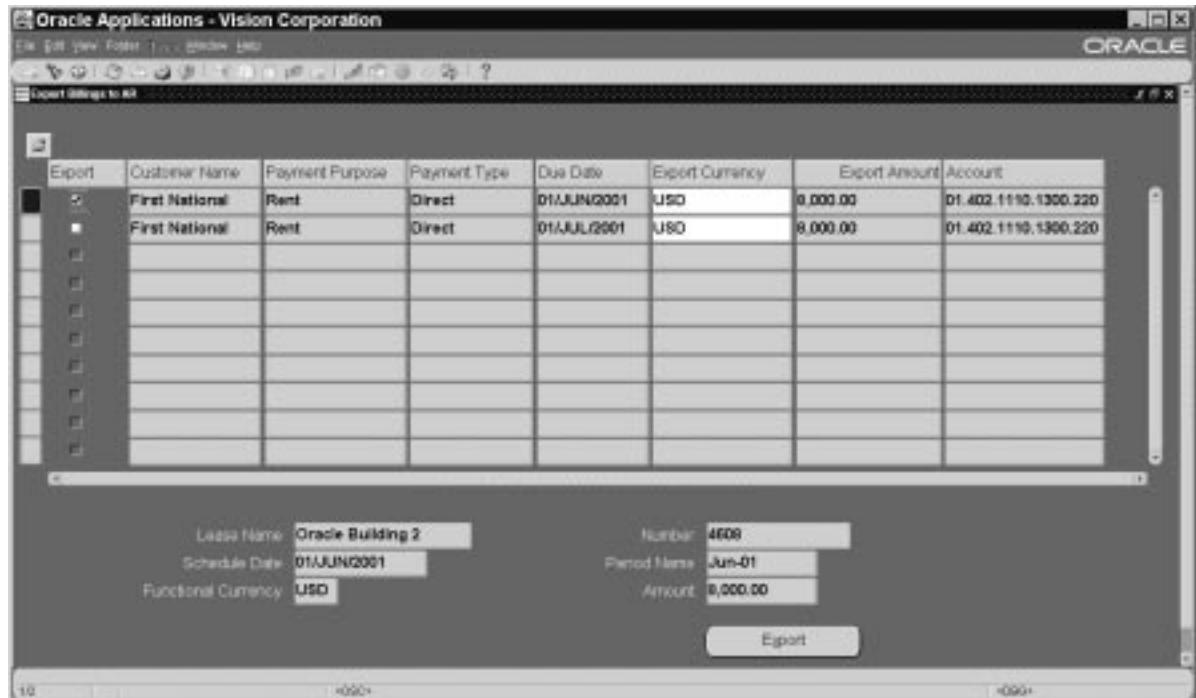
4. Choose the Export button to export all billing items with checked Export check boxes.

5. Oracle Receivables assigns a unique transaction number to each exported billing item. To view the billing item transaction number navigate back to the Export Billings to Receivables window.
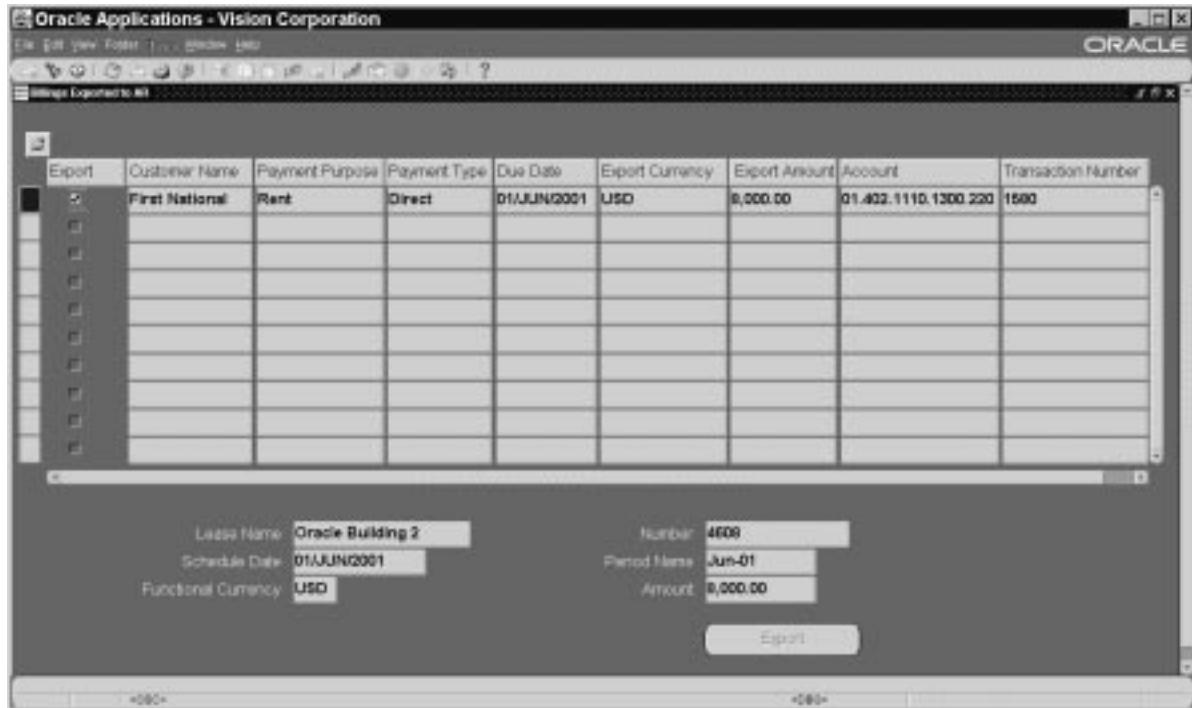
Deferring Billing Items

If a billing schedule event is in Draft status you can defer the included billing items from that event to the next billing schedule event.

Prerequisite:

❑ Create a billing schedule. See: Creating Billing Schedules and Events: page 3 – 45.

▶ **To defer a billing item:**

1. Navigate to the Find Billing Schedules window by selecting Billings:Authorize from the Navigator.

2. In the Find Billing Schedules enter search criteria to retrieve the specific billing schedule events that include the billing items that you want to defer. Choose the Find button to open the Authorize Billings window.

3. In the Authorize Billings window, select the specific billing schedule event that includes the billing items that you want to defer. Choose the Details button to open the Billing Schedule Details window.

4. Select the billing item that you want to defer.

5. Choose the Defer Billing button.

6. Save your work.

In the figure below the August billing item has been deferred to September.

Prepaying Rent Payments or Billings

You can record rent prepayments for both payments and billings. For example, the tenant might prepay the first or last month's rent.

You enter separate payment terms for prepayments. The start date and end date are the same. You enter a *target date*, which is the rent payment date that the prepayment pays. Also, for the prepayment, enter a prepaid expense account for the account.

> **Note:** For clarity, this section describes how to normalize payments. Use the same steps to normalize billings.

You then enter payment terms for the lease to create a recurring lease payment schedule just as you would if you had not made a prepayment.

After you enter a prepayment, Property Manager automatically creates a payment item for the target date. This amount of the payment item is the negative amount of the prepayment, and the payment item uses the same account as the prepayment. On the payment date, you export to Payables both the negative amount payment item and the regularly scheduled rent payment item. Exporting these payment items creates unpaid invoices in Payables.

Make sure that the supplier site is not set to Pay Alone in the Supplier Sites window. If the sum for the period is zero, then Payables creates no payment. However, even if Payables creates no payment, it records accounting for the two invoices: the prepaid expense account is relieved and the rent expense is applied in the correct period.

For example, you are the tenant, rent payments are $6000 per month, and the lease term is from January 1 to June 30. On January 1 you pay the first and last month's rent. You create a $6000 payment item for the prepayment with the start date and end date both January 1, and the target date of June 1. You then create a payment schedule for the lease term from January 1 through June 30, with payments of $6000 per month. Because you entered a target date for the prepayment item, Property Manager automatically creates a payment item for –$6000 for the target date, June 1. The following table shows the payment schedules you set up and the payment schedule Property Manager automatically generates.

Month	Payment schedule for the prepayment	Payment schedule for the lease	Payment schedule generated automatically based on the prepayment amount and target date
January	$6000	$6000	
February		$6000	
March		$6000	
April		$6000	
May		$6000	
June		$6000	−$6000

Accounting for Prepayments

When Property Manager generates the negative payment for the target date, it uses the same prepaid expense account as the prepayment. This ensures that the prepaid expense account is relieved on the target date. The payment for the target date, which was generated by the recurring payment schedule, charges the expense account on the target date.

Using the above example, Property Manager generates payments to your landlord of: $12,000 in January, and $6000 from February through May. The accounting for January will be a $6000 debit to the prepaid expense account, a $6000 debit to the rent expense account, and a $12,000 credit to the cash account. Payments in February through May will each debit the rent expense account $6000 and credit the cash account $6000. In June, you export the items to Payables, which creates invoices that are accounted, but since the balance is zero, no payment is made. The negative invoice (credit memo) relieves the prepaid expense account, and the rent invoice debits the expense account $6000. The remaining two accounting entries net to zero in either the liability or cash account, depending on the accounting method you use.

Normalizing Rent Payments

You can normalize prepayments in Property Manager. Property Manager normalizes all payment items on a lease that have the normalize check box marked. In the above example, if you normalize

all payment items, Property Manager normalizes the sum of the 8 payment items ($36,000) and divides them over the lease term (January 1 until June 30). The normalized amounts charge the expense account $6000 per month during the lease term. You can view these amounts in the Normalized Rent Schedule report.

See Also

Entering Prepayments: page 3 – 15

Normalized Rent Schedule Report: page 5 – 16

Lease Modifications

You can change information in the Leases window as long as the status of the lease is Draft. Once you have changed the status of the lease to Final and saved the lease, you must use one of these two methods to modify Lease window information:

- **Edit** the lease information. Use the Edit feature to correct errors you might have made entering lease information, and to enter additional information after the lease is finalized.

- **Amend** the lease information. Use the Amend feature when the lease has been amended and you have to update your lease information to include the lease amendment. The Amend feature is similar to the Edit feature in that a lease amendment may be created to cover changes or additions to the terms of the lease. However, when you create a lease amendment in Property Manager, the amendment will have its own name and number, distinct from the lease name and number.

Amendments describe agreements between the landlord and tenant that are not in the lease itself. If changes must be made to the information you originally entered in the Leases window, use the Edit feature rather than the Amendment feature to update your lease information.

This discussion includes the following topics:

- Changes and Additions to the Lease: page 3 – 56

- Transactions and History: page 3 – 57

See Also

Modifying Leases: page 3 – 59

Amend Lease Window Reference: page 3 – 68

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Changes and Additions to the Lease

With the Edit or Amendment feature you can change the information in most of the fields in the Leases window. However, after the lease has been finalized and saved, you *cannot* change these fields:

- **Payments and Billings Tabbed Regions**
  - Purpose
  - Type
  - Frequency
  - Start Date and End Date
  - Estimated and Actual Amount
  - Target Date
- **Details Tabbed Region**
  - Execution Date and Commencement Date of Lease

See Also

Modifying Leases: page 3 – 59

Lease Amendments

You create an *amendment* to your lease information in Property Manager when the tenant and landlord have executed an amendment to the lease. An amendment usually describes agreements between the landlord and tenant that are not in the original lease. These agreements may cover changes to the original lease terms, or they may cover new lease terms that do not appear in the lease itself.

For example, if the original lease did not include a provision covering payment of insurance, and the landlord and tenant agree that the tenant will pay for liability insurance, they can create an amendment that reflects the new agreement. You can then update your Property Manager information using the Amendment feature.

When you create an amendment in Property Manager you name the amendment, and identify its execution, commencement, and termination dates. Choose a name for the amendment that will indicate its connection to the lease. For example, if the name of the location is *National Trade Center*, and the name of the lease is *NTC*, you could name the amendment *NTC–a*.

Depending upon how Property Manager is implemented at your site, either you or the Property Manager system will assign a number to the lease amendment. You enter an execution date, a commencement date, and a termination date for the amendment. The dates for the amendment must fall within the range of dates defined for the lease. You also enter the name of the person who abstracted the amendment, and the name of the person to whom the amendment is assigned.

> **Note:** The information that identifies the amendment applies only the amendment itself, not to the original lease.

Lease Edits

You edit a lease when you need to make changes or additions to the lease as a result of an error or omission that was made when the lease information was originally entered. When you edit a lease the new information becomes part of the lease information. Unlike lease amendments, edits are not identified by a name or number

Transactions and History

Transactions

Each amendment and edit that you do is a separate *transaction*. Property Manager keeps a record of all transactions that are done for every lease. This record is linked to the lease, so that when you view lease information, you can also view any edits or amendments. The transaction record can provide you with an audit trail of changes and additions that were made to a lease.

The upper region of the Transactions window displays a summary of all transactions for an individual lease. It shows the type of transaction (edit or amendment), the date of the transaction, and the name of the user who did the transaction.

The tabbed regions of the Transaction window are linked to the transaction records in the upper region. When you select a transaction record, each tabbed region shows the changes, if any, that were made as part of the selected transaction.

History

If you make a change to any of the terms in a tabbed region, Property Manager will keep track of the previous terms as well as the current terms. When you choose the History button in the Transactions window, Property Manager displays the information in the selected tabbed region that was effective immediately prior to the current information.

Modifying Leases

You can edit or amend a lease that you have saved with Final status. You can change the information in most of the fields in the Leases window, however, the information in some fields is permanent. See: Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69.

Prerequisite:

❑ Enter lease information in the Leases window, change the status to Final, and save the lease.

▶ **To edit a lease:**

1. In the Leases window, perform a query to find the lease that you want to edit.

2. Select the lease that you want to edit, then choose the Edit button to display the Edit Lease window.

3. Select the tabbed region that contains the fields to which you want make changes or additions.

4. Change previously entered information and add new lease terms as necessary.

   Note: You can add new payment or billing terms if the start and end dates of the new term fall within the commencement and termination dates of the lease, and no approved payment schedule already covers the same period as the payment or billing term.

5. Save your work.

▶ **To amend a lease:**

1. In the Leases window, perform a query to display the lease that you want to amend.

2. Select the lease that you want to amend and then choose the Amend button to display the Amend Lease window.

Amend Lease - Oracle Building 1, 6292

Dates

Name	Number	Execution	Commencement	Termination	Term	[ ]

Details | Contacts | Locations | Insurance | Rights | Obligations | Options | Payments | Notes

User Responsible _____   Account _____
Days Per Year _____   Currency _____

Key Lease Dates
    Execution _____
Commencement _____
Termination _____   Term _____ [ ]

History (C)   Milestones (D)

3. Change previously entered information and add new lease terms as necessary.

    Note: You can add new payment or billing terms if the start and end dates of the new term fall within the commencement and termination dates of the lease, and no approved payment schedule already covers the same period as the payment or billing term.

4. Save your work.

See Also

Lease and Edit Lease Windows Reference: page 3 – 66

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Reviewing Leases

You can inquire on a lease to review basic information for the lease. You can also view any amendments, transaction history, or payments.

▶ **To review lease information:**

1. View your lease by navigating to the Find Leases window and entering search criteria to retrieve the lease you want to view.

When you press the Find button, the Leases window displays all of the leases that meet your search criteria. At the bottom of the window are four buttons that provide that enable you to view different information about the lease you select.
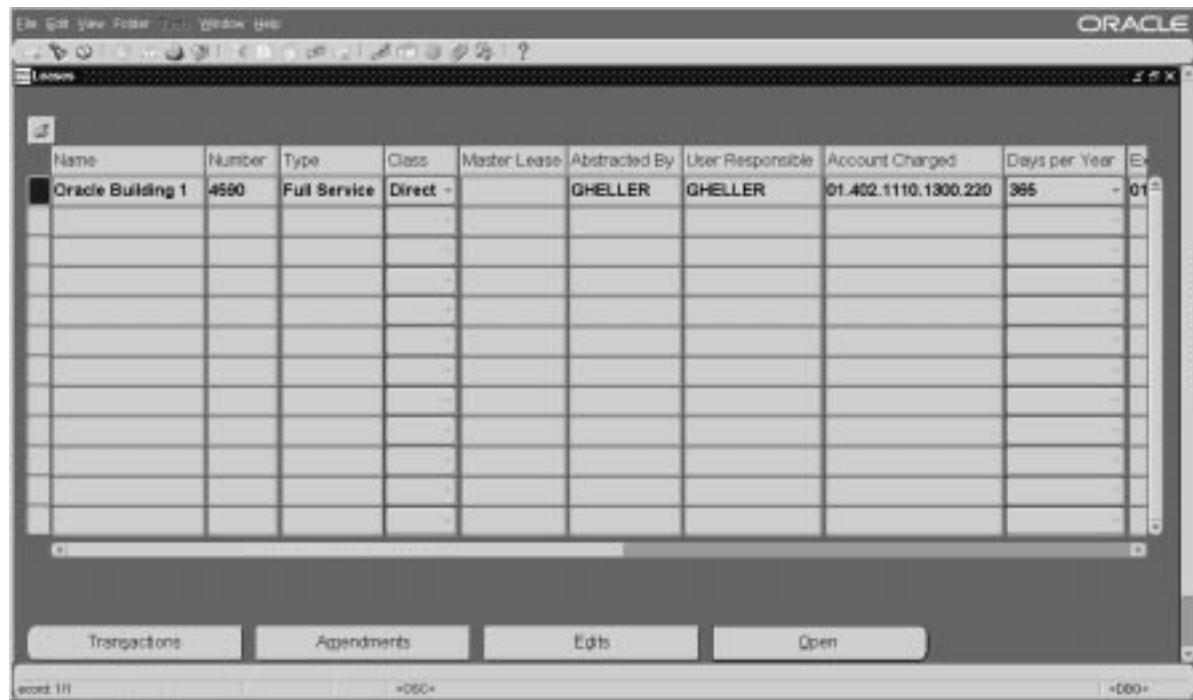
2. In the Leases window view information for the lease by choosing a button, as follows:

Choose this button...	To view...
Transactions	Information on all transactions, both amendments and edits, that have been done on the lease.

Amendments	Information on all the amendments that have been created.
Edits	Information on all the edits that have been done.
Open	General lease information, including information that was entered in the tabbed regions of the Leases window. You can view lease information as of a particular date by entering a date in the Date Effective field. The default for this field is the current date.

See Also

Searching for Information: *(Oracle Applications User's Guide or online help)*

Lease Window and Edit Lease Window Reference: page 3 – 66

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Leases Windows

Oracle Property Manager includes four windows that are used for entering and displaying lease information.

- **Leases window.** You can use the Leases window to set up a new lease, and to view multiple leases. The information in the Leases window is identical to the information in the header and Details tabbed region of the Lease window.

- **Lease window.** The Lease window displays detailed information from a single lease. The information in the header and the Details tabbed region of the Lease window is identical to the information in the Leases window, so you can also use the Lease window to set up a new lease.

- **Edit Lease window.** The Edit Lease window includes the same information that is in the Lease window. However, you use the Edit Lease window to enter changes and additions to lease information that you entered and saved previously.

  Note: The **Lease** window and the **Edit Lease** window include the same fields, but each window is used for a different purpose. You use the Lease window to enter lease terms for new leases. You use the Edit Lease window to make changes or additions to information in existing leases. The information in the headers of these windows cannot be changed after the lease has been finalized and saved. For details on the tabbed regions of this window, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows : page 3 – 69

- **Amend Lease window.** Use this window to enter information from a lease amendment.

  Note: The Lease, Edit Lease, and Amend Lease windows include the same tabbed regions. To create accurate lease records, use each of these windows for its designated purpose. For detailed information on the tabbed regions of these windows, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows : page 3 – 69

See Also

Lease and Edit Lease Windows Reference: page 3 – 66

Amend Lease Window Reference: page 3 – 68

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69

Lease and Edit Lease Windows Reference

> **Note:** The Lease and Edit Lease windows include the same headers and tabbed regions. For details on the tabbed regions of this window, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69.

Abstracted By: The name of the person who enters lease information in Oracle Property Manager.

Class: Indicates your role as it is defined in the lease you are abstracting. The lease class that you select also determines whether you will use the Payments feature or the Billings feature. See: Entering Payment Information: page 3 – 36 and Entering Billing Information: page 3 – 44.

- Select the *Direct* lease class if you are the tenant. The Direct lease class enables the Payments feature.

- Select the *Third Party* lease class if you are the landlord. The Third Party lease class enables the Billings feature.

- Select the *Sublease* lease class if you are subleasing the property to a subtenant. The sublease class enables the Billings feature.

☞ **Attention:** When you select the Sublease class for the lease you are abstracting, your role in that lease is *landlord*, and the lease is between you and the *subtenant.*

> **Note:** When you sublease a property, you are a party to two leases: the lease in which you are a tenant, and the lease in which you are a landlord. You abstract the lease in which your role is tenant first, then you abstract the lease in which your role is landlord. The first lease, in which you are the tenant, is then known as the *master lease* in reference to the second lease, in which your role is landlord.

Master Lease: The name of the original lease between you and the landlord, in which you are the tenant. You designate a master lease when you have chosen Sublease as the Lease Class of your current lease.

> **Note:** The lease which you want to designate as the master lease must first be entered, finalized, and saved as a unique lease in Oracle Property Manager.

Name: The name of the lease. Create a lease name that conforms to your organization's naming standards.

Number: The number that identifies the lease. If Oracle Property Manager does not automatically assign it, enter a unique lease number.

Status: Indicates if your lease information is in **draft** or **final** form.

- Draft: the default lease status when you first open the Leases window. As long as the lease is in Draft status, you can change the information you have entered, and enter additional information, without having to amend or edit the lease. When you save a lease in Draft status, Oracle Property Manager saves all the information that you entered, but does not generate any payment or billing schedules.

- Final: If you have entered payment or billing items in the tabbed region of the Leases window, you will generate scheduled payments or scheduled billings when you finalize and save the lease. After you change the status to Final and save the lease, you must either create an Amendment or perform an Edit to make changes to your lease information.

Change the status from draft to final when you have finished abstracting the lease, including the information in the relevant tabbed regions.

Type: Indicates how rent is calculated. Some common lease types are percentage, gross, and net leases.

See Also

Modifying Leases: page 3 – 59

Amend Lease Window Reference

> **Note:** In the header of the Amend Lease window you enter information that identifies and defines the lease amendment. For details on the tabbed regions of this window, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 3 – 69.

Name: The name of the amendment. You can name amendments according to the naming conventions used by your organization.

Number: Read only. The amendment number that is assigned by Oracle Property Manager.

Abstracted By: The name of the person who creates the amendment to the lease.

Assigned to: The name of the person to whom responsibility for the amendment is assigned.

Execution Date: The date that the amendment is executed, as stated in the amendment. If no execution date is stated in the amendment, the date the amendment was signed may also be the execution date.

Commencement: The date that the lease amendment begins.

Termination: The date that the lease amendment ends.

Term: Read only. Property Manager calculates the duration of the lease amendment in days, based on the commencement and termination dates that you enter.

See Also

Modifying Leases: page 3 – 59

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows

The Lease, Edit Lease, and Amend Lease windows include these tabbed regions:

- Billings: page 3 – 69
- Contacts: page 3 – 70
- Details: page 3 – 71
- Insurance: page 3 – 72
- Locations: page 3 – 72
- Notes: page 3 – 73
- Obligations: page 3 – 74
- Options: page 3 – 75
- Payments: page 3 – 76
- Rights: page 3 – 76

You choose the Lease, Edit Lease, or Amend Lease window to enter lease information depending upon whether you are setting up a new lease, editing an existing lease, or adding an amendment to an existing lease.

Note: All fields in the tabbed regions are amendable and editable at any time with the following exceptions:

- Details Tab: You can edit only the following fields after a lease is finalized: account, user responsible.

- Payments and Billings tabs: After a lease has been finalized and saved, you cannot make edits to existing items. However, you can add new items.

Billings Tabbed Region

Account: The account into which the received payment is made.

Actual Amount: The amount of the payment received.

Customer Name: The name of the payer. You can enter customer information in the Customers windows.

Customer Site: The customer location to which bills are sent. This is the customer's *Bill–to* site.

End Date: The date the final payment is due.

Estimated Amount: The estimated amount of the payment due.

Frequency: The period over which payments are due.

>   **Note:** If the type of payment is Prepayment, the Frequency must be One Time.

Purpose: The purpose for which the payment is made.

Start Date: The date of the beginning of the billing schedule.

Supplier Name: This field is enabled in the Payments feature. See Leases Window Reference: Payments: page 3 – 76

Supplier Site: This field is enabled in the Payments feature. See Leases Window Reference: Payments: page 3 – 76

Target Date: The date for which the received payment is being made. For example, if a payment for a security deposit is received in January, and the payment is intended to cover the last month's rent in December, the Target Date would be 01–DEC (YYYY).

>   **Note:** The Target Date field is only enabled when the type of payment is Prepayment.

Type: The type of payment which is being billed.

>   **Note:** When the type of payment is Prepayment, the Start Date and the End Date must be identical.

Contacts Tabbed Region

>   **Note:** The values you enter in the Contacts region fields come from information you enter when you set up Service Providers. See Setting Up Service Providers: page 2 – 31.

Company Name: The name of a service provider company that is associated with the property.

Role: The function that a particular company has in connection with the property. Some examples of company roles are Landlord, Broker, and Property Manager.

Site: The specific location of the company from which it performs the named role. The contact site can also be the company's bill–to address.

Active: Indicates if a particular contact is active. You may want to indicate that a contact is no longer active if, for example, the company was replaced with a different company during the course of the lease.

Details Tabbed Region

Account: The type of account depends upon the lease class.

- If the lease class is Direct, enter the account that is charged for payments.

- If the lease class is Third Party or Sublease, enter the account that receives remittances.

Currency: Read only. The default for the functional currency is based on the General Ledger set of books that is entered in the profile options.

Proration Rule: Enter the timing you want to use for prorating rent amounts when a lease begins or ends in the middle of a period. For example, a lease has a monthly rent of $3000. If you choose 365 Days/Year, for fifteen days of a 30 day month, the rent is $1479.45 and if you choose Days/Month, the rent is $1,500. Property Manager has three proration rules.

- 365 Days/Year

- 360 Days/Year

- Days/Month

    Note: Remember that Property Manager counts days starting with and including the start date, so January 15 until January 31 is 17 days, not 16.

Key Dates – Commencement: The date that the lease begins.

Key Dates – Execution: The lease date as stated in the lease. If no lease date is stated, the date the lease was signed may also be the execution date.

Key Dates – Termination: The date that the lease ends.

Term: Read only. Property Manager calculates the duration of the lease in days, based on the commencement and termination dates that you enter.

User Responsible: The name of the person responsible for administering the lease.

Insurance Tabbed Region

Type: The type of insurance. Some examples of insurance types are fire, liability, and personal injury.

Insurer Name: The name of the insurance company as stated in the insurance policy.

Policy Num: The insurance policy number.

Start Date: The date that insurance coverage under this policy begins.

Expiration Date: The date that insurance coverage under this policy ends.

Coverage Amount Required: The cost of the insurance coverage required by law for this type of risk.

Coverage Amount Purchased: The cost of the insurance coverage actually purchased under this policy.

Active: Indicates if a particular insurance policy is active. You may want to indicate that a policy is no longer active if, for example, the policy was replaced with one from a different company during the course of the lease.

Locations Tabbed Region

Active: Indicates if a particular location is active. You may want to indicate that a location is no longer active if, for example, the lease has expired.

Actual Occupancy Date: The first date when the location is occupied.

Assignable: Indicates whether you can assign the lease.

Building: Read only. The name of the building associated with the location code, if you have set up the location.

Code: The location code assigned by Oracle Property Manager when you set up the location.

Estimated Occupancy Date: The first date when you expect the location to be occupied.

Expiration Date: The date the occupancy ends. The Location Expiration Date may coincide with the Lease Expiration Date. However, since the occupancy can end before the lease ends, these dates may differ from each other.

Floor: Read only. The name of the floor associated with the location code, if you previously set up the location.

Office Park: Read only. The name of the office park, if you assigned the location to an office park when you set up the location.

Office: Read only. The name of the office associated with the location code, if you previously have set up the location.

Primary: If a lease covers more than one location, you can use this check box to indicate which location is the primary location for this lease. A primary location can also be the location to which mail should be sent.

Region: Read only. The name of the region in which the property is located, if you assigned the location to a region when you set up the location.

Share: The percentage of a location covered by the lease. For example, if you are renting five floors of a 10–floor building, you can enter 50% as the Share.

Subleaseable: This check box indicates whether the you can sublease the property.

Type: The type of location covered by the lease, such as Building, Floor, or Office.

Usage: The anticipated use of the leased space, for example *retail space* or *office space.*

See Also

Setting Up Locations: page 2 – 37

Notes Tabbed Region

You can enter Notes whether the status of the lease is Draft or Final.

Description: Any notes about the lease.

Date: The date that you enter your notes.

Type: Select the type of note from lookups.

User: Read only. The user name of the user who enters the note.

Obligations Tabbed Region

Num: Row number of the obligation. Assigned by Property Manager after you save the record.

Type: Category of the responsibility. The appropriate person in your organization maintains the list of valid values in the Lookups window. For example, your company might define the Maintenance type for gardening and painting and the Expense type for heating and electricity.

Service Provider Name. If a service provider, such as a gardener or security firm will provide services for this obligation, select the name of the provider. If the service provider is not on the list, then ask the appropriate person in your organization to set it up in the Service Providers window.

Responsibility: Type. Specific obligation. The appropriate person in your organization maintains the list of valid values in the Lookups window.

Responsibility: Common Area. The type of area for a shared expense for an area shared by tenants, for example lobby or parking garage.

Responsibility: Financial. If a cost is associated with this obligation, the party responsible for paying it.

Responsibility: %. If a cost is associated with this obligation, the percentage that the responsible party is obligated to pay. If there is more than one responsible party, create a record for each party for this obligation and assign the appropriate percentage to each record.

Maintenance: If the obligation is for maintenance, enter the party responsible for supervising or coordinating work with the service provider. For example, if the landlord schedules and oversees the work of the landscape service provider, enter Landlord.

Start Date: The date that the obligation to provide the service begins.

End Date: The date that the obligation to provide the service ends.

Active: This is a display–only field and shows if the service provider is still active. Service provider active status is maintained by the appropriate person in your organization in the Service Providers window.

Reference: Enter the paragraph or section in the original lease that describes the obligation so you can easily reference it.

Comments: Add any comments for your reference.

Options Tabbed Region

Num: The number assigned to the option by Property Manager.

Type: The type of option. Some examples of option types are renewal, purchase, and early termination. This list is maintained in the Lookups window by the appropriate person in your organization.

Start Date: The first date the option can be exercised.

End Date: The last date the option can be exercised.

Term: The system displays the length of the term in the time units that your company uses. For example, if your company uses years and the Start Date is Jan 1, 2001, and the End Date is Jan 1, 2002, then the system will enter 1 in this field.

Reference: Enter the paragraph in the original lease that describes the option so you can easily reference it.

Status: The current status of the option, for example, Exercised, Not Exercised, or No Action. You can update the status of an option by amending or editing the lease.

Notice Given: If the option requires notice from one party to the other, check this check box to indicate that the notice was given.

Exercise Begins/Ends: First and last dates that notifications can be sent to the landlord. This value defaults to the Milestones Action Begin and Action Due dates respectively.

Action Taken Date: Date that an action was taken on an option. For example, the date that a tenant notifies the landlord that he will exercise the option.

Option Size: The amount of additional space you are adding by exercising the option, if the option is for expansion of the leased space. For example, if the option size is 1000 square feet, enter 1000 here and square feet in the UOM field.

UOM: Units of measurement for additional space you are adding by exercising the option, if the option is for expansion of the leased space.

Option Cost: The cost of the option, if it is exercised. Examples are $2 per square foot, or 95% of fair market value.

Currency: Currency in which the option cost is denominated. The currency of the lease defaults.

Area Change: Area that will be increased or decreased related to an expansion, contraction, or must take option right.

Comments: Enter any comments for your reference.

Payments Tabbed Region

Account: The account to be charged for the payment.

Actual Amount: The actual amount of the payment to be made.

End Date: The last date of the period covered by the payment.

Estimated Amount: The amount of the payment, estimated before the payment is actually made. You can use this field for payment types that you estimate in advance of making the actual payment, such as taxes and operating expenses.

Frequency: How often the scheduled payment is to be made.

Normalize: Check this option if this payment should be normalized. Normalization spreads the cost over the life of the lease to accurately reflect its expense or revenue over the whole contract period. For more information on normalizing payments, see Normalizing Payments or Billings: page 3 – 23..

Purpose: The reason for the payment.

Start Date: The first date of the period covered by the payment.

Supplier Name: The name of the supplier. Supplier names are set up in the Enter Suppliers window.

Supplier Site: The location of the supplier. Supplier sites are set up in the Enter Suppliers window.

Target Date: The date for which the payment is being made. For example, if a security deposit is paid in January, and the payment is intended to cover the last month's rent that is due the following December, the Target Date would be 01–DEC (YYYY).

> **Note:** The Target Date field is only enabled when the Type of payment is Prepayment.

Type: The type of payment which is being made.

> **Note:** When the type of payment is Prepayment, the Start Date and the End Date must be identical.

Rights Tabbed Region

Num: Line number for the right.

Type: Type of right that you are listing. For example, right to sublease or roof rights. The appropriate person in your group defines the right types that your company uses in the Lookups window.

Grant Code: Indicates whether the lease specifically bestows the right upon the tenant.

Reference: The paragraph in the lease that references the terms of this right.

Comments: Enter comments about the right for your own reference. For example, you might want to indicate if the language is ambiguous or unusual.

See Also

Lease Window and Edit Lease Window Reference: page 3 – 66

Amend Lease Window Reference: page 3 – 68

Lease Milestones Window Reference

Oracle Property Manager includes a Milestones feature in these Leases windows tabbed regions:

- Details
- Insurance
- Options
- Payments
- Billings

When you choose the Milestones button in any of these tabbed regions, the Milestones window for that specific tabbed region opens, and displays these fields:

Action Due Date: The date by which the required action for the milestone must be completed.

Lead Days: The estimated number of days it will take to complete the required action for this milestone. The milestone notification will be sent this many days before the Action Due Date.

Responsible User: The user name of the person responsible for taking action on the milestone.

Type: The type of Milestone, from the Milestone lookups.

Frequency: The number of days between milestone notifications. Entering "1" in this field generates a notification every day. Entering "2" generates a notification every other day.

> **Note:** To generate automatic notification of milestones, Oracle Alert or a similar notification system must be installed.

Begin Date: Read only. The first date that a notification regarding this milestone will be generated. Oracle Property Manager calculates the Notification Date as the Action Due Date minus the number of Lead Days.

4

Space Management

This chapter explains how to use the space allocation features of Oracle Property Manager, and how to enter the names of new employees. It also discusses the use of Computer Assisted Design (CAD) software.

Space Allocation

This discussion includes the following topics:

- Office Space Assignments: page 4 – 2
- Computer–Assisted Facilities Management: page 4 – 3
- Allocating Office Space: page 4 – 4
- Modifying Office Space Assignments: page 4 – 6

Office Space Assignments

> **Note:** All references to offices also apply to all other workspaces, such as cubicles.

You use the Employee Space Assignment window to allocate office space to employees or to cost centers.

> **Note:** Before you can allocate the space, it must be set up as a location. See: Locations Overview: page 2 – 25.

> In addition, the name of the employee to whom you want to allocate office space must be set up in Property Manager. If you have Oracle Human Resources installed, use the People window. See: Entering a New Person *(Managing People Using Oracle HRMS)*. If you do not have Oracle Human Resources installed, use the Enter Person window. See: Enter Person: *(online help)*.

Any location that you have previously set up, whether it is an individual office, a group of offices, a floor, or an entire building, can be allocated to an employee or to a cost center.

You can allocate a single office to a single employee or to several employees if the employees are to share the same space. You can also assign one employee to several offices. You might want to do this when the employee works for different cost centers at different times, and you want to charge each cost center for its use of the space.

Property Manager also keeps track of additional office space information, including:

- How much office space is available in a building, floor, or office.
- How much space in a building is usable.
- How much space has been allocated.
- How much space remains available.

This information can help you determine the most efficient way to utilize your office space

The system administrator can set the following profile option to control whether users specify the allocated space percentage or if the system calculates it automatically: PN: Automatic Space Distribution. For more information, see: Profile Options in Property Manager: page B – 2.

Computer–Assisted Facilities Management

Computer–assisted facilities management (CAFM) applications are similar to computer–assisted design (CAD) applications. CAFM applications include specialized property management features to provide graphic images of information such as:

- Floor plans, with location information, including the areas of offices, floors, and buildings
- Employee space assignment information

You can transfer information between Property Manager and CAFM applications by exporting and importing the information through Oracle's Space Open Interface Tables. The export and import processes initiate a concurrent process in Property Manager. When the process is complete you can access the information in either Property Manager or the CAFM application.

> **Note:** If the data in your CAD or CAFM application follows BOMA standards for space measurement, no special implementation procedures are required for you to import all of your CAD data into Property Manager. If your CAD data follows International Facilities Management Association (IFMA) standards, you can set up Property Manager at the time of implementation to import your CAD data.

Oracle Property Manager can also accomodate up to fifteen additional data elements from your CAD application even if the elements do not follow BOMA or IFMA standards. When these elements are imported into Property Manager they are stored in descriptive flexfields.

Allocating Office Space

Prerequisites:

❑ Set up the offices you want to allocate. See: Setting Up Locations: page 2 – 37.

❑ Set up employees. If you have Oracle Human Resources installed, use the People window. See: Entering a New Person *(Managing People Using Oracle HRMS).* If you do not have Oracle Human Resources installed, use the Enter Person window. See: Enter Person: *(online help).*

▶ **To allocate office space:**

1. Navigate to the Employee Space Assignment window. If you know the location code of the space you want to allocate, enter it in the Location Code field. Alternatively, you can enter the name or number of the building, floor, and office you want to allocate.

2. In the Employee region of the window, enter the name of the employee you want to assign to this office, and the number of the employee's cost center.

3. If you want to assign an additional employee to share this office, enter the employee's name in the next empty Name field.

4. If you want to assign one employee to multiple offices, save the work you completed. Then clear the form, and repeat the steps above, beginning by entering the location code or office number of the second office that you are allocating to the employee. When the Decision window opens, choose the Continue button to assign the employee to multiple offices.

5. Save your work.

Modifying Office Space Assignments

Use the Employee Space Assignment window to make changes in office space assignments, such as moving an employee from one office to another or removing an employee from an office.

▶ **To move an employee to a new office:**

1. Navigate to the Employee Space Assignment window. If you know the location code of the new space to which you are moving the employee, enter it in the Location Code field. Alternatively, you can enter the name or number of the building, floor, and office to which you are moving the employee.

2. In the Employee region of the window, enter the name of the employee that you are moving to this office.

3. When the Decision window opens, choose the Reassign button to move the employee.

4. Enter the employee's cost center.

5. Save your work.

▶ **To remove an employee from an office:**

1. In the Employee Space Assignment window, enter the location code of the office occupied by the employee whom you are removing. Alternatively, you can enter the employee's building, floor, and office number.

2. In the Employee region of the window, select the first line. The names of all employees assigned to that office will appear. Select the name of the employee that you are removing.

3. Choose Delete Record from the Edit menu.

4. Save your work.

▶ **To remove employees listed as nonactive in Human Resources:**

> **Note:** This procedure starts a concurrent program that compares employee records in Human Resources with employee records in Property Manager. The procedure deletes employees whose status is no longer Active from the office space to which they were assigned. The program then produces the Employees Deleted From Space Allocation Report that lists those employees. Use this procedure to update

Property Manager space allocation records so that they are
current with Human Resources records.

1. In the Submit Request window select Employees Deleted from
   Space Allocation.

2. Choose the Submit button.

See Also

Submitting Requests: page 5 – 2

Entering New Employees

If you have Oracle Human Resources installed, use the People window.
See: Entering a New Person *(Managing People Using Oracle HRMS)*. If
you do not have Oracle Human Resources installed, use the Enter
Person window. See: Enter Person: *(online help)*.

Exporting Data to CAD and CAFM Applications

▶ **To export data to a CAD or CAFM application:**

1. Navigate to the Export to CAD window.
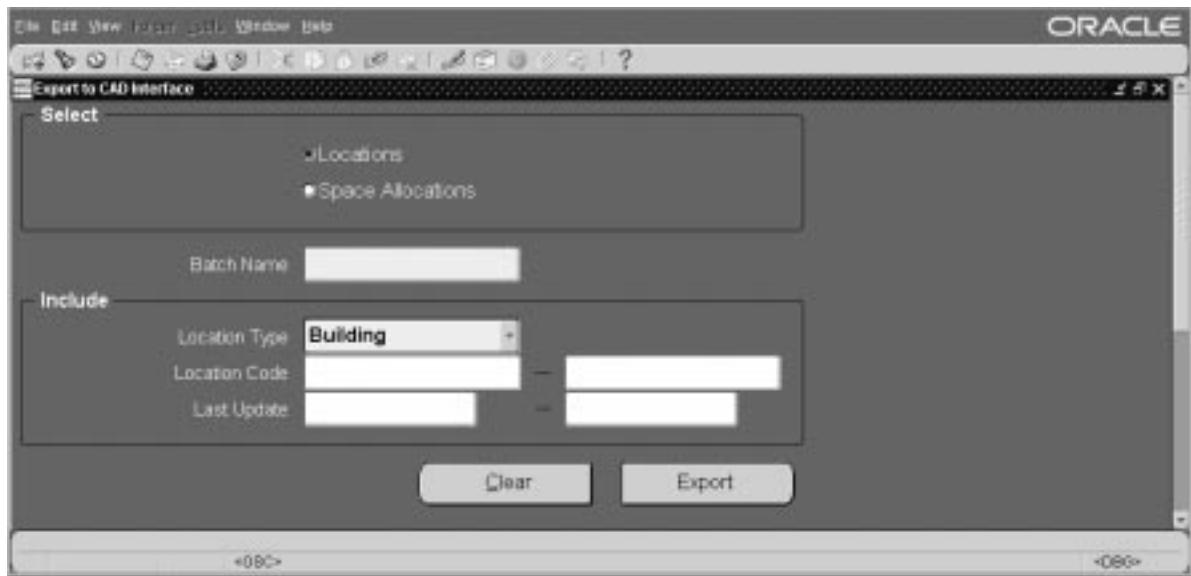
2. Enter the batch name and select a Location Type.

3. In the Location Code fields enter a range that begins with the code for the entire building and ends with the code for the office with the highest location code number.

4. Choose the Export button.

Employee Space Assignment Window Reference

Employee Region

Name. Name of employee, from Oracle Human Resources.

Number. Employee number.

Cost Center. Employee's cost center.

Allocated %. The percentage of the space in a location that is allocated to an individual employee.

Allocated Area. The amount of space in a location that is allocated to an employee.

Area Region

Usable. The amount of usable space in the specified location.

Rentable. The amount of rentable space in the specified location.

Vacant. The amount of vacant space in the specified location.

Occupancy Region

Optimum. The optimum number of occupants in the specified location.

Maximum. The maximum number of occupants in the specified location.

Utilized. The number of employees assigned to the specified location.

See Also

5

Reports

This chapter describes how to submit a request or request set, and briefly describes each Oracle Property Manager report and listing.

Submitting Standard Reports

Oracle Property Manager provides reports (all referred to as requests) that you can use to:

- review your leases

- review your space allocation

From the Submit Request window, you can submit a single request, or you can submit a request set to run several reports as a group.

Submitting Requests

▶ **To submit a standard request from the Submit Request window:**

1. Navigate to the Submit Request window.

2. Enter the name of the request that you want to submit.

3. If the request has parameters, enter the parameters in the Parameters window. Choose OK to save the parameters.

   If your request has parameters, you can see detailed information on the parameters in the Selected Report Parameters section of the request description.

4. Choose Submit to submit your request. You can review the status of your request in the Requests window.

   If your request has output, you can see detailed information on it in the Selected Report Headings section of the request description.

Cancelling Requests

▶ **To cancel a concurrent request:**

■ In the Requests window, query the concurrent request number for your request. Select your request. Choose Cancel Request. See also: Cancelling Requests *(Oracle Applications User's Guide).*

Monitoring Requests

▶ **To monitor status of a concurrent request:**

■ You can view the status of your request in the Requests window by choosing View My Requests from the View menu. See Also: Monitoring Requests *(Oracle Applications User's Guide)*.

See Also

Property Manager Reports: page 5 – 4

Defining Request Sets *(Oracle Applications User's Guide)*

Submitting a Request *(Oracle Applications User's Guide)*

Submitting a Request Set *(Oracle Applications User's Guide)*

Overview of Reports and Programs *(Oracle Applications User's Guide*)

Changing Request Options *(Oracle Applications User's Guide)*

Property Manager Reports

Alphabetical Space Assignments Report

Use this report to review an alphabetical listing of all employee office space assignments for the specified leases.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2.

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space assignments for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space assignments for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space assignments for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all space assignments for lease numbers lower than or equal to the Lease Number High.

Report Headings

Full Name: The full name of each employee, listed alphabetically by last name.

Location Code: The location code of the location that is assigned to the employee. If more than one location code is assigned to the employee, all will be listed.

Alphabetical Space Assignments Report by Floor

Use this report to review the names, office space assignments, cost centers, and space usage of employees on a specific floor.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Floor Code: The code for the floor that has the space assignments you want to review.

Lease Number: The number of the lease for the location that includes the floors that have the space assignments you want to review.

Report Headings

Lease Number: The number of the lease for the location where the assigned employees are located.

Lease Name: The name of the lease for the location where the assigned employees are located.

Building: The name of the building where the assigned employees are located.

Floor: The number of the floor where the assigned employees are located.

Employee Name: The full name of each employee on the specified floor, listed alphabetically by last name.

Office: The name or number of the office where the assigned employee is located.

Cost Center: The cost center of the assigned employee.

Usage: The type of use of the specified office.

Alphabetical Space Assignments Report by Zip Code

Use this report to review the names and locations of employees in a specific zip code.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Zip Code: The zip code of the location for which you want to review the location of employees.

Report Headings

Full Name: The full name of each employee, listed alphabetically by last name.

Office: The number of the office allocated to the employee.

Location Code: The location code of the employee's office.

Annual Accounting Pro Forma Report

Use this report to review normalized payments and concessions for leased facilities over annual periods. The report lists expenses separated by payment purpose, payment term type, and fiscal year. The list is ordered by Purpose and by Type. This report includes normalized expenses for both actual and estimated payment terms.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the accounting information for

the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all accounting information for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all accounting information for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all accounting information for lease numbers lower than or equal to the Lease Number High.

Fiscal Date: The date of the first fiscal year for which the accounting information will be reported.

Report Headings

Note: Payables are listed for direct leases. Receivables are listed for third party leases and subleases.

Lease Number: The number of the lease for the location covered in the report.

Lease Name: The name of the lease.

Commencement: The commencement date of the lease.

Termination: The termination date of the lease.

Fiscal Year Ending: The month that the fiscal year used for calculating annual payments is based on.

Payables–Purpose: The purpose of the payment term

Payables–Type: The type of the payment term..

Receivables–Purpose: The purpose of the billing term.

Receivables–Type: The type of the billing term.

Annual Cash Flow Pro Forma Report

Use this report to review projected payments and concessions for leased facilities over annual periods. The report lists expenses separated by payment purpose, payment term type, and fiscal year. The list is ordered by Purpose and by Type. Oracle Property Manager forecasts using actual amounts, when available. If no actual amount exists for an item, Property Manager uses the estimated amount.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the cash flow information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all cash flow information for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all cash flow information for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all cash flow information for lease numbers lower than or equal to the Lease Number High.

Fiscal Date: The date of the first fiscal year for which the cash flow information will be reported.

Report Headings

Lease Number: The number of the lease for the location covered in the report.

Lease Name: The name of the lease.

Master Lease Number: The number of the master lease if this is a sublease.

Master Lease Name: The name of the master lease if this is a sublease.

Commencement: The commencement date of the lease.

Termination: The termination date of the lease.

Fiscal Year Ending: The month that the fiscal year used for calculating annual payments is based on.

Payables–Purpose: The purpose of the payment.

Payables–Type: The type of payment.

Receivables–Purpose: The purpose of the billing.

Receivables–Type: The type of billing.

Employees Deleted From Space Allocation Report

Use this report to keep track of employees whose Human Resources status is no longer Active, and to remove them from allocated office space. See Allocating Office Space: page 4 – 4.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2.

Report Parameters

This report has no parameters.

Report Headings

Person ID: The identification number of the employee that was deleted from allocated space.

Person Name: The name of the employee that was deleted from allocated space.

Employee Title Report

Use this report to review the title, cost center, and assigned office number for employees at the location covered by the specified lease. You can also review the intended use and the usable area of the assigned office.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the employees for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all employees for the

leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all employees for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all employees for lease numbers lower than or equal to the Lease Number High.

Report Headings

Usable Area: The amount of usable space in the employee's office.

Office: The number of the office.

Full Name: The name of the employee.

Cost Ctr: The cost center of the employee.

Title: The title of the employee.

As Built: The intended use of the office.

Future Minimum Rent Obligations Report

Use this report to review all future rent obligations that, as of the current date, you are committed to pay. The report itemizes the payments that you are obligate to pay for each of the next five fiscal years. For all years thereafter the report shows the sum of all of the payments you are obligated to pay. Oracle Property Manager calculates the sum of all payment items for which you have defined actual amounts in calculating future minimum rent.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent obligations for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent obligations

for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent obligations for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent obligations for lease numbers lower than or equal to the Lease Number High.

Fiscal Date: The date of the first fiscal year for which the accounting information will be reported.

Report Headings

Lease Number: The number of the lease for the location covered in the report.

Lease Name: The name of the lease.

Commencement: The commencement date of the lease.

Termination: The termination date of the lease.

Thereafter: The summation of the future minimum rent obligations for all years after the first five fiscal years.

Total Amount: The total future minimum rent obligations. The total is calculated by adding each of the fiscal year amounts to the amount in the Thereafter column.

Lease Abstract Summary Report

Use this report to review the lease information that was abstracted from the leases you specify in the Parameters.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the lease with the lease number

specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all leases with lease numbers lower than or equal to the Lease Number High.

Report Headings

> **Note:** The Lease Abstract Summary Report provides the information that you enter in the Enter Leases window. See Leases Windows: page 3 – 65

Milestone Analysis Report

Use this report to review milestone events for a given period of time, a lease, or an individual. The report lists:

- The date of the milestone event.
- The date on which to take action.
- The type and description of the milestone
- The person responsible for taking action.
- The name and number of the lease.
- Any comments about the milestone.

Milestones are ordered by the notification date, action date, milestone type, milestone description, and name of responsible user.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the milestones for the lease

specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all milestones for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all milestones for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all milestones for lease numbers lower than or equal to the Lease Number High.

Milestone Date Low: The lowest milestone date in the range of milestone dates you want to include in the report.

Milestone Date High: The highest milestone date in the range of milestone dates you want to include in the report.

User Name Low: The first name alphabetically in the group of Responsible Users for which you want milestones reported. If you do not enter a User Name High, Property Manager reports only the milestones associated with the User Name Low. If you enter both User Name Low and User Name High, Property Manager reports all milestones for the range of user names you enter. If you enter neither, Property Manager reports all milestones.

User Name High: The last name alphabetically in the group of Responsible Users for which you want milestones reported. If you do not enter a User Name Low, Property Manager reports all milestones with user names alphabetically lower than the User Name High.

Report Headings

Milestone Date: The date on which the milestone occurs.

Action Date: The date by which action must be taken.

Type: The type of milestone.

Description: A description of the milestone.

Assigned To: The person to whom the milestone action is assigned.

Lease Number: The number of the lease for the location covered in the report.

Lease Name: The name of the lease.

Comments: Any additional comments about the milestone.

Monthly Accounting Pro Forma Report

Use this report to review normalized payments and concessions for leased facilities over monthly periods. The report lists expenses separated by payment purpose, payment term type, and month. The list is ordered by Purpose and by Type. This report includes normalized expenses for both actual and estimated payment terms.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only accounting information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists accounting information for all leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all accounting information for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists accounting information for all lease numbers lower than or equal to the Lease Number High.

End Month: The month which marks the end of the fiscal year.

Year: The fiscal year that you want reported.

Individually: Select Yes if you want a separate report printed for each lease in the lease range. If you select Yes, the report is run for each lease individually, and then a summary report is printed at the end for the lease range that you selected.

Report Headings

Note: Payables are listed for direct leases. Receivables are listed for third party leases and subleases.

Payables–Payment Purpose: The payment term purpose.

Payables–Payment Term Type: The payment term type.

Receivables–**Payment Purpose:** The billing term purpose.

Receivables–**Payment Term Type:** The billing term type.

Monthly Cash Flow Pro Forma Report

Use this report to review projected payments and concessions for leased facilities over monthly periods. The report lists expenses separated by payment purpose, payment term type, and month. The program uses actual amounts to make cash flow forecasts. If no actual amount exists for an item, the program uses the estimated amount.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the cash flow information for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists cash flow information for all leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists cash flow information for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists cash flow information for all lease numbers lower than or equal to the Lease Number High.

Fiscal Date: The date of the first fiscal year for which the accounting information will be reported.

Report Headings

Lease Number: The number of the lease for the location covered in the report.

Lease Name: The name of the lease.

Master Lease Number: The number of the master lease if this is a sublease.

Master Lease Name: The name of the master lease if this is a sublease.

Commencement: The commencement date of the lease.

Termination: The termination date of the lease.

Payables–Purpose: The purpose of the payment.

Payables–Type: The type of payment.

Receivables–Purpose: The purpose of the billing.

Receivables–Type: The type of billing.

Normalized Rent Schedule Report

Use this report to keep track of the rent schedule for a location. The report shows all payment schedule event dates for the term of the rent payment schedule. For each specific payment schedule event date, the report shows the amount of base rent, the amount of any rent abatement, and the amount of any rent adjustment. In addition, the report shows the effect of each abatement and adjustment on the base rent and on the total cash rent for that rental period. The report also tracks the accumulated free rent liability as monthly adjustments are applied.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules for lease numbers lower than or equal to the Lease Number High.

Report Headings

Schedule Date: The date each of each payment schedule event.

Base Rent: The sum of all normalized cash payments of the base rent payment type.

Rent Abatement: The amount of rent abatement that will be applied to the payment schedule event.

Total Cash Rent: The amount of rent after the rent abatement for the payment schedule event is applied.

Acct. Expense: The rent expense account after any rent adjustment for the payment schedule event is applied.

Adjustment: The amount of the adjustment applied to the Total Cash Rent for the payment schedule event.

Free Rent Liability: The amount of free rent liability, calculated for each rental period, showing the cumulative effect of rent adjustments on free rent liability.

Rentable Size: The rentable area of the location.

Receivables Details Report

Use this report to review billing items included in specified receivable schedules. This report is generated for subleases only.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the receivable schedules for the

lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all receivable schedules in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all receivable schedules.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all receivable schedules with lease numbers lower than or equal to the Lease Number High.

Schedule Date Low: The date of the receivable schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the receivable schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all receivable schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all receivable schedules for the specified leases.

Schedule Date High: The latest date in the range of receivable schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all receivable schedules with schedule dates earlier than or the same as the Schedule Date High.

Report Headings

Status: The current status of the rent schedule.

Purpose: The payment term purpose of an expense.

Term Type: The payment term type of an expense.

Amount (by Purpose): The summation of all cash payment items grouped by purposes and term types. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

Accounting Flexfield: The accounting flexfields that identify the type of expense being authorized for payment.

Amount (by accounting flexfield): The summation of all cash payments grouped by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

Schedule Total: The summation of all cash payment items, both by purposes and term types and separately by accounting flexfields.

Receivables Summary Report

Use this report to review current invoice payments due. The report lists the lease, customer information, lease address, accounting flexfields, and total amount due. Rent schedules are ordered by schedule date and lease number. This report is generated for subleases only.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the receivable schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all receivable schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all receivable schedules for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists receivable schedules for all lease numbers lower than or equal to the Lease Number High.

Schedule Date Low: The date of the receivable schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the receivable schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all receivable schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists receivable schedules for all specified leases.

Schedule Date High: The latest date in the range of receivable schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all receivable schedules with schedule dates earlier than or the same as the Schedule Date High.

Report Headings

Lease #: The number of the lease that the summary information covers.

Lease Name: The name of the lease that the summary information covers.

Status: The status of the lease. This can be Draft or Final.

Tenant Information: Information about the tenant who is being billed.

Lease Address: The address of the leased location.

Accounting Flexfield: Account that will be charged for the transaction.

Amount: The amount of the receivable for the specified billing schedule date.

Rent Schedule Details Report

Use this report to review current payments due for leased facilities. For each schedule that you select, the report lists amounts for payment purposes, payment term types, accounting flexfields, and total schedule payment due. Rent schedules are ordered by lease number and rent schedule date.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules with lease numbers lower than or equal to the Lease Number High.

Schedule Date Low: The date of the rent schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the rent schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all rent schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all rent schedules for the specified leases.

Schedule Date High: The latest date in the range of rent schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all rent schedules with schedule dates earlier than or the same as the Schedule Date High.

Report Headings

Status: The current status of the payment.

Supplier Name and Address: The name and address of the supplier to whom payment is made.

Phone: The phone number of the supplier.

Location Code and Address: The location code and address of the rented property for which payment is made.

Purpose: The payment term purpose of an expense.

Term Type: The payment term type of an expense.

Amount (by Purpose): The summation of all cash payment items grouped by purposes and term types. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

Accounting Flexfield: The accounting flexfields that identify the type of expense being authorized for payment.

Amount (by accounting flexfield): The summation of all cash payments grouped by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case it uses an estimated amount.

Schedule Total: The summation of all cash payment items, both by purposes and term types and separately by accounting flexfields.

Rent Schedule Export Report

Use this report to review the export status of rent schedule events. For each schedule date, the report lists:

- Approval status
- Payment period
- Lease Number
- Lease Name
- Supplier Name
- Supplier Number
- Site Code
- Actual Amount

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Schedule Date Low: The schedule date of the item that you want to review. If you do not enter a Schedule Date High, then the report lists only the schedule date that is specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all schedule dates that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all schedule dates for the specified leases.

Schedule Date High: The latest date in the range of schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all schedule dates earlier than or the same as the Schedule Date High.

Schedule Status: The status of the schedule dates you want to review.

Export Flag: Enter Yes if you want to review scheduled payments that have been approved for export to Payables. Enter No if you want to review scheduled payments that have not been approved for export to Payables.

Transferred Flag: Enter Yes if you want to review scheduled payments that have been transferred to Payables. Enter No if you want to review scheduled payments that have not been transferred to Payables.

Report Headings

Schedule Date: The date of the scheduled payment event.

Status: The current status of the scheduled payment.

Period: The name of the GL accounting period.

Lease Number: The number of the lease for which the payment event is scheduled.

Lease Name: The name of the lease for which the payment event is scheduled.

Supplier Number: The number of the supplier to whom payment is made.

Supplier Name: The name of the supplier to whom payment is made.

Site Code: The supplier site to which payment is made.

Actual Amount: The amount of the scheduled payment.

Rent Schedule Summary Report

Use this report to review current invoice payments due for leased facilities. The report lists the lease, supplier information, lease address, accounting flexfields, and total amount due. Rent schedules are ordered by rent schedule date and lease number.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the rent schedules for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all rent schedules for the

leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all rent schedules for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all rent schedules with lease numbers lower than or equal to the Lease Number High.

Schedule Date Low: The date of the rent schedules that you want to review. If you do not enter a Schedule Date High, then the report lists only the rent schedules that are specified by the Schedule Date Low. If you enter both a Schedule Date Low and a Schedule Date High, then the report lists all rent schedules that are in the specified date range. If you enter neither a Schedule Date Low nor a Schedule Date High, then the report lists all rent schedules for the specified leases.

Schedule Date High: The latest date in the range of rent schedule dates that you want to include in the report. If you do not enter a Schedule Date Low, then the report lists all rent schedules with schedule dates earlier than or the same as the Schedule Date High.

Report Headings

Supplier Information: The name, address, and phone number of the supplier to whom the rental payment is made.

Lease Address: The address of the building of the primary leased location.

Accounting Flexfield: The flexfields identifying the type of expense being authorized for payment.

Amount (by accounting flexfield): The summation of all cash payment items by accounting flexfields. The program uses actual amounts for all cash payment items unless no actual amount is defined, in which case the program uses an estimated amount.

Grand Total: The summation of all amounts of all payment schedules.

Account: The accounts to which the payments are applied, for each payment schedule range that is selected.

Amount: The total amount paid to each account for the payment schedule range that is selected.

Space Allocation Report

Use this report to review the amount of office space that is allocated to each cost center that has space in the locations associated with the leases you specify. For each cost center, the report provides details of space allocation, including:

- Size of allocated usable areas.

- Size of allocated common areas.

- Allocated usable area as a percentage of the total usable area.

- Allocated common area as a percentage of the total common area.

- Total area allocated to a cost center in the location.

- Total area allocated to a cost center as a percentage of the total allocated area in the location.

- Number of employees (headcount) in the location.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space allocation for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space allocation in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space allocation for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all space allocation for lease numbers lower than or equal to the Lease Number High.

Report Headings

Cost Center: The cost center number.

Headcount: The number of employees in the cost center who occupy some allocated space in the location.

Allocated Usable Area: The amount of usable space allocated to a cost center.

Allocated Usable Area %: Allocated usable area expressed as a percentage of the total allocated area.

Allocated Common Area: The amount of common space allocated to a cost center.

Allocated Common Area %: Allocated common area space expressed as a percentage of the total allocated area.

Total Allocated Area: Total amount of space allocated to a cost center: Allocated Usable Area plus Allocated Common Area.

Total Allocated Area %: Total amount of space allocated to a cost center expressed as a percentage of the total allocated area.

Space Utilization Report

Use this report to review space utilization summarized by lease. For each lease, the maximum and optimum occupancies, occupied workstations, vacant workstations, and vacancy percentages are listed. This report lists leases that have already commenced but have not yet terminated. Only offices in active tenancies will be incorporated into the summaries listed in this report.

Report Submission

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists all space utilization for lease numbers lower than or equal to the Lease Number High.

Report Headings

Lease #: The number of the lease, as assigned in the Leases window.

Name: The name of the location.

Rentable Size: The sum of the rentable sizes of all the current tenancies.

Maximum Occupancy: The sum of the maximum occupancies of all offices in the current tenancies. For those offices without maximum occupancies, Oracle Property Manager uses the optimum occupancy.

Optimum Occupancy: The sum of the optimum occupancies of all offices in the current tenancies. For those offices without optimum occupancies, Oracle Property Manager uses the maximum occupancy.

Occupied Workstations: The total number of personnel space assignments for offices in the current tenancies.

Vacancy at Maximum–Other: The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the maximum occupancy.

Vacancy at Maximum–Vacant Workstations: The number of vacant individual work spaces, if the location is occupied at the maximum occupancy.

Vacancy at Maximum–Vacancy: The number of vacant workstations expressed as a percentage of the maximum occupancy.

Vacancy at Optimum–Other: The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the optimum occupancy.

Vacancy at Optimum–Vacant Workstations: The number of vacant individual work spaces, if the location is occupied at the optimum occupancy.

Vacancy at Optimum–Vacancy: The number of vacant workstations expressed as a percentage of the optimum occupancy.

Non–Hdcnt Related Workstation: The number of workstations assigned to a cost center but not assigned to specific employees.

Space Utilization Report by Floor

Use this report to review the utilization of space summarized by floor and lease. For each lease, the report lists all floors where offices exist in active tenancies. For each floor covered by a lease, the report lists:

- The amount of usable space.

- The optimum and maximum occupancies.

- The number of occupied and vacant workstations.

- The percentage of vacancies.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists space utilization for all lease numbers lower than or equal to the Lease Number High.

Report Headings

Lease Name: The name of the lease that includes the floor on which the reported space is located.

Building: The name of the building that includes the floor where the reported space is located.

Floor: The name or number of the floor where the reported space is located.

Usable Area: The total usable area of the specified floor.

Maximum Occupancy: The sum of the maximum occupancies of all offices on each floor. The program uses the optimum occupancy for those offices without maximum occupancies.

Optimum Occupancy: The sum of the optimum occupancies of all offices on each floor. The program uses the maximum occupancy for those offices without optimum occupancies.

Occupied Workstations: The total number of personnel space assignments for offices on each floor.

Other: The total number of spaces that have been allocated to a cost center.

Vacant Workstations: The optimum occupancy minus the number of occupied workstations minus the number of workstations assigned to cost centers (Other).

Vacancy at Maximum: The number of vacancies expressed as a percentage of the maximum occupancy.

Vacancy at Optimum: The number of vacancies expressed as a percentage of the optimum occupancy.

Space Utilization Report by Office

Use this report to review the utilization of space summarized by office. For each lease, the report lists all offices that exist in active tenancies. The offices are listed by floor. For each office covered by a lease, the report lists:

- The total usable space of each floor and office.

- The optimum, maximum, and actual occupancies of each floor and office.

Report Submission:

You submit this report from the Submit Request window. See: Submitting Standard Reports: page 5 – 2

Report Parameters

Lease Number Low: The lowest lease number in the range of lease numbers you want to include in the report. If you do not enter a Lease Number High, then the report lists only the space utilization for the

lease specified by Lease Number Low. If you enter both Lease Number Low and Lease Number High, then the report lists all space utilization for the leases in the specified range. If you enter neither a Lease Number Low nor a Lease Number High, then the report lists all space utilization for all leases.

Lease Number High: The highest lease number in the range of lease numbers that you want to include in the report. If you do not enter a Lease Number Low, then the report lists space utilization for all lease numbers lower than or equal to the Lease Number High.

Report Headings

Building: The name of the building that includes the office where the reported space is located.

Usable Area: The total usable area of each office.

Maximum Occupancy: The maximum number of employees that can occupy the office.

Optimum Occupancy: The optimum number of employees that can occupy the office.

Actual Occupancy: The number of employees assigned to the office.

Oracle Property Manager Menu Paths

This appendix describes how to navigate to each window in Property Manager.

Property Manager Navigator Paths

Although your system administrator may have customized your navigator, typical navigation paths include the following:

Window Name	Navigation Path
Authorize Payments	Leases and Documents:Payments:Authorize
Billings Exported to Receivables	Leases and Documents:Billings:Export to Receivables. Check the Exported checkbox and choose the Find button.
Buildings	Locations:Define Locations
Contacts History	Leases and Documents:View Leases and Documents. Enter search criteria and choose the Find button. Choose the Open button. Choose the History button.
Employee Space Assignment	Locations:Allocate Space
Export Payments to Payables	Leases and Documents:Payments:Export to Payables. Enter search criteria and choose the Find button.
Export Billings to Receivables	Leases and Documents:Billings:Export to Receivables. Enter search criteria and choose the Find button.
Find Employee Space Assignment	Inquiry:Employee Space Assignment. Enter search criteria and choose the Find button.
Find Locations	Inquiry:Locations. Enter search criteria and choose the Find button.
Find Payment Schedules	Leases:Authorize Payments. Enter search criteria and choose the Find button.
Find Payments	Leases:Export Payments. Enter search criteria and choose the Find button.
Floors	Locations:Define Locations. Choose the Floors button.
Lease Milestones	Leases and Documents:Enter Leases and Documents. Choose the New button. Enter lease information. Choose the Milestones button.
Leases	Leases and Documents: Enter Leases and Documents. Choose the New button.
Locations Inquiry	Locations:View Locations. Enter search criteria and choose the Find button.
Milestone Templates	Setup:Milestones Template
Offices	Locations:Define Locations:Buildings:Floors. Choose the Offices button.

Window Name	Navigation Path
Payment Schedule Details	Leases and Documents: Payments:Authorize. Enter search criteria and choose the Find button. Choose the Details Button
Payments Exported to Payables	Leases and Documents:Payments:Export to Payables. Check the Exported checkbox and choose the Find button.
Regions and Office Parks	Locations: Define Regions and Office Parks
Reporting Currencies	Setup:Currencies
Roles and Sites	Agents:Service Providers. Choose the New button.
Service Providers	Agents:Service Providers

Profile Options

This appendix lists profile options that affect the operation of
Property Manager.

Profile Options in Property Manager

During your implementation, you set values for profile options in Oracle Financials to specify how Oracle Property Manager controls access to and processes data. In addition to the Oracle Property Manager profile options, Oracle Property Manager uses profile options from other Oracle Financials applications to control features, such as Language, which affect more than one application.

Your System Administrator sets many of these user profile options at one or more of the following levels: Site, Application, Responsibility, and User. Use the Personal Profile Options window to view or set your profile options at the user level. You can consult your *Oracle Applications System Administrator's Guide* for a list of profile options common to all Oracle Applications.

The following sections list each profile option that affects the operation of Oracle Property Manager.

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
PN: Automatic Amendment Number	✔	✔	✔	✔	✔	No	No default
PN: Automatic Company Number	✔	✔	✔	✔	✔	No	No default
PN: Automatic Lease Number	✔	✔	✔	✔	✔	No	No default
PN: Automatic Space Distribution	✔	✔	✔	✔	✔	No	No default
PN: Batch Source Name	✔	✔	✔	✔	✔	Yes	No default
PN: Set of Books	–	–	✔	✔	✔	Yes	No default
PN: Transaction Type	✔	✔	✔	✔	✔	Yes	No default
Journals: Display Inverse Rate	✔	✔	✔	✔	✔	No	No default
Default Country	✔	✔	✔	✔	✔	No	No default
Folders: Allow Customization	–	✔	–	–	–	No	No default
Language	–	✔	✔	✔	✔	No	No default

Table 5 – 1   (Page 1 of 2)

Profile Option	User Resp.	System Administrator Responsibility				Requirements	
	User	User	Resp	App	Site	Required?	Default Value
Sequential Numbering	–	0	✔	✔	✔	No	No default
Printer	✔	✔	✔	✔	✔	No	No default
Site Language	0	0	0	0	–	No	No default
MO:Operating Unit	0	0	✔	0	✔	No	No default
– You can view the profile option but you cannot change it							
✔ You can update the profile option							
0 You cannot view or change the profile option value							

Table 5 – 1   (Page 2 of 2)

See Also

Personal Profile Values Window *(Oracle Applications User's Guide)*

Overview of Setting User Profiles *(Oracle Applications System Administrator's Guide)*

Profile Options in Oracle Application Object Library *(Oracle Applications System Administrator's Guide)*

Common User Profile Options *(Oracle Applications User's Guide)*

Profile Options in Property Manager

PN: Automatic Amendment Number: If you want Property Manager to assign a unique number to each amendment automatically, then enter Yes.

PN: Automatic Company Number: If you want Property Manager to assign a unique number to each company automatically, then enter Yes.

PN: Automatic Lease Number: If you want Property Manager to assign a unique number to each lease automatically, then enter Yes.

> **Note:** Many of the reports that you create in Property Manager include lease numbers as parameters. This enables you to specify a range of lease numbers that you want to include in the report.

If the Automatic Lease Number option is set to Yes, the lease numbers that Property Manager automatically creates will be sequential, and you will be able to specify a range of leases in your report parameters.

If you set the Automatic Lease Number option to No, and you want to be able to specify a range of lease numbers when you generate reports, then create lease numbers that are sequential.

PN: Automatic Space Distribution:

- **Yes:** Property Manager automatically distributes space equally to all occupants when users allocate space.

- **No:** Require users to manually enter a space allocation percentage when allocating space.

PN: Batch Source Name: If you use the billings feature, specify the Receivables batch source name. This name is used to control the standard transaction type assigned to the exported transaction, and it determines whether Oracle Receivables will automatically number the exported transactions. This value controls the default invoice source that appears in the Batch field of the Transaction and Credit Memo windows in Receivables. The list of values for this profile option is limited to batch sources with a transaction source type of Manual.

PN: Set of Books: Select the set of books that you want Property Manager to use. The set of books determines the currency, accounting calendar, and chart of accounts that Property Manager uses.

PN: Transaction Type: Select a Receivables transaction type. Property Manager uses the Receivables transaction type Invoice with Immediate payment terms when it creates billing information for export to Receivables.

The transaction type controls the accounting for Receivables invoices. It also controls whether transaction entries update customer balances and whether Receivables posts these transactions.

Profile Options in General Ledger

Because some Oracle Applications products have overlapping functions, the following General Ledger profile option also affects the operation of Oracle Property Manager, even if you have not installed General Ledger. See: Setting General Ledger Profile Options *(Oracle General Ledger User's Guide)*.

- Journals: Display Inverse Rate

■ GL Set of Books Name: For each Property manager responsibility, set the GL:Set of Books Name profile option to the set of books name you use in Property Manager.

Setting General Ledger Profile Options *(Oracle Government General Ledger User's Guide).*

Profile Options in Application Object Library

You set up Application Object Library profile options when you install Oracle Financials, and these profile options affect all applications. See also: Common User Profile Options *(Oracle Applications User's Guide).*

The following Application Object Library profile options have a particularly significant impact on the operation of Oracle Property Manager. For detailed information on all profile options, see: Profile Options in Oracle Application Object Library *(Oracle Applications System Administrator's Guide).*

■ Default Country:

■ Folders: Allow Customization

■ Site Language:

■ Printer. Payables uses this printer as the default unless in the Concurrent Programs window you have assigned a printer to the payment program you are using. See also: Overview of Printers and Printing *(Oracle Applications System Administrator's Guide).*

Profile Options for Multiple Organization Support

If you use the Multiple Organization Support feature, you can assign operating units to responsibilities by using the following profile option. For more information, see: *Multiple Organizations in Oracle Applications.*

■ MO: Operating Unit

Function Security

This appendix describes function security in Oracle Property Manager.

Function Security in Oracle Property Manager

Use function security to control access to Oracle Property Manager functionality.

Each Oracle Property Manager form performs one or more business functions. A function is a part of an application's functionality that is registered under a unique name for the purpose of assigning it to, or excluding it from an Oracle Property Manager responsibility.

Oracle Property Manager comes predefined with one responsibility, Property Manager, with its own set of preregistered functions assigned to it. Your system administrator can register additional functions and can customize your responsibilities by assigning or not assigning new functions to existing responsibilities, or by creating new responsibilities.

There are two types of functions: form and subfunction.

- **Form.** A form invokes an Oracle Forms form, for example, the Lease form name is PNTLEASE. You can navigate to a form using the Navigator.

- **Subfunction.** A subfunction is a subset of a form's functionality. In other words, a subfunction is a function executed from within a form.

  Subfunctions are often associated with buttons or other graphical elements on forms. For example, in the Leases window, you may want to restrict access to the Amend Lease function. In this case, for all users that do not have the associated subfunction name assigned to their responsibility, the Amend button would not appear.

  You cannot navigate to a subfunction from the Navigator.

Your System Administrator can submit the Function Security Menu Reports request set. This request set includes the Function Security Functions report, which shows a complete list of Payables functions assigned to the Oracle Property Manager responsibility.

See Also

Overview of Function Security *(Oracle Applications System Administrator's Guide)*

How Function Security Works *(Oracle Applications System Administrator's Guide)*

Implementing Function Security *(Oracle Applications System Administrator's Guide)*

Defining a New Menu Structure *(Oracle Applications System Administrator's Guide)*

D

Attachments

This appendix describes how to attach files containing non–structured data to your application data. For example, you can attach a scanned image of a lease to a lease record in Oracle Property Manager.

Attachments

To illustrate or clarify your application data, you can link non–structured data such as images, word processing documents, spreadsheets, or video to more structured application data. For example, you could attach to a building description a photograph of the building.

The toolbar Attachment icon indicates whether the Attachments feature is enabled in a form. When the button is greyed out, the Attachment feature is not available. When the Attachment feature is enabled in a form, the icon becomes a solid paper clip. The icon switches to a paper clip holding a paper when the Attachment feature is enabled in a form and the current record has at least one attachment. To see the attachment, choose the Attachment icon.

You can attach documents to a lease in the Leases window or to the definition of a property. For example, you might want to attach a scanned copy of the lease to the lease, or you can attach a scanned copy of the floor layout to the property definition. You can attach documents in the following places:

- Leases window: Details tab, Notes tab
- Buildings window
- Floors window: Area tab, Occupancy tab

For detailed information on the Attachments feature and using the Attachments window, see: About Attachments *(Oracle Applications User's Guide).*

Glossary

Note: Some terms appear more than once because they are shared by more than one Oracle Financial Applications product. These alternate definitions are provided so you can see how the same term or feature name is used in other applications.

Account segment One of up to 30 different sections of your Accounting Flexfield, which together make up your general ledger account code. Each segment is separated from the other segments by a symbol you choose (such as –, ⁄, or \). Each segment typically represents an element of your business structure, such as Company, Cost Center or Account. One of the sections of an Accounting Flexfield, separated from the other sections by a symbol you choose (such as –, ⁄, or \). You can have up to 30 different Accounting Flexfield segments. Each segment can be up to 25 characters long. Each Accounting Flexfield segment typically captures one element of your agency's structure, such as Fund, Division, Department, or Program.

Account segment value A series of characters and a description that define a unique value for a particular value set.

Accounting Flexfield The code you use to identify a general ledger account in an Oracle Financials application. Each Accounting Flexfield segment value corresponds to a summary or rollup account within your chart of accounts.

Accounting Flexfield structure The account structure you define to fit the specific needs of your organization. You choose the number of segments, as well as the length, name, and order of each segment in your Accounting Flexfield structure.

Accounting Flexfield value set A group of values and attributes of the values. For example, the value length and value type that you assign to your account segment to identify a particular element of your business, such as Company, Division, Region, or Product.A group of values and attributes of the values. For example, the value length and value type that you assign to your Accounting Flexfield segment to identify a particular element of your business, such as Company, Division, Region, or Product.

AutoReduction An Oracle Applications feature in the list window that allows you to shorten a list so that you must scan only a subset of values before choosing a final value. Just as AutoReduction incrementally reduces a list of values as you enter additional character(s), pressing [Backspace] incrementally expands a list.

AutoSelection A feature in the list window that allows you to choose a valid value from the list with a single keystroke. When you display the list window, you can type the first character of the choice you want in the window. If only one choice begins with the character you enter, AutoSelection selects the choice, closes the list window, and enters the value in the appropriate field.

chart of accounts structure A classification of account segment values that assigns a particular range of values a common characteristic. For example, 1000 to 1999 might be the range of segment values for assets in the account segment of your accounting flexfield.

database table A basic data storage structure in a relational database management system. A table consists of one or more units of information (rows), each of which contains the same kind of values (columns). Your application's programs and windows access the information in the tables for you.

folder A flexible entry and display window in which you can choose the fields you want to see and where each appears in the window.

function security An Oracle Applications feature that lets you control user access to certain functions and windows. By default, access to functionality is *not* restricted; your system administrator customizes each responsibility at your site by including or excluding functions and menus in the Responsibilities window.

inflation start date The inflation start date for an asset specifies when inflation begins to impact an asset. The asset is adjusted for inflation from this date onward. The inflation start date is generally the same date as the date placed in service. You can, however, define an inflation start date that is different than the date placed in service. For example, if you enter an asset that is already in service and that has already been adjusted for inflation, you can set the inflation start date to an appropriate date to begin calculating new inflation adjustments in Oracle Assets.

lamp A one-word message that Oracle Applications displays in the message line of any window to notify you that a particular feature is available for a particular field.

message line A line on the bottom of a window that displays helpful hints or warning messages when you encounter an error.

multi-org See *multiple organizations.*

multiple organizations The ability to define multiple organizations and the relationships among them within a single installation of Oracle Applications. These organizations can be sets of books, business groups, legal entities, operating units, or inventory organizations.

Multiple Reporting Currencies An Oracle General Ledger feature that allows you to report in your functional currency and in one or more foreign currencies.

report set A group of reports that you submit at the same time to run as one transaction. A report set allows you to submit the same set of reports regularly without having to specify each report individually. For example, you can define a report set that prints all of your regular month–end management reports.

shorthand flexfield entry A quick way to enter key flexfield data using shorthand aliases (names) that represent valid flexfield combinations or patterns of valid segment values. Your organization can specify flexfields that will use shorthand flexfield entry and define shorthand aliases for these flexfields that represent complete or partial sets of key flexfield segment values.

tablespace The area in which an Oracle database is divided to hold tables.

value Data you enter in a parameter. A value can be a date, a name, or a code, depending on the parameter.

value set A group of values and related attributes you assign to an account segment or to a descriptive flexfield segment. Values in each value set have the same maximum length, validation type, alphanumeric option, and so on.

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