# Oracle® Property Manager User Guide

**RELEASE 11*i***

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**ORACLE**®

Oracle Property Manager User Guide, Release 11*i*

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# 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 reports and processes
- 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.

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

- Chapter 3 describes how to define properties in Oracle Property Manager to help you manage your properties.  It explains how to define conacts, regions and office parks, and properties.

- Chapter 4 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 5 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 6 explains how to use the index rent feature to automatically increase base rent. It explains how to enter index history and rent increases, how to calculate rent increases, and how to allocate rent increases.

- Chapter 7 explains how to submit standard and variable format reports, and briefly describes each Oracle Property Manager report and listing.

- Chapter 8 explains how to use Oracle Property Manager open interfaces to export location information and import Oracle Property Manager information.

- 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

T his 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.

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# 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.

# 2

# Setting Up Property Manager

**T**his chapter describes the setup procedures you follow when you install Oracle Property Manager.

# Setting Up Oracle Property Manager

This section covers the steps that you follow in setting up Oracle Property Manager.  You can set up Property Manger 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 setup steps listed in the following table.

| Step | AIW Reference |
|---|---|
| **Define your chart of accounts.**<br><br>See: Defining Your Chart of Accounts *(Oracle General Ledger User's Guide)* and Defining Your Account Structure *(Oracle General Ledger User's Guide)*<br><br>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**.<br><br>See: Defining Period Types *(Oracle General Ledger User's Guide)* and Defining Calendars *(Oracle General Ledger User's Guide)*.<br><br>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.**<br><br>See: Currencies Window *(Oracle General Ledger User's Guide)*.<br><br>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.**<br><br>See: Defining Sets of Books *(Oracle General Ledger User's Guide)*.<br><br>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.**<br><br>See: Defining Conversion Rate Types *(Oracle General Ledger User's Guide)* and Entering Daily Rates *(Oracle General Ledger User's Guide)*.<br><br>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 setup step listed in the following table.

| Step | AIW Reference |
|---|---|
| **Enter  employees.**<br><br>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 setup step listed in the following table.

| Step | AIW Reference |
|---|---|
| **Enter suppliers in the Suppliers window**<br>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 setup steps listed in the following table.

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

## Setup Checklist

The following table lists Oracle Property Manager setup steps including steps that you need to complete in other products. 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 Num. | Required | Step | AIW Reference |
|---|---|---|---|
| Step 1 | Required | **Create application user sign–ons and passwords.**<br><br>See: Users Window *(Oracle Applications System Administrator's Guide).*<br><br>**Context:** Perform this step once per installation. | Common Financial |
| General Ledger Setup Steps | | | |
| Step 2 | Required | **Define your chart of accounts.**<br><br>See: Defining Your Chart of Accounts *(Oracle General Ledger User's Guide)*, and Defining Your Account Structure *(Oracle General Ledger User's Guide)*<br><br>**Context:** Perform this step once per installation. | Common Applications |
| Step 3 | Required | **Define your accounting period types and accounting calendar periods**.<br><br>See: Defining Period Types *(Oracle General Ledger User's Guide)*, and Defining Calendars *(Oracle General Ledger User's Guide).*<br><br>**Context:** Perform this step once per installation. | Common Applications |
| Step 4 | Optional | **Define and enable currencies that you plan to use.**<br><br>See: Currencies Window *(Oracle General Ledger User's Guide).*<br><br>**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.**<br><br>See: Defining Sets of Books *(Oracle General Ledger User's Guide).*<br><br>**Context:** Perform this step once per installation. | Common Applications |

| Step Num. | Required | Step | AIW Reference |
|---|---|---|---|
| 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.**<br><br>See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options *(Oracle Applications System Administrator's Guide)*.<br><br>**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.**<br><br>See: Defining Conversion Rate Types *(Oracle General Ledger User's Guide)* and Entering Daily Rates *(Oracle General Ledger User's Guide)*.<br><br>**Context:** Perform this step once per installation. | Common Applications |
| center | Receivables Setup Steps | | |
| Step 8 | Required | **Define Receivables transaction source.**<br><br>See: Define transaction batch sources: *(Oracle Receivables User's Guide)*<br><br>**Context:** Perform this step once per operating unit. | Common Financials |
| Step 9 | Required | **Define Receivables payment terms.**<br><br>See: Define payment terms *(Oracle Receivables User's Guide)*<br><br>**Context:** Perform this step once per installation. | Common Financials |
| Step 10 | Required | **Define Receivables transaction types.**<br><br>See: Define transaction types *(Oracle Receivables User's Guide)*<br><br>**Context:** Perform this step once per operating unit. | Common Financials |

| Step Num. | Required | Step | AIW Reference |
|---|---|---|---|
| | | Property Manager Setup Steps | |
| Step 11 | (See step description) | **Set Profile Options.**<br><br>*These profile options are required:*<br><br>• Default Country—Define the country code for local addresses<br><br>• Operating Unit—Identify your organization<br><br>• Set of Books—Define your functional currency and identify your chart of accounts for your expense and revenue accounts.<br><br>• Batch source name—Controls the standard transaction type assigned to a transaction and determines whether exported transactions are automatically numbered.<br><br>• Transaction type—Defines accounting for invoices<br><br>• Equal space distribution—If set to "Y" allocated space will be distributed equally<br><br>*These profile options are optional:*<br><br>• Automatic Lease Number Generation—Determines whether lease numbers must be entered manually or are generated automatically.<br><br>• Automatic Company Number Generation—Determines whether company numbers must be entered manually or are generated automatically.<br><br>See: Profile Options in Oracle Property Manager: page B – 2.<br><br>**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 Updatable.**<br><br>See: Overview of User Profiles *(Oracle Applications System Administrator's Guide)*, and Setting User Profile Options *(Oracle Applications System Administrator's Guide)*.<br><br>**Context:** Perform this step once per installation. | Property Manager |

| Step Num. | Required | Step | AIW Reference |
|---|---|---|---|
| Step 13 | Optional | **Update country and territory information and assign flexible address formats.**<br><br>See: Countries and Territories: page 2 – 13, and Flexible Addresses *(Oracle Receivables User's Guide or consult online help)*.<br><br>**Context:** Perform this step once per installation. | Property Manager |
| Step 14 | Optional | **Define descriptive flexfields.**<br><br>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)*.<br><br>**Context:** Perform this step once per installation. | Property Manager |
| Step 15 | Optional | **Define lookups.**<br><br>See Lookups: page 2 – 15.<br><br>**Context:** Perform this step once per installation. | Property Manager |
| Step 16 | Optional | **Define milestone templates.**<br><br>See: Setting Up Milestone Templates: page 4 – 23<br><br>**Context:** Perform this step once per installation. | Property Manager |
| Step 17 | Optional | **Define milestone sets.**<br><br>See: Milestones: page 4 – 20<br><br>**Context:** Perform this step once per installation. | Property Manager |

The Common Financial steps listed in the following table are performed after the Property Manager steps have been completed:

| Human Resources Setup Step | | | |
|---|---|---|---|
| Step 18 | Required | **Enter employees.**<br><br>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)*.<br><br>**Context:** Perform this step once per installation. | Common Financials |

| Payables Setup Step | | | | |
|---|---|---|---|---|
| | Step 19 | Optional | **Define Suppliers**<br>See: Suppliers *(Oracle Payables User's Guide)*<br>**Context:** Perform this step once per installation. | Common Financials |
| Receivables Setup Step | | | | |
| | Step 20 | Optional | **Define Customers**<br>See: Enter Customers *(Oracle Receivables User's Guide)*<br>**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:

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_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: Tenant

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

# 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

# Managing Properties

T his chapter describes how to manage properties in Oracle Property Manager.

# Managing Properties

You can use Oracle Property Manager to manage your properties. You use the information in Property Manager 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 contacts associated with the property, including company names, roles, and site information

- To simplify reporting

- To group buildings together to allow more flexibility in your property management

To define properties, you need to do the following:

- Define contacts

- Define regions and office parks

- Define properties in the Properties window

# Contacts Overview

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

- Landlords

- Property managers

- Subtenants

- Insurance companies

You can also use the Contacts 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 contact, including the name and address of the business, and the name, title, telephone number, and email address of people in the contact company.

> **Note:** Setting up a company as a contact 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)* and Customers Overview *(Oracle Receivables User's Guide)*.

## Roles and Sites

A single contact 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 contact in the Roles and Sites window.

A contact's *site* is the location or place of business from which the contact 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 contact is located. Just as you can define a variety of roles for a single contact, you can define a different site for every role that you enter.

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

## Company Contacts

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

## Setting Up Contacts

You enter information about contacts using two windows:

- Contacts
- Roles and Sites

▶ **To define a contact:**

1. Navigate to the Contacts window.

2. Enter the name of the contact company.

3. 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.

4. Enter a parent company name if applicable. The parent company you enter must previously have been set up as a contact.

5. 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 contact.

**Roles and Sites (Facilities Services, Inc.)**

Role ☐ [...]      Site Name ☐
☑ Active

Country **United States**
Address ☐
☐
☐                    ☐
City ☐      County ☐      State ☐
Province ☐      Postal Code ☐      [ ☐ ]

— **Contact Names** —

| Last Name | First Name | Job Title | Email | Primary | [ ] |
|-----------|-----------|-----------|-------|---------|-----|
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| ☐ | ☐ | ☐ | ☐ | ☐ | |
| ☐ | ☐ | ☐ | ☐ | ☐ | |

— **Contact Telephone Numbers** —

| Number | Extension | Type | Primary | [ ] |
|--------|-----------|------|---------|-----|
| ☐ | ☐ | ☐ | ☐ | |
| ☐ | ☐ | ☐ | ☐ | |
| ☐ | ☐ | ☐ | ☐ | |

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

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

1. In the Roles and Sites window, choose a role for the contact. Enter the contact'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.

**Roles and Sites (Facilities Services, Inc.)**

| | |
|---|---|
| Role | Sales Manager |
| Site Name | Headquarters |
| | ☑ Active |
| Country | United States |
| Address | 3 Industrial Parkway |
| City | Hilldfslr |
| County | |
| State | |
| Province | |
| Postal Code | |

**Contact Names**

| Last Name | First Name | Job Title | Email | Primary |
|---|---|---|---|---|
| Collington | Christopher | Manager | ccolling@facserv.com | ☑ |
| | | | | ☐ |
| | | | | ☐ |

**Contact Telephone Numbers**

| Number | Extension | Type | Primary |
|---|---|---|---|
| 650-555-9985 | 4357 | General | ☑ |
| | | | ☐ |
| | | | ☐ |

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 Contacts

▶ **To modify existing information about contacts:**

1. In the Contacts 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 contact 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.

**See Also**

Properties Overview: page 3 – 11

# 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.

To associate properties 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 Properties windows to associate specific properties with specific office parks and regions. The buildings or office space within these properties are automatically associated with the office park or region you defined in the Properties window. You cannot specifically assign buildings and office space to office parks or regions. Office parks and regions must be defined at the property level.

## 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.

# Properties Overview

Property consists of the land, sections, and parcels, and the buildings, floors, and offices that you are managing with Property Manager. When you set up properties, 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 contacts for the property. See: Contacts Overview: page 3 – 3.

- Building features.

- Area of building, floor, and office.

- Occupancy information

- Type of use planned for the office or floor.

- Contacts for the building, including the name and role of contacts. See: Contacts Overview: page 3 – 3.

You can associate existing buildings or land with a new property. You can define new buildings or land by choosing the New Building or New Land buttons in the Properties window. You can also use Oracle Property Manager to record ownership and site information.

# Properties Hierarchy

You define property in Oracle Property Manager at several levels. When you define a building within a property, the building consists of floors and offices. When you define land within a property, the land consists of parcels and sections.

## Properties

You define the overall property in the Properties window, including the property name and code, and information about where the property is located, such as the region and office park name. Building and land information is displayed in this window, but you cannot define it here. You must define this information in the Buildings and Land windows. You can access these windows from the Properties window by choosing the New Building or New Land button.

**Note:** You need to define office parks and regions before defining properties.

## Buildings

You define buildings in the Buildings window, including the name, alias, and tenure of the building you are defining. Most of the information in the Area and Occupancy tabbed regions is display only at this level, and must be defined at the office level, with the exception of the unit of measure and the gross measurement of the building in the Area tabbed region. In the Features tabbed region, you can enter information about the type, description, and condition of features of the building. In the Contacts tabbed region, you can enter the type, names, and sites where your contacts are located. You can access the Building window from the Properties window by choosing the New Building button. When you access the Buildings window from the Properties window, the property name, tenure, and country where the property is located are defaulted in the Building window.

## Floors

You define floors in the Floors window, which you access by selecting the Floors button on the Buildings window. At this level, you define the names of the individual floors. You can also define the type of space, for example, work space.

## Offices

You define offices in the Offices window, which you access by selecting the Offices button on the Floors window. You define the individual office spaces by office number and suite, and break down the rentable, usable, and assignable space by office number. You can also define the common areas, and the maximum and optimum number of occupants for a space.

## Land, Parcels, and Sections

Defining land is identical to defining buildings. You define land using a three–layered structure that includes defining land in the Land window, defining parcels in the Parcel window, and defining sections in the Section window. These windows contain the same fields as the Buildings, Floors, and Offices windows as shown in the following table:

| This window: | Corresponds to: |
| --- | --- |
| Land | Building |
| Parcel | Floors |
| Section | Offices |

## Defining Properties

You define properties in the Properties window.

> **Note:** Some of the fields are display only and the actual values are defined in other windows, such as the Buildings or Land window. See: Window References: page 3 – 25.

**▶ To define a property:**



1. Navigate to the Properties window.

2. Enter the Property Name and Property Code.

3. Optionally enter additional location information, such as the office park, region, zone, and district.

4. Optionally enter the portfolio of the property.

5. Indicate whether the tenure of the building is leased, owned, managed, or mixed.

6. Optionally enter the class, status, and condition, and a description of the property.

7. Enter the country where the building is located.

8. Make sure the Active Property check box is checked.

9. Save your work.

10. To define buildings or land, choose the New Building or New Land button and follow the instructions in the following sections.

**See Also**

Properties Window Reference: page 3 – 27

# Defining Buildings

You can access the Buildings window from the Properties window or directly from the Navigator menu.

> **Note:** Some of the fields are display only and the actual values are defined in other windows, such as the Floors and Offices windows. See: Window References: page 3 – 25.

**▶ To define a building:**



1. Navigate to the Buildings window.

   **Note:** If you navigate to the Buildings window by choosing New Building on the Properties window, Property Manager defaults the property name, tenure, and the country where the property is located.

2. Enter 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.

3. 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.

The following tables show how you can use a combination of abbreviations, and floor and office numbers to create your aliases:

Example 1:

| Building, Floor, or Office Name | Create Alias | Location Code |
|---|---|---|
| Empire State Building | ESB | ESB |
| 45th Floor | _45 | ESB_45 |
| Office 20 | _20 | ESB_45_20 |

Example 2:

| Building, Floor, or Office Name | Create Alias | Location Code |
|---|---|---|
| 501 2nd Street | 501_2 | 501–2 |
| 6th Floor | _06 | 501–2_06 |
| 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.

The alias is 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 Empire State Building

- 45321 V for 45321 Ventura Boulevard

- 300op for 300 Oracle Parkway

4. Optionally enter the property name.

5. Indicate whether the tenure of the building is leased, owned, managed, or mixed.

6. Optionally enter the building class, for example, Office Building and the status of the building, for example, Under Construction or Completed.

7. Make sure the Active check box is checked.

8. Enter the country where the building is located.

9. Optionally enter address information.

10. In the Area tabbed region, you define the unit of measure (UOM) you want to use.

> **Note:** The International Facilities Management Association (IFMA) has established definitions for rentable and usable areas of commercial real estate. The values you enter can be based on the definitions established by IFMA, or you can use definitions established by your own organization.

11. Enter the gross measurement of the building.

12. In the Features tabbed region, enter the type, description, and condition of each building feature.

- Type: This is a description of how the building will be used, for example, Retail Shop.

- Description: Enter a description of the building, for example, the name of the restaurant.

- Condition: Enter the condition of the building, for example, Excellent, Fair, or Poor.

13. In the Contacts tabbed region, enter the type (role), company name, and site of each contact. Before you enter information into the Contacts tabbed region, you must have set up contacts.

- Type: Enter the role of the contact, for example, facilities manager or landlord.

- Company Name: Enter the name of the contact's company.

- Company Site: Enter the location of the contact's place of business.

14. Save your work.

15. If you want to define floors, choose the Floors button and follow the instructions in the following section.

## Defining Floors

When you have finished setting up the building, you can then set up floors in the building. 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.

> **Note:** Some of the fields are display only and the actual values are defined in other windows, such as the Offices window. See: Window References: page 3 – 25.

**▶ To define floors:**



1. Navigate to the Floors window.

2. The window title of the Floors window displays the name of the building whose floors you are setting up. In the Area tabbed region, enter the name of each floor you are defining.

3. Create an alias for the floor following the guidelines for building aliases described above. 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.

4. In the Usage tabbed region, enter the activity or purpose for which the floor is intended, for example, mail room or data center.

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

6. Save your work.

7. 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.

**See Also**

Floors and Parcels Window Reference: page 3 – 32

# Defining Offices

After you have defined buildings and floors, you can define individual offices on each floor.

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

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 and customers to specific offices, using the Space Assignment window. You must define every office to which you want to assign an employee.

Most of the fields in the Offices window 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 summarizes the amount of vacant office space on each floor and in each building, and displays 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 decreases as you assign office space to employees.

| Offices - Building 1, Floor 1 | | | | | | Active |
|---|---|---|---|---|---|---|
| **Area** | Occupancy | Usage | | | | |
| Office | Suite | Alias | Location Code | Rentable | Usable | [ ] |
| 101 | | 101 | B1F1101 | 900 | 800 | ☑ |
| | | | | | | ☐ |
| | | | | | | ☐ |
| | | | | | | ☐ |
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| | | | | | | ☐ |

1. Navigate to the Offices window.

2. 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.

3. In the Area tabbed region, enter the name or number of the office.

4. Optionally enter the name or number of the suite. You use the Suite field to indicate a group of offices.

5. Enter the alias, following the guidelines for building aliases.

6. Enter the amount of space that is rentable, usable, common, and assignable for the office, following either IFMA standards of measurement or your own established procedures. Property Manager automatically displays the amount of vacant and secondary circulation space.

**Note:** You cannot assign common space to any cost center, employee, or customer.

If you check the Common Flag check box, the Assignable field is greyed out and you cannot enter any data here. If you do not check the Common Flag check box, the Common field is greyed out and you cannot enter any data here.

When a space is defined as a common area, the vacant area indicates 0SFT, and you cannot assign a cost center, customer, or employee to the space.

7. In the Occupancy tabbed region, enter the maximum and optimum number of people who should occupy this office.

8. In the Usage tabbed region, enter the type of use for which the office is intended, for example, work space, or copy room.

9. 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.

**See Also**

Offices and Section Window Reference: page 3 – 34

## Defining Land, Sections, and Parcels

You define land by navigating to the Land window. Property Manager uses a hierarchical structure for defining land, similar to the structure used to define buildings. You define a building at three levels: building, floor, and office. Similarly, you define land at three levels: land, parcels, and sections. To define land, follow the instructions for defining a building. To define parcels, follow the instructions for defining floors. To define sections, follow the instructions for defining offices.

**See Also**

Defining Buildings: page 3 – 15

Defining Floors: page 3 – 19

Defining Offices: page 3 – 21

# Window References

This section contains window references for all of the windows you use to define property.

## Contacts Window Reference

**Company Name.**  The name of the contact's company.

**Number.**  The number assigned to the company.

**Parent Company.**  The name of the contact's parent company.

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

### Roles and Sites Region

**Role.**  The role of the contact, for example, landlord.  This information is entered in the Roles and Sites window.

**Site Name.**  The name of the site.  This information is entered in the Roles and Sites window.

**Address.**  The address of the site..  This information is entered in the Roles and Sites window.

**Active.**  Indicates whether the contact currently has an active role with your managed properties.

### See Also

# Roles and Sites Window Reference

**Role.** The business role of the contact.

**Site.** The name of the site from which the contact operates for this role.

**Country.** The country where the contact is located.

**Address.** The contact's street address.

**City.** The city where the contact is located.

**County.** The county where the contact is located.

**State.** The state where the contact is located.

**Province.** The province where the contact is located.

**Postal Code.** The contact's postal code.

## Contact Names Region

**Last Name.** The last name of the individual contact.

**First Name.** The first name of the individual contact.

**Job Title.** The job title of the individual contact.

**Email.** The email address of the individual contact.

**Primary.** Indicates whether this contact is the primary contact.

## Contact Telephone Numbers Region

**Number.** The telephone number of the  individual contact.

**Extension.** The telephone extension of individual contact.

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

**Primary.** Indicates whether this telephone number is the primary number for this contact.

## See Also

Contacts Overview: page 3 – 3

# Properties Window Reference

**Property Name.** The unique property name. For example, Headquarters.

**Property Code.** An abbreviation of the property name. For example, HQ.

**Office Park.** The name of the office park, if the property 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 3 – 9.

**Region.** The name of the region, if your property 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 3 – 9.

**Zone.** Indicates how the property is used. For example, Airport or Park.

**District.** The district name or number.

**Portfolio.** The portfolio of the property.

**Tenure.** Indicates whether the property is leased, managed, mixed, or owned.

**Class.** Indicates the class of the property. For example, Rural or Urban.

**Status.** The status of the property.

**Condition.** The condition of the property.

**Description.** The description of the property.

**Active Property Check Box.** Indicates whether the property is currently in use.

## Building or Land Tab

**Name.** If a building or land is associated with this property, the building or land name appears here. This information defaults from the Buildings or Land window.

**Location Code.** If a building or land is associated with this property, the building or land location appears here. This information defaults from the Buildings or Land window.

**Active Check Box.** If a building or land is associated with this property, this check box indicates whether the building or land is currently in use. This information defaults from the Buildings or Land window.

**Address.** If a building or land is associated with this property, the building or land address appears here. This information defaults from the Buildings or Land window.

**New Building Button.** Opens the Buildings window when you want to enter a new building.

**New Land Button.** Opens the Land window when you want to enter new land.

**See Also**

Floors and Offices Window Reference: page 3 – 34

Defining Properties: page 3 – 13

## Buildings and Land Window Reference

**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 Defining Buildings: page 3 – 15

**Location Code.**  The location code defaults from the alias.  It is usually the same as the alias.

**Property.**  The name of the property.  If you used the New Building or New Land button on the Properties window to access the Buildings or Land window, the property name is defaulted from the Properties window.

**Tenure.**  Indicates whether the building or land is leased, managed, mixed, or owned.

**Class.** Indicates the class of the building or land.  For example, Rural or Urban.

**Status.** The status of the building or land.

**Country.**  The country where the building or land is located.

**Address.**  The address of the building or land.

**City:** The city where the building or land is located.

**State:** The state where the building or land is located, if applicable.

**Province:** The province where the building or land is located, if applicable.

**Postal Code:** The postal code where the building or land is located, if applicable.

**Active Check Box.**  Indicates whether the building or land is currently in use.

**Floors Button.**  Opens the Floors window.

## Area Tab

**UOM.**  The Unit of Measurement from the List of Values.

**Gross.**  The gross area of the building.

**Rentable.**  The amount of rentable space.  This information is entered at the office or section level.

**Usable.**  The amount of usable space.  This information is entered at the office or section level.

**Assignable.**  The amount of assignable space.  This information is entered at the office or section level.

**Vacant.**  The amount of vacant space.  This information appears automatically, based on what you have entered at the office or section level.  Property Manager calculates the vacant space using the following formula:

> Assignable – assigned (from Space Assignment form)

**% Vacant.**  The percentage of vacant space.  This information appears automatically, based on what you have entered at the office or section level.

**Load Factor.**  Property Manager calculates the load factor using the following formula:

> Rentable Area /Usable Area –1

**Levels.**  The number of floors or parcels.  This information is entered at the floor or parcel level.

**Units.**  The number of offices or sections.  This information is entered at the office or section level.

## Occupancy Tab

**Maximum.**  The maximum number of people who can occupy this building or land.  This information is entered at the office or section level.  This field is display only at the building level.

**Optimum.**  The optimum number of people who can occupy this building or land.  This information is entered at the office or section level.  This field is display only at the building level.

**Utilized.**  The number of people occupying the space.  This information appears automatically, based on what you enter at the office or section level.  This field is display only at the building level.

**Vacancy.** The amount of space that is vacant. This field is display only at the building level. Property Manager calculates the vacancy based on the following formula:

Maximum Occupancy – Utilized

**% Occupancy.** The percentage of space that is occupied. This field is display only at the building level. Property Manager calculates this amount based on the following formula:

Utilized/Maximum Occupancy x 100

**Area/Utilized.** The amount of space that is utilized. This field is display only at the building level. Property Manager calculates this amount based on the following formula:

Rentable Area (building level)/Total Utilized (building level)

## Features Tab

**Type.** Features of the building or land. For example, Restaurant or Easy Highway Access.

**Description.** A description of the feature.

**Condition.** The condition of the feature. For example, Fair or Quiet.

**Quantity.** The quantity of this feature, if applicable.

**UOM.** The unit of measure.

## Contacts Tab

**Type.** The position of the contact. For example, Facilities Manager.

**Company Name.** The name of the company with which the contact is associated.

**Company Site.** The location of the contact's company.

## See Also

## Floors and Parcel Window Reference

### Common Fields

The following fields appear in all tabs:

**Name.**  The name or number of the floor or parcel.

**Alias.**  The alias for this floor or parcel.  This information defaults from the Buildings or Land window.

**Location Code.**  The location code of the floor or parcel.  This information is entered at the building or land level.

**Active Check Box.**  Indicates whether the space is currently active.

**Offices Button.**  Opens the Offices window.

### Area Tab

**Rentable.**  The rentable space in the floor or or parcel.  This information is entered at the office or section level.

**Usable.**  The usable space in the floor or parcel.  This information is entered at the office or section level.

**Common.**  The common space in the floor or parcel.  This information is entered at the office or section level.

**Assignable.**  The assignable space in the floor or parcel.  This information is entered at the office or section level.

**Primary Circulation.**  The amount of primary circulation space on the floor or parcel, for example, lobby or walkways.  Property Manager calculates this amount based on the following formula:

Rentable Space (floor level) – Usable Space (floor level)

**Vacant.**  The vacant space in the floor or parcel.  This information is derived automatically, based on what you enter at the office or section level.  This field is display only at the floor level.

### Occupancy Tab

**Maximum.**  The maximum number of people who can occupy this floor or parcel.  This information is entered at the office or section level.  This field is display only at the floor level.

**Optimum.**  The optimum number of people who can occupy this floor or parcel.  This information is entered at the office or section level.  This field is display only at the floor level.

**Utilized.**  The number of people occupying the space.  This information is derived automatically based on what you enter at the office or section level.  This field is display only at the floor level.

**Vacancy.**  The number of vacant spaces.  This information is derived automatically based on what you enter at the office or section level.  This field is display only at the floor level.  Property Manager calculates this amount using the following formula:

Maximum Occupancy (floor level) – Utilized (floor level)

**Usage Tab**

**Type.**  The type of space.  For example, Data Center.

**See Also**

# Offices and Section Window Reference

## Common Fields

The following fields appear in all tabs:

**Name.**  The name or number of the office or section.

**Suite.**  The name or suite number.  This field allows you to subdivide offices or sections.

**Alias.**  The alias for this office or section.  This information defaults from the Buildings or Land window.

**Location Code.**  The location code of the office or section.  This information is entered at the building or land level.

**Active Check Box.**  Indicates whether the space is currently active.

## Area Tab

**Rentable.**  The rentable space in the office or section.

**Usable.**  The usable space in the office or section.

**Common Flag.**  Indicates if the space is a common area.

**Common.**  The common space in the office or section.

**Assignable.**  The assignable space in the office or section.

**Secondary Circulation.**  The amount of secondary circulation.  Property Manager calculates this amount based on the following formula:

$$\text{Usable Area} - (\text{Common Area} + \text{Assignable Area})$$

**Vacant.**  The vacant space in the office or section.  This information is derived automatically, based on what you enter here.

## Occupancy Tab

**Maximum.**  The maximum number of people who can occupy this office or section.

**Optimum.**  The optimum number of people who can occupy this office or section.

**Utilized.**  The amount of space occupied.  This information is derived automatically based on what you enter here.

**Vacancy.** The amount of space that is vacant. This information is derived automatically based on what you enter here

**Usage Tab**

**Space Type.** The type of space. For example, File Room.

**Function Type.** How the space is used currently. For example, the space may have been designed for use as a Cubicle, but it is actually being used as a Printer Room.

**Standard Type.** The type of user who uses this space, for example, director, vice president, or individual contributor.

**See Also**

Building Window Reference: page 3 – 29

Defining Offices: page 3 – 21

Defining Land, Sections, and Parcels: page 3 – 23

# 4

# 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 lease 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 the calculation of rent amounts and the creation of schedules for invoices. You can set up milestones that correspond to required decisions and actions you need to take at specific times. Milestones help you keep track of these decisions and actions and handle them on a timely basis.

The Leases window and the schedule creation feature 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 payment schedules, and exporting schedules 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. The amendment feature allows you to keep a history of modifications made to the original lease agreement, along with information such as the user responsible and the amendment dates.

- 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.

# 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 assign office space.

Lease setup information includes:

- **Contacts**. You need to define a contact only once. After you do, that contact information is available for any leases you subsequently enter. For detailed information on contacts, see: Contacts Overview: page 3 – 3.

- **Locations.** Once a location has been defined, the information can be used in the Leases window, and can also be used for assigning space with the Space Assignment feature. Location types that you can assign to a lease include buildings, floors, offices, land, parcels, and sections. For detailed information on entering locations, see: Managing Properties: page 3 – 2.

- **Milestone Types and Sets.** Milestone types and sets manage the list of people for whom reminders are generated. You can apply the milestone types and sets that you define to any lease you choose. You can apply milestone types and sets to multiple leases. For detailed information see: Milestone Types and Sets Overview: page 2 – 22.

**See Also**

Status of Leases: page 4 – 5

# Lease Abstraction Process

When you *abstract* a lease, you identify critical information in the lease document and in other related documents, such as conveyance documents, insurance policies, and service provider contracts. You then enter this information in the Leases window of Oracle Property Manager using the various tabbed regions in the Lease window. 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.

**See Also**

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# 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 you 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. The lease type is for informational purposes only and does not affect functionality.

  The lease type is a user–defined lookup that describes how the rental amount is calculated. Common lease types are:

  – Gross lease: The lessee (tenant) pays a fixed rent. The lessor (landlord) pays other expenses, including taxes,

insurance, and operating expenses.  Most residential and commercial office leases are gross leases.

- Net lease:  The lessee pays the rent as well as some or all of the operating costs, including maintenance, taxes, insurance, and utilities.  Most residential ground leases and commercial building leases are net leases.

- *Abstracted By*.  The name of the person who enters lease information in Property Manager.

- *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 4 – 34.

  - 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.  The location to which the lease is assigned must have a tenure of Mixed, Managed, or Leased.

  - 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.  The location to which the lease is assigned must have a tenure of Mixed, Managed, or Owned.

  - 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.

    You can have more than one sublease for the same location.  The second sublease (sub–sublease).  A sub–sublease has a lease class of Sublease, and has both a primary lease and an over lease (sublease) associated with it.  Therefore, a sub–sublease can have a sublease associated with it.

- *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 subleasing.  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 lessor. You enter the direct lease into Oracle Property Manager first, then enter the third party lease. When you do this, the direct lease becomes the master lease in reference to the third party 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.

## 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

### 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 4 – 20

**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.**  The account numbers to be charged for payments or used for remittances.  For direct leases, these include the expense, liability, and accrued liability account.  For third party and sublease leases, these include the revenue, receivable, and accrued asset accounts.

- **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 Contacts 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.

You can use Oracle Mobile to query contact information defined in Oracle Property Manager. This contact information is conveniently categorized into various logical search criteria.

Using Oracle Mobile Property Manager, space planners and facilities managers can perform a variety of functions that would ordinarily require the use of paper or heavy lap tops, which are difficult to maintain and carry while inspecting property. Space planners and facilities managers can use Oracle Mobile Property Manager to perform tasks such as directly accessing contact information for a given lease or notifying the system of vacant office space as they inspect the property.

## See Also

Contacts Overview: page 3 – 3

## 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. You must set up at least one primary location for reporting purposes. You cannot specify more than on primary location for a lease. Also, a single location can be associated with multiple leases, as long as their occupancy dates do not overlap. Also, if a locations such as a building is associated with a direct lease, then that specific building and all of its associated floors and offices can be subleased out. You cannot sublease a location that is not on the original master lease.

> **Note:** You must set up a location before you can enter lease information in the Lease window. For information on setting up locations, see: Managing Properties: page 3 – 2.

## 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. In the Dates region, you can enter information such as the insurance policy effective dates, the policy number, and the company that is supplying the policy.

## 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.

## 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.

> **Note:** You can also do straightlining of your terms (according to FASB–13 standards) by checking the Normalize check box. You cannot enter an estimated payment amount for normalized payment terms. If you check the Normalize check box, the Estimated Amount field is disabled. Also, you cannot create a normalized payment term that lies outside the lease term. You can create non–normalized payment terms outside the lease term. You can also associate a leased location to a payment term.

## See Also

## 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.

> **Note:** You can also do straightlining of your terms (according to FASB–13 standards) by checking the Normalize check box. You cannot enter an estimated billing amount for normalized billing terms. If you check the Normalize check box, the Estimated Amount field is disabled. Also, you cannot create a normalized billing term that lies outside the lease term. You can create non–normalized billing terms outside the lease term. You can also associate a leased location to a billing term.

## See Also

## 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.

You can define different note types that cover most of the common note types specific to your business enterprise.

**See Also**

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

Milestones: page 4 – 20

# 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 Suppliers and Customers. See: Suppliers *(Oracle Payables User's Guide)* and Enter Customers *(Oracle Receivables User's Guide)*

❑ Set up Contacts. See: Setting Up Contacts: page 3 – 4.

❑ Set up Locations. See: Managing Properties: page 3 – 2.

❑ Set up Milestone Types and Templates. See: Setting Up Milestone Templates and Milestones: page 4 – 23.

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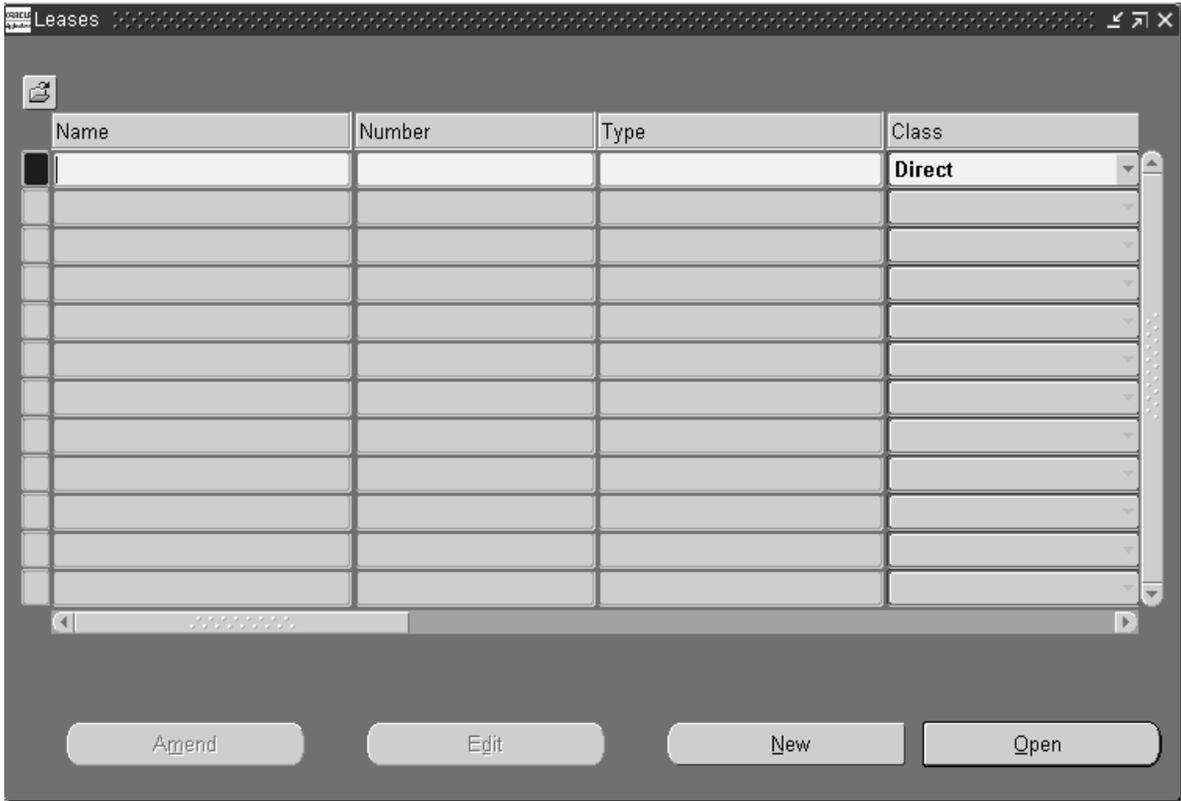
2. Choose the New button to display the Lease (New) window.

Lease - [New]

| Name | | Number | |
| Type | | Class | **Direct** |
| Master Lease | | Abstracted By | |
| Status | **Draft** | | |

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

User Responsible

Proration Rule  **365 Day...**

Expense Account

Liability Account

Accrued Liability Account

Currency  **USD**

**Key Dates**

Execution

Commencement

Termination

Term  [   ]

Milestones (A)

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. Property Manager assigns lease numbers automatically if you have the PN: Automatic Lease Number profile option set to yes. See: Profile Options in Property Manager: page B – 2.

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. The type field is a user–defined lookup. See Lookups: page 2 – 15.

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. Finalizing a lease automatically generates payment/billing schedules. See: Lease Window Tabbed Regions : page 4 – 17.

**See Also**

Lease Window and Edit Lease Window Reference: page 4 – 93

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

# Lease Window Tabbed Regions

**Prerequisite:**

❑ Complete the upper regions of the Leases window. See Abstracting a Lease: page 4 – 13

▶ **To enter lease information:**

**Note:** For detailed information about each of the tabbed regions, see Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96**.**

**Note:** Tabbed regions 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 4 – 23.

1. **Details Tabbed Region.** Enter the name of the person who is responsible for administering the lease in the User Responsible field. Enter the necessary Oracle Payables or Oracle Receivables accounts. Select the appropriate proration rule. Enter the execution, commencement, and termination dates of the lease in the Key Dates Region. See Details Tabbed Region: page 4 – 96.

2. **Contacts Tabbed Region.** Enter the Role, Company Name, and Site of the contact. You can enter this information only after you have set up contacts. See Contacts Tabbed Region: page 4 – 99.

3. **Locations Tabbed Region.** Enter location information for the building, floor, or office that you are assigning to the lease. You can enter this information only after you set up locations. You can enter estimated and actual occupancy dates, the usage purpose of the leased location, and whether the leased location is assignable or subleasable. See Locations Tabbed Region: page 4 – 99.

4. **Rights Tabbed Region.** Enter any rights specified in the lease. Generally, the rights entered here have no financial consequences. See Rights Tabbed Region: page 4 – 101.

5. **Insurance Tabbed Region.** Enter information on insurance policies and amounts on the location. See Insurance Tabbed Region: page 4 – 100.

6. **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. Generally, the obligations entered here have financial consequences. See Obligations Tabbed Region: page 4 – 101.

7. **Payments Tabbed Region.** (For Lease Class: Direct) Enter all payment terms you want to set up. You must set up suppliers before entering payment terms. See Entering Payment Information: page 4 – 48.

8. **Billings Tabbed Region.** (For Lease Classes: Sublease or Third party) Enter all billing terms you want to set up. You must set up customers before entering billing terms. See Entering Billing Information: page 4 – 59.

9. **Options Tabbed Region.** Enter information on any options that are specified in the lease. See Options Tabbed Region: page 4 – 102.

10. **Notes Tabbed Region.** Enter any notes that you want to add to your lease information. See Notes Tabbed Region: page 4 – 106.

11. Save your work.

---

## Entering Prepayments

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

▶ **To manage a prepayment:**

1. Enter the prepayment payment/billing terms:

   • Choose the payment/billing type of prepayment.

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

   • If you are normalizing the rent payments, check the Normalize check box for the prepayment payment item. You cannot normalize a prepayment if the start date or end date of the prepayment is outside the lease term.

   • Enter the schedule day, which is the date on which the schedule should occur.

   • 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 Oracle Payables or Oracle Receivables, 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 in Property Manager.

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.

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: page 4 – 23

Setting Up Milestone Templates: page 4 – 23

Setting Up Milestones: page 4 – 24

# Milestone Types Overview

You can define different types of milestones to address the various lease events that will require action. Milestone types are user–defined lookups. 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 feature or aspect of the 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.

**See Also**

# Setting Up Milestone Templates and Milestones

This discussion includes the following topics:

- Setting Up Milestone Templates: page 4 – 23
- Setting Up Milestones: page 4 – 24

## 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.
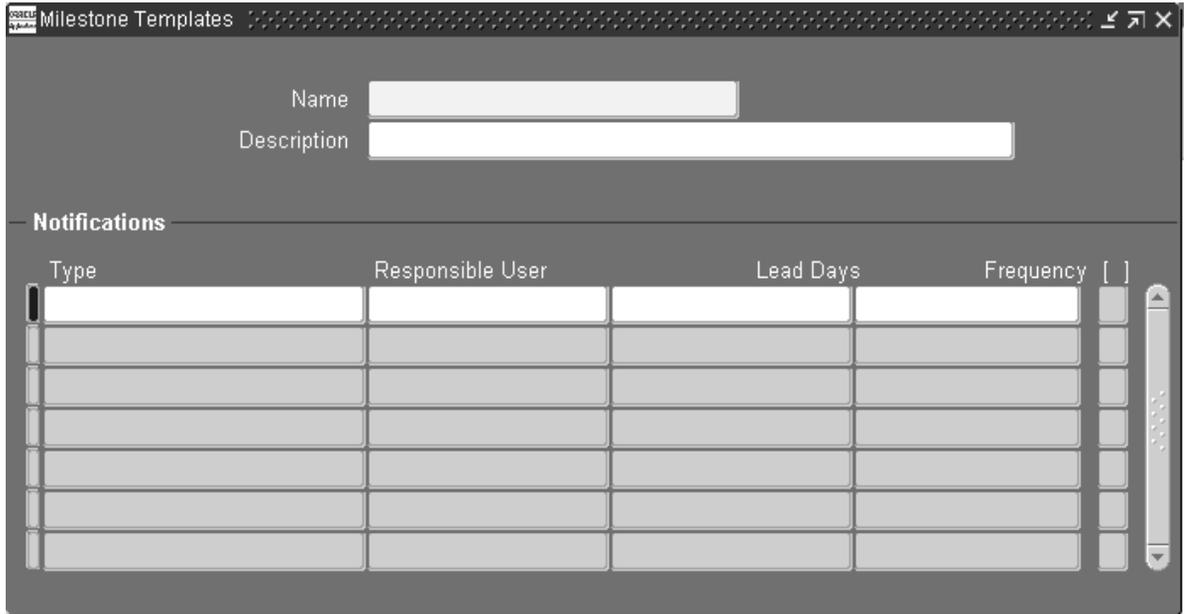
| Milestone Templates | | | | |
|---|---|---|---|---|
| Name | | | | |
| Description | | | | |

**Notifications**

| Type | Responsible User | Lead Days | Frequency | [ ] |
|---|---|---|---|---|
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |
| | | | | |

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:

   • Details

   • Insurance

   • Options

   • Payments/Billings

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 the Template Name.

   **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. The start date is automatically calculated by the system based on the Action Due Date and the Lead Days.

# Normalizing Payments or Billings

Landlords and tenants whose companies are publicly traded need to comply with FASB–13 standards for accounting of leases. According to these rules, companies need to normalize or calculate the average rent payments/billings over the term of the lease. These normalized amounts need to be reported as revenue/expense, along with accrued revenue/liability, so that the investment community can accurately analyze the company's financials.

If you have a lease for which payment/billing amounts vary over the lease term, you can use Property Manager to 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/billings and rent abatements over the life of a lease to more accurately record the lease expense or revenue during the time it was incurred.

Rent normalization is used to comply with FASB–13 standards. Landlords can vary rent amounts over the life of a lease term for the following reasons:

- Provide an incentive for the lessee

- Reflect the anticipated effects of inflation

- Ease the lessee's near term cash flow requirements

Using the rent normalization feature provides you with detailed monthly deferred liability and accrued asset amounts that can be accessed by accounting and finance departments to accurately calculate and estimate company–level revenue and expenses.

Only those lease terms for which the Normalize check box is checked can be normalized.

Only actual amounts can be specified for normalized terms.

All normalized terms must lie within the lease term. In other words, the start date of a normalized term cannot be earlier than the lease commencement date, and the normalized payment/billing term end date cannot be later than the lease termination date.

When you enter a lease, you check 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/billings you are allowed to normalize.

☞ **Attention:** Enter all terms, and be certain which terms you want to normalize.

After you finalize and save the 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, or you can run the Normalized Rent Schedule Report.

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 Details window to prorate the cash amount. The normalized average for that month is also prorated.

Property Manager transfers the correct amounts and accounts for expense/revenue, accrued liability/accrued asset to Oracle Payables and Oracle Receivables as distribution lines.

To calculate the average (normalized) amount for a term, Property Manager adds up all the cash items for that term over the entire lease term, and divides this sum with the number of months between the start and end dates of the lease. If the lease starts or ends mid–month, the proration rule specified at the Lease Details level is used to calculate the number of months.

## Example 1 of Rent Normalization: Schedule Day for all Terms is the Same

This example uses the following terms:

- Lease begins mid–month on 15 January, 2001 and ends mid–month on 14 January, 2002.

- Rent for the first quarter is $100; rent for the second quarter is $200; rent for the third quarter is $300, rent for the fourth quarter is $400; rent for the fifth quarter is $500.

- Rent abatement of $10 is given only in the first month.

- Rent is scheduled to be paid in full at the beginning of every month.

- Proration rule is Days/Month.

The following table illustrates rent normalization calculations. Note that in the table:

- Column B minus Column C equals Column D.

- Column E equals the sum total cash rent divided by the twelve months. This column shows the average expense/revenue associated with the lease that needs to be reported.

- Column E minus Column D equals Column F.

- Column G contains a running total of Column F. Column F shows deferred liability. From the payment perspective, it is the amount that the tenant owes that will be paid later on as the lease progresses. The adjustment is the amount in addition to the cash that the expense/revenue needs to be adjusted if the system passes only the cash amount to Oracle Payables/Receivables.

- Column H contains the rentable area of the property on the lease.

- Note that for the first month (15 January, 2001 to 31 January, 2001), the tenant owes rent for 17 days. This is calculated as 100 * (17/31) = $54.84. For the last period (01 January, 2001 to 14 January, 2002), the tenant owes 500 * (14/31) = $225.81.

- For the first month, the prorated normalized amount is 133.75 (the normalized amount of 243.90 is prorated based on 17 days in January using the Days/Month proration rule. The prorated normalized amount for the last month is 110.148 (the normalized amount of 243.90 is prorated based on 14 days in January using the Days/Month proration rule.

- The proration rule is Days/Month.

| Schedule Date (A) | Base Rent (B) | Rent Abatement (C) | Total Cash Rent (D) | Account Expense (E) | Adjustment (F) | Deferred Liability (G) | Rentable Size (H) |
|---|---|---|---|---|---|---|---|
| 15–JAN–2001 | $54.84 | $10 | $44.84 | $144.89 | $100.05 | $100.05 | 3429 |
| 01–FEB–2001 | $100.00 | 0 | $100.00 | $264.22 | $164.22 | $264.27 | 3429 |
| 01–MAR–2001 | $100.00 | 0 | $100.00 | $264.22 | $164.22 | $428.49 | 3429 |
| 01–APR–2001 | $200.00 | 0 | $200.00 | $264.22 | $64.22 | $492.71 | 3429 |
| 01–MAY–2001 | $200.00 | 0 | $200.00 | $264.22 | $64.22 | $556.93 | 3429 |
| 01–JUN–2001 | $200.00 | 0 | $200.00 | $264.22 | $64.22 | $621.15 | 3429 |
| 01–JUL–2001 | $300.00 | 0 | $300.00 | $264.22 | ($35.78) | $585.37 | 3429 |
| 01–AUG–2001 | $300.00 | 0 | $300.00 | $264.22 | ($35.78) | $549.59 | 3429 |
| 01–SEP–2001 | $300.00 | 0 | $300.00 | $264.22 | ($35.78) | $513.81 | 3429 |
| 01–OCT–2001 | $400.00 | 0 | $400.00 | $264.22 | ($135.78) | $378.03 | 3429 |
| 01–NOV–2001 | $400.00 | 0 | $400.00 | $264.22 | ($135.78) | $242.25 | 3429 |
| 01–DEC–2001 | $400.00 | 0 | $400.00 | $264.22 | ($135.78) | $106.47 | 3429 |
| 01–JAN–2002 | $225.81 | 0 | $225.81 | $119.32 | ($106.49) | $0.02 | 3429 |

## Example 2 of Rent Normalization: Schedule Days are Not All the Same

This example uses the following terms:

- Lease begins mid–month on 15 January, 2001 and ends mid–month on 14 January, 2002.

- Rent for the first quarter is $100; rent for the second quarter is $200; rent for the third quarter is $300, rent for the fourth quarter is $400; rent for the fifth quarter is $500.

- The schedule day for the first four payment terms is 1. The schedule day for the last payment term is 2.

| Schedule Date | Base Rent | Rent Abatement | Total Cash Rent | Account Expense | Adjustment | Free Rent Liability |
|---|---|---|---|---|---|---|
| 01–JAN–2001 | $55.89 | $0.00 | $55.89 | $137.45 | $81.56 | $81.56 |
| 02–JAN–2001 | $0.00 | $0.00 | $0.00 | $10.70 | $10.70 | $92.26 |
| 01–FEB–2001 | $100.00 | $0.00 | $100.00 | $245.93 | $145.93 | $238.19 |
| 02–FEB–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $257.34 |
| 01–MAR–2001 | $100.00 | $0.00 | $100.00 | $245.93 | $145.93 | $403.27 |
| 02–MAR–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $422.42 |
| 01–APR–2001 | $200.00 | $0.00 | $200.00 | $245.93 | $45.93 | $468.35 |
| 02–APR–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $487.50 |
| 01–MAY–2001 | $200.00 | $0.00 | $200.00 | $245.93 | $45.93 | $533.43 |
| 02–MAY–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $552.58 |
| 01–JUN–2001 | $200.00 | $0.00 | $200.00 | $245.93 | $45.93 | $598.51 |
| 02–JUN–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $617.66 |
| 01–JUL–2001 | $300.00 | $0.00 | $300.00 | $245.93 | ($54.07) | $563.59 |
| 02–JUL–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $582.74 |
| 01–AUG–2001 | $300.00 | $0.00 | $300.00 | $245.93 | ($54.07) | $528.67 |
| 02–AUG–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $547.82 |
| 01–SEP–2001 | $300.00 | $0.00 | $300.00 | $245.93 | ($54.07) | $493.75 |
| 02–SEP–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $512.90 |
| 01–OCT–2001 | $400.00 | $0.00 | $400.00 | $245.93 | ($154.07) | $358.83 |
| 02–OCT–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $377.98 |
| 01–NOV–2001 | $400.00 | $0.00 | $400.00 | $245.93 | ($154.07) | $223.91 |
| 02–NOV–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $243.06 |
| 01–DEC–2001 | $400.00 | $0.00 | $400.00 | $245.93 | ($154.07) | $88.99 |
| 02–DEC–2001 | $0.00 | $0.00 | $0.00 | $19.15 | $19.15 | $108.14 |

| Schedule Date | Base Rent | Rent Abatement | Total Cash Rent | Account Expense | Adjustment | Free Rent Liability |
|---|---|---|---|---|---|---|
| 01–JAN–2001 | $0.00 | $0.00 | $0.00 | $113.20 | $113.20 | $221.34 |
| 02–JAN–2001 | $230.14 | $0.00 | $230.14 | $8.81 | ($221.33) | $0.00 |

**See Also**

Normalized Rent Schedule Report: page 7 – 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.

- You can renormalize using both the edit and amend functions. When you renormalize using the edit function, the terms are renormalized from the lease commencement date. However, when you add a new term using the amend function, the term is renormalized from the amended commencement date.

- Renormalization occurs across all draft schedules in the lease. Approved schedules are not included in renormalization.

# Using Property Manager for Account Defaulting and Accrual

Property Manager allows you to transfer the correct amounts and accounts for expense/revenue and accrued liability/accrued asset to Oracle Payables and Oracle Receivables as distribution lines for non–normalized and normalized items. Property Manager also ensures that the cash account is correctly credited/debited.

For billings, you set the PN: Export Distributions to Receivables profile option to indicate the level of accounting you want Property Manager to perform. You can set the profile option to one of the following values:

- All Terms: The General Ledger accounting information is required for all terms. This value is the default.

- Normalized Terms Only: The General Ledger accounting information is required only for normalized terms.

- None: Property Manager does not provide accounting information, and the General Ledger accounting information is optional.

For Property Manager to perform accounting correctly for normalized payments, you need to specify the following accounts in the Details tabbed region of the Lease window:

- Expense
- Liability
- Accrued Liability

For Property Manager to perform accounting correctly for normalized billings, you specify the following accounts:

- Revenue
- Receivable
- Accrued asset

**► To set up accounting distributions for payments:**



1. In the Payments tabbed region of the Lease window, choose the Open button.

2. From the Term Details window, navigate to the Accounts Distribution tabbed region.

3. Specify the account classes and GL accounts as follows:

   For normalized terms, specify at least one General Ledger account for each account class (Expense, Liability, and Accrued Liability).

   For non–normalized terms, specify at least two General Ledger accounts, one for the Expense account class and one for the Liability account class.

   **Note:** If these accounts have been defined in the Details tabbed region on the Lease window, when you navigate to the Accounts Distribution tabbed region, Property Manager automatically defaults these accounts to the term. For

non–normalized terms, at a minimum you need to define the Expense account.

▶ **To set up accounting distributions for billings:**

1. In the Billings tabbed region of the Lease window, choose the Open button.

2. From the Term Details window, navigate to the Accounts Distribution tabbed region.

3. Specify the account classes and GL accounts according to the value you set for the PN:Export Distributions to Receivables profile option:

   All Terms:  For normalized terms, you must specify one General Ledger account for each account class (Receivable, Revenue, and Accrued Asset).  For non–normalized terms, you must specify a Revenue and Receivable account.

   Normalized Terms Only:  You must specify a Receivable, Revenue, and Accrued Asset account for normalized terms.  No General Ledger Account information is required for non–normalized terms. However, if you enter a Receivable account, you must also enter a Revenue account.  Likewise, if you enter a Revenue account, you must also enter a Receivable account.

   None:  No General Ledger accounting information is required.  If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Receivable, Revenue, and Accrued Asset).  If you choose to enter any accounting information for non–normalized terms, you must enter both a Revenue and Receivable account.

   **Note:**  If these accounts have been defined in the Details tabbed region on the Lease window, when you navigate to the Accounts Distribution tabbed region, Property Manager automatically defaults these accounts to the term.

# Payments and Billings Overview

Oracle Property Manager includes two features that you use to manage financial transactions for your property. You manage **payment schedules to suppliers** with the payments feature, and you manage **billing schedules 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 as shown in the following table:

| Function | Payments | Billings |
|---|---|---|
| Application that Property Manager Integrates With | Oracle Payables | Oracle Receivables |
| Trading Partner Type | Supplier | Customer |
| Transaction Examples | – Rent to Landlord<br>– Taxes<br>– Operating expenses<br>– Insurance | – Rent from Tenant |
| Transaction Identifier | Invoice number | Transaction number |
| Lease Class | Direct | Third party or Sublease |
| Interface Mechanism | Payables Open Interface | Receivables Auto Invoice |

**Table 4 – 1   (Page 1 of 1)**

> **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.

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. You can create terms with frequencies of monthly, quarterly, semi–annual, and annual.

This discussion includes the following topics:

- Trading Partners: page 4 – 35
- The Payments and Billings Processes: page 4 – 36
- Transaction Terms: page 4 – 37
- Payment and Billing Events and Schedules: page 4 – 39
- Authorized Schedule Events: page 4 – 42
- Payment and Billing Items: page 4 – 43
- Prepayments: page 4 – 76
- Deferred Payments and Billings: page 4 – 44
- Integration With Oracle Payables and Receivables: page 4 – 45

**See Also**

Setting Up Payments: page 4 – 48

Setting Up Billings: page 4 – 59

## Trading Partners

Your trading partner is the party with whom you conduct financial transactions. 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.

> **Note:** Before creating payments and billing, you need to set up suppliers and customers.

> See: Suppliers *(Oracle Payables User's Guide)* and Enter Customers *(Oracle Receivables User's Guide)*.

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 4 – 48 and Entering Billing Information: page 4 – 59.

2. After a lease is finalized, Property Manager creates a payment or billing schedule, made up of individual schedule events, grouping lease payments/billings by schedule date.

3. You authorize schedule events in the Authorize Payments or Authorize Billings window. See Authorized Schedule Events: page 4 – 42.

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. You cannot export terms that belong to unapproved schedules. See: Exporting Payment Items to Oracle Payables: page 4 – 55 and Exporting Billing Items to Oracle Receivables: page 4 – 66.

> **Note:** You can also prepay or defer a payment or billing item. See: Prepayments: page 4 – 76 and Deferred Payments and Billings: page 4 – 44.

# Payment/Billing 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 contacts.

- 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**

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 **location** of the transaction. You can enter any valid location.

- 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. This is a user–defined lookup.

- 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. This is a system–defined lookup.

- 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.

- Whether or not the payment/billing is **normalized**.

- The **Schedule Day** on which schedules should be created. You can enter a number between 1 and 28. The number you enter is the day of the month on which schedules will be created. The schedule day you enter defaults to the transaction date in Oracle Receivables and the invoice date in Oracle Payables.

- The **Start Date** and **End Date** of the transaction period. For normalized terms 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)* and Customers Overview *(Oracle Receivables User's Guide)*

- 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. You cannot enter estimated amounts for normalized terms. You can also enter an **annual/area amount**. If you enter an annual/area amount, Property Manager calculates the actual amount.

**See Also**

## Approval Rules for Schedules

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. The approval takes effect when you

save your work. You can change the payment/billing terms for an item in an approved schedule. This change is incorporated into all unexported items belonging to that term.

Once you have approved a schedule, you can no longer change the schedule date for that schedule. You can change the status of an approved schedule back to draft status, as long none of the items belonging to that schedule have been exported. If you change a schedule to Draft status, you can change the transaction date.

If you place a schedule on hold, you cannot approve it. You must uncheck the On Hold check box and change the status to approve it.

A schedule must contain an actual amount before you can approve it. If there is an estimated amount, Property Manager populates the Actual Amount field with this amount, and you can approved the schedule.

You can approved a schedule even if there are earlier schedules that are in draft status or are on hold. In other words, if the schedule for 01–Jan–01 has a status of draft, you can still approve the schedule for 01–Feb–01. You can create a new payment or billing term even if there are approved schedules that post date the start date of this term.

## Payment and Billing Events and Schedules

When you change the lease status from draft to final and save the lease after entering the transaction term information, 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.

> **Note:** If the automatically generated concurrent process fails for some reason, you can resubmit it by navigating to Other:Run and submitting the Schedules and Items concurrent process.

These schedules are usually 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 on a specific date based on the terms of a specific lease. If a payment/billing schedule is normalized, a separate schedule event is created for each month starting with the commencement date of the lease and ending with the termination date. If the payment/billing is not normalized, Property Manager creates only the schedules that are

needed.  For example, if a payment/billing is quarterly, Property Manager will create four schedules per year.  If the same term is normalized, Property Manager generates schedules for each month from the term start date to the term end date.  In this case, Property Manager would create a total of 12 schedules, even though the term has a frequency of quarterly.

You can also manually create schedule events.  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 4 – 44.

If a payment or billing is not normalized, and the frequency is other than monthly, Property Manager creates only the schedules that are needed.  For example, if a payment or billing is annual, Property Manager creates only one schedule for the year.  If a payment or billing is normalized, Property Manager creates a monthly schedule to facilitate rent normalization.

### Schedule Events

The payment or billing schedule event is derived from the terms entered for the payments or billings in the Payments/Billings tabbed region of the Lease window. The information in each schedule event includes:

- Lease name and number. A single schedule can include payment/billing 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. If you want the schedule date to fall on a day other than the first day of the month, enter that day of the month in the Schedule Day field in the Payments/Billings tabbed region of the Lease window.

- 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. You can un–approve an approved schedule if there are no exported items. You cannot approve a schedule that is on hold. You must uncheck the On Hold check box and change the status to final before approving the schedule.

- 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.

### One–Time Schedules

You can set up Property Manager to create one–time payment or billing schedules. To do this, enter a Frequency of One Time in the Payments tabbed region of the Edit Leases window. Specify the schedule date, which is the date on which the schedule should occur. Enter the same date in both the Start Date and End Date fields.

### Recurring Schedules

You can set up Property Manager to create recurring payments or billing schedules. To do this, enter a Frequency of other than One Time

in the Payments/Billings tabbed region of the Edit Leases window. Specify the schedule date, which is the date on which the schedule should recur. You also need to enter an actual date. Enter the same date in both the Start Date and End Date fields.

## 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 choose the Term Details button on the Payment/Billing Schedules Details window and make changes to the term to which the item belongs. These changes are reflected when you export transactions. You can also defer any of the individual items in the schedule to the next schedule event. See: Deferred Payments and Billings: page 4 – 44.

To authorize a schedule, the schedule must contain an actual amount. If no actual amount was entered, the estimated amount is defaulted into the Actual Amount field on the Payments or Billings tabbed region. You can change the defaulted actual amount if the payment or billing is not normalized. You cannot change the Actual Amount value if the payment or billing is normalized.

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.

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

## Payment and Billing Line Items

Within a schedule there are line items. A payment or billing *item* is the basic unit of the financial transaction process. It is a record of individual payment or billing items 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 by schedule date. 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.

You can also create a new item in the Payment/Billing Schedule Details window. This item must always have a frequency of one–time, and cannot be normalized. You can the choose the Term Details button and enter term information.

The Transaction Date in Oracle Receivables and the Invoice Date in Oracle Payables are the same as the Schedule Date in Property Manager. If you want to change the Transaction Date in the Payment/Billing Schedule Details window, you can override the default value by entering another date that falls within the same period.

In the Payment/Billing 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 4 – 57 and Deferring Billing Items: page 4 – 69.

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

### Payment/Billing 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. This is needed when calculating prorated rent.

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.

**See Also**

Integration With Oracle Payables and Receivables: page 4 – 45.

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## 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/billing 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 transaction date. The deferred item, with its original transaction 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.

## Early Termination

If you terminate a lease early, and there are payments/billings deferred to the next period, a message appears notifying you that there are outstanding deferred payments/billings, and that early termination is not allowed in the period for which payments/billings are already authorized.

## See Also

Deferring Payment Items: page 4 – 57

Deferring Billing Items: page 4 – 69

## 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 Oracle Payables or Oracle Receivables 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 Oracle Payables or Oracle Receivables.

If you enter Projects information in the Term Details window, you cannot enter General Ledger account information since either the Projects rule or the General Ledger rule should determine the General Ledger account. For direct leases, if you enter Projects information, you cannot enter either General Ledger account information or the distribution set name. If you enter the distribution set name, you cannot enter either Projects or General Ledger account information.

For subleases/third party leases, General Ledger accounting information should be verified based on the user profile option PN: Export Distributions to Receivables.

- All Terms: If you set the PN: Export Distributions to Receivables profile option to All Terms, the General Ledger accounting information is required. For normalized terms, you must specify one General Ledger account for each account class (Receivable, Revenue, and Accrued Asset). For non–normalized terms, you must specify a Revenue and Receivable account.

- Normalized Terms Only: If you set the PN: Export Distributions to Receivables profile option to Normalized Terms Only, the General Ledger accounting information is required only for normalized terms. You must specify a Receivable, Revenue, and Accrued Asset account for normalized terms. No General Ledger Account information is required for non–normalized terms. However, if you enter a Receivable account, you must also enter a Revenue account. Likewise, if you enter a Revenue account, you must also enter a Receivable account.

- None: If you set the PN: Export Distributions to Receivables profile option to None, General Ledger accounting information is required. If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Receivable, Revenue, and Accrued Asset). If you choose to enter any accounting information for non–normalized terms, you must enter both a Revenue and Receivable account.

  **Note:** If these accounts have been defined in the Details tabbed region on the Lease window, when you navigate to the Accounts Distribution tabbed region, Property Manager automatically defaults these accounts to the term.

## 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 using the Payables Open Interface Import, 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

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

This discussion includes the following topics:

# 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 a Lease: page 4 – 13.

▶ **To enter payment terms:**

1. Navigate to the Leases window.

2. In the Payments tabbed region, select the location.

3. Select the purpose of the payment and the type of payment.

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

5.  If you want to normalize the payments, check the Normalize check box and ensure that the payment start and end dates for the normalized term are within the start and end dates of the lease . For more information on normalizing payments, see Normalizing Payments or Billings: page 4 – 26.

6.  Enter the schedule day. This is the day of the month for which schedules should be created. The schedule day must be between 1 and 28.

7.  Enter the start date and end date for the period of time this payment term is to cover. For normalized payments, the start date can be earlier and the end date can be later than the commencement and termination dates of the lease.

8.  Select the supplier name and supplier site. This information is maintained in Oracle Payables.

9. Enter the estimated amount of the payment if you do not know the actual amount. When you authorize the schedule in the Authorize Payments window, the estimated amount defaults to the actual amount.

> **Note:** You cannot enter an estimated amount for a normalized payment.

10. Enter the actual amount of the payment. If you are setting up recurring payments, this is the amount of each individual payment. You must enter this amount if you do not enter an amount in the Annual/Area field, or if there is no location specified for the term. If you enter the actual amount, Property Manager calculates the annual/area amount.

11. 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.

12. Optionally enter the annual amount. If no location is specified, this field is disabled.

13. Enter the annual/area amount. You must enter this amount if you do not enter an amount in the Actual Amount field. If you enter the annual/area amount, Property Manager calculates the actual amount.

## Entering Payment Term Details

When creating payment terms, you need to enter detailed payment term information in the Term Details window. This information includes supplier information, payment terms, tax information, and distribution set information.

► **To enter term details:**



1. Choose the Open button on the Payments tabbed region of the Lease window.

2. In the Pay tabbed region, enter the supplier name and supplier site. The supplier number defaults from the supplier name.

3. Optionally enter the payment term. If nothing is specified here, Property Manager uses the default terms specified for the supplier to calculate the due date.

4. Optionally enter the distribution set. For normalized terms, this field is disabled, however, you do need to define all three General Ledger accounts (Liability, Expense, and Accrued Liability).

5. Optionally enter the tax group or tax code. These fields help determine the tax distributions in Oracle Payables.

   **Note:** These fields are mutually exclusive. You can a value for one or the other, but not for both.

6. Optionally check the Tax Inclusive check box. For suppliers that have the Calculation Level set to Header (tax is calculated based on header information) or None on the Supplier Sites window on Oracle Payables, the Tax Inclusive check box is disabled.

7. Optionally enter project information: project name, task, expenditure item date, organization, and expenditure type. For normalized terms, these fields are disabled.

8. Save your work.

## See Also

Lease Window and Edit Lease Window Reference: page 4 – 93

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

Normalizing Payments or Billings: page 4 – 26

## 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 4 – 80.

## 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 | On Hold |
|---|---|---|---|---|
| ATC -L2 | ATC2 | 01-JAN-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-FEB-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-MAR-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-APR-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-MAY-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-JUN-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-JUL-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-AUG-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-SEP-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-OCT-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-NOV-2001 | Draft | ☐ |
| ATC -L2 | ATC2 | 01-DEC-2001 | Draft | ☐ |

Approve     New     Details

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

**Note:** If any schedules have been placed on hold, you will not be able to approve them. Also, the schedule must contain an actual amount or an estimated amount, which defaults to the actual amount. Otherwise, you will not be able to approve the schedule.

3. Save your work.

> **Note:** Before authorizing a schedule, you can change the terms by choosing the Term Details button on the Payment Schedule Details window and changing the terms on the Term Details window. If you change the term details, when you save your changes, you receive a message that changing term details for a particular schedule will change the term details for all unexported items related to the payment term. You can choose either Yes or Cancel.

## 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)*.

❑ Approve all payment schedules that include payment items that you want to export. See: Approving Payment Schedule Events: page 4 – 53.

▶ **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.

   **Note:** Uncheck the Export check box for any payment item that you do not want to export.

| Export | Supplier Name | Payment Purpose | Payment Type | Transaction Date | Export |
|--------|---------------|-----------------|--------------|------------------|--------|
| ☑ | **GE Plastics** | **Rent** | **Base** | **01-JAN-2003** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-JAN-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-FEB-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-MAR-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-APR-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-MAY-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-JUN-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-JUL-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-AUG-2000** | **USD** |
| ☑ | **Advantage Corp** | **Rent** | **Base Rent** | **01-SEP-2000** | **USD** |

Lease Name **SAMPLE LEASE A1**         Number **1025**
Schedule Date **01-JAN-2003**         Period Name **Jan-01**
Functional Currency **USD**         Amount **100.00**

E**x**port

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.

5. From Oracle Payables, run the Payables Open Interface Import program to import Property Manager transactions into Oracle Payables. See: Submitting the Payables Open Interface Import Program (*Oracle Payables User Guide*).

| Export | Supplier Name | Payment Purpose | Payment Type | Transaction Date | Export |
|--------|---------------|-----------------|--------------|------------------|--------|
| ☑ | Allied Manufacturing | Rent | Base | 01-JAN-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Base | 01-FEB-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Base | 01-MAR-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Base | 01-APR-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Base | 01-MAY-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Base | 01-JUN-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Escalation | 01-JAN-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Escalation | 01-FEB-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Escalation | 01-MAR-2000 | USD |
| ☑ | Allied Manufacturing | Rent | Escalation | 01-APR-2000 | USD |

Lease Name: LEASE 3C
Schedule Date: 01-JAN-2000
Functional Currency: USD
Number: 3C
Period Name: Jan-00
Amount: 200.00

Export

## 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 4 – 52.

▶ **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.

> **Note:**  When early terminating a lease with payments deferred to the next period, a message appears notifying you that there are outstanding deferred payments and early termination is not allowed in the period for which payments are already authorized.

# 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 4 – 59
- Creating Billing Schedules and Events: page 4 – 63
- Approving Billing Schedule Events: page 4 – 64
- Exporting Billing Items to Oracle Receivables: page 4 – 66
- Deferring Billing Items: page 4 – 69

**See Also**

Payments and Billings Overview: page 4 – 34

## 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 4 – 13.

▶ **To enter billing terms:**

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

2. In the Billings tabbed region, select the location.

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

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

5. If you want to normalize your billings, check the Normalize check box and ensure that the payment start and end dates for the normalized term are within the start and end dates of the lease. For more information on normalizing billings, see Normalizing Payments or Billings: page 4 – 26.

6. Enter the schedule day. This is the day of the month for which schedules should be created. The schedule day must be between 1 and 28.

7. 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.

8. Select the Customer Name, Bill to Site, and Ship to Site. This information is maintained in Oracle Receivables.

9. Enter the estimated amount of the billing if you do not know the actual amount. When you authorize the schedule in the Authorize Billings window, the estimated amount defaults to the actual amount.

> **Note:** You cannot enter an estimated amount for a normalized billing.

10. Enter the actual amount of the billing. If you are setting up recurring billings, this is the amount of each individual billing. You must enter this amount if you do not enter an amount in the Annual/Area field or if there is no location specified for the term. If you enter the actual amount, Property Manager calculates the annual/area amount.

11. 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.

12. Optionally enter the annual amount. If no location is specified, this field is disabled.

13. Enter the annual/area amount. You must enter this amount if you do not enter an amount in the Actual Amount field. If you enter the annual/area amount, Property Manager calculates the actual amount.

## Entering Billing Term Details

When creating billing terms, you need to enter detailed billing term information in the Term Details window. This information includes customer information, payment terms and methods, PO numbers, and tax information. It also includes such information as transaction type, invoice and accounting rules, salesperson, Projects information, and accounts distribution information.

**► To enter term details:**

| Term Details | | |
|---|---|---|

**Rent**

| | |
|---|---|
| Purpose | **Rent** ··· |
| Rent Type | **Base** |
| Frequency | **Monthly** |
| Estimated | |
| Actual | 1000.00 |
| ☑ Normalize | |
| Location Code | |

**Dates and Metrics**

| | |
|---|---|
| Start Date | **01-JAN-2001** |
| End Date | **31-DEC-2001** |
| Target Date | |
| Schedule Day | **4** |
| Annual | **12000.00** |
| Area | |
| Annual/Area | |

**Bill** | Accounts Distribution

| | | | |
|---|---|---|---|
| Customer Name | **American Telephone and Tel** | Tax Inclusive | ☐ |
| Customer Number | **1001** | Tax Code | **10** |
| Bill To Site | **New York** | Transaction Type | **Invoice** |
| Ship To Site | **New York** | Invoice Rule | |
| Payment Terms | **IMMEDIATE** | Accounting Rule | |
| Payment Method | | Salesperson | **Murphy, Mr. Pat** |
| PO Number | | | **[Pr]** |

1. Choose the Open button on the Billings tabbed region of the Lease window.

2. In the Bill tabbed region, enter the customer name and customer bill–to site. The customer number automatically defaults from the customer name

3. In the Bill tabbed region, enter the ship–to site.

4. Enter the payment terms.

5. Optionally enter the payment method and PO Number.

6. Optionally check the Tax Inclusive check box.

7. Optionally enter the tax code. This field is required if the Tax Inclusive check box is checked.

8. Enter the transaction type.

9. Optionally enter the invoice rule and accounting rule. You must enter information in both of these fields or in neither field. These fields are disabled for normalized terms.

10. Optionally enter the salesperson. This field is required if the Require Salesperson check box is checked on the System Options window in Oracle Receivables. The values in the LOV are drawn directly from the same field in Oracle Receivables.

11. Optionally enter Projects information in flexfields. The five optional Projects fields you can define are: Project Name, Task, Expenditure Item Date, Organization, and Expenditure Type. These fields are sent to Oracle Receivables as information only.

12. 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 4 – 59.

▶ **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 4 – 80.

## 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 4 – 59.

❑ 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.

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.
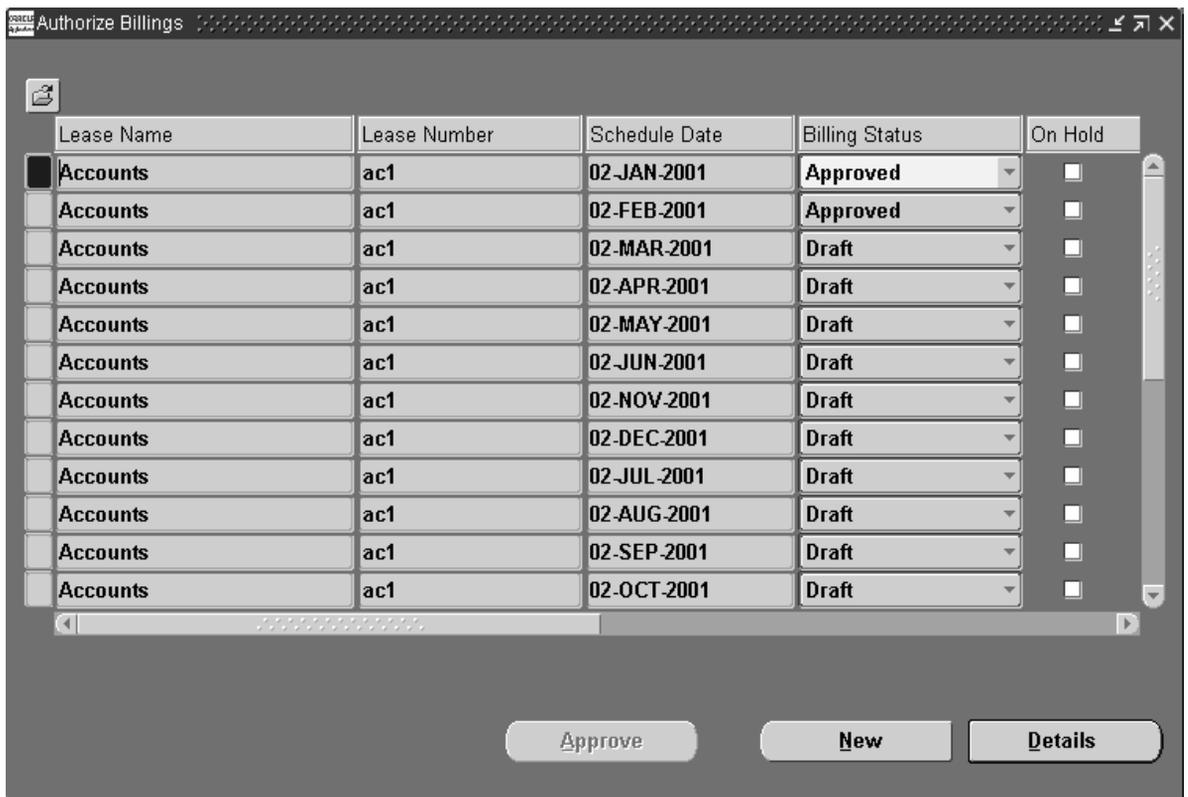


4. Change the billing status of the billing schedule event from Draft to Final. You can also approve schedules from the Billing Schedule Details window.

5. The system selects GL period names based on the schedule date. If the period is closes, the system defaults to the next open GL period using the GL period name format: MM–YYYY.



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.

When exporting items with normalized terms to Oracle Receivables, ensure that the Revenue Account Allocation field in the Property Manager Batch Source is set to Amount. The Property Manager Batch Source is defined in the Transaction Sources window in Oracle Receivables. The Amount value is seeded in Oracle Property Manager.

For terms that are not normalized, the Revenue Account Allocation field can be set to either Amount or Percent. If invoice and accounting rules are specified, Property Manager wends a percentage to the Oracle Receivables interface table. If invoice and accounting rules are not specified, Property Manager sends both percentages and amounts to the Oracle Receivables interface table.

**Prerequisite:**

❑ Approve all billing schedules that include billing items that you want to export. See: Approving Billing Schedule Events: page 4 – 64.

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

   **Note:** When exporting a negative dollar amount to Oracle Receivables, the GL Account specified in the Billing Term Template window should be credited with the negative amount.

1. Navigate to the Find Billings window.

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.

   **Note:** Uncheck the Export check box for any billing item that you do not want to export.

| Export | Customer Name | Payment Purpose | Payment Type | Transaction Date | Export |
|--------|---------------|-----------------|--------------|------------------|--------|
| ☑ | American Telephone | Rent | Base | 01-JAN-2001 | USD |
| ☑ | American Telephone | Rent | Base | 01-FEB-2001 | USD |
| ☑ | American Telephone | Rent | Index | 01-JAN-2001 | USD |
| ☑ | American Telephone | Rent | Index | 01-FEB-2001 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-JAN-2000 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-FEB-2000 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-MAR-2000 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-APR-2000 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-MAY-2000 | USD |
| ☑ | AT&T Universal Card | Rent | Base Rent | 01-JUN-2000 | USD |

Lease Name: **sample lease**  
Schedule Date: **01-JAN-2001**  
Functional Currency: **USD**

Number: **sample 1**  
Period Name: **Jan-01**  
Amount: **12000.00**

Export

4. Choose the Export button to export all billing items with checked Export check boxes.

5. In Oracle Receivables, run the Autoinvoice Master Import program to import transactions into Oracle Receivables.

6. 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.

| Export | Customer Name | Payment Purpose | Payment Type | Transaction Date | Export |
|--------|---------------|-----------------|--------------|------------------|--------|
| ☑ | American Telephone | Rent | Base | 01-JAN-2001 | USD |
| ☑ | American Telephone | Rent | Base | 01-FEB-2001 | USD |
| ☑ | American Telephone | Rent | Index | 01-JAN-2001 | USD |
| ☑ | American Telephone | Rent | Index | 01-FEB-2001 | USD |
| ☐ | | | | | |
| ☐ | | | | | |
| ☐ | | | | | |
| ☐ | | | | | |
| ☐ | | | | | |
| ☐ | | | | | |

Lease Name **sample lease**  Number **sample 1**
Schedule Date **01-JAN-2001**  Period Name **Jan-01**
Functional Currency **USD**  Amount **12000.00**

Export

## 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 4 – 63.

▶ **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.

# Mass Approving Schedules and Terms

You can select and approve groups of payment or billing schedules by using the Oracle Property Manager Mass Approval concurrent process. You can query a group of payment or billing schedules for mass approval, and individually exclude schedules from being mass approved by placing them on hold. Mass approval uses a concurrent process to select and approve the schedules.

## Mass Approval Exceptions

In the Authorize Payments or Authorize Billings window, you can review, modify, and exclude schedule billings before running the Mass Approval process. You exclude individual schedules from the Mass Approval process by marking them as exceptions. Exceptions are indicated by selecting the On Hold check box next to the status window.

> **Note:** You can approve individual payments or invoices in this window. The Mass Approval process is not required for approving a single schedule.

### On Hold Status Rules

Rules for placing schedules On Hold include the following:

- If a schedule is already approved, you cannot unapprove the schedule if any items have been exported from its schedule.

- If a schedule has a status of On Hold, it cannot be mass approved.

- If a schedule has already been approved, but no items within the schedule have been exported, then the status of this schedule can be changed from Approved to Draft. After changing the status to Draft, the On Hold check box can also be selected.

## Mass Approval Concurrent Program

Mass approval is accomplished by running the Mass Approval concurrent program and specifying parameters that select a range of schedules to mass approve.

## Mass Approval Parameters

In the Parameters window, you use the fields to select the schedules to be mass approved. You must complete the Schedule Date range fields. The other fields are optional, and serve to narrow further the schedules considered by the Mass Approval process. The fields available in the Parameters window include the following:

**Schedule Date Range:** Schedule Date start date/end date fields are required.

**Lease Class:** The Lease Class field has three preseeded valid values available, which include: Direct, Third Party, and Sublease. The default value is All. If you select Direct Leases, then only paying leases are selected for approval. If you select Third Party or Subleases, then Billing Leases are selected for approval.

> **Note:** When Lease Class is selected, only the relevant Lease Numbers for each Lease Class will be displayed in the Lease Number To and From fields, the associated Location Code, and other fields.

**Lease Number:** You can enter the beginning Lease Number or the ending Lease Number, both beginning and ending, or none. If no lease numbers are entered, then all lease numbers are selected.

**Location Code:** You can enter the beginning location code or the ending location code, both beginning and ending, or none. If no location codes are entered, then all location codes are selected.

**User Responsible:** Use this selection criteria to retrieve all leases for a responsible user. All schedules tied to these leases are displayed in the Authorize Payments or Authorize Billings window.

## Mass Approval Rules

The Mass Approval concurrent request approves all schedules meeting the Parameters window criterion except those with the following:

- A status of On Hold.

- A schedule that contains an item with a null actual amount.

- No GL Period name defaulted during the approval process. This occurs when the GL Period is closed or has never been opened.

- If the GL Period is closed, the system automatically defaults to the next open GL Period name.

The process skips these schedules, and lists their Lease Number and schedule information in the output and log file.

## Defaulting GL Period Name

The Mass Approval concurrent request defaults the GL Period name for the payment or billing items. The GL Period name defaulted is based on the GL Period name that corresponds to the schedule's date. Defaulting of the GL Period name occurs only for Open and Future–Entry GL Periods.

## Validation

If any record fails validation, the Lease Name, Number, Schedule Date, and the potential cause of the failure are noted in the request's output and log file. The remaining schedules that pass validation are approved. If the concurrent request completes as normal, you can see the approved records by requerying the Authorize Payment or Authorize Billings window.

## Mass Approval of Lease Schedules

▶ **To review lease schedules and place selected schedules on hold:**

1. In the Navigator window, choose Leases and Documents:Payments:Authorize or Leases and Documents:Billings:Authorize.

2. Find the schedules you want to review as potential Mass Approval exceptions.

3. Optionally, you can prevent the Mass Approval process from approving a schedule by selecting the On Hold check box.

4. Save your work.

▶ **Run the Mass Approval process:**

1. In the Navigator window, choose Leases and Documents:Mass Approval.

2. Select Single Request in the Submit a New Request window.

3. Find the schedules you want to mass approve by completing the selection fields in the Parameters window.

4. Select the concurrent request Submit button to execute the Mass Approval process.

5. Note the concurrent request number for your request.

▶ **Review the Mass Approval process:**

1. In the Navigator window, choose Other:View Concurrent Requests.

2. In the Find Requests window, select Specific Requests.

3. In the Request number field, type the request number you noted earlier.

4. Select Find.

5. Select the View Output button to view the output, or View Log to view the log file.

**See Also**

The Payments and Billings Processes: page 4 – 36

# 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, you need to enter the General Ledger accounts: expense, liability, and accrued liability for paying leases, and revenue, receivable, and accrued asset for billing leases.

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 Oracle 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 Oracle Payables creates no payment. However, even if Oracle 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 Oracle 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.

From the perspective of the tenant, the accounting for prepayments is shown in the following table:

| Account | Debit | Credit |
|---------|-------|--------|
| Prepaid | X | |
| Cash | | X |

On the target date, Property Manager submits the negative of the prepaid amount. Because a regular rent schedule has been set up, on the same date, the rent expense account is also debited, creating the correct journal entries, as shown in the following table:

| Account | Debit | Credit |
|---------|-------|--------|
| Prepaid | | X |
| Expense | X | |

## Normalizing Prepayments

Property Manager normalizes all payment items on a lease that have the Normalize check box checked. In the above example, if you normalize all payment items, Property Manager normalizes the sum of the six 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

# 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 4 – 80

- Transactions and History: page 4 – 83

**See Also**

Modifying Leases: page 4 – 85

Amend Lease Window Reference: page 4 – 95

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

# Changes and Additions to the Lease

With the Edit or Amendment features you can change the information in most of the fields in the Leases window.

You can change information using the edit and amend features in the following fields on the Lease window:

- **Details Tabbed Region**
    - User Responsible
    - GL Account fields (Expense Account, Liability Account, and Accrued Liability Account)
    - Execution
    - Commencement

        This field cannot be updated if any schedules have been approved.

    - Termination (Amend only)

        If any schedules have been approved, you can enter a new date successfully only if the new date post dates the last approved schedule.

    - Term (Amend only)

    You cannot update the Proration Rule field.

- **Locations Tabbed Region**
    - Code

        Changing the location code does not change the Area and Annual/Area fields. The new location defined is populated in the Location field for all new payment/billing terms created.

    - Estimated Occupancy Date
    - Actual Occupancy Date
    - Usage

- **Insurance, Obligations, Rights, and Options Tabbed Regions**
    - You can update all fields in these tabbed regions, regardless of whether schedules have been approved.

- **Payments and Billings Tabbed Regions**
    - Location

If you update this field, the Area and Annual/Area fields are updated automatically.

– Purpose

You cannot update this field once the lease has been finalized.

– Type

You cannot update this field once the lease has been finalized.

– Frequency

You cannot update this field once the lease has been finalized.

– Normalize check box

You cannot update this field once the lease has been finalized.

– Actual Amount

You cannot update this field once the lease has been finalized.

– Estimated Amount

You cannot update this field once the lease has been finalized.

– Schedule Day

You cannot update this field once the lease has been finalized.

– Start Date and End Date

You cannot update this field once the lease has been finalized.

You can change information using the edit and amend features in the following fields on the Term Details window:

– Annual/Area

You cannot update this field once the lease has been finalized.

– Supplier Name (Pay tabbed region)

You cannot update this field once the lease has been finalized.

- Supplier Site (Pay tabbed region)

  You cannot update this field once the lease has been finalized.

- Customer Name (Bill tabbed region)

  You cannot update this field once the lease has been finalized.

- Customer Bill–to Site (Bill tabbed region)

  You cannot update this field once the lease has been finalized.

- Tax Group

  You cannot update this field once the lease has been finalized.

- Tax Code

  You cannot update this field once the lease has been finalized.

**See Also**

Modifying Leases: page 4 – 85

**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. Renormalization is the same using either the edit or amend function. Renormalization occurs for all schedules in Draft status.

> **Note:** The information that identifies the amendment applies only to 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. Renormalization occurs the same as it does in an amendment.

# Transactions and History

## Transactions

Each amendment 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 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 (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.

▶  **To view transaction information:**

1. In the Navigator window, choose Leases and Documents:Main Lease:View Lease History.

2. Query the leases for which you want to view transaction information.

3. On the Leases window, select the lease for which you want to view transaction information.

4. Choose the Transactions button to bring up the Transactions window.

## 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.

▶  **To view transactions history information:**

1. Navigate to the Transactions window.

2. Select the transaction for which you want to view history information.

3. Choose the History button to bring up the Lease Details History window.

# 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 4 – 96.

**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. You can add payment/billing terms as long as the start date post dates the last approved schedule.

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.



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. You can add payment/billing terms as long as the start date post dates the last approved schedule.

4. Save your work.

**See Also**

Lease and Edit Lease Windows Reference: page 4 – 93

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

# 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/billings.

▶ **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 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 shown in the following table:

| 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*)

Lease Window and Edit Lease Window Reference: page 4 – 93

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease
Windows: page 4 – 96

# 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 4 – 96

- **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 4 – 96

**See Also**

Lease and Edit Lease Windows Reference: page 4 – 93

Amend Lease Window Reference: page 4 – 95

Tabbed Regions Reference for Lease, Edit Lease, and Amend Lease Windows: page 4 – 96

# 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 4 – 96.

**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 4 – 48 and Entering Billing Information: page 4 – 59.

- Select the *Direct* lease class if you are the tenant. The Direct lease class enables the Payments feature. The location to which the lease is assigned must have a tenure of Mixed, Managed, or Leased.

- Select the *Third Party* lease class if you are the landlord. The Third Party lease class enables the Billings feature. The location to which the lease is assigned must have a tenure of Mixed, Managed, or Owned.

- Select the *Sublease* lease class if you are subleasing the property to a subtenant. The sublease class enables the Billings feature. You can have up to two subleases for a lease. For example, a landlord leases to tenant 1. Tenant 1 subleases to tenant 2. Tenant 2 subleases to tenant 3 (this is a sub–sublease).

☞ **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. The lease type is informational and does not affect functionality.

**See Also**

Modifying Leases: page 4 – 85

# 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 4 – 96.

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

**Number:** If the PN: Automatic Amendment Number profile option is set to Yes, this field is read only, and Property Manager assigns the amendment number.  Otherwise, you enter this number manually.

**Dates: Execution:** 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.

**Dates: Commencement:** The date that the lease amendment begins.

**Dates: Termination:** The date that the lease amendment ends.

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

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

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

## See Also

Modifying Leases: page 4 – 85

# 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 4 – 105
- Contacts: page 4 – 99
- Details: page 4 – 96
- Insurance: page 4 – 100
- Locations: page 4 – 99
- Notes: page 4 – 106
- Obligations: page 4 – 101
- Options: page 4 – 102
- Payments: page 4 – 104
- Rights: page 4 – 101

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.

## Details Tabbed Region

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

**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: Yearly rent/no. of days (365) = daily rent

  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 ($36,000/365 x 15 = 1479.45).

- 360 Days/Year: Yearly rent/no. of days (360) = daily rent

  For example, a lease has a monthly rent of $3000. If you choose 360 Days/Year, for fifteen days of a 30 day month, the rent is $1500 ($36,000/360 x 15 = 1500).

- Days/Month: Monthly rent/days per month = daily rent

  For example, a lease has a monthly rent of $3000. If you choose Days/Month, for fifteen days of a 30 day month, the rent is $1500 ($3000/30 x 15 = 1500).

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

**Expense Account:** This field is visible only for payments. The General Ledger expense account. This field is required for normalized terms.

**Liability Account:** This field is visible only for payments. The General Ledger liability account. This field is required for normalized terms.

**Accrued Liability Account:** This field is visible only for payments. The General Ledger accrued liability account. This field is required for both normalized and non–normalized terms.

**Revenue Account:** This field is visible only for billings. Requirements for this field depend on the value of the PN: Export Distributions to Receivables profile option:

- All Terms: Required for both normalized and non–normalized terms.

- Normalized Terms Only: Required for normalized terms. This field is not required for non–normalized terms, however, if you enter a Receivable account for a non–normalized term, you must also enter a Revenue Account.

- None: This field is optional. If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Revenue, Receivable, and Accrued Asset). If you choose to enter any accounting information for non–normalized terms, you must enter a Revenue and Receivable account.

**Receivable Account:** This field is visible only for billings. Requirements for this field depend on the value of the PN: Export Distributions to Receivables profile option:

- All Terms: Required for both normalized and non–normalized terms.

- Normalized Terms Only: Required for normalized terms. This field is not required for non–normalized terms, however, if you enter a Revenue account for a non–normalized term, you must also enter a Receivable Account.

- None: This field is optional. If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Revenue, Receivable, and Accrued Asset). If you choose to enter any accounting information for non–normalized terms, you must enter a Revenue and Receivable account.

**Accrued Asset Account:** This field is visible only for billings. Requirements for this field depend on the value of the PN: Export Distributions to Receivables profile option:

- All Terms: Required for normalized terms.

- Normalized Terms Only: Required for normalized terms.

- None: This field is optional. If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Revenue, Receivable, and Accrued Asset).

**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.

**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: Commencement:** The date that the lease begins.

**Key Dates: Termination:** The date that the lease ends. You can change the termination date only through the amend process. You can terminate a lease early if there are not any approved schedules after the termination date. When you extend a lease, the system changes the end date of all terms from the old termination date to the new termination date.

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

# Contacts Tabbed Region

> **Note:** The values you enter in the Contacts region fields come from information you enter when you set up contacts. See Setting Up Contacts: page 3 – 4.

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

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

**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.

# Locations Tabbed Region

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

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

**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.

**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.

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

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

**Office/Section:** 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. There cannot be more than one primary location on a lease.

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

**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.

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

**Actual Occupancy Date:** The first date when the location is occupied. You can assign multiple leases to a single location. However, you must ensure that the occupancy dates do not overlap.

**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. You can change the date the occupancy ends to be after the lease termination date. You receive a warning message, but Property Manager allows you to change the date.

**Active:** If this check box is checked, the location is active on the lease. You may want to indicate that a location is no longer active if, for example, the lease has expired. Mass updates are not allowed on inactive locations.

**Assignable:** If this check box is checked, it means the tenant can transfer obligations of the lease to another entity.

**Subleasable:** If this check box is checked, it means the location can be subleased.

> **Note:** You may be able to sublease a location even if this check box is not checked.

**See Also**

Managing Properties: page 3 – 2

## 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.

**Active check box:** 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.

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

**Dates: Expiration:** 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.

## 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

## 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.** The specific obligation. Indicates the person or job type responsible for a particular task, for example, landlord, tenant, or contractor.

**Responsibility: Common Area.** Indicates who is responsible for the common area in a rented space.

**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: check box** 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 check box:** 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.

**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.

# Payments Tabbed Region

**Location:** Enter any of the locations defined in the Locations tabbed region.

**Purpose**: The reason for the payment.

**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.

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

**Normalize check box:** 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 4 – 26.

**Schedule Day:** The day of the month for which schedules should be created. The value must be between 1 and 28.

**Start Date:** The first date of the period covered by the payment. For non–normalized terms, you can enter a start date that is earlier than the lease commencement date, but you will receive a warning message.

**End Date:** The last date of the period covered by the payment. For non–normalized terms, you can enter an end date that is later than the lease termination date, but you will receive a warning message.

**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.

**Customer Name:** This field is enabled in the Billings feature. See Billings Tabbed Region: page 4 – 105.

**Bill to Site:** This field is enabled in the Billings feature. See Billings Tabbed Region: page 4 – 105.

**Ship to Site:** This field is enabled in the Billings feature. See Billings Tabbed Region: page 4 – 105.

**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. For normalized terms, you cannot enter an amount in this field.

**Actual Amount:** The actual amount of the payment to be made. If you enter an amount here, Property Manager calculated the annual/area amount.

**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.

**Annual Amount:** This amount is calculated as actual amount x frequency. If no location is specified, this field is disabled.

**Area:** The rentable area, defaulted from the rentable area associated with the primary location. This field is view only.

**Annual/Area:** This is a user–entered or calculated field indicating annual/rentable area. If you enter an amount here, Property Manager calculates the actual amount. This field is disabled if there is no location associated with a term.

## Billings Tabbed Region

**Location:** Enter any of the locations defined in the Locations tabbed region.

**Purpose:** The purpose for which the payment is made.

**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.

**Frequency:** The period over which payments are due.

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

**Normalize: check box:** Check this option if this billing 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 4 – 26..

**Schedule Day:** The day of the month for which schedules should be created. The value must be between 1 and 28.

**Start Date:** The date of the beginning of the billing schedule. For non–normalized terms, you can enter a start date that is earlier than the lease commencement date, but you will receive a warning message.

**End Date:** The date the final payment is due. For non–normalized terms, you can enter an end date that is later than the lease termination date, but you will receive a warning message.

**Supplier Name:** This field is enabled in the Payments feature. See Payments Tabbed Region: page 4 – 104

**Supplier Site:** This field is enabled in the Payments feature. See Payments Tabbed Region: page 4 – 104

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

**Customer Bill to Site:** The customer location to which bills are sent.

**Ship to Site:** The customer location where merchandise is sent.

**Estimated Amount:** The estimated amount of the payment due. For normalized terms, you cannot enter an amount in this field.

**Actual Amount:** The amount of the payment received.

**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.

**Annual Amount:** The view only annual amount for the billing. This amount is calculated as actual amount x frequency. If no location is specified, this field has no value.

**Area:** The rentable area, defaulted from the rentable area associated with the location specified for a term. This field is view only.

**Annual/Area:** This is a user–entered or calculated field indicating annual/rentable area. If you enter an amount here, Property Manager calculates the actual amount. This field is disabled if there is no location associated with a term.

## Notes Tabbed Region

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

**Type:** Select the type of note from lookups.

**Date:** The date that you enter your notes.

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

**Description:** Any notes about the lease.

# 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.

# Term Details Window Reference

**Purpose:** The reason for the payment. Defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Rent Type:** The type of payment being made, for example, base rent. This information is defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Frequency:** How often the scheduled payment is to be made. This information is defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Estimated:** The estimated amount of the payment/billing. This information is defaulted from the Payment/Billing tabbed region on the Lease window.

**Actual:** The actual amount of the payment to be made. This field is required if there is no value in the Annual/Area field. This information is defaulted from the Payment/Billing tabbed region on the Lease window.

**Normalize check box:** Indicates whether the payment/billing is normalized. This information is defaulted from the Payments/Billings tabbed region.

**Location Code:** The location code assigned by Oracle Property Manager when you set up the location. This information is defaulted from the Payments/Billings tabbed region.

**Start Date:** The first date of the period covered by the payment. This information is defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**End Date:** The last date of the period covered by the payment. This information is defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Target Date:** The date for which the payment is being made. This information is defaulted from the Payment/Billing tabbed region on Lease window. This field is required.

**Schedule Day:** The day of the month for which schedules should be created. The schedule day must be after the last approved schedule, and must be a value between 1 and 28. This information is defaulted from the Payment/Billing tabbed region on Lease window. This field is required.

**Annual:** The annualized actual amount, calculated as actual amount x frequency. This information is defaulted from the Payment/Billing tabbed region on Lease window. This field is view only.

**Area:** Defaults from the rentable area associated with the primary location. This field is view only

**Annual/Area:** This is a user–entered or calculated field indicating Actual/rentable area. If you enter an amount here, Property Manager calculates the actual amount. This information is defaulted from the Payment/Billing tabbed region on Lease window.

## Pay Tabbed Region

**Supplier:** The name of the supplier. Defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Supplier Number:** The supplier number.

**Supplier Site:** The location of the supplier. Defaulted from the Payment/Billing tabbed region on the Lease window. This field is required.

**Payment Term:** Select the payment term from the list of values. This field applies only to direct leases.

**Distribution Set:** Select the distribution set from the list of values.

**Tax Group:** Select the tax group from the list of values. If you enter a value in this field, the Tax Code field is disabled.

**Tax Code:** Select the tax code from the list of values. If you enter a value in this field, the Tax Group field is disabled.

**Tax Inclusive check box:** Enter a value in this field if you want Oracle Payables to calculate tax. Possible values are: Y (tax is calculated based on the header information), L (tax is calculated for Lines), N (no tax is calculated), and T (tax is calculated based on the tax code). If the field is set to Y or N in Oracle Payables, the Tax Inclusive check box is disabled.

**Project:** The project number associated with an employee. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Task:** The project task name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Expenditure Type:** The expenditure type associated with the project.

**Expenditure Item Date:** The expenditure item date associated with the project.

**Expenditure Organization:** The expenditure organization name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

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## Bill Tabbed Region

**Customer Name:** The name of the customer. This field is required.

**Customer Number:** The customer number.

**Bill to Site:** The customer location to which bills are sent.

**Ship to Site:** The customer location.

**Payment Term:** Select the payment term from the list of values. This field applies only to third party and subleases.

**Payment Method:** Select the payment method from the list of values. This field is required.

**PO Number:** Select the PO number from the list of values.

**Tax Inclusive check box:** This field effects distributions. If this check box is checked, the Tax Code field is required.

**Tax Code:** Select the tax code from the list of values. This field is required if the Tax Inclusive check box is checked.

**Transaction Type:** Select the transaction type from the list of values.

**Invoice Rule:** Select the invoice rule from the list of values. This field is required if you enter information in the Accounting Rule field. Otherwise, this field is optional. This field is disabled for normalized terms.

**Accounting Rule:** Select the accounting rule from the list of values. This field is required if you enter information in the Invoice Rule field. Otherwise, this field is optional. This field is disabled for normalized terms.

**Salesperson:** Enter the salesperson from the list of values.

## Accounts Distributions Tabbed Region

**Num:** This number is system–generated, and indicates the number of lines you entered.

**Class:** Requirements for this field vary according to the payment/billing terms selected: For paying leases, the possible values are: Expense, Liability, and Accrued Liability. You need to enter one expense and one liability account. For billing leases, the possible values are: revenue, asset, receivable, and accrual. You need to enter a revenue, asset, and receivable account. This field is required if you have Property Manager set up to do all of the accounting, or if the Normalized check box is checked on the Leases window.

- Payments: The possible values are: Expense, Liability, and Accrued Liability.

  - For normalized terms, you must specify one General Ledger account for each of the three classes.

  - For non–normalized terms, you must specify a General Ledger account for the Expense class and the Liability class.

- Billings: The possible values are: Receivable, Revenue, and Accrued Asset. In addition to terms, requirements are also dependent on the value of the PN:Export Distributions to Receivables profile option.

  - All Terms: For normalized terms, you must specify one General Ledger account for each of the three classes. For non–normalized terms, you must specify a General Ledger account for the Revenue class and the Receivable class.

  - Normalized Terms Only: For normalized terms, you must specify one General Ledger account for each of the three classes. The class and GL Account is not required for non–normalized terms. If you specify a General Ledger account for the Receivable class, you must also specify a General Ledger account for the Revenue class. Likewise, if you specify a General Ledger account for the Revenue class, you must also specify a General Ledger account for the Receivable class.

  - None: No class/General Ledger accounting information is required. If you enter any class/General Ledger accounting information for normalized terms, you must enter it for all three classes. If you enter any class/General Ledger accounting information for non–normalized terms, you must enter it for the Revenue and Receivable classes.

**GL Account:** Select the General Ledger account from the list of values. This field is required if you have Property Manager set up to do all of the accounting, or if the Normalized check box is checked on the Leases window.

**%:** Enter a percentage between 0 and 100.  This field is required if you have Property Manager set up to do all of the accounting, or if the Normalized check box is checked on the Leases window.

**Amount:** This value is system calculated.

**Account Name:** The name of the General Ledger account.

# Space Management

T his chapter explains how to use the space assignment features of Oracle Property Manager, and how to enter the names of new employees and customers. It also discusses integration with third party Computer Assisted Design (CAD) and Computer–Assisted Facilities Management (CAFM) software.

# Space Assignment

You use the Space Assignment window to assign office space to employees, cost centers, or customers. You can query space assignments for a particular building, floor, office, land, parcel, or section. You can also query space assignments for a particular employee, customer, or cost center. In the Space Assignment window, you can view the amount of rentable, assignable, usable, and vacant space for a particular area. You can also view the maximum and optimum number of occupants for a space, the number of utilized work spaces, and the number of vacant work spaces.

This discussion includes the following topics:

- Assigning Office Space to Employees and Cost Centers: page 5 – 2
- Assigning Office Space to Customers: page 5 – 6
- Viewing Space Assignments: page 5 – 8
- Space Assignment Window Reference: page 5 – 9
- Computer–Assisted Facilities Management: page 5 – 13

# Assigning Office Space to Employees and Cost Centers

You use the Space Assignment window to assign office space to employees. You can also use this window to assign space to a cost center, without it being associated with any particular employee. Select the Employee tabbed region to assign space based on organization, group, and the employee's position. Oracle Property Manager allows you to enter From and To dates to reflect projected occupancy dates. The From date is defaulted from the Last Hire Date field in the Employee window in HRMS. The To date is usually left blank to indicate that the employee assignment is still active. You can overwrite this date when an employee is moved to another location. The Space Assignment window also contains fields defaulted from the HRMS system, such as employee number and cost center, and fields defaulted from Oracle Projects, such as project number and task.

You can assign any space that you have previously set up, whether it is an individual office, a group of offices, a floor, or an entire building to an employee or to a cost center.

You can assign 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:

- The space available (vacant space) in a building, floor, or office.

- The space at any location that is rentable.

- The space at any location that is usable.

- The space at any location that is assignable.

- The space at any location assigned.

- The space that remains available.

- The occupancy level at the building, floor, or office level, and the land, parcel, or section level.

This information can help you determine the most efficient way to utilize your office space, and also provides for a quick summary of utilization statistics as of any given date.

The system administrator can set the PN: Automatic Space Distribution profile option to control whether users specify the assigned space percentage or if the system calculates it automatically. If the PN: Automatic Space Distribution profile option is set to yes, when you create new assignments, the % Area and Area fields are grayed out and the space is then equally distributed among all the occupants of that space. You need to requery the assignment to see the values that are automatically inserted into these fields. For more information, see: Profile Options in Property Manager: page B – 2.

## Assigning Space to Employees

**Prerequisites:**

❑ Set up the locations you want to which you want to assign entities. See: Managing Properties: page 3 – 2.

❑ 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.

**To assign space to employees:**

1. From the Navigator, choose Assignments and Assign Space.

2. At the Find Space Assignments window, enter information about the location to which you want to assign space, such as location type and location code.



3. In the Employee tabbed region of the Space Assignment window, enter the name of the employee you want to assign to this office, and the number of the employee's cost center. The employee's employee number and other employee–related information are automatically defaulted from the HRMS system, if the information is available.

4. Enter a From date and optionally enter a To date, if you know the length of time the employee will occupy the space. The From date is defaulted from Oracle HRMS.

5. Enter the number of employees occupying the space in the Utilized field. This field defaults to 1, but you can change it to any number if necessary.

6. Enter a percentage value in the % Assigned field.

7. If you want to assign an additional employee to share this office, with the cursor in the original record, choose File, then New. Make sure the location type is Office. Enter the office code of the original office and repeat steps 3 through 5 above.

   When you enter the From date in the second assignment for the same location, Oracle Property Manager displays an alert message that warns you that there are future assignments for this location. Choose Okay to create the second assignment.

8. 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 querying the second office that you are assigning to the employee. When the Decision window opens, choose the Approve button to assign the employee to multiple offices.

9. Save your work.

## Modifying Employee Office Space Assignments

Use the 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. From the Navigator, choose Assignments and Assign Space and query the new space to which you are moving the employee.

2. In the Employee tabbed region of the Space Assignment window, enter the name of the employee who you are moving to this office.

3. When the Decision window opens, choose the Reassign button to move the employee. Oracle Property Manager inserts a To date into the original space assignment record. This date is the date previous to the From date listed in the new assignment record. For example, if you reassign an employee with an effective date (From date) of April 21, 2001, the To date of April 20, 2001 is automatically entered in the original space assignment record.

4. Enter the employee's cost center and the From date.

5. Save your work.

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

1. From the Navigator, choose Assignments and Assign Space and query the office occupied by the employee whom you are removing.

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

3. Enter an end date in the To field.

4. Save your work.

▶ **To remove employees listed as nonactive in Human Resources:**

> **Note:** The Employees Deleted from Space Allocation concurrent program compares employee records in Human Resources with employee records in Property Manager and enters termination dates, which appear in the To field when you query these assignments in Property Manager. The program then produces the Employees Deleted From Space Allocation Report, which lists employees for whom Property Manager has entered end dates. Use this procedure to update Property Manager space assignment records so that they are current with Human Resources records.

1. From the Navigator, choose View and Requests, and choose Submit a New Request.

2. In the Submit Request window select Employees Deleted from Space Allocation.

3. Choose the Submit button.

**See Also**

## Assigning Office Space to Customers

Similar to assigning space to employees, you use the Space Assignment window to assign office space to customers. You select the Customer tabbed region to assign space.

# Assigning Space to Customers

**Prerequisites:**

❑ Set up the locations you want to assign. See: Managing Properties: page 3 – 21.

❑ Set up customer names and sites. If you have Oracle Receivables installed, use the Find/Enter Customers window. See: Entering Customers *(Oracle Receivables User's Guide)*

▶ **To assign space to customers:**

1. From the Navigator, choose Assignments and Assign Space.

2. At the Find Space Assignments window, enter information about the property to which you want to assign space, such as location type and location code.

3. In the Customer tabbed region of the Space Assignment window, enter the name and site name of the customer you want to assign to this office. The customer category and other customer–related information are automatically defaulted from Oracle Receivables, if the information is available.

4. Enter a From date and optionally enter a To date, if you know the length of time the customer will occupy the space.

5. Enter the number of customers occupying the space in the Utilized field. This field defaults to 1, but you can change it if necessary.

6. Enter the customer account number. This is the General Ledger account from which all payments are credited.

7. If you want to assign an additional customer to share this office, with the cursor in the original record, choose File, then New. Make sure the location type is Office. Enter the office code of the original office and repeat steps 3 through 5 above.

   If the occupancy dates for the two customers overlap, Oracle Property Manager displays an alert message warning you that there is a future assignment for this location. You can choose the percentage of space you want to assign to each customer, keeping in mint that there is a future assignment.

8. If you want to assign one customer to multiple offices, save the work you completed. Then clear the form, and repeat the steps above, beginning by querying the second office that you are assigning to the customer. When the Decision window opens,

choose the Approve button to assign the customer to multiple
offices.

9. Save your work.

## Modifying Customer Office Space Assignments

The procedure for modifying customer office space assignments is the
same as the procedure for modifying employee space assignments.
See: Modifying Employee Office Space Assignments: page 5 – 5.

## Viewing Space Assignments

You can view existing space assignments for an employee, customer, or
cost center.  You cannot make any changes when viewing space
assignments.

▶   **To view space assignments:**

1. From the Navigator, choose Assignments and View Space
   Assignments.

2. Enter the employee, customer, or cost center and the location code
   for which you want to view space assignments, and choose the
   Find button.

   The Space Assignment window displays any assignments assigned
   to the employee, customer, or cost center.

   **Note:**  If there are multiple assignments listed, the information
   displayed in the Area and Occupancy regions corresponds to
   the first record.  If you want to see Area and Occupancy
   information for another record, you need to click in that record.

# Space Assignment Window Reference

## Employee Tabbed Region

**Location Type.** The type of space. Can be any of the following: building, floor, office, land, parcel, or section.

**Location Code.** The location code that identifies the building, floor, or office, or the land, section, or parcel.

**Suite.** The name or suite number. This field allows you to subdivide offices or sections.

**Name.** Name of employee, from Oracle Human Resources.

**Number.** Employee number. The value in this field is defaulted automatically from HRMS.

**Type.** The occupant type, such as an employee or contractor. If this information exists in HRMS, the value in this field is defaulted automatically.

**Category.** The employee category, such as full–time or part–time. If this information exists in HRMS, the value in this field is defaulted automatically.

**Organization.** The employee organization. If this information exists in HRMS, the value in this field is defaulted automatically.

**Job.** The employee job. This is a generic job title, which is independent of any single organization, for example, manager. If this information exists in HRMS, the value in this field is defaulted automatically.

**Position.** The employee's position. This title is specific to a particular organization, for example, finance manager. If this information exists in HRMS, the value in this field is defaulted automatically.

**Work Phone.** The employee's work phone. If this information exists in HRMS, the value in this field is defaulted automatically.

**E–mail.** The employee's e–mail address. If this information exists in HRMS, the value in this field is defaulted automatically.

**Project Number.** The project number associated with an employee. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Task.** The project task name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Organization.** The project organization name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**From.** The date on which the employee will begin occupying the space. This date is defaulted from HRMS, but can be changed manually.

**To.** The date on which the employee will stop occupying the space.

**Cost Center.** The employee's cost center.

**% Area.** The percentage of the assignable area in a location, for example, an office, that is assigned to an individual employee. You can enter 0 percent if the amount is not yet known.

> **Note:** You cannot assign a percentage of a floor, a building, land, or a parcel to an employee or cost center. You can only assign a percentage of an office or section to an employee or cost center.

**Area.** The amount of space in a location that is assigned to an employee. This amount is based on the assignable area and is dependant on the amount in the % Area field.

**UOM.** The unit of measure.

**Utilized.** The total utilized assignments for the specified location. This field is usually used to indicate head count, but can also be used to count assigned work stations.

**Comments.** Any comments regarding the space assignment.

## Customer Tabbed Region

**Location Type.** The type of space, for example, building or land.

**Location Code.** The location code that identifies the building, floor, or office, or the land, section, or parcel. This information is entered at the building or land level.

**Suite.** The name or suite number. This field allows you to subdivide offices or sections.

**Customer Name.** The name of the customer. The value in this field is defaulted automatically from Oracle Receivables.

**Customer Site.** The location of the customer. The value in this field is defaulted automatically from Oracle Receivables.

**Category.** The customer category. If this information exists in Oracle Receivables, the value in this field is defaulted automatically.

**SIC Code.** The standard industry classification code for the customer. If this information exists in Oracle Receivables, the value in this field is defaulted automatically.

**Customer Class.** The customer class. This field is used to classify customers by industry, location, or size. If this information exists in Oracle Receivables, the value in this field is defaulted automatically.

**Profile Class.** The profile class. This field is used to classify customers by credit worthiness, business volume, and payment cycles. If this information exists in Oracle Receivables, the value in this field is defaulted automatically.

**Account.** The customer's account number.

**Status.** The customer's rank. If this information exists in Oracle Receivables, the value in this field is defaulted automatically.

**Project Number.** The project number associated with an employee. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Task.** The project task name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**Organization.** The project organization name. If this information exists in Oracle Projects, the value in this field is defaulted automatically.

**From.** The date on which the customer will begin occupying the space.

**To.** The date on which the customer will stop occupying the space.

**% Area.** The percentage of the assignable area in a location, for example, an office, that is assigned to an individual customer. You can enter 0 percent, for example, if the percentage of space you need to assign is not yet known.

> **Note:** You cannot assign a percentage of a floor or building to a customer. You can only assign a percentage of an office or section to a customer.

**Area.** The amount of space in a location that is assigned to a customer. This amount is based on the assignable area.

**UOM.** The unit of measure.

**Utilized.** The total utilized assignments for a specified location. This field is usually used to indicate head count, but can also be used to count assigned work stations.

**Comments.** Any comments regarding the space assignment.

## Area Region

**Rentable.** The amount of rentable space in the specified location.

**Usable.** The amount of usable space in the specified location.

**Assignable.** The amount of assignable space.

**Vacant.** The amount of vacant space in the specified location. Property Manager calculates the vacant space using the following formula:

Assignable area– assigned area

## Occupancy Region

**Maximum.** The maximum number of occupants permitted in the specified location.

**Optimum.** The optimum number of occupants permitted in the specified location.

**Utilized.** The number of employees assigned to the specified location.

> **Note:** Oracle Property Manager allows the utilized amount to exceed the maximum amount. However, vacancy cannot be a negative number, and must remain at zero.

**Vacancy.** The number of vacant work spaces. Property Manager calculates the vacant space using the following formula:

Maximum occupancy– utilized

## See Also

# 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 accommodate 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.

**See Also**

Property Manager Open Interfaces: page 8 – 2

# 6

# Index Rent

T his chapter explains how to use the index rent feature of Oracle Property Manager.

# Oracle Property Manager Index Rent Increases

You can use Oracle Property Manager's Rent Increase feature to automatically increase base rent either by a fixed percentage or by an amount proportional to the index change for the remainder of the lease term. Fixed increases raise rental costs, while index increases protect landlords against inflation by raising rent every year in proportion to hikes in consumer price indexes.

Although index leases are not often used when inflation is low, this functionality is very useful in the following lease scenarios:

- A significant number of existing leases have their origins in the seventies when inflation rose dramatically and index leases were prevalent

- Index leases are common in many parts of the world where inflation is problematic

- Index leases are important for many government users. Governments themselves are responsible for publishing index values, and often base their own rents on index values

- In business environments where hundreds or thousands of leases are managed, automatic rent calculation is essential to streamline business processes and to avoid data entry errors

To use the rent increase feature, you first associate a Rent Increase with an existing, finalized or draft lease. Next, you enter index information into the Index History window. You then complete the following to create your rent increase:

- Enter Agreement details

- Enter defaults

- Generate Periods

- Enter constraints, such as minimum and/or maximum rent/% increase

  The system automatically calculates the correct annual rent increase amount. The constraints are then applied and the constrained rent increase amount is calculated on an annualized basis and index rent terms are created for each period.

- Review term details

  You can review the term details, and approve the payment/invoice. Approving the payment/invoice transfers the

term to the main lease and creates a schedule or inserts lines into an existing payment/billing schedule.

From this point forward, the rent increase is treated as a scheduled rent item. Once you approve and export the rent increase, it is sent to Oracle Payables or Oracle Receivables.

## Entering Index History

You can define multiple indices, each indicated by an index type. The index type is a unique name or identifier. In a given index type, you can enter index values with corresponding dates in the Index History window. A particular index can then be associated with multiple leases. This feature is useful for landlords who may administer hundreds of index leases based on one index.

The index history can be shared across several Rent Increase lease agreements. You can change or update the values in the Index History window at any time. However, if the system detects that the value being changed has been used for rent increase calculations, it gives you the option to either continue with the change or cancel. If you continue with the change, the system initiates a concurrent request that updates the rent increases affected by this change, including all leases using this value. It does not effect periods that have approved index rent terms.

An Index Source indicates from where index information is derived and can consist of descriptions you enter.

The multi–row block contains the history of index values over time. For each date, you can enter the actual index amount, two unadjusted figures, and two seasonally adjusted figures. You can create terms only on actual index values.

### Viewing Index History

You can view an index history by choosing the View Index History button on the Rent Increase window. Choosing this button opens up the Index History window with the selected index type displayed.

# Entering Rent Increases

To enter rent increases, you first associate the rent increase with an existing lease and specify the rent increase commencement and termination date.

### Viewing Leases

You can view leases by choosing the View Lease button on the Rent Increase window. Choosing this button opens up the main lease in the View Leases and Documents window.

## Querying a Rent Increase

You can query existing rent increases associated with a specific lease using the Rent Increase window. You can query on a particular index type, lease number, lease class or rent increase number.

## Entering a New Rent Increase

To enter a new rent increase, you enter information into the Rent Increase window. You enter critical lease information in the Lease Details region, such as the main lease associated with the rent increase. You also need to enter rent increase information in the Rent Increase Details region, such as the rent increase number, index type, and rent increase commencement and termination dates. You then enter agreement and default term details, and constraints, if applicable.

Index rent is structured so that you can associate multiple index leases with one main lease. For example, you can enter one rent increase that depicts fixed base rent increases, and associate operating expense increases to another rent increase number.

## Entering an Agreement

You define the rent increase agreement in the Agreement tabbed region of the Rent Increase window. This includes information such as the frequency of rent increase assessment (Assess in Year field) and date assessed. This agreement determines the calculation of rent increases for the entire rent increase term. At the core of this process is the following calculation:

Basis * % = Rent Increase

The following table shows the values in the Agreement tabbed region that affect the rent increase calculation:

| Function | Fields |
|---|---|
| Generation of Periods | Assess in Years, Date Assessed |
| Basis | Increase On, Gross check box, Basis Type, Initial Basis, Relation |
| Composition of the percentage | Index Finder, Reference Period, Base Year, Base Index |

Table 6 – 1    (Page 1 of 1)

Some fields in the Agreement tabbed region contain defaults. The following table shows the defaulted fields and the defaulted values:

| Field | Default Value |
|---|---|
| Assess in Years | 1 |
| Basis Type | Fixed |
| Negative Rent | Ignore |
| Spread Frequency | Monthly |
| Reference Period | Base Year |

Table 6 – 2    (Page 1 of 1)

## Entering Term Defaults

Before you generate periods and run the Calculate process, you can set up terms defined in a default term template. Term defaults allow you to set defaults that appear for every payment/billing term created for variable rent or rent increase. These terms default into the Term Details window associated with each term.

You define default parameters that should be used in rent increase calculations in the Defaults tabbed region of the Rent Increase window. You enter information such as the default relation, the default percentage basis, and the index finder months (used to determine the index finder date when periods are generated), and the default term. You can also indicate whether the rent increase should be allocated based on unique combinations using the fields type, purpose, vendor/customer, vendor/customer site and GL code distribution.

You can create default terms by choosing the Term Template button and entering information about the term in the Term Template window.

You can select only one of the two methods of rent increase calculation:

- Default term template
- Allocate rent increase terms (the Allocate Rent Increase check box is checked by default)

### Excluding Terms

You can exclude terms by choosing the Exclude Terms button on the Rent Increase window. Choosing this button opens the Exclude Terms window, which displays all the terms defined at the main lease level. Each term has an Include check box next to it. You can check or uncheck the Include check box to denote the terms to include in the calculation of the basis, depending upon the value selected in the Increase On field. By default, all the terms are included.

## Generating Periods

You can view the timing of rent increase–related events by using the Basis Periods tabbed region on the Rent Increase window. To determine the timing of rent increase related events, the system uses information you entered in the Agreement and Defaults tabbed regions to calculate the following:

- Date Assessed – When rent increases are assessed
- Assess in Years – Frequency of assessment

You can automatically generate these periods by choosing the Generate Periods button. You can undo the periods by choosing the Undo Periods button. You can choose the Open button to access the period details, including information such as the previous index and the basis amount.

You can also use the Periods tabbed region to calculate rent increases by choosing the Calculate button. The Calculate button triggers the following four calculations.

- Annualized basis
- Appropriate percentage by which to multiply the basis
- Annualized rent increase
- Constrained rent increase

### Calculating for All Periods

You can calculate rent increase amounts for all periods by choosing the Calculate All button on the Rent Increase window. The Calculate All button is enabled only after the periods have been generated. You can also calculate the rent increase individually per period, by selecting the period for which you want to calculate the rent increase, then choosing the Open button.  Once inside the Period, you can choose the Calculate button to calculate the rent increase amount for that period.

## Entering Rent Increase Constraints

You can specify the constraints that apply across all periods of rent increase in the Constraints tabbed region of the Rent Increase window. You can define any floor or ceiling caps on rent due or period–to–period increases.  The most common type of constraint is a cap on the increase from year to year, or a minimum increase required from year to year. You can enter up to four constraints: a maximum and a minimum for rent due, and a maximum and a minimum for period–to–period increase.

For each constraint, you can define either an absolute amount increase or relative percentage increase.  If you enter an absolute amount as a constraint, then all amounts must be entered as absolute amounts.  For example, when you enter a value in the Maximum Amount column, the Maximum Percentage column becomes disabled.  All of the remaining constraints must then be entered as amounts.

This is done to insure that upper and lower limits do not cross each other.  For example, you enter a rent increase maximum constraint as $4,000 and a minimum constraint as 5% of base rent.  To prevent this type of situation, the maximum and minimum constraints are required to be of the same type and the maximum constraint must be equal to or greater than the minimum. If you enter a minimum and maximum for rent due, and a minimum and maximum for period to period increases, then the system calculates the acceptable area for rent as the lesser value of the two maximums, or the greater value of the two minimums.

► **To enter index history:**



1. Navigate to the Index History window.

2. In the Index Type field, enter the a unique Index Type name for the index history.

3. Optionally, enter a source in the Source field.

4. In the Index Date field, enter the day–month–year combination associated with the index. The format is DD–MMM–YYYY.

5. Enter the actual index value, unadjusted 1, unadjusted 2 and seasonally adjusted. that correspond to each index date.

6. Save your input by choosing the save button.

**To view an existing rent increase:**



1. Navigate to the Rent Increase Leases window.

2. Query the rent increase you want to view, you can query by the following:

   - Rent Increase number

   - Lease name and number

   - Lease Class

   - Other values

3. Choose the Open button to view details of the rent increase in the Index Rent Lease window.

**To enter a new rent increase:**

1. Navigate to the Rent Increase Leases window.

2. Choose the New button.

3. In the Rent Increase window, choose the name of the lease for which you want to enter a rent increase.

   When you enter a lease name or select it from the list of values, Property Manager automatically enters the lease number, class, commencement date, and termination date.

   If the lease you selected has a status of Draft, the index rent terms cannot be approved. They can be approved only once the main lease is finalized.

4. Enter the index type.

5. Review the default commencement date and termination date of the rent increase.

   Commencement and Termination dates influence the generation of rent increase period(s). The rent increase commencement date cannot be changed once there are any approved payment/billing term in the lease term. The rent increase termination dates can be changed as long as the new termination date post dates the last approved schedule in the main lease that is associated with a rent increase item.

   Note that the commencement date and termination date of the rent increase must fall within the commencement date and termination date of the lease. The rent increase commencement date defaults to one year past the main lease commencement date.

6. Select the user responsible from the list of values. The user responsible defaults from the user name used to access the Property Manager responsibility.

▶ **Agreement Tabbed Region:**

7. In the Assess in Years field, enter the frequency, in years, that rent increase is assessed. This value cannot be fractional.

8. Enter a value in the Increase On field. If there is no base rent in the main lease, then base rent will not appear in this LOV. This field brings up all types defined for the main lease associated with this rent increase agreement. If you select Operating Expenses, the system adds all the payments or billings of the type operating expense for the period duration. A payment/billing term of Base Rent must exist in the main lease for base rent to appear in the LOV.

9. Select the Gross check box if the you want the calculation of basis amount to consider all the terms defined in the main lease window. The Gross check box and the Increase On field are mutually exclusive.

10. Select a basis type of fixed, rolling, or compound. The default is fixed. If the basis type is Fixed, the basis stays the same from period to period. If the basis is Rolling, the basis for each new period is calculated as selecting all payment/billing items depending on the value of the Increase On field and the period start and end dates. If the basis type is Compound, the system adds this year's base rent plus the previous year's rent increase to calculate the new basis. Also, if the initial basis is defined and the Basis Type is fixed, then it is the initial basis amount that is populated in the annualized basis fields for all periods.

11. Negative Rent indicates where the negative rent increase values are allowed by selecting Ignore, This Period, or Next Period in the Negative Rent field. Select the appropriate value. The default is Ignore.

12. Select the spread frequency. Values include Monthly, One Time, Quarterly, Semiannually and Annually. This field cannot be updated after a rent increase term has been approved. The default is Monthly.

13. Select the Rounding check box if you want the payment term amount (annualized constrained rent increase amount/spread frequency) rounded.

14. Enter the date assessed, which indicates the date each period that rent increase is assessed in DD–MMM–YYYY format. The date cannot exceed the 28th of the month entered.

15. Enter the base year in DD–MMM–YYYY format.

16. Enter the base index. This is the base index value agreed upon in the lease as the basis for which comparison will be made in the second year. It is defaulted with the value specified in the Index History window for the base year. This value can be overwritten.

17. Enter the reference period. Values include Base Year, Previous Year – Use assessment date duration, Previous Year – Use previous current CPI. For a reference period of Base Year, only the basis type of fixed can be selected. You cannot select a basis type of Rolling and Compounding for a reference period of Base Year.

18. If the main lease and rent increase commencement dates are the same, initial basis becomes required.

19. Select the index finder. The default is Default Most Recent. Other choices include Always Finder Date With Backbill and Always Finder Date Without Backbill.

▶ **Defaults Tabbed Region:**

20. Optionally enter a default relation. Values include Basis Only, Greater Of, Index Only, and Lesser Of. The default is Basis Only.

21. Optionally enter a default basis percentage to be used for calculations. This field is disabled when the relationship Index Only is specified. The default is 0 percent.

22. Enter the index finder months. This is the number that will be added to the Date Assessed to find the Index Finder Date for each period. The default is –2.

23. Optionally check the Allocate Rent Increase check box if you want Property Manager to allocate the net rent increase assessed for a period proportionally across the main lease terms.

24. Enter the default term you want to use for payment/billing purposes or check the Allocate Rent Increase check box. You can only select one of the two.

25. To view the term template, choose the Term Template button. You can create a new term template and associate it with multiple increase agreements.

**Basis Periods Tabbed Region:**

26. Optionally override the defaulted value for annualized basis. The default annualized basis is calculated as the sum of annualized amounts of terms from the main lease, which lie between the Basis Start and End dates and value in the Increase On field.

27. Select the relationship. Other values include Greater Of, Lesser Of and Index Only.

28. Optionally enter the index change percent. The default is the system calculated index change. Factors in calculation include the reference period, the index type, and the index finder. This field is mandatory if the relation is Index Only, Greater Of, or Lesser Of.

29. You must enter basis change percent if you are using fixed rent increases (all relations other than Index Only).

30. Unconstrained Rent Due is the calculated annualized rent increase amount for the period.

31. Constrained Rent Due is the calculated annualized rent increase with constraints applied. The constraints applied are from the Constraints window and negative rent from the Agreement tab.

32. Optionally, choose the Open button to view period details, including the period, index details, relationship and basis. These values default from prior input completed in other tabs and windows.

33. Optionally, choose the Terms button to view terms details, including location, purpose , type , frequency, status and normalization. These values default from prior input completed in other tabs and windows.

**Constraints Tabbed Region:**

34. If you want to enter constraints, choose the scope: either Period to Period or Rent Due.

35. Enter either a minimum amount or a minimum percentage.  These fields are mutually exclusive.  If you enter one, the other field is disabled.

36. Enter either a maximum amount or a maximum percentage.  These fields are mutually exclusive.  If you enter one, the other field is disabled.

# Calculating Rent Increases

When you choose the Calculate button on the Basis Periods tabbed region to calculate rent increases, it triggers the following four calculations: the annualized basis, the appropriate percentage to multiply the basis by, the annualized rent increase, and the constrained rent increase.

Property Manager calculates the annualized basis based on the time frame prior to the assess date indicated by the basis start and end dates, and inserts a figure into the Current Basis field. When the basis start and end dates do not constitute a one year period, the basis is always calculated on an annualized basis.

Property Manager calculates the percentage that should be multiplied to the basis, whether it is fixed or an index percentage increase. You can select one of four comparatives (The Greater of, The Lesser of, Index Only, or Basis Only). The Index % change calculation is rounded off to five significant digits after the decimal.

Property Manager calculates the rent increase (multiplies the percentage by the annualized basis), applies comparatives and constraints if they are applicable and inserts a value into the constrained rent due column. Note that the Rent Due and the Constrained Rent Due are annualized amounts of the rent increase. This annualized rent increase amount results in a single term being created for the period that appears as a single rent escalation in the main lease once it is approved and transferred. The term details for this rent increase term default from those defined for the default term template. The term start date is the greater of the date assessed or the system date. The end date is the lease termination date.

The constrained rent due amount is then transferred to the Term Details window. The Term Details window displays the annualized amount divided by the spread frequency, or the recurring amount due. If the frequency is monthly, the annualized amount is divided by 12.

Approval indicates whether the term has been sent to the main lease. If approved, the term exists in the main lease and corresponding schedules and items are created. No changes can be made to the term or to a period that contains an approved term.

## Timing of Rent Increase Events

Property Manager uses information you entered in the Agreement tabbed region of the Rent Increase window to determine the timing of rent increase events. Periods are the time frames that are used to assess

rent increases. For each period, Property Manager records the following fields: Date Assessed, Start and End Dates, Index Finder Date.

## Date Assessed

To generate periods, you must define the assessment frequency (Assess in Years field) in the Agreement tabbed region of the Rent Increase window. The assessment frequency is stated in multiples of a year. If you enter 1, then it is assumed that rent increase is assessed every year; if you enter 2, then it is assumed that rent increase is assessed every two years.

The date that the rent increase is assessed is determined by one of two methods:

- In the first period, the date assessed in the Basis Periods tabbed region defaults to the Rent Increase Commencement date.

- In subsequent periods, it is determined by the Date Assessed field in the Agreement tabbed region, also known as the Anniversary Date.

It is assumed that every year, the rent increases will begin from the date you entered in the Date Assessed field. When you change a value in the Date Assessed field or in the Assess in Years field, the system prompts you with a message: "Some of the Rent Increase Details have been changed. The periods will be re–generated and rent increases must be re– calculated". The system then re–generates the periods and re–calculates the rent increase amounts. If there are no rent increase calculations for the periods, you are prompted with the message, "Some of the Rent Increase Details have changed. The previously created periods need to be re–generated". You must select OK for the system to automatically re–generate periods.

When the commencement dates for both the Rent Increase and the main lease are the same, the basis start and end dates are blank for the first period because it lies outside the lease term. The value of the initial basis is then used as the annualized basis for the first period. The initial basis is required

## Index Finder Date

The index finder date is the sum of the values of the Date Assessed plus the Index Finder Months. This value is defaulted into the Index Finder Date field for each period. The index finder date is the date associated with the index and is the date used to select the current

index value.  You can update the Index Finder Date field.  If no index value is associated with the index finder date, the system checks the value in Index Finder field in the Agreement tabbed region.  If the value of this field is Always Finder Date without Back Bill, the system will not calculate, and you receive an error message: "Note:  There is no index value associated with the Index Finder Date.  Please enter a value before proceeding with the calculation."  If the value of the Index Finder field in the Agreements tab is Default Most Recent, the system defaults the last index value detectable from the index history table associated with the Index Type in the header. If the value of the Index Finder field in the Agreement tabbed region is Always Finder Date with Backbill, the system waits for an index value associated with the Index Finder Date. When the index value is available, and the system date is past the Date Assessed, then a backbill amount is generated along with a rent increase. The backbill amount is a one–time payment/billing.  The rent increase is a recurring payment/billing effective from the system date to the end of the lease term.

## Basis Start and End Dates

The basis start and end dates are defaulted based on the date assessed. They are defaulted as the dates comprising the year prior to the date assessed.  For example, if the date assessed is 01–JAN–02, then the basis period starts 01–JAN–01 and ends at 31–DEC–01.  The basis start and end dates signal to the system the time frame within which the payment/billing terms are picked up for calculating the basis.

## Changing Periods

After you generate periods and after a single payment/billing term has been approved and transferred, the header remains display–only except for the Rent Increase Termination Date, which can be altered. When you extend a rent increase term, a concurrent request automatically generates additional periods.  When early terminating rent increases, the system first verifies that there are no approved and transferred invoices originating beyond the new termination date.  If such invoices exist (that is, the last invoice was exported/approved on Dec 31, 2003, and you try to early terminate rent increase on Aug 31, 2003, you receive an error message : "Note:  the Rent Increase cannot be early terminated because there exist invoices that have been approved past the termination date.  Please re–enter a date after the last exported invoice".  If there is no conflict, the concurrent request deletes the rent increase periods past the early termination date. In other words, the system checks to see if the rent increase terms sitting in the main leases

workbench (once they have been approved and transferred from within Rent Increase ) have been approved or are still in the Draft status. As long as these rent increase terms have no approved schedules associated with them, these rent increase term can be deleted.

## Rent Increase Examples, with Lease Dates

| | |
|---|---|
| Lease Commencement Date | 01–JAN–2000 |
| Lease Termination Date | 31–DEC–2004 |
| Rent Increase Commencement Date | 15–JAN–2001 |
| Rent Increase Termination Date | 31–DEC–2003 |
| Assessment Date | 03–MAR–2001 |

The following table lists the assessment date, basis start date, and basis end date for each period:

| Period Number | Assessment Date | Basis Start | Basis End |
|---|---|---|---|
| 1 | 15–JAN–2001 | 15–JAN–2000 | 14–JAN–2001 |
| 2 | 03–MAR–2001 | 03–MAR–2000 | 02–MAR–2001 |
| 3 | 03–MAR–2002 | 03–MAR–2001 | 02–MAR–2002 |
| 4 | 03–MAR–2003 | 03–MAR–2002 | 02–MAR–2003 |

## Calculating the Basis

Property Manager calculates the basis using the Initial Basis and Increase On fields in the Agreement tabbed region:

- Initial Basis – For the first period, the basis is the initial basis indicated in the Agreement tabbed region. If the initial basis is not defined, the system calculates the basis amount based on the basis start and end dates. In subsequent periods, the basis is the summary of the appropriate schedule lying within the basis start and end dates of the payment/billing types indicated in the Increase On field. You can update this amount. This field is required only when Lease and Rent Increase commencement dates are the same.

- Increase On – This field indicates the payment/billing types that are selected to calculate the basis. The basis can be calculated on: base rent, operating expenses, and any other type defined in the main lease or on gross rent (summation of all the types defined for the associated main lease). The gross rent can be calculated by checking the Gross check box. The gross check box and the Increase On fields are mutually exclusive.

There are different inputs into the basis. The basis can vary in how it is comprised, and how it is calculated (fixed, rolling, or compounded).

- Increase On – can be all the different types defined in the main lease or Gross Rent

- Basis Type – Fixed, Rolling, or Compounded Basis

The calculation of the basis is essential for either fixed increases or index rent increases. The formula for calculating rent increases is:

Rent Increase = Basis * Percent.

Property Manager calculates the basis when you choose the Calculate button on the Basis Periods tabbed region, or the Calculate All button on the Rent Increase window, and run the Calculate process. Property Manager can calculate the basis only after you run the Generate Periods process.

The following examples illustrate how Property Manager calculates the basis for all three basis types: fixed basis, rolling basis, and compounded.

Example 1: Fixed Case Basis Calculation

Increase On: Base Rent

Basis Type: Fixed

The Initial Basis is $12,000 (monthly base rent of $1000) the first year. In the second and third years, there is a fixed rent increase of $1200 ($100/month). There is an rent increase increase of 10% per year.

For the first period, the basis type is defaulted to the initial basis, and remains the initial basis in all subsequent periods. The basis in this case is $12,000, which remains constant. Note that base rent changes. Note that the rent increase remains constant (since the annualized basis is constant at $12000). The following table illustrates how Property Manager calculates when the basis is fixed:

| Year | Base Rent | Rent Increase | Annualized Basis |
|------|-----------|---------------|------------------|
| Year 1 | $12,000 | $1,200 | $12,000 |
| Year 2 | $13,200 | $1,200 | $12,000 |
| Year 3 | $14,400 | $1,200 | $12,000 |

Table 6 – 3    (Page 1 of 1)

Example 2:  Rolling Basis Calculation

Increase On:  Base Rent

Basis Type:  Rolling

For the first year, the system defaults the initial basis as the basis for the first period.  In subsequent periods, the system selects all rent types of Base Rent and Base Rent Increase with schedule dates that are within the basis start and end dates of the year prior to the assess date for the period.  The new basis is defaulted to the second year.  In the first year, the basis is $12,000.  In the second year, the basis is the basis for the previous year ($12,000) + new base rent ($1,200) = $13,200.   The basis is calculated by selecting all items with a Rent Type of Base Rent with schedule dates within the basis start and end dates of the year prior to the assess date for the period.  The following table illustrates how Property  Manager calculates when the basis is rolling:

| Year | Base Rent | Rent Increase | Annualized Basis |
|------|-----------|---------------|------------------|
| Year 1 | $12,000 | $1,200 | $12,000 |
| Year 2 | $13,200 | $1,320 | $13,200 |
| Year 3 | $14,400 | $1,440 | $14,400 |

Table 6 – 4    (Page 1 of 1)

Example 3: Compound Case

Increase On: Base Rent

Basis Type: Compound

For the first year, the system defaults the initial basis. For the first year, the basis is $12,000 and the rent increase is $1200.  In the second year, the system selects all items with rent types of Base Rent with schedule dates within the basis start and end dates of the year prior to the assess date for the period.  For the second year, the system picks up base rent,

base rent increases of $13,200, and the previous year's rent increase of $1,200. If there is back–billing, then the system needs to also pick up the Rent Type back–billed rent increase. The following table illustrates how Property Manager calculates when the basis is compound:

| Year | Base Rent | Rent Increase | Annualized Basis |
|------|-----------|---------------|------------------|
| Year 1 | $12,000 | $1,200 | $12,000 |
| Year 2 | $13,200 | $1,440 | = $13,200 + $1,200 = $14,400 (Y2 base + Y1 index) |
| Year 3 | $14,400 | $1,704 | = $14,400 + $1,440 + $1,200 = $17,040 (Y3 base + Y2 index + Y1 index) |

Table 6 – 5    (Page 1 of 1)

Note: the rent increase is required for the compound case. In the case where the rent increase for Period 2 is unknown and relation is Greater Of, then the basis amount for the period 3 is equal to $14,400 (summation of the minimum normalized rent due for period 2) plus $1200. The minimum amount for period 3 is calculated using this basis.

## Calculating the Percentage

The formula for calculating rent increases is:

(Basis)*(%) = Rent Increase

Accordingly, the calculation of the percentage is also critical to the calculation of rent increases.

For a rent increase period, you can enter a relation in the Basis Periods tabbed region that determines the correct percentage to use. In the Basis Periods tabbed region, you choose a value for the relation for each period. The values for the relation are as follows:

- Index Only: Property Manager uses the percentage increase indicated in the Index Change %.

- Basis Only: Property Manager uses the percentage you entered

- Greater Of: Property Manager needs both the index and basis change percents to compare the two, and determine which percent is larger. The larger percent that will be multiplied by the basis.

- Lesser Of: Property Manager needs both the index and basis change percents to compare the two, and determine which percent is smaller.  The smaller percent that will be multiplied by the basis.

The following table indicates whether the Index % or the Basis % is required, given the relation indicated.  If the Index % is required, then the Reference Period in the Agreement tabbed region is also required.

| Relationship | Index % Required | Basis % Required |
|---|---|---|
| Use Index | Y | N |
| Use Basis | N | Y |
| The Greater Of | Y | Y |
| The Lesser Of | Y | Y |

Table 6 – 6   (Page 1 of 1)

If the Index % is required in any of the rent increase periods, you should indicate a  Reference Period in the Agreement tabbed region. The reference period lets the system know how the index percent increase should be calculated from a base period or a previous period.

If the percentage increase is calculated from a base period, then the formula for calculating the percent is:

Base Period % = (Current Index – Base Index)/Base Index

If the percentage increase is calculated from a previous period, then the formula for calculating the percent is:

Previous Period % = (Current Index – Previous Index)/Previous Index

The reference period on which the % change is calculated has the following values, base year, previous year–Use Assessment date duration or Previous Year– Use previous current CPI.  If the reference period is base year, then the % change is always calculated off of the base index value.  If the reference period is the previous year, then the % change is calculated from the index value of the previous year.  Even if the Reference Period is Previous year, for the first year the base year IS the previous year.

- Increase from Base Year:  If increase is from base year, then the current period index value is compared to the base year index value.  In this example, the base year had a value of 200; and the

current year has a value of 211. The calculation is: (current period index value –base year period index value)/base year period index value. (211–200)/200= .055. Also, when the reference period is Base Year the user can select a Basis Type of Fixed and cannot select basis types of rolling or compounded.

Increase from Previous Year–Use Assessment Date Duration: If the increase is from the previous year, then the current index value is compared to the previous year index value. For the previous year, the calculation is: (current period index value – previous year index value)/previous year index value. For example: Consider that a rent increase has the following 2 periods defined. The 1st basis period has Date Assessed as 01/01/01 and the Index Finder Date is 09/01/00. For the 2nd basis period, the Date Assessed is 05/01/01 and the Index Finder Date is 01/01/01. The following is a 5 step process outlined to calculate the index percentage when Reference Period is Previous Year– Use Assessment Date duration.

In the case where the user selects the Reference Period of Previous Year, the user can then select a basis type of only rolling or compounded. The basis type of Fixed cannot be selected for a reference period of Previous Year

1. With reference period = Previous Year and for the Relation = Index Only/Greater Of/Lesser Of: for period 1, the current index is the index for the date = 09/01/00 (if the Finder Date is Always Finder Date With/Without Back Bill). This information is available in the Index History for the Index Type defined. The previous index is the base index for the 1st period.

2. If the Finder Date was set to Use Most Recent, the current index would be the index for a date that is the closest to the Index Finder Date for that period.

3. For the 2nd period, the index date is 01/01/01 and this date is used to calculate the current index. To calculate the previous index, the system first calculates the difference between the index dates of the current and the previous period. In this case, the difference is 4 months ( 01/01/01 – 09/01/00 )

4. In the case where the Index Finder is Always Finder Date with/without Back Bill the previous index date = Current Index date – 4months ( as calculated in step 3) = 09/01/00 This date is used to find the previous index.

5. In the case where the Index Date is Use Most Recent , the system first finds the current index. If the Index Finder date was 01/01/01 and the most recent, published index available was for 12/01/00,

then the current index is the one that was published for 12/01/00. The previous index date is then calculated as 12/01/00 – 4 = 08/01/00. The previous index is the one published for 08/01/00.

- Increase from Previous Year–Use Previous current CPI: In this case, the previous index for each period = current index of the prior period. For example: Consider that a rent increase has the following 2 periods defined. The 1st basis period has Date Assessed as 01/01/01 and the Index Finder Date is 09/01/00. For the 2nd basis period, the Date Assessed is 05/01/01 and the Index Finder Date is 01/01/01. For period 2, the current index = index corresponding to index finder date of 01/01/01 and the previous index = current index for period 1 = index corresponding to index finder date of 09/01/00

The base index is provided in the Agreement tabbed region.

## Calculating Rent Increase

This section describes the calculation process after the basis and the percent have been determined. If a rent increase relation is Fixed or Basis Only, there is only a single payment/billing term generated for the period. If the rent increase relations is Index Only, then the number of payment/billing terms depends upon the value of the Index Finder.

Note: The examples and scenarios outlined in this section are based on the assumption that the terms are not being allocated.

In a simple case, if the relation is Index Only and the index is indicated on time (that is, the system date is prior to the assess date), then Property Manager calculates a recurring rent increase. In the more complex case, the index for a relation Index Only is reported late (the system date postdates the assess date).

When the index is reported late, Property Manager should examine the values entered in the Index Finder field on the Agreement tabbed region. If the date is unavailable, then the system will either:

- Always use Finder Date without BackBill: Property Manager will not calculate until an index is available. In this case, a single payment/billing term is calculated as soon as the index becomes available.

- Default Most Recent: Defaults the most recent index from the table. In this case, a single payment/billing term is calculated with the available index.

- Always Finder Date with Backbill: When the index is available, and if the system date of the calculation exceeds the assess date,

it triggers backbilling. Backbilling results in two payment/billing terms being created: a backbilled one–time term, and a recurring rent increase term.

The following example illustrates back–billing (the Index Finder is set to BackBill): Rent is $1,000 per month from Jan 01, 2001–Dec 31, 2002. The rent increase is 10% on base rent. Index rent increase is supposed to begin on January 1, 2002 (January 1, 2002 is the period increase date). The index figure is not available until April 1 (the system date). For a rent increase year/period, there are two payment/billing terms created for the entire period that are added to the already existing base rent term. The first payment/billing term is a one time backbilled rent increase invoice amount (for the increase owed from January through March 2002) based on the system date (1 April). The second payment/billing term is a recurring rent increase (from 1 April 2002 to the end of the lease term)

Each one of these payment/billing terms is is described below:

**One time backbilled rent increase invoice**

- Property Manager determines how late the index was reported as the maximum of the system date or the assess date: how many times was base rent paid in the time that the rent increase was late? In this case, between January and April, there were three months.

- How much was the constrained rent increase and how does this translate into an amount? 10% * monthly base rent = $100

- What is the back–billed amount? Number of times base rent was paid * (10%*the base rent associated with the frequency that base rent is paid.In this case, monthly <$1,000>) = $300.00  Note: an alternative calculation is:<[(annual base rent)* increase]/invoicing frequency># of times invoiced

- Property Manager then creates a one–time invoice for $300 of rent type Back–billed Rent Increase, with the Payment/Billing Start Date of the system date. The retroactive rent increase is calculated only when the system date exceeds the Assess date

Note: For the compounded case, this Back–billed Rent Increase needs to be summed as part of the next annual rent increase.

**Recurring payment/invoice term is created**

- The formula for this type of term is as follows:

- The amount of the increase = the constrained annual rent increase/the spread frequency that base rent is paid

– For example, if base rent is paid monthly, the annual rent is divided by twelve. The annual rent increase appears in the Rent Increase window.

- A payment/invoice term starts from the system date and continues to the end of the lease term.

- The rent increase and the constrained rent are annualized amounts of the rent increase.  Property Manager examines the spread frequency value entered in the Agreement tabbed region. Usually, the rent increase will have the same increase as base rent.  If base rent is paid monthly, the spread should also be monthly. The spread amount (annualized/spread frequency) is then defaulted as the actual amount in the Payment/Billing tabbed region of the Lease window.  The term will extend from the system date or the Date Assessed (whichever is later) to the end of the lease term.

- Once you approve the payment/billing term, Property Manager starts a concurrent process. This creates a payment/billing term in the main lease and creates corresponding schedules in the Authorize Payments and Billings window.  You can then authorize the schedule and export the amount to Payables or Receivables as a regular schedule item.

**Normalization and Greater Of Scenario (Multiple Payment/Billing Terms)**

- If the relation is Lesser Of and the Index is reported on time, then only one payment/billing term is created.

- If the relation is Lesser Of and the Index is not reported on time, there are two payment/billing terms created if the Index Finder value is Back Bill. For all other cases, there is only one payment/billing term created

- If the relation is the Greater Of and the Index is reported on time, then there are two payment/billing terms created. One term is the normalized minimum amount and the second is the amount that equals the difference between the default basis percent and the actual index percent change

- If the relation is the Greater Of and the Index is not reported on time, then there are three payment/billing terms created if there is back billing. One term is the normalized minimum amount, the second is the amount that equals the difference between the default basis percent and the actual index percent change to be paid from the system date to the end of the lease term and the

third is the one time backbilled amount.  In all other cases, there is a minimum of two payment/billing terms.

- When the minimum normalized amount is assessed at a later date, there are potentially a total of four terms created: one being a recurring at least amount.  The other is a one–time, back bill at least amount.  Two other terms are created when the index becomes available

**Normalization When the Relation is Greater Of**

If an rent increase agreement stipulates that a tenant should pay an increase of at least 5 percent, often, the 5 percent portion of the rent increase needs to be normalized since it is known up front and approved/transferred to the main Leases window. The index is not available when the lease is signed, but when, 4 months later, on 1 May, 2001 the index is available, and if the new percentage was 12 percent, an additional amount (7 percent of $1000) needs to be paid. Note that this additional amount is not normalized. To summarize, two payment terms are created now, one that is a one–time back billed amount for the duration of 4 months (4 X $70 = $280). The other is a recurring rent increase of $ 70 from 01–May–2001 to the end of the lease term.

# Allocating Rent Increase

You can have Property Manager allocate the net rent increase assessed for a period proportionally across the main lease terms that were used to calculate the rent increase.  For example, if you have two tenants on the same lease, with separate terms for each tenant, Property Manager creates a new rent increase term for each tenant, reflecting the additional amounts owed by each tenant.

When allocating a rent increase, Property Manager takes the following parameters into account:

- GL accounts (specified for each main lease term)

- Rent types

- Frequency

- Supplier or customer names and sites

- Normalize check box (used when calculating allocated rent increases using the Relation values of Greater Of and Basis Only)

- Locations assigned to terms

## Creating Allocated Terms

The following example shows how multiple terms are created as a result of allocation. When you check the Allocate Rent Increase check box, the resulting escalation (rent increase) terms are driven by the underlying lease terms specifically from the type, purpose, frequency, GL accounts, customer/vendor name, and customer/vendor site.  The terms are initially filtered by the value in the Increase On field or the Gross check box.  After this initial filtering, the selected payment/billing terms are further filtered into their unique combinations.

## Rent Increase Allocation Example

Main lease terms:

| No. | Purpose | Type | Vendor / Customer | Vendor / Customer Site | GL Account & % Split | Start and End Date | Amount |
|-----|---------|------|-------------------|------------------------|---------------------|--------------------|--------|
| 1 | Rent | Base Rent | Vendor 1 | Site 1 | Account A: 60% <br><br> Account B: 40% | 01–JAN–01 31–DEC–03 | 1000 |
| 2 | Rent | Base Rent | Vendor 1 | Site 1 | Account C: 100% | 01–JAN–01 31–DEC–03 | 1000 |
| 3 | Rent | Base Rent | Vendor 2 | Site 2 | Account C: 100% | 01–JAN–01 31–DEC–03 | 100 |

Table 6 – 7     (Page 1 of 1)

Increase Periods:

| No. | Effective Date | Start and End Date | Increase On | Increase Type | % |
|-----|----------------|--------------------|-------------|---------------|---|
| 1 | 01–JAN–02 | 01–JAN–02 31–DEC–04 | Base Rent | Fixed | 10 |
| 2 | 01–JAN–03 | 01–JAN–03 31–DEC–04 | Base Rent | Fixed | 10 |

Table 6 – 8     (Page 1 of 1)

Index Increase Terms for Effective Date: 01–JAN–02:

| No. | Purpose | Type | Vendor / Customer | Vendor / Customer Site | GL Account & % Split | Start and End Date | Amount |
|-----|---------|------|-------------------|------------------------|---------------------|--------------------|--------|
| 1 | Rent | Base Rent | Vendor 1 | Site 1 | Account A: 60% <br><br> Account B: 40% | 01–JAN–02 31–DEC–03 | 100 |
| 2 | Rent | Base Rent | Vendor 1 | Site 1 | Account C: 100% | 01–JAN–02 31–DEC–03 | 100 |

Table 6 – 9     (Page 1 of 2)

| No. | Purpose | Type | Vendor / Customer | Vendor / Customer Site | GL Account & % Split | Start and End Date | Amount |
|-----|---------|------|-------------------|------------------------|----------------------|--------------------|--------|
| 3 | Rent | Base Rent | Vendor 2 | Site 2 | Account C: 100% | 01–JAN–02 31–DEC–03 | 10 |

**Table 6 – 9    (Page 2 of 2)**

Index Increase Terms for Effective Date: 01–JAN–03:

| No. | Purpose | Type | Vendor / Customer | Vendor / Customer Site | GL Account & % Split | Start and End Date | Amount |
|-----|---------|------|-------------------|------------------------|----------------------|--------------------|--------|
| 1 | Rent | Base Rent | Vendor 1 | Site 1 | Account A: 60% <br><br> Account B: 40% | 01–JAN–03 31–DEC–03 | 110 |
| 2 | Rent | Base Rent | Vendor 1 | Site 1 | Account C: 100% | 01–JAN–03 31–DEC–03 | 110 |
| 3 | Rent | Base Rent | Vendor 2 | Site 2 | Account C: 100% | 01–JAN–02 31–DEC–03 | 11 |

**Table 6 – 10    (Page 1 of 1)**

# Rent Increase Leases Window Reference

**Lease Name.**  The name of the lease with which the index rent agreement is associated.

**Lease Number.**  The number of the lease with which rent increase agreement is associated.

**Rent Increase Number.**  Rent Increase Number is displayed. Depending upon the user profile option, this number can be manually entered or system generated.

**Index Type.**  Index Type is displayed.  If it is a base rent increase, then the type Base Rent Increase is defaulted.

**Class.**  The lease class of the lease.  This field is a pop list containing three values: Direct, Third Party, and Sublease.

**Location Code.**  The Location code of the location with which the rent increase agreement is associated.  This defaults to the primary location from the main lease.

# Rent Increase Window Reference

## Lease Details Region

**Name.**  The main lease name is selected from an LOV of existing finalized leases.  If the lease number is already selected, the name will default.  This field is required.

**Number.**  The main lease number is selected from an LOV of existing finalized leases.  If the lease name is already selected, the number will default.  This field is required.

**Class.**  The lease class is a display–only field that defaults from the Lease window.

**Commencement Date.**  The lease commencement date is a display–only date field that defaults from the Lease window.

**Termination Date.**  The lease termination date is a display–only field that defaults from the Lease window.

**Location Code.**  The Location Code that is associated with the main lease.  The system defaults the primary location associated with the main lease.  You can override this location with any of the other locations that are associated with the same lease that are not primary locations.

## Rent Increase Details Region

**Number.**   The rent increase number is unique from all the other rent increase numbers associated with the same main lease.  It is either system–generated or user–entered, depending on the profile option set.  This field is required.

**Index Type.**  The Index Type is selected from a list of Index Types defined in the Index History window.  This field is required.

**Commencement Date.**  The rent increase commencement date must lie between the main lease commencement and termination dates.  It defaults to one year greater than the commencement date of the lease, but can be overridden.  It is used to generate rent increase periods.  This field is required.

**Termination Date.**  The rent increase termination date must lie between the main lease commencement and termination dates and must be equal to, or later than, the rent increase commencement date.  It defaults to the termination date of the lease, but can be overridden.  The rent increase termination date cannot be greater than the main

lease termination date. This is the last date by which rent increases can be evaluated. This field is required.

**User Responsible.** The Username LOV is similar to the Abstracted by LOV used in the Lease window. This field is required.

## Agreement Tabbed Region

**Assess in Years.** The frequency, in years, that rent increase is assessed. It can be any positive, whole integer. This field is used to generate periods in the Periods tabbed region. This field is required.

**Increase On.** The Increase On field is a validated list of values. If there is no base rent in the main lease, then base rent will not appear in this LOV. This field brings up all types defined for the main lease associated with this rent increase agreement. If you select Operating Expenses, the system adds all the payments or billings of the type operating expense for the period duration. A payment/billing term of Base Rent must exist in the main lease for base rent to appear in the LOV. This field is required.

**Gross check box.** The field denotes if the system should take into account all the terms defined in the main lease for calculation of the basis amount. The Gross check box and the Increase On fields are mutually exclusive.

**Basis Type.** The basis type can be Fixed, Rolling, or Compound. If fixed, the basis stays the same from period to period. If Rolling, the basis for each new period is calculated as selecting all payment/billing items, depending on the value of the Increase On field, that lie within the basis start and end dates. If the basis is compounded, then the system will add this year's rent, plus the previous year's rent increase, to calculate the new basis, Also, if the initial basis is defined and the Basis Type is fixed, then it is the initial basis amount that is populated in the annualized basis fields for all periods. This field is required.

**Negative Rent.** This field is a pop list with three possible values, including the following:

- Ignore: Choosing this value will cause the system to ignore the negative rent.

- This Period: This value recognizes the negative rent in this period.

- Next Period: Choosing this value will pass on the negative rent as an abatement to the next period.

The default is to disallow negative rent increase. This field is required.

**Spread Frequency.** The spread frequency is how the annual invoiced amount is spread over the year. It cannot be updated after one rent increase invoice has been exported. This field is required.

**Rounding Flag check box.** The rounding flag check box field controls whether or not the payment term amount (annualized constrained rent increase amount/spread frequency) is rounded. More rounding options can be added at the main lease level and are effective at the line item level before the payment/billing is exported.

**Date Assessed.** The date of every year that fixed increase or rent increase is assessed, and expressed as day–month–year, e.g. DD–MMM–YYYY. The date cannot exceed the 28th day of any month. This field is required.

**Base Year.** The base year value is required if the reference period is base year. The base year is formatted as DD–MMM–YY.

**Base Index.** The base index value agreed upon in the lease as the basis for which comparison will be made in the second year. The system can default the base index value by using the index type from the Rent Increase Details region and the Base Year. You can overwrite this value

**Reference Period.** The Reference period is a poplist containing the values of Base Year, Previous Year–Use Assessment Date Duration, or Previous Year–Use Previous Current CPI.

- If the Reference Period is Base Year, then all the calculations are compared to the values in the Base Period and the Basis Type can only be the Fixed type. You cannot select the Basis Type of Rolling or Compounded if the Reference Period is Base Year.

- If the Reference Period is Previous Year, then all increases are calculated based on the previous rent increase period and the Basis Type can be either Rolling or Compounded. It cannot be Fixed.

  - Increase from Previous Year–Use Assessment Date Duration: If the increase is from the previous year, then the current index value is compared to the previous year index value. For the previous year, the calculation is: (current period index value – previous year index value)/previous year index value. The following table illustrates a two–step process outlined to calculate the index percentage when the reference period is Previous Year–Use Assessment Date Duration. This process helps explain how the index date is determined if the reference period is previous year – Use Assessment Date and the second period begins less than a year after the first period.

| Period | Date Assessed | Index Finder Date |
|--------|---------------|-------------------|
| 1 | 01/01/01 | 09/01/00 |
| 2 | 05/01/01 | 01/01/01 |

If the reference period is Previous Year and the default relation is Index Only, Greater Of, or Lesser Of: for period 1, the current index is the index corresponding to the index finder date: 09/01/00. This information is available in the Index History for the Index Type defined. The previous index is the base index for the 1st period. .

If the index finder date is Default Most Recent, the current index would be the index corresponding to a date that is the closest to the index finder date for that period. If the index finder is Always Finder Date with BackBill, then the current index would correspond to the CPI for 09/01/00. The same applies if the index finder is Always Finder Date without BackBill.

For the second period, the index date is 01/01/01, and this date is used to calculate the current index. To calculate the previous index, the system first calculates the difference between the assess dates of the current and the previous period. In this case, the difference is four months (01/01/01 – 05/01/00 ).

If the index finder is Always Finder Date with/without Backbill, the previous index date = current index date – 4 months (as calculated above) = 09/01/00. This date is used to find the previous index.

If the index date is Use Most Recent, the system finds the most recent current index. If the Index Finder date was 01/01/01 and the most recent, published index available was for 12/01/00, then the current index is the one that was published for 12/01/00. The previous index date is then calculated as 12/01/00 – 4 = 08/01/00. The previous index is the one published for 08/01/00.

– Increase from Previous Year–Use Previous Current CPI: In this case, the previous index for each period = the current index of the prior period. Considering the previous example, for period 2, the current index = the index

corresponding to the index finder date of 01/01/01 and the previous index = the current index for period 1 = the index corresponding to index finder date of 09/01/00.

**Initial Basis.** The Basis rent to be used in calculations of the first period. System picks up all the payments or billings of type base rent for the period duration, and puts the sum in this field. Although you can update this field, once the basis amounts in the basis periods have been calculated, updating the initial basis in the Agreements tabbed region would not change the basis amounts in the periods dynamically. To recalculate, you would first have to Undo periods or delete the individual basis amounts.

The Basis is automatically calculated as the annual amount of what the increase is on.

If the increase is on base rent, then the sum of all lease payments or billings of type Base Rent for the duration of the year are defaulted into the Base Rent field. Individual payment/billing terms are displayed in the non–validated LOV. The calculations are defaulted, but the you can update the values. Also, if the Gross check box is checked, the basis amount is the sum of all the payment/billing terms defined in the main lease for the basis period. This field is required with rent increases.

**Index Finder.** The Index Finder field is a scroll box containing three values and a contingency default if the index is unavailable. The three values include the following:

- Always Finder Date without BackBill – The finder date is always used

- Default Most Recent – The most recent index date defaults

- Always Finder Date with BackBill – The systems waits until the index date is available. It then creates an extra payment/billing term for the backbilled amount

This field is required and defaults to the value Default Most Recent.

## Defaults Tabbed Region

**Default Relation.** The default relation value is selected from four available options, including; Greater Of, Lesser Of, Basis Only, and Index Only

**Default Basis %.** The optional default basis percentage to be used for calculations. This field is disabled when the relationship Index Only is specified.

**Index Finder Months.** This is the number that will be added to the Date Assessed to find the Index Finder Date for each period. The number can be any whole integer. ( positive, negative or zero). This field is required and defaults to –2.

**Allocate Rent Increase check box.** Use this check box to indicate that you want Property Manager to allocate the net rent increase assessed for a period proportionally across the main lease terms that were used to calculate the rent increase.

**Default Term.** The term used for payment/billing purposes. The LOV will only display existing term templates. This field is required.

## Basis Periods Tabbed Region

**Number.** The number of the periods, distinguished by assessment dates. The field is system–generated.

**Date Assessed.** The date the rent increase is assessed. It is not updatable if there are any approved payment/billing term for that period. The field is system–generated.

**Start Date.** This value is system generated, but can be updated. The basis start date is 366 days prior to the Assess Date.

**End Date.** The Basis End date is the day prior to the Assessed Date. This field is system–generated.

**Index Finder Date.** The index finder date is the sum of the values of the Date Assessed plus the Index Finder Months. This value is defaulted into the Index Finder Date field for each period. The index finder date is the date associated with the index and is the date used to select the current index value. You can update the Index Finder Date field.

**Annualized Basis.** The value of this system calculated field dependents on the following scenarios:

- If Increase On has the value of Base Rent, then the field is the sum of Base Rent for the period

- If the increase is on operating expenses, then the field is the sum of the operating expenses for the period. The same is applicable for any type selected from the LOV that lists all types defined for that lease

- If the Gross check box is checked, and the increase is on Gross Rent, then the field is the sum of all types defined for the period.

- If the basis is defined to be fixed in the Agreement, it will stay the same from period to period.
- If the basis is defined as rolling, it is calculated as the sum of all types defined in the Increase On field for that basis period.
- If the basis is compounded, then the field is calculated as the sum of this year's basis plus all previous rent increases.

The basis is calculated as all pertinent schedule items between the Basis Start and End dates. This value defaults and can be updated.

**Relationship.** The possible values for this field include; Greater Of, Lesser Of, Basis Only, and Index Only.

- Greater Of – The system calculates rent increase % and compares it to a user entered basis increase %. The system selects the greater % and uses it to calculate the Rent Increase
- Lesser Of – Of the two percentages, index and basis, the smaller percentage is selected and used to calculate the rent increase
- Basis Only – The system uses the user entered percentage for basis increase, and calculates a fixed percentage increase
- Index Only – The system only examines the index percentage increase

This field is required.

**Index Change %.** The Index Change % is the system–calculated index change, and factors in base period or previous period.

If the rent increase is based on the Base Year, then the % Change formula is (Current Index–Base Year Index)/Base Year Index.

If the rent increase reference period is Previous Year, then the % Change formula is (Current Index–Previous Year)/Previous Year.

The field is required only if the relation is Index Only, Greater Of and Lessor Of.

**Basis Change %.** The user–entered % of basis change to be compared with the index % change. If rent increases are fixed, then this field is required and user entered. If there is a comparative, such as the greater of or the lesser of, then this field is required.

**Unconstrained Rent Due.** The calculated annualized rent increase amount.

**Constrained Rent Due.** The constraints from Constraints window are applied to the unconstrained rent increase. Constraints from Negative Rent in the Agreement tabbed region are also applied.

## Constraints Tabbed Region

**Scope.** The scope poplist consists of two values: Rent Due or Period to Period Increase.

**Minimum Amount.** The Minimum Amount constraint is mutually exclusive with the Minimum Percentage constraint.

**Maximum Amount.** The Maximum Amount constraint is mutually exclusive with the Maximum Percentage constraint and must be equal to or greater than the Minimum Amount.

**Minimum Percentage.** The Minimum Percentage increase constraint is mutually exclusive with the Minimum Amount constraint.

**Maximum Percentage.** The Maximum Percentage constraint is mutually exclusive with the Maximum Amount constraint and must be equal to or greater than the Minimum Percentage.

## See Also

Assigning Office Space to Employees and Cost Centers: page 5 – 2

Assigning Office Space to Customers: page 5 – 6

Modifying Employee Office Space Assignments: page 5 – 5

Managing Properties: page 3 – 2

# 7

# Reports

T his 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 5 – 3.

### Report Submission

You submit this report from the Submit Request window.  See: Submitting Standard Reports: page 7 – 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 7 – 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 7 – 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 7 – 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 4 – 92

## 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 7 – 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 7 – 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 7 – 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 7 – 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.

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# 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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 7 – 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.

# Variable Format Reports

Use the Publish RX Reports concurrent program to generate an RXi report. You can generate an RXi report with one of the report's default attribute sets, or with an attribute set that you defined in the Attribute Set window. The report prints according to the layout definition of the attribute set. You can print reports in text, html, CSV, or tab–delimited format.

There are two steps involved in generating an RXi report:

- Run the RXi report to extract data to the temporary table.
- Run the Publish RX Reports concurrent program to print the extracted data.

The RXi report and Publish RX Reports concurrent programs can run together in one step, depending on the setup of RXi reports and concurrent programs:

- If you run the RXi report and Publish RX Reports concurrent program together in one step, the RXi report parameters include the Publish RX Reports concurrent program parameters.
- If you need to run the RXi report and Publish RX Reports concurrent program in two separate steps, submit the RXi report to retrieve data, them submit the Publish RX Reports concurrent program to print data.

    **Note:** If you use two steps to generate the report, use the Request window to obtain the request ID of the RXi report. You need to enter the request ID to print a report that was previously run.

▶ **To generate and publish a variable format report using the one step process:**

1. In the Property Manager responsibility, run your RXi report using the path: Navigator > Reports > RXi > Space for space reports, or Navigator > Reports > RXi > Lease for lease reports.

2. Select the Publish RXi report you want to run.

3. Enter the parameters in the Parameters window.

4. Choose OK.

5. Submit your request.

    Your one–step report will be published automatically.

**Note:** Two concurrent request IDs are created: one initial ID to generate your report and a second ID to apply formatting and to publish your report.

**See Also**

*Oracle Applications Desktop Integrator User's Guide*

*Oracle Financials RXi Report Administration Tool User's Guide*

# Common RXi Report Fields

The following are report fields common to many Oracle Property Manager RXi reports:

**1–15 Attribute Sets:** Flexfield column names and definitions.

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

**Action Taken:** The 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.

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

**Address:** The address of the leased location.

**Assignable Area:** The area that you can assign for the lease.

**Assignable Area (at office level):** The area that you can assign at the office level.

**Assigned Area:** The area of the lease that has been assigned.

**Assigned Area (at office level):** The area of the office that has been assigned.

**Average Annual Base Rent:** Equal to the following: (summation of all payment items of type = base rent for the entire lease term) / (total number of months within the lease term) X (12).

**Average Monthly Base Rent:** Equal to the following: ( Average Annual Base Rent / 12 )

**Building or Land Name:** The name of the building or land.

**City:** The city of the leased location.

**Commencement Date:** The date the lease begins.

**Common Area:** The type of area for a shared expense, for example, lobby or parking garage.

**Common Area (at office level):** The type of office area for a shared expense.

**Country:** The country of the leased location.

**County:** The county of the leased location.

**Customer Account Number:** The General Ledger account to which all payments are credited.

**Customer Assigned from Date:** The date on which the customer will begin occupying the space.

**Customer Assigned to Date:** The date on which the customer will stop occupying the space.

**Customer Category:** The category of the customer.

**Customer Name:** The name of the customer.

**Customer Project Number:** The project number associated with a customer.

**Customer Site:** The location of the customer.

**Customer Task Number:** The project task name associated with a customer.

**Deposit:** A security payment held by the lessor.

**Employee Assigned from Date:** The date on which the employee will begin occupying the space.

**Employee Assigned to Date:** The date on which the employee will stop occupying the space.

**Employee Category:** The employee category, such as full–time or part–time. If this information exists in HRMS, the value in this field is defaulted automatically.

**Employee Name:** The full name of each employee on the specified floor.

**Employee Number:** The value in this field is defaulted automatically from HRMS.

**Employee Position:** This title is specific to a particular organization, for example, finance manager. If this information exists in HRMS, the value is defaulted automatically.

**Employee Project Number:** The project number associated with an employee. If this information exists in Oracle Projects, the value is defaulted automatically.

**Employee Task Number:** The task number associated with the project.

**Employee Type:** The type of employee, as defined in HRMS.

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

**Floor or Parcel Name:** The name of the floor or parcel.

**Gross Area:** The gross area of the building.

**Invoicing Address:** The address to which invoices are sent.

**Landlord Name:** Name of lessor.

**Landlord Site:** The location or place of business of the landlord.

**Lease Class:** Indicates your role as it is defined in the lease, including Direct, Third Party, and Sub Lease.

**Lease Commencement Date:** The beginning date of the lease as stated in the lease.

**Lease Execution Date:** The date the lease was executed or signed.

**Lease ID:** The identification number of the lease.

**Lease Milestone ID:** The identification number of the lease milestone.

**Lease Name:** The name of the lease.

**Lease Number:** The number of the lease for the location covered in the report.

**Lease Responsible User:** The user name of the person responsible for taking action on the lease.

**Lease Status:** The status of the lease, either Draft or Final.

**Lease Term:** The duration of the lease calculated by Property Manager, and based on the commencement and termination dates that you enter.

**Lease Termination Date:** The date that the lease ends.

**Lease Type:** Describes how the rental amount is calculated. Three common types of leases include: gross lease, net lease, and percentage lease.

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

**Location Flexfield attributes 1–15:** Flexfield column names and definitions.

**Location ID:** A unique identifier generated from an Oracle database sequence. This number should be tagged/mapped to the vendor's own location identifier for reference and future updates.

**Location Name:** The name of the location.

**Location Type:** The type of space. Can be any of the following: building, floor, office, land, parcel, or section.

**Maximum Occupancy:** The sum of the maximum occupancies of all offices in the current tenancies.

**Maximum Vacancy:** The difference between the maximum occupancy and the space utilized.

**Milestone Begin Date:** The first date that a notification regarding the milestone will be generated.

**Milestone Type:** The milestone type describes various events that will require action. Some common milestone types are for insurance, lease options, and for lease payment and billing terms.

**Monthly Operating Expense:** Tenant expenses that are in addition to rent. These may include common expenses, insurance, and taxes.

**Office or Section Name:** The name of the office or section.

**Optimum Occupancy:** The optimum number of occupants permitted in the specified location.

**Optimum Vacancy:** The number of vacant individual work spaces that are not assigned workstations, if the location is occupied at the optimum occupancy.

**Option Action Date:** The date by which action must be taken.

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

**Option Commencement Date:** The date the lease option begins.

**Option Comments:** Any additional comments about the milestone.

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

**Option Currency:** Currency in which the option cost is denominated.

**Option Exercise Start Date:** The first date that option exercise notifications can be sent to the landlord.

**Option Exercise End Date:** The last date that option exercise notifications can be sent to the landlord.

**Option Expiry Date:** The date the option expires.

**Option Notice Required:** Indicates if the option requires notice from one party to the other.

**Option Size:** The amount of additional space that can be leased by exercising the option, if the option is for expansion of the leased space.

**Option Status:** The current status of the option. Examples include: Exercised, Not Exercised, or No Action.

**Option Term:** The length of the option term in your company's time units.

**Option Type:** Type of option right. For example, right to sublease or roof rights.

**Property Code:** An abbreviation of the property name. For example, HQ.

**Property Name:** The unique property name. For example, Headquarters.

**Province:** The province where the building or land is located.

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

**Region:** The name of the region.

**Remaining Lease Liability:** The amount of free rent liability, calculated for each rental period, showing the cumulative effect of rent adjustments on free rent liability.

**Rent Per Rentable Area:** Rent divided by the rentable area of the location.

**Rentable Area:** The rentable area of the location.

**Rentable Area (at office level):** The rentable area at the office level.

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

**Space Standard:** Property Manager measures gross area only for Land and Buildings, as a part of IFMA Space Measurement Standard.

**Space Type:** The type of space. For example, File Room.

**State:** The state where the service provider is located.

**Tenure:** Indicates whether the property is leased, managed, mixed, or owned.

**Termination Date:** The last date of the lease term. It defaults to the termination date of the lease, but can be overridden. This is the last date by which rent increases can be evaluated.

**Total Lease Liability:** The sum of all payment types of base rent and operating expenses.

**UOM Code:** The unit of measurement code that is used for area and capacity.

**Usable Area:** The total usable area that can be utilized.

**Usable Area (at office level):** The amount of usable space in the employee's office.

**Utilized:** The number of people occupying the space. Equals assignable area less assigned area.

**Vacant Area:** The total area that is not leased and available to tenants.

**Vacant Area (at office level):** The total office area that is not leased and available to tenants.

**Zip Code:** The zip code of the location.

# Property Manager RXi Reports

## RXi: Space Utilization by Location Report

Use this report to review space utilization information for selected ranges of locations.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

### Report Parameters

**Property Code Low:** The lowest property code in the range you want to include in your  report.

**Property Code High:** The highest property code in the range you want to include in your  report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your  report.

**Location Type:** The type of location.  Choices are Building, Floor, Office, Land, Parcel, and Section.

**As of Date:** The effective date of the report, and the last date to which utilization data is included for the selected locations.

### Report Fields Available

Assignable Area, Assigned Area, Common Area, Location Code, Location Flexfield attributes 1–15, Location Name, Location Type, Maximum Occupancy, Maximum Vacancy, Optimum Occupancy, Optimum Vacancy, Property Code, Rentable Area, Space Function, Space Standard, Space Type, Usable Area, Utilized, Vacant Area.

# RXi: Space Utilization by Lease Report

Use the Space Utilization by Lease report to review space utilization for selected ranges of leases.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports: page 7 – 31

## Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**As of Date:** The effective date of the report.

## Report Fields Available

Assignable Area, Assigned Area, Commencement Date, Common Area, Lease Name, Lease Number, Location Flexfield attributes 1–15, Location Name, Location Type, Maximum Occupancy, Maximum Vacancy, Optimum Occupancy, Optimum Vacancy, Rentable Area, Space Function, Space Standard, Space Type, Termination Date, Usable Area, Utilized, Vacant Area

# RXi: Space Assignment by Location Report

Use the Space Assignment by Location report to review space assignment information for selected ranges of locations.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit

this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

## Report Parameters

**Property Code Low:** The lowest property code in the range you want to include in your report.

**Property Code High:** The highest property code in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your  report.

**Location Type:** The type of location.  Choices are Building, Floor, Office, Land, Parcel, and Section.

**As of Date**: The effective date of the report.

**Report Type:** The type of report.  Choices are All, Employee, and Customer.

## Report Fields Available

Assignable Area (at office level), Assigned Area (at office level), Common Area (at office level), Customer Account Number, Customer Assigned from Date, Customer Assigned to Date, Customer Category, Customer Name, Customer Project Number, Customer Site, Customer Task Number, Employee Assigned from Date, Employee Assigned to Date, Employee Category, Employee Name, Employee Number, Employee Position, Employee Project Number, Employee Task Number, Employee Type, Location Code, Location Name, Location Type, Property Code, Property Name, Rentable Area (at office level), Space Function, Space Standard, Space Type, Usable Area (at office level), Vacant Area (at office level)

# RXi: Space Assignment by Lease Report

Use the Space Assignment by Lease report to review space assignment information for selected ranges of leases.

**Report Submission**

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Space.

See: Variable Format Reports: page 7 – 31

**Report Parameters**

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**As of Date:** The effective date of the report.

**Report Type:** The type of report. Choices are All, Employee, and Customer.

**Report Fields Available**

Assignable Area, Assigned Area, Building / Land Name, Commencement Date, Common Area, Customer Account Number, Customer Assigned from Date, Customer Assigned to Date, Customer Category, Customer Name, Customer Project Number, Customer Site, Customer Task Number, Employee Assigned from Date, Employee Assigned to Date, Employee Category, Employee Name, Employee Number, Employee Position, Employee Project Number, Employee Task Number, Employee Type, Floor / Parcel Name, Lease Name, Lease Number, Location Flexfield attributes 1–15, Location Name, Location Type, Property Name, Rentable Area, Space Function, Space Standard, Space Type, Termination Date, Usable Area, Vacant Area

# RXi: Lease Options Report

Use the Lease Options report to review lease options information for selected ranges of leases.

## Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports: page 7 – 31

## Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Lease Responsible User:** The user name of the responsible person for which the accounting information will be reported.

**Option Type:** The type of option. Some examples of option types are renewal, purchase, and early termination.

**Exercise Window Term From:** The first date the option can be exercised.

**Exercise Window Term To:** The last date the option can be exercised.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

## Report Fields Available

1–15 Attribute Sets, Actual Occupancy Date, Address, Building or Land Name, City, Country, County, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Office or Section Name, Option Action Date, Option Area

Change, Option Commencement Date, Option Comments, Option Cost, Option Currency, Option Exercise End Date, Option Exercise Start Date, Option Expiry Date, Option ID, Option Notice Required, Option Size, Option Status, Option Term, Option Type, Property Name, Province, Reference, Region, Rentable Area, Space Function, State, Tenure, UOM Code, Usable Area, Zip Code

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## RXi: Milestone Report

Use the Milestones report to review milestone information for selected ranges of leases.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports: page 7 – 31

### Report Parameters

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

**Milestone Responsible User:** The user name of the responsible person for which the accounting information will be reported.

**Action Due Date From:** The beginning date of the range of valid action dates within which the option is active.

**Action Due Date To:** The ending date in the range of valid action dates within which the option is active.

**Milestone Type:** The user–defined lookups used to address the various lease events that will require action. Select milestone types to list in the report output.

## Report Fields Available

1–15 Attribute Sets, Action Due Date, Action Taken, Actual Occupancy Date, Address, Building or Land Name, City, Country, County, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Milestone ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Milestone Begin Date, Milestone Type, Office or Section Name, Property Name, Province, Region, Rentable Area, Space Function, State, Tenure, Usable Area, Zip Code

## RXi: Rent Roll and Lease Expiration Report

Use the Rent Roll and Lease Expiration report to review rent roll and lease expiration information for selected ranges of leases.

### Report Submission

Use the Report Exchange Designer responsibility to select the displayed columns and headings you want to appear on your report. You submit this RXi report from the Submit Request window, using the path: Navigator > Reports > RXi > Lease.

See: Variable Format Reports: page 7 – 31

### Report Parameters

**Location Code Low:** The lowest location code in the range you want to include in your report.

**Location Code High:** The highest location code in the range you want to include in your report.

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

**Lease Number Low:** The lowest lease number in the range you want to include in your report.

**Lease Number High:** The highest lease number in the range you want to include in your report.

**Lease Termination From:** The beginning date of the range of terminated leases you want to include in your report.

**Lease Termination To:** The ending date of the range of terminated leases you want to include in your report.

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

**Lease Responsible User:** The user name of the responsible person for which the accounting information will be reported.

### Report Fields Available

1–15 Attribute Sets, Actual Occupancy Date, Address, Average Annual Base Rent, Building or Land Name, City Country, County, Deposit, Estimated Occupancy Date, Floor or Parcel Name, Gross Area, Invoicing Address, Landlord Name, Landlord Site, Lease Class, Lease Commencement Date, Lease Execution Date, Lease ID, Lease Milestone ID, Lease Name, Lease Number, Lease Responsible User, Lease Status, Lease Term, Lease Termination Date, Lease Type, Location Code, Location ID, Location Name, Location Type, Average Monthly Base Rent, Monthly Operating Expense, Office or Section Name, Property Name, Province, Region, Remaining Lease Liability, Rent Per Rentable Area, Rentable Area, Space Function, State, Tenant Name, Tenant Site, Tenure, Total Lease Liability, Usable Area, Zip Code

# Property Manager Open Interfaces

**T**his chapter explains how to use the Oracle Property Manager open interfaces to extract space assignment and space definition data from vendor computer–assisted design (CAD) and computer–assisted facilities management (CAFM) applications.

# Property Manager Open Interfaces

You can use the space open interface to extract employee space assignment data and space definition data from vendors' applications, and import this data into Property Manager. You can also export data from Property Manager into vendors' applications.

This section includes the following topics:

- Exporting Location Information: page 8 – 2
- Submitting the Export to CAD Interface Process: page 8 – 2

**See Also**

Property Manager Open Interface Tables: page 8 – 5

Computer–Assisted Facilities Management: page 5 – 13

# Exporting Location Information

Use the Export to CAD Interface concurrent process to export location or space assignment information from Oracle Property Manager to computer–assisted design (CAD) or computer–assisted facilities management (CAFM) vendors.

## Submitting the Export to CAD Interface Process

▶ **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 of location codes for which the location/space assignment information should be exported.

4. In the Last Update fields, specify the range of last update dates.

5. Enter the As of date if exporting space allocations.

   **Note:** This field is required when exporting space allocations.

6. Choose the Export button.

## Importing Property Information

Use the Import from CAD concurrent process to import employee space assignment entries into Oracle Property Manager. You can

create, update, or delete employee space assignments in Oracle
Property Manager.

## Submitting the Import from CAD Process

▶ **To submit the Import from CAD process:**

1. From the Navigator, choose Open Interfaces, Locations and Space
   Allocation, and Import to display the Import from CAD window.

2. Choose whether to import Locations or Space Allocations.

3. Enter a batch name.

4. Choose Import.

---

## Purge Open Interface Tables

Use the Purge Open Interface Tables concurrent process after you
submit the Export to CAD Interface/Import from CAD concurrent
process. This program purges records from the Property Manager
open interface tables PN_SPACE_ASSIGN_ITF and
PN_LOCATIONS_ITF.

You submit this process from the Submit Request window. See:
Submitting Standard Reports: page 7 – 2.

### Selected Parameters

**Purge.** Choose the type of data you want to purge:

- **A:** Locations and Space Allocation
- **L:** Locations Only
- **S:** Space Allocations Only

This parameter is required.

**Batch Name.** Choose a batch name for the data to be purged.

# Property Manager Open Interface Tables

The Property Manager Open Interface tables store location and space assignment information. The Export to CAD Interface concurrent process allows you to export location or employee space assignment information from Oracle Property Manager. The Import from CAD process allows you to import employee space assignment information into Property Manager.

This section includes the following topics:

- Understanding the Property Manager Open Interface Tables: page 8 – 5

- Property Manager Open Interface Table Descriptions: page 8 – 6

## Understanding the Property Manager Open Interface Tables

Use the Export to CAD Interface window, or SQL*Loader to load location and employee space assignment information into the following interface tables: PN_LOCATIONS_ITF and PN_EMP_SPACE_ASSIGN_ITF. The Export to CAD Interface process validates each record you select for export, and if the data is valid, then the concurrent request completes successfully with relevant data populated into the open interface tables.

Use the Import from CAD window to load space assignment information into the PN_EMP_SPACE_ASSIGN_ITF interface table and location information into PN_LOCATIONS_ITF.

### NOT NULL Columns

You must enter values for all NOT NULL columns in the interface tables to successfully save your property data in the interface tables. If you do not enter a value in a NOT NULL column, then you cannot save the record in the interface table.

### Required Columns

If you do not enter a valid value in a Required field, then the record will be rejected during import.

### NULL Columns

Leave these columns null.

### Conditionally Required Columns

Property Manager requires you to enter values in a conditionally required column only if you have entered a value in another column on which the conditionally required column is dependent.

### Optional Columns

You can use some columns in the interface tables to import additional information.

## Property Manager Open Interface Table Descriptions

The following tables list the columns in the Property Manager Open Interface tables and indicate which columns require values for importing and exporting information to and from Property Manager. See also: Table Definitions *(Oracle Property Manager Technical Reference Manual)*.

Although columns are validated against columns in other tables, the tables have no foreign key relationships.

### PN_LOCATIONS_ITF

The following table lists column names, type, and requirements for the PN_LOCATIONS_ITF table.

| Column Name | Null | Type | Comments |
|---|---|---|---|
| BATCH_NAME | Not Null | VARCHAR2(30) | Required.  Enter a unique batch name. |
| ENTRY_TYPE | Not Null | VARCHAR2(1) | Required.  Enter type of entry. |
| LOCATION_ID | Not Null | NUMBER | Required.  LOCATION_ID is a unique identifier generated from an Oracle database sequence. This number should be tagged/mapped to the vendor's own location identifier for reference and future updates. |
| LOCATION_TYPE_LOOKUP_ CODE | Not Null | VARCHAR2(30) | Required.  Has a set of three values:  Building, Floor, and Office, from the system–defined lookup code PN_LOCATION_TYPE. |
| LOCATION_CODE | Not Null | VARCHAR2(90) | Required.  This is a mandatory user–entered value that acts as a unique identifier for any location defined in Oracle Property Manager. |

**Table 8 – 1  PN_LOCATIONS_ITF  (Page 1 of 5)**

| Column Name | Null | Type | Comments |
|---|---|---|---|
| BUILDING | | VARCHAR2(30) | Conditionally required. Building name if the LOCATION_TYPE_LOOKUP_CODE is BUILDING. Otherwise, this column should be left null. |
| FLOOR | | VARCHAR2(30) | Conditionally required. Floor name if the LOCATION_TYPE_LOOKUP_CODE is FLOOR. Otherwise, this column should be left null. |
| OFFICE | | VARCHAR2(30) | Conditionally required. Office name if the LOCATION_TYPE_LOOKUP_CODE is OFFICE'. Otherwise, this column should be left null. |
| LEASE_OR_OWNED | | VARCHAR2(30) | Optional. Enter L for leased, O for owned, MI for mixed, and MG for managed, from the system defined lookup code PN_LEASED_OR_OWNED. |
| ADDRESS_LINE1 | | VARCHAR2(240) | Optional. Address. |
| ADDRESS_LINE2 | | VARCHAR2(240) | Optional. Address. |
| ADDRESS_LINE3 | | VARCHAR2(240) | Optional. Address. |
| ADDRESS_LINE4 | | VARCHAR2(240) | Optional. Address. |
| COUNTY | | VARCHAR2(60) | Optional. County name. |
| CITY | | VARCHAR2(60) | Optional. City name. |
| STATE | | VARCHAR2(60) | Optional. Can use industry standard abbreviation (for example, CA for California). |
| PROVINCE | | VARCHAR2(60) | Optional. Province name. |
| ZIP_CODE | | VARCHAR2(60) | Optional. Zip code. |
| COUNTRY | | VARCHAR2(60) | Optional. Country name. |
| ADDRESS_STYLE | | VARCHAR2(30) | Conditionally required. Used as a context value for the Flexible Address Format descriptive flexfield. |
| MAX_CAPACITY | | NUMBER | Optional. It is the maximum capacity recommended for a given location. The following validation check is performed during the import/export process:<br><br>– The maximum capacity should be greater than or equal to the optimum capacity. |
| OPTIMUM_CAPACITY | | NUMBER | Optional. It is the optimum capacity recommended for a given location. The following validation checks are performed during the import/export process:<br><br>– The optimum capacity should not be greater than the maximum capacity. |

**Table 8 – 1  PN_LOCATIONS_ITF  (Page 2 of 5)**

| Column Name | Null | Type | Comments |
|---|---|---|---|
| RENTABLE_AREA | | NUMBER | Optional. If the column is not null, Property Manager performs the following validation: |
| | | | – Rentable area should be greater than or equal to the usable area. |
| USABLE_AREA | | NUMBER | Optional. If the column is not null, Property Manager performs the following validations: |
| | | | – Usable area should be greater than or equal to the assignable area. |
| | | | – Usable area cannot be greater than rentable area |
| ALLOCATE_COST_ CENTER_CODE | | VARCHAR2(30) | Optional. The cost center to which the location is assigned. |
| UOM_CODE | | VARCHAR2(3) | Optional. The unit of measure used to calculate the area of this location. The value is derived from the lookup code column in FND_LOOKUPS where lookup_type = PN_UNITS_OF_MEASURE. |
| PARENT_LOCATION_ID | | NUMBER | Conditionally required. Identifies the parent location. The data element is null for a building row. The LOCATION_ID of the building row is populated for the floor row within the building. The LOCATION_ID of the floor row is populated for the office row within that floor. |
| LAST_UPDATE_DATE | Not Null | DATE | Conditionally required. Oracle Standard Who column. Property Manager validates if the row is of type U. In those cases, the LAST_UPDATE_DATE is required. Otherwise, it should be left null. |
| LAST_UPDATE_LOGIN | | NUMBER | Oracle Standard Who column. |
| CREATED_BY | | NUMBER | Oracle Standard Who column. Populated only during export. |
| LAST_UPDATED_BY | | NUMBER | Oracle Standard Who column. Populated only during export. |
| ATTRIBUTE_CATEGORY | | VARCHAR2(30) | Optional. Descriptive Flexfield. These values, along with flexfield values from ATTRIBUTE 1–15, are used to populate PN_LOCATIONS. |
| ATTRIBUTE[1–15] | | VARCHAR2(150) | Optional. Descriptive flexfield. |
| ADDR_ATTRIBUTE_CATEGORY | | VARCHAR2(30) | Optional. Descriptive Flexfield. These values, along with flexfield values from ADDR_ATTRIBUTE 1–15, are used to populate PN_ADDRESSES. |
| ADDR_ATTRIBUTE[1–15] | | VARCHAR2(150) | Optional. Descriptive flexfield. |
| TRANSFERRED_TO_CAD | | VARCHAR2(1) | Y– Indicates that the record was transferred from Property Manager to a CAFM vendor. |

**Table 8 – 1  PN_LOCATIONS_ITF  (Page 3 of 5)**

| Column Name | Null | Type | Comments |
|---|---|---|---|
| TRANSFERRED_TO_PN | | VARCHAR2(1) | Y– Indicates that the record was transferred from a CAFM vendor to Property Manager. |
| ERROR_MESSAGE | | VARCHAR2(240) | Used by the Property Manager Import/Export programs to indicate validations or other errors. |
| SOURCE | | VARCHAR2(80) | Required, validated. Indicates a CAFM vendor or other source (such as a spreadsheet). This value should be one from the user definable lookup PN_SOURCE. |
| REQUEST_ID | | NUMBER | Keeps track of the concurrent request during which this row was created or updated. |
| PROGRAM_APPLICATION_ID | | NUMBER | The PROGRAM_APPLICATION_ID, along with the PROGRAM_ID, keeps track of which concurrent program created or updated each row. |
| PROGRAM_ID | | NUMBER | The PROGRAM_ID, along with the PROGRAM_APPLICATION_ID, keeps track of which concurrent program created or updated each row. |
| PROGRAM_UPDATE_DATE | | DATE | Stores the date on which the concurrent program created or updated the row. |
| SPACE_TYPE_LOOKUP_CODE | | VARCHAR2(30) | Conditionally required, validated. Defines how the space is being utilized. This is a user definable value and should be synchronized with both Property Manager and the vendor application. The value must be null or an existing value from the user defined lookup PN_SPACE_TYPE. |
| GROSS_AREA | | NUMBER | Optional. Building gross area. User–entered optional, non–validated field. |
| ASSIGNABLE_AREA | | NUMBER | Optional. If the column is not null, Property Manager performs the following validation: – The assignable area cannot be greater than the usable area. |
| CLASS | | VARCHAR2(30) | Optional. User defined building class. The value must be null or an existing value from the user defined lookup PN_CLASS_TYPE. |
| STATUS_TYPE | | VARCHAR2(30) | Optional. User defined status type defined at the building level. Must be a valid value from the user defined lookup PN_STATUS_TYPE. |
| SUITE | | VARCHAR2(30) | Optional. Suite name. |

Table 8 – 1  PN_LOCATIONS_ITF  (Page 4 of 5)

| Column Name | Null | Type | Comments |
|---|---|---|---|
| COMMON_AREA | | NUMBER | Optional. Common area. |
| COMMON_AREA_FLAG | | VARCHAR2(1) | Optional. Y – indicates that the space defined is a common area. |

Table 8 – 1  PN_LOCATIONS_ITF  (Page 5 of 5)

### BATCH_NAME

Enter the name of the batch. The interface program looks for this column in the table to select the records that need to be processed.

**Validation:**       None

**Destination:**      None

### ENTRY_TYPE

Specify the type of the entry being made.

**Validation:**       Value must be one of the following:

A: Add (create a new row)

U: Update (modify an existing row)

D: Delete (delete an existing row)

**Destination:**      None

### LOCATION_ID

Internal identifier for the location, generated from an Oracle database sequence.  This should be mapped or tagged to the vendor's own location identifier for reference and subsequent updates to the location record.

**Validation:**       If the ENTRY_TYPE is U or D, then the ID you enter must be for an existing, valid location, present in PN_LOCATIONS.LOCATION_ID.  If the ENTRY_TYPE is A, then the ID must be unique and must not be present in PN_LOCATIONS.LOCATION_ID.

**Destination:**      PN_LOCATIONS.LOCATION_ID

### LOCATION_TYPE_LOOKUP_CODE

Specify the type of location, for example, building, floor, office, land, parcel, or section.

| | |
|---|---|
| **Validation:** | The value must be a valid value present in the system defined lookup code, PN_LOCATION_TYPES. |
| **Destination:** | PN_LOCATIONS.LOCATION_TYPE_ LOOKUP_CODE |

### LOCATION_CODE

Enter the location code. This is a system generated unique value for every location defined in Oracle Property Manager.

| | |
|---|---|
| **Validation:** | If the ENTRY_TYPE is U or D, then the code you enter must be for an existing, valid location, present in PN_LOCATIONS.LOCATION_CODE. If the ENTRY_TYPE is A, then the code must be unique and must not be present in PN_LOCATIONS.LOCATION_CODE. |
| **Destination:** | PN_LOCATIONS.LOCATION_CODE |

### BUILDING

Enter the name of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_LOCATIONS.BUILDING |

### FLOOR

Enter the name of the floor or parcel.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_LOCATIONS.FLOOR |

### OFFICE

Enter the name of the office or section.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_LOCATIONS.OFFICE |

**LEASED_OR_OWNED**

Enter the tenure of the location. Default to Leased.

| | |
|---|---|
| **Validation:** | The value must be a valid one from the system defined lookup code PN_LEASED_OR_OWNED. The pre–seeded values are Leased, Managed, Mixed, and Owned. |
| **Destination:** | PN_LOCATIONS.LEASED_OR_OWNED. |

**ADDRESS_LINE1**

Enter the address of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_ADDRESSES.ADDRESS_LINE1 |

**ADDRESS_LINE2**

Enter the address of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_ADDRESSES.ADDRESS_LINE2 |

**ADDRESS_LINE3**

Enter the address of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_ADDRESSES.ADDRESS_LINE3 |

**ADDRESS_LINE4**

Enter the address of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_ADDRESSES.ADDRESS_LINE4 |

**COUNTY**

Enter the county of the building or land.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_ADDRESSES.COUNTY |

## CITY

Enter the city of the building or land.

**Validation:**      None

**Destination:**      PN_ADDRESSES.CITY

## STATE

Enter the state of the building or land.

**Validation:**      None

**Destination:**      PN_ADDRESSES.STATE

## PROVINCE

Enter the province of the building or land.

**Validation:**      None

**Destination:**      PN_ADDRESSES.PROVINCE

## ZIP_CODE

Enter the zip code of the building or land.

**Validation:**      None

**Destination:**      PN_ADDRESSES.ZIP_CODE

## COUNTRY

Enter the country where the building or land is located.

**Validation:**      Must be populated only for land and buildings. The value must be a valid value in the system–defined lookup code, FND_TERRITORIES.

**Destination:**      PN_ADDRESSES.COUNTRY

## ADDRESS_STYLE

Used as a context value for the flexible address format descriptive flexfield.

**Validation:**      None

**Destination:**      PN_ADDRESSES.ADDRESS_STYLE

**MAX_CAPACITY**

Enter the maximum capacity of the location.

**Validation:**       The maximum capacity of a location must always
                      be greater than or equal to its optimum capacity.
                      This field must be populated only for Office and
                      Section. This value rolls up for Buildings, Land,
                      Floors, and Parcels, and therefore, cannot be
                      entered for them.

**Destination:**      PN_LOCATIONS.MAX_CAPACITY

**OPTIMUM_CAPACITY**

Enter the optimum capacity of the location.

**Validation:**       The optimum capacity of a location must always be
                      less than or equal to its maximum capacity. This
                      field must be populated only for Office and
                      Section. This value is rolled up for Buildings,
                      Land, Floors, and Parcels, and therefore, cannot be
                      entered for them.

**Destination:**      PN_LOCATIONS.OPTIMUM_CAPACITY

**RENTABLE_AREA**

Enter the rentable area of the location. The rentable area is captured in
both IFMA and BOMA space measurement standards.

**Validation:**       The rentable area of a location must always be less
                      than or equal to its gross area, and greater than or
                      equal to its usable area. This field must be
                      populated only for Office and Section. This value
                      rolls up for Buildings, Land, Floors, and Parcels
                      and therefore, must not be entered for them.

**Destination:**      PN_LOCATIONS.RENTABLE_AREA

**USABLE_AREA**

Enter the usable area of the location. The usable area is captured in
both IFMA and BOMA space measurement standards.

| **Validation:** | The usable area of a location must always be less than or equal to its rentable area and greater than or equal to its assignable area. This field must be populated only for Office and Section. This value is rolled up for Buildings, Land, Floors, and Parcels and therefore must not be entered for them. |
|---|---|
| **Destination:** | PN_LOCATIONS.USABLE_AREA |

## ALLOCATE_COST_CENTER_CODE

Enter the cost center to which the location is allocated.

| **Validation:** | None |
|---|---|
| **Destination:** | PN_LOCATIONS.ADDRESS_STYLE |

## UOM_CODE

Enter the unit of measure code. Oracle seeded examples are SFT (square feet), SYD (square yards), and SMT (square meters).

| **Validation:** | The value must be a valid value present in the system–defined lookup code, PN_UNITS_OF_MEASURE. |
|---|---|
| **Destination:** | PN_LOCATIONS.UOM_CODE |

## PARENT_LOCATION_ID

Enter the ID of the parent location. In Property Manager, Building is the parent of Floor, and Floor is the parent of Office. Land, Parcel, and Section have a similar parent–child relationship. Also, Land and Buildings are considered children of Property. For example, the PARENT_LOCATION_ID of a floor will be that of the parent building.

| **Validation:** | The PARENT_LOCATION_ID you enter must belong to a valid location, which is a parent of the current location, and must be present either in PN_LOCATIONS.LOCATION_ID or in PN_LOCATIONS_ITF.LOCATION_ID. |
|---|---|
| **Destination:** | PN_LOCATIONS.PARENT_LOCATION_ID |

**LAST_UPDATE_DATE**

An Oracle Standard Who column. Enter the last update date for this record. Property Manager uses this date for reference and audit purposes only.

| | |
|---|---|
| **Validation:** | Must be in valid date format. Must be populated only if ENTRY_TYPE is U. Must be left null in all other cases. |
| **Destination:** | None |

**LAST_UPDATE_LOGIN**

This is an Oracle Standard Who column.

| | |
|---|---|
| **Validation:** | This column must be left null. |
| **Destination:** | None |

**CREATED_BY**

This is an Oracle Standard Who column.

| | |
|---|---|
| **Validation:** | This column must be left null. |
| **Destination:** | None |

**LAST_UPDATED_BY**

This is an Oracle Standard Who column.

| | |
|---|---|
| **Validation:** | This column must be left null. |
| **Destination:** | None |

**ATTRIBUTE_CATEGORY**

Enter the descriptive flexfield category for the descriptive flexfield information you want to import.

| | |
|---|---|
| **Validation:** | None |
| **Destination:** | PN_LOCATIONS.ATTRIBUTE_CATEGORY |

**ATTRIBUTE[1–15]**

Enter descriptive flexfield information that you want to import. The structure of the information you enter in these columns ( datatypes, value sets) must match the structure of the descriptive flexfield

segments you have defined for your properties and/or sites, or you will experience validation problems when you try to access the information in the location windows.

**Validation:**     None

**Destination:**     PN_LOCATIONS.ATTRIBUTE[1–15]

### ADDR_ATTRIBUTE_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information you want to import for the location address.

**Validation:**     None

**Destination:**     PN_ADDRESSES.ATTRIBUTE_CATEGORY

### ADDR_ATTRIBUTE[1–15]

Enter descriptive flexfield information that you want to import for the location address.  The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the descriptive flexfield segments you have defined for your addresses, or you will experience validation problems when you try to access the information using the forms.

**Validation:**     None

**Destination:**     PN_ADDRESSES.ATTRIBUTE[1–5]

### TRANSFERRED_TO_CAD

A flag specifying if the record was transferred from Property Manager to a CAFM vendor.

**Validation:**       This column must be left null.

**Destination:**       None

### TRANSFERRED_TO_PN

A flag specifying if the record was transferred from a CAFM vendor to Property Manager.

**Validation:**       This column must be left null.

**Destination:**       None

### ERROR_MESSAGE

Used by Property Manager Import/Export programs to indicate validation or other errors encountered while running the program, in conjunction with ERROR_CODE.

**Validation:**      This column must be left null.

**Destination:**      None

### SOURCE

Indicates a CAFM vendor or other source (such as a spreadsheet).

**Validation:**      The value must be a valid value present in the user defined lookup code, PN_SOURCE.

**Destination:**      PN_LOCATIONS.SOURCE

### REQUEST_ID

Keeps track of the concurrent request during which this row was created or updated.

**Validation:**      This column must be left null.

**Destination:**      None

### PROGRAM_APPLICATION_ID

Keeps track of information about the concurrent program that created or updated each row, in conjunction with the PROGRAM_ID.

**Validation:**      This column must be left null.

**Destination:**      None

### PROGRAM_ID

Keeps track of information about the concurrent program that created or updated each row, in conjunction with the PROGRAM_APPLICATION_ID.

**Validation:**      This column must be left null.

**Destination:**      None

### PROGRAM_UPDATE_DATE

Stores the date on which the concurrent program created or updated the row.

**Validation:**     This column must be left null.

**Destination:**     None

### SPACE_TYPE_LOOKUP_CODE

Used to track how the space is being utilized.

**Validation:**     The value must be a valid value present in the user defined lookup code, PN_SPACE_TYPE_LOOKUP_CODE.

**Destination:**     PN_LOCATIONS.SPACE_TYPE_LOOKUP_ CODE

### GROSS_AREA

Enter the gross area of the location.  Property Manager measures gross area only for Land and Buildings, as a part of IFMA Space Measurement Standard.

**Validation:**     Must be entered only if the location_type_lookup_code is LAND or BUILDING.  Also, when populated, the Gross Area must always be greater than or equal to the rentable area.

**Destination:**     PN_LOCATIONS.GROSS_AREA

### ASSIGNABLE_AREA

Enter the assignable area of the location.  The assignable area is captured only by IFMA Space Measurement Standard.

**Validation:**     The assignable area of a location must always be less than or equal to its usable area.  This field must be populated only for Office and Section. This value rolls up for Buildings, Land, Floors, and Parcels and hence must not be entered for them.

**Destination:**     PN_LOCATIONS.ASSIGNABLE_AREA

**CLASS**

Used to categorize real estate (such as office building).

**Validation:**       Must be a valid value in PN_CLASS_TYPE

**Destination:**       PN_LOCATIONS.CLASS

**STATUS_TYPE**

Indicates whether the location is active or inactive.

**Validation:**       Must be either A (active) or I (inactive).

**Destination:**       PN_LOCATIONS.STATUS

**SUITE**

Enter the suite information for an office.

**Validation:**       Must be populated only if
                      LOCATION_Type_LOOKUP_CODE is office.  The
                      value must be a valid value present in the user
                      defined lookup code, PN_SUITES.

**Destination:**       PN_LOCATIONS.SUITE

**COMMON_AREA**

Enter the common area of the location.  The common area is captured
only by IFMA Space Measurement Standard.

**Validation:**       The common area of a location must always be less
                      than or equal to its usable area.  This field must be
                      populated only for Office and Section.  This value
                      rolls up for Buildings, Land, Floors, and Parcels,
                      and therefore, must not be entered for them.

**Destination:**       PN_LOCATIONS.COMMON_AREA

**COMMON_AREA_FLAG**

If the value is Y, then the office/section being defined is a common area
and the COMMON_AREA field becomes mandatory.  If the value is N,
then the office/section being defined is not a common area and
ASSIGNABLE_AREA field becomes mandatory. The default is N.

**Validation:**       None

**Destination:**       PN_LOCATIONS.COMMON_AREA_FLAG

## PN_SPACE_ALLOC_ITF

The following table lists column names, type, and requirements for the PN_SPACE_ALLOC_ITF table.

| Column Name | Null | Type | Comments |
|---|---|---|---|
| BATCH_NAME | Not Null | VARCHAR2(30) | Required.  Enter a unique batch name. |
| ENTRY_TYPE | Not Null | VARCHAR(1) | Required.  Enter type of entry. |
| COST_CENTER_CODE | | VARCHAR2(30) | Conditionally required.  This is the cost center of the employee or for that space assignment. |
| LOCATION_ID | Not Null | NUMBER | Required.  A unique identifier generated from an Oracle database sequence, which ties a location to an employee or a cost center. |
| ALLOCATED_AREA | | NUMBER | Conditionally required.  If the Automatic Space Allocation option is set to YES, then this is a calculated field, which equals the usable area / total number of space assignments.  If the Automatic Space Allocation option is set to NO, then, this is a user–entered number that is a required field and must be equal to or less than the amount of the vacant area for that location. |
| EMPLOYEE_SPACE_ASSIGN_ID | | NUMBER | Required.  This is a unique identifier for the employee. |
| PERSON_ID | | NUMBER | Conditionally required |
| ALLOCATE_COST_CENTER_CODE | | VARCHAR2(30) | The cost center to which the location is assigned. |
| LAST_UPDATE_DATE | Not Null | DATE | Conditionally required.  Oracle Standard Who column.  Validation is done if the row is of type U.  In those cases, a LAST_UPDATE_DATE is required.  Otherwise, it should be left NULL. |
| CREATION_DATE | Not Null | DATE | Required.  Oracle Standard Who column. |
| LAST_UPDATE_LOGIN | | NUMBER | Required.  Oracle Standard Who column. |
| CREATED_BY | Not Null | NUMBER | Required.  Oracle Standard Who column. |
| LAST_UPDATED_BY | Not Null | NUMBER | Oracle Standard Who column. |
| ATTRIBUTE_CATEGORY | | VARCHAR2(30) | Optional.  Descriptive flexfield.  Along with ATTRIBUTE 1–15, Property Manager uses these flexfield values to populate PN_LOCATIONS. |
| ATTRIBUTE[1–15] | | VARCHAR2(150) | Optional.  Descriptive flexfield. |
| TRANSFERRED_TO_CAD | | VARCHAR2(1) | Optional.  Y– indicates that the record was transferred from Property Manager to a CAFM vendor. |

**Table 8 – 2  PN_SPACE_ALLOC_ITF  (Page 1 of 2)**

| Column Name | Null | Type | Comments |
|---|---|---|---|
| TRANSFERRED_TO_PN | | VARCHAR2(1) | Optional. Y– indicates that the record was transferred from a CAFM vendor to Property Manager. |
| ERROR_MESSAGE | | VARCHAR2(240) | Optional. Used by Property Manager Import/Export programs to indicate validations or other errors. |
| SOURCE | | VARCHAR2(80) | Required, validated. Indicates a CAFM vendor or other source (such as a spreadsheet). This value should be one from the user–definable lookup PN_SOURCE. |
| REQUEST_ID | | NUMBER | Keeps track of the concurrent request during which this row was created or updated. |
| PROGRAM_APPLICATION_ID | | NUMBER | Along with PROGRAM_ID, keeps track of which concurrent program created or updated each row. |
| PROGRAM_ID | | NUMBER | Along with PROGRAM_APPLICATION_ID, keeps track of which concurrent program created or updated each row. |
| PROGRAM_UPDATE_DATE | | DATE | Stores the date on which the concurrent program created or updated the row. |
| UTILIZED_AREA | | NUMBER | Required. The number of occupants in this location. |
| EMP_ASSIGN_START_DATE | | DATE | Optional. The assignment start date. |
| EMP_ASSIGN_END_DATE | | DATE | Optional. The assignment end date. |

Table 8 – 2  PN_SPACE_ALLOC_ITF  (Page 2 of 2)

## BATCH_NAME

Enter the name of the batch.  The interface program looks for this column in the table to select the records that need to be processed.

**Validation:**     None

**Destination:**     None

## ENTRY_TYPE

Specify the type of the entry being made.

**Validation:**          The value must be one of the following:

A: Add (Create a new row)

U: Update (Modify an existing row)

D: Delete (Delete an existing row)

**Destination:**     None

## COST_CENTER_CODE

Enter the cost center of the employee who is being assigned.

**Validation:**     The COST_CENTER_CODE you enter must be for an existing one present in COST_CENTER_CODE, defined in Oracle HR.

**Destination:**     PN_SPACE_ASSIGN_EMP.COST_CENTER_CODE

## LOCATION_ID

Enter the Location ID of the location that is being assigned.

**Validation:**     The LOCATION_ID you enter must be for an existing, valid location, present in PN_LOCATIONS.LOCATION_ID.

**Destination:**     PN_SPACE_ASSIGN_EMP.LOCATION_ID.

## ALLOCATED_AREA

Enter the area assigned to the employee. Note that this value is not a percent of the location area.

**Validation:**     When the Automatic Space Assignment option is set to YES, the allocated area for the space is automatically calculated as USABLE_AREA/total number of space assignments to a location. If the Automatic Space Assignment option is set to NO, this column must be populated, and the assigned area must be less than or equal to the vacant area of the location.

**Destination:**     PN_SPACE_ASSIGN_EMP.ALLOCATED_AREA.

## EMPLOYEE_SPACE_ASSIGN_ID

The internal identifier for the assignment, generated from an Oracle database sequence. This should be mapped or tagged to the vendor's own space assignment identifier for reference and subsequent updates to the space assignment record.

**Validation:**     If the ENTRY_TYPE is U or D, then the ID you enter must be for an existing, valid assignment, present in

PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT
_ID.  If the ENTRY_TYPE is A, then the ID must be
unique and must not be present in
PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT
_ID.

**Destination:**  PN_SPACE_ASSIGN_EMP.SPACE_ASSIGNMENT
_ID

### PERSON_ID

The unique identifier for the employee to whom the space is allocated.

**Validation:**  Must be a valid PERSON_ID in PER_PEOPLE_F.

**Destination:**  PN_SPACE_ASSIGN_EMP.PERSON_ID

### ALLOCATE_COST_CENTER_CODE

The cost center to which the space is charged.

**Validation:**  None

**Destination:**  PN_SPACE_ASSIGN_EMP.COST_CENTER_CODE

### LAST_UPDATE_DATE

An Oracle Standard Who column.  Enter the last update date for this
record.  Property Manager uses this date for reference and audit
purposes only.

**Validation:**  Must be in valid date format.  Must be populated
only if ENTRY_TYPE is U.  Must be left null in all
other cases.

**Destination:**  None

### CREATION_DATE

This is an Oracle Standard Who column.

**Validation:**  This column must be left null.

**Destination:**  None

### LAST_UPDATE_LOGIN

This is an Oracle Standard Who column.

**Validation:**  This column must be left null.

**Destination:**  None

## CREATED_BY

This is an Oracle Standard Who column.

**Validation:**  This column must be left null.

**Destination:**  None

## LAST_UPDATED_BY

This is an Oracle Standard Who column.

**Validation:**  This column must be left null.

**Destination:**  None

## ATTRIBUTE_CATEGORY

Enter the descriptive flexfield category for the descriptive flexfield information you want to import.

**Validation:**  None

**Destination:**  PN_SPACE_ASSIGN_EMP.ATTRIBUTE_
CATEGORY

## ATTRIBUTE[1–15]

Enter descriptive flexfield information that you want to import.  The structure of the information you enter in these columns (datatypes, value sets) must match the structure of the descriptive flexfield segments you have defined for your locations and/or sites, or you will experience validation problems when you try to access the information in the location windows.

**Validation:**  None

**Destination:**  PN_SPACE_ASSIGN_EMP.ATTRIBUTE[1–15]

## TRANSFERRED_TO_CAD

A flag specifying if the record was transferred from Property Manager to a CAFM vendor.

**Validation:**  This column must be left null.

**Destination:**  None

**TRANSFERRED_TO_PN**

A flag specifying if the record was transferred from a CAFM vendor to Property Manager.

**Validation:**          This column must be left null.

**Destination:**          None

**ERROR_MESSAGE**

This column is used by Property Manager Import/Export programs to indicate validation or other errors encountered while running the program.

**Validation:**          This column must be left null.

**Destination:**          None

**SOURCE**

Indicates a CAFM vendor or other source (such as a spreadsheet).

**Validation:**          The value must be a valid value present in the user–defined lookup code, PN_SOURCE.

**Destination:**          PN_SPACE_ASSIGN_EMP.SOURCE

**REQUEST_ID**

Keeps track of the concurrent request during which this row was created or updated.

**Validation:**          This column must be left null.

**Destination:**          None

**PROGRAM_APPLICATION_ID**

Keeps track of the information about which concurrent program created or updated each row, in conjunction with the PROGRAM_ID.

**Validation:**          This column must be left null.

**Destination:**          None

### PROGRAM_ID

Keeps track of the information about which concurrent program created or updated each row, in conjunction with the PROGRAM_APPLICATION_ID.

**Validation:**      This column must be left null.

**Destination:**      None

### PROGRAM_UPDATE_DATE

Stores the date on which the concurrent program created or updated the row.

**Validation:**      This column must be left null.

**Destination:**      None

### UTILIZED_AREA

Enter the number of occupants occupying the space.

**Validation:**      None

**Destination:**      PN_SPACE_ASSIGN_EMP.UTILIZED.

### EMP_ASSIGN_START_DATE

Enter the from occupancy date for the entity.

**Validation:**      Must be in valid date format.

**Destination:**      PN_SPACE_ASSIGN_EMP.EMP_ASSIGN_START_ DATE

### EMP_ASSIGN_END_DATE

Enter the to occupancy date for the entity.

**Validation:**      Must be in valid date format.  Must be later than or the same as the start date.

**Destination:**      PN_SPACE_ASSIGN_EMP.EMP_ASSIGN_END_ DATE

# Oracle Property Manager Menu Paths

**T**his appendix describes how to navigate to each window in Property Manager.

# Property Manager Navigator Paths

The following table lists window names and typical navigation paths (if your system administrator has customized your navigator, your navigation paths may be different):

| Window Name | Navigation Path |
|---|---|
| Authorize Billings | Leases and Documents:Billings:Authorize. Enter search criteria and choose the Find button. |
| Authorize Payments | Leases and Documents:Payments:Authorize. Enter search criteria and choose the Find button. |
| Billing Schedule Details | Leases and Documents: Billings:Authorize. Enter search criteria and choose the Find button. Choose the Details Button. |
| Billing Term Template | Leases and Documents: Billings:Billing Term Template |
| Billings Exported to Receivables | Leases and Documents:Billings:Export to Receivables. Check the Exported check box and choose the Find button. |
| Buildings | Locations:Define Locations |
| Contacts | Agents:Contacts |
| Customer Profile Classes | Agents:Customers:Profile Class |
| Customers Summary | Agents:Customers:Summary |
| Details Milestones | Leases and Documents:Main Leases:Enter Leases and Documents. Choose the New button. Enter lease information. Choose the Milestones button. |
| Export Billings to Receivables | Leases and Documents:Billings:Export to Receivables. Enter search criteria and choose the Find button. |
| Export Payments to Payables | Leases and Documents:Payments:Export to Payables. Enter search criteria and choose the Find button. |
| Export to CAD Interface | Open Interfaces:Locations and Space Allocation:Export |
| Find Billing Schedules | Leases and Documents:Billings:Export to Receivables. Enter search criteria and choose the Find button. |
| Find/Enter Customers | Agents:Customers:Standard |
| Find Locations | Property Definition:View Locations. Enter search criteria and choose the Find button. |
| Find Payment Schedules | Leases and Documents:Payments:Export to Payables. Enter search criteria and choose the Find button. |

| Window Name | Navigation Path |
|---|---|
| Find Payments | Leases:Export Payments.  Enter search criteria and choose the Find button. |
| Find Space Assignment | Assignments:Assign Space.  Enter search criteria and choose the Find button. |
| Floors | Property Definition:Building.  Choose the Floors button. |
| Import from CAD | Open Interfaces:Locations and Space Allocation:Import |
| Index History | Leases and Documents:Rent Increase:Enter Index History. |
| Land | Property Definition:Land |
| Lease | Leases and Documents: Enter Leases and Documents.  Choose the New button.  On the Lease window, choose the New or Open button. |
| Leases | Leases and Documents: Enter Leases and Documents.  Choose the New button. |
| Leases (History) | Leases and Documents:Main Lease:View Lease History.  Enter search criteria and choose the Find button. |
| Locations Inquiry | Property Definition:View Locations.  Enter search criteria and choose the Find button. |
| Offices | Property Definition:Buildings:  Choose the Floors button, then choose the Offices button. |
| Milestone Templates | Setup:Milestones Template |
| Payment Schedule Details | Leases and Documents: Payments:Authorize.  Enter search criteria and choose the Find button.  Choose the Details Button. |
| Payment Term Template | Leases and Documents: Payments:Payment Term Template |
| Payments Exported to Payables | Leases and Documents:Payments:Export to Payables.  Check the Exported check box and choose the Find button. |
| Properties | Property Definition:Property |
| Regions and Office Parks | Property Definition: Regions |
| Roles and Sites | Agents:Contacts.  Choose the New button. |
| Rent Increase | Leases and Documents:Rent Increase:Enter Rent Increase.  Choose the Open or New button. |
| Rent Increase Leases | Leases and Documents:Rent Increase:Enter Rent Increase. |
| Reporting Currencies | Setup:General Ledger Currencies:Currencies |

| Window Name | Navigation Path |
|---|---|
| Space Assignment | Assignments:Assign Space |
| Space Assignment (View) | Assignments:View Space Assignments. Enter search criteria and choose the Find button. |
| Suppliers | Agents:Suppliers:Enter Suppliers |

# *B*

# Profile Options

T his 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.

## Profile Options Summary

This table indicates whether you can view or update profile options and at which levels your system administrator can update these profile options: the user, responsibility, application, or site levels.

A *Required* profile option requires you to provide a value. An *Optional* profile option already provides a default value which you can change.

The key for this table is:

- Update – You can update the profile option
- View Only – You can view the profile option, but cannot change it
- No Access – You cannot view or change the profile option value

| Profile Option | Value | Default | User Access | System Administrator | | | |
| --- | --- | --- | --- | --- | --- | --- | --- |
| | | | | User | Responsibility | Application | Site |
| PN: Automatic Amendment Number | Optional | No default | Update | Update | Update | Update | Update |
| PN: Automatic Company Number | Optional | No default | Update | Update | Update | Update | Update |
| PN: Automatic Lease Number | Optional | No default | Update | Update | Update | Update | Update |
| PN: Automatic Space Distribution | Optional | No default | Update | Update | Update | Update | Update |

| Profile Option | Value | Default | User Access | User | Responsibility | Application | Site |
|---|---|---|---|---|---|---|---|
| PN: Batch Source Name | Required | No default | Update | Update | Update | Update | Update |
| PN: Export Distributions to Receivables | Required | No default | Update | Update | Update | Update | Update |
| PN: Set of Books | Required | No default | View Only | View Only | Update | Update | Update |
| PN: Transaction Type | Required | No default | Update | Update | Update | Update | Update |
| Journals: Display Inverse Rate | Optional | No default | Update | Update | Update | Update | Update |
| Default Country | Optional | No default | Update | Update | Update | Update | Update |
| Folders: Allow Customization | Optional | No default | View Only | Update | View Only | View Only | View Only |
| Language | Optional | No default | View Only | Update | Update | Update | Update |
| Sequential Numbering | Optional | No default | View Only | No Access | Update | Update | Update |
| Printer | Optional | No default | Update | Update | Update | Update | Update |
| Site Language | Optional | No default | No Access | No Access | No Access | No Access | View Only |
| MO:Operating Unit | Optional | No default | No Access | No Access | Update | No Access | Update |

## 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: Export Distributions to Receivables:** The setting for this profile option indicates how you need to specify General Ledger accounts on the Details tabbed region of the Leases window. You can choose from the following options:

- **All Terms:** For normalized terms, you must specify one General Ledger account for each account class (Receivable, Revenue, and

Accrued Asset).  For non–normalized terms, you must specify a Revenue and Receivable account.

- **Normalized Terms Only:**  You must specify a Receivable, Revenue, and Accrued Asset account for normalized terms.  No General Ledger Account information is required for non–normalized terms.  However, if you enter a Receivable account, you must also enter a Revenue account.  Likewise, if you enter a Revenue account, you must also enter a Receivable account.

- **None:**  No General Ledger accounting information is required.  If you choose to enter any accounting information for normalized terms, you must enter all three accounts (Receivable, Revenue, and Accrued Asset).  If you choose to enter any accounting information for non–normalized terms, you must enter both a Revenue and Receivable account.

**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

# C

# 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)*

# Attachments

**T**his 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 combination. Each segment typically represents an element of your business structure, such as Company, Cost Center or Account. 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.

**account site** A party site that is used within the context of an account, for example, for billing or shipping purposes.

**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.

**attribute** In TCA, corresponds to a column in a TCA registry table, and the attribute value is the value that is stored in the column. For example, party name is an attribute and the actual values of party names are stored in a column in the HZ_PARTIES table.

**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**  See: Accounting Flexfield Structure: page Glossary – 1.

**Data Quality Management (DQM)**  A TCA feature that provides a set of tools to keep the TCA registry clean and accurate, with matching, duplicate identification, and merging functionality.

**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.

**DUNS (Data Universal Numbering System) number**  The nine–digit identification number assigned by Dun & Broadstreet to each commercial entity in its database. For businesses with multiple locations, each location is assigned a unique DUNS number.

**escheatment**  The legal process of remitting unclaimed property to the required authority.  In the United States, escheatment laws are at the state level.  Under these laws, accounts payable departments are required to perform due diligence to contact and remit the funds to the payee.  Organizations must then remit to the state of last known address of the owner all unpaid items once they have been outstanding for a set time period.

**folder**  Customizable windows located throughout Oracle Applications. Folders allow you to: change the display of a window by resizing or reordering columns, hide or display columns, and change field names to best fit the needs of each user's working style.

**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.

**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**  A unique set of features embedded in Oracle Applications that allows you to maintain and report accounting records at the transaction level in more than one functional currency.

**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.

# Index

## A

Accounting Calendar window, 2 − 4, 2 − 7

accounting periods, defining, 2 − 4, 2 − 7

Accounts Distributions tabbed region, Term Details window, 4 − 112

addresses, flexible formats for, 2 − 10, 2 − 13

administration, lease, 4 − 2

Agreement tabbed region, 6 − 32

agreements, entering, 6 − 4

aliases, floors, 3 − 19

Alphabetical Space Assignments Report, 7 − 4
    by Floor, 7 − 5
    by Zip Code, 7 − 6

Amend Lease window, 4 − 92
    tabbed region of, 4 − 96 to 4 − 102
    window reference, 4 − 95

amendments, lease, 4 − 2, 4 − 79, 4 − 82, 4 − 86

amount of payment and billing items, 4 − 43

ancillary agreements, 4 − 4

Annual Accounting Pro Forma Report, 7 − 6

Annual Cash Flow Pro Forma Report, 7 − 7

approval rules, 4 − 38

approving billing events, 4 − 64

approving payment schedule events, 4 − 53

Area tabbed region, 5 − 12

assigning office space, 5 − 2 to 5 − 6

assigning space, 5 − 2 to 5 − 6
    customers, 5 − 7
    employees, 5 − 3

Authorize Billings window, 4 − 42

Authorize Payments window, 4 − 42

authorizing payments and billings, 4 − 42

## B

Basis Periods tabbed region, 6 − 36

Bill tabbed region, Term Details window, 4 − 111

billing events, 4 − 39
    approving, 4 − 64
    creating, 4 − 63

billing items
    amount of, 4 − 43
    deferring, 4 − 69
    exporting to Oracle Receivables, 4 − 66

billing line items, defined, 4 − 43

Billing Schedule Details window, 4 − 43

billing schedules, 4 − 39
    creating, 4 − 63

billing terms, 4 − 37

billings, 4 − 11, 4 − 34 to 4 − 43
    authorizing, 4 − 42
    entering, 4 − 59 to 4 − 63
    prepayments, 4 − 76
    process overview, 4 − 36

Billings milestones, 4 − 20

index history, entering, 6 − 3

index rent, 6 − 2
   calculating the basis, 6 − 17
   calculating the percentage, 6 − 20

insurance information in leases, 4 − 9

Insurance milestones, 4 − 20

Insurance tab control, 4 − 100

Insurance tabbed region, 4 − 18, 4 − 80

integration, 1 − 4
   with Oracle Payables and Receivables, 4 − 45

interface tables
   overview, 8 − 5
   PN_LOCATIONS_ITF, 8 − 6
   PN_SPACE_ALLOC_ITF, 8 − 21

International Facilities Management
   Association, 3 − 18

# J

journal entries, Journals: Display Inverse Rate
   profile option, B − 5

# L

Land window, window reference, 3 − 29

languages, defining lookups in multiple
   languages, 2 − 15

Lease Abstract Summary Report, 7 − 11

lease class, 4 − 6, 4 − 16, 4 − 93
   payments and billings and, 4 − 34

Lease Details tabbed region, 6 − 31

Lease Milestones window, window reference,
   4 − 108

Lease window, window reference, 4 − 93

leases
   abstraction of, 1 − 2, 4 − 4 to 4 − 10
      steps in, 1 − 6, 4 − 13 to 4 − 15

administration of, 4 − 2
amending, 4 − 86
amendments to, 4 − 2, 4 − 82
ancillary agreements, 4 − 4
editing, 4 − 2, 4 − 83, 4 − 85
history, 4 − 83
information sources, 4 − 4
insurance information in, 4 − 9
location information in, 4 − 9
master, 4 − 6, 4 − 93
modifications to, 4 − 2, 4 − 79 to 4 − 84
   lease status and, 4 − 7
name of, 4 − 5
new, 4 − 3
   setting up, 4 − 13
number of, 4 − 5
obligation information in, 4 − 10
options information in,, 4 − 10
overview, 4 − 2
reviewing, 4 − 89
service providers and, 3 − 4
services information in, 4 − 10
setting up, 4 − 3
status of, 4 − 7, 4 − 17, 4 − 80, 4 − 94
transactions, 4 − 83
type of, 4 − 5
types of, 4 − 16

Leases window, 4 − 4, 4 − 7, 4 − 13, 4 − 92
   payments and, 4 − 48
   tabbed region of, 4 − 96 to 4 − 102

leases windows, 4 − 92 to 4 − 104

location codes
   defined, 3 − 16
   floors, 3 − 19

location information, exporting, 8 − 2

locations
   lease setup, 4 − 3
   regions and office parks, 3 − 9
   service providers and, 3 − 4

Locations tab control, 4 − 99

Locations tabbed region, 4 − 18, 4 − 80

lookups
   defined, 2 − 15

# P

Parameters window, 7 − 2

Parcel window, window reference, 3 − 32

parent companies, 3 − 5

passwords, 2 − 7

Pay tabbed region, Term Details window, 4 − 110

payment events, 4 − 39
   creating, 4 − 52

payment items
   amount of, 4 − 43
   deferring, 4 − 44, 4 − 57
   exporting to Oracle Payables, 4 − 55

payment line items, defined, 4 − 43

Payment Schedule Details window, 4 − 43

payment schedule events, approving, 4 − 53

payment schedules, 4 − 39
   creating, 4 − 52

payment terms, 4 − 37

payments, 4 − 11, 4 − 34 to 4 − 43
   authorizing, 4 − 42
   estimated amount of, 4 − 104
   exporting, reporting currencies, 2 − 12
   prepayments, 4 − 76
   process overview, 4 − 36
   setting up, 4 − 48 to 4 − 52
   target date of, 4 − 105

Payments milestones, 4 − 20

Payments tab control, 4 − 80, 4 − 104

Payments tabbed region, 4 − 18

People window, 2 − 5, 2 − 10, 5 − 3

periods, generating, 6 − 6

Prepayments, 4 − 76

Printer profile option, B − 6

printers, default, B − 6

Pro Forma reports
   Annual Accounting, 7 − 6
   Annual Cash Flow, 7 − 7
   Monthly Accounting, 7 − 14
   Monthly Cash Flow, 7 − 15

profile options, B − 2
   Default Country, B − 6
   Folders:Allow Customization, B − 6
   GL Set of Books Name, B − 5
   Journals: Display Inverse Rate, B − 5
   MO: Operating Unit, B − 6
   Printer, B − 6
   setting up, 2 − 9
   Site Language, B − 6

programs, submitting, 7 − 2

properties
   defining, 3 − 13
   managing, 3 − 2
   overview, 3 − 11

Properties window, 3 − 13
   window reference, 3 − 27

property, space assignment and, 5 − 2 to 5 − 6

property information, importing, 8 − 3

Property Manager Open Interface tables
   PN_LOCATIONS_ITF table, 8 − 6
   PN_SPACE_ALLOC_ITF table, 8 − 21

purging open interface tables, 8 − 4

# R

rate types, 2 − 5, 2 − 8

Receivables Details Report, 7 − 17

Receivables Summary Report, 7 − 19

recurring schedules, 4 − 41

regions and office parks
   overview, 3 − 9
   setting up, 3 − 9

Regions and Office Parks window, 3 − 9

rent increase, 6 − 2
   calculating, 6 − 23

# S

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